Carrollton-Farmers Branch ISD

2017-18 TEAMS Campus Budgeting
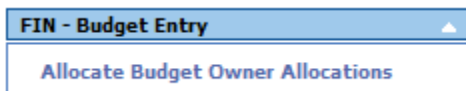
-Updated: 2017-02-03

C-FB ISD will be using the TEAMS Budgeting module for the 2017-18 fiscal year. The following documentation will assist you through this budgeting process.

For Campuses:

Campuses will have two allocations:

- **Per Pupil Allocation** – General Fund (Fund 199) – Campuses are allocated a per pupil allocation based on enrollment from the Fall 2017 PEIMS submission. The entire allocation must be used before your budget can be submitted.
- **Campus Activity Allocation** – Campus Activity (Fund 461) – Campuses are allowed to budget based on what how much funds they anticipate on fundraising. <u>Remember you should not spend more than you have.</u>
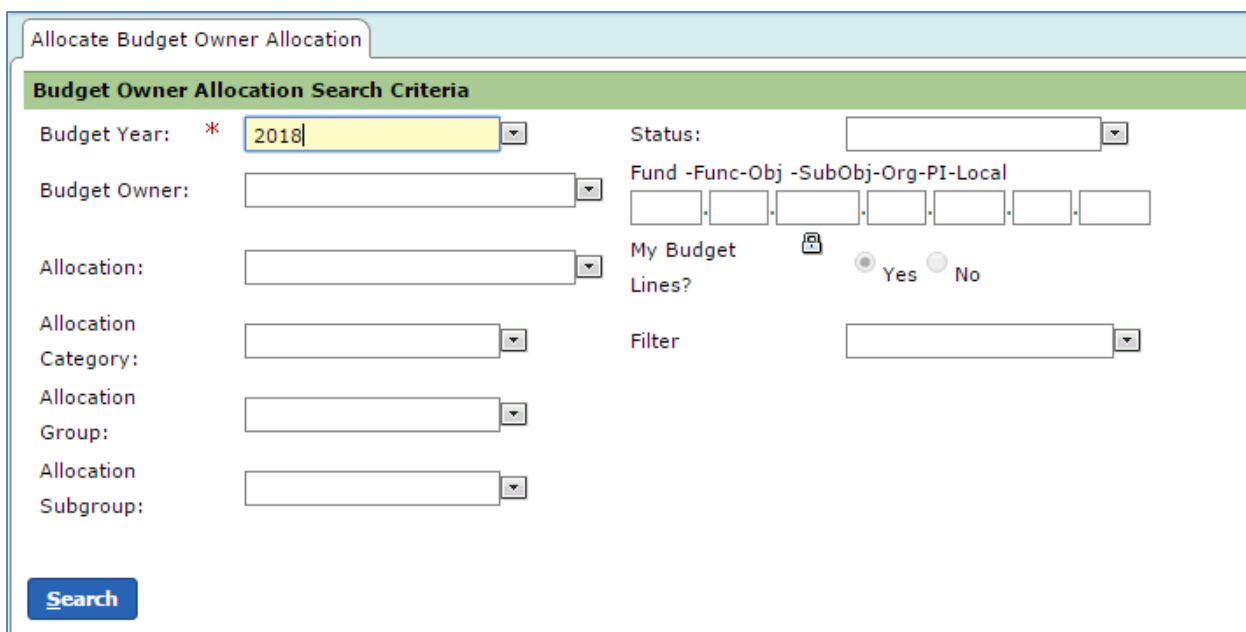
Menu → FIN – Budget Entry → Allocate Budget Owner Allocations

Under **Allocate Budget Owner Allocations**, you will only be able to see your budgets. We have assigned security to the principals, the Department Heads and secretaries. If you would like to additional staff to have access to enter budgets please contact Daniel Herndon or Scott Roderick.

To see a list of your budgets select **Budget Year 2018** and press **Search**:

The search will return two results:

Campus Activity Funds (Fund 461) will not display allocation amounts because these are based on campus estimates.

