

Next Year Budget Entry Instructions For 2020-21

- **Do not use cents. Please round your entries to the next ten.** (Example: 38 rounded to the next ten is 40. 33 rounded to the next ten is 40.)
- **Divisions will enter proposed budgets for most standard operating expense line items, with the following exceptions:**

Personal Services: Departments will estimate and enter their Overtime budget in 514000. All other personnel-related expenses will be calculated and entered by the Budget Office. This includes Regular Salaries, Automobile Allowance, Clothing and Tool Allowance, Health Insurance Incentive, Gift Certificates, FICA, Employee Assistance Program, Life and Health Insurance, Retirement, Unemployment Compensation, and Workers Compensation.

Operating Expenses: The following operating expenses will be entered by the Budget Office.

Object	Description	Calculated By	Entered By
534150	Pest Control Contract	Facilities Division	Budget Office
534155	Life Safety Services	Facilities Division	Budget Office
543010	Electric	Budget Office	Budget Office
543050	Water	Budget Office	Budget Office
545030	Risk Management – Svc Charge	Budget Office	Budget Office
546030	Repair & Maintenance – Building	Facilities Division	Budget Office
546040	Repair & Maintenance – AC	Facilities Division	Budget Office
546300	Fleet Management Charges	Fleet Division	Budget Office
546310	Fleet Management Labor Chg	Fleet Division	Budget Office
546320	Auto Parts	Fleet Division	Budget Office
546330	Sublet Repairs	Fleet Division	Budget Office
552030	Auto-Fuel & Oil	Fleet Division	Budget Office

Finance-related line items will be calculated and entered by **Finance** staff. These include Auditing Fees, Principal, Interest, Debt Service, Fiscal Agent Fees, Lease Payments, and Arbitrage Fees.

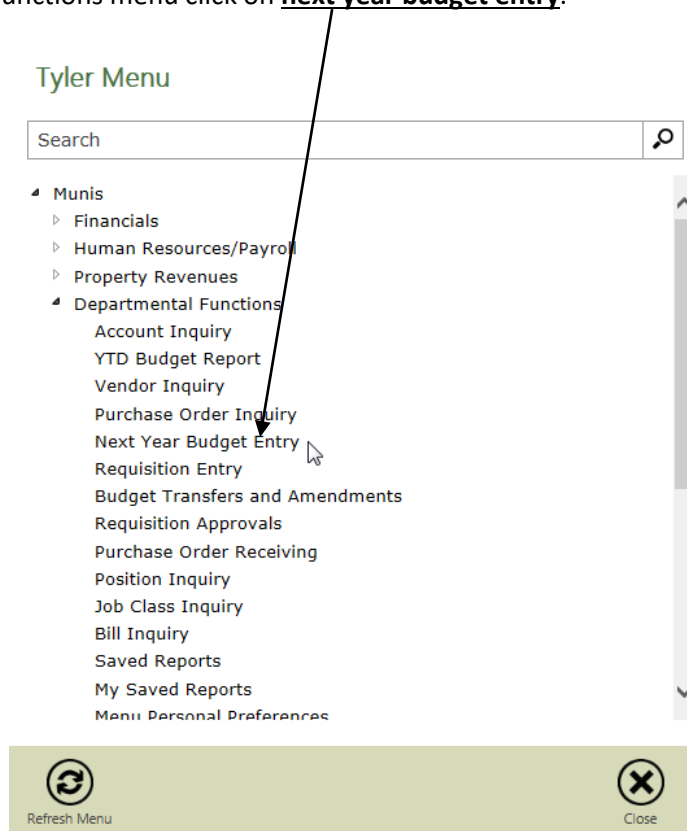
Capital Expenses: New vehicles and fleet-related equipment will be entered by Budget Office staff in accordance with the Fleet Maintenance Division’s submitted recommendations.

For machinery & equipment over \$5,000, that does not include Fleet, Facilities, or IT-related items, divisions will enter detailed items into 564000 **and** submit a Machinery and Equipment request form for each entry to the Budget Office.

