HOW TO:
MANAGE YOUR BUDGET

PRESENTED BY:

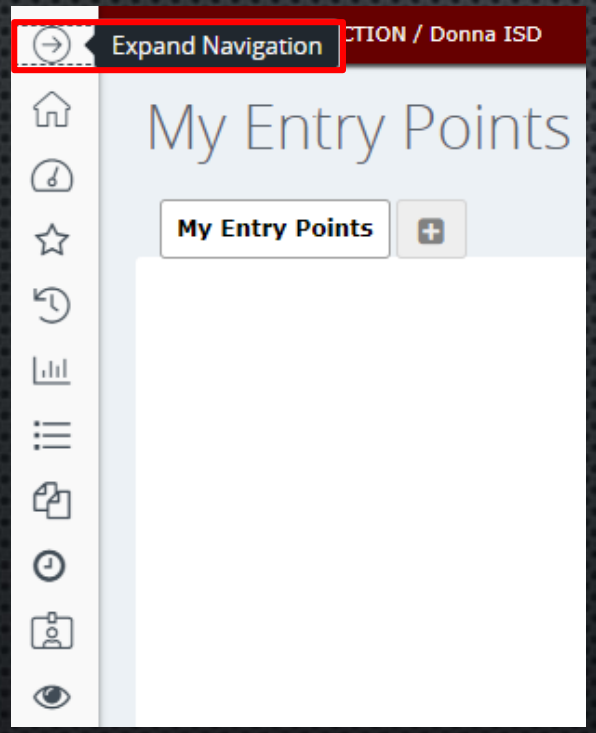
ACCOUNTING DEPARTMENT

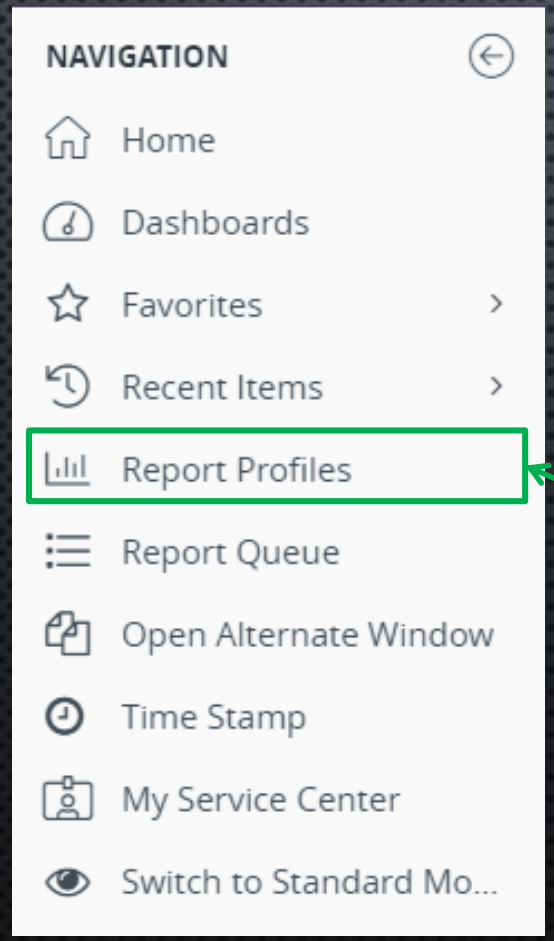
AGENDA:

HOW TO

- Run a Budget Report
- Make Budget Changes & Amendments
- Keep your Budget Healthy

