

# Budget Preparation 2019.1

## Table of Contents:

### Getting Started

- Delete Budget Prep File
- Creating the Budget/Revenue Preparation

### Budget Preparation

- Budget Entry - Through MCSJ
- Detailed and Monthly Budgeting
- Revenue Entry - Through MCSJ
- Budget Preparation - Through Excel
- Budget Preparation - By Department

### Budget Verification and Rollover

- Budget/Revenue Prep Worksheet
- Verification Listings
- Budget Prep Rollover

### Budget Amendments and Transfers

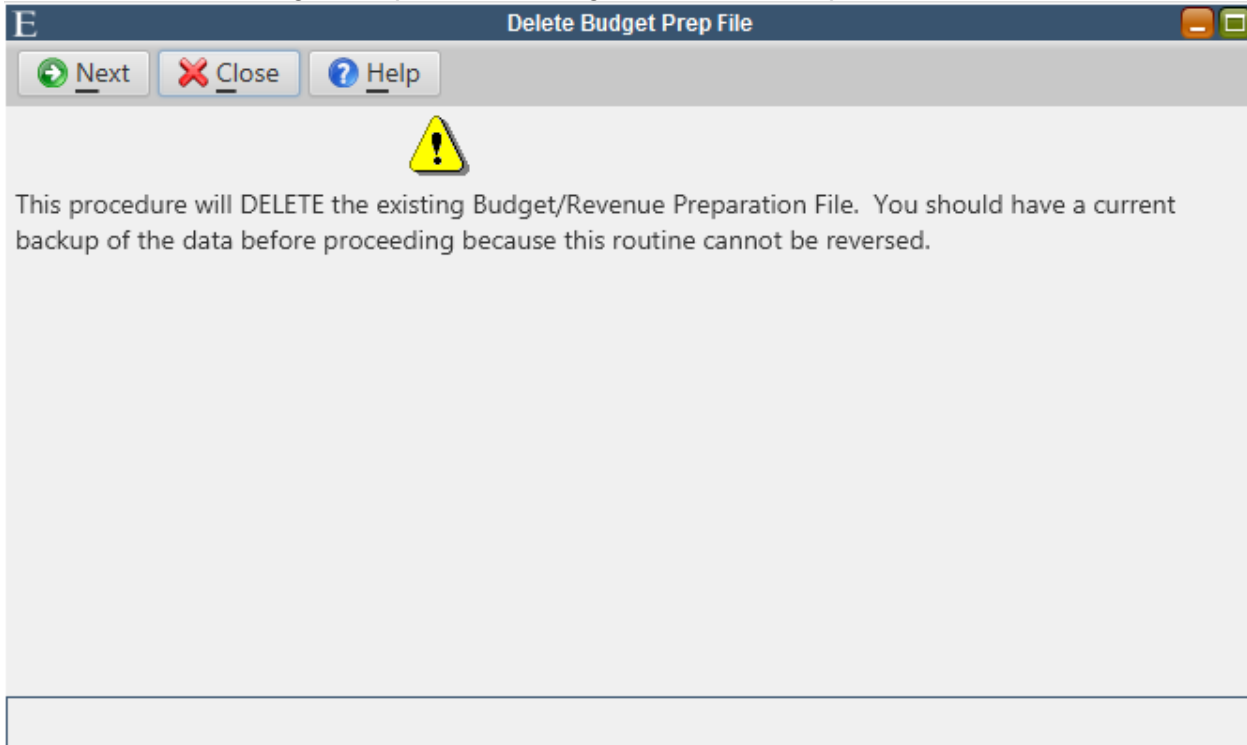
- Amendments from Account Maintenance
- Budget Amend Batch

### New Jersey Temporary Budget

- Temp Entry - Through MCSJ
- Temp Entry - Through Excel

# Deleting the Budget Prep File

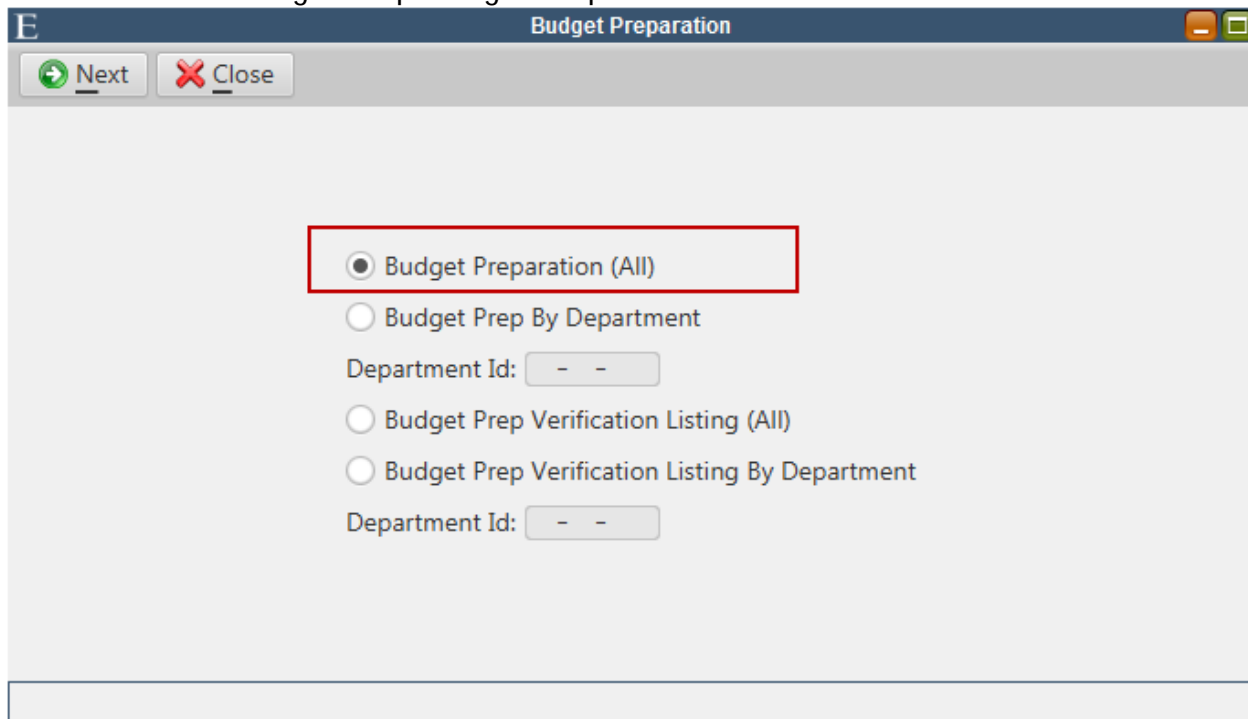
Go To: Finance>Budget Prep>Delete Budget/Revenue Prep File



This allows you to clear the existing file and start the process all over again. This will not delete and account numbers created. Click Next on this screen and Click Yes to continue.

