JUNE 2023

LGBMS ENTITY USER GUIDE

LOCAL GOVERNMENT BUDGET MANAGEMENT SYSTEM

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

CONTENTS

GLOSSARY OF TERMS

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

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

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

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

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

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.

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

Data Preparation

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

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

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

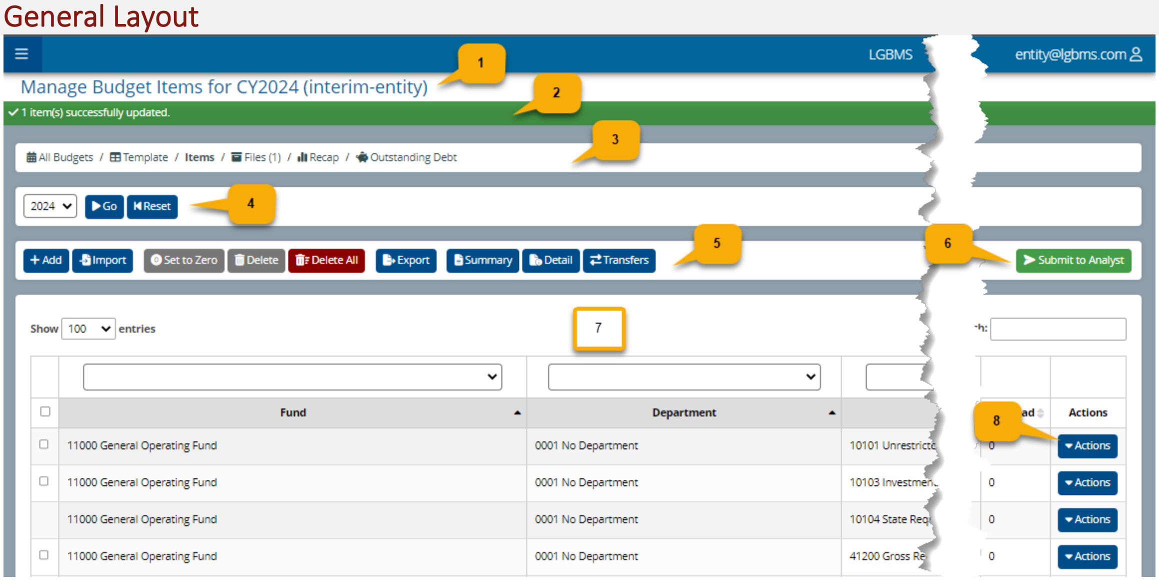
Icons Used in the User Guide

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

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

Interface

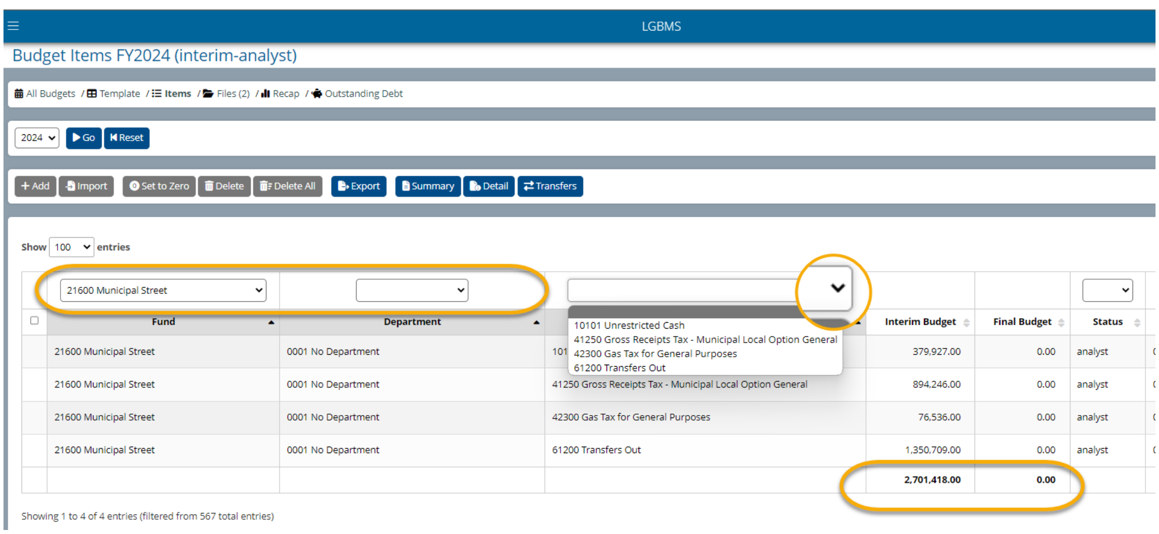
General Layout



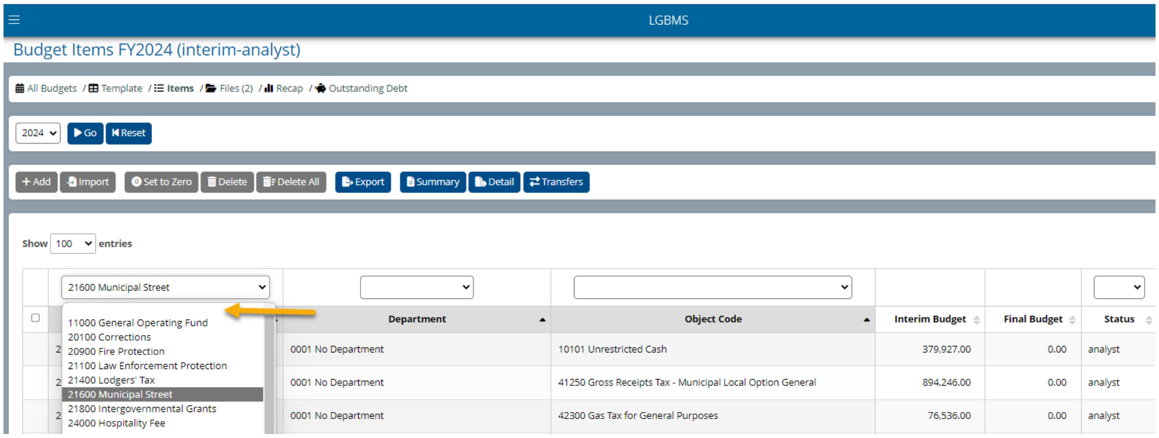
1. Each page will have a PAGE TITLE to indicate where you are in the system.
2. The NOTIFCATION/ALERT bar will provide information about the action performed.
3. Most pages will provide breadcrumb navigation that can be used to return to related pages by clicking on available links.
4. REPORTING PERIOD 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.

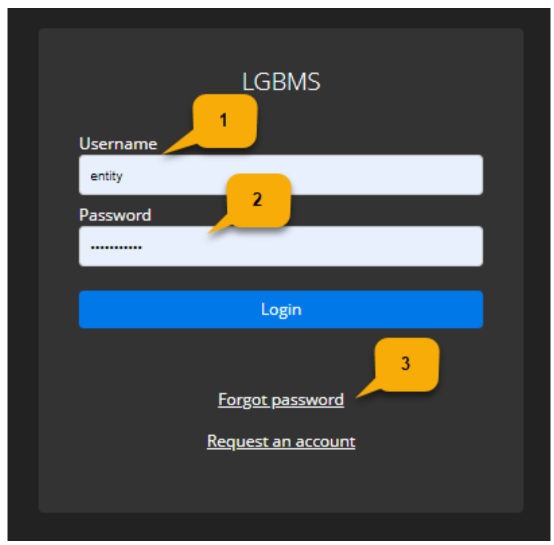


Filters can be removed by clicking on the down arrow and then in the blank space at the top of the list.

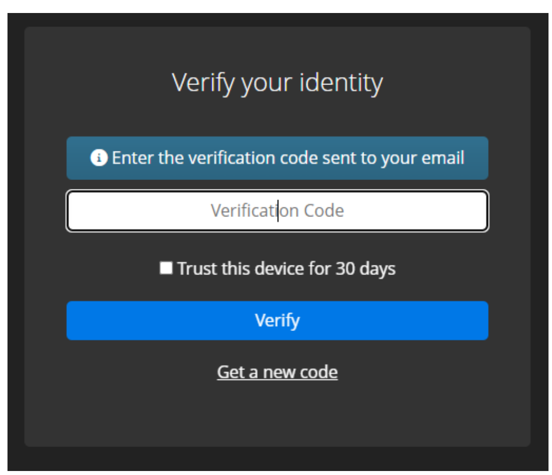


LOGGING IN AND CHANGING YOUR PASSWORD

1. Enter the Username provided to you.
2. Enter the password provided to you.
3. 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.



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

IMPORTANT:

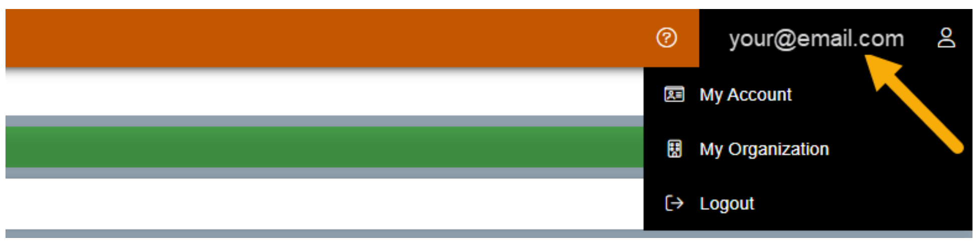
- After logging into LGBMS for the first time, make sure to change your password.
- If you are not prompted to reset your password, follow the instructions provided below.

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

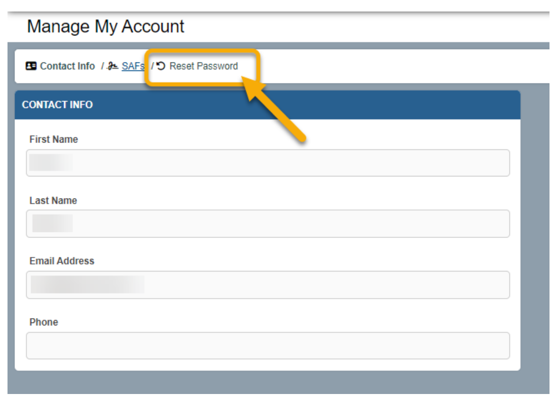
Updating your Password

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

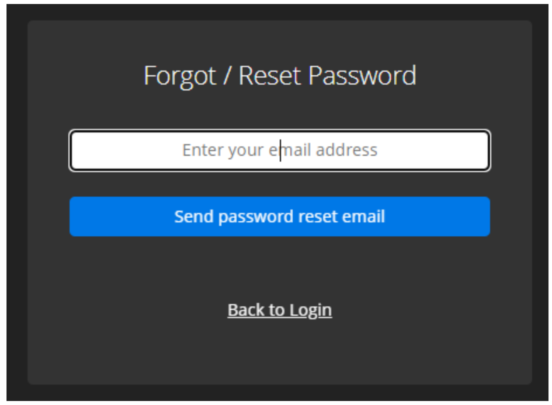
Click on your username and select MY ACCOUNT from the dropdown menu.



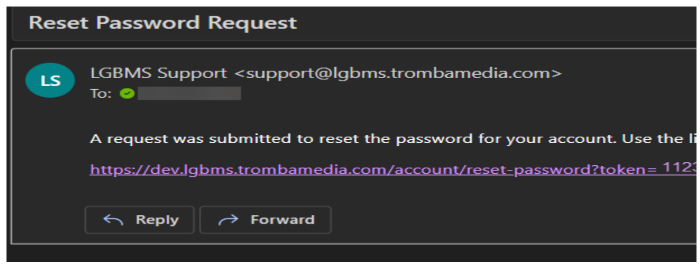
On the **MANAGE MY ACCOUNT** page, click **RESET PASSWORD**.



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



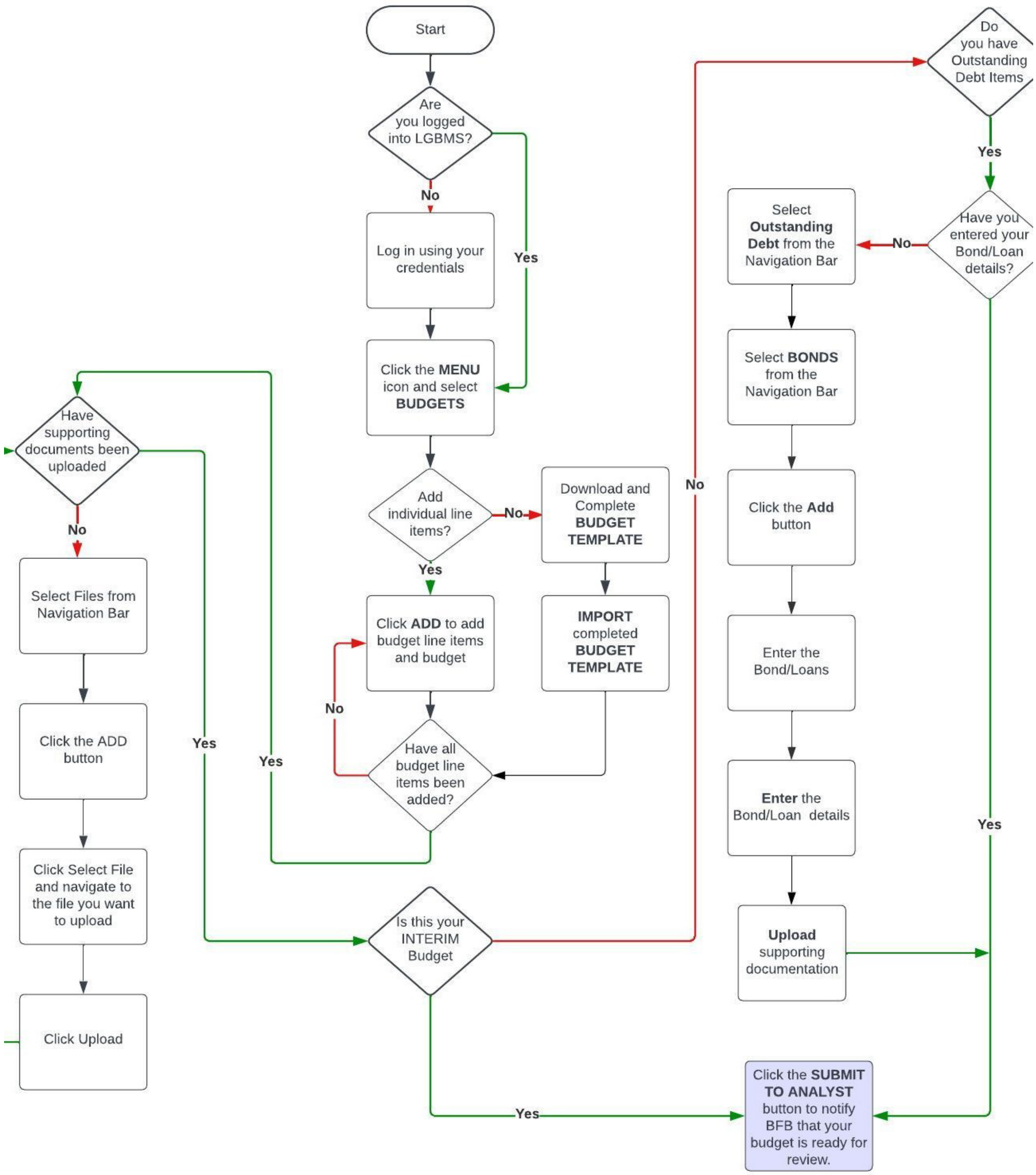
Follow the link that is sent to your email to the password reset page.



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

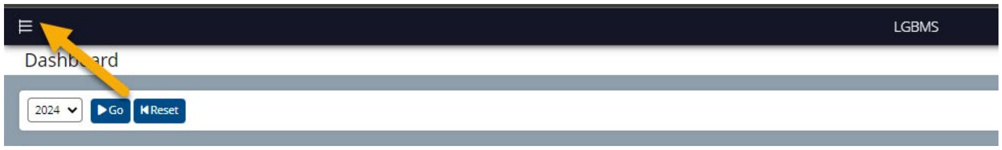
ANNUAL BUDGET SUBMITTAL

WORKFLOW

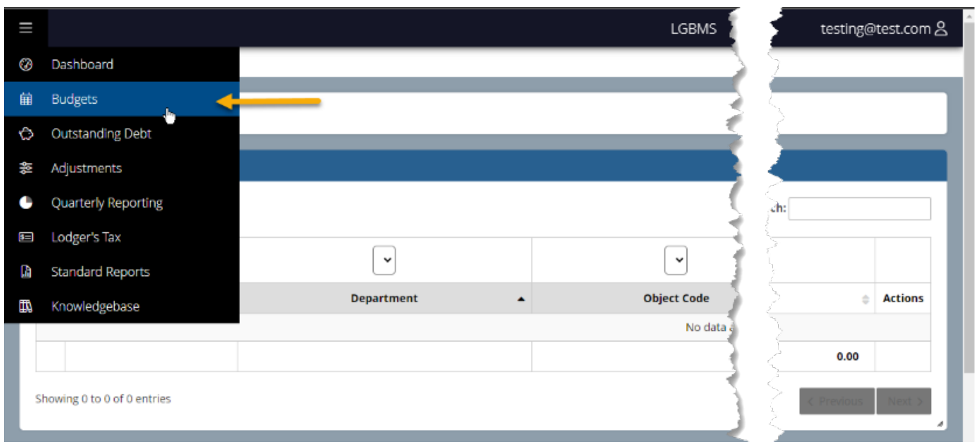


ENTERING YOUR ANNUAL BUDGET

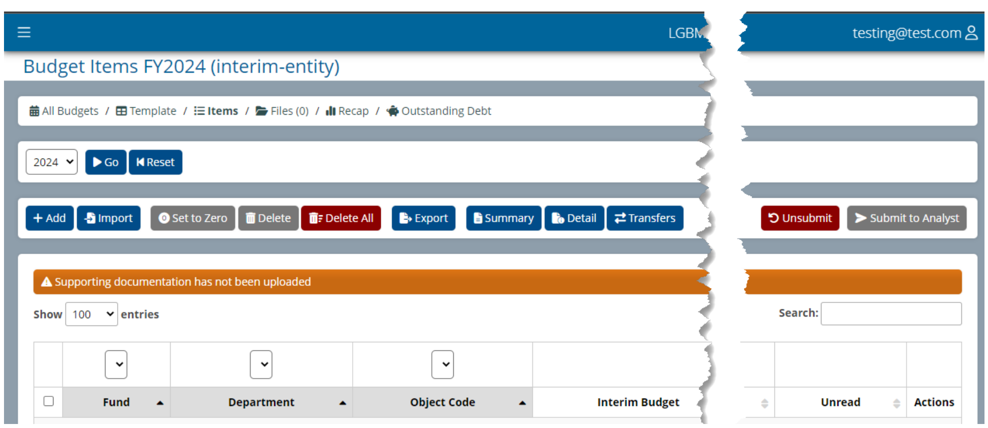
Click on MENU icon on the top left of the interface



Select BUDGETS to go to Budget screen



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



Adding budget line items (2 options)

There are two ways to enter your budget into LGBMS.

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

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

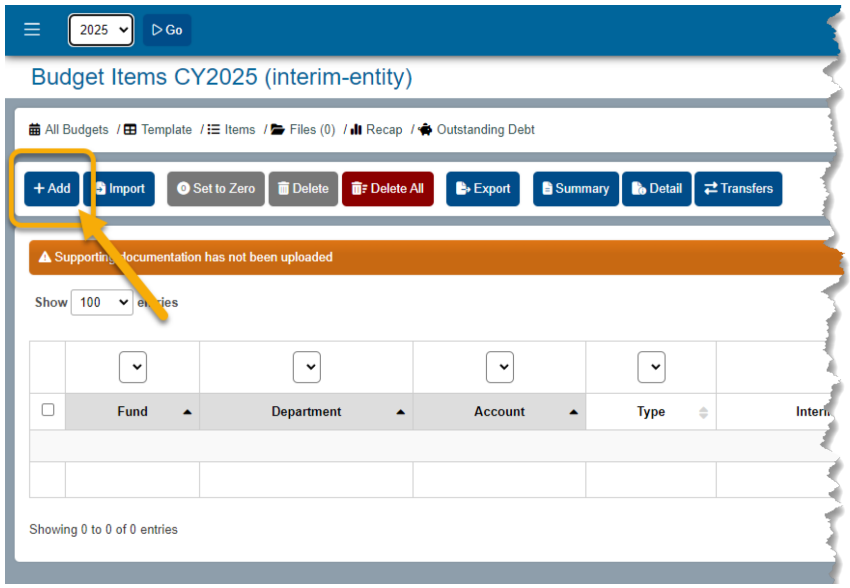
Both options are described below.

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

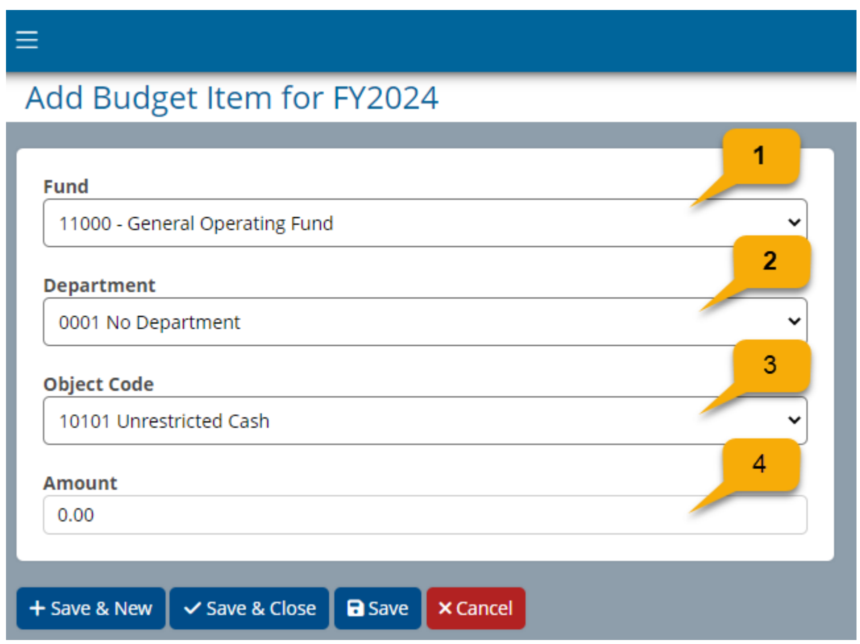
Option 1: Adding Individual Budget Line Items

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.



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

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

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.
    - Receivables object code is 12001.

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

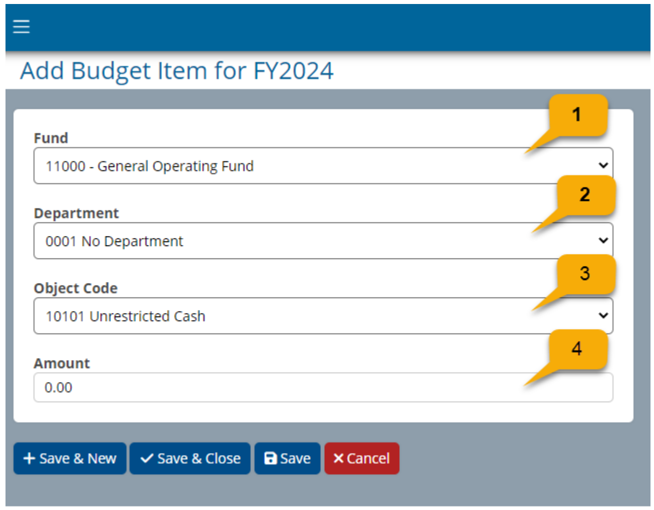
4 - Value

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

Adding a Budget Item

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

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



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

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

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

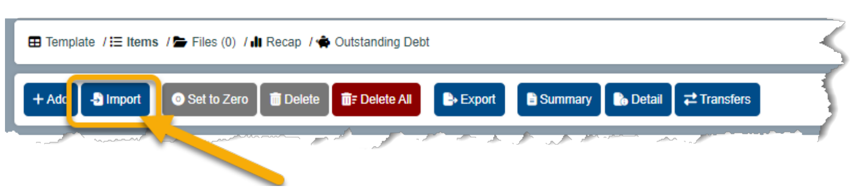
Option 2: Importing budget items to LGBMS

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.

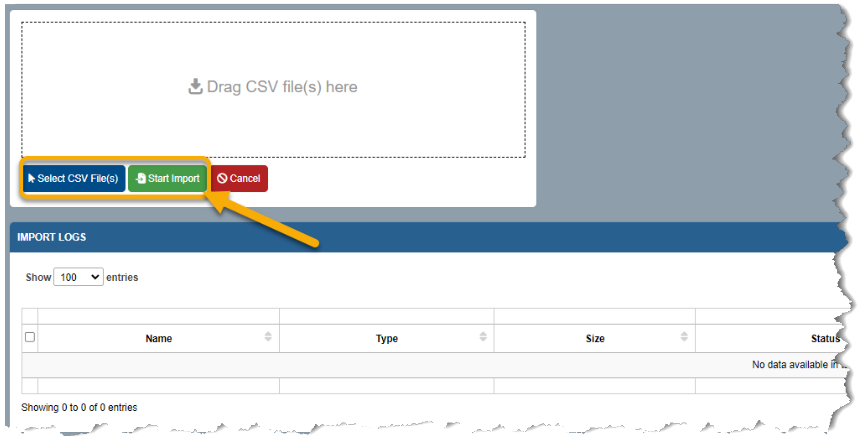


Click **SELECT CSV FILE(S)** on the Import Budget Items page and navigate for your file.

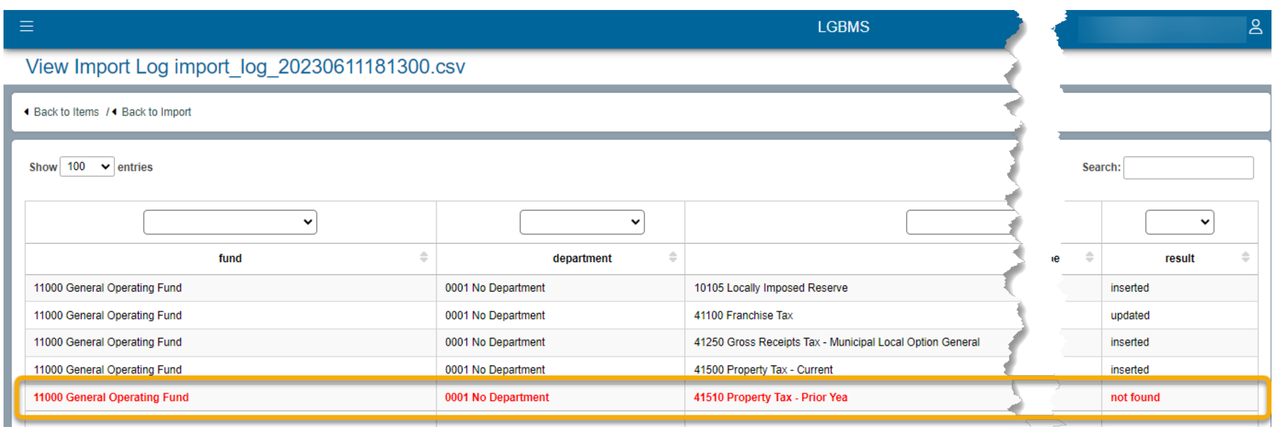
Click **OPEN** or double-click to add the file.

