

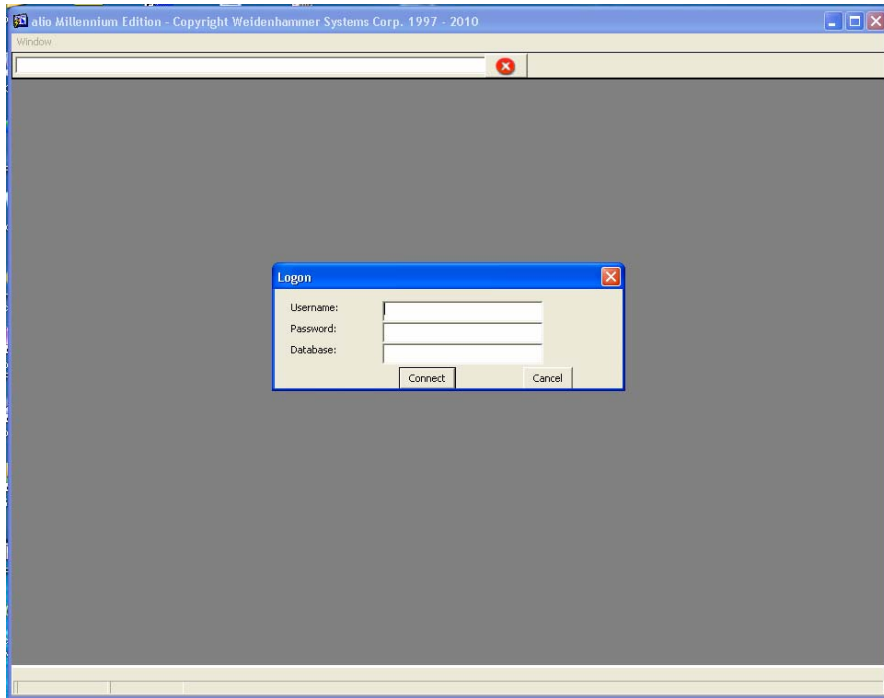
# RIO GRANDE CITY CISD BUDGET ENTRY USER'S GUIDE



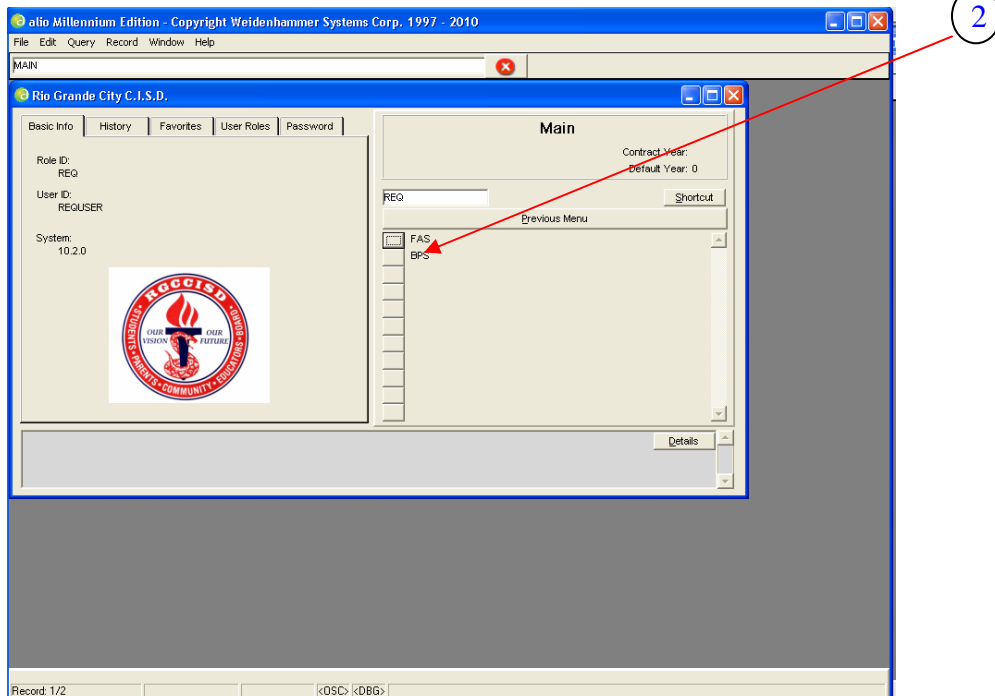
Office of Business & Operations  
Fort Ringgold  
Rio Grande City, TX 78582  
Tel: (956) 716-6710 Fax: (956) 716-6610  
[www.rgccisd.org](http://www.rgccisd.org)

