



## **Financial System**

# **Departmental Budgeting Instructions**

Computer Arts, Inc. has designed a menu to allow Department Managers to enter their budget requests directly into CAI Financial Budgeting System. This document is an overview of the processes needed to set up users and how to work in the CAI Financial Budget Menu.

The following pages detail the process on how to create departmental requests in the software. Please share this documentation with all applicable Financial users in your offices. If you have any question or need assistance with the installation please contact our help desk.

We appreciate the input from our users in helping to prioritize and aid in the development of all of our software programs. If you have any questions, please feel free to contact the help desk.

Computer Arts, Inc.  
Help Desk Support  
(208) 385-9335 (local)  
(800) 365-9335  
[support@gocai.com](mailto:support@gocai.com)

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Don't forget to check our website  
For additional Financial information...

<http://www.gocai.com>

1. From the CAI Home page
2. Select Clerk's Financial for documentation and support information

*\*Additional information is added as it becomes available.*

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## DEPARTMENTAL BUDGETING – SETUP

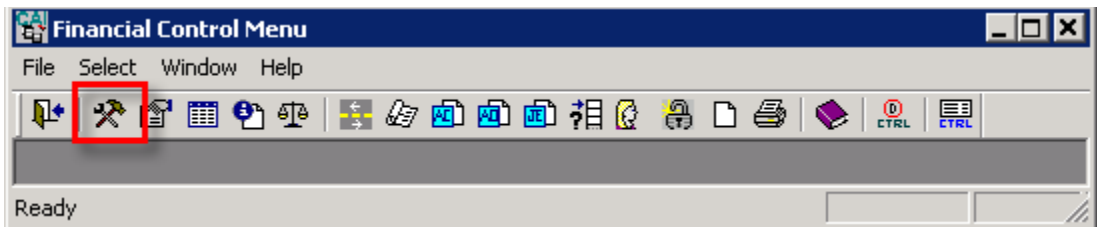
Departmental Budgeting is a separate application and must be setup by Computer Art on each user's pc that intends to use departmental budgeting.

Please call Computer Arts with assistance on setting up the module and setting up the user with a new user Login and temporary password.

## AUTHORIZE USER TO DEPARTMENTAL BUDGETING

From *CAI Financial Control Menu*

1. Click on the Control File icon on the mail toolbar.



2. Click on the Maintain Budget Users button.

**Change Financial Control**

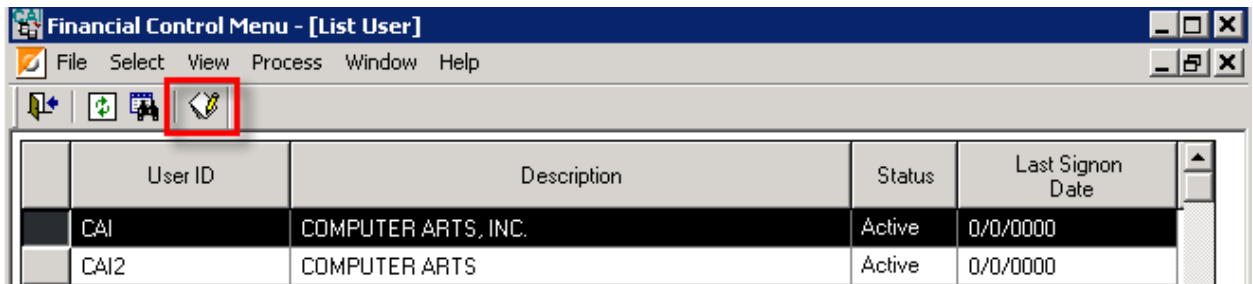
Auditor: CINDY AUDITOR [Change]  
Treasurer: SUSAN ANDERSON [Cancel]  
County Name: CAI COUNTY [Help]  
Address 1: 555 MAIN  
Address 2: PO BOX 500  
City/State/Zip: BOISE ID: 83713-\_\_\_ [Refresh]  
Telephone: (208) 555-5555 Fax: (208) 456-7890  
Email Address: \_\_\_\_\_

**Custom Settings**

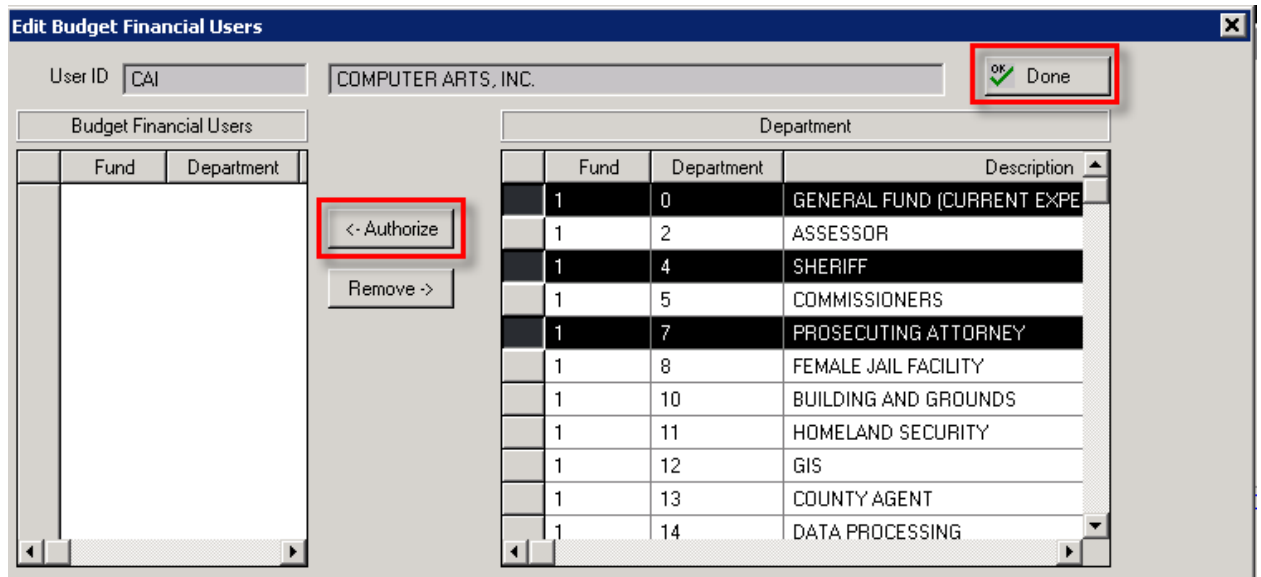
Reports Only  City?   Process One Vendor Check?  
 Online entry of Assets during claims entry?  Print W9 on vendor entry?  Set 1099 to YES?  
 Over Budget?  Label Printer?  Message on Exit  Allow Tax Acct on Budget Entry?  
 Create AC Addendum  Enter JE notes on Add/Reverse  Fixed Assets 2015  
**Imaging Configuration**  Scan on Claims Entry  Scan on Dept Claim Entry  Scan Auto JE for Taxes?  
 Enable for CAI Imaging?  Scan on AC Entry  Scan on JE Entry  Scan Auto AC for Taxes?

