WORKING BUDGET REPORT IN EERP – STW-GL-4

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Overview

The Working Budget Report is designed to:

1. Compare **actual** Revenues and Expenditures for the past two years with the Current Year Budget.
2. Report Current Year Budget as a calculated column for multi-year funds. (Fund 2, Fund 22, and Fund 360 are multi-year funds consisting of Projects that can be expended over a period extending beyond one fiscal year.)

This document provides instructions for producing the Working Budget Report in **printed form** and **electronic file** formats.

Fund 2, Fund 22 and Fund 360 Budget Appropriation Calculation

Fund 2, Fund 22, and Fund 360 are multi-year funds consisting of Projects that can be expended over a period extending beyond one fiscal year. Any multi-year fund account is budgeted just once - in the year of its inception. This Project budget remains in effect over the life of the Project, which may extend beyond a single fiscal year. Because the Working Budget Report shows budgets for a single fiscal year, reported budgets for Projects with activity beyond a single fiscal year will be distorted. To minimize the distortion, the report performs the following calculation:

Project Budget – Prior Year Actuals = Reporting Year Budget

The calculated budget is reported in the **Budget Appropriation** column on the Working Budget Report.

Steps for Generating and Submitting the Working Budget Report

To successfully generate and submit the Working Budget Report, several steps are performed.

1. Verify that Project Actual start and end dates are set appropriately on all Project Master Records.
2. Generate the Working Budget Report paper copy and electronic files.
    a. This step will produce an error message if any errors exist.
    b. Errors must be corrected before the electronic files can be generated.
3. Generate the Working Budget Report with detail.
4. Generate the Working Budget Report without detail.

5. Transfer electronic files to KDE.
6. If necessary, submit replacement electronic files.

Setting Project Actual Dates

Establishing proper dates in the **Actual date range** fields for multi-year fund projects (Fund 2, Fund 22 & Fund 360) in the Project Master table is an important part of producing the Working Budget Report. Dates must be entered accurately for ALL projects. Incorrect or missing dates will result in projects being excluded from or incorrectly included in the report.

Prior year multi-year projects should not generate into the Working Budget report. The Project Master record for a prior year grant should contain an Actual Start & Actual End date before generating the report.

Example: 310M– FY26 Title I Basic – A portion of these funds can be carried over and spent in the following year. However, the budget for these funds should not be included in the FY27
Working Budget report. Therefore, the Project Master should reflect the following:



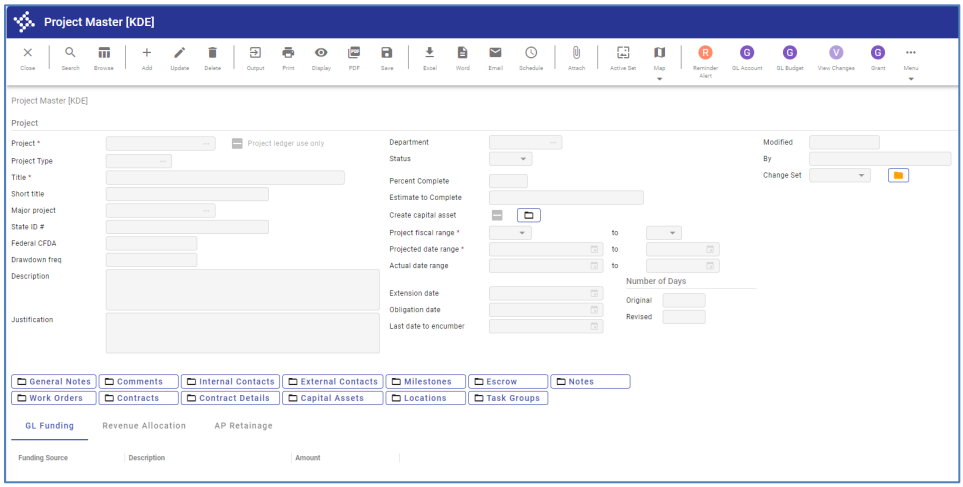
Note: The **Projected date range** does not affect accounts missing from or being included in the Working Budget Report. Districts must use the ***Actual date range*** field to ensure accurate reporting.

The table below describes the effect of dates entered in the **Actual date range** fields on budget reporting for multi-year accounts.

