



Annual Budget Processing

SYSTEM ADMINISTRATION
AND PROCESSING GUIDE

Public Administration Software
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LOGOS



ANNUAL BUDGET PROCESSING

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INTRODUCTION

Welcome to the Logos.NET Annual Budget Processing guide. This manual will guide you through both the setup and processing aspects of Annual Budgeting Processing.

The guide is divided into two sections:

The System Administration Guide will focus on the setup components necessary to utilize Annual Budget Processing within Logos.NET. This will include detailed information on master files that must be set-up such as Budget Levels and Budget Methods and will also include the security settings which will be utilized to enable workflow and tailor user options to your needs.

The End User Processing Guide will describe the steps, workflow and options available in Annual Budget Processing to the end-user. It will guide you through the process from budget initialization, to budget adoption and budget adjustments. Included in the section will also be a guide to the standard reports available in the software.

This document is available in Microsoft Word format to allow for customization to your organization's particular needs and procedures.

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SYSTEM ADMINISTRATOR GUIDE

General Ledger Account Set-Up

When creating the revenues and expenses within the chart of accounts, the *Account Status* setting within each General Ledger Account will drive whether an account is included in Annual Budget Processing.

myFavorites | Financial Management | Human Resources | Utility Management | Co

G/L Account List
G/L Account - 100.380.600-798.290

G/L Account | G/L Distribution | User-Defined Fields | Documents

General

Organization Set	100.380.600 - Treasury Fund, Finance, Accounting and
Account Number	798.290 - Supplies & Services
Account Status	Transactions, Budgets, Reports
Budget Type	Transactions, Budgets, Reports
Quick Code	Transactions, Reports
Cash Account	Budget Only
	Report Only
	Budgets, Reports

Maintenance > Logos Suite > Chart of Accounts > GL Accounts>List. Then open a GL Account.

The selection in the *Account Status* field must include “Budgets” in order for the account to be included in the Annual Budget Processing.

There are three *Account Status* selections that involve Budgets.

Transactions/Reports/Budgets - Most frequently, a budgeted revenue or expense account will be set to Transactions, Budgets, Reports. This indicates that the account is available to be used for current transactions and should also be included in the Annual Budget Process.

Budget Only – This setting can be utilized when an account should not be available for transactions but is desired within the budget. A scenario for this method would be if a new GL account is being created for use in the following fiscal year. This setting can be used to get the GL account in the budget while leaving it unavailable for transactions in the current fiscal year.

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The status of the account would need to be changed to Transactions/Reports/Budgets in the next fiscal year to make it available for transactions.

Budgets/Reports – This selection has a specific purpose and is intended for use with GL accounts that are using Base and Detail. If a base/detail combination has been established for a group of accounts where budgeting is being done at the Base Account level and transactions are being recorded on the Detail Accounts, then the Account Status of the Base Account should be set to Budgets/Reports. This will allow for entry of budget amounts at the base account (for example – Office Supplies), while the detail accounts (for example, Office Supplies – Paper) would be set to Transactions/Reports to keep them out of Annual Budget Processing. The budget would then be applied to the base account and all transactions would be recorded to the detail accounts, which would be summarized to validate against the base account budget.

Company FM Settings

The Company FM Settings area contains universal setting that will control system behavior within the Annual Budget Module.

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Annual Budget Setting Tab

The screenshot shows the 'Company FM Settings' window with the 'Annual Budget Settings' tab selected. The interface includes a navigation bar at the top with links for 'myFavorites', 'Financial Management', 'Human Resources', 'Utility Management', 'Community Development', and 'M'. Below the navigation bar, there are several tabs: 'Budget Validation', 'Annual Budget Settings', 'Annual Budget Levels', 'Procurement', 'Accounts Payable', and 'Miscellaneous'. The 'Annual Budget Settings' tab is active, displaying two sections: 'Budget Defaults' and 'Forecasting Defaults'. In the 'Budget Defaults' section, there are several settings: 'Maintain Prior Year Estimated Expenses and Revenues' (checked), 'Calculate Current Year Balance Method' (set to 'Current Value'), 'Calculate Current Year Extrapolate Balance Method' (set to 'Extrapolate Value over Full Year'), 'Default Budget Method' (set to 'Initialize with Zero Balance'), 'Current Budget Year' (set to '2013'), 'Include Encumbrances in Actual Balances' (unchecked), and 'Biennial Budgeting' (unchecked). In the 'Forecasting Defaults' section, there are two settings: 'Number of Forecast Years' (set to '5') and 'Forecast Initialization Method' (set to 'Initialize with Zero-Based'). At the bottom of the settings area, there are three buttons: 'Save', 'Reset', and 'Print'. A small copyright notice 'Copyright 2012, New World Systems' is visible in the bottom right corner of the window.

Maintenance > Financial Management > Company FM Settings>Annual Budget Settings tab

Budget Projection Control

Current Year Projections in Budget Entry and the Budget Worksheet

Budget Projections can be utilized to generate projections for the current year for reference purposes in the Budget Worksheet and also as available columns in the budget entry.

There are two settings which will drive the behavior of Projections:

Calculate Current Year Balance Method – This option allows for the selection of what the projection should be driven from. There are two options:

- *Current Value*: The year to date value, up to the current date, will be utilized for the calculation.
- *Value as Of a Certain Date*: If this option is selected, an additional field will appear on the screen requesting the through month to utilize.

Calculate Current Year Extrapolate Balance Method – This field is used to select the calculation that will be utilized. There are two options:

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- *Extrapolate Value over Full Year* – With this selection, the calculation will take the value as of the date method designated in the Calculate Current Year Balance method and make the following calculation: (Calculate Current Year Balance Method Value/# of days (YTD)) * 365.
- For example, if Current Value was selected, the date today is October 31 and the balance in the account is \$5,000, then the calculation would be $((5,000.00/304) \times 365) = \$6,003.00$.

Extrapolate Based on 5 year History – With this selection, the calculation will take the value as of the date method designated in the Calculate Current Year Balance method and make a projection based on a historical average of the YTD % of the total year. The calculation is: (Calculate Current Year Balance Method Value/ Average).

For example:

The current fiscal year is 2012. The current date is 10/31/2012. The current amount expensed for the GL Account this year is \$5,000.00.

5 Year History:

F/Y	YTD 10/31	YTD 12/31	% of Total
2011	\$5,500.00	\$6,200.00	89%
2010	\$5,400.00	\$6,500.00	83%
2009	\$4,700.00	\$5,900.00	80%
2008	\$4,500.00	\$5,600.00	80%
2007	\$0.00	\$4,000.00	Not included
Average			83.0000%

- The calculated average % goes to 4 decimal places.
- Years with a \$0 actual will not be included.

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The Average is calculated to be 83.0000% (+89%+83%+80%+80% / 4).

The projected value would then be: 5,000.00 / .830000) = \$6024.00

Default Current Budget Method – The selection in this field will allow users to choose a Budget Method that they would like to have defaulted to all of their Account Classifications prior to initializing the budget. These defaults can be overridden for each Account Classification in the Budget Methods screen in **Financial Management > Annual Budget Processing > Budget Preparation**.

Current Budget Year - This field should reflect the year that you are currently budgeting in Annual Budget Processing. This will generally not be the current fiscal year in which you are operating but the following fiscal year which is being budgeted.

Exclude Prior Year Activity –If this check box is selected, it indicates that the system should disregard transactions flagged as prior year fiscal activity related to carry-over purchase orders when initializing the budget and on reports that display historical data.

Include Encumbrances – This will include encumbrances in actual balance columns that you can view when users are entering in their budget amounts.

Biennial Budgeting - Back in the *Current Budget Year* field, type the year for which the budget is being created. Select either the *Year 1* or *Year 2* check box to indicate which year the current budget year should be applied.

Numbers of Forecast Years - To apply long-range budget forecasting as a default setting for your organization, in Number of Forecast Years enter the number of years that your organization will forecast for the budget. This number represents the additional columns of budget year data in addition to your current annual budget year.

Forecast Initialization Method - select a forecast initialization method to determine the basis for initializing the forecasted budget.

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Annual Budget Levels Tab

Title	Transactions	Position Budgeting
Level 1 Requested	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Level 2 Department Head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Level 3 Finance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Level 4 Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Level 5	<input type="checkbox"/>	<input type="checkbox"/>
Level 6	<input type="checkbox"/>	<input type="checkbox"/>
Level 7	<input type="checkbox"/>	<input type="checkbox"/>

Save Reset Print

Maintenance > Financial Management > Company FM Settings > Annual Budget Levels Tab

The Company FM Settings/Annual Budget Levels screen is used to establish the budget levels and their behavior. Up to 7 levels can be established for the budget process. These levels typically involve an initialized level where a starting number is established and then a number of levels that may involve amounts requested by departments, finance, and management. The number of levels to utilize and the description for each budget level is established here.

Once the level descriptions have been defined, the *Transactions* check box can be checked if applicable for any level of the budget. Transaction based budgeting is a more detailed, optional way to make budget entries where, instead of entering a budget amount by GL account, the budgeted amount by GL account is calculated based on any number of *Transactions* that are created for the line item. Each transaction consists of a Description, a Cost per Unit and the Number of Units.

If the Position Budgeting module is being utilized, check the budget levels where the amounts calculated in Position Budgeting will be swept in the Annual Budget process.

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Budget Methods

Budget Methods are utilized to control how General Ledger accounts are budgeted in the Annual Budget process and also how they are initialized. It is not done by individual general ledger account but rather by the Account Classifications in which they are grouped.

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

Budget Method List

Type	Classification	Initialization Method	Change Factor
Revenue	Taxes	Last Year's Amended * % Change	105.00%
Revenue	Licenses & Permits	Last Year's Amended * % Change	105.00%
Revenue	Federal Grants	Last Year's Amended * % Change	105.00%
Revenue	State Grants	Last Year's Amended * % Change	105.00%
Revenue	Local Unit Contributions	Last Year's Amended * % Change	105.00%
Revenue	Charges for Services	Last Year's Amended * % Change	105.00%
Revenue	Fines & Forfeits	Last Year's Amended * % Change	105.00%
Revenue	Interest & Rents	Last Year's Amended * % Change	105.00%
Revenue	Other Revenue	Last Year's Amended * % Change	105.00%
Expense	Personnel Services	Position Budgeting	100.00%
Expense	Fringe Benefits	Position Budgeting	100.00%
Expense	Supplies	Last Year's Amended * % Change	105.00%
Expense	Prof & Contractual Services	Last Year's Amended * % Change	105.00%
Expense	Printing & Publishing	Last Year's Amended * % Change	105.00%
Expense	Public Utilities	Last Year's Amended * % Change	105.00%
Expense	Repairs & Maintenance	Last Year's Amended * % Change	105.00%
Expense	Other Charges & Services	Last Year's Amended * % Change	105.00%
Expense	Miscellaneous	Last Year's Amended * % Change	105.00%
Expense	Capital Outlay	Miscellaneous Transactions	100.00%

Refresh Print Mass Change

Financial Management > Annual Budget Processing > Budget Processing > Budget Methods

The Budget Method List screen reflects all of the Revenue and Expense Account Classifications that have been established. Budget initialization calculation can be established by classification and are referred to as Initialization Methods. The default Initialization Method will be populated from what was defined within the Company FM Settings page on the Annual Budget Settings tab. Each one of the Account Classifications can have a separate Initialization Method if needed.

