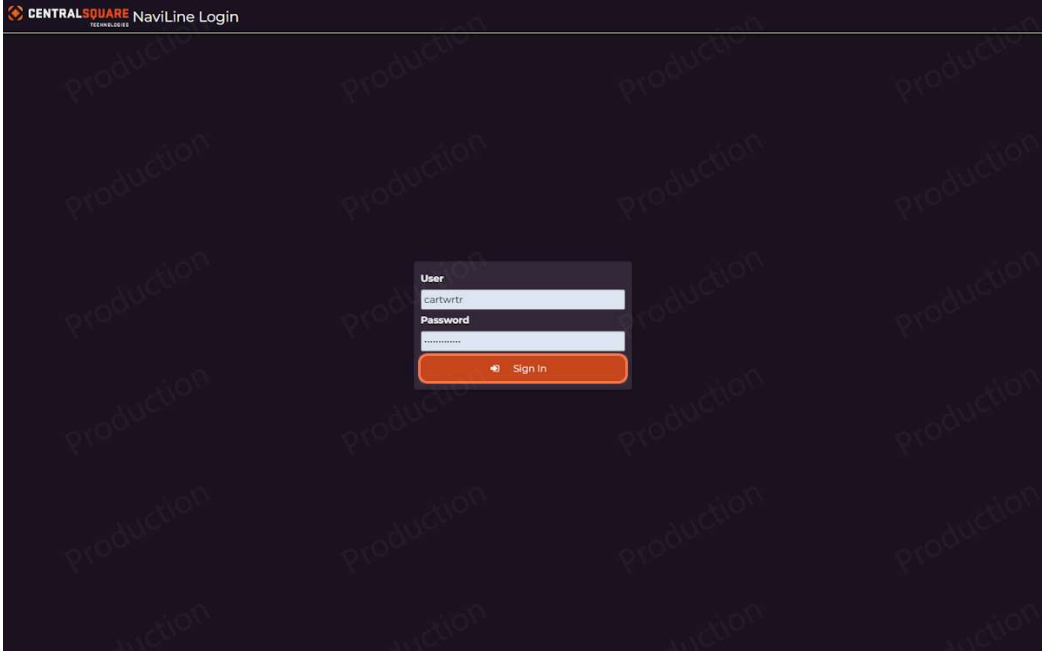


# Department Entry

---

## STEP 1

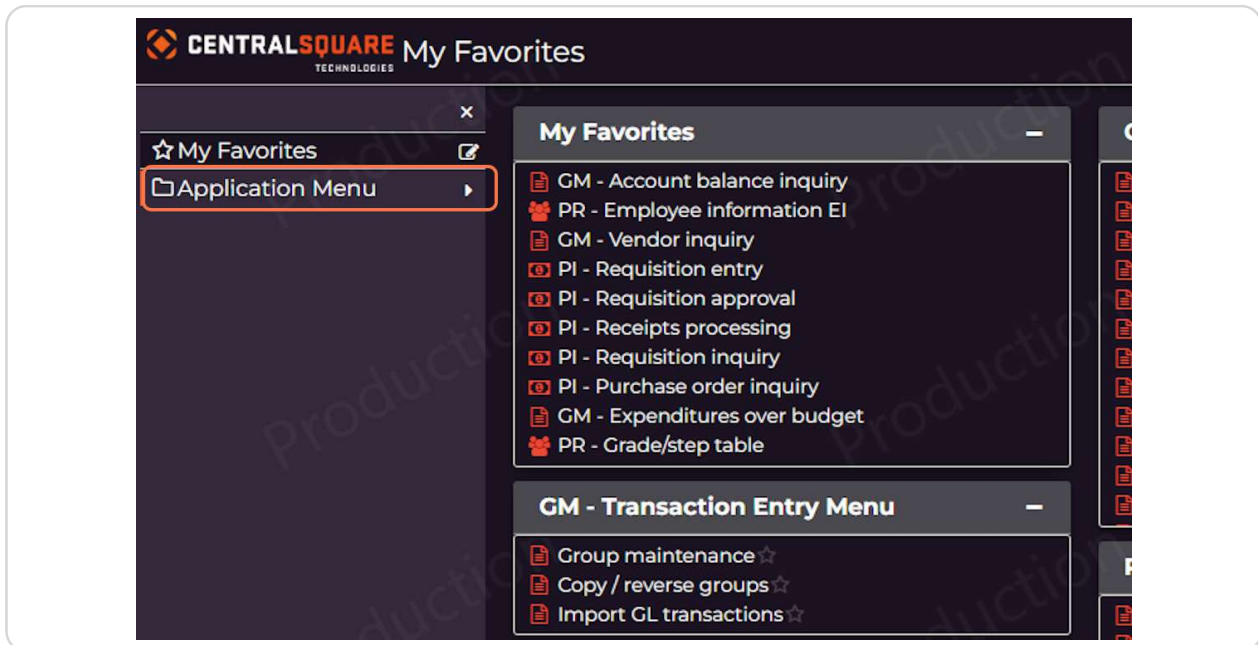
### Sign In



The screenshot displays the NaviLine Login interface. At the top left, the logo for CENTRAL SQUARE NETWORKS is visible next to the text 'NaviLine Login'. The background is dark with a repeating 'Production' watermark. In the center, there is a light gray sign-in form. The form has two input fields: 'User' with the text 'cartwtr' and 'Password' with a masked password '\*\*\*\*\*'. Below these fields is an orange 'Sign In' button with a white arrow icon pointing to the right.