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

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



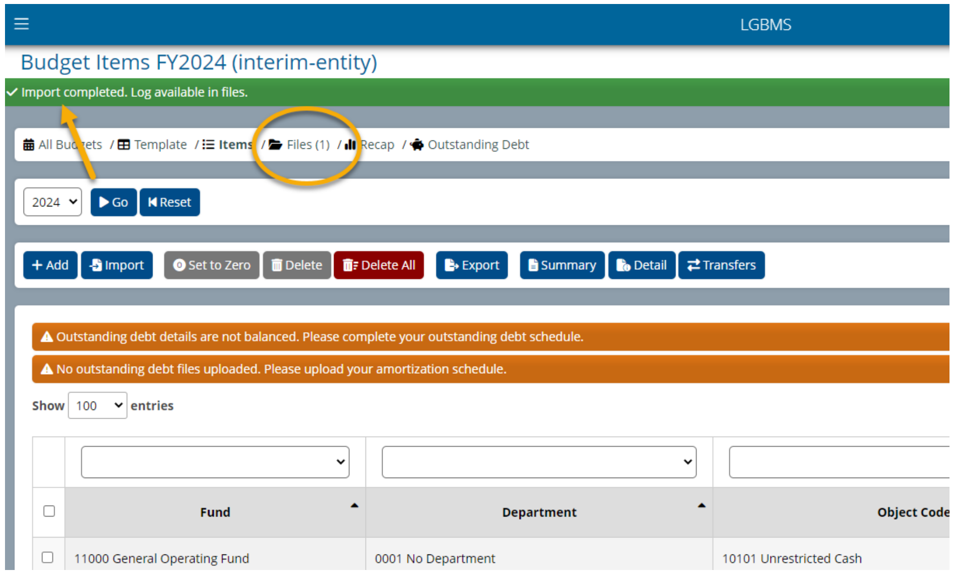
In the event there is an issue with the import and some records were not inserted, you will be redirected to the import log. Any records in red are ones that were not imported and could be entered individually or corrected in the import file and reimported.



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.



IMPORTANT:
For County and Municipal entities:

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

For Special Districts:

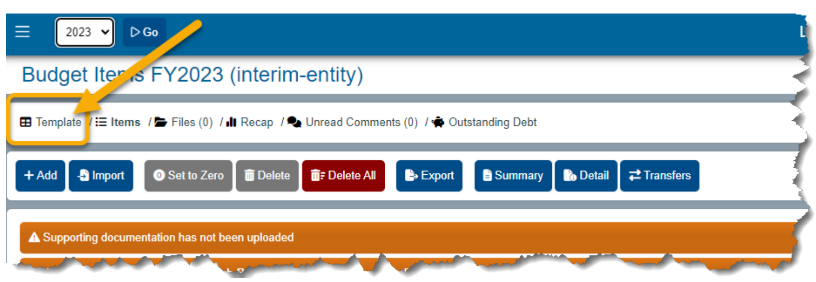
- Required reserve budgets are not automatically calculated. Object ode 10105 LOCALLY IMPOSED RESERVE is available for reserve budgets.

CREATING A BUDGET TEMPLATE

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

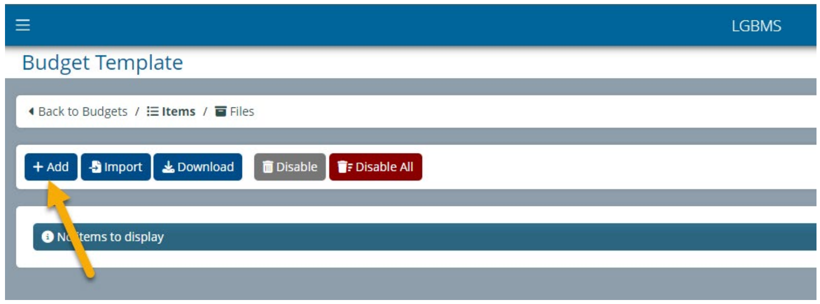
TIP: If you only have a few budget items to report this method may work best for your entity.

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



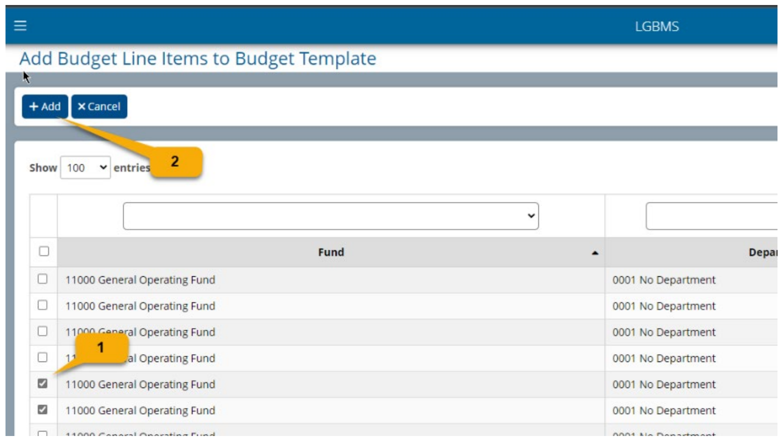
Select the **ADD** button located on the button bar.

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



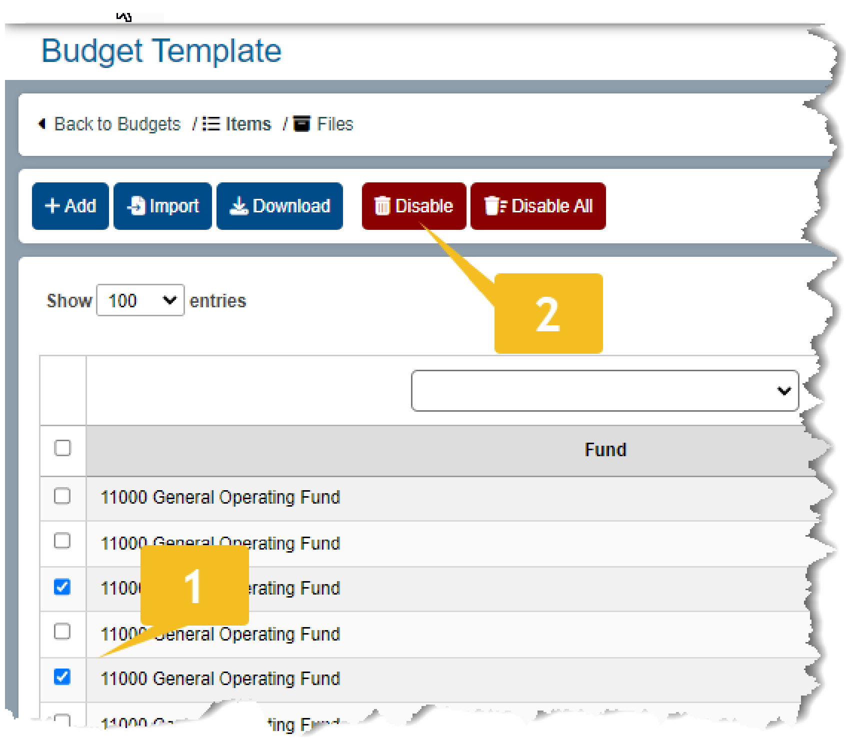
1. Individual budget line items can be added by checking the box next to the budget line item that you would like included in your template.
2. Then select **ADD** to add the items to your template.

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

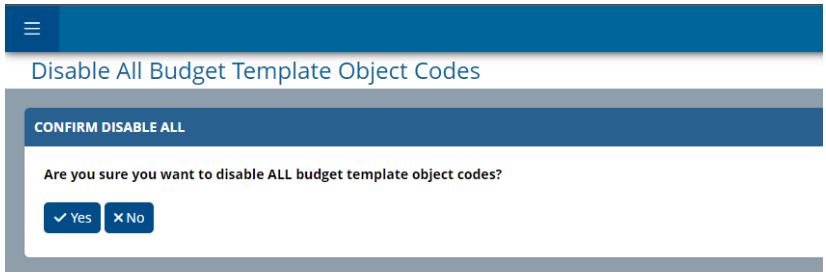


You can use **DISABLE** to remove selected items from your budget template

DISABLE ALL removes all items from your template.



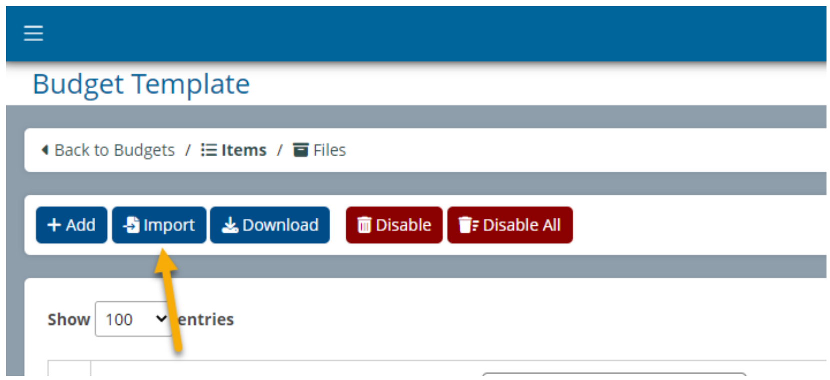
You will be prompted to confirm your selection.



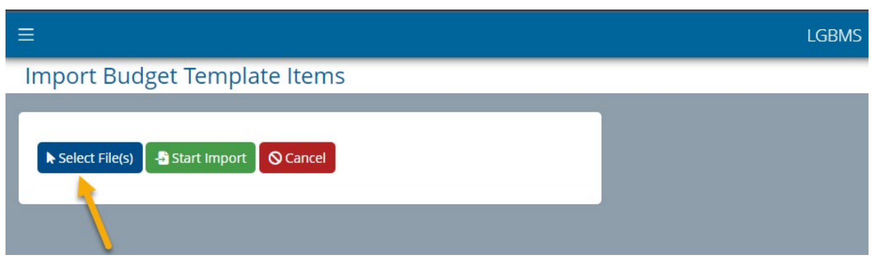
Importing an existing budget template

You can import a budget template from previous years

Select **IMPORT** from the button bar.



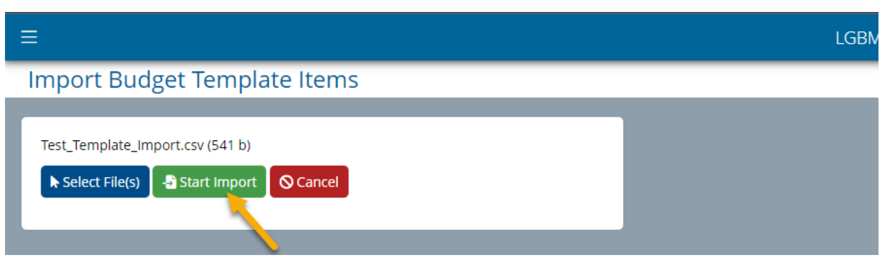
SELECT FILES(S) from the Import BUDGET **TEMPLATE ITEMS** screen and navigate to and select your CSV file.



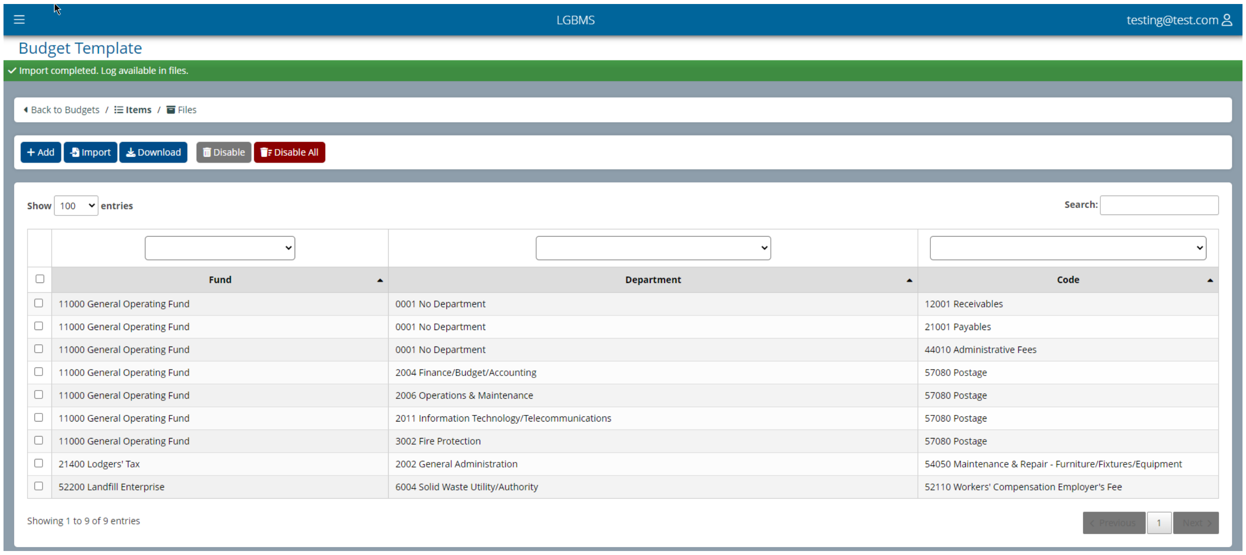
Select **START IMPORT** from the Import BUDGET TEMPLATE ITEMS screen.

The column headings must be:

- Fund
- Department
- Account

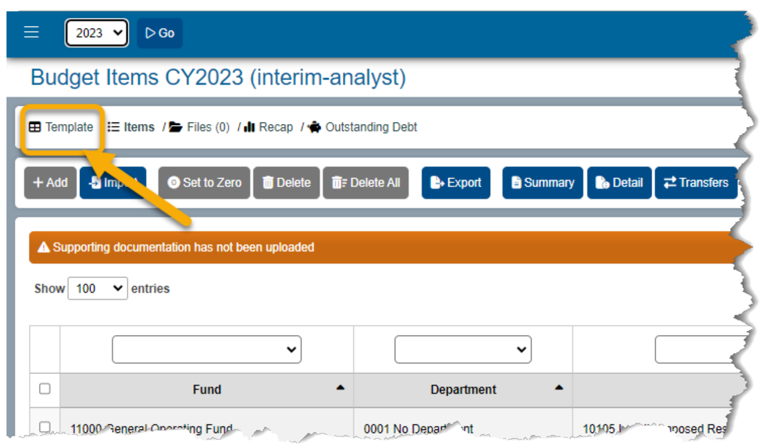


After importing the budget line items you would like to include in your template you will be returned to the BUDGET TEMPLATE page.



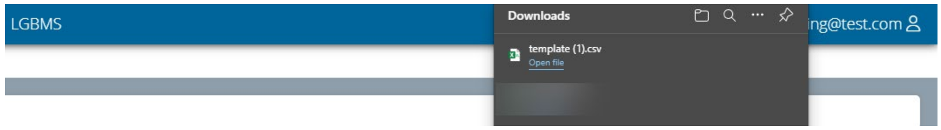
Downloading your Budget Template

To download a copy of the budget template, click the **TEMPLATE** button located on the Navigation Bar.



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

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



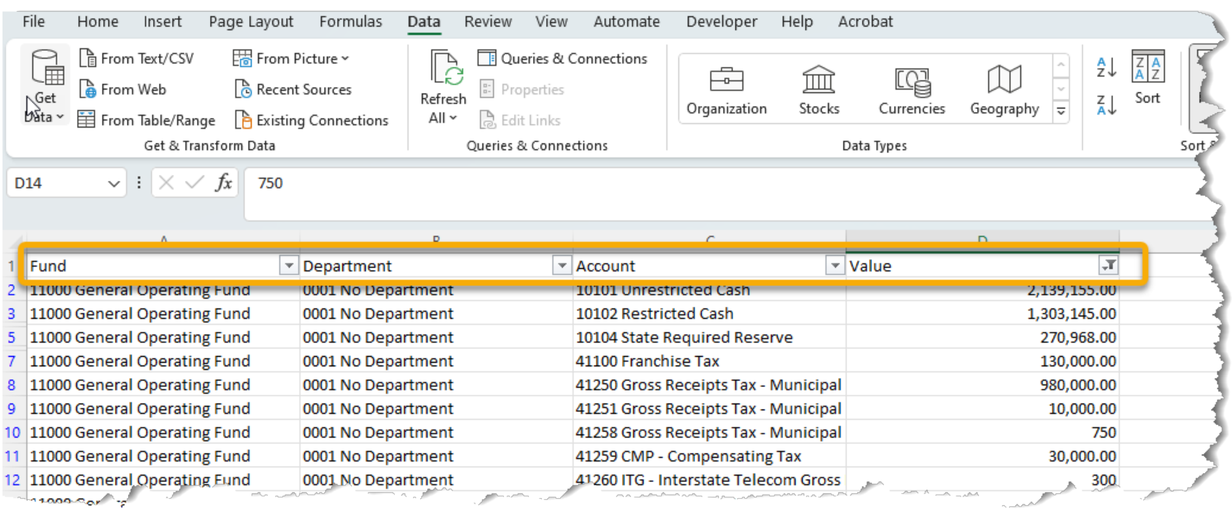
TIP: If prompted to save, click the down arrow next to the SAVE button so you can select SAVE AS and browse to where you want to save the template.

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

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

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

- Fund – do not modify
- Department – do not modify
- Account – do not modify
- Value – numbers only



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

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

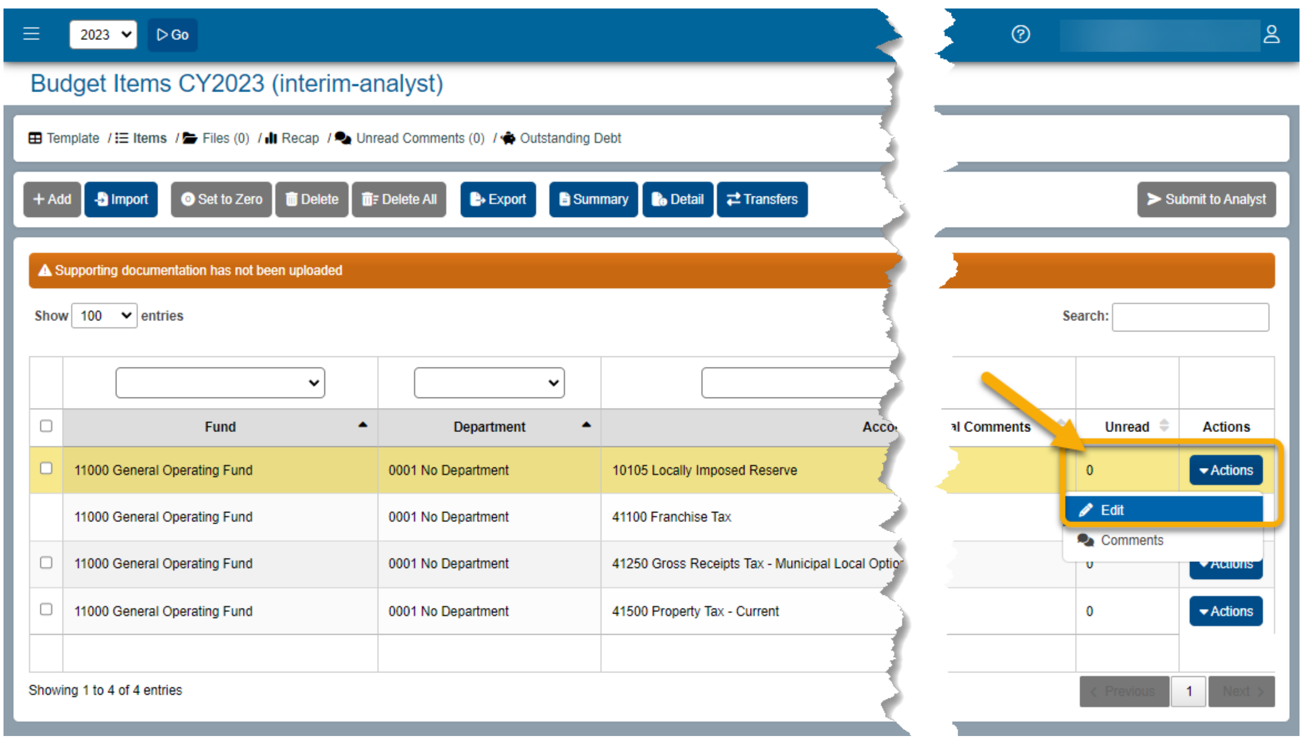
IMPORTANT:

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

MODIFYING BUDGET LINE ITEMS

Editing a budget line item

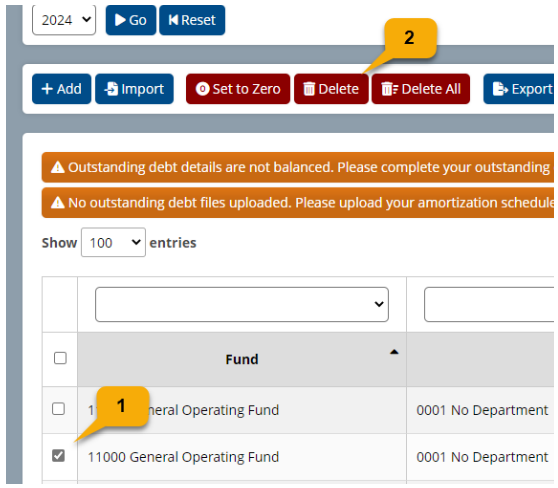
To edit a specific budget line item, click the **ACTIONS** button for that line item and select **EDIT**. That will take you to the edit screen where you can change the fund, department, account, and budget value as necessary. Click **SAVE & CLOSE** to commit the change to your budget.



Deleting a Budget Line Item

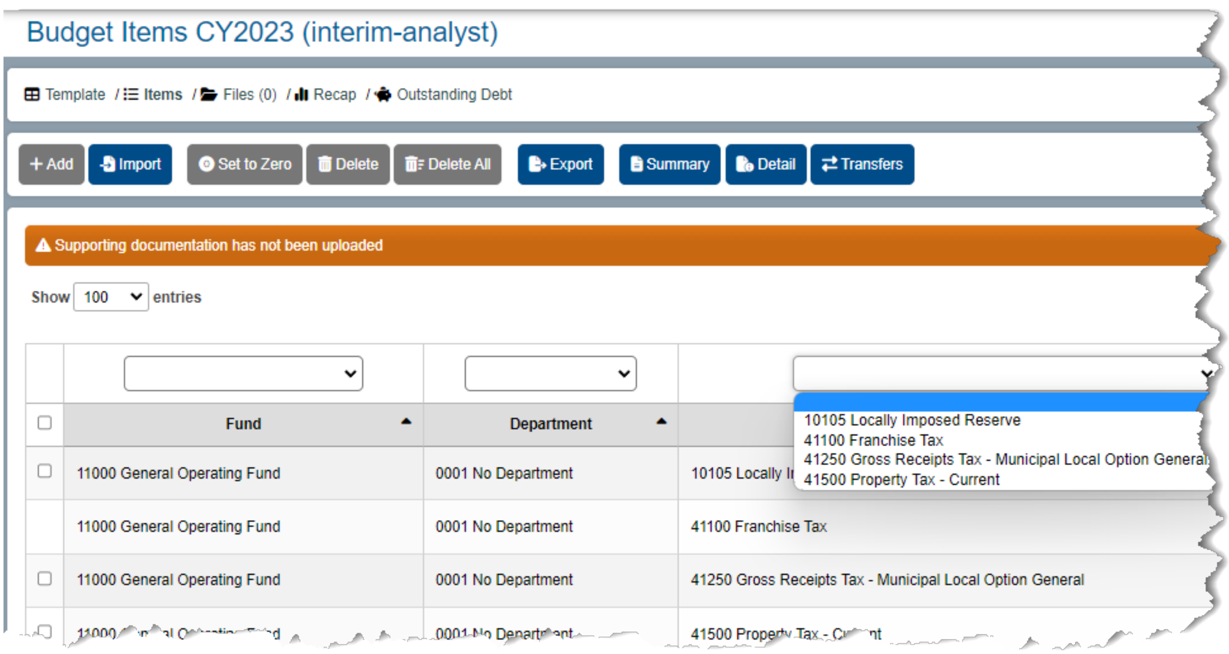
To delete a specific budget line item:

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



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.

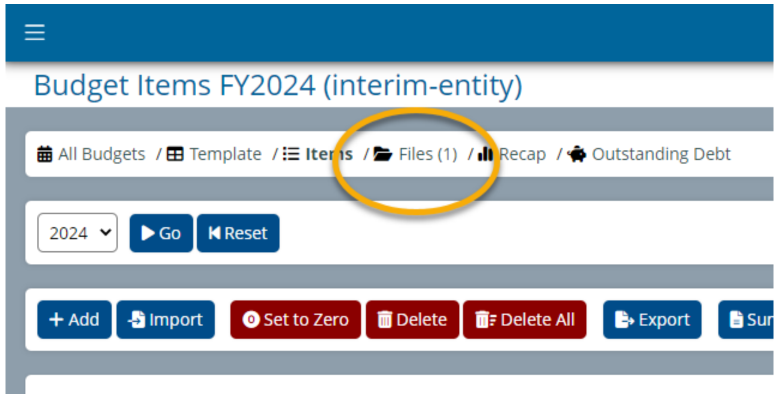
Items can also be deleted by Fund, Department or Account by using the filters at the top of the table.



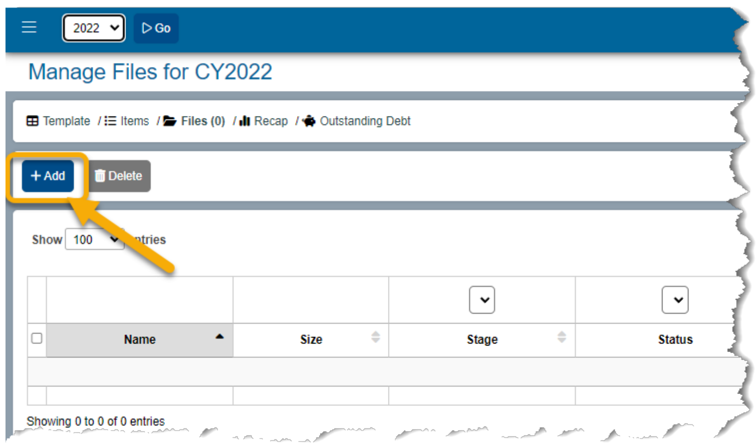
TIP: Use the search and filter feature to find specific line items.

