WinTen² Budget Management

Preliminary User Manual

User Manual Edition: 4/13/2005

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Part I: Introduction

CHAPTER

1

Overview

WinTen² Budget Management allows public housing authorities to prepare and revise budgets and move them through the approval process. It also shares data with the WinTen² General Ledger program to make it easy for you to compare budgeted amounts with actual expenditures and revenue.

This chapter provides an overview of the program. Topics addressed include:

- *Features List*
- *Budgeting Process*
- *Program Integration*
- *Budget Management Main Menu*

Features List

Here are just some of the ways Budget Management makes your job easier.

Revisions

The program's revision feature allows you to create a new revision of a budget at any time, before or after the budget is approved. Revisions make it easy for you to compare multiple versions of budgets and track the differences among them.

Open Fiscal Years for Budgeting Only

The Budget Management and General Ledger programs allow you to open a new fiscal year for budgeting only. This allows you to prepare the next budget, but it does not yet allow your agency to post any transactions in that new fiscal year.

Edit Budgets in Spreadsheets

Budget Management's import/export feature lets you create and/or edit a budget in an Excel spreadsheet.

Reports

Budget Management includes many built-in reports to help you prepare and track your agency's budgets. The General Ledger program offers many options, using data from Budget Management, for doing budget comparison tracking on an on-going basis.

The Custom Report Writer program allows managers to create custom reports and make them available in specific programs. Managers can restrict user access to custom reports based on user security roles.

Data Integration

Data affecting other WinTen² programs automatically integrates with those programs "live," in real time. This eliminates duplicate data entry and ensures that all users have current information.

Flexibility

WinTen² programs allow your agency to make customizations to reflect your own business process and make your job easier. Custom options available in Budget Management include defining your own monthly budget distribution schemes.

Browse Screens and Drill-down

Browse screens with expanded sorting, filtering, and searching options help you find existing records more easily. You can also drill down to find related records. Expanded drill-down features provide many different ways to get to the same data.

Wizards

WinTen² programs feature expanded use of wizards to guide you through complex processes and help ensure that you complete HUD-mandated steps. Budget Management includes many wizards to help you create budgets and move them through the approval process.

Keyboarding Options

With WinTen² programs, you can choose to use your computer's mouse or speed data entry by using expanded keyboard shortcuts. You have the option of navigating through Budget Management, entering data, and executing commands by using the keyboard almost exclusively.

Security

Enhanced user security roles allow managers great flexibility in controlling security access across WinTen² programs.

Budgeting Process

Here is a typical budgeting process for most agencies.

> **Note:**
> ***Your budgeting process may be different, depending on your agency's policies.***

A budget is a financial plan that estimates revenue and expenditures during a given period of time. Each of your agency's funds must always be operating under its own, individual budget, which must be approved by the agency or organization that provided the fund's money (the "granting agency"). This granting agency will often, but not always, be HUD.

Most budgets are for one fiscal year containing twelve fiscal periods (months). However, some budgets (such as capital funds, for instance) can be for multiple fiscal years. Budgets for some grant funds can have fiscal years containing any number of periods.

The Budget Management program integrates very closely with the WinTen² General Ledger program. Before you can use Budget Management, you must set up all of your agency's funds, including a separate fund for each grant, in the General Ledger program. You must also set up in General Ledger all the general ledger accounts for each fund.

The budgeting process itself usually begins several months before a fund's current budget expires, which is usually annually. Your first step is to use the General Ledger program to open the next fiscal year for budgeting. This allows you to prepare the new budget, but it does not yet allow your agency to post any transactions in that new fiscal year.

To prepare a fund's budget, you will allot the appropriate amount to each of the fund's revenue and expenditure accounts for each fiscal period covered by the budget. The values for some accounts may be zero. (Grant budgets are for accounts that will eventually become asset and capital accounts and may cover several fiscal years at the same time.)

You will use the Budget Management program to prepare the new budget, which you can do in many different ways. You can create the new budget from scratch, starting with zero amounts and entering each account's budgeted amount manually. More often, you will base a new budget on either the budgeted amounts or the actual amounts for the prior year (or the greater of the two), increasing or decreasing the budget by a given percent. You can use the program's versioning feature to create one or more revisions of a new budget, each of which will exist as a different record in the program. Budget Management also includes an import/export feature that lets you create and/or edit a budget in an Excel spreadsheet.

Distribution schemes make it easy for you to distribute an account's annual budget, by pre-defined percentages, across specific fiscal periods within the year – without having to enter the amount for each period manually. There are several distribution schemes built into the program; you can also create your own custom distribution schemes.

When you have finished preparing the budget, you will move it through the approval process. Typically, your agency's board of commissioners must first approve it, after which you must submit it for approval by the granting agency.

If either your board or the granting agency rejects the budget, you can make the changes they request either by editing the budget or by creating a new revision. Creating a new revision makes it much easier for you to compare the two versions and track the differences between them. You will then repeat the approval process for the revised budget.

As soon as you mark the budget as approved by the granting agency, it becomes the active budget for that fund for all the fiscal periods covered by the budget. Any budget analysis views or reports you use, in either Budget Management or the General Ledger program, will use this budget.

At the actual start of the new fiscal year, you will use the General Ledger program to open that fiscal year for posting. This allows your agency to post transactions for that fiscal year.

During the fiscal year, you may often want to compare actual revenue and expenditures to the budget. You have some options for doing this from within the Budget Management program, but the General Ledger program gives you many more options and greater flexibility. You will do most of this kind of budget management and tracking from that program.

You may sometimes need to revise a budget, even after it has been approved. The versioning feature allows you to create a new revision at any time, before or after the budget is approved. Simply create a new revision as needed and repeat the approval process for the revised budget. The previously approved budget will remain active until you mark the new revision as approved by the granting agency.

Program Integration

Budget Management integrates directly with two other WinTen² programs.

This section addresses Required Programs. (There are no additional "recommended programs" for Budget Management.)

> **Hint:**
> *For more information on either of these programs, please see their respective user manuals or contact Tenmast.*

Required Programs

The **Master Setup** and **General Ledger** programs are required for Budget Management to function.

Master Setup

The Master Setup program allows the administrator of your WinTen² programs to control various high-level settings that affect how the programs interact with each other. Another important function of Master Setup is to control security permissions, which govern what any individual can see or do in the programs.

General Ledger

Budget Management uses General Ledger to access information on your agency's funds and general ledger accounts. You will also do most of your budget comparison tracking from General Ledger.

Budget Management Main Menu

The Main Menu screen is the first thing you see when you start the Budget Management program. It is your starting point for using Budget Management's three main functions: **Maintain Budgets**, **Reports**, and **Setup**. We will discuss each of these in detail later in this manual.

This screen also gives you access to two additional options: **Version Date** and **Exit**.

Version Date

The Version Date tells you what version of the program you are running. Use it to learn if a newer version of the program is available and/or to troubleshoot problems with the program.

To See the Version Date:

✓ Click the Information button or click Help menu > About.

Exit

The Exit option closes the Budget Management program.

To Exit Budget Management:

✓ Press Esc, press X, or click the Exit button.

Part II:
Tenmast Best Practices

CHAPTER
2

Cyclical Actions

This chapter provides a typical schedule of budgeting actions most agencies perform on a regular basis. Action schedules addressed include:

- *Monthly or Quarterly*

- *Annually*

  Note:
  Your cyclical actions may be different, depending on your agency's policies. Please check your agency's guidelines for these actions.

Monthly or Quarterly

Use General Ledger to monitor your budgets on a monthly or quarterly basis. Create budget revisions as needed.

Monitor Budgets in the General Ledger Program

The General Ledger program offers many options for comparing budgeted amounts with actual expenditures and income. (For more information on doing this, please see the user manual for WinTen² General Ledger.)

Revise Active Budgets as Needed

You may sometimes need to revise a budget, even after it has been approved. Use the program's versioning feature to create new revisions as needed and move them through the approval process. (See *Create a Budget Revision* and *Process Budgets for Approval*.)

Annually

Create and approve new budgets for your funds as their current budgets near their expiration dates. At least annually, verify that your setup options are correct.

Create and Approve Budgets

Usually four to five months before a fund's current budget expires, you will begin the process of creating a new budget and having it approved. (See *Create Budgets* and *Process Budgets for Approval*.)

Review Setup

At least once each calendar year, the administrator of your WinTen² programs should review your Setup options for the Budget Management, Master Setup, and General Ledger programs. (See *Plan Setup Options, Implement Setup*, and *Required Programs*.) If you have any questions, you may contact Tenmast Support at (877) 359-5492 or support@tenmast.com.

CHAPTER

3

Manage Records with Browse, Maintain, and Select Screens

Several different types of screens appear throughout WinTen² programs. **Menu screens** allow you to navigate within a program. **Browse screens**, **maintain screens**, and **select screens** make it easy for you to create, find, view, and edit records. A **wizard** is a special collection of screens. Some wizards help you create certain types of records; others help you process existing records.

This chapter will help you become familiar with the purpose and behavior of each type of screen and with some of the common icons and options found on them. We will also discuss using browse and select screens to find your records.

Topics addressed include:

- *Identify Types of Screens*

- *Use Common Screen Icons*

- *Use Browse and Select Screens*

Identify Types of Screens

The different types of screens have different purposes and, for that reason, different appearances and distinctive features. You can use these features, as well as the screen titles, to help you identify screen types.

Menu Screens

A menu screen allows you to navigate within a program. Menu screens are easy to recognize because they show only a collection of buttons. Each button takes you to a different area or function of the program.

There are two menu screens in Budget Management: the Main Menu screen and the Budget Management Setup screen. The Main Menu screen is the first thing you see when you start Budget Management. It gives you access to all of Budget Management's functions. The Setup button on the Main Menu screen takes you to the Budget Management Setup screen. It gives you access to all of the program's Setup options.

Browse Screens

The main purpose of browse screens is to help you find records quickly and easily. You can identify browse screens by a set of option fields at the top of the screen and, below them, a table of records.

Many browse screens have the View, Ordered By, and Search For option fields at the top of the screen. These fields allow you to find a specific record quickly without having to scroll through all of them. (See *Use Browse and Select Screens.*)

The table of records on a browse screen allows you to view and select records. Each row of the table is a different record. The columns of the table provide a subset of the records' most important information.

If you select a record on a browse screen, you can use the edit feature (press Ctrl+E or click the Edit icon) to open it on a maintain screen. Using the Add feature (pressing Ctrl+A or clicking the Add icon) on a browse screen opens either a maintain screen or a wizard that you can use to create a new record.

Maintain Screens

A Maintain screen contains all the fields of information for a single record, sometimes spread across multiple tabs and/or sub-tabs. Maintain screens allow you to add, view, edit, or delete individual records.

Because different kinds of records contain different fields of information, maintain screens vary greatly from one to another. You can recognize them because they have many different fields for one record. Maintain screens do not have the View, Ordered By, or Search For option fields at the top of the screen.

Maintain screens have tabs and/or sub-tabs when a certain kind of record has more data fields than will fit on the screen at one time. Tabs appear near the upper left of the screen, just below the title bar and menu bar. If a tab has sub-tabs, they appear at the lower left. Not all Maintain screens have tabs or sub-tabs.

You can sometimes open a maintain screen directly from a menu screen (e.g., for some Setup options), but you will open most maintain screens by first editing or adding a record from a browse screen.

> **Note:**
> ***Some types of records use wizards to walk you through the creation of a new record. In those instances, you will create new records in the wizard, but view and edit individual records on a maintain screen.***

Select Screens

Select screens are very similar to browse screens, but have a different purpose. Select screens help you select the value of a specific field when adding or editing records.

Whenever you see a field with a lookup icon on a maintain screen or in a wizard, you will use a select screen to choose the value of that field. Pressing F4 from the field or clicking its lookup icon will open its select screen. (See *Use Browse and Select Screens*.)

You can recognize select screens by a set of option fields (often View, Ordered By, and Search For) at the top of the screen and the Select and Cancel buttons at the bottom of the screen.

Wizards

A wizard is a special collection of screens called "steps." Some wizards help you create certain types of records; others help you process existing records. To complete a wizard, you must go step-by-step through each screen.

Wizards are very easy to recognize. They have Start, Back, Next, and/or Finish buttons at the bottom of each screen. The titles of wizard screens (see *Reading Screen Titles*, below) all contain the word "Wizard." Each title also tells you which step you are on and how many steps are in the wizard (e.g., "Step 2 of 5").

You can start some wizards manually from browse or maintain screens. If a wizard is available, you will see both a Wizards menu and a Wizards icon (a blue wizard's hat) near the top of the screen.

> **Hint:**
> *The Wizards menu and Wizards icon provide duplicate functionality. You can start any available wizard using either option. If you prefer to use the keyboard, press Alt+Z to open the Wizards menu; if you prefer using the mouse, click the drop-down arrow immediately after the Wizards icon.*

Some wizards start automatically when you add a new record (press Ctrl+A or click an Add icon). Depending on the kind of record you are adding, you will go to either a wizard or a maintain screen.

The Budget Management program includes many different wizards for creating and processing budgets. This manual will walk you step-by-step through each of them.

Reading Screen Titles

Every screen has a title, which appears in the title bar, the dark blue bar across the top of the screen.

The first word of the screen title often identifies the screen type. The titles of browse screens usually begin with "Browse," maintain screens with "Maintain," and select screens with "Select." Not all Browse screens, however, have the word "Browse" in the title. Those that do not usually do have "Search" or "Detail" somewhere in the title. Most wizards have the word "Wizard" somewhere in the title of each screen.