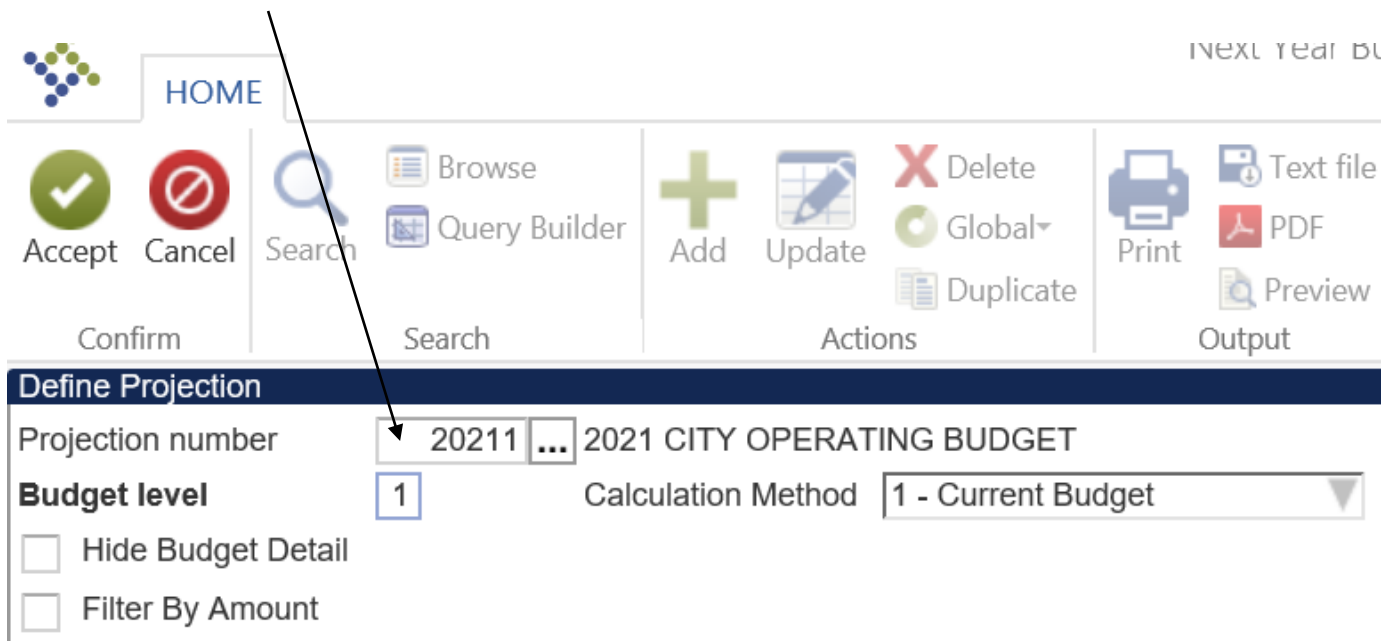
- **When you are finished entering your entire budget, on the left hand side of the screen click “More”, followed by “Department Notify” (page 11). This will send a notification to the Budget Office that you have completed your budget entry. You will receive feedback once your budget has been reviewed.**

Next Year Budget Entry Instructions For 2020-21

1. On the Departmental Functions menu click on next year budget entry.



2. Select 20211- 2021 CITY OPERATING BUDGET from the drop down list if it's not already selected. Click Accept.



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3. Enter the first three digits of the Division number followed by an asterisk. Select "E" for expense accounts or "R" for revenue accounts. Most of you will only enter for expense accounts. Click **Accept**.

Define Projection

Projection number 20211 ... 2021 CITY OPERATING BUDGET

Budget level 1 Calculation Method 1 - Current Budget

Hide Budget Detail

Filter By Amount

Account Find Criteria

Segment Name	Search Value	
Organization		...
Fund		...
Function		...
Department		...
Division	210*	...
State COA		...
Location		...
Prog/Grant		...
GASB Categor		...
Object		...
Account Type	E	x ...
Account Status		...
Rollup Code		...
Sub-Rollup Code		...
Character Code		...

4. A list of all available revenue or expense accounts for your division budget will appear. Move the cursor down the account listing to retrieve a specific account. If you don't see the account you need, contact the Budget Office to have the account added. For our example, we will use 552000 - Operating Supplies.

Accept Cancel Search Browse Query Builder Add Update Delete Global* Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts

For tips on how to customize your screen to show prior year budgets and expenditures, see page 12.

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
.00	.00	.00	.00	.00

Text	Org	▲ Object	Proj	Description	2021 DEPARTMENT Am...	2021	Original
N	21000513	547000		PRINTING & BINDING	.00	.00	3,200.00
N	21000513	547010		COPY EXPENSE	.00	868.29	5,100.00
N	21000513	549010		LEGAL ADS	.00	.00	300.00
N	21000513	552000		OPERATING SUPPLIES	.00	4,162.35	16,005.00
N	21000513	552220		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32	3,550.00
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00	2,840.00
N	21000513	555000		TRAINING & EDUCATION	.00	1,424.00	26,600.00
N	21000513	555100		TUITION	.00	.00	.00

Next Year Budget Entry Instructions For 2020-21

5. **Deleting or Updating a Line Item.** You must go through each of your expense accounts and delete any line items you no longer need. Line items from 2019-20 which you are keeping for 2020-21 must be reviewed and edited and the description and justification need to be updated. Let's take a look at the line item for payroll check stock from Tyler. First, slide the bottom bar to the far right of the screen to view the entry descriptions. Double click the description or select the line and click **Accept**.

