



Carroll County Public Schools  
Building the Future

# Operating Budget User Manual

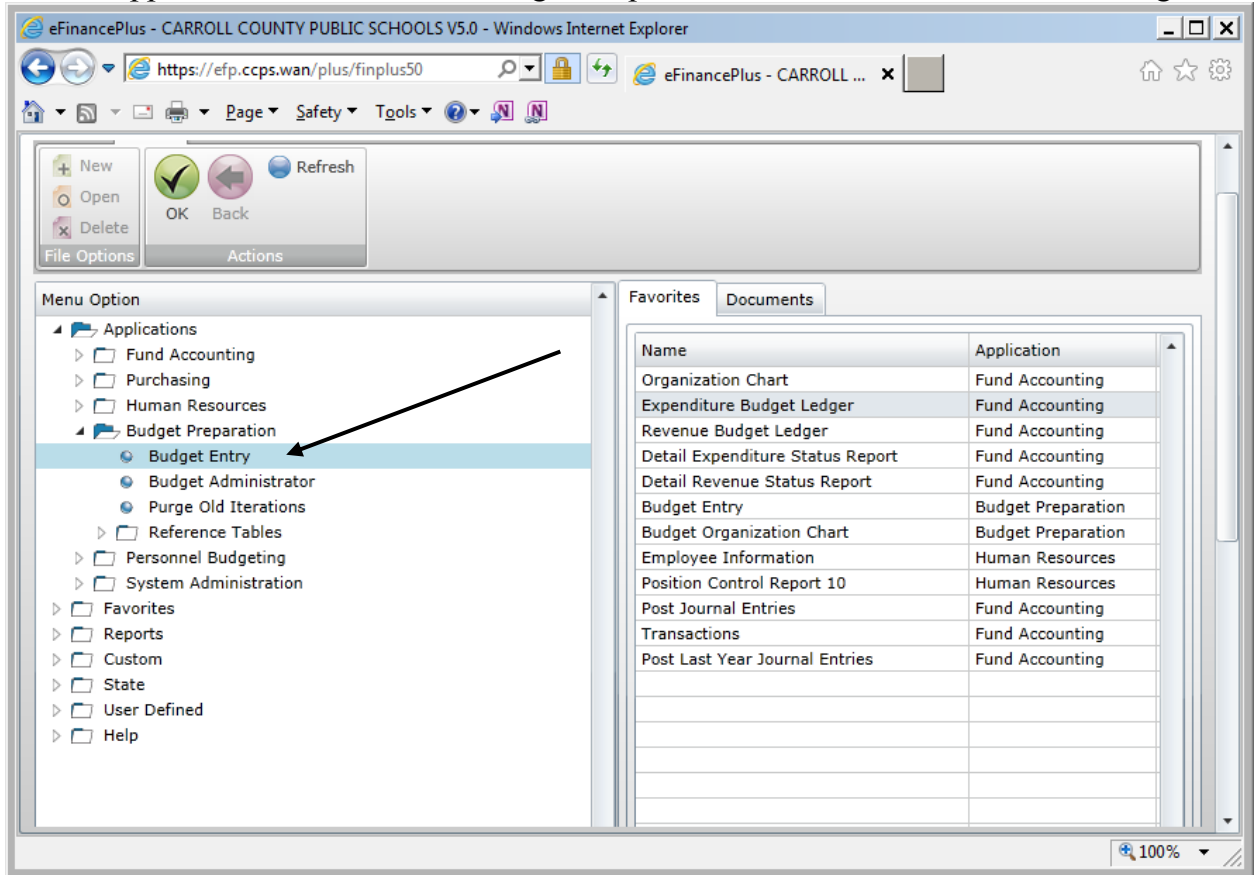
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Carroll County Public Schools  
125 North Court St  
Westminster, MD 21157  
Phone 410-751-3501

