

# Budget Preparation

## Creating Your New Year Budget

- The creation of the new year budget also creates the chart of accounts for the new year. If new accounts are added the process to "Rebuild Budget Records" must be run to bring those accounts into the new year chart.
- Multiple Scenarios can be created for budget preparation. When year-end is processed, you will be asked for the budget scenario to use and the figures must be moved to the final stage.
- Once created, there are system entry options with account security. An alternative option available is to Export/Import Option where Excel can be used for Budget Preparation.

### New Setup Options under System Console-System Settings:

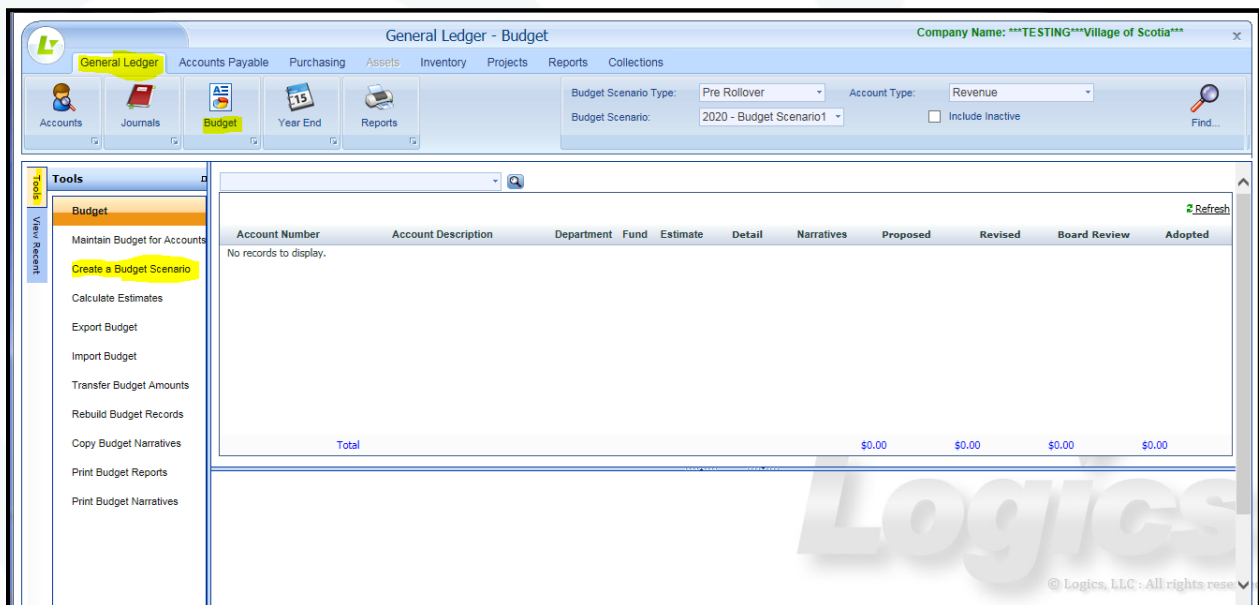
| Budget          |   |
|-----------------|---|
| Stage 1 Literal | <input type="text" value="Proposed"/>     |
| Stage 2 Literal | <input type="text" value="Revised"/>      |
| Stage 3 Literal | <input type="text" value="Board Review"/> |
| Stage 4 Literal | <input type="text" value="Adopted"/>      |
| Locked Stage:   | <input type="text" value="Stage 2"/>      |

- The stage can now be named. This literal will be your column headings both on the screen and on the Budget Report. Please note, stage 4 needs to be your final budget as these figures will carry to your new year during year end process.
- Locked Stage allows for "shutting off" entry into a stage. An example may be departmental entry into the first "requested" stage and once the budget process continues past that stage, locking it will enforce that no further changes are made. Only reporting will be allowed.

**Existing Budget Security** - Group security exists both for functions within preparing budgets and to the phases of your budget. To setup this security, please contact Logics' support for assistance and further explanation. Please note, existing security to System Console is necessary to make any system security changes.