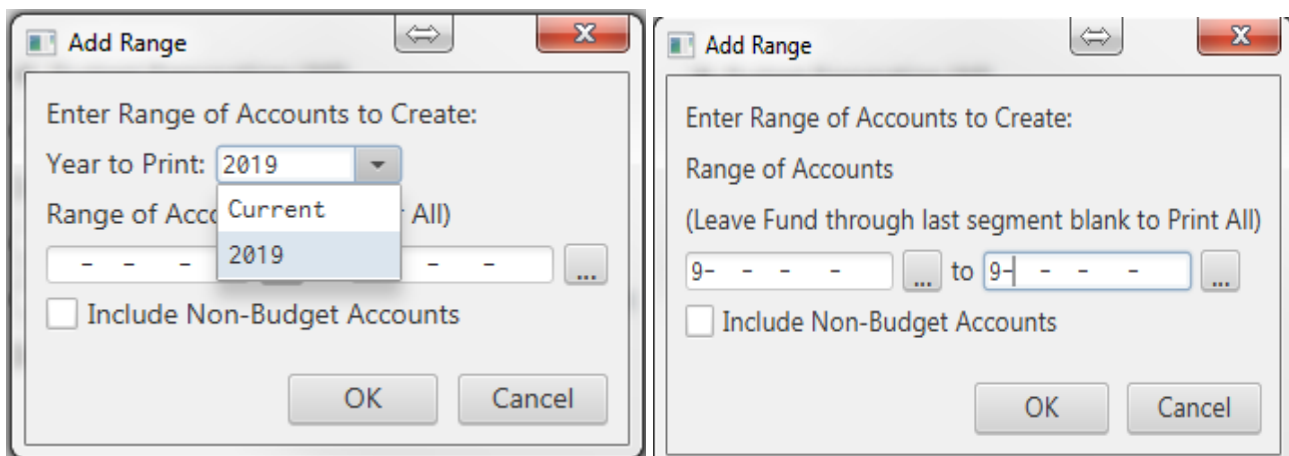
# Creating the Budget/Revenue Preparation File

Go To: Finance>Budget Prep>Budget Preparation



The screenshot shows a window titled "Budget Preparation" with a standard Windows-style title bar. At the top left, there are "Next" and "Close" buttons. The main area contains four radio button options. The first option, "Budget Preparation (All)", is selected and enclosed in a red rectangular box. Below it are three other options: "Budget Prep By Department", "Budget Prep Verification Listing (All)", and "Budget Prep Verification Listing By Department". Each of these three options has a "Department Id:" label followed by a text input field containing two dashes "--".

Select the option for Budget Preparation (All) and Click Next.



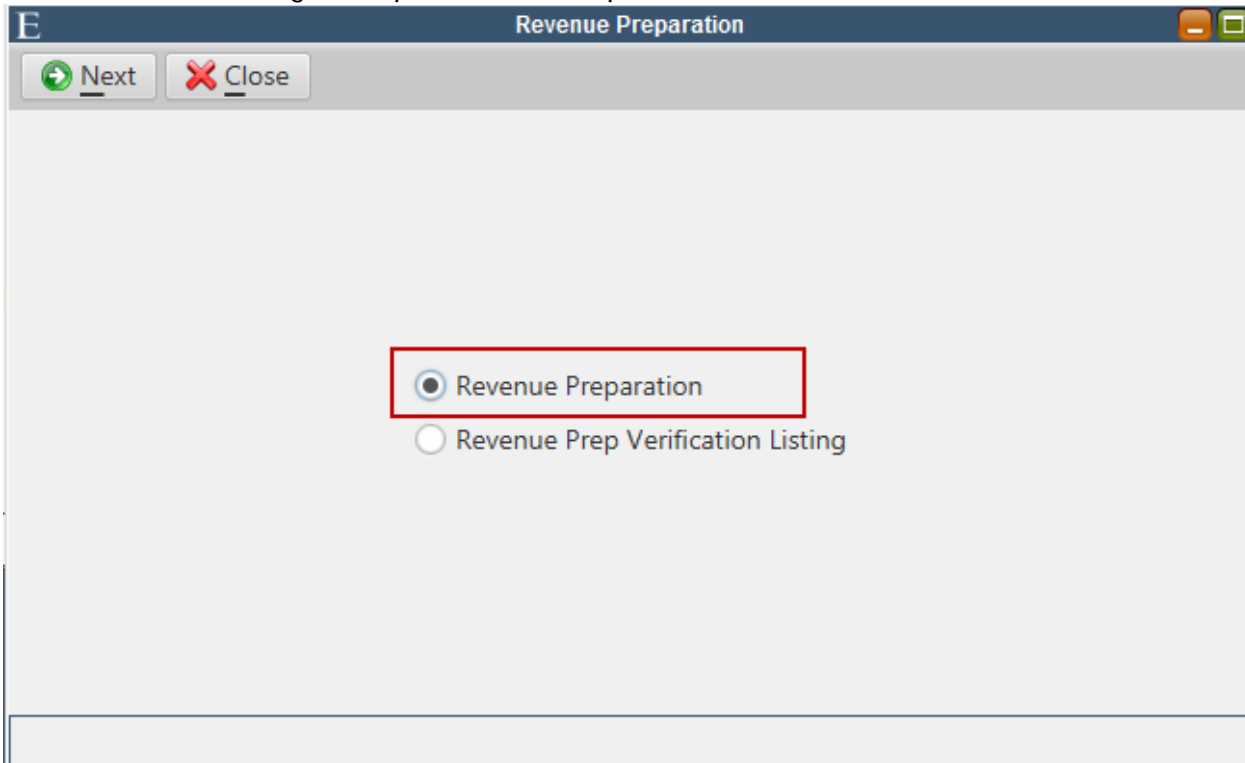
Two side-by-side screenshots of the "Add Range" dialog box. The left screenshot shows the "Year to Print" dropdown menu open, with "2019" selected. Below it, the "Range of Accounts" dropdown menu is also open, with "Current" selected. The right screenshot shows the "Range of Accounts" dropdown menu open, with "All" selected. Below it, the "Range of Accounts" text field contains "9- - - -" followed by "to 9- - - -". Both screenshots have "Include Non-Budget Accounts" checkbox and "OK" and "Cancel" buttons.

Select the Year you would like to create. For a New Jersey Database you will be able to put in the year in the first account segment. Click OK and the routine will process.

Optional: Click the appropriate box if you want to include accounts with the type Non-Budget.

Creating the Revenue section has a respective routine similar to the Budget.

Go To: Finance>Budget Prep>Revenue Preparation



Select the option for Revenue Preparation.

Similar to the Budget Preparation, ensure the year to create is correct. Again, for our New Jersey Databases you will be able to put in the year in the first account segment. Click OK and the routine will process.

# Budget Entry - Through MCSJ

Go To: Finance>Budget Prep>Budget Preparation

Select Budget Preparation (All) and Click Next.

With both the Budget and Revenue preparation files created, you can fill in the amounts in the appropriate boxes according to your stage of budget planning (Requested, Admin Recmnd, and Adopted Budget). Double click in a respective box and enter a desired amount. Be sure to click SAVE periodically to retain all changes made.

Account No.	Description	Type	Estimated Full Year	Requested	%	Admin. Recmnd	%	Adopted Budget	%	Note
01-00-000-000	GENERAL FUND	Header	.00	.00	.00	.00	.00	.00	.00	
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00	.00	.00	.00	.00	.00	
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00	.00	.00	.00	.00	.00	
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00	.00	.00	.00	.00	.00	
01-20-400-110	Salaries of Elected Officials	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-141	Wages of Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-142	Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-156	Health/Hosp Insurance	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-157	Dental Insurance	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-158	Life/Disability Insurance	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-161	Social Security	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-164	Medicare	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-210	Office Supplies	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-300	Other Services and Charges	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-312	Management Consulting Services	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-313	Engineering	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-325	Postage	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-329	Other Communications	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-340	Advertising/Printing/Binding	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-351	Insurance-Property	Sub Account	.00	.00	.00	.00	.00	.00	.00	
01-20-400-352	Insurance-Liability	Sub Account	.00	.00	.00	.00	.00	.00	.00	

Add: Allows you to create a new budget line for posting amounts, but must be created to MCSJ Maintenance prior to Budget/Revenue Prep Rollover Routine. Created lines in this routine will be designated by the term INS (insert) on the left most column.

