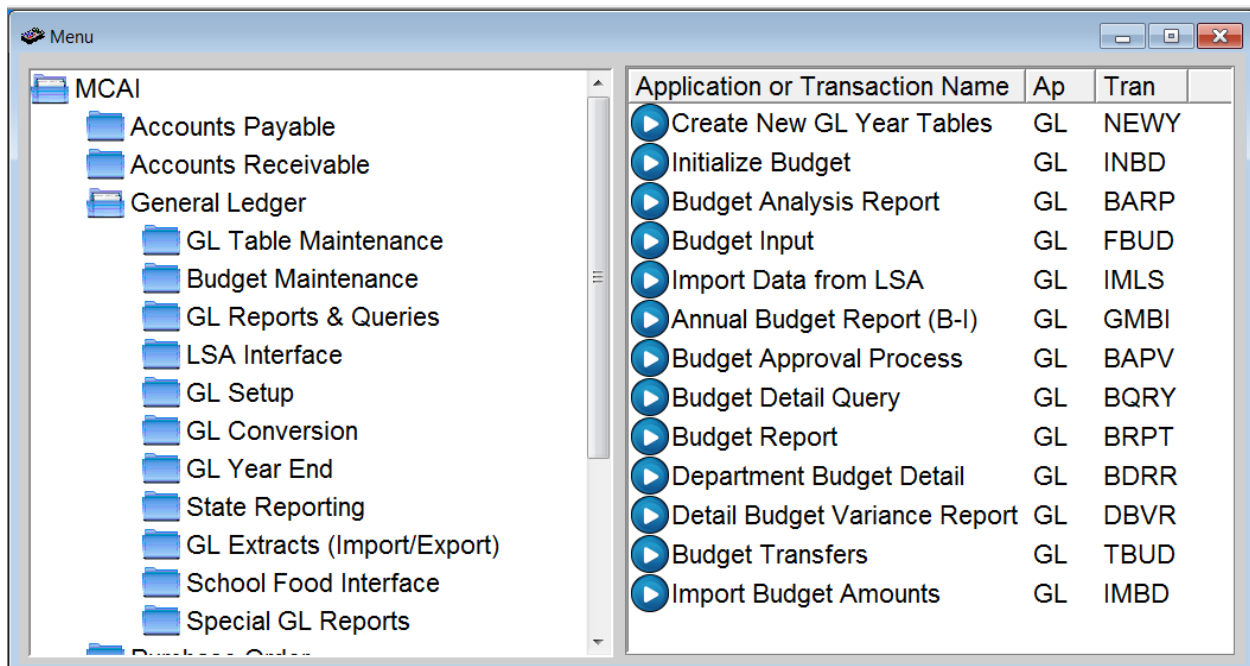


BUDGETING PROCEDURES

Next Year Budget Check List -

- ☐ Create New GL Year Tables
- ☐ Open Budget Periods
- ☐ Initialize the Budget
- ☐ Print Budget Analysis Report - Next Year Worksheet
- ☐ Budget Input
- ☐ Import Budget from Local Schools – if applicable
- ☐ Print Budget Analysis Report - Next Year Worksheet or Budget Report to verify data entry
- ☐ Print Annual Budget Report (B-I) – AL Mandated Report
- ☐ Approve The Budget



Create New GL Year Tables

Use this transaction to setup accounts for the new fiscal year. Accounts are not available for the next fiscal year until this function is completed.

Open Budget Periods

Use Period Maintenance transaction to open the budget periods.

Initialize Budget

This transaction is used to automatically create new budgets based on another year's amended budget or actual dollars. This transaction can also be used to run Budget Projections without updating the database.

GL/INBD: Initialize Budget (v3.08)

Change Original Budget For Fiscal Year **2015** Select By GL Component

Select Budget Action
☐ Initialize ☐ Initialize To Zero ☐ Update ☒ Projected Budget Report Only ☒ Zero Suppress

Dollars
☒ Budget \$\$ ☐ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☐ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by 0 % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year 2014 Last Period Completed 7 ☐ Estimate Remaining Periods Spread From 1 Thru 1

If Negative Budget
☒ Ignore, Load Zero ☐ Load Value, Don't Adjust ☐ Load Values and Adjust ☐ Include Inactive Accounts

Requested by Lewis David Steelman Jr Department MIS Attachments(0)

Comment

Report Destination
☐ To Printer Brother HL-2280DW Printer
☒ To Report Viewer
☐ To File

Setup

This Budget Has Not Been Approved
Selection Options and Click Enter

WARNING! Make sure you choose the correct Fiscal Year from the Fiscal Year drop down box.

There are four primary '**Budget Actions**' options that are available in this transaction. Each action can be performed for the entire General Ledger or for selected component ranges. The following is a list of 'Budget Actions' and a short description of each:

- **Initialize** – This option copies *sets* the selected fiscal year budget amounts based on another year's Current Budget or Actual Dollars. There is an additional option to include Encumbrances (open POs) with Actual dollars. The 'Initialize' option is not available for budgets that have been 'Approved'.
- **Initialize To Zero** – This option *resets* the Original Budget amounts to zero for the selected fiscal year. The 'Initialize to Zero' option is not available for budgets that have been 'Approved'.
- **Update** – This option is only available when the selected fiscal year's budget has been 'Approved'. This option creates Budget Adjustments/Amendments based upon the total dollar differences between the current budget amounts and new budget amounts of the years selected. Unlike the previous two options, the 'Update' option does not change the Original Budget, only the Current Budget.
- **Projected Budget Report Only** – This option creates a report of projected budget changes/amounts based on the entered criteria. Budgets are not updated.