Maintain Budget Users  
 Maintain Departmental Users  
 Claims Authorization Control

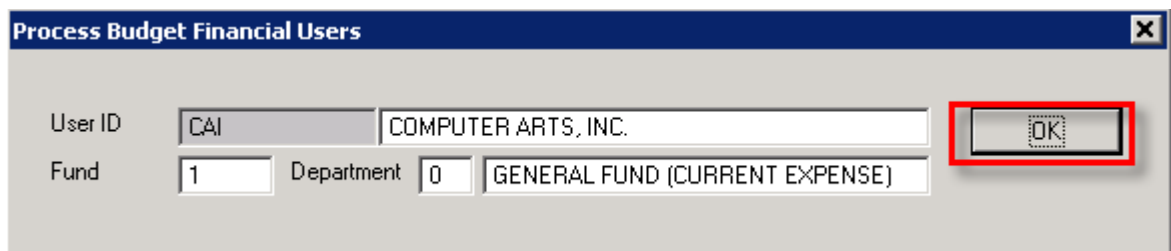
1. Highlight the User and click the Assign Dept. to User button.



2. Highlight the Fund / Department the user needs access to and click the Authorize button, then click Done.



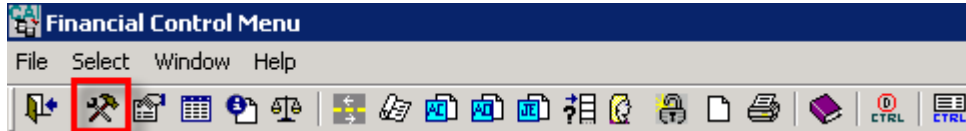
3. A confirmation message will appear for each Fund / Department that is selected, click the OK button.



