



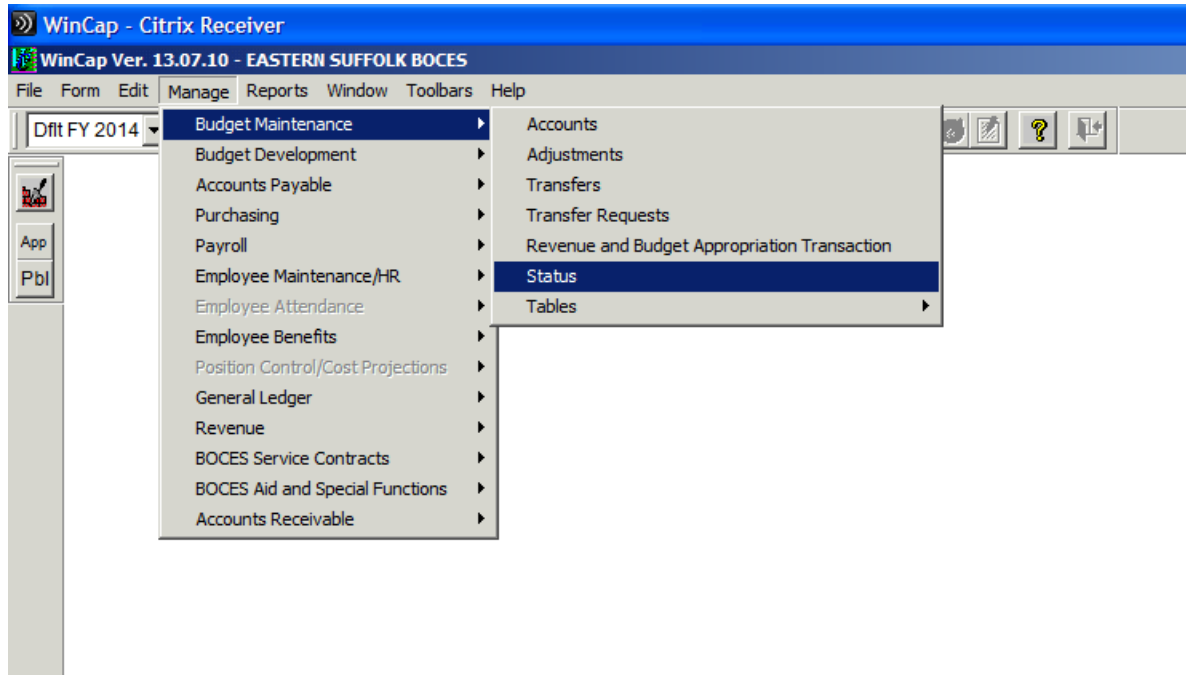
Budget Inquiry and Reporting

2013 Training Session

Budget Inquiry

In WinCap you can review your budget either by an inquiry or a report. You can use the inquiry screen to review a budget on screen without running a report.

Go to: **Manage/ Budget Maintenance/ Status**



The below form will open.

Please note only budget codes that your security profile allows will be displayed in the inquiry.

In the Budget Account Field enter the part of the budget code that you want to see. For example, if you want to see all the line items in a specific CoSer, you would enter the CoSer number, if you wanted to see all the Supply (300) lines that your security give you access to, enter 300 in the object code section of the budget code.

