



Finance Symposium

Day 2 – Finance/Budget Prep

Introduction/Goals

Welcome and thank you for joining us today.

Introduction of Presenters

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Introduction/Goals

Today's Agenda



- Prepare for end of year
- Lots in between!!!
- See Finance End-of-Year Checklist
- Prepare for new year

Our goal is for you to work as we go and leave the symposium with your assignments completed so there is no homework!

[illegible]

Introduction/Goals

❖ Reminders

- *Help Screens*
- **Generic Finance Forms – available at www.jr3online.com - Select Software Support and the password is jr3**
- *Freshdesk – always email FreshDesk to create a ticket for your questions/concerns:
Support@websmart.freshdesk.com*

Review Chart of Accounts and Clean-Up Unused Accounts

❖ Review current chart of accounts

- Verify account code structure using TEA's matrix (Handout)
- You can also find the Matrix on TEA's website, http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/ and click on Module 1 – FAR Appendices (p 134 – Ctrl F Matrix)
- Customize chart of accounts by manually naming account codes.
- Be sure to include CFDA # on Funds (see SSA's Federal Matrix)

*Finance > General Ledger > Chart of Accounts > Account Codes >
Edit Account Code > Edit Identifier*

Finance > General Ledger > Chart of Accounts > Account Codes

General Information

Edit: 211-11-6119.00-101-6-24-0-00 - ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other Professional Personnel

The Account Code...

Identifier

Description* ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other Professional Personnel

Fund* 211-ESEA Title I, Part A, 84.010A


Function* 11-Instruction

Return to list







Check this box to manually name an account code in the chart of accounts

☒

Review Chart of Accounts and Clean-Up Unused Accounts

- ❖ Review Expenditure Budget reports for accounts not in use (look for 0.00 amounts)
- ❖ Select  to deactivate accounts that you do not want to roll over
- ❖ Keep in mind – if an account is deactivated:
 - It can be reactivated at any time
 - It will not appear on the Budget Worksheet reports


Finance > General Ledger > Chart of Accounts > Account Codes

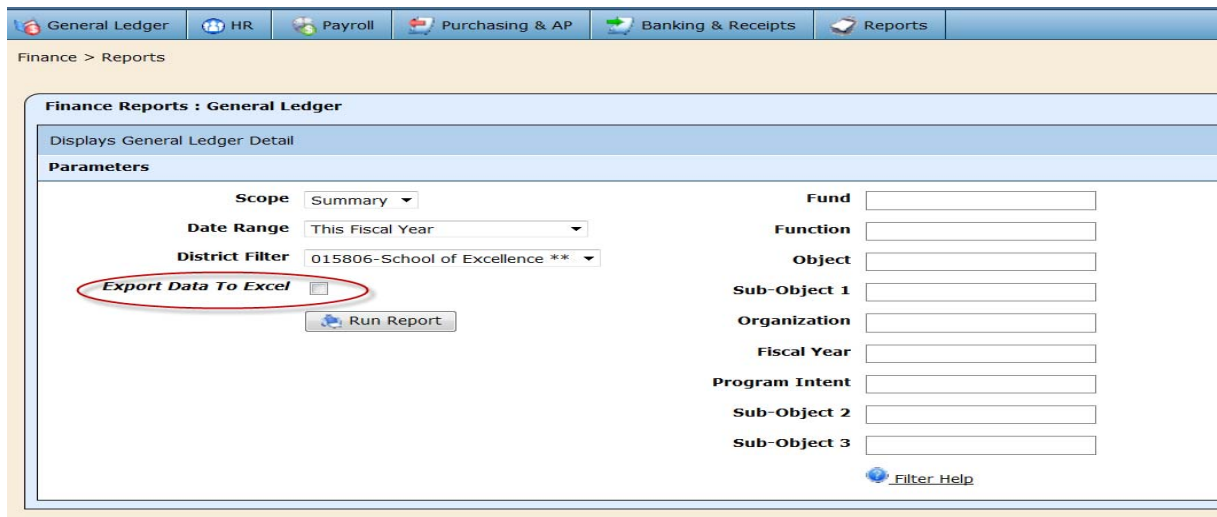
Account Codes			Add Account Code	
Page Size:	10	Ledger:	2015-2016 Fiscal Year	Filter: Custom
System ID	Code	Description	Actions	
18014	211-11-6119.00-101-6-24-0-00	ESEA Title I, Part A, 84.010A - Salaries or Wages - Te		
18015	211-11-6119.00-999-6-24-0-00	Professional Salaries - All Campuses		
18016	211-11-6119.98-001-6-24-0-00	ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other Professional Personnel		

Select to delete/deactivate account code(s)

Open Next Year General Ledger

Review General Ledger Summary Report

- Go to **Finance > Reports**
- Select “General Ledger” from the Category drop down arrow
- Click  on General Ledger
- Select the parameters (see example below) and Run Report
- Select how you want to receive the report



General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > Reports

Finance Reports : General Ledger

Displays General Ledger Detail

Parameters

Scope: Summary

Date Range: This Fiscal Year

District Filter: 015806-School of Excellence **

Export Data To Excel ☐

Run Report

Fund:

Function:

Object:

Sub-Object 1:

Organization:

Fiscal Year:

Program Intent:

Sub-Object 2:

Sub-Object 3:

Filter Help

Open Next Year General Ledger

- ❖ Review permanent balances on the General Ledger Summary Report (as indicated in the example below)
- ❖ If you are not rolling forward a fund that has closed, at minimum, the account codes containing permanent balances on the GL Summary Report **MUST** be added to the 2016-2017 Fiscal Year to prevent errors when closing

The screenshot shows a 'General Ledger This Fiscal Year' report. A red speech bubble on the left contains the text: 'At minimum - add accounts containing permanent balances in the new fiscal year to prevent errors when closing the ledger'. A red box labeled 'permanent balances' points to the 'Balance' column. The table lists several accounts with their balances as of 08/31/2012. The first account, 'Title I, A - Cash-Gen Op', has a balance of (\$34,780.53). The last account, 'Title I, A - Group Health&Life', has a balance of (\$521.83). Both of these balance values are circled in red. The report header includes '4 Total Page(s)', '6/19/2013', and '11:55:38 AM'. There are also fields for 'District Filter:' and 'County/District:'.



General Ledger This Fiscal Year		4 Total Page(s) 6/19/2013 11:55:38 AM	
		District Filter:	
		County/District:	
Account	Description	08/31/2012	Balance
211-00-1110.00-0000-0-00	Title I, A - Cash-Gen Op	(\$34,780.53)	(\$34,780.53)
211-00-2110.00-0000-0-00	Title I, A - Accounts Payable	\$0.00	\$0.00
211-00-2151.00-0000-0-00	Title I, A - Federal Income Tax	\$0.00	\$0.00
211-00-2152.00-0000-0-00	Title I, A - FICA/Medi	\$0.00	\$0.00
211-00-2153.00-0000-0-00	Title I, A - Group Health&Life	(\$521.83)	(\$521.83)

Open Next Year General Ledger


Parameters in Fund Code Tables

In some cases, you may need to adjust the way the fund code tables are set up to match the auditor's preference

- Go to **General Ledger > Chart of Accounts > Code Tables > Fund**
- Select  to Edit each fund

Funds + Create Fund					
Page Size: 3 ▼ Filter: Active Records ▼					
<u>System ID</u>	<u>Local Code</u>	<u>Description</u>	<u>Actual Code</u>	<u>Budget Code</u>	<u>Actions</u>
316	420	General	420	420	 

Open New General Ledger

- Verify the fund balance code is set up appropriately (see below)
- Make any changes by:
 - ✓ Selecting  Edit Identifier and then Save when complete

Edit: 420-General

The Fund represents a "segment" within the accounting code structure supported by WebSmart.

Identifier	Select to edit	Edit Identifier
Description*	General	
Reporting		
Actual Code*	420	
Budget Code*	420	
Fund Type*	Standard	
Masks / Patterns		
Fund Balance*	???-00-3600.00-00-00-00-00	Consult with your auditor
Budgetary Fund Balance*	???-00-3700.00-00-00-00-00	
Default Liability*	???-00-2110.00-000-?-00-00-00	
Encumbrance Clearing*	???-00-4310.00-000-?-00-00-00	
Budget Cap Pattern*	***_**-????,??-???-?-??-?-??	

Open New General Ledger

Opening a new ledger while still working in the current ledger allows you to do the following:

- Create the next year's chart of accounts
- Allows access to create Budget Revisions
- Allows maintenance of both current and next year's ledgers
- Control Ledgers by the DATE boundaries when processing transactions

Finance > General Ledger > Ledger Manager

General Ledgers Open New Ledger

Page Size: 10 Filter: Active/Open Ledgers

System ID	Description	Date Range	Status	Actions
15	2017-2018 Fiscal Year	7/1/2017 - 6/30/2018	OPEN (no locks)	
14	2016-2017 Fiscal Year	7/1/2016 - 6/30/2017	OPEN (no locks)	
13	2015-2016 Fiscal Year	7/1/2015 - 6/30/2016	OPEN (no locks)	

Records: 3 Page 1 of 1

Allows mobility within multiple ledgers

Open New General Ledger

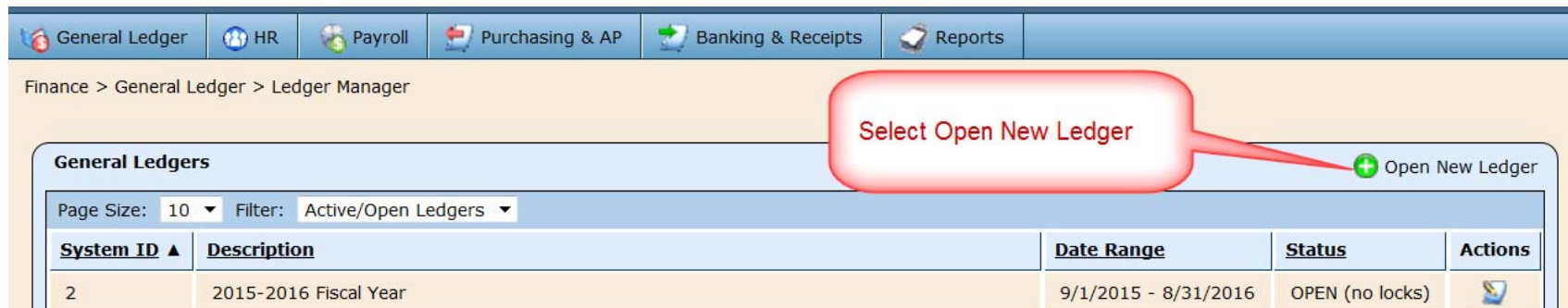
Just as a reminder... WebSmart maintains multiple ledgers in 3 different states:

- Open Ledger – allows all types of transactions.
- Closed Ledger – allows journal entry transactions only and closes the ability to post through budgets, accounts payable, payroll, and banking. This process also rolls forward balance sheet accounts.
- Finalized Ledger – fully reportable and no further transactions can be entered. Should match your audit and PEIMS submission.