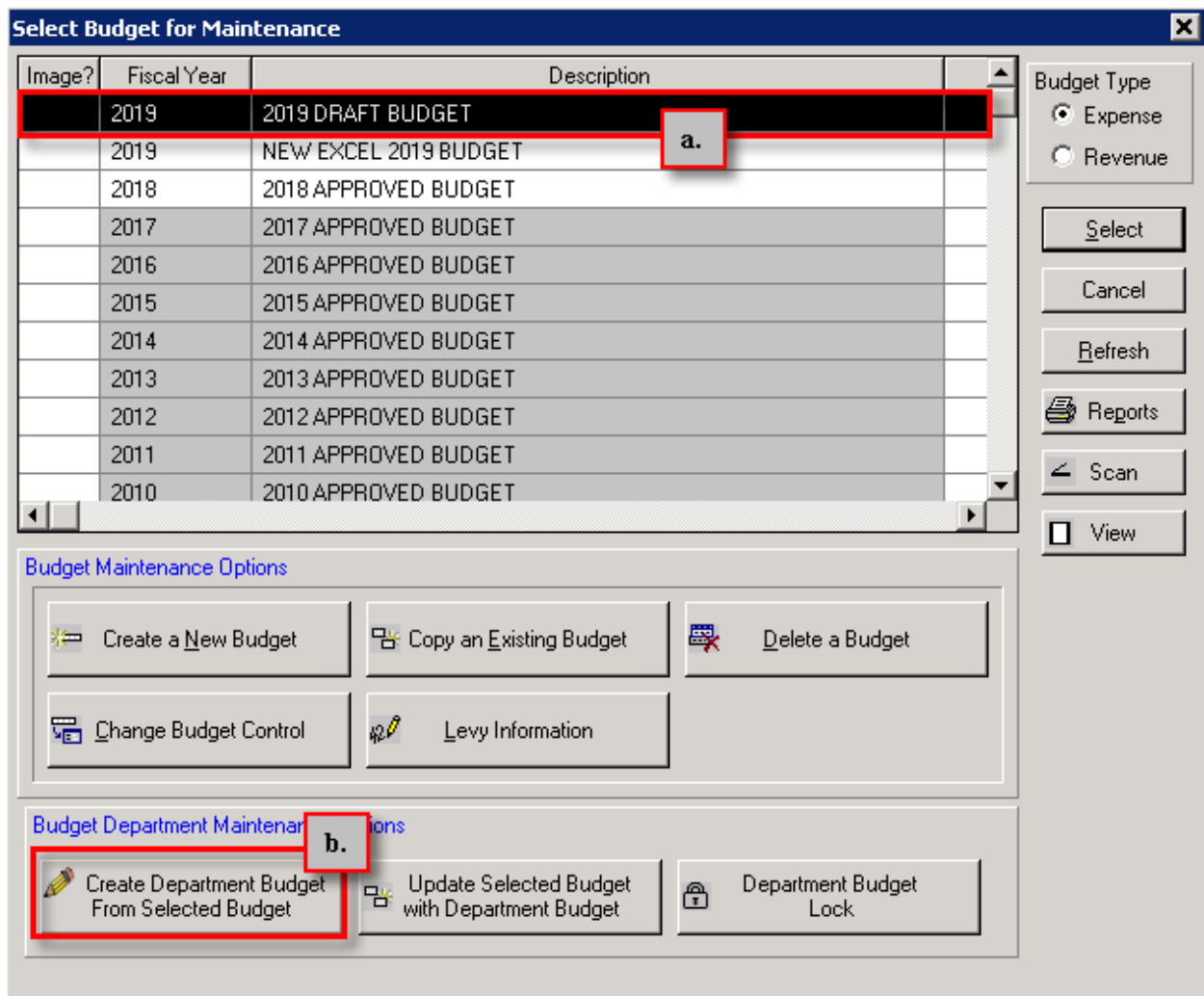
## CREATE A DEPARTMENTAL BUDGET

From *CAI Financial Control Menu*

1. Click on the Budget Maintenance button on the main toolbar.



2. Highlight the budget you want to create a departmental budget for and click the Create Department Budget From Selected Budget button. The new Department Budget will appear above the working budget.



The Department manager is now setup to use Departmental Budgeting.

Within their authorized Fund / Department, users will add their own numbers in each Fund / Department in Department Request column their numbers automatically populate the Department Budget that is listed in the Budget Maintenance panel grid. Changes and updates can be seen as soon as they're entered.

**The instructions for users on the Department Budget Module begin on page 11.**

## Department Budget Lock

Once the department managers have completed their budget requests, you will want to lock them out from continuing to make revisions to their budget.

From the Budget Maintenance panel grid, select the budget that you want to lock and click the Department Budget Lock button. This is typically named 'Department Budget'.

**Select Budget for Maintenance**

Image?	Fiscal Year	Description
	2019	DEPARTMENT BUDGET
	2019	2019 DRAFT BUDGET
	2019	NEW EXCEL 2019 BUDGET
	2018	2018 APPROVED BUDGET
	2017	2017 APPROVED BUDGET
	2016	2016 APPROVED BUDGET
	2015	2015 APPROVED BUDGET
	2014	2014 APPROVED BUDGET
	2013	2013 APPROVED BUDGET
	2012	2012 APPROVED BUDGET
	2011	2011 APPROVED BUDGET

**Budget Maintenance Options**

- Create a New Budget
- Copy an Existing Budget
- Delete a Budget
- Change Budget Control
- Levy Information

**Budget Department Maintenance Options**

- Create Department Budget From Selected Budget
- Update Selected Budget with Department Budget
- Department Budget Lock

**Budget Type**

- Expense
- Revenue

Buttons: Select, Cancel, Refresh, Reports, Scan, View





## IMPORT THE DEPARTMENTAL BUDGET

As the department manager adds their budget for their Fund / Department, it automatically updates the budget named 'Department Budget' in the Budget Maintenance grid. When they have completed their submission, you can copy or 'import' the numbers from the Department Budget (that they have been updating) in to your working budget.

From the Budget Maintenance grid, select the budget you want to update (your working budget), then click the button Update Selected Budget with Department Budget.

Image?	Fiscal Year	Description
	2019	DEPARTMENT BUDGET
	2019	2019 DRAFT BUDGET
	2019	NEW EXCEL 2019 BUDGET
	2018	2018 APPROVED BUDGET
	2017	2017 APPROVED BUDGET
	2016	2016 APPROVED BUDGET
	2015	2015 APPROVED BUDGET
	2014	2014 APPROVED BUDGET
	2013	2013 APPROVED BUDGET
	2012	2012 APPROVED BUDGET
	2011	2011 APPROVED BUDGET

**Budget Maintenance Options**

- Create a New Budget
- Copy an Existing Budget
- Delete a Budget
- Change Budget Control
- Levy Information

**Budget Department Maintenance Options**

- Create Department Budget From Selected Budget
- Update Selected Budget with Department Budget
- Department Budget Lock

Select the Department Budget you want to import and click the Process button.

Note: The import process can be done as many times as needed and will update the Department Request column in the working budget each time the process is run.

**Process Budget Control** [X]

**Selected Budget**

Fiscal Year:

Budget #:

**Select the budget you want to import into the Selected Budget above.**

	Fiscal Year	Budget Number	Description
	2019	25	NEW EXCEL 2019 BUDGET
	2019	34	DEPARTMENT BUDGET

[Cancel] [Process]

a.

b.

\*Your budget will be updated with the numbers from the Department Budget.

