ENTERING DATA INTO WORKSHEETS IN FERP

Getting to the Worksheets to Allocate the Budget

In order to enter data into a budget planning worksheet, an individual's position has to be given access to the worksheet. Worksheet access is granted by the Budget Department. For budget planning, NO secretaries nor administrative assistants have been nor will be given access to enter information into a budget planning worksheet. The campus principal or department supervisor is responsible for planning the budget. That person is the one who has access to plan the worksheet.

To get to the budget planning worksheet in FERP, from the FERP Home Page, in the search box:

- > Type the word Allocate.
- When you do this, provided you have access to plan worksheets, you will see the link for ALLOCATE BUDGET OWNER ALLOCATIONS.

ERP	Killeen Independe	ent School District	Q, A	Allocate × ⑦ Carrie Car	rroll Simpson ~ 🛛 🗘 🔶
\ominus		ON / Killeen ISD	SEAR	CH RESULTS	
ŵ	My Entry	/ Points	Alloc	cate Budget Owner Allocations	
	My Entry Points	118 × 🖸			
☆					× • 0 *
5		Welcome, Carrie Carroll S	impson		v · · · ·
0		welcome, carrie carron 5	111111111111111111111111111111111111111	C fro	otline
<u>111</u>				educ	cation
≣				-	
42		Favorites	Budget Planning	Accounts Payable	
0		My Accounts	Employee Service Center	Federal Civil Rights	
Ċ		Approve Budget Change Requests		-	
۲		Approve Check Requests	My Assets Management	Accounts Receivable	
		Approve Requisitions	Budget Management	Business Services - Awaiting Approval	
		Approve Employee Advance/Reimbursement Requests	Business Services - Orders, Budget, & Balances	Business Services - Setup	
		Approve Non-Employee Reimbursement Requests	Fixed Assets	Payroll Management	
		Request Budget Change Budget Request History Search	PEIMS Processing	Reports	
		Account Element Code Values	·		-
		Maintain Allocation			
		Account Number Maintenance			
		Position Search			
		Employee Search			
		Employee Payroll			
		Employee Payroll Check			
		Employee Earnings			
		Financial Audit			
•		Journal Entry			
0		Role Maintenance Function Maintenance			
		Adjust Distribution Of Budget Owner Allocations			
		Allocate Budget Owner Allocations			
0		Approve Budget Owner Allocations			
© 2021		Maintain Budget Owner Allocations			-

- Click on that link.
- Be sure the Fiscal Year shown at the top of the page is 2022. If it is not, then select 2022. (see pink arrow on screen-print below)
- Press the SEARCH button. (see green arrow on screen-print below)

Non P	Personnel	Budg	get Wo	orksh	neet										
Allocate Bu	dget Owner Allocation														
Budget Own	ner Allocation Search C	riteria													
Budget Year:	* 2022	~	Status				\sim								
Budget Owner	r: 730 - Budgetary S	5ervices 🗸	Fund	- Func	- Оbj -	- SubObj -	Org - PI	- Local							
Allocation:		\sim	My Buo	dget Lines?	Yes	◯ No									
Allocation		\sim	Filter				\sim								
Category: Allocation Gro		~													
Allocation															
Subgroup:		\sim													
Q <u>S</u> earch Budget Own	ner Allocations														
Allocation ~	Budget Owner	Status 🕑	Curr/Next ~	-	Avail 🕑	Adjustment ~	-		Unallocated ~		Curr Yr 🗠		Prior 🕑	Prior 🕑	Prior Yr
			Approver	Alltmnt	Alltmnt	In	Out	Alltmnt	Amt	Adopted Bdgt	Amended Bdgt	Transactions	Year Adopted	Year Amended	Transactions
										9-	5-		Bdgt	Bdgt	
Org 730	730-Budgetary Services	Incomplete		9,600.00	9,600.00	0.00	0.00	9,600.00	9,600.00	9,600.00	9,600.00	7,514.46	9,600.00	9,600.00	
															+
															1 Record
Ø <u>E</u> dit	🗄 <u>V</u> iew														

➢ Anything you have access to plan is shown.

Click on the first line you see to highlight it. Then be sure to **press the EDIT button**, NOT the View button.

You will now have access to the worksheet to plan your budget.

Understanding the Parts of the Worksheet

	wkbk: Open	Alloc	ation/Owner	r: Org 730/7	30 (Flat)			:	Status: Inco	mplete		Rev: W	ork In Progress	
Budget Owner Allocation	Allotment Adjustment Versi	ion History A	pproval Histo	ory										
Allotment														
					Hide account n	umbers where	Current Ame	ended Budget	and Current	Year				
Available Budget Percent: 10	0.0 Recurring: Recur	rring with Alloca	tion		Transactions a						Yes 💿 No	•		
	-				2		Fund	- Func -	Obj -	- SubObj -	Org - I	PI - Local	Q	D
Allotment Amou	9,600.00 Justification: C	haracters remai	ning: 500	(500 max)	Accour	nt Number :		ا . [] .		. 🕅 .			<u>F</u> ilter	<u>R</u> emove Filter
Original Allotment	Avail A	Allotment		~	Adjustment In			Adjustment (Out			catable Allo	tment	
	9,600.00			9,600.00			0.00				0.00			9,600.0
Bdgt Acct	Description	Allocate	llocati	Details	Explanation	Curr Adopted	Curr Amended	Curr Yr	Curr Yr	Pr Adopted	Pr Yr	Pr Yr Tran	Dr. Vr. Diff	
Bagt Acct	Description	PCT		Detalls	Explanation	Adopted	Amended	-	Diff	Adopted	Amended	Pr Yr Iran	PF YF DIT	
		PCI	Amt			Bdgt	Bdgt	Tran	Diff	Bdgt	Bdgt			
199-41-6121-00-730-99-000	Supplemental Pay/Comp/OT	0.00		Details		Bdgt 0.00	Bdgt 0.00	0.00	0.00	Bdgt 0.00	Bdgt 0.00	0.00	0.00	
199-41-6121-00-730-99-000 199-41-6121-CN-730-99-000			0.00	Details Details						-	-	0.00	0.00	
	Supplemental Pay/Comp/OT	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00			
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries	0.00	0.00	Details		0.00	0.00	0.00 172.29 0.00 0.00	0.00	0.00	0.00	0.00	0.00 0.00 0.00	Í
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Details Details Details Details		0.00	0.00 172.29 0.00	0.00 172.29 0.00 0.00 2.54	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00	
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000 199-41-6142-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details		0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 172.29 0.00 0.00 2.54 0.00	0.00 172.29 0.00 0.00 2.54 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000 199-41-6142-CN-730-99-000 199-41-6143-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details Details		0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 172.29 0.00 2.54 0.00 0.16	0.00 172.29 0.00 0.00 2.54 0.00 0.16	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000 199-41-6142-CN-730-99-000 199-41-6143-CN-730-99-000 199-41-6146-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation Teacher Retirement	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details Details Details		0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 172.29 0.00 2.54 0.00 0.16 0.00	0.00 172.29 0.00 2.54 0.00 0.16 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000 199-41-6142-CN-730-99-000 199-41-6143-CN-730-99-000 199-41-6146-CN-730-99-000 199-41-6214-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation Teacher Retirement Lobbying	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Details Details Details Details Details Details Details Details		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 172.29 0.00 2.54 0.00 0.16 0.00 0.72	0.00 172.29 0.00 2.54 0.00 0.16 0.00 0.72	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	
199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000 199-41-6142-CN-730-99-000 199-41-6143-CN-730-99-000 199-41-6146-CN-730-99-000 199-41-6214-CN-730-99-000	Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation Teacher Retirement Lobbying	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details Details Details		0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 172.29 0.00 2.54 0.00 0.16 0.00	0.00 172.29 0.00 2.54 0.00 0.16 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	

