



Northeastern Regional Information Center

Financial Services
1031 Watervliet-Shaker Road
Albany, NY 12205

November 2001

Topics

Section I - Budget Workbook

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 - Split budget accounts
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 - Budget Notes
- Creating new account codes in Budget Manager
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- Selecting accounts to export
- Selecting Historical and Dynamic Data to export (working within MS Excel)
- Importing from MS Excel
- Canceling an MS Excel export

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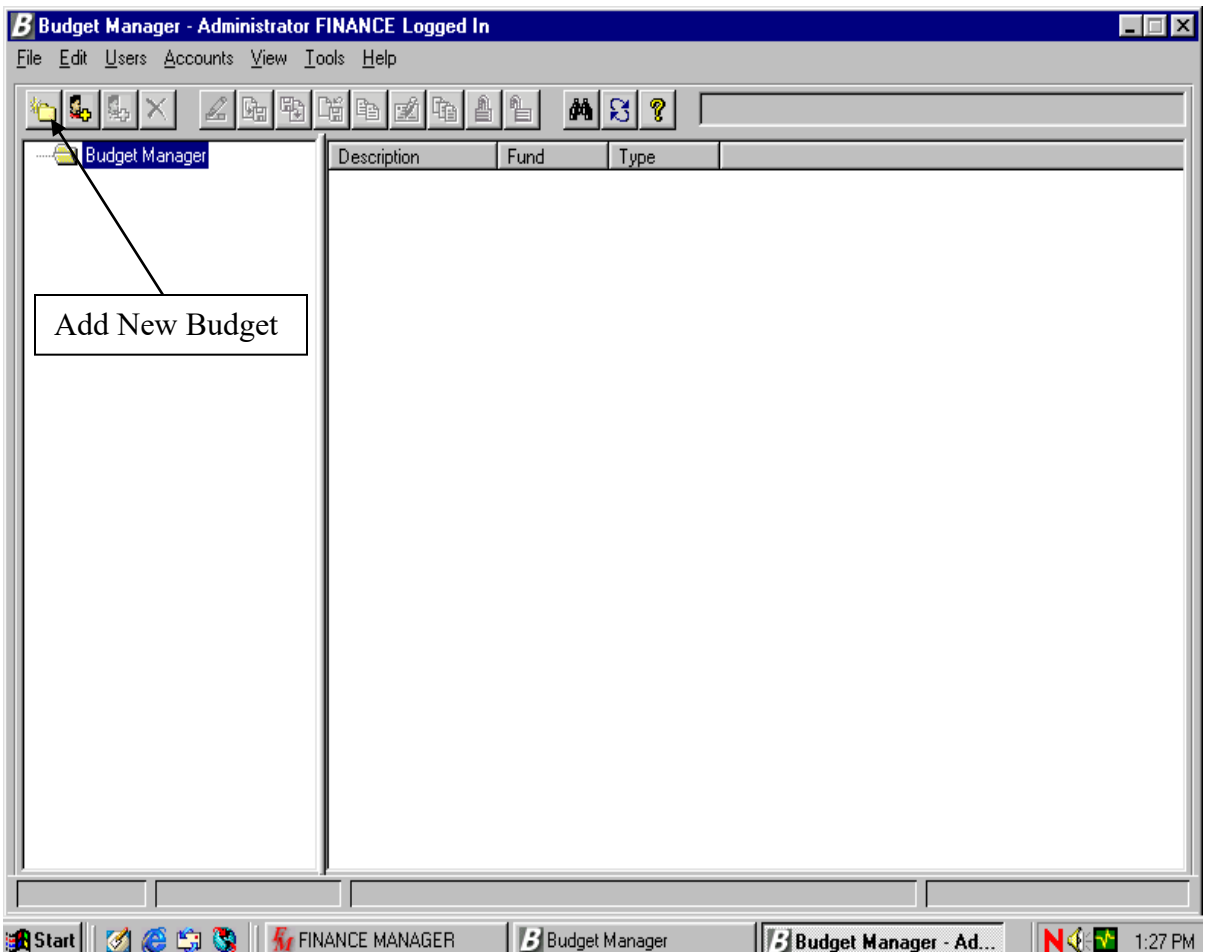
- Appropriation Status Report
- Revenue Status Report
- Pivot Table Report
- Detail Notes Report

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”

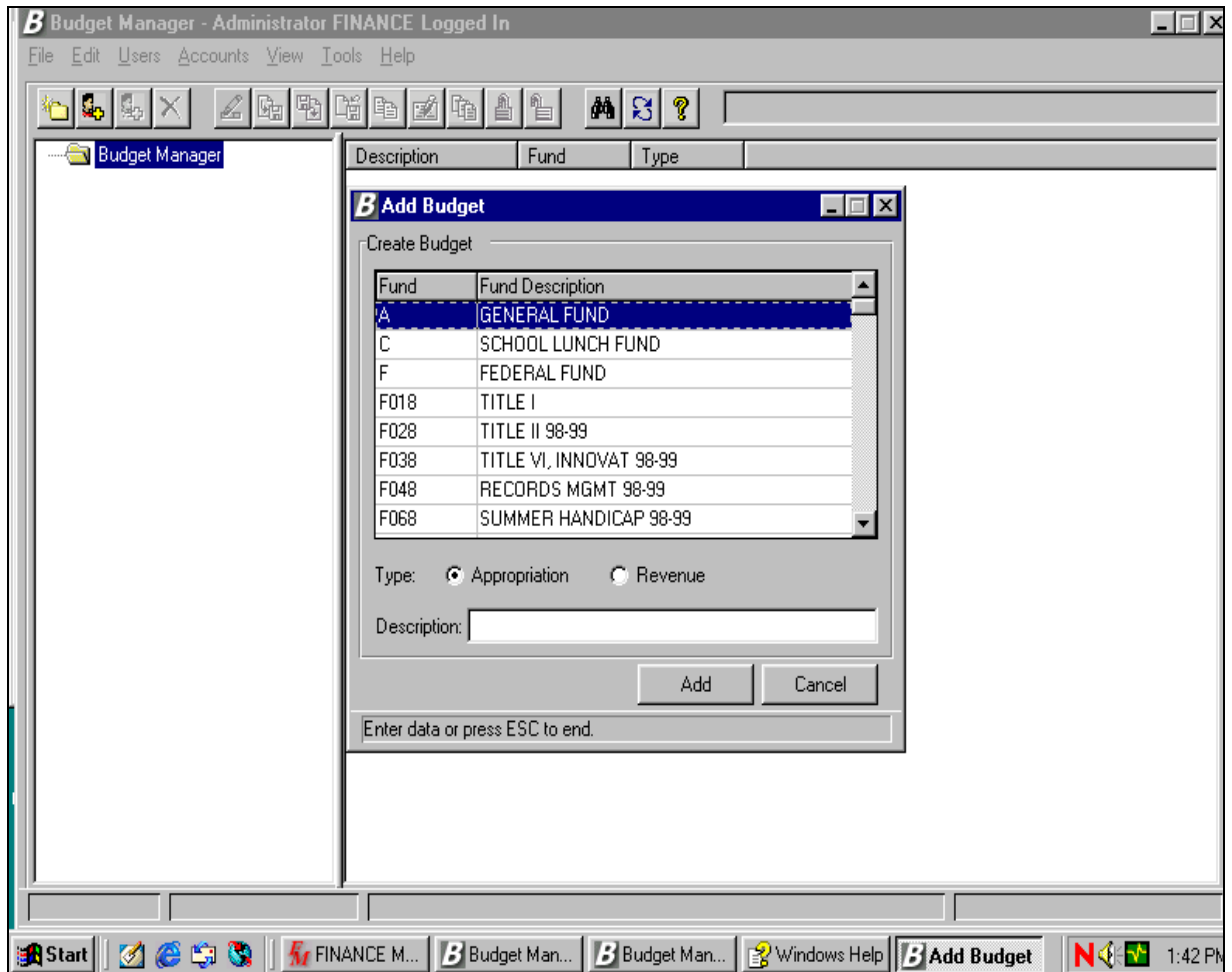


Exercise:

1. 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

The screenshot shows the 'Budget Manager - Administrator FINANCE Logged In' window. The main area displays a list of account codes under the 'Account' column. The first code, 'A1010160500000', is highlighted and labeled 'Selected Budget'. Below it, a list of other account codes is shown, with the first one labeled 'Code Description'. At the bottom right of the list, the 'User Budget' is shown as '0.00', labeled 'Budget Total'. The interface includes a menu bar (File, Edit, Users, Accounts, View, Tools, Help), a toolbar, and a taskbar at the bottom.

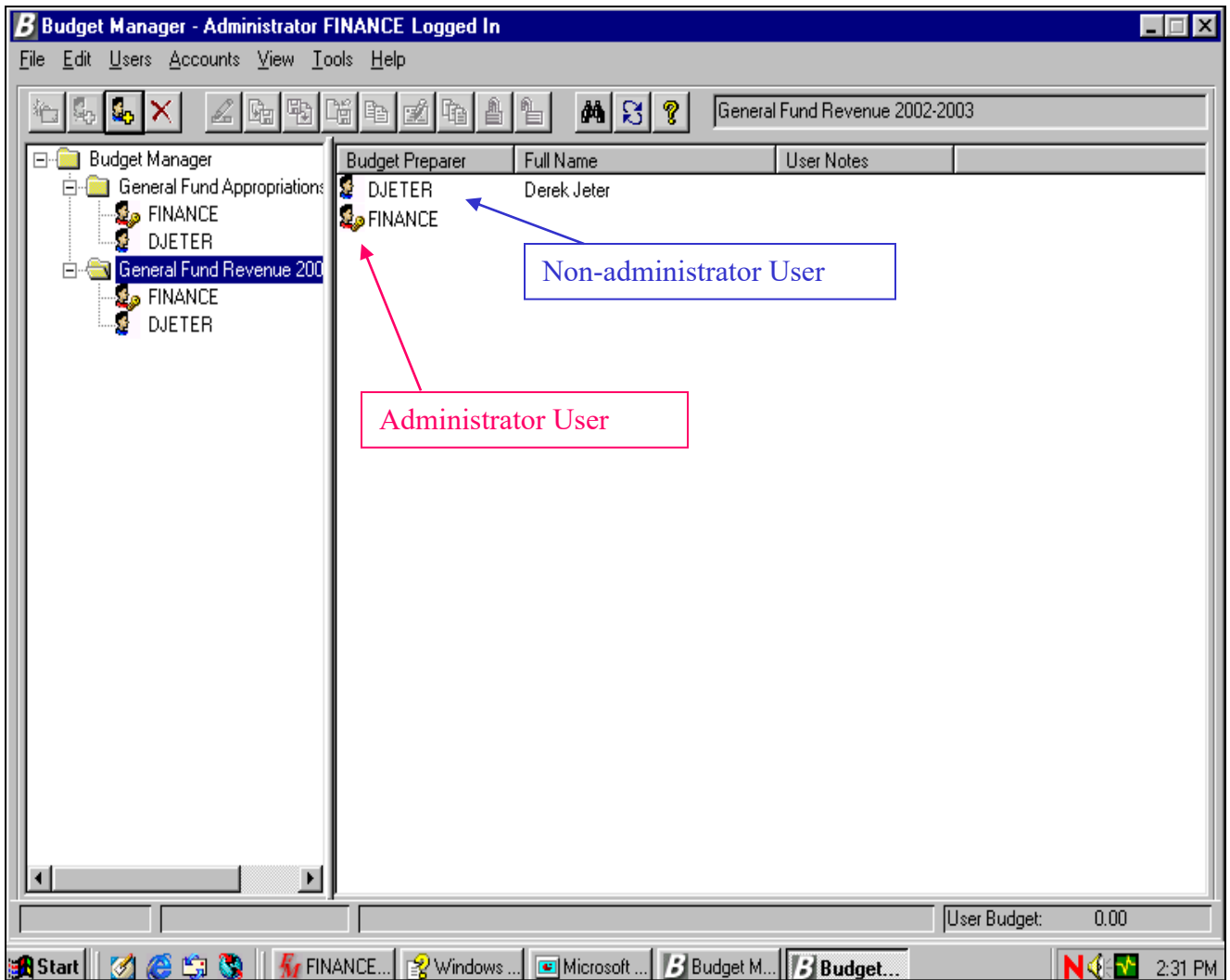
Account	New Budget	User	Worksheet	Date-Time	Che
A1010160500000					
A1010200500000					
A1010400500000					
A1010450500000					
A1060160500000					
A1060400500000					
A1060450500000					
A1240150500000					
A1240150501000					
A1240160500000					
A1240160500400					
A1240160501000					
A1240200500000					
A1240400500000					
A1240400501000					
A1240450500000					
A1240450501000					
A1310150500000					
A1310160500000					
A1310160500400					
A1310200500000					
A1310400500000					
A1310450500000					
A1320160500000					

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

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.



