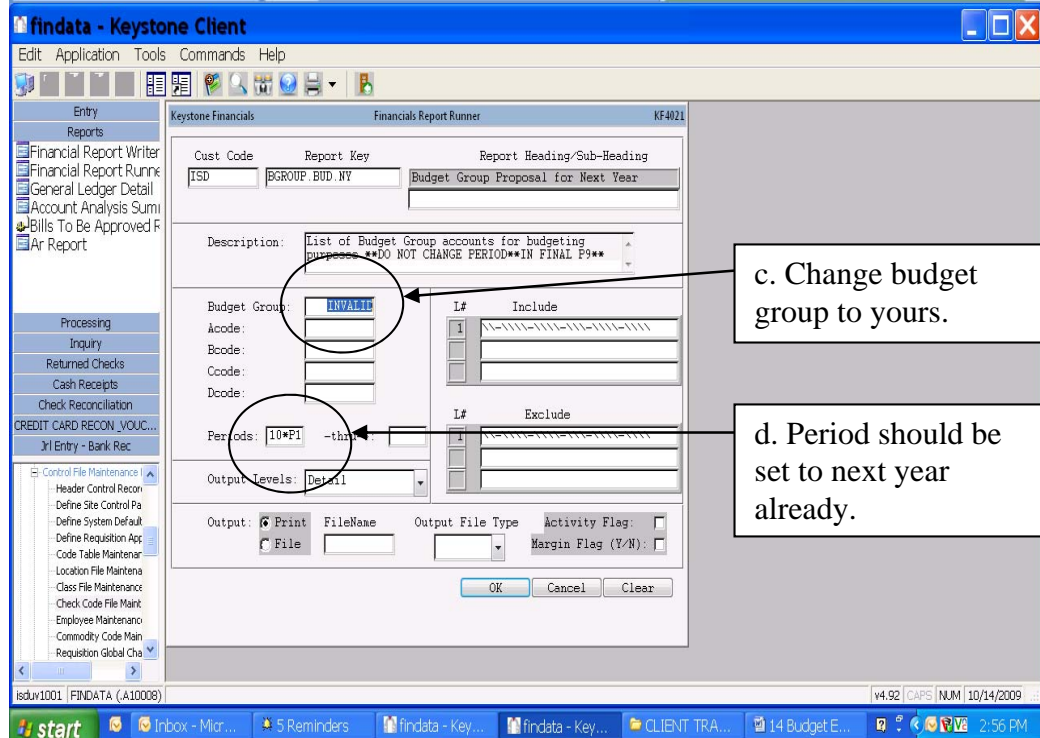
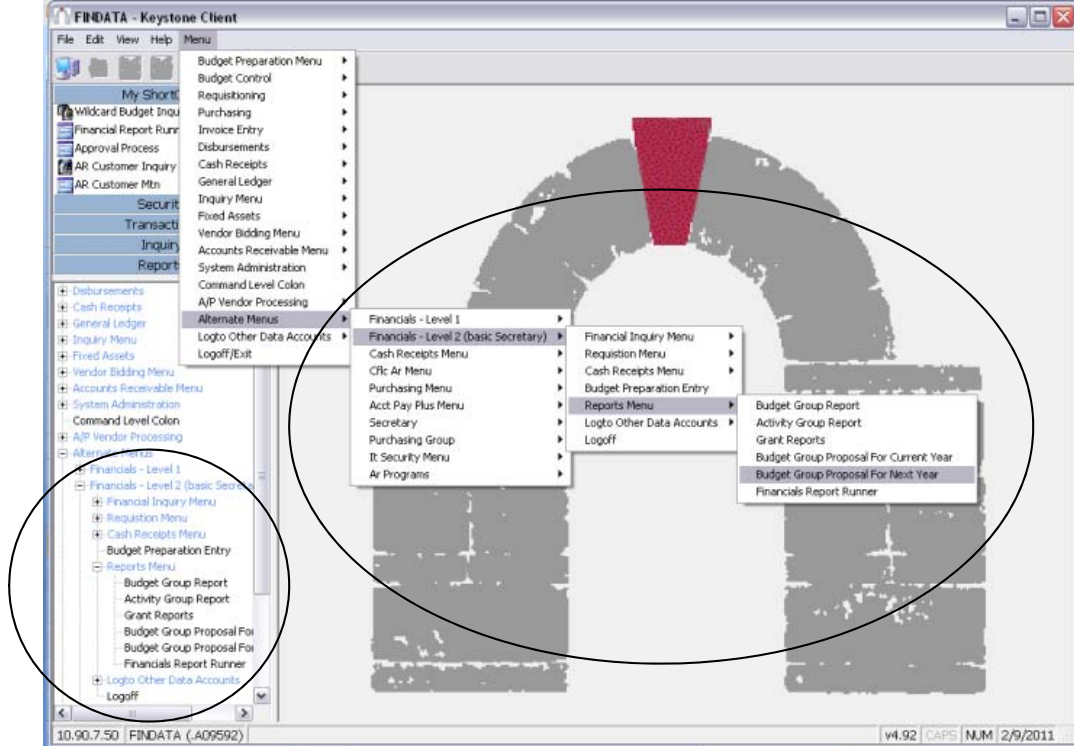