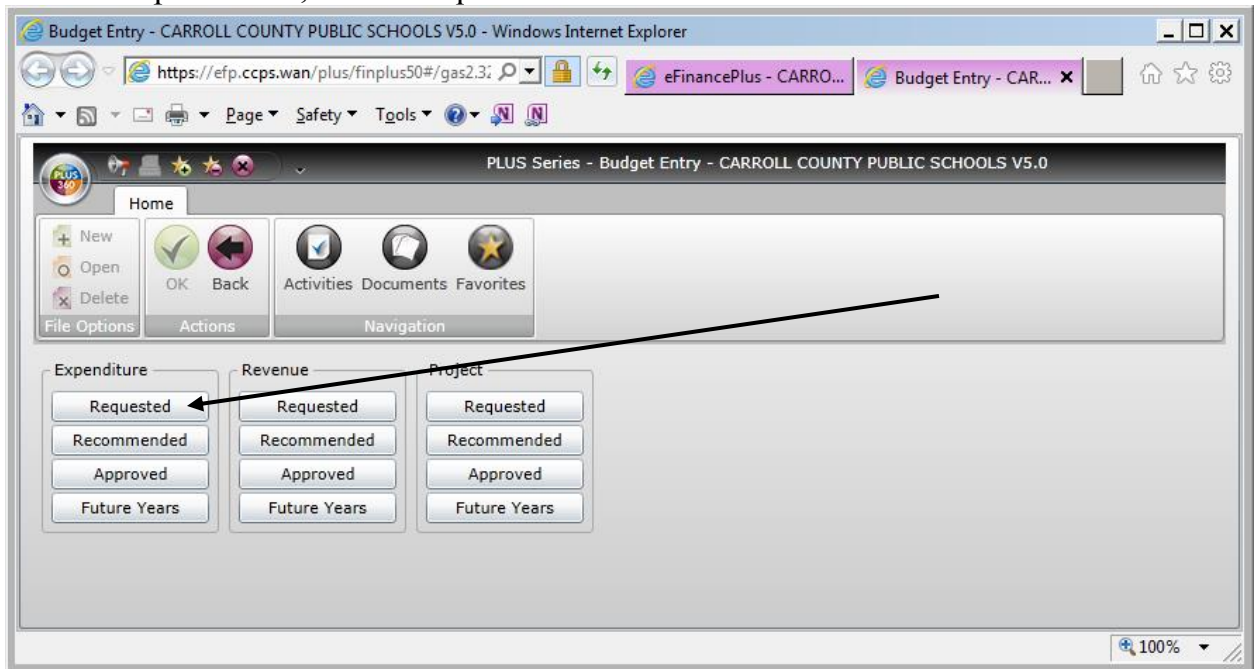


# BUDGET REQUEST ENTRY

1) Click “Applications”, then click “Budget Preparation”, and then double-click “Budget Entry”



