

# BUDGET ENTRY *Overview*

## OVERVIEW

Around March of the current fiscal year, each location will be requested to complete a Budget Entry regarding next fiscal year's budget. This allows each location to allocate their next fiscal year's budget to the budget unit / account numbers according to their individual needs.

To assist you in completing the budget entry, you will receive a memo from the Instruction Department advising you of your Instructional Budget. You will also receive a memo from the Business Department advising you when to enter your budget, deadlines and any exceptions.

The following pages include:

- Instructions to print a Departmental Budget Worksheet
- Instructions to enter your budget into Pentamation

There are three steps for you to follow to successfully complete your budget allocation:

1. Print the Departmental Budget Worksheet. This worksheet is a tool you can use to assist you with the allocation of your Instructional budget.
2. Using your Departmental Budget Worksheet as a guide, enter your budget into the Pentamation Budget Preparation System.
3. After budget is entered, print 2 copies of the Departmental Budget Worksheet, which will now show your budget for next year.
  - Keep one copy for your records
  - Send the second copy to the Business Department (Att: Bryan Hewitt). This copy should be signed and dated by your principal.

<b>F Y I</b>	<p>Connie Bergeson (Instruction Dept.) will budget the following:</p> <ul style="list-style-type: none"><li>➤ Professional Development</li><li>➤ Vocational - Regular &amp; Special</li><li>➤ Travel Conference - Teachers &amp; Principals</li><li>➤ Auto Allowance</li></ul> <p>Charlotte Caldwell (Deputy Superintendent Office) will budget the following:</p> <ul style="list-style-type: none"><li>➤ Postage</li><li>➤ Phone</li></ul>
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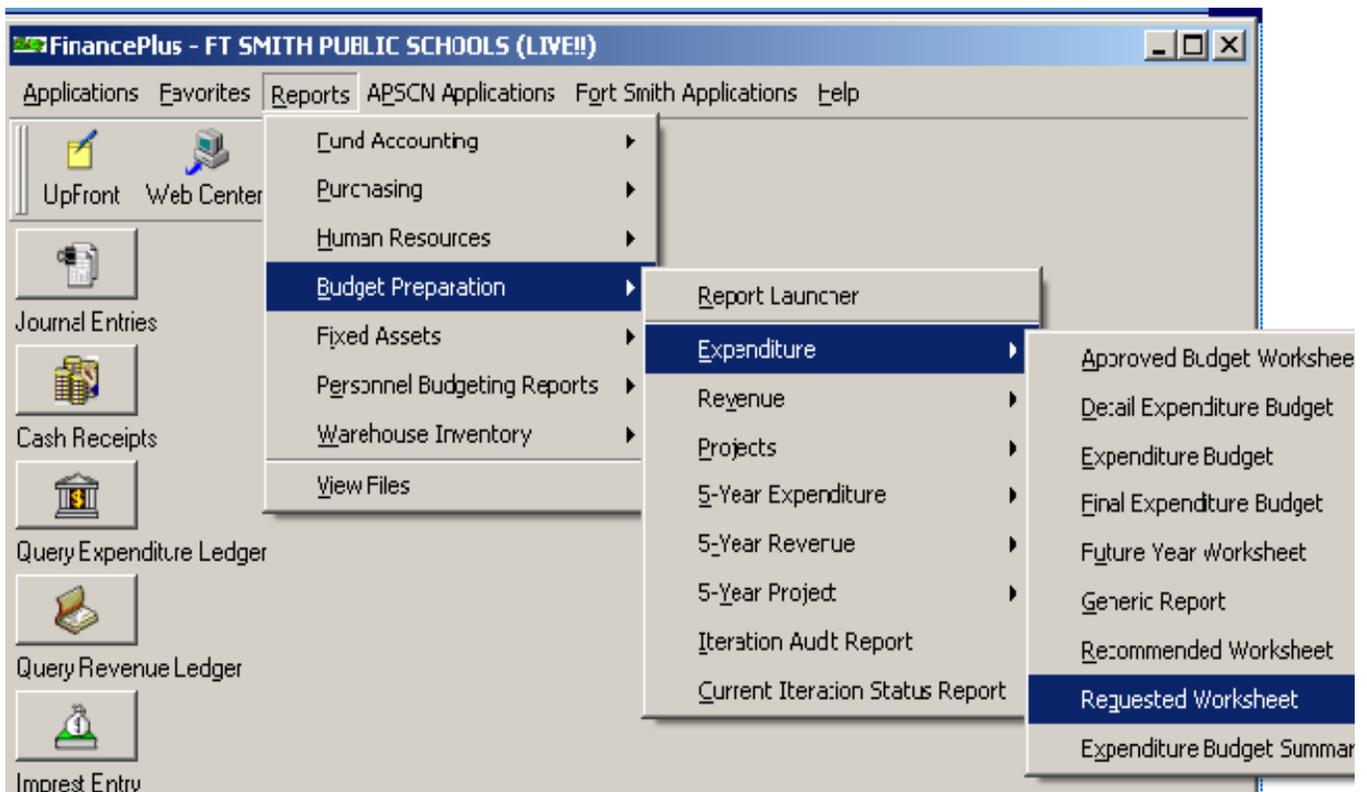
## BUDGET ENTRY

