JUNE 2023

LGBMS ENTITY USER GUIDE LOCAL GOVERNMENT BUDGET MANAGEMENT SYSTEM

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



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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.

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.

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

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 where 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. Note: Any line item that has a comment associated with will not be deleted.

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 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 grouping of revenue and expenditures that serve a specific purpose or program.

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.

Navigation bar – Navigating across pages within the same module is accomplished using the navigation bar located on the top left of the application window.

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, transfer, or summary reports of an entity's budget or quarterly report.

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 to download 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 associate 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:

- Edge
- 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.



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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 <u>http://nmdfa.state.nm.us/lgbms.aspx</u>

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:

0	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.
Ŷ	TIPS	Call outs presented as TIPS are helpful suggestions that may help with making the data preparation or entry a little easier.
0	INFORMATION	Call outs presented as INFORMATION are reference or concepts to potentially help you better understand a process or workflow.

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- 1. Each page will have a PAGE TITLE to indicate where you are in the system.
- 2. The NOTIFCATION/ALERT bar will provide information about the action performed.
- 3. Most pages will provide breadcrumb navigation that can be used to return to related pages by clicking on available links.
- 4. REPORTING PERIOD selection bar allows you to choose the desired reporting period. Select the GO button to be taken to the selected. Select RESET to return to the current reporting period.
- 5. Most pages will have a BUTTON BAR consisting of a series of buttons. The combination of buttons will vary depending on the page.
- 6. The SUBMIT button will turn green when the minimum requirements for submission have been met. Otherwise, the SUBMIT button will be gray.
- 7. The general WORKSPACE may include tables or forms to display or capture the necessary information.
- 8. The ACTIONS button allows for item specific functions such as editing or comments.

Filters

Table columns headers have filters when data can be filtered into a small subset. To add a filter, click on the down arrow and select your criteria. When filters are applied, the totals at the bottom of the table will display the total of the filtered items.

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w 100 v entries					
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21600 Municipal Street Fund	Department	10101 Unrestricted Cash 41250 Gross Receipts Tax - Municipal Local Option General			Status
21600 Municipal Street Fund 21600 Municipal Street	Department 0001 No Department	10101 Unrestricted Cash 41250 Gross Receipts Tax - Municipal Local Option General 101 42200 Gas Tax for General Purposes 61200 Transfers Out	379,927.00	0.00	Status
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Filters can be removed by clicking on the down arrow and then in the blank space at the top of the list.



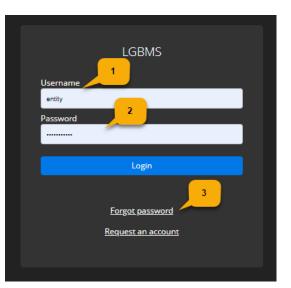


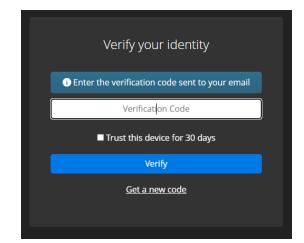
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21600 Municipal Street 11000 General Operating Fund 20100 Corrections	Department						

LOGGING IN AND CHANGING YOUR PASSWORD

- 1. Enter the Username provided to you.
- 2. Enter the password provided to you.
- If you forget your password or need a password reset, select the FORGOT PASSWORD link on the log-in page and follow the instructions to receive a new password.

Multifactor authentication is required, and a verification code will be delivered to your email address.







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Enter the code in the email when prompted for the verification code.



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.

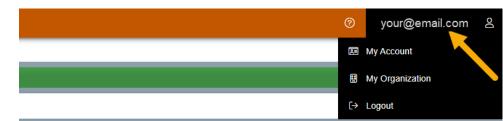
The password must be 8 or more characters long, contain upper and lowercase letters, a number, and a special character.

Updating your Password

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

Click on your username and select MY ACCOUNT from the dropdown menu.

On the MANAGE MY ACCOUNT page, click RESET PASSWORD.



Manage My Ao	count		
💶 Contact Info / 🎘 <u>SAI</u>	s / 🕽 Reset Password		
CONTACT INFO	~		
First Name			
Last Name			
Email Address			
Phone			



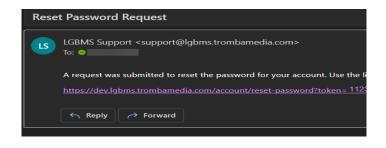




Confirm your email address by entering it on the FORGOT/RESET PASSWORD page

Forgot / Reset Password	
Enter your email address	
Send password reset email	
<u>Back to Login</u>	

Follow the link that is sent to your email to the password reset page.





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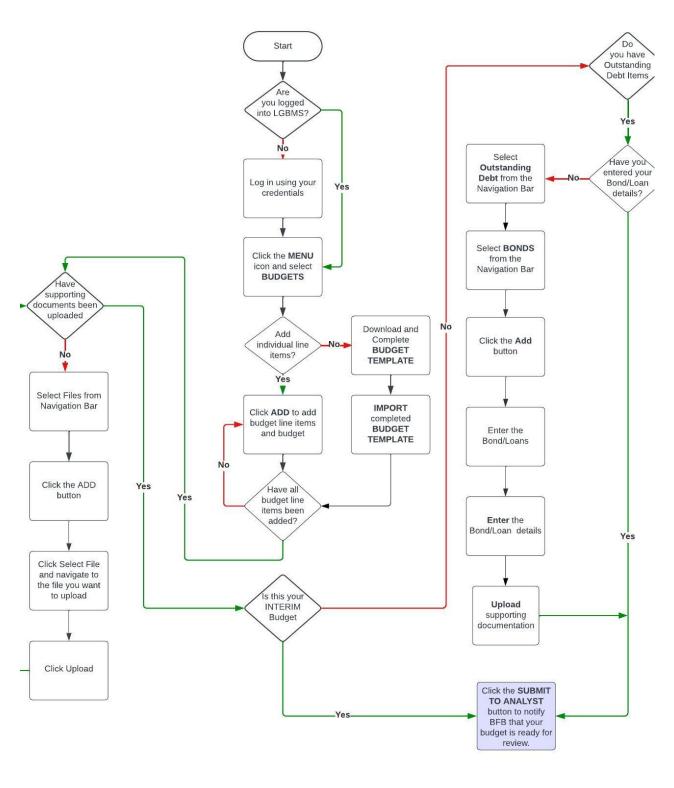
The password must be 8 or more characters long, contain upper and lowercase letters, a number, and a special character.





ANNUAL BUDGET SUBMITTAL

WORKFLOW







ENTERING YOUR ANNUAL BUDGET

Click on MENU icon on the top left of the interface

	LGBMS
Dashbuard	
2024 V Go KReset	

Select BUDGETS to go to Budget screen

			LGBMS	testing@test.com &
Ø	Dashboard			5
鎆	Budgets 💊 🤸			
٩	Outstanding Debt			
	Adjustments			
٠	Quarterly Reporting		<u> </u>	ch:
\$ =	Lodger's Tax			
A	Standard Reports	•		<u>}</u>
11	Knowledgebase	Department	Object Code	Actions
			No data	
				0.00
S	howing 0 to 0 of 0 entries			C Previous Next >

After selecting BUDGETS, the system will take you to the current budget year.

≡			LGBM		testing@test.com 2
Budget Items FY2	024 (interim-entity)				
🗰 All Budgets / 🖽 Templat	e / ≔ Items / 늘 Files (0) / 谢 Recap	/ 🏟 Outstanding Debt			
2024 💙 🕨 Go 🕅 Rese					
+ Add 📲 import 💽	Set to Zero 📔 🗑 Delete 🛛 📅 Delete All	Export Summary	Detail ≓ Transfers	່ງ Unsube	mit 🕞 Submit to Analyst
A Supporting documenta	tion has not been uploaded				
Show 100 • entries				Search:	
•	~	•			
🗆 Fund 🔺	Department 🔺	Object Code	Interim Budget	\$	Unread 🝦 Actions

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.





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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 Individual Budget Line Items

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

2025 🗸 DGo Budget Items CY2025 (interim-entity) 🗰 All Budgets / 🎛 Template / 🗮 Items / 🗁 Files (0) / 🏭 Recap / 🖨 Outstanding Debt 🔥 Detail **≓** Transfers + Add 💽 Import O Set to Zero 🖬 Del Telete All 🕒 Export 🖹 Summary n has not been uplo Show 100 v e ries • ~ ~ ~ Fund Department • Account Intern . Туре Showing 0 to 0 of 0 entries

Add Budget Item for FY2024

Fund	1
11000 - General Operating Fund	~
Department	2
0001 No Department	~
Object Code	3
10101 Unrestricted Cash	~
Amount 0.00	4
+ Save & New 🗸 Save & Close 🖬 Save 🗙 Cancel	





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





CODE	FUND
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
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



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CODE	FUND
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
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



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CODE	FUND	
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





CODE	FUND		
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		
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		





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

3 – ACCOUNT

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.
 - o 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.

Add Budget Item for FY2024	1
Fund	
11000 - General Operating Fund	~
Department	2
0001 No Department	~
Object Code	3
10101 Unrestricted Cash	~
Amount	4
0.00	

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: Importing budget items to LGBMS

IMPORTANT:

Before you can import a budget, you must prepare a budget import file. See the section on **Creating a Budget Template** for information on preparing your import file.

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

Click the **IMPORT** button on the BUDGET

ITEMS page.





Click SELECT CSV FILE(S)

on the Import Budget Items page and navigate for your file.

Click **OPEN** or doubleclick to add the file.

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

Select **START IMPORT** to initiate the import.

Drag CSV	file(s) here		
IMPORT LOGS Show 100 v entries			
□ Name ≑	Туре 🔶	Size	Status
			No data available in .
Showing 0 to 0 of 0 entries	and the second second second	han and and	- A met com

In the event there is an issue with the import and some records were not inserted, you will be redirected to the import log. Any records in red are ones that were not imported and could be entered individually or corrected in the import file and reimported.

≡ LGBMS					2
View Import Log import_log_20230611181300.csv					
Back to Items / • Back to Import					
Show 100 • entries		3		Sea	rch:
~	~				~
fund 🗘	department 🔶		(e	\$	result 🗢
11000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve			inserted
11000 General Operating Fund	0001 No Department	41100 Franchise Tax			updated
11000 General Operating Fund	0001 No Department	41250 Gross Receipts Tax - Municipal Local Option General	1.1		inserted
11000 General Operating Fund	0001 No Department	41500 Property Tax - Current			inserted
11000 General Operating Fund	0001 No Department	41510 Property Tax - Prior Yea			not found





When the import is successful, you will return to the budget items page and see a green notification.

To upload files, click the **FILES** link on the navigation bar.

If you have debt items in your budget, you will see a warning notification until those items are balanced and the schedules are uploaded.

≡		LGBMS			
Budget Items FY2024 (interim-entity)					
✓ Import completed. Log available in files.	✓ Import completed. Log available in files.				
All Buchets / Template / Items / Files (1) / Recap / Outstanding Debt					
▲ Outstanding debt details are not balanced. Please com	plete your outstanding debt schedule.				
▲ No outstanding debt files uploaded. Please upload you	ır amortization schedule.				
Show 100 v entries					
`					
E Fund	Department	Object Code			
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash			

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.

