

# **WinCap Information**

## **for**

# **Budget Development**

**Revised 10/9/07**

# **BUDGET DEVELOPMENT**

## **Budget Development Menu and Tool Bar Options**

Access the Budget Development forms and functions are available through the “Manage” option on the form toolbar, or through the icons that have been established on the application tool bar.

**Budget Development Worksheet** - This is a listing of the budgetary accounts that the user is responsible for, and through which it is possible to simply enter a lump sum proposed amount. There are also provisions to maintain miscellaneous itemized data and /or notes relative to an individual budgetary account. (However, these items are not integrated into the purchasing process, as are Budget Requests) Security is available to establish a ““Lockout”” date by user to prevent information from being updated in the budget development worksheet if no longer appropriate.

Within the worksheet are options to Update Baseline data, which include prior year expenditures to date, and current year initial or current appropriations. In addition, there are ten columns that can be used to represent different drafts of the budget.

For a particular budgetary account, figures can be entered through both of these methods. For instance, you may have approved a number of Budget Requests for a budget account that total \$2,300. If based on past experience you know that you want to appropriate \$3,000 for that account, you could override the \$2,300 with \$3,000 on the Budget Development Worksheet. Amounts entered through the Budget Development Worksheet in this way cannot be categorized as Budget Requests, and they will not be tracked in any meaningful way.

## **Budget Development Worksheet**

Select Worksheet from the Budget Development option under Manage, or click on the DW icon on the application toolbar if it exists.

To simply view the current status of the proposed budget, choose Query to select all of the budget accounts that are accessible. Then, enter codes in the budget account ““mask”” or the ““Where clause”” to be more selective. The Proposed Budget figures will be in the first column of numbers. Scroll over

to the right to see [baseline data](#) (current year appropriations, last year expenditures) for each budget account selected. Budget accounts that appear in yellow are Inactive in the developmental year, but they are shown for

WinCap Version 10/28/2004 - Otsego-Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Budget Development Worksheet

☐ Exclude like this Budget Code

Fiscal Year: 2006 Criteria Name: Last Run Fund: A Budget Account: 001-????-816-??? Payroll: [ ]

Where: [ ]

Budget Code	Description	Proposed Amount	Current/Initial Appr
Total Records=5		874,723.12	660,763.29
A-001-1010-816-000	HEALTH INSURANCE	3,158.40	1,135.29
A-001-1240-816-000	HEALTH INS	20,000.00	16,141.00
A-001-1250-816-000	HEALTH INS	31,685.67	30,383.00
A-001-1310-816-000	HEALTH INS	64,974.85	65,647.00
A-001-1490-816-000	HEALTH INS	754,904.00	547,457.00

© Capital Computer Associates, Inc. All Rights Reserved.

NUM

start WordPerfect 9 - ... 2 Internet Expl... WinCap Version ... 11:56 AM

comparative purposes since they have baseline data. The first line shows totals for the selected codes.

\*\*\*\* [Aqua fields indicate that detailed information/notes is maintained within the worksheet.](#)



## Maintaining Detailed Budget Items

WinCap Version 10/20/2004 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Budget Development Worksheet

☐ Exclude like this Budget Code

Fiscal Year: 2006 Criteria Name: Last Run Fund: A Budget Account: 001-????-816-?? Payroll:   
Where:   
Query:

Budget Code	Description	Proposed Amount	Current/Initial/Appro
Total Records=5		874,723.12	660,763.29
A-001-1010-816-000	HEALTH INSURANCE	3,150.40	1,135.29
A-001-1240-816-000	HEALTH INS	20,000.00	16,141.00
A-001-1250-816-000	HEALTH INS	31,425.67	30,383.00
A-001-1310-816-000	HEALTH INS		
A-001-1490-816-000	HEALTH INS		

© Capital Computer Associates, Inc. All Rights Reserved.

Record 4/6 Exclusive

NUM

start

Another option is provided for maintaining detailed items through the [Budget Development Worksheet](#) to justify or substantiate the proposed budget. With the cursor located on a specific budget account on the worksheet, double-click to open the Miscellaneous Budget Items form. Enter the specific item information that needs to be maintained. To enter item descriptions that exceed the space provided on the items grid, select the Detail button to access an extended text memo field to complete the description.

When the form is saved, it will update the proposed budget with the total extended cost for the items entered. If the item amounts are modified or if items are added or deleted, the proposed budget will be incrementally adjusted by the changes made.

