



## ALPINE COUNTY Site-Based Budgeting *Instructions*

The site-based budgeting menu is accessed via #80 on the Alpine County Voucher Print Menu in the Site-Based Voucher System of PBA.

### *#80. Go to Site Budget Menu*

A screenshot of a terminal window titled "JanetS1". The window displays a menu for "PBM555AL" with the following options:

```
PBM555AL                                PBM555AL MENU
Alpine County Voucher Print Menu

1. Enter/Update Vouchers
2. Print Voucher Proof List
3. Print Vouchers
4. Print List of Held Vouchers
5. Print List of Vouchers By Date
6. Move Vouchers Into Accounting for Checks

21. Account History Inquiry/Report - PB7310SI
22. Print Revenue Report - PB1900SI
23. Print Expense Report - PB2000SI
24. Display Vendor History - PB6120SI
25. Balance Sheet - PB1800SI
26. Vendor Inquiry - PB3375
80. Go To Site Budget Menu
90. Sign Off

Selection or command
==> |
```

The terminal window also shows a status bar at the bottom with "ME B", "23/007", and "hp LaserJet 1300 PCL 5 on Ne05".

### Site Based Budget – Department Menu

The Site Based Budget – Department Menu has the following:

1. Enter/Update Expenditure Budget Request Amounts. This is the input screen for entering preliminary and final budget appropriation requests for your department.

2. Print Expenditure Proof List. Not really a "proof" list (ie..report of input data prior to posting data into the system). Produces a report of a budget unit's expenditure data that includes current year actual, current year budget and the department's next year appropriation budget request.
3. Print Five Year Estimated Expenditure List. Generates a 5 year historical expenditure report that also includes the current year budget and the department's next year appropriation budget request. Report prints one budget unit at a time.
4. Enter / Update Revenue Budget Request Amounts. This is the input screen for entering preliminary and final budget revenue projections for your department.
5. Print Revenue Proof List. Not really a "proof" list (ie..report of input data prior to posting data into the system). Produces a report of a budget unit's revenue data that includes current year actual, current year budget and the department's next year revenue projection request.
80. Go to Site Voucher Menu. Returns to the previous menu screen.
90. Sign Off.

### Enter/Update Expenditure Budget Request Amounts

This is the input screen for entering preliminary and final budget appropriation requests for your department. You will need your department's Site Code (listed below) and the Fund/Department combination for the budget you will enter or update. There is also an option to include or exclude zero accounts (accounts with no balances).

### *Enter/Update Department Request Budget Amounts*



Site Codes

*ALL	Finance
ASSR	Assessor / Recorder
BHS	Behavioral Health Services
CDA	Community Development
CLERK	Clerk
DA	District Attorney
LIB	Library
HHS	Health & Human Services
HR	Human Resources
PROB	Probation
SO	Sheriff

Salary and benefit accounts are entered by Finance. You can view these amounts but cannot change them.

Page down until you get to office supplies account (first account after the salaries and benefit accounts). Enter your budget amounts on the input line under the 2015 Request column. F3 to save changes and exit back to the previous menu. Repeat process for each budget unit. Note that if you need a new account, you need to contact the Auditor's Office. You will also notice that the system accumulates your total budget request, located on the screen just above the 2015 request heading.

Enter/Update Site Budget Amounts

Budget Year.. 2015 **Enter/Update Site Budget Amounts** PB2650B  
 Site.. CDA COMMUNITY DEVELOPMENT  
 Salaries.. 283,820.00 Serv/Supls  
 Fund 100 Benefits.. 125,696.00 Capital **Total Request**  
 Dept 175 Sal & Ben. 409,516.00 409,516.00