**To start your Budget Process and Create your New Year Chart:**

- General Ledger
- Budget
- Tools
- Create a Budget Scenario



- Create a New Fiscal Year - creates the chart and budget scenario for the new year.
- Create a New Budget Scenario for "current fiscal year" - will allow you to do a new budget for the existing fiscal year. This can then be loaded into the existing year via the Rebuild BY under General Ledger-Journals-Tools.

Village of Scotia  
Current Fiscal Year 2019

Options

Select a Fiscal Year to Create a Set of Books or select 'Create New Fiscal Year' to create the next Fiscal Year

Chart Description:

Fiscal Year:

**Create a New Fiscal Year** | Create a New Budget Scenario for 2019

### Create a New Fiscal Year

- The Account Structure will appear asking to keep it for the new fiscal year. We do not recommend changes and NO will cancel this process. If changes are required, please contact Logics Support to discuss prior to this process.
- Answering Yes will continue the process.

Account Structure

Do you want to keep the same account structure for the new fiscal year with the current fiscal year?

Account Structure Type: Complex

| Position | Width | Name      | Purpose    | Primary Segment | Determining Type | Desc. Gen. Order |
|----------|-------|-----------|------------|-----------------|------------------|------------------|
| 1        | 3     | Seg1      | Fund       |                 |                  |                  |
| 2        | 1     | separator | separator  |                 |                  |                  |
| 3        | 4     | Seg2      | Department |                 |                  |                  |
| 4        | 1     | separator | separator  |                 |                  |                  |
| 5        | 4     | Seg3      | Item       |                 |                  |                  |
| 6        | 1     | separator | separator  |                 |                  |                  |
| 7        | 4     | Seg4      | Project    |                 |                  |                  |

- Set of Books Information will display allowing entry of Budget Scenario Description. This description will be used for searching and reporting. Remarks can also be entered.
- Note: Auto Estimate is no longer available from this option. Calculate Estimates is available from Tools and is documented below.

Village of Scotia  
Current Fiscal Year 2019

| Options                      |   |
|------------------------------|---|
| Create a fiscal year         | ✓ |
| Bring over account structure | ✓ |

Set of Books Information

Select Set of Books: Fiscal Year 2020 - Budget Scenario1  AutoEstimate


Set of Books Description: Fiscal Year 2020

Budget Scenario Description: Budget Scenario1

Remarks:

- Answer OK to bring over all accounts. All accounts must be brought into the budget. Cancel will exit the process.
- Display will confirm the budget has been created.

**CONFIRMATION**



**Would you like to bring over all accounts?**

Village of Scotia  
Current Fiscal Year 2019

| Options                               |   |
|---------------------------------------|---|
| Create a fiscal year                  | ✓ |
| Bring over account structure          | ✓ |
| Bring over Fund                       | ✓ |
| Bring over Department                 | ✓ |
| Bring over Object                     | ✓ |
| Bring over accounts                   | ✓ |
| Create records in budget prep tables. | ✓ |
| Copy Budget Narratives                | ✓ |

**Accounts are successfully created for new fiscal year 2020**

**Village Budget is successfully created for new fiscal year 2020**

- Budget Narratives can be copied to the New Budget Scenario.

