



Infinite**Visions**

# Budget Vision

2007-2008

User's Guide

Revised: 06/26/2007

**Windsor Management Group**

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# Contents

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<b>Overview.....</b>	<b>1</b>
What's New This Year?.....	2
Changes to Draft Budget Vision to Comply With AG's Forms .....	2
Budget Vision Program Changes Prior to Receipt of AG's Forms .....	3
Budget Vision Checklist.....	5
Manually Entering Budget Amounts .....	8
District Budget Pages .....	8
School Desegregation Supplement Budget Pages ...	9
<b>Implementing Budget Vision .....</b>	<b>11</b>
Installing the Software .....	12
Reviewing the File Structure .....	13
Program Files.....	13
Data Files.....	13
Before You Begin Budget Vision .....	14
SQL Accounting Users (including Enterprise).....	14
For Access Accounting Users.....	14
Starting Budget Vision.....	15
Attaching the Database.....	15
Reviewing the Main Menu .....	17
Identifying Global Information.....	19
Setting Up District Information .....	19
Completing the Support Level Screen.....	21
Adjusting Base Level Amount.....	21
Factor Adjustment.....	22
Making Worksheet Projection Adjustments .....	23



Downloading Worksheet Counts from ADE ..... 25  
 Setting Budget Limits ..... 26  
     Completing Budget Worksheet A–J, Screen 1 ..... 27  
     Completing Budget Worksheet A–J, Screen 2 ..... 29  
     Completing Budget Worksheet A–J, Screen 3 ..... 32  
     Completing Budget Worksheet A–J, Screen 5 ..... 34  
     Updating Budget Information ..... 34  
     Completing General Budget Limit – Budget Page 7 37  
     Completing Unrestricted Capital Budget Limit –  
     Budget Page 8 ..... 40  
**Account Level Budgeting..... 45**  
     Reviewing the Budgeting Menu..... 46  
     Entering Budget Information..... 47  
         Sorting the Accounts ..... 47  
         Selecting the Columns to Display ..... 48  
         Displaying All the Columns ..... 49  
     Adding Budget Detail..... 50  
         Adding Detail Records ..... 50  
         Transferring Detail ..... 51  
         Displaying Position Information..... 51  
         Deleting a Detail Record ..... 51  
     Importing Position Information..... 52  
         Revising Position Amounts ..... 54  
         Adding a Position ..... 54  
         Duplicating a Position ..... 55  
     Using the Accounts Data Budgeting Utilities ..... 56  
         Customizing Column Headings..... 56  
         Performing Column Maintenance..... 57  
         Copying Budget Amounts ..... 57  
         Updating YTD Transactions ..... 58  
         Creating a File for the County ..... 59  
         Adding Account Elements ..... 59  
         Adding or Editing an Account..... 61  
         Reviewing Account Types..... 62  
         Deleting an Account ..... 63  
     Working with the Budget Journal..... 64  
         Viewing Budget Transactions ..... 64  
         Making Single-sided Entries ..... 65  
         Making Adjusting Entries ..... 66  
**Budget Forms Work Area..... 67**  
     Working with the Budget Forms ..... 68

Completing the Budget Supplement.....	69
Completing the Budget Desegregation Supplement .....	71
Completing the Budget Forms.....	73
Completing the Budget Cover Page .....	73
Completing Budget Page 1 .....	75
Completing Budget Page 2 .....	76
Completing Budget Page 3 .....	76
Completing Budget Page 4 .....	78
Completing Budget Page 5 .....	78
Completing Budget Page 6 .....	79
Completing Pages 7 and 8.....	79
School By School Desegregation Supplement.....	79
Editing School Information .....	80
Reviewing the School By School Desegregation Supplement Screen .....	81
Printing School by School Desegregation Supplement Pages.....	83
Truth in Taxation .....	84
Truth in Taxation Hearing Notice .....	85
Completing the Revenue Budget .....	86
Assign Revenue Budget Cells .....	86
Completing the Revenue Budget Cover Sheet .....	87
Completing Revenue Budget Page 1.....	88
Tax Rate Calculation.....	89
Completing Revenue Budget Page 2.....	90
Printing Budget Forms.....	91
<b>Using the Budget Vision Draft .....</b>	<b>93</b>
Access Accounting User .....	94
Set up a Projection/Proposed File .....	94
Update Global Information .....	95
Rename the Budget Column.....	96
Update Support Levels and Worksheet Factors .....	96
Repair and Compact Database.....	96
Update All Calculations .....	97
Change Budget and Worksheets as Needed.....	97
SQL Accounting User .....	98
Set up a Projection/Proposed File .....	98
Update Global Information .....	99
Rename the Budget Column.....	99
Update Support Levels and Worksheet Factors ....	100
Repair and Compact Database.....	100
Update All Calculations .....	100
Change Budget and Worksheets as Needed.....	100



Copy Prior Year Budget Columns .....	101
IVEE Accounting User .....	102
Set up a Projection/Proposed File .....	102
Update Global Information .....	103
Rename the Budget Column.....	104
Update Support Levels and Worksheet Factors ....	104
Repair and Compact Database.....	104
Update All Calculations .....	105
Change Budget Worksheets as Needed.....	105
<b>Utilities .....</b>	<b>107</b>
Miscellaneous Utilities .....	108
Attach Budget Vision Data File .....	108
Edit Worksheet Factors.....	109
Assign Cell Numbers .....	109
Assign Revenue Cell Numbers .....	111
Edit Cell Numbers .....	113
Update All Calculations .....	115
Import Budget Figures from File.....	115
Copy Worksheet Projection Data.....	117
Clear Actual Worksheet Amounts .....	117
Data from Arizona Department of Education (ADE) ....	118
Downloading Worksheet Counts.....	118
Importing Budget Worksheet Counts from ADE ....	120
Previewing the Data .....	122
Updating Your Data .....	123
Updating Current Year Transactions.....	123
Synchronize with SQL Database .....	124
<b>Sending Budgets to ADE .....</b>	<b>125</b>
Starting the Process .....	126
Copying Proposed Budgets .....	126
Copying Adopted and Revised Budgets .....	126
Generating Expenditure Budget Files .....	127
Selecting the Budget Version on the Cover Sheet.	128
Changing the Type of Budget Figures to Display...	128
Update All Calculations .....	129
Noting the Number .....	129
Creating the File(s) .....	129
Sending Files to ADE .....	132
<b>Budget Rollover Process .....</b>	<b>133</b>



Infinite**Visions**

# 1

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## Overview

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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?

### 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. Worksheet A-J Screen - The previous 5% Consolidation Factor field was replaced by a new field called "Consolidation/Unification increase for traditional costs incurred in first year". This new field will be enabled, if they have set the Consolidation option to "Yes". This is now a manually entered amount, not a calculated factor.
3. Worksheet F, Removed Line II (5% Consolidation Factor) and replaced it with a manually entered amount titled "Consolidation/Unification Increase for Transitional Costs incurred in first year". There is also a new footnote (1) which explains this new line. Changed references to reflect removal of Line II.
4. Worksheet J - Revised Footnote (5) to reflect ADE updated explanation of JTED Equalization Assistance and Limit maximum reduction. The Joint Education Technological Districts (JTED's) will have their Equalization Assistance and Limits reduced by 8.2%.
5. Changed Function 2200 Description to "Instructional Staff", throughout all Budget forms.
6. Changed Function 2600 Description to "Operation & Maintenance of Plant", throughout all Budget forms.
7. Budget Page 2 - Switched location of Line 17, Gifted Education, with Line 20, Remedial Education, to match ADE's form.
8. Budget Page 6, Line 23, State Project 445, Changed description to "Dropout Prevention Program (grades 4-12)".
9. Budget Page 6, Line 24, State Project 450, Changed description to "Gifted Education".
10. Budget Page 6, Line 25, State Project 455, Changed description to "Family Literacy Program".
11. Budget Page 6, Line 37, Fund 750 under Other Funds, Changed description to "Permanent".
12. Worksheet D, added new Line VIII.C, Adjusted Transportation Revenue Control Limit (TRCL), changed calculation on Line VIII.D. **Districts that had a TRCL that was greater than 120% of their TSL or if their TSL exceeded the 2007-08 TRCL will have a different result on Worksheet D from what was calculated on the Draft version of Budget Vision.**
13. Changed the Base Level from \$3,196.20 to \$3,226.88.
14. Changed Additional Assistance K-8 from 1,387.25 to 1,445.25.
15. Changed Additional Assistance 9-12 from 1,616.81 to 1,684.41.

16. Corrected the Fiscal Year and ADE Amount on Budget Page 8, Line C.5 in the Fund 010 Summary and Detail Sections.
17. Budget Page 4, Section (2), Changed Object Code 6727 description to "Technology-Related Hardware and Software".
18. Budget Page 4, Switched Footnotes 3 and 4.
19. Budget Page 4, Funds 610 and 625 and Budget Page 5, Funds 630, 685, 690 and 695:
  - Changed Function 2100, 2200 line description to "Students and Instructional Staff".
  - Moved Function 2900 from 2600, 2900 line to Function 2300, 2400, 2500 line, which now reads "2300, 2400, 2500, 2900 Administration".
  - Changed Function 2600, 2900 line to "2600 Operation & Maintenance of Plant" **All cells on these lines will have to be cleared the first time attaching to BV Versions 2.5.02 and higher.**
20. Added a new button on Worksheet A-J which is visible only to Type 08 (JTED) districts. The button is called JTED Limits Table and will open the new calculation of reduction to state aid and applicable limits for JTEDs table that ADE has now included with Worksheet J.
21. Added new checks to the "Generate Legal Budget File" procedure as follows:
  - Before creating any XML file, you must go to the Global Information screen and set the "Select Type of Budget Figures to Display" option to either "PP2 (Proposed) or Adopted.
  - After the Type of Budget Figures is selected, from the Main Menu you must Update All Calculations, prior to creating the XML files.

## Budget Vision Program Changes Prior to Receipt of AG's Forms

1. Budget Vision 2007-08 – Draft Version 2.5.02 has been updated to comply with the recent changes in the USFR Chart of Accounts.
2. The Base Level was increased to \$3,196.20 (later revised to \$3,226.88), without Teacher Comp, and the Transportation Support Levels Per Route Mile have been increased to \$1.81 and \$2.23. The Capital Outlay Revenue Limit (CORL) and Soft Capital Allocation (SCA) were not increased.
3. The Additional Assistance for Charter schools has been increased to \$1,445.25 for K-8 and \$1,684.41 for 9-12.
4. The 50% reduction for Rapid Decline is still in effect.
5. The Group B weight for Kindergarten (K) has been increased to 1.352.



6. The Classroom Site Fund (CSF) amount for weighted student count is \$401.00.
7. The Qualifying Tax Rate is reduced to \$1.602 for Elementary and H S districts and \$3.204 for Unified and Type 03 districts.
8. Added new option to the School By School (SBS) Desegregation Supplement Screen called "Calculate All School's Desegregation Suppl Pages 1-3".
9. Added new warning labels to the School By School Desegregation Supplement Screen telling users they must FIRST Calculate all School Deseg Forms. Once they run the Calculate procedure either from the SBS Deseg Supplement Menu or via the Update All Calculations/Update SBS Deseg process, these warning labels will no longer be visible.
10. Added a check to make sure the SBS Deseg Supplement Forms have been calculated BEFORE the SBS Deseg Supplement XML File is created. The user will not be able to create the SBS Deseg Supplement XML file until they have run the Calculate All School's Desegregation Suppl procedure.
11. Added Kindergarten K weight to the Edit Worksheet Factors screen.
12. Fixed Synchronize with IVEE procedure to not send accounts from Budget Vision back to IVEE.
13. Updated amount displayed in the text on Worksheet C, Line IV.A to show the adjusted Base Level, if an adjustment was entered in the Support Level screen.
14. Added functionality to the Import Figures From File to update any existing invalid Function 2800 codes that were formerly assigned with a "PY" to assign to the valid Current Year cell, if amounts exist in the CurrentBal column for those accounts.
15. Changed formatting and cell assigning for USFR Chart of Account (COA) changes made to Object Codes, 6830, 6840, and 6850.
16. Added a query on attach to clear all cell assigning for any new account code ranges which need to be reassigned. This query will update the RevDate in tblGLGlobal from 6/1/2007 to 7/15/2007, which will be the indicator that allows the cells with new account code ranges to be cleared only once.
17. Added new Fund 071 - Structured English Immersion to Supplement Page 3. Fund 071 is now assigned to Supplement Page 3 and that total now goes to Budget Page 6. Moved Fund 071 total Budget amount from Summary Page 2 "Other" line to it's own line "Structured English Immersion".
18. School Deseg Supplement Page 2 - Fixed formatting of Function 2500 - it now reads "2500 Central Services".

## Budget Vision Checklist

If you created your budgets and Worksheets with the Draft version and followed the **Using the Budget Vision 2006-07 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.	<b>Download the Budget Vision file from the web</b>	12
	The Budget Vision 2007-08 program is being distributed primarily via the Infinite Visions web site. Locate the Budget Vision 2007-08 link, download the BV0708.exe file to your hard drive, and double-click to install.	
<input type="checkbox"/> 2.	<b>Attach the data files</b>	15
	Budget Vision 2007-08 will attach to either a PROJ0708.mdb or a GLAP0708.mdb data file.	
<input type="checkbox"/> 3.	<b>Update all calculations</b>	115
	Be sure to Update All Calculations after assigning cell numbers. <b>For Enterprise Users:</b> First Synchronize and then update all calculations.	
<input type="checkbox"/> 4.	<b>Review and update Global Information</b>	19
	Update the description area to identify the data file as your new 2007-08 budget file. Change the years to 2005-06, 2006-07 and 2007-08.	
<input type="checkbox"/> 5.	<b>Verify Support Level information</b>	21
	Click Support Levels and review the Teacher Compensation and the Career Ladder or OPIP information. Change if necessary.	
<input type="checkbox"/> 6.	<b>Update Support Levels and Worksheet Factors</b>	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.	
<input type="checkbox"/> 7.	<b>Download ADE information from their web site</b>	25



Step	Description	Page
	Connect to the ADE web site via the Internet at the following address: <a href="http://www.ade.az.gov/schoolfinance/Forms/Budgets/">http://www.ade.az.gov/schoolfinance/Forms/Budgets/</a>	
□ 8.	<b>Review and import the downloaded ADE information</b>	25
	Use the Import Budget Worksheet Counts from ADE utility to import the downloaded information into Budget Vision.	
□ 9.	<b>Review Budget Worksheets A-J</b>	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.	<b>Complete the remaining worksheets</b>	34
	Complete the remaining worksheets K-S, as required for your district, and Budget pages 7 and 8.	
□ 11.	<b>Verify or change budget column headings</b>	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. <b>Do not start inputting any new budget amounts until you have these figures in the correct columns.</b> 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.	<b>Review the District Budget for accuracy</b>	-
	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.	<b>Create summary pages and Truth in Taxation</b>	85
	Once you are sure the budget is accurate, finish by creating the summary pages, the Truth in Taxation worksheet and hearing notice.	
□ 14.	<b>Finalize the data and print forms</b>	91
	Review all forms and worksheets to ensure their accuracy. Print all forms and worksheets.	

Step	Description	Page
□ 15.	<b>Make sure file is going to Proposed Budget column</b>	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.	<b>Send files to ADE</b>	132
	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 <b>except</b> 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.

<b>Budget Page</b>	<b>What to Enter</b>
School Desegregation Supplement Page 2 of 3	Desegregation Revenues.





Infinite**Visions**

# 2

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## **Implementing Budget Vision**

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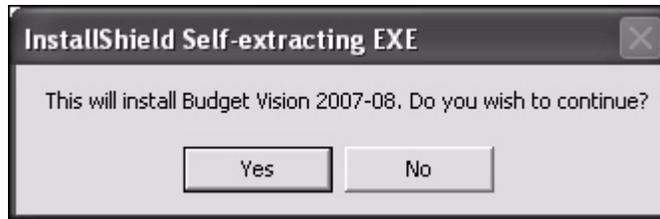
This chapter describes the following Budget Vision tasks:

- 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 2007-08 program is being distributed primarily via the Infinite Visions web site. Locate the Budget Vision 2007-08 link and download the BV0708.exe file to your hard drive.

1. Double-click BV0708.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
  - 📄 FRMS0708.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
- 📁 **FY0708** folder
  - 📄 GLAP0708.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 2007-08 will attach to either a PROJ0708.mdb or a GLAP0708.mdb data file. If you will be importing from a projection file, you must attach the projection file to the new 2007-08 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 (PROJ0708.MDB), rename it to GLAP0708 and attach to it. If a projection file was not made, make a copy of the GLAP0607.MDB, rename it GLAP0708.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 GLAP0708.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 2007-08 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 2007-08
- Double-clicking the Budget Vision 2007-08 icon in the Visions program group.

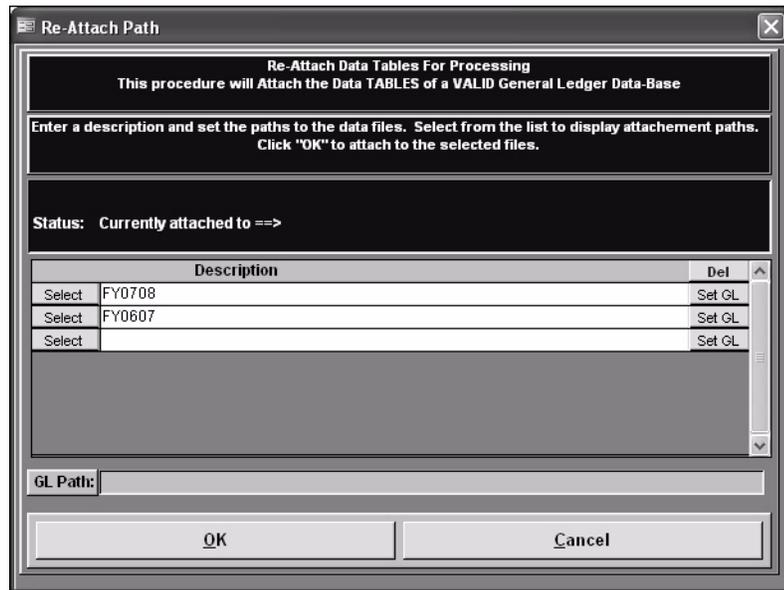
When you start the program, the system displays the sign-on screen.

## 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.



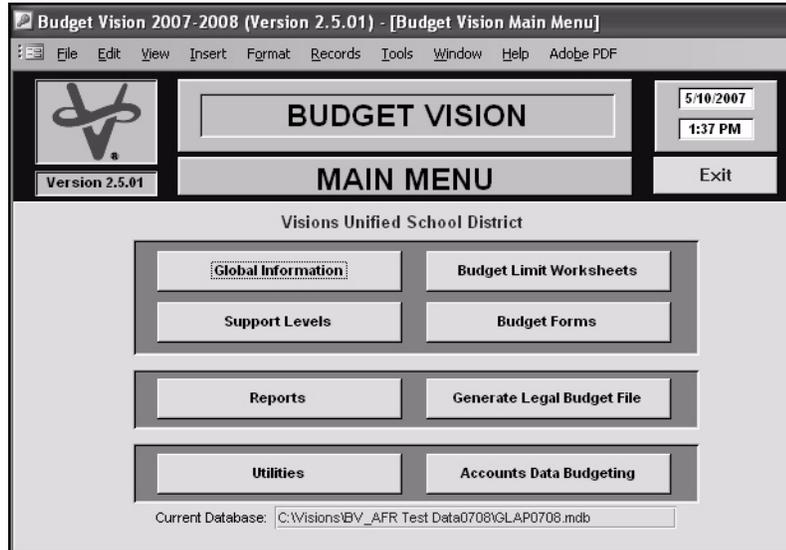
1. In the *Description* field, type a description for the data (for Example, FY0708).
2. Click Set GL to navigate to the correct GLAP database file for the year you are using. On a stand-alone workstation, a typical path would be C:\VDATA\FY0708\GLAP0708.MDB.
3. Click Select (to the left of the Description 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.



<b>Global Information</b>	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.
<b>Support Levels</b>	Enables you to display the Support Levels and Factor Adjustment screens.
<b>Budget Limit Worksheets</b>	Enables you to display the Budget Limit Worksheets Area, where you enter the basic criteria to calculate budget limits.
<b>Budget Forms</b>	Enables you to access the Budget Forms Work Area, including budget forms and school-by-school desegregation supplement forms.
<b>Reports</b>	Enables you to print copies of budget limit worksheets, growth forms, and budget forms.
<b>Generate Legal Budget File</b>	Enables you to create the .xml files to be sent to the Arizona Department of Education (ADE).
<b>Utilities</b>	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.

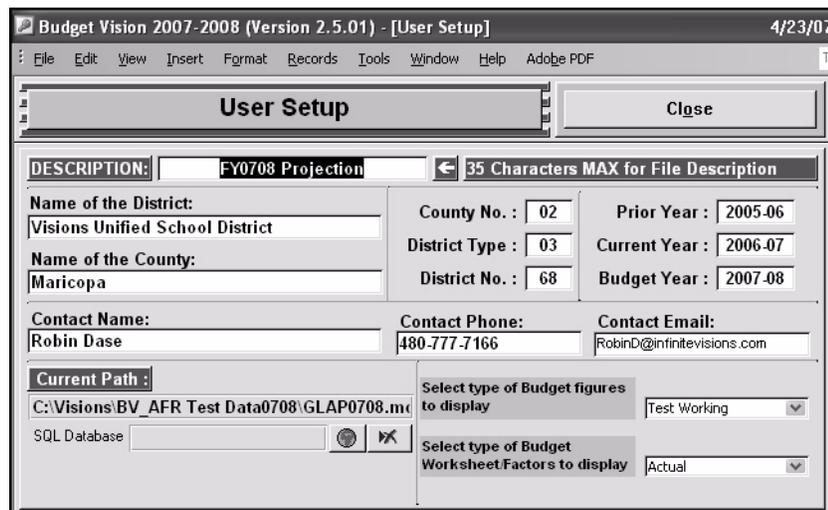
## Identifying Global Information

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 FY0708 Adopted in the *Description* field. Or, if you have Projection selected, you might want to enter FY0708 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.

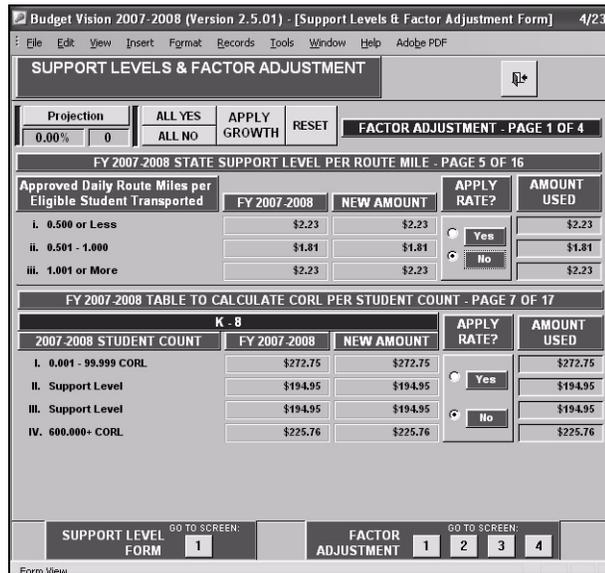
**%** If you choose to adjust the base level amount by a percentage, the system displays a field where you can enter the percentage adjustment.

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.



Approved Daily Route Miles per Eligible Student Transported	FY 2007-2008	NEW AMOUNT	APPLY RATE?	AMOUNT USED
i. 0.500 or Less	\$2.23	\$2.23	<input type="radio"/> Yes	\$2.23
ii. 0.501 - 1.000	\$1.81	\$1.81	<input type="radio"/> No	\$1.81
iii. 1.001 or More	\$2.23	\$2.23	<input type="radio"/> No	\$2.23

2007-2008 STUDENT COUNT	FY 2007-2008	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"/> Yes	\$194.95
III. Support Level	\$194.95	\$194.95	<input type="radio"/> No	\$194.95
IV. 600.000+ CORL	\$225.76	\$225.76	<input type="radio"/> No	\$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:

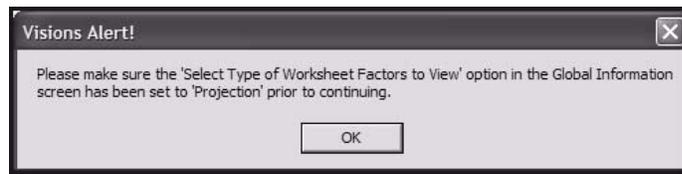
The Base Support Level can be changed using a percentage factor or a fixed dollar amount.

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.