	Added to budget calculations?
No Dates in **Actual date range** fields	Yes
Actual Start Date only, *before* reporting year	Yes
Actual Start Date only, *after* reporting year	No
Actual End Date only, *before* reporting year	No
Actual End Date only, *after* reporting year	Yes
Actual Start and End Dates *before* reporting year	No
Actual Start and End Dates *after* reporting year	No
Actual Start Date *before* reporting year, Actual End Date *after* reporting year	Yes

Set Project Start and Actual Completion Dates

Financials ▶ General Ledger Menu ▶ Set Up/Chart of Accounts ▶ Project Master



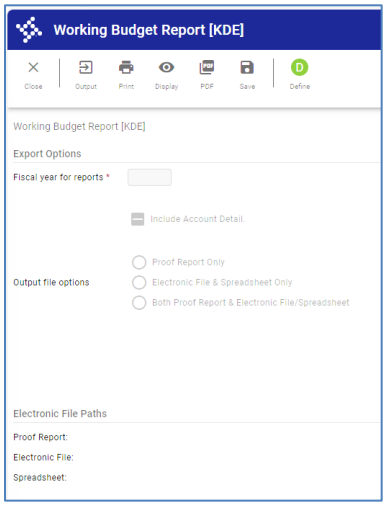
Find all records.

Select **Browse** and review the projects to verify that the appropriate **Actual Start Date** and **Actual End Date** has been set for each project.

If any project has an incorrect date range, perform an update to modify the dates.

Generating the Working Budget Report

Financials ▶ General Ledger Menu ▶ Inquires and Reports ▶ State Specific Reports ▶Kentucky Reports ▶Working Budget Report



Select **Define** and enter the fiscal year.

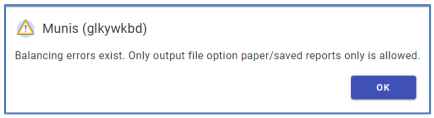
The **Include Account Detail** box is checked to generate the detail file submitted to KDE. This can also be checked to generate a detail report to research discrepancies.

Check the **Include Account Detail** box.

Click the **Both Proof Report & Electronic File/Spreadsheet** output file option.

Click **Accept**.

At this point, if errors exist, the error message shown below will appear:



Select **OK** and the Output file option will now be set to Proof Report only.

Select **Print/Display/PDF** from the ribbon at the top of the Working Budget Report screen and choose an output method.

The last page of the report gives information related to the errors that exist on the report.

Description of Enterprise ERP (EERP) Errors

1. Fund X Revenue (object codes => 0999) and Expenditures (object codes < 0999) do not equal

   Note: This error indicates the budget for Fund X does not balance.

2. Total Funds Transfer Revenue and Expenditures do not equal

   Fund X Revenue Transfers for object code 52** = $XXXX

   Fund X Expense transfer for function 5200 and object 091* = $XXXX

   Note: Refer to Appendix A for instructions on how to generate a report that will identify fund transfer accounts that are pulling into the Working Budget Report.

3. Expense transfers for object 091* and NOT function 5200 exist

Fund X and function XXXX=$XXXX

Note: This error indicates the object is attached to an incorrect function code. An account change or segment change may be necessary. Refer to Appendix B for more information.

Description of Enterprise ERP (EERP) Warnings

1. Negative budget amounts exist in Fund X for $XXX for function XXXX and object code XXXX

   Note: Only reported for Funds < 7X

2. Contingency fund percentage is less than 2%

   Note: Contingency % is calculated as follows:

   A = sum of object code 0840* for fund 1

   B = total expense accounts for funds 1 and 51 and Expenditure Objects less than 0900 and not 0280 and not project 16M*

   Contingency % = A / (B – A)

3. Budget amounts do not exist for fund X

   Note: Where budget revenues or expenditures do NOT exist for funds 1, 2, 310, 320 or 51 for the reporting year

Take corrective action on all errors and any warnings before proceeding to the next step.

Generate the Required Detail File for Submission to KDE

When all discrepancies have been resolved, proceed to generate the required reports.

Select **Define** and enter the appropriate fiscal year.

Check the **Include Account Detail** box to generate the detail file that is required for KDE submission.

Click the **Electronic File & Spreadsheet Only** or the **Both Proof Report & Electronic File/Spreadsheet** option if you also want to generate a paper/spooled copy of the Working Budget Report.