# Budget Entry User's Guide

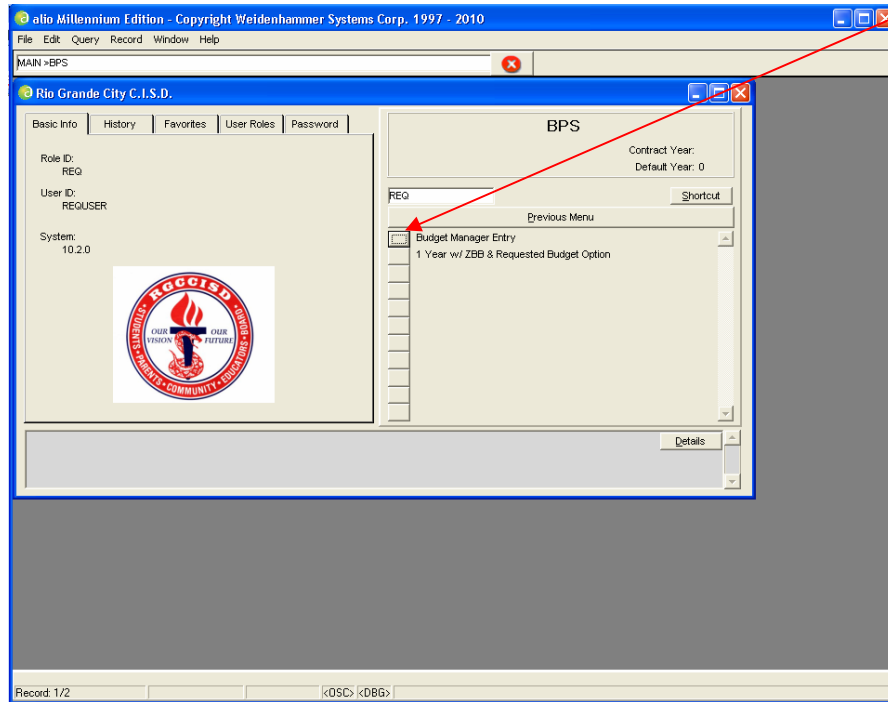
1. Please sign in to alio.



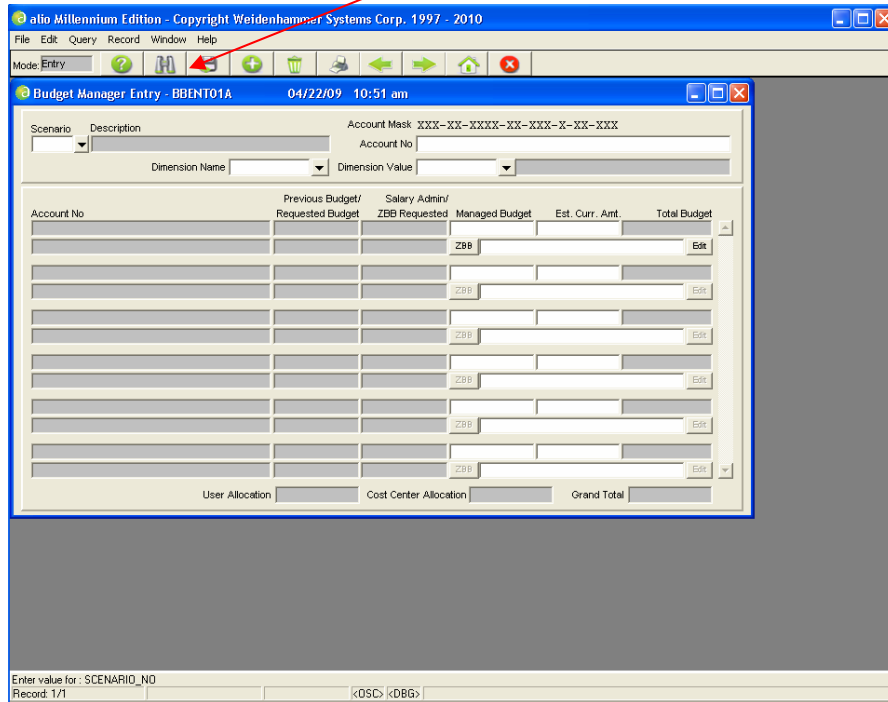
2. On the **alio Main Menu**, Double-click **BPS** to expand the **BPS** menu options.



