



FINANCE ACADEMY

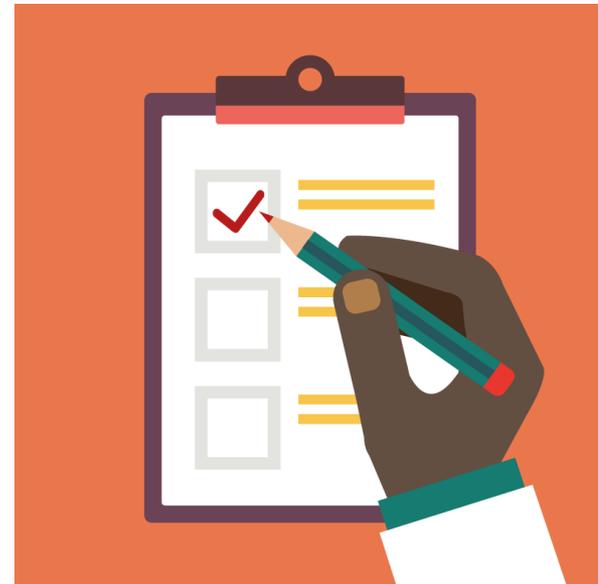
BUILDING A STRONGER FOUNDATION

— BUDGET 101 —

FACILATED BY BUDGET SERVICES DEPARTMENT

Agenda

- Introduction
- Accounting structure
- Running a GL298 budget report type A
- Reading your GL298 budget report
- How to run detailed GL298 budget reports (encumbrances report type B and expenditures report type C)
- Encumbrance Roll
- Who to contact?
- Q&A



Budget Services



Harpreet Hora
Executive Director



Kathleen Lu
Program Director
Schools



Candace Phillips
Program Director
Departments



Danielle Smith
Coordinator- Reporting
& Analysis



Latricia Harris
Special Revenue
Coordinator



Milan Gregory
Program
Manager- Position
Control



Jamila Decuir
Budget Specialist



Budget Services Point of Contact:

- Candace Philips - Department budgets (ext. 2478)
- Kathleen Lu - School budgets (ext. 2859)
- Danielle Smith - Operations(ext. 2489)
- Latricia Harris - Special Revenue (ext. 2410)
- Milan Gregory- Positions (ext. 2428)
- Jamila Decuir – Budget transfer request, OTP (ext. 2426)



If you are new to your role at
APS and assist with your
budget...

Welcome!

Please email

APSBudget@atlanta.k12.ga.us

To receive one-on-one support from
budget!



Responsibility of a Budget Center Manager/School Business Manager

- Run your GL298 budget report weekly
- Stay on top of P.O's/ invoices, ensuring they are paid
- Place requisitions using the appropriate accounting units that align with your items
- Reach out for help!





Account Number Breakdown

A fund account consist of many different sets of numbers that will vary depending on which account is needed.

Most of the numbers which make up the accounting unit used by Atlanta Public Schools (APS) are those which are required by the State in reporting expenditures. Understanding these numbers will aid in preparing your budget, submitting requisitions, and charging expenditures to the proper account. The account number has **26 digits**.

Account Number

Example:

| | | | | | | |
|--|-------------------|-------------|-------------|-------------|-----------------------|-------------|
| | | | | State | | |
| Company - Fund - APS Program - Location - Code | | | | | Account - Sub-Account | |
| 761 | <u>150</u> | <u>1200</u> | <u>0100</u> | <u>1021</u> | <u>1000</u> | <u>6100</u> |
| | "Accounting unit" | | | | "Function" | "Object" |

STRUCTURE DEFINITIONS

Company: State entity code assigned to APS (Company – 761) The company is *always* the same so it rarely will be shown in the accounting unit

Fund: The specific financing source. Example: 100 and 150 is General Fund, and 402 is Title I, 582 Special Revenue. Schools typically start with 150. Departments typically start with 100.

APS Program: Assigned by the Budget Department to designate internal programs to specify the accounting unit more (ex. Math, 1st Grade, Classroom Instruction, Media Services, etc.)

Location: Provides the physical location of the accounting unit, each school/APS location has their own location code. Ex: CLL is 8010

State Program Code: State component to denote specific program objectives. Example: 1021= Elementary school 1041= High school 1081= Middle school 9990=Misc.

Account AKA Function: State FUNCTION

Sub-Account AKA Object: State OBJECT



Common Non-Staffing Account and Sub account options and descriptions

| ACCOUNT/FUNCTION | SUB-ACCOUNT OBJECT | DESCRIPTION |
|------------------|--------------------|--|
| 1000 | 1104 | Teacher Stipends |
| 2400 | 1412 | Secretary Overtime |
| 1000 | 3000 | Contracted Services for Instruction |
| 2210 | 3000 | Contracted Services for Professional Development |
| 2700 | 5190 | Student Transportation-Charter Buses, Breeze Cards |
| 2100 | 5300 | Postage |
| 1000 | 5320 | Web-based Subscriptions and Licenses |
| 1000 | 6120 | Computer Software |
| 2213 | 5800 | Instructional Employee Travel |
| 2400 | 5800 | Administrative Employee Travel |
| 2210 | 5800 | Signature Programming Travel |
| 2400 | 5800 | Mileage |
| 2700 | 5950 | Student Transportation-APS Buses |
| 2700 | 5950 | District Funded Field Trips |
| 1000 | 6100 | Supplies |
| 1000 | 6150 | Instructional Equipment/Furniture |
| 1000 | 6160 | Computer Equipment |
| 2220 | 6420 | Media Supplies |
| 1000 | 6420 | Book Other Than Textbooks for Instruction |
| 2213 | 6420 | Book Other Than Textbooks for PD |
| 1000 | 6410 | Textbooks |
| 1000 | 6400 | Digital/Electronic Textbooks |
| 2213 | 8100 | Dues & Fees (Instructional Staff) |
| 2400 | 8100 | Dues & Fees (Administrative Staff) |
| 1000 | 8100 | Dues & Fees (Signature Programs) |
| 1000 | 8100 | Student Admissions |





Lawson Reports



GL298- Report Type A

Quick Guide:

Running a School Lawson Budget Report - GL298

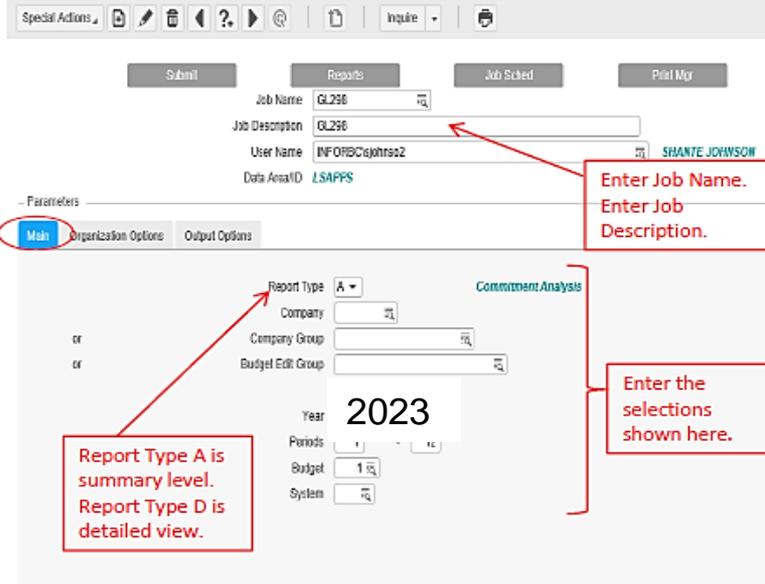
The GL-298 is the Lawson General Ledger Commitment Analysis Report that displays the allocated and utilized budget of each Budget Center Manager

Step 1: Log into Lawson

After logging into Lawson, type GL298 in "Search Box" located in upper right corner and hit enter

Step 2: Organization Options Tab (Complete the following fields)

GL Commitment Analysis Report (GL298)



Special Actions [Icons]

Submit Reports Job Sched Print Mgr

Job Name: GL298
Job Description: GL298
User Name: INFOBCSjphns2 SHANTE JOHNSON
Data Area ID: LSAPPS

Parameters

Main Organization Options Output Options

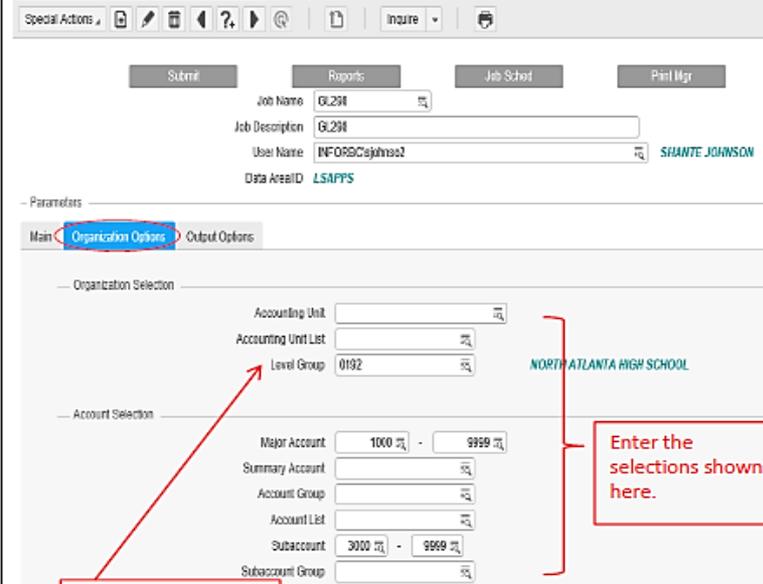
Report Type: A
Company: [Field]
Company Group: [Field]
Budget Edit Group: [Field]
Year: 2023
Periods: [Field]
Budget: 1
System: [Field]

Enter Job Name. Enter Job Description.

Enter the selections shown here.

Steps 3: Organization Options Tab (Complete the following fields)

GL Commitment Analysis Report (GL298)



Special Actions [Icons]

Submit Reports Job Sched Print Mgr

Job Name: GL298
Job Description: GL298
User Name: INFOBCSjphns2 SHANTE JOHNSON
Data Area ID: LSAPPS

Parameters

Main Organization Options Output Options

Organization Selection

Accounting Unit: [Field]
Accounting Unit List: [Field]
Level Group: 0192 NORTH ATLANTA HIGH SCHOOL

Account Selection

Major Account: 1000 - 9999
Summary Account: [Field]
Account Group: [Field]
Account List: [Field]
Subaccount: 3000 - 9999
Subaccount Group: [Field]

Enter your 4 digit school's location code

Enter the selections shown here.

How to run a GL298 continued..

Steps 4: Output Options Tab (Complete the following fields)

GL Commitment Analysis Report (GL298)

Special Actions         Inquire 

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name SHANTE.JOHNSON

Data Area/ID

Parameters

Main Organization Options **Output Options**

Enter the selections shown here.

Amount or Units Amounts

Accounting Unit Level Type Posting

Level Depth

Account Detail Yes

Totals Yes

Page Break None

Steps 5: Generate your Budget Report

- Click "ADD" at the top left of the page
- Click "Submit" at the top left of the page
- Click "Submit" in dialog box – a note should appear at the bottom left of the page that the job has been submitted
- Once the dialog box disappears, click "Print Mgr" in the right hand corner

Steps 6: Pulling up report page

Once directed to the new page, double click on the reports job name. If it does not generate immediately, click inquire until it pops up.

View Options  Quick Print

Text

PDF - Landscape

Steps 7: Saving or Printing your Budget Report:

On the top of the same page as your budget report, click view options and select "PDF – Landscape) to either print or save your budget report

GL298 Example:

| Acct Unit | | 150120001051021 Con-ClsrmIns [REDACTED] 1-3 | | Budget <u>1</u> FY 2024 Amended Budget | | |
|--|--------------|---|-------------|--|-------------------|------------------|
| Account | Expenditures | Encumbrances | Commitments | Total | Budget | Budget Balance |
| 001000 5320 | 0.00 | 0.00 | 0.00 | 0.00 | 11,000.00 | 11,000.00 |
| Instr_Communications Web Base Subscription | | | | | | |
| 001000 6100 | 0.00 | 6,340.00 | 0.00 | 6,340.00 | 31,000.00 | 24,660.00 |
| Instr_Supplies | | | | | | |
| 001000 6150 | 0.00 | 13,776.76 | 0.00 | 13,776.76 | 0.00 | 13,776.76- |
| Instr_Expendable Equipment | | | | | | |
| 001000 8900 | 0.00 | 0.00 | 0.00 | 0.00 | 77,445.19 | 77,445.19 |
| Instr_Other Expenditures | | | | | | |
| Acct Unit Total | 0.00 | 20,116.76 | 0.00 | 20,116.76 | 119,445.19 | 99,328.43 |

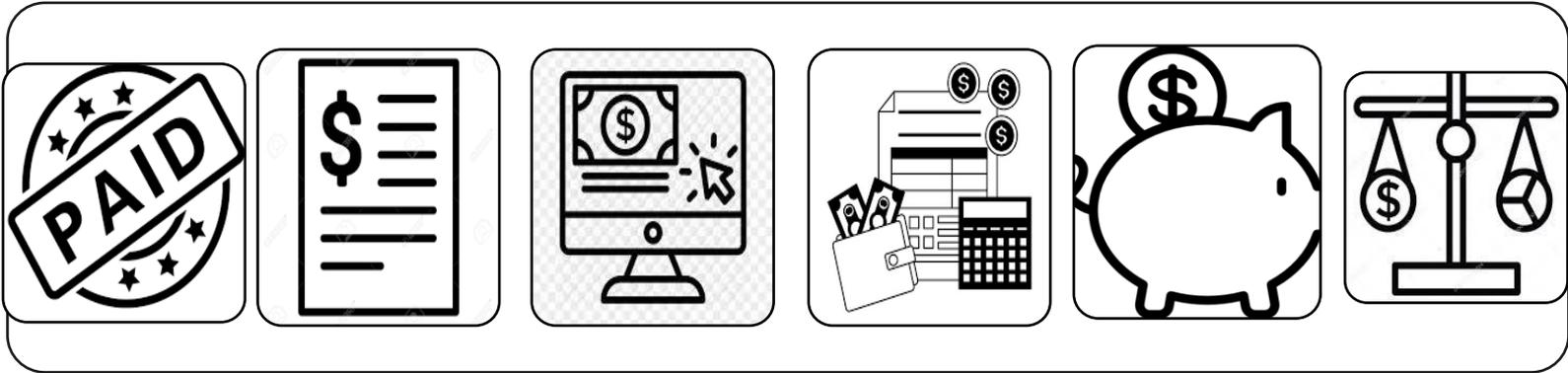
| Acct Unit | | 150120001051320 Con-ClsrmIns [REDACTED] Pup Trans | | Budget <u>1</u> FY 2024 Amended Budget | | |
|--------------------------------|--------------|---|-------------|--|------------------|------------------|
| Account | Expenditures | Encumbrances | Commitments | Total | Budget | Budget Balance |
| 002700 5190 | 0.00 | 0.00 | 0.00 | 0.00 | 10,346.00 | 10,346.00 |
| StuTran_Stu Tran Purch Oth Src | | | | | | |
| Acct Unit Total | 0.00 | 0.00 | 0.00 | 0.00 | 10,346.00 | 10,346.00 |

| Acct Unit | | 150122001051021 Con-Textbooks [REDACTED] -1-3 | | Budget <u>1</u> FY 2024 Amended Budget | | |
|-----------------------------|--------------|---|-------------|--|-------------|----------------|
| Account | Expenditures | Encumbrances | Commitments | Total | Budget | Budget Balance |
| 001000 6410 | 0.00 | 389.00 | 0.00 | 389.00 | 0.00 | 389.00- |
| Instr_Textbooks | | | | | | |
| Acct Unit Total | 0.00 | 389.00 | 0.00 | 389.00 | 0.00 | 389.00- |



Reading your budget

| Expenditures | Encumbrances | Commitments | Total | Budget | Budget Balance |
|--------------|--------------|-------------|-----------|-----------|----------------|
| 11,171.05 | 23,046.32 | 0.00 | 34,217.37 | 98,365.00 | 64,147.63 |



Expenditures:
Paid invoices

Encumbrances:
Purchase orders that have been issued (the amount will remain in this column until an invoice is paid – aka Open POs or P Card balance)

Commitments:
Funds you have committed to spend by entering a requisition (will remain in the “commitment” column until fully approved and a PO has been issued)

Total:
Expenditure
+
Encumbrances
+
Commitments
.

Budget:
Amount you currently have allocated to each account for the fiscal year.

Budget Balance:
The remaining funds in your budget. This is the difference of the total and the amount budgeted.

How to Run GL298 Encumbrance Report (Report Type B)

For Expenditure Report follow the same instructions but replace “B” with “C”



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1. Type in
GL298 in
search bar.

*For report type
C (Expenditure
details, follow
the same steps
but instead of
report type “B”
you will select
“C” from the
drop down.

Lawson | Home | Search...

Bookmarks

Home

Lawson

10.0.9.0

| Common Tasks | Useful Information |
|---|-----------------------------------|
| > Manage Subscriptions Manage your navigation links and home page content | > Hotkeys Help |
| > Manage User Options Customize options and your favorites | |
| > Change Password Change your single-signon password | |
| > Username Lookup Lookup username | |



How to Run GL298 Encumbrance Report (Report Type B)

2. For saving purposes, in “Job Name” title the report GL298B. In “Job Description” put Report Type B

3.

-Under “Parameters”
Choose B under
“Report Type”

- For the year, type
the current year

- Periods should be
1-12. And budget will
always be 1

Commitment Analysis Report (GL298)

Submit Reports Job Sched Print Mgr

Job Name GL298B

Job Description Report Type B

User Name inforbcimgregory MILAN GREGORY

Data Area/ID LSAPPS

Main Organization Options Output Options

Report Type B

Company

Company Group

Budget Edit Group

Year 2023

Periods 1 - 12

Budget 1

System



How to Run GL298 Encumbrance Report (Report Type B)



3. Type in your school code in “Level Group”.

4. The major and sub account will be the same as the regular GL298

Major= 1000 – 9999

Sub= 3000 - 9999

A screenshot of a web-based application interface for running a GL298 Encumbrance Report. The interface includes a top navigation bar with 'Special Actions', 'Inquire', and a printer icon. Below this are buttons for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' section is active, showing fields for 'Job Name' (GL298 B), 'Job Description' (Report Type B), 'User Name' (inforbcimgregory), and 'Data Area/ID' (LSAPPS). The user name is followed by 'MILAN GREGORY'. Below the main form is a 'Parameters' section with tabs for 'Main', 'Organization Options', and 'Output Options'. The 'Organization Options' tab is selected, showing 'Organization Selection' fields: 'Accounting Unit', 'Accounting Unit List', and 'Level Group'. The 'Account Selection' section shows 'Major Account' (1000 - 9999), 'Summary Account', 'Account Group', 'Account List', and 'Subaccount' (3000 - 9999). Two red circles highlight the 'Level Group' field and the 'Major Account' field.



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How to Run GL298 Encumbrance Report (Report Type B)

5. On the next tab "Output Options" select YES under "totals".

GL Commitment Analysis Report (GL298)

Special Actions Inquire

Submit Reports Job Sched Print Mgr

Job Name GL298 B

Job Description Report Type B

User Name inforbc\mgregory MILAN GREGORY

Data Area/ID LSAPPS

- Parameters -

Main Organization Options **Output Options**

Amount or Units A *Amounts*

Accounting Unit Level Type P *Posting*

Level Depth *All Posting*

Account Detail Y *Yes*

Totals **Y** *Yes*

Page Break N *None*





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How to Run GL298 Encumbrance Report (Report Type B)

6. Select “add” at the top of the page. Then select “submit” twice.

7. Finally, to retrieve the report, select “Print Mgr”.

GL Commitment Analysis Report (GL298)

Special Actions

Submit

Job Name: GL298B

Job Description: Rep

User Name: infor

Data Area/ID: LSA

Parameters

Main Organization Options Output Options

Report Type

Company

Submit Job - Google Chrome

aps-lawamsprod-lsf01.cloud.infor.com/laws...

Job Name: GL298B

User Name: inforbcmgregory

Job Queue: [dropdown]

Time Zone: GMT-4

Start Date: [calendar icon]

Start Time: [input] (hhmm)

Submit Cancel

GL Commitment Analysis Report (GL298)

Special Actions [add] [edit] [delete] [back] [help] [forward] [refresh]

Inquire [dropdown] [print icon]

Submit Reports Job Sched Print Mgr





Report type B (Encumbrances and Commitments)

Example and FYI'S

| Acct Unit | | 150120001881081 | | Budget | | _1 FY 2023 Amended Budget | | | | |
|------------------------------------|-----|------------------|------------------|----------------|--------------|---------------------------|--------------|-------------|----------|--|
| Account | Sys | Created Year/Per | Accrued Year/Per | Invoice Number | Item Number | Resource | Encumbrances | Commitments | | |
| 001000 6100 Instr_Supplies | AP | 2023 08 | 2023 08 | 3524648735 | 21386Staples | Adv Staples Advantag | 59.83 | 0.00 | | |
| 001000 6100 Instr_Supplies | AP | 2023 08 | 2023 08 | 3524126191 | 21386Staples | Adv Staples Advantag | 2,524.41 | 0.00 | | |
| 001000 6100 Instr_Supplies | AP | 2023 08 | 2023 08 | 3524126191 | 21386Staples | Adv Staples Advantag | 1.41 | 0.00 | | |
| 001000 6100 Instr_Supplies | PO | 2023 05 | 2023 08 | 2173930000 | 474335 | Staples Advantag | 671.76 | 0.00 | | |
| 001000 6100 Instr_Supplies | PO | 2023 05 | 2023 08 | 2173930000 | 634797 | Staples Advantag | 107.28 | 0.00 | | |
| 001000 6100 Instr_Supplies | RQ | 2023 08 | 2023 08 | 0265598 | SMORE TEAM | Smore | 0.00 | 4,198.50 | | |
| 001000 6100 Instr_Supplies | AP | 2023 08 | 2023 08 | | | | 43.79 | 0.00 | | |
| 001000 6100 Instr_Supplies | AP | 2023 08 | 2023 08 | | | | 31.95 | 0.00 | | |
| Account 001000 6100 Instr_Supplies | | | | | | | Total | 35,604.90 | 9,298.50 | |

1. If the created year is over 2 years old, example it is FY24 , anything FY22, and under – please reach out to procurement to close the PO
2. If you need to get the PO paid – please reach out to Accounts Payable with the invoice number
3. If you need to change the account number associated with the encumbrance or commitment, please reach out to procurement
4. If you need to load a p-card/ edit an existing load, please reach out to P-card services





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Report type C (Expenditures) Example and FYI'S

| Account | System | Year | Period | Post Date | Journal | Description | Amount |
|--------------------|--------|------|--------|------------|---------|---------------------------|--------|
| <u>001000 6100</u> | AP | 2023 | 2 | 08/26/2022 | N 94 | AMZN MKTP US IB6EF6U93 | 43.39 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/26/2022 | N 94 | AMZN MKTP US 266572AQ3 | 28.20 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/26/2022 | N 94 | AMZN MKTP US 5D7HG9WN3 | 42.27 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/31/2022 | N 133 | AMZN MKTP US I18LB7S63 | 735.61 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/31/2022 | N 133 | AMZN MKTP US 4L0CR2HH3 AM | 5.09 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/31/2022 | N 133 | AMZN MKTP US 0C3FT2V93 AM | 34.26 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/31/2022 | N 133 | AMZN MKTP US WX1900XC3 AM | 260.34 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 2 | 08/31/2022 | N 133 | AMZN MKTP US XM96X4CV3 | 17.32 |
| Instr_Supplies | | | | | | | |
| <u>001000 6100</u> | AP | 2023 | 3 | 09/07/2022 | N 13 | AMZN MKTP US TF4M24CA3 | 9.96 |
| Instr_Supplies | | | | | | | |

1. If you need an expenditure moved to a different accounting unit, please reach out to Accounting department
2. If you need an expenditure moved to another year (at the beginning of the fiscal year only) please reach out to accounting



Encumbrance Roll & Budget Transfer



What is encumbrance roll?

| Account | Expenditures | Encumbrances | Commitments | Total | Budget | Budget Balance |
|--|--------------|--------------|-------------|------------|------------|----------------|
| 001000 5320 | 28,813.96 | 0.00 | 0.00 | 28,813.96 | 75,000.00 | 46,186.04 |
| Instr Communications Web Base Subscription | | | | | | |
| 001000 6100 | 308,840.47 | 29,707.00 | 0.00 | 338,547.47 | 637,252.15 | 298,704.68 |
| Instr Supplies | | | | | | |
| 001000 6420 | 15,341.75 | 0.00 | 0.00 | 15,341.75 | 15,350.00 | 8.25 |
| Instr_Books Not Text & Period | | | | | | |
| Acct Unit Total | 352,996.18 | 29,707.00 | 0.00 | 382,703.18 | 727,602.15 | 344,898.97 |

Encumbrance roll is a term referring to unsettled encumbrances and commitments from the previous year transferring to the new years budget, effecting the new funds.

If you have any open or old P.O's/requisitions still sitting in either your encumbrance column or your commitment column from the previous year, they must be paid and/or closed for the amount to stop affecting the current years budget.

There are several reasons encumbrances from previous years appear against your current year's budget:

- Invoice was never paid
 - Accounts Payable never received the invoice
 - Items have not been marked as **received** in Lawson
 - Items/services were never provided by the vendor
- The invoice was paid but was less than the total amount of the purchase order
 For example: (PO was \$100, but the invoice paid was only \$90. Leaves an encumbrance of \$10 open until someone lets Procurement know to close it).

Digital One-Time Payment (OTPs)

HOW DO I GET TO THE DIGITAL OTP FORM?

- Navigate to [FORMS](#)
- [CENTER](#)
- Scroll down to Finance
- Select One Time Payments



Digital One-Time Payment (OTPs)

One Time Payment
Atlanta Public Schools
Welcome Delissia Broadnax

ATLANTA PUBLIC SCHOOLS

7/12/2023 4:34 PM

Project Information

Project Name

Date
7/12/2023

Area/Div:

School/Department

School Name

School Code

Is Project Federally Funded
 Yes No

Company
761

Account Unit
15 Digits

Account
XXXX

Sub-Account
XXXX

Activity Number
12 Digits

Account Category
XXXX

Initiator Name
Broadnax, Delissia

* Principal/Assistant Principal

* Associate Superintendent

Training / Work Dates

Special Instructions if Any

Initiator Comments

Attachments

There is nothing attached.

Bulk Upload Employee Details

Employee Details

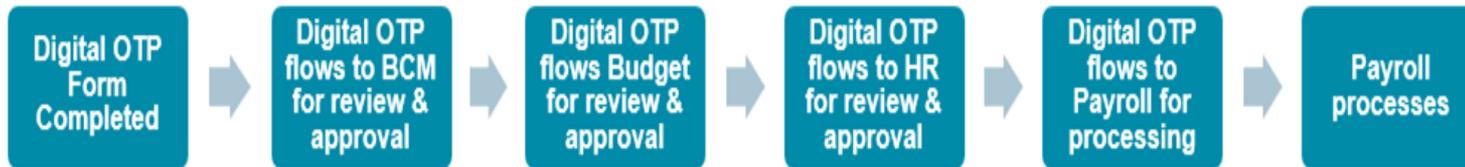
[Click here to view the Compensation Rates](#)

| Employee Name | Lawson ID | Begin Work Date | Ending Work Date | Hours Per Day | Hourly Rate | Total Days | Total Hours | Amount Due | <input type="button" value="Add"/> |
|--|------------------------------------|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------------|
| <input type="text" value="LastName, First"/> | <input type="text" value="1XXXX"/> | <input type="text" value="12/31/2001"/> | <input type="text" value="12/31/2001"/> | <input type="text"/> | <input checked="" type="checkbox"/> |

Attendee List



One Time Payment (OTP) Process



OTP BUDGET REQUIREMENTS

- Valid account number
- Total amount for the OTP
- Funds available to payment

**Contact for Power App issues- Randeep Bassi ext. 1544





Special Revenue

What is considered Special Revenue?

- Special revenue are funds legally restricted or committed for specific purposes.
 - Examples include but aren't limited to grants, donations, and partnership funds.
- Checks over \$10k along with funds specified for employee pay and travel are required to go into a special revenue account.



Special Revenue

- When the recipient receives the funds for a special revenue account, they should also collect an award letter or MOU (memo of understanding) for these funds.
 - This communication will advise APS on how the funds can be spent and assist budget in determining what accounts may need to be activated.
- At that point, the recipient will email budget (Latricia) and accounting (Jerry Hill) to notify them of the funds that have been received.
 - The communication should include detail on when the funds will be sent to the CLL, the existing accounting unit that the funds should be deposited to, a copy of the check and award letter.
 - Checks should be sent to the CLL, attention Accounting/Jerry Hill 4th floor.



Special Revenue

- Once all information is received, if it is determined a new accounting unit should be setup budget will start that process.
 - Setting up a new account typically takes a minimum of 2 business days.
- When the revenue is received by accounting, the check will be deposited, and the budget will be loaded.
- The recipient will be notified once the full process is complete.
 - If new account numbers were setup that information will be given in the completion email.



Who do I call for Finance Support



1. I need to transfer money from one account to another (*Budget*)
2. I have negative remaining balance (*Budget*)
3. I have old POs and I need to get them removed (*Procurement*)
4. I have an unpaid invoice (*Accounts Payable*)
5. I need to change the accounting unit attached to a PO
(*Procurement*)
6. I have an expense paid that posted to the wrong account
(*Accounting*)
7. I don't have access to pull a GL298 report
(*ext. 1000 for Lawson Support*)
7. I need to increase or decrease PCARD amount (PCARD services)
8. I need an open PO report (*Procurement*)



Thank you!

Next: Q&A Connect with Budget Services Team





Budget Development Process

| <u>Senior Cabinet</u> | <u>Departments</u> | <u>Schools</u> | <u>Board</u> |
|---|---|--|--|
| FY2025 Senior Cabinet Budget Proposal Meeting for Departments: · March | Budgets Released: · January Training & Support Sessions (Allovue): · January, & February Budget Support Sessions: · January & February Budgets Locked: · March | Budgets Released: · January Training & Support Sessions: · Beginning January Staffing Conferences & GoTeam Approval: · February Budgets Locked: · March | Budget Commission: · September 15 · October 20 · November 17 · December 15 (if needed) · January 18 · February 15 · March 21 · April 18 · May 16 Tentative Adoption: · May Final Adoption: · June |



Budget FAQ's & Answers

1. On a GL298, what is the “expenditures” column? Paid invoices
2. On a GL298, what is the “encumbrances” column? Purchase orders that have been entered (the amount will remain an encumbrance until the invoice is paid)
3. On a GL298, what is the “commitments” column? Funds you have committed to spend by entering a requisition (the amount will remain a commitment until approved and PO has been issued)
4. On a GL298, what is the “total” column? All three combined (expenditure + encumbrance + commitments)
5. On a GL298, what is the “budget” column? Amount you currently have allocated to each account for the fiscal year
6. On a GL298, what is the “budget balance” column? The remaining funds in your budget. This is the difference of the total and the amount budgeted
7. How do I view what is in my encumbrance column? Running a gl298 report type “B”
8. How do I view what is in my expenditure column? Running a gl298 report type “C”
9. How do I change my gl298 report type? When switching between report types you will click the drop down on “report type”. Select the report you want and then click “change” then submit, and submit again, before going to print manager to pull your report. This changes and saves the new report type



Budget FAQ's & Answers Cont'd

1. What if I have encumbrances on my current GL298 that should have been taken out of last year? You will need to have the invoice number and work with Accounts Payable to get the invoice paid. Once the invoice is paid it will move to your expenditure column. Then, you will need to work with accounting and have them move it to the previous year.
2. Why is it that when my 6100 line has funds, a requisition won't go through sometimes? The last 4 digits of your accounting unit is called the "subaccount". Each sub-account is in a group based off the first number (ex. 3XXX or 6XXX). If you have a negative in 6150 it effects all subaccounts in the 6 group. Thus, not allowing you to place your requisition. Submit a budget transfer to correct the negative in 6150, then your req will go through in 6100.
3. What do I do if I have a vacant position I no longer want to fill OR have a position I am wanting to hire? You will email your staffing director to verify and approve this. Once approved, you will email budget to move funds from the old salary line to wherever desired/needed. Or from a fund source to the appropriate salary line to cover the new position. Once this is done you will work back with HR for next steps.
4. How do I submit a onetime payment/ stipend? You can receive the one-time payment forms (a pdf and excel doc) to fill out. Once it is filled out you will need to get the appropriate signatures. Once completed it will go to budget, compensation, finally payroll to process.



Special Revenue FAQs

- Can Special revenue carryover?
 - Special revenue can carryover into the next fiscal year, but only if permitted in the MOU.
- What if my budget balance is off?
 - Allow time for a “budget true up” to balance the budget.
 - There are times when the revenue that has come in has not been updated in the budget for various reasons.
 - In the beginning of the fiscal year there is typically a difference in what was spent between when the budget was created and the year end balance.(Apr-Jun)
 - Feel free to email Latricia about the balance if it does not accurately reflect what should be budgeted, however adjustments are also constantly being made throughout the year.

