Northeastern Regional Information Center

Financial Services
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Topics

Section I - Budget Workbook

•**Add a new budget**

•**Tools**
>•**to find account codes**
>•**using the Windows calculator**

•**Updating Budget dollars in Budget Manager**
>•**One Code**
>•**Updating groups of codes**
>•**Split budget accounts**
>•**Budget Notes from Negotiations Manager**
>•**Budget Notes**

•**Creating new account codes in Budget Manager**

•**Viewing History of Account Codes**

Section II - Exporting to MS Excel

•**Selecting accounts to export**
•**Selecting Historical and Dynamic Data to export (working within MS Excel)**
•**Importing from MS Excel**
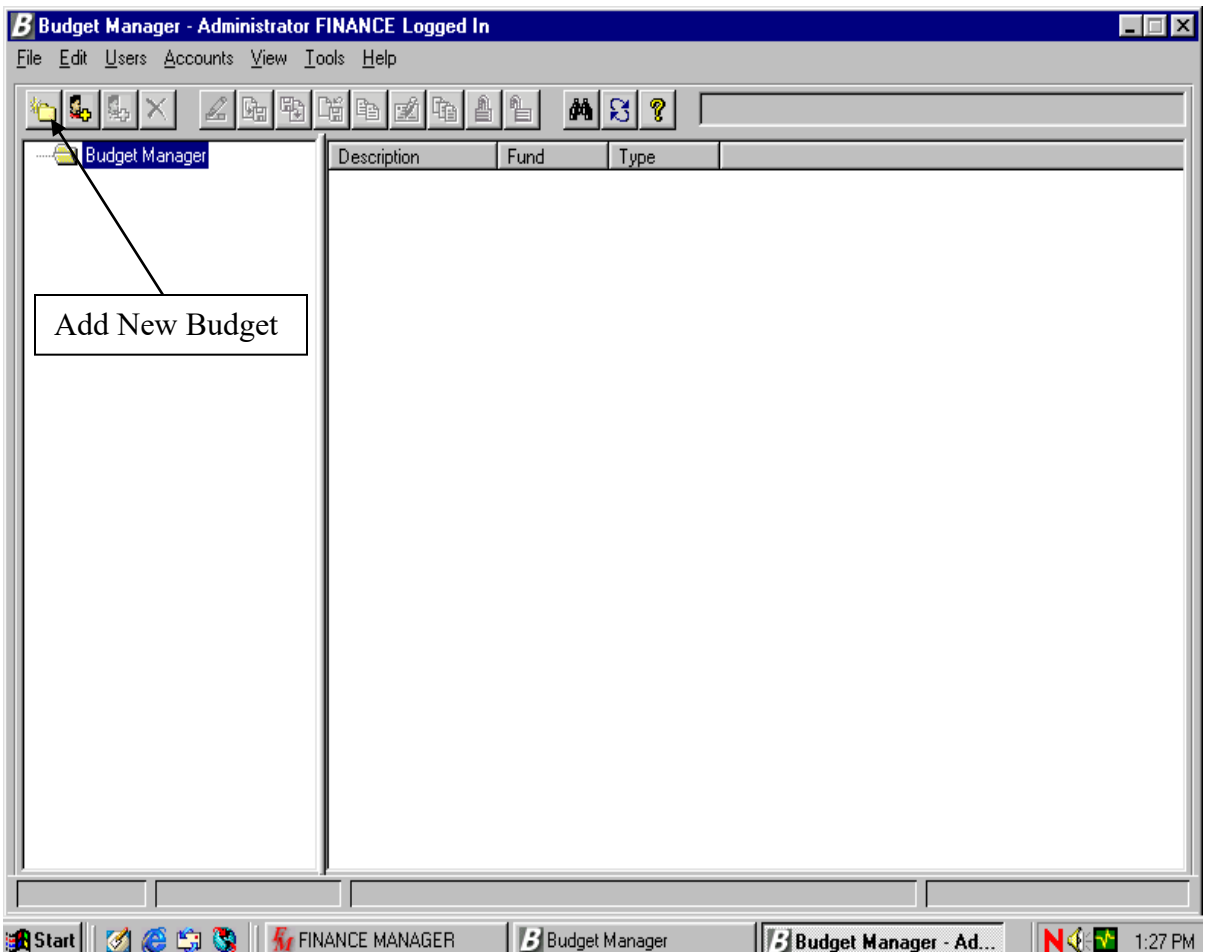•**Canceling an MS Excel export**

Section III - Reports

•**Appropriation Status Report**
•**Revenue Status Report**
•**Pivot Table Report**
•**Detail Notes Report**

Section 1 - Budget Workbook

Adding a New Budget

There are two methods to add a new budget:

1.   Select the "Add New Budget" Icon, or,

2.   Select File, then "Add Budget".

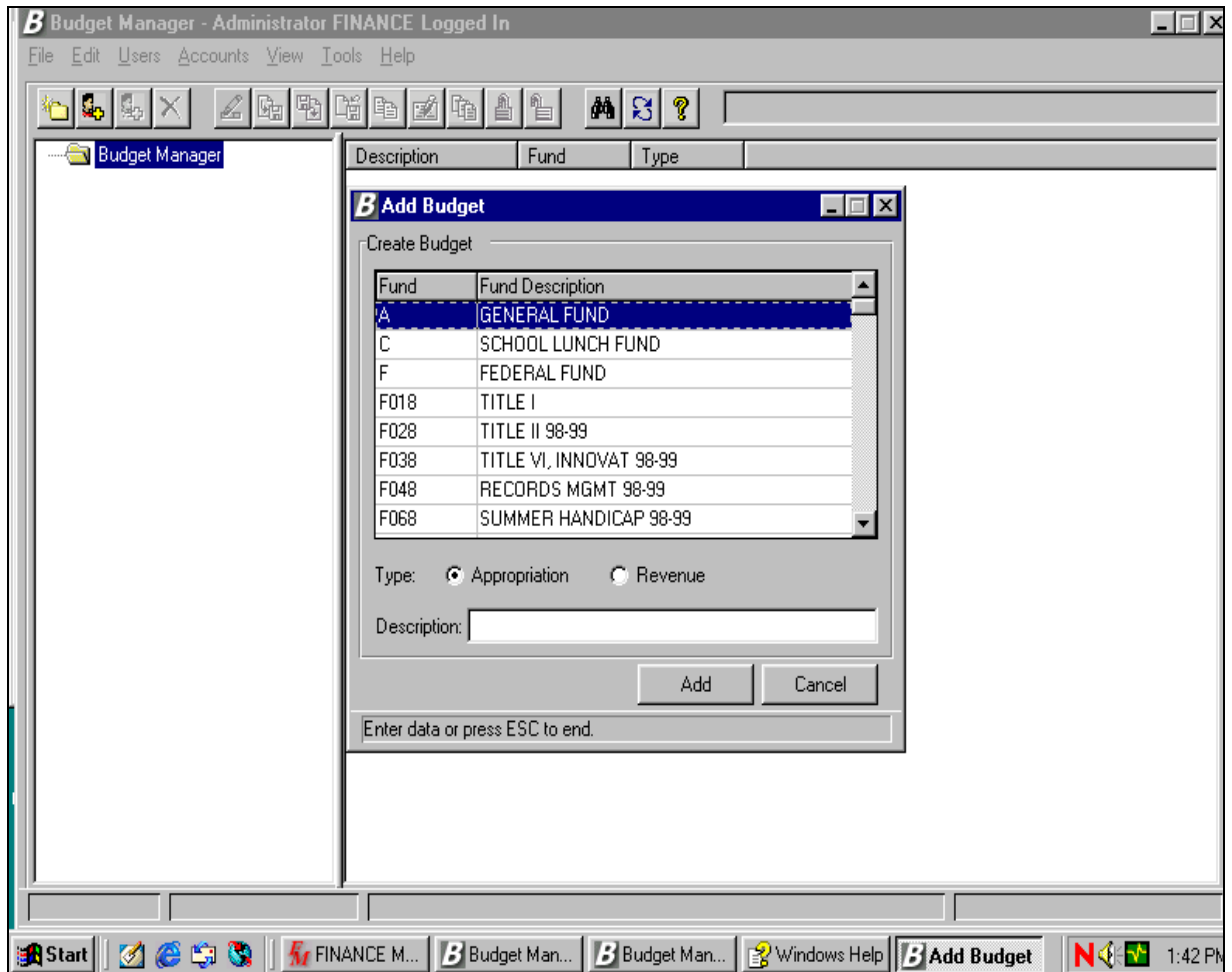3.   Right click on the Budget Manager folder , then select "Add Budget"

Exercise:

▤ Using one of the above methods, add a new budget.

Adding a New Budget - Cont'd.

This process defines the Fund to be created, the type of budget and the description. The System imports active codes from the Chart of Accounts.

Exercise:

▤ Select the Fund (All funds from Accounting will display)

▤ Click on Appropriation

▤ Enter a Description

▤ Click Add - System imports active codes from the Chart of Accounts

▤Repeat for Revenue Budget

Adding a New Budget

- Codes are displayed based upon User setup

- Administrator sees all!!!

- Account Code Description displays on the information line

- Total displays on the bottom right of information line

Administrator vs. Non-Administrator User

Each Budget displays the User and the codes they may access.

•The Administrator User icon is displayed in Red with a key.

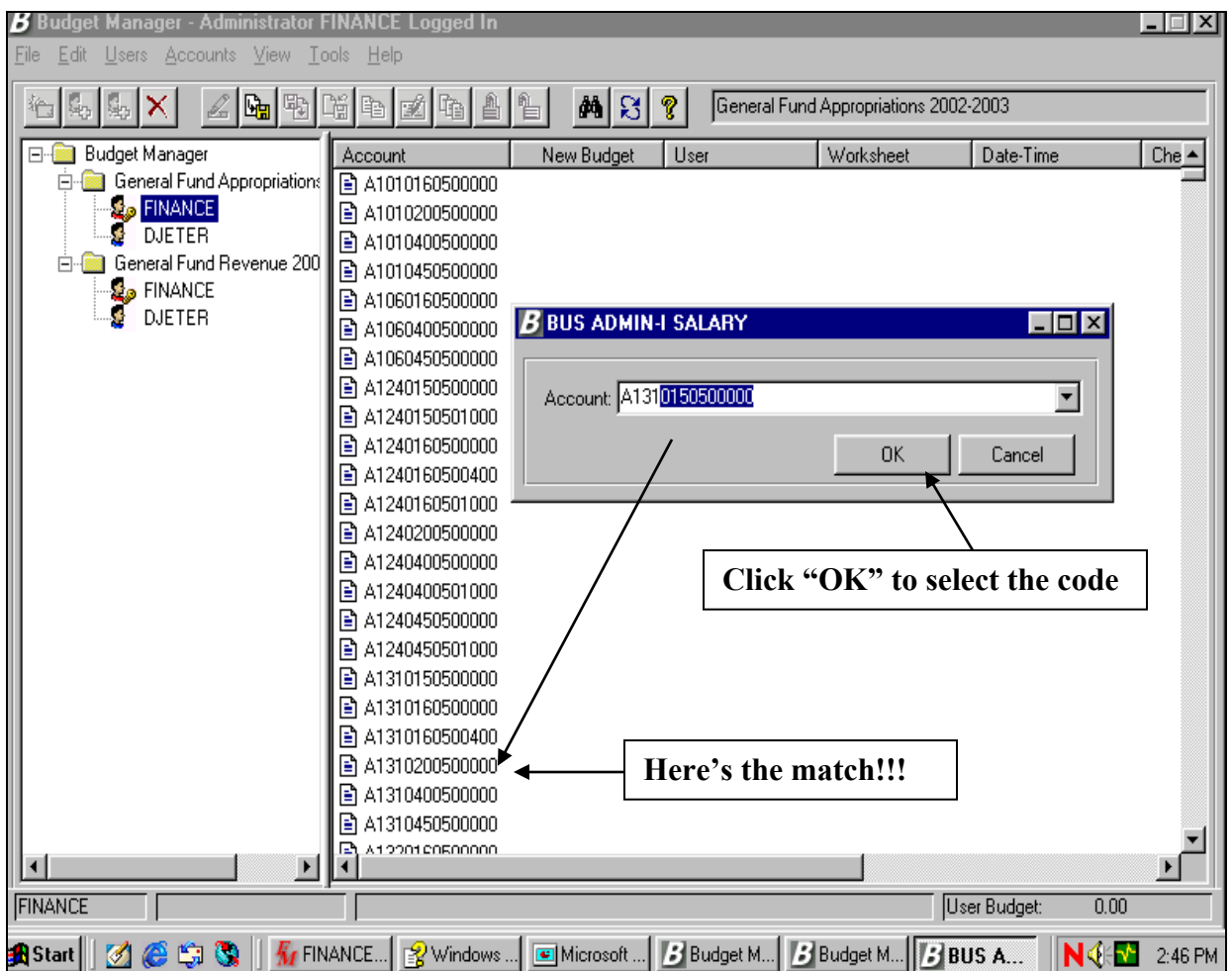•The Non-Administrator User icon is displayed in Blue without a key.
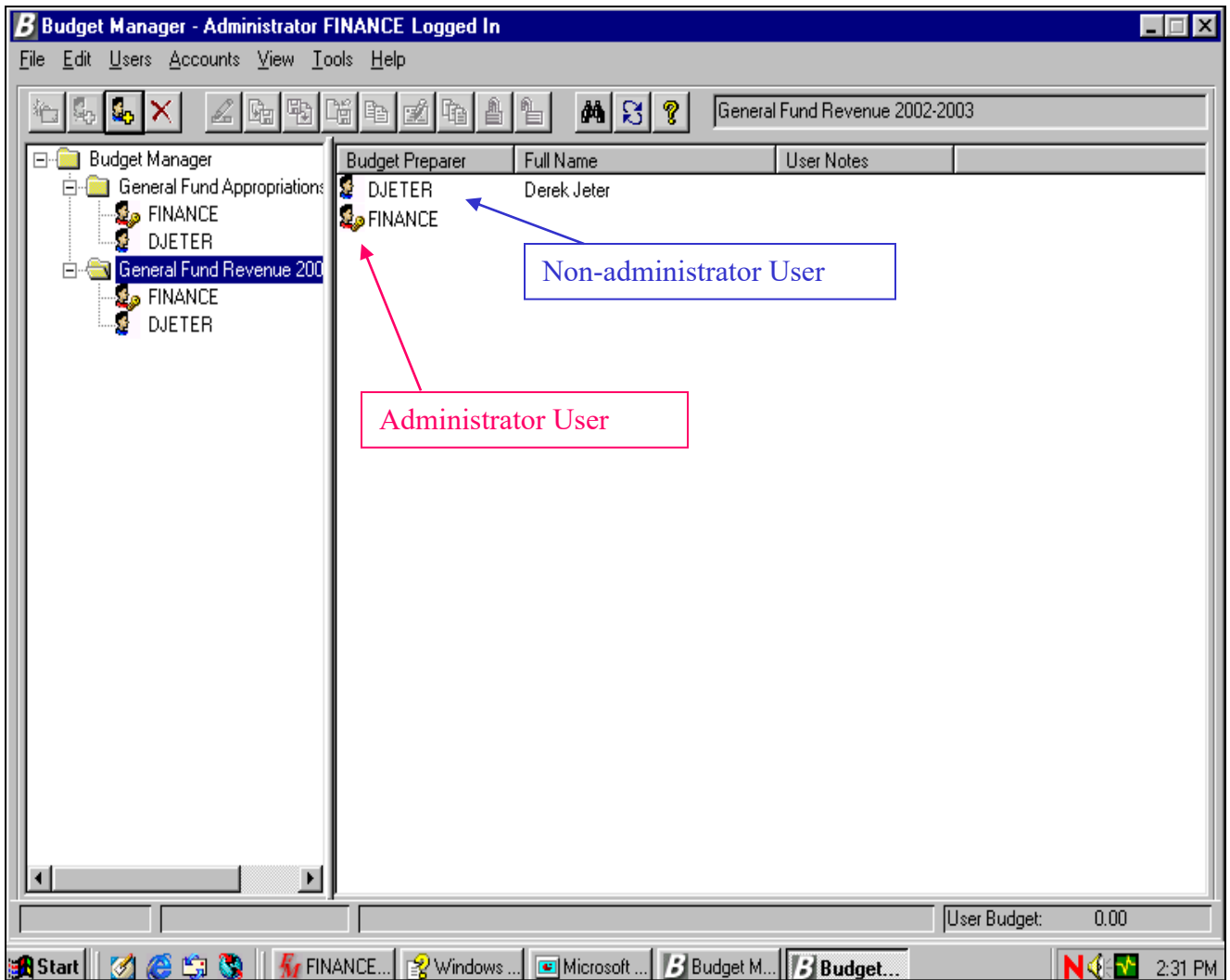
Tools - Find Budget Account

