



Infinite**Visions**

Budget Vision

2008-09

User's Guide

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Windsor Management Group

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Infinite**Visions**

1

Overview

Infinite Visions® Budget Vision enables you to prepare your worksheets, budgets, and annual financial reports (AFR) and ultimately submit them to the Arizona Department of Education. It also enables you to prepare the Revenue Budget.

This chapter provides a brief review of what is new for this year, provides a checklist you can use to guide you through the process, and provide a quick reference to the budget amounts you need to enter manually.



What's New This Year?

The Budget Vision Draft is very close to what the Preliminary version looks like, so districts that used the Draft will have very few changes to make. The changes made from the Draft to the Preliminary are as follows:

Changes to Draft Budget Vision to Comply With AG's Forms

1. Removed the "DRAFT" stamp from all Worksheets, Budget Forms and Budget Vision screens.
2. The Qwest lawsuit settlement required an addition to the budget and the General Budget Limit. A Function 5000 code was added to page 1 of 8 and line 9.(I) was added to Page 7 of 8.
3. Decreased the Qualifying Tax Rate (QTR) from 1.6020 to 1.4622 on Worksheet J, Footnote (3).
4. Reduced the Additional Assistance for Charter Schools on Worksheet I, Line V.D.2 from \$1,474.16 to \$1,445.25 for K-8 and from \$1,718.10 to \$1,684.41 for 9-12.
5. Returned shading on Current Year FTE, Current Year Total, and % Increase/Decrease Columns for Fund 071 "Structured English Immersion" on Supplement Page 3 of 3.
6. Returned shading on Current Year Column on Page 6 of 8, for Fund 071 "Structured English Immersion".
7. Returned shading on Summary Page 2 for Fund 071 "Structured English Immersion" in the Current Year, \$ Increase (Decrease) from Current Year, and % Increase (Decrease) from Current Year columns.
8. Added the ability to create ADE EXCEL files. This is a new feature; all files will now be created as Excel spreadsheets, using the AG spreadsheet templates, EXCEPT the School By School Deseg file, which will still be created in XML format. The file names should now be a bit easier to decipher, and will be as follows (where the CCTTDD will be replaced with the District's County/Type/District number):
 - BVProposed_CCTTDD_2009ExpBud.xls
 - BVAdopted_CCTTDD_2009ExpBud.xls
 - BVRevised1_CCTTDD_2009ExpBud.xls
 - BVRevised2_CCTTDD_2009ExpBud.xls
 - BVRevised3_CCTTDD_2009ExpBud.xls
 - BVRevised4_CCTTDD_2009ExpBud.xls
 - BVWrkshts_CCTTDD_2009Wrksht.xls
 - BVDesegDist_CCTTDD_2009DesegBud.xls
 - BVDesegSBS_CCTTDD_2009DesegBud.xml

IMPORTANT: When making the new Excel files, you **MUST** be working on a computer with internet access that has Microsoft Excel installed on it. If the computer seems to lock up during this process, wait for up to 5 minutes, then press the Ctrl Key while also pressing the Break key on your keyboard, then select "Continue". If **ANYTHING** else runs during this process, including a new email pop up message, screen saver, switching to other items on the taskbar/desktop, etc., Budget Vision will lock up. There should be **NOTHING ELSE** open while creating the new Excel files. A message has been added, before the files are created, which explains these instructions, so please review it carefully before proceeding.

9. Updated Budget Page 7 with the AG's preliminary form changes, adding Line 7.b - Allowable Budget Increase for Title 8 Add-on for Children in Military Reservation Accommodation Schools.
10. Worksheet S - Updated to match AG's preliminary form changes by removing Part I, Section E, added a new section to Part II, Line B.I-V, and added a new Part II, Line C.3.
11. Removed Fund 685 - Deficiencies Correction - from Budget Page 5 and from Summary Page 2.
12. Added Function 5000 - Debt Service, Object 6800 - to Budget Page 1, Fund 001, Line 10, and to Summary Page 1.
13. Changed all Current and Budget Year column headings to Current FY 2009 and Budget FY 2009 to match the AG's forms.
14. Shaded the Current Year FTE Columns, the Current Year Total Columns, and removed the Percent Increase/Decrease Columns on the School Desegregation Supplement, Pages 1-3.



Budget Vision Draft Changes Prior to Receipt of AG/ADE Forms

1. Updated the Classroom Site Fund Amount per weighted count from last year's amount of \$401, to the new amount for FY 2009 of \$390.
2. Updated the Base Level Amount from \$3,196.20 to \$3,291.41.
3. Approved Daily Route Miles FY 2008 State Support FY 2009 State Support.
4. Increased the Transportation Support Levels as follows (which is a 2% increase from last year):

Approved Daily Route Miles Per Student Transported	FY 2008 State Support Level Per Route Mile	FY 2009 State Support Level Per Route Mile
0.5 or Less	\$2.23	\$2.27
More than 0.5 up to 1.0	\$1.81	\$1.85
More than 1.0	\$2.23	\$2.27

5. Decreased the Qualifying Tax Rate (QTR) from 1.6020 to 1.4622.
6. Added Current Year Totals for Funds 596 and 750 to Summary Page 2, "Other" line.
7. Increased the Additional Assistance for Charter Schools on Worksheet I, Line V.D.2 to \$1,474.16 from \$1,445.25 for K-8 and to \$1,718.10 from 1,684.41 for 9-12. These amounts were decreased back to the 2008 fiscal year amounts (see above), but may increase again before the legislature finishes .

Budget Vision Checklist

If you created your budgets and Worksheets with the Draft version and followed the **Using the Budget Vision 2008-09 Draft** manual, it is not necessary to follow this checklist, except for steps 1 and 12-16.

In order to run Budget Vision, you need to install either Microsoft Access 2000 or Runtime 2000. If you started using this year's version with the Draft, skip this checklist and use the Draft version instructions, as detailed in Chapter 5.

Step	Description	Page
<input type="checkbox"/> 1.	Download the Budget Vision file from the web	12
	The Budget Vision 2008-09 program is being distributed primarily via the Infinite Visions web site. Locate the Budget Vision 2008-09 link, download the BV0809.exe file to your hard drive, and double-click to install.	
<input type="checkbox"/> 2.	Attach the data files	15
	Budget Vision 2008-09 will attach to either a PROJ0809.mdb or a GLAP0809.mdb data file.	
<input type="checkbox"/> 3.	Update all calculations	115
	Be sure to Update All Calculations after assigning cell numbers. For Enterprise Users: First Synchronize and then update all calculations.	
<input type="checkbox"/> 4.	Review and update Global Information	19
	Update the description area to identify the data file as your new 2008-09 budget file. Change the years to 2006-07, 2007-08 and 2008-09.	
<input type="checkbox"/> 5.	Verify Support Level information	21
	Click Support Levels and review the Teacher Compensation and the Career Ladder or OPIP information. Change if necessary.	
<input type="checkbox"/> 6.	Update Support Levels and Worksheet Factors	21
	From the Budget Vision main menu, select Support Levels. At the bottom of the Support Levels screen, select Factor Adjustments Page 1. Click the Reset button to initially set the new factors and support levels.	



Step	Description	Page
□ 7.	Download ADE information from their web site	25
	Connect to the ADE web site via the Internet at the following address: http://www.ade.az.gov/schoolfinance/Forms/Budgets/	
□ 8.	Review and import the downloaded ADE information	25
	Use the Import Budget Worksheet Counts from ADE utility to import the downloaded information into Budget Vision.	
□ 9.	Review Budget Worksheets A-J	27
	Verify the imported ADE information (in the green boxes) and fill in or change the remaining fields as appropriate. After importing if you find a discrepancy, or if you do not import, fill in or change all pertaining fields.	
□ 10.	Complete the remaining worksheets	34
	Complete the remaining worksheets K-S, as required for your district, and Budget pages 8 and 8.	
□ 11.	Verify or change budget column headings	48
	Click the Accounts Data Budgeting button located on the main menu. Click the Column Headings button and verify or change the headings to identify the columns as appropriate for the fiscal year. Click the Account Level Budgeting button and verify budget information is in the appropriate columns. Do not start inputting any new budget amounts until you have these figures in the correct columns. If not, close and correct it. Use the Copy Budget procedure, the Import Budget Figures from Projection procedure, or manually change the data to get it accurate.	
□ 12.	Review the District Budget for accuracy	-
	After your budget has been entered, click the Budget Work Area. Review the District Budget for accuracy before allocating to the schools. Review the list of pages that need manual entry. See "Manually Entering Budget Amounts" on page 8.	
□ 13.	Create summary pages and Truth in Taxation	85
	Once you are sure the budget is accurate, finish by creating the summary pages, the Truth in Taxation worksheet and hearing notice.	
□ 14.	Finalize the data and print forms	91
	Review all forms and worksheets to ensure their accuracy. Print all forms and worksheets.	

Step	Description	Page
□ 15.	Make sure file is going to Proposed Budget column	57
	If using the WorkingBudget or PP3 column to input amounts for the proposed budget, you will need to copy it to the PP2Budget column since that is what will be sent to ADE when the files are created.	
□ 16.	Send files to ADE	133
	See Chapter 7 for information about sending files to ADE.	



Manually Entering Budget Amounts

After your budget has been entered in the Accounts Data area, click the Budget Work Area (located on the main menu).

District Budget Pages

The following District Budget pages need manual data entry.

Budget Page	What to Enter
Budget Cover Page	Proposed, Adopted, Revised Dates. Items 1, 2, and 3.
Budget Page 2 of 8	Everything except Utilities, Tuition Out Debt Service, Audit Services, and Rapid Decline information.
Budget Page 3 of 8	Other/Interest, Lines 13, 26, 39, and Footnote 1.
Budget Page 4 of 8	Line 1 and Footnotes 3, 4, and 5.
Budget Page 6 of 8	Description/Fund number for "Other Funds", line 38. Description/Fund number for Internal Service Fund, lines 1 and 3. Instructional Improvement Fund 020, Budget and Current Year columns. Footnote 4.
Budget Page 8 of 8	CSF Detail under Section C. Click the Enter CSF Detail button to enter data. Line 5 data must be entered in the Total column. Funds 011, 012, and 013 columns will automatically calculate.
Desegregation Supplement Cover Page	Enter Number of Individual School Budgets.
Desegregation Supplement Page 2	Everything below Footnote 1.
Truth in Taxation Worksheet	Review and enter amounts as required.
Truth in Taxation Hearing Notice	Enter Property Tax Increase, Date, Time, and Location.

School Desegregation Supplement Budget Pages

The following School Budget Pages need manual data entry.

Budget Page	What to Enter
School Desegregation Supplement Page 2 of 3	Desegregation Revenues.





Infinite**Visions**

2

Implementing Budget Vision

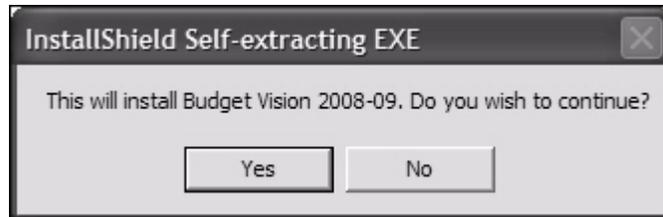
This chapter describes the following Budget Vision tasks:

- Installing the software
- Reviewing the file structure
- Starting Budget Vision
- Attaching the data
- Reviewing the main menu
- Identifying global information
- Completing the support level worksheet
- Downloading data from ADE
- Calculating budget limits

Installing the Software

The Budget Vision 2008-09 program is being distributed primarily via the Infinite Visions web site. Locate the Budget Vision 2008-09 link and download the BV0809.exe file to your hard drive.

1. Double-click BV0809.exe. The system displays the following message.



2. Click Yes to continue. The system then displays the following screen.



3. Type the password provided by WMG, and then click OK.
Passwords are case-sensitive, so type the password exactly as shown on the release E-mail.
4. The system proceeds with the installation process, displaying screens where you can select the location for the files it will install, and so on. Answer the prompts as appropriate for your system.

Reviewing the File Structure

Your Budget Vision system consists of two sets of files:

- Program Files
- Data Files

Program Files

When you run the setup process, the files are automatically placed in the Program Files folder in a sub folder called Visions on the C: drive of each workstation.

1. **C:**

- 📁 Program Files
- 📁 **Visions** folder
 - 📄 FRMS0809.MDE (Budget Vision)
 - 📄 BVREPG2000.MDE (Budget Vision Report Generator 2000)
 - 📄 TABLES.MDB (Database storing location of data files)
 - 📄 CHECKD97.MDE (Checkup utility used to repair and compact databases)

The program files that are installed provide the instructions on how to display screens and the functions used to manipulate your data.

Data Files

The installation program does not create the folders/sub folders needed to store your data. You need to create a file structure consisting of a main folder called VDATA for the data files, and sub folders named for each fiscal year.

The Budget Vision data file should be located in a directory (folder) named VDATA.

1. **C:**

- 📁 **VDATA** folder
- 📁 **FY0809** folder
 - 📄 GLAP0809.MDB

In a single-user setting these folders would be set up on the C: drive. Network configurations require the use of a different drive mapping (such as V: or S: to the single set of data files located on the file server).



Before You Begin Budget Vision

Budget Vision 2008-09 will attach to either a PROJ0809.mdb or a GLAP0809.mdb data file. If you will be importing from a projection file, you must attach the projection file to the new 2008-09 program.

Since many users rename the budget columns, this update references the system names for clarification. You can locate system names by clicking on the Column Headings in Accounts Data Budgeting under Utilities or refer to the illustration of the Budget Rollover Process on the last page of this document

SQL Accounting Users (including Enterprise)

If you created a projection file (PROJ0809.MDB), rename it to GLAP0809 and attach to it. If a projection file was not made, make a copy of the GLAP0708.MDB, rename it GLAP0809.MDB and attach to it.

For Access Accounting Users

If you have not gone through the rollover procedures in General Ledger and created a new year GLAP0809.MDB, do so. The rollover procedure will automatically copy the budget information to the appropriate columns. Review the Budget Rollover Process (at the end of this document and also in the Fiscal Year Rollover 2008-09 user guide, pages 14 and 15).

Starting Budget Vision

Depending on how your system is set up, start Budget Vision by either:

- Selecting Start|Programs|Visions|Budget Vision 2008-09
- Double-clicking the Budget Vision 2008-09 icon in the Visions program group.

When you start the program, the system displays the sign-on screen.

Attaching the Database



Always check the Current Database field. If it displays the correct path to your current database, you can simply click Start to start Budget Vision.

If the field displays PLEASE\REATTACH\GLAP... or an incorrect path and file name, you need to attach your GLAP file. Click to the right of the Current Database field. The system displays the following screen.



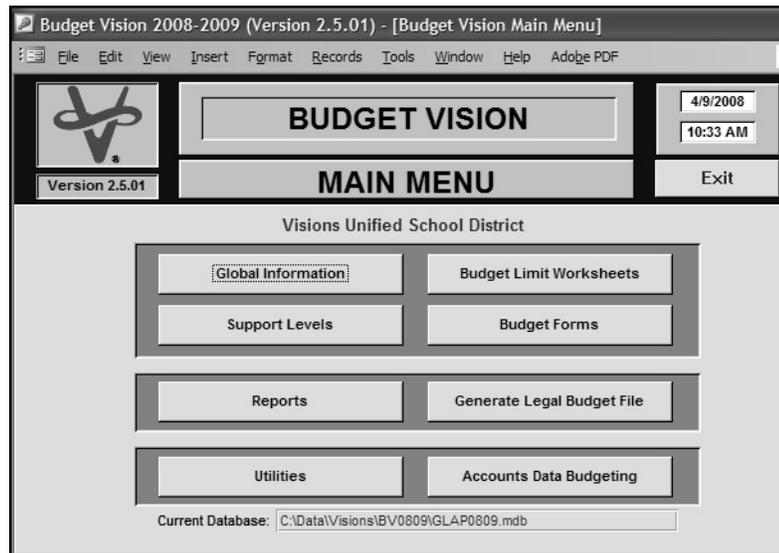
1. In the *Description* field, type a description for the data (for Example, FY0809).
2. Click Set GL to navigate to the correct GLAP database file for the year you are using. On a stand-alone workstation, a typical path would be C:\VDATA\FY0809\GLAP0809.MDB.
3. Click Select (to the left of the Description field). The system displays the path you selected in the GL Path field.
4. Verify that the path to the data file is correct. If so, click OK to attach to the data file. When the system completes the attachment process, it displays the Budget Vision main menu.

If you are not attached to the proper budget data file, any work you do could be lost. Make sure to verify which data file you are attached to.

Due to changes in the USFR Chart of Accounts this year, all cells will be cleared and need to be reassigned the **first time attaching** to either the regular or Draft versions of Budget Vision 2007-08. The option to *Skip non-compliant zero balance accounts* in the Assign Cells screen has been revised to work without checking balances on some of the earliest PY columns. This feature should help in assigning account codes more quickly.

Reviewing the Main Menu

The Budget Vision main menu provides access to all of your Budget Vision functions.



Global Information	Enables you to display the Global Information screen, which is where you set up some of your basic defaults and select the budget figures to display.
Support Levels	Enables you to display the Support Levels and Factor Adjustment screens.
Budget Limit Worksheets	Enables you to display the Budget Limit Worksheets Area, where you enter the basic criteria to calculate budget limits.
Budget Forms	Enables you to access the Budget Forms Work Area, including budget forms and school-by-school desegregation supplement forms.
Reports	Enables you to print copies of budget limit worksheets, growth forms, and budget forms.
Generate Legal Budget File	Enables you to create the .xml files to be sent to the Arizona Department of Education (ADE).
Utilities	Enables you to run a number of special utilities.



**Accounts Data
Budgeting**

Enables you to perform budgeting operations on individual accounts, add account detail, customize budget column headings, and prepare a county budget file.

Since you can rename the budget columns, this manual references the system names of the columns for clarification purposes. You can locate system names by clicking on the Column Headings in Accounts Data Budgeting.

Identifying Global Information

Use the Global Information screen to perform the following tasks:

- Set up necessary district information
- Designate budget years
- Select the type of budget figures to display
- Select the type of budget worksheet factors to display

To set up your global information, select the Global Information option in the Budget Vision main menu. The system displays the following screen.

Setting Up District Information

1. In the *Description* field, type a label that accurately describes the data you are working on. The description is displayed on worksheet screens for easy identification of data. For example, if you have Actual selected as the type of Budget Worksheet factors to display, you might want to enter FY0809 Adopted in the *Description* field. Or, if you have Projection selected, you might want to enter FY0809 Projection in the *Description* field.
2. In the *Name of the District* field, type the name of your district. The name you type here will be printed in the appropriate area on all worksheets and forms.
3. In the *Name of County* field, type the name of your county.
4. In the appropriate fields, enter the *County No.*, *District Type*, and *District No.*



The system uses the district type in setting the appropriate factors used in calculations.

Make sure your County|Type|District numbers are correct. These numbers will be used for sending electronic files to ADE at a later date.

5. Enter the *Prior Year*, *Current Year*, and *Budget Year* fields. Make sure that you label these fields correctly. The system uses these fields to print the correct years on all forms and screens.

These fields must be updated at the beginning of each fiscal year.

6. Enter the *Contact Name*, *Contact Phone*, and *Contact Email* fields of the individual who is the primary contact for the budget.
7. Use the drop-down list to choose the type of budget figures you want to display. The default is **Working**, which displays the Working Budget column figures in all the budget columns in the program screens and in the printed budget worksheets.

Remember: Each time you exit Budget Vision and come back in, this field re-sets to Working.

8. Use the next drop-down list to select the type of budget worksheet and factors you want to display. The default is Actual. (You could also choose Projected).
9. In the *Current Path* field, review the path to be certain it is correct.

If you are using SQL Server for your database, use the SQL Database field to connect to your SQL database.

Click the  button to navigate to your SQL database.

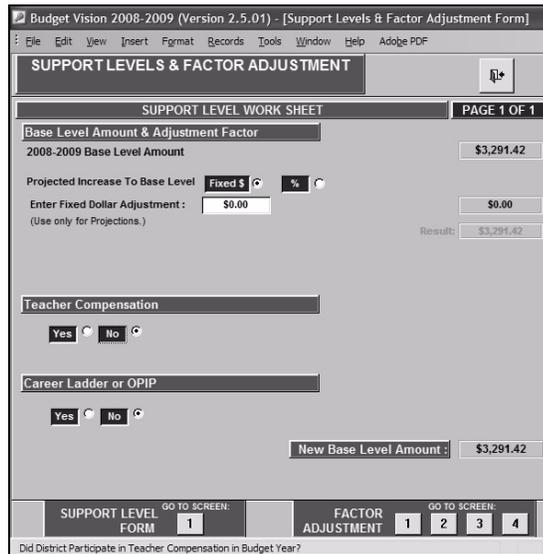
If you select a SQL Server database, the system also displays additional fields for you to indicate whether you are using 2.x or Enterprise Edition Infinite Visions software. Choose the version of the software you are using by clicking next to it.

10. To exit the screen, click Close.

Completing the Support Level Screen

The Support Level area enables you to adjust amounts pertaining to the base support level for Career Ladder, or OPIP. To work with Support Levels, select the Support Levels option from the Budget Vision main menu. The system displays the following screen with the budget year base level amount including Teacher Compensation but not Career Ladder or OPIP.

Adjusting Base Level Amount



1. To make adjustments to the base level, choose whether you want to use a Fixed \$ (dollar) amount or a percentage (%) to increase the base level.

Fixed \$ If you choose to adjust the base level amount by a fixed dollar amount, the system displays a field where you can enter that dollar amount.

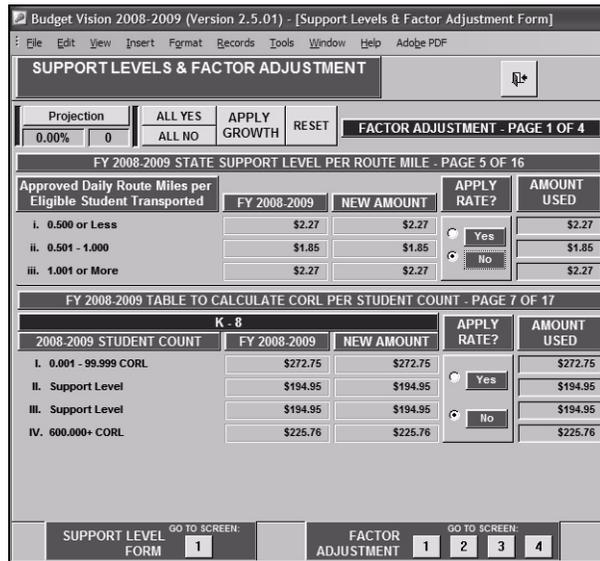
% If you choose to adjust the base level amount by a percentage, the system displays a field where you can enter the percentage adjustment.

2. The system defaults to Yes for *Teacher Compensation*. If your district does not plan to participate in Teacher Compensation during the budget year, click No to exclude this adjustment amount.
3. If your district plans to participate in *Career Ladder or OPIP* during the budget year, click Yes and enter the percentage. The system default is No. If you click Yes and enter a percentage, the system will calculate appropriate budget year amounts based on the percentage you enter.

Factor Adjustment

The buttons 1 through 4 in the bottom right corner under Factor Adjustment take you to four input screens that recalculate all other support levels. These levels are preset when the Draft program is released at the ADE amounts for the budget year.

Change these screens only for projecting future possibilities. If you are creating projections, see Making Projection Adjustments on page 23.



SUPPORT LEVELS & FACTOR ADJUSTMENT				
Projection	ALL YES	APPLY GROWTH	RESET	FACTOR ADJUSTMENT - PAGE 1 OF 4
0.00%	0	ALL NO		
FY 2008-2009 STATE SUPPORT LEVEL PER ROUTE MILE - PAGE 5 OF 16				
Approved Daily Route Miles per Eligible Student Transported	FY 2008-2009	NEW AMOUNT	APPLY RATE?	AMOUNT USED
i. 0.500 or Less	\$2.27	\$2.27	<input type="radio"/> Yes	\$2.27
ii. 0.501 - 1.000	\$1.85	\$1.85	<input type="radio"/> No	\$1.85
iii. 1.001 or More	\$2.27	\$2.27		\$2.27
FY 2008-2009 TABLE TO CALCULATE CORL PER STUDENT COUNT - PAGE 7 OF 17				
K - 8				
2008-2009 STUDENT COUNT	FY 2008-2009	NEW AMOUNT	APPLY RATE?	AMOUNT USED
I. 0.001 - 99,999 CORL	\$272.75	\$272.75	<input type="radio"/> Yes	\$272.75
II. Support Level	\$194.95	\$194.95	<input type="radio"/> No	\$194.95
III. Support Level	\$194.95	\$194.95		\$194.95
IV. 600,000+ CORL	\$225.76	\$225.76		\$225.76

This screen also provides a number of buttons you can use to perform special functions.

- Projection** Click Projection to open the percent field for entry. You can enter a percentage to use with the Apply Growth function.
- Apply Growth** Clicking this button puts the new projection percentage amount in the *New Amount* column for sections marked Yes to *Apply Rate?*.
- All Yes** Sets all of the *Apply Rate?* fields to Yes, applies the new rate to all factors (screens 1 through 4) and copies the revised amount to the *Amount Used* column when the Apply Growth function is selected.
- All No** Sets all of the *Apply Rate?* fields to No. The *Amount Used* columns display the current budget year figures.
- Reset** Click Reset to reset the amounts to current budget limits.

You can project multiple percentage increases, and the increases will be counted each time you click the Apply Growth button. The number of projections you created displays in the field under the projection button.

If you do not want percentage projections, change the *Apply Rate?* to No and type over the amount displayed in the *Amount Used* column.

To remove projections, click Reset. All amounts will be set back to the original factor amounts for the budget year.

Making Worksheet Projection Adjustments

To make projection adjustments, use the following process:

1. Set your files to Projection mode so no actual budget data is calculated incorrectly. To do this, go to the Global Information button on the main menu.
2. In the *Select Type of Budget Figures to Display* field, use the drop-down list to select the PP2Budget or PP3Budget column that you named Projection.
3. In the *Select Type of Budget Worksheet/Factors to Display* field, use the drop-down list to select Projection if you are changing any worksheet factors.
4. Change the *Prior*, *Current* and *Budget Years* for the appropriate projected budget year. Change the description to something appropriate for projections.
5. Exit the Global Information screen.

To change Base Support Level:

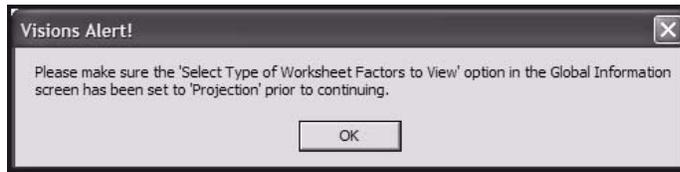
The Base Support Level can be changed using a percentage factor or a fixed dollar amount.

1. Click the Support Levels button on the main menu.
2. Select either *Fixed\$* or *%* and enter the appropriate amount or percentage in the fields provided.
3. Click Yes or No for *Teacher Compensation*.
4. Click Yes or No for *Career Ladder/OPIP* and enter the percentage, if appropriate. This will calculate a New Base Support Level.

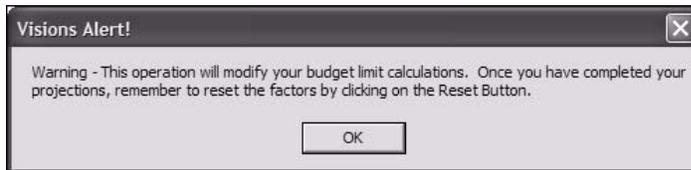
To adjust the worksheet factors:

To adjust the worksheet factors for the transportation route mile level, CORL, SCA or PL 103-382 administrative cost, click the Factor Adjustment buttons 1-4 while still in the Base Support Level screen.

1. If using a percentage factor, click the Projection button. A message will appear:



2. Click OK, the system displays the following message;



3. Click OK. The field will open and allow data entry.
4. Enter a percentage.

The All Yes or All No buttons refer to the *Apply Rate?* column, which has a default setting of All No.

5. Click Apply Growth and the percentage adjustment will appear in the New Amount column. A counter is displayed under Projection to track the number of times the Apply Growth has been used.
6. Review *New Amounts* and click the Yes flag in the *Apply Rate?* column for the new amounts to appear in the *Amount Used* column.

The *Amount Used* column can also be manually adjusted by typing over the existing figures, but *Apply Rate?* must be set to No.

The Reset button can be used at any time to return all factors back to original budget year limits.

Once adjustments have been completed, close the screen.

To edit other worksheet factors without a password, select Projection in the *Select Type of Budget Worksheet/Factors to Display* field on the Global Information screen.

1. Click Utilities.
2. Click Edit Worksheet Factors.
3. Click Edit. Make changes as needed and Close to main menu.

If at any time the original ADE factors are needed back, click the Restore Defaults.

To enter projection budget by account code, click Accounts Data Budgeting.

1. Click Account Budgeting.



2. Click the drop down arrow for the default WorkingBudget column and select the projection column as selected in the Global Information screen. Enter changes as needed.

All projection changes will remain intact in the projection mode until Actual is selected in the Global Information screen, or until you exit the Budget Vision program.

If after exiting the program you want to return to working on projection data, Projection must first be selected in the Global Information screen.

Downloading Worksheet Counts from ADE

Budget Vision provides utilities to import downloaded budget worksheet counts from the ADE web site for use with Budget Vision. See Chapter 6, Utilities, for information about downloading and importing worksheet counts.

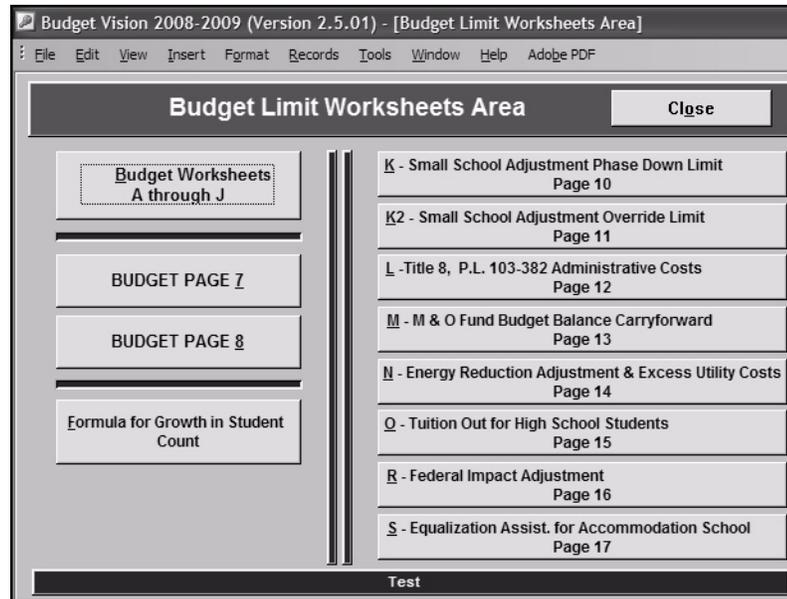
Before importing the worksheet counts you downloaded from the ADE web site into Budget Vision:

- In the Budget Vision main menu, select the Global Information option.
- In the User Setup screen, verify that your County, District Type, and District Number are correct. This is the information needed for the system to pull the specific data for your district from the file downloaded from ADE. Click Close.

Setting Budget Limits

The next step in calculating budget limits is to access the Budget Limit Worksheets Area, where you can access all the input screens for calculating the budget limits.

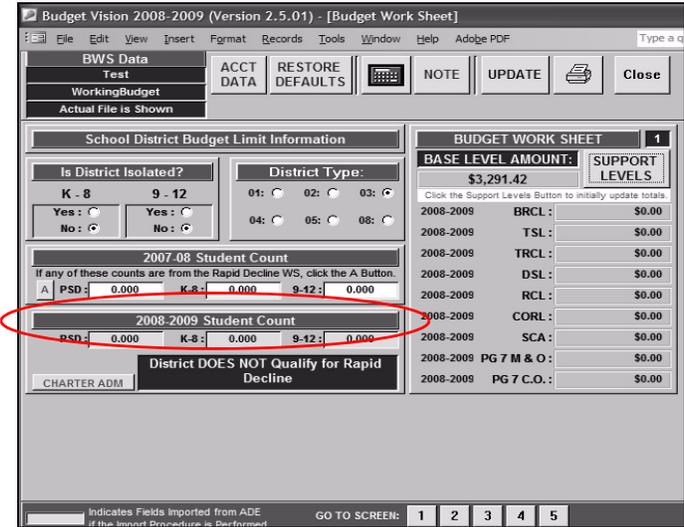
To access the Budget Limit Worksheets Area, select the Budget Limit Worksheets option from the Budget Vision main menu. The system displays the following screen.



Click Budget Worksheets A through J to access the first input screen.

Completing Budget Worksheet A–J, Screen 1

The circled fields, shown here, are some of the fields that you can import if you perform the import process. So that you can locate them easily, these fields have a green background in Budget Vision. These fields can also be modified.



This is the first of five input screens for Worksheets A–J. You can use the numbered buttons at the bottom of the screen, the Page Up/Page Down keys, or the scroll bar to change screens.

This screen also provides the following buttons.

