
Thomaston Board of Education

Business and Financial Report

November 2020

Submitted by Todd Bendtsen, Business Manager

2019-2020 Excess Cost Payment: The Board of Finance recently voted to transfer \$222,831 of the excess cost grant to the Board's Budget; \$142,478.63 will be used to credit the Board's operating account and \$80,352.37 will be transferred to the 2% account. The remainder of the excess cost grant, \$100,722, will remain in the General Fund to offset the anticipation reduction in the ECS grant, caused by the reduction in the final costs for our excess costs students. If this reduction is less than anticipated, the difference will be put in the 2% account.

SBDI Grant: Included for your review is the SBDI grant information that has been received by the High School.

Roof Reports: Included for your review are the roof reports for each school. There is some bubbling on the Black Rock School and Thomaston High School roofs. The original contractor has been called to repair those areas.

2021-2022 Thomaston Public Schools Budget Guidelines: See the attached document that was sent to the Administrative Council which relays the steps for creating/submitting budget requests for the 2021-2022 school year.

2020-2021 COVID-19 Related Expenses: The costs listed in the table below are all covered by the Elementary and Secondary School Emergency Relief Fund (ESSER) and Coronavirus Relief Fund (CRF) Grants from the State of Connecticut.

LIST OF COVID RELATED COSTS FOR FISCAL YEAR 2020-2021

YTD Actuals	Description
\$ 6,299.00	Social Distancing Graphics, Decal and Signs
\$ 4,121.00	Sanitizing Wipes
\$ 440.00	4 Acrylic Hanging Shields for Cafeteria
\$ 52,182.00	Alcohol Wipes Dispensing Buckets
\$ 8,996.00	3 Ply Face Masks
\$ 3,600.00	Hand Sanitizer Gallon jugs with pumps
\$ 1,979.70	Paper Towels
\$ 5,380.00	WI FI Parts
\$ 1,575.00	Gloves
\$ 989.94	Sani Hand Sanitizing Wipes
\$ 796.00	Gloves
\$ 665.82	Avistat spray Disinfectant
\$ 657.00	Hand Sanitizer
\$ 1,819.74	Receptacle Waste Units
\$ 1,421.21	Microfiber Cleaning Cloths
\$ 1,389.94	Disposable Gowns
\$ 389.90	Paper Towels
\$ 897.36	Disinfectant Deodorizer
\$ 479.50	Clorox Wipes
\$ 416.10	32 oz Pump Bottles
\$ 236.90	Plexiglas Shields
\$ 230.70	yellow tape
\$ 212.28	Child Clear Face Masks
\$ 178.90	Child Face Shields
\$ 135.98	Adult Clear Masks
\$ 29,148.00	Cafeteria Tables Black Rock
\$ 400.00	Dishwasher BR Disinfect toys
\$ 12,500.00	Desk at Thomaston High School
\$ 80,233.00	Touchless sinks and Toilets
\$ 4,600.00	Tent rental for Mask Breaks
\$ 4,196.00	Installation cost of Outdoor WIFI
\$ 4,082.00	HVAC work to adjust system to additional outside air per COVID Recommendations
\$ 80,233.00	Touchless sinks and Toilets
\$ 85,251.00	Salaries- Long term subs, daily subs and custodians
\$ 40,090.00	Stipends for Reopening Schools Committee
\$ 436,222.97	

2020-2021 Budget Table without Encumbrances

The 2020-2021 Budget Table without Encumbrances shows the budget expended 37.50%. Last year at this time, we were 37.26% expended. Expenditures for November for fiscal year 2020-2021 are \$2,359,832.40.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,992,494.00	(\$1,118.26)	\$6,991,375.74	\$2,203,560.00	31.52%
112 NON-CERTIFIED PERSONNEL	\$1,723,637.00		\$1,723,637.00	\$661,537.79	38.38%
200 EMPLOYEE BENEFITS	\$2,447,935.00		\$2,447,935.00	\$1,400,483.55	57.21%
300 OTHER PROF TECH SERVICE	\$735,795.00	(\$300.00)	\$735,495.00	\$256,838.76	34.92%
400 PROPERTY SERVICE	\$651,561.00	(\$1199.50)	\$650,361.50	\$312,219.41	48.01%
510 PUPIL TRANSPORTATION	\$874,125.00		\$874,125.00	\$232,143.00	26.56%
521 LIABILITY INSURANCE	\$324.00		\$324.00	\$0.00	0.00%
560 TUITION	\$397,264.00		\$397,264.00	\$61,407.00	15.46%
563 SPECIAL EDU NON PUBLIC	\$399,997.00		\$399,997.00	\$37,404.49	9.35%
590 OTHER PURCHASED SERVICE	\$181,044.00	(\$3,200.00)	\$177,844.00	\$41,176.12	23.15%
611 INSTRUCTIONAL SUPPLIES	\$210,362.00	\$6,883.47	\$217,245.47	\$141,610.02	65.18%
641 TEXTBOOKS	\$51,960.00	\$2,875.00	\$54,835.00	\$46,523.26	84.84%
642 LIBRARY BOOKS & PER	\$15,735.00		\$15,735.00	\$4,357.47	27.69%
690 OTHER SUPPLIES & MATER	\$175,828.00	\$550.00	\$176,378.00	\$150,639.36	85.41%
730 INSTRUCT EQUIPMENT	\$16,924.00	1,574.00	\$18,498.00	\$10,173.98	55.00%
735 TECHNOLOGY SOFTWARE	\$23,788.00		\$23,788.00	\$19,466.10	81.83%
739 OTHER EQUIPMENT	\$181,683.00		\$181,683.00	\$107,846.35	59.36%
890 OTHER OBJECTS	\$176,670.00	(\$6,064.71)	\$170,605.29	\$34,462.99	20.20%
TOTAL:	\$15,257,126.00	\$0.00	\$15,257,126.00	\$5,721,849.65	37.50%

2020-2021 Budget Table with Encumbrances

The 2020-2021 Budget Table with Encumbrances shows the budget expended 46.41%. Last year at this time, we were 46.00%.

