





AZ Budgeting

INFINITE VISIONS USER GUIDE FY 2018-19

OVERVIEW:

In addition to the standard Accounting modules, Infinite Visions Enterprise Edition Budget Vision module enables you to fulfill your state-specific financial and reporting requirements. This module provides information about the state-specific requirements for Arizona.

COURSE SECTIONS:

-  Arizona Budgeting Checklist
-  AZ Budget Worksheets and Forms



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ARIZONA BUDGETING CHECKLIST

Be sure you are logged into your FY 2018-19 connection group.	
Step	Step Description
Step 1	Import Budget Mapping (See, "Import Budget Mapping" on page 3).
	In General Ledger > Budgeting > Budgeting Configuration > AZ - Budget/AFR Mapping. Select Import Budget Mapping from the Actions menu.
Step 2	Download Budget Forms/Worksheets (See, "Download Forms," on page 3)
	Download the necessary forms from the AG or ADE web site.
Step 3	Save Budget Forms/Worksheets
	Save the downloaded worksheet/forms to use as a master set for populating/creating new budget forms to a specified folder location on your computer/network. Read all form instructions, Summary of Significant Changes, USFR Memo and other instructions included in the budget packet.
Step 4	Copy the Master Set of Forms
	Copy the folder containing the master set and rename the folder including the fiscal year and type of budget being prepared (e.g., FYProposed). DO NOT rename the forms or the data won't import.
Step 5	Copy Set of Prior Year (May or Final) Budget Forms
	Copy the prior year budget forms to the budget year with the forms folder. The forms must be named the same as budget forms and include the appropriate fiscal year.
Step 6	Download ADE Budget Worksheet Data
	Go to the link on the Tyler Community web site and download the (WrkShtCounts2019) file and save to the new fiscal year folder with budget forms.
Step 7	Verify the ADE District Assigned CTD Number (See, "Download the student count file (WrkShtCounts2019) from Tyler Community: http://tylercommunity.tylertech.com/infinite visions. Save the file in a text (.txt) format. The file must be saved in the same folder with the budget forms/worksheet being used to complete your budget.," on page 4)
	In General Ledger > Workflow Configuration > General Ledger Default Settings, be sure the CTD (county, type, district) information entered in the Entity Code fields is accurate.
Step 8	Import ADE Budget Data (See, "Import ADE Budget Data," on page 4)
	Import ADE student count data into the budget worksheets. Verify amounts and make changes/finish worksheets.
Step 9	Update General Ledger Account Type Masks (See, "Update Account Type Masks," on page 5)
	In General Ledger > Chart of Accounts > Account Type Masks, select Update Accounts from the Actions menu to update the Account Type Masks.
Step 10	Assign Cell Mapping (See, "Assign Cell Mapping," on page 5)

Be sure you are logged into your FY 2018-19 connection group.	
Step	Step Description
	In General Ledger > Chart of Accounts > Account Code Input, select Assign AZ Budget Mapping from the Actions menu to set the account code mapping to the ADE Budget Forms and to update the Budget Assigned column in the grid.
Step 11	Review Cell Mapping (See, "Review Cell Mapping," on page 6)
	Use this utility to review the ADE student count file and Infinite Visions account code mapping to export to the ADE Budget Worksheets and Forms.
Step 12	Edit Account Mapping Grid (See, "Edit the Account Mapping Grid," on page 6)
	The Account Mapping grid can be edited to add cell mapping for a single account code or for a range of account codes to export to the ADE Budget Forms.
Step 13	Override Cell Mapping (See, "Override Cell Mapping," on page 7)
	Override Cell Mapping to assign individual account codes or mark them as "Not Used".
Step 14	Export Data to ADE Budget Forms (See, "Exporting Data to ADE Budget Forms," on page 8)
	In General Ledger > Budgeting > AZ - Budget /AFR Worksheets, export the budget data into the state budget forms.
Step 15	Generate the Mapping Report (See, "Generating the Mapping Report," on page 9)
	This report is used to verify the appropriate account codes and budget amounts are populated on the budget forms.
Step 16	Verifying Budget Data (See, "Verifying Budget Data," on page 9)
	Once the forms are populated, verify the account data with the data in Infinite Visions.
Step 17	Repeat steps 9 through 15 until budget forms are accurate.
Step 18	Uploading files to ADE
	When the forms/worksheets are completed, refer to the instructions included in the state form packet for completing and uploading files to ADE.

