

Revision History

October 2018 – Initial

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Module 0: Legend

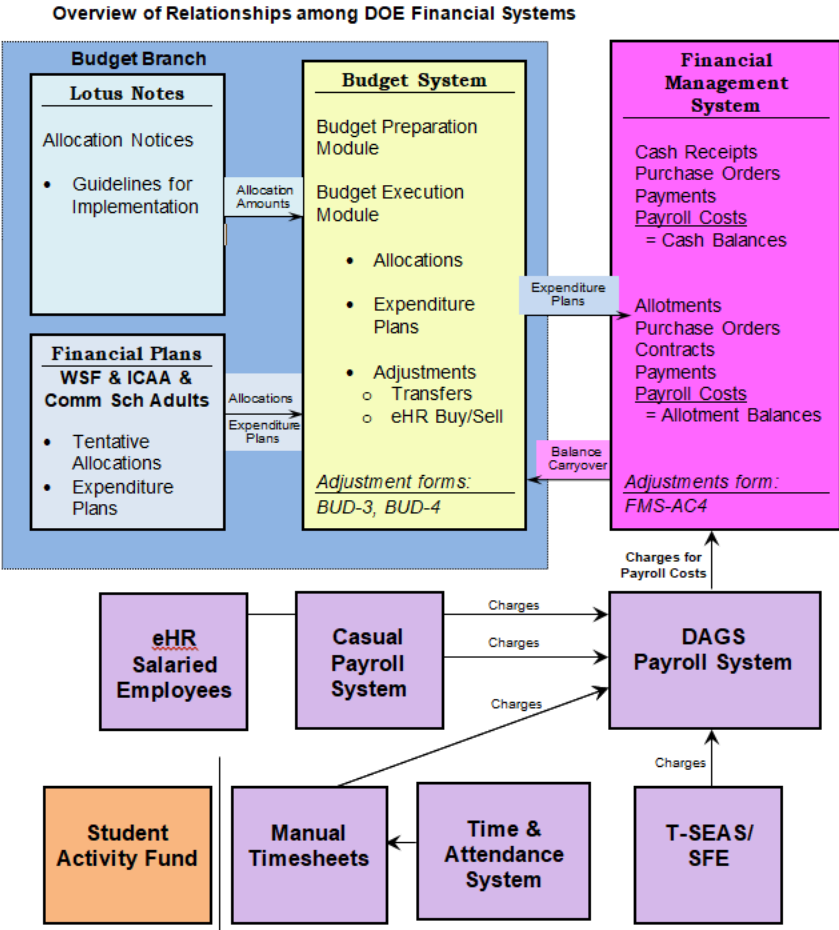
Instruction or Navigation: How to do something or how to navigate to someplace

Think about it, Note: Asks you to think about what was just covered or informs you about important information

Module 1: Fiscal Systems

The chart below shows the two main fiscal systems of the Department of Education.

- The Financial Management System (FMS), in pink, is used to input purchase orders for supplies or equipment. Once a month Payroll for Casual and Salaried employees is fed into FMS as expenditures.
- The Budget System, in yellow, is one of three systems that assists schools and offices with budgeting. It is this system that we will be focusing on in this User Guide.



Plan use of funds (Theory)

There are five ways schools / offices receive funds:

1. Financial Plans
2. Allocation Notices
3. Carryover
4. Transfer from another Org ID (via BUD-3)
5. Costs/Proceeds for a WSF/ICAA/CSA Buy-Sell

Budgeting is an intentional way of setting aside funds for an activity or purpose. It requires the Principal or Administrator to plan how funds will be used to accomplish the program purpose or goals within the available funding. They need to estimate the cost of associated activities that help to achieve the program purpose. It could require detail information like the rate of pay for a PTT, number of hours the PTT will work, or the cost of supplies; whatever is needed to estimate the amount to budget for the activity.

Expend funds (Reality)

FMS records the actual expenditures incurred. \$100 may have been budgeted for supplies, but \$90 was actually spent. In this scenario, \$90 is your true cost or expenditures for those supplies.

Purchase orders are posted to FMS as expenditures which reduce available allotment. Payroll charges also are posted once a month to FMS as expenditures.

Track funds (Validation)

The Financial Reporting System (FRS) can be used to determine how you are performing in comparison to your budget. Information from Budget System and FMS are loaded nightly. The system provides information that can be used to track allocations, expenditures, and balances remaining.

Think about it:

- What are the two main fiscal systems of the Department of Education?

Module 2: EDN, Means of Finance and Program IDs

EDNs – Appropriation Codes

The EDNs are codes used to categorize the funds for the Department of Education.

Budget	Appropriation Code	Description	Example
EDN 100	010 (General Funds) 210 (Federal Funds) 810 (Federal Funds)	School Based Budgeting	WSF, Categorical
EDN 150	015 (General Funds) 215 (Federal Funds) 815 (Federal Funds)	Special Education and Student Support Services	Special Education, Therapy Services
EDN 200	020 (General Funds) 220 (Federal Funds) 820 (Federal Funds)	Instructional Support	ICAA, ITCs, SLMPC, Diagnostic Services
EDN 300	030 (General Funds) 230 (Federal Funds) 830 (Federal Funds)	State Administration	State Offices
EDN 400	040 (General Funds) 240 (Federal Funds)	School Support	School Lunch, Utilities, R&M, School Inspection.
EDN 500	050 (General Funds) 250 (Federal Funds)	School Community Services	A+, Community Schools

Type of Funds

The funds a school / office receive can be grouped by the source of the funds. Each type of fund comes with certain rules regarding how they can be spent and how long they can be held and expended. The bulk of the funds are General Funds which are appropriated by the Hawaii State Legislature. Another source is the federal government. The table below identifies and describes the different sources of funds and the systems that they flow through.

Means of Finance	Source of Funding	DOE Financial System
General Funds	State tax revenues	Budget → FMS
Federal Funds	Grants from the Federal Government	Budget → FMS
Special Funds	Non-tax revenues collected for a specific program (i.e. School Lunch, Adult Education, Use of Facilities)	FMS
Trust Funds	Donations (e.g. from PTO, PTSA) Grants from foundations (e.g. from Alu Like)	FMS

Budget System handles the allocations and expenditure plans for General, Federal, and some Special funds. Other Special and Trust fund balances are held in FMS and are not processed via the Budget System.

NOTE: The Means of Finance will be indicated in the Budget System’s Org ID Summary screen.

Program IDs

Once Means of Finance is identified, funds are subdivided into different programs based on the purpose of the funding. Each of these programs is assigned a 5-digit code called a Program ID.

Module 3: Allocations

As noted in Module 1 funds can be allocated to schools / offices in five ways.

1. Financial Plans
2. Allocation Notices
3. Carryover
4. Transfer from another Org ID (via BUD-3)
5. Costs/Proceeds for a WSF/ICAA/CSA Buy-Sell

In this module we discuss details of each way funds are received.

Financial Plans

Prepared by the school Principal or Complex Area Superintendent (CAS), the Financial Plan details the budget plan for expending WSF, ICAA, and Community School for Adults (CSA) funds.

The plans are created in eHR. Approximately 90% of the plan is for salaries and therefore drives the annual hiring and transfer process for school level staff. The plans include enough detail for the initial allocations and expenditure plans to be automatically created in Budget System. The approved comprehensive Financial Plan is loaded before the fiscal year begins for schools.

Allocation Notice

Allocation notices are the official notification of spending authorization for a given program ID. Each program has a specific purpose and spending guidelines. Funds in each program are allocated to expending school(s) or office(s). General funds, federal funds, and some special funds are distributed to schools and offices via allocation notices. DOE allocations are documented in a Lotus Notes database, "DOE Budget Alloc. Details FY 20xx" (where xx represents the two digit fiscal year). A new database is created every fiscal year.

Allocation notices answer the following questions:

- What is the programs purpose
- Why is the allocation being made
- How to use the funds
- Who is getting the funds, how much and what allocation character

Note: If the allocation doesn't answer a question you may have, please contact the program manager listed on the allocation notice.

It is the school or office's responsibility to create expenditure plans that document the planned use of funds.

Carryover

There are two types of carryover, planned and balance carryover.

1. Designated general and federal funds are allowed carryover and are identified in the annual Year End Close Memo.
2. Planned carryover happens before the fiscal year ends and carries over any allocations left unallotted (not in FMS) in Budget System.
3. Balance carryover happens after the fiscal year ends and carries over any un-encumbered FMS allotments as of June 30.
4. Both planned and balance carryover are loaded into Budget System as an allocation. Expenditure plans can then be created to create allotments in FMS for expenditure.
5. Any deficits involving carryover funds will be loaded into the Budget System after the balance carryover is processed. Deficits must be cleared in a timely manner.

Transfer from other Programs and Orgs

Transfers between designated groups of programs can be performed by schools / offices. These are called Program to Program transfers. Module 12 defines the groups of program ID's and how to transfer allocations between program groups.

The BUD-3 form is another way allocations can be transferred. It documents the following types of transfers that schools / offices cannot do themselves:

1. to another org ID
2. to another character
3. to another program ID

For schools, the form is submitted to your Complex Area Business Manager (CABM) for processing. For state offices, the form is submitted to the Budget Execution Section.

NOTE: There are restrictions when funds can be transferred depending on the program ID or the type of transfer:

1. If transfers are allowed, some program ID's require program manager approval prior to submitting the BUD-3. Please review the allocation notice for further instructions from the program manager.
2. Program ID to Program ID - Transfers involving different EDNs, different budget fiscal years, different means of financing, and different federal grants are not allowed.

3. Character to Character - Transfers for purposes not specified as allowable in the Lotus Notes Allocation Control Document will not be processed.

Proceeds/Costs from Buy-Sell

Part of the flexibility of WSF/ICAA/CSA allows administrators to buy and sell positions throughout the school year to meet changing needs for positions or funds. The amount each position is worth is determined through a proration based on the effective date of the action. All Buy-Sell requests should be coordinated with the respective PRO.

The Buy-Sell process is usually available from the month of June through February. No exceptions will be made for submissions after the system closes. When submitting Buy-Sell cases, please be sure to combine similar actions as much as possible. For example, all Certificated Buy actions should be submitted in one case instead of multiple separate cases. This will allow processing of the request to be streamlined.

All Buy-Sell adjustments are reflected under the respective main program ID:

- WSF: Prog ID 42100
- ICAA: Prog ID 25236
- CSA: Prog ID 46417

This means that all funds received from a Sell, and all deductions made for a Buy, will be reflected under the respective program. Funds do not need to be available in order to process a Buy case, however, any deficits need to be addressed accordingly.

Adjustments to the Budget System are done twice a month. All Buy-Sell cases that were finalized between the 1st and the 15th will be loaded into Budget System on or a little after the 16th. All cases that were finalized between the 16th and end of the month will be loaded into Budget System on or a little after the 1st of the following month.

Buy-Sell actions are valid for one year only. If a school wishes for changes to be made permanent, those changes must be included on their Financial Plan.

Think about it:

- What are the two ways initial allocations are sent out?
- When is a BUD-3 used?

Module 4: Allocation Characters and Expenditure Characters

Characters of expenditure used for expenditure plans and allotments

In order to expend funds in FMS, expenditure plans must be planned and created in Budget System in one of the budget characters below. Expenditure plans are sent to FMS nightly and create allotments with which funds can be expended.

<u>Budget Character</u>	<u>FMS Character</u>	<u>Definition</u>
A	10	Salaried Personnel Costs
A1	11	Hourly (Casual) Personnel Costs (e.g. substitutes, part time employees, temporary contract employees, student helpers, stipends, fringe benefit costs)
B	20	Supplies, utilities, transportation, repair and maintenance
C	20	Equipment, textbooks, library books, inventoried items
M	20	Motor Vehicles

Allocation Category = Level of Flexibility

Allocations, where possible will be authorized in the following allocation combination characters. If not possible it will be allocated in specific Budget Characters, A, A1, B, C, or M.

Category	Budget Characters	Description
BC	B + C + M	Usually allocated in this character for General Funds - Specific allocation for supplies and equipment. Can be expended in Char B, C, or M.
F	A1 + B + C + M	"Flexible" - General Funds are usually allocated in this character and include WSF and Carryover. The funds can be expended in Char A1, B, C, or M.
T	A + A1 + B + C + M	"Totally Flexible" - Special and Federal Funds are usually allocated in this character and can be expended in Char A, A1, B, C, or M. This character is the most flexible. However, there is a price for this flexibility and that is the requirement to pay for fringe associated with any type of casual or salaried payment.