Edit: Allows you to make changes in the appropriate boxes. Changes done to a line will be designated by the term CHG (change) on the left most column.

Save: Finalizes all Add, Edit, and Delete transactions.

Delete: Allows you to mark a line for removal and must be saved for change to occur. Lines to be removed are designated by the term DEL (delete) on the left most column.

Duplicate: Copies an amount from the Requested Column to the Admin Recommended Column and then to the Adopted Budget Column. Columns can be highlighted and fully copied to the adjacent column.

Go To: Jumps to a designed account number within the file.

Note: Additional verbiage to describe anything about the budget allocation can be placed here.

Users can resize the column headers by hovering between headers until the cursor transforms into left/right arrows. Users can also auto sort a column by clicking on a header so that a small black triangle appears to indicate the column is sorted.

Account No. ▲	Description	Type
---------------	-------------	------

Selecting a line will display the prior year's appropriated and actual amount. A percentage is also calculated (actual divided by appropriated). Actual amount displayed is an as of today value in the system.

Budget Preparation						
Add Edit Save Close Delete Go To Duplicate Detail Monthly Default PY Budget						
Department: - -		Year: 2019 Approp: 12,400.00		Actual: 7,218.75 % 58.22		
Account No. ▲	Description	Type	Estimated Full Year	Requested		
01-00-000-000	GENERAL FUND	Header	.00	.00		
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00		
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00		
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00		
01-20-400-110	Salaries of Elected Officials	Sub Account	.00	.00		
01-20-400-141	Wages of Recording Secretary	Sub Account	.00	.00		
01-20-400-142	Recording Secretary	Sub Account	.00	.00		

The percentage (%) field can be used to allocate a portion of the Prior Year's appropriated amount. By placing a negative 35 represents you want 35% less than Prior Year's appropriated or 8,060 ( $12,400 - (12,400 \times .35) = 8,060$ ). By placing a positive 35 represents you want 35% more than Prior Year's appropriated or 16,740 ( $12,400 + (12,400 \times .35) = 16,740$ ).

Budget Preparation										
Add Edit Save Cancel Delete Go To Duplicate Detail Monthly Default PY Budget										
Department: - -		Year: 2019 Approp: 12,400.00		Actual: 7,218.75 % 58.22						
Account No. ▲	Description	Type	Estimated Full Year	Requested	%	Admin. Recmnd	%	Adopted Budget	%	
01-00-000-000	GENERAL FUND	Header	.00	.00	.00	.00	.00	.00	.00	.00
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00	.00	.00	.00	.00	.00	.00
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00	.00	.00	.00	.00	.00	.00
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00	.00	.00	.00	.00	.00	.00
CHG 01-20-400-110	Salaries of Elected Officials	Sub Account	.00	8,060.00	-35.00	.00	.00	.00	.00	.00
01-20-400-141	Wages of Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00	.00
01-20-400-142	Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00	.00

Budget Preparation										
Add Edit Save Cancel Delete Go To Duplicate Detail Monthly Default PY Budget										
Department: - -		Year: 2019 Approp: 12,400.00		Actual: 7,218.75 % 58.22						
Account No. ▲	Description	Type	Estimated Full Year	Requested	%	Admin. Recmnd	%	Adopted Budget	%	
01-00-000-000	GENERAL FUND	Header	.00	.00	.00	.00	.00	.00	.00	.00
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00	.00	.00	.00	.00	.00	.00
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00	.00	.00	.00	.00	.00	.00
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00	.00	.00	.00	.00	.00	.00
CHG 01-20-400-110	Salaries of Elected Officials	Sub Account	.00	16,740.00	35.00	.00	.00	.00	.00	.00
01-20-400-141	Wages of Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00	.00
01-20-400-142	Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00	.00

Selecting a line and using the Default PY Budget allows you to take the Prior Year's appropriated amount and place it in the user defined fields.

The screenshot shows a software interface for budget preparation. At the top, there is a menu bar with options: Add, Edit, Save, Close, Delete, Go To, Duplicate, Detail, Monthly, and Default PY Budget. Below the menu bar, there are input fields for Department, Year (2019), Approp. (12,400.00), Actual (7,218.75), and a percentage (58.22). The main area is a table with columns: Account No., Description, Type, Estimated Full Year, Requested, %, Admin. Recmnd, %, Adopted Budget, and %. The table contains various budget lines, including 'GENERAL FUND', 'GENERAL GOVERNMENT', 'LEGISLATIVE BODY', 'LEGISLATIVE BODY EXPENSES', 'Salaries of Elected Officials', 'Wages of Recording Secretary', 'Recording Secretary', 'Health/Hosp Insurance', 'Dental Insurance', 'Life/Disability Insurance', 'Social Security', 'Medicare', 'Office Supplies', 'Other Services and Charges', and 'Management Consulting Services'. A dialog box titled 'Default PY Budget' is open over the table, with the text 'Default the Prior Year's Budgeted into the following columns'. It has three checkboxes: 'Requested:' (checked), 'Admin. Recommended:' (unchecked), and 'Adopted Budget:' (unchecked). The 'Requested:' checkbox is highlighted with a red box. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

Account No.	Description	Type	Estimated Full Year	Requested	%	Admin. Recmnd	%	Adopted Budget	%
01-00-000-000	GENERAL FUND	Header	.00	.00	.00	.00	.00	.00	.00
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00	.00	.00	.00	.00	.00
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00	.00	.00	.00	.00	.00
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00	.00	.00	.00	.00	.00
01-20-400-110	Salaries of Elected Officials	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-141	Wages of Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-142	Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-156	Health/Hosp Insurance	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-157	Dental Insurance	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-158	Life/Disability Insurance	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-161	Social Security	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-164	Medicare	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-210	Office Supplies	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-300	Other Services and Charges	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-312	Management Consulting Services	Sub Account	.00	.00	.00	.00	.00	.00	.00

Users can highlight multiple rows to apply this process.

# Detailed and Monthly Budgeting

Select a line and click the Detail button.

The screenshot shows the 'Budget Preparation' software interface. At the top, there is a menu bar with buttons for Add, Edit, Save, Cancel, Delete, Go To, Duplicate, Detail, Monthly, and Default PY Budget. Below the menu bar, there are fields for Department, Year (2019), Approp. (12,400.00), and Actual (7,218.75 % 58.22). The main area is a table with columns: Account No., Description, Type, Estimated Full Year, Requested, %, Admin. Recmnd, %, and Adopted Budget. A row for 'Salaries of Elected Officials' (Account No. 01-20-400-110) is highlighted in blue and has a red box around it. A 'Budget Prep Detail' dialog box is open over this row, showing a table with columns: Description, Requested, Admin. Recmnd, and Adopted Budget. The dialog box also has a text area for 'additional notes go here' and 'OK' and 'Cancel' buttons.

