Understanding Budgets with Abila MIP Fund Accounting Diocese of La Crosse Training
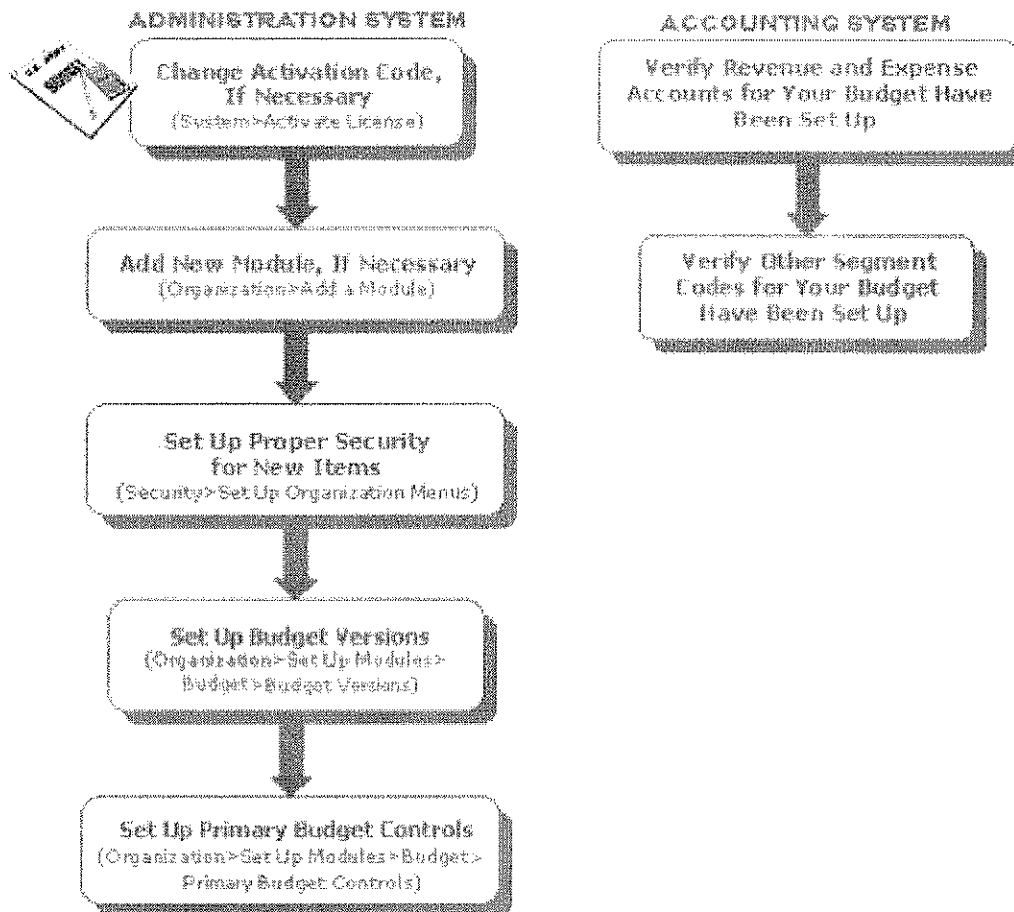
October 2014

Training Topics:

Budget Set Up

In the Abila MIP Help there are budget checklists to help with the setup of the budget module. We will concentrate on setting up the proper Budget Versions, and the Primary Budget Controls.

In the Administration application you will find the module setup in the Navigator. There are two places to complete the setup. One is the Budget Versions; the other is the Primary Budget Control.

Administration for Diocese of LaCrosse Training - Abila MIP - [Module Setup]
File Edit View System Security Organization Reports Options Window Help (0)
Navigator
System Setup
Module Setup
Security
Maintenance
Help and Support
Module Setup

ACCOUNTS PAYABLE

Setup default discount codes, transaction entry options, and system processing options from within this form.

ACCOUNTS RECEIVABLE

BUDGET VERSIONS

Setup Budget Versions and choose to make them your primary or secondary budgets. Your primary budget version will likely be changed annually with each major budget cycle.

ELECTRONIC FUNDS TRANSFER

Setup all required banking information necessary to transmit electronic payment files. Details such as banking holidays, routing details, connection preferences, and email setup are needed before the EFT for AP feature can be fully functional.

ELECTRONIC REQUISITIONS

ENCUMBRANCES

PAYROLL

Use this form to specify disbursing and interfund account information for use within Payroll. Additional settings to show and hide timesheet processing options are also available for configuration.

PRIMARY BUDGET CONTROL

Setup Primary Budget Version controls including segments to budget by, transaction posting options, segment substitution,

Budget Versions

The budget module is a powerful planning and reporting tool for any organization to use when creating budgets for any timeframe, including multiple fiscal years. You may create customized budgets for individual grants, programs, or account segments and then consolidate those budgets by posting budgets directly to the general ledger.

The system comes with 2 budget versions; Original and Revised. You may have as many versions as you like, but each version comes with at least 9 additional columns added to reports. Only one version can be set as "Primary."

A budget version groups selected budget worksheets together using their unique version IDs. The primary budget version is used for budget checking or application verifications during posting. To change the primary version select the version ID you would like to be primary and select the "Set as Primary key."

One of the most confusing aspects of the budget module is naming a version. Multiple worksheets can make up a version. A budget version groups selected budget worksheets together using their unique version ID. So for instance, you could have all the original versions of the various program budgets. Each program would have its own worksheet; Head Start would have one worksheet, Early Head Start would have another, LIHEAP would have another, etc. All of the program worksheets would be consolidated into one version of the budget. One way to think about the versions is by time; frequently you need to keep track of your original submittal of a budget, but also the revised, or the approved version.
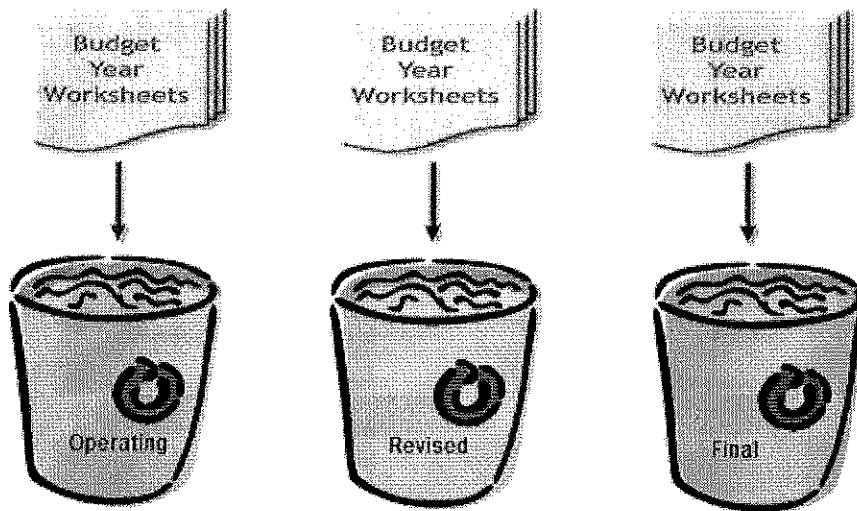
Multiple worksheets can make up a budget version

You could have an unlimited number of versions. However, because you can report on any version, each time you create a version you actually create multiple columns of data on which you can report. This can create a bit of confusion trying to manage too many versions. When you are done with a version, mark it discontinued to get rid of all the columns that would be created that pertain to that budget. If you need to track expenditures against an original budget and a subsequent budget **at the same time** then you need two versions. If the subsequent budget takes the place of the original submission, then you only need one version. You can revise a budget to reflect subsequent changes.