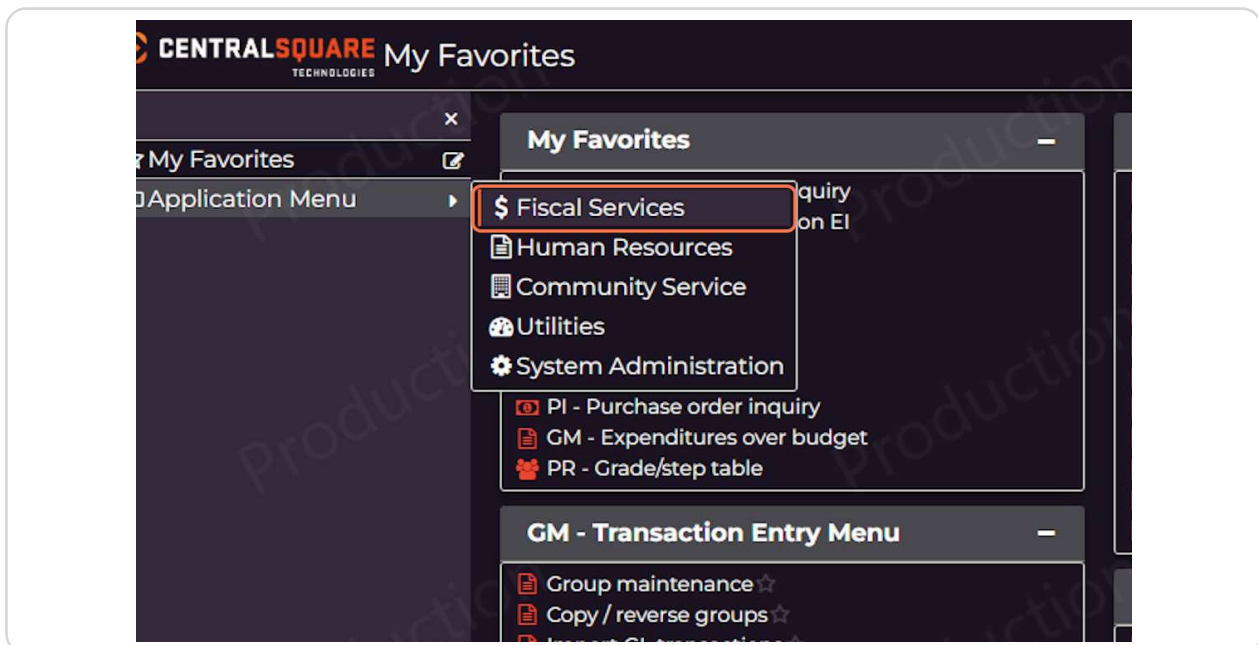
## STEP 2

Click on Application Menu



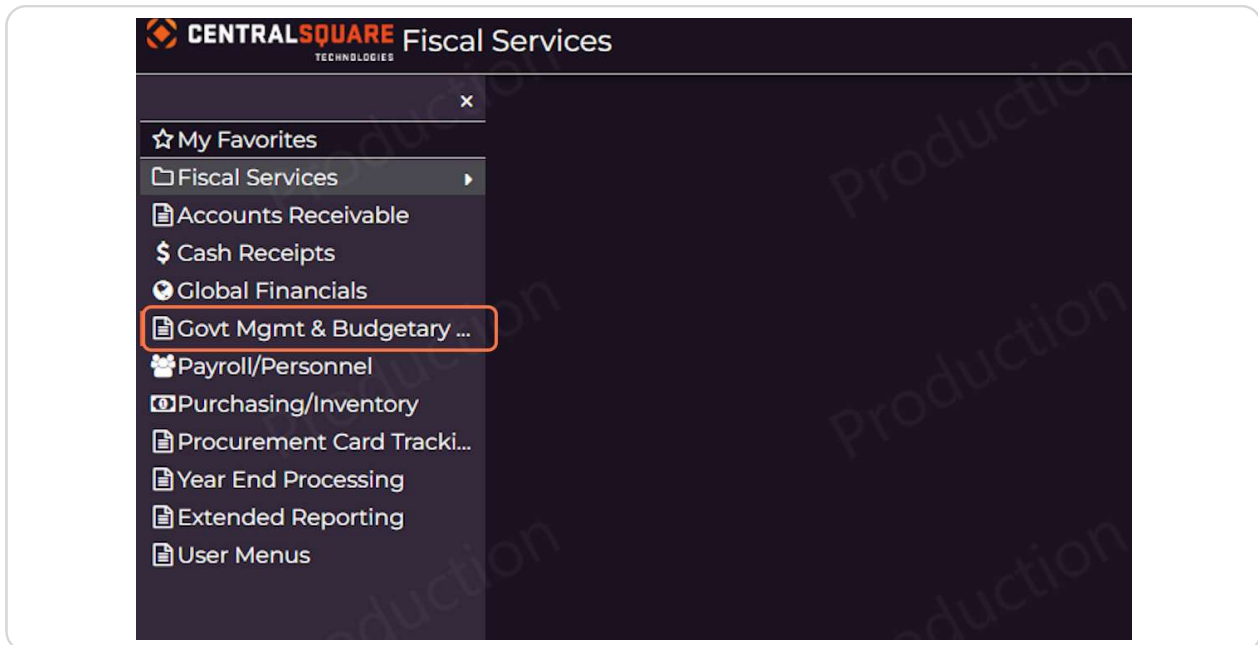