In order to modify an Initialization Method on one of these Account Classifications, click on the Classification Name and a pop up box will appear as seen below:

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myFavorites | Financial Management | Human Resources | Utility Management | Commu

Budget Method List

Budget Method - Taxes

Initialization Method: Last Year's Amended * % of Change

Change Factor: 105.00%

Carry over Budgets at Year End:

Initialize with Prior Year Transactions:

[Save](#) [Reset](#)

Budget Method Set-up

Initialization Method – Choose the method that would be suitable for initializing the budget for every account that resides within the classification.

Miscellaneous Transactions – This method will force budget entry by Transaction for this account classification. The ability to enter a budget amount for any account within this classification will be removed. Budget amounts for GL accounts within the classification will be equal to the sum of the transactions created. If the option to Initialize with Prior Year Transactions is not selected, then the budget will initialize to \$0.

Last Year's Actual * % of Change - Each GL account's budget will be initialized based on a calculation of the prior year actual total multiplied by a user defined change factor.

Last Year's Adopted * % of Change - Each GL account's budget will be initialized based on a calculation of the prior year adopted budget multiplied by a user defined change factor.

Last Year's Amended * % of Change - Each GL account's budget will be initialized based on a calculation of the prior year amended budget multiplied by a user defined change factor.

Greater of Actual/Adopted/Amended * % of Change - Each GL account's budget will be initialized based on greater of the prior year Actual/Adopted/Amended by a user defined change factor.

Actual * 5 year Trend – Each GL Account's prior year actual will be multiplied by the change factor. The change factor equals the average change

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(positive or negative) for the GL account over the last 5 years.

*Adopted * 5 year Trend* – Each GL Account's prior year adopted budget amount will be multiplied by change factor. The change factor equals the average change (positive or negative) for the GL account over the last 5 years.

*Amended * 5 year Trend* – Each GL Account's prior year amended budget amount will be multiplied by change factor. The change factor equals the average change (positive or negative) for the GL account over the last 5 years.

*Greater of Actual/Adopted/Amended * 5 year Trend* - Each GL account's budget will be initialized based on greater of the prior year Actual/Adopted/Amended multiplied by change factor. The change factor equals the average Actual/Adopted/Amended change (positive or negative) for the GL account over the last 5 years.

Position Budgeting – This method will involve budget amounts for the GL accounts within this classification being created by Promoting the Position Budget calculations. The ability to enter a budget amount for any account within this classification will be removed.

Initialize with Zero Balance – This method will drive the initialized amounts to be zero for all accounts within the classification.

Change Factor – A Change Factor can be chosen to increase or decrease the dollar amounts when the budget gets initialized according to the Initialization Method chosen above.

Carry Over Budgets at Year End – If this selection is made, all remaining budget amounts left at the end of the fiscal year (when the soft close is processed) will be carried into a Budget Adjustment increasing the budget for the following year for every account that resides within this Classification. This functionality works in conjunction with a setting on Funds of the same name. When soft close is processed, the system will look for Funds and Budget Methods marked for Carry Over Budget at Year End and will create the budget adjustments only where the Fund and

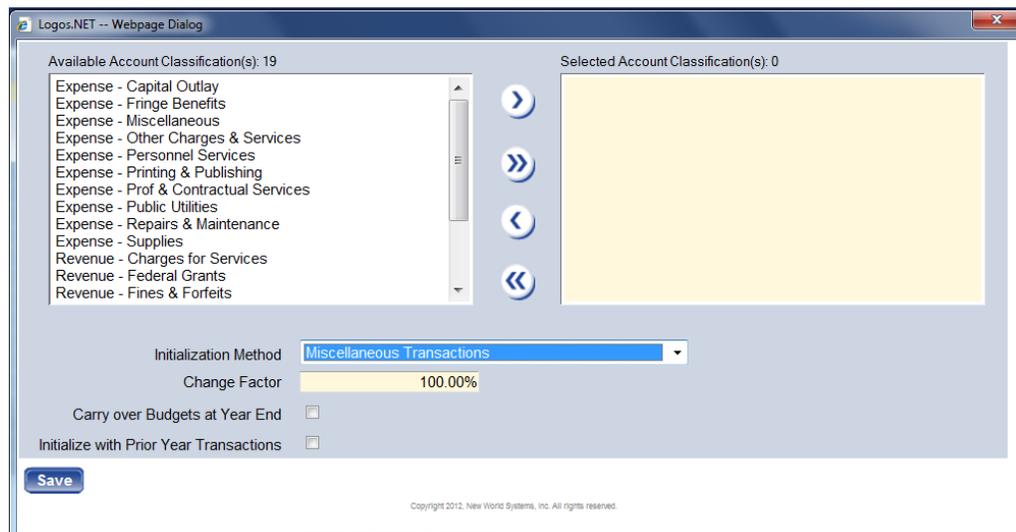
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Budget Method both have the option selected.

Note: the ability to carry over budgets related to un-used purchase orders is addressed elsewhere in the software. This selection is not necessary for that process.

Initialize with Prior Year Transactions – This selection will drive the Detail Transactions that were entered for budgeted accounts in the prior year's budget to be recreated for the current fiscal year during budget initialization.

Another way to modify the Initialization Methods for Account Classifications is to utilize the **Mass Add** button from the Budget Methods screen. Once this button is clicked, the system will provide a pop up box as seen below:



Budget Method Mass Add

This screen will allow for a mass change of the Initialization Methods for selected Account Classifications by selecting the desired Classifications and moving them to the box on the right. Additionally, Change Factor, Carry over Budgets at Year End and Initialize with Prior Year Transactions selections can be changed in Mass. Click **Save** once all of these choices have been selected.

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User Defined Fields (UDFs)

User defined fields can be used in Annual Budget Processing to capture additional information around a budget line item. To set-up User Defined Fields, go to the User Defined Field list screen.

Section Header	Attribute Name	Data Type	Required
There are no items to show in this view			

Maintenance > Logos Suite > Security > User Defined Fields.

First, select the appropriate Record Type. The Record Type for Annual Budget Processing UDFs will be Budget Accounts.

Creating Section Headers

The ability exists to categorize UDFs by Section Headers for organized presentation on the UDF screen. If a substantial number of UDFs are to be utilized, this can be helpful.

If UDF Section Headers are desired, they can be set-up by selecting the Maintenance Type of Section Headers

Section Header	Attribute Name	Data Type	Required
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UDF Maintenance Type designation

To add a Section Header, click the **New** button.

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UDF Section Header Add window

The Section Header description should contain the description of the category.

Sequence number field will sequence the Section Headers on the UDF screen in numerical order.

Section Header	Sequence
Project Accounting	1
Contracts	2

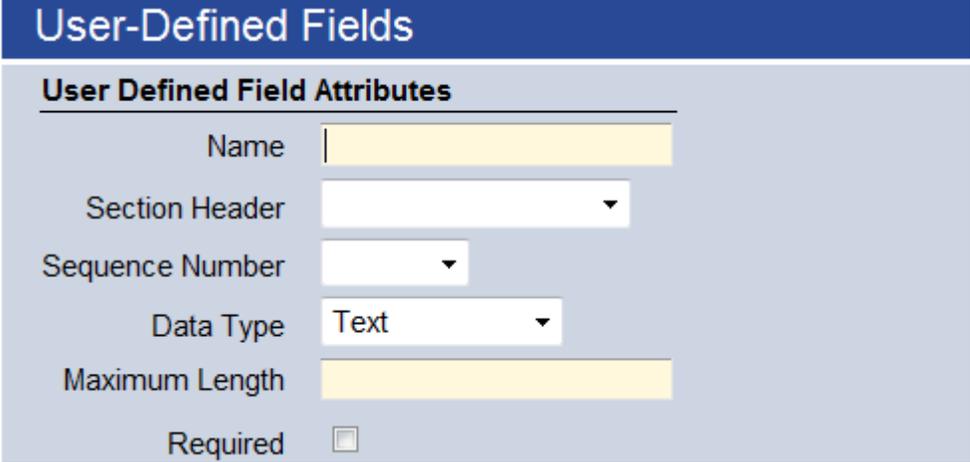
Creating User Defined Fields

To add user defined fields, change the Maintenance Type to Attributes as shown below, then click the **New** button to add a new field.

Maintenance>Logos Suite> Security>User Defined Fields.

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The pop-up below will appear:



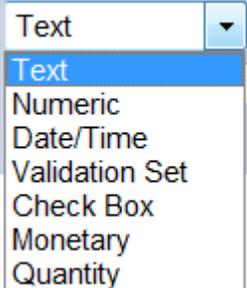
Adding a User Defined Field

Name – This is the title of the User Defined Field.

Section Header – If appropriate, select the Section Header.

Sequence Number – This will determine the order in which the field is presented within the section header.

Data Type - This is a drop-down with the following options:



The UDF Date Type Drop-down window

Text – Select this option if the desired field should be free form text. If selected, an additional field will request the maximum number of allowable characters for the field. The options for this entry is 1 to 999.

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Numeric – Select this option if you wish to have a number entered in the user defined field. If selected, an additional prompt will request the minimum and maximum allowable values. These can be set to negative amounts if desired.

Date/Time – Select this option if you wish to have a Date/Time for the User Defined Field.

Validation Set – Select this option if you would like the UDF to present the user with a drop-down from a validation set. If selected, an additional prompt will require specification of the validation set to use. If an additional validation set is required, go to **Maintenance > Logos Suite > System > Validations Sets > Validation Set List** and click **New** to create an additional validation set and its entries. A unique (unused) number will be required for any new Validation Sets created.

Check Box – Select this option if you wish the UDF to be a simple True/False utilizing a check box.

Monetary – This allows for entry of a monetary figure. If selected, the user may specify the desired number of decimal places which can be useful for per unit information.

Quantity – Select this option if you wish to record quantity information in the UDF. If selected, an additional prompt will request the number of decimal places to be recorded.

Required – The Required field will only require that a user put an entry into that field when accessing the UDF screen in Budget Maintenance. It does not require that the user actually access the screen and it does not set a requirement in the system that the UDF is completed in order to advance or adopt the budget.

After creating the desired UDFs, the list of UDFs will populate the User Defined Field List screen. They can be edited or changed by clicking on the Attribute Name to re-open them.

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myFavorites Financial Management Human Resources Utility Management Community Development Maintenance			
User-Defined Field List			
Record Type	Budget Accounts	Maintenance Type	Attributes
Section Header	Attribute Name	Data Type	Required
Project Accounting	Project Budget Exists	Check Box	
Contracts	Contract Reference	Text	
Project Accounting	Associated Projects	Text	

The User Defined Field List screen

Security Set-Up

Security for the Annual Budget Processing is controlled through User Based Security and Application Permissions. There is no Process Manager functionality within the module. Rather, workflow is controlled through the access to **Permissions** which will control what the user is allowed to enter or change and **User Based Security** which controls which budget levels they are allowed access to.

In simple terms, departmental users may be provided with security to a single budget level (whichever level is designated to record department requests) in User Based Security. In Application Permissions, those same users will be provided access to perform budget requests, create notes, attach documents and so on. This will allow the users to make their entries but only at the appropriate budget level.