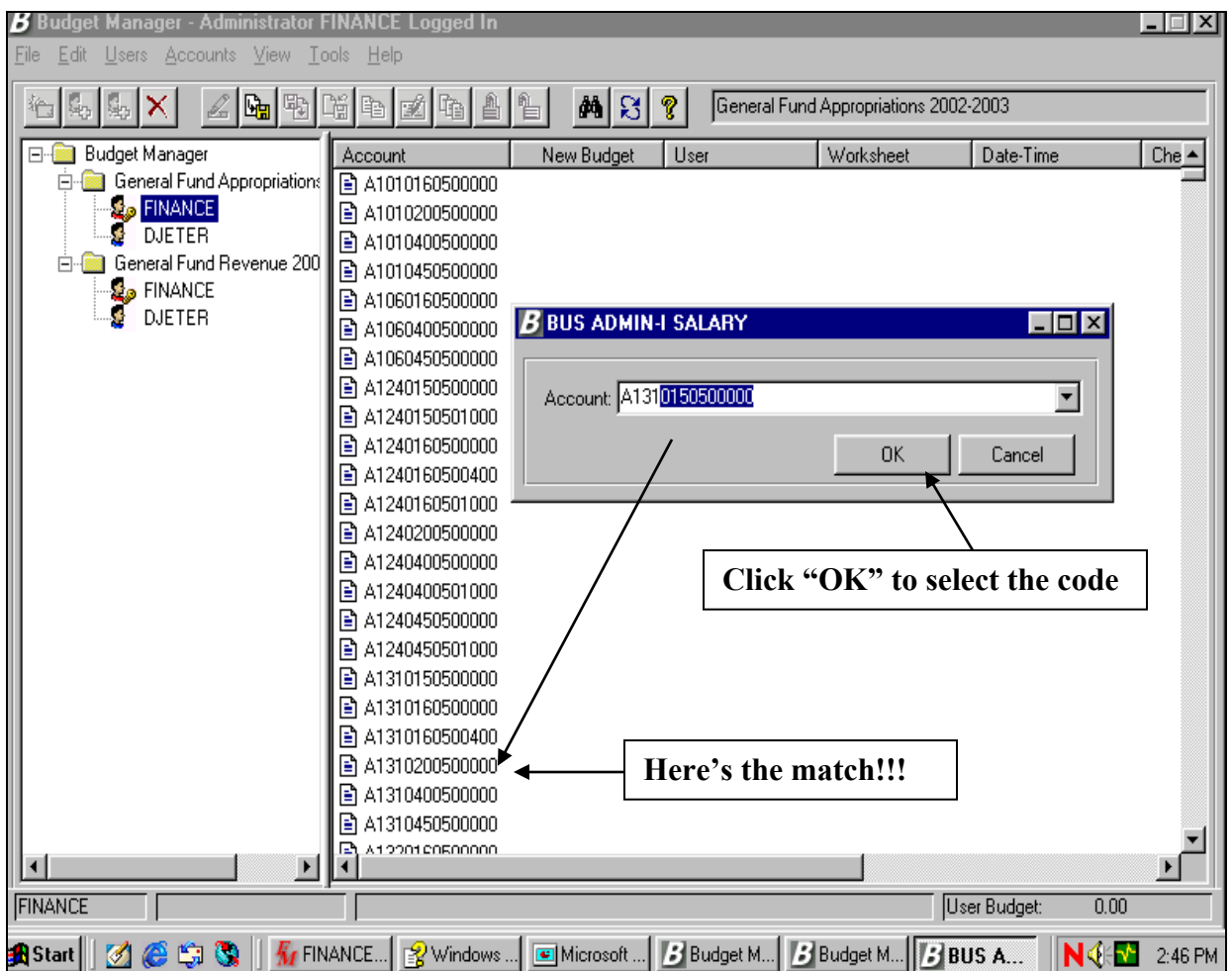
Tools - Find Budget Account

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!!!!



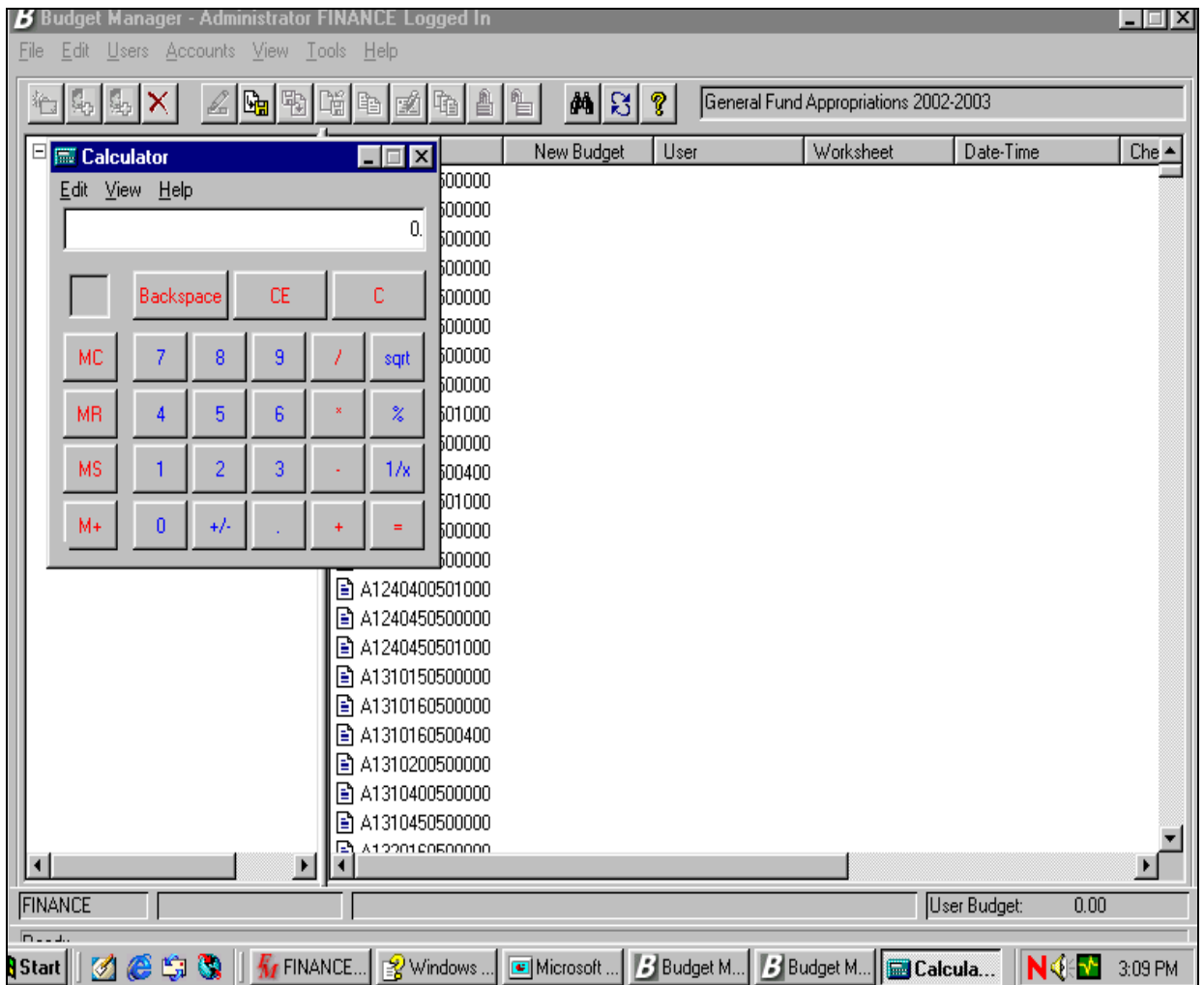
Exercise

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*****




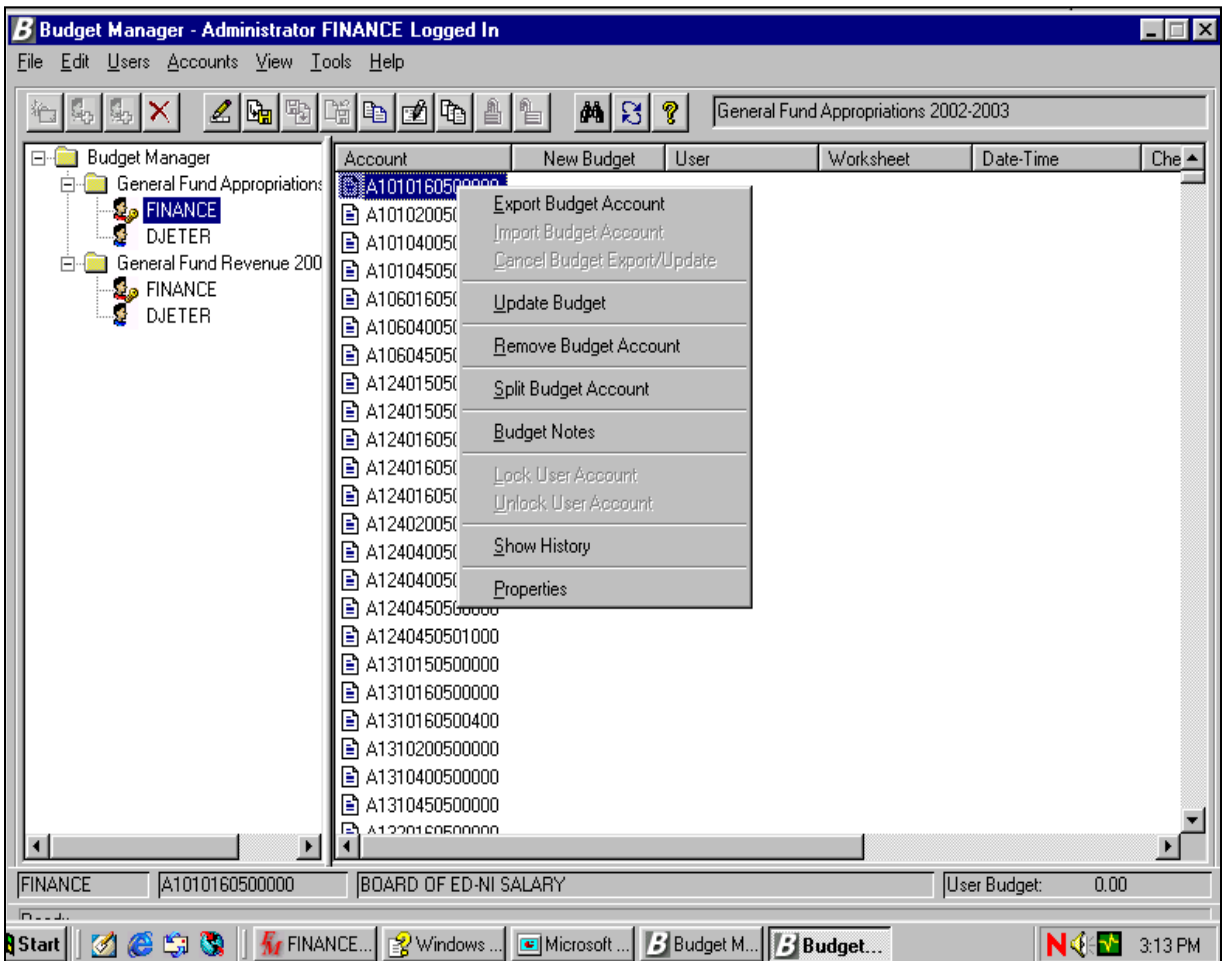
Exercise:

- 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 button 



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

The screenshot shows the 'Budget Manager - Administrator FINANCE Logged In' application window. The main window displays a list of accounts with columns for 'Account', 'New Budget', 'User', 'Worksheet', 'Date-Time', and 'Checked Out'. The account 'A1010160500000' is selected. A dialog box titled 'Update budget for: A1010160500...' is open, showing a 'New Budget' field with '0.00', an 'Included Notes' field with '0.00', and radio buttons for 'Administrative', 'Program', and 'Capital'. The 'Administrative' radio button is selected. The dialog box has 'OK' and 'Cancel' buttons. A status bar at the bottom shows 'FINANCE | A101016050000 | BOARD OF ED-NI SALARY | User Budget: 0.00'. The Windows taskbar at the bottom shows the Start button, several open applications (FINANCE..., Windows..., Microsoft..., Budget M..., Update...), and the system clock showing 3:17 PM.