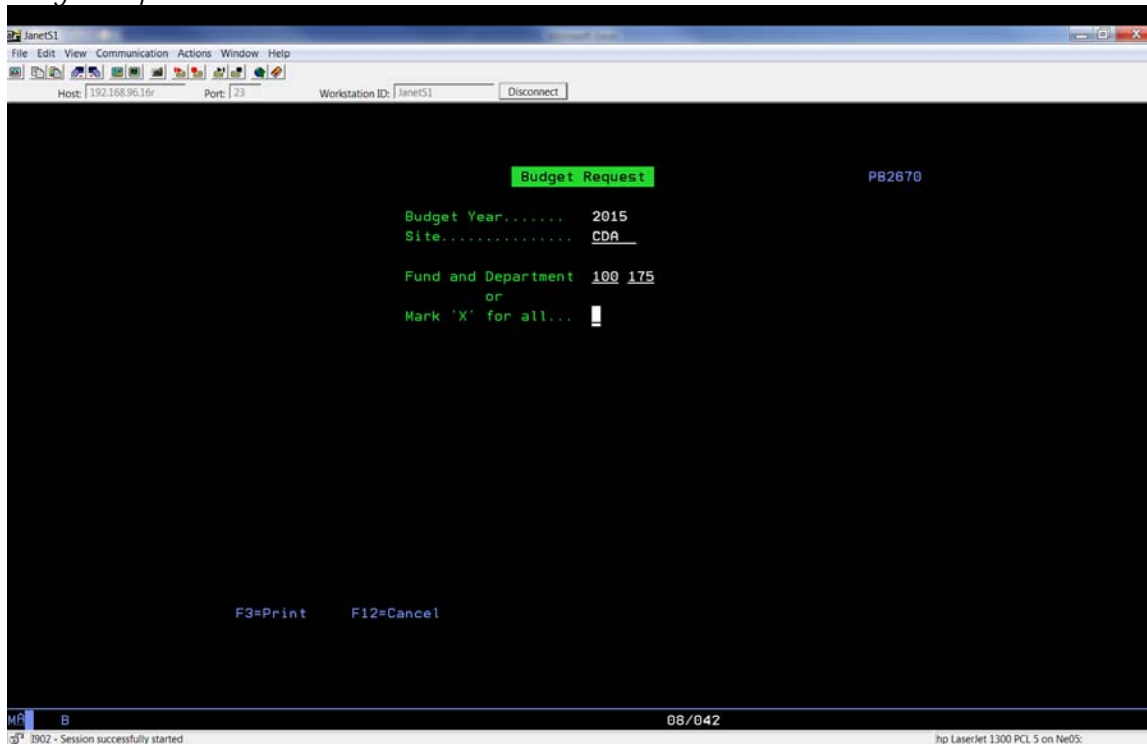
Fnd	Dpt	Acct#	Obj	2014 YTD	2014 Budget	Account Description	2015 Request
100	175	51600	160	998.00	1,997.00	WORKERS COMPENSATIO	1,997.00
100	175	51600	162	3,159.93	4,116.00	FICA-MEDICARE INSUR	4,116.00
100	175	52000	209	7,558.07	8,000.00	MISC OFFICE SUPPLY	.00
100	175	52200	221	320.99	1,000.00	POSTAGE	.00
100	175	52700	272		1,000.00	GASOLINE	.00
100	175	54000	401	964.00	1,928.00	INSURANCE	.00
100	175	54200	420	3,767.42	5,000.00	PHONE & INTERNET	.00
100	175	54400	443	37.63	800.00	PRINTING & REPRODUC	.00

Page 2 of 4 More...  
 Note: To Add/delete accounts, return to the menu and contact the Finance Dept.  
 F3=Save Changes F12=Cancel (Exit, Discarding Changes) Page Back Page Fwd

## Print Expenditure Proof List

Provides report of expenditure budget request entered from the previous step. Input your department's Site Code and the Fund/Department combination. The report displays current year actual, current year budget and the next year budget request amounts. You can edit the budget request amounts (except salaries and benefits) by returning to the enter/update expenditure budget request amounts screen.

### *Budget Request*



## Print Five Year Estimated Expenditure List

This item generates a 5 year historical expenditure report that also includes the current year budget and the department's next year appropriation budget request for one budget unit at a time. Input your department's Site Code and the Fund/Department combination. You can also input the current month for the current year to date column.