For anyone with a variable or flat rate allocation—shown at the top of the page following "Allocation/Owner" in parentheses, you must plan the worksheet to the penny. In this case, Budget Owner 730 is budgeted based on a Flat allocation (see pink arrow). If you plan 1 penny over or 1 penny under, FERP will not allow you to submit your worksheet.

The allotment amount can be seen at the top of the page under the bar "Allotment" (see purple arrow). At the top third of the page you'll see a column with "Original Allotment." That shows the amount originally allocated for this worksheet. The next column shows "Avail Allotment" and the final column shows "Allocable Amount." This is the amount you have available to plan.

Just above the big worksheet are 2 important items in tiny print. "Total Allocation Amount" and "Remainder Allocation Amount" (see blue arrows). These keep track of what you are planning in the worksheet whenever you make a change to the cells. In this case, since nothing has been planned, it shows an amount of \$0 planned and \$9600 left to plan for this worksheet. You'll want to pay attention to these. For variable or flat rate allocations, if the remainder shows anything other than \$0, you will NOT be able to submit your worksheet.

The big worksheet looks similar to an Excel spreadsheet—it has rows and columns.

ENTERING DATA INTO WORKSHEETS IN FERP

- > <u>Bdgt Acct</u> is the Budget Code where funds can be planned
- ≻
- Description is the Account Description
- Allocate PCT can be used to allocate your worksheet by percentages. It is best NOT to use this feature as it can sometimes cause issues with budgeting and rounding. Instead use the Allocate Amt column next to it.
- Allocate Amt is the dollar amount you want to plan for that particular budget code. It can be planned to the penny using dollars and cents. DO NOT USE DOLLAR SIGNS OR COMMAS in this column or you will get an ERROR. (see green arrow)
- > The next 3 columns "<u>Details</u>," "<u>Explanations</u>," and "<u>Rsrv Pct</u>" should not be used at this time.
- > Curr Adopt Budgt shows the amount that has been adopted for that budget code in FY 2021.
- > <u>Curr Amend Bdgt</u> shows the amended amount for that budget code in FY 2021.
- Curr Yr Tran shows the amount that's been spent out of that budget code for FY 2021.
- Curr Yr Diff is the difference between the amended budget and the transactions.
- > <u>Pr Adopted Bdgt</u> shows the amount that was adopted for that budget code for FY 2020.
- > <u>Pr Yr Amended Bdgt</u> shows the amount that was amended for that budget code for FY 2020.
- > <u>Pr Yr Tran</u> shows the amount that was spent in FY 2020 using that budget code.
- Pr Yr Diff shows the difference between the amended budget and transactions for FY 2020—essentially, what was left on the table for that budget code.

Entering Data into the Worksheet

Go to the "Allocate Amt" column (see green arrow on screen-print on page 3) to enter the dollar amount you want to plan for each budget code shown. If you don't want to budget anything, leave the amount as 0.

Use the scroll bars (see red circle on screen-print on page 3) to scroll up and down and left to right in the worksheet. Also, many worksheets have more than 1 page available to be planned. For these you will see numbers at the top of the worksheet. Click on the number to get to that page (see pink circle on screen print below). The worksheet below has 3 pages available. The maximum number of rows on a worksheet page is 25. In the case of this worksheet, page 1 contains rows 1 to 25 of 29 rows. Page 2 will have rows 26 to 29. You can move forward or backward by clicking on the page number.

ENTERING DATA INTO WORKSHEETS IN FERP

Maintain Budget Owner Allocation Budget Year: 2022 wkbk: Open Allocation/Owner: Org 730/730 (Flat) Status: Incomplete Rev: Work In Progress Budget Owner Allocation Allotment Adjustment Version History Approval History Allotment Hide account numbers where Current Amended Budget and Current Year Available Budget Percent: 100.0 Recurring: Recurring with Allocation Ves 💿 No Transactions are equal to zero? Fund - Func - Obj - SubObj - Org - PI - Local 9,600.00 nent Amount: Justification: Account Number : Characters remaining: 500 (500 max) Adjustment In Original Allo Avail Allotment Adjustment Out Allocatable Allotme 9.600.00 9,600,00 0.00 0.00 9.600.00 Total Allocation Amount: 0.00 Remainder Allocation Amount: 9,600.00 Result Page: 1 | 2 || Results 1-25 of 29 Curr Curr Pr Pr Yr Allocate Allocate Curr Yr Curr Yr Bdat Acct Description Details Explanation Adopted Amended Adopted Amended Pr Yr Tran Pr Yr Diff PCT Amt Tran Diff Bdgt Bdgt Bdgt Bdgt 199-41-6121-00-730-99-000 Supplemental Pay/Comp/OT 0.00 0.00 Details 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 199-41-6121-CN-730-99-000 Supplemental Pay/Comp/OT 0.00 0.00 Details 0.00 172.29 172.29 0.00 0.00 0.00 0.00 0.00 199-41-6125-00-730-99-000 Temporary Salaries 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Details 0.00 0.00 199-41-6125-CN-730-99-000 Temporary Salaries 0.00 0.00 Details 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 199-41-6141-CN-730-99-000 Social Security 0.00 0.00 Details 0.00 2.54 2.54 0.00 0.00 0.00 0.00 0.00 199-41-6142-CN-730-99-000 Group Health/Life/Dental Insur 0.00 0.00 Details 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 199-41-6143-CN-730-99-000 Workers Compensation 0.00 0.00 Details 0.00 0.16 0.16 0.00 0.00 0.00 0.00 0.00 0.00 199-41-6146-CN-730-99-000 Teacher Retirement 0.00 0.00 Details 0.00 0.00 0.00 0.00 0.00 0.00 0.00 199-41-6214-CN-730-99-000 Lobbying 0.00 0.72 0.00 0.00 0.00 0.00 Details 0.72 0.00 0.00 0.00 199-41-6239-00-730-99-000 ESC Region Fees 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Details 0.00 0.00 0.00 199-41-6249-00-730-99-000 Contracted Maintenance & Rep. 0.00 0.00 Details 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Distribute Based Prior Yr Save Allocate Reset Submit For Approval Print Worksheet 👆 Exit Worksheet Last log in: 06/03/2021 at 07:03 AM by 16850 | Support code: BudgetLineItemMaintenance.jsp

