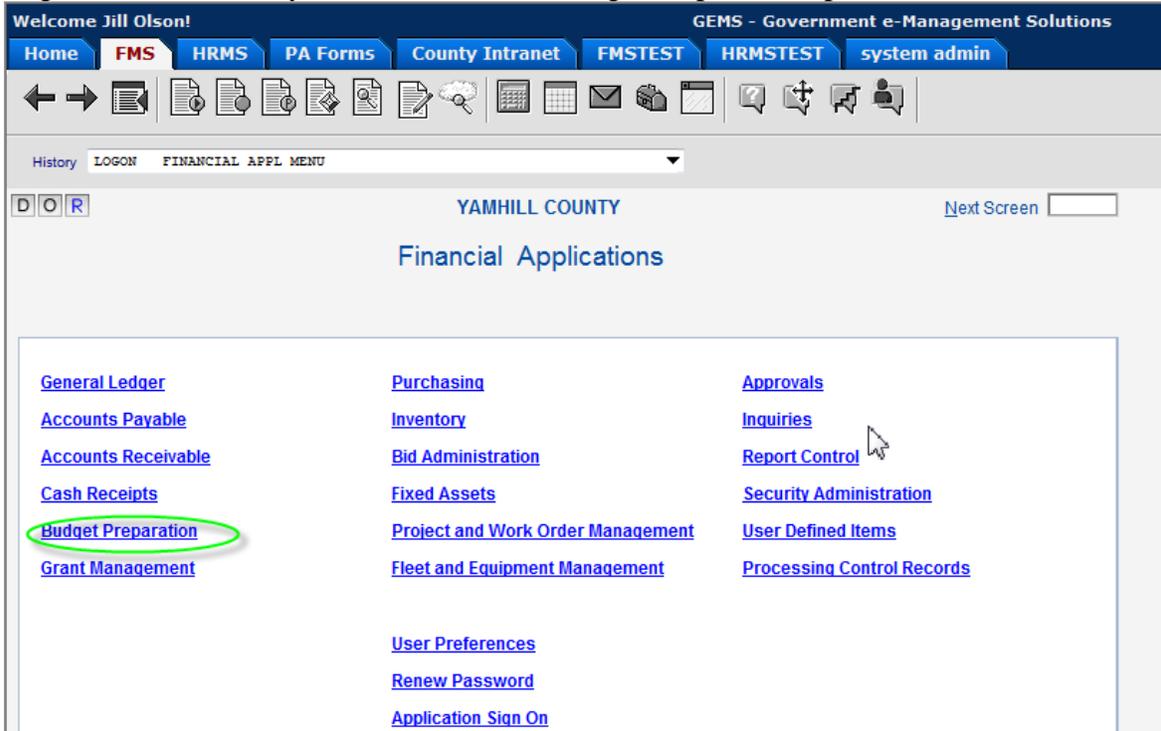Log onto the finance system and select the Budget Preparation option from the menu