The screenshot shows the software interface with a top toolbar containing icons for Accept, Cancel, Search, Add, Update, Delete, Print, Text file, Excel, Word, Email, Attach, Notes, Audit, GL Account Inquiry, Text/Notes, and Return. Below the toolbar is a summary table:

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
.00	.00	.00	.00	.00

Below this is a table of accounts:

Text	Org	Object	Proj	Description	2021 DEPARTMENT Am...	2020 Actual	2020 Original	2020 Revised
N	21000513	547010		COPY EXPENSE	.00	868.29	5,100.00	5,100.00
N	21000513	549010		LEGAL ADS	.00	.00	300.00	300.00
N	21000513	552000		OPERATING SUPPLIES	.00	4,162.35	16,005.00	16,005.00
N	21000513	552200		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32	3,550.00	3,550.00
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00	2,840.00	2,840.00
N	21000513	555000		TRAINING & EDUCATION	.00	1,424.00	26,600.00	26,600.00

Below the table is a detailed view for 'Budget Detail for Account: 21000513 552000 OPERATING SUPPLIES':

ADOPTED Unit Cost	ADOPTED Amount	Description	Justification	One Time	Recurring	UO
.00	.00	CITY EMPLOYEE SHIRTS XL		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing
.00	.00	REVENUE INVOICE FORMS FROM TYLER		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing
.00	.00	1099, 1095C AND W-2 FORMS FROM TYLER		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing
.00	.00	AP CHECK STOCK FROM TYLER		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing
.00	.00	PAYROLL CHECK STOCK FROM TYLER		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing
.00	.00	BARCODE LABELS FOR AP		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing
.00	.00	CASES OF ENVELOPES FOR FINANCE AND REVENUE		<input type="checkbox"/>	<input type="checkbox"/>	New Item in existing

Slide this bar to the far right to view the descriptions.

6. To delete the item click on **X Delete**, otherwise Click Update. This will allow you edit the information. Please be sure to update the description, justification, and enter the quantity and unit cost. You must delete the item if you no longer need it.

The screenshot shows the software interface with a top toolbar containing icons for Accept, Cancel, Search, Add, Update, Delete, Print, Text file, Excel, Word, Email, Attach, Notes, Audit, and Alerts. Below the toolbar is a summary table:

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT	
Account	21000513 ... 552000 ... OPERATING SUPPLIES
Project Account	...

Below this is a 'Requested' form with the following fields:

- Year: 2021
- Line: 50
- Sequence: 0
- Period: 01
- Is this a 1-time expenditure or revenue?
- Priority item
- Request group: [Dropdown]
- User-defined: [Dropdown]
- Approval Status: [Dropdown]
- Quantity: .00
- Unit cost: .00
- Total: .00

The 'Requested' form also includes a 'Description' field with the text 'AP CHECK STOCK FROM TYLER' and a 'Justification' field.

Next Year Budget Entry Instructions For 2020-21

7. To add a new line item click on the account you want to add it to and click on detail info.

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
.00	.00	.00	.00	.00

Text	Org	▲ Object	Proj	Description	2021 DEPARTMENT Am...	2020 Actual	2020 Original
N	21000513	547000		PRINTING & BINDING	.00	.00	3,200.00
N	21000513	547010		COPY EXPENSE	.00	868.29	5,100.00
N	21000513	549010		LEGAL ADS	.00	.00	300.00
N	21000513	552000		OPERATING SUPPLIES	.00	4,162.35	16,005.00
N	21000513	552220		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32	3,550.00
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00	2,840.00
N	21000513	555000		TRAINING & EDUCATION	.00	1,424.00	26,600.00
N	21000513	555100		TUITION	.00	.00	.00

8. Click on the + **Add** icon at the top of the screen. The Update icon to the right of the +**Add** icon can also be used to correct information if an error has been made after you have saved the data record. Data records are saved by clicking Accept.