Think about it:

- What expenditure characters can be used with allocation Char T?
- What FMS Character is budget Char M?

Module 5: Object Codes and Expenditure Plans

An object code is a 4-digit code representing a finer detail of Character of Expenditure (A / 10, A1 / 11, and B, C, and M / 20). It describes the type of expenditure, e.g. 3006 Classroom Supplies; 2321 Educational Assistant. Answers the question, "What is the money being spent on?"

A BD-2, a Budget Branch form, documents the plan in which funds will be expended. It is completed by the administrator of the school / office. The BD-2 Form is also used to inform the SASA or secretary what expenditure plans need to be created or adjusted. Expenditure plans detail how the school or office intends to utilize the funds in order to meet the purpose of the program. Expenditure plans are loaded into FMS nightly from the Budget System; once in FMS they become allotments. Module 11 explains how to create expenditure plans.

In order for funds to be spent, schools must create expenditure plans in the Budget System using various object codes which provides a greater level of detail. Expenditure plans show how the school intends to spend the funds in any given program.

Expenditure plan details are transmitted overnight to create allotments in FMS. The allotments are summarized by the FMS character (10, 11 and 20) in the FMS system, but expenditures are still coded at the object code level.

Module 6: Access, Login, and Security

The Budget System is on the internet!

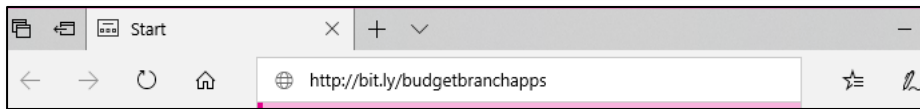
Accessing the Budget System

1. Open a browser window. The following browsers are supported:

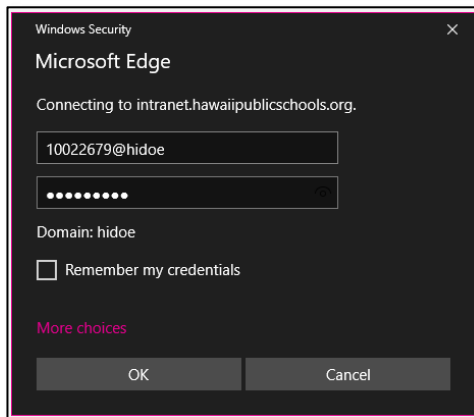
- Chrome
- Firefox
- Internet Explorer
- Edge

NOTE: The system does not support mobile device access.

2. In the URL field, navigate to <https://budgetsystem.k12.hi.us>

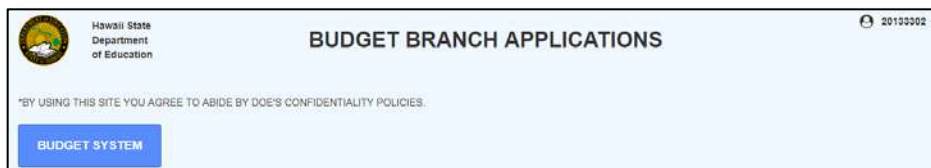


3. Access to the updated Budget System is granted by using your **Intranet Login**. All transactions will be tracked by the Employee's ID of the person logged in.



Note: Should you have issues accessing the system, please contact the IT Help Desk at 808-564-6000 or HATS (8-1-808-692-7250). The IT Help Desk is open Monday through Friday, 7:45 a.m. to 4:30 p.m.

4. Once logged in, the following screen will appear. Select **Budget System** to access the System.



The Budget System have default access to the following roles/positions:

- **NEW!** CAS / Principal / State Level Admin: Read only access to currently assigned school/office Org ID only.
- SASA / Secretary: Edit access to currently assigned school/office Org ID only
- **NEW!** ASA: Read only to all schools and offices within Complex Area. If edit access is needed to support schools, submit the Budget System Special User Request Form.
- CABM/Executive Assistant: Edit access to all schools and offices within their respective Complex Area.

NEW! [Delegating Access](#)

Delegating access to your org ID in order to create expenditure plans and perform Program to Program transfers is now available. This can be used for, but is not limited to, the following:

- Temporary Assignments
- Terminations
- Transfer
- Retirements
- Extended Leave
- Budget function transferred to, or authorized for, someone besides the SASA or Secretary

Note: To delegate access, the Budget System Special User Request Form can be filled out and submitted to grant access to an org ID(s).

How do I? Delegate access?

- The form is available from the **Help** screen in Budget System, Budget Branch References and on the Budget Branch Intranet Page.
- Select the appropriate action for the request: Activation, Deactivation, or Renewal.
- Enter the org ID for which access is being requested, and the effective date of the requested action.
- Include the Employee Name, Employee ID, current Position and a reason for the request.
- Have your principal or administrator fill out their name, title, sign and date.

- Email scanned copy of the form to budexec@notes.k12.hi.us.

Please review the following guidelines for the types of requests:

ACTIVATION: Once approved, access is granted for the current school year / fiscal year shown on the application

RENEWAL: Please keep in mind the following guidelines regarding renewals:

- There will be a 45 day grace period for Budget System users to submit a renewal request for the following School Year.
- Renewals will be due on/about August 15th.
- Deactivation of users will take place on/about August 16th if renewal request is not received.

DEACTIVATION: If a Budget System user is no longer a DOE employee or their work responsibilities do not require continued use of the Budget System, it is the employee's supervisor's responsibility to:

- Submit a Budget System Special User Request Form to **deactivate** the user
- Requests to deactivate a Budget System Special User should be provided in advance of the effective deactivation date to allow time for processing.

Think about it:

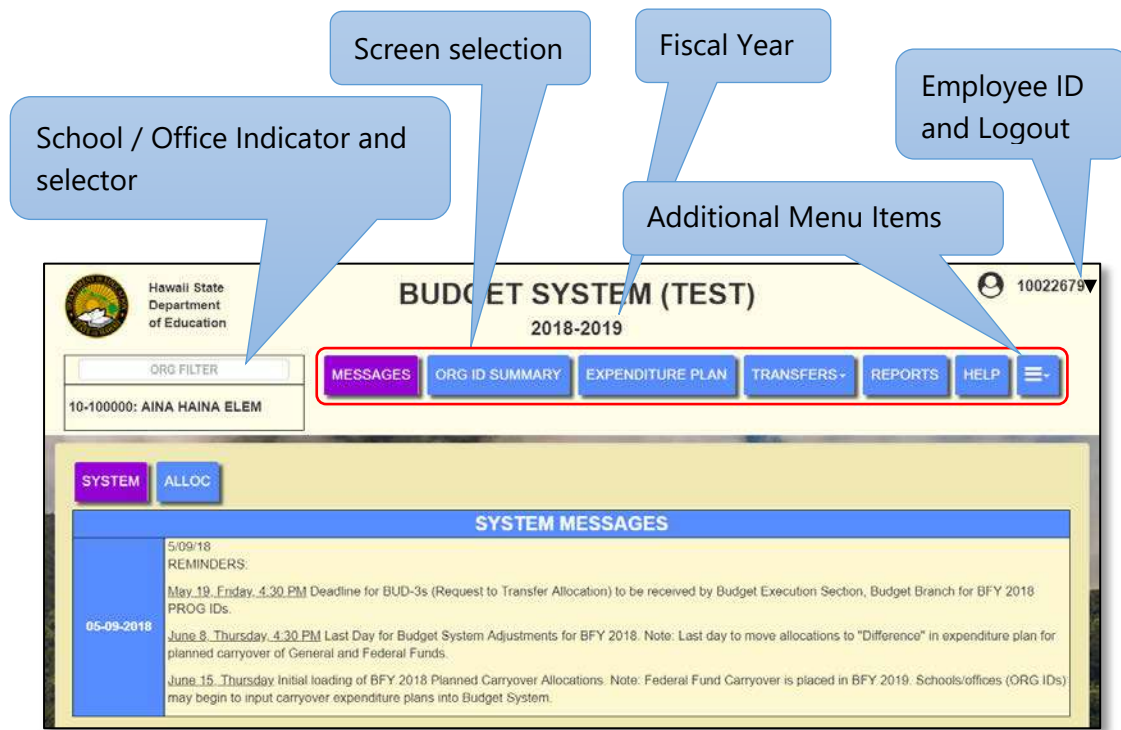
- How do you access the updated Budget System?
- What is one reason you would delegate access to the Budget System?

Logging Out of the Budget System

1. In the upper right hand corner of the screen, click on your employee ID and select **LOG OUT**.



Module 7: Screen Layout



School/Office Indicator and Selector: Allows you to select the org ID for which adjustments need to be made. Most users will have their org ID defaulted and no selection is necessary.

Screen Selection: Across the top of the screen are the buttons to access the various screens of the system.

Fiscal Year: Displays the fiscal year the data in the system references.

Employee ID: Displays the employee ID of the person logged in. It should display your ID.

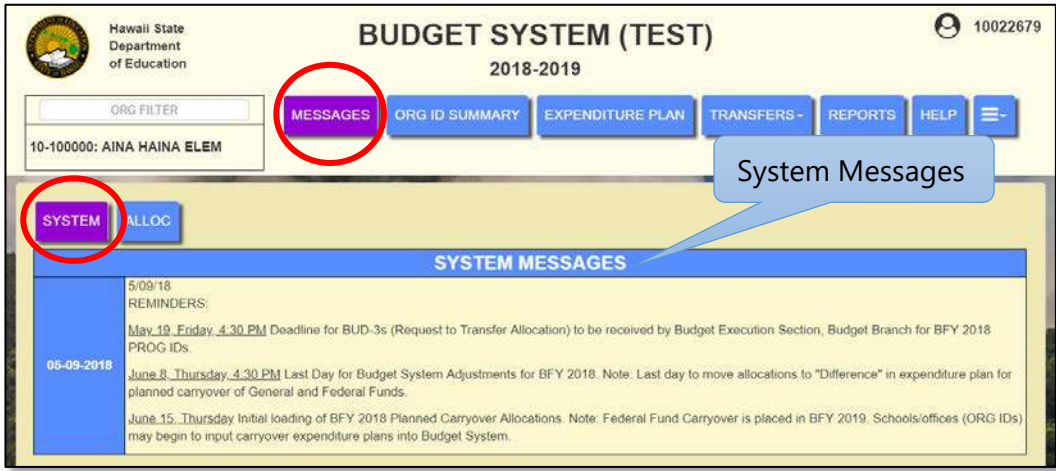
Additional Menu Items: Will be used to include future screens or enhancements.

Module 8: Messages

The Messages screen displays system messages and allocation notice notifications for the Org ID displayed.

Accessing the Messages Screen

2. After logging into Budget System, this is the first page displayed. If you need to return to it, click on the **MESSAGES** button at the top of the screen.



3. The Messages screen has two tabs.

- System tab (shown above): Includes system down time, Budget deadline reminders, etc.
- Allocation tab (shown below): Notification of any funds allocated by the program manager. The notice will state what Program ID, the allocation character and how much the school / office received.

Hawaii State Department of Education

BUDGET SYSTEM (TEST) 2018-2019

10022679

ORG FILTER
10-100000: AINA HAINA ELEM

MESSAGES ORG ID SUMMARY EXPENDITURE PLAN TRANSFERS- REPORTS HELP

SYSTEM **ALLOC**

ALLOC MESSAGES

08-16-2018	You have a new allocation! For more details see ALLOCATION #30146 Program ID: 16807 - HAWAIIAN STUDIES Character A1: \$2,000
08-16-2018	You have a new allocation! For more details see ALLOCATION #30146 Program ID: 16807 - HAWAIIAN STUDIES Character BC: \$4,000
08-16-2018	You have a new allocation! For more details see ALLOCATION #30145 Program ID: 42101 - WSF-INSTRUCTION Character F: \$6,000
08-16-2018	You have a new allocation! For more details see ALLOCATION #30142 Program ID: 42112 - WSF-SCHOOL ADMINISTRATION Character F: \$10,000
08-16-2018	You have a new allocation! For more details see ALLOCATION #30144 Program ID: 45004 - AFTER-SCHOOL (A+) REVOLVING FUND Character T: \$100,000
08-16-2018	You have a new allocation! For more details see ALLOCATION #30140 Program ID: 52003 - ESSA TITLE I LEA GRANT-CA INITIATIVES Character T: \$100,000
08-16-2018	You have a new allocation! For more details see ALLOCATION #30141 Program ID: 52003 - ESSA TITLE I LEA GRANT-CA INITIATIVES Character T: \$5,000

Notice of Allocation

Note: Although there may be one Lotus Notes allocation notice, there may be multiple rows shown on the Messages Screen (one for each character).

