

# HOW TO: MANAGE YOUR BUDGET

PRESENTED BY:

ACCOUNTING DEPARTMENT



# AGENDA:

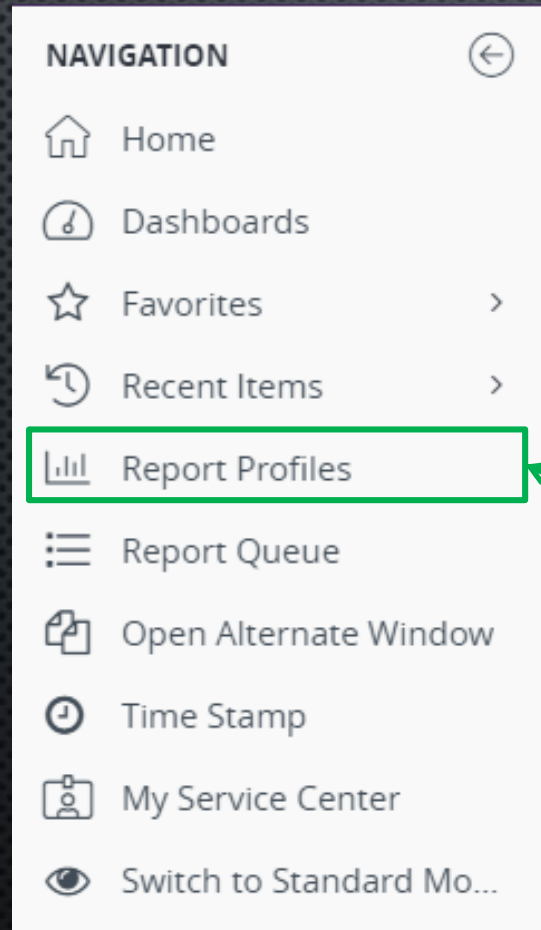
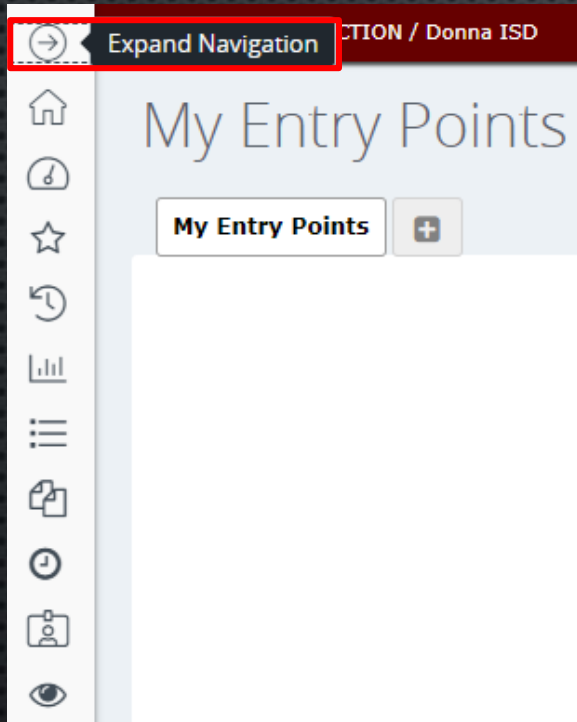
## HOW TO

- RUN A BUDGET REPORT
- MAKE BUDGET CHANGES & AMENDMENTS
- KEEP YOUR BUDGET HEALTHY





# 1. HOW TO: RUN A BUDGET REPORT



ON YOUR TEAMS HOME PAGE, CLICK THE ARROW ON THE TOP RIGHT CORNER “**EXPAND NAVIGATION**” AND SELECT “**REPORT PROFILES**” ENTRY POINT FROM THE MENU

# 1. HOW TO: RUN A BUDGET REPORT

The screenshot shows the 'Report Profiles' interface. At the top, there are two tabs: 'Report Profiles' (selected) and 'Report Queue'. Below the tabs are two radio buttons: 'Standard' (selected) and 'Dashboardable'. A 'Filter:' text box is present. On the left, a vertical list of categories is shown, with 'General Ledger' highlighted by a green rectangular box. On the right, a tree view of reports is displayed under the 'General Ledger' category. The report 'Account Expenditure Ledger By Fiscal Year Fund' is highlighted by a blue rectangular box, and a blue arrow points to it from the right side of the image.

