



ENTERING BUDGET REQUEST

August, 2022

STEP 1

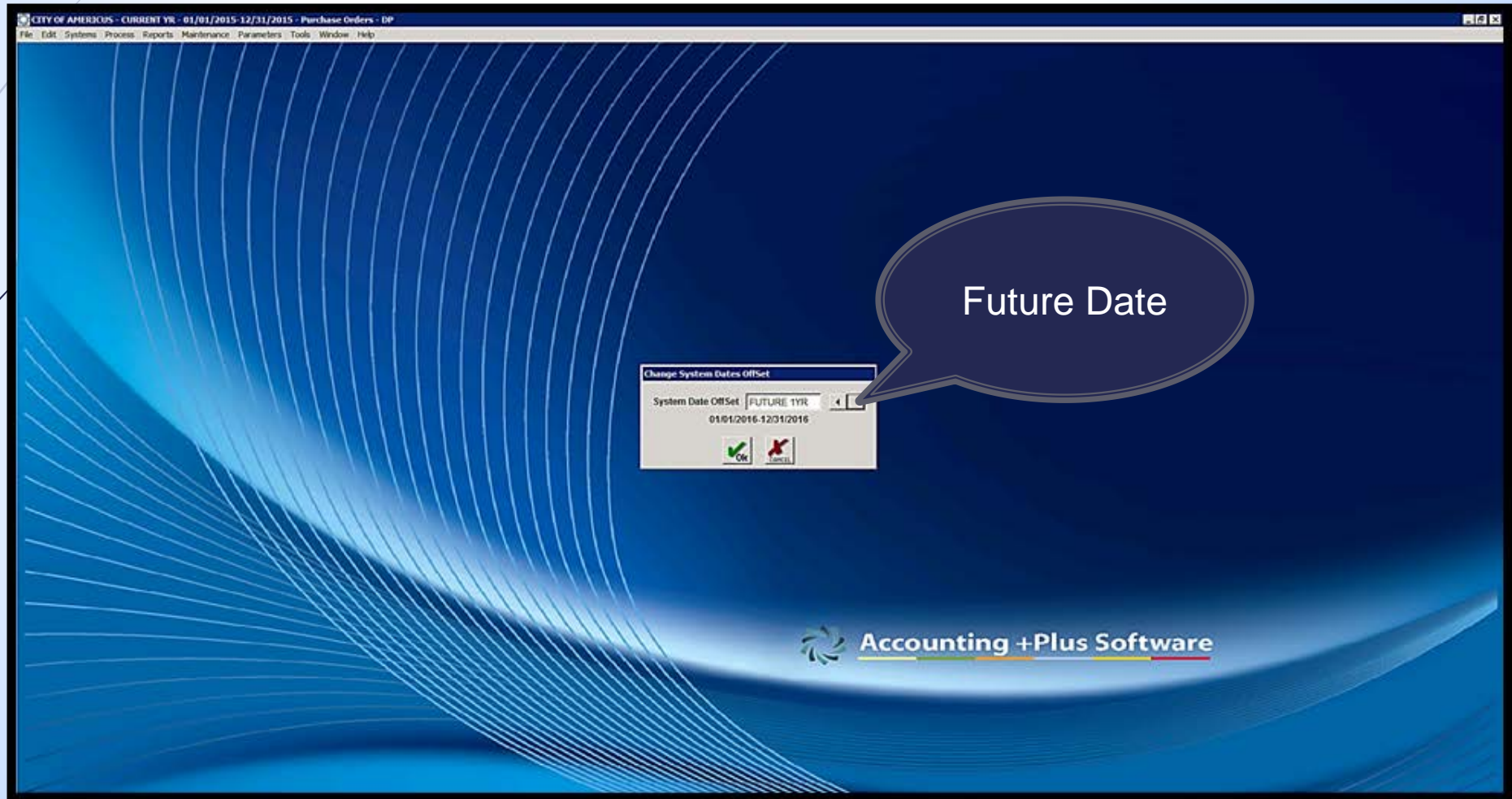
Go to Tools

Change System Dates



STEP 2

Future Year



STEP 3

Budget Prep



STEP 4

Accounts

Enter Edit Budget Prep Accounts



STEP 4 cont.