**Budget Narratives**

**Do you want to copy budget narratives from 2019 Budget Scenario 1 to 2020- Village Budget**

Budget Scenario1 is successfully created for new fiscal year 2020

INFORMATION



Budget Narratives have been copied to 2020 - Village Budget

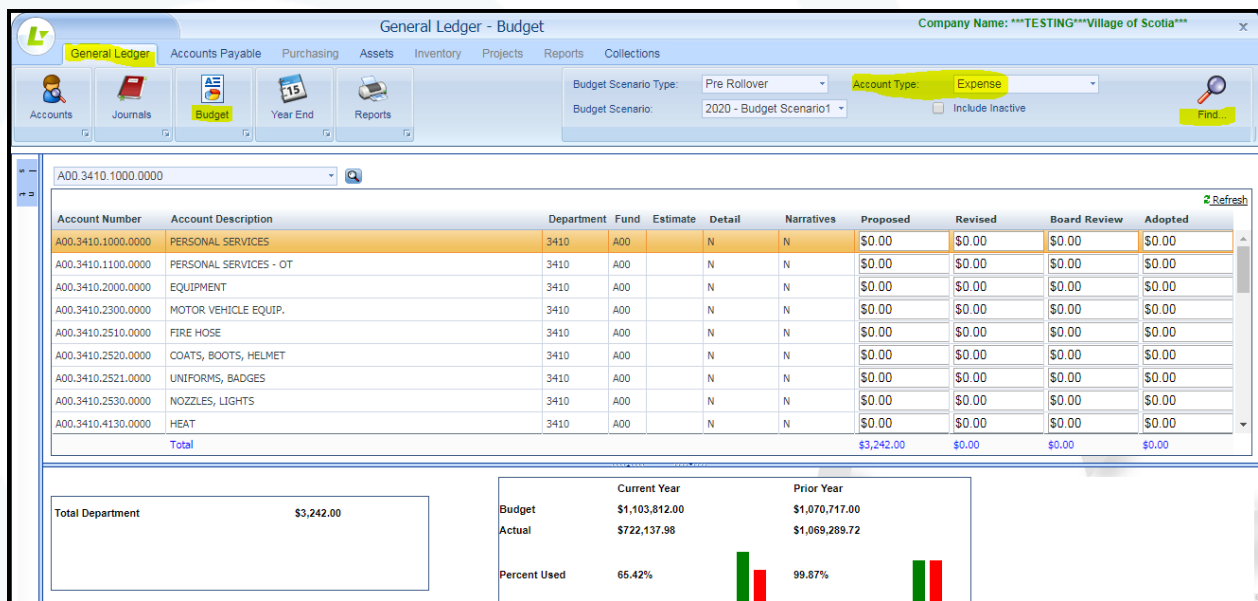
OK

# Budget Preparation Entry

- Account Security limits the Accounts accessed
- Security limits the entry into specific "Phases"

## To access Budget -

- General Ledger
- Budget
- Search - Expenses and/or Revenues
- Find



The screenshot shows the 'General Ledger - Budget' interface for 'Village of Scotia'. The 'Budget' tab is active, and the 'Account Type' is set to 'Expense'. The main table displays budget accounts with columns for Account Number, Account Description, Department, Fund, Estimate, Detail, Narratives, Proposed, Revised, Board Review, and Adopted. The 'Total' row shows a proposed amount of \$3,242.00. Below the table, a summary section shows the 'Total Department' budget of \$3,242.00, along with 'Current Year' and 'Prior Year' budget and actual figures, and 'Percent Used' bars for both years.

| Account Number     | Account Description    | Department | Fund | Estimate | Detail | Narratives | Proposed          | Revised       | Board Review  | Adopted       |
|--------------------|------------------------|------------|------|----------|--------|------------|-------------------|---------------|---------------|---------------|
| A00.3410.1000.0000 | PERSONAL SERVICES      | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.1100.0000 | PERSONAL SERVICES - OT | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.2000.0000 | EQUIPMENT              | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.2300.0000 | MOTOR VEHICLE EQUIP.   | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.2510.0000 | FIRE HOSE              | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.2520.0000 | COATS, BOOTS, HELMET   | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.2521.0000 | UNIFORMS, BADGES       | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.2530.0000 | NOZZLES, LIGHTS        | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| A00.3410.4130.0000 | HEAT                   | 3410       | A00  | N        | N      |            | \$0.00            | \$0.00        | \$0.00        | \$0.00        |
| <b>Total</b>       |                        |            |      |          |        |            | <b>\$3,242.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |

|                         |                   |                     |                       |                   |                       |
|-------------------------|-------------------|---------------------|-----------------------|-------------------|-----------------------|
| <b>Total Department</b> | <b>\$3,242.00</b> | <b>Current Year</b> | <b>\$1,103,812.00</b> | <b>Prior Year</b> | <b>\$1,070,717.00</b> |
|                         |                   | <b>Budget</b>       | <b>\$722,137.98</b>   | <b>Actual</b>     | <b>\$1,069,289.72</b> |
|                         |                   | <b>Percent Used</b> | <b>65.42%</b>         |                   | <b>99.87%</b>         |

