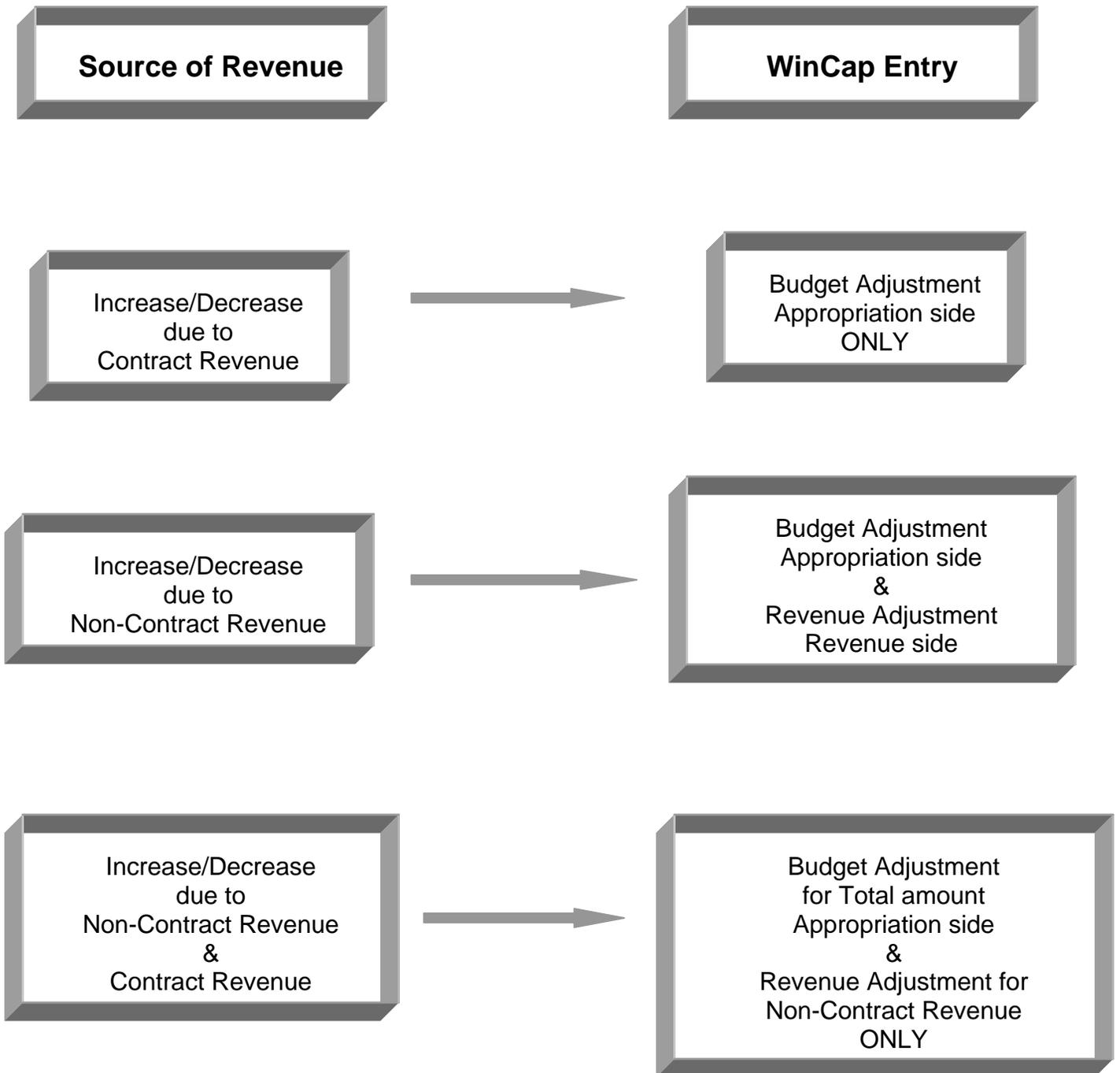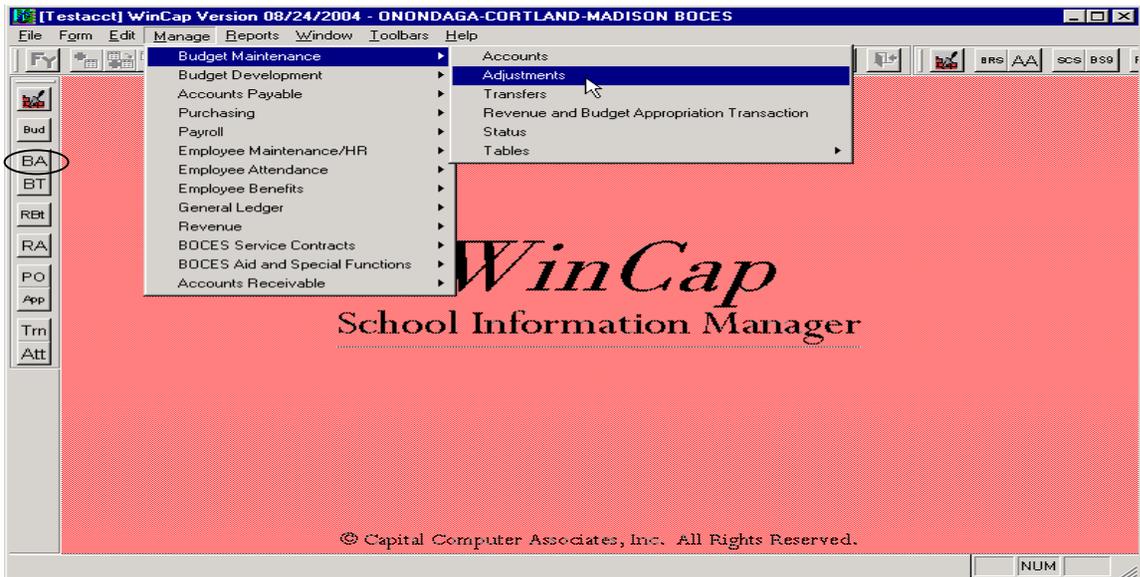# WinCap
Budget Adjustments & Revenue Adjustments