Object and Description	Original Budget	Transfers	Adjusted Appropriation	Encumbered	Year-to-Date (YTD) Expended	Year-to-Date Percent Expended
111 CERTIFIED PERSONNEL	\$6,992,494.00	(\$1,118.26)	\$6,991,375.74		\$2,203,560.00	31.52%
112 NON-CERTIFIED PERSONNEL	\$1,723,637.00		\$1,723,637.00		\$661,537.79	38.38%
200 EMPLOYEE BENEFITS	\$2,447,935.00		\$2,447,935.00		\$1,400,483.55	57.21%
300 OTHER PROF TECH SERVICE	\$735,795.00	(\$300.00)	\$735,495.00	\$362,653.50	\$256,838.76	84.23%
400 PROPERTY SERVICE	\$651,561.00	(\$1199.50)	\$650,361.50	\$105,815.58	\$312,219.41	64.28%
510 PUPIL TRANSPORTATION	\$874,125.00		\$874,125.00	\$203,330.00	\$232,143.00	49.82%
521 LIABILITY INSURANCE	\$324.00		\$324.00	\$115.00	\$0.00	35.49%
560 TUITION	\$397,264.00		\$397,264.00	\$258,028.56	\$61,407.00	80.41%
563 SPECIAL EDU NON PUBLIC	\$399,997.00		\$399,997.00	\$289,143.99	\$37,404.49	81.64%
590 OTHER PURCHASED SERVICE	\$181,044.00	(\$3,200.00)	\$177,844.00	\$9,290.80	\$41,176.12	28.38%
611 INSTRUCTIONAL SUPPLIES	\$210,362.00	\$6,883.47	\$217,245.47	\$42,474.10	\$141,610.02	84.74%
641 TEXTBOOKS	\$51,960.00	\$2,875.00	\$54,835.00	6,284.86	\$46,523.26	96.30%
642 LIBRARY BOOKS & PER	\$15,735.00		\$15,735.00	5,822.80	\$4,357.47	64.70%
690 OTHER SUPPLIES & MATER	\$175,828.00	\$550.00	\$176,378.00	\$41,639.99	\$150,639.36	109.02%
730 INSTRUCT EQUIPMENT	\$16,924.00	1,574.00	\$18,498.00	\$3,789.61	\$10,173.98	75.49%
735 TECHNOLOGY SOFTWARE	\$23,788.00		\$23,788.00	4,987.50	\$19,466.10	102.80%
739 OTHER EQUIPMENT	\$181,683.00		\$181,683.00	\$16,272.31	\$107,846.35	68.32%
890 OTHER OBJECTS	\$176,670.00	(\$6,064.71)	\$170,605.29	\$9,251.94	\$34,462.99	25.62%
TOTAL:	\$15,257,126.00	\$0.00	\$15,257,126.00	\$1,358,900.54	\$5,721,849.65	46.41%

2020-2022 Grant Report

All grant funds on record are shown below. The table below shows all available grant appropriations and expenditures.

Grant Fiscal Year End	Grant Name/Description	Original Budget	Transfers	Adjusted Appropriation	Year-to-Date Expended	Percent Expended
21-Jun	Competitive School Readiness	\$3,881.00	\$0.00	\$3,881.00	\$0.00	0.00%
21-Jun	School Readiness	\$149,940.00	\$0.00	\$149,940.00	\$62,180.00	41.47%
21-Jun	Title I	\$23,211.00	\$0.00	\$23,211.00	\$19,671.00	84.75%
21-Jun	Title IV	\$10,000.00	\$0.00	\$10,000.00	\$4,233.00	42.33%
21-Jun	Title IIA	\$18,932.00	\$0.00	\$18,932.00	\$3,245.00	17.14%
21-Jun	IDEA Section 611	\$18,458.00	\$0.00	\$18,458.00	\$15,403.00	83.45%
21-Jun	Smart Start Operations	\$75,000.00	\$0.00	\$75,000.00	\$21,572.00	28.76%
SUBTOTAL		\$299,422.00	\$0.00	\$299,422.00	\$126,304.00	42.18%
22-Jun	IDEA Section 611	\$240,648.00	\$0.00	\$240,648.00	\$46,490.00	19.32%
22-Jun	IDEA Section 619	\$18,882.00	\$0.00	\$18,882.00	\$12,229.00	64.77%
22-Jun	Title I	\$94,701.00	\$0.00	\$94,701.00	\$19,081.00	20.15%
22-Jun	Title IIA	\$15,313.00	\$0.00	\$15,313.00	\$0.00	0.00%
SUBTOTAL		\$369,544.00	\$0.00	\$369,544.00	\$77,800.00	21.05%
GRAND TOTAL		\$668,966.00	\$0.00	\$668,966.00	\$204,104.00	30.51%

Unlike the comparison that can be made between the percent, expended and the percent completed of the fiscal year, the percent expended for grants cannot be compared as simply because some of these grant funds were available in the 2020-2021 fiscal year and some will be available through the 2021-2022 fiscal year.

2020-2021 Transfers

Policy 3160 (Business/Non-Instructional Operations-Transfers of Funds Between Categories) states, "The Superintendent, or their designee, may transfer any unexpended or not contracted portion of any appropriation for school purposes to any other line item of such itemized estimate up to a limit of \$5,000 for any one occurrence."

November Transfers: There are no transfer requests for November.

TOWN OF THOMASTON SEMI-ANNUAL ROOF CONDITION REPORT

This report should be completed in the spring and fall to ascertain the condition of the buildings roof and to take any corrective action/repair needed.

Building Name: BRS Prepared by: Craig LeFebvre Date 11-9-20

CONDITION ANALYSIS

1) Roof & drains cleaned of any debris	Yes ✓	No
2) Roof flashing & membrane condition	Good ✓	Fair Poor
3) Metal roof & wall panel condition	Good ✓	Fair Poor
4) Metal edge & Gravel stop condition	Good ✓	Fair Poor
5) Vent pipe(s) condition	Good ✓	Fair Poor
6) Flashings condition	Good ✓	Fair Poor
7) Drains condition	Good ✓	Fair Poor
8) Roof top equipment condition	Good	Fair Poor ✓

Please provide a brief explanation of any corrective action taken

- Cleared vent of debris it is now in good working order
- Cleaned all gutters for fall season

Please detail any concerns you have concerning the condition of the roof

- Still looking into solution for down spout drains
- Bubble on flat roof area attached is a photo

Please provide any other comments you deem appropriate

- HVAC Roof Top Units are past their life expectancy
Break downs are more frequent each year
- RTU # 3 Admin Office Compressor is burnt out Also heat
Exchanger is rusty and will get pitted therefore letting gas into Building

PLEASE NOTE GUIDELINES ON BACK OF FORM FOR CONDITION DETAIL

Completed forms should be distributed as follows:

School Buildings: Copies to School Superintendent, Principal, Town Hall Maint. Coord.

All other town buildings: Copy to Town hall maintenance coordinator

TOWN OF THOMASTON SEMI-ANNUAL ROOF CONDITION REPORT

This report should be completed in the spring and fall to ascertain the condition of the buildings roof and to take any corrective action/repair needed.

Building Name: Thomaston Center School Prepared by: Brian McCarthy Date: 11/6/20

CONDITION ANALYSIS

1) Roof & drains cleaned of any debris			
2) Roof flashing & membrane condition	Good	Fair	Poor
3) Metal roof & wall panel condition	Good	Fair	Poor
4) Metal edge & gravel condition	Good	Fair	Poor
5) Vent pipe(s) condition	Good	Fair	Poor
6) Flashing(s) condition	Good	Fair	Poor
7) Drains condition	Good	Fair	Poor
8) Roof top equipment condition	Good	Fair	Poor
9) Condition of gutters	Good	Fair	Poor

Please provide a brief explanation of any corrective action taken.

Please detail any concerns you have regarding the condition of the roof.

Please provide any other comments you deem appropriate.

PLEASE NOTE GUIDELINES ON THE BACK OF FORM FOR CONDITION DETAIL

Completed forms should be distributed as follows:

School buildings: Copies to superintendent, principal & Town Hall Maintenance Coordinator.

