

Budget Entry & Reporting

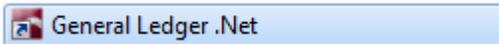
This document will serve as a short guide to the basic functions within General Ledger available for use by Departmental Users. These functions will include GL Details Lookup, Reporting, and Department Budget Entry within the parameters of each user's Department GL #'s.

Logging in to General Ledger

Locate the Icon on your desktop entitled Equalizer.Net Applications and double click.



Find General Ledger from the available program list, and double click to open.



GL Details

Make sure you are on the GL Details screen upon login as shown.

General Ledger User: BSA DB: Prelim Group: DOUGLASVILLE Version: 06/01/2017

File View Navigation Data Entry Tasks Reports Utilities BS&A Applications Help

Print History Attmnt [0]

Application Views

- GL Details
- Manual Journal Entry
- Tables: Chart of Accou...
- Program Setup

Quick Search

- GL Number F4
- All Journal Entries F5
- Manual Jml Entries F6

Notifications

Recurring Journal Entries

- None by amount
- None by percent
- View All Recurring JEs

Unposted Journal Entries:

- None

Awaiting Approval

- None

View GL Number: 100-0000-11.11100 CLAIM ON CASH

Fund: 100 GENERAL FUND Project:

Department: 0000 <No Description>

Category/Type: Assets - Due From Other Funds

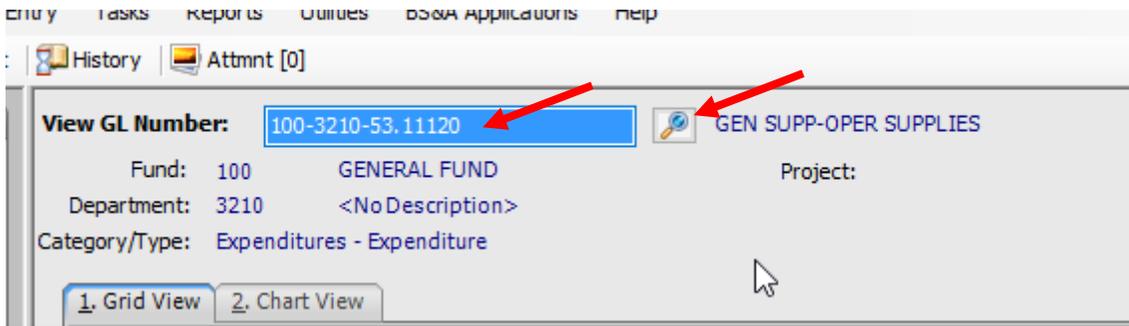
1. Grid View 2. Chart View

Period	DR Activity
07/31/2016	\$1,324,245.10
08/31/2016	\$1,412,613.07
09/30/2016	\$1,282,419.47
10/31/2016	\$4,791,035.51
11/30/2016	\$6,465,972.69
12/31/2016	\$4,481,895.54
01/31/2017	\$2,646,926.99
02/28/2017	\$4,297,979.31
03/31/2017	\$1,556,170.48
04/30/2017	\$1,607,341.15
05/31/2017	\$640,103.36
06/30/2017	\$0.00