If there are miscellaneous detailed items maintained for a specific budget account, then that Proposed amount will appear in aqua in the Budget Development Worksheet. To view or update the existing miscellaneous detail associated with a specific budget account, either double-click on the amount in aqua, or right-click on the budget account and select it from the options presented.

## Budget Presentation Report

WinCap Ver. 07.10.02 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Budget 2007

Budget Presentation Selection

Record selection: Fiscal Year: 2008 Criteria Name: Private: bd - presentation Modified Fund: A Exclude like this Budget Code: 777-7777-777-777 Payroll: ☐

Where:

Print Options			Sort Options		
Column 1	Prior Year Expenditure	Header 1	Actual	For \$, % change: From Account	
Column 2	Current Year Initial	Header 2	Adopted Budget	Current Year Current	
Column 3	Current Year Current	Header 3	Revised Budget	To amount	
Column 4	Proposed Amount	Header 4	Proposed Budget	Proposed Amount	
Column 5	Dollar	Header 5	Dollar Change	Suppress budget accounts with zero amount	
Column 6	Percent	Header 6	Percent Change	Collapse salaries	
Column 7	None	Header 7		Suppress actual budget codes/print summary only	
Column 8	None	Header 8		Do not show zero FTE	
Column 9	None	Header 9		Zero amount character	
Column 10	None	Header 10			
Column 11	None	Header 11			
Column 12	None	Header 12			
Column 13	None	Header 13			

Report title: Budget Presentation Report

Crystal: <default report>

Print Settings Cancel

© Capital Computer Associates, Inc. All Rights Reserved.

A report is available in the system that will show by budget code or in summary format information related to the development of the budget. There is the ability to select up to six columns of data to present on the report, including Prior Year Expenditures, Current Year Initial or Current Appropriations. In addition, multiple columns can be used to present the different “cuts” of the proposed appropriations, along with dollar and percent change columns.

## Budget Development Detail Report

A Budget Development Detail Report is available that will show by budget code the detail, such as Budget Development Notes or Budget Item Requests that might have been used to create the appropriations of the budget. There is the ability to select up to four columns of data to present on the report, including Prior Year Expenditures, Current Year Initial or Current Appropriations. In addition, multiple columns can be used to present the different “cuts” of the proposed appropriations, along with dollar and percent change columns.

There are also several options that can be used to determine the level of detail and the manner in which the detail is presented within a budget code.

WinCap Ver. 07.10.02 - Otsego Northern Catskills BCES

File Form Edit Manage Reports Window Toolbars Help

Budget Development Detail Report

Record Selection  
Fiscal Year: 2008 Criteria Name: Last Run Fund: A Exclude Bk this Budget Code: 001-7777-777-777  
☐ Select Budgetcodes with Disapproved Items Only  
Where:

Print Options

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Landscape	Current Year Initial	Current Year Current	Proposed Amount	Dollar	None	None	None
Landscape							
Legal							

Sort Options

Header 1	Header 2	Header 3	Header 4	Header 5	Header 6	Header 7
Adopted Budget	Revised Budget	Proposed Budget	Dollar Change	None	None	None

For \$, % change: From Amount: Current Year Current To Amount: Proposed Amount

☒ Suppress budget accounts with zero amount  
☐ Suppress items with zero extended cost  
☐ Suppress miscellaneous dated for payrol codes  
☐ Suppress Quantity, Unit Cost, Unit of Measure

☐ Suppress dated line for rounding  
☐ Show state area/function group  
☐ Show budget account notes  
☐ Show budget development notes

☒ Requestor  
☒ Department  
☒ Ordered By  
☐ Show total for each BRQ

Report title: Budget Development Detail Report

Crystal: <default report> Print Settings Cancel

© Capital Computer Associates, Inc. All Rights Reserved.

NUM



## **Budget Administration**

There are a number of reports which will be of assistance to you throughout the year in managing your budget. Below are a few of the most common reports you can use to manage your budget.

### **Budget Status**

The Budget Status option (Manage/Budget Maintenance/Status or BS icon on the toolbar) allows for the display of summary information for several budget codes at the same time. Criteria can be specified to determine the codes that should be displayed. (e.g. equipment codes can be displayed by placing a “2” in the first character of the object code position.) Clicking on the query button will select records that match the specified budget criteria.

