



# **General Ledger and Position Budgeting**

**INFINITE VISIONS  
ACCOUNTING**  
Student Guide

## **PREREQUISITES**

None

## **COURSE OVERVIEW**

This session explores the different methods of budgeting within the General Ledger. During this session, participants learn how to:

- Create budget columns
- Input budget
- Use budget utilities
- Budget for payroll expenses

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# Section 1

## GENERAL LEDGER BUDGETING

### SECTION TOPICS

- Budget Configuration
- Input a Budget
- Post to Budget Journal
- Budget Utilities
- Reports

### NOTES LEGEND



Tip



Note



Best Practice



### Introduction

There are many different approaches to budgeting in the Infinite Visions Accounting system, and no one method is necessarily preferred over the other. It truly comes down to the requirements mandated by the state and personal preferences for working on budget.

## BUDGET CONFIGURATION

*General Ledger > Budgeting > Budgeting Configuration*

### Overview

Use 1 of the following programs to configure the system for budgeting:

- Budget Columns
- Budget Control Groups
- Input Budget
- Budget Input Definition

### Budget Columns

*General Ledger > Budgeting > Budgeting Configuration > Budget Column Maintenance*

Use this program to define Budget Types (columns) for tracking budget. The system typically comes with some preloaded budget types; however, they can be changed, and more columns can be added or deleted as necessary.

### Activity Overview

The following activity walks through the process of adding a budget column to track budget.



A

### Add a New Budget Column

**SCENARIO:** Business Manager, Owen Money, is ready to begin working on a proposed budget for the next fiscal year. Set up the following budget column.

1. Right-click in the Budget Column Maintenance grid and select *Add*. The Add Budget Column window displays. This window displays 2 tabs: Budget Column Information and Budget Notes (optional).
2. Enter the following information:

FIELD NAME	FIELD VALUE
<b>Budget Column Information</b>	
<b>Budget Type</b>	Next Year Proposed 4.00%
<b>Description</b>	Proposed
<b>Show Current Transactions</b>	Yes
<b>Use Journal</b>	No
<b>Status</b>	Unlocked
<b>Start Date</b>	7/1/xx
<b>End Date</b>	6/30/xx
<b>Position Budgeting</b>	None
<b>Notes</b>	4% increase to all expenditures including Payroll and Benefits.
<b>Budget Notes</b>	
<b>Budget Notes 1</b>	Yes
<b>Budget Notes 2</b>	Yes
<b>Budget Notes 3</b>	Yes

3. Mark the **Close this dialog after update?** checkbox.
4. Click **OK**. The added column displays at the bottom of the Budget Columns grid.

## NOTES ABOUT BUDGET COLUMNS

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The Budget Column Description should not contain an apostrophe.

---

To view current transaction in the budget column, mark the Show Current Transactions checkbox. Current transactions are any transactions posted during the current year (determined by the Fiscal Year Start and End Date entered in General Ledger > Configuration > General Ledger Default Settings. The system nets the difference between the debits and credits and displays the total as the YTD Transactions on the Budget Input windows.

---

To track changes to the budget column with journal entries, mark the use Journal checkbox. Once a budget journal entry is posted to a budget column with the checkbox marked, the setting cannot be changed. (See, Posting to a Budget Journal).

---

Use the Status field to control the amount of access to the Budget Column in the Budget Input and Budget Input Definition windows only. This field is only available to columns that do not use journal. From the Status dropdown, choose the status as applicable:

*Unlocked:* All users can access.

*Locked for DAC Users:* Users see only accounts that are assigned to their DAC that have the budget flagged as Allow budget adjustment.

*Locked for All Users:* No users can edit the column.

---

The Start Date field is for reference only. Enter a Start Date if applicable.

---

The End Date field is for reference only. Enter a Start Date if applicable.

---

From the Position Budgeting dropdown, select the applicable option:

- *None* - A standard account level budgeting column.
- *Basic* - A column to be used for position budgeting that imports positions/supplemental from payroll and use the templates for the benefits calculations.
- *Pro Forma Payroll* - A column to be used for position budgeting that imports positions/supplemental and benefits from a provisional database. Template masks are used for calculating benefits for vacancies.

NOTE To use the column for Position Budgeting, the column must be defined as Basic or Pro Forma Payroll.

---

Budget Notes is used to assign budget notes to the budget column. The Budget Notes display in the Account Level Budgeting grid in Budgeting > Budget Input for the selected Editable budget if Display Budgets Notes is marked in Filter Criteria. Budget Notes are editable. Budget Notes can also be copied from 1 column to another, but notes must be assigned prior to copying.

---

## Budget Control Groups

*General Ledger > Chart of Accounts > Budget Control Groups*

Use this program to define optional Budget Control Groups for budget or cash. These groups are subject to the Budget Control settings defined for each DAC in Security > Workflow Configuration > Distributed Accountability Centers.

Using budget control groups changes the way that the system checks budget or cash balances when requisitions are entered through Purchasing and Payables or the Warehouse module. Normally, if budget control groups are **not** in place, balances are checked on an account by account basis.

With Budget Control Groups in place, assign several account codes to a group. The budget amount for each account is added together to give a total for the group. When requisitions are entered, if there is budget capacity for the group, ordering can be done using individual accounts that may, by themselves, be over budget. This is illustrated in the following scenario:

### Example 1: No Control Group

Account A: \$15,000

Account B: \$19,000

Account C: \$45,000

### Example 2: Using a Control Group

Account A: \$15,000

Account B: \$19,000

Account C: \$45,000

**Group Total: \$79,000**

**Scenario:** A person orders supplies for a total of \$35,000 out of Account A. In Example 1, the order would not be allowed because the budget for Account A has been exceeded. However, in Example 2, the order would be fine because the \$79,000 total for all accounts in the group has not been exceeded.

Cash control groups can also be set up here. When adding a new group, choose Cash as the Type option and select a cash account from the Cash Account dropdown. When orders are entered using accounts in this group, the system checks the available balance of the cash account. If there is adequate cash, the system allows the order to go through, if the cash balance is negative, the order is stopped.