The type of adjusting entry you make in WinCap will depend on the source of revenue that creates the increase or decrease. Below are three different types of adjustments that could potentially take place.
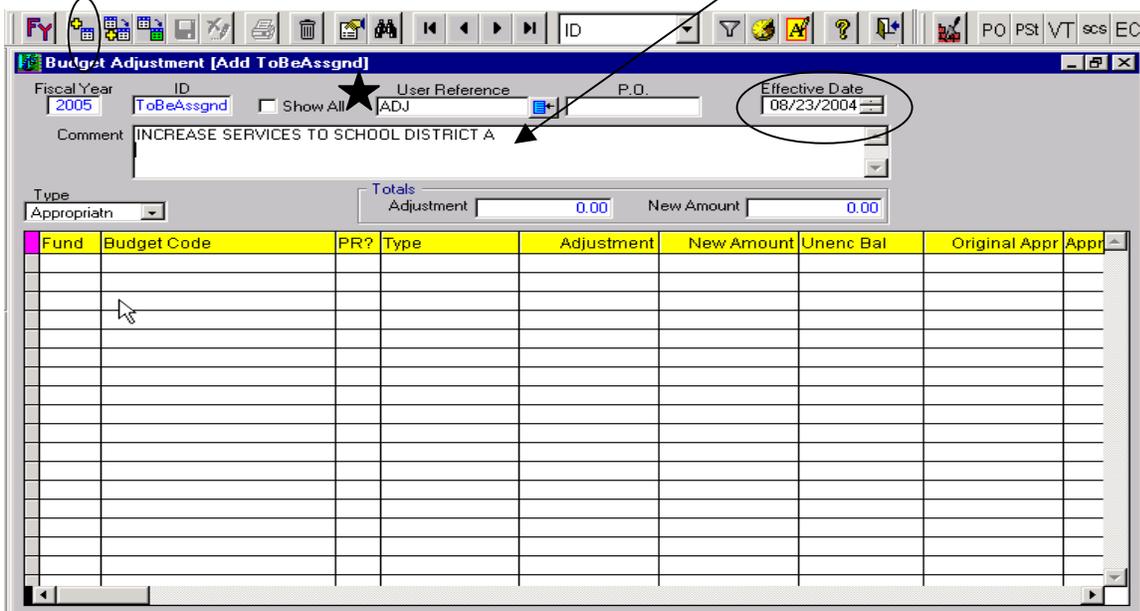
Source of Revenue	WinCap Entry
Increase/Decrease due to Contract Revenue	Budget Adjustment Appropriation side ONLY
Increase/Decrease due to Non-Contract Revenue	Budget Adjustment Appropriation side & Revenue Adjustment Revenue side
Increase/Decrease due to Non-Contract Revenue & Contract Revenue	Budget Adjustment for Total amount Appropriation side & Revenue Adjustment for Non-Contract Revenue ONLY