User Based Security/General Tab

The General Tab within User Based Security is shown below:

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myFavorites | Financial Management | Human Resources | Utility Management | Community Development

User-Based Security - General

User: nws Function: General

Home Department: 04.101 - Finance Department Accounting

Home Location/Facility: MAIN - Main

<u>Budget Level Maintenance Security</u>	<u>Budget Level Forecast Security</u>	<u>Budget Level Reporting Security</u>
Requested <input checked="" type="checkbox"/>	Requested <input type="checkbox"/>	Requested <input checked="" type="checkbox"/>
Department Head <input type="checkbox"/>	Department Head <input type="checkbox"/>	Department Head <input checked="" type="checkbox"/>
Finance <input type="checkbox"/>	Finance <input type="checkbox"/>	Finance <input checked="" type="checkbox"/>
Council <input type="checkbox"/>	Council <input type="checkbox"/>	Council <input checked="" type="checkbox"/>

Maintenance > Logos Suite > Security > User Based Security

Budget Level Maintenance Security

The check boxes contained within this area are driven by the Budget Levels that have been established in Company FM Settings. Selecting the check boxes for individual levels within this area will allow the user to perform any budget functions for which they have application permissions, for that level. Not selecting a level will deny the user maintenance access to the unselected level. This feature will frequently be used to provide departmental users access to a designated level where they can enter in their budget requests.

Budget Level Forecast Security

The check boxes contained within this area are driven by the Budget Levels that have been established in Company FM Settings. Selecting a level will allow the user to sweep forecasting information into the current budget when it is at a selected level.

Budget Level Reporting Security

The check boxes contained within this area are driven by the Budget Levels that have been established in Company FM Settings. Many of the Annual Budget Processing Reports allow the user to select the columns that they

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would like to include on the report. Among the options for the columns selected are the different budget levels. Selection of budget levels in this area will allow the user to include the selected budget level in Annual Budget reports.

User Based Security/Sub Ledger

The Sub Ledger area of User Based Security allows for filtering of the General Ledger Organization Sets that a user can work with in the Annual Budget Module. This can be utilized to provide administrators access to all organization sets while limiting departmental users to their own areas.

Maintenance > Logos Suite > Security > User Based Security > Sub Ledgers

To access the sub-ledger area in User Based security, drop-down the Function and select Sub Ledgers. After accessing the Sub Ledger area, drop-down the Ledger and select Annual Budget. Then select the GL Organizations tab.

Listed in the Available Organizations will be all GL Organization Sets. Select those organization sets for which the user should have access and move

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them to the Selected Organizations box on the right using the arrow buttons. When complete, click the **Save** button.

The Organization Sets selected here will drive what the users can access within the budget module and reports in the Annual Budget header. The Organization Sets selected will not drive reports under the Budgetary Reports header. Organization set access to Budgetary reports is driven by GL Organization sets selected under the General Ledger sub ledger.

Application Permissions

Application Permissions for Annual Budget Processing can typically be completed effectively within two general template groupings. The first would be intended for budget administration purposes and would generally contain all permissions within the Budget Processing feature group. The second would be intended for decentralized/departmental users and would provide access to the budget request areas but not include the administrative functions such as initializing or advancing the budget.

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Permission Type – Company Applications Feature Group – Budget Processing

Application	Component	All	Add	Change	Delete	View/use	Print
Financial Management	Account Spread	X		X			
Financial Management	Adopt Budget	X		X		X	
Financial Management	Advance Processing	X		X			
Financial Management	Apply Budget Forecasting	X	X			X	
Financial Management	Budget Account Maintenance	X	X	X		X	
Financial Management	Budget Forecasting	X				X	X
Financial Management	Budget Maintenance	X		X		X	
Financial Management	Budget Process History	X				X	
Financial Management	Budget Scenario Maintenance	X	X	X	X	X	X
Financial Management	Budget Transaction Maintenance	X	X	X	X	X	
Financial Management	C/Y Projected Maintenance	X		X	X	X	
Financial Management	Classification Budget Method Master File Listing	X					X
Financial Management	Export Budget	X				X	
Financial Management	Import Budget	X		X			
Financial Management	Import Budget Audit Listing	X					X
Financial Management	Import Budget Error Listing	X					X
Financial Management	Initialize Budget	X	X				
Financial Management	Maintain Account Spread	X		X			
Financial Management	Mass Change	X		X			
Financial Management	Mass Spread	X		X			
Financial Management	Previous Level Maintenance	X				X	
Financial Management	Un-Initialize Budget	X	X				
Financial Management	Working Budget Year	X		X			

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Component	Description
Account Spread	Provides the ability to spread the budget across months. This should only be activated if the budget is being spread.
Adopt Budget	Ability to Adopt the budget. This is a budget administrator function.
Advance Processing	Ability to advance a fund to the next budget level. This is a budget administrator function.
Apply Budget Forecasting	Ability to sweep budget forecasting amounts into the annual budget.
Budget Account Maintenance	The ability to see and use the budget account screen. Any user entering budget amounts will need access to this permission.
Budget Forecasting	The ability to see and use the Budget Forecasting area.
Budget Maintenance	The ability access and use the Budget Organization list screen. Any user entering budget amounts of accessing the annual budget will need access to this permission.
Budget Process History	The ability to see an inquiry which displays budget history for the GL account selected. Any user entering budget amounts will generally have access to this inquiry.
Budget Scenario Maintenance	The ability to create

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Component	Description
	scenarios for use in Budget Forecasting.
Budget Transaction Maintenance	The ability to see and add budget transactions. If users need the ability to add transactions into the budget, this permission will be required.
C/Y Projected Maintenance	
Classification Budget Method Master File Listing	The ability to see and maintain budget methods. This is typically a budget administrator function.
Export Budget	The ability to export the budget. If a Budget Export dll has been incorporated, this permission will be required to execute the export.
Import Budget	The ability to import the budget from a CSV.
Import Budget Audit Listing	The ability to run the Import Budget Audit Listing report.
Import Budget Error Listing	The ability to run the Import Budget Error Listing report.
Initialize Budget	The ability to initialize the budget. This is typically a budget administrator function.
Maintain Account Spread	The ability to maintain a budget spread. Only applicable if spreading the budget by month.
Mass Change	The ability to perform a Mass Change to increase or decrease all accounts within an Organization Set by a selected factor. This functionality carries some

ANNUAL BUDGET PROCESSING

Component	Description
	risk of inadvertently changing many accounts at once.
Mass Spread	The ability to spread the budget over entire classifications and organizations. Only applicable if spreading budgets. Because this feature allows spreading of large numbers of accounts at once, it carries some risk of inadvertently making a mass change incorrectly..
Previous Level Maintenance	The ability to change amounts into a prior budget level. This is typically a budget administration function.
Un-Initialize Budget	The ability to Un-initialize the budget. This is a budget administrator function.
Working Budget Year	The ability to update the budget year. This is a budget administrator function.

Permission Type – Company Applications Feature Group – Budget Processing

Application	Component	All	Add	Change	Delete	View/Use	Print	Checkout	Undo	Finalize	Reminder
Financial Management	Budget Account Documents	✓	✓	✓	✓	✓	✓	✓	✓		
Financial Management	Budget Account Notes	✓	✓	✓	✓	✓	✓				

ANNUAL BUDGET PROCESSING

Component	Description
Budget Account Documents	Ability to add, view and work with documents in budget maintenance. Any user attaching documents to the budget will need this permission. Despite the availability of a "Change" permission, document attachments cannot be changed.
Budget Account Notes	Ability to add Notes in budget maintenance. Any user attaching notes to the budget will need this permission.

Permission Type – Company Applications Feature Group – Annual Budget Processing Reports

Application	Component	All	Add	Change	Delete	View/use	Print
Financial Management	41. Budget Worksheet Report	✓					✓
Financial Management	42. Budget By Fund Category Report	✓					✓
Financial Management	43. Budget By Organization Report	✓					✓
Financial Management	44. Budget By Account Classification Report	✓					✓
Financial Management	46. Budget Consolidated by Account Classification Report	✓					✓
Financial Management	47. Budget by Function Report	✓					✓
Financial Management	48. Budget Cross Organization by Account Classification Report	✓					✓
Financial Management	49. Budget Cross Organization by Account Number Report	✓					✓
Financial Management	Budget by Revenue Type Report	✓					✓
Financial Management	Cross Organization Budget Exception Report	✓					✓

ANNUAL BUDGET PROCESSING

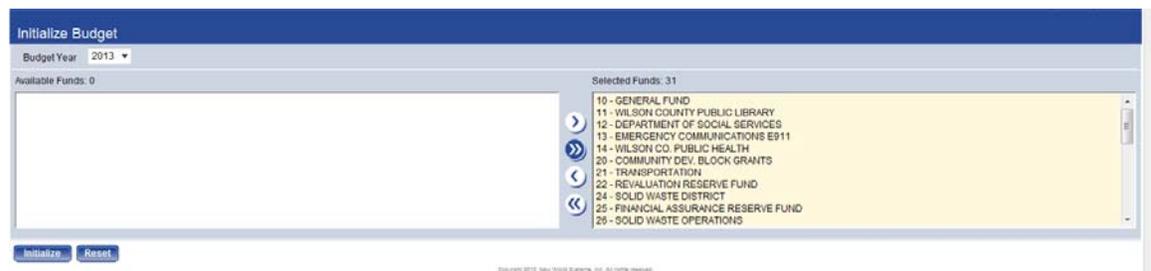
Component	Description
41. Budget Worksheet Report	Ability to run the Budget Worksheet Report.
42. Budget By Fund Category Report	Ability to run the Budget By Fund Category Report
43. Budget By Organization Report	Ability to run the Budget By Organization Report
44. Budget By Account Classification Report	Ability to run the Budget By Account Classification Report
46. Budget Consolidated by Account Classification Report	Ability to run the Budget Consolidated by Account Classification Report
47. Budget by Function Report	Ability to run the Budget by Function Report
48. Budget Cross Organization by Account Classification Report	Ability to run the Budget Cross Organization by Account Classification Report
49. Budget Cross Organization by Account Number Report	Ability to run the Budget Cross Organization by Account Number Report
Budget by Revenue Type Report	Ability to run the Budget by Revenue Type Report
Cross Organization Budget Exception Report	Ability to run the Cross Organization Budget Exception Report

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ANNUAL BUDGET PROCESSING

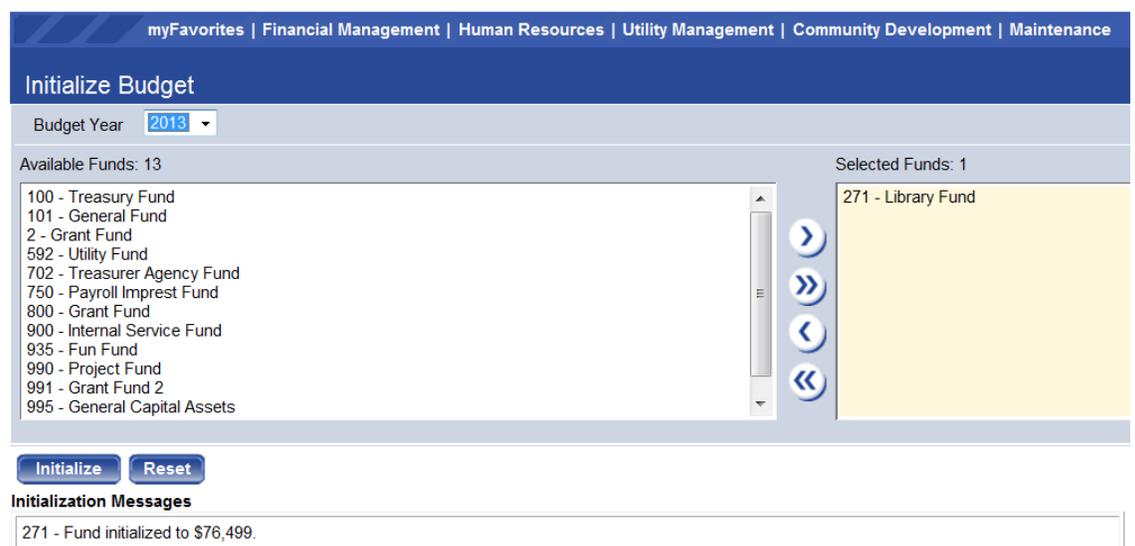
Budget Initialization

Budget Initialization will begin the Annual Budget Process for the fiscal year and funds selected.



