COUNTY OF ALPINE
Office of the Auditor/Controller
Carol McElroy

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

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

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
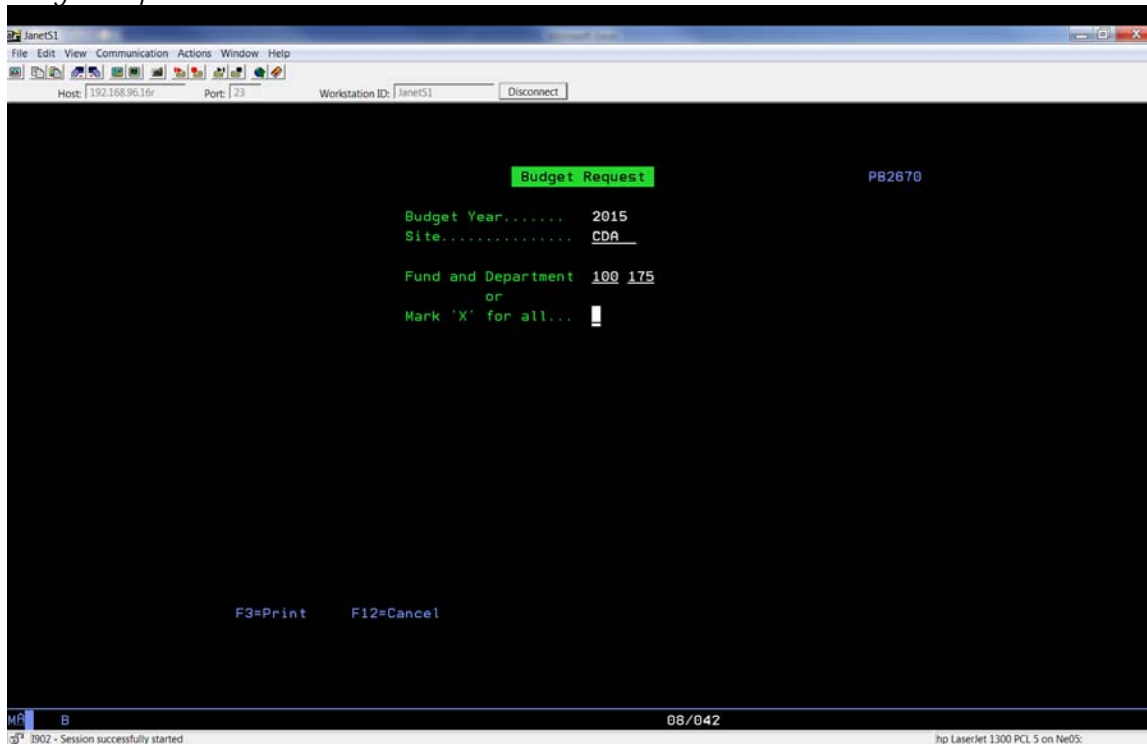
Print Five Year Estimated Expenditure List

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
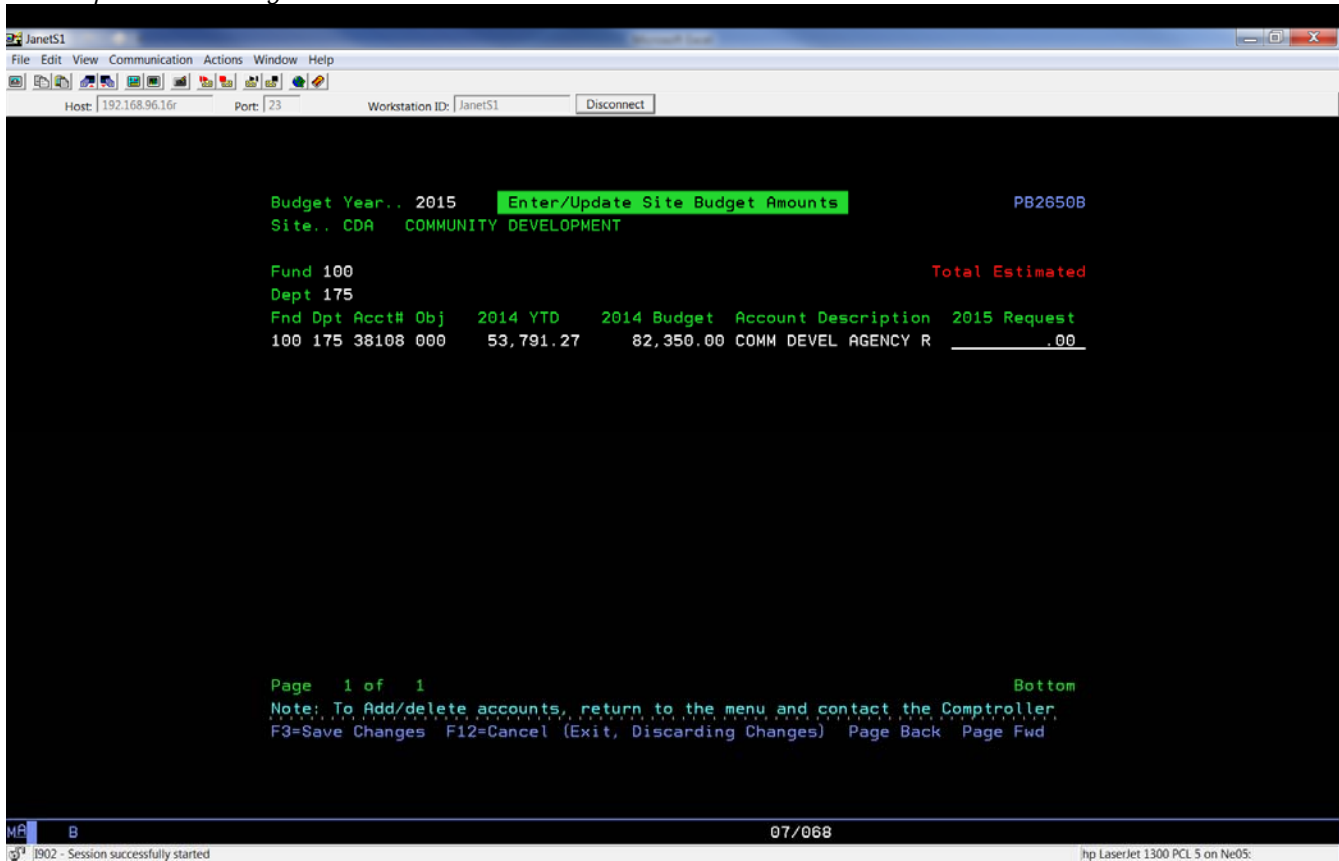
Print Revenue Proof List

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.