

Budget Development Guide

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Budget Development

Where to Start

- Path to start is
 - Financial Management
 - Annual Budget Processing
 - Budget Processing
 - Budget Maintenance

You should see only the specific departments you need for budget entry.

 **New World Systems** Bowling Green

myFavorites | Financial Management | Human Resources | Utility Management | Maintenance

Budget Organization List

Complete <input type="checkbox"/>	Organization ▲	Description	Budget Level	Revenue	Expense
<input type="checkbox"/>	1010.124	General, Grants	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.130	General, City Attorney	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.131	General, Prosecutor	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.140	General, Personnel	Level 1 Initialization	\$0.00	\$91,546.68
<input type="checkbox"/>	1010.141	General, Civil Service Commission	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.150	General, Finance	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.170	General, Municipal Court	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.190	General, Miscellaneous General	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.210	General, Police Division	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.221	General, Fire Division (Main Stn)	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.230	General, Ambulance	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.310	General, Ambulance	Level 1 Initialization	\$0.00	\$0.00
<input type="checkbox"/>	1010.330	General, Animal Control Officer	Level 1 Initialization	\$0.00	\$0.00

Items: 1 - 50 of 161 Page 1 of 4 Next Page →

Click on the department you want to work with



You can configure the screen with what you want to see.

New World Systems Bowling Green
myFavorites | Financial Management | Human Resources | Utility Management | Maintenance
Budget Organization List
Budget Accounts
Summary
1010.150 - General, Finance
Account Type: Expenses
Budget Year: 2015
Previous Level: N/A
Level 1 Initialization: \$0.00
Difference: \$0.00
% Change: 0%

Selected Columns 

G/L Organization Set Attachments

Accounts	Transactions	2015 Level 1 Initialization
		\$0
		\$0

Click icon to add columns you want to see such as current budget or last year's actual.

Logos.NET -- Webpage Dialog
Budget Maintenance Grid Configuration

Include Prior Year Est.

Column 1: 2015 Actual Budget

Column 2: 2016 Actual Budget

Column 3: 2016 Amended Budget

Show Forecast

Show Attachments

Show UDF

Show Transactions

Show Spread

Save Reset

Enter your budget requests

Budget Organization List
Budget Accounts

Summary

1010.150 - General, Finance

Account Type: Expenses
Budget Year: 2015
Previous Level: N/A
Level 1 Initialization: \$0.00
Difference: \$0.00
% Change: 0%

Selected Columns

2013 Actual Amount: \$269,534.31
2014 Adopted Budget: \$284,707.00
2014 Amended Budget: \$308,993.17

G/L Organization Set Attachments

Summarization Level: Account

Account	Description	Attachments	Transactions	2013 Actual Amount	2014 Adopted Budget	2014 Amended Budget	2015 Level 1 Initialization
72213	Dental Insurance			\$696.28	\$644.00	\$644.00	\$0
72221	Work Comp & Disabled Rel			\$2,556.11	\$3,027.00	\$3,027.00	\$0
72330	Meeting/Travel/Mileage			\$5,555.82	\$2,000.00	\$14,309.18	\$0
73120	Management Services			\$78,273.14	\$79,550.00	\$79,550.00	\$0
73130	Data Processing Services			\$0.00	\$0.00	\$0.00	\$0
73210	Repairs & Maintenance			\$0.00	\$300.00	\$300.00	\$0
73420	Postage/Mail Service			\$4,608.27	\$4,000.00	\$4,036.91	\$0
73430	Advertising			\$13.56	\$50.00	\$50.00	\$0
73700	Fees			\$3,089.36	\$15,000.00	\$26,438.74	\$0
73910	Professional Dues			\$465.00	\$475.00	\$475.00	\$0

Save Delete Reset Spread Transactions Previous Inquiry History Five Year Trend Add Accounts

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Enter budget requests in the white fields. Gray fields are not available for data entry

Once you highlight a row, the inquiry option will take you into the regular account inquiry screen. The Five year trend button will show a 5 year graph with adopted, amended and actual budget and expenses.

