

Alternate Tax Budget – 532 option

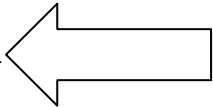
Below are the instructions for generating the reports that are required to automatically populate certain fields of the Alternate Tax Budget with USAS data. The shaded cells within the Alternate Tax Budget require manual entry.

Once you have set up the reports, you may want to use the **Save/Recall** option to save the screen selections. See page 4 for detailed instructions.

CERTBAL.CSV

1. Generate the **CERTBAL** report (USAS/USAS_ANN/USACERT/CERTBAL).
2. Complete the CERTBAL screens as follows (**fill in the Beginning year for Report accordingly**):

Screen 1:

CERTBAL - Certificate of Available Balances			
Output file		CERTBAL.TXT	
Output spreadsheet file	CERTBAL.CSV	Type	CSV
Print options page? (Y,N)			Y
- Report Criteria -			
Beginning year for Report:			
Include accounts with all zero balances? (Y,N)			N

Screen 2:

CERTBAL - Certificate of Available Balances							
Special Reporting Criteria by Fund:							
Advances				Advances			
Fund/SCC	Exclude?	Not Repaid		Fund/SCC	Exclude?	Not Repaid	
001	Y	_____		_____	-	_____	
002	Y	_____		_____	-	_____	
003	Y	_____		_____	-	_____	
034	Y	_____		_____	-	_____	
532	Y	█ _____		_____	-	_____	

Screen 3:

CERTBAL - Certificate of Available Balances							
Special Reporting Levels:							
Fund	Reporting	Fund	Reporting	Fund	Reporting	Fund	Reporting
Ranges	Level	Ranges	Level	Ranges	Level	Ranges	Level
(FD,FS)	(FD,FS)	(FD,FS)	(FD,FS)	(FD,FS)	(FD,FS)	(FD,FS)	(FD,FS)
From 004 To 033	FD	From 035 To 599	FD	From [] To []	[]	From [] To []	[]
From [] To []	[]	From [] To []	[]	From [] To []	[]	From [] To []	[]
From [] To []	[]	From [] To []	[]	From [] To []	[]	From [] To []	[]

3. Verify that screen 4 is blank and proceed with generating the report.

BUDWRK.CSV

Generate BUDWRK report for funds 001 and 532. Generate a BUDWRK for every other fund and SPCC combination that receives any tax collections (002, 003 and 034). Select the summary report option.

1. Access the BUDWRK report (USAS/USAS_RPT/BUDWRK).
2. Complete the BUDWRK as follows (It is recommended that the CSV files are named as **BUDWRK001.CSV**, **BUDWRK002-1.CSV** and **BUDWRK003-1.CSV**, etc. in the **Output spreadsheet file**):

Screen 1:

BUDWRK - Expense Work Sheet -- Budget

Summary or detail report? (S,D)

Output file

Output spreadsheet file Type

Print options page? (Y,N)

Report heading

- Sorting and Sub-total options -

Sort options

Subtotal options

Page break options

Signature line options

Screen 2:

BUDWRK - Expense Work Sheet -- Budget

- Selection Criteria -

Split the FYTD Expendable column? (Y,N)

Fiscal YTD or Calendar YTD Actual Expended? (F,C)

Exclude accounts with zero amounts? (A,C,N)

Include Grand Totals? (Y,N,P)

Include accounts which are no longer active? (Y,N,I)

Include Prior Year Expended Fields? (Y,N)

Number of Prior Years to Include? (3-7)

Bank Codes

Screen 3:

BUDWRK - Expense Work Sheet -- Budget

- Wildcard budget account selection -

Include or Exclude	I	Wildcard	Fnd	Func	Obj	SCC	Subj	Opu	IL	Job
	I	Wildcard	001							
	I	Wildcard	532							
	I	Wildcard								

3. Verify that screen 4 is blank and proceed with generating the report.

4. Generate a BUDWRK for each fund and SPCC combination that receives any tax collections (002, 003 and 034). You may want to utilize the **Save/Recall** option to store the screen selections for each fund.

