Budgets and Budget Amendments

Software Enhancement for Budgets and Budget Amendments

Budgets and Budget Amendments have been upgraded. They will allow the district to be able to give users the rights to create amendments with controls and submit them for approval. If your district uses one person to control the Budgets and Budget Amendments then they will be able to do this as they have in the past.

Default Method – With the new release, the system will default with no changes other than the new layout of the Budget screens. The functionality of the budget process will continue to work as before unless one of the following additional methods is chosen to allow others to submit and review/approve budgets.

Two Methods to do Budgets and Budget Amendments.
- ➢ Method 1 – The Budget Approval Group

In the current version of WebSmart, you have 1 or 2 people that do all the budgets and amendments. They can create the Budget and Budget Amendments and post them. In the new version of the software you will be able to give a user the ability to oversee a part of the budget. For instance if you wanted a principal to be able to approve Budget Amendments for his users then you could setup a Budget Approval Group for that Principal and name people that could create Budget Amendments for him to approve. For instance he might be responsible for a certain grant fund. You will be able to give the Budget Approval Group Approver the right to approve Budget Amendments for users in that group. Users in the Budget Approval Group will be restricted as to the codes they can use in the amendment.

- ➢ Method 2 – The Budget Control Table

To use this method you will have to know that when you create your ledger for the year and when you create the ledger you will then create it with a Budget Control Table. The table will be created using the Budget Cap for each code as the Control Table. Once the ledger has been opened with this method then administrators will be able to edit the Budget Control Table. After you create your ledger and decide to use this method then you will have those controls in place to secure your budget the way that you want. The mechanics of how you do the Budget Amendments is virtually the same in both methods; however, it's how you set up the initial ledger as to determine if you will use the budget control tables or the budget approval groups to manage how budget revisions are entered and approved.

Which Method Do I Choose?

If you are in the middle of the year you may want to use Method 1 as your ledger has been created already and is in place. If you wanted to go to Method 2 then let us know and we can manually change your ledger to accommodate this new feature. You can choose Method 1 or 2 for next year keeping in mind that you need to make that decision before you open your new ledger. You can give the Finance Support staff a call to answer any questions when you are making the decision.

Creating The New Ledger

This starts at the time you open your new ledger. This is the time to make the determination as to which method you want to use in the budget process. Here is an example on how to set the ledger up.

Go to Finance Module. Then click on General Ledger and down to Ledger Manager. You will see ledgers that are open or closed. Click on Create a New Ledger at the top right of your screen.

Open Date: The first day of your new year
Period Type: You will normally always choose Standard Period. You can also choose a Partial Period.
Fiscal Year Code: Choose your Fiscal Year in the drop down menu.
Budgeting Model: Most all schools use the Annual model but you do have the ability to do Quarterly and Monthly.
Use Budget Controls: No means that you will not be using the Budget Control Table method. Yes means you will be using the Budget Control Table method.
Consolidated Fund: Will normally always be No, but you could use the drop down to choose which fund to consolidate to.

Method 1 – The Budget Approval Group

We will use the following scenario to setup our Budget Approval Groups. The Finance Manager is setting up the Budget Approval Group. In this scenario let us assume that the Finance Manager is doing the Budget and the revisions except for Funds 211 and Fund 255. She has two different people that she wants to oversee Fund 211 and Fund 255 Funds. She will need to setup these two users as the approver for each fund. We will call these users 211 Approver and 255 Approver. 211 Approver has an assistant that will create the amendment and enter the amendment and submit it for approval. 255 Approver has two people that will be able to create budget amendments. One will handle all instructional Function 11 and the other will handle all Function 13.

Note: for this methodology, the user with approval security rights must have access to all account codes.

Setting up Security for Approvers and Users

You will need to start out by going to the user and give them rights to create budget revisions. After that you will give them access to what codes they can use in the budget process. You will go to the person that you are going to get to approve the Amendments that the creators have submitted. You will also give that approval user the rights to the codes that he will be able to use. Once you have established who the approvers are and the users are and what the codes you want them to have available you can call our Security Support and they can either help you set this up or set it up for you.