## Activity Overview

The following activities walk through the process of adding a control group and assigning accounts to the group.



### B Add a Budget Control Group

**SCENARIO:** The Business Manager is entering the budget and wants to create a control group for all supply accounts used by the Technology department.

1. Right-click in the Budget Control Groups grid and select *Add*. The Add Budget Control Group window displays.
2. Enter the following information:

FIELD NAME	FIELD VALUE
Group	Technology Supplies
Type	Budget
Cash Account	N/A

3. Mark the **Close this dialog after update?** checkbox.
4. Click **OK**.



### C Assign a Budget Control Group

*General Ledger > Chart of Accounts > Account Code Input*

1. In the **Account Filter** field type "001.40.???541?" and click **Apply Selection**. All supply accounts for the Technology department display in the grid. There is no Budget Control Group currently assigned to the accounts.
2. Highlight the accounts in the grid.
3. From the Actions menu, select **Assign Budget Control Groups**. The Assign Budget Control Group window displays.
4. From the **Budget Control Group** dropdown, select *Technology Supplies*.
5. Click **OK**. The Budget Control Group is assigned to all highlighted accounts in the grid.
6. Click **OK**.

When Technology uses these accounts to place orders, the system checks the budget against the control group instead of the individual account.



The Assign Budget Control Groups command can also be used to unassign a group for highlighted accounts by leaving the Control Group field blank.

## 2 BUDGET INPUT DEFINITION

*General Ledger > Budgeting > Custom Budget Input > Budget Input Definition*

If the regular budget input window isn't flexible enough, consider using this program to create a custom budget input window. Using a definition provides the ability to:

- Work with more than 3 budget columns in a grid
- Create comparison columns by dollar or percentage
- Run GL Report Writer Budget reports using a definition



### D Create a Budget Input Definition

1. Right-click in the Definitions grid and select *Add*. The Add Budget Input Definitions window displays.
2. In the **Name** field, type "Budget Comparison NY 4.00% to Current Budget".
3. Right-click in the grid and select *Add*. The Add Budget Input Detail window displays.
4. Enter the following columns (click **OK** to display a new Budget Input Detail window):

#### FIELD NAME

#### FIELD VALUE

##### Column 1

Description

Next Year Four Percent

Budget Column

Next year Proposed 4.00%

Sort Order

1

FIELD NAME	FIELD VALUE
Type	Budget
Editable?	Yes
Col 1	
Col 2	
<b>Column 2</b>	
Description	Budget
Budget Column	Current Budget
Sort Order	2
Type	Budget
Editable?	No
Col 1	
Col 2	
<b>Column 3</b>	
Description	Percent Difference
Budget Column	Current Budget
Sort Order	3
Type	Percent Difference
Editable?	No
Col 1	Budget
Col 2	Next Year Four Percent
<b>Column 4</b>	
Description	Notes
Budget Column	Current Budget
Sort Order	4

FIELD NAME	FIELD VALUE
Type	Blank Column
Editable?	No
Col 1	
Col 2	

5. Mark the **Close this dialog after update?** checkbox.
6. Click **OK**.
7. Click **OK**.

#### NOTES ABOUT BUDGET INPUT DEFINITION

Only 1 column can be marked as editable.

Budget columns set to Use Journal cannot be made editable.

The Col 1 and Col 2 fields are only required if establishing a column type of Percent Difference or \$ Difference.

Columns set up for Basic or Full Pro Forma Position Budgeting are not available for use in a Budget Input Definition.

## 3 INPUT A BUDGET

### Overview

The General Ledger module has multiple ways to input and maintain budget information. Evaluate each option below, and then decide which method works best for the district.

PROGRAM	DESCRIPTION
<b>Budget Input</b>	Budget Input works with 1 editable column and 2 additional columns for display purposes. Budget amounts can be entered by selecting the Edit Detail option. Budget Input provides the ability to transfer budget detail and apply factors to accounts.

PROGRAM	DESCRIPTION
<b>Budget Export/Import</b>	Budget Export/Import allows for the export/import of accounts from a Microsoft Excel spreadsheet. If you are more comfortable working on the budget in Excel, then this is the way to go!
<b>Budget Input Using Definition</b>	Budget Input Using Definition is like the Budget Input window but customizable to give more flexibility.

To Journal or Not to Journal?

Many state require the use of a budget journal entry system for tracking beginning budget and budget transfers. Lucky for you, the General Ledger module has 1 of these if you need it! Most of the budget options covered in this section interact with columns marked to Use Journal. We'll learn more about posting budget to a journal later in this section.



Remember, columns set to use the Basic or Full Pro Forma Position Budgeting do not display in these areas. (See, Budgeting for Payroll Expenses for more information about Position Budgeting).

## Budget Input

*General Ledger > Budgeting > Budget Input*

### Overview

Budget Input displays the selected budget columns in any of the 3 columns. The Account Level Budgeting grid displays the budget information and budget totals for the selected Editable column. This is the only column where changes can be made. The Edit Detail checkbox must be marked. To view budget notes, mark the Display Budget Notes checkbox.

While working with budget detail lines, the following commands are available from the Actions menu:

COMMAND	DESCRIPTION
<b>Transfer Detail to a Different Account</b>	Select this command to transfer a detail record from the current account code to a different account code. This command is only available if the Budget Column is not locked and is not designated to use journal.
<b>Apply Factor to Selected Accounts</b>	Select this command to enter the factor by which to increase or decrease the accounts in the grid. Entering a factor of 1.10 would result in a 10% increase, a factor of .90 would result in a 10% decrease. This command is not available in View Detail or Edit Detail mode.
<b>Mass Update Budget Notes</b>	Select this command to update a budget note for all accounts in the grid. This command is only available if the selected Editable column has budget notes assigned in Budgeting > Budgeting Configuration > Budget Column Maintenance > Budget Notes tab.

## Activity Overview

The following activity walks through the process of using the Budget Input window to enter a budget.