***Round to Whole Dollar** – This option is checked and disabled if the Budget by Whole dollars parameter in the General Ledger Parameter transaction is turned on. Otherwise, this option will round all budget dollars to the nearest whole dollar.

Additional Options

With each primary '**Budget Action**,' there are several additional options that are available. The following is a list of additional options and a short description of each:

GL/INBD: Initialize Budget (v3.08)

Change Original Budget For Fiscal Year: 2015

Select By GL Component

Select Budget Action

☐ Initialize ☐ Initialize To Zero ☐ Update ☒ Projected Budget Report Only ☒ Zero Suppress

Dollars

☒ Budget \$\$ ☐ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☐ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by 0 % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year: 2014 Last Period Completed: 7 ☐ Estimate Remaining Periods

Spread From 1 Thru 1

If Negative Budget

☒ Ignore, Load Zero ☐ Load Value, Don't Adjust ☐ Load Values and Adjust ☐ Include Inactive Accounts

Requested by: Lewis David Steelman Jr Department: MIS Attachments(0)

Comment

Report Destination

☐ To Printer Brother HL-2280DW Printer ☒ To Report Viewer ☐ To File

Setup

This Budget Has Not Been Approved
Selection Options and Click Enter

- **Dollars – Budget \$\$** - This option uses the Current Budget amount as the source budget amount for each account.
- **Dollars – Actual \$\$** - This option uses Actual amount as the source budget amount for each account.
- **Dollars – Include Encumbrance \$\$ w/Actuals** – This option will include any encumbered amounts for the account as part of the source budget amount.
- **No Change** – This option tells the transaction to use the Current Budget or Actual Dollars amount "as is" with no percentage adjustments.
- **Increase** – This option tells the transaction to use the Current Budget or Actual Dollars amount and *Increase* the amount by the entered percentage.
- **Decrease** – This option tells the transaction to use the Current Budget or Actual Dollars amount and *Decrease* the amount by the entered percentage.

GL/INBD: Initialize Budget (v3.08)

Change Original Budget For Fiscal Year 2015 Select By GL Component

Select Budget Action
☐ Initialize ☐ Initialize To Zero ☐ Update ☒ Projected Budget Report Only ☒ Zero Suppress

Dollars
☒ Budget \$\$ ☐ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☐ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by 0 % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year 2014 Last Period Completed 7 ☐ Estimate Remaining Periods Spread From 1 Thru 1

If Negative Budget
☒ Ignore, Load Zero ☐ Load Value, Don't Adjust ☐ Load Values and Adjust ☐ Include Inactive Accounts

Requested by Lewis David Steelman Jr Department MIS Attachments(0)

Comment

Report Destination
☐ To Printer Brother HL-2280DW Printer
☒ To Report Viewer
☐ To File Setup

This Budget Has Not Been Approved
Selection Options and Click Enter

- ***Include Budget For Closing Equity Accounts*** - If the 'Actual Dollars' or 'Initialize to Zero' options are selected, this option becomes visible and allows the user to create a budget for equity accounts. If this option is not selected, equity accounts with budgets are not affected.
- ***From Fiscal Year*** - Choose the Fiscal Year from the drop down box that will be used for the source amounts. Any fiscal year in the drop down box can be used.
- ***Last Period Completed and Estimate Periods*** - If you are using a 'From' fiscal year that has not been completed and are using 'Actual' amounts, choose the Last Period Completed for that fiscal year from the drop down box and make sure the Estimate Remaining Periods option is checked.
- ***Spread*** - This option is defaulted based on the General Ledger Budgeting parameters. If you wish to spread the budget for a particular range of months, enter the beginning and ending fiscal period numbers as desired.

'If Negative Budget' Data Options

There are three 'If negative budget' options that are used to determine how negative budget amounts should be handled. The following is a list of these options and a short description of each:

GL/INBD: Initialize Budget (v3.08)

Change Original Budget For Fiscal Year

Select Budget Action
☐ Initialize ☐ Initialize To Zero ☐ Update ☒ Projected Budget Report Only ☒ Zero Suppress

Dollars
☒ Budget \$\$ ☐ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☐ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year Last Period Completed ☐ Estimate Remaining Periods Spread From Thru

If Negative Budget
☒ Ignore, Load Zero ☐ Load Value, Don't Adjust ☐ Load Values and Adjust ☐ Include Inactive Accounts

Requested by Department

Comment

Report Destination
☐ To Printer Brother HL-2280DW Printer
☒ To Report Viewer
☐ To File

This Budget Has Not Been Approved
Selection Options and Click Enter

- ***Ignore, Load Zero*** – If this option is selected, negative budget amounts are set to zero.
- ***Load Value, Don't Adjust*** – If this option is selected, the budget amount determined is used but any increase/decrease percentage options are ignored.
- ***Load Values and Adjust*** - If this option is selected, the budget amount determined is used and any increase/decrease percentages options are applied.

