

BS&A Budget Entry and Reporting

Logging In

On your desktop you should have a folder titled Equalizer.Net Applications. Within this folder will be all of the BS&A programs installed on your workstation. If you are not finding a specific program, contact IT for assistance in having it installed.



To log in to a program double click on the specific module and the following screen will appear:

A dialog box titled "Login to General Ledger" with the GL.NET logo and "by BS&A SOFTWARE". It contains a "Username:" field with "WINDOWS LOG IN NAME" entered, a "Password:" field, "Login" and "Cancel" buttons, and a "Database Connection Valid" status. At the bottom, it shows "Current Server: DBANEKT560A\BSA14" and links for "Click to Setup..." and "Help...".

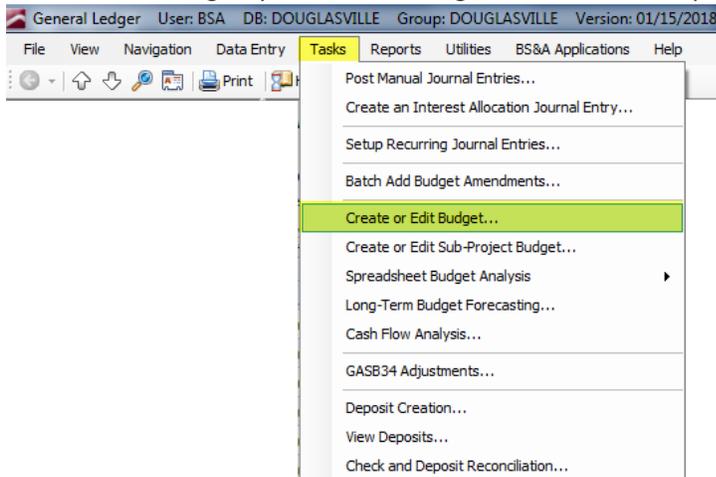
Your Username will show up in CAPS and is the same as your windows log in name.

Your password is case sensitive and is the same password you use to log in to windows.

Simply click 'Login' and you will enter the database.

Entering the Budget

To enter the budget, you will need to go to Tasks in the top tool bar and select 'Create or Edit Budget...'



Once you have selected this, the following window will open allowing you the option to filter what part of the budget you wish to work on:

If you would like to only work on a portion of your budget at this point, you can use any of these filters to restrict the accounts that are displayed.

Note: you will only have access to the line items you have previously been given access to, so this filter is only if you wish to work on a portion of the budget you are responsible for at this time. For example, if I wanted to work on just my general fund budget, I would 'Select Funds...' and choose only General Fund, and then say OK on this screen.

Once you have set your filters, if any, the screen will look like the following:

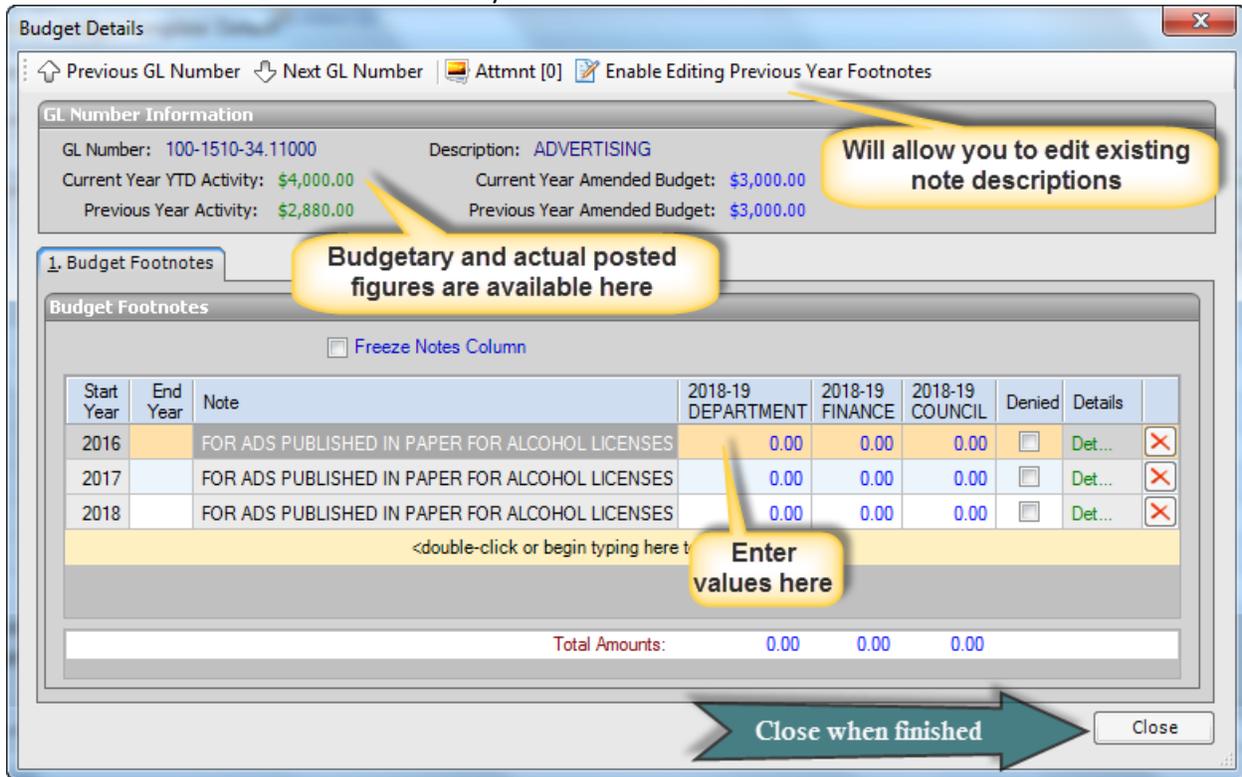
	GL #	Description	2017-18 Activity	2017-18 Amended Budget	2018-19 DEPARTMENT	2018-19 FINANCE	2018-19 COUNCIL
R	100-1510-34.11000	ADVERTISING	4,000	3,000	0	0	0
R	100-1510-34.11931	MISC REVENUE	633	2,000	0	0	0
R	100-1510-38.99005	REIMBURSEMENT-MISC REVENUE	1,414	0	0	0	0
E	100-1510-52.11210	ACCOUNTING FEES	46,100	76,000	0	0	0
E	100-1510-52.11230	LEGAL	0	0	0	0	0
E	100-1510-52.11290	OTH PROFESSIONAL SERVICES	90,466	111,227	0	0	0
E	100-1510-52.22210	REPAIRS & MAINT/EQUIP MAINT	0	1,500	0	0	0
E	100-1510-52.22321	LEASE	0	0	0	0	0
E	100-1510-52.33205	POSTAGE AND SHIPPING	3,849	7,200	0	0	0
E	100-1510-52.33210	COMMUNICATIONS / TELEPHONE	0	0	0	0	0
E	100-1510-52.33300	OTH PURCH SVCS-ADVERTISING	3,740	3,500	0	0	0
E	100-1510-52.33400	OTH PURCH SVCS-PRINTING/BINDI	0	250	0	0	0
E	100-1510-52.33500	OTH PURCH SVCS-TRAVEL	0	0	0	0	0
F	100-1510-52.33600	OTH PURCH SVCS-DUES AND FFES	91	1,943	0	0	0
		Total Revenues:	6,047	5,000	0	0	0
		Total Expenditures:	165,770	247,847	0	0	0
		Net Rev/Exp:	-159,723	-242,847	0	0	0

GL Number: 100-1510-34.11000 % Changed From 2017-18 Amended: 0.00 Department Total: 0
 Budget Level: % Changed For All Revenues From 2017-18 Amended: 0.00 Classification Total: 0
 % Changed For All Expenditures From 2017-18 Amended: 0.00 Department Total % Changed: 0.00

1. R = Revenue, E=Expenditure
2. Current year's activity
3. Current year's budget
4. Your budget level (double-click to enter amounts)
5. Enter amounts in mass