# Budget Entry

1. Run your Budget Group Proposal For Next Year report.
  - a. Change your Keystone printer to print landscape.
    - i. Select Printer Setup on the Standard Shortcuts menu
    - ii. Select Printers
    - iii. Select Landscape and click OK
  - b. From the Reports menu select Budget Group Proposal For Next Year

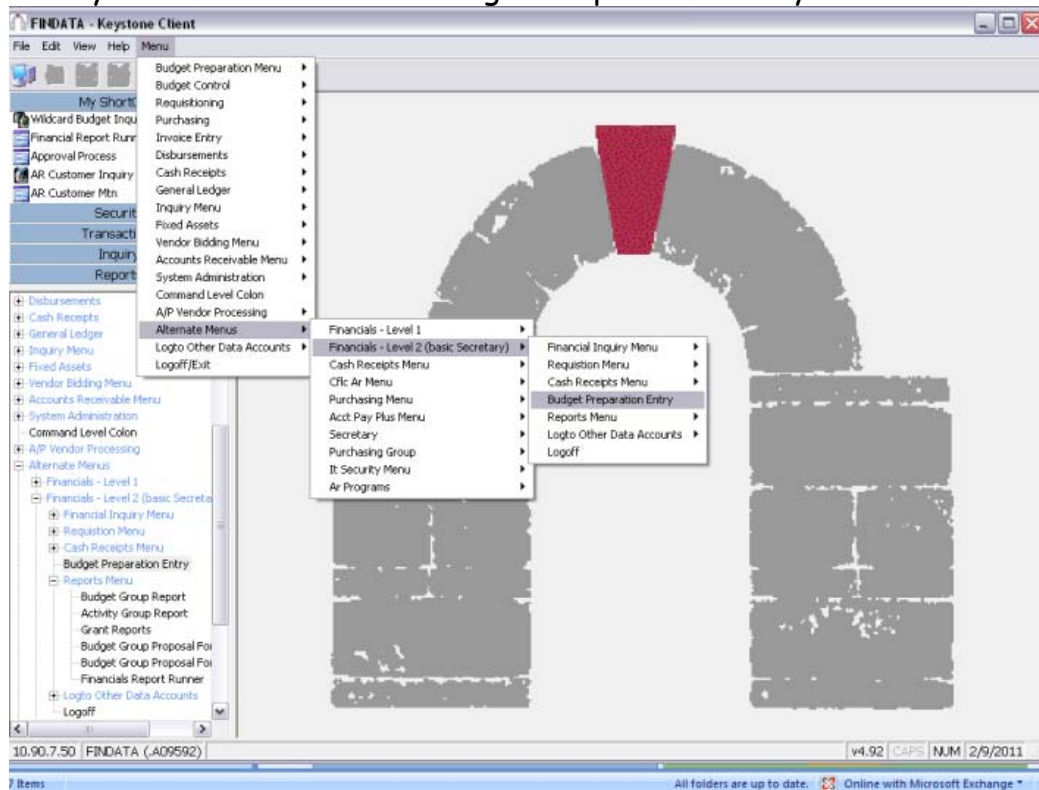


- c. Change the Budget Group from INVALID to your desired budget group. Either type it in or use the Lookup button (magnifying glass) then select the one desired. Keep in mind budget groups are in all caps.
  - d. Change the Period (YY\*P#) to the Year and Phase of your budget group for entry.
  - e. Click OK then Yes when you see the number of accounts.
2. Keep in mind the following information regarding salaries and benefits as they relate to budget entry.
- a. Regular positions salaries and benefits, including those within grants, will be pulled into budgets later through Employee Cost Projections (ECP). Any amounts entered in P1 for these will be overwritten with ECP. However, it is important to include Justifications for any expected position changes in hours, programming or number of positions so these can be updated in ECP. The affected salaries are paid on salary guides and in objects:
    - i. 6111 teachers and extra duty contracts
    - ii. 6112 career ladder
    - iii. 6137 and 6167 travel stipends (also 6365 cell phone)
    - iv. 6151 classified office type salaries
    - v. 6161 classified program salaries typically with direct student contact
  - b. Miscellaneous site controllable salaries are to be included in budget entry in P1. They include all salaries paid that are not on a salary guide and in objects:
    - i. Substitutes: 6131 Certificated, 6171 Classified
    - ii. Extra Hours & Hourly Stipend Pay: 6133 Certificated, 6163 Classified
    - iii. Overtime: 6165 Classified only
    - iv. Vacation payout: 6115 Certificated, 6155 Classified