All other Town buildings: Copy to Town Hall Maintenance Coordinator

TOWN OF THOMASTON SEMI-ANNUAL ROOF CONDITION REPORT

This report should be completed in the spring and fall to ascertain the condition of the buildings roof and to take any corrective action/repair needed.

Building Name: **Thomaston High School** Prepared by: **Spencer Luthy** Date; **11/05/2020**

CONDITION ANALYSIS

	At time of inspection, Yes		
1) Roof & drains cleaned of any debris			
2) Roof flashing & membrane condition	Good	Fair	Poor
3) Metal roof & wall panel condition	Good	Fair	Poor
4) Metal edge & gravel condition	Good	Fair	Poor
5) Vent pipe(s) condition	Good	Fair	Poor
6) Flashing(s) condition	Good	Fair	Poor
7) Drains condition	Good	Fair	Poor
8) Roof top equipment condition	Good	Fair	Poor
9) Condition of gutters	Good	Fair	Poor

Please provide a brief explanation of any corrective action taken.

Cleaned leaves away from roof drains and discarded any baseballs found on roof.

Please detail any concerns you have regarding the condition of the roof.

Found two large bubbles, I contacted Steve Botelho for repair. (Pictures attached)

Please provide any other comments you deem appropriate.

PLEASE NOTE GUIDELINES ON THE BACK OF FORM FOR CONDITION DETAIL

Completed forms should be distributed as follows:

School buildings: Copies to superintendent, principal & Town Hall Maintenance Coordinator.

All other Town buildings: Copy to Town Hall Maintenance Coordinator





History Log

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
 - History Log

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	11/25/2020 10:10:03 AM	Todd Bendtsen	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	11/25/2020 10:10:03 AM	Todd Bendtsen	Status changed to 'Application Completed'.	S
	9/18/2020 1:21:52 PM	Todd Bendtsen	Status changed to 'Application Started'.	S
	8/26/2020 9:01:34 PM	eGMS Administrator	Status changed to 'Not Started'.	S

Allocations

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
- Allocations

	(1)	SBDI	Total
LEA		\$40,000.00	\$40,000.00
Total		\$40,000.00	\$40,000.00

Budget

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
- School-Based Diversion Initiative

Object	Total
100 - Personal Services > Salaries	\$10,000.00
200 - Personal Services > Employee Benefits	\$0.00
300 - Purchased Professional and Technical Services	\$5,000.00
500 - Other Purchased Services	\$0.00
600 - Supplies	\$25,000.00
700 - Property	\$0.00
Total	\$40,000.00
Allocation	\$40,000.00
Remaining	\$0.00

Budget Detail

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
 - School-Based Diversion Initiative
 100 - Personal Services > Salaries - \$10,000.00 ▼

Budget Detail

Narrative Description

Object: 100 - Personal Services >
 Salaries

Purpose: 01 - Public School Activities

LEA / Thomaston School District (140-
 School: 000)

Quantity: 1.00

Cost: \$10,000.00

Line Item Total: \$10,000.00

Salaries for A school LIR of \$5,000
 Salaries for a School Champion \$5,000

Total for 100 - Personal Services > Salaries: \$10,000.00

Total for all other Objects: \$30,000.00

Total for all Objects: \$40,000.00

Allocation: \$40,000.00

Remaining: \$0.00

Budget Detail

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
 - School-Based Diversion Initiative
 300 - Purchased Professional and Technical Services - \$5,000.00 ▼

Budget Detail

Object: 300 - Purchased Professional and Technical Services
Purpose: 01 - Public School Activities
LEA / School: Thomaston School District (140-000)
Quantity: 1.00
Cost: \$5,000.00
Line Item Total: \$5,000.00

Narrative Description
 Family Engagement PD
 Implementing Ruler, supplies, posters, mood meters 2,500 2,500

Total for 300 - Purchased Professional and Technical Services:	\$5,000.00
Total for all other Objects:	\$35,000.00
Total for all Objects:	\$40,000.00
Allocation:	\$40,000.00
Remaining:	\$0.00

Budget Detail

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
 - School-Based Diversion Initiative
 600 - Supplies - \$25,000.00

Budget Detail

Object: 600 - Supplies
Purpose: 01 - Public School Activities
LEA / Thomaston School District (140-
School: 000)
Quantity: 1.00
Cost: \$25,000.00
Line Item
Total: \$25,000.00

flexible Seating Options 20,000
 Restorative Justice Literature 500
 Culture Club Student Well being, goodie bags, giftcards t-shirts
 2,000
 Maker Space Materials 500
 Mental Health Community Relationship Building Event
 2,000

Total for 600 - Supplies:	\$25,000.00
Total for all other Objects:	\$15,000.00
Total for all Objects:	\$40,000.00
Allocation:	\$40,000.00
Remaining:	\$0.00

Budget Overview

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
 - School-Based Diversion Initiative

Filter by Location: All - \$40,000.00 ▼

Object	Purpose	01 - Public School Activities	Total
100 - Personal Services > Salaries		10,000.00	10,000.00
300 - Purchased Professional and Technical Services		5,000.00	5,000.00
600 - Supplies		25,000.00	25,000.00
Total		40,000.00	40,000.00
		Allocation	40,000.00
		Remaining	0.00

Related Documents

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0 - School-Based Diversion Initiative

Optional Documents

Type	Document Template	Document/Link
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Other Documentation	N/A	
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Grant Award Letter

**Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0
- School-Based Diversion Initiative**

A grant award letter has not yet been generated.

CSDE Application Review Status Checklist

Thomaston School District (140-000) Public School District - FY 2021 - School-Based Diversion Initiative - Rev 0 - CSDE Application Review Status Checklist

This checklist is a means of communication between the CSDE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, the CSDE will review the application and mark each section as 'OK' or 'Attention Needed'.
- If the application is marked as 'Attention Needed', it will be returned to the LEA with a status of 'Returned - Revisions Needed' and will require modifications. The LEA will review the checklist for specific written feedback, explanations, and comments that identify areas that need to be addressed in order to move the application to Approved status.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application for approval. If the CSDE determines that the item has been corrected, 'Attention Needed' will be changed to 'OK' by the CSDE Reviewer. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of 'Returned - Revisions Needed'.
- An application will move to Approved status once all comments and concerns in the application have been addressed.

Checklist Description ([Collapse All](#) [Expand All](#))

1. School-Based Diversion Initiative

Not Reviewed ▼

1. Budget

2. Related Documents

Date: 11/16/2020

To: Administrators

From: Todd Bendtsen
Business Manager

Re: 2021-2022 Budget Guidelines

Budget Process

- We again this year will be using the WB Mason online ordering system as the primary vendor. WB Mason pricing will be the lower of the State of CT. bid or the CREC consortium bid so we will be receiving prices that are competitively bid.
- The budget requests can be done on a requisition form done in excel.
- We will be using the ALIO budget module to enter your budgets requests this year. We will be having a training on November 18, 2020 on this. I will enter all salary, transportation, and utilities so you do not have to enter those items.
- Please prepare three budget books two will be handed into the Business Office by December 7, 2020 the other is to be kept by you. The budget books should be arranged by object with a budget control form at the beginning of each object that summarizes all the requisitions in that object and then a copy of all the requisitions for that account.