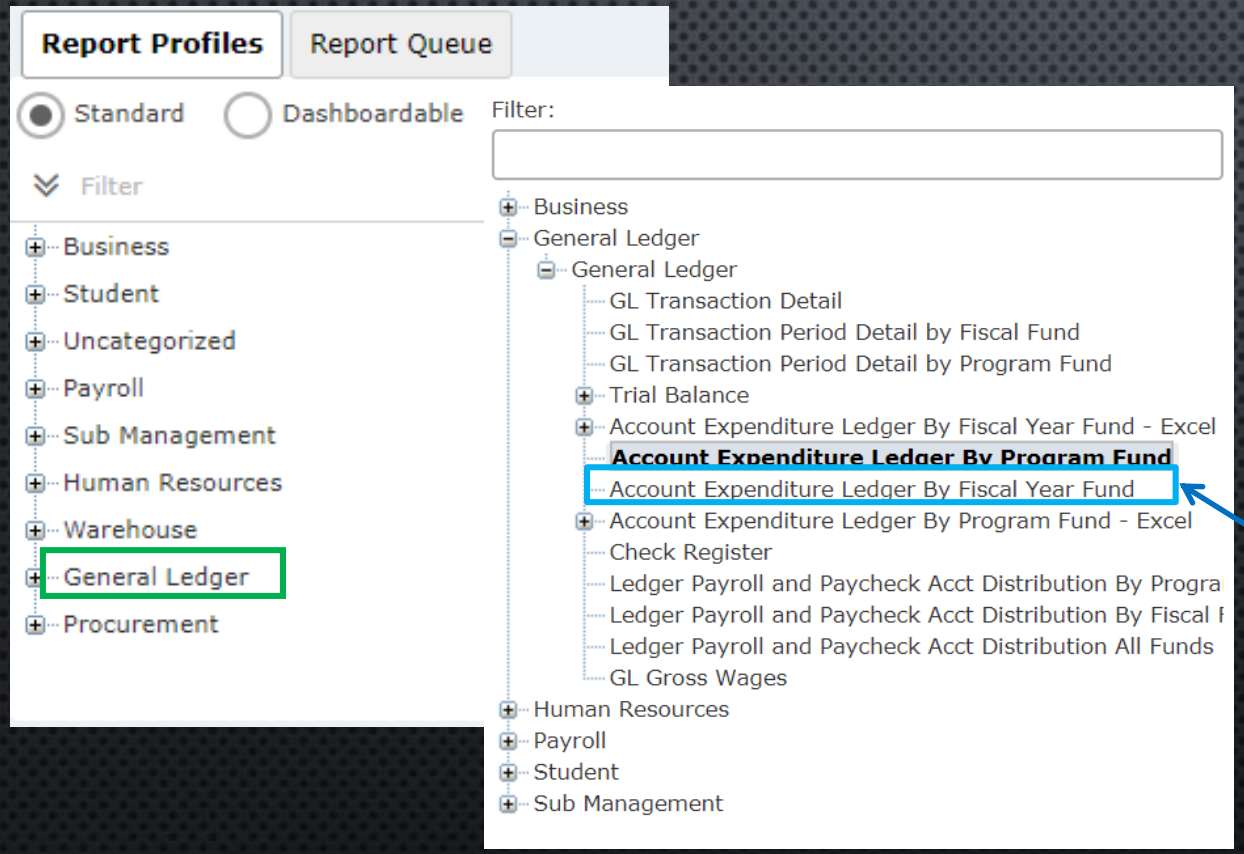
1. HOW TO: RUN A BUDGET REPORT





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

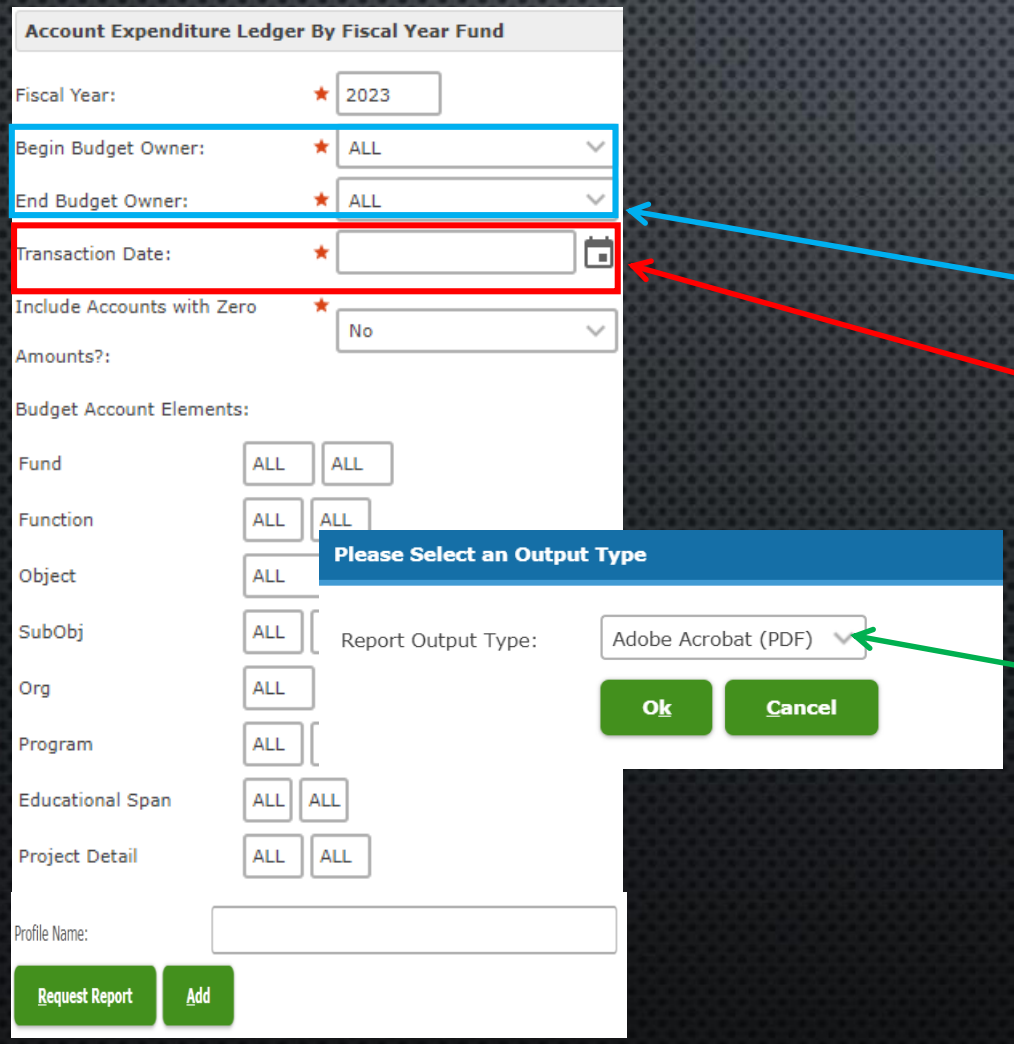
1. HOW TO: RUN A BUDGET REPORT



