Chapter 13
Managing Budgets

Creating Your Budget

Ledger & Payables offers several ways to quickly complete your annual budgets. The method you choose depends on the financial circumstances of your individual church, so we provide a Monthly Budget/History Report to help you determine which option works best for your budget. You can enter numbers directly into the system, or, if you prefer to print a budget worksheet report, click Reports > Budget History > Budget Worksheet (see "Running a Budget Worksheet Report" for details).

Running a Monthly Budget/History Report

Many users find it helpful to use their Monthly Budget/History Report for all accounts as a starting point in their budgeting process. You can choose to print from the following information for each income and expense account:

- Proposed Budget (work area is available to write in numbers for next year)
- Next Year Budget
- Next Year +1 Budget
- Current Year Budget
- Current Year Actual

To run this report, complete the following steps.

1. Click .
3. Click Preview Report to view your Monthly Budget/History report for all entities and levels.

   Note

For a full-scoped budget review, we recommend that you view all entities and levels.

4. (Optional) If you want to filter this report by entity or level, select the options you need and then click the Preview Report.
5. Click (Printer icon) to print your report.
6. Review the information on the report to determine whether to use last year's budgeted or actual numbers, whether to increase or decrease your budgeted amounts from the prior year by a fixed percentage, or whether to edit the amounts manually.

Running a Budget Worksheet Report

The Budget Worksheet report offers a printed working copy of your budget. If necessary, you can filter this report by entity and level. For example, if your religious education director needs to review and determine budget numbers for next year, you can filter this report to include only the accounts he or she needs to review. Print the report, distribute it to the appropriate staff or finance committee members, and when they return their budget numbers, you can enter them into your budget in the Ledger and Payables system.

The Budget Worksheet report lists the following information for each income and expense account:

- Current Year Actual
- Current Year Budget
- Next Year Budget
- Next Year Revisions (work area is available to write in numbers for next year)

To run this report, complete the following steps:

1. Click [Reports] .

2. Under **Standard Reports**, select **Budget/History**. Then select **Budget Worksheet**.

3. Do one of the following:

   - To view your budget worksheet for all entities and levels, click [Preview Report].
   - To view your budget worksheet for a specific entity or level, select the options you need, and then click [Preview Report].

Following is an example of a budget worksheet for a specific entity:
4. To print the report, click (Printer icon).

    Note

    Depending on the browser you are using, the Printer icon may look different from that shown in Step 4.

5. Review the information on the report to determine whether to use last year's budgeted or actual numbers, whether to increase or decrease your budgeted amounts from the prior year by a fixed percentage, or whether to edit the amounts manually.

**Determining the Best Starting Point for Your Budget**

The method you choose as your starting point depends on the financial circumstances of your individual church. We recommend running the Monthly Budget/History Report (see) the Budget Worksheet to help you determine which starting point will work best for your budget:

**Next Year Budget Options**
If you are working the Next Year Budget, you have these options available:

- **Clear Next Year's Budget**: resets all budget values for all accounts to zero.
- **Same as Current Year's Budget**: uses the current year's budget as the starting point for the budget.
- **Same as Current Year's Actuals**: uses the current year's actuals as the starting point for the budget.

### Next Year +1 Budget Options

If you are working the Next Year +1 Budget, you have these options available:

- **Clear Next Year +1's Budget**: resets all budget values for all accounts to zero.
- **Same as Next Year's Budget**: uses next year's budget as the starting point for the budget.
- **Same as Next Year's Actuals**: uses next year's actuals as the starting point for the budget.

### Choosing a Starting Point

Once you choose a starting point, you can edit any annual or monthly budget amounts as needed. Alternatively, you can choose to enter all of your new budget numbers without using any prior data as a starting point. Complete the following steps.

1. Click **Process**.
2. Open the **Budget Entry** group.
3. Select one of these options:
   - Next Year Budget
   - Next Year +1 Budget
   The system lists all of the income and expense accounts.
4. To populate the budget fields for the selected year with the dollar amounts from your selected starting point, click one of the **Same as** buttons. (See "Next Year Budget Options" and Next Year +1 Budget Options for descriptions of these buttons.)
   
   A message is displayed asking you to confirm your selection.
5. Click **OK**.
6. To make changes to budget amounts, do one of the following:
   - Edit annual or monthly amounts as desired. For instructions, go to Step 3 under “Editing Budget Amounts.”
   - Change amounts by a percentage. For instructions, go to “Changing Budget Amounts by Percentage.”

Changing Budget Amounts by Percentage

You can adjust your existing budget amounts for the selected year by a fixed positive or negative percentage. The following procedure shows you how.

1. In the **Change by __ percent** field, type the desired percentage as a negative or positive value.

   In the following illustration, the percentage increase is set to 1:

   ![Image](image1)

2. Click **Calc Chang**.

   The system updates the budgeted amounts for all accounts by the percentage value you specified. It may take several seconds for the system to complete the calculation. After completing the calculation the system displays updated amounts.

   In the following example, you can see that the 1% change specified earlier is reflected in the new amounts for each account:

   ![Image](image2)

   *Note*

   Any accounts with a $0.00 amount remain at $0.00.

3. Click **Submit** to save the changes.
Editing Budget Amounts

You can view and edit the annual or monthly budget amounts for each month of the year. The system lets you edit budget amounts in either your Next Year, or Next Year +1 budget.

*Note*

_The system does not allow a locked budget to be edited. The Submit button is not available._

1. Click .

2. Open the **Budget Entry** group.

3. Select one of these options:

   - Next Year Budget
   - Next Year +1 Budget

   The system lists all of the income and expense accounts.

4. Locate the line item you want to edit. Then, do one of the following:

   - To edit the annual amount, enter the new amount into the **Next Year Budget or Next Year +1 Budget field**.
   
   - To edit monthly amounts, complete these steps:

     a. Click .

     The system displays July-June monthly budget amounts for the selected account.

     b. Click into the month you wish to edit and type the new amount.

     For example:

     The system recalculates your annual budget amount automatically to reflect your change.

5. Click **Submit** to save your changes.