

# TeamBudget

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

## Creating a BudMod APR Training Handout Version 1.0

# Creating a BudMod APR

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# Creating a BudMod APR

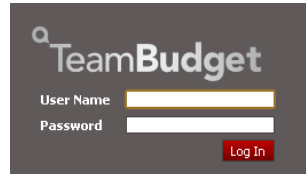
## GETTING INTO TEAMBUDGET

- Web-based application
- Hosted on Multnomah County Servers
- Budget Office recommends that you use it in Google Chrome
- Accessible outside the firewall

- **LOGGING IN:**

1. **Go to web address**

- **<https://www4.multco.us/teambudget/login.aspx>**  
↑ (remember to type the “s”)



2. **Enter User Name & Password** – these are the same as your County network user i.d. and password (what you use to log onto your computer in the morning; do not include a domain, *e.g.* multforest)

- Having trouble logging in?
  1. Check with your business manager to make sure you are on the user list (users are designated by departments and added by the Budget Office)

2. Double-check the web address you typed

- **BROWSER SETTINGS**

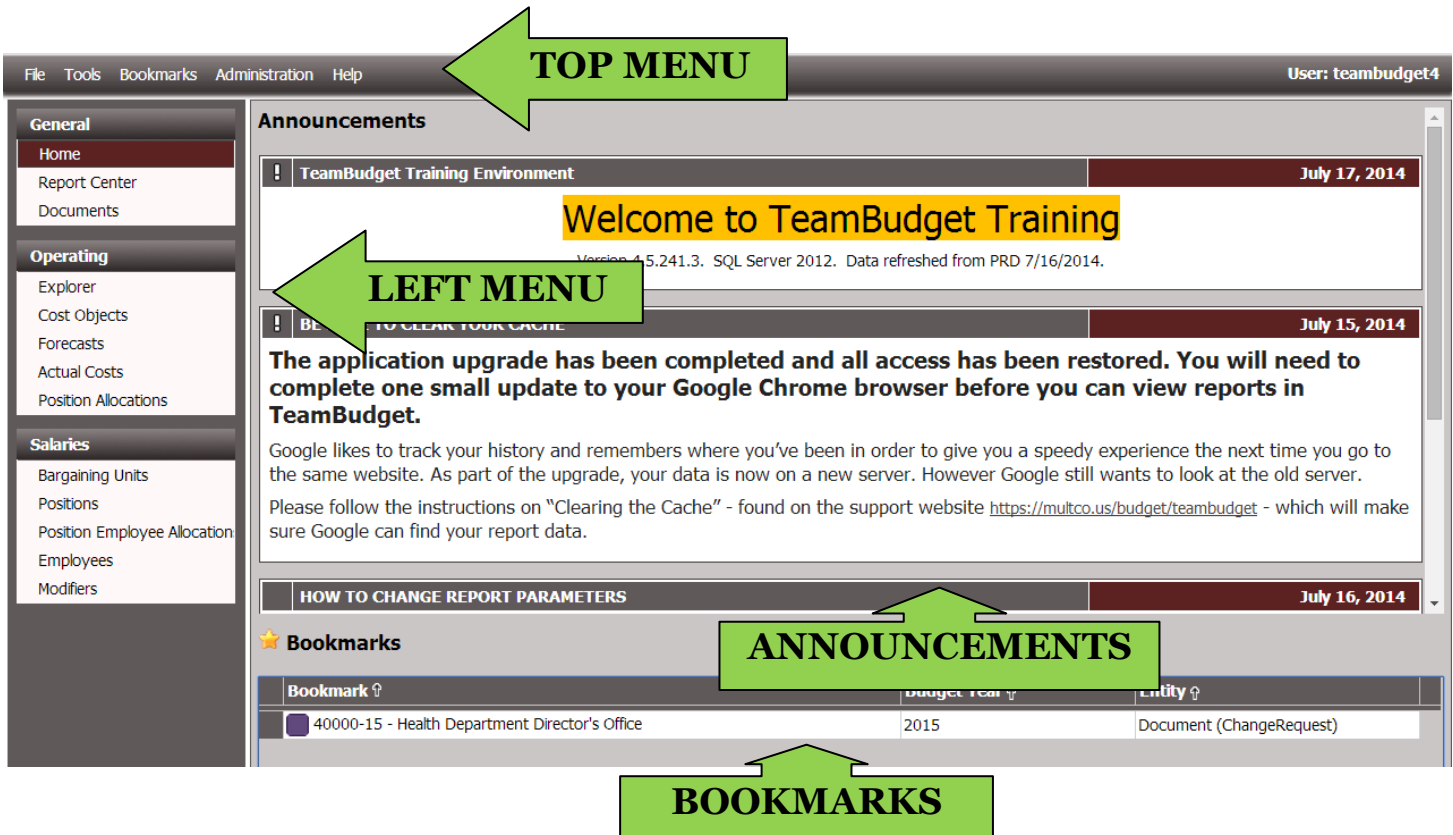
For instructions, go to [multco.us/budget/teambudget](https://multco.us/budget/teambudget)  
(or call the Budget Office and we'll help you get set up)

- Allowing popups
- Opening screens in new tabs instead of new windows

# Creating a BudMod APR

## TEAMBUDGET HOME SCREEN

- What you see when you first log in
- Will always be left-most TeamBudget tab
- **This tab must stay open.** If you accidentally close this tab, you will need to log in again to get it back.



The screenshot shows the TeamBudget Home Screen interface. The top menu bar includes 'File', 'Tools', 'Bookmarks', 'Administration', and 'Help'. The user is logged in as 'teambudget4'. The left sidebar contains three main sections: 'General' (Home, Report Center, Documents), 'Operating' (Explorer, Cost Objects, Forecasts, Actual Costs, Position Allocations), and 'Salaries' (Bargaining Units, Positions, Position Employee Allocation, Employees, Modifiers). The main content area displays several announcements. The first announcement, dated July 17, 2014, says 'Welcome to TeamBudget Training' and mentions 'Version 4.5.241.3. SQL Server 2012. Data refreshed from PRD 7/16/2014.' The second announcement, dated July 15, 2014, states that the application upgrade is complete and that users need to update their Google Chrome browser to view reports. The third announcement, dated July 16, 2014, is titled 'HOW TO CHANGE REPORT PARAMETERS'. Below the announcements is a 'Bookmarks' section with a table listing bookmarks. Annotations with green arrows point to the 'TOP MENU', 'LEFT MENU', 'ANNOUNCEMENTS', and 'BOOKMARKS' sections.