Use Common Screen Icons

Icon bars appear near the top of browse, maintain, and select screens. An icon bar is a collection of icons, each of which performs some action.

We have already mentioned the Add, Delete, Edit, and Wizards icons in this chapter. Four other icons bear discussing here: **Prior**, **Next**, **Search**, and **Show**/**Hide**.

> **Hint:**
> *We will discuss other icons as needed throughout this manual. For a complete list of icons and their keyboard shortcuts, see the* Keyboard Actions *appendix to this manual.*

Prior and Next

The Prior and Next icons allow you to move from one record to another. They appear on browse, maintain, and select screens. To activate them, click the icon or press Ctrl+P or Ctrl+N, respectively.

> **Hint:**
> *If a maintain screen has more than one tab, these icons may not appear on all tabs.*

Search

The search icon appears on most maintain screens. It closes the current maintain screen and takes you to the corresponding browse screen so you can search for another record. Click the icon or press Ctrl+H to activate it.

Show/Hide

Some maintain screens show a table of sub-records and a detail information section. This feature appears in Budget Management, for example, on the Accounts tab of the Maintain Budgets screen.

The table displays one row of information for each sub-record. A sub-record is something that "belongs to" the current record, such as an account within a budget.

The detail information section, by default, appears at the bottom of the screen. This section may display additional information on the sub-record currently selected in the table above it or it may show summary information for all of the sub-records combined. You can choose to show or hide the detail information section by pressing Ctrl+O or clicking the Show/Hide icon.

Use Browse and Select Screens

Browse screens help you find records quickly and easily so you can view, edit, or process them. Select screens help you select the value of a specific field when adding or editing records.

Topics addressed in this section include:

- *Browse and Select Screen Fields*

- *Browse and Select Screen Navigation*

Browse and Select Screen Fields

Many browse and select screens have three option fields at the top of the screen: **View**, **Ordered By**, and **Search For**. Some screens do not have the View field.

> **Hint:**
> *You can read the fields together as a sentence. For example, you might "View open [budgets] ordered by description [and] search for Public Housing 2005."*

View

The View field is a drop-down list that lets you restrict or filter the records you are seeing, typically based on some category or status.

On the Browse Budgets screen, for example, you can view "Open" budgets or "Closed" budgets. The default will be the most common view option. In our example, the default is "Open" budgets.

To Change the View Option:

✓ Tab or click to the View field and choose a value that you want to see.

Ordered By

The Ordered By field is also a drop-down list; it lets you change the sort order of your records. The options in this field correspond to the columns of information on the screen.

There are two ways for you to change the sort order: change it at the Ordered By drop-down list or click any column header on the screen. Like the View field, the default for the Ordered By field will be the most common sort order.

To Change the Sort Order:

✓ Tab or click to the Ordered By field and choose a value on which to sort.
   OR
   Click any column header on the screen.

Search For

The Search For field lets you type a value and press Enter to search for the first match in your list. Your choices for the other option fields affect the behavior of the Search For field:

- You can search only for records that are currently showing, based on the View field.

- The value you search for must correspond to what is in the Ordered By field.

  If you order by status, for example, you must type a status as your search. If you order by description, you must type a description as your search.

You can type the complete search value or only the first few characters.

Activate the search by pressing Enter or clicking the Go button.

The program will find the first match for what you type. If the record you want is not the first match, it should be nearby; press DownArrow to move down the table one record at a time until you find the one you want.

To Search for a Record:

✓ Verify your choices for the View and Ordered By fields. Remember, you will search only visible records for a value corresponding to your choice in the Ordered By field.

✓ If necessary, tab or click to the Search For field.

✓ Type the first few characters (one or more) of the value you want to find.

✓ Press Enter or click the Go button.

✓ If necessary, press DownArrow to select your choice.

Browse and Select Screen Navigation

The behavior of browse and select screen fields helps you find the record you want as quickly and easily as possible, sometimes with as few as four or five keystrokes.

When you open a browse or select screen, the active field will be Search For (your cursor will be flashing there). As mentioned above, the View and Ordered By fields each default to their most common option.

This means that most often you can simply type the first few characters of what you want to find and press Enter.

This technique will find the first match for what you typed. The more specific you are with your search (the more characters you type), the more likely you will "land on" your desired record immediately. If you do not find your desired record immediately, press DownArrow to choose it.

Once you have found your record, you will most often press Ctrl+E to open it. (If you are on a select screen, you will press Alt+T to select it.)

CHAPTER
4

Create Budgets

The Budget Management program gives you many options for creating budgets.

Your first choice is whether to create a new budget or a new budget revision. Each of these options will create a new, separate budget record that you can view and edit independently. The main difference between the two is if and how they are linked to other budgets.

To say that two or more budgets are "linked" simply means that the program recognizes a relationship between them that allows you to compare and contrast them quickly and easily. You will do this most often by running the Budget Revision Comparison Report. (See *Run Reports*.)

A new budget is not linked to any prior budget, although it will be linked to any future revisions of it. A budget revision is linked to its original budget. It must be for the same fund and the same fiscal year(s) as the original.

In other words, an original budget record and all of its revisions are linked so that you can analyze and compare related revisions, but each one is a separate record that you can view and edit independently.

> **Hint:**
> *Even though a new budget will be a new, unlinked record, you do not have to create it from scratch. In the next section, we will discuss several options you have for creating new budgets. (See* Create a New Budget.*)*

You will usually create one new budget for a given fund as that fund's current budget nears its expiration date. You can create, edit, and submit this one budget to your board for approval or you can choose to create one or more revisions of it. The benefit of creating revisions at this stage is that it allows you to see and compare different alternatives much more easily than if you edit and re-edit a single budget. Ultimately, you will submit the best revision to your board for approval.

You will also create a new revision if either your board or the granting agency rejects a budget. This revision will allow you to edit the budget to incorporate the changes they request, while still preserving the rejected budget so you can easily compare the two and see the differences between them.

Finally, you can create a revision of a budget, if necessary, even after it has been approved and is the active budget for a fund. You may need this option, for example, for budget overruns during the year. Simply create a new revision as needed and repeat the approval process for the revised budget. The previously approved budget will remain active until you mark the new revision as approved by the granting agency.

Your additional options for creating budgets differ between new budgets and budget revisions. For this reason, we will address those options separately in the following sections of this chapter:

- *Create a New Budget*
- *Create a Budget Revision*

Create a New Budget

You will usually create one new budget for a given fund as that fund's current budget nears its expiration date. Creating a new budget is a two-step process.

> **Note:**
> **Before you create a new budget, verify that you have opened the fund's appropriate fiscal year for budgeting in the General Ledger program. (Please see the user manual for WinTen² General Ledger.)**

You will first use the Add Budget Wizard to create the new budget record, which defines the fund and the fiscal year(s) for the new budget. This step also allows you to base the new budget on either the budgeted amounts or the actual amounts (or the greater of the two) for the prior year, increasing or decreasing the budget by a given percent.

> **Hint:**
> *The program also allows your to create the new budget from scratch, starting with zero amounts and entering each account's budgeted amount manually.*

> **Note:**
> **You must complete this first step, even if you wish to create the new budget entirely in a spreadsheet.**

In the second step, you will allot the appropriate amount to each of the fund's revenue and expenditure accounts for each fiscal period covered by the budget. You can do this within the Budget Management program (See *Maintain Budgets* and *Maintain Budget Information per Account*.) or you can use the import/export feature to allot these amounts in an Excel spreadsheet (See *Edit Budgets in Spreadsheets*.).

> **Note:**
> **You will usually need to perform this second step, but not always. You might skip it, for instance, if you simply want to increase the prior year's values by a certain percentage across the board.**

The Add Budget Wizard is the first step to creating a new budget.

To Start the Add Budget Wizard:

✓ Press Ctrl+A or click the Add icon either on the Browse Budgets screen or on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ (See *Use the Add Budget Wizard*.)

Use the Add Budget Wizard

The Add Budget Wizard will guide you through three steps to create a budget:

- *Step 1: Enter Budget Setup Values*

- *Step 2: Enter Budget Fund and Description*

- *Step 3: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start, Next, or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 3, you can go back and change any information you have entered.*

Step 1: Enter Budget Setup Values

This step allows you to choose basic options for creating for the budget.

Step 1 contains five options: **Copy from Selected Budget**, **Fiscal Year**, **Basis to Create New Budget**, **Factor**, and **Last Reporting Month**. Fiscal Year and Basis to Create New Budget are required. Last Reporting Month may also be required, depending on your choice for Basis to Create New Budget.

Copy from Selected Budget

Use this option to choose an existing budget as the starting point for the new one.

Fiscal Year

Choose the fiscal year(s) of the new budget. If the budget is for only one fiscal year, choose that year for both fields.

Basis to Create New Budget

Select whether you wish to create the new budget based on the current year's budget, the current year's actual, the greater of current year's actual or budget, or by starting with zero amounts.

Factor

Choose this option to increase or decrease the current budgeted or actual values by a certain percent. It is available only if you have *not* chosen "Zero Amounts," above.

Last Reporting Month

This field applies only if you have chosen "Current Year's Actual" or "Greater of Current Year's Actual or Budget," above.

This option identifies which actual values to use in calculating the new budget, namely, which months of the current fiscal year you wish to use as the basis for creating the new budget. The program will include actual values for all months of the current fiscal year (not *calendar* year) up to and including the month you choose here.

You should always create a new budget before the current budget expires, which means that you will always have some months at the end of the current fiscal year for which you have no transaction data.

Choose the last month for which you have complete data (and which you wish to include for purposes of the new budget). The Budget Management program will annualize the data for these months and use the annualized values to create the new budget.

> **Hint:**
> *To "annualize" means to estimate what the values would be for a full twelve months. The program does this by averaging the values for the months that are included and multiplying those averages by twelve.*

If you use this option, you will often choose the last period that you have closed, since it is the last period for which you have final actual values. (For more information on closing fiscal periods, please see the user manual for WinTen² General Ledger.)

> **Note:**
> ***You are not required to close a fiscal period before including it as part of the basis for creating the new budget. However, if you have not closed the "Last Reporting Month," be aware that any future transactions for that period would change its actual values. The new budget you are creating* will not *update automatically to reflect any future transactions.***

To Complete Step 1:

✓ Tab or click through the fields, entering the information.
(Fiscal Year and Basis to Create New Budget are required. Last Reporting Month may also be required.)

✓ Press PageDown or click the Start button to go to the next step of the Add Budget Wizard (*Step 2: Enter Budget Fund and Description*).

Step 2: Enter Budget Fund and Description

This step allows you to enter additional information for the budget.

Step 2 contains three editable data fields: **Fund**, **Description**, and **Notes**. Fund and Description are required.

Some of your choices from Step 1 appear at the top of the screen. These fields are not editable on this step.

Fund

Choose the fund for this budget.

Description

This is your agency's text description to identify this budget.

Notes

Enter any notes about this budget that may be helpful for your agency or the granting agency. Notes might include such things as a percentage change factor used to create the budget or important changes for specific accounts.

To Complete Step 2:

✓ Tab or click through the fields, entering the information.
  (Fund and Description are required.)

✓ Press Page Down or click the Next button to go to the next step of the Add Budget Wizard (*Step 3: Confirmation*).

Step 3: Confirmation

Step 3 allows you to confirm some of the information before you finish creating this budget. The fields on this step are not editable.

To Complete Step 3:

✓ If anything is incorrect, press Page Up or click the Back button to go to the previous step(s) and correct it.

✓ If everything is correct, press Page Down or click the Finish button to finish creating this budget.

When you finish, your new budget opens on the Maintain Budgets screen.

As noted above, depending on your choices within the Add Budget Wizard, you may want to enter or edit budget information (e.g., budget values for specific accounts) by editing the new budget.

You can also choose to create another new budget or return to the Browse Budgets screen.

To Edit the New Budget:

✓ (See *Maintain Budgets* and *Edit Budgets in Spreadsheets*.)

To Create Another New Budget:

✓ Press Ctrl+A or click the Add icon to restart the Add Budget Wizard.

✓ Follow the steps above to complete the wizard. (See *Use the Add Budget Wizard*.)

To Return to the Browse Budgets Screen:

✓ Press Esc or click the Exit icon.

Create a Budget Revision

You can create a new revision of a budget at any time, before or after the budget is approved. A budget revision must be based on an original budget and must be for the same fund and the same fiscal year(s) as that original. Revisions make it easy for you to compare multiple versions of budgets and track the differences among them.

You can create revisions before the approval process to compare different alternatives more easily. You will create a new revision if either your board or the granting agency rejects a

budget. You can also create a revision during a fiscal year if needed because of expense overruns.

Much like creating a new original budget, creating a revision is a two-step process.

You will first use the Add Budget Revision Wizard to create the record for the new revision. We will walk through that process below.

> **Note:**
> ***You must complete this first step, even if you wish to create the new budget revision entirely in a spreadsheet.***

To complete the revision, you will then adjust the amount allotted to each of the fund's revenue and expenditure accounts for each fiscal period covered by the budget. You can do this within the Budget Management program (See *Maintain Budgets* and *Maintain Budget Information per Account*.) or you can use the import/export feature to allot these amounts in an Excel spreadsheet (See *Edit Budgets in Spreadsheets*.).