Financial Management > Annual Budget Processing > Budget Preparation > Initialize Budgets

To initialize the budget, go to the Initialize Budgets screen. First select the Budget Year that will be initialized. This is the fiscal year to be budgeted. Select the funds to initialize and click the **Initialize** button. The process of initializing the budget will run and then a confirmation message will appear for every fund that has been initialized and the total amount currently at the initialized level. This amount will be driven by the budget methods that have been set up.



Budget Initialization confirmation

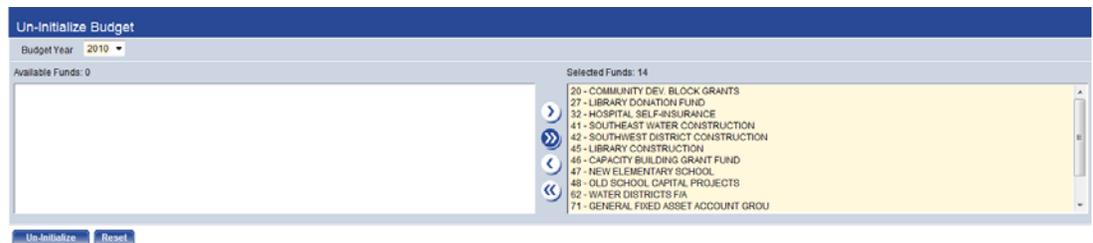
ANNUAL BUDGET PROCESSING

Un-Initialize Budgets

Un-initializing a budget will clear out all entries made into Annual Budget processing for that fund/fiscal year. Un-initialization can be done up until the point that the budget has been adopted. Once a final adoption has been executed, the Budget is no longer available in Annual Budget Processing for that fiscal year and is no longer eligible for un-initialization.

Note: The system cannot undo the Un-Initialization process. Un-initializing the budget will require starting the annual budget process over for the fund/fiscal year.

To un-initialize a budget, go to Un-Initialize Budgets:



Financial Management > Annual Budget Processing > Budget Preparation > Un-Initialize Budgets

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Choose the Fiscal Year and Fund that you would like to Un-initialize and then click the **Un-Initialize** button. The system will produce a message when the un-initialization is complete as shown below:

The screenshot shows the 'Un-Initialize Budget' interface. At the top, there is a navigation bar with links: myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance. Below this is the title 'Un-Initialize Budget'. A 'Budget Year' dropdown menu is set to '2013'. The interface is divided into two main sections: 'Available Funds: 13' and 'Selected Funds: 1'. The 'Available Funds' list includes: 100 - Treasury Fund, 101 - General Fund, 2 - Grant Fund, 592 - Utility Fund, 702 - Treasurer Agency Fund, 750 - Payroll Imprest Fund, 800 - Grant Fund, 900 - Internal Service Fund, 935 - Fun Fund, 990 - Project Fund, 991 - Grant Fund 2, and 995 - General Capital Assets. The 'Selected Funds' section contains '271 - Library Fund'. Below the fund lists are 'Un-Initialize' and 'Reset' buttons. Underneath is an 'Initialization Messages' section with a text box containing the message: '271 - Library Fund un-initialized for fiscal year 2013'.

Financial Management > Annual Budget Processing > Budget Processing > Budget Maintenance

ANNUAL BUDGET PROCESSING

ANNUAL BUDGET PROCESSING – USER ENTRY

Budget Maintenance is the principal working area within Annual Budget Processing. Users will go to this area to enter budget request amounts, create budget transactions as well as attach supporting documents, notes or comments.

Budget Organization List

The Budget Organization List is a list of organization sets for which the user is responsible for preparing the revenue and/or expenditure budgets. To begin, click on the Organization hyperlink (highlighted in blue).

myFavorites Financial Management Human Resources Utility Management Community Development Maintenance					
Budget Organization List					
Complete	Organization	Description	Budget Level	Revenue	Expense
<input type="checkbox"/>	100.380.600	Treasury Fund, Finance, Accounting and Reporting	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101	General Fund	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.000	General Fund, Revenues	Requested	\$11,025.00	\$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	\$4,457,095.00
<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	\$61,256.29
<input type="checkbox"/>	101.304	General Fund, Police/Sheriff	Requested	\$0.00	\$605,335.23
<input type="checkbox"/>	101.338	General Fund, Fire Department	Requested	\$0.00	\$47,670.15
<input type="checkbox"/>	101.400	General Fund, Management Inf Systems	Requested	\$0.00	\$265,188.89
<input type="checkbox"/>	101.463	General Fund, Public Works	Requested	\$0.00	\$114,997.54
<input type="checkbox"/>	101.704	General Fund, Parks & Grounds	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.707	General Fund, Recreation	Requested	\$0.00	\$0.00

Items: 1 - 50 of 55 Page: 1 of 2 Next Page

Refresh Print Inquiry Mass Change Advance Import Export

Financial Management>Annual Budget Processing>Budget Processing>Budget Maintenance

The grid within the screen will display a list of GL Organization sets for which the user has access. They will be displayed only if the user also has access to the current budget level. In the example above, the user would need access to the Budget Level "Requested."

The columns on the grid are:

Complete – This check box can be utilized to denote that entry for an Organization set is complete at this budget level and the budget can be advanced. The check box does not have any functionality behind it and it is not required that it be checked in order to advance an organization set to

ANNUAL BUDGET PROCESSING

the next budget level.

Organization – This is a hyperlink into the budget detail for the Organization Set.

Description – Description of the Organization Set.

Budget Level – The current budget level of the Organization Set.

Revenue & Expense – The total budgeted amount entered for the respective account type for the Budget Level.

Budget Accounts

The Budget Accounts screen is the budget entry screen for all non-Position Budgeting related items. Amounts can be entered directly into cells that are not shaded gray. Items shaded in grey represent amounts calculated by the Position Budgeting module. Any cells that are shaded represent either amounts calculated from Position Budgeting or relate to GL Accounts belonging to a Budget Method (Classification) which requires Transaction Based Budgeting.

The screen is accessed by clicking on an Organization Set number in the Budget Organization Set list.

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

Budget Organization List
Budget Accounts

101.111 - General Fund, Finance Department

Account Type: Expenses
 Budget Year: 2013
 Previous Level: N/A
 Requested: \$4,457,095.00
 Difference: \$4,457,095.00
 % Change: 0%

Selected Columns
 2012 Projected Amount: \$15,451.17
 2012 Estimated Amount: \$0.00
 2013 Council: \$0.00

GL Organization Set Attachments

Account	Description	Attachments	UDF	Transactions	Spread	2012 Projected Amount	2012 Estimated Amount	2013 Council	2013 Requested
722.000	Retirement DB					\$0.00	\$0.00	\$0.00	\$5,215
723.000	Retirement DC					\$0.00	\$0.00	\$0.00	\$0
724.000	Retirement Medical					\$0.00	\$0.00	\$0.00	\$0
724.020	Allowance-Food & Cloth					\$0.00	\$0.00	\$0.00	\$100
728.000	Office Supplies					\$15,271.23	\$0.00	\$0.00	\$29,718
730.000	Postage					\$0.00	\$0.00	\$0.00	\$45,523
741.000	Ammunition					\$0.00	\$0.00	\$0.00	\$1,200

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

The Budget Accounts Screen

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The top left half of the screen presents summarized information about the Organization Set including the Account Type that is being viewed, the Budget Year, the budgeted Amount of the Previous Level, budgeted amount of the current level and difference between the current and previous level for the Organization Set.

Account Type	Expenses
Budget Year	2013
Previous Level	N/A
Requested	\$4,457,095.00
Difference	\$4,457,095.00
% Change	0%

The Organization Set summary on the Budget Accounts screen

Column Selection

On the top right of the screen is an area for **Selected Columns** – This feature provides users the ability to control what columns will be available in this screen.

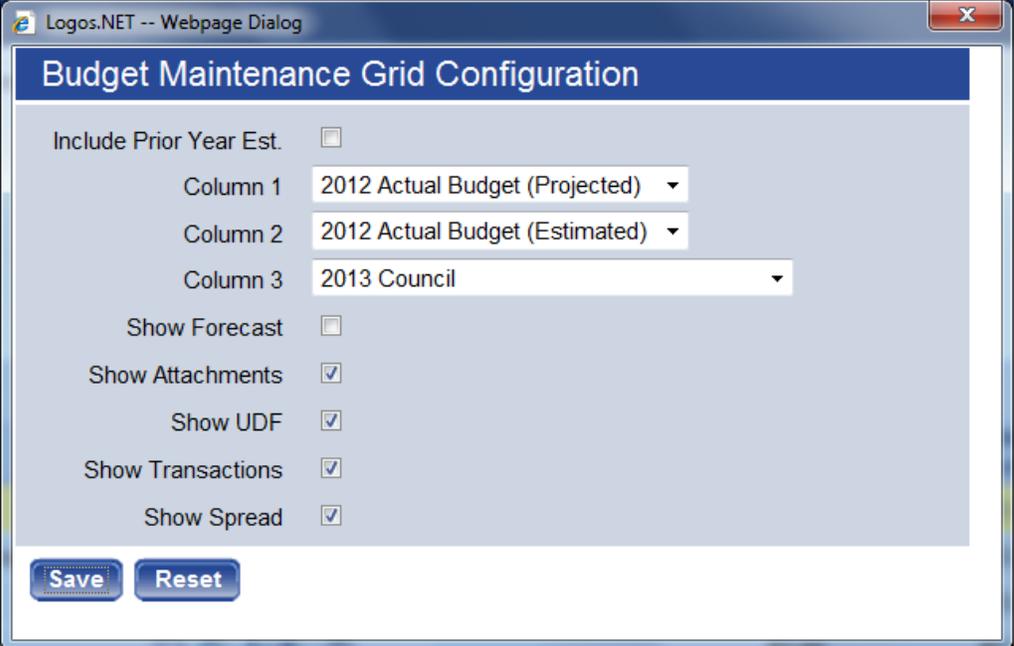
Selected Columns	
2012 Estimated Amount	\$0.00
2013 Department Head	\$0.00
2012 Estimated Amount	\$0.00

Selected Columns on the Budget Account screen

ANNUAL BUDGET PROCESSING

Budget Maintenance Grid Configuration

When clicking on the Icon for Selected Columns, the following pop-up screen will appear:



The screenshot shows a web browser window titled "Logos.NET -- Webpage Dialog" displaying a configuration window for "Budget Maintenance Grid Configuration". The window has a blue header bar with the title. Below the header, there are several settings:

- Include Prior Year Est.**: A checkbox that is currently unchecked.
- Column 1**: A dropdown menu set to "2012 Actual Budget (Projected)".
- Column 2**: A dropdown menu set to "2012 Actual Budget (Estimated)".
- Column 3**: A dropdown menu set to "2013 Council".
- Show Forecast**: A checkbox that is currently unchecked.
- Show Attachments**: A checkbox that is checked.
- Show UDF**: A checkbox that is checked.
- Show Transactions**: A checkbox that is checked.
- Show Spread**: A checkbox that is checked.

At the bottom of the configuration area, there are two buttons: "Save" and "Reset".

The Budget Maintenance Grid Configuration Window

This screen is used to customize what will appear in the grid on the lower half of the screen. Selections made here will be saved so that the user does not need to re-configure it each time they return to the screen.