Moving through the budget screen and Saving your entries

Budget Organization List
Budget Accounts

Summary

1010.415 - General, Public Works Division

Account Type Expenses
Budget Year 2015
Previous Level N/A
Level 1 Initialization \$663,539.32
Difference \$663,539.32
% Change 0%

Selected Columns
2013 Actual Amount \$1,748,001.97
2014 Adopted Budget \$1,853,915.00
2014 Amended Budget \$1,959,084.93

G/L Organization Set Attachments

Summarization Level Account

Account	Description	Attachments	Transactions	2013 Actual Amount	2014 Adopted Budget	2014 Amended Budget	2015 Level 1 Initialization
72390	Other Reimburse & Fringes			\$195.00	\$200.00	\$200.00	\$0
73120	Management Services			\$61,587.96	\$72,000.00	\$72,000.00	\$0
73150	Property Services			\$232,514.99	\$10,000.00	\$12,604.00	\$15,000
73210	Repairs & Maintenance			\$155,532.48	\$150,000.00	\$169,999.45	\$200,000
73230	Rentals			\$0.00	\$500.00	\$500.00	\$10
73250	Real Estate Taxes			\$5,111.97	\$6,000.00	\$6,000.00	\$6,540
73410	Telephone Service			\$8,043.18	\$10,000.00	\$10,000.00	\$0
73415	Cellular/Paging Service			\$5,917.73	\$8,000.00	\$8,000.00	\$0
73430	Advertising			\$62.90	\$400.00	\$785.88	\$0
73450	Radio Maintenance Contrac			\$0.00	\$0.00	\$0.00	\$0

Save Reset Transactions Inquiry History Five Year Trend Add Accounts

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You can "tab" or "enter" through the budget entry fields. Just be sure to hit save before you go to a new screen.

Summarization Level ▼

Account	Description	Attachments	Transactions	2013 Actual Amount	2014 Adopted Budget	2014 Amended Budget	2015 Level 1 Initialization
73100	Data Processing Services			\$0.00	\$0.00	\$0.00	\$0
73210	Repairs & Maintenance			\$0.00	\$300.00	\$300.00	\$0
73420	Postage/Mail Service			\$4,608.27	\$4,000.00	\$4,036.91	\$0
73430	Advertising			\$13.56	\$50.00	\$50.00	\$0
73700	Fees			\$3,089.36	\$15,000.00	\$26,438.74	\$0
73910	Professional Dues			\$465.00	\$475.00	\$475.00	\$0
74110	Office Supplies			\$929.40	\$2,000.00	\$2,501.34	\$0
74120	Computer Materials			\$500.00	\$500.00	\$500.00	\$0
74150	Pre-Prtd Specialized Form			\$1,488.71	\$2,500.00	\$2,500.00	\$0
74518	Materials & Supplies			\$0.00	\$150.00	\$150.00	\$0
74550	Tools/Equip/Furn<\$15,000			\$1,110.60	\$0.00	\$0.00	\$0

Budget Organization List > Budget Accounts
Budget Transaction List

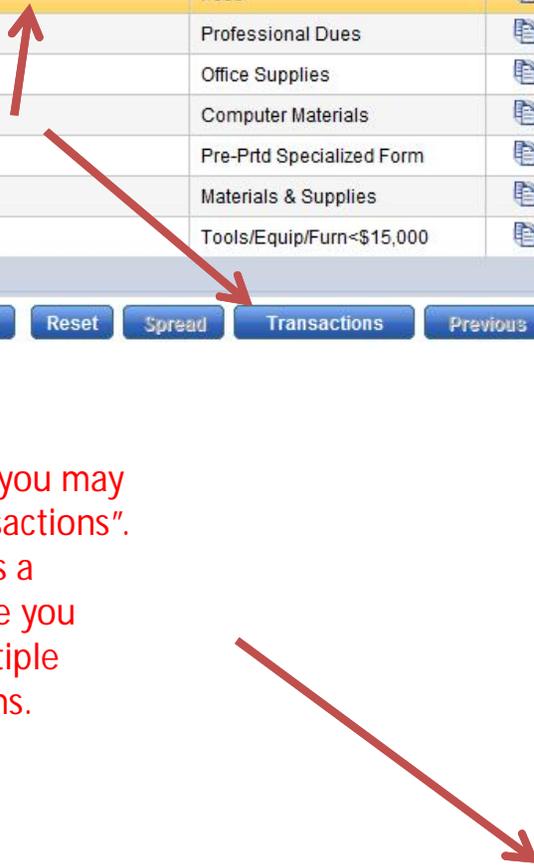
Save Delete Reset Spread Transactions Previous

G/L Account **1010.150.73700 (General.Finance.Fees)**
 Comment
 Budget Year **2015**
 Current Budgeted Amount **\$0.00**
 Number of Transactions **0**
 Balance of Transactions **\$0.00**

Description	Number of Units
There are no items to show in this view.	

New Delete Refresh Apply Transaction Total as Budgeted Amount

With a row highlighted, you may select "Transactions". This provides a screen where you add can multiple detailed items.