Section 1

ADE BUDGET WORKSHEETS AND FORMS

Introduction

The Infinite Visions Budget Vision module exports your student count and IVEE General Ledger data directly into the Arizona Department of Education (ADE) budget forms and all calculations are done in the forms.

1 | IMPORT BUDGET MAPPING

Import Budget Mapping

General Ledger > Budgeting > Budgeting Configuration > AZ - Budget/AFR Mapping

Be sure to update accounts to realign them with the 2019 Budget Mapping changes. From the Actions menu, select Import Budget Mapping. Once the import is complete, the mappings display on the grid.

2 | DOWNLOAD BUDGET INFORMATION

Download Forms

1. Download the appropriate School District budget form from the Arizona Auditor General website:
<http://www.azauditor.gov/reports-publications/school-districts/forms> or the ADE website: <http://www.azed.gov/finance/budgets/>. If using the ADE website, follow the instructions below:
 - a. Under District and Charter Budget Forms, click **Districts** for the applicable fiscal year.
 - b. Unzip or extract folder and **Save**.



Tyler suggests saving a master copy of the blank state forms to a separate folder. The master copies should be used to create a working set of forms. The 2019EXPBUD.xls and 2019DESEGBUD.xls files should be opened, enable editing and enable content buttons should be acknowledged and then the files should be saved.

2. Save a copy of the prior fiscal year's May or latest revised forms in the same folder containing the forms for the budget year. The prior years data is imported into the forms for the budget year.



The prior year completed Excel budget forms should be saved in the same folder as the budget year forms. If the forms were renamed during the prior year budget process, rename them (2018EXPBUD and 2018DESEGBUD) or the data is not imported into the budget year forms.

3. Read the USFR memo, the instructions included with the budget forms (in the Excel spreadsheet), and any additional documents provided before exporting the IVEE budget data.

Download the student count file (WrkShtCounts2019) from Tyler Community: [http://tylercommunity.tylertech.com/infinite visions](http://tylercommunity.tylertech.com/infinite%20visions). Save the file in a text (.txt) format. The file must be saved in the same folder with the budget forms/worksheet being used to complete your budget.

3 | PREPARE THE BUDGET WORKSHEETS

General Ledger > Configuration > General Ledger Default Settings

Verify Settings in IVEE

Be sure to verify the information entered in the Entity Codes fields is the correct ADE assigned CTD (county, type, district) number as noted below:

Number - enter the district number

Type - enter the district type number

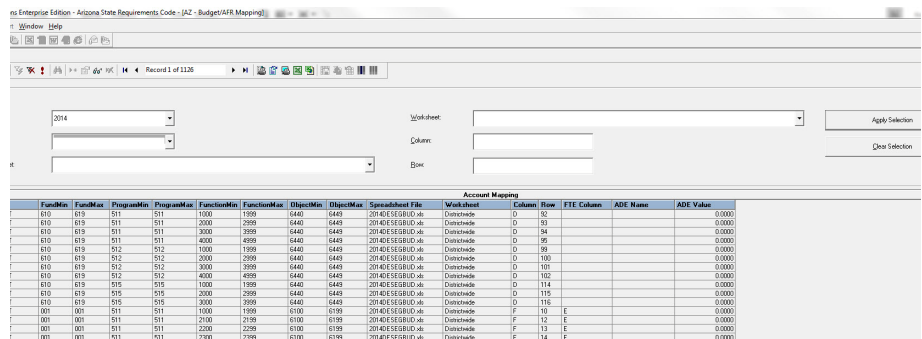
Extension - enter the county number

Import ADE Budget Data

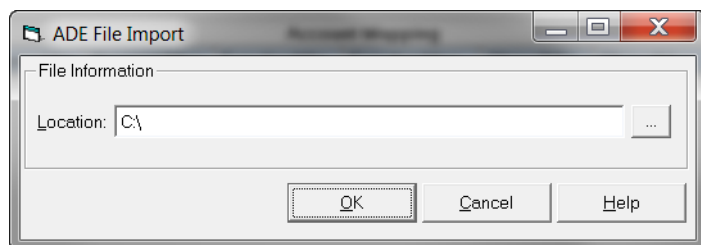
General Ledger > Budgeting > AZ - Budget/AFR Mapping

ADE is sending a file to Tyler Technologies for school districts to import their budget worksheet data (student counts) into the Budget Worksheet forms (See, "Download Forms," on page 3).

1. From the **Year** dropdown, select the reporting year. This is a required field.
2. From the **Type** dropdown, select *Worksheet*.



3. From the Actions menu, select **Import ADE Budget Worksheet File**. The ADE File Import window displays.



4. In the **Location** field, click the **Browse (...)** button to navigate to the location of the saved WrkShtCounts2019.txt file. The text file within the budget forms/worksheet folder must be selected for the location field to populate.
5. Click **OK** to populate the Account Mapping grid with the ADE field names and amounts used to complete the Budget Worksheets.
6. Click **OK** to acknowledge Import completed message.
7. Review the amounts imported from the ADE file for accuracy. The amounts may only be changed in the Budget Worksheet forms after they are populated.

Complete the remaining fields in the budget worksheets.



See, "Fiscal Year 2018 Arizona Budget Reporting Changes," on page 10.

4 | PREPARE THE BUDGET FORMS

General Ledger > Chart of Accounts > Account Type Masks

Update Account Masks

Be sure to update accounts to realign them with the Account Type Masks. This sets account codes to the proper location in the account code structure.

To update account masks:

1. From the Account Type Masks grid, select **Update Accounts** from the Actions menu.
2. Click **OK** to acknowledge message.

Assign Cell Mapping

General Ledger > Chart of Accounts > Account Code Input

Once the account code cell mapping is reviewed and any necessary changes made, assign cell mapping. Assigning cell mapping sets the account code mapping to the ADE budget forms and updates the Budget Assigned column in the grid to display marked. If the Budget Assigned column is unmarked, the cell mapping was not created for the account code.



To verify if account code cell mapping is done, review the Budget Assigned column in the Chart of Accounts grid. Click in the column. Sort A-Z. Account codes with no cell mapping assigned display at the top of the column and the Budget Assigned checkbox is unmarked.

To assign cell mapping:

1. On the Chart of Accounts grid, select *Expenditure* from the **Account Type** dropdown and then click **Apply Selection**.
2. From the Actions menu, select **Assign AZ Budget Mapping**.
3. Click **OK** to acknowledge message.

Review Cell Mapping

General Ledger > Budgeting > AZ - Budget/AFR Mapping

Use this utility to review the ADE student count file and Infinite Visions account code mapping to export to the ADE Budget Worksheets and Forms.

To limit the number of records to display in the grid, select filter criteria (Year, is a required field), as needed and then click Apply Selection. For descriptions on the Account Mapping grid columns, refer to the Help system.