## STEP 3

Click on Fiscal Services



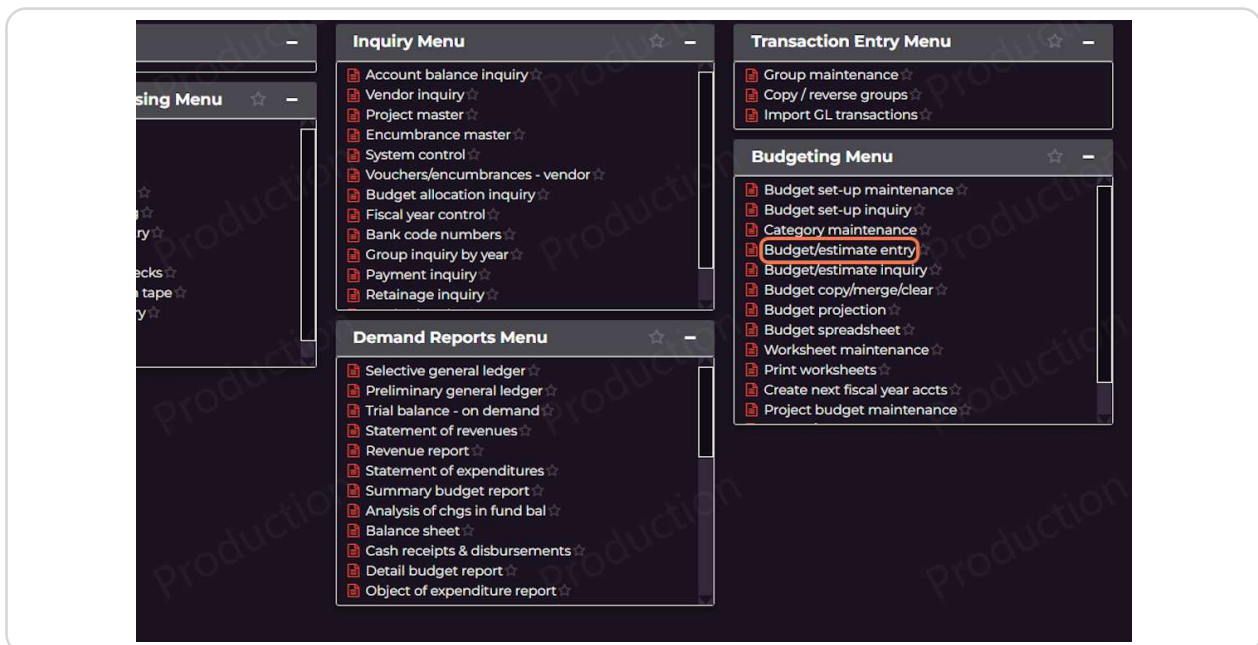
#### STEP 4

Click on Govt Mgmt & Budgetary Acct