    - v. Summer Hours: 6114 Certificated, 6164 Classified

3. Other things to keep in mind during budget entry.
  - a. Building budget allocations
    - i. Allocations - calculated using grade level allocation times number of students weighted for SPED December child count. Buildings are expected to cover regular classroom costs for special education programs in their building. Excessive cost items may be submitted to the Director of Special Services.
    - ii. Copier/Riso - budget minimum given during budget process in 10-11x1-6363-xxx-0000-0000 because it will be automatically encumbered to your budget on July 1. Any overages will be charged to your budget as they occur in billing.
    - iii. Subs, extra hours, and ad hoc positions - costs can be charged to building budget for subs (20-11x1-6131-xxx-0000-11x1) or extra hours to be paid by the building for paras and others (10-11x1-6163-xxx-0000-11x1).
    - iv. Carryovers - posted by end of September for unused building budget allocation of the prior year to 10-11x1-6411-xxx-0000-0999. Need to have a plan submitted to Dale Herl for the carryover.
  - b. Textbook allocations
    - i. Paper - annual paper order is automatically charged to instructional textbook account 13-11x1-6422-xxx-0000-0000. Plan for it in the budget.
    - ii. Library books - may be purchased using textbook funds from 13-2222-6422-xxx-0000-0000.
    - iii. Lost textbook - is set up as an activity account, 17-xxxx-xxxx-xxx-0000-0320.
    - iv. Carryover - textbook allocations do not carryover to next year.
  - c. Attendance Allocations
    - i. Allocations is 50 cents per student
    - ii. Budget control is 10-11x1-6411-xxx-0000-0000
  - d. PDC professional development allocation
    - i. Allocation is based on number of certificated teachers
    - ii. Allocation is adjusted annually at the same time carryover is posted to the account.
    - iii. Budget control is 10-2214-6344-xxx-0000-0000
  - e. Title I discretionary allocations