The screen below shows the primary budget prep menu. Enter the budget version number. The initial version of the budget will be identified as version '**10**'. Administrative Services will send out email informing you of the version number which will be associated with each level of the budget process.
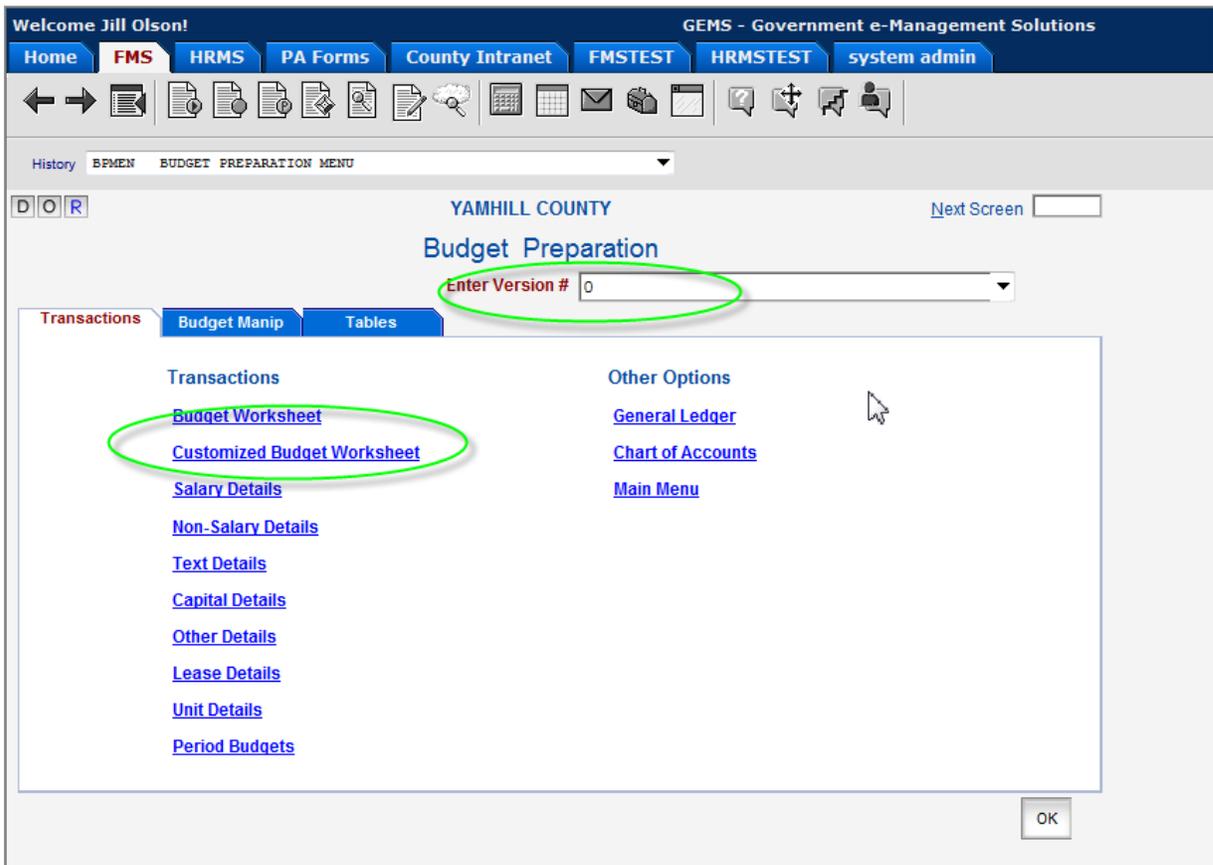
Administrative Services controls the budgets, by locking the versions when the cutoff date arrives for each phase. This control prevents dollars from being added to the wrong version number, or added after the official acceptance of this version.

Upon entering version identifier of '10' the users will either select the Budget Worksheet or Customized Budget Worksheet from the Transactions column.

The following is an example of the "Budget Worksheet". This view will show past history which may help with the determination of this years budget dollars. Only one field is for user entry that is the Next Yr Request. User must enter a "**C**" for change in the Action column and then enter the requested budget dollars in the Next Yr Request field. On the Customized Budget worksheet screen the field may be referred to as the Proposed Budget column.