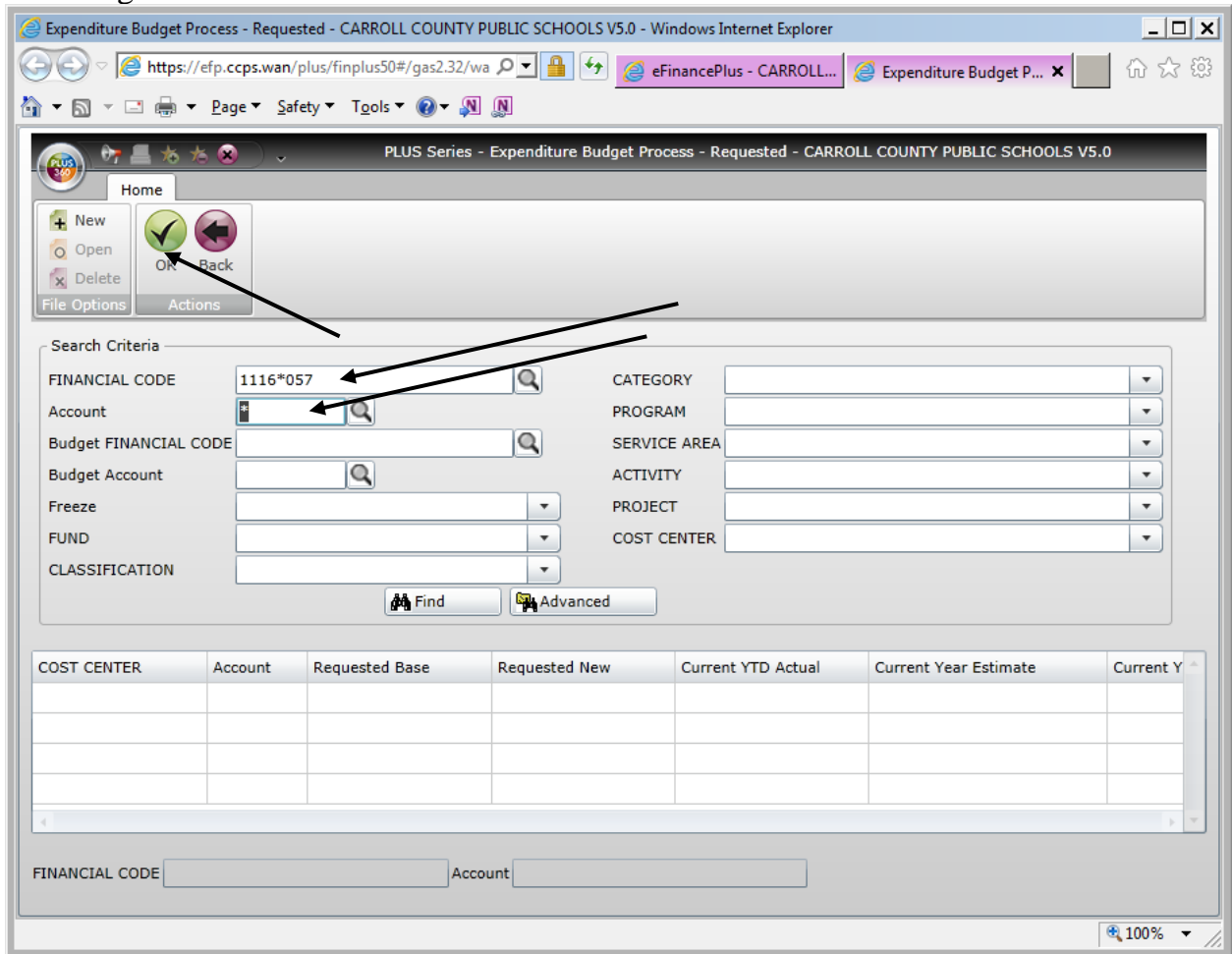
2) Under “Expenditure”, click “Requested”



3) For “FINANCIAL CODE”, type the first four (4) digits of the desired code or set of codes, type an asterisk (\*), and type the three-digit Cost Center number, e.g. 1116\*057, and press “TAB” key

For “Account”, type an asterisk (\*) for all accounts, or enter a specific account if desired, and click “OK”

Note: To enter the budget for a single line item, enter the complete 16 digit Financial Code and 3-digit Account



- 4) In the “REQUESTED BASE” field, type in an amount and Click “OK”  
Please keep amounts in whole dollars.

The screenshot shows the 'Expenditure Budget Process - Requested' window in Internet Explorer. The application title is 'PLUS Series - Expenditure Budget Process - Requested - CARROLL COUNTY PUBLIC SCHOOLS V5.0'. The interface includes a search criteria section with fields for Financial Code, Account, Budget Financial Code, Budget Account, Freeze, Fund, and Classification. There are also dropdown menus for Category, Program, Service Area, Activity, Project, and Cost Center. Below the search criteria is a table with the following data:

COST CENTER	Account	Requested Base	Requested New	Current YTD Actual	Current Year Estimate	Current Year B
1116040504000057	325	0.00	0.00	0.00	0.00	
1116040504029057	325	0.00	0.00	0.00	0.00	
1116100100000057	314	0.00	0.00	0.00	0.00	
1116100100000057	325	1,000.00	0.00	463.16	0.00	
1116100100000057	399	0.00	0.00	334.50	0.00	
Totals		130,564.00	0.00	101,681.00	0.00	

At the bottom of the window, it shows '98 match(es) found' and the search criteria: FINANCIAL CODE INST PGM-ENGLISH, Account BOOKS & PERIODICALS. The OK button in the top left is highlighted with a green checkmark and an arrow. Another arrow points to the 'Requested Base' column in the table.