Account No.	Description	Type	Estimated Full Year	Requested	%	Admin. Recmnd	%	Adopted Budget	%
01-00-000-000	GENERAL FUND	Header	.00	.00	.00	.00	.00	.00	.00
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00	.00	.00	.00	.00	.00
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00	.00	.00	.00	.00	.00
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00	.00	.00	.00	.00	.00
CHG 3N 01-20-400-110	Salaries of Elected Officials	Sub Account	.00	12,000.00	.00	.00	.00	.00	.00
01-20-400-141	Wages of Recording Secretary	Sub Account	.00	.00	.00	.00	.00	.00	.00
01-20-400-142	Recording		.00	.00	.00	.00	.00	.00	.00
01-20-400-156	Health/H		.00	.00	.00	.00	.00	.00	.00
01-20-400-157	Dental I		.00	.00	.00	.00	.00	.00	.00
01-20-400-158	Life/Dia		.00	.00	.00	.00	.00	.00	.00
01-20-400-161	Social S		.00	.00	.00	.00	.00	.00	.00
01-20-400-164	Medicare		.00	.00	.00	.00	.00	.00	.00
01-20-400-210	Office S		.00	.00	.00	.00	.00	.00	.00
01-20-400-300	Other Se		.00	.00	.00	.00	.00	.00	.00
01-20-400-312	Managem		.00	.00	.00	.00	.00	.00	.00
01-20-400-313	Engineer		.00	.00	.00	.00	.00	.00	.00
01-20-400-325	Postage		.00	.00	.00	.00	.00	.00	.00
01-20-400-329	Other Co		.00	.00	.00	.00	.00	.00	.00
01-20-400-340	Advertis		.00	.00	.00	.00	.00	.00	.00
01-20-400-351	Insuranc		.00	.00	.00	.00	.00	.00	.00
01-20-400-352	Insuranc		.00	.00	.00	.00	.00	.00	.00
01-20-400-357	Insuranc		.00	.00	.00	.00	.00	.00	.00
01-20-400-420	Dues/Sub		.00	.00	.00	.00	.00	.00	.00
01-20-400-460	Meetings		.00	.00	.00	.00	.00	.00	.00
01-20-400-750	Minor Ca		.00	.00	.00	.00	.00	.00	.00
01-20-401-000	EXECUTIV		.00	.00	.00	.00	.00	.00	.00
01-20-401-100	EXECUTIV		.00	.00	.00	.00	.00	.00	.00

The Budget Prep Detail window opens up to allow you to fine tune the amounts to be budgeted with space to describe your allocation. The amounts are then summed up and placed in the respective field once you click OK. The left most columns designate a change and the quantity of detailed lines. If Notes exist, it will be designated with the letter "N"



Select a line and you can choose to project monthly amounts to an account. However, an Adopted amount must be entered first on that line in order for you to use the Monthly option.

The screenshot shows the 'Budget Preparation' window with a table of budget lines. The 'Monthly' button in the toolbar is highlighted with a red box. A dialog box titled 'Budget Prep Monthly Budget' is open, showing the 'Divide Adopted Budget by 12' option selected in a red box. The dialog box also displays a table for monthly allocation.

Account No.	Description	Type	Estimated Full Year	Requested	%	Admin. Recmnd	%	Adopted Budget	%
01-00-000-000	GENERAL FUND	Header	.00	.00	.00	.00	.00	.00	.00
01-20-000-000	GENERAL GOVERNMENT	Header	.00	.00	.00	.00	.00	.00	.00
01-20-400-000	LEGISLATIVE BODY	Header	.00	.00	.00	.00	.00	.00	.00
01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	.00	.00	.00	.00	.00	.00	.00
CHG 01-20-400-110	Salaries of Elected Officials	Sub Account	.00	.00	.00	.00	.00	12,000.00	...
01-20-400-141	Wages of Recording Secretary	Sub Account							
01-20-400-142	Recording Secretary	Sub Account							
01-20-400-156	Health/Hosp Insurance	Sub Account							
01-20-400-157	Dental Insurance	Sub Account							
01-20-400-158	Life/Disability Insurance	Sub Account							
01-20-400-161	Social Security	Sub Account							
01-20-400-164	Medicare	Sub Account							
01-20-400-210	Office Supplies	Sub Account							
01-20-400-300	Other Services and Charges	Sub Account							
01-20-400-312	Management Consulting Services	Sub Account							
01-20-400-313	Engineering	Sub Account							
01-20-400-325	Postage	Sub Account							
01-20-400-329	Other Communications	Sub Account							
01-20-400-340	Advertising/Printing/Binding	Sub Account							
01-20-400-351	Insurance-Property	Sub Account							
01-20-400-352	Insurance-Liability	Sub Account							
01-20-400-357	Insurance Deductible	Sub Account							
01-20-400-420	Dues/Subscriptions/Memberships	Sub Account							
01-20-400-460	Meetings/Seminars	Sub Account							
01-20-400-750	Minor Capital Purchases	Sub Account							
01-20-401-000	EXECUTIVE	Header							
01-20-401-100	EXECUTIVE EXPENSES	Control							

The Budget Prep Monthly Budget window will appear so that you can allocate the proposed Adopted amount across 12 months by amount or percent. Using the Divide Adopted Budget by 12 will evenly place it across the board. If the allocation does not come out successfully, you will receive an error message.

The screenshot shows a 'Message' dialog box with the following text: 'To continue, fill in the following correctly: The total of the 12 months does not equal the Adopted Budget Details.' There is an information icon (i) and an 'OK' button.

# Revenue Entry - Through MCSJ

Go To: Finance>Budget Prep>Budget Preparation

Select Revenue Preparation (All) and Click Next.

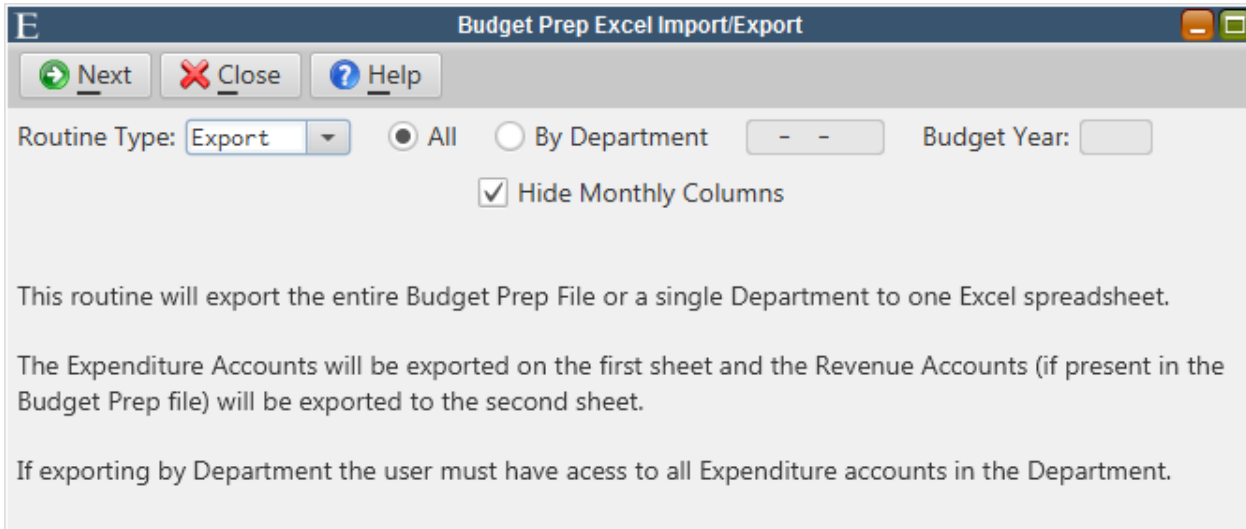
The options for entering revenue amounts through MCSJ are similar to those given to the Budget Entry process outlined above. Revenue Preparation does not have a column for requested amounts.

