MAY 2018

LGBMS ENTITY USER GUIDE

LOCAL GOVERNMENT BUDGET MANAGEMENT SYSTEM

LOCAL GOVERNMENT DEPARTMENT
BUDGET AND FINANCE BUREAU
http://www.nmdfa.state.nm.us

CONTENTS

GLOSSARY OF TERMS

Account – In reference to your budget, an account is the combination of fund, department, and object code as specified in the chart of accounts.

Actions Button – You will find this button next to most line items in LGBMS. This button is used to conduct specific activities against that particular line item. Such activities include, accessing a specific module for a budget year or editing a budget entry.

Add – This button is found in all three modules and is used to manually add a line item.

Adjusted Balance – The “Adjusted Balance” (Ending Cash Balance) is the last column on the Recap report.

Adjustment Module – Adjustments made to the budget are entered in the adjustments module.

Breadcrumb navigation– The recommended way to navigate LGBMS is using the breadcrumb which is located on the top left of the application window.

Budget Adjustment Request (BAR) – Increasing or decreasing the budget of an account in LGBMS requires that a budget adjustment request is submitted. Depending on the type of adjustment, the request may or may not require State review and approval.

Budget Authority – This is the fund level budget amount that is approved for you to spend.

Budget Module – This is where you enter your initial and final budgets

Budget Period – Budget Period is the specified future period of time over which revenue and expenses are estimated.

Cancel – This button is used when you have started but no longer want to proceed with entering, editing or uploading in LGBMS.

Chart of Accounts – This is a complete listing of funds, departments, and object codes that make up the accounts in LGBMS.

Check box – The check box is a small box located to the left of a line item. Used when multiple items can be selected.

Comments – During the review process, your analyst and you may enter comments related to specific line items, funds, or files.

Confirm – When deleting or submitting data, you will be asked to confirm your action. This is to ensure that you are not deleting or submitting by accident.

Crosswalk – This is the process of identifying or translating your internal budget chart of accounts to align with the LGBMS chart of accounts.

CSV – Comma separated values files are a very common file format used when importing tabular data into a database.

Dashboard – The first page you see when you log into LGBMS were data is summarized and quick-links to other parts of the system are provided.

Delete – This button is used to remove a line item or file. Select the item(s) by clicking the check box and click the delete button.

Delete all – This will delete all line items in your budget or financial report.

Department – A unit within your entity that would develop an annual budget

Dropdown – A menu of pre-defined options to select from.

Edit – This option is used when an entry needs to be modified. Edit is available from the Actions button.

Exception - LGBMS checks that data entered into the system meets certain validations. In certain instances, exceptions are permitted. These exceptions are:

- Submitting a budget with a beginning negative cash balance.
- Submitting a financial report where the total transfers in equal the total transfers out.
- Submitting a financial report where the budget authority is exceeded.
- Submitting a financial report with a negative adjusted balance.

Files – These are documents that show the justification of the budget, adjustments, and financial reports.

Fund – A fund consists of specific revenue sources that must be appropriated for a specific expenditure.

Import – To import is to bring in data into LGBMS from an outside source, e.g. your financial/budgeting system.

LGBMS – Local Government Budget Management System

Menu – The main menu option is accessed by clicking the word MENU located on the top left of the screen.

Menu Bar – On most pages in in LGBMS, activities associated with adding, importing, deleting, and submitting are accessed from the menu bar that spans horizontally above the data table.

Notification/Alert Area – As you enter budget, adjustments, or financial reports into LGBMS, the system checks to make sure certain data validations are met. Any notifications or alerts will be displayed in this area indicating if any data validations are not met or exceptions being made.

Object Code – A classification of either cash, revenue, or expenditure item that is associated with a department and fund.

Profile – Your user profile is accessed by clicking on your email address displayed on the top right of the screen.

Radio button – Similar to a check box, this is a round selection icon. Used when only one option can be selected.

Read – This is associated with a comment being marked as read, i.e. you have addressed the comment and no longer need LGBMS to indicate that comment as being unread.

RECAP – The recap report is available in the budget and reporting modules and represents a fund level summary of your budget or financial report.

Reporting Module – Financial reports are entered and submitted in the reporting module.

Reporting Period – The reporting period is the specified past period of time over which revenue and expenses are being reported, typically over a quarter year.

Reports – These are detailed or summary reports of an entity's budget.

Save & Close – This button is used to save the data you have entered and return you to the previous screen.

Save & New – This button is used to save the data you have entered and refresh your current window so you can enter more data.

Submit – This button is used to submit your budget, adjustment, or financial report to your analyst for review.

Table – The table refers to the tabular information displayed in the main window.

Template – Templates available or download in LGBMS include the budget and reporting templates. These are CSV file that can be opened in any spreadsheet software. The templates are used to help you prepare your import files.

Transfer – A transfer is a type of budget adjustment that involves moving budget between object codes within a fund or between funds.

Unread - This is associated with a comment being marked as unread, i.e. it is a comment from your analyst that you haven't addressed yet are keeping it as unread so that you know to return to it at a later time.

Upload – To associated files with your budget, adjustment, or financial report you will upload electronic version of your files. They can be PDF, excel, word, or image files.

Validations – LGBMS checks that data entered into the system meets certain validations. Certain validations will prevent you from submitting your budget or budget adjustment request. These validations check the following:

- That the budget has a positive adjusted balance.
- That a budget has balanced transfers (total transfers in equal total transfers out).
- That a BAR maintains balanced transfers or a positive adjusted balance.

Workspace – The main area on the screen that typically displays the table.

OVERVIEW

System Requirements

Recommended Hardware

Internet capable computer with the following specifications:

- Windows 7 and newer
- Mac OSX 10.6 and newer

Computer Speed and Processor

- A computer less than 5 years old when possible
- 1GB of RAM
- 2GHz processor

Recommended Software

Internet browser:

- Internet explorer
- Chrome
- FireFox
- Safari

Spreadsheet software:

- Microsoft Excel

Internet Speed

Along with compatibility and web standards, LGBMS should accommodate low bandwidth environments. Keep in mind that performance will be dependent on your internet connection speed.

User Requirements and Support

Account

In order to access LGBMS, you will need to complete the LGBMS Security Access Form (SAF) to have an account created to access the system. The form is available on the DFA LGBMS website (http://www.nmdfa.state.nm.us/lgbms.aspx).

The form must be approved by a local government representative (Authorizer) with highest fiscal oversight such as a Mayor, County Manager, Finance Director, Executive Director or Chief Financial Officer. Once completed and signed the form should be returned to your local government's assigned Local Government Division (LGD) Budget Analyst.

Helpdesk

If you have questions or need technical support associated with LGBMS, please contact your budget analyst. Your analyst will address any non-technical issues and respond back to you. If the issue is technical, then your analyst will create a "help ticket" and send it to our IT Help Desk to address. The IT Help Desk may directly contact you via email, or you will be contacted by your Analyst.

We will make every effort to address your issue as soon as possible. However, keep in mind that although LGBMS is accessible 24/7, **technical support is only available during state government business hours which are Monday through Friday from 8:00 am to 5:00 pm**.

DATA PREPARATION

The instructions provided within will guide you through the budget submission process after you have completed your crosswalk. For more information on the chart of accounts, as well as crosswalk tips and tutorial, please visit http://nmdfa.state.nm.us/lgbms.aspx

In addition to your crosswalk, make sure to have supporting documentation in electronic format (for example PDF, XLS, DOC) so you can upload the files to LGBMS.

Examples of supporting documentation are available online at http://nmdfa.state.nm.us/bfb-forms.aspx

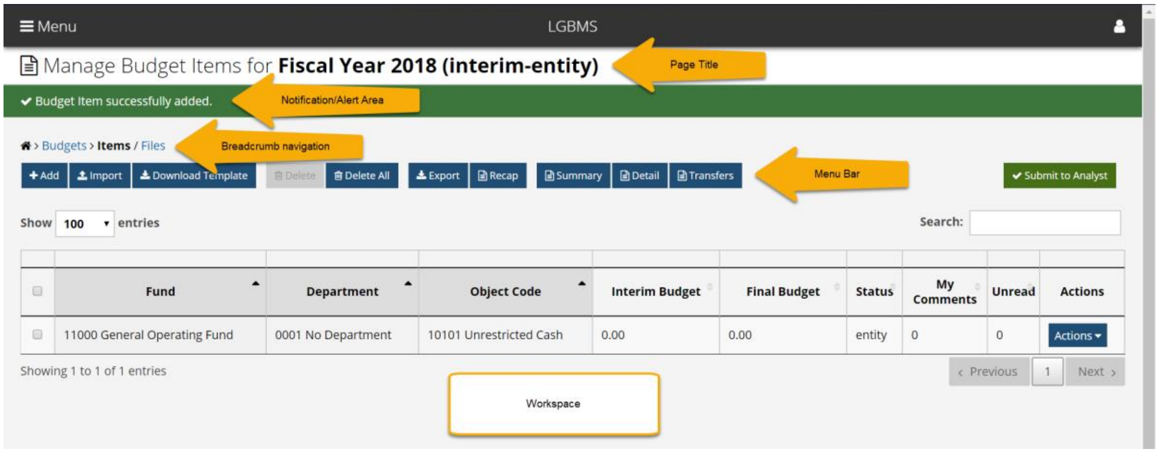
ICONS USED IN THE USER GUIDE

Provided throughout the document are call outs presenting key information. The call outs will be coded as follows:

IMPORTANT	Pay attention to call outs presented as IMPORTANT as such notes will provide requirements that are potentially critical to a feature or process being successful.
TIPS	Call outs presented as TIPS are helpful suggestions that may help with making the data preparation or entry a little easier.
INFORMATION	Call outs presented as INFORMATION are reference or concepts to potentially help you better understand a process or workflow.

INTERFACE

General Layout



Each page will have a PAGE TITLE to indicate where you are in the system.

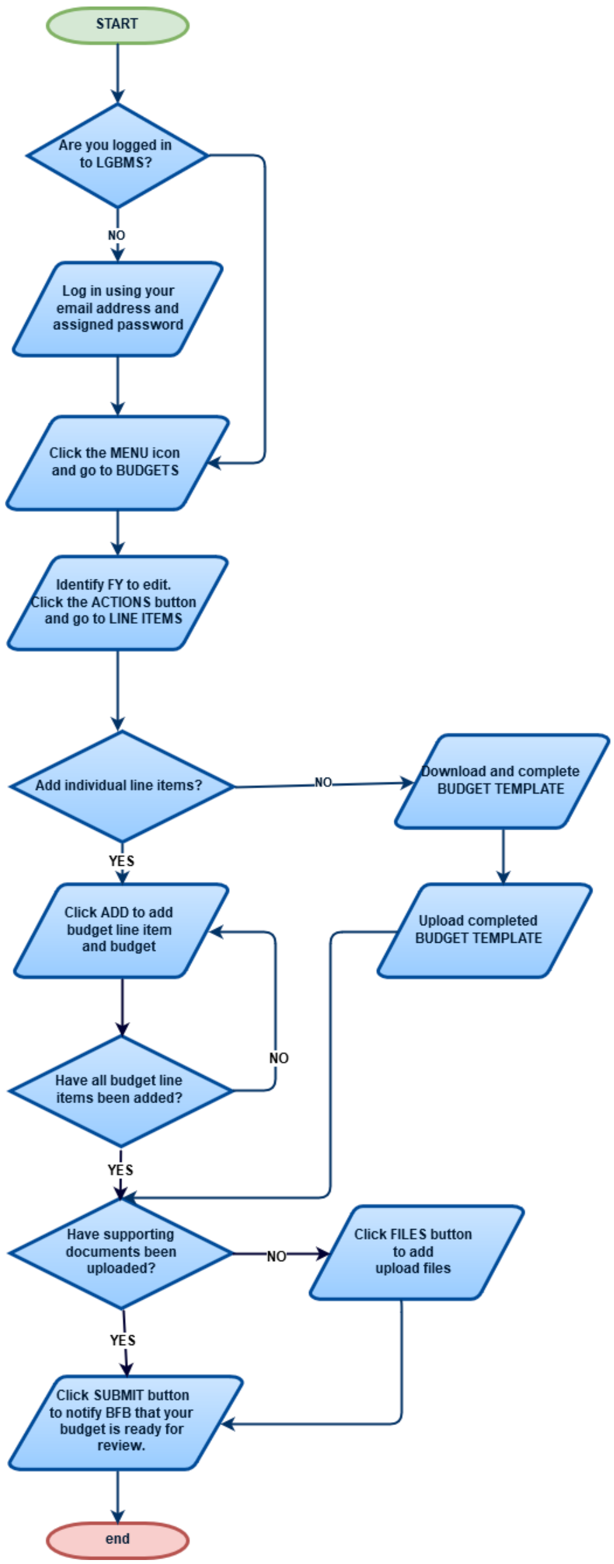
Most pages will provide breadcrumb navigation that can be used to return to related pages by clicking on available links.

Most pages will have a MENU BAR consisting of a series of buttons. The combination of buttons will vary depending on the page.

The general WORKSPACE may include tables or forms to display or capture the necessary information.

ANNUAL BUDGET SUBMITTAL

WORKFLOW



Presented below are the steps to complete the following tasks:

- Creating a new budget
  - Option 1: by entering each line item within LGBMS
  - Option 2: by uploading a budget template to LGBMS
- Submitting a budget
- Modifying an existing budget
- Responding to comments

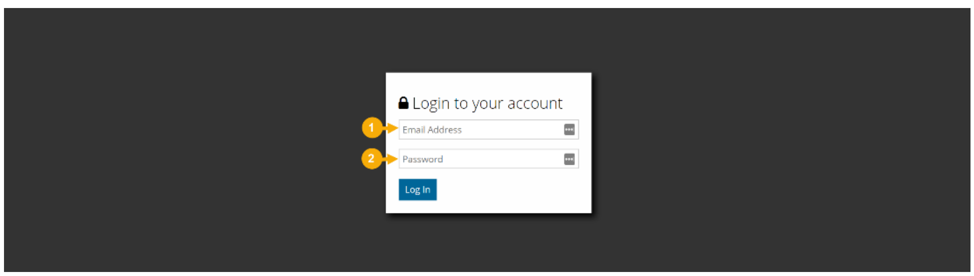
Video tutorials demonstrating the two budget entry options are available at:

1. Adding individual line items - https://youtu.be/Qz73zHg0BV8
2. Uploading a completed budget template - https://youtu.be/YfiO0ikjelw

LOGGING IN AND CHANGING YOUR PASSWORD

In box #1, enter the email address you registered to use with LGBMS.

In box #2, enter the temporary password provided to you.



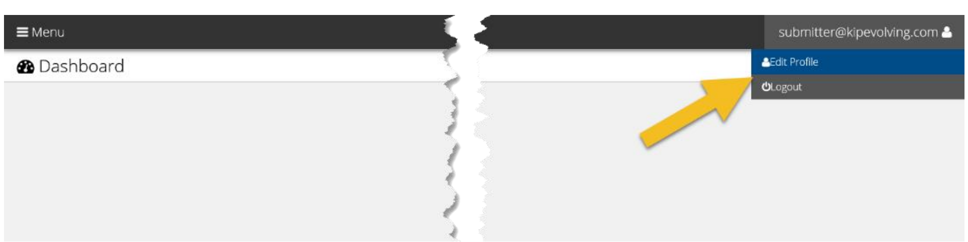
IMPORTANT:

- After logging into LGBMS for the first time, make sure to change your password.
- If you are not prompted to reset your password, follow the instructions provided below.

The password must be 8 or more characters long, contain upper and lowercase letters, a number, and a special character.

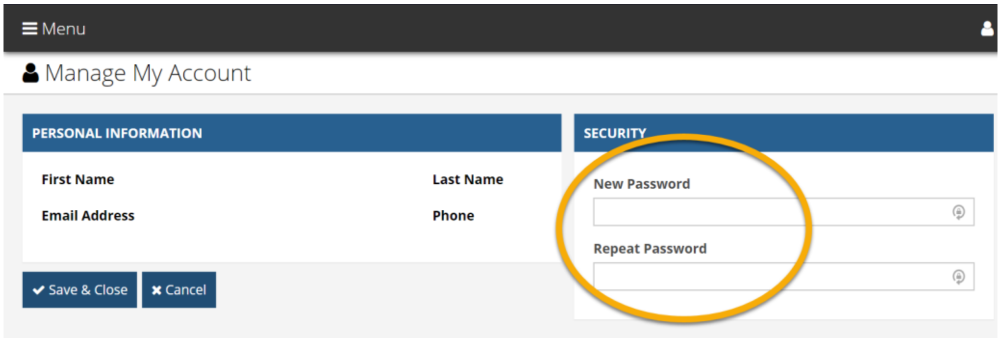
Once logged in, you will see your username (email) displayed on the top right of the application window.

Click on your username and select PROFILE from the dropdown menu.



On the right side of the page is where can change your password. Enter your new password and re-enter it below.

Click SAVE & CLOSE to commit the change.

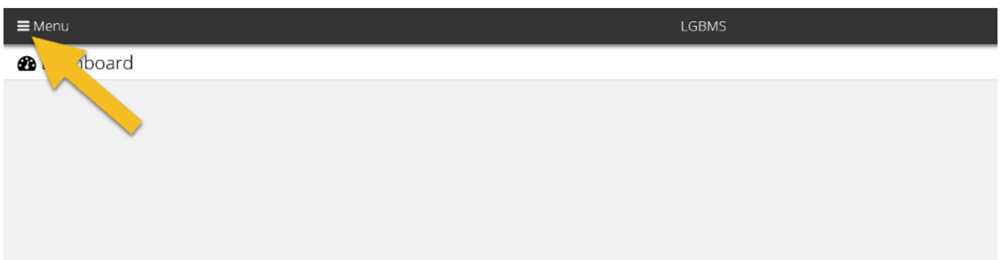


IMPORTANT:

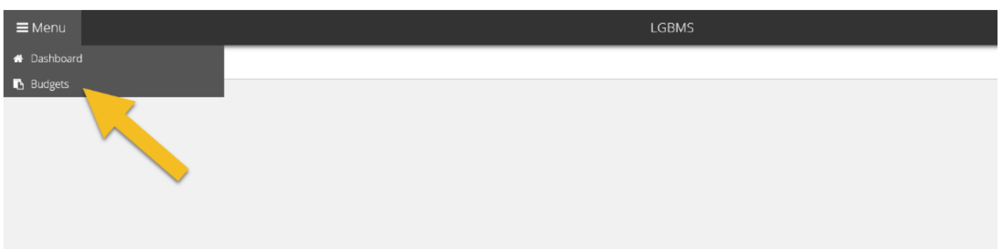
The password must be 8 or more characters long, contain upper and lowercase letters, a number, and a special character.

ENTERING YOUR ANNUAL BUDGET

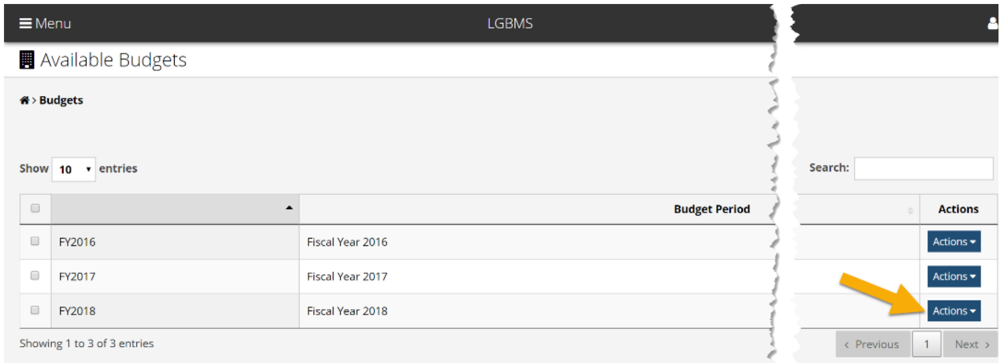
Click on MENU icon on the top left of the interface



Select BUDGETS to go to Budget screen



On the budget screen, identify the year for which you are entering your budget and click the ACTIONS button.



Adding budget line items (2 options)

There are two ways to enter your budget into LGBMS.

1. The first option involves selecting and adding each individual line item and entering the associated budget value within LGBMS.

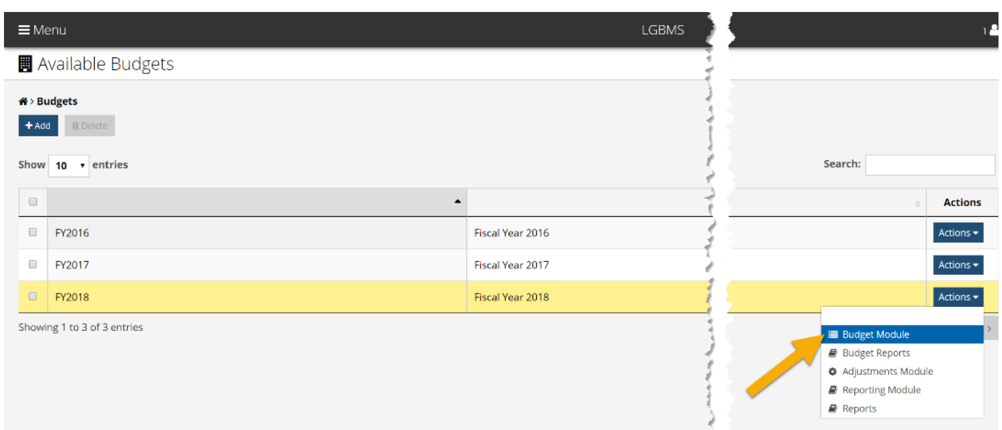
2. The second option involves downloading the budget template, using your preferred spreadsheet software to add budget values, then uploading the budget template into LGBMS.

Both options are described below.

TIP: Entering a budget manually (each line item individually) will probably be the preferred approach for budgets with less than 100 line items. However, once you have entered your budget, export your budget so you can use it as an import template the following year.

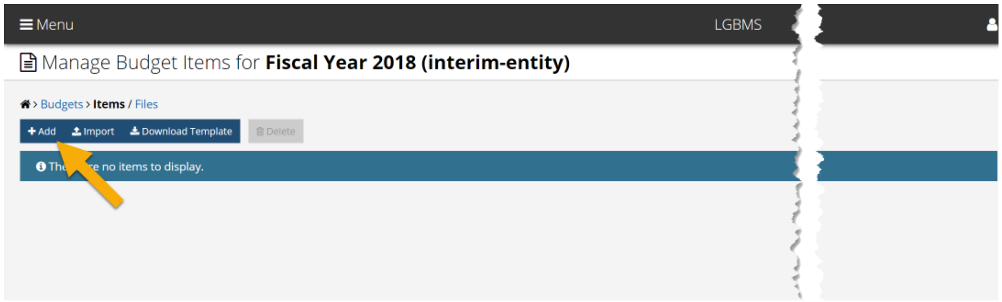
Option 1: Adding Budget Line Items directly into LGBMS

To add budget line items, click the ACTIONS button next to the appropriate budget year and select BUDGET MODULE. This will take you to the MANAGE BUDGET ITEMS page.