- Your budget accounts will display with the entry screen in the top section and historical information in the bottom section along with the department total for the account that is highlighted.
- For basic account entry, entry into the top grid in the appropriate column. (Headings and Security on these columns are set in System Console)
- **VERY IMPORTANT - Revenues must be added as NEGATIVES**
- For **Detail** account entry or entry of **Narratives**, double click on the appropriate line and the below detail screen will appear for the account number requested.

- Note the **Refresh** button in the top right of the Grid. This will update all total fields. This is not done as each amount is entered to allow for faster entry without constant calculation. When accessing the budget, all figures will appear updated as saved. Refresh is not required when first accessing.

|                    |                        |      |     |   |   |   |                |        |        |        |
|--------------------|------------------------|------|-----|---|---|---|----------------|--------|--------|--------|
| A00.3410.1000.0000 | PERSONAL SERVICES      | 3410 | A00 |   | N | N | \$1,200,000.00 | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.1100.0000 | PERSONAL SERVICES - OT | 3410 | A00 |   | N | N | \$150,000.00   | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.2000.0000 | EQUIPMENT              | 3410 | A00 | Y | Y |   | \$6,000.00     | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.2300.0000 | MOTOR VEHICLE EQUIP.   | 3410 | A00 |   | N | N | \$0.00         | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.2510.0000 | FIRE HOSE              | 3410 | A00 |   | N | N | \$0.00         | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.2520.0000 | COATS, BOOTS, HELMET   | 3410 | A00 |   | N | N | \$0.00         | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.2521.0000 | UNIFORMS, BADGES       | 3410 | A00 |   | N | N | \$0.00         | \$0.00 | \$0.00 | \$0.00 |
| A00.3410.2530.0000 | NOZZLES, LIGHTS        | 3410 | A00 |   | N | N | \$0.00         | \$0.00 | \$0.00 | \$0.00 |
| <b>Total</b>       |                        |      |     |   |   |   | \$1,364,242.00 | \$0.00 | \$0.00 | \$0.00 |

| Budget Details          |  | Proposed   | Revised | Board Review | Adopted |
|-------------------------|--|------------|---------|--------------|---------|
| Equipment line 1 Detail |  | \$5,000.00 | \$0.00  | \$0.00       | \$0.00  |
| Equipment Line 2 Detail |  | \$1,000.00 | \$0.00  | \$0.00       | \$0.00  |
| <b>Total</b>            |  | \$6,000.00 | \$0.00  | \$0.00       | \$0.00  |