Once you click on “new” you will be able to add individual items on this transaction list and update your budget total on the previous budget screen.

Budget Organization List > Budget Accounts
Budget Transaction List

G/L Account 1010.150.73700 (General.Finance.Fees)
Comment
Budget Year 2015
Current Budgeted Amount \$0.00
Number of Transactions 0
Balance of Transactions \$12,950.00

Description	Number of Units	Amount per Unit	Total Amount
Bank Fees	12.0000	975.00	\$11,700.00
Returned Check Fees	50.0000	25.00	\$1,250.00

Items I entered.

Selecting this button will REPLACE the total on the previous budget screen. You can also OVERRIDE the number on the budget screen manually. These totals may not equal unless you make them equal.

New Delete Refresh **Apply Transaction Total as Budgeted Amount**

Here is the result from adding transactions.

Budget Organization List
Budget Accounts

Summary ▾

1010.150 - General, Finance

Account Type: Expenses
Budget Year: 2015
Previous Level: N/A
Level 1 Initialization: **\$12,950.00**
Difference: **\$12,950.00**
% Change: 0%

Selected Columns
2013 Actual Amount: \$269,534.31
2014 Adopted Budget: \$284,707.00
2014 Amended Budget: \$308,993.17

G/L Organization Set Attachments

Summarization Level: Account

Account	Description	Attachments	Transactions	2013 Actual Amount	2014 Adopted Budget	2014 Amended Budget	2015 Level 1 Initialization
73150	Data Processing Services			\$0.00	\$0.00	\$0.00	\$0
73210	Repairs & Maintenance			\$0.00	\$300.00	\$300.00	\$0
73420	Postage/Mail Service			\$4,608.27	\$4,000.00	\$4,036.91	\$0
73430	Advertising			\$13.56	\$50.00	\$50.00	\$0
73700	Fees		✓	\$3,089.36	\$15,000.00	\$26,438.74	\$12,950
73910	Professional Dues			\$465.00	\$475.00	\$475.00	\$0
74110	Office Supplies			\$929.40	\$2,000.00	\$2,501.34	\$0
74120	Computer Materials			\$500.00	\$500.00	\$500.00	\$0
74150	Pre-Prtd Specialized Form			\$1,488.71	\$2,500.00	\$2,500.00	\$0
74518	Materials & Supplies			\$0.00	\$150.00	\$150.00	\$0
74550	Tools/Equip/Furn<\$15,000			\$1,110.60	\$0.00	\$0.00	\$0

Save Delete Reset Spread Transactions Previous Inquiry History Five Year Trend Add Accounts

Even though you can "over-write" the request column, we would suggest that if you are using transactions you add a transaction to bring the total to your full request. (see previous screen)

Viewing Transaction Entered in Previous Budget Development Cycles

Organization Inquiry
G/L Account Inquiry - 1010.150.73700 - Fees

Fiscal Year: 2017
G/L Account: 1010.150.73700 - Fees

Search | Reset

73700 Fees
73910 Professional Dues
74110 Office Supplies
74120 Computer Materials
74150 Pre-Prtd Specialized Form
74518 Materials & Supplies
74550 Tools/Equip/Furn<\$15,000
170 - Municipal Court
190 - Miscellaneous General
210 - Police Division
221 - Fire Division (Main Strn)
230 - Ambulance
310 - Ambulance

Summary | Detail | Five Year Trend | Budget Analysis | **Budget History**

History Type: Transactions by Budget Level | Chart By: Account

1010.150.73700 (General.Finance.Fees)
Classification: Contractual Services

Level	Transactions	Transaction Total Amount
Level 2 Dept Head	5	\$31,890.00
Level 3 Admin	5	\$31,890.00
Level 4 Council	5	\$31,890.00

Description	Number of Units	Amount per Unit	Total Amount
Huntington National Bank	2.0000	\$13,500.00	\$27,000.00
US Bank investment holding	12.0000	\$350.00	\$4,200.00
Deposit ticket printing fee from Harland Cla...	2.0000	\$85.00	\$170.00
Misc. late fees/finance charge fees	1.0000	\$400.00	\$400.00
CUSIP Global Services S&P	1.0000	\$120.00	\$120.00

You can review what transactions you entered or modifications made at any level by navigating to GL Account Inquiry, choosing a specific account and then selecting the Budget History tab. Finally, in the dropdown "History Type" select Transactions by Budget Level. If you didn't add transactions in budget development for a particular account, this screen will be blank.