Please note the following:

- Budgets must be entered in “Requested Base” field unless your are specifically directed otherwise by Budget office staff
- You must Click “OK” to save the budgets you have entered
- You can scroll down through the listing if it is longer than what appears on the screen.
- Totals at the bottom of the listing are updated after you Click “OK”

# ENTERING EXPLANATIONS AND/OR JUSTIFICATIONS

5) Click “Notes”

The screenshot shows the 'PLUS Series - Expenditure Budget Process - Requested - CARROLL COUNTY PUBLIC SCHOOLS V5.0' application. The interface includes a search criteria section with the following fields:

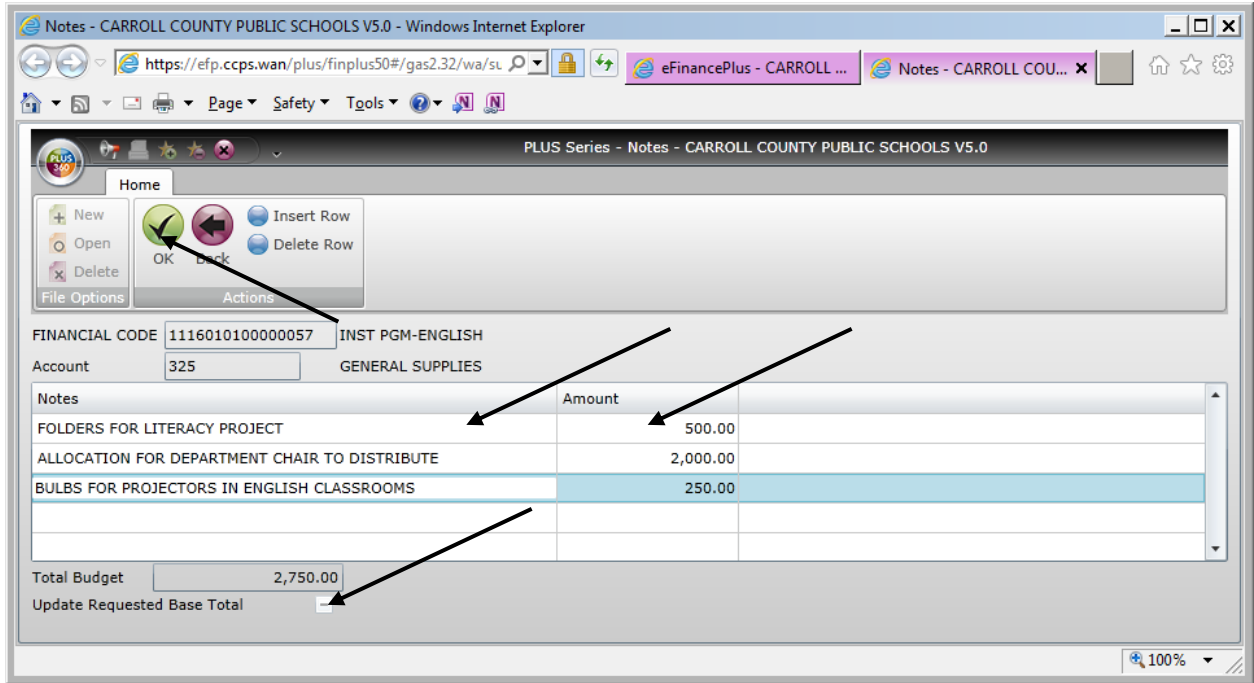
- FINANCIAL CODE: 1116\*057
- Account: \*
- Budget FINANCIAL CODE:
- Budget Account:
- Freeze:
- FUND:
- CLASSIFICATION:
- CATEGORY:
- PROGRAM:
- SERVICE AREA:
- ACTIVITY:
- PROJECT:
- COST CENTER:

Below the search criteria is a table with the following data:

COST CENTER	Account	Requested Base	Requested New	Current YTD Actual	Current Year Estimate	Current Year B
1116040504000057	325	0.00	0.00	0.00	0.00	
1116040504029057	325	0.00	0.00	0.00	0.00	
1116100100000057	314	0.00	0.00	0.00	0.00	
1116100100000057	325	1,000.00	0.00	463.16	0.00	

At the bottom of the interface, it indicates '98 match(es) found' and shows the current search filters: FINANCIAL CODE INST PGM-ENGLISH and Account BOOKS & PERIODICALS.

6) The Notes screen will open. Enter an explanation, justification, or description, and an amount. You can have one or multiple lines of detail.



