Budget Preparation

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Deleting the Budget Prep File

Go To: Finance>Budget Prep>Delete Budget/Revenue Prep File
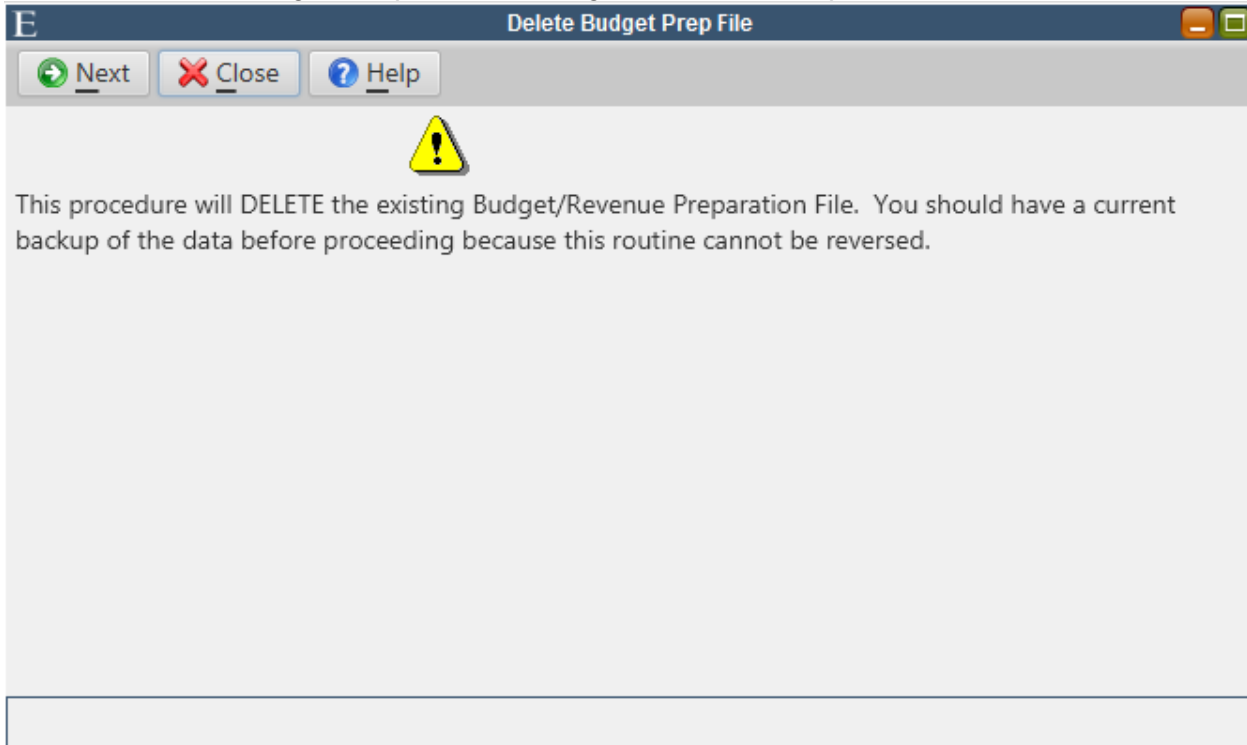
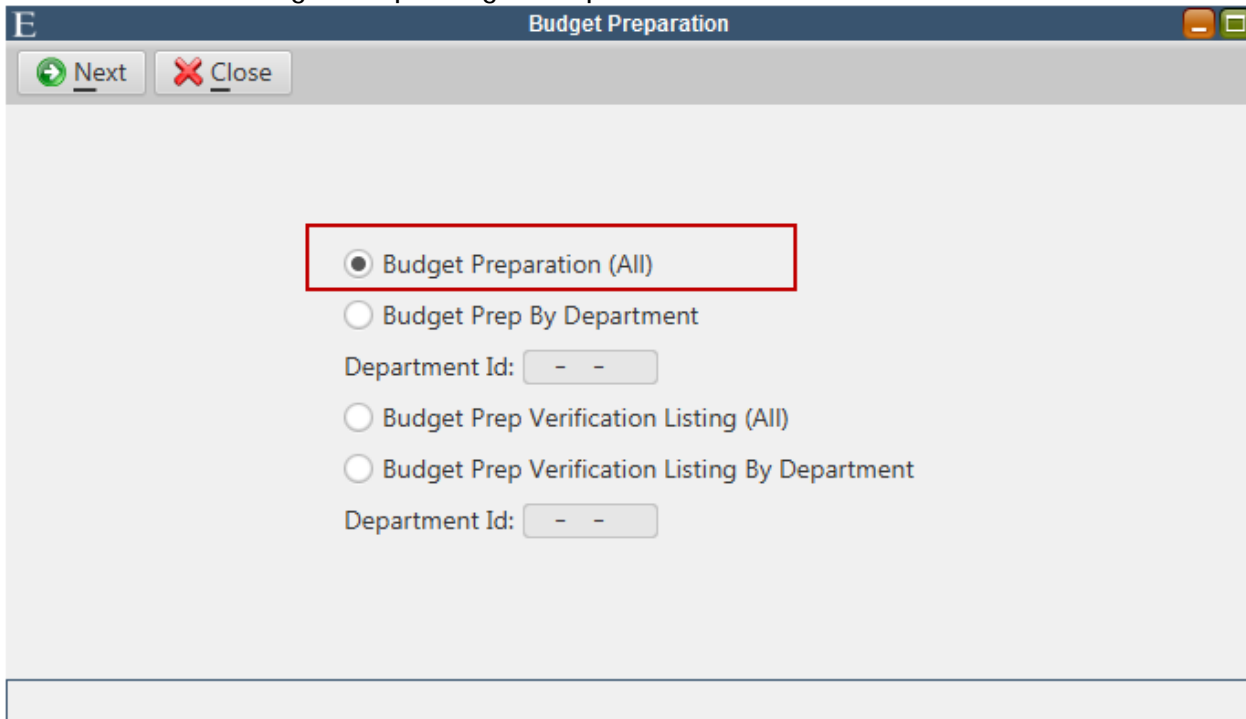This allows