Setting up the Budget Approval Groups

We will start by going to the Finance module and then to General Ledger > Budgeting > Approval Groups. You will see this screen.
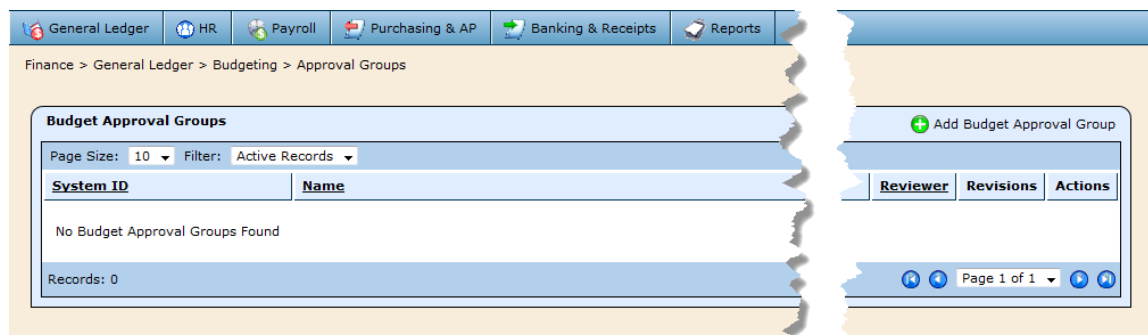
Click on Add Budget Approval Group and fill out the screen as the example below.

Type in the name of the Approval Group. Give it a name like the fund and maybe the approver's name.

Then you can choose the Reviewer from the drop down list. This list shows names that have been given the security to Review.

You will now see the following screen.

You will now see this screen.

Choose the members that will create the budget amendments for this Budget Approval Group. You could choose 1 or several. They will have to have rights to create budget amendments and access to the codes they need in this approval group.

You now have the Budget Approval Group setup and you can setup others that you might need.

Method 2 – The Budget Control Table

In this scenario we will assume that we chose the Budget Control Table when we setup up our ledger. We have opened our ledger. We will now go to ledger and modify the budget control table.

Go to Finance > General Ledger > Ledger Manager and choose the ledger you want to work on and click the edit button.

The opened ledger appears below

If we need to we could click on the Net Assets tab to add more assets.

This screen would open like this and you could add the assets by filling in the information and saving.

We can also Import Account Codes by two methods. The first method is prior Ledger

Or we could choose Excel Spreadsheet form Import Method drop down menu.

If you use this method you will put your information in an excel spreadsheet, (must be saved 2003 format .xls). The first column will be the account code plus all dots and dashes, the second column for description or if you leave it blank it will name the codes and upload the file.

Now we will go the Budget Controls tab. Remember you will only have this option if you chose to use Budget Controls when we created your ledger.

Note: At any time, if you wish to change the budget controls, you can do so by changing the set up in the fund codes tables in Finance > General Ledger > Code Tables > Fund.

When we click on Edit Control Items we can change the cap amount. We will change the Cap Amount from 0.00 on code 175-41 to 100,000.00.

Here is what it looks like after saving.
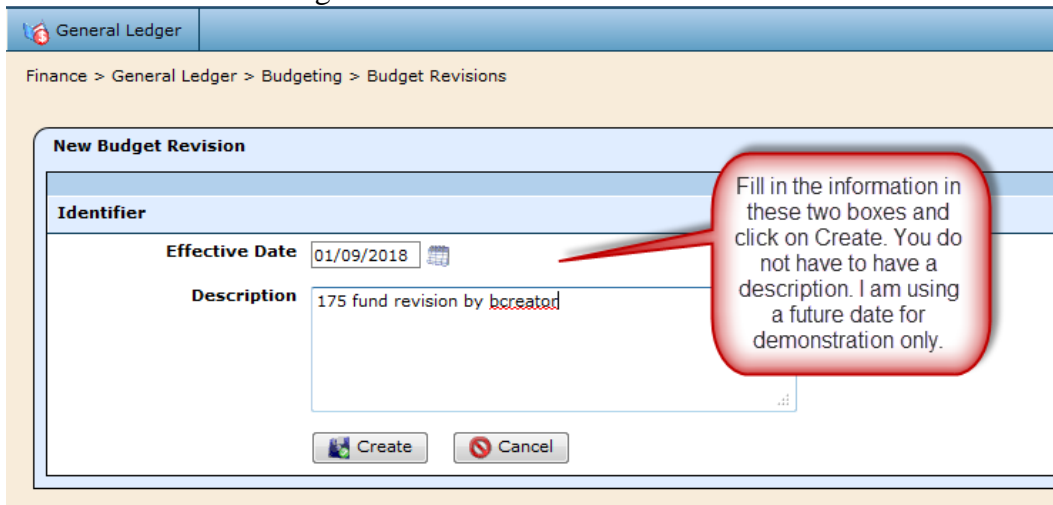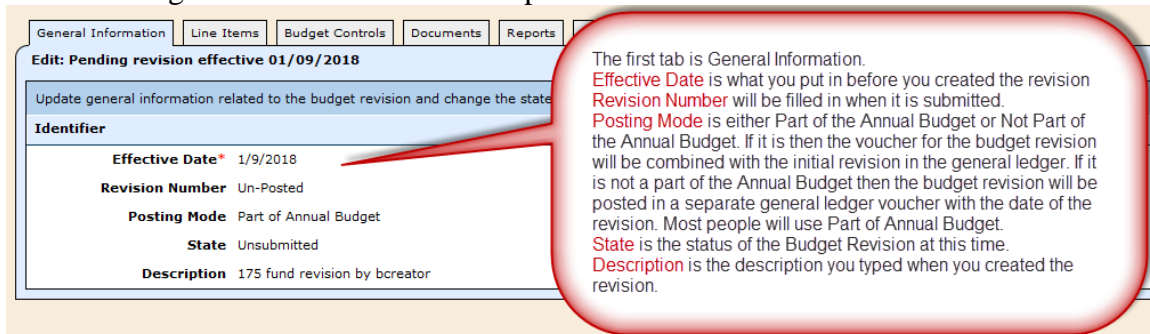