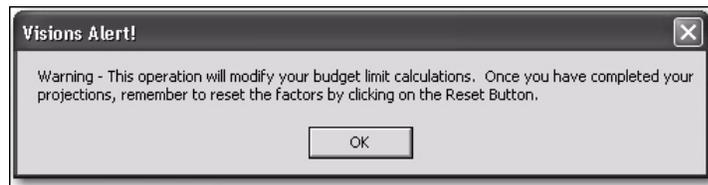
### To adjust the worksheet factors:

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:

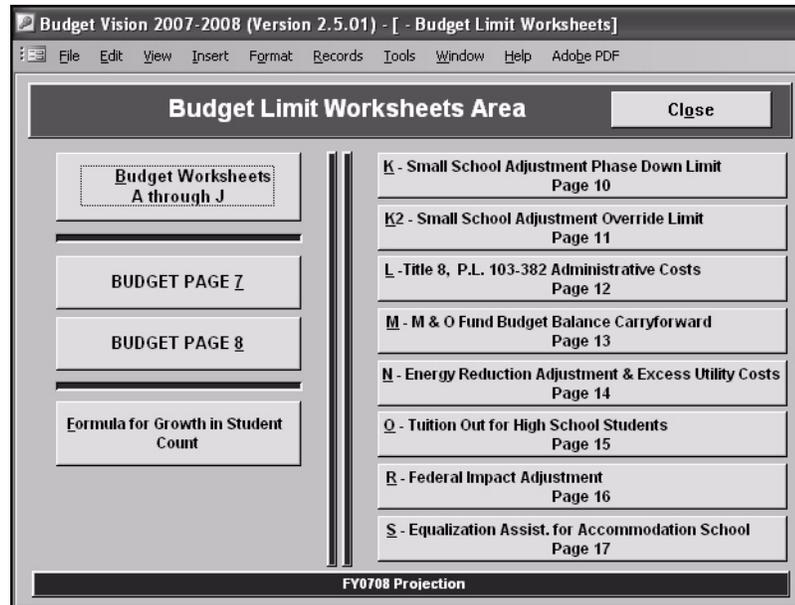
- In the Budget Vision main menu, select the Global Information option.
- In the User Setup screen, verify that your County, District Type, and District Number are correct. This is the information needed for the system to pull the specific data for your district from the file downloaded from ADE. Click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

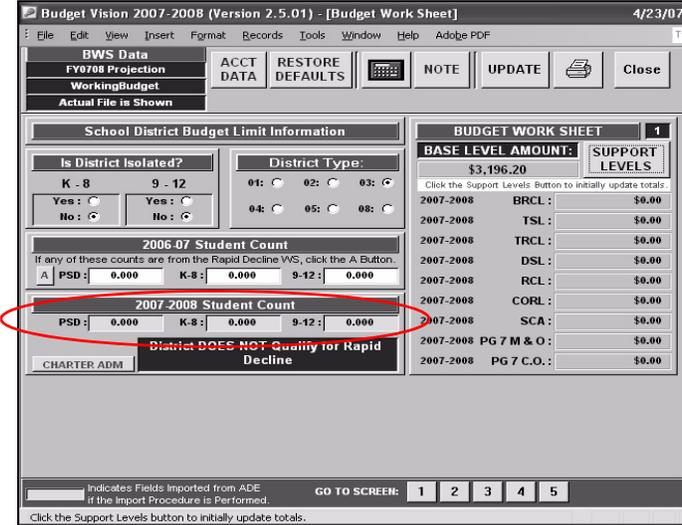
To access the Budget Limit Worksheets Area, select the Budget Limit Worksheets option from the Budget Vision main menu. The system displays the following screen.



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 2006-07 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 2006-07 student counts are from the Rapid Decline worksheet:

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

2006-07 Actual Student Count			
PSD :	0.000	K-8 : 0.000	9-12 : 0.000

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.

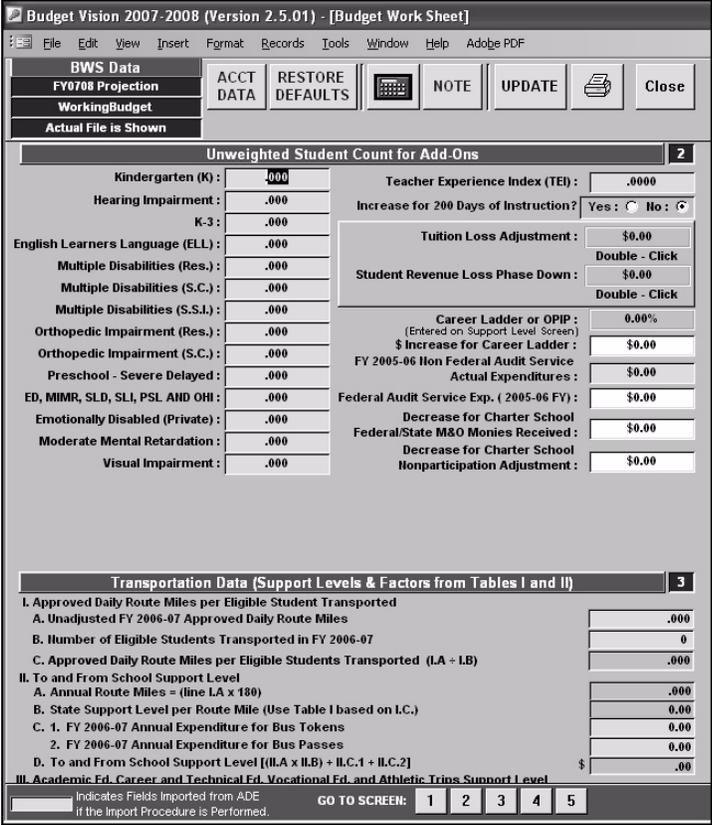
## Completing Budget Worksheet A–J, Screen 2

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 2007-2008)
- Type of Budget Figures (WorkingBudget)
- Type of budget factors (Actual File is Shown)



**Budget Vision 2007-2008 (Version 2.5.01) - [Budget Work Sheet]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

**BWS Data**  
 FY0708 Projection ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close  
 WorkingBudget  
 Actual File is Shown

---

**Unweighted Student Count for Add-Ons 2**

Kindergarten (K) :	.000	Teacher Experience Index (TE) :	.0000
Hearing Impairment :	.000	Increase for 200 Days of Instruction? Yes: <input type="radio"/> No: <input type="radio"/>	
K-3 :	.000	<b>Tuition Loss Adjustment :</b> \$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	<small>(Entered on Support Level Screen)</small>	
Orthopedic Impairment (S.C.) :	.000	\$ Increase for Career Ladder :	\$0.00
Preschool - Severe Delayed :	.000	FY 2005-06 Non Federal Audit Service Actual Expenditures :	\$0.00
ED, MIMR, SLD, SLI, PSL AID OHI :	.000	Federal Audit Service Exp. ( 2005-06 FY) :	\$0.00
Emotionally Disabled (Private) :	.000	Decrease for Charter School Federal/State M&O Monies Received :	\$0.00
Moderate Mental Retardation :	.000	Decrease for Charter School Nonparticipation Adjustment :	\$0.00
Visual Impairment :	.000		

---

**Transportation Data (Support Levels & Factors from Tables I and II) 3**

<b>I. Approved Daily Route Miles per Eligible Student Transported</b>	
A. Unadjusted FY 2006-07 Approved Daily Route Miles	.000
B. Number of Eligible Students Transported in FY 2006-07	0
C. Approved Daily Route Miles per Eligible Students Transported (IA + IB)	.000
<b>II. To and From School Support Level</b>	
A. Annual Route Miles = (line IA x 180)	.000
B. State Support Level per Route Mile (Use Table I based on I.C.)	0.00
C. 1. FY 2006-07 Annual Expenditure for Bus Tokens	0.00
2. FY 2006-07 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
<b>III. Academic Ed., Career and Technical Ed., Vocational Ed., and Athletic Trips Support Level</b>	

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.

Budget Vision 2007-2008 (Version 2.5.01) - [frmTUTSTUDENT : Form] 4/23/07

File Edit View Insert Format Records Tools Window Help Adobe PDF

ADJUSTMENT FOR TUITION LOSS STUDENT REVENUE LOSS PHASE-DOWN CLOSE

**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 01 - 02 ) Attending ADM, Grades 9 through 12 0.00  
Base Year is defined as the year before the other district began to offer instruction.

B. Factor of five percent 5.00%

C. ADM loss required to qualify 0.00

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 0.00

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 \$0.00

F. Tuition received in fiscal year after Base Year \$0.00

G. Tuition loss (line X.E - line X.F) (if less than 0, enter 0) \$0.00

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 0.00

I. Increase in BSL for Tuition Loss Adjustment (line X.G x line X.H) (to Work Sheet C, Line VIII) \$0.00

**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:

Form View

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 2007-2008 (Version 2.5.01) - [frmTUTSTUDENT : Form] 4/23/07**

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 §15-902.01). 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 2007-2008 (Version 2.5.01) - [Budget Work Sheet] 4/23/07

File Edit View Insert Format Records Tools Window Help Adobe PDF

BWS Data ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close

FY0708 Projection WorkingBudget Actual File is Shown

**Transportation Data (Support Levels & Factors from Tables I and II) 3**

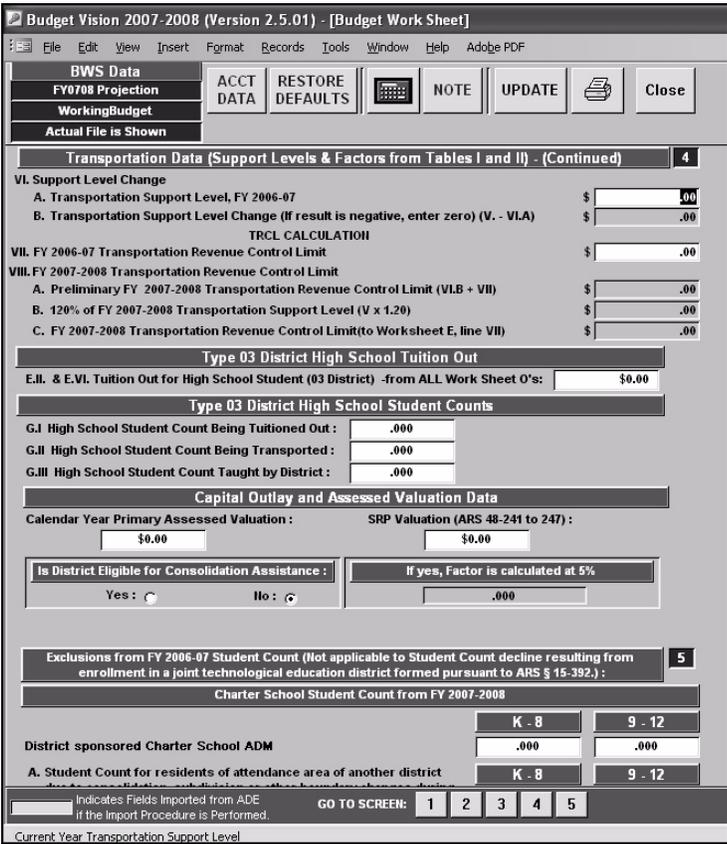
<b>I. Approved Daily Route Miles per Eligible Student Transported</b>		
A. Unadjusted FY 2006-07 Approved Daily Route Miles		.000
B. Number of Eligible Students Transported in FY 2006-07		0
C. Approved Daily Route Miles per Eligible Students Transported (I.A ÷ I.B)		.000
<b>II. To and From School Support Level</b>		
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 2006-07 Annual Expenditure for Bus Tokens		0.00
2. FY 2006-07 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
<b>III. Academic Ed, Career and Technical Ed, Vocational Ed, and Athletic Trips Support Level</b>		
A. Factor from Table II (based on LC 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
<b>IV. Extended School Year Support Level for Pupils with Disabilities</b>		
A. Act. Route Miles traveled in July and Aug 2006 to Transp Handicap Pupils for Ext School Yr		.000
B. Est. Route Miles traveled in June 2007 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 2007-2008 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

Approved Daily Route Miles

# Completing Budget Worksheet A–J, Screen 4



**Budget Vision 2007-2008 (Version 2.5.01) - [Budget Work Sheet]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

BWS Data  
 FY0708 Projection  
 WorkingBudget  
 Actual File is Shown

ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close

**Transportation Data (Support Levels & Factors from Tables I and II) - (Continued) 4**

**VI. Support Level Change**  
 A. Transportation Support Level, FY 2006-07 \$ .00  
 B. Transportation Support Level Change (if result is negative, enter zero) (V. - VI.A) \$ .00

**TRCL CALCULATION**  
 VII. FY 2006-07 Transportation Revenue Control Limit \$ .00

**VIII. FY 2007-2008 Transportation Revenue Control Limit**  
 A. Preliminary FY 2007-2008 Transportation Revenue Control Limit (VI.B + VII) \$ .00  
 B. 120% of FY 2007-2008 Transportation Support Level (V x 1.20) \$ .00  
 C. FY 2007-2008 Transportation Revenue Control Limit (to Worksheet E, line VII) \$ .00

**Type 03 District High School Tuition Out**  
 E.II. & E.VI. Tuition Out for High School Student (03 District) -from ALL Work Sheet O's: \$0.00

**Type 03 District 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

**Capital Outlay and Assessed Valuation Data**  
 Calendar Year Primary Assessed Valuation : \$0.00  
 SRP Valuation (ARS 48-241 to 247) : \$0.00

**Is District Eligible for Consolidation Assistance :**  
 Yes :  No :  If yes, Factor is calculated at 5% .000

**Exclusions from FY 2006-07 Student Count (Not applicable to Student Count decline resulting from enrollment in a joint technological education district formed pursuant to ARS § 15-392.) 5**

**Charter School Student Count from FY 2007-2008**

	K - 8	9 - 12
District sponsored Charter School ADM	.000	.000
A. Student Count for residents of attendance area of another district	K - 8	9 - 12

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

Current Year Transportation Support Level

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.

**BWS Data**  
 FY0708 Projection  
 WorkingBudget  
 Actual File is Shown

ACCT DATA RESTORE DEFAULTS NOTE UPDATE Close

Exclusions from FY 2006-07 Student Count (Not applicable to Student Count decline resulting from enrollment in a joint technological education district formed pursuant to ARS § 15-392.): 5

**Charter School Student Count from FY 2007-2008**

	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 2006-07 :	K - 8 .000	9 - 12 .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 2007-2008 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 2006-07 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 FY2006-07 Pursuant to A.R.S. 42-605(4): .000

Qualifying Tax Rate	\$1,6020	NOTE: Career Ladder Adjustment can only be made if the Career Ladder Option in the Support Level screen is set to "Yes".
Plus Career Ladder Adjustment	+ \$0.00	
Total Qualifying Tax Rate	= \$1,6020	

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

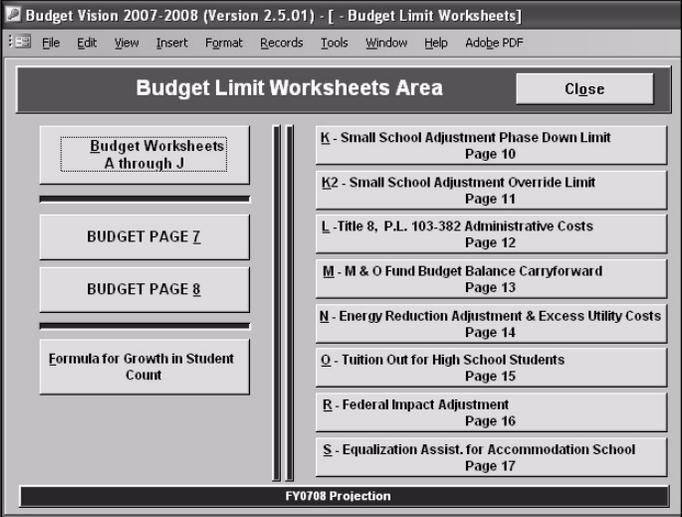
Form View

## 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 2007-2008.

**N. WORK SHEET FOR COMPUTING EXCESS UTILITY COSTS FOR FY 2007-2008 (A.R.S. §15-910)**

I. A. Total estimated expenditures for utilities for FY 2007-2008. (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 2007-2008 (from Work Sheet E, line VIII or Work Sheet F, line V, 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) <b>\$39.95</b> x TEI x 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 2007-2008 (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 CORL for FY 1984-85 (from FY 1984-85 Budget, page 5).	\$	.00	

Rev. 03/07-FY 2007-08 BV 4/23/2007 9:53:09 AM 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).

**FULL** **USER SET**

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.

**Budget Vision 2007-2008 (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

Budget - Page 7 of 8  
 FY0708 Projection  
 WorkingBudget  
 Actual File is Shown

ACCTS DATA NOTE UPDATE Close

**CALCULATION FOR 2007-2008 GENERAL BUDGET LIMIT** 1 of 5

	Total	M & O	Capital Outlay
1. (a) FY 2007-2008 Revenue Control Limit (RCL)	\$0		
'(b) Plus adjustment for growth	\$0		\$0.00
'(c) Increase or (decrease) in 03 district high school tuition payments	\$0		
(NOTE: Do not complete Lines 1.b or 1.c for Budget Adoption. Use only for Budget Revision.)			
(d) Adjusted Revenue Control Limit	\$0	\$0	\$0
2. FY 2007-2008 CORL	\$0	\$0	\$0
3. FY 2007-2008 Override Authorization			
'(a) Maintenance and Operation		\$0	
'(b) Unrestricted Capital Outlay			\$0
'(c) Special K-3 Program	\$0	\$0	\$0
*4. Small School Adjustment	\$0	\$0	\$0
Small School Adj. Phase Down			
Worksheet K	\$0		
Worksheet K2	\$0		

2 of 5

	Total	M & O	Capital Outlay
*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	\$0	\$0	\$0

GO TO SCREEN: 1 2 3 4 5

plus adjustment for growth

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 2007-2008 (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

Budget - Page 7 of 8  
 FY0708 Projection  
 WorkingBudget  
 Actual File is Shown

ACCTS DATA NOTE UPDATE Close

2 of 5

	Total	M & O	Capital Outlay
<b>*5. Tuition Revenue</b>			
(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
<b>*6. State Assistance</b>	\$0	\$0	\$0
<b>*7. Allowable Budget Increase for P.L.103-382 Districts</b>			
(a) Add-On for Handicapped / Indian Students	\$0	\$0	\$0
(b) Administrative Costs	\$0	\$0	\$0
<b>*8. Increase Authorized by County School Superintendent for Accommodation Schools</b>	\$0	\$0	
Revenue Control Limit Addition (Maximum)	\$0		
FOR USE ONLY BY TYPE 01 DISTRICTS			

3 of 5

GO TO SCREEN: 1 2 3 4 5

Tuition Revenue / Local / Private / Holding Cell

## Completing the General Budget Limit, Screen 3:

Budget Vision 2007-2008 (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

Budget - Page 7 of 8  
 FY0708 Projection  
 WorkingBudget  
 Actual File is Shown

ACCTS DATA NOTE UPDATE Close

3 of 5

	Total	M & O	Capital Outlay
<b>9. Budget Increase for:</b>			
(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 2005-06	\$0	\$0	\$0

4 of 5

GO TO SCREEN: 1 2 3 4 5

Budget Increase / Deseg. Expen. / Holding Cell

### 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 2006-07 Career Ladder Unexpended Budget Carryforward (from Work Sheet M, line 6.g)		\$0	
*(j) FY 2006-07 Optional Performance Incentive Program Unexpended Budget Carryforward (from Work Sheet M, line 6.h)		\$0	
*(k) FY 2006-07 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
*10. Adjustment to the General Budget Limit		\$0	
Explanation: Just for fun!			
Just for fun again - Line 2!			
11. FY 2007-2008 General Budget Limit (column A, lines 1 through 10) (A.R.S. §15-905.F) (page 1, line 30 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, 2008.



## 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 2007-2008 (Version 2.5.01) - [Page 8 of 8] 4/23/07 11:12:09 am

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 CTD NUMBER 02 03 68

VERSION Proposed

**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 2006-07 Capital Expenditures (from FY 2006-07 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 2006-07 Capital Expenditures (line A.1 + A.2)	\$	<u>0</u>
4. Amount Budgeted in Fund 610 in FY 2006-07 (from FY 2006-07 latest revised Budget, page 4, line 10)	\$	<u>0</u>
5. Lesser of Lines A.3 or A.4	\$	<u>0</u>
6. FY 2006-07 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 2006-07	\$	<u>0</u>
9. Federal Impact Adjustment (from Work Sheet R, Line V) (A.R.S. §15-964). <b>Do not use this line if line A.13 is used.</b>	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 2007-2008 (ARS §15-905.M)	\$	<u>0</u>
Explanation	Explanation	Description for Page 8, Line A.11
12. Amount to be Used for Capital Expenditures (from page 7, line 12)	\$	<u>0</u>
13. FY 2007-2008 State Board Approval to Budget and Accumulate Cash Balance for Construction, Building Renovation, and Soft Capital. (A.R.S. §15-962.F) <b>Do not use this line if line A.9 is used. (2)</b>	\$	<u>0</u>
<i>Note: To use line 13, the User Set Amount in Worksheet R must be set to zero.</i>		
14. Amount Available to be Spent in Unrestricted Capital Outlay Fund in FY 2007-2008 (Add lines		
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.

Budget Vision 2007-2008 (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

(from FY 2006-07 latest revised Budget, page 8, line B.12) \$ 0

2. Total SCAL Adjustment for prior years as notified by ADE on BUDG 75 report. (For budget adoption, use zero. Show negative amount in parentheses.)(1) \$ 0

3. Adjusted FY 2006-07 SCAL (line B.1 + B.2) \$ 0

4. Amount Budgeted in Fund 625 in FY 2006-07 (from FY 2006-07 latest revised Budget, page 4, line 19) \$ 0

5. Lesser of Lines B.3 or B.4 \$ 0

6. FY 2006-07 Fund 625 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through the end of the fiscal year.) \$ 0

7. Unexpended Budget Balance in Fund 625 (Line B.5 minus B.6) (if negative, use zero in calculation, but show negative amount here in parentheses. (0)) \$ 0

8. Interest Earned in Fund 625 in FY 2006-07 \$ 0

9. Soft Capital Allocation (from Work Sheet I, line V.G) \$ 0

10. Capital Transportation Adjustment Approved by State Board of Education (A.R.S. §15-963.B) \$ 0

11. Adjustment to SCAL for FY 2007-2008 (A.R.S. §15-905.M) \$ 0

Explanation Explanation Description for Page 8, Line B.11

12. FY 2007-2008 Soft Capital Allocation Limit (Add lines B.7 through B.11)(4) \$ 0

**CALCULATION OF CLASSROOM SITE FUND BUDGET LIMIT**

C. 1. FY 2006-07 Classroom Site Fund Budget Limit (from FY 2006-07 latest revised Budget, page 8, line C.7)  \$ 0

2. FY 2006-07 Classroom Site Fund Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through the end of the fiscal year.) \$ 0

3. Unexpended Budget Balance in Classroom Site Fund (Line C.1 minus Line C.2) \$ 0

4. Interest Earned in the Classroom Site Fund in FY 2006-07 \$ 0

5. FY 2007-2008 Classroom Site Fund Allocation (provided by ADE, based on \$333) \$ 0

6. Adjustments to FY 2007-2008 Classroom Site Fund Budget Limit (5) \$ 0

7. FY 2007-2008 Classroom Site Fund Budget Limit (Sum of lines C.3 through C.6) (6) \$ 0

(1) Amounts included on these lines must be negative. Positive adjustments approved by ADE in accordance with A.R.S. §15-915 should be included on line A.11 for the Unrestricted Capital Outlay Fund and on line B.11 for the Soft Capital Allocation Fund.  
 (2) This amount cannot exceed the lesser of the FY 2006-07 Federal Impact Aid (Title 8, P.L. 103-382) Entitlement or the M&O Fund ending cash balance at June 30, 2007, after encumbrances, less any amount used to fund nonlevy overrides or budget balance carryforward.  
 (3) The amount budgeted on page 4, line 10 cannot exceed this amount.  
 (4) The amount budgeted on page 4, line 19 cannot exceed this amount.  
 (5) This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years. This amount should not exceed the difference as noted by ADE on FY 2006-07 BUDGCSF Report for the FY 2006-07 Classroom Site Fund Budget Limit.  
 (6) The sum of the amounts budgeted on page 3, line 40 and footnote (1) on that page, cannot exceed this amount.

Total amount available for Capital Expenditures and Accumulation

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

Budget Vision 2007-2008 (Version 2.5.01) - [Classroom Site Fund Detail] 5/16/07 2:53:36 pm

File Edit View Insert Format Records Tools Window Help Adobe PDF

Calculate Print

Use the table below to calculate the amounts for Page 8, section C. These calculations need not be printed as an official part of the budget forms.

	Fund 011	Fund 012	Fund 013	Paym Charters
1. FY 2006-07 Classroom Site Fund Budget Limit (from FY 2006-07 latest revised Budget, page 8, line 7 of the table)	000	0.00	0.00	
2. FY 2006-07 Actual Expenditures (For budget adoption use actual expenditures to date plus estimated expenditures through the end of the fiscal year)	0.00	0.00	0.00	
3. Unexpended Budget Balance (line 1 minus line 2)	0.00	0.00	0.00	
4. Interest Earned in FY 2006-07	0.00	0.00	0.00	
5. FY 2006-07 Classroom Site Fund Allocation (provided by ADE, based on \$401) Enter the total allocation in the Total Fund 010 column. Funds 011, 012, and 013 will automatically calculate.	0.00	0.00	0.00	
6. Adjustments to FY 2007-08 Classroom Site Fund Budget Limit *	0.00	0.00	0.00	
7. FY 2007-08 Classroom Site Fund Budget Limit (Sum of lines 3 through 6) **	0.00	0.00	0.00	

\* This line may be used to recapture lost CSF budget capacity that resulted from underbudgeting in prior fiscal years. This amount should not exceed the difference as noted by ADE on Report for the FY 2006-07 Classroom Site Fund Budget Limit.  
 \*\* The amounts budgeted on page 3, lines 13, 26, 30, and footnote (1) should not exceed the amounts on this line.