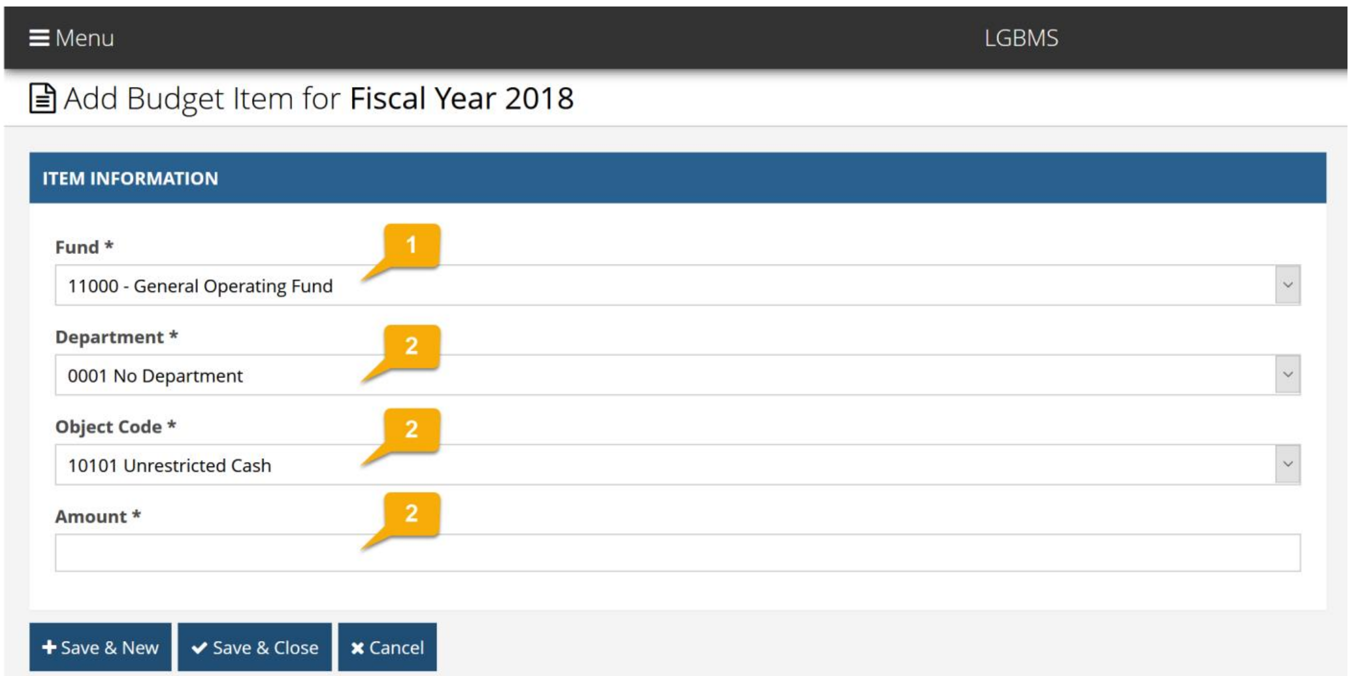


To add a line item, click the ADD button located on the menu bar.

This will take you to the ADD BUDGET ITEM page.



Provided below is a description of the dropdown menus and the value fields shown on the ADD BUDGET ITEM page.



1 – FUND

Funds are organized into seven roll-up categories:

1. General Fund
2. Special Revenue
3. Capital Projects
4. Debt Service Funds
5. Enterprise Funds
6. Internal Service Funds
7. Trust and Agency Funds

Within each roll-up are several funds which are listed below.

CODE	FUND
10000	**General Fund Roll-Up**
11000	General Operating Fund
20000	**Special Revenue Roll-Up**
20100	Corrections
20200	Environmental
20300	County Property Valuation
20400	County Road
20500	Hold Harmless GRT
20600	Emergency Medical Services
20700	E-911 Fund
20800	Farm & Range
20900	Fire Protection
21000	Quality of Life GRT
21100	Law Enforcement Protection
21400	Lodgers' Tax
21600	Municipal Street
21700	Recreation
21800	Intergovernmental Grants
21900	Senior Citizens
22000	Indigent Fund
22100	Hospital Gross Receipts Tax
22200	County Fire Gross Receipts Tax
22300	DWI Fund
22500	Clerks Recording & Filing Fund
22600	Jail - Detention
22700	County Emergency Communications and Medical & Behavioral Health GRT
22800	County Regional Transit GRT
22900	County Water & Sanitation GRT
23000	Regional Spaceport GRT
23100	County Business Retention GRT
23200	County Education GRT
23300	Municipal Higher Education Facilities GRT
24000	Hospitality Fee

CODE	FUND
24100	Convention Center Fee
24200	Local PILT (Payment in Lieu of Taxes)
25000	Forest Reserve - Title III
29900	Other Special Revenue
30000	**Capital Projects Roll-Up**
30100	Bond Proceeds Project
30200	CDBG (HUD) Project
30300	State Legislative Appropriation Project
30400	Road/Street Projects
30500	Gross Receipts Tax Proceeds Project
30600	NMFA Project
30700	Water Trust Board Project
30800	Other State Funded Projects
30900	Other Federal Funded Projects
39900	Other Capital Projects
40000	**Debt Service Roll-Up**
40100	General Obligation Bond Debt Service
40200	GRT Revenue Bond Debt Service
40300	Other Revenue Bond Debt Service
40400	NMFA Loan Debt Service
40500	State Board of Finance Loan Debt Service
40600	GRT Federal Water Project Loan Debt Service
49900	Other Debt Service
50000	**Enterprise Roll-Up**
50100	Water Enterprise
50200	Solid Waste Enterprise
50300	Wastewater/Sewer Enterprise
50400	Airport Enterprise
50500	Ambulance Enterprise
50600	Cemetery Enterprise
50700	Housing Enterprise
50800	Parking Facilities Enterprise
50900	Campgrounds
51000	Care of Prisoners
51100	Commissary

CODE	FUND
51200	Community Events
51300	Convention/Events Center
51400	Electric Utility
51500	Fairgrounds
51600	Fire Enterprise
51700	Gas Utility
51800	Golf Course Enterprise
51900	Health Clinic/Hospital Enterprise
52000	Jail/Detention Facility Enterprise
52100	Joint Utility
52200	Landfill Enterprise
52300	Motor Vehicle
52400	Museum/Library Enterprise
52500	Recreation Area Enterprise
52600	Recycling Enterprise
52700	Regional Planning Authority
52800	Rental Enterprise
52900	Sports Stadium
53000	Stockyards/Rodeo Grounds
53100	Transfer Station
53200	Transit Enterprise
53300	Utility Improvements
53400	Utility Reserve
53500	Water Rights
59900	Other Enterprise
60000	**Internal Service Roll-Up**
60100	Information Technology Services
60200	Maintenance Services
60300	Motor Pool Services
69900	Other Internal Service
70000	**Trust & Agency Roll-Up**
70100	Meter Deposits
70200	Property Taxes Held for Others
70300	Gross Receipts Taxes Held for Others
79900	Other Trust & Agency

2 - DEPARTMENT

Listed below are the departments and each department has a list of accounts. Cash, revenue, and fund transfer accounts are found under the department code 0001 No Department. Expenditure accounts are found under department codes 1000 through 9000.

CODE	FUND
0001	**No Department**
1001	**Elected Officials Roll-up**
1001	Governing Body
1002	County Probate
1003	County Assessor
1004	County Clerk
1005	County Sheriff
1006	County Treasurer
1007	Mayor
1008	Magistrate Court
1009	Municipal Court
2000	**Administration Roll-Up**
2001	Manager
2002	General Administration
2003	Attorney
2004	Finance/Budget/Accounting
2005	Internal Audit
2006	Operations & Maintenance
2007	Elections
2008	Municipal Clerk
2009	Municipal Treasurer
2010	Human Resources/Payroll
2011	Information Technology/Telecommunications
2012	Planning & Zoning
2013	Special Zoning
2014	Economic/Community Development
2015	Internal Services
3000	**Public Safety Roll-up**
3001	Law Enforcement
3002	Fire Protection
3003	Emergency Services/Ambulance
3004	Animal Control
3005	Dispatch/E911
3006	DWI Prevention
3101	**Emergency Services/Disasters**
4000	**Community Services Roll-up**
4001	Indigent Care

CODE	FUND
4002	Hospital Care
4003	Parks & Recreation
4004	Library
4005	Museums
4006	Swimming Pools
4007	Community Centers
4008	Senior Centers/Programs
4009	Child Care Centers
4010	Teen Centers
4101	**Health and Welfare**
5000	**Public Works Roll-up**
5001	County Roads
5002	Municipal Streets
5003	Sanitation
5004	Water & Sanitation
5005	General Conservation
5008	Irrigation/Acequias
5009	Environmental
5010	Farm & Range
5100	**Infrastructure**
5101	Public Works
5102	Infrastructure/Construction Services
5103	Property Services
5104	Highways and Streets
6000	Public Utilities Roll-up
6001	Electric Utility/Authority
6002	Gas Utility/Authority
6003	Water Utility/Authority
6004	Solid Waste Utility/Authority
6005	Wastewater Utility/Authority
6006	Joint Utility/Authority
7000	**Public Transportation Roll-up**
7001	Airport
7002	City Bus
7003	Regional Transit
8000	**Corrections Roll-up**
8001	Jail Enterprise
8002	Detention Center
8003	General Corrections
9000	**Other Public Enterprise Roll-up**
9001	Public Housing

CODE	FUND
9002	Ambulance Service
9003	Public Cemetery
9004	Parking Facilities
9005	Motor Vehicle

3 – OBJECT CODE

There are numerous object codes, each falling into one of five types:

- Cash – these object codes start with the number 1 and are found under department code 001 (No Department)
- Revenues – these object codes start with the number 4 and are found under department code 0001 (No Department)
- Expenditures – these object codes start with the number 5 and are found under department codes 1000 through 9000.
- Transfers – There are **Transfer In** and **Transfer Out** object codes that start with the number 6 and are found under department code 0001 (No Department)
    - Transfer In is object code 61100
    - Transfer Out is object code 61200
- Adjustments – There are **Payables** and **Receivables** object codes that are found under department code 0001 (No Department).
    - Payables object code is 21001.
    - Receivables object code is 12001.

INFORMATION: A full list of the accounts appropriate for your entity type is available from the budget module. Click DOWNLAD TEMPLATE to save a copy to your computer.

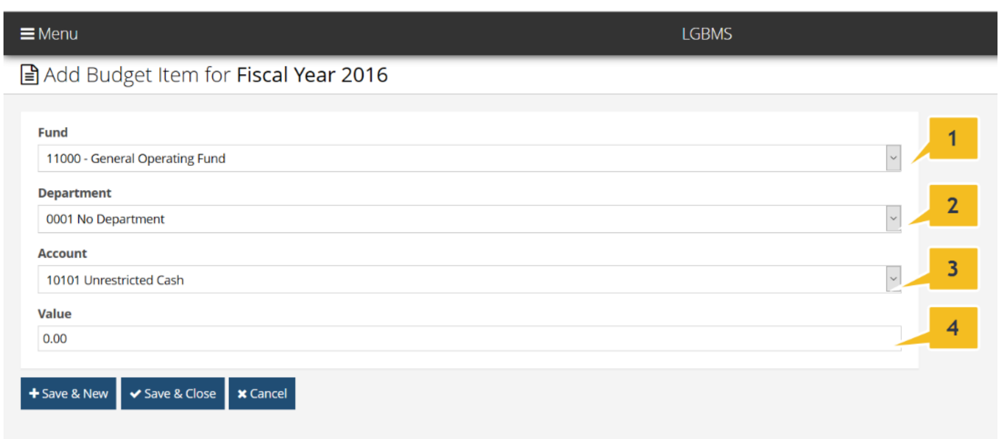
4 - Value

Enter the budget amount for the line item in this text box. Enter values only, i.e. no dollar sign ($) or comma (,).

Adding a Budget Item

On the ADD BUDGET ITEM page, select the appropriate fund, department, and object code by clicking on the down arrows shown on the right.

After selecting the appropriate account, enter the budget amount in the value box.



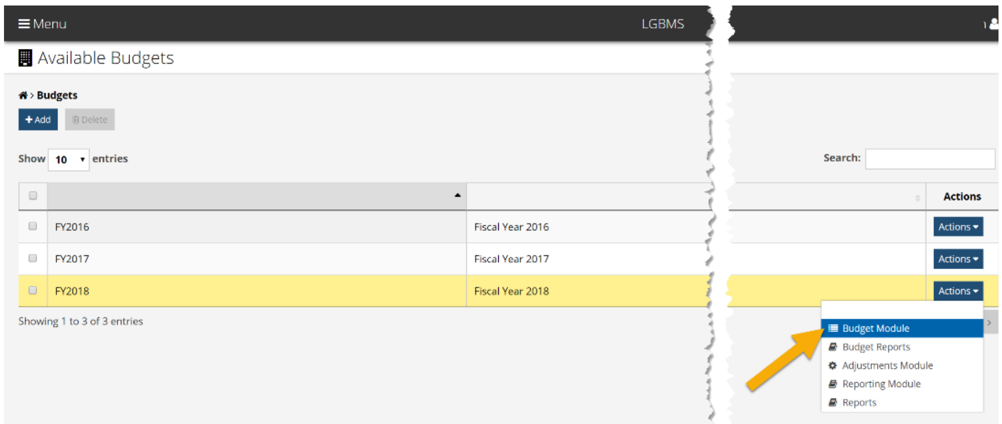
When you have additional budget items to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new budget item.

When you have added your last budget item, click **SAVE & CLOSE** to return to the MANAGE BUDGET ITEMS page.

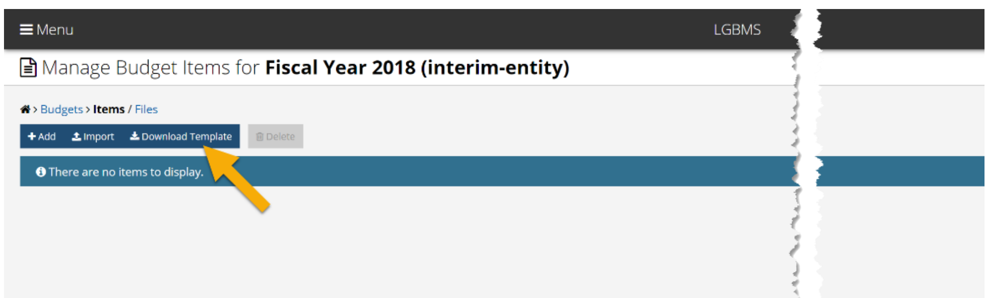
If you are ready to submit your budget, please review the instructions provided under SUBMITTING YOUR BUDGET.

Option 2: Uploading budget items to LGBMS

To add budget line items, click the ACTIONS button next to the appropriate budget year and select BUDGET MODULE. This will take you to the MANAGE BUDGET ITEMS page.



To download a copy of the budget template, click the **DOWNLOAD TEMPLATE** button located on the menu bar.



Depending on which browser you are using, you may be prompted to open or save the file. Or the file is automatically downloaded.

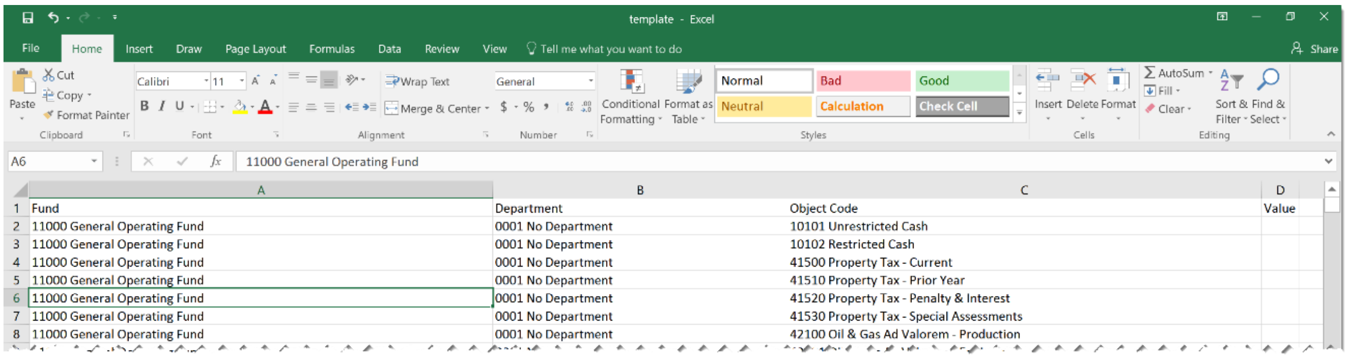
TIP: If prompted to save, click the down arrow next to the SAVE button so you can select SAVE AS and browse to where you want to save the template.

Browse to the folder where you saved the template and double-click on the file name. This should open the file in your default spreadsheet software.

INFORMATION: CSV stands for "Comma Separated Values". This is a very common file format to use for transferring tabular data between systems.

When you open the template in your spreadsheet software, you will see four columns. ONLY edit the VALUE column.

- Fund – do not modify
- Department – do not modify
- Object Code – do not modify
- Value – numbers only



TIP: If you are working in Excel, consider using the Autofilter feature. Filtering data will display only the rows that meet criteria that you specify and hides the other rows. You can also filter by more than one column. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data. For more information on data filtering in Excel, click the link below.

https://support.office.com/en-us/article/Quick-start-Filter-data-by-using-an-AutoFilter-08647e19-11d1-42f6-b376-27b932e186e0

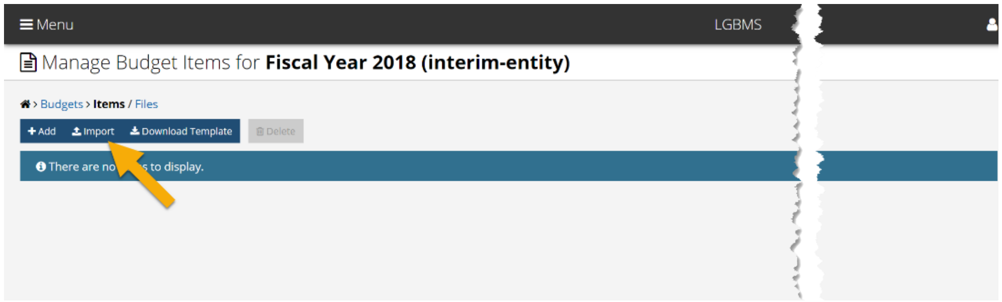
IMPORTANT:

- Do not add lines or columns to the template.
- Add numbers only in the VALUE column, i.e. no dollar symbol ($) or comma (,).
- Do not worry about the order of the rows.
- Make sure to sort all columns together to maintain the Fund-Department-Object Code combinations.

Importing the CSV file

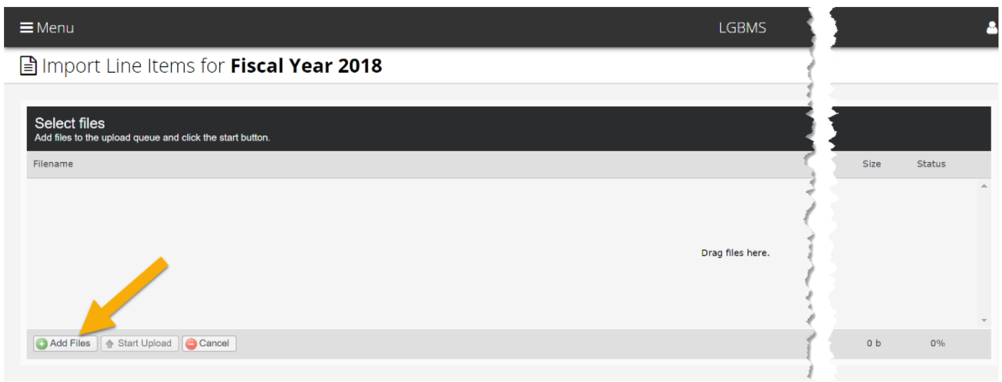
Once you have completed your budget worksheet, save the file as a CSV file. This is the only file format the system will accept.

Click the IMPORT button on the MANAGE BUDGET ITEMS page.

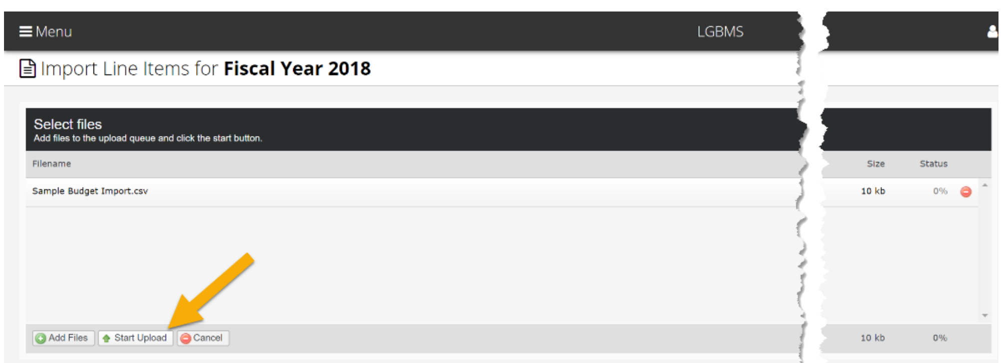


Click ADD FILES to browse for your file. Click OPEN or double-click to add the file.

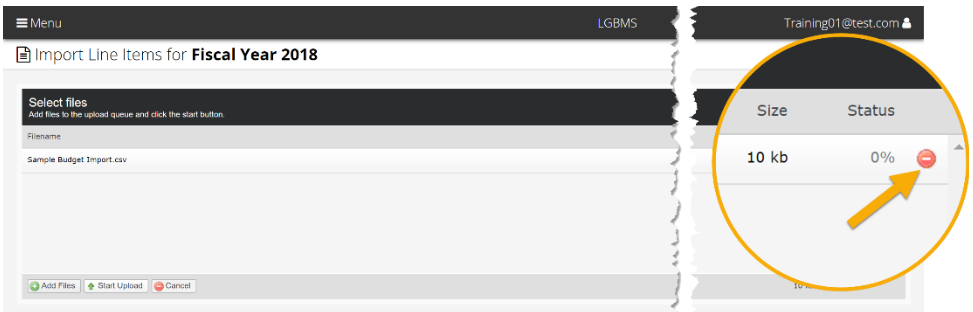
Another way to add the file is to drag and drop the file into the window.



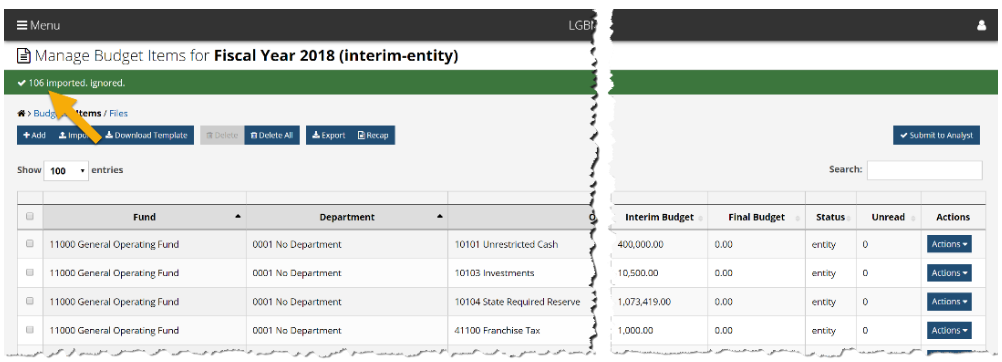
Once added, the file will be listed.
Click START UPLOAD to import the file.