Two ways to select "Find Budget Account" Option

Select the "Binoculars" icon OR Select "Tools" Menu, then "Find"

Begin typing and the search looks for a match!!!
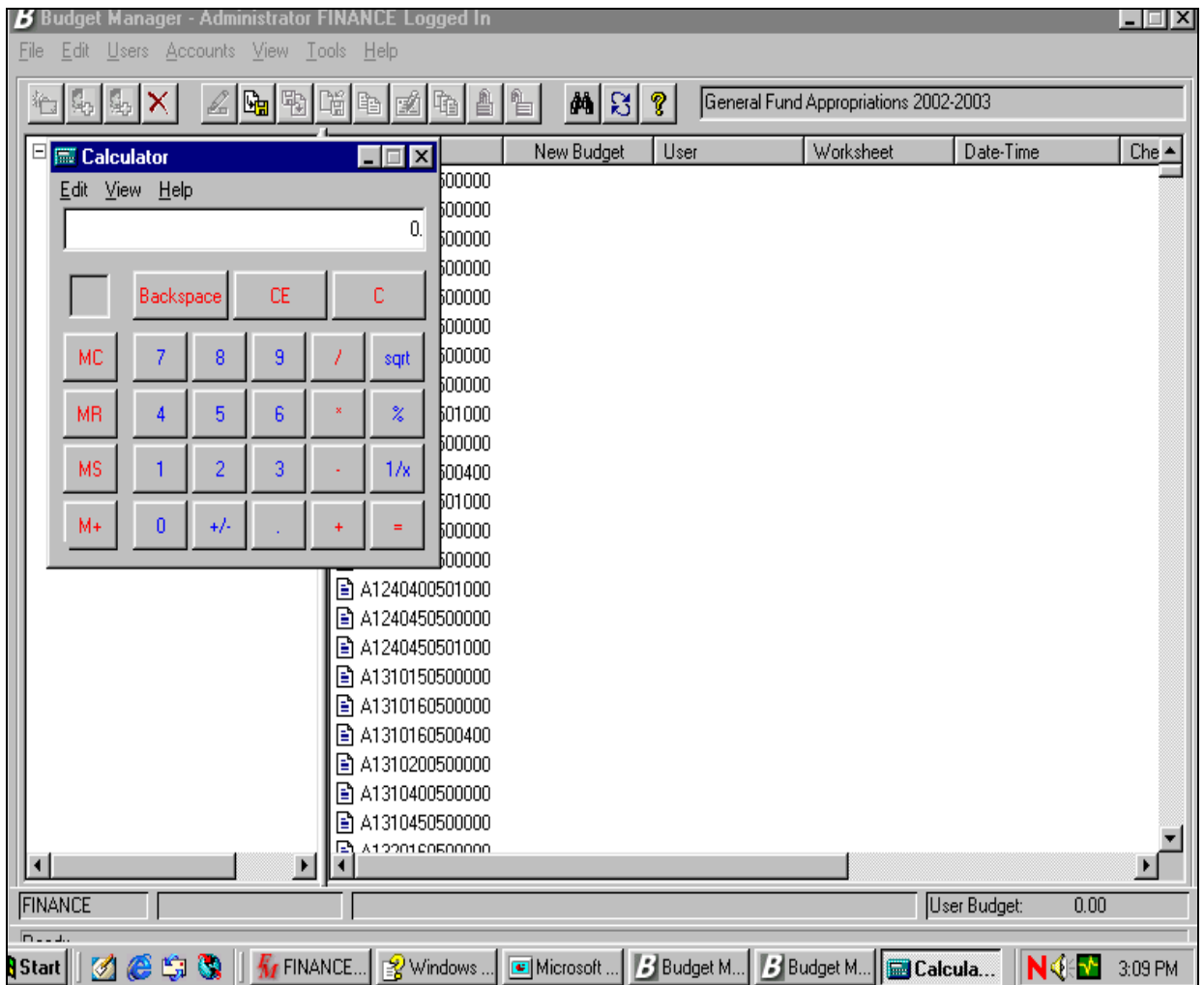
Selecting "OK" will position cursor on the code!!!!

Exercise

▤ Using one of the methods above, type "A1310" to find the first code that matches.

Tools - Calculator

- Selecting "Calculator" from the "Tools" menu calls up the Microsoft Windows calculator

*****Note: Calculator does NOT populate the Budget Update field*****

Exercise:

▤Practice loading the calculator.

▤Minimize calculator by clicking on the dash.

▤Close calculator by clicking on the "x".

Updating the Budget

Budget Manager provides the ability to update budget amounts one at a time or in a group directly on the Budget Entry screen

Update a code by highlighting the code, Right Click and select Update Budget or highlight the code and click the edit butt◻
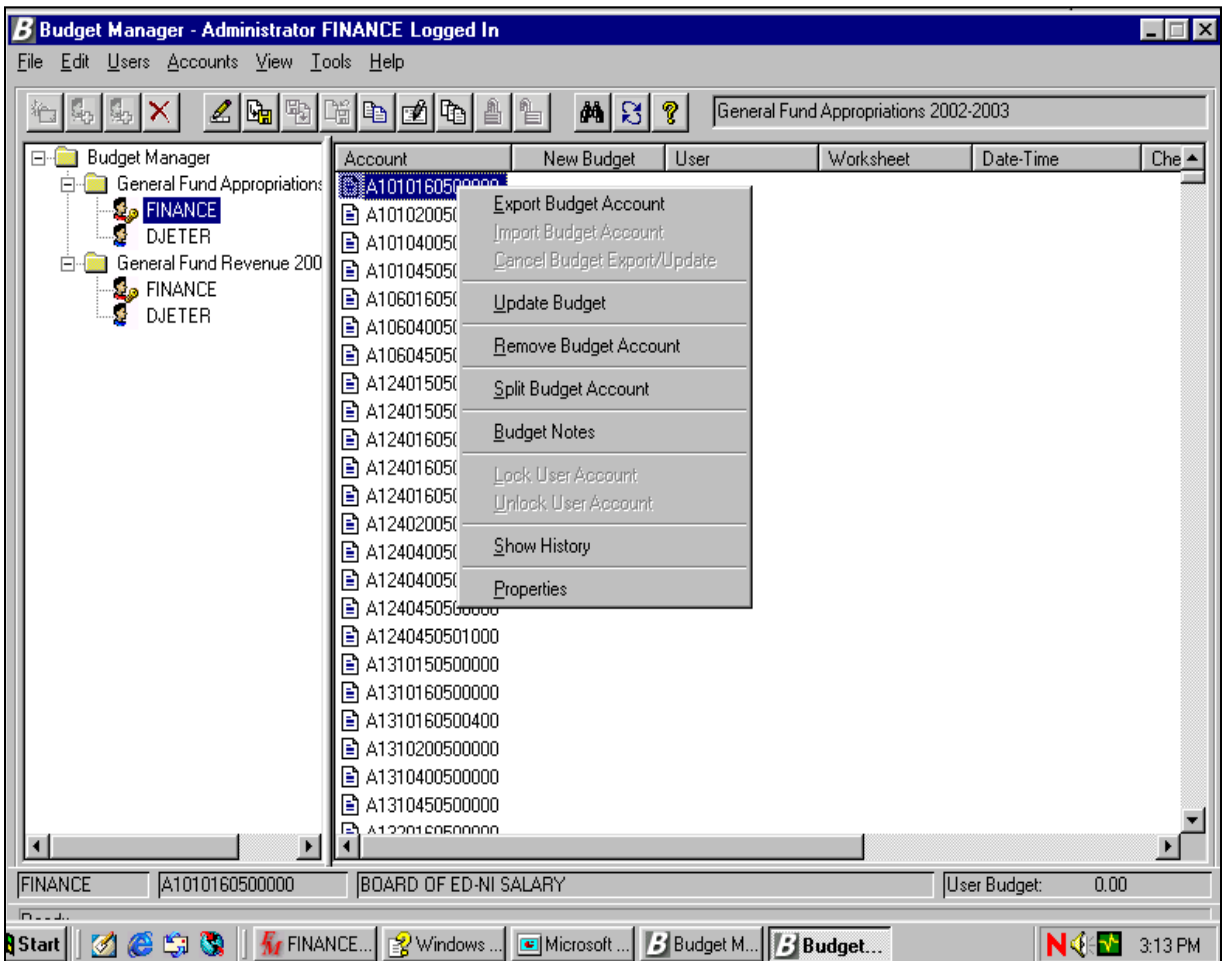
Exercise:

▤ Highlight a code.

▤ Right click the button on your mouse (available options will be displayed in **Bold** print)

▤ Select "Update Budget"

▤ Key the dollar amount of the budget.

▤ Modify the budget category.**(Administrator Only)**

▤ Click "OK"

Updating the Budget

Budget Manager - Administrator FINANCE Logged In

File Edit Users Accounts View Tools Help

General Fund Appropriations 2002-2003

Account	New Budget	User	Worksheet	Date-Time	Che
A1010160500000		FINANCE		10/25/01 15:17:30	
A1010200500000					
A1010400500000					
A1010450500000					
A1060160500000					

Budget Manager
  General Fund Appropriations
    FINANCE
    DJETER
  General Fund Revenue 200
    FINANCE
    DJETER

Update budget for: A1010160500...

