Quick Instructions

Budget Entry on My Benefits



- Hover over Financial Management then click on Budget Entry to open the screen. All accounts you have access to will be displayed.
- Enter desired filters then click on the Search button to display a select group of accounts.
- Click on the account number to drilldown and view more information about the account.
- Click on the Expand All button to see summarized data and Justifications for each account displayed.
- Accounts with a box under Budget Projection column do not have detail and the budget amount can be entered directly there. Those with gray Budget Projection amounts must click the Add Detail button and modify or add detail transactions. Once added the system will calculate the total and return it to the Budget Projection.
- After entering amounts, click on the dropdown arrow in front of the account to display basic information and boxes to enter the Justification for the new budget amount. If desired, you can also add current year Expense Projection amount and its related Justification.
- To print want is on the page click the Print Page button.
- To export the displayed summary data, click on the Export Summary button and it will export to Excel.
- To export the detail data, click on the Export Detail button and it will export to Excel.

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Home

INDEPENDENCE SCHOOL DISTRICT

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My Information Financial Management Employee Management Other Options

ACCOUNT BALANCE INQUIRY

C	« Back U	pdate Inquiry	Export R	esults	Print Result	s
	Account Number:	10-2525-6319-0	00-0000-00	000		
	Period:	Year to Dat	e 🔹	16 Curren	t Year 🔹	

compare.	··	
Compare:	•	•
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	16 YEAR TO DATE
Available Budget	\$60,468.87
Original Budget/Balance	\$208,785.00
Adjustments	\$0.00
Transfers	\$0.00
Adjusted Budget	\$208,785.00
Encumbrances - Current	\$31,740.00
Encumbrances - Prior	\$0.00
Encumbrances - Total	\$31,740.00
Requested	\$0.00
Debits / Expenses	\$116,585.13
Credits / Receipts	\$9.00
Account Balance	\$116,576.13
Available Budget	\$60,468.87
Full Time Equivalency	0.0000