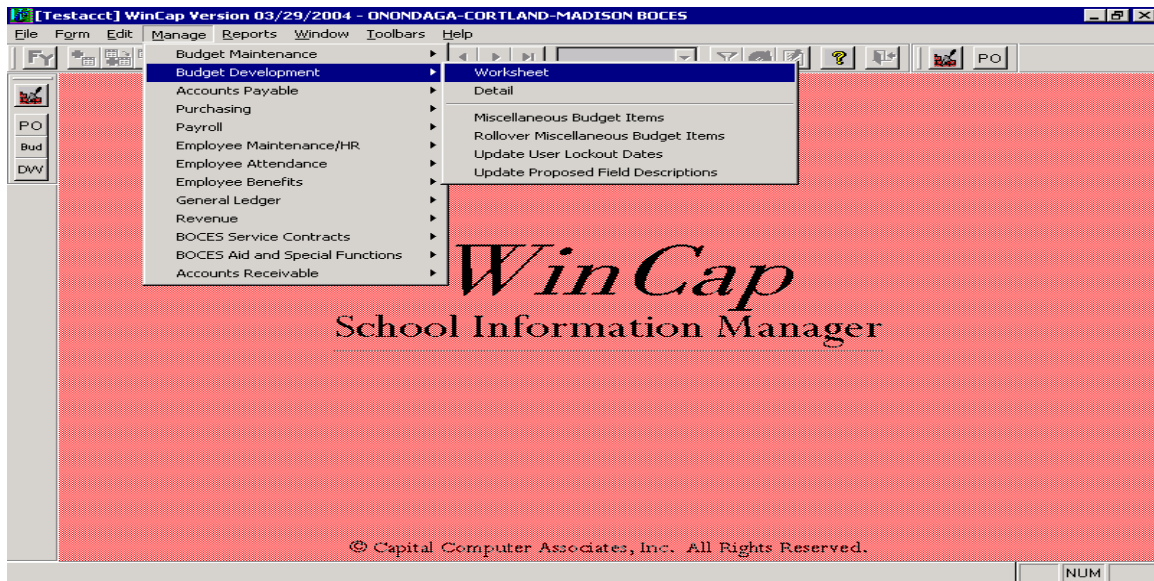


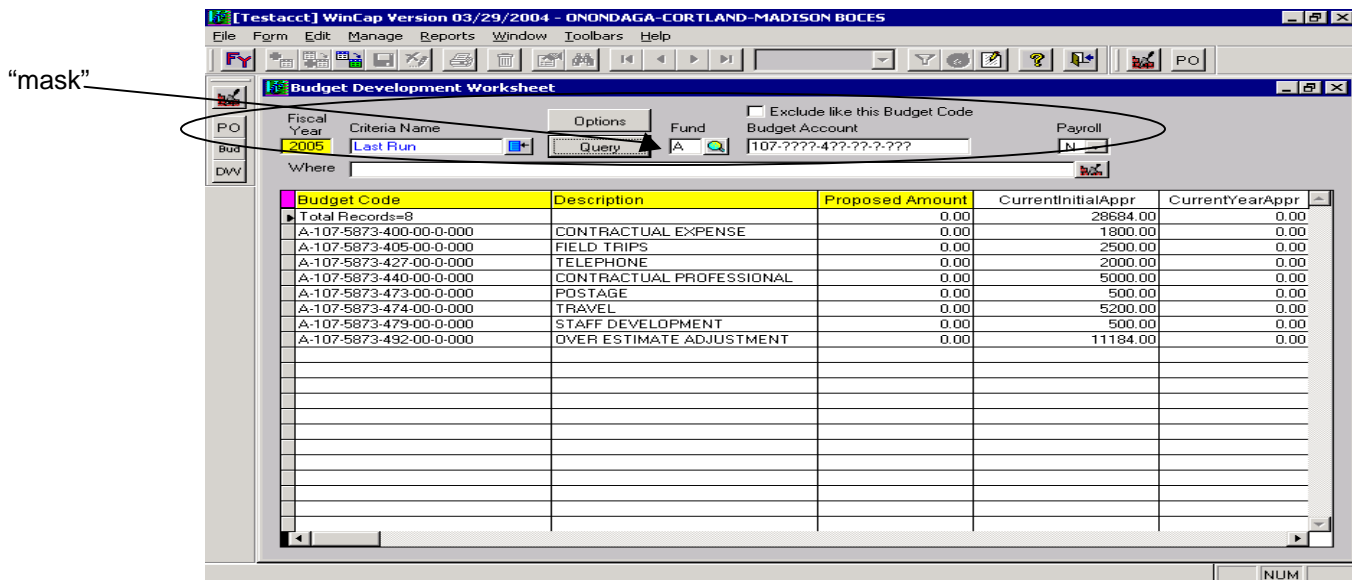
Budget Development Worksheet

The Budget Development Worksheet is a listing of the budgetary accounts that the user is responsible for. This is where you'll be entering your budget amounts. There are also provisions to maintain miscellaneous itemized data and /or notes relative to an individual budgetary account.