Creating the Budget Revision

The First or Initial Revision has to be done by an administrative user. Then any changes can be done as revisions to that Initial Revision. You can set up users to enter budget revisions while setting up other users as Budget Managers (per say) to manage and approve the revisions, which will then post the budgets to the ledger. The users with less security rights will only be able to do data entry and submit the budget revision for review. The budget revision will not be posted to the ledger until approved by the budget manager. You will distinguish revision by date and user creator. When you create a revision you will need all prior revisions posted. If you need to change a revision you will need to unpost it and make the change and approve and reposted.

For our Scenario we will have a Budget Approver called Budget Approver (bapprover) and a Budget Creator called Budget Creator (bcreator). bcreator has access to create a revision only and has the rights to 175 Fund Codes. bapprover has rights to create and approve budget revisions. He is the approver on the approval group and bcreator is a member of that group.

Let's create a revision. Go to Finance > General Ledger > Budgeting > Budget Revisions and click on Create Budget Revision.

After clicking on create we can start the process.

The first tab is General Information.
Effective Date is what you put in before you created the revision
Revision Number will be filled in when it is submitted.
Posting Mode is either Part of the Annual Budget or Not Part of the Annual Budget. If it is then the voucher for the budget revision will be combined with the initial revision in the general ledger. If it is not a part of the Annual Budget then the budget revision will be posted in a separate general ledger voucher with the date of the revision. Most people will use Part of Annual Budget.
State is the status of the Budget Revision at this time.
Description is the description you typed when you created the revision.

Click on the Line Items tab to add items to the Budget Revision.

Adding New Items Manually

Now we will click on Add New Item to manually add items.

When I clicked on Add New Items this screen opened for me to add items. Since bcreator only has 175 fund codes these are the only items he can see. He would click in the box of the ones he wants to add. After adding the items he wants he would click on save.

After you save the items you want to the list the screen will look like this. You can now click on Edit Line Items to put in the amounts of the budget revision.

Since we added our items then we can look at the Budget Controls tab and see what we have to work with.

Budgeting Level	Current Balance	Proposed Change	Proposed Balance	Control Cap	Difference
175-11-____.__-__-_-_____	$200,000.00	$0.00	$200,000.00	$200,000.00	$0.00
175-41-____.__-__-_-_____	$0.00	$0.00	$0.00	$100,000.00	($100,000.00)

Our Budget controls show us 175-11 has 200,000 as the current balance and 175-41 has a current balance of 0.00. I see where someone has set the budget control cap to 100,000 so I will be able to add funds in this revision without going over the Cap.

We will now click on Edit Line Items to put in our amounts.

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
392	175-11-6395.00-001-8-11-0-00	For ????????????	$0.00	($225,000.00)	($225,000.00)	❌
393	175-41-6217.00-750-8-99-0-00	For ???????????	$0.00	$225,000.00	$225,000.00	❌

I entered the amounts i want in the Edit Line Items Fields and use the Description to describe it. I clicked Save.