Open New General Ledger

Now let's open your 2016-2017 General Ledger

- Go to **Finance > General Ledger > Ledger Manager**
- Select Open New Ledger to begin the process of opening the 2016-2017 General Ledger



The screenshot shows the 'Ledger Manager' interface. At the top, there is a navigation bar with icons for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, the breadcrumb path 'Finance > General Ledger > Ledger Manager' is displayed. A red callout bubble with the text 'Select Open New Ledger' points to a green plus icon followed by the text 'Open New Ledger'. Below this, there is a section titled 'General Ledgers' with a 'Page Size' of 10 and a 'Filter' set to 'Active/Open Ledgers'. A table lists the existing ledger:

System ID ▲	Description	Date Range	Status	Actions
2	2015-2016 Fiscal Year	9/1/2015 - 8/31/2016	OPEN (no locks)	

Open 2016-2017 General Ledger

The Open and Close Dates will automatically populate

- Select Fiscal Year Code 7
- Select Annual or Monthly Budget Model (*Annual is recommended*)
- Using Budget Controls is available and it defaults to “No”
- Encumbrance Payroll is available to encumber when each payroll batch is run.
- Consolidate Fund – *defaults to No Consolidated Fund*
- Select Create

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

New General Ledger

Identifier (These values cannot be changed once the ledger is opened)

Open Date* 9/1/2017

Period Type* Standard Period

Fiscal Year Code* 7-Fiscal Year 2017

Budgeting Model* Annual

Use Budget Controls NO - Do not use budget controls

Encumber Payroll NO - Do not encumber payroll

Consolidated Fund No Consolidated Fund

Create Cancel

Open New General Ledger

Import Account Codes

Once the new ledger is created, the following summary screen appears

- If you need to make corrections, select the Edit Identifier
- Otherwise, select the Net Assets tab

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2016-2017 Fiscal Year [Return to list](#)

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier		Edit Identifier
Date Range	9/1/2016 - 8/31/2017	
Description*	2016-2017 Fiscal Year	
Lock Date	None	
Active	True	
Fiscal Year	0-Fiscal Year 2010	
Budgeting Model	Annual	
Encumber Payroll	NO - Do not encumber payroll	

Open New General Ledger

Import Account Codes

- Select Import Account Codes - This process includes importing net assets, which creates the new chart of accounts from last year's account codes and replaces the fiscal year.

The screenshot shows a web application interface for the General Ledger. At the top, there is a navigation bar with icons and labels for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, a breadcrumb trail reads "Finance > General Ledger > Ledger Manager". The main content area has three tabs: "General Information", "Net Assets" (which is circled in red), and "Documents". Under the "Net Assets" tab, there is a header "Edit: 2016-2017 Fiscal Year" and a "Return to list" link. A text box explains that net assets are allowable fund/fiscal year combinations and that currently in-use assets cannot be removed. Below this, there are two buttons: "Import Account Codes" (with a green plus icon and circled in red) and "Add New Net Asset" (with a green plus icon). At the bottom, a table is partially visible with columns for Fund, FY, Description, Multi-Year Status, and Actions.

Fund	FY	Description	Multi-Year Status	Actions
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Open New General Ledger

Import Account Codes

- Select either “All Net Assets” OR individual net assets (fund/fiscal year) to carry forward.
- This process can be run multiple times. It will not duplicate but will simply pull in new accounts added from the previous year.

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2016-2017 Fiscal Year [Return to list](#)

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Import Account Codes

Import Method

2015-2016 Fiscal Year

☐ All Net Assets

☐ 211-6: Title I, Part A Fiscal Year 2016

☐ 224-6: IDEA - Part B, Formula Fiscal Year 2016

☐ 240-6: NSLP Fiscal Year 2016

Select either “All Net Assets” OR check the box(es) for only the funds you want to roll forward. You can always come back later and import another fund (or the same fund)

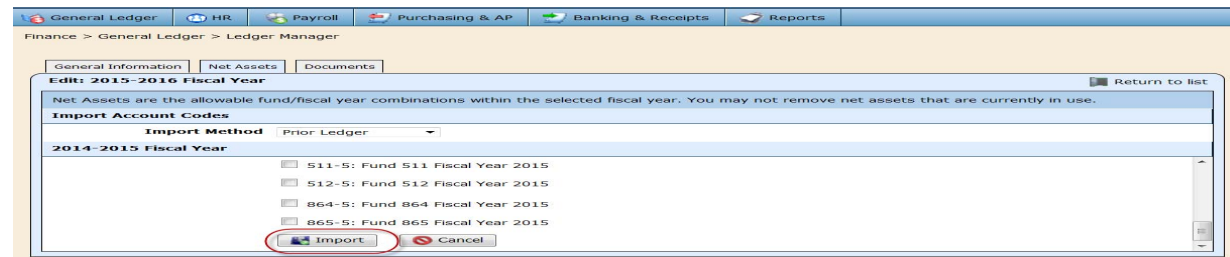
Open New General Ledger

Import Account Codes

If you do not want to carry forward a net asset, leave the box unchecked

➤ Scroll all the way to the end of the net asset list

➤ Select Import



General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Import Account Codes

Import Method: Prior Ledger

2014-2015 Fiscal Year

- ☐ 511-5: Fund 511 Fiscal Year 2015
- ☐ 512-5: Fund 512 Fiscal Year 2015
- ☐ 864-5: Fund 864 Fiscal Year 2015
- ☐ 865-5: Fund 865 Fiscal Year 2015

Import Cancel

➤ Notice the background is shaded lighter, which indicates the import is in process



This may take a few minutes – please wait!



Open New General Ledger

Verify the new chart of accounts to ensure accuracy

➤ **Finance > General Ledger > Chart of Accounts > Account Codes**

At this point, be sure to select the appropriate ledger since you now have 2 ledgers open



Account Codes				 Add Account Code
Page Size:	10	Ledger:	2016-2017 Fiscal Year	Filter: Active Records
System ID	Code	Description	Actions	

WebSmart is DATE sensitive – the date entered on any transaction will determine which ledger the transaction will be posted within. For example, for a 9/1 – 8/31 fiscal year, the dates will be posted into the following ledgers:

- Before 8/31/2016 – will post to the 2015-2016 ledger
- After 9/1/2016 – will post to the 2016-2017 ledger

Open New General Ledger

Add New Net Asset

- After the ledger is created, there may be times when you need to create a new fund that is currently not being used in the ledgers
- If you need to add a new fund, first look at the fund code tables
- Go to **General Ledger > Chart of Accounts > Code Tables > Fund**
- Select Create Fund

The screenshot shows the General Ledger system interface. At the top, there is a navigation bar with tabs for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, a breadcrumb trail reads: Finance > General Ledger > Chart of Accounts > Code Tables > Fund. The main content area is titled 'Funds' and includes a 'Page Size: 10' dropdown and a 'Filter: Active Records' dropdown. Below these is a table with columns: System ID, Local Code, Description, Actual Code, Budget Code, and Actions. A red callout bubble with the text 'Click Create Fund' points to a green plus icon labeled 'Create Fund' in the top right corner of the table area.

System ID	Local Code	Description	Actual Code	Budget Code	Actions
-----------	------------	-------------	-------------	-------------	---------

Open New General Ledger

Add New Net Asset

- Enter the Fund Code
- Enter the Description of the fund
- Select Create

General Ledger HR Payroll Purchasing & AP Banking & Receipts Reports

Finance > General Ledger > Chart of Accounts > Code Tables > Fund

New Fund

The Fund represents a "segment" within the accounting code structure supported by WebSmart.

Identifier

Code*

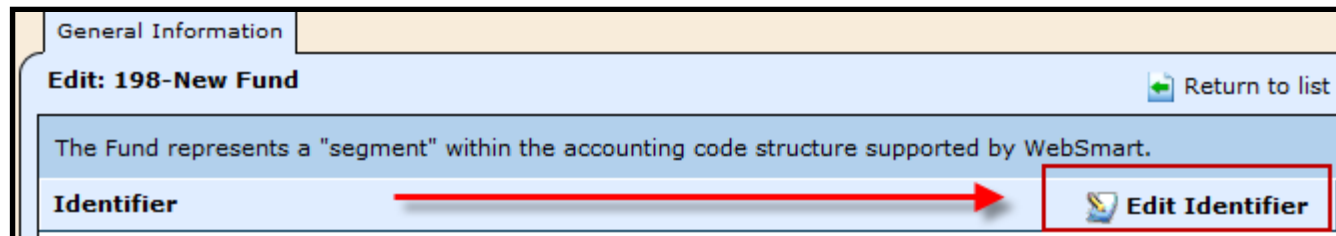
Description*

Click to Create

Open New General Ledger

Add New Net Asset

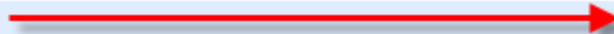
- Select Edit Identifier



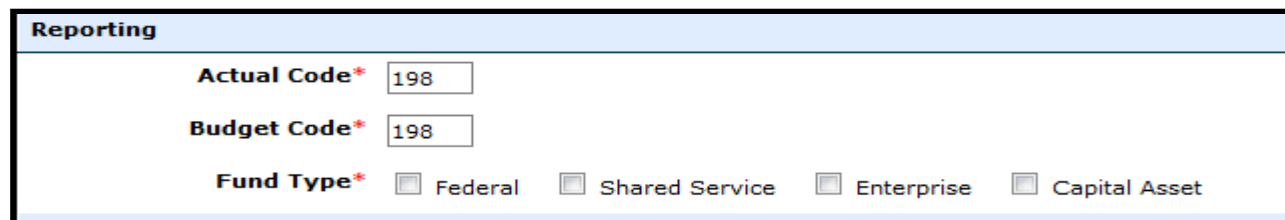
General Information

Edit: 198-New Fund [Return to list](#)

The Fund represents a "segment" within the accounting code structure supported by WebSmart.

