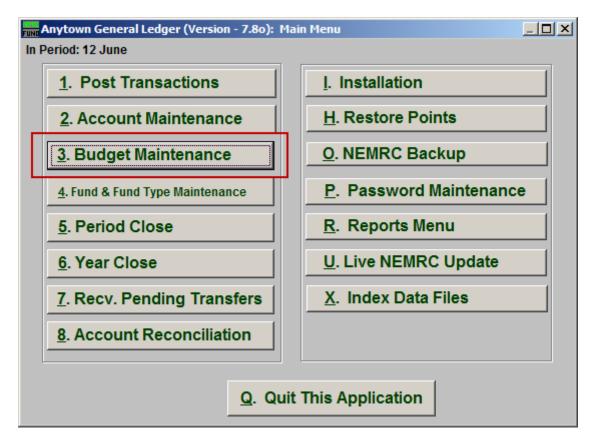
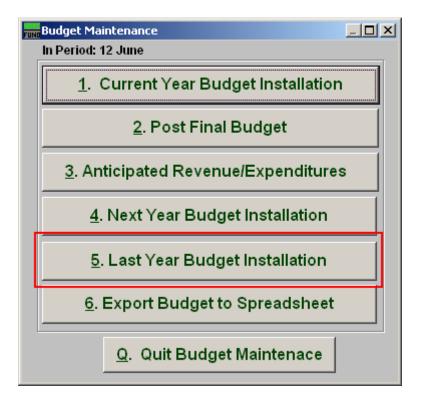
3. Budget Maintenance: 5. Last Year Budget Installation



Click on "3. Budget Maintenance" from the Main Menu and the following window will appear:

General Ledger



Click on "5. Last Year Budget Installation" from the Budget Maintenance Menu and the following window will appear:

General Ledger

Last Year Budget Installation

| Budget Maintenance | | | |
|--|-----------------------------|--------------|-------------------|
| Last Year Budget Installation | | | |
| » 515-00-0003-60.00 1 « Find Wilkinson Pension | | | |
| Enter | As | Budget Notes | |
| This Year Adjusted Budget | 0.00 | 2 | <u> </u> |
| This Year Final Budget | 0.00 | | |
| Year-to-Date Actual | 2,799.73 | | |
| Next Year Budget | 0.00 | | |
| Last Year Budget ³ 3 - | 0.00 | | |
| Last Year Actual | 0.00 | | |
| Last Year Unused Budget | 0.00 | | |
| Anticipated | 0.00 | | - |
| << Previous 4 | 5 <u>O</u> K 6 <u>C</u> anc | el | 7 <u>N</u> ext >> |

- **1.** Account Number to Post: Enter the budget account number to post anticipation amounts to or click the find button to select from a table.
- 2. Budget Notes: This is a free form area to review or enter notes on the budget details about this account. This can help determine anticipated values during entry.
- **3.** Last Year Budget: Enter the amount for last year's budget on this account. Revenue accounts typically post a debit budget and expense accounts a credit budget figure.
- 4. **Previous:** Click this button to save the present value and bring up the account that by number appears before the one shown.
- 5. OK: Click "OK" to save changes and return to the previous screen.
- 6. Cancel: Click "Cancel" to cancel and return to the previous screen.
- 7. Next: Click this button to save the present value and bring up the account that by number appears after the one shown.