Budget Versions also have Statuses.

- **A - Active** – Allows data entry to that version. The primary version must be set to active.
- **I – Inactive** – No longer used for normal transaction entry, but may be used later. A warning message appears when using a version with this designation, but you can post to it.
- **D – Discontinued** – No longer used. Cannot create new entries, cannot post. Does not show in reports.
- **L – Locked** – Use when version complete and no changes are required. Cannot create new entries, cannot post. Is available in reports.

Version ID:	Original		Status:
Description:	Original Budget		
Display Name:	Original		

Code	Description
A	Active
I	Inactive
D	Discontinued

☑ Primary Budget Version   [Set as Primary]

Primary Budget Designation

Setting a budget version as "Primary" allows MIP to do budget checking "on the fly" using that particular version. While MIP will report on multiple versions at a time, it can only check on one version during the check budget balances feature during transaction entry. Here is an example from AP transaction entry:

Invoice:	API9596	Date:	8/26/2014	Amount:	$1,000.00
Description:	test invoice				
Vendor ID:	5 Star Lanes	5 Star Lanes		Due:	9/25/2014
Check Address:	Main	1960 Post Road Plover, WI 54467			
1099 Type:					

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	10	5105	20	35	161	1000	0	800.00	0.00	N	8/26/2014	test Invoice
	10	5105	30	35	161	1000	0	200.00	0.00	N	8/26/2014	test Invoice
＊												

When I evoke the Check Budget and Encumbrances Balances budget, assuming I have a budget entered for my primary version, I would get a report as shown:

Budget Year Beginning: 7/1/2009   Budget Year Ending: 6/30/2010

GL	Current Document	Budget	Actual	Available Budget	Adjusted Available Budget	Budget Year Beginning	Budget Year Ending
5105	1,000.00	2,200.00	1,820.86	(620.86)	(620.86)	7/1/2009	6/30/2010

Primary Budget Controls

Budget Tips

- When the primary budget is changed, review the primary budget controls.
- When entering a display name, avoid special characters such as |\:*?<>[]%#
- The delete button will delete the version ID if nothing has been created, entered, or posted to that version.

Budget Entry Options

In the Budget Navigator you will find two ways to enter budgets:
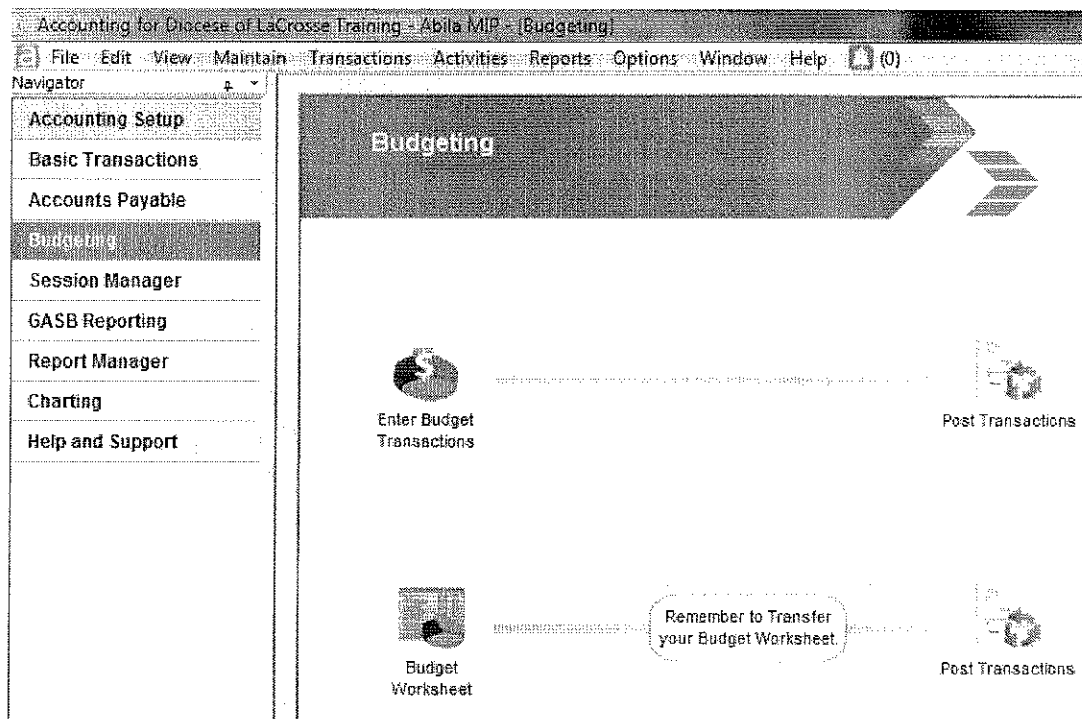
Enter Budget Transactions

This method is similar to transaction entry, where you define the combination of segment accounts and then record an increase or decrease rather than a debit or credit. You begin with a session ID and choosing a budget version.

Session ID:	BD001	▾		Status:	BP	▾
Description:				Date:	9 / 2 /2014	▴▾ ▣
Version:						▾

Session Totals

Total Number of Documents: 0

On the transaction screen you would define the combination of segment codes and the effective date. Notice in my example not all segments need to be coded (except the GL), and you can budget revenues and expenses. This is a very tedious method.

Document: BD0038   Date: 9 / 1 /2014

Description: test budget

	Fund	GL	Loc	Dep	Prog	FS	AE	Increase	Decrease	Effective Date	Description
▶	10 ▾	5110		10		1000		100.00	0.00	9 / 1 /2014	test budget
	10	4005	20	35		2100		1,000.00	0.00	9 / 1 /2014	test budget
*											

Budget Worksheet

This method allows you to work through a "wizard" and design your budget worksheet. Then, through an excel-like interface you can create many budget entries at once. After I choose the Budget Worksheet icon, I need to name my budget worksheet.

Worksheet | Properties | Notes |

Worksheet Name: ▾ Ver

	A	B	C	D	E
1					
2					

Next I define the budget version.

Next I define if I'm working with a New worksheet or a Revisions worksheet.

On the next screen I define the duration for my budget, and what time increment I want to use. We recommend monthly. MIP provides us an easy way to generate monthly budgets from annual amounts.

Budget Worksheet

The Budget Effective Dates are used to validate the budget data entered. Effective Dates range is calculated based on the From Date and the Number of Cycles entered.

The Budget Cycle determines the intervals used in creating the budget worksheet. It is the basis for grouping the columns and the number of periods used for historical data.