Identifier  [Edit Identifier](#)

- In the Reporting section, enter the Actual Code and Budget Code to be used for PEIMS reporting
- Fund Type – check the appropriate box if the fund is federal, shared service, enterprise or capital asset



Reporting

Actual Code*

Budget Code*

Fund Type* ☐ Federal ☐ Shared Service ☐ Enterprise ☐ Capital Asset

Open New General Ledger

Add New Net Asset

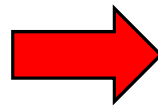
- In the Masks/Patterns section, update the fields as necessary for the default codes – The default codes are similar to the following:

Masks / Patterns	
Fund Balance*	???-00-3590.00-000-?-00-0-00 ...
Budgetary Fund Balance*	???-00-3700.00-000-?-00-0-00 ...
Default Liability*	???-00-2110.00-000-?-00-0-00 ...
Encumbrance Clearing*	???-00-4310.00-000-?-00-0-00 ...

- In the Budget Cap Pattern and Default Budget Threshold Mask, set the cap for use in requisitions

*** defines restrictions

??? allows use of digits



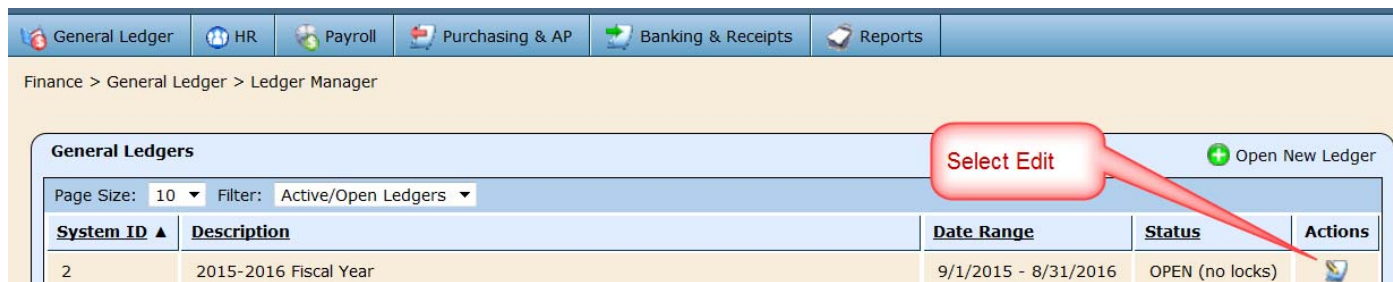
Budget Cap Pattern*	
Fund:	***
Function:	**
Object:	????
Sub-Object 1:	??
Organization:	???
Fiscal Year:	?
Program Intent:	??
Sub-Object 2:	?
Sub-Object 3:	??
Save	

- Select Save

Open new General Ledger


Add New Net Asset

- Once the fund code table is set up, go back to the Ledger Manager
- Select  to edit the 2016-2017 Fiscal Year



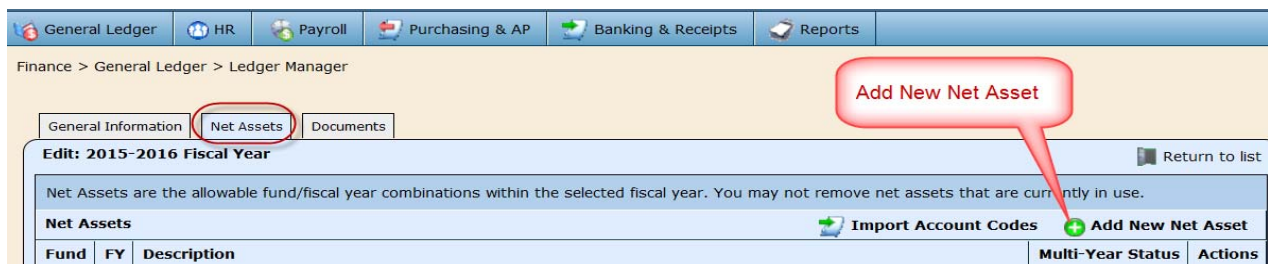
General Ledgers

Page Size: 10 Filter: Active/Open Ledgers

System ID ▲	Description	Date Range	Status	Actions
2	2015-2016 Fiscal Year	9/1/2015 - 8/31/2016	OPEN (no locks)	

Select Edit

- Select the Net Assets tab
- Select  Add New Net Asset




General Information **Net Assets** Documents

Edit: 2015-2016 Fiscal Year

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Net Assets

Import Account Codes  Add New Net Asset

Fund	FY	Description	Multi-Year Status	Actions
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Add New Net Asset

Open New General Ledger

Add New Net Asset

- Description – Leave blank for default name (Fund + Fiscal Year)
- Fund – Select the new fund (*this comes from the fund code table*)
- Fiscal Year – Select 7 for Fiscal Year 2017
- Model – Select whether the fund is a Single Year or Multi-Year Fund
- Select Save

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year [Return to list](#)

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Net Assets

Description
(Leave blank for default name)

Fund*

Fiscal Year*

Model*

Open New General Ledger

Add New Net Asset

- Go to the Chart of Accounts to add the following default account codes – the default codes **MUST** be added prior to any revenue or expense accounts
- **Remember** – the account code masks were set up in the fund code table parameters earlier

<input type="checkbox"/> Fund Balance	???-00-3590.00-000-7-00-0-00 -OR-
<input type="checkbox"/> Fund Balance	???-00-3600.00-000-7-00-0-00
<input type="checkbox"/> Budgetary Fund Balance	???-00-3700.00-000-7-00-0-00
<input type="checkbox"/> Encumbrance Code	???-00-4310.00-000-7-00-0-00
<input type="checkbox"/> Accounts Payable	???-00-2110.00-000-7-00-0-00
<input type="checkbox"/> Cash	???-00-1110.00-000-7-00-0-00

Once the default account codes have been added, add revenue and expense accounts.

Note: You can import all account codes from an Excel document instead of manually entering them.

Break

Please take this time for a brief break.
We will be available for questions.



Verify Classification of Expenditures

- Run Vendor Transactions reports to review classification of expenditures
- Verify coding
- Make any reclassifications as needed (see Reclassification Handout)
 - Remember to use post credit memos and bills as AP Statements to adjust any reclassifications. This process allows you to see an audit trail of the reclassification not only on the GL, but on the Vendor Transactions report as well.
 - Remember to make JE's for reclassifying between funds. (JE's need to post to cash and payable accounts.)

Accounts Payable Quarterly Reconciliation

- Run Vendor Aged Payables report for a particular effective date
- Run Trial Balance with the same ending date
- These reports should tie - if not, run the Outstanding Liability Detail report to determine where the issue lies
- Screenshots on following page

Accounts Payable

Compare Vendor Aged Payables to the Trial Balance for Object ~21%

1 Total Page(s)
06/20/2016
04:39:28 PM

Vendor Aged Payables

Parameters:
Effective Date: 3/31/2016

Reference Number	Date Paid	0-30 Days	31-60 Days	61-90 Days	> 90 Days	Amount Due
199-00-2110.00-000-6-00-0-00						
EFTPS - 941 Tax payments(1)						
Adjust Tax Payment	04/04/2016	\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 762.24
3/30/16 Addt Pmt						
Total For EFTPS - 941 Tax payments(1)		\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 762.24
Herff Jones Year Book(2569)						
061775 22 credit	unpaid	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00	-\$ 320.00
Total For Herff Jones Year Book(2569)		\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00	-\$ 320.00
Internal Revenue Service(005707)						
IRS Notice	04/04/2016	\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00
Total For Internal Revenue Service(005707)		\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00
MSB(008448)						
53418	04/07/2016	\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.46
Total For MSB(008448)		\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.46
Total For 199-00-2110.00-000-6-00-0-00		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00	\$ 531.70
Grand Totals		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00	\$ 531.70

Trial Balance
Custom

6/20/2016
4:47:46 PM

		07/01/2015	Balance
		03/31/2016	
FUND 599 TOTAL:		\$0.00	\$0.00
699-00-2110.00-000-6-00-0-00	Capital Projects Funds - Accounts Payable	\$0.00	\$0.00
FUND 699 TOTAL:		\$0.00	\$0.00
901-00-2110.00-000-6-00-0-00	General Capital Assets (Not Reported to PEIMS) - Accounts Payable	\$0.00	\$0.00
FUND 901 TOTAL:		\$0.00	\$0.00
902-00-2110.00-000-6-00-0-00	Long-Term Debt (Not Reported to PEIMS) - Accounts Payable	\$0.00	\$0.00
FUND 902 TOTAL:		\$0.00	\$0.00
GRAND TOTAL		(\$531.70)	(\$25,804.16)

EOY Closing Outstanding Purchase Orders

Review Outstanding Purchase Orders

- Go to Reports
- Report – Select Outstanding Purchase Orders
- Group By – Select By Requestor
- Requestor – Select All
- Export Data to Excel – check this box if you prefer to review the report in Excel; otherwise, the report defaults to a PDF document

The screenshot displays the 'Finance Reports' application window. At the top, there is a 'Report*' dropdown menu set to 'Outstanding Purchase Orders' and a 'Return to list' link. Below this is a 'Parameters' section. On the left, there are three dropdown menus: 'Group By' (set to 'By Requestor'), 'Vendor' (set to 'All...'), and 'Requestor' (set to 'All...'). Below these is a checkbox for 'Export Data To Excel' which is checked. A 'Run Report' button is located below the checkbox. On the right side of the 'Parameters' section, there are several input fields: 'Fund', 'Function', 'Object', 'Sub-Object 1', 'Organization', 'Fiscal Year', 'Program Intent', 'Sub-Object 2', and 'Sub-Object 3'. At the bottom right, there is a 'Filter Help' link.