Account	New Budget	User	Worksheet	Date-Time	Checked Out
A1010160500000		FINANCE		10/25/01 15:17:30	
A1010200500000					
A1010400500000					
A1010450500000					
A1060160500000					
A1240450500000					
A1240450501000					
A1310150500000					
A1310160500000					
A1310160500400					
A1310200500000					
A1310400500000					
A1310450500000					
A1320160500000					

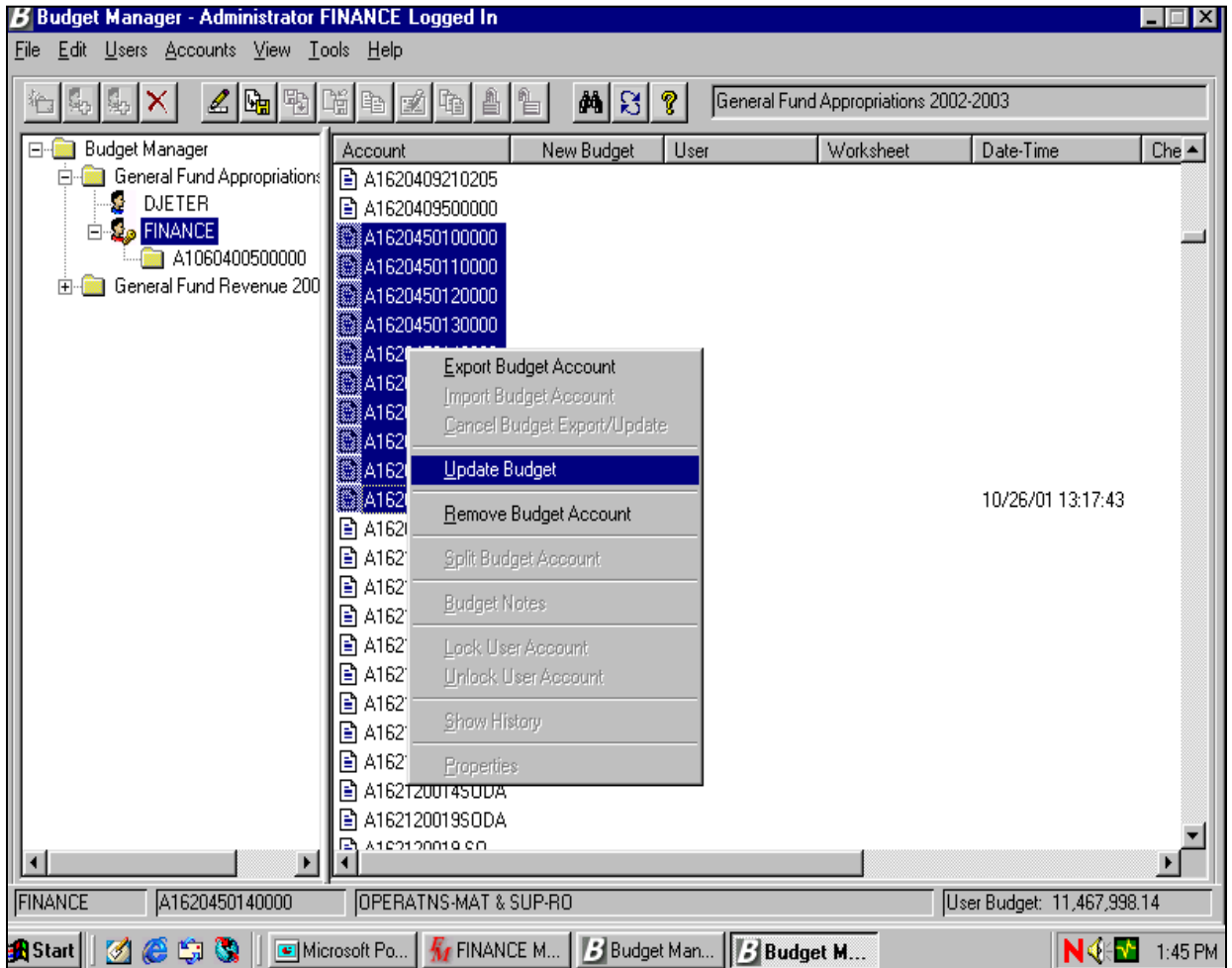
The new budget amount may be keyed here !!!

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*

B 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

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

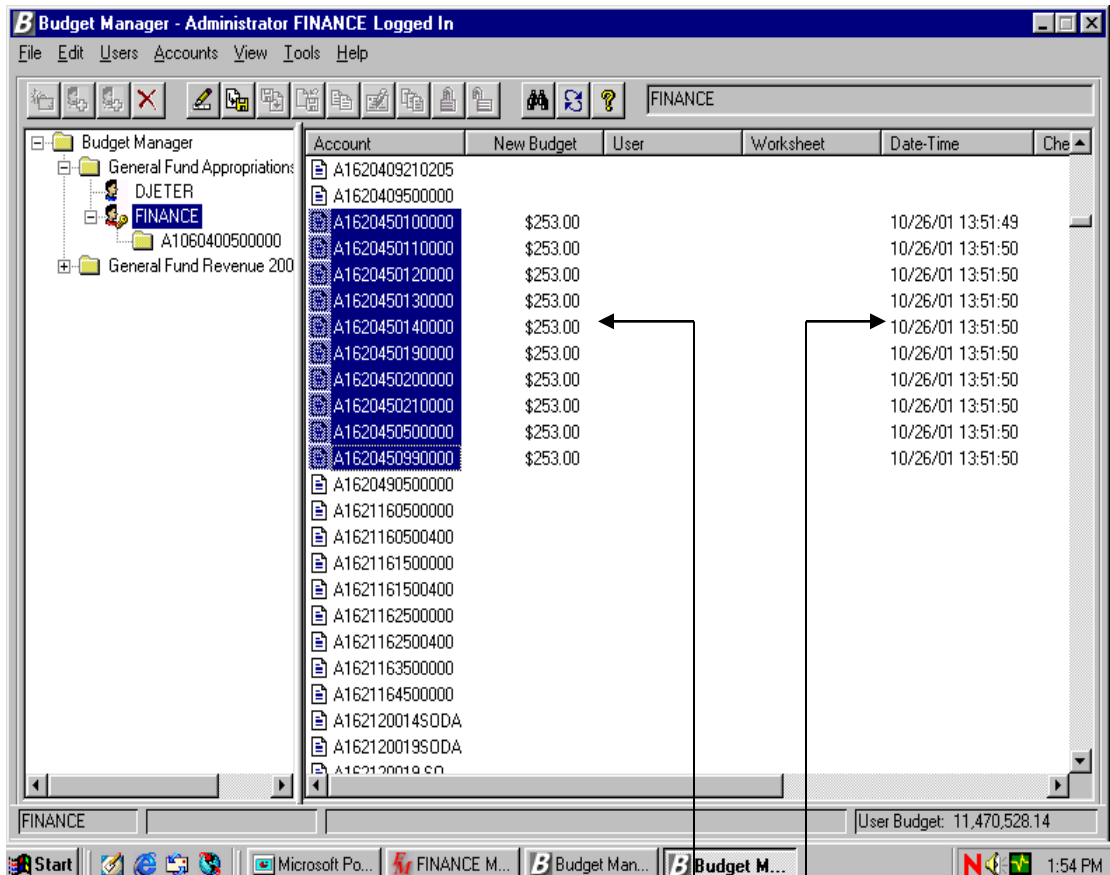
Start | Microsoft Po... | FINANCE M... | Budget Man... | Budget Man... | Update B... | 1:50 PM

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*

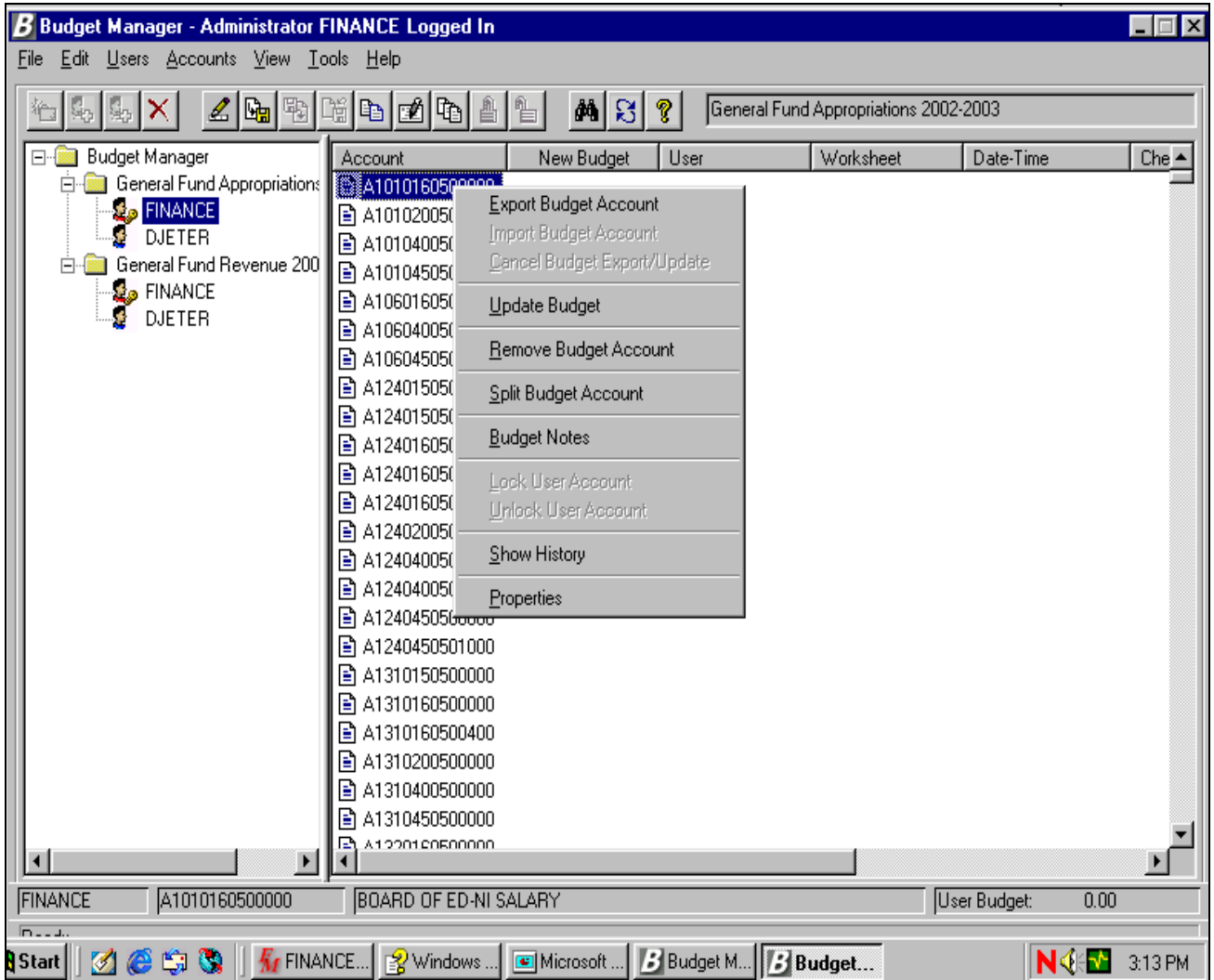


The updated budget amounts


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 *Sample*

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

The screenshot shows the 'Budget Manager' application with a 'Split Budget Account - A106040010' dialog box open. The dialog box contains the following information:

- Name: Mtgs on Budget
- Comp.: Administrative
- New Budget: 200.00

Seq	Budget Name	Component	Incl. Notes	New Budget
1	Mtgs on Project	Administrative	0.00	300.00
2	Mtgs on Taxes	Administrative	0.00	500.00
3	Mtgs on Budget	Administrative	0.00	200.00

Below the table, the 'New Budget' field is updated to 1,000.00. The dialog also shows 'Original Budget: 0.00' and 'Notes: 0.00'. At the bottom of the dialog, there is a list of budget accounts:

- A124015010
- A124016010 \$249,939.00
- A124016110 \$556,000.00
- A124016510 \$382.50

The main window shows the account 'A106040010' with a 'New Budget' of \$10,000.00. The status bar at the bottom indicates 'Total Budget: 38,441,790.68'. An arrow points from the 'Total Budget Account' label to the 'New Budget' field in the dialog box.






Total Budget Account

Split Budget Accounts

The screenshot shows the 'Budget Manager - Administrator FINANCE Logged In' window. The interface includes a menu bar (File, Edit, Users, Accounts, View, Tools, Help), a toolbar with various icons, and a main display area. On the left, a tree view shows the account hierarchy: Budget Manager > General Fund Appropriations > DJETER > FINANCE > A1060400500000. A callout box points to this path with the text: 'A Split Code displays with a "folder" symbol'. The main display area is a table with columns: Account, New Budget, User, Worksheet, Date-Time, and Che. The table lists various account numbers, with the account A1060400500000 highlighted. A callout box points to the 'New Budget' column for this account, showing '\$1,000.00', with the text: 'The new budget dollar amount represents the sum of the split items'. At the bottom right of the table, a callout box points to the 'User Budget' field, showing '1,000.00', with the text: 'Running Budget Total'. The Windows taskbar at the bottom shows the Start button, several open applications (FINANCE M..., Budget Man..., Microsoft Po..., Budget M...), and the system clock showing 8:34 AM.

Account	New Budget	User	Worksheet	Date-Time	Che
A1010160500000					
A1010200500000					
A1010400500000					
A1010450500000					
A1060160500000					
A1060400500000	\$1,000.00			10/26/01 08:33:22	
A1060450500000					
A1240150500000					
A1240150501000					
A1240160500000					
A1240160500400					
A1240160501000					
A1240200500000					
A1240400500000					
A1240400501000					
A1240450500000					
A1240450501000					
A1310150500000					
A1310160500000					
A1310160500400					
A1310200500000					
A1310400500000					
A1310450500000					
A1320160500000					

Exercise:

- Highlight a Split Account to modify.
- Right Click to update the contents of an 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

SAMPLE

- Double Click on the folder to display the contents of the split code.