CREATING A BUDGET TEMPLATE

Entity specific templates can be created by adding line items for the BUDGETS TEMPLATE page.

TIP: If you only have a few budget items to report this method may work best for your entity.

Click on the **TEMPLATE** link on the navigation bar.







Budget Adjustment Module

Select the **ADD** button located on the button bar.

This will take you to the ADD BUDGET LINE ITEMS TO BUDGET TEMPLATE page.

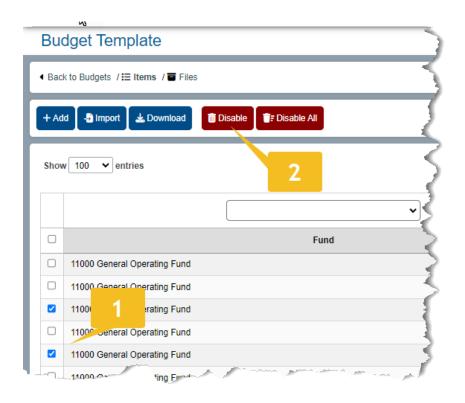
- Individual budget line items can be added by checking the box next to the budget line item that you would like included in your template.
- 2. Then select **ADD** to add the items to your template.

After clicking **ADD**, you will be return to the **BUDGET TEMPLATE** page.

You can use **DISABLE** to remove selected items from your budget template

DISABLE ALL removes all items from your template.

		LGBMS
Idge	et Template	
Back to	Budgets / ☵ Items / 亩 Files	
Add	🐣 Import 🛃 Download 📑 Disable 🥤 Disable Ali	
3 No	tems to display	
		LGBMS
+ Add	1 × Cancel	
		v
	Fund	Lepa
	11000 General Operating Fund	0001 No Department
	11000 General Operating Fund	0001 No Department
	11000 General Operating Fund	0001 No Department
	al Operating Fund	0001 No Department
	11000 General Operating Fund	0001 No Department
	11000 General Operating Fund	0001 No Department
-	11000 Constal Operating Fund	0001 No Department





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You will be prompted to confirm your selection.

Disable All Budget Template Object Codes

CONFIRM DISABLE ALL

Are you sure you want to disable ALL budget template object codes?

✓ Yes 🛛 🗙 No

Importing an existing budget template

You can import a budget template from previous years

Select **IMPORT** from the button bar.

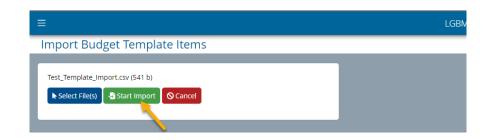
SELECT FILES(S) from the Import BUDGET TEMPLATE ITEMS screen and navigate to and select your CSV file.

Select **START IMPORT** from the Import BUDGET TEMPLATE ITEMS screen.

The column headings must be:

- Fund
- Department
- Account

Budget Template
■ Back to Budgets / III Items / III Files
+ Add Import Download Disable F Disable All
≡ LGBM5
Import Budget Template Items
Select File(s) - Start Import Cancel







After importing the budget line items you would like to include in your template you will be returned to the BUDGET TEMPLATE page.

≡	k		LGBMS		testing@test.com 온		
Budg	get Template						
-	completed. Log available in files.						
 Back 	to Budgets / 🖃 Items / 🗃 Files						
+ Add	d 🔄 🐴 Import 🛛 🛓 Download 🛛 🛅 Disable 🛛 🧃 Disable All						
Show	100 v entries				Search:		
	~		~		v		
	Fund	•	Department	•	Code		
	11000 General Operating Fund	0001 No Department			12001 Receivables		
	11000 General Operating Fund	0001 No Department			21001 Payables		
	11000 General Operating Fund	0001 No Department			44010 Administrative Fees		
	11000 General Operating Fund	2004 Finance/Budget/Acco	unting		57080 Postage		
	11000 General Operating Fund	2006 Operations & Mainter	2006 Operations & Maintenance 57080 Postage				
	11000 General Operating Fund	2011 Information Technolo	gy/Telecommunications		57080 Postage		
	11000 General Operating Fund	3002 Fire Protection			57080 Postage		
	21400 Lodgers' Tax	2002 General Administratio	'n		54050 Maintenance & Repair - Furniture/Fixtures/Equipment		
	52200 Landfill Enterprise	6004 Solid Waste Utility/Au	thority		52110 Workers' Compensation Employer's Fee		
Showi	ing 1 to 9 of 9 entries				< Previous 1 Next >		

Downloading your Budget Template



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

2023	✓ ▷ Go					
Budget	Items CY2023 (interim-ana	lyst)			
🖽 Template	🗄 Items / 🞥 Files (0) / 🎝	Recap / 🟟 Outstan	ding Debt			
+ Add 🚽	Imp Set to Zero	🛅 Delete 🛛 📷 E Del	ete All 🕞 Export	Summary	Detail	₽ Transfers
						4
Show 100	g documentation has not bee	n upioaded				
		~		•		
	Fund	•	Department	t 🔺		4
11000	General Operating Funda	~ (1001 No Department		10105	Ciposed Res





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ng@test.com 🔗



LGBMS

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.

3 te

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.



7

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
- Account do not modify
- Value numbers only

F	File	Home	Insert	Page Layout	Formulas	Data	Review	View	Automate	e Developer	Help	Acrobat			1
	Get Vata ~	 From	Table/Ran	📅 From P Co Recent ge (P Existing Insform Data		Refres All ~	h Pro	perties Links	connections tions	Organization) Stock	0	Geography $\overline{\nabla}$	_	Fort Sort P
D	14	~	: × ~	<i>f</i> x 750											2
4			^			D				C	-	_	D	_	
1	Fund			-	Department			-	Account			 Value 		T.	1
2	11000	General	Operatin	ng Fund	0001 No Depa	rtment			10101 Unre	stricted Cash			2,139,1	55.00	1
3	11000	General	Operatin	ng Fund	0001 No Depa	rtment			10102 Restr	icted Cash			1,303,1	45.00	
5	11000	General	Operatin	ng Fund	0001 No Depa	rtment			10104 State	Required Rese	rve		270,9	68.00	
7	11000	General	Operatin	ng Fund	0001 No Depa	rtment			41100 Franc	hise Tax			130,0	00.00	
8	11000	General	Operatin	ng Fund	0001 No Depa	rtment			41250 Gross	Receipts Tax -	Municip	al	980,0	00.00	
9	11000	General	Operatin	ng Fund	0001 No Depa	rtment			41251 Gross	Receipts Tax -	Municip	al	10,0	00.00	
10	11000	General	Operatin	g Fund	0001 No Depa	rtment			41258 Gross	Receipts Tax -	Municip	al		750	
11	11000	General	Operatin	g Fund	0001 No Depa	rtment			41259 CMP	- Compensating	g Tax		30,0	00.00	
		General	Operatin	ig Eund	0001 No Depa	rtment			41260 ITG -	Interstate Teleo	com Gros	is	m ph	300	

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-Account combinations.

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.

≡	2023 V D Go		-	0	٤		
Bu	Budget Items CY2023 (interim-analyst)						
🖽 Te	mplate / 🔚 Items / 🗁 Files (0) / 航 Recap / 🔩 Uni	read Comments (0) / 🔶 Outstanding E	Debt				
+ Ac	+ Add - Import Set to Zero To Delete All Export Summary Deletail Z Transfers > Submit to Analyst						
	upporting documentation has not been uploaded			s	earch:		
							
	Fund	Department	Acco	al Comments	Unread 🗢 Actions		
	11000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve		0 - Actions		
	11000 General Operating Fund	0001 No Department	41100 Franchise Tax		🖉 Edit		
	11000 General Operating Fund	0001 No Department	41250 Gross Receipts Tax - Municipal Local Option		Comments		
	11000 General Operating Fund	0001 No Department	41500 Property Tax - Current		0 Actions		
Show	ing 1 to 4 of 4 entries				< Previous 1 Next >		





Deleting a Budget Line Item

To delete a specific budget line item:

- Click the box next to the line item or items you want to delete then (the DELETE Button will turn red to indicate it is active)
- 2. Click the **DELETE** button on the button bar.

2024		2
+ Add	d 🕒 Import 💿 Set to Zero 📓 Delete 📑 I	Delete All 🕞 Export
	outstanding debt details are not balanced. Please com	nplete your outstanding
A N	lo outstanding debt files uploaded. Please upload you	ur amortization schedule
Show	100 V entries	
	• • • • • • • • • • • • • • • • • • •	
	Fund	
	1 neral Operating Fund	0001 No Department
	11000 General Operating Fund	0001 No Department

If you want to delete all budget line items, click the **DELETE ALL** button on the button bar. Note: Any budget item that has a comment associated with will not be deleted. Set the value to zero if you no longer need that item.

Items can also be deleted by Fund, Department or Account by using the filters at the top of the table.

Budget Items CY2023 (interim-analyst)								
🖽 Ter	I Template / I Items / Files (0) / III Recap / 🖨 Outstanding Debt							
+ Ad	d 🎝 Import 💿 Set to Zero 👔 Delete 👔	F Delete All 🕒 Export 📑 Sur	nmary 🛛 🕞 Detail	₽ Transfers				
▲ S	upporting documentation has not been uploaded							
Shov	entries			2				
	~	```	(Y				
0	Fund	Department 🔺		10105 Locally Imposed Reserve 41100 Franchise Tax				
	11000 General Operating Fund	0001 No Department	10105 Locally Ir	41250 Gross Receipts Tax - Municipal Local Option General, 41500 Property Tax - Current				
	11000 General Operating Fund	0001 No Department	41100 Franchise	Tax				
	11000 General Operating Fund	0001 No Department	41250 Gross Re	ceipts Tax - Municipal Local Option General				
	11000 m al O	0001-No Department	41500 Property	Tax-Cumt				

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



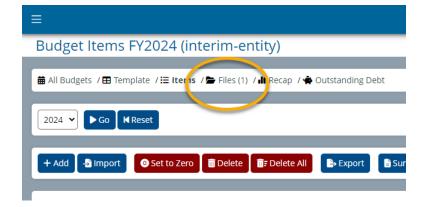
 \mathbb{D}



UPLOADING SUPPORTING DOCUMENTATION

To upload supporting documentation, click on the **FILE(S)** button on the navigation bar.

In the MANAGE FILES page, click the **ADD** button.



Template	/ 🗮 Items / 🟲 Files (0) /	👖 Recap / 🔹 Outstan	ding Debt			
Add 1	Delete					
				•		~
		Size	÷	Stage	•	Status

1. Click **SELECT FILE** to browse for your files. You can add multiple files at one time.

Click OPEN to add the files.

2. After the files have been added, click UPLOAD.

Drag files here	





LGBMS

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 button bar.