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



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

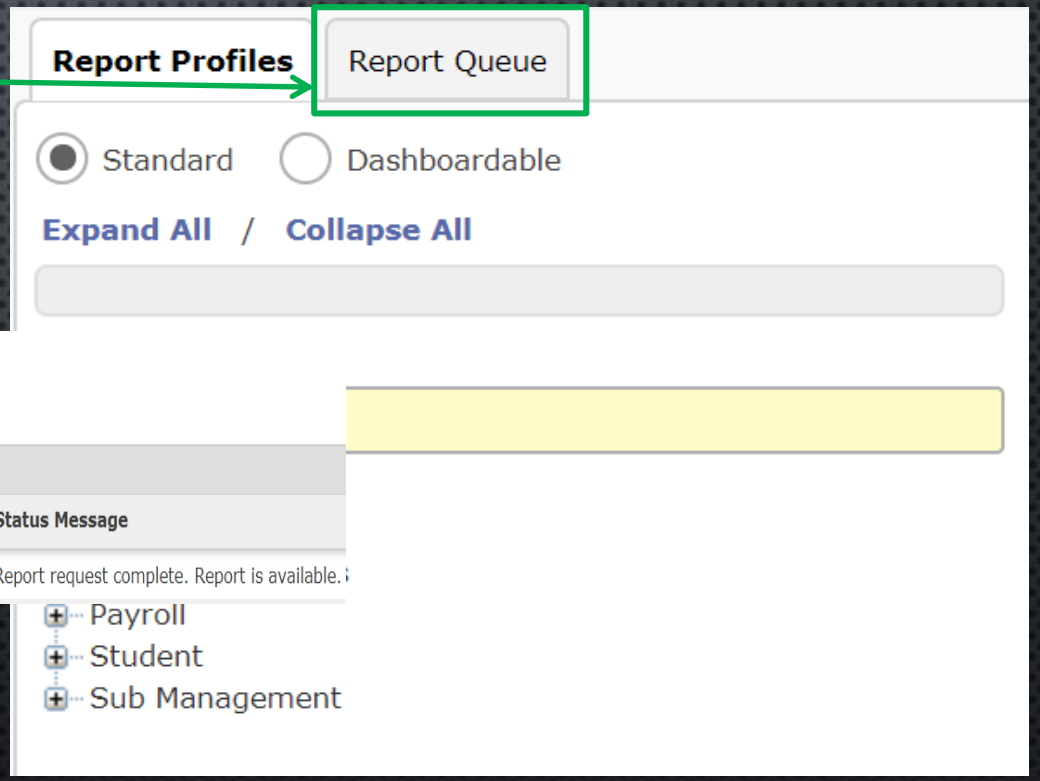
YOU MUST ENTER A DATE.

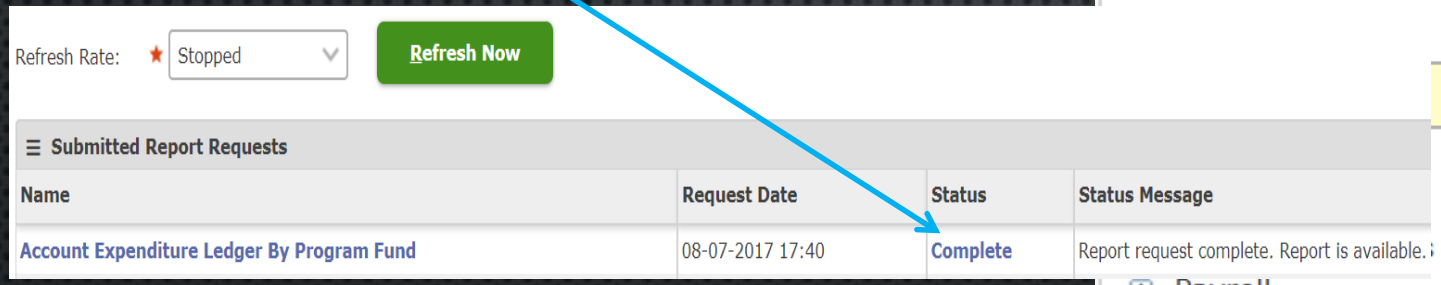
NAME YOUR PROFILE AND CLICK ON "ADD".