Revenue Preparation									
<span>+ Add</span> <span>Edit</span> <span>Save</span> <span>Close</span> <span>Delete</span> <span>Go To</span> <span>Duplicate</span> <span>Detail</span> <span>Monthly</span> <span>Default PY Anticipated</span>									
Year: 2019    Anticipated: 900,000.00    Actual: 584,497.78    % 64.94									
Account No.	Description	Estimated Full Year	Admin. Recmnd	%	Anticipated	%			
01-00-310-100	Real Estate Transfer Tax	.00	.00	.00	.00	.00			
01-00-310-210	Earned Income Tax-Current Year	.00	.00	.00	.00	.00			
01-00-310-220	Earned Income Tax-Prior Year	.00	.00	.00	.00	.00			
01-00-310-510	Local Services Tax-Current	.00	.00	.00	.00	.00			
01-00-310-520	Local Services Tax-Prior year	.00	.00	.00	.00	.00			
01-00-321-340	Solicitation/Peddling Permit	.00	.00	.00	.00	.00			
01-00-321-800	Cable Franchise Fees	.00	.00	.00	.00	.00			
01-00-322-820	Street Encroachment Permits	.00	.00	.00	.00	.00			
01-00-322-900	Misc Licenses & Permits	.00	.00	.00	.00	.00			
01-00-331-110	Vehicle Code Violations-State	.00	.00	.00	.00	.00			
01-00-331-120	Violations-Parking Ordinance	.00	.00	.00	.00	.00			
01-00-331-130	Vehicle Code Violations-Twp	.00	.00	.00	.00	.00			

# Budget Preparation - Through Excel

Once the Budget and Revenues have been created, users can also exporting this process into Microsoft Excel and perform many of the functions allowed from MCSJ.

Go To: Finance>Budget Prep>Excel Import/Export



Choose a save path and the file will open shortly. Users have the option to Hide Monthly Columns.

With the budget prep file exported here are a few things to remember:

- Avoid using formulas. i.e. the Sum Function within the Excel program.
- Highlighting rows and/or columns is allowed.
- Hiding rows and/or columns is allowed.
- Deleting unwanted accounts is allowed.
- Adding new rows for new accounts is allowed.

In the Excel file you will get five years for comparative analysis. Both the Appropriated and Actual amounts for each account line will be displayed. These figures again, are all based on the time you export the file.

If you would like to add new accounts in your budget process through the Excel file, be sure the account number is in sequence and the correct account type is chosen. NOTE: The account entered in this manner will have to be created through Expenditure Account Maintenance prior to the completion of the Budget Prep process or errors will occur.

When entering monthly budgets in Excel, users should verify that the Adopted Budget or Anticipated Budget equals the 12 month total. Otherwise, errors will appear on the budget prep verification after import and the user will need to update the Adopted Budget or Anticipated columns to match the monthly detail.

G	H	I	J	K	L	M	N	O	P	Q	R	S
Adopted Budget	July	August	September	October	November	December	January	February	March	April	May	June
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
3,000.00	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Revenues will have its own tab on the excel worksheet.

When the excel file is finished, return to the Excel Import/Export and choose Import from the drop down box.

E
Budget Prep Excel Import/Export

Next
Close
Help

Routine Type: Import

 All
  By Department
 
- -
Budget Year: 2019

Hide Monthly Columns

This routine will import Expenditure and Revenue Accounts from an Excel file.

The Expenditure Accounts must be on the first sheet and have the columns (in this order): Expenditure Account, Account Description, Account Type, Requested, Admin Recmnd, Adopted Budget, 12 Monthly Adopted Budget Fields (current start month - current end month), Note.

The Revenue Accounts (if present) must be on the second sheet and have the columns (in this order): Revenue Account, Account Description, Type (blank or Detail), Admin Recmnd, Anticipated, 12 Monthly Anticipated Fields (current start month - current end month), Note.

Both Expenditure and Revenue Accounts must be formatted the same as they are formatted within MCSJ.

An Exception Listing will be printed if there are any rejected records.

# Budget Preparation - By Department User Security Set Up

The following access will be necessary for Departmental Budgeting. The access described below will be in addition to an individual user's existing security. The Finance tab will denote the accounts a user will have access to, and new departments can be created from Department Security Maintenance.

**User Maintenance**

User Id: BUDGET1 Password: ..... Retype Password: ..... Contact Support:

Name: Budget Prep Department Phone: ( ) - Ext: Last Login: 04/16/19 06:34:08

Email: Last Login: 04/16/19 06:34:08

System Access Finance Payroll/HR Payment Codes Misc A/R Work Order

System:  Purchase Order:  Accounts Receivable:

General Ledger:  PO Status Security:  Customer:

General Ledger Batch:  Requisition:  Business Licensing:

Revenue:  Budget PO/Reqs:  Construction Permits:

Revenue Batch:  Revenue PO/Reqs:  Code Enforcement:

Fixed Asset:  G/L PO/Reqs:  Rentals:

**Budget: 1** Project PO/Reqs:  Property Tax:

Budget Batch:  Inventory Control:  Liens:

**Adopt/Amend Batch: 4** Payroll:  Special Charges:

Check Processing:  Human Resources:  Special Assessments:

Contract:  Attendance:  Utility Billing:

Vendor:  PAF:  Work Order:

**User Maintenance**

User Id: BUDGET1 Password: ..... Retype Password: ..... Contact Support:

Name: Budget Prep Department Phone: ( ) - Ext: Last Login: 04/16/19 06:34:08

Email: Last Login: 04/16/19 06:34:08

System Access **Finance** Payroll/HR Payment Codes Misc A/R Work Order

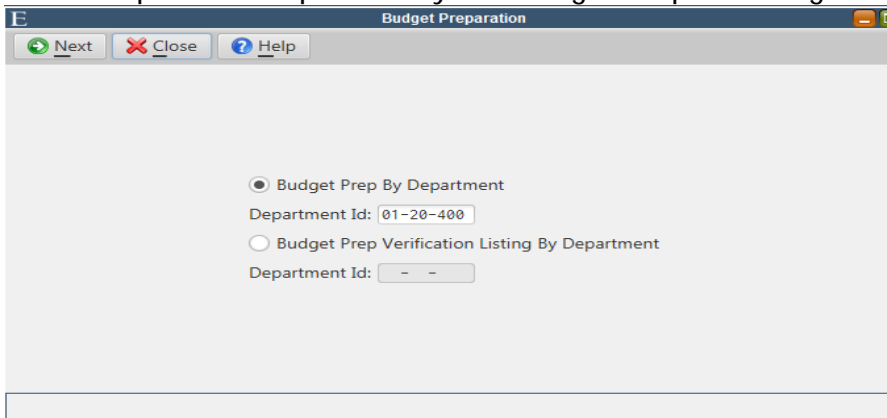
Budget Department Access

**Dept 1: ADMIN** Dept 4: Dept 7: Dept 2: Dept 5: Dept 8: Dept 3: Dept 6:

Fixed Asset Department Range: to

## Working as a Department User

A user within a department will be able to enter and edit amount based on the security access described above. Once all the accounts for Budget Prep have been created, users can take part in the process by selecting the option Budget Prep by Department.