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.

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

CALCULATIONS FOR GROUP B ADD-ON GROWTH CURRENT YEAR 40th or 100th Day ADM / Unweighted Student Counts		2 of 3
2 A. Hearing Impairment	0.000	
B. Multiple Disabilities-R, Autism-R, and Severe Mental Retardation-R	0.000	
C. Multiple Disabilities-SC, Autism-SC, and Severe Mental Retardation-SC	0.000	
D. Multiple Disabilities - Severe Sensory Impairment	0.000	
E. Orthopedic Impairment - Resource	0.000	
F. Orthopedic Impairment - Self Contained	0.000	
G. Preschool - Severe Delayed	0.000	
H. Emotionally Disabled - Private	0.000	
I. Moderate Mental Retardation	0.000	
J. Visual Impairment	0.000	
K. TOTAL	0.000	

### Student Growth Count, Screen 3

CALCULATIONS FOR GROUP B ADD-ON GROWTH CURRENT YEAR Student Count used to Calculate FY BSL / Unweighted (Note: These figures are coming from Worksheet A-J, Screen 2)		3 of 3
2 A. Hearing Impairment	0.000	
B. Multiple Disabilities-R, Autism-R, and Severe Mental Retardation-R	0.000	
C. Multiple Disabilities-SC, Autism-SC, and Severe Mental Retardation-SC	0.000	
D. Multiple Disabilities - Severe Sensory Impairment	0.000	
E. Orthopedic Impairment - Resource	0.000	
F. Orthopedic Impairment - Self Contained	0.000	
G. Preschool - Severe Delayed	0.000	
H. Emotionally Disabled - Private	0.000	
I. Moderate Mental Retardation	0.000	
J. Visual Impairment	0.000	
K. TOTAL	0.000	

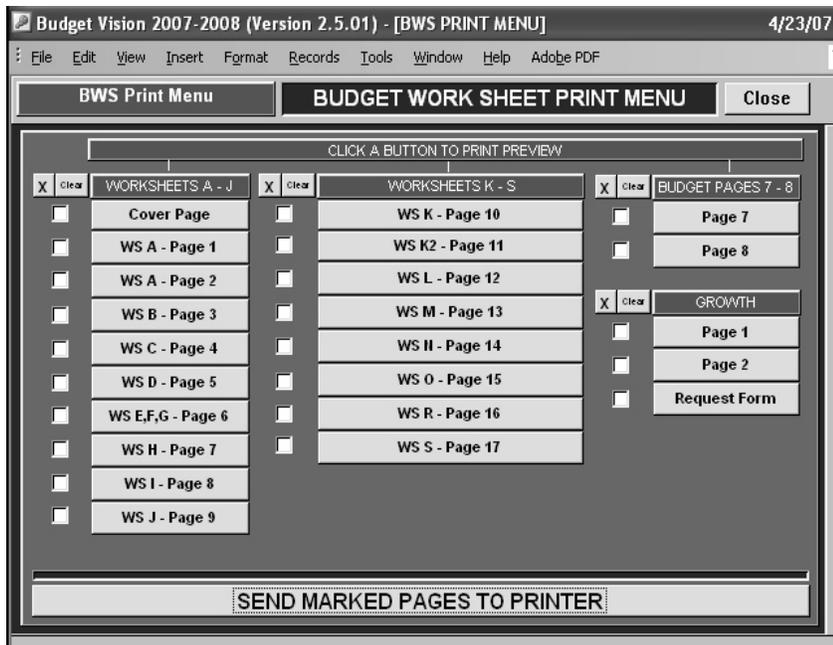
- Click the Update button and the total amount available for growth displays in the gray field under Total Growth Amount, and is displayed on Budget Page 7.

## 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

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## Account Level Budgeting

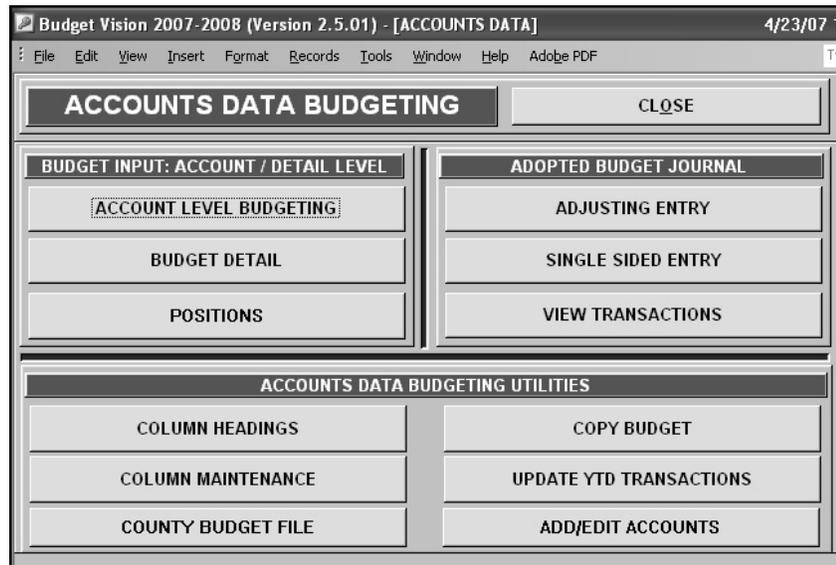
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The Budget Vision module provides a budgeting capability for you to enter and maintain budget data. Using this feature you can:

- 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



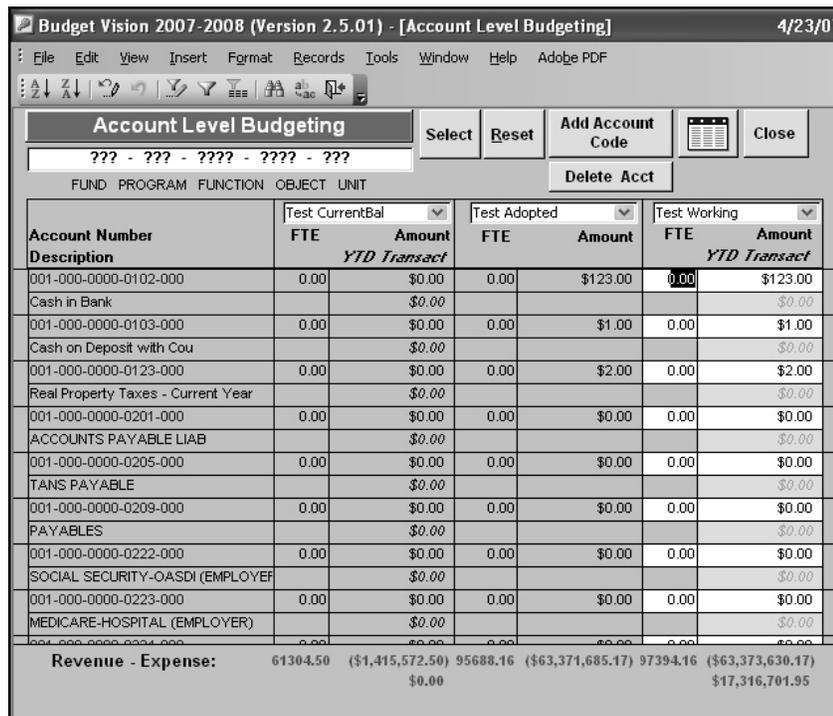
### Use this option to:

<b>Account Level Budgeting</b>	Enter budget amounts and view year-to-date transaction amounts.
<b>Budget Detail</b>	Work with budget detail.
<b>Positions</b>	Import and maintain position budget information from Payroll.
<b>Adjusting Entry</b>	Make adjusting entries in the adopted budget journal.
<b>Single Sided Entry</b>	Make single-sided entries in the adopted budget journal.
<b>View Transactions</b>	View budget journal transactions.
<b>Column Headings</b>	Customize the column headings in the budget.
<b>Column Maintenance</b>	Reset amounts to zero or delete detail records by budget column.
<b>Copy Budget</b>	Copy budget information from one column to another.
<b>Update YTD Transactions</b>	Copy detail from a prior year's database to the detail in the current database.
<b>County Budget File</b>	Create a file for sending the adopted budget to the county, if appropriate.
<b>Add/Edit Accounts</b>	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 YTD Transact	FTE	Amount	FTE	Amount YTD Transact
001-000-0000-0102-000 Cash in Bank	0.00	\$0.00	0.00	\$123.00	0.00	\$123.00
001-000-0000-0103-000 Cash on Deposit with Cou	0.00	\$0.00	0.00	\$1.00	0.00	\$1.00
001-000-0000-0123-000 Real Property Taxes - Current Year	0.00	\$0.00	0.00	\$2.00	0.00	\$2.00
001-000-0000-0201-000 ACCOUNTS PAYABLE LIAB	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
001-000-0000-0205-000 TANS PAYABLE	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
001-000-0000-0209-000 PAYABLES	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
001-000-0000-0222-000 SOCIAL SECURITY-OASDI (EMPLOYE	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
001-000-0000-0223-000 MEDICARE-HOSPITAL (EMPLOYER)	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
<b>Revenue - Expense:</b>	61304.50	(\$1,415,572.50)	95688.16	(\$63,371,685.17)	97394.16	(\$63,373,630.17)
		\$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

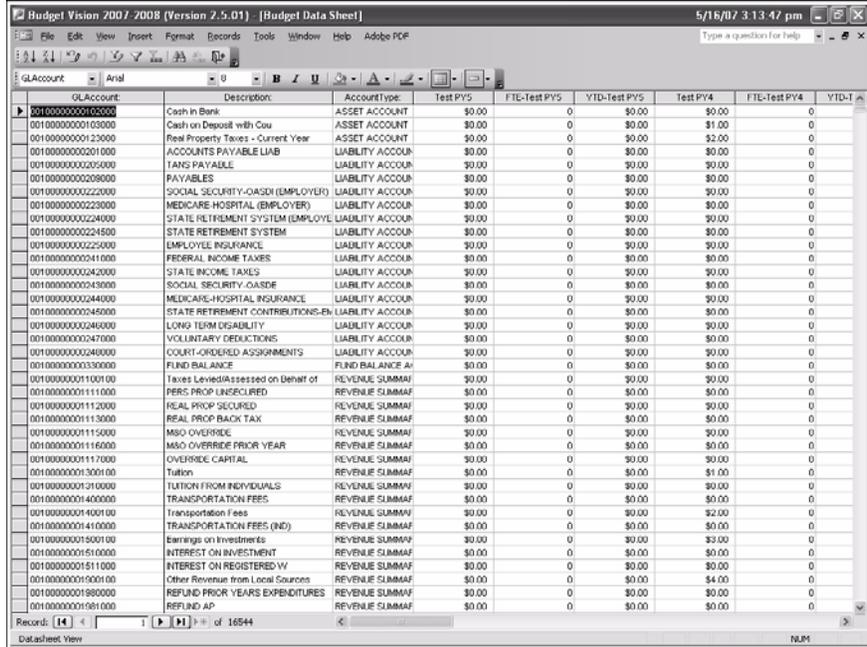
You can also customize the default column names by using the Column Headings utility. See page 56 for information. This manual uses the system column names for uniform identification.

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.

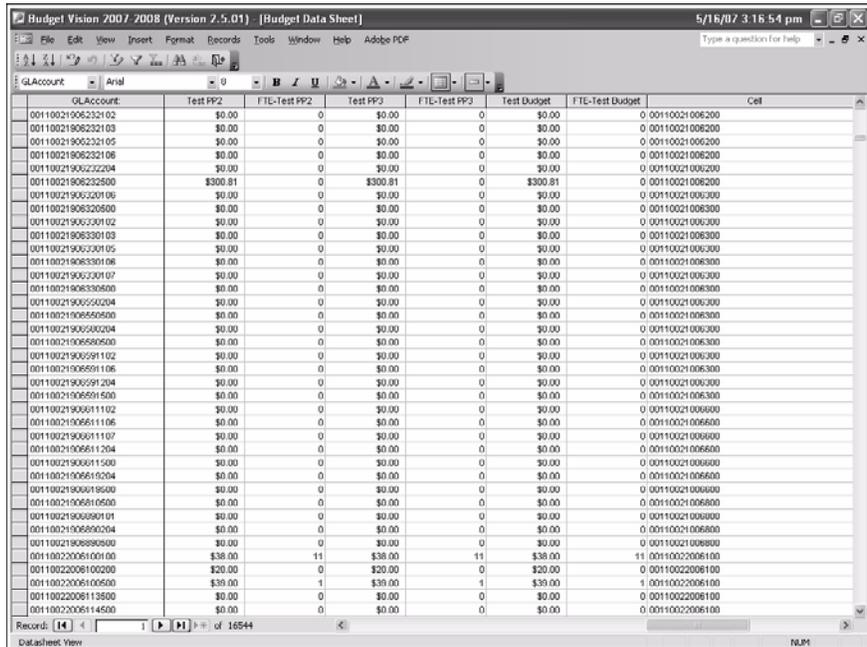
## Displaying All the Columns

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	Test PY4	FTE-Test PY4	YTD-Test PY4
0010000000100000	Cash in Bank	ASSET ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000100000	Cash on Deposit with Cou	ASSET ACCOUNT	\$0.00	0	\$0.00	\$1.00	0	\$1.00
0010000000123000	Real Property Taxes - Current Year	ASSET ACCOUNT	\$0.00	0	\$0.00	\$2.00	0	\$2.00
0010000000201000	ACCOUNTS PAYABLE LIAB	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000205000	TANG PAYABLE	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000208000	PAYABLES	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000222000	SOCIAL SECURITY-OASDI (EMPLOYER)	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000223000	MEDICARE HOSPITAL (EMPLOYER)	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000224000	STATE RETIREMENT SYSTEM (EMPLOYEE)	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000224500	STATE RETIREMENT SYSTEM	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000225000	EMPLOYEE INSURANCE	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000241000	FEDERAL INCOME TAXES	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000242000	STATE INCOME TAXES	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000243000	SOCIAL SECURITY OASDI	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000244000	MEDICARE HOSPITAL INSURANCE	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000245000	STATE RETIREMENT CONTRIBUTIONS-EN	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000246000	LONG TERM DISABILITY	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000247000	VOLUNTARY DEDUCTIONS	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000248000	COURT ORDERED ASSIGNMENTS	LIABILITY ACCOUNT	\$0.00	0	\$0.00	\$0.00	0	\$0.00
0010000000300000	FUND BALANCE	FUND BALANCE	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001100100	Taxes Levied/Assessed on Behalf of	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001111000	PERS PROP UNSECURED	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001112000	REAL PROP SECURED	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001113000	REAL PROP BACK TAX	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001115000	MSO OVERRIDE	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001116000	MSO OVERRIDE PRIOR YEAR	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001117000	CHOICE CAPITAL	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001300100	Tuition	REVENUE SUMMAF	\$0.00	0	\$0.00	\$1.00	0	\$1.00
00100000001310000	TUITION FROM INDIVIDUALS	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001400000	TRANSPORTATION FEES	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001400100	Transportation Fees	REVENUE SUMMAF	\$0.00	0	\$0.00	\$2.00	0	\$2.00
00100000001410000	TRANSPORTATION FEES (ND)	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001500100	Earnings on Investments	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001510000	INTEREST ON INVESTMENT	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001511000	INTEREST ON REGISTERED VV	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001500100	Other Revenue from Local Sources	REVENUE SUMMAF	\$0.00	0	\$0.00	\$4.00	0	\$4.00
00100000001980000	REFUND PRIOR YEARS EXPENDITURES	REVENUE SUMMAF	\$0.00	0	\$0.00	\$0.00	0	\$0.00
00100000001981000	REFUND AP	REVENUE SUMMAF	\$0.00	0	\$0.00	\$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.



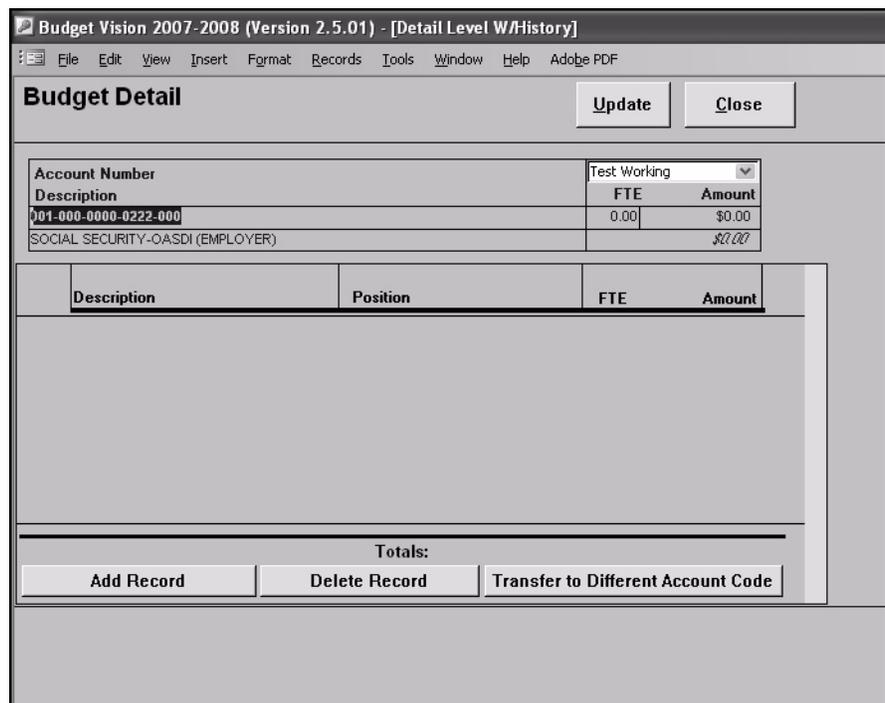
GLAccount	Test PY2	FTE-Test PY2	Test PY3	FTE-Test PY3	Test Budget	FTE-Test Budget	Cell
00110021906232102	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906232103	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906232105	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906232108	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906232204	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906232500	\$300.81	0	\$300.81	0	\$300.81	0	00110021006200
001100219062320106	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
001100219062320500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
001100219062330102	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
001100219062330103	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
001100219062330105	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
001100219062330108	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
001100219062330500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906250204	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906250500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906250204	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906250500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
0011002190625091204	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
0011002190625091500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006200
00110021906250911102	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250911106	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250911107	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250911204	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250911500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250919204	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250919600	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250910500	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110021906250910101	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
0011002190625092004	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
0011002190625092000	\$0.00	0	\$0.00	0	\$0.00	0	00110021006600
00110022006100100	\$38.00	11	\$38.00	11	\$38.00	11	00110022006100
00110022006100200	\$20.00	0	\$20.00	0	\$20.00	0	00110022006100
00110022006100500	\$39.00	1	\$39.00	1	\$39.00	1	00110022006100
00110022006113800	\$0.00	0	\$0.00	0	\$0.00	0	00110022006100
00110022006114500	\$0.00	0	\$0.00	0	\$0.00	0	00110022006100

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]

Account Number	Test Working	
Description	FTE	Amount
001-000-0000-0222-000	0.00	\$0.00
SOCIAL SECURITY-OASDI (EMPLOYER)		\$0.00

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.

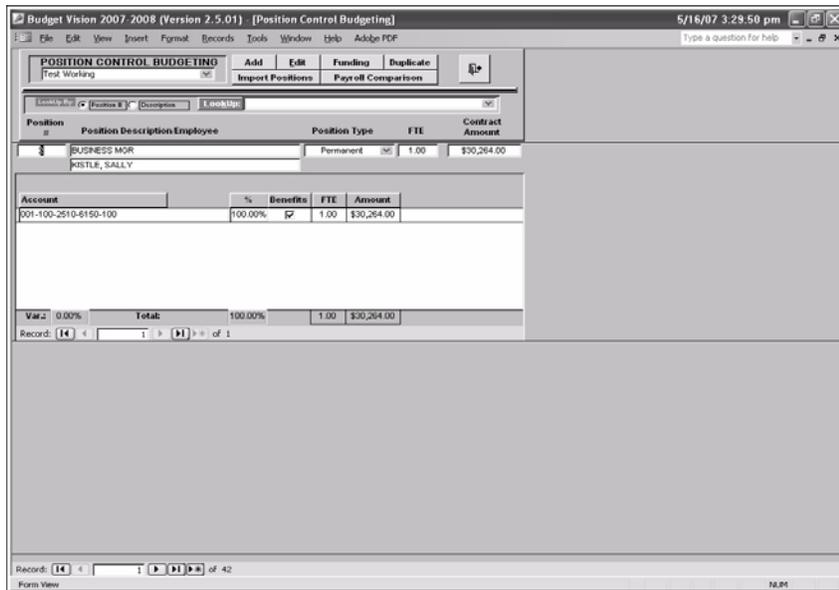
1. Click the line to be deleted.
2. Click Delete Record. The system displays a message to confirm the deletion.

## 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	BUSINESS MOR		Permanent	1.00	\$30,264.00
	KISTLE, SALLY				

Account	%	Benefits	FTE	Amount
001-100-2510-6150-100	100.00%	<input checked="" type="checkbox"/>	1.00	\$30,264.00

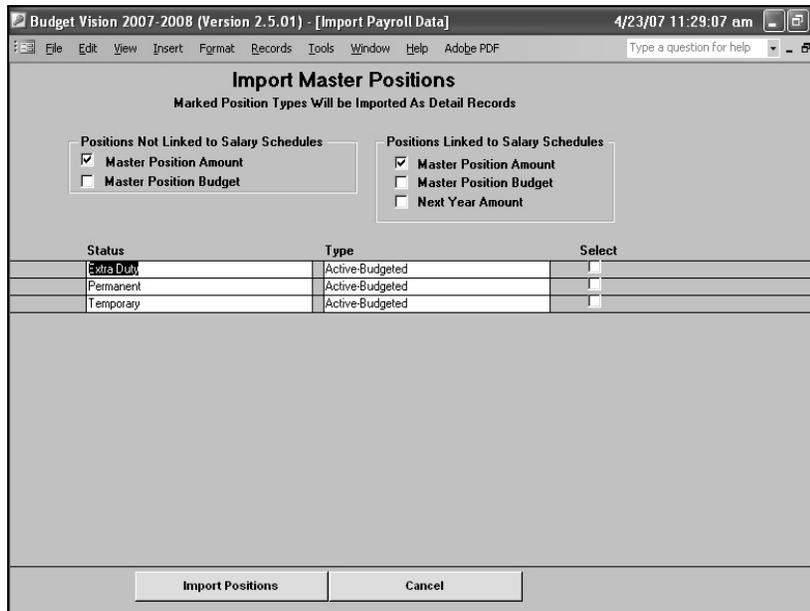
Var:	0.00%	Total:	100.00%	1.00	\$30,264.00
------	-------	--------	---------	------	-------------

Record: 14 of 42

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



**Import Master Positions**  
Marked Position Types Will be Imported As Detail Records

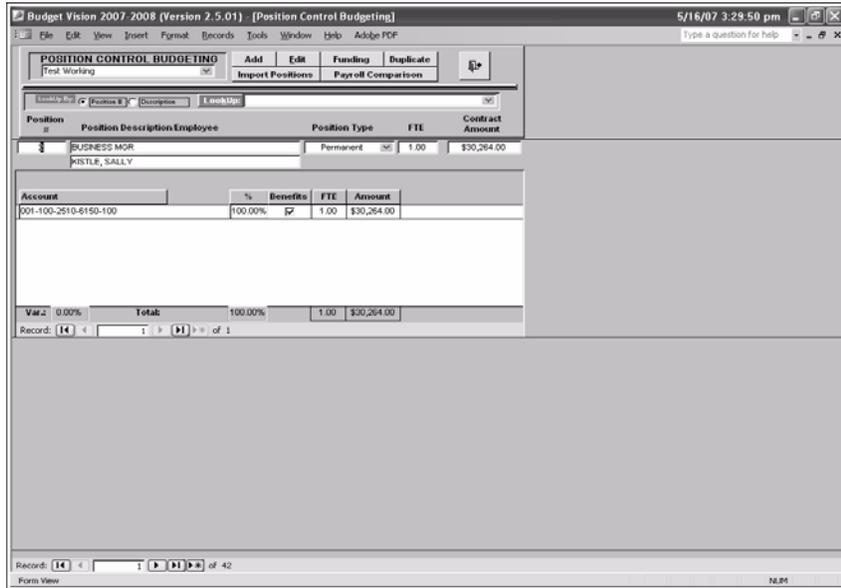
Positions Not Linked to Salary Schedules  
 Master Position Amount  
 Master Position Budget

Positions Linked to Salary Schedules  
 Master Position Amount  
 Master Position Budget  
 Next Year Amount

Status	Type	Select
Extra Duty	Active-Budgeted	<input type="checkbox"/>
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. The 'LookUp By' dropdown is set to 'Position #'. The 'LookUp' field contains '1'. The main table displays the following record:

Position #	Position Description	Employee	Position Type	FTE	Contract Amount
1	BUSINESS MOR	KISTLE, SALLY	Permanent	1.00	\$30,264.00

Below the main table, there is an 'Account' table:

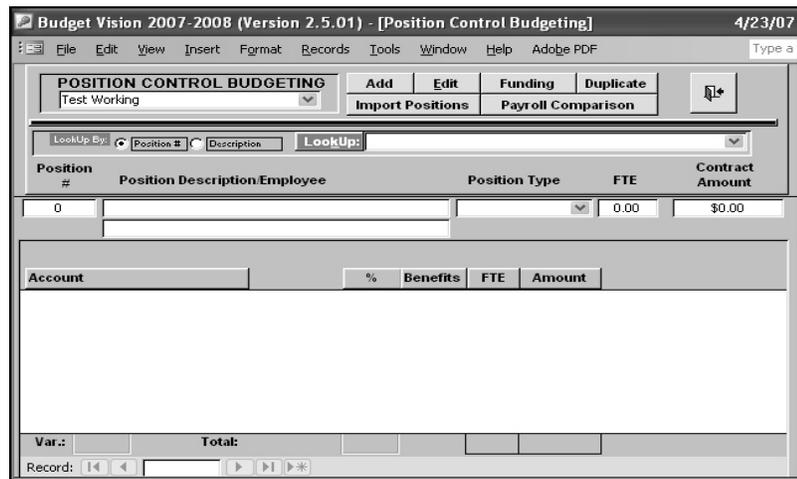
Account	%	Benefits	FTE	Amount
101-100-2510-6150-100	100.00%	<input checked="" type="checkbox"/>	1.00	\$30,264.00

At the bottom, a summary row shows: Var.: 0.00%, Total: 100.00%, FTE: 1.00, Amount: \$30,264.00. The record navigation shows 'Record: 14 of 42'.