you to clear the existing file and start the process all over again. This will not delete and account numbers created. Click Next on this screen and Click Yes to continue.
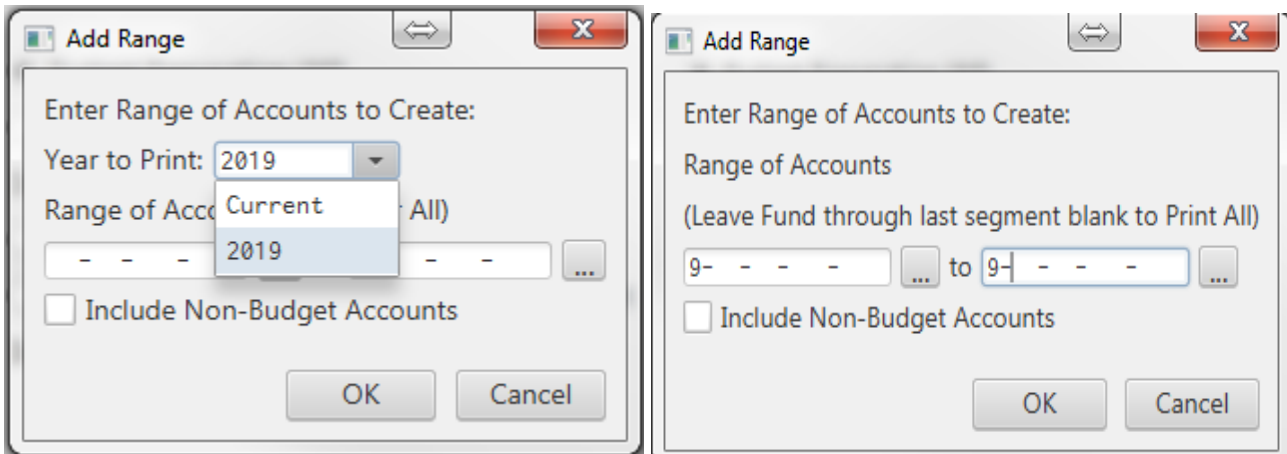
Creating the Budget/Revenue Preparation File