- Business
- Student
- Uncategorized
- Payroll
- Sub Management
- Human Resources
- Warehouse
- General Ledger**
- Procurement

- Business
  - General Ledger
    - General Ledger
      - GL Transaction Detail
      - GL Transaction Period Detail by Fiscal Fund
      - GL Transaction Period Detail by Program Fund
      - Trial Balance
      - Account Expenditure Ledger By Fiscal Year Fund - Excel
      - Account Expenditure Ledger By Fiscal Year Fund**
      - Account Expenditure Ledger By Program Fund - Excel
      - Check Register
      - Ledger Payroll and Paycheck Acct Distribution By Progra
      - Ledger Payroll and Paycheck Acct Distribution By Fiscal f
      - Ledger Payroll and Paycheck Acct Distribution All Funds
      - GL Gross Wages
- Human Resources
- Payroll
- Student
- Sub Management

EXPAND THE “GENERAL LEDGER” SECTION OF YOUR REPORT PROFILES MENU BY CLICKING ON THE “+” SYMBOL

FROM THE “GENERAL LEDGER MENU”, SELECT THE REPORT TITLED “ACCOUNT EXPENDITURE LEDGER BY FISCAL YEAR FUND”



# 1. HOW TO: RUN A BUDGET REPORT

**Account Expenditure Ledger By Fiscal Year Fund**

Fiscal Year: ★ 2023

Begin Budget Owner: ★ ALL

End Budget Owner: ★ ALL

Transaction Date: ★

Include Accounts with Zero: ★ No

Amounts?:

Budget Account Elements:

Fund: ALL ALL

Function: ALL ALL

Object: ALL

SubObj: ALL

Org: ALL

Program: ALL

Educational Span: ALL ALL

Project Detail: ALL ALL

Profile Name:

**Request Report** **Add**

**Please Select an Output Type**

Report Output Type: Adobe Acrobat (PDF)

**Ok** **Cancel**

CREATE YOUR REPORT BY SUBMITTING YOUR BUDGET OWNER NUMBER IN THE BEGIN AND END BUDGET OWNER BOXES.

YOU MUST ENTER A DATE.

NAME YOUR PROFILE AND CLICK ON "ADD".

FINALLY, CLICK ON "REQUEST REPORT". SELECT ADOBE PDF AND CLICK ON OK.

# 1. HOW TO: RUN A BUDGET REPORT

- WHERE IS MY REPORT???
- CLICK ON **REPORT QUEUE**
- IT MAY TAKE A FEW SECONDS FOR THE

STATUS TO BECOME **COMPLETE**

The screenshot displays a web application interface. At the top, there is a 'Report Profiles' section with a 'Report Queue' button highlighted by a green box and a green arrow pointing to it. Below this, there are radio buttons for 'Standard' (selected) and 'Dashboardable'. There are also links for 'Expand All' and 'Collapse All'. Below the profiles, there is a yellow bar. The main part of the screenshot is a table titled 'Submitted Report Requests'. Above the table, there is a 'Refresh Rate' dropdown set to 'Stopped' and a 'Refresh Now' button. The table has four columns: 'Name', 'Request Date', 'Status', and 'Status Message'. One row is visible with the name 'Account Expenditure Ledger By Program Fund', request date '08-07-2017 17:40', and status 'Complete'. A blue arrow points from the word 'COMPLETE' in the text above to the 'Complete' status in the table. Below the table, there is a list of categories: 'Payroll', 'Student', and 'Sub Management', each with a plus icon and a vertical ellipsis.