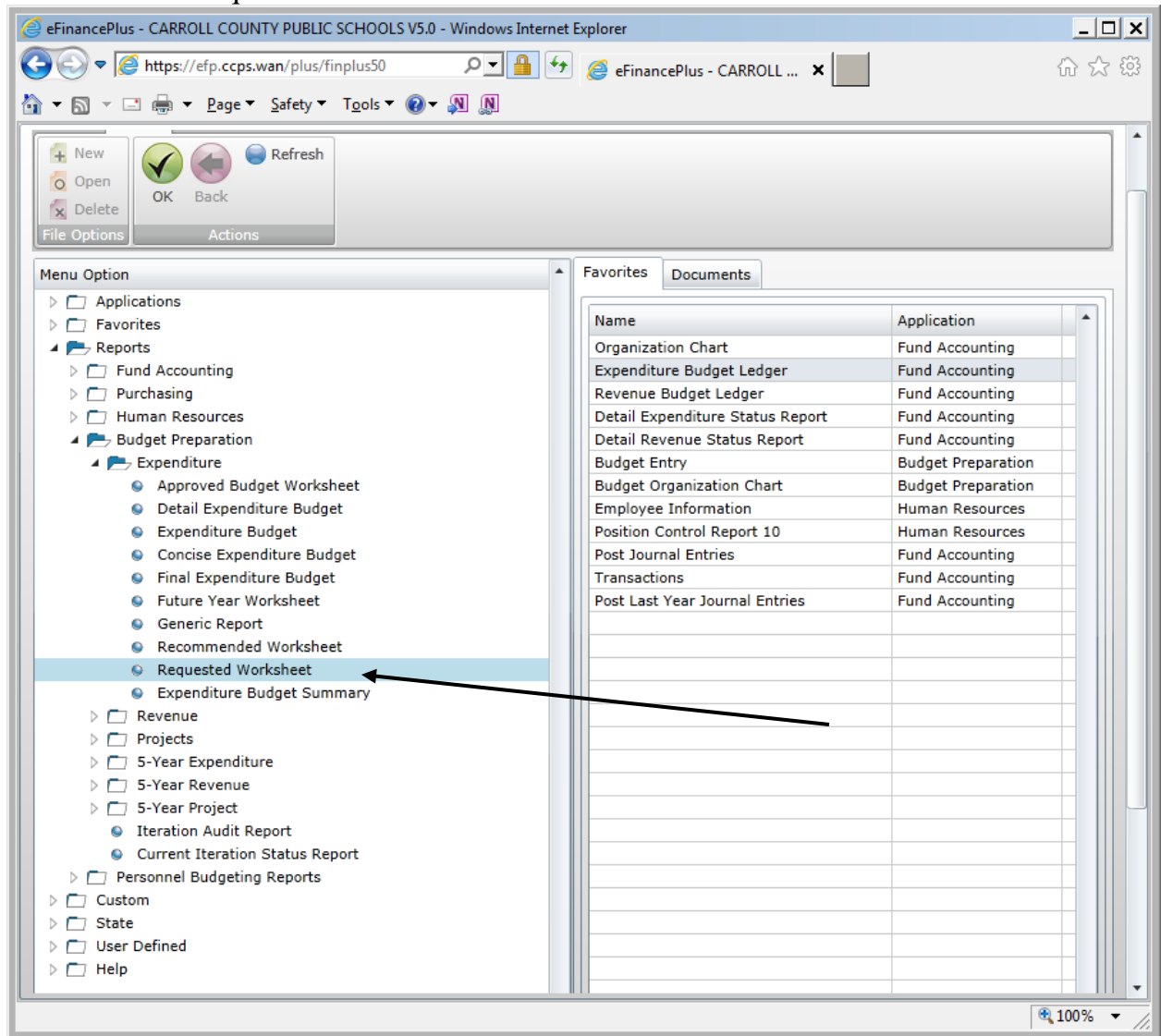
When finished, click “OK” once, click on “Update Requested Base Total” to set “Requested Base” budget to equal the “Total Budget” entered here on the Notes screen, and click “OK” to save entries and return to main budget entry screen.