#### STEP 5

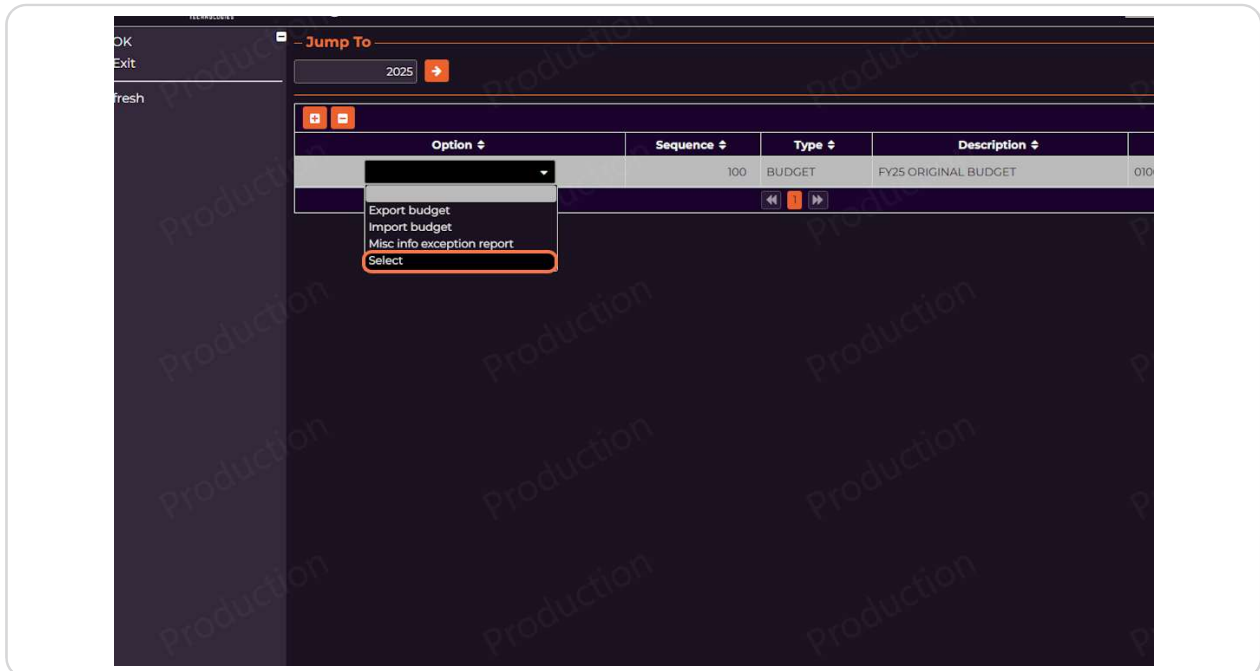
In the Budgeting Menu; Click on Budget/estimate entry



