

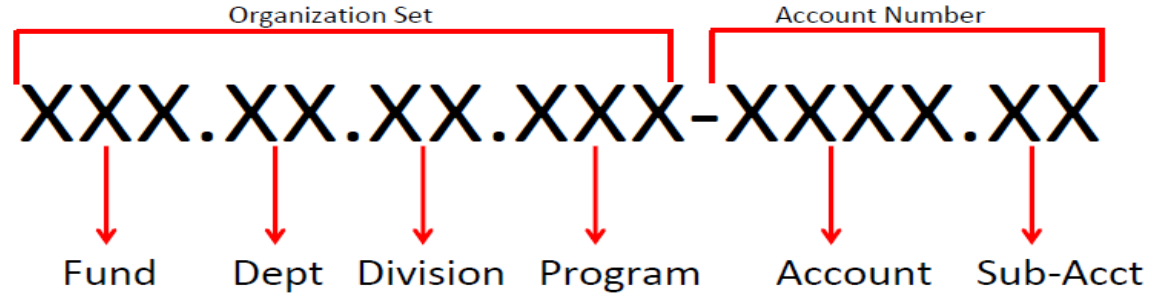
Operating Budget Training

Finance Department

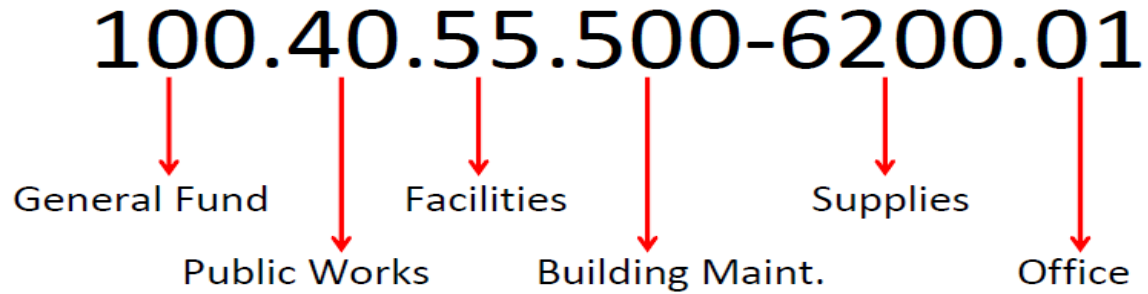
This Training Will Cover..

- Accessing Your Budget And Account
- Running Budget Reports
- Completing a Change A/P
- How To Complete An Internal Budget Adjust/Transfer
- Quick Tips

General Ledger Account Numbers -New World Systems



Example:



HOW TO ACCESS AN ACCOUNT FROM THE G/L ORGANIZATION:

From the New World home screen, click on Financial Management > Inquiries > General Ledger > G/L Organizations

The screenshot shows the New World software interface. At the top, there is a navigation bar with the following links: myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance. Below this, there is a welcome message "Welcome to new v".

The main interface is divided into several sections:

- mySearch:** Includes a search box with a "Type" dropdown set to "Purchase", a "Search For" input field, and a "Search" button.
- myReports (1803):** Includes a "Folder List" with "Current (1803)" and "Archive (0)".
- mySettings:** Includes links for "Out of Office Assistant", "Customize Page View", "Change Password", and "Email Notification".

A navigation menu is open, showing the following items:

- Journals
- Revenue Collections
- Payment Processing
- Annual Budget Processing
- Accounts Payable
- Procurement
- Bank Reconciliation
- Project Accounting
- Miscellaneous Billing
- Work Orders
- Reports
- Inquiries

The "Inquiries" menu is expanded, showing:

- General Ledger
- Revenue Collections
- Payments
- Bank Accounts
- Vendors
- Vendor Audit
- Purchase Orders
- Project Accounting
- Asset Management
- Miscellaneous Billing



The "General Ledger" menu is further expanded, showing:

- G/L Accounts
- G/L Organizations
- Accounts
- G/L Transactions

The "G/L Organizations" menu is selected, showing a table with the following columns: Subject, Date, Start Time, Approval Status, Transaction ID, and Description. The table contains the following data:

Subject	Date	Start Time	Approval Status	Transaction ID	Description
There are no items to show in this view					
Journals	0 of 1 at 2	2018-00003539	YE-01		
Journals	0 of 1 at 2	2018-00003540	YE-01		
Journals	0 of 1 at 2	2018-00003541	YE-01		
Journals	0 of 1 at 2	2018-00003542	YE-01		

Organization Inquiry

  Fiscal Year

-  001 - Pooled Cash
-  100 - General Fund
-  120 - Fire Grants
-  130 - HOME Fund
-  140 - CDBG
-  150 - Police Grants
-  160 - Supplemental Law Enforcement
-  170 - Parks Grants
-  180 - Subsidize d Taxi Cab
-  190 - Federal Transit Management
-  200 - Recreation
-  210 - Low and Moderate Housing Assets
-  220 - Traffic Signal
-  240 - HighwayInterchange
-  250 - Development Fee
-  260 - Major Equipment Purchase
-  280 - Assessment District
-  320 - Public Safety Sales Tax
-  330 - Public Safety Endowment
-  340 - Development Services
-  420 - Gas Tax/Street Improvement
-  430 - RTIF
-  440 - Measure K
-  460 - TDALocal Transportation
-  480 - Subsidize d Street Project
-  500 - Park Improvement Fee
-  520 - Successor AgencyRDA Bond Fund
-  540 - Government Building Facilities
-  550 - CFD
-  560 - Public Facilities Improvement
-  570 - Flood Protection Improvement
-  580 - PFIP Drainage
-  590 - PFIP Transportation
-  620 - Golf Course

Summarization Level

Account Type

Reclassification Journal Type

001 - Pooled Cash Fiscal Year: 2019

Budget **\$0.00** Encumbrances **\$0.00** Expenses **\$0.00** Balance **\$0.00** Percent Used **0 %**

Account Number	Description	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
1						

Organization I

Fiscal Year 2019

Summarization Level

Reclassification Journal Type

Account Type

640.40.80.560 - Sewer M & O, Public Works, Sewer, Regulatory Fiscal Year: 2019

Budget **\$1,136,485.00** Encumbrances **-\$1,076.00** Expenses **\$46,174.64** Balance **\$1,091,386.36** Percent Used **4 %**

Account Number	Description	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
5100.10	Benefits Uniform Allowan...	\$190.00	\$0.00	\$165.00	\$25.00	87%
5100.11	Benefits Medicare	\$3,330.00	\$0.00	\$309.12	\$3,020.88	9%
5100.12	Benefits Annual Physical ...	\$0.00	\$0.00	\$0.00	\$0.00	0%
5100.13	Benefits Employee Assista...	\$0.00	\$0.00	\$0.00	\$0.00	0%
5100.14	Benefits PPE	\$0.00	\$0.00	\$0.00	\$0.00	0%
5100.15	Benefits Cell Phone Allow...	\$515.00	\$0.00	\$0.00	\$515.00	0%
5100.16	Benefits 1959 Survivor Ret...	\$0.00	\$0.00	\$0.00	\$0.00	0%
5100.17	Benefits Other Post Empl...	\$0.00	\$0.00	\$0.00	\$0.00	0%
6000.01	Professional Services Gen...	\$182,500.00	\$0.00	\$7,108.00	\$175,392.00	4%

- 640 - Sewer M & O
 - 00 - Non Departmental
 - 05 - Finance
 - 07 - Information Technology
 - 11 - Police Protection
 - 40 - Public Works
 - 50 - Management/Engineering
 - 55 - Facilities
 - 60 - Fleet
 - 70 - Transportation
 - 80 - Sewer
 - 005 - Debt Service
 - 015 - Administration/Engineering
 - 560 - Regulatory
- No results