Module 9: Org ID Summary

Org ID Summary displays all funds allocated for the Org ID selected. Display now includes program ID description, MOF description and lapse date information. With the addition of these fields, a quick check can be made to see when funds lapse and in which character they are allocated.

Accessing Org ID Summary Screen

1. To get to the screen or return to it click on the **ORG ID SUMMARY** screen selector button.

Program ID	Description	MOF Description	Lapse Date	Char	Allocation	Expend Plan	Unallocated
42101-18	WSP-INSTRUCTION	General	99999999	F	\$154,224	\$124,224	\$30,000
42102-18	WSP-ELL	General	99999999	F	\$13,346	\$13,346	\$0
42103-18	WSP-INSTRUCTIONAL SUPPORT	General	99999999	F	\$9,001	\$9,001	\$0
42104-18	WSP-STUDENT SERVICES	General	99999999	F	\$28,158	\$28,158	\$0
42108-18	WSP-ENABLING ACTIVITIES III	General	99999999	F	\$5,004	\$5,004	\$0
42112-18	WSP-SCHOOL ADMINISTRATION	General	99999999	F	\$40,817	\$27,117	\$13,700
42113-18	WSP-SCHOOL FACILITY SERVICES	General	99999999	F	\$16,000	\$16,000	\$0
16007-18	HAWAIIAN STUDIES	General	99999999	AT	\$15,732	\$15,732	\$0
16007-18	HAWAIIAN STUDIES	General	99999999	BO	\$940	\$940	\$0
17929-18	TITLE VII-B SPECIAL EDUCATION PROJECT I	Federal	FIFO1930	T	\$750	\$750	\$0
19978-18	IMPACT AID-WSP	Federal	99999999	T	\$27,125	\$8,205	\$18,920
20665-18	ESSA TITLE IIA PROF DEV-OCISS	Federal	FIFO1930	T	\$256	\$177	\$79
37712-18	AUXILIARY SERVICES	General	99999999	BC	\$3,342	\$3,342	\$0
45004-18	AFTER-SCHOOL (A+) REVOLVING FUND	Special	99999999	T	\$250	\$250	\$0
42101-17	WSP-INSTRUCTION	General	EXPIRED	F	\$30,119	\$30,119	\$0
42113-17	WSP-SCHOOL FACILITY SERVICES	General	EXPIRED	F	\$2,000	\$2,000	\$0

New! Access Expenditure Plans with one click! Click on any line to quickly get to the expenditure plan screen for that Program ID.

The following fields are displayed in the Org ID Summary:

- Program ID – Budget Fiscal Year
 - **NEW!** Program ID Description
 - **NEW!** Means of Finance (MOF) Description
 - **NEW!** Lapse Date – Format YYYYMMDD
- Note:** Please always refer to the annual Fiscal Year End Close Memo which details what programs have carryover.
- **99999999** = General fund programs that annually receive funds.
 - **FIFOxxxx** = Federal fund programs that typically receive funds annually (First In, First Out).
- Allocation character
 - Allocation amount

- Expenditure plan amount
- Unallotted amount (Previously called "Balance" or "Difference" in the old budget system) **The amount in this column should be zero so that the full allocated amount is in FMS to expend.**


Program IDs are grouped in the following order and rows are shaded as noted:

- Weighted Student Formula (WSF) - Green
- Indexed Complex Area Allocation (ICAA) – Pink
- Community School For Adults (CSA) – Orange
- Categorical Funds – Blue – Other general funds that are allocated to schools
- Centralized Funds – White – Other general funds that are centrally maintained at the Complex Area or State Office
- Federal Funds – White
- Special Funds – White
- Expired Funds – Gray – As programs expire throughout the year, they will move to the bottom of the program ID listing and the background will change to gray.

Module 10: Expenditure Plans

Expenditure plans transfer funds to FMS and become FMS allotment. Plans are transferred daily to FMS. The screen shows all applicable characters of expenditure for the selected program ID. Expenditure plans can be done for all characters of expenditure on a single screen. Expenditure plan dollar amounts may be created or modified in two ways:

- **Replace** will overwrite the current plan
- **Add/Subtract** will amend the current plan by the amount entered



BUDGET SYSTEM

2018-2019

10022679

ORG FILTER

10-100000: AINA HAINA ELEM

MESSAGES

ORG ID SUMMARY

EXPENDITURE PLAN

TRANSFERS-

REPORTS

HELP

☰

Prgrm ID: 42101-19:WSF-INSTRUCTION P/R Code: G010E A01 MOF: G General Funds

Lapse Date: 99999999 Grant Number:

EXPENDITURE PLAN PROGRAM SUMMARY						
ALLOCATION CHAR	FMS CHAR	PERM FTE	TEMP FTE	ALLOCATION	CURRENT EXP PLAN	UNALLOTTED
F	1120			92,526	92,526	0
TOTAL				92,526	92,526	0

UPDATE EXPENDITURE PLAN (FMS ALLOTMENT)					
OBJECT		STARTING	REPLACE	ADD/SUBTRACT	TOTAL
Casual / Hourly Personnel - Character A1 (11)					
2702: FRINGE BENEFITS		0			0
2721: TUTOR		0			0
2744: PART TIME - TEACHER		65,047			65,047
2769: SUBSTITUTE TEACHER		0			0
2302: STIPENDS		2,069			2,069
SUBTOTAL - Char A1 (11)		67,116	0	0	67,116
Other Current Expenses - Character B, C, and M (20)					
3002: AUDIO VISUAL SUPPLIES		1,500			1,500
3005: CUSTODIAL SUPPLIES		5,000			5,000
3006: CLASSROOM SUPPLIES		2,500			2,500
3009: LIBRARY SUPPLIES		1,500			1,500
3201: OFFICE SUPPLIES		0			0
3401: OTHER MISC SUPPLIES		9,500			9,500
7104: SVC FOR FEE-MISC		400			400
7203: REGISTRATION FEE		0			0
7704: OFFICE EQUIPMENT		0			0
7705: INSTRUCTIONAL EQUIPMENT		0			0
7708: COMPUTER EQUIPMENT		5,010			5,010
SUBTOTAL - Char B, C, and M (20)		25,410	0	0	25,410
TOTAL		92,526	0	0	92,526

Accessing the Expenditure Plan Screens

There are two ways to get to the Expenditure Plan screen:

1. The first, and easiest, way is by using the **Org ID Summary** screen. Click on the program ID for which you'd like to enter an expenditure plan. The system will take you to the expenditure plan screen for the program ID selected.

Hawaii State Department of Education
BUDGET SYSTEM 2018-2019

ORG FILTER: 10-100000: AINA HAINA ELEM

MESSAGES ORG ID SUMMARY

Program ID	Description	MOF Description
42100-18	WEIGHTED STUDENT FORMULA	General
42101-19	WSF-INSTRUCTION	General
42102-19	WSF-ELL	General
42103-19	WSF-INSTRUCTIONAL SUPPORT	General

- a. The expenditure plans (if any) will be displayed and you can begin entering or modifying expenditure plans.

Hawaii State Department of Education
BUDGET SYSTEM 2018-2019

ORG FILTER: 10-100000: AINA HAINA ELEM

MESSAGES ORG ID SUMMARY EXPENDITURE PLAN TRANSFERS- REPORTS HELP

Prgrm ID: 42101-19: WSF-INSTRUCTION P/R Code: G010E A01 MOF: G: General Funds
Lapse Date: 99999999 Grant Number:

ALLOCATION CHAR	FMS CHAR	PERM FTE	TEMP FTE	ALLOCATION	CURRENT EXP PLAN	UNALLOTTED
F	1120			92,526	92,526	0
TOTAL				92,526	92,526	0

OBJECT	STARTING	REPLACE	ADD/SUBTRACT	TOTAL
Casual / Hourly Personnel - Character A1 (11)				
2702: FRINGE BENEFITS	0			0
2721: TUTOR	0			0
2744: PART TIME - TEACHER	65,047			65,047
2769: SUBSTITUTE TEACHER	0			0
2802: STIPENDS	2,069			2,069
SUBTOTAL - Char A1 (11)	67,116	0	0	67,116
Other Current Expenses - Character B, C, and M (20)				
3002: AUDIO VISUAL SUPPLIES	1,500			1,500
3005: CUSTODIAL SUPPLIES	5,000			5,000
3006: CLASSROOM SUPPLIES	2,500			2,500
3009: LIBRARY SUPPLIES	1,500			1,500
3201: OFFICE SUPPLIES	0			0
3401: OTHER MISC SUPPLIES	9,500			9,500
7104: SVC FOR FEE-MISC	400			400
7203: REGISTRATION FEE	0			0
7704: OFFICE EQUIPMENT	0			0
7705: INSTRUCTIONAL EQUIPMENT	0			0
7708: COMPUTER EQUIPMENT	5,010			5,010
SUBTOTAL - Char B, C, and M (20)	25,410	0	0	25,410
TOTAL	92,526	0	0	92,526

2. The second way is by using the **EXPENDITURE PLAN** screen selector button. Click it and it will take you to the Expenditure Plan screen.

Hawaii State Department of Education
BUDGET SYSTEM
 2018-2019

ORG FILTER: 10-100000: AINA HAINA ELEM

MESSAGES | ORG ID SUMMARY | **EXPENDITURE PLAN**

Prgm ID: _____ P/R Code: _____
 Lapse Date: _____ Grant Number: _____

EXPENDITURE PLAN PROGRAM SUMMARY

ALLOCATION					
------------	--	--	--	--	--

- a. In the **Prgm ID** field select the program ID from the drop down list.

Prgm ID: |
 Lapse Date: _____

42100-18: WEIGHTED STUDENT FORMULA
42101-19: WSF-INSTRUCTION
 42102-19: WSF-ELL
 42103-19: WSF-INSTRUCTIONAL SUPPORT

- b. OR type the program ID or any part of the program ID description then select the program ID in the drop down.

Prgm ID: 42101 | P/R Code: _____
 Lapse Date: _____

42101-19: WSF-INSTRUCTION

ALLOCATION CHAR	FMS CHAR	PERM FTE	TEMP FTE	ALLO
-----------------	----------	----------	----------	------

The Expenditure Plan screen is divided into two parts:

Expenditure Plan Program Summary – shows allocation amounts for each allocation character for the program selected.

- Program ID – If a Program ID is not selected, type in the program ID or any part of the program ID description and then select the program ID from the list shown.
- Program IDs are listed in BFY and then program ID order.
- Once a program ID is selected the screen populates the remaining fields

- P/R Code – Uniform Accounting Code (UAC) in the format Fund (1 char) – Appropriation (3 char) – Department (1 char) Project (3 char)
- MOF – Means of Finance
- Lapse Date
- Grant Number – if applicable, usually Federal Programs
- Allocation Char – displays one line per allocation character
- FMS Char – displays related FMS Character
- Perm FTE (if allowed) – Usually Federal Programs – will be grayed out if not applicable
- Temp FTE (if allowed) – Usually Federal Programs – will be grayed out if not applicable
- Allocation – Allocation amount for the selected org ID and program ID.
- Current Exp Plan – total of expenditure plans entered in the bottom section of the screen
- Unallotted – difference between allocation and expenditure plans entered (previously labeled “Balance.” **This should be zero so that it can be expended in FMS).**

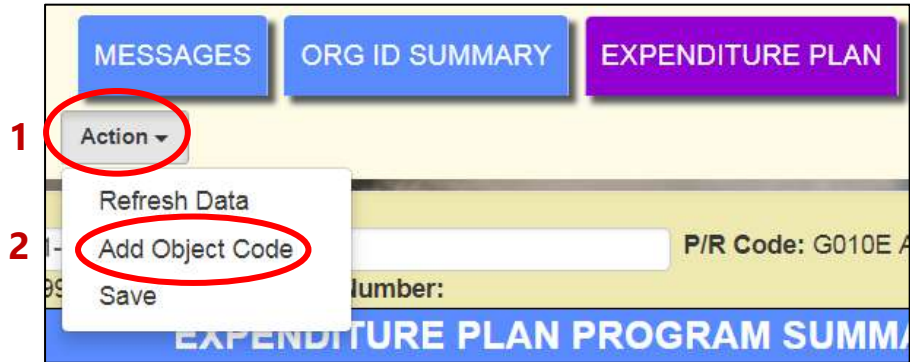
Update Expenditure Plan (FMS Allotment) – shows expenditure plans for all applicable characters of expenditure.