When you have completed your selection criteria, click on the Query button

Budget Code	Description	OriginalAppr	Adjustments	CurrentAppr	PendingEnc	Encum.Outst	Expenditure	Avail.Bal.	Unencum.Bal.	Encum.
Total Records=26		322,801.00	0.00	322,801.00	47,293.80	141,517.41	0.00	133,989.79	181,283.59	1,517.41
A-508-6320-157-0001-00	Salaries Administrator	6,070.00	0.00	6,070.00	0.00	0.00	0.00	6,070.00	6,070.00	0.00
A-508-6320-160-0001-00	Salaries Non Certified	41,463.00	0.00	41,463.00	0.00	0.00	0.00	41,463.00	41,463.00	0.00
A-508-6320-184-0001-00	Sellback ERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-200-0001-00	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-216-0001-00	Copier Payments	2,690.00	0.00	2,690.00	0.00	0.00	0.00	2,690.00	2,690.00	0.00
A-508-6320-300-0001-00	Supplies & Materials	3,514.00	0.00	3,514.00	0.00	0.00	0.00	3,514.00	3,514.00	0.00
A-508-6320-339-0001-00	PASS THRU SUPPLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-400-0001-00	Contractual	201,219.00	-6,106.00	195,113.00	47,293.80	140,303.55	0.00	7,515.65	54,809.45	0,303.55
A-508-6320-401-0001-00	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-409-0001-00	Contract and Other	1,560.00	0.00	1,560.00	0.00	925.00	0.00	635.00	635.00	925.00
A-508-6320-411-0001-00	Contract and Other	595.00	0.00	595.00	0.00	288.86	0.00	296.14	296.14	288.86
A-508-6320-430-0001-00	Contract and Other	2,200.00	0.00	2,200.00	0.00	0.00	0.00	2,200.00	2,200.00	0.00
A-508-6320-431-0001-00	Contract and Other	715.00	0.00	715.00	0.00	0.00	0.00	715.00	715.00	0.00
A-508-6320-811-0001-00	State Teachers Retirement	1,002.00	0.00	1,002.00	0.00	0.00	0.00	1,002.00	1,002.00	0.00
A-508-6320-813-0001-00	State Employees Retirement	8,189.00	0.00	8,189.00	0.00	0.00	0.00	8,189.00	8,189.00	0.00
A-508-6320-814-0001-00	Medicare	689.00	0.00	689.00	0.00	0.00	0.00	689.00	689.00	0.00
A-508-6320-815-0001-00	Social Security	2,921.00	0.00	2,921.00	0.00	0.00	0.00	2,921.00	2,921.00	0.00
A-508-6320-816-0001-00	Health Insurance	20,163.00	0.00	20,163.00	0.00	0.00	0.00	20,163.00	20,163.00	0.00
A-508-6320-817-0001-00	Life Insurance	351.00	0.00	351.00	0.00	0.00	0.00	351.00	351.00	0.00
A-508-6320-818-0001-00	Dental Insurance	822.00	0.00	822.00	0.00	0.00	0.00	822.00	822.00	0.00
A-508-6320-819-0001-00	Group Disability Insuranc	165.00	0.00	165.00	0.00	0.00	0.00	165.00	165.00	0.00
A-508-6320-820-0001-00	Unemployment Insurance	131.00	0.00	131.00	0.00	0.00	0.00	131.00	131.00	0.00
A-508-6320-821-0001-00	Compensation Insurance	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00	0.00
A-508-6320-840-0001-00	Post Employment Benefits	5,704.00	0.00	5,704.00	0.00	0.00	0.00	5,704.00	5,704.00	0.00
A-508-9613-960-0001-00	Transfer Charges/Other Se	520.00	6,106.00	6,626.00	0.00	0.00	0.00	6,626.00	6,626.00	0.00
A-508-9716-963-0001-00	Transfer Chgs./Super. & S	20,878.00	0.00	20,878.00	0.00	0.00	0.00	20,878.00	20,878.00	0.00

Each budget line matching the Query criteria will be displayed.

The first line right under the column headings shows how many lines have been selected and the total amount for each column of the selected records.

The Inquiry has multiple tabs where you can look at all or part of the data related to the criteria selected. The “All” tab contains similar information that would be found on a budget status report. The rest of the tabs contain pieces of the information that is included on the “All” tab. For example, the “Balances” tab shows the unencumbered balances and available balances for each budget code, the “Appropriations” tab shows the original appropriation, appropriation adjustments and the current appropriation for each budget code, etc.