Click **Accept**.

The Segment Find screen will appear. Press **Accept** to select all accounts.

Select **Print** from the ribbon at the top of the screen.

The print window appears. Select an output method.

Choose **Save** to save in Saved Reports**.** The file name will be displayed.

Generate the Required Non-Detail File for KDE Submission

When all discrepancies have been resolved, proceed to generate the required reports.

Select **Define** and enter the appropriate fiscal year.

Click the **Electronic File & Spreadsheet Only** or the **Both Proof & Report Electronic File/Spreadsheet** option if you also want to generate a paper/spooled copy of the Working Budget Report.

Click **Accept.** Then click **Accept** again.

Select **Print** from the ribbon at the top of the screen.

The print window appears. Select an output method.

Choose **Save** to save in Saved Reports**.**

The file name will be displayed.

When the process is complete, the spreadsheet and electronic file are created. You will need to view the files in Saved Reports to be sure you transmit the appropriate files to KDE.

Detail Files:

1. WKDddd####.txt Working Budget Electronic File
2. WSDddd####.txt Working Budget Spreadsheet File

Non-Detail Files:

1. WKBddd####.txt Working Budget Electronic File
2. WSBddd####.txt Working Budget Spreadsheet File

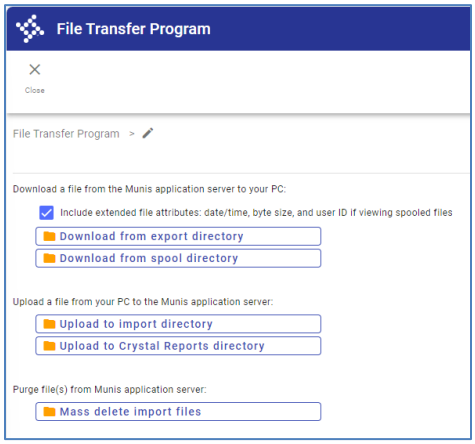
Note: The ddd represents your District Number and the #### reflects the report sequence number.

Preparing Files for Submission

The steps that follow are used after the Working Budget has been created with detail and without detail as directed earlier in this document. Only two Working Budget files will need to be submitted, the WKD file and the WSB file.

ASP Admin > Transfer a File

This box appears:



Choose “Download from spool directory.”

Find the files that were saved.

An easy way to find the files is to click on the **Date** column heading. This will sort the files by date. Then look for the date you saved the files.

You will see several Working Budget Files. However, you will only submit the WKD and WSB files to KDE.

Click on the WKD file then select **Accept**. Then choose **Open** and the file will open as a text file.

Select File >Save As from the top left corner of the screen.

Find the folder to which you want to save the file. Double click the folder or select Open. Then select Save. **Do not change the name of the file or the extension.**

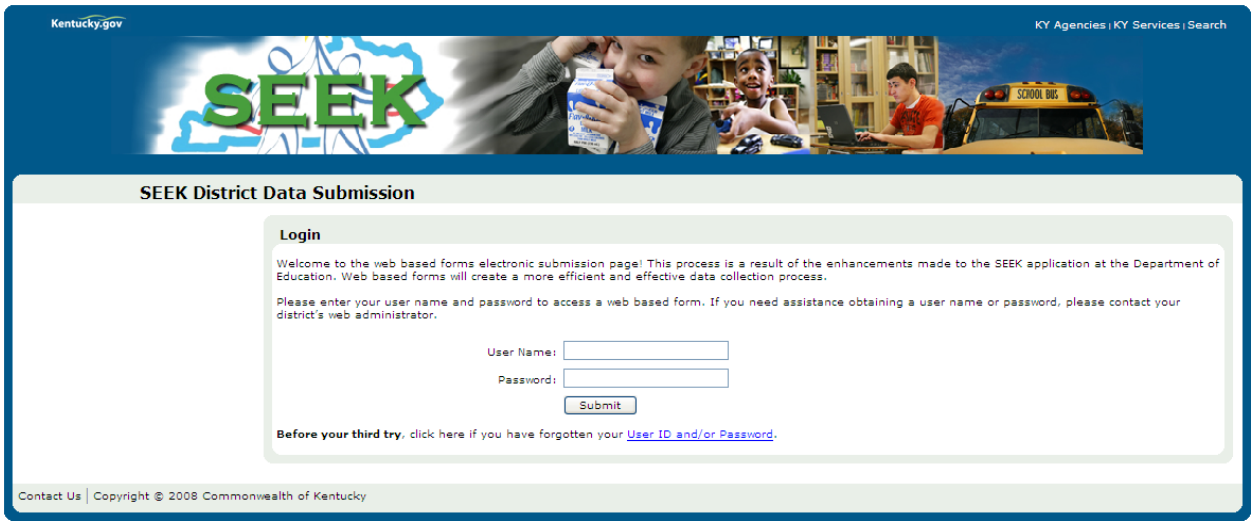
Repeat the steps above to save the WSB file.