The Add Budget Revision Wizard is the first step to creating a revision.

To Start the Add Budget Revision Wizard:

✓ Locate the budget for which you wish to make a new revision.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+Z to open the Wizards menu, and then press 8.
    OR
  Click the Wizards drop-down arrow, and then click Create Budget Revision.

✓ (See *Use the Add Budget Revision Wizard*.)

Use the Add Budget Revision Wizard

The Add Budget Revision Wizard will guide you through two steps to create a budget revision:

- *Step 1: Enter Revision Setup Values*
- *Step 2: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 2, you can go back and change any information you have entered.*

Step 1: Enter Revision Setup Values

This step allows you to choose basic options for creating for the revision.

Step 1 contains three editable data fields: **Description**, **Date**, and **Notes**. Description and Date are required.

Description

This is your agency's text description to identify this budget revision.

The description of the original budget appears here by default. You can choose to edit this description to distinguish between the revision and the original or you can choose to keep the same description for both.

The Description field is editable on the Main tab of the Maintain Budgets screen. If you choose to use part of the description to identify the revision, you can easily change it in the future, if you wish. (See *Maintain Budgets* and *Maintain General Budget Information*.)

> **Hint:**
> *The non-editable Revision field appears both on the Browse Budgets screen and on the Main tab of the Maintain Budgets screen. It automatically numbers your revisions sequentially (the original budget is revision "1"). Regardless of how you use the Description field, the Revision field lets you distinguish easily among your revisions.*

Date

Verify or enter the date of the revision.

Notes

Enter any notes about this budget that may be helpful for your agency or the granting agency. Notes for a revision might include such things as the reason for the revision or important changes for specific accounts.

To Complete Step 1:

✓ Tab or click through the fields, entering the information.
(Description and Date are required.)

✓ Press PageDown or click the Start button to go to the next step of the Add Budget Revision Wizard (*Step 2: Confirmation*).

Step 2: Confirmation

Step 2 allows you to confirm the information before you finish creating this revision. The fields on this step are not editable.

To Complete Step 2:

✓ If anything is incorrect, press Page Up or click the Back button to go to the previous step and correct it.

✓ If everything is correct, press Page Down or click the Finish button to finish creating this revision.

When you finish, your new budget revision opens on the Maintain Budgets screen.

As noted above, you will want to adjust the amount allotted to each of the fund's revenue and expenditure accounts for each fiscal period covered by the budget. You can do this immediately or later.

To Edit the New Revision:

✓ (See *Maintain Budgets* and *Edit Budgets in Spreadsheets.*)

To Return to the Browse Budgets Screen:

✓ Press Esc or click the Exit icon.

CHAPTER
5
Maintain Budgets

After you have created a new budget or a budget revision, you will often want to edit budgeted amounts for specific accounts. You may sometimes want to change the description of a budget, view other general information about a budget, or view or enter notes.

Topics addressed in this chapter include:

- *Maintain General Budget Information*

- *Maintain Budget Notes*

- *Maintain Budget Information per Account*

You will do all of these things from the Maintain Budgets Screen.

To Open the Maintain Budgets Screen:

✓ Edit a budget (press Ctrl+E or click the Edit icon) on the Browse Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens.*)

> **Hint:**
> *This screen also opens automatically immediately after you create a new budget or revision.*

Maintain Budgets Screen

The Maintain Budgets screen has five tabs: **Main**, **Accounts**, **Revision**, **Activity**, and **Change Tracking**.

You can use the Main tab to view general budget information or to change the budget description. (See *Maintain General Budget Information*.)

You can also use the Main tab to view or enter budget notes (See *Maintain Budget Notes.*), to move budgets through the approval process (See *Process Budgets for Approval.*), and to monitor budgeted and actual values (See *Monitor Budgets* and *Monitor Budget Analysis.*).

You can use the Accounts tab to allot budgeted amounts to specific accounts. (See *Maintain Budget Information per Account.*)

You can use the Revisions, Activity, and Change Tracking tabs to monitor revisions, approvals, and data changes for your budgets. We discuss these options in a separate chapter. (See *Monitor Budgets.*)

We will first walk through maintaining general budget information on the Main tab.

Maintain General Budget Information

General budget information includes the budget description and summary information about the budget.

You will use the Maintain Budgets Screen: Main Tab to maintain this information.

To Open the Main Tab:

✓   This tab appears by default when you open the Maintain Budgets screen.

✓   If you have left it, press Ctrl+Tab or click the Main tab (at the upper left).

Maintain Budgets Screen: Main Tab

This tab contains only one editable data field, **Description**.

It also contains the non-editable **Fiscal Year**, **Status**, and **Revision** fields and a summary activity table.

Description

This is your agency's text description to identify this budget. You can edit it as needed on this tab.

Fiscal Year

You cannot change the fiscal year(s) of a budget or any of its revisions after you have created the original budget. If the fiscal year information is incorrect, you must create a new original budget.

Status

This field identifies whether this budget is the "Active" budget for its fund.

As soon as you mark a budget as approved by the granting agency, it becomes the active budget for its fund for all the fiscal periods covered by the budget. Any budget analysis views or reports you use, in either Budget Management or the General Ledger program, will use this budget. (See *Process Budgets for Approval* and *Approve a Budget*.)

Revision

This field shows the revision number of the current record. Revision number "1" means the current record is the original budget, not a revision. Each revision you create after the original will be numbered sequentially, beginning with "2." You can see a full history of related revisions for the current record on the Revisions tab of this screen. (See *Monitor Budgets* and *Monitor Budget Revision History*.)

Activity Table

The summary activity table fills the bottom of the screen. It shows the latest date, if any, for each processing action. You can see a full history of processing activity for the current record on the Activity tab of this screen. (See *Monitor Budgets* and *Monitor Budget Approval-Processing Activity*.)

To Edit the Budget Description:

✓ Press Ctrl+E or click the Edit icon on the Main tab of the Maintain Budgets screen.

✓ Enter the new description.

✓ To save your changes, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

Maintain Budget Notes

Budget notes can contain any information that may be helpful for your agency or the granting agency. Notes might include such things as a percentage change factor used to create the budget, the reason for creating a revision, or important changes for specific accounts.

You can enter notes when you create a new budget or revision and/or when you process budgets for approval. You can view existing notes or enter additional ones at any time.

You will use the Maintain Budget Notes Screen to maintain your budget notes.

To Open the Maintain Budget Notes Screen:

✓ Locate the budget for which you wish to see or enter notes.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Ctrl+T or click the Notes icon.
　　　OR
　　Press Alt+V to open the View menu, and then press T.

Maintain Budget Notes Screen

The Maintain Budget Notes screen contains non-editable fields at the top of the screen to identify the current budget. It also contains a note table and a detail information section.

The note table displays one row of information for each of this budget's notes.

The detail information section, by default, fills the bottom part of the screen. This section displays detailed information on the note currently selected in the note table above it. You can choose to show or hide the detail information section by pressing Ctrl+O or clicking the Show/Hide icon.

You will view, enter, or edit notes in the detail information section; you cannot do so directly in the table.

The detail information section contains three data fields: **Date**, **Subject**, and **Notes**. All are required.

The note table also contains one additional, non-editable field, **Author**.

Date

This is the date the note was created.

Subject

This is a short descriptive subject of the note.

Notes

This is the body of the note.

Author

This field automatically displays the user name of the person who created or last edited the note.

To Show or Hide the Detail Information Section:

✓ Press Ctrl+O or click the Show/Hide icon.

> **Hint:**
> If you have hidden this section, it will also "show" automatically when you edit a record.

To Add a Note:

✓ Press Ctrl+A or click the Add icon on the Maintain Budget Notes screen.

✓ Tab or click through the fields in the detail information section, entering the information.

✓ To save your changes, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

To Edit a Note:

✓ Select, in the note table, the row of the note you wish to edit.

✓ Press Ctrl+E or click the Edit icon.

✓ Tab or click through the fields in the detail information section, changing information as needed.

✓ To save your changes, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

To Delete a Note:

✓ Select, in the note table, the row of the note you wish to delete.

✓ Press Ctrl+D or click the Delete icon.

✓ Press Y or click the Yes button to confirm the deletion.

To Exit this Screen:

✓ Press Esc or click the Exit icon.

Maintain Budget Information per Account

After you have created a new budget or a budget revision, you will usually want to edit budgeted amounts for specific accounts. You can do this either by editing the budget on the Accounts tab of the Maintain Budgets screen or by editing it in a spreadsheet. (See *Edit Budgets in Spreadsheets*.)

The following section addresses using the Maintain Budgets Screen: Accounts Tab to maintain this information.

To Open the Accounts Tab:

✓ Press Ctrl+Tab or click the Accounts tab (at the upper left) on the Maintain Budgets screen.

Maintain Budgets Screen: Accounts Tab

The Accounts tab contains an account table and a detail information section.

The account table displays one row of information for each of this fund's general ledger accounts.

The detail information section, by default, fills the bottom part of the screen. This section displays detailed budget information for the account currently selected in the account table above it. You can choose to show or hide the detail information section by pressing Ctrl+O or clicking the Show/Hide icon.

You will edit account budgets in the detail information section; you cannot edit them directly in the account table.

The detail information section contains a **Summary View** sub-tab and a **Detail View** sub-tab.

Both sub-tabs contain the **Annual Amount**, **Prior Budget Amount**, and **Distribution Scheme** fields.

The Detail View sub-tab also contains twelve editable **Budget** fields, one for each month in the fiscal year, and the non-editable **Prior Year Actual** fields.

The Summary View sub-tab also contains the **Explanation** field and the non-editable **Account** and **Description** fields.

Annual Amount

This field contains the annual budget for the current account. To enter this amount:

1. Enter a value in this field and then use the Distribution Scheme field to distribute that amount across the fiscal periods.
   OR

2. Enter values in the Budget fields for individual months, in which case the Annual Amount field will automatically calculate the total for the year.

Prior Budget Amount

This non-editable field shows you the prior annual budget for the current account.

Distribution Scheme

Choose a distribution scheme if you wish to distribute the amount in the Annual Amount field across the fiscal periods.

Some options in this field are built into the program; others may be defined by your agency. (See *Plan Distribution Schemes* and *Maintain Monthly Distribution* Schemes.)

Budget

These fields contain the amount budgeted for each month. You can enter these amounts individually, but you will usually use the Annual Amount and Distribution Scheme fields to enter them automatically. (See Annual Amount, above.)

Prior Year Actual

These non-editable fields show the actual income or expense for each corresponding month in the prior year.

Explanation

Enter any explanatory notes about this account's budget that may be helpful for your agency or the granting agency.

Account and Description

These non-editable fields simply identify the account currently selected in the account table above. Use it to verify that you are budgeting for the correct account.

To Show or Hide the Detail Information Section:

✓ Press Ctrl+O or click the Show/Hide icon.

> **Hint:**
> *If you have hidden this section, it will also "show" automatically when you edit a record.*

To Edit an Account Budget by Using Distribution Schemes:

✓ Select, in the account table, the row of the account you wish to budget.

✓ Press Ctrl+E or click the Edit icon.

✓ Enter the annual amount for this account.

✓ Tab or click to the Distribution Scheme field and select a distribution scheme.

✓ If necessary, click the Summary View sub-tab.

✓ Tab or click to the Explanation field and enter any explanation for this account budget.

✓ To save your changes, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

To Edit an Account Budget without Using Distribution Schemes:

✓ Select, in the account table, the row of the account you wish to budget.

✓ Press Ctrl+E or click the Edit icon.

✓ If necessary, click the Detail View sub-tab.

✓ Tab or click through the Budget fields in the detail information section, entering the budget for each month.

✓ If necessary, click the Summary View sub-tab.

✓ Tab or click to the Explanation field and enter any explanation for this account budget.

✓ To save your changes, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

CHAPTER
6
Edit Budgets in Spreadsheets

The final step in creating a budget is to allot the appropriate amount to each of the fund's revenue and expenditure accounts for each fiscal period covered by the budget. You can do this within the Budget Management program (See *Maintain Budgets* and *Maintain Budget Information per Account*.), but it is often quicker and easier to enter and/or edit these amounts in a spreadsheet. The program's import/export feature allows you to do this.

> **Note:**
> *If you wish to create a new budget or revision entirely in a spreadsheet, follow these steps:*
> *1. Create the new budget record. (See* **Create Budgets***.)*
> *2. Export the budget to Excel immediately after you create it.*
> *3. Edit the budget in Excel.*
> *4. Import the budget back into the Budget Management program.*

Before you import or export a budget, you should be aware of a few guidelines for avoiding potential pitfalls. Understanding these guidelines will help you use this powerful feature most effectively.

Concerning Exports

You can export a budget for only one fiscal year at a time, even if the budget in question is a multi-year budget.

The program always exports certain information to specific cells of the spreadsheet. It is very important that you leave some of these cells unchanged.

If you wish to import the edited budget back into the Budget Management program, you *must not* change *any* header, account number, or account description information. You *cannot* change *anything* other than the dollar values in the budget amount cells. Doing so will prevent the budget from importing correctly into the program.

> **Note:**
> *Do* **not** *change* **anything** *in the exported spreadsheet other than dollar values, if you wish to import the edited budget back into the Budget Management program.*

Concerning Imports

Just like exporting, you will import a budget for only one fiscal year at a time, even if the budget in question is a multi-year budget.

If you import a budget for a fiscal year, it will *replace all* budgeted values for that fiscal year for the budget into which you import it.