Users here will have all the same capabilities while working in either MCSJ or using the Excel Export option. Users will only be able to work in one department at a time.

Work completed By Department will amend the master file of Budget Preparation.

# Budget/Revenue Prep Worksheet

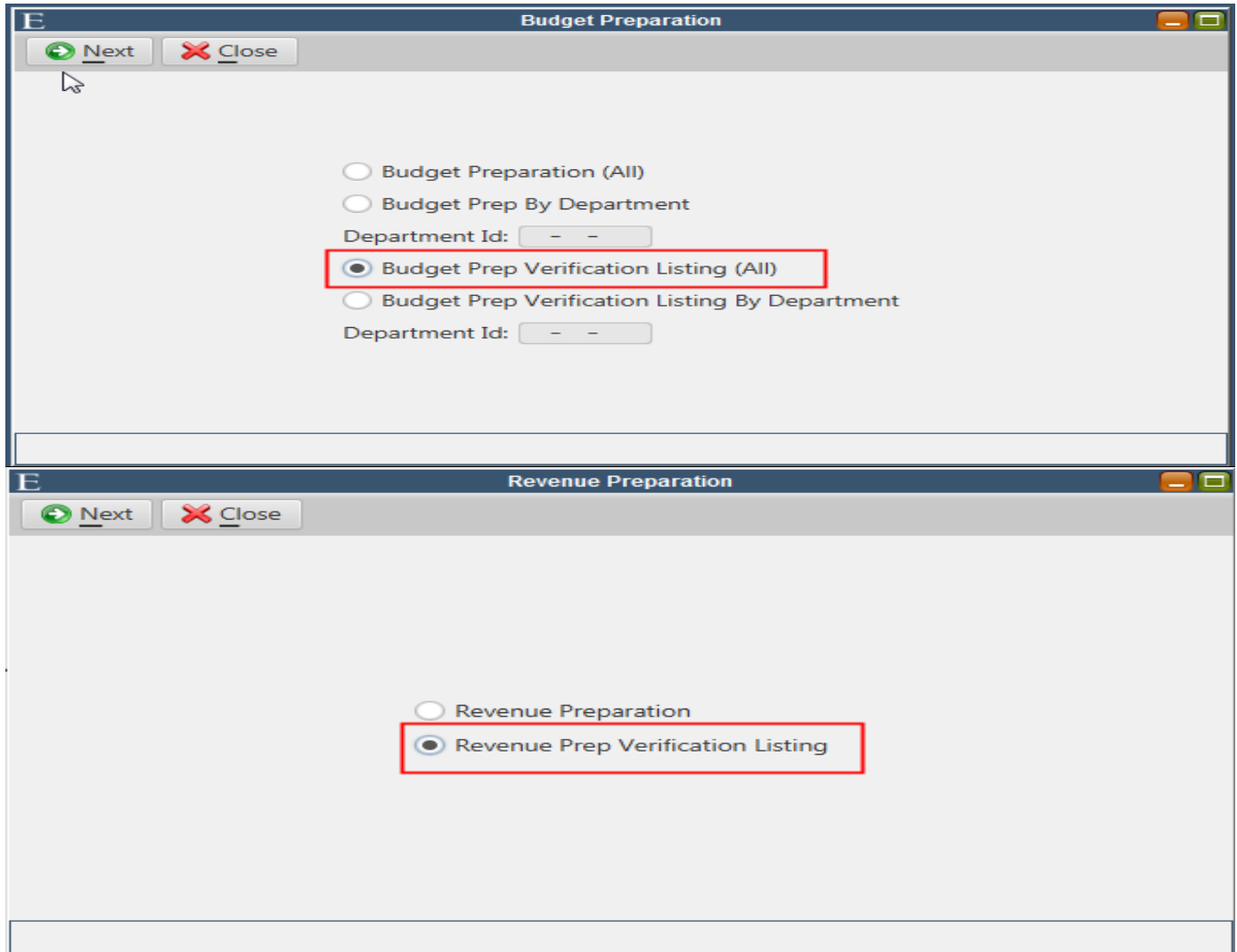
Go To: Finance>Budget Prep>Budget/Revenue Prep Worksheet

This report can be used to ensure we have a balance budget displaying everything entered through the routine. The report can be printed twice; one for Revenues and one for Expenses or you can print a combined report.

The image displays two side-by-side screenshots of the 'Budget/Revenue Prep Worksheet' dialog box. Both windows have a title bar with 'Budget/Revenue Prep Worksheet' and standard window controls. Each window contains a 'Print' button and a 'Close' button. The dialog is divided into several sections: 'Enter the Following:', 'Expenditure Sequence:', 'Budget Options:', 'Range of Expenditure Accounts (Blank for All):', 'Include Revenue Accounts:', 'Range of Revenue Accounts (Blank for All):', 'Print Budget Control Totals Page:', 'Revenue Options:', and 'Print Subtotals for:'. In the left screenshot, the 'Include Revenue Accounts:' dropdown is set to 'Only' and the 'Print Budget Control Totals Page:' dropdown is set to 'No'. In the right screenshot, the 'Include Revenue Accounts:' dropdown is set to 'No' and the 'Print Budget Control Totals Page:' dropdown is set to 'Only'. Red boxes highlight these two dropdown menus in both screenshots.

# Verification Listings

Return to both the *Budget Preparation* and *Revenue Preparation* menus and choose each respective Verification Listing.



Both *Verification Listings* will need to be printed and verified to proceed. Also note if any warnings or errors appear on the listing. If warnings exist you can still proceed, but errors would need to be corrected first before proceeding.

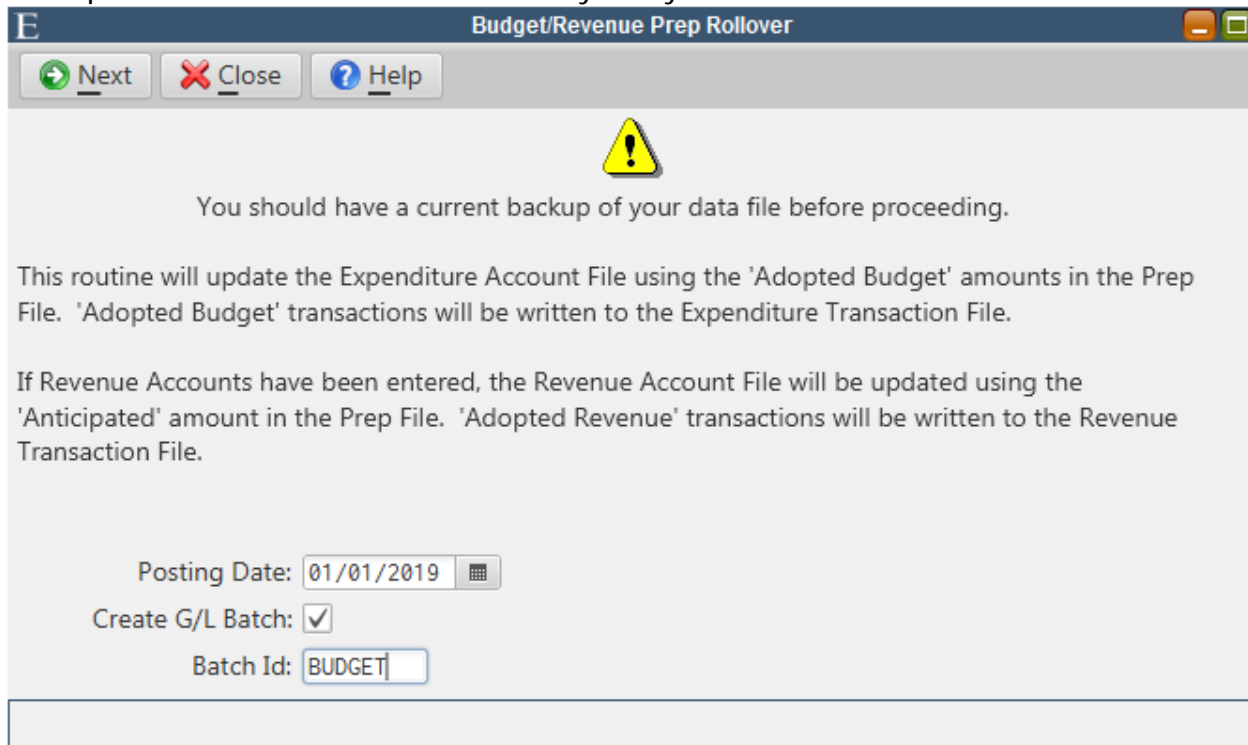
A common error would be that the "account masters" do not exist. This means you will have to wait until you complete the End of Year routine which will create the new account masters.