You are now ready to submit the Working Budget files to KDE using the SEEK web-based application. Directions are on the pages that follow.

Working Budget Web Submission

The web-based application is the same application that is used to submit SEEK trend data. Once the Working Budget Files have been prepared, follow the instructions below for submission:

1. Go to the SEEK District Data Submission login screen located at SEEK Submission Login Screen.



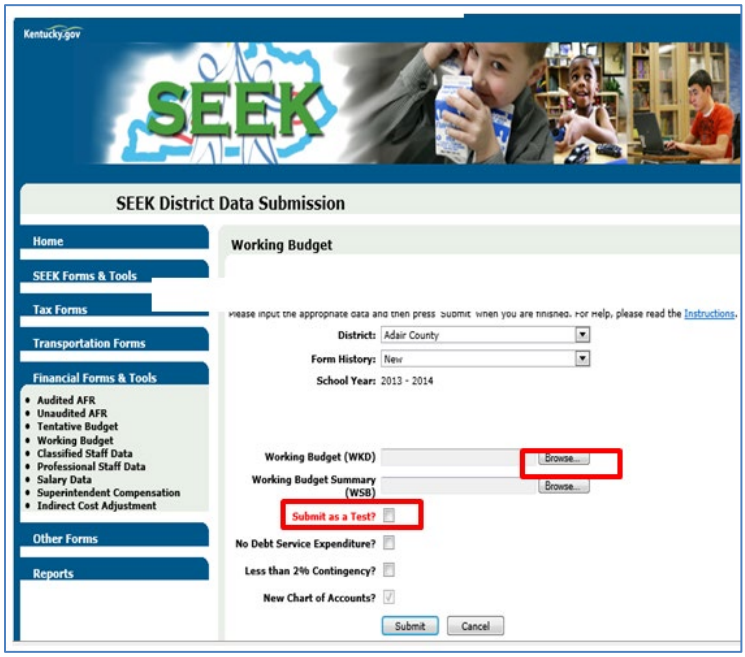
2. Enter your User Name and password and click the **Submit** button. Successfully entering your User Name and password will open the SEEK District Data Submission Home page.
3. Click the Financial Forms link on the left side of the page shown highlighted below:



4. Select the Working Budget link under the list of Financial Forms.

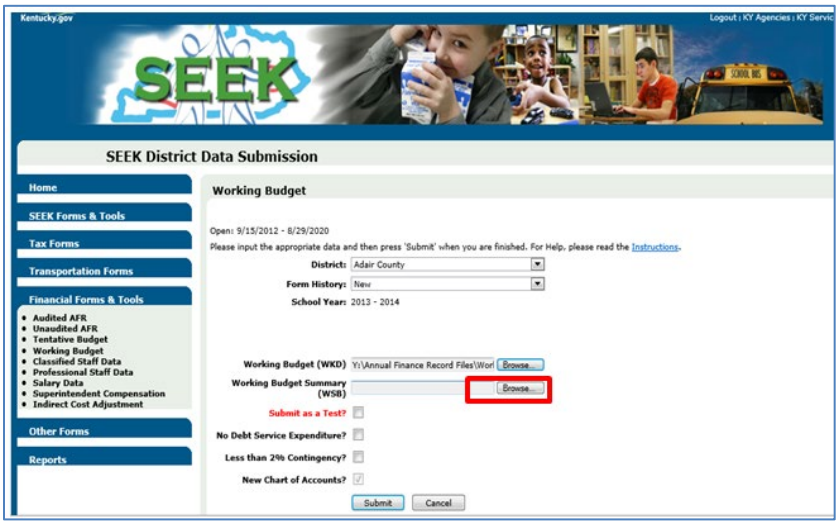


5. Click the Browse button at the end of the **Working Budget (WKD)** row.
   It will allow you to choose which file to upload by opening the **Choose File to Upload** screen. You are also given an option to submit your file as a test file before actually submitting it to KDE by checking that box.