Topics addressed in this chapter include:

- *Export a Budget*

- *Import a Budget*

Export a Budget

The Export Budget Wizard allows you to export to a spreadsheet any single fiscal year within a budget. You can choose to export all accounts for the budget or only a specific range of accounts.

To Start the Export Budget Wizard:

✓ Open the budget you wish to export on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+O to open the Tools menu, and then press E.
    OR
Click the Tools drop-down arrow, and then click Export Budget.

✓ (See *Use the Export Budget Wizard*)

Use the Export Budget Wizard

The Export Budget Wizard will guide you through two steps to export a budget:

- *Step 1: Enter Export Values*

- *Step 2: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 2, you can go back and change any information you have entered.*

Step 1: Enter Export Values

This step allows you to enter all the information needed for the export.

Step 1 contains six editable data fields: **Export Selected Budget**, **Fiscal Year**, **Starting** and **Ending Account Numbers**, **Export File Location**, and **Open Export into Excel**. All fields are required, except Open Export into Excel.

Export Selected Budget

Choose the budget you want to export.

Fiscal Year

Choose which of the budget's fiscal years you want to export.

Starting and Ending Account Numbers

These fields define which accounts you will export.

Export File Location

Enter the location and file name for saving the exported budget. You can type this information directly in the field, but you will most often use the Browse button to select the location and enter the file name in a Save As dialog box.

Open Export into Excel

If you check this box, the program will open the exported budget in Excel. If you do not check this box, you can manually open the Excel file at any time.

To Complete Step 1:

✓ Tab or click through the fields, entering the information.
(All fields are required, except Open Export into Excel.)

✓ Press PageDown or click the Start button to go to the next step of the Export Budget Wizard (*Step 2: Confirmation*).

Step 2: Confirmation

Step 2 allows you to confirm the information before you finish exporting the budget. The fields on this step are not editable.

To Complete Step 2:

✓ If anything is incorrect, press Page Up or click the Back button to go to the previous step and correct it.

✓ If everything is correct, press Page Down or click the Finish button to finish exporting the budget.

> **Note:**
> ***When working with budgets in Excel, please be mindful of the cautions discussed at the beginning of this chapter. (See Edit Budgets in Spreadsheets.)***

Import a Budget

After you have entered and/or edited budget values in a spreadsheet, you can use the Import Budget Wizard to import them into the Budget Management program.

> **Note:**
> ***If you import a budget for a fiscal year, it will* replace all *budgeted values for that fiscal year for the budget into which you import it.***

To Start the Import Budget Wizard:

✓ Open, on the Main tab of the Maintain Budgets screen, the budget for which you wish to import values. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+O to open the Tools menu, and then press I.
    OR
Click the Tools drop-down arrow, and then click Import Budget.

✓ (See *Use the Import Budget Wizard*.)

Use the Import Budget Wizard

The Import Budget Wizard will guide you through two steps to import a budget:

- *Step 1: Select File to Import*
- *Step 2: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 2, you can go back and change any information you have entered.*

Step 1: Select File to Import

This step allows you to select the file you wish to import.

Step 1 contains only one data field, **Import Selection File**. It is required.

Import Selection File

Choose the file you wish to import. You can type the path and file name directly in the field, but you will most often use the Browse button to select the file in a dialog box.

To Complete Step 1:

✓ Use the Browse button to select the file.
　　OR
Type the path and file name in the Import Selection File field.

✓ Press PageDown or click the Start button to go to the next step of the Import Budget Wizard (*Step 2: Confirmation*.)

Step 2: Confirmation

Step 2 allows you to confirm the file information before you finish importing the budget. The fields on this step are not editable.

The table provides a preview of the data in your selected file. Use it to confirm that you want to import this file.

> **Hint:**
> *If it is helpful, you can widen any column in the table to better see its data. Do this by clicking and dragging the right border of the column's header cell (the gray box with a capital letter in it). As you do so, your cursor will change to a horizontal, two-sided arrow.*

To Complete Step 2:

✓ If this is not the correct file, press Page Up or click the Back button to go to the previous step and select the correct one.

✓ If this is the correct file, press Page Down or click the Finish button to finish importing the budget.

When you finish, your budget remains open on the Main tab of the Maintain Budgets screen.

You can view and/or edit the budget values you just imported by going to the Accounts tab of this screen.

To Open the Accounts Tab:

✓ Press Ctrl+Tab or click the Accounts tab (at the upper left) on the Maintain Budgets screen.

✓ (See *Maintain Budgets* and *Maintain Budget Information per Account*.)

CHAPTER
7
Process Budgets for Approval

After you have fully prepared a budget, you will move it through the approval process. Typically, you will first submit it to your agency's board of commissioners, which may approve or reject it. After your board has approved a budget, you will submit it to the granting agency, which may also approve or reject it. (See *Budgeting Process* and *Plan Budgeting Process and Schedule*.)

There are six wizards in Budget Management to help you process your budgets for approval, one to record each of these six possible actions:

- *Submit Budget to Board*
- *Reject Budget by Board*
- *Approve Budget by Board*
- *Submit Budget to Agency*
- *Reject Budget by Agency*
- *Approve Budget by Agency*

There is a set sequence to these wizards, which mirrors the sequence of the approval process itself. For this reason, you can use each wizard only once for a given budget. Each wizard will be disabled for a budget automatically after you complete it.

Completing certain wizards will also cause other wizards to be disabled for a budget. If you approve a budget by your board, for instance, that will automatically disable the Reject Budget by Board wizard. Approving a budget by the agency will automatically disable the Reject Budget by Agency wizard.

The steps of all of these wizards are almost identical. The only real difference is the names of the wizards and, of course, the outcomes or actions you are recording.

Because these wizards are so similar, we will address them in pairs. We will first look at the two "submit" wizards together. We will then look at the two "reject" wizards together and, finally, at the two "approve" wizards together.

Topics addressed in this chapter include:

- *Submit a Budget*
- *Reject a Budget*
- *Approve a Budget*

You can access all of these wizards from the Maintain Budgets Screen.

To Open the Maintain Budgets Screen:

✓ Edit a budget (press Ctrl+E or click the Edit icon) on the Browse Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

> **Hint:**
> *This screen also opens automatically immediately after you create a new budget or revision.*

Submit a Budget

The two submit budget wizards allow you to submit a budget to your board or to the granting agency, respectively.

To Submit a Budget to Your Board:

✓ Locate the budget you wish to submit.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+Z to open the Wizards menu, and then press 2.
    OR
Click the Wizards drop-down arrow, and then click Submit Budget to Board.

✓ (See *Use a Submit Budget Wizard*.)

To Submit a Budget to the Granting Agency:

✓ Locate the budget you wish to submit.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+Z to open the Wizards menu, and then press 5.
    OR
Click the Wizards drop-down arrow, and then click Submit Budget to Agency.

✓ (See *Use a Submit Budget Wizard*.)

Use a Submit Budget Wizard

Each submit budget wizard will guide you through two steps to submit a budget:

- *Step 1: Enter Submission Information*
- *Step 2: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 2, you can go back and change any information you have entered.*

Step 1: Enter Submission Information

This step allows you to enter all the information needed to submit the budget.

Step 1 contains two editable data fields: **Date** and **Notes**. Date is required.

Date

Enter the date you submitted the budget to the board or to the granting agency.

Notes

Enter any additional information about this submission that may be helpful for your agency or the granting agency.

Any notes you enter here will be added automatically to your notes for this budget. You can view and/or edit them from the Maintain Notes screen. (See *Maintain Budgets* and *Maintain Budget Notes*.

To Complete Step 1:

✓ Tab or click through the fields, entering the information.
(Date is required.)

✓ Press PageDown or click the Start button to go to the next step of the submit budget wizard (*Step 2: Confirmation*).

Step 2: Confirmation

Step 2 allows you to confirm the information before you finish submitting the budget. The fields on this step are not editable.

To Complete Step 2:

✓ If anything is incorrect, press Page Up or click the Back button to go to the previous step and correct it.

✓ If everything is correct, press Page Down or click the Finish button to finish submitting the budget.

Reject a Budget

The two reject budget wizards allow you to record that a budget was rejected either by your board or by the granting agency.

To Reject a Budget by Your Board:

✓ Locate the budget that was rejected.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens.*)

✓ Press Alt+Z to open the Wizards menu, and then press 3.
    OR
Click the Wizards drop-down arrow, and then click Reject Budget by Board.

✓ (See *Use a Reject Budget Wizard.*)

To Reject a Budget by the Granting Agency:

✓ Locate the budget that was rejected.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens.*)

✓ Press Alt+Z to open the Wizards menu, and then press 6.
    OR
Click the Wizards drop-down arrow, and then click Reject Budget by Agency.

✓ (See *Use a Reject Budget Wizard.*)

Use a Reject Budget Wizard

Each reject budget wizard will guide you through two steps to reject a budget:

- *Step 1: Enter Rejection Information*

- *Step 2: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 2, you can go back and change any information you have entered.*

Step 1: Enter Rejection Information

This step allows you to enter all the information needed to reject the budget.

Step 1 contains two editable data fields: **Date** and **Notes**. Date is required.

Date

Enter the date your board or the granting agency rejected the budget.

Notes

Enter the reason for the rejection and/or any additional information about this rejection that may be helpful for your agency or the granting agency.

Any notes you enter here will be added automatically to your notes for this budget. You can view and/or edit them from the Maintain Notes screen. (See *Maintain Budgets* and *Maintain Budget Notes*.

To Complete Step 1:

✓ Tab or click through the fields, entering the information.
(Date is required.)

✓ Press PageDown or click the Start button to go to the next step of the submit budget wizard (*Step 2: Confirmation*).

Step 2: Confirmation

Step 2 allows you to confirm the information before you finish rejecting the budget. The fields on this step are not editable.

To Complete Step 2:

✓ If anything is incorrect, press Page Up or click the Back button to go to the previous step and correct it.

✓ If everything is correct, press Page Down or click the Finish button to finish rejecting the budget.

Approve a Budget

The two approve budget wizards allow you to record that a budget was approved either by your board or by the granting agency.

When you mark a budget as approved by the granting agency, that budget immediately becomes the "active budget" for that budget's fund for all fiscal periods covered by the budget. Any budget analysis views or reports you use, either in the Budget Management program or in the General Ledger program, will use this budget. (See *Budgeting Process*.)

To Approve a Budget by Your Board:

✓ Locate the budget that was approved.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+Z to open the Wizards menu, and then press 4.
   OR
Click the Wizards drop-down arrow, and then click Approve Budget by Board.

✓ (See *Use an Approve Budget Wizard*.)

To Approve a Budget by the Granting Agency:

✓ Locate the budget that was approved.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+Z to open the Wizards menu, and then press 7.
      OR
   Click the Wizards drop-down arrow, and then click Approve Budget by Agency.

✓ (See *Use an Approve Budget Wizard*.)

Use an Approve Budget Wizard

Each approve budget wizard will guide you through two steps to approve a budget:

• *Step 1: Enter Approval Information*

• *Step 2: Confirmation*

We will walk through these steps separately.

To Move to the Next Step:

✓ Press Page Down or click the Start or Finish button.

To Move to the Previous Step:

✓ Press Page Up or click the Back button.

To Cancel the Wizard at Any Time:

✓ Press Esc or click the Cancel button.

> **Hint:**
> *Until you finish Step 2, you can go back and change any information you have entered.*

Step 1: Enter Approval Information

This step allows you to enter all the information needed to approve the budget.

Step 1 contains two editable data fields: **Date** and **Notes**. Date is required.

Date

Enter the date your board or the granting agency approved the budget.

Notes

Enter any additional information about this budget that may be helpful for your agency or the granting agency.

Any notes you enter here will be added automatically to your notes for this budget. You can view and/or edit them from the Maintain Notes screen. (See *Maintain Budgets* and *Maintain Budget Notes*.

To Complete Step 1:

✓ Tab or click through the fields, entering the information.
   (Date is required.)

✓ Press PageDown or click the Start button to go to the next step of the submit budget wizard
   (*Step 2: Confirmation*).

Step 2: Confirmation

Step 2 allows you to confirm the information before you finish rejecting the budget. The fields on
this step are not editable.

To Complete Step 2:

✓ If anything is incorrect, press Page Up or click the Back button to go to the previous step
   and correct it.

✓ If everything is correct, press Page Down or click the Finish button to finish approving the
   budget.

> **Note:**
> ***When you mark a budget or budget revision as approved by the granting agency,
> that budget immediately becomes the "active budget" for that budget's fund for all
> fiscal periods covered by the budget. Any budget analysis views or reports you
> use, either in the Budget Management program or in the General Ledger program,
> will use this budget. (See* Budgeting Process*.)***

CHAPTER

8

Monitor Budgets

During the fiscal year, you may often want to compare actual expenditures and income to the budget. The General Ledger program offers many options for doing so. You will do most of this kind of budget management and tracking from that program. (For more information, please see the user manual for WinTen² General Ledger.)

The Budget Management program, however, does contain a Budget Analysis feature that allows you to see this information, as well. You may also want to see a history of budget revisions or approval-processing actions or a comprehensive audit trail of budget data changes.

You will often use reports to gain this information most efficiently. (See *Run Reports*.)