Choose Manage, Budget Development and then Worksheet.

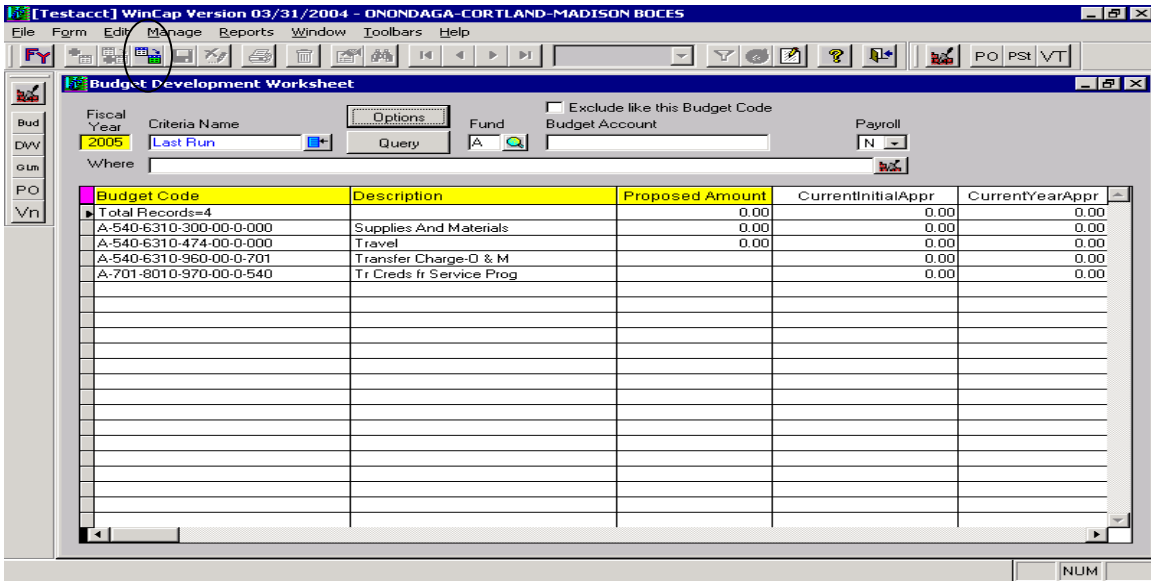


To view the current status of the proposed budget, choose Query to select all of the budget accounts that are accessible. To be more selective enter codes in the budget account "mask". The Proposed Budget figures will be in the first column of numbers. The first line shows totals for the selected codes.