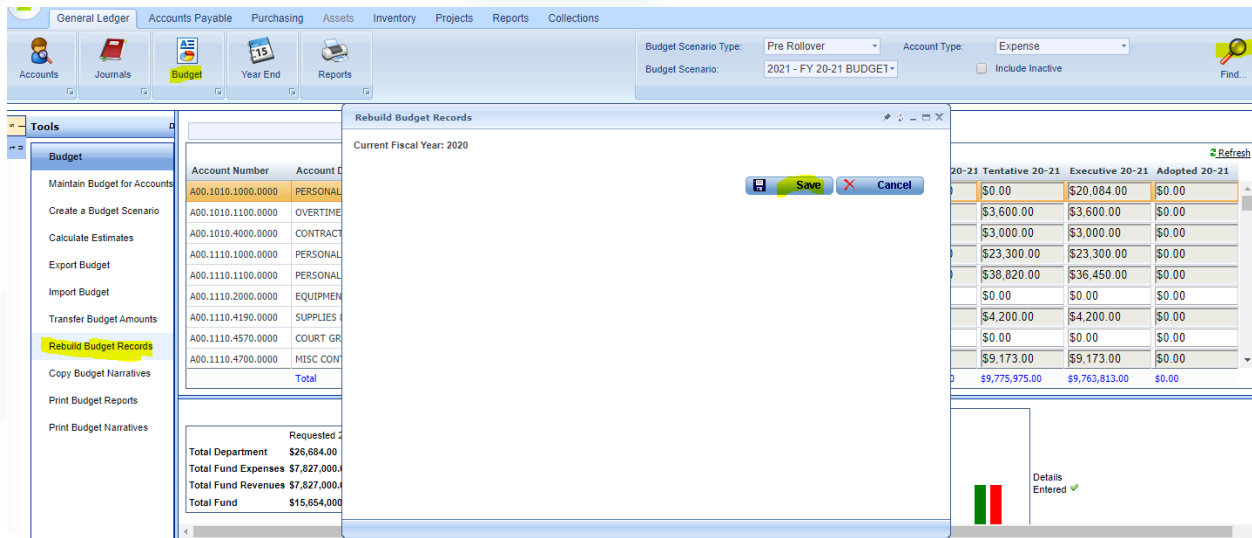
**Narratives**

This is my narrative area

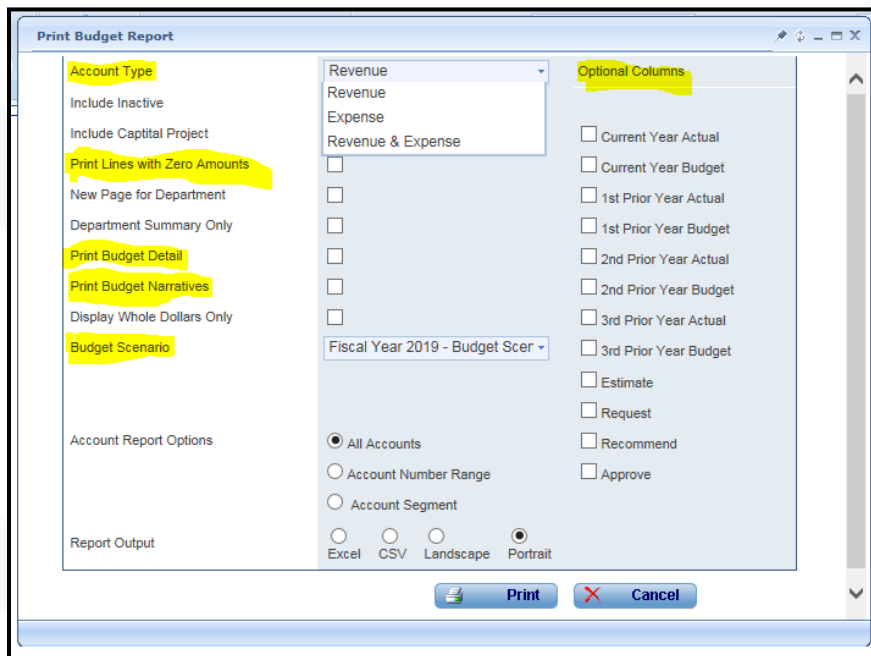
**Save**

- Add Detail will allow entry into detail lines. These lines will now total into the amount for this line item. Direct entry in that line is disabled so all dollars will need to have detail lines.
- Narrative is available for comments.
- Save will save the entry and update the header

- If you add new GL accounts to your chart of accounts after the budget scenario has been created, Budget > Find > Tools > Rebuild Budget Records > Save. \*Please note the new accounts may not fall in chronological order, they may be at the end of the fund or the end of the entire budget. Just sort the budget by Account Number and it will fall in place.