- Object – Object code and object description.
- Perm FTE – will be grayed out if not applicable to program ID selected.
Note: Any changes to FTE field values ***always replace*** the existing value.
- Temp FTE – will be grayed out if not applicable to program ID selected.
Note: Any changes to FTE field values ***always replace*** the existing value.
- Starting – Starting expenditure plan amount
- **NEW!** Replace - Amount will replace Starting amount
- Add/Subtract – Amount will Add to/Subtract from Starting amount
- Total – Total of Starting expenditure plan amount plus Add/Subtract column amount OR Replace column amount.

Note: The amounts added or updated will appear in the Update Expenditure Plan (FMS Allotment) section of the screen with a pink background until saved.

Adding an Expenditure Plan

1. Click **Action** > **Add Object Code** to add an object code and amount.



2. **NEW!** Type a partial or full object code or name in the **Object** field. A resulting list of objects matching will appear for you to select the object needed.

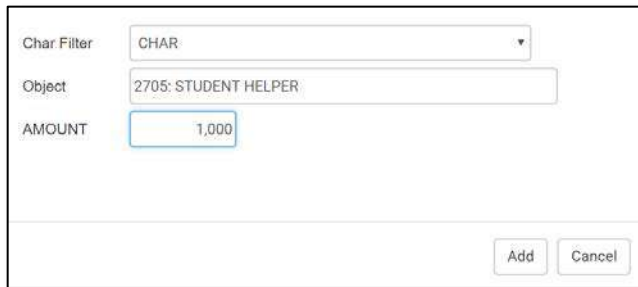
Char Filter	CHAR
Object	student hel
AMOUNT	2705: STUDENT HELPER

NEW! Additionally, the list of objects can be filtered by selecting a character in the **Char Filter** field before selecting an object code.

NOTE: The list in the **Char Filter** will be limited based on the allocation character.

Char Filter	CHAR
Object	CHAR
AMOUNT	Salaried Personnel - Character A (10) Casual / Hourly Personnel - Character A1 (11) Other Current Expenses - Character B, C, and M (20)

3. Enter in the amount of the expenditure plan in the **AMOUNT** field.



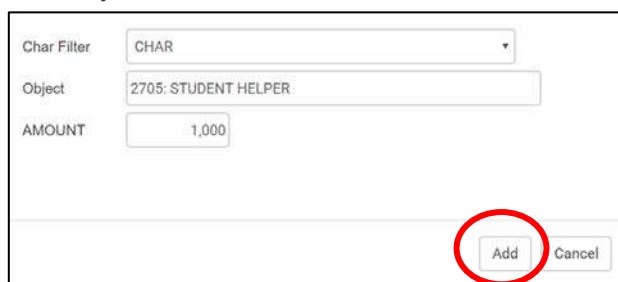
A screenshot of a web form for adding an expenditure plan. The form contains the following fields: 'Char Filter' with a dropdown menu set to 'CHAR'; 'Object' with a text box containing '2705: STUDENT HELPER'; and 'AMOUNT' with a text box containing '1,000'. The 'AMOUNT' field is highlighted with a blue border. At the bottom right, there are two buttons: 'Add' and 'Cancel'.

Note: If Char A object is selected, data in the appropriate FTE field will also be required.



A screenshot of a web form for adding an expenditure plan. The form contains the following fields: 'Char Filter' with a dropdown menu set to 'CHAR'; 'Object' with a text box containing '2308: ACCOUNT CLERK'; 'PERM FTE' with a text box containing '0.000'; 'TEMP FTE' with a text box containing '1.000'; and 'AMOUNT' with a text box containing '25,000'. At the bottom right, there are two buttons: 'Add' and 'Cancel'.

4. Click **Add** to add the expenditure plan to the expenditure plan listing. The window will close and the expenditure plan will be listed in the **Update Expenditure Plan** section of the screen. Continue to add expenditures plans as necessary.



A screenshot of a web form for adding an expenditure plan, identical to the one in step 3. The 'AMOUNT' field contains '1,000'. The 'Add' button at the bottom right is circled in red.

Note: The amounts added or updated will appear in the Update Expenditure Plan (FMS Allotment) section of the screen with a pink background until saved.

Modifying an Expenditure Plan

There are two ways to modify expenditure plans, **Replace** or **Add/Subtract**:

1. In the **REPLACE** column of an existing object code enter the amount needed in expenditure plan. The amounts added / updated will appear in the Update Expenditure Plan (FMS Allotment) section of the screen with a pink background until saved.

UPDATE EXPENDITURE PLAN (FMS ALLOTMENT)					
OBJECT		STARTING	REPLACE	ADD/SUBTRACT	TOTAL
Casual / Hourly Personnel - Character A1 (11)					
2702: FRINGE BENEFITS		0			0
2721: TUTOR		0			0
2744: PART TIME - TEACHER		63,047	64,000		64,000
2769: SUBSTITUTE TEACHER		0			0
2802: STIPENDS		2,069			2,069
SUBTOTAL - Char A1 (11)		65,116	64,000	0	66,069

Note: The system calculates the difference between the starting amount and the replaced amount. That amount is what will be sent to FMS. The FMS allotment will always match the expenditure plan amount.

Daily Expenditure Plan Transfers											
Fiscal Year:		2018-2019									
BFY:		2019									
Dist/Complex Area:		00 - ALL									
Org ID:		10-100000: AINA HAINA ELEM									
Program ID:		42101 - WSF-INSTRUCTION									
Date:		10/15/2018 12:00:00 AM									
FISCAL YR	DIST	ORG ID	ORG ID DESCRIPTION	PRGM ID	PROGRAM DESCRIPTION	CHAR	OBJ CD	OBJ DESCRIPTION	EXPEND PLAN CHANGE	INPUTTED BY	UPDATE TIME
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	A1	2744	PART TIME - TEACHER	953	Sekiya, Wendy	2018-10-15 15:24:54
Run Date: 10/15/2018 3:25:08 PM Page 1 of 1											

i.e. In the screen shots above, the expenditure plan for Object 2744 Part Time – Teacher had a \$63,047 starting amount. \$64,000 is entered in the **REPLACE** column and will become the expenditure plan amount once saved. Since \$64,047 is already in FMS, \$953 will be sent to FMS overnight so that allotment will be \$64,000 the next day. The screen print from the Daily Expenditure Plan Transfers report above confirms it.

2. ADD/SUBTRACT is the 2nd way expenditure plans may be updated. The amounts entered will appear in the Update Expenditure Plan (FMS Allotment) section of the screen with a pink background until saved.

In the **ADD/SUBTRACT** column of an existing object code, a positive amount will be **added to** the existing expenditure plan amount. A negative amount will be **subtracted from** the existing expenditure plan amount.

UPDATE EXPENDITURE PLAN (FMS ALLOTMENT)					
OBJECT	STARTING	REPLACE	ADD/SUBTRACT	TOTAL	
Casual / Hourly Personnel - Character A1 (11)					
2702: FRINGE BENEFITS	0				0
2721: TUTOR	0				0
2744: PART TIME - TEACHER	0				0
2769: SUBSTITUTE TEACHER	4,450		500		4,950
2802: STIPENDS	2,397				2,397
SUBTOTAL - Char A1 (11)	6,847	0	500		7,347
OBJECT	STARTING	REPLACE	ADD/SUBTRACT	TOTAL	
Other Current Expenses - Character B, C, and M (20)					
3006: CLASSROOM SUPPLIES	15,000				15,000
3201: OFFICE SUPPLIES	0				0
7104: SVC FOR FEE-MISC	0				0
7203: REGISTRATION FEE	0				0
7207: OTHER MISC CURRENT EXPENSES	133,297				133,297
7704: OFFICE EQUIPMENT	0				0
7705: INSTRUCTIONAL EQUIPMENT	0				0
7706: LIBRARY BOOKS	2,000				2,000
7708: COMPUTER EQUIPMENT	10,000				10,000
SUBTOTAL - Char B, C, and M (20)	160,297	0	0		160,297
TOTAL	167,144	0	500		167,644

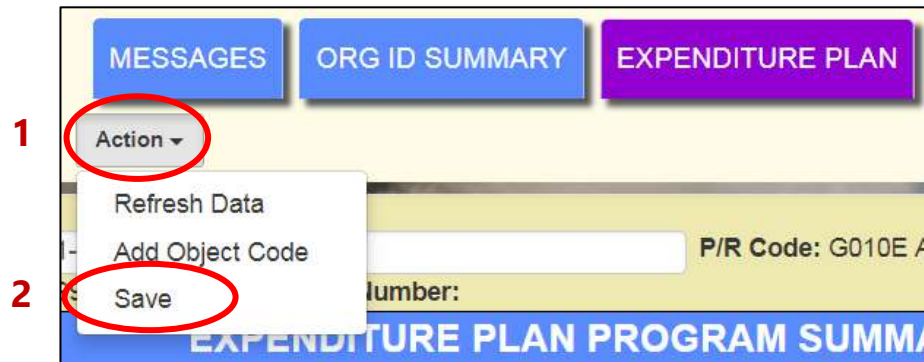
Note: i.e. Expenditure plan for Object 2769 Substitute Teacher \$4,450 exists. If a \$-500 deficit exists in FMS, \$500 can be entered in the **ADD/SUBTRACT** column to increase the existing expenditure plan. \$500 will be sent to FMS overnight so that allotment will be \$4,950 the next day. The screen print from the Daily Expenditure Plan Transfers report below confirms it.

Daily Expenditure Plan Transfers											
Fiscal Year:		2018-2019									
BFY:		2019									
Dist/Complex Area:		00 - ALL									
Org ID:		10-104000: CENTRAL MIDDLE									
Program ID:		00000 - ALL LISTING									
Date:		10/15/2018 12:00:00 AM									
FISCAL YR	DIST	ORG ID	ORG ID DESCRIPTION	PRGM ID	PROGRAM DESCRIPTION	CHAR	OBJ CD	OBJ DESCRIPTION	EXPEND PLAN CHANGE	INPUTTED BY	UPDATE TIME
2019	10	104000	CENTRAL MIDDLE	42101 - 19	WSF-INSTRUCTION	A1	2769	SUBSTITUTE TEACHER	500	Sekoya, Wendy	2018-10-15 16:10:11

Run Date: 10/15/2018 4:10:23 PM Page 1 of 1

Saving Expenditure Plans

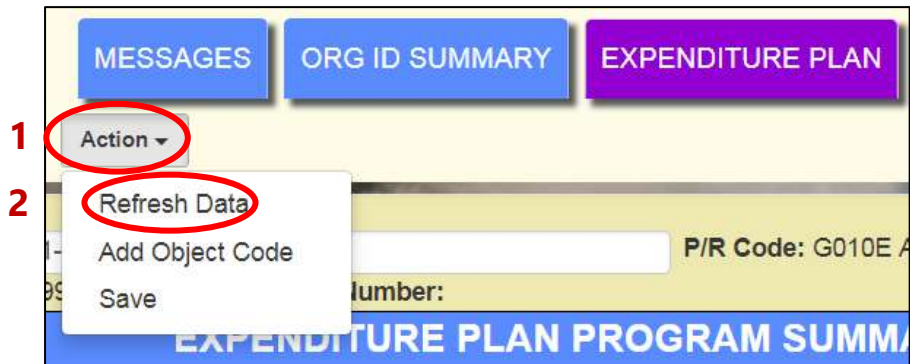
1. For both types of edits, click **Action** > **Save** to save the adjustment.



Refresh Allocation and Expenditure Plan Information.

Get the latest allocation and expenditure plan information from the system. No edits entered will be lost or saved.

1. Click **Action** > **Refresh Data**



Note: To start over and delete any edits, click on the Org ID Screen and select the program ID again.

Think about it:

- Can you now see all expenditure characters in one screen?

Module 11: Program to Program Transfers

Program to Program transfers gives schools / offices flexibility in how they expend designated funds by allowing the movement of funds between related program ID's to meet each school's / office's varying needs.