New Budget: 0.00

Included Notes: 0.00

(•) Administrative   ( ) Program   ( ) Capital

OK   Cancel

A1240450500000
A1240450501000
A1310150500000
A1310160500000
A1310160500400
A1310200500000
A1310400500000
A1310450500000

FINANCE   A1010160500000   BOARD OF ED-NI SALARY   User Budget: 0.00

Start   FINANCE...   Windows ...   Microsoft ...   Budget M...   Budget M...   Update...   3:17 PM
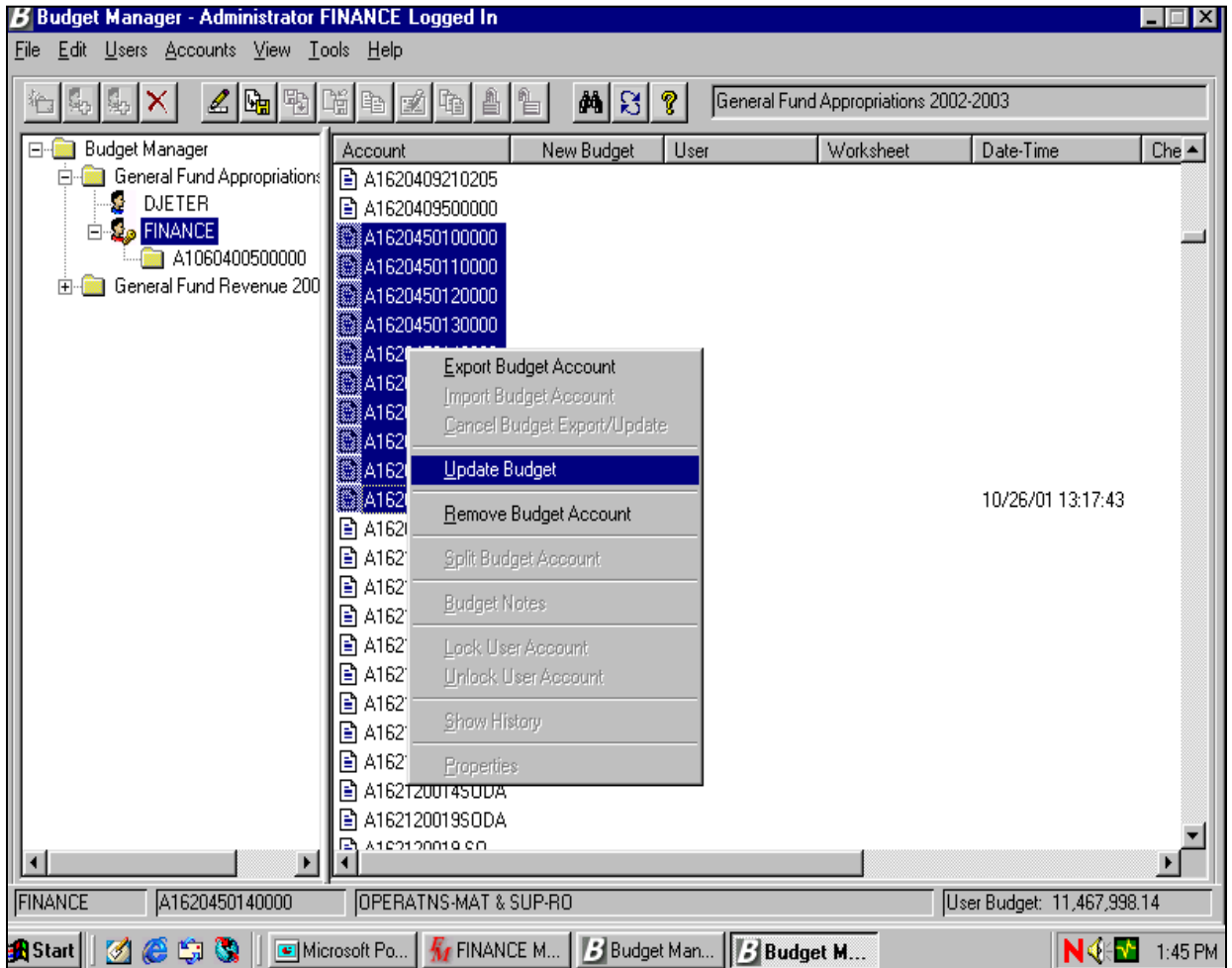
> The new budget amount may be keyed here !!!

> Budget Category can be modified here!!!

> System marks code "Checked Out" by whom and the time it was checked out

Updating the Budget - *By Groups*

The Budget Entry screen provides the ability to update the budget dollars for a group of accounts.

Exercise:

▤ Select a range of codes by highlighting a code, holding the "Shift" key and clicking the LEFT mouse button on the last code in the range.

▤ Select individual codes by highlighting with the left mouse button while holding the "Ctrl" button.

▤ Click the Right mouse button and select the "Update Budget" option from the pop-up menu or click the update button. ✎

Updating the Budget - *By Groups*

Budget Manager - Administrator FINANCE Logged In

File Edit Users Accounts View Tools Help

General Fund Appropriations 2002-2003

	Account	New Budget	User	Worksheet	Date-Time	Che
Budget Manager	A1620409210205					

Update Budget

Account	Name	Incl. Notes	New Budget
A1620450100000	OPERATNS-MAT & SUP-BI	0.00	0.00
A1620450110000	OPERATNS-MAT & SUP-CR	0.00	0.00
A1620450120000	OPERATNS-MAT & SUP-GL	0.00	0.00
A1620450130000	OPERATNS-MAT & SUP-HI	0.00	0.00
A1620450140000	OPERATNS-MAT & SUP-RO	0.00	0.00
A1620450190000	OPERATNS-MAT & SUP-IR	0.00	0.00
A1620450200000	OPERATNS-MAT & SUP-VA	0.00	0.00
A1620450210000	OPERATNS-MAT & SUP-HS	0.00	0.00
A1620450500000	OPERATIONS-MAT & SUP-DIST	0.00	0.00
A1620450990000	OPERATIONS-SPECIAL	0.00	0.00

Done   Cancel

A1621163500000
A1621164500000
A162120014SODA
A162120019SODA
A162120019 SO

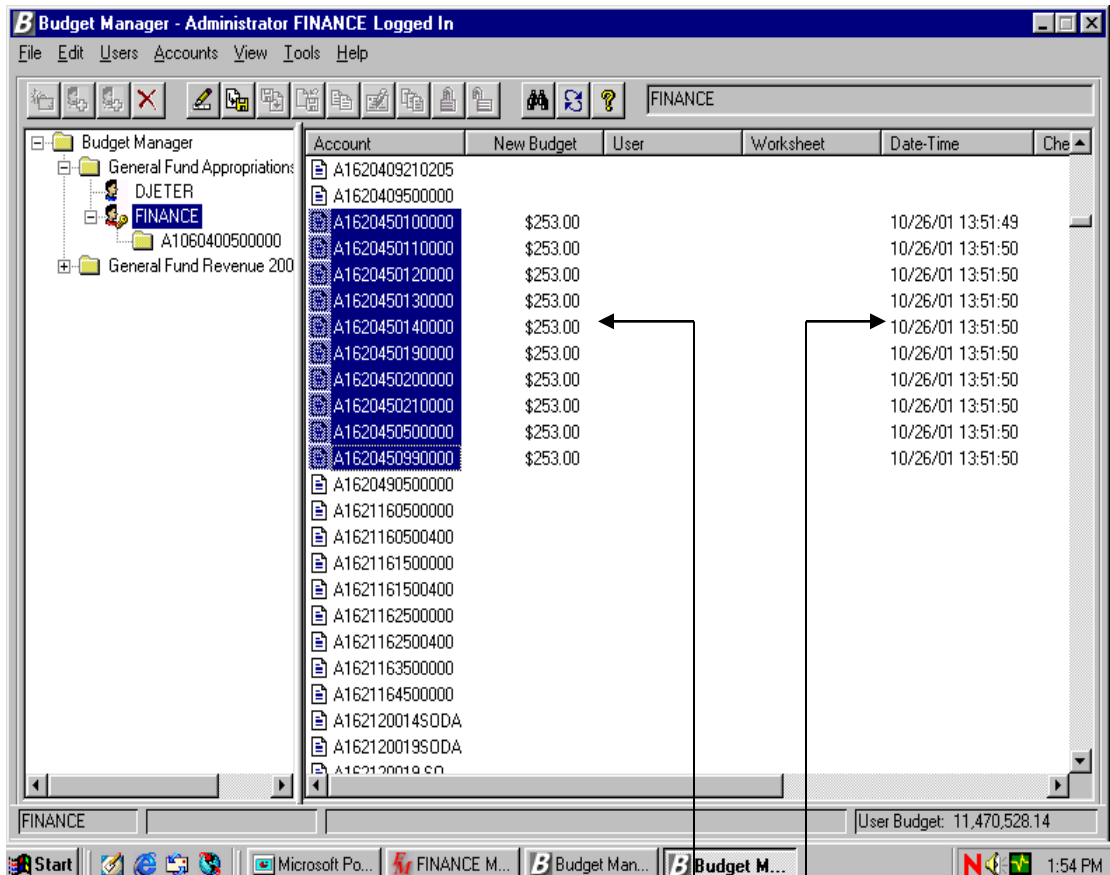FINANCE   A1620450130000   OPERATNS-MAT & SUP-HI   User Budget: 11,467,998.14

Start | Microsoft Po... | FINANCE M... | Budget Man... | Budget Man... | Update B... | N | 1:50 PM

Exercise continued:

▤ Enter the amounts for each account. Hit either the "Enter" Key, the "Tab" Key or the "Down Arrow Key" to update the field.

▤ Select the "Done" button when finished

Updating the Budget - *By Groups*

Account	New Budget	User	Worksheet	Date-Time	Che
A1620409210205					
A1620409500000					
A1620450100000	$253.00			10/26/01 13:51:49	
A1620450110000	$253.00			10/26/01 13:51:50	
A1620450120000	$253.00			10/26/01 13:51:50	
A1620450130000	$253.00			10/26/01 13:51:50	
A1620450140000	$253.00			10/26/01 13:51:50	
A1620450190000	$253.00			10/26/01 13:51:50	
A1620450200000	$253.00			10/26/01 13:51:50	
A1620450210000	$253.00			10/26/01 13:51:50	
A1620450500000	$253.00			10/26/01 13:51:50	
A1620450990000	$253.00			10/26/01 13:51:50	
A1620490500000					
A1621160500000					
A1621160500400					
A1621161500000					
A1621161500400					
A1621162500000					
A1621162500400					
A1621163500000					
A1621164500000					
A162120014SODA					
A162120019SODA					
A162120019 SO					

Tree view:
- Budget Manager
  - General Fund Appropriations
    - DJETER
    - FINANCE
      - A1060400500000
  - General Fund Revenue 200

FINANCE   User Budget: 11,470,528.14

The updated budget amounts

The Date and Time of when the budget account was last updated

Split Budget Accounts

Budget Manager provides the ability to split one budget code for budgetary purposes (perhaps to break out one code among administrative, program or capital categories). The split codes are consolidated to a single code when the budget is moved to Accounting.
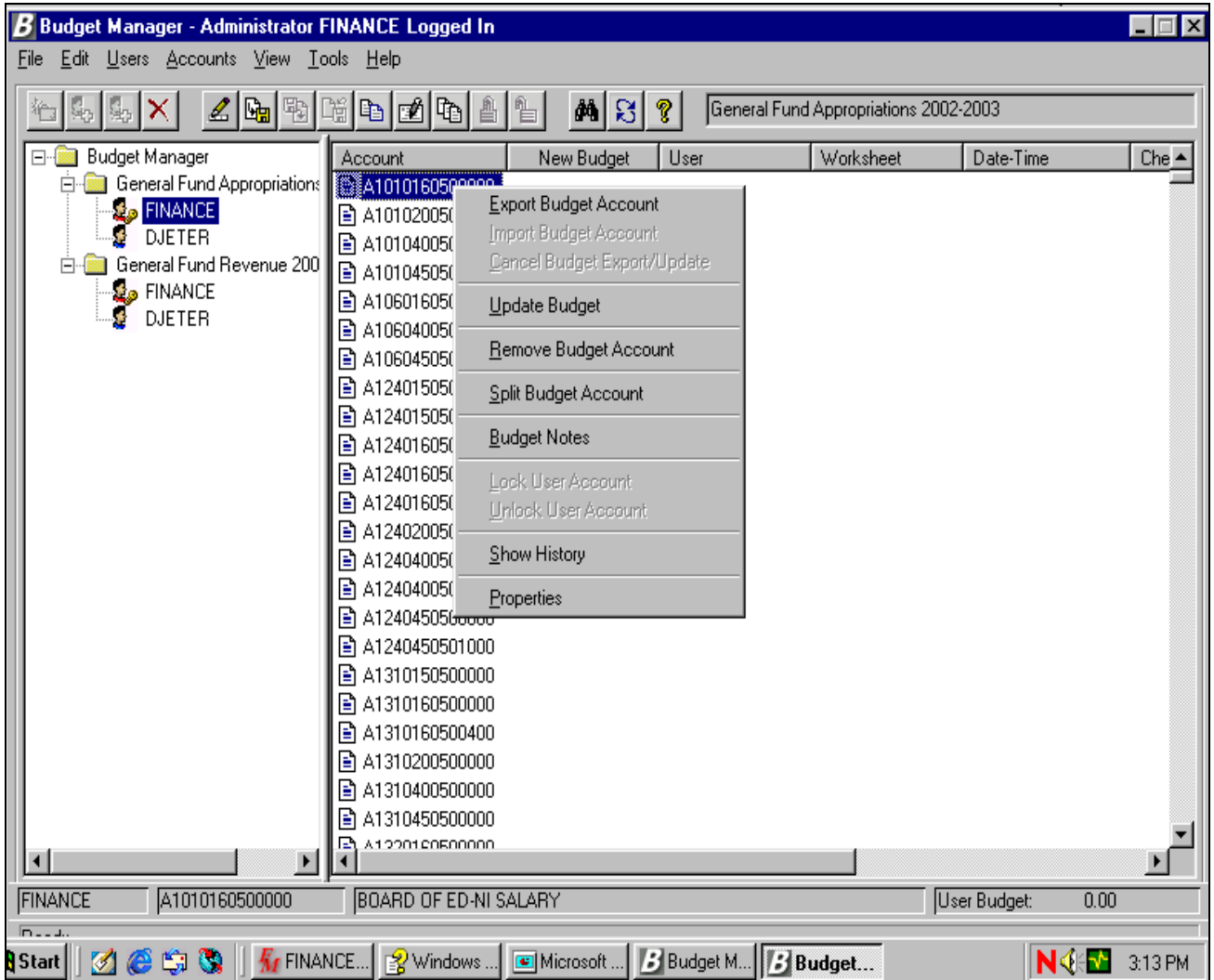
Exercise:

▤ Highlight a code.