TIP: To remove a file from the upload screen, click the small circle icon with the minus sign located on the far right of the file listing.



When the import is successful, the number of line items imported will be displayed and the line items will be added to your budget along with the budget values.



IMPORTANT:

For County and Municipal entities:

- Required reserve budgets are automatically calculated based on the revenue totals.

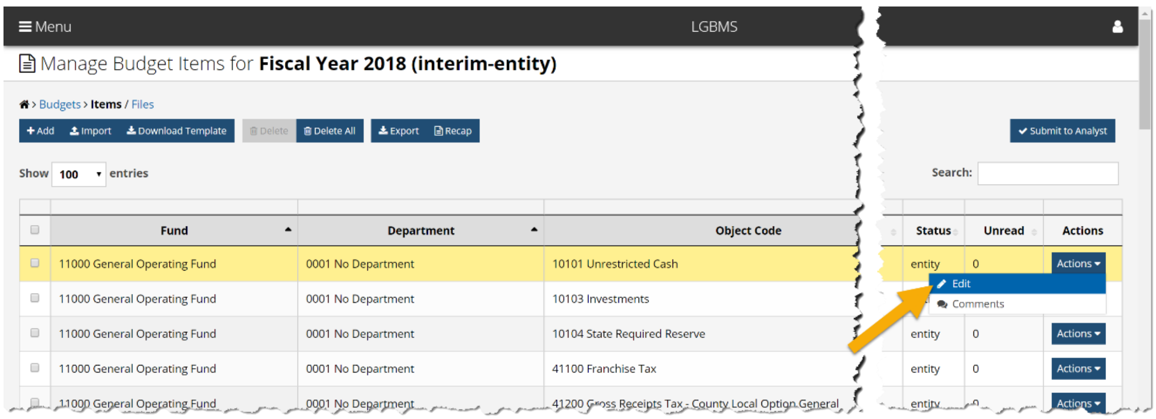
For Special Districts:

- Required reserve budgets are not automatically calculated. Object ode 10105 LOCALLY IMPOSED RESERVE is available for reserve budgets.

MODIFYING BUDGET LINE ITEMS

Editing a budget line item

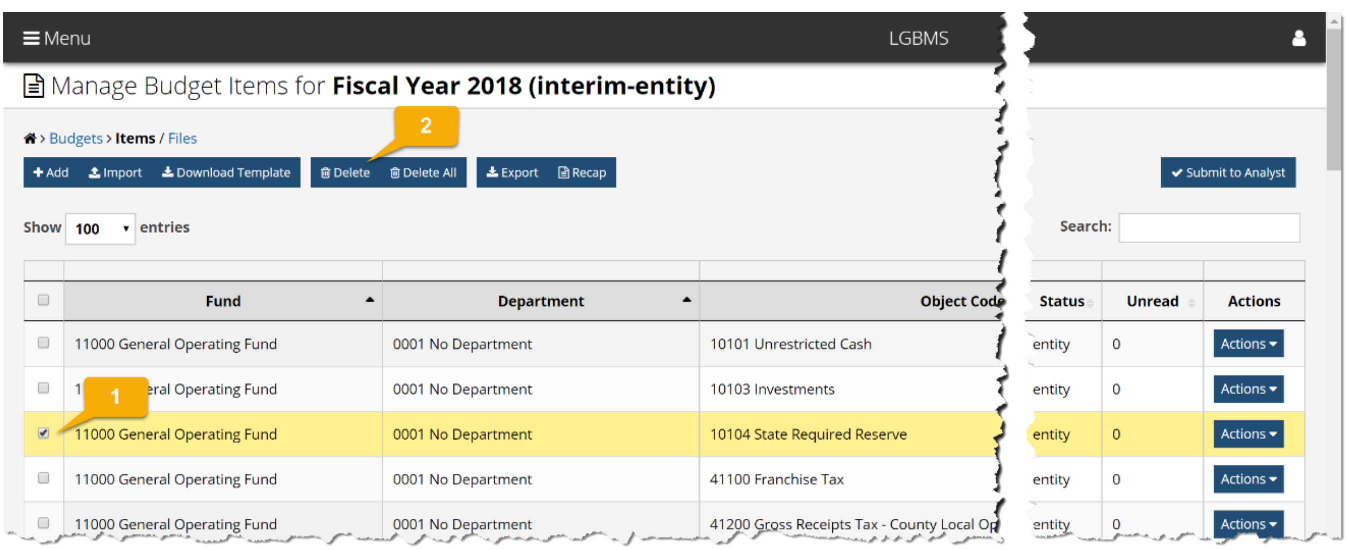
To edit a specific budget line item, click the Actions button for that line item and select EDIT. That will take you to the edit screen where you can change the fund, department, account, and budget value as necessary. Click SAVE & CLOSE to commit the change to your budget.



Deleting a Budget Line Item

To delete a specific budget line item:

1. Click the box next to the line item or items you want to delete then
2. Click the DELETE button on the menu bar.

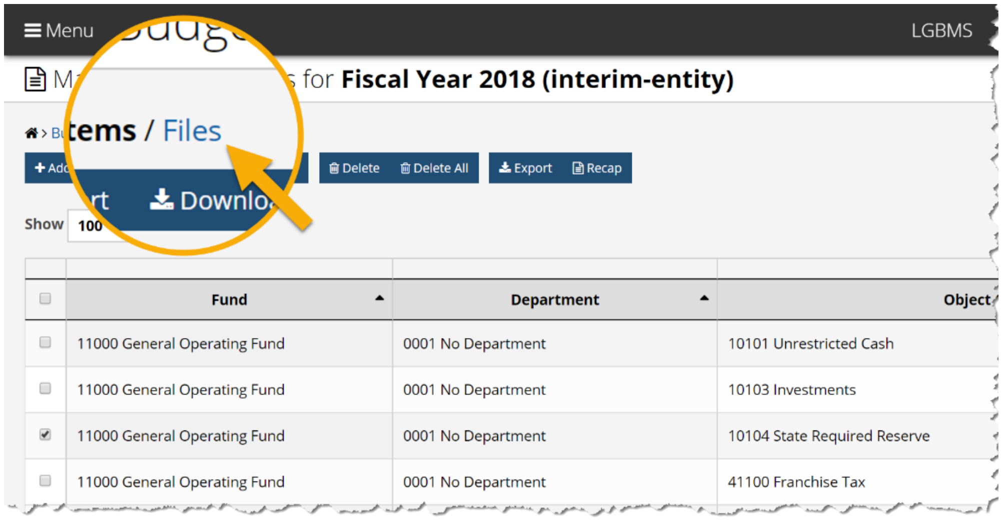


If you want to delete all budget line items, click the DELETE ALL button on the menu bar.

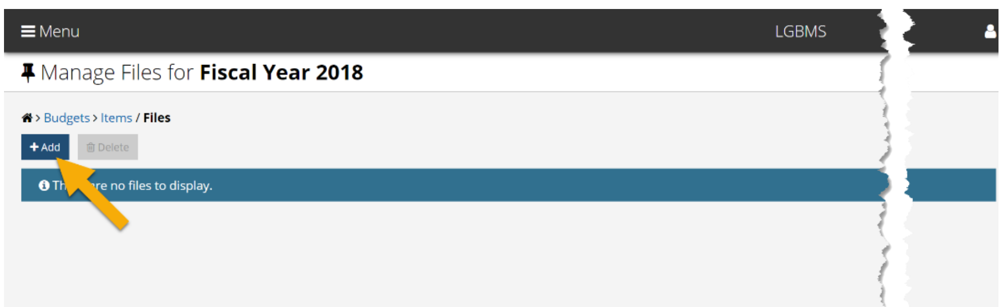
	TIP: Use the search feature to find specific line items.

UPLOADING SUPPORTING DOCUMENTATION

To upload supporting documentation, click on the FILES link on the navigation bar.

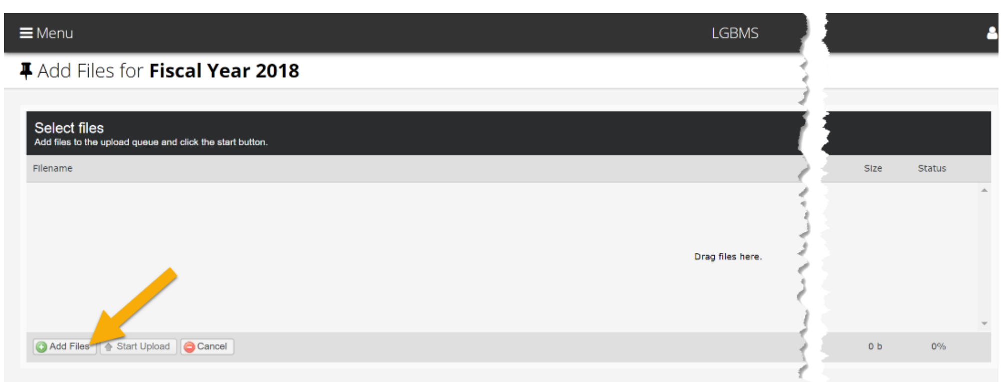


In the MANAGE FILES screen, click the ADD button.



Click ADD FILES to browse for your files. You can add multiple files at one time.

Click OPEN to add the files.



You will see your file listed in the filename window.

Click START UPLOAD Once the upload is complete, the files are listed in the MANAGE FILES screen.

How to delete an uploaded file

1. Click the box next to the file you want to delete, then
2. Click the DELETE button on the menu bar.

After you submit your budget for review, you will no longer be able to delete supporting documentation.

If you have to provide updated documentation, label the file as "updated" or "revised" plus the date so your analyst knows which file is the most recent version.

VALIDATIONS

When entering your budget, LGBMS will check for the following:

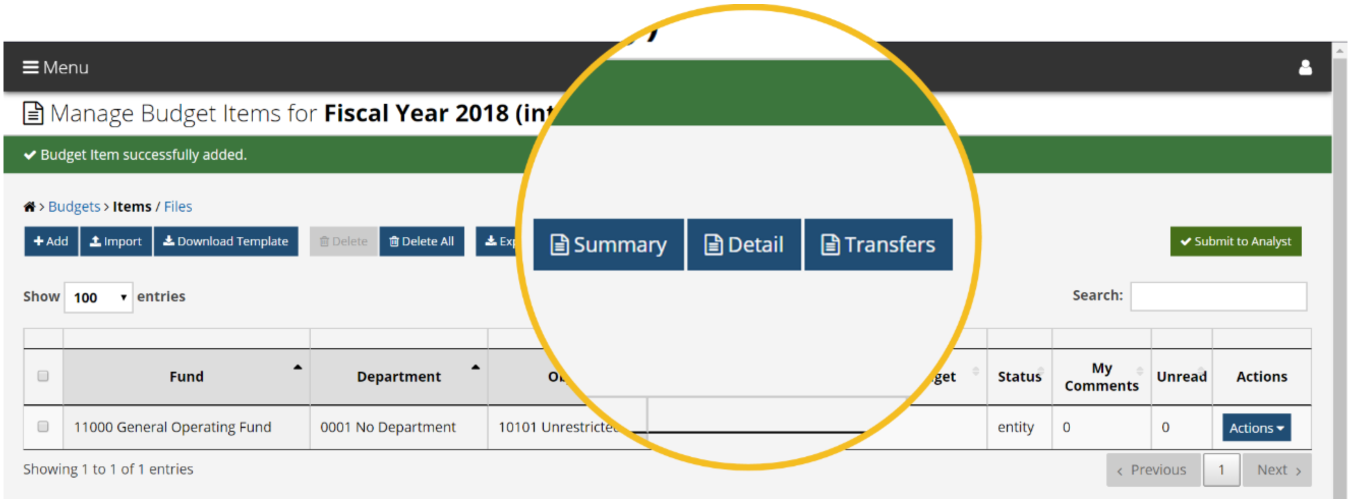
- Negative beginning cash line items.
- That the total for all Transfers In equals the total of all Transfers Out.
- If there is a fund with a negative "Adjusted Balance" (Ending Cash Balance).

Should your budget not pass a validation, the following will occur:

- If you enter negative amounts in any of the beginning cash line items, you can submit your budget and your analyst will be notified of the negative beginning cash.
- If your transfers in and transfers out totals do not balance, you will not be able to submit your budget. You will be required to correct the issue before submitting.
- If there is a negative adjusted balance at the fund level, you will not be able to submit your budget. You will be required to correct the issue before submitting.

STANDARD BUDGET REPORTS

There are three standard reports available in the budget module. The reports are accessed from the menu bar by clicking on either the Summary, Detail, or Transfers buttons.

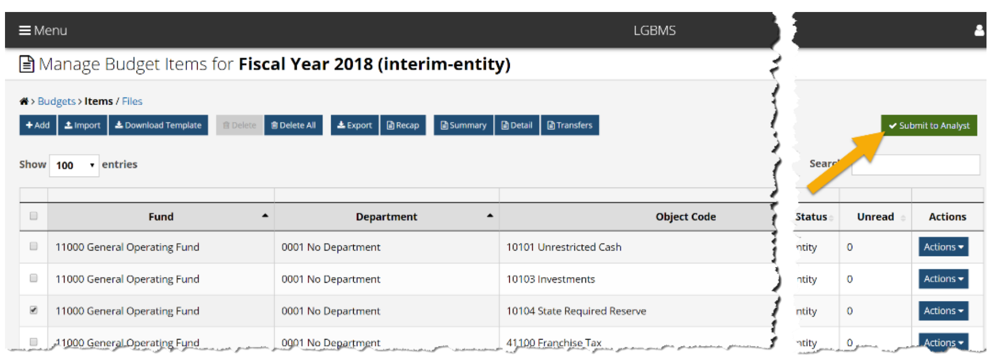


SUBMITTING YOUR BUDGET

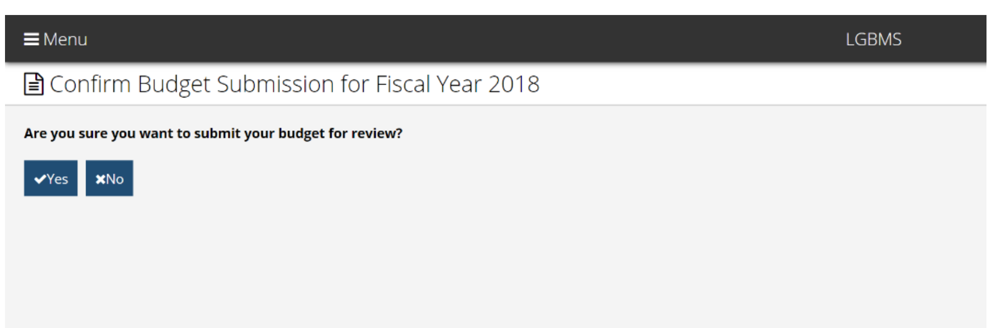
CHECKLIST

- ☑ You have added all your budget items and amounts.
- ☑ You have uploaded supporting documentation.

To submit your budget for review, click the SUBMIT TO ANALYST button on the far right of the menu bar.

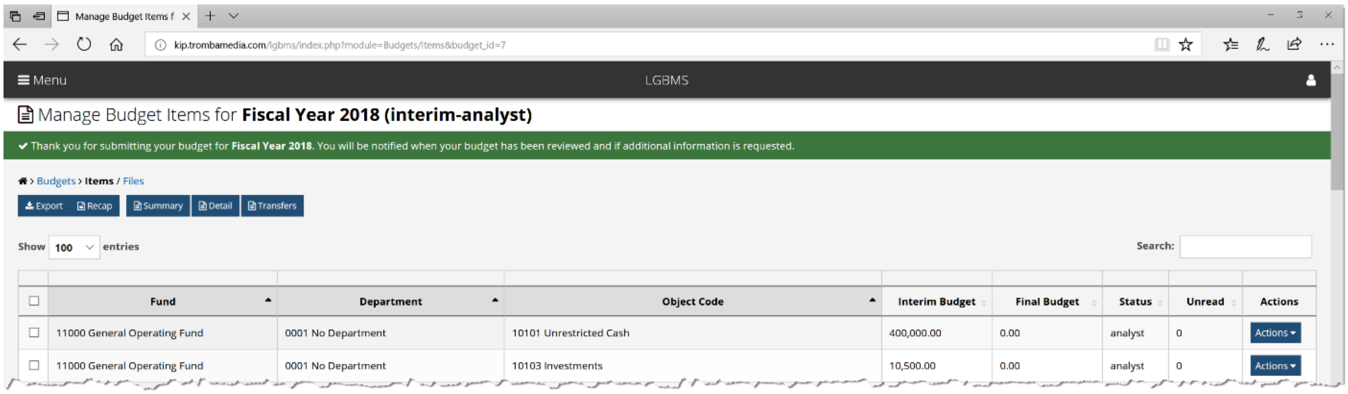


You will be prompted to confirm the budget submission.



After confirming your submittal, you are returned to the budget items page and notified by email that your budget has been submitted.

After you submit your budget, the status column in your budget table will have changed from “ENTITY” to “ANALYST”.



RESPONDING TO REVIEW COMMENTS

The budget review process in LGBMS generally follows the following steps:

Budget Submittal

- You submit your budget for review.

Analyst review

- Your analyst reviews your budget and supporting documentation.
- If your analyst needs clarification on a budget item, they will enter a comment with a specific budget item, fund, or file indicating the need for clarification.
- After your analyst completes their review, your budget is returned to you and you are notified that there are items that need attention.

Entity Response

- You will log in to LGBMS to review the comments provided by your analyst.
- As necessary, you will respond to the comments and if appropriate, update your budget.

Re-submit Budget for Review

- After you address the comments, you will resubmit your budget to your analyst for another review.

After you submit your budget, your analyst will receive and email informing them that your budget has been submitted. During the review, if your analyst determines that additional information is needed or if a budget entry needs to be reviewed, then they will enter a comment indicating that. Comments can be added to:

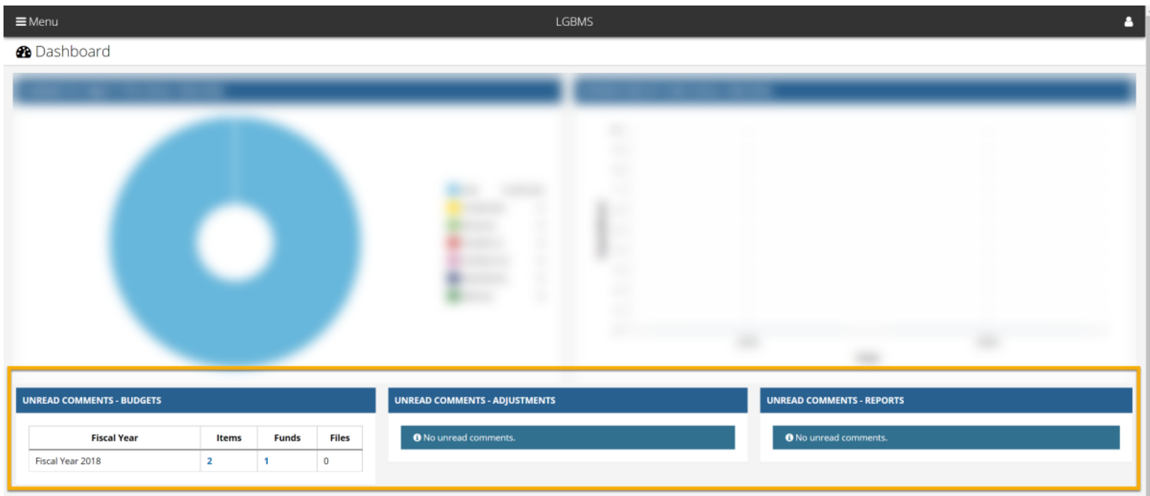
- A specific budget line item,
- A fund, and/or
- A file.

In addition to adding a comment, your analyst will unlock the budget item or items so that you can edit the values if necessary.

Described below are the steps to follow to respond to your analyst's review comments.

After logging into LGBMS, you will see the DASHBOARD on which you will see three tables labelled as follows:

- Unread comments – Budgets
- Unread comments – Adjustments
- Unread comments – Reports



If your analyst entered comments to any budget items, funds or files, the number of unread comments are listed in that table. In the example above, there are two budget item comments and one fund level comment.

The values in the table are clickable and will take you to your budget table, recap table, or your uploaded files depending on if you click on the value under items, funds, or files.

Budget Item Comments

After you log in and are viewing your dashboard, click on the value in the UNREAD COMMENTS – BUDGETS table to go to your MANAGE BUDGET ITEMS page.

> INFORMATION: You can also navigate to your budget page by clicking on MENU, selecting BUDGETS, then clicking the ACTIONS button of the appropriate fiscal year and selecting BUDGET MODULE.

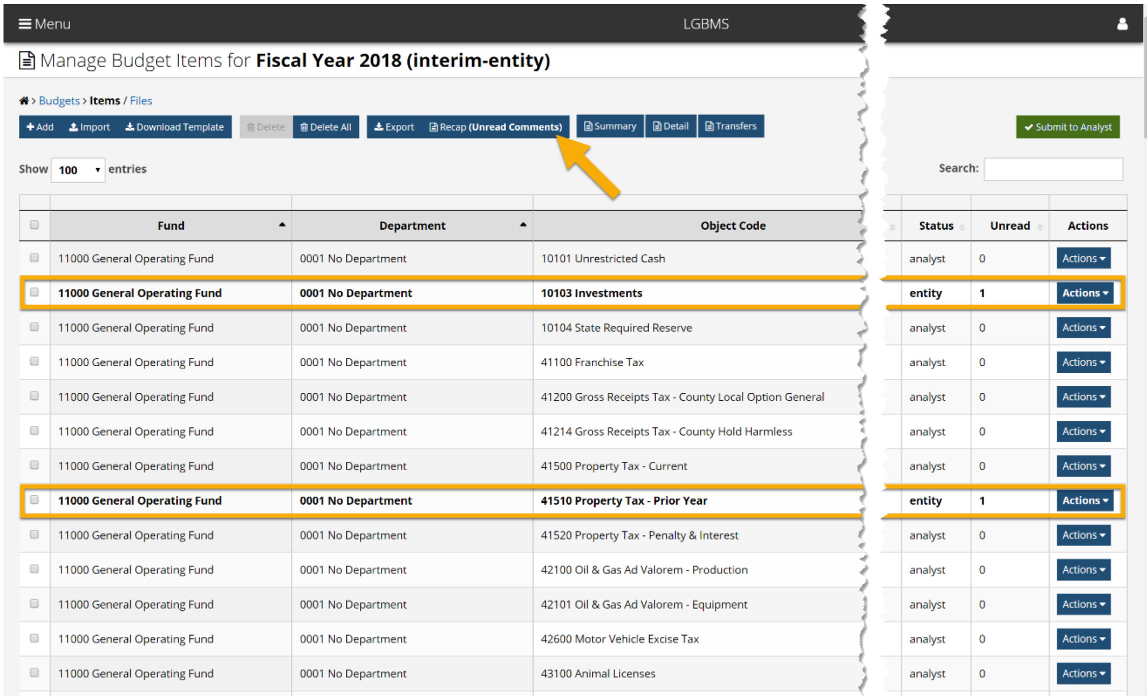
How to identify unlocked budget items and comments:

On the budget table you will see three columns on the right:

- STATUS – this column indicates where in the review process your budget is. Items with the ENTITY status have been unlocked and can be edited.
- UNREAD – this column indicates the number of unread comments associated with that line item.
- MY COMMENTS – this column indicates where you have added comments.