Include Prior Year Est. – Prior Year Estimated is a way to manually estimate where budgeted accounts will end up for the current fiscal year, as a reference during budget processing. By selecting this check box, a second enterable field (the first being the budget request amount) will be added to the grid to record this information. This is reflected in the screenshot below:

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

Budget Organization List
Budget Accounts

101.111 - General Fund, Finance Department

Account Type: Expenses
Budget Year: 2013
Previous Level: N/A
Requested: \$4,457,095.00
Difference: \$4,457,095.00
% Change: 0%

Selected Columns
2012 Estimated Amount \$0.00
2013 Department Head \$0.00
2012 Estimated Amount \$0.00

G/L Organization Set Attachments

Account	Description	Attachments	UDF	Transactions	Spread	2012 Estimated Amount	2013 Department Head	2012 Estimated Amount	2013 Requested
728.000	Office Supplies					\$0.00	\$0.00	\$0	\$29,718
730.000	Postage					\$0.00	\$0.00	\$0	\$45,523
741.000	Ammunition					\$0.00	\$0.00	\$0	\$1,200
743.000	Equipment/Furnishings					\$0.00	\$0.00	\$0	\$1,050
753.000	Dog Licenses					\$0.00	\$0.00	\$0	\$0
754.000	Vehicle Licenses					\$0.00	\$0.00	\$0	\$707,452
756.000	Miscellaneous					\$0.00	\$0.00	\$0	\$1,103

The Prior Year Estimated entry column as Shown In Budget Accounts

Column 1, Column 2, Column 3

These drop-downs allow for the selection of what columns will appear in the entry grid on this screen.

The options are:

Amended Budget - 5 previous years are available.

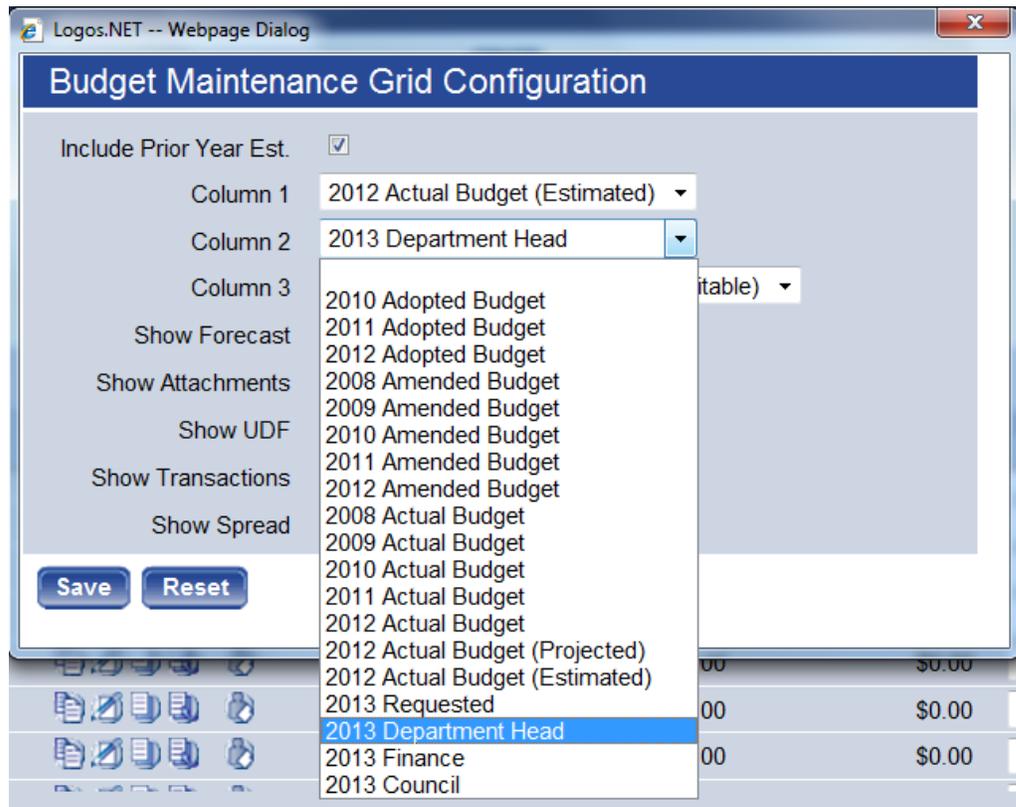
Adopted Budget – 5 Previous years are available.

Actuals – 5 Previous Years are available.

Projected Amount – This column will take Year To Date information and make a calculated projection for the full current fiscal year based on the method selected in Company FM Settings.

Estimated – This will add the Prior Year Estimated as an enterable field.

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The Column Selection Drop-down from the Budget Maintenance Grid Configuration Window

Additional Options within the Budget Maintenance Grid Configuration

Show Forecast – This will add a column to reflect up to 5 future years of forecasted amounts.

Show Attachments – Enables adding Comments, Notes, Documents and Remote Documents. This would only be unchecked to conserve screen real-estate. A selection here does not require that these items are utilized.

Show UDF – Provides a column with a hyperlink to add User Defined Field information to the budget.

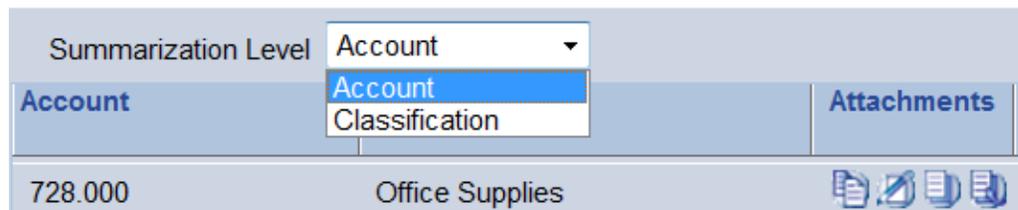
Show Transactions – If selected, a column will be provided that identifies those budgeted GL accounts with Transactions applied to them.

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G/L Organization Set Attachments

This area displays three buttons for attachments that apply to the entire organization set and not just to a specific line item. The categories of attachments here are: *Notes*, *G/L Org Documents* and *G/L Org Remote Documents*. All three of these can be accessed for inquiry purposes in GL Account Inquiry after the budget has been adopted.

Summarization Level



The Summarization Level drop-down on the Budget Account screen

This drop-down can be utilized to view summarized totals by account classification totals in the grid.

Budget Account Entry

The lower half of the screen is the grid where the budget work will be completed.

Account	Description	Attachments	UDF	Spread	2011 Amended Budget	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget
724.020	Allowance-Food & Cloth				\$200.00	\$200.00	\$200.00	\$100
728.000	Office Supplies				\$39,100.00	\$7,980.00	\$7,980.00	\$29,718
730.000	Postage				\$41,290.00	\$43,355.00	\$43,355.00	\$45,523
741.000	Ammunition				\$0.00	\$200.00	\$200.00	\$1,200
743.000	Equipment/Furnishings				\$4,000.00	\$1,000.00	\$1,000.00	\$1,050
753.000	Dog Licenses				\$0.00	\$0.00	\$0.00	\$0
754.000	Vehicle Licenses				\$841,680.00	\$873,784.00	\$873,784.00	\$707,452

The Budget Account screen grid. Budget requests are entered in the right hand column

Although customizable in the grid configuration screen, the columns within the grid may include:

Account – The account #. This column will always appear.

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Description – The description of the account. This column will always appear.

Attachments – See below for additional information. When an item has already been entered against the current budget, it will be in yellow.

UDFs – User Defined Fields. See below for additional information.

Selected Columns – user selected reference columns to assist with budget entry.

Budget Entry Column – This column is for entry of the budget request at the current budget level.

Attachments – This column contains hyperlinks for the following.

- Comments
- Notes
- Documents
- Remote Documents

These are covered in detail in the following sections.

Adding Comments

Free form comments can be entered into this field. These comments can be printed on the Budget Worksheet Report and once the budget is adopted, they can be viewed in General Ledger Account Inquiry/Budget History.

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To add a comment, click on the **Comment** icon. The following screen will appear:



The Comment pop-up from the Budget Accounts screen.

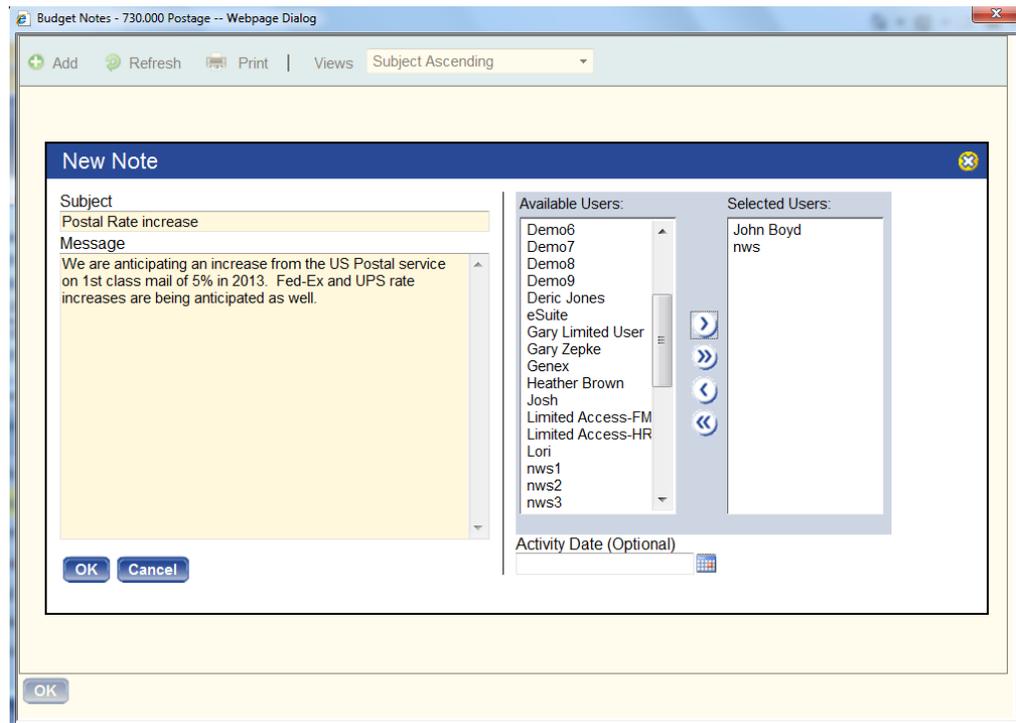
Enter the comment and click **OK** to save.

Adding Notes

The notes feature is similar to comments but adds additional communication options. The difference between a comment and a note is that a note can be sent to another user while a comment simply stays with the account line item. If you send a note to another user, the note will appear in that user's "myCalendar" section of the home page with a link to the budget line item. You can create a note by clicking the notes icon. Notes can be accessed in GL Account inquiry after the budget is adopted. Unlike comments, notes cannot be printed on the Budget Worksheet Report.

To add a Note, click on the **Notes** icon. A pop-up will appear that will reflect any notes that have been added to the line item. To add a new Note, click on the "+ Add" icon.

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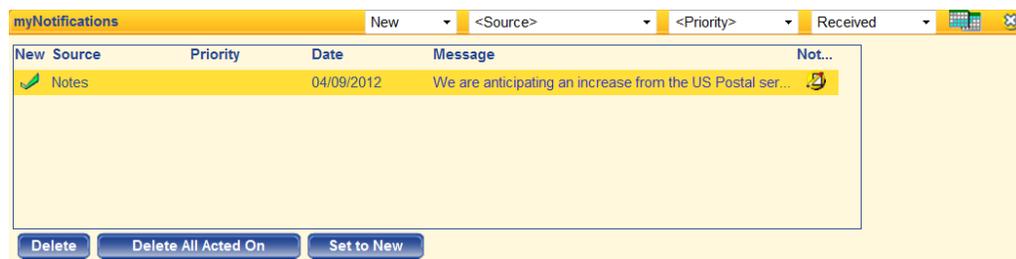


The Notes pop-up from the Budget Accounts screen.