Other Options

- ***Include InActive Accounts*** – If this option is selected, budget amounts are determined for all Accounts, including inactive accounts.
- ***Requested By*** – Identifies who is making the budget request. It cannot be blank and defaults to the user's name.
- ***Department*** – Not required and is used to identify the department from which the budget request originates.
- ***Comments*** – Not required and are used for any additional information that should be recorded with the budget request.
- ***Attachments*** – Use this option to attach any related documents to the budget request.

EXAMPLES**Example 1 - Copying a Budget from a previous year's Amended Budget Using Ignore Load Zero Option (excluding Inactive Accounts)**

In this example, 2015's budget is being set from 2014's Amended Budget.

1. Select 2015 in the 'Change Original Budget for Fiscal Year'. (Destination Year)
2. Click the Select by GL Component button.
 - a. Make any desired component selection. If you want to process all accounts, Click 'Accept Selection Criteria' button without entering any component selects (defaults to all Funds).
3. Select the Budget Action 'Initialize'.
4. Choose the 'Budget \$\$' option in the 'Dollars' frame.
5. Choose the 'No Change' option.
6. Select 2014 in the 'From Fiscal Year. (Source Year)
7. Choose the 'Ignore, Load Zero' option in the 'If Negative Budget' frame.
8. If checked, uncheck the 'Include InActive Accounts' option. (*InActive accounts are skipped*).
9. Select the Department, enter any additional comments and/or remember to include any attachments as desired.

The screen should appear as pictured below.

GL/INBD: Initialize Budget (v3.08)

Change Original Budget For Fiscal Year: 2015

Select By GL Component

Select Budget Action

☒ Initialize ☐ Initialize To Zero ☐ Update ☐ Projected Budget Report Only

Dollars

☒ Budget \$\$ ☐ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☐ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by 0 % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year: 2014 Last Period Completed: 7 ☐ Estimate Remaining Periods

Spread From 1 Thru 1

If Negative Budget

☒ Ignore, Load Zero ☐ Load Value, Don't Adjust ☐ Load Values and Adjust ☐ Include InActive Accounts

Requested by: Lewis David Steelman Jr Department: MIS Attachments(0)

Comment:

10. Click Enter (F1) to begin processing.

Example 2 – Copying Budget for Expense Accounts from a previous year's Actual Dollars Using Load Value, Don't Adjust option (Including Inactive Accounts)

*In this example, 2015's **expenditure** account budgets are being set from 2014's Actual Dollars plus the estimated amount based on the actuals year-to-date and the remaining periods.*

1. Select 2015 in the 'Change Original Budget for Fiscal Year'. (Destination Year)
2. Click the Select by GL Component button.
 - a. From the drop down box labeled 'Component Name,' Select 'Class' component. Type 5 in both the 'Beginning' and 'Ending' value fields.
 - b. Click the 'Add Item' button.
 - c. Click the 'Accept Selection Criteria' button.
3. Select the Budget Action 'Initialize'.
4. Choose the 'Actual \$\$' option in the 'Dollars' frame.
5. Choose the 'No Change' option.
6. If checked, uncheck 'Include Budget For Closing Equity Accounts' option.
7. Select 2014 in the 'From Fiscal Year. (Source Year)
8. Choose the last period completed in the fiscal year – usually the last closed period of the fiscal year.
9. Choose 'Load Value, Don't Adjust' option in the 'If Negative Budget' frame.
10. Check 'Include InActive Accounts' option.
11. Select the Department, enter any additional comments and/or remember to include any attachments as desired.

The screen should appear as pictured below:

GL/INBD: Initialize Budget (v3.08)

Change Original Budget For Fiscal Year: 2015

Select By GL Component

Select Budget Action

☒ Initialize ☐ Initialize To Zero ☐ Update ☐ Projected Budget Report Only

Dollars

☐ Budget \$\$ ☒ Actual \$\$ ☐ Include Encumbrance \$\$ w/Actuals ☐ Round to Whole Dollar

☒ No Change, ☐ Increase or ☐ Decrease by 0 % ☐ Include Budget For Closing Equity Accounts

From Fiscal Year: 2014 Last Period Completed: 7 ☒ Estimate Remaining Periods

Spread From: 1 Thru: 1

If Negative Budget

☐ Ignore, Load Zero ☒ Load Value, Don't Adjust ☐ Load Values and Adjust ☒ Include InActive Accounts

Requested by: Lewis David Steelman Jr Department: MIS Attachments(0)

Comment:

Selection Options and Click Enter

12. Click Enter (F1) to begin processing.

Example 3 – Producing a report of a Budget Increase of 5% based on a previous year's Actuals Using the Ignore, Load Zero option (excluding InActive Accounts)

*In this example, a budget projection report for 2015 is being created based on 2013's actual dollars for all **expenditure** accounts. The budgets will NOT be updated.*

1. Select 2015 in the 'Change Original Budget for Fiscal Year'. (Destination Year)
2. Click the Select by GL Component button.
 - a. Select 'Class' in the 'Component Name' drop down box. Enter 5 in both the 'Beginning' and 'Ending' value fields.
 - b. Click the 'Add Item' button.
 - c. Click the 'Accept Selection Criteria' button.
3. Select the Budget Action 'Projected Budget Report Only'.
4. Check 'Zero Suppress' to eliminate Accounts with projected zero budget amounts.
5. Choose the 'Actual \$\$' option in the 'Dollars' frame.
6. Choose the 'Increase' option.
7. Enter 5 into the '%' field.
8. Select 2013 in the 'From Fiscal Year. (Source Year)
9. Select 12 in 'Last Period Completed' drop down box.
10. If checked, uncheck 'Include Budget For Closing Equity Accounts' option.
11. Choose 'Ignore, Load Zero' option in the 'If Negative Budget' frame.
12. If checked, uncheck the 'Include InActive Accounts' option.
13. Select the Department, enter any additional comments and/or remember to include any attachments as desired.