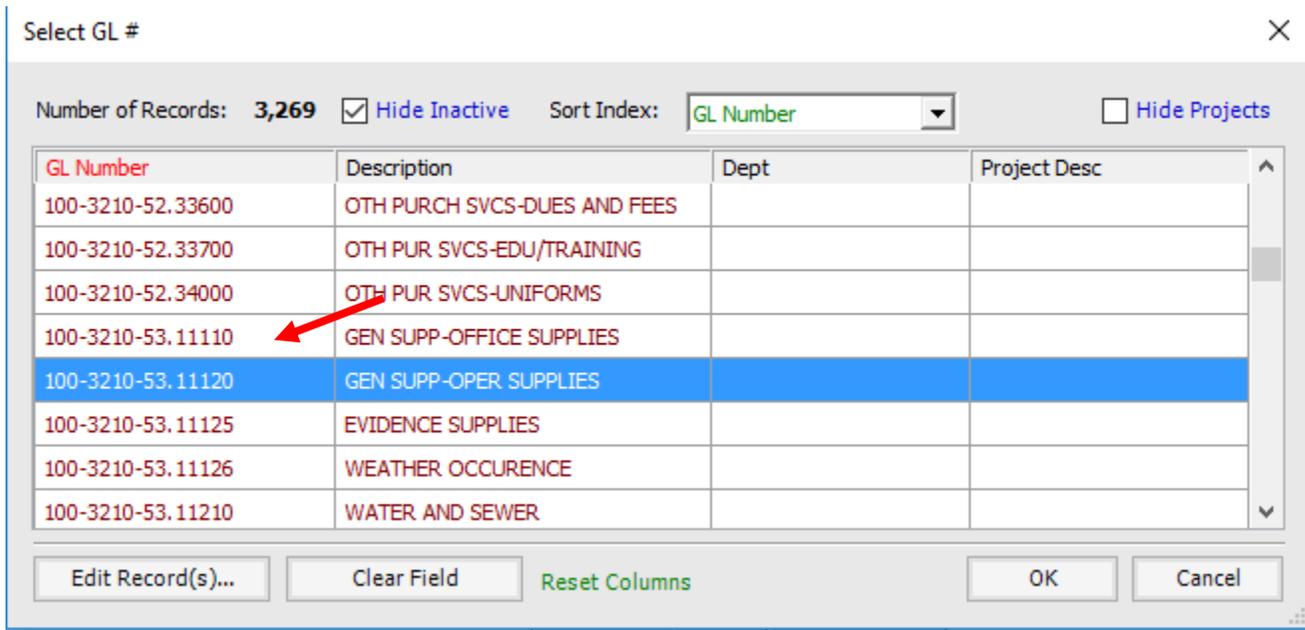
Budget Information

15-16	16-17	17-18

On the GL Details screen, you are able to seek out detailed information on a single GL number. Simply enter the GL number into the field **OR** click on the magnifying glass to choose from a table of available GL numbers.



For our example, we have chosen the GL # 101-3210-53.11120 (GEN SUPP-OPER SUPPLIES).



30 accounting periods worth of detail will be available for the chosen GL number (last fiscal year, current fiscal year, and 6 months into the upcoming fiscal year). Shown in this screen will be the total debits, credits, net activity, and account balance through the end of the period. Each period has a green clickable link, which are highlighted below, allowing you to see the detail of that month's activity.

Period	DR Activity	CR Activity	Net Activity	Balance DR (CR)
06/30/2015	\$662,397.68	\$1,879,044.95	(\$1,216,647.27)	\$1,876,846.30
07/31/2015	\$1,112,134.65	\$2,088,881.87	(\$976,747.22)	\$900,101.08
08/31/2015	\$2,352,645.46	\$1,720,124.97	\$632,520.49	\$1,532,621.57
09/30/2015	\$943,887.28	\$1,441,567.77	(\$497,680.49)	\$934,941.08
10/31/2015	\$1,734,655.81	\$2,134,427.77	(\$399,771.96)	\$575,169.12
11/30/2015	\$2,735,196.71	\$1,967,686.47	\$1,867,504.24	\$1,742,673.36
12/31/2015	\$7,499,805.63	\$6,562,126.67	(\$1,122,312.04)	\$620,359.32
01/31/2016	\$0.00	\$0.00	\$0.00	\$620,359.32
02/29/2016	\$8,057,997.05	\$1,365,216.16	\$4,692,780.89	\$5,313,133.21
03/31/2016	\$1,174,381.48	\$1,043,124.35	(\$668,540.87)	\$1,644,592.34
04/30/2016	\$885,412.76	\$2,028,149.68	(\$1,152,736.92)	\$3,491,853.42
05/31/2016	\$821,948.70	\$1,978,920.23	(\$1,156,971.53)	\$2,334,881.89
06/30/2016	\$2,483,049.29	\$3,891,645.33	(\$1,438,596.04)	\$996,285.85
07/31/2016	\$1,839,746.10	\$2,367,569.05	(\$527,822.95)	\$468,462.90
08/31/2016	\$1,832,037.61	\$1,680,381.66	\$151,655.95	\$620,118.85
09/30/2016	\$3,525,005.45	\$1,498,281.88	\$2,026,723.57	\$2,546,842.42
10/31/2016	\$1,352,217.90	\$2,705,972.75	(\$1,233,754.85)	\$1,313,087.57
11/30/2016	\$3,065,347.04	\$2,179,971.16	\$885,375.88	\$2,078,463.45
12/31/2016	\$0.00	\$599,462.90	(\$599,462.90)	\$1,479,000.55
01/31/2017	\$0.00	\$0.00	\$0.00	\$1,479,000.55
02/29/2017	\$0.00	\$0.00	\$0.00	\$1,479,000.55
03/31/2017	\$0.00	\$0.00	\$0.00	\$1,479,000.55
04/30/2017	\$0.00	\$0.00	\$0.00	\$1,479,000.55
05/31/2017	\$19,783.00	\$0.00	\$19,783.00	\$1,498,783.55
06/30/2017	\$0.00	\$0.00	\$0.00	\$1,498,783.55

Clicking on the period ending 5/31/2017 will open up the detailed activity for that month. In our example, we can see that there were numerous entries for the month of May. We can further “drill down” into the individual activity lines to see the underlying details by clicking one of the lines.