- Acct Data** Click Acct Data to access the screens for entering budget information at the account level and detail account level. See Chapter 3 for information about using these screens.
- Restore Defaults** Restores projected worksheet data to actual budget year data.
-  Displays a calculator you can use for quick calculations.
- Note** Opens a note window you can use for entering personal notations for any of the worksheets or forms.
- Update** Calculates and updates the budget after you enter or change information. Calculations automatically occur when you close the screen or print a worksheet.
-  Displays the Budget Worksheet print menu.
- Close** Closes the Budget Worksheet A-J screen and returns to the Budget Limit Worksheets Area menu.
- Support Levels** Accesses the Support Levels & Factor Adjustment area. See page 21 for information about these screens.
- Charter ADM** Click to access Screen 5 of the worksheets, for districts that sponsor a charter school. See page 34 for information.



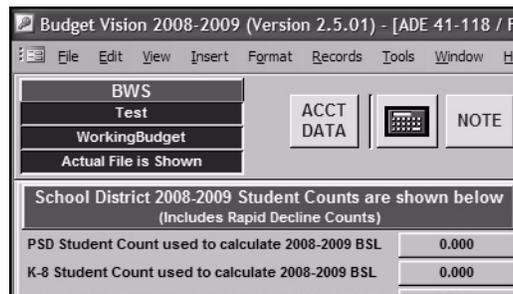
The program automatically calculates all the Budget Worksheet pages. You need to enter the following information on the first Budget Worksheet screen.

- Choose Yes or No if the district is isolated for K-8 or 9-12
- Enter the student count used to calculate current year base support level

The 2007-08 ADM information can be imported from ADE if you perform the import procedure. See “Importing Budget Worksheet Counts from ADE into Budget Vision” on page 120.

If any of the 2007-08 student counts are from the Rapid Decline worksheet:

Click the A button. The system displays the following screen.



Make sure, if you are entering data into this screen that you enter All actual student counts to ensure that the data goes to Worksheet H correctly.

Completing Budget Worksheet A–J, Screen 2

Use this screen to enter student count add-ons, approved increases for Career Ladder, and any increase for audit amounts. You also use this screen to indicate any decreases for charter schools for nonparticipation.

Most of the information on this screen can be imported from ADE. Those fields are shaded green.

In the upper left corner of the screen, under the heading BWS Data (Budget Worksheets), you will see the information entered in the User Setup screen:

- Description (Budget 2008-09)
- Type of Budget Figures (WorkingBudget)
- Type of budget factors (Actual File is Shown)

BWS Data
 Test
 WorkingBudget
 Actual File is Shown

ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close

Unweighted Student Count for Add-Ons 2

Kindergarten (K) :	.000	Teacher Experience Index (TEI) :	.0000
Hearing Impairment :	.000	Increase for 200 Days of Instruction? :	Yes: <input type="radio"/> No: <input type="radio"/>
K-3 :	.000	Tuition Loss Adjustment :	\$0.00
English Learners Language (ELL) :	.000	Double - Click	
Multiple Disabilities (Res.) :	.000	Student Revenue Loss Phase Down :	\$0.00
Multiple Disabilities (S.C.) :	.000	Double - Click	
Multiple Disabilities (S.S.I.) :	.000	Career Ladder or OPIP :	0.00%
Orthopedic Impairment (Res.) :	.000	(Entered on Support Level Screen)	
Orthopedic Impairment (S.C.) :	.000	\$ Increase for Career Ladder :	\$0.00
Preschool - Severe Delayed :	.000	FY 2006-07 Non Federal Audit Service	
ED, MIMR, SLD, SLI, PSL AND OHI :	.000	Actual Expenditures :	\$0.00
Emotionally Disabled (Private) :	.000	Federal Audit Service Exp. (2006-07 FY) :	\$0.00
Moderate Mental Retardation :	.000	Decrease for Charter School	
Visual Impairment :	.000	Federal/State M&O Monies Received :	\$0.00
		Decrease for Charter School	
		Nonparticipation Adjustment :	\$0.00

Worksheet D - Transportation Data (Support Levels & Factors from Tables I and II) 3

Indicates Fields Imported from ADE if the Import Procedure is Performed. GO TO SCREEN: 1 2 3 4 5

If your district qualifies for either tuition loss adjustment or student revenue loss phase down, double-click on the gray amount fields to access the input screens.



To indicate Tuition Loss Adjustment:

Double-click the *Tuition Loss Adjustment* field to display the following screen.

The screenshot shows a software window titled "Budget Vision 2008-2009 (Version 2.5.01) - [frmTUTSTUDENT : Form]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", "Help", and "Adobe PDF". Below the menu bar are two tabs: "ADJUSTMENT FOR TUITION LOSS" (selected) and "STUDENT REVENUE LOSS PHASE DOWN". A "CLOSE" button is in the top right corner. The main content area is titled "A. WORK SHEET FOR ADJUSTMENT FOR TUITION LOSS (OPTIONAL)".

Note 1: Only complete this section if the district receives less tuition from a district which is inside or outside of this state because the district of residence began to offer instruction in one or more high school grade levels not previously offered. If the district of residence is a joint unified district that phases instruction in over more than one year, complete a separate Work Sheet for each phase.

X. A. Base Year (FY -) Attending ADM, Grades 9 through 12
Base Year is defined as the year before the other district began to offer instruction.

B. Factor of five percent

C. ADM loss required to qualify

D. Number of tuitioned students lost in the year after the Base Year due to district of residence offering instruction in Grades 9-12 not offered previously

Note 2: If Line X.C is greater than Line X.D, do not complete the rest of this section. District does not qualify for an increase in the base support level (BSL).

E. Tuition received in Base Year

F. Tuition received in fiscal year after Base Year

G. Tuition loss (line X.E - line X.F) (if less than 0, enter 0)

H. Enter the appropriate BSL adjustment factor

For the first year after the base year, the BSL adjustment is .75

For the second year after the base year, the BSL adjustment is .50

For the third year after the base year, the BSL adjustment is .25

I. Increase in BSL for Tuition Loss Adjustment (line X.G x line X.H) (to Work Sheet C, Line VIII)

WORK SHEET FOR STUDENT REVENUE LOSS PHASE-DOWN (OPTIONAL)

XI. Notwithstanding ARS §15-902.K, and in addition to any adjustment for tuition loss received pursuant to ARS §15-954, a school district which loses students from its student count resulting from the formation of a joint unified school district (pursuant to ARS §15-450) and does not receive tuition for those students for the budget year, may increase its BSL (ARS §15-902.01). The applicable increase(s) for Student Revenue Loss Phase-Down should be recorded on Work Sheet C, line IX:

Fill out the fields as appropriate and click Close to return to the Budget Worksheet screen.

To indicate Student Revenue Loss Phase Down:

Double-click the *Student Revenue Loss Phase Down* field to display the following screen.

Budget Vision 2008-2009 (Version 2.5.01) - [frmTUTSTUDENT : Form]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a d

ADJUSTMENT FOR TUITION LOSS **STUDENT REVENUE LOSS PHASE DOWN** CLOSE

H. Enter the appropriate BSL adjustment factor

For the first year after the base year, the BSL adjustment is .75

For the second year after the base year, the BSL adjustment is .50

For the third year after the base year, the BSL adjustment is .25

**I. Increase in BSL for Tuition Loss Adjustment (line X.G x line X.H)
(to Work Sheet C, Line VIII)**

WORK SHEET FOR STUDENT REVENUE LOSS PHASE-DOWN (OPTIONAL)

XI. Notwithstanding ARS §15-902.K, and in addition to any adjustment for tuition loss received pursuant to ARS §15-954, a school district which loses students from its student count resulting from the formation of a joint unified school district (pursuant to ARS §15-450) and does not receive tuition for those students for the budget year, may increase its BSL (ARS §15-902.04). The applicable increase(s) for Student Revenue Loss Phase-Down should be recorded on Work Sheet C, line IX:

A. A district which loses at least 500 students may increase the BSL:

1. By \$650,000 for the first year of the loss. 1
2. By \$600,000 for the second year following the loss. 2
3. By \$500,000 for the third year following the loss. 3
4. By \$300,000 for the fourth year following the loss. 4
5. By \$100,000 for the fifth year following the loss.. 5

B. A union high school district may increase the BSL:

N/A

1. By \$100,000 if it loses at least 50 students in the first year. 1
2. By \$200,000 if it loses an additional 50 students in the second year. 2
3. By \$325,000 if it loses an additional 50 students in the third year. 3
4. By \$200,000 in the fourth year if it was eligible for the third year loss. 4
5. By \$100,000 in the fifth year if it was eligible for the fourth year loss. 5

Make the appropriate selections, and then click Close to return to the Budget Worksheets.



Completing Budget Worksheet A–J, Screen 3

Use this worksheet screen to enter transportation information. This information comes from the district's transportation route reports filed with the state and is available on the ADE web site.

Budget Vision 2008-2009 (Version 2.5.01) - [Budget Work Sheet]

File Edit View Insert Format Records Tools Window Help Adobe PDF

BWS Data
Test
WorkingBudget
Actual File is Shown

ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close

Worksheet D - Transportation Data (Support Levels & Factors from Tables I and II) 3

I. Approved Daily Route Miles per Eligible Student Transported	
A. Unadjusted FY 2007-08 Approved Daily Route Miles	.000
B. Number of Eligible Students Transported in FY 2007-08	0
C. Approved Daily Route Miles per Eligible Students Transported (I.A ÷ I.B)	.000
II. To and From School Support Level	
A. Annual Route Miles = (line I.A x 180)	.000
B. State Support Level per Route Mile (Use Table I based on I.C.)	0.00
C. 1. FY 2007-08 Annual Expenditure for Bus Tokens	0.00
2. FY 2007-08 Annual Expenditure for Bus Passes	0.00
D. To and From School Support Level [(II.A x II.B) + II.C.1 + II.C.2]	\$.00
III. Academic Ed, Career and Technical Ed, Vocational Ed, and Athletic Trips Support Level	
A. Factor from Table II (based on I.C and district type)	.00
B. Academic, Voc & Tech Ed, and Athletic Trips Support Level (line II.A x II.B x line III.A)	\$.00
IV. Extended School Year Support Level for Pupils with Disabilities	
A. Act. Route Miles traveled in July and Aug 2007 to Transp Handicap Pupils for Ext School Yr	.000
B. Est. Route Miles traveled in June 2008 to Transport Pupils w/Disabilities for Ext School Yr	.000
C. Total Extended School Year Route Miles (IV.A + IV.B)	.000
D. State Support Level per Mile (use Table I based on I.C)	\$.00
E. Extended School Year Support Level for Pupils with Disabilities (IV.C x IV.D.)	\$.00
V. FY 2008-2009 TSL (lines II.D + III.B + IV.E) (to Work Sheet E, line III)	\$.00

Indicates Fields Imported from ADE if the Import Procedure is Performed.

GO TO SCREEN: 1 2 3 4 5

Completing Budget Worksheet A–J, Screen 4

The screenshot shows the 'Budget Vision 2008-2009 (Version 2.5.01) - [Budget Work Sheet]' application window. The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, Help, and Adobe PDF. A toolbar contains buttons for ACCT DATA, RESTORE DEFAULTS, a calculator icon, NOTE, UPDATE, a printer icon, and Close. The main window is divided into several sections:

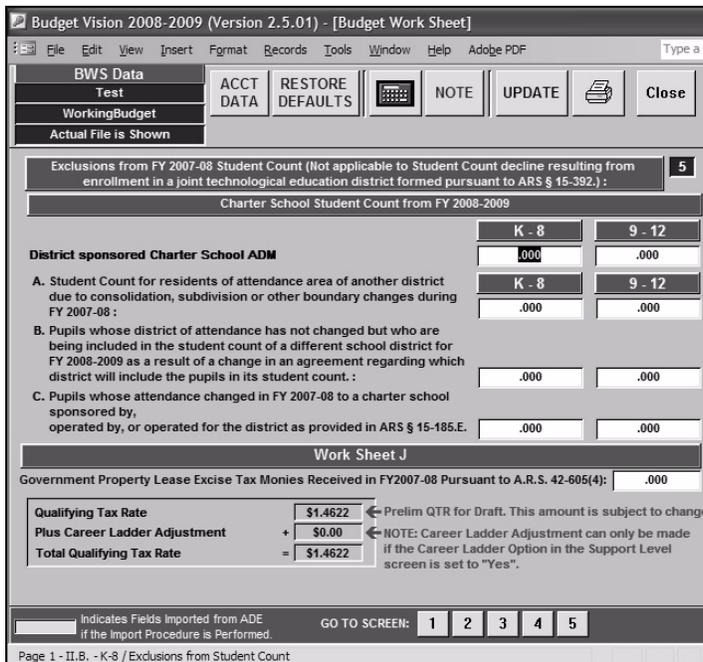
- BWS Data:** A table with columns 'Test', 'WorkingBudget', and 'Actual File is Shown'.
- Worksheet D - Transportation Data (Support Levels & Factors from Tables I and II) - (Cont.) 4:**
 - VI. Support Level Change
 - A. Transportation Support Level, FY 2007-08: \$.00
 - B. Transportation Support Level Change (If result is negative, enter zero) (V. - VI.A): \$.00
 - TRCL CALCULATION
 - VII. FY 2007-08 Transportation Revenue Control Limit: \$.00
 - VIII. FY 2008-2009 Transportation Revenue Control Limit
 - A. Preliminary FY 2008-2009 Transportation Revenue Control Limit (VI.B + VII): \$.00
 - B. 120% of FY 2008-2009 Transportation Support Level (V x 1.20): \$.00
 - C. Adjusted 2008-2009 Transportation Revenue Control Limit: \$.00
 - D. FY 2008-2009 Transportation Revenue Control Limit(to Worksheet E, line VII): \$.00
- Worksheet E - Type 03 High School Tuition Out and Consolidation/Unification Increase:**
 - E.II. & E.VI. Tuition Out for High School Student (03 District) -from ALL Work Sheet O's: \$0.00
 - Is District Eligible for Consolidation Assistance: Yes: No:
 - If yes, Enter Consolidation/Unification Increase for Traditional Costs Incurred in First Year: \$0.00
- Worksheet G - Type 03 High School Student Counts:**
 - G.I High School Student Count Being Tuitioned Out: .000
 - G.II High School Student Count Being Transported: .000
 - G.III High School Student Count Taught by District: .000

At the bottom, there is a status bar with a legend: Indicates Fields Imported from ADE if the Import Procedure is Performed. To the right, it says 'GO TO SCREEN:' followed by buttons for 1, 2, 3, 4, and 5.

1. Enter information in the fields as appropriate for your district.
2. Scroll down or click the 5 button to go to the last screen.

Completing Budget Worksheet A–J, Screen 5

This worksheet screen provides information about Charter School Student Count.



Budget Vision 2008-2009 (Version 2.5.01) - [Budget Work Sheet]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a qu

BWS Data
Test
WorkingBudget
Actual File is Shown

ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close

Exclusions from FY 2007-08 Student Count (Not applicable to Student Count decline resulting from enrollment in a joint technological education district formed pursuant to ARS § 15-392.)

Charter School Student Count from FY 2008-2009

	K - 8	9 - 12
District sponsored Charter School ADM	.000	.000
A. Student Count for residents of attendance area of another district due to consolidation, subdivision or other boundary changes during FY 2007-08 :	.000	.000
B. Pupils whose district of attendance has not changed but who are being included in the student count of a different school district for FY 2008-2009 as a result of a change in an agreement regarding which district will include the pupils in its student count. :	.000	.000
C. Pupils whose attendance changed in FY 2007-08 to a charter school sponsored by, operated by, or operated for the district as provided in ARS § 15-185.E.	.000	.000

Work Sheet J

Government Property Lease Excise Tax Monies Received in FY2007-08 Pursuant to A.R.S. 42-605(4): .000

Qualifying Tax Rate	\$1,462.22	← Prelim QTR for Draft. This amount is subject to change.
Plus Career Ladder Adjustment	+ \$0.00	← NOTE: Career Ladder Adjustment can only be made if the Career Ladder Option in the Support Level screen is set to "Yes".
Total Qualifying Tax Rate	= \$1,462.22	

Indicates Fields Imported from ADE if the Import Procedure is Performed.

GO TO SCREEN: 1 2 3 4 5

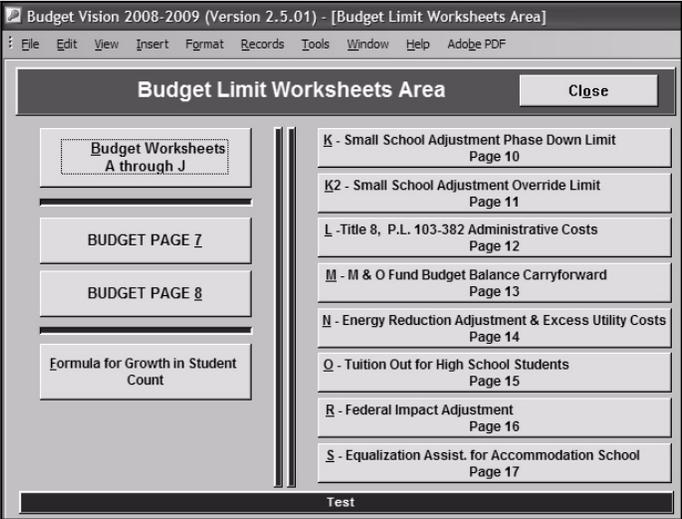
Page 1 - II.B. - K-8 / Exclusions from Student Count

Updating Budget Information

After you have entered all the information appropriate for your district and/or verified the ADE import, click the Update button to have the system calculate the budget worksheet pages so that you can review the changes. Otherwise, calculation will occur when you click the  button or when you click the Close button.

Completing Worksheets K – S

Your district may be eligible to use Worksheets K through S, displayed on the right side of the Budget Limit Worksheets Area screen.



The worksheets on the right side of the menu all have a similar format, and only one is described here, since the procedure is basically the same for each, and worksheets are subject to changes, additions, and deletions.

Complete all worksheets as required. Click the appropriate button to access a worksheet.



To complete Work Sheet N:

The following is a sample of the Worksheet for Computing the Energy Reduction Adjustments and Excess Utility Costs for Fiscal Year 2008-09.

N. WORK SHEET FOR COMPUTING EXCESS UTILITY COSTS FOR FY 2008-2009 (A.R.S. §15-910)

I. A.	Total estimated expenditures for utilities for FY 2008-2009. (1)	\$.00	
B.	Refunds of utility expenditures or rebates on energy saving devices or services	\$.00	
C.	Subtract line I.B. from line I.A.	\$.00
II.	Lesser of total budgeted or total actual expenditures for utilities for FY 1984-85.	\$.00	
III. A.	1. Enter the Revenue Control Limit (RCL) for FY 2008-2009 (from Work Sheet E, line VIII or Work Sheet F, line IV, as applicable).	\$.00	
	2. Enter the amount, included in Line III.A.1, which is designated for a career ladder program (ARS §15-918) (Include increase approved by the district governing board pursuant to ARS §15-918.04 from Work Sheet C, line X).	\$.00	
	3. Enter the amount included on line III.A.1 which is designated for a teacher compensation program (ARS §15-952). (2) \$41.14 x TEIX Total Weighted Student Count from Work Sheet C, line II.	\$.00	
	4. Subtract lines III.A.2 and III.A.3. from line III.A.1	\$.00	
B.	Enter the Capital Outlay Revenue Limit (CORL) for FY 2008-2009 (from Work Sheet H, line VII.G).	\$.00	
C.	Add the amounts recorded on lines III.A.4 and III.B.	\$.00
D.	Enter the RCL for FY 1984-85 (from FY 1984-85 Budget, page 5).	\$.00	
E.	Enter the RCL for FY 1984-85 (from FY 1984-85 Budget, page 5).	\$.00	

Rev. 02/08-FY 2008-09 BV 4/9/2008 1:50:48 PM Test Working Page 14 of 17

Enter the amount (equal to or less than line V) to be forwarded to budget page 2, Detail by Object Code Section, line 9 and page 7, line 9(e).

Total estimated expenditures for utilities for Budget Year. NUM

The screen displays the whole worksheet (scroll down to see the rest).

At the bottom of some worksheets, you have the option of using either the calculated amount (Full) or setting a user amount (User Set). If you choose to use a lesser amount than what is allowed, click the User Set button and enter the dollar amount in the field to the right. Once you enter an amount, it will remain changed. If, after entering an amount, you want to return to the full amount, click the Full button and it will automatically fill in the field and update corresponding worksheets.

1. Enter all necessary information and then click Update on the toolbar. You need to update after any changes, to view the new calculations on the screen. Calculations automatically occur upon closing the screen or printing the worksheet.

All calculated fields from your budget worksheets will be carried forward to the appropriate form.

2. Click to close the worksheet and return to the Budget Limit Worksheets Area.

Completing General Budget Limit – Budget Page 7

To complete the calculation of the General Budget Limit, you need to complete Page 7 of the official budget.

Select the Budget Page 7 option from the Budget Limit Worksheet Area menu. The system displays the following screen.

This area has five screens. Click the buttons at the bottom of the screen, Page Up/Page Down, or scroll to move from screen to screen.

The Revenue Control Limit (RCL) and Capital Outlay Revenue Limit (CORL) amounts will be carried forward to Budget Page 7 of 8 and are displayed in blue.

All amounts carried forward from various worksheets have been distributed to the most appropriate fund. However, if you wish to distribute a portion to another fund within the General Budget Limit, do so by entering an amount in the applicable column (provided the cell is white, which means it is legal to do so). These amounts cannot be negative. The difference is automatically calculated and distributed in the Other column.

Enter any additional amounts in the first column of the input screen and distribute to M&O or Capital Outlay as applicable.



Completing the General Budget Limit, Screen 2:

Budget Vision 2008-2009 (Version 2.5.03) - [Budget Page 7 of 8 / Calculation of General Budget Limit]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Budget - Page 7 of 8
Test
WorkingBudget
Actual File is Shown

ACCTS DATA NOTE UPDATE Close

		Total	M & O	Capital Outlay
2 of 5				
*5. Tuition Revenue				
(a) Private	(Local)	\$0	\$0	\$0
(b) Other Arizona Districts	(Local)	\$0	\$0	\$0
(c) Out-of-State Districts	(Local)	\$0	\$0	\$0
(d) CECs per ARS §§15-825	(State)	\$0	\$0	\$0
*6. State Assistance				
*7. Allowable Budget Increase for P.L.103-382 Districts				
(a) Add-On for Children w Disabilities and Indian Students (ARS §15-905.K O)		\$0	\$0	\$0
(b) Add-On for Children in Military Reservation Accommodation Schools (ARS §15-905.KI(5))		\$0	\$0	\$0
(c) Administrative Costs		\$0	\$0	\$0
*8. Increase Authorized by County School Superintendent for Accommodation Schools				
Revenue Control Limit Addition (Maximum)		\$0	\$0	
from Worksheet S, Line B.4 FOR USE ONLY BY TYPE 61 DISTRICTS				
3 of 5				
9. Budget Increase for:				
(a) Desegregation Expenditures (cannot exceed the amount on Supplement page 2 of 4, line 7)		\$0	\$0	\$0
(b) Tuition Out Debt Service			\$0	
(c) Budget Balance Carry forward			\$0	
(d) Dropout Prevention Program			\$0	
(e) Excess Utilities			\$0	

GO TO SCREEN: 1 2 3 4 5

Tuition Revenue / Local / Private / Holding Cell

Completing the General Budget Limit, Screen 3:

Budget Vision 2008-2009 (Version 2.5.01) - [Budget Page 7 of 8 / Calculation of General Budget Limit]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a qu

Budget - Page 7 of 8
Test
WorkingBudget
Actual File is Shown

ACCTS DATA NOTE UPDATE Close

		Total	M & O	Capital Outlay
3 of 5				
9. Budget Increase for:				
(a) Desegregation Expenditures (cannot exceed the amount on Supplement page 2 of 4, line 7)		\$0	\$0	\$0
(b) Tuition Out Debt Service			\$0	
(c) Budget Balance Carry forward			\$0	
(d) Dropout Prevention Program			\$0	
(e) Excess Utilities			\$0	
(f) Assistance for Education			\$0	\$0
(g) Registered Warrant or Tax Anticipation Note Interest Expense incurred in FY 2006-07		\$0	\$0	\$0

GO TO SCREEN: 1 2 3 4 5

Budget Increase / Deseg. Expen. / Holding Cell

4 of 5

Completing the General Budget Limit, Screen 4:

	Total	M & O	Capital Outlay
* (h) Joint Career and Technical Education and Vocational Education Center	\$0	\$0	\$0
* (i) FY 2007-08 Career Ladder Unexpended Budget Carryforward (from Work Sheet M, line 6.g)		\$0	
* (j) FY 2007-08 Optional Performance Incentive Program Unexpended Budget Carryforward (from Work Sheet M, line 8.h)		\$0	
* (k) FY 2007-08 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.i)		\$0	

Completing the General Budget Limit, Screen 5:

	Total	M & O	Capital Outlay
* (k) FY 2007-08 Performance Pay Unexpended Budget Carryforward (from Work Sheet M, line 6.i)		\$0	
(l) Excess Property Tax Valuation Judgments (A.R.S. §§42-16213 and 16214)		\$0	
*10. Adjustment to the General Budget Limit (A.R.S. §15-905.M and 15-272, as amended by Laws 2008, Ch. 111, §4) (Do not use this line as a subtotal) Explanation: Just for fun! Just for fun again - Line 2!		\$0	
11. FY 2009 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 31 cannot exceed this amount)		\$0	
12. Total amount to be used for Capital Expenditures (column B, lines 1 through 9) (A.R.S. §15-905.F)(to Budget page 8, line A.12)			\$0

*Subject to adjustment prior to May 15 as allowed by A.R.S. and described in the budget revision memo to be issued in April, 2009.



Completing Unrestricted Capital Budget Limit – Budget Page 8

To complete the calculation, you need to complete Page 8 of the official budget. To access this screen, select the Budget Limit Worksheets option from the main menu. When the system displays the Budget Limit Worksheets Area, select the Budget Page 8 option. The system displays the following screen.

Budget Vision 2008-2009 (Version 2.5.01) - [Page 8 of 8]

File Edit View Insert Format Records Tools Window Help Adobe PDF

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME **Visions Unified School District** COUNTY **Maricopa** CTD NUMBER **02 03 08**

VERSION Adopted

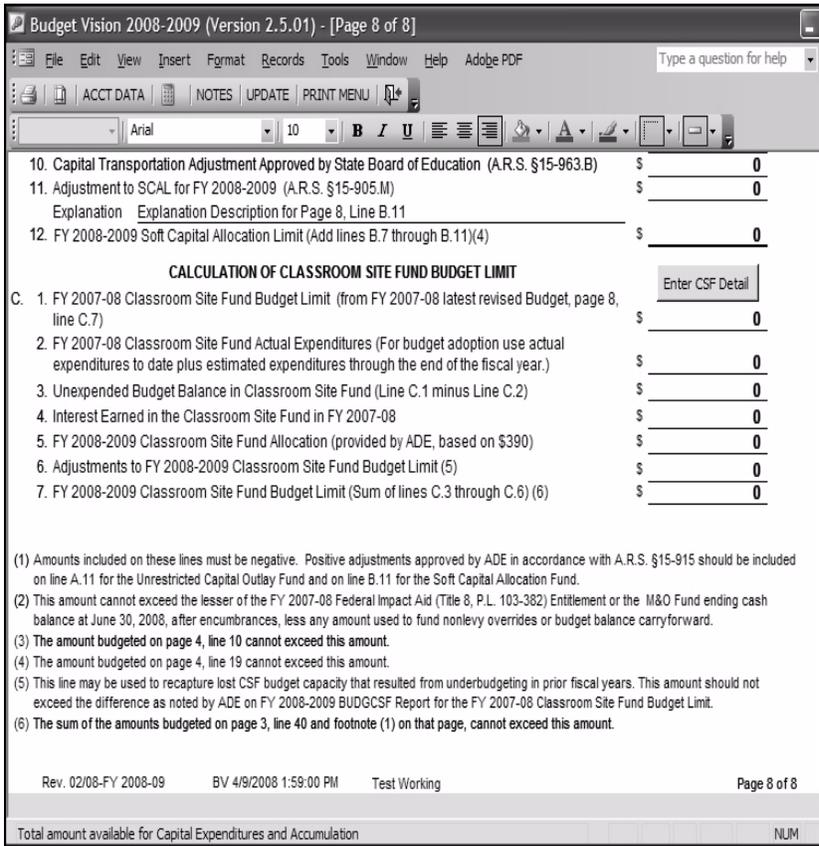
UNRESTRICTED CAPITAL BUDGET LIMIT, SOFT CAPITAL ALLOCATION LIMIT, AND CLASSROOM SITE FUND BUDGET LIMIT
(A.R.S. §§15-947.D and .E and ARS §15-978)

CALCULATION OF UNRESTRICTED CAPITAL BUDGET LIMIT

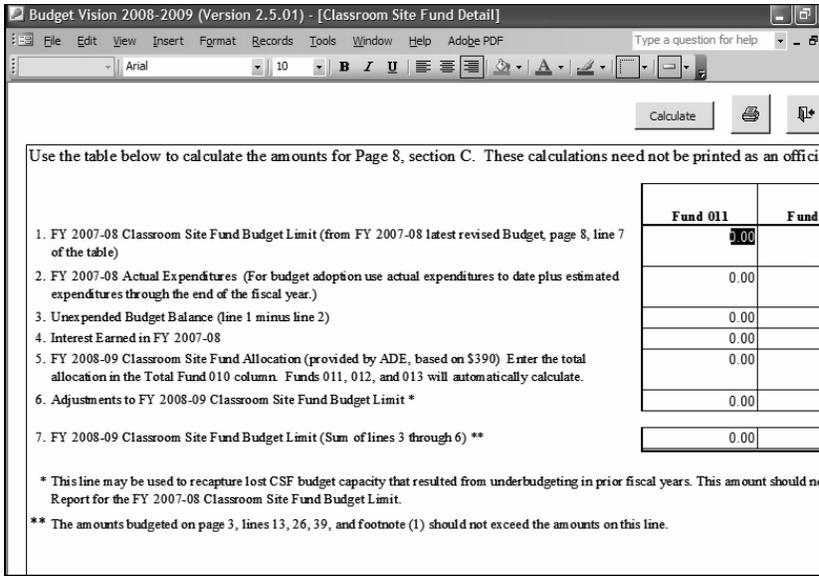
A. 1. Total Amount Available for FY 2007-08 Capital Expenditures (from FY 2007-08 latest revised Budget, page 8, line A.14)	\$	<u>0</u>
2. Total Unrestricted Capital Budget Limit (UCBL) Adjustment for prior years as notified by ADE on BUDG 75 Report. (For budget adoption, use zero. Show negative amount in parentheses.)(1)	\$	<u>0</u>
3. Adjusted Amount Available for FY 2007-08 Capital Expenditures (line A.1 + A.2)	\$	<u>0</u>
4. Amount Budgeted in Fund 610 in FY 2007-08 (from FY 2007-08 latest revised Budget, page 4, line 10)	\$	<u>0</u>
5. Lesser of Lines A.3 or A.4	\$	<u>0</u>
6. FY 2007-08 Fund 610 Actual Expenditures. (For budget adoption use actual expenditures to date plus estimated expenditures through the end of the fiscal year.)	\$	<u>0</u>
7. Unexpended Budget Balance in Fund 610 (Line A.5 minus A.6) (If negative, use zero in calculation, but show negative amount here in parentheses. <u>0</u>)	\$	<u>0</u>
8. Interest Earned in Fund 610 in FY 2007-08	\$	<u>0</u>
9. Federal Impact Adjustment (from Work Sheet R, Line V) (A.R.S. §15-964). Do not use this line if line A.13 is used. Line A.13 is being used	\$	<u>0</u>
10. Monies deposited in Fund 610 from School Facilities Board for donated land (A.R.S. §15-2041.F).	\$	<u>0</u>
11. Adjustment to UCBL for FY 2008-2009 (ARS §15-905.M) Explanation Explanation Description for Page 8, Line A.11	\$	<u>0</u>
12. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$	<u>0</u>
13. FY 2008-2009 State Board Approval to Budget and Accumulate Cash Balance for Construction, Building Renovation, and Soft Capital. (A.R.S. §15-962.F)	\$	<u>0</u>

Total amount available for Capital Expenditures and Accumulation NUM

1. Complete this page as appropriate for your district. (Some of these numbers will be imported.)
2. Scroll down to display the rest of the form. The system displays the following screen.



3. Click the Enter CSF Detail button. The system displays this screen.



4. Enter information as appropriate for your district. To view the results of your input, click Calculate.



Student Growth Count

If your district experiences an increase in ADM on either the 40th or 100th day count, it is eligible to increase the RCL for Growth. To find out if you qualify, complete the Student Growth worksheets. (Do not complete for Budget Adoption or Proposed Budget.)

To access this screen, select the Budget Limit Worksheets option from the main menu. When the system displays the Budget Limit Worksheets Area, select the Formula for Growth in Student Count option. The system displays the following screen.

The screenshot shows the 'FORMULA FOR GROWTH IN STUDENT COUNT' screen in Budget Vision 2008-2009 (Version 2.5.01). The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF), a toolbar with buttons for ACCT DATA, NOTE, UPDATE, and Close, and a status bar at the bottom.