The screenshot shows the 'Budget Manager - Administrator FINANCE Logged In' application. The left pane displays a tree view of the account structure. The right pane shows a table of budget items for the selected account.

Split Budgets codes are illustrated under each user

Account	New Budget	User	Worksheet	Date-Time	Check
Mtgs on Budget	\$200.00			10/26/01 08:33:22	
Mtgs on Project	\$300.00			10/26/01 08:33:22	
Mtgs on Taxes	\$500.00			10/26/01 08:33:22	

Contents of the "Split" budget

FINANCE | A1060400500000 | DISTRICT MTG-CONT EXP | User Budget: 1,000.00

Start | FINANCE M... | Budget Man... | Microsoft Po... | Budget M... | 8:44 AM

Generating Salary Notes from within Negotiations Manager

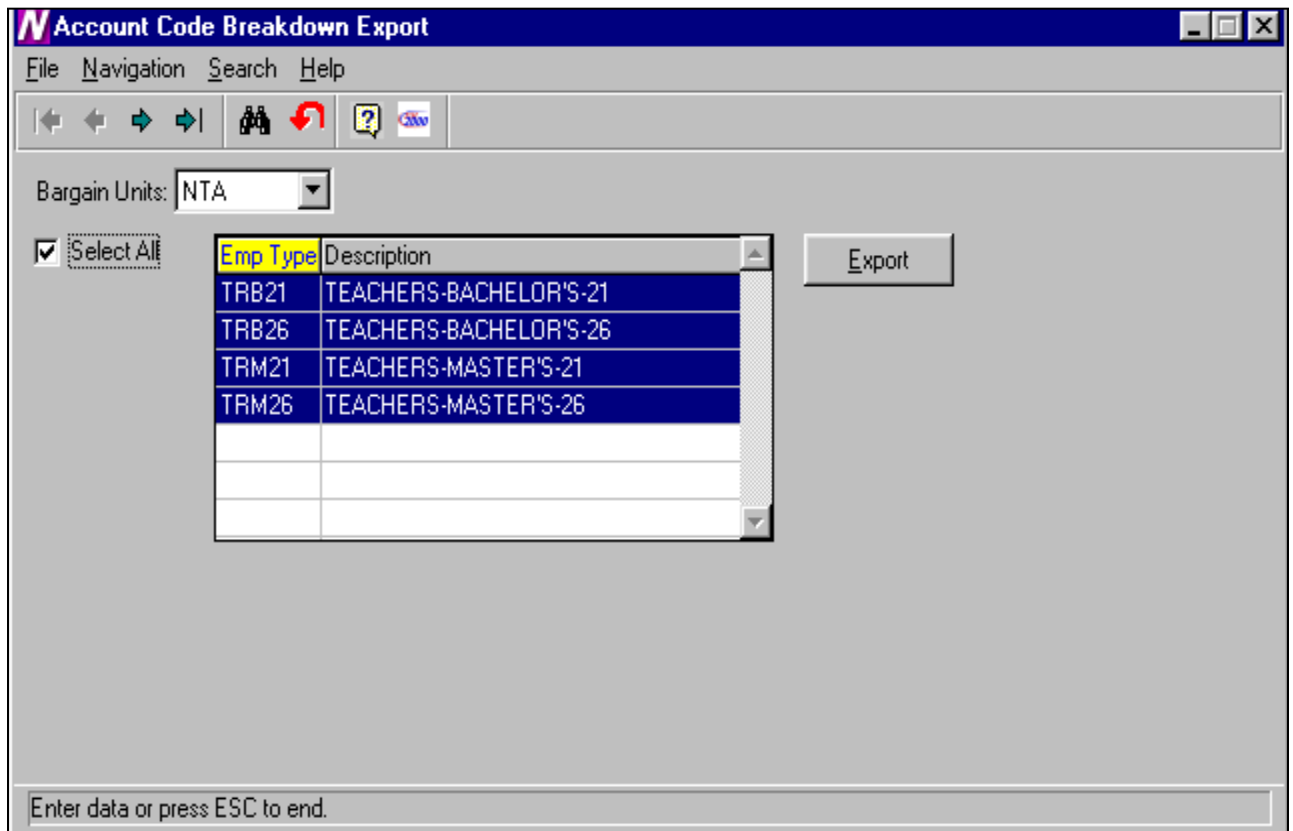
Salary Projections from Negotiations Manager can be exported to Budget Manager. Before processing the export, verify the data by printing the Account Breakdown Report for each Employee Group.



Exercise:

- Select “Budgetary Interface” from the “Utility” menu tree.
- Double click on Budgetary Interface.

Generating Salary Notes from within Negotiations Manager



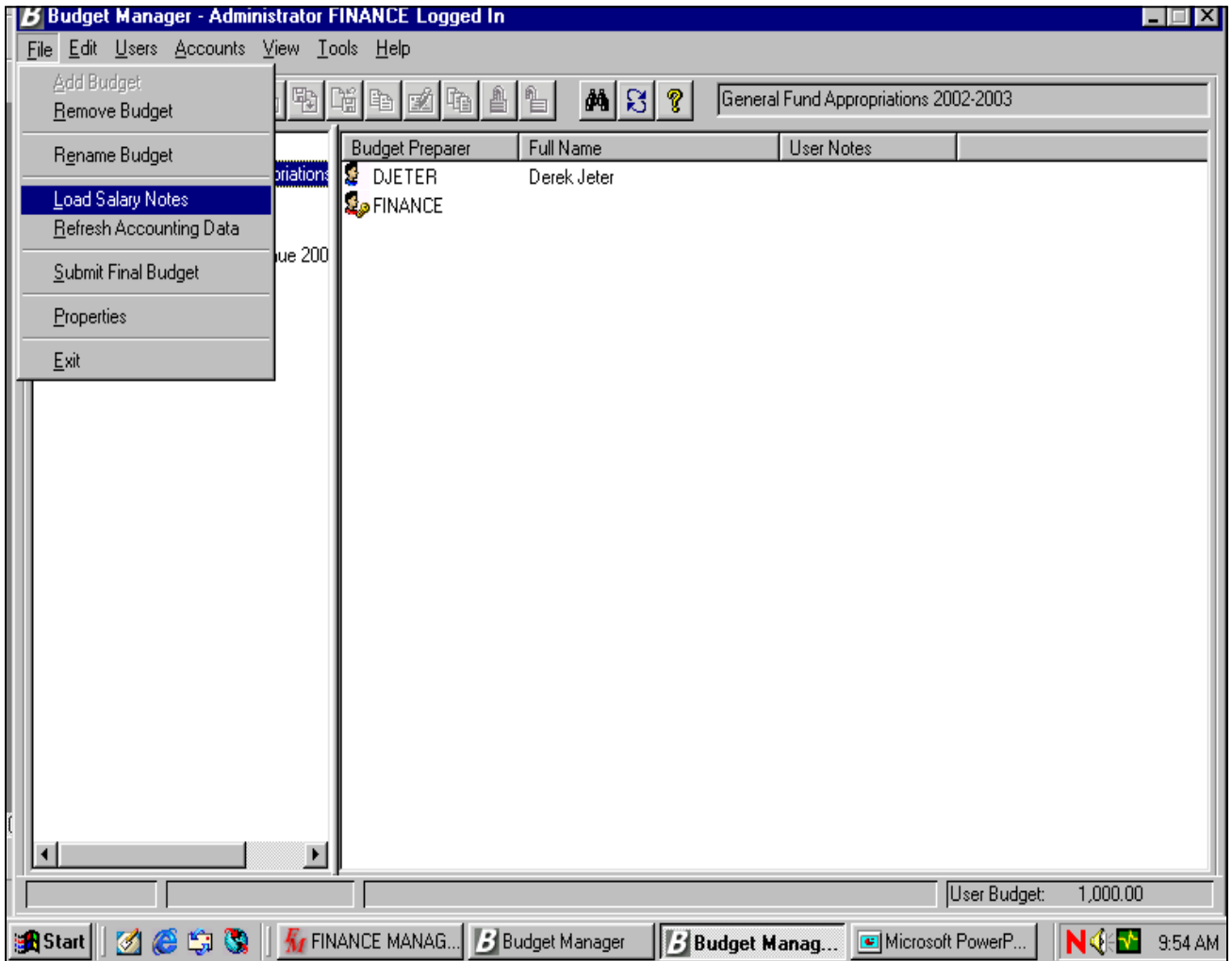
Exercise - continued:

- 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

The screenshot shows the 'Budget Manager' application window. The title bar reads 'Budget Manager - Administrator russell Logged In'. The menu bar includes 'File', 'Edit', 'Users', 'Accounts', 'View', 'Tools', and 'Help'. The toolbar contains various icons for file operations and a search bar with the text 'SCHOOL LUNCH REVENUE'. The main window is divided into a tree view on the left and a data table on the right. The tree view shows a hierarchy: Budget Manager > GENERAL FUND > SCHOOL LUNCH REVENUE. The data table has columns for 'Budget Preparer', 'Full Name', and 'User Notes'. A 'Question' dialog box is overlaid on the table, asking 'Would you like to include all salary notes into the new budget.' with 'Yes' and 'No' buttons. Two callout boxes provide instructions: one for 'Yes' (importing notes and increasing the budget) and one for 'No' (importing notes as a note only without affecting the budget).

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

Question

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

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.

The screenshot shows the Budget Manager interface. The left pane displays a tree view of budget folders, including 'General Fund Appropriations' and 'General Fund Revenue 200...'. The main pane shows a table of budget accounts with columns for 'Account', 'New Budget', 'User', 'Worksheet', 'Date-Time', and 'Che'. A callout box points to a row with a pencil icon, stating: "Pencil" symbol indicating imported Salary Notes.


Account	New Budget	User	Worksheet	Date-Time	Che
A2330400506903					
A2330450210000					
A2330450500000					
A2610150100002					
A2610150110002					
A2610150120002					
A2610150130002					
A2610150140002					
A2610150210002					
A2610150500000					
A2610151100000	\$74,865.00				
A2610151110000	\$58,492.16				
A2610151120000	\$49,358.00				
A2610151130000	\$4,869.21				
A2610151140000					
A2610151190000	\$12,805.80				
A2610151200000	\$38,630.55				
A2610151210000	\$72,520.48				
A2610160190000					
A2610160190400					
A2610160200000					
A2610160200400					
A2610160210000					
A2610160210400					

FINANCE | User Budget: 11,430,477.14

Start | FINANCE MANAG... | Budget Manager | Budget Manag... | Microsoft PowerP... | 10:31 AM

Running Budget Total

Exercise:

- Click the **RIGHT** mouse button and select Budget Notes or
- Click the “Budget Notes” button 

Salary Notes from Negotiations Manager

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%

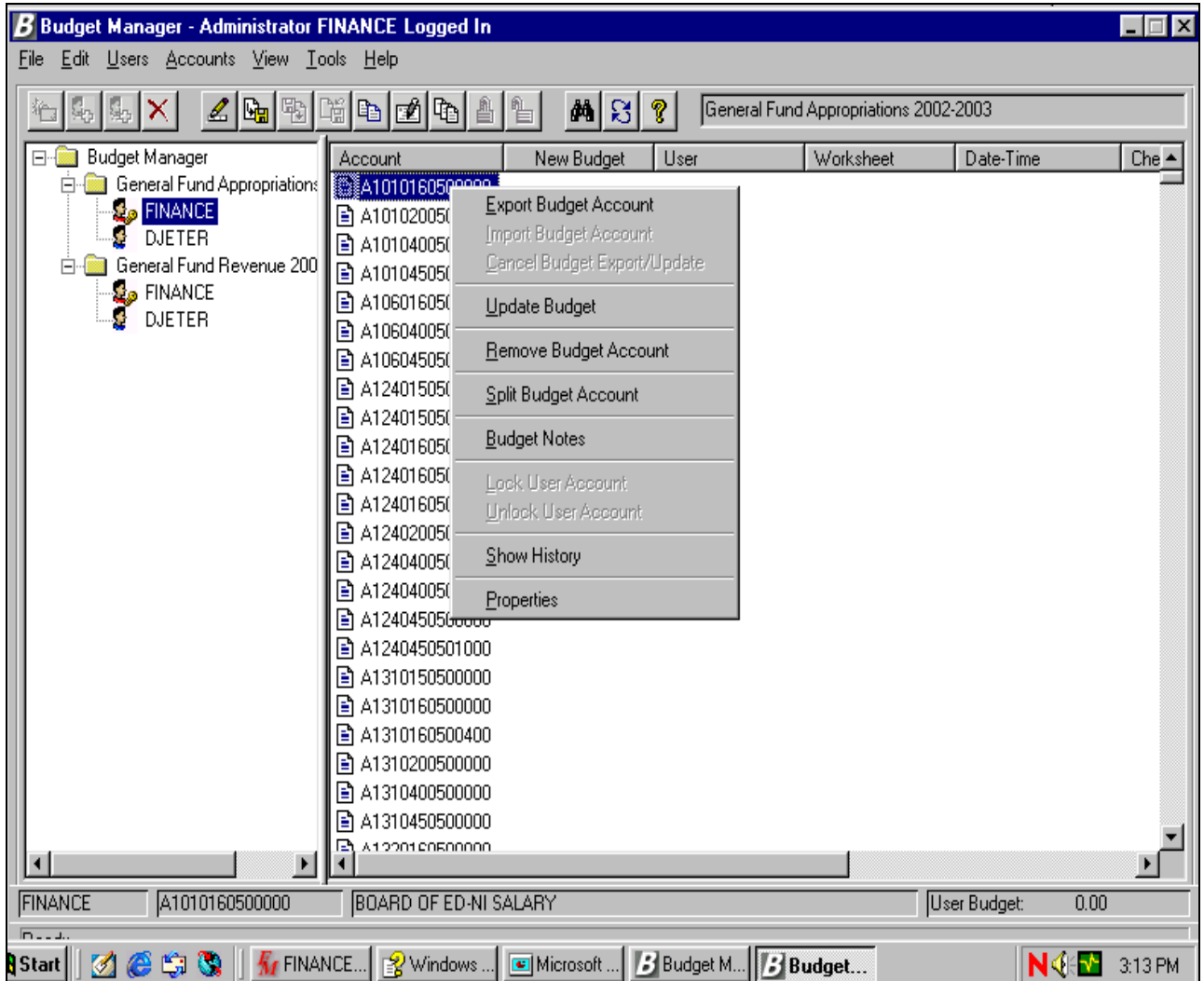
This particular budget code %

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

*****First import notes for Negotiations Manager!!!!*****
Budget notes already entered will NOT be updated by Negotiations import!!!!