EOY Closing Outstanding Purchase Orders

- Unencumbered Purchase Orders – PO's that have not been paid against, and marked as not fulfilled
- Outstanding Purchase Orders – PO that has remaining encumbrance balance

Demo District 2

District #000002

Outstanding Purchase Orders

2 Total Page(s)

6/14/2012

12:17:15 PM

Unencumbered Purchase Orders

PO's that have been paid fully paid against but NOT marked as fulfilled

Purchase Order Number	Encumbrance Date	Vendor
PO-701368	10/5/2011	ENSICIENT CORPORATION

Outstanding Purchase Orders


PO's that have remaining encumbrance balance

Purchase Order Number	Encumbrance Date	Vendor	Account Code	Amount
PO-701251	9/6/2011	MARIE FISHER INTERIOR DESIGN		\$50.00
			420-11-6399.00-001-2-11-0-	\$50.00
PO-701252	9/7/2011	SMALL BUSINESS EXCHANGE		\$290.80
			420-11-6399.00-001-2-11-0-	\$290.80
PO-701291	9/8/2011	INNOVATION ENTERPRISES DBA EARTH ANALYTICS GROUP		\$215.06

EOY Closing Outstanding Purchase Orders

Review and research all outstanding purchase orders on the Outstanding Purchase Orders report to determine if the goods/services will be complete and/or received by the end of the fiscal year and take appropriate action



















To delete a Purchase Order

- Go to **Purchasing & AP > Purchasing > Purchase Orders**
- Select to  delete the Purchase Order
- Are you sure you want to delete this object? – Select OK

Finance > Purchasing & AP > Purchasing > Purchase Orders

Purchase Orders + Create Purchase Order

Page Size: 10 Filter: Approved

System ID	PO No	Date	Vendor	Status	Total	Actions
12539	2712454	6/3/2016	Vendor 1786	Approved	\$625.00	  
12530	2712446	6/2/2016	Vendor 4854		\$95.00	  
12532	2712447	6/2/2016	Vendor 8652		\$44.68	  
12534	2712448	6/2/2016	Vendor 8763		\$3,262.35	  
12533	2712449	6/2/2016	Vendor 8762		\$1,206.32	  
12535	2712450	6/2/2016	Vendor 7489	Approved	\$112.18	  

Message from webpage

Are you sure you want to delete this object?

OK Cancel

EOY Closing Outstanding Purchase Orders

Invoices – review all invoices

- Do NOT delete a purchase order if you need to pay against it next year. - All purchase orders with goods and/or services that need to be expensed in the 2015-2016 school year must remain OPEN because they will not be paid until the 2016-2017 school year
- Continue entering bills and watch your dates to ensure they are in the correct fiscal year.
- These items will roll over as a **payable** in 2016-2017 once the ledger is actually closed
- When a bill is paid in the 2016-2017 ledger, the liability is then reduced

EOY Closing Outstanding Purchase Orders

Purchase Order History – run the Purchase Order History report to provide to the auditors to show unfulfilled purchase orders at the end of the 2015-2016 fiscal year.

- **Reports > Purchase Order History**
- See parameters below.

The screenshot shows a web-based interface for running a report. At the top, a breadcrumb trail reads 'Finance > Reports'. Below this, the title 'Finance Reports' is followed by 'Purchase Order History', which is circled in red. A 'Parameters' section contains several input fields: 'Vendor' (dropdown menu), 'Requestor' (dropdown menu), 'Approver' (dropdown menu), 'PO Number' (text input), and 'Invoice Number' (text input). Below these is a 'Year' dropdown menu set to '2015-2016 Fiscal Year'. A checkbox labeled 'Unfulfilled Only' is checked. An 'Export Data To Excel' checkbox is unchecked. At the bottom, a 'Run Report' button is circled in red.

EOY Closing Outstanding Purchase Orders

Purchase Order History – this report includes the remaining encumbrance and the total expensed amount at the end of the year.

The encumbrances will appear in the 2016-2017 fiscal year once the 2015-2016 fiscal year is closed.

School of Excellence **
District #015806

Purchase Order History
2015-2016 Fiscal Year
Unfulfilled Purchase Orders Only

28 Total Page(s)
6/6/2016
11:19:01 AM

No Account Code Filter Applied

Requestor: All...

Approver: All...

District Filter: School of Excellence **

County/District: 015806

PO Number	PO Status	Transaction Date	Vendor Payable / Payment Reference	Account Code	Encumbered	Expensed	Liquidated	Remaining	Ledger
16-0012	Approved	9/8/2015	SAM'S CLUB	420-36-6399.02-999-7-99-0-00	\$425.50	\$0.00	\$0.00	\$425.50	\$425.50
					\$425.50	\$0.00	\$0.00	\$425.50	\$425.50

Reconcile Federal Funds

Prepare for Closing Current General Ledger

Federal Grants

- Review Final NOGA's on TEASE to ensure that correct amounts have been budgeted and expended on federal grants.
- Ensure you are spending federal grant dollars on allowable expenditures so that you can account for them appropriately and in the specified time frame.
- Give employees deadlines in order to get closed out for the year in a timely manner.



Journal Entries

Prepare for Closing Current General Ledger

Journal Entries

- Book Accrued Wages (Object Code 2160), if applicable – all accrued wages and benefits shall be posted to the general ledger for all wages earned in August but scheduled to be paid in September.
- Book Pre-Paid Expenses (Object Code 1410) - any disbursements of funds that will be received or utilized in the next fiscal year
- Book Deferred Revenue (Object Code 2310) – any revenue that will be utilized in the next fiscal year
- Book Depreciation (Object Code 6449)



Book due to/due from??

Federal Grants – Due From

- Create Due From Federal Agencies journal entries for revenue that was expensed in current year, but will not be received until next year by:
 - ✓ debiting the receivable account and crediting the revenue account (see example below)

Finance > General Ledger > Journal Entries

New Journal Entry

Export Journal Entry Template Import Journal Entry

Reference
Record Due From 211 (A/R)

Ledger Date
06/30/2016

Post Date

Description
Record Due From 211 (A/R)

Items

#	Account Code	Description	Debit	Credit	Net Amount	
1	211-00-1242.00-000-6-00-0-00	Record Due From 211 (A/R)	5,658.31	0.00		✖
2	211-00-5929.00-000-6-00-0-00	Record Due From 211 (A/R)	0.00	5,658.31		✖

+ Add 1 Item(s)

Balance: 0.00

Save Cancel

Book due to/due from??

Due From State/Local

- Create Due From journal entries for revenue that was expensed in current year, but will not be received until the new year debiting the receivable account and crediting the revenue account for state and local funds, too. (see example below)

Description

Due from State
Due from Federal
Due from Local

Receivable

1241
1242
1243



Book - Student Activity

Reminder: Book student activity (if kept in outside ledgers)



Food Service Commodities

Food Service Commodities – if you are participating in a food service program, be sure to record commodities by debiting expenditures (6344) and crediting revenue (5923) in a journal entry. See example below:

Finance > General Ledger > Journal Entries

New Journal Entry

Export Journal Entry Template Import Journal Entry

Reference
Record 15/16 Food Service Commodities

Ledger Date
06/30/2016

Post Date

Description
Record 15/16 Food Service Commodities

Items

#	Account Code	Description	Debit	Credit	Net Amount
1	240-35-6344.00-999-6-99-0-00	Record 15/16 Food Service Commodities	5,500.00	0.00	
2	240-00-5923.00-000-6-00-0-00	Record 15/16 Food Service Commodities	0.00	5,500.00	

+ Add 1 Item(s)

Balance: 0.00

Save Cancel

Book SSA's

Shared Service Arrangements– if you are participating in a shared service arrangement, be sure to record information from your local ESC or district.

It is your responsibility to get this information from your local ESC or District.

Outstanding Checks – Void & Reissue

Outstanding checks – review all outstanding checks on the register.

- Print Banking Register for Uncleared Items or
- Review directly from Banking & Receipts > Registers
- Research. Why is it outstanding?
- Void & reissue
- Void Completely – if you void completely, do not forget to go back and delete the bill
- If you need to void an OLD check, the best way to clear it is to create a receipt for the same amount and clear both transactions on the following bank statement.

Do NOT Void a payroll check - WHY???

- Tax implications
- Changes W-2 reporting, etc.

Accounts Payable – Unpaid Bills/Aged Payables & Trial Balance – yes again!!

Compare Vendor Aged Payables to the Trial Balance for Object ~21%

Vendor Aged Payables Effective 06/04/2012					5 Total Page(s) 6/4/2012 12:15:11 PM
Reference Number	0 - 30 Days	31 - 60 Days	61 - 90 Days	> 90 Days	Amount Due
289-00-2151.00-000-2-00-0-16					
INTERNAL REVENUE SERVICE CENTER(V028489)					
PB#3927 - Statutory Adjustment	\$422.25				\$422.25
Total For INTERNAL REVENUE SERVICE CENTER (V028489)	\$422.25	\$0.00	\$0.00	\$0.00	\$422.25
Total For 289-00-2151.00-000-2-00-0-16	\$422.25	\$0.00	\$0.00	\$0.00	\$422.25



Trial Balance This Fiscal Year				2 Total Page(s) 6/4/2012 12:16:50 PM
Object: ~215%	District Filter: Multi-District County/District: Anywhere School			
Account Code	Description	09/01/2011	08/31/2012	Balance
289-00-2151.00-000-2-00-0-16	Federal Withholding		(\$422.25)	(\$422.25)

Accounts Payable – Reconcile YES AGAIN!!!!!!

Compare Vendor Aged Payables to the Trial Balance for Object ~21%

Vendor Aged Payables					
Parameters: Effective Date: 3/31/2016					
Reference Number	Date Paid	0-30 Days	31-60 Days	61-90 Days	> 90 Days Amount Due
199-00-2110.00-000-6-00-0-00					
EFTPS - 941 Tax payments(1)					
Adjust Tax Payment	04/04/2016	\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00
3/30/16 Addt Pmt					
Total For EFTPS - 941 Tax payments(1)		\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00
Herff Jones Year Book(2569)					
061775 22 credit	unpaid	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00
Total For Herff Jones Year Book(2569)		\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00
Internal Revenue Service(005707)					
IRS Notice	04/04/2016	\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00
Total For Internal Revenue Service(005707)		\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00
MSB(008448)					
53418	04/07/2016	\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00
Total For MSB(008448)		\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00
Total For 199-00-2110.00-000-6-00-0-00		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00
Grand Totals		\$ 851.70	\$ 0.00	\$ 0.00	\$ 531.70

1 Total Page(s)
06/20/2016
04:39:28 PM

Trial Balance Custom

6/20/2016
4:47:46 PM

	07/01/2015	Balance
	03/31/2016	
FUND 599 TOTAL:	\$0.00	\$0.00
699-00-2110.00-000-6-00-0-00 Capital Projects Funds - Accounts Payable	\$0.00	\$0.00
FUND 699 TOTAL:	\$0.00	\$0.00
901-00-2110.00-000-6-00-0-00 General Capital Assets (Not Reported to PEIMS) - Accounts Payable	\$0.00	\$0.00
FUND 901 TOTAL:	\$0.00	\$0.00
902-00-2110.00-000-6-00-0-00 Long-Term Debt (Not Reported to PEIMS) - Accounts Payable	\$0.00	\$0.00
FUND 902 TOTAL:	\$0.00	\$0.00
GRAND TOTAL	(\$531.70)	(\$25,804.16)

Verify Classification of Expenditures – yes again!!!!

