

New World ERP

Annual Budget Training – End User Guide

Once The County Board office has initialized your department budget for the year and has approved the department’s budget – you may proof and edit your department budget figures by doing the following:

- Go to
 - Financial Management
 - Annual Budgeting Processing
 - Budget Processing
 - Budget Maintenance
- This screen will show you all of the Organization Sets (Fund + Department) that you can access for budget entry.
- Click on the individual Organization number (2nd column) to open up, view and edit the individual line items for your department.

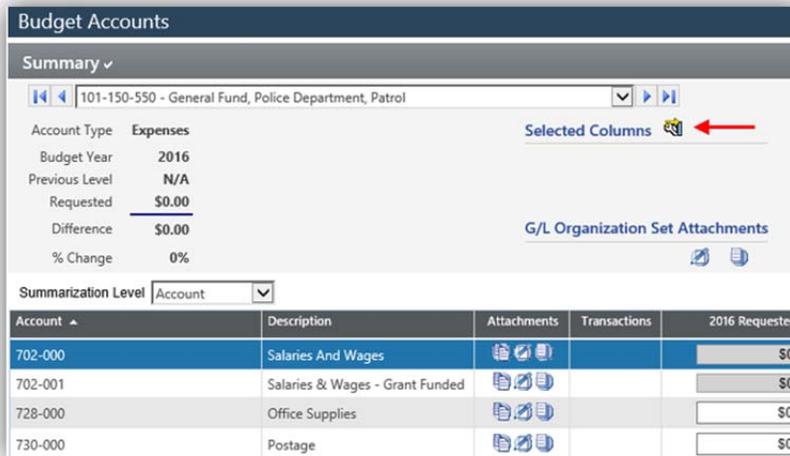
Budget Organization List					
Complete	Organization	Description	Budget Level	Revenue	Expense
<input type="checkbox"/>	101	General Fund	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-000	General Fund, Revenues	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-101	General Fund, Developers Deposits Revenue	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-111	General Fund, Finance Department	Requested	\$0.00	\$1,314.00
<input type="checkbox"/>	101-111-500	General Fund, Finance Department, Administration	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-141	General Fund, 49th District Court	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-150-500	General Fund, Police Department, Administration	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-150-550	General Fund, Police Department, Patrol	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-150-575	General Fund, Police Department, Investigations	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-304	General Fund, Police/Sheriff	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-338	General Fund, Fire Department	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101-400	General Fund, Culture and recreation	Requested	\$0.00	\$0.00

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- From the Budget Accounts screen, click on the **Select Columns button** (to allow you to display current and previous budgets information)



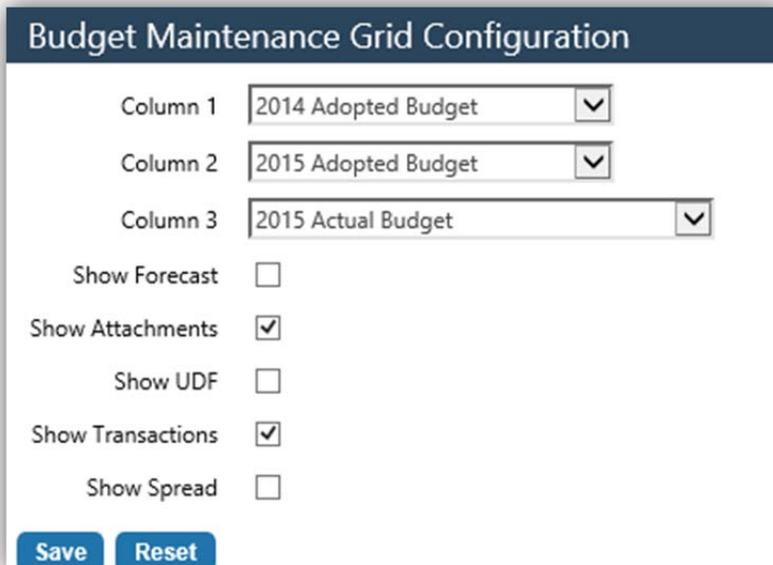
The screenshot shows the 'Budget Accounts' interface. At the top, there is a breadcrumb trail: '101-150-550 - General Fund, Police Department, Patrol'. Below this, a 'Summary' section displays the following information:

Account Type	Expenses
Budget Year	2016
Previous Level	N/A
Requested	\$0.00
Difference	\$0.00
% Change	0%

To the right of the summary is a 'Selected Columns' button with a gear icon, indicated by a red arrow. Below the summary is a 'Summarization Level' dropdown menu set to 'Account'. The main part of the screen is a table with the following columns: Account, Description, Attachments, Transactions, and 2016 Requested.