3. Double-click the **Budget Manager Entry** option. The **Budget Manager Entry** window appears.

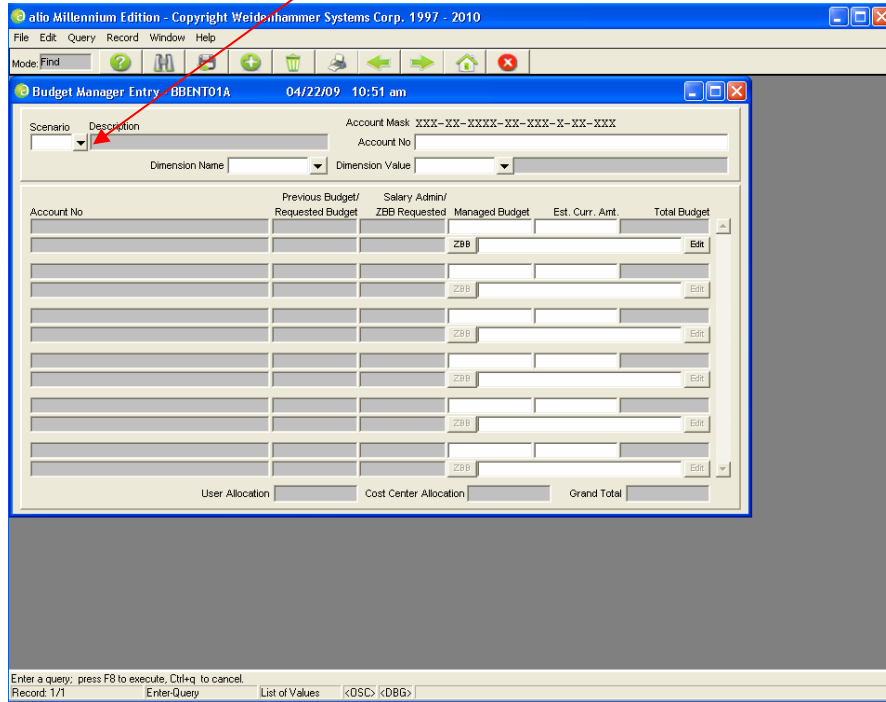


4. Click on the **Find** Button.



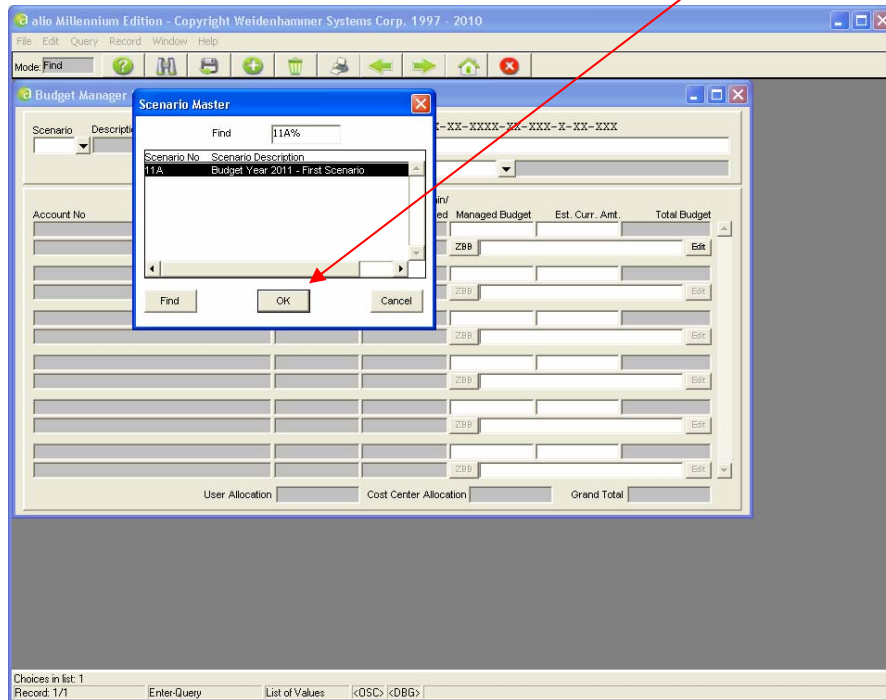
5. In the **Scenario** field, click the **List of Values** button select a scenario.