Uploading Supporting Documentation

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



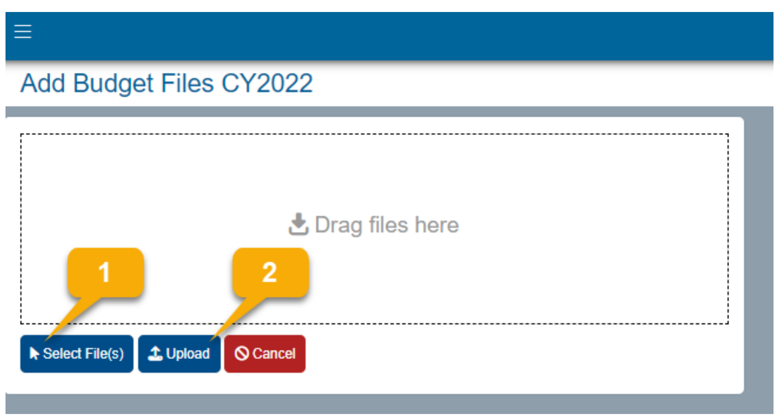
In the MANAGE FILES page, click the **ADD** button.



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

   Click OPEN to add the files.

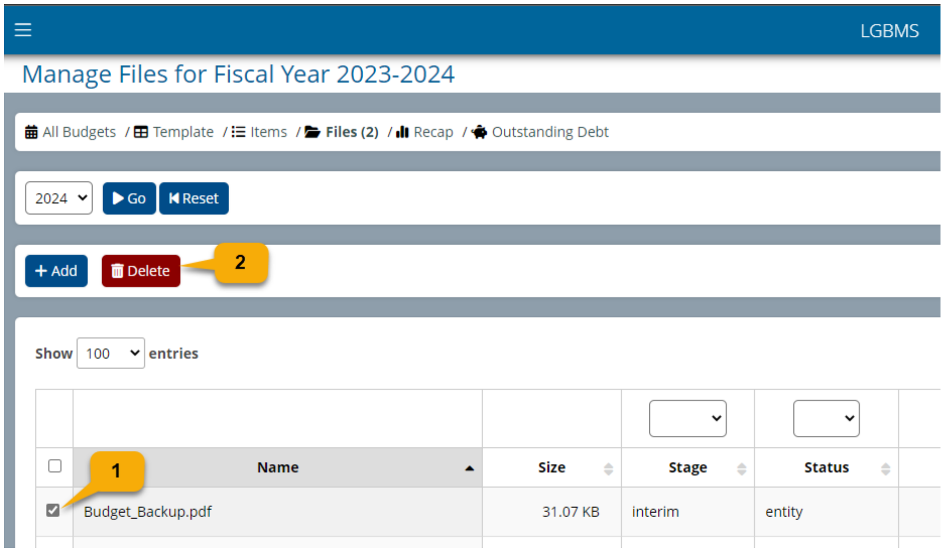
2. After the files have been added, click **UPLOAD.**



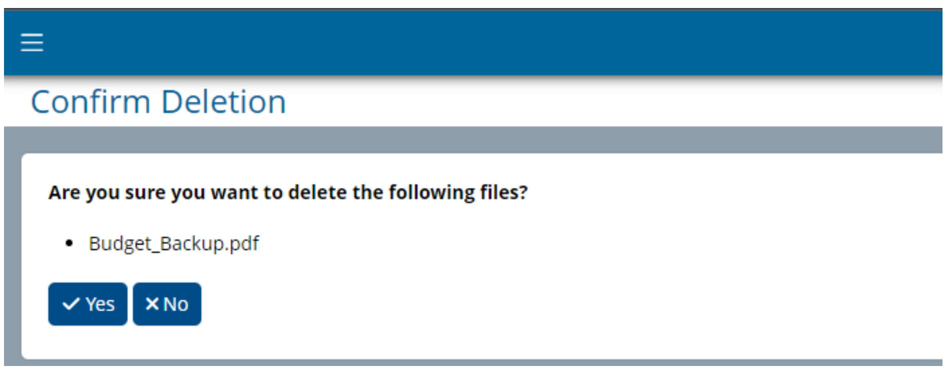
How to delete an uploaded file

1. Click the box next to the file you want to delete, then

2. Click the DELETE button on the button bar.



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.



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

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

Validations

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

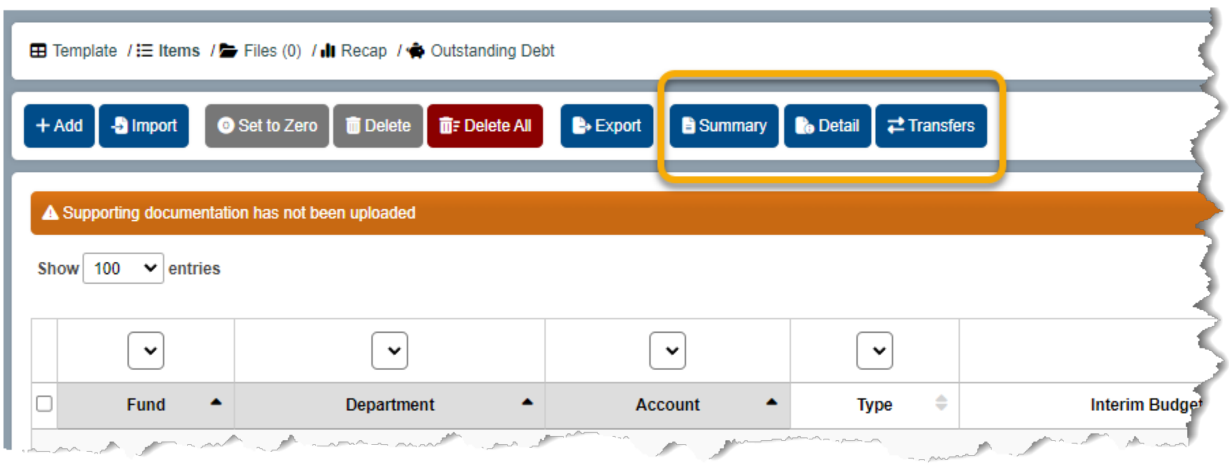
- Negative beginning cash line items.
- That the total for all Transfers In equals the total of all Transfers Out.
- If there is a negative cash balance before reserves.
- If there is a fund with a negative adjusted cash balance (Ending Cash Balance).
- No supporting documentation
- No outstanding debt 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.

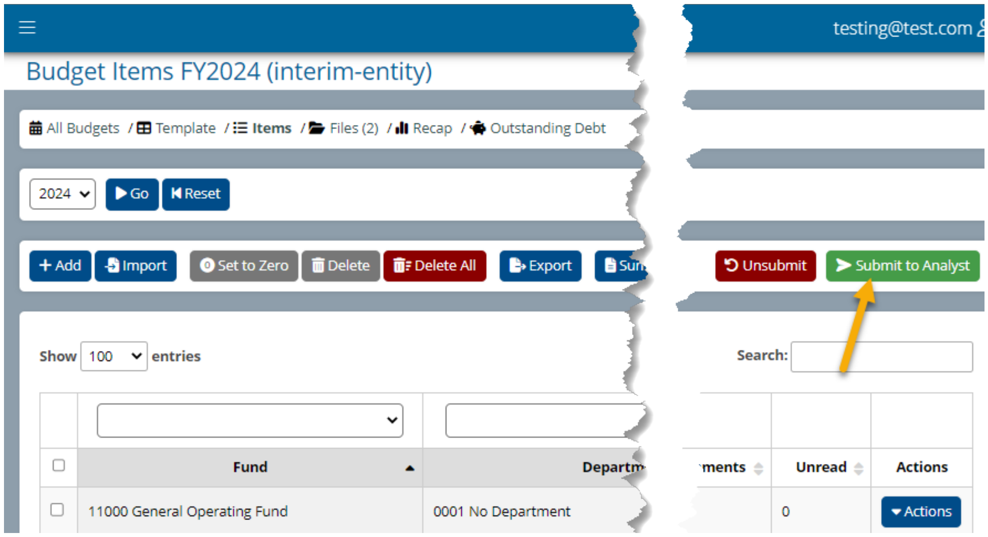


SUBMITTING YOUR BUDGET

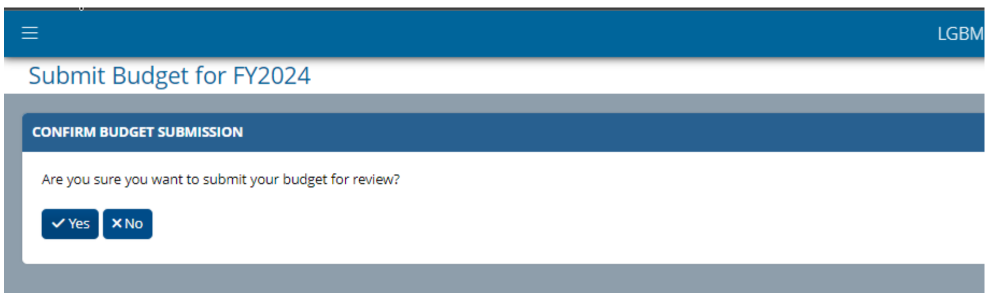
CHECKLIST

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

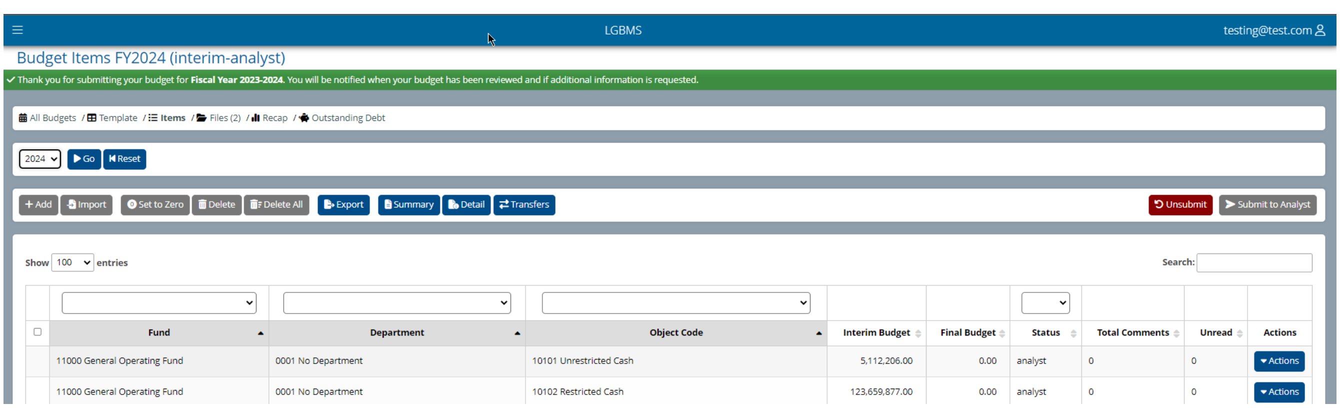


You will be prompted to confirm the budget submission.



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

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



Responding to Review Comments

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

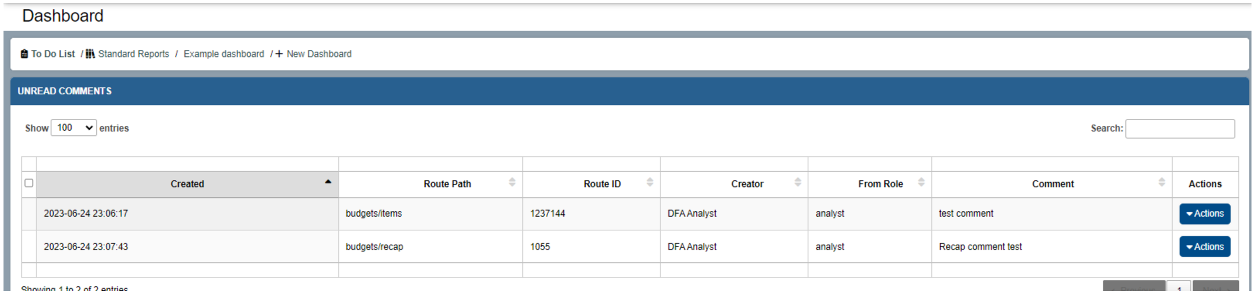
After you submit your budget, your analyst will receive and email informing them that your budget has been submitted. During the review, if your analyst determines that additional information is needed or if a budget entry needs to be reviewed, then they will enter a comment indicating that. Comments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

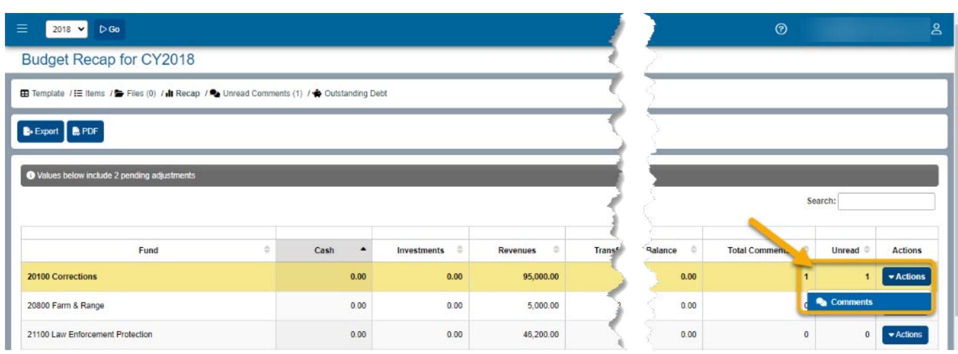
After logging into LGBMS, you will see the **TO DO** dashboard on which you will see a comments table.



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.

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



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:

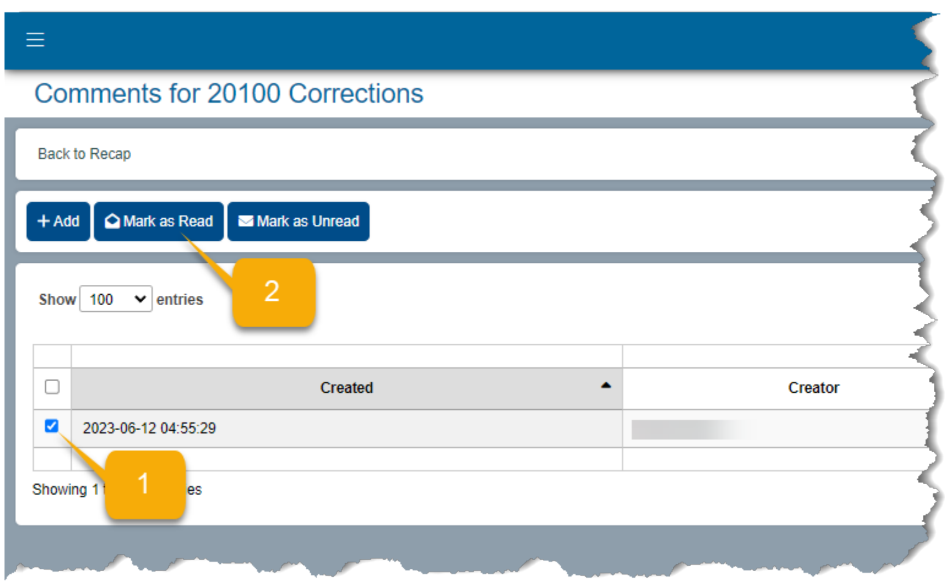
- Filter by STATUS and select ENTITY which indicates unlocked items
- Type ENTITY in the search box – this will filter for rows with the status ENTITY. Items with this status can be modified.
- Sort the UNREAD column - click on the column header till items with comments are promoted to the top. Items 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.

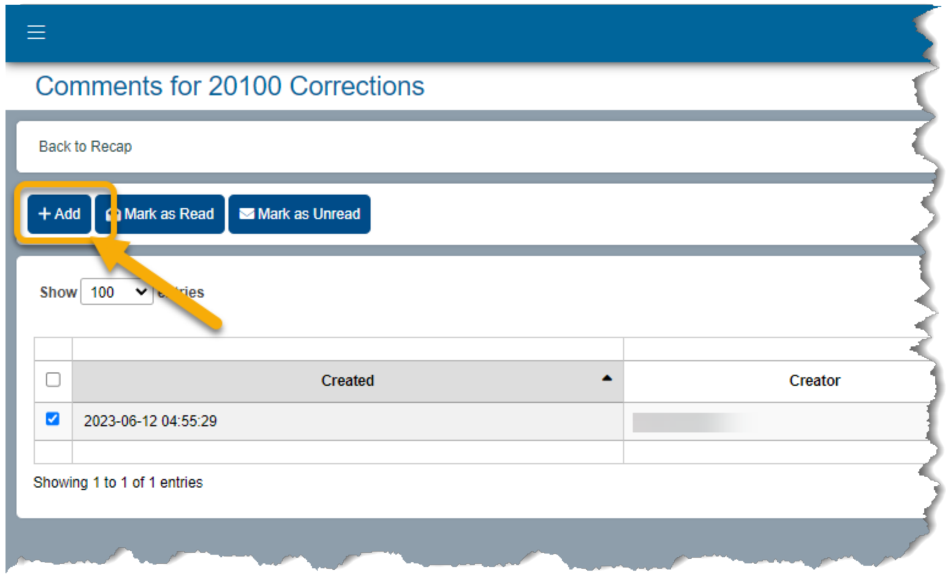
TIP: Keep a comment in the UNREAD state until it has been addressed. This way you will know that there are outstanding items that need your attention.

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.

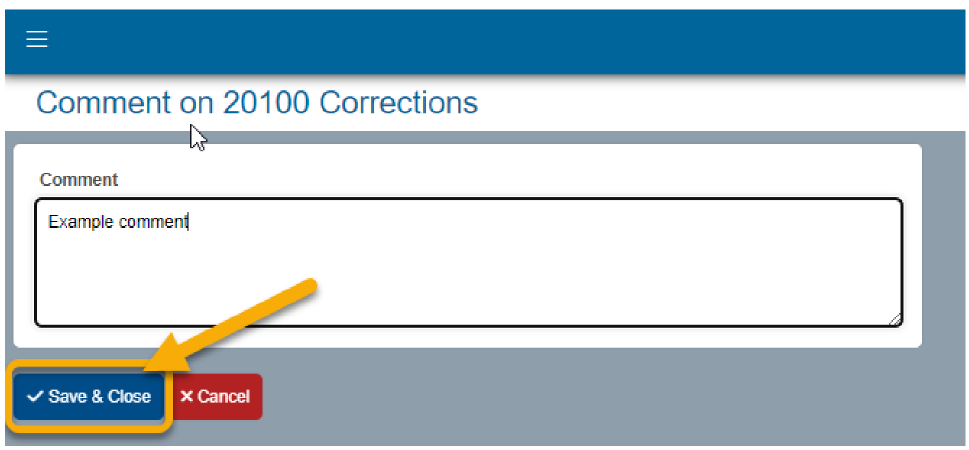


To add your comment, click the ADD button and enter your comment in the comment text box.



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

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



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

This process will continue until your budget has been approved.

FINAL BUDGET ENTRY

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

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

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

IMPORTANT:

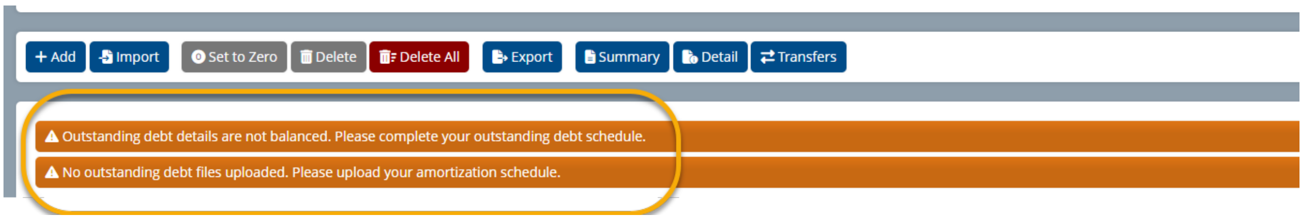
The DELETE ALL button is not available in the final budget stage.

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.

- If you have debt items in your budget, outstanding debt information is REQUIRED when submitting your final budget.

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.



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**:

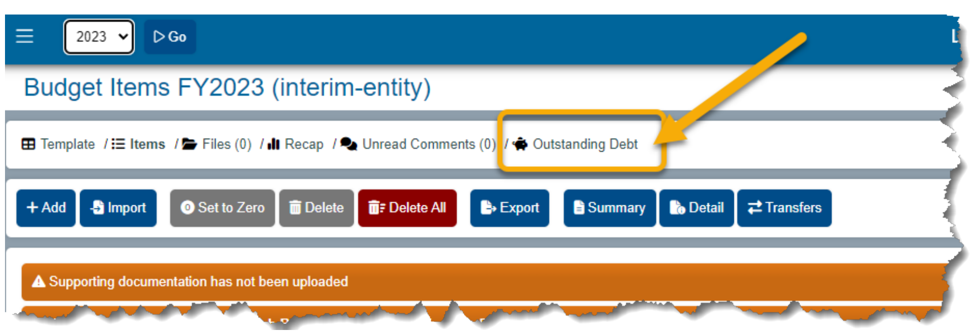
1. From the budget module – click on the OUTSTANDING DEBT link on the navigation bar.
2. From the main menu – click on the menu icon on the top left (3 horizontal lines) and select OUTSTANDING DEBT from the dropdown.

Adding Core Bonds/Loans Information

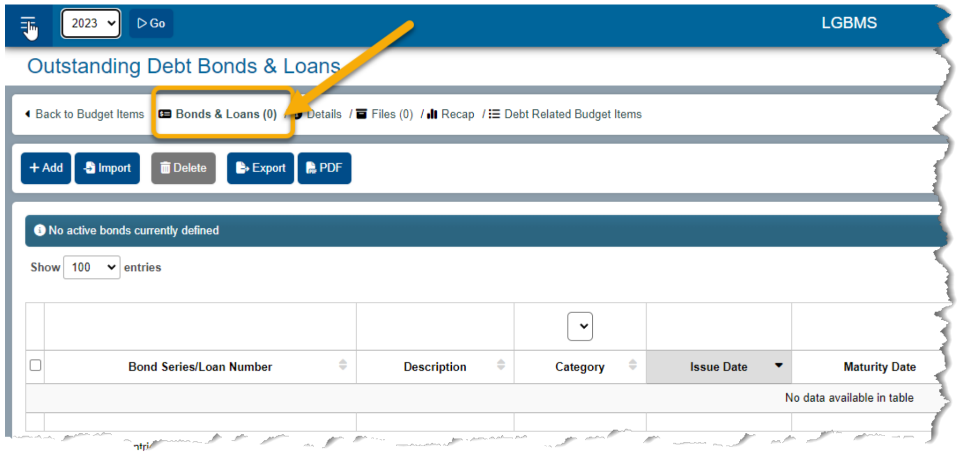
Select **OUTSTANDING DEBT** from the navigation bar.

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

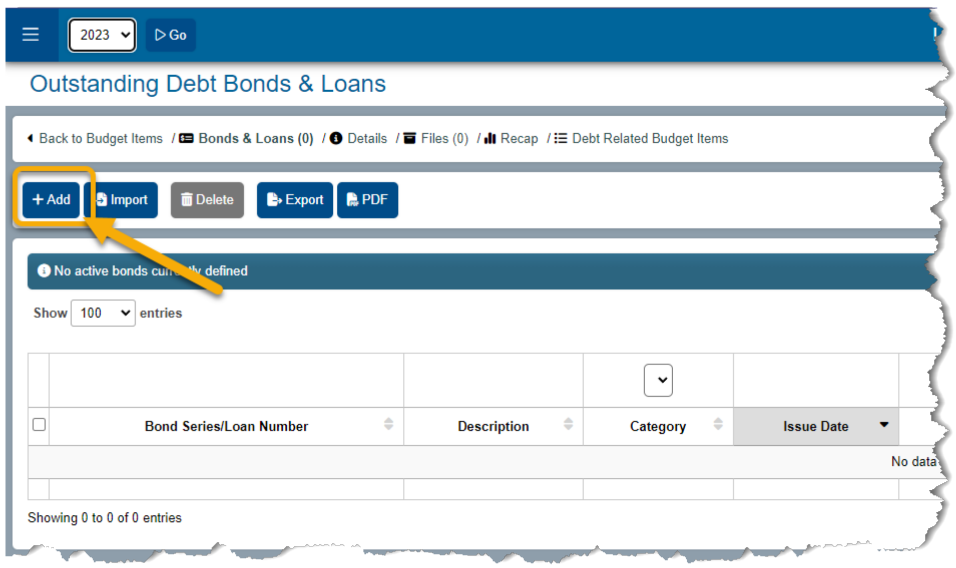
If you have active bonds and loans, you will land on the **DETAILS** page.



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



Select **ADD** from the button bar.



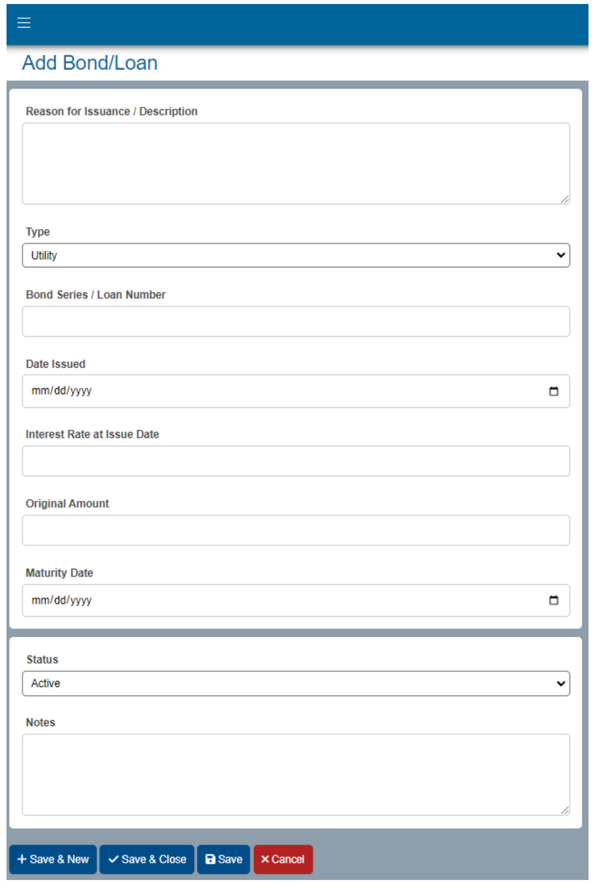
On the **ADD BOND/LOAN** screen you will enter the required information for each Bond/Loan.

