

# Carrollton-Farmers Branch ISD

## 2017-18 TEAMS Central Department Budgeting

-Updated: 2017-02-03

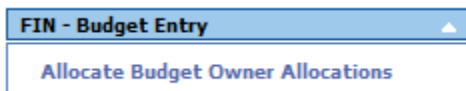
C-FB ISD will be using the TEAMS Budgeting module for the 2017-18 fiscal year. The following documentation will assist you through this budgeting process.

### For Central Departments:

Central Departments will only have one allocation:

- **Department Allocation** – General Fund (Fund 199) – Central Departments are allocated funds based on the prior year’s budgets. The entire allocation must be used before your budget can be submitted.

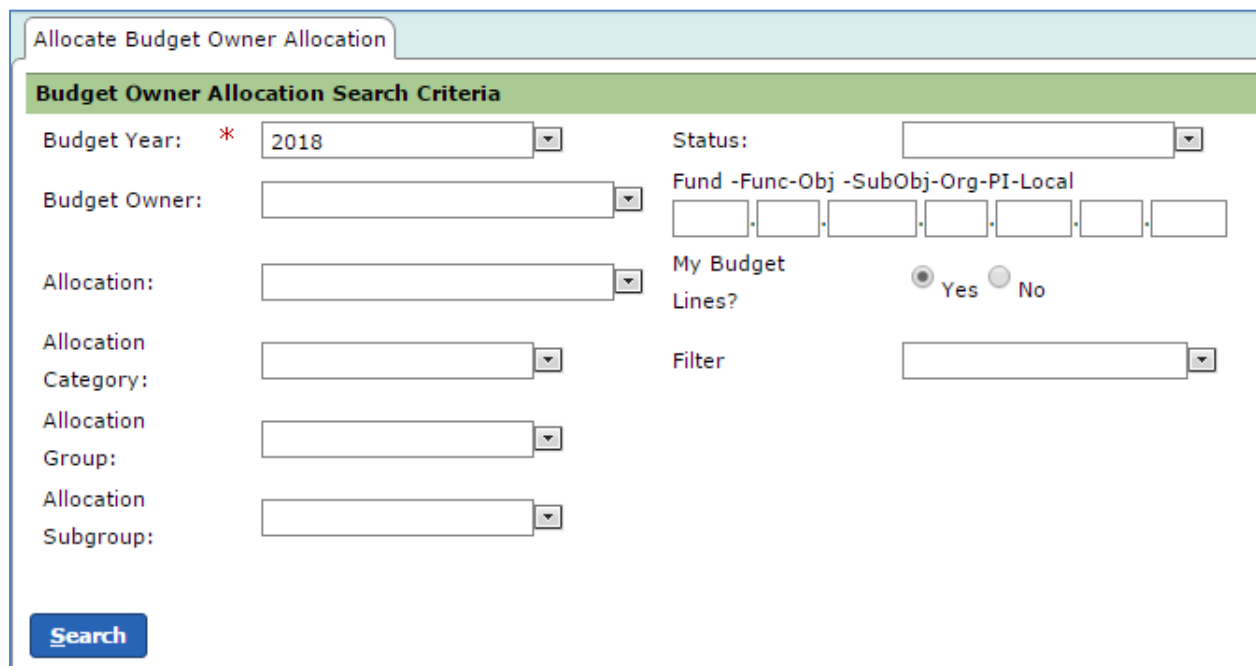
Menu → FIN – Budget Entry → Allocate Budget Owner Allocations



A screenshot of a software menu. The top item is "FIN - Budget Entry" with a small upward-pointing triangle to its right. Below it is a sub-menu item "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 additional staff to have access to enter budgets please contact Daniel Herndon or Scott Roderick.

Select **Budget Year 2018** and press **Search** to see your budget:



A screenshot of a web form titled "Allocate Budget Owner Allocation". The form has a green header bar with the title. Below the header is a section titled "Budget Owner Allocation Search Criteria". The form contains several input fields and a search button. The fields are: "Budget Year:" with a dropdown menu showing "2018" and an asterisk to its left; "Status:" with a dropdown menu; "Budget Owner:" with a dropdown menu; "Fund -Func-Obj -SubObj-Org-PI-Local" with a series of seven small input boxes separated by dots; "Allocation:" with a dropdown menu; "My Budget Lines?" with radio buttons for "Yes" (selected) and "No"; "Allocation Category:" with a dropdown menu; "Filter" with a dropdown menu; "Allocation Group:" with a dropdown menu; and "Allocation Subgroup:" with a dropdown menu. At the bottom left of the form is a blue "Search" button.

For Departments, the search results will return **Departments Allocation (Fund 199)**.

Allocate Budget Owner Allocation

**Budget Owner Allocation Search Criteria**

Budget Year: \* 2018 Status:   
 Budget Owner: Fund -Func-Obj -SubObj-Org-PI-Local   
 Allocation: My Budget Lines? Yes No   
 Allocation Category: Filter   
 Allocation Group:   
 Allocation Subgroup:

**Search**

**Budget Owner Allocations**

Sort | Clear Sorted by: (default)

Allocation	Budget Owner	Status	Curr/Next Approver	Org Allmnt	Avail Allmnt	Adjustment In	Adjustment Out	Allocatable Allmnt	Unallocated Amt	Curr Yr Adopted Bdgt	Curr Yr Amended Bdgt	Curr Yr Transactions	Prior Year Adopted Bdgt	Prior Year Amended Bdgt	Prior Yr Transactions
Departments	981-Nurse Manager	Incomplete			32,384.00	32,384.00	0.00	0.00	32,384.00	32,384.00	74,524.00	42,476.76	32,384.00	131,086.00	130,743.09

record count: 1 of

**Fast Acct Allocation** **Edit** **View**

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

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

Budget Year: 2018 wkbk: Open Allocation/Owner: Departments/981 (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: 32,384.00 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
32,384.00	32,384.00	0.00	0.00	32,384.00