You can also choose to see this information on-screen in the Budget Management program. This chapter addresses the following on-screen options:

- *Monitor Budget Analysis*

- *Monitor Budget Revision History*

- *Monitor Budget Approval-Processing Activity*

- *Monitor Budget Audit Trail*

You will access all of these options from the Maintain Budgets Screen.

To Open the Maintain Budgets Screen:

✓ Edit a budget (press Ctrl+E or click the Edit icon) on the Browse Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

> **Hint:**
> *This screen also opens automatically immediately after you create a new budget or revision.*

Maintain Budgets Screen

The Maintain Budgets screen has five tabs: **Main**, **Accounts**, **Revision**, **Activity**, and **Change Tracking**.

You can use the Main tab to view general budget information or to change the budget description (See *Maintain General Budget Information.*), to view or enter budget notes (See *Maintain Budget Notes.*), or to move budgets through the approval process (See *Process Budgets for Approval.*).

You can also use the Main tab to monitor budgeted and actual values. (See *Monitor Budget Analysis.*)

You can use the Accounts tab to allot budgeted amounts to specific accounts. (See *Maintain Budget Information per Account.*)

You can use the Revisions tab to monitor revisions. (See *Monitor Budget Revision History.*)

You can use the Activity tab to monitor approvals. (See *Monitor Budget Approval-Processing Activity.*)

You can use the Change Tracking tab to monitor data changes for your budgets. (See *Monitor Budget Audit Trail.*)

Below, we will discuss viewing a budget analysis and tracking budget revisions, approvals, and data changes
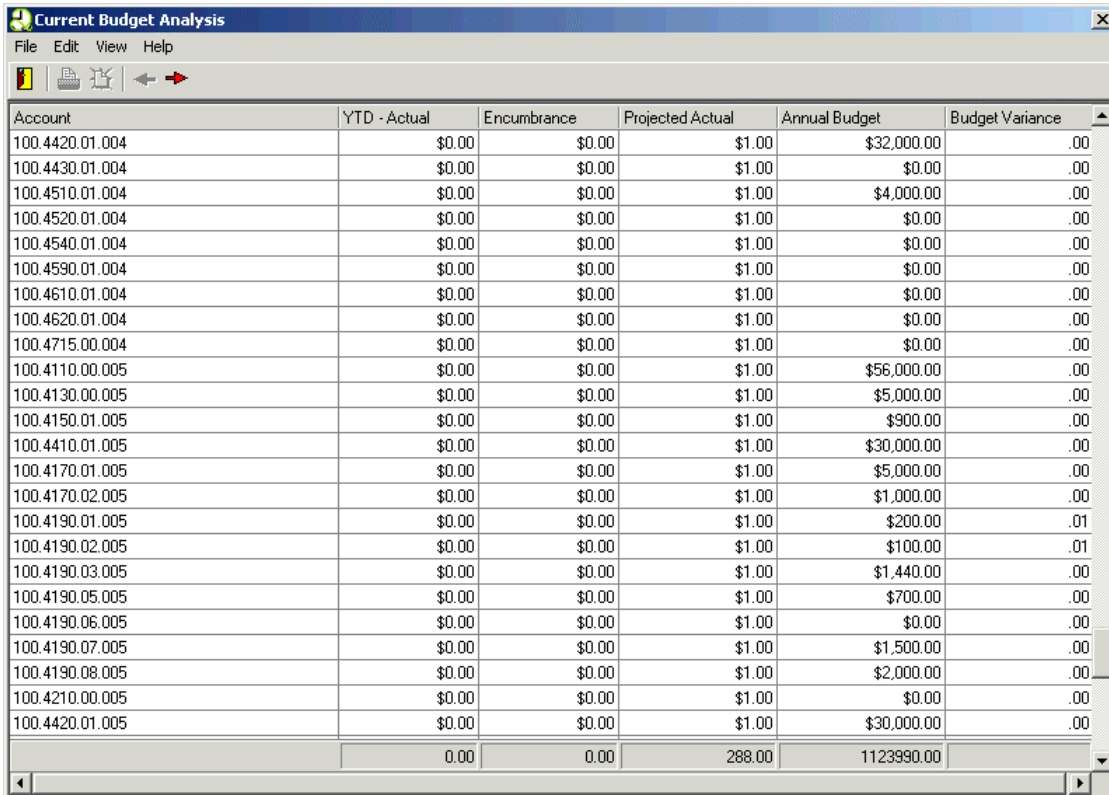
Monitor Budget Analysis

The Budget Analysis feature lets you compare actual expenditures and income to the budget.

You will use the Budget Analysis Screen to see this information.

To Open the Budget Analysis Screen:

✓ Locate the budget for which you wish to see a budget analysis.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Alt+O to open the Tools menu, and then press B.
     OR
Click the Tools drop-down arrow, and then click Budget Analysis.

Budget Analysis Screen

Account	YTD - Actual	Encumbrance	Projected Actual	Annual Budget	Budget Variance
100.4420.01.004	$0.00	$0.00	$1.00	$32,000.00	.00
100.4430.01.004	$0.00	$0.00	$1.00	$0.00	.00
100.4510.01.004	$0.00	$0.00	$1.00	$4,000.00	.00
100.4520.01.004	$0.00	$0.00	$1.00	$0.00	.00
100.4540.01.004	$0.00	$0.00	$1.00	$0.00	.00
100.4590.01.004	$0.00	$0.00	$1.00	$0.00	.00
100.4610.01.004	$0.00	$0.00	$1.00	$0.00	.00
100.4620.01.004	$0.00	$0.00	$1.00	$0.00	.00
100.4715.00.004	$0.00	$0.00	$1.00	$0.00	.00
100.4110.00.005	$0.00	$0.00	$1.00	$56,000.00	.00
100.4130.00.005	$0.00	$0.00	$1.00	$5,000.00	.00
100.4150.01.005	$0.00	$0.00	$1.00	$900.00	.00
100.4410.01.005	$0.00	$0.00	$1.00	$30,000.00	.00
100.4170.01.005	$0.00	$0.00	$1.00	$5,000.00	.00
100.4170.02.005	$0.00	$0.00	$1.00	$1,000.00	.00
100.4190.01.005	$0.00	$0.00	$1.00	$200.00	.01
100.4190.02.005	$0.00	$0.00	$1.00	$100.00	.01
100.4190.03.005	$0.00	$0.00	$1.00	$1,440.00	.00
100.4190.05.005	$0.00	$0.00	$1.00	$700.00	.00
100.4190.06.005	$0.00	$0.00	$1.00	$0.00	.00
100.4190.07.005	$0.00	$0.00	$1.00	$1,500.00	.00
100.4190.08.005	$0.00	$0.00	$1.00	$2,000.00	.00
100.4210.00.005	$0.00	$0.00	$1.00	$0.00	.00
100.4420.01.005	$0.00	$0.00	$1.00	$30,000.00	.00
	0.00	0.00	288.00	1123990.00	

The Budget Analysis screen contains a table of all the accounts in this budget. The table shows five columns of information for each account: **YTD – Actual**, **Encumbrance**, **Projected Actual**, **Annual Budget**, and **Budget Variance**.

This screen is for informational purposes only. Nothing on this screen is editable.

> **Hint:**
> *You can print this screen (See* Print Documents.*) and/or get similar information in printable form by using the Budget Comparison Report. (See* Run Reports.*)*

YTD – Actual

This shows the actual fiscal year-to-date value for each account.

Encumbrance

This column shows any active encumbrances for each account.

An encumbrance is an amount set aside to cover an expense for which you have not yet received the invoice. (For more information on encumbrances, please see the user manual for WinTen² General Ledger and/or WinTen² Purchase Order.)

Projected Actual

The program estimates what the actual annual value will be for each account based on the YTD – Actual and Encumbrance values.

Annual Budget

This is the annual amount you have budgeted for each account.

Budget Variance

The program estimates an annual budget variance for each account by subtracting the Annual Budget value from the Projected Actual value (Budget Variance = Projected Actual – Annual Budget). A negative amount means the account is projected to be under budget. A positive amount means the account is projected to go over budget.

To Exit this Screen:

✓ Press Esc or click the Exit icon.

Monitor Budget Revision History

The Budget Management program shows you a history of revisions for each budget and the status of each revision.

You will use the Maintain Budgets Screen: Revisions Tab to see this information.

To Open the Revisions Tab:

✓ Locate the budget for which you wish to see related revisions.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Ctrl+Tab or click the Revisions tab (at the upper left) on the Maintain Budgets screen.

Maintain Budgets Screen: Revisions Tab

The Revisions tab contains a revision table and a detail information section. This tab is for informational purposes only. Nothing on this tab is editable.

The revision table displays one row of information for each revision that is related to this budget or revision. Depending on the budget or revision you have currently selected (on the Main tab), this could include the original budget and all other budgets that are revisions of that same original budget.

The detail information section, by default, fills the bottom part of the screen. This section displays a summary of approval-processing activity for the revision currently selected in the table above it. You can choose to show or hide the detail information section by pressing Ctrl+O or clicking the Show/Hide icon.

The summary information in the detail section shows the latest date, if any, for each processing action. If you wish to see a full history of approval-processing activity for any revision, you must open that budget itself on the Activity tab of this screen. (See *Monitor Budget Approval-Processing Activity*.)

To Show or Hide the Detail Information Section:

✓   Press Ctrl+O or click the Show/Hide icon.

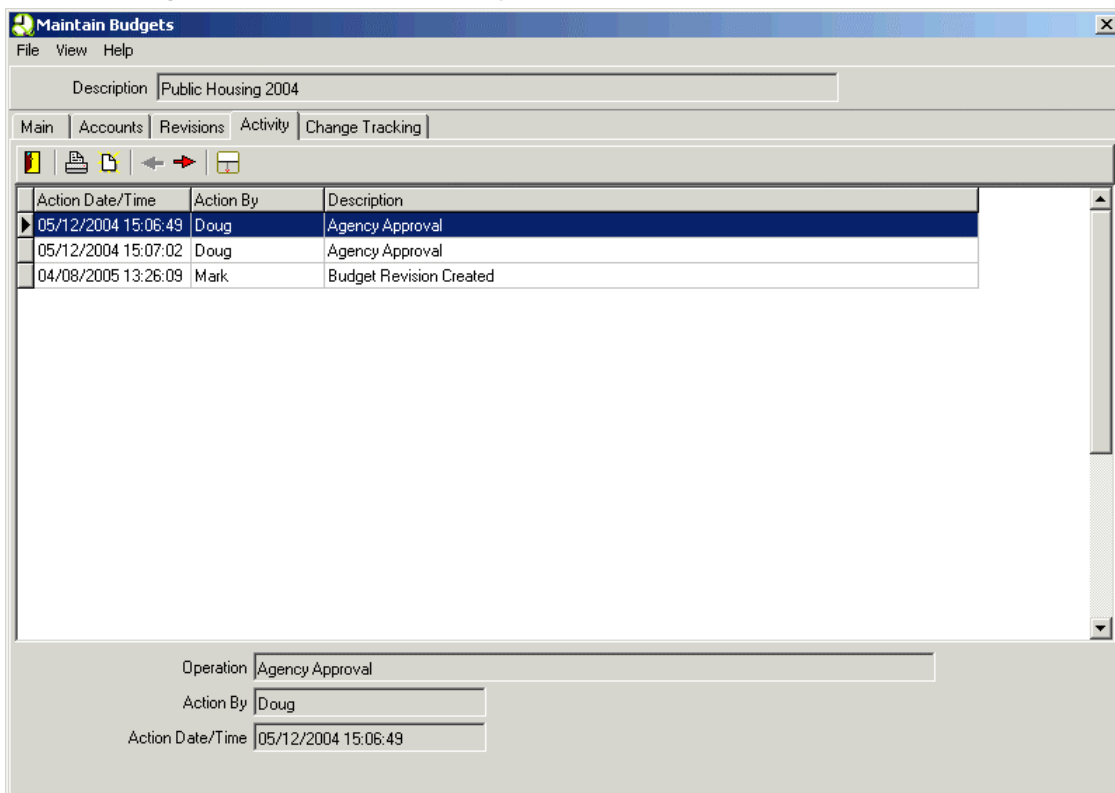# Monitor Budget Approval-Processing Activity

The program shows you a complete history of approval-processing activity for each budget. This includes all the steps you have taken to move the budget through the approval process. (See *Plan Budgeting Process and Schedule* and *Process Budgets for Approval*.)

You will use the Maintain Budgets Screen: Activity Tab to see this information.

To Open the Activity Tab:

✓ Locate the budget for which you wish to see approval-processing activity.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Ctrl+Tab or click the Activity tab (at the upper left) on the Maintain Budgets screen.

Maintain Budgets Screen: Activity Tab

The Activity tab contains a table of approval-processing actions you have taken on the current budget. This tab is for informational purposes only. Nothing on this tab is editable.

This tab displays three fields for each action: **Action Date/Time**, **Action By**, and **Description**/**Operation**.

Action Date/Time

The Action Date/Time tells you when your agency's employee processed this change in the Budget Management program.

Action By

This field shows you who at your agency processed this step in the Budget Management program.

Description/Operation

This identifies the result of the action.

Monitor Budget Audit Trail

The Budget Management program maintains a comprehensive audit trail of changes to your budgets, including creation of budgets and revisions, data changes to specific fields, and the processing of approval steps.

You can see this information on the Maintain Budgets Screen: Change Tracking Tab.

To Open the Change Tracking Tab:

✓ Locate the budget for which you wish to see a history of data changes.