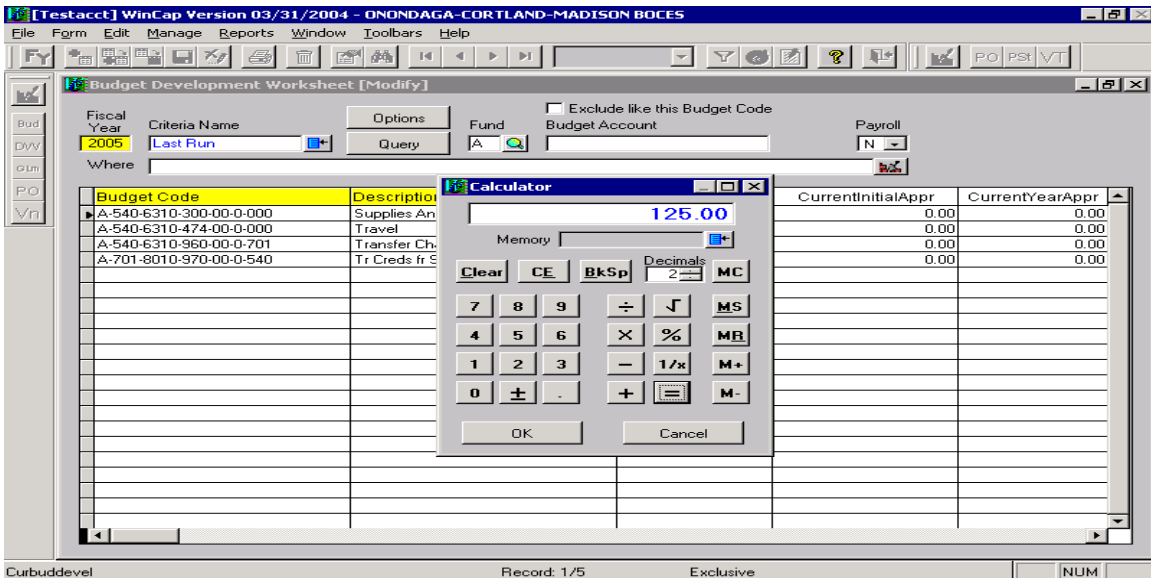


The amount that is entered in the Proposed field is the amount that will become the Initial Appropriation for that account when the new fiscal year for that fund is cutover.

To update the proposed budget column, first click on the Modify icon on the form toolbar. Then use the mouse or cursor keys to move to the proposed figure that needs to be changed. (Helpful hint: to move down or up to the next field in the proposed column use you're up and down arrows on the keyboard.)