Manage Files for Fiscal Year 2023-2024 🗰 All Budgets / 🖽 Template / 🗮 Items / 🗁 Files (2) / 🏭 Recap / 🟟 Outstanding Debt 2024 V So KReset + Add 🔟 Delete Show 100 v entries ~ ~ Name Size Stage Status Budget_Backup.pdf 31.07 KB interim entity

You will be prompted to confirm the items to be deleted. Select **YES** to delete the item and **NO** to return to the prior page.

to e	≡
0	Confirm Deletion
	Are you sure you want to delete the following files? Budget_Backup.pdf Yes XNO

0

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 <u>beginning</u> cash line items.
- That the total for all Transfers In equals the total of all Transfers Out.
- If there is a negative cash balance before reserves.
- If there is a fund with a negative adjusted cash balance (Ending Cash Balance).
- No supporting documentation
- No outstanding debt information (If final budget is being submitted)





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 cash balance (before reserves or ending cash balance) at the fund level, you will not be able to submit your budget. You will be required to correct the issue before submitting.
- If supporting documentation is missing, you will not be able to submit your budget.
- If your final budget includes outstanding debt items, you must provide outstanding debt details to submit your budget.

STANDARD BUDGET MODULE REPORTS

There are three standard reports available in the budget module. The reports are accessed from the button bar by clicking on either the Summary, Detail, or Transfers buttons. The data reflected in the reports includes your original budget values.

E Template / Items / ■	Files (0) / 🕕 Recap / 🟟 Outstanding Del	bt		
+ Add - Import	Set to Zero 🛛 🗃 Delete 🖉 📅 Delete All	Export Summary	betail ↓ Transfers	
▲ Supporting documentation	on has not been uploaded			
Show 100 🗸 entries				3
•	•	~	~	
🗆 Fund 🔺	Department	Account 🔺	Type 🌲	Interim Budget
man man	the same and the second se	and the second		And Am

	SUBMITTING YOUR BUDGET
	CHECKLIST You have added all your budget items and amounts.
V	You have uploaded supporting documentation.
V	If submitting your FINAL budget - you entered your outstanding debt details.





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

	testing@test.com 2
Budget Items FY2024 (interim-entity	y)
🛱 All Budgets / 🎛 Template / 🗮 Items / 🏲 Files (2) / 北 R	Recap / 🖷 Outstanding Debt
2024 V Go KReset	
+ Add - Import Set to Zero Delete	Delete All Export Submit > Submit to Analyst
Show 100 V entries	Search:
· · · · · · · · · · · · · · · · · · ·	
🗆 Fund 🔺	Departm ments 🖨 Unread 🖨 Actions
11000 General Operating Fund	0001 No Department 0 • Actions

You will be prompted to confirm the budget submission.

	LGBM
Submit Budget for FY2024	
CONFIRM BUDGET SUBMISSION	
Are you sure you want to submit your budget for review?	
✓ Yes XNo	

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".

		⊳	LGBMS					testi	ng@test.co
udget Items F	/2024 (interim-analy	yst)							
ank you for submitting	our budget for Fiscal Year 2023	-2024. You will be notified when your budget has been reviewed	and if additional information is requested.						
All Budgets / 🎛 Templ	ite / 🔚 Items / 🚔 Files (2) / 🔒	Recap / 🗬 Outstanding Debt							
2024 🗸 🕨 Go 🕅 R	set								
Add 🔄 Import	🗿 Set to Zero 🔰 🗑 Delete 🛛 👼	Delete Ali 🔹 Export 📑 Summary 🚺 Detail 🔁 Tra	insfers				ยบกะ	submit 🔰 Su	Jbmit to Anal
how 100 🗸 entrie							Sea	rch:	
	~	`		·					
0	Fund •	Department	Object Code	 Interim Budget (\$) 	Final Budget 😄	Status 👙	Total Comments 👙	Unread 😄	Actions
11000 General C	verating Fund	0001 No Department	10101 Unrestricted Cash	5,112,206.00	0.00	analyst	0	0	- Actions



0



RESPONDING TO REVIEW COMMENTS

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

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 **TO DO** dashboard on which you will see a comments table.

D	ashboard						
81	o Do List / 🔣 Standard Reports / Example dashboard / + New Dashbo	ard					
UNF	EAD COMMENTS						
st	ow 100 V entries					Search:	
	Created	Route Path 🗘	Route ID 🗘	Creator \$	From Role 🔶	Aurora A	Actions
	Created -	Route Path -	Route ID -	Creator	From Kole 👻	Comment 🗢	Actions
	2023-06-24 23:06:17	budgets/items	1237144	DFA Analyst	analyst	test comment	- Actions
	2023-06-24 23:07:43	budgets/recap	1055	DFA Analyst	analyst	Recap comment test	
	using 1 to 2 of 2 optrion					- Devices	1

If your analyst entered comments to any budget items, funds or files, the comments will be listed in that table on the dashboard.

To review the comments, click on **ACTIONS** for that comment and select **REVIEW** to navigate to the comment.

≡ 2018 ∨ ⊳G o				0		ප
Dashboard						
🖀 To Do List / 🇰 Standard Reports / + New Dashboard						
UNREAD COMMENTS						
Show 100 v entries					Search:	
Created	Route Path	÷		Comment	÷	Actions
2023-06-11 22:55:29	budgets/funds		Example Recap Comment			- Actions
Showing 1 to 1 of 1 entries					Review	
UNSUBMITTED QUARTERLY REPORTS						

To view comments from your analyst on any page, click the **ACTIONS** button and select comments.

2018 ¥ ▷ Go									
udget Recap for CY2018					2	7			
Template / 🖽 Items / 🎥 Files (0) / 🏦 Recap / 🌯 Un	read Comments	(1) / 🔹 Outstanding De	bt		$\overline{\langle}$	3			
Export					$\overline{\langle}$	2			
Values below include 2 pending adjustments									
contraction of the second s		_			7		Se	arch:	
					3				
Fund	¢	Cash 🔺	Investments 🚖	Revenues 🗘	Transf	Palance ©	Se Total Comment	unread 🗘	Actions
Fund	\$	Cash • 0.00	Investments 🗘	Revenues © 95,000.00	Transf	Balance ©			Actions
	0				Transf	-	Total Comment		_





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.
- TOTAL COMMENTS -this column indicates the total number of comments
- UNREAD this column indicates the number of unread comments associated with that line item.

Different ways to identify unlocked budget items and comments:

- Filter by STATUS and select ENTITY which indicates unlocked items
- 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.

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.

Ŷ

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 AS READ.

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

Comments for	r 20100 Corrections	
Back to Recap		
+ Add Mark as Re	ead Mark as Unread	
Show 100 v entrie	_{is} 2	
	Created	Creator
2023-06-12 04:55 Showing 1: 1 e	529 IS	





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

≡ Coi	nments for 20100 Corrections	
Back	to Recap	
+ Ad	d Mark as Read Mark as Unread	
Show	/ 100 ✓ •. ries	
	Created	Creator
	2023-06-12 04:55:29	
Showi	ng 1 to 1 of 1 entries	

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.

≡	
Comment on 20100 Corrections	
Comment	
Example comment	
✓ Save & Close × Cancel	

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.



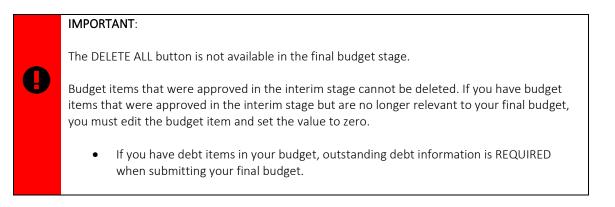


FINAL BUDGET ENTRY

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.







OUTSTANDING DEBT

If your budget contains line items with object codes 59010, 59020, 59030, 59040, 59050 you are required to submit the details through LGBMS. You will have orange warning notification on the BUDGET ITEMS page to complete the outstanding debt schedule and upload the amortization schedule.

🕇 + Add 🔄 Import 🛛 💿 Set to Zero 🛛 🛅 Delete 🗍 📅 Delete All 🛛 🕞 Export 🕞 Summary 🗋 🔂 Detail 🗌 🔁 Transi	iers
▲ Outstanding debt details are not balanced. Please complete your outstanding debt schedule.	
▲ No outstanding debt files uploaded. Please upload your amortization schedule.	

ADDING OUTSTANDING DEBT INFORMATION

To add your outstanding debt information, enter your entity's active bonds and loans.

There are two ways to navigate to the **OUSTANDING DEBT MODULE**:

- 1. From the budget module click on the OUTSTANDING DEBT link on the navigation bar.
- 2. From the main menu click on the menu icon on the top left (3 horizontal lines) and select OUTSTANDING DEBT from the dropdown.

Adding Core Bonds/Loans Information

Select **OUTSTANDING DEBT** from the navigation bar.

If you do not have any active bonds and loans, you will land on the **BONDS & LOANS** page.

If you have active bonds and loans, you will land on the **DETAILS** page.

Budget Items FY2023 (interim-entity)	
Template / ≔ Items / ➢ Files (0) / 北 Recap / ♣ Unread Comments (0) / ♠ Outstanding Debt	
+ Add 5 Import Set to Zero 2 Delete 1 Export Summary	b Detail Z Transfers
▲ Supporting documentation has not been uploaded	





The **BONDS & LOANS** page is where you will add core information about your active bonds and/or loans.

Outstanding	g Debt Bonds & Lo	ans			
Back to Budget Iter	ms 🔳 Bonds & Loans (0)	Details / 🖀 Files (0) / 🏭 Recap / 🗄	E Debt Related Budget Items		
+ Add 🛛 📲 Import	🗑 Delete 🕞 Export	PDF			
No active bonds	currently defined				
Show 100 👻 er	ntries				
Show 100 ♥ er	ntries				
	ntries Bond Series/Loan Number	Description		Issue Date 💌	Maturity Date

Select **ADD** from the button bar.

)utstan	ding Debt Bonds & Loans				
atotan					
ack to Budg	jet Items / 🖽 Bonds & Loans (0) / 🚯 Details / 🖬 F	iles (0) / III Recap / ☷ Deb	t Related Budget Items		
Add 🔒 li	mport 🗃 Delete 🕒 Export 🕞 PDF				
	v entries				
			~		
		Description 🔶	Category 🔶	Issue Date	•
No active b	♥ entries	Description 🔶		Issue Date	• No





On the ADD BOND/LOAN screen you will enter the required information for each Bond/Loan.

The types of bonds/loans include:

- General Purpose •
- Water & Sewer •
- Other Long Term Debt •
- GRT •
- Other ٠
- Utility •

If you have additional bonds/loans to add, click SAVE & NEW to save the new line item and reset the screen so you can add a new debt item.

When you have added your last bond/loan item, click SAVE & CLOSE to return to the OUTSTANDING DEBT BONDS page.