When compiling your budget book, please follow the below:

1. Binders – Please label the spine and front cover with your school name and budget year.
 2. Objects – Using dividers, label each object.
 3. Budget Object Control Forms – Place a completed Budget Object Control Form behind each corresponding divider/object.
 4. Requisitions – Place corresponding requisition forms behind Budget Object Control Form as listed.
- Please make sure to keep grant funding in mind when preparing the General Fund budget. Grant budgets should show specific items and be spent as soon as possible during the budget year.

- We will present our operating budget to the town highlighting the town appropriation requested and then the grant funding anticipated separately. For planning purposes, assume grant funding next year to be flat or the same as this year.

- Forms attached
 1. Requisition Form
 2. Budget Control Form.
 3. Paper Prices

- Forms to be sent
 1. Payroll detail

Budgeting Quick Step Reference Guide

ONE - Review last year and this year's accounts to determine shortfalls, overages, or other funding issues. Prepare a brief explanation where necessary.

TWO – Review Board of Education goals and Areas of Focus. Determine their impact on upcoming budget cycle.

THREE – Analyze inventory and major equipment status to determine if funding modifications may be necessary.

FOUR – Determine if the current funding allocation is adequate to operate the various accounts included.

FIVE – Mark the critical budget dates on your calendar to assure compliance with budget submission guidelines.

SIX – Plan a meeting with the head custodian to review the status of the school facility, space needs, remodeling or minor/major projects and capital requirements.

SEVEN – Review current staffing allocations to advise if any adjustments may be necessary in the upcoming budget cycle. Enrollment projections may have an impact on staffing allocations.

EIGHT – Review the budget process with all staff involved in the budget process. Be sure to keep them informed as the budget goes through its various modifications.

Nine – Prepare for school budget reviews with the Superintendent and Business Manager. Maintain back up documentation for all requests in order to explain budget variances or program initiatives.



Quick Reference Guide for Budget Processing

alio

QRG-ALIO-BUDGET PROCESSING-REL REL 18.1-1

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Released September 2017

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Publication No QRG-ALIO-BUDGET PROCESSING-REL REL 18.1-1

Budget Processing Checklist

Use budget processing to establish annual budgets in your organization. Budget amounts are allocated to the account numbers established in alio for a specified year. After a budget is established and adopted, receipts, expenditures, transfers, and adjustments are credited and debited against your original budget.

Budgets allow your organization to manage, maintain, and track expenses and earnings. It is critical to an organization that budgets are established and maintained correctly and consistently.

The following checklist summarizes the steps required to enter the budget, transfer funds budgeted from one account to another, and post budget transactions. Each step includes a reference to the pages in this quick reference guide where you can find the related step-by-step procedure.

Table 1 – Budget Processing Checklist

Step	Description	Page
1.	<p>Enter the Budget: The first step is to enter the budget line items. You create the budget by batch.</p> <p>You have two programs available for entering budget line items: FBENT02A.FMX – Budget Entry With Item Description or FBENT03A.FMX – Budget Entry (By Dimension).</p> <p>Creating a Batch – FMBTH01A.FMX: You must create a batch master record to hold your budget entries.</p> <p>Budget Entry With Item Description – FBENT02A.FMX: Use the Budget Entry With Item Description program to enter a description with each budget amount. Using this form is recommended for initial budgets.</p> <p>Budget Entry By Dimension – FBENT03A.FMX: Use the Budget Entry By Dimension program to preload all the accounts for a specified dimension. This is convenient when budgeting for a specific dimension, such as Band Activities.</p>	<p>Pages 3–8</p> <p>Pages 3–4</p> <p>Pages 5–6</p> <p>Pages 6–8</p>
2.	<p>Transfer Budget Amounts by Line Item – FBXFR02A.FMX: Use the Transfer Budget Amounts by Line Item program to transfer budgeted amounts from one expenditure or revenue account to a different expenditure or revenue account. This is useful in many circumstances. For example:</p> <ul style="list-style-type: none"> • If an account has outstanding budgeted amounts, you can transfer the remainder to another account. • If an account does not have adequate funds, but another account has a surplus, you can transfer the appropriate amount. <p>Transfer amounts display as adjustments to the original budget. The account from which funds are transferred receives a negative adjustment and the account to which funds are transferred receives a positive adjustment.</p>	<p>Pages 9–11</p>
3.	<p>Run the Budget Edit List – FBEDT01A.REP: Use the Budget Edit List program to review budget transactions not yet posted. If a budget transaction is correct, it is ready for posting. If an error is found in the budget transaction, it is not ready for posting. You must correct the error before running the Budget Edit List again to validate the budget transaction. The Budget Edit List must be run for both new</p>	<p>Pages 12–14</p>

Step 5: Running the Budget Entries by Reference No Report

	<p>budget entries and budget transfers.</p> <p>All budget transactions in the batch must pass validation before they are posted. When the batched budget transactions are ready for posting, the transactions display in the Post Budgets form.</p>	
4.	<p>Post the Budget – FBPST01A.FMX: Use the Post Budgets program to post both the new budget entries and budget transfer transactions to the general ledger. After a payment is posted, you can use program FAINQ01A – Account Inquiry (Drill Down) to view the posted budget transactions. Refer to the <i>Quick Reference Guide to Inquiries in alio</i>, Publication Number QRG-ALIO-INQUIRIES-REL14.0.0, for more information on program FAINQ01A – Account Inquiry (Drill Down).</p>	Page 15
5.	<p>Print the Budget Entries by Reference Report – FJATV07B.REP: Use the Print Budget Entries By Ref – Reference Selection program to list budget entries for a range of reference numbers. The report includes only batches where the batch type is equal to BE for Budget Entry and BT for Budget Transfer. It will not include the following account types: 41, 42, 51, 61, and 62.</p>	Pages 16–17

Step 1: Entering the Budget

There are two types of budgets: original budgets and adjusted budgets. An original budget is the budget that is approved and adopted. Modifications to a budget prior to adoption are changes to the original budget and do not display as adjustments. Budget transactions are entered by batch.

You can adopt budgets using the Budget Adopted check box on the Year Master form. After a budget is adopted, any modifications to the original budget create an adjusted budget entry. Modifications display in the adjustments column of the original budget as increases, decreases, and replacements.

You must maintain budgets prior to the fiscal year. You can use budgets to track income and expenses and debit and credit the proper accounts.

You can establish and maintain original budget entries and budget adjustments using one of the following Budget Entry programs:

- Program FBENT02A.FMX –Budget Entry with Item Description to enter a description with each budget amount. Using this form is recommended for initial budgets. Go to [Entering the Budget with an Item Description](#) beginning on page 5 for more information.
- Program FBENT03A.FMX –Budget Entry (By Dimension) to enter the budget amounts for preloaded accounts associated with a specified dimension. This is convenient when budgeting for a specific area of your organization, such as a fund, location, project, or grant. Go to [Entering a Budget by Dimension](#) beginning on page 6 for more information.