There is a button "DISTRIBUTE BASED_PRIOR YR" (see red arrow above). <u>The recommendation is NOT to use this</u> <u>button. It should be locked to prevent it from being used</u>. It does NOT distribute exactly as the prior year's allocation (see pink boxes below). The system takes rounded percentages of the current year's adopted budget amounts and calculates the amount to plan based on this. This will generally leave your worksheet either over or under planned.

Page 5

SECTION N

dget Year: 2022	wkbk: Open		Allocation/Owr	er: Org 730/	730 (Flat)				Status: Inco	mplete		Rev: W	ork In Progress	5
udget Owner Allocation	Allotment Adjustment Vers	ion History	Approval Hi	story										
lotment														
ilable Budget Percent: 1	00.0 Recurring: Recur	rring with A	llocation			numbers where are equal to zero		ended Budget	and Current		Yes 🔘 Na	0		
otment Amount:	9,600.00 Justification:	haracters r	emaining: 500) (500 max	Accou	int Number :	Fund	- Func -	obj ·	- SubObj -	Org - 1	PI - Loca	Q <u>F</u> ilte	r <u>R</u> emove Filter
iginal Allotment	🗹 Avail /	Allotment			Adjustment In		.	Adjustment	Out		🖂 Allo	catable Allo	tment	
	9,600.00			9,600.00)		0.00				0.00			9,600.
tal Allocation Amount: 0. sult Page: 1 <u>2</u> Result		Allocate	Allocate			Curr	Curr	Curr Yr	Curr Yr	Pr	Pr Yr			
Bdgt Acct	Description	PCT	Amt	Details	Explanation	Adopted Bdgt	/ mended Bdgt	Tran	Diff	Adopted Bdgt	Amended Bdgt	Pr Yr Tran	Pr Yr Diff	
9-41-6121-00-730-99-000	Supplemental Pay/Comp/OT	0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6121-CN-730-99-000) Supplemental Pay/Comp/OT	0.0	0.00	Details		0.00	172.29	172.29	0.00	0.00	0.00	0.00	0.00	
9-41-6125-00-730-99-000	Temporary Salaries	0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6125-CN-730-99-000) Temporary Salaries	0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6141-CN-730-99-000) Social Security	0.0	0.00	Details		0.00	2.54	2.54	0.00	0.00	0.00	0.00	0.00	
9-41-6142-CN-730-99-000) Group Health/Life/Dental Insur	0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6143-CN-730-99-000	Workers Compensation	0.0	0.00	Details		0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	
9-41-6146-CN-730-99-000		0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6214-CN-730-99-000		0.0	0.00	Details		0.00	0.72	0.72	0.00	0.00	0.00	0.00	0.00	
9-41-6239-00-730-99-000	-	0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6249-00-730-99-000	Contracted Maintenance & Rep	0.0	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
🖲 Distribute Based 🛛	rior Yr Save Allocate		eset	Submit For	Approval	Print Workshe	at							

Saving Data in the Worksheet

Be sure to SAVE your worksheet so you don't lose your changes. To save the worksheet you press the "SAVE ALLOCATE" button on the bottom of the screen (see pink arrow on screen-print below). Be aware that when you SAVE your worksheet, FERP brings you back to the 1st screen so you will need to remember which screen number you were on.

	wkbk: Open	A	llocation/Own	ner: Org 730/7	30 (Flat)				Status: Inco	mplete		Rev: W	/ork In Progress	
Budget Owner Allocation	Allotment Adjustment	ersion History	Approval H	istory										
Allotment														
vailable Budget Percent: 1	LOO.O Recurring: Re	curring with All	ocation		Hide account n			ended Budget	and Current		Yes 🖲 No			
llotment Amount:	9,600.00 Justification:	Characters re	maining: 50) (500 max	Accour	t Number :	Fund	- Func -	Obj ·	- SubObj -	Org - 1	PI - Loca	Q <u>F</u> ilter	<u>R</u> emove Filter
Driginal Allotment	Ava	il Allotment		~	Adjustment In			Adjustment	Out		🗹 Allo	catable Allo	tment	
	9,600.00			9,600.00			0.00				0.00			9,600.
esult Page: 1 <u>2</u> Resul Bdat Acct	ts 1-25 of 29 Description	Allocate	Allocate	Details	Explanation	Curr Adopted	Curr Amended	Curr Yr	Curr Yr	Pr Adopted	Pr Yr Amended	Pr Yr Tran	Pr Yr Diff	
Bogt Acct	Description	PCT	Amt	Details	Explanation	Bdgt	Bdgt	Tran	Diff	Bdgt	Bdgt	Pr tr Iran	PETEDIN	
99-41-6121-00-730-99-000	Supplemental Pay/Comp/01	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6121-CN-730-99-00	0 Supplemental Pay/Comp/01	0.00	0.00	Details		0.00	172.29	172.29	0.00	0.00	0.00	0.00	0.00	
99-41-6125-00-730-99-000) Temporary Salaries	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0 Temporary Salaries	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6125-CN-730-99-00		0.00	0.00	Details		0.00	2.54	2.54	0.00	0.00	0.00	0.00	0.00	
	0 Social Security	0.00							0.00	0.00	0.00	0.00	0.00	
99-41-6141-CN-730-99-00	0 Social Security 0 Group Health/Life/Dental In		0.00	Details		0.00	0.00	0.00	0.00	0.00				
99-41-6141-CN-730-99-00 99-41-6142-CN-730-99-00 99-41-6143-CN-730-99-00	0 Group Health/Life/Dental In 0 Workers Compensation	sur 0.00 0.00	0.00	Details		0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	
99-41-6141-CN-730-99-00 99-41-6142-CN-730-99-00 99-41-6143-CN-730-99-00 99-41-6146-CN-730-99-00	0 Group Health/Life/Dental In 0 Workers Compensation 0 Teacher Retirement	sur 0.00 0.00 0.00	0.00	Details Details		0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	
99-41-6141-CN-730-99-00 99-41-6142-CN-730-99-00 99-41-6143-CN-730-99-00 99-41-6146-CN-730-99-00 99-41-6214-CN-730-99-00	Group Health/Life/Dental In Workers Compensation Teacher Retirement Lobbying	sur 0.00 0.00 0.00 0.00	0.00 0.00 0.00	Details Details Details		0.00 0.00 0.00	0.16 0.00 0.72	0.16 0.00 0.72	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00	0.00	0.00	
99-41-6143-CN-730-99-00 99-41-6146-CN-730-99-00 99-41-6214-CN-730-99-00 99-41-6239-00-730-99-00	Group Health/Life/Dental In Workers Compensation Teacher Retirement Lobbying	sur 0.00 0.00 0.00 0.00 0.00	0.00	Details Details		0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	

