



1. Posting the Budget through Account Maintenance:

Finance > Budget Account > Budget Account Maintenance

Account: 1-01-20-100-000-221 Desc: Administration - Advertising
 Acct Type: Sub Chk Acct: CURRENT Cap Flag:
 Fund Type: Budget Class Id:
 Activity Misc G/L Accounts
 Activity To Date: Budgeted: 5000 Expended: .00
 Expended: .00 Balance: 5,000.00 Trans-In: .00
 Trans-In: .00 Trans-Out: .00
 Trans-Out: .00 YTD Requested: .00 Reimburse: .00
 Reimburse: .00 Requested Balance: 5,000.00
 Cancel: .00

E Click the EDIT button and enter the adopted budget amount into the Budgeted field and click the SAVE button.

Reason for Change
 Reason: Adopted Budget
 Posting Date: 01/01/11
 Description: ADOPTED BUDGET 2011
 OK Cancel

- E** Reason - Change to Adopted Budget
- E** Posting Date - Enter the Date of Adoption
- E** Description - Enter an optional posting description

Note: Using this option requires an entry to each account, one by one. It is also important to understand that no automatic journal entries will be recorded.

Finance > Revenue > Revenue Account Maintenance

Acct: 1-01-08-103-001 Type: Cash Basis Anticipated:
 Description: Marriage Licenses
 Totals G/L Accounts

	Previous Year	Current Year	Revenue Activity	Cash Activity
Anticipated:	.00	5000	Jan: .00	.00
Actual Revenue:	.00	.00	Feb: .00	.00
Cash Receipts:	.00	.00	March: .00	.00
Cancel:	.00	.00	April: .00	.00
% Realized:	.00	.00	May: .00	.00
Un-Realized:	.00	.00	June: .00	.00
			July: .00	.00
			Aug: .00	.00
			Sept: .00	.00
			Oct: .00	.00
			Nov: .00	.00
			Dec: .00	.00

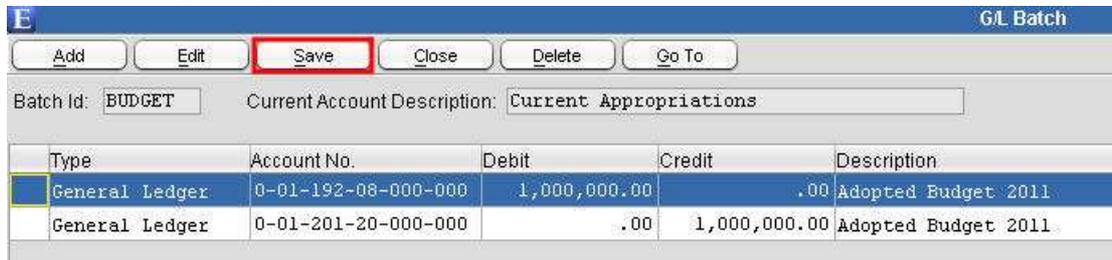
- E Click the EDIT button and enter the anticipated revenue amount in the Current Year Anticipated field and click the SAVE button.



- E Reason - Change to Adopted Revenue
- E Posting Date - Enter the Date of Adoption
- E Description - Enter an optional posting description

Updating the Journal Entries into MCSJ:

Finance > G/L > G/L Batch

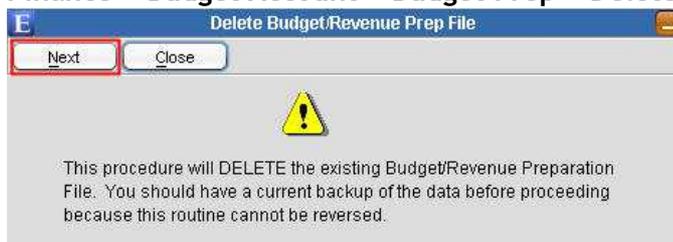


2. Posting the Budget through Budget Prep:

Creating the Budget/Revenue Prep File

1). Delete the Existing Budget/Revenue Prep File:

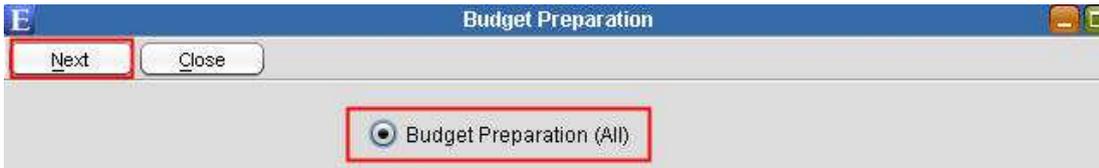
Finance > Budget Account > Budget Prep > Delete Budget/Revenue Prep File



Click the NEXT button to delete the existing file in preparation for the new file.

2). Create the New Year Budget/Revenue Prep File(s):

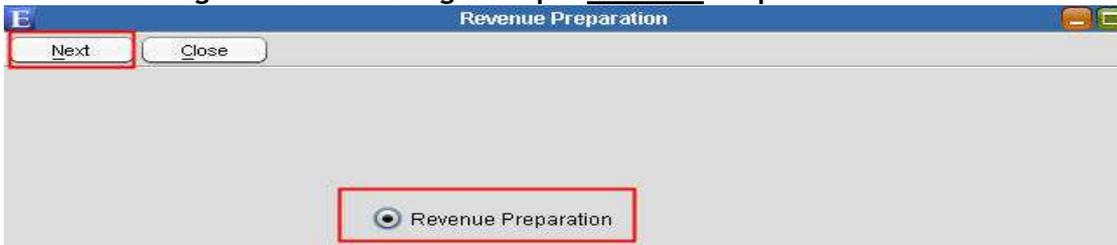
Finance > Budget Account > Budget Prep > Budget Preparation



E Select the Budget Preparation (All) option and click the NEXT button.

E When prompted with the range of accounts to create, the new budget year should appear in the range. Leave the fund thru the last segment blank to create all funds and click the OK button.

Finance > Budget Account > Budget Prep > Revenue Preparation

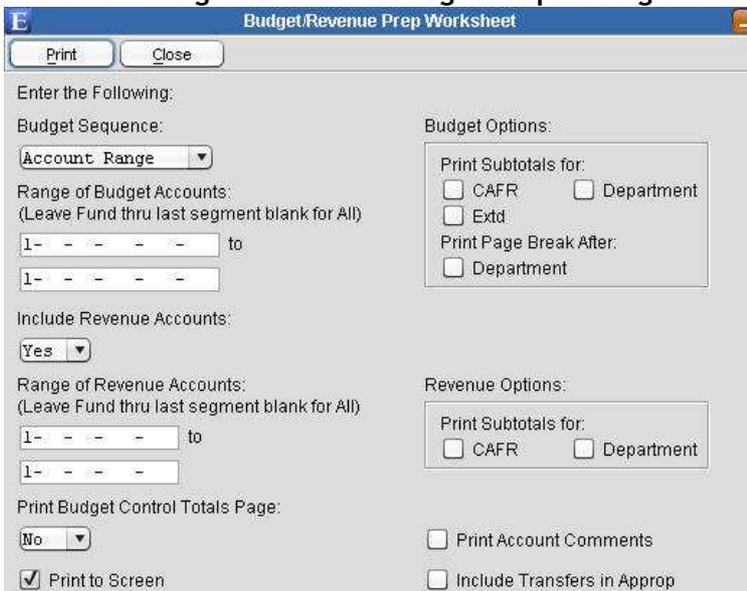


E Select the Revenue Preparation option and click the NEXT button.

E When prompted with the range of accounts to create, the new budget year should appear in the range. Leave the fund thru the last segment blank to create all funds and click the OK button.

Budget Prep: Budget/Revenue Prep Worksheet

Finance > Budget Account > Budget Prep > Budget/Revenue Prep Worksheet



Budget Prep: Tips & Tricks

E **Budget Preparation**

Add Edit Save Cancel Delete Go To Range Dup.