School District 2008-2009 Student Counts are shown below (Includes Rapid Decline Counts)

PSD Student Count used to calculate 2008-2009 BSL	0.000
K-8 Student Count used to calculate 2008-2009 BSL	0.000
9-12 Student Count used to calculate 2008-2009 BSL	0.000
Total Student Count used to calculate 2008-2009 BSL	0.000

School District 40th Day or 100th Day ADM Information

All Students: PSD 0.000, K-8 0.000, 9-12 0.000, Total 0.000

Check One: 40th Day, 100th Day

Date: 5/10/2005

District Growth Status: District Does Not Qualify for Student Growth

Add-On Growth Status: District DOES NOT Qualify for Add-On Growth

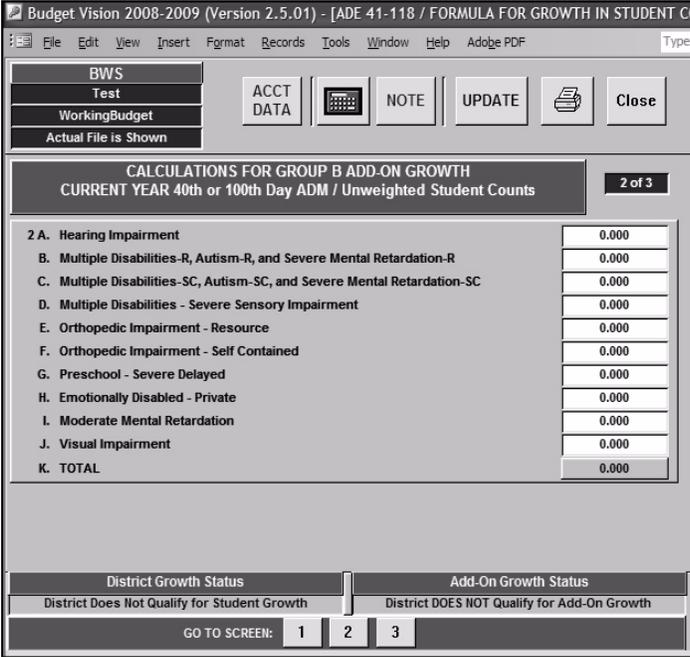
TOTAL GROWTH AMOUNT (From Page 2 - Line 8): \$0.00

GO TO SCREEN: 1 | 2 | 3

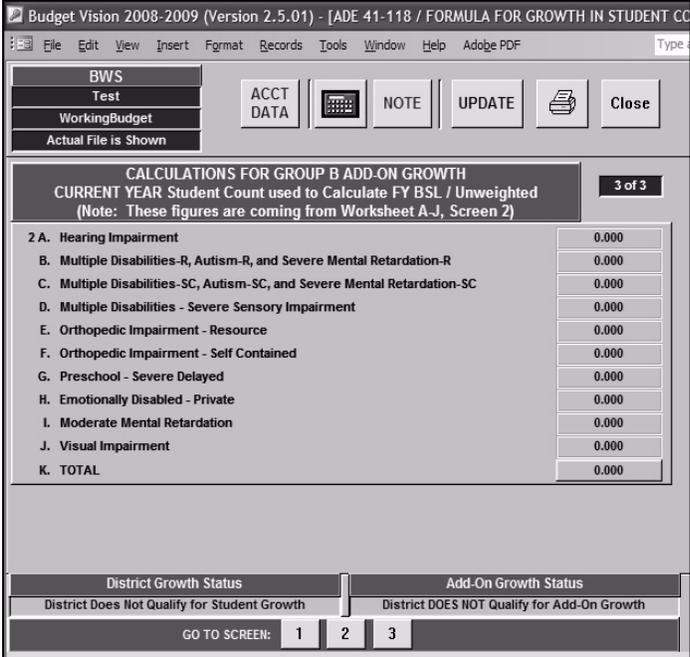
PSH 40th Day or 100th Day Student Count

1. The prior year ADM figures, TEI, and BSL amounts automatically display in the fields. To determine if the district qualifies for growth, enter either the 40th or 100th day ADM.
2. A message displays under *District Growth Status* if the district qualifies.
3. Go to the second screen and enter the amounts on the appropriate lines. The system imports the information on screen 3 from Worksheet A through J's screen 2.

Student Growth Count, Screen 2



Student Growth Count, Screen 3



- Click the Update button and the total amount available for growth displays in the gray field under Total Growth Amount, and is displayed on Budget Page 7.

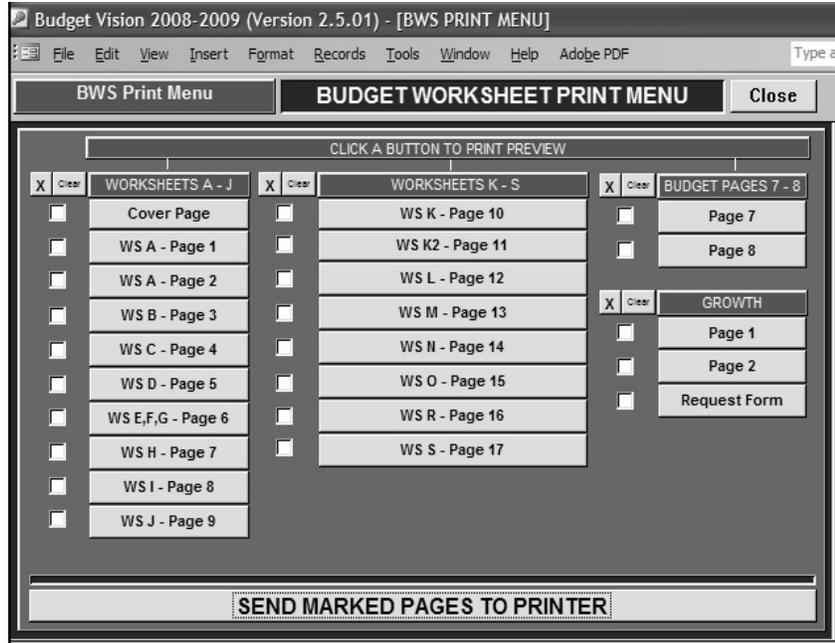


Printing Worksheets

If you have trouble with forms printing, **change the default paper size to legal** on the printer.

You can print worksheets from any of the worksheets or from the Reports menu.

While you are working with the worksheets, print a worksheet by clicking either  or Print Menu to display the following screen.



1. To print just one or several worksheets, click the box to the left of the page you want to print.

To print all of the worksheets under the heading, click the X to select them all.

Any page can be “previewed” before printing by clicking on the actual worksheet/page name button.

2. Click Send Marked Pages to Printer to print the selected pages.



Infinite**Visions**

3

Account Level Budgeting

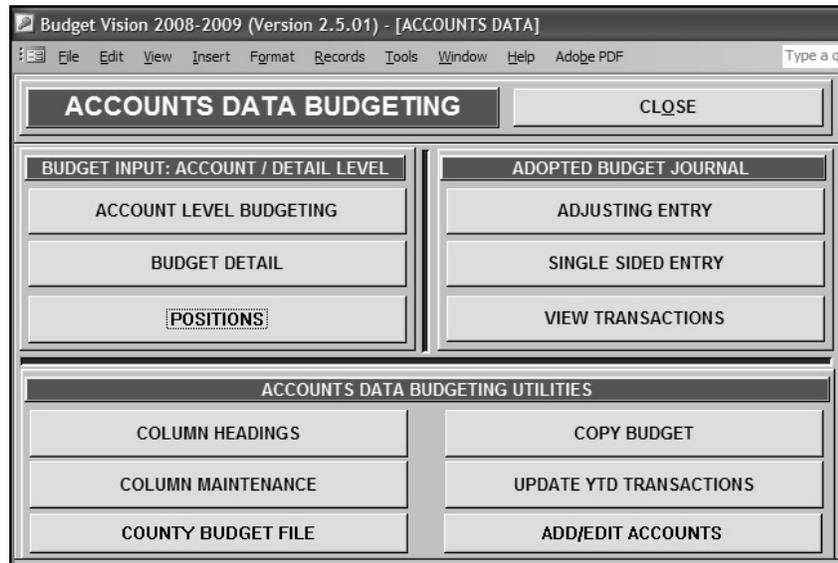
The Budget Vision module provides a budgeting capability for you to enter and maintain budget data. Using this feature you can:

- Maintain budget information for up to five previous years
- Develop and maintain up to two projection/proposed budgets
- Make revisions to the budget journal
- Import salary information from Payroll
- Customize the columns in your budget display

Some of these options are not available if you are an IVEE Accounting user. Those that are grayed out are functions that must be completed in IVEE.



Reviewing the Budgeting Menu



Use this option to:

Account Level Budgeting	Enter budget amounts and view year-to-date transaction amounts.
Budget Detail	Work with budget detail.
Positions	Import and maintain position budget information from Payroll.
Adjusting Entry	Make adjusting entries in the adopted budget journal.
Single Sided Entry	Make single-sided entries in the adopted budget journal.
View Transactions	View budget journal transactions.
Column Headings	Customize the column headings in the budget.
Column Maintenance	Reset amounts to zero or delete detail records by budget column.
Copy Budget	Copy budget information from one column to another.
Update YTD Transactions	Copy detail from a prior year's database to the detail in the current database.
County Budget File	Create a file for sending the adopted budget to the county, if appropriate.
Add/Edit Accounts	Access the screen where you can add or edit account codes.

Entering Budget Information

You can use the Account Level Budgeting screen to enter your working budget amounts, detailed account activity, and view year-to-date transaction amounts. You can maintain up to five years of prior budgets and up to two proposed/projection budgets, in addition to a Working, an Adopted, and a GL budget. You can select which columns you want to display.

To work with account-level budget information, click Account Level Budgeting. The system displays the following screen.

Account Number	Description	Test CurrentBal		Test Adopted		Test Working	
		FTE	Amount	FTE	Amount	FTE	Amount
001-000-0000-0102-000		0.00	\$0.00	0.00	\$0.00	0.00	\$123.00
	Cash in Bank		\$0.00				\$0.00
001-000-0000-0103-000		0.00	\$0.00	0.00	\$1.00	0.00	\$1.00
	Cash on Deposit with Cou		\$0.00				\$0.00
001-000-0000-0123-000		0.00	\$0.00	0.00	\$2.00	0.00	\$2.00
	Real Property Taxes - Current Year		\$0.00				\$0.00
001-000-0000-0201-000		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	ACCOUNTS PAYABLE LIAB		\$0.00				\$0.00
001-000-0000-0205-000		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	TANS PAYABLE		\$0.00				\$0.00
001-000-0000-0209-000		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	PAYABLES		\$0.00				\$0.00
001-000-0000-0222-000		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	SOCIAL SECURITY-OASDI (EMPLOYER)		\$0.00				\$0.00
001-000-0000-0223-000		0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	MEDICARE-HOSPITAL (EMPLOYER)		\$0.00				\$0.00
Revenue - Expense:		56184.50	(\$1,409,514.50)	84386.25	(\$1,311,346.00)	91262.16	(\$63,348,233.17)
			\$0.00				\$17,316,701.95

Sorting the Accounts

1. Use the question marks (?) mask to filter the accounts you want to work with. Click Select to display your selection. Click Reset to clear your filtered selection.
2. You can use the A-Z or Z-A buttons to change a sort. Click in the field you want to sort and click one of the buttons. This function sorts the field in either ascending or descending order. For example, clicking in the Description field and then clicking the A-Z button alphabetizes the account codes by description.



Selecting the Columns to Display

Use the drop-down lists at the top of each of the budget columns to select which column you want to display or work with. You can display any of the following columns:

System Name	Default Name
PY5Budget	Prior Year-5
PY4Budget	Prior Year-4
PY3Budget	Prior Year-3
PY2Budget	Prior Year-2
CurrentBal	Prior Year
Adopted	Adopted
WorkingBudget	Working
PP2Budget	Proposed
PP3Budget	Projection
Budget	GL Budget

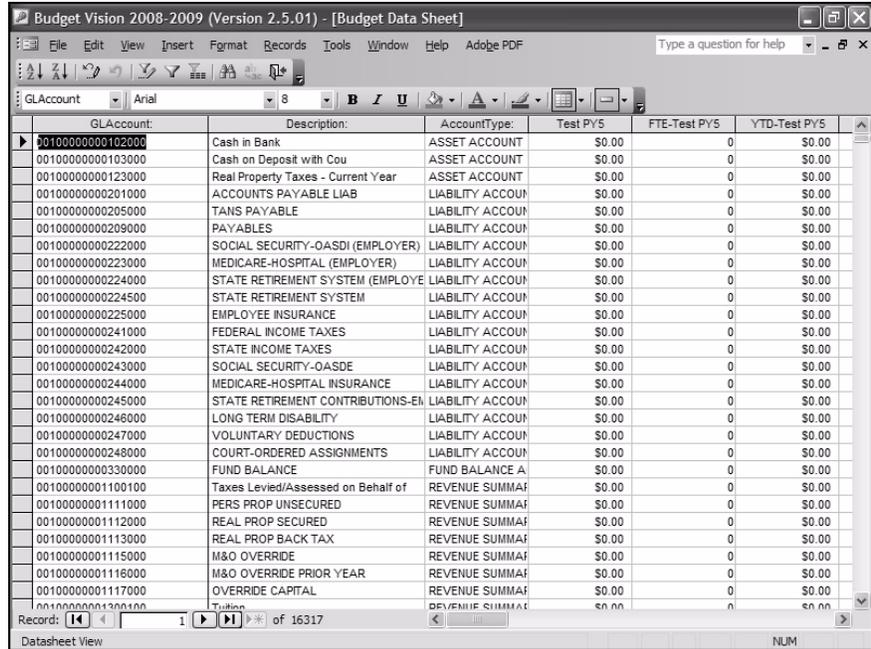
You can also customize the default column names by using the Column Headings utility. See page 56 for information. This manual uses the system column names for uniform identification.

You can only edit the column displayed at the right, although you can use the drop-down list to display any column you need. The Adopted column cannot be edited.

The columns you select for display will reset to CurrentBal, Adopted, and WorkingBudget when you exit the screen, unless you have selected a different column in Global Information under *Select Type of Budget Figures to Display*. That column will be the right most column shown until you exit Budget Vision.

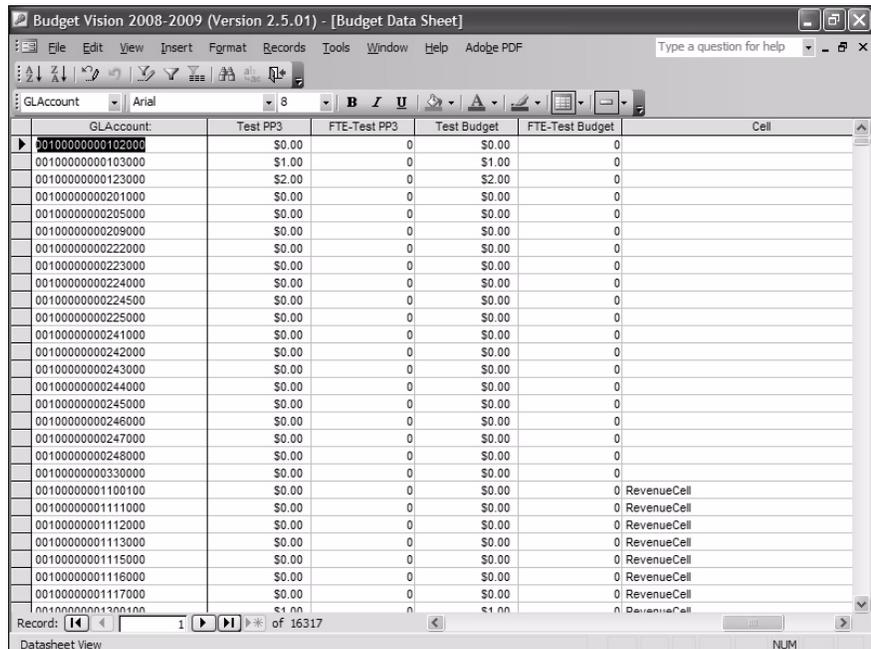
Displaying All the Columns

To display all budget columns in datasheet view, click . The system displays the following screen.



GLAccount	Description	AccountType	Test PY5	FTE-Test PY5	YTD-Test PY5
0010000000102000	Cash in Bank	ASSET ACCOUNT	\$0.00	0	\$0.00
0010000000103000	Cash on Deposit with Cou	ASSET ACCOUNT	\$0.00	0	\$0.00
0010000000123000	Real Property Taxes - Current Year	ASSET ACCOUNT	\$0.00	0	\$0.00
0010000000201000	ACCOUNTS PAYABLE LIAB	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000205000	TANS PAYABLE	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000209000	PAYABLES	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000222000	SOCIAL SECURITY-OASDI (EMPLOYER)	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000223000	MEDICARE-HOSPITAL (EMPLOYER)	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000224000	STATE RETIREMENT SYSTEM (EMPLOYE	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000224500	STATE RETIREMENT SYSTEM	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000225000	EMPLOYEE INSURANCE	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000241000	FEDERAL INCOME TAXES	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000242000	STATE INCOME TAXES	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000243000	SOCIAL SECURITY-OASDE	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000244000	MEDICARE-HOSPITAL INSURANCE	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000245000	STATE RETIREMENT CONTRIBUTIONS-EM	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000246000	LONG TERM DISABILITY	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000247000	VOLUNTARY DEDUCTIONS	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000248000	COURT-ORDERED ASSIGNMENTS	LIABILITY ACCOUN	\$0.00	0	\$0.00
0010000000330000	FUND BALANCE	FUND BALANCE A	\$0.00	0	\$0.00
00100000001100100	Taxes Levied/Assessed on Behalf of	REVENUE SUMMAF	\$0.00	0	\$0.00
00100000001111000	PERS PROP UNSECURED	REVENUE SUMMAF	\$0.00	0	\$0.00
00100000001112000	REAL PROP SECURED	REVENUE SUMMAF	\$0.00	0	\$0.00
00100000001113000	REAL PROP BACK TAX	REVENUE SUMMAF	\$0.00	0	\$0.00
00100000001115000	M&O OVERRIDE	REVENUE SUMMAF	\$0.00	0	\$0.00
00100000001116000	M&O OVERRIDE PRIOR YEAR	REVENUE SUMMAF	\$0.00	0	\$0.00
00100000001117000	OVERRIDE CAPITAL	REVENUE SUMMAF	\$0.00	0	\$0.00

Scrolling to the right enables you to view the cell numbers assigned to each account code, as shown in the following screen.



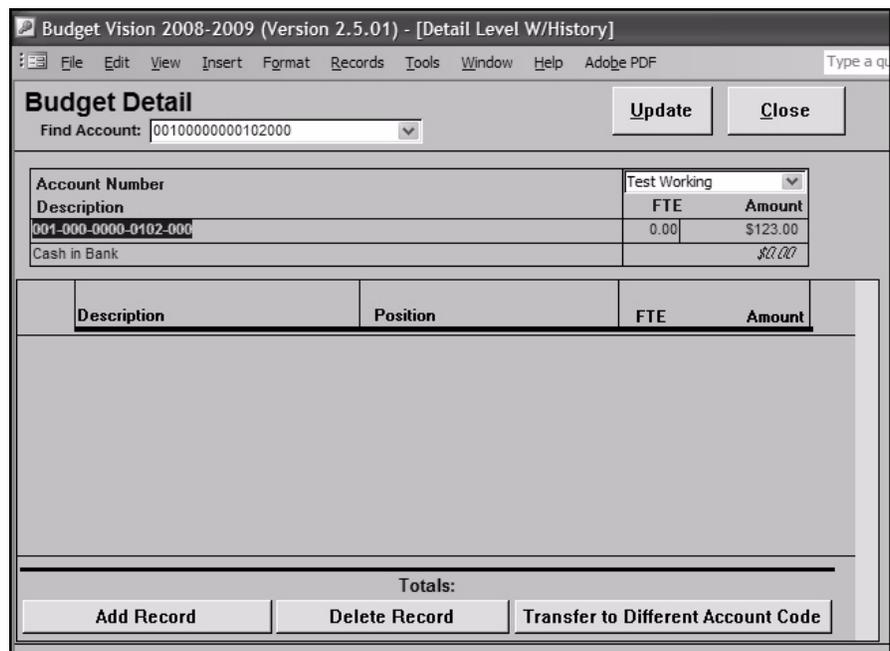
GLAccount	Test PP3	FTE-Test PP3	Test Budget	FTE-Test Budget	Cell
0010000000102000	\$0.00	0	\$0.00	0	
0010000000103000	\$1.00	0	\$1.00	0	
0010000000123000	\$2.00	0	\$2.00	0	
0010000000201000	\$0.00	0	\$0.00	0	
0010000000205000	\$0.00	0	\$0.00	0	
0010000000209000	\$0.00	0	\$0.00	0	
0010000000222000	\$0.00	0	\$0.00	0	
0010000000223000	\$0.00	0	\$0.00	0	
0010000000224000	\$0.00	0	\$0.00	0	
0010000000224500	\$0.00	0	\$0.00	0	
0010000000225000	\$0.00	0	\$0.00	0	
0010000000241000	\$0.00	0	\$0.00	0	
0010000000242000	\$0.00	0	\$0.00	0	
0010000000243000	\$0.00	0	\$0.00	0	
0010000000244000	\$0.00	0	\$0.00	0	
0010000000245000	\$0.00	0	\$0.00	0	
0010000000246000	\$0.00	0	\$0.00	0	
0010000000247000	\$0.00	0	\$0.00	0	
0010000000248000	\$0.00	0	\$0.00	0	
0010000000330000	\$0.00	0	\$0.00	0	
00100000001100100	\$0.00	0	\$0.00	0	RevenueCell
00100000001111000	\$0.00	0	\$0.00	0	RevenueCell
00100000001112000	\$0.00	0	\$0.00	0	RevenueCell
00100000001113000	\$0.00	0	\$0.00	0	RevenueCell
00100000001115000	\$0.00	0	\$0.00	0	RevenueCell
00100000001116000	\$0.00	0	\$0.00	0	RevenueCell
00100000001117000	\$0.00	0	\$0.00	0	RevenueCell

Click  to return to the Account Level Budgeting screen.

Adding Budget Detail

In addition to viewing activity by budget account level, you can perform detailed budgeting by double-clicking on the account number. You can also reach the detail level budgeting screen by selecting the Budget Detail option on the Accounts Data Budgeting screen.

Accounts that have detail records display the word *Detail* under the *FTE* column in the Account Level Budgeting screen. Accounts with detail must be edited at the detail level.



Budget Detail [Update] [Close]

Find Account: 00100000000102000

Account Number	Description	FTE	Amount
001-000-0000-0102-000	Cash in Bank	0.00	\$123.00

Description	Position	FTE	Amount
Totals:			

[Add Record] [Delete Record] [Transfer to Different Account Code]

Adding Detail Records

1. Click Add Record. The system displays a new line for you to enter detail information.
2. Continue adding lines and entering detail until you have completed the detail for the account.
3. Click Update. The program automatically updates your account level budget lines and the totals.

Transferring Detail

You can transfer a detail record from the current account code to a new account code. When you transfer detail, the system keeps the position and old account number, but zeros out the FTE and Amount fields.

1. Click the description of the record you want to transfer.
2. Click Transfer to Different Account Code. The system displays a screen where you can select the account code to where you want to transfer. Click Transfer in that screen to transfer the detail.

Displaying Position Information

If you have imported position information, you can display the Position Control Budgeting screen by clicking the Position button. See page 52 for additional information about importing salary information.

Deleting a Detail Record

Prior years and Adopted columns must be zero for the record to be deleted.

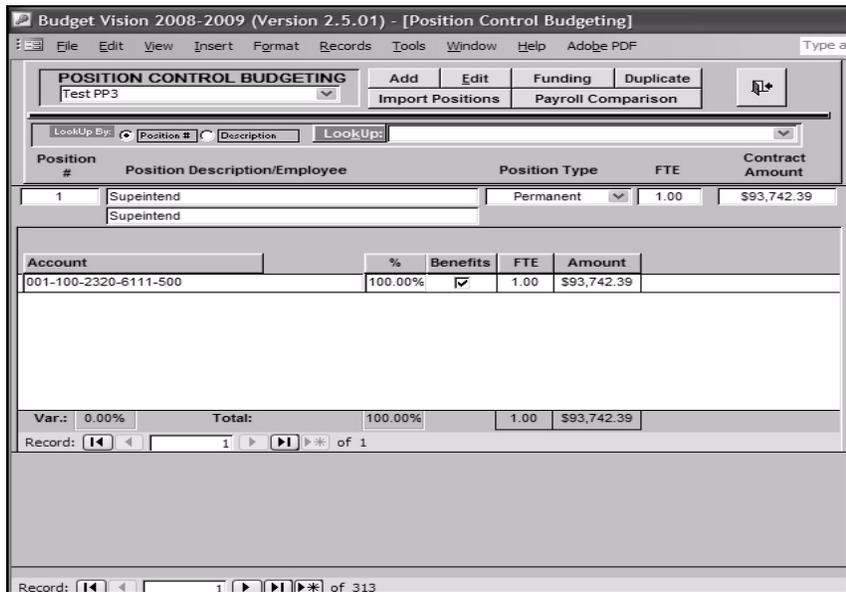
1. Click the line to be deleted.
2. Click Delete Record. The system displays a message to confirm the deletion.

Importing Position Information

If you are an Infinite Visions Accounting user, this utility enables you to import position pay information as detail so that you can include it in the budgeting process. Position amounts display in the budget as "detail."

This utility also provides the ability to revise the amounts, add new positions and amounts, duplicate positions, and run a report comparing payroll to the budgeted amounts.

To import position information, select the Positions option from the Budgeting screen. The system displays the following screen.



Position #	Position Description/Employee	Position Type	FTE	Contract Amount
1	Supeintend Supeintend	Permanent	1.00	\$93,742.39

Account	%	Benefits	FTE	Amount
001-100-2320-6111-500	100.00%	<input checked="" type="checkbox"/>	1.00	\$93,742.39

Var.: 0.00% Total: 100.00% 1.00 \$93,742.39

Record: 1 of 1

Record: 1 of 313

To import position information from payroll, click Import Positions. If this is the first time you have performed the import process, the system prompts you to browse and locate the payroll file to import. If you have already imported a payroll file, the system displays a message telling you what payroll file was previously used and asks if it is the same one you want to use. The system gives you the option to import from a different file.

The system then displays the following screen.

Selecting the Positions to Import

Budget Vision 2008-2009 (Version 2.5.01) - [Import Payroll Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Import Master Positions

Marked Position Types Will be Imported As Detail Records

Positions Not Linked to Salary Schedules

Master Position Amount

Master Position Budget

Positions Linked to Salary Schedules

Master Position Amount

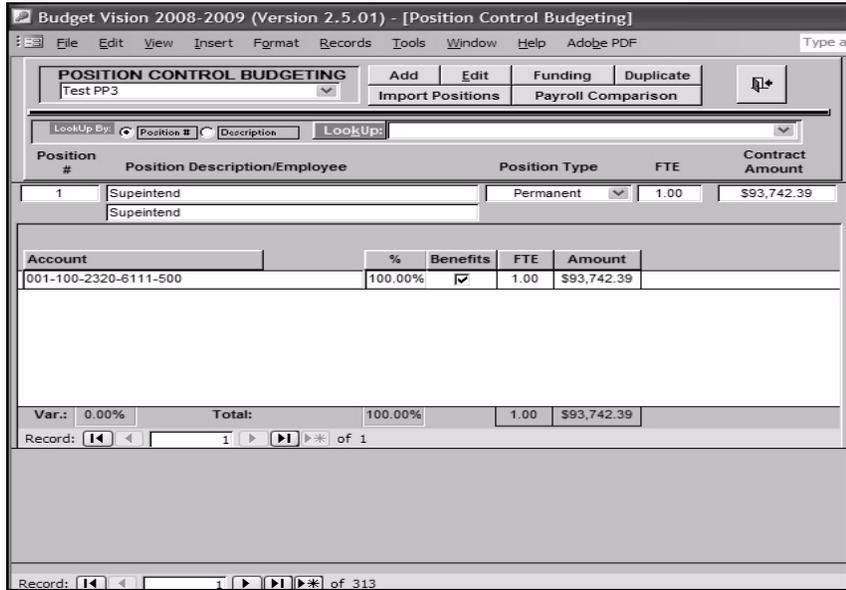
Master Position Budget

Next Year Amount

Status	Type	Select
Extra Duty	Active-Budgeted	<input type="checkbox"/>
Part Time	Active-Budgeted	<input type="checkbox"/>
Permanent	Active-Budgeted	<input type="checkbox"/>
Temporary	Active-Budgeted	<input type="checkbox"/>

1. Select the Position Type(s) to import.
2. Click the Select option to the right to select the type of information you want to import.
3. Click Import Positions. The system imports the position information you selected and redisplay the Position Control Budgeting Screen. Position amounts import into the Working column.

Revising Position Amounts



The screenshot shows the 'POSITION CONTROL BUDGETING' window. At the top, there are buttons for 'Add', 'Edit', 'Funding', 'Duplicate', 'Import Positions', and 'Payroll Comparison'. Below these is a 'LookUp By:' section with radio buttons for 'Position #' and 'Description', and a 'LookUp:' field. The main table displays the following data:

Position #	Position Description/Employee	Position Type	FTE	Contract Amount
1	Supeintend	Permanent	1.00	\$93,742.39

Below the table is an 'Account' section with columns for '%', 'Benefits', 'FTE', and 'Amount'. The data row shows:

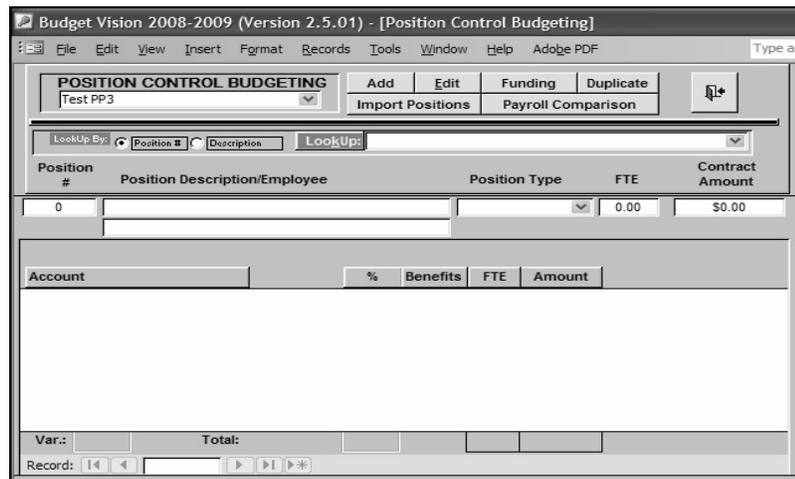
Account	%	Benefits	FTE	Amount
001-100-2320-6111-500	100.00%	<input checked="" type="checkbox"/>	1.00	\$93,742.39

At the bottom, there is a 'Var.:' field showing 0.00%, a 'Total:' field showing 100.00%, and a record navigation bar showing 'Record: 1 of 1'.

1. Use the *LookUp* field to select the position you want to change. You can display the list of positions by number or by description.
2. When the screen displays the record you want to work with, click Edit.
3. Make the revisions you want (including FTE and contract amount). You can also click Funding to work with the position's pay sources.

Adding a Position

To add a position, click Add in the Position Control Budgeting screen.



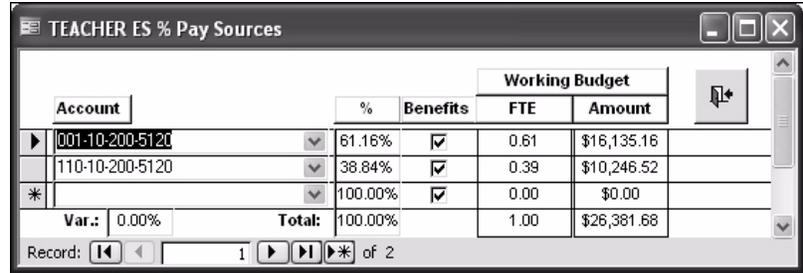
The screenshot shows the 'POSITION CONTROL BUDGETING' window. At the top, there are buttons for 'Add', 'Edit', 'Funding', 'Duplicate', 'Import Positions', and 'Payroll Comparison'. Below these is a 'LookUp By:' section with radio buttons for 'Position #' and 'Description', and a 'LookUp:' field. The main table displays the following data:

Position #	Position Description/Employee	Position Type	FTE	Contract Amount
0			0.00	\$0.00

Below the table is an 'Account' section with columns for '%', 'Benefits', 'FTE', and 'Amount'. The data row is empty.

At the bottom, there is a 'Var.:' field, a 'Total:' field, and a record navigation bar showing 'Record: 1 of 1'.

1. In the *Position Description* field, type a brief description of the position. After you add the description, the system assigns a position number to the new position.
2. Select the position type, and type the *FTE* amount and contract amount.
3. Click Funding to set up the funding for the position. The system displays the following screen.

