Budgeting

Review and explore the budgeting features in the General Ledger. This class will assist you in preparing and tracking budgets. We will cover topics such as entering your budget into the General Ledger, importing your budget from Excel, budget journals, and monitoring the budget. In addition, we will review tools available in miViewPoint for departments to enter their budgets.

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Entering the Budget

Go to **General Ledger | Budgeting | Enter Budget Amounts**. This screen is where you will select the **Year- End**, **Journal**, **Budget Level**, **Period**, **Mode, Account** and **Amounts**.

Enter Budget Amounts

Begin by selecting the **Budget Year Ending**. Then Select the Budget Journal.

The **Budget Level** you are entering – you should have multiple budget levels such as Recommended, Original and Amended.

The Period should be 00 which is reserved for Budget and Opening Balances (used to bring the account balances forward from one year to the next). If you

do a monthly budget, you can select the blue hyperlink and select multiple periods for the budget.

Year-To-Date Mode vs. Normal Mode

Year-To-Date Mode allows you to enter the budget amount you would like the line item to become. The computer will make the entry for the <u>difference</u> of the current budget amount and the desired amount.

For example, if a supplies expense account currently has a budget of $2,000 and you now want the budget to be $3,000, you will enter $3,000 for the amount. The system will then create an entry for $1,000 to increase the current budget to equal the new amount.

Normal Mode allows you to enter the net change you would like to make to the balance. If you were using **Normal Mode** in the previous example, you would enter $1,000 for the amount. The system will post the entry just as it is entered and not compare it to the existing budget amounts for the account.

NOTE: Sometimes it is easier to adjust Budget numbers by making a new entry rather than trying to edit the original entry using **Year-To-Date Mode**.

Entry Tools

Enter Budget Amounts has several tools that can help with entering and proving your budget. Three (3) of those tools are the **Walk Next**, **Clear Entry Total**, and **Redisplay**.

Next. You can save time by letting the system enter the General Ledger account number for you by using the **Next** option. To activate this option, click on the **Next** button on the toolbar.

The system will pull in the first revenue or expenditure account it finds. Press *Enter* to accept or enter another account as your starting point. The system will go to the amount field and allow you to start entering amounts. Once an amount is entered and the *Enter* key is pressed, the system will automatically pull up the

next account number. If you need to skip an account, simply press *Enter* again without entering an amount.

Clear Entry Total

The **Entry Total** on the right side of the screen keeps a running total of all entries made in the journal for that period. Budget Entry allows you to reset the **Entry Total** by clicking on the **Clear Entry Total** button on the toolbar. This is helpful when you are entering budgets by fund, department, or some other grouping with totals, and you want to proof to those totals. Simply click the **Clear Entry Totals** button each time you start a new total to proof to.

Enter Budget Worksheet Amounts

Choosing the **Worksheet Style** will allow you to enter your budget into a grid for easy entry. To enable **Worksheet Style**, follow these steps:

Go to **General Ledger | Budgeting | Enter Budget Worksheet Amounts**.

Specify a **Year-ending**, **Journal**, **Budget Level**, and **Period**. Enter a default **Description** for the budget amounts you are about to enter.

Enter a range of accounts you would like to enter the budget for in the **Accounts** field and press Enter. A grid will now appear with all the accounts

specified. Simply enter the budget amount and press Enter to move to the next line.

Import from miExcel

Importing Budget Entries

You can also use **Import Journal/Budget Entry** to import your budget into the General Ledger. To import your budget, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the budget you would like to import.

Illustration 1: Highlighted budget cells for import

2. Click on the **miExcel (or Connect)** ribbon at the top.

3. Click on **Import Journal(or Budget) Entry** under the *General Ledger* section (**Note**: If the **Import Journal Entry** button is inactive, please see the last section **Enabling the Import Journal Entry Button**).
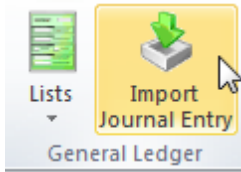

Illustration 3: Import Journal Entry
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4. Click the **First Row Contains Headers** check box towards the top if your highlighted journal entry contains headers.