## DEPARTMENTAL BUDGET ENTRY

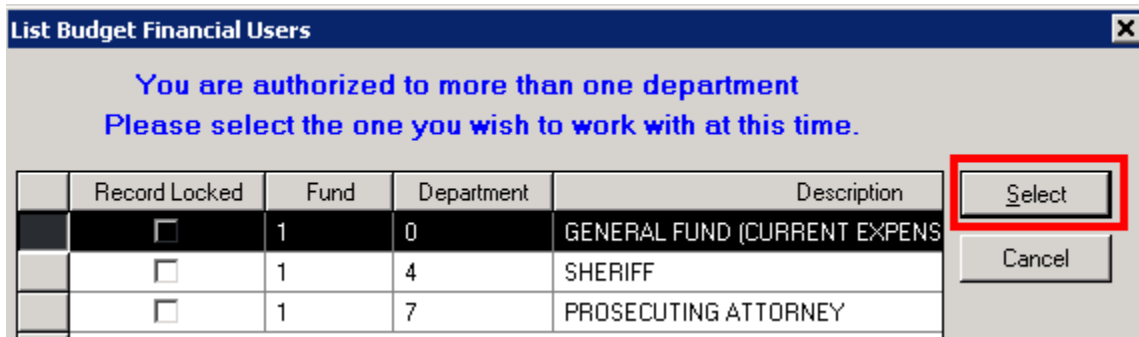


Select **CAI Dept Budget** icon on your desktop

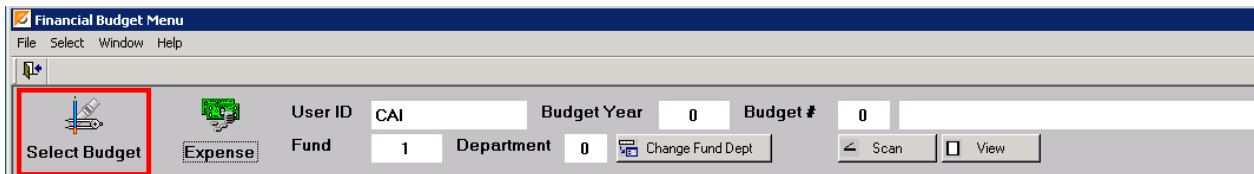
Select Fund / Department and Budget

1. Log in to CAI Financial Budget Menu and highlight Fund / Department that you want to work with and click the Select button.

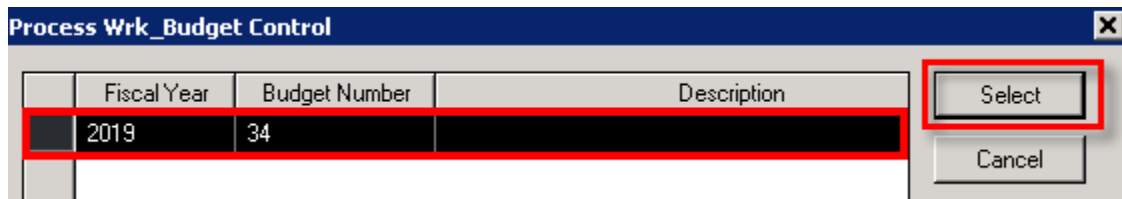
Note: If the user is only authorized to work in one Fund / Department, the system will automatically log them in and skip this screen.



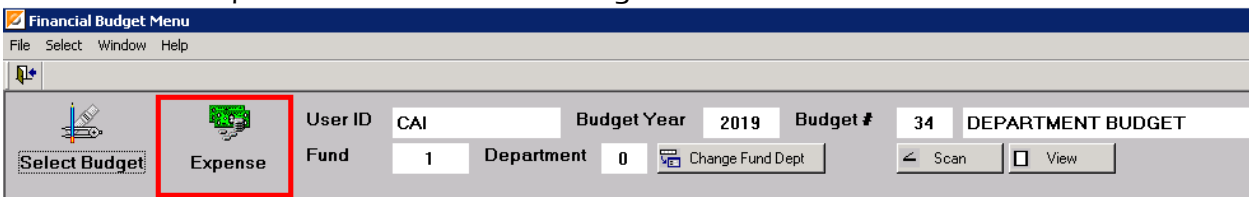
2. Click the Select Budget icon and choose the budget to work in.



3. Highlight the budget year and click the Select button.



4. Click the Expense button to load the budget.



## ENTER BUDGET AMOUNTS

### Enter Department Requested Amounts

- There are 2 ways to enter amounts. To add amounts quickly, enter the Department Request in the grid and navigate on that column with the keyboard arrow keys.

Expense Accounts for 2019 DEPARTMENT BUDGET

Budget Category: blank From: 10/1/2018 To: 9/30/2019

Fund: 1 Dept: 0

GENERAL FUND (CURRENT EXPENSE) GENERAL FUND (CURRENT EXPENSE)

Image	Detail	Note	Description	Fund	Dept	Acct	Sub	Department Request	Budget Officer Amount	Approved Amount
			TESTING	1	0	1	3	0.00	556,495.00	0.00
			SALARIES - OVERTIME	1	0	1	4	0.00	991,964.00	0.00
			MEDICAL - DRUG SCREENS	1	0	6	54	0.00	5,306.00	0.00

OR

1. To change the department requested amount from the toolbar, highlight the budget account in the grid.

Expense Accounts for 2019 DEPARTMENT BUDGET

Budget Category: blank From: 10/1/2018 To: 9/30/2019

Fund: 1 Dept: 0

GENERAL FUND (CURRENT EXPENSE) GENERAL FUND (CURRENT EXPENSE)

Image	Detail	Note	Description	Fund	Dept	Acct	Sub	Department Request	Budget Officer Amount	Approved Amount
			TESTING	1	0	1	3	0.00	556,495.00	0.00