Account	Description	Attachments	Transactions	2016 Requested
702-000	Salaries And Wages			\$0
702-001	Salaries & Wages - Grant Funded			\$0
728-000	Office Supplies			\$0
730-000	Postage			\$0

- Chose up to 3 additional columns to have display on the Budget Accounts screen then click Save



The screenshot shows the 'Budget Maintenance Grid Configuration' screen. It contains the following configuration options:

- Column 1: 2014 Adopted Budget
- Column 2: 2015 Adopted Budget
- Column 3: 2015 Actual Budget
- Show Forecast:
- Show Attachments:
- Show UDF:
- Show Transactions:
- Show Spread:

At the bottom, there are 'Save' and 'Reset' buttons.

- The additional columns will now appear on the screen

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Account	Description	Attachments	Transactions	2014 Adopted Budget	2015 Adopted Budget	2015 Actual Amount	2016 Requested
702-000	Salaries And Wages			\$0.00	\$0.00	\$0.00	\$0
702-001	Salaries & Wages - Grant Funded			\$0.00	\$0.00	\$0.00	\$0
728-000	Office Supplies			\$0.00	\$0.00	\$0.00	\$0
730-000	Postage			\$0.00	\$0.00	\$0.00	\$0

- You can begin entering the budgets for each account or click the Transactions button to add additional detail for the account line
- Comments, Notes & Documents can be added to the GL account by clicking the corresponding icon in the Attachments column :
 - Comments can be printed on the budget worksheet and viewed in the GL Account Inquiry screen. *(Comments are preferred over notes or individual line item attachments)*
 - Notes can be sent to other users within the system and viewed in the GL account inquiry screen after the budget has been adopted. Notes will not print on the budget worksheet.
 - Documents types such as Word, PDF, & Excel can be attached to the account and can be accessed at each level in the budget process as well as from the GL Account Inquiry screen.



- The preferred method to add documents to your budget would be to use the G/L Organization Set Attachments area.

Notes and Documents can also be added to the Organization Set (Fund + Department) and will apply to all GL accounts within that org set. This is useful if you have notes or documents that apply to multiple accounts.



- The summary section in the top left of the screen will show you the total amount budgeted in your department

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Summary ✓	
101-150-550 - General Fund, Police Department, Patrol	
Account Type	Expenses
Budget Year	2016
Previous Level	N/A
Requested	<u>\$49,988.00</u>
Difference	\$49,988.00
% Change	0%

- If an amount is grayed out, then it means one of two things:
 - The amount has been derived from Position Budgeting– you cannot modify the amount.
 - The line item requires that you enter supporting details/amount. These supporting amounts will automatically add up to a total, which will reflect in the grayed out amount field. In order to enter the supporting details, click on the Transactions button and enter your detailed supporting line items on the transactions page.

Transactions

- You can optionally add supporting details for budget line items (even if the line item does not require supporting details) by clicking on the Transactions button.

Budget Maintenance Buttons



- **Save – Save changes to the budget maintenance screen**
- Reset – Clear out any unsaved changes
- Transactions – Will allow supporting transactions to a budget line item.
 - When you click on the Transactions button, the system will bring you to a new screen where you need to click the New button to begin entering the supporting detail. Click Save/New to continue adding more lines.

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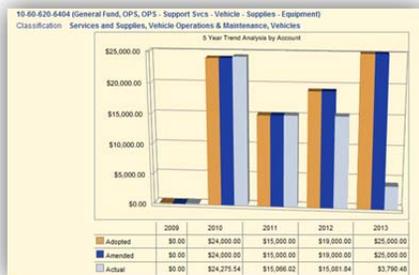
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G/L Account	1010.123-5225 (General Fund.Department of Personnel-Computer Technology)		
Comment			
Budget Year	2016		
Current Budgeted Amount	\$82,500.00		
Number of Transactions	2		
Balance of Transactions	\$82,500.00		
Description	Number of Units	Amount per Unit	Total Amount
Hardware	1.0000	\$32,500.00	\$32,500.00
Software	1.0000	50,000.00	\$50,000.00

- When you are done entering supporting lines, if you want the total of your detailed lines to equal your total budget for that line item, you can click the Apply Transaction Total as Budgeted Amount button. The system will add the total of your supporting lines and make that the new budget for that line item.