### *Estimated Expenditure Report – Five Yr Hist*

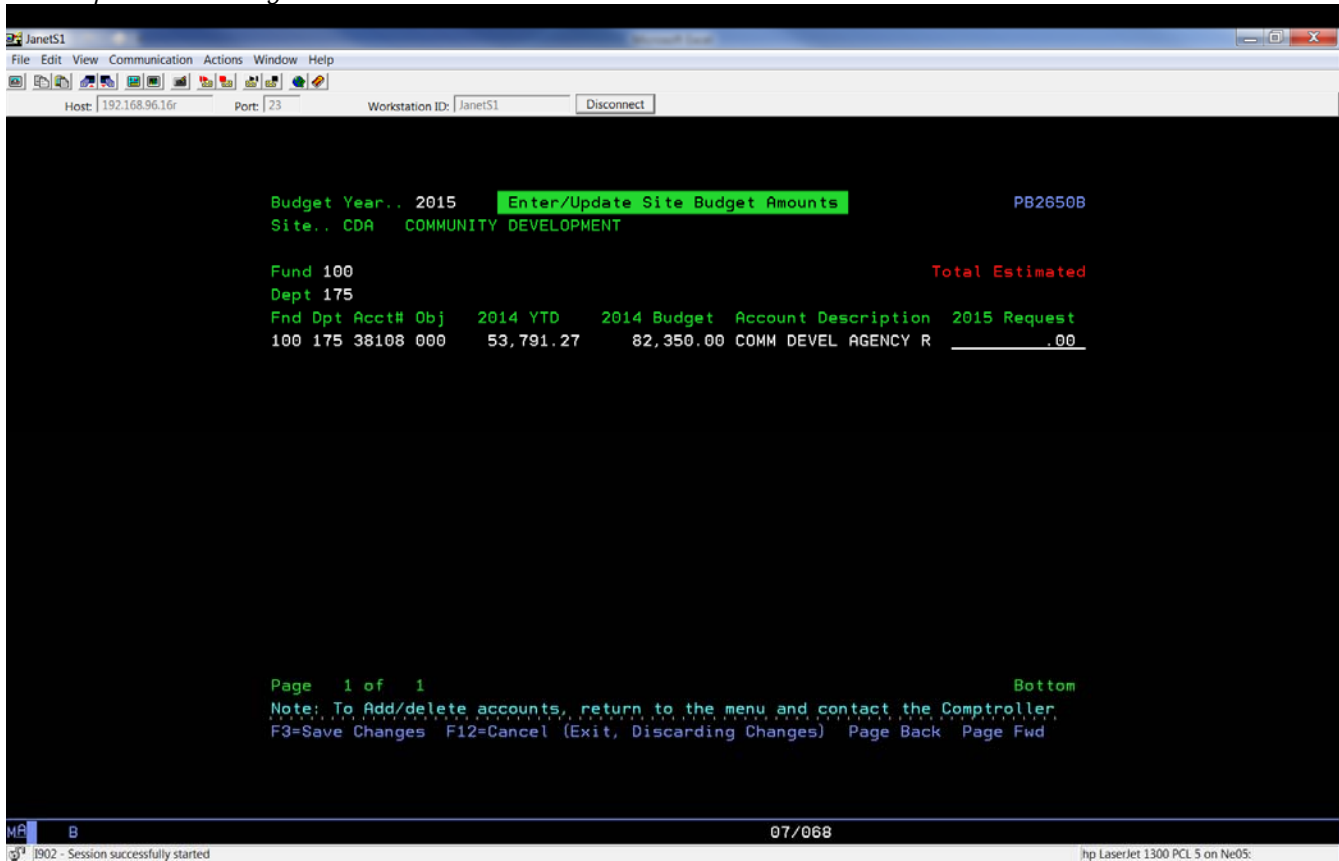


## Enter/Update Revenue Budget Request Amounts

This is the input screen for entering preliminary and final budget revenue projections for your department. Input your department's Site Code and the Fund/Department combination for the budget you will enter or update. There is also an option to include or exclude zero accounts (accounts with no balances).

Enter your projection amounts on the input line under the 2015 Request column. F3 to save changes and exit back to the previous menu. Repeat process for each budget unit. Note that if you need a new account created, you will need to contact the Auditor's Office. This screen also accumulates your total revenue projection for the budget unit and is located on the screen just above the 2015 request heading.

### Enter/Update Site Budget Amounts



## Print Revenue Proof List

Provides report of revenue projection amounts entered from the previous step. Input your department's Site Code and the Fund/Department combination. The report displays current year actual, current year budget and the next year revenue projection amounts. You can edit the projection amounts previously entered by returning to the enter/update revenue budget request amounts screen.