✓ Open this budget on the Main tab of the Maintain Budgets screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Ctrl+Tab or click the Change Tracking tab (at the upper left) on the Maintain Budgets screen.

Maintain Budgets Screen: Change Tracking Tab

The Change Tracking tab contains an action table and a detail information section. This tab is for informational purposes only. Nothing on this tab is editable.

This tab displays three fields for each action: **Date/Time Changed**, **Changed By**, **Description/Operation**, **Old Value**, and **New Value**.

Date/Time Changed

This tells you when your agency's employee processed this change in the Budget Management program.

Changed By

This field shows you who at your agency processed this change in the Budget Management program.

Description/Operation

This shows you what was done to the budget, e.g., a revision that was created, an approval-processing step that was taken, or a field value that was changed.

Old Value and New Value

These fields show you what a field or status for the budget was changed *from* and changed *to*, respectively.

CHAPTER
9

Run Reports

Budget Management includes many built-in reports with powerful filters to help track and manage your data. If your agency uses the Custom Report Writer program, you can create custom reports and define who has rights to run them. (Please see the user manual for WinTen² Custom Report Writer.)

You can manage your reports by choosing from many report options and by previewing or printing reports. You can save reports as various file types and can reopen QuickReport files in Budget Management.

Topics addressed in this chapter include:

- *Preview a Report*

- *Save a Report*

- *Load a Report*

- *Print a Report*

You will use the Budget Management Reports screen to manage and run your reports.
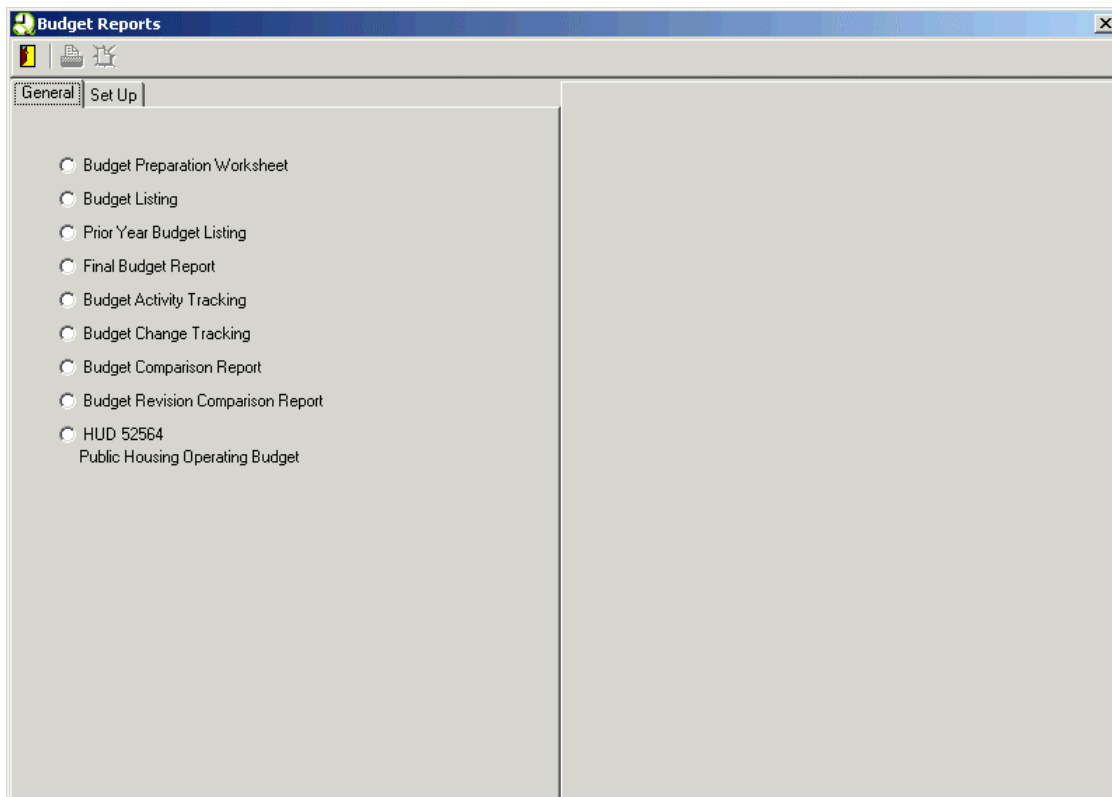
To Open the Budget Management Reports Screen:

✓ Press R or click the Reports button on the Main Menu.
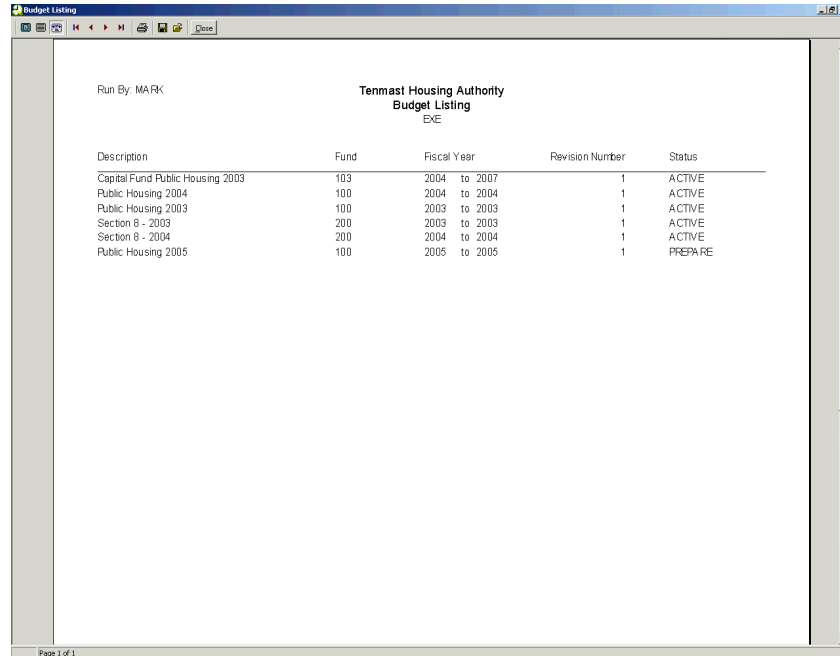
Preview a Report

You may choose to preview a report before you print it or, even if you are not printing it, you may choose just to view it on-screen.

You will use the Preview Report Screen to preview your reports.

To Open the Preview Report Screen:

✓ Select the report you wish to view on the Budget Management Reports screen and choose any filters for the report.

✓ Click the Preview icon.

Preview Report Screen

There are six options on the Preview Report screen: **Zoom**, **Change Page**, **Print**, **Save Report**, **Load Report**, and **Close**.

Zoom

You have three choices for zooming the preview (making it larger or smaller): the **Zoom to Fit**, **100%**, and **Zoom to Width icons**.

The Zoom to Fit and Zoom to Width icons size the page to the window. Zoom to Fit, usually the smallest option, lets you see the entire page and Zoom to Width, usually the largest option, widens the page to fill the window horizontally. The 100% icon sets the page to its normal, "full" size, regardless of the window size.

To Change the Zoom:

✓ Click one of the three zoom icons.

Change Page

The Change Page options let you move from one page of your preview to another. Obviously, they are available only for multiple-page previews. There are four options: the **First Page**, **Previous Page**, **Next Page**, and **Last Page icons**. Each icon takes you to its respective page.

To Change the Page:

✓ Click one of the four page icons.

Print

The Print option opens a Print Report dialog box from which you can print the report. (See *Print a Report*.)

To Print:

✓ Click the Print icon.

Save Report and Load Report

We will discuss the Save and Load Report options below. (See *Save a Report* and *Load a Report*.)

Close

The Close option closes the preview.

To Close:

✓ Press Esc, press Alt+C, or click the Close button.

Save a Report

Saving an electronic copy of report can be an alternative to printing a hard copy; it allows you to take a snapshot of your data at any time. You can also choose to manipulate data in the saved report independently from the Budget Management program.

You can save a report in any of several different file types. If you save a report as a QuickReport file, you can reopen it (load it) in Budget Management. (See *Load a Report*.)

> **Note:**
> ***The data in the saved report is only a snapshot; it will not change as information in the Budget Management program changes. When you need the up-to-date information in the future, run the report again.***
>
> **Hint:**
> *Because the saved report is a snapshot, you might consider including its date as part of the file name when you save it.*
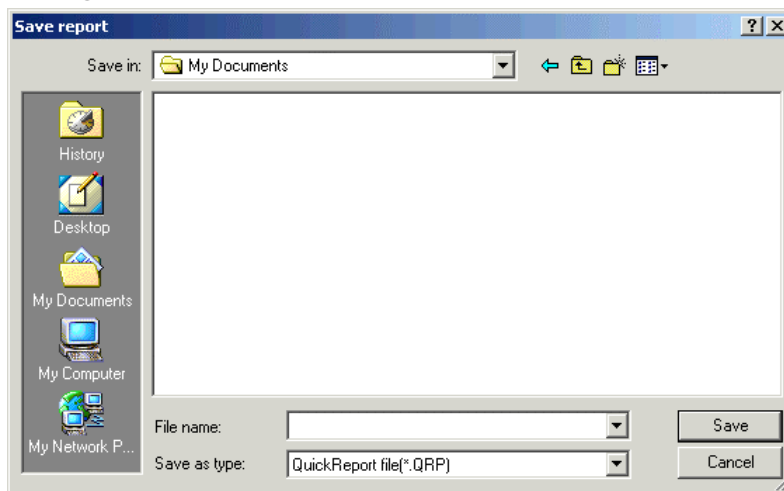
The Save Report option is available from the Preview Report screen. (See *Preview a Report*.)

You will use the Save Report Dialog Box to save a report.

To Open the Save Report Dialog Box:

✓ Click the Save Report icon on the Preview Report screen.

Save Report Dialog Box

There are three primary fields on the Save Report dialog box: **Save In**, **File Name**, and **Save as Type**.

Save In

The Save In field shows the folder in which you will save the report

File Name

The File Name is the name you will give to the saved report.

Save as Type

You can save a report as one of six different file types: **QuickReport file**, **Excel spreadsheet**, **Comma Separated Values**, **Rich Text Format**, **Text file**, and **HTML document**. Your choice of file type will depend on how you want to view and/or manipulate your report data.

If you save a report as a QuickReport file (*.QRP) type, you can view it again by reopening (loading) it in the Budget Management program. (See *Load a Report*.) Once you have loaded a report, you can again choose to save a copy of it as any of the six file types.

You can use the Excel spreadsheet (*.XLS) type in Microsoft Excel. The Comma Separated Values (*.CSV) type is similar, but more flexible; you can use it in Excel or in any other spreadsheet program. You can use either file type to import your data into most database programs. (If you wish to import into a database, you may first need to manipulate or "clean up" your data.)

The Excel file type allows you to format your report with, for example, formulas, fonts, or borders. The Comma Separated Values file type is text-only, without any formatting.

You can use RTF (Rich Text Format) (*.RTF) in most word processing programs (e.g., Microsoft Word or Word Perfect). RTF supports text formatting such as font, font size, font color, etc. A Text file (*.TXT) is text-only, without any formatting. You can view it in any word processing program, but it usually opens in Notepad by default.

Use the HTML document (*.HTM) type to save the report as a web page viewable in a web browser such as Internet Explorer or Netscape Navigator. You might choose this option it you want to post the report to your Internet or intranet site.

To Save a Report:

✓ Type a name for the file in the File Name field.

✓ If necessary, tab or click to the Save As Type field and choose the file type.

✓ If necessary, tab or click to the Save In field and choose the folder in which to save the report.

✓ To save the report, press Enter or click the Save button.

✓ To cancel, press Esc or click the Cancel button.

Load a Report

If you have saved any report as a QuickReport file (*.QRP), you can use the Load Report option to view it in Budget Management. Once you have loaded a report, you can again choose to save a copy of it in any of the six available file types. (See *Save a Report*.)
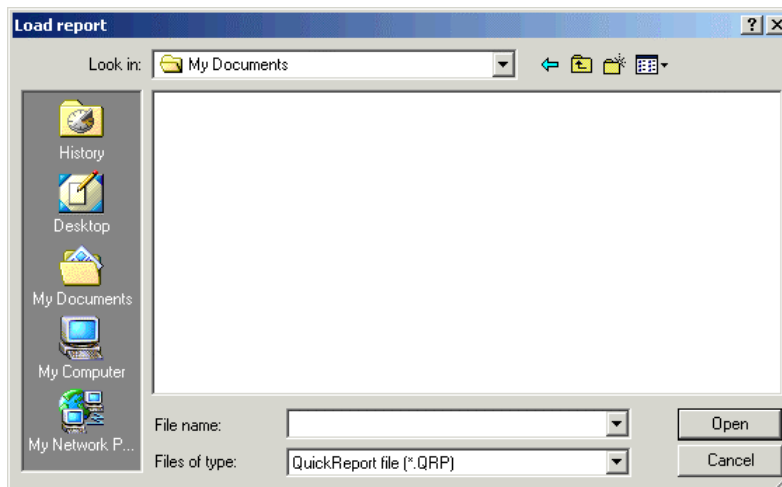
The Load Report option is available from the Preview Report screen. (See *Preview a Report*.)

You will use the Load Report Dialog Box to load a report.

To Open the Load Report Dialog Box:

✓ Click the Load Report icon on the Preview Report screen.