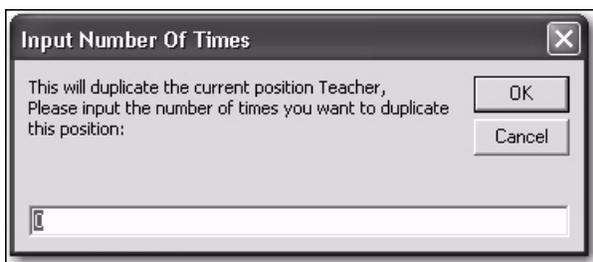


Account	%	Benefits	Working Budget	
			FTE	Amount
001-10-200-5120	61.16%	<input checked="" type="checkbox"/>	0.61	\$16,135.16
110-10-200-5120	38.84%	<input checked="" type="checkbox"/>	0.39	\$10,246.52
*	100.00%	<input checked="" type="checkbox"/>	0.00	\$0.00
Var.:	0.00%	Total:	1.00	\$26,381.68

4. Select the appropriate account. The FTE and Amount are carried over to this screen from the previous screen.
5. When you have completed the pay source information, click . The system redisplay the Position Control Budgeting screen.

Duplicating a Position

1. Use the *LookUp* field to select the position you want to duplicate.
2. Click Duplicate. The system displays the following message.



Input Number Of Times

This will duplicate the current position Teacher,
Please input the number of times you want to duplicate
this position:

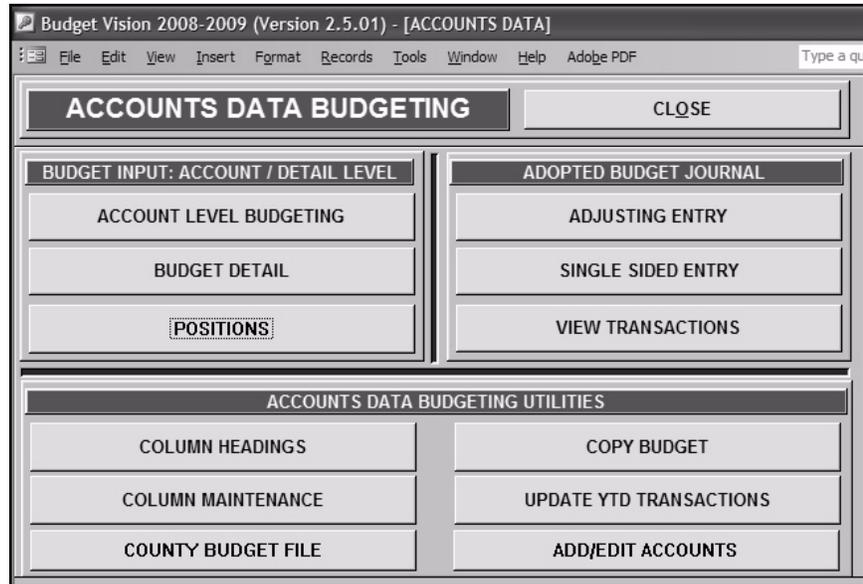
OK Cancel

3. Type the number of times you want the current position duplicated.
4. Click OK.



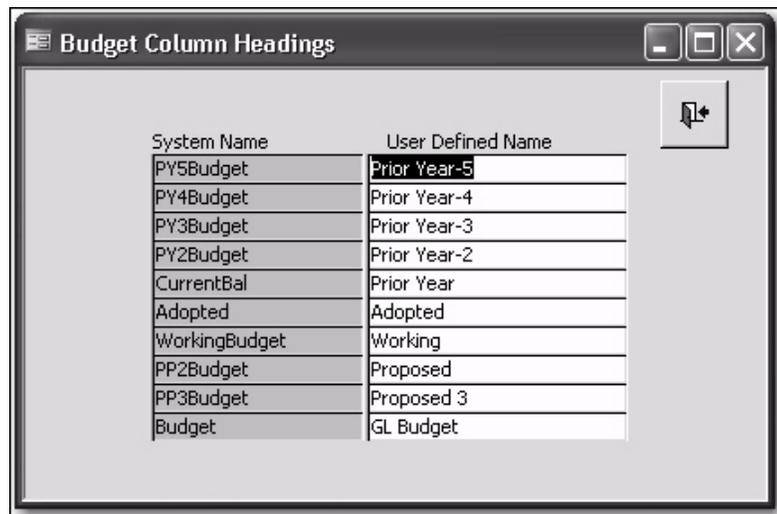
Using the Accounts Data Budgeting Utilities

The system provides four different utilities you can use as you work with your budget.



Customizing Column Headings

You can use this utility to customize the column headings in your budget display and reports.

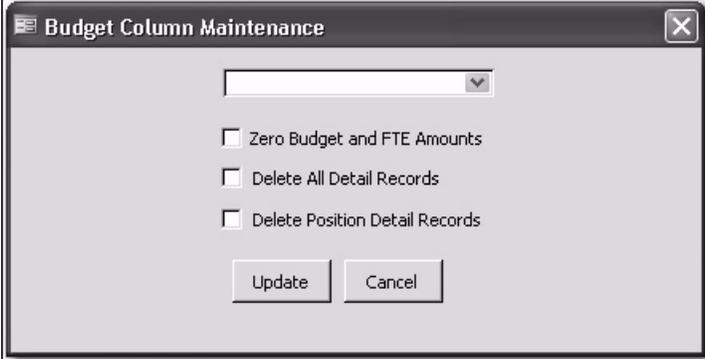


For example, you could change Prior Year to 2007-08, Prior Year-2 to 2006-07, etc. The column headings you define here display in the drop-down lists and display for that column and on budget reports.

Performing Column Maintenance

Use this utility when you want to delete the amounts in a budget column. For example, you may decide you do not like your Proposed 2 Budget and want to start over. You can use the Column Maintenance utility to zero out budget and FTE amounts and delete any detail records so that you can start over.

The Adopted is not listed. If you want to zero out the Adopted, you must copy a different column that is zeroed out to the Adopted column.

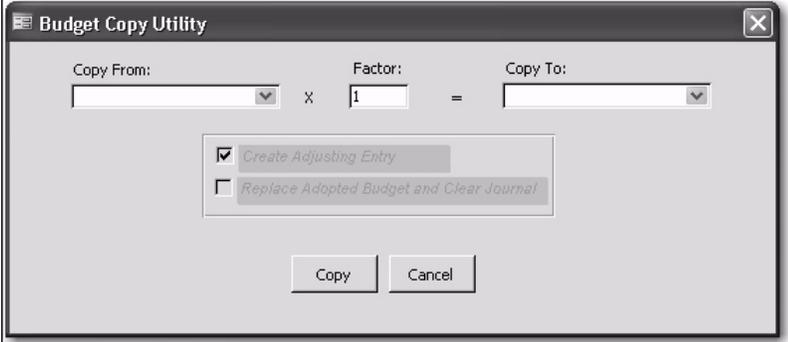


The screenshot shows a dialog box titled "Budget Column Maintenance". It features a drop-down menu at the top. Below the menu are three checkboxes: "Zero Budget and FTE Amounts", "Delete All Detail Records", and "Delete Position Detail Records". At the bottom of the dialog are two buttons: "Update" and "Cancel".

1. Use the drop-down list to select the budget column you want to work with.
2. Select whether you want to Zero Budget and FTE Amounts, Delete All Detail Records, and/or Delete Position Detail Records.
3. Click Update.

Copying Budget Amounts

You can use the Copy Budget utility to copy budgets from one column to another.



The screenshot shows a dialog box titled "Budget Copy Utility". It has three fields: "Copy From:" with a drop-down menu, "Factor:" with a text input containing "1", and "Copy To:" with a drop-down menu. Below these fields are two checkboxes: "Create Adjusting Entry" (checked) and "Replace Adopted Budget and Clear Journal" (unchecked). At the bottom are two buttons: "Copy" and "Cancel".

1. In the *Copy From* field, use the drop-down list to select the column you want to copy from.



2. If you want to increase or decrease the amounts copied by a factor, type the factor in the *Factor* field. The default (1) copies the selected column unchanged.
3. In the *Copy To* field, use the drop-down list to select the column you want to copy to.

If the column you are copying to is the Adopted Budget, the system enables you to select whether you want to create an adjusting entry or replace the adopted budget and clear the journal with a new beginning balance entry created.

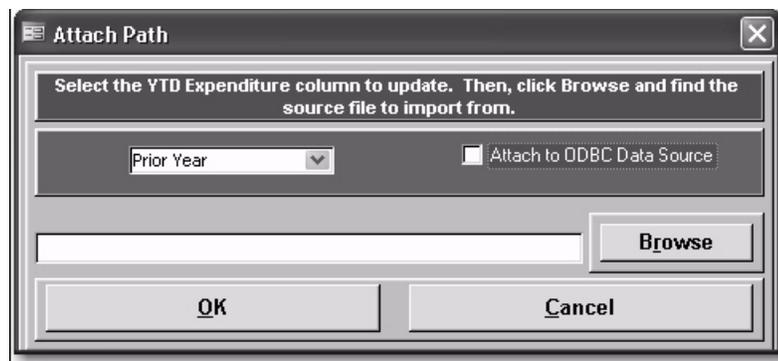
4. Click Copy. The system displays the following message when the copy process is complete.



5. Click OK.

Updating YTD Transactions

If you are an Infinite Visions Accounting user, you can use this utility to copy transaction detail from a prior year database into the current year database.

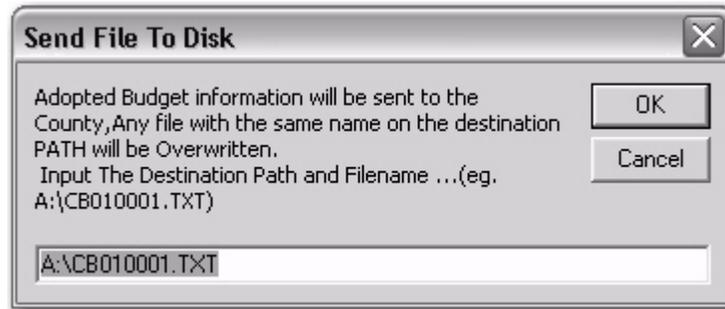


1. Use the drop-down list to select the column you want to update.
2. Click Browse.
3. When the system displays the Find File screen, navigate to the database from which you want to import data.
4. Click OK.

Creating a File for the County

You can use this option to create a file of the Adopted budget column to send to the county.

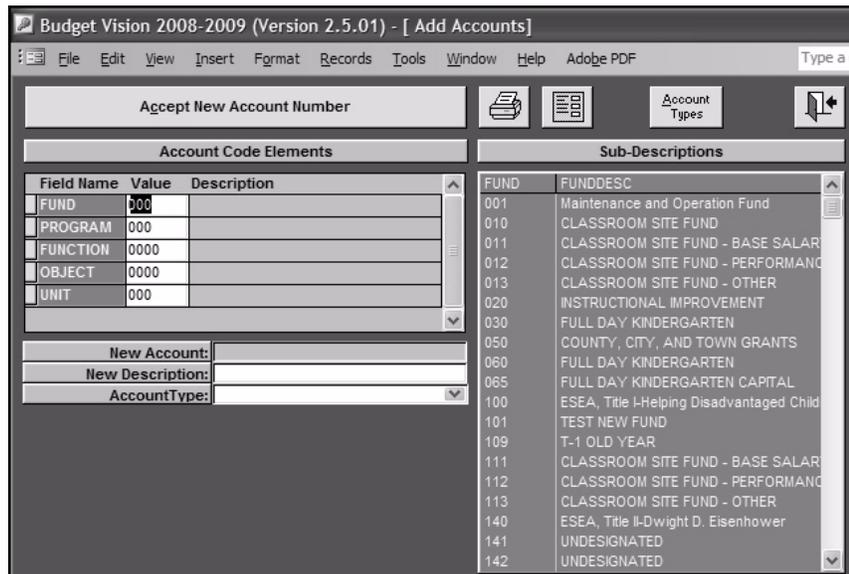
When you choose the County Budget File option from the Accounts Data Budgeting menu, the system displays the following screen:



1. Type the path to the location where you want the file placed.
2. Click OK.

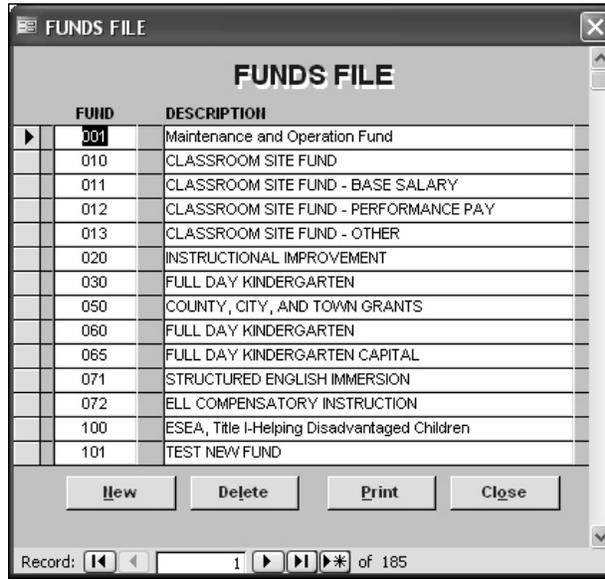
Adding Account Elements

If you need to add new elements to your chart of accounts, you can do so through the Add/Edit Accounts screen OR the Account Level Budgeting Screen.





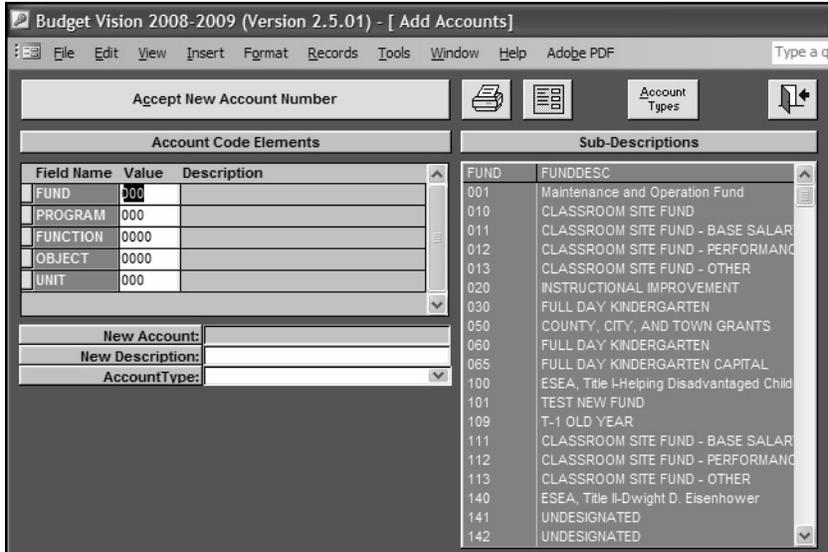
1. To add new account elements, click the gray button to the left of the element you want to add (example Fund, Program, Function, Object, or Unit). The system displays the screen where you can add a new element. For example, if you want to add a new fund, click the gray button to the left of Fund. The system displays the following screen.



2. Click New. The system redisplay the screen with a blank line so you can add the new fund and description.
3. Click Close when you have added the new element.

Adding or Editing an Account

To add a new account, click Add/Edit Accounts. The system displays the Add Accounts screen.



1. In the *Account Code Element* fields, select the element you want to add. You can select values in either of two ways:
 - You can type the appropriate value in each of the *Value* fields.
 - You can click in an element's *Value* field, and the *Sub-Descriptions* list to the right of the screen displays the values currently defined for that element. Scroll through the list until you find the one you want, and then double-click it.

Fill in values for each of the account elements.

2. Review the numbers in the *New Account* field. You selected these numbers in the *Value* fields. If any of the numbers are incorrect, you can return to the appropriate *Value* field and correct it.
3. Review the description of the new account in the *New Description* field. You can change this description to be more specific to the code you are defining. The Object element description is the default.
4. Review the entry in the *Account Type* field. This value auto-fills based on the account numbers you selected.
5. Click Accept New Account Number. The system adds the account code you just defined to the chart of accounts and assigns a cell number if it falls within the USFR chart of accounts.

The Budget Vision module is designed to work with only the pre-defined account types.



Reviewing Account Types

The Budget Vision module is designed to work with only the pre-defined account types.

The system uses account types when generating totals in the Account Level Budgeting area.

If the amount on any of the forms does not match the total amount shown at the bottom of the screen when double-clicking on a cell, call Technical support for assistance.

Your Budget Vision module comes with a number of account types already predefined.

- Asset Account
- Expenditure Summary Acct
- Fund Balance Account
- Liability Account
- Revenue Summary Account
- Transfers In
- Transfers Out

For each of these account types you need to define at least one mask. A **mask** is a selection criteria that enables the system to identify the type of account automatically. For each account type, the system displays a series of question marks (?) in the format of your account code. For example:

???-??-???-????

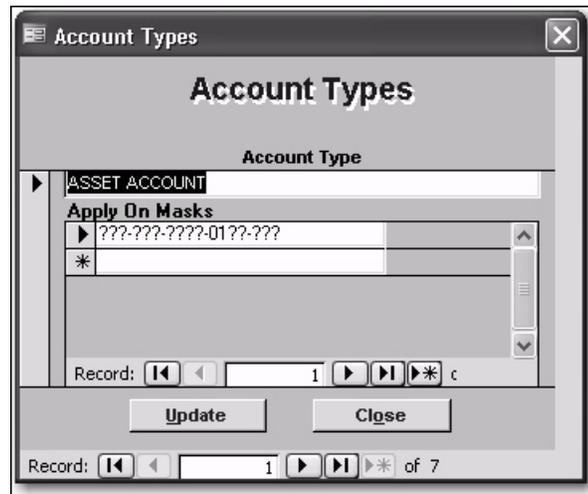
If your chart of accounts identifies asset accounts as having an object code starting with 1, you identify that fact by defining an Asset Account mask like this:

???-??-???-1???

Once defined, the system uses this mask to identify accounts you define with any fund, unit, and function, but with a 1 as the first number in the Object element as an asset account.

The account type masks must identify all codes in the chart of accounts, but an account can fall under only one account type (no overlaps).

To work with account types and account masks, click the Account Types button in the upper right corner of the Add Accounts screen. The system displays the following screen.



Each account must have an account type. If an account does not have a defined account type, reports will not include that account.

To define account type masks:

1. Select the type of account for which you want to define a mask. Use the record selector buttons at the bottom of the screen to view each type.
2. In the *Apply on Masks* field, begin typing question marks (?) in all positions except for those where you want to put the mask.
3. To stop adding masks for this account type, either select another account type, or click Close.

Clicking Update causes the system to go through the chart of accounts, applying the new mask, and changing the account types to the mask(s) you just identified.

Deleting an Account

Account codes can be deleted in the Account Level Budgeting screen. Click the account code, and then click the Delete Acct button. Only codes without any transactions can be deleted.

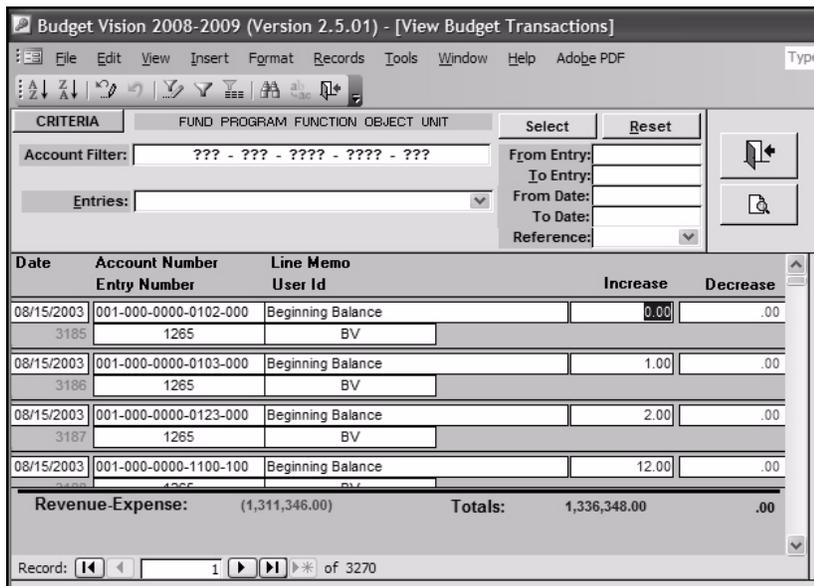
Working with the Budget Journal

This feature of the Budgeting module enables you to track the changes made to your adopted budget. Using the Budget Journal feature you can:

- View budget transactions
- Make single-sided entries
- Make adjusting entries

Viewing Budget Transactions

You can use the View Transactions option to review all of the transactions that have taken place for the adopted budget. To view the transactions, select the View Transactions option from the Budgeting screen in Accounts Data Budgeting.

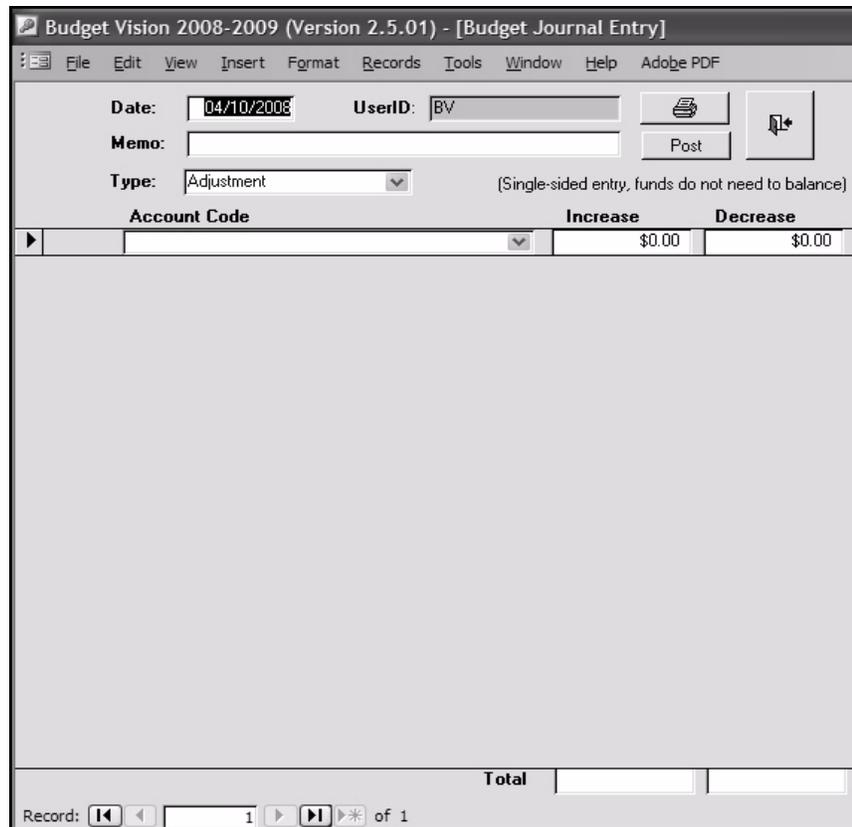


Date	Account Number Entry Number	Line Memo User Id	Increase	Decrease
08/15/2003	001-000-0000-0102-000 3185 1265	Beginning Balance BV	0.00	.00
08/15/2003	001-000-0000-0103-000 3186 1265	Beginning Balance BV	1.00	.00
08/15/2003	001-000-0000-0123-000 3187 1265	Beginning Balance BV	2.00	.00
08/15/2003	001-000-0000-1100-100 3188 1265	Beginning Balance BV	12.00	.00
Revenue-Expense:			(1,311,346.00)	
Totals:			1,336,348.00	.00

Making Single-sided Entries

You can use the Single Sided Entry option to make single-sided entries (such as an increase in a budget amount). Use this option to make entries when the funds do not have to be in balance.

To make a single sided entry to the adopted budget, select the Single Sided Entry option on the Budgeting selection screen, the system displays the following screen.

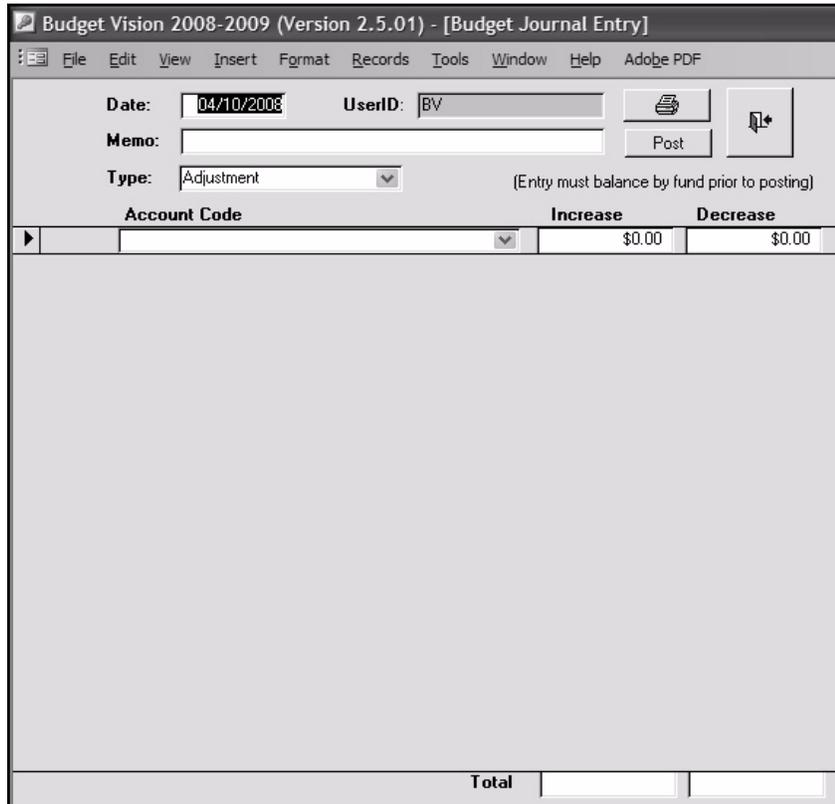


Account Code	Increase	Decrease
	\$0.00	\$0.00
Total		

1. In the *Memo* field, type a brief description of this entry.
2. In the *Type* field, use the drop-down list to select the type of entry (*Adjustment* or *Beginning Balance*).
3. In the *Account Code* field, either type the account code or use the drop-down list to select it.
4. In the *Increase* or *Decrease* field, type the amount to increase or decrease.
5. To save the change to the adopted budget, click *Post*.

Making Adjusting Entries

Use this feature to make a budget journal entry where the funds must be in balance. To make an adjusting budget entry, select the Adjusting Entry option from the Budgeting screen.



Account Code	Increase	Decrease
	\$0.00	\$0.00
Total		

1. In the *Memo* field, type a brief description of the entry you are making.
2. In the *Type* field, use the drop-down list to select Adjustment or Beginning Balance.
3. In the *Account Code* field, type or select the first account.
4. In the *Increase* or *Decrease* field, type the amount appropriate for the adjustment.
5. In the *Account Code* field, type or select the next account to be included in the adjustment. Then type the appropriate balancing amount.
6. To post the change to the approved budget, click Post. The fund must be in balance for the entry to post successfully.



Infinite**Visions**

4

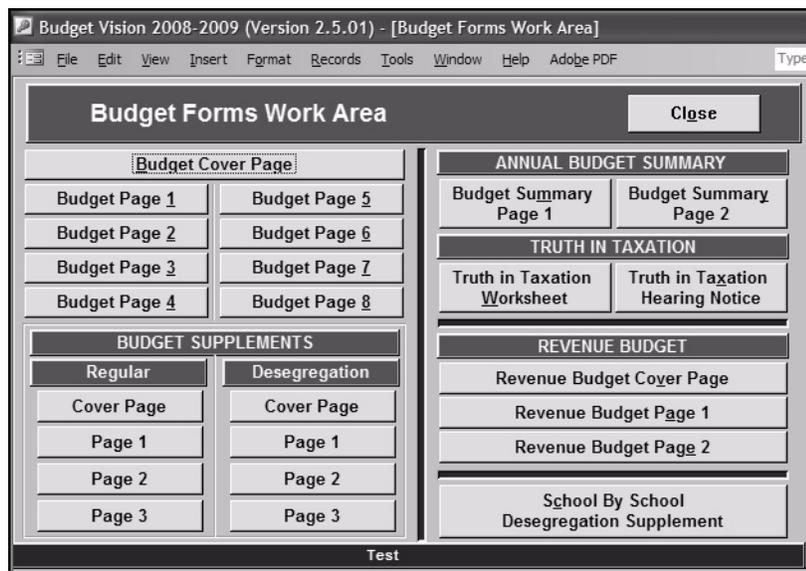
Budget Forms Work Area

The Budget Forms Work Area provides access to:

- Each of the forms for the Expenditure Budget
- Expenditure Budget Supplement
- Desegregation Supplement
- Expenditure Budget Summary
- Revenue Budget
- Truth in Taxation
- School By School Desegregation Supplement

To access the Budget Forms Work Area, select Budget Forms from the Budget Vision main menu. The system displays the following screen.

Working with the Budget Forms



As you work with the pages of your budget, almost all of the information that displays automatically in the forms comes from data entered in the account level budget detail, depending on the type of budget selected in the user setup. See Chapter 2 for information about creating and working with budget amounts.

When you select an option, the system displays the actual form for you to work with.

Most of the forms also provide the following buttons:

Acct Data Click Acct Data to access the screens for entering budget information at the account level and detail account level. See Chapter 2 for information about using these screens.



Displays a calculator you can use for quick calculations.

Notes Opens a note window you can use for entering personal notations.

Print Menu Enables you to access the Budget Forms Print menu, where you can select the sheets you want to print.

Update Calculates and updates the budget after you enter or change information.



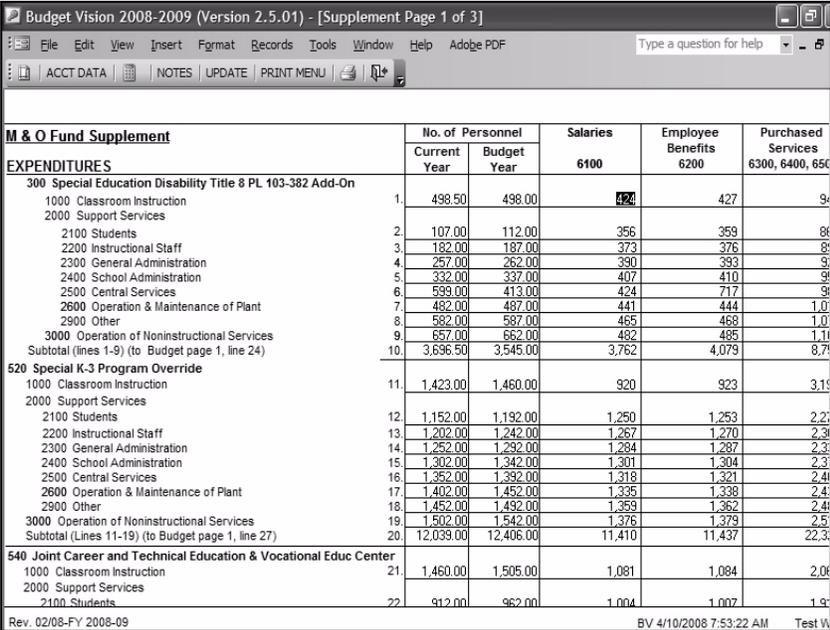
Prints the sheet.



Closes the form and returns to the Budget Forms Work Area screen.

Completing the Budget Supplement

If you are required to complete the Budget Supplement, click on Budget Supplement Page 1 and review the material for accuracy.



M & O Fund Supplement		No. of Personnel		Salaries	Employee	Purchased
		Current Year	Budget Year	6100	Benefits 6200	Services 6300, 6400, 6500
EXPENDITURES						
300 Special Education Disability Title 8 PL 103-382 Add-On						
1000 Classroom Instruction	1.	498.50	498.00	420	427	94
2000 Support Services						
2100 Students	2.	107.00	112.00	356	359	80
2200 Instructional Staff	3.	182.00	187.00	373	376	86
2300 General Administration	4.	257.00	262.00	390	393	93
2400 School Administration	5.	332.00	337.00	407	410	99
2500 Central Services	6.	599.00	413.00	424	717	90
2600 Operation & Maintenance of Plant	7.	482.00	487.00	441	444	1.0
2900 Other	8.	582.00	587.00	465	468	1.0
3000 Operation of Noninstructional Services	9.	657.00	662.00	482	485	1.1
Subtotal (lines 1-9) (to Budget page 1, line 24)	10.	3,696.50	3,545.00	3,762	4,079	8.7
520 Special K-3 Program Override						
1000 Classroom Instruction	11.	1,423.00	1,460.00	920	923	3.1
2000 Support Services						
2100 Students	12.	1,152.00	1,192.00	1,250	1,253	2.2
2200 Instructional Staff	13.	1,202.00	1,242.00	1,267	1,270	2.3
2300 General Administration	14.	1,252.00	1,292.00	1,284	1,287	2.3
2400 School Administration	15.	1,302.00	1,342.00	1,301	1,304	2.3
2500 Central Services	16.	1,352.00	1,392.00	1,318	1,321	2.4
2600 Operation & Maintenance of Plant	17.	1,402.00	1,452.00	1,335	1,338	2.4
2900 Other	18.	1,452.00	1,492.00	1,359	1,362	2.4
3000 Operation of Noninstructional Services	19.	1,502.00	1,542.00	1,376	1,379	2.5
Subtotal (Lines 11-19) (to Budget page 1, line 27)	20.	12,039.00	12,406.00	11,410	11,437	22.3
540 Joint Career and Technical Education & Vocational Educ Center						
1000 Classroom Instruction	21.	1,460.00	1,505.00	1,081	1,084	2.0
2000 Support Services						
2100 Students	22.	912.00	962.00	1,004	1,007	1.9

The amounts on this screen come directly from the account level budgeting and from the type of budget selected in the User Setup screen.