Enter Edit Budget Prep Accounts Tab

CITY OF AMERICUS - FUTURE 1YR - 01/01/2016-12/31/2016 - Budget Prep - DP

File Edit Systems Accounts Profiles Fringe Reports Maintenance Parameters Tools Window Help

Budget Prep Accounts - Enter/Edit:1

1 - Selection Criteria 2 - Data Entry 3 - List

Beginning Account

Ending Account

Account Status

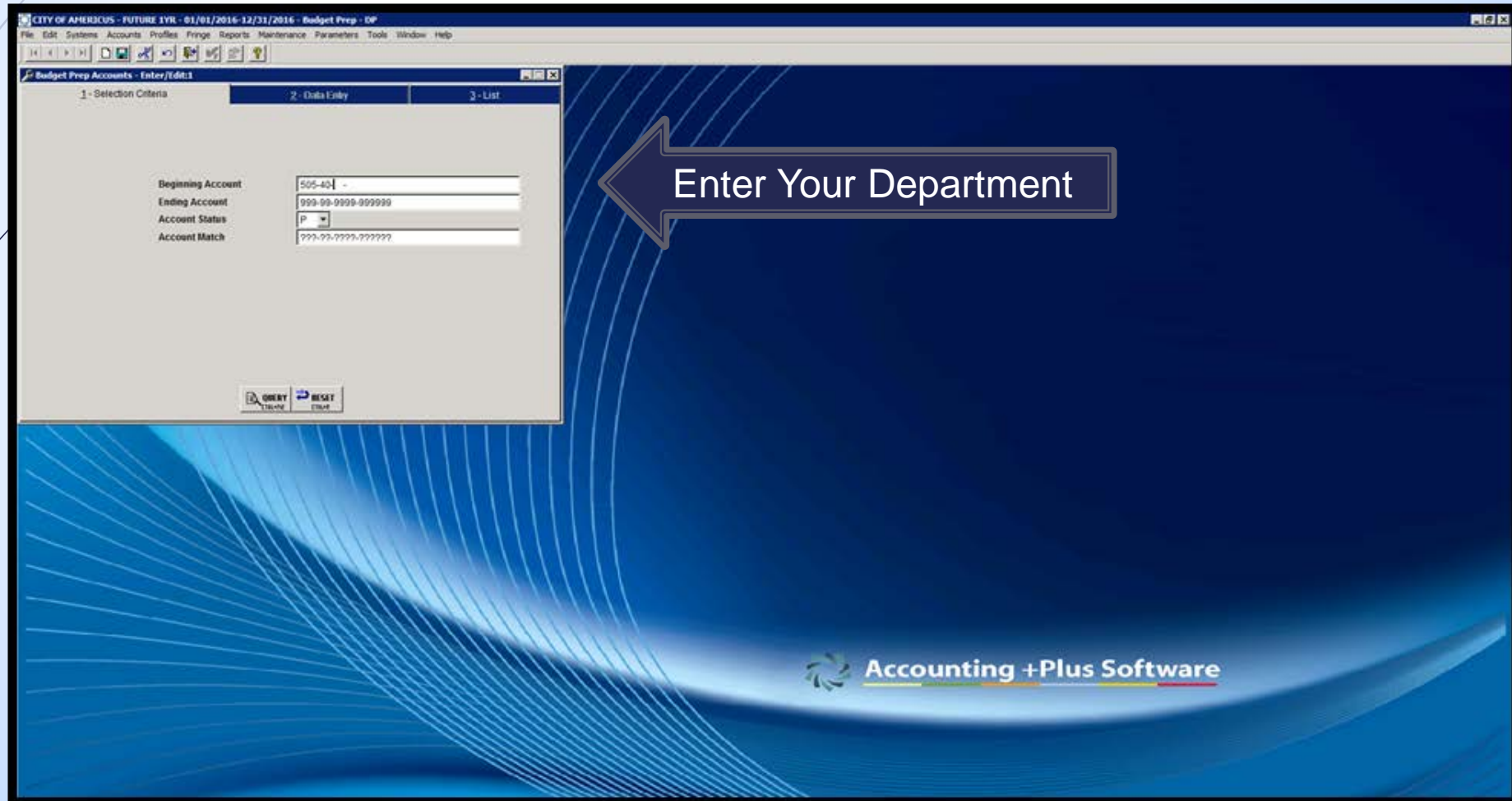
Account Match

QUERY RESET

Accounting +Plus Software

STEP 5

Tab 1 Selection Criteria



STEP 6:

Tab 2

Entering Budget Request

The screenshot displays the 'CITY OF AMERICUS - FUTURE YR - 01/01/2016-12/31/2016 - Budget Prep - DP' application window. The interface is divided into three tabs: '1 - Selection Criteria', '2 - Data Entry', and '3 - List'. The '2 - Data Entry' tab is active, showing the following details:

- Account Number: 505-40-1565-531108
- Account Type: 7 Expenditure
- Account Status: P Posting
- Account Detail: D Detail
- Object Desc: <R 114>

Below these details is a table for the 'Requested Amount \$0' for the year 01/01/2015. A red arrow points to the 'Requested' column value of 0.00.

01/01/2015	Requested Amount \$0	Fund Total
0.000	0.00	0.00

Budget Year Beg	FTE	Forecast	Requested	Recommended	Approved	Amended	Fund Total
01/01/2016	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2015	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2014	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2013	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	0.0000	0.00	0.00	0.00	0.00	0.00	0.00

The Accounting +Plus Software logo is visible in the bottom right corner of the application window.

STEP 6

Adding Notes & Additional Information

The screenshot displays the Accounting +Plus Software interface for budget preparation. The window title is "CITY OF AMERIGOUS - FUTURE YR - 01/01/2016-12/31/2016 - Budget Prep - 00". The main window is titled "Budget Prep Accounts - Enter/Edit:1" and has three tabs: "1 - Selection Criteria", "2 - Data Entry", and "3 - List".

The "2 - Data Entry" tab is active, showing the following fields:

- Account Number: 505-40-1565-531108
- Account Type: 7 Expenditure
- Account Status: P Posting
- Account Detail: D Detail
- Object Desc: BLDG REPAIR & MAINT
- Object Desc: 45111

Below these fields is a table with columns: Budget Year Beg, FTE, Forecast, Re, Requested Amount, and Fund. A context menu is open over the "Requested Amount" column for the row "01012015". The menu options are: "What's This?", "Cut", "Copy", "Paste", "Select All", and "Zoom Edit". A callout box with the text "Click in this box" points to the "Requested Amount" cell for the "01012015" row.

Budget Year Beg	FTE	Forecast	Re	Requested Amount	Fund
01012016	0.0000	0.00	0.00	0.00	0.00
01012015	0.0000	0.00	0.00	0.00	0.00
01012014	0.0000	0.00	0.00	0.00	0.00
01012013	0.0000	0.00	0.00	0.00	0.00
01012012	0.0000	0.00	0.00	0.00	0.00

Accounting +Plus Software

STEP 6 cont.

Zoom Edit Box

The screenshot displays the Accounting +Plus Software interface for 'CITY OF AMERSONS - FUTURE YR - 01/01/2016-12/31/2016 - Budget Prep - OP'. The main window is titled 'Budget Prep Accounts - Entry/Edit' and is divided into three tabs: '1 - Selection Criteria', '2 - Data Entry', and '3 - List'. The '2 - Data Entry' tab is active, showing account details for Account Number 505-40-1565-531108, Object Desc - <F11>, and various dropdown menus for Account Type (7 - Expenditure), Account Status (P - Posting), and Account Detail (D - Detail). A table below shows requested amounts for various budget years and periods. A 'Zoom Edit' dialog box is open, allowing the user to enter a requested amount for a specific period.

Budget Year	Req	Forecast	Requested	Recommended	Approved	Amended	Fund Total
01/01/2016	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2015	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2014	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2013	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	0.0000	0.00	0.00	0.00	0.00	0.00	0.00

Zoom Edit
Requested Amount: \$0

Enter Your Requested Detail

Accounting +Plus Software

STEP 6 cont.

