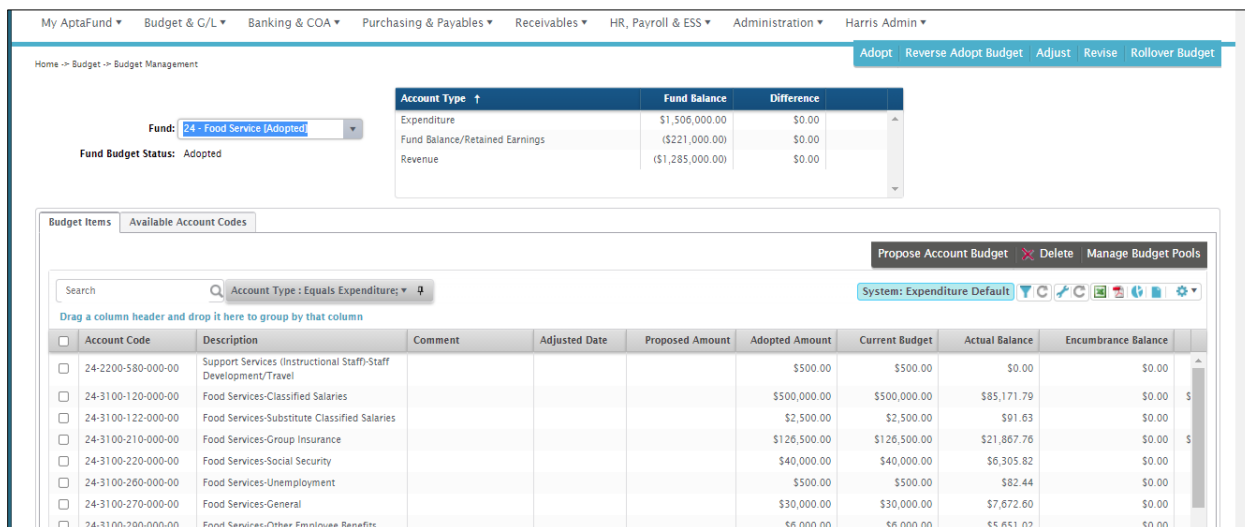


Budget Management Screen Change

Introduction

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

Budget Management



My AptaFund ▾ Budget & G/L ▾ Banking & COA ▾ Purchasing & Payables ▾ Receivables ▾ HR, Payroll & ESS ▾ Administration ▾ Harris Admin ▾

Home -> Budget -> Budget Management Adopt | Reverse Adopt Budget | Adjust | Revise | Rollover Budget

Fund: 24 - Food Service [Adopted]
 Fund Budget Status: Adopted

Account Type ↑	Fund Balance	Difference
Expenditure	\$1,506,000.00	\$0.00
Fund Balance/Retained Earnings	(\$221,000.00)	\$0.00
Revenue	(\$1,285,000.00)	\$0.00

Budget Items | Available Account Codes

Propose Account Budget | Delete | Manage Budget Pools

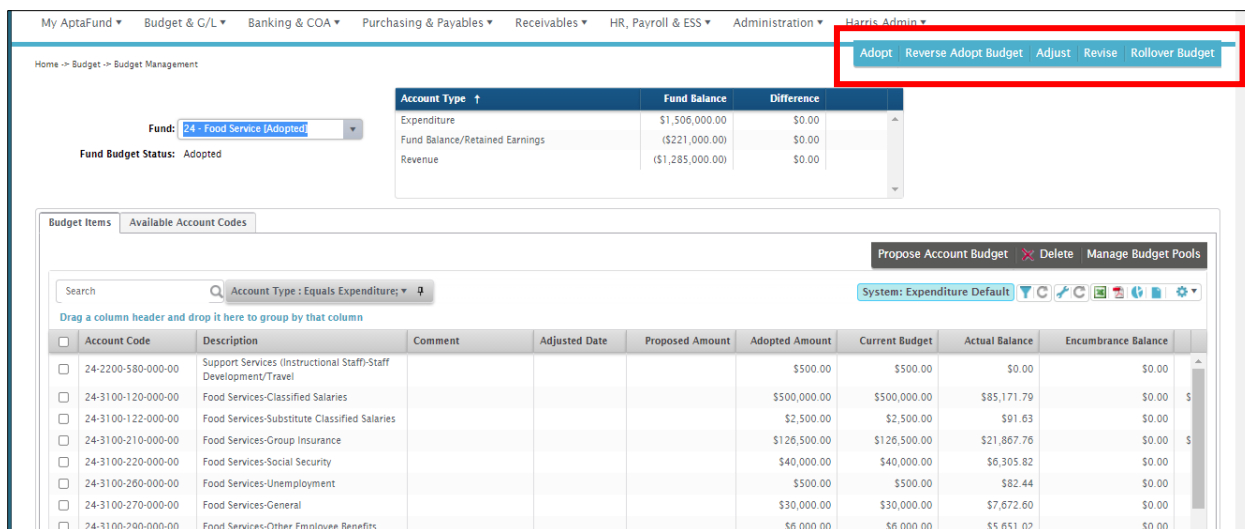
Search Account Type: Equals Expenditure; ▾