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



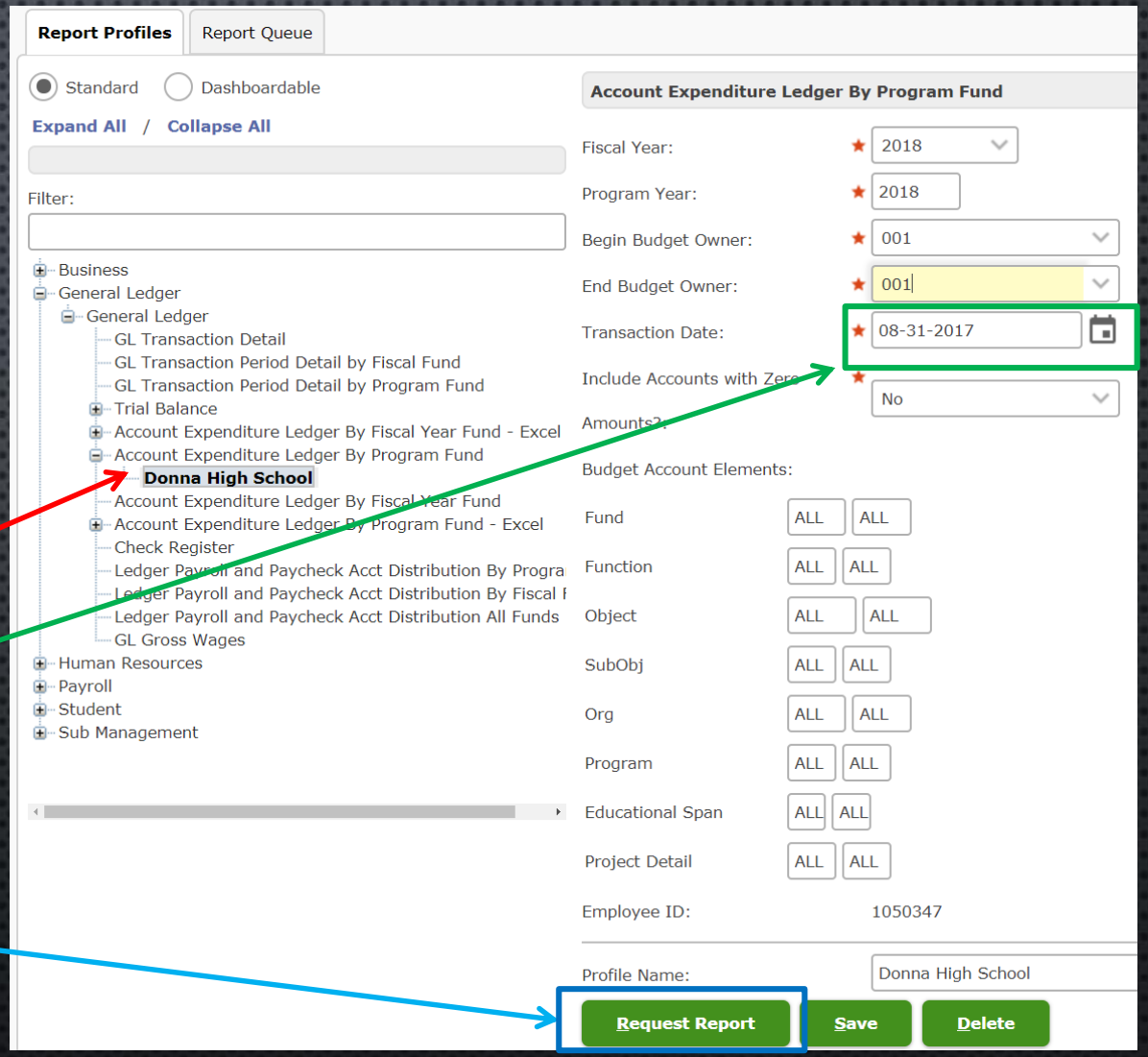


YOUR REPORT WILL REMAIN IN THIS QUEUE FOR THREE DAYS, SO PLEASE SAVE IT FOR YOUR RECORDS.