**TOP MENU**

**LEFT MENU**

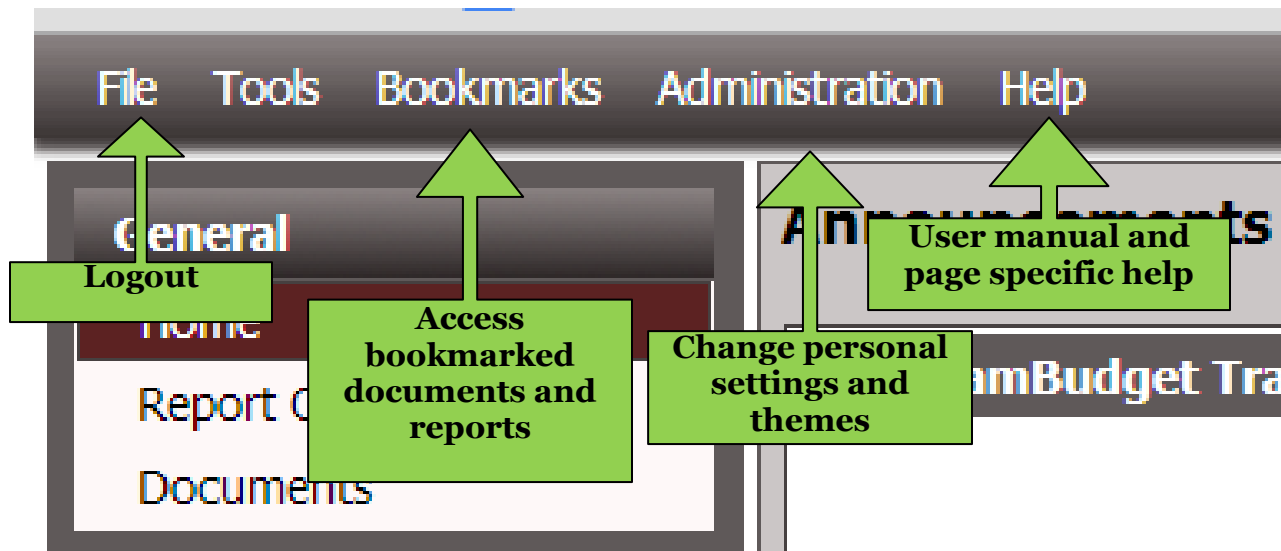
**ANNOUNCEMENTS**

**BOOKMARKS**

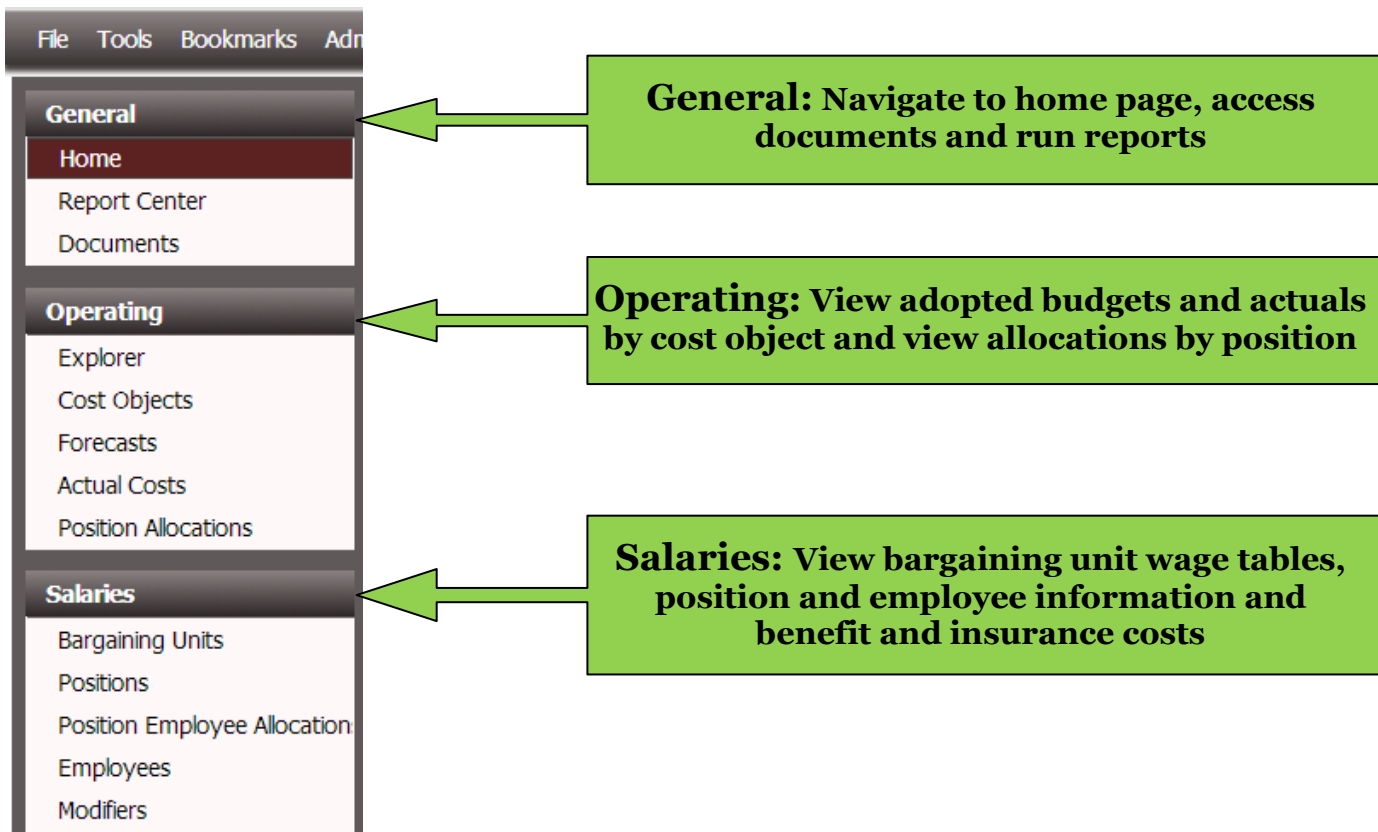
Bookmark	Budget Year	Entity
40000-15 - Health Department Director's Office	2015	Document (ChangeRequest)

# Creating a BudMod APR

## TEAMBUDGET HOME SCREEN – TOP MENU



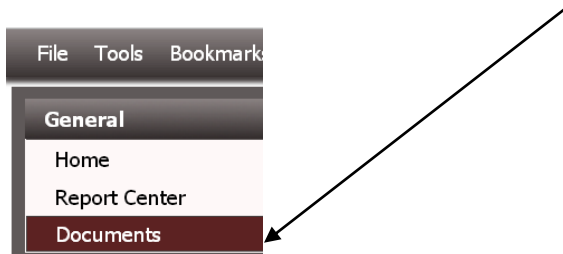
## TEAMBUDGET HOME SCREEN – LEFT MENU



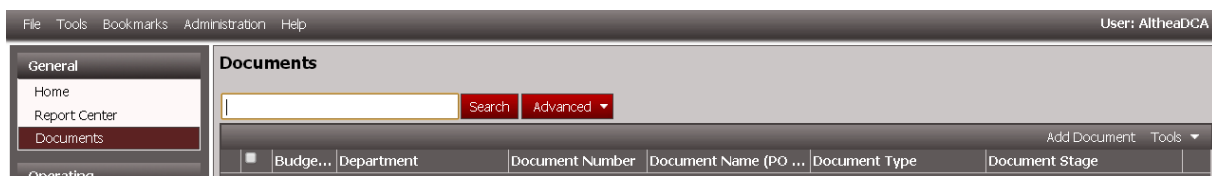
# Creating a BudMod APR

## FIND/OPEN A BUDGET MODIFICATION

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

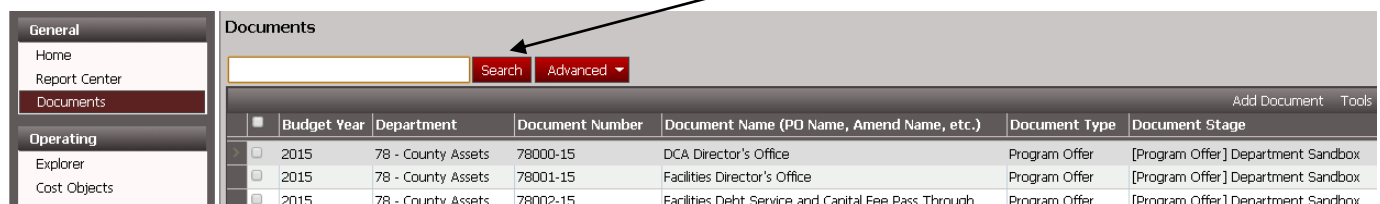


- The appearance of your left-most TeamBudget tab will change to the Documents Screen.