▤ Right click on your mouse (available options will be displayed in **Bold** print)

▤ Select "Split Budget Account" or

▤ Click the Split Account button

Split Budget Accounts - Cont'd.

"Add Record" Icon

"Save Record" Icon

Split a Budget Account Exercise - Continued:

▤ Select "Add Record" Icon.

▤ Type in budget description/purpose, select the category and enter the amount of the new budget.

▤ Select the "Save Record" Icon

▤ Repeat as necessary.

▤ Select the "Done" button, when finished.

Split Budget Accounts - Important Notes

•Splitting the Budget Account only affects the Budget - Recombines to original account when moved to Accounting.

•Only the Administrator can split a Budget Account.

•**Do Not split Salary codes if you will import from Negotiations Manager!!!!!!!!!**

Split Budget Accounts
Sample

Breakout of components that make up the total dollar amount of a particular budget account

Total Budget Account

Split Budget Accounts

A Split Code displays with a "folder" symbol

The new budget dollar amount represents the sum of the split items

Running Budget Total

Exercise:

▤ Highlight a Split Account to modify.

▤ Right Click to update the contents of a existing split code.

▤ Select Split Budget Account.

▤ Click on a line to select it.

▤ Use the "update record" button ✎ to change an item. Save 🖫

▤ Use the "Add record" button to add an item. Save

▤ Use the "Copy" button to copy an item. Save

▤ Use the "Delete" button to remove an item. Save

▤ Click on Done to return to the Budget Entry Screen

Split Budget Accounts

Contents of the "Split" budget

Split Budgets codes are illustrated under each user

Generating Salary Notes from within Negotiations Manager

Salary Projections from Negotiations Manager can be exported to Budget Manager. Before processing the export, verify the data by printing the Account Breakdown Report for each Employee Group.

Exercise:

▤ Select "Budgetary Interface" from the "Utility" menu tree.

▤ Double click on Budgetary Interface.

Generating Salary Notes from within Negotiations Manager
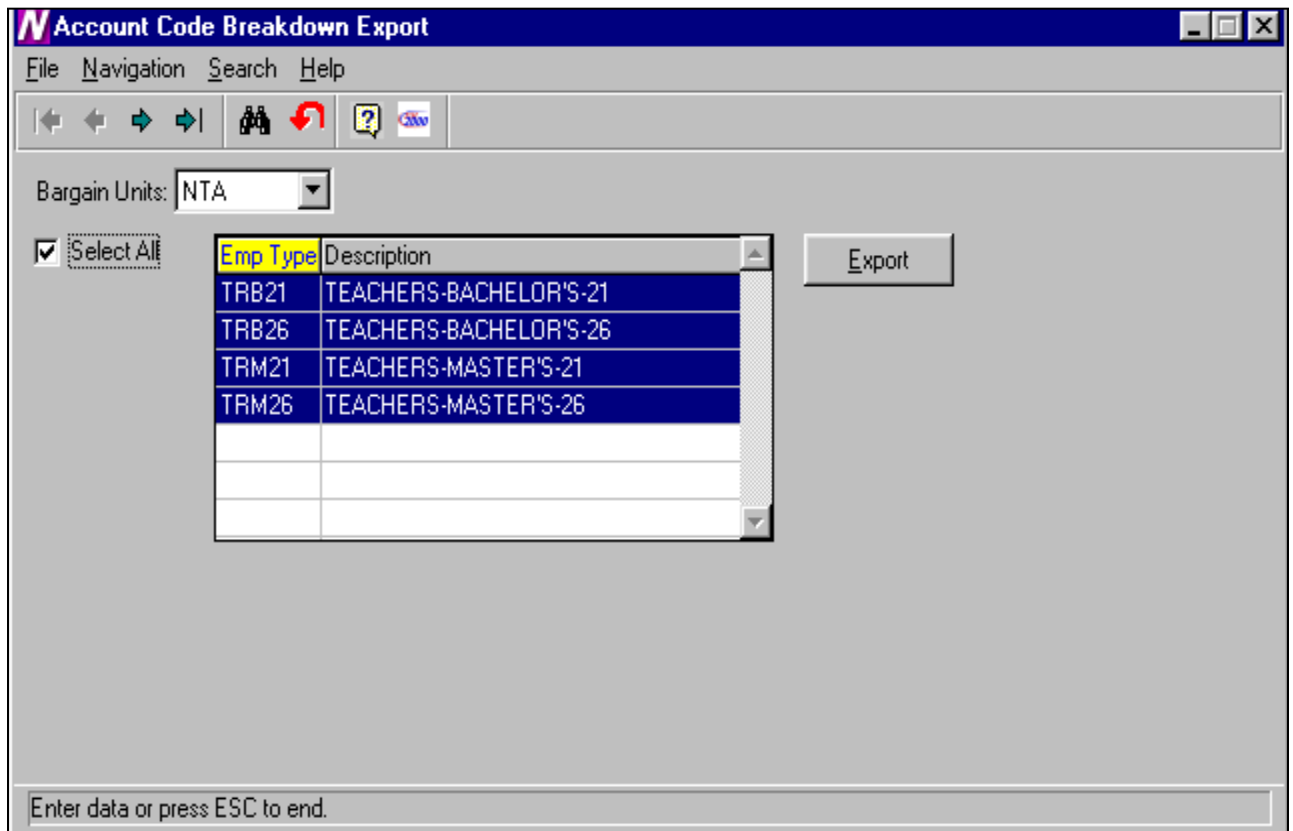
Exercise - continued:

▤ Select the desired projections from the "Bargaining Units" drop-down menu.

▤ Check the "Select All" box or the specific employee types desired.

▤ Select the "Export" Icon.

▤ Exit out of Negotiations Manager

*****Note: The export file will match the Negotiations Report by Account Code for the groups selected.*****

Importing Salary Notes from Negotiations Manager

Budget Manager will import salary budget notes exported from Negotiations Manager into the selected budget within Budget Entry.
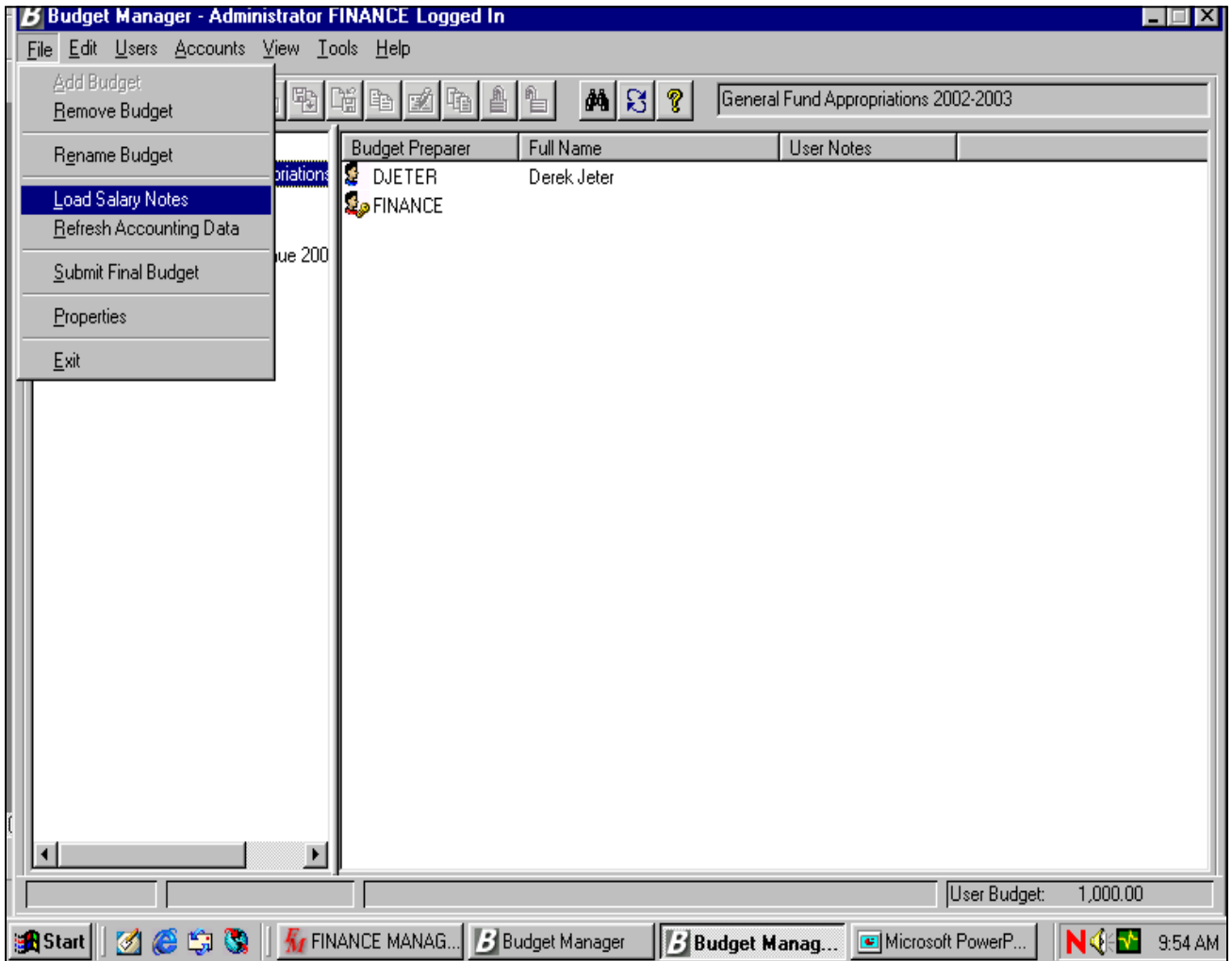
Exercise:

▤ Highlight the budget that you want to import Salary Notes into.

▤ From the "File" menu, Select "Load Salary Notes" option.

OR

Click the **right** button on your mouse and select "Load Salary Notes" from the pop-up menu

Importing Salary Notes from Negotiations Manager

B Budget Manager - Administrator russell Logged In   _□×

File   Edit   Users   Accounts   View   Tools   Help

SCHOOL LUNCH REVENUE

Budget Preparer	Full Name	User Notes
aytest1	aytest1	
BOCONNOR	BARBARA O'CONNOR	
carol	Carol	
Diane	Diane Fischer	
russell	Russell Amundsen	

- Budget Manager
  - Debit Service
  - GENERAL FUND
    - BRIAN
    - carol
    - Diane
    - Mary
    - russell
  - imp
  - Import Test
  - SCHOOL LUNCH REVENUE
    - aytest1
    - BOCONNOR
    - carol
    - Diane
    - russell
  - Test Submit Budget

Question   ×

? Would you like to include all salary notes into the new budget.

[Yes]   [No]

Select "Yes" to import all Salary Notes into the new budget and increase the budget dollar amount

Select "No" to import all Salary Notes into the new budget as a note only, without affecting the budget dollar amounts.

User Budget: 270,010.00

Enter data or press ESC to end.

Exercise - continued:

▤Click on "Yes" to import salary notes and increase the budget dollar amounts.

Importing Salary Notes from Negotiations Manager

Imported Salary Notes are displayed with a "pencil" symbol.

"Pencil" symbol indicating imported Salary Notes.

Running Budget Total

Exercise:

▤Click the **RIGHT** mouse button and select Budget Notes or

▤Click the "Budget Notes" button

Salary Notes from Negotiations Manager

B Notes for Budget Account - A2610151100000

Description: JETER, DERIK FTE% 100 Acct% 100 FTE% 100 Acct%   Included in New Budget....... ☑

Units: 0.00   Rate: 0.00   Amount: 74,865.00

Seq	Description	Units	Rate	Amount
1	JETER, DERIK FTE% 100 Acct% 100 F	0.00	0.00	74,865.00

Original Budget: 74,865.00   Notes: 74,865.00   New Budget: 74,865.00

Done   Cancel

Enter data or press ESC to end.

The person associated with this account

Their Appointment FTE%

This particular budget code %

The associated projected amount

- Displays each person in account (prepared via negotiation)

- Displays their Appointment FTE%, this particular budget code % and the associated projected amount!!!