Name	Request Date	Status	Status Message
Account Expenditure Ledger By Program Fund	08-07-2017 17:40	Complete	Report request complete. Report is available.

YOUR REPORT WILL REMAIN IN THIS QUEUE FOR **THREE DAYS**, SO PLEASE SAVE IT FOR YOUR RECORDS.



# 1. HOW TO: RUN A BUDGET REPORT

BY CLICKING ON "ADD", YOU HAVE SAVED YOUR REPORT FOR FUTURE USE.

ANYTIME YOU WANT TO RUN A NEW REPORT, SELECT YOUR REPORT ON THE MENU AND UPDATE THE DATE AND CLICK ON REQUEST REPORT

The screenshot shows the 'Report Profiles' interface for the report 'Account Expenditure Ledger By Program Fund'. The interface includes a left-hand navigation tree, a main configuration area, and a bottom action bar. Annotations include a red arrow pointing to 'Donna High School' in the tree, a green arrow pointing to the 'Transaction Date' field (08-31-2017), and a blue arrow pointing to the 'Request Report' button.

**Report Profiles** | Report Queue

Standard  Dashboardable

**Account Expenditure Ledger By Program Fund**

Expand All / Collapse All

Filter:

**Transaction Date:** 08-31-2017

**Request Report** | Save | Delete

**Configuration Fields:**

- Fiscal Year: 2018
- Program Year: 2018
- Begin Budget Owner: 001
- End Budget Owner: 001
- Include Accounts with Zero Amounts?: No
- Budget Account Elements: Fund, Function, Object, SubObj, Org, Program, Educational Span, Project Detail (ALL)
- Employee ID: 1050347
- Profile Name: Donna High School

**Navigation Tree:**

- Business
- General Ledger
  - General Ledger
    - GL Transaction Detail
    - GL Transaction Period Detail by Fiscal Fund
    - GL Transaction Period Detail by Program Fund
    - Trial Balance
    - Account Expenditure Ledger By Fiscal Year Fund - Excel
    - Account Expenditure Ledger By Program Fund
      - Donna High School**
      - Account Expenditure Ledger By Fiscal Year Fund
      - Account Expenditure Ledger By Program Fund - Excel
      - Check Register
      - Ledger Payroll and Paycheck Acct Distribution By Program
      - Ledger Payroll and Paycheck Acct Distribution By Fiscal Year
      - Ledger Payroll and Paycheck Acct Distribution All Funds
      - GL Gross Wages
- Human Resources
- Payroll
- Student
- Sub Management

# 1. HOW TO: RUN A BUDGET REPORT

## HOW OFTEN SHOULD I BE DOING THIS?

- Anytime there is a change in your purchasing plans.
- At minimum, on a **MONTHLY BASIS**
  - \*Budget amendment deadline schedule forthcoming on Business and Finance website.

## WHY?

**BUDGET AMENDMENTS** must be presented to the Board for approval



## 2. HOW TO: MAKE BUDGET CHANGES & AMENDMENTS

### BUDGET CHANGES

- DO NOT REQUIRE BOARD APPROVAL
- POSTED WITHIN 2-3 DAYS
- **TOTAL BUDGET CHANGE MUST BE AT LEAST \$300**
- **CAN ONLY BE MOVED WITHIN THE SAME FUNCTION CODE.**
- **THE NUMBER OF BUDGET CHANGES SUBMITTED BY EACH CAMPUS/DEPT. WILL BE MONITORED.**

### BUDGET AMENDMENTS

- REQUIRE BOARD APPROVAL
- THERE ARE DEADLINES –SCHEDULED IN RESPECT TO THE BOARD MEETING SCHEDULE
- POSTED ONE DAY AFTER BOARD MEETING
- **TOTAL BUDGET AMENDMENT MUST BE AT LEAST \$300**
- **BUDGET AMENDMENTS SHOULD BE YOUR LAST OPTION WHEN MAKING CHANGES TO YOUR BUDGET BECAUSE THEY TAKE LONGER TO APPROVE.**