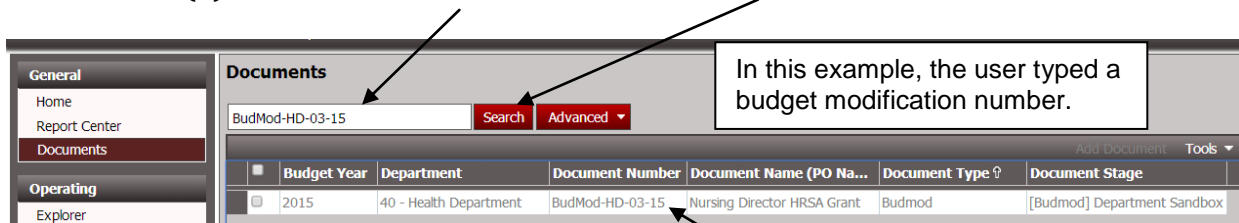


### Search:

- To pull up all documents for your department, click “Search” without typing anything.



- To pull up a specific document, type the document number or relevant word(s) into the blank box – then click “Search.”



- In the resulting grid, double-click the row of the document you want to view.

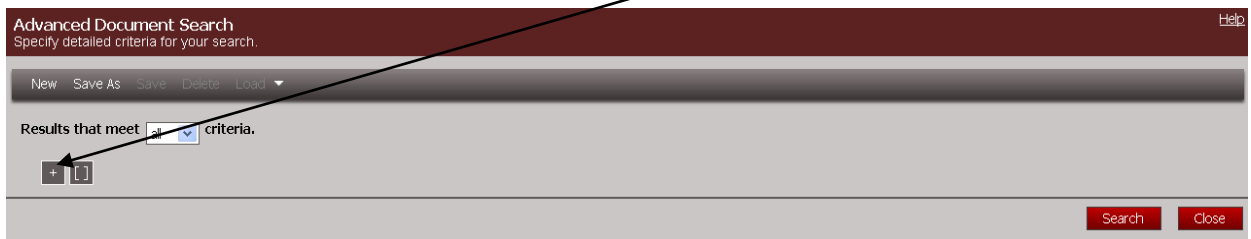
# Creating a BudMod APR

## Advanced Search:

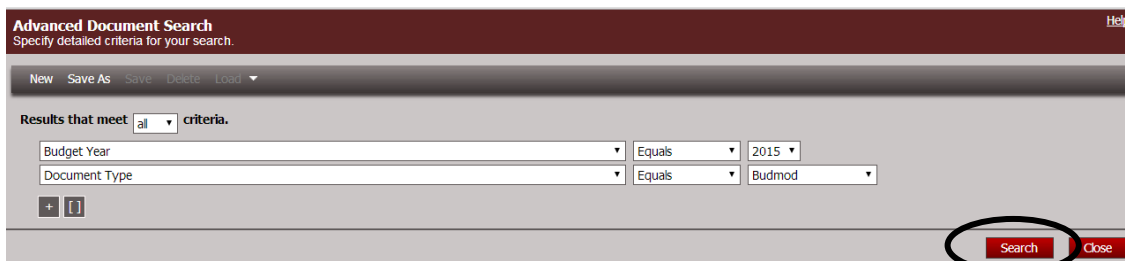
- To conduct more complex searches, click “Advanced” and select “Advanced Search...” from the dropdown.



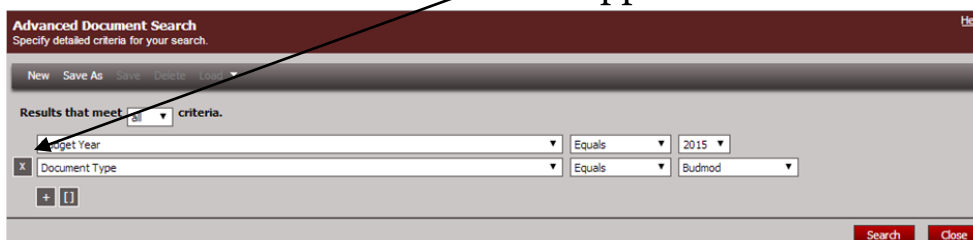
- This will take you to the Advanced Document Search screen where you can create your advanced search. Click on the plus sign to add parameters.



- Click on “Search” to run your advanced search.
  - The example below will search for all FY 2015 budget modification documents.



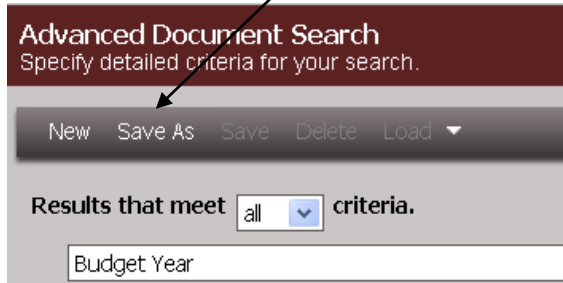
- Note: To delete a search parameter, place your cursor to the left of it and click on the “x” that appears.



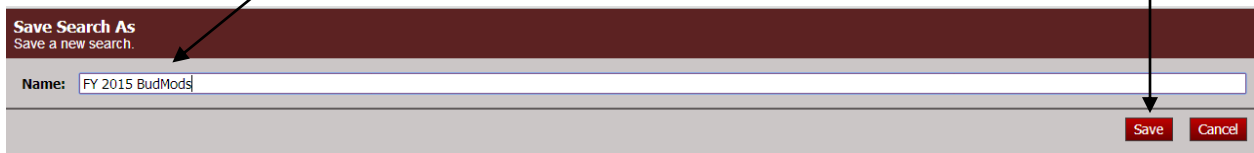
# Creating a BudMod APR

- To save your advanced search

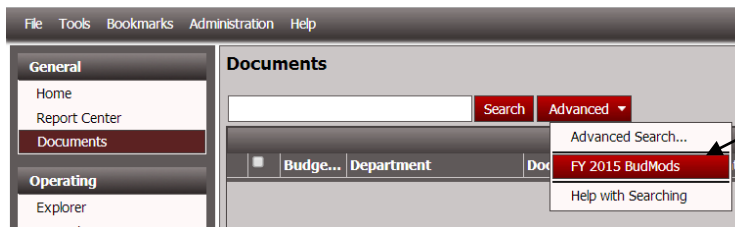
1. Click on “Save As”