5

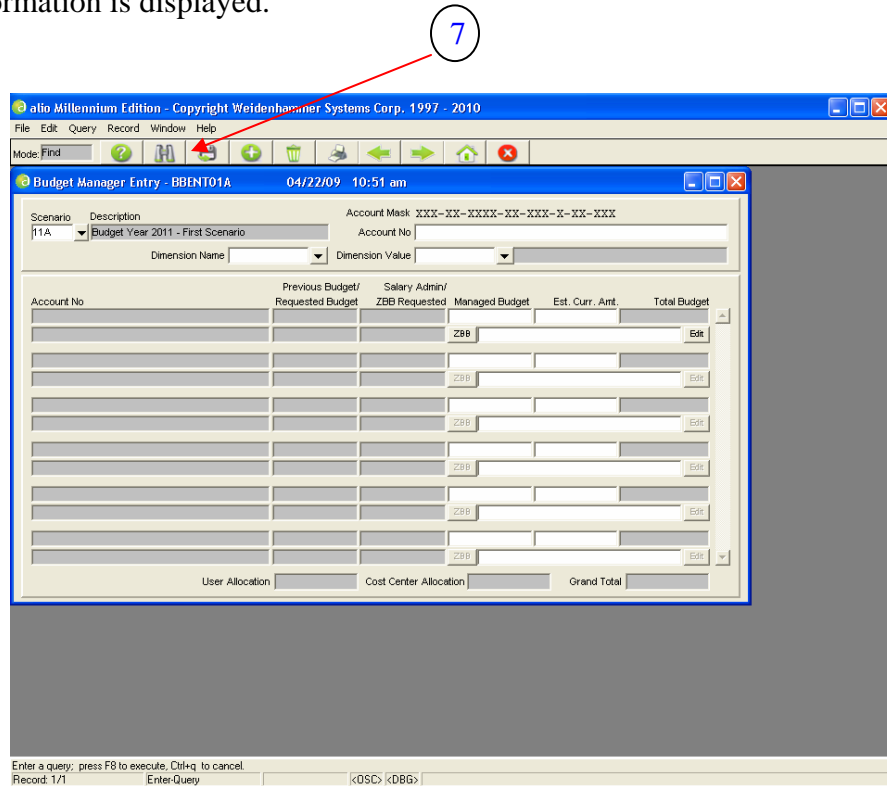


6. Select scenario **11A**. Press Ok button.

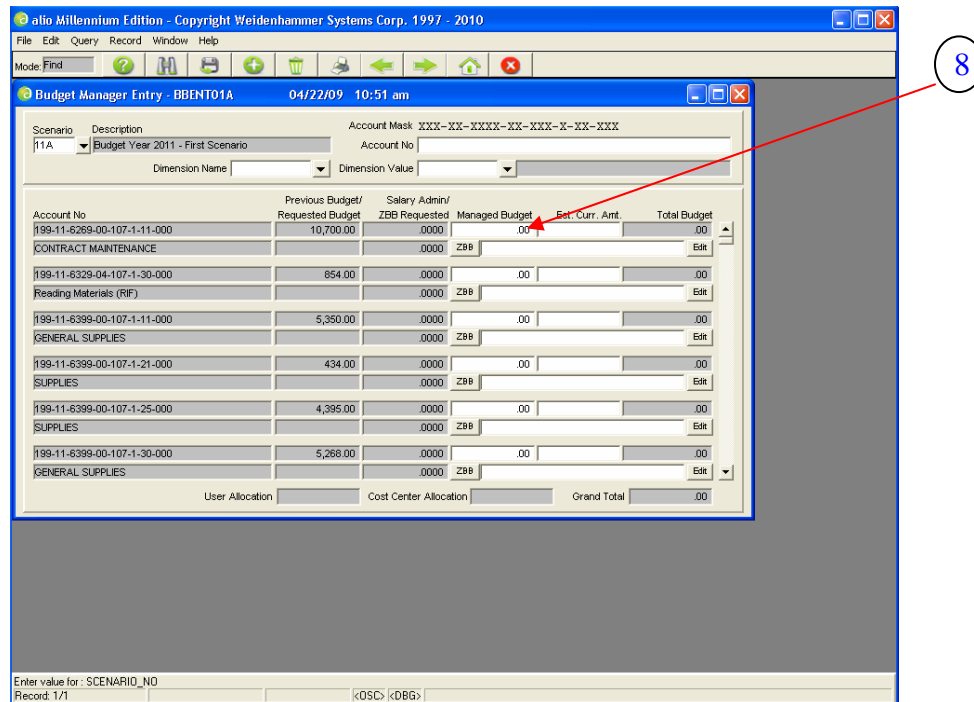
6



- Click on the **Find** button to run the query. The budget manager entry fields are populated with the amounts loaded from FAS, and any previously budgeted information is displayed.



- Enter a budget amount for an account in the Managed Budget field.



As you enter the budget amounts, the Requested Budget and Total Budget amounts are automatically calculated for each account. A Grand Total is also calculated by summing the Total Budget amounts.

- If you want to add budget information for another account, press **ENTER** to go to the next account and repeat Step 8; otherwise, click the **Save** button.

9

Scenario: 11A, Description: Budget Year 2011 - First Scenario, Account Mask: XXXX-XX-XXXX-XX-XXXX-X-XX-XXXX

Account No	Previous Budget/ Requested Budget	Salary Admin/ ZBB Requested	Managed Budget	Est. Curr. Amt.	Total Budget
199-11-6269-00-107-1-11-000	10,700.00	.0000	100.00		100.00
CONTRACT MAINTENANCE	100.00	.0000	ZBB		Est
199-11-6329-04-107-1-30-000	854.00	.0000	.00		.00
Reading Materials (RIF)	.00	.0000	ZBB		Est
199-11-6399-00-107-1-11-000	5,350.00	.0000	.00		.00
GENERAL SUPPLIES	.00	.0000	ZBB		Est
199-11-6399-00-107-1-21-000	434.00	.0000	.00		.00
SUPPLIES	.00	.0000	ZBB		Est
199-11-6399-00-107-1-25-000	4,395.00	.0000	.00		.00
SUPPLIES	.00	.0000	ZBB		Est
199-11-6399-00-107-1-30-000	5,268.00	.0000	.00		.00
GENERAL SUPPLIES	.00	.0000	ZBB		Est
User Allocation			Cost Center Allocation	Grand Total 100.00	

9

Scenario: 11A, Description: Budget Year 2011 - First Scenario, Account Mask: XXXX-XX-XXXX-XX-XXXX-X-XX-XXXX