System: Expenditure Default

Account Code	Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	Encumbrance Balance
<input type="checkbox"/> 24-2200-580-000-00	Support Services (Instructional Staff)-Staff Development/Travel				\$500.00	\$500.00	\$0.00	\$0.00
<input type="checkbox"/> 24-3100-120-000-00	Food Services-Classified Salaries				\$500,000.00	\$500,000.00	\$85,171.79	\$0.00
<input type="checkbox"/> 24-3100-122-000-00	Food Services-Substitute Classified Salaries				\$2,500.00	\$2,500.00	\$91.63	\$0.00
<input type="checkbox"/> 24-3100-210-000-00	Food Services-Group Insurance				\$126,500.00	\$126,500.00	\$21,867.76	\$0.00
<input type="checkbox"/> 24-3100-220-000-00	Food Services-Social Security				\$40,000.00	\$40,000.00	\$6,305.82	\$0.00
<input type="checkbox"/> 24-3100-260-000-00	Food Services-Unemployment				\$500.00	\$500.00	\$82.44	\$0.00
<input type="checkbox"/> 24-3100-270-000-00	Food Services-General				\$30,000.00	\$30,000.00	\$7,672.60	\$0.00
<input type="checkbox"/> 24-3100-290-000-00	Food Services-Other Employee Benefits				\$6,000.00	\$6,000.00	\$5,651.02	\$0.00

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.



My AptaFund ▾ Budget & G/L ▾ Banking & COA ▾ Purchasing & Payables ▾ Receivables ▾ HR, Payroll & ESS ▾ Administration ▾ Harris Admin ▾

Home -> Budget -> Budget Management Adopt | Reverse Adopt Budget | Adjust | Revise | Rollover Budget

Fund: 24 - Food Service [Adopted]
 Fund Budget Status: Adopted

Account Type ↑	Fund Balance	Difference
Expenditure	\$1,506,000.00	\$0.00
Fund Balance/Retained Earnings	(\$221,000.00)	\$0.00
Revenue	(\$1,285,000.00)	\$0.00

Budget Items | Available Account Codes

Propose Account Budget | Delete | Manage Budget Pools

Search Account Type: Equals Expenditure; ▾

System: Expenditure Default

Account Code	Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	Encumbrance Balance
<input type="checkbox"/> 24-2200-580-000-00	Support Services (Instructional Staff)-Staff Development/Travel				\$500.00	\$500.00	\$0.00	\$0.00
<input type="checkbox"/> 24-3100-120-000-00	Food Services-Classified Salaries				\$500,000.00	\$500,000.00	\$85,171.79	\$0.00
<input type="checkbox"/> 24-3100-122-000-00	Food Services-Substitute Classified Salaries				\$2,500.00	\$2,500.00	\$91.63	\$0.00
<input type="checkbox"/> 24-3100-210-000-00	Food Services-Group Insurance				\$126,500.00	\$126,500.00	\$21,867.76	\$0.00
<input type="checkbox"/> 24-3100-220-000-00	Food Services-Social Security				\$40,000.00	\$40,000.00	\$6,305.82	\$0.00
<input type="checkbox"/> 24-3100-260-000-00	Food Services-Unemployment				\$500.00	\$500.00	\$82.44	\$0.00
<input type="checkbox"/> 24-3100-270-000-00	Food Services-General				\$30,000.00	\$30,000.00	\$7,672.60	\$0.00
<input type="checkbox"/> 24-3100-290-000-00	Food Services-Other Employee Benefits				\$6,000.00	\$6,000.00	\$5,651.02	\$0.00

Figure 2: Command Buttons



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**.

The screenshot shows the 'Budget Management' interface. At the top, there are navigation tabs: 'Budget & G/L', 'Banking & COA', 'Purchasing & Payables', 'Receivables', 'HR, Payroll & ESS', 'Administration', and 'Harris Admin'. Below these, there are buttons for 'Adopt', 'Reverse Adopt Budget', 'Adjust', 'Revise', and 'Rollover Budget'. A dropdown menu for 'Fund' is set to '24 - Food Service (Adopted)', and below it, the 'Fund Budget Status' is 'Adopted'. To the right, a table shows the Fund Balance and Difference for Expenditure, Fund Balance/Retained Earnings, and Revenue.