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



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

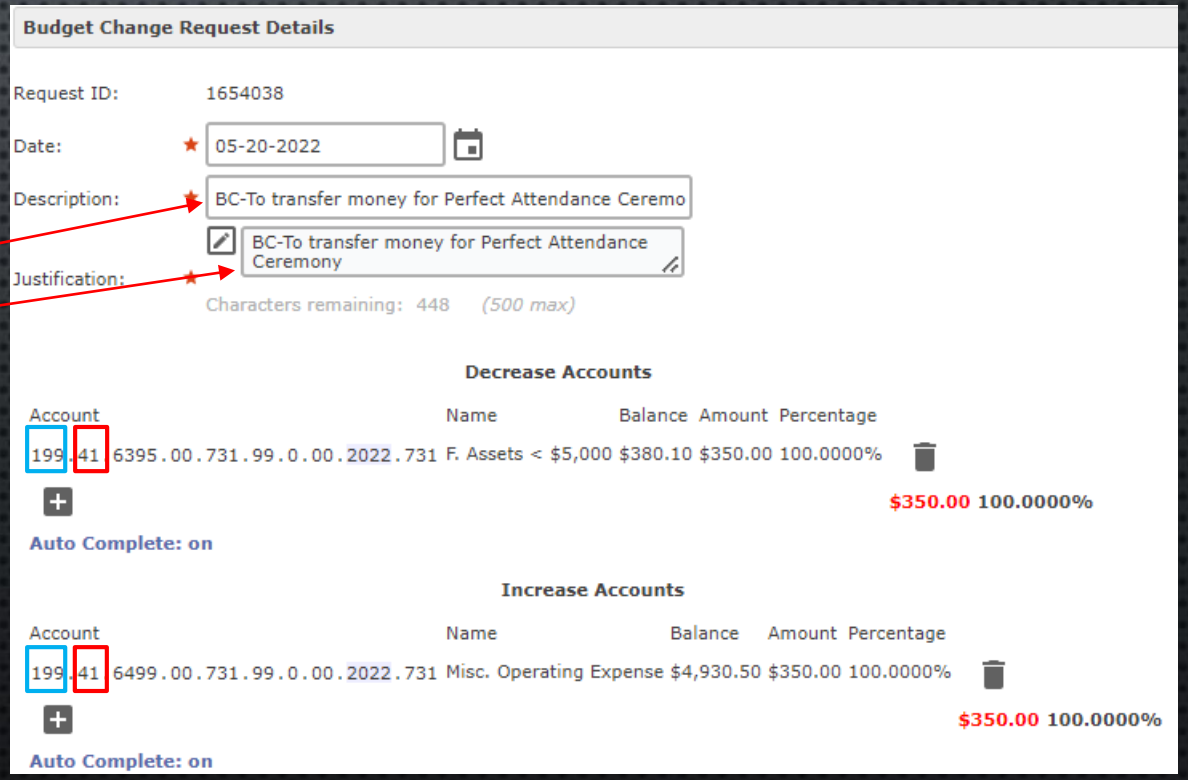
- Require board approval
- There are deadlines –scheduled in respect to the board meeting schedule
- Posted one day after board meeting
- **Total budget amendment must be at least $300**
- **Budget amendments should be your last option when making changes to your budget because they take longer to approve.**