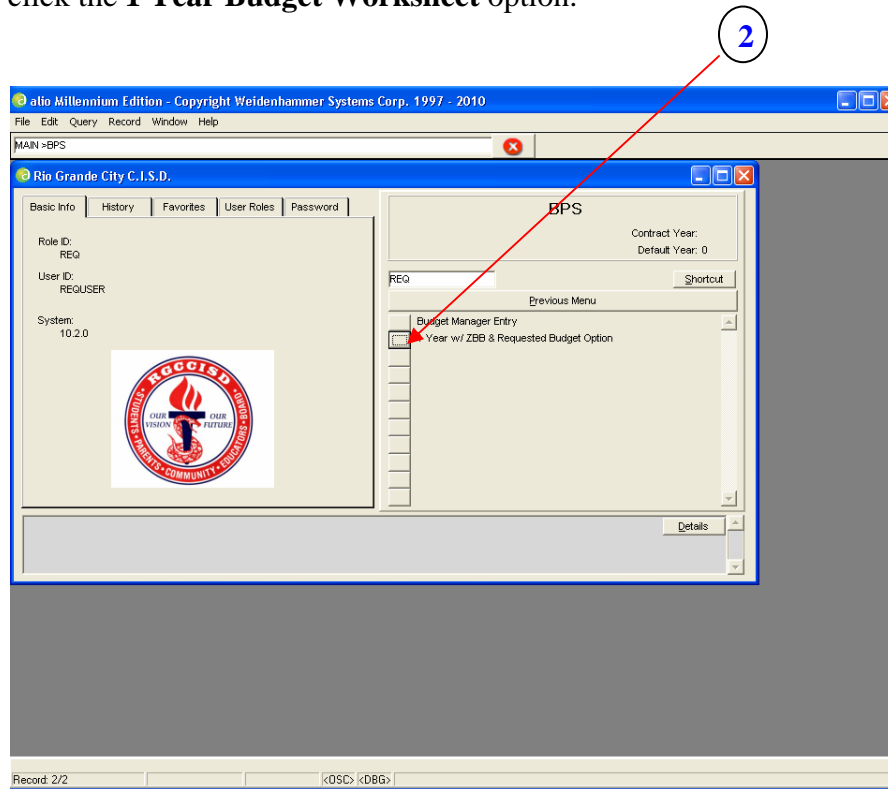
Account No	Previous Budget/ Requested Budget	Salary Admin/ ZBB Requested	Managed Budget	Est. Curr. Amt.	Total Budget
199-11-6269-00-107-1-11-000	10,700.00	.0000	100.00		100.00
CONTRACT MAINTENANCE	100.00	.0000	ZBB		Est
199-11-6329-04-107-1-30-000	854.00	.0000	150.00		150.00
Reading Materials (RIF)	150.00	.0000	ZBB		Est
199-11-6399-00-107-1-11-000	5,350.00	.0000	200.00		200.00
GENERAL SUPPLIES	200.00	.0000	ZBB		Est
199-11-6399-00-107-1-21-000	434.00	.0000	350.00		350.00
SUPPLIES	350.00	.0000	ZBB		Est
199-11-6399-00-107-1-25-000	4,395.00	.0000	450.00		450.00
SUPPLIES	450.00	.0000	ZBB		Est
199-11-6399-00-107-1-30-000	5,268.00	.0000	500.00		500.00
GENERAL SUPPLIES	500.00	.0000	ZBB		Est
User Allocation			Cost Center Allocation	Grand Total 2,050.00	

Enter value for: BUDGET\_AMOUNT  
Record: 1/186

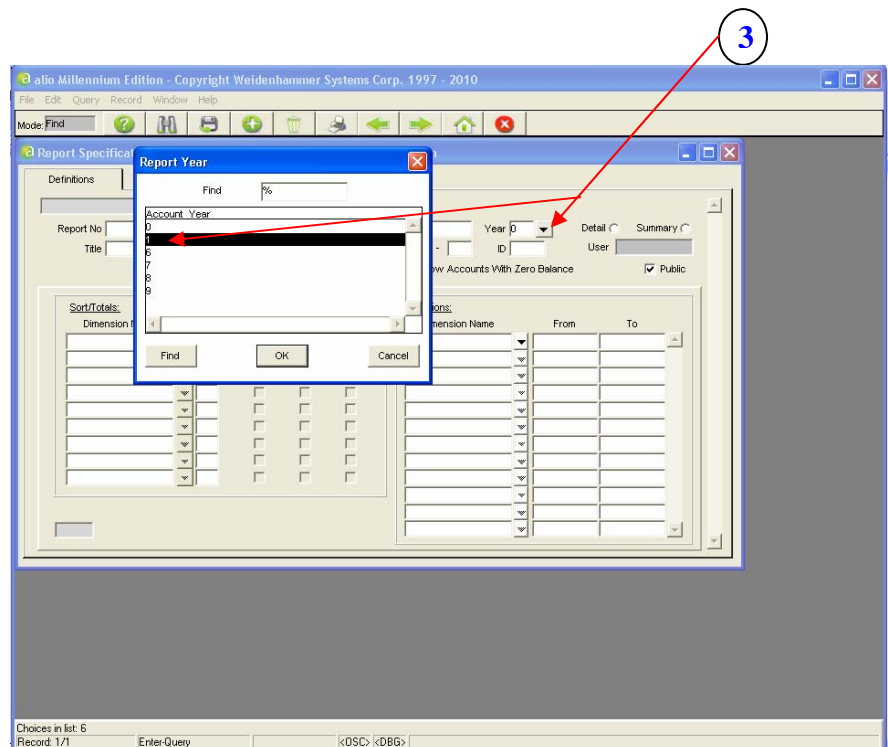
- If you need an account to be created, please call the Business Office (956) 716-6711.