On the menu bar, if there are fund level comments you will see:

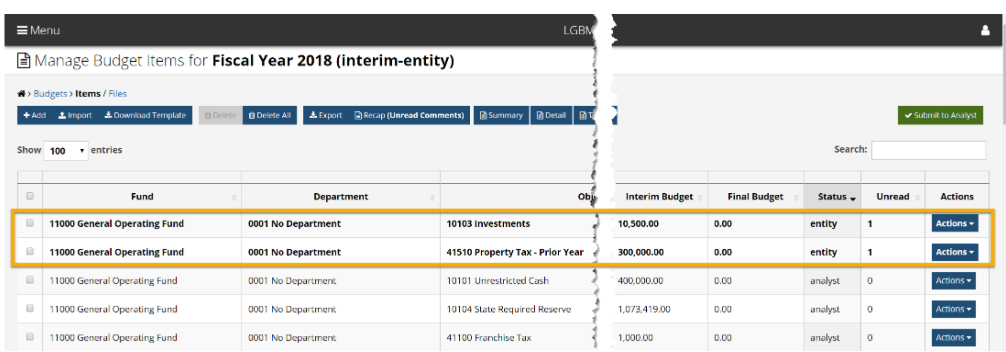
- RECAP (UNREAD COMMENTS) – indicates that there are fund level comments.



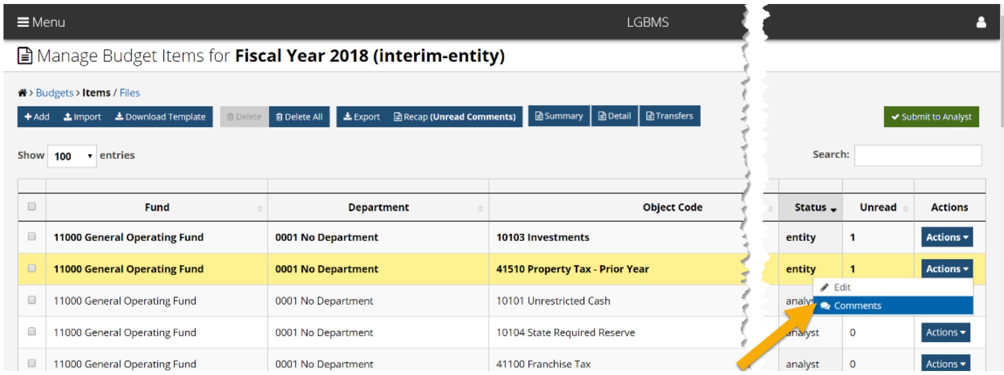
Different ways to identify unlocked budget items and comments:

- Type ENTITY in the search box – this will filter for rows with the status ENTITY. Items with this status can be modified.
- Sort the UNREAD column - click on the column header till items with comments are promoted to the top. Items with unread comments will be bold.
- Click the RECAP (UNREAD COMMENTS) button – this will take you to the RECAP page where funds with comments are in bold and have a value in the UNREAD column.

If your analyst unlocked any budget items, those items will have the status of ENTITY.



To view comments added by your analyst, click the ACTIONS button and select comments.

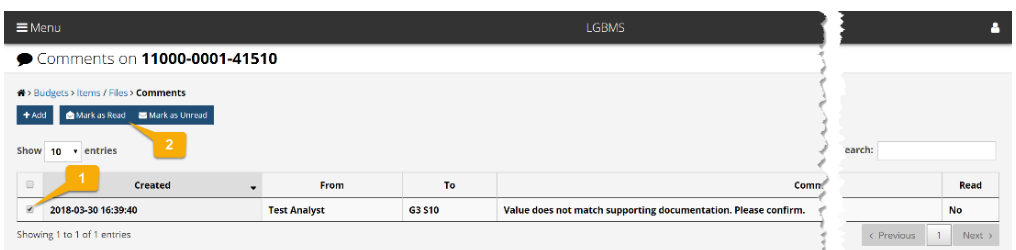


On the comments page, you will see comments that have been entered between you and your analyst. When a comment is first addressed to you, it will appear in bold. A bolded comment indicates that it has not been marked as read. Described below are the steps to change a comment from unread to read.

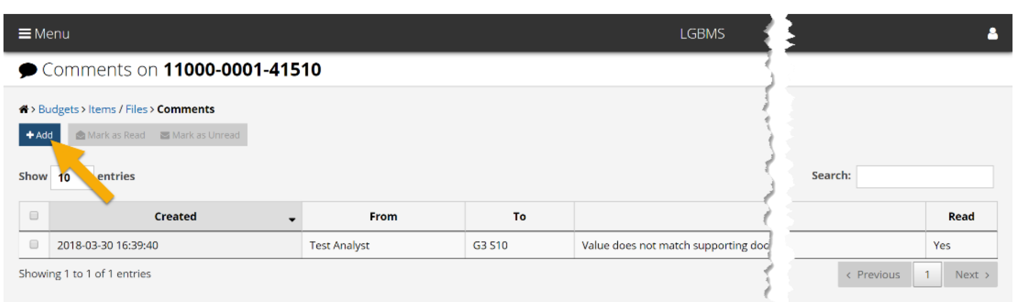
> TIP: Keep a comment in the UNREAD state until it has been addressed. This way you will know that there are outstanding items that need your attention.

Once you have addressed a comment, you may want to mark is as READ.

To do so, click the check box on the left of the unread comments and click MARK AS READ on the menu bar.



To add your comment, click the ADD button and enter your comment in the comment text box.



Click SAVE & CLOSE to save your comment. After adding your comment, you will return to the comments screen for that line item.

Click ITEMS on the navigation bar to return to your budget line items.

After you have addressed the comments and made the necessary modifications, re-submit the budget to your analyst so the updated information can be reviewed.

This process will continue until your budget has been approved.

FINAL BUDGET ENTRY

When your interim budget is approved, you will receive an email notification indicating the approval of your interim budget. At that point, your budget is returned to you so it can be updated to reflect your final budget.

In the final budget stage, initially only cash budget line items will be unlocked. Contact your analyst if you need additional budget items unlocked.

During this stage, you can add additional budget line items as well as upload additional supporting documentation.

After you have entered your final budget, submit it to your analyst and it will be reviewed as described previously.

ANNUAL BUDGET – FINAL APPROVAL

Once your budget has been reviewed and approved, you will receive an email notification indicating the approval of your final budget. The official letter will be sent to you as in prior years.

From this point on, any adjustments you need to make to your budget will have to occur within the budget adjustment module.

TIPS SUMMARY

IMPORTANT	Budget Template: • Do not add lines to the template spreadsheet. • Do not move columns within the template spreadsheet. • Be careful when sorting – the combinations of fund, department, and object code are specific to the chart of accounts.
TIPS	When downloading the budget template, there will be a small window prompting you to confirm the download. Click the down arrow next to the SAVE button so you can select SAVE AS and browse to where you want to save the template. When using Excel, consider using the Autofilter feature. Filtering data will display only the rows that meet criteria that you specify and hides the other rows. You can also filter by more than one column. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data. For more information on data filtering in Excel, click the link below. https://support.office.com/en-us/article/Quick-start-Filter-data-by-using-an-AutoFilter-08647e19-11d1-42f6-b376-27b932e186e0 Use the search box to filter and view only specific line items in your table. This is especially useful when reviewing comments from your analyst. For example, type the word **ENTITY** into the search window located above your table on the top right. This will limit your table to display only those items with comments.
INFORMATION	CSV stands for "Comma Separated Values". This is a very common file format to use for transferring tabular data between systems. Submitting will lock your budget and notify your analyst that your budget is ready for review.

BUDGET ADJUSTMENT REQUESTS

There are two types of budget adjustments requests (BARs):

1. A **local** or **maintenance budget adjustment request** is a budget transfer between expenditure line items within the same fund that does not modify the total expenditure budget for that fund. This kind of adjustment does not require your analyst's review and is automatically approved.

2. A **State budget adjustment request** requires your analyst's review. There are several types of adjustment requests that fall within this category:
   - A new fund;
   - A new budget line item;
   - Modifications to existing line items that affect the approved budgeted amount; and
   - Transfers between funds.

The instructions provided below include a brief review of the user interface and specific steps to accomplish the above-mentioned budget adjustment requests.

DATA PREPARATION

Make sure to have supporting documentation such as approved resolutions, available in an electronic so the document can be uploaded with your adjustment request.

CREATING A NEW BUDGET ADJUSTMENT REQUEST

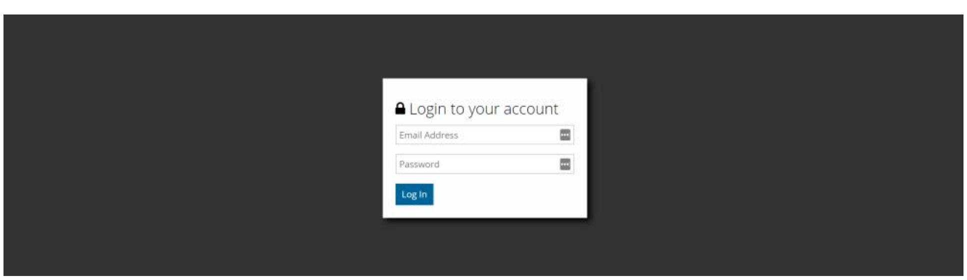
IMPORTANT!

Please create one adjustment request per resolution.

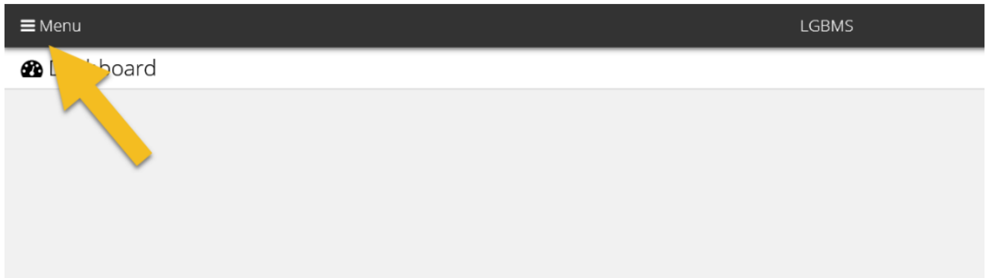
If your adjustments did not require a resolution, then they can be combined into one adjustment request.

Have supporting documentation readily available to upload into LGBMS.

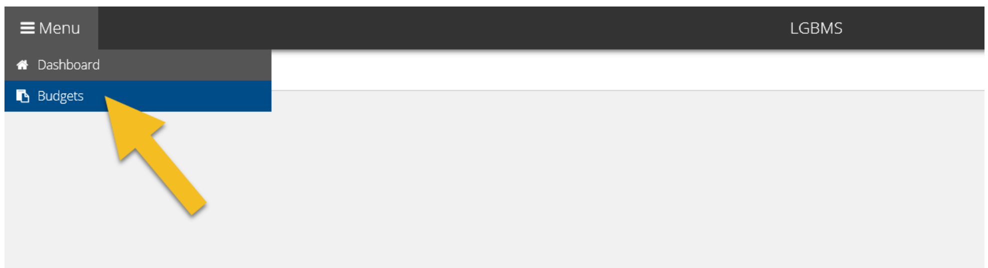
Log into the system



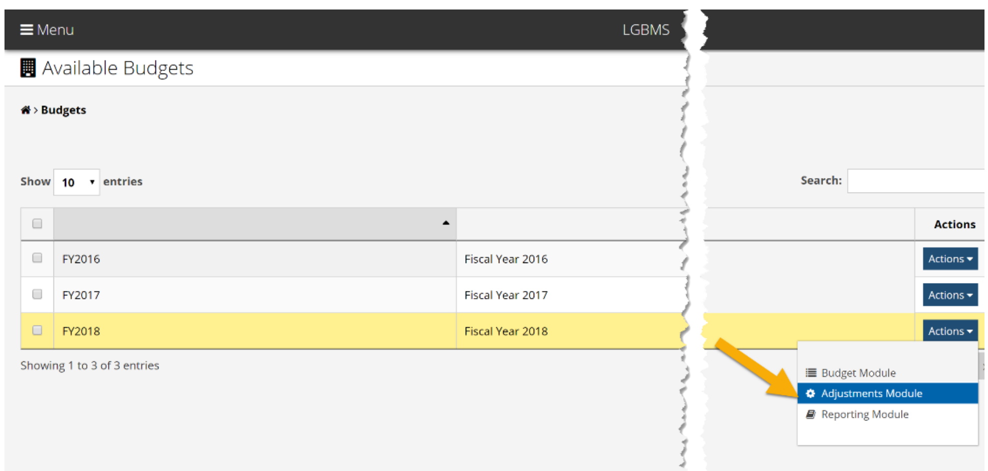
Click on MENU icon on the top left of the interface



Select BUDGETS to go to Budget screen



On the budget screen, identify the budget year for which you are entering your adjustment. Click the ACTIONS button and select ADJUSTMENTS MODULE.



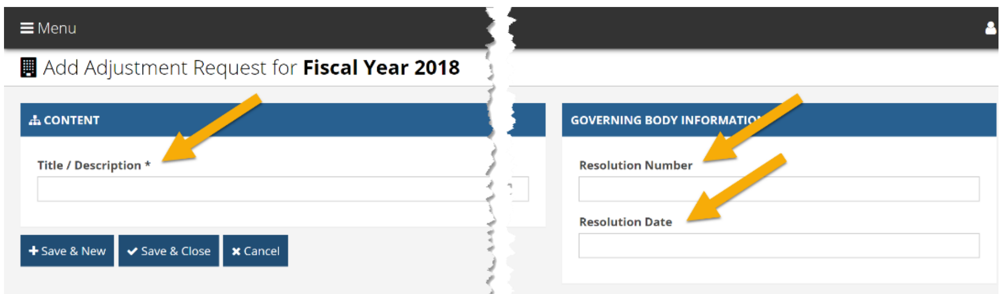
Creating a Budget Adjustment Request (BAR)

The first step of entering a BAR is to add an adjustment request container, to which specific adjustment items are added. Follow the instructions below to complete the first step of adding an adjustment request container.

On the manage adjustments screen, click ADD to create the new budget adjustment request container.

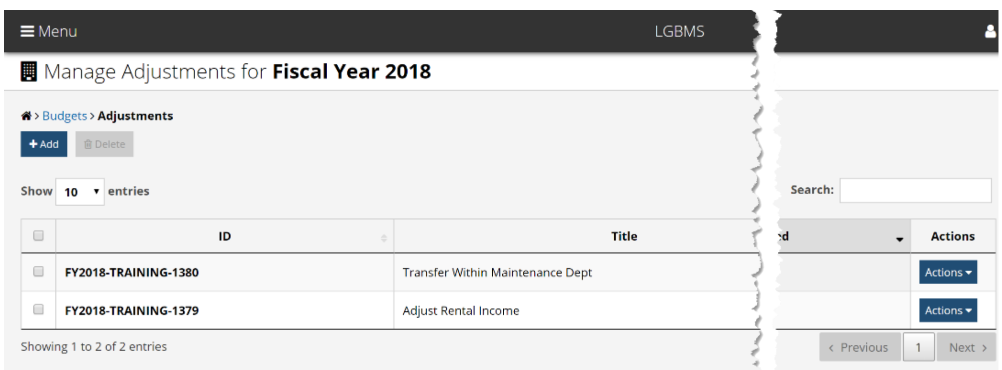
Enter a title and a brief justification of the adjustment request (required), resolution number (if applicable) and resolution date (if applicable).

Click SAVE & CLOSE.



Your budget request is then listed on the manage adjustments screen.

After creating the budget adjustment request, you will need to add the individual adjustment line items.



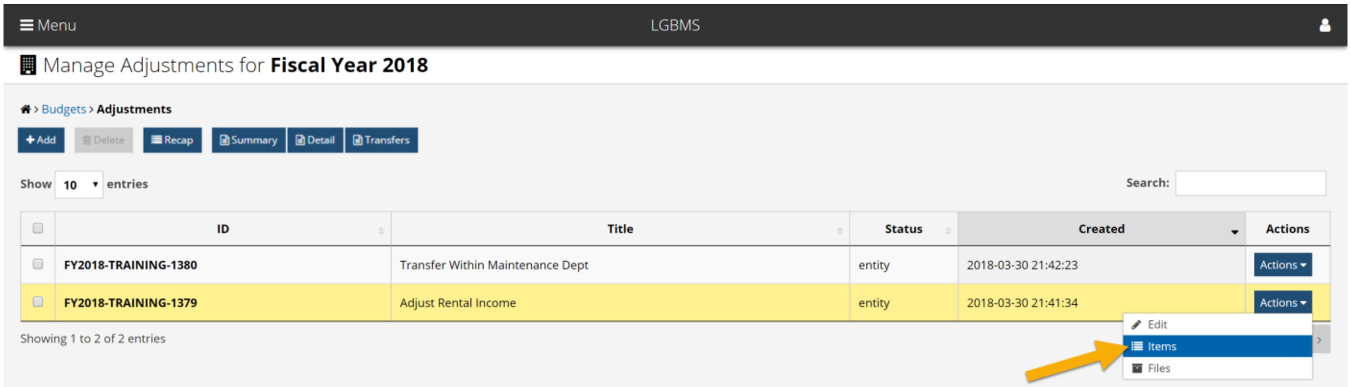
After adding the BAR container, you will add the individual adjustment line items. The four types of adjustment requests are described in the next section.

ADDING BUDGET ADJUSTMENT LINE ITEMS

Presented below are the steps to complete the different types of adjustments:

1. Adjusting the budget within an existing account, i.e. increase or decrease an existing budget that does not involve a transfer.
2. Adding a new account with new funds, i.e. the account was not part of the original budget.
3. Transferring within the same fund
4. Transferring between funds

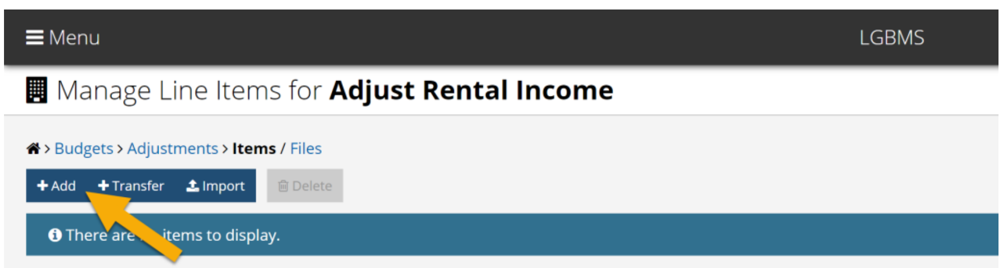
To add individual adjustment line items, click the ACTIONS button of the appropriate budget adjustment request container and select ITEMS.



Adjusting an existing account

After creating your budget adjustment request container, click the ACTIONS of that BAR and select ITEMS. This will take you to the manage line items page of your BAR.

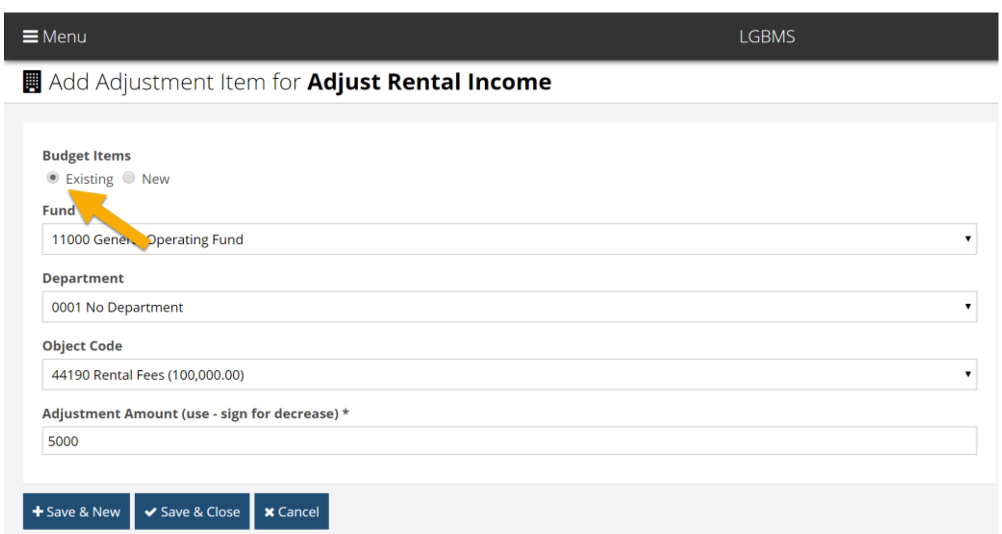
To add an adjustment line item, click the +ADD button.



Since you are adjusting an existing item, make sure the radio button next to EXISTING is checked.

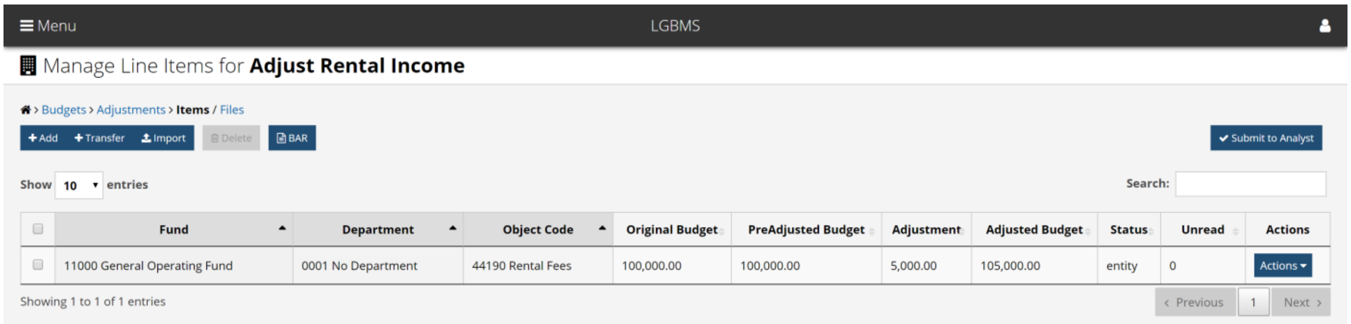
Next, select the fund, department, and object code of the account you want to adjust.

Enter the adjustment amount. If the adjustment is a decrease, enter a negative value.



If you have additional adjustment items to add, click SAVE & NEW to save the adjustment request and reset the screen so you can add a new adjustment item. Otherwise, click SAVE & CLOSE.