# Budget Prep Rollover


Go To: Finance>Budget Prep>Budget/Revenue Prep Rollover

With everything completed and verified, this routine will now apply the adopted and anticipated amounts to the accounts in your system.



**E** Budget/Revenue Prep Rollover

Next Close Help



You should have a current backup of your data file before proceeding.

This routine will update the Expenditure Account File using the 'Adopted Budget' amounts in the Prep File. 'Adopted Budget' transactions will be written to the Expenditure Transaction File.

If Revenue Accounts have been entered, the Revenue Account File will be updated using the 'Anticipated' amount in the Prep File. 'Adopted Revenue' transactions will be written to the Revenue Transaction File.

Posting Date: 01/01/2019

Create G/L Batch:

Batch Id: BUDGET

Choose a posting date. *If applicable*, you can have the MCSJ program create a GL Batch to post your budget to you General Ledger. The MCSJ program creates the batch which will still need to be verified and updated through the GL Batch.

Click Next.

# Budget Amendments

For GAAP Accounting:

Go To: Finance>Expenditure>Budget Amend Batch

This routine will allow you to Amend adopt amounts. Choose a posting date, enter the budget year, and the fund. Select Batch Entry and click Next.

Expenditure Acct	Revenue Acct	Amount	Description	Seq
01-20-400-110		100.00	RESOLUTION 2019.1	1
	01-00-149-200	100.00	RESOLUTION 2019.1	2

Enter the accounts you want to amend and the amounts to be amended. The amendments must balance prior to update, meaning total expense must equal total revenues.

For New Jersey Modified Accounting:

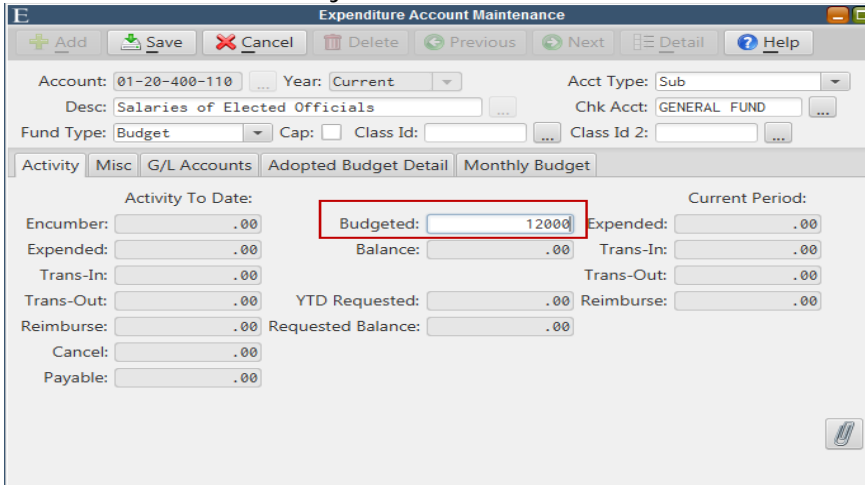
Go To: Finance>Budget>Budget Adopt/Amend Batch

Choose the appropriate reason code and continue.

This batch can be generated for all accounts or individual accounts can be chosen by just selecting the Batch Entry option.

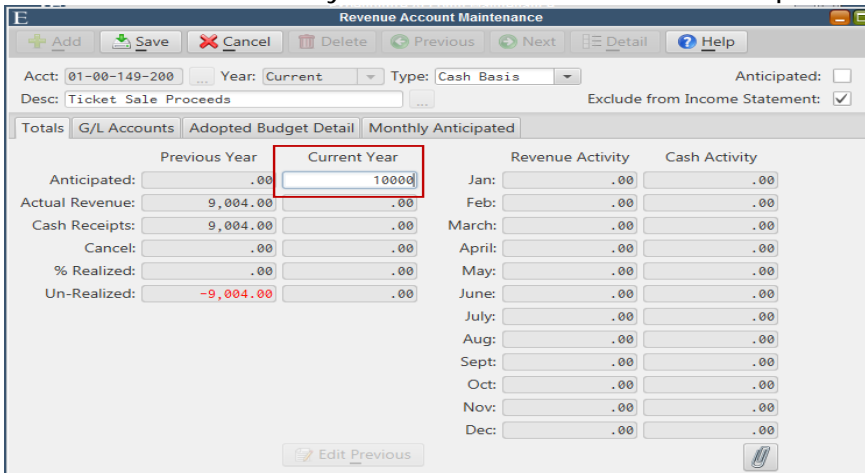
Enter the accounts you want to amend and the amounts to be amended. The amended batch must balance prior to a successful update.

Accounts can also be amended right through account maintenance. Respectfully go to an expenditure or revenue account. Then click Edit. You will be prompted with a posting date and reason when you save.



The screenshot shows the 'Expenditure Account Maintenance' window. The 'Budgeted' field is highlighted with a red box and contains the value '12000'. Other fields include 'Encumbered', 'Expended', 'Trans-In', 'Trans-Out', 'YTD Requested', 'Reimburse', 'Cancel', and 'Payable', all with values of '.00'. The 'Current Period' section includes 'Expended', 'Trans-In', 'Trans-Out', and 'Reimburse' fields, also with '.00' values. The 'Requested Balance' field is set to '.00'. The window title is 'Expenditure Account Maintenance' and it includes standard navigation buttons like 'Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', 'Detail', and 'Help'.

For Revenue accounts you will want to edit the Anticipated Amount.