Budget Manager - Administrator FINANCE Logged In
File Edit Users Accounts View Tools Help
General Fund Appropriations 2002-2003

B Notes for Budget Account - A1310400500000

Description: Repair of Office Doors Included in New Budget.....

Units: 5.00 Rate: 300.00 Amount: 1,500.00

Seq	Description	Units	Rate	Amount

Original Budget: 0.00 Notes: 0.00 New Budget: 0.00

Done Cancel



Enter data or press ESC to end.

FINANCE 10/26/01 09:09:32

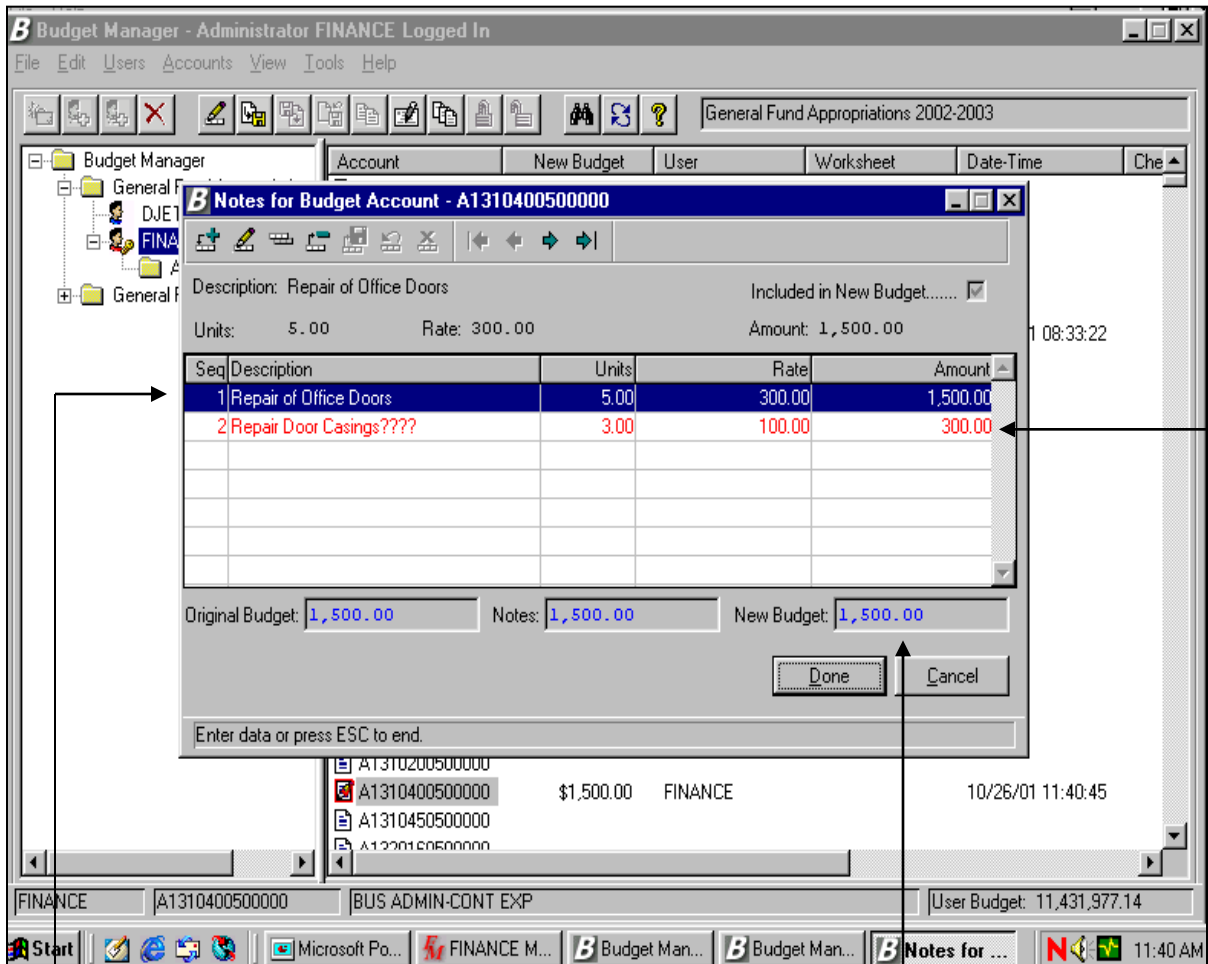
FINANCE A1310400500000 BUS ADMIN-CONT EXP User Budget: 1,000.00

Start FINANCE M... B Budget Man... Microsoft Po... B Budget Man... B Notes for ... 9:10 AM

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



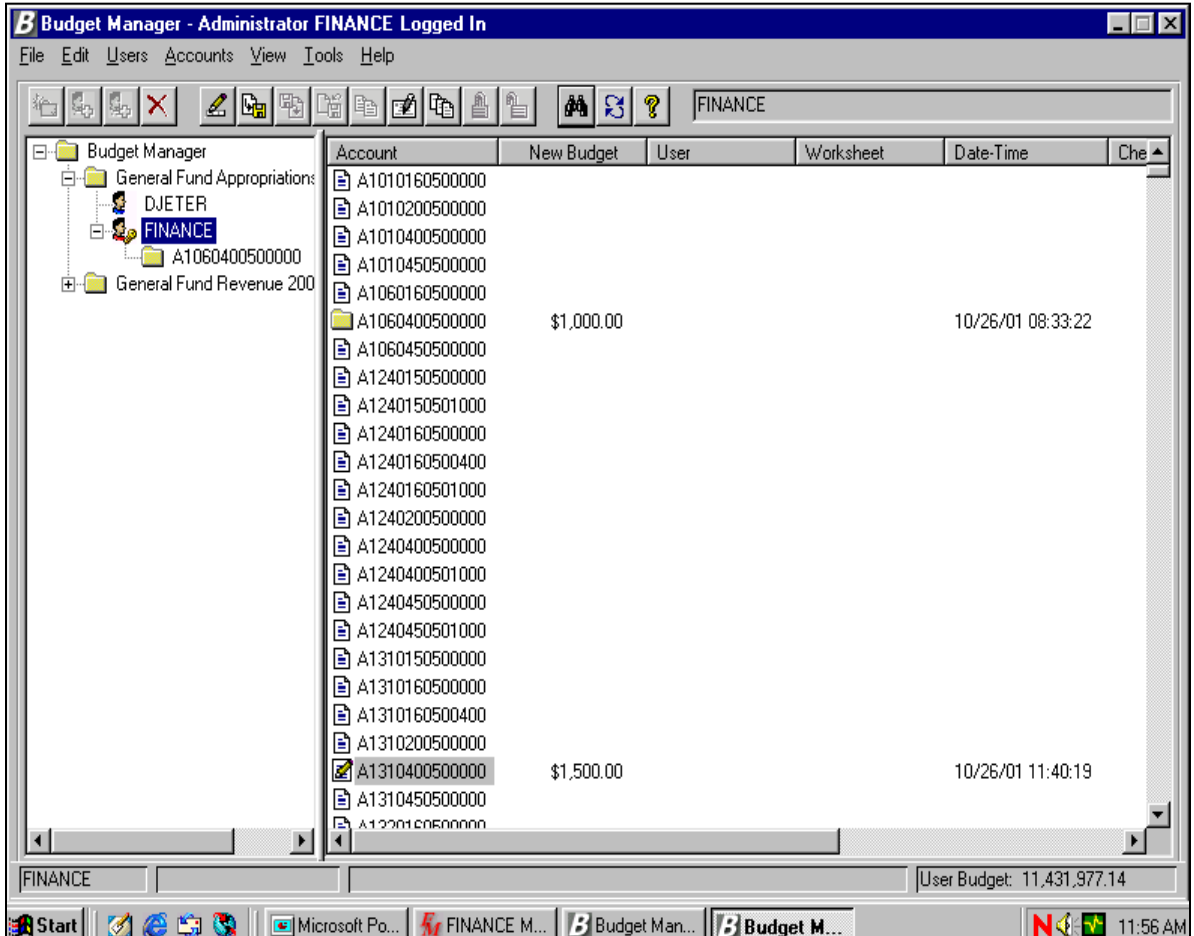
Included in the budget

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.

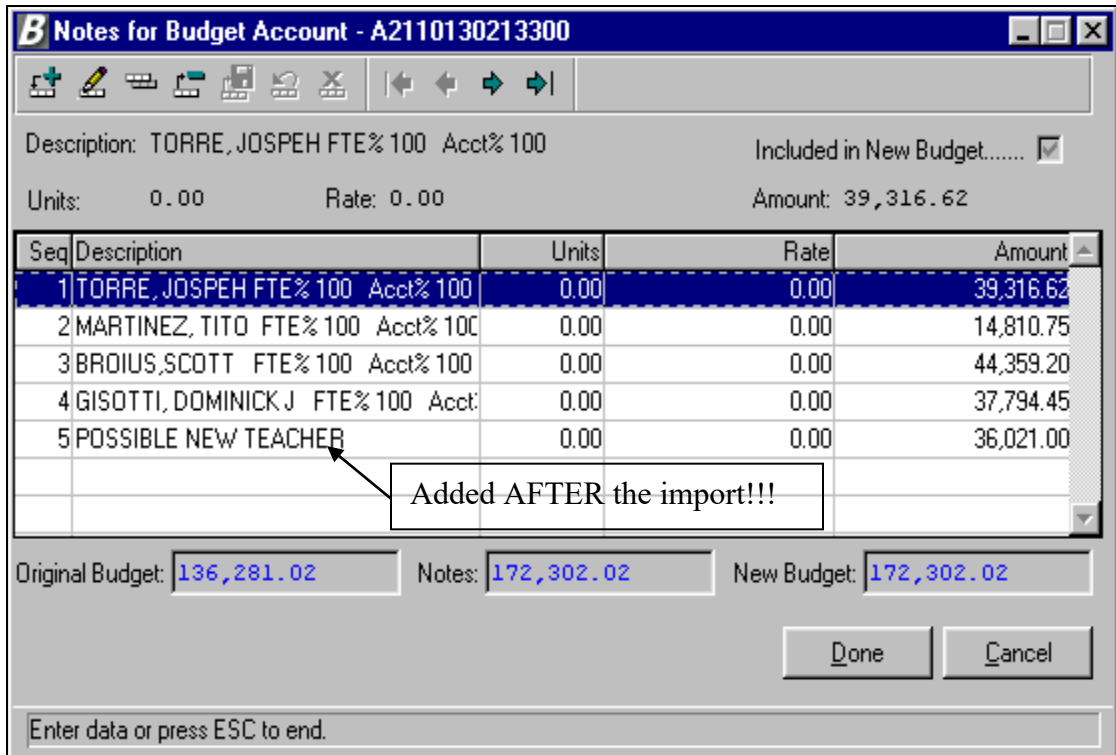
■ Click the **RIGHT** mouse button and select Budget Notes to **UPDATE** the contents of the Budget Notes or

■ 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.





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

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

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.

The screenshot shows the Budget Manager interface with the 'GENERAL FUND' selected. A context menu is open over the 'Mary' user, with 'Create/Modify New Accounts' highlighted. The main window displays a table of budget accounts with columns for Account, New Budget, User, and Worksheet.