Go To: Finance>Budget Prep>Budget Preparation

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

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
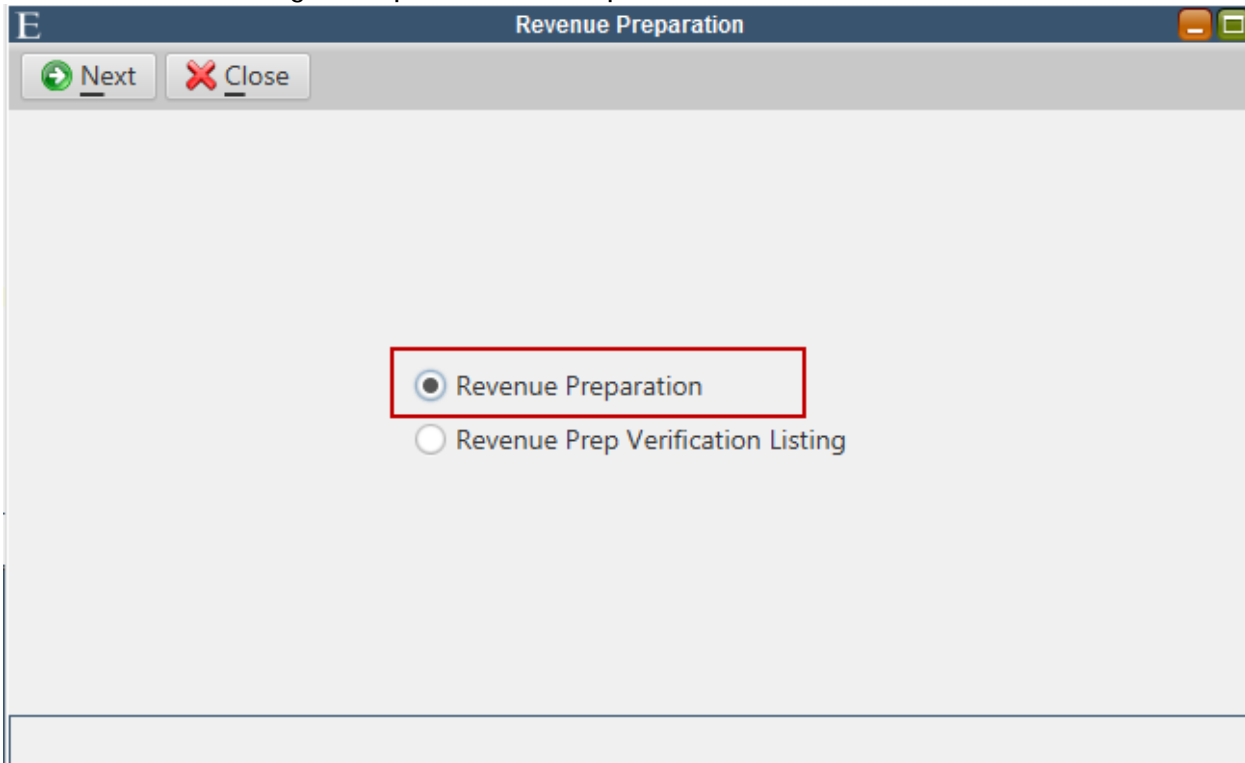
Select the option for Revenue Preparation.

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.

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.

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.

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 x .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 x .35)) = 16,740.

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.

Users can highlight multiple rows to apply this process.

Detailed and Monthly Budgeting

Select a line and click the Detail button.

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 place 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 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.