## STEP 6

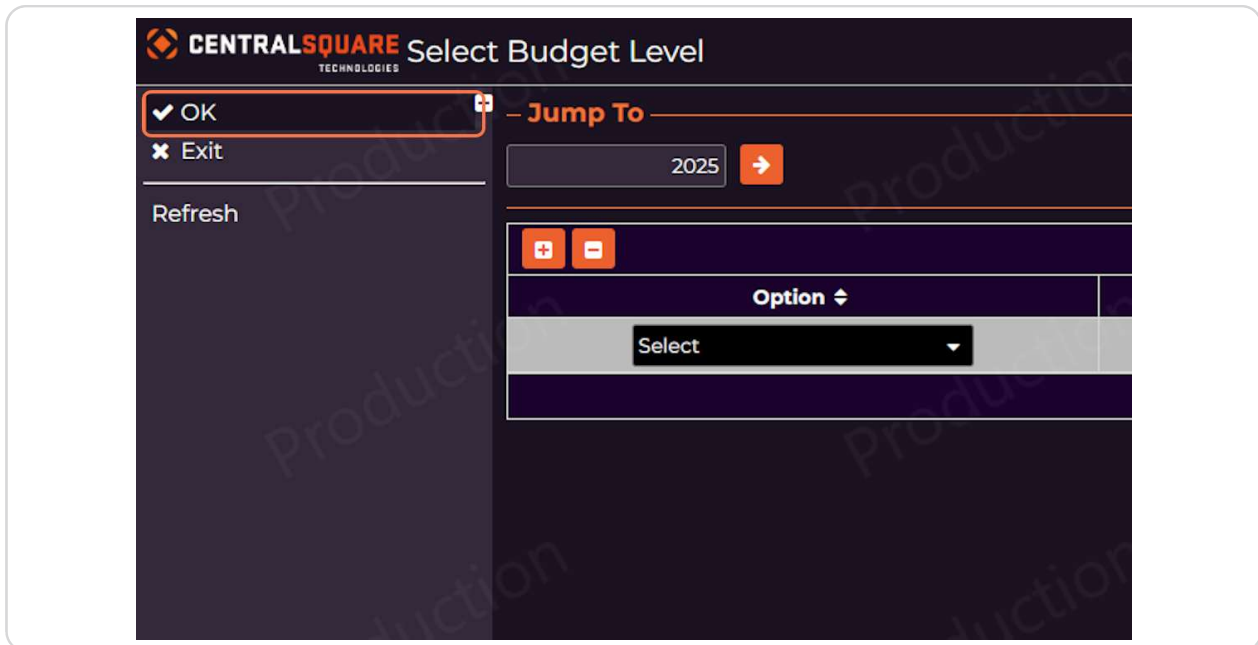
### Click on Select next to the open level

When doing Revenues select the Sequence level with Revenue in the Description field; when doing Expenses select the Sequence level with Expense in the Description field.



