



GovMax V5

Portsmouth User Manual

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ACCESSING THE SYSTEM

Departments will be able to access **GovMax** through the internet at <https://cop.fiscalgov.com>

PASSWORD/SECURITY

There will be multiple levels of security. Each user will need to enter their username and password to gain access to the **GovMax** system. If you have forgotten either one of these items, contact Karen Bento, your System Administrator, to obtain this information. **The GovMax system will not allow you to enter an area that you are not authorized to be in.**

After typing the web address, the following screen will appear.

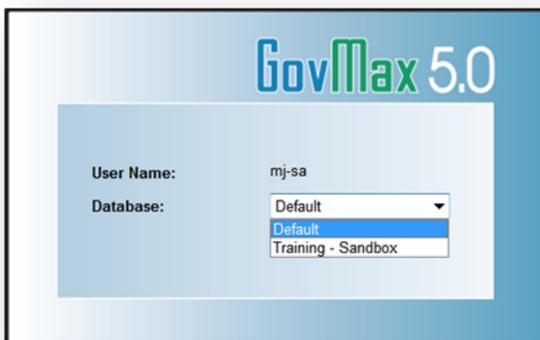


Complete the two fields with your **user name** and **password**. Initially you will be given a password, after familiarity with the login process you will want to change your password.

The next screen displays the databases available. The first option should be **Default**, which is the production version of GovMax.

You may also see a Training database which can be used as a sandbox. Anything you do in this training database will NOT affect your production.

NOTE: the position salaries have been set to \$20,000 in the Training database.



MAIN WORKSPACE

The main workspace has several components such as a breadcrumb at the top, icons in the center to select modules, left navigation, and global announcements at the bottom of the workspace.



BREADCRUMB

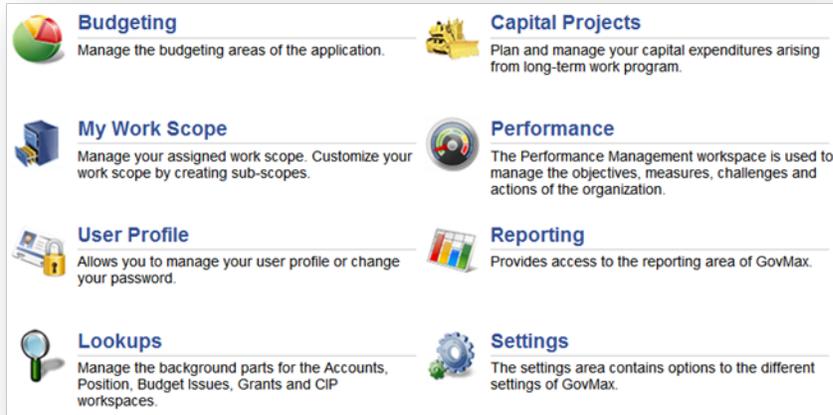
The breadcrumb displays your name, the work scope you are currently using, an option to log out of GovMax, and a Help icon which displays help topics for each of the modules in GovMax.



As you move through the GovMax application, you will see the breadcrumb expand to display the sub modules with links to move back up through these levels.

ICONS

The icons are used to access the various modules in GovMax:



Depending on the permissions you have, you may or may NOT see all of the icons listed above.

- Budgeting** Manage the budgeting areas: Accounts, Position Budgeting, Budget Issues and Grants.
- Capital Projects** Plan and manage your capital expenditures arising from long-term work programs.
- My Work Scope** Manage your assigned work scope. Customize your work scope by creating new work scopes and filtering by department, division, cost center, etc.
- Performance** Manage the objectives, measures, challenges and actions of the organization.
- User Profile*** *Manage your user profile or change your password.*
- Reporting** Provides access to the reporting area of GovMax.
- Lookups** Manage the background parts for the Accounts, Positions, Budget Issues, Grants, and Capital Project workspaces.
- Settings** Options to modify GovMax settings and user permissions.

NOTE* *It is important that you change your password as soon as possible to maintain proper security. You can do this under User Profile.*

User Profile
Allows you to manage your user profile or change your password.

User Name:	<input type="text" value="mj-sa"/>	Main Phone:	<input type="text"/>
First Name:*	<input type="text" value="MJ"/>	Other Phone:	<input type="text"/>
Last Name:*	<input type="text" value="SA"/>	Mobile Phone:	<input type="text"/>
Primary E-mail:*	<input type="text" value="govmaxsupport@scgov."/>	Secondary E-mail:	<input type="text"/>
Confirm E-mail:*	<input type="text" value="govmassupport@scgov."/>	Change Password	
Reset Workscopes:	<input type="text" value="Reset Work Scopes at login"/>		

* Required Fields

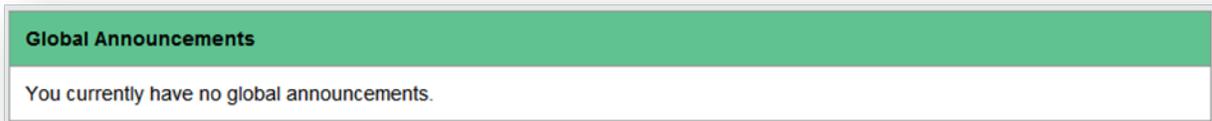
LEFT NAVIGATION

The left navigation allows you to quickly access areas of GovMax that are used most often. For example, rather than clicking on the Budgeting icon in the middle of the workspace, then clicking on Accounts, simply click on Accounts in the left navigation to go directly to that module.



GLOBAL ANNOUNCEMENTS

The System Administrator may publish announcements such as deadlines or system maintenance.



NOTE: when you first log in, make sure you check Global Announcements for any messages that may have been posted.

ACCOUNTS

(Home – Budgeting – Accounts)

ACCESSING ACCOUNTS

The Account grid below displays a single line for each account, which is separated by Expenditures and Revenues (tabs at top of grid).

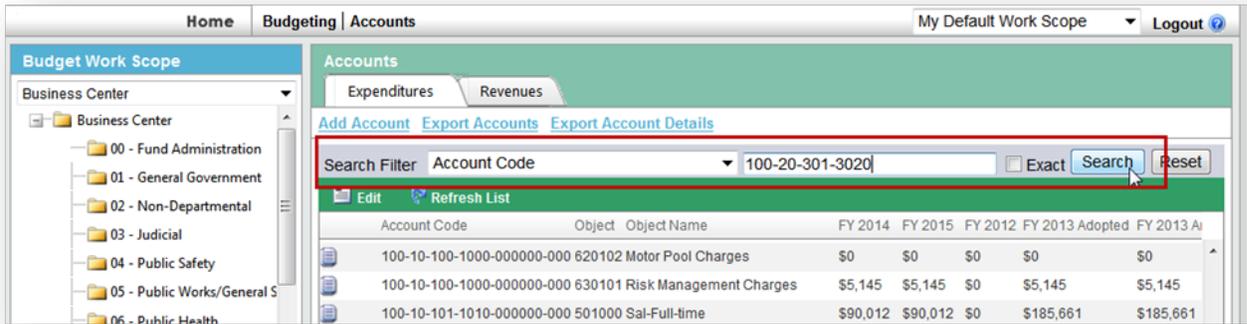
The screenshot shows the 'Accounts' page in the GovMax 5 system. On the left is a 'Budget Work Scope' tree view showing a hierarchy from Business Center (02 - Non-Departmental) down to Public Health (06). On the right is a table with columns for Account Code, Object, Object Name, and fiscal years (FY 2014, FY 2015, FY 2012, FY 2013 Adopted, FY 2011). The table lists various accounts such as 'Bene-Allowance for Vacancy Sav', 'Bene-Adjust', 'Contractual-Disposal Fees', etc. The 'Expenditures' tab is selected at the top of the table area.

Account Code	Object	Object Name	FY 2014	FY 2015	FY 2012	FY 2013 Adopted	FY 2011
100-20-301-3020-000000-000 511166		Bene-Allowance for Vacancy Sav	-\$39,189	-\$39,189	\$0	-\$39,189	-\$39,189
100-20-301-3020-000000-000 511199		Bene-Adjust	\$70,252	\$70,252	\$0	\$70,252	\$70,252
100-20-301-3020-000000-000 521202		Contractual-Disposal Fees	\$8,500	\$8,500	\$0	\$8,500	\$8,500
100-20-301-3020-000000-000 521905		Contractual-Other	\$132,000	\$132,000	\$0	\$132,000	\$132,000
100-20-301-3020-000000-000 522110		Maint-Equipment	\$30,000	\$30,000	\$0	\$30,000	\$30,000
100-20-301-3020-000000-000 522130		Maint-Security System	\$4,000	\$4,000	\$0	\$4,000	\$4,000
100-20-301-3020-000000-000 524100		Repairs-Buildings and Grounds	\$4,000	\$4,000	\$0	\$4,000	\$4,000
100-20-301-3020-000000-000 524999		Repairs-Other	\$19,000	\$19,000	\$0	\$19,000	\$19,000
100-20-301-3020-000000-000 531102		Supp-Fire	\$35,500	\$35,500	\$0	\$35,500	\$35,500
100-20-301-3020-000000-000 531103		Supp-Weapons and Ammunition	\$350	\$350	\$0	\$350	\$350
100-20-301-3020-000000-000 531201		Supp-Lawn	\$0	\$0	\$0	\$0	\$0
100-20-301-3020-000000-000 531301		Supp-Beds and Bedding	\$6,000	\$6,000	\$0	\$6,000	\$6,000

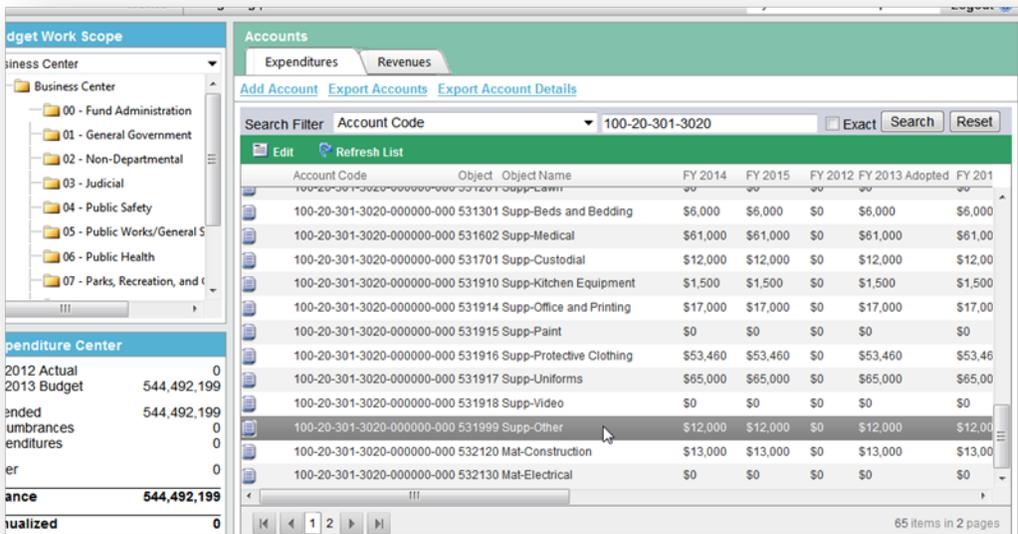
To edit an account, you can drill in using the tree on the left side.