F

### Enter Budget Using Budget Input

**SCENARIO:** Earlier, we created a budget column named Next Year Proposed 4.00%. Now, let's enter our budget within Budget Input.

1. From the **Editable** dropdown, select *Next Year Proposed 4.00%*.
2. In the **Account Filter** field, type "001.40.???54??". In the training data base, this represents all supply accounts (54??) for the Technology DAC (Unit 40) in the General Fund (001).
3. Click **Apply Selection**.
4. Click the first record in the grid. Hold down the **SHIFT** key and click the last record (all records should be highlighted).
5. Right-click in the grid and select *Edit*. The Edit Budget Input window displays.
6. Enter the following budget amounts:

BUDGET COLUMN (TYPE)	ACCOUNT CODE	AMOUNT
Next Year Proposed 4.00%	001.40.100.5410	\$10,657.71
	001.40.100.5419	\$10,413.44
	001.40.100.5440	\$0.00
	001.40.200.5419	10,407.34
	001.40.300.5410	1,040.00
	001.40.300.5419	1,040.00
	001.40.300.5440	1,040.00
	001.40.300.5499	1,040.00

7. Review the budget number for accuracy.

#### NOTES ABOUT BUDGET INPUT

For revenue budgets, remember that budget figures should be entered as a negative number, or placed in the credit column if entered via budget journal entry.

A user assigned to a DAC that is not a General Ledger Site can only add budget for the accounts assigned to the DAC in Security > Workflow Configuration > DAC Accounts.

## Budget Export

*General Ledger > Budgeting > Import/Export Utilities > Budget Export*

### Overview

The Budget Export utility can be used to export all or part of the Chart of Accounts to Microsoft Excel.

### Activity Overview

The following activity walks through the process of exporting accounts to Excel.



G

### Export Budget Information

**SCENARIO:** Using the column created earlier, let's export some Technology Supply accounts to Excel to work on the budget.

1. From the **Budget Column** dropdown, select Next Year Proposed 4.00%.
2. In the **Account Filter** field, type "110.40.???54??".

3. Click **Apply Selection**. The applicable accounts display in the grid. Note the Amount and FTE column for these accounts display zero.
4. From the Actions menu, select **Export to Excel**. The data displays in an Excel worksheet.
5. In Excel, update the following accounts entering the following amounts:

ACCOUNT	FTE	AMOUNT
110.40.100.5410	0	\$650.00
110.40.100.5419	0	\$400.00
110.40.100.5440	0	\$500.00
110.40.200.5419	0	\$300.00
110.40.300.5410	0	\$650.00
110.40.300.5419	0	\$500.00
110.40.300.5440	0	\$500.00
110.40.300.5499	0	\$0.00

6. From the File menu, select **Save As**.
7. Browse to **C:\Infinite Visions** as specified by instructor.
8. Change the file name to "TechBudget.xls".
9. Click **Save**. If a message displays stating the file already exists, click **Yes** to overwrite the existing file.
10. Close the spread sheet.

#### NOTES ABOUT BUDGET EXPORT

The Zero Amount and Zero FTE options is used to zero out the respective fields. Remember, the system is not really zeroing out the actual budget in the selected column.

Mark the Rollup Accounts checkbox to roll up accounts with multiple budget detail lines into 1 line for the account.

Notes are also exported to the spread sheet and can be pulled back in with the Budget Import utility.



## NOTES ABOUT BUDGET EXPORT

---

Mark the Display Budget Notes checkbox to display the Budget Notes 1, Budget Notes 2, and Budget Notes 3 columns in the grid and to export notes to Excel. The budget column must have Budget Notes assigned in Budgeting > Budget Configuration > Budget Notes tab.

---

Use the Active column in the Excel spread sheet to identify and delete inactive accounts.

---

When accounts are exported to a spread sheet, the system checks to see if the account should be excluded from the DAC as specified in Security > Workflow Configuration > Distributed Accountability Centers > DAC Account Masks tab.

---

## Budget Import

*General Ledger > Budgeting > Import/Export Utilities > Budget Import*

### Overview

These utilities allow the import/export of a budget to and from Microsoft Excel. Many people prefer this method, as once the information is in a spread sheet, they can use the functions available in Excel to work with the budget data.

To import data from Excel, the spread sheet must be in a specific format (refer to the Help system for the Budget Import format). Map the Import Criteria (Account Column, Description Column, FTE Column, Amount Column, Position Column Note Column, and Budget Note 1, 2, and 3 (only active if Budget Notes assigned in Budgeting > Budgeting Configuration > Budget Notes tab) fields to the applicable spread sheet column prior to import. Another easy way to create a spread sheet in the correct format is to use Budget Export.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
<b>Import from Excel</b>	Select this command to import data from an Excel worksheet.
<b>Post Entries</b>	Select this command to post grid entries to the specified budget column.
<b>Clear Entries</b>	Select this command to clear the selected entries from the grid.

## Activity Overview

The following activity walks through the process of importing data from an Excel worksheet.



### G Import Budget Information

**SCENARIO:** Now that we have updated the Excel spreadsheet by entering budget amounts, let's import the data back into Infinite Visions and post it to the appropriate budget column.

1. From the **Budget Column** dropdown, select Next Year Proposed 4.00%.
2. From the Actions menu, select **Import from Excel**.
3. Browse to **C:\Infinite Visions** as specified by the instructor.
4. Double-click the **TechBudget.xls** file created in the previous exercise.
5. From the Actions menu, select **Post Entries**.
6. Click **Yes** to confirm message.
7. Click **OK** to acknowledge successfully posted message.

#### NOTES ABOUT BUDGET IMPORT

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You cannot import into a Budget Column marked Use Journal.

---

The budget import process does not import row 1 of the spread sheet, so do not enter data into the first row.

---

Use a period as the account delimiter in the spread sheet or don't use any delimiter.

---

Mark the Delete all detail for budget column checkbox to replace any pre-existing budget detail for the accounts being imported on the spread sheet, in the column being posted to.