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

E — Revenue Preparation

Add | Edit | Save | Close | Delete | Go To | Duplicate | Detail | Monthly | Default PY Anticipated

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
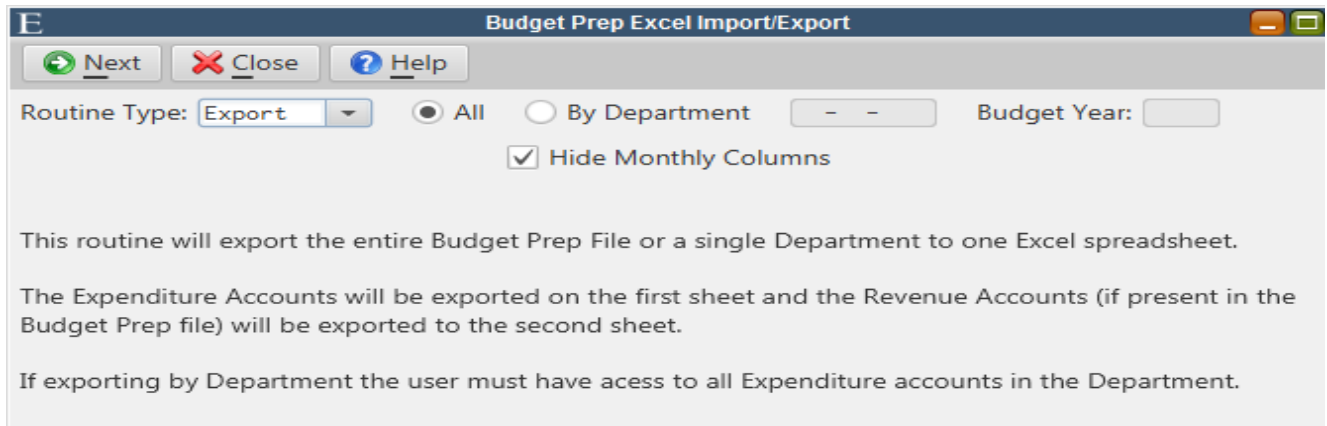
Choose a save path and the file will open shortly. Hide Monthly Columns is an option.

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.
- Avoid deleting columns.
- Highlighting rows and/or columns is allowed.
- Hiding rows and/or columns is allowed.
- Deleting unwanted accounts in a particular row 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.

6	01-20-400-000	LEGISLATIVE BODY	Header		0.00	0.00	0.00	0.00
7	01-20-400-100	LEGISLATIVE BODY EXPENSES	Control		0.00	0.00	0.00	0.00
17	01-20-400-161	Social Security	Sub Account		0.00	0.00	0.00	0.00
18	01-20-400-164	Medicare	Sub Account		0.00	0.00	0.00	0.00
19	01-20-400-210	Office Supplies	Sub Account		0.00	0.00	0.00	0.00
20	01-20-400-211	Computer Supplies	Sub Account		100.00			
21	01-20-400-300	Other Services and Charges	Sub Account		0.00	0.00	0.00	0.00
22	01-20-400-312	Management Consulting Services	Sub Account		0.00	0.00	0.00	0.00

Adding the Account 01-20-400-211

Adding a Description is Optional

Adding the Account Type Sub Account

Adding an Amount in each appropriate field(s)

If you are looking to manually use the Detail option, you will need to insert lines above the initial Sub Account line.

1	Account Number	Account Description	Account Type	Estimated Ful	Requested	Admin Recmr	Adopted Budget	Note	2
2	01-00-000-000	GENERAL FUND	Header	0.00	0.00	0.00	0.00		
3		Totals		0.00	0.00	0.00	0.00		
4	01-20-000-000	GENERAL GOVERNMENT	Header	0.00	0.00	0.00	0.00		
5		Totals		0.00	0.00	0.00	0.00		
6	01-20-400-000	LEGISLATIVE BODY	Header	0.00	0.00	0.00	0.00		
7	01-20-400-100	LEGISLATIVE BODY EXPENSES	Control	0.00	0.00	0.00	0.00		
17	01-20-400-161	Social Security	Sub Account	0.00	0.00	0.00	0.00		
18	01-20-400-164	Medicare	Sub Account	0.00	0.00	0.00	0.00		
19	01-20-400-210		Detail		100.00			New Desk	
20	01-20-400-210		Detail		500.00			New Computer	
21	01-20-400-210		Detail		200.00			New Chair	
22	01-20-400-210	Office Supplies	Sub Account	0.00	0.00	0.00	0.00		
23	01-20-400-300	Other Services and Charges	Sub Account	0.00	0.00	0.00	0.00		
24	01-20-400-312	Management Consulting Services	Sub Account	0.00	0.00	0.00	0.00		