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

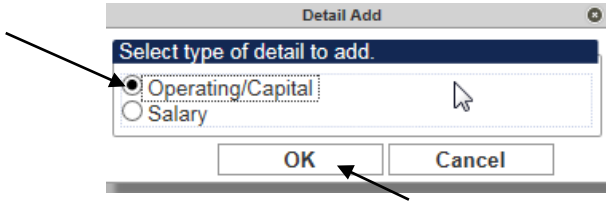
Account: 21000513 ... 552000 ... OPERATING SUPPLIES

Project Account: [Empty]

Requested		Requested	
Year	2021	Description	CITY EMPLOYEE SHIRTS
Line	10		
Sequence	0		
Period	01		
	New item in existing program	Justification	
	<input type="checkbox"/> Is this a 1-time expenditure or revenue?		
	<input type="checkbox"/> Priority item		
Request group	[Dropdown]		
User-defined	[Dropdown]		
Approval Status	[Dropdown]		
Quantity	.00		
Unit cost	.00		
Total	.00		

Next Year Budget Entry Instructions For 2020-21

9. Next choose Operating/Capital and click OK.

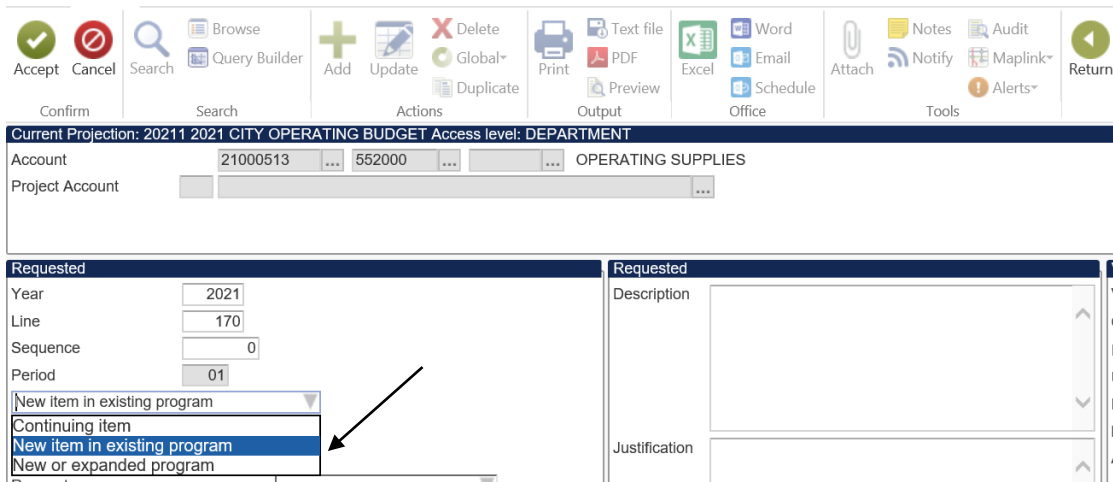


10. Tab down and select an option from the drop down list.

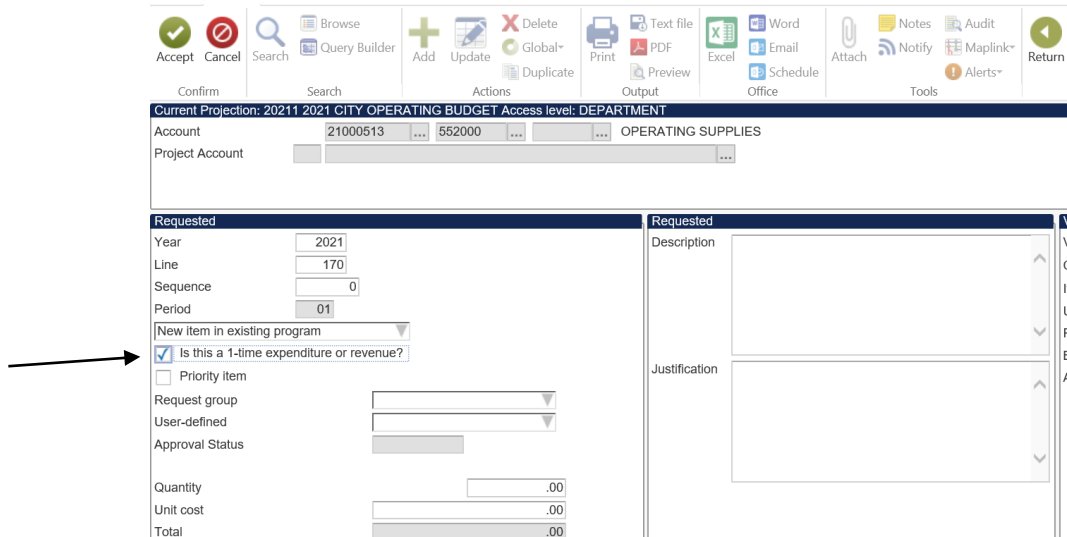
A Continuing item is an item that is budgeted every year.

A New item in existing program is for new items not previously budgeted.

New or Expanded program is for items related to requests on Schedule 9's, such a new truck or office supplies for a newly created position.