This is a close-up of the 'Budget Work Scope' tree view. It shows a hierarchical structure starting with 'Business Center' (02 - Non-Departmental), followed by '03 - Judicial', '04 - Public Safety', and then sub-departments like '0401 - Police Department', '0402 - E-911', '0403 - Security and Ar', and '0404 - Fire, Rescue Ar'. Below these are '05 - Public Works/General S' and '06 - Public Health'. The tree is interactive, with expandable/collapsible icons next to each folder.

Or use the Search Filter to filter by Account Code, Account Object, etc.



Once you find the account, double-click on it to edit.



The cost center, account object code and the name of the selected account is displayed in the header at the top of the add/edit section.

The account displays in short format so that more details will display in the Account Detail grid. If you want to view additional information on this account, click the Show More Information link.

There is also a totals grid which holds the totals for the account details listed for the selected account.

The screenshot shows the 'Account - (100-20-301-3020-000000-000 / 531999) 531999' screen. It features a header with tabs for 'Information', 'Custom', 'Notes', 'History', and 'Change Log'. Below the header, there are links for 'Add Detail', 'Recalculate', and 'Add Alignments'. The main section displays account details:

- Account Code:** 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
- Account Object:** 531999 - Supp-Other
- Change Rate Code:** - none -
- Do Not Apply Rate Code:**
- Annualized:**
- Assumption:**

 A 'Show More Information' link is also present. Below this, a message states: 'Below are the account details for the selected account. Select a forecast budget year to view details specified for that year.'

 The main area contains a table with a toolbar above it. The toolbar includes 'New', 'Delete', 'More Options', a dropdown for 'All Years', and a checkbox for 'Show unbudgeted years'. The table has columns: 'JL Object Code Name Description', 'JL Code Name', 'FY 2014', 'FY 2015', 'FY 2013 Actual', 'FY 2013 Amended', 'FY 2013 Adopted', and 'JL Obj'. One row is visible:

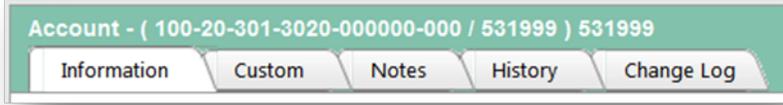
JL Object Code Name Description	JL Code Name	FY 2014	FY 2015	FY 2013 Actual	FY 2013 Amended	FY 2013 Adopted	JL Obj
Supply equipment		\$12,000	\$12,000	\$0	\$0	\$12,000	

 At the bottom, there is a summary table and three buttons: 'Apply', 'Save', and 'Cancel'.

FY 2012	FY 2013	Amended	Encumbrances	YTD Actual	Balance	Annualized
0	12,000	12,000	0	0	12,000	0

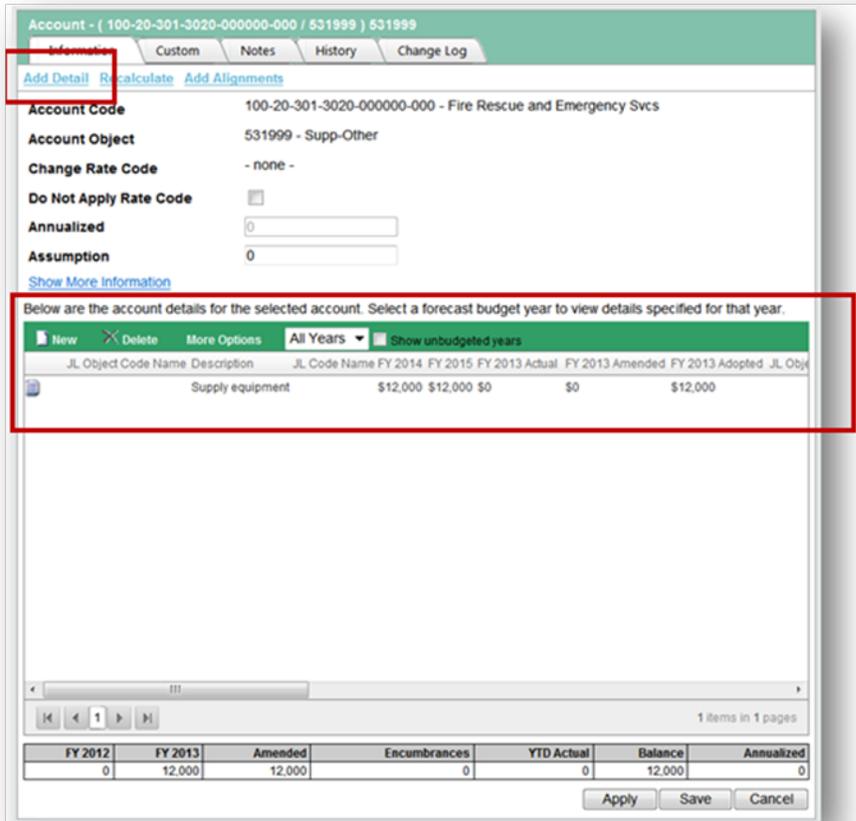
TABS

There are five tabs on the account screen, each of which holds data pertaining to the selected account.



EDITING ACCOUNT DETAIL

The account detail grid on the add/edit account screen contains a list of all account details associated with the account.



Double clicking an account detail, or clicking the row and selecting the edit button from the more options menu item will display the account detail in edit mode.

The account detail section contains six tabs at the top of the screen.



Screens that you will be using are explained below.

Information

The information tab displays the account data at the top of the screen. This data is read-only. Below is the account detail data which can be edited by the user.

Account Detail - (100-20-301-3020-000000-000 / 531999) Supp-Other

Information Custom Budget History Notes Change Log

Business Center: 04 - Public Safety
Business Unit: 0404 - Fire, Rescue And Emergency
Account Code: 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
Fund: 100 - General Fund
Account Object: 531999 - Supp-Other

Description Supply equipment

JL Code Please Select... ▼

JL Object Code Please Select... ▼

Grant Please Select... ▼

Service Level 1 - Service Level 1 ▼

Budget Issue Please Select... ▼

Position Number N/A ▼

Project Number N/A ▼

Additive Code

Annualized 0

Is Forecasted No ▼

Funding Code N/A ▼

Appropriated To Date 12000.0000000000000

Project Activity N/A ▼

Apply Save Cancel Delete

Budget

The budget tab displays a grid holding all the budget values for the selected account detail.

Account Detail - (100-20-301-3020-000000-000 / 531999) Supp-Other

Information Custom **Budget** History Notes Change Log

Business Center: 04 - Public Safety
Business Unit: 0404 - Fire, Rescue And Emergency
Account Code: 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
Fund: 100 - General Fund
Account Object: 531999 - Supp-Other

	Budget	Total	Increase
FY 2014	12,000	\$12,000	N/A
FY 2015	12,000	\$12,000	0 %
Increase	Auto apply adjustments to subsequent years: <input checked="" type="checkbox"/>		\$24,000.00

Apply Save Cancel Delete

You can enter the annual budget value and press tab on the keyboard to divide the value evenly to each of the budget columns. If the value entered cannot be evenly divided in the budget columns, the application will round the value up so the amount can be evenly dispersed among each of the budget columns. The budget value can also be entered directly into any of the budget columns.

There is also functionality in the grid to add a percentage increase to the budget values either by budget period or by fiscal year. This can be achieved by typing the percentage number into the increase textbox and pressing tab on the keyboard.

For example, in the above visual, to increase the amount in FY2015 by 5%, enter 5 into the textbox located in the right column of the grid in the FY2015 row and press tab.

	Budget	Total	Increase
FY 2014	12,000	\$12,000	N/A
FY 2015	12600	\$12,600.00	5 %
Increase	Auto apply adjustments to subsequent years: <input checked="" type="checkbox"/>		\$24,600.00

Apply Save Cancel Delete

Notice that the amount in the FY2015 field is increased by 5%, and the totals are also updated to show the changes.

Select the Apply button to save the changes to the database and remain on the page or select the Save button to save the changes and return to the Accounts page. **The City of Portsmouth budgets annually, so users will only need to enter amounts for FY2016. Do not use the % increase uncheck the “auto apply to subsequent years” before selecting the Apply button or the Save button.**

ADDING ACCOUNT DETAIL

To create new account detail, you can either select the **Add Detail** link at the top of the account or click the **New** button in the green bar above the account detail.



Add a description for this detail.



SERVICE LEVELS

Service Level 1 –Budget requests must be justified by account for all requests. Core programs and services which cannot be reflected in Service Level 1 should be reflected in Service Level 2, except personnel, benefits and internal service charges.

Service Level 2 – Do not use Service Level 2 for FY2016 budget requests. Service Level 1 should be used for all requests except NEW mandates.

Service Level 3 – Mandated new programs or expansion funding based on Federal/State mandates or City Council direction should be requested within this service level. Please utilize the Budget Issues component, which is explained in the next section, to document your funding needs.

NOTE: for service level 3, do NOT add new account detail here. Use budget issues.

The screenshot shows a form titled "Add Account Detail" with the following fields and values:

- Business Center:** 04 - Public Safety
- Business Unit:** 0404 - Fire, Rescue And Emergency
- Account Code:** 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
- Fund:** 100 - General Fund
- Account Object:** 531999 - Supp-Other
- Description:** (empty text box)
- JL Code:** Please Select... (dropdown)
- JL Object Code:** Please Select... (dropdown)
- Grant:** Please Select... (dropdown)
- Service Level:** 1 - Service Level 1 (dropdown menu is open, showing options: 1 - Service Level 1, 2 - Service Level 2, 3 - Service Level 3, 4 - Service Level 4)
- Budget Issue:** (empty dropdown)
- Additive Code:** (empty text box)
- Annualized:** (empty text box)
- Is Forecasted:** No (dropdown)

Buttons at the bottom right: Apply, Save, Cancel.

Justifications must be added to the “Notes Tab” for each account requested, as shown on page 16.

All non-mandated budget requests will be reflected as **Service Level 1**. If justifications are not sufficient to reflect the dollars requested, the line will be evaluated and may be reduced or eliminated.

Mandated services, reflected as **Service Level 3 Budget Issue**, also require justification in the “Notes Tab.” Please include the source of the mandate in your description and on the “Notes Tab”. Budget Issues are discussed beginning on page 18.

Click the **Apply** button. You will see additional tabs display.