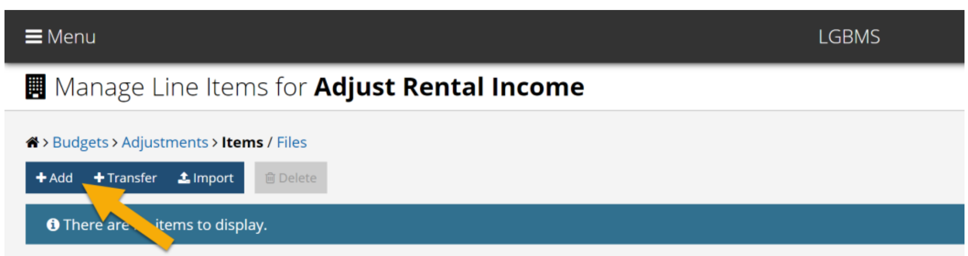
After adding your adjustment item and returning to the MANAGE LINE ITEMS screen, you will see your adjustment line item with the current budget, adjustment value and the adjusted budget.



Adding a new account

After creating your budget adjustment request container, click the ACTIONS of that BAR and select ITEMS. This will take you to the manage line items page of your BAR.

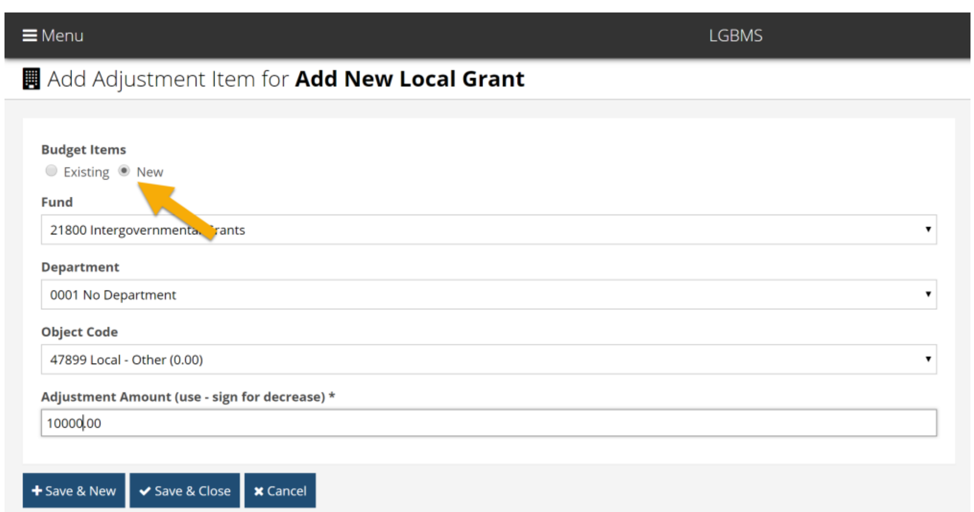
To add a new account, click the +ADD button.



Since you are adding a new budget line item, make sure the radio button next to NEW is checked.

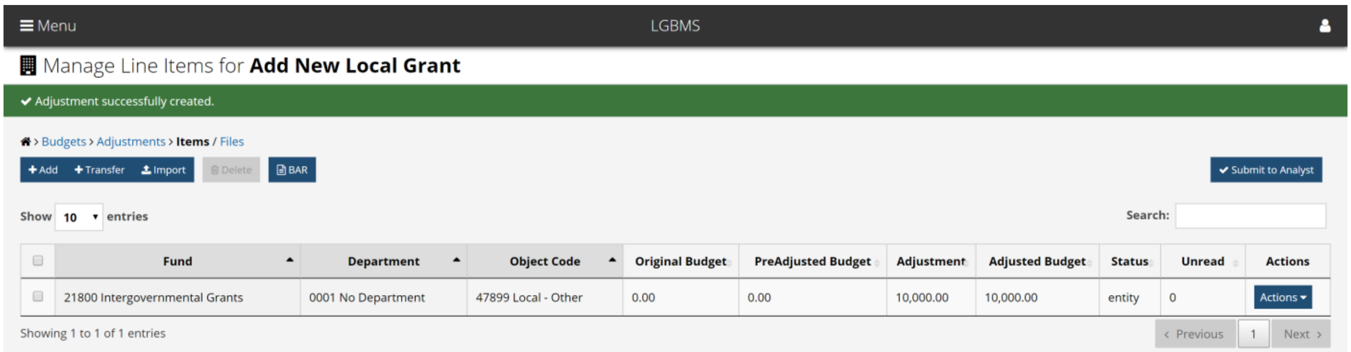
Next, select the fund, department, and object code of the new account.

Then enter the budget amount.



If you have additional adjustment items to add, click SAVE & NEW to save the adjustment request and reset the screen so you can add a new adjustment item. Otherwise, click SAVE & CLOSE.

After adding your adjustment item and returning to the MANAGE LINE ITEMS screen, you will see your adjustment line item with the current budget, adjustment value and the adjusted budget.



Do not forget to upload supporting documentation with your budget adjustment request.

After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the SUBMIT TO ANALYST button.

Transferring within a fund

After creating your budget adjustment request container, click the ACTIONS of that BAR and select ITEMS. This will take you to the MANAGE LINE ITEMS page of your BAR.

To add a transfer, click the +TRANSFER button.

On the transfer page, select the account FROM WHICH you are transferring funds.

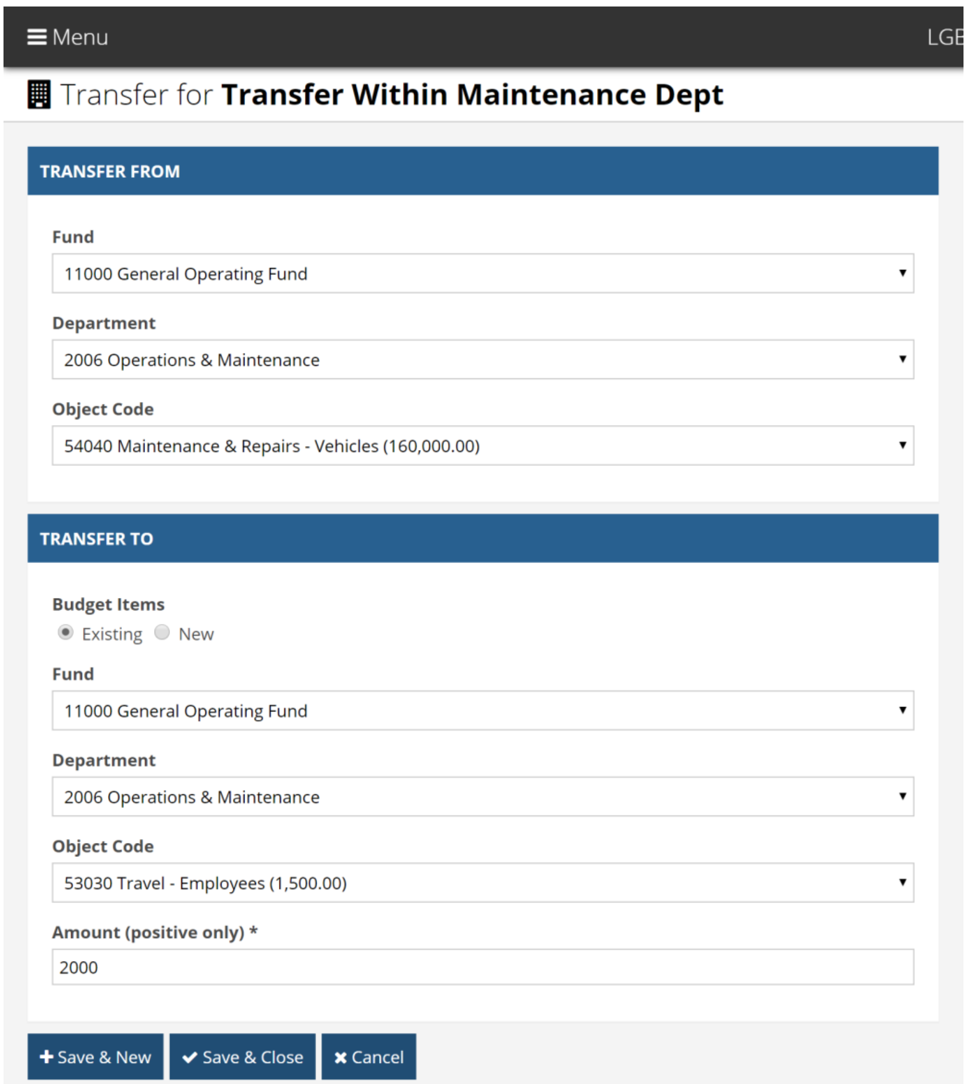
Then select the account TO WHICH you are transferring the funds.

If the account already exists within your budget, check the radio button next to EXISTING.

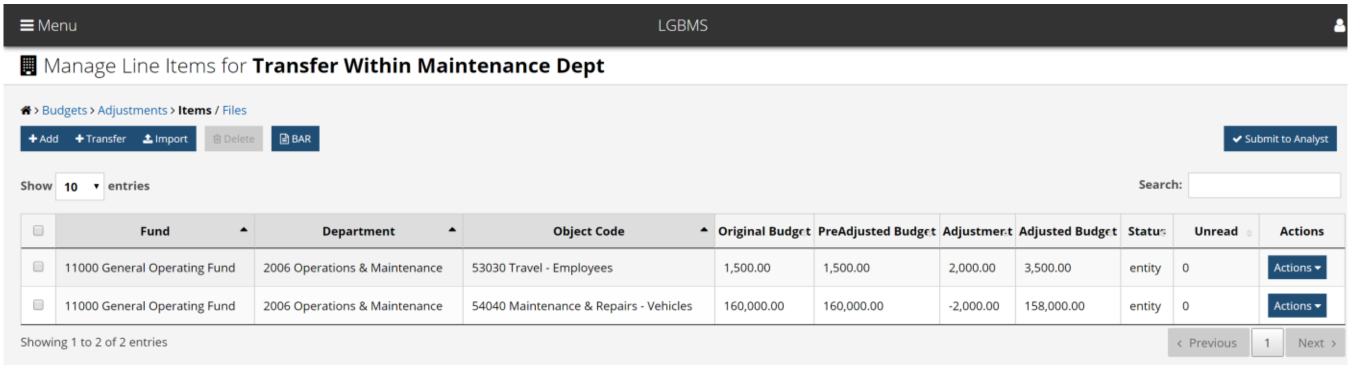
If the account is new, check the radio button next to NEW.

Enter the adjustment amount.

Click SAVE & CLOSE to apply



After adding your line items and returning to the MANAGE LINE ITEMS screen, you will see your adjustments with the current budget, adjustment value and the adjusted budget.



ℹ	Do not forget to upload supporting documentation with your budget adjustment request.

After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the SUBMIT TO ANALYST button.

Transferring between funds

After creating your budget adjustment request container, click the ACTIONS of that BAR and select ITEMS. This will take you to the MANAGE LINE ITEMS page of your BAR.

To add a transfer, click the +TRANSFER button.

On the transfer page, select the account FROM WHICH you are transferring funds.

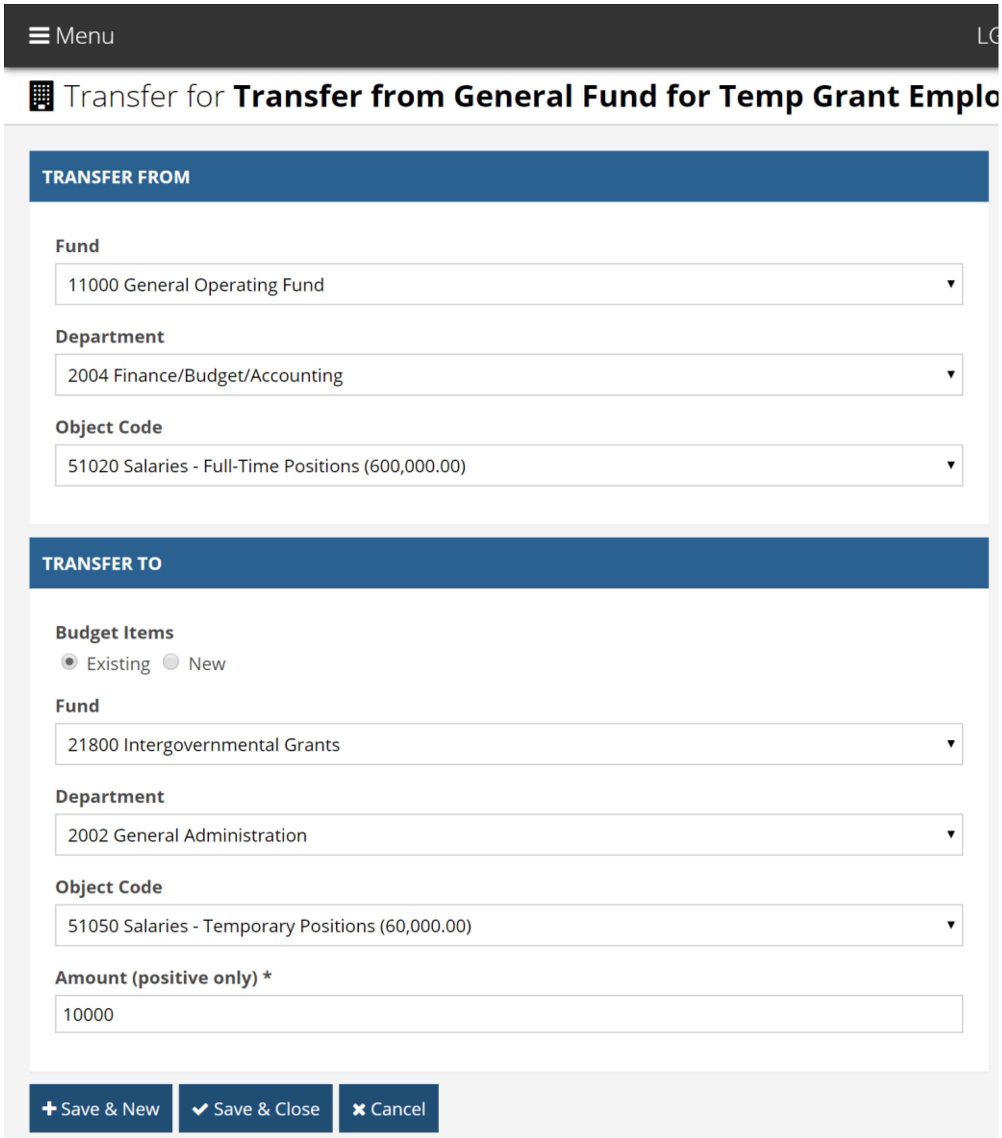
Then select the account TO WHICH you are transferring the funds (in this case it would be a different fund).

If the account already exists within your budget, check the radio button next to EXISTING.

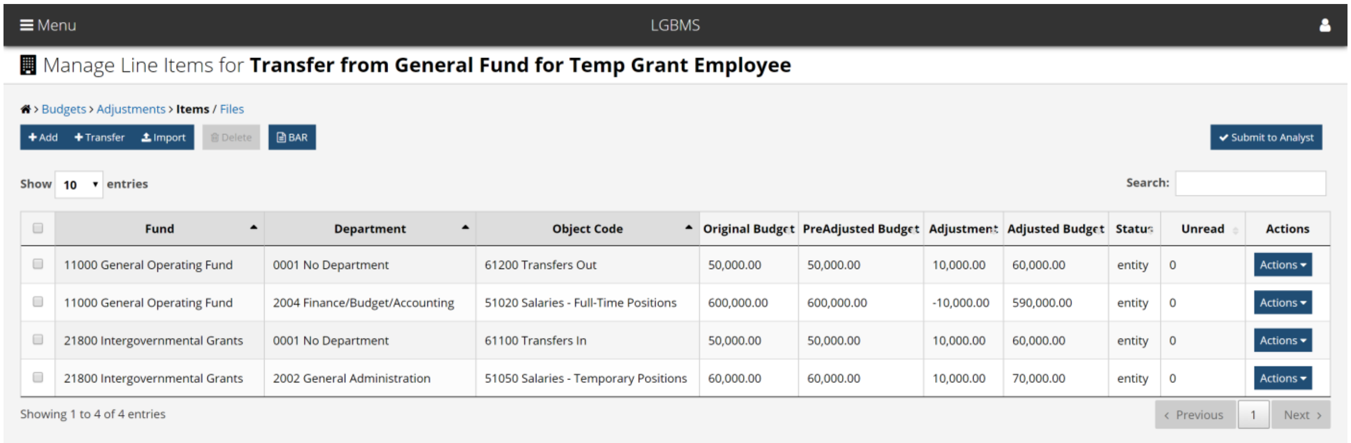
If the account is new, check the radio button next to NEW.

Enter the adjustment amount.

Click SAVE & CLOSE to apply



After adding your line items and returning to the MANAGE LINE ITEMS screen, you will see your adjustments with the current budget, adjustment value and the adjusted budget. Because this is a transfer between funds, you will also see the respective Transfer In and Transfer Out object codes with the transfer amounts.



	Fund	Department	Object Code	Original Budget	PreAdjusted Budget	Adjustment	Adjusted Budget	Status	Unread	Actions
	11000 General Operating Fund	0001 No Department	61200 Transfers Out	50,000.00	50,000.00	10,000.00	60,000.00	entity	0	Actions
	11000 General Operating Fund	2004 Finance/Budget/Accounting	51020 Salaries - Full-Time Positions	600,000.00	600,000.00	-10,000.00	590,000.00	entity	0	Actions
	21800 Intergovernmental Grants	0001 No Department	61100 Transfers In	50,000.00	50,000.00	10,000.00	60,000.00	entity	0	Actions
	21800 Intergovernmental Grants	2002 General Administration	51050 Salaries - Temporary Positions	60,000.00	60,000.00	10,000.00	70,000.00	entity	0	Actions

Do not forget to submit supporting documentation with your budget adjustment request.

After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the SUBMIT TO ANALYST button.

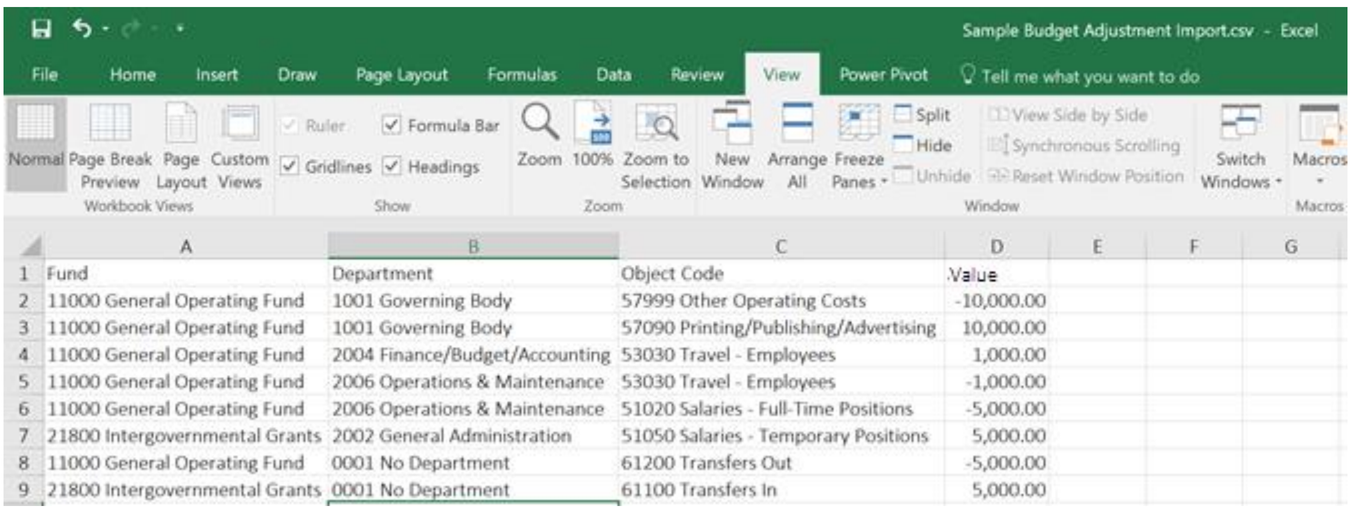
Importing Adjustment Items

If you have a budget adjustment request with numerous adjustment items, you can use the import feature to import a CSV file of your adjustment items.

To prepare your adjustment import table, use the budget template available for download in the budget module. Identify the budget items that are relevant to your adjustment request, and enter the adjustment amount in the last column (see example below).

The format of your import file needs to be:

- Column A: Fund
- Column B: Department
- Column C: Object Code
- Column D: Value (where you will enter the adjustment amount)



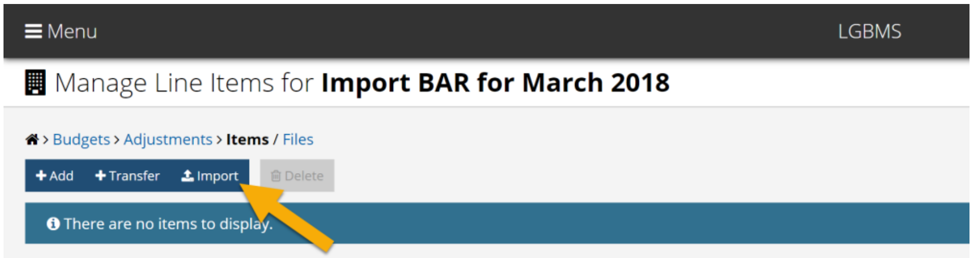
	A	B	C	D	E	F	G
1	Fund	Department	Object Code	Value			
2	11000 General Operating Fund	1001 Governing Body	57999 Other Operating Costs	-10,000.00			
3	11000 General Operating Fund	1001 Governing Body	57090 Printing/Publishing/Advertising	10,000.00			
4	11000 General Operating Fund	2004 Finance/Budget/Accounting	53030 Travel - Employees	1,000.00			
5	11000 General Operating Fund	2006 Operations & Maintenance	53030 Travel - Employees	-1,000.00			
6	11000 General Operating Fund	2006 Operations & Maintenance	51020 Salaries - Full-Time Positions	-5,000.00			
7	21800 Intergovernmental Grants	2002 General Administration	51050 Salaries - Temporary Positions	5,000.00			
8	11000 General Operating Fund	0001 No Department	61200 Transfers Out	-5,000.00			
9	21800 Intergovernmental Grants	0001 No Department	61100 Transfers In	5,000.00			

IMPORTANT!

All acceptable combinations of Fund, Department, and Object Code are included in the budget template. Do not create custom combinations. They will not be imported.

After creating your budget adjustment request container, click the ACTIONS of that BAR and select ITEMS. This will take you to the MANAGE LINE ITEMS page of your BAR.