 Users might inadvertently alter one of the prior year fields and this change will continue to display on this screen, however they are not altering the actual figures in the system. Do NOT alter past figures, you will be wasting time.
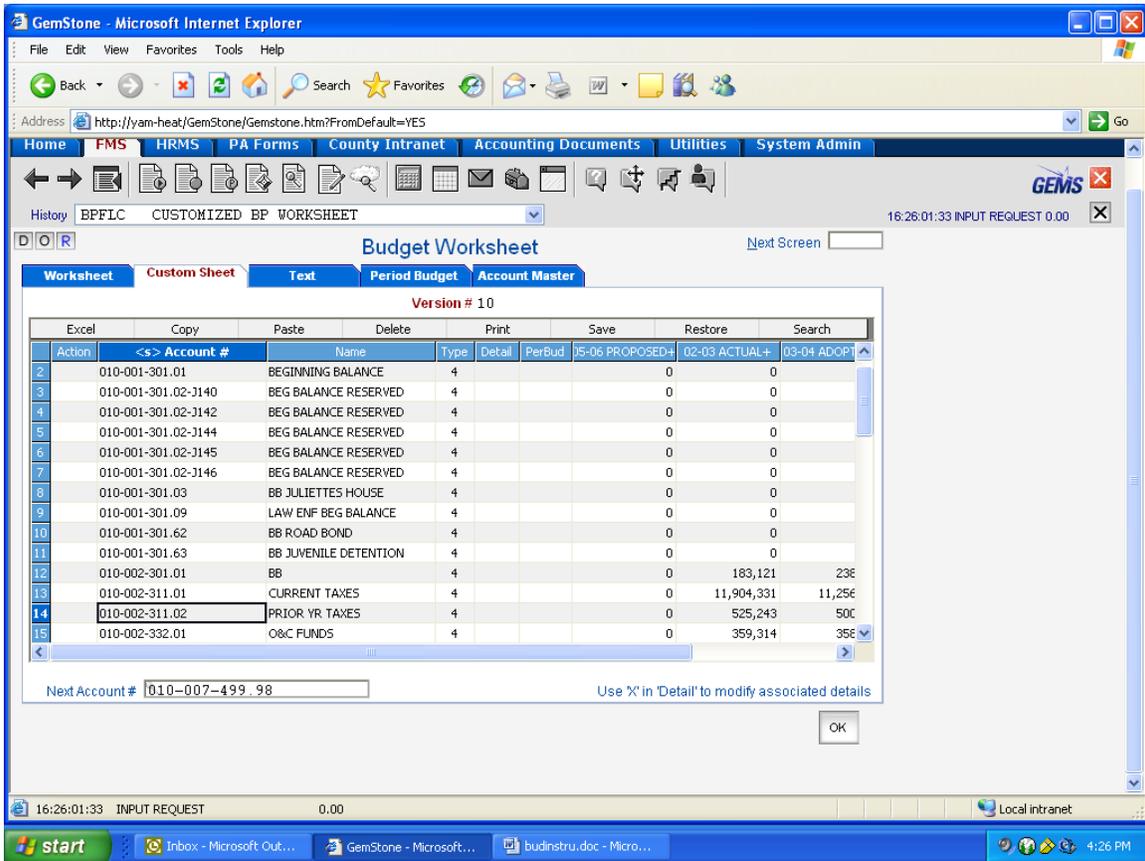

See budget notes prior to entering budget dollars.

The screen below is the "Customized Budget Worksheet". It shows up to four selected columns of information. The columns for display are chosen by Administrative Services and may not be the exact columns shown below. As with the regular Budget Worksheet the user will enter a "**C**" for change in the Action column and then enter the requested budget dollars in the Next Yr Request/Proposed field.

Users might inadvertently alter one of the prior year fields and this change will continue to display on this screen, however they are not altering the actual figures in the system. Do NOT alter past figures you will be wasting time.

See budget notes prior to entering budget dollars.