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.

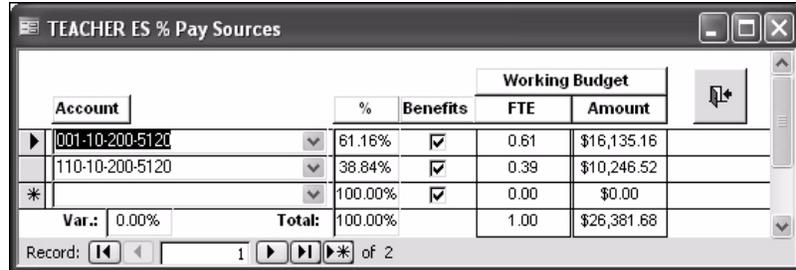


The screenshot shows the 'POSITION CONTROL BUDGETING' window. The 'LookUp By' dropdown is set to 'Position #'. The 'LookUp' field is empty. The main table displays the following record:

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

The 'Add' button is highlighted in the top toolbar. The record navigation shows '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.

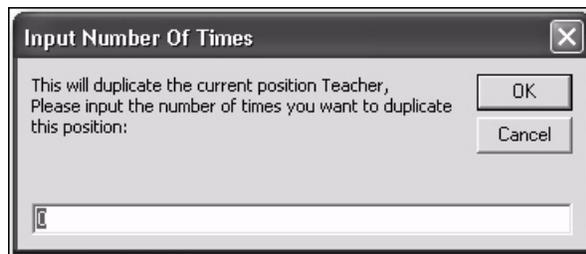


Account	%	Benefits	Working Budget	
			FTE	Amount
001-10-200-5120	61.16%	<input checked="" type="checkbox"/>	0.61	\$16,135.16
110-10-200-5120	38.84%	<input checked="" type="checkbox"/>	0.39	\$10,246.52
*	100.00%	<input checked="" type="checkbox"/>	0.00	\$0.00
<b>Var.:</b>	0.00%	<b>Total:</b>	1.00	\$26,381.68

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.

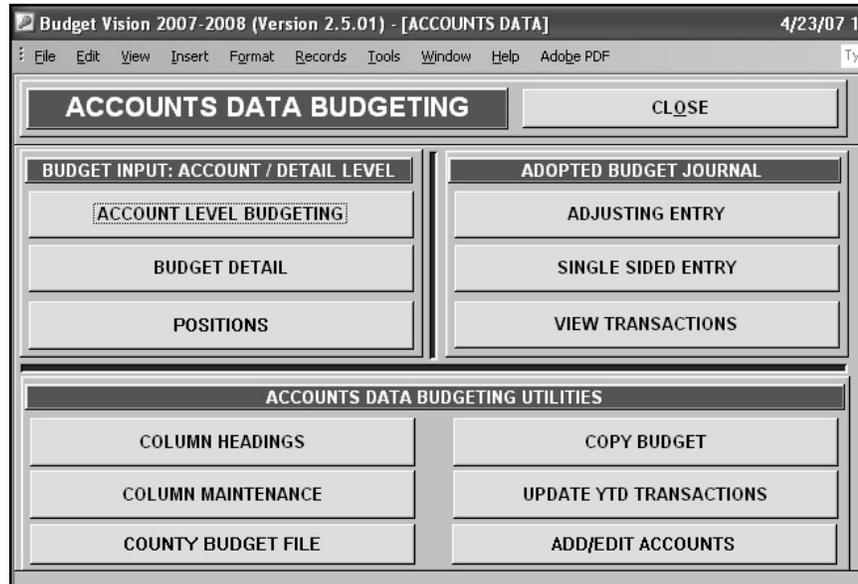


3. Type the number of times you want the current position duplicated.
4. Click OK.



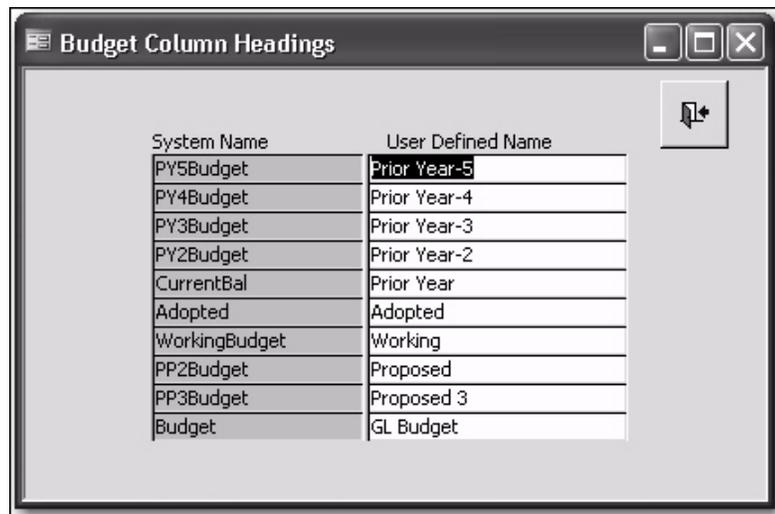
## Using the Accounts Data Budgeting Utilities

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.

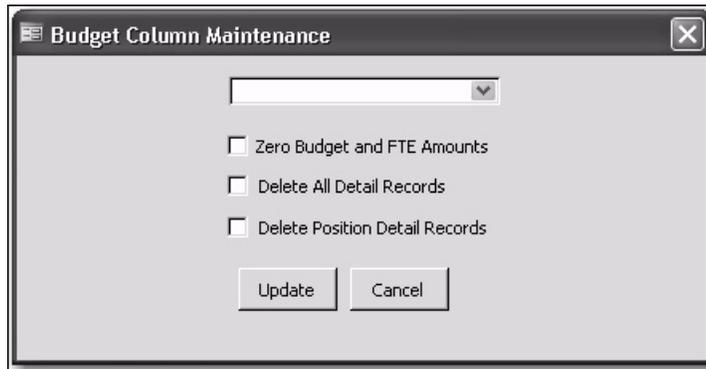


For example, you could change Prior Year to 2006-07, Prior Year-2 to 2005-06, etc. The column headings you define here display in the drop-down lists and display for that column and on budget reports.

## 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.

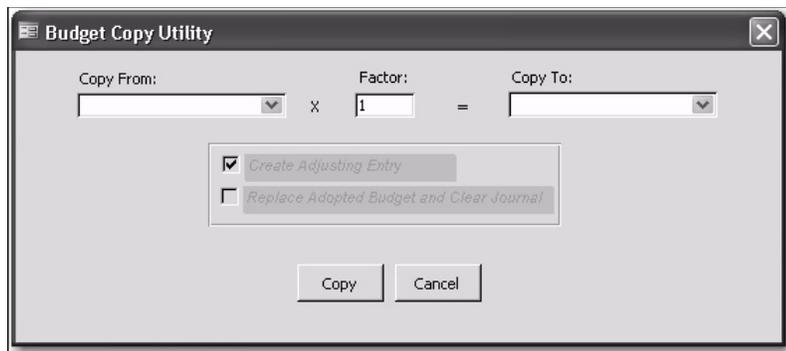
The Adopted is not listed. If you want to zero out the Adopted, you must copy a different column that is zeroed out to the Adopted column.



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.



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.

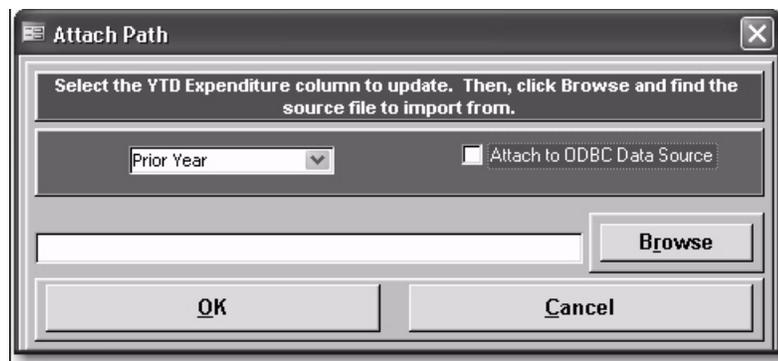
4. Click Copy. The system displays the following message when the copy process is complete.



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.

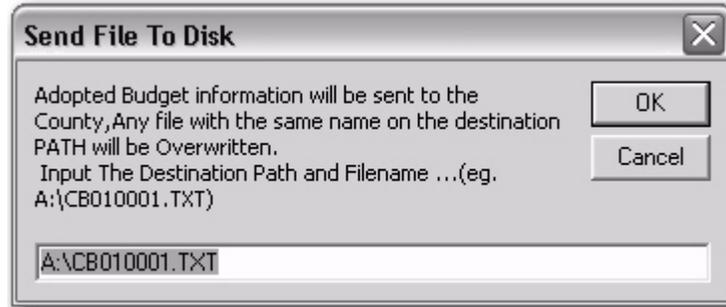


1. Use the drop-down list to select the column you want to update.
2. Click Browse.
3. When the system displays the Find File screen, navigate to the database from which you want to import data.
4. Click OK.

## 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.

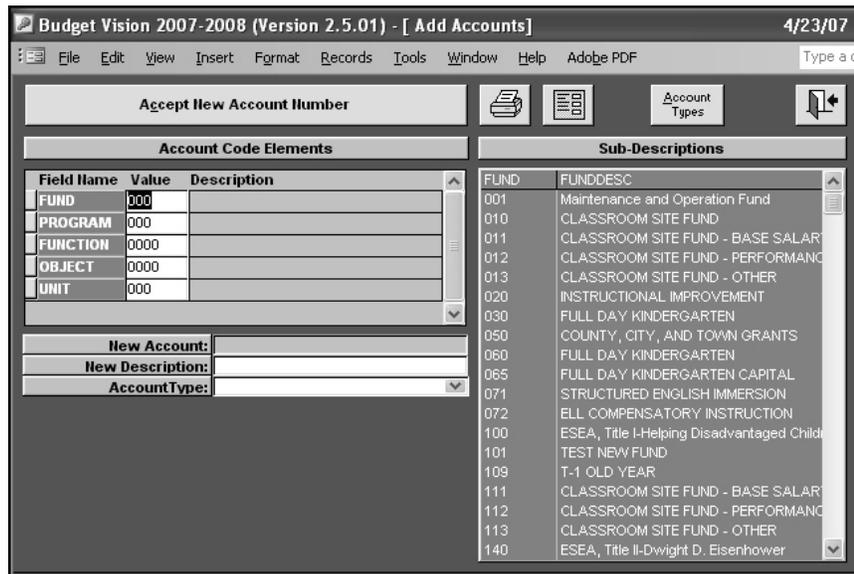
When you choose the County Budget File option from the Accounts Data Budgeting menu, the system displays the following screen:



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

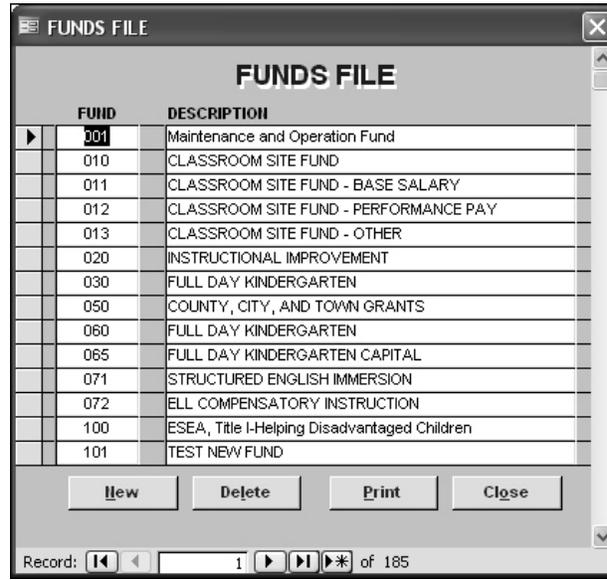
## Adding Account Elements

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.

Field Name	Value	Description
FUND	000	
PROGRAM	000	
FUNCTION	0000	
OBJECT	0000	
UNIT	000	

FUND	FUNDESC
001	Maintenance and Operation Fund
010	CLASSROOM SITE FUND
011	CLASSROOM SITE FUND - BASE SALAR
012	CLASSROOM SITE FUND - PERFORMANC
013	CLASSROOM SITE FUND - OTHER
020	INSTRUCTIONAL IMPROVEMENT
030	FULL DAY KINDERGARTEN
050	COUNTY, CITY, AND TOWN GRANTS
060	FULL DAY KINDERGARTEN
065	FULL DAY KINDERGARTEN CAPITAL
071	STRUCTURED ENGLISH IMMERSION
072	ELL COMPENSATORY INSTRUCTION
100	ESEA, Title I-Helping Disadvantaged Child
101	TEST NEW FUND
109	T-1 OLD YEAR
111	CLASSROOM SITE FUND - BASE SALAR
112	CLASSROOM SITE FUND - PERFORMANC
113	CLASSROOM SITE FUND - OTHER
140	ESEA, Title II-Dwight D. Eisenhower

New Account:

New Description:

Account Type:

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:

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

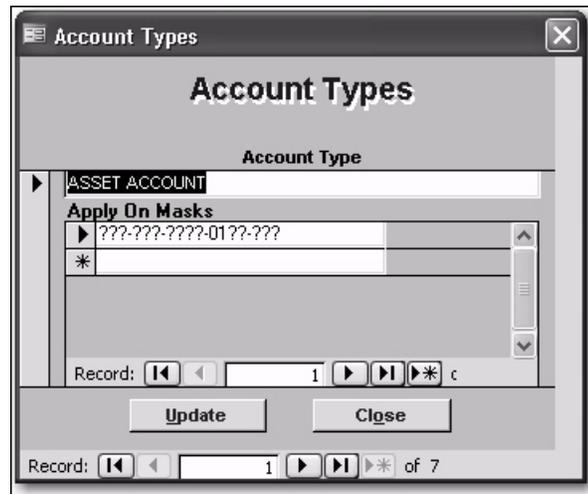
If your chart of accounts identifies asset accounts as having an object code starting with 1, you identify that fact by defining an Asset Account mask like this:

???-??-???-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.

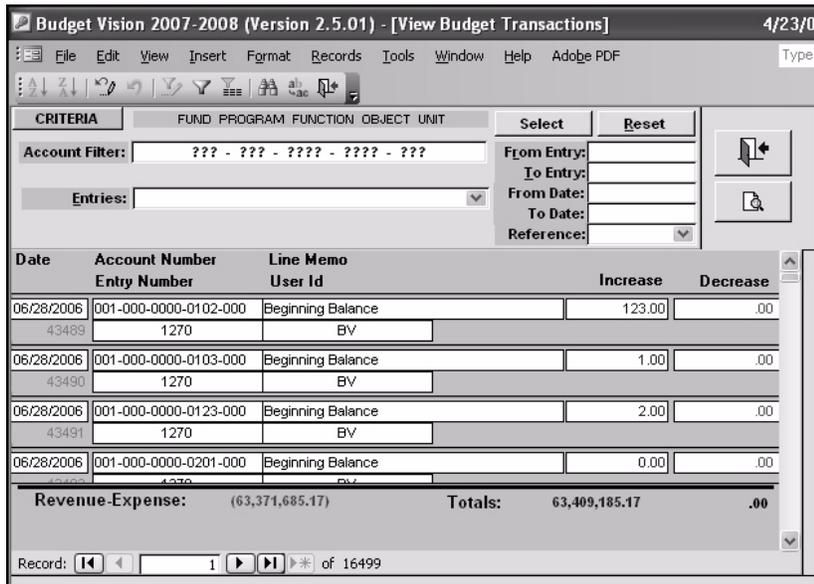
## Working with the Budget Journal

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.



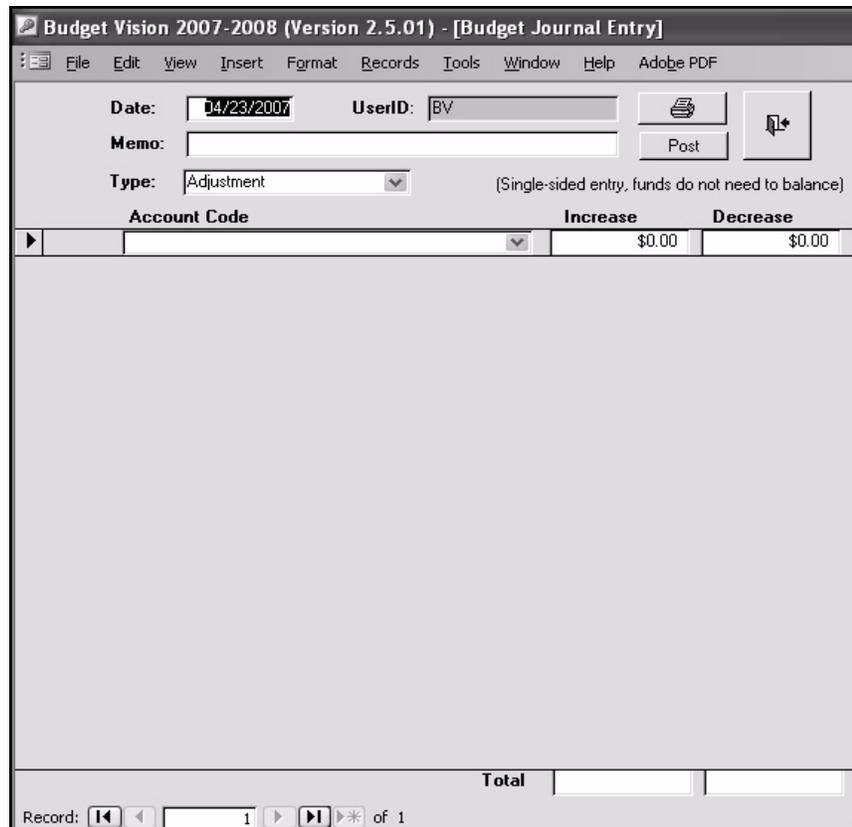
Date	Account Number	Entry Number	Line Memo	User Id	Increase	Decrease
06/28/2006	001-000-0000-0102-000		Beginning Balance		123.00	.00
		43489		BV		
06/28/2006	001-000-0000-0103-000		Beginning Balance		1.00	.00
		43490		BV		
06/28/2006	001-000-0000-0123-000		Beginning Balance		2.00	.00
		43491		BV		
06/28/2006	001-000-0000-0201-000		Beginning Balance		0.00	.00
<b>Revenue-Expense:</b>					(63,371,685.17)	
<b>Totals:</b>					63,409,185.17	.00

Record: 1 of 16499

## 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.



**Budget Vision 2007-2008 (Version 2.5.01) - [Budget Journal Entry]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

Date: 04/23/2007 UserID: BV

Memo:

Type: Adjustment (Single-sided entry, funds do not need to balance)

Account Code	Increase	Decrease
	\$0.00	\$0.00

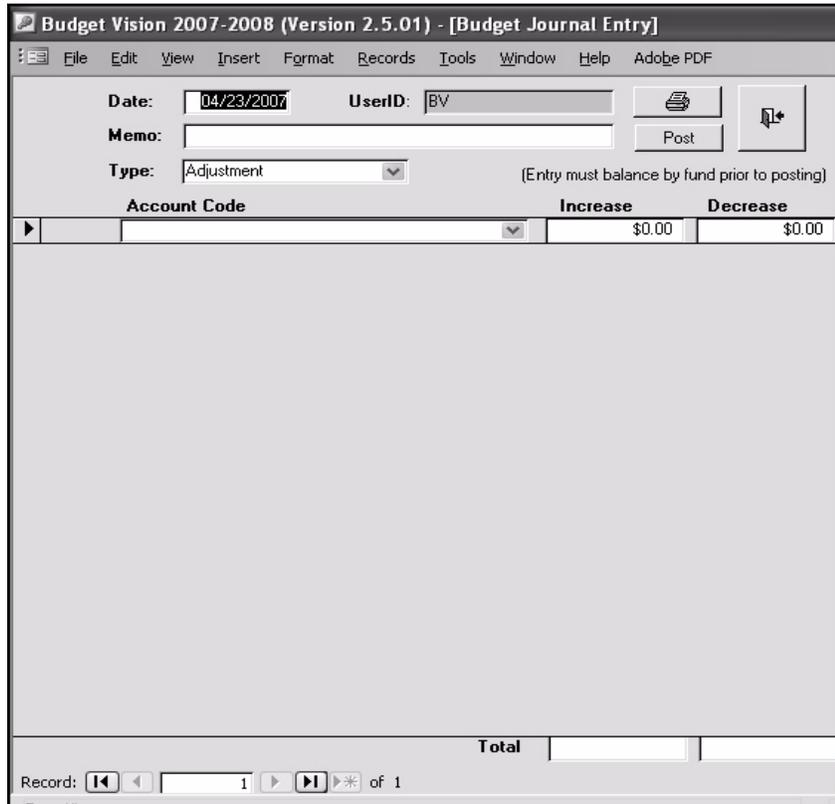
Total

Record: 1 of 1

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.



**Budget Vision 2007-2008 (Version 2.5.01) - [Budget Journal Entry]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

Date: 04/23/2007 UserID: BV

Memo:

Type: Adjustment (Entry must balance by fund prior to posting)

Account Code	Increase	Decrease
	\$0.00	\$0.00

Total

Record: 1 of 1

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

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## Budget Forms Work Area

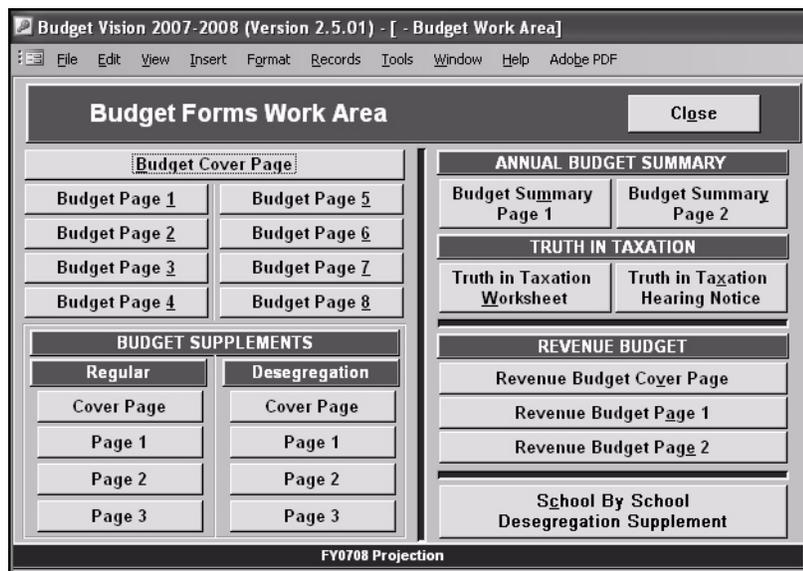
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The Budget Forms Work Area provides access to:

- 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.



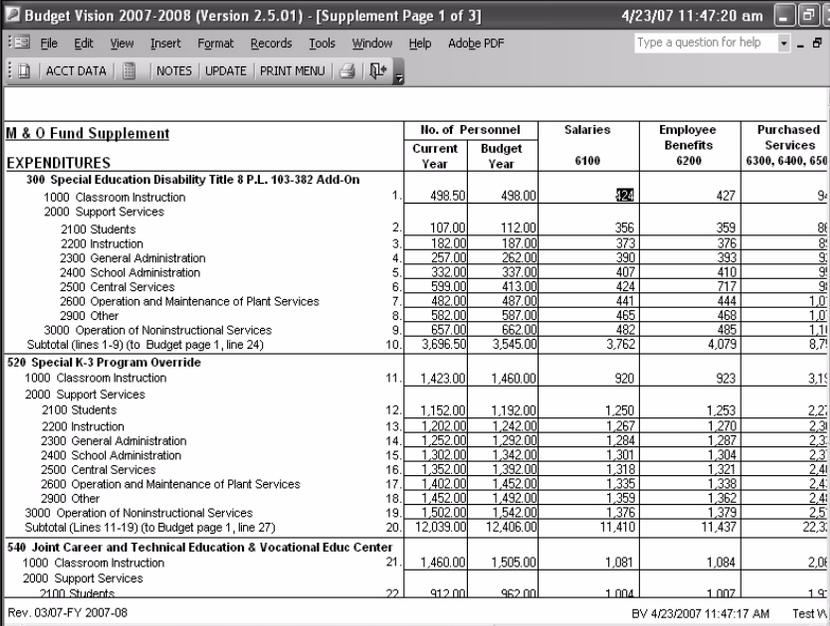
Prints the sheet.



