

Budget Management Screen Change

Introduction

The Budget Management Screen has been re-designed to enhance the usability of the screen.

Budget Management

Му Ар	ntaFund ▼ Budget &	≗ G/L▼ Banking & COA▼ Purch	asing & Payables 🔻	Receivables • HF	R, Payroll & ESS 🔻 🛛 A	Administration 🔻	Harris Admin 🔻				
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Figure 1: Budget Management Screen

Action commands have been moved to the top right corner: Adopt, Reverse Adopt Budget, Adjust, Revise, Rollover Budget. These apply to the overall budget across all funds.

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Figure 2: Command Buttons

Contact Support: apta41support@harriscomputer.com https://schoolfinancialsolutions.na3.teamsupport.com © 2021, Harris School Solutions. All rights reserved.



The **Cycle drop-down** was removed. You can use the fiscal year link in the top right corner to change cycles.

The **Fund drop-down** has the status appended to the end of the fund description that denotes whether the Fund is in the **Adopted**, **Adjusted or Revised Status**. Below the **Fund** drop-down, a line displays the **Fund Budget Status**.

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	Fund Budget Status: A	dopted	Revenue		(\$1,285,000.00)	\$0.00					
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Figure 3: Budget Fund Status

These screen changes have resulted in adding more space at the bottom of the screen for the Account Code lines in the **Budget Items and the Available Account Codes Tabs**.

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	Account Code	Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Bala	Encumbrance	Available	Pool	Adjuster
	06-1000-110-000-00	Certified Salaries		07/31/2020		\$4,869,205.00	\$4,866,205.00	\$928,253.02	\$0.00	\$3,937,951	No	Adjusted
	06-1000-117-000-00	Professional Work		07/31/2020		\$10,000.00	\$10,000.00	\$583.38	\$0.00	\$9,416.62	No	Adjusted
	06-1000-118-000-00	Coach/Sponsor Supplemental		07/31/2020		\$620,000.00	\$620,000.00	\$121,530.69	\$1,112.04	\$497,357.27	No	Adjusted
	06-1000-120-000-00	Instruction-Classified Salaries		07/31/2020		\$160,000.00	\$160,000.00	\$11,396.64	\$0.00	\$148,603.36	No	Adjusted
	06-1000-210-000-00	Instruction-Group Insurance		07/31/2020		\$800,000.00	\$800,000.00	\$161,437.80	\$0.00	\$638,562.20	No	Adjusted
	06-1000-220-000-00	Instruction-Social Security		07/31/2020		\$480,000.00	\$480,000.00	\$76,803.37	\$0.00	\$403,196.63	No	Adjusted
	06-1000-260-000-00	Instruction-Unemployment		07/31/2020		\$7,000.00	\$7,000.00	\$1,003.93	\$0.00	\$5,996.07	No	Adjusted
	06-1000-290-000-00	Instruction-Other Employee Benefits		07/31/2020		\$5,000.00	\$5,000.00	\$1,202.67	\$0.00	\$3,797.33	No	Adjusted
	06-1000-290-047-00	Instruction-Other Employee Benefits		07/31/2020		\$85,000.00	\$85,000.00	\$55,637.00	\$0.00	\$29,363.00	No	Adjusted
	06-1000-291-000-00	Instruction-District Match for 403B		07/31/2020		\$110,000.00	\$110,000.00	\$17,945.34	\$0.00	\$92,054.66	No	Adjusted
	06-1000-430-010-00	District Piano Tuning and Repair		07/31/2020		\$1,400.00	\$1,400.00	\$105.00	\$0.00	\$1,295.00	No	Adjusted
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Figure 4: Grid Expanded to Show More Account Codes

The **Account Code Type drop-down** was moved next to the Search Box in the Budget Items tab. The choices are: **Asset, Expenditure, Revenue, Other Financing Sources, Other Financing Uses**.