Account Detail - (100-20-301-3020-000000-000 / 531999) Supp-Other

Information Custom Budget History Notes Change Log

Business Center: 04 - Public Safety
Business Unit: 0404 - Fire, Rescue And Emergency
Account Code: 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
Fund: 100 - General Fund
Account Object: 531999 - Supp-Other

Description: General Equipment
JL Code: Please Select...
JL Object Code: Please Select...
Grant: Please Select...
Service Level: 1 - Service Level 1
Budget Issue: Please Select...
Position Number: N/A
Project Number: N/A
Additive Code:
Annualized: 0.000000
Is Forecasted: No
Funding Code: N/A
Appropriated To Date: 0.00000000000000
Project Activity: N/A

Apply Save Cancel Delete

On the **Budget** tab, add the budget and click the **Apply** button.

Account Detail - (100-20-301-3020-000000-000 / 531999) Supp-Other

Information Custom Budget History Notes Change Log

Business Center: 04 - Public Safety
Business Unit: 0404 - Fire, Rescue And Emergency
Account Code: 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
Fund: 100 - General Fund
Account Object: 531999 - Supp-Other

	Budget	Total	Increase
FY 2014	15855	\$15,855.00	N/A
FY 2015	16648	\$16,648.00	5 %
Increase		\$32,503.00	

Auto apply adjustments to subsequent years:

Apply Save Cancel Delete

On the **Notes** tab, add notes to the Notes field.

NOTE: make sure you provide as much detail explanation as needed to justify your request. The notes should be quantified and equal the amount requested. Amounts not justified will be evaluated and may be reduced or eliminated.

Account Detail - (100-20-301-3020-000000-000 / 531999) Supp-Other

Information Custom Budget History **Notes** Change Log

Notes:

Variance:

Apply Save Cancel Delete

Click the **Save** button.

This will take you back to the **Account** screen. Click the **Save** button to save and exit the account.

Account - (100-20-301-3020-000000-000 / 531999) 531999

Information Custom **Notes** History Change Log

[Add Detail](#) [Recalculate](#) [Add Alignments](#)

Account Code: 100-20-301-3020-000000-000 - Fire Rescue and Emergency Svcs
Account Object: 531999 - Supp-Other
Change Rate Code: - none -
Do Not Apply Rate Code:
Annualized: 0
Assumption: 0

[Show More Information](#)

Below are the account details for the selected account. Select a forecast budget year to view details specified for that year.

JL Object Code Name Description	JL Code Name	FY 2014	FY 2015	FY 2013 Actual	FY 2013 Amended	FY 2013 Adopted	JL Ob
General Equipment		\$15,855	\$16,648	\$0	\$0	\$0	
Supply equipment		\$12,000	\$12,000	\$0	\$0	\$12,000	

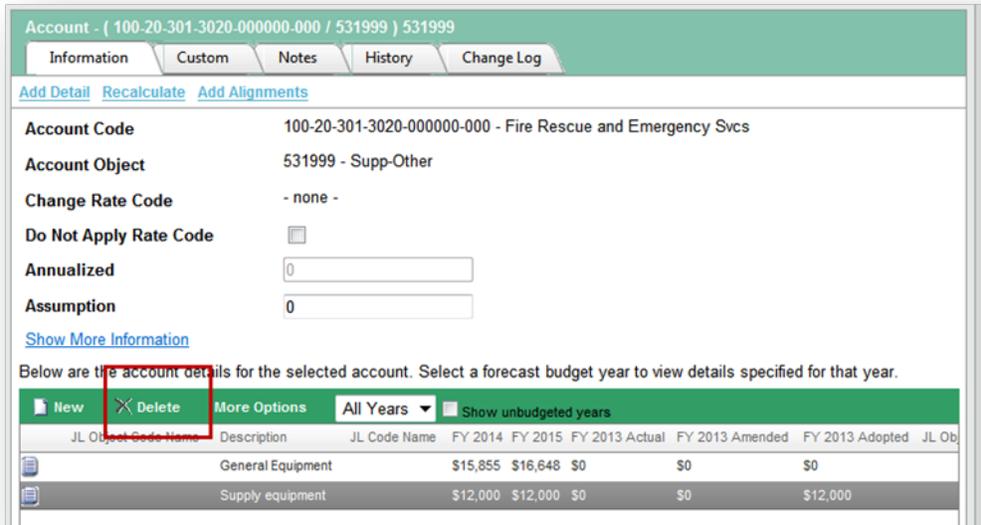
2 items in 1 pages

FY 2012	FY 2013	Amended	Encumbrances	YTD Actual	Balance	Annualized
0	12,000	12,000	0	0	12,000	0

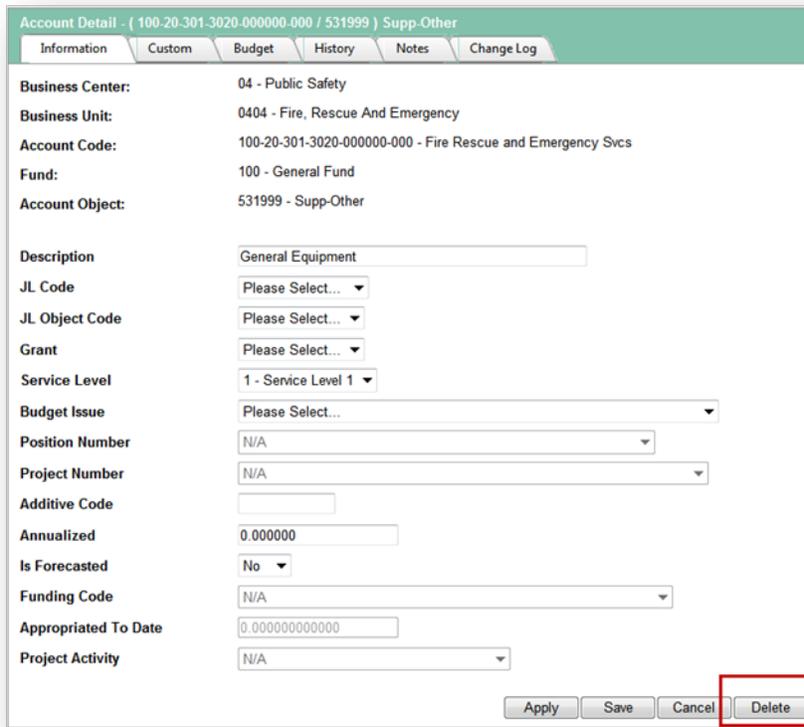
Apply **Save** Cancel

DELETING ACCOUNT DETAIL

You can delete the account detail by selecting the detail then clicking the Delete button in the green bar.



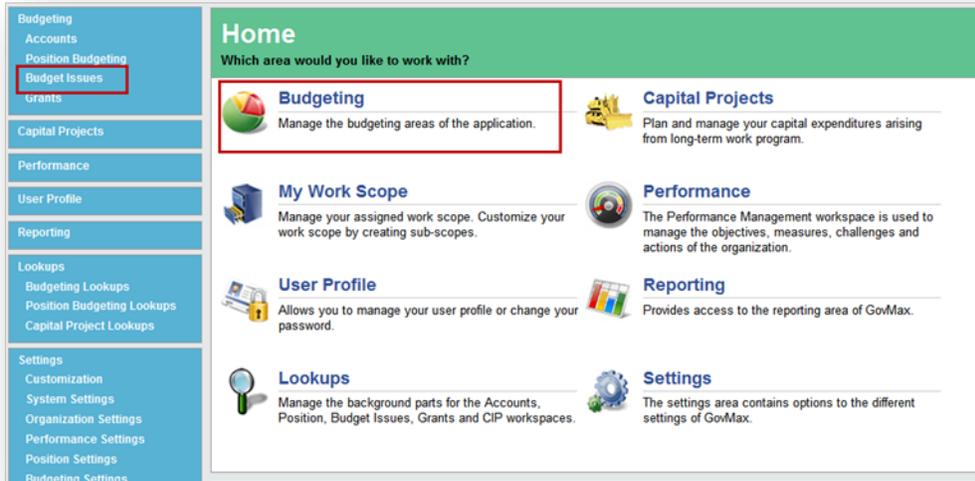
Or use the Delete button in the account detail.



BUDGET ISSUES

If you are going to enter account detail that is designated a **Service Level 3**, you will need to add a new budget issue and add the detail to it.

To access budget issues, select Budgeting > Budget Issues or click Budget Issues in the left navigation.



CREATING A NEW BUDGET ISSUE

To create a new budget issue, click the Add Issue link above the grid.

The screenshot shows the 'Budget Issue' management interface. At the top, there are tabs for 'All Issues' and 'My Issues'. Below the tabs, there are links for 'Add Issue' (highlighted with a red box) and 'Export'. A search filter is set to 'Issue Number' with an 'Exact' checkbox and 'Search' and 'Reset' buttons. Below the search bar are 'Edit' and 'Refresh List' buttons. The main area contains a table of budget issues.

Issue Number	Title	Service Level	Mandated	Issue Type	Fund	Fund Name
New0010	Traffic Sign and Pavement Parking Asset Management System	3	<input checked="" type="checkbox"/>	00	100	General Fund
New0011	New Public Computers	3	<input type="checkbox"/>	00	100	General Fund
New0012	RFID Maintenance Support	3	<input type="checkbox"/>	00	100	General Fund
New0013	Booking and Warrants Unit	3	<input type="checkbox"/>	00	000	N/A
New0014	New Position - Clerk III	3	<input type="checkbox"/>	00	410	Social Services Fund
New0015	CAMA Software	3	<input type="checkbox"/>	00	100	General Fund
New0016	Sal - Part-time	3	<input type="checkbox"/>	00	100	General Fund
New0018	New Position - C.A.R.E.S. Program Manager	3	<input checked="" type="checkbox"/>	00	410	Social Services Fund
New0019	Librarian I	3	<input type="checkbox"/>	00	100	General Fund
New0020	Addition of Admin Asst Deputy III	3	<input type="checkbox"/>	00	100	General Fund

At the bottom of the table, there are navigation buttons and a status indicator: '17 items in 1 pages'.

Note that the following fields are automatically filled in and do NOT need to be modified:

- Issue Number** This defaults to the next incremental number.
- Service Level** All budget issues should be set to Service Level 3.
- Budget Status** Default is **Recommended**. If you change this to **Not Funded**, it will zero out any budget dollars you add to this budget issue.

The screenshot shows a 'Budget Issue' form with a green header and five tabs: Information, Custom, Budget Items, Notes, and Change Log. The 'Information' tab is active. A large text area for 'Description' is at the top. Below it, the 'Issue Number' is set to 37. The 'Title' field is highlighted in yellow. Other fields include 'Strategic Initiative' (00 - N/A), 'Issue Type' (Please Select...), 'Fund' (Please Select...), 'Service Level' (3 - Service Level 3), 'Budget Status' (1 - Recommended), 'Project Number' (Please Select...), 'Mandated' (No), 'Issue Administrator' (Application Administrator), and 'Business Unit' (0000 - Fund Revenue). At the bottom right are 'Apply', 'Save', and 'Cancel' buttons.