# 2. HOW TO: MAKE BUDGET CHANGES & AMENDMENTS

## BUDGET CHANGE CHECKLIST

- Budget Change Checklist**
- 1. "BC" in the Description Box
  - 2. Brief Justification
  - 3. Same Funds
  - 4. Same Functions
  - 5. Rounded to the Nearest Dollar
  - 6. At least \$300 Transaction
  - 7. Your Budget Change is Balanced
  - 8. You have Enough Money in your Decrease Account

**Budget Change Request Details**

Request ID: 1654038

Date:

Description:

Justification:    
 Characters remaining: 448 (500 max)

**Decrease Accounts**

Account	Name	Balance	Amount	Percentage
<input type="text" value="199.41"/>	6395.00.731.99.0.00.2022.731 F. Assets < \$5,000	\$380.10	\$350.00	100.0000%
				<b>\$350.00 100.0000%</b>

Auto Complete: on

**Increase Accounts**

Account	Name	Balance	Amount	Percentage
<input type="text" value="199.41"/>	6499.00.731.99.0.00.2022.731 Misc. Operating Expense	\$4,930.50	\$350.00	100.0000%
				<b>\$350.00 100.0000%</b>

Auto Complete: on



# 2. HOW TO: MAKE BUDGET CHANGES & AMENDMENTS

## BUDGET AMENDMENT CHECKLIST

### Budget Amendment Checklist

- 1. "BA" in the Description Box
- 2. Brief Justification
- 3. Same Funds
- 4. Different Functions
- 5. Rounded to the Nearest Dollar
- 6. At least \$300 Transaction
- 7. Your Budget Amendment is Balanced
- 8. You have Enough Money in your Decrease Account

#### Budget Change Request Details

Request ID: 1641825

Date: ★ 04-23-2017

Description: ★ BA-To pay for DNHS Paving improvements  
 To pay for DNHS Paving improvements

Justification: ★  
Characters remaining: 465 (500 max)

#### Decrease Accounts

Account	Balance	Amount	Percentage	
199 . 11 . 6119 . 00 . 001 . 11 . 0 . 00 . 2017 . 728	\$30,259.98	\$17,028.00	54.4530%	
199 . 11 . 6395 . 00 . 001 . 11 . 0 . NH . 2017 . 728	\$42,286.00	\$3,282.00	10.4953%	
199 . 41 . 6395 . 00 . 728 . 99 . 0 . 00 . 2017 . 728	\$1.00	\$5,023.00	16.0628%	
199 . 41 . 6211 . 00 . 728 . 99 . 0 . 00 . 2017 . 728	-\$216,225.51	\$5,938.00	18.9888%	
			<b>\$31,271.00</b>	<b>100.0000%</b>

**Auto Complete: on**

#### Increase Accounts

Account	Balance	Amount	Percentage	
199 . 81 . 6629 . 00 . 007 . 99 . 0 . 00 . 2017 . 728	\$0.58	\$31,271.00	100.0000%	
			<b>\$31,271.00</b>	<b>100.0000%</b>

**Auto Complete: on**

# BUDGET AMENDMENTS: REMINDER

NO BUDGET AMENDMENTS IN **SEPTEMBER** AND **OCTOBER**

AMENDMENTS WILL BE ALLOWED STARTING **NOVEMBER** FOR THE **DECEMBER REGULAR BOARD MEETING**

BUDGET AMENDMENTS WILL BE DONE **QUARTERLY**

PLAN ACCORDINGLY.