Subject line – Enter a title that broadly explains what the note is about.

Message – Enter the body of the note.

Users – If you wish to forward the note to another user, select the user(s) from the select box on the right side of the screen. The users you select will then receive the note in their “myNotifications” window on the Home Screen as seen below:



A Note notification on the Home Page

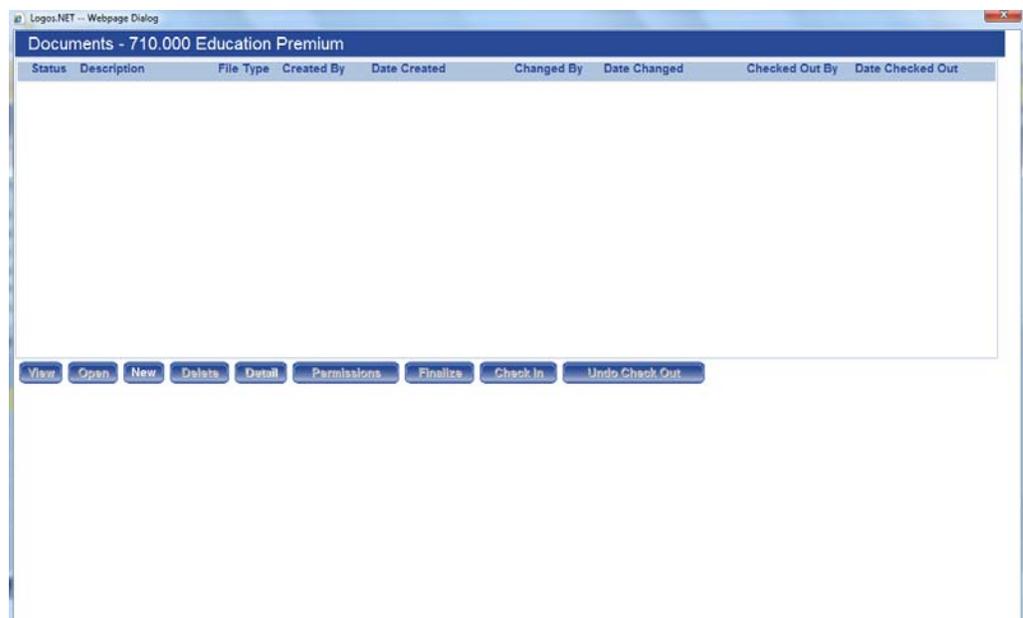
From there, the user can click on the Message hyperlink to see the Budget Accounts screen which will allow them to see the amount requested, note and any other information added to the Organization Set.

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Alternatively, the user can click on the Notes icon to simply see the note itself.

Attaching Documents

Microsoft Word and Excel, PDF, image and other types of documents can be attached as reference or to justify the line item budget requests. To attach a document, click the document icon in the grid and the following screen will appear.

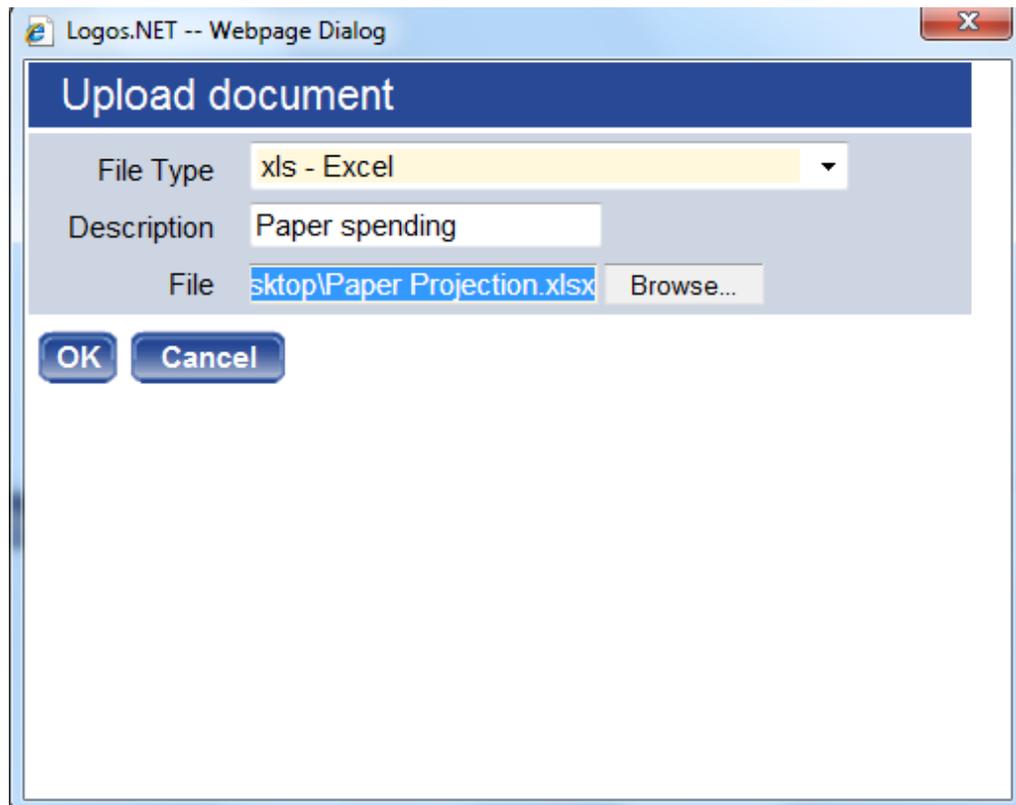


The Document pop-up from the Budget Accounts screen.

To add a new document, click the **New** button.

In the Upload Document pop-up screen, select the file type from the File Type drop-down menu. The most common files types are .doc for Microsoft Word documents, .xls for Microsoft Excel, and .pdf for Adobe documents. Type a file description under the Description drop-down menu. This description will be the documents name in Logos but does not have to be the same as the file name of the document that is being uploaded. Finally, under the File drop-down menu, click **Browse** and select the file then click **OK** to attach.

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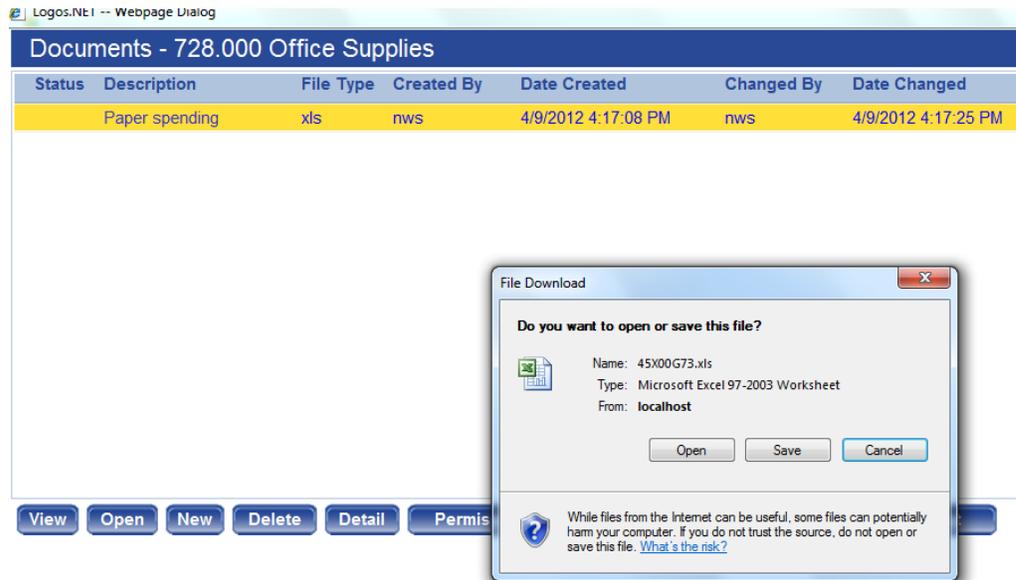
Attaching a New document.

Once the document is attached, it should be "Checked In" to upload the document to the server and make it available to other users. With the document highlighted, click on the **Check-In** button then click the **OK** button on the screen prompt to complete the process.

Once completed, close out of the document pop-up by clicking on the red X on the top right corner.

The attached document will now appear in the document menu. To access, the document, click *View* to open the document and the system will prompt for opening the actual document.

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The View pop-up in Documents.

Remote Documents

Remote documents are utilized in place of Documents when a URL based document imaging system is in place. To add a remote document, click on the Remote Document Icon, then click the **New** button.



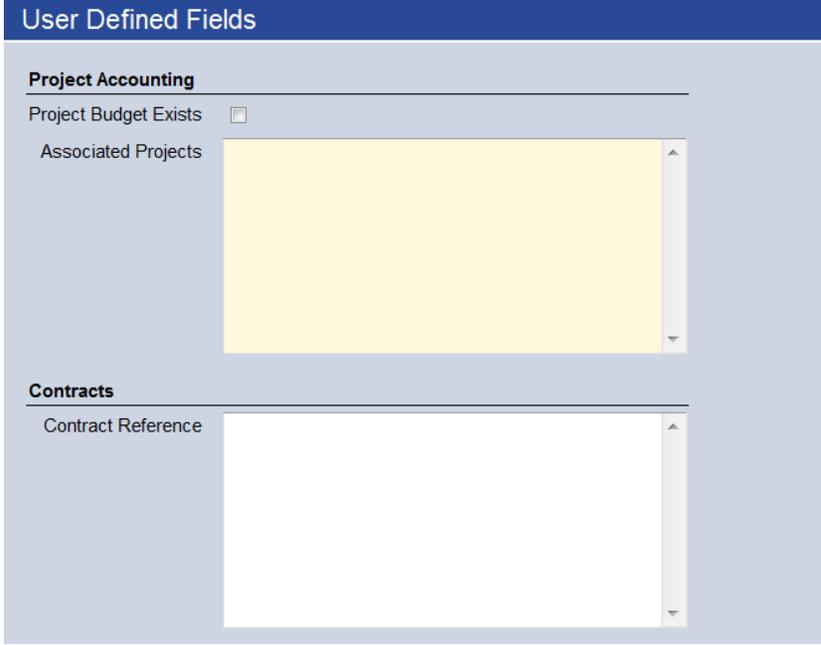
Adding a Remote Document

Enter a name for the document along with the URL of the document on the document server and click **OK**.

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User Defined Fields

User Defined Fields are customizable fields that can be utilized to track information specific to a particular customer. If utilized, they are accessed by selecting the icon in the UDF column.



The screenshot shows a software interface for defining user fields. It has a blue header bar with the text 'User Defined Fields'. Below this, there are two main sections. The first section is titled 'Project Accounting' and contains a checkbox labeled 'Project Budget Exists' which is currently unchecked. Below the checkbox is a text area labeled 'Associated Projects' which is highlighted in yellow. The second section is titled 'Contracts' and contains a text area labeled 'Contract Reference'.

A User Defined Field entry screen

UDF fields may come in the forms of check boxes, dates, amounts, quantities, freeform text or a drop-down list.

They can also be set to required. If the field appears in a cornsilk color as "Associated Projects" does above, the UDF is a required field.

Budget Amount Request – The column farthest to the right is for entry of the budget request amount at the current level. To enter an amount into this field, simply enter the amount and tab out of the field.