# Generating the Budget Reports

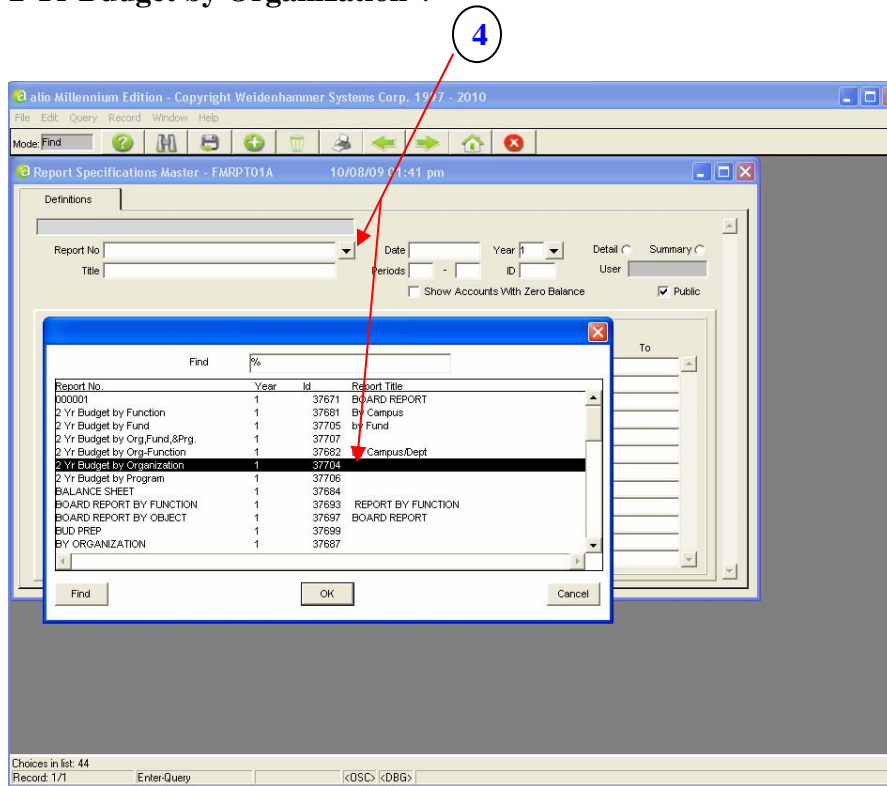
1. On the **BPS** menu, double-click **Budget Reports** to expand the **BPS Reports** menu options.
2. Double-click the **1 Year Budget Worksheet** option.



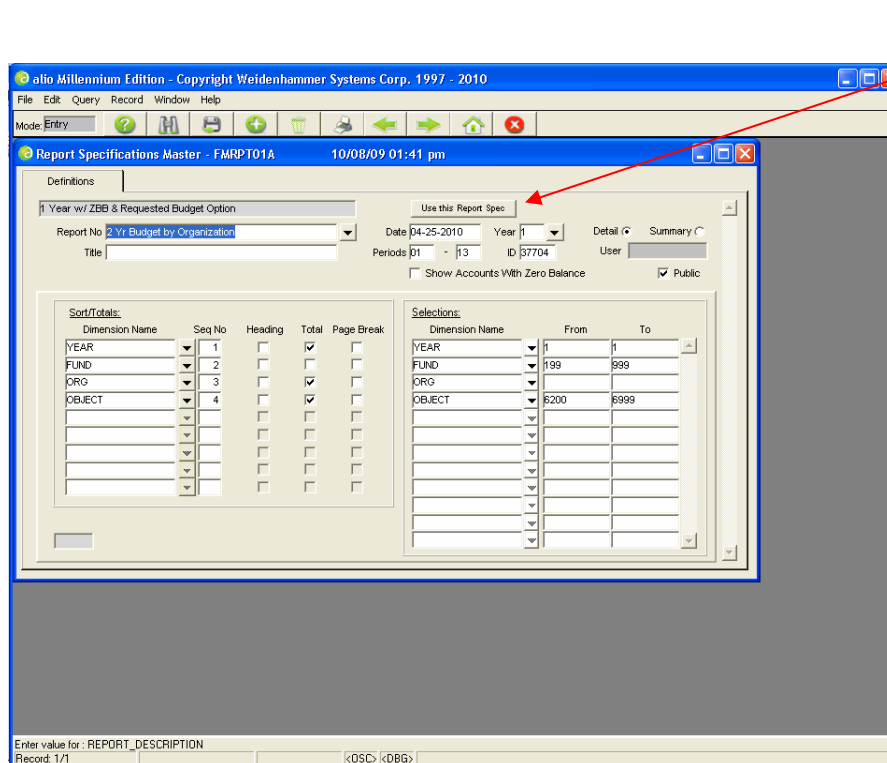
3. In the **Year** field, click the **List of Values** button to select "1".



- In the **Report No.** field, click the **List of Values** button to select the report specification template **“2 Yr Budget by Organization”**.



- Click the **Use this Report** button.