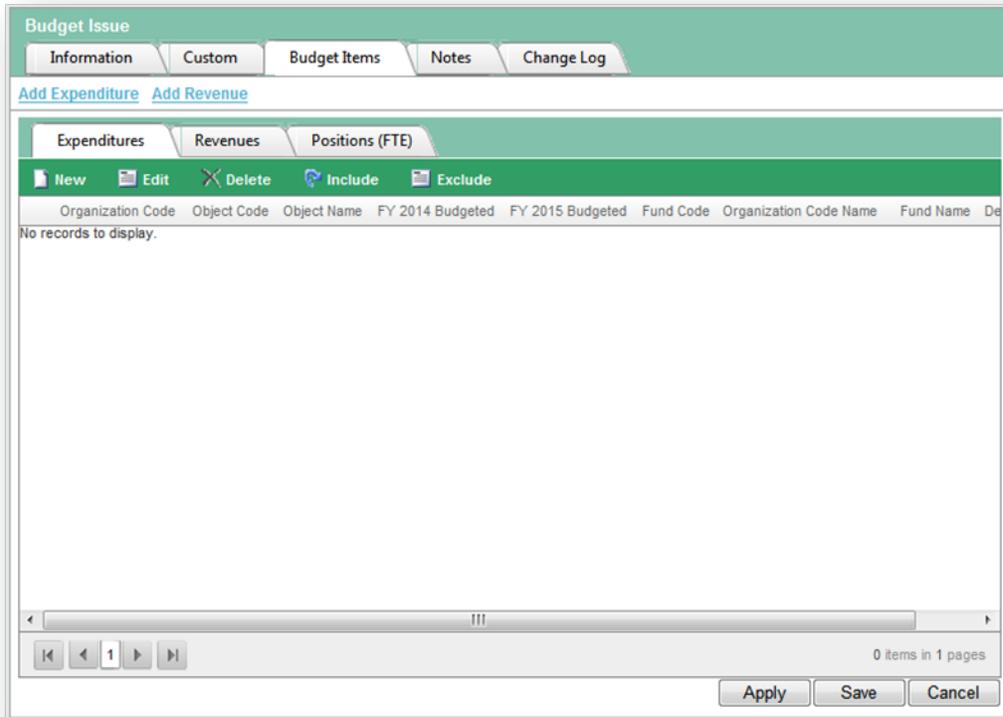
The following fields need to be completed:

- Description** Enter a description for this budet issue.
- Title** Add a title for this budget issue.
- Fund** Select the appropriate fund from the drop-down list.
- Issue Administrator** Select your name from the drop-down list.
- Business Unit** Select the appropriate business unit from the drop-down list.

After completing the field entries, click the **Apply** button.

Click on the **Budget Items** tab.

The budget items tab allows you to enter expenditures, revenues and FTE's associated with this budget issue.



CREATE NEW ACCOUNT DETAIL

If you need to add a new account detail for this budget issue, click the **Add Expenditure** or **Add Revenue** link or click theselect the tab for Expenditure or Revenue then click the **New** button on the green bar. For the following example, we are going to create a new expenditure.

The upper portion of the screen is used to filter to the account.

The screenshot shows the 'Budget Issue' interface with the 'Add Expenditure' tab selected. A red box highlights the 'Select the Budgeting Account to add the Expenditure Detail Item.' section, which includes the 'Account Code Filter' (set to 'BusinessUnit'), the 'Account Code' (set to '0707 - Parks, Recreation and Leisure Services - Recreati'), and the 'Account Object' (set to 'Please select...'). Below this is the 'Expenditure Detail Item (Quick Setup)' section with fields for 'Description:', 'JL Code:', 'JL Object Code:', and 'Service Level:' (set to '3 - Service Level 3'). A 'Cancel' button is visible at the bottom right.

For this example, the Account Code Filter is set to Organization Code then the Account Code is added.

Note that you may see the term Organization Code in some areas of GovMax – this terminology is generic for Account Code, which is specific to Portsmouth.

The screenshot shows the 'Budget Issue' interface for 'Pokey Smokey II' with the 'Add Expenditure' tab selected. The 'Account Code Filter' is set to 'Organization Code' and the 'Account Code' is '100-35-600-6001'. A yellow highlight is under the 'Account Code Filter' and 'Account Code' fields. Below this is the 'Expenditure Detail Item (Quick Setup)' section with fields for 'Description:' and 'JL Code:' (set to 'Please Select...').

Click the **Search** button. Select the filtered Account Code in the drop-down list.

Budget Issue - (38) Pokey Smokey II

Information Custom Budget Items Notes Change Log

Add Expenditure Add Revenue

Select the Budgeting Account to add the Expenditure Detail Item.

Account Code Filter: Organization Code 100-35-600-6001 Search

Account Code: Please select... 100-35-600-6001-000000-000 - Recreation

Account Object: Please select... 100-35-600-6001-000000-000 - Recreation

Expenditure Detail Item (Quick Setup)

Description:*

JL Code: Please Select...

This will further filter the Account Objects that have accounts created for the Account Code.

Account Code Filter: Organization Code 100-35-600-6001 Search

Account Code: 100-35-600-6001-000000-000 - Recreation

Account Object: Please select...

Expenditure Detail Item (Quick Setup)

Description:*

JL Code:

JL Object Code:

Service Level:

- 390099 - Budgetary Fund Balance
- 500000 - Operating Fund
- 500100 - School Grants Fund
- 500200 - City Funds - Schools
- 500400 - Reprographics Operations Fund
- 500500 - School Textbook Fund
- 500600 - Risk Management and Insurance Fund
- 501000 - Sal-Full-time
- 501100 - Sal-Part-time
- 501200 - Accrued Payroll
- 501300 - Retirement Incentive Savings
- 501400 - SAL EMPLOYEE BONUS
- 510000 - Sal-Overtime
- 510001 - Allow-Automotive
- 510002 - Allow-Clothing
- 510003 - Allow-Deferred Compensation
- 510004 - Allow-Education

Select the appropriate **Account Object**.

Add a **Description**.

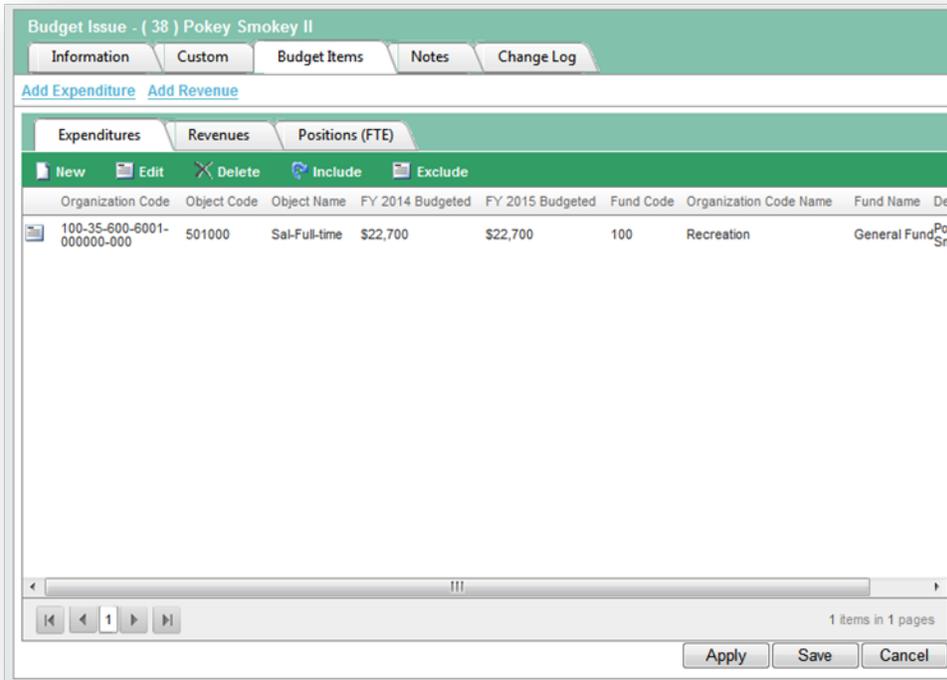
Note that you will leave the Service Level set at 3.

Click the **Apply** button.

Add the account detail dollars.

	Budget	Total	Increase
FY 2013	0	\$0	N/A
FY 2014	22700	\$22,700	N/A
FY 2015	22700	\$22,700	0 %
Increase			Auto apply adjustments to subsequent years: <input checked="" type="checkbox"/> \$45,400

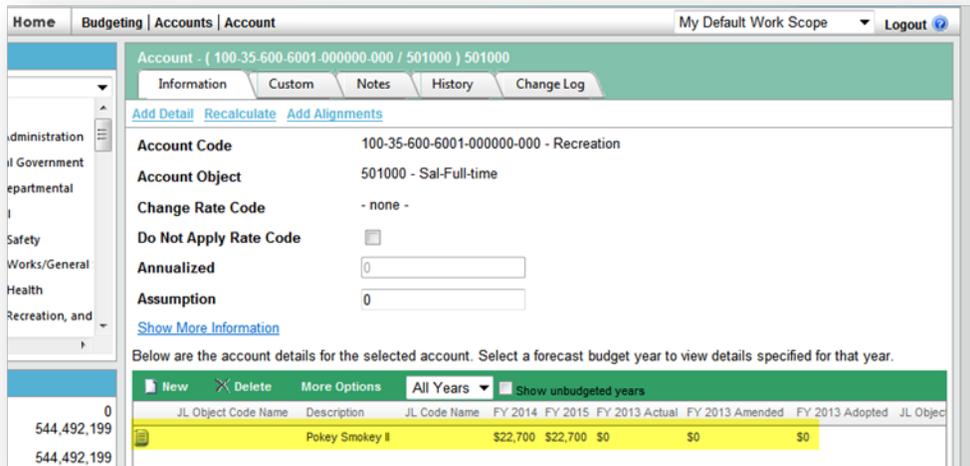
Click the **Save** button.



Continue adding new expenditures or revenues using the steps above.

If you are finished, click the **Save** button to exit the budget issue.

The following screen displays this entry under the Account.



And you can see that it is set at Service Level 3 and tied to this budget issue.

Account Detail - (100-35-600-6001-000000-000 / 501000) Sal-Full-time

Information Custom Budget History Notes Change Log

Business Center: 07 - Parks, Recreation, and Cultural
Business Unit: 0707 - Parks, Recreation and Leisure Services - Recreation
Account Code: 100-35-600-6001-000000-000 - Recreation
Fund: 100 - General Fund
Account Object: 501000 - Sal-Full-time

Description: Pokey Smokey II

JL Code: Please Select...
JL Object Code: Please Select...
Grant: Please Select...