11. Indicate if this is a 1-time expenditure by clicking the box next to "Is this a 1-time expenditure or revenue". These are items you don't plan on budgeting for again in the next 5 years. Clicking this box will prevent this items detail from being moved forward to 2022 budget entry.



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12. Enter the quantity and cost of each item. **DO NOT INCLUDE PENNIES.** You must fill out the description and justification sections. Include enough detail to identify special requests. For example, if costs increase because new phones are brought into service, explain that here. This information is considered when budget decisions are made. **IF THERE IS A SIGNIFICANT INCREASE/OR DECREASE TO THE ITEM FROM THE PREVIOUS YEAR, YOU MUST INCLUDE THE AMOUNT AND THE REASON FOR THE INCREASE OR DECREASE.**

Enter a new record for each item. For example, enter 2 consultant contracts as two separate records, one for each consultant.

Requested				Requested	
Year	<input type="text" value="2021"/>			Description	Business cards for Budget Officer.
Line	<input type="text" value="170"/>			Justification	if the cost has gone up or down please note that here.
Sequence	<input type="text" value="0"/>				
Period	<input type="text" value="01"/>				
<input type="checkbox"/> Is this a 1-time expenditure or revenue? <input type="checkbox"/> Priority item					
Request group	<input type="text"/>				
User-defined	<input type="text"/>				
Approval Status	<input type="text"/>				
Quantity	<input type="text" value="1.00"/>				
Unit cost	<input type="text" value="25.00"/>				
Total	<input type="text" value="25.00"/>				

Totals			
	Qty	Amount	Account totals
DEPARTMENT	1.00	25.00	25.00
OMB REVIEW	.00	.00	.00
CM BUDGET	.00	.00	.00

You will notice that the Account totals is now the sum of all lines entered. When you are finished entering the information you can tab through or click **Accept**, then click Return.

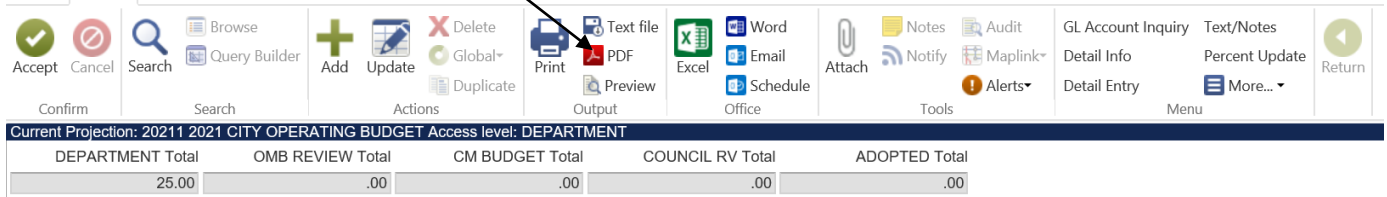
13. This returns you back to the browse screen with the listing of all your available accounts. Notice the lower half of the screen now displays the line you just entered. Select the next account and repeat the process.

Account									
Text	Org	Object	Proj	Description	2021 DEPARTMENT Am...	2020 Actual	2020 Original	2020 Revised	
N	21000513	547010		COPY EXPENSE	.00	868.29	5,100.00	5,100.00	
N	21000513	549010		LEGAL ADS	.00	.00	300.00	300.00	
N	21000513	552000		OPERATING SUPPLIES	25.00	4,162.35	16,005.00	16,005.00	
N	21000513	552220		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32	3,550.00	3,550.00	
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00	2,840.00	2,840.00	
N	21000513	555000		TRAINING & EDUCATION	.00	1,424.00	26,600.00	26,600.00	

Budget Detail for Account: 21000513 552000 OPERATING SUPPLIES											
Year	Ln	Seq	Period	Proj Qty	DEPARTMENT ...	DEPARTMENT Unit Cost	DEPARTMENT Amount	OMB REVIEW ...	OMB REVIEW Unit Cost	OMB REVIEW Amount	CM
2021	120	0	01	.00	.00	.00	.00	.00	.00	.00	.00
2021	130	0	01	.00	.00	.00	.00	.00	.00	.00	.00
2021	140	0	01	.00	.00	.00	.00	.00	.00	.00	.00
2021	150	0	01	.00	.00	.00	.00	.00	.00	.00	.00
2021	160	0	01	.00	.00	.00	.00	.00	.00	.00	.00
2021	170	0	01	.00	1.00	25.00	25.00	.00	.00	.00	.00