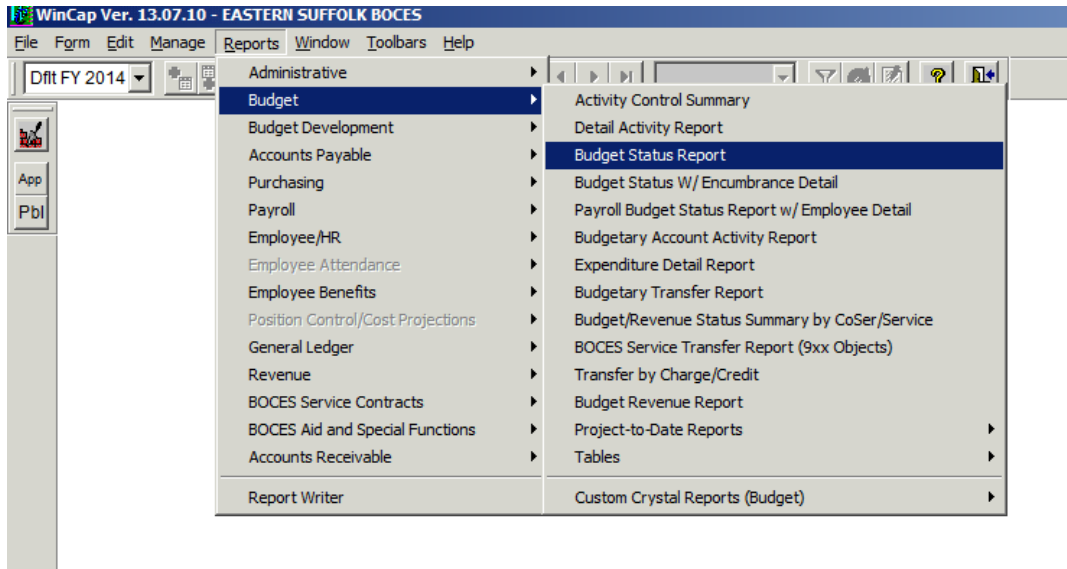
Budget Code	Description	OriginalAppr	Adjustments	CurrentAppr	PendingEnc	Encum Outst	Expenditure	Avail Bal	Unencum.Bal	Encum
Total Records=26		322,801.00	0.00	322,801.00	47,293.80	141,517.41	0.00	133,989.79	181,283.59	1,517.41
A-508-6320-157-0001-00	Salaries Administrator	6,070.00	0.00	6,070.00	0.00	0.00	0.00	6,070.00	6,070.00	0.00
A-508-6320-160-0001-00	Salaries Non Certified	41,463.00	0.00	41,463.00	0.00	0.00	0.00	41,463.00	41,463.00	0.00
A-508-6320-184-0001-00	Sellback ERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-200-0001-00	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-216-0001-00	Copier Payments	2,690.00	0.00	2,690.00	0.00	0.00	0.00	2,690.00	2,690.00	0.00
A-508-6320-300-0001-00	Supplies & Materials	3,514.00	0.00	3,514.00	0.00	0.00	0.00	3,514.00	3,514.00	0.00
A-508-6320-339-0001-00	PASS THRU SUPPLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-400-0001-00	Contractual	201,219.00	-6,106.00	195,113.00	47,293.80	140,303.55	0.00	7,515.65	54,809.45	0,303.55
A-508-6320-401-0001-00	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A-508-6320-409-0001-00	Contract and Other	1,560.00	0.00	1,560.00	0.00	925.00	0.00	635.00	635.00	925.00
A-508-6320-411-0001-00	Contract and Other	585.00	0.00	585.00	0.00	288.86	0.00	296.14	296.14	288.86
A-508-6320-430-0001-00	Contract and Other	2,200.00	0.00	2,200.00	0.00	0.00	0.00	2,200.00	2,200.00	0.00
A-508-6320-431-0001-00	Contract and Other	715.00	0.00	715.00	0.00	0.00	0.00	715.00	715.00	0.00
A-508-6320-811-0001-00	State Teachers Retirement	1,002.00	0.00	1,002.00	0.00	0.00	0.00	1,002.00	1,002.00	0.00
A-508-6320-813-0001-00	State Employees Retiremen	8,189.00	0.00	8,189.00	0.00	0.00	0.00	8,189.00	8,189.00	0.00
A-508-6320-814-0001-00	Medicare	689.00	0.00	689.00	0.00	0.00	0.00	689.00	689.00	0.00
A-508-6320-815-0001-00	Social Security	2,921.00	0.00	2,921.00	0.00	0.00	0.00	2,921.00	2,921.00	0.00
A-508-6320-816-0001-00	Health Insurance	20,163.00	0.00	20,163.00	0.00	0.00	0.00	20,163.00	20,163.00	0.00
A-508-6320-817-0001-00	Life Insurance	351.00	0.00	351.00	0.00	0.00	0.00	351.00	351.00	0.00
A-508-6320-818-0001-00	Dental Insurance	822.00	0.00	822.00	0.00	0.00	0.00	822.00	822.00	0.00
A-508-6320-819-0001-00	Group Disability Insurance	165.00	0.00	165.00	0.00	0.00	0.00	165.00	165.00	0.00
A-508-6320-820-0001-00	Unemployment Insurance	131.00	0.00	131.00	0.00	0.00	0.00	131.00	131.00	0.00
A-508-6320-821-0001-00	Compensation Insurance	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00	0.00
A-508-6320-840-0001-00	Post Employment Benefits	5,704.00	0.00	5,704.00	0.00	0.00	0.00	5,704.00	5,704.00	0.00
A-508-9613-960-0001-00	Transfer Charges/Other Se	520.00	6,106.00	6,626.00	0.00	0.00	0.00	6,626.00	6,626.00	0.00
A-508-9716-963-0001-00	Transfer Chgs./Super. & S	20,878.00	0.00	20,878.00	0.00	0.00	0.00	20,878.00	20,878.00	0.00