Exiting the Worksheet

To exit the worksheet, press the "EXIT WORKSHEET" button at the bottom of the page (see green arrow above).

PRINTING WORKSHEETS AS ENTERED IN FERP

You may want to print a copy of the worksheet that you've planned. To do this, you must be in the worksheet itself. Follow the steps in the previous section to get into the worksheet. Once you are in the worksheet, to print a copy of what you've entered, press the "PRINT WORKSHEET" button on the bottom of the worksheet screen (see pink arrow below).

	wkbk: Open	A	Allocation/Owr	ner: Org 730/	730 (Flat)			:	Status: Incor	nplete		Rev: W	ork In Progress	
Budget Owner Allocation	Allotment Adjustment Vers	sion History	Approval Hi	story										
llotment														
ailable Budget Percent: 1	00.0 Recurring: Recu	rring with Alle	ocation		Hide account r Transactions a			nded Budget	and Current		Yes 💿 No			
lotment Amount:	9,600.00 Justification:	Characters re	maining: 500) (500 max	Accour	nt Number :	Fund	- Func -	Obj -	SubObj -	Org - 1	PI - Loca	Q <u>F</u> ilter	<u>R</u> emove Filter
riginal Allotment	🗠 Avail	Allotment		~	Adjustment In		· · ·	djustment (Dut		🗠 Allo	catable Allo	tment	
	9,600.00			9,600.00	1		0.00				0.00			9,600
otal Allocation Amount: 0. esult Page: 1 <u>2</u> Result Bdgt Acct		Amount: 9,6 Allocate	Allocate	Details	Explanation	Curr Adopted	Curr Amended	Curr Yr	Curr Yr	Pr Adopted	Pr Yr Amended	Pr Yr Tran	Pr Vr Diff	
Bugi Acci	Description	PCT	Amt	Details	Explanation	Bdgt	Bdgt	Tran	Diff	Bdgt	Bdgt	PI TI IIdii	PETEDIT	
99-41-6121-00-730-99-000	Supplemental Pay/Comp/OT	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6121-CN-730-99-000	Supplemental Pay/Comp/OT	0.00	0.00	Details		0.00	172.29	172.29	0.00	0.00	0.00	0.00	0.00	
	Temporary Salaries	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6125-00-730-99-000														
	Temporary Salaries	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6125-CN-730-99-000		0.00 0.00	0.00 0.00	Details Details		0.00	0.00 2.54	0.00 2.54	0.00	0.00	0.00	0.00	0.00	
99-41-6125-CN-730-99-000 99-41-6141-CN-730-99-000 99-41-6142-CN-730-99-000	Social Security Group Health/Life/Dental Insu	0.00											0.00	
99-41-6125-CN-730-99-000 99-41-6141-CN-730-99-000 99-41-6142-CN-730-99-000 99-41-6143-CN-730-99-000	Social Security Group Health/Life/Dental Insur Workers Compensation	0.00 r 0.00 0.00	0.00 0.00 0.00	Details Details Details		0.00 0.00 0.00	2.54 0.00 0.16	2.54 0.00 0.16	0.00 0.00 0.00	0.00 0.00 0.00	0.00	0.00 0.00 0.00	0.00 0.00 0.00	
99-41-6125-CN-730-99-000 99-41-6141-CN-730-99-000 99-41-6142-CN-730-99-000 99-41-6143-CN-730-99-000 99-41-6146-CN-730-99-000	Social Security Group Health/Life/Dental Insu Workers Compensation Teacher Retirement	0.00 r 0.00 0.00 0.00	0.00 0.00 0.00 0.00	Details Details Details Details		0.00 0.00 0.00 0.00	2.54 0.00 0.16 0.00	2.54 0.00 0.16 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	
99-41-6125-CN-730-99-000 99-41-6141-CN-730-99-000 99-41-6142-CN-730-99-000 99-41-6143-CN-730-99-000 99-41-6146-CN-730-99-000 99-41-6214-CN-730-99-000	Social Security Group Health/Life/Dental Insu Workers Compensation Teacher Retirement Lobbying	0.00 r 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details		0.00 0.00 0.00 0.00 0.00	2.54 0.00 0.16 0.00 0.72	2.54 0.00 0.16 0.00 0.72	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	
99-41-6125-CN-730-99-000 99-41-6141-CN-730-99-000 99-41-6142-CN-730-99-000 99-41-6143-CN-730-99-000 99-41-6146-CN-730-99-000 99-41-6214-CN-730-99-000 99-41-6239-00-730-99-000	Social Security Group Health/Life/Dental Insu Workers Compensation Teacher Retirement Lobbying	0.00 r 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	Details Details Details Details		0.00 0.00 0.00 0.00	2.54 0.00 0.16 0.00	2.54 0.00 0.16 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	

Once you do this, another box will open with 2 links. Clicking on one link will allow you to open the report as an Excel file (see orange arrow on screen-print below). Clicking on the other link will allow you to open the report as an Adobe PDF file (see green arrow on screen print below).