The screen should appear as pictured below.

The screenshot shows the 'GL/INBD: Initialize Budget (v3.08)' window. The 'Change Original Budget For Fiscal Year' is set to 2015. The 'Select By GL Component' button is visible. Under 'Select Budget Action', 'Projected Budget Report Only' is selected, and 'Zero Suppress' is checked. In the 'Dollars' section, 'Actual \$\$' is selected. Under 'Increase or Decrease by', 'Increase or' is selected with a value of 5%. The 'From Fiscal Year' is 2013 and 'Last Period Completed' is 12. The 'Include Budget For Closing Equity Accounts' checkbox is unchecked. Under 'If Negative Budget', 'Ignore, Load Zero' is selected. The 'Include InActive Accounts' checkbox is unchecked. The 'Requested by' field contains 'Lewis David Steelman Jr' and the 'Department' is 'MIS'. The 'Attachments(0)' button is present. The 'Report Destination' section shows 'To Report Viewer' selected. A 'Setup' button is at the bottom right. A purple text prompt at the bottom reads 'Selection Options and Click Enter'.

14. Click Enter (F1) to begin processing. The budget projection report will be generated.

This report contains prior, current and next year account budgets and actuals. The Next Year Worksheet option report can be used as a worksheet for budgets and for entering budget amounts. We recommend that it is printed after input to verify the accuracy of input.

RUN DATE:	04/24/2014	MCAI BUDGETARY ACCOUNTING SYSTEM	Page 1 of 1420
RUN TIME:	09:48AM	NEXT YEAR BUDGET WORKSHEET	GLBARPWORK
		David Test	
		THRU FISCAL YEAR-PERIOD-MONTH : 2014-12-September	

ASN	DESCRIPTION		2012	2013	2014	2014	2014	2015
Fd-C-Func-Obl-CCtr-SFnd-Y-Prog-Spec		TYPE	ACTUAL	ACTUAL	YTD ACTUAL	ENCUMBERED	TOTAL BUDGET	BUDGET
Fund 11								
*** EQUITY ***								
300053	INVSTMT IN GEN F A.							
11-3-0310-000-0000-6001-0-0000-0000		C	0.00	0.00	0.00	0.00	0.00	-----
301225	RETAIN EARNINGS-PROP							
11-3-0315-000-0000-6999-0-0000-0000		C	0.00	0.00	0.00	0.00	0.00	-----
301354	RESERVED FOR ENCUMBR							
11-3-0341-000-0000-0000-0-0000-0000		C	0.00	0.00	0.00	0.00	0.00	-----
301028	RESERVED FOR ENCUMBR							
11-3-0341-000-0000-1110-0-0000-0000		C	1,208,018.34	1,208,303.34	1,322.00	0.00	0.00	-----
300914	RESERVED FOR ENCUMBR							
11-3-0341-000-0000-1110-9-0000-0000		C	0.00	0.00	0.00	0.00	0.00	-----
301257	RESERVED FOR ENCUMBR							

Budget Input

Use this transaction to enter/change/submit budget amounts.

GL/FBUD: Budget Input (v3.06)

Fiscal Year: 2015 ** Not Approved ** Fd-C-Func-Obj-CContr-SFnd-Y-Prog-Spec

Group: All Account #: 11-5-1100-411-0000-1110-0-0000-0000 Show InProcess

Sort By: Fund INSTRUCTION, STUDENT CLASSRM SUPP

Fund 11

Equity	0.00
+ Revenues	0.00
- Expenses	0.00
= Total	0.00

Budget Options

☒ Apportion ☐ Adjust FP

MTAB: Oct Budget Amt:

Thru: Oct ☒ Replace Dollars Next Acct

Account Number	Period	Dollars	Percent
	Oct	0.00	0.00
	Nov	0.00	0.00
	Dec	0.00	0.00
	Jan	0.00	0.00
	Feb	0.00	0.00
	Mar	0.00	0.00
	Apr	0.00	0.00

Requested by: Lewis David Steelman Jr Department: MIS Attachments(0)

Comment:

Original Budget	Approved Budget	Budget Adjustments	Current Budget	Cur Act/Enc/Req
0.00	0.00	0.00	0.00	0.00

New Budget Amount: 0.00

Enter Amount to Apportion or Select Period to Change

Click Add Item Button after Apportioning Budget Amount and/or Updating Fiscal Period Amount(s)

Import Budget from LSA

Use this transaction to import budget amounts from Local Schools. This can be used for Next Year Budgets or Current Year Budgets changes. Use this when the Local School is managing their Original and/or Amended Budget amounts in a separate set of books.