Account Type	Fund Balance	Difference
Expenditure	\$1,506,000.00	\$0.00
Fund Balance/Retained Earnings	(\$221,000.00)	\$0.00
Revenue	(\$1,285,000.00)	\$0.00

Below this, there are tabs for 'Budget Items' and 'Available Account Codes'. The 'Budget Items' tab is active, showing a search bar and a table of account codes with columns for Description, Comment, Adjusted Date, Proposed Amount, Adopted Amount, Current Budget, Actual Balance, and Encumbrance Balance.

Account Code	Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	Encumbrance Balance
24-2200-580-000-00	Support Services (Instructional Staff)-Staff Development/Travel				\$500.00	\$500.00	\$0.00	\$0.00
24-3100-120-000-00	Food Services-Classified Salaries			\$500,000.00	\$500,000.00	\$85,171.79	\$0.00	\$0.00
24-3100-122-000-00	Food Services-Substitute Classified Salaries			\$2,500.00	\$2,500.00	\$91.63	\$0.00	\$0.00
24-3100-210-000-00	Food Services-Group Insurance			\$126,500.00	\$126,500.00	\$21,867.76	\$0.00	\$0.00
24-3100-220-000-00	Food Services-Social Security			\$40,000.00	\$40,000.00	\$6,305.82	\$0.00	\$0.00
24-3100-260-000-00	Food Services-Unemployment			\$500.00	\$500.00	\$82.44	\$0.00	\$0.00
24-3100-270-000-00	Food Services-General			\$30,000.00	\$30,000.00	\$7,672.60	\$0.00	\$0.00
24-3100-290-000-00	Food Services-Other Employee Benefits			\$6,000.00	\$6,000.00	\$5,651.02	\$0.00	\$0.00

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.

The screenshot shows the 'Available Account Codes' tab. The grid is expanded to show more rows. The columns include Account Code, Description, Comment, Adjusted Date, Proposed Amount, Adopted Amount, Current Budget, Actual Balance, Encumbrance Balance, Available, Pool, and Adjusted. A red box highlights the grid area.

Account Code	Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	Encumbrance Balance	Available	Pool	Adjusted
06-1000-110-000-00	Certified Salaries		07/31/2020	\$4,869,205.00	\$4,866,205.00	\$928,253.02	\$0.00	\$3,937,951.00	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	

At the bottom, there is a pagination bar showing '1 - 200 of 253 items' and 'Total records selected: 0 (Unselect All)'.

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.**

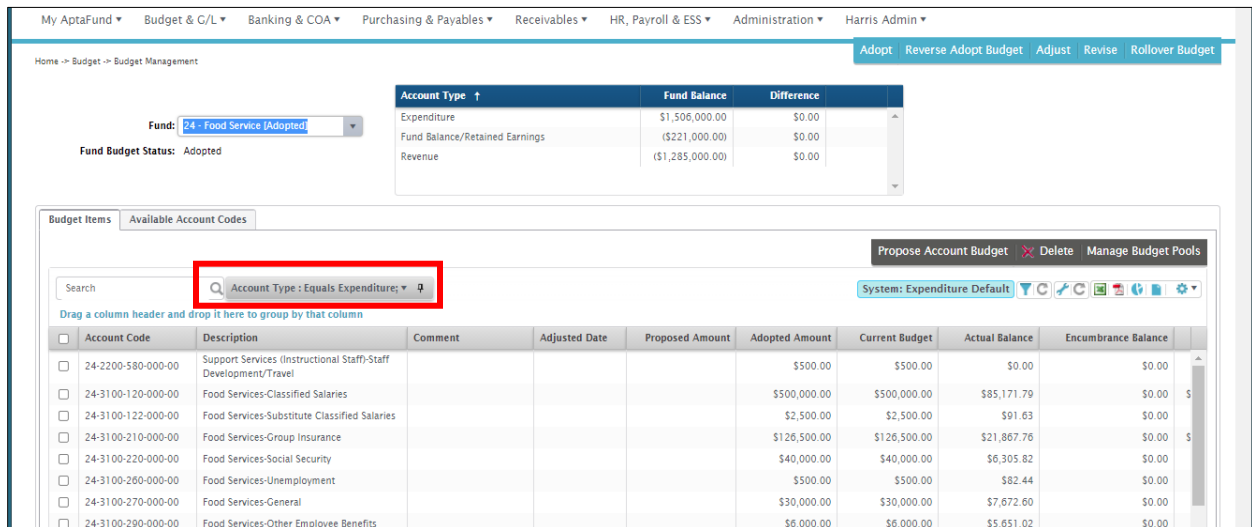


Figure 5: Account Type Drop-down

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.