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			Account Type ↑		Fund Balance	Difference					
	Fund	A Food Samina (Adopted)	Expenditure		\$1,506,000.00	\$0.00	~				
	Fund:	4 - Long service [vgobred]	Fund Balance/Retained E	arnings	(\$221,000.00)	\$0.00					
	Fund Budget Status: A	dopted	Revenue		(\$1,285,000.00)	\$0.00					
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Se Dra	ag a column header and Account Code 24-2200-580-000-00 24-3100-120-000-00 24-3100-122-000-00	Account Type : Equals Expenditure trop It here to group by that column Description Support Services (Instructional Staff)-Staff Development/Travel Food Services-Classified Salaries Food Services-Substitute Classified Salaries	;* 9 Comment	Adjusted Date	Proposed Amount	Adopted Amount \$500.00 \$500,000.00 \$2,500.00	Current Budget \$500,000 \$500,000 \$500,000 \$2,500,000	Actual Balance \$0.00 \$85,171.79 \$91.63	Delete Manage	Budget P Balance S0.00 S0.00 S0.00	Pools
Se Dra	arch Account Code 24-2200-580-000-00 24-3100-120-000-00 24-3100-122-000-00 24-3100-210-000-00	Account Type : Equals Expenditure frop If here to group by that column Description Support Services (instructional Staff)-Staff Development/Travel Food Services-Classified Salaries Food Services-Coup Instrume	;र व्	Adjusted Date	Proposed Amount	Adopted Amount \$500.00 \$500,000.00 \$2,500.00 \$126,500.00	Propose Acco System: Expendit Current Budget 5500.00 \$500,000.00 \$2,500.00 \$126,500.00	Dunt Budget Image: Control of the second secon	Delete Manage	Budget P Balance S0.00 S0.00 S0.00 S0.00	°ools ▼ ▼
Se Dra	arch ga column header and Account Code 24-2200-580-000-00 24-3100-122-000-00 24-3100-220-000-00 24-3100-220-000-00	Account Type : Equals Expenditure frop it here to group by that column Description Support Services (Instructional Staff)-Staff Development/Travel Food Services-Classified Salaries Food Services-Social Security	comment	Adjusted Date	Proposed Amount	Adopted Amount \$500.00 \$500.000 \$2,500.00 \$126,500.00 \$40,000.00	Propose Acc System: Expendit Current Budget \$500.00 \$500.000.00 \$2,500.00 \$126,500.00 \$40,000.00	ture Default () () () () () () () () () () () () ()	Delete Manage	E Budget P E Balance S0.00 S0.00 S0.00 S0.00 S0.00 S0.00	Pools
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Se Dra	ag a column header and Account Code 24-2200-580-000-00 24-3100-122-000-00 24-3100-212-000-00 24-3100-210-000-00 24-3100-220-000-00 24-3100-260-000-00	Account Type : Equals Expenditure drop It here to group by that column Description Support Services (Instructional Staff)-Staff Development/Travel Food Services-Classified Salaries Food Services-Classified Salaries Food Services-Social Security Food Services-Social Security Food Services-Company	comment	Adjusted Date	Proposed Amount	Adopted Amount \$500.00 \$2,500.00 \$126,500.00 \$126,500.00 \$40,000.00 \$500.00 \$30,000.00	Propose Acc System: Expendit Current Budget \$500.00 \$500.00 \$2,500.00 \$126,500.00 \$20,000 \$20,000 \$20,000 \$20,000 \$20,000 \$20,000 \$20,000 \$20,000 \$20,000	Actual Balance \$0,00 \$85,171.79 \$91.63 \$21,867.76 \$63,05.82 \$82.44 \$7,672.60	Delete Manage	Budget P Balance \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Pools

Figure 5: Account Type Drop-down

There were requests to add the ability to Budget by Asset. The Asset is a budget value only and does not affect your Actual Cash Accounts or Bank items. When you budget assets, the budget control account balances your journal entry to the budget control account when you adopt or revise your budget. The budget journal entry calculates the same as when you do not budget assets.

Users in New Mexico will continue to be able to import the PED OBMS Budget Import without having to edit the import file. They can continue to use the System Configuration parameter called "NM PED Balance Object Code UCOA Equivalent" to enter the Object used for Budget Control (32300 for most databases). You do not need to use the Asset feature for your new year budgets.

In the example below a **\$10,000 Asset Account** was added.

me -> B	Budget -> Budget Managemei	nt				Adopt Rever
			Account Type †	Fund Balance	Difference	
	Funds 1	1000 Operational [Adjusted]	Asset	\$0.00	\$10,000.00 🔫	
	Fund:	Fund: 11000 - Operational [Adjusted] • Budget Status: Adjusted	Expenditure	\$4,114,162.00	\$0.00	
	Fund Budget Status: A		Fund Balance/Retained Earnings	(\$400,000.00)	\$0.00	
			Revenue	(\$3,714,162.00)	\$0.00	
	Available Act	count Codes				
	Available Ac	count Codes				Propose Ad
Se	arch	Q Account Type : Equals Asset; *	7			Propose Ac
Se	arch ig a column header and d	Q Account Type : Equals Asset; * drop it here to group by that column	ą			Propose Ac
Se Dra	arch a column header and o Account Code	Q Account Type : Equals Asset; * drop it here to group by that column Description	7 Comment	Adjusted Date	Proposed Amount	Propose Ad System: Expen

Figure 6: Adding an Asset Item

When the budget is **Revised**, the following pop-up will display that the system is adding (\$10,000) as a **Fund Balance Budget Control Account**.