You cannot change any of the information on this screen or on Budget Supplement Page 1, 2, or 3. If you need to make changes, you need to do so at the account level. Access the account level information either by clicking ACCT DATA on the toolbar or double-clicking in the field to be changed.

If you need to change several fields, it is recommended that you use the ACCT DATA approach, since you can then change several accounts at one time. Double-clicking the field only enables you to view or change the account codes that have been assigned to that field.

As you work with the budget pages, you can make additions or changes to the account or detail level by either using the ACCT DATA button on the toolbar to access the specific account or going to the field and double-clicking inside the cell where you want the amount to go. If the field does not require an account code, simply type the information directly on the page. Total fields are calculated amounts and are not accessible.



Budget Supplement Page 2

Unrestricted Capital Outlay Fund Supplement				
Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids 6541-6545	Property 6700	Redemption of Principal 6830
300 Special Education Disability Title 8 P.L. 103-382 Add-On				
1000 Classroom Instruction	31.	85	78	655
2000 Support Services	32.	1	2	6,165
3000 Operation of Noninstructional Services	33.	3		714
4000 Facilities Acquisition & Construction	34.	0		722
5000 Debt Service	35.			
Subtotal (Lines 31-35)	36.	38	80	8,256
520 Special K-3 Program Override				
1000 Classroom Instruction	37.	22	23	881
2000 Support Services	38.	24	25	8,199
3000 Operation of Noninstructional Services	39.	26		940
4000 Facilities Acquisition & Construction	40.	0		948
5000 Debt Service	41.			
Subtotal (Lines 37-41)	42.	72	48	10,968
540 Joint Career and Technical Education & Vocational Education Center				
1000 Classroom Instruction	43.	29	30	954
2000 Support Services	44.	31	32	8,856
3000 Operation of Noninstructional Services	45.	33		1,013
4000 Facilities Acquisition & Construction	46.	0		1,021
5000 Debt Service	47.			
Subtotal (Lines 43-47)	48.	93	62	11,844
Total (Lines 36, 42, & 48)	49.	203	190	31,068
(Include in Fund 610 Budget page 4, Lines 2-9)				

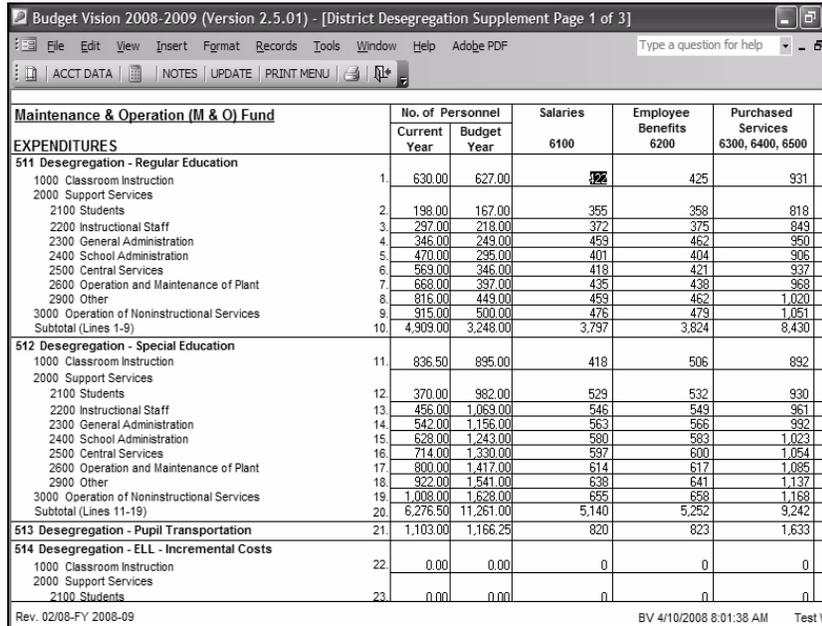
Budget Supplement Page 3

English Language Learners Supplement					
Expenditures	No. of Personnel		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500
	Current Year	Budget Year			
Fund 071 - Structured English Immersion					
1000 Classroom Instruction	1.	0.00	0.00	0	0
2000 Support Services					
2100 Students	2.	0.00	0.00	0	0
2200 Instructional Staff	3.	0.00	0.00	0	0
2300 General Administration	4.	0.00	0.00	0	0
2400 School Administration	5.	0.00	0.00	0	0
2500 Central Services	6.	0.00	0.00	0	0
2600 Operation & Maintenance of Plant	7.	0.00	0.00	0	0
2700 Student Transportation	8.	0.00	0.00	0	0
2900 Other	9.	0.00	0.00	0	0
3000 Operation of Noninstructional Services	10.	0.00	0.00	0	0
Total (lines 1-10) (to Budget page 6, Other Funds, line 4)	11.	0.00	0.00	0	0
Fund 072 - Compensatory Instruction					
1000 Classroom Instruction	12.	0.00	0.00	0	0
2000 Support Services					
2100 Students	13.	0.00	0.00	0	0
2200 Instructional Staff	14.	0.00	0.00	0	0
2300 General Administration	15.	0.00	0.00	0	0
2400 School Administration	16.	0.00	0.00	0	0
2500 Central Services	17.	0.00	0.00	0	0
2600 Operation & Maintenance of Plant	18.	0.00	0.00	0	0
2700 Student Transportation	19.	0.00	0.00	0	0

The amounts on these screens come directly from the Account Level Budgeting and from the type of budget selected in the User Setup screen.

Completing the Budget Desegregation Supplement

If your district is allowed to budget for desegregation, complete the Budget Desegregation Supplement Page 1 and review the material for accuracy.



Maintenance & Operation (M & O) Fund		No. of Personnel		Salaries	Employee Benefits	Purchased Services
EXPENDITURES		Current Year	Budget Year	6100	6200	6300, 6400, 6500
511 Desegregation - Regular Education						
1000 Classroom Instruction	1.	630.00	627.00	372	425	931
2000 Support Services						
2100 Students	2.	198.00	167.00	355	358	818
2200 Instructional Staff	3.	237.00	218.00	372	375	849
2300 General Administration	4.	345.00	249.00	459	452	950
2400 School Administration	5.	470.00	295.00	401	404	906
2500 Central Services	6.	583.00	346.00	418	421	937
2600 Operation and Maintenance of Plant	7.	688.00	397.00	435	439	959
2900 Other	8.	815.00	449.00	459	452	1,020
3000 Operation of Noninstructional Services	9.	915.00	500.00	476	479	1,051
Subtotal (Lines 1-9)	10.	4,909.00	3,248.00	3,797	3,824	8,430
512 Desegregation - Special Education						
1000 Classroom Instruction	11.	835.50	895.00	418	506	892
2000 Support Services						
2100 Students	12.	370.00	982.00	529	532	930
2200 Instructional Staff	13.	456.00	1,069.00	545	549	961
2300 General Administration	14.	542.00	1,156.00	563	566	992
2400 School Administration	15.	628.00	1,243.00	580	583	1,023
2500 Central Services	16.	714.00	1,330.00	597	600	1,054
2600 Operation and Maintenance of Plant	17.	800.00	1,417.00	614	617	1,085
2900 Other	18.	922.00	1,541.00	638	641	1,137
3000 Operation of Noninstructional Services	19.	1,008.00	1,628.00	655	658	1,168
Subtotal (Lines 11-19)	20.	6,276.50	11,261.00	5,140	5,252	9,242
513 Desegregation - Pupil Transportation						
	21.	1,103.00	1,166.25	820	823	1,633
514 Desegregation - ELL - Incremental Costs						
1000 Classroom Instruction	22.	0.00	0.00	0	0	0
2000 Support Services						
2100 Students	23.	0.00	0.00	0	0	0

The amounts on this screen come directly from the account level budgeting and from the type of budget selected in the User Setup screen.

You cannot change any of the information on this screen or on Budget Desegregation Supplement Pages 2 or 3. If you need to make changes, you need to do so at the account level. Access the account level information either by clicking ACCT DATA on the toolbar or double-clicking in the field to be changed.

If you need to change several fields, it is recommended that you use the ACCT DATA approach, since you can then change several accounts at one time. Double-clicking the field only enables you to view or change the account codes that have been assigned to that field.

As you work with the budget pages, you can make additions or changes to the account or detail level by either using the ACCT DATA button on the toolbar to access the specific account or going to the field and double-clicking inside the cell where you want the amount to go. If the field does not require an account code, simply type the information directly on the page. Total fields are calculated amounts and are not accessible.



Budget Desegregation Supplement Page 2

M & O Fund (Concluded)						
EXPENDITURES		No. of Personnel		Salaries	Employee	Purchased
		Current Year	Budget Year	6100	Benefits 6200	Services 6300, 6400, 6500
515 Desegregation - ELL - Compensatory Instruction						
1000 Classroom Instruction	33	0.00	0.00	0	0	0
2000 Support Services						
2100 Students	34	0.00	0.00	0	0	0
2200 Instructional Staff	35	0.00	0.00	0	0	0
2300 General Administration	36	0.00	0.00	0	0	0
2400 School Administration	37	0.00	0.00	0	0	0
2500 Central Services	38	0.00	0.00	0	0	0
2600 Operation and Maintenance of Plant	39	0.00	0.00	0	0	0
2700 Student Transportation	40	0.00	0.00	0	0	0
2900 Other	41	0.00	0.00	0	0	0
3000 Operation of Noninstructional Services	42	0.00	0.00	0	0	0
Subtotal (Lines 33-42)	43	0.00	0.00	0	0	0
Total M&O Fund Desegregation (lines 10, 20, 21, 32 & 43)	44	12,288.50	15,675.25	9,757	9,899	19,305
(to Budget page 1, line 26) (1)						

(1)Laws 2007, HB 2790, §15, requires that the amount budgeted for FY 2008-2009 desegregation expenditures in the M&O and UCO Funds cannot exceed the amount budgeted for desegregation in the M&O and UCO Funds.

Does the district budget for desegregation in the M&O and UCO Funds?
 IF YES, the following information must be completed to calculate the maximum amount allowed for FY 2008-2009 as required by Laws 2007, HB 2790, §15.

1. FY 2007-08 Desegregation Budget (from FY 2007-08 latest revised budget, Desegregation Supplement Districtwide, page 2, line 44 and page 3, line 70)	0
2. FY 2008-07 Attending ADM (Obtain amount from the ADE Report ADMS 45-2)	0
3. FY 2007-08 Attending ADM (Obtain amount from the ADE Report ADMS 45-2)	0

Rev. 02/08-FY 2008-09 BV 4/10/2008 8:02:05 AM Test V

Budget Desegregation Supplement Page 3

Unrestricted Capital Outlay (UCO) Fund					
Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6830
511 Desegregation - Regular Education					
1000 Classroom Instruction	45	0	80	728	
2000 Support Services	46	6	7	6,822	
3000 Operation of Noninstructional Services	47			787	
4000 Facilities Acquisition & Construction	48	0		795	
5000 Debt Service	49				
Subtotal (Lines 45-49)	50	93	87	9,132	
512 Desegregation - Special Education					
1000 Classroom Instruction	51	11	12	800	
2000 Support Services	52	13	14	7,470	
3000 Operation of Noninstructional Services	53	15		859	
4000 Facilities Acquisition & Construction	54	0		867	
5000 Debt Service	55				
Subtotal (Lines 51-56)	56	39	26	9,996	
513 Desegregation - Pupil Transportation	57	18	19	876	
514 Desegregation - ELL Incremental Costs					
1000 Classroom Instruction	58	0	0	0	
2000 Support Services	59	0	0	0	
3000 Operation of Noninstructional Services	60	0		0	
4000 Facilities Acquisition & Construction	61	0		0	
5000 Debt Service	62				
Subtotal (Lines 58-62)	63	0	0	0	
515 Desegregation - ELL - Compensatory Instruction					
1000 Classroom Instruction	64	0	0	0	
2000 Support Services	65	0	0	0	

Rev. 02/08-FY 2008-09 BV 4/10/2008 8:02:30 AM Test V

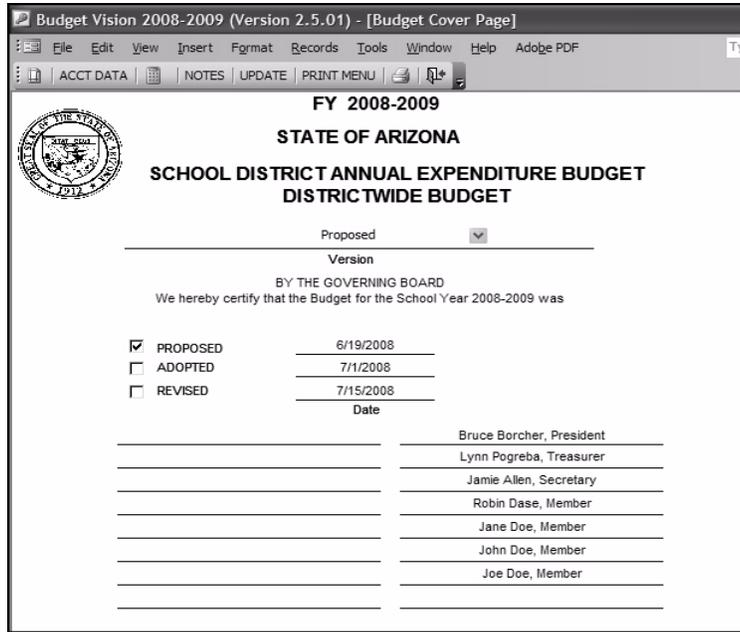
The amounts on these screens come directly from the Account Level Budgeting and from the type of budget selected in the User Setup screen.

Completing the Budget Forms

Once you have completed your account level budgeting and set up your budget limits, you can work with the budget forms.

Completing the Budget Cover Page

Select the Budget Cover Page option to display the form.



Version	Date
<input checked="" type="checkbox"/> PROPOSED	6/19/2008
<input type="checkbox"/> ADOPTED	7/1/2008
<input type="checkbox"/> REVISED	7/15/2008

Signature lines:

- Bruce Borchert, President
- Lynn Pogreba, Treasurer
- Jamie Allen, Secretary
- Robin Dase, Member
- Jane Doe, Member
- John Doe, Member
- Joe Doe, Member

1. Click the down arrow in the Version field to select the appropriate option for budget presentation. ***This will determine which budget column will be used to create the file for ADE.***
2. Scroll down to display the bottom of the form.
3. Type the Governing Board titles in the *Title* fields.
4. Fill in the date the budget was sent to Arizona Department of Education (ADE).
5. The District contact information comes from the Global Information screen.
6. Scroll to the right and enter the Revenues and Property Taxation information.



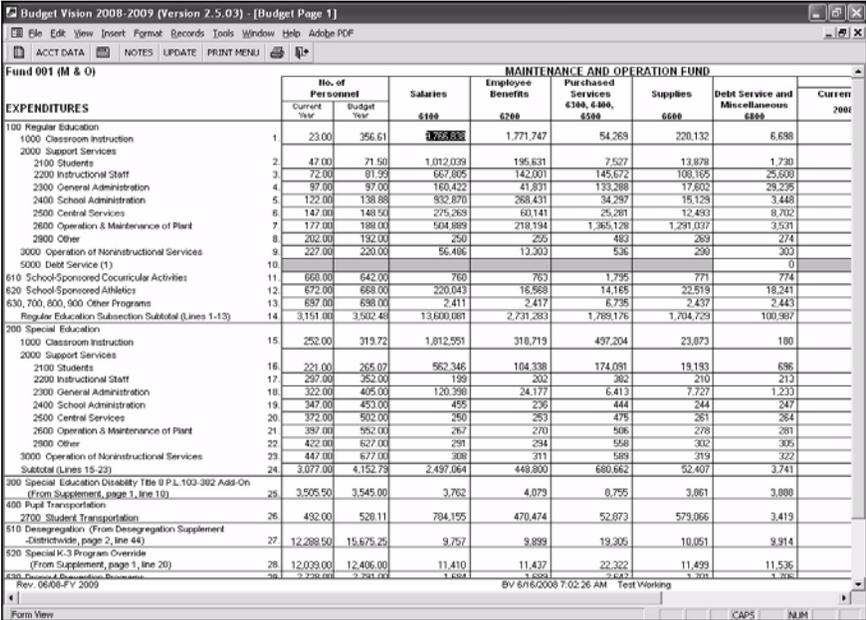
REVENUES AND PROPERTY TAXATION		(This section is not applicable to budget revisions)
1. Total Budgeted Revenues for Fiscal Year 2007-08 \$ _____ 1		
2. Estimated Revenues by Source for Fiscal Year 2008-2009 (excluding property taxes)		
Local	1000 \$	_____ 2
Intermediate	2000 \$	_____ 3
State	3000 \$	_____ 4
Federal	4000 \$	_____ 5
TOTAL	\$	_____ 14
3. District Tax Rates for Current and Budget Fiscal Years (A.R.S. §15-903.D.4)		
	Current Yr. FY 2007-08	Est. Budget Yr. FY 2008-2009
Primary Tax Rate:	_____ .0100	_____ .0110
Secondary Tax Rates:		
M&O Override:	_____ .0120	_____ .0130
K-3 Override:	_____ .0140	_____ .0150
Capital Override:	_____ .0160	_____ .0170
Class A Bonds:	_____ .0180	_____ .0190
Class B Bonds:	_____ .0200	_____ .0210
Total Secondary Tax Rate:	_____ .0800	_____ .0850
A. TOTAL AGGREGATE SCHOOL DISTRICT BUDGET LIMIT (A.R.S. §15-905.H)		
1. General Budget Limit (from Budget page 7, line 11)	\$	_____ 0
2. Unrestricted Capital Budget Limit (from Budget page 8, line A.17)	\$	_____ 0
3. Soft Capital Allocation Limit (from Budget page 8, line B.12)	\$	_____ 0
4. Subtotal (line A.1 + A.2 + A.3)	\$	_____ 0
5. Federal Projects (from Budget page 8, line 16)	\$	_____ 1,179,572

7. Scroll to the right to review the Total Aggregate School District Budget and Budgeted Expenditures information.

8. Click  to return to the Budget Forms Work Area menu.

Completing Budget Page 1

If you completed the Budget Supplement section, the system uses some of that information on this page; the balance of the information comes from the account level budgeting and the budget type selected.



		MAINTENANCE AND OPERATION FUND						
		No. of Personnel	Salaries	Employee Benefits	Purchased Services	Supplies	Debt Service and Miscellaneous	Current 2008
		Current Year	Budget Year	6100	6200	6300, 6400, 6500	6600	
EXPENDITURES								
100	Regular Education							
1000	Classroom Instruction	1	23.00	356.61	1,771,747	54,268	220,132	6,688
2000	Support Services							
2100	Students	2	47.00	71.50	1,012,039	195,631	7,527	13,878
2200	Instructional Staff	3	72.00	81.99	667,805	142,001	145,672	100,165
2300	General Administration	4	97.00	97.00	160,422	41,831	133,288	17,602
2400	School Administration	5	122.00	138.88	832,870	268,431	34,287	15,129
2500	Central Services	6	147.00	148.90	275,269	60,141	25,281	12,493
2600	Operation & Maintenance of Plant	7	177.00	188.00	604,889	218,194	1,365,128	1,291,037
2800	Other	8	202.00	192.00	250	250	463	269
3000	Operation of Noninstructional Services	9	227.00	220.00	56,486	13,303	536	290
5000	Debt Service (1)	10						0
610	School-Sponsored Cocurricular Activities	11	668.00	642.00	760	763	1,295	771
620	School-Sponsored Athletics	12	672.00	683.00	220,043	18,568	14,166	22,519
630, 700, 800, 900	Other Programs	13	687.00	688.00	2,411	2,417	6,796	2,437
	Regular Education Subtotal (Lines 1-13)	14	3,151.00	3,502.48	13,800,081	2,731,263	1,788,176	1,704,729
200	Special Education							
1000	Classroom Instruction	15	252.00	319.72	1,812,951	318,719	497,204	23,873
2000	Support Services							
2100	Students	16	221.00	205.02	562,346	104,338	174,091	19,193
2200	Instructional Staff	17	297.00	252.00	199	202	362	210
2300	General Administration	18	322.00	405.00	1,20,396	24,177	6,413	7,727
2400	School Administration	19	347.00	453.00	495	236	444	244
2500	Central Services	20	372.00	502.00	260	263	476	261
2600	Operation & Maintenance of Plant	21	397.00	502.00	867	270	506	278
2800	Other	22	422.00	627.00	291	294	558	302
3000	Operation of Noninstructional Services	23	447.00	677.00	308	311	589	319
	Subtotal (Lines 15-23)	24	3,077.00	4,152.73	2,497,064	448,800	680,662	52,407
300	Special Education Disability Title B P.L. 103-302 Add-On (From Supplement, page 1, line 10)	25	3,505.50	3,545.00	3,762	4,079	8,755	3,861
400	Pupil Transportation							
2700	Student Transportation	26	492.00	528.11	784,155	470,474	52,873	579,066
510	Desegregation (From Desegregation Supplement - Attachments, page 2, line 44)	27	12,288.50	15,675.25	9,757	9,899	19,305	10,051
620	Special K-3 Program Override (From Supplement, page 1, line 20)	28	12,039.00	12,406.00	11,410	11,437	22,322	11,499
630	Personal Expenditures - Benefits	29	2,258.00	2,281.00	1,684	1,688	3,443	1,361

1. Check the information on this page to be sure it is accurate.
2. To make corrections, go to the Accounts Data Budgeting area or double-click the individual field to go to the account code assigned to that field.



Completing Budget Page 2

Special Education expenditures are entered directly on this page. Rapid Decline data will import automatically from Worksheet A.

Budget Vision 2008-2009 (Version 2.5.01) - [Budget Page 2]

SPECIAL EDUCATION PROGRAMS BY TYPE (M&O Fund Only)
(ARS \$15,761)

	Current Year	Budget Year	
1. Autism	1	21	1.
2. Emotional Disability	2	22	2.
3. Hearing Impairment	3	23	3.
4. Other Health Impairments	4	24	4.
5. Specific Learning Disability	5	25	5.
6. Mild, Moderate or Severe Mental Retardation	6	26	6.
7. Multiple Disabilities	7	27	7.
8. Multiple Disabilities with S.S.I.*	8	28	8.
9. Orthopedic Impairment	9	29	9.
10. Preschool Moderate Delay	10	30	10.
11. Preschool Severe Delay	11	31	11.
12. Preschool Speech / Language Delay	12	32	12.
13. Speech / Language Impairment	13	33	13.
14. Traumatic Brain Injury	14	34	14.
15. Visual Impairment	15	35	15.
16. SUBTOTAL (Lines 1 through 15)	120	420	16.
17. Remedial Education	18	38	17.
18. ELL Incremental Costs	0	0	18.
19. ELL Compensatory Instruction	0	0	19.
20. Gifted Education	16	36	20.
21. Vocational and Technological Education	19	39	21.
22. Career Education	20	40	22.
23. TOTAL (Lines 16 through 22 Must equal total of lines 23 & 24, page 1)	193	573	23.

* Severe Sensory Impairment

Rev. 02/08-FY 2008-09

M&O DETAIL BY OBJECT CODE

1. Regular Education	**
2. Special Education	200
3. Spec Ed Dis Title 8, PL103-382 Add-on	300
4. Pupil Transportation	400
5. Desegregation	510
6. Special K-3 Program Override	520
7. Dropout Prevention Programs	530
8. Career & Technical Ed. & Voc.Ed. Center	540
9. Subtotal (Lines 1 - 8)	
10. School Plant Lease over 1yr	Fund 500
11. School Plant Lease 1 yr or less	Fund 505
12. Total (Lines 9-11)	

Amount From Source:
*Include program codes 100, 610, 620, 630, 700,

FY 2008-2009 Performance Pay (A.R.S. §15-920)
Amount Budgeted in M&O Fund for a Performance P
(1) Do not report budgeted amounts for the Performa

Average Daily Membership
A. FY 2007-08 Average Daily Membership: Res
B. FY 2006-07 Average Daily Membership: Res

David Decline (A.R.S. §15-902, §15-920)
BV 4/10/2008 8:07:27 AM Test Wor

Completing Budget Page 3

The information for funds 011, 012, and 013 come from the account level budgeting and budget type selected.

Budget Vision 2008-2009 (Version 2.5.01) - [Budget Page 3 - Classroom Site Funds]

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600
Classroom Site Fund 011 - Base Salary				
100 Regular Education				
1000 Classroom Instruction	1.	221,956	26,878	
2100 Support Services - Students	2.	4,394	719	
2200 Support Services - Instructional Staff	3.	4,823	774	
Program 100 Subtotal (lines 1-3)	4.	231,176	28,371	
200 Special Education				
1000 Classroom Instruction	5.	63,221	6,716	
2100 Support Services - Students	6.	4,687	758	
2200 Support Services - Instructional Staff	7.	161	163	
Program 200 Subtotal (lines 5-7)	8.	68,070	7,637	
Other Programs (Specify) Test Other Programs Fund 011				
1000 Classroom Instruction	9.	238	241	
2100 Support Services - Students	10.	38	40	
2200 Support Services - Instructional Staff	11.	42	44	
Other Programs Subtotal (lines 9-11)	12.	318	325	
Total Expenditures (Lines 4, 8, and 12)	13.	299,564	36,333	
Classroom Site Fund 012 - Performance Pay				
100 Regular Education				
1000 Classroom Instruction	14.	650,163	55,202	
2100 Support Services - Students	15.	7,640	1,190	
2200 Support Services - Instructional Staff	16.	11,278	2,144	
Program 100 Subtotal (lines 14-16)	17.	669,081	58,536	
200 Special Education				
1000 Classroom Instruction	18.	56,899	8,138	
2100 Support Services - Students	19.	5,949	967	
2200 Support Services - Instructional Staff	20.	194	196	
Program 200 Subtotal (lines 18-20)	21.	63,042	9,301	
Other Programs (Specify) Test Other Programs Fund 012				

1. Review the information for accuracy.
2. Scroll down to display Fund 013. Total Other Interest on lines 13, 26, and 39 must be manually entered.

Budget Vision 2008-2009 (Version 2.5.01) - [Budget Page 3 - Classroom Site Funds]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

ACCT DATA NOTES UPDATE PRINT MENU

Expenditures		Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600
Classroom Site Fund 013 - Other					
100 Regular Education					
1000 Classroom Instruction	27.	372,020	48,207	31,815	1,582
2100 Support Services - Students	28.	7,192	1,336	425	429
2200 Support Services - Instructional Staff	29.	9,918	1,709	441	445
Program 100 Subtotal (Lines 27-29)	30.	389,130	51,252	32,681	2,456
200 Special Education					
1000 Classroom Instruction	31.	43,843	6,167	481	485
2100 Support Services - Students	32.	7,847	1,509	497	501
2200 Support Services - Instructional Staff	33.	505	509	513	517
Program 200 Subtotal (Lines 31-33)	34.	52,196	8,184	1,491	1,503
530 Dropout Prevention					
1000 Classroom Instruction	35.	561	565	569	573
Other Programs (Specify) Test Other Programs Fund 013					
1000 Classroom Instruction	36.	605	7,110	615	620
2100, 2200 Support Serv. Students & Instructional Staff	37.	495	498	501	504
Other Programs Subtotal (Lines 36-37)	38.	1,100	7,608	1,116	1,124
Total Expenditures (Lines 30, 34, 35, and 38)	39.	442,986	67,609	35,857	5,856
Total Classroom Site Funds (lines 13, 26, and 39)	40.	1,475,078	172,132	35,857	5,856

1) For FY 2008-2009, the district has budgeted \$ 123,000 in Fund 010, object code 6590 for Classroom Site Fund pass-through payments to district-sp

2) Include amounts budgeted for registered warrant expense in Funds 011, 012, and 013 on lines 13, 26, and 39, respectively.

Do not assign unit code 500 to Funds 011, 012, or 013.



Completing Budget Page 4

Budget Vision 2008-2009 (Version 2.5.01) - [Budget Page 4]					
FUNDS 610 AND 625					
UNRESTRICTED CAPITAL OUTLAY AND					
Expenditures	Rentals 6440	Library Books, Textbooks, & Instructional Aids (2) 6641-6643	Property (2) 6700	Redemption of Principal (3) 6830	Intere 6840.
Unrestricted Capital Outlay Override (1)	1		2	3	4
Unrestricted Capital Outlay Fund 610					
1000 Instruction	2	1,341	1,389	7,511	
2000 Support Services					
2100, 2200 Students and Instructional Staff	3	1,263	1,280	9,311	
2300, 2400, 2500, 2900 Administration	4	1,199		72,826	
2600 Operation & Maintenance of Plant	5	1,210		95,401	
2700 Student Transportation	6	1,239		406,316	
3000 Operation of Noninstructional Services (5)	7	1,317		5,534	
4000 Facilities Acquisition and Construction	8	1,243		5,643	
5000 Debt Service	9				1,344
Total Unrestricted Capital Outlay Fund (Lines 2-9)	10	8,812	2,669	602,542	1,344
Soft Capital Allocation Fund 625					
1000 Instruction	11	353	729,760	405,735	
2000 Support Services					
2100, 2200 Students and Instructional Staff	12	389	57,246	59,396	
2300, 2400, 2500, 2900 Administration	13	425		54,148	
2600 Operation & Maintenance of Plant	14	454		608	
2700 Student Transportation	15	481		110,490	
3000 Operation of Noninstructional Services (5)	16	508		517	
4000 Facilities Acquisition and Construction	17	535		607	
5000 Debt Service	18				562
Total Soft Capital Allocation Fund (Lines 11-18)	19	3,145	787,006	631,502	562

1. Enter Line 1 directly on the screen. Enter Footnotes (3) and (4).
2. The remaining information on the screen comes from the account level budget and budget type selected. Review the information for accuracy.

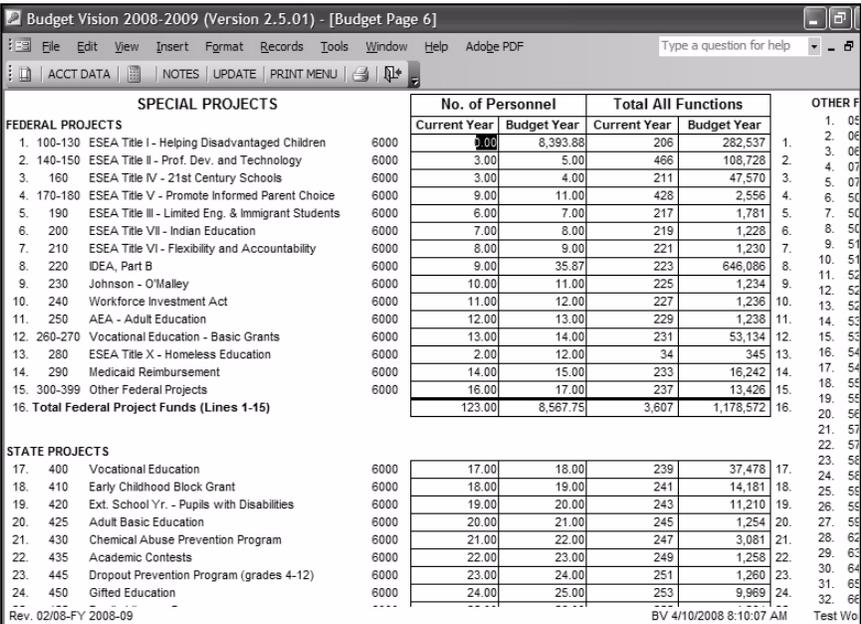
Completing Budget Page 5

Budget Vision 2008-2009 (Version 2.5.03) - [Budget Page 5]										
FUNDS 630, 690, and 695										
BOND BUILDING AND CAPITAL FUNDS										
Expenditures	Salaries 6100	Employee Benefits 6200	Property (1) 6700	Redemption of Principal 6830	Other Interest 6850	All Other Object Codes	Totals			
							Current FY 2008	Budget FY 2009		
Bond Building Fund 630										
1000 Instruction	1		50			318	613	634		
2000 Support Services										
2100, 2200 Students and Instructional Staff	2		1,254			1,258	821	2,513		
2300, 2400, 2500, 2900 Administration	3		1,264			1,268	833	2,533		
2600 Operation & Maintenance of Plant	4		98,719			1,274	945	99,966		
2700 Student Transportation	5		1,281			1,289	857	2,521		
3000 Operation of Noninstructional Services	6		1,294			1,299	869	2,593		
4000 Facilities Acquisition and Construction	7	67,037	12,006	22,888		6,396,864	1,648	6,480,896		
5000 Debt Service	8				0	1,306	452	1,306		
Total Bond Building Fund Expenditures (Lines 1-8)	9	67,037	12,006	127,120	0	6,402,577	6,039	6,605,065		
Building Renewal Fund 690										
1000 Instruction	10			1,290		1,201	695	2,589		
2000 Support Services										
2100, 2200 Students and Instructional Staff	11			1,422		1,427	766	2,849		
2300, 2400, 2500, 2900 Administration	12			1,432		1,437	774	2,869		
2600 Operation & Maintenance of Plant	13	123	456	36,829		8,187	782	46,594		
2700 Student Transportation	14			1,452		1,457	790	2,939		
3000 Operation of Noninstructional Services	15			1,462		1,467	801	2,929		
4000 Facilities Acquisition and Construction	16	502	457	1,479		79,358	1,650	81,796		
5000 Debt Service	17				0	1,494	427	1,494		
Total Building Renewal Fund Expenditures (Lines 10-17)	18	625	913	45,374	0	1,494	94,633	6,685	143,039	
New School Facilities Fund 695										
1000 Instruction	19			241,235		1,241	731	242,676		
2000 Support Services										
2100, 2200 Students and Instructional Staff	20			1,503		1,500	866	3,011		
2300, 2400, 2500, 2900 Administration	21			1,512		1,510	874	3,001		
2600 Operation & Maintenance of Plant	22			1,523		1,520	882	3,051		
2700 Student Transportation	23			1,536		1,538	890	3,074		
3000 Operation of Noninstructional Services	24			1,543		1,549	898	3,089		
4000 Facilities Acquisition and Construction	25	568	507	1,560		4,107,665	1,820	4,104,201		
5000 Debt Service	26				0	1,575	462	1,575		
Total New School Facilities Fund Expenditures (Lines 19-26)	27	568	507	259,513	0	1,575	4,110,546	7,423	4,386,710	

(1) The original acquisition of fixed equipment is coded to function 4000. The cost of replacing fixed equipment is coded to function 2000. Nonfixed equipment, if any, allowed by the School Facilities Board guidelines to be purchased from function 1000-4000, based on its purpose.
 (2) The budgeted expenditures for renovation and new construction are shown by fund to comply with A.R.S. §16-904(B).