Department: - - - Approp: 60,000.00 Actual: 55,000.00 -8.33 %

Current Account Description: Administration - reg S & W

Account No.	Type	Requested	%	Admin. Recmnd	%	Adopted Budget	%
1-01-00-000-000-000	Header	.00	.00	.00	.00	.00	.00
1-01-20-100-000-100	Control	.00	.00	.00	.00	.00	.00
CHG 1-01-20-100-000-111	Sub Account	58,000.00	-3.33	.00	.00	.00	.00
1-01-20-100-000-112	Sub Account	5,000.00	.00	.00	.00	.00	.00
1-01-20-100-000-113	Sub Account	60,000.00	.00	.00	.00	.00	.00

- E** When double clicking on an account field within the Budget Prep batch entry, the system will fill in the current account description as well as the prior year appropriated vs. actual.
- E** Amounts or percentage increases (%) for any line items or sub type accounts may be entered. The % change will appear automatically when an amount is entered or an amount will appear when a percentage is entered.

Duplicating Amounts between Columns:

E **Budget Preparation**

Add Edit Save Cancel Delete Go To Range Dup.

Department: - - - Approp: 60,000.00 Actual: 55,000.00 -8.33 %

Current Account Description: Administration - reg S & W

Account No.	Type	Requested	%	Admin. Recmnd	%	Adopted Budget	%
1-01-00-000-000-000	Header	.00	.00	.00	.00	.00	.00
1-01-20-100-000-100	Control	.00	.00	.00	.00	.00	.00
CHG 1-01-20-100-000-111	Sub Account	58,000.00	-3.33	58,000.00	-3.33	.00	.00
CHG 1-01-20-100-000-112	Sub Account	20,000.00	1.01	.00	.00	.00	.00

- E** Highlight the line that you wish to copy and click the DUPLICATE button. Click it again to move numbers to the next column.

Duplicating an Entire Column:

E **Budget Preparation**

Add Edit Save Cancel Delete Go To Range Dup.

Department: - - - Approp: 1,980.00 Actual: 100.00 -94.95 %

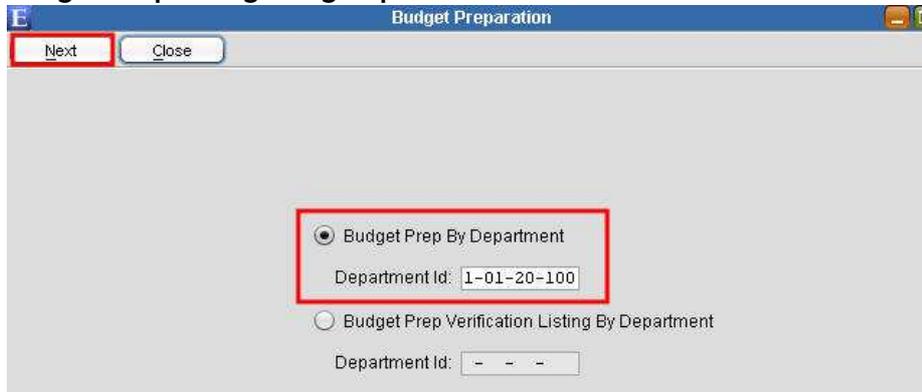
Current Account Description: Admin - printing & bindig

Account No.	Type	Requested	%	Admin. Recmnd	%	Adopted
CHG 1-01-00-000-000-000	Header	.00	.00	.00	.00	.00
CHG 1-01-20-100-000-100	Control	.00	.00	.00	.00	.00
CHG 1-01-20-100-000-111	Sub Account	10,000.00	.00	10,000.00	.00	.00
CHG 1-01-20-100-000-112	Sub Account	5,000.00	.00	5,000.00	.00	.00
CHG 1-01-20-100-000-113	Sub Account	60,000.00	.00	60,000.00	.00	.00
CHG 1-01-20-100-000-114	Sub Account	44,000.00	.00	1,000.00	.00	.00
CHG 1-01-20-100-000-115	Sub Account	3,444.00	.00	1,000.00	.00	.00

- E** Highlight the first line that you wish to duplicate, press the **Shift** key on the keyboard and then select the last line that you wish to copy and click the DUPLICATE button. All of the amounts for the lines or accounts that you have highlighted will be duplicated into the next column.