*Print Worksheet*

### PRINT WORKSHEET

From the FinancePlus menu, select the following:

Reports → Budget Preparation → Expenditure → Requested Worksheet



## BUDGET ENTRY

### *Print Worksheet*

(cont.)

The "Expenditure Worksheet" window will appear on your screen. Select the **Change Report Type** button to select the **Departmental Expenditure Budget** report.

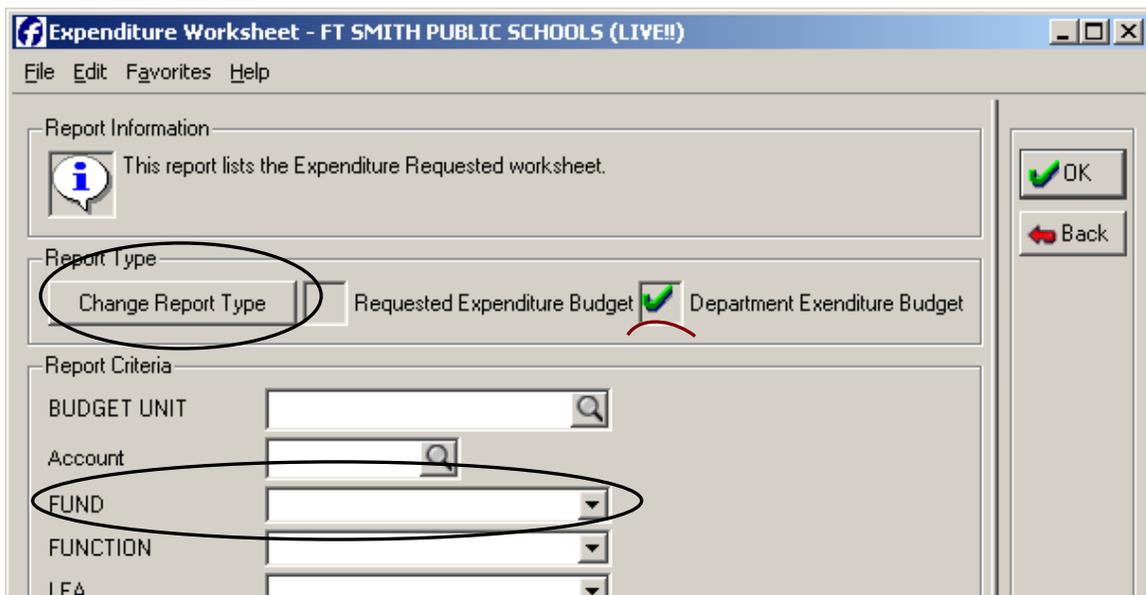
Enter "2000" in the **Fund** box. (Belle Point should enter "2275".)