Service Level: 3 - Service Level 3
Budget Issue: 38 - Pokey Smokey II

Position Number: N/A
Project Number: N/A

INCLUDE EXISTING ACCOUNT DETAIL

For the following example, we are going to use the following existing account detail. Note that it is currently set to Service Level 1.

Account - (100-35-600-6001-000000-000 / 542010) 542010

Information Custom Notes History Change Log

[Add Detail](#) [Recalculate](#) [Add Alignments](#)

Account Code: 100-35-600-6001-000000-000 - Recreation
Account Object: 542010 - Tele-Telephone
Change Rate Code: - none -
Do Not Apply Rate Code:
Annualized: 0
Assumption: 0

[Show More Information](#)

Below are the account details for the selected account. Select a forecast budget year to view det

[New](#) [Delete](#) [More Options](#) All Years Show unbudgeted years

JL Object Code Name	Description	JL Code Name	FY 2014	FY 2015	FY 2013 Actual
	Pagers for Recreation Staff		\$1,652	\$1,652	\$0

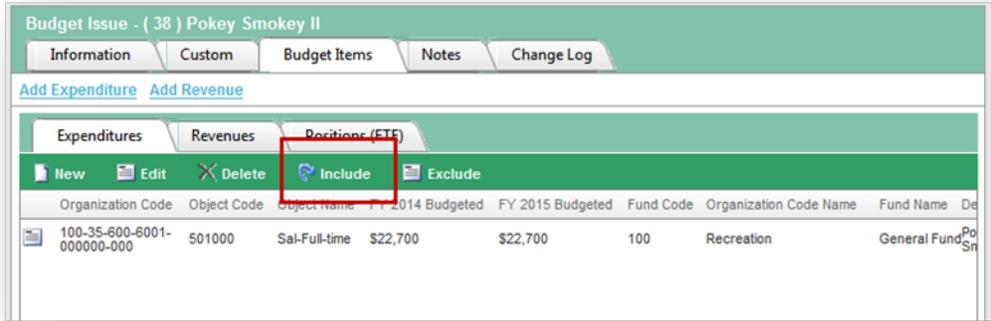
Business Center: 07 - Parks, Recreation, and Cultural
Business Unit: 0707 - Parks, Recreation and Leisure Services -
Account Code: 100-35-600-6001-000000-000 - Recreation
Fund: 100 - General Fund
Account Object: 542010 - Tele-Telephone

Description: Pagers for Recreation Staff

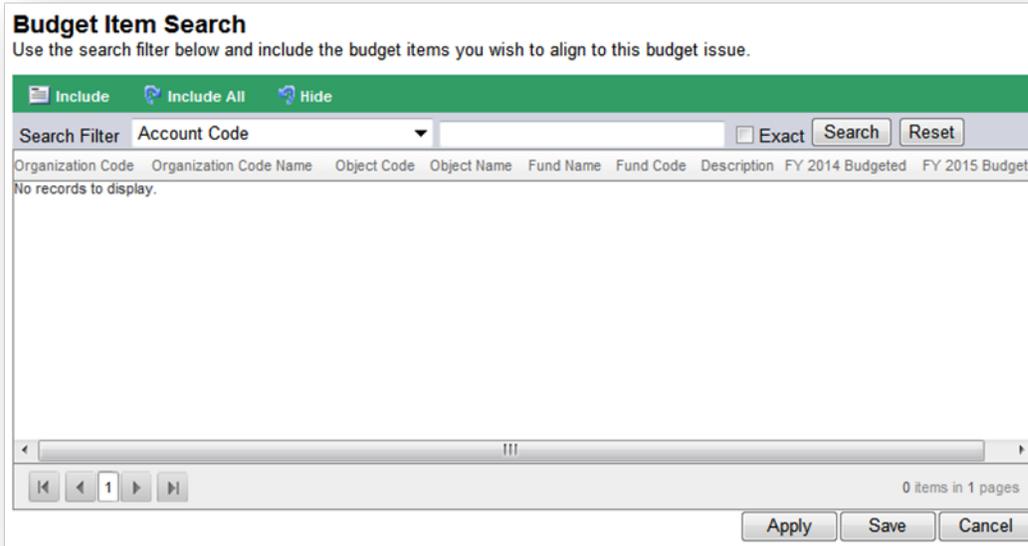
JL Code: Please Select...
JL Object Code: Please Select...
Grant: Please Select...

Service Level: 1 - Service Level 1
Budget Issue: Please Select...

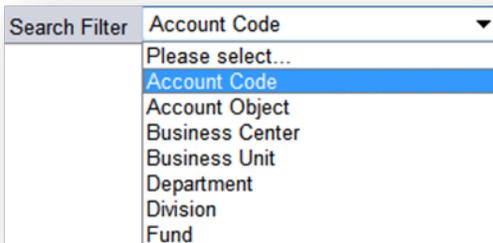
To align an expenditure that already exists in the system to the budget issue, select the include button located in the grid menu.



A new grid will display below the expenditure/revenue grid.



Use the search filter drop down list to search for items to populate the grid.



Click the **Search** button to display the account details.

Budget Item Search
Use the search filter below and include the budget items you wish to align to this budget issue.

Include
 Include All
 Hide

Search Filter: Account Code 100-35-600-6001
 Exact

Organization Code	Organization Code Name	Object Code	Object Name	Fund Name	Fund Code	Description	FY 2014 Budgeted	FY 2015 Bud
100-35-600-6001-000000-000	Recreation	501100	Sal-Part-time	100	General Fund	SL4 ADJ FY2012/20... 3.19.11	-\$37,246	-\$37,246
100-35-600-6001-000000-000	Recreation	501100	Sal-Part-time	100	General Fund	Salaries - Part Time (target reduction)	-\$25,000	-\$25,000
100-35-600-6001-000000-000	Recreation	501100	Sal-Part-time	100	General Fund	Salaries - Part-time	\$42,746	\$42,746
100-35-600-6001-000000-000	Recreation	521905	Contractual-Other	100	General Fund	Contract for Adult Sports Officials	\$39,405	\$39,405
100-35-600-6001-000000-000	Recreation	521905	Contractual-Other	100	General Fund	Senior		

29 items in 1 pages

Scroll down through the list to find the account detail, select it then click the **Include** button.

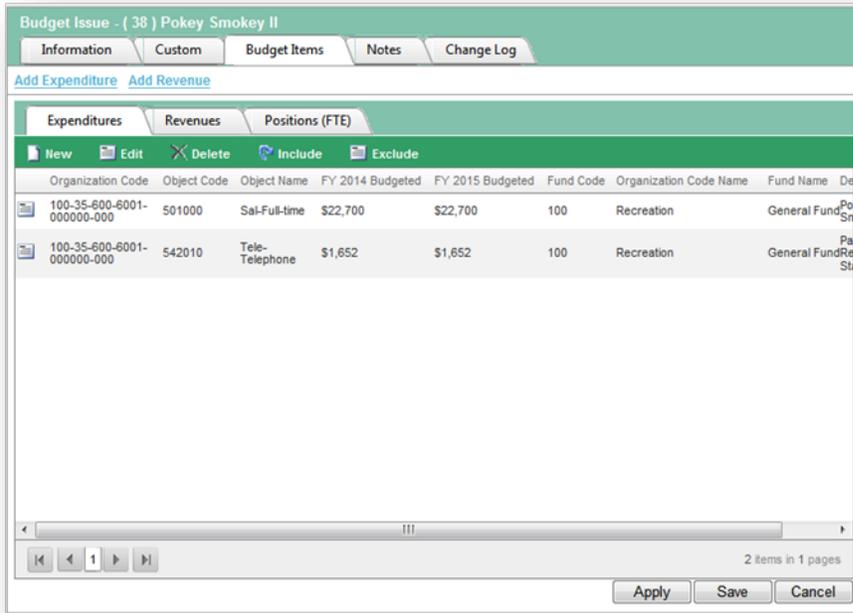
Budget Item Search
Use the search filter below and include the budget items you wish to align to this budget issue.

Include
 Include All
 Hide

Search Filter: Account Code 100-35-600-6001
 Exact

Organization Code	Organization Code Name	Object Code	Object Name	Fund Name	Fund Code	Description	FY 2014 Budgeted	FY 2015 Bud
100-35-600-6001-000000-000	Recreation	531914	Supp-Office and Printing	100	General Fund	for Generations Brochure	\$14,500	\$14,500
100-35-600-6001-000000-000	Recreation	542010	Tele-Telephone	100	General Fund	Pagers for Recreation Staff	\$1,652	\$1,652
100-35-600-6001-000000-000	Recreation	554010	Advertising	100	General Fund	Advertising for Recreation Programs and Events	\$2,396	\$2,396
100-35-600-6001-000000-000	Recreation	555100	Training	100	General Fund	Training	\$5,525	\$5,525

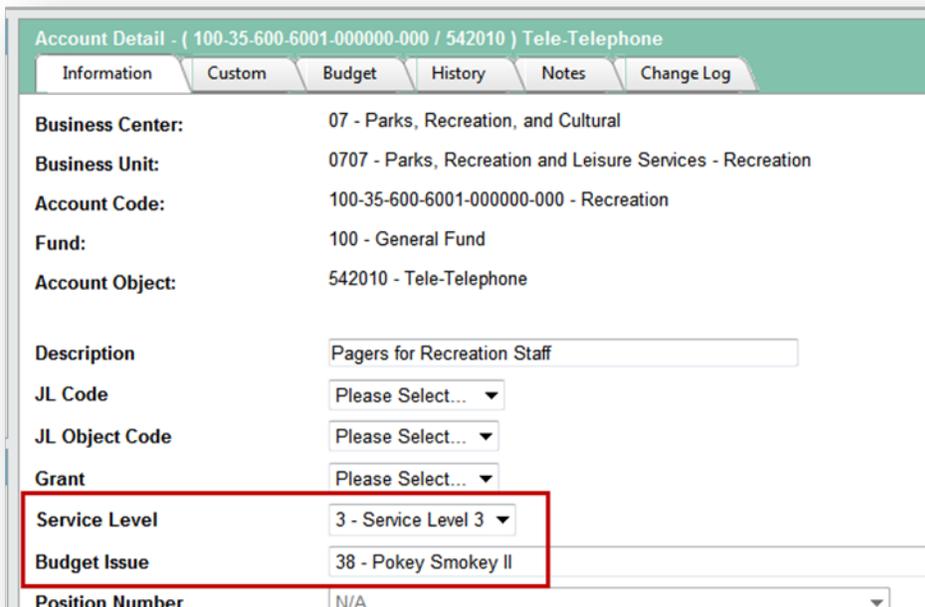
29 items in 1 pages



Continue including expenditures using the steps above.