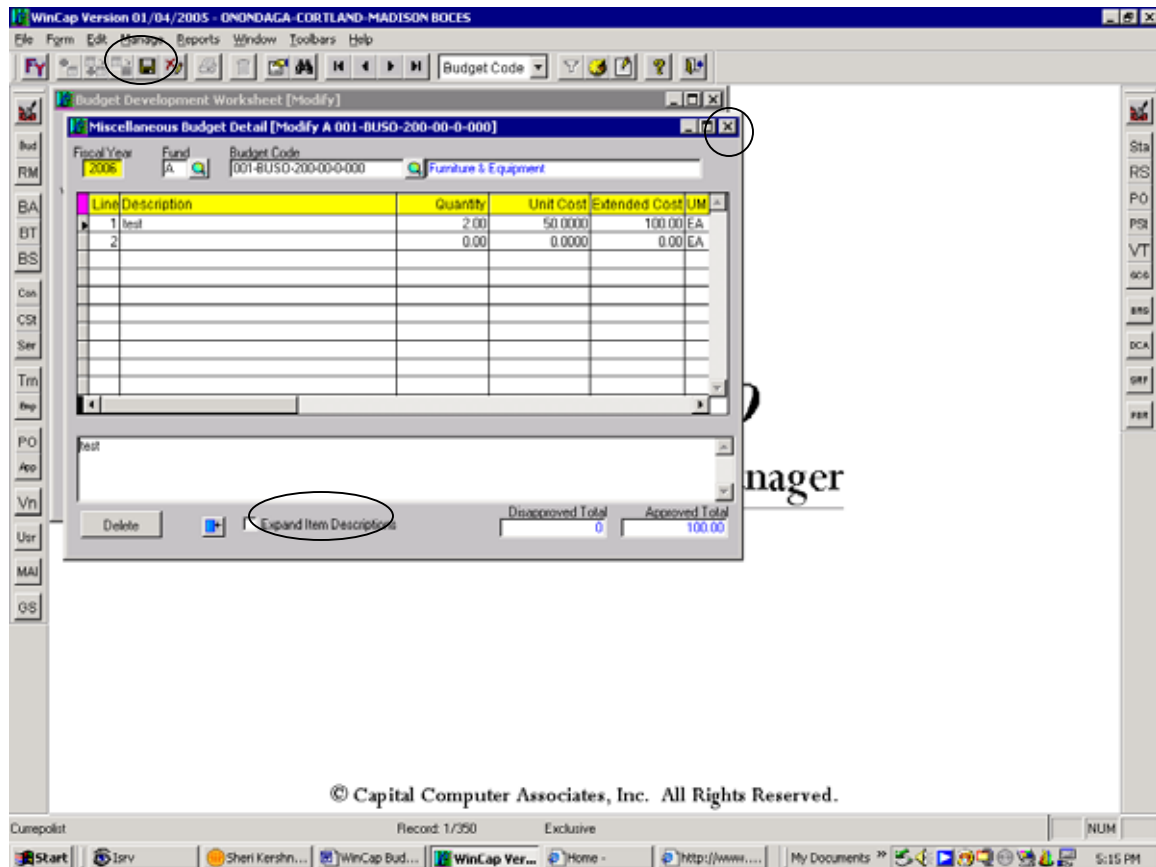


When you are in a numeric field you can right click on the field and a calculator will open allowing you to do a calculation and the product will fill in when you choose OK.



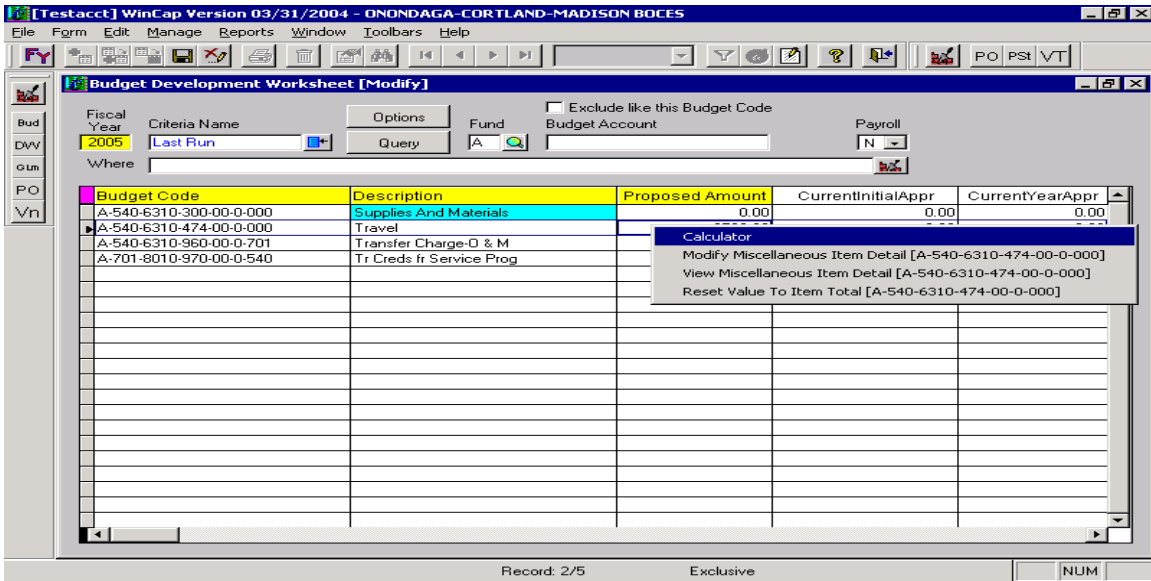
When all of your changes are entered, click on the Save icon on the form toolbar.