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 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 650
		Current Year	Budget Year			
<b>EXPENDITURES</b>						
<b>300 Special Education Disability Title 8 P.L. 103-382 Add-On</b>						
1000 Classroom Instruction	1	498.50	498.00	422	427	9
2000 Support Services						
2100 Students	2	107.00	112.00	356	359	89
2200 Instruction	3	182.00	187.00	373	376	8
2300 General Administration	4	257.00	262.00	390	393	9
2400 School Administration	5	332.00	337.00	407	410	9
2500 Central Services	6	599.00	413.00	424	717	9
2600 Operation and Maintenance of Plant Services	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
<b>520 Special K-3 Program Override</b>						
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 Instruction	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 and Maintenance of Plant Services	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
<b>540 Joint Career and Technical Education &amp; Vocational Educ Center</b>						
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 6641-6949	Property 6700	Redemption of Principal 6939
<b>300 Special Education Disability Title 8 P.L. 103-382 Add-On</b>				
1000 Classroom Instruction 31.	85	78	656	
2000 Support Services 32.	1	2	6,167	
3000 Operation of Noninstructional Services 33.	3		717	
4000 Facilities Acquisition and Construction Services 34.	111		726	
5000 Debt Service 35.				
Subtotal (Lines 31-35) 36.	149	80	8,266	
<b>520 Special K-3 Program Override</b>				
1000 Classroom Instruction 37.	22	23	887	
2000 Support Services 38.	24	25	8,206	
3000 Operation of Noninstructional Services 39.	26		948	
4000 Facilities Acquisition and Construction Services 40.	222		957	
5000 Debt Service 41.				
Subtotal (Lines 37-41) 42.	294	48	10,998	
<b>540 Joint Career and Technical Education &amp; Vocational Education Center</b>				
1000 Classroom Instruction 43.	29	30	964	
2000 Support Services 44.	31	32	8,867	
3000 Operation of Noninstructional Services 45.	33		1,025	
4000 Facilities Acquisition and Construction Services 46.	333		1,034	
5000 Debt Service 47.				
Subtotal (Lines 43-47) 48.	426	62	11,890	
<b>Total (Lines 36, 42, &amp; 48)</b>				
<b>(Include in Fund 610 Budget page 4, Lines 2-9)</b>	49.	869	130	31,154

Rev. 03/07-FY 2007-08 BV 4/23/2007 11:49:38 AM Test

## Budget Supplement Page 3

Structured English Immersion Funds Supplement					
Fund 071 - Structured English Immersion	No. of Personnel		Salaries	Employee Benefits	Purchased Services
	Current Year	Budget Year	6100	6200	6300, 6400, 6500
<b>Expenditures</b>					
1000 Classroom Instruction 1.		71.00	71	0	0
2000 Support Services 2.					
2100 Students 3.		0.00	0	0	0
2200 Instruction 4.		0.00	0	0	0
2300 General Administration 5.		0.00	0	0	0
2400 School Administration 6.		0.00	0	0	0
2500 Central Services 7.		0.00	0	0	0
2600 Operation and Maintenance of Plant Services 8.		0.00	0	0	0
2700 Student Transportation 9.		0.00	0	0	0
2900 Other 10.		0.00	0	0	0
3000 Operation of Noninstructional Services 11.		0.00	71	0	0
<b>Total (to Budget page 6, Other Funds, line 2)</b>		0.00	71	0	0

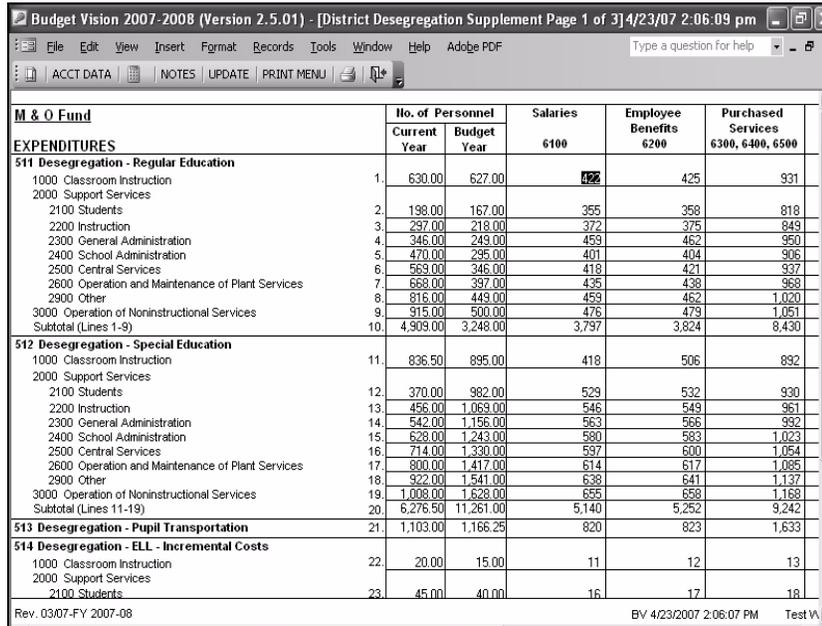
English Language Learners Supplement					
Fund 072 - Compensatory Instruction	No. of Personnel		Salaries	Employee Benefits	Purchased Services
	Current Year	Budget Year	6100	6200	6300, 6400, 6500
<b>Expenditures</b>					
1000 Classroom Instruction 18.	66.00	16.00	1	2	3
2000 Support Services 19.	96.00	46.00	7	8	9
2100 Students 20.	126.00	76.00	13	14	15
2200 Instruction					

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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.



M & O Fund	No. of Personnel		Salaries	Employee	Purchased
	Current Year	Budget Year	6100	Benefits 6200	Services 6300, 6400, 6500
<b>EXPENDITURES</b>					
<b>511 Desegregation - Regular Education</b>					
1000 Classroom Instruction	1.	630.00	627.00	425	931
2000 Support Services					
2100 Students	2.	198.00	167.00	358	818
2200 Instruction	3.	297.00	218.00	372	849
2300 General Administration	4.	346.00	243.00	453	950
2400 School Administration	5.	470.00	235.00	401	906
2500 Central Services	6.	563.00	346.00	418	937
2600 Operation and Maintenance of Plant Services	7.	658.00	397.00	435	968
2900 Other	8.	816.00	449.00	459	1,020
3000 Operation of Noninstructional Services	9.	915.00	500.00	476	1,051
Subtotal (Lines 1-9)	10.	4,909.00	3,248.00	3,797	8,430
<b>512 Desegregation - Special Education</b>					
1000 Classroom Instruction	11.	836.50	895.00	418	892
2000 Support Services					
2100 Students	12.	370.00	982.00	529	930
2200 Instruction	13.	456.00	1,069.00	546	961
2300 General Administration	14.	542.00	1,156.00	563	992
2400 School Administration	15.	628.00	1,243.00	580	1,023
2500 Central Services	16.	714.00	1,330.00	597	1,054
2600 Operation and Maintenance of Plant Services	17.	800.00	1,417.00	614	1,085
2900 Other	18.	922.00	1,541.00	638	1,137
3000 Operation of Noninstructional Services	19.	1,008.00	1,628.00	655	1,168
Subtotal (Lines 11-19)	20.	6,276.50	11,261.00	5,140	9,242
<b>513 Desegregation - Pupil Transportation</b>	21.	1,103.00	1,166.25	820	1,633
<b>514 Desegregation - ELL - Incremental Costs</b>					
1000 Classroom Instruction	22.	20.00	15.00	11	13
2000 Support Services					
2100 Students	23.	45.00	40.00	16	18

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
<b>515 Desegregation - ELL - Compensatory Instruction</b>						
1000 Classroom Instruction	33	15.00	65.00	101	102	103
2000 Support Services						
2100 Students	34	40.00	90.00	106	107	108
2200 Instruction	35	65.00	115.00	111	112	113
2300 General Administration	36	90.00	140.00	116	117	118
2400 School Administration	37	115.00	165.00	121	122	123
2500 Central Services	38	140.00	190.00	126	127	128
2600 Operation and Maintenance of Plant Services	39	165.00	215.00	131	132	133
2700 Student Transportation	40	0.00	60.00	20	21	22
2900 Other	41	215.00	240.00	136	137	138
3000 Operation of Noninstructional Services	42	240.00	265.00	141	142	143
Subtotal (Lines 33-42)	43	1,085.00	1,545.00	1,109	1,119	1,129
<b>Total Desegregation (lines 10, 20, 21, 32 &amp; 43) (to Budget page 1, line 26) (1)</b>	44	14,503.50	18,270.25	11,155	11,318	20,744

(1) Laws 2006, Ch. 353, §18, requires that the amount budgeted for FY 2007-2008 desegregation expenditures in the M&O and UCO Funds cannot exceed the amount of the following information:

Does the district budget for desegregation in the M&O and UCO Funds?	Select Yes or No
If YES, the following information must be completed to calculate the maximum amount allowed for FY 2007-2008 as required by HB 2874, §12, if passed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. FY 2006-07 Desegregation Budget (from FY 2006-07 latest revised budget, Supplement, page 1, line 32 & page 3,	1,111
2. FY 2005-06 Attending ADM (Obtain amount from the ADE Report ADMS 45-2)	90
3. FY 2006-07 Attending ADM (Obtain amount from the ADE Report ADMS 45-2)	188
4. % Change in ADM (line 3 minus line 2 divided by line 2). If less than zero, use zero %.	108.89%

Rev. 03/07-FY 2007-08 BV 4/23/2007 2:06:38 PM Test V

## Budget Desegregation Supplement Page 3

Unrestricted Capital Outlay Fund					
Expenditures		Rentals 6440	Library Books, Textbooks, & Instructional Aids 6641-6643	Property 6700	Redemption of Principal 6890
<b>511 Desegregation - Regular Education</b>					
1000 Classroom Instruction	45	6	80	739	
2000 Support Services	46	6	7	6,834	
3000 Operation of Noninstructional Services	47	8		800	
4000 Facilities Acquisition and Construction Services	48	11		809	
5000 Debt Service	49				
Subtotal (Lines 45-49)	50	104	87	9,182	
<b>512 Desegregation - Special Education</b>					
1000 Classroom Instruction	51	11	12	820	
2000 Support Services	52	13	14	7,491	
3000 Operation of Noninstructional Services	53	15		881	
4000 Facilities Acquisition and Construction Services	54	22		890	
5000 Debt Service	55				
Subtotal (Lines 51-56)	56	61	26	10,082	
<b>513 Desegregation - Pupil Transportation</b>	57	18	19	892	
<b>514 Desegregation - ELL Incremental Costs</b>					
1000 Classroom Instruction	58	22	33	45	
2000 Support Services	59	66	77	88	
3000 Operation of Noninstructional Services	60	110		121	
4000 Facilities Acquisition and Construction Services	61	33		143	
5000 Debt Service	62				
Subtotal (Lines 58-62)	63	231	110	397	
<b>515 Desegregation - ELL - Compensatory Instruction</b>					
1000 Classroom Instruction	64	10	11	12	
2000 Support Services	65	14	15	16	

Rev. 03/07-FY 2007-08 BV 4/23/2007 2:07:01 PM Test V

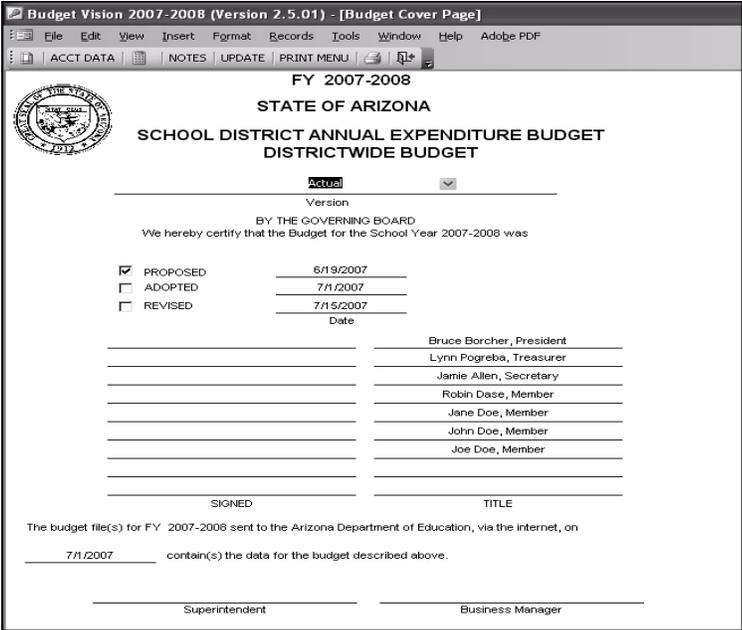
The amounts on these screens come directly from the Account Level Budgeting and from the type of budget selected in the User Setup screen.

# 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.



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.



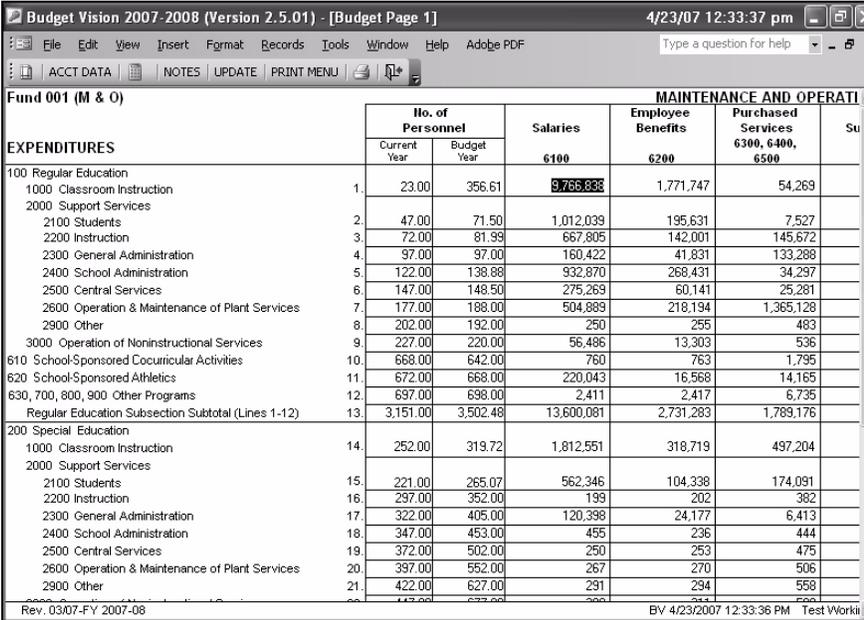
REVENUES AND PROPERTY TAXATION		(This section is not applicable to budget revisions)
1. Total Budgeted Revenues for Fiscal Year 2006-07 \$ <u>0</u>		
2. Estimated Revenues by Source for Fiscal Year 2007-2008 (excluding property taxes)		
Local	1000 \$	<u>0</u>
Intermediate	2000 \$	<u>0</u>
State	3000 \$	<u>0</u>
Federal	4000 \$	<u>0</u>
TOTAL	\$	<u>0</u>
3. District Tax Rates for Current and Budget Fiscal Years (A.R.S. §15-903.D.4)		
	Current Yr. FY 2006-07	Est. Budget Yr. FY 2007-2008
Primary Tax Rate:	<u>.0000</u>	<u>.0000</u>
Secondary Tax Rates:		
M&O Override:	<u>.0000</u>	<u>.0000</u>
K-3 Override:	<u>.0000</u>	<u>.0000</u>
Capital Override:	<u>.0000</u>	<u>.0000</u>
Class A Bonds:	<u>.0000</u>	<u>.0000</u>
Class B Bonds:	<u>.0000</u>	<u>.0000</u>
Total Secondary Tax Rate:	<u>.0000</u>	<u>.0000</u>
A. TOTAL AGGREGATE SCHOOL DISTRICT BUDGET (A.R.S. §15-905.H)		
1. General Budget Limit (from Budget page 7, line 11)	\$	<u>0</u>
2. Unrestricted Capital Budget Limit (from Budget page 8, line A.17)	\$	<u>0</u>
3. Soft Capital Allocation Limit (from Budget page 8, line B.12)	\$	<u>0</u>
4. Subtotal (line A.1 + A.2 + A.3)	\$	<u>0</u>
5. Federal Projects (from Budget page 8, line 16)	\$	<u>0</u>

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.



Fund 001 (M & O)		MAINTENANCE AND OPERATI				
		No. of Personnel		Salaries	Employee Benefits	Purchased Services
EXPENDITURES		Current Year	Budget Year	6100	6200	6300, 6400, 6500
100 Regular Education						
1000 Classroom Instruction	1.	23.00	356.61	9,765,838	1,771,747	54,269
2000 Support Services						
2100 Students	2.	47.00	71.50	1,012,039	195,631	7,527
2200 Instruction	3.	72.00	81.99	667,805	142,001	145,672
2300 General Administration	4.	97.00	97.00	160,422	41,831	133,288
2400 School Administration	5.	122.00	138.88	932,870	268,431	34,297
2500 Central Services	6.	147.00	148.50	275,269	60,141	25,281
2600 Operation & Maintenance of Plant Services	7.	177.00	188.00	504,889	218,194	1,365,128
2900 Other	8.	202.00	192.00	250	255	483
3000 Operation of Noninstructional Services	9.	227.00	220.00	56,486	13,303	536
610 School-Sponsored Cocurricular Activities	10.	668.00	642.00	760	763	1,795
620 School-Sponsored Athletics	11.	672.00	668.00	220,043	16,568	14,165
630, 700, 800, 900 Other Programs	12.	697.00	698.00	2,411	2,417	6,735
Regular Education Subsection Subtotal (Lines 1-12)	13.	3,151.00	3,502.48	13,600,081	2,731,283	1,789,176
200 Special Education						
1000 Classroom Instruction	14.	252.00	319.72	1,812,551	318,719	497,204
2000 Support Services						
2100 Students	15.	221.00	265.07	562,346	104,338	174,091
2200 Instruction	16.	297.00	352.00	199	202	382
2300 General Administration	17.	322.00	405.00	120,398	24,177	6,413
2400 School Administration	18.	347.00	453.00	455	236	444
2500 Central Services	19.	372.00	502.00	250	253	475
2600 Operation & Maintenance of Plant Services	20.	397.00	552.00	267	270	506
2900 Other	21.	422.00	627.00	291	294	558

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 2007-2008 (Version 2.5.01) - [Budget Page 2] 4/23/07 12:29:38 pm

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ACCT DATA NOTES UPDATE PRINT MENU

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

	Current Year	Budget Year	
1. Autism	21	21	1.
2. Emotional Disability	22	22	2.
3. Hearing Impairment	23	23	3.
4. Other Health Impairments	24	24	4.
5. Specific Learning Disability	25	25	5.
6. Mild, Moderate or Severe Mental Retardation	26	26	6.
7. Multiple Disabilities	27	27	7.
8. Multiple Disabilities with S.S.I.*	28	28	8.
9. Orthopedic Impairment	29	29	9.
10. Preschool Moderate Delay	30	30	10.
11. Preschool Severe Delay	31	31	11.
12. Preschool Speech / Language Delay	32	32	12.
13. Speech / Language Impairment	33	33	13.
14. Traumatic Brain Injury	34	34	14.
15. Visual Impairment	35	35	15.
<b>16. SUBTOTAL (Lines 1 through 15)</b>	<b>420</b>	<b>420</b>	<b>16.</b>
17. Gifted Education	36	36	17.
18. ELL Incremental Costs	111	111	18.
19. ELL Compensatory Instruction	222	222	19.
20. Remedial Education	38	38	20.
21. Vocational and Technological Education	39	39	21.
22. Career Education	40	40	22.
<b>23. TOTAL (Lines 16 through 22 Must equal total of lines 23 &amp; 24, page 1)</b>	<b>231</b>	<b>906</b>	<b>23.</b>

\* Severe Sensory Impairment

Rev. 03/07-FY 2007-08

**M&O DETAIL BY OBJECT CODE**

1. Regular Education	**
2. Special Education	200
3. Spec Ed Dis Title 8, PL103-362 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
<b>12. Total (Lines 9-11)</b>	

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

**FY 2007-2008 Performance Pay (A.R.S. §15-920)**  
Amount Budgeted in M&O Fund for a Performance  
(1) Do not report budgeted amounts for the Perform.

**Average Daily Membership**  
A. FY 2006-07 Average Daily Membership: Res  
B. FY 2005-06 Average Daily Membership: Res

David DeRosa, A.R.S. §15-902.5(3)(D)  
BV 4/23/2007 12:29:32 PM Test W

## Completing Budget Page 3

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

Budget Vision 2007-2008 (Version 2.5.01) - [Budget Page 3 - Classroom Site Funds] 4/23/07 12:30:07 pm

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
<b>Classroom Site Fund 011 - Base Salary</b>				
100 Regular				
1000 Classroom Instruction	24,956	26,878		
2100 Support Services - Students	4,394	719		
2200 Support Services - Instruction	4,823	774		
Program 100 Subtotal (lines 1-3)	231,176	28,371		
200 Special Education				
1000 Classroom Instruction	63,221	6,716		
2100 Support Services - Students	4,687	758		
2200 Support Services - Instruction	161	163		
Program 200 Subtotal (lines 5-7)	68,070	7,637		
Other Programs (Specify) Test Other Programs Fund 011				
1000 Classroom Instruction	238	241		
2100 Support Services - Students	38	40		
2200 Support Services - Instruction	42	44		
Other Programs Subtotal (lines 9-11)	318	325		
Total Expenditures (Lines 4, 8, and 12)	299,564	36,333		
<b>Classroom Site Fund 012 - Performance Pay</b>				
100 Regular				
1000 Classroom Instruction	650,163	55,202		
2100 Support Services - Students	7,640	1,190		
2200 Support Services - Instruction	11,278	2,144		
Program 100 Subtotal (lines 14-16)	669,081	58,536		
200 Special Education				
1000 Classroom Instruction	56,899	8,138		
2100 Support Services - Students	5,349	967		
2200 Support Services - Instruction	194	196		
Program 200 Subtotal (lines 18-20)	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.

Expenditures	Salaries 6100	Employee Benefits 6200	Purchased Services 6300, 6400, 6500 (1)	Supplies 6600
<b>Classroom Site Fund 013 - Other</b>				
100 Regular Education				
1000 Classroom Instruction	27.	0	0	0
2100 Support Services - Students	28.	0	0	0
2200 Support Services - Instruction	29.	0	0	0
Program 100 Subtotal (Lines 27-29)	30.	0	0	0
200 Special Education				
1000 Classroom Instruction	31.	0	0	0
2100 Support Services - Students	32.	0	0	0
2200 Support Services - Instruction	33.	0	0	0
Program 200 Subtotal (Lines 31-33)	34.	0	0	0
530 Dropout Prevention				
1000 Classroom Instruction	35.	0	0	0
Other Programs (Specify)				
1000 Classroom Instruction	36.	0	0	0
2100, 2200 Support Serv. Students & Instruction	37.	0	0	0
Other Programs Subtotal (Lines 36-37)	38.	0	0	0
Total Expenditures (Lines 30, 34, 35, and 38)	39.	0	0	0
Total Classroom Site Funds (lines 13, 26, and 39)	40.	0	0	0

(1) For FY 2007-2008, the district has budgeted \$ 0 in Fund 010, object code 6590 for Classroom Site Fund pass-through payments to district-s

(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

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 (4) 6830	Interes 6840,
<b>Unrestricted Capital Outlay Override (1)</b>	1.					
<b>Unrestricted Capital Outlay Fund 610</b>	2.					
1000 Instruction	2.	1,294	1,353	7,473		
2000 Support Services						
2100, 2200 Students and Teachers	3.	1,337	1,365	9,160		
2300, 2400, 2500 Administration	4.	1,199		68,094		
2600, 2900 Property and Other	5.	1,210		99,393		
2700 Student Transportation	6.	1,239		406,168		
3000 Operation of Noninstructional Services (5)	7.	1,437		5,572		
4000 Facilities Acquisition and Construction	8.	2,008		5,709		
5000 Debt Service	9.					1,373
<b>Total Unrestricted Capital Outlay Fund (Lines 2-9)</b>	10.	9,724	2,718	601,569		1,373
<b>Soft Capital Allocation Fund 625</b>	11.					
1000 Instruction	11.	353	729,760	405,735		
2000 Support Services						
2100, 2200 Students and Teachers	12.	389	57,246	59,396		
2300, 2400, 2500 Administration	13.	425		54,148		
2600, 2900 Property and Other	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
<b>Total Soft Capital Allocation Fund (Lines 11-18)</b>	19.	3,145	787,006	631,502		562

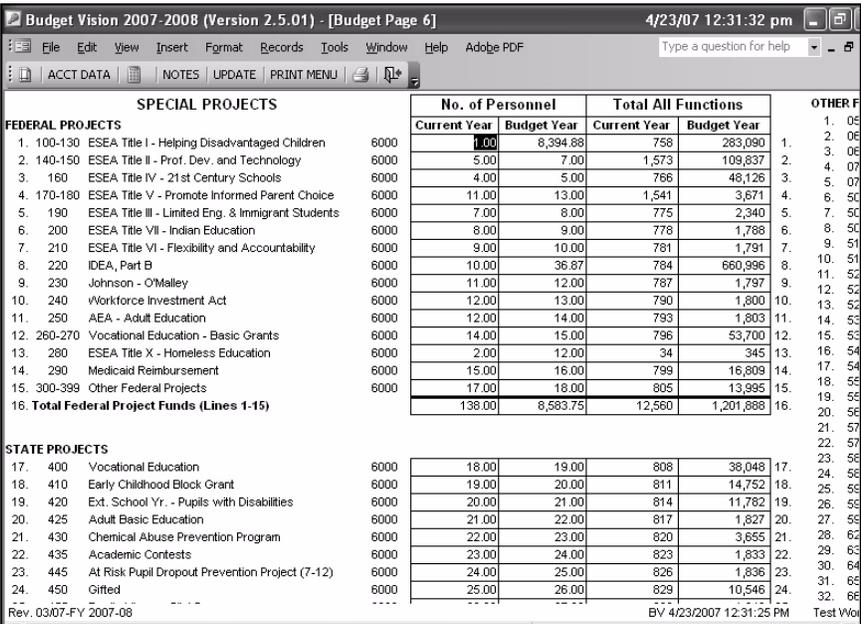
1. Enter Line 1 directly on the screen. Enter Footnotes (3) and (4).
2. The remaining information on the screen comes from the account level budget and budget type selected. Review the information for accuracy.