Next Year Budget Entry Instructions For 2020-21

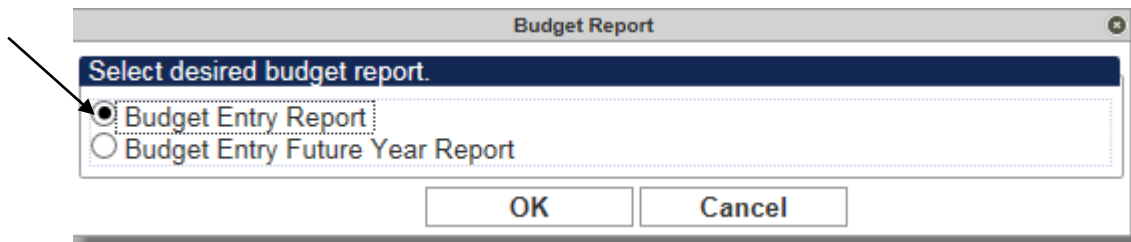
14. When you are finished entering all your revenues and/or expenses you may want a report of your entries. Click on the pdf icon.



The screenshot shows a toolbar with various icons. The PDF icon, which is a red document with a white 'X', is highlighted by a black arrow. Other icons include Accept, Cancel, Search, Query Builder, Add, Update, Delete, Global, Duplicate, Print, Text file, Excel, Word, Email, Schedule, Office, Attach, Notes, Notify, Maplink, Alerts, GL Account Inquiry, Detail Info, Detail Entry, Text/Notes, Percent Update, and More... The toolbar is positioned above a data table.

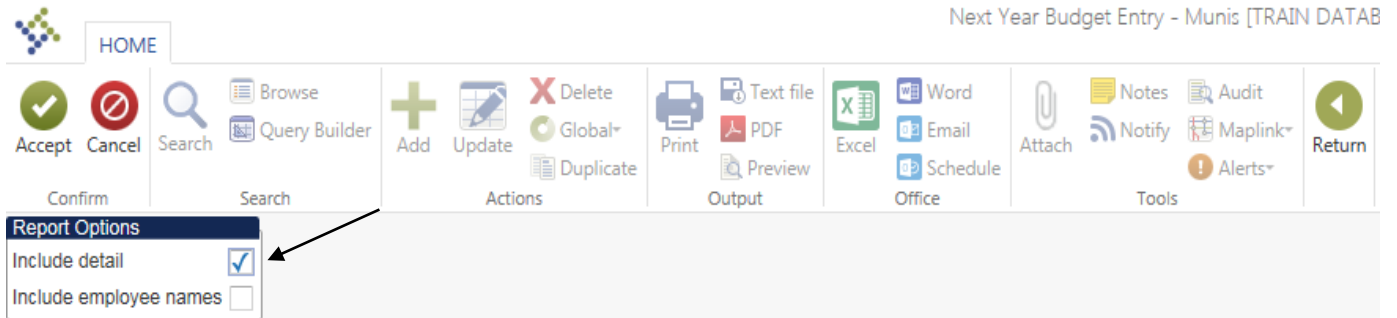
Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT				
DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
25.00	.00	.00	.00	.00

15. Select Budget Entry Report and click OK.



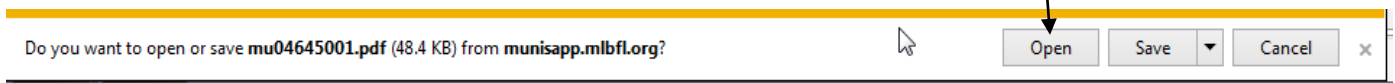
The screenshot shows a dialog box titled "Budget Report". It contains two radio button options: "Budget Entry Report" (which is selected) and "Budget Entry Future Year Report". Below the options are "OK" and "Cancel" buttons. A black arrow points to the "Budget Entry Report" radio button.

16. For Report Options select Include detail. Click Accept. Wait for MUNIS to compile the pdf file and display it to the screen once the report is complete. This may take a few moments.



The screenshot shows the application interface with a "Report Options" dialog box open. The dialog box has two options: "Include detail" (checked) and "Include employee names" (unchecked). A black arrow points to the "Include detail" checkbox. The background shows the application toolbar and a "HOME" button. The title bar of the application reads "Next Year Budget Entry - Munis [TRAIN DATAB".


17. You may get a popup at the bottom of your screen. Select Open.



The screenshot shows a file open dialog box at the bottom of the screen. The text reads "Do you want to open or save mu04645001.pdf (48.4 KB) from munisapp.mlbf.org?". There are three buttons: "Open", "Save", and "Cancel". A black arrow points to the "Open" button.

Next Year Budget Entry Instructions For 2020-21

18. The pdf file will look similar to this with account amounts and detail information. You can print the file and/or save it from this screen. In this example you can see the entry we just made. **Note the quantity is in the Current Adjusted Budget column, the unit price is in the Projected Actual column, and the total is in the Department column.** This report can be difficult to read since accounts that have not had any entries in them yet will show last year's budget in the Current Adjusted Budget column.



