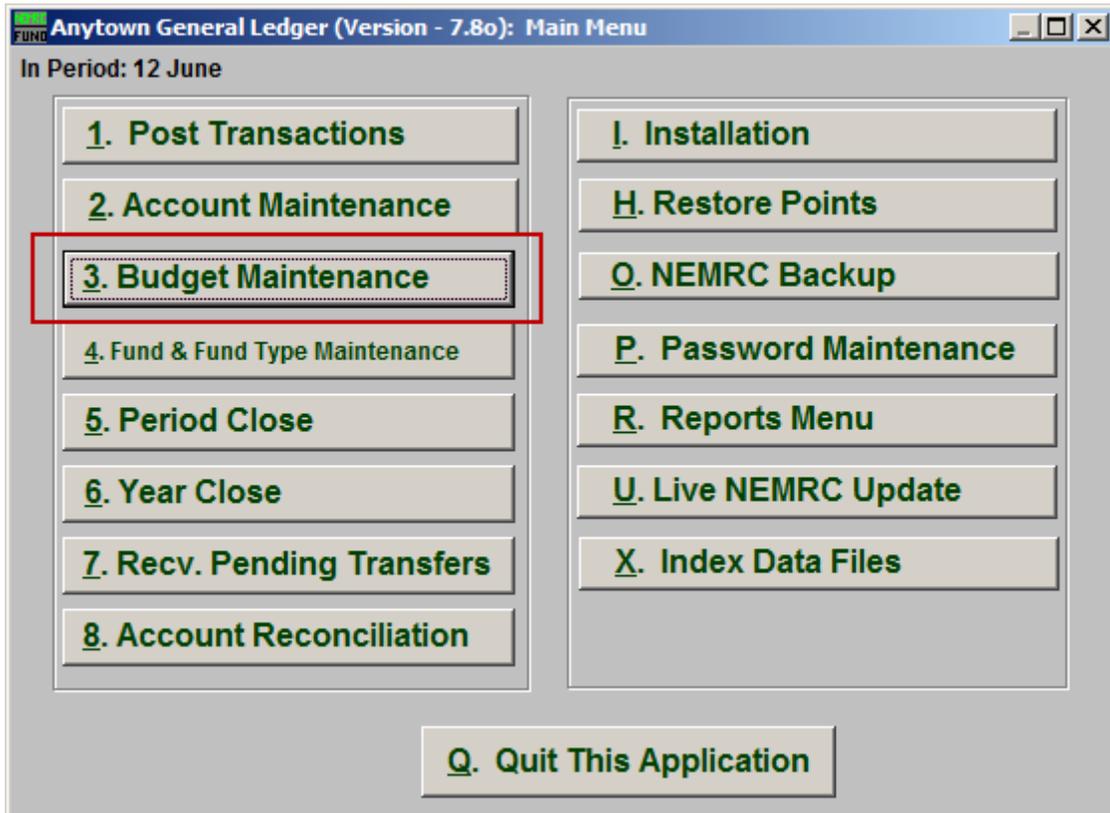


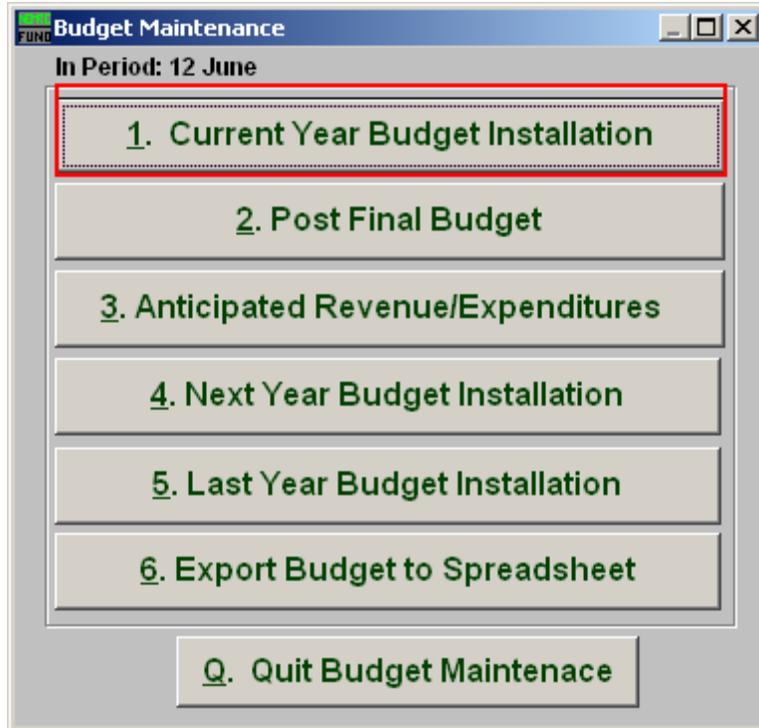
General Ledger

3. Budget Maintenance: 1. Current Year Budget Installation



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

General Ledger



Click on “1. Current Year Budget Installation” from the Budget Maintenance Menu and the following window will appear:

General Ledger

Current Year Budget Maintenance

The screenshot shows a software window titled "Budget Maintenance" with a sub-header "Current Year Budget Installation". At the top, there is a text field containing "515-00-0003-60.00" with a red "1" next to it, followed by a "Find" button and the text "Wilkinson Pension". Below this is a section titled "Enter As" with a red "2" next to it. This section contains a table with the following data:

Field	Value
This Year Budget	0.00
This Year Final Budget	0.00
Year-to-Date Actual	2,799.73
Next Year Budget	0.00
Last Year Budget	0.00
Last Year Actual	0.00
Last Year Unused Budget	0.00
Anticipated	0.00

To the right of the "Enter As" section is a "Budget Notes" text area with a red "3" next to it. At the bottom of the window, there are four buttons: "<< Previous" with a red "4", "5 OK", "6 Cancel", and "7 Next >>".

- 1. Account Number to Post:** Enter the account number to post the budget figure to or click “Find” to select from the lookup table.
- 2. This Year Budget:** Enter the current year budget amount. Credit amounts post to expense accounts and debit amounts post to revenue accounts.
- 3. Budget Notes:** This is an area where details about the budget amount for this account can be entered. Various reports have an option to show these notes.
- 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.