PRINTING WORKSHEETS AS ENTERED IN FERP

SECTION O

Allotment Allocation Allotment	nent Adjustment Versi Recurring: Recur	on History	Approval Hi	story							Rev: W		
	Recurring: Recur												
ailable Budget Percent: 100.0	Recurring: Recur												
		ring with Allo	cation		ide account numbers where Cu ransactions are equal to zero?	rrent Amende	d Budget an	d Current 1		Yes 💿 No			
otment Amount: 9,600.0	0 Justification: C	haracters ren	naining: 500		Account Number :	Fund -	Func -	Obj -	SubObj -	Org - 1	PI - Local	Q <u>F</u> ilter	<u>R</u> emove Filter
riginal Allotment	🗹 Avail A	llotment		🗹 Adju	stment	🗠 Adju	istment Ou	t		🖂 Allo	catable Allo	tment	
	9,600.00			9,600.00		0.00				0.00			9,600
Bdgt Acct	Description	Allocate PCT	Allo		r Allocations Report [Adobe r Allocations Report [Micros Close			ſr	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Diff	
99-41-6121-00-730-99-000 Supple	emental Pay/Comp/OT	0.00			Close			.00	0.00	0.00	0.00	0.00	
9-41-6121-CN-730-99-000 Supple		0.00	0.00	Details	0.00	2/ 6/63	1/ 6/67	0.00	0.00	0.00	0.00	0.00	
9-41-6125-00-730-99-000 Tempo	orary Salaries	0.00	0.00	Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6125-CN-730-99-000 Tempo	orary Salaries	0.00	0.00	Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9-41-6141-CN-730-99-000 Social	Security	0.00	0.00	Details	0.00	2.54	2.54	0.00	0.00	0.00	0.00	0.00	
99-41-6142-CN-730-99-000 Group	Health/Life/Dental Insur	0.00	0.00	Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6143-CN-730-99-000 Worke	rs Compensation	0.00	0.00	Details	0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	
			0.00	Details	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6146-CN-730-99-000 Teache	er Retirement	0.00	0.00										
99-41-6214-CN-730-99-000 Lobbyi	ing	0.00	0.00	Details	0.00	0.72	0.72	0.00	0.00	0.00	0.00	0.00	
99-41-6146-CN-730-99-000 Teacher 99-41-6214-CN-730-99-000 Lobbyi 99-41-6239-00-730-99-000 ESC Ru 99-41-6249-00-730-99-000 Contra	ing egion Fees	0.00				0.72	0.72 0.00 0.00	0.00	0.00 0.00 0.00	0.00	0.00 0.00 0.00	0.00	

WARNINGS:

- ✓ If you want to Print your worksheet, you MUST do so PRIOR to submitting the worksheet for approval!
- ✓ The printed report will NOT look exactly like the worksheet nor will it have all the same information (see screen-print below for copy of PDF file).

Allocation: Org 730 Alloc Cat: ALL Alloc Grp: ALL Alloc Sub Grp: ALL		Budget Own Budget Year: 2022	ner Allocations by Allocation Workbook			-	r: 730 irp: Central Orgs ne: 06/03/2021 9	39:13 AM
Allocation/Owner (Type) Org 730 / 730 Budgetary	Services (Flat)	Avail Bdg PC 100.0		t In	Adj To Out Allotm 9,600	ent Alloca		
Bdgt Acct	Description	Aloc PCT AI	locate Amt Explanation		Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff
199-41-6121-00-730-99-000	Supplemental Pay/Comp/OT	0.00	0.00		0.00	0.00	0.00	0.00
199-41-6121-CN-730-99-000	Supplemental Pay/Comp/OT	0.00	0.00		0.00	172.29	172.29	0.00
199-41-6125-00-730-99-000	Temporary Salaries	0.00	0.00		0.00	0.00	0.00	0.00

SUBMITTING WORKSHEETS FOR APPROVAL IN FERP

Entering information into a worksheet is the first step in getting a budget for the next fiscal year. Once the data has been entered on the worksheet and you are comfortable with it, **you must SUBMIT the worksheet for approval**.

udget Year: 2022	wkbk: Open	A	Allocation/Own	ner: Org 730/	730 (Flat)				Status: Inco	mplete		Rev: W	ork In Progress	
Budget Owner Allocation	Allotment Adjustment Versi	ion History	Approval H	istory										
Allotment														
vailable Budget Percent: 100	0.0 Recurring: Recur	ring with All	ocation			numbers wher are equal to ze		ended Budget	and Current		Yes 💿 N	5		
llotment Amount: 9	,600.00 Justification:	haracters re	maining: 50) (500 max	Accou	nt Number :	Fund	- Func -	Obj	- SubObj -	Org -	PI - Loca	Q <u>F</u> ilter	<u>R</u> emove Filter
Driginal Allotment	🗹 Avail /	Allotment			Adjustment In			Adjustment	Out		🗠 Allo	catable Allo	tment	
	9,600.00			9,600.0	D		0.00				0.00			9,600
otal Allocation Amount: 0.0 lesult Page: 1 <u>2</u> Results Bdgt Acct		Allocate	Allocate	Details	Explanation	Curr Adopted	Curr Amended	Curr Yr	Curr Yr Diff	Pr Adopted	Pr Yr Amended	Pr Yr Tran	Pr Yr Diff	
		PCT	Amt			Bdgt	Bdgt	Tran	Diff	Bdgt	Bdgt			
99-41-6121-00-730-99-000	Supplemental Pay/Comp/OT	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6121-CN-730-99-000		0.00	0.00	Details		0.00	172.29	172.29	0.00	0.00	0.00	0.00	0.00	
99-41-6125-00-730-99-000	Temporary Salaries	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6125-CN-730-99-000		0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6141-CN-730-99-000		0.00	0.00	Details		0.00	2.54	2.54	0.00	0.00	0.00	0.00	0.00	
	Group Health/Life/Dental Insur		0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6143-CN-730-99-000		0.00	0.00	Details		0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	
99-41-6146-CN-730-99-000		0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6214-CN-730-99-000	, ,	0.00	0.00	Details		0.00	0.72	0.72	0.00	0.00	0.00	0.00	0.00	
99-41-6239-00-730-99-000	-	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6249-00-730-99-000	Contracted Maintenance & Rep	0.00	0.00	Details		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
🗄 Distribute Based Pr	ior Yr Save Allocate	Re	set	Submit For	Approval	Print Works	heet							

Last log in: 06/03/2021 at 07:03 AM by 16850 | Support code: BudgetLineIternMaintenance.jsp

To submit the worksheet for approval, go into the worksheet. At the bottom of the worksheet is a button "SUBMIT FOR APPROVAL" (see pink arrow on screen-print above). Press this button. Another box will pop up asking if you're sure you want to submit the allocation. Choose YES and, if you have allocated your worksheet correctly (the Remainder Allocation Amount is 0 for Flat and Variable Allocations), your worksheet will now have its status changed from "Incomplete" to "Approval in Progress" and will go the first approver's approval queue.

