

TeamBudget

www.multco.us/budget/teambudget

Chair's Proposed Budget Training Handout Version 1.1

TeamBudget – Chair’s Proposed Budget

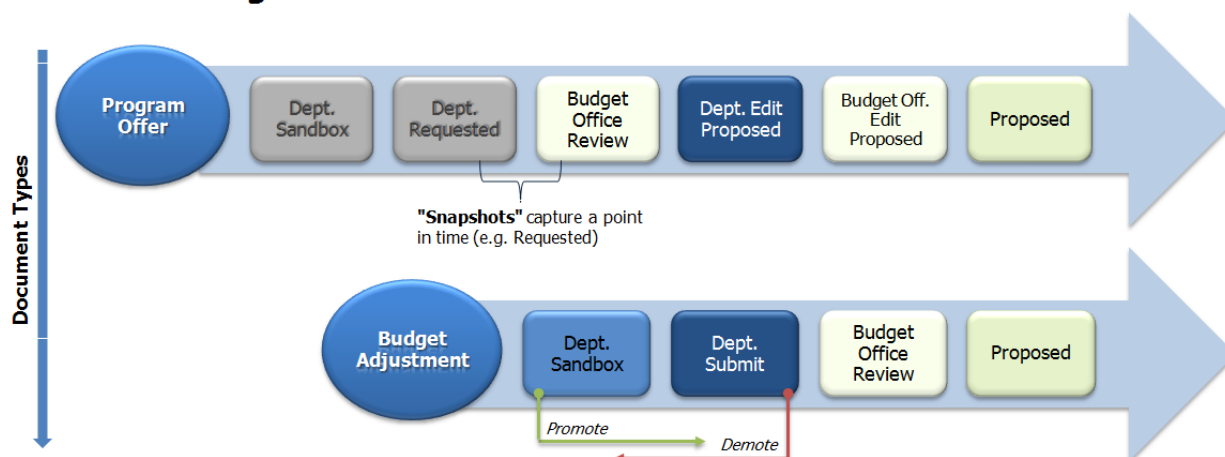
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DOCUMENT WORKFLOW

Document Stages

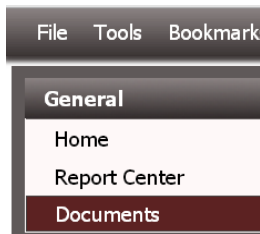


- Using different document types allows us to track dollar and position changes throughout the budget process.
- **To edit narrative or performance measures**, go to the Program Offer Document, which must be in the stage: **Dept. Edit Proposed**.
 - Department Business Managers will inform the Budget Office of which program offer documents need to be in Dept. Edit Proposed.
- **To change/add dollars or positions**, use a Budget Adjustment Document, which will begin in the stage: **Dept. Sandbox**.
 - When a Budget Adjustment document has been promoted to **Dept. Submit**, you can run reports that will show you the dollars/positions for a program offer *as modified by* the budget adjustment.

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VIEW THE CURRENT STAGE OF ALL DOCUMENTS

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 documents (e.g. program offers and budget adjustments) for your department, click “Search” without typing anything.

4. In the resulting grid, the Document Stage column shows the current stage for the documents.

Budget ...	Department	Document Number	Document Name (PO Na...	Document Type	Document Stage
<input type="checkbox"/> 2015	1050 - Commission on Children,	10500-15	Trainer's Demo Program Offer	Program Offer	[Program Offer] Budget Office Review
<input type="checkbox"/> 2015	1050 - Commission on Children,	10501-15	Second Trainer Offer - Advanc	Program Offer	[Program Offer] Budget Office Review
<input type="checkbox"/> 2015	1050 - Commission on Children,	10502-15	Third Trainer Offer	Program Offer	[Program Offer] Budget Office Review
<input type="checkbox"/> 2015	1050 - Commission on Children,	10503-15	Yet Another Advanced Trainin	Program Offer	[Program Offer] Budget Office Review
<input type="checkbox"/> 2015	1050 - Commission on Children,	10504-15	Advanced Training Program Of	Program Offer	[Program Offer] Budget Office Review
<input type="checkbox"/> 2015	1050 - Commission on Children,	10505-15	One Last Offer	Program Offer	[Program Offer] Budget Office Review
<input type="checkbox"/> 2015	1050 - Commission on Children,	BudAdj-1050-01-15	Add \$ to 10500	Budget Adjustment	[Budget Adjustment] Department Sandbox
<input type="checkbox"/> 2015	1050 - Commission on Children,	BudAdj-1050-02-15	Second Budget Adjustment	Budget Adjustment	[Budget Adjustment] Department Sandbox
<input type="checkbox"/> 2015	1050 - Commission on Children,	BudAdj-1050-03-15	Third Budget Adjustment	Budget Adjustment	[Budget Adjustment] Department Sandbox

Tip: 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 all criteria.

Budget Year

Document Stage

+

-

Equals

2015

Equals

[Program Offer] Dept Edit Proposed

Search

Close

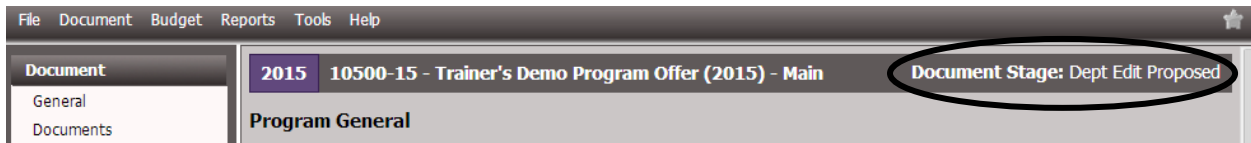
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EDIT NARRATIVE OR PERFORMANCE MEASURES

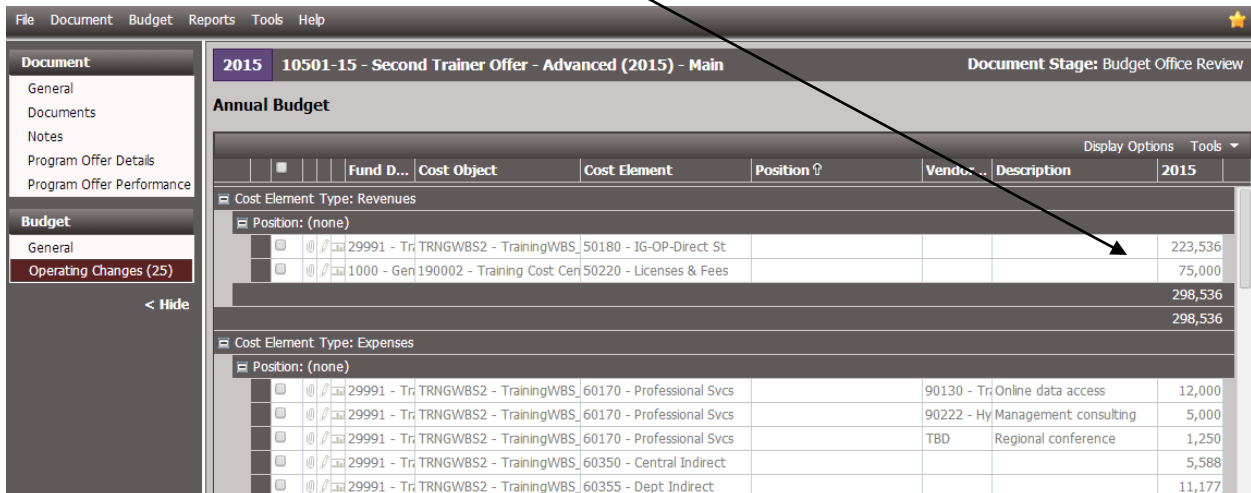
1. Open the program offer.
2. Make edits.
3. Save and close.

For a reminder of how to find/open a program offer, see the TeamBudget Basics handout; and for how to make edits, see the TeamBudget Narrative & Performance Measures handout.

Tip: If you cannot edit the words, check the Program Offer document stage. It must be in “Dept. Edit Proposed.” If it is not in that stage, contact your Business Manager.



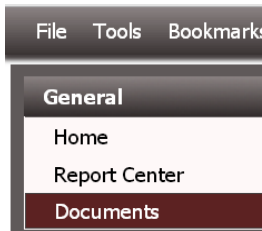
Within a Program Offer document, you can see – but not change – dollars/positions. (Note how all rows are greyed out in example below.)



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OPEN A BUDGET ADJUSTMENT DOCUMENT

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



- In the resulting screen, use the Search function to pull up your Budget Adjustment documents.

	Budget ...	Department	Document Number	Document Name (PO Na...	Document Type	Document Stage
<input type="checkbox"/>	2015	1050 - Commission on Children, f	BudAdj-1050-01-15	Add \$ to 10500	Budget Adjustment	[Budget Adjustment] Department Sandbox
<input type="checkbox"/>	2015	1050 - Commission on Children, f	BudAdj-1050-02-15	Second Budget Adjustment	Budget Adjustment	[Budget Adjustment] Department Sandbox
<input type="checkbox"/>	2015	1050 - Commission on Children, f	BudAdj-1050-03-15	Third Budget Adjustment	Budget Adjustment	[Budget Adjustment] Department Sandbox

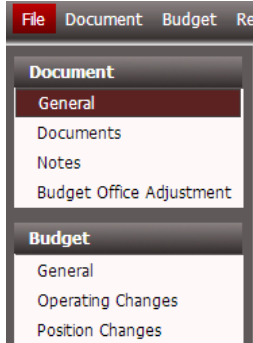
- Double-click on the row of the Budget Adjustment document that you want to edit.

Tip: the Budget Office will create Budget Adjustment documents for departments, but it is up to the departments to determine which Budget Adjustment document to use for which program offer(s).

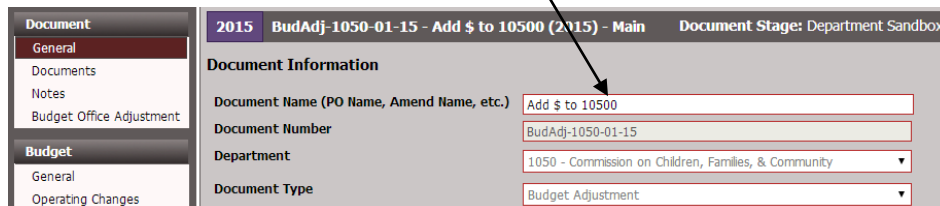
- Talk to your business manager if you do not see your Budget Adjustment.

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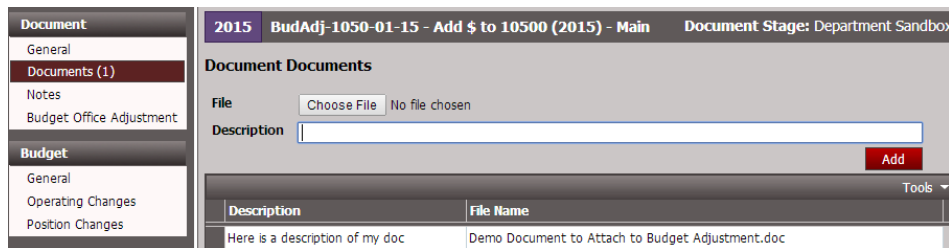
BUDGET ADJUSTMENT – LEFT MENU



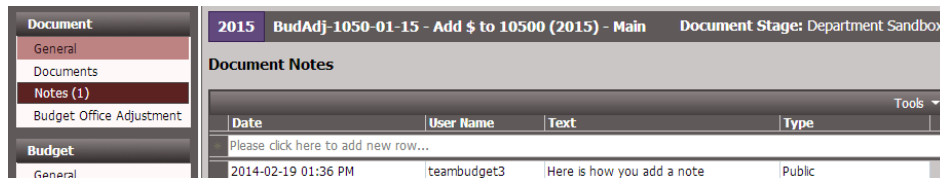
- **General** – only the Document Name is editable by Department




- **Documents** – optional tool for internal use only (attach materials such as spreadsheets, contracts, memos)



- **Notes** – optional tool for internal use only



- **Budget Office Adjustment** – click in the box called “Budget Office Adjustment Description” and enter a narrative summary of the changes.



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BUDGET ADJUSTMENT – OPERATING CHANGES GRID

Enter expenditures and revenues in the same way that you did for a Program Offer document. (For a reminder of how to enter such data, please see the TeamBudget Expenditures & Revenues handout.)

BEFORE YOU START: Make sure you see a column for “Program Offer Number.” (See p. 8 of the TeamBudget Expenditures & Revenues handout for details on how to add a column.)

Fund D...	Cost Object	Cost Element	Position	Vendo...	Description	Program Offer Number	2015
Please click here to add new row...							

Examples:

- **Change a cost object from TRNGWBS1 to TRNGWBS2**

Original Program Offer line:

Fund ...	Cost Object	Cost Element	Position	Vend...	Description	Program Offer Nu...	2015
29991	TRNGWBS1 - TrainingW	50190 - IG-OP-Fed Thru			10500-15 - Trainer's De		338,375
							338,375

New Budget Adjustment lines:

Fund ...	Cost Object	Cost Element	Position	Vend...	Description	Program Offer Nu...	2015
29991	TRNGWBS1 - TrainingW	50190 - IG-OP-Fed Thru			10500-15 - Trainer's D		(338,375)
29991	TRNGWBS2 - TrainingW	50190 - IG-OP-Fed Thru			10500-15 - Trainer's D		338,375

TIP: You must enter the Program Offer Number for every row.

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- **Change a cost element from 50190 to 50195**

Original Program Offer line:

2015 10500-15 - Trainer's Demo Program Offer (2015) - Main									
Document Stage: Dept Edit Propose									
Annual Budget									
Display Options Tools									
			Fund ...	Cost Object	Cost Element	Position	Vend...	Description	Program Offer Nu...
2015									
Cost Element Type: Revenues									
			29991 -	TRNGWBS1 - TrainingW	50190 - IG-OP-Fed Thru			10500-15 - Trainer's De	338,375
									338,375

New Budget Adjustment lines:

2015 BudAdj-1050-01-15 - Add \$ to 10500 (2015) - Main									
Document Stage: Department Sandbox									
Annual Budget									
Display Options Tools									
			Fund ...	Cost Object	Cost Element	Position ↑	Vend...	Description	Program Offer Nu...
2015									
Please click here to add new row...									
Cost Element Type: Revenues									
			29991 -	TRNGWBS1 - TrainingW	50190 - IG-OP-Fed Thru			10500-15 - Trainer's D	(338,375)
			29991 -	TRNGWBS1 - TrainingW	50195 - IG-OP-Fed Thru			10500-15 - Trainer's D	338,375

Remove \$ from old cost element

Add \$ to new cost element

- **Add Revenues & Expenditures** (*note: contact your Business Manager if you are adding an entirely new program offer*):

Enter new items via a Budget Adjustment:

2015 BudAdj-1050-01-15 - Add \$ to 10500 (2015) - Main									
Document Stage: Department Sandbox									
Annual Budget									
Display Options Tools									
			Fund ...	Cost Object	Cost Element	Position	Vend...	Description	Program Offer Nu...
2015									
Please click here to add new row...									
Cost Element Type: Revenues									
			29993 -	9TRAINING.111 - Traini	50170 - IG-OP-Direct Fe			10500-15 - Trainer's D	500,000
									500,000
Cost Element Type: Expenses									
			29993 -	9TRAINING.111 - Traini	60180 - Printing			10500-15 - Trainer's D	500,000
									(500,000)
					Net:				
Ready.									
									Loaded 2 of 2

Note: Budget Adjustments must be balanced (i.e. the Net should be blank), unless otherwise directed by the Budget Office.

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- **Add General Fund Expenditures and Reduce General Fund Contingency:**

NEW PROCESS! – Departments will include the reduction in General Fund Contingency in their Budget Adjustments.

Enter new items via a Budget Adjustment:

2015	BudAdj-1050-01-15 - Add \$ to 10500 (2015) - Main							Document Stage: Department Sandbox
Annual Budget								
Display Options Tools								
	Fund Descri...	Cost Object	Cost Element	Position	Ve...	Description	Program Offer Number	2015
Please click here to add new row...								
Cost Element Type: Expenses								
Fund Description: 1000 - General Fund								
	1000 - General Fund	190004 - Training Cost Center 4	60180 - Printing				10500-15 - Trainer's Demo Program Offer	500,000
	1000 - General Fund	9500001000 - General Fund Rev&FLA	60470 - Contingency				95000-15 - Fund Level Transactions	(500,000)

- **Add Indirect & Internal Service Rates:**

Enter new items via a Budget Adjustment:

2015

BudAdj-CCFC-03-15 - Third Budget Adjustment (2015) - Main

Document Stage: Department Sandbox

Annual Budget

Display Options Tools

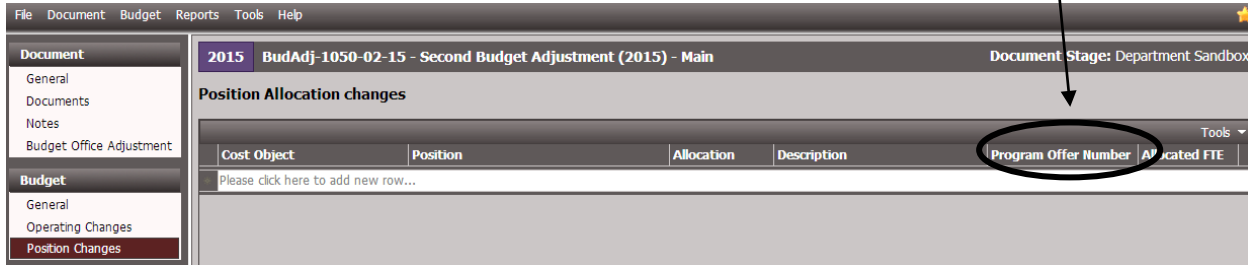
			Fund De...	Cost Object	Cost Element	Description	Program Offer Number	2015
Please click here to add new row...								
Cost Element Type: Revenues								
Position: (none)								
			29991 - Trai	TRNGWBS2 - TrainingWBS_2	50170 - IG-OP-Direct Fed		10500-15 - Trainer's Demo Program Offer	100,000
			1000 - Gen	9500001000 - General Fund	50310 - Intl Svc Reimburse		95001-15 - General Fund Revenues	2,500
			1000 - Gene	190003 - Training Cost Cente	50370 - Dept Indirect Rev		10503-15 - Yet Another Advanced Training Offer	5,000
			3503 - Info	709599 - DCA IT APP MA	50310 - Intl Svc Reimburse		78034-15 - IT Shared Operating Expenses	3,500
			3501 - Flee	904150 - DCA MotorPool	50310 - Intl Svc Reimburse		78039-15 - Motor Pool	500
								111,500
								111,500
Cost Element Type: Expenses								
Position: (none)								
			29991 - Trai	TRNGWBS2 - TrainingWBS_2	60240 - Supplies		10500-15 - Trainer's Demo Program Offer	88,500
			29991 - Trai	TRNGWBS2 - TrainingWBS_2	60350 - Central Indirect		10500-15 - Trainer's Demo Program Offer	2,500
			1000 - Gen	9500001000 - General Fund	60470 - Contingency		95000-15 - Fund Level Transactions	2,500
			29991 - Trai	TRNGWBS2 - TrainingWBS_2	60355 - Dept Indirect		10500-15 - Trainer's Demo Program Offer	5,000
			1000 - Gene	190003 - Training Cost Cente	60100 - Temporary		10503-15 - Yet Another Advanced Training Offer	5,000
			29991 - Trai	TRNGWBS2 - TrainingWBS_2	60380 - Intl Svc Data Proc		10500-15 - Trainer's Demo Program Offer	3,500
			3503 - Info	709599 - DCA IT APP MA	60240 - Supplies		78034-15 - IT Shared Operating Expenses	3,500
			29991 - Trai	TRNGWBS2 - TrainingWBS_2	60410 - Intl Svc Motor Pool		10500-15 - Trainer's Demo Program Offer	500
			3501 - Flee	904150 - DCA MotorPool	60240 - Supplies		78039-15 - Motor Pool	500
								(111,500)
								(111,500)

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BUDGET ADJUSTMENT – POSITION CHANGES GRID

Enter position allocations in the same way that you did for a Program Offer document. (For a reminder of how to enter such data, please see the TeamBudget Positions handout.)

BEFORE YOU START: Make sure you see a column for “Program Offer Number.”



The screenshot shows the 'Position Allocation changes' grid in the TeamBudget software. The grid has columns for Cost Object, Position, Allocation, Description, Program Offer Number, and Allocated FTE. The 'Program Offer Number' column is circled, and an arrow points to it from the text above.

Examples:

- **Change a cost object from 9TRAINING.222 to TRNGWBS3**

Original Program Offer line:

2015 10505-15 - One Last Offer (2015) - Main					Document Stage: Budget Office Review
Position Allocation changes					
Cost Object	Position	Allocation	Description	Program Offer Number	Allocated FTE
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (790004): CCFCEmployee Name7 (29007)	100			1

New Budget Adjustment lines:

2015 BudAdj-1050-02-15 - Second Budget Adjustment (2015) - Main					Document Stage: Department Sandbox
Position Allocation changes					
Cost Object	Position	Allocation	Description	Program Offer Number	Allocated FTE
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (790004): CCFCEmployee Name7 (29007)	-100		10505-15 - One Last Offer	-1
TRNGWBS3 - TrainingWBS_3	1050 - 6001-Office Assistant 2 (790004): CCFCEmployee Name7 (29007)	100		10505-15 - One Last Offer	1

Remove position from old cost object

Allocate position to new cost object

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- **Add a Position:**

Allocate new position via a Budget Adjustment:

2015 BudAdj-1050-02-15 - Second Budget Adjustment (2015) - Main

Document Stage: Department Sandbox

Position Allocation changes

					Tools ▾	
Cost Object	Position	Allocation	Description	Program Offer Number	Allocated FTE	
9TRAINING.222 - TrainingWBS_8	1050 - 9615-Program Manager 1 (790025)	100		10505-15 - One Last Offer	1	

Remember: Each budgeted position must have a total allocation of 100%, even if it is split among cost objects or program offers.

NEW PROCESS! – Departments will include the insurance revenue and offsetting expenditure for the Risk Fund in their Budget Adjustments.

2015 BudAdj-1050-02-15 - Second Budget Adjustment (2015) - Main										Document Stage: Department Sandbox	
Annual Budget											
Display Options Tools											
		Fund ...	Cost Object	Cost Element	Position	Vendo...	Description	Program Offer Num...	2015		
Cost Element Type: Revenues											
Position: (none)											
			3500 - Rsl	705210 - DCM InsMdDnt	50316 - Svc Rmb Med/De			72020-15 - Central HR En	18,399		
			29993 - T	9TRAINING.222 - Training	50170 - IG-OP-Direct Fed			10505-15 - One Last Off	101,557		
									119,956		
									119,956		
Cost Element Type: Expenses											
Position: (none)											
			3500 - Rsl	705210 - DCM InsMdDnt	60330 - Claims Paid			72020-15 - Central HR En	18,399		
									(18,399)		
Position: 1050 - 9615-Program Manager 1 (790025)											
			20002 - T	9TRAINING.222 - Training	60000 - Permanent	1050 - 9615-Program Man		10505-15 - One Last Off	62,022		
			29993 - T	9TRAINING.222 - Training	60140 - Insurance Benefits	1050 - 9615-Program Man		10505-15 - One Last Off	18,399		
			29993 - T	9TRAINING.222 - Training	60130 - Salary Related Exp	1050 - 9615-Program Man		10505-15 - One Last Off	20,236		
									(101,557)		
									(119,956)		
Net:											

Note: Budget Adjustments must be balanced (i.e. the Net should be blank), unless otherwise directed by the Budget Office.

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- **Remove a Position:**

Original Program Offer looks like this:

201510505-15 - One Last Offer (2015) - Main

Document Stage: Budget Office Review

Position Allocation changes

					Tools ▾
Cost Object	Position	Allocation	Description	Allocate...	
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (790004): CCFCEmployee Name7 (29007)	100			1

Remove position 790004 via a Budget Adjustment:

2015 BudAdj-1050-02-15 - Second Budget Adjustment (2015) - Main					Document Stage: Department Sandbox	
Position Allocation changes						
Tools						
Cost Object	Position	Allocation	Description	Program Offe...	Allocated FTE	
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (790004): CCFCE	-100		10505-15 - One L	-1	

Remember: When removing a position, you must have a total allocation of -100%, even if the position is split among cost objects or program offers.

- **Reclassify a Position from JCN 6001 to 6002:**

Program Offer Document looks like this:

201510505-15 - One Last Offer (2015) - MainDocument Stage: Budget Office Review

Position Allocation changes

Cost Object	Position	Allocation	Description	Allocate...
9TRAINING.222 - TrainingWBS 8	1050 - 6001-Office Assistant 2 (790004): CCFCEmployee Name7 (29007)	100		1

Request change via online form found at multco.us/budget/teambudget. Budget Office will let you know the old and new position number (the position number will automatically update in the original program offer).

Unallocate position R1-790004 (with the old JCN) and allocate position 790004 (with the new JCN) via a Budget Adjustment:

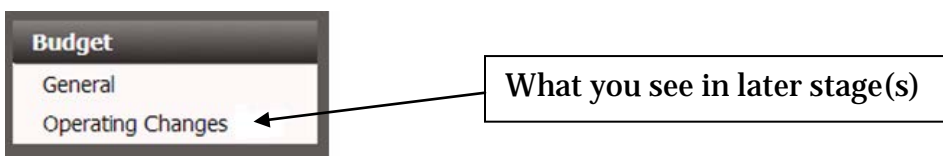
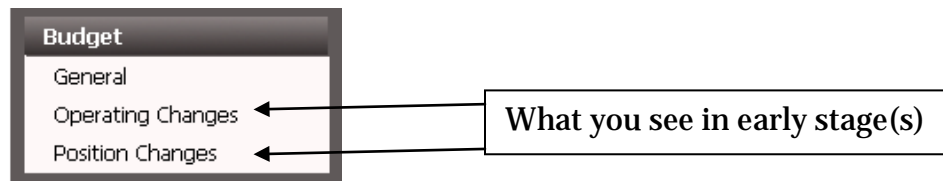
2015 BudAdj-1050-02-15 - Second Budget Adjustment (2015) - Main				Document Stage: Department Sandbox	
Position Allocation changes					
Tools					
Cost Object	Position	Allocation	Description	Program ...	Allocated ...
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (R1-790004): CCFCEmployee Name7 (29007)	-100		10505-15 - Or	-1
9TRAINING.222 - TrainingWBS_8	1050 - 6002-Office Assistant/Sr (790004): CCFCEmployee Name7 (29007-2)	100		10505-15 - Or	1

Remember: If you are changing a position that had manual adjustments tied to it, you may need to work in the Operating Changes grid to make appropriate changes.

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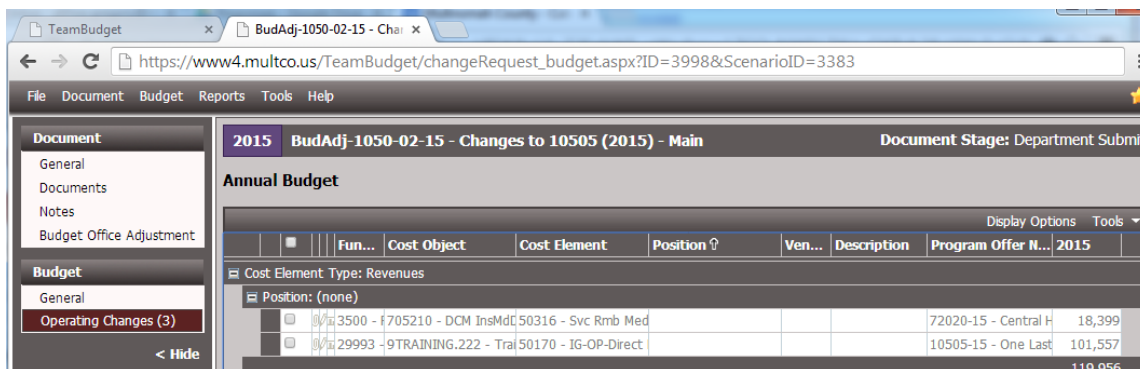
IF YOU DO NOT SEE POSITION CHANGES GRID

Depending on a user’s individual permissions within TeamBudget, there may come a point after a Budget Adjustment has been promoted when a glitch in TeamBudget results in the “Position Changes” option disappearing from the document’s Left Menu.

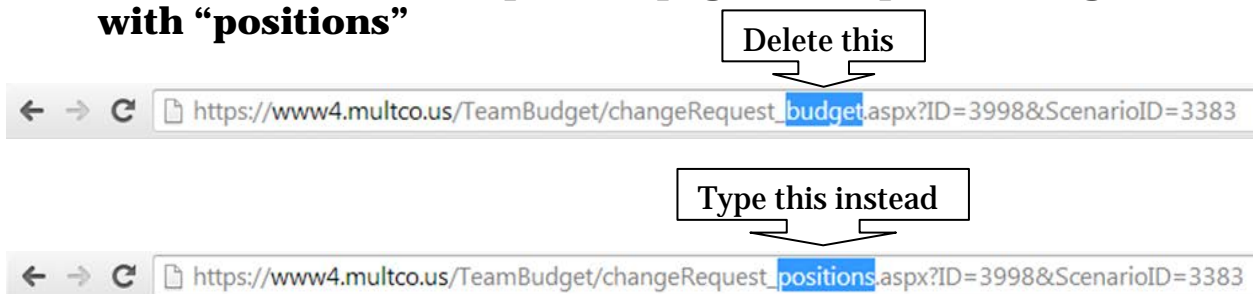


This is a known bug that will be fixed with the next application upgrade. For now, here is a simple workaround to view the Position Changes grid:

- 1. Click on Operating Changes in the left toolbar.** You are now at the Operating Changes grid.



- 2. Go to the url at the top of the page and replace “budget” with “positions”**



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CHEAT SHEET FOR INTERNAL SERVICES, GENERAL FUND CONTINGENCY, RISK FUND, ETC.

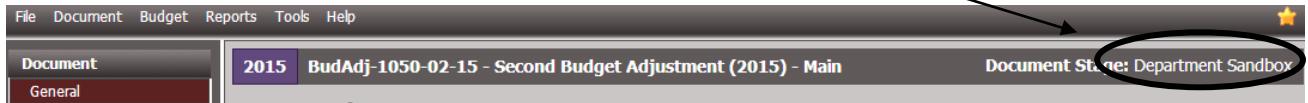
FM Side				PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	FY 2015 Program Offer	Internal Order	Cost Center	WBS Element		
General Fund Contingency					9500001000		60470	Reduce available General Fund Contingency
19	1000	0020	96000					
Indirect								
Central								
xx-xx	xxxxxx					xxx	60350	Indirect Expenditure
19	1000	0020	96001		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020	96000		9500001000		60470	CGF Contingency expenditure
Departmental								
xxx	xxxxxx				xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000				xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000				xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Mobile Communications Management								
xx-xx	xxxxxx					xxx	60370	Departmental mobile communications management expenditure
78-70	3503		78023		709528		50310	Budgets receipt of reimbursement
78-70	3503		78023		709528		60200	Budgets offsetting expenditures
Telecommunications								
xx-xx	xxxxxx					xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020	78022		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020	78022		709525		60200	Budgets offsetting expenditures
Data Processing								
xx-xx	xxxxxx					xxx	60380	Departmental data processing expenditures
78-70	3503	0020	78034		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020	78034		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement								
xx-xx	xxxxxx						60420	Departmental Electronics expenditure
78-60	3505	0020	78033		902211		50310	Receipt of Electronics service reimbursement
78-60	3505	0020	78033		902211		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.								
xx-xx	xxxxxx					xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020	78038		904160		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020	78038		904160		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
xx-xx	xxxxxx					xxx	60410	Departmental Fleet expenditure
78-60	3501	0020	78037		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020	78037		904100		60240	Budgets offsetting expenditure
Building Management								
xx-xx	xxxxxx					xxx	60430	Departmental Building Management expenditure
78-50	3505	0020	78008		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020	78008		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement								
xx-xx	xxxxxx						60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020	72020		705210		50316	Insurance Revenue
72-80	3500	0020	72020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxxxx						60450	Departmental Capital Lease Retirement expenditure
Mail & Distribution								
xx-xx	xxxxxx					xxx	60460	Mail & Distribution expenditure
78-20	3504	0020	78040		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020	78040		904400		60230	Budgets offsetting expenditure
Records								
xx-xx	xxxxxx					xxx	60460	Records expenditure
78-20	3504	0020	78041		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020	78041		904500		60240	Budgets offsetting expenditure

TeamBudget – Chair’s Proposed Budget

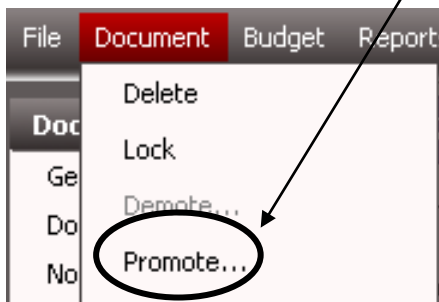
PROMOTING/DEMOTING A BUDGET ADJUSTMENT

- **Promote a Budget Adjustment**

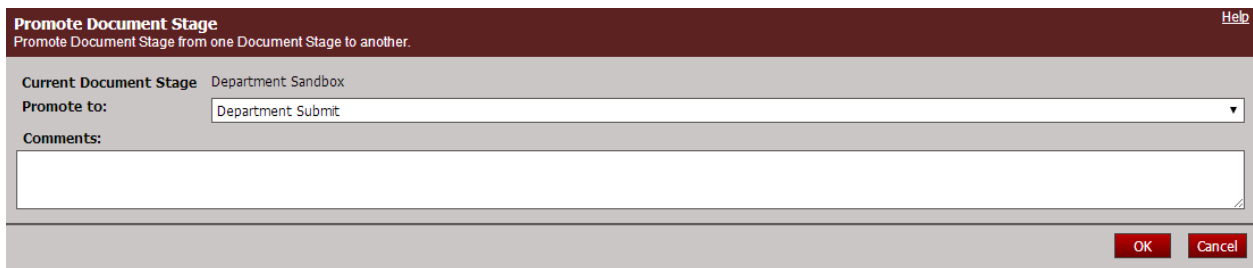
1. Open the Budget Adjustment. Note the current stage.



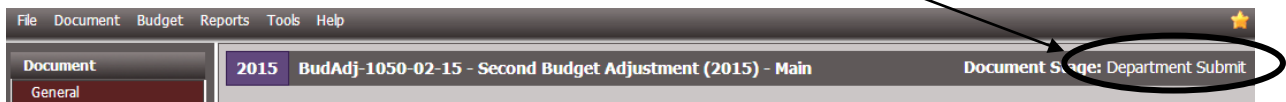
2. Click Document/Promote in the Budget Adjustment Top Menu.



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



4. The document is now in the Department Submit stage. Note that the Budget Adjustment now shows the updated stage.

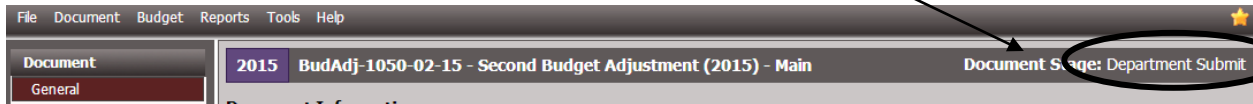


Note: Users who were able to make changes in the Department Sandbox Stage of a Budget Adjustment document will also be able to make changes in the Department Submit stage.

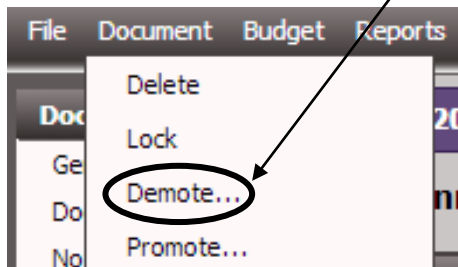
TeamBudget – Chair’s Proposed Budget

- **Demote a Budget Adjustment** (generally available to the same users who were able to promote the Budget Adjustment)

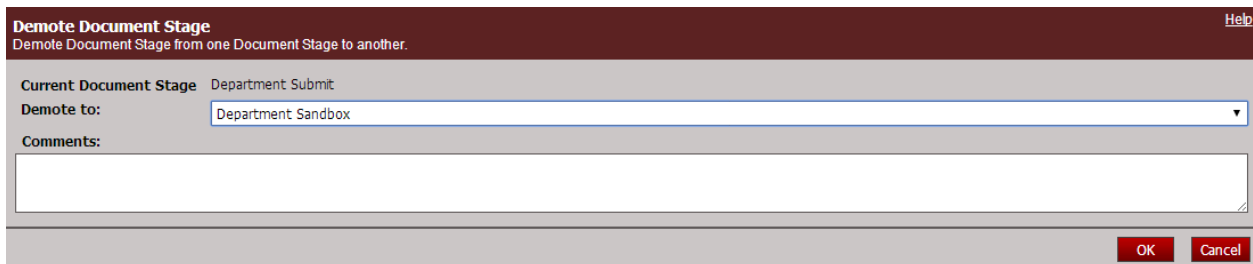
1. Open the Budget Adjustment. Note the current stage.



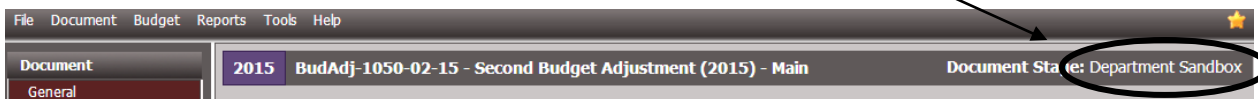
2. Click Document/Demote in the Budget Adjustment Top Menu.



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 Budget Adjustment now shows the updated stage.

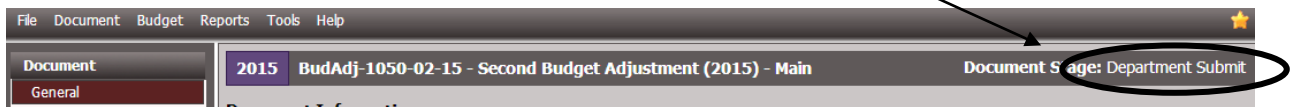


TeamBudget – Chair’s Proposed Budget

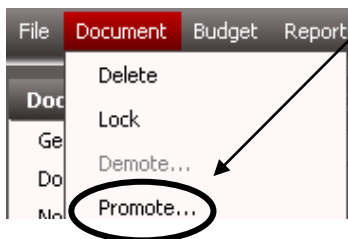
SUBMITTING BUDGET ADJUSTMENTS TO THE BUDGET OFFICE

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

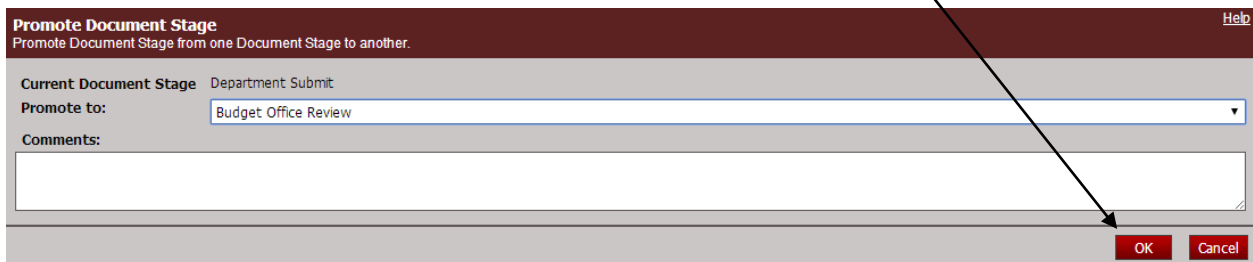
1. Open the Budget Adjustment. Note the current stage.



2. Click Document/Promote in the Budget Adjustment 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 Budget Adjustment is now submitted. Note the updated stage.



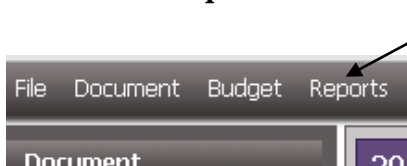
NOTE: If a department decides not to include a Budget Adjustment in the Proposed Budget, there is no need to delete the document – just don’t promote it to Budget Office Review. Ideally, you should demote it to Department Sandbox before you run your final balancing checks via reports.

TeamBudget – Chair’s Proposed Budget

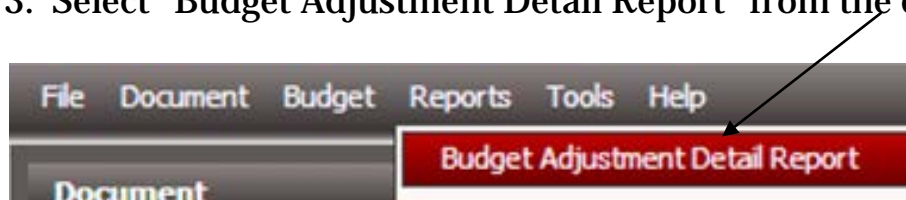
REPORTS – from within a Budget Adjustment

- **Budget Adjustment Detail Report**

1. Open the relevant Budget Adjustment document.
2. Click on “Reports” in the top toolbar of the Budget Adjustment.



3. Select “Budget Adjustment Detail Report” from the dropdown.



4. The resulting report will have separate page(s) for the Budget Adjustment description, Operating Grid changes, and Position Grid changes.

Note: you can also run this report from the Report Center.

TeamBudget – Chair’s Proposed Budget

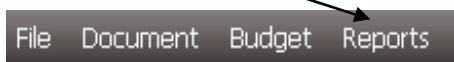
REPORTS – from within a Program Offer

Note: You can see the Program Offer reports with Budget Adjustment figures included. The reports will **only** have data when you open them from within a *program offer* document; they will not work if you run them from within other documents.

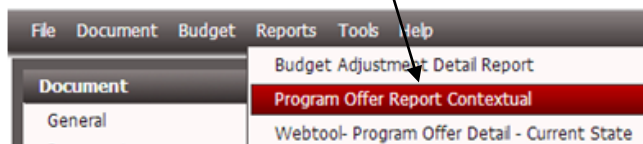
• Program Offer Report Contextual

- Make sure Budget Adjustment is in the “Department Submit” stage.

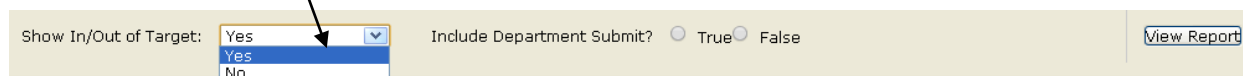
1. Open the relevant program offer.
2. Click on “Reports” in the top toolbar.



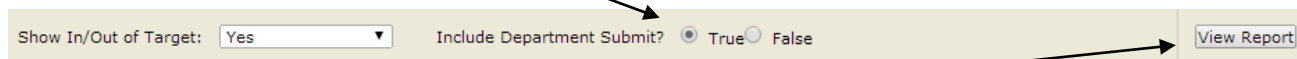
3. Select “Program Offer Report Contextual” from dropdown.




4. Select “Yes” or “No” for “Show In/Out of Target:” (this determines whether in/out of target will appear or not on the printed document).

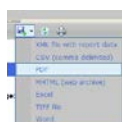


5. Select “True” or “False” for “Include Department Submit?”
 - a. If you want to see how the program offer looks *before* your Budget Adjustment is applied, select “False.”
 - b. If you want to see the program offer *as modified by your Budget Adjustment*, select “True.”



6. Click “View Report.”

7. Click on the floppy disc icon () and select “PDF” to see the program offer as it would appear online or in the printed budget book.

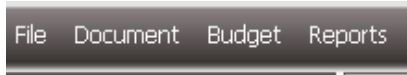


TeamBudget – Chair’s Proposed Budget

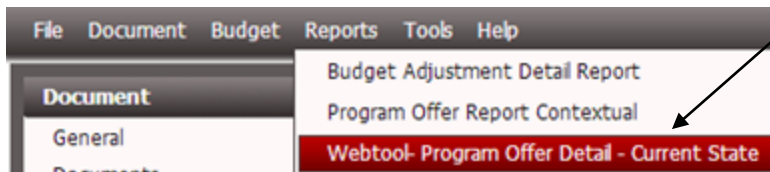
- **Webtool – Program Offer Detail – Current State**
 - Make sure Budget Adjustment is in the “Department Submit” stage.

1. Open the relevant program offer.

2. Click on “Reports” in the top toolbar of the program offer.



3. Select “Webtool – Program Offer Detail – Current State” from the dropdown.



4. Select “Yes” or “No” for “Include Department Submit?”

- a. If you want to see how the program offer details look *before* your Budget Adjustment is applied, select “No.”
- b. If you want to see the details *as modified by your Budget Adjustment*, select “Yes.”



c. Click “View Report.”

TeamBudget – Chair’s Proposed Budget

REPORTS – from the Report Center

- Budget Adjustment List**

Summary list of all Budget Adjustments for a department by document stage.

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 Budget Adjustment Stage parameter.



The screenshot shows a web interface for generating a report. It includes a 'Budget Year' dropdown set to '2015', a 'Department(s)' dropdown set to '1050 - Commission on Children', and a 'Budget Adjustment Stage' dropdown menu. The dropdown menu is open, showing options: '<All>', '<All>', 'Department Sandbox', 'Department Submit', 'Budget Office Review', and 'Proposed'. A 'View Report' button is visible to the right.

3. Click “View Report.”

FY 2015 Departmental Budget Adjustments

Prog. #	Program Name	Dept(s)	GF Change	Other Funds Change	Total Change	FTE Change	Adjustment #	Adjustment Description	Stage
Adjustments									
10500	Trainer's Demo Program Offer, Yet Another Advanced Training Offer, IT Shared Operating Expenses, Motor Pool, Fund Level Transactions	DCA NOND OVER	7,500	43,438	50,938	(1.00)	BudAdj-1050-03-15	This is where you type your description. It should be a summary of the changes that are being made in the budget adjustment, and may vary in length depending on what you're doing in the document.	Department Submit
10501	Second Trainer Offer - Advanced	NOND		1,000,000	1,000,000		BudAdj-1050-01-15	This is a demo budget adjustment so I can show you what happens if you add \$1,000,000 to an existing program offer. I'd type my scintillating description of the adjustment here.	Department Submit
10500	Trainer's Demo Program Offer	NOND		5,000,000	5,000,000		BudAdj-1050-02-15	Enter your text here.	Department Submit
Grand Total:			7,500	6,043,438	6,050,938	(1.00)			

TeamBudget – Chair’s Proposed Budget

- **Other Reports** – these are reports with which you are already familiar
 - **Webtool – Summary of Program Offers – Current State** (see p. 13 of TeamBudget Basics handout)
 - **Webtool – Fund Totals by Cost Element Grid – Current State** (see p. 8 of TeamBudget Balancing & Submitting Program Offers handout)
 - **Exp/Rev Detail for Excel – Current State** (see p. 11 of TeamBudget Balancing & Submitting Program Offers handout)
 - **Position List** (see p. 2 of TeamBudget Validating Positions handout)
 - **Position Allocations by Program Offer – Current State** (see p. 14 of TeamBudget Basics handout)
 - **Position Allocations by Program Offer for Excel** (see p. 4 of TeamBudget Validating Positions handout)
 - **Position Under/Over Allocation** (see p. 3 of TeamBudget Validating Positions handout)

Remember: *Position Reports only show costs that are generated by TeamBudget. If you have manually added costs for a position, you will not see the costs in the reports above with “Position” in their name.*

For all reports listed above – pay attention to report parameters:

Program Offer Stage – your program offers will likely be in several different stages, so you may need to run a report more than once, selecting the appropriate stage each time.

Budget Year	2015	Program Offer Stage	Dept Edit Proposed
Department	1050 - Commission on Childre	Include Department Submit	Department Sandbox
Program Offer	10500-15 - Trainer’s Demo Pr	In/Out of Target	Department Requested
			Budget Office Review
			Dept Edit Proposed
			Budget Office Edit Proposed
			Proposed

Include Department Submit – If you want to see the details *as modified by your Budget Adjustment(s)*, make sure the Budget Adjustment has been promoted to “Department Submit” and select “Yes” or “True.”

Program Offer Stage	Dept Edit Proposed
Include Department Submit	Yes
In/Out of Target	Not Specified, In Target, Out

OR

Include Department Submit?	<input checked="" type="radio"/> True <input type="radio"/> False
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TeamBudget – Chair’s Proposed Budget

- **Contracted Services** (see p. 12 of TeamBudget Expenditures & Revenues handout)

Note: This report shows every row in a document (i.e. program offer or budget adjustment) that uses a relevant cost element. Don’t forget to fill out the “Vendor Number – Name” and “Description” column in your Budget Adjustment.

Program Offer	Cost Object	Cost Element	Five Digit Fund	Vendor Number - Name	Description	Total
10500-15 - Trainer's Demo Program Offer	190001	60170 - Professional Svcs	1000 - General Fund	TBD	Graphic design	2,000
10500-15 - Trainer's Demo Program Offer	TRNGWBS1	60160 - Pass-Thru & Pgm Supt	29991 - Training Example 1			5,000,000
10500-15 - Trainer's Demo Program Offer	TRNGWBS1	60170 - Professional Svcs	29991 - Training Example 1	90123 - Fake Vendor Name	Trainer consulting	10,000
10500-15 - Trainer's Demo Program Offer	TRNGWBS1	60170 - Professional Svcs	29991 - Training Example 1	90155 - Another Fake Vendor Name	Employee Testing	10,060
10500-15 - Trainer's Demo Program Offer	TRNGWBS1	60170 - Professional Svcs	29991 - Training Example 1	TBD	Interpreter services	15,000
					1050 - Commission on Children, Families, & Community Total:	5,037,060

This row was added by a Budget Adjustment, but the user forgot to enter the required information.