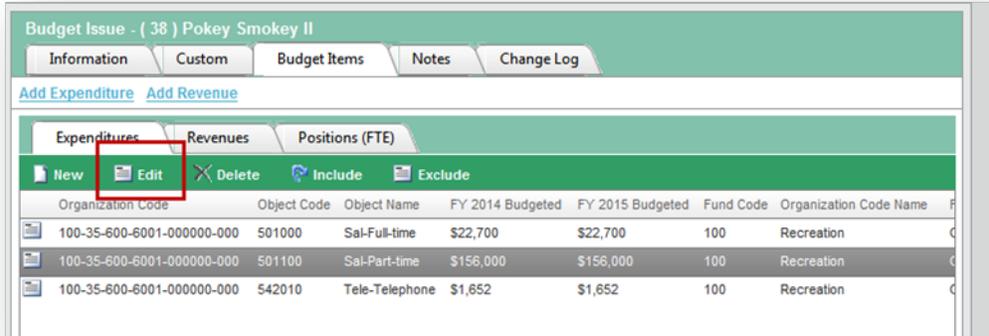
If you are finished, click the **Save** button to exit the budget issue.

The following screen displays this entry under the Account. You can see that it is set at Service Level 3 and tied to this budget issue.

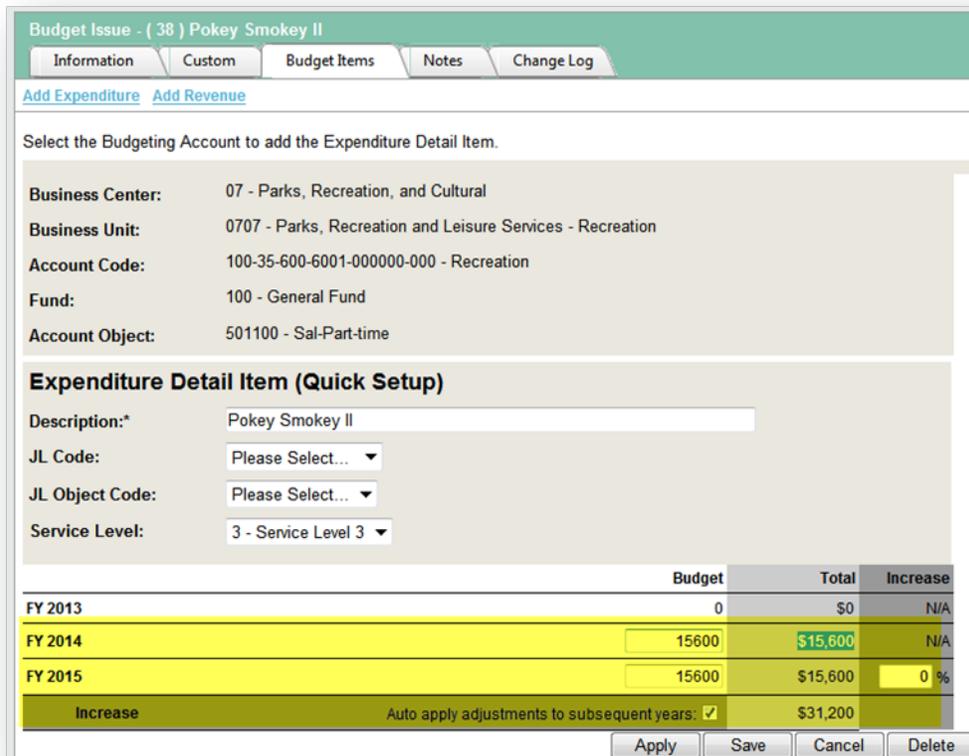


EDIT AN EXPENDITURE/REVENUE

Select the expenditure or revenue in the grid, then click the **Edit** button in the green bar or double click the expenditure to edit it.

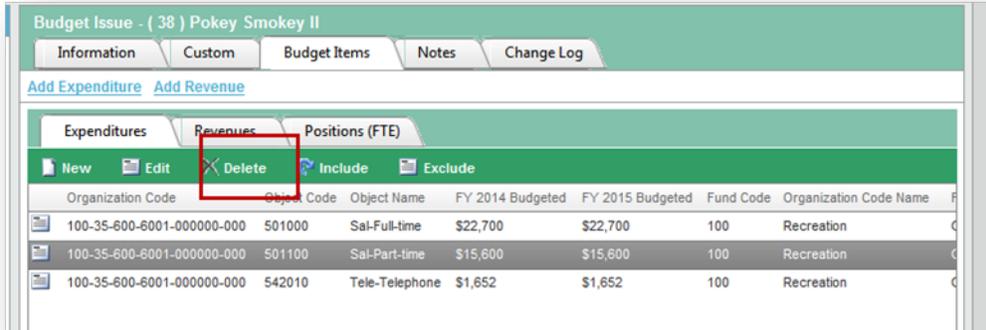


Make the necessary changes to the expenditure/revenue and click the **Save** button.



DELETE AN EXPENDITURE/REVENUE

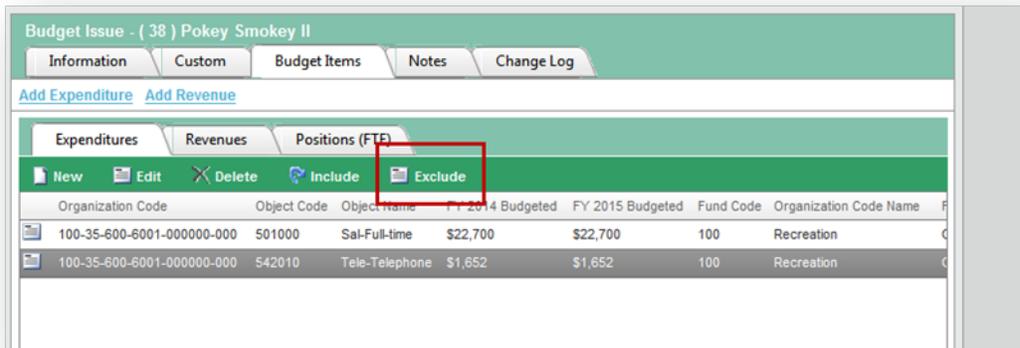
To delete an expenditure/revenue select the row by single clicking the row and select the delete button from the grid menu.



You can also delete the expenditure/revenue by editing the expenditure/revenue and clicking the **Delete** button.



If you included an expenditure, you should **exclude** it rather than delete it.



This will change the expenditure back to a Service Level 1 and remove its alignment to the budget issue but will leave it in Accounts.

Account Detail - (100-35-600-6001-000000-000 / 542010) Tele-Telephone

Information Custom Budget History Notes Change Log

Business Center: 07 - Parks, Recreation, and Cultural
Business Unit: 0707 - Parks, Recreation and Leisure Services - Recreation
Account Code: 100-35-600-6001-000000-000 - Recreation
Fund: 100 - General Fund
Account Object: 542010 - Tele-Telephone

Description:

JL Code:

JL Object Code:

Grant:

Service Level:

Budget Issue:

DELETING A BUDGET ISSUE

The **Information** tab contains a delete button which allows you to delete the budget issue.

Budget Issue - (38) Pokey Smokey II

Information Custom Budget Items Notes Change Log

Description
 Pokey Smokey (II), a miniature train ride, will resume operation in City Park in the Spring of 2011. DPRLS operated the original Pokey Smokey at City Park for many years. In 2006, the City sold the inoperable, high-maintenance coal-fired steam engine and coaches, and the funds from the sale were deposited with the Portsmouth Community Foundation (now the Southeast Virginia Community Foundation (SVCF)) to be used toward purchase of a new train ("Pokey Smokey II"). SCVF has since raised sufficient funds to purchase a new engine and coach for donation to the City.

Issue Number 38
Title Pokey Smokey II
Strategic Initiative 00 - N/A
Issue Type Please Select...
Fund 100 - General Fund
Service Level 3 - Service Level 3
Budget Status 1 - Recommended
Project Number Please Select...
Mandated No
Issue Administrator Karen Bento
Business Unit 0707 - Parks, Recreation and Leisure Services - Recreation

Apply Save Cancel **Delete**

Selecting the first option "Delete ALL Expenditures, Revenues and Positions items mapped to this budget issue" will delete the budget issue and **all items aligned to it**. Selecting the second option "Do NOT delete budget issue related items (Items will be moved to service level 1)" will delete the budget issue but keep the associated budget items in the system. The budget items will be modified to remove the budget issue alignment and change the Service Level to 1.

Budget Issue - (38) Pokey Smokey II

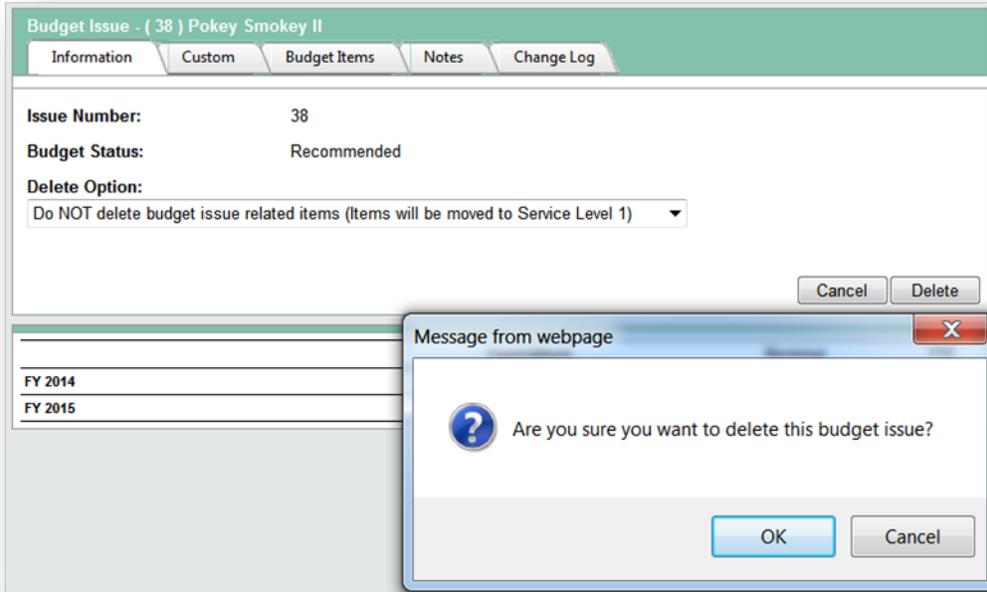
Information Custom Budget Items Notes Change Log

Issue Number: 38
Budget Status: Recommended

Delete Option:
 Please select...
 Please select...
 Delete ALL Expenditures, Revenues and Positions items mapped to this budget issue
 Do NOT delete budget issue related items (Items will be moved to Service Level 1)