Add Bond/Loan	
Reason for Issuance / Description	i
Туре	
Utility	~

Date Issued	
mm/dd/yyyy	
Interest Rate at Issue Date	
Original Amount	
Maturity Date	
mm/dd/yyyy	
Status	
Active	

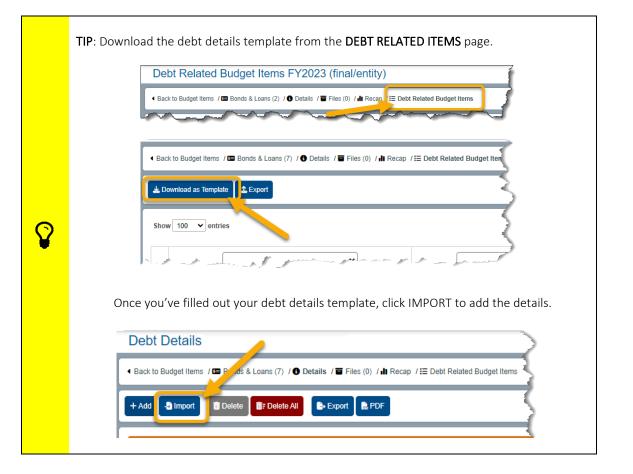
+ Save & New 🗸 Save & Close 🖬 Save 🗙 Cancel



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Adding Debt Details



Next select **DETAILS** from the navigation bar on the OUTSTANDING DEBT BONDS page.

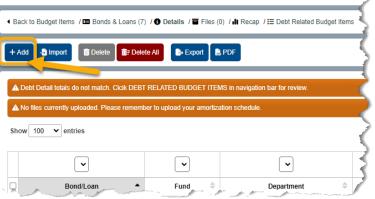
Outstanding Debt Bonds & Loa	ans
 Back to Budget Items /	etails / 11 Files (0) / III Recap / ΙΞ Debt Related Budget Items
+ Add 🛃 Import 📑 Delete 🕒 Export	PDF
Show 100 V entries	
Bond Series/Loan Number	Description 🔶
	another test
GRT Series 1996B	a water/sewer bond
and and a second	test two





Click **ADD** on the Debt Details page.

Debt Details



Next select the **Bond** and related **Budget Item** from the drop-down menus and enter the amount due and due date.

If you have additional bonds/loans details to add, click SAVE & NEW to save the new line item and reset the screen so you can add a new debt item.

When you have added your last bond/loan item, click **SAVE & CLOSE** to return to the OUTSTANDING DEBT page.

Once your Debt Related Budget Items balance you will get a green notification bar indicating your items balance.

Bond	
NMFA Loan 1	~
Budget Item	
40400-2004-59010 Debt Service - Principal Payments (317,676.00)	~
Amount Due	
Amount Due Date Due this Budget Year	

Bon	nds / 🛈 Details / 🖀 Files (0) / 🏭 Recap / 🔚 Debt Relate	ed Budget Items / 🛱 All I	Budget Items	
2024	Go KReset			
+ Ado	d 🔄 Import 🗊 Delete 📑 Delete All 🕒 Expo	ort 📘 🖹 Report		
V D	Debt detail totals are balanced. Return to budget items to c	complete and submit vo	ır budget.	
_	Debt detail totals are balanced. Return to budget items to c			
A N	Debt detail totals are balanced. Return to budget items to o to files currently uploaded. Please remember to upload yo r 100 v entries			
A N	to files currently uploaded. Please remember to upload yo			
A N	to files currently uploaded. Please remember to upload yo		e.	
A N Show	to files currently uploaded. Please remember to upload yo	our amortization schedu	e.	 Ac 59010





Click on the **DEBT RELATED BUDGET ITEMS** on the navigation bar.

This is helpful when reconciling debt details with the budget rollup.

Debt Details			\supset
 Back to Budget Items / Bonds & Loans (7) / ● 	Details / 🖬 Files (0) / 🏭	R (📰 Debt Related Budg	et Items
+ Add 🔄 Import 👔 Delete 🚺 E Delete All	🕞 Export 🛛 🗎 PDF		$ \leq $
Debt Detail totals do not match. Clcik DEBT REL	ATED BUDGET ITEMS in r	navigation bar for review.	
A No files currently uploaded. Please remember to	upload your amortization s	chedule.	~ ~
Show 100 • entries			$\langle \rangle$
~	•	•	4
Bond/Loan	Fund	Department	¢

Items in red are debt-related budget items that are missing debt details that sum up to the budget amount.

• B	• Back to Budget Items / 🕮 Bonds & Loans (7) / 🛈 Delails / 🗑 Files (0) / 📶 Recap. / 🖽 Debt Related Budget Items								
4	🛓 Downlead as Template 🛛 🛓 Export								
Sh	Show 100 v entries Search:								
	`	~	~			~			
C	Fund A	Department	Object Code	Final Budget 🛛 🕀	Sum Debt Details	Balanced 🔶	Actions		
C	20200 Environmental	5009 Environmental	59010 Debt Service - Principal Payments	140,408.00	0.00	No	- Actions		
Image: Comparison of the second sec				0.00	No	- Actions			
, c	29900 Other Snecial Revenue	2002 General Administration	59050 Commitments and Other Fees	0.00	0.00	Yes	- Actions		

You are required to upload your amortization schedules for your debt details. Follow the Up UPLOADING SUPPORTING DOCUMENTATION instruction for additional details.

To upload outstanding debt files, click on **FILES** on the navigation bar.

Debt Details			$ \rightarrow $
Back to Budget Items / E Bonds & Loans (7)	/ 3 Details / Files (0) /	II Recap / ☷ Debt Related Bu	dget Items
+ Add 🔩 import 👔 Delete 👔 Delet	e All 🕞 Export 🕞 PD	F	
Debt Detail totals do not match. Clcik DEBT	RELATED BUDGET ITEMS I	n navigation bar for review.	
▲ No files currently uploaded. Please rememb	er to upload your amortizatior	ı schedule.	
Show 100 V entries			
•	•	•	{
Bond/Loan	Fund 🔷	Department	÷ 🧹





Click on **ADD**.

Browse for your files or drag and drop the files onto the page.

Click UPLOAD.

Back to Budget Items / 🖽 E	Bonds & Loans (7)	🕽 Details / 🖬 Fil	les (0) / 🏭 Re	ecap / \Xi Debt F	elated Budget Iter	ns
+ Add						
Show 100 🗸 entr.						
		Туре	\$	Size		Statu

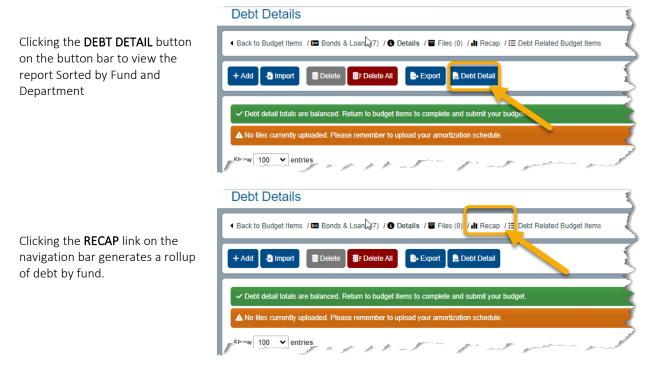


IMPORTANT:

• Bond/loan supporting documentation is required before you can submit your budget.

Outstanding Debt Standard Reports

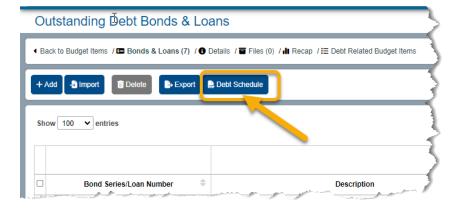
There are three reports available in the outstanding debt module.







To view the debt schedule, navigate to the **BONDS & LOANS** page and click the **DEBT SCHEDULE** button.



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.





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. Final Budget: IMPORTANT The DELETE ALL button is not available in the final budget stage. • Budget items that were approved in the interim stage cannot be deleted. If you have budget items that were approved in the interim stage but are no longer relevant to your final budget, you must edit the budget item and set the value to zero. 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 TIPS 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. CSV stands for "Comma Separated Values". This is a very common file format to use for transferring tabular data between systems. A INFORMATION Submitting will lock your budget and notify your analyst that your budget is ready for review.

TIPS SUMMARY





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;
 - o Modifications to existing line items that affect the approved budgeted amount; and
 - o 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.

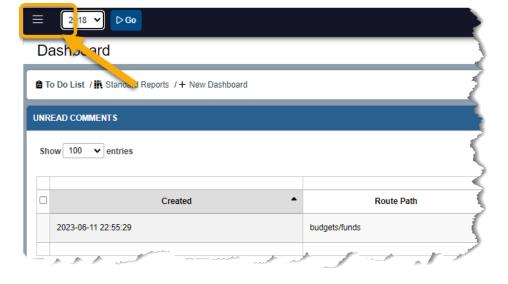
If your adjustments did not require a resolution, then they can be combined into one adjustment request.

Have supporting documentation readily available to upload into LGBMS.





After you log into the system, click on **MENU** icon on the top left of the interface



Select ADJUSTMENTS from the menu.



On the adjustment screen, select the budget for which you are entering your adjustment.

Click GO.







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.

Manage Adjustments	~
+ Add 🛅 Delete 💵 Recap 🖹 Summary 🚺 Detail 🔁 Transfers	7
Show 100 entries	$ \rightarrow $
Title	

Enter a **TITLE**/brief description of the adjustment request (required), select the resolution **DATE** (if applicable) and enter the resolution **NUMBER** (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.

Add Adjustment Request CY2018

Title / Description	
Provinting Data	
mm/dd/yyyy	
Resolution Number	
Save & Close × Cancel	

After adding the BAR container, you will add the individual adjustment line items. The four types of adjustment that can be requested:

- Adjusting an existing budget item
- Adding a new budget item
- Transferring within a fund
- Transferring between funds





ADDING BUDGET ADJUSTMENT LINE ITEMS

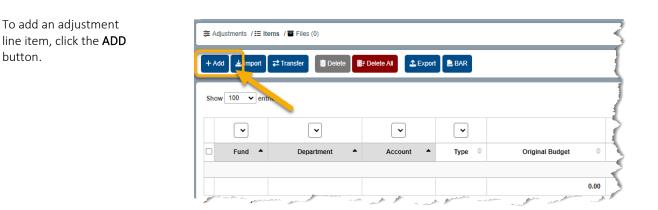
Presented below are the steps to complete the different types of adjustments:

- 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.

≡	2018 🗸 Þ Go					0	
Ma	anage Adjustments CY20	18					
+ A	dd 👔 Delete 🔒 Recap 🖹 Summ	nary 🗈 Detail 🛛 🔁 Transfers) –				
Sho	w 100 v entries	ł				Search:	
			5 –	~	~		
	Code 🗢	Title	¢	Type 🌲	Status 🗢	Created	 Actions
	CY2018-KiP-12701	test farm		local	approved	2023-01-31 10:06:41	- Action
	CY2018-KiP-8917	Duplication test)	local	approved	2021-07-29 18:27:09	- Action
	CY2018-KiP-8102	Example BAR		state	entity	2021-05-06 23:34:21	- Action
	CY2018-KIP-8101	farm test 2) —	local	approved	2021-05-06 23:33:23	
	CY2018-KiP-5693	VENDOR TESTING	5	state	analyst	2020-05-09 09:55:49	
	CY2018-KiP-2088	Required reserve test production		state	approved	2019-02-06 00:53:52	

Adjusting an existing account







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 <u>adjustment</u> <u>amount</u>. If the adjustment is a decrease, enter a negative value.