Note: When the lines are colored in blue, this indicates that they have been selected.

Budget Prep: Integrating Departmental Users



- E** Enter up to and including the dept segment of the account number (Year-Fund-CAFR-Dept).
- E** This option will only enable access to accounts within the department range entered.

Note: The user must have proper security rights in order to access this option.

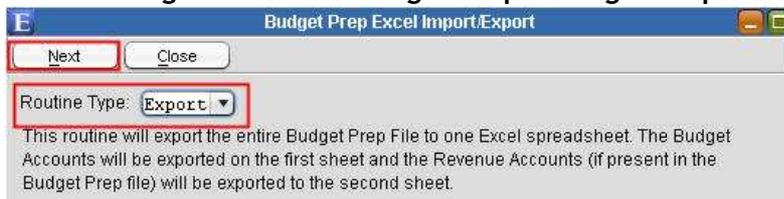
Budget Prep: Utilizing Excel to Prepare the Budget

Excel Import/Export Routine:

- E** In order to export to Excel, the Budget and/or Revenue Preparation files must be created in MCSJ. In order to import from Excel, the Budget and/or Revenue Prep information must be in the correct format and the existing file(s) in MCSJ must be deleted.
- E** It is strongly recommended that the accounts be exported to Excel from MCSJ first in order to avoid any formatting issues that may arise when a user attempts to create their own Excel document.

Exporting the Budget/Revenue Prep File into Excel:

Finance > Budget Account > Budget Prep > Budget Prep Excel Import/Export



- E** Change the Routine Type to Export.
- E** Click the NEXT button to generate the Budget/Revenue Prep file into Excel.
- E** A Windows Save dialog box will appear. Enter a file name and choose a location for the file to be saved.
- E** Click SAVE and the file will automatically be generated.

Note: As described on the screen, this routine will export the file(s) into one Excel spreadsheet only. The Budget accounts will be exported on the 1st sheet and the Revenue accounts (if applicable) will be exported onto the 2nd sheet.

Note: If planning to re-import the changes made in Excel back into MCSJ, the layout of the Excel file should not be changed. In other words, do not delete, re-arrange, or reformat columns and do not change the order of the sheets.

Importing the Budget/Revenue Prep File into MCSJ:

- E** Prior to importing the Budget/Revenue Prep files into MCSJ, make sure that the existing Budget/Revenue Prep files have been deleted in MCSJ.
- E** Use the Delete Budget/Revenue Prep File routine to clear the files.

Finance > Budget Account > Budget Prep > Delete Budget/Revenue Prep File



Click the NEXT button to delete the existing file in preparation for the new file.

Finance > Budget Account > Budget Prep > Budget Prep Excel Import/Export



- E** Routine Type - Import.
- E** Click the NEXT Button.
- E** A Windows Open dialog box will appear. Browse to the file to be imported and click the OPEN button.
- E** The counter will appear and begin counting the records being imported.

- E** When finished importing, return to the Budget and/or Revenue Preparation screens to view the imported information. The worksheet may be printed to view the account information in report format.

Budget/Revenue Prep: Rollover

Once all adopted figures have been verified in both the 'Adopted Budget' and 'Anticipated Revenue' columns, it is time to rollover the Budget Prep file into the accounts.

There are two options for posting the adopted and anticipated Budget/Revenue Preparation amounts into the accounts:

- E** **Budget Prep Rollover** - This method will simply update account maintenances with the adopted and/or anticipated amounts posted in the Preparation batches. No automated journal entries will be recorded using this option; however, they can be updated easily through a GL batch.
- E** **Adopt/Amend Import From Budget Prep** - This method will import the Adopted/Anticipated amounts into the Adopt/Amend Batch and automated GL entries will be updated simultaneously. When using this feature, the total adopted budget must equal the anticipated revenue.

Regardless of which method is chosen, the Budget and Revenue Prep Verification Listings must be printed with NO ERRORS in order to update.