Budget Effective Dates

From: 1 / 1 /2015   To: 12/31/2015

Budget Cycle

◉ Monthly   ○ Quarterly   ○ Yearly   Number of Cycles 12

< Back   Next >   Finish/Save   Cancel   Help

Because the diocese has history in the system, it is possible to use either past actual or past budgets as information for projecting the budget we are building. I can choose up to two columns in any combination.

Budget Worksheet

To set up comparative data in the New Budget Worksheet, select Actual or a Budget Version for the Column Type from the drop-down list. Enter a Begin Year to determine the start year and a Column Heading to be displayed on the worksheet.

Column Type	Begin Year	Column Heading
Actual	2014	Actual - 2014
Original	2014	Original - 2014

Record 2

< Back   Next >   Finish/Save   Cancel   Help

As mentioned earlier, a budget can be prepared at any combination of segment codes, only the GL code is required.

After choosing which segments in addition to the GL I wish to use, I then need to choose whether to budget expense accounts, revenue accounts, or all available accounts. The only accounts that cannot be budgeted are Cash, AP and AR accounts. On this worksheet I also get the choice to have the application create a worksheet with all valid accounts, or only those accounts that had activity in the past. This could be a short cut method to generating just the combination of accounts you need.

Our next screen is where we define exactly which segments we want to budget. I recommend choosing the smallest increment you can define. The application can aggregate, but cannot disaggregate.

Once we've made our choices of segment accounts, we have the option of allowing the application to generate entries for us based on an equal distribution of a historical period (average of history), or to mimic the seasonality of our account through period matching. A third option is to have the application generate a zero budget for us to put in entries.

Because I chose to use history, I need to select my historical range.

After making all my choices, I get a screen that tells me how many entries it will generate.

Budget Worksheet

The Budget Wizard will now generate Budget entries based on your selections. Once these entries have been created, you can edit them in the Budget Worksheet.

The Budget Worksheet Wizard will create

Budget Entries: 29

Click the Finish/Save button to create the Budget Worksheet. Click the Back button to review your selections. Click the Cancel button to exit the Wizard without creating a budget worksheet.

[< Back] [Next >] [Finish/Save] [Cancel] [Help]

Once I choose "Finish/Save" the application generates a spreadsheet based on my choices. In my case, it also contains a column of actual data from 2014 and the Original budget from 2014. Those columns are greyed out, meaning I cannot change them. I would make my budget entries into the "Budget 2015" column.

Worksheet | Properties | Notes

Worksheet Name: TestBudget2015   Version Display Name: Original

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1				Segments			January			February			March	
2		Fund	GL	Dep	Titles	Actual - 2014	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget 2015
3	B	10	5005	10	General Fund - Sal/Wages La	20072.41	18767.50	0.00	19328.37	18767.50	0.00	19524.27	18767.50	0.00
4	B	10	5020	10	General Fund - Payroll Taxes	1655.52	1365.00	0.00	1429.73	1365.00	0.00	1445.49	1365.00	0.00
5	B	10	5025	10	General Fund - Retirement - A	5269.60	951.00	0.00	5272.73	951.00	0.00	5271.03	951.00	0.00
6	B	10	5030	10	General Fund - Health Insuran	1000.00	1376.00	0.00	1000.00	1376.00	0.00	1000.00	1376.00	0.00
7	B	10	5035	10	General Fund - Dental Insuren	69.00	180.00	0.00	69.00	180.00	0.00	69.00	180.00	0.00
8	B	10	5040	10	General Fund - Unemploy Insu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	B	10	5045	10	General Fund - Workm Comp I	2125.00	2125.00	0.00	2125.00	2125.00	0.00	2125.00	2125.00	0.00
10	B	10	5070	10	General Fund - Life Insurance	6.00	12.00	0.00	6.00	12.00	0.00	6.00	12.00	0.00
11	B	10	5115	10	General Fund - Insur - Liabil -	772.50	772.50	0.00	772.50	772.50	0.00	772.50	772.50	0.00
12	B	10	5120	10	General Fund - Postage - Adm	1768.49	820.00	0.00	59.99	220.00	0.00	1120.02	845.00	0.00
13	B	10	5125	10	General Fund - Printing - Adm	1100.10	0.00	0.00	1158.00	0.00	0.00	0.00	0.00	0.00
14	B	10	5135	10	General Fund - Office Leas	2919.56	1730.00	0.00	218.56	1730.00	0.00	2319.56	8510.00	0.00
15	B	10	5140	10	General Fund - Bank Fees - A	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00
16	B	10	5145	10	General Fund - Office Supplie	1380.41	1166.50	0.00	318.56	285.50	0.00	145.53	966.50	0.00
17	B	10	5150	10	General Fund - Dues & Subsc	925.40	1320.00	0.00	625.20	1000.00	0.00	75.00	400.00	0.00
18	B	10	5160	10	General Fund - Telephone - A	1457.20	2905.00	0.00	165.46	2905.00	0.00	2070.81	2905.00	0.00
19	B	10	5165	10	General Fund - Inservice - Ad	2640.59	0.00	0.00	1106.33	2630.00	0.00	141.96	250.00	0.00
20	B	10	5170	10	General Fund - Profess Fees -	910.00	900.00	0.00	9688.62	1550.00	0.00	354.25	900.00	0.00
21	B	10	5175	10	General Fund - Other Admin -	394.38	850.00	0.00	568.05	800.00	0.00	167.53	400.00	0.00
22	B	10	5180	10	General Fund - Interest Expn	0.00	50.00	0.00	0.00	50.00	0.00	0.00	50.00	0.00
23	B	10	6005	10	General Fund - Software - Ad	1837.33	1650.00	0.00	0.00	1650.00	0.00	348.15	1650.00	0.00
24	B	10	6010	10	General Fund - Internet - Adm	5852.47	3000.00	0.00	0.00	3000.00	0.00	2531.00	3000.00	0.00
25	B	10	6015	10	General Fund - Tech Hdwr - A	641.95	1300.00	0.00	18894.75	0.00	0.00	155.85	3110.00	0.00
26	B	10	6040	10	General Fund - Class Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	B	10	7005	10	General Fund - Mileage - Adm	114.81	0.00	0.00	225.36	700.00	0.00	58.00	0.00	0.00
28	B	10	7025	10	General Fund - Other Expense	37787.36	0.00	0.00	7413.741	800.00	0.00	5132.52	0.00	0.00
29	B	10	9075	10	General Fund - Athletic Misc -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	B	10	9085	10	General Fund - Athl Fees Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	B	10	9905	10	General Fund - Suspense - A	1136.90	0.00	0.00	-788.90	0.00	0.00	52.80	0.00	0.00

Modifying a Budget Worksheet

Now that we've generated the accounts for which we want to budget, we need to make some entries. We could just type in entries, but frequently we know an annual amount, not monthly amounts. MIP gives us an easy way to make monthly entries from an annual entry. First put your annual amount in the "Spread Totals" column for that account.

