

The two main uses of the Budget Prep program include:

a) To build an independent file to enter a new year's proposed amounts. Current budget and YTD activity amounts are stored in the file to help user determine a proposed budget. When the new budget is adopted it can be moved to the regular budget file but last year's budget amounts will still be available. For this purpose you would do all the steps below.

or

b) Store the budget amounts for the fiscal year just ending so user can manually enter new budget amounts on the **Accounts** screen without losing the budget amounts for the year just ending. For this purpose you would use only steps 1 and 2 below.

The Budget Manual provides detail information concerning the working of the Budget Preparation program. Be sure and read the entire section before using. The normal sequence of events would be:

1) Create the Budget Preparation File from the Report Sequence file using "Create" (do this even if there is already a Budget Prep file for the fund you're working on - this creates a brand new file from scratch). User will normally move the YTD Activity (into column 1) and Current Budget amounts (into column 2). Column 3 will be the proposed amounts entered by the user so this column will initially be zeroes or blank. Be sure and enter a range of Mo-Yrs to define what period of time should be used to define what YTD Activity should move over (usually from the beginning of the fiscal year to the current month). When selecting "Create" if there is already a Budget Prep file for the fund you are creating you will be prompted to "overwrite" it.

2) The initial name of the Budget Prep file will be "Bdgt Prep 01" or "Bdgt Prep 02". To give the file a more meaningful name, click on "Rename" and type a new name (ex: GENERAL FUND" and click on "Save". "Rename" also allows user to change the column headings if needed. For example if you would prefer the column "Curr Budget" to read as "11-12 Budget" then "Rename" could be used to change that column heading.

3) Enter the proposed amounts by entering the amounts in the "Prop Budget" column. As user enters the amounts be sure and enter revenue as credit (minus) amounts. If you want to show the "detail" behind the total, select "Details" and enter detail description and amounts (be sure each detail line has a description). When selecting "Save" the total will display on the Budget Prep line. To calculate and display down totals select "Calculate".

4) Print the Budget Preparation using "Print". You may choose to print the actual report or just a list of the accounts. You may also choose which "amount" columns should be included. You may also choose to print an underline for any zero amounts. This is particularly handy for column 3 if you have not entered any amounts yet and you want an underline so you can write amounts in to enter in later.

5) If weeks have passed by and you want update the YTD Activity amount in the Budget Preparation file, use "Move Amt" option #7 (see manual for more detail info)

6) When the new budget year begins, you can move the new proposed amounts to the regular budget file using **"Move Amt" using option #1.**

7) When the new budget year begins, if new budget accts were added in the Budget Preparation file, update the appropriate Report Format file using "Create" using option #3.

When running a Financial Rept and you need to use Budget amounts stored in the Budget Prep file, click on that option in the upper right corner of the Financial Rept screen.