- If neither checkbox is marked, the program deletes no detail; it just adds the imported information.
  - If both are marked, the program functions as if just Delete all detail for budget column was selected.
-

## NOTES ABOUT BUDGET IMPORT

Mark the Import to Inactive Accounts checkbox to allow imported budget data to affect accounts labeled as inactive in general ledger. This option only displays if the user has been given access in Security > User Security > GL Security Options.

When accounts are imported, the system checks to see if the account should be excluded from being assigned to the DAC as specified in Security > Workflow Configuration > Distributed Accountability Centers > DAC Account Masks tab.

When new general ledger accounts are created from importing budgets, the accounts are also added to the next fiscal year connection group if one exists.

Upon import, account descriptions greater than 50 characters are truncated and an Account Errors report is generated and displays in the Report Viewer.

## 4 BUDGET INPUT USING DEFINITIONS

*General Ledger > Budgeting > Custom Budget Input > Budget Input Using Definition*

### Overview

If Budget Input Definitions are created, Budget Input Using Definition is where they are selected to work with budget figures.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
<b>Apply Factor to Selected Accounts</b>	Select this command to apply a factor to the accounts filtered on the grid.
<b>Column Total</b>	Select this command to get a total for the budget in the selected column.

### Activity Overview

The following activity walks through the process of how to enter a budget using a definition.



E

## Enter Budget Using Budget Input Definition

1. From the **Budget Input Definition** dropdown, select *Budget Comparison NY 4.00% to Current Budget*.
2. Click **OK**.
3. In the **Account Filter** field, type “210.40.???54??”.
4. Click **Apply Selection**.
5. Click the first record in the grid. Hold down the **SHIFT** key and click the last record (all records should be highlighted).
6. Right-click in the grid and select *Edit*. The Edit Budget Input window displays.
7. Enter the following budget amounts:

ACCOUNT	FTE	AMOUNT
210.40.100.5410	0	\$5000.00
210.40.100.5419	0	\$5000.00
210.40.100.5440	0	\$0.00
210.40.200.5419	0	\$0.00
210.40.300.5410	0	\$1100.00
210.40.300.5419	0	\$0.00
210.40.300.5440	0	\$2500.00
210.40.300.5499	0	\$0.00

8. In the grid, review the budget entered.

## Activity Overview

The following activity walks through the process of how to apply a factor such as a percentage to selected accounts.



F

## Apply Factor to Selected Accounts

1. From the **Budget Input Definition** dropdown, select *Budget Comparison NY 4.00% to Current Budget*.
2. Click **OK**.

3. In the **Account Filter** field, type “210.40.???54??”.
4. Click **Apply Selection**.
5. From the Actions menu, select **Apply Factor to Selected Accounts**.  
The Budget Input Factor window displays.
6. In the **Factor** field, type “1.04%”.
7. Click **OK**.

Review the results in the Next Year 4 Percent column in the grid.

## 5 POST TO A BUDGET JOURNAL

### Overview

If the district uses a budget journal entry system for tracking the beginning budget and any subsequent adjustments, work with the following menu items:

MENU ITEM	DESCRIPTION
<b>Budget Journal Entry</b>	General Ledger > Journal Adjustments > Budget Journal Entry. Use this program to create balanced budget journal entries, where debits and credits must be in balance by Fund before the entry can be posted. Once the approved budget is established, use this program to make budget transfer entries.
<b>Budget Adjustment Entry</b>	General Ledger > Budgeting > Budget Utilities > Budget Adjustment Entry. Use this program to create single-sided budget journal entries. Typically, a one-sided entry is done when establishing your approved budget.

When working with budget entries, you’ll notice the Budget Column dropdown is restricted to only columns marked as Use Journal. The Actions menu commands for both windows are essentially the same, so we’ll just cover them once.

From these menu items, the following Actions menu commands are available:

COMMAND	DESCRIPTION
<b>Pre-Posting Report</b>	Select this command to create a report that displays what the journal entries would be if the current entries are posted.
<b>Post Entry</b>	After entering a journal entry or selecting a journal entry to reverse or copy, the entry must be posted to update the General Ledger.
<b>Reversing Entries</b>	Select this command to remove a posted journal entry by reversing the entry.
<b>Copy Entries</b>	Select this command to copy a posted journal entry. This command creates an exact duplicate of the selected journal entry with the current system date.  NOTE The Reversing Entries and Copy Entries commands are only available to users tied to a DAC with the General Ledger Site attribute.
<b>Approved Entries</b>	If using iVisions, select this command to post approved budget adjustments coming in from iVisions.
<b>Export Entry</b>	Select this command to export budget journal entries to Excel to work on them or to use Excel as a holding place for an unfinished journal entry.
<b>Import Entries</b>	Select this command to import journal entries from another application (e.g., Microsoft Excel) into the Journal Entries window in General Ledger. When importing from Excel, the program looks at all accounts on the spreadsheet, then generates a report with any inactive or missing accounts. When the file is imported, it populates the journal entry fields; therefore, the imported file should have the same columns.
<b>Discard Entry</b>	Select this command to discard the entire journal entry before posting.

## Activity Overview

The following activity walks through the process of creating a budget adjustment entry to add beginning balances.



### H Add a Budget Adjustment Entry

*General Ledger > Budgeting > Budget Utilities > Budget Adjustment Entry*

**SCENARIO:** It has been decided to use a budget journal. Enter a budget adjustment entry for part of the approved budget for the following new accounts:

1. In the Budget Adjustment Entry window, enter the following information:

FIELD NAME	FIELD VALUE
Date	7/3/20xx
Memo	Beginning Budget for Bond Building Fund
Reference	Budget Adjustment
Budget Type	Current Adopted
Budget Journal Type	Beginning Balance

2. Click **Add** on the tool bar or right-click in the Budget Journal Entry grid and select Add. The Add Budget Journal Entry window displays.
3. Add an entry (Click **OK** after each entry) for each of the following accounts:

ACCOUNT CODE	DESCRIPTION	DEBIT	CREDIT	FTE	POSITION
400.45.000.6100	(default)	\$25,000.00	\$0.00	0	
400.45.000.6200	(default)	\$895,000.00	\$0.00	0	
400.45.100.6300	(default)	\$120,000.00	\$0.00	0	
400.45.200.6300	(default)	\$64,000.00	\$0.00	0	

4. From the Actions menu, select **Post Entry**. A message displays. Click **Yes** to display the Manage JE Documents window. In this exercise, click **No** to continue with posting.