Organization Inquiry

G/L Account Inquiry - 640.40.80.560-6000.01 - Professional Services General





















Fiscal Year

G/L Account 

Search

Reset

-  5100.11 Benefits Medicare
-  5100.12 Benefits Annual Physical Exam
-  5100.13 Benefits Employee Assistance
-  5100.14 Benefits PPE
-  5100.15 Benefits Cell Phone Allowance
-  5100.16 Benefits 1959 Survivor Retirem
-  5100.17 Benefits Other Post Employme
-  6000.01 Professional Services General
-  6000.13 Professional Services Complia
-  6000.14 Professional Services I.W. Pre
-  6000.18 Professional Services Legal
-  6200.02 Supplies Special Department
-  6200.09 Supplies Data Processing
-  6280.39 Supplies-Public Works Industri
-  6300.01 Dues & Subscriptions Member
-  6300.02 Dues & Subscriptions Publicati
-  6375.02 Operating Fees NPDES Permit
-  6375.04 Operating Fees Operating Pern

Summary

Detail

Five Year Trend

Budget Analysis

Budget History

Annual Totals Reclass Journal Type

Classification Professional Services

Fiscal Year 2019

Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used
\$182,500.00	\$0.00	\$7,108.00	\$175,392.00	4%



Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
July	\$182,500.00	\$0.00	\$0.00	\$7,108.00	\$175,392.00	4 %
August	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
September	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
October	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
November	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
December	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
January	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
February	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
March	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
April	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
May	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
June	\$0.00	\$0.00	\$0.00	\$0.00	\$175,392.00	4 %
Total	\$182,500.00	\$0.00	\$0.00	\$7,108.00	\$175,392.00	4 %




Organization Inquiry > G/L Account Inquiry - 640.40.80.560-6000.01 - Professional Services General

G/L Transaction Inquiry

GL Account - 640.40.80.560-6000.01 - Professional Services General

From Date 
 To Date 


GL Account 
 Project

Journal Type

AB JE

BA EA



	G/L Date ↑	G/L Account ↑	Journal Type	SubLedger	Journal Number	Transaction Description	Debit	Credit	Source	Reference	Department	Project	Due To/Due From Fund	
	07/10/2018	640.40.80.560-6...	Journal Entry	Accounts Pay...	2019-00000153	A/P Invoice Entry	\$7,108.00		Accounts ...		System Genera...			
Vendor Name						Invoice Number			Payment Type		Payment Number		Invoice Amount	Dist Amount
Aquatic Science Center						06/15/18			Check		370573		\$1,000.00	\$1,000.00
Aquatic Science Center						8319051			Check		370573		\$6,108.00	\$6,108.00

Organization Inquiry
G/L Account Inquiry - 640.40.80.560-6000.01 - Professional Services General



Fiscal Year
 G/L Account

- 6000.01 Professional Services General
- 6000.13 Professional Services Capital
- 6000.14 Professional Services Information
- 6000.18 Professional Services Labor
- 6200.02 Supplies Special Department
- 6200.09 Supplies Data Processing
- 6280.39 Supplies-Public Works Information
- 6300.01 Dues & Subscriptions Management
- 6300.02 Dues & Subscriptions Professional
- 6375.02 Operating Fees NPDES
- 6375.04 Operating Fees Operation
- 6375.05 Operating Fees Annual
- 6375.06 Operating Fees Bay Protection
- 6375.10 Operating Fees Sludge
- 6375.20 Operating Fees Fines and Penalties
- 6600.04 Administrative Expenses