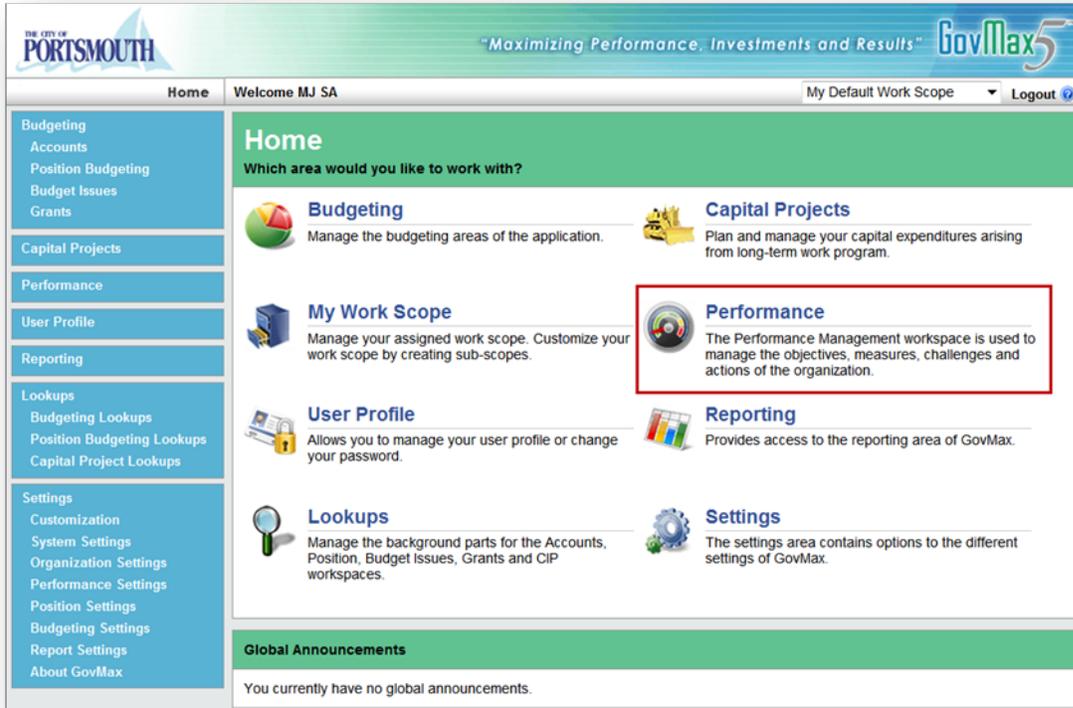
Cancel Delete

Once a delete option has been selected, select the delete button. You will be prompted a second time to delete.

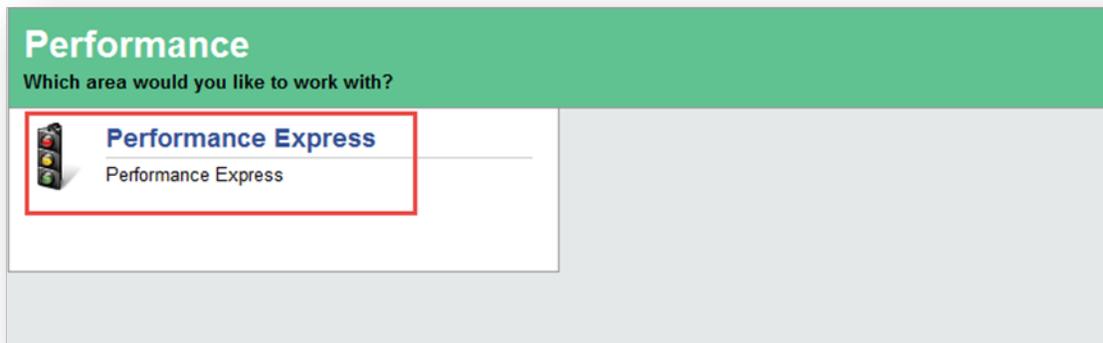


STATEMENT MANAGEMENT

You will use the Performance module to manage your Business Unit level statements.



From Performance, select Performance Express.



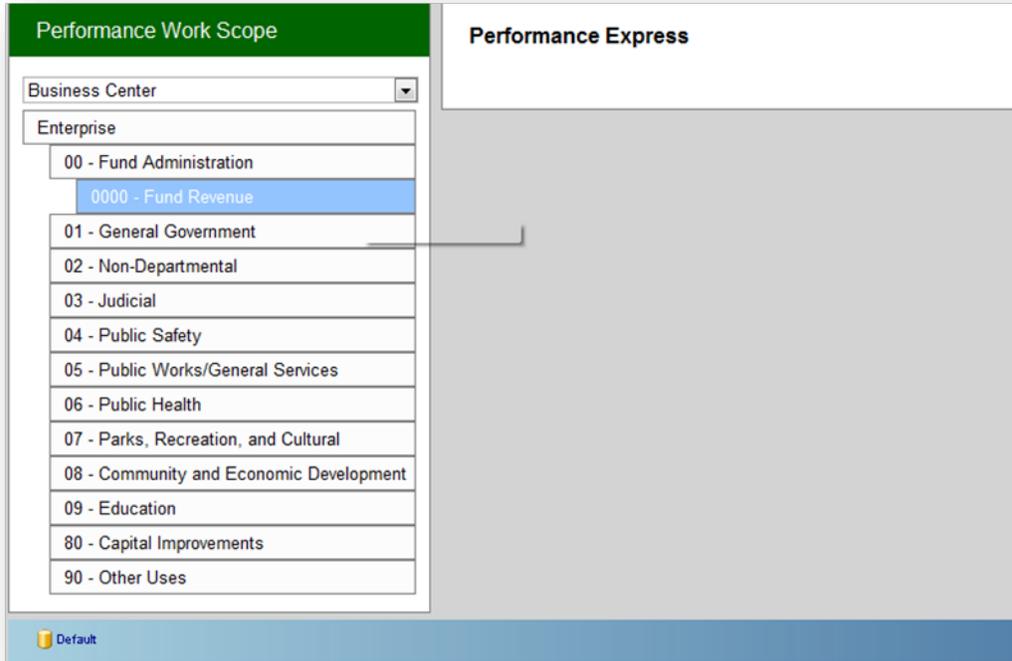
The tree on the left displays Business Centers and Business Units.

The screenshot displays a software interface with two main panes. The left pane, titled "Performance Work Scope", features a dropdown menu set to "Business Center". Below this is a tree view under the "Enterprise" category, listing various business units with their respective codes. The right pane, titled "Performance Express", is currently empty.

Business Unit
Enterprise
00 - Fund Administration
01 - General Government
02 - Non-Departmental
03 - Judicial
0301 - Circuit Court Judges
0302 - Circuit Court Clerk
0303 - Magistrate
0304 - General District Court
0305 - Juvenile And Domestic Relations...
0306 - Juvenile Court Services
0307 - Commonwealth Attorney
0308 - Sheriff
04 - Public Safety
05 - Public Works/General Services
06 - Public Health
0601 - Public Health Department
0602 - Behavioral Healthcare Services F...
0603 - Social Services Fund
0604 - CSA Fund
07 - Parks, Recreation, and Cultural
08 - Community and Economic Development
09 - Education
80 - Capital Improvements
90 - Other Uses

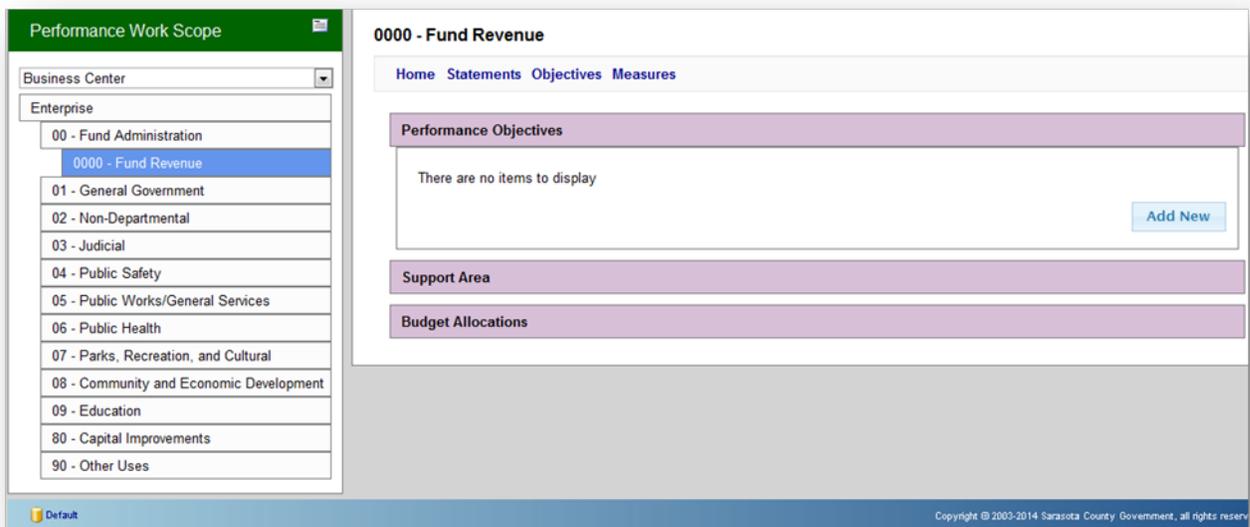
UPDATING BUSINESS UNIT STATEMENTS

To view levels in the tree, single click. The levels will expand and collapse as you click on each.



To edit levels, double-click.

Double-click on the Business Unit in the tree. Each level is a different color. Business Unit level is purple. Edit options will display on the right side to update Statements, Objectives and Measures.



Click on the **Statements** link in the menu. Add Services Provided, Mission Statement, Advisory Board, Major Budget Variances, Budget Recommendations/Comments, Strategic Goals, and Outcomes and Accomplishments.

NOTE: we recommend that you add your text to Word and the spell-checker, then cut/paste it into the fields.

Please make your descriptions as precise and brief as possible since each activity is reported on a single page in the Budget Book.

Click the **Save** button.

0000 - Fund Revenue

Home **Statements** Objectives Measures

Statements

Services Provided

The goal of the Juvenile and Domestic Relations District Court is to protect the welfare of children and families. The court does this by exercising exclusive original jurisdiction over cases involving the following:

Children alleged to be delinquent, abused, neglected, in need of services, supervision and status offender.
Children charged with violating traffic laws.

Mission Statement

The Juvenile and Domestic Relations District Court is a component of the unified court system of the Commonwealth of Virginia subordinate to the Supreme Court and subject to the administrative supervision of the Chief Justice of the Supreme Court in accordance with Chapter 4.1 of Title 16.1 Code of Virginia. The purpose of the Juvenile and Domestic Relations District Court is to protect the welfare of the child and family.

Cases are timely
Excellent customer service

Due to the current economy, most likely there will be an increase in support petitions, making the first three goals more challenging.

Outcomes and Accomplishments

Save

REPORTS

Reports are stored in the Reporting module.



From the main work space, select **Reporting**.

EXPENDITURE SERVICE LEVEL BUDGET LINE ITEM REPORT

To see service levels, use this report.

From Reporting, select **Expenditure**.

Reporting
Which area would you like to work with?