You can also maintain detailed items to justify or substantiate the proposed budget. With the cursor located in the Proposed Amount column for a specific budget account on the worksheet, double-click to open the Miscellaneous Budget Items form. Enter the specific item information that needs to be maintained. If you have descriptions that are really long, you can select the Expand Item Description button to view an extended text memo field. When done entering click on save, it will then update the proposed budget with the total extended cost for the items entered.



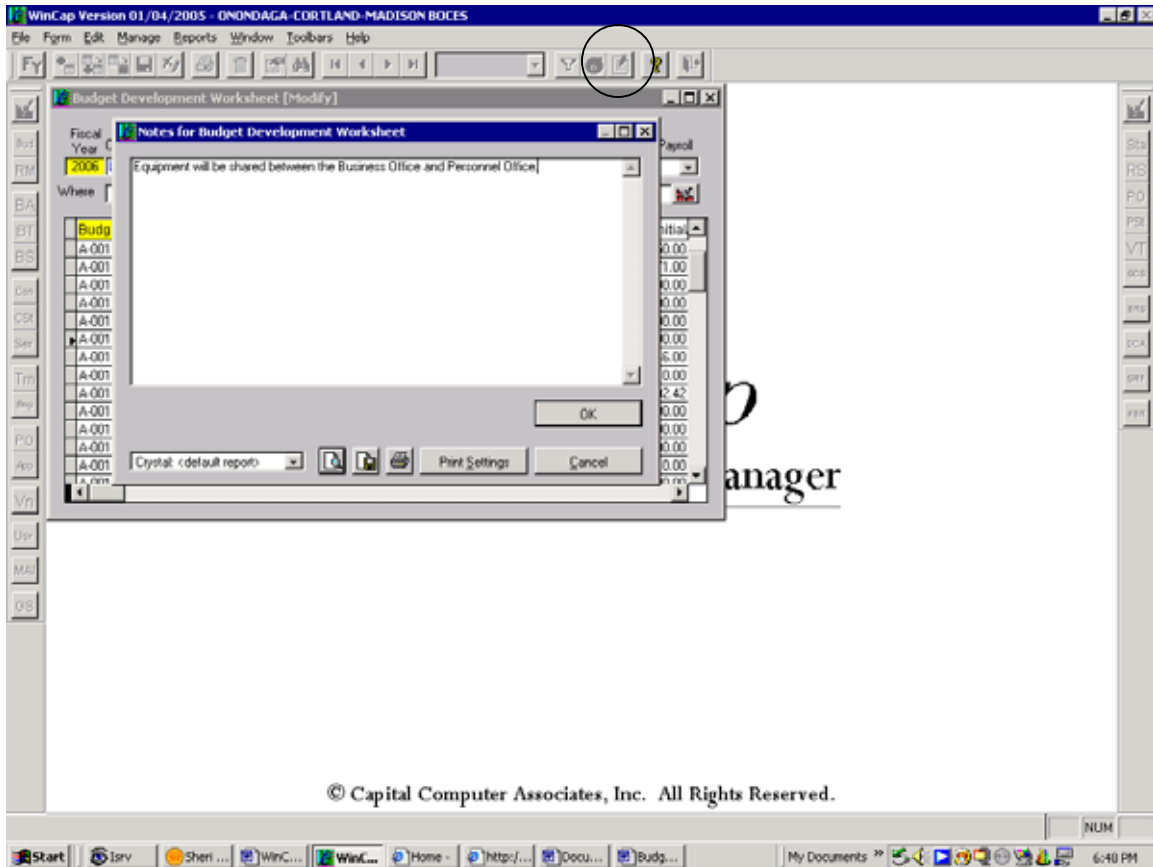
Click the X in the upper right hand corner of the detail box to go back to the Budget Development Worksheet. The 'Proposed Amount' will be updated for the detail that you have entered.

If there are miscellaneous detailed items maintained for a specific budget account, then the 'Proposed Amount' will appear in aqua on the Budget Development Worksheet. To view or update the existing miscellaneous detail associated with a specific budget account, either double-click on the amount in aqua, or right-click on the budget account and select it from the options presented.