An increase or decrease of the Budget Appropriation due to Contract Revenue

An example: School District A signed a contract adjustment to increase CoSer XXX for $3,000. You will only increase your budget account codes, and Betty Clemo will adjust the revenue account codes when she processes the district's *Adjustment to Services Contract* or *Cross Contract for BOCES Services*. The process is as follows:
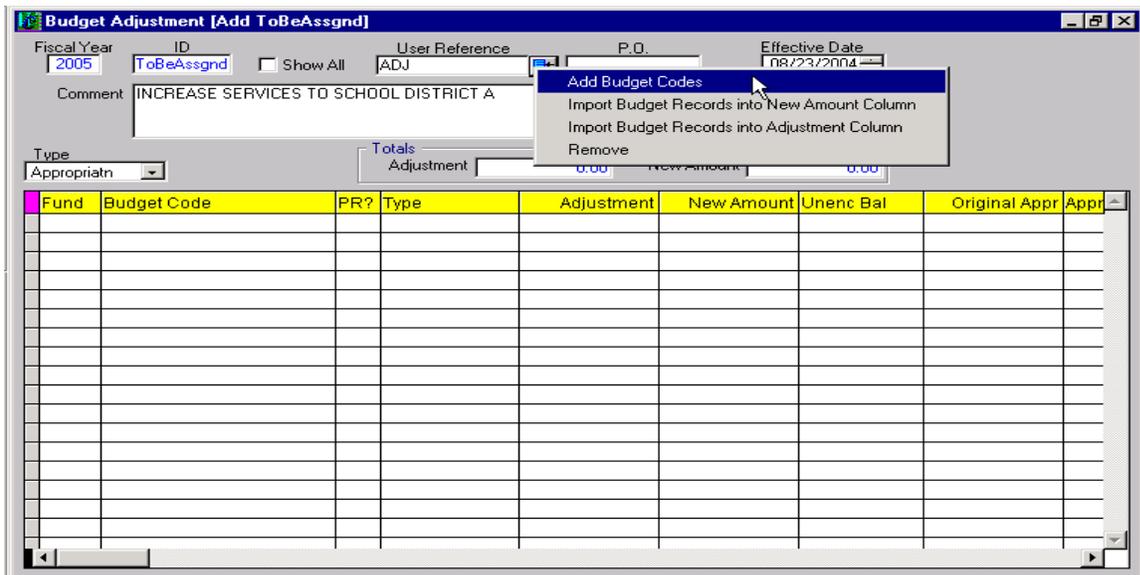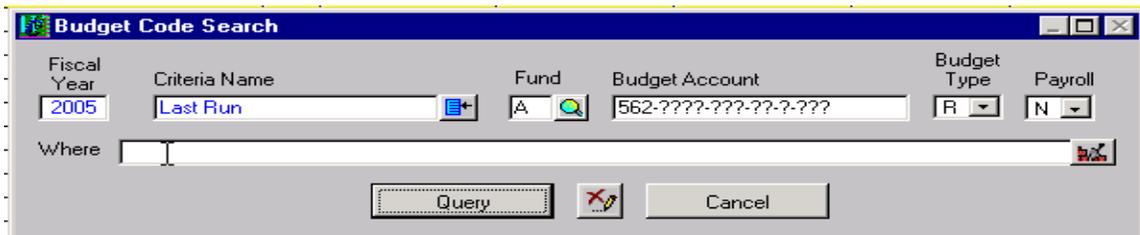
> Manage
>> Budget Maintenance
>>> Adjustments

Choose the "Add" icon from the form toolbar. Enter 'ADJ' as the "User Reference", the "Effective Date" of the Budget Adjustment and a "Comment" that you would like attached to the Budget Adjustment.
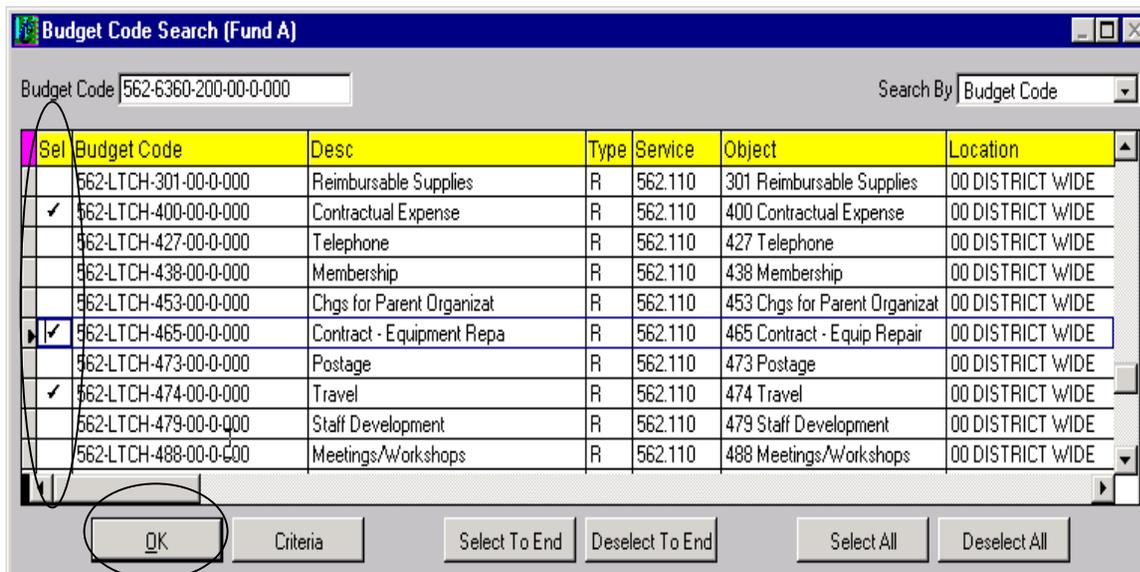
Click on the blue "Options" button. Choose 'Add Budget Codes'.