GL Activity

GL Number: 100-3210-53.11120 Start Date: 05/01/2017 End Date: 05/31/2017

AP Journals - Print: Vendor Name/Invoice Description CR Journals - Print: Jnl Line Description

CD Journals - Print: Check Number GJ Journals - Print: Default

Date	JNL	Description	Reference #	Debits	Credits	Balance
05/01/2017		100-3210-53.11120 GEN SUPP-OPER SUPPLIES				1,927.27
05/02/2017	OH	024751-042417 HOME DEPOT Refund for s	OH004238		6.93	1,920.34
05/02/2017	OH	17-2994 FRANCES FLORIST Invoice	OH004238	35.00		1,955.34
05/02/2017	OH	024751-042417 HOME DEPOT 04/24/17 Pur	OH004238	105.93		2,061.27
05/02/2017	OH	BOA2799-041517 BANK OF AMERICA Nationa	OH004238	195.00		2,256.27
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS PD Fall	OH004241	9.54		2,265.81
05/09/2017	OH	028816 WAL-MART Candy for Chie	OH004241	12.75		2,278.56
05/09/2017	OH	118130 LABORCHECK INC Invoice	OH004241	16.95		2,295.51
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS Fall fe	OH004241	19.20		2,314.71
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS Monies	OH004241	20.00		2,334.71
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS Purchas	OH004241	21.19		2,355.90
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS Pizza p	OH004241	34.09		2,389.99
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS Purchas	OH004241	37.40		2,427.39
05/09/2017	OH	PCPD-050517B CASH (PETTY CAS Leaders	OH004241	79.23		2,506.62
05/09/2017	OH	17-3095 FRANCES FLORIST Invoice	OH004241	80.00		2,586.62

A new window will open that provides more detail on the line, or transaction, you chose. Once you are done viewing, click the ‘X’ in the top right corner to get back to the May 2017 activity details screen.

Journal Entry

View Journal Entry Report

Journal Entry Information

GL Transaction Number: 64186 Name:

Journal Code: OH Description: OH 05/02/2017

Post Date: 05/02/2017

Date Journalized: 05/02/2017 Posted From: None

Journalized By: BYRDS Summary: No

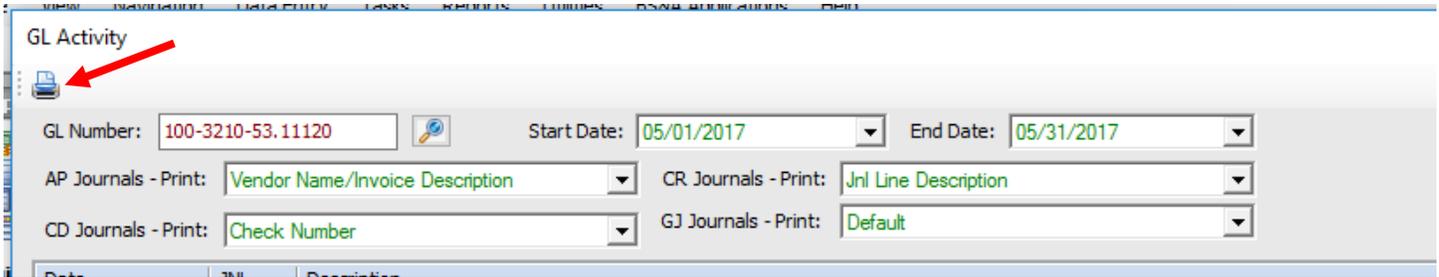
Reference: OH004238

Journal Details

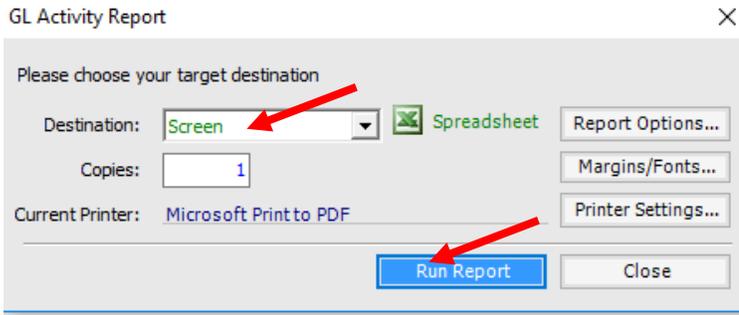
General Ledger Number	Description	Debits	Credits
100-7510-57.22006	002 Lettuce Eat LLC Breakfa	558.00	0.00
100-1540-52.11290	006277 WAL-MART Employee Field	75.68	0.00
100-1540-52.11290	007952 WAL-MART Employee recog	16.15	0.00
100-1540-52.11290	012770 WAL-MART Employee recog	16.31	0.00
540-4520-53.11120	017993 WAL-MART water for m&s	238.80	0.00
540-4522-53.11120	021470 WAL-MART snacks and dri	104.34	0.00
100-3210-53.11120	024751-042417 HOME DEPOT 04/24/17 Pur	105.93	0.00
100-3210-53.11120	024751-042417 HOME DEPOT Refund for s	0.00	6.93
100-3221-53.11120	024948-042417 HOME DEPOT 04/24/17 pur	156.84	0.00
540-4520-53.11120	0217112 CDS lid for fuel pump	86.77	0.00
Totals:		228,246.38	228,246.38

Close

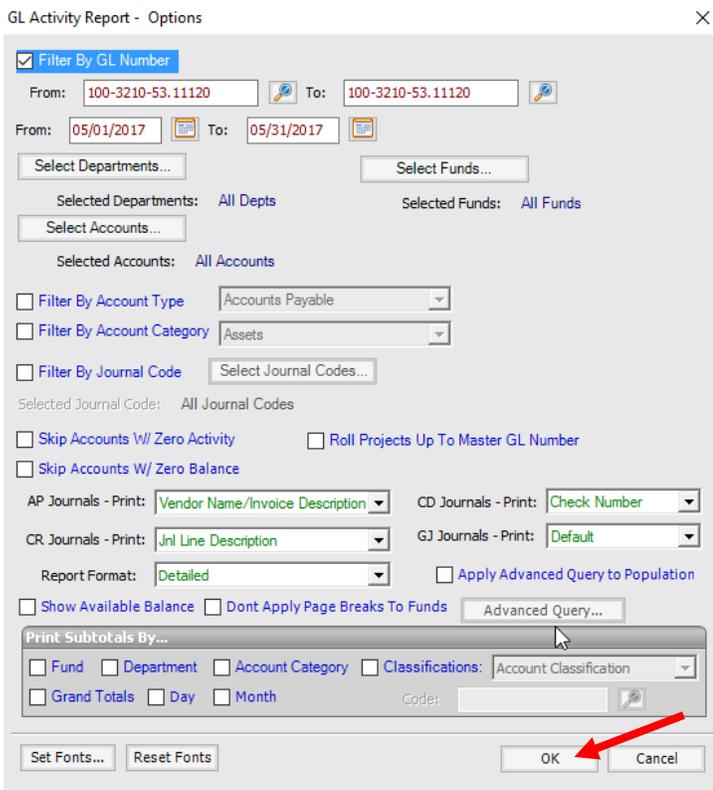
On the GL Activity screen, we can also click on the printer icon in the upper left hand corner of the screen in order to print a report of this detail.



Clicking on the printer icon will bring the run report window to your screen. Click Run Report.