GL/IMLS: Import Data from LSA (v3.08)

Import Options

Import File: _____ Browse Clear Values

Cost Center: _____ Cost Center Name: _____ Posting Date: 03/23/2004 Fiscal Period: March Fiscal Year: 2004

☒ Report Only
☐ Report and Update GL
☒ Update LSA Budget Fields When Updating GL

Requested by: Lewis David Steelman Jr Department: MIS

Comment: _____

Component for Rolling Up Accounts

SpecUse: _____ Make the Value Equal to: 0000

For Value Range: 0100 -- 9999 Exclude Value Range: _____

Print Destination

☒ To Report Viewer ☐ To Grid ☐ To File

☐ To Printer Brother HL-2280DW Printer Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

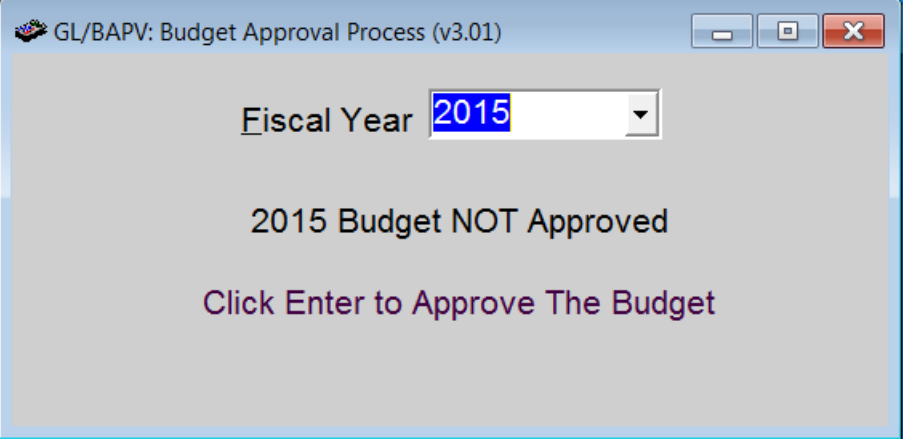
Print Annual Budget (B-I) Report

Use this transaction to print the B-I report.

The screenshot shows a Windows-style dialog box titled "Fiscal Year And Fiscal Period". At the top right are standard window controls (minimize, maximize, close). Below the title bar is a section labeled "Component Selection". Inside this section, there are three input fields: "Component Name" (with a dropdown arrow), "Begin" (text field), and "End" (text field). To the right of these fields is an "Add" button. Below the input fields is a table with four columns: "Component Name", "Begin Value", "End Value", and an empty column. The table has multiple rows. At the bottom of the dialog, outside the "Component Selection" section, are two more inputs: "Fiscal Year" (set to "2015") and "Fiscal Period" (set to "September"). To the right of these are "Print Option" settings with radio buttons for "Preview" (selected) and "Print". At the very bottom are "OK" and "Cancel" buttons.

Approve The Budget

Use this transaction to approve/unapprove the fiscal year budget. Approving a budget freezes the Original Budget and signals Nextgen that any changes to the budget are considered Amendments.



GL/BAPV: Budget Approval Process (v3.01)

Fiscal Year **2015**

2015 Budget NOT Approved

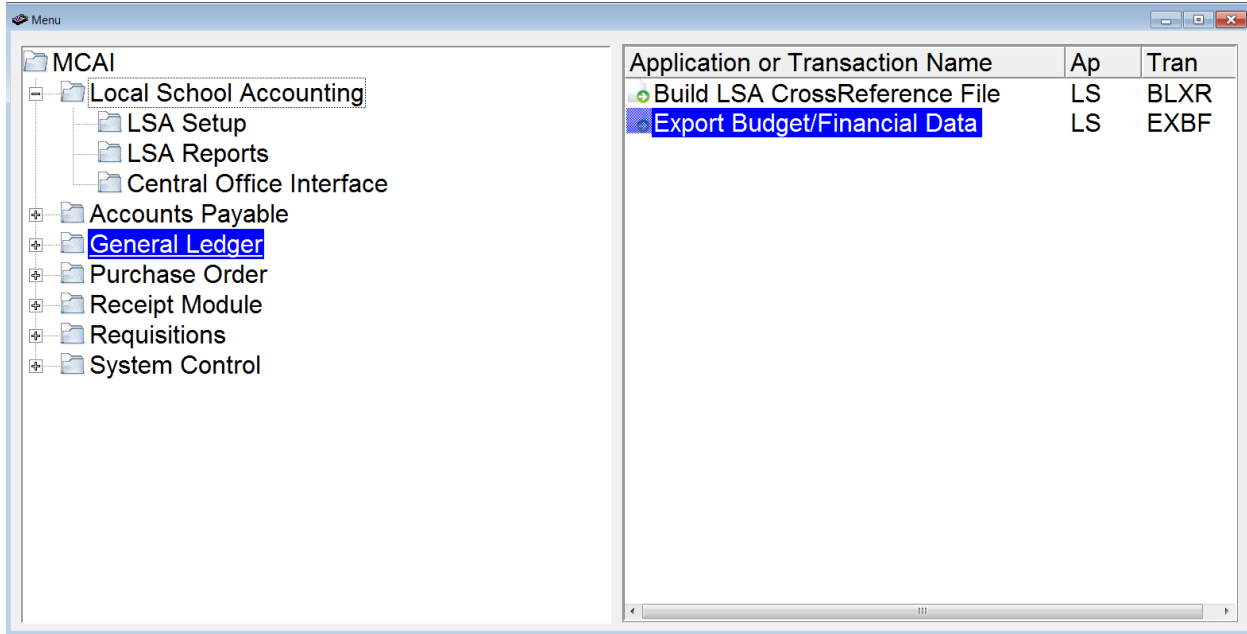
Click Enter to Approve The Budget

Select the Fiscal Year to Mark Approved or UnApproved. Click "Enter" to Start.