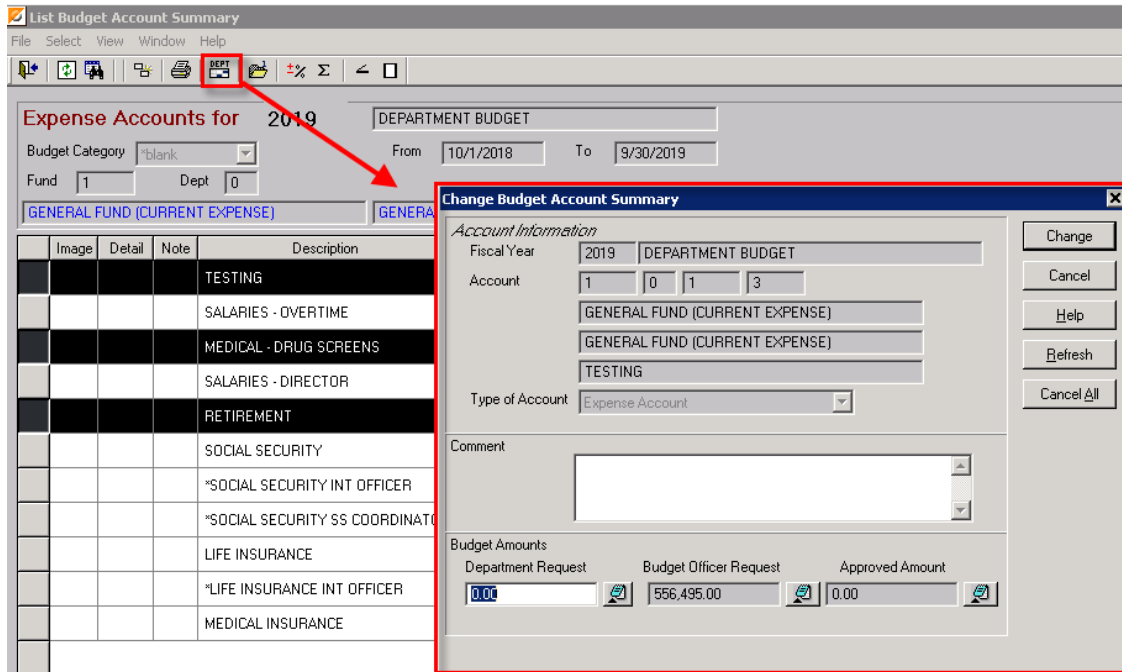
2. Click the Department Request icon.

List Budget Account Summary

File Select View Window Help

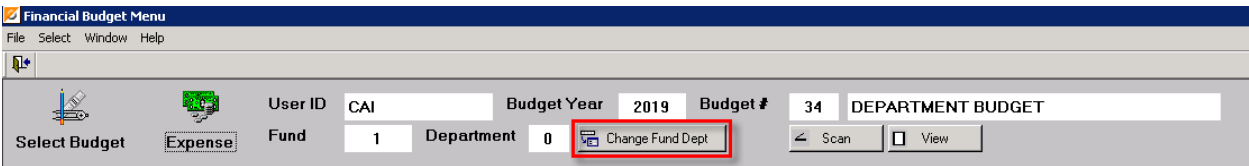
DEPT

- If you would like to change multiple accounts at once, highlight each row you would like to change, click the Department Request button and each Fund/Dept panel will appear simultaneously for you to work in.

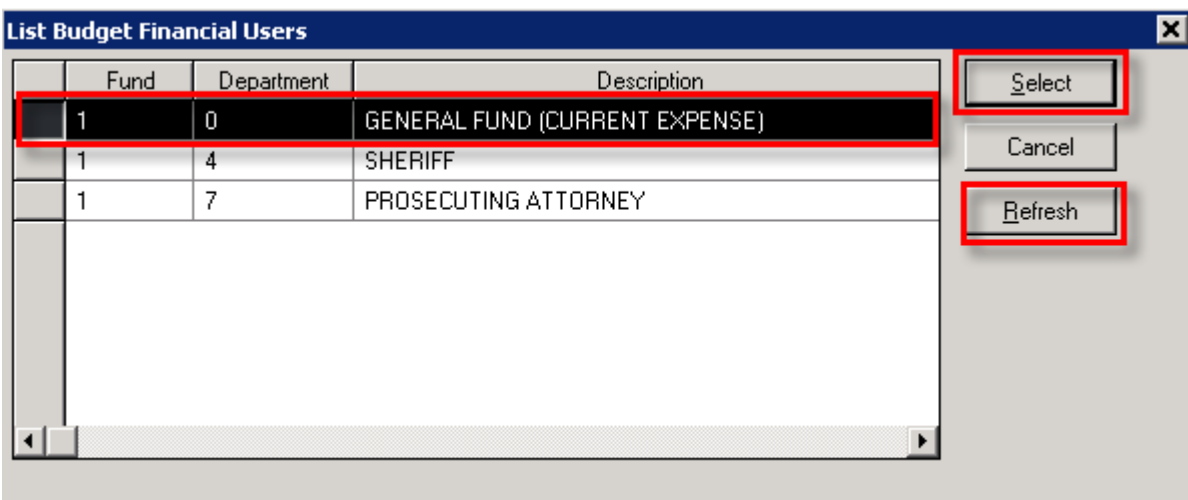


## OPEN A DIFFERENT FUND / DEPARTMENT

1. To work in a different Department, click the Change Fund Dept button on the Financial Budget Menu.



2. Click the Refresh button to reload the grid with authorized and available Fund / Department budgets.



3. Click to highlight the Fund / Dept to work in then click the Select button to open.

## BUDGET MAINTENANCE TOOLBAR

The following are definition of the icons located within the Departmental Budgeting module.