Illustration 4: First Row Contain Headers check box

5. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. You will need to map each column as either *Activity_Number*, *Amount, Comment, Date, Description, GL_Account_Number, Job_Number, None, Reference,* or *Sequence*. At the least, you will need to have *Amount* and *GL_Account_Number* in your mapping.
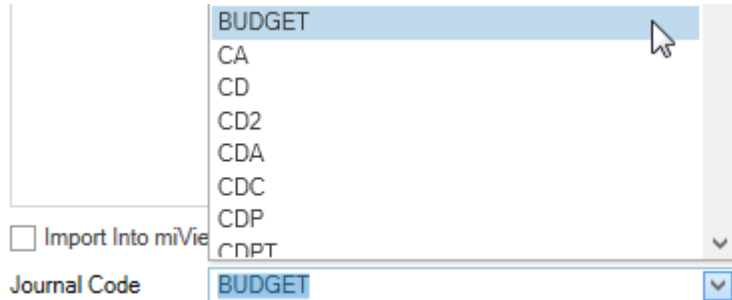
Illustration 5: Columns mapped, and First Row Contains Headers checked

Column Mapping

Column	Caselle Element
Ref No	Reference
Seq No	Sequence
Date	Date
Account No	GL_Account_Number
Account Title	None
Description	Description
Amount	Amount

6. Specify the **Journal Code** you will be importing your journal entry into.
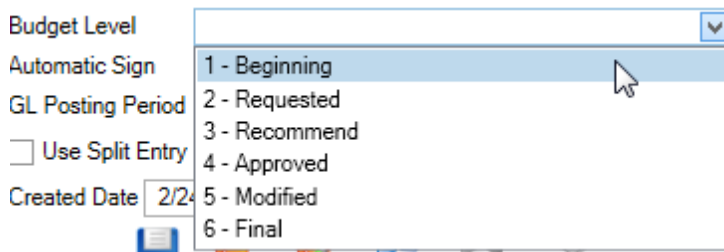
Illustration 6: Specifying the Journal Code Import Journal Entry
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7. Specify the Budget Level you would like to import the budget transactions into.
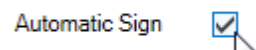
Illustration 7: Specifying the Budget Level

8. Check the box to utilize **Automatic Sign**. When this box is checked, the import will know that revenues will be imported as credits and expenses will be imported as debits.
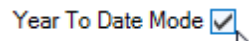
Illustration 8: Automatic Sign check box

9. Check the box to utilize **Year to Date Mode**. When this box is checked, the import will make an adjustment to the current budget amount so the total year to date budget equals the amount being imported.

Illustration 9: Year To Date Mode check box

10. Specify the **GL Posting Period** the journal entry will be imported into.

Illustration 10: Specifying the GL Posting Period

11. If your highlighted journal entry does not contain a reference number, the import will take the next available reference number. If you would like to utilize **Split Mode**, click the **Split Mode** button towards the bottom.

GL Posting Period 01/17 (1/31/2017) ▾

Illustration 11: Split Mode checked Import Journal Entry

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☑ Use Split Entry Mode

12. Specify a different **Created Date** if you would like to use a date other than the current date.

Illustration 12: Created Date

Created Date 7/25/2016 ▾

13. Click the **Validate** button to validate the following:

a. The journal entry is in balance. Since this is a budget, there is a chance it will not balance. That is alright.
b. The journal entry contains account numbers that exist.

Illustration 13: Validate button

Validate
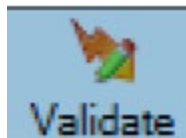
14. Click the **Import** button to import the budget.

Illustration 14: Import button

Import

Budget Journals

To Proof your Budget entries you can print the Budget Journal.