Worksheet | Properties | Notes

Worksheet Name: TestBudget2015   Version Display Name: Original

	A	B	C	D	E	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1				Segments				November			December			Totals		
2		Fund	GL	Dep	Titles	Budget 2015	Actual 2014	Original 2014	Budget 2015	Actual 2014	Original 2014	Budget 2015	Actual 2014	Original 2014	Budget	Spread Totals
3	B	10	5005	10	General Fund - Sal/Wages La	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127579.91	112300.00	0.00	12000
4	B	10	5020	10	General Fund - Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9445.83	8260.00	0.00	
5	B	10	5025	10	General Fund - Retirement - A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29263.19	6237.00	0.00	
6	B	10	5030	10	General Fund - Health Insuran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8558.00	8258.00	0.00	
7	B	10	5035	10	General Fund - Dental Insuran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	573.50	1080.00	0.00	
8	B	10	5040	10	General Fund - Unemploy Insu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4223.10	0.00	0.00	

When you hit the tab key, that amount will be spread evenly across all time periods. So in my example, I have $1,000 in each month, since I am budgeting 12 months.

Worksheet | Properties | Notes
Worksheet Name: TestBudget2015   Version Display Name: Original

	A	B	C	D	E	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1				Segments			November			December			Totals		
2		Fund	GL	Dep	Titles	Actual - 2014	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget	Spread Totals
3	B	10	5005	10	General Fund - Sal/Wages Lo	0.00	0.00	1000.00	0.00	0.00	1000.00	127579.01	112800.00	12000.00	
4	B	10	5020	10	General Fund - Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	8445.89	8269.00	0.00	

Once you have all your data entered through spread totals, you can modify individual cells or groups of cells. You would highlight the individual cells or group of cells, right-click the mouse, and get a pop up screen. Choose "Modify Selected Items."

orksheet | Properties | Notes
orksheet Name: TestBudget2015   Version Display Name: Original

	A	B	C	D	E	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
1				Segments			November			December			Totals	
2		Fund	GL	Dep	Titles	Actual - 2014	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget
3	B	10	5005	10	General Fund - Sal/Wages Lo	0.00	0.00	1000.00	0.00	0.00	1000.00	127579.01	112800.00	12000.00
4	B	10	5020	10	General Fund - Payroll Taxes	0.00	0.00	2000.00	0.00	0.00	2000.00	8445.89	8269.00	24000.00
5	B	10	5025	10	General Fund - Retirement - A	0.00	0.00	1963.33	0.00	0.00	1963.37	29269.45	6297.00	23560.00
6	B	10	5030	10	General Fund - Health Insuran	0.00	0.00	1130.00	0.00	0.00	1130.00	6550.00	8258.00	13560.00
7	B	10	5035	10	General Fund - Dental Insuran	0.00	0.00	6324.17	0.00	0.00	6324.13	578.50	1080.00	75890.00
8	B	10	5040	10	General Fund - Unemploy Insu	0.00	0.00	1028.33	0.00	0.00	1028.37	5228.13	0.00	12340.00
9	B	10	5045	10	General Fund - Workm Comp I	0.00	0.00	2152.50	0.00	0.00	2152.50	4126.00	12750.00	25830.00
10	B	10	5070	10	General Fund - Life Insurance	0.00	0.00	1121.67	0.00	0.00	1121.63	38.00	153.00	13460.00
11	B	10	5115	10	General Fund - Insur - Liabil	0.00	0.00	213.33	0.00	0.00		Format Cells		Ctrl+Shift+F
12	B	10	5120	10	General Fund - Postage - Adm	0.00	0.00	1151.67	0.00	0.00				
13	B	10	5125	10	General Fund - Printing - Adm	0.00	0.00	1049.83	0.00	0.00		Sort Ascending		
14	B	10	5135	10	General Fund - Off Equip Leas	0.00	0.00	1048.33	0.00	0.00		Sort Descending		
15	B	10	5140	10	General Fund - Bank Fees - A	0.00	0.00	720.83	0.00	0.00				
16	B	10	5145	10	General Fund - Office Supplie	0.00	0.00	0.00	0.00	0.00		Cut		Ctrl+X
17	B	10	5150	10	General Fund - Dues & Subsc	0.00	0.00	0.00	0.00	0.00		Copy		Ctrl+C
18	B	10	5160	10	General Fund - Telephone - A	0.00	0.00	0.00	0.00	0.00		Paste		Ctrl+V
19	B	10	5165	10	General Fund - In-Service - Ad	0.00	0.00	0.00	0.00	0.00				
20	B	10	5170	10	General Fund - Profess Fees -	0.00	0.00	0.00	0.00	0.00		Insert		
21	B	10	5175	10	General Fund - Other Admin	0.00	0.00	0.00	0.00	0.00		Delete		
22	B	10	5180	10	General Fund - Interest Expen	0.00	0.00	0.00	0.00	0.00				
23	B	10	6005	10	General Fund - Software - Ad	0.00	0.00	0.00	0.00	0.00		Undo Last Action		Ctrl+Shift+U
24	B	10	6010	10	General Fund - Internet - Adm	0.00	0.00	0.00	0.00	0.00		Redo Last Action		Ctrl+Shift+R
25	B	10	6015	10	General Fund - Tech Hdwr - A	0.00	0.00	0.00	0.00	0.00				
26	B	10	6040	10	General Fund - Class Supplies	0.00	0.00	0.00	0.00	0.00		Refresh Rows		Ctrl+Shift+G
27	B	10	7005	10	General Fund - Mileage - Adm	0.00	0.00	0.00	0.00	0.00		Validate Rows		Ctrl+Shift+A
28	B	10	7025	10	General Fund - Other Expense	0.00	0.00	0.00	0.00	0.00		Modify Selected Items		Ctrl+Shift+M
29	B	10	9075	10	General Fund - Athletic Misc -	0.00	0.00	0.00	0.00	0.00				
30	B	10	9085	10	General Fund - Ath Fees Exp	0.00	0.00	0.00	0.00	0.00		Budget Item		
31	B	10	9905	10	General Fund - Suspense - A	0.00	0.00	0.00	0.00	0.00		Comment Line		
32														
33														