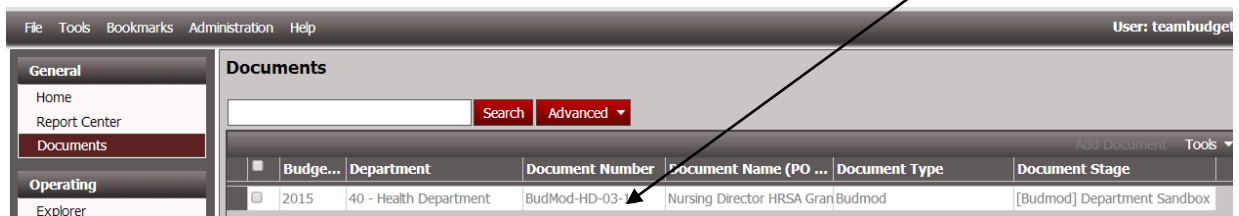
2. Type a name for your search in the new screen, then click “Save”



3. The next time you go to the Documents Screen and click on “Advanced,” your saved search will appear in the dropdown list



**Reminder: in the resulting grid, double-click the row of the document you want to view**



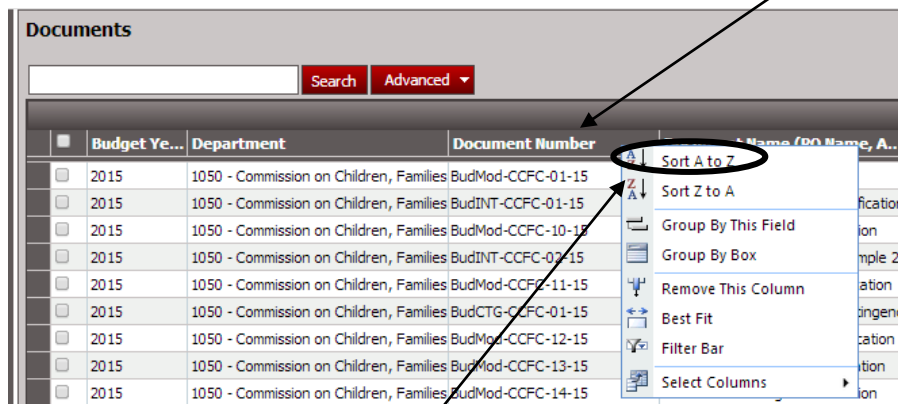


# Creating a BudMod APR

## Sort by Number of Budget Modification:

There are 3 different types of budget modifications: internal, formal, and contingency. You can see your budget modifications sorted numerically and by type by sorting the Document Number column.

1. Place your cursor where the column header says “Document Number” and right-click.



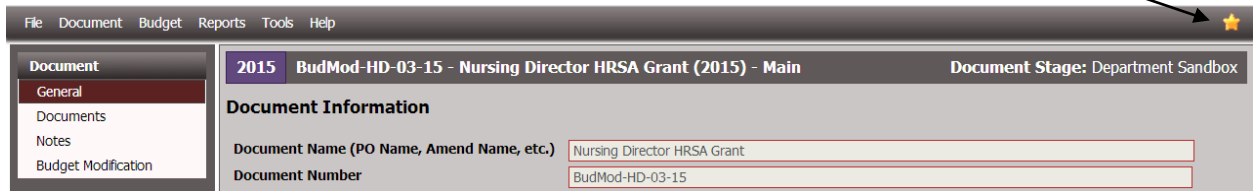
2. Click on “Sort A to Z.”
3. Note how the documents are sorted.

General		Documents					
Home		Search Advanced					
Report Center							
Documents							
Operating		Budget...	Department	Document Num...	Document Name (PO N...	Document Type	Document Stage
Explorer		2015	1050 - Commission on Children, Families	BudCTG-CCFC-01-15	Requesting General Fund Con	Budmod	[Budmod] Department Sandbox
Cost Objects		2015	1050 - Commission on Children, Families	BudINT-CCFC-01-15	Trainer's Internal Budget Mod	Budmod	[Budmod] Department Sandbox
Forecasts		2015	1050 - Commission on Children, Families	BudINT-CCFC-02-15	Trainer's Internal Budget Ex2	Budmod	[Budmod] Department Sandbox
Actual Costs		2015	1050 - Commission on Children, Families	BudMod-CCFC-01-15	Training Example 1	Budmod	[Budmod] Department Sandbox
Position Allocations		2015	1050 - Commission on Children, Families	BudMod-CCFC-02-15	Trainer's Example 2	Budmod	[Budmod] Department Sandbox
		2015	1050 - Commission on Children, Families	BudMod-CCFC-14-15	Trainer's Example 3	Budmod	[Budmod] Department Sandbox

# Creating a BudMod APR

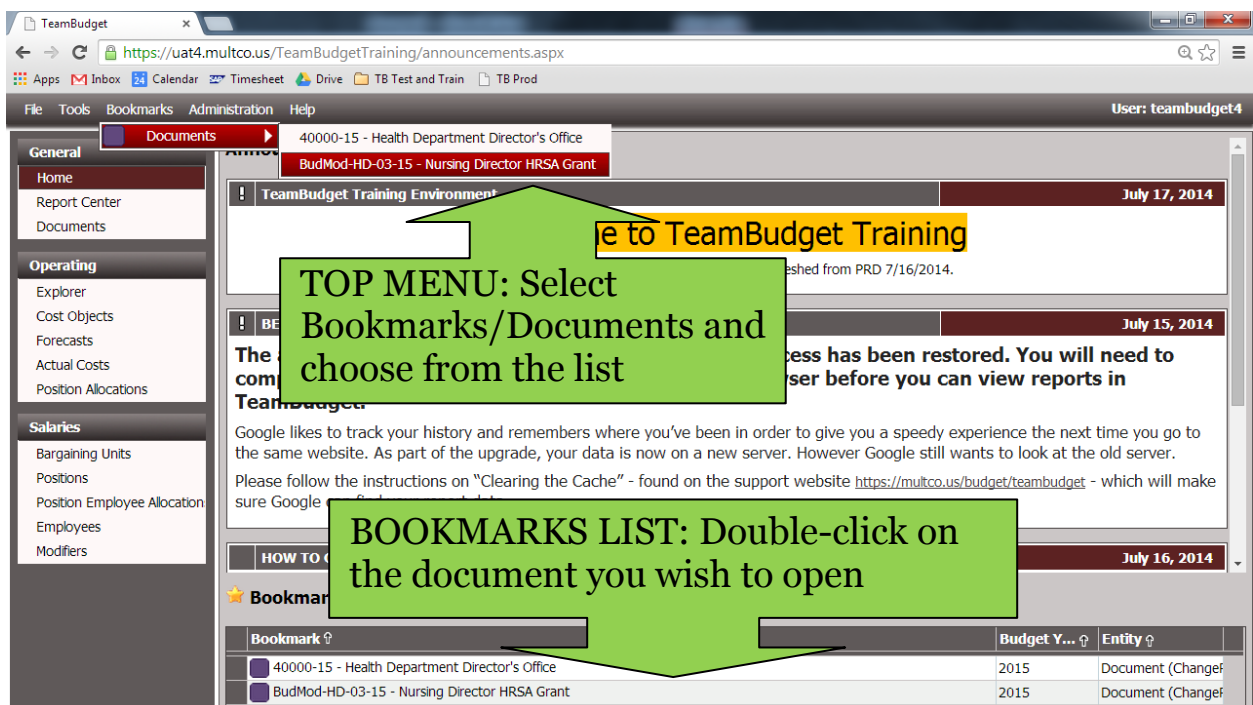
## BOOKMARK A BUDGET MODIFICATION

1. Open a budget modification.
2. Click on the star in the upper right corner. (The star will change color to indicate the program offer has been bookmarked.)