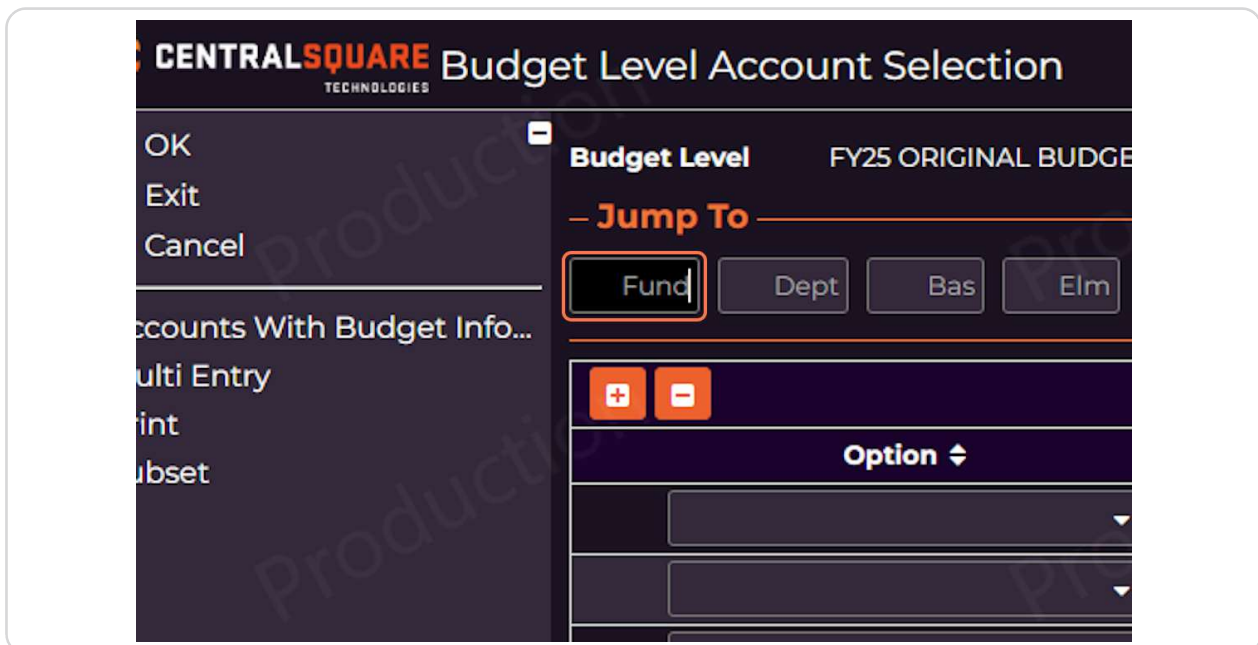
## STEP 7

Click on OK; or double click on the level.



## STEP 8

You will type in your Account number



## STEP 9

Then click the arrow to continue; or Enter

Account Selection

FY25 ORIGINAL BUDGET

0 411 03 30 →

Option ↕	Account Number ↕	
▼	101-0000-311.10-00	GENERAL
▼	101-0000-311.11-00	GENERAL

## STEP 10

Click on Select next to the account you will have changes in.

Fund Dept Bas Elm Obj →

Options With Budget Info...  
try

Option ↕	Account Number ↕
▼	101-1000-411.03-30
All accounts from this point	101-1000-411.03-32
Delete	101-1000-411.03-40
Select	101-1000-411.04-12
▼	101-1000-411.04-13
▼	101-1000-411.04-31
▼	101-1000-411.04-32
▼	101-1000-411.04-41
▼	101-1000-411.04-42

## STEP 11

Click on OK, or double click the account.