REVWRK.CSV

Generate a REVWRK report for funds 001 and 532. Generate a REVWRK for every other fund and SPCC combination that receives any tax collections (002, 003 and 034). Select the summary report option.

1. Access the REVWRK report (USAS/USAS_RPT/REVWRK).
2. Complete the REVWRK as follows (It is recommended that the CSV files are named as **REVWRK001.CSV**, **REVWRK002-1.CSV** and **REVWRK003-1.CSV**, etc. in the **Output spreadsheet file**):

Screen 1:

```

REVWRK - Receipt Work Sheet -- Revenue

Summary or detail report? (S,D)      S
Output file                          REVWRK.TXT
Output spreadsheet file              REVWRK001.CSV      Type CSV
Print options page? (Y,N)           Y
Report heading                       _____

- Sorting and Sub-total options -

Sort options                         FF
Subtotal options                     FF
Page break options                   _____
Signature line options               _____

```

Screen 2:

```

REVWRK - Receipt Work Sheet -- Revenue

- Selection Criteria -

Fiscal YTD or Calendar YTD Actual Receipts? (F,C)  F
Exclude accounts with zero amounts? (A,C,N)        N
Include Grand Totals? (Y,N,P)                      Y
Include accounts which are no longer active? (Y,N,I) Y
Include Prior Year Received Fields? (Y,N)          Y
Number of Prior Years to Include? (3-7)           3

Bank Codes                                         | | | | | | | | | |

```

Screen 3:

```

REVWRK - Receipt Work Sheet -- Revenue
- Wildcard revenue account selection -  Fnd Rcpt SCC  Subj  Opu
Include or Exclude I      Wildcard    001      _____
I      Wildcard          532      | _____

```

3. Verify that screen 4 is blank and proceed with generating the report.

4. Generate a REVWRK for each fund and SPCC combination that receives any tax collections (002, 003 and 034). You may want to utilize the **Save/Recall** option to store the screen selections for each fund.

Save/Recall

Saving the screen settings:

1. Once the report is set up correctly, press the **F11** key:

Budget Activity			1 of 3
(Re) Execute	F9 Cancel	S8 Next Screen	
F6 First Screen	F10 Reset		
F7 Help	F11 Save/Recall		
F8 Exit	S7 Prev Screen		

2. The following message will appear on the screen:

Save/Recall Answers
Recall previously saved answers
Save current answers
Delete previously saved answers
Exit

3. Press the down arrow key, select **Save current answers** and press Enter. The following message will appear on the screen:

Enter a descriptive name for these answers

Ok Cancel

4. Type in a name for the report and press Enter. The word **Ok** should be highlighted.

5. Press Enter and the following message will appear:

Message
Current answers saved as:
BUDWRK034-1
Press any key

6. Press Enter and submit the report as usual.

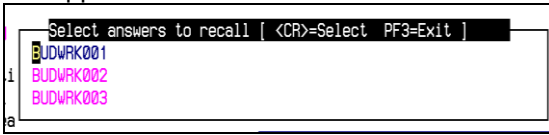
Recalling screen settings:

1. To recall the screen settings, access the report you want to submit and press the F11 key.

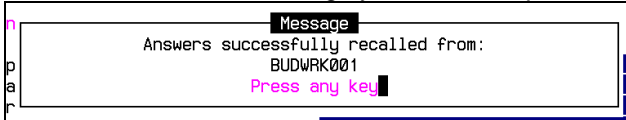
2. The following message will appear:

Save/Recall Answers
Recall previously saved answers
Save current answers
Delete previously saved answers
Exit