### The Budget Maintenance Panel

**List Budget Account Summary**  
File Select View Window Help

DEPARTMENT BUDGET

Expense Accounts for 2019

Budget Category: -blank From: 10/1/2018 To: 9/30/2019

Fund: 1 Dept: 0

GENERAL FUND (CURRENT EXPENSE) GENERAL FUND (CURRENT EXPENSE)

Image	Detail	Note	Description	Fund	Dept	Acct	Sub	Department Request	Budget Officer Amount	Approved Amount
			TESTING	1	0	1	3	0.00	556,495.00	0.00
			SALARIES - OVERTIME	1	0	1	4	0.00	991,964.00	0.00
			MEDICAL - DRUG SCREENS	1	0	6	54	0.00	5,306.00	0.00
			SALARIES - DIRECTOR	1	0	401	0	0.00	125,000.00	0.00

### The Budget Maintenance Icons



Close the current window



Budget Line Item Detail



Refresh



Adjust Dollar Amounts



Search



Sum Selected Rows



Copy



Scan Image



Print Totals



View Image



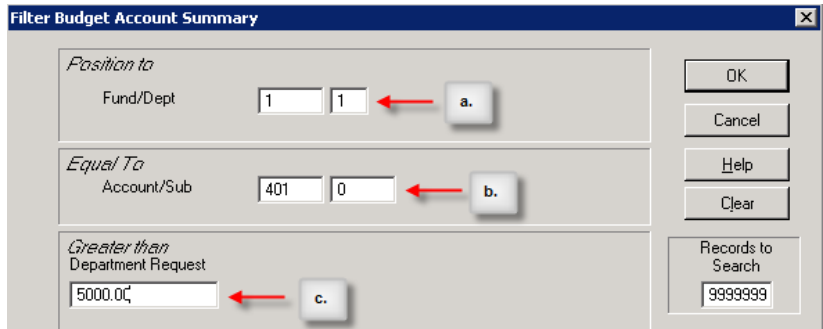
Department Request



### Searching a Budget

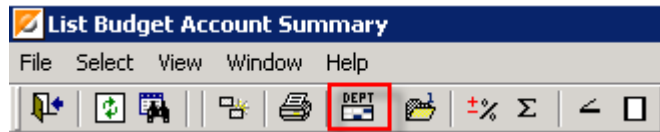
The budget account panel offers three separate search options.

- a. Fund and Department
- b. Account and Sub Account
- c. All budgets greater than a specified dollar amount (by Department Request)



### Change/Enter Department Requested Amount

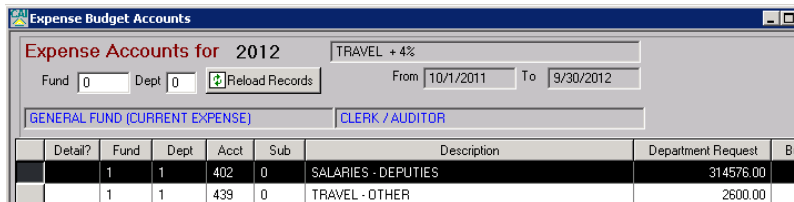
This option allows Department Request amounts and detailed comments to be entered or edited.



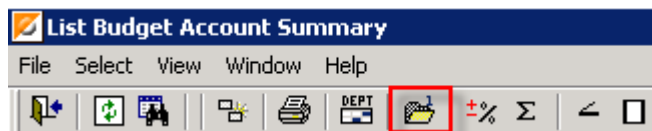
### Budget Line Item Detail

This panel allows the option of budgeting at a detailed level.

- a. To enter detailed budget information, highlight the budget account you want to work with in the grid.



- b. Click the **Budget Line Item Detail** icon.



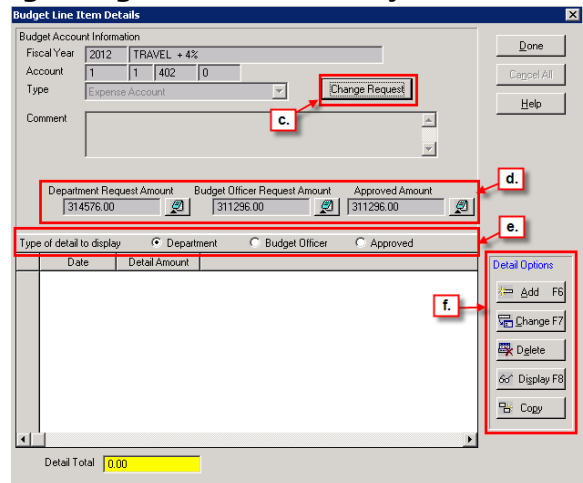


c. The **Change Request** button opens the Change Budget Account Summary screen, where budgeted amounts and comments may be made.

d. You can enter detailed item notes on each amount, once a note is entered, a check mark is displayed.

e. Displays details related to the radio button selected.

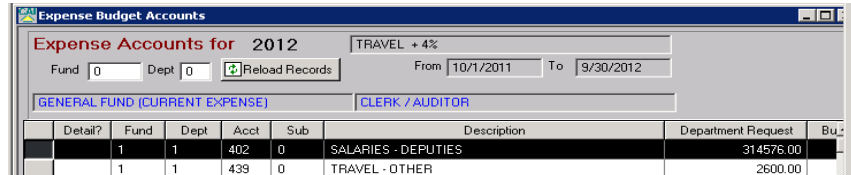
f. You have the option to **Add, Change, Delete, Display** and **Copy** when you are entering detailed budget on a line item.



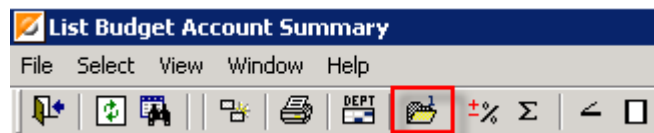
### Adding Line Item Detail

This panel allows you the option to enter detailed budget information for the Department Request Amount.