FunctMin	FunctMax	ProgramMin	ProgramMax	FunctionMin	FunctionMax	ObjectMin	ObjectMax	Spreadsheet File	Worksheet	Column	Row	FTE Column	ADE Name	ADE Value
810	819	511	511	1000	1999	6440	6440	209-401-51-0810.xls	Disttrade	D	82			0.0000
810	819	511	511	2000	2999	6440	6440	209-401-51-0810.xls	Disttrade	D	91			0.0000
810	819	511	511	3000	3999	6440	6440	209-401-51-0810.xls	Disttrade	D	94			0.0000
810	819	511	511	4000	4999	6440	6440	209-401-51-0810.xls	Disttrade	D	95			0.0000
810	819	512	512	1000	1999	6440	6440	209-401-51-0810.xls	Disttrade	D	99			0.0000
810	819	512	512	2000	2999	6440	6440	209-401-51-0810.xls	Disttrade	D	100			0.0000
810	819	512	512	3000	3999	6440	6440	209-401-51-0810.xls	Disttrade	D	101			0.0000
810	819	512	512	4000	4999	6440	6440	209-401-51-0810.xls	Disttrade	D	102			0.0000
810	819	515	515	1000	1999	6440	6440	209-401-51-0810.xls	Disttrade	D	114			0.0000
810	819	515	515	2000	2999	6440	6440	209-401-51-0810.xls	Disttrade	D	115			0.0000
810	819	515	515	3000	3999	6440	6440	209-401-51-0810.xls	Disttrade	D	116			0.0000
001	001	511	511	1000	1999	6100	6199	209-401-51-0810.xls	Disttrade	F	10	E		0.0000
001	001	511	511	2000	2999	6100	6199	209-401-51-0810.xls	Disttrade	F	12	E		0.0000
001	001	511	511	2200	2299	6100	6199	209-401-51-0810.xls	Disttrade	F	13	E		0.0000
001	001	511	511	2300	2399	6100	6199	209-401-51-0810.xls	Disttrade	F	14	E		0.0000

Notes about Reviewing Cell Mapping

- The Account Mapping grid downloaded with the program is not an editable grid. In the Filter Criteria, only pages in the budget forms with account codes mapped display in the Worksheet dropdown.
- Any spreadsheet cells not included in the Account Mapping grid or added by overriding the account code location must be manually entered on the forms.

Edit Mapping to the Budget Forms

There are 2 ways to change the account codes mapped to the budget forms.

1. Add lines to the mapping grid (see “Edit the Account Mapping Grid,” on page 6).
2. Change where an individual account code is mapped or marked as “Not Used” (See “Override Cell Mapping,” on page 7).

If invalid cell locations are input by the user, the budget amounts do not populate on the forms.

Edit the Account Mapping Grid

General Ledger > Budgeting > AZ - Budget/AFR Mapping

Cell mapping can be added for a single or a range of account codes to export to the ADE budget forms. This can be done by adding lines to the mapping grid. To edit the mapping grid:

1. From the **Year** dropdown, select the reporting year.
2. From the **Type** dropdown, select the form, if applicable.

3. Click **Apply Selection**.
4. Click **Add New Record**.
5. Add account code ranges and Excel spreadsheet locations.
6. Assigning cell mapping should be done in the Account Code Input window whenever changes are made to the grid.

The Budget Worksheet data cannot be edited/overwritten in the mapping grid but must be changed in the Excel spreadsheet. If an account code and/or FTE is mapped to the same location more than once, the amount is included more than once in the budget forms and on the mapping report.

Override Cell Mapping

General Ledger > Chart of Accounts > Account Code Input



If manual overrides are defined in the prior year, they roll into the new year. It is important to review all overrides and make edits, as needed.

To add or change cell mapping for individual account codes to be exported to the ADE budget forms (including not exporting them - Not Used), this can be done in Account Code Input.

To override cell mapping:

1. In the filter criteria, select *Expenditure* from the Account Type dropdown and then click **Apply Selection**. The grid displays only expenditure account codes.
2. In the grid, double-click the record to edit to display the Edit Account window.
3. Choose the **AZ Reporting** tab.

4. Mark the **Budget Manual Override** checkbox to add, modify, or remove (by selecting *Not Used* from the **Spreadsheet File** dropdown the cell mapping).
5. Select or enter changes as needed to the Spreadsheet File, Worksheet, Cell Column, Cell Row and FTE Column. Refer to the Help system for column details.
6. Click **OK** to return to the grid. The Budget Cell Override column now displays as marked.

Notes about Overriding Cell Mapping

- If an account code mapping is no longer needed, select *Not Used* from the Spreadsheet File dropdown.
- An overridden account code is marked “Budget Assigned” if mapped on the mapping grid downloaded with the program.