- Budget Document**
Reports, documents used to produce more formalized Budget Books or Documents for Budget phase presentations. These reports are not driven by work scopes.
- Budget Issue**
Various reports available for presenting, analyzing, and preparing Budget Issue recommendations. Issues are created as enhancements to current program.
- Capital Projects**
Reports to assist with the management of budgeting capital projects, analysis, impacts, and summary reports. The parameters in these reports are subject to the filter settings in the CIP Projects Screen.
- Expenditure**
Expenditure report formats to assist the users with data entry review, analysis, recommendations and summary reports.
- Fund Proforma**
Summary and Detail Reports available for review when balancing Funds, Fund Transfers, and Service Levels.
- Grant**
Grant reports available for presenting, analyzing, and recommending Grants.
- Position**
Position Report formats to assist the users with data entry review, analysis, recommendations and summary reports.
- Revenue**
Revenue report formats to assist the users with data entry review, analysis, recommendations and summary reports.
- Strategic Performance**
Provides various reports to assist with analysis and reporting of Business Plans, Processes, Activities, Deliverables, Objectives, Measures, and Scorecards aligned from Enterprise to Employee.
- Custom**
Custom Crystal Reports. These reports are not driven by work scopes.
- Queued Reports**
Manages the scheduled reports.
- Lookups Reports**
Print the lookups table data in report format.

Double-click the Expenditure Service Level Budget Line Item report.

Expenditure
Expenditure report formats to assist the users with data entry review, analysis reports.

Report Name	Description
Expenditure Budget Comparisons	
Expenditure Budget Development Comparison Detail	
Expenditure Budget Development Comparison Summary	
Expenditure Budget Summary	
Expenditure Budget Worksheet	
Expenditure Detail Item Budget	
Expenditure Line Item Budget	
Expenditure Service Level Budget Line Item	Custom

Make sure you choose the following options in the drop-down lists:

- 1 Budget Year
- FY 2016 Cumulative Report
- Show Line Items
- Business Center
- Business Unit
- Organization Code

Expenditure
Expenditure report formats to assist the users with data entry review, analysis, recommendations and summary reports.

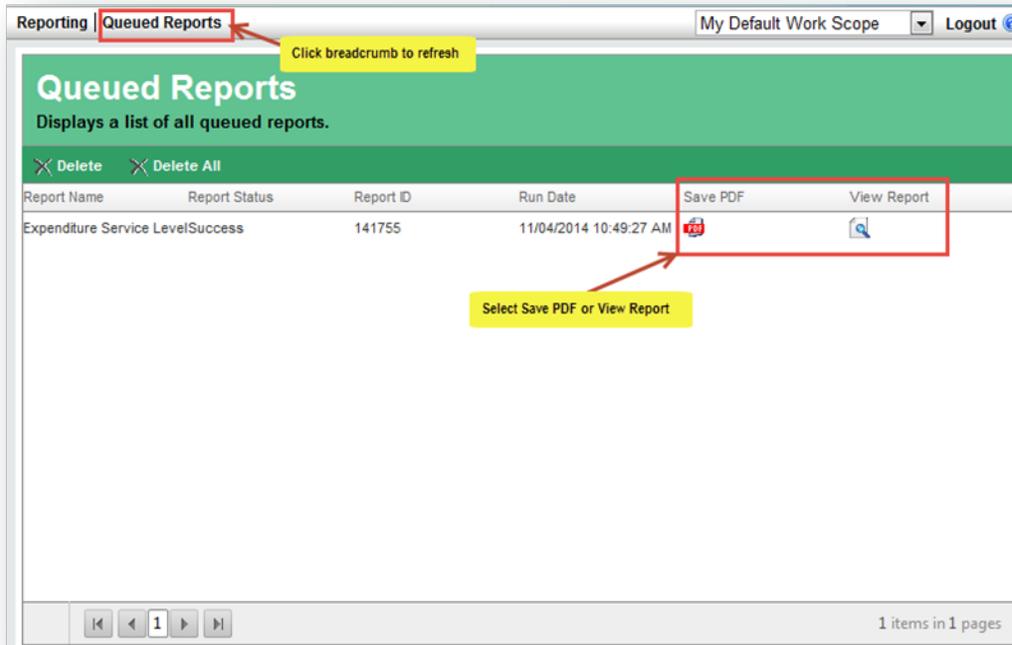
Expenditure Service Level Budget

Report:	1 Budget Year	▼
Service Level:	FY 2016 Cumulative Report	▼
Report Detail:	Show Line Items	▼
Primary Grouping:	Business Center	▼
Secondary Grouping:	Business Unit	▼
Report Detail Grouping:	Organization Code	▼

Schedule Report

Click Schedule Report. This will take you to Queued Reports.

Click on Queued Reports in the breadcrumb to refresh the screen – the report may take a few minutes to complete if the system is busy.



Click either **View Report** to open the report in the Crystal Viewer or click **Save to PDF** to open the report in a pdf format.

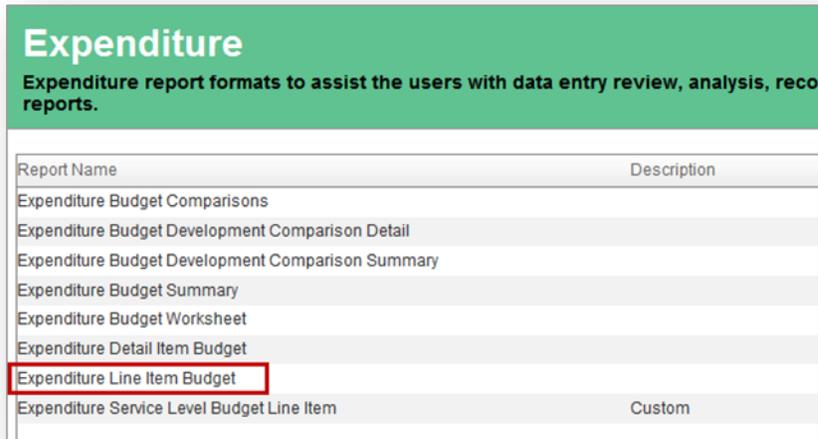
EXPENDITURE LINE ITEM BUDGET REPORT

This is a general expenditure report that you can use that does not have the Service Levels.

From Reporting, select **Expenditure**.



Double-click the Expenditure Line Item Budget report.



The first drop-down has the option to print notes. Please choose the Print Notes option.
For grouping, select Business Unit and Account Major.

Expenditure
Expenditure report formats to assist the users with data entry review, analysis, recommendations and summary reports.

Expenditure Line Item Budget

Report: Print Notes

Primary Grouping: Business Unit

Secondary Grouping: Account Major

Schedule Report

Print two copies. One copy for the department records and one copy for the Budget department.

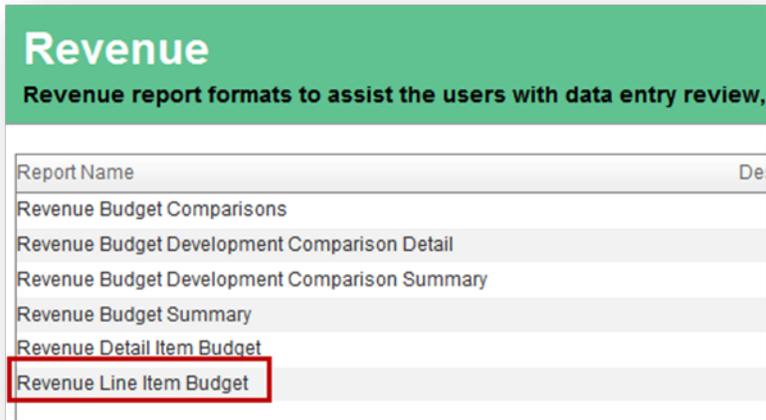
REVENUE LINE ITEM BUDGET REPORT

For department users who have funds, use the following report.
From Reporting, select **Revenue**.

Reporting
Which area would you like to work with?

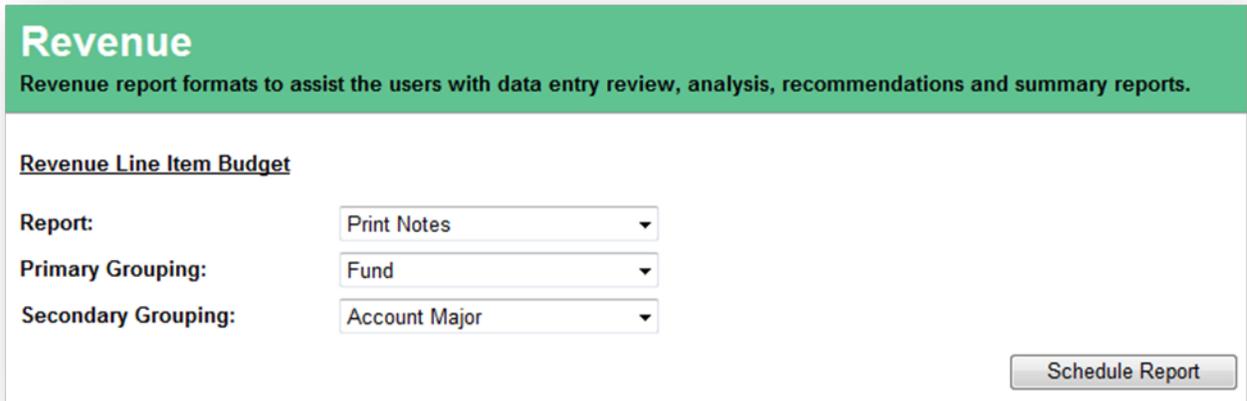
Budget Document Reports, documents used to produce more formalized Budget Books or Documents for Budget phase presentations. These reports are not driven by work scopes.	Budget Issue Various reports available for presenting, analyzing, and preparing Budget issue recommendations. Issues are created as enhancements to current program.
Capital Projects Reports to assist with the management of budgeting capital projects, analysis, impacts, and summary reports. The parameters in these reports are subject to the filter settings in the CIP Projects Screen.	Expenditure Expenditure report formats to assist the users with data entry review, analysis, recommendations and summary reports.
Fund Proforma Summary and Detail Reports available for review when balancing Funds, Fund Transfers, and Service Levels.	Grant Grant reports available for presenting, analyzing, and recommending Grants.
Position Position Report formats to assist the users with data entry review, analysis, recommendations and summary reports.	Revenue Revenue report formats to assist the users with data entry review, analysis, recommendations and summary reports.
Strategic Performance Provides various reports to assist with analysis and reporting of Business Plans, Processes, Activities, Deliverables, Objectives, Measures, and Scorecards aligned from Enterprise to Employee.	Custom Custom Crystal Reports. These reports are not driven by work scopes.
Queued Reports Manages the scheduled reports.	Lookups Reports Print the lookups table data in report format.

Double-click the Revenue Line Item Budget report.



The first drop-down has the option to print notes.

For grouping, select Fund and Account Major.



Print two copies. Once for the department records and one for the Budget department.