SUBMITTING WORKSHEES FOR APPROVAL IN FERP

WARNING

- If you have a Flat or Variable Allocation and you have UNDERPLANNED your worksheet (did not plan the full amount), after you press the "Submit for Approval" button and "Yes" button, you will get an error message in small red font toward the top of your worksheet (see pink arrow below) letting you know how much has not been planned.
- To fix this, allocate the amount that remains to one or more budget codes shown in your worksheet, SAVE the worksheet, then SUBMIT FOR APPROVAL again.
- Once a worksheet has been submitted for approval, NO CHANGES CAN BE MADE UNLESS AN APPROVER DENIES IT.

					(-)									
Budget Year: 2022	wks. Open	AI	llocation/Owne	r: Org 730/7	30 (Flat)			Sta	tus: Incomp	lete		Rev: Work	In Progress	
() There is un-allocated allotr	ment 0.01													
Budget Owner Allocation	Anocheckenegestment Versi	ion History	Approval His	story										
Allotment														
vailable Budget Percent: 100.	.0 Recurring: Recur	rring with All	location		Hide account n Transactions ar			nded Budget			/es 💿 No			
	,600.00 Justification: C		maining: 500	(500 max)	t Number :		- Func -	-	SubObj -	Org - P	-	Q <u>F</u> ilter	<u>R</u> emove Filter
Original Allotment	🗹 Avail A	llotment			Adjustment In		⊻ A	djustment O	ut			atable Allotr	nent	
	9,600.00			9,600.00			0.00				0.00			9,600
	Remainder Allocation Amo	unt:												
otal Allocation Amount:	Remainder Allocation Amo	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdat	Curr Amended Bdat	Curr Yr Tran	Curr Yr Diff	Pr Adopted Bdat		Pr Yr Tran	Pr Yr Diff	
otal Allocation Amount: Result Page: Bdgt Acct	Description	Allocate PCT			Explanation	Adopted Bdgt	Amended Bdgt	Tran	Diff	Adopted Bdgt	Amended Bdgt			
btal Allocation Amount: tesult Page: Bdgt Acct 199-41-6121-00-730-99-000	Description	Allocate	Amt	Details Details Details	Explanation	Adopted	Amended			Adopted	Amended	Pr Yr Tran 0.00 0.00	Pr Yr Diff 0.00 0.00	
otal Allocation Amount: lesult Page: Bdgt Acct 199-41-6121-00-730-99-000 199-41-6121-CN-730-99-000	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT	Allocate PCT 0.00	Amt 0.00	Details	Explanation	Adopted Bdgt 0.00	Amended Bdgt 0.00	Tran 0.00	Diff 0.00	Adopted Bdgt 0.00	Amended Bdgt 0.00	0.00	0.00	
dallocation Amount: desult Page: Bdgt Acct 199-41-6121-00-730-99-000 199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries	Allocate PCT 0.00 0.00	Amt 0.00 0.00	Details Details	Explanation	Adopted Bdgt 0.00 0.00	Amended Bdgt 0.00 172.29	Tran 0.00 172.29	Diff 0.00 0.00	Adopted Bdgt 0.00 0.00	Amended Bdgt 0.00 0.00	0.00	0.00	
dallocation Amount: lesuit Page: Bdgt Acct 199-41-6121-00-730-99-000 199-41-6121-CN-730-99-000 199-41-6125-00-730-99-000 199-41-6125-CN-730-99-000	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries	Allocate PCT 0.00 0.00 0.00	Amt 0.00 0.00 0.00	Details Details Details	Explanation	Adopted Bdgt 0.00 0.00 0.00	Amended Bdgt 0.00 172.29 0.00	Tran 0.00 172.29 0.00	Diff 0.00 0.00 0.00	Adopted Bdgt 0.00 0.00 0.00	Amended Bdgt 0.00 0.00 0.00	0.00 0.00 0.00	0.00	
dallocation Amount: lasult Page: Bdgt Acct 199-41-6121-00-730-99-000 199-41-6121-CN-730-99-000 199-41-6125-CN-730-99-000 199-41-6125-CN-730-99-000 199-41-6141-CN-730-99-000	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security	Allocate PCT 0.00 0.00 0.00 0.00 0.00	Amt 0.00 0.00 0.00 0.00	Details Details Details Details	Explanation	Adopted Bdgt 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 172.29 0.00 0.00	Tran 0.00 172.29 0.00 0.00	Diff 0.00 0.00 0.00 0.00	Adopted Bdgt 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	
Bdgt Acct 199-41-6121-00-730-99-000 5 199-41-6121-CN-730-99-000 5 199-41-6125-CN-730-99-000 1 199-41-6125-CN-730-99-000 1 199-41-6125-CN-730-99-000 1 199-41-6125-CN-730-99-000 1 199-41-6142-CN-730-99-000 1	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur	Allocate PCT 0.00 0.00 0.00 0.00 0.00	Amt 0.00 0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details	Explanation	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 172.29 0.00 0.00 2.54	Tran 0.00 172.29 0.00 0.00 2.54	Diff 0.00 0.00 0.00 0.00 0.00	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	
Bdgt Acct I 199-41-6121-00-730-99-000 5 199-41-6121-CN-730-99-000 5 199-41-6125-CN-730-99-000 1 199-41-6125-CN-730-99-000 1 199-41-6141-CN-730-99-000 1 199-41-6142-CN-730-99-000 1 199-41-6143-CN-730-99-000 1 199-41-6142-CN-730-99-000 1 199-41-6143-CN-730-99-000 1	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation	Allocate PCT 0.00 0.00 0.00 0.00 0.00	Amt 0.00 0.00 0.00 0.00 0.00 0.00	Details Details Details Details Details Details	Explanation	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 172.29 0.00 0.00 2.54 0.00	Tran 0.00 172.29 0.00 0.00 2.54 0.00	Diff 0.00 0.00 0.00 0.00 0.00 0.00	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	
dala Allocation Amount: lasult Page: Bdgt Acct 199-41-6121-00-730-99-000 199-41-6121-00-730-99-000 199-41-6125-00-730-99-000 199-41-6125-00-730-99-000 199-41-6141-CN-730-99-000 199-41-6142-CN-730-99-000 199-41-6142-CN-730-99-000 199-41-6143-CN-730-99-000 199-41-6143-CN-730-99-000 199-41-6143-CN-730-99-000	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation Teacher Retirement	Allocate PCT 0.00 0.00 0.00 0.00 0.00 0.00	Amt 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Details Details Details Details Details Details Details	Explanation	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 172.29 0.00 2.54 0.00 0.16	Tran 0.00 172.29 0.00 0.00 2.54 0.00 0.16	Diff 0.00 0.00 0.00 0.00 0.00 0.00	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	
Result Page:	Description Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT Temporary Salaries Temporary Salaries Social Security Group Health/Life/Dental Insur Workers Compensation Teacher Retirement Lobbying	Allocate PCT 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Amt 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Details Details Details Details Details Details Details	Explanation	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Amended Bdgt 0.00 172.29 0.00 2.54 0.00 0.16 0.00	Tran 0.00 172.29 0.00 2.54 0.00 0.16 0.00	Diff 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Adopted Bdgt 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Amended Bdgt 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	