Use the Budget Entry program that meets your organization’s particular needs.


Creating a Batch

Follow these steps to create the budget entry batch.

To create the batch:

1. Follow this path to access the **Batch Entry** program used by your organization:
 - **FAS > Processing > Budget Entry > Budget Entry (With Item Description)**
 - **FAS > Processing > Budget Entry > Budget Entry (By Dimension)**

The **Batch Master** form appears (see [Figure 1](#) on page 4).

2. Position the cursor on the first blank line or click the **New Record**  button to insert a blank line. The **Accounting Period** and **Transaction Date** automatically default to the current accounting period and current system date.

Step 5: Running the Budget Entries by Reference No Report

- Click the **Batch #** button to system-generate a unique, 6-digit batch number or type a unique, 6-digit user-defined batch number.



Note: After a batch is posted, you cannot reuse the batch number in the same fiscal year.

- The **Transaction Date** defaults to the current system date. Optionally, you can change this field; however the date entered must fall within the **Accounting Period**. Otherwise, an error will display.
- In the **Description** field, type a description for this batch. You can enter a maximum of 40 alphanumeric characters.
- The **Accounting Period** field defaults to the current accounting period. Optionally, you can change this field; however, the transaction date must fall within the 2-digit accounting period entered. Otherwise, an error will display.
- Click the **Save** button.



Note: The **Status** field defaults to **ENTRY** and **User Id** field defaults to your User ID.

The following figure illustrates the **Batch Master** form.

Figure 1 – Batch Master form – FMBTH01A


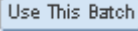
Batch #	Status	Transaction Date	Description	Accounting Period	User Id
17	ENTRY	06-12-2017	allo-15300	12 Use This Batch	LIAWOLF
17	READY	06-13-2017	allo-15374	12 Use This Batch	LIAWOLF
17	READY	06-13-2017	allo-15374	12 Use This Batch	LIAWOLF
17	ENTRY	06-13-2017	allo-15374	12 Use This Batch	LIAWOLF
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	
				Use This Batch	

Enter value for : BATCH_DESCRIPTION
Record: 1/4

Entering the Budget with an Item Description

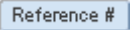
Use program FBENT02A.FMX – Budget Entry with Item Description to enter a description with each initial budget amount.

To enter the budget:

1. If necessary, on the **Batch Master** form (see [Figure 1](#) on page 4), use the Find  button to display the batch to be updated.
2. Click the  button. The **Budget Entry With Item Description** form (see [Figure 2](#) on page 6) appears.




Note: The **Batch Year** and **Batch Number** display at the top of the form. The **Budget Date** defaults to the **Batch Entry Date**.

3. Click the  button to generate a unique reference number for this budget entry; or type a unique, user-defined number for this budget entry. The reference number is eight characters long.
4. The **Budget Date** field is automatically populated with the transaction date from the batch master but can be modified. To change the date, double-click the date field to choose a date from the **Calendar** form; or type the date in mmddyyyy format.





Tip: The date is formatted in mm-dd-yyyy format when the cursor is advanced to the next field.

5. Click to select the appropriate option:
 - **Increase/Decrease Budget** radio button to increase or decrease a budget amount. If this is an original budget entry, you can increase or decrease the budget or replace the budget.
 - **Replace Budget** radio button to replace a budget amount. Selecting this option affects the adjusted budget up to and through the current accounting period. If this is an original budget entry, this option has no affect.

1. In the **Account Number** field, click the **List of Values**  button to select the account for which you are entering a budget amount. This is a required field.
2. In the **Budget Amount** field, type the amount to budget in this format: 999999999. If the amount is in dollars and cents (999999999.99), type the decimal point.

Press **TAB** to exit the field. The budget amount is automatically formatted in this format: 999,999,999.99. For example, if 250 is typed for a \$250.00 budget item, the **Budget Amount** displays as 250.00.

The **Total** field is automatically calculated each time a **Budget Amount** is entered.

3. In the **Description** field, type a description for the budget amount. You can enter up to 40 alphanumeric characters.
4. Repeat steps 6 through 8 for each budget item. Click the **Save**  button to save your budget entries.
5. When finished, click the **Close**  button to return to the menu.

The following figure illustrates a sample budget entry with item descriptions.

Figure 2 – Budget Entry With Item Description form – FBENT02A

Step 5: Running the Budget Entries by Reference No Report

Entering a Budget by Dimension

Use program FBENT03A – Budget Entry (By Dimension) to enter the budget amounts for preloaded accounts associated with a specified dimension. This is convenient when budgeting for a specific area of your organization, such as a fund, location, project, or grant.

To enter a budget by dimension:

1. If necessary, on the **Batch Master** form (see [Figure 1](#) on page 4), use the **Find** button to display the batch to be updated.
6. Click the **Use This Batch** button. The **Budget Entry (By Dimension)** form (see [Figure 3](#) on page 8) appears.



Note: The **Batch Year** and **Batch Number** display at the top of the form. The **Budget Date** defaults to the **Batch Entry Date**.

7. Click the **Reference #** button to generate a unique reference number for this budget entry; or type a unique, user-defined number for this budget entry. The reference number is eight characters long.
8. The **Budget Date** field is automatically populated with the transaction date from the batch master but can be modified. To change the date, double-click the date field to choose a date from the **Calendar** form; or type the date in mmddyyyy format.



Tip: The date is formatted in mm-dd-yyyy format when the cursor is advanced to the next field.

9. In the **Dimension Name** field, click the **List of Values** button to select the dimension name (for example, Location).
10. In the **Dimension Value** field, click the **List of Values** button to select the dimension value (for example, Value = 100 if Elementary Schools). The dimension value is used to pre-load the **Account Number** column.



Step 5: Running the Budget Entries by Reference No Report

11. In the **Description** field, type a description for this budget. You can enter up to 40 alphanumeric characters.
12. Click to select the appropriate option:
 - **Increase/Decrease Budget** radio button to increase or decrease a budget amount. If this is an original budget entry, you can increase or decrease the budget or replace the budget.
 - **Replace Budget** radio button to replace a budget amount. Selecting this option affects the adjusted budget up to and through the current accounting period. If this is an original budget entry, this option has no affect.
13. Click to select **Key Enter Control** check box to use the **Enter** key in the **Budget Amount** column. If selected prior to entering:
 - Amounts in the **Budget Amount** column, you can use the **Enter** key to move the cursor to the next line in the column (good for entering budget figures).
 - Accounts in the **Account Number** column, you can use the **Enter** key to move the cursor to the next line in the column (good when deleting accounts).

Clear this check box to turn this option off.

6. Press the **Tab** key. The **Account** column is populated with all accounts associated with the entered **Dimension Name** and **Dimension Value**; and the **Description** column is populated with a description of each account.
7. In the **Budget Amount** column, type the amount to be budgeted to each account in this format: 999999999. If the amount is in dollars and cents (999999999.99), type the decimal point.