# Completing Budget Page 5

FUNDS 630, 685, 690 and 695		BOND BUILDING AND					
Expenditures		Salaries 6100	Employee Benefits 6200	Property (1) 6700	Redemption of Principal 6830	Other Interest 6850	All O Object
<b>Bond Building Fund 630</b>	1.			4,488			
1000 Instruction	1.			4,488			
2000 Support Services							
2100, 2200 Students and Teachers	2.			1,254			
2300, 2400, 2500 Administration	3.			1,264			
2600, 2900 Property and Other	4.			98,719			
2700 Student Transportation	5.			1,284			
3000 Operation of Noninstructional Services	6.			1,294			
4000 Facilities Acquisition and Construction	7.	62,037	12,006	22,989			6.3
5000 Debt Service	8.				0	1,326	
<b>Total Bond Building Fund Expenditures (Lines 1-8)</b>	9.	62,037	12,006	131,292	0	1,326	6.4
<b>Deficiencies Correction Fund 685</b>	10.			2,329			
1000 Instruction	10.			2,329			
2000 Support Services							
2100, 2200 Students and Teachers	11.			1,341			
2300, 2400, 2500 Administration	12.			1,351			
2600, 2900 Property and Other	13.			1,361			
2700 Student Transportation	14.			1,371			
3000 Operation of Noninstructional Services	15.			1,381			
4000 Facilities Acquisition and Construction	16.	435	407	1,398			
5000 Debt Service	17.				0	1,413	
<b>Total Deficiencies Correction Fund Expenditures (Lines 10-17)</b>	18.	435	407	10,532	0	1,413	
<b>Building Renewal Fund 690</b>	19.			3,490			
1000 Instruction	19.			3,490			
2000 Support Services							
2100, 2200 Students and Teachers	20.			1,422			
2300, 2400, 2500 Administration	21.			1,432			
2600, 2900 Property and Other	22.	123	456	36,829			
2700 Student Transportation	23.			1,452			

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	
<b>SPECIAL PROJECTS</b>						
1.	100-130 ESEA Title I - Helping Disadvantaged Children	6000	100	8,394.88	758	283,090
2.	140-150 ESEA Title II - Prof. Dev. and Technology	6000	5.00	7.00	1,573	109,837
3.	160 ESEA Title IV - 21st Century Schools	6000	4.00	5.00	766	48,126
4.	170-180 ESEA Title V - Promote Informed Parent Choice	6000	11.00	13.00	1,541	3,671
5.	190 ESEA Title III - Limited Eng. & Immigrant Students	6000	7.00	8.00	775	2,340
6.	200 ESEA Title VII - Indian Education	6000	8.00	9.00	778	1,788
7.	210 ESEA Title VI - Flexibility and Accountability	6000	9.00	10.00	781	1,791
8.	220 IDEA, Part B	6000	10.00	36.87	784	660,996
9.	230 Johnson - O'Malley	6000	11.00	12.00	787	1,797
10.	240 Workforce Investment Act	6000	12.00	13.00	790	1,800
11.	250 AEA - Adult Education	6000	12.00	14.00	793	1,803
12.	260-270 Vocational Education - Basic Grants	6000	14.00	15.00	796	53,700
13.	280 ESEA Title X - Homeless Education	6000	2.00	12.00	34	345
14.	290 Medicaid Reimbursement	6000	15.00	16.00	799	16,809
15.	300-399 Other Federal Projects	6000	17.00	18.00	805	13,995
16.	<b>Total Federal Project Funds (Lines 1-15)</b>		138.00	8,583.75	12,560	1,201,888
<b>STATE PROJECTS</b>						
17.	400 Vocational Education	6000	18.00	19.00	808	38,048
18.	410 Early Childhood Block Grant	6000	19.00	20.00	811	14,752
19.	420 Ext. School Yr. - Pupils with Disabilities	6000	20.00	21.00	814	11,782
20.	425 Adult Basic Education	6000	21.00	22.00	817	1,827
21.	430 Chemical Abuse Prevention Program	6000	22.00	23.00	820	3,655
22.	435 Academic Contests	6000	23.00	24.00	823	1,833
23.	445 At Risk Pupil Dropout Prevention Project (7-12)	6000	24.00	25.00	826	1,836
24.	450 Gifted	6000	25.00	26.00	829	10,546

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

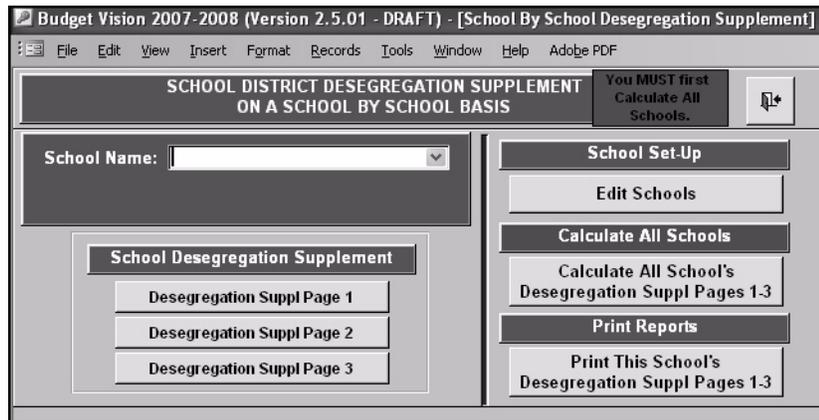
Pages 7 and 8 have been added to the Budget Forms Work Area screen for ease of use. Please see the instructions in Chapter 2, Implementing Budget Vision, for information on completing these pages.

# School By School Desegregation Supplement

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

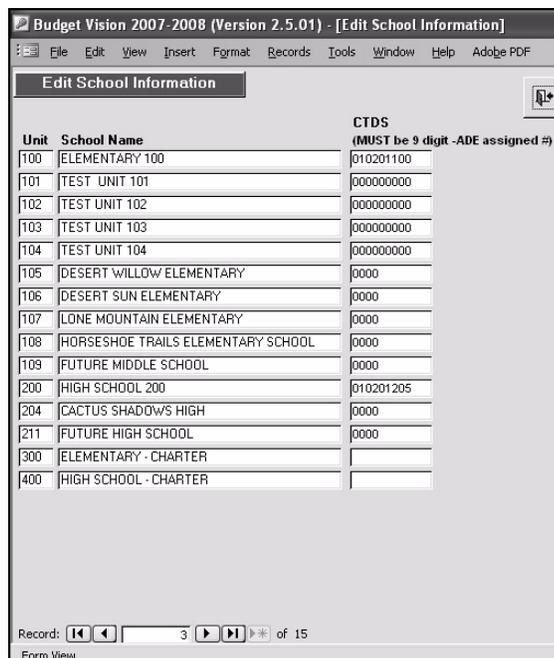
If your district is allowed to budget for desegregation on a school by school basis, you must complete the School By School Desegregation Supplement pages.

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.

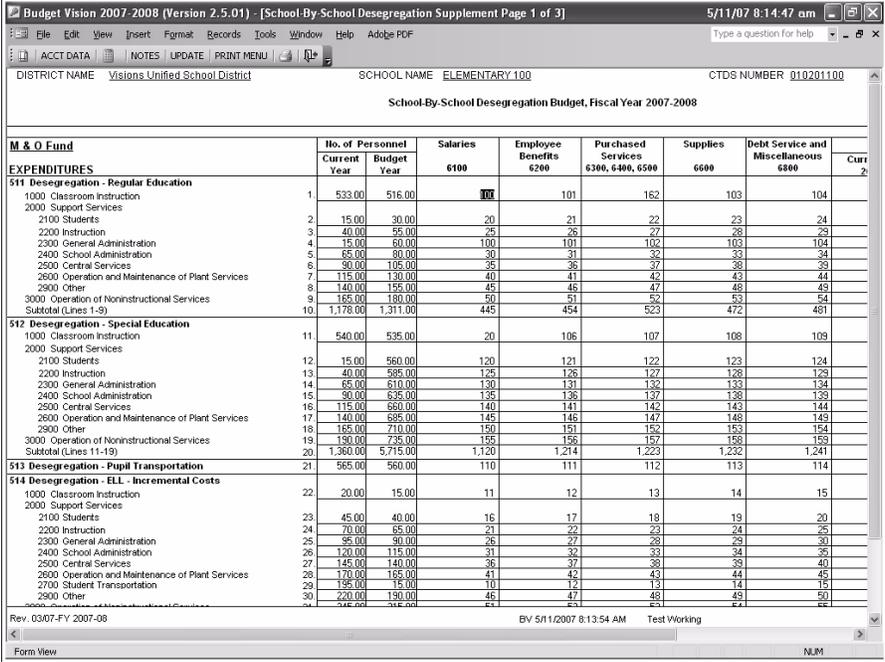


1. Verify or enter the 9-digit CTDS number required by ADE.  
For units that you do not want to appear on the School Summary or in the file to ADE, enter nine zeros in the CTDS field.
2. Click  to return to the School By School Desegregation Supplement screen.

# 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.



**Budget Vision 2007-2008 (Version 2.5.01) - [School-By-School Desegregation Supplement Page 1 of 3]** 5/11/07 8:14:47 am

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME: Visions Unified School District SCHOOL NAME: ELEMENTARY 100 CTDS NUMBER: 010201100

**School-By-School Desegregation Budget, Fiscal Year 2007-2008**

M & O Fund		No. of Personnel		Salaries 6100	Employee Benefits 6290	Purchased Services 6300, 6400, 6500	Supplies 6600	Debt Service and Miscellaneous 6800	Cur Z
		Current Year	Budget Year						
<b>EXPENDITURES</b>									
<b>511 Desegregation - Regular Education</b>									
1000	Classroom Instruction	1	533.00	516.00	101	162	103	104	
2000	Support Services								
2100	Students	2	15.00	30.00	20	21	22	23	24
2200	Instruction	3	40.00	50.00	25	26	27	28	29
2300	General Administration	4	15.00	60.00	100	101	102	103	104
2400	School Administration	5	65.00	80.00	30	31	32	33	34
2500	Central Services	6	90.00	105.00	35	36	37	38	39
2600	Operation and Maintenance of Plant Services	7	115.00	130.00	40	41	42	43	44
2900	Other	8	140.00	155.00	45	46	47	48	49
3000	Operation of Noninstructional Services	9	165.00	180.00	50	51	52	53	54
	Subtotal (Lines 1-9)	10	1,176.00	1,311.00	445	454	523	472	481
<b>512 Desegregation - Special Education</b>									
1000	Classroom Instruction	11	540.00	535.00	20	106	107	108	109
2000	Support Services								
2100	Students	12	15.00	560.00	120	121	122	123	124
2200	Instruction	13	40.00	585.00	125	126	127	128	129
2300	General Administration	14	65.00	610.00	130	131	132	133	134
2400	School Administration	15	90.00	635.00	135	136	137	138	139
2500	Central Services	16	115.00	660.00	140	141	142	143	144
2600	Operation and Maintenance of Plant Services	17	140.00	685.00	145	146	147	148	149
2900	Other	18	165.00	710.00	150	151	152	153	154
3000	Operation of Noninstructional Services	19	190.00	735.00	155	156	157	158	159
	Subtotal (Lines 11-19)	20	1,360.00	5,715.00	1,120	1,214	1,223	1,232	1,241
<b>513 Desegregation - Pupil Transportation</b>									
21		21	565.00	560.00	110	111	112	113	114
<b>514 Desegregation - ELL - Incremental Costs</b>									
1000	Classroom Instruction	22	20.00	15.00	11	12	13	14	15
2000	Support Services								
2100	Students	23	45.00	40.00	16	17	18	19	20
2200	Instruction	24	70.00	65.00	21	22	23	24	25
2300	General Administration	25	95.00	90.00	26	27	28	29	30
2400	School Administration	26	120.00	115.00	31	32	33	34	35
2500	Central Services	27	145.00	140.00	36	37	38	39	40
2600	Operation and Maintenance of Plant Services	28	170.00	165.00	41	42	43	44	45
2700	Student Transportation	29	195.00	190.00	46	47	48	49	50
2900	Other	30	220.00	190.00	46	47	48	49	50
	Subtotal (Lines 22-30)	31	1,165.00	1,160.00	241	242	243	244	245

Rev. 03/07-FY 2007-08 BV 5/11/2007 8:13:54 AM Test Working

Form View NUM

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 2007-2008 (Version 2.5.01) - [School-By-School Desegregation Supplement Page 2 of 3] 5/11/07 8:21:11 am

DISTRICT NAME: Visions Unified School District SCHOOL NAME: ELEMENTARY 100 CTDS NUMBER: 010201100

School-By-School Desegregation Budget, Fiscal Year 2007-2008

M & O Fund (Concluded)		No. of Personnel		Salaries	Employee	Purchased	Supplies	Debt Service and	
EXPENDITURES		Current	Budget	6100	Benefits	Services	6600	Miscellaneous	Cur
515 Desegregation - ELL - Compensatory Instruction					6200	6300, 6400, 6500		6800	2
1000 Classroom Instruction	33	15.00	65.00	100		102	103	104	105
2000 Support Services	34	40.00	90.00	106		107	109	108	110
2200 Instruction	35	65.00	115.00	111		112	113	114	115
2300 General Administration	36	90.00	140.00	116		117	118	119	120
2400 School Administration	37	115.00	165.00	121		122	123	124	125
2500, 2600 Central Services	38	140.00	190.00	126		127	128	129	130
2600 Operation and Maintenance of Plant Services	39	165.00	215.00	131		132	133	134	135
2700 Student Transportation	40	190.00	60.00	20		21	22	23	24
2800 Other	41	215.00	240.00	136		137	138	139	140
3000 Operation of Noninstructional Services	42	240.00	265.00	141		142	143	144	145
Subtotal (Lines 33-42)	43	1,275.00	1,545.00	1,109	1,119	1,129	1,139	1,144	1,149
<b>Total M&amp;O Fund Desegregation</b>	44	5,703.00	10,181.00	3,073	3,198	3,297	3,276	3,315	

Desegregation Revenue:

Tax Levy:

Other (description) Other Desc 1 - SBS Unit 1  
 Other (description) Other Desc 2 - SBS Unit 1  
 Other (description) Other Desc 3 SBS Unit 1C

Teachers	Administrators
5	6

Rev. 03/07-FY 2007-08 BV 5/11/2007 8:20:30 AM Test Working

### School By School Desegregation Supplement Page 3

Budget Vision 2007-2008 (Version 2.5.01) - [School-By-School Desegregation Supplement Page 3 of 3] 5/11/07 8:35:26 am

DISTRICT NAME: Visions Unified School District SCHOOL NAME: ELEMENTARY 100 CTDS NUMBER: 010201100

School-By-School Desegregation Budget, Fiscal Year 2007-2008

Unrestricted Capital Outlay Fund		Rentals	Library Books, Textbooks, & Instructional Aids	Property	Redemption of Principal	Interest	All Other Object Codes
Expenditures		6440	6641-6643	6700	6830	6840, 6850	
<b>511 Desegregation - Regular Education</b>							
1000 Classroom Instruction	45		80	11			1
2000 Support Services	46	6	7	12			2
3000 Operation of Noninstructional Services	47			13			3
4000 Facilities Acquisition and Construction Services	48	11		14			4
5000 Debt Service	49				9	10	
Subtotal (Lines 45-49)	50	104	87	50	9	10	10
<b>512 Desegregation - Special Education</b>							
1000 Classroom Instruction	51	11	12	20			31
2000 Support Services	52	13	14	21			32
3000 Operation of Noninstructional Services	53	15		22			33
4000 Facilities Acquisition and Construction Services	54	22		23			34
5000 Debt Service	55				16	17	
Subtotal (Lines 51-55)	56	61	26	86	16	17	130
<b>513 Desegregation - Pupil Transportation</b>	57	18	19	16	20	21	17
<b>514 Desegregation - ELL Incremental Costs</b>							
1000 Classroom Instruction	58	22	33	45			56
2000 Support Services	59	65	77	88			99
3000 Operation of Noninstructional Services	60	110		121			132
4000 Facilities Acquisition and Construction Services	61	33		143			154
5000 Debt Service	62				15	16	
Subtotal (Lines 58-62)	63	231	110	397	15	16	441
<b>515 Desegregation - ELL - Compensatory Instruction</b>							
1000 Classroom Instruction	64	10	11	12			13
2000 Support Services	65	14	15	16			17
3000 Operation of Noninstructional Services	66	18		19			20
4000 Facilities Acquisition and Construction Services	67	44		21			22
5000 Debt Service	68				23	74	
Subtotal (Lines 64-68)	69	86	26	68	23	74	72
<b>Total UCO Fund Desegregation</b>	70	500	268	617	83	138	670

Rev. 03/07-FY 2007-08 BV 5/11/2007 8:35:19 AM Test Working

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

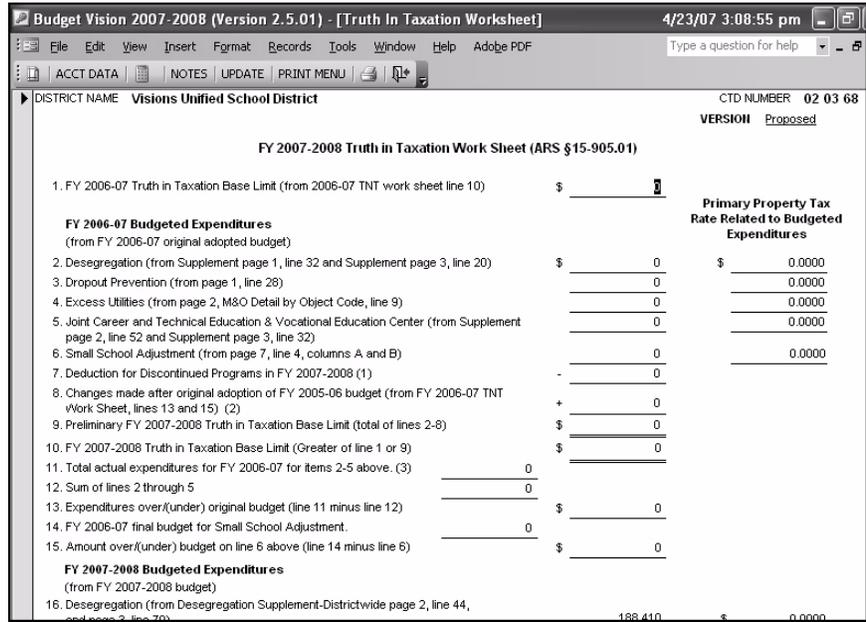
## Printing School by School Desegregation Supplement Pages

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 2006-07 Budgeted Expenditures		Primary Property Tax Rate Related to Budgeted Expenditures
1. FY 2006-07 Truth in Taxation Base Limit (from 2006-07 TNT work sheet line 10)	\$ _____	
<b>FY 2006-07 Budgeted Expenditures</b> (from FY 2006-07 original adopted budget)		
2. Desegregation (from Supplement page 1, line 32 and Supplement page 3, line 20)	\$ _____ 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 2, line 52 and Supplement page 3, line 32)	_____ 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 2007-2008 (1)	- _____ 0	
8. Changes made after original adoption of FY 2005-06 budget (from FY 2006-07 TNT Work Sheet, lines 13 and 15) (2)	+ _____ 0	
9. Preliminary FY 2007-2008 Truth in Taxation Base Limit (total of lines 2-8)	\$ _____ 0	
10. FY 2007-2008 Truth in Taxation Base Limit (Greater of line 1 or 9)	\$ _____ 0	
11. Total actual expenditures for FY 2006-07 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 2006-07 final budget for Small School Adjustment.	_____ 0	
15. Amount over/(under) budget on line 6 above (line 14 minus line 6)	\$ _____ 0	
<b>FY 2007-2008 Budgeted Expenditures</b> (from FY 2007-2008 budget)		
16. Desegregation (from Desegregation Supplement-Districtwide page 2, line 44, and page 2, line 20)	_____ 188,410	\$ _____ 0.0000

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.

**Truth in Taxation Hearing  
Notice of Tax Increase**

Print Publisher-Friendly Version

In compliance with §15-905.01, Arizona Revised Statutes, VISIONS SCHOOL DISTRICT is notifying its property taxpayers of VISIONS SCHOOL DISTRICT's intention to raise its primary property taxes over the current level to pay for increased expenditures in those areas where the Governing Board has the authority to increase property taxes for the fiscal year beginning July 1, 2006. The VISIONS SCHOOL DISTRICT is proposing an increase in its primary property tax levy of \$ 0.00

(amount of levy increase to pay for truth in taxation base increase, the amount of the total levy for the Adjacent Ways Fund and amounts for liabilities in excess of the school district budget pursuant to §15-907). (1)

The amount proposed above will cause VISIONS SCHOOL DISTRICT's primary property taxes on a \$100,000 home to increase from \$ 0.00

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).

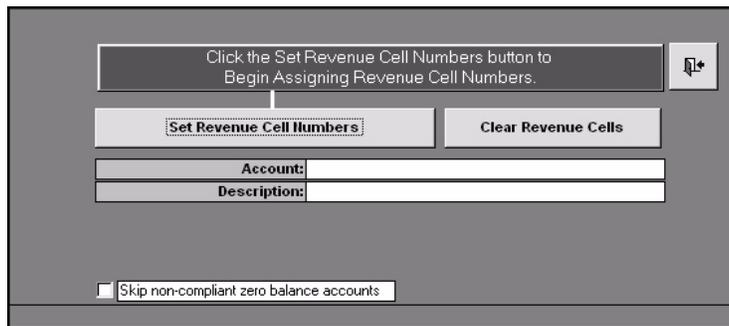
If you have not entered revenue information at the account level, or for any items that you did not enter at the account level, you can just type your revenue budget information directly into the revenue budget pages.

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

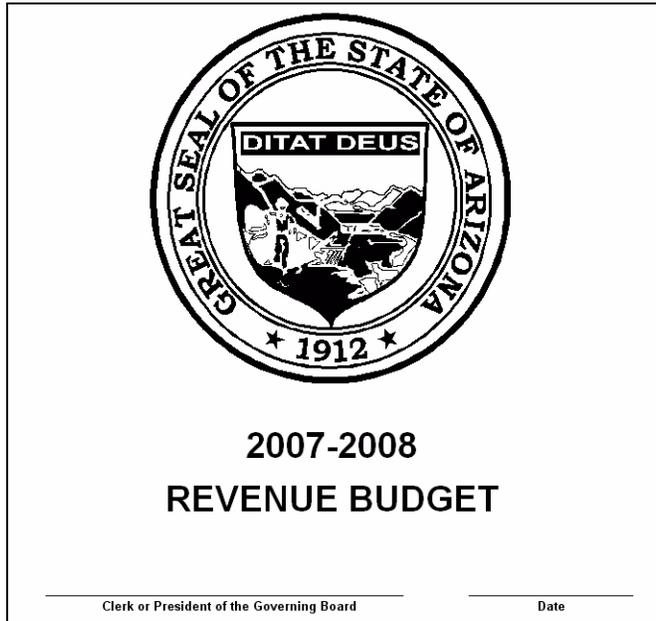
The *Skip non-compliant zero balance accounts* option enables you to tell the system to assign “No Cell” to any revenue account codes that

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).