6. Enter Organization No.

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File Edit Query Record Window Help

Mode: [?] [Home] [Print] [Save] [Delete] [Back] [Forward] [Home] [Close]

Report Specifications Master - FMRPT01A 10/08/09 01:41 pm

Definitions

1 Year w/ ZBB & Requested Budget Option

Report No 2 Yr Budget by Organization

Date 04-25-2010 Year 1 Detail Summary

Title

Periods 01 - 13 ID 08031 User

Show Accounts With Zero Balance  Public

Dimension Name	Seq No	Heading	Total	Page Break
YEAR	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FUND	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORG	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OBJECT	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Dimension Name	From	To
YEAR	1	1
FUND	199	999
ORG		
OBJECT	6200	6999

Enter value for : FROM\_RANGE  
Record: 3/4 <OSC> <DBG>

7. Click the Run Report button.

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File Edit Query Record Window Help

Mode: [?] [Home] [Print] [Save] [Delete] [Back] [Forward] [Home] [Close]

Report Specifications Master - FMRPT01A 10/08/09 01:41 pm

Definitions

1 Year w/ ZBB & Requested Budget Option

Report No 2 Yr Budget by Organization

Date 04-25-2010 Year 1 Detail Summary

Title

Periods 01 - 13 ID 08031 User

Show Accounts With Zero Balance  Public

Dimension Name	Seq No	Heading	Total	Page Break
YEAR	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FUND	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ORG	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OBJECT	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Dimension Name	From	To
YEAR	1	1
FUND	199	999
ORG	107	107
OBJECT	6200	6999

Enter value for : TO\_RANGE  
Record: 3/4 <OSC> <DBG>

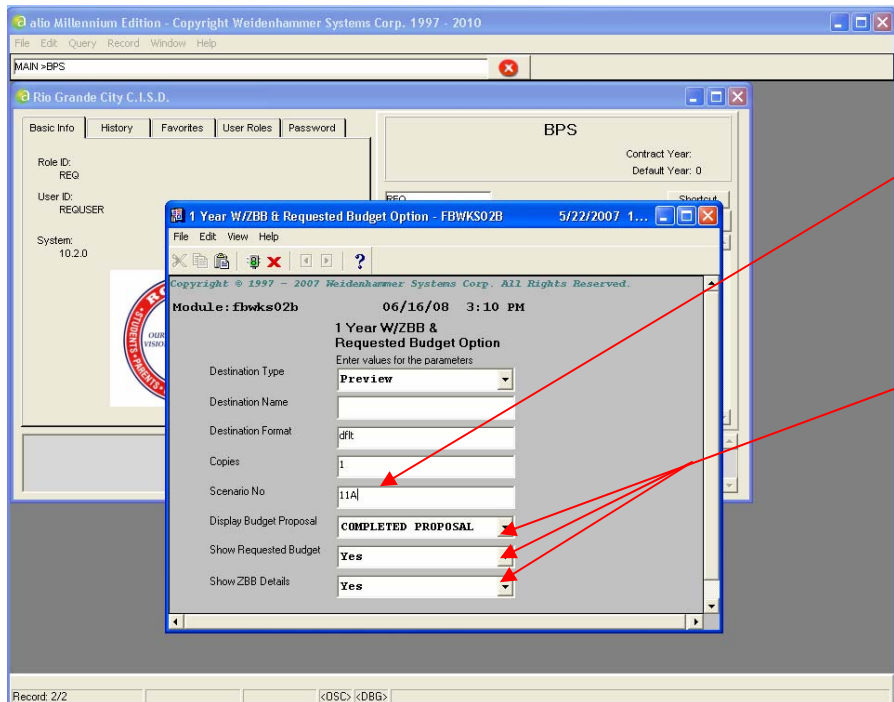
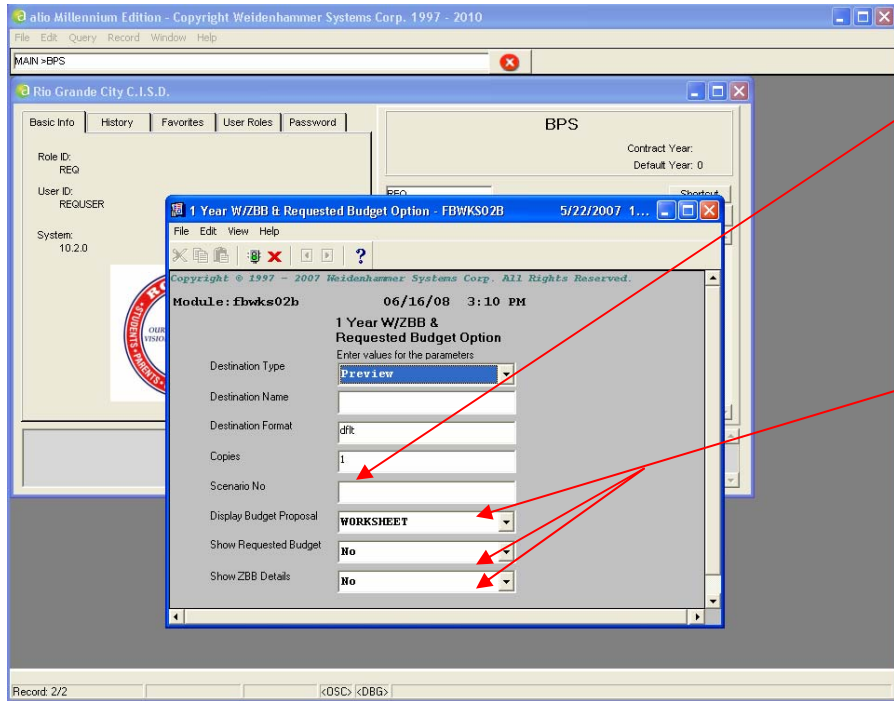
**Note:** The 1 Year W/ZBB & Requested Budget Option Parameter Form window appears.