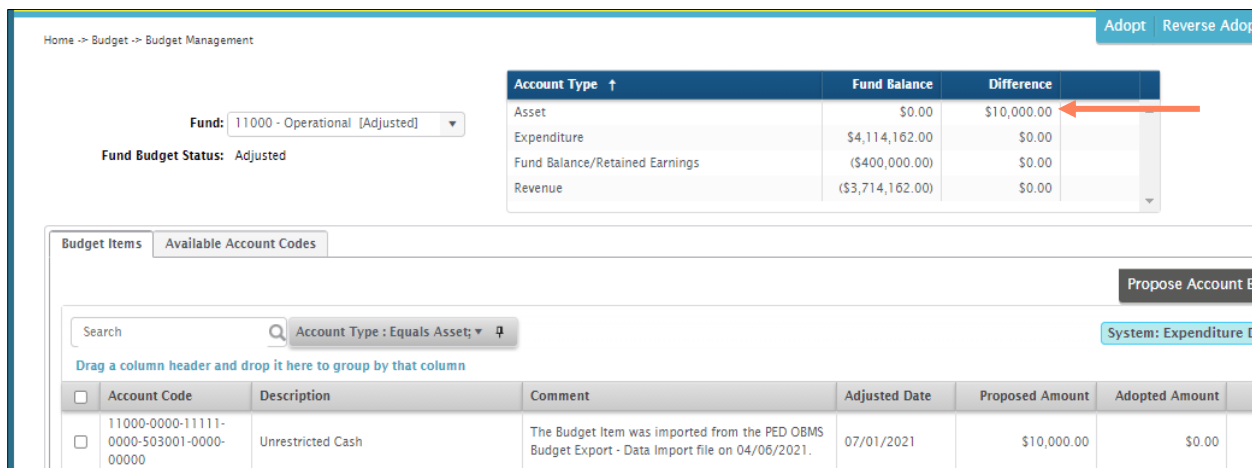


Figure 6: Adding an Asset Item

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**.

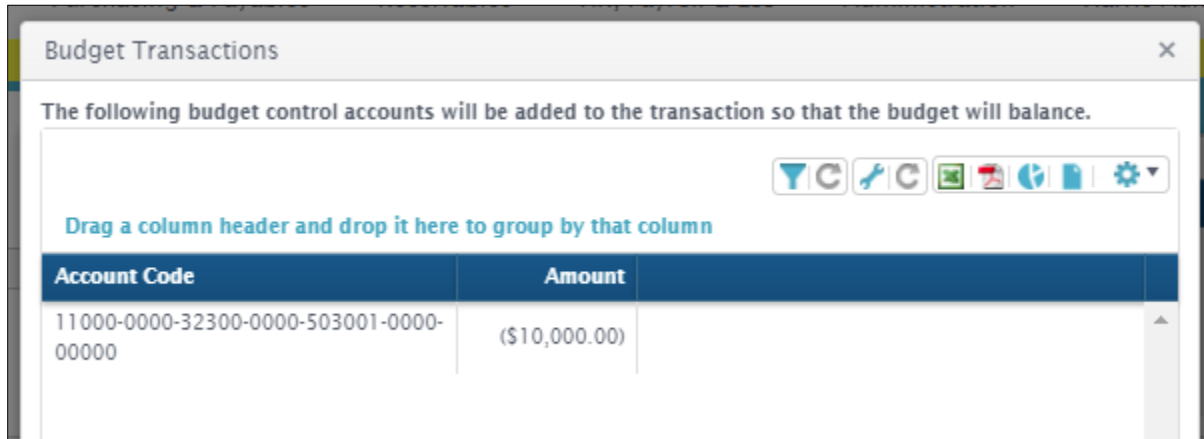


Figure 7: Adding an Asset Account

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



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.



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**.

Account Type ↑	Fund Balance	Difference
Asset	\$500.00	\$0.00
Expenditure	\$1,000.00	\$0.00
Fund Balance/Retained Earnings	\$500.00	\$0.00
Revenue	(\$2,000.00)	\$0.00

Account Code	Description	Comment	Adjusted Date	Proposed Amount	Adopted Amount	Current Budget	Actual Balance	Encumbrance Balance
24120-0000-11111-0000-503001-0000-00000	Unrestricted Cash				\$500.00	\$500.00	\$0.00	\$0
24120-0000-32300-0000-503001-0000-00000	Unreserved Fund Balance				(\$500.00)	\$500.00	\$0.00	\$0
24120-0000-44500-0000-503001-0000-00000	Restricted Grants From the Federal Government Through the State	The Budget Item was imported from the PED OBMS Budget Export - Data Import file on			\$2,000.00	(\$2,000.00)	\$0.00	\$0

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.

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
				Sum:	Sum:
				\$2,000.00	\$2,000.00

Figure 11: Adopt Budget Journal Entry