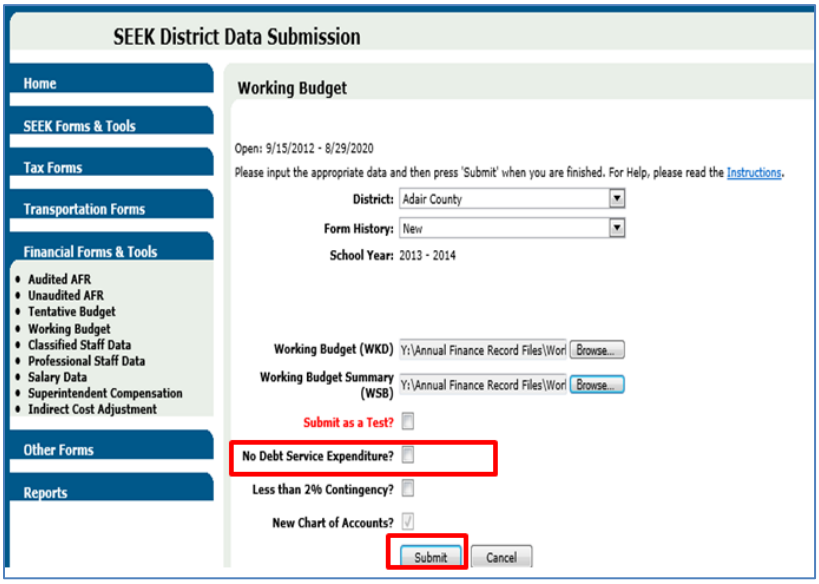
6. Click the file you wish to upload, such as WKD0010001.txt.
   The name will appear in the **File name: box.**
7. Click the **Open** button. The Choose file screen will close returning to the SEEK Data Submission screen. The file location and name now appears in the **Working Budget (WKD)** text box. Do not be concerned that the entire file location can't be seen.

8. Click the **Browse** button at the end of the **Working Budget Summary (WSB)** row to upload the Working Budget Summary. The **Choose File to Upload** screen opens.



9. Click the summary file to select it, such as WSB0010001.txt. The name of the file will appear in the **File name: box.**

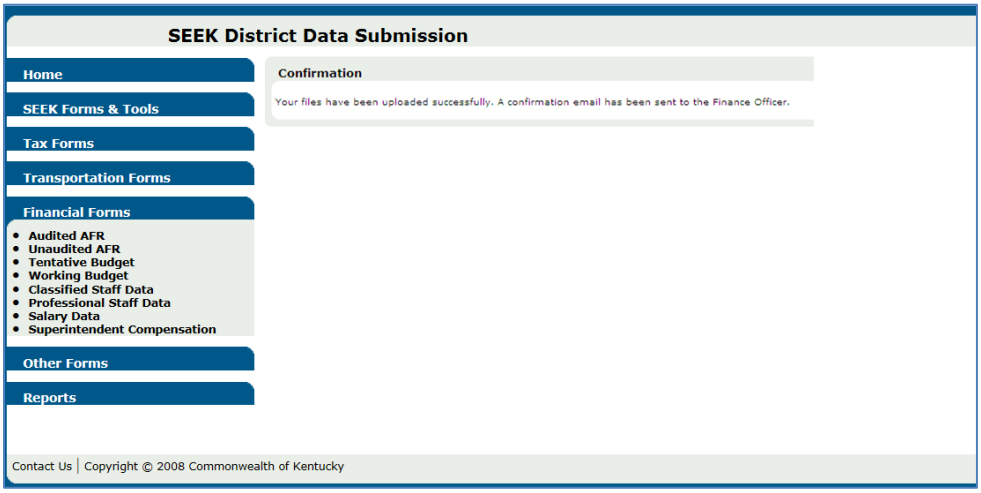
10. Click the **Open** button. The **Choose File to Upload** screen will close returning to the SEEK Data Submission screen. The file location and name appear in the **Working Budget Summary (WSB)** text box.



