

BUDGET NEWS

SEPTEMBER 2020



WELCOME BACK!

As we prepare to start school on **September 8th**, we would like to remind you of the following information.

In the following pages you will find instructions on how to run Year-to-Date reports for your campus and/or department. Remember to update the year in the report options -YTD section to reflect 2021 / 99.

******Reminder, objects for Extra duty Pay, Professional and Support Stipends are the following.******

Object: 6116 Extra duty pay only.
(Teachers & other Professional Employees, current Full-Time employees)

Object: 6121 Overtime Support only.
(Secretaries & other Support Personnel)

Object: 6118 Professional Stipends only. (Teachers & other Professional Employees)

Object: 6128 Support Stipends only.
(Secretaries & other Support Personnel)

Object: 6499 Please use this for on line webinars during COVID (not related to travel)

For more detailed information on how to understand the components of a budget number, you can sign up for the upcoming BOSS training.

Currently the 2020-2021 Accounts Component Handbook is being revised and will be posted to the document center as soon as it is available.

2020-2021

BOSS TRAINING DATES

******Due to Covid-19 all classes will be virtual instead of in person******

As of right now the days and times for training's are as follows:

Time: **8:30 a.m. - noon**

Days: September 10

October 15

December 10

January - Date TBD

Please e-mail **Helen Morales-Perales** to sign up for training. A zoom invite will be sent to you a couple of days before the date of the class.

The following will be needed for your class:

- Printed copy of the latest Account Component Handbook
- Pen, Paper and tabs

MUNIS ACCESS

If you do not have Munis access or your having trouble with the following (**KRONOS, Versatran, Munis** in general) please reach out to Business Systems through their Let's talk page. Visit www.fwisd.org/Page/23938 then click Munis Access/Questions.

2020-2021 Special Revenue Negative Budget Cleanup Requirements

Effective 2020-2021 school year, grant owners will be asked to clean up all negative payroll budget lines (including fringe) for all grants under their stewardship. The request will be sent out quarterly, but grant owners are strongly advised to run Year-to-Date budget reports on a monthly basis and process clean-up at that time.

If you have any questions, please email **Helen Morales-Perales** or **Cynthia Sherk**.



Student Incentives Guidelines & Student/Staff Food Guidelines

Our office has received calls asking about how to buy items as incentives for registering on time due to COVID or if certain food items/snacks could be purchased using the general fund. Attached you will find the charts for student incentives and the guidelines for food purchases.

If after reviewing these documents you have questions, please call or email the budget office.

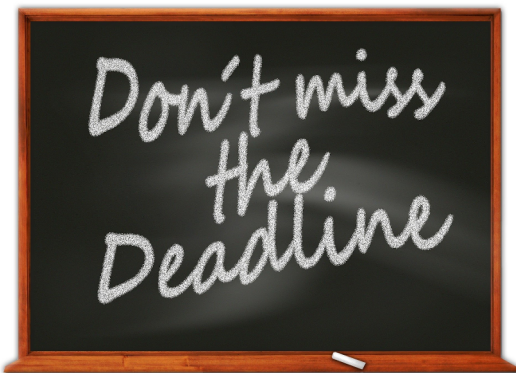
****Both documents will also be posted on the document center****

BUDGET NUGGETS

- **Remember to run your Year-to-Date budget reports for your campus and/or department weekly.**
- When you physically receive items, make sure you receive on items in Munis.
- If you missed previous issues of Budget News, they can be found on the **Budget Departments home page**.
- **When entering a budget transfer please allow 24-48 hours for review and approval.** Make sure you are keeping up with the General Fund Cross Function Budget Transfer Deadlines.
- Please allow 24-48 hrs for **budget string** requests to be created.



CROSS FUNCTION BUDGET TRANSFER DEADLINES



Attached you will find the 2020-2021 General Fund Budget Transfers Deadline Calendar.

Note: Final Budget Transfers for the end of the school year TBD.

BUDGET ACRONYMS

These are some of the most frequently used words and their meanings.

BOSS—Business Operations Support Sessions

PIC—Program Intent Code

YTD Report—Year To Date Report

LTD Report—Life To Date Report

IC—Indirect Cost

PCN—Position Control Number