Account	New Budget	User	Worksheet
A	\$10,000.00	russell	Budget14.xls
A10101	\$72,781.00	russell	Budget14.xls
A101016015		russell	Budget14.xls
A101016016		russell	Budget14.xls
A101016025		russell	Budget14.xls
A101016030		russell	Budget14.xls
40010	\$24,000.00	russell	Budget14.xls
3	\$45,000.00	russell	Budget14.xls
40010	\$42,567.51	Mary	Budget32.xls
45010	\$9,800.00	russell	Budget14.xls
47010		russell	Budget14.xls
48010	\$12.00	russell	Budget14.xls
55010		russell	Budget14.xls
40010	\$10.00	russell	Budget14.xls
16010	\$63,879.00	russell	Budget14.xls
40010	\$507,000.00	russell	Budget14.xls
45010	\$3,026.26	russell	Budget14.xls
A106040010	\$1,000.00		
A106045010	\$70,000.00	russell	Budget14.xls
A12345678901234			
A124015010			
A124016010	\$249,939.00		
A124016110	\$556,000.00		
A124016510	\$382.50		

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

Account: A124016210 Acct Status: Active Privileges

Name: Salaries-Clerks

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

Done Cancel

Enter data or press ESC to end.

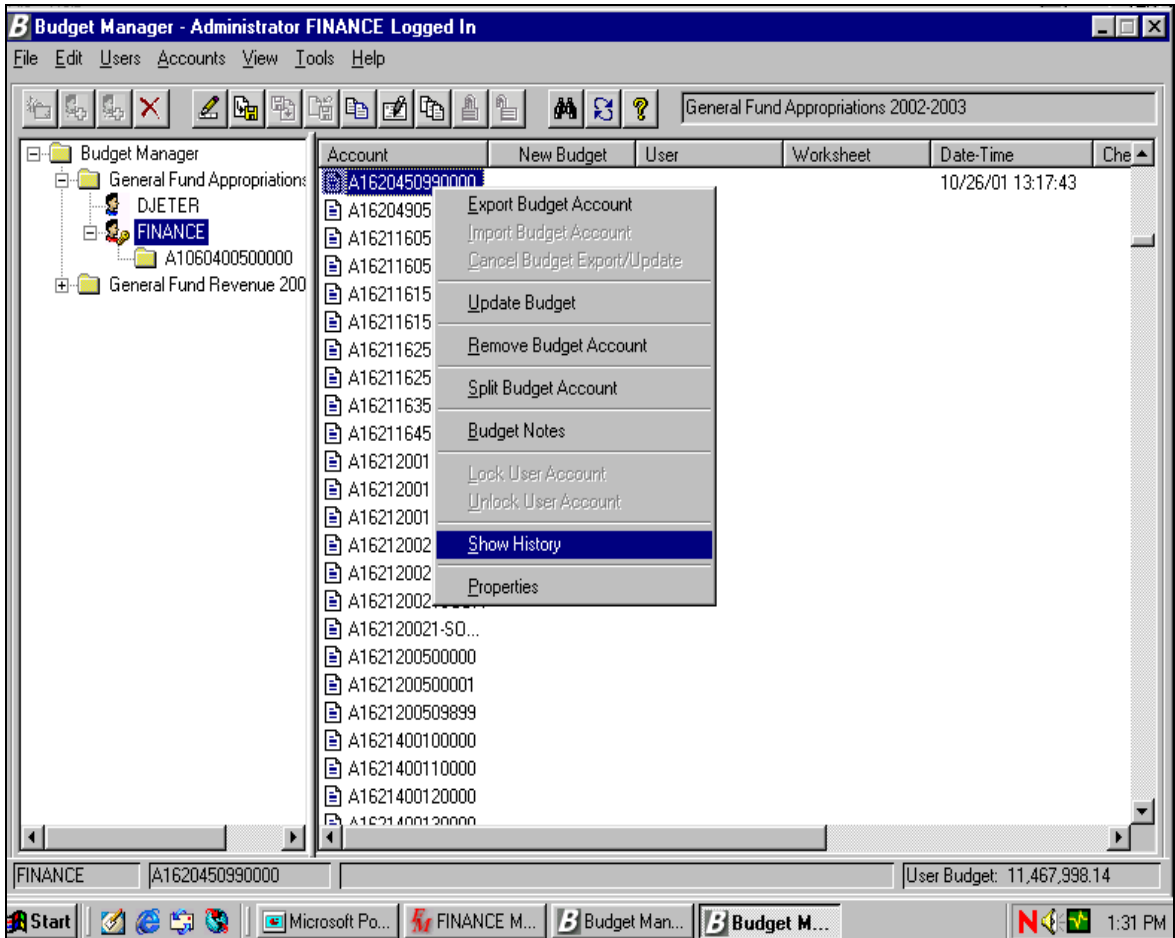
“Add record” icon “Account” field “Save record” icon “Account Status” drop-down menu

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

Budget Manager - Administrator FINANCE Logged In
File Edit Users Accounts View Tools Help

General Fund Appropriations 2002-2003

Budget Manager
General Fund Appropriations
DJETER
FINANCE
A1060400500000
General Fund Revenue 200

Account: A1620450990000
New Budget: 10/26/01 13:17:43

B Budget Account History for: A1620450990000

New Budget Modification History

Rev	User Name	Date	Time	New Budget
1	FINANCE	10/26/01	13:17:43	0.00

The Who, What and When!!!!

OK

Enter data or press ESC to end.

A1621400120000
A1621400120000

FINANCE | A1620450990000 | User Budget: 11,467,998.14

Start | Microsoft Po... | FINANCE M... | B Budget Man... | B Budget Man... | B Budget Ac... | 1:35 PM

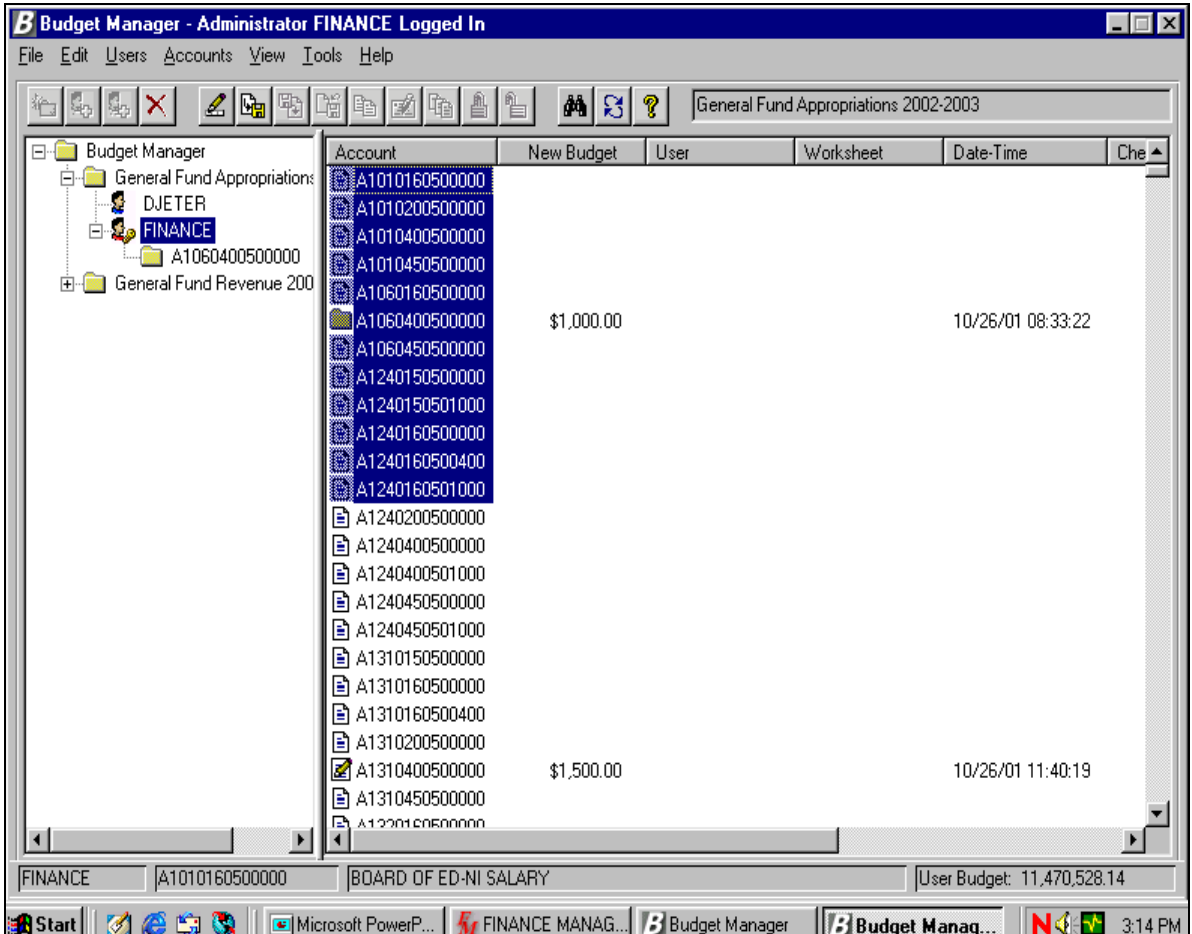
Exercise - continued:

- ☐ Select the “OK” button when you are finished.

Section II - Exporting to MS Excel

Exporting to Microsoft Excel Options

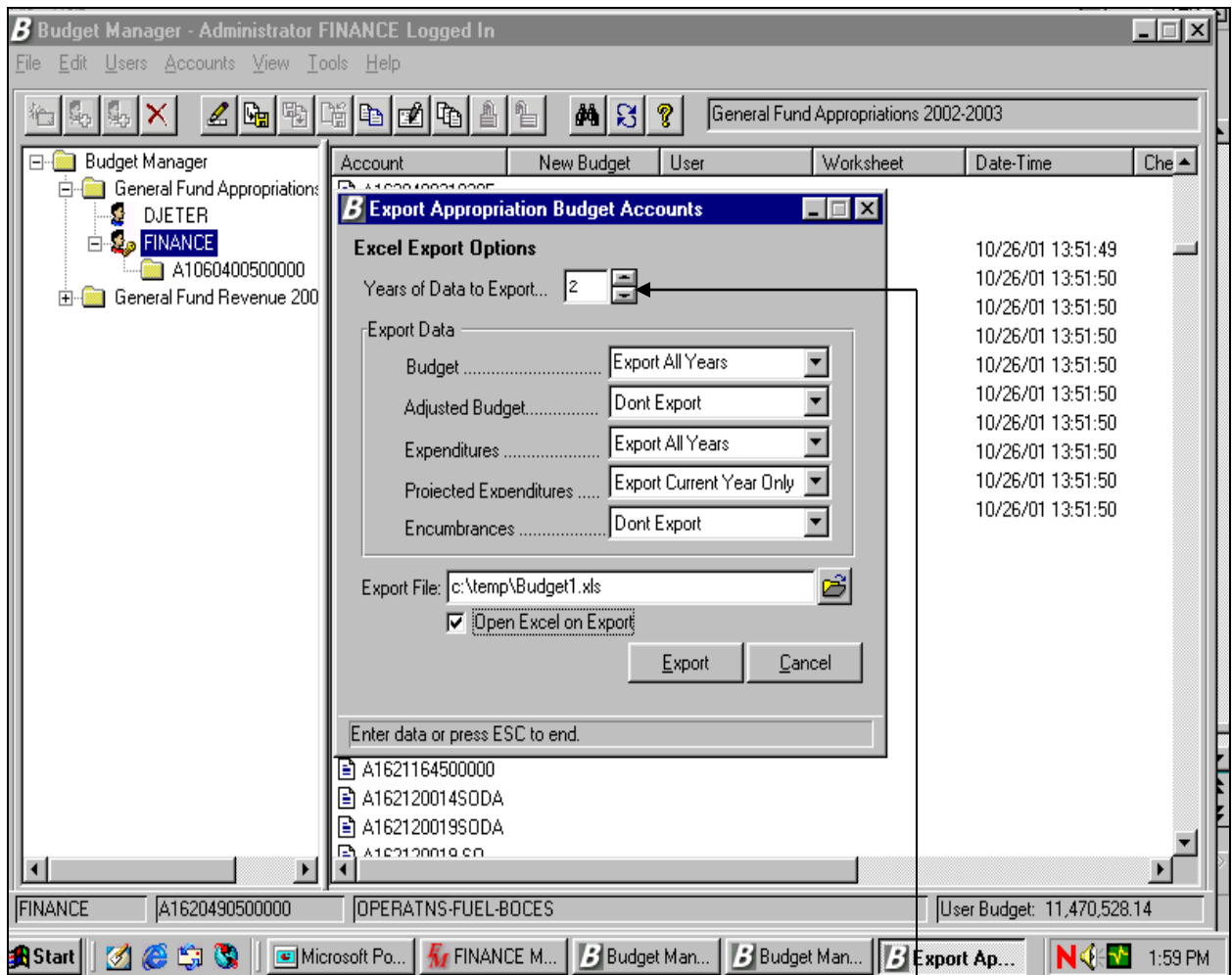
Budget Manager provides the ability to export account codes to MS Excel for further manipulation. Codes can be “checked out” to one spreadsheet as needed. The system will track when and where the codes were checked out and will lock them in the Budget Entry screen until they are imported back or the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