Load Report Dialog Box

There are three primary fields on the Load Report dialog box: **Look In**, **File Name**, and **Files of Type**.

Look In

The Look In field shows the folder where you last saved or loaded a report. Use this field, if necessary, to locate the folder that contains your saved report.

Files of Type

Only QuickReport files can be loaded in Budget Management, so this field is not editable.

To Load a Report:

✓ If necessary, tab or click to the Look In field and choose the folder where your report is stored.

✓ Select the report you wish to load.

✓ To open the report, press Enter or click the Open button.

✓ To cancel, press Esc or click the Cancel button.

Print a Report

You will use the Print Report Dialog Box to print a report.

To Open the Print Report Dialog Box:

✓ Select the report you wish to print on the Budget Management Reports screen.

✓ Choose any options for the report.

✓ Click the Print icon.

(Or click the Print icon on the Preview Report screen.)

Print Report Dialog Box

There are five primary fields on the Print Report dialog box: **Printer**, **Font Name**, **Print Range**, **Copies**, and **Duplex**.

Font Name

The Font Name field shows the default font for the printer you have chosen. Changing this field will change the font for all text on the report.

> **Hint:**
> *Available fonts may vary depending on the printer you have chosen and on the fonts installed on your computer.*

To Change the Font:

✓ Tab or click to the Font Name field and select the Font.

To Restore the Default Font:

✓ Click the Restore Report Font button.

Duplex

Duplex printing prints on both sides of the paper. This affects only multiple-page printouts. You might choose to duplex if you plan to bind the report in some way (e.g., putting it in a three-ring binder).

The three options are Off, Long Edge, and Short Edge.

Duplex "Long Edge" if you will bind the document on its left edge, like a book. You will turn the pages normally, from side to side.

Duplex "Short Edge" if you will bind the document on its top edge. You will turn the pages vertically, from bottom to top, like a clipboard.

The default is "Off." This prints on only one side of the paper.

> **Hint:**
> *Not all printers allow duplex printing.*

To Print

✓ If necessary, select the Printer.

✓ If necessary, tab or click to the Font Name field and select the Font.

✓ If necessary, press Alt+G or click the Pages radio button and type a number range in the From and To fields.

✓ If necessary, tab or click to the Number of Copies field and type or select a number.

✓ If necessary, tab or click to the Duplex field and select your duplexing option.

✓ To print, press Enter or click the OK button.

✓ To cancel, press Esc or click the Cancel button.

CHAPTER

10

Print Documents

You have various options for printing documents in Budget Management.

If your agency uses the Custom Report Writer program, you can create one or more custom formats for each type of printed document.

Topics addressed in this chapter include:

- *Preview a Document*
- *Print a Document*

Preview a Document

You may choose to preview a document before you print it or, even if you are not printing it, you may choose just to view it on-screen.

You will use the Print Preview Screen to preview your printed document.

To Open the Print Preview Screen:

✓ Select the document you wish to view on either a Browse screen or a Maintain screen. (See *Manage Records with Browse, Maintain, and Select Screens.*)

✓ Press Ctrl+W or click the Preview icon.

Print Preview Screen

There are four options on the Preview screen: **Print**, **Zoom**, **Change Page**, and **Close**.

Print

The Print option opens a Print dialog box from which you can print the document. (See *Print a Document.*)

To Print:

✓ Click the Print icon.

Zoom

You have four choices for zooming the preview (making it larger or smaller): the **Whole Page**, **Page Width**, and **100% icons** and the **Percentage Zoom field**.

The Whole Page and Page Width icons size the page to the window. Whole Page, usually the smallest option, lets you see the entire page and Page Width, usually the largest option, widens the page to fill the window horizontally. The 100% icon sets the page to its normal, "full" size, regardless of the window size. The Percentage Zoom field lets you enter any percentage from 25% to 250%.

To Change the Zoom:

✓ Click one of the three zoom icons.
   OR
   Tab or click to the Percentage Zoom field, type a number, and press Enter.

Change Page

The Change Page options let you move from one page of your preview to another. Obviously, they are available only for multiple-page previews. There are five options: the **First Page**, **Prior Page**, **Next Page**, and **Last Page icons** and the **Page Number field**.

Each of the four icons takes you to its respective page. The Page Number field lets you enter the number of the page you want to see.

To Change the Page:

✓ Click one of the four page icons.
   OR
   Tab or click to the Page Number field, type a number, and press Enter.

Close

The Close option closes the preview.

To Close:

✓ Press Esc, press Alt+C, or click the Close button.

Print a Document

You will use the Print Dialog Box to print a document.

To Open the Print Dialog Box:

✓ Select the document you wish to print on either a Browse screen or a Maintain screen. (See *Manage Records with Browse, Maintain, and Select Screens*.)

✓ Press Ctrl+R or click the Print icon.

(Or click the Print icon on the Print Preview screen.)

Print Dialog Box

There are three primary fields on the Print dialog box: **Printer**, **Page Range**, and **Copies**.

To Print

✓ If necessary, tab or click to the Printer Name field and select the Printer.

✓ If necessary, click the appropriate Page Range radio button and/or type a number range in the Pages field.

✓ If necessary, tab or click to the Number of Copies field and type or select a number.

✓ To print, press Enter or click the OK button.

✓ To cancel, press Esc or click the Cancel button.

Part III: Setup

CHAPTER
11

Plan Setup Options

All WinTen² programs have a variety of Setup options that control the program environment and govern many aspects of program operation. These options allow your agency to customize the programs to best meet your needs and make your job easier.

You should carefully plan and then implement your Setup options before using the Budget Management program. In addition, the administrator of your WinTen² programs should review your Setup options at least annually.

Topics addressed in this chapter include:

- *Plan Budgeting Process and Schedule*

- *Plan Distribution Schemes*

Plan Budgeting Process and Schedule

The budget approval and revision process is usually straightforward, but it is important to have a clear policy for your agency. One of the main considerations is simply scheduling enough time to complete the entire process before the current budget expires. Failure to do this could prevent you from paying bills and/or payroll until the new budget is fully approved.

For most agencies, you must submit a new budget first to your agency's board of commissioners for their approval. After your board approves it, you must submit it to the fund's granting agency (e.g., HUD) for their approval.

Generally, most granting agencies will require you to submit your initial budget request to them at least ninety days before the current budget expires.

> **Note:**
> ***Different granting agencies may have different budget submission deadlines. It is important for you to verify the policy of the granting agency for each of your funds and plan accordingly.***

Working backward from the current budget's expiration date will help you plan your budgeting schedule. Based on the meeting dates of your board of commissioners, plan to submit to your board so that they can complete any adjustments – and you can submit their approved budget to the granting agency – before that agency's submission deadline.

You may also want to plan how you will handle budget rejections within the Budget Management program. The program allows you to edit the rejected budget itself or to create a new budget revision, which will exist as a new record in the program. We strongly recommend creating a new revision, because that makes it much easier for you, your board, and/or the

granting agency to compare the two versions and see the differences between them. (The program contains a Budget Revision Comparison Report for this purpose.)

Your agency's budget approval process may differ from what we have discussed here. If so, we recommend you put the process in writing and plan your schedule accordingly.

For help on creating budgets, see *Create Budgets*.

For help on moving budgets through the approval process, see *Process Budgets for Approval*.

For help on running the Budget Revision Comparison Report, see *Run Reports*.

Plan Distribution Schemes

Distribution schemes make it easy for you to distribute an account's annual budget, by pre-defined percentages, across specific fiscal periods within the year – without having to enter the amount for each period manually. There are several distribution schemes built into the program; you can also create your own custom distribution schemes.

> **Note:**
> ***Distribution schemes are optional in Budget Management. Skip this section if you choose not to use them.***

You assign distribution schemes *by account* within a budget. In other words, one account may use one distribution scheme to distribute its annual amount, while other accounts within the same budget may use different distribution schemes.

The six most commonly used distribution options are already built into the Budget Management program. They are **Annual – First Month**, **Annual – Last Month**, **Bi-Monthly**, **Monthly**, **Quarterly**, and **Semi-Annually**.

If you choose one of the built-in distribution schemes for an account, the program will distribute that account's annual budget by fiscal period according to the percentages in the following table.

Period	Built-In Distribution Scheme					
	Annual – First Month	*Annual – Last Month*	*Bi-Monthly*	*Monthly*	*Quarterly*	*Semi-Annually*
1	100%		16.6667%	8.3333%	25%	50%
2				8.3333%		
3			16.6667%	8.3333%		
4				8.3333%	25%	
5			16.6666%	8.3333%		
6				8.3334%		
7			16.6667%	8.3333%	25%	50%
8				8.3334%		
9			16.6666%	8.3333%		
10				8.3334%	25%	
11			16.6667%	8.3333%		
12		100%		8.3334%		
Total	100%	100%	100.0000%	100.0000%	100%	100%

You can also create your own custom distribution schemes. You might choose this option, for example, to distribute seasonal expenses that do not fit any of the built-in schemes. The next table gives just three examples of seasonal distribution schemes you might consider. **Summer Maintenance** might include such things as landscaping and mowing. **Winterization** could cover preparing maintenance equipment, plumbing, and units for cold weather. **Winter Maintenance** might include snow removal.

> **Hint:**
> *We use seasonal expenses only as an example. You can create custom distribution schemes for any reason, whenever the built-in schemes do not meet your needs.*

Month	Custom Distribution Scheme		
	Summer Maintenance	*Winterization*	*Winter Maintenance*
Jan			30%
Feb			30%
Mar			5%
Apr	10%		
May	20%		
Jun	20%		
Jul	20%		
Aug	20%		
Sep	10%	20%	
Oct		40%	
Nov		40%	5%
Dec			30%
Total	100%	100%	100%

Note:
Please note one important difference between custom distribution schemes and the six built-in schemes: the built-in schemes distribute amounts by* fiscal period*; your custom schemes distribute amounts by* calendar month*, no matter which periods those months are within the fiscal year. (For more information on fiscal years and fiscal periods, please see the user manual for WinTen² General Ledger.)

A custom distribution scheme contains a Description field and twelve monthly Percentage fields. The description can contain letters and/or numbers. It can be up to sixty characters, but thirty or fewer usually works best. The Percentage field can contain up to four decimal places (e.g., 16.6667%).

The combined percentages within each distribution scheme must total exactly 100%. If the percentages you wish to use do not divide evenly, use all four decimal places for the percentages and adjust the final decimals so that the total is exactly 100.0000%. (For an example of this, please note the percentages, above, for the Bi-Monthly and Monthly distribution schemes.)

For help on setting up your budget distribution schemes in the Budget Management program, see *Maintain Monthly Distribution* Schemes.

You will use the Accounts tab of the Maintain Budgets screen to assign distribution schemes to individual accounts. For help on doing this, see *Maintain Budgets* and *Maintain Budget Information per Account*.

CHAPTER

12

Implement Setup

After planning your Setup options, you must enter your choices into the Budget Management program before you can begin using it. This section will walk you step-by-step through the process of entering these options. You will also enter a few simple options we did not discuss in the planning section of this chapter.

> **Note:**
> ***Please be especially careful when entering Setup options. Inaccurate settings can cause Budget Management to function in an unexpected manner. In addition, after you enter your initial settings, prevent accidental changes by using the Master Setup program to restrict access to the Setup screen. For help on doing this, please see the user manual for WinTen² Master Setup.***

As mentioned above, the administrator of your WinTen² programs should review the planning and implementation of these Setup options at least annually.

You will use the Budget Management Setup Screen to enter your options.

To Open the Budget Management Setup Screen:

✓ Press S or click the Setup button on the Main Menu.

Budget Management Setup Screen
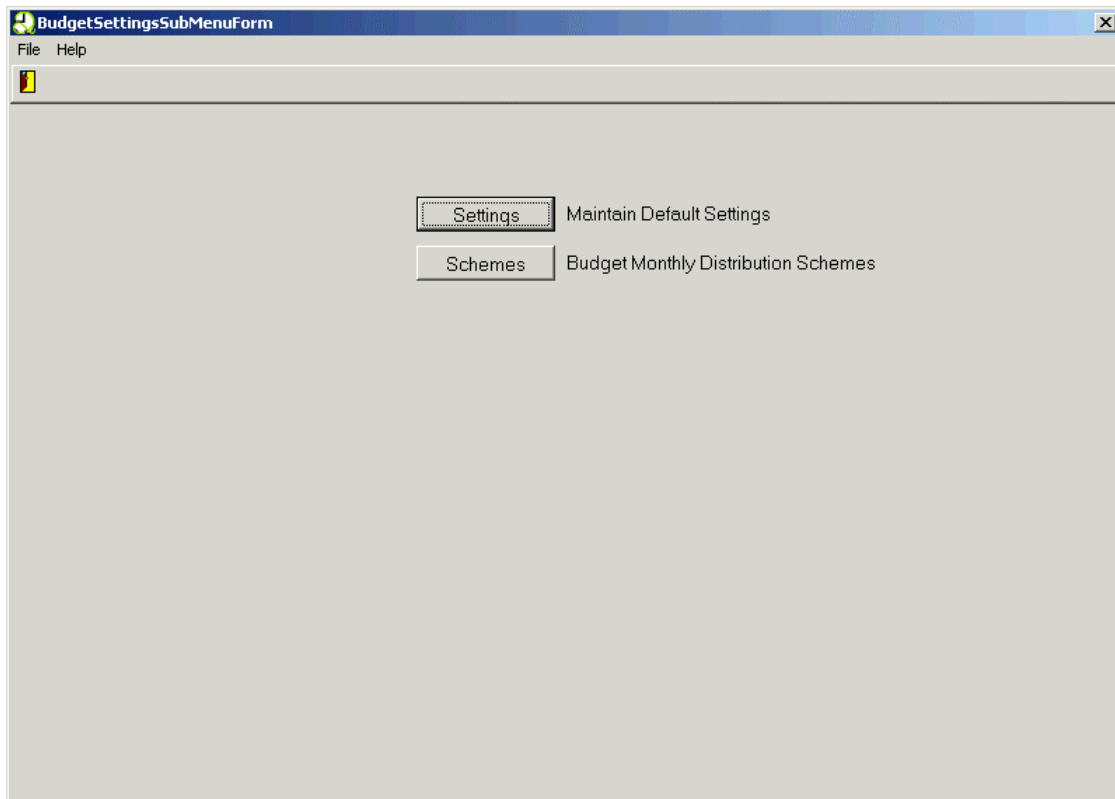
The Budget Management Setup screen gives you access to two different Setup areas, each with its own screen. They are:

- *Maintain Default Settings*
- *Maintain Monthly Distribution Schemes*

We will walk through these areas separately.