The Budget Code Search screen will open, allowing you to query the Budget Accounts you have access to.

When the search screen opens with all the Budget Codes, place a check mark in the "Sel" column to select the Budget Code(s) you want to increase or decrease. Choose "OK" to bring the chosen Budget Code(s) into the Budget Adjustment screen.

Now that the Budget Codes are in the Budget Adjustment screen, make sure the "Type" of adjustment is 'Appropriatn'. Enter the amount of the increase or decrease (increases are entered as a positive amount, decreases are entered by using a (-) negative) in the "Adjustment" column. In the "Totals" box the "Adjustment" amount should be the total of the increase or decrease.

Choose the Save icon from the form toolbar <u>ONLY</u> if you are sure the Adjustment is correct, as once an Adjustment is saved, it <u>cannot</u> be modified.

Betty Clemo will adjust the revenue side when she processes the Contract Adjustment. To notify Betty that the adjustment is OK for her to process, please send her the *Adjustment to Services Contract* or *Cross Contract for BOCES Services* form with the WinCap Budget Adjustment ID# written in the top right hand corner of the form. This ID# will indicate to Betty that the adjustment can be processed. When Betty makes the adjustment, it will increase or decrease the actual Contract Billing to the district and also the Estimated Revenue (Revenue side of the budget).

An increase or decrease of the Budget Appropriation due to Non-Contract Revenue

An example of this scenario is when you have a one-time billing to a district that is not contract related (i.e. Off Contract Billing, Miscellaneous Billing, Federal Fund Billing). You will be adjusting the budget account **and** the revenue account. The process is as follows:

> Manage
>> Budget Maintenance
>>> Revenue and Budget Appropriation Transaction

Choose the "Add" icon from the form toolbar. Enter 'ADJ' as the "User Reference", the "Effective Date" of the Budget Adjustment and a "Comment" that you would like attached to the Revenue and Budget Appropriation Transaction.

Click on the blue "Options" button. Choose 'Select Revenue Accounts'.
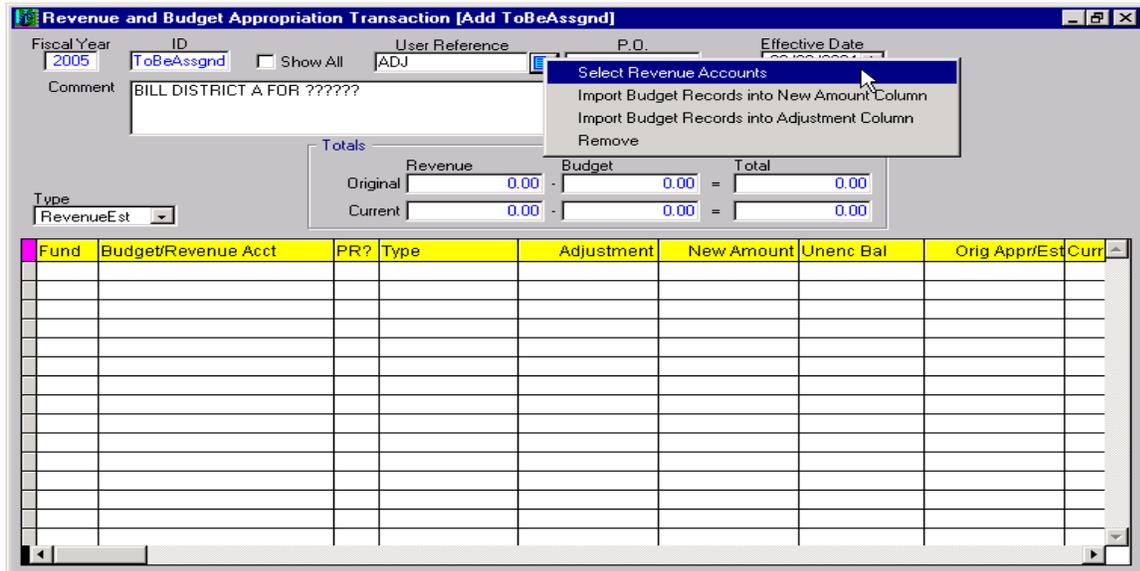
Revenue and Budget Appropriation Transaction [Add ToBeAssgnd]

Fiscal Year	ID		User Reference	P.O.	Effective Date
2005	ToBeAssgnd	☐ Show All	ADJ		

Comment: BILL DISTRICT A FOR ??????

Select Revenue Accounts
Import Budget Records into New Amount Column
Import Budget Records into Adjustment Column
Remove

Totals

	Revenue	Budget		Total	
Original	0.00	- 0.00	=	0.00	
Current	0.00	- 0.00	=	0.00	

Type
RevenueEst

Fund	Budget/Revenue Acct	PR?	Type	Adjustment	New Amount	Unenc Bal	Orig Appr/Est	Curr

The Revenue Code Search screen will open, allowing you to query the Revenue Accounts you have access to.