11. If the district has no debt service expenditures, click the box next to **No Debt Service Expenditure?**.

12. Click the **Submit** button to submit the files.

13. Once the files have been successfully submitted, a confirmation screen will appear.



14. The submission process is now complete. Click Logout at the top right-hand side of the screen.

The following page contains the possible errors that may occur during submission.

Possible Submission Errors

Missed their submission window. – This form is only open during the following dates: Tentative Budget 05/15/xx-06/15/xx; Working Budget 09/15/xx-10/15/xx.

We have closed the form submission process. – This form has been closed. No data may be submitted at this time.

Internal error with application. – There was an error in loading the page. Please try again later.

File has already been uploaded. – File has been uploaded.

Did not choose file. – Please select the WKD Budget file OR Please select the WSB Budget file.

Chose wrong file. – Please upload a valid WKD Budget file OR Please upload a valid WSB Budget file.

Test to make sure the layout of the detail file is correct. – The Finance Record Import file layout is incorrect.

Invalid district number in detail file. – The following errors were found in files uploaded: The Finance Record Import file contains an invalid district number.

Invalid budget type in detail file. – The Finance Record Import file contains an invalid budget type.

Invalid fiscal year in detail file. – The following errors were found in files uploaded: The Finance Import file contains an invalid fiscal year.

Not one expenditure record for fund. This applies to funds 1, 2, 310, 320, and 51. – The following errors were found in files uploaded: The finance Record Import file does not contain an object code between 0100 and 0998 for fund code 1.

Not one revenue record for fund. This applies to funds 1, 2, 310, 320, and 51. – The following errors were found in files uploaded: The Finance Record Import file does not contain an object code between 0998 and 5640 for fund code 1.

Invalid fund codes in submission. – The following errors were found in files uploaded: The Finance Record Import file contains invalid fund code(s).

Appendix A: Verify Fund Transfers

A Working Budget detail report can be generated to review transfer accounts.

Expenditure Transfer Report

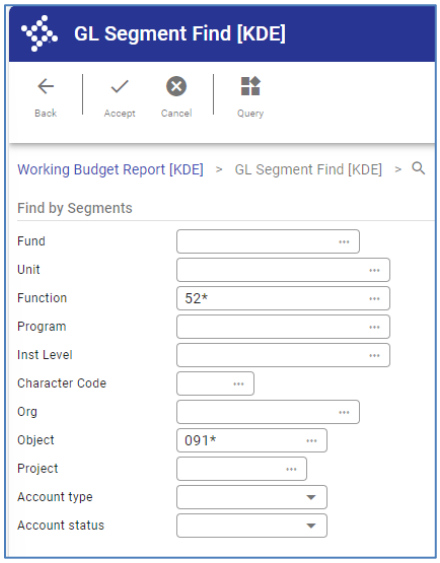
From the Working Budget screen, select Define and enter the appropriate fiscal year.

Check the **Include Account Detail** box.

Click the **Proof Report Only** option.

Click **Accept.**

The Segment Find screen will appear. Enter the options as shown below to generate a report for expenditure accounts:



Click **Accept.**

Select an output method.

Revenue Transfer Report

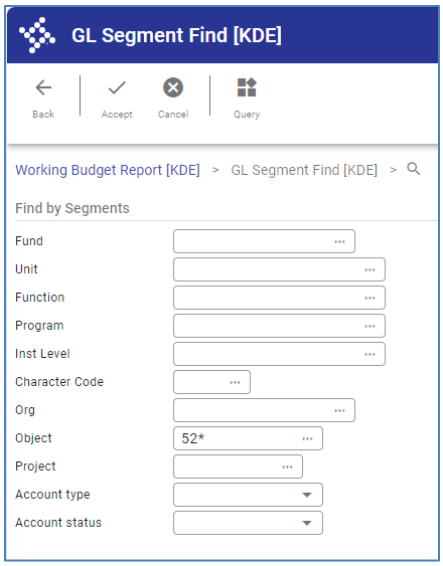
From the Working Budget screen, select Define and enter the appropriate fiscal year.

Check the **Include Account Detail** box.

Click the **Proof Report Only** option.

Click **Accept.**

The Segment Find screen will appear. Enter the options as shown below to generate a report for revenue accounts:



Click **Accept**.

Select an output method.

Review the reports to identify the discrepancies.

Make appropriate budget amendments and generate the budget files again.