Summary	Detail	Five Year Trend	Budget Analysis	Budget History
History Type <input type="text" value="Transactions by Budget Level"/>		Chart By <input type="text" value="Account"/>		
640.40.80.560-6000.01 (Professional Services General)		(640.40.80.560-6000.01 - Professional Services General)		
Classification <input type="text" value="Professional Services General"/>				
Level	Transactions	Transaction Total Amount		
<input type="checkbox"/> Finance Entry	7	\$182,500.00		
<input type="checkbox"/> Finance Recommendation	7	\$182,500.00		
<input type="checkbox"/> City Manager Recommendation	7	\$182,500.00		
<input checked="" type="checkbox"/> City Council Approval	7	\$182,500.00		
Description	Number of Units	Amount per Unit	Total Amount	
ADA Compliant Study (LM)	1.0000	\$15,000.00	\$15,000.00	
Annual Delta RMP (LM)	1.0000	\$7,500.00	\$7,500.00	
Annual PSA (LM)	1.0000	\$25,000.00	\$25,000.00	
CVCWA Ammonia Study (Annual Until 202...	1.0000	\$20,000.00	\$20,000.00	
Mercury Exposure Reduction Program (LM)	1.0000	\$1,500.00	\$1,500.00	
Methylmercury State Mandated Control Stu...	1.0000	\$13,500.00	\$13,500.00	
NPDES Permit Recycled Water Modificatio...	1.0000	\$100,000.00	\$100,000.00	

HOW TO RUN A BUDGET WORKSHEET:

From the New World home screen, click on Financial Management > Reports > Annual Budget > Budget Worksheet

The screenshot displays the New World software interface. At the top, the logo "new world" is visible, along with navigation links for "myFavorites", "Financial Management", "Human Resources", "Community Development", and "Maintenance". The main navigation bar includes "Welcome to new v", "Journals", "Annual Budget Processing", "Accounts Payable", "Procurement", "Project Accounting", "Work Orders", "Reports", and "Inquiries". The "Reports" menu is expanded, showing options like "General Ledger", "Budgetary", "Annual Budget", "Revenue Collections", "Accounts Payable", "Receipt of Goods", "Purchasing", "Bank Reconciliation", "Project Accounting", "Asset Management", "Miscellaneous Billing", "Bids", and "Contracts". The "Annual Budget" option is selected, leading to a sub-menu with "Budget Worksheet", "Budget by Organization", "Budget by Account Classification", "Budget by Fund Category", "Budget by Function", "Budget by Revenue Type", "Budget Cross Organization by Account Classification", "Budget Cross Organization by Account Number", "Budget Transaction Report", "Position Budget Audit Report", and "Purchase Order". The "Budget Worksheet" option is highlighted. Below the navigation, there are sections for "mySearch", "myReports (1377)", and "mySettings". The "myCalendar 08/10/2018" section shows a table with columns for "Subject", "Date", and "Start Time", and a message "There are no items to show in this view". The "myNotifications" section shows a table with columns for "New", "Source", "Priority", "Date", and "M".



Budget Worksheet Report

Load Saved Report
Override Report Title

Distribution Group
Email Group

Budget Year
Account Type
Sort by Account Type
Subtotal by Classification Level
Summarize to Organization Level
Page Break Level
Print Footer
Include Comments

Print Transactions
Transaction Type
Budget Level
Transaction Order
Include Accounts With Zero Balances
Print Full G/L Account Number
Report Output Type

Organizations | Accounts | Balances to Include

Fund
Department
Division
Program
Function

Available Organization(s): 2		Selected Organization(s): 1
100.01.00.110 - General Fund, City Clerk, Non Divisional, Recor	▶ ▶ ▶ ▶	100.01.00.100 - General Fund, City Clerk, Non Divisional, City C
100.01.00.120 - General Fund, City Clerk, Non Divisional, City C		

Organizations Accounts Balances to Include

Fund: 100 - General Fund
 Department: 01 - City Clerk
 Division:
 Program:
 Function:

Available Organization(s): 2
 100.01.00.110 - General Fund, City Clerk, Non Divisional , Recor
 100.01.00.120 - General Fund, City Clerk, Non Divisional , City C

Selected Organization(s): 1
 100.01.00.100 - General Fund, City Clerk, Non Divisional , City C

