

Zero-Based Budgeting

The Business Office requests that each department prepare a zero-based budget instead of just assuming that you need the same amount as the prior year. A zero-based budget means that you build your expenditures based on department needs and efficiencies, and assign a value to the requests. For example, your department may have many contracts. Compile a list of the contracts, and what the total estimated cost will be. These figures should be itemized in School ERP Pro (BudgetSense). After you have entered all of the information for an account, click “OK” and move to the next account.

If you find that your needs exceed your prior years’ total budget, you will need to contact your Cabinet member to discuss possible solutions. Please do not exceed the total of your 23-24 budget when entering the 24-25 budget.

Specific instructions for entering budget data is on the following pages.

Budget Entry Instructions

1. Log into School ERP Pro (BudgetSense)
2. General Ledger
 - a. Budgeting
 - b. Budget Input

Chambersburg 23-24 Budget Input

Filter Criteria
 Account Filter: 10.7777.777.77.77.77.77
 Account Type: EXPENDITURE
 Control Group:
☐ Show Current Transactions ☒ Include Inactive Accounts ☐ View Detail ☐ Edit Detail

Editable: 24-25 Proposed Budget
 Reference: 23-24 Adopted Budget
 Apply Selection
 Clear Selection

Account	Description	Account Type	24-25 Proposed Budget	24-25 Proposed	23-24 Adopted Budget	23-24 Adopted	23-24 Adopted Budget
10.1000.000.000.00.000.000	INSTRUCTION - REGUL	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.100.000.00.000.000	Instructional, Salaries,	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.111.000.00.100.000	Salary, Administrator, C	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.012.153	Salary, Teacher, ESL, Fl	EXPENDITURE	\$0.00	0.0000	\$39,307.00	0.5000	\$0.00
10.1100.121.000.00.100.000	Salary, Teacher, DW	EXPENDITURE	\$0.00	0.0000	\$2,082,724.00	2.0000	\$0.00
10.1100.121.000.00.100.001	Salary, Teacher, Instr	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.100.153	Salary, Teacher, ESL, D	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.110.000	Virt Acad - Salary, Teac	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.111.000	C3 - Salary, Teacher	EXPENDITURE	\$0.00	0.0000	\$740,556.00	10.0000	\$0.00
10.1100.121.000.00.111.031	Salary, Teacher, CVL, P	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.200.000	Salary, Elem Head Teac	EXPENDITURE	\$0.00	0.0000	\$11,966.00	0.0000	\$0.00
10.1100.121.000.00.200.153	Salary, Teacher, ESL, E	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.500.153	Salary, Teacher, ESL, C	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.600.000	Salary, Teacher, Faust	EXPENDITURE	\$0.00	0.0000	\$2,700.00	0.0000	\$0.00
10.1100.121.000.00.600.153	Salary, Teacher, ESL, Fa	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
10.1100.121.000.00.800.000	Salary, Teacher, CASHS	EXPENDITURE	\$0.00	0.0000	\$18,360.00	0.0000	\$0.00
10.1100.131.000.00.800.153	Salary, Teacher, ESL, C	EXPENDITURE	\$0.00	0.0000	\$0.00	0.0000	\$0.00
Budget Totals							
			24-25 Proposed Budget	23-24 Adopted Budget			
			\$0.00	0.0000	\$193,706,184.00	1111.3901	

3. Change the "Editable:" dropdown box to "24-25 Proposed Budget".
4. Change the "Reference:" dropdown box to "23-24 Adopted Budget". This will allow you to look at this year's (23-24) budgeted amounts when entering next year's (24-25) amounts

5. To enter a budget amount and description, find the appropriate account code, and double click on it. Below is what the input box will look like.

Edit Budget Input

Actions

Budget Information

Type: 24-25 Proposed Budget FTE: 0.0000

Account Code: 10.1100.610.000.30.500.000 Amount: \$0.00

Description: General Sup - CAMS S YTD Trans + Enc: \$0.00

☐ Use Budget Journal? 23-24 Adopted Budget: \$16,104.00

: \$0.00

Budget Detail for Account: 10.1100.610.000.30.500.000

	Amount	Description	Position	FTE	Notes
*					☐

☐ Close this dialog after update?