Add Adjustment Item for Example BAR

Budget Items
Existing New
Fund
11000 General Operating Fund
Department
0001 No Department
Object Code
41200 Gross Receipts Tax - County Local Option General (500,000.00)
Adjustment Amount (use - sign for decrease)
5000
+ Save & New ✓ Save & Close 🔒 Save 🗙 Cancel

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.

- 1. A green notification bar will indicate that the adjustment item was added.
- 2. A red validation bar will indicate missing items that prevent the BAR from being submitted.
- 3. The submit button will be greyed out until the required items are met.

If the adjustment is a State BAR, then a validation notification will indicate that supporting documentation is required. The submit button will be disabled until supporting documentation has been uploaded.

Manage Line Items for Example BAR (entity)								
✓ Adjustment item created.								
æ Adjustments / ⊞ Items / ■ Files (0) 1						2		
Documentation required for State BAR Show 100 v entries								
	· ·				-			
D Fund Department	Account Type	Budget PreAdjusted Budget	Adjustment 🗘	Adjusted Budget 🄅	Status 🗘	Comments 🗘	Unread 🗘	Actions
11000 General Operating Fund 0001 No Department 41200 Gross Receipts Tax - C	County Local Option General Revenue	500,000 500,000	5,000	505,000	entity	0	0	- Actions
		500,000.00 500,000.00	5,000.00	505,000.00				
Showing 1 to 1 of 1 entries						<	Previous	1 Next >





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.

+ Add 🛃 mpo	ort 🔁 Transfer 🚺 🛅 Delete	🗊 - Delete All 🔹 Expor	rt 📙 BAR		
Show 100 🗸	entru				
•	•	•	•		
Fund	Department	▲ Account ▲	Type 🌲	Original Budget	٢

Add Adjustment Item for Example BAR

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.

There will be a bar along the top of the page indicating that the new budget item was created.





Manage Line Items for Example BAR (entity)

💿 Ne	w budget item created.												
🗸 Ad	justment item created.												
≇ A	djustments / III Items / ■ Files 1)												
+ 4	dd 🛓 Import 🔁 Transfer 👔 Delete	T Delete All	BAR									✓ Su	ibmit State BAR
•	Documentation required for State BAR												
Sho	w 100 v entries										Sear	ch:	
	`	~		•	•					•			
	Fund	Department •	Account	•	Туре 🕀	Original Budget 单	PreAdjusted Budget 👙	Adjustment ≑	Adjusted Budget 单	Status 🗘	Comments 🗘	Unread 🗘	Actions
	11000 General Operating Fund	0001 No Department	41251 Gross Receipts Tax - Municipal Infrastructure		Revenue	0	0	150,000	150,000	entity	0	0	- Actions
						0.00	0.00	150,000.00	150,000.00				
Show	ving 1 to 1 of 1 entries											C 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.

Transferring within a fund

To add a transfer, click the **TRANSFER**

button.

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.

Transferring within the same fund is a Local Bar which does not need State approval and is automatically approved.

+ Ad	ld 🛛 📥 Import	≓ Transfer	🗊 = Delete All	rt 🔒 BAR	
Show	v 100 🗸 enti	ries			
			`		
	•	~	~	•	
	Fund 🔺	Department	Account	Type 🌲	Original Budget





On the transfer	Transfer Example BAR
page, select the	
account FROM	Fund 11000 General Operating Fund
WHICH you are	11000 General Operating Fund
transferring funds.	Department
Then select the	1003 County Assessor 🗸
account TO WHICH	Object Code
you are	51020 Salaries - Full-Time Positions (579,590.0 V
, transferring the	
funds.	Budget Items
	Existing New
If the account	Fund
already exists	11000 General Operating Fund
within your	
budget, check the	Department
radio button next to EXISTING .	1005 County Sheriff
	Object Code
If the account is	51020 Salaries - Full-Time Positions (1,124,007 V
new, check the	Amount (positive only)
radio button next	
to NEW.	5000
Enter the	+ Save & New Save & Close Close
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.

窪 Ad	justments / 🖽 Items / 🗃 Files (0)											
+ Ad	1d 🛓 Import 🔁 Transfer 🚺 🖬 Delete	📑 Delete All 🔔 Export 🗎 😫 BAR									[✓ Su	ubmit Local E
Show	w 100 v entries									Searc	:h:	
	~	~	~	~					•			
0	Fund	Department	Account	▲ Type ≑	Original Budget 单	PreAdjusted Budget 🚊	Adjustment 🗢	Adjusted Budget 🌻	Status 🗢	Comments 🗢	Unread	Action
	11000 General Operating Fund	0001 No Department	10104 State Required Reserve	Reserve	3,050,704	0	0	0	entity	0	0	- Action
	11000 General Operating Fund	1003 County Assessor	51020 Salaries - Full-Time Positions	Expenditure	579,590	579,590	-5,000	574,590	entity	0	0	- Action
	11000 General Operating Fund	1005 County Sheriff	51020 Salaries - Full-Time Positions	Expenditure	1,124,007	1,124,007	5,000	1,129,007	entity	0	0	- Action
					4,754,301.00	1,703,597.00	0.00	1,703,597.00				

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



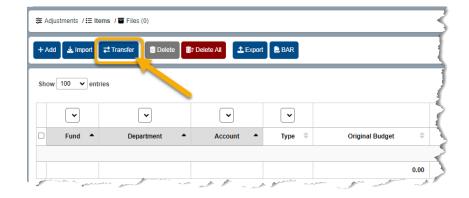


Transferring between funds

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.

Transferring between funds will always be a State 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.

Transfer Example BAR

Fund		
11000 General Operation	ng Fund 🗸 🗸	,
Department		
1003 County Assessor	~	•]
Object Code		_
51020 Salaries - Full-Ti	ime Positions (579,590.0 V	·J
Budget Items		
Existing O New		
Fund		_
11000 General Operati	ng Fund 🗸 🗸	·
Department		_
1005 County Sheriff	~	•]
Object Code		
51020 Salaries - Full-Ti	ime Positions (1,124,007 🗸	•]
Amount (positive only))	
5000]
		,
+ Save & New Sav	e & Close × Cancel	
+ Save & New ↓ ✓ Sav	e & Close × Cancel	

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.



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Manage Line Items for Example BAR (entity)

建 Ad	gustments / III Items / III Files (0)											
+ Ad	dd 🔄 🛓 Import 🛛 🛱 Transfer 🛛 📋 Delete 📑	Delete All 🏦 Export 🗎 BAR									🗸 🗸 Su	ubmit State BAR
00	Documentation required for State BAR											
Show	w 100 v entries									Sea	rch:	
	~	~	~	~					~			
0	Fund	Department	Account	Type 🗘	Original Budget 🗦	PreAdjusted Budget 🗦	Adjustment ≑	Adjusted Budget 👙	Status 🗘	Comments 🏺	Unread 🗘	Actions
	11000 General Operating Fund	0001 No Department	10104 State Required Reserve	Reserve	3,050,704	0	-417	0	entity	0	0	- Actions
	11000 General Operating Fund	0001 No Department	61200 Transfers Out	Transfer Out	5,154,512	5,165,012	5,000	5,170,012	entity	0	0	- Actions
	11000 General Operating Fund	1004 County Clerk	51010 Salaries - Elected Officials	Expenditure	62,019	62,019	-5,000	57,019	entity	0	0	- Actions
	20300 County Property Valuation	0001 No Department	61100 Transfers In	Transfer In	0	0	5,000	5,000	entity	0	0	- Actions
	20300 County Property Valuation	1003 County Assessor	51050 Salaries - Temporary Positions	Expenditure	30,000	30,000	5,000	35,000	entity	0	0	- Actions
					8,297,235.00	5,257,031.00	9,583.00	5,267,031.00				
Show	ing 1 to 5 of 5 entries										< Previous	1 Next >



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: account
- Column D: value (where you will enter the adjustment amount)

A	В	с	D
fund	department	account	value
11000 General Operating Fund	0001 No Department	61200 Transfers Out	5,000.00
20300 County Property Valuation	1003 County Assessor	51050 Salaries - Temporary Positions	5,000.00
11000 General Operating Fund	1004 County Clerk	51010 Salaries - Elected Officials	-5,000.00
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	-416.67
20300 County Property Valuation	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.

⊦A	.dd 🛃 Import	Transfer	📅 Delete All	t 🕞 BAR		
ho	ow 100 ✔ ent	ries				
	•	•	•	•		
	Fund 🔺	Department	Account	Туре 🌲	Original Budget	\$

On the import	E Import Line Items							
page, click SELECT CSV FILE to browse for your file.	Import Line Items							
Click OPEN to add the files.	📩 Drag CSV file(s) here							
When you see your file listed in the filename window, click START UPLOAD to import	Select CSV File(s) Start Import Cancel							



your file.

If there is an error with the import, you will be redirected to the import log where you can see which items did not import. You can either correct the import file or add those items separately.

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.





Manage Line Items for Example BAR (entity)

- Ad	id 🛓 Import 🛛 🛱 Transfer 👔 Delete	1	Delete All 🔔 Export 📄 🗎 BAI	R									v si	ubmit State B
	Documentation required for State BAR			_										
	w 100 v entries											Sea	rch:	
	~)		~		•					•			
	Fund	•	Department •	Account	Type	\$	Original Budget ≑	PreAdjusted Budget 🗦	Adjustment ≑	Adjusted Budget 🔅	Status 🗘	Comments ≑	Unread 🗘	Actions
	11000 General Operating Fund		0001 No Department	10104 State Required Reserve	Reserve		3,050,704	0	-417	0	entity	0	0	- Action
	11000 General Operating Fund		0001 No Department	61200 Transfers Out	Transfer Out		5,154,512	5,165,012	5,000	5,170,012	entity	0	0	- Action
	11000 General Operating Fund		1004 County Clerk	51010 Salaries - Elected Officials	Expenditure		62,019	62,019	-5,000	57,019	entity	0	0	- Action
	20300 County Property Valuation		0001 No Department	61100 Transfers In	Transfer In		0	0	5,000	5,000	entity	0	0	- Action
	20300 County Property Valuation		1003 County Assessor	51050 Salaries - Temporary Positions	Expenditure		30,000	30,000	5,000	35,000	entity	0	0	- Action
							8,297,235.00	5,257,031.00	9,583.00	5,267,031.00				



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.





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Click SELECT FILES to

browse for your files. You can add multiple files at one time.

Click OPEN to add the files.

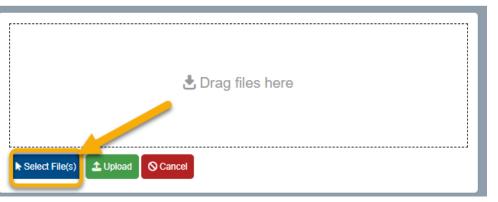
You can drag and drop the files to the import area.