- i. Allocations given based on number of free/reduced students. There are two allocations: instructional and parent involvement. Allocations do not carryover. Federal grants require these funds to supplement not replace your regular district expenses.
  - ii. Budget control 10-1251-6411-xxx-0207-0000 is for instructional needs such as tutoring, reading paras/title I learning coaches, specialized instructional materials, etc.
  - iii. Budget control 10-3912-6411-xxx-0207-0000 is for parent involvement activities such as stipends, presentation costs, and some food.
- f. Grant budgets
- i. Work with Business Office Supervisor for any expected changes in grant funding. He will enter the revenues for next year based on final expenditure changes.
  - ii. Revenues must equal expenditures. You may be asked to review grant budgets again after final employee cost projections (ECP) load into budgets around mid-May.
  - iii. It is important that grant budgets be entered by the grant coordinators since they know the grant requirements. Entry into the proper accounts speeds up access to grants funding after grant approval.

4. From your main menu select Budget Preparation Entry.



5. Tab past Year. It should default to the budget year to be entered. If not, type the year desired.

The screenshot shows a software window titled "Budget Prep" with a subtitle "Budget Preparation Entry" and a reference code "BP0014". The window contains several input fields and sections:

- Year:** A text box containing the number "10", which is circled in red.
- Phase:** A dropdown menu showing "P1".
- Budget Group:** A text box.
- Type:** A dropdown menu.
- Account #:** A text box.
- ASN:** A text box.
- Budget Projection:** A text box with a "Detail Lines" button next to it.
- CURRENT:** A section with four rows: "Original Budget:", "Adjusted Budget:", "Actual:", and "Available Budget:", each followed by a text box.
- PRIOR:** A section with three rows: "Original Budget:", "Adjusted Budget:", and "Actual:", each followed by a text box.
- Expense Projection:** A text box.
- FTE:** A text box.
- Justification:** A text box with a scroll bar.
- Expense Projection Justification:** A text box with a scroll bar.

At the bottom of the window are four buttons: "OK", "Cancel", "Clear", and "Delete".

6. Select Phase P1. It is important to enter budgets into the correct phase for final accumulation of all budgets.
- P1 is used for building budgets (xxx-BUD), athletic budgets (xxx-ATH), departmental budgets, and grant budgets. These generally need to be entered by February 28.
  - P4 is used for revenue budgets. These are matched to budgets in P1 and entered by March 31 at Central Office.

7. Select the budget account numbers you wish to enter.
  - a. Type each account number to be updated in the **Account Number** field or
  - b. Click the Lookup button to get a query box that will result in your ability to select multiple accounts at once. The system will then automatically take you to the next selected account when you click OK.

The screenshot shows the 'Budget Preparation Entry' window with a 'Look Up Query' dialog box open. The dialog box contains the following fields:

- Wildcard Account: [ ]
- Type:
- Description: [ ]
- Budget Group ID: [ ] (circled in red)

The main window has the following fields:

- Year: [ 10 ]
- Phase: [ P ]
- Budget Group: [ ]
- Account #: [ ]
- ASN: [ ]

Buttons at the bottom of the dialog box include OK and Cancel. Buttons at the bottom of the main window include OK, Cancel, Clear, and Delete.

- i. Most commonly used is to type your budget group in the **Budget Group ID** field and click OK.

ii. A list of accounts will show.

Budget Prep Budget Preparation Entry BP0014

Year: 12 Phase: P1 Budget Group Type

Account #: ASN:

Budget Projection: Detail Lines

Account/Description	ALRX	Available Budget
20-1111-6232-420-0000-1111 BLDG BD HOSP INS TAX(MEDICARE)	X	10.00
20-1111-6133-420-0000-1111 BLDG BUDGET CERT STIPENDS	X	100.00
20-1111-6231-420-0000-1111 BLDG BUDGET FICA	X	40.00
10-1111-6163-420-0000-1111 BLDG BUDGET NC EXTRA HOURS	X	0.00
20-1111-6131-420-0000-1111 BLDG BUDGET SUBSTITUTES	X	2,000.00
10-2410-6412-420-0000-0000 BLDG COMP SUPP	X	<1,175.73
10-2410-6371-420-0000-0000 BLDG DUES/MEM	X	1.00
10-2410-6391-420-0000-0984 BLDG GUEST LUNCHES-FOOD SERV	X	300.66
10-2410-6361-420-0000-0000 BLDG POSTAGE	X	273.78
10-2410-6414-420-0000-0000 BLDG PRINTED FORMS	X	204.04
10-2410-6319-420-0000-0000 BLDG PROF/TECH	X	0.00
10-2410-6391-420-0000-0985 BLDG STUD LUNCH-RESV	X	0.00
10-2410-6411-420-0000-0000 BLDG SUPP	X	1,048.26
10-2410-6344-420-0000-0000 BLDG TRAVEL	X	0.00
10-1111-6411-420-0000-0989 CARRYOVER/CONTINGENCY	X	8,588.38

59 records were identified.

OK Cancel All New Refine...

iii. It is not usually sorted by account number but can be resorted or modified as desired. Click the **Refine** button then type in the refine criteria such as the following then click OK:

Budget Prep Budget Preparation Entry BP0014

Year: 12 Phase: P1 Budget Group Type

Account #: ASN:

Budget Projection: Detail Lines

Refine

Refine criteria

OK Cancel

20-1		
20-1		
20-1		
10-1111-6163-420-0000-1111 BLDG BUDGET NC EXTRA HOURS	X	0.00
20-1111-6131-420-0000-1111 BLDG BUDGET SUBSTITUTES	X	2,000.00
10-2410-6412-420-0000-0000 BLDG COMP SUPP	X	<1,175.73
10-2410-6371-420-0000-0000 BLDG DUES/MEM	X	1.00
10-2410-6391-420-0000-0984 BLDG GUEST LUNCHES-FOOD SERV	X	300.66
10-2410-6361-420-0000-0000 BLDG POSTAGE	X	273.78
10-2410-6414-420-0000-0000 BLDG PRINTED FORMS	X	204.04
10-2410-6319-420-0000-0000 BLDG PROF/TECH	X	0.00
10-2410-6391-420-0000-0985 BLDG STUD LUNCH-RESV	X	0.00
10-2410-6411-420-0000-0000 BLDG SUPP	X	1,048.26
10-2410-6344-420-0000-0000 BLDG TRAVEL	X	0.00
10-1111-6411-420-0000-0989 CARRYOVER/CONTINGENCY	X	8,588.38

59 records were identified.

OK Cancel All New Refine...

Examples of commonly used refine criteria:

1. BY CONTROL.ID BY ACCOUNT (budget group format)
2. WITH FIELD3 > 6300 (to exclude salaries and benefits)
3. WITH FIELD3 = 6411 (to get supplies only)
4. BY FIELD2 BY FIELD6 BY ACCOUNT (sorts by sport)



- iv. Select the accounts desired by holding down CTRL key and clicking on the accounts then click OK or click ALL to select all accounts in the list instead.

8. Enter the desired budget amount in the **Budget Projection** field or it will complete it for you if you enter detail line items as shown later.
9. Enter in the **Justifications** field any explanations for the change in budget from current year to next year or notes to yourself on purpose of the budget line or plans.
10. You may enter a projected expense total for this year in the **Expense Projections** field if it is expected to be significantly different than the current budget. Note: Double-click in the field to open up the account in Account Balance Inquiry.
11. Enter any explanation for the change in current year actual versus current year budget in the **Expense Projection Justifications** field.
12. Optional: You may want to keep a more detailed record of what you anticipated paying for in the account number for future reference including the vendor, item, quantity, cost, etc. If you want to do so, tab to the **Detail Lines** button which will turn dark when it is active.