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The amount field may sometimes be grey and not allow entry. This occurs under two circumstances:

- The GL Account is set up to be driven by the Position Budgeting module.
- The GL Account requires Transaction Based Budgeting.

Buttons on the Budget Accounts Screen

Save - This saves any budget amount entries that have been made on the screen.

Delete - This removes the highlighted line from the budget entry process.

Reset - This resets values back to the last time you saved.

Transactions - If there are transactions from Position Control related to this line item, you can click here and see the detail of those transactions. If not, the screen will display with no items to view.

Inquiry - This button opens up the G/L Account Inquiry in Logos for the line you have highlighted so you can get more detail on current or prior year budget and/or actuals.

History - This will reflect entries into lower budget levels.

Five Year Trend - This button opens a window displaying a five year trend for budget and actuals for that line item.

Add Accounts - If you remove a line from the budget entry process and would like it back, or if you have requested a new line from finance, when you click on this button, those lines will be available to add.

Budget Transactions

As supporting information for budget requests, detail transactions can be entered into the transaction area to break down all or some of the individual

ANNUAL BUDGET PROCESSING

items responsible for the budget request. To enter a budget transaction, highlight the General Ledger account row associated with the transaction and click the **Transaction** button.

The screenshot shows a web-based interface for budget management. At the top, there is a navigation bar with links: myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance. Below this is a breadcrumb trail: Budget Organization List > Budget Accounts. The main title is "Budget Transaction List".

Below the title, there is a summary section with the following data:

G/L Account	101.111-813.000 (General Fund, Finance Department - Professional Fees)
Comment	
Budget Year	2013
Current Budgeted Amount	\$.00
Number of Transactions	0
Balance of Transactions	\$.00

Below the summary is a table with the following columns: Description, Number of Units, Amount per Unit, and Total Amount. The table is currently empty, with the text "There are no items to show in this view" centered in the body.

At the bottom of the window, there are four buttons: New, Delete, Refresh, and Apply Transaction Total as Budgeted Amount.

The Budget Transaction entry window.

Click **New** and add information into the transaction fields as shown below:

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

Budget Organization List > Budget Accounts

Budget Transaction List

G/L Account 101.111-813.000 (General Fund, Finance Department - Professional Fees)

Comment

Budget Year 2013

Current Budgeted Amount \$0.00

Number of Transactions 0

Balance of Transactions \$0.00

Description	Number of Units	Amount per Unit	Total Amount
Auditing Services	1.0000	\$50,000.00	\$50000.00

Save Save/New Cancel

Adding a Budget Transaction entry

Complete the line by entering a description of your purchase, the number of units, and the amount per unit. Click **Save** to complete this line or **Save/New** to add additional lines.

If you want the sum of the transactions you entered to be the new budgeted amount, click the **Apply Transaction Total as Budget Amount** button. When you breadcrumb back to Budget Accounts, the budgeted amount will be populated.

Continue to enter amounts into the Budget Accounts screen for the organization. When finished, click **Save** and breadcrumb back to the Budget Organization List.

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

Budget Organization List

Complete	Organization	Description	Budget Level	Revenue	Expense
<input type="checkbox"/>	100.380.600	Treasury Fund, Finance, Accounting and Reporting	Requested	\$0.00	\$0.00
<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	\$3,520,031.09
<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	\$61,256.29
<input type="checkbox"/>	101.304	General Fund, Police/Sheriff	Requested	\$0.00	\$583,285.23
<input type="checkbox"/>	101.338	General Fund, Fire Department	Requested	\$0.00	\$47,670.15
<input type="checkbox"/>	101.400	General Fund, Management Inf Systems	Requested	\$0.00	\$265,188.89
<input type="checkbox"/>	101.463	General Fund, Public Works	Requested	\$0.00	\$92,947.54
<input type="checkbox"/>	101.704	General Fund, Parks & Grounds	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.707	General Fund, Recreation	Requested	\$0.00	\$0.00

Items: 1 - 50 of 63 Page 1 of 2 Next Page

Refresh Print Inquiry Mass Change Advance Import Export

The Budget Accounts screen. The Complete check box is in the left hand column.

If entry into the Organization is complete, check the complete check box for that organization.

The Budget Worksheet

The Budget Worksheet is an Annual Budget reporting tool that allows for report column selection by the user in a similar fashion to the column selection within the Budget Accounts screen.

To execute the report, navigate to **Financial Management > Reports > Annual Budget > Budget Worksheet**

ANNUAL BUDGET PROCESSING

Budget Worksheet Report

Load Saved Report Distribution Group

Override Report Title Email Group

Budget Year Include Comments

Account Type Print Transactions

Sort by Account Type Transaction Type

Subtotal by Classification Level Budget Level

Summarize to Organization Level Transaction Order

Page Break Level Create Microsoft Excel File

Organizations **Accounts** **Balances to Include**

Fund Department Sub-Department Year Category

Available Organization(s): 53

Selected Organization(s): 0

100.380.600 - Treasury Fund, Finance, Accounting and Rep
 101 - General Fund
 101.000 - General Fund, Revenues
 101.101 - General Fund, Developers Deposits Revenue
 101.111 - General Fund, Finance Department
 101.111.500 - General Fund, Finance Department, Administ
 101.141 - General Fund, 49th District Court
 101.304 - General Fund, Police/Sheriff
 101.338 - General Fund, Fire Department
 101.400 - General Fund, Management Inf Systems
 101.463 - General Fund, Public Works
 101.704 - General Fund, Parks & Grounds
 101.707 - General Fund, Recreation

The Budget Worksheet report set-up screen**Report Selection Criteria:**

Budget Year - Select the Budget Year.

Account Type - Select either All, Expense or Revenue.

Sort by Account Type - If selected, the report will list all revenues and then all expenses. If cleared, the report will list Organization Set and then all Revenues and then Expenses within the Organization Set and then move on to the next Organization Set.

Subtotal by Classification Level - This drop-down will drive account classification subtotals on the report. If desired, the sub-totals can be provided at classification levels, 1 to 3.

Summarize to Organization Level - This setting would typically be left blank. As an exception, the report can be run to summarize account information at a higher organization set level.

ANNUAL BUDGET PROCESSING

Page Break Level - This setting is only meaningful if you plan to print the report. Page breaks can be established by utilizing this field.

Include Comments - Select an option here if you wish to print Comments that have been entered into the budget. Comments can be printed along with individual line items or as grouped together in a footnote.

Print Transactions - If this box is selected, the Transaction Type, Budget Level, and Transaction Order become available.

Transaction Type – Select whether you would like to see Position Budgeting details, Budget Transaction Details or both.

Budget Level - Select the budget level that you would like the transactions printed from.

Transaction Order - Transactions will be sorted based on the selection here. The options are Alphabetical, Entry Order or by Amount.

Create Microsoft Excel file -This gives you the option of sending your report directly to Excel from MyReports. The Excel export will contain summary formulas in subtotal fields.

On the bottom of the screen are three tabs for filtering the report:

- *Organization* - Select the general ledger organization sets that you would like to include on the report.
- *Accounts* - Select the accounts you would like to include.
- *Balances to Include* - This tab will include a number of optional column that you can pick from to include on the report. Up to 7 columns can be selected for a single report.

Working With Columns on the Budget Worksheet

Calculated Column – If you would like to compare two of the columns on the report, that can done utilizing the calculated column. To set up a calculated column, move it over to the selected box and then double click on it. The options on the right side of the screen will become active.

ANNUAL BUDGET PROCESSING

Title – Enter the name of the column that you would like to appear on the report

Formulas:

A-B – The report will show the actual increase decrease by reflecting the result of Column A – Column B.

A/B – The report will show a % comparison of Column A divided by Column B.

(A/B)/B - The report will show a % increase or decrease between Column B and Column A.

Available fields that may be included in the calculation:

Adopted Budget – Up to 5 years of adopted budget amounts can be included.

Amended Budget – Up to 5 years of amended budget amounts can be included.

Current Year Actual Amount – Include the Year To Date Actual for the current fiscal year.

Project Amount – Include the projection for the current fiscal year. The projection method will be based on the setting selected in Company FM Settings.

Estimated Amount – Include the amounts that have been entered into the Prior Year Estimated column in budget entry. These represent manual projections for the current fiscal year.

Actual Amounts – Up to 5 years of actual year-end account balances can be included.

Budget Levels – Budget Level amounts for the current year. Any levels higher than the level which the budget is currently at will be \$0.

ANNUAL BUDGET PROCESSING

Forecast – If utilizing the Forecasting module, these amounts can be presented

If you would like to save your selections for the next time you need to run the report, click the Save button if you would like to save this report.

Once the criteria are specified, click either the Print button to execute the report.

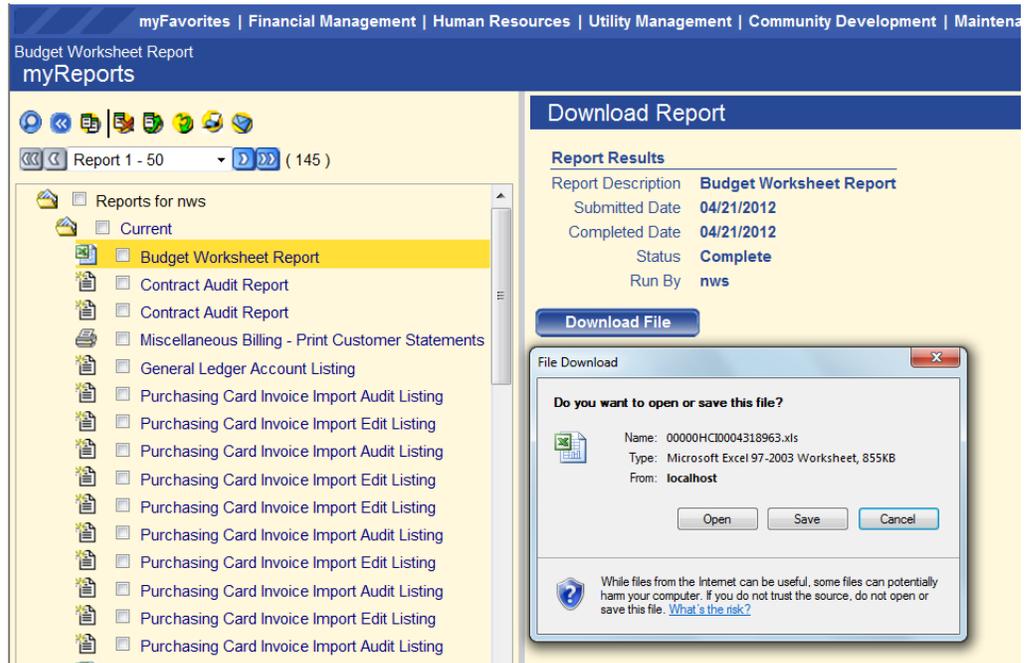
New World City							
Budget Worksheet Report							
Account Number	Description	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2012 Amended Budget	2011 Actual Amount	2013 Requested
Fund	100	Treasury Fund					
Expenses							
Department	380	Finance					
Sub-Department	600	Accounting and Reporting					
<u>Supplies</u>							
728.000	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
730.000	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
798	Mount Prospect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
798.290	Supplies & Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Supplies</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Department Total: Accounting and Reporting		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Finance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expense Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Total: Treasury Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund	101	General Fund					

A budget worksheet report

Exporting the Budget Worksheet to Excel

If the Export to Excel check box was selected, the report will not generate in a pop-up but will be sent to MyReports. To open the Excel file, go to MyReports, click on the report and then select **Download File**. A Windows File Download dialog box will appear. Click **Open** to open the file.