# PRINTING BUDGET REQUEST WORKSHEETS

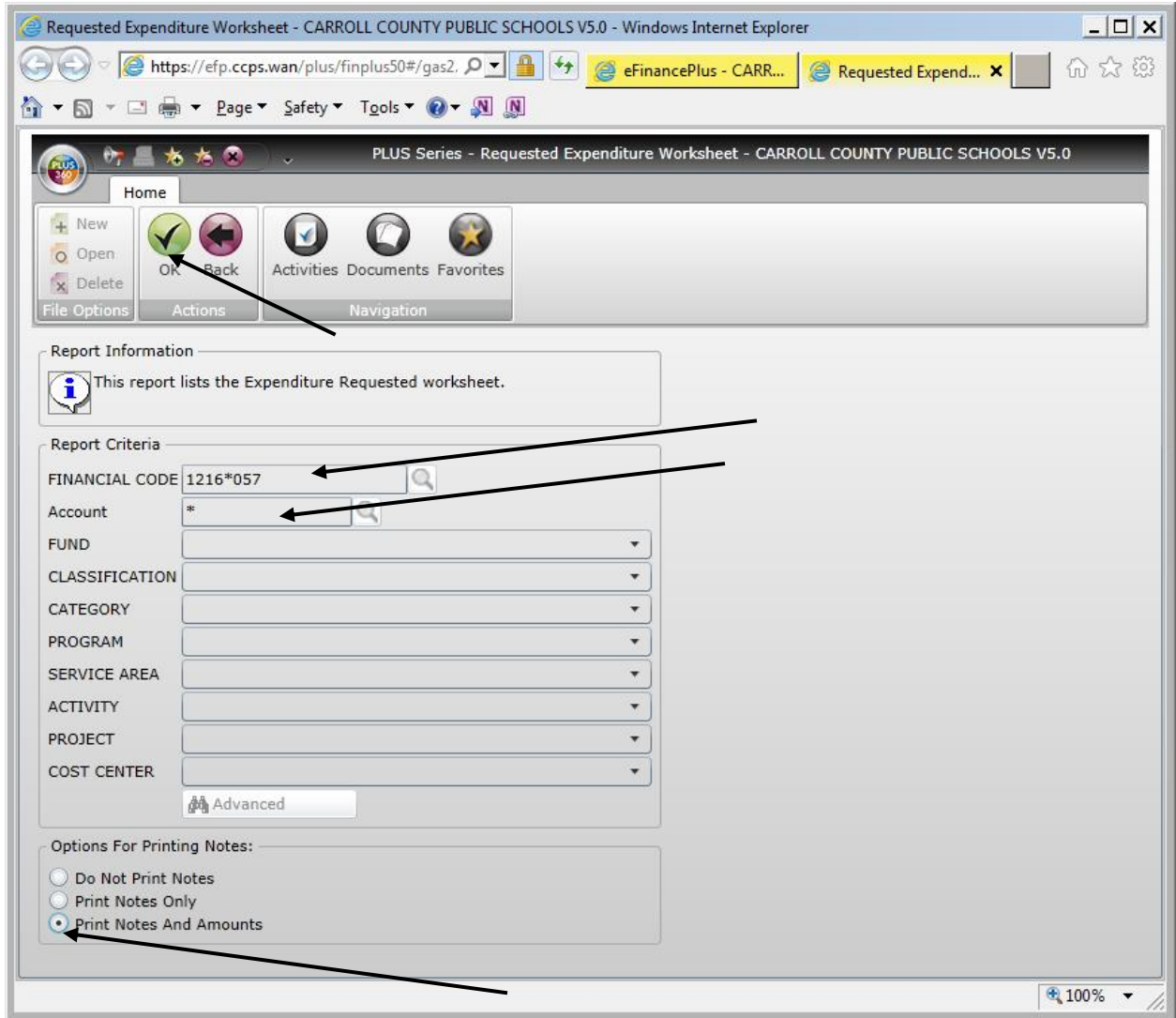
7) Click “Reports”, then click “Budget Preparation”, then click “Expenditure”, and then double-click “Requested Worksheet”