Apply Transaction Total as Budgeted Amount

- Inquiry – Links to GL Account Inquiry screen
- Five Year Trend – Displays graphical depiction of adopted, amended and actual numbers over the last 5 years.



- Add Accounts – Will allow you to pull in a GL account that was created after the budget was initialized.

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Budget Worksheet Report

Financial Management > Reports > Annual Budget > Budget Worksheet

- This report will allow you to view all of the departmental budget entries and also compare them alongside your choice of previous year's budgets/actuals.

- On the Balances to Include Tab, you have the choice of creating Calculated Columns. If you choose a Calculated Column, then once you have selected it, you will need to double click on the item under the Selected Columns (it will then gray out). You can then define what you want the calculated column to be on the right hand side. Once you are done, click the Apply button.

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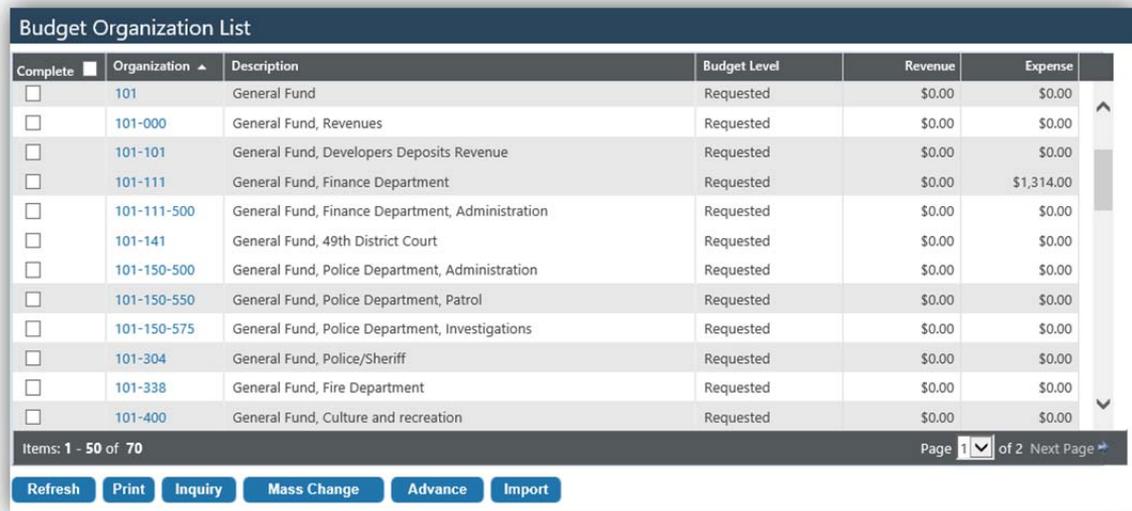
Sample Budget Worksheet Report:

Budget Worksheet Report						
Account Number	Description	2013 Adopted Budget	2013 Amended Budget	2013 Actual Amount	2014 Department Preparation	Variance
Fund	10	General Fund				
Revenue						
Department	20	RP				
Sub-Department	220	RP - Property Mgmt				
<u>Interest Income</u>						
3410	Guenther Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Interest Income</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Rental Income</u>						
3500	Rental Income	\$1,109,000.00	\$1,109,000.00	\$250,318.01	\$1,109,000.00	(\$858,681.99)
3501	Rental Late Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Rental Income</u>		\$1,109,000.00	\$1,109,000.00	\$250,318.01	\$1,109,000.00	(\$858,681.99)
Sub-Department Total: RP - Property Mgmt		\$1,109,000.00	\$1,109,000.00	\$250,318.01	\$1,109,000.00	(\$858,681.99)
	230	RP - Land Conservation				
<u>Grants Revenue</u>						
3301.01	Grants Revenue - Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3301.02	Grants Revenue - Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3301.03	Grants Revenue - Remediation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3301.04	Grants Revenue - Environmental Protection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3301.05	Grants Revenue - FEMA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Grants Revenue</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Gifts</u>						
3601	Gifts - Land and Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3602	Gifts - Cash & Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Gifts</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Completing your Department Budget process:



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Refresh Print Inquiry Mass Change Advance Import

When your department budget information is finished:

Check the Complete Box in the left hand portion of the screen.

This will let the County Board office know that your department has finished editing the budget.