Revenue Code Search
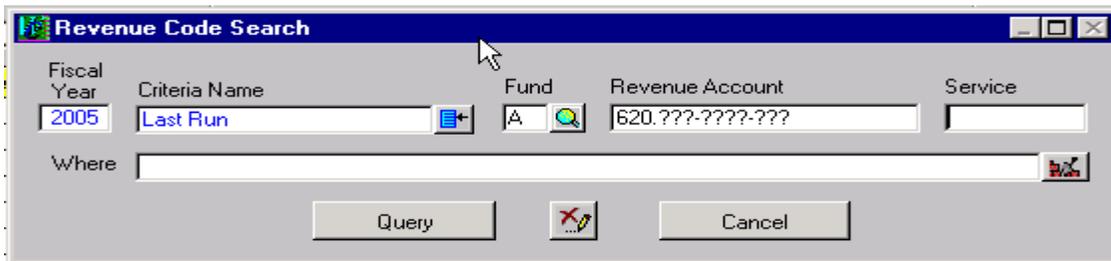
Fiscal Year	Criteria Name	Fund	Revenue Account	Service
2005	Last Run	A	620.???-????-???	

Where:

Query   Cancel

When the search screen opens with all the Revenue Accounts, place a check mark in the "Sel" column, to select the Revenue Account(s) you want to increase or decrease. Choose "OK" to bring the chosen Revenue Account(s) into the Revenue and Budget Appropriation Transaction screen.

Now that the Revenue Acct is in the Revenue and Budget Appropriation Transaction screen, make sure the "Type" is 'RevenueEst', and then enter the amount of the adjustment (increases are entered as a positive amount, decreases are entered by using a (-) negative) in the "Adjustment" column.

Next you need to add the budget accounts you want to increase or decrease. Click on the drop down arrow in the "Type" field and select 'Appropriatn', then click on the blue "Options" button and choose 'Select Budget Accounts'.

Revenue and Budget Appropriation Transaction [Add ToBeAssgnd]

Fiscal Year	ID		User Reference	P.O.	Effective Date
2005	ToBeAssgnd	☐ Show All	ADJ		

Comment: BILL DISTRICT A FOR ??????

Menu:
- Select Budget Accounts
- Import Budget Records into New Amount Column
- Import Budget Records into Adjustment Column
- Replace Values In A Column
- Remove A620.300-2770-000
- Remove All Codes with 0 Adjustment
- Reverse Values

Totals

	Revenue
Original	0.00
Current	5000.00

Type: Appropriatn

Fund	Budget/Revenue Acct	PR?	Type	Adjustment	New Amount	Unenc Bal	Orig Appr/Est	Curr
A	620.300-2770-000	No	RevenueEst	5000.00	101412.80		91412.80	2.80

The Budget Code Search screen will open, allowing you to query the Budget Accounts you have access to.

Budget Code Search

Fiscal Year	Criteria Name	Fund	Budget Account	Budget Type	Payroll
2005	Last Run	A	620-????-???-??-?-???	R	N

Where:

[Query]   [Cancel]

When the search screen opens with all the Budget Codes, place a check mark in the "Sel" column to select the Budget Code(s) you want to increase or decrease. Choose "OK" to bring the chosen Budget Code(s) into the Revenue and Budget Appropriation Transaction screen.

Budget Code Search (Fund A)

Budget Code: `620-7710-200-00-0-000`

Search By: `Budget Code ▾`

Sel	Budget Code	Desc	Type	Service	Object	Location
✔	620-OPER-200-00-0-000	Furniture & Equipment	R	620.300	200 Furniture & Equipment	00 DISTRICT WIDE
✔	620-OPER-300-00-0-000	Supplies and Materials	R	620.300	300 Supplies & Materials	00 DISTRICT WIDE
	620-OPER-301-00-0-000	Reimbursable Supplies	R	620.300	301 Reimbursable Supplies	00 DISTRICT WIDE
	620-OPER-370-00-0-000	Auto Supplies	R	620.300	370 Auto Supplies	00 DISTRICT WIDE
	620-OPER-400-00-0-000	Contractual Expense	R	620.300	400 Contractual Expense	00 DISTRICT WIDE
	620-OPER-414-00-0-000	Other Insurance	R	620.300	414 Other Insurance	00 DISTRICT WIDE
✔	620-OPER-427-00-0-000	Telephone	R	620.300	427 Telephone	00 DISTRICT WIDE
	620-OPER-428-00-0-000	Data Circuits	R	620.300	428 Data Circuits	00 DISTRICT WIDE
	620-OPER-430-00-0-000	Rental & Leases	R	620.300	430 Rental & Leases	00 DISTRICT WIDE
	620-OPER-453-00-0-000	Chgs for Parent Organizat	R	620.300	453 Chgs for Parent Organizat	00 DISTRICT WIDE