- Run Vendor Transactions reports to review classification of expenditures
- Verify coding
- Make any reclassifications as needed. Remember to use post credit memos and bills as AP Statements to adjust any reclassifications. This process allows you to see an audit trail of the reclassification not only on the GL, but on the Vendor Transactions report as well. Remember to make JE's for reclassifying between funds. (JE's need to post to cash and payable accounts.)

Check Your Budget - Review State Mandated Programs

- Review budget – verify no amendments are needed before closing ledgers. If so, present final budget amendment to the board for approval prior to 6/30 or 8/31 (depending.
- Review your SOF and state mandated programs – PIC 21, 22, 23, 24, 25, 33, 34, 35
- Review budget to FSP state mandated amounts
- Ensure you are meeting the minimum required percentages for mandated programs. This may not meet your MOE.

PIC 21 – 55%

PIC 22 – 58%

PIC 23 – 52%

PIC 24 – 52%

PIC 25 - 52%

Check Your Budget - Review State Mandated Programs

Review your Summary of Finance at the following link

<https://tea4avfawcett.tea.state.tx.us/Fsp/Reports/ReportSelection.aspx>

Program Intent Codes - Allotments			
28.	11-Regular Program Allotment	\$6,885,809	\$6,887,942
29.	23-Special Education Adjusted Allotment (spend 52% of amount)	\$463,609	\$463,753
30.	22-Career and Technology Allotment (spend 58% of amount)	\$369,241	\$369,356
31.	21-Gifted & Talented Adjusted Allotment (spend 55% of amount)	\$33,217	\$33,227
32.	24-Compensatory Education Allotment (spend 52% of amount)	\$1,143,754	\$1,144,109
33.	25-Bilingual Education Allotment (spend 52% of amount)	\$191,863	\$191,923

Do Final Budget Amendment

- Enter your final budget amendment
- Must be approved by 6/30 or 8/31

Budget Preparation

It's budget planning time!



- Once the 2016-2017 general ledger is open, you can begin working through the budget process at any time by using one of the following methods:
 - ❑ Upload the budget by using Microsoft Excel – This requires some spreadsheet formatting, but once it is approved by the board, the budget can easily be uploaded to WebSmart through Budget Revisions (*Recommended*).

OR

- ❑ Manually enter the budget – if preferred, the budget can be manually entered in Budget Revisions once the budget is approved by the board.

(Show both processes in training database)

Budget Amendments – Creating & Posting

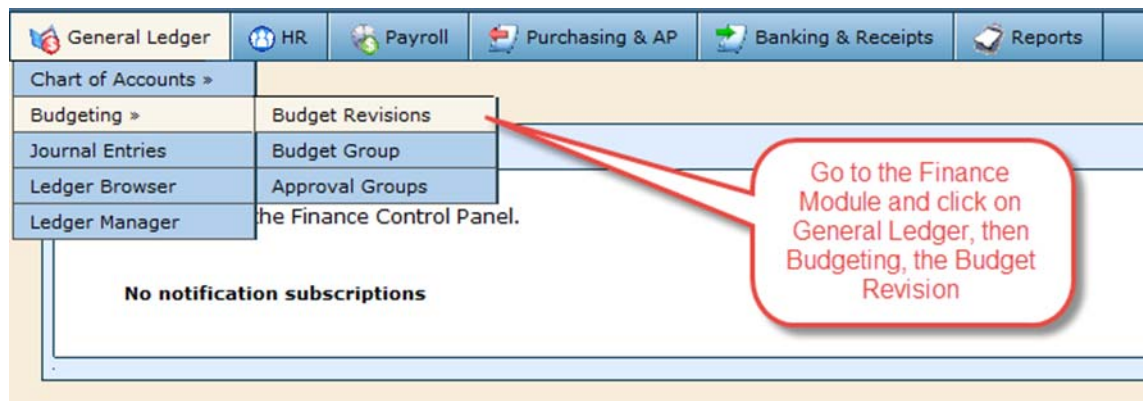
You need to create a budget amendment to get your Budget in the system.

- If you have just opened your new ledger year, the first Budget Amendment you create and post will be your initial budget.
- Any budget amendments created after that will be revisions to the initial Budget.
- Once you know what your Budget is for the year you can do your first Budget Revision, which will become your initial budget.

Before you create an amendment it is assumed that you have all the net assets that you need configured in the Ledger Browser and all your account codes created for all Funds.

Create a Budget Amendment

Go to *the Finance Module > General Ledger > Budgeting > Budget Revision* as shown below:



Create a Budget Amendment

This brings you to the Budget Revision Screen shown below

Finance > General Ledger > Budgeting > Budget Revisions

Budget Revisions

Page Size: 10

Ledger: 2016-2017 Fiscal Year

Filter: All revisions

Create Budget Revision

System ID	Revision Number	Effective Date	Description	Owner	State	Actions
243	0	7/1/2016	Initial Budget	mdavis	Posted	

Records: 1

Page 1 of 1

I have posted my first Budget Revision, which became my Initial Budget

Create a Budget Amendment


We now click on the Create Budget Revision to start the process of the first Budget Revision of the Initial Budget. See the screen next screen below.

If you have an Initial Budget in then you will see this screen.

Finance > General Ledger > Budgeting > Budget Revisions

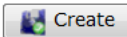
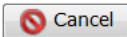
New Budget Revision

Identifier

Effective Date 

Posting Mode Not part of annual budget ▾

Description

 Create  Cancel

Put in the Effective date and a Description of the revision if you want. You do not have to type anything in the Description field.

Create a Budget Amendment

- If we had no Initial Budget then you will see the screen you see next.
 - Empty – will create an empty budget revision, which allows the user to import or manually input the budget.
 - Based upon last fiscal year – this option pulls in the last budget information from the prior year. Sometimes the board may adopt no changes in the budget. In that case, you would choose this option.

The screenshot shows a web form titled "New Budget Revision". It contains the following fields:

- Identifier**: A text input field.
- Effective Date**: A date field set to "9/1/2013".
- Initial Budget State**: A dropdown menu with three options: "Empty", "Empty", and "Based upon last fiscal year". The second "Empty" option is currently selected.
- Description**: A text area for additional details.

At the bottom of the form are two buttons: "Create" and "Cancel".

A red callout bubble points to the "Initial Budget State" dropdown with the following text:

If this is your first revision and you do not have an Initial Budget this drop down will appear. You can create the revision based on your last fiscal year or make it empty and add or import your items in. We recommend doing it this way and if you want to base it on last year run an Expenditures Budget Report to an excel spreadsheet and you can format that spreadsheet to use as your import sheet for the new years initial budget.

Create a Budget Amendment

- Once you fill in the effective date and any description you like click create.
- You will see this screen next.
- Select Edit Identifier to make any changes to the General Information or to actually post the revision.
- Line Items - Click this tab to import the budget or manually enter the budget.
- Documents – jDox field. If you have this option, use this area to upload your working papers for your Budget.
- Reports – run the Budget Revision Detail report as your back up.
- History – indicates a change each time the budget is changed.

General Ledger HR Payroll Purchasing & AP Banking & Receipts Reports

Finance > General Ledger > Budgeting > Budget Revisions

General Information Line Items Documents Reports History

Edit: Pending revision effective 03/14/2014

Update general information related to the budget revision and change the state.

Identifier

Effective Date* 3/14/2014

Revision Number Un-Posted

Posting Mode Part of Annual Budget

State Unsubmitted

Description None

[Return to list](#)

[Edit Identifier](#)

Create a Budget Amendment

You can now click on the Line Items Tab to begin the process as shown below.

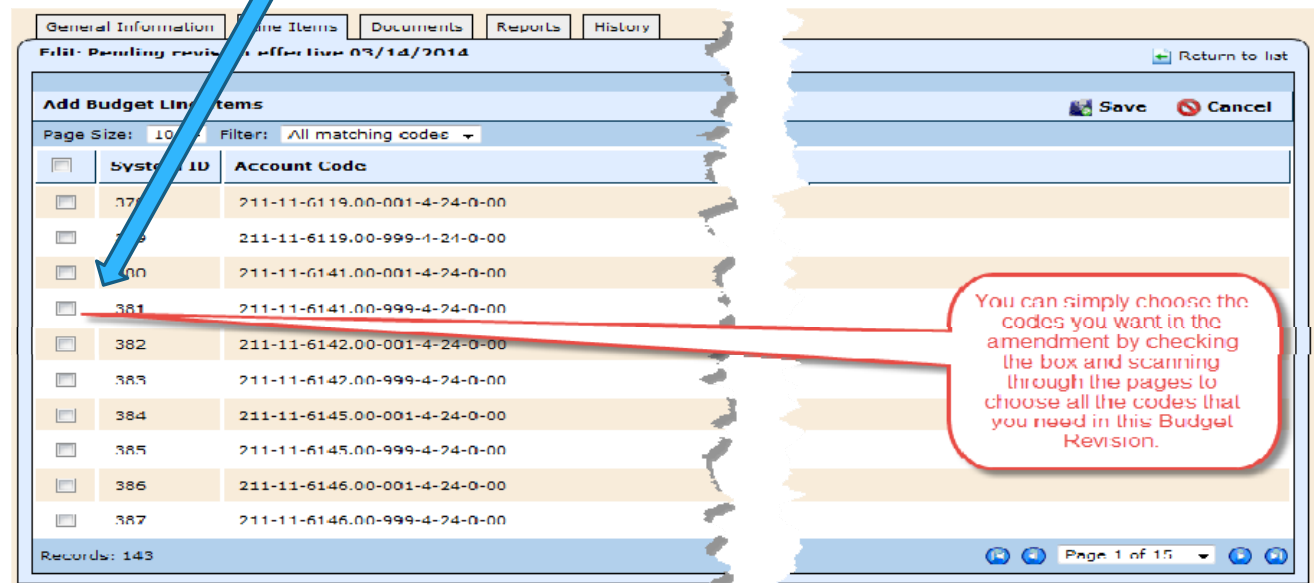
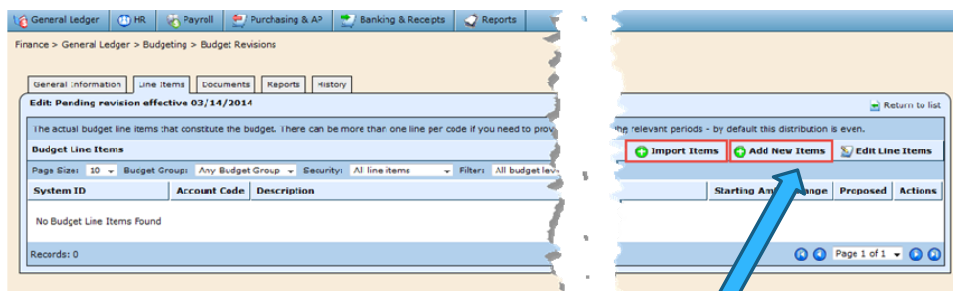
The screenshot displays the 'Budget Revisions' interface. The 'Line Items' tab is selected. The 'Edit: Pending revision effective 03/14/2014' section shows a table for 'Budget Line Items'. The table has columns for 'System ID', 'Account Code', and 'Description'. Below the table, it states 'No Budget Line Items Found' and 'Records: 0'. To the right, there are buttons for '+ Import Items', '+ Add New Items', and 'Edit Line Items'. The 'Import Items' and 'Add New Items' buttons are highlighted with red boxes. Below these buttons is a table with columns for 'Starting Amt', 'Change', 'Proposed', and 'Actions'. At the bottom right, there is a 'Page 1 of 1' indicator.