Campus Allocation (Fund 199) is your Per Pupil Allocation based on enrollment.

Highlight the budget you intend to work with and select **Edit.**

It will return a list of account numbers that are assigned to your campus.

In this example, the campus allocation is $81,526. TEAMS will require the entire amount to be distributed before the budget can be submitted.

It might be beneficial for you to select **Print Worksheet** at the bottom of the page before beginning your budget entry. When pressing the **Print Worksheet** button a popup box will appear:

Select the first choice, **Adobe Acrobat (PDF)**, and print the document. The printed version will give you a document to refer back to.

Items to note:

In the top left hand corner you will see your campus allocation.

Columns labeled:

Curr Adopted Bdgt = 2016-17 Adopted Budget

Curr Amended Bdgt = 2016-17 Amended Budget

Curr Yr Tran = Current transactions for 2016-17

Pr Adopted Bdgt = 2015-16 Adopted Budget

Pr Yr Amended Bdgt = 2015-16 Amended Budget

Pr Yr Tran = 2015-16 Transactions

Budget Entry:

When you are ready to start entering your budgets, locate the account code you will like to budget. Many allocations will have multiple pages of account codes. Locate the account codes by selecting the proper page and by using the scroll bars on the side. Also you can locate account codes by using the account number filter option. If you want to enter only your supply budget accounts you can enter 6399 in the object filter field and press filter. This will display only your 6399 accounts. To see your entire accounts again, press the **Remove Filter** button. Important: You must press the **Save Allocate** button before you remove the filter or filter on another account set or inputted data will be lost.

| Budget Year: 2018 | | wkbk: Open | | Allocation/Owner: Campus Allocation - MS/041 (Flat) | | | | | | | Status: Incomplete | | | Rev: Work In Progress |

Budget Owner Allocation | Allotment Adjustment | Version History | Approval History

Allotment

Available Budget Percent: 100.0   Recurring: Recurring with Allocation

Allotment Amount: 81,526.00   Justification: Characters remaining: 500 (500 max)

Hide account numbers where Current Amended Budget and Current Year Transactions are equal to zero? ○ Yes ● No

Fund -Function-Object -Sub-Object-Organization-Program Intent-Local

Account Number : [ ] - [ ] - [6399] - [ ] - [ ] - [ ] - [ ]   **Filter** **Remove Filter**

Original Allotment		Avail Allotment		Adjustment In		Adjustment Out		Allocatable Allotment
	▾		▾		▾		▾	▾
		81,526.00		81,526.00		0.00		0.00

Total Allocation Amount: 0.00   **Remainder Allocation Amount:** 81,526.00

Result Page: 1 || Results 1-25 of 25

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Diff
199-11-6399-01-041-99-000	General Supplies	0.00	0.00	Details		500.00	500.00	360.55	139.45	500.00	168.00	167.65	0.35
199-11-6399-03-041-99-000	General Supplies	0.00	0.00	Details		500.00	500.00	10.90	489.10	500.00	14.00	13.86	0.14
199-11-6399-15-041-99-000	General Supplies	0.00	0.00	Details		200.00	200.00	0.00	200.00	200.00	0.00	0.00	0.00
199-11-6399-16-041-99-000	General Supplies	0.00	0.00	Details		50.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00
199-11-6399-38-041-99-000	General Supplies	0.00	0.00	Details		2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
199-11-6399-47-041-99-000	General Supplies	0.00	0.00	Details		500.00	500.00	205.14	294.86	500.00	262.00	261.95	0.05
199-11-6399-53-041-99-000	General Supplies	0.00	0.00	Details		50.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00
199-11-6399-54-041-99-000	General Supplies	0.00	0.00	Details		50.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00
199-11-6399-55-041-99-000	General Supplies	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-11-6399-58-041-99-000	General Supplies	0.00	0.00	Details		100.00	100.00	0.00	100.00	100.00	0.00	0.00	0.00
199-11-6399-61-041-99-000	General Supplies	0.00	0.00	Details		22,500.00	20,216.00	17,343.24	2,872.76	22,054.00	24,236.00	24,162.65	73.35

Distribute Based Prior Yr   **Save Allocate**   **Reset**   **Submit For Approval**   **Print Worksheet**

Exit Worksheet

Locate the column labeled **Allocate Amt**. You can enter amounts directly in the fields for the appropriate account code.

