



## BUDGET NEWS

**November 2021**

### Budget Updates

- **Beginning the 2021 school year Special Population Program Intent codes will no longer have roll up codes**
- **For functions 12-61**, please remember to use **Program Intent 99**.

Unless Campuses and or Departments are instructed to use assigned Program Intent, for example **Special Population (21-38)**.

- **Program Intent Codes**
  - 21 Gifted & Talented
  - 22 Career & Technical
  - 23 Special Education
  - 24 Accelerated Education
  - 25 Bilingual
  - 26 AEP Services
  - 28 DAEP Basic Services
  - 29 DAEP SCES
  - 30 Title I, Part A School Wide Activities Related to SCE
  - 32 Pre-K
  - 33 Pre-K Special Education
  - 34 Pre-K Compensatory Education
  - 35 Pre-K Bilingual Education
  - 36 Early Education Allotment
  - 37 Dyslexia
  - 38 College, Career, and Military Readiness

### 2021-2022 B.O.S.S. Training Dates

To sign up for training register through Eduphoria.  
[Eduphoria](#)

**Class Time:** 8:30am -12pm  
**Location:** TLC Room 9

**November 11, 2021**  
**December 9, 2021**  
**January 13, 2022**  
**February 10, 2022**  
**March 3, 2022**  
**April 7, 2022**

All participants must have Munis access. Please bring a laptop, notepad and a pen.

### New Munis Training

Training for the district wide Munis update will be on **11/17/2021**. Everyone is encouraged to attend the trainings as some munis functions will be changing.

There will be one training for each of the following: Payroll, Purchasing, Budget and Accounts payable.



### Budget Nuggets

Reminder, -object codes for Extra duty Pay, Professional and Support Stipends are the following.

**6116 Extraduty pay only:** Teachers & other Professional Employees, current full-time employees  
**6118 Professional Stipends only:** Teachers / other Professional Employees **6121 Overtime Support only:** Secretaries & other Support Personnel  
**6128 Support Stipends only:** Secretaries & other Support Personnel  
**6411 Travel Employee only:** Fees associated with virtual & in-person training

## Budget Nuggets Con't

- Allow 24-48 hrs for review & approvals for the following:
  - Budget Transfers
  - Budget Strings
- Don't Forget
  - To receive on purchase orders in Munis only after physically receiving your items
  - To run your Year-To-Date budget reports for your campus and /or department weekly.

## Budget Tips

- ✚ Call the Budget Department if you need assistance with a budget code to verify an absence in SmartFind,
- ✚ Remember to **always** verify substitute requests,
- ✚ Substitutes covering for staff development per a departments request, could be funded by the department. Remember to inquire about funding source with that department.



**In the Month of November the last day to enter Cross Function Transfers is November 3rd.**

## Cross Function Budget Transfer Deadlines

The 2021-2022 General Fund Budget Transfers Deadline Calendar can be found below.

[Budget Sharepoint](#)

## Munis Training Con't

Registration will be through Eduphoria.  
The class time are as follows:  
**8:15 -9:00 Budget-** New Munis 2019.1 End User Training  
**9:10-9:40 Purchasing-** New Munis 2019.1 End User Training  
**9:50-10:20 Accounts Payable -** New Munis 2019.1 End User Training  
**10:30-11:00 Payroll -** New Munis 2019.1 End User Training

## Munis Access

If you do not have Munis access or your having trouble with the following: **KRONOS, Versatran, Munis**. Please reach out to Business Intelligence through Let's Talk. [click here](#) then click Munis Access/Questions.

## Budget Contacts

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