Position information

- The budget for positions and fringe benefits comes from the position budgeting module.
 - This is a separate module from the budget development module.
- You can't make changes to these "grayed-out" fields but you do have a limited view the "transactions" that make up the dollar figures.
 - Highlight the line item and click "transactions" at the bottom of the screen.

Position requests or deletions

- If you want to request a new position or a change in one of the salary or fringe benefit lines, click on the middle or right icon in the “Attachments” column.
 - This will allow you to attach a note or a document where you can outline your requested change.

Budget Report or Excel Worksheet

F.M. → Reports → Annual Budget → Budget Worksheet

New World Systems Bowling Green
myFavorites | Financial Management | Human Resources | Maintenance

Budget Worksheet Report

Load Saved Report: [Dropdown]
Override Report Title: [Text Field]
Distribution Group: [Dropdown] [Eye Icon]
Email Group: [Dropdown] [Email Icon]

Budget Year: 2015 [Dropdown]
Account Type: Expense [Dropdown]
Sort by Account Type: [Checked]
Subtotal by Classification Level: 3 [Dropdown]
Summarize to Organization Level: Department [Dropdown]
Page Break Level: [Dropdown]

Include Comments: Not Included [Dropdown]
Print Transactions: [Unchecked]
Transaction Type: [Dropdown]
Budget Level: [Dropdown]
Transaction Order: [Dropdown]
Create Microsoft Excel File:

Organizations [Dropdown] Accounts [Dropdown] Balances to Include [Dropdown]

Available Columns:
2014 Amended Budget
2013 Amended Budget
2012 Amended Budget
2011 Amended Budget
2010 Amended Budget
2014 Actual Amount
2014 Projected Amount
2014 Estimated Amount
2013 Actual Amount
2012 Actual Amount
2011 Actual Amount
2010 Actual Amount

Selected Columns:
2013 Actual Amount
2014 Adopted Budget
2014 Amended Budget

Title: 2013 Actual Amount
Worksheet Column: [Unchecked]
Formula: A-B A/B (A-B)/B
Decimal Places: 0 [Dropdown]
Define A: [Dropdown]
Define B: [Dropdown]

Buttons: Add, Remove, Remove All, Print, Reset, Save, Save As, Delete

Checking the Excel file box will provide a spreadsheet versus just a report. Once you hit print, go to my reports to open the excel sheet or review the report.

Current Year Budget Amendments
F.M. → Journals → Journals
Select "new" from bottom left

Journal List
Journal

General

Journal Header

Journal Information	Defaults
Department: 4000-415 - Public Works Department Public W	G/L Date: 09/29/2014
Journal Type: Budget Adjustment	Source:
Fiscal Year: 2014	Description:
Reference:	Retain Entries: <input type="checkbox"/>

Save Reset

2 - Save

1 - required

Budget amendment (cont.)

Journal List
Journal - 2014-00004322

General

Journal Header

Journal Information Defaults

Department 4000-415 - Public Works Department.Public W G/L Date 09/29/2014
Journal Type Budget Adjustment Source
Reference Description Move dollars for Road Salt Purchase
Retain Entries

Save Save/New Save/Update Detail Reset Remove

Fund Summary

G/L Date	G/L Account Project / Project Revenue	Description Due To Due From Fund	Increase	Decrease	
09/29/2014	1010.415.73650 - Vehicle Maintenance	Move dollars for Road Salt Purchase		\$1,000.00	
09/29/2014	1010.415.74330 - Road Materials	Move dollars for Road Salt Purchase	\$1,000.00		
09/29/2014	<input type="text"/> Enter Value	Move dollars for Road Salt Purchase	<input type="text"/>	<input type="text"/>	
2 Entries		Page: 1	\$1,000.00	\$1,000.00	

3. Be sure to hit save!

1. Choose your accounts

2. Tab through each field. - (minus sign) for decrease and + for increase. Totals must equal.

Delete Purchase Orders . (to close them and free up dollars)

F.M. → Procurement → Purchasing → Change Purchase Orders

Changed Purchase Order List Hide Search

myTasks Validated Approvals Changed G/L Date Status Delivery Department P.O. Number Type Description Attachments

0 of 1 at 1 Open

4000-415 - Public Works Depart... 2014-00000303 CBG Contracting for temporary sta...

4000-530 - Public Works Depart... 2014-00000300 CBG Part-time employees- Arborist

View Remove Refresh Substitute Vendors Complete Undo Complete Mass Complete

To find a P.O. Uncheck the box and type search criteria.

Highlight the P.O. to delete and hit complete. Then – validate and approve