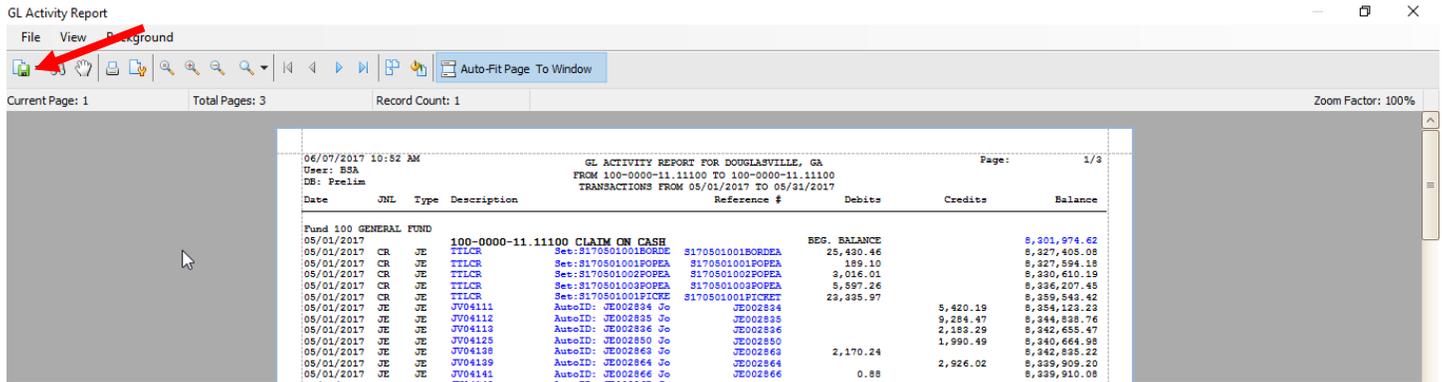


The Report Options window will appear. There is no need to edit anything on this window, because it is already filtered by the GL number and period you have chosen. Simply click OK.

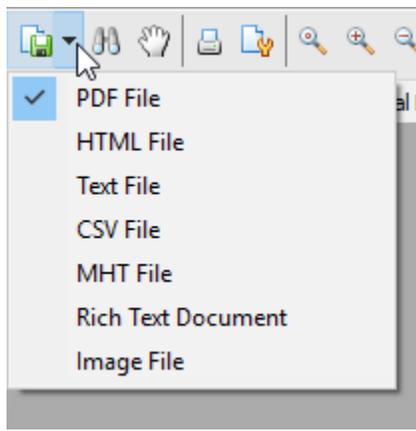


The GL Activity Report will come to your screen. Print as desired, and close with the 'X' in upper right corner. Close the GL Activity screen, or search for another single GL number as desired.

Note: These reports can also be sent to PDF or Excel by selecting the floppy disc (or save) icon.

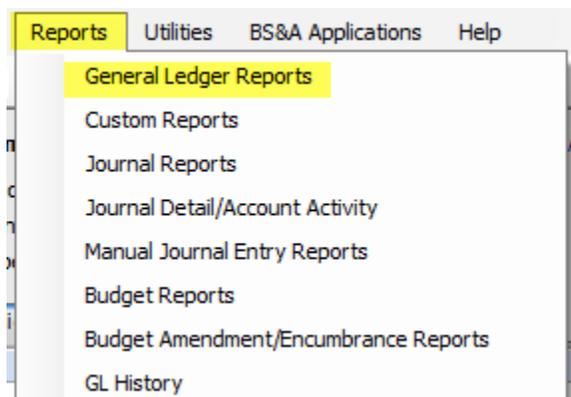


Choose the type of file you would like to create, choose where the file will be saved, and then you can open the file.