Review the information on this page for accuracy.

Completing Budget Page 6



		No. of Personnel		Total All Functions		OTHER F
		Current Year	Budget Year	Current Year	Budget Year	
SPECIAL PROJECTS						
FEDERAL PROJECTS						
1.	100-130 ESEA Title I - Helping Disadvantaged Children	6000	9.00	8,393.88	206	282,537
2.	140-150 ESEA Title II - Prof. Dev. and Technology	6000	3.00	5.00	466	108,728
3.	160 ESEA Title IV - 21st Century Schools	6000	3.00	4.00	211	47,570
4.	170-180 ESEA Title V - Promote Informed Parent Choice	6000	9.00	11.00	428	2,556
5.	190 ESEA Title III - Limited Eng. & Immigrant Students	6000	6.00	7.00	217	1,781
6.	200 ESEA Title VII - Indian Education	6000	7.00	8.00	219	1,228
7.	210 ESEA Title VI - Flexibility and Accountability	6000	8.00	9.00	221	1,230
8.	220 IDEA, Part B	6000	9.00	35.87	223	646,086
9.	230 Johnson - O'Malley	6000	10.00	11.00	225	1,234
10.	240 Workforce Investment Act	6000	11.00	12.00	227	1,236
11.	250 AEA - Adult Education	6000	12.00	13.00	229	1,238
12.	260-270 Vocational Education - Basic Grants	6000	13.00	14.00	231	53,134
13.	280 ESEA Title X - Homeless Education	6000	2.00	12.00	34	345
14.	290 Medicaid Reimbursement	6000	14.00	15.00	233	16,242
15.	300-399 Other Federal Projects	6000	16.00	17.00	237	13,426
16.	Total Federal Project Funds (Lines 1-15)		123.00	8,567.75	3,607	1,178,572
STATE PROJECTS						
17.	400 Vocational Education	6000	17.00	18.00	239	37,478
18.	410 Early Childhood Block Grant	6000	18.00	19.00	241	14,181
19.	420 Ext. School Yr. - Pupils with Disabilities	6000	19.00	20.00	243	11,210
20.	425 Adult Basic Education	6000	20.00	21.00	245	1,254
21.	430 Chemical Abuse Prevention Program	6000	21.00	22.00	247	3,061
22.	435 Academic Contests	6000	22.00	23.00	249	1,258
23.	445 Dropout Prevention Program (grades 4-12)	6000	23.00	24.00	251	1,260
24.	450 Gifted Education	6000	24.00	25.00	253	9,969

1. If your district uses Internal Service Funds, enter the fund number(s) and description(s) in the lower right section of this page.
Information for these funds comes from account level budgeting, provided account codes were directed to the correct cell when setting cell numbers.
2. Enter Footnote (1) amount.
3. Review the page for accuracy.

Completing Pages 7 and 8

Pages 7 and 8 have been added to the Budget Forms Work Area screen for ease of use. Please see the instructions in Chapter 2, Implementing Budget Vision, for information on completing these pages.

School By School Desegregation Supplement

All schools must be calculated before working with the School By School Desegregation forms.

If your district is allowed to budget for desegregation on a school by school basis, you must complete the School By School Desegregation Supplement pages.

From the Budget Forms Work Area, select School By School Desegregation Supplement. The system displays this screen.

Editing School Information

Select Edit Schools. The system displays the following screen.

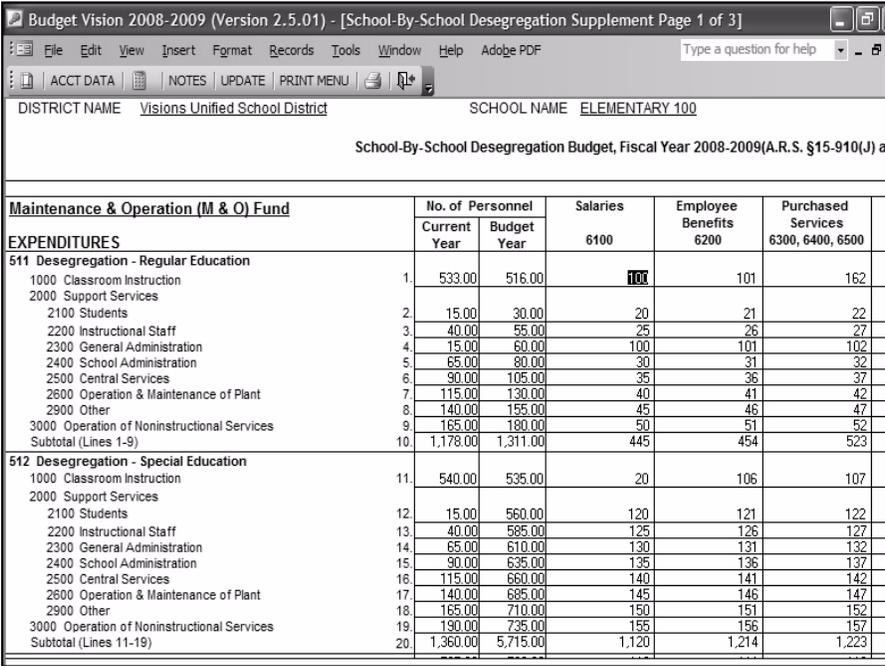
Unit	School Name	CTDS (MUST be 9 digit -ADE assigned #)
100	ELEMENTARY 100	010201100
101	TEST UNIT 101	000000000
102	TEST UNIT 102	000000000
103	TEST UNIT 103	000000000
104	TEST UNIT 104	000000000
105	DESERT WILLOW ELEMENTARY	0000
106	DESERT SUN ELEMENTARY	0000
107	LONE MOUNTAIN ELEMENTARY	0000
108	HORSESHOE TRAILS ELEMENTARY SCHOOL	0000
109	FUTURE MIDDLE SCHOOL	0000
200	HIGH SCHOOL 200	010201205
204	CACTUS SHADOWS HIGH	0000
211	FUTURE HIGH SCHOOL	0000
300	ELEMENTARY - CHARTER	
400	HIGH SCHOOL - CHARTER	

1. Verify or enter the 9-digit CTDS number required by ADE.
For units that you do not want to appear on the School Summary or in the file to ADE, enter nine zeros in the CTDS field.
2. Click  to return to the School By School Desegregation Supplement screen.

Reviewing the School By School Desegregation Supplement Screen

School By School Desegregation Supplement Page 1

Complete the School By School Desegregation Supplement Page 1 and review the material for accuracy.



Maintenance & Operation (M & O) Fund						
EXPENDITURES		No. of Personnel		Salaries	Employee	Purchased
		Current Year	Budget Year	6100	Benefits 6200	Services 6300, 6400, 6500
511 Desegregation - Regular Education						
1000 Classroom Instruction	1.	533.00	516.00	100	101	162
2000 Support Services						
2100 Students	2.	15.00	30.00	20	21	22
2200 Instructional Staff	3.	40.00	55.00	25	26	27
2300 General Administration	4.	15.00	60.00	100	101	102
2400 School Administration	5.	65.00	80.00	30	31	32
2500 Central Services	6.	90.00	105.00	35	36	37
2600 Operation & Maintenance of Plant	7.	115.00	130.00	40	41	42
2900 Other	8.	140.00	155.00	45	46	47
3000 Operation of Noninstructional Services	9.	165.00	180.00	50	51	52
Subtotal (Lines 1-9)	10.	1,178.00	1,311.00	445	454	523
512 Desegregation - Special Education						
1000 Classroom Instruction	11.	540.00	535.00	20	106	107
2000 Support Services						
2100 Students	12.	15.00	560.00	120	121	122
2200 Instructional Staff	13.	40.00	585.00	125	126	127
2300 General Administration	14.	65.00	610.00	130	131	132
2400 School Administration	15.	90.00	635.00	135	136	137
2500 Central Services	16.	115.00	660.00	140	141	142
2600 Operation & Maintenance of Plant	17.	140.00	685.00	145	146	147
2900 Other	18.	165.00	710.00	150	151	152
3000 Operation of Noninstructional Services	19.	190.00	735.00	155	156	157
Subtotal (Lines 11-19)	20.	1,360.00	5,715.00	1,120	1,214	1,223

The amounts on this screen come directly from the account level budgeting and from the type of budget selected in the User Setup screen.

You cannot change any of the information on this screen or on School By School Desegregation Supplement Pages 2 or 3. If you need to make changes, you need to do so at the account level. Access the account level information either by clicking ACCT DATA on the toolbar or double-clicking in the field to be changed.

If you need to change several fields, it is recommended that you use the ACCT DATA approach, since you can then change several accounts at one time. Double-clicking the field only enables you to view or change the account codes that have been assigned to that field.

As you work with the budget pages, you can make additions or changes to the account or detail level by either using the ACCT DATA button on the toolbar to access the specific account or going to the field and double-clicking inside the cell where you want the amount to go. If the field does not require an account code, simply type the information directly on the page.

Total fields are calculated amounts and are not accessible.



School By School Desegregation Supplement Page 2

Budget Vision 2008-2009 (Version 2.5.01) - [School-By-School Desegregation Supplement Page 2 of 3]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME Visions Unified School District SCHOOL NAME ELEMENTARY 100

School-By-School Desegregation Budget, Fiscal Year 2008-2009(A.R.S. §15-910(J) a

M & O Fund (Concluded)		No. of Personnel		Salaries	Employee	Purchased
		Current Year	Budget Year	6100	Benefits 6200	Services 6300, 6400, 6500
EXPENDITURES						
515 Desegregation - ELL - Compensatory Instruction						
1000 Classroom Instruction	33.	0.00	0.00	0	0	0
2000 Support Services						
2100 Students	34.	0.00	0.00	0	0	0
2200 Instructional Staff	35.	0.00	0.00	0	0	0
2300 General Administration	36.	0.00	0.00	0	0	0
2400 School Administration	37.	0.00	0.00	0	0	0
2500 Central Services	38.	0.00	0.00	0	0	0
2600 Operation & Maintenance of Plant	39.	0.00	0.00	0	0	0
2700 Student Transportation	40.	0.00	0.00	0	0	0
2900 Other	41.	0.00	0.00	0	0	0
3000 Operation of Noninstructional Services	42.	0.00	0.00	0	0	0
Subtotal (Lines 33-42)	43.	0.00	0.00	0	0	0
Total M&O Fund Desegregation (lines 10, 20, 21, 32, & 43)	44.	3,103.00	7,586.00	1,675	1,779	1,858

IMPORTANT - Please total all school's Line 44 Budget Year Total column. This amount cannot exceed the Dis

School By School Desegregation Supplement Page 3

Budget Vision 2008-2009 (Version 2.5.01) - [School-By-School Desegregation Supplement Page 3 of 3]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME Visions Unified School District SCHOOL NAME ELEMENTARY 100

School-By-School Desegregation Budget, Fiscal Year 2008-2009(A.R.S. §15-910(J) a

Unrestricted Capital Outlay (UCO) Fund		Rentals	Library Books, Textbooks, & Instructional Aids	Property	Redemption of Principal
		6440	6541-6543	6700	6830
Expenditures					
511 Desegregation - Regular Education					
1000 Classroom Instruction	45.	0	80	0	
2000 Support Services	46.	6	7	0	
3000 Operation of Noninstructional Services	47.	8		0	
4000 Facilities Acquisition & Construction	48.	0		0	
5000 Debt Service	49.				
Subtotal (Lines 45-49)	50.	93	87	0	
512 Desegregation - Special Education					
1000 Classroom Instruction	51.	11	12	0	
2000 Support Services	52.	13	14	0	
3000 Operation of Noninstructional Services	53.	15		0	
4000 Facilities Acquisition & Construction	54.	0		0	
5000 Debt Service	55.				
Subtotal (Lines 51-56)	56.	39	26	0	
513 Desegregation - Pupil Transportation					
514 Desegregation - ELL Incremental Costs	57.	18	19	0	
1000 Classroom Instruction	58.	0	0	0	
2000 Support Services	59.	0	0	0	
3000 Operation of Noninstructional Services	60.	0		0	
4000 Facilities Acquisition & Construction	61.	0		0	
5000 Debt Service	62.				

The amounts on these screens come directly from the Account Level Budgeting - and from the type of budget selected in the User Setup screen.

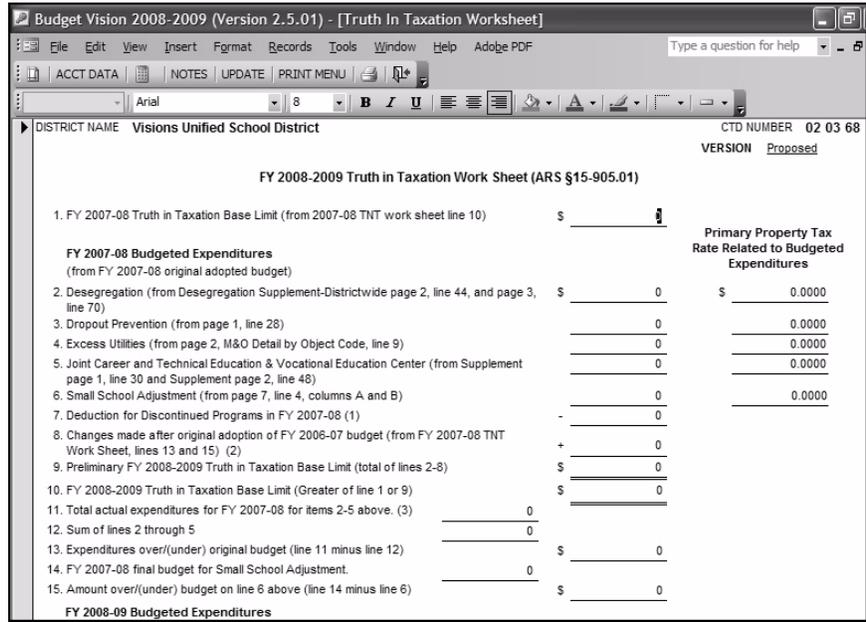
Printing School by School Desegregation Supplement Pages

To print a school's desegregation supplement, select the school and then click Print This School's Desegregation Suppl Pages 1 – 3. The system prints the selected school's pages.

If you have trouble with forms printing in letter size, change the default paper size to legal on the printer.

Truth in Taxation

To complete the Truth in Taxation worksheet, select the option from the Budget Forms Work Area selection screen. The system displays the following screen.

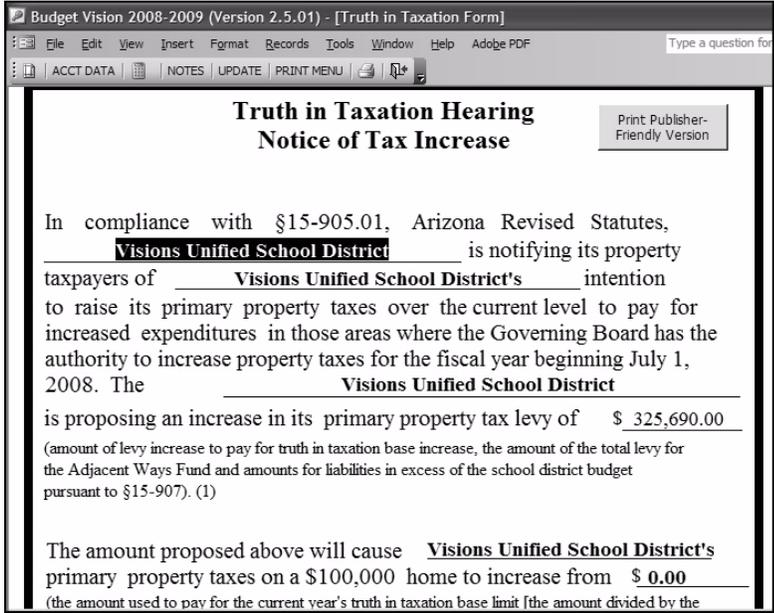


FY 2008-09 Budgeted Expenditures		Primary Property Tax Rate Related to Budgeted Expenditures
1. FY 2007-08 Truth in Taxation Base Limit (from 2007-08 TNT work sheet line 10)	\$ _____	
FY 2007-08 Budgeted Expenditures (from FY 2007-08 original adopted budget)		
2. Desegregation (from Desegregation Supplement-Districtwide page 2, line 44, and page 3, line 70)	\$ _____ 0	\$ _____ 0.0000
3. Dropout Prevention (from page 1, line 28)	_____ 0	_____ 0.0000
4. Excess Utilities (from page 2, M&O Detail by Object Code, line 9)	_____ 0	_____ 0.0000
5. Joint Career and Technical Education & Vocational Education Center (from Supplement page 1, line 30 and Supplement page 2, line 48)	_____ 0	_____ 0.0000
6. Small School Adjustment (from page 7, line 4, columns A and B)	_____ 0	_____ 0.0000
7. Deduction for Discontinued Programs in FY 2007-08 (1)	- _____ 0	
8. Changes made after original adoption of FY 2006-07 budget (from FY 2007-08 TNT Work Sheet, lines 13 and 15) (2)	+ _____ 0	
9. Preliminary FY 2008-2009 Truth in Taxation Base Limit (total of lines 2-8)	\$ _____ 0	
10. FY 2008-2009 Truth in Taxation Base Limit (Greater of line 1 or 9)	\$ _____ 0	
11. Total actual expenditures for FY 2007-08 for items 2-5 above. (3)	_____ 0	
12. Sum of lines 2 through 5	_____ 0	
13. Expenditures over/(under) original budget (line 11 minus line 12)	\$ _____ 0	
14. FY 2007-08 final budget for Small School Adjustment.	_____ 0	
15. Amount over/(under) budget on line 6 above (line 14 minus line 6)	\$ _____ 0	

1. Enter and verify information as appropriate.
2. Click  to close the form.

Truth in Taxation Hearing Notice

Select the Truth in Taxation Hearing Notice option from the Budget Forms Work Area selection screen. The system displays the following screen.



Information for this screen comes from the Truth in Taxation worksheet and from the Global Information screen.

Scroll down to enter the date, time, and location of the hearing at the bottom of the page, as appropriate.



Completing the Revenue Budget

The Revenue Budget will no longer be submitted to ADE.

You may continue to use it for district purposes and to assist with calculating your tax rates, if you wish.

If you used the account level budgeting capability to enter your revenue figures, your revenue amounts will import directly from your account level budget into the Revenue Budget Pages 1 and 2, once you have assigned Revenue Budget cells. If you need to make changes to these revenue figures, you need to make them through the account level budget (double-click inside the field you want to change to access the account level screen).

If you have not entered revenue information at the account level, or for any items that you did not enter at the account level, you can just type your revenue budget information directly into the revenue budget pages.

Completing the Revenue Budget consists of completing the following pages:

- Assign Revenue Budget Cells
- Revenue Budget Cover Sheet
- Revenue Budget Page 1
- Revenue Budget Page 2

Assign Revenue Budget Cells

Use the Assign Revenue Budget Cells to identify any revenue account codes that have not previously been assigned to a particular cell (the fields used on the Budget forms).

Click the Set Revenue Cell Numbers button to Begin Assigning Revenue Cell Numbers.

Account:

Description:

Skip non-compliant zero balance accounts

The *Skip non-compliant zero balance accounts* option enables you to tell the system to assign “No Cell” to any revenue account codes that

are not compliant with the USFR chart of accounts and have a zero balance.

If at any time this screen displays, click Set Cell Numbers and the program assigns any missing cell numbers.

Completing the Revenue Budget Cover Sheet

1. Access the Revenue Budget Cover Sheet (Budget Forms Work Area|Revenue Budget Cover Sheet).



The image shows a document titled "2008-2009 REVENUE BUDGET". At the top center is the Great Seal of the State of Arizona, which features a landscape with a mountain, a river, and a sun, surrounded by the text "GREAT SEAL OF THE STATE OF ARIZONA" and "1912". Below the seal, the text "2008-2009" and "REVENUE BUDGET" are centered. At the bottom of the document, there are two horizontal lines for text entry. The left line is labeled "Clerk or President of the Governing Board" and the right line is labeled "Date".

2. Type the date you are submitting the file in the date field.
3. Click  to return to the Budget Forms Work Area screen.



Completing Revenue Budget Page 1

Clicking Revenue Budget Page 1 in the Budget Forms Work Area screen displays the following screen.

Budget Vision 2008-2009 (Version 2.5.01) - [Revenue Budget Page 1]

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ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME Visions Unified School District COUNTY Maricopa CTDS NUMBER 020368

ESTIMATED REVENUES	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 010	ADJACENT WAYS FUND 020	SOFT CAPITAL ALLOCATION FUND 025	DEBT SERVICE FUND 700	TOTAL
0100 CASH						
1. 0102 Cash in Bank (Revolving Fund)	\$123					1.
2. 0103 Cash on Deposit with County Treasurer (1)	\$1	\$76	\$81	\$0	\$98	2.
3. Cash Balance in the Debt Service Fund not being used to reduce taxes					\$700	3.
4. SUBTOTAL Beginning Cash Balance, July 1, 2008 (Lines 1 + 2 - 3)	\$124	\$76	\$81	\$0	(\$602)	4.
1000 LOCAL (Excluding Current Year Property Taxes)						
5. 1100 Property tax collections (from prior years)	\$12	\$34	\$56	\$78	\$910	5.
6. 1300 Tuition	\$1	\$86		\$103	\$149	6.
7. 1400 Transportation Fees	\$2	\$84		\$104	\$150	7.
8. 1500 Earnings on Investments	\$3	\$85	\$100	\$105	\$151	8.
9. Other (Specify Codes) Test 1	\$4	\$86	\$101	\$106	\$152	9.
10. SUBTOTAL (Lines 5 through 9)	\$22	\$375	\$257	\$496	\$1,512	10.
2000 INTERMEDIATE						
11. 2110 County School Fund	\$5	\$67				11.
12. 2120 County Equalization Assistance	\$6	\$88		\$108		12.
13. 2210 Special County School Reserve Fund	\$7	\$89				13.
14. 2900 Revenue for/on Behalf of the District	\$8	\$90				14.
15. SUBTOTAL (Lines 11 through 14)	\$26	\$354		\$108		15.
3000 STATE						
16. 3110 State Equalization Assistance	\$9	\$91		\$111		16.
17. Other (Specify Codes) Test 2	\$10	\$92		\$225	\$153	17.
18. SUBTOTAL (Lines 16 + 17)	\$19	\$183		\$336	\$153	18.

Review and change as needed.

Tax Rate Calculation

If you want to perform a Tax Rate calculation (formerly lines 29-39 of Revenue Budget Page 1), click the Tax Rate Calculation button at the bottom of Revenue Budget page 1. The system displays the following screen.

This feature is for district use only and is not an official form.

Budget Vision 2008-2009 (Version 2.5.01) - [Revenue Budget Page 1 Tax Calculation (Not an Official Form)]

File Edit View Insert Format Records Tools Window Help Adobe PDF

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME Visions Unified School District COUNTY Maricopa CTD NUMBER 020368

	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 810	ADJACENT WAYS FUND 820	SOFT CAPITAL ALLOCATION FUND 825	DEBT SERVICE FUND 700	TOTAL
Agencies	\$13					
22. 4800 Revenue in Lieu of Taxes	\$14					
23. 4900 Revenue for/on Behalf of the District	\$15					
24. SUBTOTAL (Lines 19 through 23)	\$65					
25. 5200 Interfund Transfers In	\$16	\$98		\$119	\$154	
26. 6930 Interfund Transfers Out (2)	\$17	\$99	\$102	\$120	\$155	
27. Amount Available Before Property Taxes (Lines 4 + 10 + 15 + 18 + 24 + 25 - 26)	\$255	\$987	\$236	\$939	\$1,062	
28. Budgeted Expenditures (Excluding Overrides)(3)	\$26,129,274	\$1,036,288	\$4,345,369	\$1,677,023	\$11,160,135	
29. Amount to be Provided by Primary Tax Levy (Line 28 - 27)	\$26,129,019	\$1,035,301	\$4,345,133	\$1,676,084		
Tax Rate Calculation - This is NOT an official form - for District use ONLY.						
30. Primary Assessed Value						\$128
31. Salt River Project Assessed Value						\$2,234
32. Total (Lines 30 + 31) * 100						\$24
33. Calculated Primary Tax and Voluntary Contribution Rate (lines 29 + 32) (This amount may be negative)	1,088,709.12	\$43,137.5417	181,047.2083	\$69,836.8333		1,382,730.7083
34. Actual Primary Tax and Voluntary Contribution Rate(*)	50					\$76.0000
35. Budgeted Overrides and Debt Service Expenditures to be Provided by Secondary Tax Levy (For Debt Service Column, record line 28-27.)	\$77	\$78			\$11,159,073	



Completing Revenue Budget Page 2

Select and complete Revenue Budget Page 2.

Budget Vision 2008-2009 (Version 2.5.01) - [Revenue Budget Page 2]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME Visions Unified School District COUNTY Maricopa CTDS NUMBER 020368

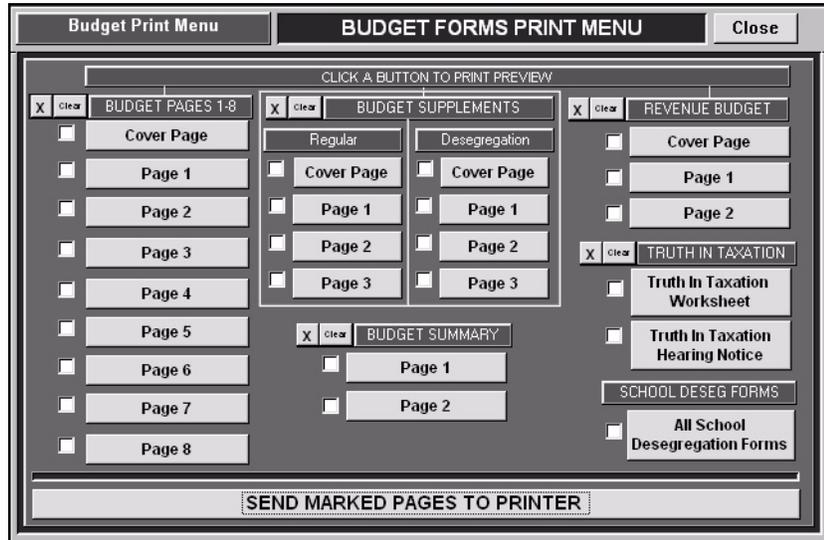
*Enter as a positive number, the program will subtract.

	Beginning Cash Balance (4)	Revenue	Transfers In	Transfers (Out)*	Total Available	
SPECIAL PROJECTS						
Total Federal Projects	1. \$10	\$21	\$22	(\$23)	\$30	1.
Total State Projects	2. \$40	\$24			\$64	2.
OTHER BUDGETED FUNDS						
011 Classroom Site - Base Salary	3. \$11	\$19			\$30	3.
012 Classroom Site - Performance Pay	4. \$12	\$20			\$32	4.
013 Classroom Site - Other	5. \$13	\$21			\$34	5.
020 Instructional Improvement	6. \$14	\$1,234			\$1,248	6.
050 County, City, and Town Grants	7. \$123	\$567			\$690	7.
060 Full Day Kindergarten	8. \$123				\$123	8.
065 Full Day Kindergarten Capital	9. \$456				\$456	9.
071 Structured English Immersion	10. \$0	\$0	\$0	(\$0)	\$0	10.
072 Compensatory Instruction	11. \$0	\$0	\$0	(\$0)	\$0	11.
500 School Plant (Lease Over 1 Year)	12. \$100	\$28	\$27	(\$29)	\$126	12.
505 School Plant (Lease 1 Year or Less)	13. \$100	\$30	\$31	(\$32)	\$129	13.
506 School Plant (Sale)	14. \$130	\$67	\$35	(\$0)	\$232	14.
510 Food Service (5)	15. \$160	\$37	\$38	(\$39)	\$196	15.
515 Civic Center	16. \$190	\$40	\$41	(\$42)	\$229	16.
520 Community School	17. \$220	\$43	\$44	(\$45)	\$262	17.
525 Auxiliary Operations	18. \$250	\$46	\$47	(\$48)	\$295	18.

Printing Budget Forms

You can print any of the budget forms from any of the budget sheet screens or from the Reports menu.

While you are working with the budget forms, print a form by clicking either  or Print Menu to display the following screen.



1. To print just one or several budget forms, click the box to the left of the page you want to print.

To print all of the budget forms under the heading, click the X to select them all.

Any page can be “previewed” before printing by clicking on the actual budget form name button.

2. Click Send Marked Pages to Printer to print the selected pages.

If you have trouble with forms printing, **change the default paper size to legal** on the printer.





InfiniteVisions

5

Using the Budget Vision Draft

Budget Vision has several features that enable you to create a projection budget easily. You can use these features with two different approaches. One approach is to attach to the existing fiscal year file. The second is to attach to a separate projection file. While either approach is acceptable, we recommend using the existing fiscal year file because there are fewer files to handle.

The approaches are broken out by the type of user:

- Access Accounting User
- SQL Accounting User
- IVEE Accounting User

Some of the steps, such as making backups, copying or creating files, or setting new paths, may require assistance from your network administrator.

Due to changes in the USFR Chart of Accounts this year, all cells will be cleared and need to be reassigned the **first time attaching** to either the regular or Draft versions of Budget Vision 2008-2009. The option to *Skip non-compliant zero balance accounts* in the Assign Cells screen has been revised to work without checking balances on some of the earlier Prior Year columns. This feature should assist in assigning account codes more quickly.

If the system finds an account code it doesn't recognize, you will need to select the page the account code belongs on and double-click the appropriate field. the system will assign the code to that field. Or, click *I do not want this account code to appear on the Budget Forms*.

If you find an account code you feel is valid, contact our customer support department.



Access Accounting User

This section describes the steps for preparing projections and proposed budgets using the Budget Vision 2008-2009 Draft version of the software for Access Accounting users.

Set up a Projection/Proposed File

If you have not created a projection file:

1. If you have **not** created a projection file yet, make a copy of the **GLAP0708.MDB** and rename it **PROJ0809.MDB**. Leave it in the **FY0708** directory/folder.
2. Attach the Budget Vision 2008-2009 Draft version to PROJ0809.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheet data at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

Once cells have been assigned, the system returns to the main menu.

If you have created a projection file:

If you **have** already created a PROJ0809.MDB file, perform Step A **OR** Step B.

Step A

If you **have been** using the "Projection" feature setup in Global Information from the Budget Vision 2007-08 program, proceed with the following steps.

Make a backup of the PROJ0809.MDB file.

1. Attach the Budget Vision 2008-2009 Draft version to PROJ0809.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheet data at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

Once cells have been assigned, the system returns to the main menu.

2. If you want to use the projection worksheet information, select Utilities from the Budget Vision main menu.
3. Select Copy Worksheet Projection Data and respond **YES** to overwrite the Actual Worksheet data with the Projection Data.

Step B

If you **have not** been using the “Projection” feature setup in Global Information from the Budget Vision 2007-08 program, proceed with these steps.

Make a backup of the PROJ0809.MDB file.

1. Attach the Budget Vision 2008-2009 Draft version to PROJ0809.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheet data at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

Once cells have been assigned, the system returns to the main menu.

Update Global Information

1. From the Budget Vision main menu, select Global Information.
2. The Type of Budget Figures to Display field will read Working.
3. The Type of Budget Worksheets/Factors to Display field will read Actual.
4. In the Description field, type something to identify what is being worked on (such as Projection FY0809 or Proposed FY0809).
5. Change the budget years to 2006-07, 2007-08, and 2008-09, respectively, maintaining the format.
6. Verify the remaining information and change as necessary.



Rename the Budget Column

1. From the Budget Vision main menu, select Accounts Data Budgeting.
2. Select the Column Heading option.
3. In the User Defined Name column, type **Proposed FY0809** for the **PP2Budget** line.
4. In the User Defined Name column, type **FY0708 Budget** for the **CurrentBal** line.