You will see your file listed in the filename window.

Click **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.

Add Files to Adjustment



Name •	Size	▼
	01	•
Show 100 v entries		
+ Add Delete		
E Adjustments / ☵ Items / 苗 Files (1)		
2018 V 60		
File(s) uploaded		





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.

STANDARD ADJUSTMENT MODULE REPORTS

There are three standard reports available in the adjustment module. The reports are accessed from the button bar by clicking on either the Summary, Detail, or Transfers buttons. The data reflected in the reports includes your original budget, adjustments, and adjusted budget. The values presented in the reports reflect your budget with the approved adjustments.



IMPORTANT!

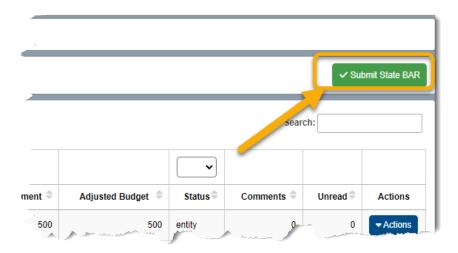
The RECAP page reflects your budget with the approved and PENDING adjustments.



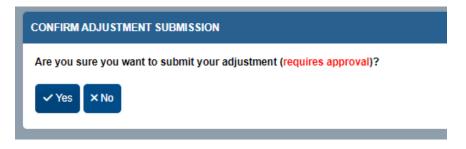


SUBMITTING BUDGET ADJUSTMENTS

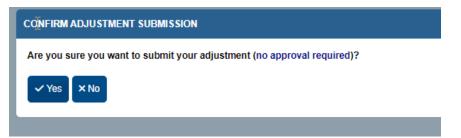
After you have added your adjustment line items and supporting documentation to your budget adjustment request, you will submit your adjustment by clicking the SUBMIT ADJUSTMENT button on the button bar.



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 (Local BAR) involve the transfers within the same fund that result in no change in the fund's ending balance.

RESPONDING TO REVIEW COMMENTS

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

After logging into LGBMS, you will see the **TO DO** dashboard on which you will see a comments table.

Dashboard									
To Do List / M Standard Reports / Example dashboar	d /+ New Dashboard								
IREAD COMMENTS									
Show 100 v entries									
Created	•	Route Path	\$	Route ID 🗘	c	Creator 🔶	From Role 🗘	Comment	\$ Actions
2023-06-24 23:06:17	budgets/iter	15	1237144		DFA Analyst		analyst	test comment	- Actions
2023-06-24 23:07:43	budgets/rec	ар	1055		DFA Analyst		analyst	Recap comment test	- Actions

If your analyst entered comments to any budget items, funds or files, the comments will be listed in that table on the dashboard.

To review the comments, click on **ACTIONS** for that comment and select **REVIEW** to navigate to the comment.

				0	දු
Dashboard		? _			
a To Do List / ₩ Standard Reports / + New Dashboard					
UNREAD COMMENTS	4				
Show 100 v entries		<u>}</u>			Search:
Created •	Route Path	🗧 🔻		Comment	Actions
2023-06-11 22:55:29	budgets/funds		Example Recap Comment		Actions
Showing 1 to 1 of 1 entries	1				Review
UNSUBMITTED QUARTERLY REPORTS					



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To view comments from your analyst on any page, click the **ACTIONS** button and select comments.

≡ 2018 V ▷Go						0	8
Budget Recap for CY2018				2	2		
🖽 Template / 🗄 Items / 👺 Files (0) / 🔒 Recap / 💁 Unread Comm	ents (1) / 🏟 Outstanding De	bl.		3	3		
🕒 Export 🔍 PDF				5	2		
Values below include 2 pending adjustments							
				5		Sear	rch:
Fund \$	Cash 🔺	Investments ©	Revenues 0	Transf	Palance 0	Total Comment.	Unread C Actions
20100 Corrections	0.00	0.00	95,000.00		0.00	1	1 Actions
20800 Farm & Range	0.00	0.00	5,000.00	5	0.00		Comments
21100 Law Enforcement Protection	0.00	0.00	46,200.00	5	0.00	0	0 Actions

ADJUSTMENT – FINAL ACCEPTANCE

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



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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
Navigating to the reporting	quarter
Click on MENU icon on the top left of the interface and select QUARTERLEY REPORTING.	 Dashboard Budgets Outstanding Debt Adjustments Quarterly Reporting Lodger's Tax Year Knowledgebase
From the year selection, pick the year and corresponding quarter to which you want to navigate.	E 2018 V Q4 V D So Rer 2022 2020 2020 2020 2019 2019 2019 2019 2019 2019 2019 2018 an approved 2023 budget before submitting a quarterly report

Click GO.

Adding reporting line items (2 options)

There are two ways to enter your report into LGBMS.

- 1. The first option involves selecting and adding each individual line item and entering the associated year-todate value within LGBMS.
- 2. The second option involves downloading the report template, using your preferred spreadsheet software to add budget values, then uploading the completed report template into LGBMS.

Both options are described below.





Option 1: Adding individual reporting Items

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

This will take you to the ADD REPORT ITEM page.

.

Reporting Items)
i≡ Items / Second Files (0) / III Recap / \$ Lodger	's Tax		
+ Add C Import Download Budget		B. Export B. Summary B. De	tail Z Transfers

Adding an existing item:

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.

IAdd Report Item

Budget Items
OExisting ○ New
Fund
20300 County Pic, orty Valuation
Department
0001 No Department
Account
41500 Property Tax - Current (200,000.00)
YTD Actual
0.00
+ Save & New Save & Close Save X Cancel





Adding a **NEW** item:

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.

Add Report Item
Budget Items
○ Existing ● New
Fund
20300 County Property Valuatio.
Department
0001 No Department
Account
61200 Transfers Out (0.00)
YTD Actual
0.00
+ Save & New Save & Close Save X Cancel

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: Importing your reporting items



IMPORTANT:

Before you can import a budget, you must prepare a reporting import file.

To download the
import template, click
on the DOWNLOAD
BUDGET button.

	Reporting Items	
	I≣ Items / Se Files (0) / Int Recap / \$ Lodger's Tax	1
	+ Add 🔄 Import 🖹 Download Budget 🗮 Hide Zeros 📑 Delete 📑 Delete All 🕒 Export 🗟 Summary 🍉 Detail 🚅 Transfers	
	Show 100 V entries	1
1	I man the second product of the second secon	٢

The CSV file that is downloaded will contain your existing budget items and current budget.



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Replace the values in the **value** column with your year-to-date reporting values.

Calibri ·	- 🛯 - A^ A = = 🗐 🗞 - 🐉 Wrap Tes	tt General 🗸 📕 📝 Normal B	ad
Paste [×] ≪ Format Painter B I U ~	• △ • <mark>▲</mark> • Ξ Ξ Ξ Ξ Ξ □ Ξ Merge 8		alculation
Clipboard 🛛 🖬 Font	متا Alignment	آي Number آي Styles	7
A1 \checkmark : $\times \checkmark f_x$ fund			
A	В	с	D
fund	department	account	value
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	
11000 General Operating Fund	0001 No Department	10103 Investments	
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	
11000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve	
11000 General Operating Fund	0001 No Department	21001 Payables	
11000 General Operating Fund	0001 No Department	41100 Franchise Tax	
11000 General Operating Fund	0001 No Department	41200 Gross Receipts Tax - County Local Option General	
11000 General Operating Fund	0001 No Department	41214 Gross Receipts Tax - County Hold Harmless	
0 11000 General Operating Fund	0001 No Department	41250 Gross Receipts Tax - Municipal Local Option General	
1 11000 General Operating Fund	0001 No Department	41251 Gross Receipts Tax - Municipal Infrastructure	
Conserved Stating Fully	0001 No Department	41500 meety 7 meet	and the

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

0

7

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.





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

Click the **IMPORT** button on the BUDGET ITEMS page.





Click **SELECT CSV FILE(S)** on the Import Budget Items page and navigate to your file.

Click **OPEN** or doubleclick to add the file.

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

Select START IMPORT

to initiate the import.

In the event there is an issue with the import and some records were not inserted, you will be redirected to the import log. Any records in red are ones that were not imported and could be entered individually or corrected in the import file and reimported.

mport completed with errors. See log below				
Sack to Items / 4 Back to Import				
how 100 v entries			Search:	
		•		~
fund	e department e	account \$	value 🗘	result
1000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	2327584	no change
1000 General Operating Fund	0001 No Department	10103 Investments	865.5	no change
1000 General Operating Fund	0001 No Department	10104 State Required Reserve	1525352.125	not found
1000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve	0	zero ignored
1000 General Operating Fund	0001 No Department	21001 Payables	0	zero ignored
1000 General Operating Fund	0001 No Department	41100 Franchise Tax	1100	no change





When the import is successful, you will return to the budget items page and see a green notification.

To upload files, click the **FILES** link on the navigation bar.

If you have lodgers tax items in your budget, you will see a warning notification until those items are balanced and supporting documents are uploaded.

_ 1001	ms / 🖆 Files (0) / 🏭 Recap / \$ Lodger's Tax			
+ Adi	dd 🔄 Import 📄 Download Budget 🛛 🏣 Hide Zer	ros 📋 Delete 📑 Delete All 📑 Export 📑 Sur	imary betail 🛱 Transfers	
O N	to lodgers tax files uploaded. Please upload your support	ing lodgers tax documentation before submitting quarterly repr	vt.	
Show	w 100 v entries			
		v		•
	Fund A	Department	Account	~ (
			Account 10101 Unrestricted Cash	~

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**

terms / 👺 Files (0) / 📶 Recap / \$ Lodger's Tax								
i	-la Import 🛛 🖨 Download Budget 🖉 🗮 Hide 2	Zeros 📑 Delete 📑 / Delete Al 📑 Export 📑 S	ummary 🕞 Detail 🔁 Transfers					
-								
1	odgers tax files uploaded. Please upload your supp	porting lodgers tax documentation before submitting quarterly re	port.					
w[100 👻 entries							
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~							
	·	·						
	Fund	Department	• Acc					
1			Acc     10101 Unrestricted Cash					
	Fund	Department						
1	Fund •	Department 0001 No Department	10101 Unrestricted Cash					
1	Fund	Department O001 No Department O001 No Department O001 No Department	10101 Unrestricted Cash 21001 Payables					

	✓ Submit Report								
	_	_	_	_					
	Search:								
	<b></b>								
YTD Actual	Status 0	Total Comments	Unread	Actions					
2,327,584.00	entity	0	0	- Actions					
0.00	entity	0	0						
1,100.00	entity	•	0	- Actions					
0.00	entity		Edit Comments						
0.00									





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.

