

BUDGET NEWS

November 2022

Student Incentive and Food Purchases

Please be on the lookout for helpful guides that will provide more information for purchasing food!

New Updates to Pre – K

Due to recent TEA updates, we will no longer use PICs: 32 (Pre-K), 34 (Pre-K Compensatory), or 35 (Pre-K Compensatory Education). We will now use PICs: 11 (Basic Educational Services), 24 (Accelerated Education), and 25 (Bilingual Education). All Pre-K accounts reflect this update.

For Your Information ...

- The calendar for Budget Transfer Deadlines can be found in the [Budget-Document Center](#). Below, you will find a snapshot of the calendar.
- Registration is still open for the next B.O.S.S Training for New Campus and Department Administrative Personnel. Please sign up through Eduphoria. If you are an experienced admin and would like additional training, please email helen.morales-perales@fwisd.org.
- Please remember requisitions submitted for special populations will be approved by that department **before** sending to purchasing.

Need to Know

If the budget number has not been previously used, please request budget number to be strung through [Budget Department String](#).

Please welcome our new Budget Managers!

Danielle Aery

Patricia Alphin



2022-2023 B.O.S.S Training Dates

This will be for New Department & Campus Admin/Support staff only.

Class Time: 8:30am -12pm

Location: TLC Room 9

Dates : **Tues Nov. 15**

Wed Dec. 14

All participants must have Munis access and a fully charged laptop.

Account Component Handbook

The 2022-2023 handbook has been posted in the Document Center.



Munis Access

If you do not have Munis access or you're 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 Transfer

To ensure each purchase is in line with the District's objectives/goals, please provide detailed justification in the comment field for all budget transfers. If additional space is needed, please use the "additional description" tab at the bottom of the Budget Amendment Detail Lines page. Attach any supporting documentation that may assist with justification. Transfers will be **rejected** if comment/justification is not entered. Please enter the Fund in Reference 1 field. This will help expedite the approval process. Please contact Budget if you have any questions.

Budget Tips

- Due to high volume of budget transfers, please allow up to 48 hours for approvals.
- Please allow up to 24 hours for budget string approvals.

Reminders.

- Please remember do not pay for subs for vacant positions. Please call the Budget Department and we will provide you with a budget number.
- Budget transfers for special populations can only be within the same program intent.
- When purchasing food/snacks please identify **sub-object with OFD** (ex.:199-xx-xxxx-**OFD**-LOC-xx-xxx-000000). Before food/snack requests are submitted please ensure sufficient funds are available within your budget.

Budget Contacts

Carmen Arrieta-Candelaria CFO	817-814-2103
Patricia Young Exec Director of Budget	817-814-2177
Diana Santos Budget Manager	817-814-2172
Cynthia Sherk Budget Manager	817-814-2176
Danielle Aery Budget Manager	817-814-1414
Patricia Alphin Budget Manager	817-814-2178
Helen Morales Specialist I Special Revenue	817-814-4179
James Nevins Specialist V	817-814-2173
LaToria Powell Budget Analyst	817-814-2165
Margie McBain Coordinator	817-814-2101

GENERAL FUND CROSS FUNCTION BUDGET TRANSFERS APPROVAL DEADLINE DATES 2022-2023

Approval Deadline	Cross-Function Transfers on Hold	Cross-Function Transfers Resume
N/A	July 1, 2022- August 31, 2022	September 1, 2022
September 28, 2022	September 28 - 30, 2022	October 1, 2022
October 12, 2022	October 13 - 31, 2022	November 1, 2022
November 2, 2022	November 3 - 30, 2022	December 1, 2022
December 14, 2022	December 15 - 31, 2022	January 1, 2023
January 25, 2023	January 26 - 31, 2023	February 1, 2023
February 22, 2023	February 23 - 28, 2023	March 1, 2023
March 29, 2023	March 30 - 31, 2023	April 1, 2023
April 26, 2023	April 27 - 30, 2023	May 1, 2023
May 31, 2023	June 1 - August 31, 2023	September 1, 2023

NOTE: May 31, 2023 is the final deadline to approve all Budget Transfers for the 2022-2023 school year.

Other Helpful Numbers

Payroll	4-2180
Purchasing	4-2200
Financial Services	4-2141
Accounts Payable	4-2120
Budget	4-2170
Information Systems	4-2270
Grants & Development	4-2280