

# TeamBudget

[www.multco.us/budget/teambudget](http://www.multco.us/budget/teambudget)

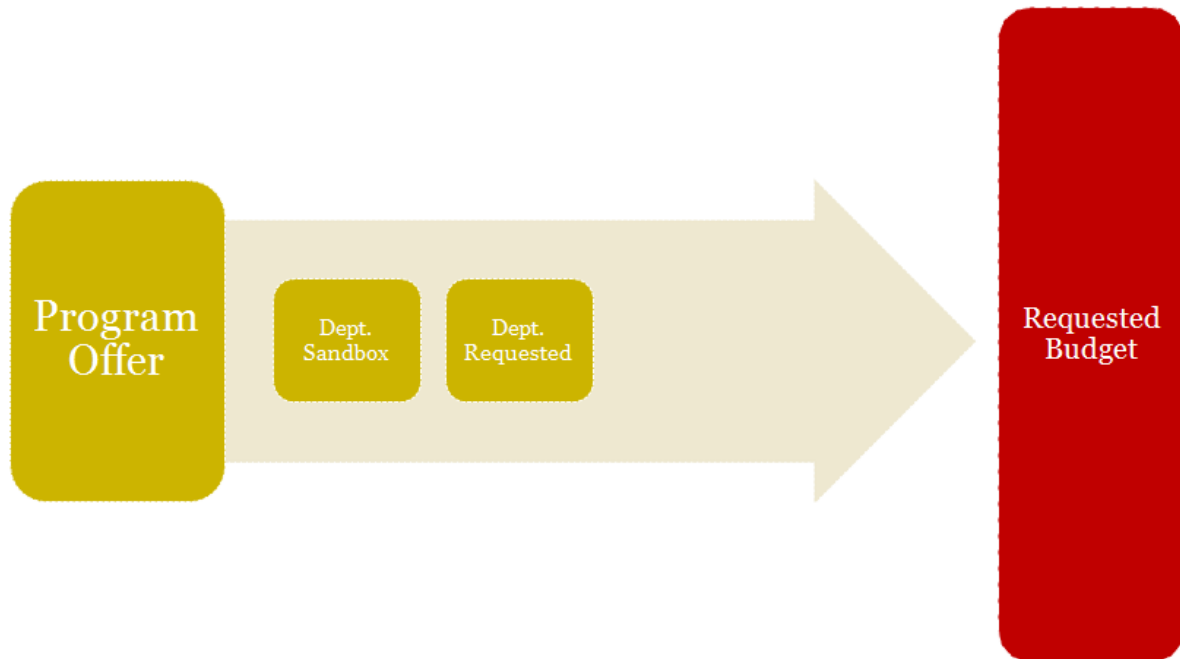
## **Balancing & Submitting Program Offers Training Handout Version 1.1**

# TeamBudget Balancing & Submitting Program Offers TRAINING HANDOUT

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# TeamBudget Balancing & Submitting Program Offers

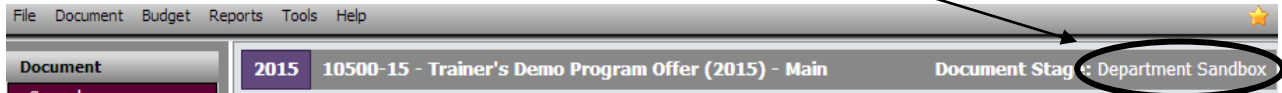
## DOCUMENT WORKFLOW – DEPT. REQUESTED PHASE



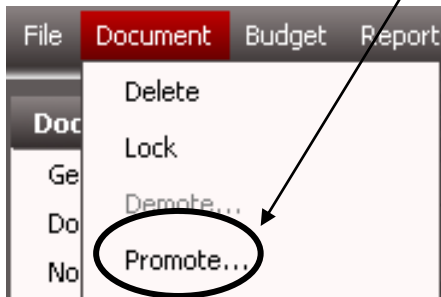
## TeamBudget Balancing & Submitting Program Offers

- **Promote a Program Offer**

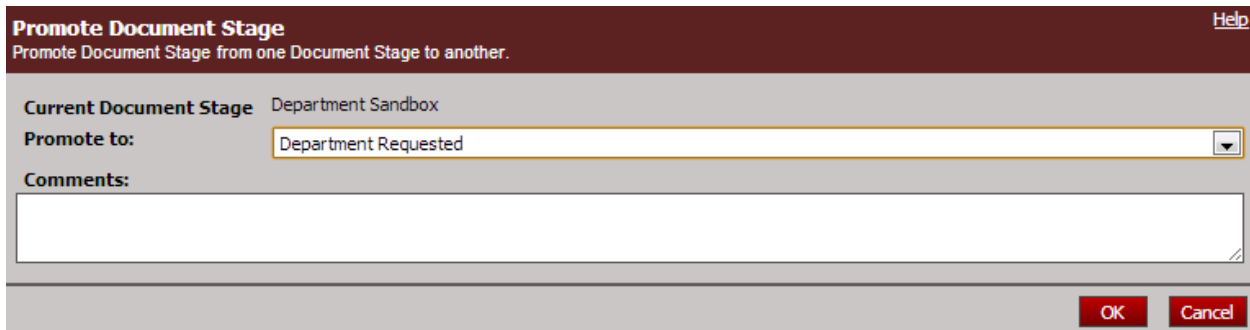
1. Open the program offer. Note the current stage.



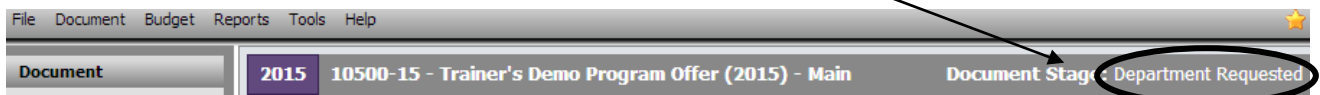
2. Click Document/Promote in the Program Offer Top Menu.



3. The “Promote Document Stage” screen will appear with the next stage pre-selected (i.e. Department Requested). Click “OK.”



4. The document is now in the Department Requested stage. Note that the program offer now shows the updated stage.

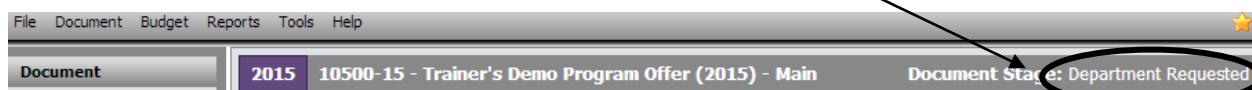


***Note: Program Offers will be locked to most users in the Department Requested stage (i.e. users can view, but not change, the program offer; all data and text will appear grey).***

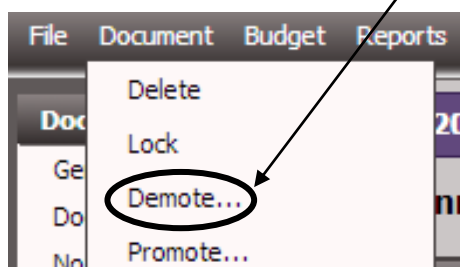
## TeamBudget Balancing & Submitting Program Offers

- **Demote a Program Offer** (generally only available to Business Managers)

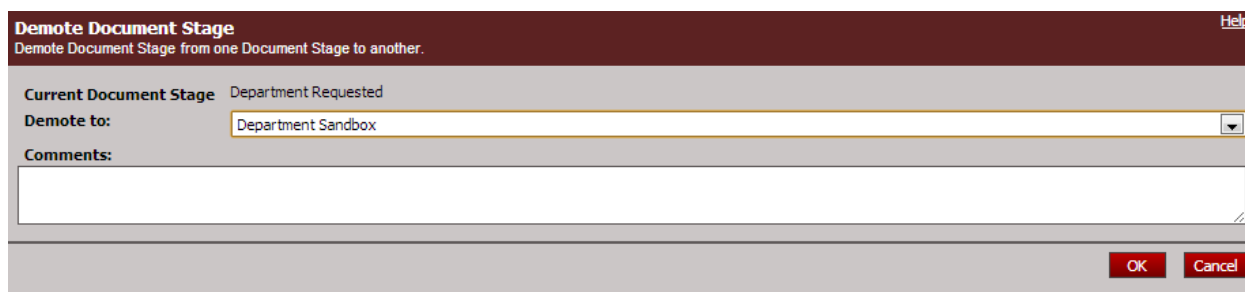
1. Open the program offer. Note the current stage.



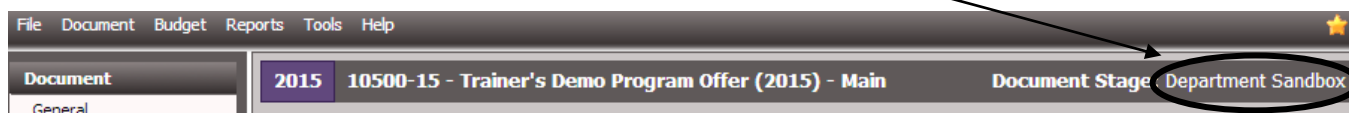
2. Click Document/Demote in the Program Offer Top Menu.



3. The “Demote Document Stage” screen will appear with the previous stage pre-selected (i.e. Department Sandbox). Click “OK.”



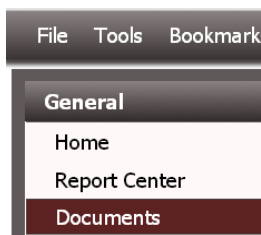
4. The document is now in the Department Sandbox stage. Note that the program offer now shows the updated stage.



# TeamBudget Balancing & Submitting Program Offers

- **View the Current Stage of All Program Offers**

1. From the Home Screen, click on “Documents” in the left menu.

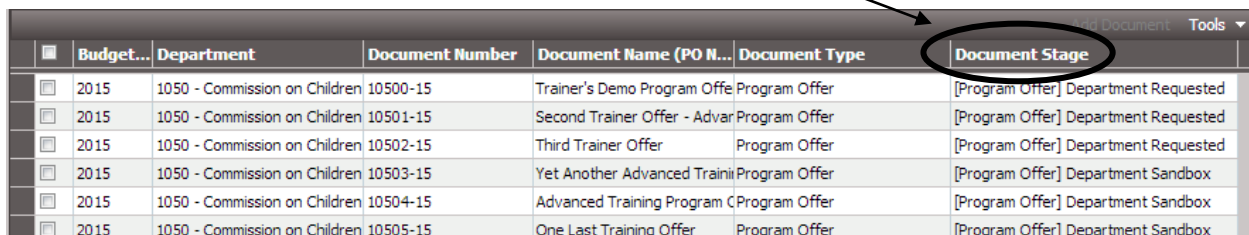


2. The window will change to the Documents Screen.



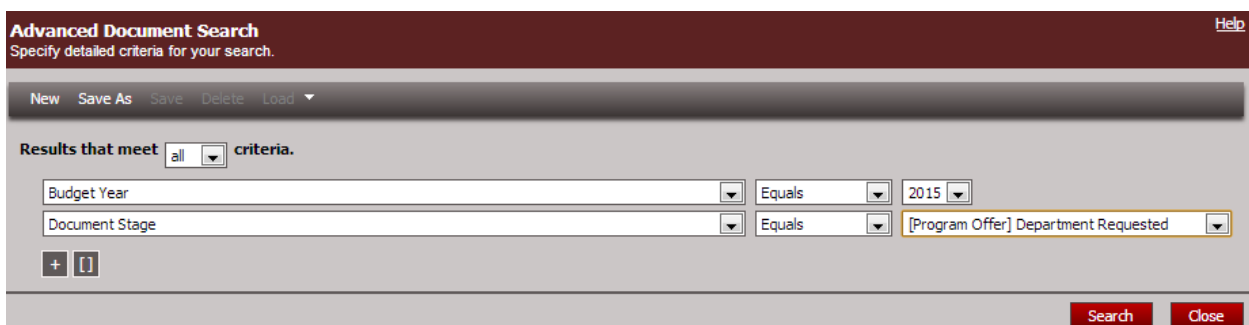
3. To pull up all program offers for your department, click “Search” without typing anything.

4. In the resulting grid, the Document Stage column shows the current stage for all Program Offers.



	Budget...	Department	Document Number	Document Name (PO N...	Document Type	Document Stage
<input type="checkbox"/>	2015	1050 - Commission on Children	10500-15	Trainer's Demo Program Offer	Program Offer	[Program Offer] Department Requested
<input type="checkbox"/>	2015	1050 - Commission on Children	10501-15	Second Trainer Offer - Advan	Program Offer	[Program Offer] Department Requested
<input type="checkbox"/>	2015	1050 - Commission on Children	10502-15	Third Trainer Offer	Program Offer	[Program Offer] Department Requested
<input type="checkbox"/>	2015	1050 - Commission on Children	10503-15	Yet Another Advanced Traini	Program Offer	[Program Offer] Department Sandbox
<input type="checkbox"/>	2015	1050 - Commission on Children	10504-15	Advanced Training Program C	Program Offer	[Program Offer] Department Sandbox
<input type="checkbox"/>	2015	1050 - Commission on Children	10505-15	One Last Training Offer	Program Offer	[Program Offer] Department Sandbox

***Reminder: You could also conduct an Advanced Search to look for documents in a particular stage.***



**Advanced Document Search**  
Specify detailed criteria for your search.

New Save As Save Delete Load

Results that meet  criteria.

Budget Year  Equals

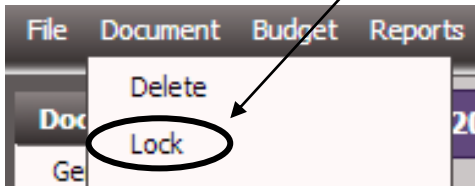
Document Stage  Equals

## TeamBudget Balancing & Submitting Program Offers

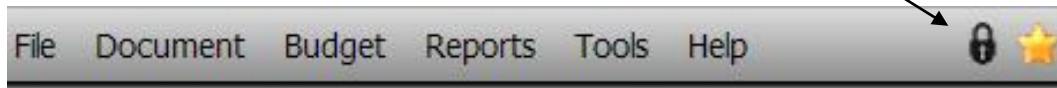
- **Lock a Program Offer**

*Select users have the ability to lock (and unlock) program offers. This ability depends on the user's role in TeamBudget and the document stage.*

1. Open the program offer.
2. Click Document/Lock in the Program Offer Top Menu.



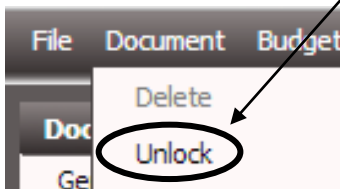
3. Confirm the program offer is locked (i.e. users can view, but not change, the program offer). Note that a padlock icon appears in the Top Menu of a locked Program Offer.



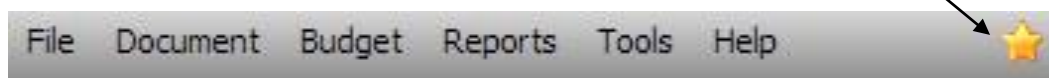
**Note: a program offer cannot be promoted/demoted if it is locked.**

- **Unlock a Program Offer**

1. Open the program offer.
2. Click Document/Unlock in the Program Offer Top Menu.



3. Confirm the program offer is unlocked (i.e. users can change the program offer). Note that there is no longer a padlock icon in the Top Menu.



# TeamBudget Balancing & Submitting Program Offers

## REPORTS

### GENERAL REMINDERS:

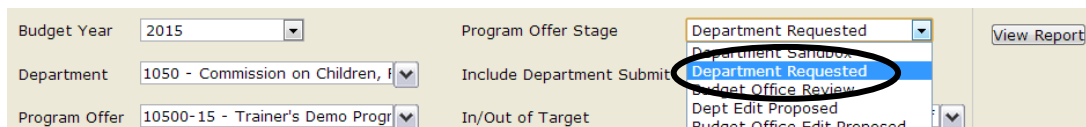
*See the TeamBudget Basics handout for details on how to open a report.*

*During the Department Requested phase, select “No” for the report parameter “Include Department Submit.”*

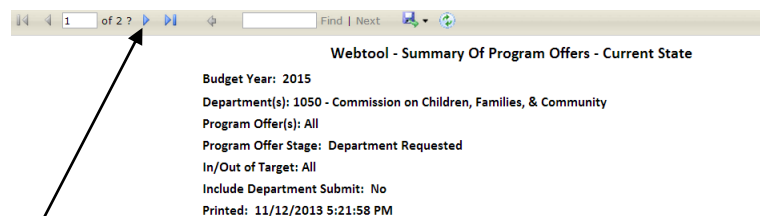
- **Webtool – Summary of Program Offers – Current State**

*Shows General and Other Fund expense and FTE totals by program offer.*


1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.
2. Adjust the parameters if desired, including the relevant Program Offer Stage parameter. For example, if all Program Offers you plan to submit have been promoted to the Department Requested phase, choose that parameter.



3. Click “View Report.”
4. The first page will summarize your chosen parameters.



5. Click the “next page” arrow to see the list of program offers.



Program Offer Number	Program Name	Program Type	General Fund	Other Funds	FTE
10500-15	Trainer's Demo Program Offer	Existing Operating Program	\$287,633	\$333,000	5.05
10501-15	Second Trainer Offer - Advanced	Existing Operating Program	\$75,000	\$225,000	3.00
10502-15	Third Trainer Offer	Administration	\$0	\$350,000	3.00
10504-15	Advanced Training Program Offer	Innovative/New Program	\$146,621	\$0	2.00
Department Total			\$509,254	\$908,000	13.05



# TeamBudget

## Balancing & Submitting Program Offers


- **Webtool – Fund Totals by Cost Element Grid – Current State**  
*Shows fund totals by cost element in a grid format.*

1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.
2. Adjust the parameters if desired and click “View Report.”

Budget Year	<input type="text" value="2015"/>	Program Offer Stage	<input type="text" value="Department Requested"/>	<a href="#">View Report</a>
Department	<input type="text" value="1050 - Commission on Children, Families, &amp; Community"/>	In/Out of Target	<input type="text" value="Not Specified, In Target, Out of Target"/>	
Five Digit Fund	<input type="text" value="1000 - General Fund, 10010 - FC"/>	Include Department Submit	<input type="text" value="No"/>	
Program Offer	<input type="text" value="10505-15 - Sample Program Offer"/>			

3. The first page will summarize your chosen parameters.

1 of 2 ?
Find | Next



### Webtool Fund Totals by Cost Element Grid - Current State

Budget Year: 2015

Department(s): All

Five Digit Fund(s): All

Program Offer(s): 10505-15 - Sample Program Offer

Program Offer Stage: Department Requested


In/Out of Target: All

Include Department Submit: No

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4. Click the “next page” arrow to see a grid with details by cost element and fund, including total revenue, total expense, and their difference.

2 of 2
Find | Next



### Webtool Fund Totals by Cost Element Grid - Current State

(Totals for Selected Funds and Program Offers)

Department: 1050 - Commission on Children, Families, & Community

Budget Year: 2015

Program Offer Stage: Department Requested

In/Out of Target: All

Include Department Submit: No

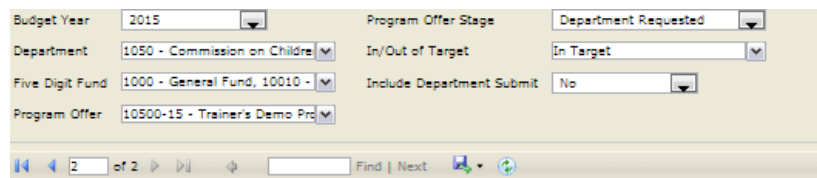
Cost Element	1519 - Video Lottery Fund	29991 - Training Example 1	29993 - Training Example 3	All Funds
50170 - IG-OP-Direct Fed		\$53,000		\$53,000
50180 - IG-OP-Direct St	\$73,645			\$73,645
50195 - IG-OP-Fed Thru Other			\$65,000	\$65,000
50200 - IG-OP-Other			\$8,000	\$8,000
<b>Revenue Cost Elements Total</b>	<b>\$73,645</b>	<b>\$53,000</b>	<b>\$73,000</b>	<b>\$199,645</b>
60170 - Professional Svcs	\$60,000			\$60,000
60180 - Printing	\$5,000		\$20,000	\$25,000
60200 - Communications	\$3,000	\$3,000	\$3,000	\$9,000
60230 - Postage	\$1,000			\$1,000
60240 - Supplies	\$1,000	\$50,000	\$50,000	\$101,000
60260 - Travel & Training	\$3,645			\$3,645
<b>Expenditure Cost Elements Total</b>	<b>\$73,645</b>	<b>\$53,000</b>	<b>\$73,000</b>	<b>\$199,645</b>
<b>Revenue Less Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# TeamBudget

## Balancing & Submitting Program Offers

**Note: You can use Webtool – Fund Totals by Cost Element Grid – Current State to see if your budget fits your General Fund target:**

1. Choose the Program Offer Stage that contains all offers you plan to submit.
2. For the “In/Out of Target” parameter, choose only “In Target.”
3. In the resulting report, look at the “Expenditure Cost Elements Total” row for the “1000 – General Fund” column and compare the total to the target amount provided by the Budget Office. (Certain departments will also need to look at columns for funds 1519, 10010, and/or 10020.)



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### Webtool Fund Totals by Cost Element Grid - Current State

(Totals for Selected Funds and Program Offers)

Department: 1050 - Commission on Children, Families, & Community

Budget Year: 2015

Program Offer Stage: Department Requested

In/Out of Target: In Target

Include Department Submit: No

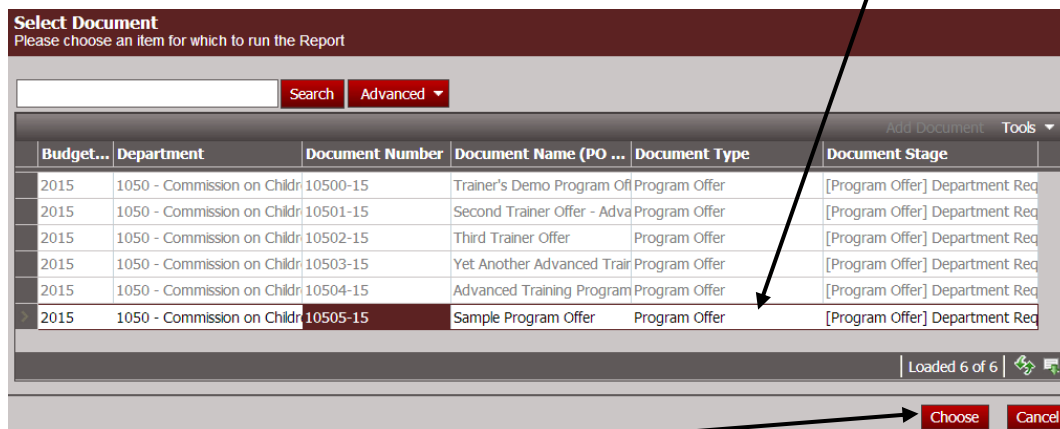
Cost Element	1000 - General Fund	29991 - Training Example 1	29992 - Training Example 2	All Funds
50180 - IG-OP-Direct St		\$225,000		\$225,000
50190 - IG-OP-Fed Thru St		\$333,000		\$333,000
50200 - IG-OP-Other			\$20,000	\$20,000
50220 - Licenses & Fees	\$125,000			\$125,000
50280 - Fines & Forfeitures	\$9,000			\$9,000
<b>Revenue Cost Elements Total</b>	<b>\$134,000</b>	<b>\$558,000</b>	<b>\$20,000</b>	<b>\$712,000</b>
60000 - Permanent	\$163,253	\$164,695		\$327,948
60130 - Salary Related Expns	\$55,801	\$56,709		\$112,510
60140 - Insurance Benefits	\$46,808	\$75,212		\$122,020
60170 - Professional Svcs	\$4,000	\$53,310		\$57,310
60180 - Printing	\$624			\$624
60200 - Communications	\$3,794	\$9,910		\$13,704
60220 - Repairs and Maint	\$1,187			\$1,187
60230 - Postage			\$18,500	\$18,500
60240 - Supplies	\$902,350	\$7,376		\$909,726
60260 - Travel & Training	\$7,200	\$14,333		\$21,533
60270 - Local Travel/Mileage	\$1,350	\$2,100		\$3,450
60340 - Dues & Subscriptions	\$3,004	\$2,640		\$5,644
60350 - Central Indirect		\$13,950	\$500	\$14,450
60355 - Dept Indirect		\$27,900	\$1,000	\$28,900
60370 - Intl Svc Telephone	\$9,123			\$9,123
60380 - Intl Svc Data Proc	\$35,064			\$35,064
60410 - Intl Svc Motor Pool	\$239			\$239
60430 - Intl Svc Bldg Mgmt	\$19,556			\$19,556
60460 - Intl Svc Dist/Postge	\$9,280			\$9,280
<b>Expenditure Cost Elements Total</b>	<b>\$1,262,633</b>	<b>\$428,135</b>	<b>\$20,000</b>	<b>\$1,710,768</b>
<b>Revenue Less Expense</b>	<b>(\$1,128,633)</b>	<b>\$129,865</b>	<b>\$0</b>	<b>(\$998,768)</b>

# TeamBudget Balancing & Submitting Program Offers

- Webtool – Program Offer Detail – Current State**

*Shows fund totals by cost object and cost element for one selected program offer.*

1. From the Report Center, click “Run Report.” This will open up a dialogue box to use to select the desired program offer.
2. Search for the relevant program offer and click its row to highlight it.



**Select Document**  
Please choose an item for which to run the Report

Search Advanced

Budget...	Department	Document Number	Document Name (PO ...)	Document Type	Document Stage
2015	1050 - Commission on Children, Families, & Community	10500-15	Trainer's Demo Program Offer	Program Offer	[Program Offer] Department Requested
2015	1050 - Commission on Children, Families, & Community	10501-15	Second Trainer Offer - Advanced Training	Program Offer	[Program Offer] Department Requested
2015	1050 - Commission on Children, Families, & Community	10502-15	Third Trainer Offer	Program Offer	[Program Offer] Department Requested
2015	1050 - Commission on Children, Families, & Community	10503-15	Yet Another Advanced Training	Program Offer	[Program Offer] Department Requested
2015	1050 - Commission on Children, Families, & Community	10504-15	Advanced Training Program	Program Offer	[Program Offer] Department Requested
2015	1050 - Commission on Children, Families, & Community	10505-15	Sample Program Offer	Program Offer	[Program Offer] Department Requested

Loaded 6 of 6

Choose Cancel

3. Click on “Choose.” This will open a new window or tab with the parameter “Include Department Submit” and may run the report.
4. Click “View Report.”

Include Department Submit: No View Report

1 of 1 Find | Next

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**Webtool - Program Offer Detail - Current State**  
Budget Year: 2015  
Department: 1050 - Commission on Children, Families, & Community  
Program: 10505-15 - Sample Program Offer  
Program Offer Stage: Department Requested  
Include Department Submit: No

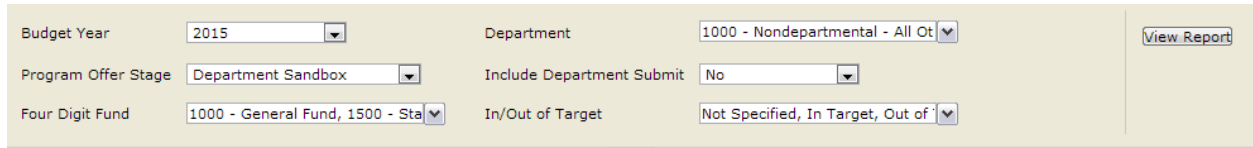
Five Digit Fund:		1519	29991	29993		Total
Cost Object:		190005	TRNGWBS3	9TRAINING.111	9TRAINING.222	
60170	Professional Svcs	\$60,000	\$0	\$0	\$0	\$60,000
60180	Printing	\$5,000	\$0	\$0	\$20,000	\$25,000
60200	Communications	\$3,000	\$3,000	\$3,000	\$0	\$9,000
60230	Postage	\$1,000	\$0	\$0	\$0	\$1,000
60240	Supplies	\$1,000	\$50,000	\$50,000	\$0	\$101,000
60260	Travel & Training	\$3,645	\$0	\$0	\$0	\$3,645
<b>Total Expense</b>		<b>\$73,645</b>	<b>\$53,000</b>	<b>\$53,000</b>	<b>\$20,000</b>	<b>\$199,645</b>
50170	IG-OP-Direct Fed	\$0	\$53,000	\$0	\$0	\$53,000
50180	IG-OP-Direct St	\$73,645	\$0	\$0	\$0	\$73,645
50195	IG-OP-Fed Thru Other	\$0	\$0	\$45,000	\$20,000	\$65,000
50200	IG-OP-Other	\$0	\$0	\$8,000	\$0	\$8,000
<b>Total Revenue</b>		<b>\$73,645</b>	<b>\$53,000</b>	<b>\$53,000</b>	<b>\$20,000</b>	<b>\$199,645</b>
<b>Revenue Less Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# TeamBudget Balancing & Submitting Program Offers


- **Exp/Rev Detail for Excel – Current State**

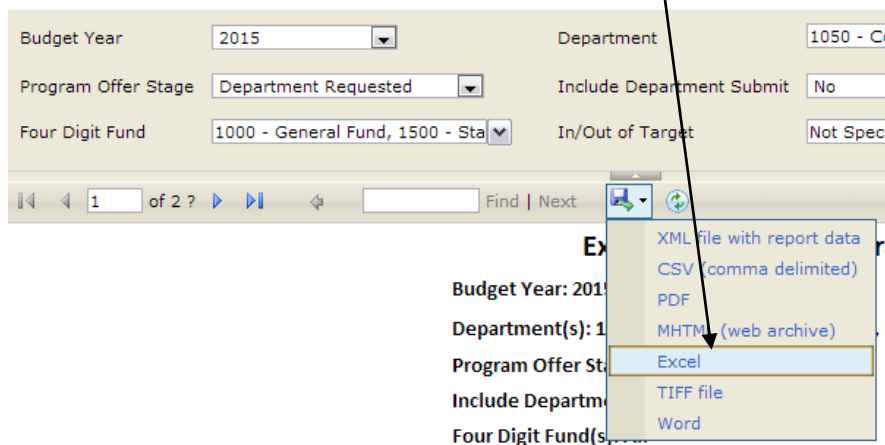
*Raw data report to allow departments to conduct ad hoc queries.*

1. From the Report Center, click “Run Report.” This will open a new screen or tab with parameters to select and may run the report for a default set of parameters.



Budget Year	2015	Department	1000 - Nondepartmental - All Ot	<a href="#">View Report</a>
Program Offer Stage	Department Sandbox	Include Department Submit	No	
Four Digit Fund	1000 - General Fund, 1500 - Sta	In/Out of Target	Not Specified, In Target, Out of	

2. Adjust the parameters if desired and click “View Report.”
3. Click on the floppy disc icon (  ) and select “Excel” to export the data.



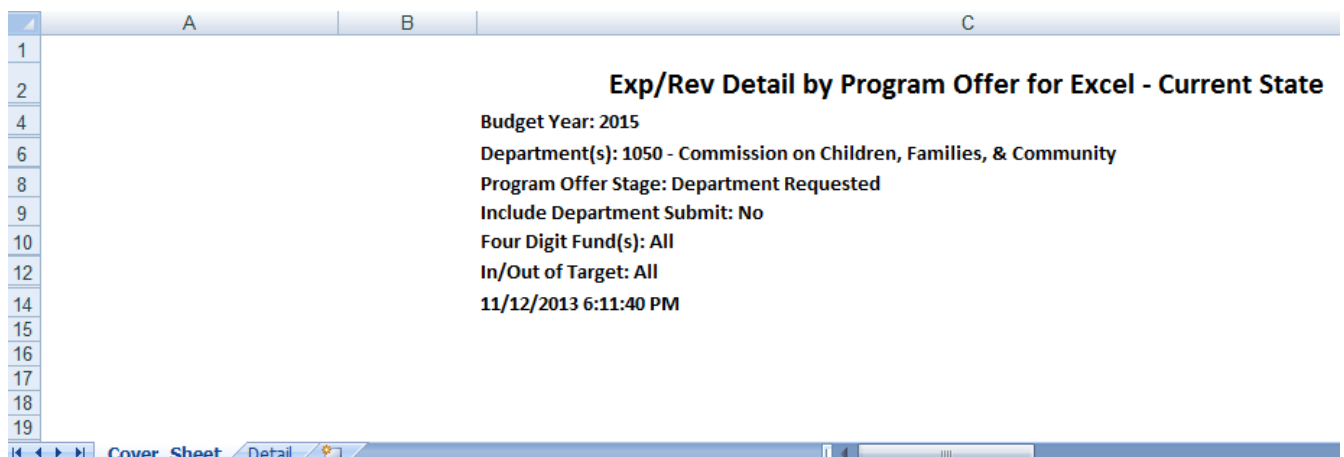
Budget Year	2015	Department	1050 - Cc
Program Offer Stage	Department Requested	Include Department Submit	No
Four Digit Fund	1000 - General Fund, 1500 - Sta	In/Out of Target	Not Speci

1 of 2 ? Find | Next

Export Options:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel**
- TIFF file
- Word

4. In the exported Excel file, the “Cover\_Sheet” provides summary information about the report.



	A	B	C
1			
2			
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19			

**Exp/Rev Detail by Program Offer for Excel - Current State**

Budget Year: 2015  
 Department(s): 1050 - Commission on Children, Families, & Community  
 Program Offer Stage: Department Requested  
 Include Department Submit: No  
 Four Digit Fund(s): All  
 In/Out of Target: All  
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Cover Sheet Detail

# TeamBudget Balancing & Submitting Program Offers

5. Click on “Detail” to see the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Department Number	Department Name	Program Offer Number	Program Offer Name	In/Out of Target	One Time Only	Measure 5	Backfill	Document Number	Document Name	Document Type	Document Stage	Cost Object
1	1030	Commission on Children, Families, & Community	10300-15	Trainer's Demo Program Offer	In Target				10300-15	Trainer's Demo Program Offer	Program Offer	Department Requested	190001
2	1030	Commission on Children, Families, & Community	10300-15	Trainer's Demo Program Offer	In Target				10300-15	Trainer's Demo Program Offer	Program Offer	Department Requested	190001
3	1030	Commission on Children, Families, & Community	10300-15	Trainer's Demo Program Offer	In Target				10300-15	Trainer's Demo Program Offer	Program Offer	Department Requested	190001
4	1030	Commission on Children, Families, & Community	10300-15	Trainer's Demo Program Offer	In Target				10300-15	Trainer's Demo Program Offer	Program Offer	Department Requested	190001
5	1030	Commission on Children, Families, & Community	10300-15	Trainer's Demo Program Offer	In Target				10300-15	Trainer's Demo Program Offer	Program Offer	Department Requested	190001
6	1030	Commission on Children, Families, & Community	10300-15	Trainer's Demo Program Offer	In Target				10300-15	Trainer's Demo Program Offer	Program Offer	Department Requested	190001

**Tip: use a pivot table to see if your Funds balance.**

	A	B	C	D	E
1	Drop Page Fields Here				
2					
3	Sum of Total	Five Digit Fund			
4	Revenue/Expense	1000	29991	29992	Grand Total
5	Expense	362,633	558,000	350,000	1,270,633
6	Revenue	75,000	558,000	350,000	983,000
7	Grand Total	437,633	1,116,000	700,000	2,253,633
8					
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29					

**PivotTable Field List**

Choose fields to add to report:

- ☒ Five Digit Fund
- ☐ Five Digit Fund Name
- ☒ Revenue/Expense
- ☐ Cost Element Category
- ☐ Cost Element
- ☐ Cost Element Name
- ☐ Vendor Number - Name
- ☐ Description
- ☐ Allocated FTE
- ☒ Total

Drag fields between areas below:

Report Filter:

Column Labels: Five Digit Fund

Row Labels: Revenue/Exp...

Values: Sum of Total

☐ Defer Layout Update Update

# TeamBudget

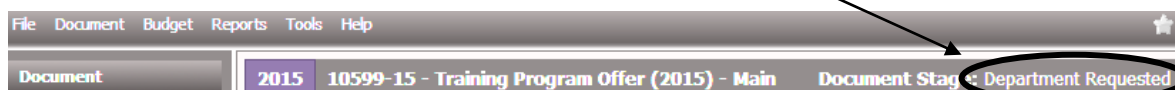
## Balancing & Submitting Program Offers

### SUBMITTING PROGRAM OFFERS TO THE BUDGET OFFICE

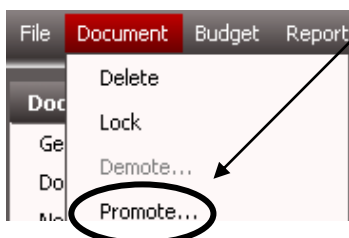
Perform the following steps for each program offer to be submitted to the Budget Office. (Only select users have the ability to do this.)

**WARNING: once a program offer has been submitted, it cannot be demoted. Any further changes must be made during the next budget phase.**

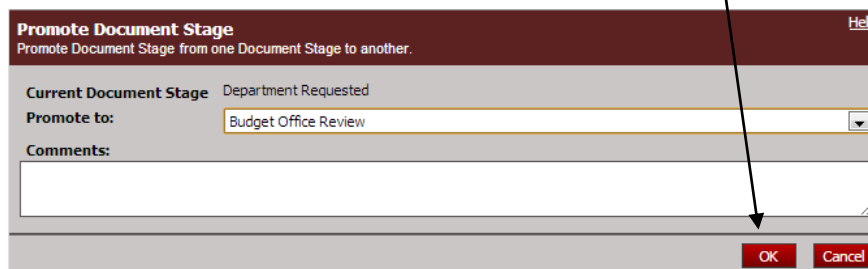
1. Open the program offer. Note the current stage.



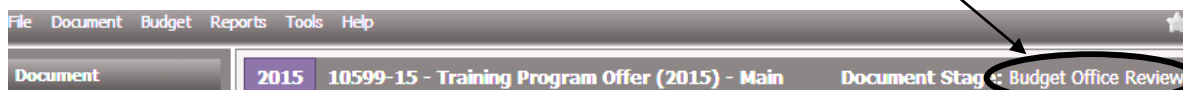
2. Click Document/Promote in the Program Offer Top Menu.



3. The "Promote Document Stage" screen will appear with the next stage pre-selected (i.e. Budget Office Review). Click "OK."



4. The Program Offer is now submitted and no further changes can be made during this budget phase. Note the updated stage.



**NOTE: If a department decides not to include a program offer in its requested budget, there is no need to delete the document – just don't promote it to Budget Office Review.**