### **Budget Status Report**

The Budget Status report (Reports/Budget/Budget Status Report or STA icon from the report toolbar) will allow for a summary presentation of desired budget codes. User security will limit the reporting capability of an individual. The budget status report can be generated using specific criteria, such as a function, object, or location, or all information that the user has access to can be reported. In addition, the report can be sorted, with or without header descriptions, up to three times.

The “as of date” default is today’s date, but can be overridden.

There is an option to “Suppress Budget Codes with no activity”, “Suppress actual budget codes/print summary only”, “Show Pending Encumbrance”, or “Show available balance”.

Some of the sort criteria include state function or state object, function or object, or other components that might be defined for a district such as location or program.

WinCap Version 10/28/2004 - Otsego Northern Catskills BOCTS

File Form Edit Message Reports Window Toolbars Help

16 4 5 83

### Budget Status Report Selection

**Record selection**

Fiscal Year	Criteria Name	Fund	Budget Account	Budget Type	Payroll
2005	Last Run	A	640-7777-777-777	R	

As of date: 10/28/2004

Where:

**Print options**

☐ Suppress Budgetcodes with no activity  
☐ Suppress actual budget codes/print summary only  
☐ Show Pending Encumbrance  
☐ Show available balance, not service

Sort by: None

Subtotal break: ☐  
 Show break header: ☐  
 New page after break: ☐

Crystal: <default report>

Print Settings Cancel

© Capital Computer Associates, Inc. All Rights Reserved.

NUM

start

WordPerfect 9.0

Internet Explorer

Productivity

Print file

New Drawing



## Budgetary Account Activity Report

The budgetary account activity report (Report/Budget/Budgetary Account Activity Report or from ""BUD"" on the Report Toolbar) will allow a detailed presentation of information within desired budget codes. User security will limit the reporting ability of an individual. Like the budget status report, the budgetary account activity report can be generated using specific criteria, such as a function, object, or location, or all information that the user has access to can be reported. In addition, the report can be sorted, with or without header descriptions, up to three times.

Sort criteria available include state function or state object, function or object, or other components that might be defined for that district, such as location or program.

Within a budget code, an option exists to display the detail of the transactions that have been posted against the code, e.g. Date/Transaction Type/PO#, etc.

WinCap Version 10/28/2004 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Budgetary Account Activity Report Selection

Record selection

Fiscal Year: 2005 Criteria Name: Last Run

Fund: A Budget Account: 701-????-???-??? Exclude like this Budget Code: ☐ Payroll: Y

Transaction Date

From: 07/01/2004 To: 10/28/2004

Date Used: Effective in Budget

Where:

Print options

Sort by: CoSer Activity Object

Subtotal break: ☒ Show break header: ☐ New page after break: ☐

Sort within budgetcode: Date/Transaction Type/PO#

Suppress: ☐ Prior activity ☐ Budgetcodes with no activity ☒ Detail for payroll budgetcodes

Print Preview OK Print Settings Cancel

© Capital Computer Associates, Inc. All Rights Reserved.