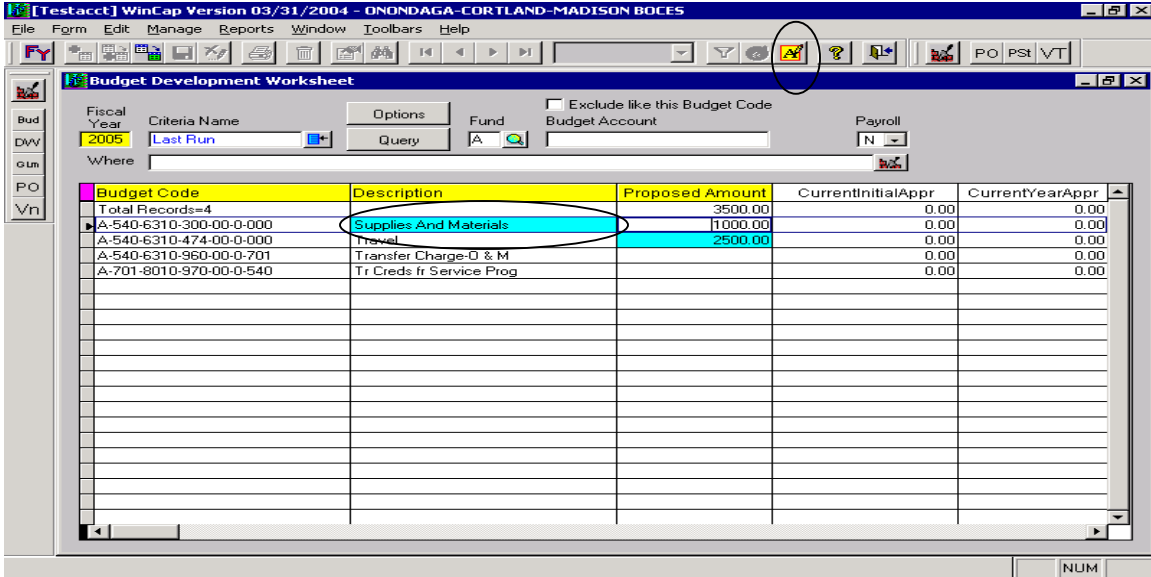
Once in the detail area, you are able to change or add what ever you would like. When done adding or changing information, click the save button to save the data. You will then need to click the X in the upper right hand corner of the detail box to go back to the Budget Development Worksheet.

It is possible to enter explanatory notes or other comments for any of the budgetary accounts through the worksheet. When in Modify mode, place your cursor on the account that needs to be annotated and click the note icon on the form toolbar. It is also possible to double-click on the account description to open the note window.



Type the desired notes/comments and click the OK button when done.

There are two visual indicators that a note exists for a budget code. First, for accounts that have a worksheet note, the description will appear in aqua in the worksheet. Double-click on the aqua and it opens the memo field making it available to read. Also, if on a particular account in the worksheet that has a note, the note icon on the form toolbar will be yellow with the letter A inside the icon.