Report Criteria:
Total By Reference Number and Date

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
05/10/2023	1	Approved Budget 23/24	01-00-300-00	UTILITY TAX		62,000.00-
05/10/2023	2	Approved Budget 23/24	01-00-301-00	PROPERTY TAX - CURRENT CORP.		43,500.00-
05/10/2023	3	Approved Budget 23/24	01-00-301-01	PROPERTY TAX - ST/9R		9,500.00-
05/10/2023	4	Approved Budget 23/24	01-00-301-02	PROPERTY TAX - POLICE		8,500.00-
05/10/2023	5	Approved Budget 23/24	01-00-304-00	SALES TAX		200,500.00-
05/10/2023	6	Approved Budget 23/24	01-00-304-01	NON HOME RULE 1% SALES TAX REF		107,000.00-
05/10/2023	7	Approved Budget 23/24	01-00-305-00	STATE INCOME TAX		228,000.00-
05/10/2023	8	Approved Budget 23/24	01-00-307-00	LOCAL USE TAX		55,000.00-
05/10/2023	9	Approved Budget 23/24	01-00-308-00	CORP. PERSONAL PROPERTY TAX		6,000.00-
05/10/2023	10	Approved Budget 23/24	01-00-310-00	VIDEO GAMING TAX		51,400.00-
05/10/2023	11	Approved Budget 23/24	01-00-311-00	CANNABIS USE TAX		2,225.00-
05/10/2023	12	Approved Budget 23/24	01-00-320-00	LIQUOR LICENSES		9,750.00-
05/10/2023	13	Approved Budget 23/24	01-00-321-00	OTHER LICENSES		7,836.00-
05/10/2023	14	Approved Budget 23/24	01-00-340-00	OTHER PERMITS (ZONING)		700.00-
05/10/2023	15	Approved Budget 23/24	01-00-342-00	CIRCUIT COURT FINES		1,200.00-
05/10/2023	16	Approved Budget 23/24	01-00-342-00	OTHER FINES		100.00-
05/10/2023	17	Approved Budget 23/24	01-00-343-00	ELECTRIC CITATION FUND		20.00-
05/10/2023	18	Approved Budget 23/24	01-00-344-00	POLICE VEHICLE FINES		500.00-
05/10/2023	19	Approved Budget 23/24	01-00-351-00	CABLE TV FRANCHISE FEE		4,800.00-
05/10/2023	20	Approved Budget 23/24	01-00-373-00	INTEREST		2,500.00-
05/10/2023	21	Approved Budget 23/24	01-00-373-01	INTEREST-1% SALES TAX		100.00-
05/10/2023	22	Approved Budget 23/24	01-00-392-00	MISCELLANEOUS INCOME		100.00-
05/10/2023	23	Approved Budget 23/24	01-00-393-00	RENT - INTERNET PROVIDER		6,000.00-
05/10/2023	24	Approved Budget 23/24	01-00-373-00	INTEREST - CAP OUT RES - ADMIN		1.00-
05/10/2023	25	Approved Budget 23/24	01-50-391-00	TRANSFER - TO ADMIN CAP OUT		1,000.00-
05/10/2023	26	Approved Budget 23/24	01-50-4000	SALARIES	24,543.00	
05/10/2023	27	Approved Budget 23/24	01-50-4002	SALARIES - ELECTED	12,600.00	
05/10/2023	28	Approved Budget 23/24	01-50-4003	ADMIN PART TIME SALARIES	6,728.00	
05/10/2023	29	Approved Budget 23/24	01-50-4004	LIBRARIANS SALARIES	6,930.00	
05/10/2023	30	Approved Budget 23/24	01-50-4005	ZONING BOARD PAYROLL	4,000.00	
05/10/2023	31	Approved Budget 23/24	01-50-4020	IMRF	3,905.00	
05/10/2023	32	Approved Budget 23/24	01-50-4050	HEALTH INSURANCE	4,590.00	
05/10/2023	33	Approved Budget 23/24	01-50-4060	UNEMPLOYMENT	140.00	
05/10/2023	34	Approved Budget 23/24	01-50-4060	SOCIAL SECURITY	3,404.00	
05/10/2023	35	Approved Budget 23/24	01-50-4070	MEDICARE	800.00	
05/10/2023	36	Approved Budget 23/24	01-50-4210	WORKMENS COMPENSATION	250.00	
05/10/2023	37	Approved Budget 23/24	01-50-4220	GENERAL INSURANCE	4,600.00	
05/10/2023	38	Approved Budget 23/24	01-50-4230	TELEPHONE	3,200.00	
05/10/2023	39	Approved Budget 23/24	01-50-4290	TRAVEL EXPENSE	1,000.00	
05/10/2023	40	Approved Budget 23/24	01-50-4310	TRAINING	500.00	
05/10/2023	41	Approved Budget 23/24	01-50-4320	POSTAGE	550.00	
05/10/2023	42	Approved Budget 23/24	01-50-4330	ADVERTISING	600.00	
05/10/2023	43	Approved Budget 23/24	01-50-4340	PRINTING	150.00	
05/10/2023	44	Approved Budget 23/24	01-50-4350	ACCOUNTING SERVICES	22,000.00	
05/10/2023	45	Approved Budget 23/24	01-50-4370	LEGAL SERVICES	35,500.00	
05/10/2023	46	Approved Budget 23/24	01-50-4380	OTHER PROFESSIONAL SERVICES	26,500.00	
05/10/2023	47	Approved Budget 23/24	01-50-4430	DUES	250.00	
05/10/2023	48	Approved Budget 23/24	01-50-4450	FEES	95.00	
05/10/2023	49	Approved Budget 23/24	01-50-4550	OFFICE SUPPLIES	1,800.00	
05/10/2023	50	Approved Budget 23/24	01-50-4551	LIBRARY SUPPLIES	1,200.00	
05/10/2023	51	Approved Budget 23/24	01-50-4670	OPERATING/MAINTENANCE SUPPLIE	2,250.00	
05/10/2023	52	Approved Budget 23/24	01-50-4710	PUBLICATIONS	40.00	
05/10/2023	53	Approved Budget 23/24	01-50-4780	TRANSFER TO CAP OUTLAY RESERV	1,000.00	