Note: Approval can not be reversed if amendments have been made to any account in the selected fiscal year.

Export Budget Data – (Local School Accounting Only)

Use this transaction to export the Next Year budget data to the Central Office. Amended budgets can be imported at the same time as the LSA monthly financial data is imported.



LS/EXBF: Export Budget/Financial Data (v3.07)

Data Format

Nextgen

☐ Current Period Actuals

☒ Next Year Original Budget

COBOL

☐ Current Period Actuals

☐ Next Year Original Budget

Cost Center: 0055 CCTR 0055

Fiscal Year: 2015 Fiscal Period: Budget

Export File: EXBF20150 Browse

Report Sort By Component: Activity

Report Destination

☒ To Report Viewer ☐ To Grid ☐ To File

☐ To Printer Brother HL-2280DW Printer Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

Import Budget Amounts – (Optional)

Use this transaction to import budget amounts from an external file.

GL/IMBD: Import Budget Amounts (v3.14)

Fiscal Year: **2015** *** Not Approved Budget *** ☐ Delimited Format ☐ Fixed Format ☒ Excel Format

Import File: **Browse**

☐ Exception Report Only ☐ Add Missing Accounts
☒ Update Inactive Accounts ☒ Zero Budget First (Replace/Amend Option)
☒ Change Account Status to Active ☒ Zero Only Accounts from Import File

Account Totals:

Read:	0
Added:	0
Updated:	0
Rejected:	0

Requested by: **Lewis David Steelman Jr** Department: **MIS** Attachments(0)

Comment:

☐ Print Budget Detail Transaction Report After Successful Import

Report Destination:

☒ To Report Viewer ☐ To File
☐ To Printer Brother HL-2280DW Printer

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

- **Exception Report Only** – Reports exceptions and warnings (if any) but does NOT import/record the budget amounts. This is not a comprehensive import report of the budget amounts being imported, just possible errors and/or warnings.
- **Update Inactive Accounts** – If checked, it will import budget amounts for inactive accounts. Otherwise, the inactive accounts will show as exceptions on the report.
- **Change Account Status to Active** – If checked, will set imported inactive accounts to active.
- **Add Missing Accounts** – Adds accounts that are in the import file to the General Ledger if they do not exist for the fiscal year. This option is not available unless user has security to create accounts "on-the-fly".
- **Zero Budget First (Replace/Amend Option)** – This option will zero any budget dollars that exist for the fiscal year selected before importing the new budget amounts. If this is checked, the budget amounts will be replaced. If not checked, account budget amounts will change by the imported budget amounts.
- **Update Original Budget** – (Not shown in example) Available only if the fiscal year budget status is approved. If checked, this option will import/update the Original Budget Amounts, not the Current Budget Amounts. This option is not available unless the user has user permissions to update original budgets after the budget is approved.

Nextgen Budget Import File Layout (Excel)

File Format: Microsoft Excel

Requires: Separate column for each field - No semi-colons or apostrophes in the account descriptions – Cannot exclude an unused column

<u>Field Name</u>	<u>Max Size</u>	<u>Col</u>	<u>Description</u>
Fiscal Year	4	A	Numeric - Represents fiscal year being imported. Example: If current fiscal year is 2015, then if the budget items in this file represent current year budget, put 2015.
Account Number	50	B	Alphanumeric – Numbers and component separation characters only.
Account Description	50	C	Alphanumeric – Description of the account. Used only to override automatic account description creation by system. Do not surround with quotes (""). No embedded apostrophes (') or semi-colons (;).

Fiscal Period Budget Amounts

Period 1 Amount	17	D	Numeric – 2 decimal places.
Period 2 Amount	17	E	Numeric – 2 decimal places.
Period 3 Amount	17	F	Numeric – 2 decimal places.
Period 4 Amount	17	G	Numeric – 2 decimal places.
Period 5 Amount	17	H	Numeric – 2 decimal places.
Period 6 Amount	17	I	Numeric – 2 decimal places.
Period 7 Amount	17	J	Numeric – 2 decimal places.
Period 8 Amount	17	K	Numeric – 2 decimal places.
Period 9 Amount	17	L	Numeric – 2 decimal places.
Period 10 Amount	17	M	Numeric – 2 decimal places.
Period 11 Amount	17	N	Numeric – 2 decimal places.
Period 12 Amount	17	O	Numeric – 2 decimal places.

Budget Detail Query

This transaction is used to research budget requests/changes in budget amounts.