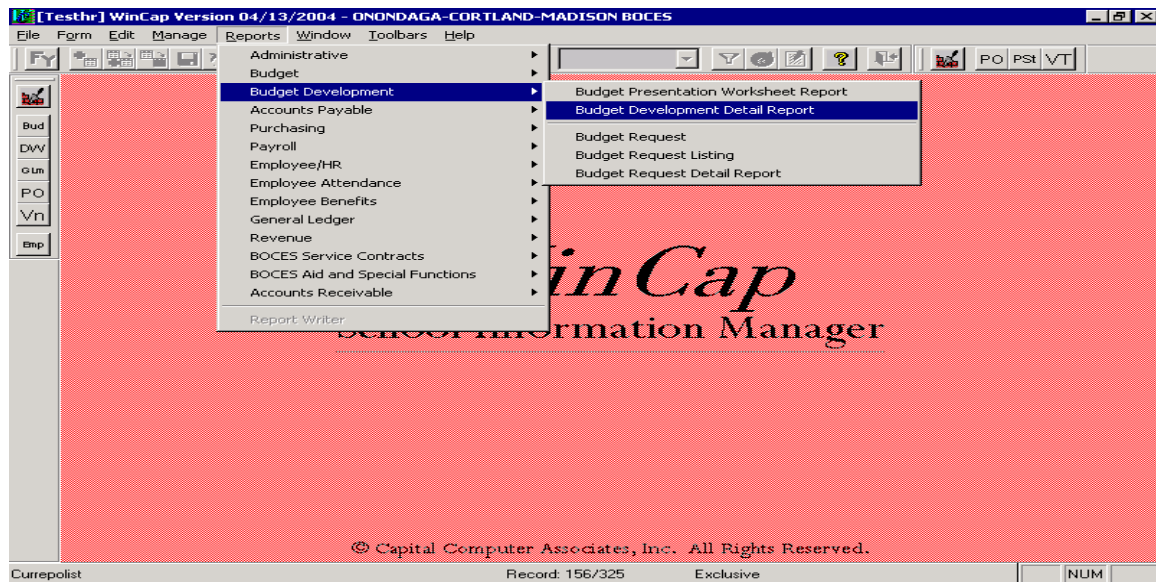


When you are all done entering data into the Budget Development Worksheet, choose the Save icon to update the Budget Development Worksheet with all changes made.

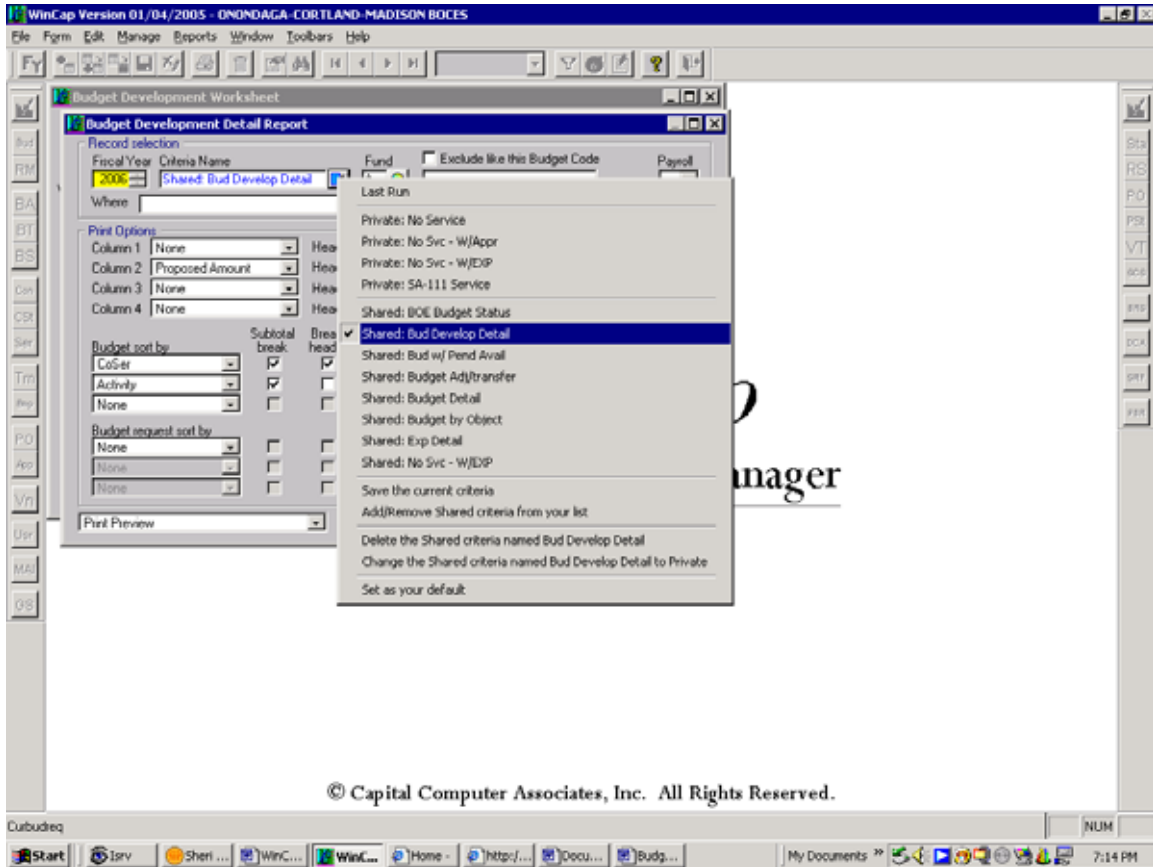
Use the total line to verify your budget amounts.