Monitoring the Budget

Print the Budget Worksheet to monitor your current budget.

General Ledger – Reports – Budget Worksheet

Account Number	Title	2023-23 Current year Period Actual	2022-23 Current year Actual	2022-23 Current year Budget	2023-23 Current year Remaining	2023-23 Current year Percent
10-36-710	Parks & Rec Impact Fee	.00	11,000.00	14,075.00	3,075.00	78.15
10-36-720	Public Safety Impact Fee	.00	4,136.94	13,550.00	9,413.06	30.53
10-36-810	Special Assessment Revenue	.00	.00	.00	.00	.00
10-36-820	Special Assessment - Interest	.00	.00	.00	.00	.00
10-36-830	Special Assessment - Late Fees	.00	.00	.00	.00	.00
10-36-840	Special Assessment - Other	.00	.00	.00	.00	.00
10-36-900	Miscellaneous Revenue	.00	3,486.31	5,000.00	1,513.69	69.73
	Total OTHER REVENUE:	125.00	53,335.83	91,645.00	38,309.17	58.20
CONTRIBUTIONS & TRANSFERS						
10-39-100	Contributions	.00	57,750.00	6,100.00	51,650.00-	946.72
10-39-200	Proceeds from LT Debt	.00	.00	5,438,400.00	5,438,400.00	.00
10-39-500	Transfer From Electric	.00	57,500.00	100,000.00	42,500.00	57.50
10-39-510	Transfer From Water	.00	57,500.00	100,000.00	42,500.00	57.50
10-39-520	Transfer From Sewer	.00	15,000.00	20,000.00	5,000.00	75.00
10-39-540	Transfer From Cemetery	.00	.00	.00	.00	.00
10-39-590	Discounts Taken	.00	.00	.00	.00	.00
10-39-700	Project Matching Funds	.00	.00	107,000.00	107,000.00	.00
10-39-990	Beg Gen Fund Bal To Be Approp	.00	.00	59,580.00	59,580.00	.00
	Total CONTRIBUTIONS & TRANSFERS:	.00	187,750.00	5,831,080.00	5,643,330.00	3.22
MAYOR & COUNCIL						
10-41-110	Salaries & Wages	875.00	8,795.00	95,000.00	86,205.00	9.26
10-41-130	Employee Benefits	.00	790.56	1,100.00	309.44	71.87
10-41-230	Travel & Training	.00	237.00	500.00	263.00	47.40
10-41-240	Office Supplies & Expense	.00	14.60	100.00	85.40	14.60
10-41-280	Telephone	386.54	1,356.38	1,000.00	356.38-	135.64
	Total MAYOR & COUNCIL:	1,261.54	11,193.54	97,700.00	86,506.46	11.46
COURT						
10-42-110	Salaries & Wages	480.00	9,775.44	12,500.00	2,724.56	78.20
10-42-130	Employee Benefits	.00	4,363.12	5,250.00	886.88	83.11
10-42-240	Office Supplies & Expense	.00	279.21	500.00	220.79	55.84
10-42-305	Attorney	.00	669.59	5,250.00	4,580.41	12.75
10-42-350	Contract Services	.00	.00	.00	.00	.00
10-42-610	Miscellaneous Supplies	.00	32.86	500.00	467.14	6.57
10-42-620	Miscellaneous Services	.00	12.70	500.00	487.30	2.54

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