



## 3.0 Creating a Budget



**KIDS HOPE ALLIANCE**  
The Jacksonville Partnership  
for Children, Youth & Families

### Creating a Budget

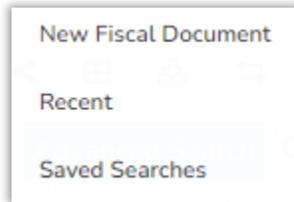
1. Navigate to the **FISCAL** side of the SAMIS website.



2. Hover over **FISCAL DOCUMENTS** on the sub-menu.



3. Scroll down and click **New Fiscal Document**.



4. A new page will load, choose your **Fiscal Period** and **Agency/Program**.

5. A blank budget will be generated that will contain your budget summary. Click on the salary line items (noted in blue) and input the amounts agreed upon in your contract.

SALARY ACCOUNTS	
Account #	Title
569120	Regular Salaries and Wages
569210	FICA
569220	Retirement Contributions
569230	Life and Health Insurance
569240	Workers Compensation
569250	Unemployment Compensation

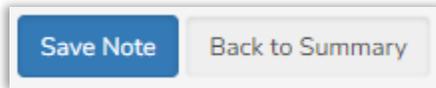
Account	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages	0.00	0.00	0.00
FICA (7.65%)	0.00	0.00	0.00
Retirement Contributions	0.00	0.00	0.00
Life and Health Insurance	0.00	0.00	0.00
Workers Compensation	0.00	0.00	0.00
Unemployment Compensation	0.00	0.00	0.00
<b>Total Fringe</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



- Click the **Save Salary Detail** button and then click **Back to Position List** to enter the amounts for the rest of the salary accounts.



- Once all salary accounts have been entered, scroll down to the bottom of the page and click **Save Note** and then **Back to Summary**.



- Click on the expense line items (noted in blue) and input the amounts agreed upon in your contract.

EXPENSE ACCOUNTS	
Account #	Title
	<a href="#">SAMIS 3.0 Test Expense</a>
0256	<a href="#">FICA 6.2%</a>
2036	<a href="#">Medicare 1.45%</a>
2901	<a href="#">Contractual Custodians</a>
2902	<a href="#">Contractual - SRO</a>
2903	<a href="#">Contractual - Enrichment Specialists</a>

Expense Account: SAMIS 3.0 Test Expense

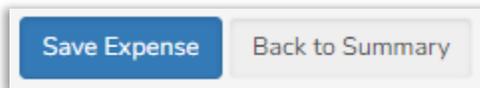
Expense Amount or Calculation \*

Program Budget \$ 0.00  Calculation Result

Amount Funded by CSC \* \$

Comment

- Click the **Save Expense** button and then click **Back to Summary** to enter the amounts for the rest of the expense accounts.



- Once you have completed entering your salary and expense line items, scroll to the top of the budget summary and click the **Forward** button. This will send the budget to the submitter for review, at this stage the budget can be rejected back for correction or submitted to assigned contract manager at KHA.