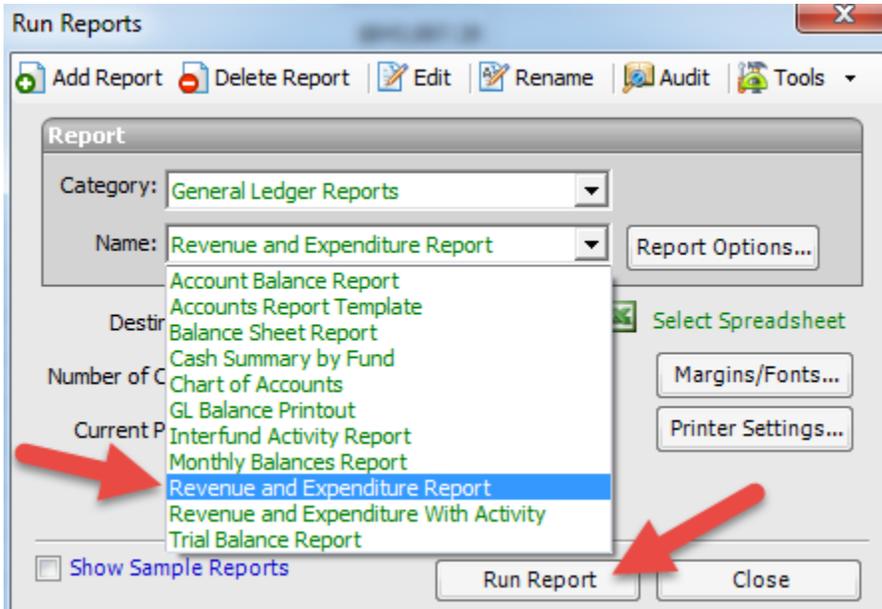


Running Revenue / Expenditure Report

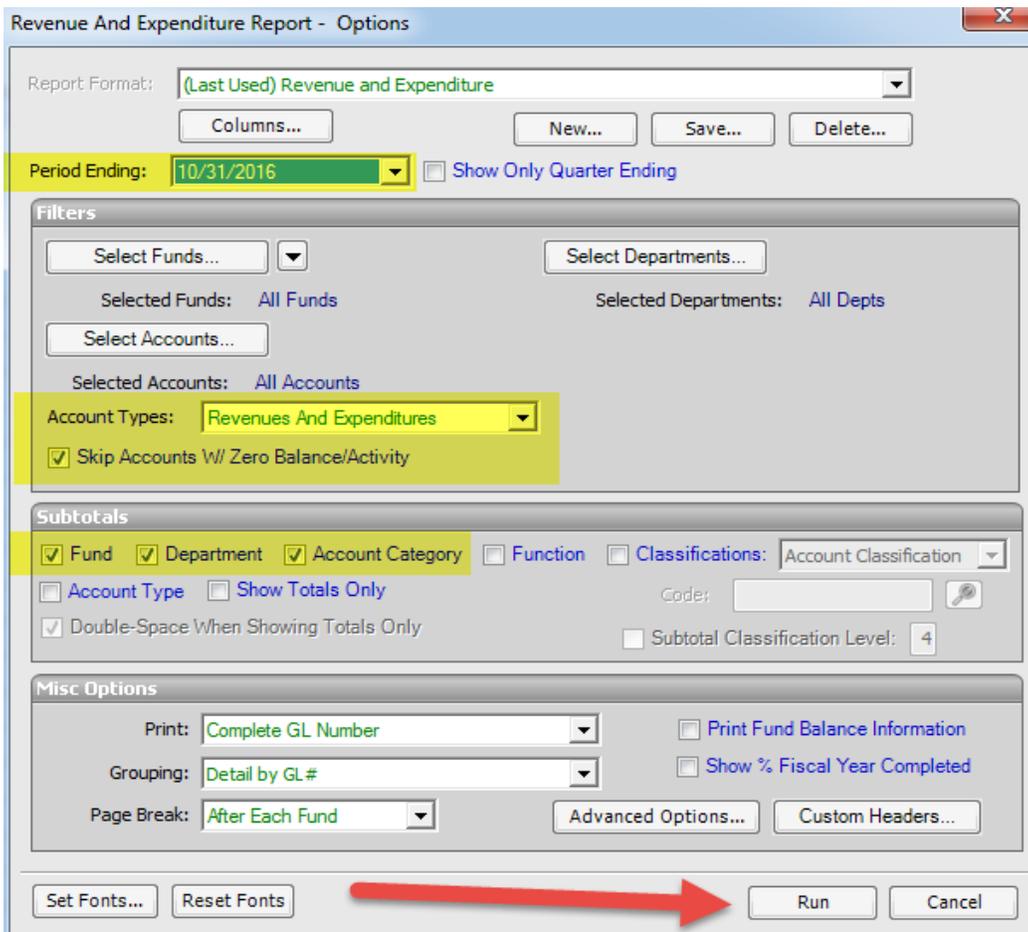
At the top of the screen, click on Reports and select General Ledger Reports from the drop-down menu.



Select Revenue and Expenditure Report in the second drop-down menu. Click Run Report.



The Report Options window will appear. This is where you set your filters to determine what comes into your report. Choose your period ending date, your account types, and your subtotal options as shown. You do not need to filter by Fund, Department or Account unless you do not want to see all of your available GL numbers on the report. Click Run.



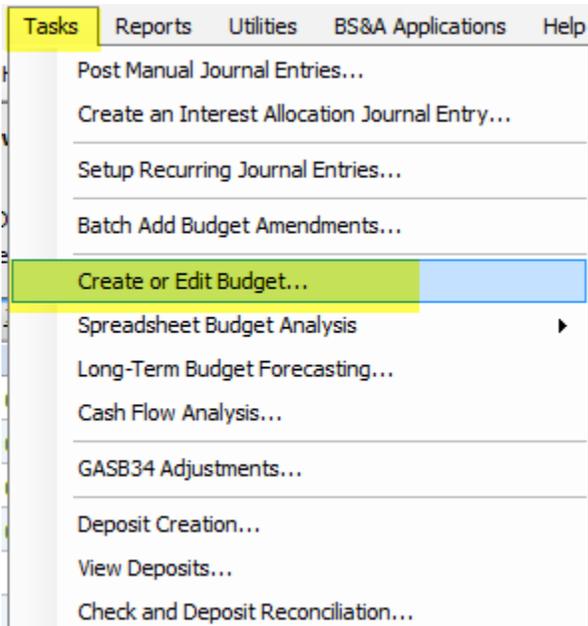
The report will have columns for the current year amended budget, the YTD activity balance, the activity for the period ending that was chosen in the report option screen (in this example, it shows the activity for the month of October 2016), the available balance per budget, and the % used of the budget.