Update Support Levels and Worksheet Factors

1. From the Budget Vision main menu, select Support Levels. The Base Level has been increased by 2%. If you want a different Base Level, select the "Fixed" option in the Projected Increase to Base Level field and enter the adjustment amount in the Enter Fixed Dollar Adjustment box.
2. At the bottom of the Support Levels screen, select Factor Adjustment Screen 1.
3. Click the Reset button to initially set the new factors and Support Levels. The Support Levels Per Route Mile have been increased by 2%. If you want different factors, click the NO option and enter the amount you want in the Amount Used column.

Repair and Compact Database

Make sure there are no users attached to the GLAP or PROJ file.

1. Click Start|Programs|Visions|Check-up.
2. On the first blank line, click the Set Path button.
3. In the Look-in box, locate and select your GLAPXXXX or PROJXXXX data file (where XXXX equals the four digit fiscal year).
4. Click Open.
5. Click the Check-up button to the left of the path you just created. When the process is complete, you will receive this message "File has been Compacted....".
6. Click OK to continue.
7. Click Exit to exit the Check-up program.

Update All Calculations

1. From the Budget Vision main menu, select Utilities.
2. Select Update All Calculations.

Change Budget and Worksheets as Needed

Input new Budget worksheet data as needed. Windsor Management Group will inform you when ADE has the worksheet information available on their web site. The file can then be downloaded from ADE's web site. Follow the procedures for importing the worksheet counts in the Budget Vision User's Guide. Review figures and update/change as necessary.

To change budget:

From the Budget Vision main menu, select Accounts Data Budgeting, then Account Level Budgeting, and input the budget changes by account code in the working column.

If you created a PROJ0809.MDB file earlier and were using the Projected column (PP3Budget) to input data, select Accounts Data Budgeting from the main menu. Then select Copy Budget and copy from the PP3Budget column to the Working column.

Use the Working column to input the projected/proposed budget.

This is as far as you can go with the DRAFT version of Budget Vision. Additional instructions will be available when the final version of Budget Vision is released.



SQL Accounting User

This section describes the steps for preparing projections and proposed budgets using the Budget Vision 2008-09 Draft version of the software for Accounting users who are using SQL Server.

Set up a Projection/Proposed File

If you have not created a projection file:

3. Make a copy of the **GLAP0708.MDB** and rename it **GLAP0809.MDB**.
4. Put the **GLAP0809.MDB** file in an **FY0809** directory/folder; if there isn't an FY0809 folder, create one wherever the FY0708 directory/folder is located.
5. Attach Budget Vision 2008-2009 Draft version to the GLAP0809.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheet data at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

Once cells have been assigned, the system returns to the main menu.

If you have created a projection file:

If you **have** already created a PROJ0809.MDB file and **have been** using the "Projection" feature setup in Global Information, you do not need to create another file.

1. Rename the **PROJ0809.MDB** file to **GLAP0809.MDB**.
2. Put the **GLAP0809.MDB** file in an **FY0809** folder. If there isn't an FY0809 folder, create one wherever the FY0708 folder is located.

Make a backup of the **GLAP0809.MDB** file before proceeding.

3. Attach the Budget Vision 2008-2009 Draft version to GLAP0809.MDB.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheet data at a

later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

4. From the Budget Vision main menu, select Utilities.

Once cells have been assigned, the system returns to the main menu.

5. Select Utilities.
6. Select Copy Worksheet Projection Data and respond **YES** to overwrite the Actual Worksheet data with the Projection Data.

Update Global Information

1. From the Budget Vision main menu, select Global Information.
2. The Type of Budget Figures to Display field will read Working.
3. The Type of Budget Worksheets/Factors to Display field will read Actual.
4. In the Description field, type something to identify what is being worked on (such as Projection FY0809 or Proposed FY0809).
5. Change the budget years to 2006-07, 2007-08, and 2008-09, respectively, maintaining the format.
6. The SQL Database field should be blank *until* the General Ledger is rolled over for FY0809.
7. If there is a current path displayed, click the **X** button to disconnect the SQL path. This will prevent accidental synchronization of FY0809 budget information with FY0708 budget information. New account codes will need to be added in both Budget Vision and General Ledger. Once the FY0809 rollover is performed for General Ledger, the SQL path can be set to FY0809 and synchronization can resume.
8. Verify the remaining information and change as necessary.

Rename the Budget Column

1. From the Budget Vision main menu, select Accounts Data Budgeting.
2. If a message appears for synchronization, respond NO. This means you have a SQL database path set in Global. Please Return to Global Information and click **X** to disconnect it.
3. Select the Column Heading option.
4. In the User Defined Name column, type **Proposed FY0809** for the **PP2Budget** line.
5. In the User Defined Name column, type **FY0708 Budget** for the **CurrentBal** line.



Update Support Levels and Worksheet Factors

1. From the Budget Vision main menu, select Support Levels. The Base Level has been increased by 2%. If you want a different Base Level, select the "Fixed" option in the Projected Increase to Base Level field and enter the adjustment amount in the Enter Fixed Dollar Adjustment box.
2. At the bottom of the Support Levels screen, select Factor Adjustment Screen 1.
3. Click the Reset button to initially set the new factors and Support Levels. The Support Levels Per Route Mile have been increased by 2%. If you want different factors, click the NO option and enter the amount you want in the Amount Used column.

Repair and Compact Database

Make sure there are no users attached to the GLAP or PROJ file.

1. Click Start|Programs|Visions|Check-up.
2. On the first blank line, click the Set Path button.
3. In the Look-in box, locate and select your GLAPXXXX or PROJXXXX data file (where XXXX equals the four digit fiscal year).
4. Click Open.
5. Click the Check-up button to the left of the path you just created. When the process is complete, you will receive this message "File has been Compacted....".
6. Click OK to continue.
7. Click Exit to exit the Check-up program.

Update All Calculations

1. From the Budget Vision main menu, select Utilities.
2. Select Update All Calculations.

Change Budget and Worksheets as Needed

Input new Budget worksheet data as needed. Windsor Management Group will inform you when ADE has the worksheet information available on their web site. The file can then be downloaded from ADE's web site. Follow the procedures for importing the worksheet counts in the Budget Vision User's Guide. Review figures and update/change as necessary.

To change budget:

From the Budget Vision main menu, select Accounts Data Budgeting, then Account Level Budgeting, and input the budget changes by account code in the working column.

If you created a PROJ0809.MDB file earlier and were using the Projected column (PP3Budget) to input data, select Accounts Data Budgeting from the main menu. Then select Copy Budget and copy from the PP3Budget column to the Working column.

Use the Working column to input the projected/proposed budget.

Copy Prior Year Budget Columns

From the Budget Vision main menu, select the Accounts Data Budgeting. Then select Copy Budget, and **carefully** copy the appropriate prior year columns. Start with the oldest budget column first and work backwards to the newest. See the Budget Vision Manual for detailed instructions on this procedure.

Example: Copy the PY4Budget to the PY5Budget, the PY3Budget to the PY4Budget, the PY2Budget to the PY3Budget, etc.

This is as far as you can go with the DRAFT version of Budget Vision. Additional instructions will be available when the final version of Budget Vision is released.



IVEE Accounting User

This section describes the steps for preparing projections and proposed budgets using the Budget Vision 2008-09 Draft version of the software for Accounting users who are using Infinite Visions Enterprise Edition.

1. From Infinite Visions Enterprise Edition Accounting, connect to **FY0708**.
2. In General Ledger, select Configuration, then select Budget Columns and add a new budget column named **Proposed FY0809**. Select Show Current Transactions and select the type of "status" wanted.
3. In General Ledger, select Configuration, then select General Ledger Default Settings. In the Proposed Column field, use the drop-down list to select the Proposed FY0809 budget column.
4. In General Ledger, select Budgeting, and then Budget Input. Select Proposed FY0809 as the editable column, and input the proposed budget in the Proposed FY0809 column. Refer to the IVEE Help Text for additional assistance.

Set up a Projection/Proposed File

If you have not created a projection file:

1. Make a copy of the **GLAP0708.MDB** file and rename it **GLAP0809.MDB**.
2. Put the **GLAP0809.MDB** file in an **FY0809** directory/folder. If there isn't an FY0809 folder, create one wherever the FY0708 directory/folder is located.
3. Attach Budget Vision 2008-09 Draft version to the GLAP0809.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheets data at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

Once cells have been assigned, the system returns to the main menu.

If you have created a projection file:

If you **have** already created a PROJ0809.MDB file and **have been** using the "Projection" feature setup in Global Information from the Budget Vision 2007-08 program, proceed with the following instructions.

1. Rename the **PROJ0708.MDB** file to **GLAP0809.MDB**.
2. Put the **GLAP0809.MDB** file in an **FY0809** folder. If there isn't an FY0809 folder, create one wherever the FY0708 folder is.

Make a backup of the GLAP0809.MDB file before proceeding.

3. Attach the Budget Vision 2008-09 draft version to GLAP0809.MDB.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0708** worksheet data.

Selecting NO will take you to the Budget Vision main menu. If you need to clear the **FY0708** worksheet data at a later date, you may do so by selecting Utilities, then Clear Actual Worksheets.

Once cells have been assigned, the system returns to the main menu.

4. From the Budget Vision main menu, select Utilities.
5. Select Copy Worksheet Projection Data and respond **YES** to overwrite the Actual Worksheet data with the Projection Data.

Update Global Information

1. From the Budget Vision main menu, select Global Information.
2. The Type of Budget Figures to Display field will read Working.
3. The Type of Budget Worksheets/Factors to Display field will read Actual.
4. In the Description field, type something to identify what is being worked on (such as Projection FY0809 or Proposed FY0809).
5. Change the budget years to 2006-07, 2007-08, and 2008-09, respectively, maintaining the format.



6. The SQL Database field should remain FY0708 *until* the General Ledger is rolled over for the FY0809 fiscal year. If it isn't:
 - In the *current path* field, click the  button.
 - Click Machine Data Source tab.
 - Highlight the FY0708 file and click OK. If the FY0708 file isn't available for selection, contact your network technician and have them create it.
 - Select the Enterprise Edition option.
7. Verify the remaining information and change as necessary.

Rename the Budget Column

1. From the Budget Vision main menu, select Accounts Data Budgeting.
2. If a message appears for synchronization, respond YES.
3. Select the Column Heading option.
4. In the User Defined Name column, type **Proposed FY0809** for the **PP2Budget** line.
5. In the User Defined Name column, type **FY0708 Budget** for the **CurrentBal** line.

Update Support Levels and Worksheet Factors

1. From the Budget Vision main menu, select Support Levels. The Base Level has been increased by 2%. If you want a different Base Level, select the "Fixed" option in the Projected Increase to Base Level field and enter the adjustment amount in the Enter Fixed Dollar adjustment box.
2. At the bottom of the Support Levels screen, select Factor Adjustment Screen 1.
3. Click the Reset button to initially set the new factors and Support Levels. The Support Levels Per Route Mile have been increased by 2%. If you want different factors, click the NO option and enter the amount you want in the Amount Used column.

Repair and Compact Database

Make sure there are no users attached to the GLAP or PROJ file.

1. Click Start|Programs|Visions|Check-up.
2. On the first blank line, click the Set Path button.
3. In the Look-in box, locate and select your GLAPXXXX or PROJXXXX data file (where XXXX equals the four digit fiscal year).
4. Click Open.
5. Click the Check-up button to the left of the path you just created. When the process is complete, you will receive this message “File has been Compacted....”.
6. Click OK to continue.
7. Click Exit to exit the Check-up program.

Update All Calculations

1. From the Budget Vision main menu, select Utilities.
2. Select Update All Calculations.

Change Budget Worksheets as Needed

Input new Budget worksheet data as needed. Windsor Management Group will inform you when ADE has the worksheet information available on their web site. The file can then be downloaded from ADE's web site. Follow the procedures for importing the worksheet counts in the Budget Vision User's Guide. Review figures and update/change as necessary.

This is as far as you can go with the DRAFT version of Budget Vision. Additional instructions will be available when the final version of Budget Vision is released.





Infinite**Visions**

6

Utilities

Budget Vision provides a number of utilities you can use to perform various special functions. This chapter describes the following utilities:

Miscellaneous Utilities

- Attach Budget Vision Data File
- Edit Worksheet Factors
- Assign Cell Numbers
- Assign Revenue Cell Numbers
- Edit Cell Numbers
- Update All Calculations
- Import Budget Figures from File
- Copy Worksheet Projection Data
- Clear Actual Worksheet Amounts

Data from Arizona Department of Education (ADE)

- Import Downloaded Worksheet Counts
- Preview Imported Data (Prior to Updating)
- Update Data Imported from ADE

Visions Accounting Users Only

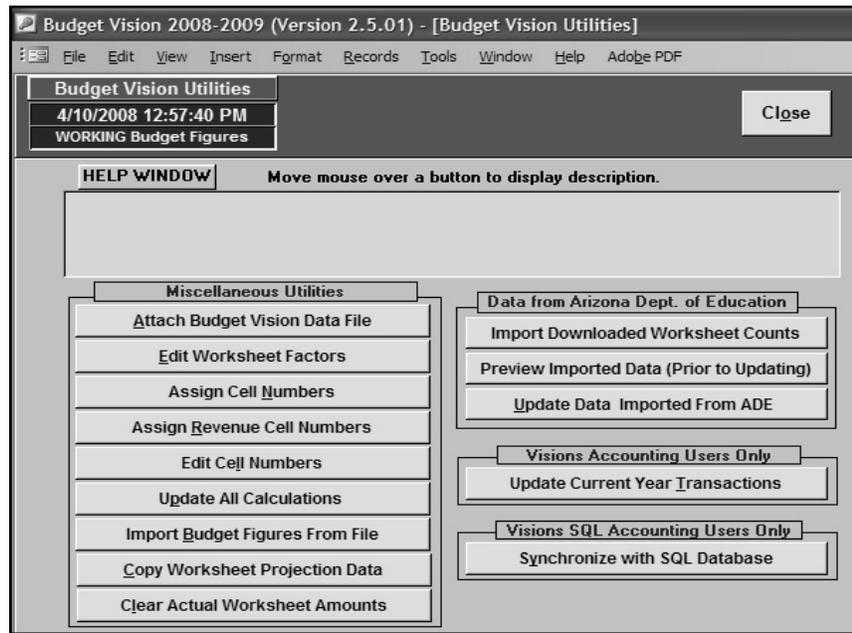
- Update Current Year Transactions

Visions SQL Accounting Users Only

- Synchronize with SQL Database

Miscellaneous Utilities

Selecting the Utilities option from the Budget Vision main menu displays the following screen.



Attach Budget Vision Data File

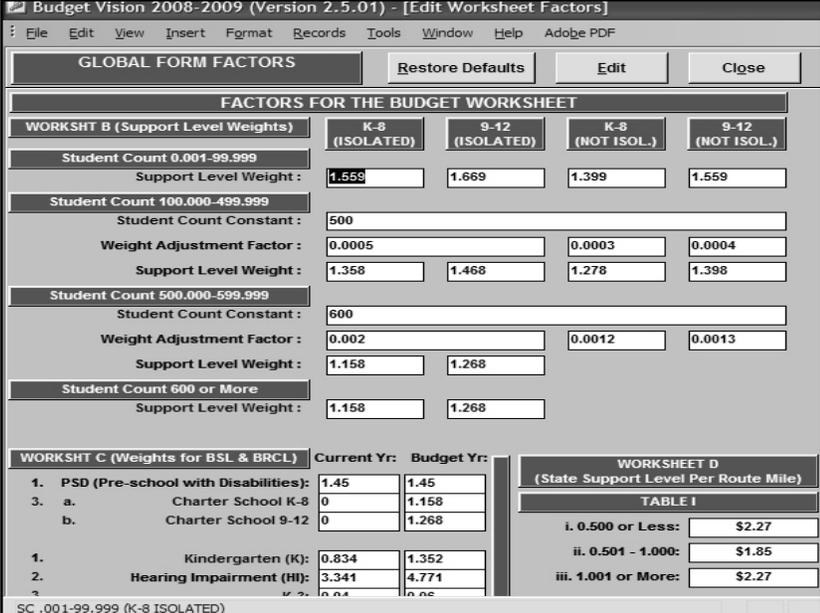
Use the Attach Budget Vision Data File utility to attach to a different data file.

To use the utility, select the Attach Budget Vision Data file option from the Utilities selection screen. The system displays the Re-Attach Data File screen. See Chapter 2 for instructions on using this utility.

Edit Worksheet Factors

The Edit Worksheet Factors enables you to review the factors used in the budget limit worksheet calculations. The actual factors cannot be changed without a password. If you feel that you need to edit the actual factors here, call Infinite Visions Technical Support for a password.

If you are doing projections and the Global Information screen is set to Projection in the *Select Type of Budget Worksheet/Factors to Display* field, you do not need a password to edit the factors.



Budget Vision 2008-2009 (Version 2.5.01) - [Edit Worksheet Factors]

File Edit View Insert Format Records Tools Window Help Adobe PDF

GLOBAL FORM FACTORS Restore Defaults Edit Close

FACTORS FOR THE BUDGET WORKSHEET

WORKSHT B (Support Level Weights)

	K-8 (ISOLATED)	9-12 (ISOLATED)	K-8 (NOT ISOL.)	9-12 (NOT ISOL.)
Student Count 0.001-99.999	1.559	1.669	1.399	1.559
Student Count 100.000-499.999	Student Count Constant: 500			
Weight Adjustment Factor:	0.0005	0.0003	0.0004	
Support Level Weight:	1.358	1.468	1.278	1.398
Student Count 500.000-599.999	Student Count Constant: 600			
Weight Adjustment Factor:	0.002	0.0012	0.0013	
Support Level Weight:	1.158	1.268		
Student Count 600 or More	Support Level Weight: 1.158 1.268			

WORKSHT C (Weights for BSL & BRCL)

	Current Yr:	Budget Yr:
1. PSD (Pre-school with Disabilities):	1.45	1.45
3. a. Charter School K-8	0	1.158
b. Charter School 9-12	0	1.268
1. Kindergarten (K):	0.834	1.352
2. Hearing Impairment (HI):	3.341	4.771

WORKSHEET D (State Support Level Per Route Mile)

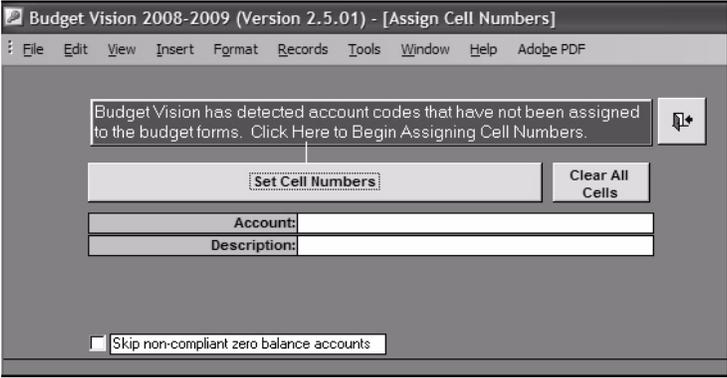
TABLE I

i. 0.500 or Less:	\$2.27
ii. 0.501 - 1.000:	\$1.85
iii. 1.001 or More:	\$2.27

SC_001-99.999 (K-8 ISOLATED)

Assign Cell Numbers

The Assign Cell Numbers utility enables you to identify any account codes that have not previously been assigned to a particular cell (the fields used on the Budget forms).



Budget Vision 2008-2009 (Version 2.5.01) - [Assign Cell Numbers]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Budget Vision has detected account codes that have not been assigned to the budget forms. Click Here to Begin Assigning Cell Numbers.

Set Cell Numbers Clear All Cells

Account: _____

Description: _____

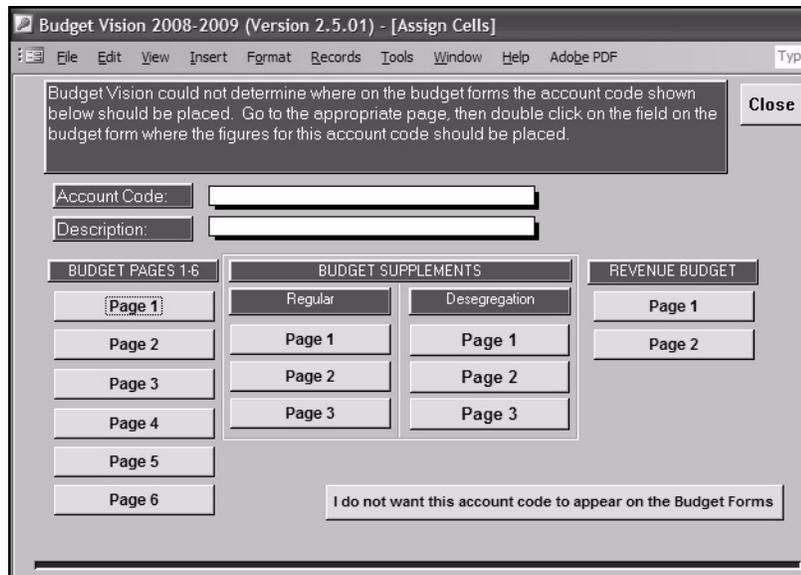
Skip non-compliant zero balance accounts

The *Skip non-compliant zero balance accounts* option enables you to tell the system to assign “No Cell” to any account codes that are not compliant with the USFR chart of accounts and have a zero balance.

If at any time this screen displays, click Set Cell Numbers and the program assigns any missing cell numbers.

For mismatched account code and cell numbers:

If the utility cannot match an account code with a cell number, the system displays the following screen so you can identify where the account code amount should go.



Budget Vision 2008-2009 (Version 2.5.01) - [Assign Cells]

Budget Vision could not determine where on the budget forms the account code shown below should be placed. Go to the appropriate page, then double click on the field on the budget form where the figures for this account code should be placed.

Account Code:

Description:

BUDGET PAGES 1-6	BUDGET SUPPLEMENTS		REVENUE BUDGET
Page 1	Regular	Desegregation	Page 1
Page 2	Page 1	Page 1	Page 2
Page 3	Page 2	Page 2	
Page 4	Page 3	Page 3	
Page 5			
Page 6			

I do not want this account code to appear on the Budget Forms

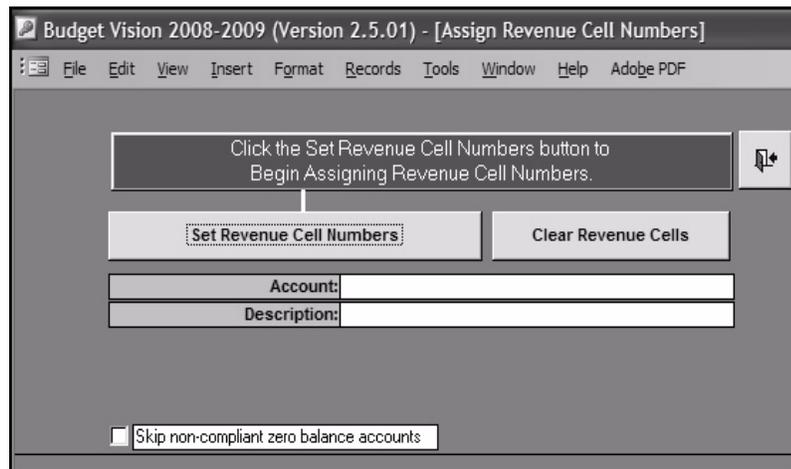
If you want to assign the account to a cell, click the appropriate page button to display a preview of the budget page.

Locate the cell where you want the amount to be placed, and then double-click on that cell. The program assigns the appropriate cell number and returns to the Assign Cell Numbers screen.

If you do not want to assign the account to a cell, click I do not want this account code to appear on the Budget Forms. The system will assign “No Cell” to the account and continue assigning cell numbers.

Assign Revenue Cell Numbers

The Assign Revenue Cell Numbers utility enables you to identify any account codes that have not previously been assigned to a particular cell (the fields used on the Budget forms).

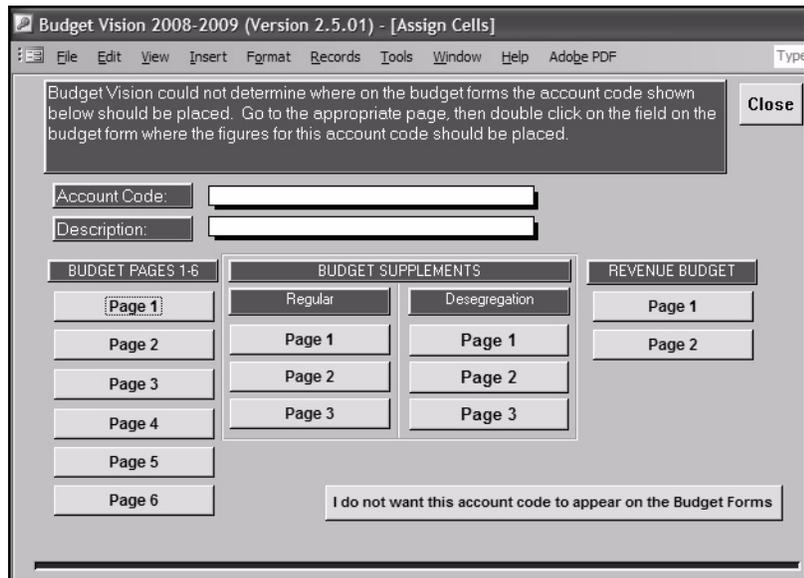


The *Skip non-compliant zero balance accounts* option enables you to tell the system to assign “No Cell” to any revenue account codes that are not compliant with the USFR chart of accounts and have a zero balance.

If at any time this screen displays, click Set Cell Numbers and the program assigns any missing cell numbers.

For mismatched account code and cell numbers:

If the utility cannot match a revenue account code with a cell number, the system displays the following screen so you can identify where the account code amount should go.



If you want to assign the revenue account to a cell, click the appropriate page button to display a preview of the budget page.

Locate the cell where you want the amount to be placed, and then double-click on that cell. The program assigns the appropriate cell number and returns to the Assign Revenue Cell Numbers screen.

If you do not want to assign the revenue account to a cell, click I do not want this account code to appear on the Budget Forms. The system will assign "No Cell" to the account and continue assigning cell numbers.

Edit Cell Numbers

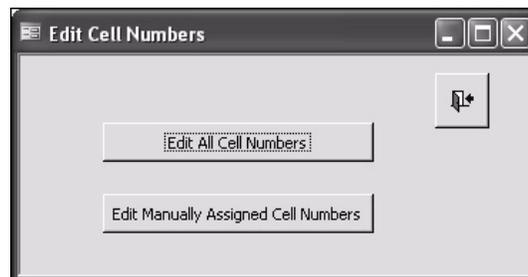
The Edit Cell Numbers utility displays the cell numbers (the fields used on the budget forms) that have been assigned to each account code.

This utility offers two different approaches to editing cell numbers:

- You can edit all cell numbers
- You can edit just manually assigned cell numbers

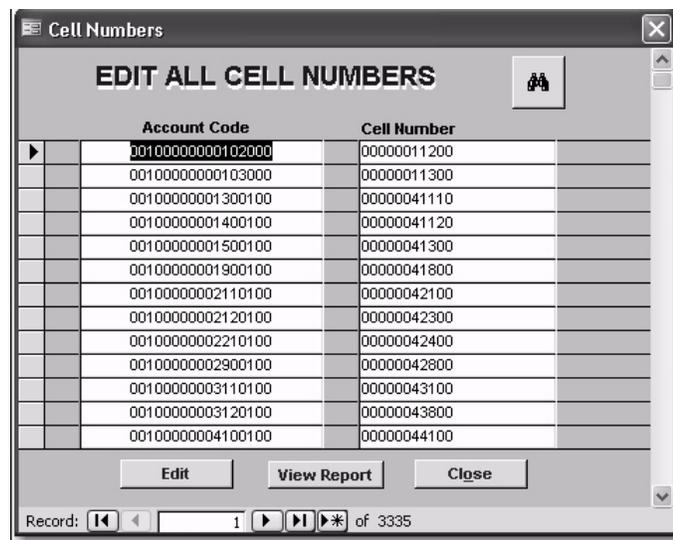
In either case, you can print reports to show currently assigned cell numbers.

To edit cell numbers, choose the Edit Cell Numbers option from the Budget Vision Utilities selection screen. The system displays the following screen.



Click the appropriate button to select the cell numbers you want to edit.

To edit all cell numbers:

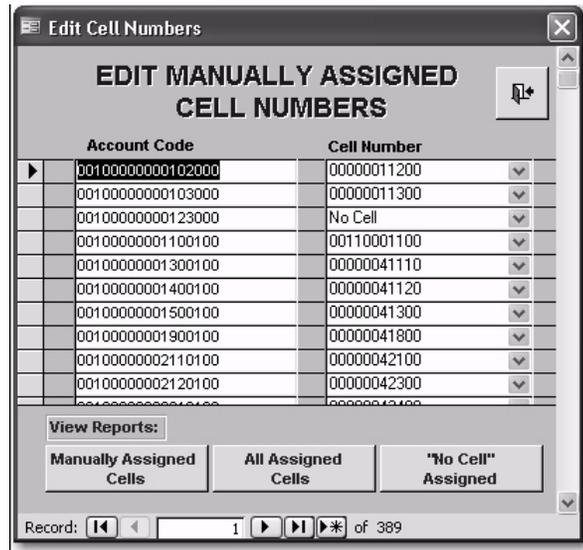


1. To edit any of the cell numbers, click Edit. The system displays the password screen. Call Infinite Visions technical support to obtain the password needed to edit system-assigned cell numbers.

2. Click Close to exit the screen.

To review a report of all the cell numbers, click View Report. The system displays the report on your screen.

To edit manually assigned cell numbers:



Account Code	Cell Number
00100000000102000	00000011200
00100000000103000	00000011300
00100000000123000	No Cell
001000000001100100	00110001100
001000000001300100	00000041110
001000000001400100	00000041120
001000000001500100	00000041300
001000000001900100	00000041800
001000000002110100	00000042100
001000000002120100	00000042300

You can edit manually assigned or “No Cell” numbers without a password.

1. To edit a cell number, click the drop-down list in the *Cell Number* field to select a different cell number.
2. Click  when you are finished working with the cell numbers.

Click one of the report buttons to view a report of manually assigned cells, all assigned cells, or cells with no cell assigned.

To change an incorrectly assigned cell number:

If necessary, you can change the cell assignment for an account code (for example, delete “No Cell” or replace a cell number). To change the cell number:

1. In the Utilities menu, select the Edit Cell Numbers option.
2. Select the Edit Manually Assigned Cells.
3. Locate the account number whose cell assignment you want to change. You can then highlight and use the Delete key to delete the “No Cell” or the cell number.
4. Click  when you are finished working with the cell numbers.
5. Close the Utilities and return to the main menu.

6. From the Budget Vision main menu, select the Budget Work Area option. The system will display the Assign Cell Numbers screen.
7. Click Set Cell Numbers, and the system displays the Assign Cells where you can assign a new cell number for the account.

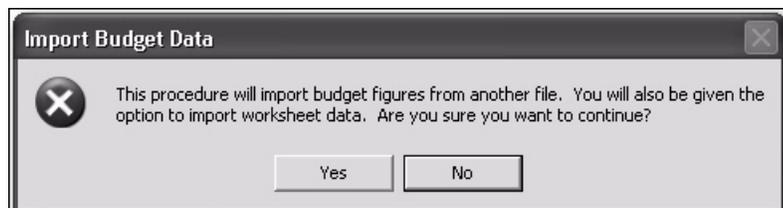
Update All Calculations

Use this utility to update all the calculations in the budget (for example, after downloading a new fiscal year Budget Vision program).

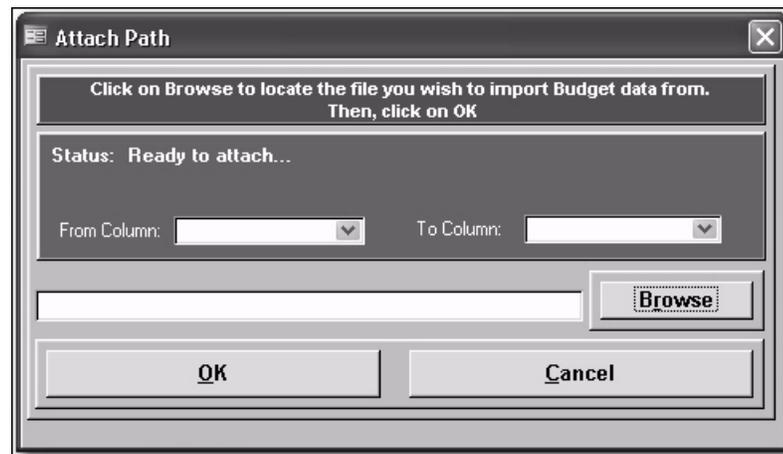
Import Budget Figures from File

This utility enables you to import a single column at a time from a different database. Any column can be imported from a Budget Vision database into any other column in the current database.

To use the utility, select the Import Budget Figures from File option. The system displays the following message.



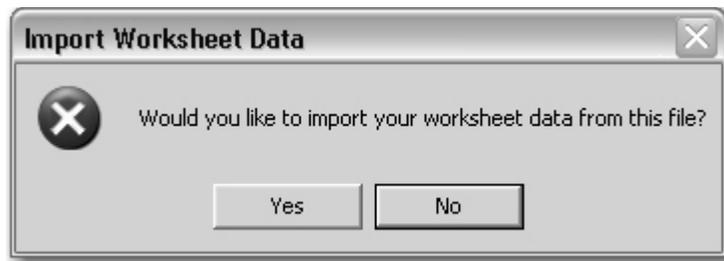
Click Yes to continue. The system displays the following screen.