GL/BQRY: Budget Detail Query (v3.01)

Query Criteria

TX # From Thru

Date Range Selection

☐ Entered Date Thru

☐ Status Date Thru

User Information

Group User ID

Dollar Criteria

Operator \$\$\$

Account Reference

Account #

Comp Selection

Status

Application ID Transaction ID Dept Code

Search Option For Text Characters

☐ Match ☐ Appears Anywhere ☐ Starts With

Originator

Enter Selection Criteria, Click Enter(F1) To Generate Report

GL/BQRY: Budget Detail Query (v3.01)

Tran...	Entered Date	User ID	Originator	Departm...	Total Increase	Total Decrease	Comme...	Docume...	Status	Status Date
90	8/16/2013 2:5...	david	Lewis Dav...	MIS	27000	0	None	GL/RTDA	Posted	8/16/2013
91	8/16/2013 2:5...	mcaisu	mcaisu su...	None	108500	0	None	GL/FBUD	InProcess	8/16/2013
92	9/19/2013 1:0...	mcaisu	mcaisu su...	None	94449.35	0	None	GL/FBUD	Posted	9/19/2013
93	9/19/2013 1:1...	david	Lewis Dav...	MIS	0	791.48	None	GL/FBUD	Posted	9/19/2013
94	10/31/2013 2:...	david	Lewis Dav...	None	300	300	None	GL/TBUD	Posted	10/31/2013
95	10/31/2013 2:...	david	Lewis Dav...	None	181	181	None	GL/TBUD	InProcess	11/6/2013
96	1/13/2014 4:0...	david	Lewis Dav...	MIS	600	2500	None	GL/RTDA	Posted	1/13/2014
97	1/13/2014 4:1...	david	Lewis Dav...	MIS	2310	7110	None	GL/FBUD	Posted	1/13/2014
98	1/13/2014 4:2...	david	Lewis Dav...	MIS	290	1275	None	GL/FBUD	Posted	1/13/2014
99	1/13/2014 4:2...	david	Lewis Dav...	MIS	0	143000	None	GL/FBUD	Posted	1/13/2014
100	1/13/2014 4:3...	david	Lewis Dav...	MIS	350	557.5	None	GL/FBUD	Posted	1/13/2014

Routing Attachments(0)

Double Click an Item To Show Its Detail Budget Entry Report

Budget Report

This report prints Original, Approved, Current and Adjusted budget amounts for accounts selected. In addition, it has options to print the budget spreads for each account, the state submission history and detail transactions for a range of periods.

GL/BRPT: Budget Report (v3.05)

Select By GL Component

Account Description
☒ Internal Description
☐ State/Auditor Description

Select by Group

Group Code	Description
<input type="checkbox"/> testgroup	test group desc
<input type="checkbox"/> testgroup2	test group desc

Report Options
☒ Summary ☐ Detail

☐ Page Break After Primary Component
☐ Double Space Sub Totals
☒ Display only GLAccounts with Budget Information
☐ Display Budget Submissions to State
☐ Display Budget Spread

Report Destination
☒ To Report Viewer ☐ To Grid ☐ To File
☐ To Printer Brother HL-2280DW Printer

Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

RUN DATE: 4/24/2014		MCAI BUDGETARY ACCOUNTING SYSTEM						Page 1 of 182							
RUN TIME: 10:02AM		GENERAL LEDGER BUDGET REPORT						GLBRPT							
		David Test													
		FISCAL YEAR: 2014													
Fd-C-Func-Obj-CCTR-SFnd-Y-Prog-Spec		ACCOUNT DESCRIPTION		ORIGINAL		APPROVED		CURRENT		ADJUSTMENTS					
Fund 11 GENERAL FUND															
11-4-1110-000-0000-1110-0-0000-0000		FOUNDATION PROGRAM		6,595,160.00		0.00		6,595,160.00		0.00					
PERIOD		BUDGET AMT		POST TYPE		TX NUMBER		DATE		USER ID		DEPT CODE		ORIGINATOR	
1		6,595,160.00		Increase		78		07/27/2013		david		Maint.		Lewis David Steelman Jr	
11-4-1220-000-0000-1220-0-0000-0000		SCHOOL NURSE PROGRAM		13,676.00		0.00		13,676.00		0.00					
PERIOD		BUDGET AMT		POST TYPE		TX NUMBER		DATE		USER ID		DEPT CODE		ORIGINATOR	
1		13,676.00		Increase		78		07/27/2013		david		Maint.		Lewis David Steelman Jr	
11-4-1240-000-0000-1240-0-0000-0000		EXIT EXAM REMEDIATIO		15,294.00		0.00		15,294.00		0.00					
PERIOD		BUDGET AMT		POST TYPE		TX NUMBER		DATE		USER ID		DEPT CODE		ORIGINATOR	
1		15,294.00		Increase		78		07/27/2013		david		Maint.		Lewis David Steelman Jr	
11-4-1310-000-0000-1310-0-0000-0000		TRANSPORT-OPERATIONS		583,204.00		0.00		583,204.00		0.00					
PERIOD		BUDGET AMT		POST TYPE		TX NUMBER		DATE		USER ID		DEPT CODE		ORIGINATOR	
1		583,204.00		Increase		78		07/27/2013		david		Maint.		Lewis David Steelman Jr	
11-4-1320-000-0000-1320-0-0000-0000		TRANSPORT-FLEET REN.		92,000.00		0.00		92,000.00		0.00					
PERIOD		BUDGET AMT		POST TYPE		TX NUMBER		DATE		USER ID		DEPT CODE		ORIGINATOR	
1		92,000.00		Increase		78		07/27/2013		david		Maint.		Lewis David Steelman Jr	
11-4-1410-000-0000-1410-0-0000-0000		AT RISK		83,580.00		0.00		83,580.00		0.00					
PERIOD		BUDGET AMT		POST TYPE		TX NUMBER		DATE		USER ID		DEPT CODE		ORIGINATOR	
1		83,580.00		Increase		78		07/27/2013		david		Maint.		Lewis David Steelman Jr	
11-4-1520-000-0000-1520-0-0000-0000		PRESCHOOL		444.00		0.00		444.00		0.00					

Department Budget Detail Report

This report shows account budget amount details by department.