Organizations Accounts Balances to Include

Available Account(s): 444
 7000 - Capital Outlay
 7000.01 - Capital Outlay Vehicles-Minor
 7000.02 - Capital Outlay Vehicles-Major
 7000.03 - Capital Outlay Operations Equip-Minor
 7000.04 - Capital Outlay Operations Equipment-Major
 7000.05 - Capital Outlay Operations Apparatus-Minor
 7000.06 - Capital Outlay Operations Apparatus-Major
 7000.07 - Capital Outlay Computer Hardware
 7000.08 - Capital Outlay Computer Software
 7000.09 - Capital Outlay Computer Conversion
 7000.10 - Capital Outlay Sprinkler Controller Upgrades
 7000.11 - Capital Outlay Security

Selected Account(s): 375
 6000 - Professional Services
 6000.01 - Professional Services General
 6000.02 - Professional Services Fingerprint Fees
 6000.03 - Professional Services Range Rental
 6000.04 - Professional Services Forensic Testing
 6000.05 - Professional Services Veterinarian
 6000.06 - Professional Services Spay/Neuter
 6000.07 - Professional Services Weed Abatement
 6000.08 - Professional Services Plan Check
 6000.09 - Professional Services Uniform
 6000.10 - Professional Services Consultant
 6000.11 - Professional Services County Admin Fee

Organizations Accounts Balances to Include

Available Columns
 2017 Actual Amount
 2016 Actual Amount
 2015 Actual Amount
 2014 Actual Amount
 2019 Department Entry
 2019 Finance Entry
 2019 Finance Recommendation
 2019 City Manager Recommendation
 2019 City Council Approval
 2020 Forecast
 2021 Forecast
 2022 Forecast

Selected Columns
 2018 Amended Budget
 2018 Actual Amount
 2019 Department Entry
 2019 Finance Entry
 2019 City Council Approval

Buttons: Add, Remove, Remove All

Print Reset Save Save As Delete



City of Manteca

Expense Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Department Entry	2019 Finance Entry	2019 City Council Approval
Fund 100 - General Fund							
Department 01 - City Clerk							
Division 00 - Non Divisional							
Program 100 - City Clerk							
Professional Services							
6000.01	Professional Services General	9,000.00	9,000.00	9,058.12	9,000.00	9,000.00	9,000.00
	Comments						
	Level						
	Finance Entry						
	Comment						
	C2017-164 - Netfile annual NCO (LM)						
	<i>Professional Services Totals</i>	\$9,000.00	\$9,000.00	\$9,058.12	\$9,000.00	\$9,000.00	\$9,000.00
	<i>Supplies</i>						
6100.01	Utilities Electric	18,000.00	18,000.00	18,607.34	.00	20,000.00	20,000.00
6100.02	Utilities Telephone	1,190.00	1,190.00	1,092.86	.00	1,350.00	1,350.00
6100.03	Utilities Data Transmission / ISP	1,000.00	1,000.00	1,339.72	.00	1,500.00	1,500.00
6100.05	Utilities Cable	800.00	800.00	684.25	.00	700.00	700.00
6200.01	Supplies Office	3,000.00	3,000.00	2,420.70	4,500.00	4,500.00	4,500.00
6200.02	Supplies Special Department	6,100.00	6,100.00	5,857.31	5,000.00	4,000.00	4,000.00
6200.13	Supplies Elections	.00	.00	.00	.00	1,000.00	1,000.00
6300.01	Dues & Subscriptions Memberships	920.00	920.00	1,443.00	1,100.00	1,100.00	1,100.00
6500.04	Claims & Insurance Insurance Premiums	14,050.00	14,050.00	14,050.00	.00	18,050.00	18,050.00
6600.01	Administrative Expenses Meetings	500.00	500.00	109.71	500.00	500.00	500.00
6600.03	Administrative Expenses Mileage Reimbursement	500.00	500.00	460.44	500.00	500.00	500.00
6600.04	Administrative Expenses Training/Conferences	11,100.00	11,100.00	10,598.46	12,600.00	12,600.00	12,600.00
6600.07	Administrative Expenses Employee Recruitment	.00	200.00	298.13	500.00	300.00	300.00
6600.14	Administrative Expenses Filing/Recording Fee	400.00	200.00	(12.00)	400.00	400.00	400.00
6600.31	Administrative Expenses Election	1,000.00	1,000.00	631.58	105,500.00	101,000.00	136,000.00
	Comments						
	Level						
	City Council Approval						
	Comment						
	TOT Ballot Measure						
6600.40	Administrative Expenses Election Training/Conference	.00	.00	.00	.00	3,500.00	3,500.00
	<i>Supplies Totals</i>	\$58,560.00	\$58,560.00	\$57,581.50	\$130,600.00	\$171,000.00	\$206,000.00
	Program 100 - City Clerk Totals	\$67,560.00	\$67,560.00	\$66,639.62	\$139,600.00	\$180,000.00	\$215,000.00
	Division 00 - Non Divisional Totals	\$67,560.00	\$67,560.00	\$66,639.62	\$139,600.00	\$180,000.00	\$215,000.00
	Department 01 - City Clerk Totals	\$67,560.00	\$67,560.00	\$66,639.62	\$139,600.00	\$180,000.00	\$215,000.00