A Budget Development Detail Report is available that will show by budget code the detail, such as Budget Development Notes or Budget Item Requests that might have been used to create the appropriations of the budget. There is the ability to select up to four columns of data to present on the report, including Prior Year Expenditures, Current Year Initial or Current Appropriations. In addition, multiple columns can be used to present the different “cuts” of the proposed appropriations, along with dollar and percent change columns.

To print a detail report, choose Reports, Budget Development, and Budget Development Detail Report.

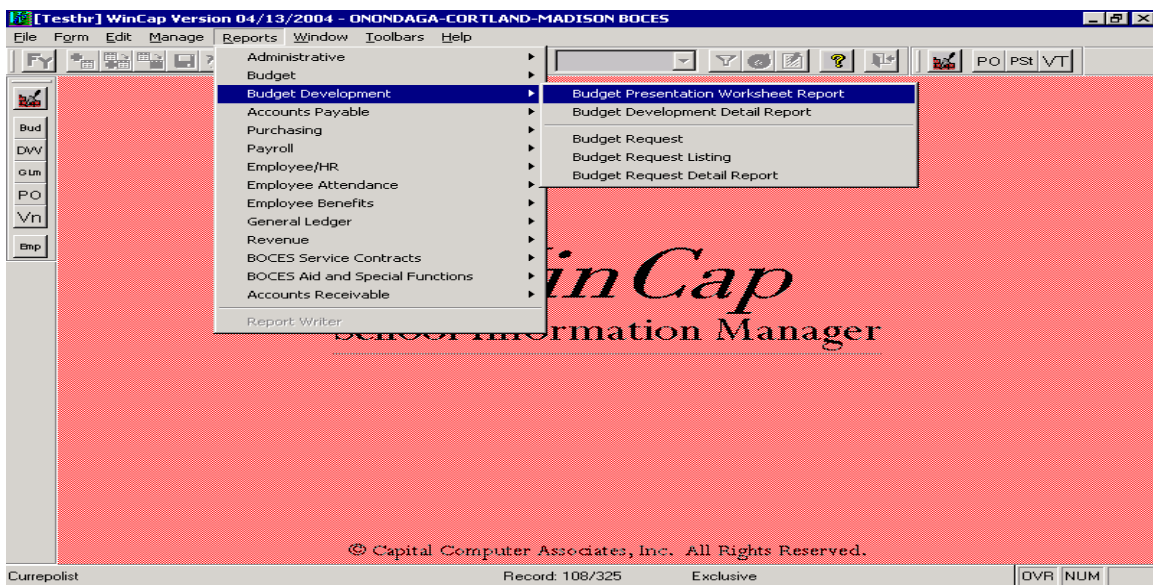


From the blue options button select the report “Bud Develop Detail”. Enter the budget code you want to view and hit OK.



The Budget Presentation Report will show by budget code or in summary format information related to the development of the budget. There is the ability to select up to six columns of data to present on the report, including Prior Year Expenditures, Current Year Initial or Current Appropriations. In addition, multiple columns can be used to present the different “cuts” of the proposed appropriations, along with dollar and percent change columns.

Choose Reports, Budget Development, and Budget Presentation Worksheet Report.



From the blue options button select the report “Bud Presentation”. Enter the budget code you want to view and hit OK.