[illegible]

RUN DATE:	4/24/2014	MCAI BUDGETARY ACCOUNTING SYSTEM	Page 1 of 46
RUN TIME:	08:40AM	DEPARTMENT BUDGET REPORT	GLBRDD
David Test			

ACCOUNT	ACCOUNT DESCRIPTION	DATE	TRANSACTION #	USER	ORIGINATOR	NET CHANGE
DEPARTMENT CODE-DESCRIPTION: Athletic-Athletic Department						
11-5-1100-411-0000-1110-0-0000-0000	INSTRUCTION, STUDENT CLASSRM SUPP	07/27/2013	79	david	Lewis David Steelman Jr	4,500.00
		07/27/2013	81	david	Lewis David Steelman Jr	-300.00
					ACCOUNT TOTAL :	4,200.00
11-5-1100-411-0000-1110-9-0000-0000	INSTRUCTION, STUDENT CLASSRM SUPP	07/27/2013	79	david	Lewis David Steelman Jr	2,300.00
		07/27/2013	81	david	Lewis David Steelman Jr	110.00
					ACCOUNT TOTAL :	2,410.00
11-5-1100-411-0000-1240-0-0000-0000	INSTRUCTION, STUDENT CLASSRM SUPP	07/27/2013	79	david	Lewis David Steelman Jr	7,500.00
		07/27/2013	81	david	Lewis David Steelman Jr	190.00
					ACCOUNT TOTAL :	7,690.00
11-5-1100-411-0000-1260-9-0000-0000	INSTRUCTION, STUDENT CLASSRM SUPP	07/27/2013	79	david	Lewis David Steelman Jr	250.00
11-5-1100-411-0000-1410-0-0000-0000	INSTRUCTION, STUDENT CLASSRM SUPP	07/27/2013	79	david	Lewis David Steelman Jr	175.00
DEPARTMENT TOTALS						
TOTAL EQUITY						0.00
TOTAL REVENUES						0.00
TOTAL EXPENDITURES						14,725.00
DIFFERENCE						-14,725.00
DEPARTMENT CODE-DESCRIPTION: Maint-Maint.						
11-4-1110-000-0000-1110-0-0000-0000	FOUNDATION PROGRAM	07/27/2013	78	david	Lewis David Steelman Jr	6,595.1600
11-4-1220-000-0000-1220-0-0000-0000	SCHOOI NURSF PROGRAM	07/27/2013	78	david	Lewis David Steelman Jr	13,676.00

This report shows budget comparisons between Total Budget and YTD Actual, Encumbrance and Requisition amounts for the selected fiscal year and period.

DESCRIPTION	@YEAR/PERIOD (String)	ASN	TOTAL BUDGET	YTD ACTUAL	YTD ENC	TOTAL REQ	VAR W/ REQ
Fd-C-Func-Obj-Cctr-SFnd-Y-Prog-Spec							
11-4-1110-000-0000-1110-0-0000-0000		400010					
FOUNDATION PROGRAM			6,595,160.00	0.00	0.00	0.00	6,595,160.00
11-4-1220-000-0000-1220-0-0000-0000		403306					
SCHOOL NURSE PROGRAM			13,676.00	0.00	0.00	0.00	13,676.00
11-4-1240-000-0000-1240-0-0000-0000		403307					
EXIT EXAM REMEDIATIO			15,294.00	0.00	0.00	0.00	15,294.00
11-4-1310-000-0000-1310-0-0000-0000		400027					
TRANSPORT-OPERATIONS			583,204.00	0.00	0.00	0.00	583,204.00
11-4-1320-000-0000-1320-0-0000-0000		400231					
TRANSPORT-FLEET REN.			92,000.00	0.00	0.00	0.00	92,000.00
11-4-1410-000-0000-1410-0-0000-0000		403010					
AT RISK			83,580.00	0.00	0.00	0.00	83,580.00
11-4-1520-000-0000-1520-0-0000-0000		400042					
PRESCHOOL			444.00	0.00	0.00	0.00	444.00
11-4-1530-000-0000-1110-0-0000-0000		403259					
1% SALARIES/ACT97238			47,400.00	0.00	0.00	0.00	47,400.00

Budget Transfers

This transaction is used to move budget amounts between accounts. The main difference between this transaction and Budget Input is Budget Transfer requires the total increases and decreases in budget balance by the established balance sheet business rules. For Alabama, it would require the increases and decreases to balance by Fund and Fund Source/Appropriation Year. For Local Schools, it would also require it to balance by Cost Center.

GL/TBUD: Budget Transfers (v3.01)

-

X

Fiscal Year2015 Fiscal PeriodShow InProcess

*** Not Approved ***

Account NumberIncrease/DecreaseBudget Amount
No Account SelectedAdd GL

Account Number	Description	Increase/Dec...	Budget Amount	Current Bud...	New Budget

Requested byLewis David Steelman JrDepartmentAttachments(0)

Comment

Please Select an Item to Modify or Click Close to Enter a New Budget Transfer
Any Items Listed in Red Cannot be Modified based on Security Options