SUBMITTING WORKSHEES FOR APPROVAL IN FERP

Successfully Submitting Worksheet for Approval

If your worksheet has been successfully submitted for approval, you will see a message in small blue font indicating that "budget owner allocation submitted for approval" (see green circle on screen-print below) and your worksheet status will be changed from "Incomplete" to "Approval in Progress" (see pink arrow on screen print below).

You can now Exit from the worksheet by pressing the "EXIT WORKSHEET" button (see green arrow on screen-print below).

1	Maintain Budget Owner Alloca	ition Mozilla Firefox														×
Γ	https://tr1-killeen.tx01.teams	360.net/budget/BudgetLineItemN	laintenanceS	ubmitAction.do)					_						
	Home Budget Planning Budg	et Help												New BudgetLineIt	em Maintenand	_
E	Budget Years 2016	wkble Open Al	ocation/Owne	er: Org 730/730	(Flat)			Status	s: Approval in	Progress		1	Rev: Work In P	rogress		
1	 budget owner allocation su 	bmitted for approval														
		gning Managers Allotment Adjustr	nent Version	n History Appro	oval History											ر ا
	Allotment			to all as												
	Available Budget Percent: 100.0 Recurring: Recurring with Allocation															
	Allotment Amount: 9,600.00 Justification: Characters remaining: 500 (500 max)															
	Original Allotment Avail Allotment Adjustment In Adjustment Out Allocatable Allotment															
l	11	9,600.00		9,600.	00			0.00				0.00			9,600.00	
																Ŧ
l	Total Allocation Amount: 9600.0		0.0													_
	Result Page: 1 Results 1	-17 of 17														
	Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Rsrv PCT	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Diff	E
	199-41-6121-00-730-99-000	Supplemental/FLSA	2.08	200.00				200.00	260.00	259.76	0.24	450.00	450.00	0.00	450.00	<u>^</u>
l	199-41-6125-00-730-99-000	Temporary Salaries	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	199-41-6249-00-730-99-000	Contracted Maintenance & Rep	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	199-41-6291-00-730-99-000	Consulting Services	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	199-41-6299-00-730-99-000	Miscellaneous Contracted Serv	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
L	199-41-6329-00-730-99-000	Reading Material	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	=
	199-41-6393-00-730-99-000	Furniture	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	199-41-6394-00-730-99-000	Technology Supplies	4.58	440.00				0.00	440.00	147.99	292.01	0.00	0.00	0.00	0.00	
	199-41-6396-00-730-99-000	Software & Licenses	2.71	260.00				0.00	260.00	0.00	260.00	0.00	260.00	260.00	0.00	
	199-41-6397-00-730-99-000	In-District Printing	2.08	200.00				1,005.00	505.00	0.00	505.00	1,005.00	1,005.00	0.00	1,005.00	
	199-41-6399-00-730-99-000	General Supplies	69.84	6,705.00				6,250.00	4,618.00	1,693.45	2,924.55	6,000.00	5,630.00	4,409.35	1,220.65	
	199-41-6399-00-730-99-TR0	General Supplies	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	199-41-6411-00-730-99-000	Travel	15.57	1,495.00				1,495.00	1,465.00	528.99	936.01	1,495.00	1,495.00	209.49	1,285.51	-
	Print Worksheet										<u>E</u> xit Workshe	et				-

APPROVING WORKSHEETS IN FERP

Who Must Approve??

In FERP, if you are able to plan a budget worksheet, you must also be the first to approve the worksheet. So, **after you submit the worksheet for approval YOU NEED TO GO IN AND APPROVE THE WORKSHEET.**

Getting to the Worksheets to Approve Them

To get to the budget planning worksheets in FERP to approve them, from the FERP Home Page, in the search box:

- Type Approve Budget Owner.
- When you do this, provided you have access to plan worksheets, you will be able to click on the link for APPROVE BUDGET OWNER ALLOCATIONS.