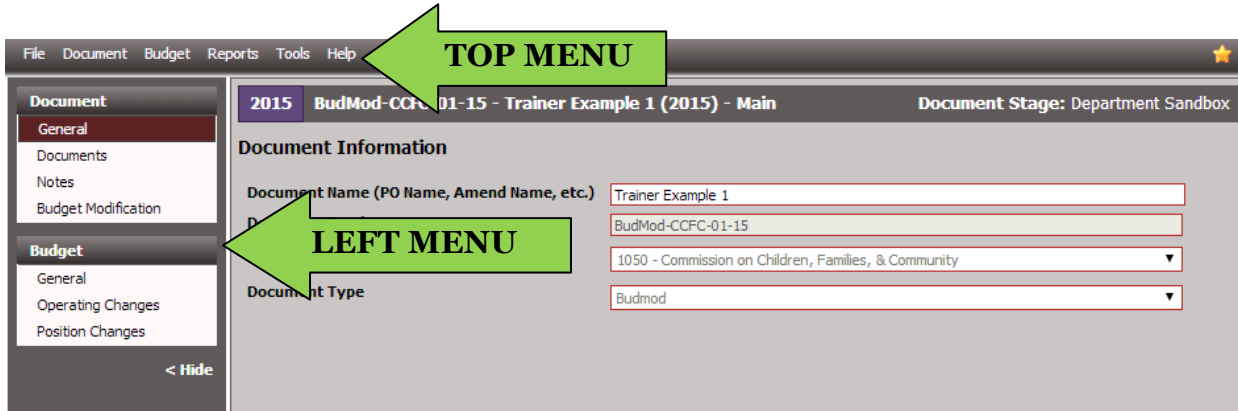
## FIND A BOOKMARKED BUDGET MODIFICATION

1. Go to the TeamBudget Home Screen and choose from the Top Menu or Bookmarks List.



# Creating a BudMod APR

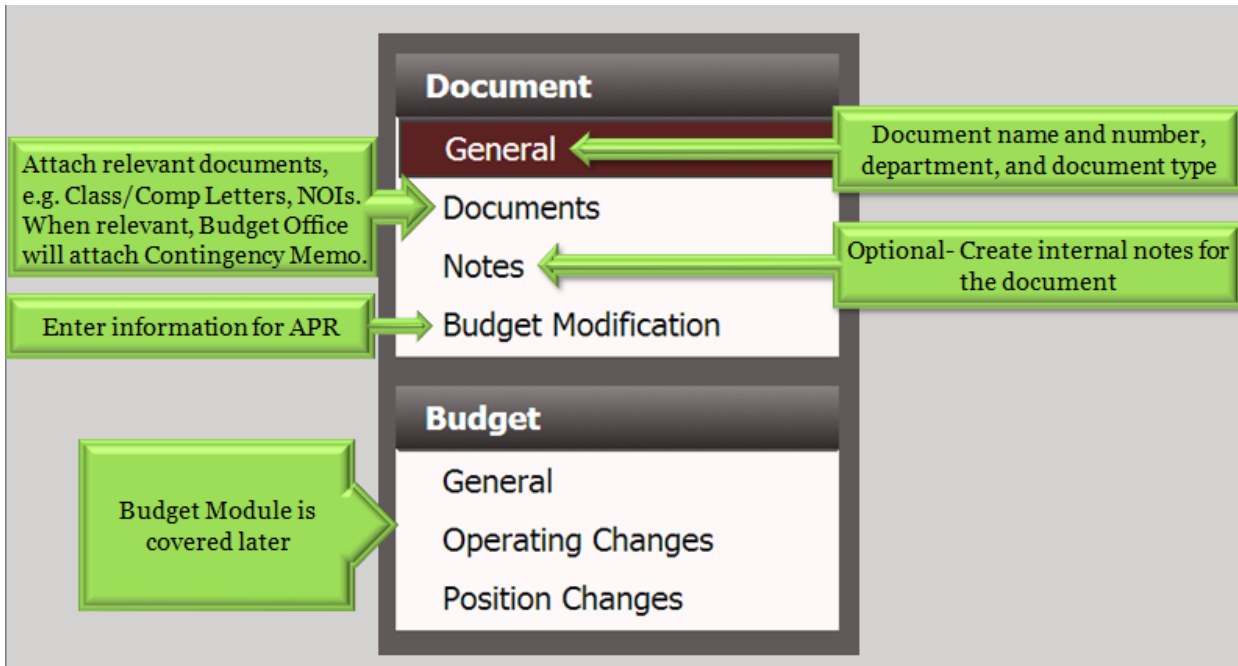
## BUDGET MODIFICATION SCREEN



The screenshot shows the 'Budget Modification' screen in the BudMod system. A green arrow labeled 'TOP MENU' points to the top navigation bar containing 'File', 'Document', 'Budget', 'Reports', 'Tools', and 'Help'. Another green arrow labeled 'LEFT MENU' points to the left sidebar menu. The sidebar has two main sections: 'Document' (with sub-items: General, Documents, Notes, Budget Modification) and 'Budget' (with sub-items: General, Operating Changes, Position Changes). The main content area is titled '2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main' and 'Document Stage: Department Sandbox'. It contains a 'Document Information' section with the following fields:

- Document Name (PO Name, Amend Name, etc.): Trainer Example 1
- BudMod-CCFC-01-15
- 1050 - Commission on Children, Families, & Community
- Document Type: Budmod

## BUDGET MODIFICATION SCREEN – LEFT MENU



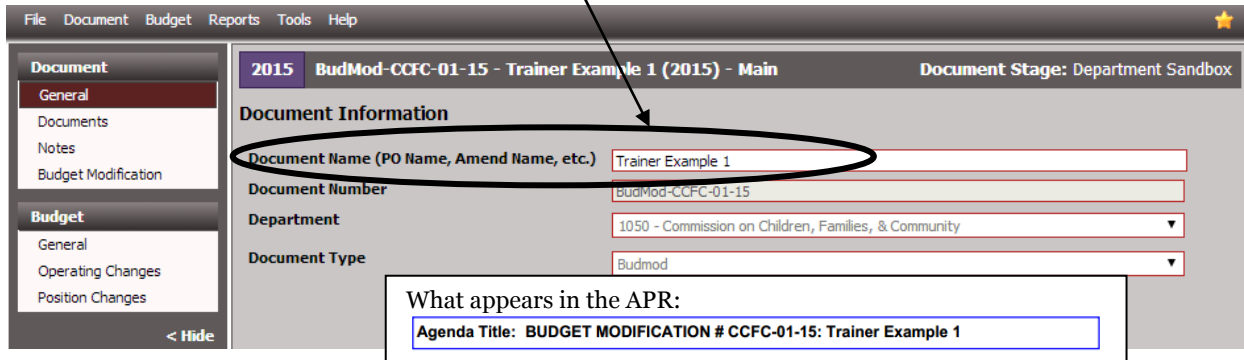
This diagram illustrates the left menu structure with callouts explaining each option:

- Document**
  - General**: Document name and number, department, and document type
  - Documents**: Attach relevant documents, e.g. Class/Comp Letters, NOIs. When relevant, Budget Office will attach Contingency Memo.
  - Notes**: Optional- Create internal notes for the document
  - Budget Modification**: Enter information for APR
- Budget**
  - General**
  - Operating Changes**
  - Position Changes**

A callout box states: 'Budget Module is covered later'.