HOW TO RUN A BUDGET PERFORMANCE REPORT:

From the New World home screen, click on Financial Management > Reports > Budgetary > Budget Performance Report

The screenshot displays the New World software interface. At the top, the logo "new world" is visible, along with navigation links for "myFavorites", "Financial Management", "Human Resources", "Utility Management", "Community Development", and "Maintenance". A blue navigation bar contains "Welcome to new v". Below this, a sidebar menu lists various functions: Journals, Revenue Collections, Payment Processing, Annual Budget Processing, Accounts Payable, Procurement, Bank Reconciliation, Project Accounting, Miscellaneous Billing, Work Orders, Reports, and Inquiries. The "Reports" menu is expanded, showing sub-options: General Ledger, Budgetary, Annual Budget, Revenue Collections, Accounts Payable, Receipt of Goods, Purchasing, Bank Reconciliation, Project Accounting, Asset Management, Miscellaneous Billing, Bids, and Contracts. The "Budgetary" sub-menu is further expanded, highlighting "Budget Performance Report". Other items in the Budgetary sub-menu include Proforma Budget Report, Budget Exception Report, Budget Amendments Report, Budget by Organization, Budget by Account Classification, Budget by Fund Category, Budget by Function, Budget by Revenue Type, Budget Cross Organization by Account Classification, and Budget Cross Organization by Account Number. To the right of the sidebar, a "mySearch" section includes a search box and a "Search" button. Below that is a "myReports (1809)" section with a "Folder List" containing "Current (1809)" and "Archive (0)". The "mySettings" section includes "Out of Office Assistant", "Customize Page View", "Change Password", and "Email Notification". On the far right, a "myCalendar 08/23/2018" section shows a table with columns for "Subject", "Date", "Start Time", and "Comple". A message states "There are no items to show in this view". Below the calendar is a "Description" section with a table containing entries like "AUG-22 Payr", "AUG-23 Affac", and "YE-30 Recor". At the bottom right, a "New Source" section has columns for "Priority", "Date", and "Message".

Organizations ▾ Accounts ▾ Account Classifications ▾

Fund: 440 - Measure K ▾ Department: ▾ Division: ▾ Program: ▾ Function: ▾

Available Organization(s): 3

- 440 - Measure K
- 440.00.00.900 - Measure K, Non Departmental, Non Divisional
- 440.40.50.001 - Measure K, Public Works, Management/Engine

Selected Organization(s): 2

- 440.40.70.015 - Measure K, Public Works, Transportation, Adm
- 440.40.70.570 - Measure K, Public Works, Transportation, Stree