You have several choices as shown below.
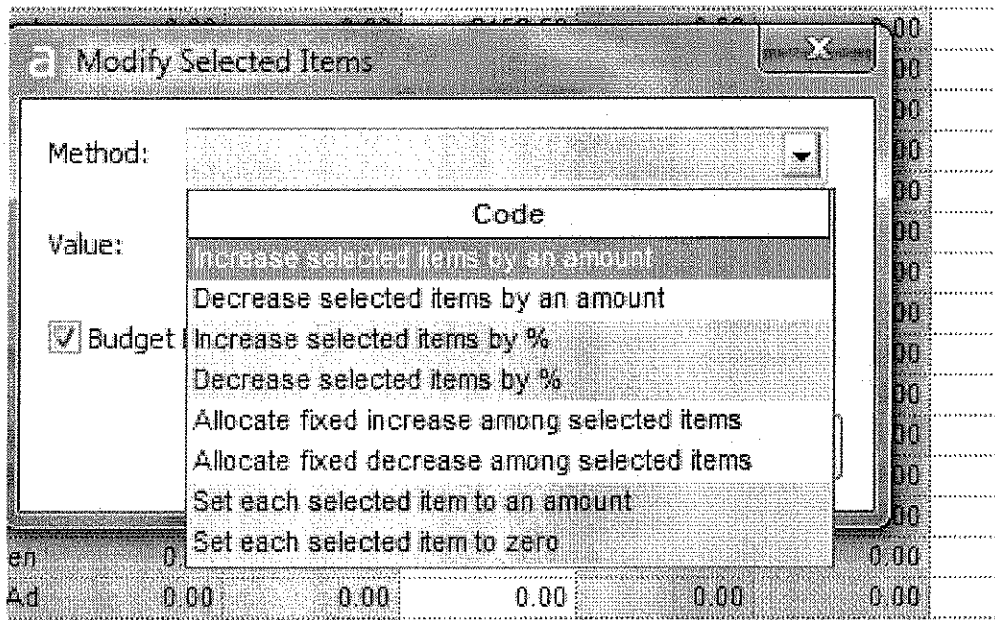
As an example; I will choose "increase selected items by %.
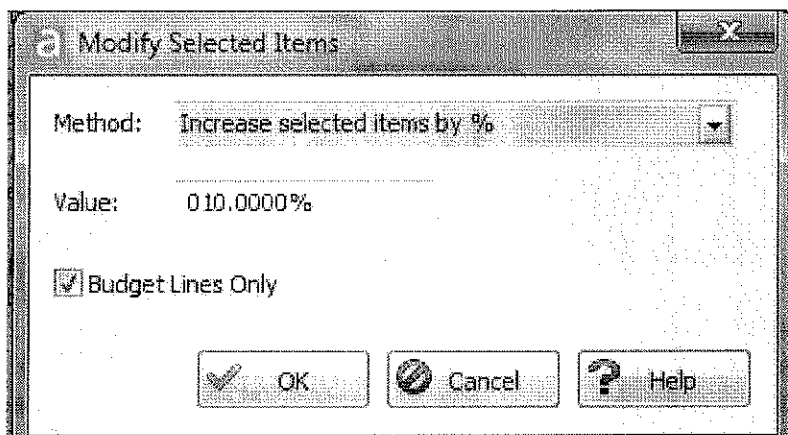
The consequence of my choice is each chosen cell is 10% more than it used to be.

Once you have made all your entries, it is time to validate them, refresh them and transfer them to the general ledger. Before we do that, let's review the parts of the worksheet.

- **Spread totals** – equally distributes across columns.
- **Line items with a "B"** – will transfer.

- **Blank lines** – will not transfer.
- **Description column** – will show up in line description.

	A	B	C	D	E	AN	AO	AP	AQ	AR	AS	AT	AU
				Segments		December			Totals				
		Fund	GL	Dep	Titles	Original - 2014	Budget 2015	Actual - 2014	Original - 2014	Budget	Spread Totals	Description	Status
3	B	10	5005	10	General Fund - Sal/Wages La	0.00	1000.00	127579.01	112300.00	12000.00		increase by 10%	
4	B	10	5020	10	General Fund - Payroll Taxes -	0.00	2000.00	9445.89	8289.00	24000.00		same as last year	
5	B	10	5025	10	General Fund - Retirement - A	0.00	1963.37	29289.45	6297.00	23560.00		new calculation	
6	B	10	5030	10	General Fund - Health Insuran	0.00	1130.00	6550.00	9256.00	13560.00			
7	B	10	5035	10	General Fund - Dental Insuran	0.00	6324.13	578.50	1080.00	75890.00			
8	B	10	5040	10	General Fund - Unemploy Insu	0.00	1028.37	5228.13	0.00	12340.00			
9	B	10	5045	10	General Fund - Workm Comp I	0.00	2152.90	4126.00	17780.00	26830.00			
10	B	10	5070	10	General Fund - Life Insurance	0.00	1171.63	30.00	163.00	13460.00			

So in my example above, the three descriptions in column AT will transfer. The application will use the worksheet name for those lines without descriptions. When you are ready to transfer the worksheet, you will need to refresh and validate the entries by clicking on the following icons.
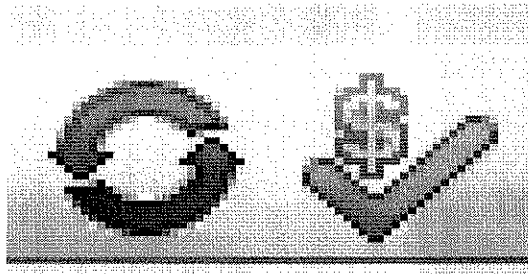
Refresh Worksheet:
Updates read only
cell in worksheet;
and "B" lines

Validate Worksheet:
Validates all budget
items; all "B" rows
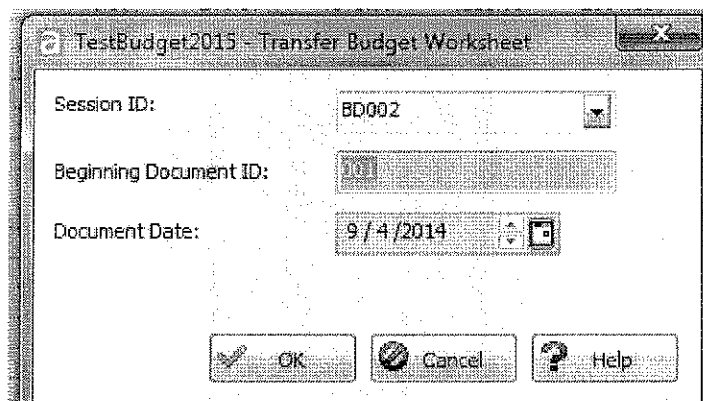
Warnings and Errors in Validating Budgets

After refreshing and validating, we can transfer the worksheet. Each "B" row will obtain a status. "Warning" and "Pass" statuses will transfer, "Error" and 'Blank' lines will not.

Value	Result
Error	The worksheet cannot be transferred
Warning	Used for an inactive account code and negative budget amounts. Worksheets including these line items may be transferred.
Blank	Comment lines are not validated since they are not transferred.
Pass	No errors exist. The worksheet is ready to be transferred.

Transferring and Posting the Budget Worksheet

It's time to transfer the budget.

After clicking OK, hopefully you get the following message.
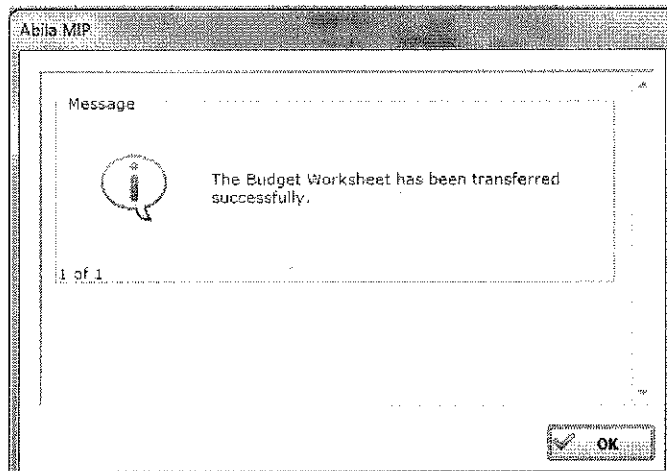
You can review your entries in the Budget Transactions, or go straight to post. Here is an example of the same budget entered as a Budget Transactions.