Importing Line Items In

If you want to enter items by importing you can also do that by clicking on the Import Items tab. Before doing that you will need to setup a spreadsheet to import the information in the Budget Revision. The format should be like this.

The spreadsheet should be in this format and be in Sheet 1. The first column (A) is the account code including all dashes and dots. The second column (B) is for the description. If you leave it blank the he codes will have the default description. The third column (C) is the amount. this can be negative or positive numbers. This should be in Sheet1 of the spread sheet. Once you finish your spreadsheet save it in xls (2003) format to upload to your budget revision.

Now is the Line Items (Import Items) screen ready to import our spreadsheet.

After you click on Import items in the Line Items tab you will see this screen. Click on browse to browse to the spreadsheet (xls) that you created. We will leave all the setting like we see them here as this is the way we formated our spreadsheet.

Now browse to your file and choose it. Then click on Upload File button.

After clicking upload on my import the items were imported into the Budget Revisions. The import brought in the codes and the amounts of the revision.

After you either manually add in the Line Items or Import the Line Items you are now ready to look over your Budget Revision.

Now I click on the Budget Controls to see what that looks like.

Budgeting Level		Current Balance	Proposed Change	Proposed Balance	Control Cap	Difference
175-11-___-___-___-___-___		$200,000.00	($225,000.00)	($25,000.00)	$200,000.00	($225,000.00)
175-41-___-___-___-___-___		$0.00	$225,000.00	$225,000.00	$100,000.00	$125,000.00

I am looking under the Budget Controls tab to see how my Budget Amendment effected this. Not sure, looks like trouble.

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Moving on to the Documents Tab. You may or may not have the documents tab depending on whether you have WebSmart or WebSmart I version of the software (additional fees apply for WebSmart I). The document tab allows you to upload pdf's working budget papers, and spreadsheets and other files to be stored with the budget revision so you or someone else could understand the process you went through to create the budget revision. This is what it looks like and you could upload a document and access it later from this tab if you needed to.

This spreadsheet was uploaded and can be accessed later if need be.

The Reports tab is to run a report on the revision.

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This is what the report looks like.

The History Tab show us the information on time and user for the Revision.

Now we could get out of our Budget Revision and it will be stored there as an Un-submitted Revision. We want to go ahead and submit so the Budget Approver can look at it and approve or reject it. So we click on edit to open the revision.

Now we can click on Edit Identifier and change the state to Submitted for Review and click Save.
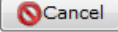
After we click on Save we see this screen.
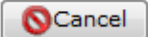
Well when I looked at the Budget Controls I thought there might be a problem and there is. It is telling us the Budget Cap Controls were violated. This is what the Budget Controls do and if you need this control you need to choose that when you setup your ledger. You will still have budget caps if you choose not to use Budget Control. If you don't use the budget controls then the cap will be at whatever the Budget Amount is. The Budget Control Method gives you more flexibility. I made this revision where it would violate the Budget Controls for you to see what that looks like. I will change the numbers so as to not violate the Budget controls and save it.
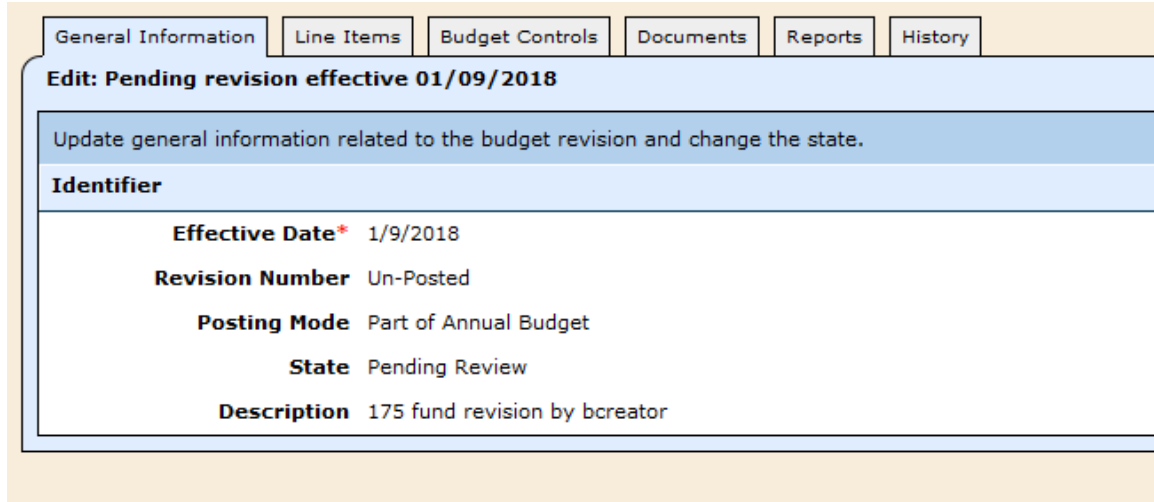

Approving the Budget Revision

For this scenario I will log in as bapprover which is the approver for the Budget Approval Group that bcreator created the Budget Revision.

As bapprover logs in he goes to Finance > General Ledger > Budgeting > Budget Revisions. He sees this screen.

He sees there is a revision that has been submitted for Review so he will click on edit to approve the requisition.

Now he sees this screen.
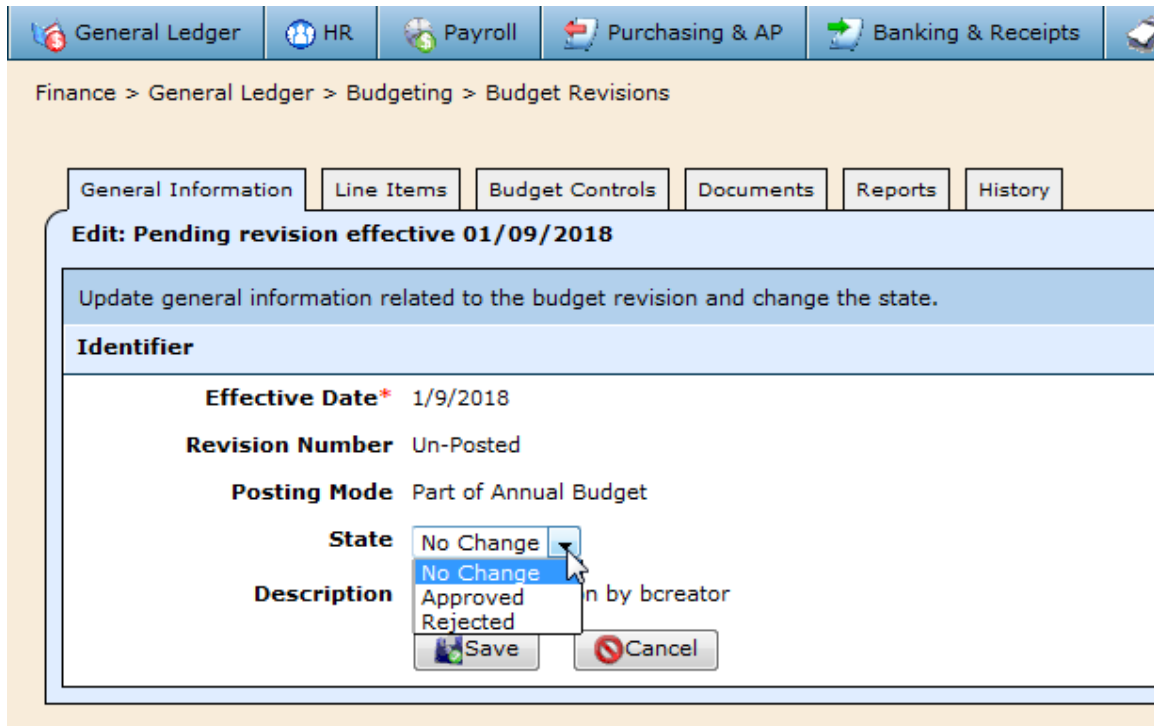
The approver knows that this fits in the budget control because bcreator was able to submit it for review. The approver might look at the Line Items tab to see what was in the revision. He may go to the report tab to run some reports to check to see if the Budget Revision makes sense. If the district had WebSmart I he may click on the documents tab and open and review the information that was uploaded. Once he is satisfied with the Budget Revision he will go back to the General Information tab and click Edit Identifier to change the state to Rejected or Approved.

Once the approver makes the state change it will go back to the creator if rejected and be approved if approved. Click save to proceed. Once you approve the Budget Revision it will be posted to the ledger.

If you need any more help or have any questions please call JR3 Education Associates and ask for Finance Support.