Print the report and close with the 'X' in upper right. Again, this report can be saved as a PDF or Excel if needed.

06/07/2017 11:03 AM		REVENUE AND EXPENDITURE REPORT FOR DOUGLASVILLE, GA			Page: 1/13	
User: BSA		PERIOD ENDING 10/31/2016				
DB: Prelim						
GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016	ACTIVITY FOR MONTH 10/31/2016	AVAILABLE BALANCE	% BDGT USED
Fund 100 - GENERAL FUND						
Revenues						
Dept 0000						
100-0000-31.11100	GEN PROP TAX-CURRENT YEAR	7,402,002.00	1,563,343.62	1,483,194.76	5,838,658.38	21.12
100-0000-31.11200	GEN PROP TAX-PRIOR YEAR	130,000.00	48,830.93	7,180.71	81,169.07	37.56
100-0000-31.11300	GEN PROP TAX-MILLAGE BONDS	0.00	237,411.93	182,240.80	(237,411.93)	100.00
100-0000-31.11501	TAXES-MOTOR VEHICLES	450,000.00	128,232.42	28,653.30	321,767.58	28.50
100-0000-31.11502	TAXES-INTANGIBLES	75,750.00	57,707.47	8,013.56	18,042.53	76.18
100-0000-31.11503	TAXES-MOBILE HOMES	3,030.00	0.00	0.00	3,030.00	0.00
100-0000-31.11504	TAXES-TIMBER TAX	1,515.00	0.00	0.00	1,515.00	0.00
100-0000-31.11711	FRANCHISE TAX- GA POWER	990,803.00	0.00	0.00	990,803.00	0.00
100-0000-31.11712	FRANCHISE TAX- GREYSTONE	851,476.00	11,962.72	11,962.72	839,513.28	1.40
100-0000-31.11730	FRANCHISE TAX- ATLANTA GAS	228,800.00	55,747.69	0.00	173,052.31	24.37
100-0000-31.11750	FRANCHISE TAX-COMCAST CABLE	260,000.00	65,480.37	0.00	194,519.63	25.18
100-0000-31.11752	FRANCHISE TAX-SYNOGLOBAL	7,070.00	1,276.62	0.00	5,793.38	18.06
100-0000-31.11760	FRANCHISE TAX-BELLSOUTH	185,000.00	59,083.79	22,294.94	125,916.21	31.94

Entering your Requested Budget for the Upcoming Year

At the top of your screen, click on Tasks and select Create or Edit Budget from the drop-down menu.



You will see the Load Budget Filters window appear. Keep in mind that you will only have access to your particular departmental GL numbers for budgeting, so in most cases, additional filtering will not be needed. Click OK.

Load Budget Filters

GL Number Filters

Fund: All Funds

Department: All Departments

Account: All Accounts

Account Type:

You will see the total activity for the previous two fiscal years in the first two columns. You will enter your requested numbers in the column titled DEPARTMENT. The subsequent columns will be reserved for the Finance Department to use (they will appear as a redish/pink color and will not allow you to edit them).

Budget Entry - Budget Template: DOUGLASVILLE

Mass Footnote Entry | Factor | Copy Between Levels | Options | Budget Template | Tools | Adopt

Load Data... Fund: 100 Department: 3210 Account: All Accounts Project: All Projects Account Categories: Expenditures Only

Enter By:

GL #	Description	2015-16 Activity	2016-17 Activity	2017-18 DEPARTMENT	2017-18 FINANCE	2017-18 COUNCIL
E 100-3210-51.11110	REGULAR EMPLOYEES-FULLTIME	544,228.68	474,191.03	0.00	0.00	0.00
E 100-3210-51.11300	SALARIES/WAGES/OVERTIME	13,351.42	10,381.20	0.00	0.00	0.00
E 100-3210-51.11301	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00
E 100-3210-51.11302	COURT PAY	0.00	0.00	0.00	0.00	0.00
E 100-3210-51.21000	FRINGE BENEFITS	0.00	93.30	0.00	0.00	0.00
E 100-3210-51.22100	EMPLOYEE BENEFITS-GRP INS	63,073.35	67,755.77	0.00	0.00	0.00
E 100-3210-51.22110	HEALTH	0.00	0.00	0.00	0.00	0.00
E 100-3210-51.22300	EMPLOYEE BENEFITS-FICA	41,313.25	35,879.33	0.00	0.00	0.00
E 100-3210-51.22402	RETIREMENT/DEFINED BENEFIT	35,023.60	37,782.79	0.00	0.00	0.00
E 100-3210-51.22700	EMPLOYEE BENEFITS-WORK COMP	20,787.84	25,581.18	0.00	0.00	0.00
Total Revenues:		0.00	0.00	0.00	0.00	0.00
Total Expenditures:		1,244,028.59	1,063,351.84	0.00	0.00	0.00
Net Rev/Exp:		-1,244,028.59	-1,063,351.84	0.00	0.00	0.00