12/31/2019 15:40 | City of Melbourne | P 2
 elizabeth.sack | DEPARTMENT BUDGET REQUESTS | bgdeptry

BUDGET PROJECTION 20211 2021 CITY OPERATING BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPARTMENT	PERCENT CHANGE
21000513534000		OTHER CONTRACT SERVICES	.00	.00	.00	.00
21000513534040		CONTRACTUAL EMPLOYEE	16,000.00	.00	.00	-100.00
21000513534070		EMPLOYEE MOVING EXPENSE	.00	.00	.00	.00
21000513534110		IT SERVICE CHARGE	.00	.00	.00	.00
21000513540000		TRAVEL & PER DIEM	800.00	.00	.00	-100.00
21000513541010		TELEPHONE SERVICE	3,160.00	.00	.00	-100.00
21000513541040		POSTAGE	10,100.00	.00	.00	-100.00
21000513544020		COPIER LEASE EXPENSE	3,840.00	.00	.00	-100.00
21000513545030		RISK MANAGEMENT-SVC CHG	34,670.00	.00	.00	-100.00
21000513546000		REPAIR & MAINTENANCE	.00	.00	.00	.00
21000513547000		PRINTING & BINDING	3,200.00	.00	.00	-100.00
21000513547010		COPY EXPENSE	5,100.00	.00	.00	-100.00
21000513549010		LEGAL ADS	300.00	.00	.00	-100.00
21000513552000		OPERATING SUPPLIES	16,005.00	.00	25.00	-99.84
		Business cards for Budget Officer. if the cost has gone up or down please note that here.	1.00	25.00	25.00	
21000513552220		MISC EQUIPMENT & FURNISHINGS	3,550.00	.00	.00	-100.00

19. When you are finished entering your entire budget, on the left hand side of the screen click more followed by Department Notify. This will send a notification to the Budget Officer that you have completed your budget entry.

Accept Cancel Search Query Builder Add Update Delete Global* Duplicate Print PDF Preview Text file Excel Word Email Schedule Attach Notes Notify Maplink* Alerts GL Account Inquiry Text/Notes Return

Detail Info Percent Update More...

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
25.00	.00	.00	.00	.00

Account

Text	Org	Object	Proj	Description	2021 DEPARTMENT Am...	2020 Actual
N	21000513	547010		COPY EXPENSE	.00	868.29
N	21000513	549010		LEGAL ADS	.00	.00
N	21000513	552000		OPERATING SUPPLIES	25.00	4,162.35
N	21000513	552220		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00

Account Info
 Projected Refresh
 Approve
 Department Notify
 Detail Find
 Move Detail
 Mass Delete
 Export to Project Ledger
 Recalc
 Gen Future Yrs
 Z,040.UU

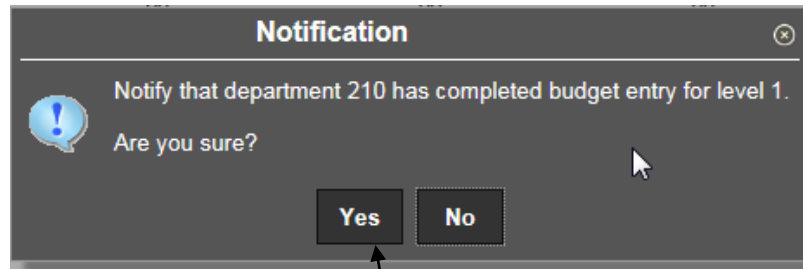
Next Year Budget Entry Instructions For 2020-21

20. A box will come up asking for your department code. Enter the first three digits but this time leave out the asterisk. Click [Accept](#).



A screenshot of a software interface showing a 'Department' header above a 'Department code' input field. The input field contains the number '210' and has a dropdown arrow on the right side.

21. It will ask if you are sure you want to notify. Click yes.



22. You will then be back to the browse screen. **You are now done!** If at any time you want to go back into next year budget entry to view what you have entered simply follow steps 1 through 3.

THANK YOU!

Please contact Liz Sack x7832, Eric Crawford x7836 or Marla Keehn x7830 with any questions regarding budget entry.

If you would like additional training, please do not hesitate to contact us.

Next Year Budget Entry Instructions For 2020-21

TIPS ON CUSTOMIZING BUDGET DATA ENTRY SCREENS

The default budget entry screen that appears once you have completed Step 3 (on page 3) appears below:

At this point, all columns after 2021 DEPARTMENT have no value, therefore you can hide those columns and add columns for prior year expenditures to help in your planning and analysis.

STEP 1: Right-click on the header 2021 OMB REVIEW. A pop-up menu will appear as shown in Step 2 below.