## **B**Edit Report Item

Budget Items
Existing O New
Fund
11000 General Operating Fund
Department
0001 No Department
Account 41100 Franchise Tax (2,2,0,00)
YTD Actual 1,100.00
Save & New Save & Close Save X Cancel

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

# Deleting a Report Line Item

To delete a specific	Reporting Items CY2018 Q4 (entity)				
report line item, click the box next to	i≣ Items / ► Files (0) / III Recap / \$ Lodger's Tax				
the line item or items you want to delete then click the <b>DELETE</b> button on	+ Add Import Download Budget ⊞ Hide Zeros Delete Delete All Delet	y Detail ZTransfers			
the button bar.					
	· · · · · · · · · · · · · · · · · · ·				
	Eund Department				
	110     110     International period     Internatind     Internatind     Internatind     International period     In	101 Unrestricted Cash			
	11000 General Operating Fund 0001 No Department 10	103 Investments			
	my month provide the set and and and and and a	and a man for			

If you want to delete all budget line items, click the **DELETE ALL** button on the button bar. Note: Any reporting item that has a comment associated with will not be deleted.

Ŷ

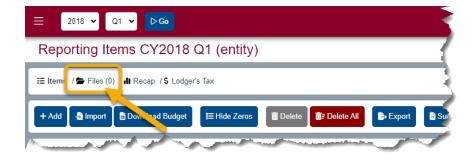
**TIP**: Use the search feature to find specific line items.





#### **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.

Z018 ↓ Q1 ↓ ▷ Go
 Manage Files for CY2018 Q1
 E Items / ► Files (0) / ↓ □ cap /\$ Lodger's Tax
 + Add i Delete
 Add i Delete

#### Click SELECT FILES

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

You can also drag the files to the upload area.

Click **UPLOAD** to add the files.

# Add Quarterly Reporting Files

 $\equiv$ 

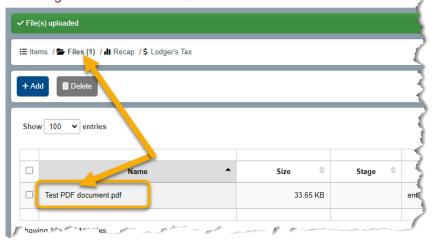






You will see your file listed in the MANAGE FILES screen of your quarterly report and you will see the number of files next to FILES on the navigation bar.

#### Manage Files for CY2018 Q1



#### 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.

#### **STANDARD REPORTING MODULE REPORTS**

There are three standard reports available in the reporting module. The reports are accessed from the button bar by clicking on either the Summary, Detail, or Transfers buttons. The data reflected in the reports includes your original budget, adjustments, adjusted budget, year-to-date, balance, and % realized.

Iter	ms / 🚔 Files (0) / 🏚 Recap / \$ Lodger's Tax		
- Ad	id 🔚 Import 📄 Download Budget 🛛 🗮 Hide Zer	ros Delete rt 📄 Summary	🔥 Detail 🛛 🔁 Transfers
N	io lodgers tax files uploaded. Please upload your support	ting lodgers tax documentation beau	
	, , , , , , , , , , , , , , , , , , , ,		
hov	v 100 v entries		)
hov	w 100 v entries		
ihov	w 100 v entries	· · ·	
hov		C Department	
	v	· · · ·	10101 Unrestricted Cash





#### ADDING LODGERS TAX INFORMATION

If your budget contains lodger's tax related funds you are required to submit the details through LGBMS.

Lodger's tax related funds include:

- 21400 Lodgers' Tax,
- 24000 Hospitality Fee, and
- 24100 Convention Center Fee

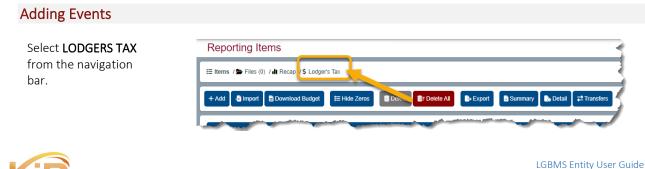
Each year, confirm the occupancy tax rate. On the navigation bar, click **% Occupancy Tax Rate.** Confirm or update the tax rate and click **SAVE**.

<ul> <li>Back to Reporting</li> </ul>	ng Item : / X Occupancy Tax Rate . 🛱 Events / 🖍 Details / 🖬 Files (0) / \$ LT Related Reporting Items
	Set Lodgers Tax Rate
	Back to Reporting Items /% Occupancy Tax Rate /      Events /      Details /      Files (0) /     LT Related Reporting Items
	Occupancy Tax Rate 3.24
	B Save

Next, add your lodgers tax events for the year to which you will add your lodgers tax details.

There are two ways to navigate to the LODGERS TAX MODULE:

- 1. From the reporting module click on the LODGERS TAX link on the navigation bar.
- 2. From the main menu click on the menu icon on the top left (3 horizontal lines) and select LODGERS TAX from the dropdown.



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#### Click EVENTS.

The **EVENTS** page is where you will add information about the events that will be held during the budget year

Select ADD from the

button bar.

Lodger's Tax Details CY2018 Q4 (entity)						
▲ Back to Reporting Items /	/ 🛱 Events / 🖡 Details / 🗃 Files (0) / \$ LT Related Reporting Items					
+ Add 🛃 Import 🛓 Download Template	🗃 Delete 📑 Del All 🕒 Export 🔍 PDF					

# Lodger's Tax Events CY2018 (2018-01-01 to 2018-12-31) • Back to Reporting Items /% Occupancy Tax Rate / Events / Details / Files (0) / LT Related Reporting Items + Add Import Copy from Prior Year Events Details Time Details Time

#### On the ADD EVENT

screen you will enter the required information for each event:

- 1. Event name
- 2. Brief description
- 3. Start date of the event.

If you have additional events to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new debt item.

When you have added your last event, click SAVE & CLOSE to return to the LODGERS TAX EVENTS page.

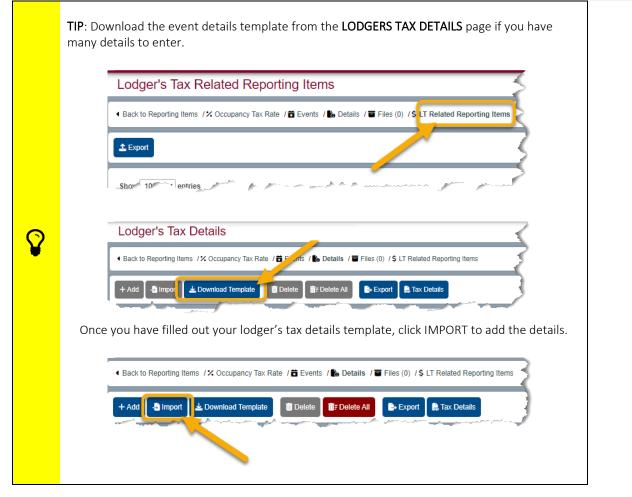
# Add Event CY2018

Title 1	
Description	
2	
Event Date mm/dd/yyyy	æ
+ Save & New Save & Close Save X Cancel	





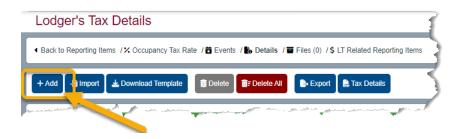
### **Adding Event Details**



Next select **DETAILS** from the navigation bar on the LODGERS TAX EVENTS page.



Click **ADD** on the Lodgers Tax Details page.







#### Next select:

- 1. **REPORTING ITEM**
- Identify the type of expense from the TYPE dropdown, Types include:

Administrative

- Promotional
- Non-promotional
- Convention Center
- Hospitality
- Late Fees
- 3. Enter the amount,
- 4. If applicable, select the event from the dropdown
- Last, if this detail is associated with an event that extends beyond 30 days from the reporting period, select YES, otherwise select NO..

If you have additional lodgers tax details to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new detail.

When you have added your last lodgers tax detail, click **SAVE & CLOSE** to return to the LODGERS TAX EVENTS page.

Once your Lodgers Tax Items
balance you will get a green
notification bar indicating your
items balance.

You will not be able to submit your quarterly report until your lodger's tax details have been entered.

# ≡

# Add Lodger Tax Detail

Reporting Item 1
21400 Lodgers' Tax 0001 No Department 10101 Unrestricted Cash 39015.50
Туре 2
Administrative
Amount 3
Event (if applicable)
Beyond 30 Days 5 O Yes  No
+ Save & New Save & Close Save X Cancel

Lodger's Tax Details
• Back to Reporting Items / X Occupancy Tax Rate / 🛱 Events / 🐌 Details / 🗃 Files (0) / \$ LT Related Reporting Items
+ Add 🎝 Import 🛓 Download Template 💼 Delete 💼 Delete All 🕒 Export 🗎 Tax Details
Lodgers tax detail totals are balanced. Return to quarterly reporting items to complete and submit your quarterly report.
• No files currently uploaded. Please remember to upload your supporting documentation.





Click on the LT RELATED REPORTING ITEMS on the navigation bar.



This is helpful when reconciling lodgers tax details with the reporting rollup

#### **Importing Event Details**

Lodger's tax details can be imported. Download the template by click DOWNLOAD TEMPLATE from the button bar.

Lodger's Tax Details
🖣 Back to Reporting Items / 🛠 Occupancy Tax Rate / 📅 Events / 📸 Details / 🗃 Files (0) / \$ LT Related Reporting Items
+ Add 📲 Import 🛃 Download Template 👔 Delete 👔 Delete All 🕞 Export 😭 Tax Details

When you open the template in your spreadsheet software, you will see five columns. Edit the AMOUNT and EVENT columns.

- Fund do not modify
- Department do not modify
- Account do not modify
- Value numbers only
- Type do not modify. If the type does not apply, leave value as zero.
- Event must match existing event name

To import your completed templated, click the IMPORT, add	Herein & Back to Reporting Items / Cocupancy Tax Rate / Hereit Events / Hereit Details / Files (0) / \$ LT Related Reporting Items				
your file or drag-and-drop your file into the import area.	+ Add 🔄 Import 🛓 Download Template 📑 Delete 🖬 Export 🕞 Tax Details				

View the import log to identify import issues. Items in red are lodgers tax-related reporting items that are missing details that sum up to the reporting amount.

Lodger's Tak Related Reporting Items									
• Back to Reporting Items /X Occupancy Tax Rate / 🛍 Events / 🐌 Details / 🖀 Files (0) / \$ LT Related Reporting Items									
≜ Erport									
Show 100 v entries									
	Fund 🗘	Department 0	Object Code 🗢	Account Type 🔅	Budget 单	YTD Value 🔻	Sum LT Details 单	Balanced 🌣	Actions
	21400 Lodgers' Tax	0001 No Department	41300 Lodgers' Tax	Revenue	689,866.00	509,572.14	509,572.14	Yes	✓Actions
	21400 Lodgers' Tax	0001 No Department	61200 Transfers Out	Transfer Out	678,342.00	454,662.21	454,662.21	Yes	- Actions
	21400 Lodgers' Tax	0001 No Department	41300 Lodgers' Tax	Revenue	50,000.00	0.00	0.00	No	▼Actions
. <u>9</u> .	21400.Lodgers' Tax	0001 No Department	11300 Lodgers' Tax	Revenue	70,000.00		0.00	-Na-	Actions





# **Uploading Supporting Documentation**

You are required to upload your supporting documents. Follow the Up UPLOADING SUPPORTING DOCUMENTATION instruction for additional details.