ADHERE TO **BUDGET AMENDMENTS DEADLINES.**





# 3. HOW TO: KEEP YOUR BUDGET HEALTHY

## My Accounts: Account Detail (Budget Summary)

**Account Detail**
Account Transactions

Fiscal Year: ★ 2017

Account Number: Fund Fun Obj Sub Org Pro Ed Det Year Owner

181 . \*\* . 6\*\*\* . \*\* . \*\*\* . \*\* . \* . \*\* 2017

Display Accounts with no budget and no activity

Hide Accounts with no budget and no activity

**Search**  Load All

Results											
Account Number	Owner	Year	Account Name	Adopted Budget	Amended Budget	Budget Encumbrances	Encumbrances	Transactions	Balance		
181.36.6118.31.007.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	7,240.00	2,675.00	0.00	0.00	2,675.00	0.00		
181.36.6118.32.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	0.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.34.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	0.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.35.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	0.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.35.007.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	0.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.36.007.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	150.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.42.001.91.0.0G	916	2017	Extra Duty Pay-Tchr/Prof	Accounting Dept.				0.00	0.00	416.00	
181.36.6118.44.001.91.0.0G	916	2017	Extra Duty Pay-Tchr/Prof					0.00	0.00	0.00	
181.36.6118.44.007.91.0.0G	916	2017	Extra Duty Pay-Tchr/Prof	960.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.46.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	0.00	160.00	0.00	0.00	0.00	160.00		
181.36.6118.46.001.91.0.0G	916	2017	Extra Duty Pay-Tchr/Prof	111.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.46.007.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	50.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.48.007.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	100.00	0.00	0.00	0.00	0.00	0.00		
181.36.6118.ST.001.91.0.00	728	2017	Extra Duty Pay-Tchr/Prof	563,515.00	563,515.00	0.00	0.00	496,552.08	66,962.92		
181.36.6118.ST.007.91.0.00	728	2017	Extra Duty Pay-Tchr/Prof	533,434.00	533,434.00	0.00	0.00	474,726.48	58,707.52		

**Budget on Sept. 1 (Day 1)**

**Budget as of Today (Current)**

**Pending BCs or BAs.**

**Pending Requisition & POs**

**PAID POs**

**Available Budget Balance**

**Purchasing**

**A/P**

**The Effect of All Budget Activity**

# 3. HOW TO: Keep Your Budget Healthy

## My Accounts: Account Period Summary

Period Summary										12 Records ▾
Period	Adopted Budget	Beginning Transactions	Amendments	Unapproved Journal Entries	Amended Budget	Budget Encumbrance	Encumbrance	Transactions	Balance	
September	7,240.00	0.00	0.00	0.00	7,240.00	0.00	0.00	0.00	7,240.00	
October			0.00	0.00	7,240.00	0.00	0.00	1,490.00	5,750.00	
November			-4,000.00	0.00	3,240.00	0.00	0.00	1,185.00	565.00	
December			0.00	0.00	3,240.00	0.00	0.00	0.00	565.00	
January			0.00	0.00	3,240.00	0.00	0.00	0.00	565.00	
February			0.00	0.00	3,240.00	0.00	0.00	0.00	565.00	
March			0.00	0.00	3,240.00	0.00	0.00	0.00	565.00	
April			-565.00	0.00	2,675.00	0.00	0.00	0.00	0.00	
May			0.00	0.00	2,675.00	0.00	0.00	0.00	0.00	
June			0.00	0.00	2,675.00	0.00	0.00	0.00	0.00	
July			0.00	0.00	2,675.00	0.00	0.00	0.00	0.00	
August			0.00	0.00	2,675.00	0.00	0.00	0.00	0.00	
	7,240.00	0.00	-4,565.00	0.00	2,675.00					