The types of bonds/loans include:

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

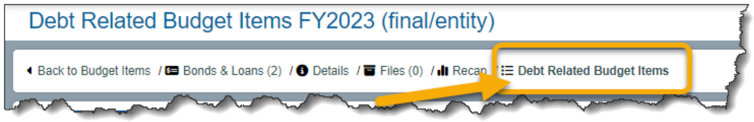
If you have additional bonds/loans to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new debt item.

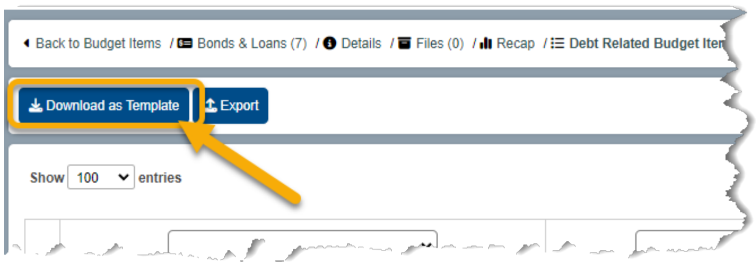
When you have added your last bond/loan item, click **SAVE & CLOSE** to return to the OUTSTANDING DEBT BONDS page.



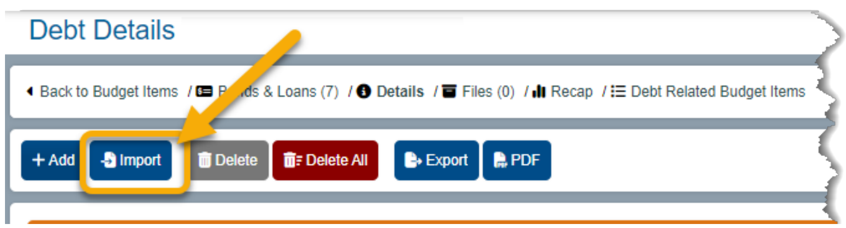
Adding Debt Details

TIP: Download the debt details template from the **DEBT RELATED ITEMS** page.

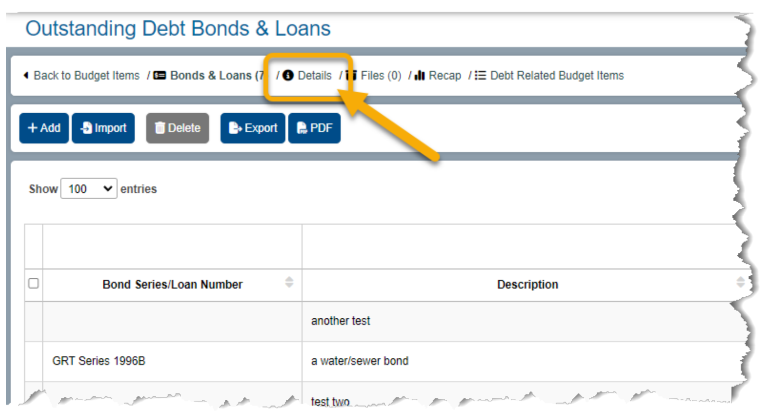




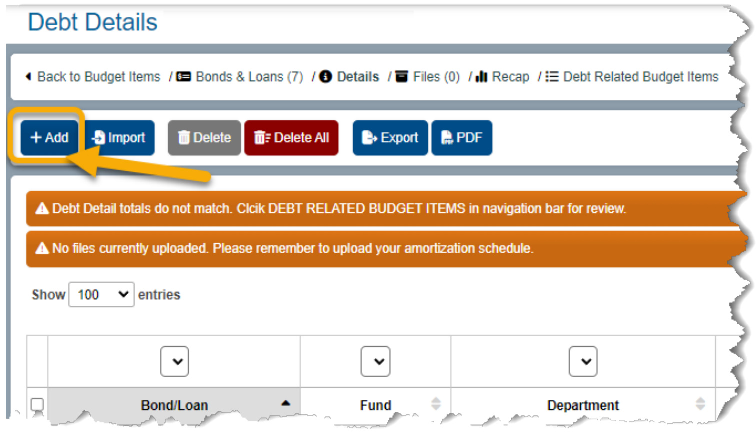
Once you've filled out your debt details template, click IMPORT to add the details.



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



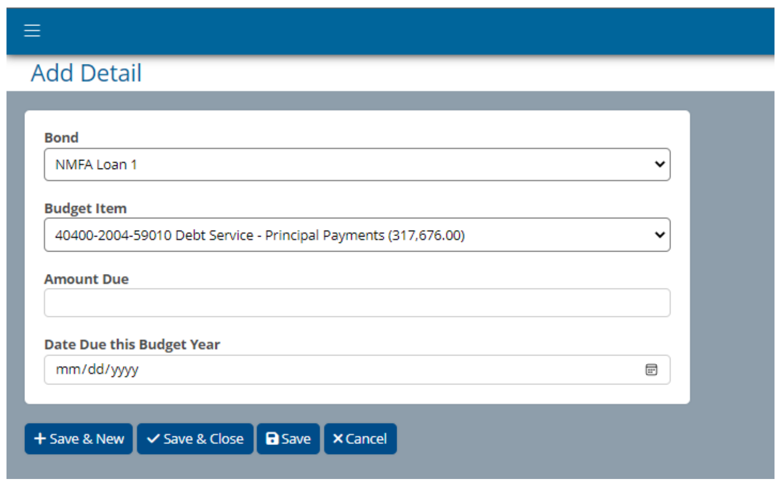
Click **ADD** on the Debt Details page.



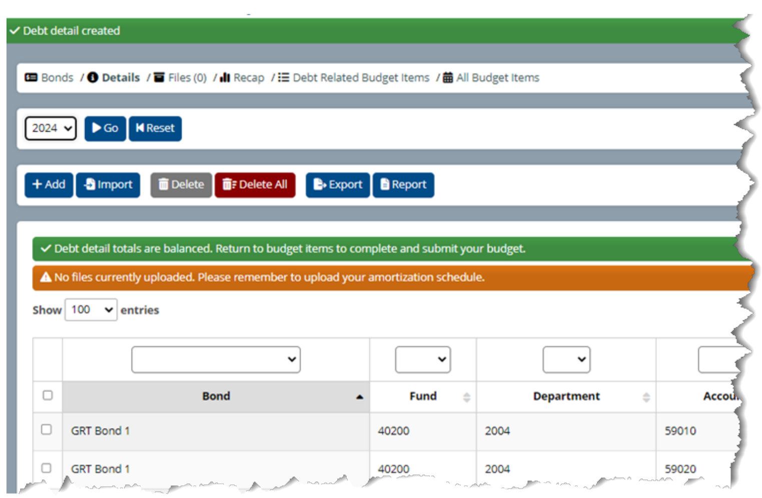
Next select the **Bond** and related **Budget Item** from the drop-down menus and enter the amount due and due date.

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.

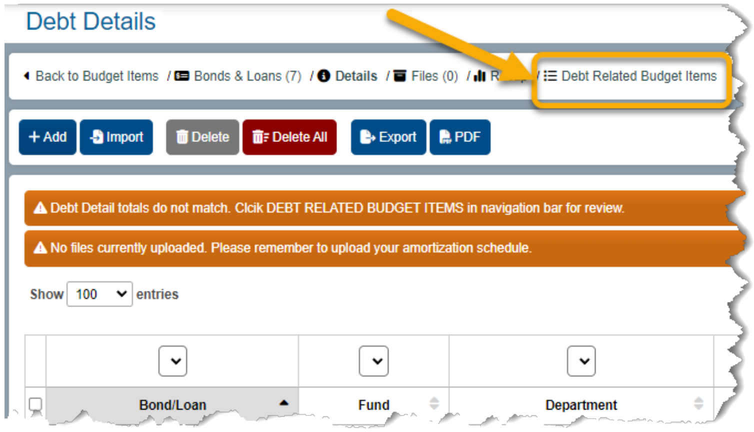


Once your Debt Related Budget Items balance you will get a green notification bar indicating your items balance.

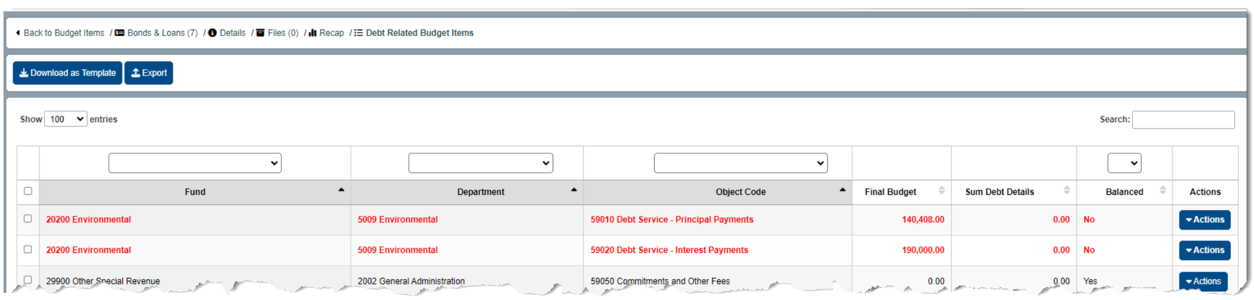


Click on the **DEBT RELATED BUDGET ITEMS** on the navigation bar.

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

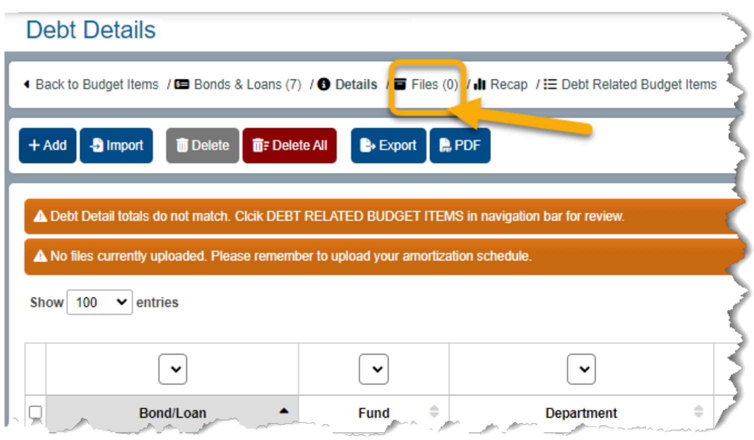


Items in red are debt-related budget items that are missing debt details that sum up to the budget amount.



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

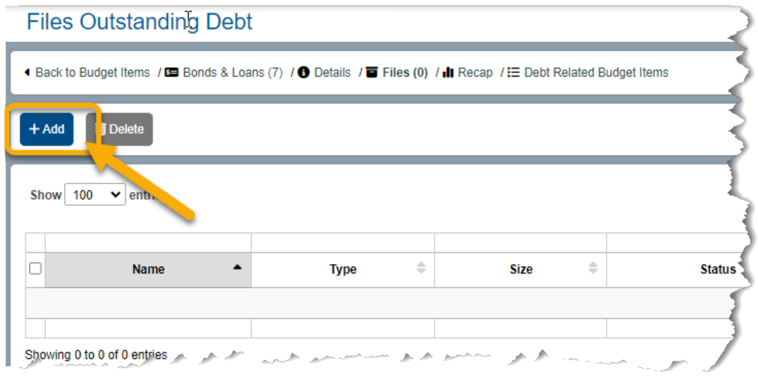
To upload outstanding debt files, click on **FILES** on the navigation bar.



Click on **ADD.**

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

Click **UPLOAD**.



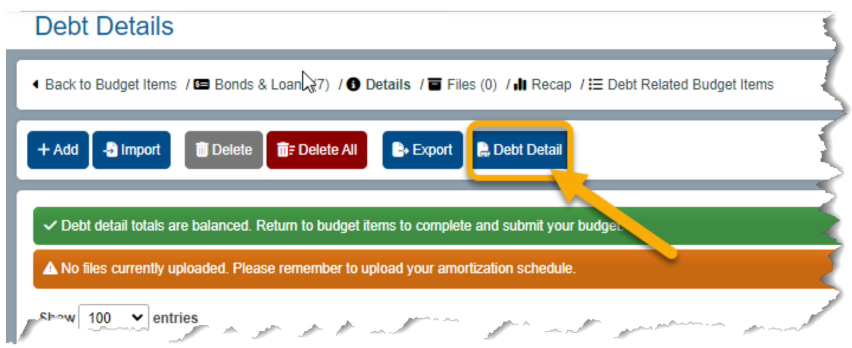
IMPORTANT:

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

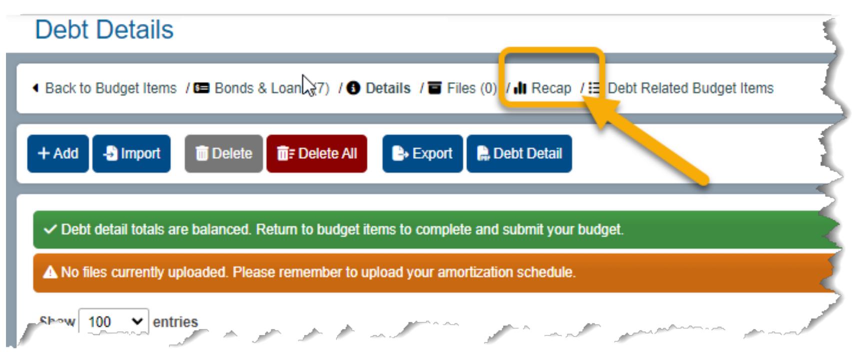
Outstanding Debt Standard Reports

There are three reports available in the outstanding debt module.

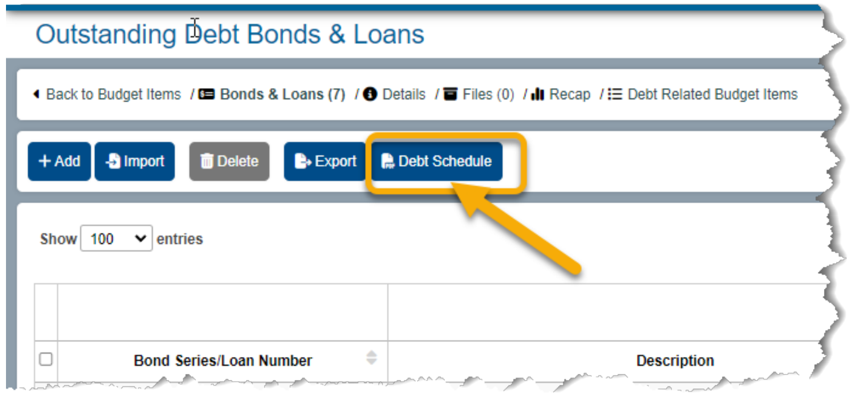
Clicking the **DEBT DETAIL** button on the button bar to view the report Sorted by Fund and Department



Clicking the **RECAP** link on the navigation bar generates a rollup of debt by fund.



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.

TIPS SUMMARY

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

BUDGET ADJUSTMENT REQUESTS

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

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

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

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

DATA PREPARATION

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

CREATING A NEW BUDGET ADJUSTMENT REQUEST

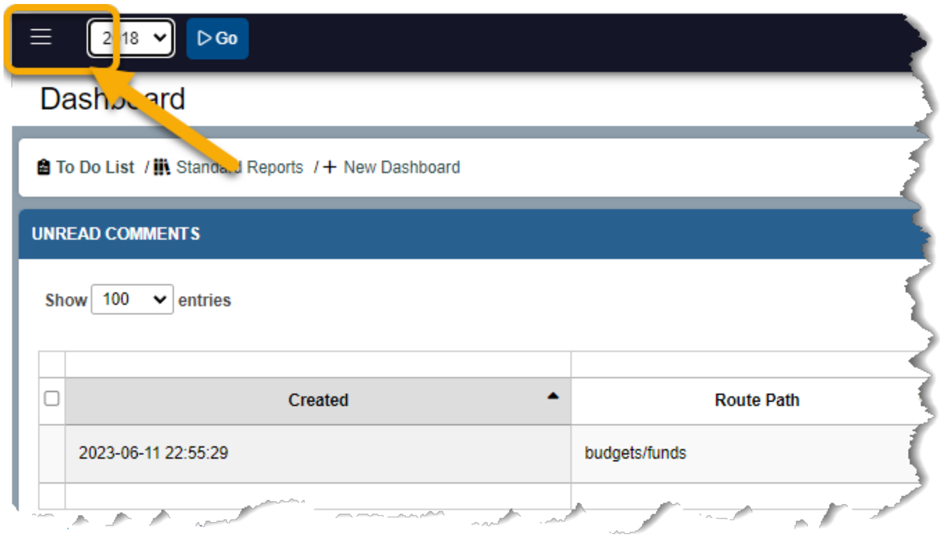
IMPORTANT!

Please create one adjustment request per resolution.

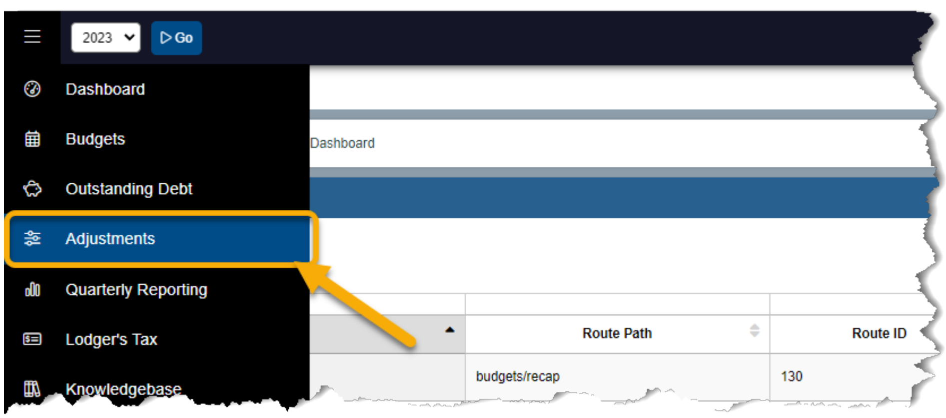
If your adjustments did not require a resolution, then they can be combined into one adjustment request.

Have supporting documentation readily available to upload into LGBMS.

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

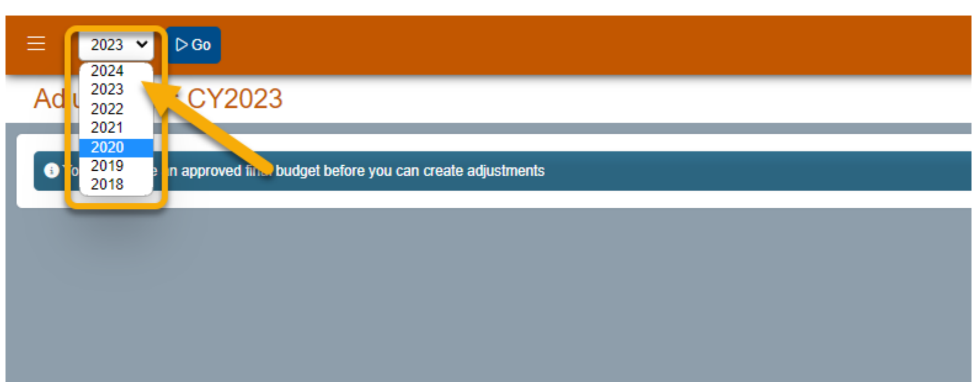


Select **ADJUSTMENTS** from the menu.



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

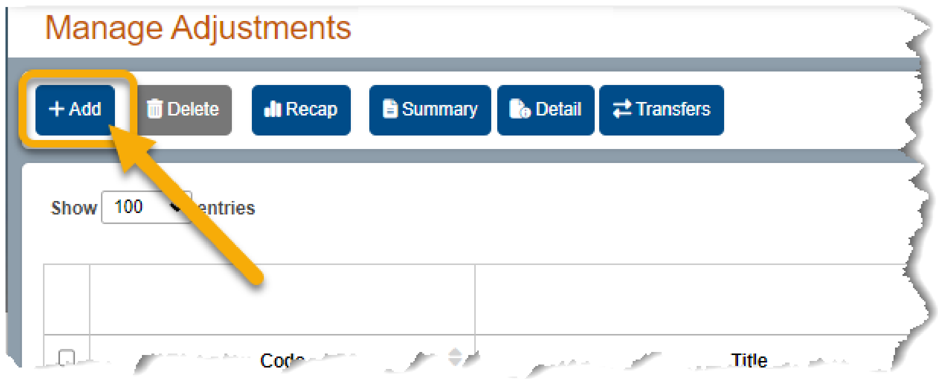
Click **GO.**



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.

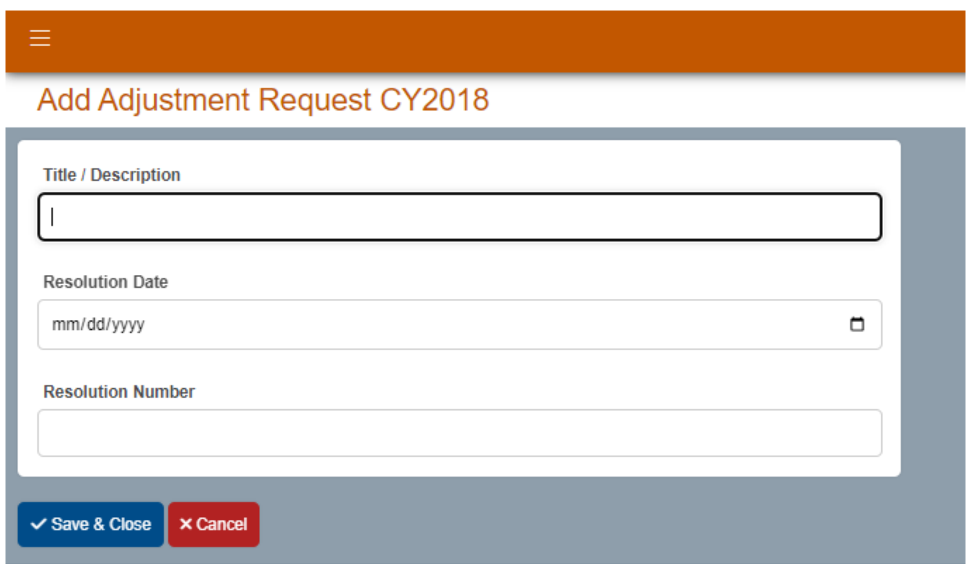


Enter a **TITLE**/brief description of the adjustment request (required), select the resolution **DATE** (if applicable) and enter the resolution **NUMBER** (if applicable).

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.



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

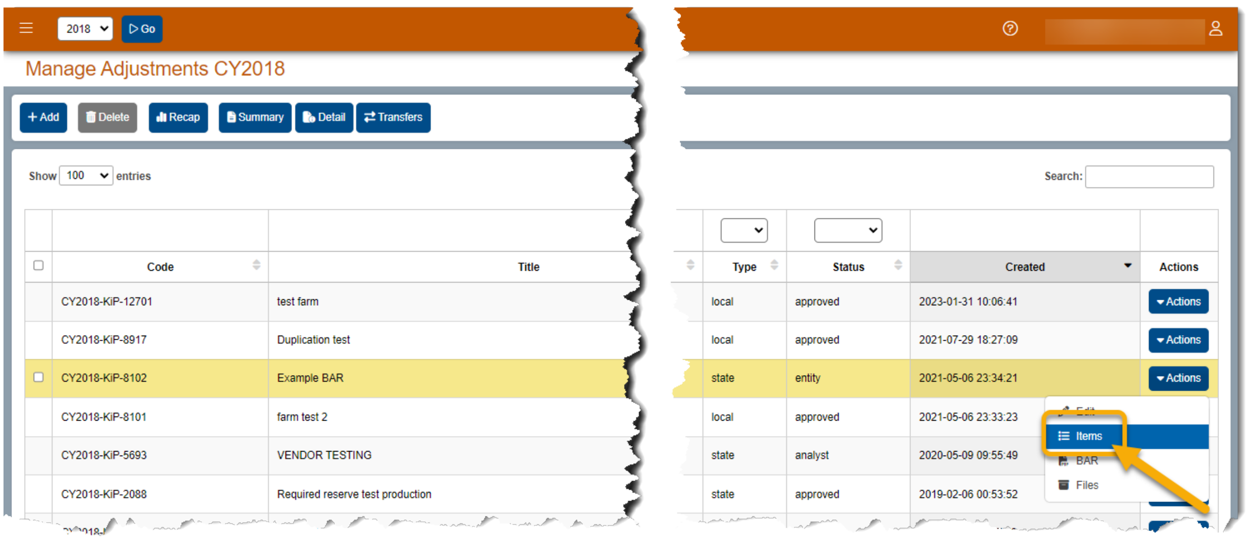
- Adjusting an existing budget item
- Adding a new budget item
- Transferring within a fund
- Transferring between funds

ADDING BUDGET ADJUSTMENT LINE ITEMS

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

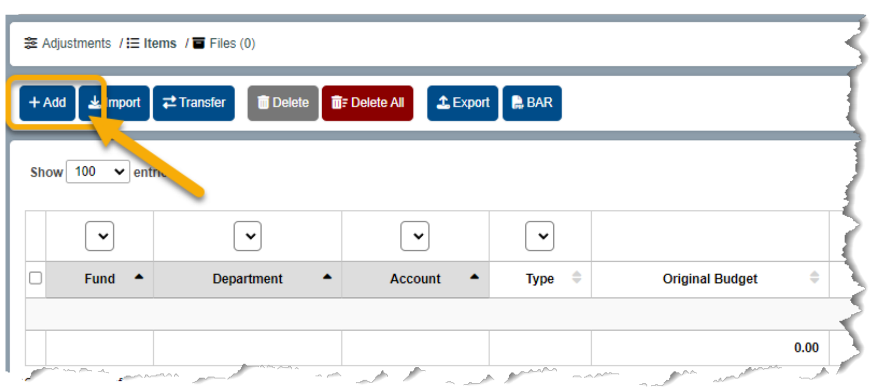
1. Adjusting the budget within an existing account, i.e. increase or decrease an existing budget that does not involve a transfer.
2. Adding a new account with new funds, i.e. the account was not part of the original budget.
3. Transferring within the same fund
4. Transferring between funds

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



Adjusting an existing account

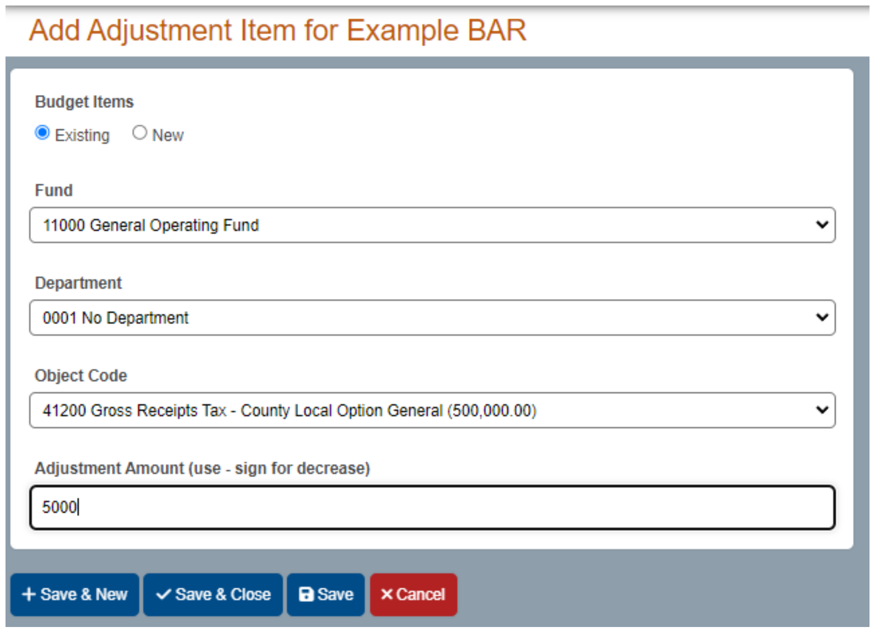
To add an adjustment line item, click the **ADD** button.