(Wincap05\Subfund) Record: None Record Unlocked NUM CAPS

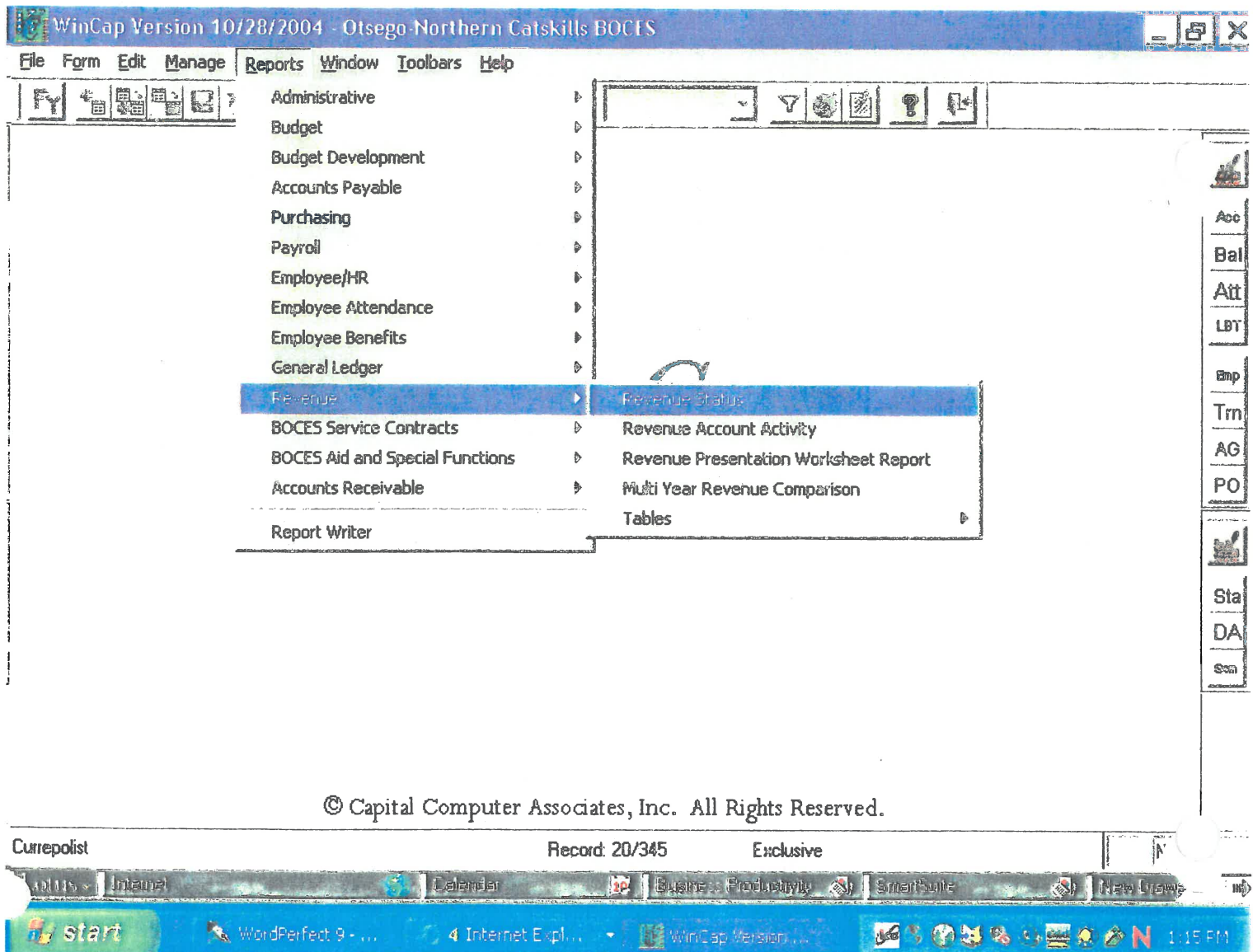
Clear Forms Specify Local Receive Transmit Close

start WordPerfect 9 - ... Internet Expl... WinCap Version ... 1:04 PM

# Revenue Reports

## Revenue Status Report

The Revenue Status Report displays revenue posted for all revenue accounts or allows the user the option to sort by a specific account, or by date range indicated. If Show actual revenue in “As Of” cycle is checked, the report will display the sum of all of the transactions in the cycle period designated up to and including the “as of” date. This will be displayed in a column titled “Current Cycle”. The report, with up to three sort options, can be sorted on the Revenue Account, Revenue Code, or the Service/Sub fund or any other component of the revenue account.



File Form Edit Manage Reports Window Toolbars Help



Revenue Status Report Selection

Record selection

Fiscal Year	Criteria Name	Fund	Revenue Account	Service
2005	Last Run	A	640.???-????-???	

As of date 10/28/2004 ☐ Show actual revenue in "As Of" Cycle

Where

Print options

☐ Suppress Revenue accounts with no activity ☐ Suppress actual revenue accounts/print summary only

☐ Include estimated revenue for carryover encumbrances (225X-9XX) in YTD Amount

Sort by None None

Subtotal break ☐

Show break header ☐

New page after break ☐

Print Preview  OK  Print Settings  Cancel

© Capital Computer Associates, Inc. All Rights Reserved.

Subfund (Wincap05)Subfund)

Record: None

Record Unlocked

NUM

Lotus - Internet - Calendar - Business Productivity - SmartSuite - New Draw



## Revenue Account Activity Report

The Revenue Account Activity Report displays the activity posted to revenue account(s) through designated transaction dates. The option to choose "Added in Revenue", "Transacted in Revenue" "Effective in Revenue" is available. There is also an option to display individual accounts or all revenue accounts in a specific fund or all funds are available. The sort options allow sorts by: Coser, Revenue Code, Service and State Revenue. The revenue code sort can be by code or date and a summary only option is available

WinCap Version 10/28/2004 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Revenue Account Activity Report Selection