Adding the same Account number for each line of detail

Adding the Account Type DETAIL for each line

Adding an Amount in each appropriate field(s)

Adding a description for the line of allocation will be placed in the Notes field

The above example will add all the detail into the Sub Account line known as **Office Supplies**. The account type of this line should remain as Sub Account and avoid adding any kind of summation formulas, as MCSJ will auto calculate when imported.

	01-20-400-158	Life/Disability Insurance	Sub Account										
	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			
3	01-20-400-210	Office Supplies	Sub Account	.00	800.00	.00	.00	.00	.00	.00			
	01-20-400-300	Other Services and Charges	Sub Account	.00	.00	.00	.00	.00	.00				
	01-20-400-312	Management Con						.00	.00	.00			
	01-20-400-313	Engineering						.00	.00				
	01-20-400-325	Postage						.00	.00				
	01-20-400-329	Other Communi						.00	.00				
	01-20-400-340	Advertising/Pr						.00	.00				
	01-20-400-351	Insurance-Prop						.00	.00				
	01-20-400-352	Insurance-Liab						.00	.00				
	01-20-400-357	Insurance Ded						.00	.00				
	01-20-400-420	Dues/Subscript						.00	.00				
	01-20-400-460	Meetings/Semi						.00	.00				

Budget Prep Detail

01-20-400-210 Office Supplies

[+ Add] [Edit] [Delete] [Duplicate]

Description	Requested	Admin. Recmnd	Adopted Budget
New Desk	100.00	.00	.00
New Computer	500.00	.00	.00
New Chair	200.00	.00	.00

When entering monthly budgets in Excel, users should verify that the Adopted Budget cell or Anticipated Budget cell 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

Revenues will have its own tab on the excel worksheet located at the bottom.

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

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.

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. Department users will not have the option of Exporting/Importing All, but just the account section they are completing.

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.