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

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

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

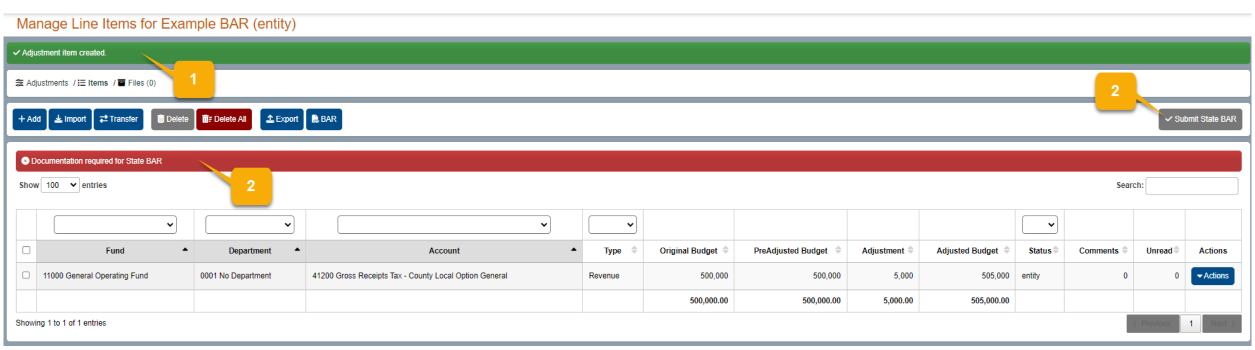


If you have additional adjustment items to add, click **SAVE & NEW** to save the adjustment request and reset the screen so you can add a new adjustment item. Otherwise, click **SAVE & CLOSE**.

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

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.

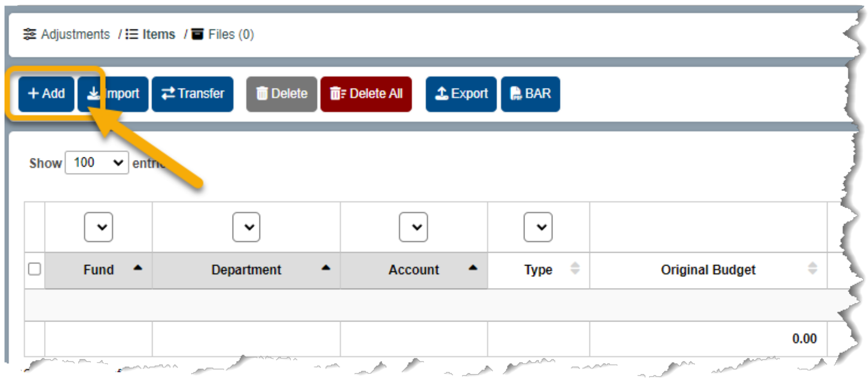
If the adjustment is a State BAR, then a validation notification will indicate that supporting documentation is required. The submit button will be disabled until supporting documentation has been uploaded.



Adding a new account

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

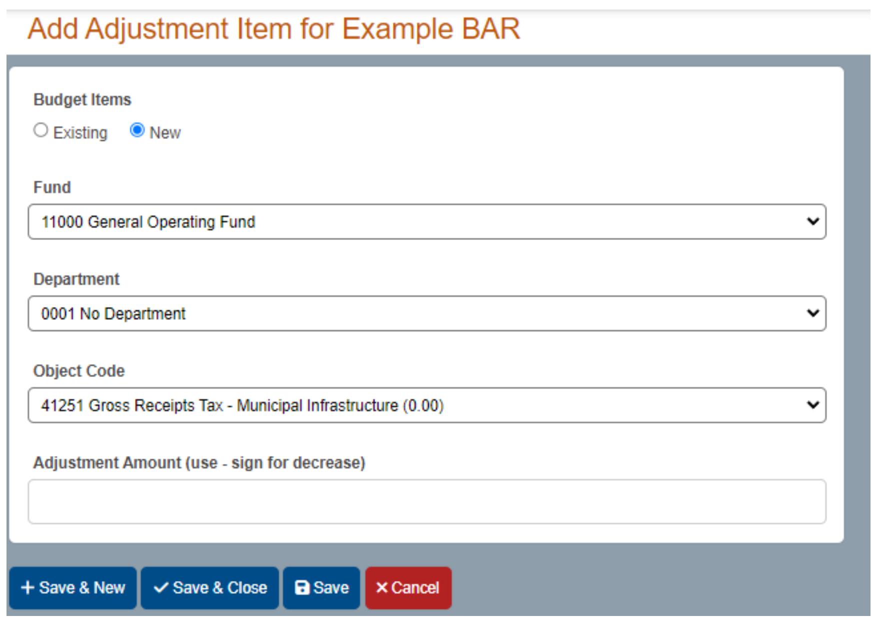
To add a new account, click the **ADD** button.



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

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

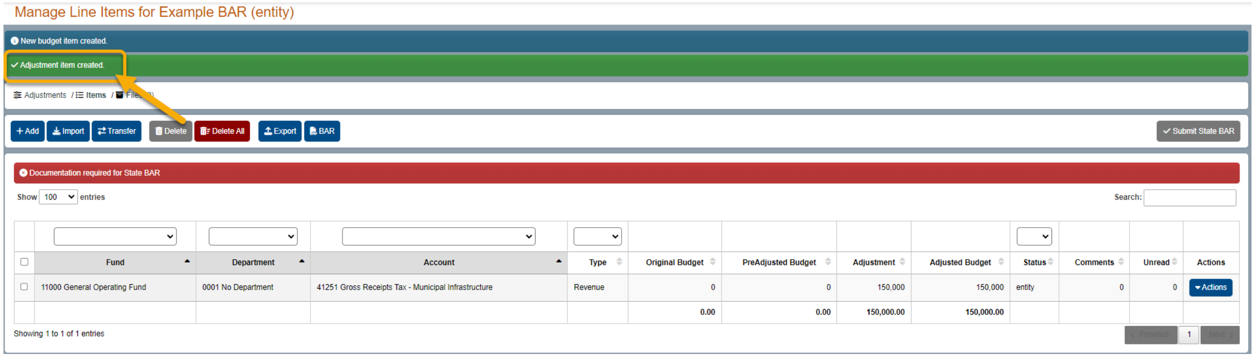
Then enter the budget amount.



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

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

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



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

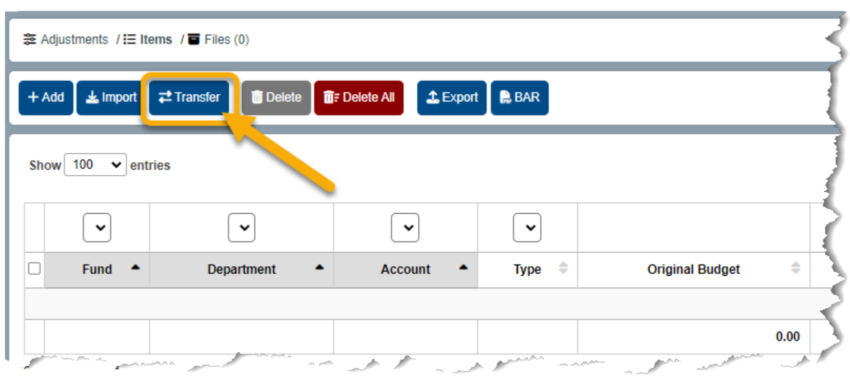
After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the **SUBMIT TO ANALYST** button.

Transferring within a fund

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

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

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



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

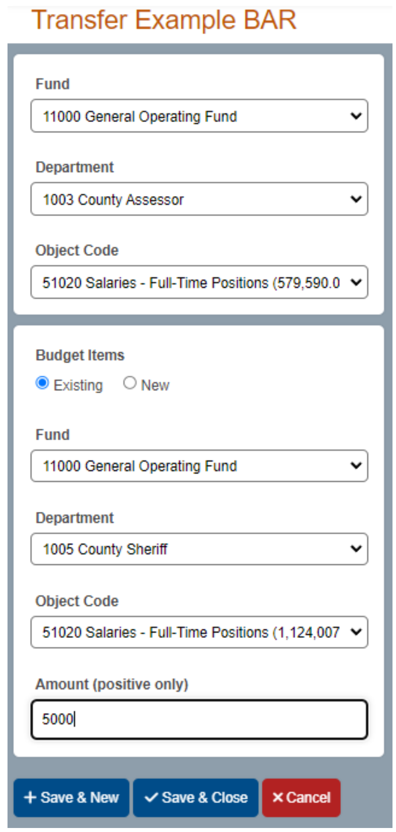
Then select the account **TO WHICH** you are transferring the funds.

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

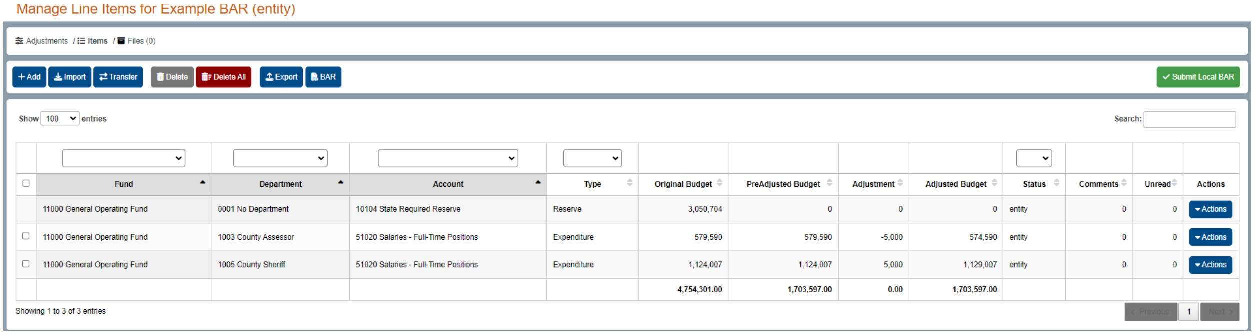
If the account is new, check the radio button next to **NEW**.

Enter the adjustment amount.

Click SAVE & CLOSE to apply.



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


Manage Line Items for Example BAR (entity)

Adjustments / Items / Files (0)

Add | Import | Transfer | Delete | Delete All | Export | BAR | Submit Local BAR

Show 100 entries | Search:

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	0	0	entity	0	0	Actions
11000 General Operating Fund	1003 County Assessor	51020 Salaries - Full-Time Positions	Expenditure	579,590	579,590	-5,000	574,590	entity	0	0	Actions
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	Actions
				4,754,301.00	**1,703,597.00**	**0.00**	**1,703,597.00**				

Showing 1 to 3 of 3 entries | Previous 1 Next

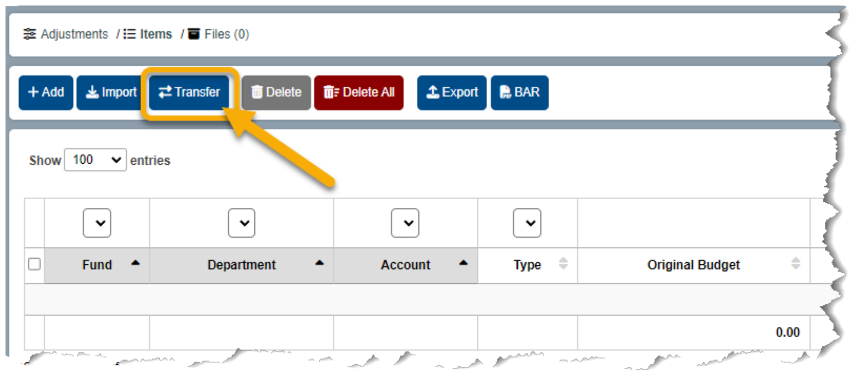
After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the SUBMIT TO ANALYST button.

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.

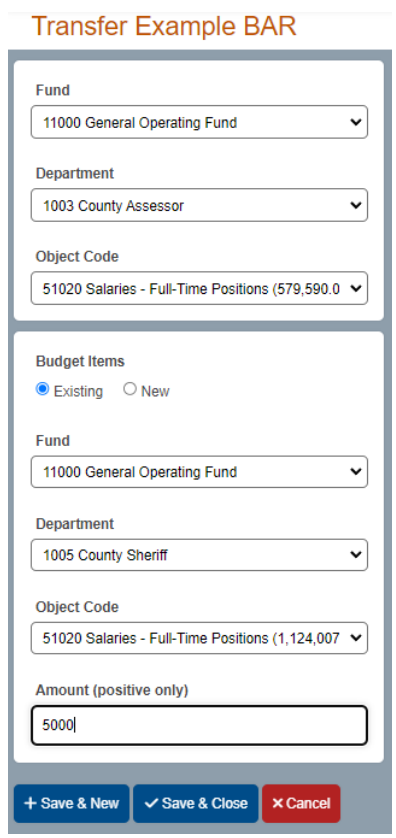
Then select the account **TO WHICH** you are transferring the funds (in this case it would be a different fund).

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

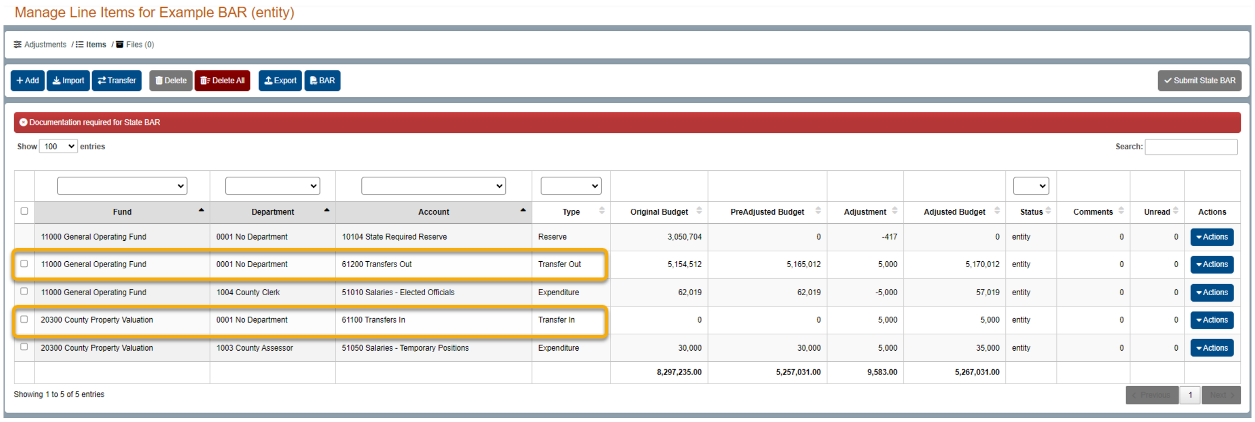
If the account is new, check the radio button next to **NEW**.

Enter the adjustment amount.

Click SAVE & CLOSE to apply.



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.



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)

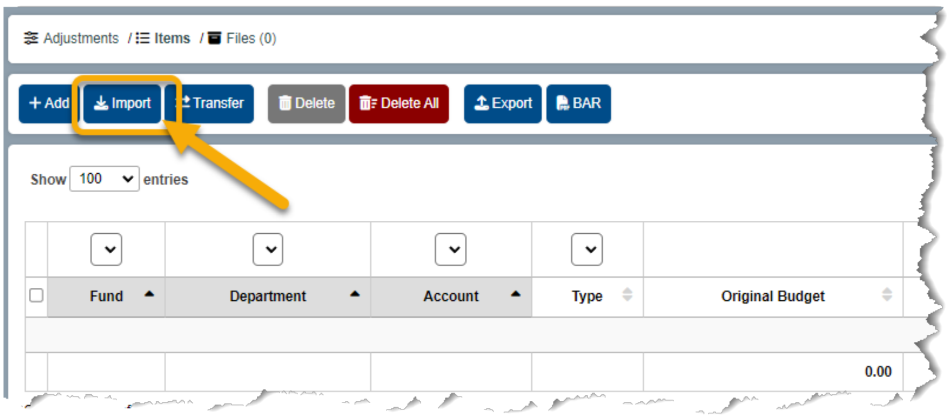
	A	B	C	D
1	fund	department	account	value
2	11000 General Operating Fund	0001 No Department	61200 Transfers Out	5,000.00
3	20300 County Property Valuation	1003 County Assessor	51050 Salaries - Temporary Positions	5,000.00
4	11000 General Operating Fund	1004 County Clerk	51010 Salaries - Elected Officials	-5,000.00
5	11000 General Operating Fund	0001 No Department	10104 State Required Reserve	-416.67
6	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.

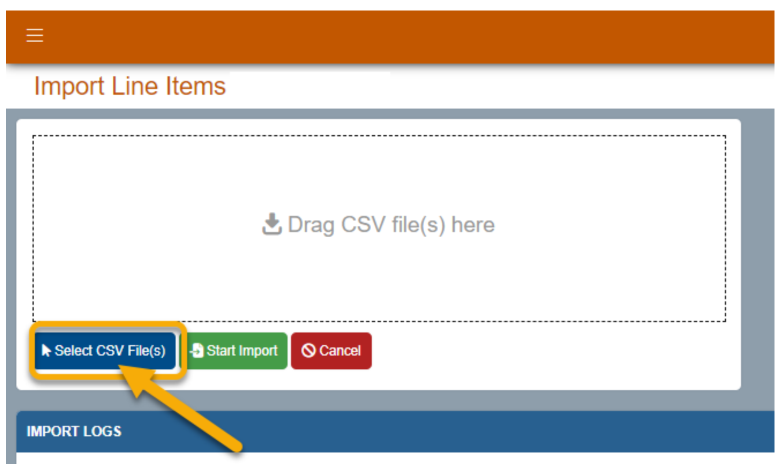
To import an adjustments CSV file, click the IMPORT button.



On the import page, click **SELECT CSV FILE** to browse for your file.

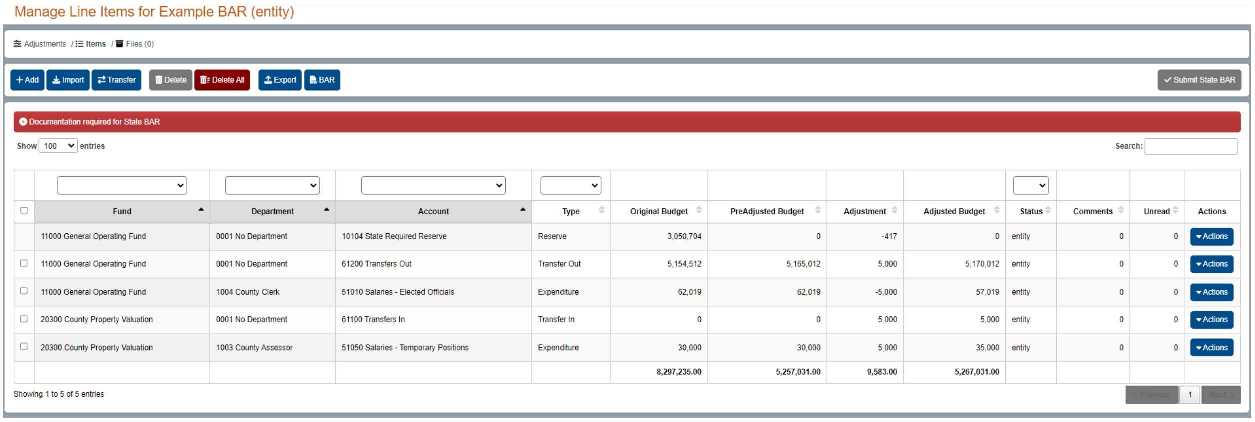
Click OPEN to add the files.

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



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.



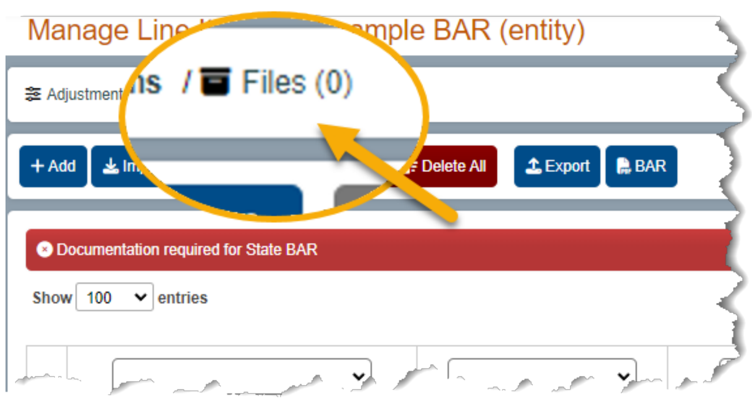
Fund	Department	Account	Type	Original Budget	PreAdjusted Budget	Adjustment	Adjusted Budget	Status	Comments	Unread	Actions
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	Reserve	3,050,704	0	-417	0	entity	0	0	Actions
11000 General Operating Fund	0001 No Department	61200 Transfers 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				

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

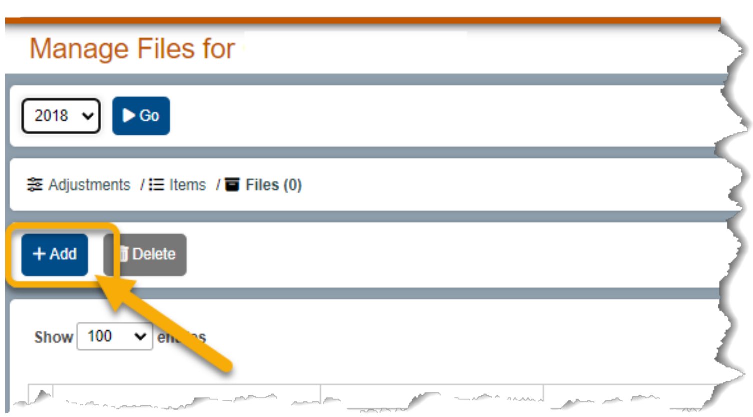
After adding your adjustment items and supporting documentation, submit your adjustment request by clicking on the SUBMIT TO ANALYST button.

UPLOADING SUPPORTING DOCUMENTATION

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



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



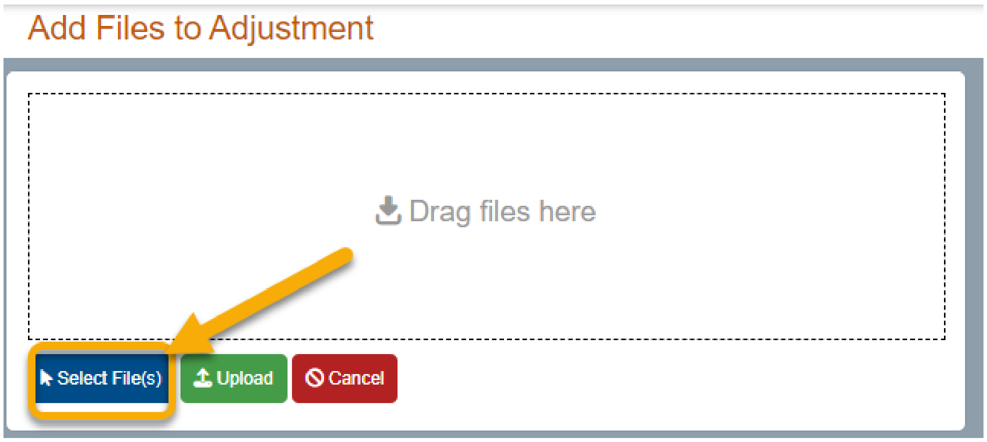
Click **SELECT FILES** to browse for your files. You can add multiple files at one time.

Click OPEN to add the files.

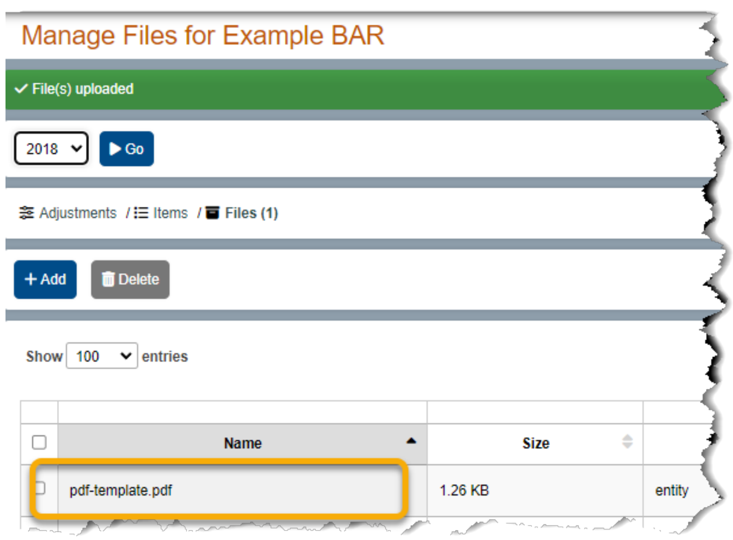
You can drag and drop the files to the import area.

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.



VALIDATIONS

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

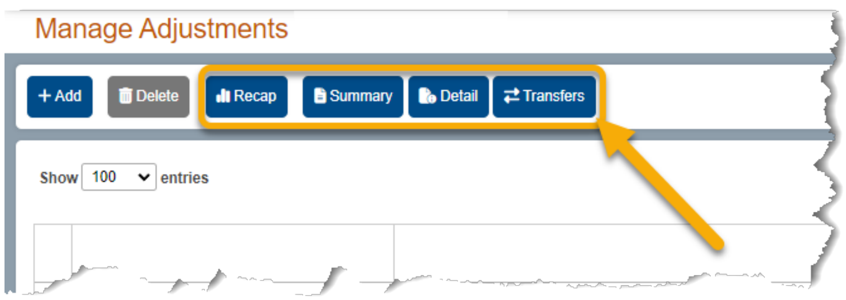
- If the adjustment will result a fund to have a negative amount under the “Adjusted Balance”.
- If the adjustment will result in the line items 61100 Transfers “In” and 61200 Transfers “Out” to be out of balance.