There are two ways to get items into the budget. You Import Items from an excel spreadsheet (will explain later) and Add New Items manually. This is when you are just doing a few lines and it is easier to just enter than setup a spreadsheet to import.

Create a Budget Amendment

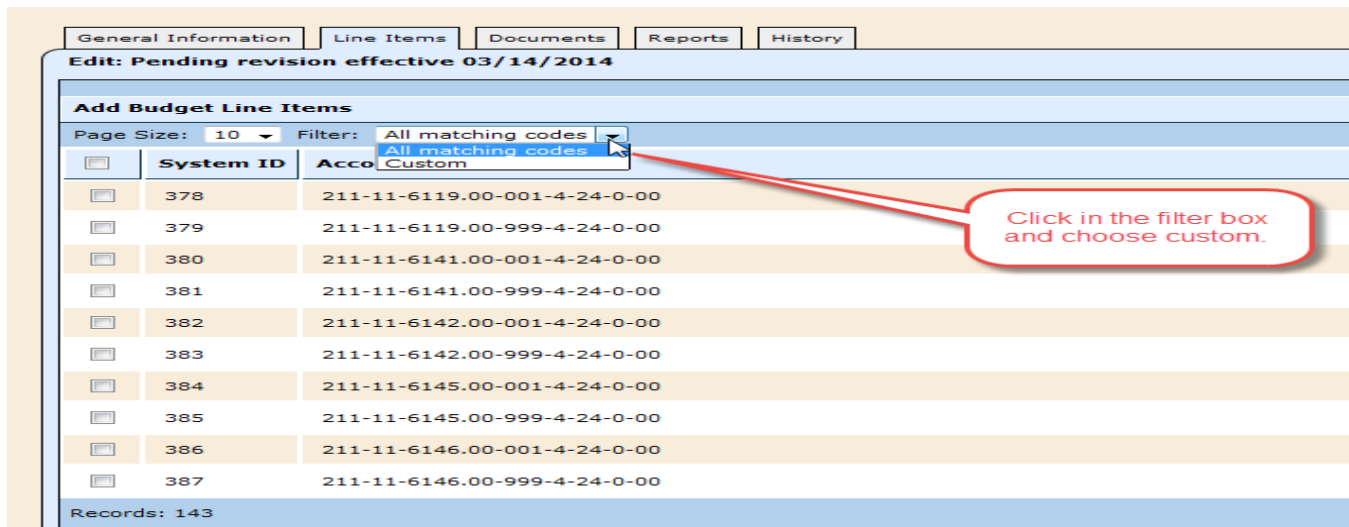
We will explain the process to Add New Items first.

➤ Click on Add New Items . You will then see this screen.



Create a Budget Amendment

- You can simply choose the codes you want in the amendment by checking the box and scanning through the pages to choose all the codes that you need in this Budget Revision.
- You can also use the filters to search for specific codes. In the filter box click on Custom. We will decide what codes we want to see by choosing filters.



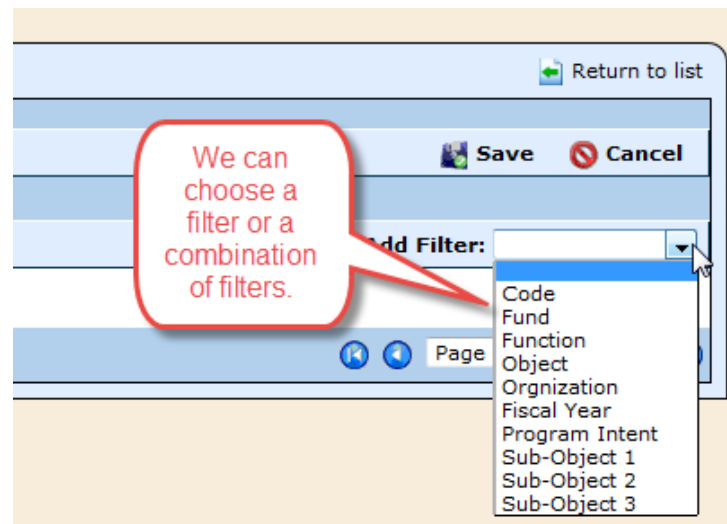
The screenshot displays the 'Add Budget Line Items' interface. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below these tabs, it says 'Edit: Pending revision effective 03/14/2014'. The main section is titled 'Add Budget Line Items'. It includes a 'Page Size' dropdown set to '10' and a 'Filter' dropdown menu. The 'Filter' menu is open, showing three options: 'All matching codes', 'All matching codes', and 'Custom'. A red arrow points from a text box to the 'Custom' option. The text box contains the text: 'Click in the filter box and choose custom.' Below the filter menu is a table with columns 'System ID' and 'Acco'. The table lists 10 rows of budget items, each with a checkbox, a System ID, and an Account number. At the bottom, it says 'Records: 143'.

	System ID	Acco
<input type="checkbox"/>	378	211-11-6119.00-001-4-24-0-00
<input type="checkbox"/>	379	211-11-6119.00-999-4-24-0-00
<input type="checkbox"/>	380	211-11-6141.00-001-4-24-0-00
<input type="checkbox"/>	381	211-11-6141.00-999-4-24-0-00
<input type="checkbox"/>	382	211-11-6142.00-001-4-24-0-00
<input type="checkbox"/>	383	211-11-6142.00-999-4-24-0-00
<input type="checkbox"/>	384	211-11-6145.00-001-4-24-0-00
<input type="checkbox"/>	385	211-11-6145.00-999-4-24-0-00
<input type="checkbox"/>	386	211-11-6146.00-001-4-24-0-00
<input type="checkbox"/>	387	211-11-6146.00-999-4-24-0-00

Records: 143

Create a Budget Amendment

Then we choose the filters we want to use.



Create a Budget Amendment

- In this case we are going to choose a fund and an object filter to filter for payroll codes in a couple of funds.
- We click on Execute Filter and see our results.

The screenshot displays a web-based interface for creating a budget amendment. The interface is divided into two main sections. The left section contains a 'Filters' panel with the following settings: 'Fund' set to 'Equals' with a value of '211', and 'Object' set to 'Starts With' with a value of '61'. A red callout box points to these settings with the text: 'We chose Fund filter and set it to 211' and 'We chose Object and said it starts with 61'. Below the filters is an 'Execute Filter' button. The right section shows a confirmation dialog with 'Save' and 'Cancel' buttons, and a 'Return to list' link. The bottom of the interface shows 'Records: 10' and a pagination control indicating 'Page 1 of 1'.

Documents Reports History

03/14/2014

Page Size: 10 Filter:

Filters

Fund Equals 211

Object Starts With 61

Execute Filter

Records: 10

Return to list

Save Cancel

Add Filter:

Page 1 of 1

Create a Budget Amendment

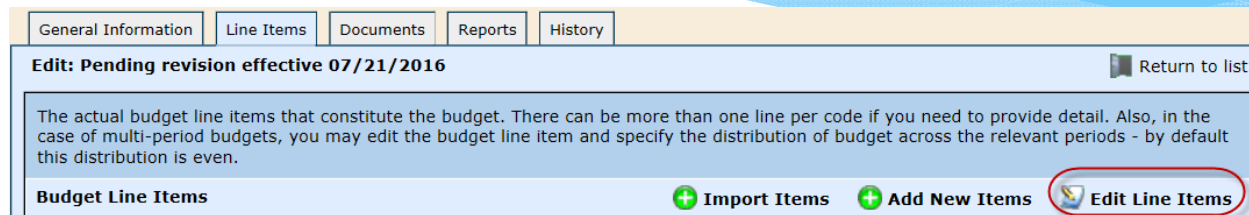
- Select Save to see our results.

The screenshot shows a web application interface for creating a budget amendment. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the status is 'Edit: Pending revision effective 07/21/2016' with a 'Return to list' link. The main section is titled 'Add Budget Line Items' and contains a 'Save' button (circled in red) and a 'Cancel' button. Below this, there are 'Page Size' and 'Filter' dropdowns. A table lists budget line items with columns for a checkbox, 'System ID', and 'Account Code'. The first three items are checked, and the first checkbox is circled in red. A red callout box points to the checked items with the text: 'Choose the codes by placing a check mark by one or more codes. The check box at the top is to include all codes'.

<input type="checkbox"/>	System ID	Account Code
<input checked="" type="checkbox"/>	19952	699-00-7916.00-000-7-00-0-00
<input checked="" type="checkbox"/>	19953	699-71-6599.00-999-7-99-0-00
<input checked="" type="checkbox"/>	19232	699-81-6629.00-999-7-99-0-00
<input type="checkbox"/>	19954	699-81-6629.01-999-7-99-0-00

Create a Budget Amendment

- Click on the top box and choose all filtered codes.
- Once the codes are chosen I can click on Edit Line Items.