Verification Listings

Return to both the *Budget Preparation* and *Revenue Preparation* menus and choose each respective Verification Listing.
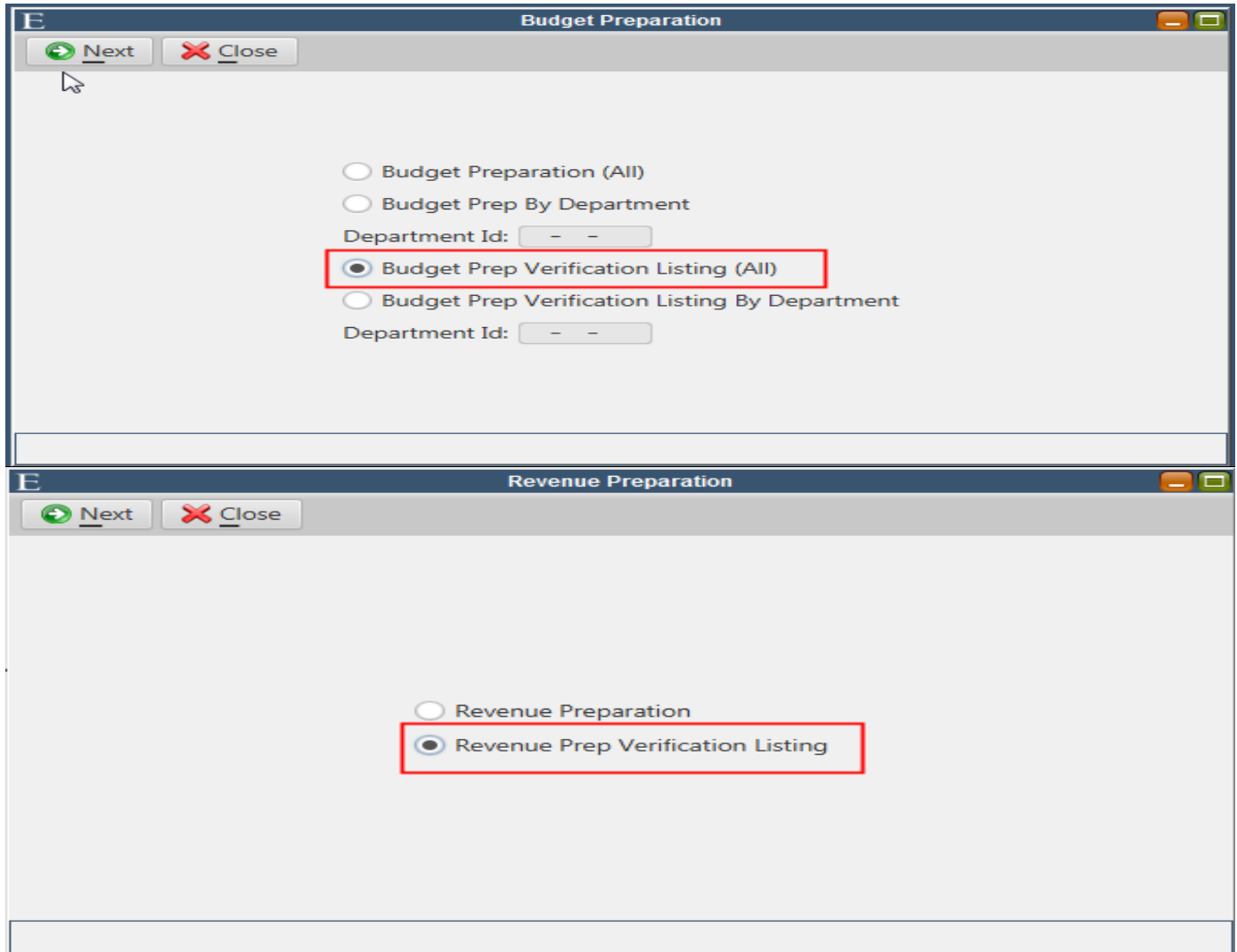
Both *Verification Listings* will need to be printed and verified to proceed. Also note if any warnings or errors appear on the listing. If warnings exist you can still proceed, but errors would need to be corrected first before proceeding.

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.

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.

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.

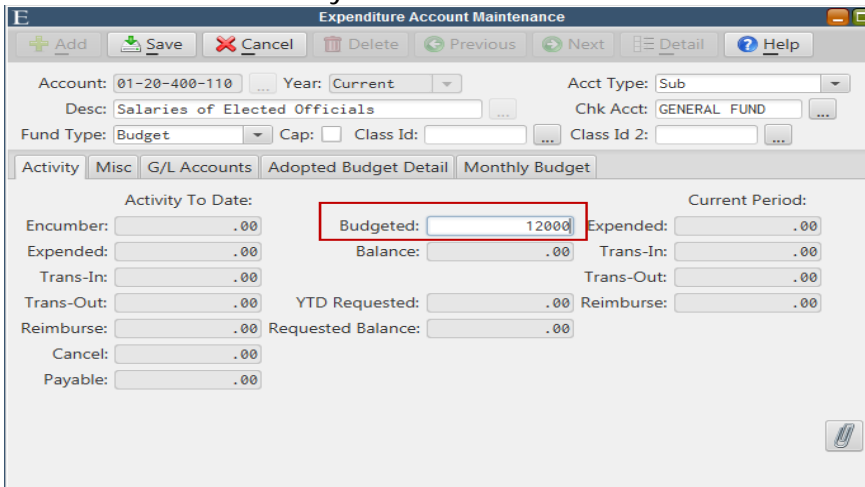For New Jersey Modified Accounting:
Go To: Finance>Budget>Budget Adopt/Amend Batch