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.

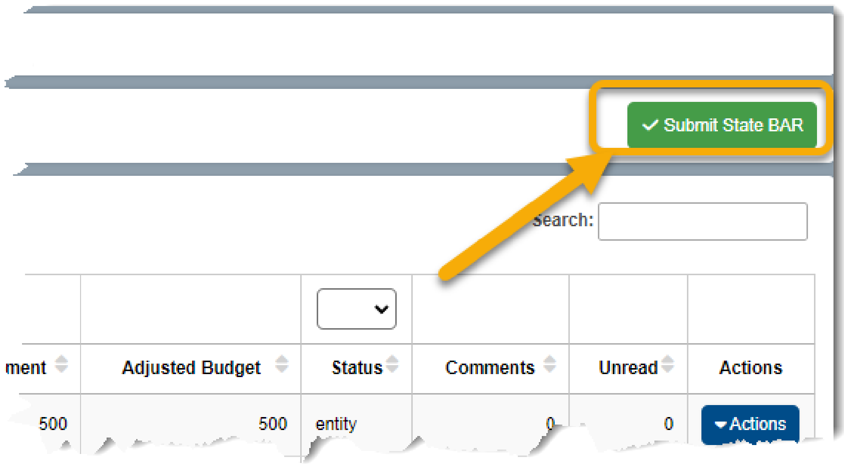


IMPORTANT!

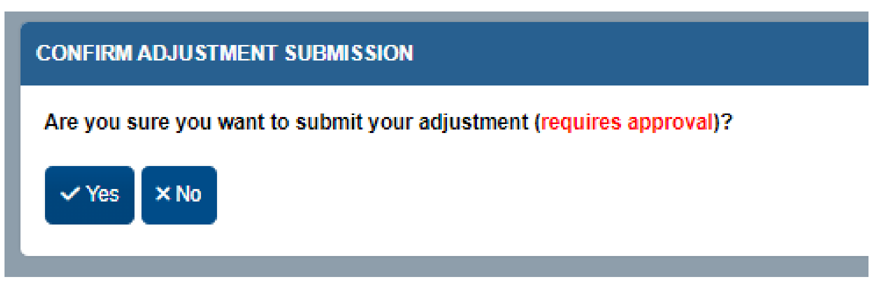
The RECAP page reflects your budget with the approved and PENDING adjustments.

SUBMITTING BUDGET ADJUSTMENTS

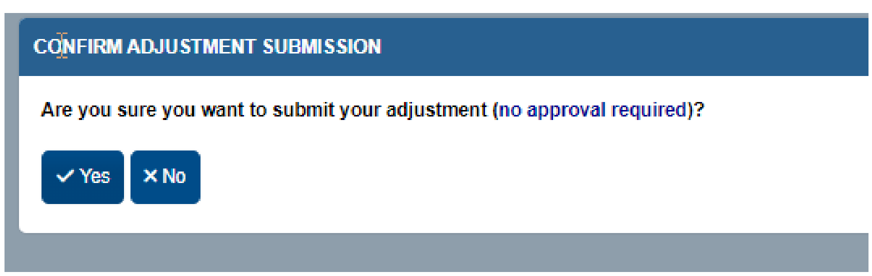
After you have added your adjustment line items and supporting documentation to your budget adjustment request, you will submit your adjustment by clicking the SUBMIT ADJUSTMENT button on the button bar.



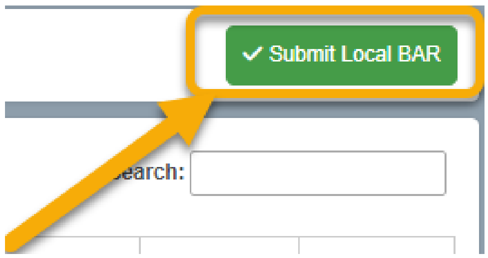
When confirming your budget adjustment submission, the system will indicate whether your adjustment request requires BFB approval. If approval is required, then your analyst will be notified.



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



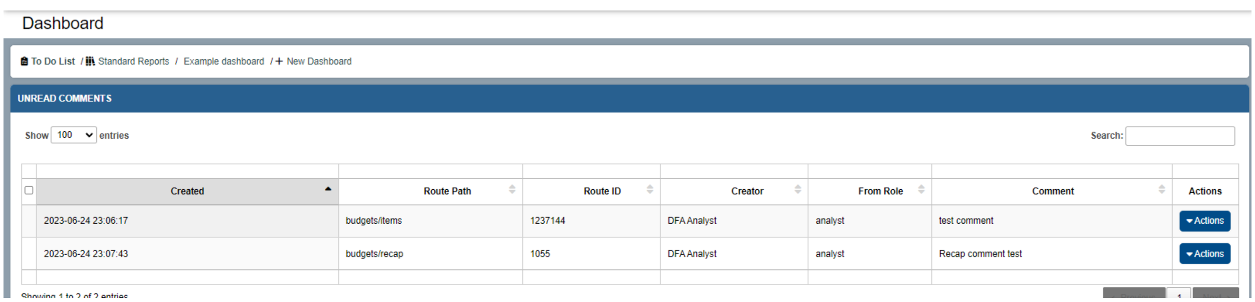
Adjustments that are automatically approved (Local BAR) involve the transfers within the same fund that result in no change in the fund's ending balance.



RESPONDING TO REVIEW COMMENTS

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

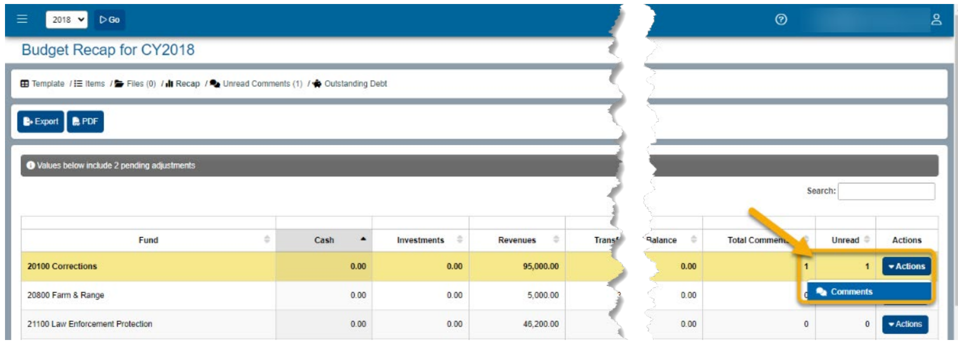
After logging into LGBMS, you will see the **TO DO** dashboard on which you will see a comments table.



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.

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



ADJUSTMENT – FINAL ACCEPTANCE

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

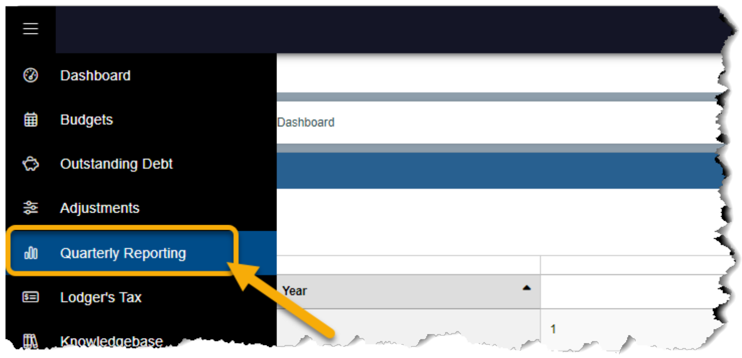
FINANCIAL REPORTING

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

ADDING YOUR FINANCIAL REPORT

Navigating to the reporting quarter

Click on MENU icon on the top left of the interface and select **QUARTERLEY REPORTING**.



From the year selection, pick the year and corresponding quarter to which you want to navigate.

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-to-date 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.

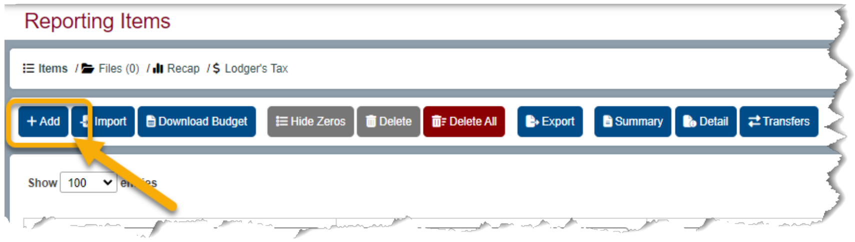
Both options are described below.

Option 1: Adding individual reporting Items

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

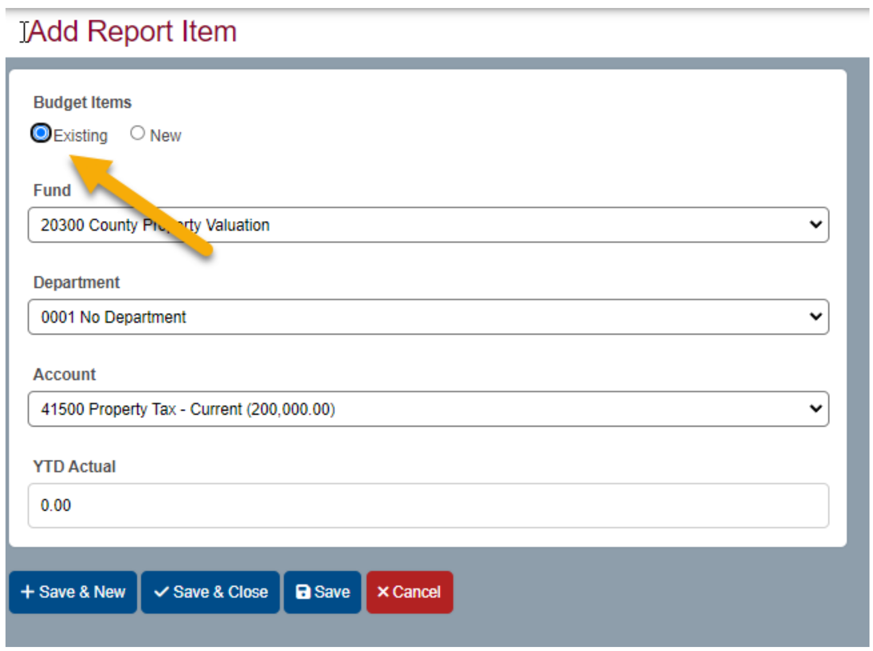
This will take you to the ADD REPORT ITEM page.

.



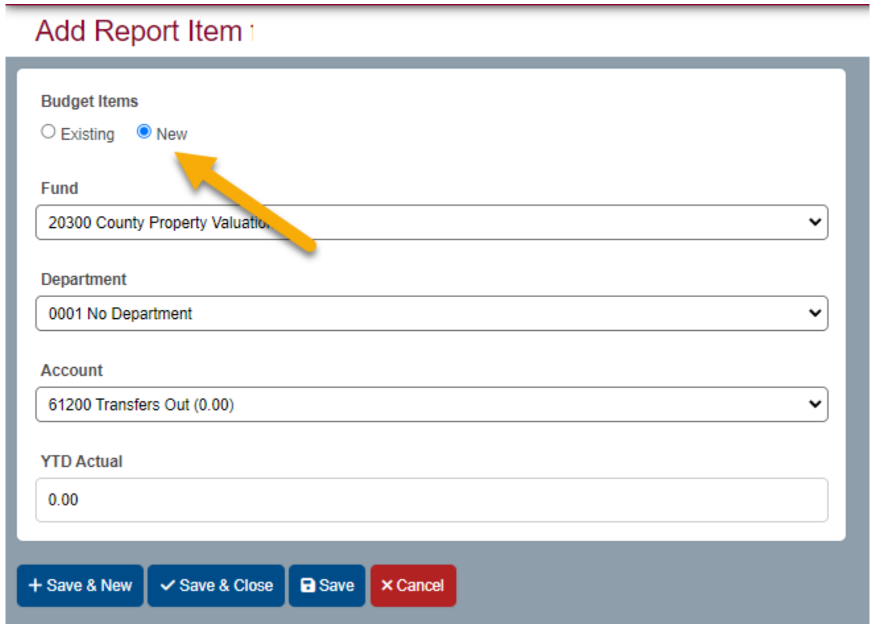
Adding an existing item:

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.



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.



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.

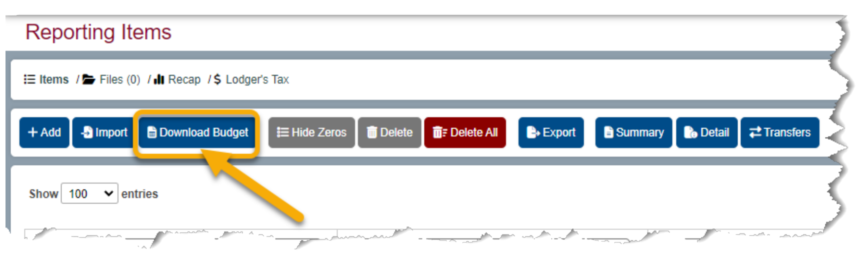
Option 2: Importing your reporting items

IMPORTANT:

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

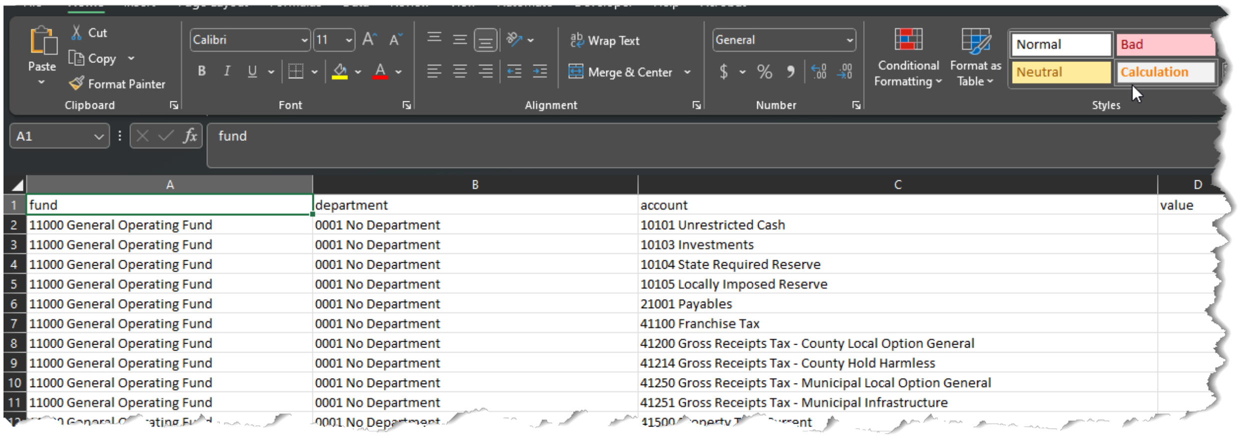
To download the import template, click on the **DOWNLOAD BUDGET** button.

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



.

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



	A	B	C	D
1	fund	department	account	value
2	11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	
3	11000 General Operating Fund	0001 No Department	10103 Investments	
4	11000 General Operating Fund	0001 No Department	10104 State Required Reserve	
5	11000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve	
6	11000 General Operating Fund	0001 No Department	21001 Payables	
7	11000 General Operating Fund	0001 No Department	41100 Franchise Tax	
8	11000 General Operating Fund	0001 No Department	41200 Gross Receipts Tax - County Local Option General	
9	11000 General Operating Fund	0001 No Department	41214 Gross Receipts Tax - County Hold Harmless	
10	11000 General Operating Fund	0001 No Department	41250 Gross Receipts Tax - Municipal Local Option General	
11	11000 General Operating Fund	0001 No Department	41251 Gross Receipts Tax - Municipal Infrastructure	

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

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

You will see four columns in your spreadsheet

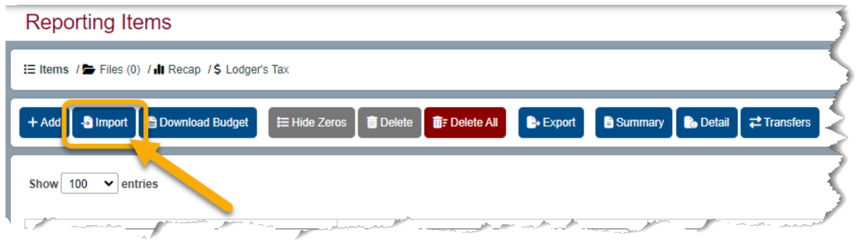
- Fund – do not modify
- Department – do not modify
- Object Code – do not modify
- Value – numbers only

IMPORTANT:

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

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.

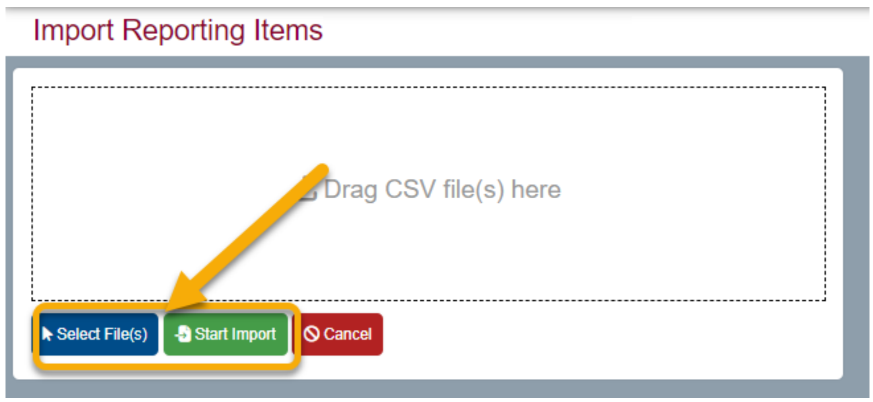


Click **SELECT CSV FILE(S)** on the Import Budget Items page and navigate to your file.

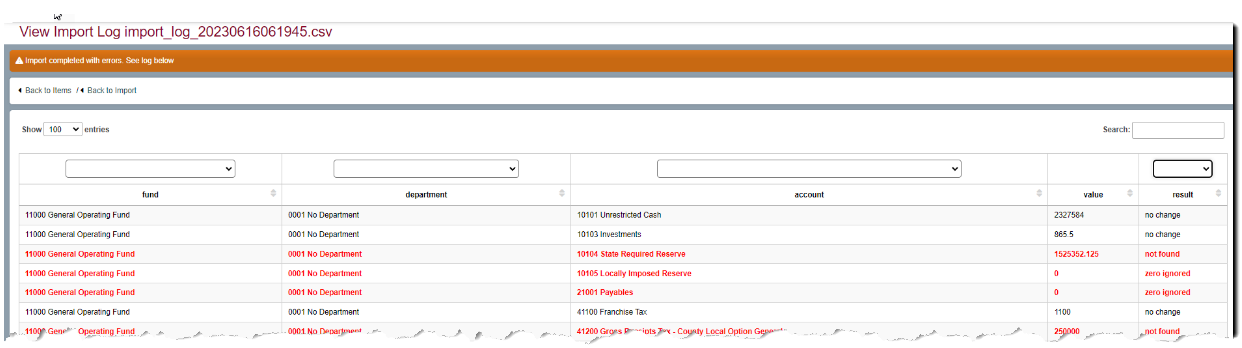
Click **OPEN** or double-click to add the file.

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.



View Import Log import_log_20230616061945.csv

Import completed with errors. See log below

Back to Items / Back to Import

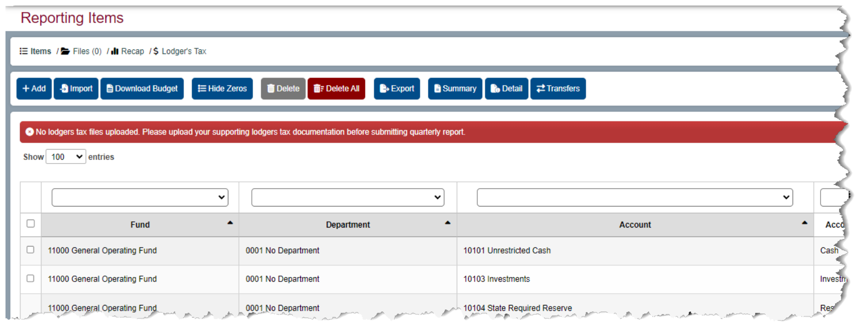
Show 100 entries Search:

fund	department	account	value	result
11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	2327584	no change
11000 General Operating Fund	0001 No Department	10103 Investments	865.5	no change
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	1525352.125	not found
11000 General Operating Fund	0001 No Department	10105 Locally Imposed Reserve	0	zero ignored
11000 General Operating Fund	0001 No Department	21001 Payables	0	zero ignored
11000 General Operating Fund	0001 No Department	41100 Franchise Tax	1100	no change
11000 General Operating Fund	0001 No Department	41200 Gross Receipts Tax - County Local Option Gen[illegible]	250000	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.

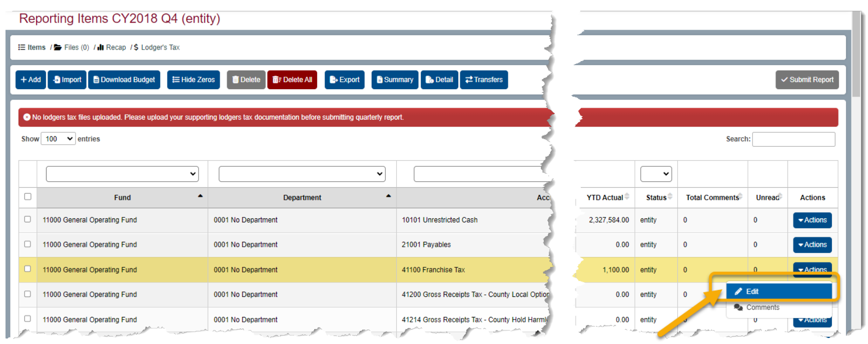
If you have lodgers tax items in your budget, you will see a warning notification until those items are balanced and supporting documents are uploaded.



Modifying Report Line Items

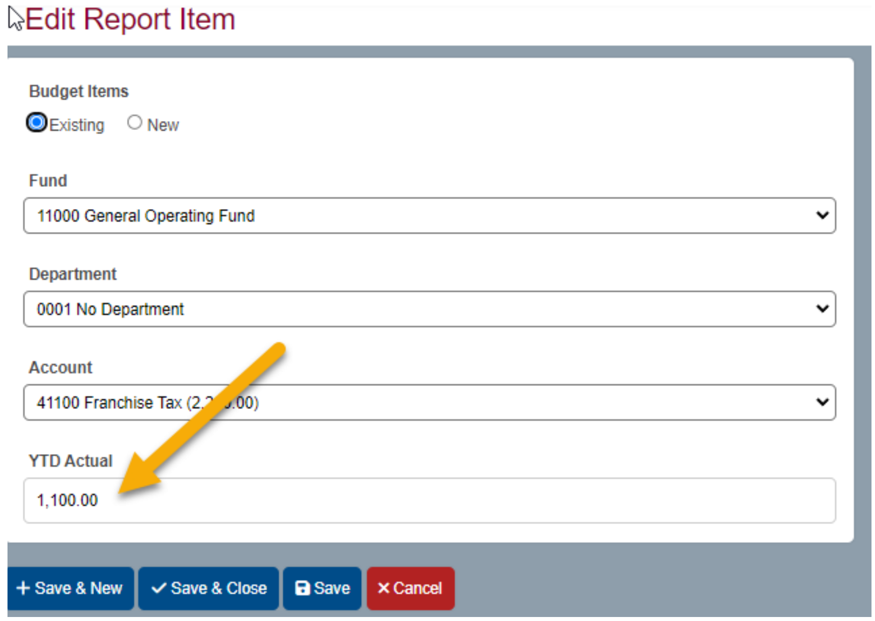
Editing a reporting line item

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



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

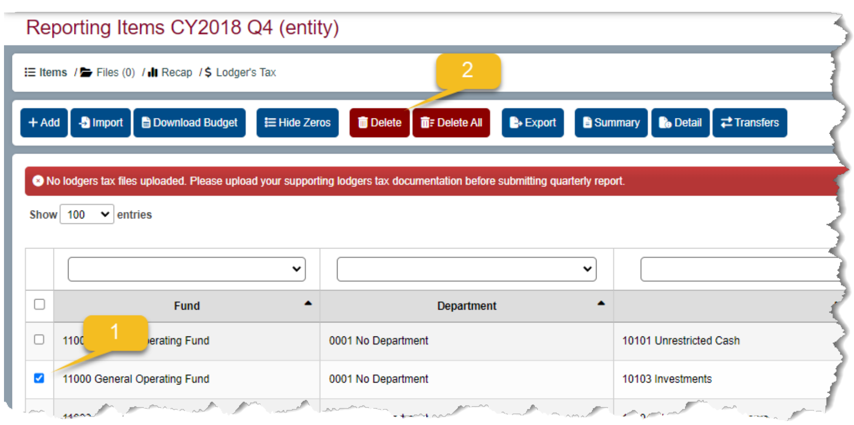
If necessary, the fund, department, and object code can be modified as well.



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

Deleting a Report Line Item

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

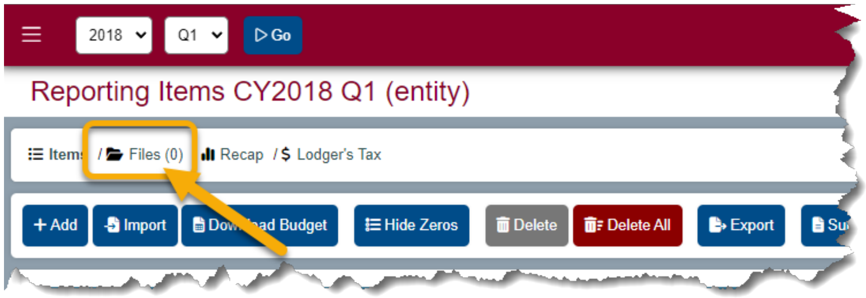


If you want to delete all budget line items, click the **DELETE ALL** button on the button bar. Note: Any reporting item that has a comment associated with will not be deleted.