Maintain Default Settings

Budget Management Default Settings contains high-level options that affect multiple areas of the program.

You will use the Budget Management Settings Screen to enter and maintain this information.

To Open the Budget Management Settings Screen:

✓ Press S or click the Settings button on the Budget Management Setup screen.

Budget Management Settings Screen

The Budget Management Settings screen gives you access to three different settings: **Change Color**, **Track All Activity**, and **Track All Data Changes**. Verify your choice for each.

The top half of this screen also displays your agency's contact or "return address" information. You maintain this information in the Master Setup program; you cannot edit it on this screen. (Please see the user manual for WinTen² Master Setup.)

To Change Color, you must *not* be in Edit mode. To change your data tracking option, you must be in Edit mode.

To Enter Edit Mode:

✓ Press Ctrl+E or click the Edit icon.

To Save Changes and Leave Edit Mode:

✓ Press Ctrl+S or click the Save icon.

To Cancel Changes and Leave Edit Mode:

✓ Press Ctrl+Q or click the Cancel icon.

To Exit this Screen:

✓ Press Esc or click the Exit icon.

Change Color

Some agencies choose to color code their WinTen² financial programs so they know at a glance which program they are using. The Change Color icon allows you to set the background color of screens in Budget Management.

Hint:
Light colors work best.

To Change Background Color:

✓ Press Ctrl+L or click the Change Color icon.

✓ Click to choose a Basic color.
     OR
   Click the Define Custom Colors button and choose a custom color.

✓ Click the OK button.

Track All Activity

If you check this field, any approval-processing step that anyone takes for a budget will appear for that budget on the Activity tab of the Maintain Budgets screen. (See *Monitor Budgets* and *Monitor Budget Approval-Processing Activity*.)

The purpose of this option is to allow you to monitor budgets as you move them through the approval process, as well as to provide a history of these actions.

Most agencies choose to check this field.

Track All Data Changes

If you check this field, any change that anyone makes to any data field in a budget will appear for that budget on the Change Tracking tab of the Maintain Budgets screen. (See *Monitor Budgets* and *Monitor Budget Audit Trail*.)

The purpose of this option is to provide an audit trail. It lets you know who changed what and when they changed it.

Most agencies choose to check this field.

To Change Your Data Tracking Option:

✓ Press Ctrl+E or click the Edit icon.

✓ Check or uncheck the Track All Data Changes field.

✓ To save your changes, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

To Exit this Screen:

✓ Press Esc or click the Exit icon.

Maintain Monthly Distribution Schemes

Budget distribution schemes let you easily distribute an account's annual budget, by pre-defined percentages, across specific fiscal periods within the year. Six standard schemes are built into the Budget Management program for your use. You can also choose to define other custom schemes. We discuss both of these options in the planning section of this manual. (See *Plan Distribution Schemes*.)

Note:
Custom distribution schemes are optional in Budget Management. Skip this section if you choose not to use them. You can still use any of the six built-in schemes.

You will use the Maintain Distribution Schemes Screen to enter and maintain your agency's custom budget distribution schemes.

To Open the Maintain Distribution Schemes Screen:

✓ Press C or click the Schemes button on the Budget Management Setup screen.

Maintain Distribution Schemes Screen

The Maintain Distribution Schemes screen contains a scheme table and a detail information section.

The scheme table displays one row of information for each of your agency's custom distribution schemes.

Hint:
The six standard schemes built into the program do not *appear on this screen. (See* Plan Distribution Schemes.*)*

The detail information section, by default, fills the bottom of the screen. It displays the information for the scheme currently selected in the table above it. You can choose to show or hide the detail information section by pressing Ctrl+O or clicking the Show/Hide icon.

You will add or edit distribution schemes in the detail information section; you cannot add or edit them directly in the scheme table.

The detail information section contains the **Description** field and twelve monthly **Percentage** fields. All thirteen fields are required if you wish to use custom distribution schemes, although some percentages may be zero.

This section also contains non-editable **Cumulative Percentage** and **Total** fields.

Description

This is your text description to identify the distribution scheme.

Percentage

Enter the percent of an account's annual budget that you want to distribute to each calendar month. Some may be zero.

> **Note:**
> ***The total of the percentages for each scheme must be exactly 100%.***

Cumulative Percentage and Total

These non-editable fields provide additional information to help you assign percentages.

The Cumulative Percentage column shows the year-to-date percentage for each month. (The program calculates this by adding together a month's percentage and the percentages of every *prior* month in the year.)

The Total field shows the grand total of all percentages. This must be exactly 100.0000%.

> **Note:**
> ***If you add or edit distribution schemes, you may need to close Budget Management and restart the program before some changes take effect.***

To Show or Hide the Detail Information Section:

✓ Press Ctrl+O or click the Show/Hide icon.

> **Hint:**
> *If you have hidden this section, it will also "show" automatically when you edit a record.*

To Add a Distribution Scheme:

✓ Press Ctrl+A or click the Add icon.

✓ Enter the description (required).

✓ Tab or click through the Percentage fields, entering the information.

✓ To save this new distribution scheme, press Ctrl+S or click the Save icon.

✓ To cancel, press Ctrl+Q or click the Cancel icon.

To Edit a Distribution Scheme:

✓ Select the distribution scheme you wish to edit.

✓ Press Ctrl+E or click the Edit icon.

✓ Follow the steps above to edit the distribution scheme.

To Delete a Distribution Scheme:

✓ Select the distribution scheme you wish to delete.

✓ Press Ctrl+D or click the Delete icon.

✓ Press Y or click the Yes button to confirm the deletion.

>   **Note:**
>   ***You cannot delete a distribution scheme you have assigned to any budget.***

To Exit this Screen:

✓ Press Esc or click the Exit icon.

Part IV: Appendices

APPENDIX

A

Program Changes for Existing Clients

Tenmast clients who have used the WinTen General Ledger program should take special note of the following change.

No Budget Setup Options in General Ledger

WinTen² General Ledger does not contain functionality for preparing budgets. Instead, it integrates closely with the Budget Management program, which you can use for budgeting.

APPENDIX

B

Keyboard Actions

All WinTen² programs offer expanded options for using the keyboard to speed data entry.

When working in WinTen² programs, many users prefer to point and click with the mouse to execute commands. Those options are available, if you wish to use them. However, as you become more comfortable with your computer in general and with WinTen² programs in particular, you may find it quicker and easier to use "keyboard shortcuts" to execute commands.

Here are a few things to remember when using keyboard shortcuts, followed by a list of some of the more helpful keyboard options.

Pressing and Clicking

When a WinTen² user manual instructs you to "press" a key or keys, it refers to pressing keys on your keyboard. For example, "press Enter" means, "press the Enter key on your keyboard." "Press Spacebar" means, "press the spacebar key."

> **Hint:**
> *If the name of an individual key has more than one word in it, the manuals refer to it by capitalizing all the words and removing the spaces between them. The Page Down key, for instance, appears as, "PageDown." The up arrow key appears as, "UpArrow."*

When a WinTen² user manual instructs you to "click" a button or icon, it refers to using the mouse to click something on the computer screen. For example, "click the Setup button" means, "use your mouse to click the Setup button on the screen."

Key Combinations

Most keyboard shortcuts use more than one key at a time. Key combinations are often the Alt (Alternate) or Ctrl (Control) key followed by a letter or number key.

WinTen² user manuals abbreviate key combinations in the format *key+key*. For example, "press Ctrl+C" means, "press and hold Ctrl and then press C."

Much like the Shift key, the Ctrl and Alt keys modify the way the computer interprets other keys, but will not type anything by themselves. When a key combination includes one of these keys, it will appear first in the combination. You should press and hold the first key before pressing the last key in the combination.

> **Hint:**
> *Think of this as like using Shift to type a capital letter. For example, pressing Shift+A should type a capital letter* A*, but if you press and hold* A *before pressing Shift, you might type something like "aaaaaaaA." However, if you press and hold Shift first, you will just type "A." The same holds true for issuing commands with key combinations that include Alt or Ctrl.*

Focus: Using Tab and Enter

When you first enter a screen, "focus" is on a particular button or data field. The program shows focus with a dotted line around the inside of a button or a flashing cursor in a data field.

You can move focus to the next field or option by pressing Tab. This usually moves focus down or to the left. Move focus to the previous field or option (usually up or to the right) by pressing Shift+Tab.

> **Hint:**
> *If you are in a menu, you can also move focus by pressing the arrow keys.*

When a button has focus, you can activate it by pressing Enter, which has the same effect as if you had clicked the button. When a data field has focus, you can type data into it.

On-Screen Hints

There are three types of on-screen hints you can use to help you remember keyboard shortcuts: underlined letters, tool tips, and menu prompts.

The names of many commands and fields have one letter underlined. Whenever you see an underlined letter, you can activate that choice by pressing and holding Alt, and then pressing the underlined letter. If it is for an icon, button, or menu choice, you will execute that command. If it is for a field, you will active (put focus on) that field so you can complete it.

> **Note:**
> ***When you are on a Main Menu screen or a Setup screen, you can press and activate your choice's underlined letter with** or without **the Alt key. This works** only **on Main Menu and Setup screens.***

> **Hint:**
> *Sometimes the underlines do not appear until you press Alt. This is true in some menus, for example.*

Tool tips, sometimes called "pop ups," are short messages attached to toolbar icons. If you point to any toolbar icon, the tool tip will appear in a moment giving you the name of the icon and its keyboard shortcut, if there is one.

Menu commands that have keyboard shortcuts show the shortcut immediately after the command name.

Menus

The option mentioned above for using Alt with an underlined letter also works for menus, but it behaves a little differently. There are also a couple of other menu options to consider.

Menus appear near the upper-left of a screen, just below the screen title. There is often a File, View, Edit, and Help menu, although this varies from screen to screen.

To open a menu with the keyboard, press and hold Alt and press the underlined letter of the menu you want to open. For example, Alt+E usually opens the Edit menu.

> **Hint:**
> *The underlines may not appear until you press Alt.*

To close a menu again without executing a command, press Alt by itself.

Once a menu is open, you can press LeftArrow and RightArrow to move from one menu to another. You can press UpArrow and DownArrow to move through the commands within a menu. To execute a command, arrow to it and press Enter.

The underlined letters within a menu offer a second option for executing menu commands. If you have opened the menu with Alt and the underlined letter, you can then activate a particular menu command by pressing its underlined letter *without* the Alt key. (Do not press Alt a second time.)

Note:
If you press Alt a second time, it will close the menu.

Type Ahead

A drop-down list is a field with a set of predefined options from which you can choose. It has a small down-arrow to the right of it. Drop-down lists offer a feature called "type-ahead." If you know your choice, simply type its first few letters. As you type, the program will show you the first option that matches what you have typed.

Hint:
Drop-down lists also allow you to press DownArrow or UpArrow to toggle through the choices. You can "open" the list to see the available choices by pressing F4. All of these options (type-ahead, DownArrow, UpArrow, and F4) will work in combination with each other.

Common Keyboard Shortcuts

Press	To
F4	Display the items in a drop-down list or open a select screen.
Alt+Underlined Letter	Activate a choice with an underlined letter
Tab	Move to the next field or option
Shift+Tab	Move to the previous field or option
Ctrl+Tab	Move to the next tab on a screen
Ctrl+Shift+Tab	Move to the previous tab on a screen
Esc	Exit a screen
Ctrl+A	Add a record
Ctrl+D	Delete a record
Ctrl+E	Edit a record
Ctrl+S	Save changes from edit mode
Ctrl+Q	Cancel changes from edit mode
Ctrl+P	View the prior record
Ctrl+N	View the next record
Ctrl+H	Activate the Search icon
Ctrl+O	Activate the Show/Hide icon
Ctrl+R	Activate the Print icon
Ctrl+W	Activate the Preview icon
Alt+T	Activate a Select button
Alt+C or Esc	Activate a Cancel button
PageDown	Move to the next step in a wizard
PageUp	Move to the previous step in a wizard

Common Types of Fields

Field	Keyboard Shortcut
Search For	Type an entry and press Enter
Drop-down list	Use any combination of type-ahead, F4, DownArrow, or UpArrow
Lookup icon	F4
Checkbox	Spacebar
Radio Button	Arrow keys

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