5. Review the Budget Journal Entry in the report viewer.
6. Click **OK** to acknowledge successfully posted message.

## Activity Overview

The following activity walks through the process of creating a budget journal entry to transfer monies.



### Add a Budget Journal Entry

*General Ledger > Journal Adjustments > Budget Journal Entry*

**SCENARIO:** A beginning budget is already established. Complete a budget transfer between accounts using a budget journal entry.

1. In the Budget Journal Entry window, enter the following information:

FIELD NAME	FIELD VALUE
Date	7/3/20xx
Memo	BAR – Transfer to 6200
Reference	Budget Adjustment
Budget Type	Current Adopted
Budget Journal Type	Adjustment

2. Click **Add** on the tool bar or right-click in the Budget Journal Entry grid and select *Add*. The Add Budget Journal Entry window displays.
3. Add an entry (Click **OK** after each entry) for each of the following accounts:

ACCOUNT CODE	DESCRIPTION	DEBIT	CREDIT	FTE	POSITION
400.45.000.6100	(default)	\$8,000.00	\$0.00	0	
400.45.000.6200	(default)	\$0.00	\$23,000.00	0	
400.45.100.6300	(default)	\$10,000.00	\$0.00	0	
400.45.200.6300	(default)	\$5,000.00	\$0.00	0	



4. From the Actions menu, select **Post Entry**. A message displays. Click **Yes** to display the Manage JE Documents window. In this exercise, click **No** to continue with posting.
5. Review the Budget Journal Entry in the report viewer.
6. Click **OK** to acknowledge successfully posted message.

## 5 BUDGET UTILITIES

### Overview

The following special budget utilities are available in Infinite Visions:

- Budget Copy Utility
- Budget Building Utility
- Budget Clearing Utility
- Update Budget Column Prior Year Transactions

### Budget Copy Utility

*General Ledger > Budgeting > Budget Utilities > Budget Copy Utility*

The Budget Copy Utility is used to completely copy 1 budget column to another column. Any values in the column being copied to, are overwritten, so use this utility with caution.

Once the approved budget is input into Infinite Visions, Tyler suggests using this utility to copy that column to another column to create a backup.

#### NOTES ABOUT BUDGET COPY UTILITY

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To increase or decrease the amounts copied by a factor, enter the percentage in the Factor field. This field is locked and set at 100% if copying a column with Use Journal marked.

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If the Copy from Column field is set to Use Journal, use the As of Date field to copy entries of the column up to and including the date entered.

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If the Budget Type being copied is marked Use Journal, the system enables selecting whether to create adjusting entries to synchronize the columns or clear the current journal entries and replace the budget column with new adjusting entries for the balance amount.

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## NOTES ABOUT BUDGET COPY UTILITY

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If a Use Journal Budget Column is copied to a Non-Journal Budget Column, the detail lines retain the amounts but not budget journal references.

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If Copy Budget Note(s) is marked, select the checkbox (All, 1, 2, 3) to designate the notes to copy. The Copy to Column must have budget notes marked in Budgeting > Budgeting Configuration > Budget Column Maintenance > Budget Notes tab. Otherwise, the following error message displays “Copy to Column must have budget noted defined before copy”.

After copy is complete, view the notes in Budgeting > Budgeting Configuration > Budget Column Maintenance by selecting the column from the Editable dropdown and marking the Display Budget Notes checkbox in the Filter Criteria. Click Apply Selection. The notes display in the Account Level Budgeting grid.

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### Budget Building Utility

*General Ledger > Budgeting > Budget Utilities > Budget Building Utility*

The Budget Building Utility is used to build a budget column by copying account balances from current fiscal year General Ledger transactions and open encumbrance amounts as of the selected date and/or to apply a factor to the resulting numbers.

This utility creates budget for all accounts that have YTD transactions. After running this utility, the budget may need to be revised to remove amounts that were created for accounts that aren't typically budgeted for (e.g., Asset, Liability, and Fund Balance).

### Budget Clearing Utility

*General Ledger > Budgeting > Budget Utilities > Budget Clearing Utility*

The Budget Clearing Utility is used to clear out budget columns.

## NOTES ABOUT BUDGET COPY UTILITY

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If the Zero Budget and FTE Amounts checkbox is marked, the detail lines are left in the account, but amounts are cleared. For budget journals, this option zeros out the detail, reverses out the column, and displays the Budget Journal Report.

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## NOTES ABOUT BUDGET COPY UTILITY

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If the Delete Detail Records checkbox is marked the utility deletes all the amounts as well as all detail lines for non-budget journals as well as budget journals. When used with the budget journal, no amounts are reversed and all budget journal entries for the affected budget journal are deleted.

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### Update Prior Year Transactions

*General Ledger > Budgeting > Budget Utilities > Update Prior Year Transactions*

The Update Prior Year Transactions utility enables copying all YTD transaction totals for the prior year accounts (if a prior year database in the current year connection group exists) into a selected budget column. For example, if GL Fiscal Year Rollover is complete but some additional processing has been done in the old fiscal year since, use this utility to update the new fiscal year budget column.

These prior YTD transaction totals display when the Show Current Transactions checkbox is disabled for the affected budget column.

## 6 REPORTS

REPORT	DESCRIPTION
<b>Budget Control Group Reporting</b>	This report displays budget control groups including the member accounts and their individual budgets. Reports can either be budget type or cash type. Choose for the report to Show Account Detail and the select to Show Transaction Detail and/or Encumbrances (If Show Encumbrance is marked, the system automatically marks Include Pre Encumbrance).
<b>Budget Journal by Entry</b>	This report displays all the detail about the selected budget entry, line number, accounts, descriptions, debit amount, credit amount, and master account entries.
<b>Budget Journal by Month</b>	This report displays budget journal transactions for the specified month and year.
<b>Budget Journal by Date Range</b>	This report displays by journal entry with a grand total for the report.