Record selection

Fiscal Year: 2005 Criteria Name: Last Run

Fund: A Revenue Account: 640.???-???-??? Service:

☐ Exclude like this Revenue Account

Where:

Transaction Date

From: 07/01/2004 To: 06/30/2005

Date Used: Transacted in Reven

Print options

Sort by: None None None

Subtotal break: ☐ ☐ ☐

Show break header: ☐ ☐ ☐

New page after break: ☐ ☐ ☐

Sort within revenue code: Date/Transaction Type

Suppress: ☐ Prior activity ☐ Revenue codes with no activity

Print Preview OK Print Settings Cancel

© Capital Computer Associates, Inc. All Rights Reserved.

Curacclanal Record: 1/86 Exclusive NUM

WinCap Version 10/28/2004 - Otsego-Northern Catskills BOCES - Remote

start WordPerfect 9 - ... Internet Expl... WinCap Version ...



## Service Contact Status Report

WinCap provides functionality to maintain data for BOCES service contracts with component districts and cross-contracts with other BOCES. Routines are also provided to process billing on the basis of these service contracts. These functions are maintained through the Main Menu option labeled BOCES Service Contracts.

WinCap Version 10/28/2004 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Fiscal Year: 2005 Criteria Name: Last Run

**Record selection**

Contracts as of: 00/00/0000

Fund: A GENERAL FUND

Service/Subservice: 640. All Services like 640.???

Customer: All Customers

Bill Customer: All Bill Customers

Where:

**Print Options**

☒ Suppress records with 0 amount/no activity

☐ Expand Detail Description (if necessary)

**Display Fields (pick any two)**

☐ Show Actual Usage ☐ Show Cc

☐ Show Actual Quantity ☐ Show Ini

☐ Show Ini

**Sort by**

Sort by	Break on sort	Page Break	Show break header	Alt
Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
BillSort	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
BillCustName	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CustName	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Report Subtitle** Contract Detail by Service

Crystal: <default report> Print Settings Cancel

Private: BONNIE

Shared: Contract Detail

Shared: Summary/Customer

Shared: Summary/Service

Shared: Template 1

Shared: Template 2

Shared: Template 3

Shared: Template 4

Shared: Template 5

Shared: Template 6

Save the current criteria

Add/Remove Shared criteria from your list

Set as your default

NUM

# Payroll Budget Status Report

WinCap Version 10/28/2004 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

Administrative  
Budget  
Budget Development  
Accounts Payable  
Purchasing  
Employee/HR  
Employee Attendance  
Employee Benefits  
General Ledger  
Revenue  
BOCES Service Contracts  
BOCES Aid and Special Functions  
Accounts Receivable  
Report Writer

Employee Schedule of Payments  
Payroll Period Change and Error Reports  
Salaried Employee Analysis Report  
Transaction Reports  
Deduction Reports  
Payroll Summary Report  
Payroll Distribution Report  
Payroll Distribution Detail Report  
Payroll Checks  
Reprint Payroll Checks  
Payroll Check Register  
Payroll Budget Report by Employee  
Payroll Expenditures Detail Report  
Payroll to Budget Reconciliation Report  
Payroll Budget History Report

Payroll Budget Status Report  
Earnings and Year-to-Date Reports  
Retirement System Reporting  
Federal and State Tax Reporting  
Other Agency Reporting  
Payroll Tables

Acc  
Bal  
Att  
LBT  
Emp  
Tm  
AG  
PO  
Sta  
DA  
Geo

© Capital Computer Associates, Inc. All Rights Reserved.

WinCap Version 10/28/2004 - Otsego Northern Catskills BOCES

File Form Edit Manage Reports Window Toolbars Help

start WordStar Internet

Payroll Budget Status Report

Fiscal Year: 2005  
Criteria Name: Last Run  
Report thru: 10/28/2004  
Position: Blank  
Primary Location: Blank  
Dept (HR): Blank  
Admin/Supervisor: Blank

Show Subtotals for CoSer and Activity ☐ Page Break on CoSer ☐  
Show Position Description instead of Paid Non-Contract Detail ☐  
☐ Only for Employees with Paid Non-Salary Payments greater than or equal to \$ 0.00  
Fund: A Budget Code: Budget Type:   
Sort By: Budget Code  
Where:

© Capital Computer Associates, Inc. All Rights Reserved.

Fund (WinCapFund) Record: 1/14 Record Unlocked NUM