OK   Criteria   Select To End   Deselect To End   Select All   Deselect All

Now that the Budget Acct(s) are in the Revenue and Budget Appropriation Transaction screen, make sure the "Type" is 'Appropriatn', and then enter the amount of the adjustment (increases are entered as a positive amount, decreases are entered by using a (-) negative) in the "Adjustment" column.
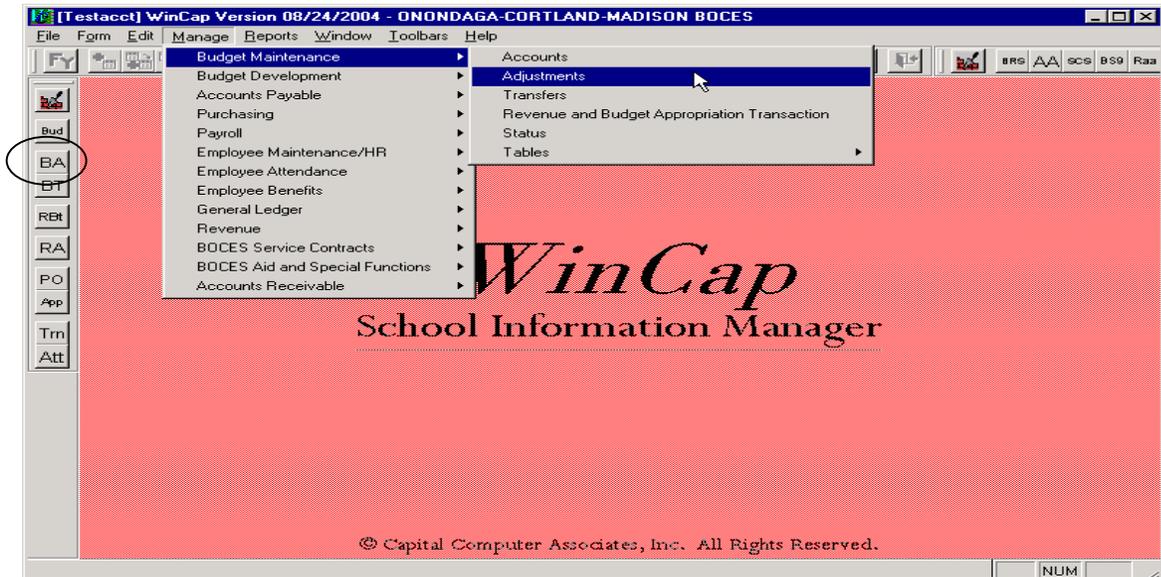

★ The net of the Revenue Adjustment and Budget Adjustment must balance; verify this by looking at the "Totals" box. The "Total" field must be zero, you cannot save the transaction unless it nets to zero.

Choose the Save icon from the form toolbar ONLY if you are sure the Adjustment is correct, as once an Adjustment is saved, it cannot be modified.

An increase or decrease of the Budget Appropriation due to Contract AND Non-Contract Revenue

An example of this scenario is when you have an increase or decrease related to Contract Billing and a Miscellaneous Billing or Non-Contract Revenue. You will do a budget adjustment for the total appropriation amount of the increase or decrease. You will ONLY do a revenue adjustment for the Non-Contract portion of the adjustment. Betty Clemo will adjust the Contract Revenue when she processes the *Adjustment to Services Contract* or *Cross Contract for BOCES Services*.
The process is as follows:

Manage
 Budget Maintenance
  Adjustments

Choose the "Add" icon from the form toolbar. Enter 'ADJ' as the "User Reference", the "Effective Date" of the Budget Adjustment and a "Comment" that you would like attached to the Budget Adjustment.

Click on the blue "Options" button. Choose 'Add Budget Codes'.

The Budget Code Search screen will open, allowing you to query the Budget Accounts you have access to.

When the search screen opens with all the Budget Codes, place a check mark in the "Sel" column to select the Budget Code(s) you want to increase or decrease. Choose "OK" to bring the chosen Budget Code(s) into the Budget Adjustment screen.

Now that the Budget Codes are in the Budget Adjustment screen, make sure the "Type" of adjustment is 'Appropriatn'. Enter the amount of the increase or decrease (increases are entered as a positive amount, decreases are entered by using a (-) negative) in the "Adjustment" column. In the "Totals" box the "Adjustment" amount should be the total of the increase or decrease.

Choose the Save icon from the form toolbar <u>ONLY</u> if you are sure the Adjustment is correct, as once an Adjustment is saved, it <u>cannot</u> be modified.

Next you need to process the Revenue Adjustment for the Non-Contract portion of the Adjustment.