**2007-2008  
REVENUE BUDGET**

\_\_\_\_\_  
Clerk or President of the Governing Board

\_\_\_\_\_  
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 2007-2008 (Version 2.5.01) - [ Revenue Budget Page 1 ]							
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	CTDS NUMBER	020368
	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	SOFT CAPITAL ALLOCATION FUND 625	DEBT SERVICE FUND 700	TOTAL	
<b>ESTIMATED REVENUES</b>							
<b>0100 CASH</b>							
1. 0102 Cash in Bank (Revolving Fund)	\$128						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, 2007 (Lines 1 + 2 - 3)	\$124	\$76	\$81	\$0	(\$602)		4.
<b>1000 LOCAL (Excluding Current Year Property Taxes)</b>							
5. 1100 Property tax collections (from prior years)	\$12	\$34	\$56	\$78	\$910		5.
6. 1300 Tuition	\$1	\$85		\$103	\$149		6.
7. 1400 Transportation Fees	\$2	\$34		\$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.
<b>2000 INTERMEDIATE</b>							
11. 2110 County School Fund	\$5	\$87					11.
12. 2120 County Equalization Assistance	\$6	\$88		\$108			12.
13. 2210 Special County School Reserve Fund	\$7	\$89					13.
14. 2500 Revenue for/on Behalf of the District	\$8	\$90					14.
15. SUBTOTAL (Lines 11 through 14)	\$26	\$354		\$108			15.
<b>3000 STATE</b>							
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.
<b>4000 FEDERAL</b>							
19. 4100 Unrestricted Revenue Received Directly	\$11						19.
20. 4200 Unrestricted Revenue Received through State	\$12						20.
21. 4700 Revenue Received through Intermediate Agencies	\$13						21.
22. 4800 Revenue in Lieu of Taxes	\$14						22.
23. 4900 Revenue for/on Behalf of the District	\$15						23.
24. SUBTOTAL (Lines 19 through 23)	\$65						24.
25. 5200 Fund Transfers-In	\$16	\$98		\$119	\$154		25.
Rev. 004							Page 1 of 2

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 2007-2008 (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 Type a question for help

ACCT DATA NOTES UPDATE PRINT MENU

DISTRICT NAME Visions Unified School District COUNTY Maricopa CTD NUMBER 020368

ESTIMATED REVENUES	MAINTENANCE AND OPERATION FUND 001	UNRESTRICTED CAPITAL OUTLAY FUND 610	ADJACENT WAYS FUND 620	SOFT CAPITAL ALLOCATION FUND 625	DEBT SERVICE FUND 700	TOTAL
Agencies	\$13					
22. 4800 Revenue in Lieu of Taxes	\$14					22.
23. 4900 Revenue for/on Behalf of the District	\$15					23.
24. SUBTOTAL (Lines 19 through 23)	\$65					24.
25. 5200 Interfund Transfers In	\$16	\$98		\$119	\$154	25.
26. 6930 Interfund Transfers Out (2)	\$17	\$99	\$102	\$120	\$155	26.
27. Amount Available Before Property Taxes (Lines 4 + 10 + 15 + 18 + 24 + 25 - 26)	\$255	\$967	\$236	\$939	\$1,062	27.
28. Budgeted Expenditures (Excluding Overrides)(3)	\$26,136,468	\$1,038,273	\$4,345,369	\$1,677,023	\$1,160,135	28.
29. Amount to be Provided by Primary Tax Levy (Line 28 - 27)	\$26,136,213	\$1,037,266	\$4,345,133	\$1,676,084		29.

**Tax Rate Calculation - This is NOT an official form - for District use ONLY.**

30. Primary Assessed Value						\$123	30.
31. Salt River Project Assessed Value						\$2,234	31.
32. Total (Lines 30 + 31) + 100						\$24	32.
33. Calculated Primary Tax and Voluntary Contribution Rate (lines 29 + 32) (This amount may be negative)	1,089,008.87	\$43,220.2500	161,047.208	169,836.6333		1,363,113.1	33.
	50		3			666	
34. Actual Primary Tax and Voluntary Contribution Rate(*)						\$76.0000	34.
35. Budgeted Overrides and Debt Service Expenditures to be Provided by Secondary Tax Levy (For Debt Service Column, record line 28-27.)	\$77	\$78			\$1,159,073		35.
36. Secondary Assessed Value						\$123,456	36.
37. Salt River Project Assessed Value						\$24	37.

Rev. 7/02 BV 4/23/2007 3:14:48 PM - UNOFFICIAL FORM - FOR DISTRICT USE ONLY. Test Working Page 1 of 2



## Completing Revenue Budget Page 2

Select and complete Revenue Budget Page 2.

Budget Vision 2007-2008 (Version 2.5.01) - [ Revenue Budget Page 2] 4/23/07 3:12:45 pm

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.

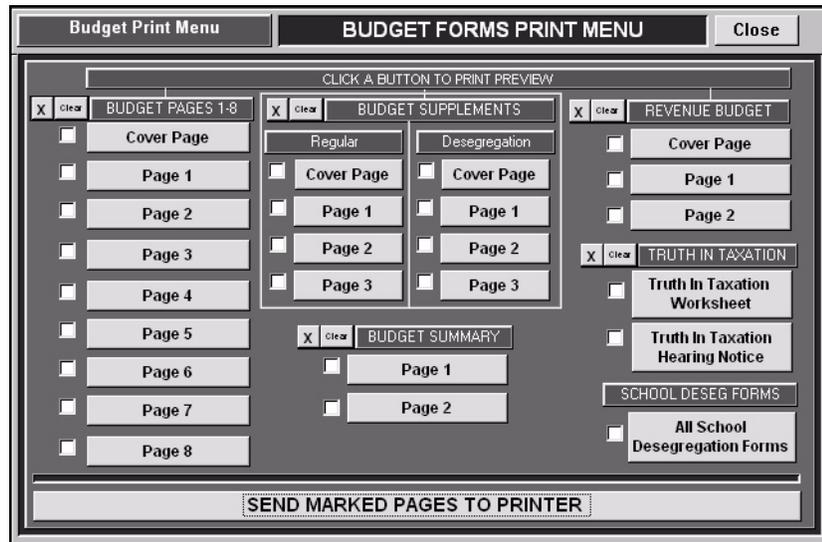
	Beginning Cash Balance (4)	Revenue	Transfers In	Transfers (Out) *	Total Available	
<b>SPECIAL PROJECTS</b>						
Total Federal Projects	1. \$10	\$21	\$22	( \$23 )	\$30	1.
Total State Projects	2. \$40	\$24			\$64	2.
<b>OTHER BUDGETED FUNDS</b>						
011 Classroom Site - Base Salary	3. \$11	\$19			\$30	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	( \$36 )	\$196	14.
510 Food Service (S)	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.

Rev. 8/04 BV 4/23/2007 3:12:43 PM Test Working Page 2 of 2

## 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.





Infinite**Visions**

# 5

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## Using the Budget Vision Draft

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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 2007 - 2008. 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 2007-2008 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 **GLAP0607.MDB** and rename it **PROJ0708.MDB**. Leave it in the **FY0607** directory/folder.
2. Attach the Budget Vision 2007-2008 Draft version to PROJ0708.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 PROJ0708.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 2006-07 program, proceed with the following steps.

Make a backup of the PROJ0708.MDB file.

1. Attach the Budget Vision 2007-2008 Draft version to PROJ0708.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 2006-07 program, proceed with these steps.

Make a backup of the PROJ0708.MDB file.

1. Attach the Budget Vision 2007-2008 Draft version to PROJ0708.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 FY0708 or Proposed FY0708).
5. Change the budget years to 2005-06, 2006-07, and 2007-08, 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 FY0708** for the **PP2Budget** line.
4. In the User Defined Name column, type **FY0607 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 PROJ0708.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 2007-2008 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 **GLAP0607.MDB** and rename it **GLAP0708.MDB**.
4. Put the **GLAP0708.MDB** file in an **FY0708** directory/folder; if there isn't an FY0708 folder, create one wherever the FY0607 directory/folder is located.
5. Attach Budget Vision 2007-2008 Draft version to the GLAP0708.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 PROJ0708.MDB file and **have been** using the "Projection" feature setup in Global Information, you do not need to create another file.

1. Rename the **PROJ0708.MDB** file to **GLAP0708.MDB**.
2. Put the **GLAP0708.MDB** file in an **FY0708** folder. If there isn't an FY0708 folder, create one wherever the FY0607 folder is located.

Make a backup of the **GLAP0708.MDB** file before proceeding.

3. Attach the Budget Vision 2007-2008 Draft version to GLAP0708.MDB.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO, will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 FY0708 or Proposed FY0708).
5. Change the budget years to 2005-06, 2006-07, and 2007-08, respectively, maintaining the format.
6. The SQL Database field should be blank *until* the General Ledger is rolled over for FY0708.
7. If there is a current path displayed, click the **X** button to disconnect the SQL path. This will prevent accidental synchronization of FY0708 budget information with FY0607 budget information. New account codes will need to be added in both Budget Vision and General Ledger. Once the FY0708 rollover is performed for General Ledger, the SQL path can be set to FY0708 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 FY0708** for the **PP2Budget** line.
5. In the User Defined Name column, type **FY0607 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 PROJ0708.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 2007-2008 Draft version of the software for Accounting users who are using Infinite Visions Enterprise Edition.

1. From Infinite Visions Enterprise Edition Accounting, connect to **FY0607**.
2. In General Ledger, select Configuration, then select Budget Columns and add a new budget column named **Proposed FY0708**. 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 FY0708 budget column.
4. In General Ledger, select Budgeting, and then Budget Input. Select Proposed FY0708 as the editable column, and input the proposed budget in the Proposed FY0708 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 **GLAP0607.MDB** file and rename it **GLAP0708.MDB**.
2. Put the **GLAP0708.MDB** file in an **FY0708** directory/folder. If there isn't an FY0708 folder, create one wherever the FY0607 directory/folder is located.
3. Attach Budget Vision 2007-2008 Draft version to the GLAP0708.MDB file.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 PROJ0708.MDB file and **have been** using the "Projection" feature setup in Global Information from the

budget Vision 2006-07 program, proceed with the following instructions.

1. Rename the **PROJ0607.MDB** file to **GLAP0708.MDB**.
2. Put the **GLAP0708.MDB** file in an **FY0708** folder. If there isn't an FY0708 folder, create one wherever the FY0607 folder is.

Make a backup of the GLAP0708.MDB file before proceeding.

3. Attach the Budget Vision 2007-2008 draft version to GLAP0708.MDB.

You will be prompted to clear all Prior Year worksheet information. Selecting YES will clear the **FY0607** worksheet data.

Selecting NO will take you to the Budget Vision main menu. If you need to clear the **FY0607** 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 FY0708 or Proposed FY0708).
5. Change the budget years to 2005-06, 2006-07, and 2007-08, respectively, maintaining the format.
6. The SQL Database field should remain FY0607 **until** the General Ledger is rolled over for the FY0708 fiscal year. If it isn't:
  - In the *current path* field, click the  button.
  - Click Machine Data Source tab.
  - Highlight the FY0607 file and click OK. If the FY0607 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 FY0708** for the **PP2Budget** line.
5. In the User Defined Name column, type **FY0607 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

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## Utilities

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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

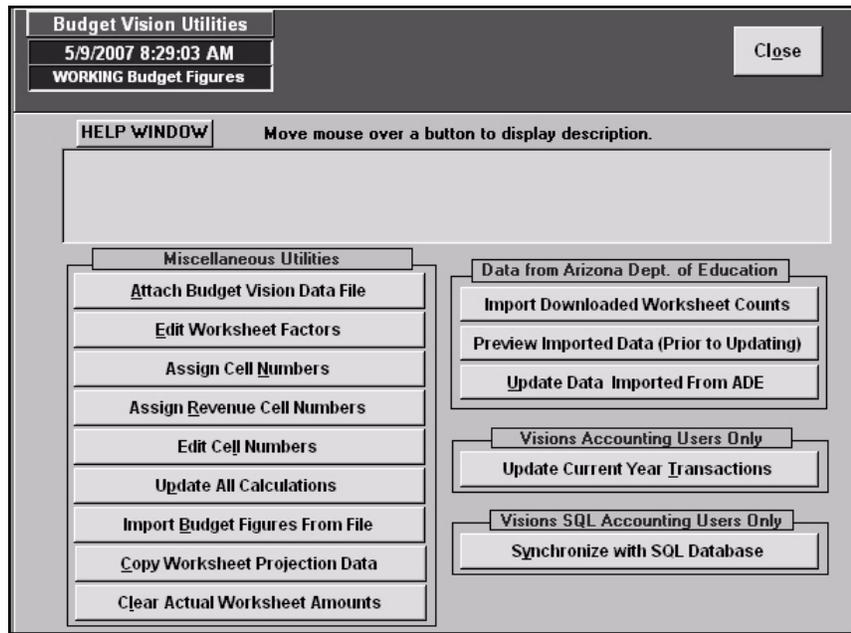
- Update Current Year Transactions

### 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

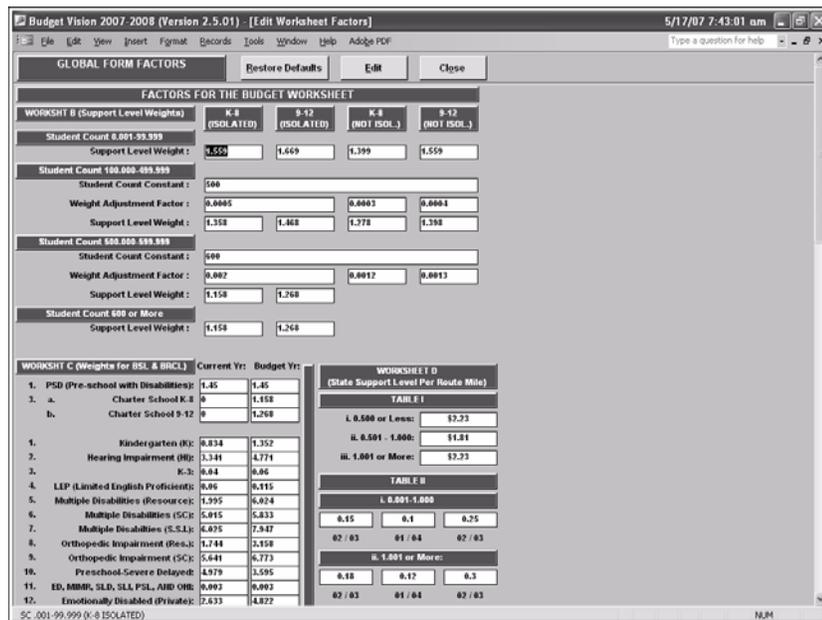
Use the Attach Budget Vision Data File utility to attach to a different data file.

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.



**GLOBAL FORM FACTORS** Restore Defaults Edit Close

**FACTORS FOR THE BUDGET WORKSHEET**

**WORKSHEET 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 100.000-999.999				
Student Count Constant:	160			
Weight Adjustment Factor:	0.0005		0.0003	0.0001
Support Level Weight:	1.358	1.468	1.278	1.338
Student Count 500.000-999.999				
Student Count Constant:	160			
Weight Adjustment Factor:	0.002		0.0012	0.0013
Support Level Weight:	1.158	1.268		
Student Count 500 or More				
Support Level Weight:	1.158	1.268		

**WORKSHEET 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
3. K-3:	0.04	0.06
4. LEP (Limited English Proficient):	0.06	0.115
5. Multiple Disabilities (Resource):	1.395	6.024
6. Multiple Disabilities (SC):	5.915	5.833
7. Multiple Disabilities (S.S.I.):	0.025	7.847
8. Orthopedic Impairment (OI):	1.744	2.158
9. Orthopedic Impairment (SC):	5.641	6.773
10. Pre-school Severe Delayed:	4.379	1.595
11. ED, HHHH, SLB, SLL, PSL, AHD, OHD:	0.002	0.003
12. Emotionally Disabled (Private):	7.633	4.822

**WORKSHEET D (State Support Level Per Route Mile)**

**TABLE I**

i. 0.500 or Less:	\$7.23
ii. 0.501 - 1.000:	\$1.81
iii. 1.001 or More:	\$2.33

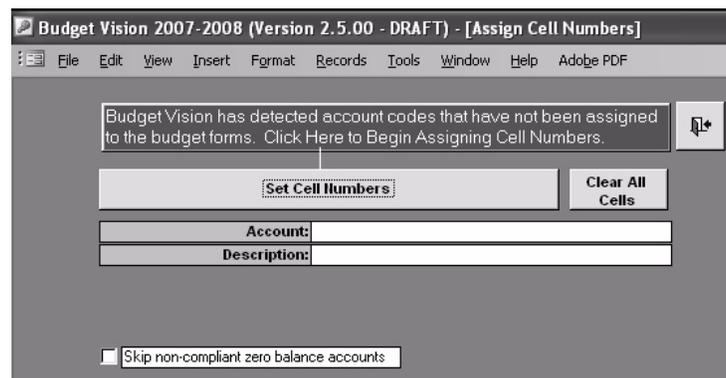
**TABLE II**

i. 0.001-1.000		
0.15	0.1	0.25
02 / 03	01 / 04	02 / 03
ii. 1.001 or More:		
0.10	0.12	0.3
02 / 03	01 / 04	02 / 03

SC\_001-99.999 (0-8 ISOLATED) N/A

## 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 2007-2008 (Version 2.5.00 - DRAFT) - [Assign Cell Numbers]

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: \_\_\_\_\_

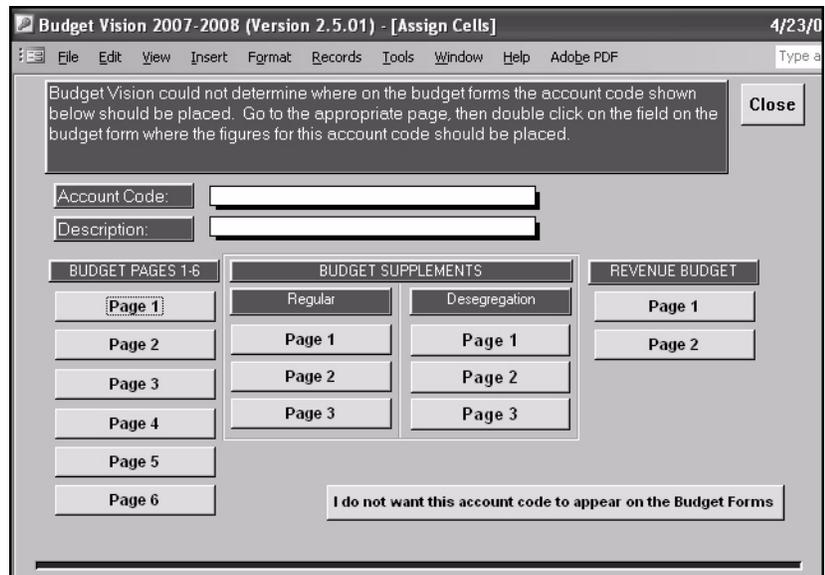
Skip non-compliant zero balance accounts

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.



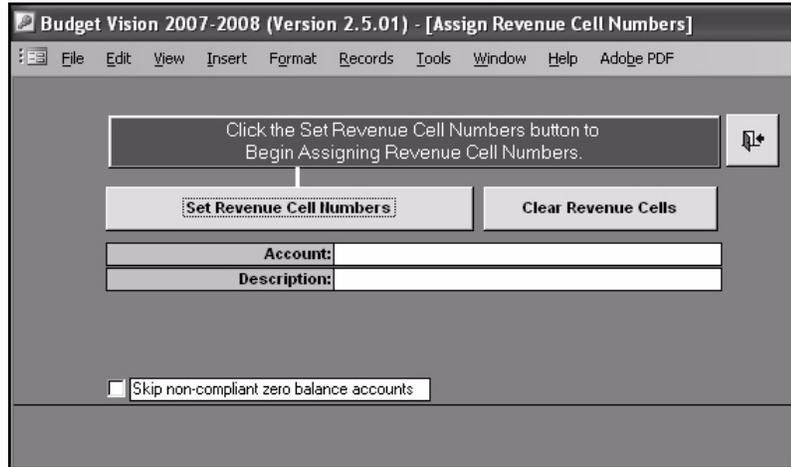
If you want to assign the account to a cell, click the appropriate page button to display a preview of the budget page.

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).

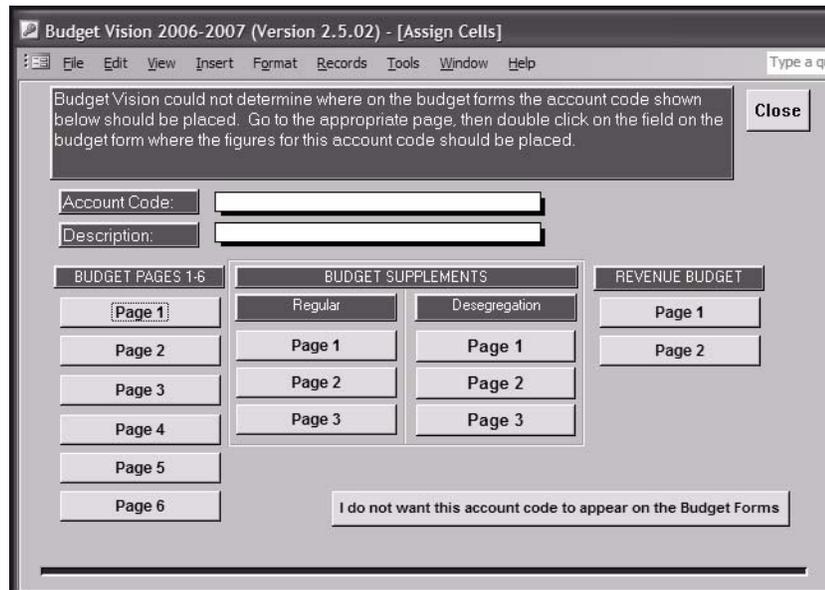


The *Skip non-compliant zero balance accounts* option enables you to tell the system to assign “No Cell” to any revenue account codes that are not compliant with the USFR chart of accounts and have a zero balance.

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

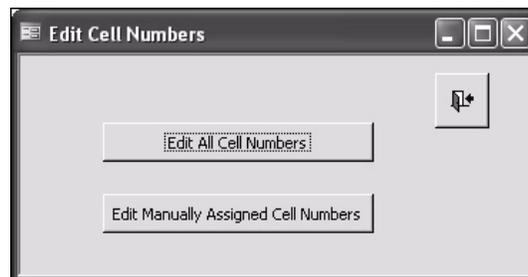
The Edit Cell Numbers utility displays the cell numbers (the fields used on the budget forms) that have been assigned to each account code.

This utility offers two different approaches to editing cell numbers:

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

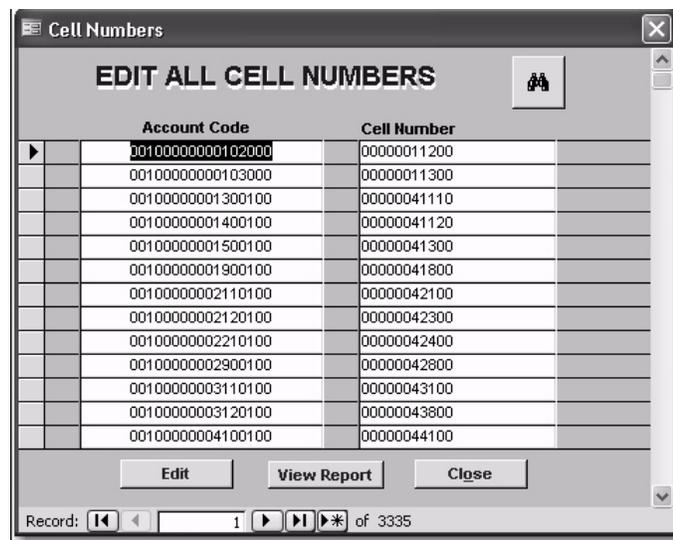
In either case, you can print reports to show currently assigned cell numbers.

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:

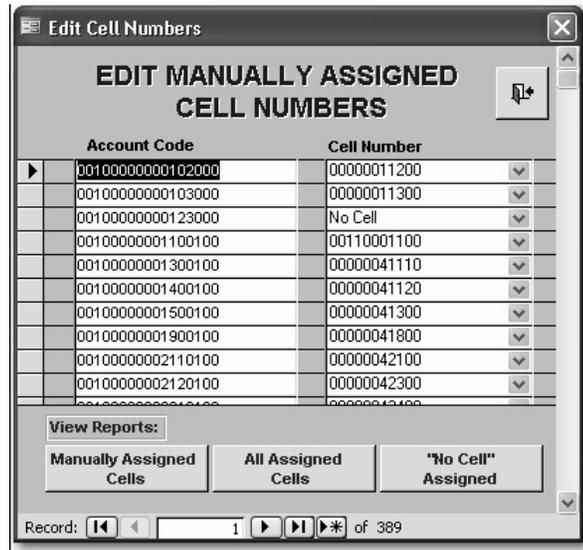


1. To edit any of the cell numbers, click Edit. The system displays the password screen. Call Infinite Visions technical support to obtain the password needed to edit system-assigned cell numbers.

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

View Reports:

Manually Assigned Cells    All Assigned Cells    "No Cell" Assigned

Record: 1 of 389

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.

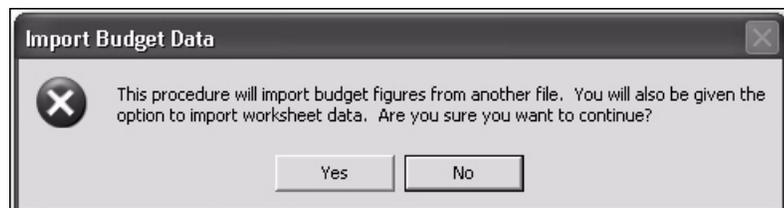
## Update All Calculations

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

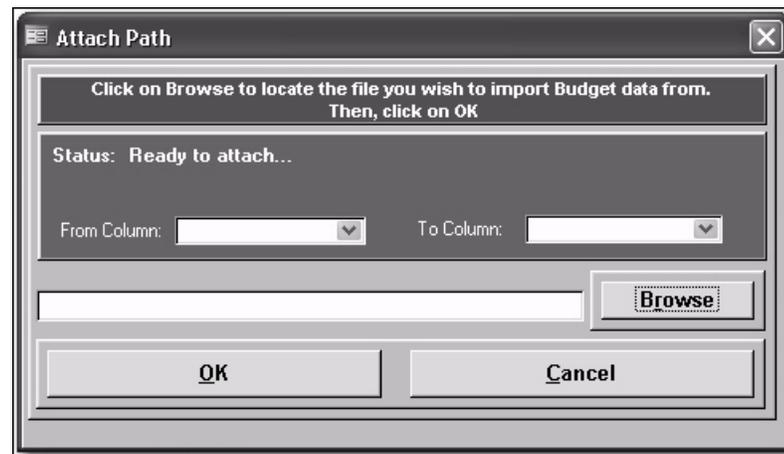
## Import Budget Figures from File

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.