Organizations Accounts ▾ Account Classifications

Available Account(s): 444

- 5000 - Salaries
- 5000.01 - Salaries Regular
- 5000.02 - Salaries Part Time
- 5000.03 - Salaries Overtime
- 5000.04 - Salaries Holiday Pay
- 5000.05 - Salaries Duty Pay
- 5000.06 - Salaries Out of Class
- 5000.07 - Salaries Admin Leave Pay
- 5000.08 - Salaries Longevity Pay
- 5000.09 - Salaries Mutual Aid Overtime
- 5000.10 - Salaries Furloughs
- 5000.11 - Salaries Worker's Comp

Selected Account(s): 375

- 6000 - Professional Services
- 6000.01 - Professional Services General
- 6000.02 - Professional Services Fingerprint Fees
- 6000.03 - Professional Services Range Rental
- 6000.04 - Professional Services Forensic Testing
- 6000.05 - Professional Services Veterinarian
- 6000.06 - Professional Services Spay/Neuter
- 6000.07 - Professional Services Weed Abatement
- 6000.08 - Professional Services Plan Check
- 6000.09 - Professional Services Uniform
- 6000.10 - Professional Services Consultant
- 6000.11 - Professional Services County Admin Fee

Organizations Accounts ▾ Account Classifications

Available Account Classification(s): 7

- Expense Classification 1 - 1 - 5000 - Personnel Services
- Expense Classification 1 - 2 - 6000 - Professional Services
- Expense Classification 1 - 3 - 6100 - Supplies
- Expense Classification 1 - 4 - 7000 - Capital Outlay
- Expense Classification 1 - 5 - 8000 - Capital Improvement
- Expense Classification 1 - 6 - 8500 - Debt Services
- Expense Classification 1 - 7 - 9000 - Other Financing Sources

Selected Account Classification(s): 0



City of Manteca

Expense Budget Performance Report

Date Range 07/01/18 - 06/30/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 440 - Measure K									
Department 40 - Public Works									
Division 70 - Transportation									
Program 015 - Administration/Engineering									
	EXPENSE								
6000	Professional Services								
6000.01	Professional Services General	10,000.00	240,000.00	250,000.00	.00	.00	.00	250,000.00	0
	6000 - Professional Services Totals	\$10,000.00	\$240,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0%
6300	Dues & Subscriptions								
6300.01	Dues & Subscriptions Memberships	700.00	.00	700.00	.00	.00	.00	700.00	0
	6300 - Dues & Subscriptions Totals	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0%
6500	Claims & Insurance								
6500.04	Claims & Insurance Insurance Premiums	5,110.00	.00	5,110.00	.00	.00	2,555.00	2,555.00	50
	6500 - Claims & Insurance Totals	\$5,110.00	\$0.00	\$5,110.00	\$0.00	\$0.00	\$2,555.00	\$2,555.00	50%
6600	Administrative Expenses								
6600.04	Administrative Expenses Training/Conferences	2,500.00	.00	2,500.00	.00	.00	725.61	1,774.39	29
6600.26	Administrative Expenses Support Services-IT	4,690.00	.00	4,690.00	.00	.00	2,345.00	2,345.00	50
6600.36	Administrative Expenses IT Fund Contribution	10,160.00	.00	10,160.00	.00	.00	5,080.00	5,080.00	50
	6600 - Administrative Expenses Totals	\$17,350.00	\$0.00	\$17,350.00	\$0.00	\$0.00	\$8,150.61	\$9,199.39	47%
	EXPENSE TOTALS	\$33,160.00	\$240,000.00	\$273,160.00	\$0.00	\$0.00	\$10,705.61	\$262,454.39	4%
	Program 015 - Administration/Engineering Totals	(\$33,160.00)	(\$240,000.00)	(\$273,160.00)	\$0.00	\$0.00	(\$10,705.61)	(\$262,454.39)	4%
Program 570 - Streets/Street Maintenance									
	EXPENSE								
6410	Repairs & Maintenance-Transportation								
6410.02	Repairs & Maintenance-Transportation Slurry/Overlay	.00	1,954,000.00	1,954,000.00	.00	.00	184.80	1,953,815.20	0
	6410 - Repairs & Maintenance-Transportation Totals	\$0.00	\$1,954,000.00	\$1,954,000.00	\$0.00	\$0.00	\$184.80	\$1,953,815.20	0%
	EXPENSE TOTALS	\$0.00	\$1,954,000.00	\$1,954,000.00	\$0.00	\$0.00	\$184.80	\$1,953,815.20	0%
	Program 570 - Streets/Street Maintenance Totals	\$0.00	(\$1,954,000.00)	(\$1,954,000.00)	\$0.00	\$0.00	(\$184.80)	(\$1,953,815.20)	0%
	Division 70 - Transportation Totals	(\$33,160.00)	(\$2,194,000.00)	(\$2,227,160.00)	\$0.00	\$0.00	(\$10,890.41)	(\$2,216,269.59)	0%
	Department 40 - Public Works Totals	(\$33,160.00)	(\$2,194,000.00)	(\$2,227,160.00)	\$0.00	\$0.00	(\$10,890.41)	(\$2,216,269.59)	0%
	Fund 440 - Measure K Totals	\$33,160.00	\$2,194,000.00	\$2,227,160.00	\$0.00	\$0.00	\$10,890.41	\$2,216,269.59	
	Grand Totals	\$33,160.00	\$2,194,000.00	\$2,227,160.00	\$0.00	\$0.00	\$10,890.41	\$2,216,269.59	