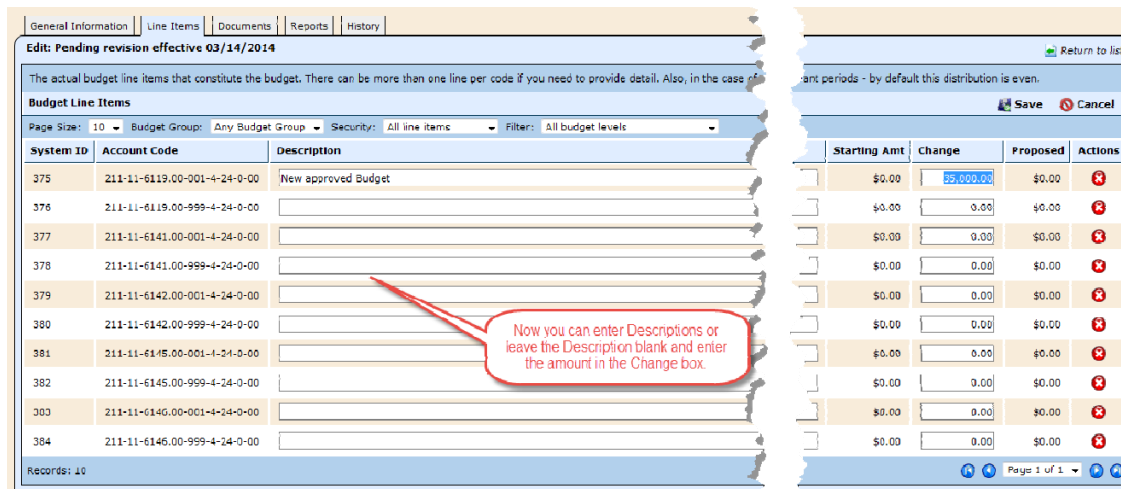
General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 07/21/2016 [Return to list](#)

The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.

Budget Line Items [+ Import Items](#) [+ Add New Items](#) [Edit Line Items](#)

- Edit the Description and the Change, which is the total amount of the Initial Budget, but when entering a Budget Revision, the user will enter the difference only.



General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014 [Return to list](#)

The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.

Budget Line Items [Save](#) [Cancel](#)

Page Size: 10 Budget Group: Any Budget Group Security: All line items Filter: All budget levels

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
375	211-11-6119.00-001-4-24-0-00	New approved Budget	\$0.00	25,000.00	\$0.00	✖
376	211-11-6119.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
377	211-11-6141.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
378	211-11-6141.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
379	211-11-6142.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
380	211-11-6142.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
381	211-11-6145.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
382	211-11-6145.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
383	211-11-6146.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
384	211-11-6146.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖

Records: 10 Page 1 of 1

Now you can enter Descriptions or leave the Description blank and enter the amount in the Change box.

Create a Budget Amendment

- After you fill out the Descriptions and change amount for each item you click on Save and your Budget Revision is ready to be approved and posted.

The screenshot shows a web-based form for creating a budget amendment. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the text 'Edit: Pending revision effective 07/21/2016' is displayed, along with a 'Return to list' link. A blue bar contains the instruction: 'Update general information related to the budget revision and change the state.' The form is titled 'Identifier' and contains the following fields:

- Effective Date***: A date picker set to 7/21/2016.
- Revision Number**: A text field containing 'Un-Posted'.
- Posting Mode**: A dropdown menu set to 'Not part of annual budget'.
- State**: A dropdown menu set to 'Approved', which is circled in red.
- Description**: A large text area for the description.
- Comments***: A large text area for comments.

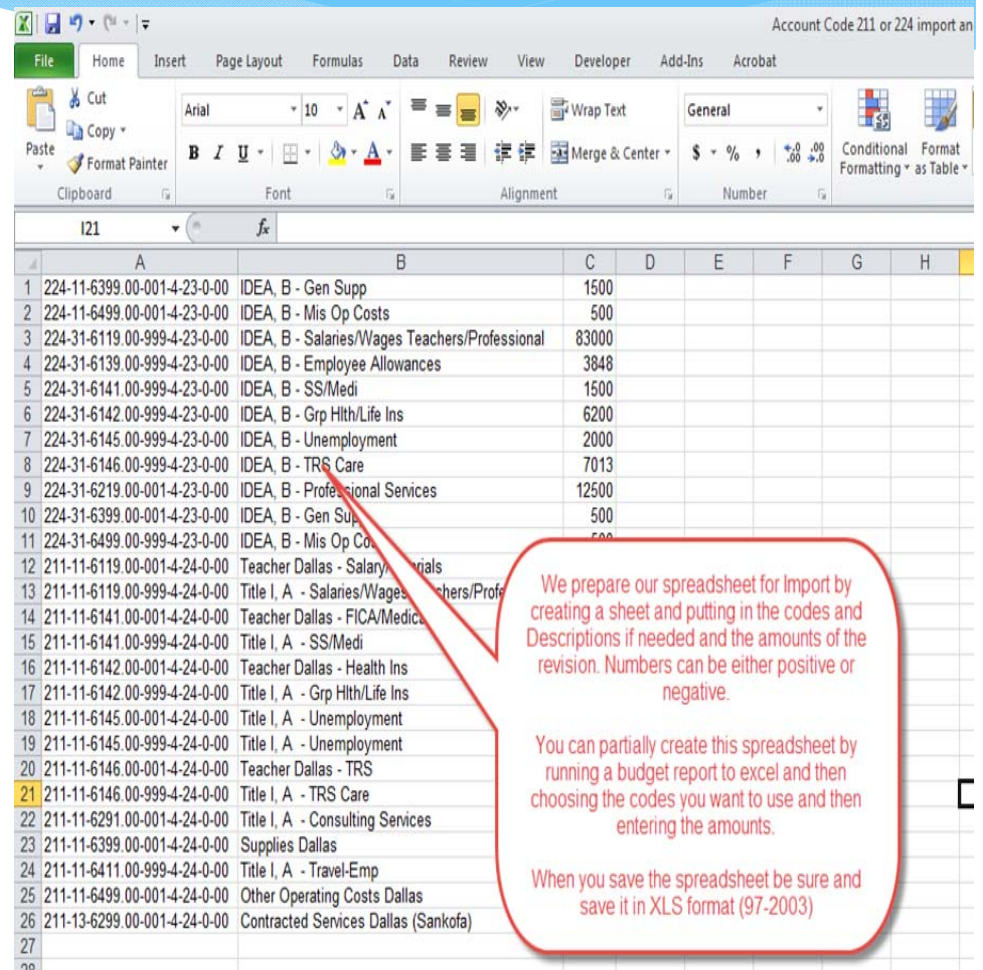
At the bottom of the form, there are two buttons: 'Save' (circled in red) and 'Cancel'.

Create a Budget Amendment

Import using Excel Spreadsheet

We are now going to bring in our budget using the import method instead of manually adding the budget. I am going to bring the same items in as I did manually except I am going to do 211 and 224 at the same time. The first thing we need to do is prepare our spreadsheet for the import.

Account Code 211 or 224 import an



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	224-11-6399.00-0014-23-0-00	IDEA, B - Gen Supp	1500					
2	224-11-6499.00-0014-23-0-00	IDEA, B - Mis Op Costs	500					
3	224-31-6119.00-9994-23-0-00	IDEA, B - Salaries/Wages Teachers/Professional	83000					
4	224-31-6139.00-9994-23-0-00	IDEA, B - Employee Allowances	3848					
5	224-31-6141.00-9994-23-0-00	IDEA, B - SS/Medi	1500					
6	224-31-6142.00-9994-23-0-00	IDEA, B - Grp Hlth/Life Ins	6200					
7	224-31-6145.00-9994-23-0-00	IDEA, B - Unemployment	2000					
8	224-31-6146.00-9994-23-0-00	IDEA, B - TRS Care	7013					
9	224-31-6219.00-0014-23-0-00	IDEA, B - Professional Services	12500					
10	224-31-6399.00-0014-23-0-00	IDEA, B - Gen Supp	500					
11	224-31-6499.00-9994-23-0-00	IDEA, B - Mis Op Costs	500					
12	211-11-6119.00-0014-24-0-00	Teacher Dallas - Salary						
13	211-11-6119.00-9994-24-0-00	Title I, A - Salaries/Wages Teachers/Prof						
14	211-11-6141.00-0014-24-0-00	Teacher Dallas - FICA/Medica						
15	211-11-6141.00-9994-24-0-00	Title I, A - SS/Medi						
16	211-11-6142.00-0014-24-0-00	Teacher Dallas - Health Ins						
17	211-11-6142.00-9994-24-0-00	Title I, A - Grp Hlth/Life Ins						
18	211-11-6145.00-0014-24-0-00	Title I, A - Unemployment						
19	211-11-6145.00-9994-24-0-00	Title I, A - Unemployment						
20	211-11-6146.00-0014-24-0-00	Teacher Dallas - TRS						
21	211-11-6146.00-9994-24-0-00	Title I, A - TRS Care						
22	211-11-6291.00-0014-24-0-00	Title I, A - Consulting Services						
23	211-11-6399.00-0014-24-0-00	Supplies Dallas						
24	211-11-6411.00-9994-24-0-00	Title I, A - Travel-Emp						
25	211-11-6499.00-0014-24-0-00	Other Operating Costs Dallas						
26	211-13-6299.00-0014-24-0-00	Contracted Services Dallas (Sankofa)						
27								

We prepare our spreadsheet for import by creating a sheet and putting in the codes and Descriptions if needed and the amounts of the revision. Numbers can be either positive or negative.

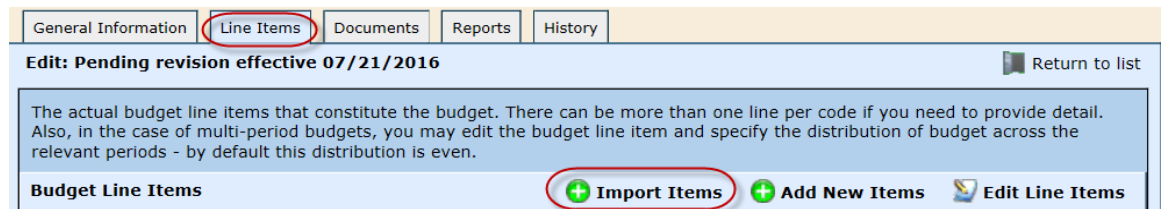
You can partially create this spreadsheet by running a budget report to excel and then choosing the codes you want to use and then entering the amounts.

When you save the spreadsheet be sure and save it in XLS format (97-2003)

Create a Budget Amendment

Import using Excel Spreadsheet

Now I will import my items in rather than manually entering them. I go to the revision and the Line Items tab. I click on the Import Items button.



The screenshot shows a web application interface for budget management. At the top, there is a navigation bar with tabs: 'General Information', 'Line Items' (which is selected and circled in red), 'Documents', 'Reports', and 'History'. Below the navigation bar, the main content area has a header 'Edit: Pending revision effective 07/21/2016' and a 'Return to list' link. A text box explains that the actual budget line items constitute the budget and that there can be more than one line per code. Below this, there is a section titled 'Budget Line Items' with three buttons: 'Import Items' (circled in red), 'Add New Items', and 'Edit Line Items'.