For this example, the budget owner selected page 3 and entered $19,000 for account 199-11-6399-61-041-99-000. As $19,000 is entered, the **Total Allocation Amount** will increase by the amount entered in the worksheet and the **Remainder Allocation Amount** informs the budget owner that $62,526 still needs to be distributed.

Budget Year: 2018		wkbk: Open	Allocation/Owner: Campus Allocation - MS/041 (Flat)				Status: Incomplete		Rev: Work In Progress

Budget Owner Allocation | Allotment Adjustment | Version History | Approval History

Allotment

Available Budget Percent: 100.0   Recurring: Recurring with Allocation

Hide account numbers where Current Amended Budget and Current Year Transactions are equal to zero? ○ Yes ● No

Allotment Amount: 81,526.00   Justification: Characters remaining: 500 (500 max)

Fund -Function-Object -Sub-Object-Organization-Program Intent-

Account Number : Local

[Filter] [Remove Filter]

Original Allotment	Avail Allotment	Adjustment In	Adjustment Out	Allocatable Allotment
81,526.00	81,526.00	0.00	0.00	81,526.00

Total Allocation Amount: 19,000.00   Remainder Allocation Amount: 62,526.00 ←
Result Page: 1 | 2 | 3 | 4 | 5 | 6 || Results 51-75 of 129

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Diff
199-11-6399-16-041-99-000	General Supplies	0.00	0.00	Details		50.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00
199-11-6399-38-041-99-000	General Supplies	0.00	0.00	Details		2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
199-11-6399-47-041-99-000	General Supplies	0.00	0.00	Details		500.00	500.00	205.14	294.86	500.00	262.00	261.95	0.05
199-11-6399-53-041-99-000	General Supplies	0.00	0.00	Details		50.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00
199-11-6399-54-041-99-000	General Supplies	0.00	0.00	Details		50.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00
199-11-6399-55-041-99-000	General Supplies	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-11-6399-58-041-99-000	General Supplies	0.00	0.00	Details		100.00	100.00	0.00	100.00	100.00	0.00	0.00	0.00
199-11-6399-61-041-99-000	General Supplies	23.31	19,000.00	Details		22,500.00	20,216.00	17,343.24	2,872.76	22,054.00	24,236.00	24,162.65	73.35
199-11-6399-64-041-99-000	General Supplies	0.00	0.00	Details		500.00	450.00	75.00	375.00	500.00	50.00	50.00	0.00
199-11-6399-87-041-99-000	General Supplies	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-11-6399-89-041-99-000	General Supplies	0.00	0.00	Details		150.00	150.00	0.00	150.00	150.00	0.00	0.00	0.00

[Distribute Based Prior Yr] [Save Allocate] [Reset] [Submit For Approval] [Print Worksheet]

[Exit Worksheet]

Explanations can also be added as necessary.

Budget Owners can choose to provide more detail by pressing **Details** and a popup box will appear that multiple lines can be entered for a single budget account. See below:

Details   ▾ | ×

Budget Account: 199-11-6399-61-041-99-000

Total Amount: 19000.0

Amount	Description	-
6,000.00	6th Grade Supplies	🗑
6,000.00	7th Grade Supplies	🗑
7,000.00	8th Grade Supplies	🗑

[Ok] [Cancel] [Reset]

When a **Details** box is used the area around the words will appear yellow.

