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

3. Change the “Editable:” dropdown box to “23-24 Proposed 1 Zero-based”.
4. Change the “Reference” dropdown box to “22-23 Adopted”. This will allow you to look at this year’s (22-23) budgeted amounts when entering next year’s (23-24) amounts
5. 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.

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Information</td>
</tr>
<tr>
<td>Type: 23:24 Proposed</td>
</tr>
<tr>
<td>Account Code: 10.1100.610.000.30.500.000</td>
</tr>
<tr>
<td>Description: General Sup - CAMS S</td>
</tr>
<tr>
<td>Use Budget Journal?</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Budget Detail for Account: 10.1100.510.000.30.500.000 |
|---|---|---|
| Amount | Description | Position | FTE | Notes |
| * | | | |

- Close this dialog after update?
6. Enter a budget amount and a description on a line. Use this input box to build your budget for each account.

![Budget Input Screen]

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:

13. Next, click “Actions” and “Print Report”

14. Then click on “Print Budget Report”, no change to the date range is necessary. See below:
15. Click “OK”. Your report should print with 3 budget columns:
   a. 21-22 Adopted
   b. 22-23 Adopted
   c. 23-24 Proposed 1 Zero-Based

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