Entering Budget Notes

Budget manager provides the ability to add "Budget Notes" to accounts as part of the budget-building process. These notes can increase the budget dollars or be for informational purposes only. Salary Projections from Negotiations can be imported into Budget Manager as Budget Notes as well.
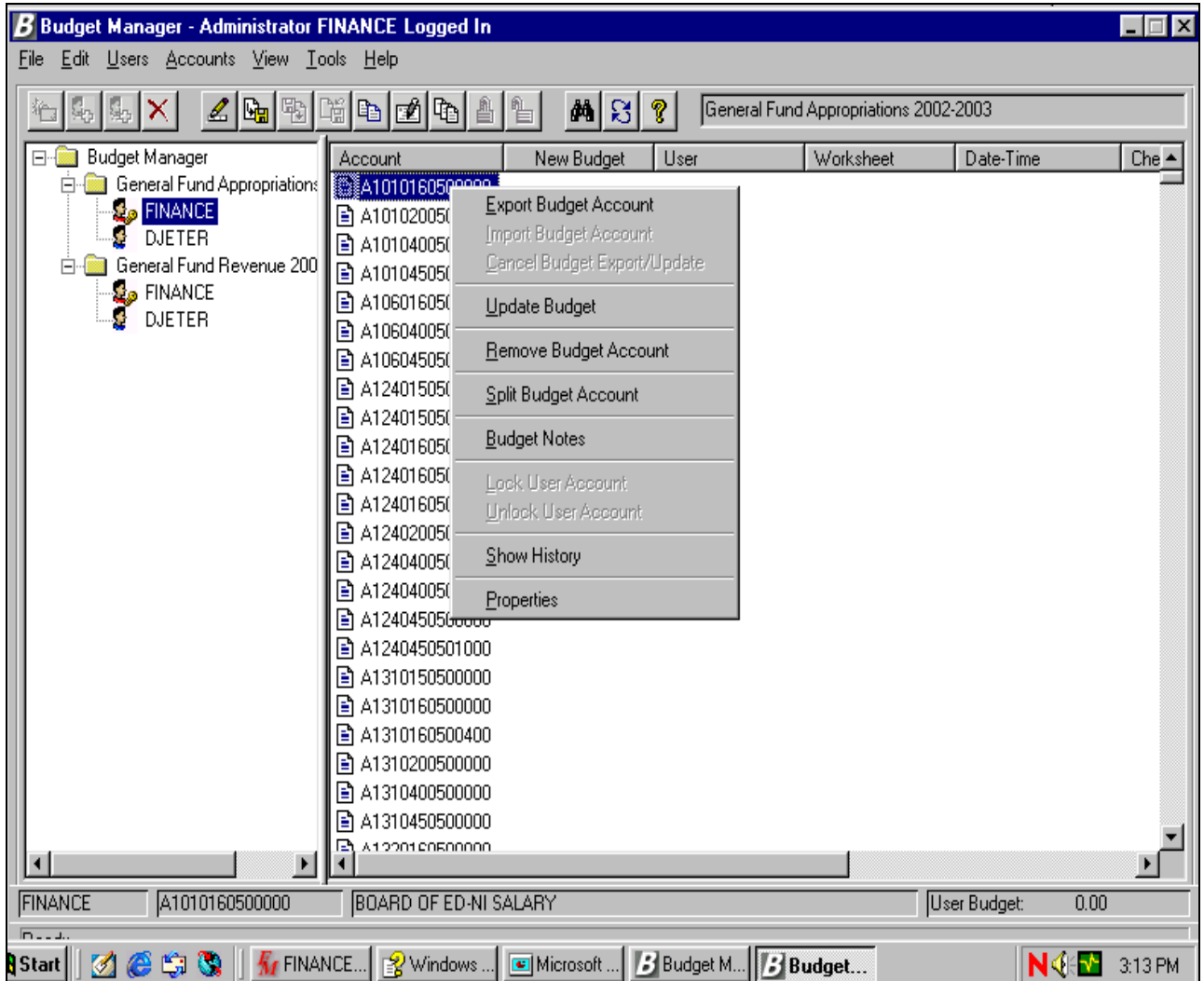
Exercise:

▤ Highlight a non-salary code to modify.

▤ Right click on your mouse (available options will be displayed in **Bold** print)

▤ Select "Budget Notes" or

▤ Select the Budget Notes button

Entering Budget Notes

Exercise -continued:

▤ Select the "Add record" button. ⬚

▤ Enter a description for the Note.

▤ Check the "Included in New Budget" box to add the dollars for this note to the budget. Leave **unchecked**, if the note is only for informational purposes.

▤ Enter units and rate or the dollar amount

▤ Select the "Save Record" button. ⬚

▤ Repeat and try leaving the "Include in Budget" box unchecked. Save.

▤ Select Done when finished

Including vs. Not Including a Budget Note in the Budget
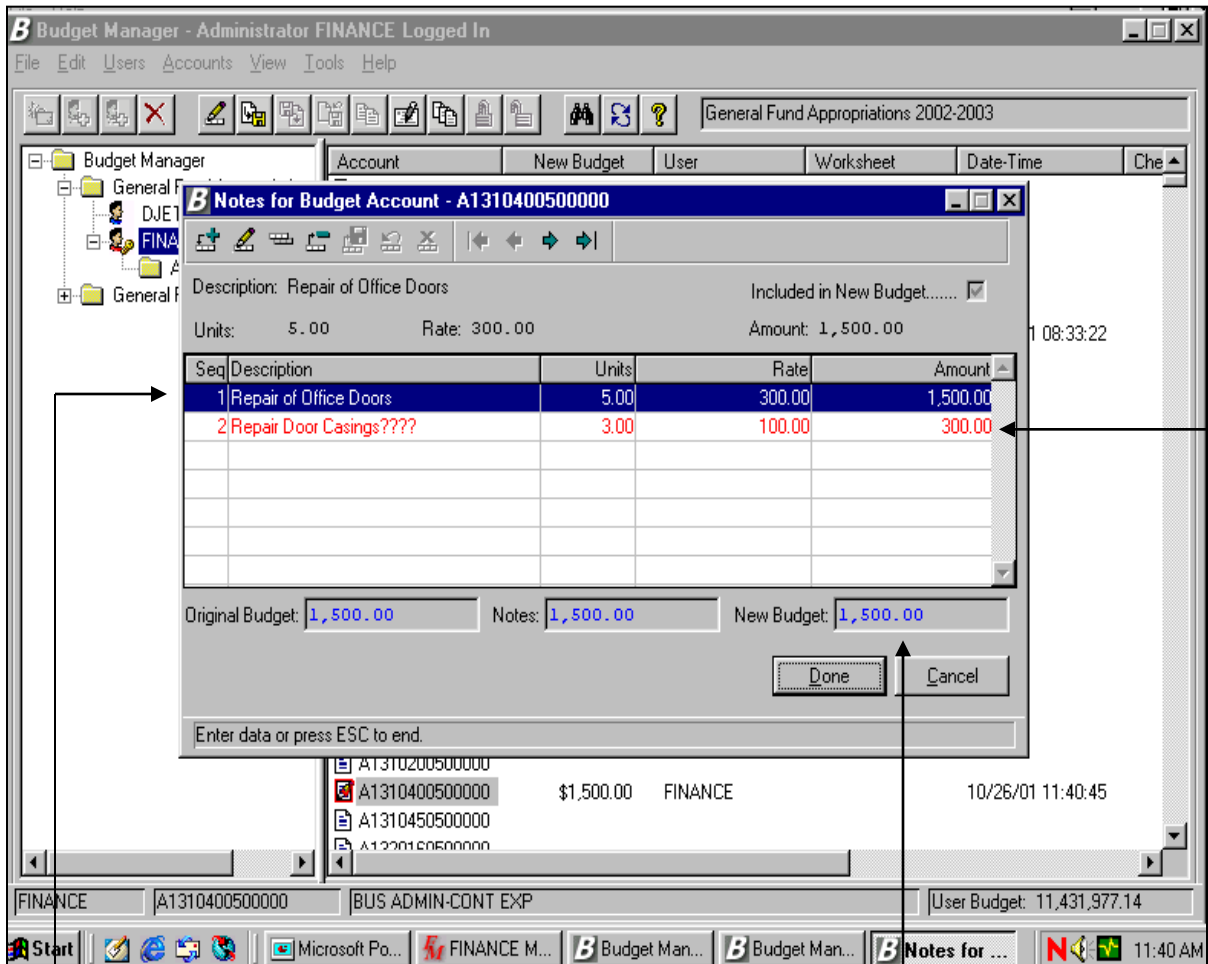
Included in the budget

Not Included in the budget

Budget Note amounts that are included in the new budget are reflective in the new budget total. Budget Notes that are for informational purposes are not!!!!!

Budget Notes

A budget note is displayed with a "pencil" symbol on the Budget Entry screen. The new budget dollar amount represents the original dollar amount plus included notes.
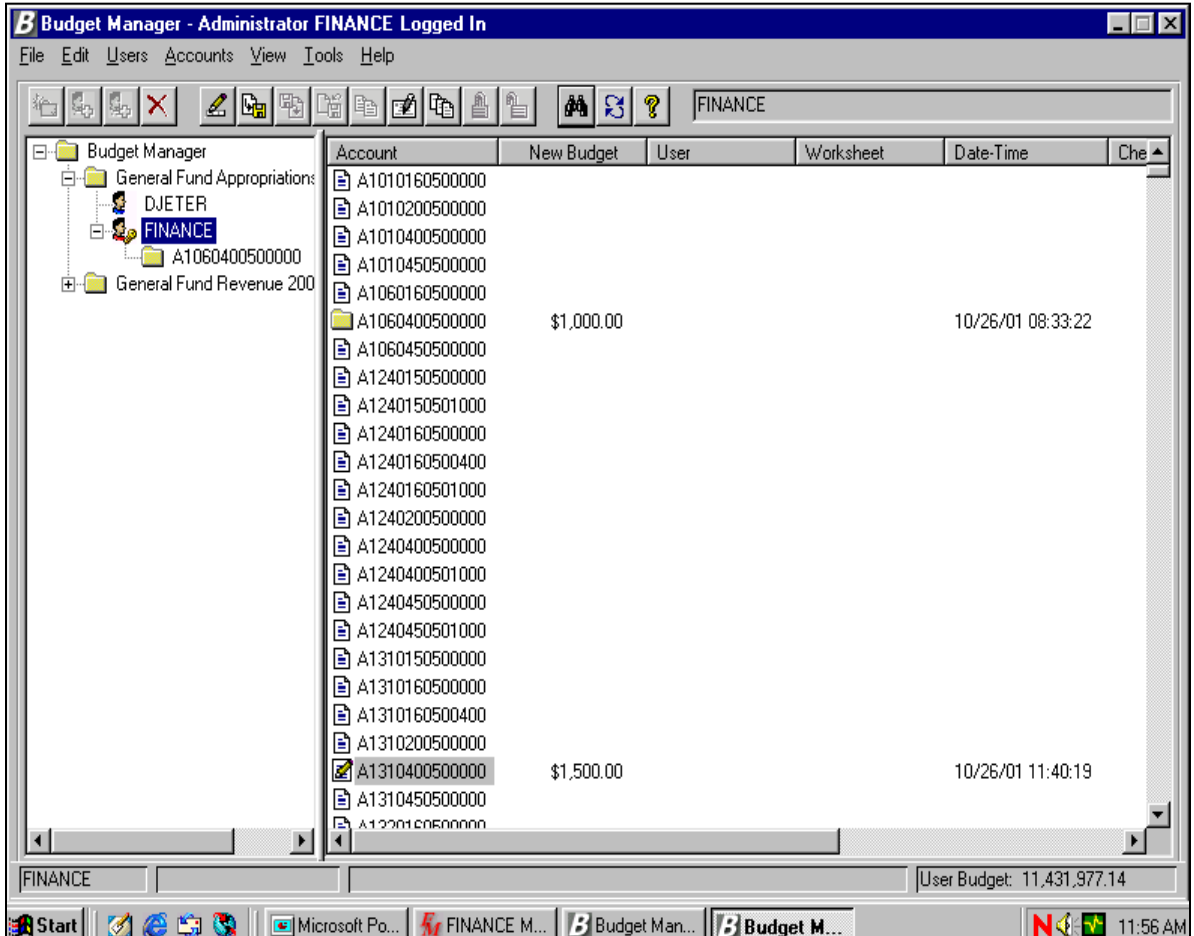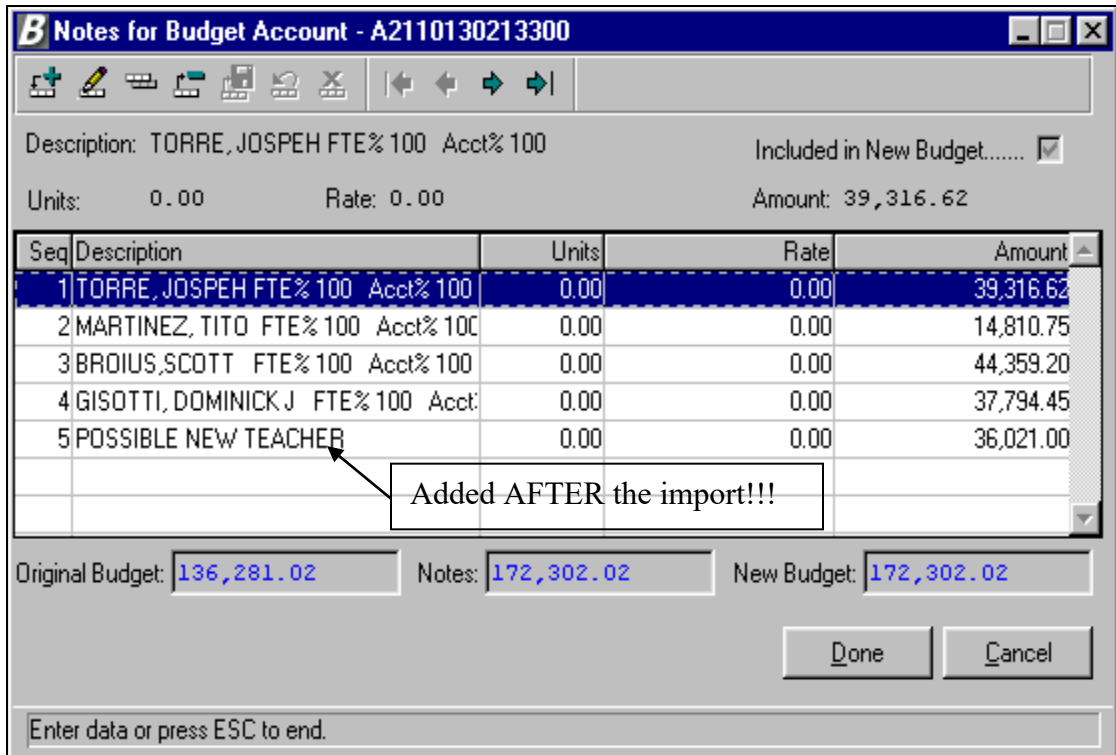

▤ Highlight a Budget Note.