199-11-6399-58-041-99-000	General Supplies	0.00	0.00	Details		100.00	100.00	0.00	100.00	100.00	0.00	0.00	0.00
199-11-6399-61-041-99-000	General Supplies	23.31	19,000.00	Details		22,500.00	20,216.00	17,343.24	2,872.76	22,054.00	24,236.00	24,162.65	73.35
199-11-6399-64-041-99-000	General Supplies	0.00	0.00	Details		500.00	450.00	75.00	375.00	500.00	50.00	50.00	0.00

Important things to remember:

- You do not have to finish the budget entry in one sitting. TEAMS allows you to save your work. It is important to press **Save Allocate** before leaving the worksheet otherwise you will lose your entered budget data.
- Please enter your budget data in **whole dollars**.
- TEAMS will not allow you to submit your budget for approval for the **Campus Allocation** until you have distributed your entire amount. The **Remainder Allocation Amount** will read zero.
- Once you have pressed **Submit For Approval,** you will be able to view but not edit the worksheet.
- When using the filter button, you must press **Save Allocate** before unfiltering or filtering on a different code or your entries will be lost.
- If the explanation field was used in 2015-16, then the explanation will automatically appear in 2017-18. You will need to delete if it no longer applies.

Campus Activity Funds

Campus Activity Budgets (Fund 461) will follow the same procedures as above. The only difference is there is no allocation assigned to a campus. Campuses will need to estimate what they anticipate to collect in fundraising and budget accordingly. **It is extremely important that campuses do not spend more than they take in**.

| Budget Year: 2018 | | wkbk: Open | | Allocation/Owner: Campus Activity Funds/041 (Zero Based) | | | | | | | | | Status: |

Budget Owner Allocation | Allotment Adjustment | Version History | Approval History

Allotment

Available Budget Percent: 100.0   Recurring: Recurring with Allocation   Hide account numbers where Current Amended Budget and Current Year Transactions are equal to zero? ◯ Yes ● No

Allotment Amount: 0.00 ← Justification: Characters remaining: 500 (500 max)   Account Number :   Fund -Function-Object -Sub-Object-Organization-Program Intent- Local   [Filter] [Remove Filter]

Original Allotment	Avail Allotment	Adjustment In	Adjustment Out
0.00	0.00	0.00	

Total Allocation Amount: 0.00   **Remainder Allocation Amount:** 0.00 ←
Result Page: **1** | 2 || Results 1-25 of 43

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Diff
461-11-6219-00-041-99-000	Professional Services	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-11-6249-00-041-99-000	Contrted Maint Repair	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-11-6269-00-041-99-000	Rentals Oper Leases	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-11-6269-FT-041-99-FT6	6th Gr FT - Rentals Oper Leases	0.00	0.00	Details		2,500.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00
461-11-6269-FT-041-99-FT7	7th Gr FT - Rentals Oper Leases	0.00	0.00	Details		2,500.00	0.00	0.00	0.00	2,500.00	3,972.00	3,971.03	0.97
461-11-6299-00-041-99-000	Misc Contracted Serv	0.00	0.00	Details		1,000.00	6,588.00	6,538.50	49.50	5,000.00	5,646.00	5,645.73	0.27
461-11-6321-00-041-99-000	Textbooks	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-11-6329-00-041-99-000	Reading Materials	0.00	0.00	Details		0.00	317.00	316.32	0.68	0.00	0.00	0.00	0.00
461-11-6399-00-041-99-000	General Supplies	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-11-6399-ID-041-99-IDS	ID's - General Supplies	0.00	0.00	Details		500.00	500.00	0.00	500.00	1,000.00	729.00	729.00	0.00
461-11-6412-00-041-99-000	Travel Students	0.00	0.00	Details		2,000.00	1,683.00	834.67	848.33	3,000.00	1,615.00	1,615.00	0.00

[Distribute Based Prior Yr] [Save Allocate] [Reset] [Submit For Approval] [Print Worksheet]

[Exit Worksheet]