

MEMORANDUM

To: School Macola Budget Preparers

From: David R. Fantry – Diocesan Internal Audit Office

Re: Instructions for entry and printing of school budget

Please make sure the budget is available on your system. On left side of Macola screen:

- 1) General Ledger
- 2) Reports/Graphs
- 3) Custom Financials
- 4) Edit Statement Specs
- 5) Go to the binoculars. You should see Specification numbers 10, 14 and 15. If not, please contact the Internal Audit Office so the specifications can be added to your system. You may have to change the budget year in each specification number to 2007-2008. This is accomplished by double clicking on line in list box and changing the heading of Title Line 2.

If you received a Macola manual during our past trainings, refer to page 5 of 9 in General Ledger section. Otherwise:

To Enter Budget

- 1) General Ledger
- 2) Maintain
- 3) Budgets
- 4) Edit
- 5) Enter Account Number
- 6) At Budget Year, enter 2008
- 7) At Budget Revision, enter 1 for **all** account numbers.
- 8) Period 1 represents September, period 2 represents October and so on. You can enter the budget either all in period 1, quarterly (in which case you would divide the number by 4 and enter into periods 1, 4, 7, and 10) or monthly (all twelve periods).

To enter monthly (assuming number is divisible by 12):

- a) In period 1, enter amount
- b) Box will appear in middle “Automatic Budget Projection?”, click yes.
- c) In period 12, enter same amount. Other periods will fill in.

If number is not divisible by 12, you can still use monthly step by adding additional number to period 1 or 12. In other words, if you have a budget total of \$1,000, the total per period would be \$83.33. You would input 83 in period 1, say yes to Automatic Budget Projection, input 83 in period 12, then change either period 1 or 12 to 87 (.33 x 12 months = 4).

- 9) Click on blue disk above to save entry

- 10) Enter next account number and follow steps 6 through 9 for each additional account number.

Please note: All revenue accounts (Account 40110 through Account 40920) are entered as a negative number while all expense accounts (Account 41101 through Account 48515) are entered as regular number.

To print out Macola Budget Form:

- 1) General Ledger
- 2) Reports/Graphs
- 3) Custom Financials
- 4) Print Statements
- 5) Click Ok @ Print Options screen. Detailed Budget, Budget Summary and Cash Flows page should be set to print.

To set up and print out Macola Six Month Report:

Set up:

- 1) General Ledger
- 2) Reports/Graphs
- 3) Standard Financials
- 4) Edit Statement Specs
- 5) At Specification Number, type 6.
- 6) Put check in boxes for Show YTD, Show Comparative, Show Comparative Year (PY), Show Comparative Variance and Print Next Run?.
- 7) Save and Exit.

Print out:

Steps 1-3 same as Set up.

- 4) Print Statements
- 5) Starting Date – 9/1/06, Tab, Ending Date 2/28/07.
- 6) Ok, then at Print Options go to Screen to Review or Printer.

Note: If you don't want your usual reports to print, you must turn off each Specification by taking check out of box for Print Next Run?

If you need any additional help or do not have the budget loaded on your computer, contact me at (516) 678-5800, extension 270.

Thanks.