Select the **OK** button (twice) to process your request. Print the report to your screen before printing to hard copy.

Please take a moment to review this report. In the "Current Year" column, you can review what you budgeted for this year (Budget) vs. what you have spent to date (YTD Actual). Utilize this information when deciding how you will budget next year's funds. Specifically, look for those expenditures that have exceeded your budget this year.

For example, many schools do not budget for Technology Supplies (66500); however, all locations have technology supply expenditures throughout the school year (toner, computer cords, projector bulbs, desktop computers < \$1,000, etc.).

*Note: If, in the current year, you made a special or unexpected purchase which you do not anticipate making next year, there is no need to increase the budget for that budget unit / account number.*



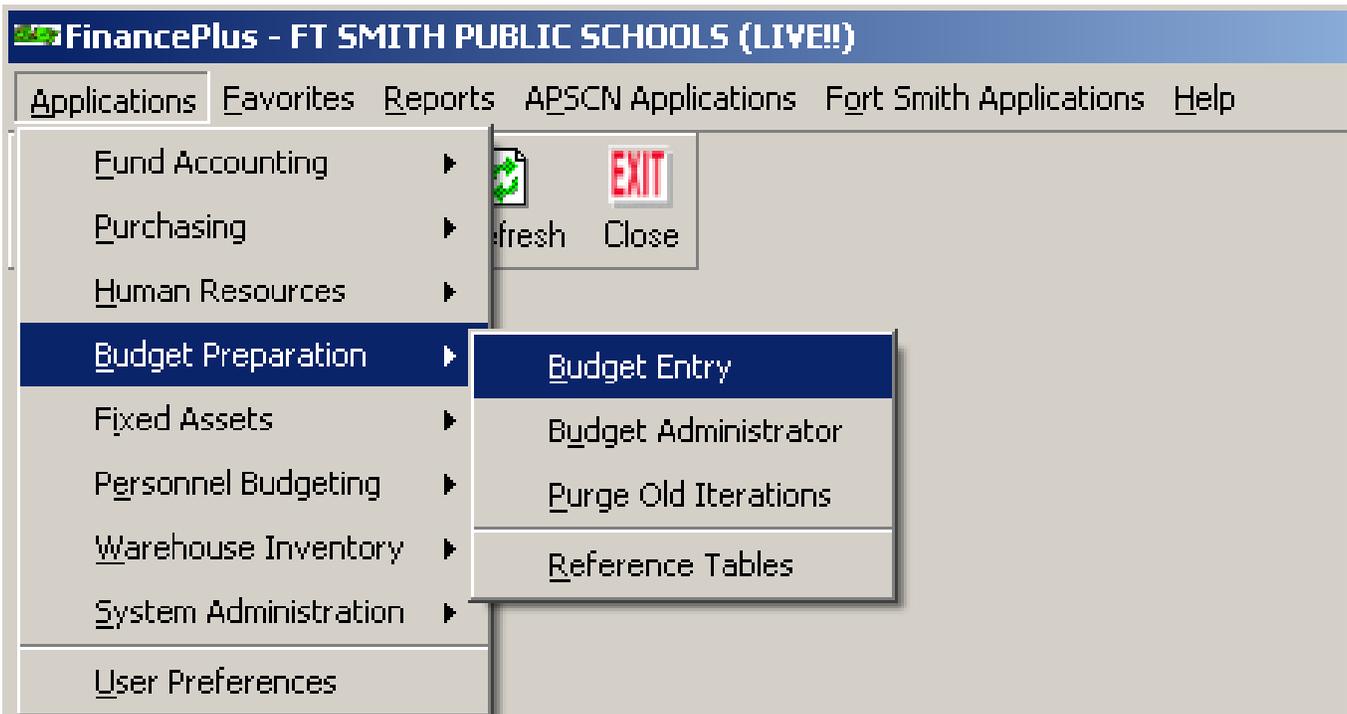
1. Use the worksheet to write down your budget for next year.
2. Use the completed worksheet to enter your budget into Pentamation.