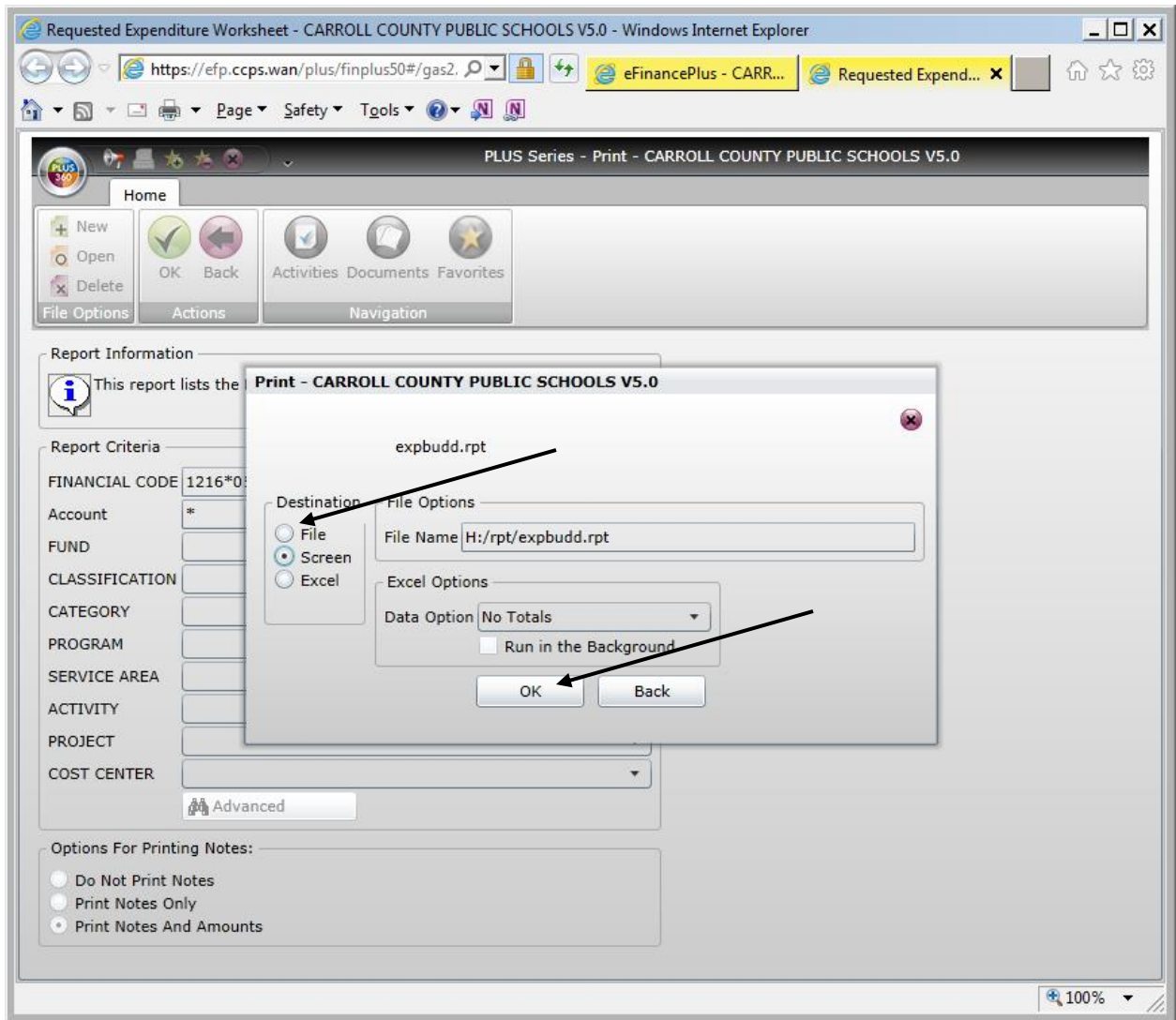
8) For “FINANCIAL CODE”, type the first four (4) digits of the desired code or set of codes, type an asterisk (\*), and type the three-digit Cost Center number, e.g. 1116\*057, and press “TAB” key

For “Account”, type an asterisk (\*) for all accounts, or enter a specific account if desired, and click “OK”

Select “Print Notes and Amounts” and Click “OK”



9) Select “Screen” and Click “OK”



Adobe Acrobat Reader will open and the document will be displayed. It can then be printed or saved just like any Adobe “PDF” style document.

For additional assistance, contact the Budget Office

Andrew C. Sexton, CPA  
Supervisor of Budget and Grant  
410-751-3083 [acsexto@carrollk12.org](mailto:acsexto@carrollk12.org)

Gwendolyn A. Ruskey  
Budget Analyst  
410-751-3084 [garuske@carrollk12.org](mailto:garuske@carrollk12.org)