Press the **TAB** key (or the **Enter** key if the **Key Enter Control** check box is selected) to exit the field. The budget amount is automatically formatted in this format: 999,999,999.99. For example, if 250 is typed for a \$250.00 budget item, the **Budget Amount** displays as 250.00.

Repeat this step for each account included in the budget.
8. When all budget amounts are entered, click the **Save**  button to save the budget entry.
9. When finished, click the **Close**  button to return to the menu.

The following figure illustrates a sample budget entry by dimension.

Figure 3 – Budget Entry (By Dimension) form – FBENT03A

Step 5: Running the Budget Entries by Reference No Report

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File Edit Query Record Help Window

Mode: Entry

Budget Entry (By Dimension) - FBENT03A 07/23/12 3:16 pm

Batch Year 17 Batch No. 000099

Reference # 4785 Dimension Name LOCATION
 Budget Date 06-13-2017 Dimension Value 019
 Description DISTRICT OFFICE

Increase/Decrease Budget
 Replace Budget

Key Enter Control
 AMOUNT

Account Number	Description	Budget Amount
10-019-17-0161-1000-006	Textbooks	50,000.00
10-019-17-0172-2017-172	Vehicle Repair Services	25,000.00
10-019-17-0531-1053-531	Equipment	75,000.00
10-019-17-0700-1000-090	Middle School_year 17	10,000.00
10-019-17-1005-2300-111	Board of Education	10,000.00
10-019-17-1005-2300-210	State Retirement	250,000.00
10-019-17-1005-2300-220	Social Security	250,000.00
10-019-17-1005-2300-240	Health & Accident Insur	300,000.00
10-019-17-1005-2300-242	Long Term Disability In	300,000.00
10-019-17-1005-2300-245	Life Insurance	150,000.00
10-019-17-1005-2300-301	USBA/Partnership Dues	50,000.00
10-019-17-1005-2300-331	Legal Service	20,000.00
10-019-17-1005-2300-332	Auditor	5,000.00
10-019-17-1005-2300-550	Printing	15,000.00
10-019-17-1005-2300-581	Travel	10,000.00

Toggle to Control the key enter between Account and Amount.

Record: 21/2220

Step 2: Transferring Budget Amounts

Use program FBXFR02A.FMX – Budget Transfer With Item Description to transfer budgeted amounts from one expenditure account to another expenditure account. This is useful in many circumstances. For example:

- If an account has outstanding budgeted amounts, you can transfer the remainder to another account.
- If an account does not have adequate funds, but another account has a surplus, you can transfer the appropriate amount.

You enter budget transfer transactions by batch.

Transfer amounts display as adjustments to the original budget. The account from which funds are transferred receives a negative adjustment and the account to which funds are transferred receives a positive adjustment.



Each transfer must have a From transfer amount and a To transfer amount to keep the budget in balance. For example, to transfer budgeted funds from the General Supply account to the Kindergarten Supply account, you would enter two line items:

- Line 1: Insert the General Supply Account Number, and then type the amount to be transferred from the General Supply Account in the From Amount column.
- Line 2: Insert the Grade 2 Supply Account Number, and then type the amount to be transferred to the Grade 2 Supply Account in the To Amount column.

[Figure 4 – Budget Transfer With Item Description form – FBXFR02A](#) on page [11](#) illustrates this account budget transfer.

To create a budget transfer with an item description:

1. Follow this path to access the Budget Transfer With Item Description option: **FAS > Processing > Budget Entry > Budget Transfer (With Item Description)**. The **Batch Master** form appears (see [Figure 1](#) on page [4](#)).

2. On the **Batch Master** form, click the **New Record**  button to create a batch for the transfer; or use the **Find**  button to search for an existing batch to be updated.



Note: Refer to the [Creating a Batch](#) procedure beginning on page [3](#) for more information.

3. Click the **Use This Batch** button. The **Budget Transfer With Item Description** form (see [Figure 4](#) on page [11](#)) appears.



Note: The **Batch Year** and **Batch Number** display at the top of the form. The **Budget Date** defaults to the **Batch Entry Date**.

4. Click the **Reference #** button to generate the reference number. The cursor automatically moves to the **Budget Date** field.
5. The **Budget Date** field is automatically populated with the transaction date from the batch master but can be modified. To change the date, double-click the date field to choose a date from the **Calendar** form; or type the date in mmddyyyy format.

Step 5: Running the Budget Entries by Reference No Report



Tip: The date is formatted in mm-dd-yyyy format when the cursor is advanced to the next field.

6. On the first line of the form, identify the account from which the amount will be transferred:
 - In the **Account Number** field, click the **List of Values** button to select the account number to which the budget amount will be transferred.


The **Account Description** for the selected account number is automatically populated when an account number is selected. It cannot be modified.
 - In the corresponding **From Amount** field, type the amount to be transferred from this account to the other account in this format: 999999999. If the amount is in dollars and cents (999999999.99), type the decimal point.


Press the **TAB** key to exit the field. The budget amount is automatically formatted in this format: 999,999,999.99. For example, if 250 is typed for a \$250.00 budget item, the **Budget Amount** displays as 250.00.
 - In the **Description** field, type a description for this transfer. You can enter a maximum of 40 alphanumeric characters.


10. On the second line of the form, identify the account that will received the transferred amount:
 - In the **Account Number** field, click the **List of Values** button to select the account number that will receive the transferred budget amount.

The **Account Description** for the selected account number is automatically populated when an account number is selected. It cannot be modified.
 - In the corresponding **To Amount** field, type the amount to be received by the entered account in this format: 999999999. If the amount is in dollars and cents (999999999.99), type the decimal point.

Press the **TAB** key to exit the field. The budget amount is automatically formatted in this format: 999,999,999.99. For example, if 250 is typed for a \$250.00 budget item, the **Budget Amount** displays as 250.00.
 - In the **Description** field, type a description for this transfer. You can enter a maximum of 40 alphanumeric characters.

11. Repeat steps 6 and 7 for each budget item transfer. If necessary, click the **New Record**  button to insert a blank line.

12. When finished, click the **Save**  button to save the budget transfer records.

13. Click the **Close**  button to return to the menu.

The following figure illustrates a budget transfer entry with an item description.

Figure 4 – Budget Transfer With Item Description form – FBXFR02A

Step 5: Running the Budget Entries by Reference No Report

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File Edit Query Record Help Window

Mode: Entry

Budget Transfer With Item Description - FBXFR02A 03/31/2017 10:54 am

Batch Year 17 Batch No 000151

Reference # 1786 Budget Date 10-13-2017 Use My Own Desc Use Batch Desc Repeat Desc

Account Number	Account Description	From Amount	To Amount
10-019-17-1057-2840-611	General Supplies		5,000.00
Description	BUDGET TRANSFER		
10-019-17-0161-1000-006	Textbooks	5,000.00	
Description			
Description			
Description			
Description			
Description			
Description			
Description			
Description			
Totals		5,000.00	5,000.00

Enter value for : REFERENCE_NO

Record: 1/1

Step 3: Running the Budget Edit List

Use program FBEDT01A.REP – Budget Edit List to review budget transactions not yet posted. If a budget transaction is correct, it is ready for posting. If an error is found in the budget transaction, it is not ready for posting. You must correct the error before running the Budget Edit List again to validate the budget transaction.