ANNUAL BUDGET PROCESSING



The Excel file will open. The file does have some preset formatting and formulas will be active for sub-totaling.

D13		=SUM(D9:D12)			
A	B	C	D	E	
1				New World City	
2				Budget Worksheet Re	
3	Account Number Description		2011 Adopted Budget	2010 Adopted Budget	20
4	Fund: 100 - Treasury Fund				
5	Expenditures				
6	Department: 380 - Finance				
7	Sub-Department: 600 - Accounting and Reporting				
8	EX20 - Supplies				
9	728.000	Office Supplies	0.00	0.00	
10	730.000	Postage	0.00	0.00	
11	798	Mount Prospect	0.00	0.00	
12	798.290	Supplies & Services	0.00	0.00	
13	Account Classification Total: EX20 - Supplies		\$0.00	\$0.00	

The Budget Worksheet Excel export

Advance Budget

When an organization set has been completed for a particular budget level, it can then be advanced to the next budget level. To execute that process, go to Advance Budget.

ANNUAL BUDGET PROCESSING

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

Advance Processing

Budget Year: 2013

Level to Advance From: Requested

Available Organization(s): 53

- 100.380.600 - Treasury Fund, Finance, Accounting and Rep
- 101 - General Fund
- 101.000 - General Fund, Revenues
- 101.101 - General Fund, Developers Deposits Revenue
- 101.111 - General Fund, Finance Department
- 101.111.500 - General Fund, Finance Department, Administ
- 101.141 - General Fund, 49th District Court
- 101.304 - General Fund, Police/Sheriff
- 101.338 - General Fund, Fire Department
- 101.400 - General Fund, Management Inf Systems
- 101.463 - General Fund, Public Works
- 101.704 - General Fund, Parks & Grounds
- 101.707 - General Fund, Recreation

Selected Organization(s): 0

Advance

Financial Management > Annual Budget Processing > Budget Processing > Advance Budget

In the *Level To Advance From* drop-down, select the desired level. Any organization sets within that level will appear in the Available Organizations. Move the desired Organizations to the Selected Organizations box and click Advance to advance them to the next level.

Budget Adoption

Once all organization sets have been advanced to the highest budget level, the budget is eligible to be adopted. Budget adoption is done by fund.

Budget adoption will post the budget and create the Adopted Budget journal entry for the fiscal year so that budgetary reporting and budget validation can begin. If the spread has not been utilized, the entire budget amount will be posted to the 1st day of the fiscal year.

ANNUAL BUDGET PROCESSING

Financial Management > Annual Budget Processing > Budget Processing > Adopt Budget

Budget Year – Select the budget year that is being adopted.

Department – This will be the department associated with the Journal Entry that is being created. It is typically associated with Finance or a centralized journal entry department that has been created.

Final Budget - The Final Budget check box is used to indicate whether this is the Final Budget adoption. It has significant functionality. If the check box is not selected, the budget will be created, but will also remain at the highest level of the budget in Annual Budget Processing where it can be changed and re-adopted. This can be utilized for the purpose of a temporary budget.

If your budget process is completed for the fund, be sure to check Final Budget.

ANNUAL BUDGET PROCESSING

ANNUAL BUDGET PROCESSING REPORTS

Annual Budget Processing reports can be found by navigating to **Financial Management > Reports > Annual Budget**.

Budget Worksheet Report- This is the most frequently used reporting tool for Annual Budget Processing reporting. Please refer to the [detailed guide](#) on executing this report.

Budget by Organization Report- This summary report will provide summarized information by Organization Set totals. The report includes column selection functionality.

New World City					
Expense Annual Budget by Organization Report					
Summary					
	2012 Adopted Budget	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2008 Adopted Budget
Fund: 101 General Fund					
<i>Expenditures</i>					
101.111 - General Fund,Finance Department	\$4,387,814.00	\$4,029,205.00	\$0.00	\$345,271.00	\$905,673.00
101.111.500 - General Fund,Finance Department,Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101.141 - General Fund,49th District Court	\$145,028.40	\$77,238.02	\$0.00	\$194,524.00	\$210,620.00
101.304 - General Fund,Police/Sheriff	\$703,731.40	\$535,450.00	\$0.00	\$367,951.00	\$262,535.00
Fund Total: General Fund	(\$5,236,573.80)	(\$4,641,893.02)	\$0.00	(\$907,746.00)	(\$1,378,828.00)

Budget by Organization Report

Budget by Account Classification- This summary report will provide Account Classification totals by fund. The report includes column selection functionality.

New World City					
Expense Annual Budget by Account Classification Report					
Summary					
	2012 Adopted Budget	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2008 Adopted Budget
Fund: 101 General Fund					
<i>Expenditures</i>					
EX10 - Personnel Services	\$3,925,652.79	\$3,161,308.14	\$0.00	\$0.00	\$332,388.00
EX15 - Fringe Benefits	\$913,462.68	\$932,698.83	\$0.00	\$0.00	\$30,834.00
EX20 - Supplies	\$51,535.00	\$48,890.00	\$0.00	\$355,088.00	\$341,777.00
EX42 - Public Utilities	\$68,835.00	\$64,700.00	\$0.00	\$414,056.00	\$214,056.00
EX45 - Repairs & Maintenance	\$39,900.00	\$38,000.00	\$0.00	\$100,297.00	\$104,316.00
EX50 - Other Charges & Services	\$74,550.00	\$71,000.00	\$0.00	\$187,956.00	\$187,956.00
EX80 - Miscellaneous	\$677,494.00	\$644,280.00	\$0.00	\$37,056.00	\$31,792.00
EX90 - Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$354,650.00
Fund Total: General Fund	(\$5,751,429.47)	(\$4,960,876.97)	\$0.00	(\$1,094,453.00)	(\$1,597,769.00)
Revenue Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Grand Totals:	\$5,751,429.47	\$4,960,876.97	\$0.00	\$1,094,453.00	\$1,597,769.00
Net Grand Totals:	(\$5,751,429.47)	(\$4,960,876.97)	\$0.00	(\$1,094,453.00)	(\$1,597,769.00)

Budget by Account Classification Report

ANNUAL BUDGET PROCESSING

Budget by Fund Category- This report will provide budgetary information across funds broken down by fund category. The report includes column selection functionality.

New World City					
Annual Budget by Fund Category Report					
Report by: Account Classification					
	2012 Adopted Budget	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2008 Adopted Budget
A - Governmental Funds					
Revenue					
RE01 - Taxes	\$0.00	\$0.00	\$0.00	\$4,356,390.00	\$4,356,390.00
RE10 - Licenses & Permits	\$0.00	\$0.00	\$0.00	\$70,939.00	\$70,939.00
RE15 - Federal Grants	\$0.00	\$0.00	\$0.00	\$8,129.00	\$8,557.00
RE20 - State Grants	\$0.00	\$0.00	\$0.00	\$5,253.00	\$5,253.00
RE25 - Local Unit Contributions	\$0.00	\$0.00	\$0.00	\$12,606.00	\$12,606.00
RE30 - Charges for Services	\$0.00	\$0.00	\$0.00	\$89,939.00	\$94,671.00
RE35 - Fines & Forfeits	\$0.00	\$0.00	\$0.00	\$112,411.00	\$112,411.00
RE40 - Interest & Rents	\$10,500.00	\$10,000.00	\$0.00	\$0.00	\$0.00
RE45 - Other Revenue	\$0.00	\$0.00	\$0.00	\$21,195.00	\$21,735.00
Revenue Totals	\$10,500.00	\$10,000.00	\$0.00	\$4,676,862.00	\$4,682,562.00

The Budget by Fund Category Report

Budget by Revenue Type - This report displays budget by function of government and would be useful only if you were budgeting for multiple funds and wanted summarized data. The report includes column selection functionality.

New World City					
Annual Budget by Revenue Type Report					
Report by: Summary					
Revenue Source	2012 Adopted Budget	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2008 Adopted Budget
Fund: 101 General Fund					
5 - Intergovernmental	\$0.00	\$0.00	\$0.00	\$10,269.00	\$10,809.00
6 - Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Totals: General Fund	\$0.00	\$0.00	\$0.00	\$10,269.00	\$10,809.00

The Budget by Revenue Type Report

Budget Cross Organization by Account Classification- This report summarizes information across selected organizations sets and funds by account classification. The report includes column selection functionality.

ANNUAL BUDGET PROCESSING

New World City					
Annual Budget Cross Organization by Account Classification Report					
	2012 Adopted Budget	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2008 Adopted Budget
Expenditures					
<u>EX10 - Personnel Services</u>					
101.101 - General Fund,Developers Deposits Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101.111 - General Fund,Finance Department	\$2,850,695.00	\$2,450,665.00	\$0.00	\$0.00	\$332,388.00
101.141 - General Fund,49th District Court	\$121,091.91	\$69,343.66	\$0.00	\$0.00	\$0.00
101.304 - General Fund,Police/Sheriff	\$557,937.80	\$414,220.71	\$0.00	\$0.00	\$0.00
101.338 - General Fund,Fire Department	\$125,640.27	\$42,108.96	\$0.00	\$0.00	\$0.00
101.400 - General Fund,Management Inf Systems	\$217,280.31	\$184,969.81	\$0.00	\$0.00	\$0.00
EX10 - Personnel Services Totals	\$3,872,645.29	\$3,161,308.14	\$0.00	\$0.00	\$332,388.00

The Budget Cross Organization by Account Classification Report

Budget Cross Organization by Account Number Report - This report is account focused and displays account totals across organization sets. It includes column selection functionality.

New World City					
Annual Budget Cross Organization by Account Number Report					
	2012 Adopted Budget	2011 Adopted Budget	2010 Adopted Budget	2009 Adopted Budget	2008 Adopted Budget
Expenditures					
<u>Account: 702 000 - Salaries And Wages</u>					
101.304 - General Fund,Police/Sheriff	\$557,937.80	\$414,220.71	\$0.00	\$0.00	\$0.00
101.338 - General Fund,Fire Department	\$125,640.27	\$42,108.96	\$0.00	\$0.00	\$0.00
101.400 - General Fund,Management Inf Systems	\$212,715.31	\$184,969.81	\$0.00	\$0.00	\$0.00
101.463 - General Fund,Public Works	\$53,007.50	\$0.00	\$0.00	\$0.00	\$0.00
101.704 - General Fund,Parks & Grounds	\$17,487.00	\$0.00	\$0.00	\$0.00	\$0.00
Account 702 000 Totals:	\$966,787.88	\$641,299.48	\$0.00	\$0.00	\$0.00
<u>Account: 702 001 - Salaries & Wages - Grant Funded</u>					
101.304 - General Fund,Police/Sheriff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The Budget Cross Organization by Account Number Report

Budget Transaction Report- This report will report all Budget Transactions for the selected organizations.

Budget Transaction Report			
Report by Budget Transactions			
Budget Year of 2013			
Budget Level at Requested			
G/L Account	Transaction	Number of Units	Total Amount
EXPENSES			
Fund 101 - General Fund			
Department 111 - Finance Department			
Account 813.000 - Professional Fees			
101.111-813.000	Auditing Services	1.00	\$0,000.00
	Account 813.000 - Professional Fees Totals	Transactions: 1	\$50,000.00
	Department 111 - Finance Department Totals	Transactions: 1	\$50,000.00
	Fund 101 - General Fund Totals	Transactions: 1	\$50,000.00
	EXPENSES Totals	Transactions: 1	\$50,000.00
	Grand Totals	Transactions: 1	\$50,000.00

The Budget Transaction Report