Pending BCs or BAs

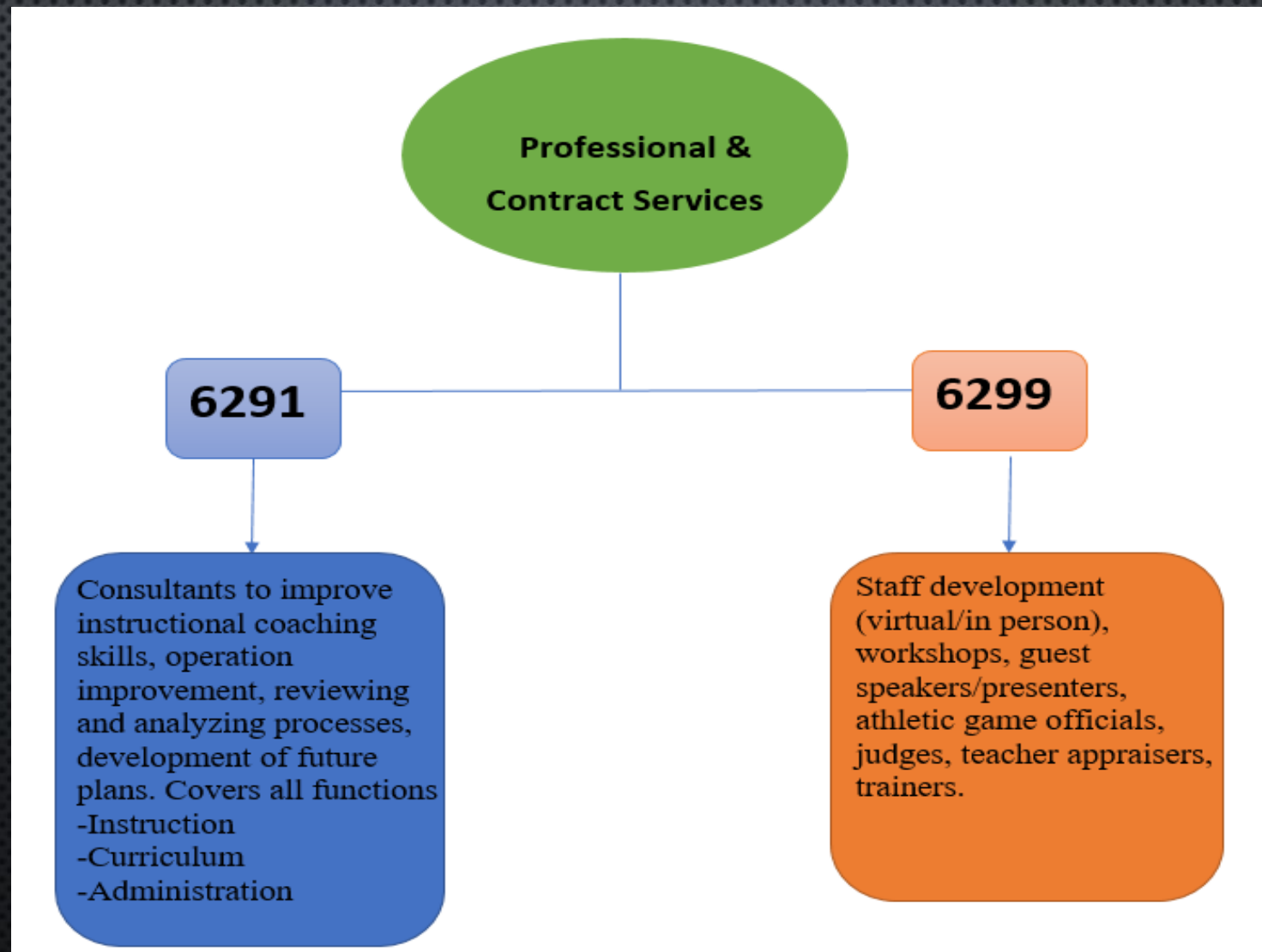
Pending Requisition & POs

PAID POs