All budget transactions in the batch must pass validation before they can be posted. When the batched budget transactions are ready for posting, the transactions display in the Post Budgets form.

The Budget Edit List report displays one line for each budget transaction. It shows the account number, description, debit or credit, and whether the edits are Increases/Decreases (I) or Replacements (R). The report also displays any reference out-of-balance errors.

Troubleshooting

Go to any of these forms to research and correct out-of-balance budget transactions that may display on the Budget Edit List.

- For budget requests:
 - Budget Entry With Item Description – FBENT02A.FMX
 - Budget Entry (By Dimension) – FBENT03A.FMX
- For budget transfers, the Budget Transfer With Item Description – FBXFR02S.FMX

Generating the Budget Edit List

To run the report:

1. Follow this path to access the **Budget Edit List Runtime Parameter Form** (see [Figure 5](#) on page [13](#)): **FAS > Processing > Budget Entry > Print Budget Edit List**.



Tip: Fields marked with a red asterisk (*) are required.

14. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.
You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.
8. Leave the **Destination Name** field blank unless you are sending the report directly to a printer that is not your default printer (**Destination Type** is **Printer**).
9. The **Destination Format** field defaults to **PDF**. Do not change this field value.
10. In the **Copies** field, type the number of copies of this report that to be printed. The default for this field is 1.
2. In the **Batch Year** field, select the 2-digit batch year for the budget entries to be included in the report from the list provided (required).

Step 5: Running the Budget Entries by Reference No Report

3. In the **Beginning Batch No** and **Ending Batch No** fields, type the first and last 6-digit numbers in the range of batch numbers to be included in the report.
4. Click the button.

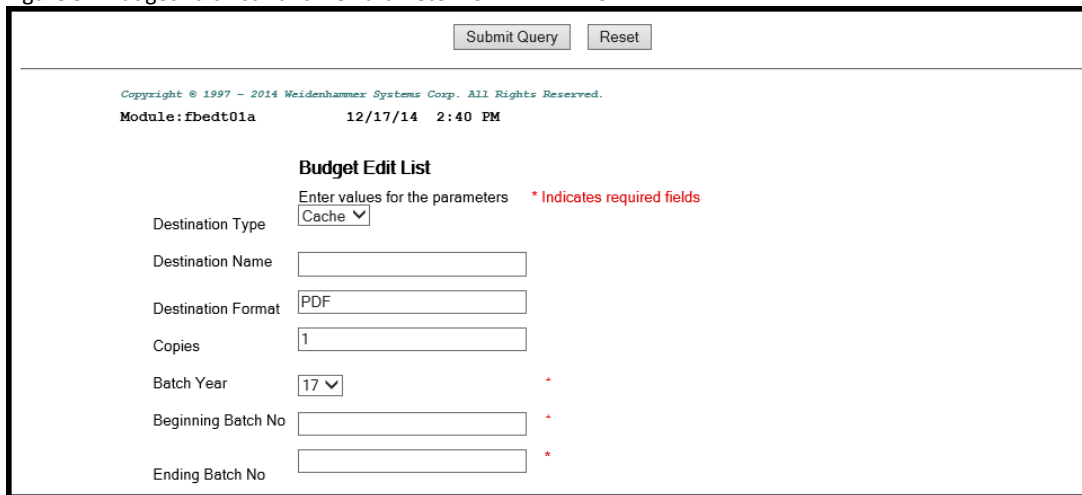
The **Budget Edit List Runtime Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the **Budget Edit List** (see [Figure 6](#) on page 14) appears on your monitor in the selected Destination Format.



Tip: Click **File > Print** or the **Printer** icon  to send the report to the printer.

The following figures illustrate the **Budget Edit List Runtime Parameter Form** (see [Figure 5](#)) and **Budget Edit List** (see [Figure 6](#) on page 14).

Figure 5 – Budget Edit List Runtime Parameter Form – FBEDT01A



Submit Query Reset

Copyright © 1997 - 2014 Weidenhammer Systems Corp. All Rights Reserved.
Module: fbedt01a 12/17/14 2:40 PM

Budget Edit List
Enter values for the parameters * Indicates required fields

Destination Type Cache ▾

Destination Name

Destination Format PDF

Copies 1

Batch Year 17 ▾ *

Beginning Batch No *

Ending Batch No *

Figure 6 – Budget Edit List

Step 5: Running the Budget Entries by Reference No Report

Report Date 01/07/15 01:28 PM		WSC Test Database ATHENA1			Page No 2	
Budget Edit List				FBEDT01A		
Account No/Desc - Budget Desc	I/R Flag Used	Measure Amount	Debit or From Amount	Credit or To Amount		
Batch No 15000613 Batch Date 12/22/14						
Ref No 9947						
Fund 30						
30-830-15-1180-4500-920 Restock Acocunt for Inv - alio-11		.00	.00	100.50		
Fund 30 Total		.00	.00	100.50		
Reference 9947 Total		.00	100.50	100.50		
Batch Total		.00	240.50	240.50		
Batch No 15000614 Batch Date 12/22/14						
Ref No 8884 alio-11444 Test						
Fund 30						
30-830-15-1180-4500-920 Restock Acocunt for Inv - alio-11		.00	100.50	.00		
Fund 30 Total		.00	100.50	.00		
Fund 70						
70-830-15-5053-5200-998 2nd Revenue Acct - alio-11444 Tes		.00	6,500.00	.00		
Fund 70 Total		.00	6,500.00	.00		
**Reference Out Of Balance Reference 8884 Total		.00	6,600.50	.00		
Ref No 9946 alio-11444 Test						
Fund 10						
10-019-15-1005-2300-691 Account Description 1 for Type 91		.00	.00	7,500.00		
10-019-15-1005-2300-610 Account Description 2 for Type 91		.00	.00	3,000.00		
Fund 10 Total		.00	.00	10,500.00		
**Reference Out Of Balance Reference 9946 Total		.00	.00	10,500.00		
Batch Total		.00	6,600.50	10,500.00		
Batch No 15000615 Batch Date 12/22/14						
Ref No EVAN alio-11444 Test						
Fund 10						
10-019-15-1005-2300-691 Account Description 1 for Type 91		.00	.00	7,500.00		
10-019-15-1005-2300-610 Account Description 2 for Type 91		.00	.00	3,000.00		
Fund 10 Total		.00	.00	10,500.00		
Fund 30						
30-830-15-1180-4500-920 Restock Acocunt for Inv - alio-11		.00	100.50	.00		
Fund 30 Total		.00	100.50	.00		
Fund 70						
70-830-15-5053-5200-998 2nd Revenue Acct - alio-11444 Tes		.00	6,500.00	.00		
Fund 70 Total		.00	6,500.00	.00		
**Reference Out Of Balance Reference EVAN Total		.00	6,600.50	10,500.00		
Batch Total		.00	6,600.50	10,500.00		

Step 4: Posting Budget Transactions

Use program FBPST01A.FMX – Post Budgets to post the budget transactions to the general ledger. After a budget is posted, you can use program FAINQ01A.FMX – Account Inquiry (Drill Down) to view the posted budget transactions.