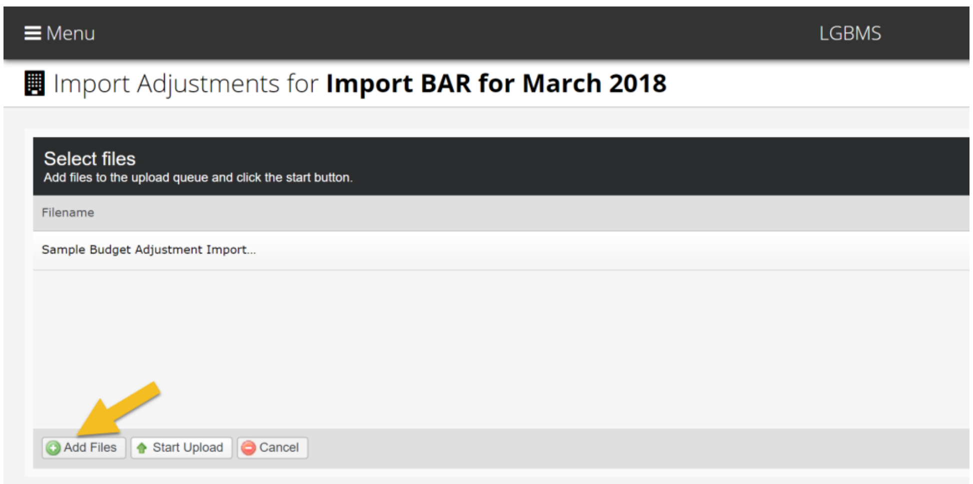
To import an adjustments CSV file, click the IMPORT button.



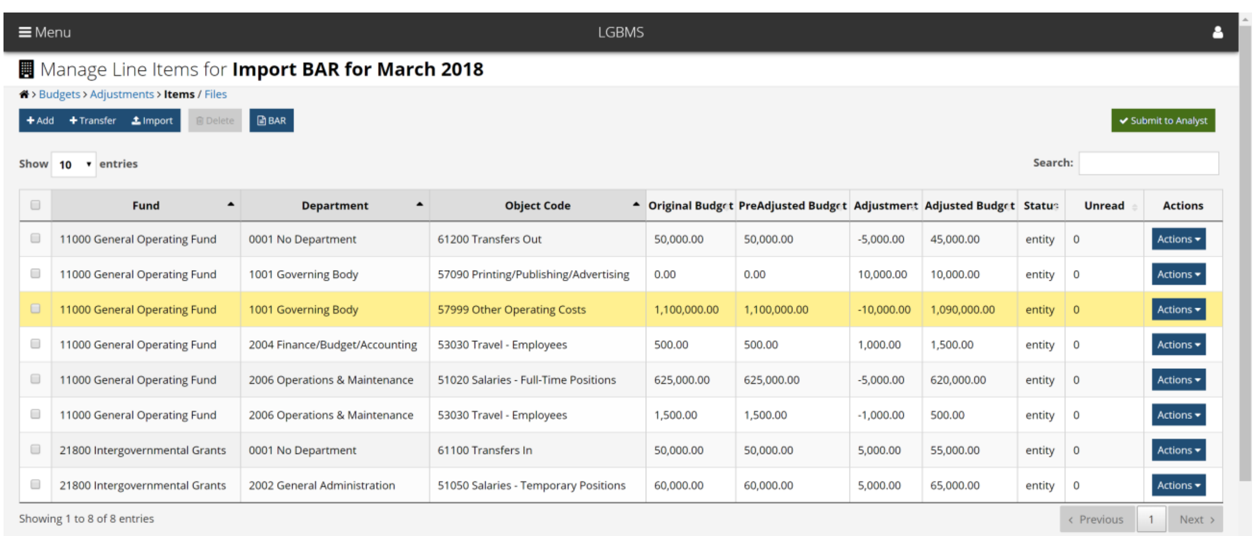
On the import page, click ADD FILES to browse for your file.

Click OPEN to add the files.

When you see your file listed in the filename window, click START UPLOAD to import your file.



Once the upload is complete, you are returned to the MANAGE LINE ITEMS page where you will see your adjustments listed along with the current budget, adjustment value and the adjusted budget.


Menu LGBMS

Manage Line Items for **Import BAR for March 2018**

Budgets > Adjustments > Items / Files

Add | Transfer | Import | Delete | BAR | Submit to Analyst

Show 10 entries Search:

	Fund	Department	Object Code	Original Budget	PreAdjusted Budget	Adjustment	Adjusted Budget	Status	Unread	Actions
	11000 General Operating Fund	0001 No Department	61200 Transfers Out	50,000.00	50,000.00	-5,000.00	45,000.00	entity	0	Actions
	11000 General Operating Fund	1001 Governing Body	57090 Printing/Publishing/Advertising	0.00	0.00	10,000.00	10,000.00	entity	0	Actions
	11000 General Operating Fund	1001 Governing Body	57999 Other Operating Costs	1,100,000.00	1,100,000.00	-10,000.00	1,090,000.00	entity	0	Actions
	11000 General Operating Fund	2004 Finance/Budget/Accounting	53030 Travel - Employees	500.00	500.00	1,000.00	1,500.00	entity	0	Actions
	11000 General Operating Fund	2006 Operations & Maintenance	51020 Salaries - Full-Time Positions	625,000.00	625,000.00	-5,000.00	620,000.00	entity	0	Actions
	11000 General Operating Fund	2006 Operations & Maintenance	53030 Travel - Employees	1,500.00	1,500.00	-1,000.00	500.00	entity	0	Actions
	21800 Intergovernmental Grants	0001 No Department	61100 Transfers In	50,000.00	50,000.00	5,000.00	55,000.00	entity	0	Actions
	21800 Intergovernmental Grants	2002 General Administration	51050 Salaries - Temporary Positions	60,000.00	60,000.00	5,000.00	65,000.00	entity	0	Actions

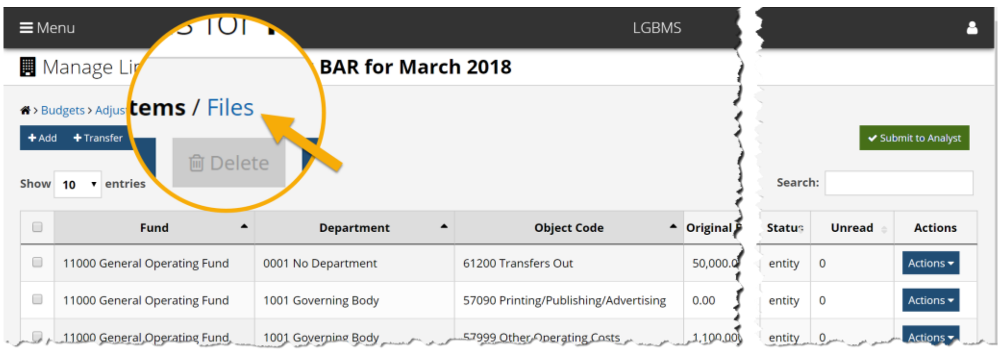
Showing 1 to 8 of 8 entries Previous 1 Next

Do not forget to upload supporting documentation with your budget adjustment request.

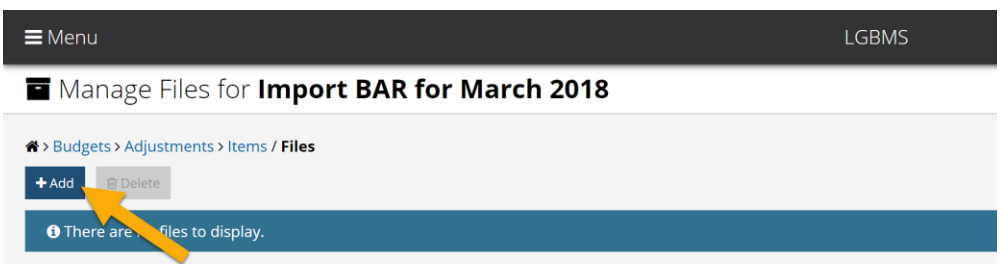
After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the SUBMIT TO ANALYST button.

UPLOADING SUPPORTING DOCUMENTATION

To upload supporting documentation, click on the FILES link on the navigation bar.

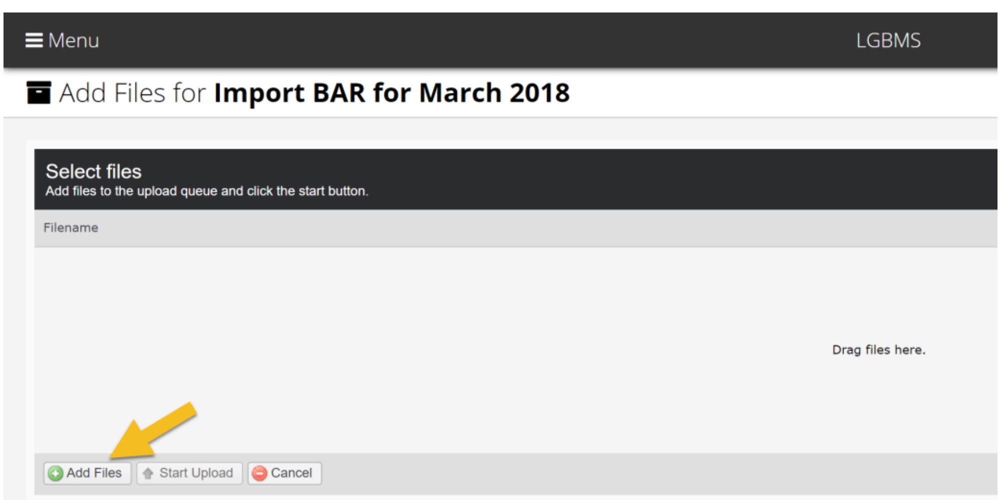


In the MANAGE FILES screen, click the ADD button.



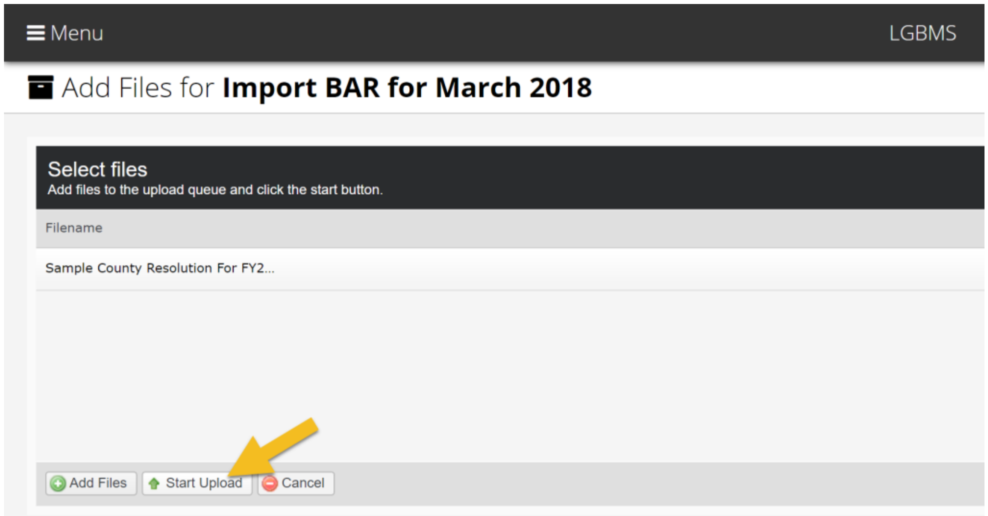
Click ADD FILES to browse for your files. You can add multiple files at one time.

Click OPEN to add the files.

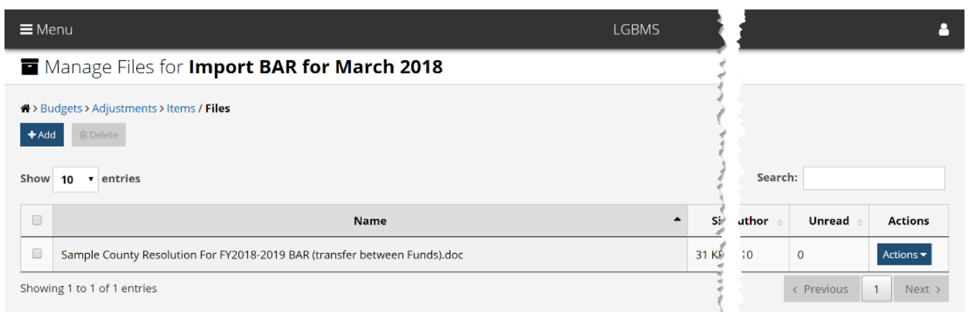


You will see your file listed in the filename window.

Click START UPLOAD and once the upload is complete, the file is or files are listed in the MANAGE FILES screen.



You will see your file listed on the MANAGE FILES of your budget adjustment request.



VALIDATIONS

When entering your adjustment, LGBMS will check for the following:

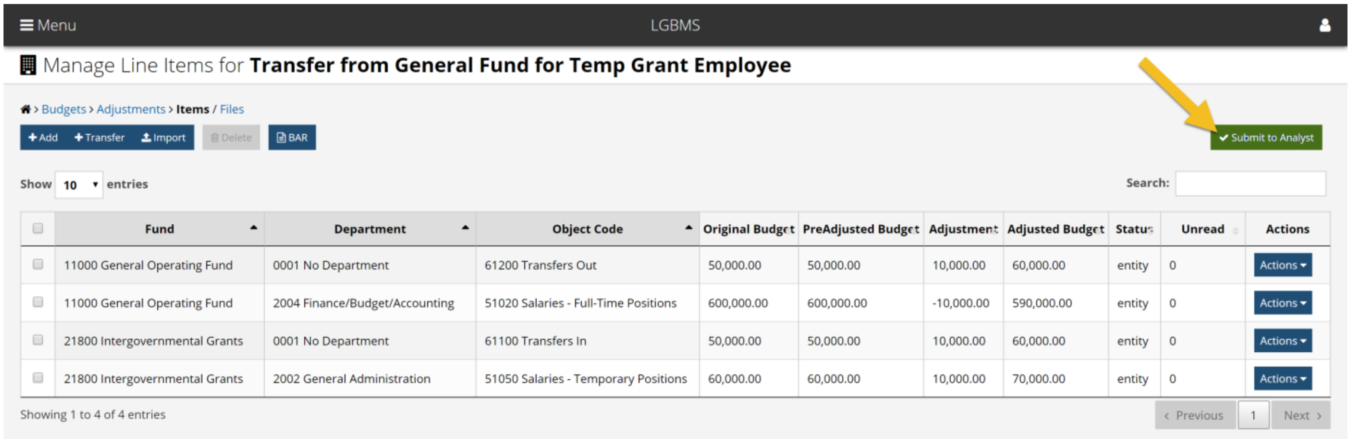
- If the adjustment will result a fund to have a negative amount under the "Adjusted Balance".
- If the adjustment will result in the line items 61100 Transfers "In" and 61200 Transfers "Out" to be out of balance.

Should your budget not pass a validation, the following will occur:

- If the adjustment will result in a negative adjusted balance, you will not be able to submit your adjustment. You will be required to correct the issue before submitting.
- If the adjustment will result in the Transfers In and Transfers Out amounts to not match, you will not be able to submit your adjustments. You will be required to correct the issue before submitting.

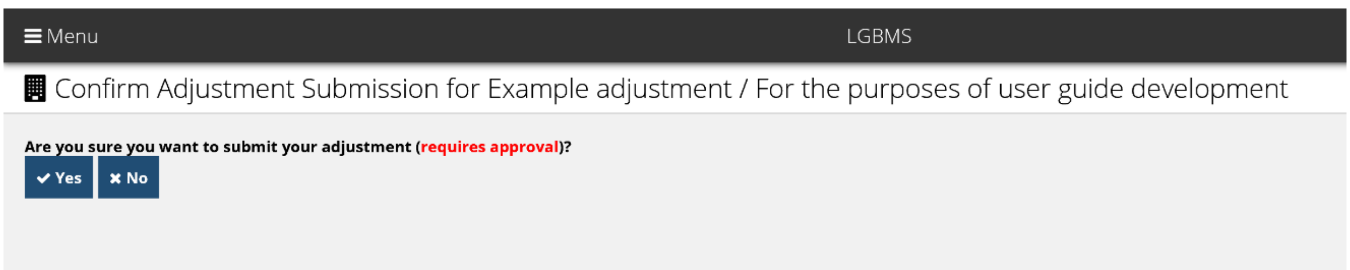
SUBMITTING BUDGET ADJUSTMENTS

After you have added your adjustment line items and supporting documentation to your budget adjustment request, you will submit your adjustment by clicking the SUBMIT ADJUSTMENT button on the menu bar.



	Fund	Department	Object Code	Original Budget	PreAdjusted Budget	Adjustment	Adjusted Budget	Status	Unread	Actions
	11000 General Operating Fund	0001 No Department	61200 Transfers Out	50,000.00	50,000.00	10,000.00	60,000.00	entity	0	Actions
	11000 General Operating Fund	2004 Finance/Budget/Accounting	51020 Salaries - Full-Time Positions	600,000.00	600,000.00	-10,000.00	590,000.00	entity	0	Actions
	21800 Intergovernmental Grants	0001 No Department	61100 Transfers In	50,000.00	50,000.00	10,000.00	60,000.00	entity	0	Actions
	21800 Intergovernmental Grants	2002 General Administration	51050 Salaries - Temporary Positions	60,000.00	60,000.00	10,000.00	70,000.00	entity	0	Actions

When confirming your budget adjustment submission, the system will indicate whether your adjustment request requires BFB approval. If approval is required, then your analyst will be notified.



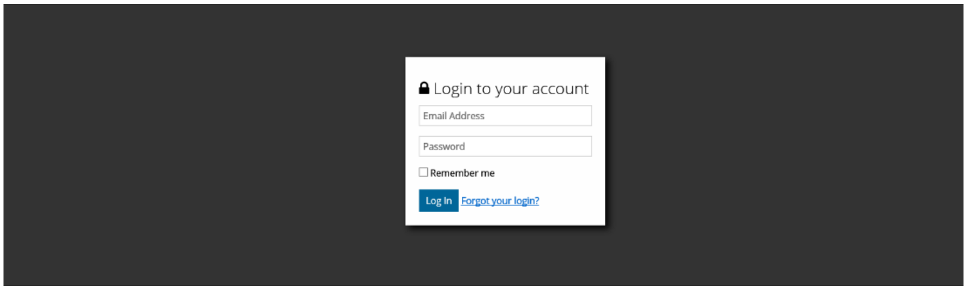
If your adjustment does not require review, then the adjustment is automatically approved.

Adjustments that are automatically approved involve the transfer of funds between expenditure accounts within the same fund that does not modify the original total expenditure amount for that fund.

RESPONDING TO REVIEW COMMENTS

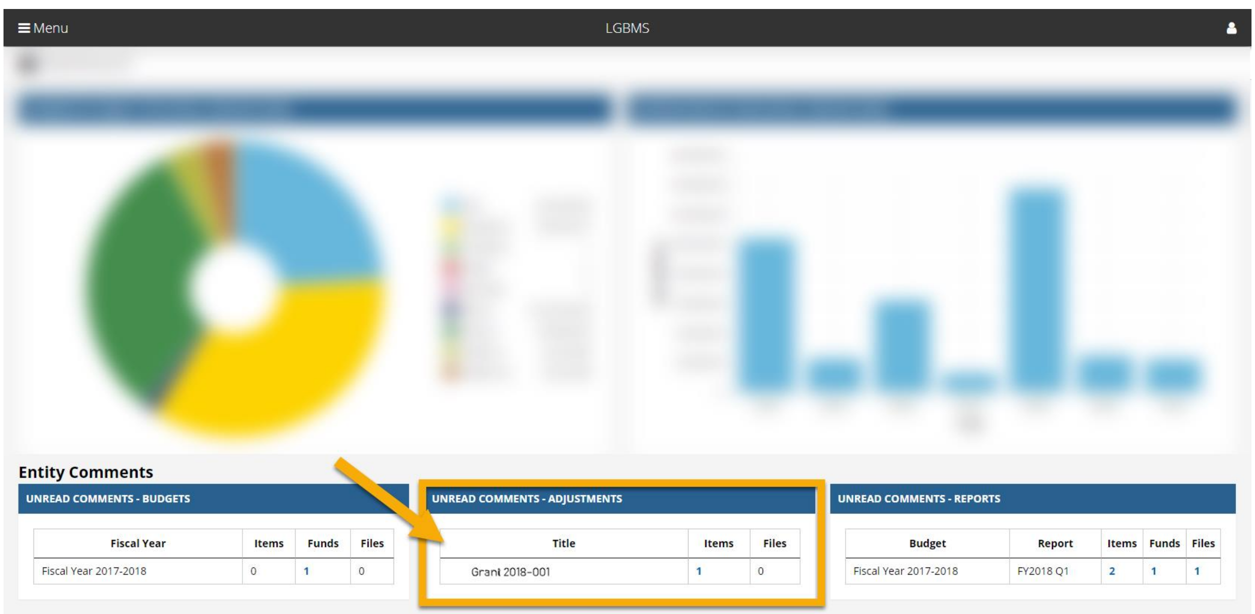
When your analyst has completed the review, you will be notified by email if there are items that need additional information.

Log into the system



After logging into LGBMS, you will see the DASHBOARD on which you will see three tables labelled as follows:

- Unread comments – Budgets
- Unread comments – Adjustments
- Unread comments - Reports



If your analyst entered comments to any reporting items or files, the number of unread comments are listed in the UNREAD COMMENTS - ADJUSTMENTS table. In the example above, there is one adjustment item comment.

The values in the table are clickable and will take you to your reporting table or your uploaded files depending on if you click on the value under items or files.

Responding to Review Comments

Responding to comments in the adjustments module is similar to responding to comments in the budget module. That workflow is presented on page 29 in the budget module section of the user guide.

When your analyst has completed the review, you will be notified by email if there are items that need additional information.

- You will then log into LGBMS to access your budget adjustment to view the comments.
- Only the line items that need further review will be available for editing.
- Make the necessary modifications and/or upload additional documentation.
- After you have addressed the comments and made the necessary modifications, re-submit your budget adjustment request to your analyst for review of the updated items.

This process will continue until your financial report has been accepted.

Adjustment – Final Acceptance

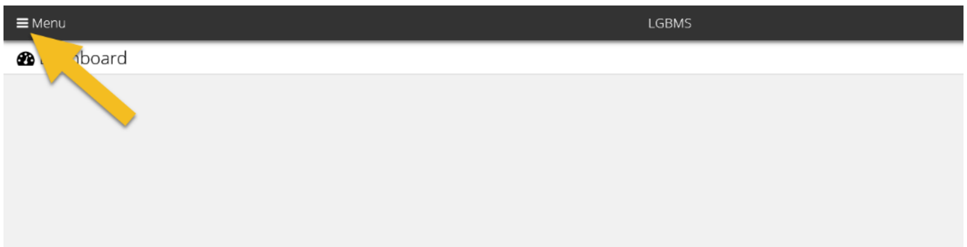
When your budget adjustment request is approved, you will receive an email indicating the approval.