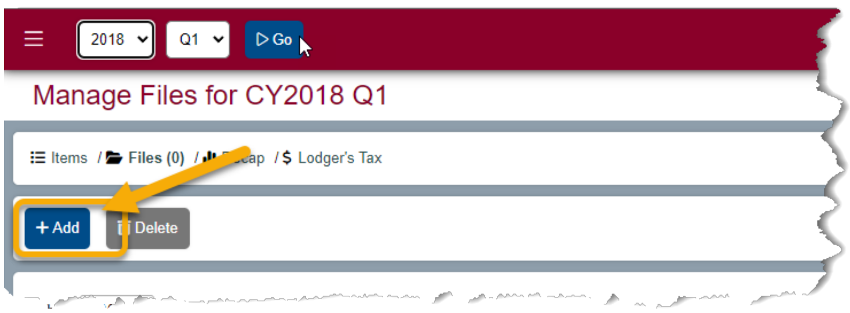
TIP: Use the search feature to find specific line items.

Uploading Supporting Documentation

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



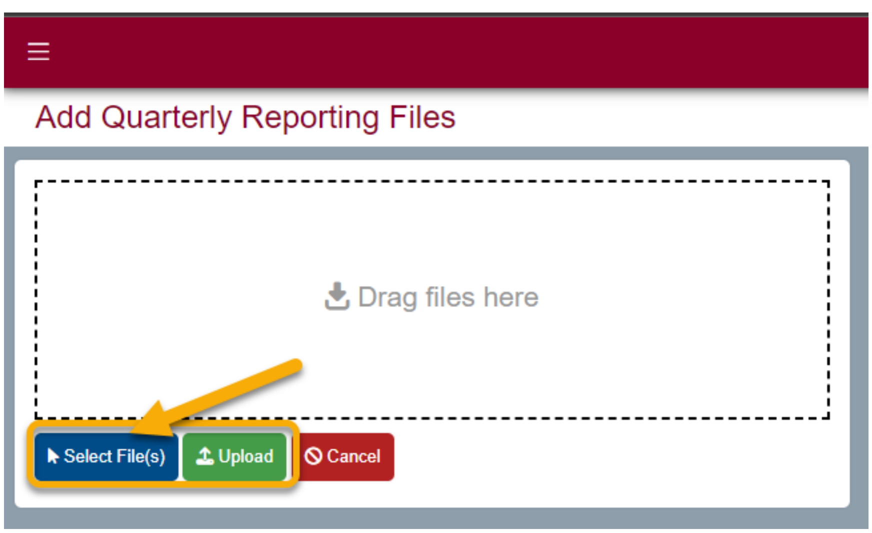
In the MANAGE FILES screen, click the ADD button.



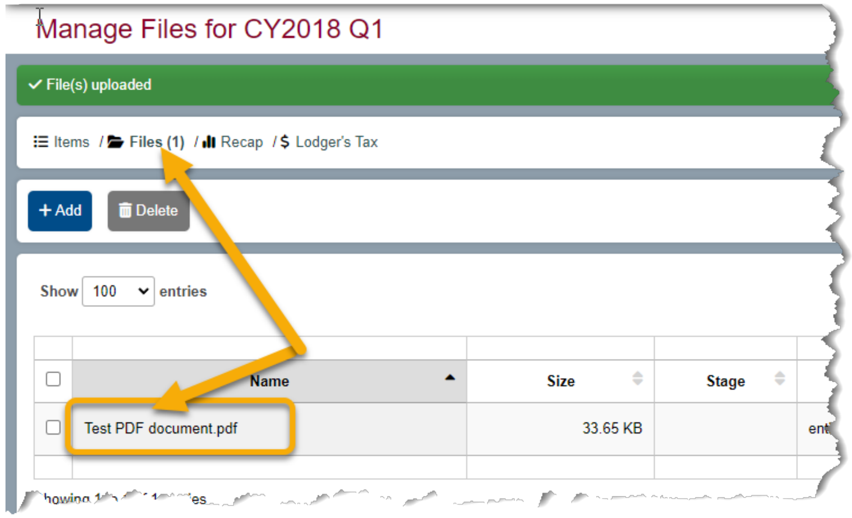
Click **SELECT FILES** to browse for your files. You can add multiple files at one time.

You can also drag the files to the upload area.

Click **UPLOAD** to add the files.



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.



Validations

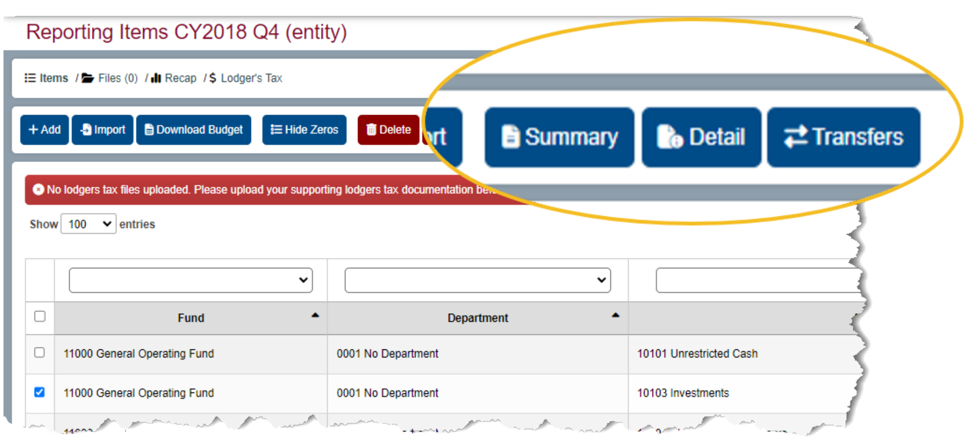
When entering your financial report, LGBMS will check for the following:

- 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.



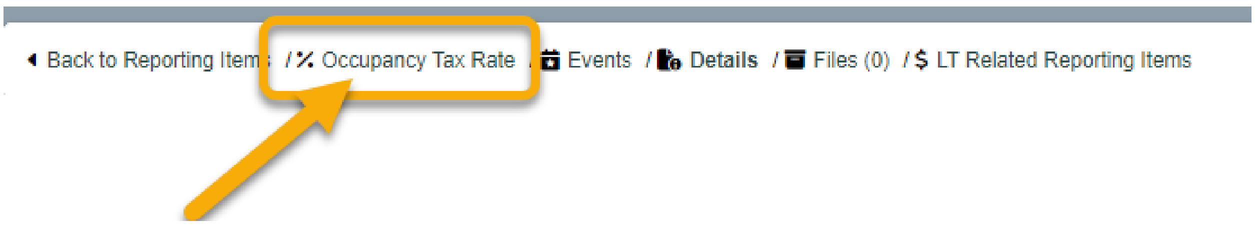
ADDING LODGERS TAX INFORMATION

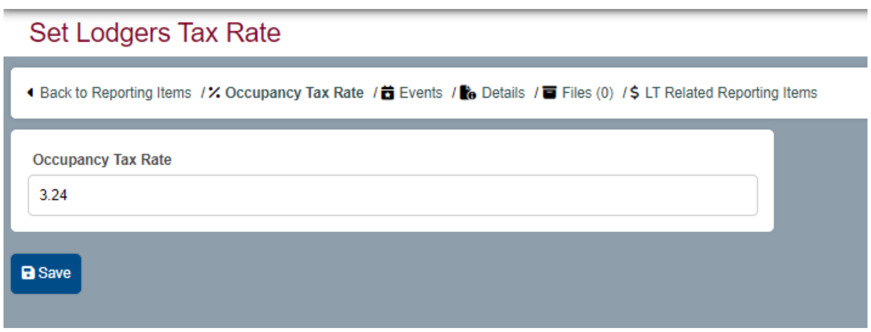
If your budget contains lodger's tax related funds you are required to submit the details through LGBMS.

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**.





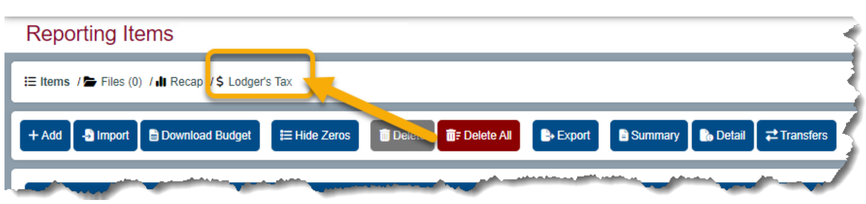
Next, add your lodgers tax events for the year to which you will add your lodgers tax details.

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.

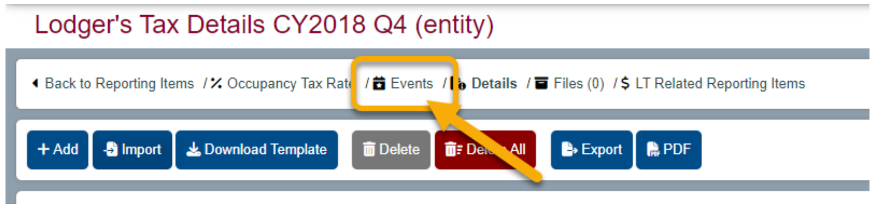
Adding Events

Select **LODGERS TAX** from the navigation bar.



Click **EVENTS**.

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



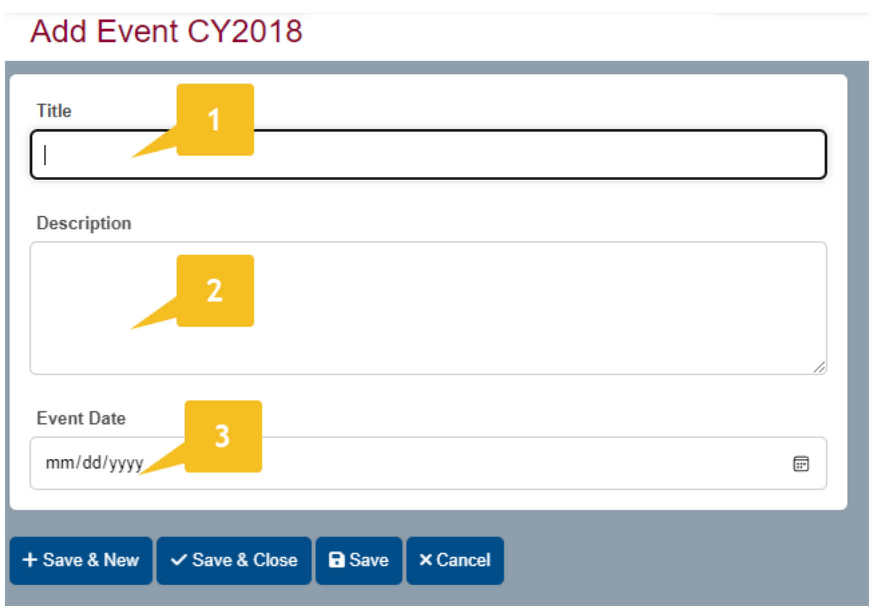
Select **ADD** from the button bar.

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.

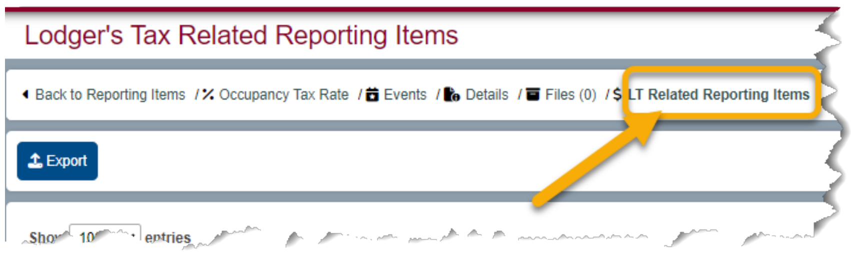
If you have additional events to add, click **SAVE & NEW** to save the new line item and reset the screen so you can add a new debt item.

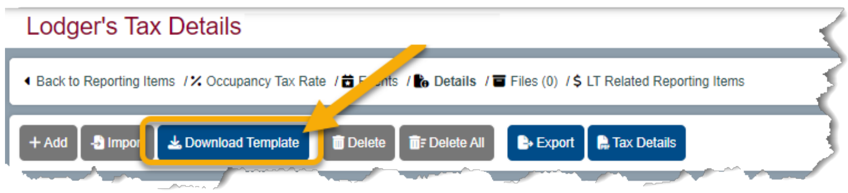
When you have added your last event, click **SAVE & CLOSE** to return to the LODGERS TAX EVENTS page.



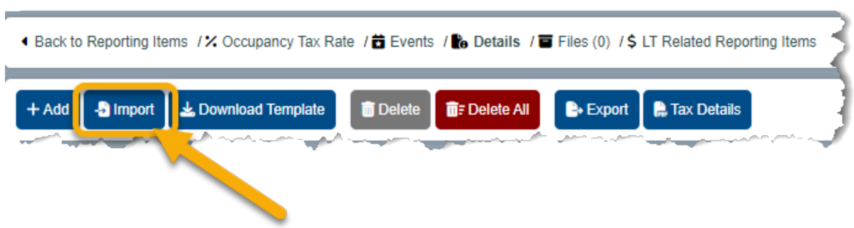
Adding Event Details

TIP: Download the event details template from the **LODGERS TAX DETAILS** page if you have many details to enter.

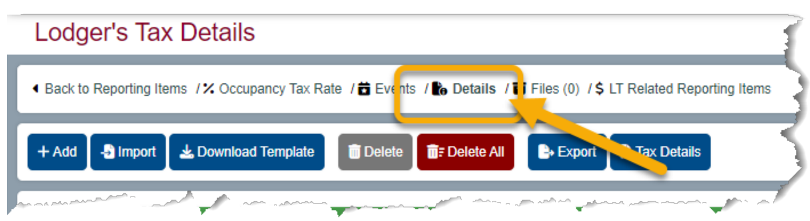




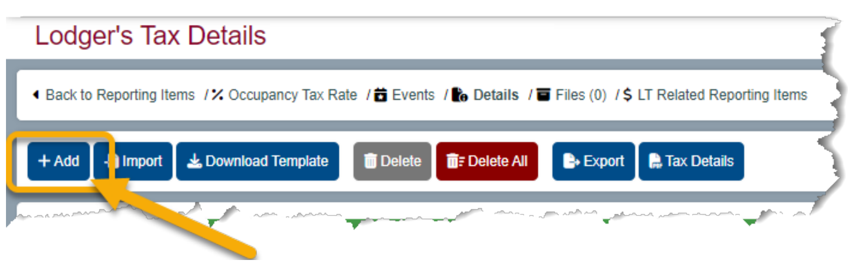
Once you have filled out your lodger's tax details template, click IMPORT to add the details.



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

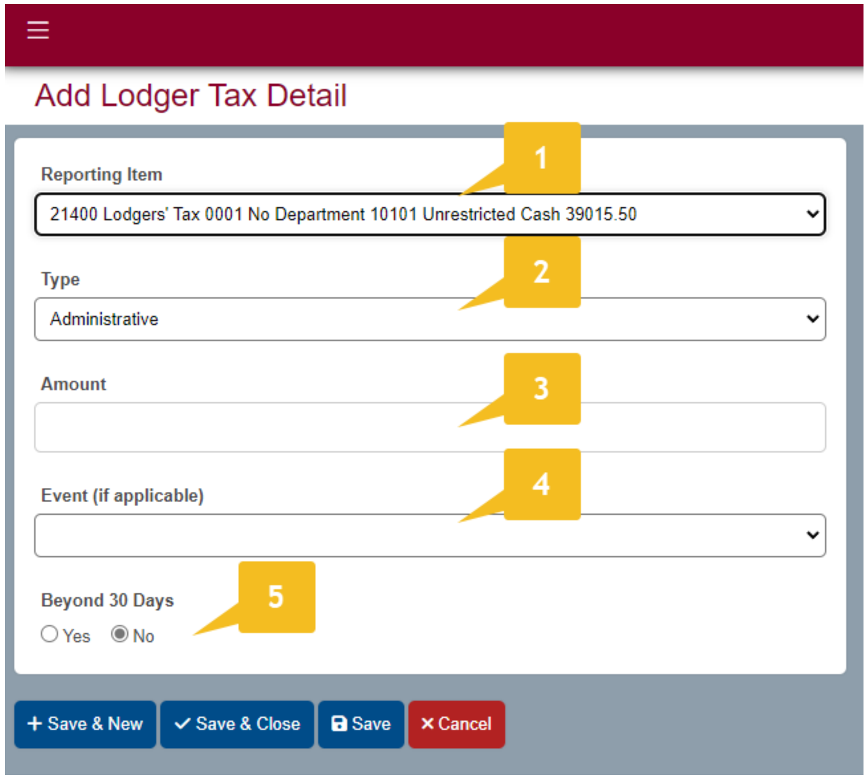


Click **ADD** on the Lodgers Tax Details page.



Next select:

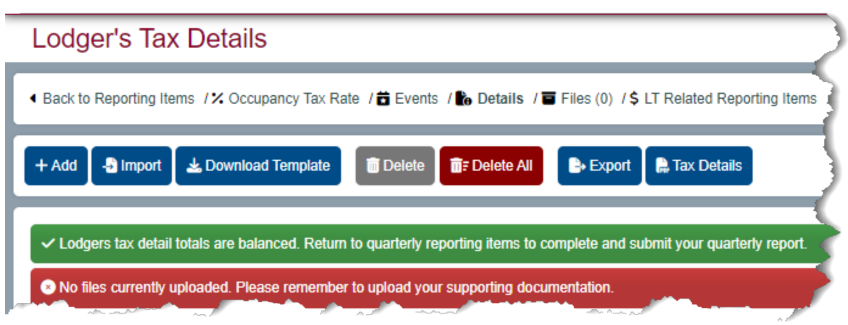
1. REPORTING ITEM
2. Identify the type of expense from the **TYPE** dropdown, Types include:
   - Administrative
   - Promotional
   - Non-promotional
   - Convention Center
   - Hospitality
   - Late Fees
3. Enter the amount,
4. If applicable, select the event from the dropdown
5. Last, if this detail 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.

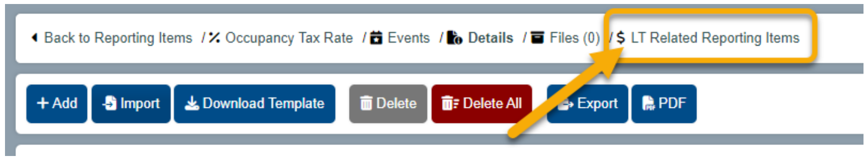
Once your Lodgers Tax Items balance you will get a green notification bar indicating your items balance.



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

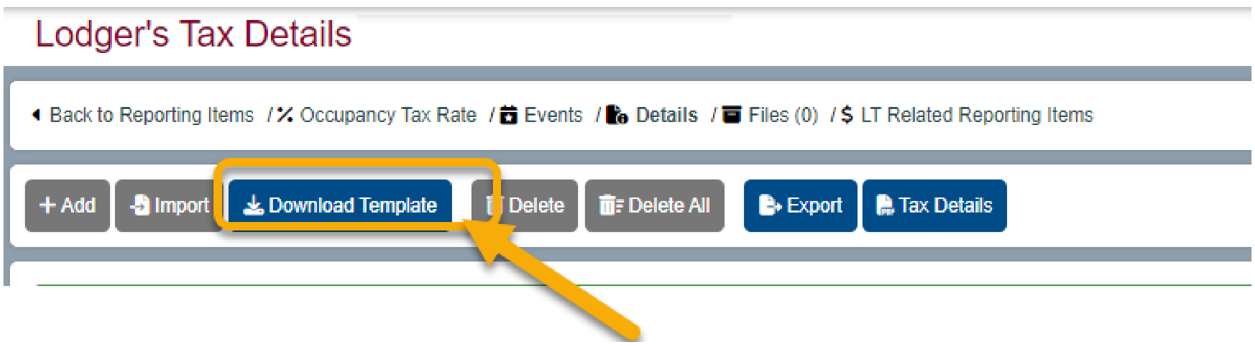
Click on the **LT RELATED REPORTING ITEMS** on the navigation bar.

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



Importing Event Details

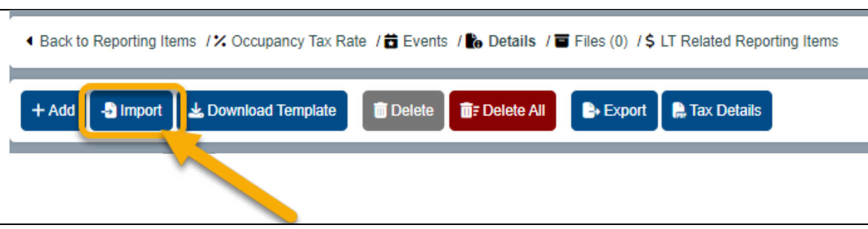
Lodger's tax details can be imported. Download the template by click DOWNLOAD TEMPLATE from the button bar.



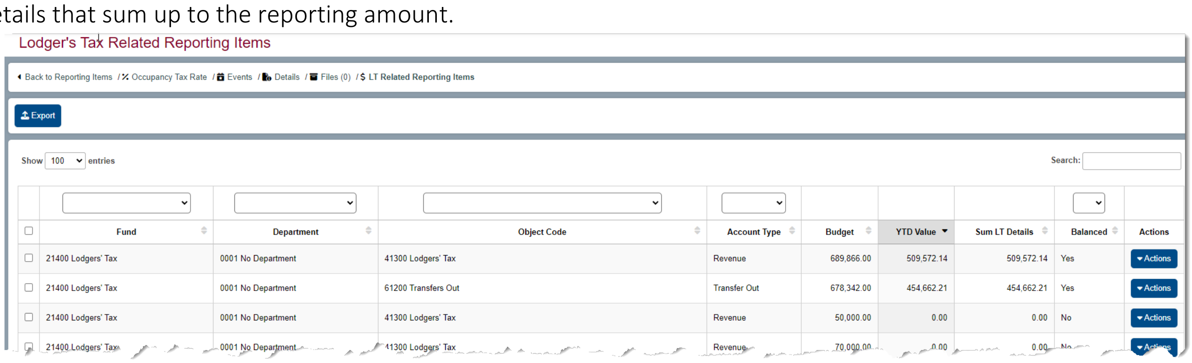
When you open the template in your spreadsheet software, you will see five columns. Edit the AMOUNT and EVENT columns.

- 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 your file or drag-and-drop your file into the import area.



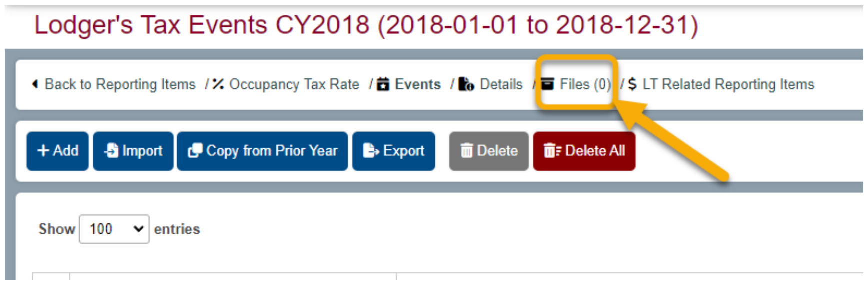
View the import log to identify import issues. Items in red are lodgers tax-related reporting items that are missing details that sum up to the reporting amount.



Uploading Supporting Documentation

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

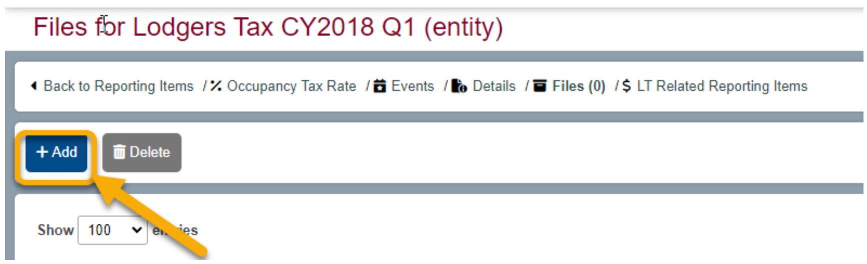
To upload lodgers tax files, click on **FILES** on the navigation bar.



Click on **ADD.**

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

Click **UPLOAD**.



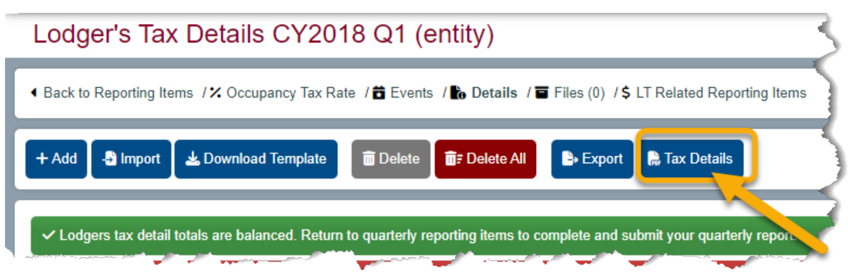
IMPORTANT:

- 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.

Clicking the **TAX DETAIL** button on the button bar to view the report Sorted by Fund and Department



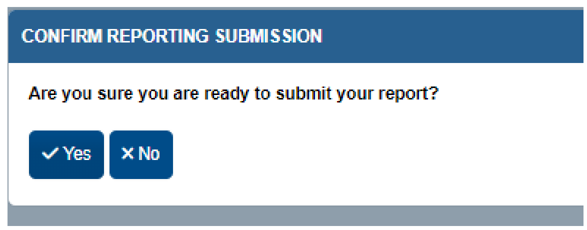
After you have entered your final budget, submit it to your analyst and it will be reviewed as described previously.

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.

You will be prompted to confirm the budget submission.

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

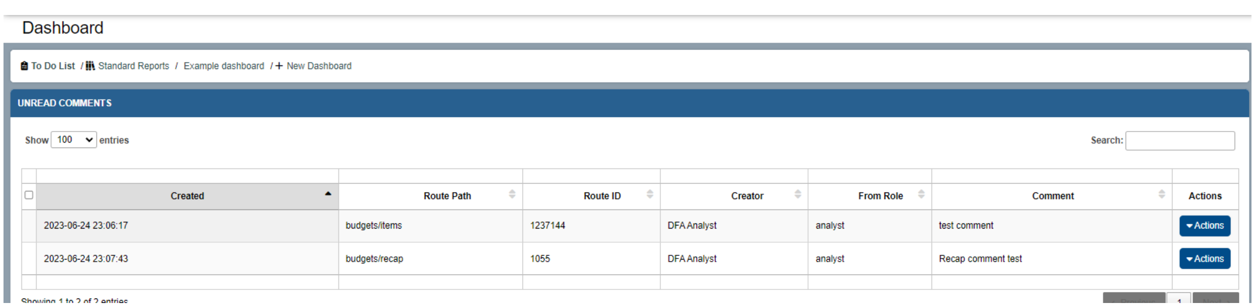


Submitting will lock your report and notify your analyst that your financial reports is ready for review.