To upload lodgers tax files, click on FILES on the navigation bar.



Click on ADD.

Browse for your files or drag and drop the files onto the page.

Click UPLOAD.





**IMPORTANT:** 

Supporting documentation is required before you can submit your quarterly report.

### Lodgers Tax Standard Reports

There are three reports available in the outstanding debt module.



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





#### 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 button bar.

Ξ 2018 ✔ Q1 ✔ <b>▷ 60</b>	6 9	LGBMS	0	21
Reporting Items CY2018 Q1 (entity)	3 1			
⊞ Items / Se Files (1) / III Recap / \$ Lodger's Tax	3 -			
+ Add 🔄 Import 🖹 Download Budget 🗮 Hide Zeros 🗊 Delete	F Jers			<ul> <li>Submit Report</li> </ul>

You will be prompted to confirm the budget submission.

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

CONFIRM REPORTING SUBMISSION
------------------------------

Are you sure you are ready to submit your report?



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

#### **RESPONDING TO REVIEW COMMENTS**

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

After logging into LGBMS, you will see the TO DO dashboard on which you will see a comments table.

Dashboard							
To Do List / K Standard Reports / Example dashboard /·	New Dashboard						
INREAD COMMENTS							
Show 100 V entries						Search:	
Created	▲ Rou	te Path 🗘	Route ID 🗘	Creator 🗘	From Role	Comment \$	Actions
2023-06-24 23:06:17	budgets/items	1237144	DF	A Analyst	analyst	test comment	- Actions
2023-06-24 23:07:43	budgets/recap	1055	DF	A Analyst	analyst	Recap comment test	- Action:
Showing 1 to 2 of 2 antrias						- Dominist	1 100

If your analyst entered comments to any budget items, funds or files, the comments will be listed in that table on the dashboard.





To view comments from your analyst on any page, click the **ACTIONS** button

and select comments.

To review the comments, click on **ACTIONS** for that comment and select **REVIEW** to navigate to the comment.

≡ 2018 <b>∨ ⊳</b> Go				0		þ
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To Do List / 🗰 Standard Reports / + New Dashboard		$\supset$ $\Box$				
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UNSUBMITTED QUARTERLY REPORTS						

2018 ▼ ▷ Go				- 1	la la companya da companya			
Budget Recap for CY2018					7			
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B• Export R PDF				5	- Second			
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Values below include 2 pending adjustments								
Values below include 2 pending adjustments				3		s	earch:	
Values below include 2 pending adjustments     Fund	© Cash ▲	Investments \$	Revenues 0	Transt	Palance ©	S Total Comment	earch: Unread ©	Act
	© Cash • 0.00	Investments 0.00	Revenues 0 95,000.00	Transf	Ralance ©			Act • Ac
Fund		incontents		Transt		Total Comment.	Unread 🌣	•A

FINANCIAL REPORT – FINAL ACCEPTANCE

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





# DASHBOARDS

# TO DO DASHBOARD

The primary dashboard serves as your "to do" page highlighting items that need your attention, including:

- Pending budget, adjustments, or quarterly report that was started and has not been submitted.
- Comments that are still unread in any of the modules.

	R,
Dashboard	7
To Do List . Standard Reports /+ New Dashboard	
Show 100 v entries	$\overline{\mathbf{x}}$
Year	7

#### **STANDARD REPORTS DASHBOARD**

The secondary dashboard serves as a quick access to standard reports, providing you access to:

- Budget module detail, summary, transfer reports and the recap
- Outstanding debt debt schedule, detail, recap
- Adjustment module detail, summary, transfer reports and the recap
- Reporting module detail, summary, transfer, reports and the recap
- Lodger's tax module details report

=	•
Dashboard	ξ
To Do List H Standard Reports / + New Dashboard	
UNSUBMITTED QUARTERLY REPORTS	•
Show 100 v entries	
Year	



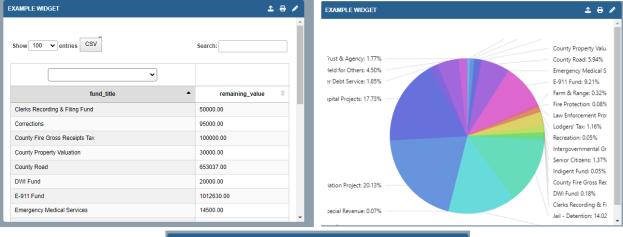


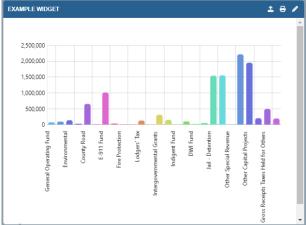
#### **ADDING CUSTOM DASHBOARDS**

Additional dashboards can be added by clicking on **NEW DASHBOARD** on the navigation bar.



Example widgets types you can add to your dashboard are presented below:





-KiP



Provide a <b>TITLE</b> to your new	
, dashboard.	Add Dashboard
Click <b>SAVE &amp; CLOSE</b>	Title  I Position  + Save & Close Save × Cancel

A green message will confirm that a new dashboard was added.

To add a dashboard element, click **ADD WIDGET.** 

Name your widget in the **TITLE** field.

Under **TYPE** select how the data will be displayed. The options area:

- Table
- Pie chart
- Column chart
- Line chart

Example dashboard

Dashboard created

To Do List / M Standard Reports / Example dashboard /+ New Dashboard

+ Add Widget C Edit Dashboard

Add Widget to Dashboard	Example	dashboard
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ītie	
Example widget	
ÿpe	
table	~
table	
pie column	
line	
Save × Cancel	





Next, select the source table Name your widget in the **TITLE** field.

Under **TYPE** select how the data will be displayed. The options area:

- Table
- Pie chart
- Column chart
- Line chart
- Click SAVE

Next, add data to your widget.

Click the pencil icon located on the top right corner of your widget.

Click on the **COLUMNS** link on the navigation bar to select the fields from the dataset for your widget.

Title							
Example widge							
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table						~	J
Dataset							
						~	J
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v_adjustments v_reporting_ite	ns						
v_lodgers_deta	ils						
Example	dashboa	ď					
To Do List /	Standard Repor	ts / Example da	shboard /+	New Dashboard			
		_					
+ Add Widget	🖋 Edit Dashbo	ard					
XAMPLE WIDO	ET					1 (	1
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	v_budgets_items	WHERE entity_id	=1 AND budget	_id=12 query er	rror. check you	ur widget	
	v_budgets_items	WHERE entity_id	=1 AND budget	_id=12 query er	rror. check you	ur widget	
	v_budgets_items	WHERE entity_id	=1 AND budget	_id=12 query er	ror. check you	ur widget	
configuration.	v_budgets_items	WHERE entity_id	=1 AND budget	_id=12 query er	rror. check you	ur widget	
E		WHERE entity_id	=1 AND budget	_id=12 query er	ror. check you	ur widget	
Edit Wid	get		=1 AND budget	_id=12 query er	ror. check you	ur widget	
Edit Wid			=1 AND budget	_id=12 query er	ror. check you	ur widget	
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E Edit Widy Back to Dashb	get bard / / Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	
E Edit Widy Back to Dashb	get bard / 🖋 Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	
Edit Widg Back to Dasht Delete Widg Title Example widg	get bard / 🖋 Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	
Edit Widg Back to Dasht Delete Widg Title Example widg	get bard / 🖋 Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	
E Edit Widg Edit Widg Back to Dasht Title Example widg Type table	get bard / 🖋 Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	
Edit Widg Edit Vidg Back to Dasht Delete Widg Title Example widg Type	get bard / / Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	
E Configuration.	get bard / / Edit /		=1 AND budget	_id=12 query er	ror. check you	ur widget	

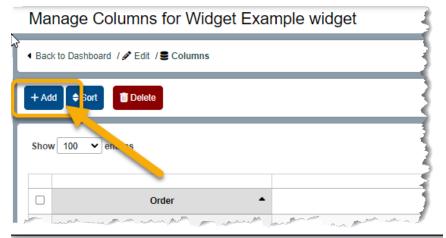
Add Widget to Dashboard Example dashboard



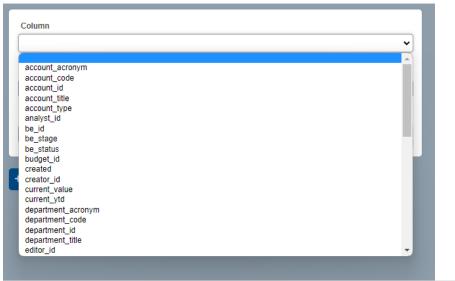


Click **ADD** to select a specific dataset field and some basic query parameters.

Click the column dropdown to view the available fields for the dataset you selected for your widget.

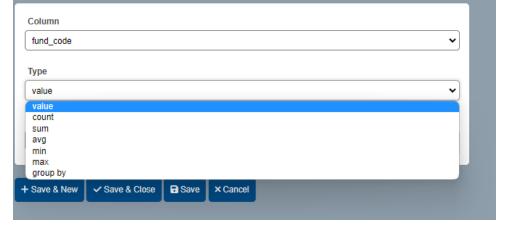


# Add Column



# Edit Column

Select how the data should be handled.





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Last, enter a condition if applicable.

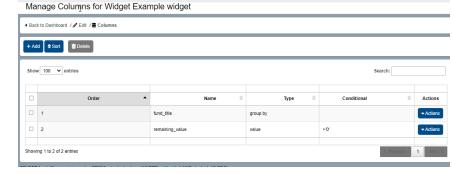
Select an operator, ie. =, >, <, <>, in, between, like.

Provide the value or text to complete the condition.

Edit Column Column ¥ fund_code Туре ~ value Value Condition = v 27000 < cel <> in between like

Repeat as many fields you want to add to your widget.

The data will be displayed on the lower half of the page. If you do not see any data, check your dataset field selections and conditions.



#### Click BACK TO **DASHBOARD** to return to your custom dashboard to view your new widget.

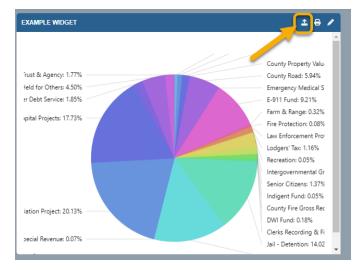




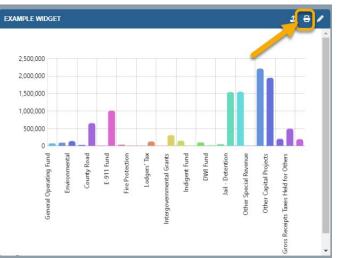




To export the data associated with your widget, click the **EXPORT** icon.



To print the widget, click the **PRINT** icon.



To edit the widget, click the **PENCIL** icon.

EXAMPLE WIDGET	± = 🖊
Show 100 V entries CSV	Search:
✓	
fund_title	remaining_value
Clerks Recording & Filing Fund	50000.00
Corrections	95000.00
County Fire Gross Receipts Tax	100000.00
County Property Valuation	30000.00
County Road	653037.00
DWI Fund	20000.00
E-911 Fund	1012630.00
Emergency Medical Services	14500.00