Saving Data

The screenshot displays the 'Budget Prep Accounts - Enter/Edit1' window in Accounting +Plus Software. The window is divided into three tabs: '1 - Selection Criteria', '2 - Data Entry', and '3 - List'. The '2 - Data Entry' tab is active, showing fields for 'Edit Account Number' (505-40-1565-531108), 'Account Type' (7 Expenditure), 'Account Status' (P Pooling), and 'Account Detail' (D Detail). Below these fields is a table with columns for 'Budget Year', 'Beg FTE', 'Forecast', 'Requested', 'Recommended', 'Approved', 'Amended', and 'Fund Total'. The table shows data for years 2012 through 2016, with 'Requested' amounts of \$011 for 2016 and \$000 for other years.

Budget Year	Beg FTE	Forecast	Requested	Recommended	Approved	Amended	Fund Total
01/01/2016	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2015	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2014	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2013	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	0.0000	0.00	0.00	0.00	0.00	0.00	0.00

A dialog box titled 'Budget Prep Accounts - Enter/Edit1' is overlaid on the main window, asking 'Do you want to save your changes first?' with 'Yes', 'No', and 'Cancel' buttons.

Always Remember to Save

STEP 7

Tab 3

Select the Next Account

The screenshot displays the 'Budget Prep Accounts - Enter/Edit1' window. The window is divided into three tabs: '1 - Selection Criteria', '2 - Data Entry', and '3 - List'. The '3 - List' tab is active, showing a table of accounts. A speech bubble points to the account '505-40-4400-522000' with the description 'OTHER OUTSIDE SERVICES'.

Account Number	Description	Status
505-40-1565-531108	BUILDING REPAIR & MAINT	P
505-40-4400-511000	REGULAR PAY	P
505-40-4400-511300	OVERTIME PAY	P
505-40-4400-512100	GROUP MEDICAL INSURANCE	P
505-40-4400-512101	OPT OUT INSURANCE PLAN	P
505-40-4400-512110	GROUP DENTAL INSURANCE	P
505-40-4400-512200	SOCIAL SECURITY PAYMENTS	P
505-40-4400-512400	RETIREMENT SYSTEM	P
505-40-4400-512700	WORKERS' COMPENSATION	P
505-40-4400-522000	OTHER OUTSIDE SERVICES	P
505-40-4400-522009	CONTRACTED MAINTENANCE PROGRAMS	P
505-40-4400-522202	AUTO & TRUCK-REP & MAINT	P
505-40-4400-522203	MACH & EQUIP-REP & MAINT	P
505-40-4400-522207	W & S SYSTEM-REP & MAINT	P
505-40-4400-523200	TELEPHONE EXPENSE	P

Then Back to Tab 2

Accounting +Plus Software

STEP 8

Repeat Steps for Remaining Accounts

The screenshot displays the Accounting + Plus Software interface for 'CITY OF AMERDCPS - FUTURE YR - 01/01/2016-12/31/2016 - Budget Prep - EP'. The window title is 'Budget Prep Accounts - Entry/Edit'. The interface is divided into three tabs: '1 - Selection Criteria', '2 - Data Entry', and '3 - List'. The '3 - List' tab is active, showing a table of account data.

Account Details:

- Account Number: 505-40-4400-522000
- Account Type: 7 Expenditure
- Account Status: P Posting
- Account Detail: D Detail
- Object Desc: -4315-

Table Data:

Budget Year Beg	FTE	Forecast	Requested	Recommended	Approved	Amended	Fund total
01/012016	0.0000	0.00	0.00	0.00	0.00	0.00	0.00
01/012015	0.0000	0.00	84300.00	46300.00	46300.00	46300.00	0.00
01/012014	0.0000	0.00	80900.00	80900.00	80900.00	80900.00	0.00
01/012013	0.0000	125000.00	56000.00	56900.00	56900.00	21249.00	0.00
01/012012	0.0000	456000.00	82728.00	82728.00	81000.00	489154.00	0.00
01/012011	0.0000	100000.00	54728.00	36304.00	36304.00	556000.00	0.00
01/012010	0.0000	12000.00	15828.00	15828.00	15828.00	145828.00	0.00

Accounting + Plus Software