Next Year Budget Entry Instructions For 2020-21

STEP 2: Once you have right-clicked on the header, a pop-up window will open and display all the available columns. Used the scroll bar to navigate to all options. Uncheck all future budget years.

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
.00	.00	.00	.00	.00

Account

Text	Org	Object	Proj	Description	2021 DEPARTMENT Am...	2021 OMB REVIEW Am...	2021 CM BUDG
N	21000513	512000		REGULAR SALARIES	.00		
N	21000513	513010		AUTOMOBILE ALLOWANCE	.00		
N	21000513	513030		HEALTH INSURANCE INCENTIVE	.00		
N	21000513	514000		OVERTIME	.00		
N	21000513	515000		GIFT CERTIFICATES	.00		
N	21000513	521000		FICA TAXES	.00		

Budget Detail for Account: 21000513 512000 REGULAR SALARIES

Year	Ln	Seq	Period	Proj Qty	DEPARTMENT ...	DEPARTMENT Unit Cost	DEPA
2021	24	0	01	.00	.00	.00	

STEP 2: Next, place checkmarks in the boxes for all prior years you would like to display.

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
.00	.00	.00	.00	.00

Account

Text	Org	Object	Proj	Description	2021 DEPARTMENT Am...	2021 OMB REVIEW Am...	2021 CM BUDG
N	21000513	512000		REGULAR SALARIES	.00		
N	21000513	513010		AUTOMOBILE ALLOWANCE	.00		
N	21000513	513030		HEALTH INSURANCE INCENTIVE	.00		
N	21000513	514000		OVERTIME	.00		
N	21000513	515000		GIFT CERTIFICATES	.00		
N	21000513	521000		FICA TAXES	.00		

Budget Detail for Account: 21000513 512000 REGULAR SALARIES

Year	Ln	Seq	Period	Proj Qty	DEPARTMENT ...	DEPARTMENT Unit Cost	DEPA
2021	24	0	01	.00	.00	.00	

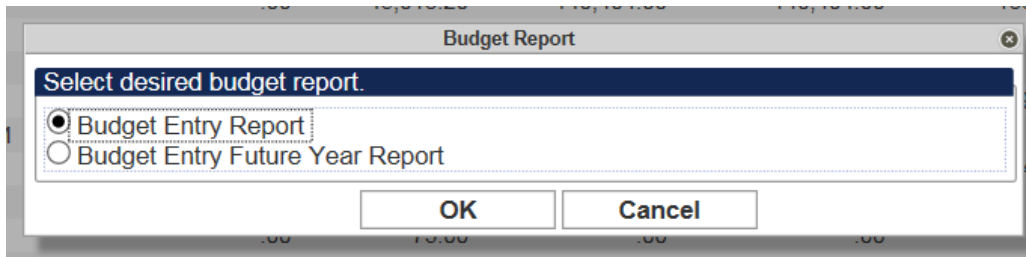
Next Year Budget Entry Instructions For 2020-21

Now your display should look similar to this, depending on which columns you checked.

The screenshot shows a software interface with a ribbon bar at the top. The ribbon bar includes various icons for actions like 'Accept', 'Cancel', 'Search', 'Browse', 'Query Builder', 'Add', 'Update', 'Delete', 'Global+', 'Duplicate', 'Print', 'Text file', 'PDF', 'Preview', 'Excel', 'Word', 'Email', 'Schedule', 'Attach', 'Notes', 'Notify', 'Alerts', 'GL Account Inquiry', 'Text/Notes', 'Detail Info', 'Percent Update', 'Detail Entry', and 'More...'. The 'Excel' button is circled in red. Below the ribbon bar, there is a table with columns: 'DEPARTMENT Total', 'OMB REVIEW Total', 'CM BUDGET Total', 'COUNCIL RV Total', and 'ADOPTED Total'. The values in these columns are all '.00'. Below this table is another table with columns: 'Object', 'Proj', 'Description', '2021 DEPART...', '2020 Actual', '2020 Original', '2020 Revis...', '2019 Actual', '2019 Orig...', and '2019 Revised'. The data rows include items like 'REGULAR SALARIES', 'AUTOMOBILE ALLOWANCE', 'HEALTH INSURANCE INCENTIVE', 'OVERTIME', 'GIFT CERTIFICATES', 'FICA TAXES', 'FLA RETIREMENT SYSTEM', 'GENERAL PENSION', and 'DROP PAYOUT'.

This can easily be exported to Excel to perform further analysis with formulas. Simply click the Excel button on the ribbon bar.

Select **Budget Entry Report**.



Next, there are two options: Account or Detail. Account will export all data as it appears on the screen. Detail will export all the line item detail and justification.