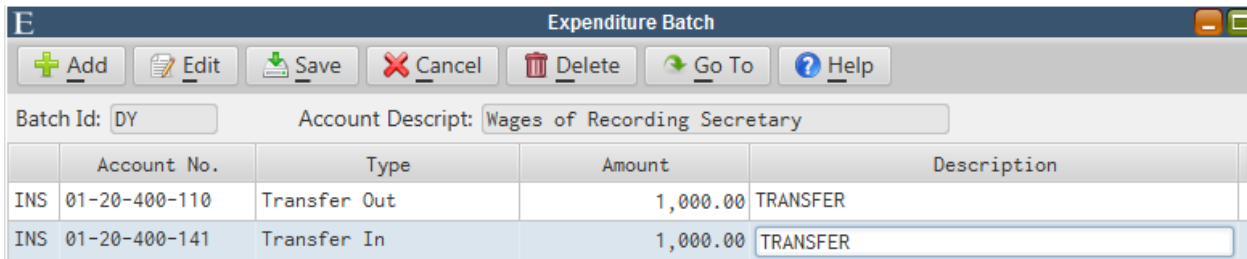


The screenshot shows the 'Revenue Account Maintenance' window. The 'Anticipated' field under 'Current Year' is highlighted with a red box and contains the value '10000'. The 'Previous Year' 'Anticipated' field is '.00'. The 'Actual Revenue' for the previous year is '9,004.00'. The 'Un-Realized' amount for the previous year is '-9,004.00'. The 'Current Year' 'Actual Revenue' is '.00'. The window also displays a monthly breakdown of 'Revenue Activity' and 'Cash Activity' from January to December, with all values being '.00'. The window title is 'Revenue Account Maintenance' and it includes standard navigation buttons like 'Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', 'Detail', and 'Help'.

# Budget Transfers

Budget transfers can be performed to reallocate available funds to another account.

Go To: Finance>Expenditure/Budget>Expenditure/Budget batch



	Account No.	Type	Amount	Description
INS	01-20-400-110	Transfer Out	1,000.00	TRANSFER
INS	01-20-400-141	Transfer In	1,000.00	TRANSFER

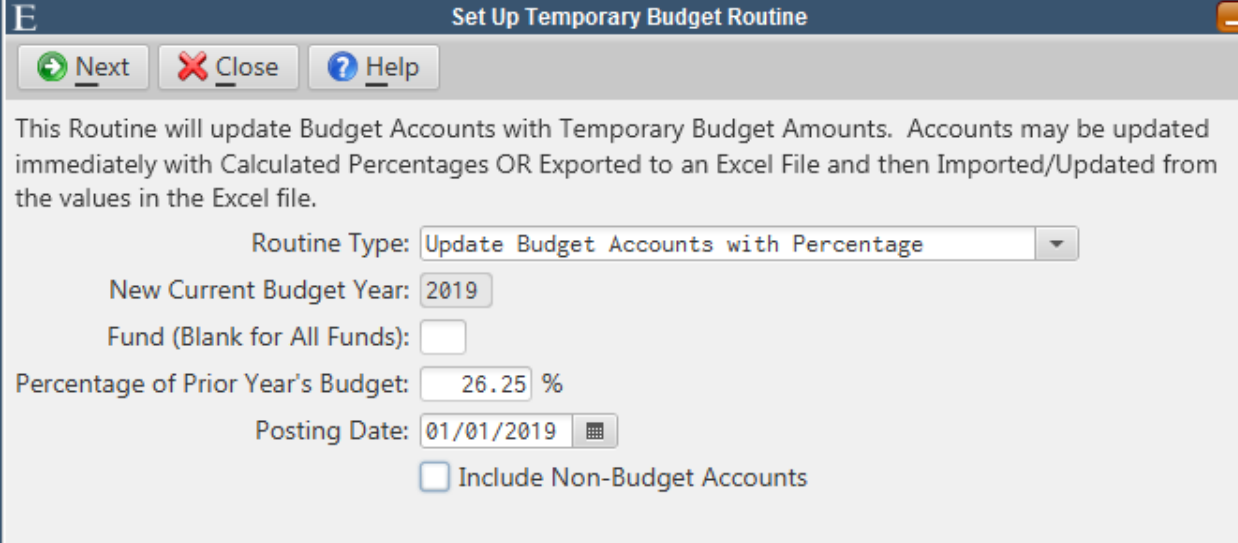
In the batch, enter the account number, and the type "Transfer Out" should be selected to take available funds out. Enter additional lines with the type "Transfer In" to represent where the funds should be placed. All transfer out must balance to all transfer in to successfully update.

# New Jersey Temporary Budget Temp Budget Through MCSJ

For New Jersey Modified Accrual, there will be an option to create temporary budgets.

A temporary budget can be up to 26.25% of the reserve year's modified budget in MCSJ.

Go To: Finance>Budget Prep>Set Up Temporary Budget



**E** Set Up Temporary Budget Routine

Next Close Help

This Routine will update Budget Accounts with Temporary Budget Amounts. Accounts may be updated immediately with Calculated Percentages OR Exported to an Excel File and then Imported/Updated from the values in the Excel file.

Routine Type: Update Budget Accounts with Percentage

New Current Budget Year: 2019

Fund (Blank for All Funds):

Percentage of Prior Year's Budget: 26.25 %

Posting Date: 01/01/2019

Include Non-Budget Accounts

The routine can be used to update all available budget accounts with a single percentage. The routine type will be "Update Budget Accounts with Percentage." Verify the "New Current Budget Year" is the year you want to create the temporary budget. Designate one fund at a time or leave blank to hit all funds at once. The percentage can be a value less than 26.25 if you desire. Finally, choose a posting date.

Click Next to finalize.

A generation report will print out and detail the amounts posting as temporary budget amounts. You may want to save this print as it cannot be regenerated.

# Temp Budget Through Excel

Temporary budgeting can be done through Excel to allow for varying amounts, if an exact percentage is unwanted.

From the Set Up Temporary Budget Routine, choose Export to Excel File.

The screenshot shows a window titled "Set Up Temporary Budget Routine". It contains several input fields and a checkbox. The "Routine Type" dropdown is set to "Export to Excel File". The "New Current Budget Year" is set to "2019". The "Fund (Blank for All Funds)" checkbox is unchecked. The "Percentage of Prior Year's Budget" is an empty text box followed by a percent sign. The "Posting Date" is an empty date field. The "Include Non-Budget Accounts" checkbox is unchecked.

Select a save location. The Excel file will generate and open when finished.

	A	B	C	D
1	Account Number	Account Description	Account Type	Temp Budget
2	9-01-05-011-500	DUE TO RESIDENT	Line Item Control	0.00
3	9-01-20-110-011	MAYOR & COMMISSIONERS S&W	Sub Account	0.00
4	9-01-20-110-099	MAYOR & COMMISSIONERS - OE	Sub Account	0.00
5	9-01-20-120-011	MUNICIPAL CLERK S&W	Sub Account	0.00
6	9-01-20-120-021	NEWS & LEGAL	Sub Account	0.00
7	9-01-20-120-022	postage	Sub Account	0.00
8	9-01-20-120-023	STATIONERY & PRINTING	Sub Account	0.00
9	9-01-20-120-024	NEWSLETTERS	Sub Account	0.00
10	9-01-20-120-025	STAT & PTG MISCELLANEOUS	Sub Account	0.00
11	9-01-20-120-030	OFFICE SUPPLIES	Sub Account	0.00
12	9-01-20-120-041	MUNI CLERK-CONT EDUCATION	Sub Account	0.00
13	9-01-20-120-044	DUES	Sub Account	0.00

Within the Excel file you can simply place your temp amounts in the respective lines. To import back in to MCSJ, save and close the file. Choose "Import/Update Budget Accounts from Excel File" and choose a posting date.

Click Next and you will need to locate the saved file.

As soon as the file is chosen and uploaded, MCSJ will automatically post the temporary budget according to you file and a generation report will print out and detail the amounts posting as temporary budget amounts. You may want to save this print as it cannot be regenerated.