▤Click the **RIGHT** mouse button and select Budget Notes to **UPDATE** the contents of the Budget Notes or

▤Click the Budget Notes button

Adding new positions to
Salary Notes

> You can add a "possible" new position on Notes at this point or modify or delete a note or exclude the budget dollars.

B Notes for Budget Account - A2110130213300

Description: TORRE, JOSPEH FTE% 100 Acct% 100   Included in New Budget....... ☑

Units: 0.00   Rate: 0.00   Amount: 39,316.62

Seq	Description	Units	Rate	Amount
1	TORRE, JOSPEH FTE% 100 Acct% 100	0.00	0.00	39,316.62
2	MARTINEZ, TITO FTE% 100 Acct% 100	0.00	0.00	14,810.75
3	BROIUS,SCOTT FTE% 100 Acct% 100	0.00	0.00	44,359.20
4	GISOTTI, DOMINICK J FTE% 100 Acct:	0.00	0.00	37,794.45
5	POSSIBLE NEW TEACHER	0.00	0.00	36,021.00

Added AFTER the import!!!

Original Budget: 136,281.02   Notes: 172,302.02   New Budget: 172,302.02

Done   Cancel

Enter data or press ESC to end.

Exercise:

▤ Add a new item to the note by selecting the "Add New Record" button.

▤ Fill in 🔳 description.

▤ Select whether or not you want to include the salary in the new budget.

▤ Select the "Save Record" button.

▤ Change an existing note. Save   🔳

▤ Delete an existing note. Save

▤ Select the "Done" button.

Creating New Budget Accounts

Budget Manager allows for the creation of new budget codes within the Budget Entry Screen.

Only the Administrator User can create a new budget account.

Accounts created in Budget Manager will be added to the Accounting Chart of Accounts when the Budget is moved to Accounting.

Exercise:

▤ Highlight the Budget Administrator and click the **RIGHT** mouse button.

▤ Select the "Create Budget Account" option from the pop-up menu.

Creating New Budget Accounts

Add Account to Budget: GENERAL FUND

Account: A124016210

Name: Salaries-Clerks

Acct Status: Active   Privileges

Account	Name		Fund	Type	Acct Status
A124016210	Salaries-Clerks		A	Approp	Active

Done   Cancel

Enter data or press ESC to end.

"Add record" icon   "Account" field   "Save record" icon   "Account Status" drop-down menu

---

Exercise - continued:

▤ Select the "Add record" icon.

▤ Add a code in the "Account" field (Type the Fund and Account without Punctuation).

▤ Select either "Active" or "Inactive" from the Acct. Status drop-down menu. Only Active accounts can have dollars added.

▤ Add description for each code.

▤ Select the "Done" button when finished

Budget Account History

> Budget Manager provides a "view" of the transaction
> history for each budget code.
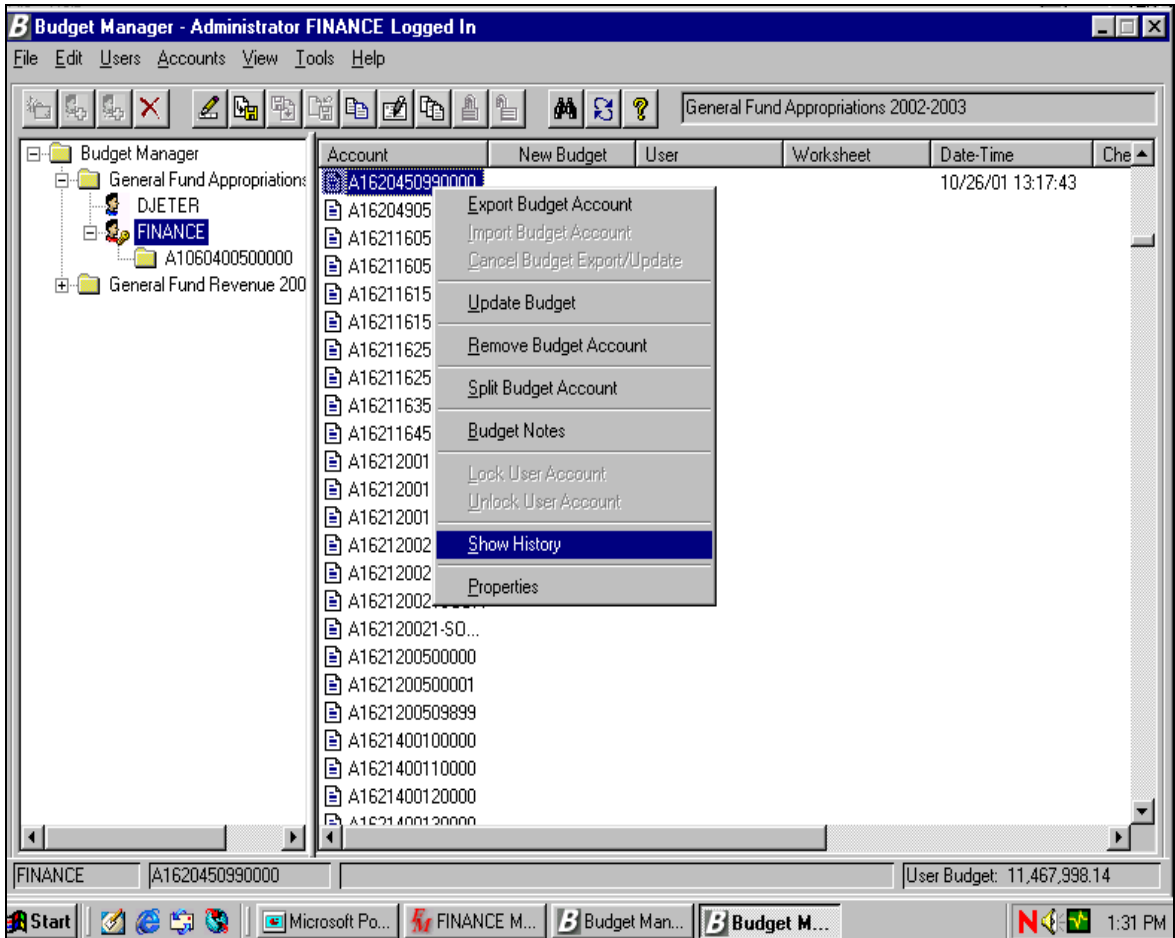
Exercise:

▤ Highlight the code

▤ Click the **RIGHT** mouse button.

▤ Select the "Show History" option from the pop-up menu.

Budget Account History

Exercise - continued:

▤ Select the "OK" button when you are finished.

# Section II - Exporting to MS Excel

Exporting to Microsoft Excel Options

Budget Manager provides the ability to export account codes to MS Excel for further manipulation. Codes can be "checked out" to one spreadsheet as needed. The system will track when and where the codes were checked out and will lock them in the Budget Entry screen until they are imported back or the export is canceled.
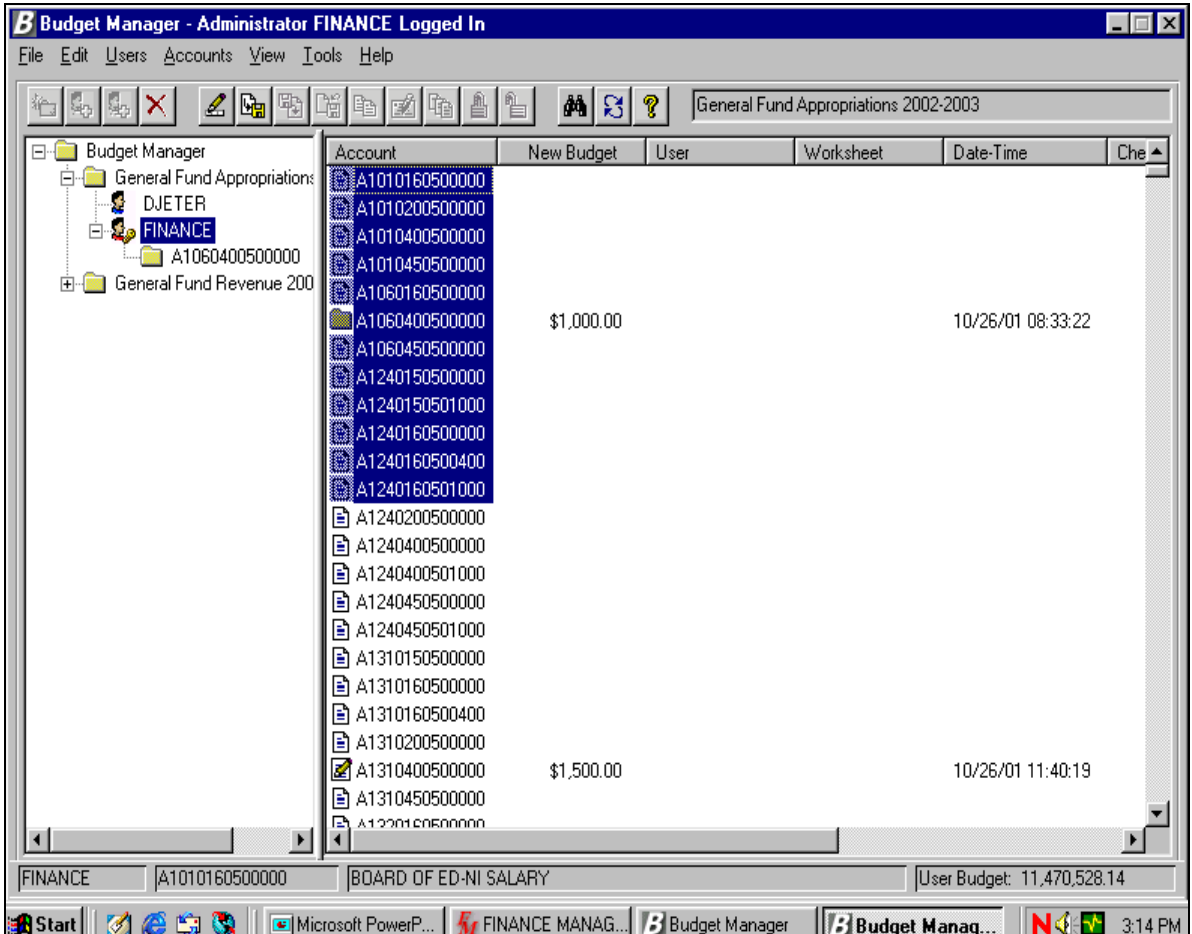
Exercise:

▤ Highlight the codes to export either by range or individually and click the Right mouse button to select the "Export Budget Account" option or use the Export to Excel button.