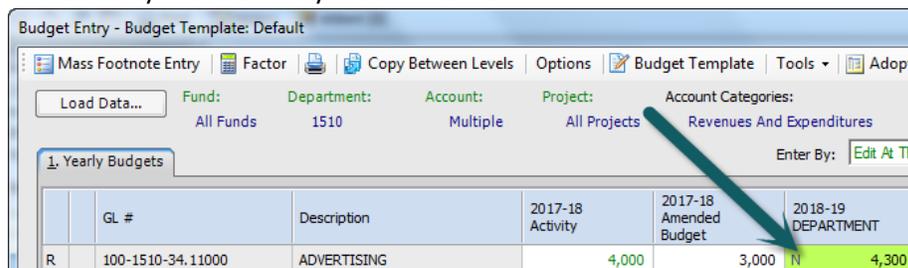
You are required to explain where the budget figures have come from. To accomplish this, you will need to either double-click in the Department level budget column, or enter through the Mass Footnote Entry screen (item 5 from photo above)- both will accomplish the same end result.

If you are going to double-click on the individual line item, you must be in the Department column and the window will look similar to this after you have double-clicked:



- If you have any supporting documentation for your budgetary figures, and would like to include them in this you may attach them at the top by clicking the “Attmnt” – this will work the same as it does when you are entering in accounts payable or purchase order.
- If you need to update the Note, there is a button indicated at the top you must click to activate the field
- You may cycle to the next line item using the ‘Previous GL Number’ or ‘Next GL Number’ buttons in the top left of this window

When you have closed the entry window, you will notice your figures are highlighted in green – this is to indicate an entry that has not yet been saved.



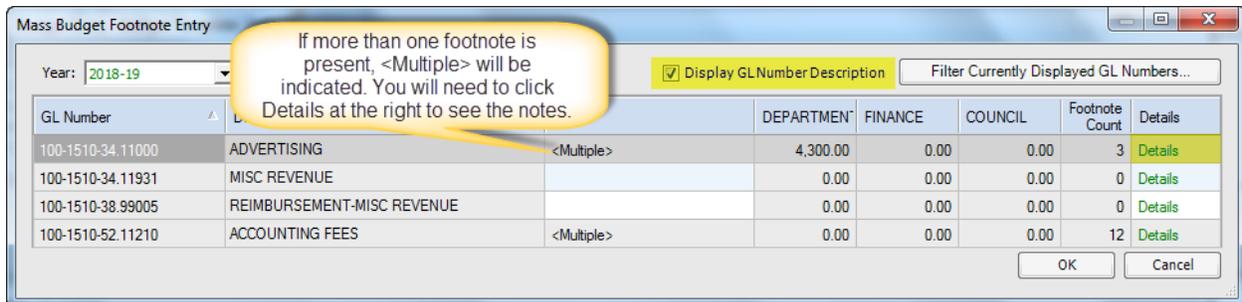
Once you Save (bottom right) the figures will no longer be highlighted.

Mass Footnote Entry

An alternative to double-clicking for each line item, and/or cycling through the records is to enter the footnotes and figures in mass. In the top right of the window, you will see a button indicated below:



That will open a window that will look like the following:



You will want to ensure the checkbox highlighted is checked so that the description of each line item displays. If you only have one explanation for the budget for that line item, enter it here and the department column will activate for you to enter the figures. If you have multiple notes that will in total make up the line item, you will click Details at the right and enter them.

Once you have finished entering in figures in mass, you may click OK in the bottom right and the window will go back to the standard budget entry screen. You will notice multiple lines are highlighted in green to indicate that changes were made, but that have not yet been saved.