# Creating a BudMod APR

- **General** – only the Document Name is editable by Department. This is what will appear in the “Agenda Title” section of the APR. There is a 100-character limit.



File Document Budget Reports Tools Help

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main Document Stage: Department Sandbox

**Document Information**

Document Name (PO Name, Amend Name, etc.)


Document Number

Department

Document Type

What appears in the APR:  
Agenda Title: BUDGET MODIFICATION # CCFC-01-15: Trainer Example 1

- Document Number – Budget Office can change for you, if necessary (contact your Business Manager)
- **Documents** – tool for internal use only. When relevant, please attach Class/Comp letters; NOIs would also be appreciated. The Budget Office will attach the required memo for contingency budget modifications.



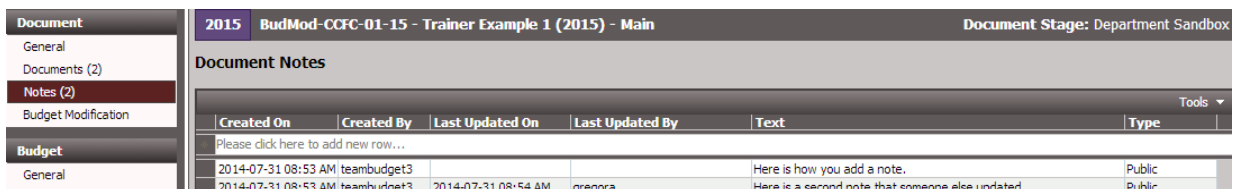
Document Documents

File  No file chosen

Description

Description	File Name
Class_Comp #1234	Class_Comp #1234.pdf
NOI MMT Grant	NOI MMT Grant.doc

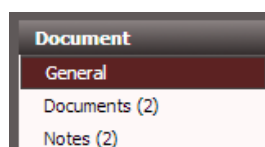
- **Notes** – optional tool for internal use only



Document Notes

Created On	Created By	Last Updated On	Last Updated By	Text	Type
Please click here to add new row...					
2014-07-31 08:53 AM	teambudget3			Here is how you add a note.	Public
2014-07-31 08:53 AM	teambudget3	2014-07-31 08:54 AM	gregora	Here is a second note that someone else updated.	Public

- A number will appear next to “Documents” and/or “Notes” in the document’s Left Menu when something is attached. Documents and Notes *do not display* in the APR or exp/rev/FTE report.



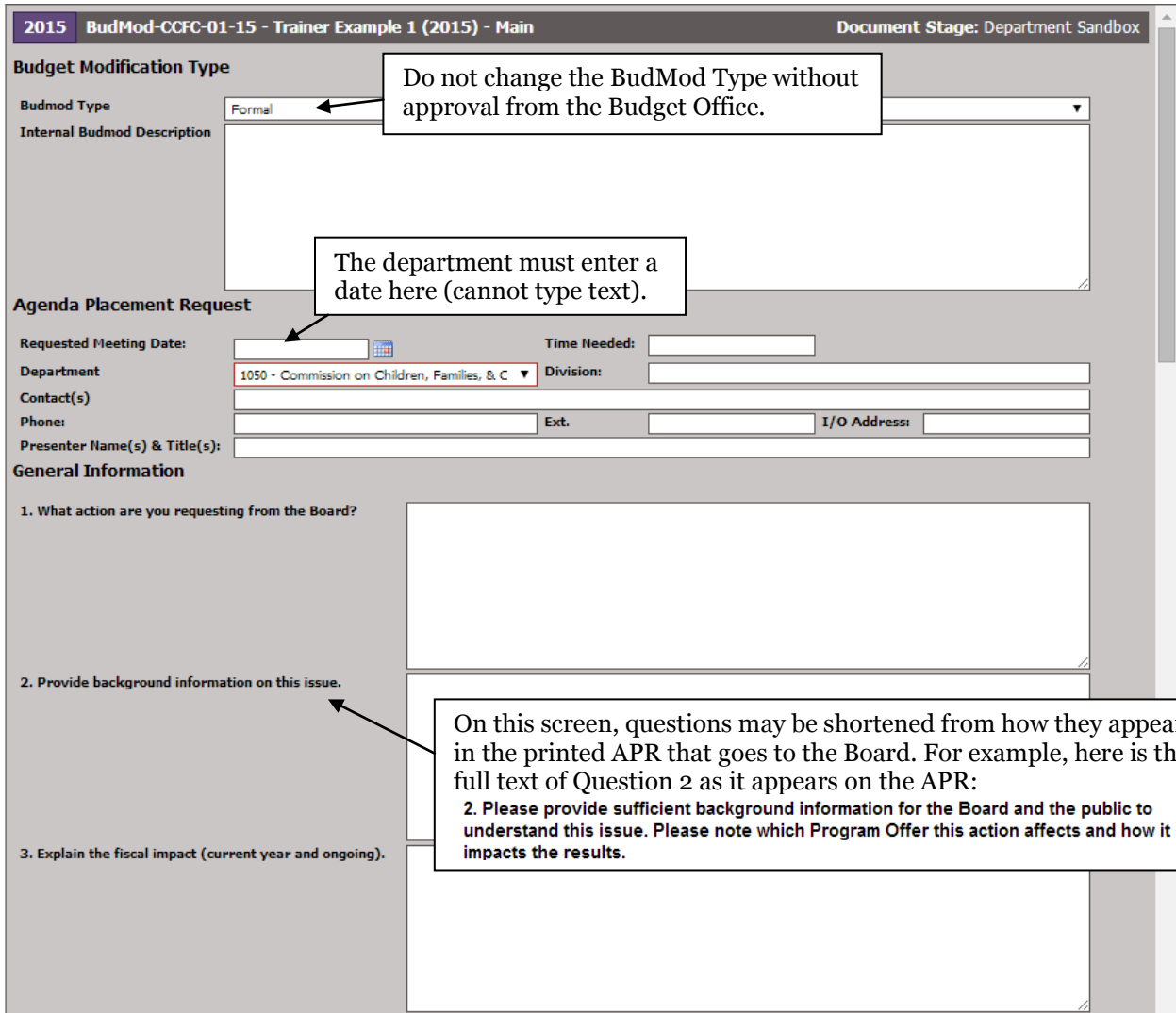
Document

- General
- Documents (2)
- Notes (2)