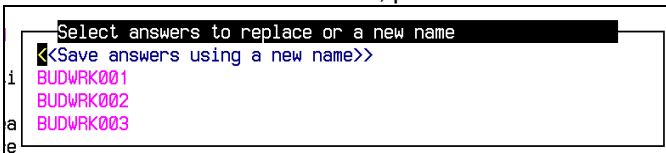
3. Select **Recall previously saved answers**, press Enter and the following message will appear:



4. Select the saved settings you want and press Enter. The following message will appear:



5. Press Enter.
6. Change any necessary fields (date, funds, etc). If you change any fields and would like to save the current answers, press **F11** and the following message will appear:

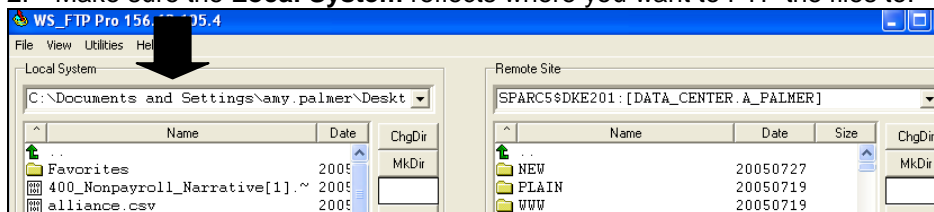


7. If you want to save it under the current name, select the report name and press Enter.
8. If you want to save it under a new name, select **Save answers using a new name**, press Enter, type in a new name, press Enter and you will receive a message like the one in step 4.

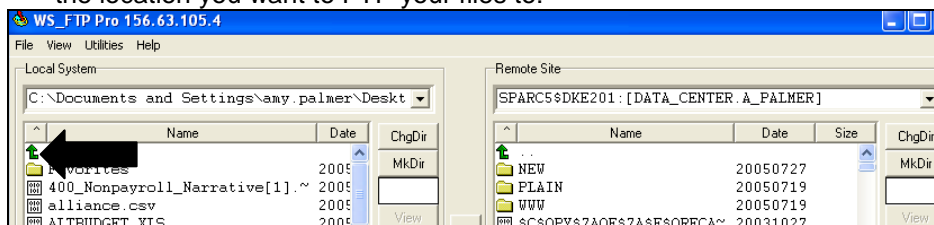
FTP Instructions

Once you have generated the reports, you will need to FTP the files to your computer. In the following example, WS_FTP will be used.

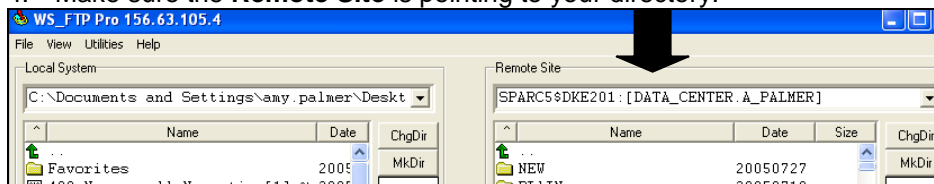
1. Open up your FTP client and log in.
2. Make sure the **Local System** reflects where you want to FTP the files to:



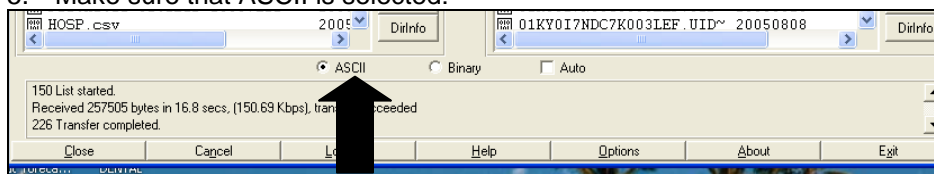
3. If you need to change the **Local System** location, click on the green arrow to navigate to the location you want to FTP your files to:



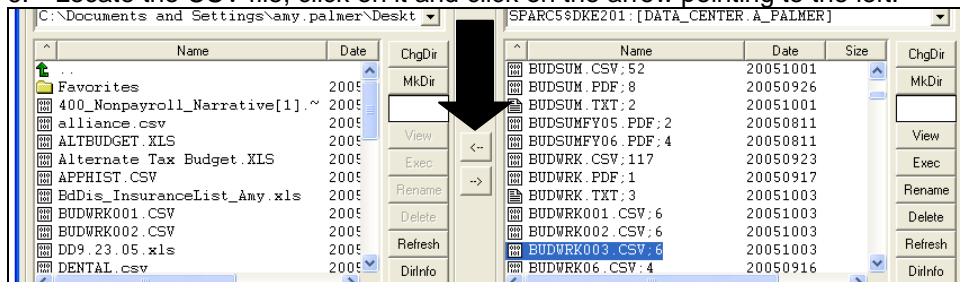
4. Make sure the **Remote Site** is pointing to your directory:



5. Make sure that ASCII is selected:



6. Locate the CSV file, click on it and click on the arrow pointing to the left:



7. FTP the CSV files that were generated.

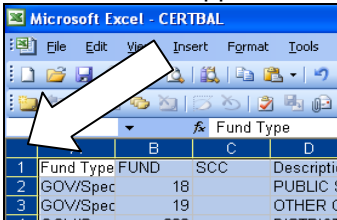
Populating the Alternate Tax Budget Spreadsheet

Downloading the Alternate Tax Budget Spreadsheet:

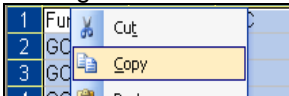
1. Open up the SPARCC website (www.sparcc.org). Go to **Support Staff Resources** and click on **Fiscal**.
2. Click on **Templates** and select the **Alternate Tax Budget Templates and Instructions**.
3. Click on **Alternate Tax Budget**. Do not select **Alternate Tax Budget – Manual Entry**.
4. Save the file.
5. Locate and open up the Alternate Tax Budget by double clicking on it.

Populating the Sched 3 tabs:

1. Locate and open the **CERTBAL.CSV** by double clicking on it.
2. Click in the upper left corner of the **CERTBAL.CSV** to highlight the entire document:



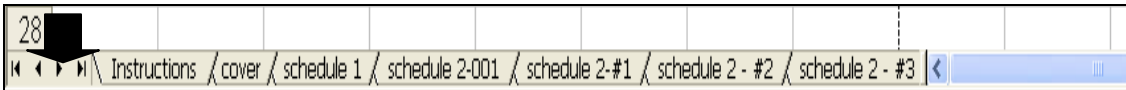
3. Right click and select **Copy**:



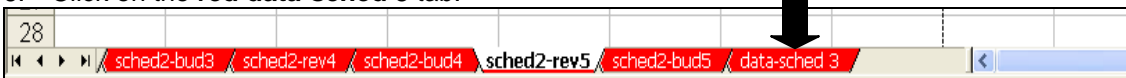
4. Open the **Alternate Tax Budget** file (if it is currently open, it will be on your taskbar and you can click on it):



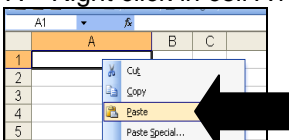
5. Navigate to the **red data-sched 3** tab by clicking on the right arrow in the lower left corner:



6. Click on the **red data-sched 3** tab:



7. Right click in cell A1 and select **Paste**:



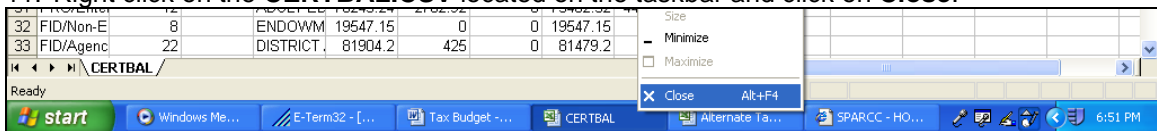
- The information from the **CERTBAL.CSV** should now appear in the **data-sched 3** tab of the **Alternate Tax Budget** file.
- Navigate to one of the schedule 3 tabs and click on it. Data should now appear in **column A** in all of the schedule 3 tabs:

	A	B	C	D	E	F	G
	STATEMENT OF FUND ACTIVITY						
	(List All Funds Individually Unless Reported On Schedule 2)						
						SCHEDULE 3	
	i	ii	iii	iv	v	vi	
	Fund Type Fund Name	Budget Year Beginning Estimated Unencumbered Fund Balance	Budget Year Estimated Revenues	Budget Year Total Resources Available For Expenditures	Budget Year Total Estimated Expenditures & Encumbrances	Budget Year Ending Estimated Unencumbered Balance	
11	018 - PUBLIC SCHOOL SUPPORT			\$0.00		\$0.00	
12	019 - OTHER GRANT			\$0.00		\$0.00	

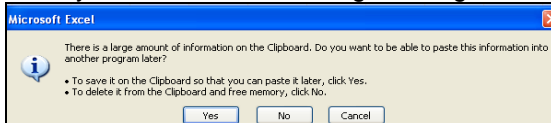
- Complete the information in the shaded cells for the schedule 3 tabs. As information is entered into columns B, C, and E, a subtotal will automatically calculate in columns D and F:

	A	B	C	D	E	F
	SCHEDULE 3					
	i	ii	iii	iv	v	vi
	Fund Type Fund Name	Budget Year Beginning Estimated Unencumbered Fund Balance	Budget Year Estimated Revenues	Budget Year Total Resources Available For Expenditures	Budget Year Total Estimated Expenditures & Encumbrances	Budget Year Ending Estimated Unencumbered Balance
11	018 - PUBLIC SCHOOL SUPPORT	\$24,000.00	\$100,000.00	\$124,000.00	\$110,000.00	\$14,000.00

- Right click on the **CERTBAL.CSV** located on the taskbar and click on **Close**:



- If you receive the following message, click **No**:



Populating the schedule 2 tabs:

- Locate and open up the **REVWRK001.CSV** by double clicking on it.
- Click in the upper left corner of the **REVWRK001.CSV** to highlight the entire document, right click and select **Copy**.
- Open the **Alternate Tax Budget** file (if it is currently open, it will be on your taskbar and you can click on it), navigate to the **red sched2-rev001** tab and click on it.
- Right click in cell A1 and select **Paste**.
- The information from the **REVWRK001.CSV** should now appear in the **sched2-rev001** tab of the **Alternate Tax Budget** file. Close the **REVWRK001.CSV** file (refer to step 11 and 12 above).
- Locate and open up the **BUDWRK001.CSV** file by double clicking on it.

7. Click in the upper left corner of the **BUDWRK001.CSV** to highlight the entire document.
8. Right click and select **Copy**.
9. Open the **Alternate Tax Budget** file (if it is currently open, it will be on your taskbar and you can click on it), navigate to the **red sched2-bud001** tab and click on it.
10. In the **sched2-bud001** worksheet, **right click in cell A1** and select **Paste**.
11. The information from the **BUDWRK001.CSV** should now appear in the sched2-bud001 worksheet of the **Alternate Tax Budget** file. Close the **BUDWRK001.CSV** file.
12. Data should now appear in the following fields:

Description	Last Fiscal Year 7/1/2004 6/30/2005	Current Fiscal Year 7/1/2005 6/30/2006	Budget Year		
			Tax Year 2006/Collection Year 20		
			7/1/2006 to 12/31/2006	1/1/2007 to 6/30/2007	7/1/2007 to 12/31/2007
Revenues:					
Property Taxes (incl rollbacks)	\$7,712,078.86	\$8,621,857.00			
State Foundation	\$13,660,866.58	\$14,155,726.84			
Other Receipts	\$590,040.70	\$320,000.00			
Total Revenues	\$21,962,986.14	\$23,097,583.84	\$0.00	\$0.00	
Total Expenditures	\$21,979,180.65	\$23,811,507.08			
Revenues Over (Under) Expenditures	-\$16,194.51	-\$713,923.24	\$0.00	\$0.00	
Beginning Cash Fund Balance		-\$16,194.51	-\$730,117.75	-\$730,117.75	-\$730,117.75
Ending Cash Fund Balance	-\$16,194.51	-\$730,117.75	-\$730,117.75	-\$730,117.75	-\$730,117.75

13. The **Beginning Cash Fund Balance** and **Encumbrances (at fiscal year end)** can be manually entered or can be cut and pasted into the document by running a FINSUMM as follows out of **OLD**:

```

FINSUMM - Summary Financial Report
Summary or Detail Report? (S,D)          D
Output file                               FINSUMM.TXT
Output spreadsheet file                   FINSUMM.CSV      Type  CSV
Print options page? (Y,N)                Y
Report heading                           [REDACTED]
Generate FINDET report for comparison? (Y,N)  N
- Sorting and Sub-total options -
Sort options                             FD
Subtotal options                         FD
Page break options                       [REDACTED]
- Selection Criteria -
Include future encumbrance amounts? (Y,N)  N
Include accounts with zero amounts? (Y,N)  N
Include accounts which are no longer active? (Y,N,I)  Y
Bank Codes                               [REDACTED]

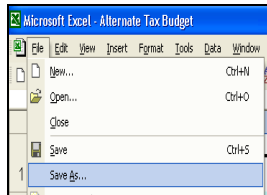
```

14. Screen 2 of the FINSUMM can be left blank or run for funds as needed.

- View the FINSUMM and find the total for the 001 fund. Highlight the Beginning Cash Balance total for fund 001, click on **Edit** and click on **Copy (repeat for fund 532)**.

Description	FYTD NTO Receipts	NTO Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
001 0000 GENERAL	2,575,233.87	1,586,285.86	34,711,404.68	2,679,402.29	35,250,286.51	2,036,351.96
001 9001 BUS PURCHASE STATE REIMBURSEMENT	0.00	0.00	78,899.30	0.00	51,228.00	27,679.30
001 9002 BUC REFUND RESERVE	141,997.00	0.00	0.00	0.00	1,288.00	140,717.00
TOTAL FOR Fund 001 - GENERAL:	2,717,230.87	1,586,285.86	34,790,303.98	2,679,402.29	35,302,786.51	2,204,748.26
002 9003 BOND RETIRE						544,782.85
						1,659,965.41

- Open the **Alternate Tax Budget** file (if it is currently open, it will be on your taskbar and you can click on it).
- Right click on **cell B21** in the schedule2-001 tab and select **Paste**. The Beginning Cash Fund Balance should now appear.
- Repeat step 15-17 for the Current Encumbrances and place in **cell B23**.
- As with schedule 3, enter information into the shaded cells. The information should automatically subtotal in the applicable cells.
- Process steps 1-19 for the remaining funds. REVWRK002-1.CSV will be placed into tab sched2-rev1, BUDWRK002-1.CSV will be placed into tab sched2-bud1, etc. The CSV files will be placed in the applicable **red** tabs.
- Fill in your district name and beginning year of the fiscal year on the **Cover** tab in the Alternate Tax Budget file.
- Complete the remaining tabs in the Alternate Tax Budget file. **Dates must be entered as MM/DD/YY.**
- Once the information is complete, click on **File** and select **Save As:**



- Name and save the file accordingly.

Printing the Alternate Tax Budget:

1. Navigate and click on the **Cover** tab.
2. Hold down the **CTRL key** and click on the tabs that need to be printed.
3. Click on **File** and click **Print**.