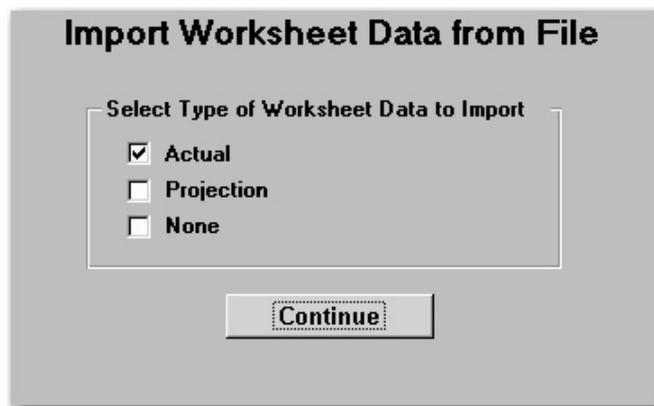
1. In the *From Column*, use the drop-down list to select the column you want to import from.
2. In the *To Column* field, use the drop-down list to select the column you want to import to.
3. Click Browse and navigate to the database from which you want to import.



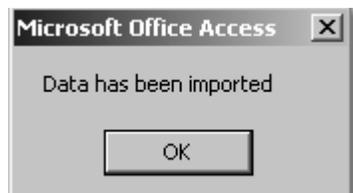
- Click OK. The system begins the process then displays the following screen.



- Click Yes or No as appropriate. The system displays the following screen.



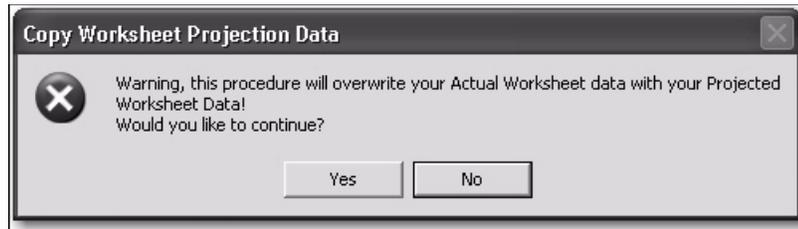
- Select the type of worksheet data to import and click Continue. The system displays the following message when the import is complete.



Copy Worksheet Projection Data

You can use this utility to copy your projection worksheet data to the actual worksheet column.

Selecting the Copy Worksheet Projection Data option on the Utilities menu displays the following warning.



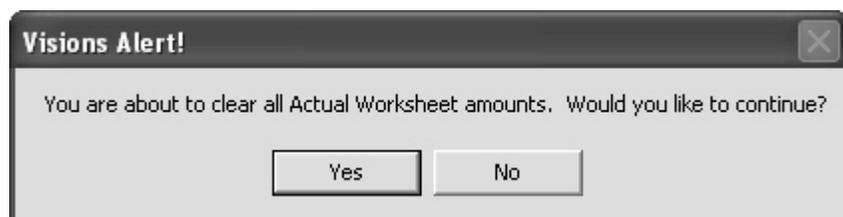
If you proceed, the system overwrites any actual worksheet data with your projected worksheet data.

To proceed, click Yes. The system begins to copy the projection worksheet data. When complete, the system displays the following message.



Clear Actual Worksheet Amounts

You can use this utility to clear your actual worksheet data. Selecting this option displays the following alert.



Clicking YES will remove the data and return you to the utility menu. Clicking NO will not remove the data and return you to the utility menu.

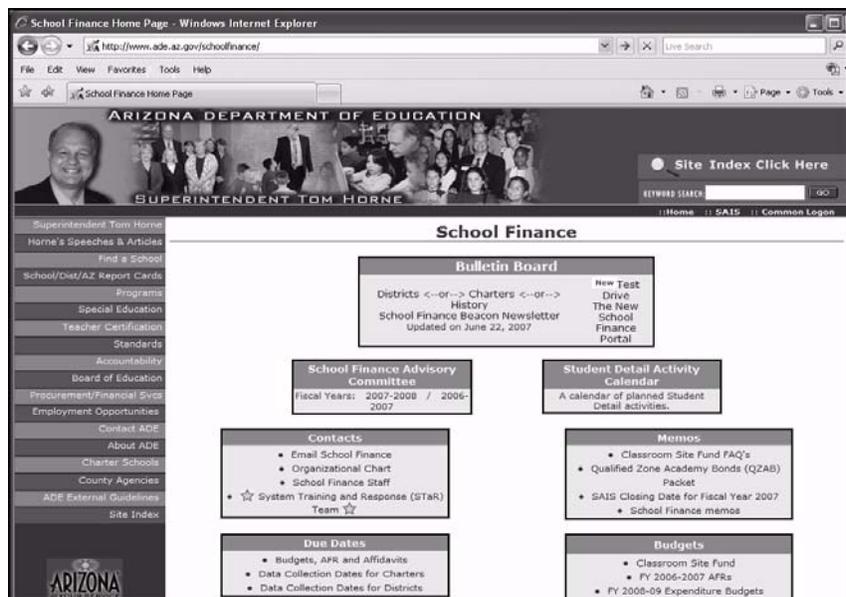
Data from Arizona Department of Education (ADE)

Budget Vision provides utilities you can use after downloading a budget worksheet counts file from the ADE web site for use with Budget Vision.

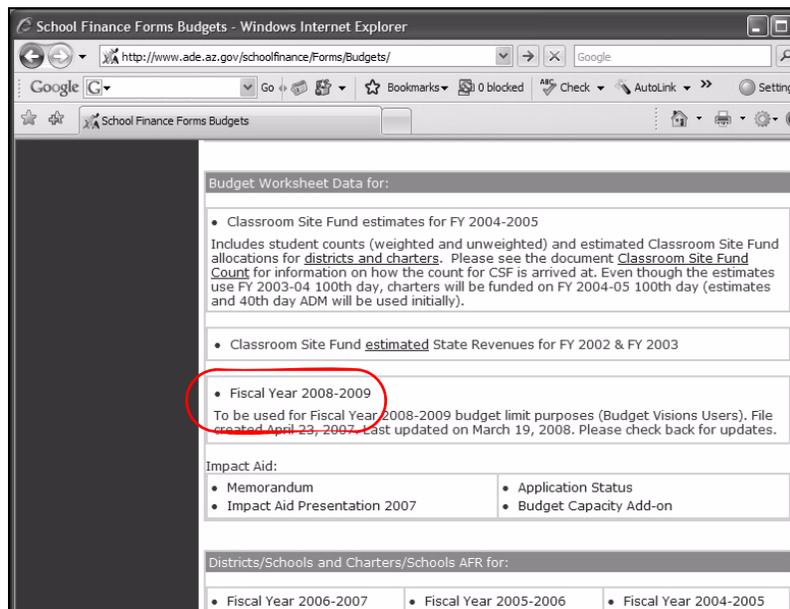
Downloading Worksheet Counts

1. Connect to the ADE web site via the Internet at the following address:

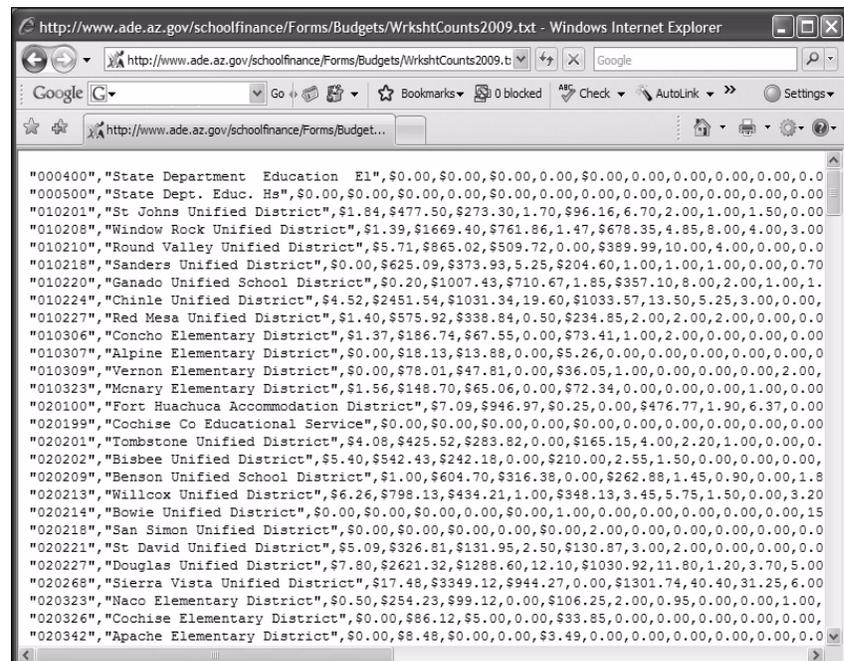
<http://www.ade.az.gov/schoolfinance/Forms/Budgets/>



- In the above screen, scroll down to the Budget Worksheet Data section and click the [Fiscal Year 2008-09](#) link.

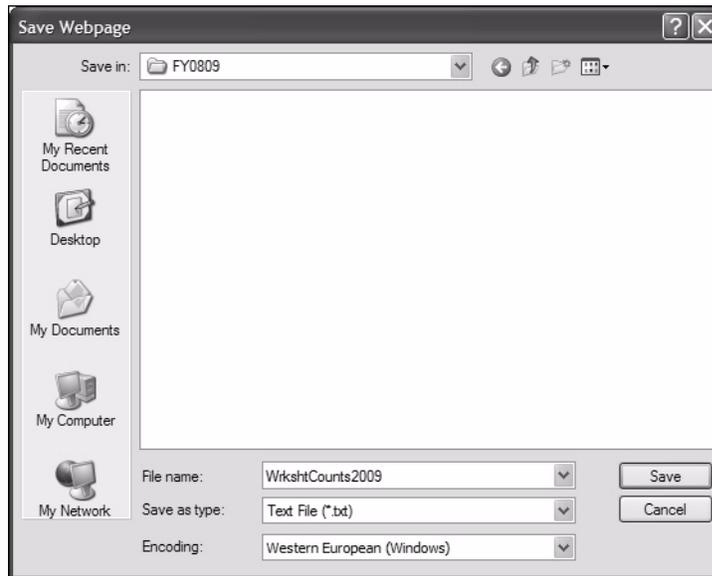


The web site displays the following screen.





3. From the File menu, select the Save As option.



4. Click the down arrow next to the *Save in* field, and then navigate to select a path such as path C:\VDATA\FY0809. Leave the filename the same, and click Save to save a copy of the worksheet data.

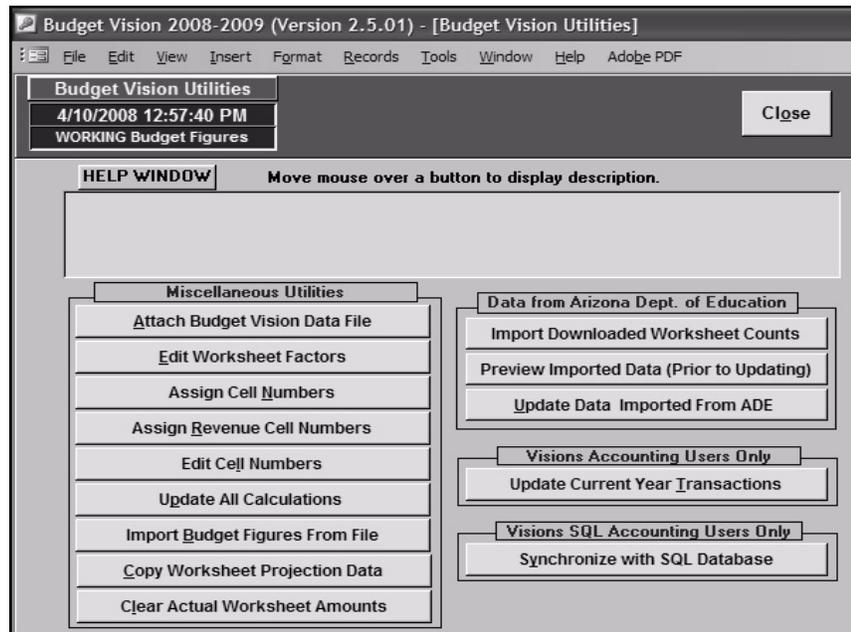
If the *File name* and *Save as type* fields are blank, type in the entries exactly as shown in the sample screen above.

Importing Budget Worksheet Counts from ADE into Budget Vision

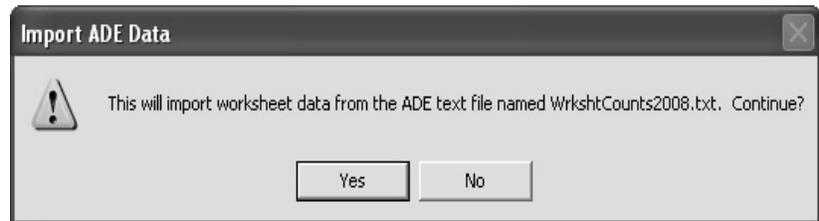
Before importing the worksheet counts you downloaded from the Internet into Budget Vision:

- In the Budget Vision main menu, select the Global Information option.
- In the User Setup screen, verify that your County, District Type, and District Number are correct. This is the information needed for the system to pull the specific data for your district from the file downloaded from ADE. Click Close.

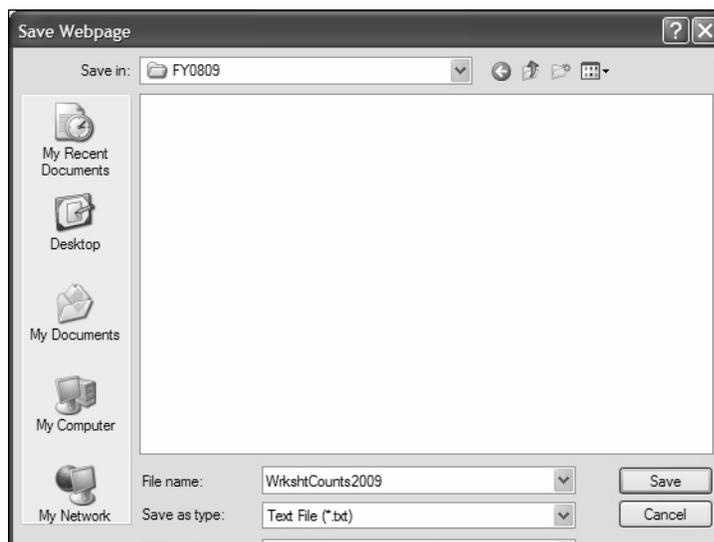
From the main menu, select the Utilities option. The system displays the following screen.



1. Click the Import Downloaded Worksheet Counts button. The system displays the following message:



2. Click Yes to continue.





3. Locate and select the file you downloaded (WrkshtCounts2009.txt) from ADE's web site and click Open. When the data has been imported, the system displays a message informing you that it has finished importing the data.

Previewing the Data

Next, select the Preview Imported Data (Prior to Updating) option in the Utilities selection screen. You can then review and print a report of the data that will be updated from the ADE file to the Budget Vision data file.

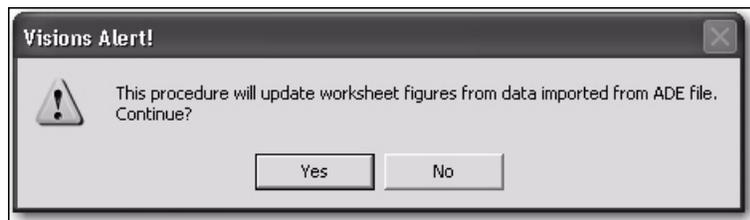
New Values to be Imported from ADE File			
10-Apr-08			
ADE Field Name	Description of Field Value	Current Value	New Value to be Imported from ADE File
PSDCOUNT	100th Day Count for Preschool Disabled	0.0000	4.5900
ELEM COUNT	100th Day Count for K-8	0.0000	2445.0400
HSCOUNT	100th Day Count for 9-12	0.0000	0.0000
HICNT	Hearing Impaired Count	0.0000	3.0000
K3CNT	100th Day K-3 Add-On Count	0.0000	1086.1500
MDRESCNT	Count for Autism, Severe Mental Retardation, Multiple Disabilities, Resource	0.0000	1.0000
MDSCCNT	Count for Autism, Severe Mental Retardation, Multiple Disabilities, Self-Cont.	0.0000	1.0000
MDSSCNT	Count for Multiple Disabilities Severe Sensory Impairment	0.0000	0.0000
OIRESCNT	Count for Orthopedic Impairment, Resource	0.0000	0.5000
OISCCNT	Count for Orthopedic Impairment, Self-Contained	0.0000	0.0000
PSDCNT	Count for Preschool Severe Delayed	0.0000	1.4500
EDMMRCNT	Count for ED, SLI, SLD, OHI, MIMR	0.0000	317.1000
EDPRIVATECNT	Count for severe emotionally disabled, private placement	0.0000	2.0000
MOMRCNT	Count for moderate mental retardation	0.0000	8.2500
VICNT	Count for visual impairment	0.0000	5.3000
LEPCNT	Count for English Learners Language	0.0000	1382.3000
TEI	Teacher Experience Index	0.0000	0.9700
DAILY MILES	Approved Daily Route Miles	0.0000	501.0000

We highly recommend that you print this report for your records each time you download a file from ADE and before updating your data file.

Updating Your Data

The final step is to update your data. Use the Update Data Imported from ADE option to perform the update.

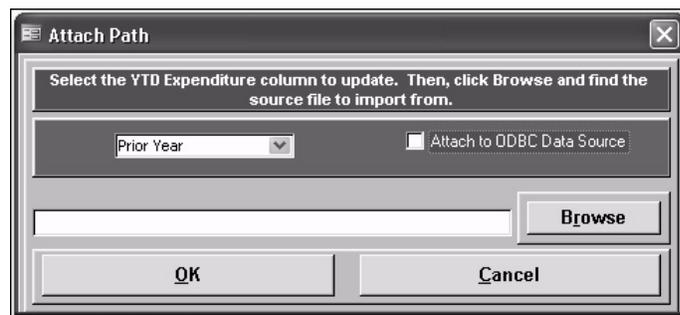
1. Click the Update Data Imported from ADE button. The system displays the following message:



2. Click Yes to continue. When the update is complete, the system displays a message that the records have been updated.
3. Click Close to exit the Utilities.

Updating Current Year Transactions

If you are also using the Visions accounting software, you can update the year-to-date transactions for the current year. To update transactions, select the Update Current Year Transactions from the Utilities selection screen. The system displays the following screen.



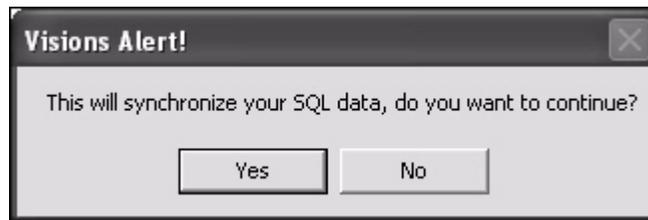
1. Click Browse to locate the prior year's GLAP file.
2. Click OK. The system will update the current year transactions.



Synchronize with SQL Database

If you are using the Visions accounting software for SQL users, you can synchronize Budget Vision with your SQL database. Verify that you have set your SQL database in Global Information. See page 20 for additional information.

1. Select the Synchronize with SQL Database option from the Utilities selection screen. The system displays the following message.



2. Click Yes to continue. When the process is complete, the system displays a message that the SQL database has been synchronized.



3. Click Close to exit the Utilities.



Infinite**Visions**

7

Sending Budgets to ADE

The Arizona Department of Education (ADE) requires that you submit your budget information electronically (unless you receive an exemption). This chapter describes the process of creating the electronic files you need to send your Proposed and Adopted budget information to ADE, including the following topics:

- Starting the Process
- Generating Expenditure Budget Files
- Sending Files to ADE



Starting the Process

This process can only be performed while attached to a file named exactly **GLAP0809.mdb**.

Before you generate electronic files, perform the following steps:

- Make sure the Proposed budget is in the Proposed column.
- Make sure the Working budget is copied to the Adopted column.
- Change the Select type of Budget figures to display option in Global Information to display the correct data before you print the worksheets and forms.

This must be set to either Adopted or PP2 (Proposed).

- Please print and review all your worksheets and budget forms before submitting to ADE. What you see is what they will get.

Copying Proposed Budgets

From the main menu, select Accounts Data Budgeting, and then click Copy Budget. If you have been working in a budget column besides "PP2 Budget," copy from the one you used to PP2 Budget.

If you were working in the PP2 column, it is not necessary to copy.

Copying Adopted and Revised Budgets

From the main menu, select Accounts Data Budgeting, and then click Copy Budget. Copy your Working column to the Adopted column.

See Chapter 3 for information about copying budget amounts.

Generating Expenditure Budget Files

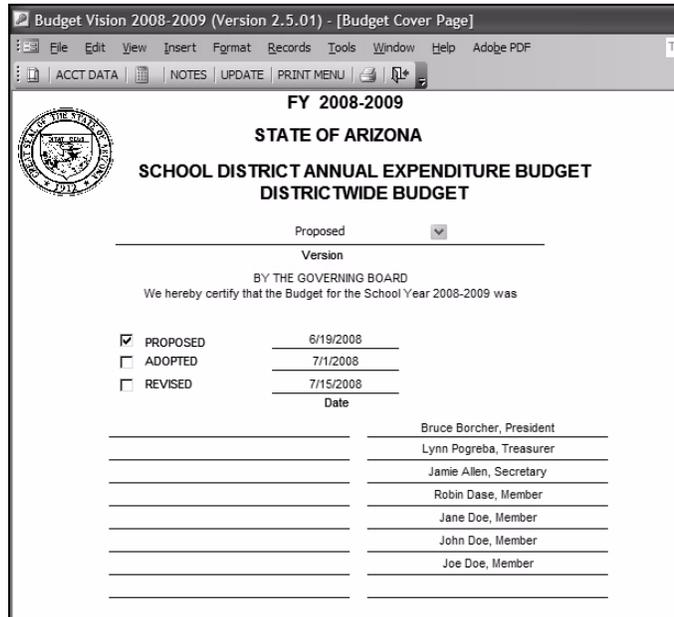
This procedure must be performed on a computer with an Internet connection. Make sure you are connected to the Internet before beginning this procedure.

When creating expenditure budget files, the system will create four separate electronic files, one for worksheets, one for the Districtwide Budget, one for the Districtwide Desegregation Supplement, and one for the School By School Desegregation Supplement. The steps involved in generating electronic files for your budget information are as follows:

- Select the Budget Version on the Budget Cover Sheet.
- **Change the Select type of Budget figures to display option in Global Information to either Adopted or PP2 (Proposed).**
- **Update all calculations.**
- Write down the number from Budget Page 1, Line 31, Budget column for M&O. You will need it for completing the file creation steps.
- Create the files.

Selecting the Budget Version on the Cover Sheet

Before you generate the electronic files, access the Budget Cover Sheet (Budget Forms | Budget Cover Sheet).



1. In the *Version* field, use the drop-down list to select the budget you are sending.

If you are sending the “Proposed” budget, the system uses the *PP2* column in the budget to create the file. Make sure your Proposed budget is in that column.

2. Click .

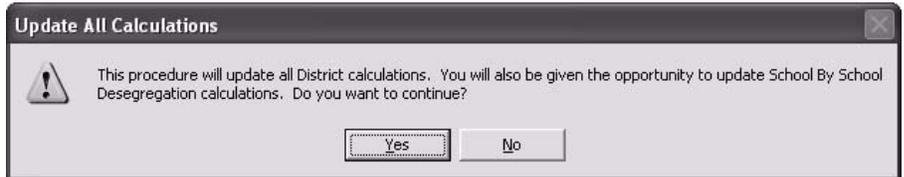
Changing the Type of Budget Figures to Display

1. From the main menu, select Global Information.
2. In the Select type of Budget figures to display field, use the drop-down list to choose either Adopted or PP2 (Proposed).

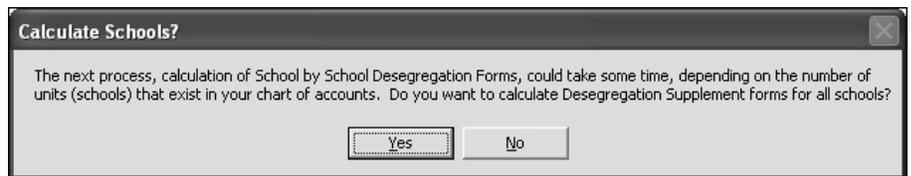
Update All Calculations

This procedure will update all worksheet and budget form amounts.

1. From the main menu, select Utilities, then select Update All Calculations. The system displays this message.



2. Select Yes to update all District calculations.
3. When the calculations are complete, a message will appear asking if you would like to update School By School Desegregation calculations.



4. Select Yes or No, as appropriate. This process may take a long period of time, depending on how many unit codes are contained in your chart of accounts.

Noting the Number

Look up and write down the number from Budget Page 1, Line 31, Budget Column for M&O. You will need it for completing the first step in the file creation process.

Creating the File(s)

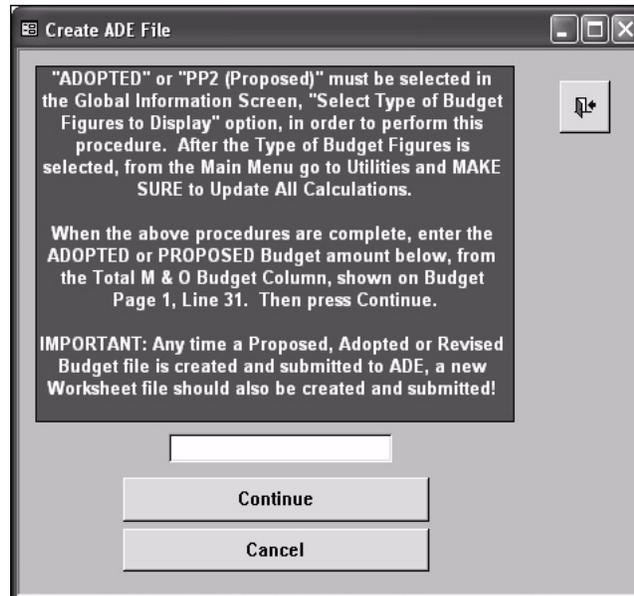
Before creating any file for ADE, you must first go to the Global Information screen and set the "Select Type of Budget Figures to Display" option to either PP2 (Proposed) or Adopted, depending on what budget file you are sending. After the Type of Budget Figures is selected, from the Main Menu you must Update All Calculations.

Important: Any time a Proposed, Adopted, or Revised Budget file is created and submitted to ADE, a new Worksheet file should also be created and submitted.

Once you are sure your budget is ready to send to ADE, select the Generate Legal Budget File from the Budget Vision main menu. This

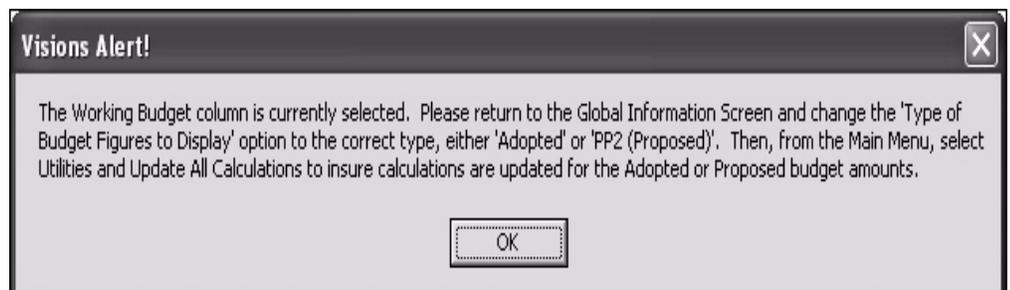
procedure will generate separate Excel and XML files, formatted for use by ADE.

The system displays the following screen.



1. Type the amount from Page 1, Line 31 for M&O and click Continue.

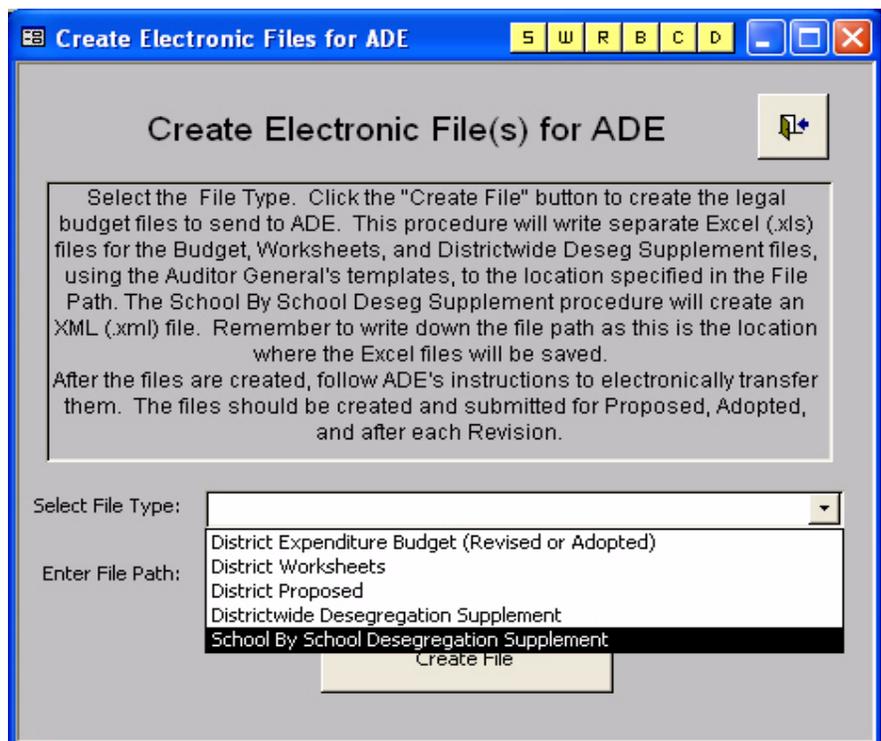
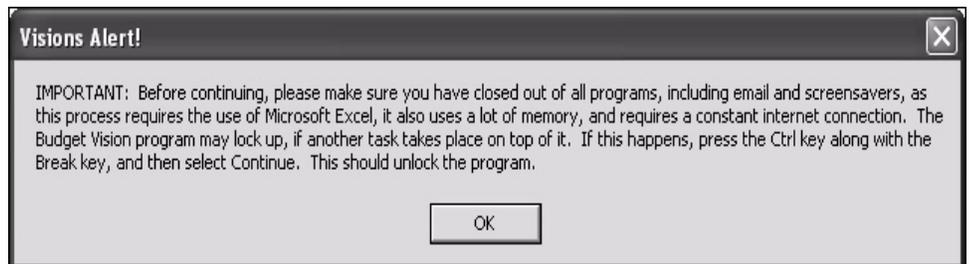
If the "Type of Budget Figures to Display" in Global Information is set to Working and you attempt to create the XML files without first updating all calculations, the system will display the following message alert.



If you have not selected “Update All Calculations” AFTER the release of Budget Vision version 2.5.02, you will receive this message alert.



The system then displays this message alert advising you to close out of all programs, including emails and screensavers before continuing.





2. Use the drop-down list in the *Select File Type* field to select the type of file you are sending
3. Make sure the file type you select matches the version chosen in the Budget Cover page. For example, if you are generating the Proposed file, make sure the Budget Cover Page version field also has Proposed selected.
4. Review the path where the system will place the file. The file will be placed in the GLAP directory in a folder called ADEBVFiles0809. You should not change this path, but do make note of it so that you can find it easily later.

Important: Write down the directory location.

5. Click Create File. The system begins to prepare the file you selected and places it in the location you specified. When complete the system displays a message similar to this:



6. Click OK. The system displays the Create Electronic File for ADE menu.
7. Repeat steps 1-5 to create the additional required files.

Remember: By default your files can be found using your Windows Explorer in the GLAP directory in the folder named ADEBVFiles0809.

The files are named as follows:

BVAdopted_ctdnumber_2009ExpBud.xls – *Adopted Budget*

BVWrkshts_ctdnumber_2009Wrksht.xls. – *Worksheets*

Where *ctdnumber* is your county-type-district number.

For the Proposed, the procedure is the same; however, the file name is:

BVProposed_ctdnumber_2009ExpBud.xls

For the Districtwide Desegregation Supplement, the procedure is the same, however, the file name is:

BVDesegDist_ctdnumber_2009DesegBud.xls

Calculations for the School By School Desegregation Supplement must be run before creating this file. Select Yes to update all School Desegregation Supplemental forms. The file name is:

BVDESEGSBS_ctdnumber_2009DesegBud.xml

For revised files, the procedure is the same, however, the file names are:

BVRevised1_ctdnumber_2009ExpBud.xls

BVRevised2_ctdnumber_2009ExpBud.xls

BVRevised3_ctdnumber_2009ExpBud.xls

Sending Files to ADE

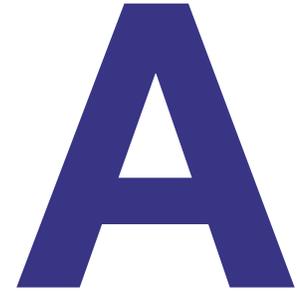
After you create the file, follow ADE's instructions to upload it via the Internet. See the ADE web site for information:

<https://www.ade.az.gov/CommonLogon>





InfiniteVisions



Budget Rollover Process