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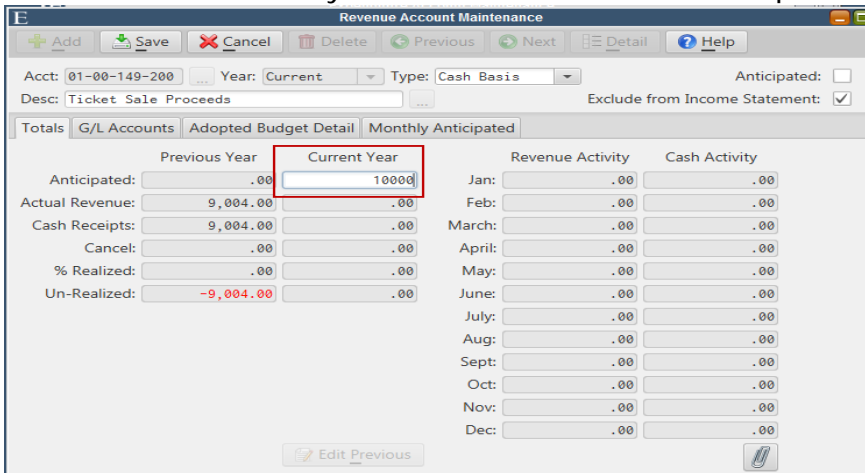
Enter the accounts you want to amend and the amounts to be amended. The amended batch must balance prior to a successful update.

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.

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

Note: Amendments affect the budgeted amount overall. The date you choose to post the budget amendment will determine which month to adjust if you use the Monthly Budget option.

Budget Transfers

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

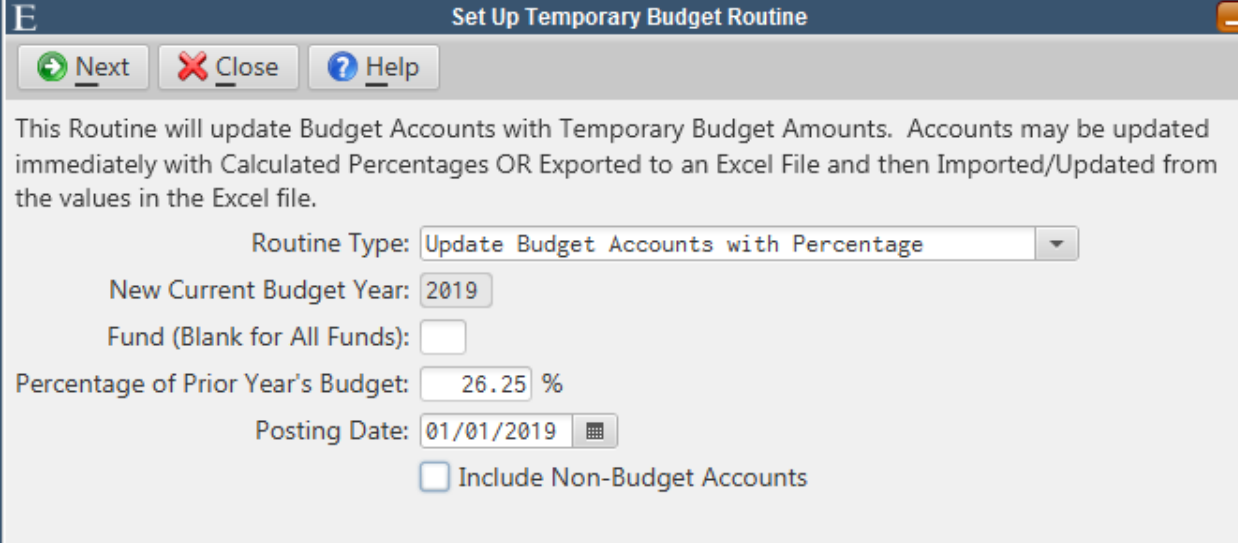Go To: Finance>Expenditure/Budget>Expenditure/Budget batch

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

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.

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

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.