Budget Transactions								×
The following budget control accounts w	ill be added to the	e transaction	i so that t	he bud	get will	bala	nce.	
			TC	≁ C	2 🕏	¢		\$ •
Drag a column header and drop it here	to group by that	column						
Drag a column header and drop it here Account Code	to group by that Amount	column						

Figure 7: Adding an Asset Account

After **Revising the Budget**, this is the resulting **Fund Balance grid**.

Home -> Budget -> Budget Management				Adopt	Reverse Adopt Budget	Adjust	Revise
	Account Type ↑	Fund Balance	Difference				
Funds 11000 Operational Revised	Asset	\$10,000.00	\$0.00	-			
Fund: 11000 - Operational [Revised]	Expenditure	\$4,114,162.00	\$0.00				
Fund Budget Status: Revised	Fund Balance/Retained Earnings	(\$410,000.00)	\$0.00				
	Revenue	(\$3,714,162.00)	\$0.00	_			

Figure 8: Revised Fund Balance View

In this next example, a negative (**\$10,000**) **Asset Account** was added and then **Adjusted**. The system did **not** need to add an adjusting Fund Balance Budget Control Account.

Home -> Budget -> Budget Manager	ment					Adopt	Reverse Adopt Budget	Adjust
			Account Type ↑	Fund Balance	Difference			
Fund	24101 - Title I - JASA [Adonted]		Asset	(\$10,000.00)	\$0.00	-		
- unu	Error mer har paopted	•	Expenditure	\$155,684.00	\$0.00			
Fund Budget Status:	Adopted		Revenue	(\$145,684.00)	\$0.00			
						-		

Figure 9: Fund Budget Balances Using Asset Accounts

An illustration when **Adopting** a budget with **Assets**. In this illustration, the **Proposed Budget** was **\$500** in **Assets**, **\$1,000** in expenditures, and **\$2,000** in **Revenues**. Then the budget was **Adopted**.

ome -> B	ludget -> Budget Managem	ent				Ado	pt Reverse Adopt	Budget Adjust	Revise Rollover Budget
			Account Type †		Fund Balance	Difference			
	Fund	24120 - IDEA R "Pick Pool" Indon	Asset		\$500.00	\$0.00			
	runa.		Expenditure		\$1,000.00	\$0.00			
	Fund Budget Status: /	Adopted	Fund Balance/Retained Earn	ings	\$500.00	\$0.00			
			Revenue		(\$2,000.00)	\$0.00	*		
Dra	g a column header and Account Code	drop it here to group by that column Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	
	Account Code 24120-0000-11111- 0000-503001-0000-	Description Unrestricted Cash	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	
	00000							30.00	Encumbrance Balar
								30.00	Encumbrance Balar
	24120-0000-32300- 0000-503001-0000- 00000	Unreserved Fund Balance				(\$500.00)	\$500.00	\$0.00	Encumbrance Balar 50 50

Figure 10: Budget Management Showing Adopted Budget with Assets

The **Adopt Budget** journal entry balanced through the **Budget Control** account, which in this database is the **Fund Balance account**.

rans	action Lines	Attached Files	Audit Associated				
Dra	g a column he	ader and drop it	here to group by that column		T C /	C 🗷 😒 🚯	¢ 1
	Transacti	Trans Date	Account Code	Description	Debit	Credit	
	00054073	07/01/2021	24120-0000-11111-0000-503001-0000-00000	Unrestricted Cash	\$500.00	\$0.00	
	00054073	07/01/2021	24120-0000-44500-0000-503001-0000-00000	Restricted Grants From the Federal Government Through the State	\$0.00	\$2,000.00	
	00054073	07/01/2021	24120-2100-53212-2000-503001-0000-00000	Speech Therapists - Contracted	\$1,000.00	\$0.00	
	00054073	07/01/2021	24120-0000-32300-0000-503001-0000-00000	Unreserved Fund Balance	\$500.00	\$0.00	

Figure 11: Adopt Budget Journal Entry