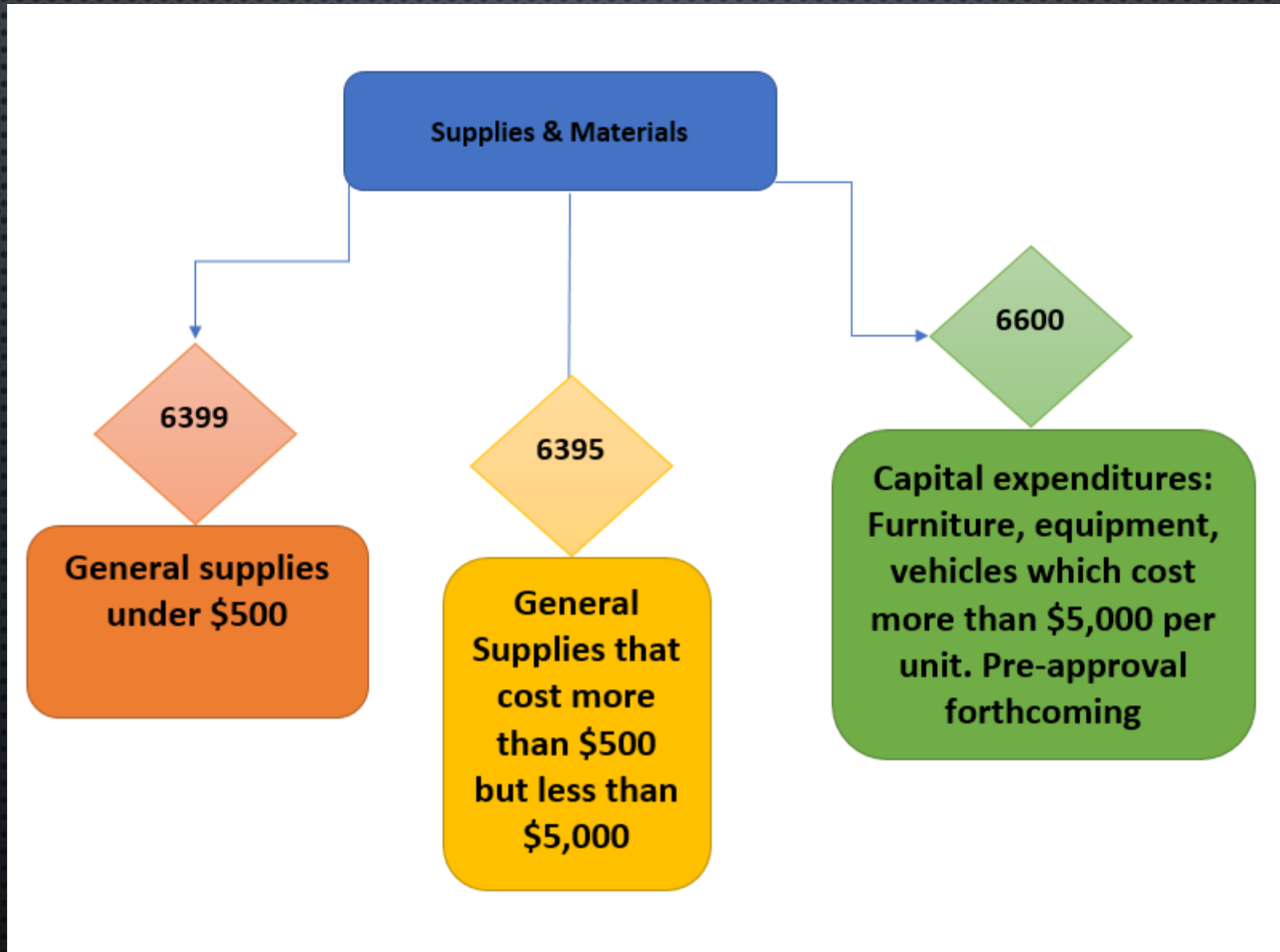
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# COMMON ACCOUNT CODING MISTAKES