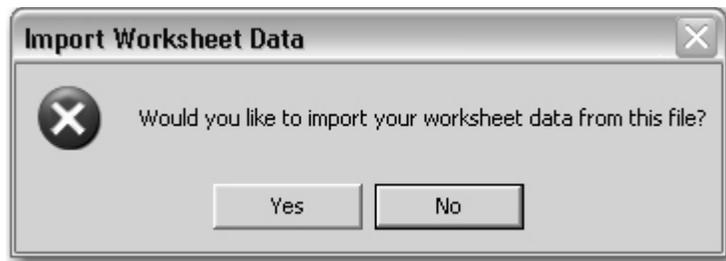
Click Yes to continue. The system displays the following screen.



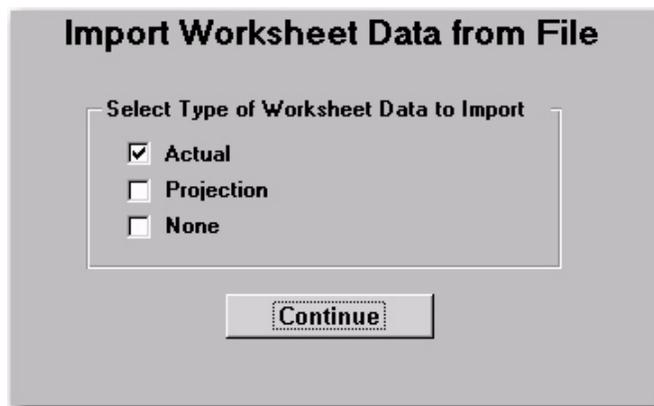
1. In the *From Column*, use the drop-down list to select the column you want to import from.
2. In the *To Column* field, use the drop-down list to select the column you want to import to.
3. Click Browse and navigate to the database from which you want to import.



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



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



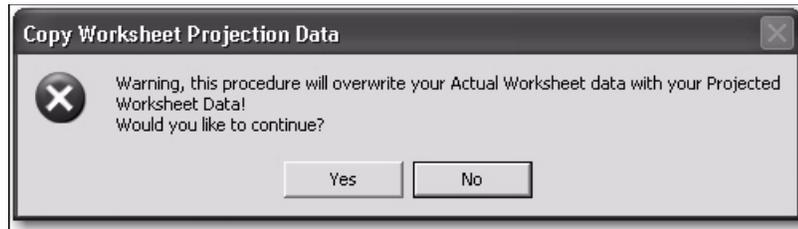
- Select the type of worksheet data to import and click Continue. The system displays the following message when the import is complete.



## 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.



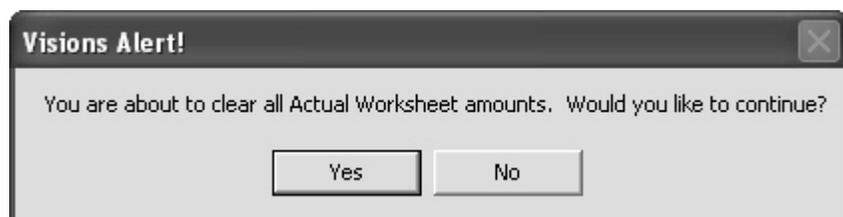
If you proceed, the system overwrites any actual worksheet data with your projected worksheet data.

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.

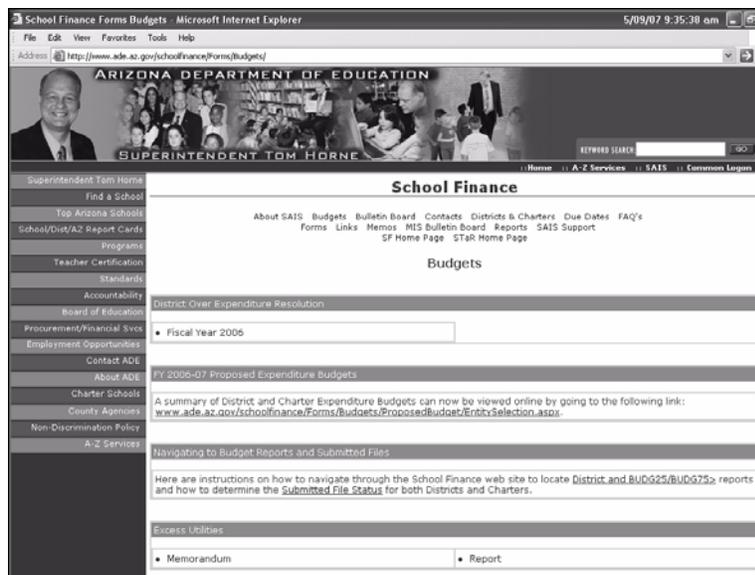
## Data from Arizona Department of Education (ADE)

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

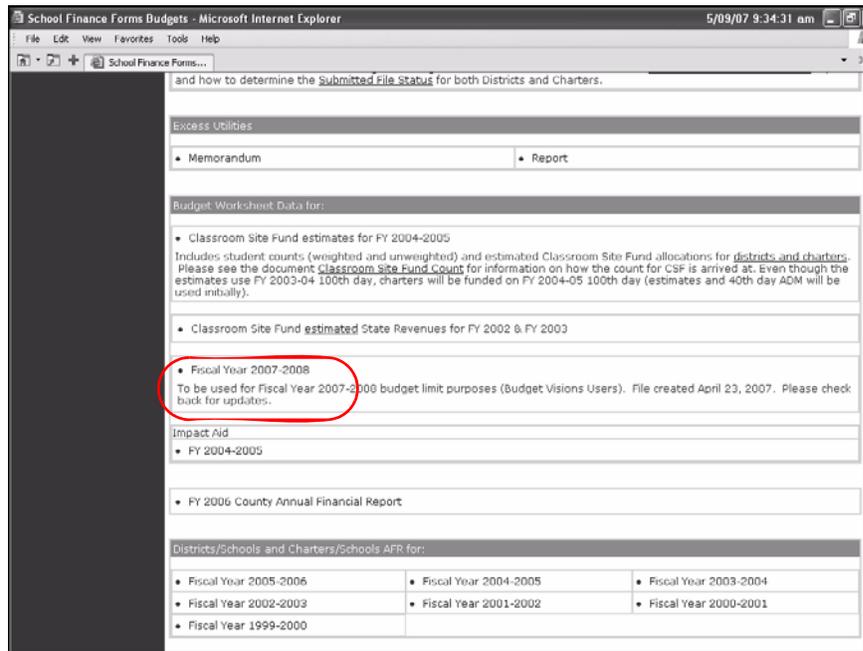
### Downloading Worksheet Counts

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

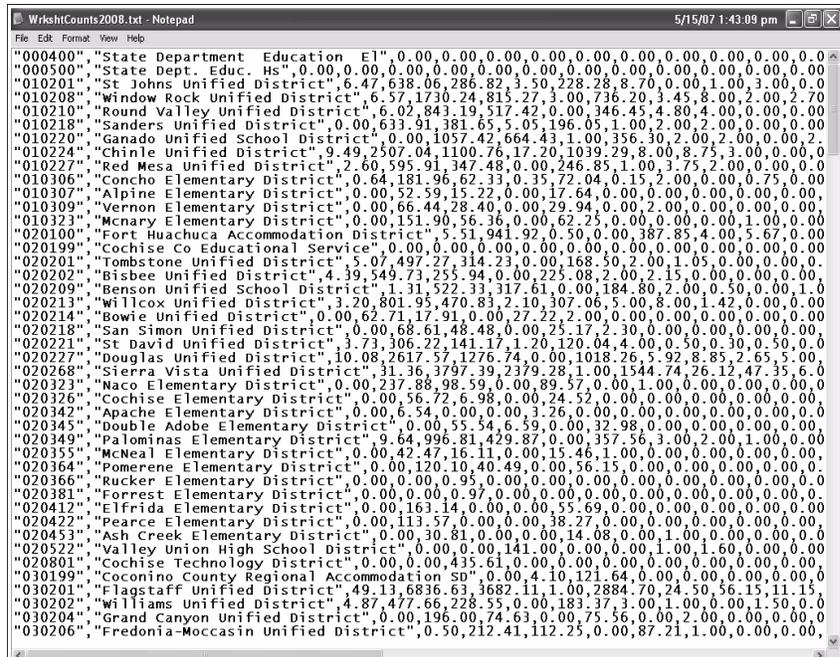
<http://www.ade.az.gov/schoolfinance/Forms/Budgets/>



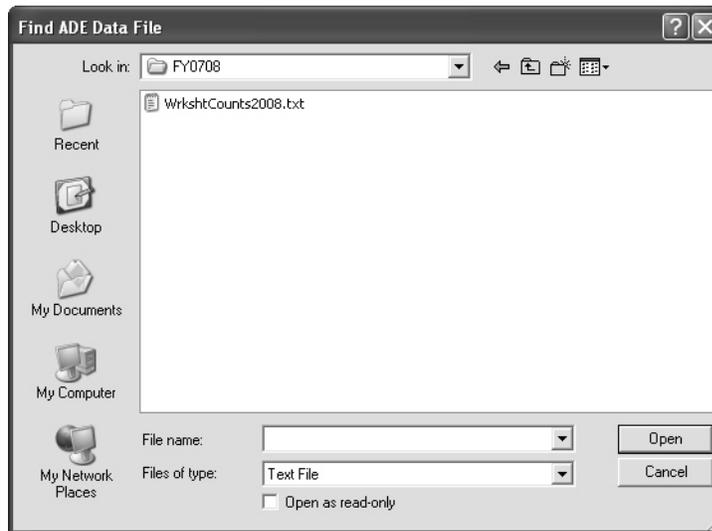
- In the above screen, scroll down to the Budget Worksheet Data section and click the [Fiscal Year 2007-2008](#) link.



The web site displays the following screen.



- 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\FY0708. Leave the filename the same, and click Save to save a copy of the worksheet data.

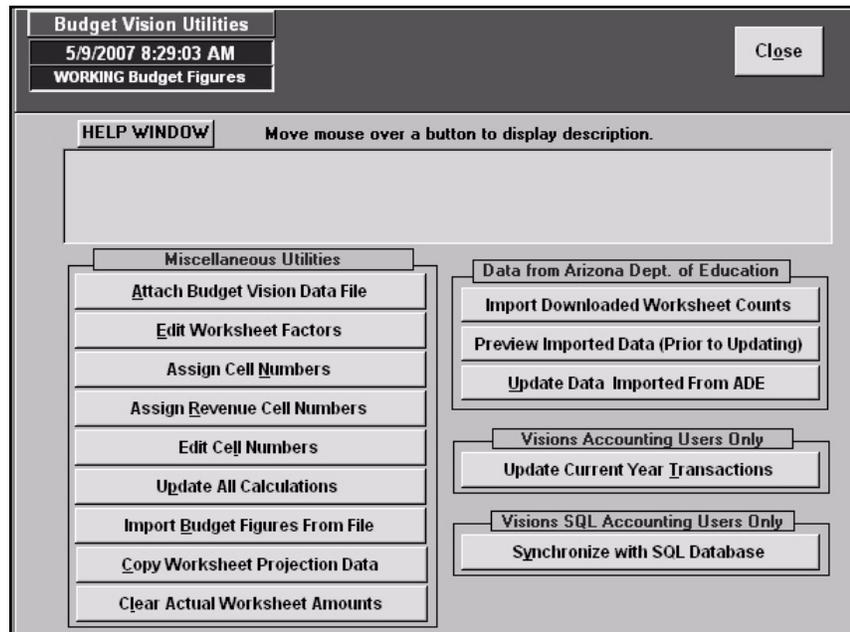
If the *File name* and *Save as type* fields are blank, type in the entries exactly as shown in the sample screen above.

## Importing Budget Worksheet Counts from ADE into Budget Vision

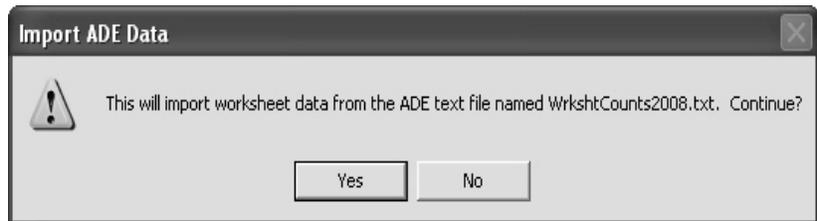
Before importing the worksheet counts you downloaded from the Internet into Budget Vision:

- 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.

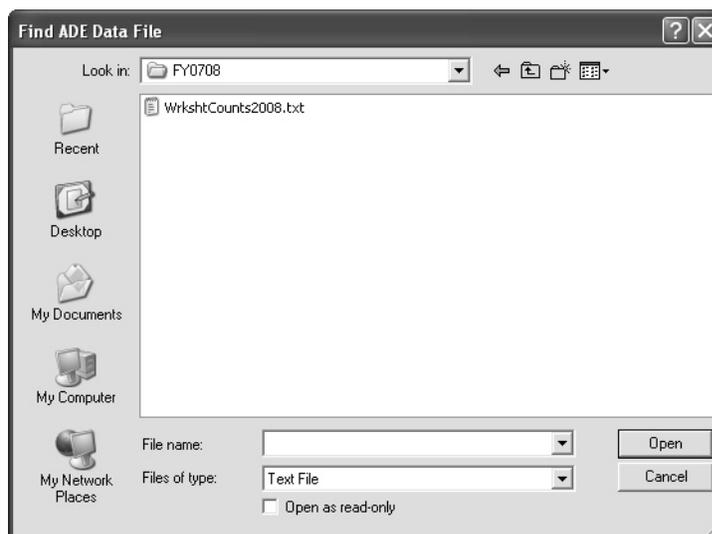
From the main menu, select the Utilities option. The system displays the following screen.



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 (WrkshtCounts2008.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.

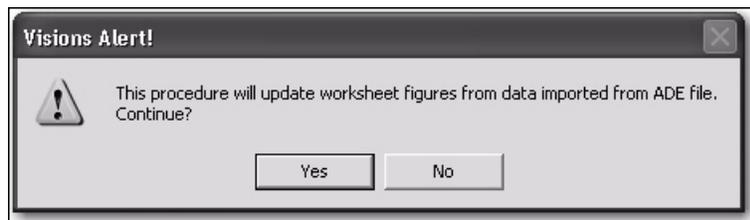
New Values to be Imported from ADE File			
16-May-07			
ADE Field Name	Description of Field Value	Current Value	New Value to be Imported from ADE File
PSDCOUNT	100th Day Count for Preschool Disabled	0.0000	6.4700
ELEM COUNT	100th Day Count for K-8	0.0000	638.0600
HSCOUNT	100th Day Count for 9-12	0.0000	286.8200
HICNT	Hearing Impaired Count	0.0000	3.5000
K3CNT	100th Day K-3 Add-On Count	0.0000	228.2800
MDRESCNT	Count for Autism, Severe Mental Retardation, Multiple Disabilities, Resource	0.0000	8.7000
MDSCCNT	Count for Autism, Severe Mental Retardation, Multiple Disabilities, Self-Cont	0.0000	0.0000
MDSSICNT	Count for Multiple Disabilities Severe Sensory Impairment	0.0000	1.0000
OIRESCNT	Count for Orthopedic Impairment, Resource	0.0000	3.0000
OISCCNT	Count for Orthopedic Impairment, Self-Contained	0.0000	0.0000
PSDCNT	Count for Preschool Severe Delayed	0.0000	0.8000
EDMIMRCNT	Count for ED, SLU, SLD, OHI, MIMR	0.0000	150.4000
EDPRIVATECNT	Count for severe emotionally disabled, private placement	0.0000	0.0000
MDMRCNT	Count for moderate mental retardation	0.0000	1.2000
VICNT	Count for visual impairment	0.0000	1.0000
LEPCNT	Count for English Learners Language	0.0000	44.3000
TEI	Teacher Experience Index	0.0000	1.0500
DAILYMILES	Approved Daily Route Miles	0.0000	1912.0000
ELIGSTUD	Number of Eligible Students Transported	0.0000	414.0000
TOKENS	Annual Expenditure for Bus Tokens	0.0000	0.0000
PASSES	Annual Expenditure for Bus Passes	0.0000	0.0000
KCDUNT	Kindergarten K Count	0.0000	0.0000
AUDITAMT	Non Federal Audit Service Expense	0.0000	0.0000

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.

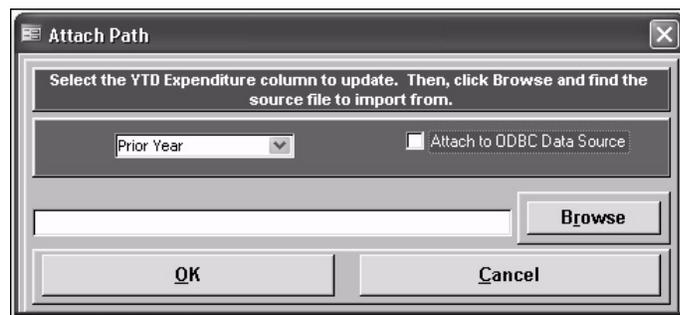
1. Click the Update Data Imported from ADE button. The system displays the following message:



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.

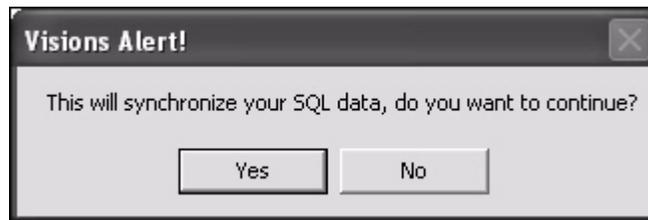


1. Click Browse to locate the prior year's GLAP file.
2. Click OK. The system will update the current year transactions.

## 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

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## **Sending Budgets to ADE**

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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 **GLAP0708.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

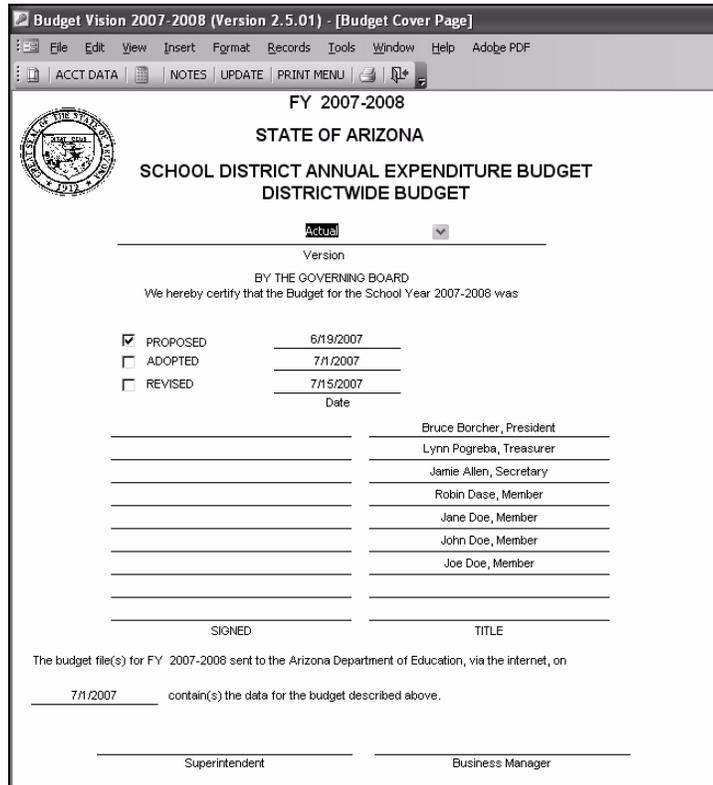
This procedure must be performed on a computer with an Internet connection. Make sure you are connected to the Internet before beginning this procedure.

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 30, 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 .

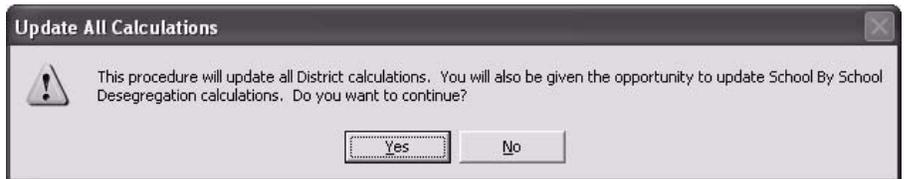
## Changing the Type of Budget Figures to Display

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).

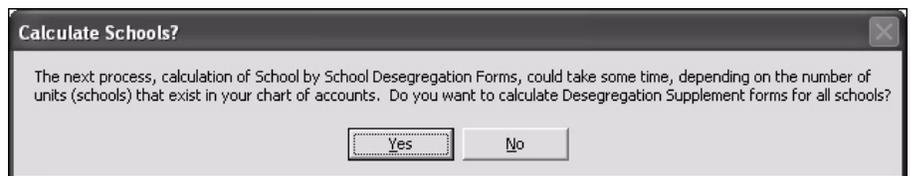
## Update All Calculations

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

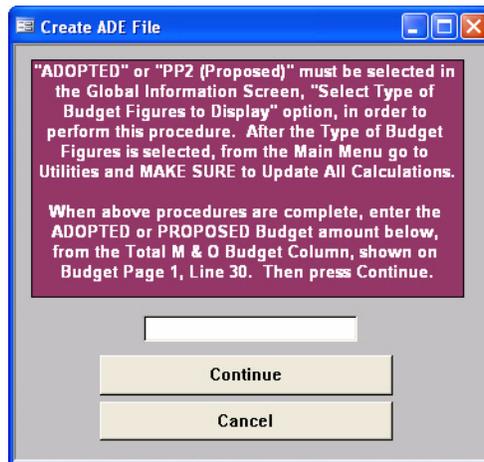
Look up and write down the number from Budget Page 1, Line 30, Budget Column for M&O. You will need it for completing the first step in the file creation process.

## Creating the File(s)

Before creating any XML file, 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.

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 .XML files formatted for use by ADE.

The system displays the following screen.



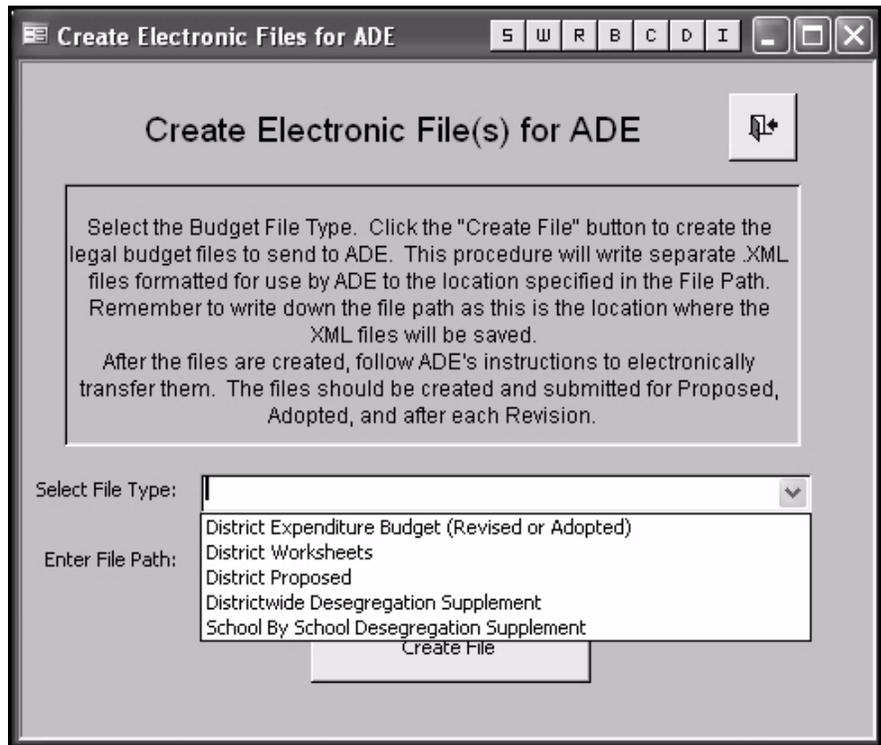
1. Type the amount from Page 1, Line 30 for M&O and click Continue.

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.





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 ADEBVFiles0708. 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 files and place them in the location you specified. When complete the system displays the following message:





6. Click OK. The system displays the Create Electronic File for ADE menu. Close to return to the main menu.

**Remember:** By default your files can be found using your Windows Explorer in the GLAP directory in the folder named ADEBVFiles0708.

The files are named as follows:

BVEXP*ctdnumber*.XML – Adopted Budget

BVWKS*ctdnumber*.XML – Worksheets

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

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

BVPROP*ctdnumber*.XML

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

BVDESEGSUP*ctdnumber*.XML

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:

BVDESEGSUP\_SBS*ctdnumber*.xml

## 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