The screenshot shows the 'Budget Preparation Entry' window with the following data:

- Year: 12
- Phase: P1
- Budget Group: 119-BUS
- Account #: 10-2525-6412-000-0000-0000
- Qty: 18
- Comm Code: (empty)
- Stock#: (empty)
- Uom: P1000
- Cost: 58.00
- Extended Cost: 1,044.00
- Description: PURCHASE ORDER FORMS - BLUE (using fewer forms with file transfer for School Specialty)
- Request By: ISD\MJOHNS
- Request Site: 119
- Priority: 1
- Del Loc: 119
- Vendor: 012747
- Create Po:
- Budprep Status:

- a. If you get a message that the account number is not found in BUDPREP, click OK to the Question "Budgetprep Key", enter a \$0 in the Budget Projection field, click OK to save it then reenter the account number to complete data entry. This generally only occurs



when the account has not been used in the past or you are in an incorrect phase.

- b. Enter detail lines for what is expected to be paid by this account number.
  - i. Click in large white box
  - ii. Select New button

The screenshot shows the 'Budget Preparation Entry' window. At the top, it displays 'Year: 12', 'Phase: P1', 'Budget Group: 119-BUS', and 'Type'. Below this, the 'Account #' is '10-2525-6412-000-0000-0000' with the description 'COMPUTER SUPPLIES' and 'ASN: 119-BUS'. The 'Budget Projection' is '0.00' and there are '13' 'Detail Lines'. The main area is a table titled 'Budget Preparation Detail' with columns for Qty, Cost, Description, and Ext\$. The table contains 13 rows of items, including 'COMPUTER BID SUPPLIES', 'TONER SUPPLY ORDER', 'OTHER COMPUTER SUPPLIES', 'AP CHECK STOCK', 'PR CHECK STOCK', 'PR DIRECT DEPOSIT FORMS', 'PURCHASE ORDER FORMS', 'W2 FORMS', and '1099 FORMS'. Below the table, it says '13 records were identified.' and there are buttons for 'View...', 'Cancel', 'All', 'New', and 'Refine...'. The 'New' button is circled in red.

Qty	Cost	Description	Ext\$
1	0.00	COMPUTER BID SUPPLIES - only oca	0.00
1	2,000.00	TONER SUPPLY ORDER	2,000.00
1	1,000.00	OTHER COMPUTER SUPPLIES - as nee	1,000.00
12	58.00	AP CHECK STOCK - GREEN (using fe	696.00
2	58.00	PR CHECK STOCK - BLUE (use fewer	116.00
20	58.00	PR DIRECT DEPOSIT FORMS - WHITE	1,160.00
18	58.00	PURCHASE ORDER FORMS - BLUE (usi	1,044.00
8	87.00	W2 FORMS	696.00
3	8.00	1099 FORMS - WHITE FOR RECIPIENT	24.00
1	8.00	1099 RED FORMS FOR IRS (100 FORM	8.00

- iii. Enter Quantity, unit of measure, unit cost, description of expected expenditure
    - iv. Userid of person entering will default as Request By
    - v. Enter the Request Site
    - vi. You can enter the Priority if desired for ranking items
    - vii. Tab past Del Loc
    - viii. You can enter the Vendor name if desired for reference of where the purchase will be made.
  - c. Keep in mind you only get out of the system what you put in it. The detail information can later be queried to compare actual expenditures to budget plans. It is also used for planning future costs by entering the items with a \$0 amount but description of what and when the planned cost will occur (i.e. rotation of uniforms, etc.)
13. After all budget lines have been entered, reprint your Budget Group Proposal For Next Year report. Verify everything was entered as desired.
  - a. P1 budgets - verify that your entered budget equals your allocations, your grant or information from Dale Herl for total budget changes.

**BUDGET AMENDMENT REQUESTS:** Budget Amendment Requests are to be done by email to the Business Office Supervisor from your Principal. The Journal Entry Form is not to be used for Budget Amendment Requests.