# Creating a BudMod APR

- **Budget Modification**

**Don't forget to save!**



**2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main** Document Stage: Department Sandbox

**Budget Modification Type**

Budmod Type: Formal

Internal Budmod Description:

**Agenda Placement Request**

Requested Meeting Date:

Department: 1050 - Commission on Children, Families, & C Division:

Contact(s):

Phone:  Ext.  I/O Address:

Presenter Name(s) & Title(s):

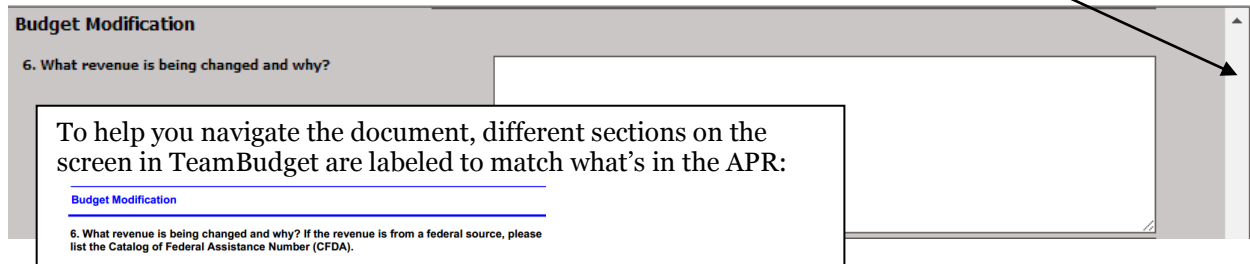
**General Information**

1. What action are you requesting from the Board?

2. Provide background information on this issue.

3. Explain the fiscal impact (current year and ongoing).

**Scroll down using the scrollbar on the right**



**Budget Modification**

6. What revenue is being changed and why?

To help you navigate the document, different sections on the screen in TeamBudget are labeled to match what's in the APR:

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).


# Creating a BudMod APR

**Only answer questions under “For Contingency Requests Only” if this is a Contingency Budget Modification.**

***Note: if you enter text in these boxes and it is not a contingency budget modification, the text will not appear on the APR.***

For Contingency Requests Only	
13. Why was the expenditure not included in the annual budget process?	

**Do not enter any text under “For Board Clerk Use Only”**

FOR BOARD CLERK USE ONLY	
Meeting Date:	<input type="text"/> 
Agenda Item #:	<input type="text"/>
Est. Start Time:	<input type="text"/>
Date Submitted:	<input type="text"/>

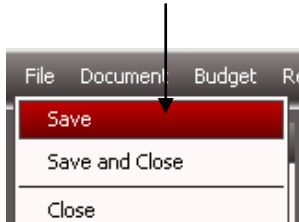
**Don't forget to save!**

## SAVE THE BUDGET MODIFICATION

1. Click on “File” in the top toolbar



2. Select “Save” from the dropdown.



## COMMONLY USED SPECIAL CHARACTERS

***NOTE: type the numbers on your number keypad.***

- Tab = Alt+09
- Bullet • = Alt+7
- Hollow bullet ○ = Alt+9
- Superscript 1 = Alt+0185
- Superscript 2 = Alt+0178
- Superscript 3 = Alt+0179

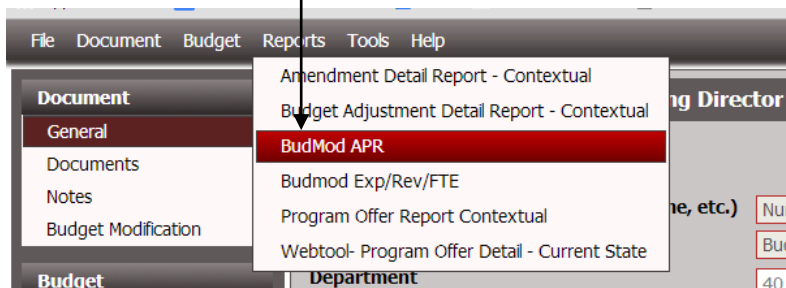
# Creating a BudMod APR

## VIEW/PRINT A BUDGET MODIFICATION APR

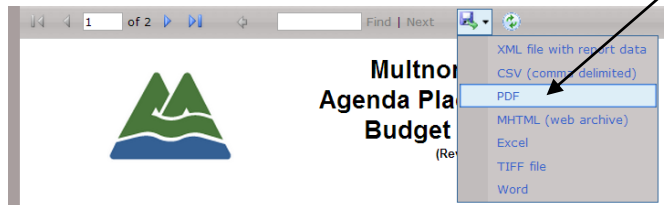
1. Open a budget modification.
2. Click on “Reports” in the top toolbar.




3. Select “BudMod APR” from dropdown.



4. Click on floppy disc icon ( ) and select “PDF” to see the budget modification APR in its final form.





**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(Revised 10/1/10)

**Board Clerk Use Only**

Meeting Date: \_\_\_\_\_  
Agenda Item #: \_\_\_\_\_  
Ext. Start Time: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Agenda Title: BUDGET MODIFICATION # ND-03-10: Nursing Director NRSA Grant

Requested Meeting Date: \_\_\_\_\_ Time Needed: \_\_\_\_\_  
Department: AG - Health Department Division: \_\_\_\_\_  
Contact(s): \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ SO Address: \_\_\_\_\_  
Presenter Name(s) & Title(s): \_\_\_\_\_

**General Information**

1. What action are you requesting from the Board?

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

3. Explain the fiscal impact (current year and ongoing).

4. Explain any legal and/or policy issues involved.

5. Explain any citizen or other government participation.

Page 1 of 2

**Budget Modification**

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

7. What budgets are increased/decreased?

8. What do the changes accomplish?

9. Do any personnel actions result from this budget modification?

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g., cash match, in-kind match, reporting requirements, etc.)?

**Required Signatures**

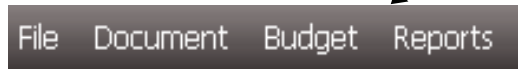
Elected Official or Dept. Director: _____	Date: _____
Budget Analyst: _____	Date: _____
Department HR: _____	Date: _____
Countywide HR: _____	Date: _____

Page 2 of 2

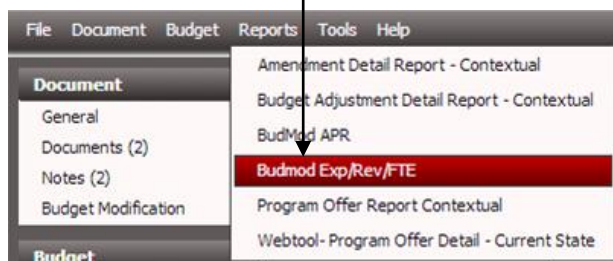
# Creating a BudMod APR

## VIEW/PRINT BUDGET MODIFICATION EXP/REV/FTE DETAIL

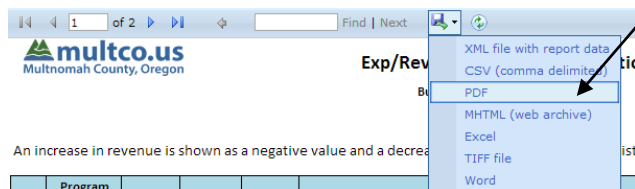
1. Open a budget modification.
2. Click on “Reports” in the top toolbar.