To review detailed information for any of the amounts, a report will need to be run.

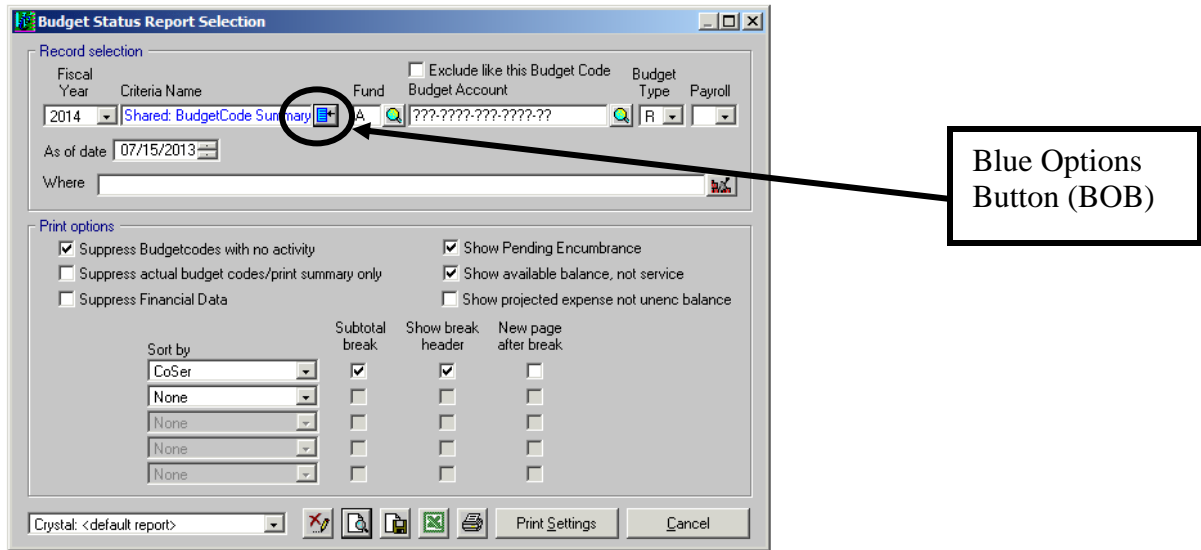
Budget Reporting

WinCap has many budget reports that contain a variety of information. In addition, each of the reports has multiple selection criteria that can be used to produce many different reports. This document will show how to run one of the reports and can be used as a guide when running other reports.