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



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

Justification: To pay for DNHS Paving improvements

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%

$31,271.00 100.0000%

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%

$31,271.00 100.0000%

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**

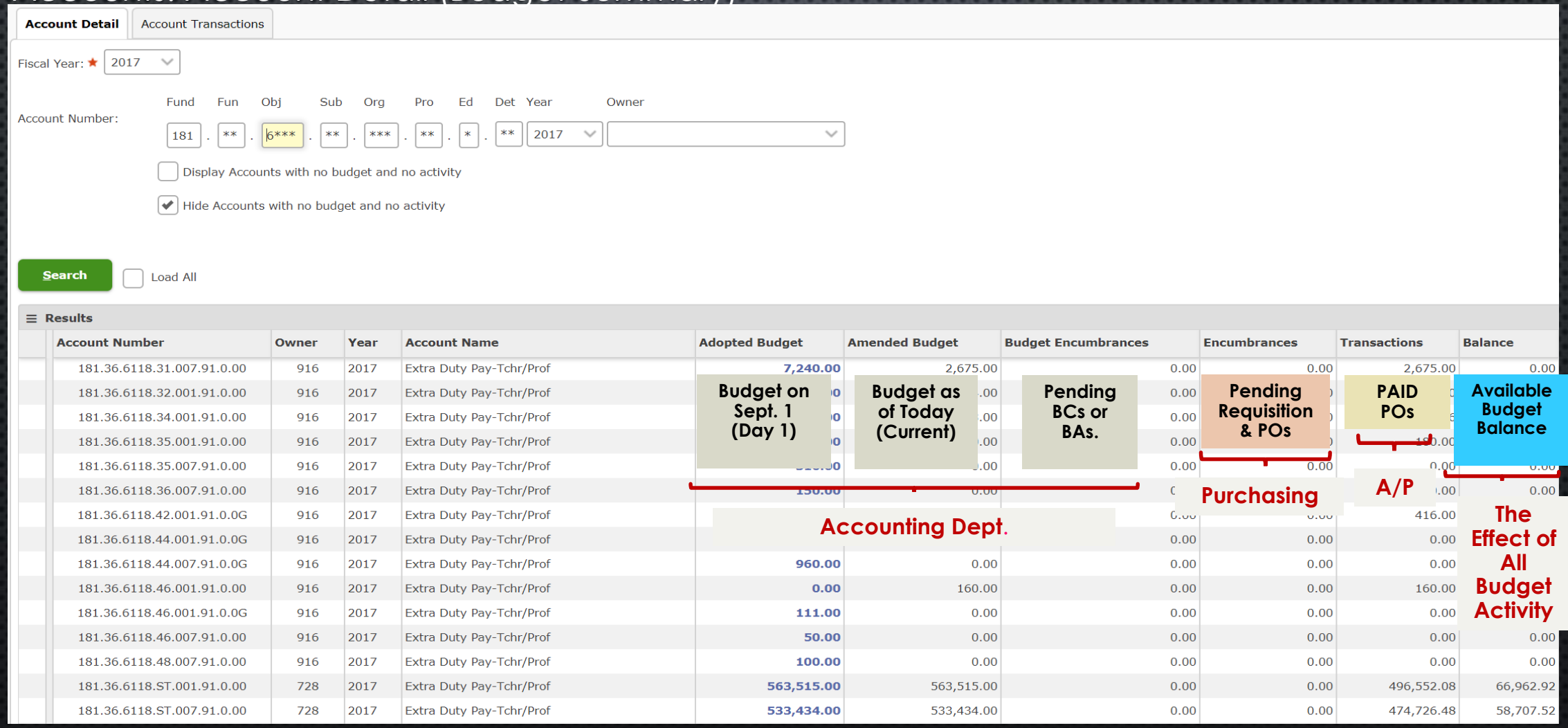
Budget Amendments will be done **Quarterly**

Plan accordingly.

Adhere to **Budget Amendments Deadlines.**

3. HOW TO: KEEP YOUR BUDGET HEALTHY

My Accounts: Account Detail (Budget Summary)



Account 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		.00	0.00	0.00		
181.36.6118.34.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof		.00	0.00	0.00		
181.36.6118.35.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof		.00	0.00	0.00	190.00	
181.36.6118.35.007.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof		.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			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	
181.36.6118.46.001.91.0.00	916	2017	Extra Duty Pay-Tchr/Prof	0.00	160.00	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	
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