GL Number: 100-3210-51.11300 % Changed From 2016-17 Amended: -100.00 Department '3210' Total: 0.00
 Budget Level: 2017-18 DEPARTMENT % Changed For All Revenues From 2016-17 Amended: 0.00 Classification 'UNK_EXP' Total: 0.00
 % Changed For All Expenditures From 2016-17 Amended: -100.00 Dept '3210' % Changed: -100.00

Audit Entries...

Simply click into the first DEPARTMENT field and enter the desired number. Using the enter key after each entry will advance to the field directly below. The fields that have changes will remain green until you click save.

Budget Entry - Budget Template: DOUGLASVILLE

Mass Footnote Entry | Factor | Copy Between Levels | Options | Budget Template | Tools | Adopt

Load Data... Fund: 100 Department: 3210 Account: All Accounts Project: All Projects Account Categories: Expenditures Only

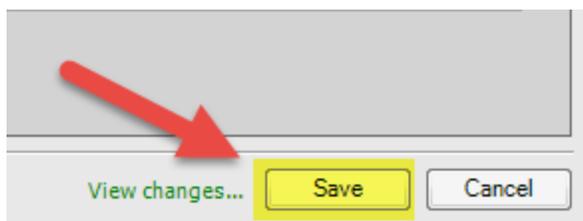
Enter By: Edit At The General Ledger Number Level

GL #	Description	2015-16 Activity	2016-17 Activity	2017-18 DEPARTMENT	2017-18 FINANCE	2017-18 COUNCIL
E 100-3210-51.11110	REGULAR EMPLOYEES-FULLTIME	544,228.68	474,191.03	550,000.00	0.00	0.00
E 100-3210-51.11300	SALARIES/WAGES/OVERTIME	13,351.42	10,381.20	14,000.00	0.00	0.00
E 100-3210-51.11301	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00
E 100-3210-51.11302	COURT PAY	0.00	0.00	0.00	0.00	0.00
E 100-3210-51.21000	FRINGE BENEFITS	0.00	93.30	0.00	0.00	0.00
E 100-3210-51.22100	EMPLOYEE BENEFITS-GRP INS	63,073.35	67,755.77	69,000.00	0.00	0.00
E 100-3210-51.22110	HEALTH	0.00	0.00	0.00	0.00	0.00
E 100-3210-51.22300	EMPLOYEE BENEFITS-FICA	41,313.25	35,879.33	42,000.00	0.00	0.00
E 100-3210-51.22402	RETIREMENT/DEFINED BENEFIT	35,023.60	37,782.79	39,000.00	0.00	0.00
E 100-3210-51.22700	EMPLOYEE BENEFITS-WORK COMP	20,787.84	25,581.18	0.00	0.00	0.00
Total Revenues:		0.00	0.00	0.00	0.00	0.00
Total Expenditures:		1,244,028.59	1,063,351.84	714,000.00	0.00	0.00
Net Rev/Exp:		-1,244,028.59	-1,063,351.84	-714,000.00	0.00	0.00

GL Number: 100-3210-51.22700 % Changed From 2016-17 Amended: -100.00 Department '3210' Total: 714,000.00
 Budget Level: 2017-18 DEPARTMENT % Changed For All Revenues From 2016-17 Amended: 0.00 Classification 'UNK_EXP' Total: 714,000.00
 % Changed For All Expenditures From 2016-17 Amended: -45.58 Dept '3210' % Changed: -45.58

Audit Entries... View changes... Save Cancel

You do not have to finish all of your budget entry in one sitting. Simply click save in the lower right hand corner of the screen when you are done entering. You can return to the budget entry screen when you are ready to continue entry by going to Tasks at the top of the screen and selecting Create or Edit Budget.



Important Notes:

1. We have not tried to cover each and every button or function in this initial training. We simply intended to provide a general framework of the main items you will have access to or utilize throughout a normal workday.
2. BS&A will be returning in February 2018 to provide additional training regarding budget entry.