## SECTION 1 WRAP UP

In this section, we learned how to enter budget using Budget Input, Budgeting Input Using Definitions, and Budget Import. We reviewed the different Budget Utilities and worked with Budget Control Groups.

In the next section, we review the different types of General Ledger reports.

## SECTION 1 | ASSESSMENT

1. What program would be used to make a single-sided budget journal entry?
  - a. General Journal Entry
  - b. Budget Journal Entry
  - c. Budget Adjustment Entry
2. Which of the following programs is not used for inputting a budget?
  - a. Budget Input
  - b. Budget Import
  - c. Budget Input Using Definition
  - d. Position Budgeting
  - e. All the above
3. The Budget Building Utility creates a budget for accounts with year-to-date transactions.
  - a. True
  - b. False







# Section 2

## POSITION BUDGETING

### SECTION TOPICS

- ✦ Budget for Payroll Expenses
- ✦ Position Pre-Encumbrances

### NOTES LEGEND

-  Tip
-  Note
-  Best Practice
-  Warning

### Introduction

Payroll Salaries and Employer Paid Benefits typically account for a large portion of a school district's annual budget. The General Ledger and Payroll modules are designed to work together to provide a flexible set of tools to create budget detail for these types of expenditures.

## 1 BUDGET FOR PAYROLL EXPENSES

### Overview

There are currently 2 primary ways to create position budget information: Basic and Full Pro Forma.

In the Basic position budgeting process, start by forecasting next year salary amounts/placements in the current year database using utilities in the Salary Schedule Maintenance window of Payroll/HR. An option of importing these next year amounts into a work area is available before Forecasting Benefit information, and then posting the detail into a budget column that is selected to use the Basic position budgeting type (See, page 57 – Budget Column Maintenance).

If work furloughs, school closures, a significant number of RIFs, or major changes are anticipated to employer paid benefits in next year's budget, consider option #2, which is budgeting in a Provisional Database, and then Importing a Full Pro Forma payroll back into the current year using a budget column that is selected to use the Full Pro Forma Position Budgeting type. (See, page 57 – Budget Column Maintenance. For more information about Full Pro Forma, refer to the GL\_Position Budgeting Using a Provisional Database handout.

This training guide focuses on Basic Position Budgeting.

The following utilities are available to assist in Basic budgeting for Payroll expenses.

## Position Budget Template

*General Ledger > Budgeting > Position Budget Modeling > Position Budgeting*

As part of generating a complete budget for payroll, identify Position Budget Templates to enable the forecast of employer paid benefit expenses for your employees. When positions are imported into position budgeting, forecast benefits using different account masks and



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### Create a Position Budget Template

1. In the Positions Budget Templates grid, double-click the **Admin** template.
2. Add the following masks:

FIELD NAME	FIELD VALUE
Benefit Name	FICA
Account Offset	ER – Expense – FICA Employer
Employer Amount	\$0.00
Employer Percent	6.2000
Employer Maximum	\$0.00
Pre-Encumbrances	All

FIELD NAME	FIELD VALUE
Benefit Name	FICA Medicare
Account Offset	ER – Expense – FICA Employer
Employer Amount	\$0.00
Employer Percent	1.4500
Employer Maximum	\$0.00
Pre-Encumbrances	All



FIELD NAME	FIELD VALUE
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<b>Benefit Name</b>	Insurance
<b>Account Offset</b>	ER – Expense – Employer Benefits
<b>Employer Amount</b>	\$0.00
<b>Employer Percent</b>	0.5000
<b>Employer Maximum</b>	\$0.00
<b>Pre-Encumbrances</b>	All

FIELD NAME	FIELD VALUE
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<b>Benefit Name</b>	LTD Retirement
<b>Account Offset</b>	ER – Expense – Retirement Employer
<b>Employer Amount</b>	\$0.00
<b>Employer Percent</b>	0.5000
<b>Employer Maximum</b>	\$0.00
<b>Pre-Encumbrances</b>	All

FIELD NAME	FIELD VALUE
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<b>Benefit Name</b>	Retirement
<b>Account Offset</b>	ER – Expense – Retirement Employer
<b>Employer Amount</b>	\$0.00
<b>Employer Percent</b>	6.9000
<b>Employer Maximum</b>	\$0.00
<b>Pre-Encumbrances</b>	All



Once a Position Budget Template is defined, mass assign the template to the employees (Payroll > Employees > Employees Positions and Pay > Actions > Shortcuts > Mass Update Records) or assign to an individual in Payroll > Employees > Employee Positions and Pay > Information tab.

Remember, when working with Position Budgeting, run the Select Periods to Compute command from Payroll > Payroll Processing > Process Payroll to compute periods for the employer portion of benefits for encumbrances. Run this command any time changes are made to deductions and benefits to update the amounts associated with the accounts included in position budgeting

## Position Budgeting

*General Ledger > Budgeting > Position Budget Modeling > Position Budget Template*

The Position Budgeting program provides a separate play area to work on the payroll budget before creating budget detail lines in a Budget Column

Nothing done in this window has any impact on current year payroll. While working in this window, view 3 different types of information (other than Positions) by changing the Information Type filter criteria to one of the following:

- Positions – This is the system default view. The grid displays all position information that has been imported from Payroll.
- Position Funding Detail – The grid displays all position information from payroll, plus position funding detail. Funding information displays on the right-side of the grid after clicking Apply Selection.
- Benefit Detail – The grid displays all position information imported from payroll, plus position funding detail, plus any benefit forecasting that has been done.
- Position & Benefit Detail – The grid displays all position information imported from payroll and benefits assigned to the template.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
<b>Import Positions from Payroll</b>	Select this command to import position and supplemental pay information from the Payroll system. This command is only available when the Information Type field displays <i>Positions</i> .

