

Quick Instructions

Budget Entry on My Benefits

INDEPENDENCE SCHOOL DISTRICT

Home My Information Financial Management Employee Management Other Options

BUDGET ENTRY

Print Page Export Summary Export Detail Submit Changes

Save This Query

Account #: Enter complete or partial Account #

Account Name:

Budget Control Account: Enter the complete Budget Control Account #

ASN:

Account Type: Expense

Budget Group: D-BUSINESS OFFICE

Active Status: Valid

Results per Page: 20

Budget Phase: Budget 17/Phase 1

Search Reset

22 results returned, use search fields to filter results further.

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ACCOUNT #	NAME	ASN	TYPE	ACTIVE	PRIOR ACTUAL	ADJUSTED BUDGET	BUDGET PROJECTION	EXPAND ALL
10-1111-6291-000-0000-0000	EAP BENEFITS	119-BUS	Expense	Y	\$12,873.48	\$13,000.00	\$ -13,000.00	Add Detail (1)
10-1131-6291-000-0000-0000	EAP BENEFITS	119-BUS	Expense	Y	\$6,436.76	\$6,500.00	\$ 0.00	Add Detail (1)
10-1151-6291-000-0000-0000	EAP BENEFITS	119-BUS	Expense	Y	\$8,675.60	\$8,700.00	\$ 0.00	Add Detail (1)
10-2525-6319-000-0000-0000	OTHER PROF & TECH SER	119-BUS	Expense	Y	\$159,694.02	\$208,785.00	\$ 0.00	Add Detail (27)
10-2525-6339-000-0000-0000	EQ REPAIR-MAINT AGREEMENT	119-BUS	Expense	Y	\$18,556.76	\$18,280.00	\$ 0.00	Add Detail (11)

- 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 what 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.