ERP	Killeen Independe	nt School District		pprove Budget Owner ≡ × ⑦ Carrie C	arroll Simpson ~ 🛛 📿 着
\ominus		DN / Killeen ISD	SEARC	CH RESULTS	
ŵ	My Entry	Points	Appro	ove Budget Owner Allocations	
	My Entry Points	118 ×			
					× A O A
9		Welcome, Carrie Carroll Sir	mpson		• • • • • ontline
Û		Welcome, carrie carron on	hpson	C fr	ontline
111				ed	ucation
=					
42		Favorites	Budget Planning	Accounts Payable	
0		My Accounts	Employee Service Center	Federal Civil Rights	
ė		Approve Budget Change Requests	My Assets Management	Accounts Receivable	
۲		Approve Check Requests			
		Approve Requisitions	Budget Management	Business Services - Awaiting Approval	
		Approve Employee Advance/Reimbursement Requests	Business Services - Orders, Budget, & Balances	Business Services - Setup	
		Approve Non-Employee Reimbursement Requests Request Budget Change	Fixed Assets	Payroll Management	
		Budget Request History Search	PEIMS Processing	Reports	
		Account Element Code Values			
		Maintain Allocation			
		Account Number Maintenance			
		Position Search			
		Employee Search			
		Employee Payroll			
		Employee Payroll Check			
		Employee Earnings			
		Financial Audit			
•		Journal Entry			
		Role Maintenance			
		Function Maintenance			
		Adjust Distribution Of Budget Owner Allocations Allocate Budget Owner Allocations			
0		Allocate Budget Owner Allocations Approve Budget Owner Allocations			
© 2021		Maintain Budget Owner Allocations			-
				-	

> Click on that link. It should take you to a screen that looks like the screen-print below.

dget Owner Filer cation i	Approve Bug		el	Budge	et Wo	rksh	leet	ŀ						
dgst Owner Filer ocation bgroup: ocation ocatio	Budget Own	er Allocatio	on Search C	Criteria										
udget Owner Allocations Ilocation Budget <u>Status</u> <u>Curr/Next</u> <u>Org</u> <u>Avail</u> <u>Adjustment</u> <u>Adjustment</u> <u>Allocatable</u> <u>Unallocate</u> <u>Curr Yr</u> <u>Curr Yr</u> <u>Prior Year</u> <u>Prior Year</u> <u>Prior Yer</u> <u>Transactions</u> <u>Adopted Bdgt</u> <u>Amended Bdgt</u> <u>Transactions</u> <u>Adopted Bdgt</u> <u>Curr Yr</u> <u>Curr Yr</u> <u>Curr Yr</u> <u>Curr Yr</u> <u>Prior Year</u> <u></u>	Budget Vear: Budget Owner: Allocation: Allocation Category:	* 2022		> > > >	Fund	- Func		ubObj - Org	- pi - i	Local				
0 Reco	Budget Own	er Allocatio Budget			org						Adopted	Amended		
	≡ (2* <u>E</u> dit	te <u>V</u> ie	w								Bdgt	Bdgt		0 Recor

- Be sure the Fiscal Year shown at the top of the page is 2022. If it is not, then select 2022. (see pink arrow above)
- > Be sure the Status is shown as "Approval in Progress" (see green arrow above)
- Press the SEARCH button.
- > Anything you have access to APPROVE is shown.

pprove Budget Owner Allocation													
udget Owner Allocation Search													
dget Vear:	~	Status: Approval in Prog Fund - Func - Obj - SubO 		- pi	- Local								
Q Search udget Owner Allocations													
	Status	Curr/Next Approver	-	lvail 🕑	Adjustment ≚ In	Adjustment ~ Out	Allocatable ~ Alltmnt	Unallocated × Amt	Curr Yr 🕑 Adopted Bdgt	Curr Yr 🕑 Amended Bdgt	Transactions	Prior Year Adopted	Prior Year Amended
llocation≚ Budget Owner												Bdgt	Bdgt
	s Approval in Progres	ss Megan BradleyCarrie Carroll Simpson	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00	9,600.00	9,600.00	7,514.46	Bdgt	Bdgt

- Click on the first line you see to highlight it. Then be sure to press the EDIT button, NOT the View button.
- > You will now have access to the worksheet to approve.
- > To approve the worksheet, press the "APPROVE" button (see pink arrow on screen-print below).

udget Year: 2022	wkbk: Open	Allocatio	n/Owner: Org	730/730 (Fla	t)			Status: A	pproval in Pr	ogress			Rev: Work In	Progress	
Budget Owner Allocation	Allotment Adjustment Versi	ion History	Approval Hist	ory											
Allotment															
vailable Budget Percent: 10	10.0 Recurring: Recur	rring with Allo	cation			ount number ons are equa	s where Curre al to zero?	nt Amended B	udget and Cu	rrent Year	Ves (No No			
llotment Amount:	9,600.00 Justification: C	haracters rem	naining: 500	/. (500 max)		count Numb		Fund - Fur	nc - Obj	- SubOb	- Org	- pi -	Local	Q <u>F</u> ilter	<u>R</u> emove Filter
Driginal Allotment	🗠 Avail A	llotment		~	Adjustment	In		🔄 Adjustn	ent Out		~	Allocatable	Allotment		
	9,600.00			9,600.00			c	.00			0.00				9,600.0
otal Allocation Amount: 9,6 lesult Page: 1 <u>2</u> Results Bdgt Acct		Allocate	0.00 Allocate Amt	Details	Explanatio	Rsrv PCT	Curr Adopted	Curr Amended	Curr Yr Tran	Curr Yr Diff	Pr Adopted		Pr Yr Tran	Pr Yr Diff	
	5 I I I I I I I I I I I I I I I I I I I						Bdgt	Bdgt		0.00	Bdgt	Bdgt			
199-41-6121-00-730-99-000	Supplemental Pay/Comp/OT Supplemental Pay/Comp/OT	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
199-41-6125-00-730-99-000		0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
199-41-6125-CN-730-99-000		0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6141-CN-730-99-000		0.00	0.00				0.00	2.54	2.54	0.00	0.00	0.00	0.00	0.00	
199-41-6142-CN-730-99-000	Group Health/Life/Dental Insur	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6143-CN-730-99-000	Workers Compensation	0.00	0.00				0.00	0.16	0.16	0.00	0.00	0.00	0.00	0.00	
199-41-6146-CN-730-99-000	Teacher Retirement	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
99-41-6214-CN-730-99-000	Lobbying	0.00	0.00				0.00	0.72	0.72	0.00	0.00	0.00	0.00	0.00	
6239-00-730-99-000	ESC Region Fees	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Contracted Maintenance & Rep		0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	- 0 - ++		~						0.00		0.00			0.00	

Approvers cannot make any changes to worksheets. Once a worksheet has been submitted, the only options for approvers are Approve or Deny.

WARNING ON PRESSING DENY

If you deny a worksheet because something needs to be changed, <u>PLEASE SEND AN E-MAIL TO DL</u> <u>– BUDGETARY SERVICES</u> letting us know. Once a worksheet is Denied, FERP does NOT have the worksheet go back to the Budget Owner. The worksheet will have a status of DENIED and the allocation will NOT be budgeted!