Once you are finished entering your figures, you will want to check the totals at the bottom of the budget entry screen:

GL #	Description	2017-18 Activity	2017-18 Amended Budget	2018-19 DEPARTMENT	2018-19 FINANCE	2018-19 COUNCIL
R 100-1510-34.11000	ADVERTISING	4,000	3,000	N 4,300	0	0
R 100-1510-34.11931	MISC REVENUE	633	2,000	N 10,000	0	0
R 100-1510-38.99005	REIMBURSEMENT-MISC REVENUE	1,414	0	0	0	0
E 100-1510-52.11210	ACCOUNTING FEES	46,100	76,000	0	0	0
E 100-1510-52.11230	LEGAL	0	0	0	0	0
E 100-1510-52.11290	OTH PROFESSIONAL SERVICES	90,466	111,227	N 10,800	0	0
E 100-1510-52.22210	REPAIRS & MAINT/EQUIP MAINT	0	1,500	0	0	0
E 100-1510-52.22321	LEASE	0	0	0	0	0
E 100-1510-52.33205	POSTAGE AND SHIPPING	3,849	7,200	0	0	0
E 100-1510-52.33210	COMMUNICATIONS / TELEPHONE	0	0	0	0	0
E 100-1510-52.33300	OTH PURCH SVCS-ADVERTISING	3,740	3,500	N 3,500	0	0
E 100-1510-52.33400	OTH PURCH SVCS-PRINTING/BINDI	0	250	0	0	0
E 100-1510-52.33500	OTH PURCH SVCS-TRAVEL	0	0	0	0	0
F 100-1510-52.33600	OTH PURCH SVCS-DUES AND FEES	91	1,943	0	0	0
Total Revenues:		6,047	5,000	14,300	0	0
Total Expenditures:		165,770	247,847	14,300	0	0
Net Rev/Exp:		-159,723	-242,847	0	0	0

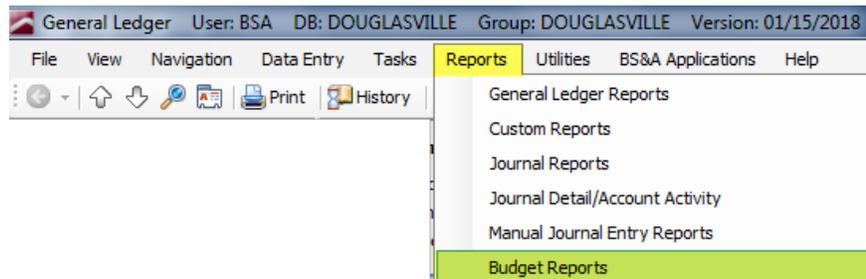
GL Number: 100-1510-52.33300 % Changed From 2017-18 Amended: 0.00 Department '1510' Total: 14,300
 Budget Level: 2018-19 DEPARTMENT % Changed For All Revenues From 2017-18 Amended: 186.00 Classification 'UNK_EXP' Total: 14,300
 % Changed For All Expenditures From 2017-18 Amended: -94.23 Dept '1510' % Changed: -94.23

Additionally, if you are interested in additional statistics, there are calculated change percentages and other total's displayed at the bottom of this window:

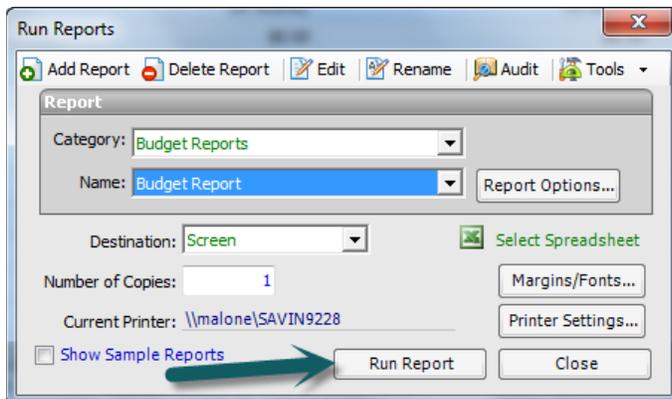
1. Yearly Budgets		Enter By: Edit At The General Ledger Number Level					
	GL #	Description	2017-18 Activity	2017-18 Amended Budget	2018-19 DEPARTMENT	2018-19 FINANCE	2018-19 COUNCIL
R	100-1510-34.11000	ADVERTISING	4,000	3,000	N	4,300	0
R	100-1510-34.11931	MISC REVENUE	633	2,000	N	10,000	0
R	100-1510-38.99005	REIMBURSEMENT-MISC REVENUE	1,414	0		0	0
E	100-1510-52.11210	ACCOUNTING FEES	46,100	76,000		0	0
E	100-1510-52.11230	LEGAL	0	0		0	0
E	100-1510-52.11290	OTH PROFESSIONAL SERVICES	90,466	111,227	N	10,800	0
E	100-1510-52.22210	REPAIRS & MAINT/EQUIP MAINT	0	1,500		0	0
E	100-1510-52.22321	LEASE	0	0		0	0
E	100-1510-52.33205	POSTAGE AND SHIPPING	3,849	7,200		0	0
E	100-1510-52.33210	COMMUNICATIONS / TELEPHONE	0	0		0	0
E	100-1510-52.33300	OTH PURCH SVCS-ADVERTISING	3,740	3,500	N	3,500	0
E	100-1510-52.33400	OTH PURCH SVCS-PRINTING/BINDI	0	250		0	0
E	100-1510-52.33500	OTH PURCH SVCS-TRAVEL	0	0		0	0
F	100-1510-52.33600	OTH PURCH SVCS-DUES AND FFES	91	1,943		0	0
Total Revenues:			6,047	5,000		14,300	0
Total Expenditures:			165,770	247,847		14,300	0
Net Rev/Exp:			-159,723	-242,847		0	0
GL Number: 100-1510-34.11000			% Changed From 2017-18 Amended: 43.33		Department '1510' Total: 14,300		
Budget Level: 2018-19 DEPARTMENT			% Changed For All Revenues From 2017-18 Amended: 186.00		Classification 'UNK_REV' Total: 14,300		
			% Changed For All Expenditures From 2017-18 Amended: -94.23		Dept '1510' % Changed: 186.00		

Budget Reporting

The recommended budget report will be found by going to Reports in the top tool bar, and selecting Budget Reports:



This will open the following window for you to select the report from:



You will want to select the report called Budget Report and click 'Run Report' at the bottom – this will open the report options.

Budget Report Options

Budget Report - Options

Budget Report Options: **Current Budget Entry Screen Settings** Misc Options...

New... Save... Delete...

Report Columns

Add: Activity... Amnd/Orig Budget... Budget Approval Levels...
Calculated Value... % Change... Amount Change...

Selected Columns

Year	Level	Budget Level
2017-18	Activity	
2017-18	Amended Budget	
2018-19	DEPARTMENT	1
2018-19	FINANCE	2
2018-19	COUNCIL	3

Remove Selected Remove All Adjust Years... Sort By Year...

GL Number Filters

Fund: Select Funds... All Funds

Department: Select Depts... All Departments

Account: Select Accounts... All Accounts

Project: Select Projects... All Projects

Account Type: Revenues And Expenditures

Revenue Values: Detail by GL#

Expenditure Values: Detail by GL#

Calc 'Actual' as of: 06/30/2018

Print Footnotes: After each Account

Skip Accounts With Zero Balance/Activity

Print Subtotals By...

Fund Department Account Category Function Classifications: Account Classification

Project Account Type Show Totals Only

Subtotals Sort Order And Page Breaks...

Code:

Subtotal Classification Level: 4

Set Fonts... Reset Fonts

Run Cancel

1. Use the report columns to decide what you would like to include in your budget report
2. Re order the columns, if needed, using these arrows. In this example 2017-18 Activity will be the left most column of the report, while 2018-19 COUNCIL will be the far right column.
3. Select filters, if desired, to restrict the accounts you are looking at. If you do not select any, you will only have access to previously granted line items.
4. Print Footnotes – After each Account: this will display the descriptions you have entered during budget entry along with their values
5. Choose how you would like to subtotal the report – Account Category will separate Revenues from Expenditures
6. In future years, you can 'Adjust Years' by 1 and it will advance forward the dates in all of the columns. This way you don't have to rebuild the report parameters every time.