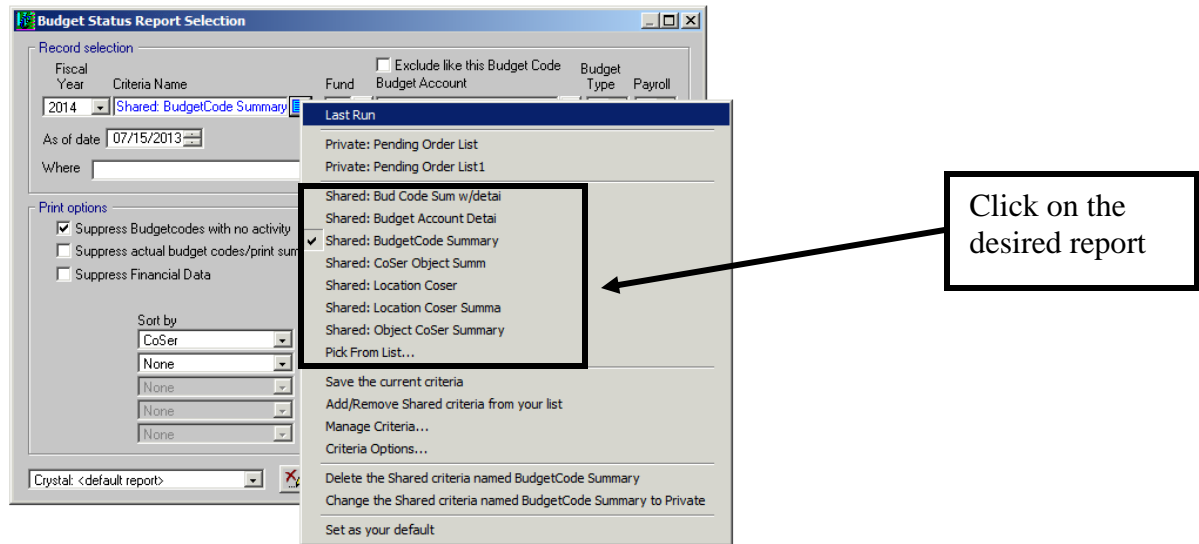
Go to: **Report/ Budget/ Budget Status Report**



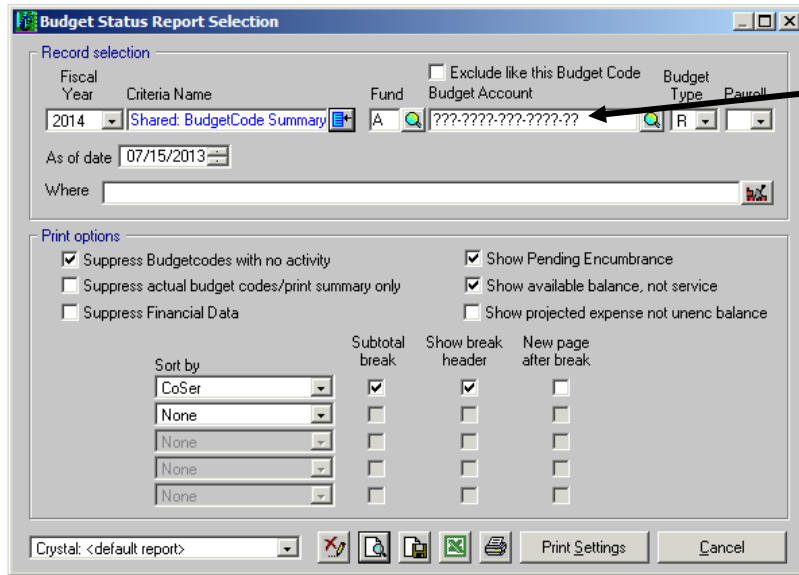
A Report selection box will be displayed. You can enter your own report parameters or use one of the shared templates that were created in WinCap.



To access a Shared template click on the blue option button, the below menu will appear.



When a report template is selected the Criteria Name file displays the name of the template.



In the Budget Account Field enter the part of the budget code that you want to see. For example, if you want to see all the line items in a specific CoSer, you would enter the CoSer number, if you wanted to see all the Supply (300) lines that your security give you access to, enter 300 in the object code section of the budget code.

Once the Budget information is entered you can now run the report clicking on one of the below icons



Print preview - the report will run to the screen



Excel – open the report in Excel



Save report to file - will save the report to a file



Printer – send the report directly to your default printer

You may also want to check your print setting by clicking on the “Print Settings” icon to make sure your correct printer is selected. For problems with printing contact the Help Desk.