Exporting to Microsoft Excel Options
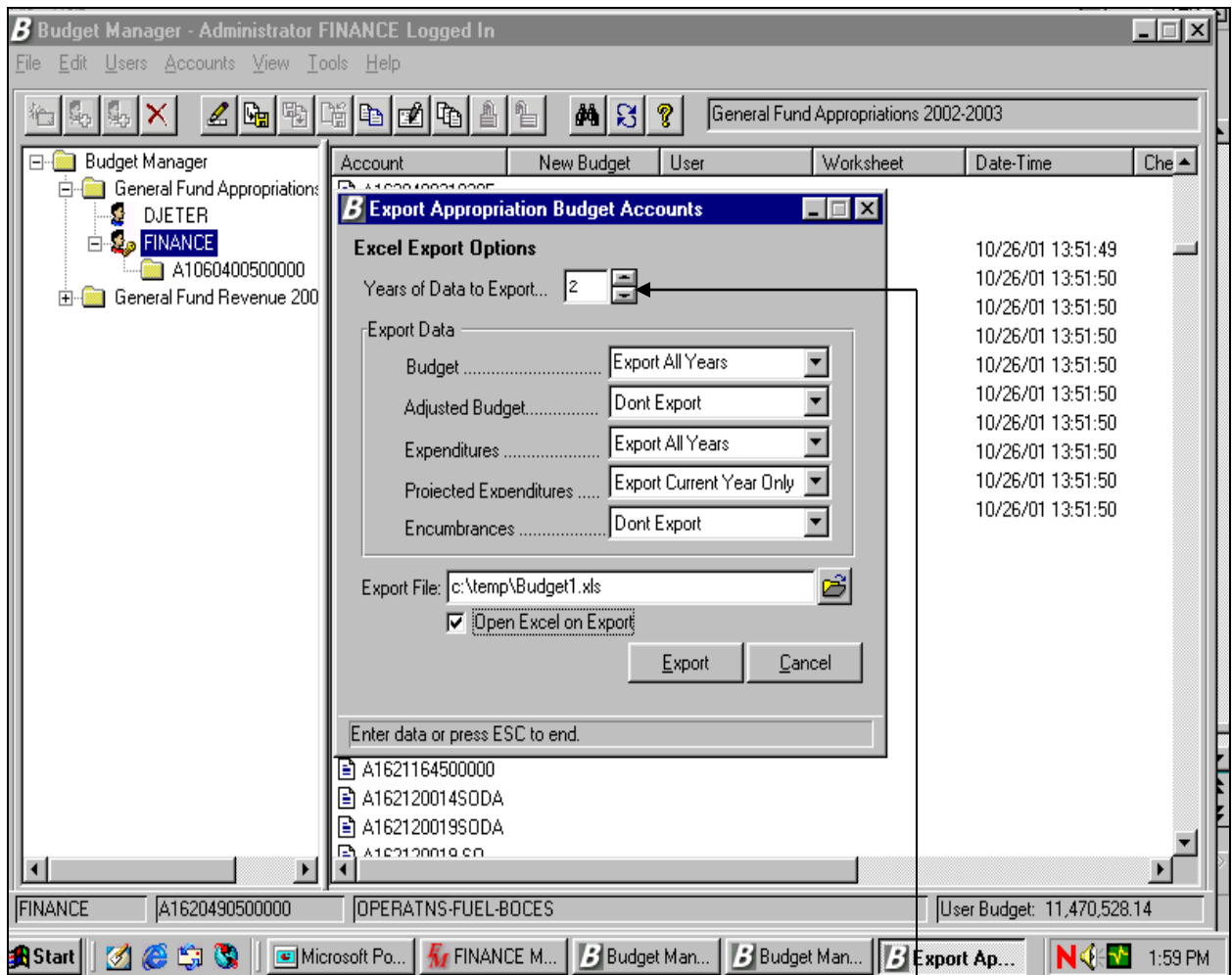
Enter years of data:
0 year = Next year
1 year = Current year + next year
2 year = Last year + current year + next year

Exercise continued:

▤ Select the number of years of data that you wish to export.

▤ Select the years for export in each budget column or Don't Export.

▤ Select the path where the export file will be created. **(***This name will display next to each checked out code on the Budget Entry screen***)**

▤Check "Open Excel on Export" box to work on the file immediately

Exporting to Microsoft Excel Options
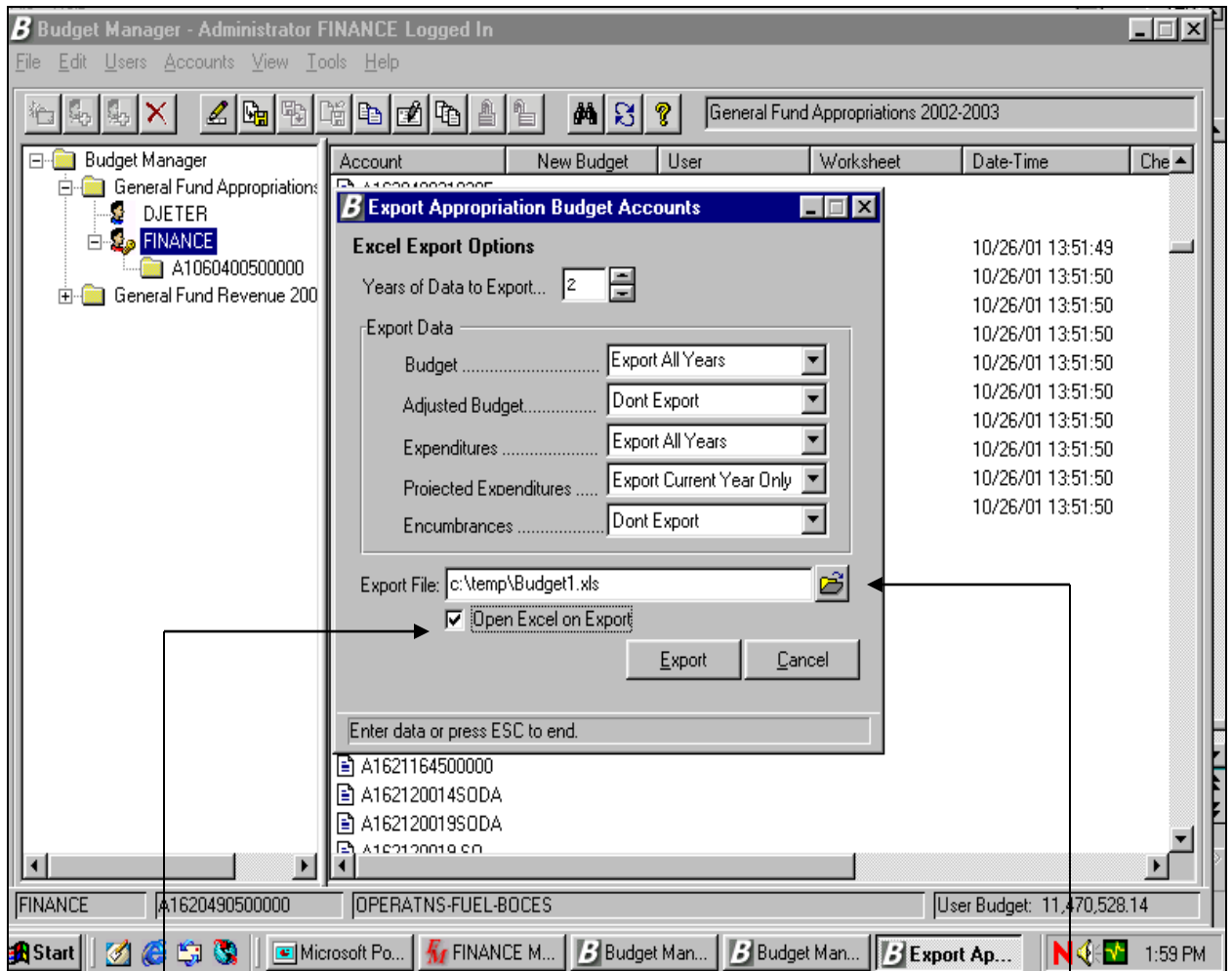
You can also open MS Excel at the time of the export

The Budget Module "remembers" the export file name and marks the codes as "checked-out" to that file

Exporting to Microsoft Excel Options

	A	B	C	D	E
1			**2002-03**		
2	**Account**	**Name**	**NEW BUDGET**		
3	A131020010 (Sal-Admin)	BUSINESS ADMINISTRATION:EQUIPMENT	$ 1,000,000.00		
4	A131020010 (Sal-Teachers)	BUSINESS ADMINISTRATION:EQUIPMENT	$ 800,000.00		
5	A131020010 (Sal-Coaches)	BUSINESS ADMINISTRATION:EQUIPMENT	$ 500,000.00		
6	A131040010	BUSINESS ADMINISTRATION:CONTRACTUAL EXPENDITURE	$ -		
7	A131040010LEASE	LEASE COPIER DO	$ -		
8	A131045010	BUSINESS ADMINISTRATION:MATERIALS AND SUPPLIES	$ -		
9	A131049010	BUSINESS ADMINISTRATION:SERVICES FROM BOCES	$ -		
10	A132016010	AUDITING:NON INSTRUCTONAL SALARIES	$ -		
11	A132040010	AUDITING:CONTRACTUAL EXPENDITURE	$ -		
12	A132043110	AUDITING:PROFESS LIABL/CRIME INS	$ -		
13	A132516010	TREASURER:NON INSTRUCTONAL SALARIES	$ 35,000.00		
14	A132540010	TREASURER:CONTRACTUAL EXPENDITURE	$ -		
15	A132543110	TREASURER:PROFESS LIABL/CRIME INS	$ -		
16	A132545010	TREASURER:MATERIALS AND SUPPLIES	$ -		
17	A133040010	TAX COLLECTION:CONTRACTUAL EXPENDITURE	$ -		
18	A142040010	LEGAL:CONTRACTUAL EXPENDITURE	$ -		
19	A142040011	LEGAL FEES RELATING TO CERTS	$ -		
20	A143015010	PERSONNEL:INSTRUCTIONAL SALARIES	$ 32,511.00		
21	A143016010	PERSONNEL:NON INSTRUCTONAL SALARIES	$ 115,113.00		
22	A143016110	NON INSTRUCTIIONAL OT	$ 14,553.00		
23					
24					
25					
26					

Split Codes display description within the original code.

Exporting to Microsoft Excel Options

•The red corner on the account indicates a "Note" on the code.

•By positioning your locator over the red mark the note displays.

Exporting to Microsoft Excel Options

Budget Notes display as you point at the Red Triangle.

Avoid entering formulas in the column that will be sent back to Budget Manager

Budget Note Total

Exporting to Microsoft Excel Options

The Red Box with a
"√" indicates a
"Checked Out" status

Codes exported are displayed in Budget Manager as "checked out" by whom.

While checked out, you cannot change values in a budget.

Importing Codes from Microsoft Excel

*****You will need to know the name of the Excel Worksheet and the columns containing the Budget Codes and the Budget dollars*****

Exercise:

▤ From the "Accounts" pull-down menu, select the "Import Budget Account" option to bring back budget dollars back from Excel.

Importing Codes from Microsoft Excel

Exercise:

- Enter the Excel Sheet Number (Ex. 1)

- Enter the column that contains the budget codes (Ex. A)

- Enter the column that contains the new budget dollar (Ex. C)

- Click on the "Import" button.

Canceling Exported Codes

Checked out codes are displayed with a **red** check mark, who checked them out, the name of the worksheet, date, time and the path.

*****If you cancel the "Checked Out" status, you will not be able to import Excel changes back into Budget*****
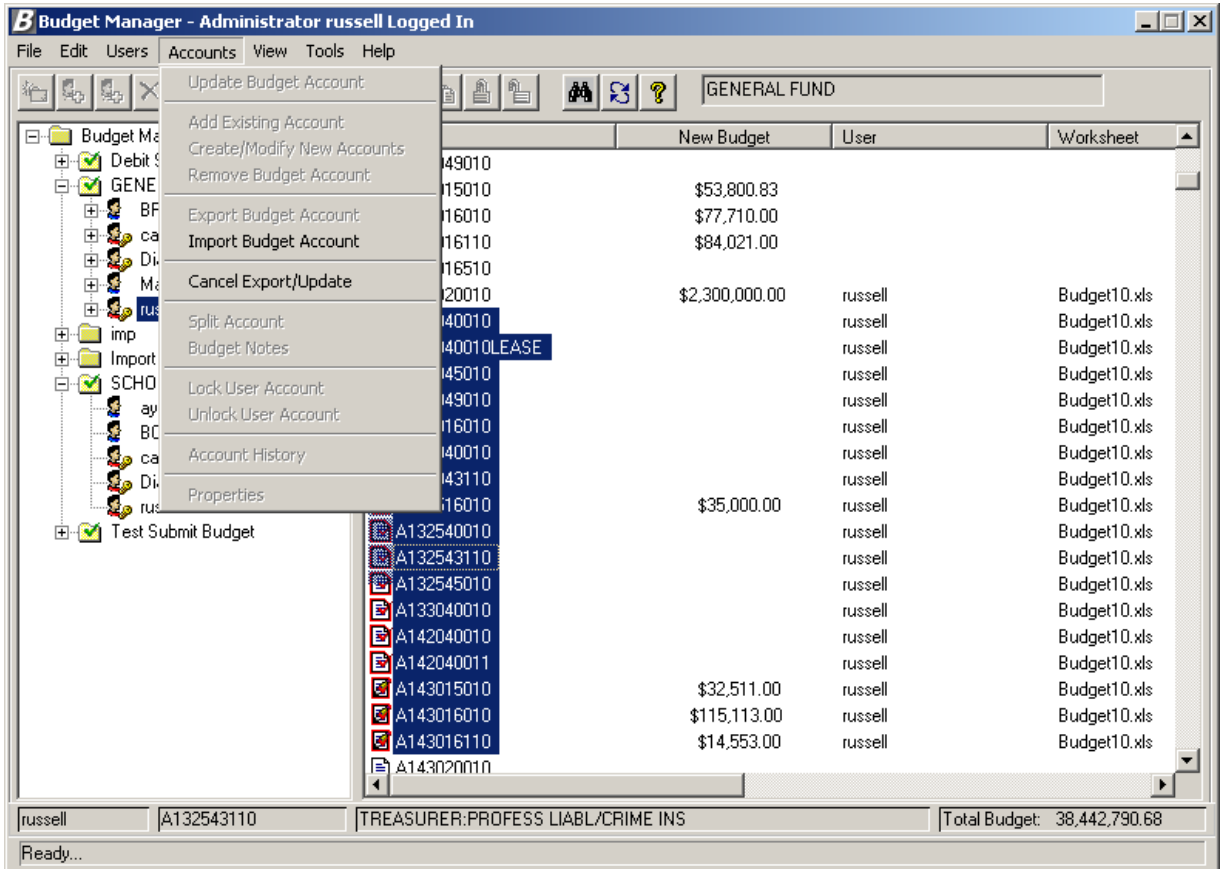
Exercise:

▤ Highlight the codes.

▤ From the "Accounts" pull-down menu or Right click on your mouse and select the "Cancel Budget Export/Update" option.