	Fund	GL	Loc	Dep	Prog	FS	AE	Increase	Decrease	Effective Date	Description
	10	5005		10				1,000.00	0.00	1/1/2015	increase by 10%
	10	5020		10				2,000.00	0.00	1/1/2015	same as last year
	10	5025		10				1,963.33	0.00	1/1/2015	new calculation
	10	5030		10				1,130.00	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5035		10				8,324.17	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5040		10				1,028.33	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5045		10				2,152.50	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5070		10				1,121.67	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5115		10				213.33	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5120		10				1,151.67	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5125		10				1,049.83	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5135		10				1,048.23	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
	10	5140		10				720.83	0.00	1/1/2015	Bdgt Tfr.TestBudget2015
*											

Notice the description lines. Some of them have the unique entry we made in the worksheet. The others reflect the name of the worksheet. When you are satisfied, post the transaction.

Budget Revisions Worksheet

MIP gives us a way to revise a budget once it is posted. It does not have to be revised the same way it was built. Start the budget wizard again. Choose the account combinations and time period which you want to revise. The application will generate a worksheet with two columns you can use for your revision. If you know the incremental amount you want to add, type that in the Adjustments column. If you know the new monthly total for that line item, use the Revised Original column. You can also use the "Spread Totals" column.
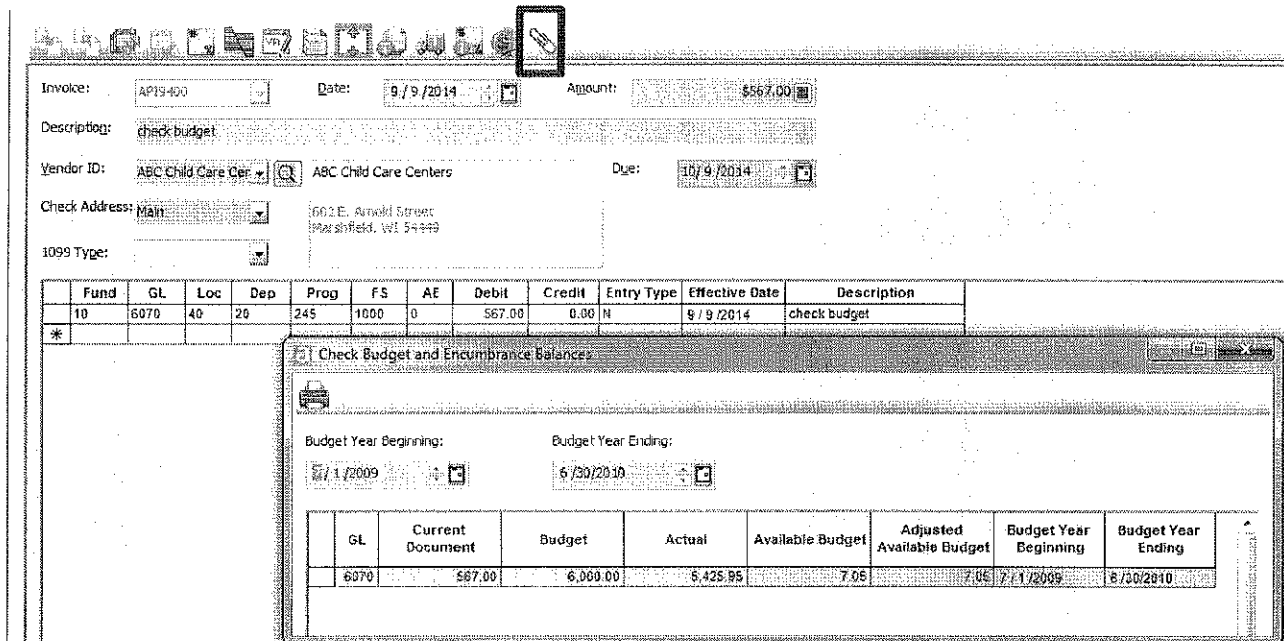

Worksheet | Properties | Notes

Worksheet Name: Fun10Revised   Version Display Name: Original

								September			October		
	B	C	D	E	F	G	H		J	K	L	M	N	O
							ments	Titles	Original - 2014	Adjustment Incr/(Decr)	Revised Original 2014	Original - 2014	Adjustment Incr/(Decr)	Revised Original 2014
2	Fund	GL	Loc	Dep	Prog	FS	AE							
3	10	5005		10				General Fund - Sal/Wages Lay - N/A - Admin - N/A - N/A -	0.00	0.00	0.00	0.00	0.00	0.00
4	10	5020		10				General Fund - Payroll Taxes - N/A - Admin - N/A - N/A - N	0.00	0.00	0.00	0.00	0.00	0.00
5	10	5025		10				General Fund - Retirement - N/A - Admin - N/A - N/A - N/A	0.00	0.00	0.00	0.00	0.00	0.00
6	10	5030		10				General Fund - Health Insuranc - N/A - Admin - N/A - N/A	0.00	0.00	0.00	0.00	0.00	0.00
7	10	5035		10				General Fund - Dental Insuranc - N/A - Admin - N/A - N/A -	0.00	0.00	0.00	0.00	0.00	0.00
8	10	5040		10				General Fund - Unemploy Insur - N/A - Admin - N/A - N/A -	0.00	0.00	0.00	0.00	0.00	0.00
9	10	5045		10				General Fund - Workm Comp Ins - N/A - Admin - N/A - N/A -	0.00	0.00	0.00	0.00	0.00	0.00
10	10	5070		10				General Fund - Life Insurance - N/A - Admin - N/A - N/A - N	0.00	0.00	0.00	0.00	0.00	0.00
11	10	5115		10				General Fund - Insur - Liabil - N/A - Admin - N/A - N/A - N/A	0.00	0.00	0.00	0.00	0.00	0.00
12	10	5120		10				General Fund - Postage - N/A - Admin - N/A - N/A - N/A	0.00	0.00	0.00	0.00	0.00	0.00
13	10	5125		10				General Fund - Printing - N/A - Admin - N/A - N/A - N/A	0.00	0.00	0.00	0.00	0.00	0.00
14	10	5135		10				General Fund - Of Equip Lease - N/A - Admin - N/A - N/A -	0.00	0.00	0.00	0.00	0.00	0.00
15	10	5140		10				General Fund - Bank Fees - N/A - Admin - N/A - N/A - N/A	0.00	0.00	0.00	0.00	0.00	0.00

Checking Available Budget Balances

MIP gives us the ability to check our available budget at the time of transaction entry. So, while I am entering a transaction, I can click on the Check Budget and Encumbrances Balances icon, and see what my budget was, what I am intending to spend and what I have spent. The application then does the math for me to see if I have enough budget authority left.