FINANCIAL REPORTING

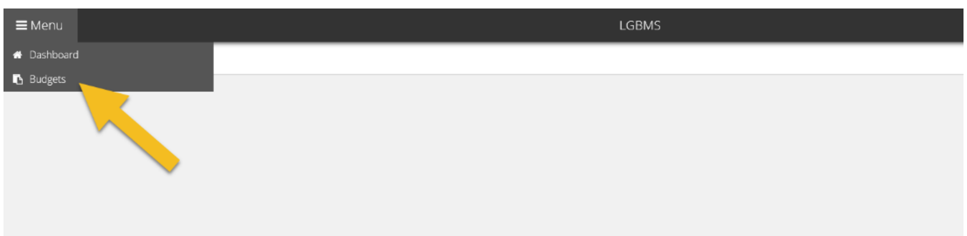
Submitting your quarterly financial report involves the same steps you followed when you submitted your initial budget, except the values being reported in this module are year to date actuals.

ADDING YOUR FINANCIAL REPORT

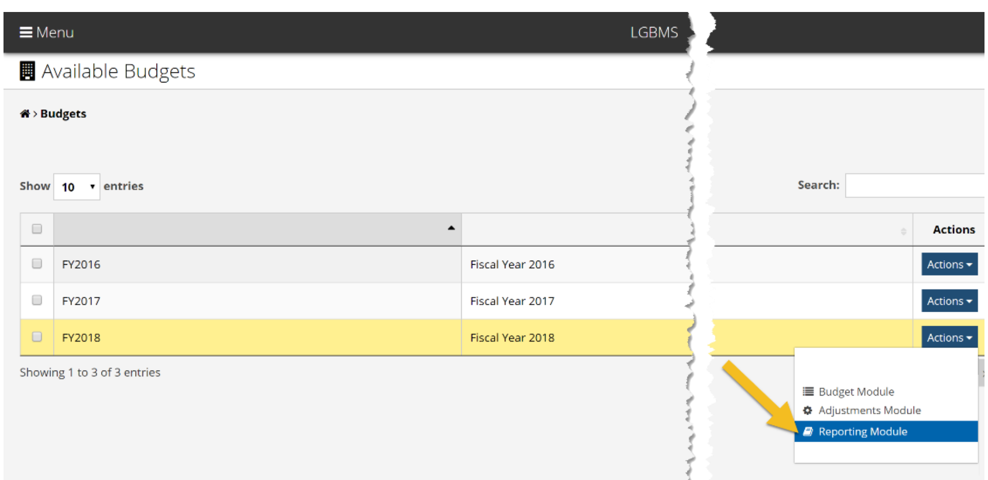
Click on MENU icon on the top left of the interface



Select BUDGETS to go to Budget screen



On the budget screen, identify the budget year for which you are entering your budget and click the ACTIONS button.



Adding budget line items (3 options)

There are three approaches to enter your reporting into LGBMS.

1. The first approach involves selecting and adding each individual line item and entering the associated year to date value within LGBMS.

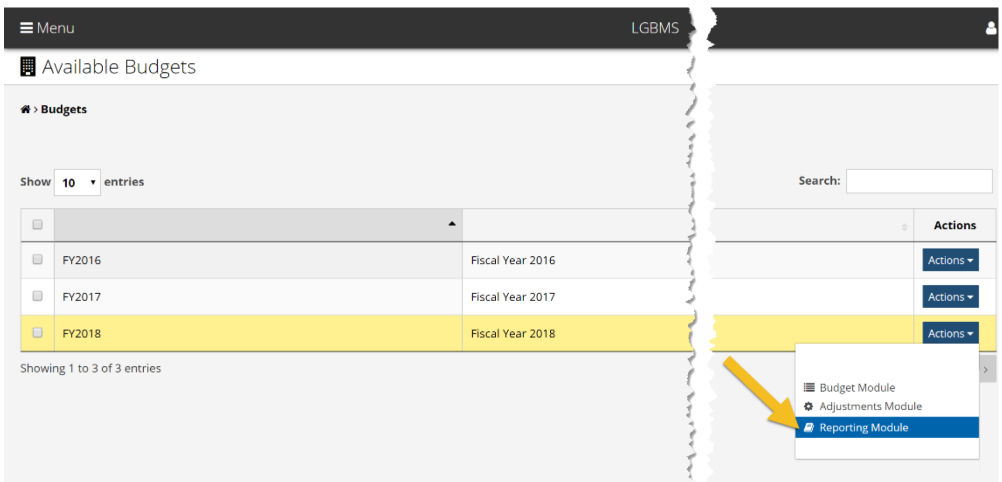
2. The second approach involves loading your report with your budget items, then individually editing each reporting item to add the year to date value.

3. The third approach involves downloading the reporting template, using your preferred spreadsheet software to add year-to-date actuals, then uploading the completed reporting template into LGBMS.

The three options are described below.

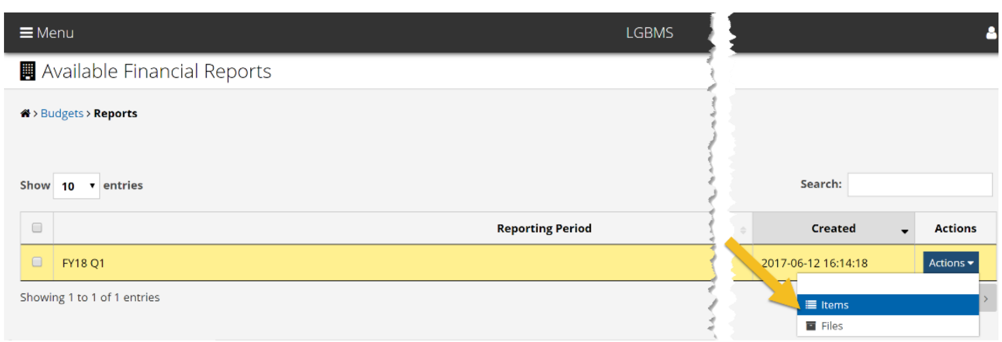
Option 1: Adding individual reporting Items

To add a financial report, click the ACTIONS button next to the budget year and select REPORTING MODULE. This will take you to the AVAILABLE FINANCIAL REPORTS page.



To add a line items to your financial report, click the ACTIONS next to the FY quarter you need to report and select ITEMS.

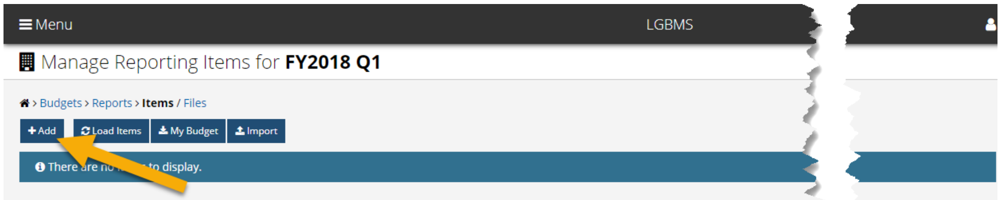
This will take you to the MANAGE REPORTING ITEMS page for that reporting period.



Using the +ADD button, you can add an item that you already have in your budget or add a new reporting item.

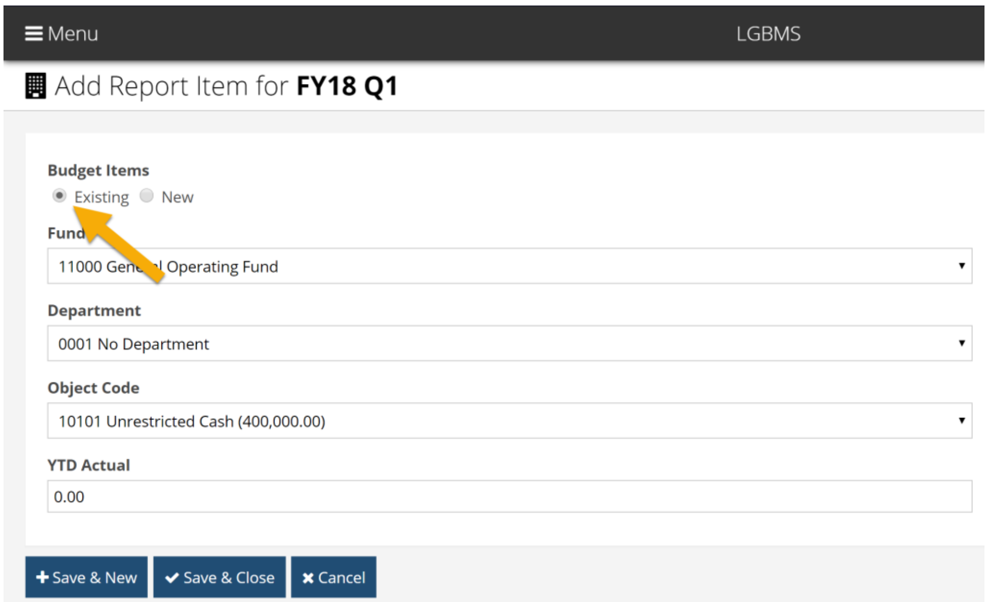
To add a reporting item, click the +ADD button located on the menu bar.

This will take you to the ADD REPORT ITEM page.



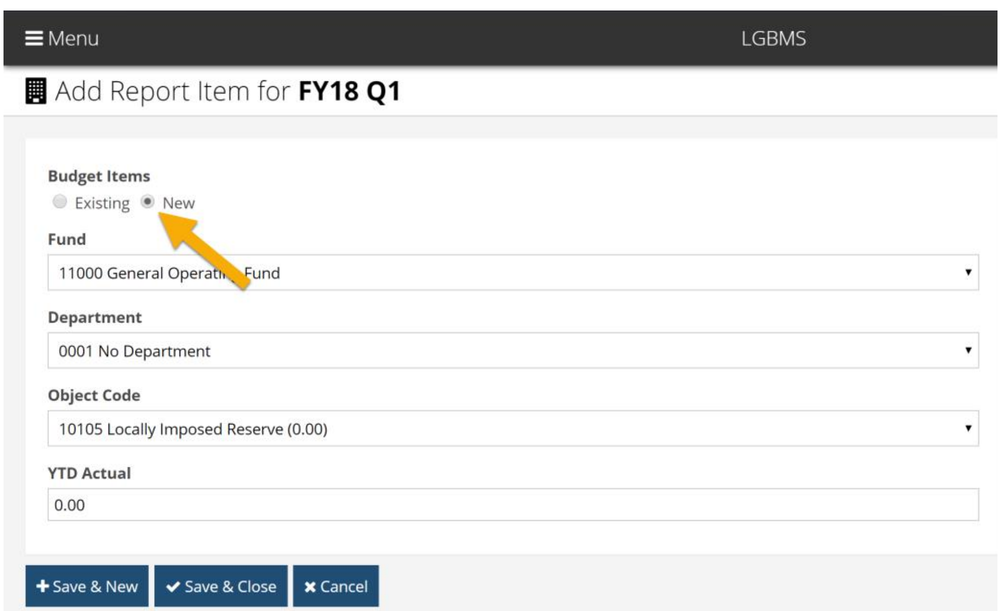
On the ADD REPORT ITEM page:

If you are adding an existing item to your report, click the radio button next to EXISTING and select the appropriate fund, department, object code, and enter the year-to-date value.



On the ADD REPORT ITEM page:

If you are adding a new item to your report, click the radio button next to NEW and select the appropriate fund, department, object code, and enter the year-to-date value.



Click **SAVE & NEW** to save the reported value and reset the screen so you can add a new reporting item.

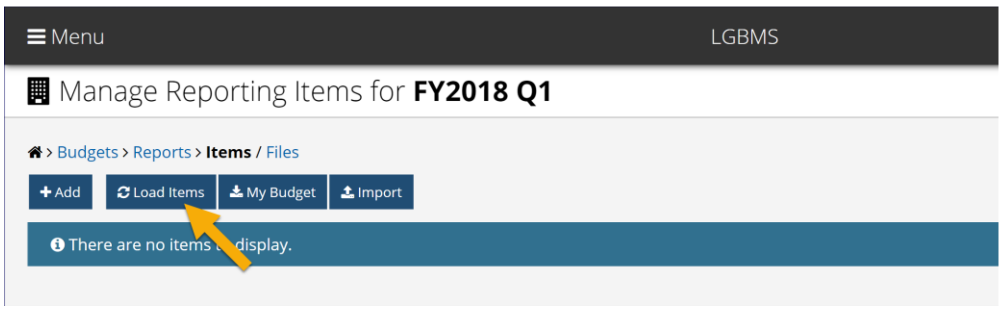
When you have added all your reporting items, click **SAVE & CLOSE** to return to the MANAGE LINE ITEMS page.

When you are ready to submit your budget, please review the instructions provided under SUBMITTING YOUR REPORT.

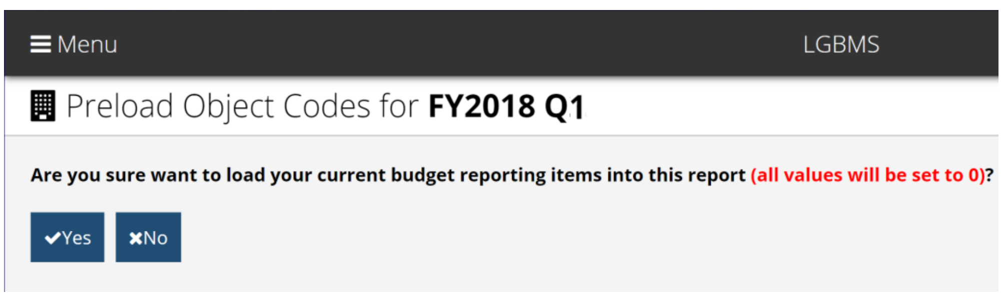
Option 2: Loading your reporting items

To load your reporting items, clock LOAD ITEMS on the menu bar.

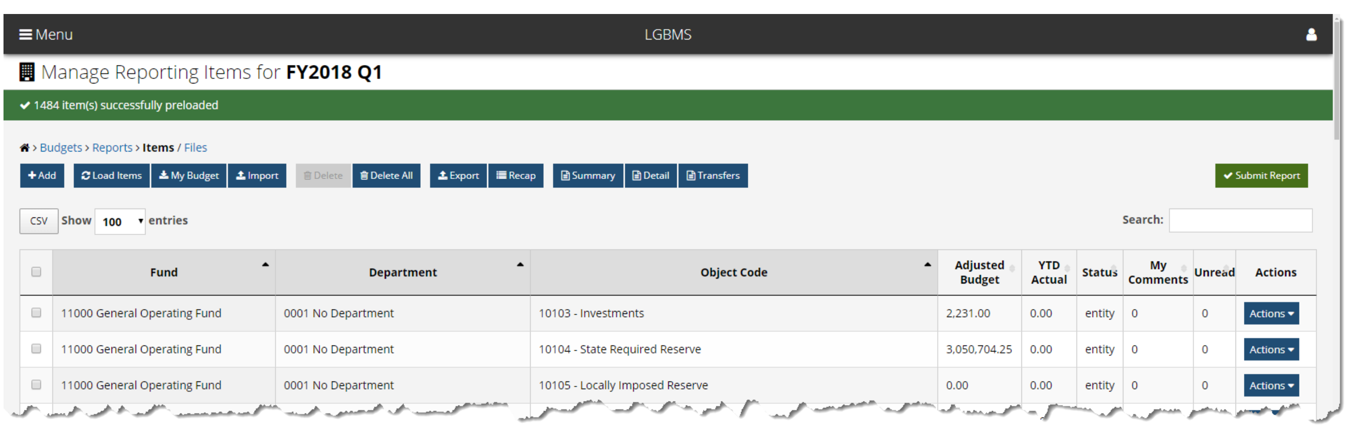
.



You will be prompted to confirm that your reporting items will be loaded with a default value of 0.

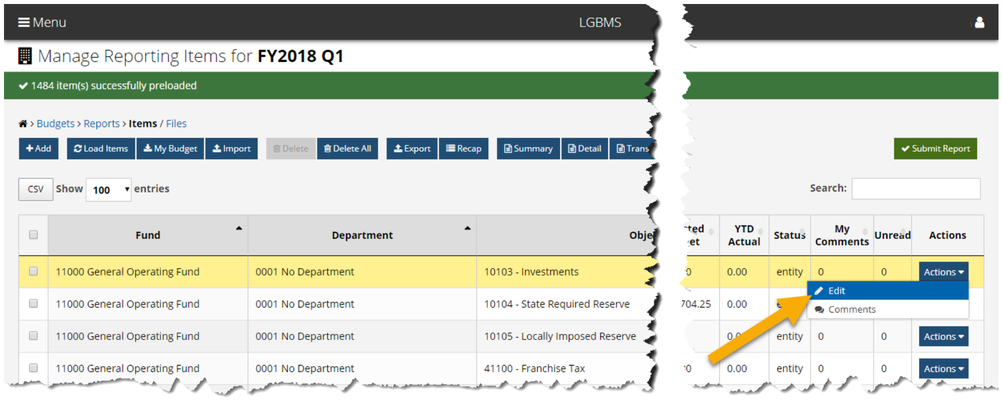


After confirming, you will be returned to the MANAGE REPORTING ITEMS page.

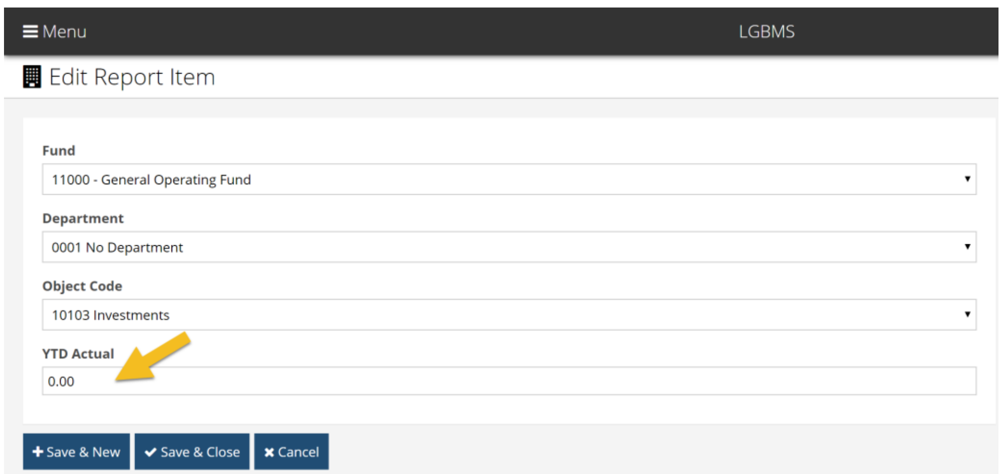


To enter year-to-date actuals, you must edit each line item individually.

To do so, click the ACTIONS button of the line item you want to edit and select EDIT



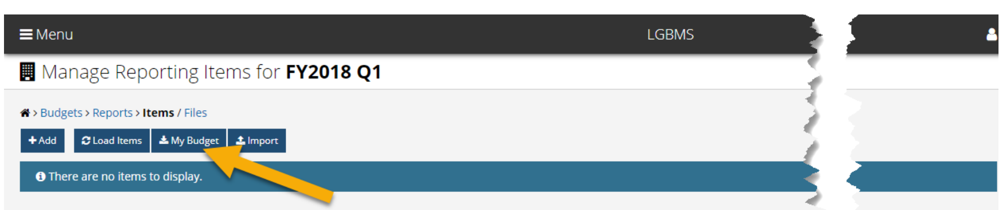
Enter the year-to-date actual value, the click SAVE & CLOSE.



When you are ready to submit your budget, please review the instructions provided under SUBMITTING YOUR REPORT.

Option 3: Importing reporting items

First, download a copy of your reporting template, click MY BUDGET on the menu bar.



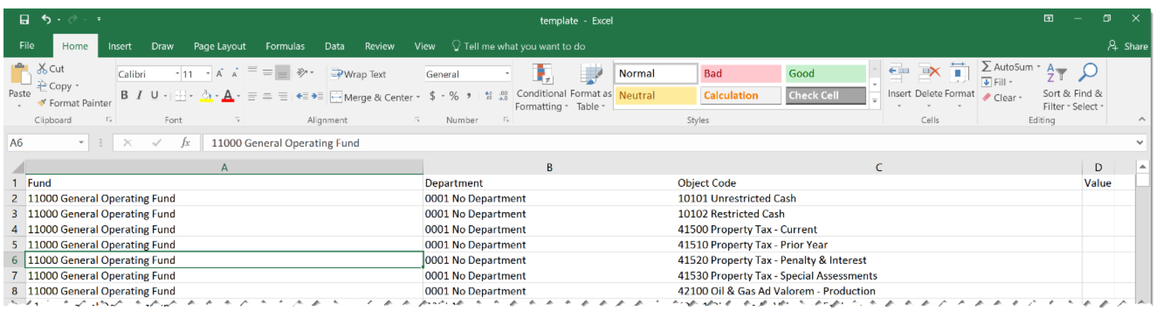
Note: Only your current budget items will be in the template. To add a new item in the reporting module, click +ADD NEW ITEM on the menu bar. See "Adding New Items" section for more information.

Do this first before you save a reporting template.

You will be prompted to open or save the file TEMPLATE.CSV

TIP: Click the down arrow next to the SAVE button so you can select SAVE AS and browse to where you want to save the template.

Browse to the folder where you save the template and double-click on the file name. This should open the file in your default spreadsheet software.



TIP: If using Excel, consider using the Autofilter feature. Filtering data will display only the rows that meet criteria that you specify and hides the other rows. You can also filter by more than one column. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data. For more information on data filtering in Excel, click the link below.

https://support.office.com/en-us/article/Quick-start-Filter-data-by-using-an-AutoFilter-08647e19-11d1-42f6-b376-27b932e186e0

You will see four columns in your spreadsheet

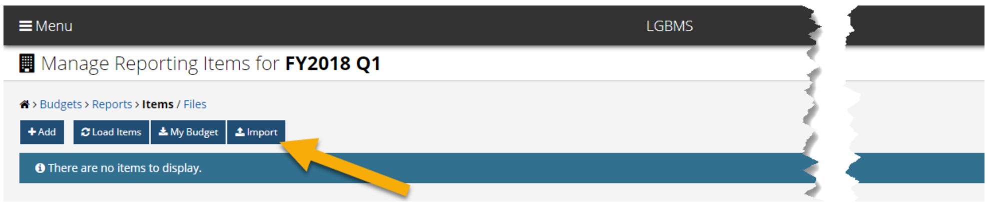
- Fund – do not modify
- Department – do not modify
- Object Code – do not modify
- Value – numbers only

IMPORTANT:

- Do not add lines or columns to the template.
- Add numbers only in the VALUE column, i.e. no dollar symbol ($) or comma (,).
- Do not worry about the order of the rows.

Importing the CSV file

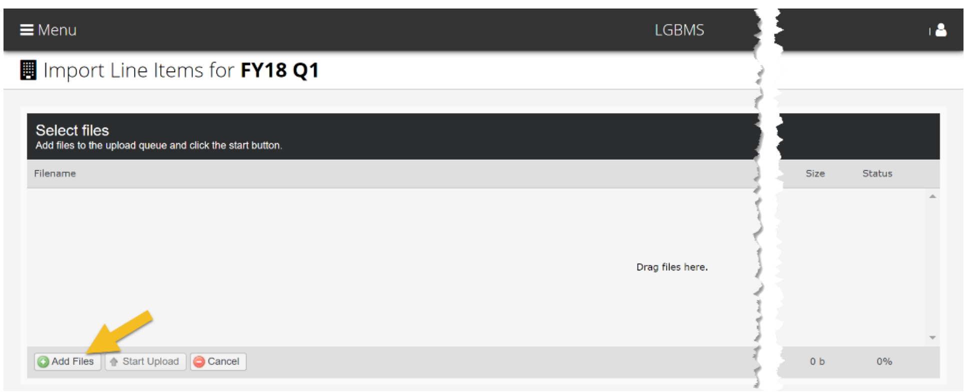
Once you have completed your reporting worksheet, save the file as a CSV file. This is the only file format the system will accept.