Tip: Refer to the *Quick Reference Guide to Inquiries in alio* for more information on program FAINQ01A.FMX – Account Inquiry (Drill Down).

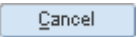
To post the budget transactions:

1. Follow this path to access the **Post Budgets** form (see [Figure 7](#)): **FAS > Processing > Budget Entry > Post Budgets**.
2. To post all of the batches in the list, select the **Check / Uncheck All** check box. To post individual batches, select the **Post Batch** check box to the right of each batch.

Clear the **Check / Uncheck All** check box to prevent the batches from posting. The **Post Batch** check box is cleared.

3. Click the  button to post the selected transactions. The message “Process Complete” displays when the posting process is finished.

Click the  button to close the message.

Click the  button to cancel the posting process.

The following figure illustrates the **Post Budgets** form.

Figure 7 – Post Budgets form – FBPST01A

Batch Year	Batch No	Transaction Date	Description	Accounting Period	Post Batch
14	000789	01-17-2014	ALIO-7166	07 BUDGET IS ADOPTED	<input type="checkbox"/>
14	001618	07-25-2014		12 BUDGET IS ADOPTED	<input type="checkbox"/>
14	001809	06-29-2014	BUDGET BATCH	12 BUDGET IS ADOPTED	<input type="checkbox"/>
14	000030	07-11-2013	alio-8351	01 BUDGET IS ADOPTED	<input type="checkbox"/>
15	000611	12-22-2014	Budget Import FBIMP01S	06 BUDGET IS ADOPTED	<input type="checkbox"/>
15	000613	12-22-2014	Budget Import FBIMP01S	06 BUDGET IS ADOPTED	<input type="checkbox"/>
15	000614	12-22-2014	Budget Import FBIMP01S	06 BUDGET IS ADOPTED	<input type="checkbox"/>
15	000615	12-22-2014	Budget Import FBIMP01S	06 BUDGET IS ADOPTED	<input type="checkbox"/>
14	000631	11-12-2013	alio-9786	05 BUDGET IS ADOPTED	<input type="checkbox"/>
14	001136	04-10-2014		10 BUDGET IS ADOPTED	<input type="checkbox"/>
14	001141	07-01-2013		01 BUDGET IS ADOPTED	<input type="checkbox"/>
14	001752	06-25-2014	alio-11330	12 BUDGET IS ADOPTED	<input type="checkbox"/>
14	001826	06-20-2014		12 BUDGET IS ADOPTED	<input type="checkbox"/>

Step 5: Running the Budget Entries by Reference No Report

Use program FJATV07B.REP – Print Budget Entries By Ref No to list budget entries for a range of reference numbers. The report includes only batches where the batch type is equal to BE for Budget Entry and BT for Budget Transfer. It will not include the following account types: 41, 42, 51, 61, and 62.

You can filter the batch entries selected for the report by batch year, accounting period range, and ending date.

A grand total prints on the last page of the report.

To run the report:

1. Follow this path to access the **Print Budget Entries By Ref No Report Parameter Form** (see [Figure 8](#) on page [17](#)): **FAS > FAS Reports > Journals > Print Budget Entries By Ref – Reference Selection**.
15. The **Destination Type** field defaults to **Cache**. Choose this option to display the report on your monitor.


You can also select the **Printer** option to send the report to your default printer. To send the report to a different printer, type the printer name in the **Destination Name** field.
11. Leave the **Destination Name** field blank unless you are sending the report directly to a printer that is not your default printer (**Destination Type** is **Printer**).
12. The **Destination Format** field defaults to **PDF**. Do not change this field value.
13. In the **Copies** field, type the number of copies of this report that to be printed. The default for this field is 1.
14. In the **Batch Year** field, select the 2-digit batch year for the batch entries to be included in the report from the list provided (required).
2. In the **Begin Reference No** and **Ending Reference No** fields, type the first and last batch reference numbers in the range of reference numbers to be included in the report.
3. In the **Begin Acct Period** and **End Acct Per** fields, type the first and last accounting periods in the range of accounting periods to be included in the report.
4. Type the **Ending Date** for the report in MMDDYYYY format.

Step 5: Running the Budget Entries by Reference No Report

- Click the button.

The **Print Budget Entries By Ref No Report Parameter Form** closes and the report is routed to the selected destination type. If the destination type is Cache, the **Budget Journal by Reference** report (see Figure 9) appears on your monitor in the selected Destination Format.



Tip: Click **File > Print** or the **Printer** icon  to send the report to the printer.

The following figures illustrate the **Print Budget Entries By Ref No Report Parameter Form** (see Figure 8) and **Budget Journal by Reference** report (see Figure 9).

Figure 8 – Print Budget Entries By Ref No Runtime Parameter Form – FJATV07B

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FJATV07B.REP **10/03/2012** **11:33 am**

Print Budget Entries By Ref No

Enter values for the parameters

Destination Type ▾

Destination Name

Destination Format

Copies

Batch Year ▾

Begin Reference No

Ending Reference No

Begin Acct Period

End Acct Period

Ending Date

Figure 9 – Budget Journal By Reference report

Ref No.	Per.	Date	Batch	Description	Account Description	Debit	Credit
Report Date 03/12/16 11:37 AM							
Pristine						Page No 1	
Budget Journal By Reference						FJATV07B	
<hr/>							
1692	09	12-MAR-16	000269	GRADE 3 SUPPLIES			
6-10-000-000-932000-000-000000-0					BUDGETED FUND BALANCE	25,000.00	.00
6-10-000-000-932000-000-000000-0					BUDGETED FUND BALANCE	25,000.00	.00
6-10-000-000-932000-000-000000-0					BUDGETED FUND BALANCE	25,000.00	.00
6-10-000-000-932000-000-000000-0					BUDGETED FUND BALANCE	25,000.00	.00
6-10-000-000-932000-000-000000-0					BUDGETED FUND BALANCE	25,000.00	.00
6-10-000-000-932000-000-000000-0					BUDGETED FUND BALANCE	50,000.00	.00
6-10-121-411-110000-000-000000-2					UNDIFF CURR/GEN SUPPLIES	.00	50,000.00
6-10-121-411-110200-000-000000-2					2ND GRADE/GENERAL SUPPLIES	.00	25,000.00
6-10-121-411-110300-000-000000-2					3RD GRADE/GENERAL SUPPLIES	.00	25,000.00
6-10-121-411-110400-000-000000-2					4TH GRADE/GENERAL SUPPLIES	.00	25,000.00
6-10-121-411-110500-000-000000-2					5TH GRADE/GENERAL SUPPLIES	.00	25,000.00
6-10-121-411-110700-000-000000-2					KIND/GENERAL SUPPLIES	.00	25,000.00
						1,575,000.00	1,575,000.00



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