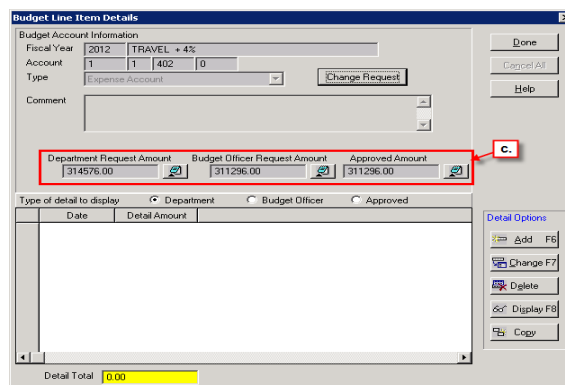
a. To enter detailed budget information, highlight the budget account you want to work with in the Budget Account Summary grid.



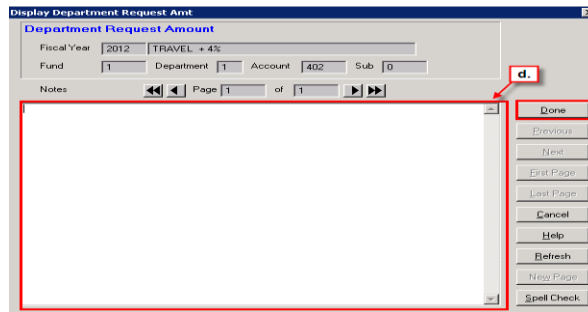
b. Click the **Budget Line Item Detail** icon.



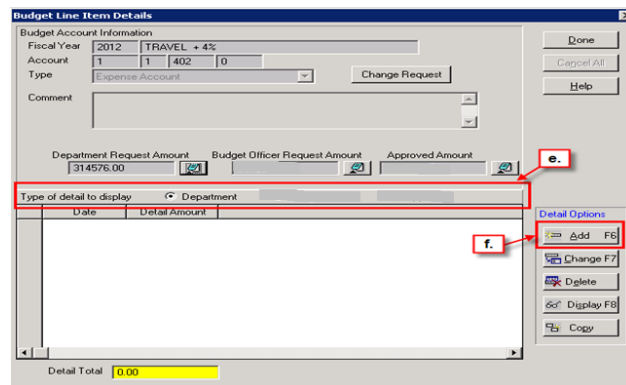
c. Click on the **Notepad** icon (optional) by the amount that you want to work with if you want to add a note.



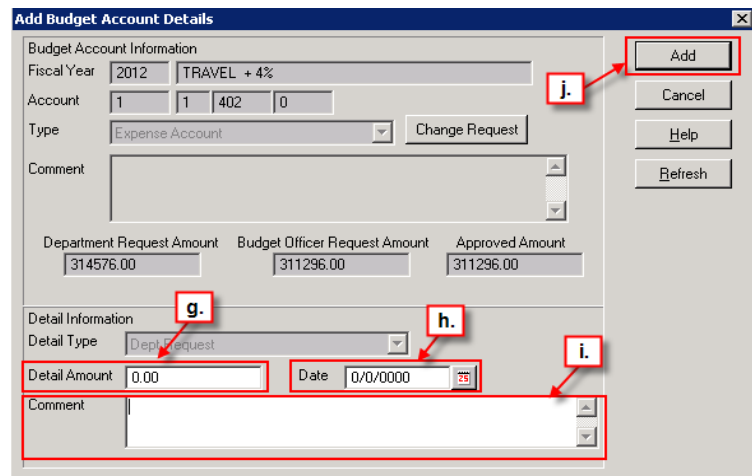
- d. Enter notes in the Note field and click **Done**.



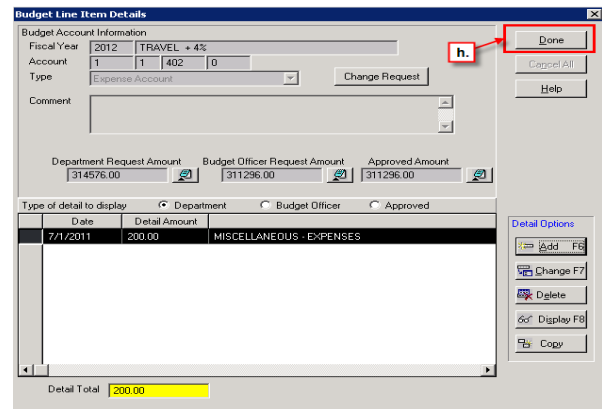
- e. Choose the budget you would like to add detailed information (Department Request).  
 f. Click the **Add** button.



- g. Enter the detailed amount.  
 h. Enter the date.  
 i. Enter comments (optional).  
 j. Click the **Add** button.