Mode: Edit - Record 1 of 1

OK Cancel Help

6. Enter a budget amount and a description on a line. Use this input box to build your budget for each account.

X

Edit Budget Input

Actions

Budget Information

Type:	24-25 Proposed Budget	FTE:	0.0000
Account Code:	10.1100.610.000.30.500.000	Amount:	\$1,000.00
Description:	General Sup - CAMS S	YTD Trans + Enc :	\$0.00
☐ Use Budget Journal?		23-24 Adopted Budget:	\$16,104.00
		:	\$0.00

Budget Detail for Account: 10.1100.610.000.30.500.000

	Amount	Description	Position	FTE	Notes
	\$500.00	white board markers		.0000	☐
	\$200.00	pencils		.0000	☐
	\$300.00	pens		.0000	☐
*					☐

☐ Close this dialog after update?

⏮
⏪
Mode: Edit - Record 1 of 1
⏩
⏭

OK

Cancel

Help

7. You may add as many lines as you need to build your budget. You will enter information into the "Amount" and "Description" columns only. Leave "Position" blank and do not change "FTE". Once you have everything entered for this account, click "OK". Then move on to the remainder of your accounts.
8. If you have more than one DAC, then you will need to enter budget information for each DAC. You will need to switch DAC's to get to all of your accounts.
9. Please review your budget with your supervisor. You can review from the Budget Input screen or you can print reports.
10. To print reports
 - a. General Ledger
 - b. Reports
 - c. General Ledger Report Writer
11. Find your report that has "Site" in the title. Double click to open the report.

12. You will notice that the budget columns have been updated as shown below:

Edit General Ledger Report

Actions

Report Information

Name: Site 500 CAMS-S DAC: CAMS South
Description: 300-999 Object Detail Level: None
Budget Col 1: 22-23 Adopted Budget Col 2: 23-24 Adopted B Budget Col 3: 24-25 Proposed B
☐ Print accounts with zero balance
Access Type: Public - Full Access Owner (ID - Name): 2008.dnolt - Nolt, Danette

Selection Criteria						
Element	Sort Order	Collapse Mask	Select All Elements?	Sub Total?	Page Break?	
Fund	1	??	☒	☐	☐	
Func	3	????	☒	☒	☐	
Obj	4	???	☒	☐	☐	
Fund_Src	5	???	☒	☐	☐	
Inst_Org	6	??	☒	☐	☐	
Op_Unit	7	???	☒	☐	☐	
Subj	2	???	☒	☒	☒	

Fund(Filtered)		
Fund	Description	Selected?

< ||| >

Mode: Edit - Record 1 of 1

☐ Close this dialog after update?

OK Cancel Help

13. Next, click "Actions" and "Print Report"

14. Then click on "Print Budget Report", no change to the date range is necessary. See below:

Print Reports

Actions

Reports				
	Location	Name	Description	Selected
▶	CAMS South	Site 500 CAMS-S	300-999 Object	☒

< ||| >

Report Information

From Date: 12/01/2023 To Date: 12/31/2023

☐ Print GL Report
 ☒ Print Budget Report

☐ Print GL Report with Budget Adjustments
 ☐ Print Trial Balance Report

☐ Print GL Report Using Collapse Mask as Subtotal
 ☐ Print Account Detail

☐ Sort by Account
 ☐ Use Budget Definition

☐ Include Pre Encumbrance
 Definition:

☒ Filter Encumbrance Detail by Date Range
 Detail Level: ☒ Standard ☐ Maximum

☐ Round to whole dollars
 ☐ Account on new page

15. Click "OK". Your report should print with 3 budget columns:
 - a. 22-23 Adopted
 - b. 23-24 Adopted Budget
 - c. 24-25 Proposed Budget
16. After you have reviewed the budget, please contact Danette so that we know you are finished with your budget entry.