

# New World Systems Annual Budget Processing – User Entry

In New World, use the following path to begin making entries for 2016:

- 1) Financial Management
  - Annual Budget Processing
  - Budget Processing
  - Budget Maintenance

This will take the user to the Budget Organization List. The grid within the screen will display a list of GL Organization sets for which the user has access.

## Budget Organization List

myFavorites   Financial Management   Human Resources   Utility Management   Community Development   Maintenance					
Budget Organization List					
Complete	Organization	Description	Budget Level	Revenue	Expense
<input type="checkbox"/>	100.380.600	Treasury Fund, Finance, Accounting and Reporting	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101	General Fund	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.000	General Fund, Revenues	Requested	\$11,025.00	\$0.00
<input type="checkbox"/>	101.101	General Fund, Developers Deposits Revenue	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.111	General Fund, Finance Department	Requested	\$0.00	\$4,457,095.00
<input type="checkbox"/>	101.111.500	General Fund, Finance Department, Administration	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.141	General Fund, 49th District Court	Requested	\$0.00	\$61,256.29
<input type="checkbox"/>	101.304	General Fund, Police/Sheriff	Requested	\$0.00	\$605,335.23
<input type="checkbox"/>	101.338	General Fund, Fire Department	Requested	\$0.00	\$47,670.15
<input type="checkbox"/>	101.400	General Fund, Management Inf Systems	Requested	\$0.00	\$265,188.89
<input type="checkbox"/>	101.463	General Fund, Public Works	Requested	\$0.00	\$114,997.54
<input type="checkbox"/>	101.704	General Fund, Parks & Grounds	Requested	\$0.00	\$0.00
<input type="checkbox"/>	101.707	General Fund, Recreation	Requested	\$0.00	\$0.00

Items: 1 - 50 of 55 Page 1 of 2 Next Page

Refresh Print Inquiry Mass Change Advance Import Export

- 2) Click on the Organization number to go to the next screen (Budget Accounts).

## Budget Accounts

myFavorites   Financial Management   Human Resources   Utility Management   Community Development   Maintenance									
Budget Organization List									
Budget Accounts									
101.111 - General Fund, Finance Department									
Account Type	Expenses		Selected Columns						
Budget Year	2013		2012 Projected Amount		\$15,451.17				
Previous Level	N/A		2012 Estimated Amount		\$0.00				
Requested	\$4,457,095.00		2013 Council		\$0.00				
Difference	\$4,457,095.00		G/L Organization Set Attachments						
% Change	0%								
Summarization Level	Account								
Account	Description	Attachments	UDF	Transactions	Spread	2012 Projected Amount	2012 Estimated Amount	2013 Council	2013 Requested
722.000	Retirement DB			✓		\$0.00	\$0.00	\$0.00	\$5,215
723.000	Retirement DC					\$0.00	\$0.00	\$0.00	\$0
724.000	Retirement Medical					\$0.00	\$0.00	\$0.00	\$0
724.020	Allowance-Food & Cloth			✓		\$0.00	\$0.00	\$0.00	\$100
728.000	Office Supplies			✓		\$15,271.23	\$0.00	\$0.00	\$29,718
730.000	Postage					\$0.00	\$0.00	\$0.00	\$45,523
741.000	Ammunition					\$0.00	\$0.00	\$0.00	\$1,200

Save Delete Reset Spread Transactions Previous Inquiry History Five Year Trend Add Accounts

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## ***The Budget Accounts Screen***

The top left half of the screen presents summarized information about the Organization Set including the Account Type that is being viewed, the Budget Year, the budgeted Amount of the Previous Level, budgeted amount of the current level and difference between the current and previous level for the Organization Set.

Account Type	<b>Expenses</b>
Budget Year	<b>2013</b>
Previous Level	<b>N/A</b>
Requested	<b><u>\$4,457,095.00</u></b>
Difference	<b>\$4,457,095.00</b>
% Change	<b>0%</b>

***The Organization Set summary on the Budget Accounts screen***

## **Column Selection**

On the top right of the screen is an area for **Selected Columns** – This feature provides users the ability to control what columns will be available in this screen.

<b>Selected Columns</b> 	
2012 Estimated Amount	<b>\$0.00</b>
2013 Department Head	<b>\$0.00</b>
2012 Estimated Amount	<b>\$0.00</b>

***Selected Columns on the Budget Account screen***

Users should add the following columns to the Budget Accounts screen using the Budget Maintenance Grid Configuration example at the top of the next page for comparisons to prior years. **Note:** There are a lot of options available, but most are blank due to this being the first year using a new finance system.

3) Click on the Icon for Selected Columns to open the Budget Maintenance Grid Configuration pop-up window. For Columns 1 and 2, make the following selections.

**Column 1 = 2014 Actual Budget**

**Column 2 = 2015 Amended Budget**

Leave Column 3 blank and hit save to add the columns to the Budget Accounts screen. Once the Budget Maintenance Grid Configuration has been saved, it will keep the same configuration for each organization in the users list.

## Budget Maintenance Grid Configuration

Logos.NET -- Webpage Dialog

### Budget Maintenance Grid Configuration

Include Prior Year Est.

Column 1 2012 Actual Budget (Projected) ▾

Column 2 2012 Actual Budget (Estimated) ▾

Column 3 2013 Council ▾

Show Forecast

Show Attachments

Show UDF

Show Transactions

Show Spread

Save Reset

4) On the lower half of the Budget Accounts Screen select “Account” for the Summarization Level and “Expenses” for the Account Type (if applicable). **Note:** the screen may default to both of these choices automatically, but if there is a choice make sure the selections match Account and Expenses.

5) All changes or adjustments to individual line items will be made in the “2016 Requested” Column. At the time of creation, the 2016 Budget was initialized with 2015 Amended Budget numbers. **Any funds and organizations that will not have a budget for 2016 must be deleted by the user.**

6) Enter comments or attach files to the budget by using the Attachments column on the screen. Comments for line items can be entered by hovering over the left-most icon in the column with the mouse and clicking upon it. Once the dialog box is open, enter a short comment and click “OK” to close. Use of this field will eliminate the need to fill out appropriation explanations in separate excel files as in past years. **Note: Save any changes to the 2016 Requested column before adding any comments for a line item.** Changes that are not saved before adding comments may not update correctly.

Files can be attached by clicking on the right-most icon in the Attachments column. Drag the file you wish to attach from the location on your computer to the pop-up window. Attaching the Personnel Costs – 2016 excel file (or any other document) will eliminate the need to email files or to send paper copies. If you have a lot of funds to budget, the worksheet only has to be attached once as long as you notify the Finance Director of its location.

Line items that have a comment or an attachment will have a highlighted icon for that item.

7) At the bottom of the screen click “Save” before exiting or moving to another organization for data entry. Loss of data may occur if not saved before exiting the current screen.

8) Notify the Finance Director that you are finished with data entry for your 2016 Budget. The “Complete” box on the Budget Organization List screen has no functionality behind it, but can be used to indicate that data entry is finished for a particular budget.

## **Printing Budget Reports**

To print a copy of what has been entered in the New World System for the 2016 Budget go to the Budget Organization List and click the “Print” button at the bottom of the screen. This will take you into the Budget Worksheet Report. In the section for saved reports select “2016 Department Budget Worksheet”. This report has been shared with all users, but will only allow departments to view data according to their individual access.

The file or report generated by clicking on the Print button will contain all the line items, descriptions, columns and comments that were entered in the system during budget preparation.

For questions about this report or to download into an excel file, please contact the Finance Director @ extension 4304.