**CENTRAL SQUARE TECHNOLOGIES** Budget Level Account Selection

✓ OK  
✕ Exit  
← Cancel

Accounts With Budget Info...  
Multi Entry  
Print  
Subset

**Budget Level** FY25 ORIGINAL BUDGET

– **Jump To** –

Fund Dept Bas Elm Obj →

+ -

Option	Account
Select	101-
	101-
	101-
	101-
	101-

## STEP 12

Click on Miscellaneous Information Entry

**CENTRAL SQUARE TECHNOLOGIES** Budget Level Entry

✓ OK  
✕ Exit  
← Cancel

Account Inquiry  
**Miscellaneous Information ...**  
Monthly Entry  
Projects

-

**Budget Level** 100  
**Account Number** 101-  
**Fund** GEN  
**Department** FINA  
**Division** FINA  
**Basic** GEN  
**Activity** ADM  
**Element** PRO  
**Object** CON  
**Actual**



## STEP 13

You will make changes to the lines you need to reduce or increase.

**CENTRAL SQUARE TECHNOLOGIES** Budget Level Miscellaneous Information Entry

✓ OK  
✗ Exit  
← Cancel

Copy  
Update

Budget Level: FY25 ORIGINAL BUDGET  
Account Number: 2025 101 1000 411 03 30  
Total Budget A...: 1,161,992  
PROFESSIONAL & TECHNICAL

Export

Sequence Number/ Priority	Freeform Information	Amount
1.00	MGT FOR INDIRECT COST ALLOCATION STUDY	12500
2.00	MUNISERVICES	1050
3.00	PATTERSON DBA MEEDER	37500
4.00	TOM GREEN COUNTY APPRAISAL DISTRICT	1065462
5.00	DEBTBOOK	15000
6.00	ZACTAX	10000
7.00	CLEARGOV	20480
8.00		
9.00		
10.00		
11.00		
12.00		

2

## STEP 14

Click on **Update** once you have made the changes need to that account.

You must click UPDATE (F7) to save your changes!

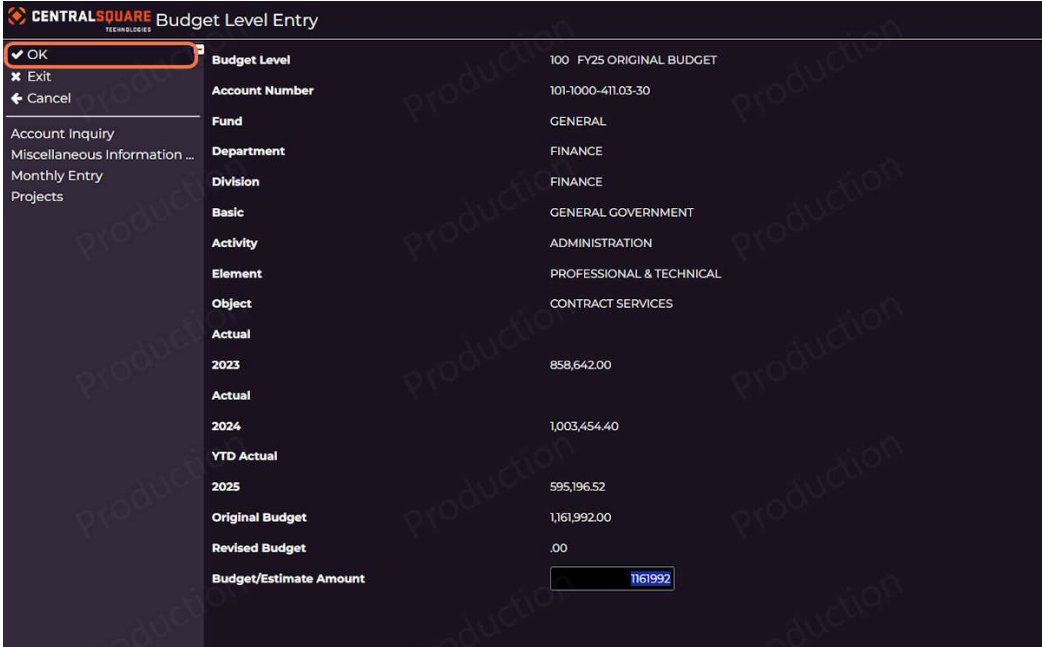
The screenshot shows the 'CENTRAL SQUARE TECHNOLOGIES Budget Level Miscellaneous Information Entry' window. On the left, a vertical menu contains 'OK', 'Exit', 'Cancel', 'Copy', and 'Update'. The 'Update' button is highlighted with an orange border. The main area displays budget information for 'FY25 ORIGINAL BUDGET' with 'Account Number' 2025 101 1000 411 03 30 and 'Total Budget A...' 1,161,992. Below this is a table with two columns: 'Sequence Number/ Priority' and 'Freeform Information'. The table contains 12 rows of data, with the first 7 rows filled with specific information and the last 5 rows empty. A pagination bar at the bottom right shows '2' of 12 pages.