General Information	Line Items	Documents	Reports	History
Edit: Pending revision effective 07/21/2016 Return to list				
The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.				
Budget Line Items + Import Items + Add New Items Edit Line Items				

Create a Budget Amendment

Import using Excel Spreadsheet

- When I clicked on Import Items I come to this screen. The first thing I do is click on the browse Button and go to my import file that I created. I choose column A for the Code Column and I choose Column B for the Description or leave it blank for the default name. I make the Amount Column C. Work Sheet Number does not apply to a name, but the position of the workbook tab. If it is the first from the left it is Worksheet 1. In the Contains Header Row I choose No as mine has no header row but if yours did you would choose yes. I would then click on Upload File.

The screenshot shows a web application interface for importing budget line items. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below these is a status bar that says 'Edit: Pending revision effective 03/14/2014'. The main section is titled 'Import Budget Line Items' and contains the following fields:

- Import Method:** A dropdown menu set to 'Excel Spreadsheet'.
- Excel Spreadsheet Details:**
 - File*:** A 'Browse...' button next to the text 'No file selected.'.
 - Code Column:** A dropdown menu set to 'Column A'.
 - Description Column:** A dropdown menu set to 'No Description'.
 - Amount Column:** A dropdown menu set to 'Column C'.
 - Sheet Number:** A dropdown menu set to 'Worksheet #1'.
 - Contains Header Row?:** A dropdown menu set to 'NO - File does not contain a header row'.
- Buttons:** 'Upload File' and 'Cancel' buttons at the bottom.

A red callout box on the right side of the form contains the following text:

When I clicked on Import Items I come to this screen. The first thing I do is click on the browse Button and go to my import file that I created. I choose column A for the Code Column and I choose Column B for the Description or leave it blank for the default name. I make the Amount Column C. Sheet Number does not apply to a name, but the position of the workbook tab. If it is the first from the left it is Worksheet 1. In the Contains Header Row I choose No as mine has no header row but if yours did you would choose yes. I would then click on Upload File.

Create a Budget Amendment

Import using Excel Spreadsheet

- This is what I see after I click on the Upload File Button. This may take a few moments depending on how big the import is.

The screenshot shows a web application interface for managing budget amendments. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, a status bar indicates 'Edit: Pending revision effective 03/14/2014'. A message states: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to allocate the relevant periods - by default this distribution is even.' Below this, there are buttons for '+ Import Items', '+ Add New Items', and 'Edit Line Items'. The main content area is divided into two tables. The left table, titled 'Budget Line Items', has columns for 'System ID', 'Account Code', and 'Description'. It lists 13 items, including 'Teacher Dallas - Salary/Tutorials', 'Title I, A - Salaries/Wages Teachers', 'Teacher Dallas - FICA/Medicare', 'Title I, A - SS/Medi', 'Teacher Dallas - Health Ins', 'Title I, A - Grp Hlth/Life Ins', 'Title I, A - Unemployment', 'Title I, A - Unemployment', 'Teacher Dallas - TRS', 'Title I, A - TRS Care', 'Title I, A - Consulting Services', 'Supplies Dallas', and 'Title I, A - Travel-Emp'. The right table has columns for 'Starting Amt', 'Change', 'Proposed', and 'Actions'. It shows the same 13 items with their respective amounts. A red speech bubble points to the 'Actions' column, containing the text: 'My Budget Revision is now complete. If I need to revise I could click on Edit Line Items and adjust the amounts or descriptions or delete a line from my revision. If I had another code or two that I wanted to add to this I could click on Add New Items and bring in more items. I could then Edit Line Items and find the added lines and add the descriptions and amounts to those and save. I would now have all that I imported as well as the others that I added manually.'

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
396	211-11-6119.00-001-4-24-0-00	Teacher Dallas - Salary/Tutorials	\$0.00	\$48,433.00	\$48,433.00	✖
397	211-11-6119.00-999-4-24-0-00	Title I, A - Salaries/Wages Teachers	\$0.00	\$51,834.00	\$51,834.00	✖
398	211-11-6141.00-001-4-24-0-00	Teacher Dallas - FICA/Medicare	\$0.00	\$631.28	\$631.28	✖
399	211-11-6141.00-999-4-24-0-00	Title I, A - SS/Medi	\$0.00	\$681.60	\$681.60	✖
400	211-11-6142.00-001-4-24-0-00	Teacher Dallas - Health Ins	\$0.00	\$711.45	\$711.45	✖
401	211-11-6142.00-999-4-24-0-00	Title I, A - Grp Hlth/Life Ins	\$0.00	\$597.36	\$597.36	✖
402	211-11-6145.00-001-4-24-0-00	Title I, A - Unemployment	\$0.00	\$136.24	\$136.24	✖
403	211-11-6145.00-999-4-24-0-00	Title I, A - Unemployment	\$0.00	\$143.52	\$143.52	✖
404	211-11-6146.00-001-4-24-0-00	Teacher Dallas - TRS	\$0.00	\$3,700.00	\$3,700.00	✖
405	211-11-6146.00-999-4-24-0-00	Title I, A - TRS Care	\$0.00	\$3,924.00	\$3,924.00	✖
406	211-11-6291.00-001-4-24-0-00	Title I, A - Consulting Services	\$0.00	\$8,000.00	\$8,000.00	✖
407	211-11-6399.00-001-4-24-0-00	Supplies Dallas	\$0.00	\$150.00	\$150.00	✖
408	211-11-6411.00-999-4-24-0-00	Title I, A - Travel-Emp	\$0.00	\$450.00	\$450.00	✖
409	211-11-6499.00-001-4-24-0-00	Other Operating Costs Dallas	\$0.00	\$1,000.00	\$1,000.00	✖

Create a Budget Amendment

- My Budget Revision is now complete. If I need to revise I could click on *Edit Line Items* and adjust the amounts or descriptions or delete a line from my revision.

The screenshot shows a web interface for budget management. At the top, there are five tabs: 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. The 'Line Items' tab is selected and highlighted with a red circle. Below the tabs, the text 'Edit: Pending revision effective 07/21/2016' is displayed, followed by a 'Return to list' link. A text box contains the following information: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.' Below this text box, there are three buttons: 'Import Items' (with a green plus icon), 'Add New Items' (with a green plus icon), and 'Edit Line Items' (with a pencil icon). The 'Edit Line Items' button is highlighted with a red circle.

- If I had another code or two that I wanted to add to this I could click on *Add New Items* and bring in more items. I could then *Edit Line Items* and find the added lines and add the descriptions and amounts to those and save.
- I would now have all that I imported as well as the others that I added manually.

Submitting, Approving & Posting Budget Amendment

Click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process.

Click on Edit Identifier to start the process.

The screenshot shows a web application interface for budget management. At the top, there is a navigation bar with tabs: General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, a breadcrumb trail reads: Finance > General Ledger > Budgeting > Budget Revisions. The main content area has several tabs: General Information, Line Items, Documents, Reports, and History. The 'General Information' tab is selected, showing a form titled 'Edit: Pending revision effective 03/14/2014'. The form contains the instruction 'Update general information related to the budget revision and change the state.' and a section labeled 'Identifier' with the following fields: Effective Date* (3/14/2014), Revision Number (Un-Posted), Posting Mode (Part of Annual Budget), State (Unsubmitted), and Description (None). On the right side of the form, there is a button labeled 'Edit Identifier' with a small icon. A red callout box with a pointer to this button contains the text: 'We click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process. We click on edit Identifier to start the process.'

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Budgeting > Budget Revisions

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014

Update general information related to the budget revision and change the state.

Identifier

Effective Date* 3/14/2014

Revision Number Un-Posted

Posting Mode Part of Annual Budget

State Unsubmitted

Description None

Return to list

Edit Identifier

We click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process. We click on edit Identifier to start the process.

Submitting, Approving & Posting Budget Amendment

- Click on Edit Identifier. The user will have access to make changes to the status of the Budget Amendment.
- Edit the Effective Date.
- The revision number is not editable as it is system Generated.
- The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/1/2015. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2016 date. Let's say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2016. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2015 and then you would not be over budget at the end of February after posting.

Submitting, Approving & Posting Budget Amendment

- The State can be submitted for review, approved, or rejected depending on your access to approve Budget Amendments. If you have administrators access you can approve or reject the budget at this point. If you have access to only submit budget amendments your choice will be un-submitted or submitted for review. If you are not an administrator but have the rights to approve a budget amendment then you will have the options of being un-submitted or submitted for review. Once you submit review with the rights of Budget Approver and save it will be auto approved.

Submitting, Approving & Posting Budget Amendment

- You can use the Description area to make any notes that you want someone to see such as a budget approver if you are just submitting.
- Click on Save.

The screenshot shows a web-based form for editing a budget revision. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. The current tab is 'General Information', and the title is 'Edit: Pending revision effective 03/14/2014'. Below the title is a instruction: 'Update general information related to the budget revision and change the state.' The form has several fields: 'Effective Date*' with a calendar icon showing '3/14/2014', 'Revision Number' set to 'Un-Posted', 'Posting Mode' set to 'Part of Annual Budget' with a dropdown arrow, 'State' set to 'No Change' with a dropdown arrow, and a large 'Description' text area. At the bottom are 'Save' and 'Cancel' buttons. A red callout bubble points to the 'Posting Mode' dropdown and contains the following text:

We can now edit the Effective Date. The revision number is not editable as it is system Generated. The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/01/2013. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2014 date. Lets say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2014. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2013 and then you would not be over budget at the end of February after posting.

Submitting, Approving & Posting Budget Amendment

This is how it looks after being approved.

General Information	Line Items	Documents	Reports	History
Edit: Pending revision effective 03/14/2014				
Update general information related to the budget revision and change the state.				
Identifier				
Effective Date* 3/14/2014				
Revision Number 1				
Posting Mode Part of Annual Budget				
State Posted				
Description None				
Comments* None				

Submitting, Approving & Posting Budget Amendment

- The amendment is now effective and will show in Budget Reports. Since I posted this as a part of the Annual Budget it will be effective back to 09/01/2016.
- This is the Budget Revision Process.
- If you need more in depth budget help, like approval groups, refer to the document below.



Adobe Acrobat
Document

Lunch

Please take this time to take a lunch break.

WebSmart support staff will be available for questions.