**Total Allocation Amount: 0.00** **Remainder Allocation Amount: 32,384.00**

Result Page: 1 | 2 | 3 | 4 | 5 || Results 1-25 of 101

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Dif	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Dif
199-33-6112-AR-007-99-000	Salaries Sub Profesnl	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6112-AR-981-99-000	Salaries Sub Profesnl	0.00	0.00	<a href="#">Details</a>		3,000.00	2,744.00	125.00	2,619.00	3,000.00	200.00	200.00	0.00
199-33-6117-AR-981-99-000	Prof PT Othr Prof Pay	0.00	0.00	<a href="#">Details</a>		0.00	1,000.00	250.00	750.00	0.00	3,282.00	3,032.00	250.00
199-33-6125-AR-981-99-000	PT Temp-Clerical	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6141-AR-007-99-000	FICA	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6141-AR-981-99-000	FICA	0.00	0.00	<a href="#">Details</a>		44.00	44.00	5.44	38.56	44.00	49.00	79.12	-30.12
199-33-6143-AR-007-99-000	Workers Compensation	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6143-AR-981-99-000	Workers Compensation	0.00	0.00	<a href="#">Details</a>		16.00	16.00	2.25	13.75	16.00	21.00	31.00	-10.00
199-33-6146-AR-007-99-000	TRS Care	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6146-AR-981-99-000	TRS Care	0.00	0.00	<a href="#">Details</a>		17.00	17.00	9.19	7.81	17.00	71.00	160.35	-89.35
199-33-6219-AR-981-99-000	Professional Services	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00	0.00

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

**Exit Worksheet**

In this example, the department allocation is \$32,384. 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: Departments/981 (Flat)      Status: Incomplete      Rev: Work In Progress

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

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**Allotment**

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

Percent:    Allotment Amount: 32,384.00    Justification: Characters remaining: 500 ( 500 max)

Fund -Function-Object -Sub-Object-Organization-Program Intent-  
 Local    6399    Filter    Remove Filter

Original Allotment    Avail Allotment    Adjustment In    Adjustment Out    Allocatable Allotment

32,384.00    32,384.00    0.00    0.00

**Total Allocation Amount: 0.00    Remainder Allocation Amount: 32,384.00**  
 Result Page: 1 | 2 | Results 1-25 of 40

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
199-33-6399-AR-001-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		1,000.00	11,000.00	1,342.55	9,657.45	0.00	10,504.00	10,503.46	0.54
199-33-6399-AR-002-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	7,273.00	7,272.12	0.88
199-33-6399-AR-003-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	1,293.00	1,292.25	0.75
199-33-6399-AR-005-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	1,293.00	1,292.25	0.75
199-33-6399-AR-006-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	7,617.00	7,617.00	0.00
199-33-6399-AR-007-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	5,033.00	5,032.50	0.50
199-33-6399-AR-010-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	1,293.00	1,292.25	0.75
199-33-6399-AR-041-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	3,877.00	3,876.75	0.25
199-33-6399-AR-042-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	3,809.00	3,808.50	0.50
199-33-6399-AR-044-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	2,585.00	2,584.50	0.50
199-33-6399-AR-045-99-000	General Supplies	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	3,952.00	3,951.75	0.25

[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 entered \$1,000 for account 199-33-6399-AR-001-99-000. As \$1,000 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 \$31,384 still needs to be distributed.

Budget Year: 2018      wkbk: Open      Allocation/Owner: Departments/981 (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: 32,384.00      Justification: \_\_\_\_\_ Characters remaining: 500 / 500 max      Account Number: Local      Fund -Function-Object -Sub-Object-Organization-Program Intent- \_\_\_\_\_      [Filter](#) [Remove Filter](#)

Original Allotment	Avail Allotment	Adjustment In	Adjustment Out	Allocatable Allotment
	32,384.00	32,384.00	0.00	0.00

**Total Allocation Amount:** 1,000.00      **Remainder Allocation Amount:** 31,384.00 

Result Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) || Results 26-50 of 101

BdgtAcct	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
199-33-6329-AR-123-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-124-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-125-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-126-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-128-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-129-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-132-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-135-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-33-6329-AR-981-99-000	Reading Materials	0.00	0.00	<a href="#">Details</a>		0.00	479.00	229.00	250.00	1,000.00	351.00	238.37	112.63
199-33-6395-AR-981-99-000	Technlg Supply <\$5000	0.00	0.00	<a href="#">Details</a>		0.00	470.00	375.00	95.00	0.00	0.00	0.00	0.00
199-33-6399-AR-001-99-000	General Supplies	3.09	1,000.00	<a href="#">Details</a>		1,000.00	11,000.00	1,342.55	9,657.45	0.00	10,504.00	10,503.46	0.54

[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** [Close]

**Budget Account:** 199-33-6399-AR-001-99-000

**Total Amount:** 1000.0

Amount	Description	-
750.00	Clinic Supplies	[Filter]
250.00	Other Supplies	[Filter]

[Ok] [Cancel] [Reset]

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

199-33-6329-AR-981-99-000	Reading Materials	0.00	0.00	[Details]	0.00	479.00	229.00	250.00	1,000.00	351.00	238.37	112.63
199-33-6395-AR-981-99-000	Technlg Supply <\$5000	0.00	0.00	[Details]	0.00	470.00	375.00	95.00	0.00	0.00	0.00	0.00
199-33-6399-AR-001-99-000	General Supplies	3.09	1,000.00	[Details]	1,000.00	11,000.00	1,342.55	9,657.45	0.00	10,504.00	10,503.46	0.54

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 **Departments 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.