**BUDGET ENTRY**  
*Pentamation Entry*

**PENTAMATION ENTRY**

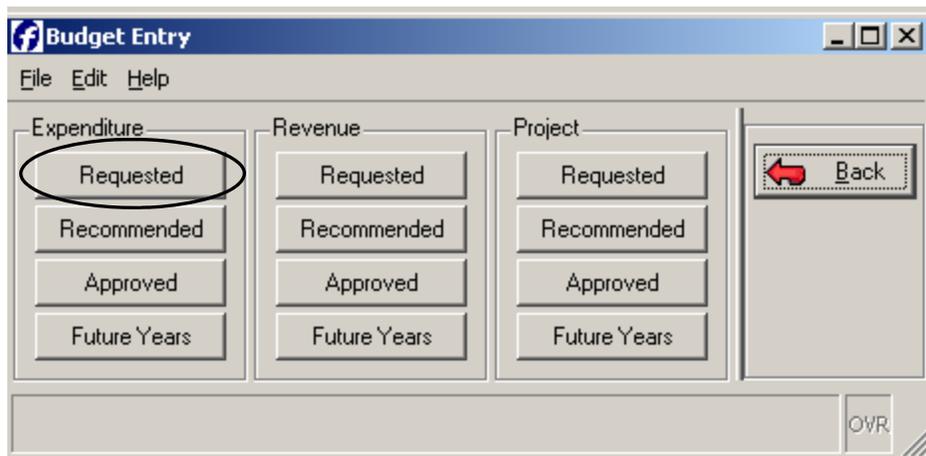
From the FinancePlus menu, select the following:

Applications → Budget Preparation → Budget Entry



## BUDGET ENTRY *Pentamation Entry* (cont.)

The "Budget Entry" window will appear on your screen. Select the Requested button located in the Expenditure column.



The "Expenditure Budget Process - Requested" window will appear on your screen. Enter "2000" in the Fund box. (Belle Point should enter "2275".) Select the Find button to process your request.

BUDGET UNIT	Account	Requested Base	Requested New	Current YTD Actual	Current Year Projected	Current Year Budget

## BUDGET ENTRY *Pentamation Entry* (cont.)

The bottom portion of the "Expenditure Budget Process" window will be accessible on your screen. You are now ready to enter your budget for next fiscal year.

Enter the amount you want to allocate for your next fiscal year's budget in the **Requested Base** field next to the appropriate budget unit / account number.

*Note: Do not change any field other than the **Requested Base**.*

BUDGET UNIT	Account	Requested Base	Requested New	Current YTD	Current Est Exp	Current Year Actual	Fre
2000000000100000	68000	0.00	0.00	0.00	0.00	0.00	0.00 N -
20001110001000DK	61120	0.00	0.00	0.00	0.00	0.00	0.00 N -
20001110001000DK	61720	0.00	0.00	0.00	0.00	0.00	0.00 N -
20001110001000DK	62110	0.00	0.00	2155.29	2155.29	3144.00	0.00 N -
20001110001000DK	62120	0.00	0.00	0.00	0.00	0.00	0.00 N -



Before you select the **Back** button, make sure you select the **OK** button.

If you do not do this, your changes will not be processed and you will have to re-enter your budget.

After selecting **OK**, you can scroll to the bottom of the column to check your total (it should match the amount noted in the memo you received from Instruction).

**BUDGET ENTRY**  
*Wrap Up*

**WRAP UP**

Once you are satisfied with your entry:

1. Return to the instructions on pages 2-3
2. Print two copies of the Departmental Budget Worksheet.
3. Keep one copy for yourself.
4. Send one copy (signed & dated) to Bryan Hewitt (Business Office).
5. Once you have sent your Departmental Budget Worksheet to Bryan, do not make any changes to your budget. If you need a change made, contact Bryan immediately.

If you have any questions, please contact Bryan in the Business Office.