Section III - Reports

Budget Manager Reporting Features

Budget Manager gives you four Reporting Routines:

1. Appropriation Status

2. Revenue Status

3. Pivot Table Report

4. Detail Notes Report

Appropriation Status Report
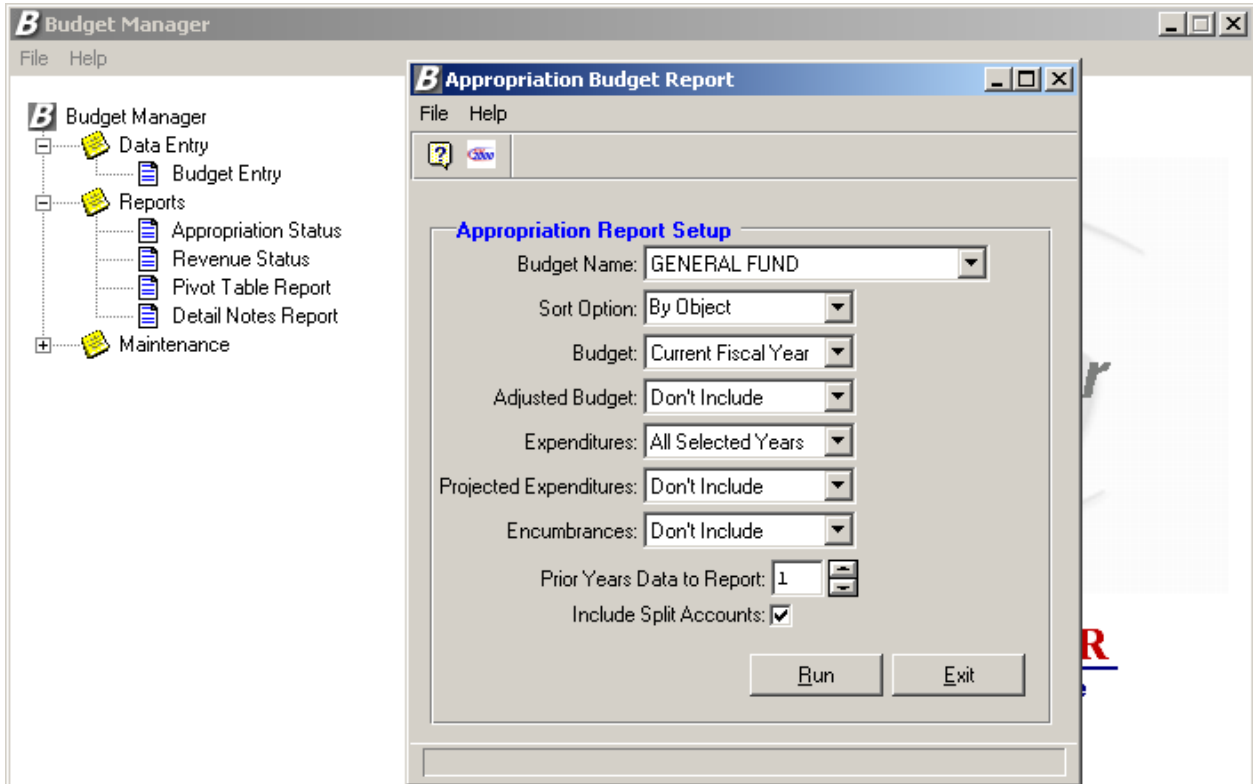
Exercise:

📃 From the Budget Manger Tree Menu, Select "Reports" and then "Appropriation Status"

Appropriation Status Report

Exercise:

▤ From the pull-down menus, select:

▤ The budget to report.

▤ How you want to sort the report (By Function, By Object or By Location)

▤ Which years of each budget column to report.

Appropriation Status Report

> 🗒 **From the pull-down menus, select:**
>
> - How many prior years of data to you want to include.
>
> - Whether or not you want to include Split accounts.
>
> - Then click "OK"

Appropriation Status Report
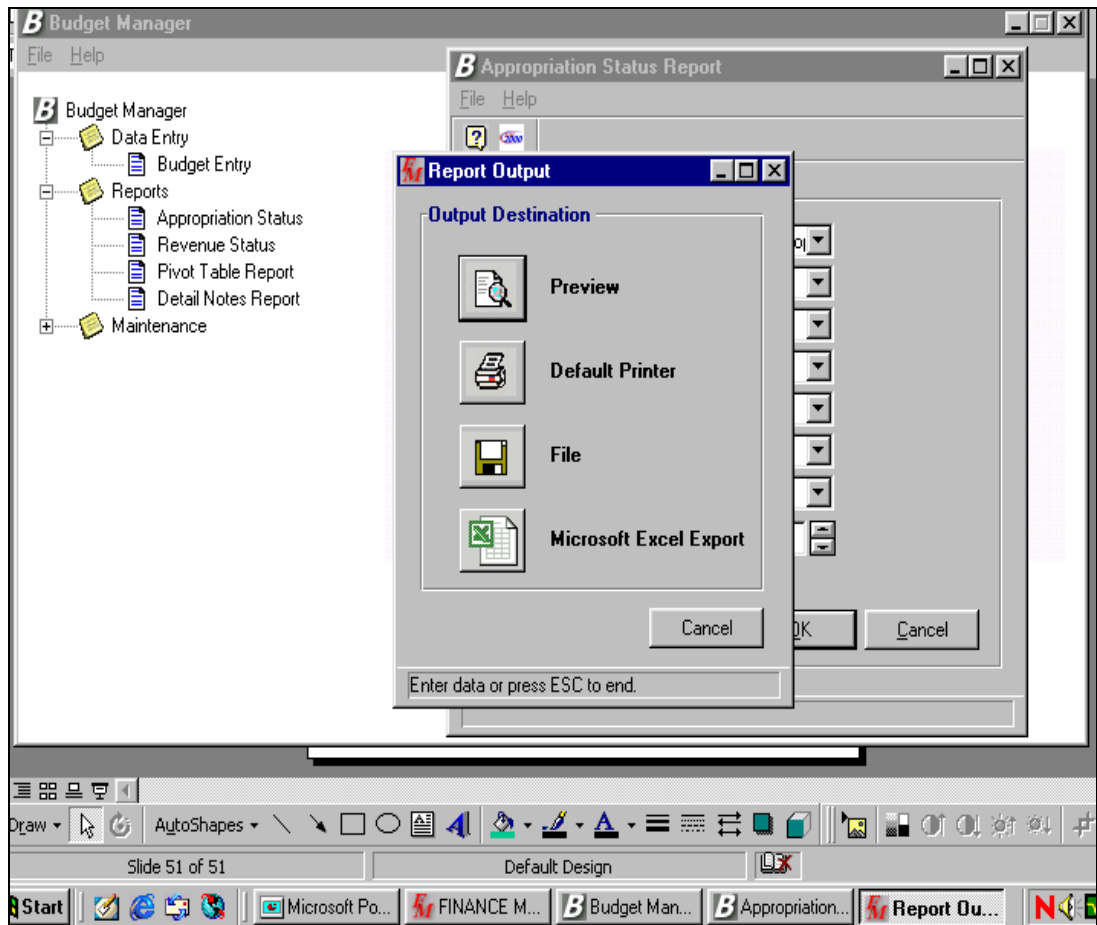
Report Output Options:

•Preview (Paper size limits output to 7 columns plus account and descriptions.

•Default Printer

•File (Allows you to send your report directly to your hard-drive or to a floppy)

•Microsoft Excel Report (Gives you the ability to sort by any Budget Code component!!!!!)

Sample Appropriation Status Report

****

APPROPRIATION STATUS REPORT BY FUNCTION

ACCOUNT	ACCOUNT NAME		2001-02 BUDGET	PROJ EXP	2003 NEW BUDGET
A 1620...	OPERATION OF PLANT	*	3,901,491	669,351	
A 1621...	MAINTENANCE OF PLANT	*	537,105	21,912	
A 1680...	CENTRAL DATA PROCESSING	*	4,646	19,021	
A 1600...	CENTRAL SERVICES	**	4,443,242	710,284	
A 1910...	UNALLOCATED INSURANCE	*	129,505	5,000	
A 1964...	REFUND ON REAL PROPERTY TAXES	*	8,746	0	
A 1981...	BOCES ADMINISTRATIVE COSTS	*	895,984	143,316	
A 1900...	SPECIAL ITEMS	**	1,034,235	148,316	

Microsoft Excel Report

	A	B	G	H	I	J	K	L
1	*11/19/01*						*2:53 PM*	
2	APPROPRIATION STATUS REPORT BY FUNCTION							
3								
4								
5			2003					
6	Account	Account Name	NEW BUDGET	FUN	OBJ	LOC	PRG	
7	A 1010.479-11-0000	MISC EXPENSES	300	1010	479	11	0	
8	A 1010.490-11-0000	BOCES SERVICES	0	1010	490	11	0	
9	A 1010.500-11-0000	SUPPLIES-BOARD OF ED	0	1010	500	11	0	
10	A 1040.160-11-0000	NON-INSTR SAL-DISTR CLERK	0	1040	160	11	0	
11	A 1040.402-11-0000	CONF & TRAVEL	0	1040	402	11	0	
12	A 1040.475-11-0000	TUITION REIMBURSEMENT	0	1040	475	11	0	
13	A 1040.479-11-0000	MISC EXPENSES	0	1040	479	11	0	
14	A 1040.500-11-0000	SUPPLIES-DISTRICT CLERK	0	1040	500	11	0	
15	A 1060.479-11-0000	MISC EXP-DISTRICT MEETING	0	1060	479	11	0	
16	A 1240.150-33-0000	INSTR SAL-SUPERINTENDENT	0	1240	150	33	0	
17	A 1240.160-33-0000	NON-INSTR SAL SUPT SEC	0	1240	160	33	0	
18	A 1240.165-11-0000	NON-INSTR SUPT SEC SUB	0	1240	165	11	0	
19	A 1240.220-11-0000	COMPUTER HARDWARE	0	1240	220	11	0	
20	A 1240.220-33-0000	COMPUTER HARDWARE	0	1240	220	33	0	

DEMO SCHOOL DISTRICT

The Excel Report includes a column for the budget code components. This provides the ability to sort the data by any part of the code.

Microsoft Excel Report

Sorting the Data

▤ Position Cursor on the Spreadsheet "Account" cell.

▤ Press Ctrl-Shift-End to highlight the entire data area of the spreadsheet.

▤ Select Data, Sort,

▤ Pull down to select the first, second, and third (if desired) of the budget components for sorting.

▤ Select "OK"

(***In the above example. The sort is by Location-Column H and then by Function-Column F***)

Microsoft Excel Report

After sorting the data by the budget code components, you can Subtotal, Page Break, and Print Summary Totals. Select Data, Subtotal and desired options.

Exercise:

▤ Highlight Data area.

▤ Select, Data, Subtotal

▤ Select a subtotal when "LOC" Changes

▤ Select function "Sum" to create a subtotal.

▤ Add subtotals to dollar columns

▤ Replace current subtotals to Recalc.

▤ Select Page breaks between groups.

▤ Select Summary below data.

▤ Select "OK"

Microsoft Excel Report

Sample Report Sorted by Function and Location with Subtotals.

	A	B	E	F	G	H	I
37	A 1420.400-50-0000	LEGAL FEES-CONT EXP	0	1420	400	50	0
38	A 1430.160-50-0000	PERSONNEL-NI SALARY	0	1430	160	50	0
39	A 1430.160-50-0400	PERSONNEL-NI SALARY OT	0	1430	160	50	400
40	A 1430.169-50-0000	CLERICAL-NI SALARY	0	1430	169	50	0
41	A 1430.169-50-0500	CLERICAL-NI SALARY ET	0	1430	169	50	500
42	A 1430.400-50-0000	PERSONNEL-CONT EXP	0	1430	400	50	0
43	A 1430.400-50-0100	PERSONNEL NEGOT-CONT EXP	0	1430	400	50	100
44	A 1430.450-50-0000	PERSONNEL-MAT & SUP	0	1430	450	50	0
45	A 1460.160-50-0000	RECORDS MGT-NI SALARY	0	1460	160	50	0
46	A 1460.400-50-0000	RECORDS MGMT-CONT EXP	0	1460	400	50	0
47	A 1460.450-50-0000	RECORDS MGT MAT & SUP	0	1460	450	50	0
48	A 1460.490-50-0000	RECORDS MGMT-BOCES SVCS	0	1460	490	50	0
49	A 1480.400-50-0001	PUBLIC INFO-CONT EXP	0	1480	400	50	1
50	A 1480.400-50-0002	PUBLIC INFO-POSTAGE	0	1480	400	50	2
51	A 1480.450-50-0000	PUBLIC INFO-MAT & SUP	0	1480	450	50	0
52	A 1480.490-50-0000	PUBLIC INFO-BOCES	0	1480	490	50	0
53			2500			50 Total	5203
54	A 1620.160-10-0000	OPERATNS-NI SALARY-BI	0	1620	160	10	0
55	A 1620.160-10-0400	OPERATNS-NI SAL OT-BI	0	1620	160	10	400
56	A 1620.401-10-0000	OPERATNS-FUEL-BI	0	1620	401	10	0
57	A 1620.402-10-0000	OPERATNS-LAUNDRY-BI	0	1620	402	10	0
58	A 1620.403-10-0000	OPERATNS-ELECTRIC-BI	0	1620	403	10	0
59	A 1620.404-10-0000	OPERATNS-SNOW REM-BI	0	1620	404	10	0
60	A 1620.405-10-0000	OPERATNS-TELEPHONE-BI	0	1620	405	10	0