Manage

Revenue

Adjustments
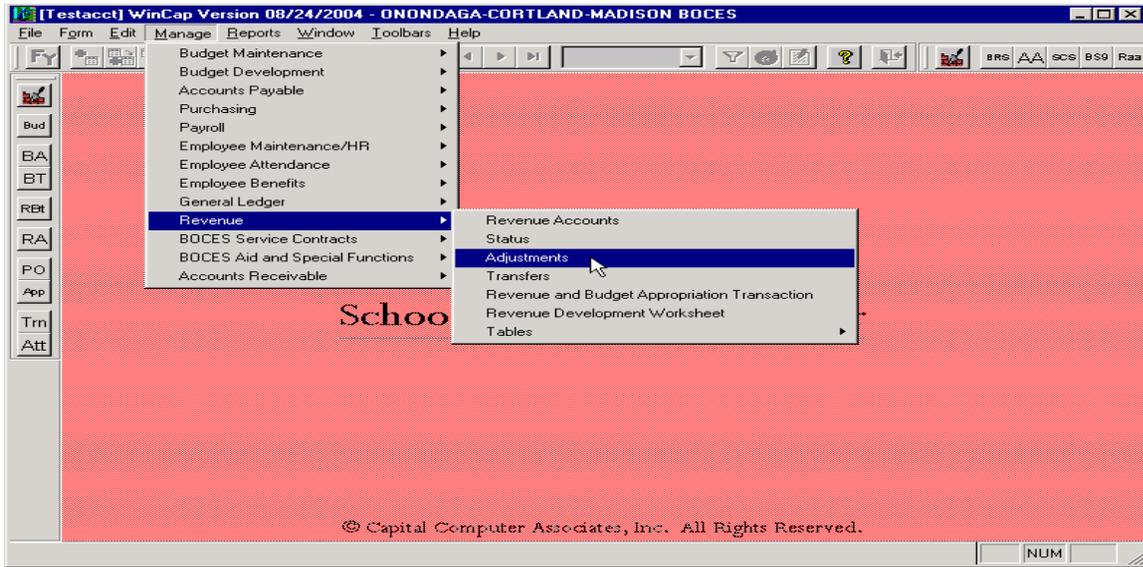
Choose the "Add" icon from the form toolbar. Enter the "Effective Date" of the Revenue Adjustments and a "Comment" that you would like attached to the Revenue Adjustments.
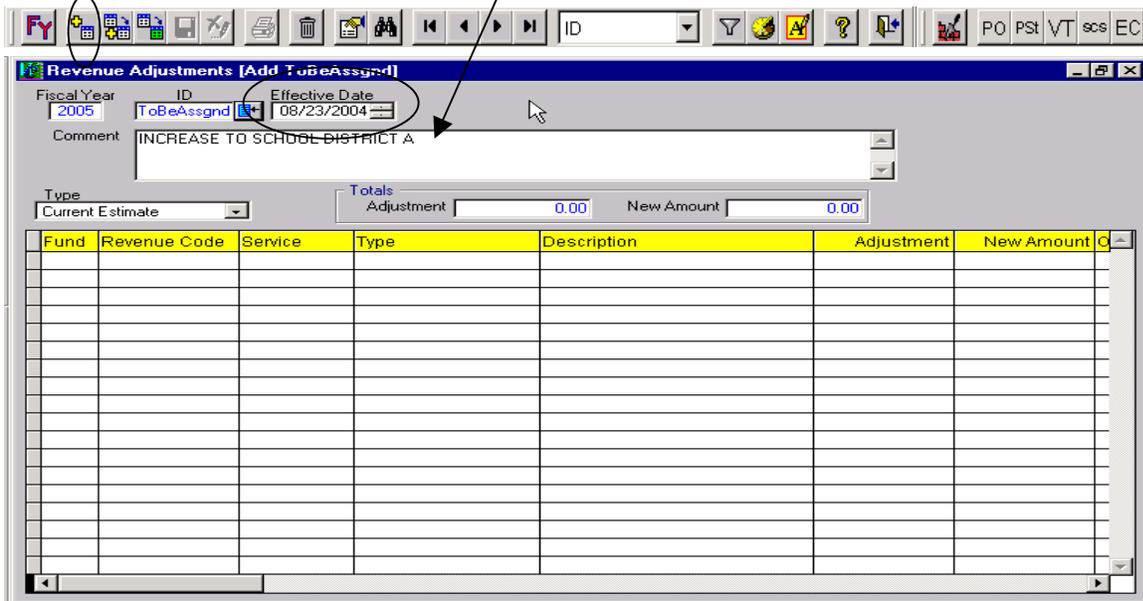
Click on the blue "Options" button. Choose 'Add Revenue Accounts'.
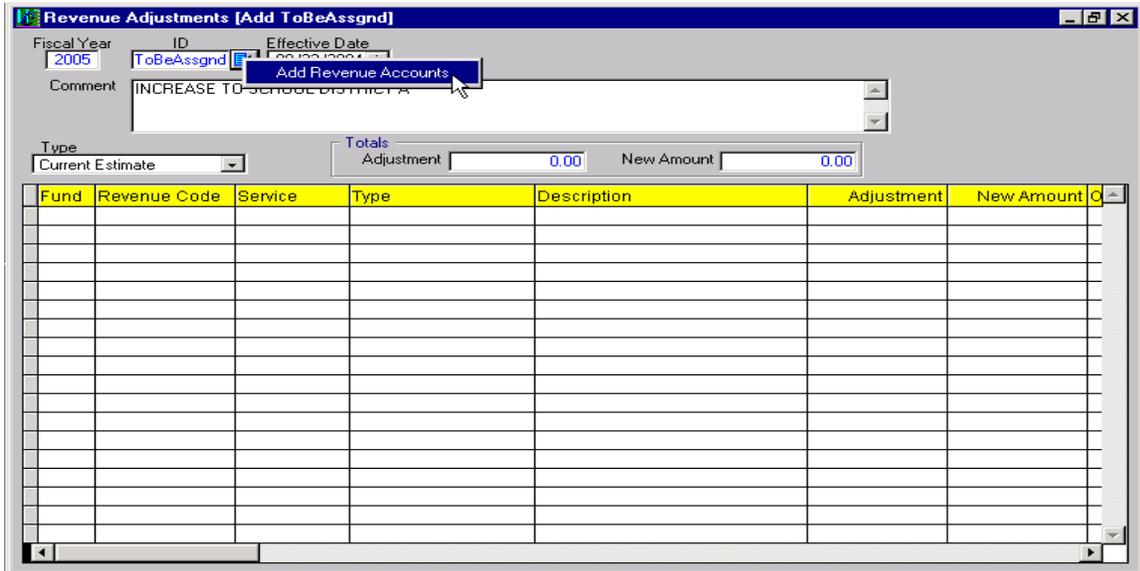
The Revenue Code Search screen will open, allowing you to query the Revenue Accounts you have access to.

