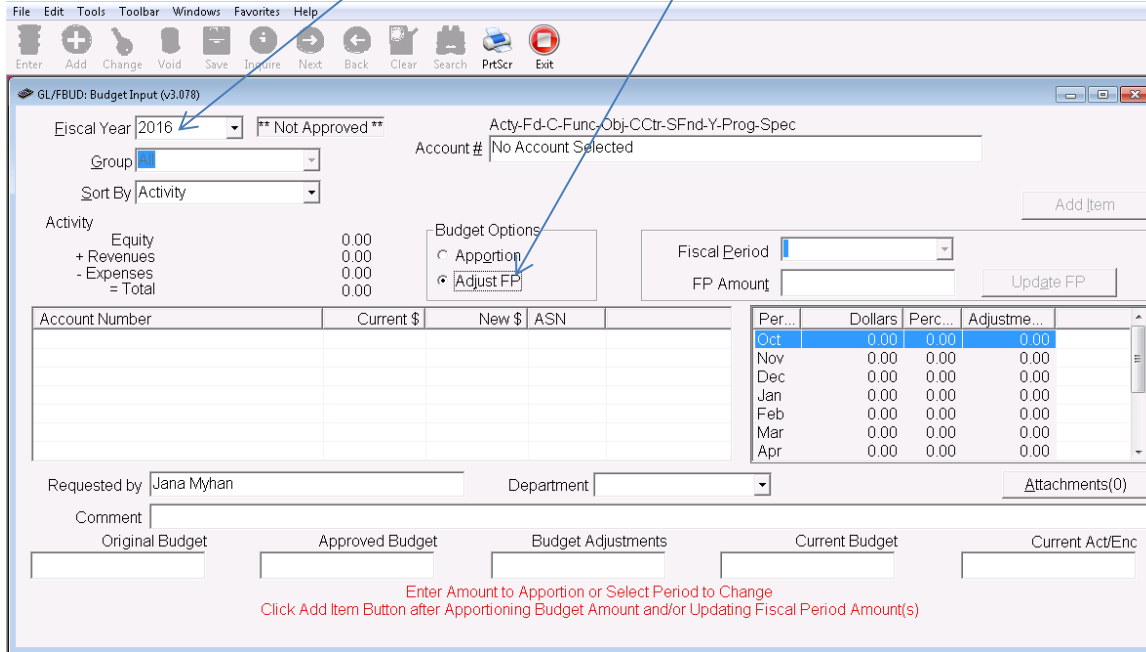
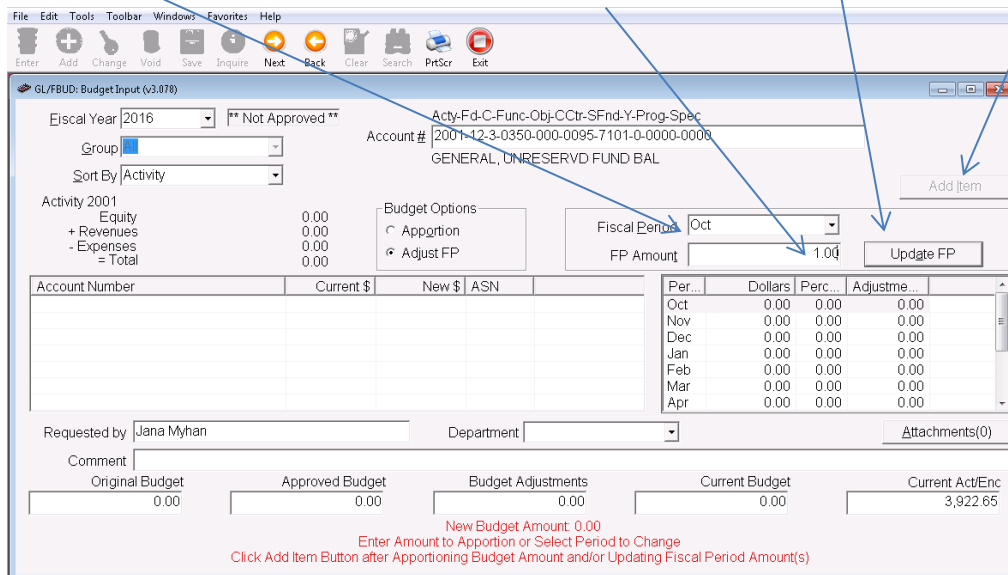


Instructions on Entering Next Year Budget into NexGen:

1. Once you have your next year budget worksheet completed, begin the budget input process.
2. Click on General Ledger, GL Budget Maintenance, Budget Input
3. Make sure you click on Fiscal Year 2016, and Adjust FP under budget options



4. You may either enter the general ledger account number or click on search to do a look up on the number. After you select the g/l number click the tab button on your keyboard. Select Fiscal Period October then enter the amount you are budgeting. Click Update FP, then Add Item.



- 5.

- The g/l number you entered the amount for will show up as seen below. The next account number will show up in the account # window. If you have nothing budgeted on your worksheet for that number you may click the 'next' button to proceed to the next account number.

- It is recommended to save the work you have done after entering a couple of activities.
- Once you are finished click on Local School Accounting, End of Month Procedures and Export Budget/Financial Data. Click on Next Year Original Budget as seen below. Select the same export file you save your monthly financials to and click enter.

This will complete the 2016 budgeting process!