

Zero-Based Budgeting

The Business Office requests that each department prepare a zero-based budget instead of just assuming that you need the same amount as the prior year. A zero-based budget means that you build your expenditures based on department needs and efficiencies, and assign a value to the requests. For example, your department may have many contracts. Compile a list of the contracts, and what the total estimated cost will be. These figures should be itemized in iVisions. After you have entered all of the information for an account, click “OK” and move to the next account.

If you find that your needs exceed your prior years’ budget, you will need to contact your Cabinet member to discuss possible solutions.

Specific instructions for entering budget data is on the following pages.

Budget Entry Instructions

1. Log into iVisions
2. General Ledger
 - a. Budgeting
 - b. Budget Input

Filter Criteria

Account Filter: 77.7777.777.77.777.777 Editable: 22-23 Proposed 1 Zero-based Apply Selection

Account Type: All Reference: 21-22 Adopted Clear Selection

Control Group: Reference: View Detail Edit Detail

Show Current Transactions Include Inactive Accounts View Detail Edit Detail

Account	Description	Account Type	22-23 Proposed 1 Zero-based	22-23 Proposed 1 Zero-based	21-22 Adopted	21-22 Adopted	21-22 Adopted
10.0101.000.000.00.000.000	CASH - GENERAL FUNC	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0101.000.000.00.000.001	Cash - Federal Dollars	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0101.000.000.00.000.003	Cash - PLGIT P-Card	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0101.000.000.00.000.004	Cash - Wires Only	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0101.000.000.00.000.130	DO NOT USE	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0102.000.000.00.000.000	CASH - PAYROLL - ORR	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0103.000.000.00.000.000	PETTY CASH	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0104.000.000.00.000.000	CASH - CASHS ATHLETI	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0104.000.000.00.000.001	CASH - FAUST ATHLETI	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0105.000.000.00.000.000	CASH - EMPLOYEE BEN	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0105.000.000.00.000.001	Cash - Sec 125 Benefits	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0106.220.000.00.000.000	CAFETERIA - FICA RECE	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0106.222.000.00.000.000	CAFETERIA - OTHER RE	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0106.230.000.00.000.000	CAFETERIA - RETIREME	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0106.231.000.00.000.000	CAFETERIA RET, REC, A	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0106.260.000.00.000.000	CAFETERIA - WORKME	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.0106.831.000.00.000.000	DEBT SVC - INT LOANS/	ASSET	\$0.00	0.0000	\$0.00	0.0000	\$0.00

Budget Totals

22-23 Proposed 1 Zero-based	21-22 Adopted
\$0.00 0.0000	\$0.00 1075.3901

3. Change the "Editable:" dropdown box to "22-23 Proposed 1 Zero-based".
4. Change the "Reference" dropdown box to "21-22 Adopted". This will allow you to look at this year's (21-22) budgeted amounts when entering next year's (22-23) amounts

- To enter a budget amount and description, find the appropriate account code, and double click on it. Below is what the input box will look like.

Edit Budget Input

Actions

Budget Information

Type:	22-23 Proposed 1 Zero-based	FTE:	0.0000
Account Code:	10.1100.610.000.30.500.000	Amount:	\$0.00
Description:	General Sup - CAMS S	YTD Trans + Enc:	\$0.00
<input type="checkbox"/> Use Budget Journal?		21-22 Adopted:	\$16,104.00
		:	\$0.00

Budget Detail for Account: 10.1100.610.000.30.500.000

Amount	Description	Position	FTE	Notes
*				<input type="checkbox"/>

Close this dialog after update?

Mode: Edit - Record 1 of 1

OK Cancel Help

- Enter a budget amount and a description on a line. Use this input box to build your budget for each account.

Edit Budget Input ✕

Actions

Budget Information

Type:	<input type="text" value="22-23 Proposed 1 Zero-based"/>	FTE:	<input type="text" value="0.0000"/>
Account Code:	<input type="text" value="10.1100.610.000.30.500.000"/>	Amount:	<input type="text" value="\$1,000.00"/>
Description:	<input type="text" value="General Sup - CAMS S"/>	YTD Trans + Enc :	<input type="text" value="\$0.00"/>
<input type="checkbox"/> Use Budget Journal?		21-22 Adopted:	<input type="text" value="\$16,104.00"/>
		:	<input type="text" value="\$0.00"/>

Budget Detail for Account: 10.1100.610.000.30.500.000

	Amount	Description	Position	FTE	Notes
▶	\$500.00	white board markers		.0000	<input type="checkbox"/>
	\$200.00	pencils		.0000	<input type="checkbox"/>
	\$300.00	pens		.0000	<input type="checkbox"/>
*					<input type="checkbox"/>

Close this dialog after update?

⏪ ⏩ Mode: Edit - Record 1 of 1 ▶▶

7. You may add as many lines as you need to build your budget. You will enter information into the "Amount" and "Description" columns only. Leave "Position" blank and do not change "FTE". Once you have everything entered for this account, click "OK". Then move on to the remainder of your accounts.
8. If you have more than one DAC, then you will need to enter budget information for each DAC. You will need to switch DAC's to get to all of your accounts.
9. Please review your budget with your supervisor. You can review from the Budget Input screen or you can print reports.
10. To print reports
 - a. General Ledger
 - b. Reports
 - c. General Ledger Report Writer
11. Find your report that has "Site" in the title. Double click to open the report.

12. You will notice that the budget columns have been updated as shown below:

Edit General Ledger Report ✕

Actions

Report Information

Name: DAC:

Description: Detail Level:

Budget Col 1: Budget Col 2: Budget Col 3:

Print accounts with zero balance

Access Type: Owner (ID - Name):

Selection Criteria						
Element	Sort Order	Collapse Mask	Select All Elements?	Sub Total?	Page Break?	
▶ Fund	1	??	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Func	2	????	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Obj	3	???	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fund_Src	4	???	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inst_Org	5	??	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Op_Unit	6	???	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subj	7	???	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fund(Filtered)		
Fund	Description	Selected?

◀
|||
▶

Mode: Edit - Record 1 of 1

Close this dialog after update?

13. Next, click "Actions" and "Print Report"

14. Then click on "Print Budget Report", no change to the date range is necessary. See below:

Print Reports

Actions

Reports				
	Location	Name	Description	Selected
▶	Buildings & Grounds Office	Site 2600 Buildings & Grounds	300-999 Object	<input checked="" type="checkbox"/>

Report Information

From Date: 10/01/2021 To Date: 10/31/2021

Print GL Report **Print Budget Report**

Print GL Report with Budget Adjustments Print Trial Balance Report

Print GL Report Using Collapse Mask as Subtotal Print Account Detail

Include Pre Encumbrance Use Budget Definition

Filter Encumbrance Detail by Date Range Definition: _____

Detail Level: Standard Maximum

Round to whole dollars Account on new page

OK Cancel Help

15. Click "OK". Your report should print with 3 budget columns:

- a. 20-21 Adopted
- b. 21-22 Adopted
- c. 22-23 Proposed 1 Zero-Based

16. After you have reviewed the budget, please contact either Eric or Danette so that we know you are finished with your budget entry.