Responding to Review Comments

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

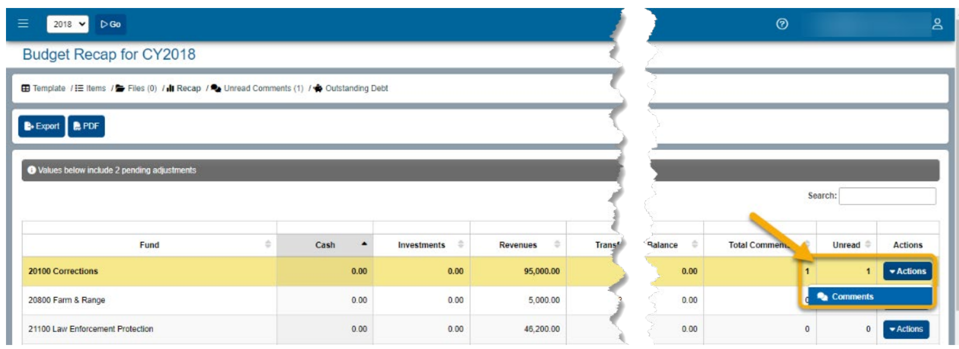
After logging into LGBMS, you will see the **TO DO** dashboard on which you will see a comments table.



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.

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



Financial Report – Final Acceptance

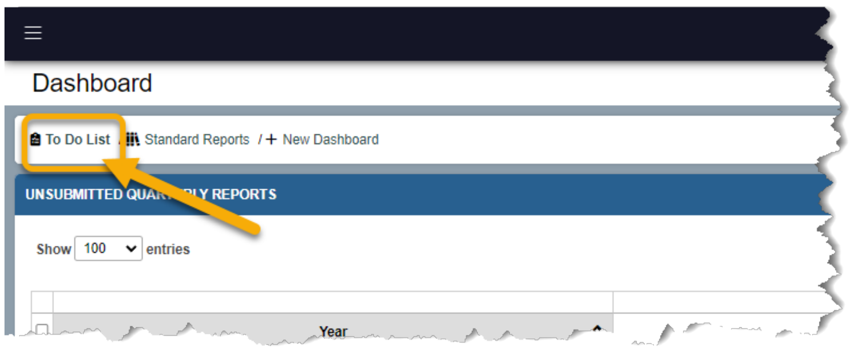
Once your budget has been reviewed and approved, you will receive an email notification indicating the approval.

DASHBOARDS

To Do Dashboard

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

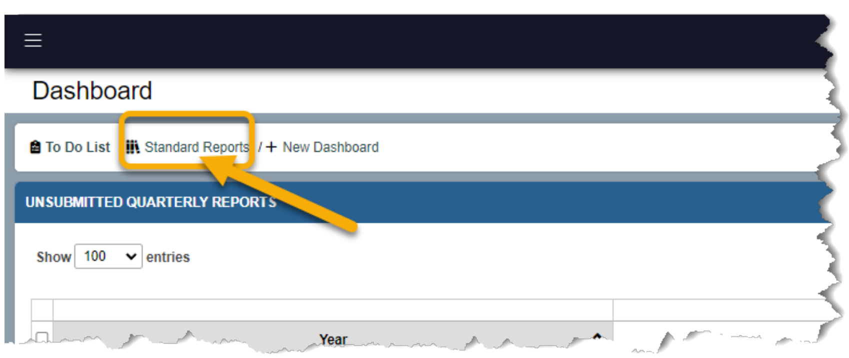
- Pending budget, adjustments, or quarterly report that was started and has not been submitted.
- Comments that are still unread in any of the modules.



Standard Reports Dashboard

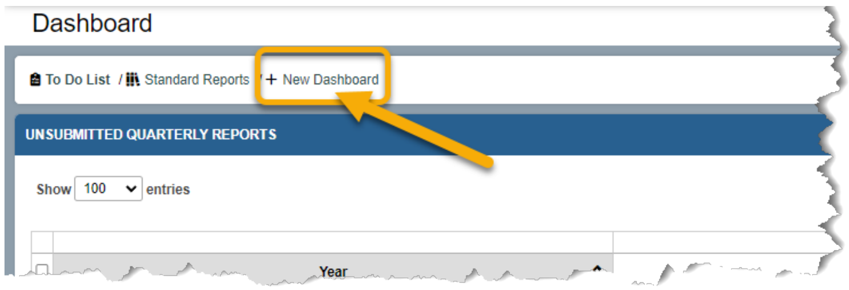
The secondary dashboard serves as a quick access to standard reports, providing you access to:

- 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

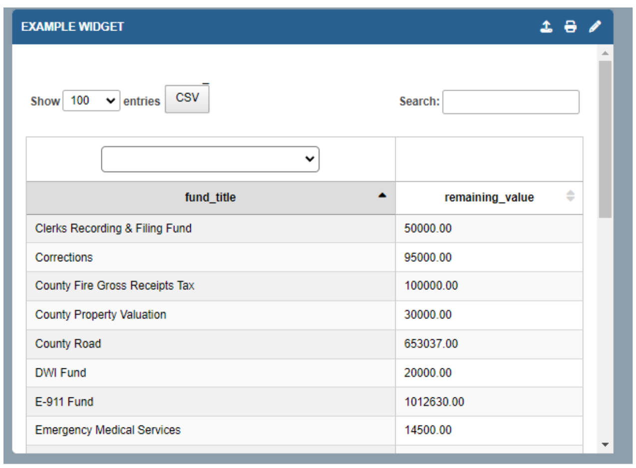


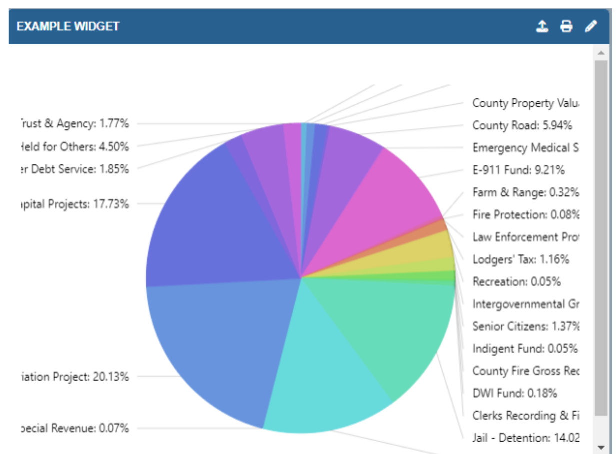
ADDING CUSTOM DASHBOARDS

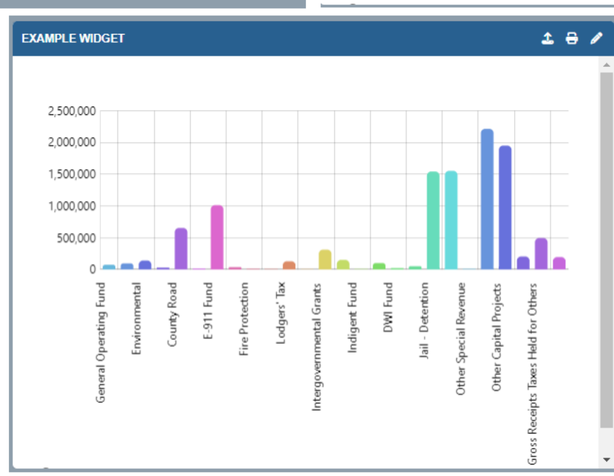
Additional dashboards can be added by clicking on **NEW DASHBOARD** on the navigation bar.



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

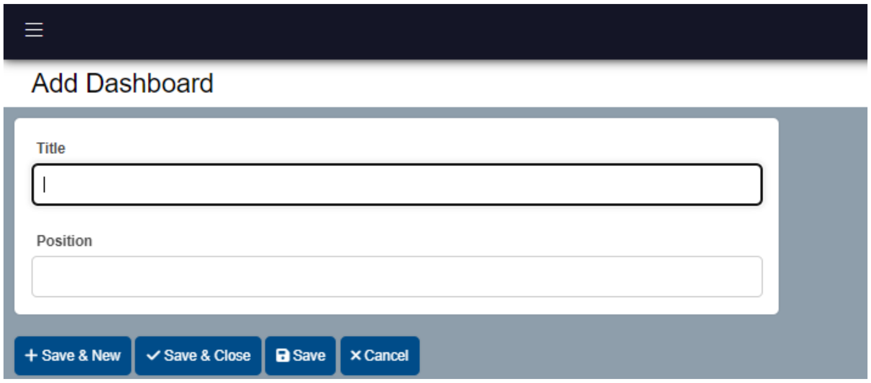






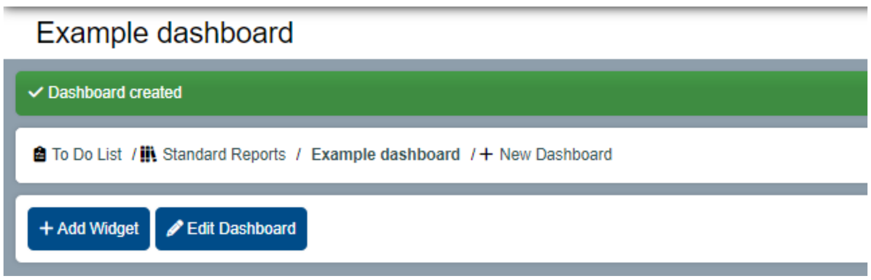
Provide a **TITLE** to your new dashboard.

Click **SAVE & CLOSE**



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

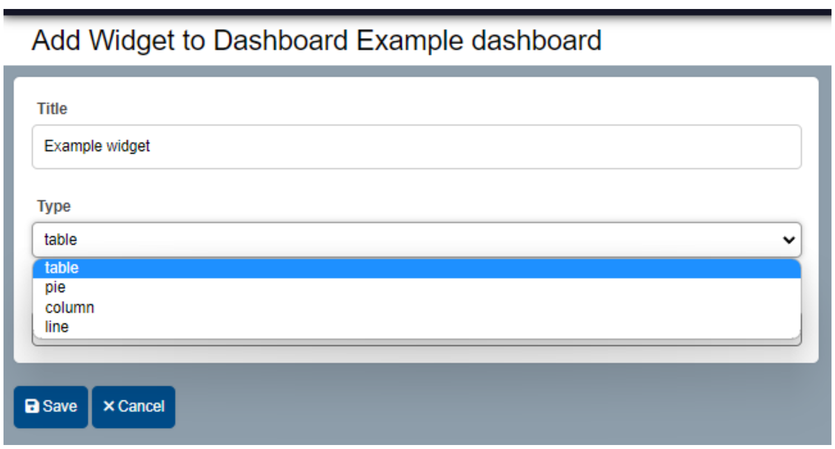
To add a dashboard element, click **ADD WIDGET.**



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

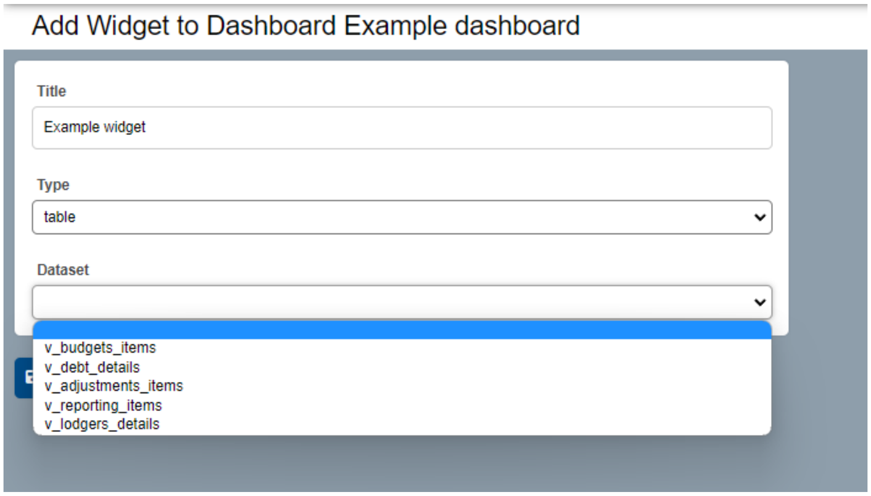


Next, select the source table Name your widget in the **TITLE** field.

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

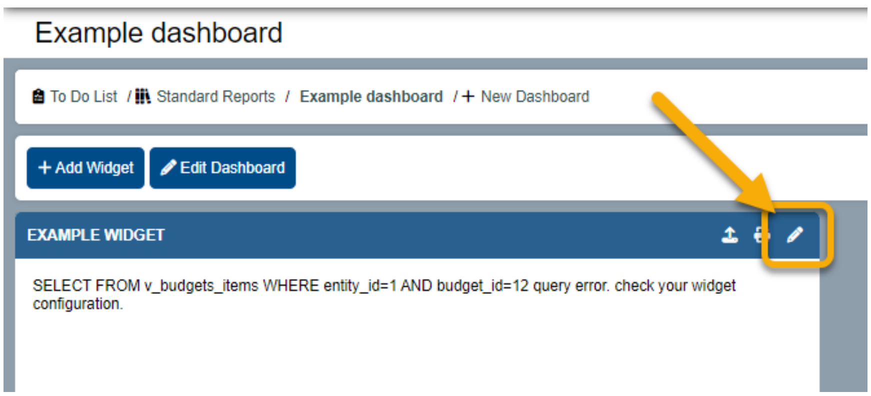
- Table
- Pie chart
- Column chart
- Line chart

Click **SAVE**

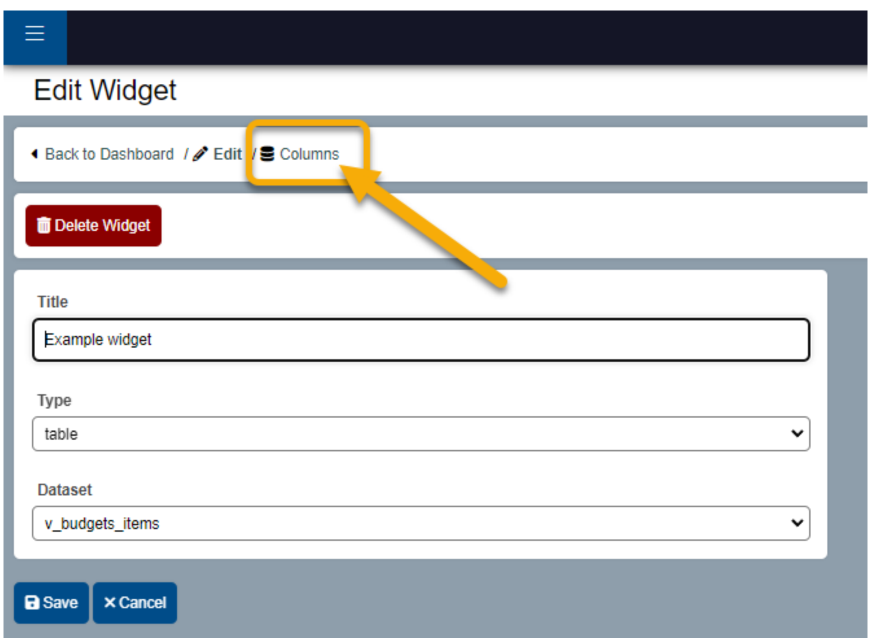


Next, add data to your widget.

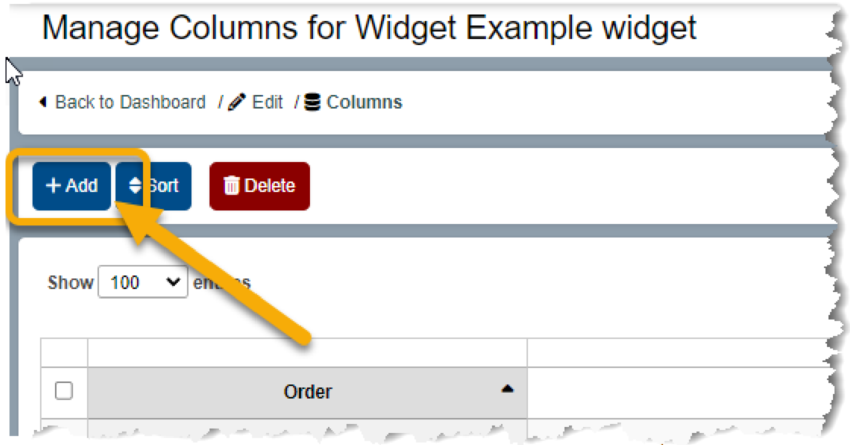
Click the pencil icon located on the top right corner of your widget.



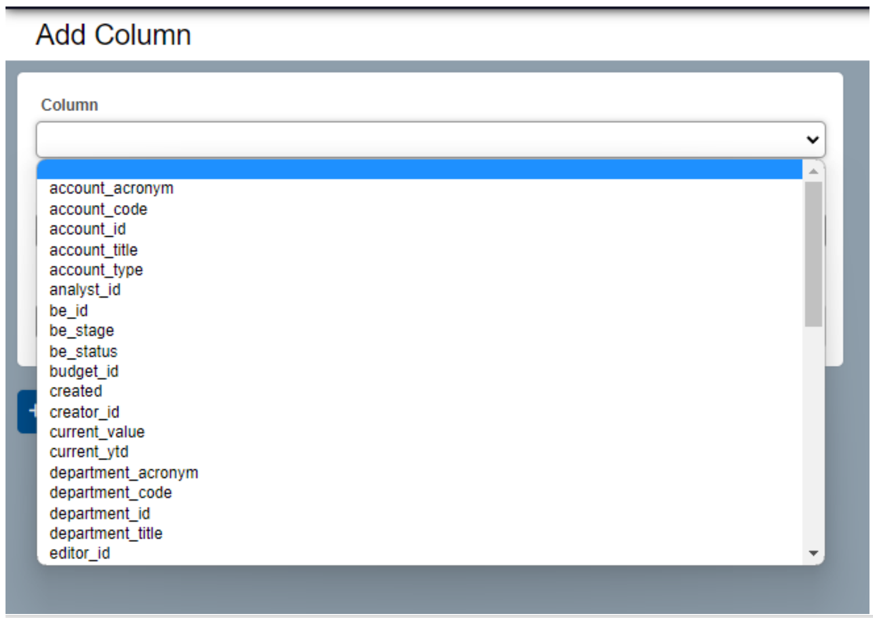
Click on the **COLUMNS** link on the navigation bar to select the fields from the dataset for your widget.



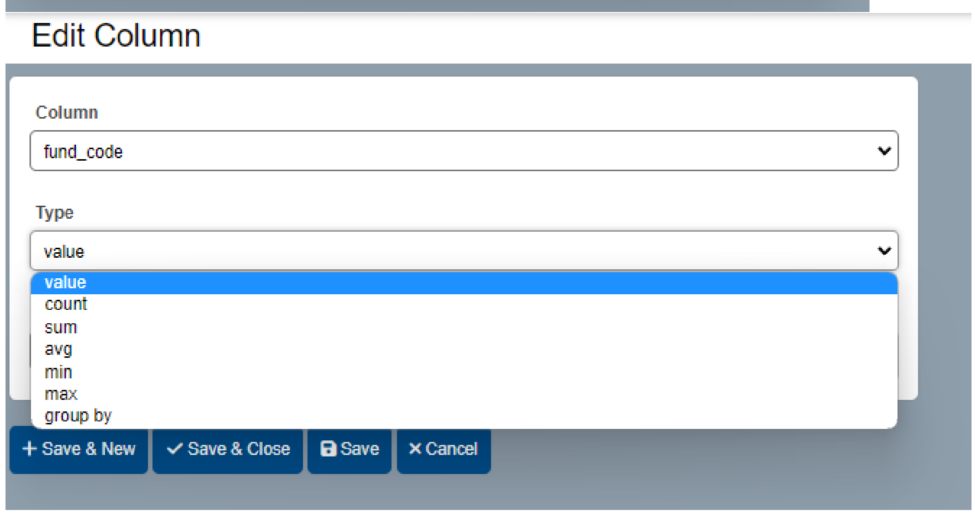
Click **ADD** to select a specific dataset field and some basic query parameters.



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



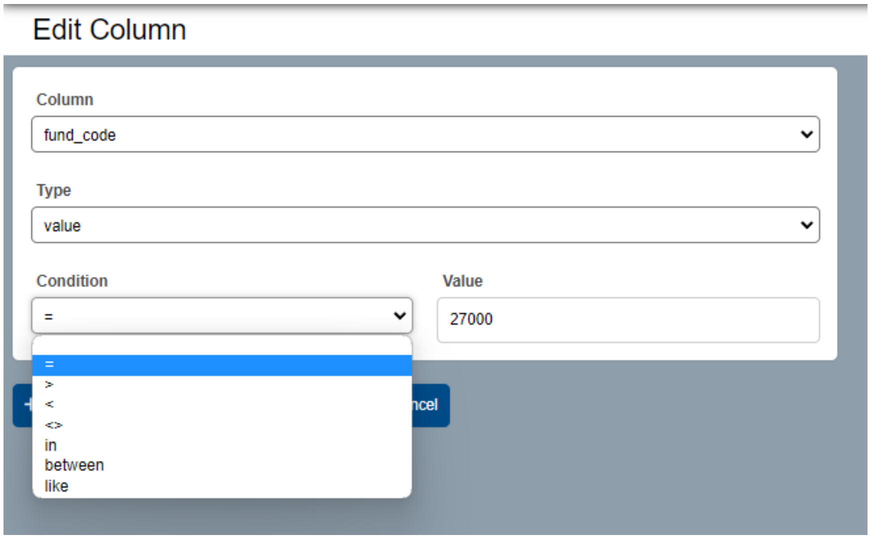
Select how the data should be handled.



Last, enter a condition if applicable.

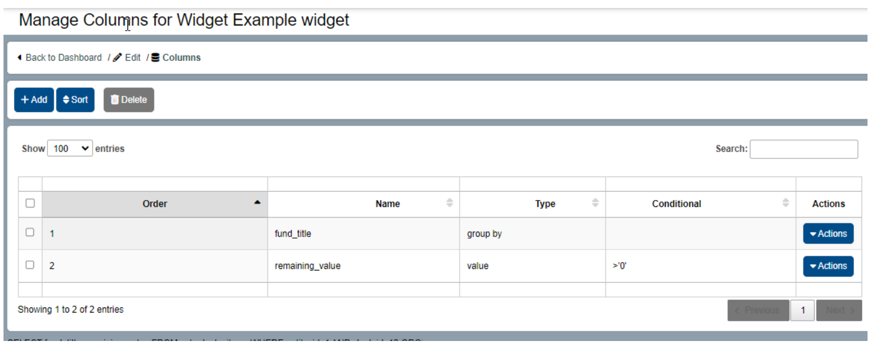
Select an operator, ie. =, >, <, <>, in, between, like.

Provide the value or text to complete the condition.

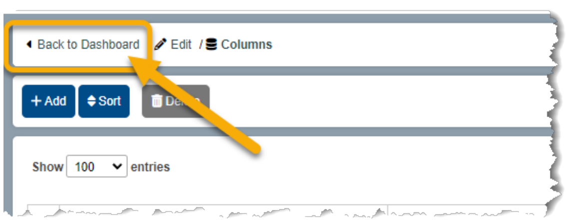


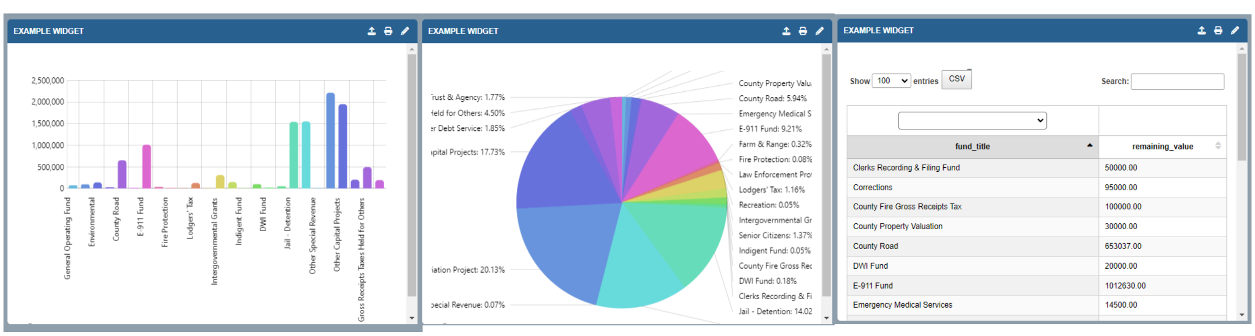
Repeat as many fields you want to add to your widget.

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.

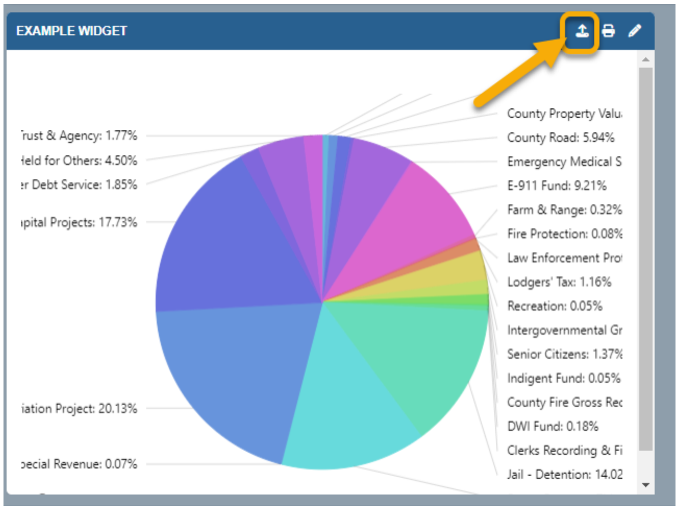


Click **BACK TO DASHBOARD** to return to your custom dashboard to view your new widget.

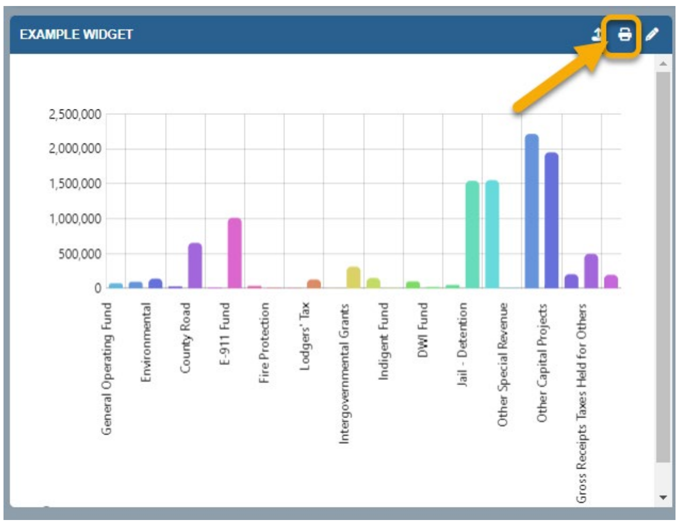




To export the data associated with your widget, click the **EXPORT** icon.



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



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