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**				

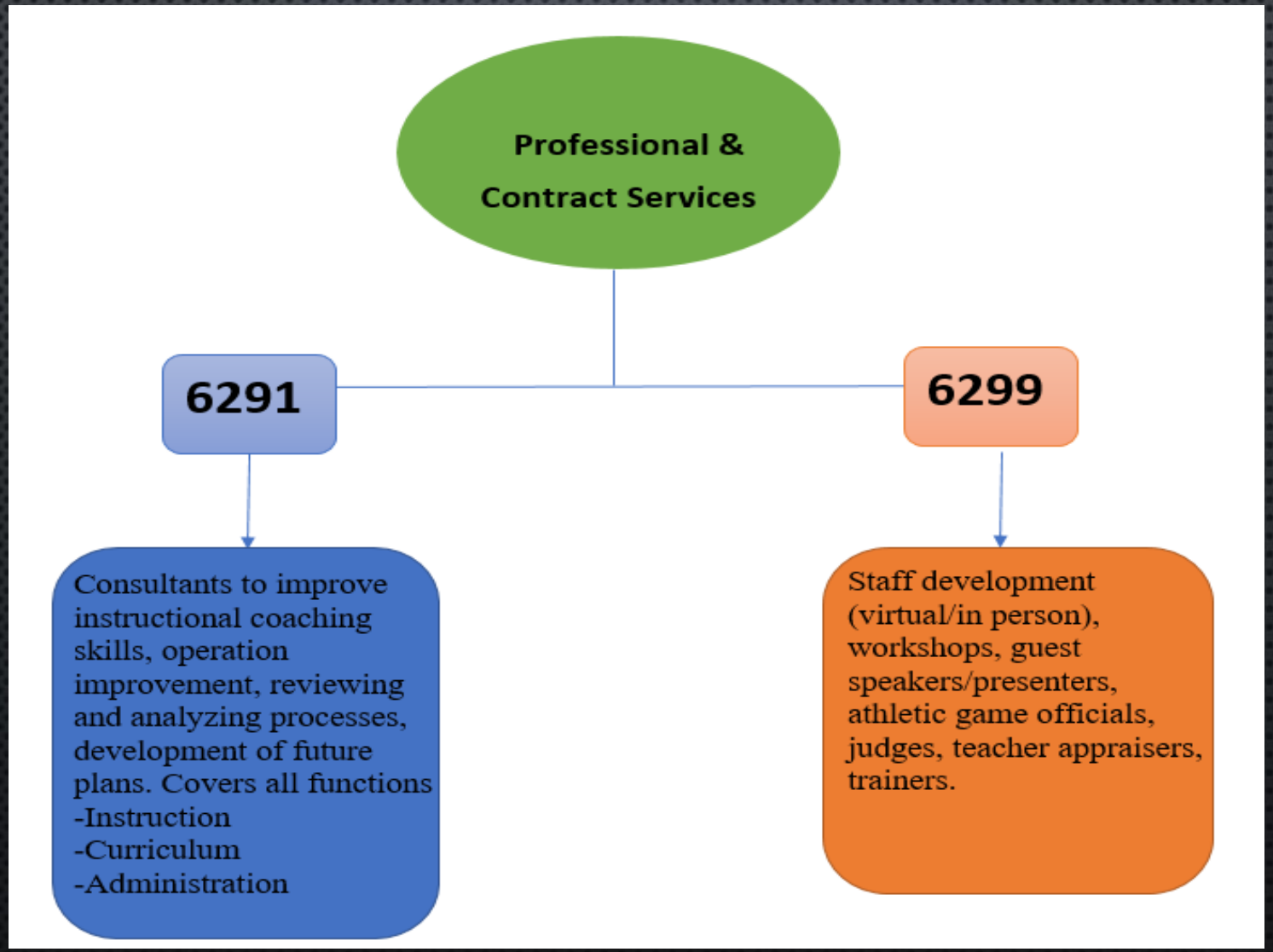
Back

Pending BCs or BAs

Pending Requisition & POs

PAID POs

COMMON ACCOUNT CODING MISTAKES



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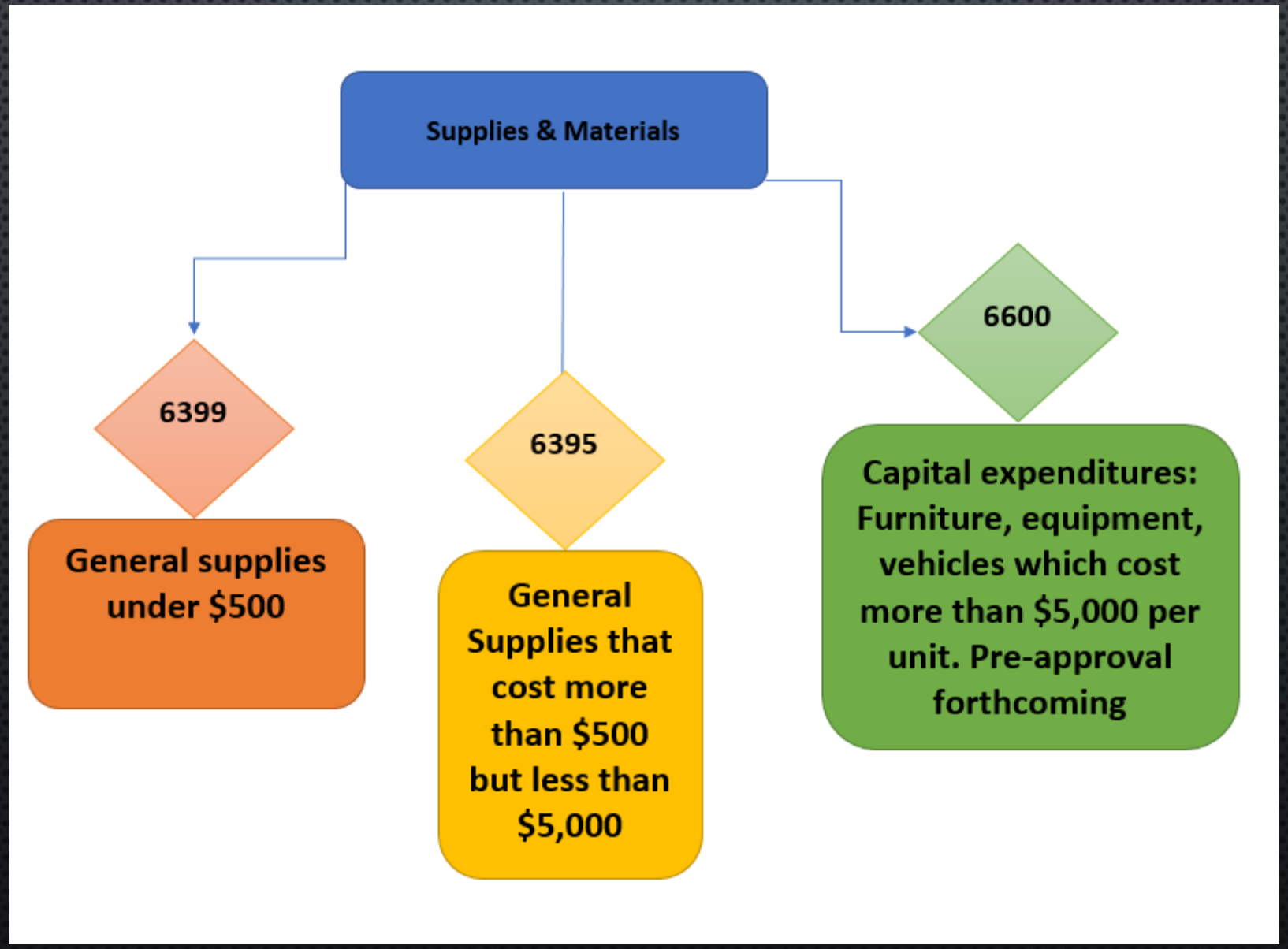