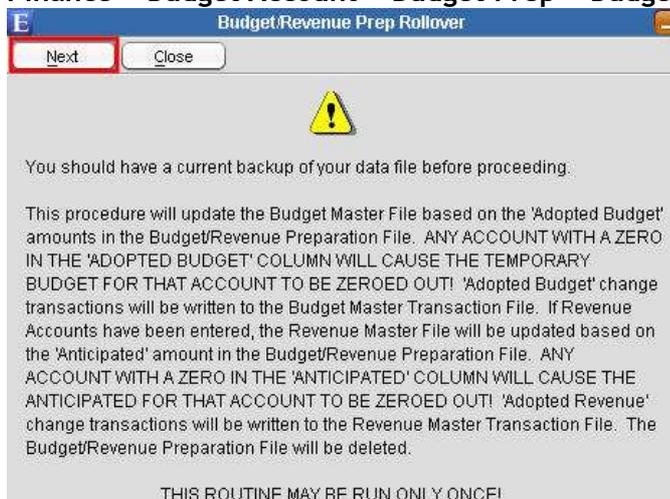
Printing the Verification Listings:

- E** Finance > Budget Account > Budget Prep > Budget Prep Verification Listing (All)
- E** Finance > Budget Account > Budget Prep > Revenue Prep Verification Listing

Once both verification listing reports have been printed successfully with NO errors, we are ready to post the budget.

Budget Prep Rollover:

Finance > Budget Account > Budget Prep > Budget/Revenue Prep Rollover



Click the NEXT button.

3. Posting the Budget using the Adopt/Amend Batch:

The Adopt/Amend Batch requires a balanced budget and revenue to be entered and will automatically post to the GL as well as the subsidiary ledgers upon updating.

There are three optional methods of posting the budget when using the Adopt/Amend Batch:

- E** Adopt/Amend Import from Budget Prep - This method will import the Adopted and Anticipated amounts from the Budget Prep file into the Adopt/Amend Batch. If a revenue prep batch does not exist, revenue accounts (anticipated only) will be added to the batch so that budgeted figures may be entered.
- E** Auto Create Batch - This option will import budget and revenue (anticipated only) accounts into the batch. Amounts will then be entered into the batch by the user.
- E** Batch Entry - Accounts may be individually added into a blank batch.

Adopt/Amend - Import from Budget Prep:

Finance > Budget Account > Budget Adopt/Amend Batch



- E** Batch Id - Enter a unique batch id and press Enter
- E** Posting Date - Enter the budget posting date
- E** Budget Year - Enter a single digit for the budget year
- E** Fund - Enter the fund (Only one fund may be entered per batch, therefore when posting multiple funds, multiple batches must be created).
- E** Reason Code - Select Adopted Budget
- E** Select Import from Budget Prep
- E** Click the NEXT button

When importing from budget prep, the system will import all budget adopted figures and all revenue anticipated figures into the amount field of the Adopt/Amend Batch. When importing from Budget Prep, changes may or may not need to be made.

If changes need to be made, select Batch Entry and then click the NEXT button to get into the batch and make your modifications.

If changes do not need to be made, simply verify and update your batch.

Modifying your Batch:

The screenshot shows a software window titled "Budget A" with a menu bar (Add, Edit, Save, Cancel, Delete, Go To) and input fields for "Batch Id: BUDGET", "Date: 01/01/11", "Current Budget Descript:", and "Current Revenue Descript: Fall - Energy Receipts". Below is a table with columns: Budget Acct, Revenue Acct, Amount, Description, and Seq.

Budget Acct	Revenue Acct	Amount	Description	Seq
CHG - - - - -	1-01-09-203-002	100,000.00	Adopted Budget 2011	776
CHG - - - - -	1-01-09-205-000	10,000.00	Adopted Budget 2011	777
CHG - - - - -	1-01-09-206-000	100,000.00	Adopted Budget 2011	778
CHG - - - - -	1-01-10-703-000	10,000.00	Adopted Budget 2011	779
CHG - - - - -	1-01-10-704-000	80,000.00	Adopted Budget 2011	780
CHG - - - - -	1-01-10-705-000	200,000.00	Adopted Budget 2011	781

- E** Click the ADD button to add an account. Budget accounts must be added in the Budget Acct column and Revenue accounts must be added in the Revenue Acct column.
- E** To edit a line item, select a line and click the EDIT button or simply double click within the field that you wish to change.
- E** To delete a line item, select the line you wish to delete and click the DELETE button or simply click the delete button on the keyboard.
- E** Once all changes have been made, click the SAVE button to save your changes.