3. Select “BudMod Exp/Rev/FTE” from dropdown.



4. Click on floppy disc icon ( ) and select “PDF” to see the budget modification detail in its final form.



### Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-04-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40040-15	1000	40-90	0030	409001	50370 - Dept Indirect Rev	(6,845,018)	(6,857,931)	(12,913)	
2	40040-15	1000	40-90	0030	409001	60100 - Temporary	174,099	187,012	12,913	
1000 Total										0
40-90 Total										0
Program Offer Number 40040-15 Total										0
3	40050A-15	1000	40-50	0030	405500	50200 - IG-OP-Other	0	(189,583)	(189,583)	
4	40050A-15	1000	40-50	0030	405500	60100 - Temporary	19,135	108,890	89,755	
5	40050A-15	1000	40-50	0030	405500	60135 - Non Base Fringe	3,946	32,025	28,079	
6	40050A-15	1000	40-50	0030	405500	60145 - Non Base Insurance	478	30,264	29,786	
7	40050A-15	1000	40-50	0030	405500	60155 - Direct Client Asst.	0	25,000	25,000	
8	40050A-15	1000	40-50	0030	405500	60240 - Supplies	18,172	18,182	10	
9	40050A-15	1000	40-50	0030	405500	60350 - Central Indirect	0	4,040	4,040	
10	40050A-15	1000	40-50	0030	405500	60355 - Dept Indirect	0	12,913	12,913	
1000 Total										0
40-50 Total										0
Program Offer Number 40050A-15 Total										0
11	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(65,851,703)	(65,881,489)	(29,786)	
12	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	2,855,260	2,885,046	29,786	
3500 Total										0

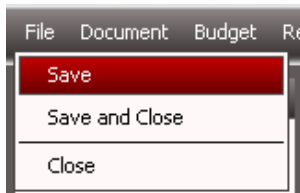


# Creating a BudMod APR

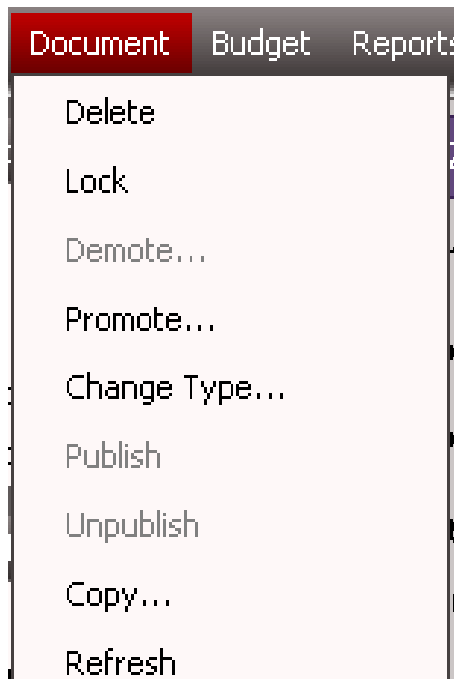
## BUDGET MODIFICATION SCREEN - TOP MENU



- **File** – Save, Save and Close, or Close



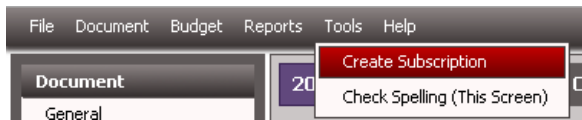
- **Document**



- *Delete – do not use this feature (permanently deletes document); if you need to delete a document, call the Budget Office*
- *Lock – do not use this feature (locks a document to editing)*
- *Promote – addressed later*
- *Change Type – department cannot do*
- *Copy – department cannot do*
- *Refresh – addressed in later training*
- **Reports** – addressed above (see pp. 14-15)

# Creating a BudMod APR

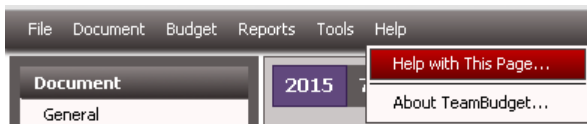
- **Tools**



- **Create Subscription** – sets email alerts; the Budget Office does not recommend using this feature.
- **Check Spelling** - you should not use this feature if you are using Chrome, which has an in-browser spell check.

- **Help**

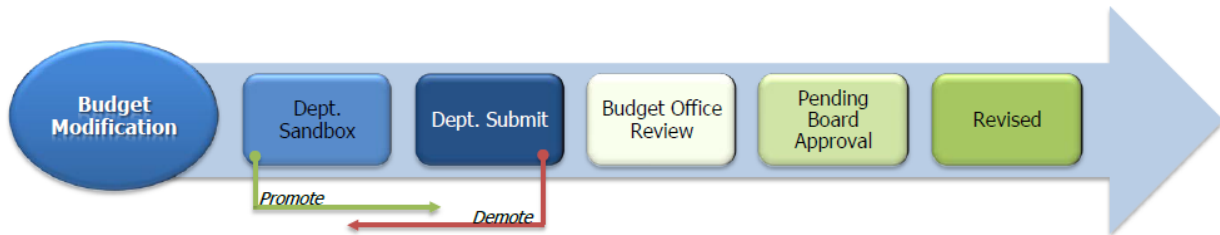
1. In Top Menu of current screen, select Help/Help with This Page...



2. A new screen will appear with information provided by the Budget Office when relevant.

# Creating a BudMod APR

## DOCUMENT WORKFLOW



- Budget Modification documents begin in the stage: **Dept. Sandbox**.
- When a Budget Modification 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 modification.
- When everything is finalized, the department will promote the Budget Modification document to **Budget Office Review**. At this point, you can see – but not change – the budget modification.
- When the Budget Office sends the Budget Modification to the Board Clerk, the Budget Office will promote the document to **Pending Board Approval**.
- After the Board approves the Budget Modification, the Budget Office will promote the document to **Revised**.

# Creating a BudMod APR

## BUDGET MODIFICATION APPROVAL PROCESS

***Note: In the future, this entire process could be accomplished within TeamBudget. For now, the process is almost identical to current practice.***

After the department has created the APR & exp/rev/FTE in TeamBudget:

1. The relevant person from the department (e.g., Budget Analyst) will generate pdfs of the APR & exp/rev/FTE detail from TeamBudget.
2. The relevant person from the department will circulate the pdfs and any other relevant documents (such as class/comp letters) to reviewers/signers.
3. Reviewers/Signers email back with approval to add their electronic signature. (Note: under the pre-TeamBudget process, signer would have typed her name into a Word document.)
4. The department forwards the email chain with all signer approvals to the Budget Office.
5. When the department sends the email chain, the department promotes the Budget Modification document in TeamBudget to **Budget Office Review**.
6. The Budget Office reviews the Budget Modification APR and details.
  - a. If changes are needed, the Budget Office works with the department.
7. When the Budget Office has approved the Budget Modification,
  - a. The Budget Office exports the APR and exp/rev/FTE detail from within TeamBudget as pdfs.
  - b. The Budget Office inserts the electronic signatures and dates into the APR pdf and adds fillable fields for the Board Clerk Only section.
8. The Budget Office forwards all relevant Budget Modification documents to the Board Clerk & Chair's Chief of Staff and cc's the department's Business Manager.