The budget checking facility is dependent on how I did my budget set up in Administration. So in the illustration here, I have it set to only look at the GL, and according to the pop up, for GL 6070, I want to spend $567.00 in this invoice, I have a budget of $6,000.00, I have actually spent so far $5,425.95 so I have available $7.05. However, budget year is 7/1/2009 – 6/30/2010.

Budget Reports

There are several budget reports built into the application. The Budget Worksheet report displays what was entered into a budget worksheet BEFORE it was transferred. The Detail Budget/Actual Transaction reports.

- Budget Analysis
  - Budget Worksheet
    - \<Budget Worksheet\>
    - Monthly Activity
  - Detail Budget/Actual Transactions
    - \<This Month\>
    - \<This Year\>
    - H&S Budget Codes/Balances
    - Location Budget Codes/Balances
    - Terrie - Current Budget Balances
    - test
  - Summary Budget Comparison
    - \<Comparative - This Month\>
    - \<Comparative - This Year\>
    - \<Summary - This Month\>
    - \<Summary - This Year\>
    - \<YTD Total Budget Variance\>
    - ACS System Budget Detail
    - Group Stmt of Actv
    - Group Stmt of Actv (SL)
    - Salaries By Department
    - SL Activity Comparison
    - Summary Budget Analysis - SL
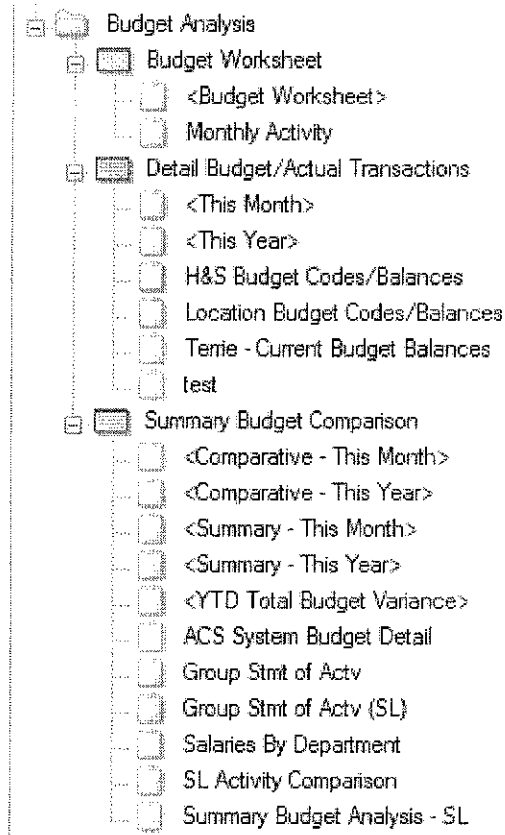
Here is my unposted budget worksheet.

Worksheet | Properties | Notes

Worksheet Name: [   ] Version Display Name: Original

	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1		April				May			June			Totals	
2	Revised Original 2015	Original - 2015	Adjustment Incr/(Decr)	Revised Original 2015	Original - 2015	Adjustment Incr/(Decr)	Revised Original 2015	Original - 2015	Adjustment Incr/(Decr)	Revised Original 2015	Original	Adjustment Incr/(Decr)	Revised Original
3	240.00	1000.00	-760.00	240.00	1000.00	-760.00	240.00	1000.00	-760.00	240.00	6000.00	-3600.00	2400.00
4	120.00	2000.00	-1880.00	120.00	2000.00	-1880.00	120.00	2000.00	-1880.00	120.00	12000.00	-10800.00	1200.00
5	360.00	1963.33	-1603.33	360.00	1963.33	-1603.33	360.00	1963.33	-1603.33	360.00	11779.98	-8179.98	3600.00
6	240.00	1130.00	-890.00	240.00	1130.00	-890.00	240.00	1130.00	-890.00	240.00	6780.00	-4380.00	2400.00
7	360.00	6324.17	-5964.17	360.00	6324.17	-5964.17	360.00	6324.17	-5964.17	360.00	37945.02	-34345.02	3600.00
8	809.00	1028.33	-219.33	809.00	1028.33	-219.33	809.00	1028.33	-219.33	809.00	6169.98	-1820.02	8090.00
9	568.20	2152.50	-1584.30	568.20	2152.50	-1584.30	568.20	2152.50	-1584.30	568.20	12915.00	-7233.00	5682.00
10	199.20	1121.67	-922.47	199.20	1121.67	-922.47	199.20	1121.67	-922.47	199.20	6730.02	-4738.02	1992.00
11	125.60	213.33	-87.73	125.60	213.33	-87.73	125.60	213.33	-87.73	125.60	1279.98	-23.98	1256.00
12	258.90	1151.67	-892.77	258.90	1151.67	-892.77	258.90	1151.67	-892.77	258.90	6910.02	-4321.02	2589.00
13	457.80	1049.83	-592.03	457.80	1049.83	-592.03	457.80	1049.83	-592.03	457.80	6298.98	-1720.98	4578.00
14	359.80	1048.33	-688.53	359.80	1048.33	-688.53	359.80	1048.33	-688.53	359.80	6289.98	-2691.98	3598.00
15	720.83	720.83	0.00	720.83	720.83	0.00	720.83	720.83	0.00	720.83	4324.98	0.00	4324.98
16													

And here is part of my report.

Diocese of LaCrosse Training
Budget Worksheet - Budget Worksheet
From 4/1/2015 Through 6/30/2015

Account Code	$ Original (2015-04-01 - 2015-04-30)	$ Original (2015-05-01 - 2015-05-31)	$ Original (2015-06-01 - 2015-06-30)	Total
5005	(760.00)	(760.00)	(760.00)	(2,280.00)
5020	(1,880.00)	(1,880.00)	(1,880.00)	(5,640.00)
5025	(1,603.33)	(1,603.33)	(1,603.33)	(4,809.99)
5030	(890.00)	(890.00)	(890.00)	(2,670.00)
5035	(5,964.17)	(5,964.17)	(5,964.17)	(17,892.51)
5040	(219.33)	(219.33)	(219.33)	(657.99)
5045	(1,584.30)	(1,584.30)	(1,584.30)	(4,752.90)
5070	(922.47)	(922.47)	(922.47)	(2,767.41)
5115	(87.73)	(87.73)	(87.73)	(263.19)
5120	(892.77)	(892.77)	(892.77)	(2,678.31)
5125	(592.03)	(592.03)	(592.03)	(1,776.09)
5135	(688.53)	(688.53)	(688.53)	(2,065.59)
5140	0.00	0.00	0.00	0.00

Detail Budget/Actual Transactions – These series of reports allow you to look at your budgeted amounts next to your actual amounts in GL detail.