The program IDs are grouped as shown below:

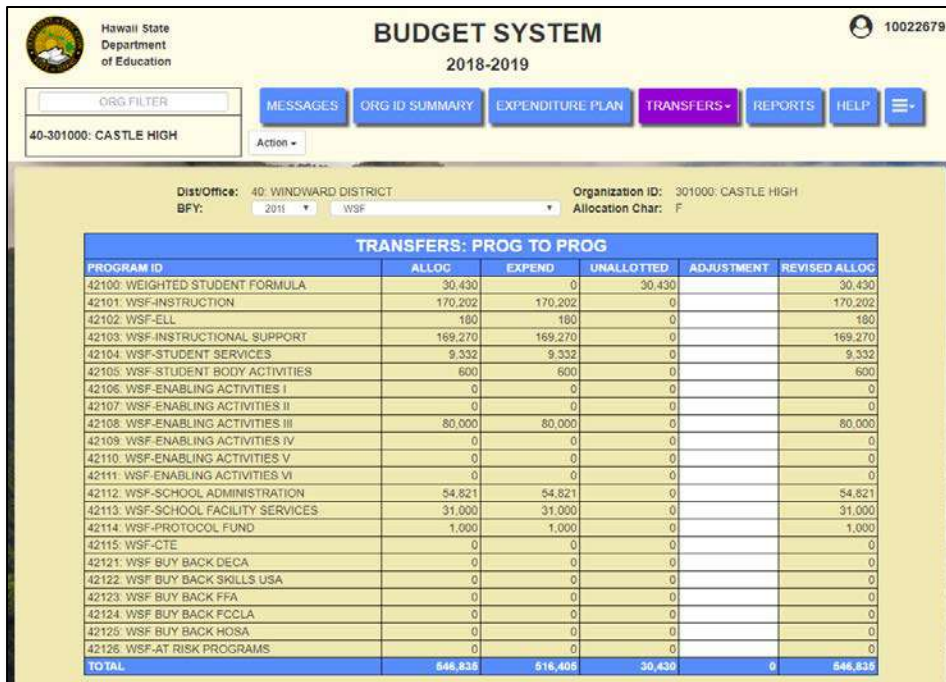
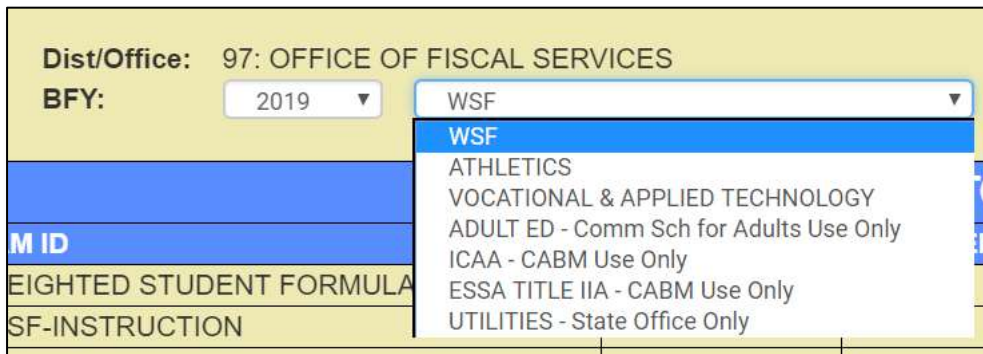
		INDEXED COMPLEX AREA ADMINISTRATION (ICAA)	
	WEIGHTED STUDENT FORMULA (WSF)	CABM Use Only	
42100	WEIGHTED STUDENT FORMULA *	25236	INDEXED COMPLEX AREA ADMINISTRATION *
42101	WSF-INSTRUCTION	25240	ICAA CI-QUALITY AND PERFORMANCE
42102	WSF-ELL	25241	ICAA CI-SYSTEM QUALITY
42103	WSF-INSTRUCTIONAL SUPPORT	25244	ICAA-PROTOCOL
42104	WSF-STUDENT SERVICES	ADULT EDUCATION	
42105	WSF-STUDENT BODY ACTIVITIES	Comm Sch for Adults Use Only	
42106	WSF-ENABLING ACTIVITIES I	46010	PROTOCOL FUND-ADULT COMMUNITY SCHOOLS
42107	WSF-ENABLING ACTIVITIES II	46403	ADULT EDUCATION PER PUPIL ALLOCATION
42108	WSF-ENABLING ACTIVITIES III	46411	ADULT BASIC EDUCATION
42109	WSF-ENABLING ACTIVITIES IV	46412	ADULT SECONDARY
42110	WSF-ENABLING ACTIVITIES V	46414	HOMEMAKING VOCATIONAL
42111	WSF-ENABLING ACTIVITIES VI	46417	ADULT EDUCATION *
42112	WSF-SCHOOL ADMINISTRATION	ESSA TITLE IIA (Federal Funds - Character T)	
42113	WSF-SCHOOL FACILITY SERVICES	CABM Use Only	
42114	WSF-PROTOCOL FUND	20601	ESSA TITLE IIA ADMINISTRATION
42115	WSF-CTE	20656	ESSA TITLE IIA RECRUITMENT & RETENTION
42121	WSF-BUY BACK DECA	20658	ESSA TITLE IIA ED EFFECTIVENESS SYSTEM
42122	WSF-BUY BACK SKILLS USA	20696	ESSA TITLE IIA ASSIST NHQT TO HQT
42123	WSF-BUY BACK FFA	20697	ESSA TITLE IIA PROF DEV
42124	WSF-BUY BACK FCCLA	20698	ESSA TITLE IIA SUPPORT NEW TCHR & PRIN
42125	WSF-BUY BACK HOSA	20699	ESSA TITLE IIA CONSOLIDATED PROGRAMS
42126	WSF-AT RISK PROGRAMS	UTILITIES	
		State Office Use Only	
		37720	UTILITIES
	ATHLETICS	37722	UTILITIES EFFICIENCY
27000	ATHLETICS-TRANSPORTATION	37723	UTILITIES MANAGEMENT
27100	ATHLETICS-SALARY	37724	UTILITIES SUSTAINABILITY
27300	ATHLETICS-GENDER EQUITY	37725	UTILITIES OPERATIONS & MAINTENANCE
27400	ATHLETICS-SUPPLIES & EQUIP	37726	UTILITIES BUYOUTS OF EQUIPMENT FINANCING
27900	ATHLETICS-TRANSPORTATION MAUI		
		* Holding (no expenditure plan allowed)	
	VOCATIONAL & APPLIED TECHNOLOGY		
15849	VOCATIONAL & APPLIED TECHNOLOGY		
42127	CAREER & TECHNICAL STUDENT ORGS		

Accessing the Program to Program Transfer Screen

- To get to the screen or return to it click on the **TRANSFERS** button and then the **PROG TO PROG** screen selector button.



- Select the **BFY** and **Transfer Group** for which you wish to transfer funds. Once selected the programs in the program group appear in the bottom of the screen.



The following fields are displayed in the Prog to Prog Transfers screen:

- Dist/Office – Will be defaulted to the district office for the currently selected Org ID.
- Organization ID – will be defaulted to the currently selected Org ID.
- BFY – Will be defaulted to the current BFY.
- Transfer Group – This drop down list controls the group of related program IDs that are shown below it.
- Allocation Char – defaulted to the Character for the transfer group selected.
- Program ID – list of program ID and descriptions of all related program ID's.
- Alloc – Amount allocated for each program ID.
- Expend – Amount in expenditure plan for the given program ID.
- **NEW!** Unallotted – Amount available to transfer between the other programs in the group.
- Adjustment – Amount, negative or positive, to transfer or receive between programs.
- **Note:** The total for this column must always be \$0 before saving.
- Revised Alloc – New allocation amount for the given program ID.

Transferring Funds Between Programs

1. To transfer funds between programs in the transfer groups, funds need to be unallotted or not in expenditure plan. If you do not have funds unallotted go to the expenditure plan screen to reduce expenditure plans so funds are available to transfer between programs.

Dist/Office: 10: HONOLULU DISTRICT		Organization ID: 101000: ALA WAI ELEM			
BFY: 2019		Allocation Char: F			
TRANSFERS: PROG TO PROG					
PROGRAM ID	ALLOC	EXPEND	UNALLOTTED	ADJUSTMENT	REVISED ALLOC
42100: WEIGHTED STUDENT FORMULA	45,260	0	45,260		45,260
42101: WSF-INSTRUCTION	100,647	100,647	0		100,647
42102: WSF-ELL	46,654	46,654	0		46,654
42103: WSF-INSTRUCTIONAL SUPPORT	0	0	0		0
42104: WSF-STUDENT SERVICES	0	0	0		0
42105: WSF-STUDENT BODY ACTIVITIES	0	0	0		0
42106: WSF-ENABLING ACTIVITIES I	12,337	12,337	0		12,337
42107: WSF-ENABLING ACTIVITIES II	0	0	0		0
42108: WSF-ENABLING ACTIVITIES III	0	0	0		0
42109: WSF-ENABLING ACTIVITIES IV	0	0	0		0
42110: WSF-ENABLING ACTIVITIES V	0	0	0		0
42111: WSF-ENABLING ACTIVITIES VI	0	0	0		0
42112: WSF-SCHOOL ADMINISTRATION	72,650	72,650	0		72,650
42113: WSF-SCHOOL FACILITY SERVICES	30,300	30,300	0		30,300
42114: WSF-PROTOCOL FUND	0	0	0		0
42115: WSF-CTE	0	0	0		0
42121: WSF BUY BACK DECA	0	0	0		0
42122: WSF BUY BACK SKILLS USA	0	0	0		0
42123: WSF BUY BACK FFA	0	0	0		0
42124: WSF BUY BACK FCCLA	0	0	0		0
42125: WSF BUY BACK HOSA	0	0	0		0
42126: WSF-AT RISK PROGRAMS	0	0	0		0
TOTAL	307,848	262,588	45,260	0	307,848

2. For the Program ID funds are being transferred from, enter in a negative amount in the **ADJUSTMENT** column for the total amount you want to transfer.

Note: The total adjustment amount needed can also be split between multiple program IDs as long as **UNALLOTTED** funds exist.

Dist/Office: 10: HONOLULU DISTRICT		Organization ID: 101000: ALA WAI ELEM			
BFY: 2019		Allocation Char: F			
TRANSFERS: PROG TO PROG					
PROGRAM ID	ALLOC	EXPEND	UNALLOTTED	ADJUSTMENT	REVISED ALLOC
42100: WEIGHTED STUDENT FORMULA	45,260	0	45,260	-2,000	43,260
42101: WSF-INSTRUCTION	100,647	100,647	0		100,647
42102: WSF-ELL	46,654	46,654	0		46,654
42103: WSF-INSTRUCTIONAL SUPPORT	0	0	0		0
42104: WSF-STUDENT SERVICES	0	0	0		0
42105: WSF-STUDENT BODY ACTIVITIES	0	0	0		0
42106: WSF-ENABLING ACTIVITIES I	12,337	12,337	0		12,337
42107: WSF-ENABLING ACTIVITIES II	0	0	0		0
42108: WSF-ENABLING ACTIVITIES III	0	0	0		0
42109: WSF-ENABLING ACTIVITIES IV	0	0	0		0
42110: WSF-ENABLING ACTIVITIES V	0	0	0		0
42111: WSF-ENABLING ACTIVITIES VI	0	0	0		0
42112: WSF-SCHOOL ADMINISTRATION	72,650	72,650	0		72,650
42113: WSF-SCHOOL FACILITY SERVICES	30,300	30,300	0		30,300
42114: WSF-PROTOCOL FUND	0	0	0		0
42115: WSF-CTE	0	0	0		0
42121: WSF BUY BACK DECA	0	0	0		0
42122: WSF BUY BACK SKILLS USA	0	0	0		0
42123: WSF BUY BACK FFA	0	0	0		0
42124: WSF BUY BACK FCCLA	0	0	0		0
42125: WSF BUY BACK HOSA	0	0	0		0
42126: WSF-AT RISK PROGRAMS	0	0	0		0
TOTAL	307,848	262,588	45,260	-2,000	305,848

3. For each program ID, in the **ADJUSTMENT** column enter in a positive amount to transfer funds to it.

Dist/Office: 10: HONOLULU DISTRICT		Organization ID: 101000: ALA WAI ELEM			
BFY: 2019		Allocation Char: F			
TRANSFERS: PROG TO PROG					
PROGRAM ID	ALLOC	EXPEND	UNALLOTTED	ADJUSTMENT	REVISED ALLOC
42100: WEIGHTED STUDENT FORMULA	45,260	0	45,260	-2,000	43,260
42101: WSF-INSTRUCTION	100,647	100,647	0	1,000	101,647
42102: WSF-ELL	46,654	46,654	0	500	47,154
42103: WSF-INSTRUCTIONAL SUPPORT	0	0	0		0
42104: WSF-STUDENT SERVICES	0	0	0		0
42105: WSF-STUDENT BODY ACTIVITIES	0	0	0		0
42106: WSF-ENABLING ACTIVITIES I	12,337	12,337	0	500	12,837
42107: WSF-ENABLING ACTIVITIES II	0	0	0		0
42108: WSF-ENABLING ACTIVITIES III	0	0	0		0
42109: WSF-ENABLING ACTIVITIES IV	0	0	0		0
42110: WSF-ENABLING ACTIVITIES V	0	0	0		0
42111: WSF-ENABLING ACTIVITIES VI	0	0	0		0
42112: WSF-SCHOOL ADMINISTRATION	72,650	72,650	0		72,650
42113: WSF-SCHOOL FACILITY SERVICES	30,300	30,300	0		30,300
42114: WSF-PROTOCOL FUND	0	0	0		0
42115: WSF-CTE	0	0	0		0
42121: WSF BUY BACK DECA	0	0	0		0
42122: WSF BUY BACK SKILLS USA	0	0	0		0
42123: WSF BUY BACK FFA	0	0	0		0
42124: WSF BUY BACK FCCLA	0	0	0		0
42125: WSF BUY BACK HOSA	0	0	0		0
42126: WSF-AT RISK PROGRAMS	0	0	0		0
TOTAL	307,848	262,588	45,260	0	307,848

4. Check that the **ADJUSTMENT** column TOTAL is \$0. If not, adjust entries until \$0.
TOTAL line must be \$0.

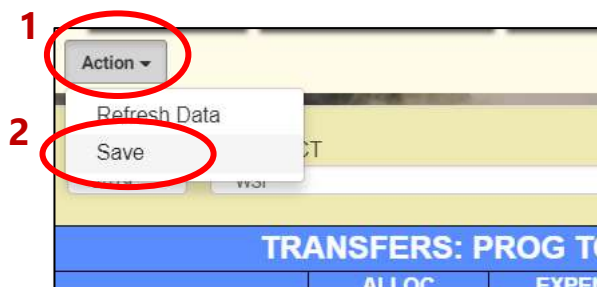
Note: The amounts added / updated will appear with a pink background until saved.

Dist/Office: 10: HONOLULU DISTRICT Organization ID: 101000: ALA WAI ELEM
 BFY: 2015 WSF Allocation Char: F

TRANSFERS: PROG TO PROG					
PROGRAM ID	ALLOC	EXPEND	UNALLOTTED	ADJUSTMENT	REVISED ALLOC
42100: WEIGHTED STUDENT FORMULA	45,260	0	45,260	-2,000	43,260
42101: WSF-INSTRUCTION	100,647	100,647	0	1,000	101,647
42102: WSF-ELL	46,654	46,654	0	500	47,154
42103: WSF-INSTRUCTIONAL SUPPORT	0	0	0		0
42104: WSF-STUDENT SERVICES	0	0	0		0
42105: WSF-STUDENT BODY ACTIVITIES	0	0	0		0
42106: WSF-ENABLING ACTIVITIES I	12,337	12,337	0	500	12,837
42107: WSF-ENABLING ACTIVITIES II	0	0	0		0
42108: WSF-ENABLING ACTIVITIES III	0	0	0		0
42109: WSF-ENABLING ACTIVITIES IV	0	0	0		0
42110: WSF-ENABLING ACTIVITIES V	0	0	0		0
42111: WSF-ENABLING ACTIVITIES VI	0	0	0		0
42112: WSF-SCHOOL ADMINISTRATION	72,650	72,650	0		72,650
42113: WSF-SCHOOL FACILITY SERVICES	30,300	30,300	0		30,300
42114: WSF-PROTOCOL FUND	0	0	0		0
42115: WSF-CTE	0	0	0		0
42121: WSF BUY BACK DECA	0	0	0		0
42122: WSF BUY BACK SKILLS USA	0	0	0		0
42123: WSF BUY BACK FFA	0	0	0		0
42124: WSF BUY BACK FCCLA	0	0	0		0
42125: WSF BUY BACK HOSA	0	0	0		0
42126: WSF-AT RISK PROGRAMS	0	0	0		0
TOTAL	307,848	262,588	45,260	0	307,848

Saving Program to Program Transfers

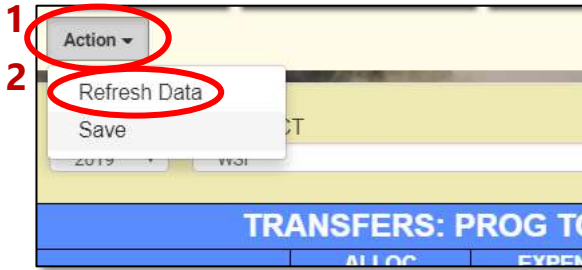
1. Click **Action** > **Save**.



Refresh Allocation and Unallotted Amounts

1. Click **Action** > **Refresh Data**.

This will get updated allocation and expenditure plan information from the system.
No edits entered will be lost or saved.



Think about it:

- What new field was added to the Program to Program transfer screen?
- What color indicates a field was edited?

Module 12: Reports

There are 4 reports that can be generated directly from the Budget System:

- **NEW!** Org ID Summary
- Allocation Transaction Log
- **NEW!** Expenditure Plan Transaction Log
- Daily Expenditure Plan Transfers

Accessing the Reports Screen

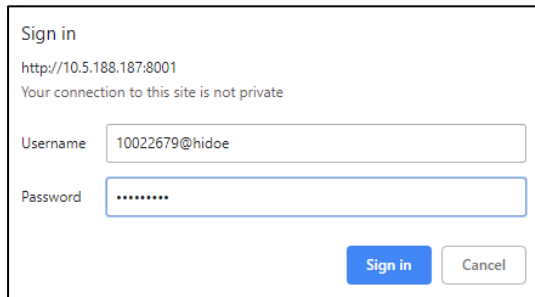
1. To get to the screen or return to it click on the **REPORTS** button.

Running Reports

1. To run a report click on the **REPORT BUILDER** link for the report you wish to run.

REPORTS	
ORG ID SUMMARY Report version of the Org ID Summary. Records are sorted from Active to Expired, then by BFY, Means of Finance, Program ID, and Char.	REPORT BUILDER
ALLOCATION TRANSACTION LOG Listing of all allocations entered or adjusted for a given Org. Records are sorted in order of Trans Year, BFY, Program ID, District, Org, and Update Time.	REPORT BUILDER
EXPENDITURE PLAN TRANSACTION LOG Listing of all expenditure plans entered or adjusted for a given Org. Records are sorted in order of Trans Year, BFY, District, Org, Program ID, Char, and Object.	REPORT BUILDER
DAILY EXPENDITURE PLAN TRANSFERS Report to list expenditure plans input for a given day that will go to or went to FMS. Records are sorted in order of Trans Year, BFY, District, Org, Program ID, Char, and Object.	REPORT BUILDER
EXPENDITURE PLAN SCREEN Listing of all expenditure plans entered or adjusted for a given Prog.	REPORT BUILDER

2. The first time you run a report you may be prompted for your DOE intranet login. Once entered you should not be prompted to login again during that browser session.



3. Select appropriate filters and click the **View Report** button to run the report for the parameters selected.



Each report has a combination of some or all of the filters below. They allow you to limit the information returned on each report.

- Trans Year – The State Fiscal Year (July 1 – June 30) that the transaction was posted. The most current Trans Year is defaulted.
- BFY – Budget Fiscal Year - the state fiscal year the funds were allocated in. Defaulted to the current Budget Fiscal Year.
- Dist/Complex Area – ALL is the default value, you may change to select a specific district / complex area.

Note: If All is selected, the resulting report will depend on the following filters selection, i.e. if All for Dist/Complex Area is selected but in the Org ID field a specific org ID is select, only data for that specific org ID will be returned.

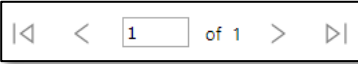

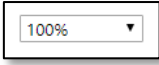


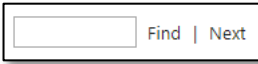
- Org ID – All Listing is the default value and returns information for All Orgs that you have access to and that that received allocations. You may change the value to select a specific Org ID.

Note: If All Listing is selected, the resulting report will depend on the following filters selection, i.e. if All Listing is selected but in the Program ID field a specific program ID is selected, only data for that specific program ID will be returned for all org IDs you have access to.

- Program ID – Select one Program ID or All Listing option to see information for all programs.
- Date – select the specific date you would like the report to return.

Think about it: What parameters would you enter if you wanted to run a Transaction Log report for general fund carryover programs on December 3, 2018?

Report Toolbar

	Page navigation controls	Open the first or last page of a report, scroll through a report page by page, and open a specific page in a report. To view a specific page, type the page number and press ENTER.
	Report refresh icon	Refresh the report.
	Page display controls	Enlarge or reduce the size of the report page.
	Export formats	Click on the button to see the different formats that the report can be exported to, common formats are Excel and PDF.
	Printer icon	Open a Print dialog box so that you can specify print options and print a report.
	Search Field	Search for content in the report by typing a word or phrase that you want to find (the maximum value length is 256 characters).

New! Org ID Summary

For the Org ID(s) selected, the report displays a listing of all Program IDs, Allocation, Expenditure Plans and Unallotted amounts for the selected Fiscal Year and BFY.

The report can be used as a printout of the Org ID Summary screen. Row coloring ties to the same coloring as the Org ID Summary screen. Screen prints cannot be made from the Budget system.

Org ID Summary As of October 08, 2018

Fiscal Year: 2018-2019
 Dist/Complex Area: 10 - CA-FARRINGTON-KAISER-KALANI
 Org ID: 10-100000: AINA HAINA ELEM

PRGM ID	PROGRAM DESCRIPTION	ORG ID	ORG DESCRIPTION	MEANS OF FINANCE	LAPSE DATE	CHAR	ALLOCATION	EXPEND PLAN	UNALLOTTED
42101 - 18	WVSF-INSTRUCTION	100000	AINA HAINA ELEM	General	99999999	F	\$296	\$200	\$96
42101 - 19	WVSF-INSTRUCTION	100000	AINA HAINA ELEM	General	99999999	F	\$141,526	\$96,526	\$51,000
42102 - 10	WVSF-ELL	100000	AINA HAINA ELEM	General	99009900	F	\$12,337	\$12,337	\$0
42103 - 19	WVSF-INSTRUCTIONAL SUPPORT	100000	AINA HAINA ELEM	General	99999999	F	\$8,300	\$8,300	\$0
42104 - 19	WVSF-STUDENT SERVICES	100000	AINA HAINA ELEM	General	99999999	F	\$35,651	\$34,851	\$1,000
42112 - 19	WVSF-SCHOOL ADMINISTRATION	100000	AINA HAINA ELEM	General	99999999	F	\$77,615	\$52,965	\$24,710
42113 - 19	WVSF-SCHOOL FACILITY SERVICES	100000	AINA HAINA ELEM	General	99999999	F	\$20,200	\$20,200	\$0
18807 - 19	HAWAIIAN STUDIES	100000	AINA HAINA ELEM	General	99999999	A1	\$10,948	\$0	\$10,948
18807 - 19	HAWAIIAN STUDIES	100000	AINA HAINA ELEM	General	99999999	BC	\$995	\$0	\$995
19978 - 19	IMPACT AID-WVSF	100000	AINA HAINA ELEM	Federal	99999999	T	\$27,125	\$20,000	\$7,125
20559 - 19	ESSA TITLE IIA PROF DEV-OCISS	100000	AINA HAINA ELEM	Federal	FIF00930	T	\$434	\$0	\$434

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Allocation Transaction Log

This report lists all allocations for the selected Fiscal Year, BFY, Dist/Complex Area, Org ID and Program ID(s). The report is ordered in descending Update Time.

This report can be used to research allocations and when BUD-3s were processed.

Allocation Transaction Log As of October 08, 2018

Fiscal Year: 2018-2019
 BFY: 2019
 Dist/Complex Area: 10 - CA-FARRINGTON-KAISER-KALANI
 Org ID: 10-100000: AINA HAINA ELEM
 Program ID: 00000 - ALL LISTING

FISCAL YR	DIST	ORG ID	ORG DESCRIPTION	MOF	PRGM ID	PROGRAM DESCRIPTION	CHAR	ALLOCATION	INPUTTED BY	UPDATE TIME
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42101 - 19	WSF-INSTRUCTION	F	(1,000)	Barnister, Tracy	2018-10-05 08:46:41
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42104 - 19	WSF-STUDENT SERVICES	F	1,000	Barnister, Tracy	2018-10-05 08:46:41
2018 - 2019	10	1000000	AINA HAINA ELEM	F	17929 - 19	TITLE VIB SPECIAL EDUCATION PROJECT I	T	51,178	Complex Area KMR	2018-09-25 10:54:53
2018 - 2019	10	1000000	AINA HAINA ELEM	F	17929 - 19	TITLE VIB SPECIAL EDUCATION PROJECT I	T	26,366	Complex Area KMR	2018-09-24 12:50:52
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42100 - 19	WEIGHTED STUDENT FORMULA	F	(24,710)	Org 100	2018-09-11 14:45:27
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42112 - 19	WSF-SCHOOL ADMINISTRATION	F	24,710	Org 100	2018-09-11 14:45:27
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42100 - 19	WEIGHTED STUDENT FORMULA	F	(50,000)	Org 100	2018-09-11 14:44:06
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42101 - 19	WSF-INSTRUCTION	F	50,000	Org 100	2018-09-11 14:44:08
2018 - 2019	10	1000000	AINA HAINA ELEM	G	42100 - 19	WEIGHTED STUDENT FORMULA	F	74,710	Aug W/SF Adj	2018-09-07 14:34:55

Note: This report is similar to the FRS 6.1 report but is in real time. The information in the FRS 6.1 report is as of the previous day.

New! Expenditure Plan Transaction Log

This report lists expenditure plans for the selected Fiscal Year, BFY, Dist/Complex Area, Org ID, Program ID and Date.

This report can be used to verify expenditure plans entered as reflected in the BD-2 or BD-2 FED form. It can also be used to verify expenditure plans were saved and / or when they were entered.

Expenditure Plan Transaction Log As of October 08, 2018

Fiscal Year: 2018-2019
 BFY: 2019
 Dist/Complex Area: 10 - CA-FARRINGTON-KAISER-KALANI
 Org ID: 10-100000: AINA HAINA ELEM
 Program ID: 00000 - ALL LISTING

FISCAL YR	DIST	ORG ID	ORG DESCRIPTION	PRGM ID	PROGRAM DESCRIPTION	CHAR	OBJ CD	OBJ DESCRIPTION	EXPEND PLAN CHANGE	INPUTTED BY	UPDATE TIME
2019	10	100000	AINA HAINA ELEM	19976 - 19	IMPACT AID-WSP	A	2321	EDUCATIONAL ASSISTANT	20,000	Sekiya, Wendy	2018-09-08 09:29:44
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	A	2510	ELEM TEACHER	(1,369,350)	Financial Plan	2018-08-07 11:35:11
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	A	2510	ELEM TEACHER	1,369,350	Financial Plan	2018-08-07 11:25:43
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	A1	2744	PART TIME - TEACHER	65,047	Financial Plan	2018-08-07 11:55:35
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	A1	2982	STIPENDS	2,069	Financial Plan	2018-08-07 11:55:35
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3002	AUDIO VISUAL SUPPLIES	1,500	Financial Plan	2018-08-07 11:55:35
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3002	AUDIO VISUAL SUPPLIES	1,000	Barrister, Tracy	2018-10-02 15:42:00
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3002	AUDIO VISUAL SUPPLIES	(2,000)	Barrister, Tracy	2018-10-02 15:42:13
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3005	CUSTODIAL SUPPLIES	(2,000)	Barrister, Tracy	2018-10-02 15:42:00
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3005	CUSTODIAL SUPPLIES	5,000	Financial Plan	2018-08-07 11:55:35
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3006	CLASSROOM SUPPLIES	2,500	Financial Plan	2018-08-07 11:55:35

Daily Expenditure Plan Transfers

This report lists expenditure plans for the selected Fiscal Year, BFY, Dist/Complex Area, Org ID, Program ID and Date.

This report by default is set today's date. It shows you the expenditure plans that are scheduled to go over to FMS overnight. You can also select a specific date to verify expenditure plans entered on a previous date.

Daily Expenditure Plan Transfers

Fiscal Year: 2018-2019
 BFY: 2019
 Dist/Complex Area: 10 - CA-FARRINGTON-KAISER-KALANI
 Org ID: 10-100000; AINA, HAINA ELEM
 Program ID: 00000 - ALL LISTING
 Date: 10/8/2018

FISCAL YR	DIST	ORG ID	ORG ID DESCRIPTION	PRGM ID	PROGRAM DESCRIPTION	CHAR	OBJ CD	OBJ DESCRIPTION	EXPEND PLAN CHANGE	INPUTTED BY	UPDATE TIME
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	A 1	2744	PART TIME - TEACHER	(2,000)	Sekiya, Wendy	2018-10-08 15:02:51
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3005	CUSTODIAL SUPPLIES	1,000	Sekiya, Wendy	2018-10-08 15:02:51
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3006	CLASSROOM SUPPLIES	500	Sekiya, Wendy	2018-10-08 15:02:51
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	3009	LIBRARY SUPPLIES	300	Sekiya, Wendy	2018-10-08 15:02:51
2019	10	100000	AINA HAINA ELEM	42101 - 19	WSF-INSTRUCTION	B	7104	SVC FOR FEE-WISC	200	Sekiya, Wendy	2018-10-08 15:02:51

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Expenditure Plan Screen

This displays the current expenditure plans entered for a given Program ID for the selected Fiscal Year, BFY, Dist/Complex Area, Org ID, and Program ID.

The screenshot shows a web browser window titled "Rep_Exp_Plan_Sum - Report Viewer - Google Chrome". The address bar shows the URL: "10.5.188.187:8001/ReportServer/Pages/ReportViewer.aspx?%2fReports%2fPROD%2fRep_Exp_Plan_Sum&rs:Command=Render&Clearance=10022978".

Filters are set as follows:

- Fiscal Year: 2018-2019
- BFY: 2019
- Dist/Complex Area: 10 - CA-FARRINGTON-KAISER-KALANI
- Org ID: 10-100000: AINA HAINA ELEM
- Program ID: 42101 - WSF-INSTRUCTION

A "View Report" button is located in the top right corner.

Navigation controls include: "1 of 1", "100%", "Find | Next", and a "Print" icon.

Expenditure Plan As of February 26, 2019

Summary Information:

- Fiscal Year: 2018-2019
- BFY: 2019
- Dist/Complex Area: 10 - CA-FARRINGTON-KAISER-KALANI
- Org ID: 10-100000: AINA HAINA ELEM
- Program ID: 42101 - WSF-INSTRUCTION
- PR Code: G010E A01
- Lapse Date: 99999999
- Grant No:
- MOF: G

Object	Perm FTE	Temp FTE	Expenditure Plan
Salaried Personnel - Character A (10)			
Object	Perm FTE	Temp FTE	Expenditure Plan
Casual / Hourly Personnel - Character A1 (11)			
2744 PART TIME - TEACHER			65,047
2802 STIPENDS			2,069
SUBTOTAL - CHAR A1 (11)			67,116
Object	Perm FTE	Temp FTE	Expenditure Plan
Other Current Expenses - Character B, C, and M (20)			
3002 AUDIO VISUAL SUPPLIES			1,500
3005 CUSTODIAL SUPPLIES			5,000
3006 CLASSROOM SUPPLIES			52,500
3009 LIBRARY SUPPLIES			1,500
3401 OTHER MISC SUPPLIES			9,500
7104 SVC FOR FEE-MISC			400
7709 COMPUTER EQUIPMENT			5,010
SUBTOTAL - CHAR B, C, M (20)			75,410
TOTAL	0.00	0.00	142,526

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Module 13: Help

The Help page contains informational videos, frequently asked questions (FAQ), glossary, etc. The videos are 2-3 minutes long to teach you about and how to use the Budget System. There is a link to a training site for you to practice on, a FAQ page that answers some of the more common questions, and a glossary which defines terms used when working with your Budget.

The screenshot shows the 'BUDGET SYSTEM 2018-2019' interface. At the top left is the Hawaii State Department of Education logo. The top right shows a user ID '10022679'. Below the header is a navigation bar with buttons for 'MESSAGES', 'ORG ID SUMMARY', 'EXPENDITURE PLAN', 'TRANSFERS -', 'REPORTS', and 'HELP'. A search filter is set to '97-006000: OFS-BUDGET BRANCH'. The main content area is titled 'HELP' and contains a 'Helpful Links' table with the following items: Training Site - To Practice On, User Guide, Glossary, Special User Form, and FAQ. Below the links are two video thumbnails. The first is titled 'Basic Layout Budget System Version 1.1' and has a duration of 01:46. The second is titled 'Org ID Summary Budget System 1.1' and has a duration of 02:04. Both videos are hosted on Vimeo.

Helpful Links
Training Site - To Practice On
User Guide
Glossary
Special User Form
FAQ

EXERCISES Module 10: Expenditure plans

Adding Expenditure Plan Rows

Exercise #1:

In this exercise you will add an expenditure plan for federal fund program ID 17929.

- Use the **Org ID Summary** to get to the expenditure plans for program ID 17929.
- Add salary and FTE for Special Ed Teachers.
- Run the **Daily Expenditure Plan Transfers** report to confirm the expenditure plan entry.

1. Navigate to <https://budgetsystem.k12.hi.us/training/>
2. Click on the **ORG ID SUMMARY** screen selector button.
3. Click on the row for Program ID 17929, this will take you to the expenditure plan screen.
4. Click **Action** > **Add Object Code** to add an object code and amount.
5. Click in the **Char Filter** and select "Salaried Personnel – Character A (10)"
6. Type "spec ed teacher" in the **Object** field.
7. In the resulting list of objects select "2514: SPEC ED TEACHER-HI".
8. Enter in 2.00 in the **TEMP FTE** field.
9. Enter in \$100,000 in the **AMOUNT** field.
10. Click **Add** to add the expenditure plan to Update Expenditure Plan section of the screen.
11. What changed on the screen to indicate that the row was added?

-
-
12. Click **Action** > **Save**, to save the expenditure plan.
 13. Click **REPORTS** screen selector button and then **REPORT BUILDER** for the **Daily Expenditure Plan Transfers** report.
 14. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **BFY:** 2019 (should be defaulted)
 - c. **Dist/Complex Area:** 00 - All (should be defaulted)
 - d. **Org ID:** The org ID currently being accessed
 - e. **Program ID:** 17929 – TITLE VIB SPECIAL EDUCATION PROJECT I
 - f. **Date:** should be defaulted to today's date.
 - g. Click **View Report**
 15. Check to make sure your adjustments are listed.

Exercise #2:

In this exercise you will continue adding expenditure plans for federal fund program ID 17929.

- Use the expenditure plan screen to get to program ID 17929's expenditure plans.
- Add the salary and FTE for Educational Assistant 10-MO.
- Add expenditure plans for hourly Part Time-Teacher Extended School Year and Classroom Cleaner.
- Run the Daily Expenditure Plan Transfers report to confirm correct expenditure plan entry.

1. Click on **Expenditure Plan** screen selector button
2. Click in the **Prgm ID** field and select "17929-19: TITLE VIB SPECIAL EDUCATION PROJECT I" or enter in 17929 and select "17929-19: TITLE VIB SPECIAL EDUCATION PROJECT I" from the list of program id's that appears.
3. Click **Action** > **Add Object Code** to add an object code and amount.
4. Click in the **Char Filter** and select "Salaried Personnel – Character A (10)"
5. Type "2321" in the **Object** field.
6. In the resulting list of objects, select "2321: EDUCATIONAL ASSISTANT 10-MO".
7. What field(s) appeared after selecting the object code?

8. Enter in 1.500 in the **TEMP FTE** field.
9. Enter in \$50,000 in the **AMOUNT** field.
10. Click **Add** to add the expenditure plan to Update Expenditure Plan section of the screen.
11. Click **Action** > **Add Object Code** to add an object code and amount.
12. Do not select anything in the **Char Filter**.
13. Type "EXTENDED" in the **Object** field.
14. In the resulting list of objects select "2726: PART TIME-TEACHER EXTENDED SCHOOL YEAR".
15. Enter in \$90,000 in the **AMOUNT** field.
16. Click **Add** to add the expenditure plan to Update Expenditure Plan section of the screen.
17. Click **Action** > **Add Object Code** to add an object code and amount.
18. Click in the **Char Filter** and select "Casual / Hourly Personnel – Character A1 (11)"
19. Type "2722" in the **Object** field, in the resulting objects, select "2722: CLASSROOM CLEANER".
20. Enter in \$10,000 in the **AMOUNT** field.
21. Click **Add** to add the expenditure plan to Update Expenditure Plan section of the screen.
22. Click **Action** > **Save**, to save the expenditure plans.
23. What changed on the screen to indicate that the expenditure plan was saved?

24. Click **REPORTS** screen selector button and then **REPORT BUILDER** for the **Daily Expenditure Plan Transfers** report.
25. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **BFY:** 2019 (should be defaulted)
 - c. **Dist/Complex Area:** 00 - All (should be defaulted)
 - d. **Org ID:** The org ID currently being accessed
 - e. **Program ID:** 17929 – TITLE VIB SPECIAL EDUCATION PROJECT I
 - f. **Date:** should be defaulted to today's date.
 - g. Click **View Report**
26. Check to make sure your adjustments are listed.

Exercise 3:

In this exercise you will continue adding expenditure plans for federal fund program ID 17929.

- **Searching for an object code with part of the object code name.**
 - **Further filter object codes presented by Character**
 - **Add expenditure plan using the object code found.**
 - **Searching for an object code with object code number.**
 - **Add expenditure plan using the object code found.**
 - **Run the Daily Expenditure Plan Transfers report to confirm correct expenditure plan entry.**
1. Click on the **ORG ID SUMMARY** screen selector button.
 2. Click on the row for Program ID 17929, this will take you to the expenditure plan screen.
 3. Click **Action** > **Add Object Code** to add an object code and amount.
 4. Do not select anything in the **Char Filter**.
 5. Type "SUPP" in the **Object** field.
 6. Review the resulting list of objects.
 - a. What type of object codes did you notice were listed? (Hint: Is the Character of Expenditure the same for the objects shown?)

 7. Click in the **Char Filter** and select "Other Current Expenditures – Character B, C, and M (20)"
 8. Double click in the **Object** field and type "SUPP".
 9. Review the resulting list of objects.
 - b. How is the list different now?

10. In the resulting list of objects select "3005: CUSTODIAL SUPPLIES".
 11. Enter in \$10,000 in the **AMOUNT** field.
 12. Click **Add** to add the expenditure plan to Update Expenditure Plan section of the screen.
 13. Click **Action** > **Add Object Code** to add an object code and amount.
 14. Click in the **Char Filter** and select "Other Current Expenditures – Character B, C, and M (20)"
 15. Type "books" in the **Object** field.
 16. In the resulting list of objects select "7706: LIBRARY BOOKS".
 17. Enter in \$20,000 in the **AMOUNT** field.
 18. Click **Add** to add the expenditure plan to Update Expenditure Plan section of the screen.
 19. Click **Action** > **Add Object Code** to add an object code and amount.
 20. Do not select anything in the **Char Filter**.
 21. Type "7708" in the **Object** field.
 22. Are you able to add this object? Why?
-
-

23. Click the **Cancel** button to close the Add Object Code window.
 24. Click **Action** > **Save**, to save the expenditure plans.
 25. In the Expenditure Plan Program Summary Table, how much is unallotted?
-

26. Click **REPORTS** screen selector button and then **REPORT BUILDER** for the **Daily Expenditure Plan Transfers** report.
27. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **BFY:** 2019 (should be defaulted)
 - c. **Dist/Complex Area:** 00 - All (should be defaulted)
 - d. **Org ID:** The org ID currently being accessed
 - e. **Program ID:** 17929 – TITLE VIB SPECIAL EDUCATION PROJECT I
 - f. **Date:** should be defaulted to today's date.
 - g. Click **View Report**
28. Check to make sure your adjustments are listed.

Adjusting Expenditure Plan Rows

Exercise #4:

In this exercise you will continue working with expenditure plans for federal fund program ID 17929.

- Edit expenditure plans using the Add/Subtract column.
 - Edit the FTE for Char A expenditure plans.
 - Run the Daily Expenditure Plan Transfers report to confirm correct expenditure plan entry.
1. Click on the **ORG ID SUMMARY** screen selector button.
 2. Click on the row for Program ID 17929, this will take you to the expenditure plan screen.
 3. Click in the **ADD/SUBTRACT** column for object code "7708: COMPUTER EQUIPMENT" and enter \$30,000.
 4. Click in the **TEMP FTE** column and input 3.00 for "2514: SPEC ED TEACHER-HI" to add FTE for this object.
 5. Click in the **ADD/SUBTRACT** column for the same object code and enter in \$80,000 to add funds for this object code.
 6. Click in the **TEMP FTE** column and input 0.50 for "2321: EDUCATIONAL ASSISTANT 10-MO" to reduce FTE for this object.
 7. Click in the **ADD/SUBTRACT** column for the same object code and enter in \$-30,000 to reduce funds for this object code.
 8. What will the **TEMP FTE** total be for Object 2321 once the adjustment is saved? Why?

 9. Click **Action** > **Save** to save the expenditure plans. Check your answer above.
 10. Click **REPORTS** screen selector button and then **REPORT BUILDER** for the **Daily Expenditure Plan Transfers** report.
 11. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **BFY:** 2019 (should be defaulted)
 - c. **Dist/Complex Area:** 00 - All (should be defaulted)
 - d. **Org ID:** The org ID currently being accessed
 - e. **Program ID:** 17929 – TITLE VIB SPECIAL EDUCATION PROJECT I
 - f. **Date:** should be defaulted to today's date.
 - g. Click **View Report**
 12. Check to make sure your adjustments are listed.

Exercise #5:

In this exercise you will continue working with expenditure plans for federal fund program ID 17929.

- **Edit expenditure plans using the Add/Subtract column.**
 - **Run the Daily Expenditure Plan Transfers report to confirm correct expenditure plan entry.**
1. Click on the **ORG ID SUMMARY** screen selector button.
 2. Click on the row for Program ID 17929, this will take you to the expenditure plan screen.
 3. Click in the **ADD/SUBTRACT** column for object code "2726: PART TIME-TEACHER EXTENDED SCHOOL YEAR", enter in \$30,000 to add funds.
 4. What will the **STARTING** amount be for Object 2726 once the adjustment is saved? Which column tells you the amount before you save?

 5. Click in the **ADD/SUBTRACT** column for object code "2722: CLASSROOM CLEANER", enter in \$30,000 to add funds.
 6. Click in the **ADD/SUBTRACT** column for object code "3005: CUSTODIAL SUPPLIES", enter in \$-8,000 to subtract funds.
 7. Click in the **ADD/SUBTRACT** column for object code "7708: COMPUTER EQUIPMENT", enter in \$-20,000 to subtract funds.
 8. Click in the **ADD/SUBTRACT** column for object code "7706: LIBRARY BOOKS", enter in \$-10,000 to subtract funds.
 9. Click **Action** > **Save** to save the expenditure plans. Check your answers above.
 10. What is the UNALLOTTED amount?

 11. Click **REPORTS** screen selector button and then **REPORT BUILDER** for the **Daily Expenditure Plan Transfers** report.
 12. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **BFY:** 2019 (should be defaulted)
 - c. **Dist/Complex Area:** 00 - All (should be defaulted)
 - d. **Org ID:** The org ID currently being accessed
 - e. **Program ID:** 17929 – TITLE VIB SPECIAL EDUCATION PROJECT I
 - f. **Date:** should be defaulted to today's date.
 - g. Click **View Report**
 13. Check to make sure your adjustments are listed.

Replacing Expenditure Plan Rows

Exercise #6:

In this exercise you will continue working with expenditure plans for federal fund program ID 17929.

- **Edit expenditure plans using the Replace column.**
 - **Run the Daily Expenditure Plan Transfers report to confirm correct expenditure plan**
1. Click on **Expenditure Plan** screen selector button
 2. Click in the **Prgm ID** field and select "17929-19: TITLE VIB SPECIAL EDUCATION PROJECT I" or enter in 17929 and select "17929-19: TITLE VIB SPECIAL EDUCATION PROJECT I" from the list of program id's that appears.
 3. For object code "2514: SPEC ED TEACHER-HI":
 - a. Click in the **TEMP FTE** column and input 4.00 to add 1.00 TEMP FTE for this object.
 - b. Click in the **REPLACE** column for the same object code and enter in \$250,000 to replace the amount for this object code.
 4. For object code "2321: EDUCATIONAL ASSISTANT":
 - a. Click in the **TEMP FTE** column and enter in 0.000 to clear the FTE.
 - b. Click in the **REPLACE** column and enter in \$0 to replace the dollar amount .
 5. Click in the **REPLACE** column and enter in \$180,000 for object code "2726: PART TIME-TEACHER EXTENDED SCHOOL YEAR".
 6. To clear the amount in expenditure plan for object code "2722 – CLASSROOM CLEANER" in the **REPLACE** column enter in \$0.
 7. To clear the amount in expenditure plan for object code "3005 – CUSTODIAL SUPPLIES" in the **REPLACE** column enter in \$0.
 8. To clear the amount in expenditure plan for object code "7708 – COMPUTER EQUIPMENT" in the **REPLACE** column enter in \$0.
 9. Click in the **REPLACE** column and enter in \$20,000 to replace the amount for object code "7706: LIBRARY BOOKS".
 10. Click **Action** > **Save** to save the expenditure plans.
 11. What is the UNALLOTTED amount?

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10. Click **REPORTS** screen selector button and then **REPORT BUILDER** for the **Daily Expenditure Plan Transfers** report.
 11. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **BFY:** 2019 (should be defaulted)
 - c. **Dist/Complex Area:** 00 - All (should be defaulted)

- d. **Org ID:** The org ID currently being accessed
 - e. **Program ID:** 17929 – TITLE VIB SPECIAL EDUCATION PROJECT I
 - f. **Date:** should be defaulted to today's date.
 - g. Click **View Report**
12. Check to make sure your adjustments are listed.

EXERCISES Module 11: Program To Program Transfers

Exercise #1:

In this exercise you will transfer allocations between WSF program ids.

- Use the Program to Program screen to allocate WSF 42101 funds to other WSF program ID's.
- Run the Org ID Summary report to confirm correct allocations.

1. Navigate to the Program To Program Transfer screen by clicking on **TRANSFERS** > then select **Prog to Prog**.
2. Check that **BFY 2019** and **Transfer Group** – WSF are selected, it should be defaulted to the current BFY and Transfer Group.
3. Ensure \$1,000,000 is unallotted in 42101
4. In the **ADJUSTMENT** column for Program ID 42101 enter in \$-1,000,000.
5. In the **ADJUSTMENT** column for Program ID 42103, enter in \$500,000.
6. In the **ADJUSTMENT** column for Program ID 42104, enter in \$200,000.
7. In the **ADJUSTMENT** column for Program ID 42112, enter in \$299,000.
8. Click **Action** > **Save**.
9. What happens when you save the above adjustments? Why?

10. Check what the **ADJUSTMENT** column TOTAL is. It should be \$-1,000.
11. In the **ADJUSTMENT** column for Program ID 42114, enter in \$1,000.
12. Check that the **ADJUSTMENT** column TOTAL is \$0.
13. Click **Action** > **Save**.
14. Were you able to save? Why?

15. Run the **Org ID Summary**. Click **REPORTS** and then **REPORT BUILDER** for the Org ID Summary report.
16. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **Dist/Complex Area:** 00 - All (should be defaulted)
 - c. **Org ID:** The org ID currently being accessed
 - d. Click **View Report**
17. Check to make sure the adjustments were saved.

Exercise #2:

In this exercise you will transfer allocations between WSF program ids to clear a \$-102,000 deficit.

- Use the Program to Program screen to transfer funds from other WSF program ID's to 42100.
 - Run the Org ID Summary report to confirm correct allocations.
1. Navigate to the Program to Program Transfer screen by clicking on **TRANSFERS** > then select **Prog to Prog**.
 2. Select **BFY 2019** and **Transfer Group** – WSF.
 3. Ensure \$102,000 is unallotted across all WSF program ID's. In the **ADJUSTMENT** column for program ID 42100, enter in \$102,000.
 4. In the **ADJUSTMENT** column for Program ID 42103, enter in \$-60,000.
 5. In the **ADJUSTMENT** column for Program ID 42104, enter in \$-10,000.
 6. In the **ADJUSTMENT** column for Program ID 42112, enter in \$-31,500.
 7. In the **ADJUSTMENT** column for Program ID 42114, enter in \$-500.
 8. Check that the **ADJUSTMENT** column TOTAL is \$0.
 9. Click **Action** > **Save**.
 10. What is the UNALLOTTED amount?

 11. Run the **Org ID Summary** report. Click **REPORTS** and then **REPORT BUILDER** for the Org ID Summary report.
 12. Select the following filters:
 - a. **Fiscal Year:** 2018-2019 (should be defaulted)
 - b. **Dist/Complex Area:** 00 - All (should be defaulted)
 - c. **Org ID:** The org ID currently being accessed
 - d. Click **View Report**
 13. Check to make sure the adjustments were saved.