To remove all budget cell overrides and return to the default mapping grid, select Reset Budget Changes from the Actions menu. A warning message displays. Acknowledge as applicable.

5 | EXPORT DATA TO ADE BUDGET FORMS

General Ledger > Budgeting > AZ - Budget/AFR Worksheets

Once the budgeting and account code cell mapping are completed in Infinite Visions, export the data to the budget forms. Before populating the budget forms, read the “Helpful Hints for Using the Expenditure Budget Package in Microsoft Excel” document provided with the downloaded state forms. The document provides information about the Microsoft Excel messages which can be encountered when populating the budget forms.



For each school with desegregation funds budgeted, a tab is added and populated in the supplement (based upon unit codes from 100 to 299). The amounts populated on the District-wide supplement tab include these and all other budgeted desegregation unit codes.

To export data:

1. In the AZ - Budget/AFR Worksheet window, mark the **Budget Forms** (system default) checkbox.
2. From the **Budget Column** dropdown, select the applicable column containing the budget data.
3. In the **File Path** field, click the **Browse (...)** button to navigate to the location of the saved working copies of the budget forms downloaded from the state. Select the folder and then click **OK**.
4. Click **OK** to populate the forms. If the forms cannot be found, the system displays a message.
5. The following message displays “This workbook contains links to other data sources.” It is suggested to click **Update**.
6. The following message displays “This workbook contains one or more links that cannot be updated.” It is suggested to click **Continue**.
7. Click **OK** to acknowledge message stating data has been exported. Wait for the message before working in the forms.

Note about Exporting Data

If needed, data can be exported more than once. Start with a blank form each time data is exported. If data is exported into a previously populated form, any data entered in a non-mapped budget form cell is retained. The mapped cells are replaced.

6 | GENERATE THE MAPPING REPORT

General Ledger > Budgeting > AZ - Budget/AFR Mapping

This report is used to verify the appropriate account codes and budget amounts are populated on the budget forms. The report may also provide auditors with detail needed to assure the correct amounts were included on the submitted budget forms. For details on the information included in the report, refer to the Help system.

To generate the mapping report:

1. From the Account Mapping grid, select **Mapping Report** from the Actions menu. The AZ Mapping Report window displays.
2. From the **Report Type** dropdown, select *Budget*.
3. From the **Spreadsheet File** dropdown, select **2019DESEGBUD.xls** or **2019EXP-BUD.xls** as applicable.
4. From the **Worksheet** dropdown, select the applicable page.
5. From the **Budget Column** dropdown, select the column defined as the Working Column in General Ledger > Budgeting > Budgeting Configuration > Budget Column Maintenance.
6. Click **OK**. The report displays in the Report Viewer.

Notes about Mapping Report

- Account Codes marked Not Used (See, “Override Cell Mapping,” on page 7) are not included in the report.
- Inactive account codes with budgeted amounts are included in the report. To have the budget mapping not include these accounts, mark them “Not Used” (See, “Override Cell Mapping,” on page 7).
- This report can be used to identify errors in the mapping grid or overriding cells.
- If an account code and/or FTE is mapped to the same location more than once, the amount is included more than once in the budget forms and on the mapping report.

7 | VERIFY BUDGET DATA

General Ledger > Budgeting > Budget Input

Once the forms are populated, verify the data for a specific account or account code totals with the data in Infinite Visions.

To verify exported data:

1. Use the Filter Criteria to limit the number of records to display in the grid. From the **Account Type** dropdown, select *Expenditure* and the applicable budget from the **Editable** dropdown and then click **Apply Selection**.
2. Verify the data with the ADE budget form and edit mapping grid or override cell to correct exported data.
3. If imported amounts cannot be corrected in the process above, the amounts may be changed in the Excel spreadsheet.
4. Repeat all the sections as necessary until the budget forms are correct.

8 | COMPLETE THE BUDGET FORMS

When the budget forms/worksheets are completed, refer to the instructions in the state budget file for completion and submitting to ADE.