The screenshot shows a "Batch Totals" dialog box with the question "Are you sure you want to save batch: BUDGET?". It displays the following statistics:

- Batch Count: 800
- Budget Amount: 1,500,000.00
- Revenue Amount: 1,500,000.00

At the bottom, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

- E** Verify that the Budget Amount equals the Revenue Amount; these amounts MUST match in order for the batch to be successfully verified and updated.
- E** Click the OK button and then the CLOSE button to return to the main screen.
- E** Select Batch Verification Listing and then click the NEXT button. This listing must be printed with NO ERRORS in order to proceed with the update.
- E** Select the Batch Update option and click the NEXT button to update your batch postings.

Adopt/Amend - Auto Create Batch:

Finance > Budget Account > Budget Adopt/Amend Batch

Batch Id: BUDGET ...
Posting Date: 01/01/11
Budget Year: 1
Fund: 01
Reason Code: Adopted Budget
 Auto Create Batch

- E** Batch Id - Enter a unique batch id and press Enter
- E** Posting Date - Enter the budget posting date
- E** Budget Year - Enter a single digit for the budget year
- E** Fund - Enter the fund (Only one fund may exist in one batch, therefore when posting multiple funds, multiple batches must be entered).
- E** Reason Code - Select Adopted Budget
- E** Select Auto Create Batch
- E** Click the NEXT button

Note: When auto creating your batch, the system will import all budget accounts and all anticipated revenue accounts into the batch. Amounts will then be entered and updated.

Helpful Hint:

Q. Why are some revenue accounts being left out of the Auto Create Batch option?

A. In order for the system to import revenue accounts into the batch, the accounts must be checked off as “Anticipated” in Revenue Account Maintenance. The “Anticipated” check box identifies any budgeted revenue accounts for the fiscal year as well as calculates Anticipated Revenue account totals on some MCSJ reports.

Finance > Revenue > Revenue Account Maintenance

Acct: 1-01-08-103-001 ... Type: Cash Basis ... Anticipated:
Description: Marriage Licenses ...

Entering your Batch:

Budget Acct	Revenue Acct	Amount	Description	Seq
CHG 1-01-20-100-000-111	- - - -	500.00	Adopted Budget 2011	1
CHG 1-01-20-100-000-112	- - - -	300.00	Adopted Budget 2011	2
CHG 1-01-20-100-000-113	- - - -	800.00	Adopted Budget 2011	3
CHG 1-01-20-100-000-114	- - - -	450.00	Adopted Budget 2011	4

E Enter the adopted budget amounts for all budget accounts and enter all anticipated amounts for all revenue accounts. An optional description may be entered as well. When finished, click the SAVE button.

Batch Totals

Are you sure you want to save batch: BUDGET ?

Batch Count: 800

Budget Amount: 1,500,000.00

Revenue Amount: 1,500,000.00

- E** Verify that the Budget Amount equals the Revenue Amount; these amounts MUST match in order for the batch to be successfully verified and updated.
- E** Click the OK button and then the CLOSE button to return to the main screen.
- E** Select Batch Verification Listing and then click the NEXT button. This listing must be printed with NO ERRORS in order to proceed with the update.
- E** Select the Batch Update option and click the NEXT button to update your batch postings.

Adopt/Amend - Batch Entry:

Finance > Budget Account > Budget Adopt/Amend Batch

Budget Adopt/Amend Batch

Batch Id: BUDGET ...

Posting Date: 01/01/11

Budget Year: 1

Fund: 01

Reason Code: Adopted Budget

Auto Create Batch
 Import from Budget Prep
 Batch Entry

E Select Batch Entry and then click the NEXT button.