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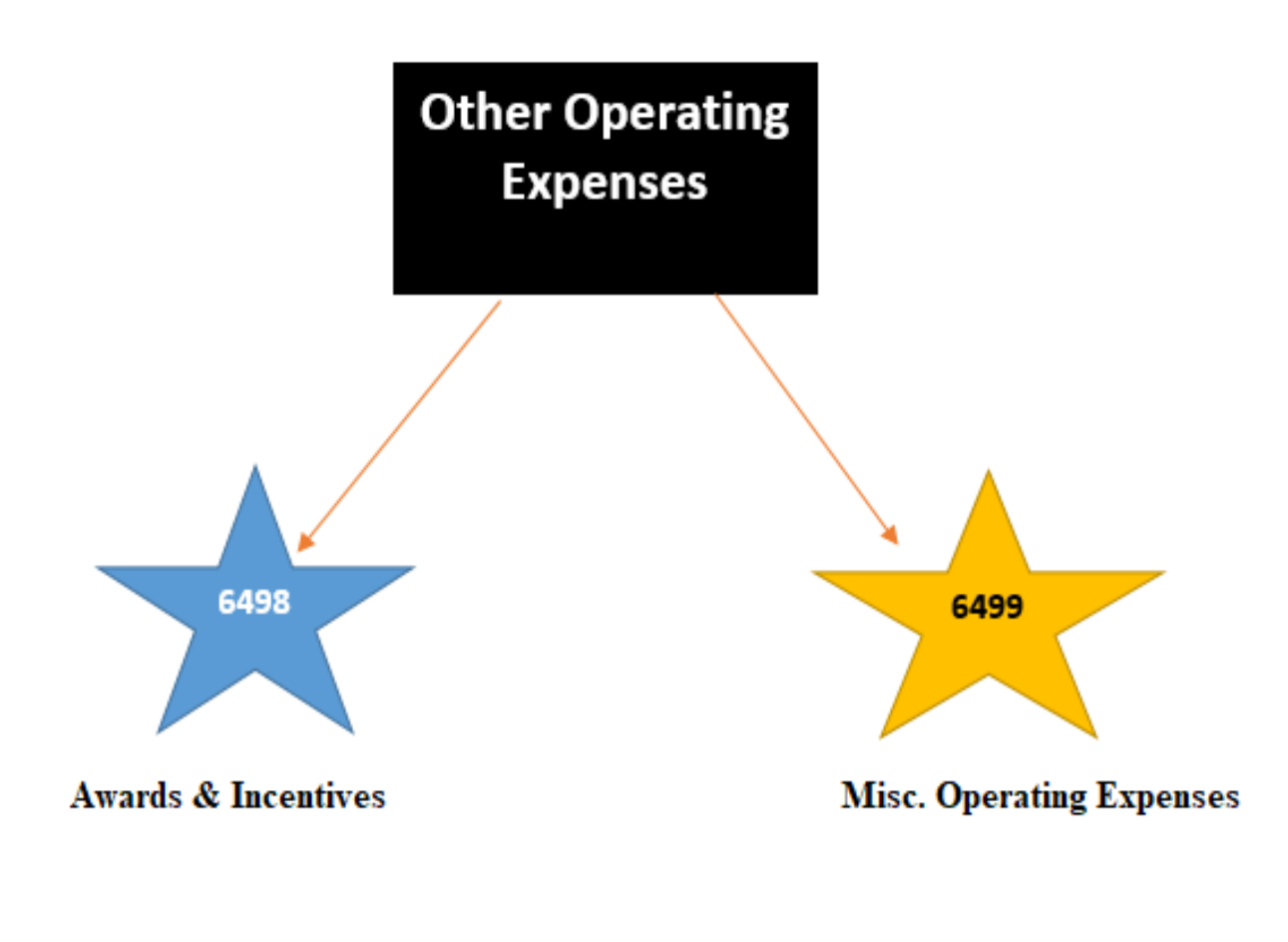

ACCOUNTING DEPARTMENT PERSONNEL

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

Contact Information:

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