

3.2 Entering the Budget

Note on entering the budget: If you have not yet processed your year end and want to enter the budget for next year, choose the Future Budget column to enter the budget. If you choose Future Budget your work will be saved for the following year as during the year end close you can choose to carry these numbers forward as the original budget for the following year. Choose Original budget column to enter the budget for the financial year that you are in currently.

Run Program 111 (Maintain Chart of Accounts):

The screenshot shows the '111 - Maintain Chart of Accounts' window. The 'Account Number & Name' section has 'Number & Dept:' set to '3010' and '100', and 'Description:' set to 'Capitation'. The 'Budgets' tab is active, displaying a table with the following data:

BBF	Future Budget	Current Actual	Revised	Original Budget
Sep		-43187.21		-43000.00
Oct				
Nov				
Dec				
Jan		-46080.45		-46000.00
Feb				
Mar		-49151.70		-50000.00
Apr				
May				
Jun				
Jul				
Aug				
TOTAL		-138419.36		-139000.00

Callout boxes provide the following instructions:

- Step 2: Click on the Budgets tab.
- Step 3: Click into appropriate field and enter the budget amount.
- Compare the signs. Income should always be entered as a minus.

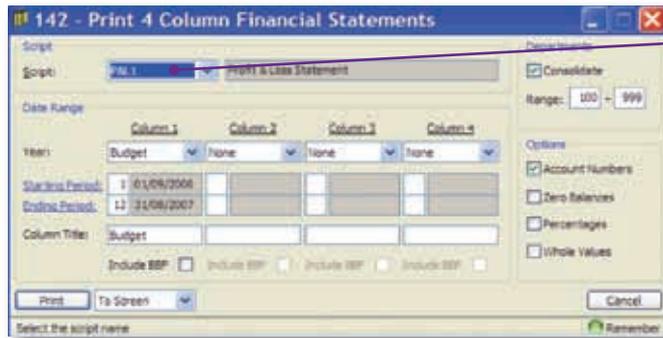
1. **Number & Dept:** Enter the Nominal Account Number. (E.g.3010 for Capitation Grant).
2. **Budgets tab:** Click once on this tab to bring up the budget entry screen.
3. **Original Budget:** Enter the numbers for the present year here. Click into the appropriate month (use September if you are annualising your budget) and type in the values. Income should always be entered as a minus.
4. **Future Budget:** If budgets are available for the following financial year, these can be entered in advance here will roll forward during the year end run if that option is chosen.

Note: All Income is entered as a negative amount and all expenses as a positive.

5. **Monthly:** The Budget may be entered for each month separately, if it is known when the transaction is likely to take place or a figure may be entered into each month.
6. **Annualized:** Many schools choose to enter a single annualized amount in month 1. (In the example above the Capitation budget is entered for September, December and March).
7. **Save:** Once you have entered any value that you require for the nominal code, click on Save at the bottom left of the screen. The budget value is now saved for that nominal code and you can move on to the next code.

8. **Number & Dept:** Type in the number for the next code and follow the same process as at steps 1 to 8 above. Each budget amount must be entered against an individual nominal code and saved.
9. **Verification:** When all data has been entered you must run the budget report through menu **142** – this will enable you to compare your TAS budget to your original source documents and ensure that it all agrees.

Run Program **142**.



Step 1: Choose P&L1 from the drop down menu

10. **Script:** Choose P&L1 from the drop down menu
11. **Column 1** choose Budget from the drop down menu.
12. **Starting period:** Enter 1, in ending Period enter 12.
13. **Column Title:** Enter Draft Budget-**Continue to step 13 on the next page.**
14. Print the budget report from TB2 and compare to the final budget.
15. Ensure that all amounts that have been entered on TB2 agree to the final budget.
16. Ensure that the surplus/deficit agrees with the final budget.

Account Name	Amount
4810 - Home / School / Liaison	1,914.77
4910 - Petty Cash	2,500.00
Total Other Education:	125,214.77
Repairs, Maintenance & Establishment	
5010 - Carstaker(s): Wages	49,200.00
5110 - Cleaners' Wages	48,500.00
5170 - Cleaning Materials	8,000.00
5311 - Furniture/equip additions	25,000.00
5400 - Security	880.00
5450 - Insurance	14,500.00
5510 - Heating	20,000.00
5550 - Light and Power	18,000.00
5610 - Rent and Rates	1,800.00
5700 - Licence Fees to Trustees	2,750.00
Total Repairs, Maintenance & Establishment:	187,430.00
Administration	
6100 - Staff Recruitment	3,000.00
6210 - Postage	8,400.00
6280 - Telephone	7,200.00
6300 - Printing/Stationery/Photo	12,000.00
6400 - Accounting / Auditing Fee	2,200.00
6450 - Other Professional Fees	1,000.00
6500 - Travel & Subsistence	5,000.00
6650 - Board of Management Exps	3,000.00
6700 - Annual Subscriptions	7,000.00
6800 - Hospitality	5,000.00
Total Administration:	63,800.00

111 - Maintain Chart of Accounts

Account Number & Name

Number & Dept: 3050 100

Description: Support Services Grant

General Budgets

Budget Values

	Future Budget	Current Actual	Revised	Original Budget
BBF				
Sep	24570.00	-29574.00		27030.00
Oct				
Nov				
Dec				
Jan	24570.00	-35154.00		27030.00
Feb				
Mar		-36049.00		
Apr	24570.00			27030.00
May				
Jun				
Jul				
Aug				
TOTAL	73710.00	-100777.00		81090.00

Save Delete Cancel

Enter the Nominal Department for this Nominal Account

Step 18: Double click on the error. Change it to the correct amount. Then Click on Save.

If you find an error:

17. Run program 111 and type in the code with the error, click on budget tab.
18. Double click on any values that are incorrect, this will allow you to overtype the field.
19. When you have completed all the necessary changes click Save. Repeat steps 15-17 and agree to budget.

**ALWAYS TAKE A
BACKUP WHEN YOU
HAVE WORKED ON
TAS. ALWAYS DATE IT
AND KEEP IT IN A SAFE
PLACE. SEE PAGE 18
FOR GUIDELINES ON
BACKUPS.**