Sequence Number/ Priority	Freeform Information
1.00	MGT FOR INDIRECT COST ALLOCATION STUDY
2.00	MUNISERVICES
3.00	PATTERSON DBA MEEDER
4.00	TOM GREEN COUNTY APPRAISAL DISTRICT
5.00	DEBTBOOK
6.00	ZACTAX
7.00	CLEARGOV
8.00	
9.00	
10.00	
11.00	
12.00	

## STEP 15

### No changes will be made to this screen, Click OK

Do not make changes on this screen, they must be made under Miscellaneous Information Entry only.



Budget Level	Account Number	Fund	Department	Division	Basic	Activity	Element	Object	Actual	2023	2024	YTD Actual	Original Budget	Revised Budget	Budget/Estimate Amount
100	FY25 ORIGINAL BUDGET	101-1000-411.03-30	GENERAL	FINANCE	FINANCE	GENERAL GOVERNMENT	ADMINISTRATION	PROFESSIONAL & TECHNICAL	CONTRACT SERVICES	858,642.00	1,003,454.40	595,196.52	1,161,992.00	.00	1161992

## STEP 16

Repeat steps 8 – 15 to make sure all the accounts you need to update are complete based on the targets set for your department/division.

These are steps that apply to both Revenue and Expense entries.

**CENTRAL SQUARE TECHNOLOGIES** Budget Level Account Selection

✓ OK  
✗ **Exit**  
← Cancel

Budget Level FY25 ORIGINAL BUDGET

– Jump To

Fund Dept Bas Elm Obj →

Accounts With Budget Info...  
Multi Entry  
Print  
Subset

Option ↕	Account Number ↕	Description ↕
	101-1000-411.03-30	PROFESSIONAL & TECHNICAL / CONTRACT SERVICES
	101-1000-411.03-32	PROFESSIONAL & TECHNICAL / SOFTWARE MAINTENAN
	101-1000-411.03-40	PROFESSIONAL & TECHNICAL / TECHNICAL SERVICES
	101-1000-411.04-12	PURCHASED SERVICES / NATURAL GAS
	101-1000-411.04-13	PURCHASED SERVICES / ELECTRICITY
	101-1000-411.04-31	PURCHASED SERVICES / BLDG. & GROUNDS MAINT.
	101-1000-411.04-32	PURCHASED SERVICES / EQUIPMENT MAINTENANCE
	101-1000-411.04-41	PURCHASED SERVICES / RENT OF LAND & BUILDINGS
	101-1000-411.04-42	PURCHASED SERVICES / RENT OF EQUIPMENT
	101-1000-411.05-30	PURCHASED SERVICES / INFORMATION TECHNOLOGY
	101-1000-411.05-31	PURCHASED SERVICES / CELLULAR PHONE
	101-1000-411.05-40	PURCHASED SERVICES / ADVERTISING
	101-1000-411.05-42	PURCHASED SERVICES / LEGAL NOTICES

« 2 »

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