8. Complete the standard:

8.1. In the Scenario field, type the identification number of the scenario “11A”.

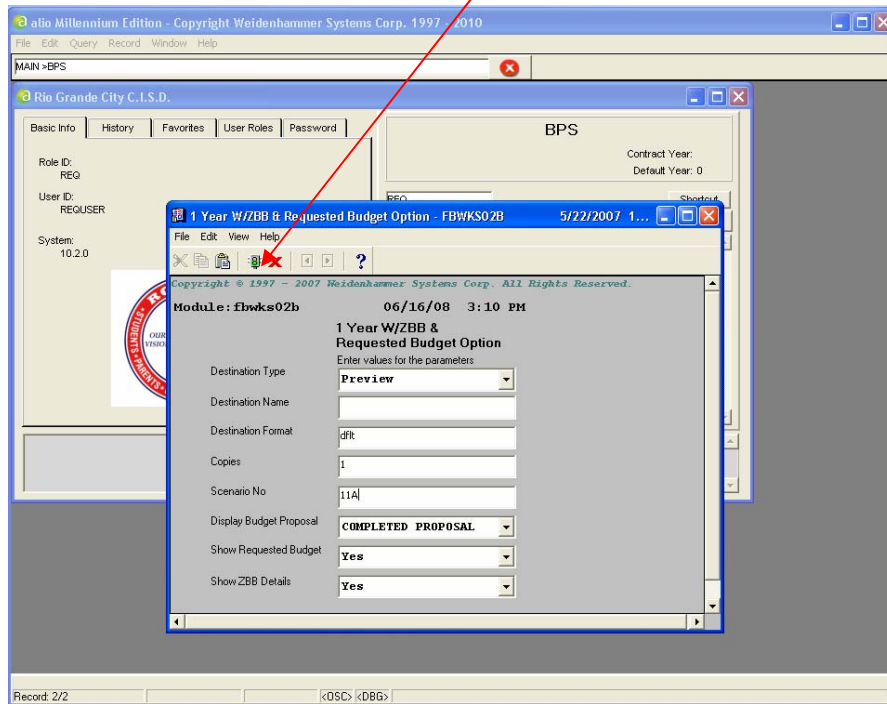
8.2. Change:

Display Budget Proposal option to **COMPLETED PROPOSAL**  
Show Requested Budget option to **YES**  
Show ZBB Details option to **YES**



9. Click the **Run Report** icon (Green Light).

9



10. A **1 Year W/ZBB & Requested Budget** report displays similar to the following report illustration.

The screenshot shows a report window titled '1 Year W/ZBB & Requested Budget Option - FBWKS02B'. The report header includes the following information:

- Run Date: 02/11/10 01:20 PM
- For: 09/01/10 - 08/31/11
- Periods: 01 - 12
- Organization: Rio Grande City C.I.S.D.
- Report Title: 1 Year W/ZBB & Requested Budget Option
- Page No: 1

The main body of the report is a table with the following columns: Account No/Description, Dept, Prev Yr Actual, Adjusted Budget, Actual, Estimated, and Proposed Budget. The data is organized by department and includes various service categories like Education Service Center Serv, Contracted Services, and Reading Materials.

Account No/Description	Dept	Prev Yr Actual	Adjusted Budget	Actual	Estimated	Proposed Budget
199-13-6239-00-107-1-30-000 Education Service Center Serv		.00	.00	175.00	.00	.00
199-23-6239-00-107-1-99-000 EDUCATION SERVICE CENTER SERV		2,885.00	.00	275.00	.00	.00
6239 EDUCATION SERVICE CENTER SERVICES		2,885.00	.00	450.00	.00	.00
199-23-6259-00-107-1-99-000 CONTRACTED SERVICES		17,419.36	.00	.00	.00	.00
6259 UTILITIES		17,419.36	.00	.00	.00	.00
199-11-6269-00-107-1-11-000 CONTRACT MAINTENANCE		10,697.40	.00	.00	.00	100.00
199-23-6269-00-107-1-99-000 Contracted Services		3,774.36	.00	1,246.64	.00	.00
6269 RENTALS - OPERATING LEASES		14,471.76	.00	1,246.64	.00	100.00
199-36-6291-01-107-1-11-000 CONSULTING FEES		503.00	.00	.00	.00	.00
6291 CONSULTING SERVICES		503.00	.00	.00	.00	.00
199-36-6294-00-107-1-11-000 Misc. Contracted Services		.00	-550.00	.00	.00	.00
6294 MISCELLANEOUS CONTRACTED SERVICES		.00	-550.00	.00	.00	.00
199-11-6329-04-107-1-30-000 Reading Materials (RIF)		867.61	854.00	847.35	.00	250.00
199-12-6329-00-107-1-11-000 LIBRARY BOOKS		.00	-916.00	1,083.23	.00	.00
6329 READING MATERIALS		867.61	-62.00	1,930.58	.00	250.00

*Note: If you need further assistance, contact the accountant assigned to your campus/ department*