COMMAND	DESCRIPTION
<b>Import Full Pro Forma Payroll</b>	Select this command to import position and benefit detail from a Provisional data base. This command is not available if the selected Position Column is Basic.
<b>Build Position Model</b>	Select this command when using the Import Full Pro Forma Process. This command is not available if the selected Position Column is Basic.
<b>Forecast Benefits</b>	If Position Budget Benefit Masks are created, select this command to create new benefit forecast information. Any previous forecasting information in this window is overwritten in the process. This command is only available when the Information Type field displays <i>Positions</i> .
<b>Create Budget Detail</b>	Select this command to post the position and benefit information in this window to an actual budget column.
<b>Delete Position Budget Records</b>	Select this command to delete all Position Budget and Forecast Benefit information in this window.
<b>Budget to Position Comparison Reports</b>	Choose whether to create a report to Compare Budget Amounts (reflects current FTE and Amount in the line detail from position & Budgeting grid. The Payroll data reflects current FTE and Budget amount from the Positions and Pay record) or to Compare to Actual Amounts (reflects current FTE and Amount in the line detail from Positions and Budgeting grid. Payroll data reflects Position Amount from Position and Pay record).

COMMAND	DESCRIPTION
<b>Position Budget Report</b>	Select this command to create a report using either the GL Balance Column or Payroll Budget Column as the budget source. The report using GL Balance Column details the position Budget amount from GL Default Settings Balance Column and subtracts the employee's Position & Pay Amount. The remainder is reported in the Variance and Percent columns. The report using Payroll Budget Column details the employee's Position and Pay Budget amount (Info tab) and subtracts the Amount (Pay tab) with the remainder reported in the Variance and Percent columns.



## K Forecast Next Year Salary Schedule Amounts

**SCENARIO:** Owen Money is working on next year budget projections. He's ready to forecast next year's salary and benefit expenditures and import the information into a Position Budget Column.

- Go to: **Payroll/HR > Salary Schedules > Salary Schedule Maintenance**. The Salary Schedules grid displays.
- Double-click the **Certified** salary schedule. The Edit Salary Schedule window displays.
- Choose the **Projection** tab. Currently, the projection amounts match current year amounts. Owen wants to apply a 4% increase to these salaries for next year.
- Highlight all the cells.
- From the Actions menu, select **Apply Formula**. The window displays.
- In the **Formula to Apply** field, type **"\*1.04"**. This multiplies the value in each cell by the number entered and increases the salaries by 4%. Leave the Decimal field at 2.
- Review the results and then click **OK**. The system updates the salary projections for all position tied to the schedule. No current year salary amounts are affected.
- Click **Yes**.
- Click **OK**.



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## Forecast Next Year Salary Schedule Amounts

In most cases, employees advance on the salary schedule next year. In this activity, certified employees advance 1 step (Year) for next year's projections.

1. Double-click the **Certified** Salary Schedule. The Edit Salary Schedule window displays.
2. Choose the **Projection Positions** tab.
3. From the Actions menu, select **Move Positions Down**. This advances the positions 1 step on the schedule.
4. Click **Yes** to continue. A report generates for any employees who could not move on the schedule because they are already at the maximum step.
5. Close the Report Viewer.
6. Review the results of the movement.
7. Click **OK** to save changes. The salary projections for all positions tied to the schedule update. No current year salary placements are affected.



In the real world, repeat the above steps for all current salary schedules. For this training, we update only the Certified salary schedule.



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## Set Up a Budget Column for Position Budgeting

Only the Budget Columns with Position Budgeting type set to Basic or Full Pro Forma can be used in the Position Budgeting windows. In the following activity, create a new budget column for Position Budgeting.

1. Navigate to **Budgeting > Budget Configuration > Budget Column Maintenance**.
2. Click **Add New Record** on the tool bar.
3. Enter the following:

FIELD NAME	FIELD VALUE
<b>Budget Type</b>	Position Budgeting
<b>Description</b>	Position Budgeting Column

FIELD NAME	FIELD VALUE
Show Current Trans	No
Use Journal	No
Status	Unlocked
Start Date	7/1/20xx
End Date	6/30/20xx
Position Budgeting	Basic
Notes	This column is used to import position budget information only.

4. Change the Position Budgeting selection from None to *Basic*.
5. Mark the **Close this dialog after update?** checkbox.
6. Click **OK** to save the changes. The new column displays in the Position Budgeting window.



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## Import Position Information from Payroll

Now, import payroll information into the Position Budgeting window. The import Positions from Payroll command takes a snapshot of the payroll data (using next year's salary projections) and moves it into the Position Budgeting window to edit the data and to create next year's budget. The following tasks can be done from this window.

- Add new positions not in the current year.
  - Delete positions in the current year but not budgeted for in the new year.
  - Adjust FTE, Salary Schedule Placements, Position Funding and other pay related fields.
  - View positions with multiple funding lines only if the information Type filter criteria is Position Funding Detail.
1. Navigate to: **Budgeting > Position Budget Modeling > Position Budgeting**.
  2. From the dropdown, select *Position Budgeting*.
  3. From the Actions menu, select **Import Positions from Payroll**.

4. Select the following import options:

FIELD NAME	FIELD VALUE
Position Status	Open
Include from Supplemental Pay Records	Yes
Payroll Fiscal Year	Current
Positions Linked to Salary Schedules	Next Year Amount
Positions Not Linked to Salary Schedules	Position Amount

5. From the Actions menu, choose **Select All**.
6. Click **OK**. The positions and supplemental pay records import.
7. Review the information in the grid and try some of the manual edits mentioned earlier, such as adding a new position record, deleting a record, or modifying pay information.
8. Click **OK** to acknowledge message.



## Forecast Employer Paid Benefits

In a previous activity, a Position Budget Template was created to forecast employer paid benefits based on flat dollar or percentage amounts tied to specific expense account masks. Now, apply these position budget templates to forecast benefit information for all the information currently in the Position Budgeting grid.