CITY OF MANTECA
G/L ACCOUNT CHANGE REQUEST FORM



FINANCE DEPARTMENT

REQUEST MADE BY:

Name:
Department:
Date:

TYPE OF REQUEST:

Change AP Vendor # _____ Inv. No. _____
 Change PO PO # _____
 Update Proj No.
 Other _____

Current G/L Account
Current Project No.
Amount:

New G/L Account
New Project No.
Amount:

Explanation:

Department Approval: _____
(Management)

****Please Note:**
If there are multiple G/L accounts that need to be listed, please use additional page

CITY OF MANTECA
G/L ACCOUNT CHANGE REQUEST FORM



FINANCE DEPARTMENT

<u>Current G/L Account</u>	<u>Amount</u>	<u>New G/L Account</u>	<u>Amount</u>		
1		1			
Proj. No.		Proj. No.			
2		2			
Proj. No.		Proj. No.			
3		3			
Proj. No.		Proj. No.			
4		4			
Proj. No.		Proj. No.			
5		5			
Proj. No.		Proj. No.			
6		6			
Proj. No.		Proj. No.			
7		7			
Proj. No.		Proj. No.			
8		8			
Proj. No.		Proj. No.			
9		9			
Proj. No.		Proj. No.			
10		10			
Proj. No.		Proj. No.			
11		11			
Proj. No.		Proj. No.			
12		12			
Proj. No.		Proj. No.			
13		13			
Proj. No.		Proj. No.			
14		14			
Proj. No.		Proj. No.			
15		15			
Proj. No.		Proj. No.			
Total : \$		-	Total : \$		-

ACCOUNT NUMBERS

- Some accounts are specially budgeted and are not eligible to be transferred out of.

Accounts Unable to Transfer Out of	
Salaries/Benefits	All 5000 accounts
Electric	6100.01
Telephone	6100.02
Postage	6200.04
Fuel	6200.05
Indirect Labor	6600.25
IT	6600.26
Direct Labor	6600.27
IT Fund Contribution	6600.36
Depreciation	6700.01 - 6700.99
Capital Outlay	All 7000 accounts
Capital Improvement	All 8000 accounts
Operating Transfers	All 9000 accounts

Quick Tips

- Adding shortcuts
- Account Inquiry
- Vendor Inquiry
- Sorting by Project Number

Finance Contacts

- Amber Shipman x 8786 – New World Permissions
- Sara Cowell x 8785 – Internal Budget Transfers/Running Reports
- Cristina Caguiat x 8792 – Change A/P
- Leila Menor x 8776 – Project Account Numbers

Any Questions?