When users are done entering their budget dollars they will then need to run the report called **BUDGETREP**. To run the report users must hit the '"R" key to pop up the report initiation window. Several reports are associated with this screen, the standard report for running by departments is the BUDGETREP report.
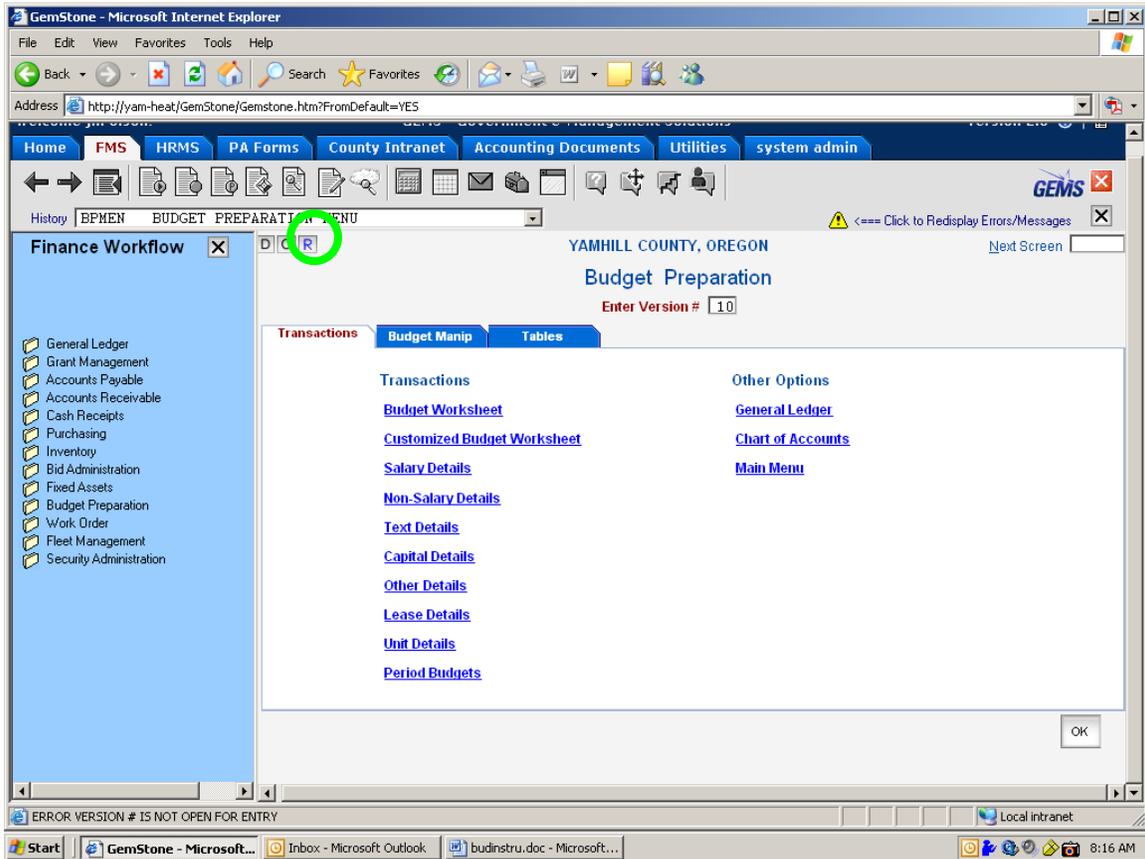
BUDGET NOTES

Budget dollars are entered as whole dollars only **NO** decimal places are allowed.

Leave the "+" sign on the revenue dollars as the amount will automatically be contra'd when loaded into general ledger. If there is negative revenue, then and **ONLY** then change the sign to "-".
Please get the new FTE counts to Nancy Reed.

If you are entering a NEW account number on the worksheet the system will NOT allow you to enter it (*because it is not in the county chart of accounts*). If you have NEW accounts please contact Accounting to set them up. Once added to the chart of accounts new accounts can be seen on the worksheet screens. (same thing for new project codes)

Security on the BPFLI and BPFLC screens will prevent users from viewing account numbers from other funds and departments which they do not have security to access.

If you choose to ad text to your budget document, the BPTXI screen allows for the entry of text. You must enter the comment on the lowest "like" account, in the example below the comment would be placed with 016-070-301.01-M001. Since the budget document rolls up, all comments must be placed on the last account number for the group.

016-070-301.01
016-070-301.01-H002
016-070-301.01-J245
016-070-301.01-M001

Comments will show as seen below

05-06 ACTUAL	06-07 ACTUAL	07-08 ADOPTED BUDGET	07-08 BUDGETED FTE		REQUESTED FTE	08-09 PROPOSED BUDGET	08-09 APPROVED BUDGET	08-09 ADOPTED BUDGET
				JAIL				
52862	107232	175259		010-041-301.01 BEGINNING BALANCE		136,330	136,330	136,330
0	0	0		010-041-301.02 BB RESERVED		93,670	93,670	93,670
				ALLOCATED FOR JAIL DEPUTY EXP				
7400	8200	5000		010-041-332.21 SOCIAL SECURITY INCENTI		5,000	5,000	5,000
11273	14372	0		010-041-332.22 ALIEN ASSISTANCE		0	0	0
20641	24122	18000		010-041-334.78 USDA FOOD PROGRAM		18,000	18,000	18,000
47911	8804	0		010-041-342.02 RM & BD OF PRISONERS &		0	0	0