When the search screen opens with all the Revenue Accounts, place a check mark in the "Sel" column to select the Revenue Account(s) you want to increase or decrease. Choose "OK" to bring the chosen Revenue Account(s) into the Revenue Adjustments screen.
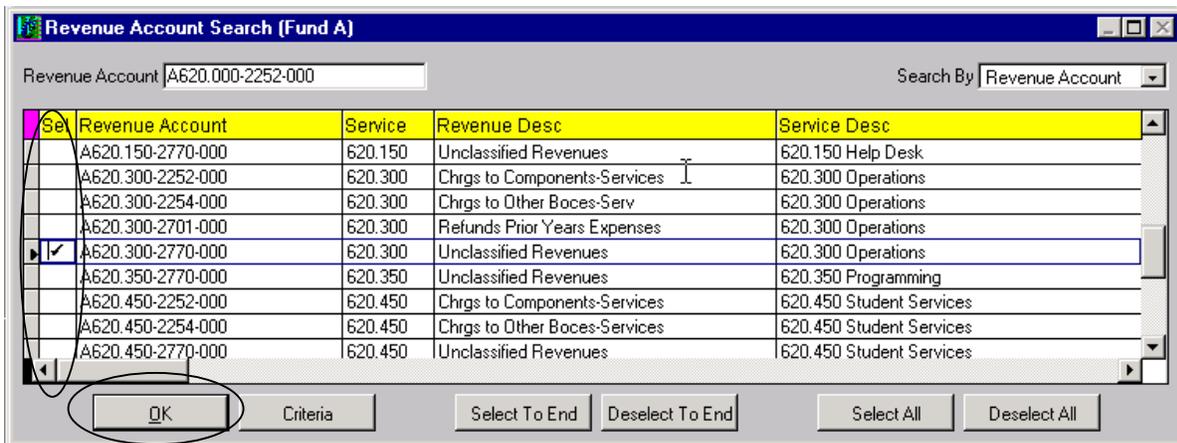
Now that the Revenue Codes are in the Revenue Adjustments screen, make sure the "Type" of adjustment is 'Current Estimate'. Enter the amount of the increase or decrease (increases are entered as a positive amount, decreases are entered by using a (-) negative) in the "Adjustment" column. In the "Totals" box, the "Adjustment" amount should be the total of the increase or decrease.

Choose the Save icon from the form toolbar <u>ONLY</u> if you are sure the Adjustment is correct, as once an Adjustment is saved, it <u>cannot</u> be modified.

Betty Clemo will adjust the revenue side when she processes the Contract Adjustment. To notify Betty that the adjustment is OK for her to process, please send her the *Adjustment to Services Contract* or *Cross Contract for BOCES Services* form with the WinCap Budget Adjustment ID# and Revenue Adjustment ID# written in the top right hand corner of the form. These ID#s will indicate to Betty that the adjustment can be processed. When Betty makes the adjustment, it will increase or decrease the actual Contract Billing to the district and also the Estimated Revenue (Revenue side of the budget).