### Print Budget Report - Accessed via Tools sidebar





- Account Type - Choose Revenue, Expense, or Revenue & Expense - Account Security will apply, so your report will only include accounts you have access to. Additional Account Report Options allow ranges within your account security (Example - security allows for multiple departments, but account segment or range options would allow for printing just specific departments)
- Budget Scenario - be sure you are choosing the appropriate budget scenario for your current budget process.
- Checkboxes - Click on appropriate checkboxes for your report choices. A few highlighted above are most commonly used.
- Optional Columns - Choose any historical columns to include but be aware of appropriate spacing on reports when choosing Landscape or Portrait PDF.
- Excel option is available but will not include Budget Detail and Narratives.

| General Ledger Budget Report<br>***TESTING***Village of Scotia***<br>Fiscal Year 2020 - Budget Scenario1 |                        |                                |                                |                              |                              |              |                       |
|--|------------------------|--------------------------------|--------------------------------|------------------------------|------------------------------|--------------|-----------------------|
| Account Number   | Account Description    | 2nd Prior Year Actual<br>16/17 | 1st Prior Year Actual<br>17/18 | Current Year Budget<br>18/19 | Current Year Actual<br>18/19 | % Spent      | Estimate              |
| <b>Fund A00 GENERAL FUND</b>   |                        |                                |                                |                              |                              |              |                       |
| <b>3410 PUBLIC SAFETY-FIRE DEPARTMENT</b>  |                        |                                |                                |                              |                              |              |                       |
| A00.3410.1000.0000   | PERSONAL SERVICES      | \$1,064,526.55                 | \$1,069,289.72                 | \$1,103,812.00               | \$722,137.98                 | 65.42        | \$1,200,000.00        |
| A00.3410.1100.0000   | PERSONAL SERVICES - OT | \$95,219.27                    | \$92,720.46                    | \$102,000.00                 | \$70,421.23                  | 69.04        | \$150,000.00          |
| A00.3410.2000.0000   | EQUIPMENT              | \$0.00                         | \$6,169.47                     | \$0.00                       | \$0.00                       | 0.00         | \$6,000.00            |
| Narratives - This is my narrative area   |                        |                                |                                |                              |                              |              |                       |
| 1 Equipment Line 1 Detail  |                        |                                |                                |                              |                              |              | 5000.00               |
| 2 Equipment Line 2 Detail  |                        |                                |                                |                              |                              |              | 1000.00               |
| A00.3410.2300.0000   | MOTOR VEHICLE EQUIP.   | \$0.00                         | \$0.00                         | \$0.00                       | \$0.00                       | 0.00         | \$0.00                |
| A00.3410.2510.0000   | FIRE HOSE              | \$0.00                         | \$0.00                         | \$0.00                       | \$0.00                       | 0.00         | \$0.00                |
| A00.3410.2520.0000   | COATS, BOOTS, HELMET   | \$14,669.81                    | \$15,019.26                    | \$19,965.00                  | \$310.00                     | 1.55         | \$0.00                |
| A00.3410.2521.0000   | UNIFORMS, BADGES       | \$1,450.32                     | \$383.67                       | \$900.00                     | \$0.00                       | 0.00         | \$0.00                |
| A00.3410.2530.0000   | NOZZLES, LIGHTS        | \$34,280.10                    | \$24,562.33                    | \$16,557.88                  | \$5,529.85                   | 33.40        | \$0.00                |
| A00.3410.4130.0000   | HEAT                   | \$1,935.42                     | \$2,284.73                     | \$3,500.00                   | \$828.55                     | 23.67        | \$0.00                |
| A00.3410.4140.0000   | GAS, OIL, TIRES, ETC   | \$5,231.09                     | \$6,694.00                     | \$7,500.00                   | \$4,147.29                   | 55.30        | \$0.00                |
| A00.3410.4190.0000   | HOUSE CLNG SUPPLIES    | \$1,629.22                     | \$2,040.59                     | \$2,200.00                   | \$857.70                     | 38.99        | \$0.00                |