When Print Preview is selected the report will be display on the screen and can be printed by clicking on the printer icon on the bottom of the page.

July 12, 2013
04:40:27 pm

EASTERN SUFFOLK BOCES
Budget Status Report As Of: 06/30/2013
Fiscal Year: 2013
Fund: A GENERAL FUND

Budget Account	Description	Initial Budget	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbrance Balance
508 Library Automation						
508-8320-157-0100-A0	Salaries Administrator	6,070.00	6,070.00	0.00	0.00	6,070.00
508-8320-160-0100-A0	Salaries Non Certified	57,121.00	57,121.00	0.00	0.00	57,121.00
508-8320-184-0100-A0	Sellback ERS	800.00	800.00	0.00	0.00	800.00
508-8320-216-0100-A0	Copier payments	2,690.00	2,690.00	0.00	0.00	2,690.00
508-8320-300-0100-A0	Supplies & Materials	2,750.00	2,750.00	0.00	0.00	2,750.00
508-8320-400-0100-A0	Contractual	207,564.00	207,564.00	0.00	0.00	207,564.00
508-8320-401-0100-A0	Telephone	720.00	720.00	0.00	0.00	720.00
508-8320-409-0100-A0	Association Dues/Membersh	450.00	450.00	0.00	0.00	450.00
508-8320-411-0100-A0	Subscriptions	585.00	585.00	0.00	0.00	585.00
508-8320-430-0100-A0	Conference Travel	2,200.00	2,200.00	0.00	0.00	2,200.00
508-8320-431-0100-A0	Mileage Reimbursement	445.00	445.00	0.00	0.00	445.00
508-9000-811-0100-A0	State Teachers Retirement	759.00	759.00	0.00	0.00	759.00
508-9000-813-0100-A0	State Employees Retirement	10,123.00	10,123.00	0.00	0.00	10,123.00
508-9000-814-0100-A0	Medicare	916.00	916.00	0.00	0.00	916.00
508-9000-815-0100-A0	Social Security	3,883.00	3,883.00	0.00	0.00	3,883.00
508-9000-816-0100-A0	Health Insurance	23,018.00	23,018.00	0.00	0.00	23,018.00
508-9000-817-0100-A0	Life Insurance	515.00	515.00	0.00	0.00	515.00
508-9000-818-0100-A0	Dental Insurance	964.00	964.00	0.00	0.00	964.00
508-9000-819-0100-A0	Group Disability Insuranc	220.00	220.00	0.00	0.00	220.00
508-9000-820-0100-A0	Unemployment Insurance	126.00	126.00	0.00	0.00	126.00
508-9000-821-0100-A0	Compensation Insurance	1,580.00	1,580.00	0.00	0.00	1,580.00
508-9000-840-0100-A0	Post Employment Benefits	6,319.00	6,319.00	0.00	0.00	6,319.00
508-9500-980-0100-A0	Transfer Charges/Other Se	515.00	515.00	0.00	0.00	515.00
508-9500-983-0100-A0	Transfer Chgs./Super. & S	20,369.00	20,369.00	0.00	0.00	20,369.00
508 Library Automation - CoSer Subtotal		350,702.00	350,702.00	0.00	0.00	350,702.00

Crystal Report | Shared: Budget Status Report | Print Settings | Close

Crystal (WinCapCrystal) | Record: 104/362 | Record Unlocked | NUM

Budget Reports

The following shared templates have been created under the below listed report menu items.

Budget Status Report

Budget Code Summary – a listing of all budget codes

CoSer Object Summary – a summary by object code for all lines within a CoSer

Location CoSer – a listing of all budget codes sorted by location code

Location Summary – a summary location codes for all lines within a CoSer

Object CoSer Summary – a summary of all object codes within a CoSer

Budget Status with Encumbrance Detail

Bud Code Sum w/detail. – a budget code summary report with the detailed Purchase Order and Requisitions listed for each budget code

Budget Account Activity Report

Budget Account Detail – a listing of all transactions with the selected budget code

Purchase Order Status Report (Purchasing section of reports menu)

PO Status Report – a listing of all purchase orders and requisition within a selected budget code or group of budget codes