Diocese of LaCrosse Training
Detail Budget/Actual Transactions - Detail budget/actual
From 1/1/2015 Through 12/31/2015

GL Code	GL Title	Revised Budget	Actual	Available Budget	
		0.00	0.00	0.00	Opening Balance
5005	Salaries & Wages...	12,000.00	0.00	12,000.00	
5020	Payroll Taxes	24,000.00	0.00	24,000.00	
5025	Retirement	23,560.00	0.00	23,560.00	
5030	Health Insurance	13,560.00	0.00	13,560.00	
5035	Dental Insurance	75,890.00	0.00	75,890.00	
5040	Unemployment In...	12,340.00	0.00	12,340.00	
5045	Workmen's Comp...	25,830.00	0.00	25,830.00	
5070	Life Insurance	13,460.00	0.00	13,460.00	
5115	Insurance - Liability	2,581.33	0.00	2,581.33	
5120	Postage	13,935.17	0.00	13,935.17	
5125	Printing	12,702.98	0.00	12,702.98	
5135	Office Equipment ...	12,684.83	0.00	12,684.83	
5140	Bank Service Cha...	8,722.08	0.00	8,722.08	
		251,266.39	0.00	251,266.39	Transaction Total

Summary Budget Comparisons – These series of reports allow you to compare budgeted amounts, actual amounts for different time periods, also in GL detail.

Account Code	Account Title	Prior Year Current Period Actual	Current Period Budget $ - Original	Current Period Actual	Prior Year Actual	YTD Budget $ - Original	YTD Actual
6045	Field Trip Expense	362.00	0.00	0.00	362.00	0.00	0.00
6050	Awards	35.85	0.00	0.00	35.85	0.00	0.00
6060	Fundraising Expense	128,286.18	0.00	0.00	128,286.18	0.00	0.00
6065	Student Activities Expense	68,295.77	0.00	230.11	68,295.77	0.00	230.11
6070	Child Care Supply Expense	3,465.70	0.00	256.00	3,465.70	0.00	256.00
6085	Instructional Fee Expense	142.50	0.00	0.00	142.50	0.00	0.00
6090	Instructional Busing Expense	7,669.12	0.00	0.00	7,669.12	0.00	0.00
6095	Instructional Misc/Other Expense	4,667.20	0.00	0.00	4,667.20	0.00	0.00
6100	Library Expense	9,629.20	0.00	0.00	9,629.20	0.00	0.00
7005	Mileage	3,212.64	0.00	0.00	3,212.64	0.00	0.00
7025	Other Expenses	542,058.16	0.00	2,702.79	542,058.16	0.00	2,702.79
7040	Gas	0.00	0.00	0.00	0.00	0.00	0.00
8000	Grounds Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
8005	Building Repairs & Maintenance	10,368.66	0.00	1,155.90	10,368.66	0.00	1,155.90
8010	Equipment Repairs & Maintentance	2,800.11	0.00	133.32	2,800.11	0.00	133.32
8025	Electricity	49,907.97	0.00	0.00	49,907.97	0.00	0.00
8030	Heat	38,061.39	0.00	241.03	38,061.39	0.00	241.03
8040	Contracted Services	12,613.89	0.00	948.99	12,613.89	0.00	948.99
8045	General Supplies	20,905.84	0.00	5,913.97	20,905.84	0.00	5,913.97
8065	Depreciation	22,224.00	0.00	0.00	22,224.00	0.00	0.00
8070	Asbestos	3,300.00	0.00	0.00	3,300.00	0.00	0.00
9005	Food	115,653.71	0.00	2,390.75	115,653.71	0.00	2,390.75

Statement of Revenues and Expenditures – Budgeted amounts. Use this series of reports if you want budget to actual results, but in your GL groupings.

<div align="center">

Diocese of LaCrosse Training
Statement of Revenues and Expenditures
From 8/1/2014 Through 8/31/2014

</div>

	Current Period Actual	Current Period Budget $ - Original	Current Period Budget $ Variance - Original	Current Year Actual	Total Budget $ - Original	Total Budget $ Variance Original
Revenue						
Tuition & Fees	0.00	0.00	0.00	0.00	1,000.00	(1,000.)
Total Revenue	0.00	0.00	0.00	0.00	1,000.00	(1,000.)
Expense						
Salaries & Wages	0.00	0.00	0.00	97,037.21	8,000.00	(89,037.
Fringe Benefits	0.00	0.00	0.00	21,468.02	125,760.00	104,291.
Development	0.00	0.00	0.00	14.00	100.00	86.
Professional Expense	0.00	0.00	0.00	927.86	0.00	(927.
Technology Expense	0.00	0.00	0.00	3,083.58	0.00	(3,083.
School Operations	0.00	0.00	0.00	4,011.30	0.00	(4,011.
General Administrative	13,023.47	0.00	(13,023.47)	33,246.89	31,765.28	(1,481.
Telephone	0.00	0.00	0.00	2,308.28	0.00	(2,308.
Utilities	0.00	0.00	0.00	241.03	0.00	(241.
Building & Grounds	0.00	0.00	0.00	2,238.21	0.00	(2,238.
General Supplies	0.00	0.00	0.00	5,913.97	0.00	(5,913.
Insurance	0.00	0.00	0.00	0.00	1,706.64	1,706.
Athletic	0.00	0.00	0.00	7,117.32	0.00	(7,117.
Food Service	2,433.77	0.00	(2,433.77)	2,611.99	0.00	(2,611.
Total Expense	15,457.24	0.00	(15,457.24)	180,219.66	167,331.92	(12,887.
Net Surplus (Deficit)	(15,457.24)	0.00	(15,457.24)	(180,219.66)	(166,331.92)	(13,887.

Diocese of LaCrosse Training
Statement of Revenues and Expenditures
From 8/1/2014 Through 8/31/2014

	Current Period Actual	Current Period Budget $ - Original	Current Period Budget $ Variance - Original	Current Year Actual	Total Budget $ - Original	Total Budget $ Variance Original
Revenue						
Tuition & Fees	0.00	0.00	0.00	0.00	1,000.00	(1,000.(
Total Revenue	0.00	0.00	0.00	0.00	1,000.00	(1,000.(
Expense						
Salaries & Wages	0.00	0.00	0.00	97,037.21	8,000.00	(89,037.:
Fringe Benefits	0.00	0.00	0.00	21,468.02	125,760.00	104,291.
Development	0.00	0.00	0.00	14.00	100.00	86.
Professional Expense	0.00	0.00	0.00	927.86	0.00	(927.:
Technology Expense	0.00	0.00	0.00	3,083.58	0.00	(3,083.
School Operations	0.00	0.00	0.00	4,011.30	0.00	(4,011..
General Administrative	13,023.47	0.00	(13,023.47)	33,246.89	31,765.28	(1,481.(
Telephone	0.00	0.00	0.00	2,308.28	0.00	(2,308.:
Utilities	0.00	0.00	0.00	241.03	0.00	(241.(
Building & Grounds	0.00	0.00	0.00	2,238.21	0.00	(2,238..
General Supplies	0.00	0.00	0.00	5,913.97	0.00	(5,913.'
Insurance	0.00	0.00	0.00	0.00	1,706.64	1,706.
Athletic	0.00	0.00	0.00	7,117.32	0.00	(7,117..
Food Service	2,433.77	0.00	(2,433.77)	2,611.99	0.00	(2,611.'
Total Expense	15,457.24	0.00	(15,457.24)	180,219.66	167,331.92	(12,887.:
Net Surplus (Deficit)	(15,457.24)	0.00	(15,457.24)	(180,219.66)	(166,331.92)	(13,887.: