

TeamBudget

www.multco.us/budget/teambudget

Adopted Budget Training Handout Version 1.0

TeamBudget – Adopted Budget

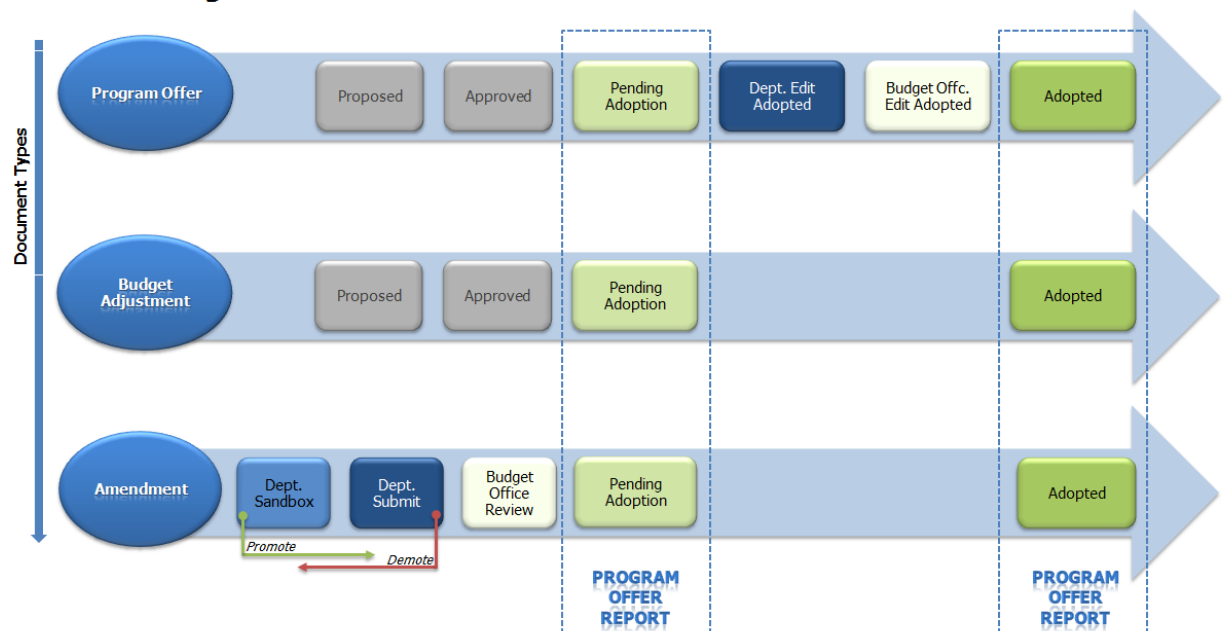
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DOCUMENT WORKFLOW

Document Stages

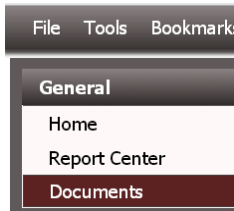


- Using different document types allows us to track dollar and position changes throughout the budget process.
- **To edit narrative or performance measures**, go to the Program Offer Document, which must be in the stage: **Dept. Edit Adopted**.
 - Department Business Managers will inform the Budget Office of which program offer documents need to be in Dept. Edit Proposed.
- **To change/add dollars or positions**, use an Amendment Document, which will begin in the stage: **Dept. Sandbox**.
 - When an Amendment 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 amendment (and any relevant budget adjustments).

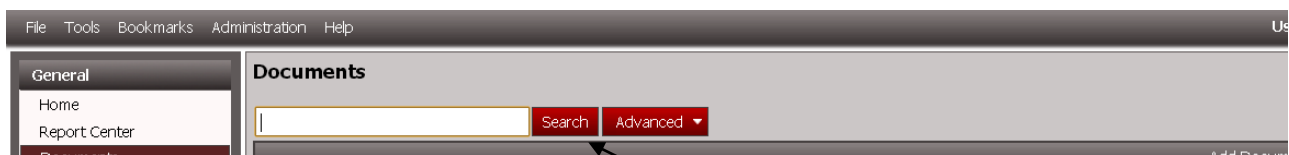
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VIEW THE CURRENT STAGE OF ALL DOCUMENTS

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



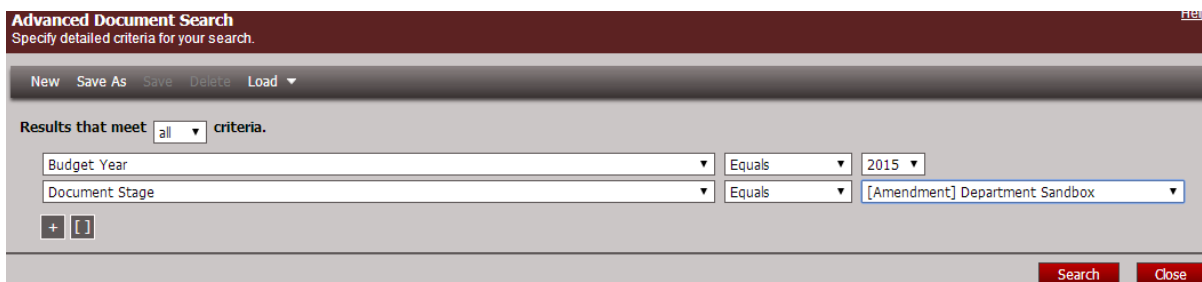
2. The window will change to the Documents Screen.



3. To pull up all documents (e.g. program offers, budget adjustments, and amendments) 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 Year	Department	Document Number	Document Name (PO Name, A...)	Document Type	Document Stage
2015	1050 - Commission on Children, Family	10500-15	Trainer's Demo Program Offer	Program Offer	[Program Offer] Department Edit Adopted
2015	1050 - Commission on Children, Family	10501-15	Second Trainer Offer - Advanced	Program Offer	[Program Offer] Pending Adoption
2015	1050 - Commission on Children, Family	10502-15	Third Trainer Offer	Program Offer	[Program Offer] Pending Adoption
2015	1050 - Commission on Children, Family	10503-15	Yet Another Advanced Training Offer	Program Offer	[Program Offer] Pending Adoption
2015	1050 - Commission on Children, Family	10504-15	LEFT-BEHIND Program Offer	Program Offer	[Program Offer] Department Sandbox
2015	1050 - Commission on Children, Family	10505-15	BRAND NEW Program Offer for Prop	Program Offer	[Program Offer] Pending Adoption
2015	1050 - Commission on Children, Family	Amend-CCFC-01-15	Sample Training Amendment	Amendment	[Amendment] Department Sandbox
2015	1050 - Commission on Children, Family	Amend-CCFC-02-15	Second Training Amendment	Amendment	[Amendment] Department Sandbox
2015	1050 - Commission on Children, Family	BudAdj-CCFC-01-15	Adds \$1M to 10501	Budget Adjustment	[Budget Adjustment] Pending Adoption
2015	1050 - Commission on Children, Family	BudAdj-CCFC-02-15	Changes to 10500	Budget Adjustment	[Budget Adjustment] Pending Adoption
2015	1050 - Commission on Children, Family	BudAdj-CCFC-03-15	Third Budget Adjustment	Budget Adjustment	[Budget Adjustment] Pending Adoption

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: 2015
Document Stage: [Amendment] Department Sandbox

Search Close

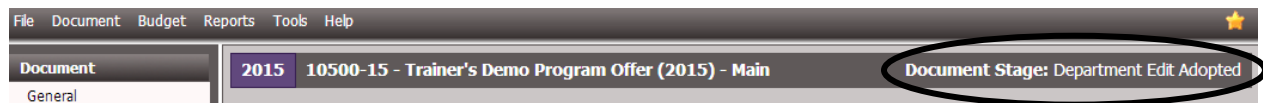
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EDIT NARRATIVE OR PERFORMANCE MEASURES

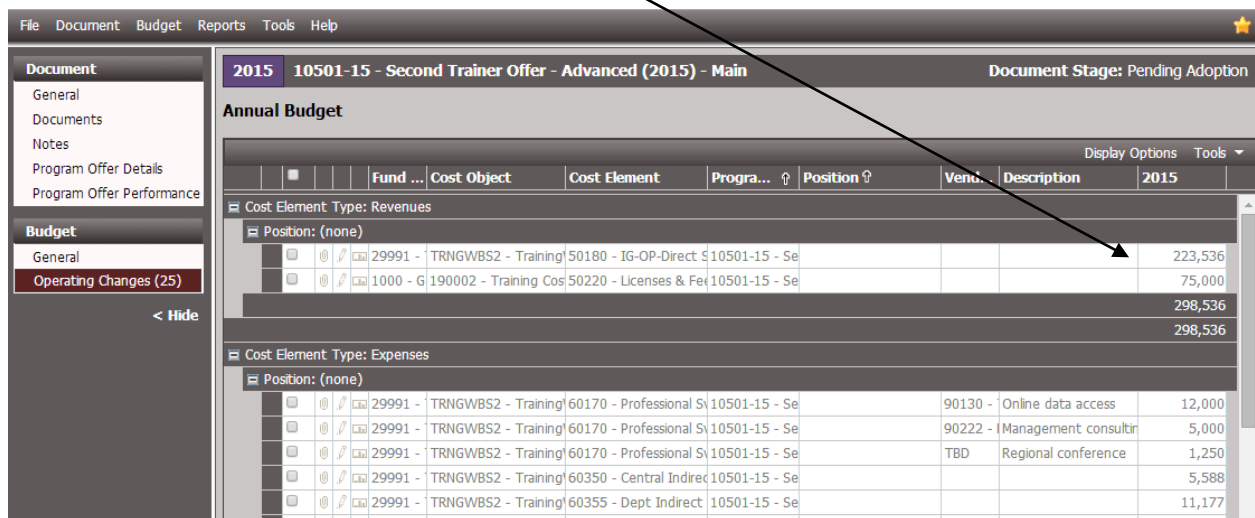
1. Open the program offer.
2. Make edits.
3. Save and close.

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 Adopted.” If it is not in that stage, contact your Business Manager.



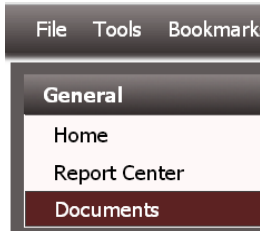
Within a Program Offer document, you can see – but not change – dollars/positions. (Note how all rows are greyed out in example below.)



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OPEN AN AMENDMENT DOCUMENT

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



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

Add Document Tools						
<input type="checkbox"/>	Budget Y...	Department	Document Nu... ?	Document Name (PO Name...	Document Type	Document Stage
<input type="checkbox"/>	2015	1050 - Commission on Children, Fa	Amend-CCFC-01-15	Sample Training Amendment	Amendment	[Amendment] Department Sandbox
<input type="checkbox"/>	2015	1050 - Commission on Children, Fa	Amend-CCFC-02-15	Second Training Amendment	Amendment	[Amendment] Department Sandbox

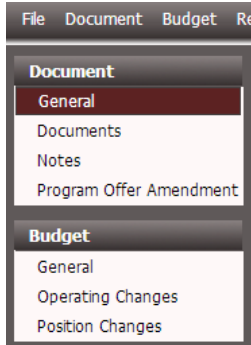
- Double-click on the row of the Amendment document that you want to edit.

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

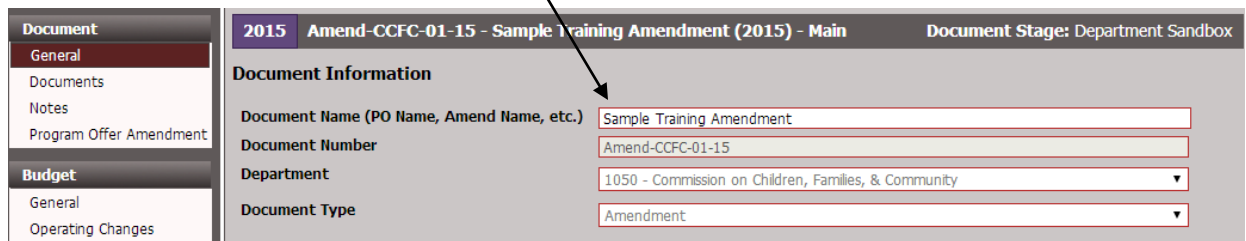
- o Talk to your business manager if you do not see your Amendment.

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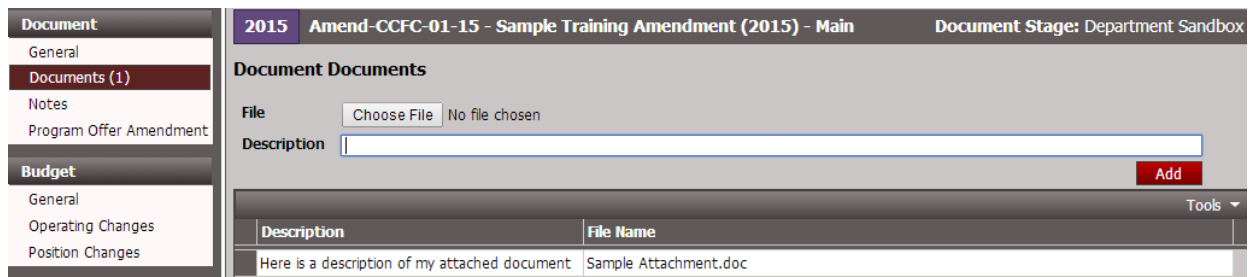
AMENDMENT – LEFT MENU



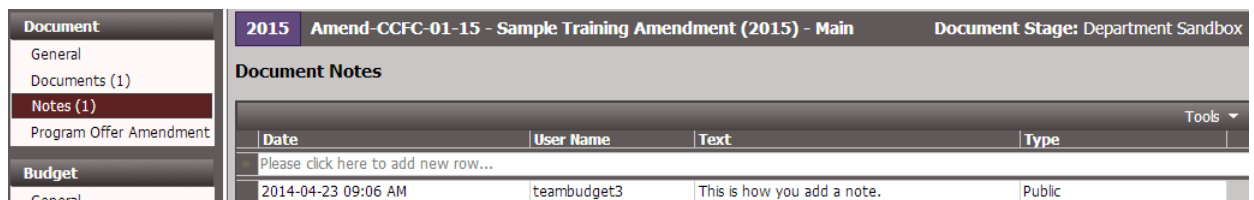
- **General** – only the Document Name is editable by Department



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

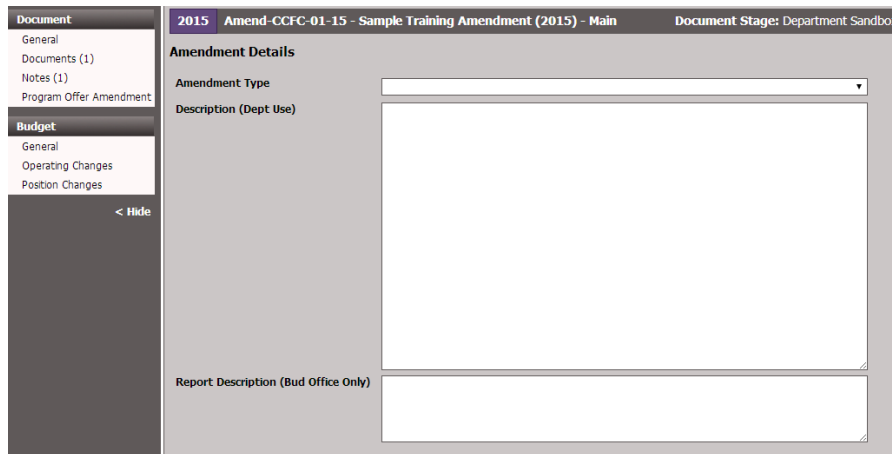


- **Notes** – optional tool for internal use only

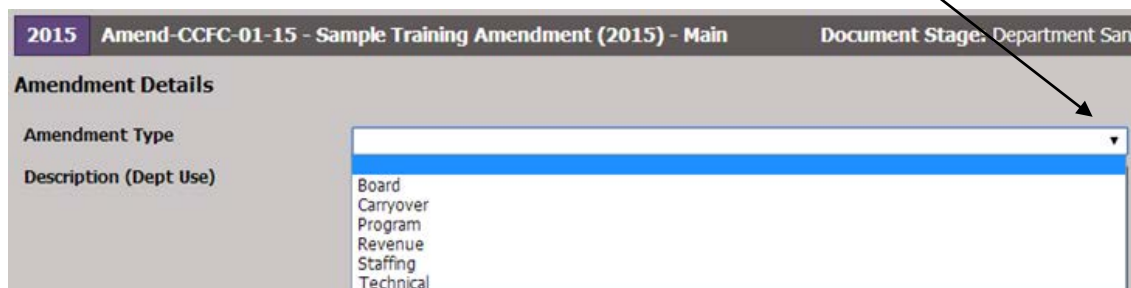


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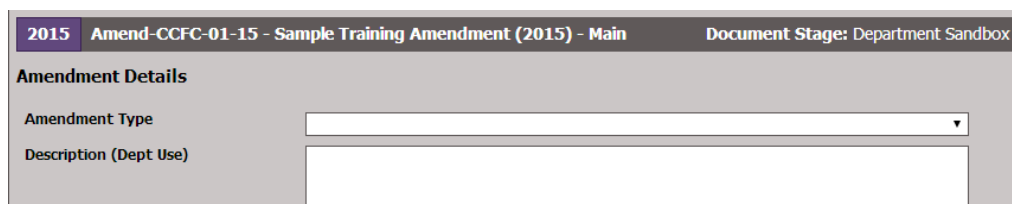
○ Program Offer Amendment



- **Amendment Type** – Click on the down arrow to choose or change the Amendment Type from the dropdown menu.



- **Description (Dept Use)** – Enter a narrative summary and explanation of the changes.



- **Report Description (Bud Office Only)** – the Budget Office will enter a short summary, which will appear on the Amendment List provided to the Board. It is helpful if you begin your Description with a summary that the Budget Office could use for this section.



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AMENDMENT – 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.)



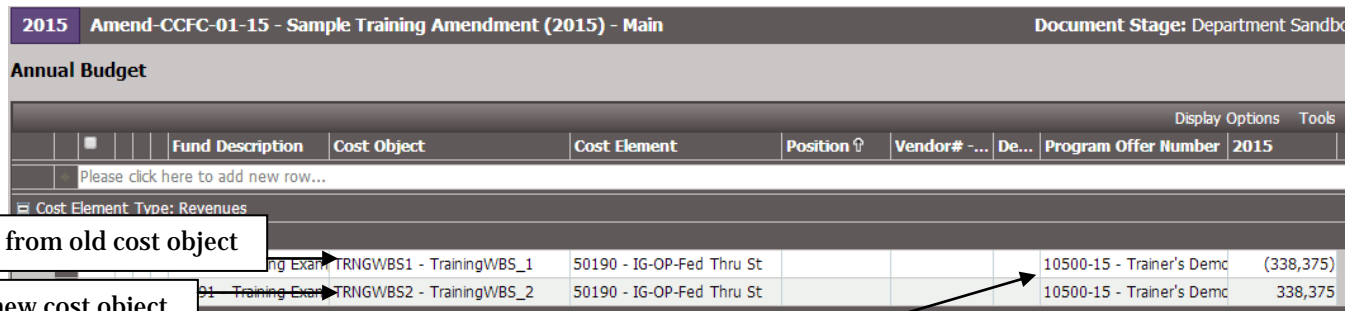
Examples:

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

Original Program Offer line:



Amendment lines:



Remove \$ from old cost object

Add \$ to new cost object

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: Department Edit Adopted									
Annual Budget									
Display Options Tools									
	Fund ...	Cost Object	Cost Element	Position	Vend...	Description	Program Offer Nu...	2015	
Cost Element Type: Revenues									
	29991	TRNGWBS1 - TrainingWBS_1	50190 - IG-OP-Fed Thru				10500-15 - Trainer's De	338,375	
								338,375	

Amendment lines:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main									
Document Stage: Department Sandbox									
Annual Budget									
Display Options Tools									
	Fund Description	Cost Object	Cost Element	Position	Vendor# -...	De...	Program Offer Number	2015	
Cost Element Type: Revenues									
	TRNGWBS1 - TrainingWBS_1		50190 - IG-OP-Fed Thru St				10500-15 - Trainer's Demc	(338,375)	
	TRNGWBS1 - TrainingWBS_1		50195 - IG-OP-Fed Thru Othe				10500-15 - Trainer's Demc	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 an Amendment:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main									
Document Stage: Department Sandbox									
Annual Budget									
Display Options Tools									
	Fund Description	Cost Object	Cost Element	Position	Vendor# -...	De...	Program Offer Number	2015	
Please click here to add new row...									
Cost Element Type: Revenues									
	29993 - Training Exam	9TRAINING.111 - TrainingWBS_7	50170 - IG-OP-Direct Fed				10500-15 - Trainer's Demc	500,000	
								500,000	
Cost Element Type: Expenses									
	29993 - Training Exam	9TRAINING.111 - TrainingWBS_7	60180 - Printing				10500-15 - Trainer's Demc	500,000	
								(500,000)	
Net:									
Ready.									

Note: Amendments 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 Amendments.

Enter new items via an Amendment:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main										Document Stage: Department Sandb	
Annual Budget											
										Display Options	Tools
			Fund Descr...	Cost Object	Cost Element	Position ↑	Vendor# - ...	Descript...	Program Offer Number ↑	2015	
Please click here to add new row...											
Cost Element Type: Expenses											
Position: (none)											
			1000 - General	190004 - Training Cost Center 4	60180 - Printing				10500-15 - Trainer's Demo Pro	500,000	
			1000 - General	9500001000 - General Fund Rev&	60470 - Contingency				95000-15 - Fund Level Transac	(500,000)	

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

Enter new items via an Amendment:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main

Document Stage: Department Sandb

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 - Fleet	904150 - DCA MotorPool	50310 - Intl Svc Reimburse		78039-15 - Motor Pool	500
							111,500
							111,500

Cost Element Type: Expenses

Budget the department's central indirect expenditure and the indirect reimbursement & expenditure in General Fund

		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
		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
		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 - Fleet	904150 - DCA MotorPool	60240 - Supplies		78039-15 - Motor Pool	500

(111,500)

(111,500)

Budget the department's motor pool expenditure and

Budget the department's central indirect expenditure and the indirect reimbursement & expenditure in General Fund

Budget the department's motor pool expenditure and the service reimbursement & expenditure in Fleet Management Fund

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AMENDMENT – 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.”

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main

Document Stage: Department Sandbox

Position Allocation changes

Cost Object	Position	Program Offer Number	Allocation	Description ?	Allocated FTE	Tools
Please click here to add new row...						

Examples:

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

Original Program Offer line:

2015

10505-15 - One Last Offer (2015) - Main

Document Stage: Pending Adoption

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

New Amendment lines:

Remove position from old cost object

Allocate position to new cost object

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main					Document Stage: Department Sandbox	
Position Allocation changes						
Cost Object	Position	Program Offer Number	Allocation	Description ?	Allocated FTE	Tools
Please click here to add new row...						
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (790004): (10505-15 - One Last Offer		-100		-1	
TRNGWBS3 - TrainingWBS_3	1050 - 6001-Office Assistant 2 (790004): (10505-15 - One Last Offer		100		1	

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- **Add a Position:**

Allocate new position via an Amendment:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main					Document Stage: Department Sandbox	
Position Allocation changes						
						Tools
Cost Object	Position	Program Offer Number	Allocation	Description ⓘ	Allocated FTE	
9TRAINING.222 - TrainingWBS_8			1050 - 9615-Program Manager 1 (790025)	10505-15 - One Last Offer	100	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 Amendments.

[illegible]

Note: Amendments 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) - MainDocument Stage: Pending Adoption

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 an Amendment:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main					Document Stage: Department Sandbo	
Position Allocation changes						
						Tools
Cost Object	Position	Program Offer Number	Allocation	Description ?	Allocated FTE	
9TRAINING.222 - TrainingWBS_8	1050 - 6001-Office Assistant 2 (790004): C	10505-15 - One Last Offer	-100		-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:

2015

10505-15 - One Last Offer (2015) - Main

Document Stage: Pending Adoption

Position Allocation changes

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

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 an Amendment:

2015 Amend-CCFC-01-15 - Sample Training Amendment (2015) - Main

Document Stage: Department San

Position Allocation changes

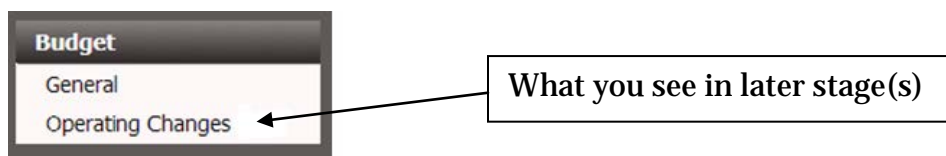
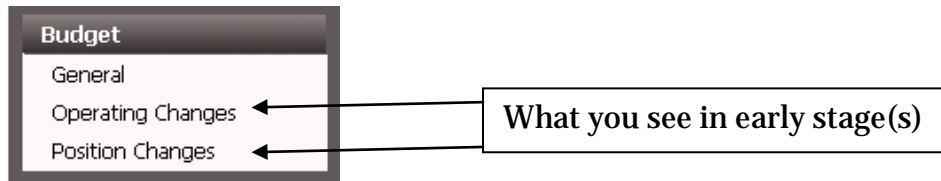
					Tools
Cost Object	Position	Allocation	Description	Program ...	Allocated ...
9TRAINING.222 - TrainingV 1050 - 6001-Office Assistant 2 (R1-790004): CCFCEmployee Name7 (29007)		-100		10505-15 - Or	-1
9TRAINING.222 - TrainingV 1050 - 6002-Office Assistant/Sr (790004): CCFCEmployee Name7 (29007-2)		100		10505-15 - Or	

Remember: If you are changing a position that had manual adjustments tied to it (including COLA adjustments for General Fund positions), you may need to work in the Operating Changes grid to make appropriate changes.

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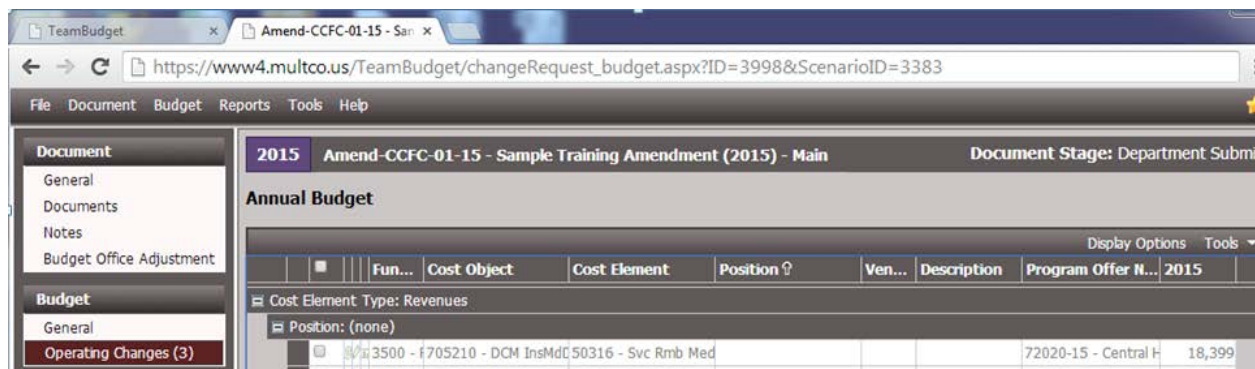
IF YOU DO NOT SEE POSITION CHANGES GRID

Depending on a user's individual permissions within TeamBudget, there may come a point after an Amendment has been promoted when a glitch in TeamBudget results in the "Position Changes" option disappearing from the document's Left Menu.

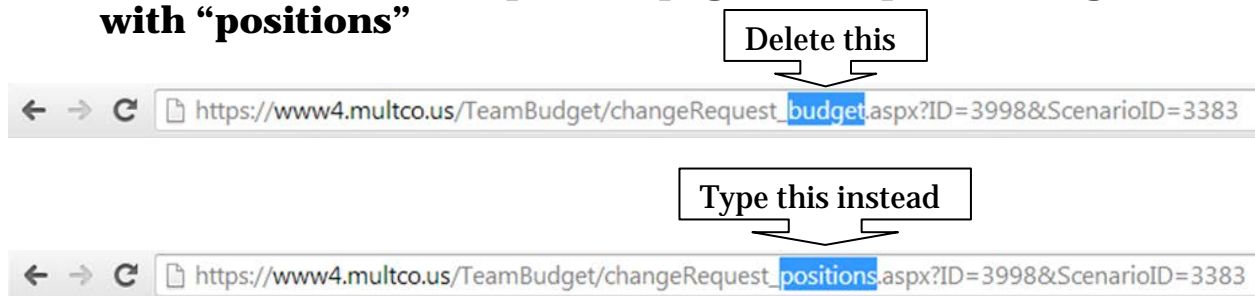


This is a known bug that will be fixed with the next application upgrade. For now, here is a simple workaround to view the Position Changes grid:

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								
19	1000	0020	95000		9500001000		60470	Reduce available General Fund Contingency
Indirect Central								
XX-XX	XXXXX					xxx	60350	Indirect Expenditure
19	1000	0020	95001		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020	95000		9500001000		60470	CGF Contingency expenditure
Departmental								
XXX	XXXXX				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	XXXXX					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	XXXXX					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	XXXXX					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	XXXXX						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	XXXXX					xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020	78039		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020	78039		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
XX-XX	XXXXX					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	XXXXX					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	XXXXX						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	XXXXX						60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution								
XX-XX	XXXXX					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	XXXXX					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

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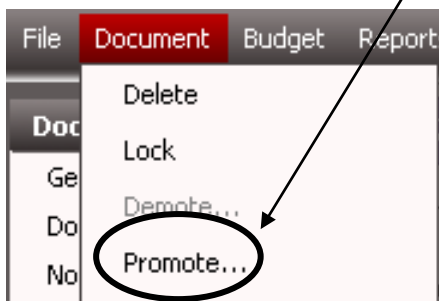
PROMOTING/DEMOTING AN AMENDMENT

○ Promote an Amendment

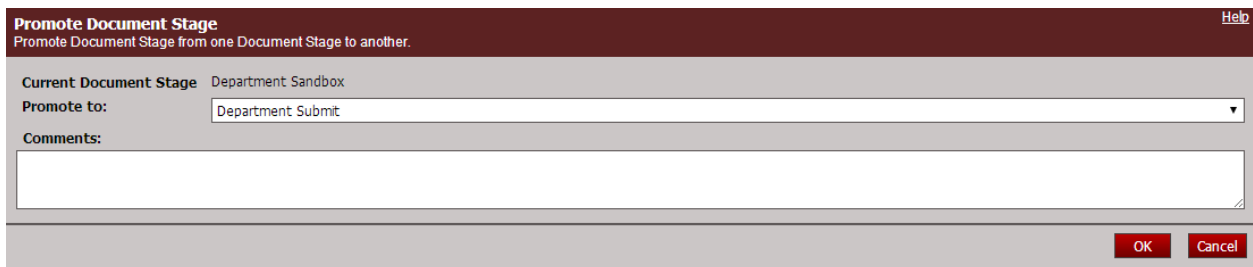
1. Open the Amendment. Note the current stage.



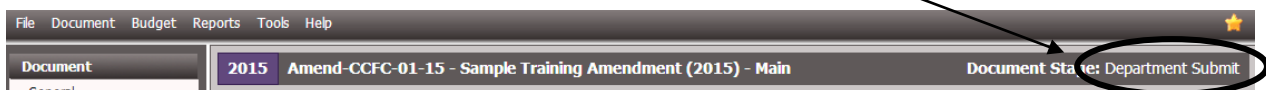
2. Click Document/Promote in the Amendment Top Menu.



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 Amendment now shows the updated stage.

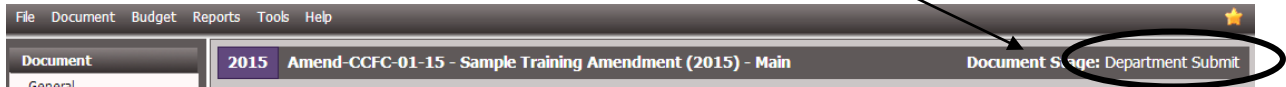


Note: Users who were able to make changes in the Department Sandbox Stage of an Amendment document will also be able to make changes in the Department Submit stage.

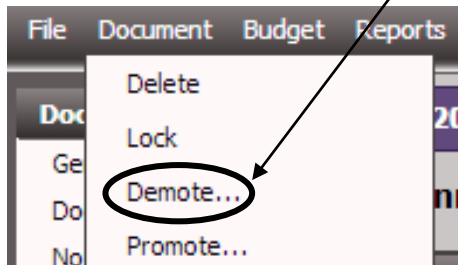
TeamBudget – Adopted Budget

- **Demote an Amendment** (generally available to the same users who were able to promote the Amendment)

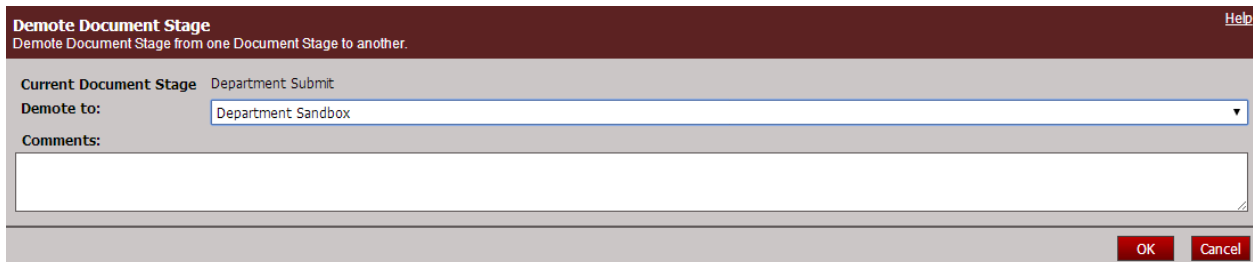
1. Open the Amendment. Note the current stage.



2. Click Document/Demote in the Amendment 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 Amendment now shows the updated stage.

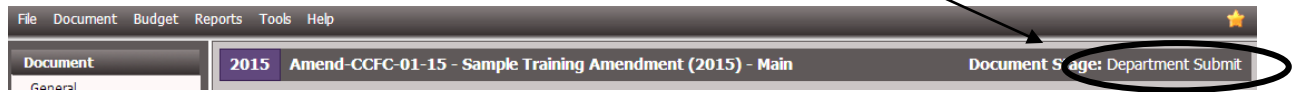


TeamBudget – Adopted Budget

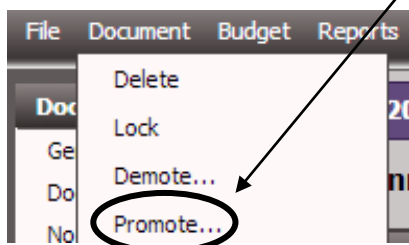
SUBMITTING AMENDMENTS TO THE BUDGET OFFICE

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

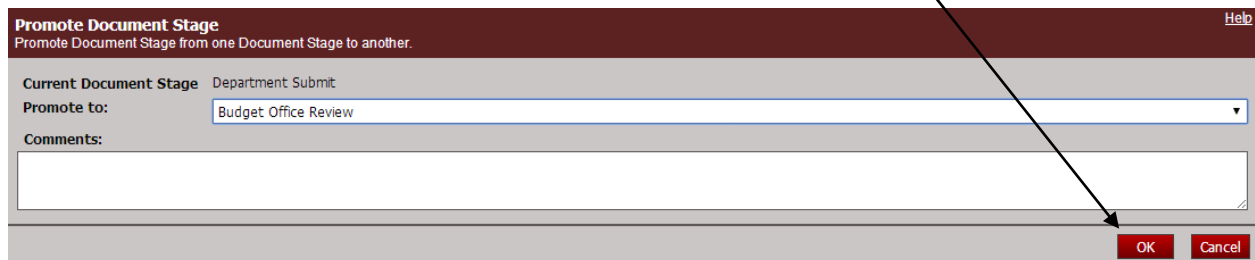
1. Open the Amendment. Note the current stage.



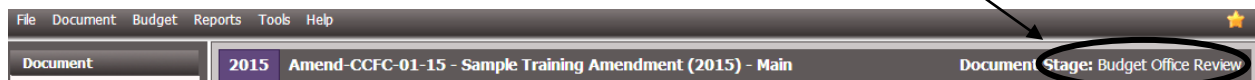
2. Click Document/Promote in the Amendment Top Menu.



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



4. The Amendment is now submitted. Note the updated stage.



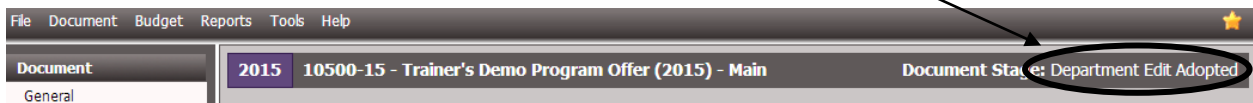
NOTE: If a department decides not to include an Amendment in the Adopted Budget, there is no need to delete the document – just don’t promote it to Budget Office Review. Ideally, you should demote it to Department Sandbox before you run your final balancing checks via reports.

TeamBudget – Adopted Budget

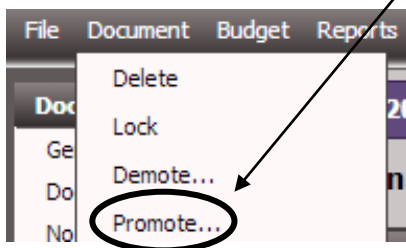
SUBMITTING PROGRAM OFFERS (WITH UPDATED WORDS) TO THE BUDGET OFFICE

Perform the following steps for each Program Offer that was moved to Dept. Edit Adopted. (Only select users have the ability to do this.)

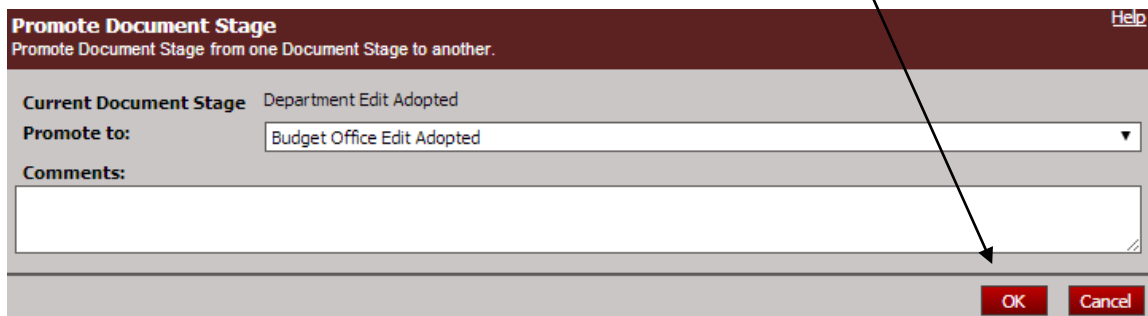
1. Open the Program Offer. Note the current stage.



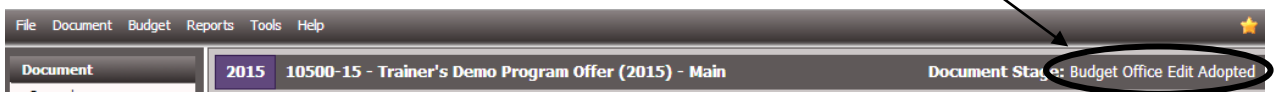
2. Click Document/Promote in the Program Offer Top Menu.



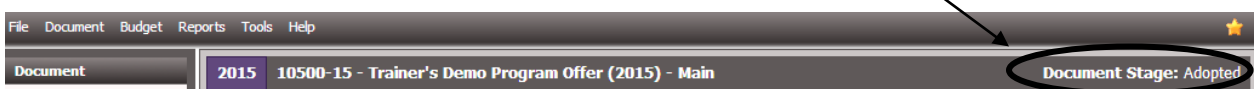
3. The “Promote Document Stage” screen will appear with the next stage pre-selected (i.e. Budget Office Edit Adopted). Click “OK.”



4. The Program Offer is now submitted. Note the updated stage.



5. When the Budget Office has completed its review, your Budget Analyst will promote the document to the Adopted stage.

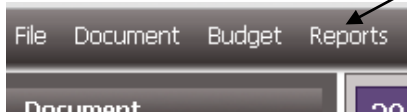


TeamBudget – Adopted Budget

REPORTS – from within an Amendment

○ **Amendment Detail Report**

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



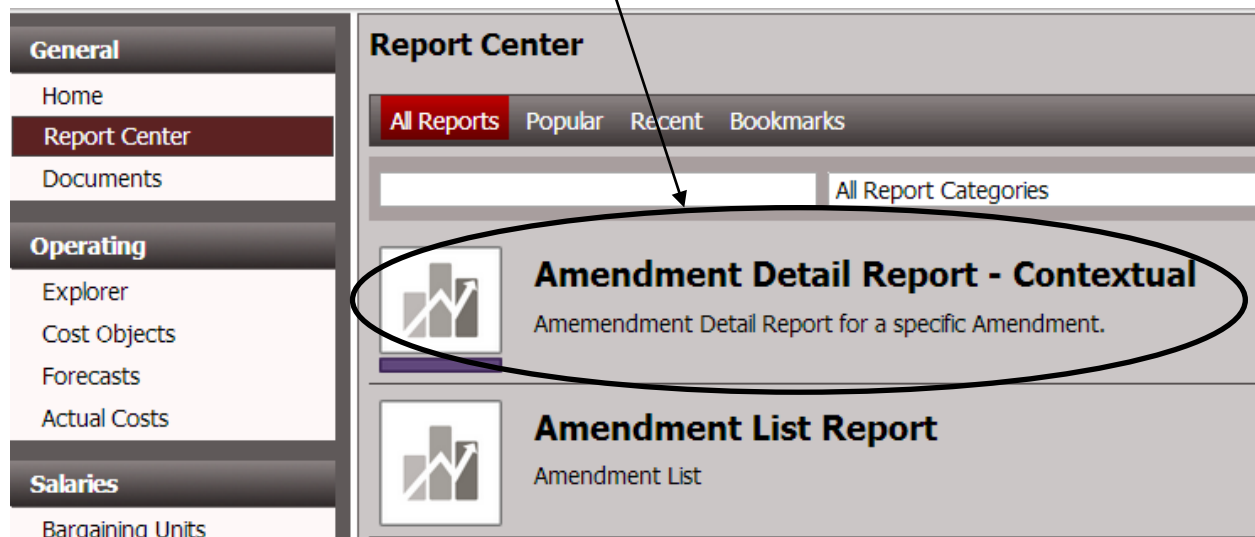
3. Select “Amendment Detail Report - Contextual” from the dropdown.



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

- **Remember:** the Amendment description in this report comes from the “Description (Dept Use)” field.

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



TeamBudget – Adopted Budget

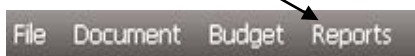
REPORTS – from within a Program Offer

Note: These reports will **only** have data when you open them from within a *program offer* document; they will not work in other document types.

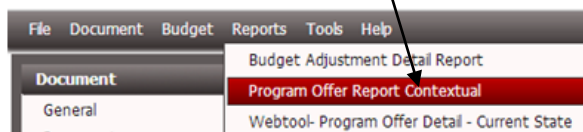
○ Program Offer Report Contextual

- Make sure the Amendment is in the “Department Submit” stage.
- For this report only, any relevant Budget Adjustments must be in the same stage as the Program Offer to see Budget Adjustment data. (This is a known issue that will be fixed in the future.)

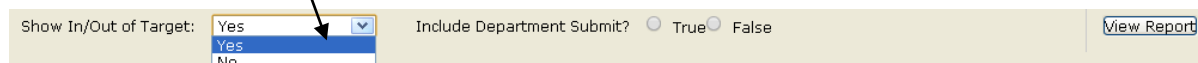
1. Open the relevant program offer.
2. Click on “Reports” in the top toolbar.



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

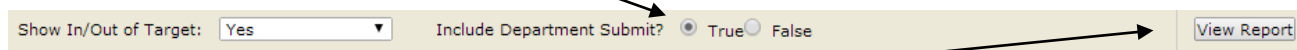


4. Select “Yes” or “No” for “Show In/Out of Target:” (this determines whether in/out of target will appear on the printed document).




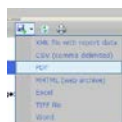
5. Select “True” or “False” for “Include Department Submit?”

- a. If you want to see how the program offer looks *before* your Amendment is applied, select “False.”
- b. If you want to see the program offer *as modified by your Amendment*, 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.



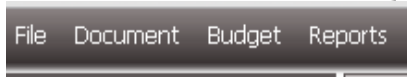
TeamBudget – Adopted Budget

- **Webtool – Program Offer Detail – Current State**

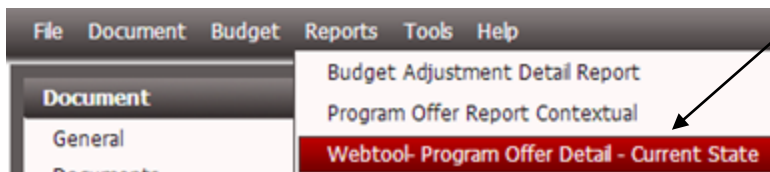
- Make sure Amendment is in the “Department Submit” stage.

1. Open the relevant program offer.

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

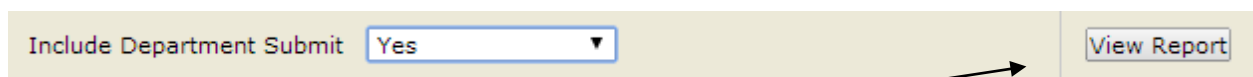


3. Select “Webtool – Program Offer Detail – Current State” from the dropdown.



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

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



c. Click “View Report.”

TeamBudget – Adopted Budget

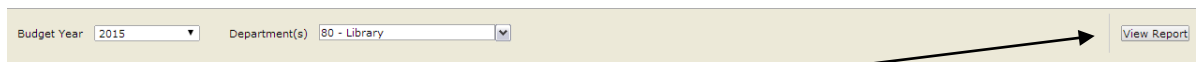
REPORTS – from the Report Center

○ Amendment List

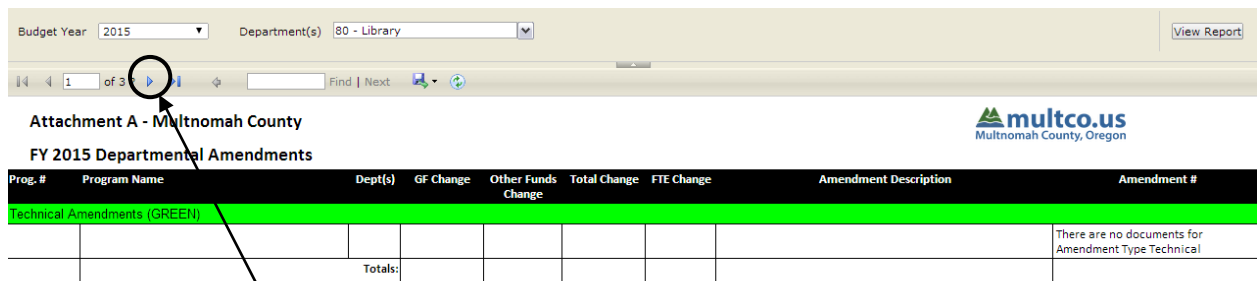
Summary list of all Amendments for a department.

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.

Note: There is no “Amendment Stage” parameter – the report will show all Amendments, no matter their stage.

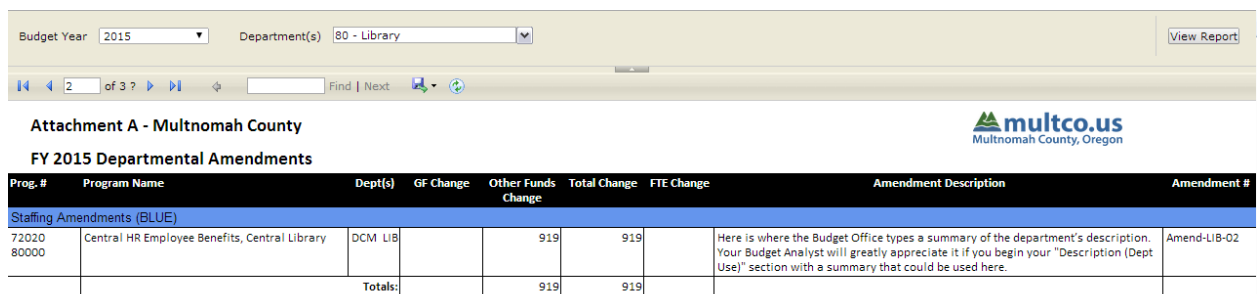


2. Click “View Report.”



Prog. #	Program Name	Dept(s)	GF Change	Other Funds Change	Total Change	FTE Change	Amendment Description	Amendment #
Technical Amendments (GREEN)								
								There are no documents for Amendment Type Technical
Totals:								

3. Click the blue arrow to advance to the next page.



Prog. #	Program Name	Dept(s)	GF Change	Other Funds Change	Total Change	FTE Change	Amendment Description	Amendment #
Staffing Amendments (BLUE)								
72020 80000	Central HR Employee Benefits, Central Library	DCM LIB		919	919		Here is where the Budget Office types a summary of the department's description. Your Budget Analyst will greatly appreciate it if you begin your "Description (Dept Use)" section with a summary that could be used here.	Amend-LIB-02
Totals:				919	919			

TeamBudget – Adopted Budget

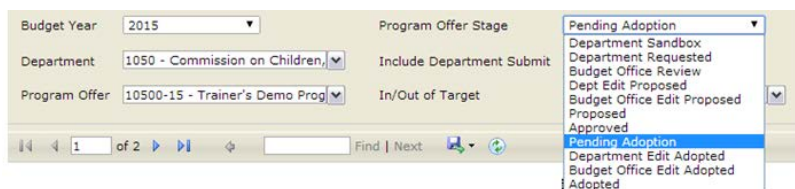
- **Other Reports** – these are reports with which you are already familiar
 - **Webtool – Summary of Program Offers – Current State** (see p. 13 of TeamBudget Basics handout)
 - **Webtool – Fund Totals by Cost Element Grid – Current State** (see p. 8 of TeamBudget Balancing & Submitting Program Offers 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.

- If a Budget Adjustment is in “Pending Adoption,” relevant data will be pulled into reports with the Program Offer Stage: Pending Adoption, Department Edit Adopted, or Budget Office Edit Adopted.
- If a Budget Adjustment is in “Adopted,” relevant data will be pulled into reports with the Program Offer Stage: Adopted.



The screenshot shows the TeamBudget webtool interface. The 'Program Offer Stage' dropdown menu is open, displaying a list of stages: Pending Adoption, Department Sandbox, Department Requested, Budget Office Review, Dept Edit Proposed, Budget Office Edit Proposed, Proposed, Approved, Pending Adoption (highlighted), Department Edit Adopted, Budget Office Edit Adopted, and Adopted. Other fields visible include Budget Year (2015), Department (1050 - Commission on Children), Program Offer (10500-15 - Trainer's Demo Prog), and Include Department Submit (checked).

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



The image shows two different ways to set the 'Include Department Submit' parameter. The left screenshot shows a dropdown menu with 'Yes' selected. The right screenshot shows a radio button interface with 'True' selected. Both options are circled in red.

TeamBudget – Adopted Budget

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

Note: This report shows every row in a document that uses a relevant cost element. Don't forget to fill out the "Vendor Number – Name" and "Description" column in your Amendment.

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	TRNGWB51	60160 - Pass-Thru & Pgm Supt	29991 - Training Example 1			5,000,000
10500-15 - Trainer's Demo Program Offer	TRNGWB51	60170 - Professional Svcs	29991 - Training Example 1	90123 - Fake Vendor Name	Trainer consulting	10,000
10500-15 - Trainer's Demo Program Offer	TRNGWB51	60170 - Professional Svcs	29991 - Training Example 1	90155 - Another Fake Vendor Name	Employee Testing	10,060
10500-15 - Trainer's Demo Program Offer	TRNGWB51	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 an Amendment, but the user forgot to enter the required information.