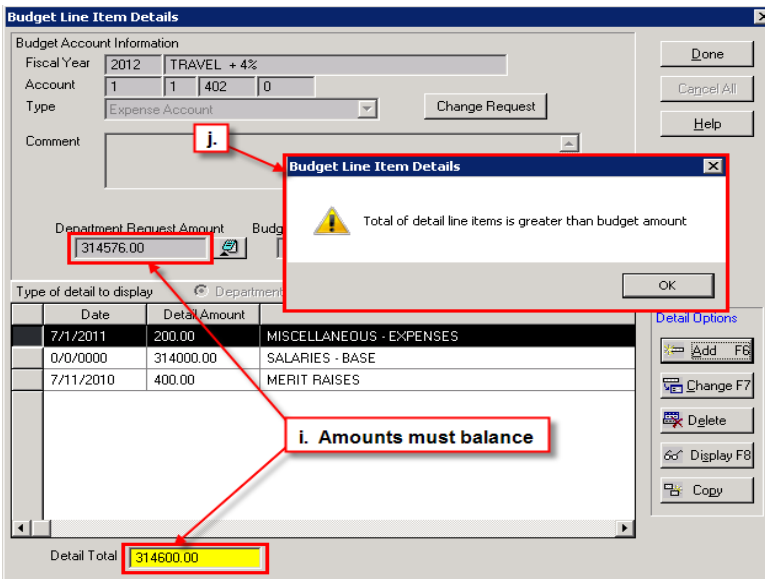


a. When finished entering or adding the detailed information, click the **Done** button.



b. The total of the line item detail amounts must equal the total requested amount.

c. If your detailed budget line items do not balance, you will receive an error message.



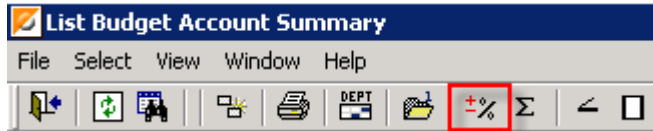
### Adjusting Amounts by a Percent or Dollar Amount

This panel allows you to adjust an account by a percent or dollar amount.

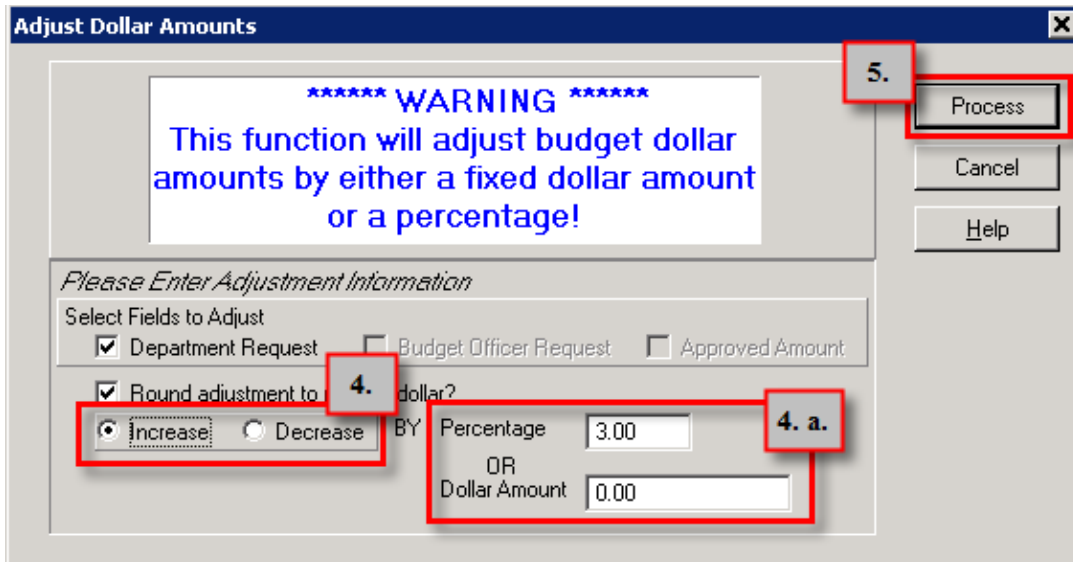
1. Highlight all of the rows in the grid you wish to adjust

Detail?	Fund	Dept	Acct	Sub	Description	Department Request	Budget Officer Amount	App
	1	1	402	0	SALARIES - DEPUTIES	314576.00	314576.00	
	1	2	402	0	SALARIES - DEPUTIES	67018.00	67018.00	
	1	3	402	0	SALARIES - DEPUTIES	72832.00	63327.00	
	1	4	402	0	SALARIES - DEPUTIES	2158175.00	2095316.00	
	1	6	402	0	SALARIES - DEPUTIES	940.00	913.00	
	1	7	402	0	SALARIES - CHIEF DEPUTY	69000.00	58633.00	
	1	13	402	0	SALARIES - DEPUTIES	31973.00	31042.00	

2. Click the **Adjust Dollar Amounts** icon
3. Select the budget field you want to adjust.



4. Choose whether your adjustment will increase or decrease the budget amount.
  - a. Enter the percentage or dollar amount to adjust (for example we want to increase salaries by 3 %).
5. When finished click the **Process** button.



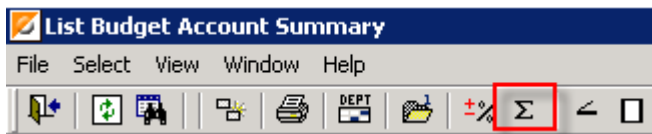
### Sum Selected Rows

This feature allows you to sum selected rows and view overall totals.

- a. To Sum selected rows, highlight the rows you wish to sum

Acct	Sub	Description	Department Request	Budget Officer Amount	Approved Amount
402	0	SALARIES - DEPUTIES	324013.00	314576.00	311296.00
402	0	SALARIES - DEPUTIES	69029.00	67018.00	93143.00
402	0	SALARIES - DEPUTIES	75017.00	69327.00	69327.00
402	0	SALARIES - DEPUTIES	2222920.00	2095316.00	2095316.00
402	0	SALARIES - DEPUTIES	968.00	913.00	913.00
402	0	SALARIES - CHIEF DEPUTY	71070.00	58633.00	58633.00
402	0	SALARIES - DEPUTIES	32932.00	31042.00	31042.00

- b. Click the **Sum Selected Rows** icon



- c. The total for each budget entered is displayed.