| A00.3410.4310.0000   | TELEPHONE              | \$1,597.50                     | \$1,995.20                     | \$2,150.00                   | \$925.22                     | 43.03        | \$5,000.00            |
| A00.3410.4340.0000   | LIGHT                  | \$6,196.41                     | \$6,271.91                     | \$6,000.00                   | \$4,651.67                   | 77.53        | \$0.00                |
| A00.3410.4390.0000   | BATTERY REPLACEMENT    | \$397.10                       | \$744.28                       | \$410.00                     | \$237.90                     | 58.02        | \$0.00                |
| A00.3410.4400.0000   | INSURANCE              | \$116,540.83                   | \$125,265.03                   | \$132,585.00                 | \$120,209.85                 | 90.67        | \$0.00                |
| A00.3410.4500.0000   | PHYSICAL EXAMS         | \$1,135.00                     | \$1,095.00                     | \$1,550.00                   | \$1,509.00                   | 97.35        | \$0.00                |
| A00.3410.4510.0000   | TRAINING PROGRAM EXP   | \$3,475.00                     | \$8,206.07                     | \$4,775.00                   | \$3,399.97                   | 71.20        | \$0.00                |
| A00.3410.4515.0000   | COLLEGE ACCOUNT        | \$0.00                         | \$0.00                         | \$0.00                       | \$0.00                       | 0.00         | \$0.00                |
| A00.3410.4540.0000   | REPAIRS - VEHICLES     | \$14,975.20                    | \$17,799.83                    | \$18,820.00                  | \$15,687.87                  | 83.36        | \$0.00                |
| A00.3410.4541.0000   | ARSON INVESTIGATION    | \$0.00                         | \$0.00                         | \$0.00                       | \$0.00                       | 0.00         | \$0.00                |
| A00.3410.4550.0000   | REPAIRS - BUILDING     | \$30,265.92                    | \$6,034.23                     | \$6,700.00                   | \$3,754.51                   | 56.04        | \$0.00                |
| A00.3410.4560.0000   | COMMUNICATION SYS      | \$3,758.74                     | \$5,196.29                     | \$3,765.00                   | \$2,246.81                   | 59.68        | \$0.00                |
| A00.3410.4565.0000   | INFORMATION TECHNOLOGY | \$5,367.50                     | \$6,839.77                     | \$7,016.00                   | \$2,420.25                   | 34.50        | \$0.00                |
| A00.3410.4570.0000   | VOLUNTEER ROOMS        | \$500.00                       | \$500.00                       | \$500.00                     | \$500.00                     | 100.00       | \$0.00                |
| A00.3410.4700.0000   | MISC CONTRACTUAL       | \$3,835.51                     | \$2,575.66                     | \$4,570.00                   | \$1,495.99                   | 32.74        | \$0.00                |
| A00.3410.4730.0000   | FIRE PREVENT-LIT & MTL | \$1,070.67                     | \$598.55                       | \$1,450.00                   | \$752.25                     | 51.88        | \$0.00                |
| A00.3410.4740.0000   | BUS. & TRAVEL EXP      | \$660.20                       | \$574.10                       | \$725.00                     | \$408.60                     | 56.36        | \$0.00                |
| A00.3410.4750.0000   | EMS SUPPLIES           | \$26,852.59                    | \$19,264.98                    | \$30,720.00                  | \$8,272.09                   | 26.93        | \$3,242.00            |
| Narratives - This is my narrative field  |                        |                                |                                |                              |                              |              |                       |
| 1 Ambulance Supplies   |                        |                                |                                |                              |                              |              | 3242.00               |
| A00.3410.4755.0000   | EMS TRAINING           | \$2,700.00                     | \$0.00                         | \$2,800.00                   | \$500.00                     | 17.86        | \$0.00                |
| A00.3410.4780.0000   | CODE ENFORCEMENT       | \$740.98                       | \$729.96                       | \$775.00                     | \$420.14                     | 54.21        | \$0.00                |
| A00.3410.4800.0000   | ENGINEERING            | \$0.00                         | \$0.00                         | \$0.00                       | \$0.00                       | 0.00         | \$0.00                |
| <b>PUBLIC SAFETY-FIRE DEPARTMENT Dept Total</b>  |                        | <b>\$1,438,010.83</b>          | <b>\$1,422,857.09</b>          | <b>\$1,481,345.88</b>        | <b>\$971,624.92</b>          | <b>65.59</b> | <b>\$1,364,242.00</b> |

Questions can be directed to [support@edmundsgovtech.com](mailto:support@edmundsgovtech.com) or support line 919-232-2300.