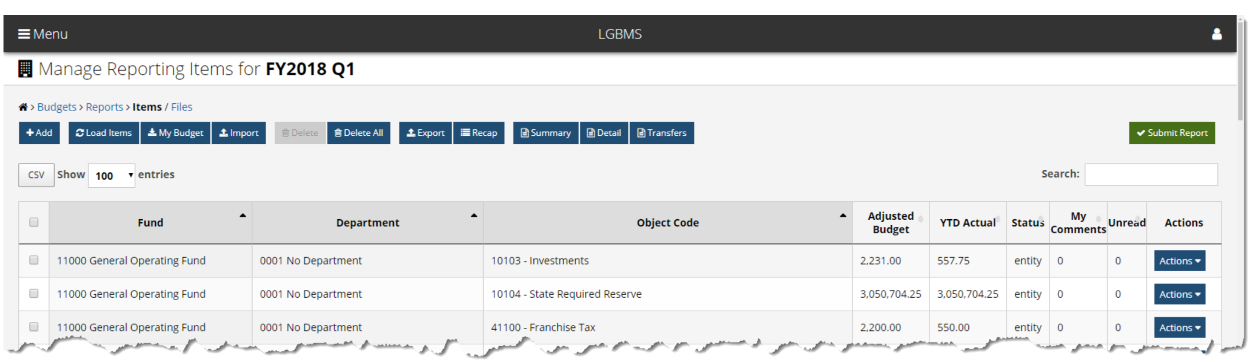
Click ADD FILES to browse for your file. Click OPEN or double-click to add the file.

Another way to add the file is to drag and drop the file into the window. Once added, the file will be listed.

Click START UPLOAD to initiate the import.



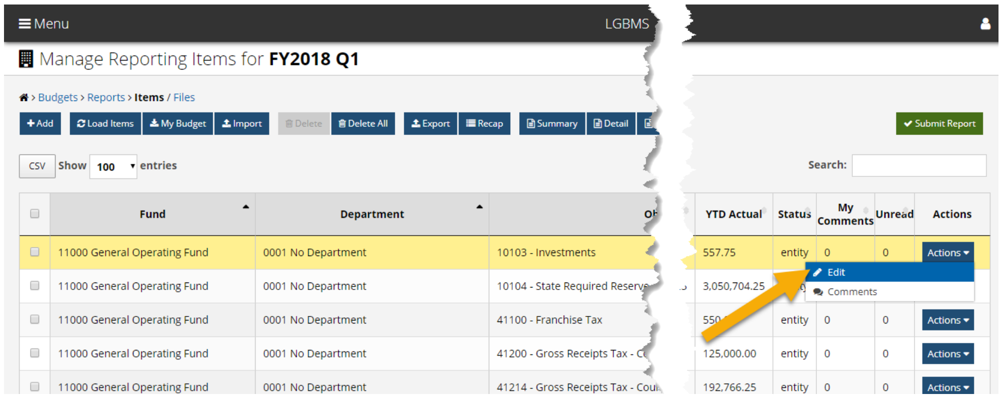
When successful, the number of line items imported will be displayed and the line items will be added to your budget along with the year-to-date actuals.



MODIFYING REPORT LINE ITEMS

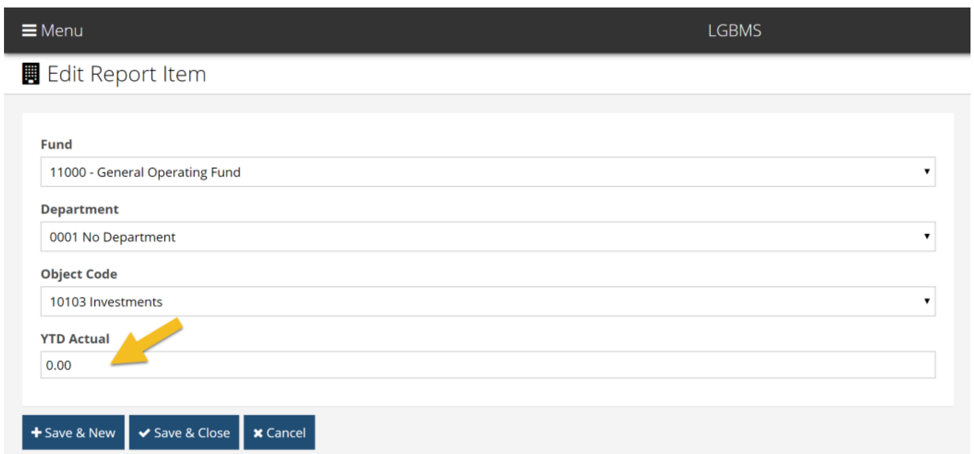
Editing a reporting line item

To edit a reporting item, click the ACTIONS button of the line item you want to edit and select EDIT



On the Edit Report Item page, you can modify the reporting value.

If necessary, the fund, department, and object code can be modified as well.

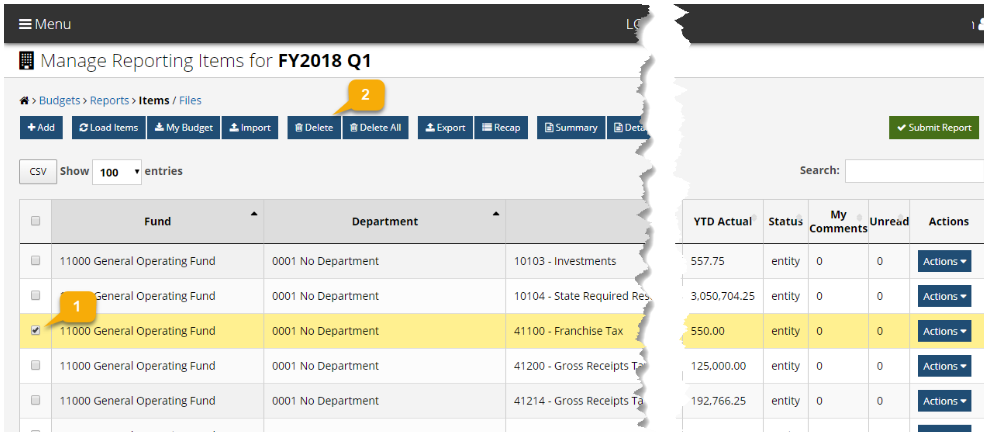


After you have edited your reporting item, click SAVE & CLOSE to return to the MANAGE REPORTING ITEMS page.

When you are ready to submit your budget, please review the instructions provided under SUBMITTING YOUR REPORT.

Deleting a Report Line Item

To delete a specific report line item, click the box next to the line item or items you want to delete then click the DELETE button on the menu bar.

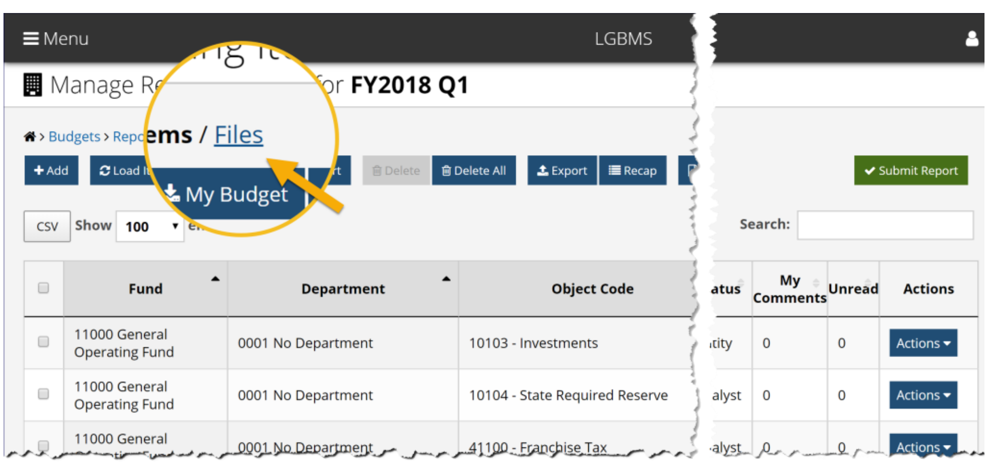


If you want to delete all budget line items, click the DELETE ALL button on the menu bar.

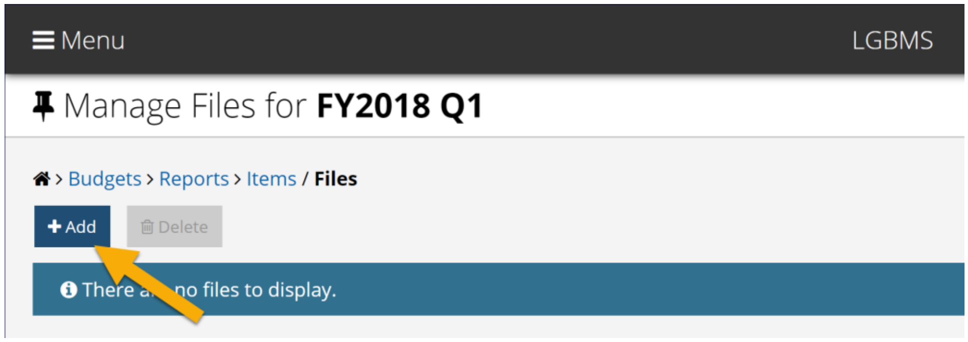
	TIP: Use the search feature to find specific line items.

UPLOADING SUPPORTING DOCUMENTATION

To upload supporting documentation, click on the FILES link on the navigation bar.

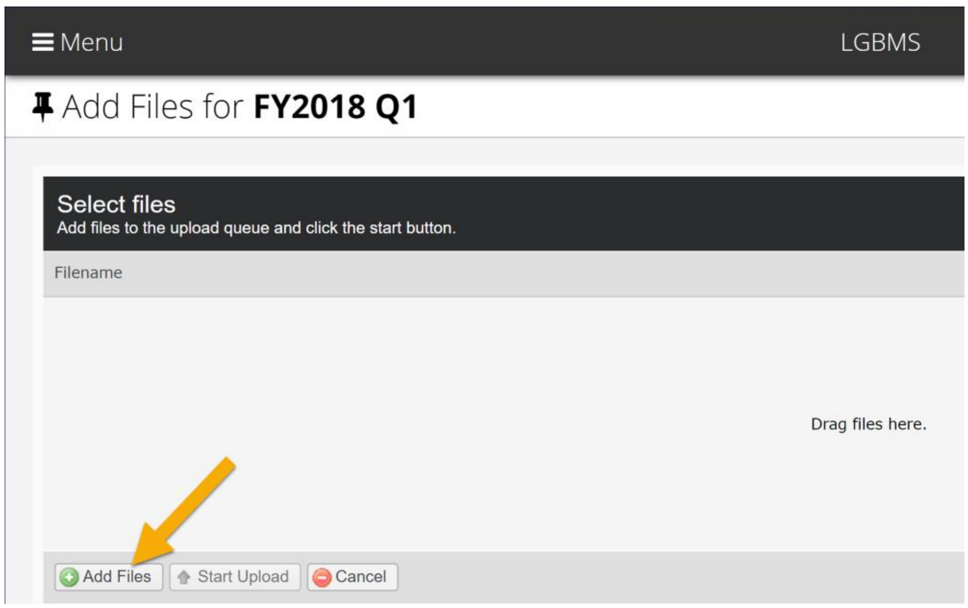


In the MANAGE FILES screen, click the ADD button.



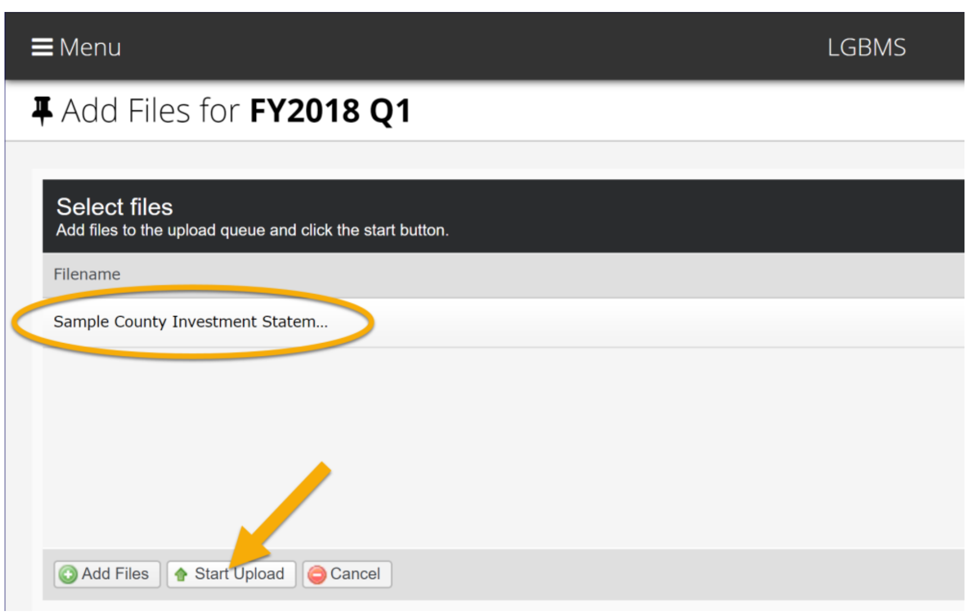
Click ADD FILES to browse for your files. You can add multiple files at one time.

Click OPEN to add the files.

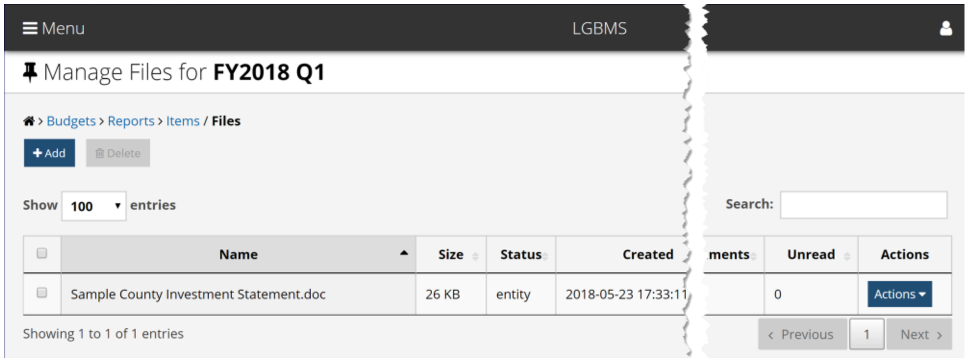


You will see your file listed in the filename window.

Click START UPLOAD Once the upload is complete, the files are listed in the MANAGE FILES screen.



You will see your file listed in the MANAGE FILES screen of your quarterly report.



VALIDATIONS

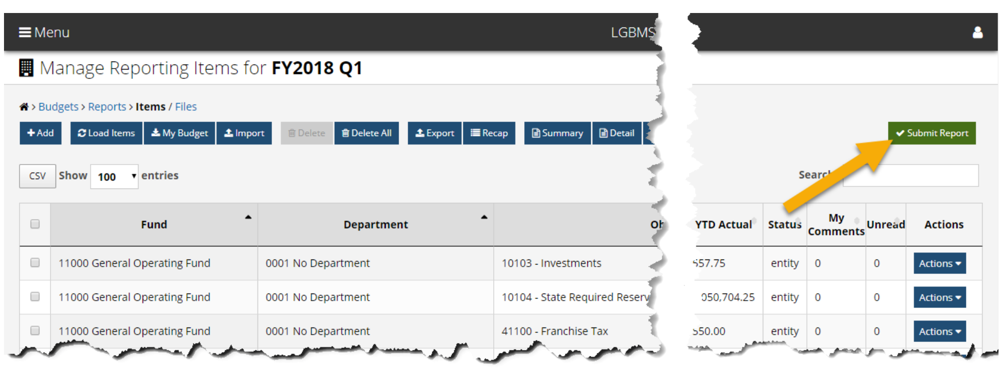
When entering your financial report, LGBMS will check for the following:

- That a fund has a positive ending cash balance.
- That the budget authority has not been exceeded.
- That the grand total for all Transfers In equals the grand total of all Transfers Out.

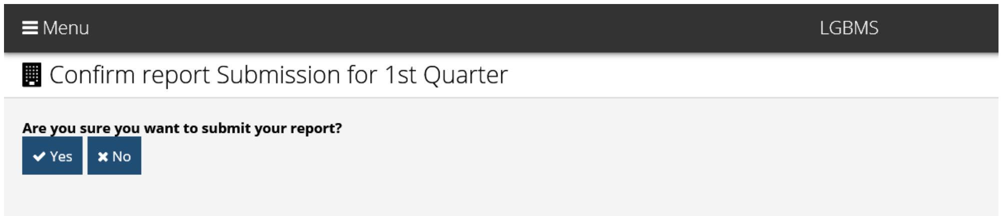
Should your financial report not pass a validation, you will see a notification indicating which validation was not met, but you will still be able to submit your report. Your analyst will also see the notifications when reviewing your financial report.

SUBMITTING YOUR REPORT

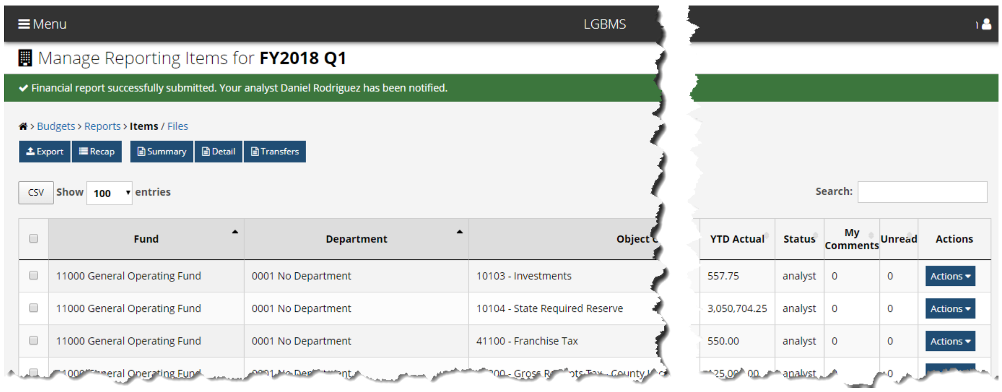
Once all your budget line items and amounts have been added, you can submit your budget for review to BFB by clicking the SUBMIT TO ANALYST button on the menu bar.



You will be prompted to confirm the budget submission.



After submitting your financial report, you will be returned to the MANAGE REPORTING ITEMS screen.

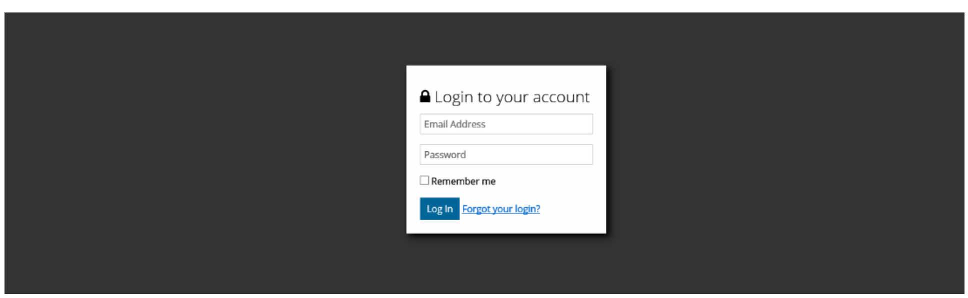


Submitting will lock your report and notify your analyst that your financial reports is ready for review.

RESPONDING TO REVIEW COMMENTS

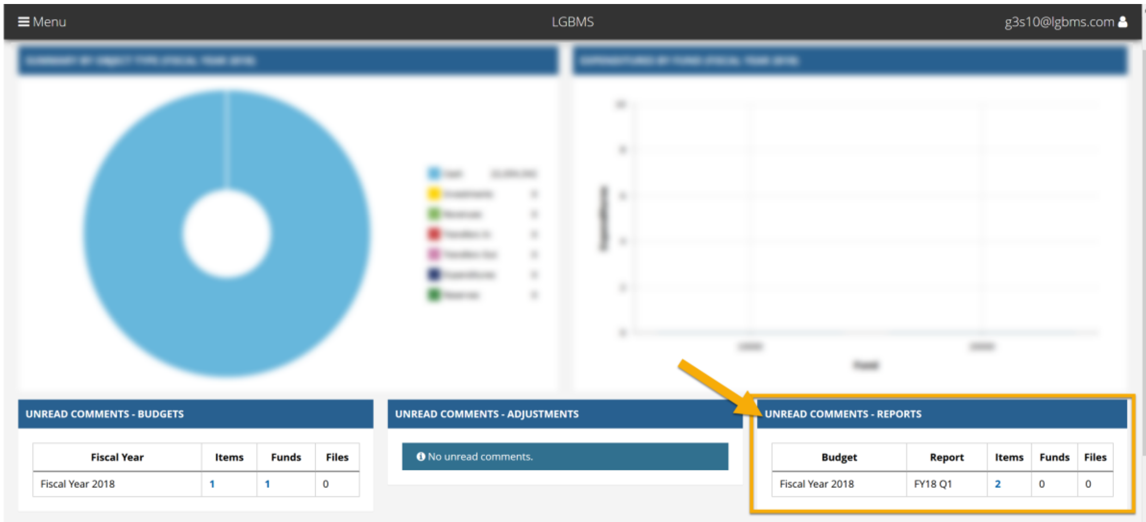
When your analyst has completed the review, you will be notified by email if there are items that need additional information.

Log into the system



After logging into LGBMS, you will see the DASHBOARD on which you will see three tables labelled as follows:

- Unread comments – Budgets
- Unread comments – Adjustments
- Unread comments - Reports



If your analyst entered comments to any reporting items, funds or files, the number of unread comments are listed in the UNREAD COMMENTS - REPORTS table. In the example above, there are two reporting item comments.

The values in the table are clickable and will take you to your reporting table, recap table, or your uploaded files depending on if you click on the value under items, funds, or files.

Responding to Review Comments

Responding to comments in the reporting module is similar to responding to comments in the budget module. That workflow is presented on page 29 in the budget module section of the user guide.

When your analyst has completed the review, you will be notified by email if there are items that need additional information.

- You will then log into LGBMS to access your financial report to view the comments.
- Only the line items that need further review will be available for editing.
- Make the necessary modifications and/or upload additional documentation.
- After you have addressed the comments and made the necessary modifications, re-submit your financial report to your analyst for review of the updated items.

This process will continue until your financial report has been accepted.

FINANCIAL REPORT – FINAL ACCEPTANCE

Once your budget has been reviewed and approved, you will receive an email notification indicating the approval.