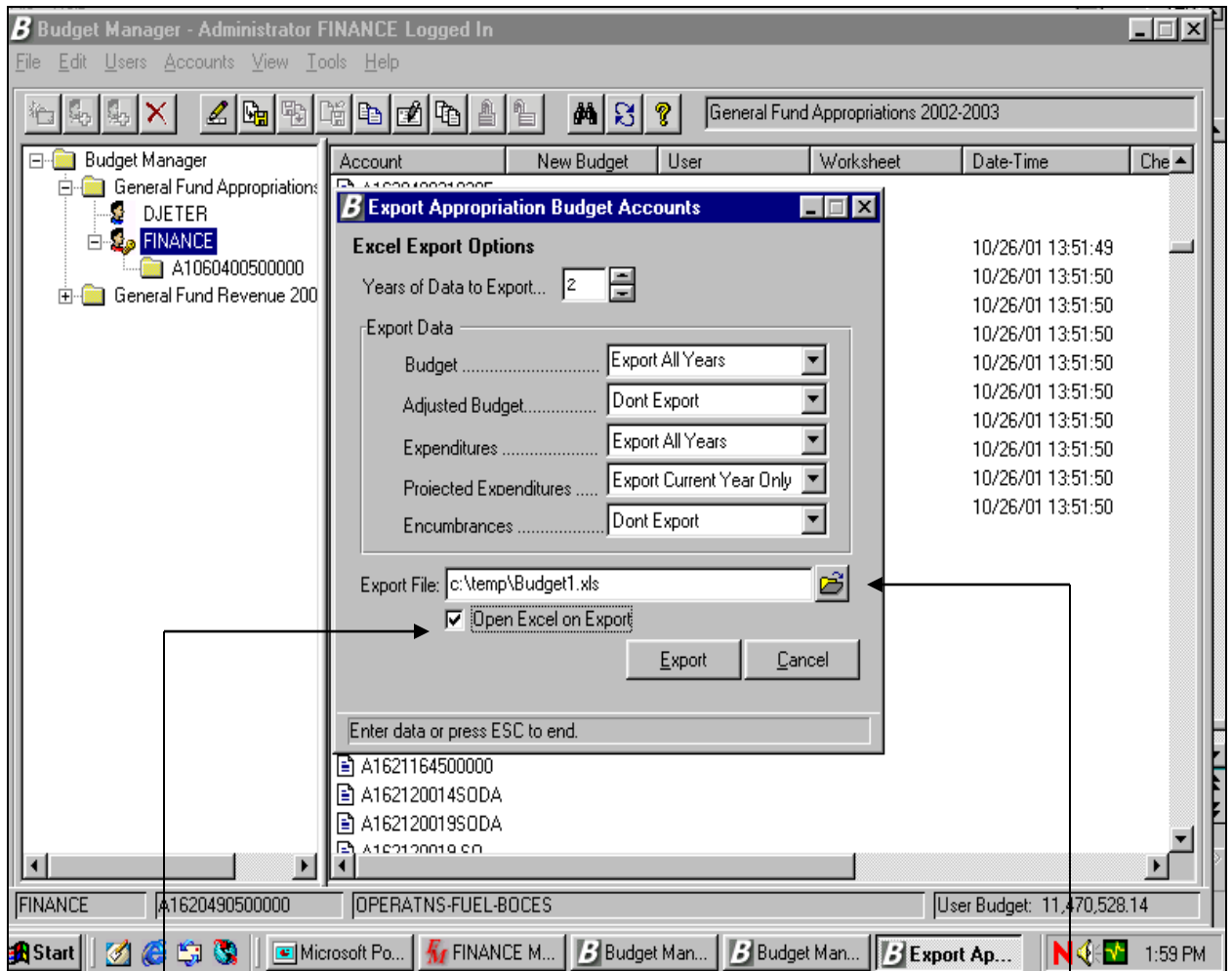
1 year = Current year + next year

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 INSTRUCTIONAL SALARIES	\$ -		
11	A132040010	AUDITING:CONTRACTUAL EXPENDITURE	\$ -		
12	A132043110	AUDITING:PROFESS LIABL/CRIME INS	\$ -		
13	A132516010	TREASURER:NON INSTRUCTIONAL 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 INSTRUCTIONAL SALARIES	\$ 115,113.00		
22	A143016110	NON INSTRUCTIONAL OT	\$ 14,553.00		
23					
24					
25					
26					
27					

Split Codes display description within the original code.

Exporting to Microsoft Excel Options

Microsoft Excel - Budget10.xls 2:41:49pm S W R B C

File Edit View Insert Format Tools Data Window Help

A1 =

	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 INSTRUCTIONAL SALARIES	\$ -		
11	A132040010	AUDITING:CONTRACTUAL EXPENDITURE	\$ -		
12	A132043110	AUDITING PROFESSIONAL SALARIES INC	\$ -		
13	A132516010	Future, Frank FTE% 100 Acc 0.00	0.00 YES	35,000.00	
14	A132540010				
15	A132543110				
16	A132545010		Total:	35,000.00	
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 INSTRUCTIONAL SALARIES	\$ 115,113.00		
22	A143016110	NON INSTRUCTIONAL OT	\$ 14,553.00		
23					
24					
25					
26					
27					

Data Entry

Cell A13 commented by rAmundsen NUM

- 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

The screenshot shows the Budget Manager interface with a table of budget accounts. A red box with a checkmark is placed over the 'Checked Out' column for the account A1620490500000. An arrow points from this box to a text box below the screenshot.

Account	New Budget	User	Worksheet	Date-Time	Checked Out
A1620409210205		FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620409500000		FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450100000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450110000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450120000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450130000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450140000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450190000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450200000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450210000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:15	C:\
A1620450500000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1620450990000	\$253.00	FINANCE	Budget1.xls	10/26/01 14:10:47	C:\
A1620490500000		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621160500000		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621161500000		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621161500400		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621162500000		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621162500400		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621163500000		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A1621164500000		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A162120014SODA		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A162120019SODA		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\
A162120019SODA		FINANCE	Budget1.xls	10/26/01 14:08:16	C:\

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*****

The screenshot shows the 'Budget Manager - Administrator russell Logged In' window. The 'Accounts' menu is open, displaying options such as 'Update Budget Account', 'Add Existing Account', 'Create/Modify New Accounts', 'Remove Budget Account', 'Export Budget Account', 'Import Budget Account', 'Cancel Export/Update', 'Split Account', 'Budget Notes', 'Lock User Account', 'Unlock User Account', 'Account History', and 'Properties'. The 'Import Budget Account' option is highlighted. Below the menu, a table displays budget accounts with columns for 'New Budget', 'User', and 'Worksheet'. The table contains the following data:

	New Budget	User	Worksheet
49010			
15010	\$53,800.83		
16010	\$77,710.00		
16110	\$84,021.00		
16510			
20010	\$2,300,000.00	russell	Budget10.xls
40010		russell	Budget10.xls
40010LEASE		russell	Budget10.xls
45010		russell	Budget10.xls
49010		russell	Budget10.xls
16010		russell	Budget10.xls
40010		russell	Budget10.xls
43110		russell	Budget10.xls
16010	\$35,000.00	russell	Budget10.xls
A132540010		russell	Budget10.xls
A132543110		russell	Budget10.xls
A132545010		russell	Budget10.xls
A133040010		russell	Budget10.xls
A142040010		russell	Budget10.xls
A142040011		russell	Budget10.xls
A143015010	\$32,511.00	russell	Budget10.xls
A143016010	\$115,113.00	russell	Budget10.xls
A143016110	\$14,553.00	russell	Budget10.xls
A143020010			

The status bar at the bottom shows 'russell', 'A132043110', 'AUDITING:PROFESS LIABL/CRIME INS', and 'Total Budget: 38,442,790.68'. The status bar also displays 'Ready...'.

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

The screenshot shows a Microsoft Excel window titled "Budget10.xls". The spreadsheet contains a list of budget items with columns for Account, Name, and Budget Amount. An "Import Options" dialog box is open, allowing the user to specify the source sheet (1), the column containing account codes (A), and the column containing budget amounts (C). The "Import" button is highlighted.

Account	Name	Budget Amount
		2002-03
		NEW BUDGET
A131020010 (Sal-Admin)	BUSINESS ADMINISTRATION:EQUIPMENT	\$ 1,000,000.00
A131020010 (Sal-Teachers)	BUSINESS ADMINISTRATION:EQUIPMENT	\$ 800,000.00
A131020010 (Sal-Coaches)	BUSINESS ADMINISTRATION:EQUIPMENT	\$ 500,000.00
A131040010	BUSINESS ADMINISTRATION:EQUIPMENT	\$ -
A131040010LEASE	LEASE	\$ -
A131045010	BUSINESS ADMINISTRATION:EQUIPMENT	\$ -
A131049010	BUSINESS ADMINISTRATION:EQUIPMENT	\$ -
A132016010	AUDIT	\$ -
A132040010	AUDIT	\$ -
A132043110	AUDIT	\$ -
A132516010	TREASURY	\$ 35,000.00
A132540010	TREASURY	\$ -
A132543110	TREASURY	\$ -
A132545010	TREASURY	\$ -
A133040010	TAX COLLECTION:CONTRACTOR EXPENDITURE	\$ -
A142040010	LEGAL:CONTRACTUAL EXPENDITURE	\$ -
A142040011	LEGAL FEES RELATING TO CERTS	\$ -
A143015010	PERSONNEL:INSTRUCTIONAL SALARIES	\$ 32,511.00
A143016010	PERSONNEL:NON INSTRUCTIONAL SALARIES	\$ 115,113.00
A143016110	NON INSTRUCTIONAL OT	\$ 14,553.00

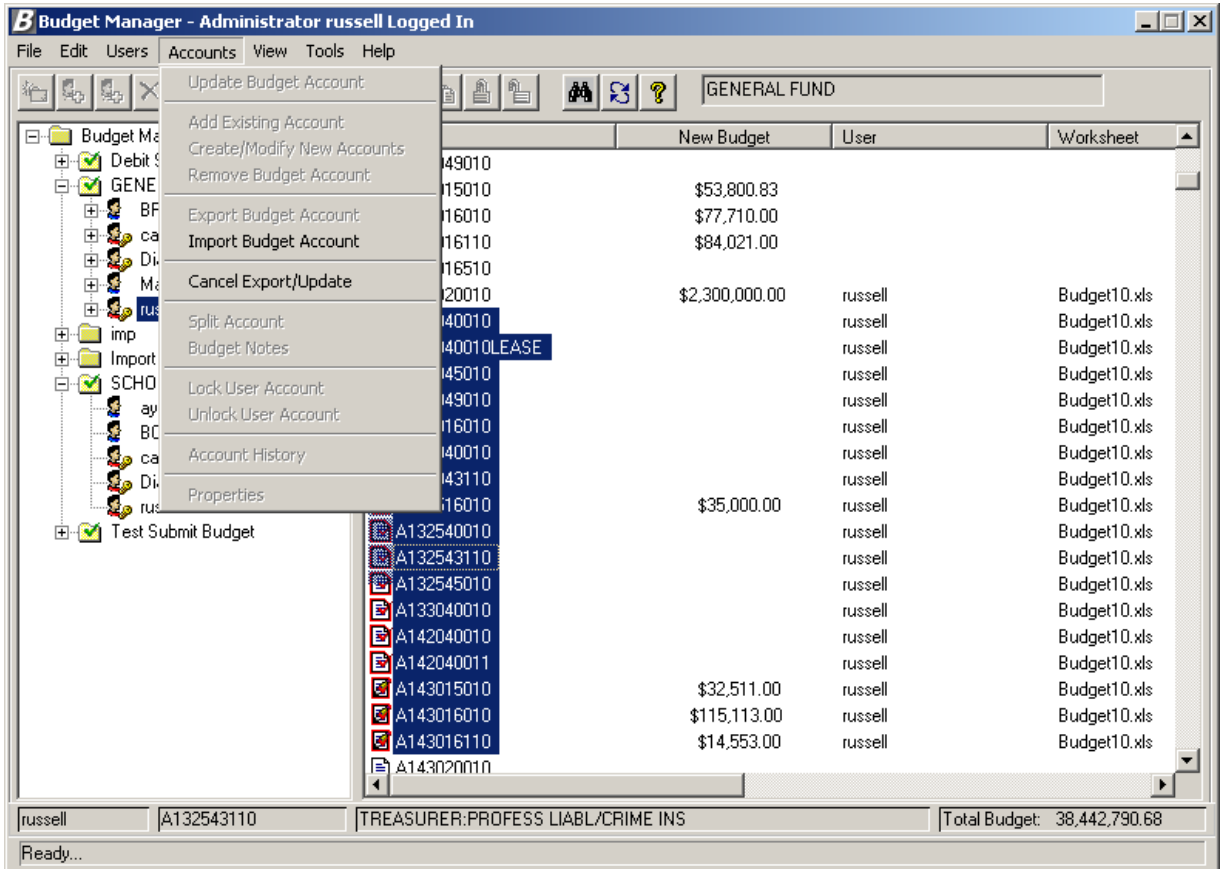
Exercise:

- 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

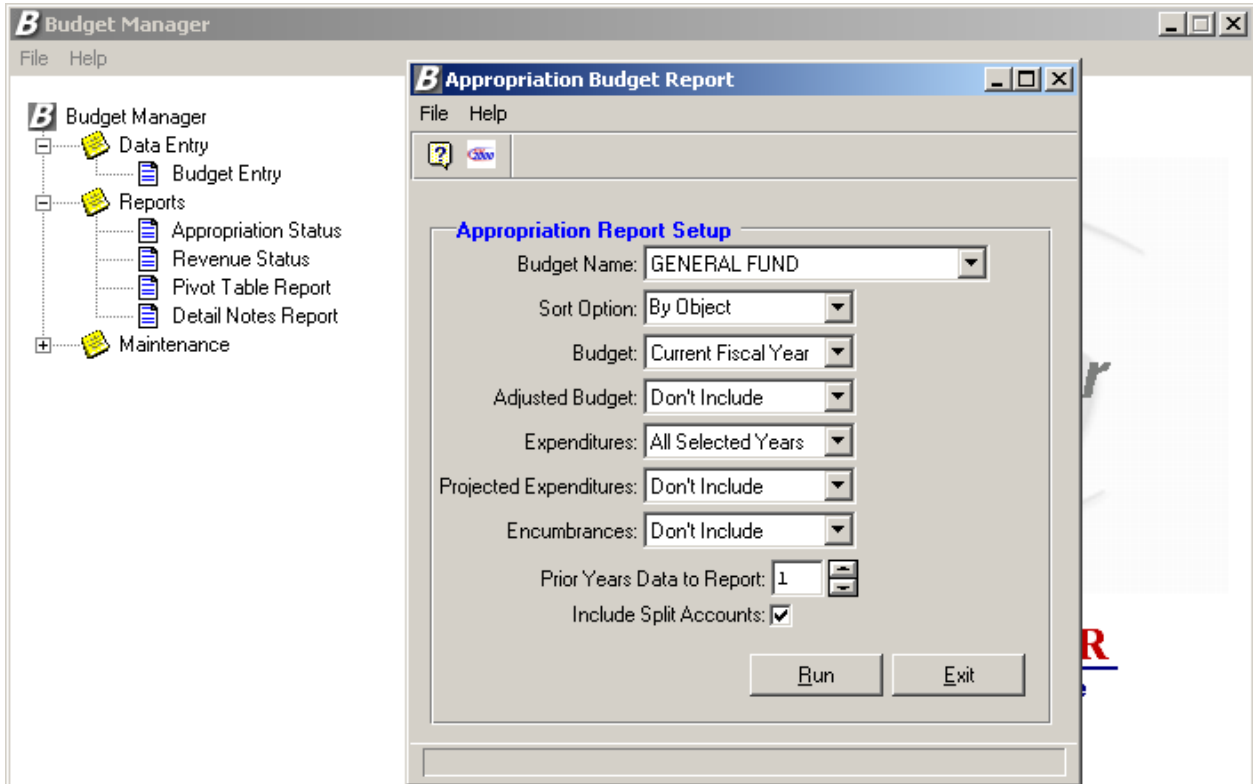
Budget Manager Reporting Features



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

B Appropriation Budget Report

File Help

Appropriation Report Setup

Budget Name: GENERAL FUND

Sort Option: By Object

Budget: Current Fiscal Year

Adjusted Budget: Don't Include

Expenditures: All Selected Years

Projected Expenditures: Don't Include

Encumbrances: Don't Include

Prior Years Data to Report: 1

Include Split Accounts:

Run Exit

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

B Appropriation Budget Report

File Help

Appropriation Report Setup

Budget Name: GENERAL FUND

Sort Option: By Object

Budget: Current Fiscal Year

Adjusted Budget: Don't Include

Expenditures: All Selected Years

Projected Expenditures: Don't Include

Encumbrances: Don't Include

Prior Years Data to Report: 1

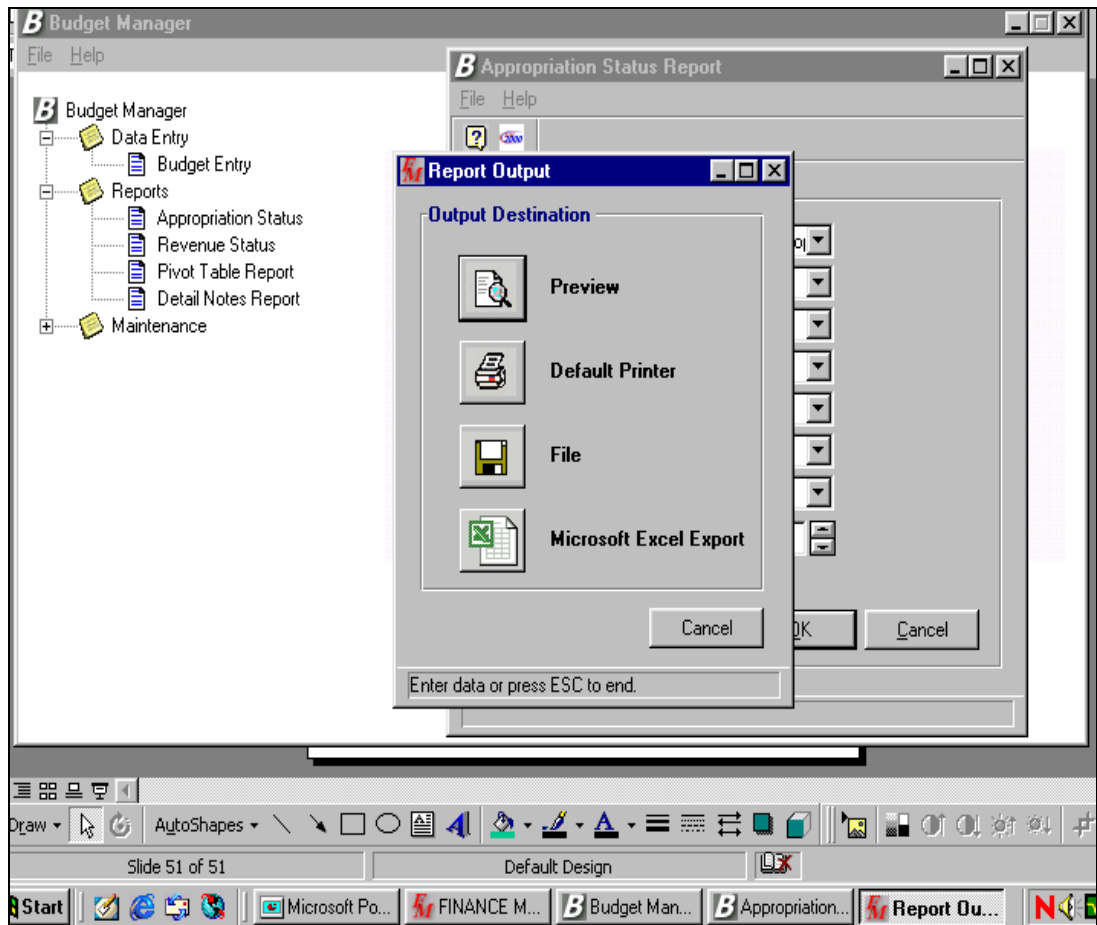
Include Split Accounts:

Run Exit

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

12/03/01

HENDRICK HUDSON CSD5

*****|*****

APPROPRIATION STATUS REPORT BY FUNCTION

ACCOUNT	ACCOUNT NAME		2001-02		2003
			BUDGET	PROJ EXP	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

Microsoft Excel - 505173601980780

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H1 =

1 11/19/01 2:53 PM

2 APPROPRIATION STATUS REPORT BY FUNCTION

3

4

5 2003

Account	Account Name	NEW BUDGET	FUN	OBJ	LOC	PRG	+
A 1010.479-11-0000	MISC EXPENSES	300	1010	479	11	0	
A 1010.490-11-0000	BOCES SERVICES	0	1010	490	11	0	
A 1010.500-11-0000	SUPPLIES-BOARD OF ED	0	1010	500	11	0	
A 1040.160-11-0000	NON-INSTR SAL-DISTR CLERK	0	1040	160	11	0	
A 1040.402-11-0000	CONF & TRAVEL	0	1040	402	11	0	
A 1040.475-11-0000	TUITION REIMBURSEMENT	0	1040	475	11	0	
A 1040.479-11-0000	MISC EXPENSES	0	1040	479	11	0	
A 1040.500-11-0000	SUPPLIES-DISTRICT CLERK	0	1040	500	11	0	
A 1060.479-11-0000	MISC EXP-DISTRICT MEETING	0	1060	479	11	0	
A 1240.150-33-0000	INSTR SAL-SUPERINTENDENT	0	1240	150	33	0	
A 1240.160-33-0000	NON-INSTR SAL SUPT SEC	0	1240	160	33	0	
A 1240.165-11-0000	NON-INSTR SUPT SEC SUB	0	1240	165	11	0	
A 1240.220-11-0000	COMPUTER HARDWARE	0	1240	220	11	0	
A 1240.220-33-0000	COMPUTER HARDWARE	0	1240	220	33	0	

DEMO SCHOOL DISTRICT

Ready NUM

Start Sn... H:\... No... Mai... D:\... FIN... B Bu... B Bu... B Ap... Mi... 2:55 PM

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

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - 912232064050". The spreadsheet displays a report titled "APPROPRIATION STATUS REPORT BY FUNCTION INCLUDE SPLIT ACCOUNTS" for "ANYTOWN, USA". The data is organized into columns: Account, Account Name, 2001-02, 2002-03, ET, FUN, OBJ, and LOC PF. A "Sort" dialog box is open, showing the following settings:

- Sort by: LOC (Column H)
- Order: Ascending
- Then by: FUN (Column F)
- Order: Ascending
- My list has: Header row

Account	Account Name	2001-02	2002-03	ET	FUN	OBJ	LOC	PF
A 1010.160-50-0000	BOARD OF ED-NI SALARY			30	1010	160	50	
A 1010.200-50-0000	BOARD OF ED-EQUIPMENT			0	1010	200	50	
A 1010.400-50-0000	BOARD OF ED-CONT EXP			32	1010	400	50	
A 1010.450-50-0000	BOARD OF ED-MAT & SUP			03	1010	450	50	
A 1060.160-50-0000	DISTRICT MTG-NI SALARY			36	1060	160	50	
A 1060.400-50-0000	DISTRICT MTG-CONT EXP			46	1060	400	50	
A 1060.450-50-0000	DISTRICT MTG-MAT & SUP			51	1060	450	50	
A 1240.150-50-0000	SUPT-I SALARY			0	1240	150	50	
A 1240.150-50-1000	ASST SUPT-I SALARY			0	1240	150	50	
A 1240.160-50-0000	SUPT-NI SALARY			70	1240	160	50	
A 1240.160-50-0400	SUPT-NI SALARY OT			0	1240	160	50	
A 1240.160-50-1000	ASST SUPT-NI SALARY			0	1240	160	50	
A 1240.200-50-0000	SUPT-EQUIPMENT			0	1240	200	50	
A 1240.400-50-0000	SUPT-CONT EXP			06	1240	400	50	
A 1240.400-50-1000	ASST SUPT-CONT EXP			46	1240	400	50	
A1240400502000	SUPT-RELOCATION EXPENSE			00	1240	400	50	
A 1240.450-50-0000	SUPT-MAT & SUP	8,199	4,443	8,199	1240	450	50	
A 1240.450-50-1000	ASSIST SUPT.MAT & SUP	577	895	577	1240	450	50	

- 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.

The screenshot shows the Microsoft Excel interface with a data table and the Subtotal dialog box open. The data table is as follows:

Account Name	2002	2003	NEW BUDGET	FUN	OBJ	LOC	PRG
BOARD OF ED			0	1010	160	50	0
BOARD OF ED			0	1010	400	50	0
BOARD OF ED			0	1010	450	50	0
DISTRICT MTG			0	1060	160	50	0
DISTRICT MTG			1,000	1060	400	50	0
DISTRICT MTG			0	1060	450	50	0
SUPT-I SALAR			0	1240	150	50	0
ASST SUPT-I S			0	1240	150	50	1000
SUPT-NI SALA			0	1240	160	50	0
SUPT-NI SALA			0	1240	160	50	400
SUPT-CONT E			0	1240	400	50	0
ASST SUPT-O			0	1240	400	50	1000
SUPT-MAT & S			0	1240	450	50	0
ASSIST SUPT			0	1240	450	50	1000
BUS ADMIN-I			0	1310	150	50	0
BUS ADMIN-NI SALARY	156,716	29,563	0	1310	160	50	0
BUS ADMIN-NI SALARY OT	6,972	637	0	1310	160	50	400
BUS ADMIN-EQUIPMENT	300	0	0	1310	200	50	0

The Subtotal dialog box is open, showing the following settings:

- At each change in: LOC
- Use function: Sum
- Add subtotal to:
 - Budget
 - Expense
 - NEW BUDGET
- Replace current subtotals
- Page break between groups
- Summary below data

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.

Microsoft Excel - 9096384156150

File Edit View Insert Format Tools Data Window Help

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C37 = 62016

	A	B	E	F	G	H	I	J
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	

NISKAYUNA CSD

Ready Sum=50,578,638 CAPS NUM

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