1. In the Position Budgeting window, verify Information Type is set to **Positions**. If not, the Forecast Benefits command is not available.
2. From the Actions menu, select **Forecast Benefits**.
3. Click **Yes** to continue. A progress bar displays as records calculate.
4. Click **OK** to acknowledge message.
5. To view forecast benefit amounts, change the Information Type at the top of the window to Positions & Benefit Detail.
6. Click **Apply Selection**.
7. Review the benefit information. If needed, rearrange the grid layout to view the amount and account columns.



Use the account mask filter criteria to verify specific expenditure accounts are correct for the benefits.



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## Posting Detail from a Position Budget Column into a Regular Budget Column

1. In the Position Budgeting window, verify the Information Type is set to **Positions**.
2. From the Actions menu, select **Next Year Proposed 4.00%**.
3. Consider the following 2 delete options: If no previous budgeting against salary and benefit accounts, leave both options disabled. If there is previous budget information in this column for the accounts to overwrite with the new forecast information, mark the **Delete Detail for Each Imported Account** checkbox.
4. Click **Yes** to proceed.
5. Click **OK** to acknowledge copy to budget message.



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## Viewing Position Budget Information on GL Budget Reports

Owen is now ready to review the results of his budgeting efforts on some General Ledger Report Writer reports. In the following activity, we'll create a new GL Budget Report and compare the 4.00% Proposed column to our current budget.



Remember, whichever budget type is selected as the Balance column in the General Ledger Defaults window controls what budget figures display on GL Reports created in the Report Writer.

1. Navigate to: **General Ledger > Reports > General Ledger Report Writer**.
2. Create the following report:

FIELD NAME	FIELD VALUE
<b>Name</b>	Next Year 3.00% Proposed Salaries and Benefits
<b>DAC</b>	Business and Finance Services
<b>Description</b>	Next Year 4.00% Proposed Salaries and Benefits
<b>Detail Level</b>	Transaction Only



FIELD NAME	FIELD VALUE
<b>Budget Col 1</b>	Current Working Budget
<b>Budget Col 2</b>	Next Year Proposed 4.00%
<b>Budget Col 3</b>	
<b>Selection Criteria</b>	All Funds All Units All Functions Object Codes 51?? – 53??

3. Click **OK** to save the report.
4. In the grid, highlight the new report.
5. From the Actions menu, select **Print Selected Report**.
6. Select **Print Budget Report**.
7. Click **OK** to display the report.
8. Review the report results.
9. Exit the Report Viewer.



Remember, the budget figures on the reports is controlled by the column Balance column in General Ledger > Configuration > General Ledger Default Settings. If necessary, change the column to view the budget entered in the activities on the reports.



## Q Run Position Reports

Position Reports is another good report for viewing position budget information. The report enables filtering for specific position information such as Position Type, DAC, Position Category, etc. and for multiple subtotal options.

Owen wants to view the detailed position information posted to his Next Year 4% Proposed Column.

1. Navigate to: **General Ledger > Configuration > General Ledger Default Settings**.
2. From the **Balance Column** dropdown, select *Next Year Proposed 4.00%*.
3. Navigate to **General Ledger > Budgeting > Position Budget Modeling > Position Report**.

4. Create the following report:

FIELD NAME	FIELD VALUE
Position Status	Open
DAC	Capital City Elementary
Position Type	Teacher
Position Category	All
Position Classification	All
Vacancy	All
Subtotal By	Description
Budget Source	GL Balance Column

5. Click **OK** to run the report.

6. Review the report results.

7. Exit the Report Viewer.

## 2 POSITION PRE-ENCUMBRANCES

### Overview

Use this program to track payroll pre-encumbrances for vacant positions, vacant supplemental pays, and benefits. In General Ledger > Configuration > General Ledger Default Settings, mark the Track Payroll Pre-Encumbrances checkbox.

From the Actions menu the following command is available:

COMMAND	DESCRIPTION
<b>Calculate Pre-Encumbrance for Payroll</b>	Select this command to recalculate the pre-encumbrance amount. When selected, the system calculates the remaining balance for open vacant positions and supplemental pays for the salary records. This utility also calculates pre-encumbrances for any hourly time card positions using the Pre Enc field in the Employee Positions and Pay window of Payroll/HR. Any records defined in the position budget benefit masks are applied for the benefits

### 3 REPORTS TO REVIEW

#### Overview

General Ledger > Reports

**Budget Control Group Reporting:** Displays budget control groups including the member accounts and their individual budgets. Reports can be either budget type or cash type. You can choose for the report to Show Account Detail and then select to Show Transaction Detail and/or Encumbrances (If Show Encumbrance is selected, the system automatically selects Include Pre Encumbrance).

**Student Activities:** The Student Activities Report shows the calculated cash balances from a fund balance account. The report allows for multiple fund balance accounts within a fund linking revenue and expenditures by a specific element. this report is also used for Grant Project Tracking.

From the Actions menu, the following command is available:

**Report Setup:** Select this command to complete the required setup prior to running the report.

**Consolidation Reporting:** Consolidation Reporting is the updated version of the Consolidated Board Report (2x). This report displays data matching the selected detail element and account mask.

From the Actions menu, the following command is available:

**Report Setup:** Select this command to complete the required setup prior to running the report.

General Ledger > Reports > Journal Transactions

**Budget Journal by Entry:** Report displays detail about the selected budget entry, line number, accounts, descriptions, debit amount, credit amount, and master account entries.

**Budget Journal by Month:** Displays budget journal transactions for the specified month and year.

**Budget Journal by Date Range:** Displays a report by journal entry, with a grand total for the report.

General Ledger > Budgeting > Position Budget Modeling > Position Budgeting

**Budget to Position Comparison Reports:** Choose whether to compare to budget amounts or actual amounts. Report prints all the budget data and then the payroll data line by line. Report options include Compare to Actual Amount and Compare to Budget Amount.

**Position Budget Report:** This report shows the budget, the paid amount, the encumbrance, and the variance. You can run the report by account number or by position (DAC, Type, Description). Choose to include subtotals and to include all positions where the variance is not zero. Report options include by Account Code, Position Description, Comparison by Account Code and Comparison by Position Description.