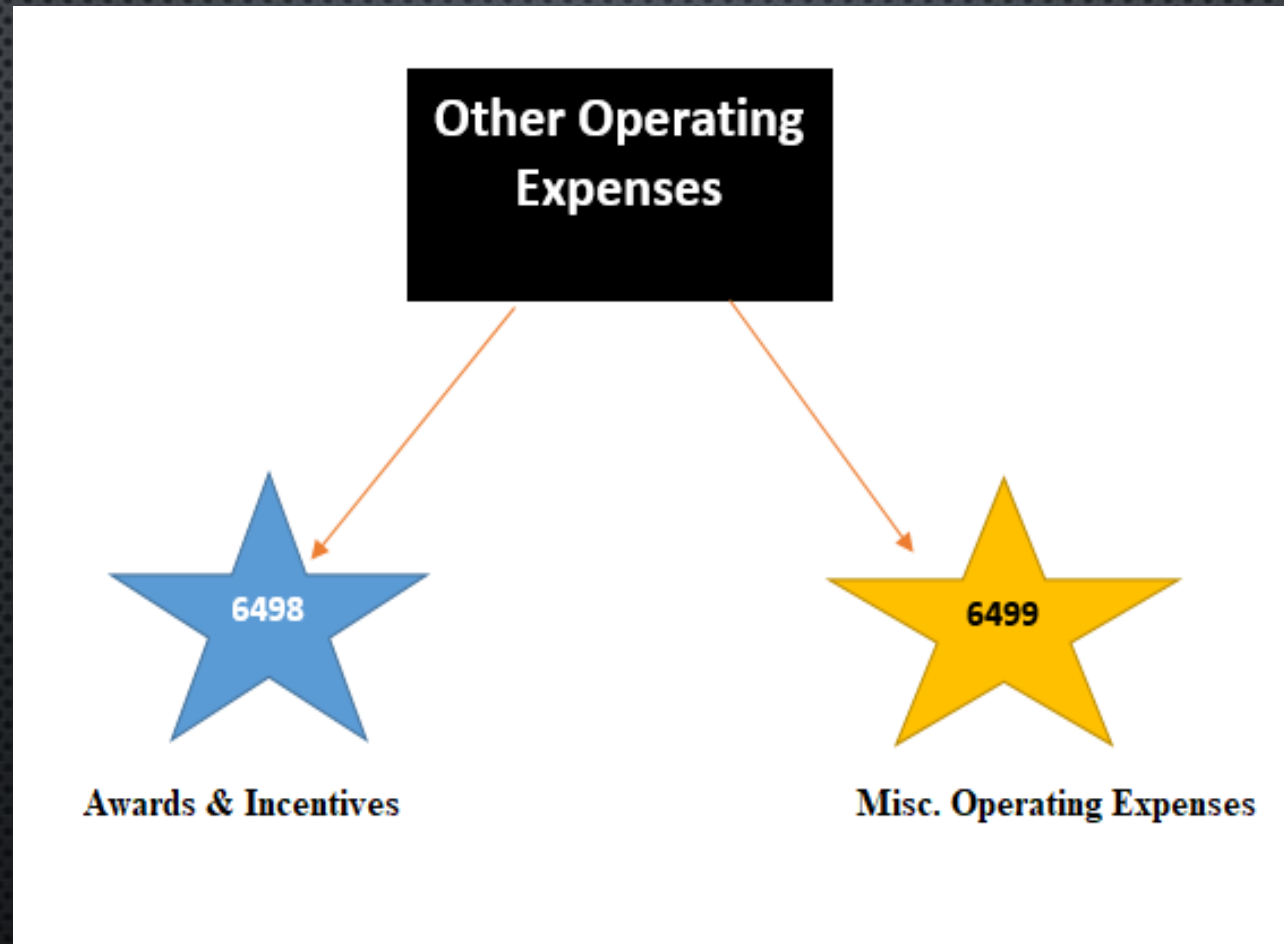


# COMMON ACCOUNT CODING MISTAKES





# COMMON ACCOUNT CODING MISTAKES



# ACCOUNTING DEPARTMENT PERSONNEL

Jesus A. Garcia, Cash & Student Activity Accountant

Yadira Tamez, Budget Accountant

Norma Rodriguez, Local Revenue & Student Activity

Christina Ochoa, Accounting Supervisor

Gerardo Cavazos, Director of Finance

Alfonso H. Perez, Asst. Superintendent of Business & Finance



# QUESTIONS & COMMENTS

BUSINESS SYMPOSIUM 2022-2023

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