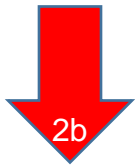

Budget

1. Budget Sheet can be viewed in two different formats.
 - a. Budget by Function Code
 - i. The default view is budget by Function Code
 - b. Budget by Object Code
 - i. To change the view to Object Code click on the Budget by Objects link



Budget By Objects

	Function	Total
Modify	11111 - Instruction-K-12	\$0.00
Modify	11115 - Instruction K-12 academic coaches	\$0.00
Modify	11119 - Instruction-K-12 extended day/year	\$0.00
Modify	12110 - Support-Attendance and Social Work Services	\$0.00
Modify	12122 - Guidance Counseling	\$0.00
Modify	12140 - Psychology-General	\$0.00
Modify	12170 - Parent/Family Involvement	\$0.00
Modify	12211 - Supervision of Improvement of Instruction Services	\$0.00
Modify	12213 - Profession Personnel Staff Development	\$0.00
Modify	12574 - Services Personnel Staff Training	\$0.00
Modify	12621 - Maintenance of Buildings	\$0.00
Modify	12711 - Support Service Student Transportation	\$0.00
Modify	- Food Service Operations	\$0.00
Modify	-	\$0.00
	Total	\$0.00
	Adjusted Allocation	\$20,000.00
	Remaining	\$20,000.00



2. Enter in a line item by clicking the Modify button next to the Function or Object Code.
3. Under each Function Code or Object Code is a View Only table that calculates what is already budgeted for that particular Function/Object Code along with what is budgeted for other Function/Object Codes. It will also calculate the total and the remaining amount.
4. To add in a line item for a particular Function / Object code click the Add Item link. (You will continue from this point forward with any other line items for this particular Function/Object Code budgeted at other location Code)

11111 - Instruction-K-12

Add Item

	Function	Object	Optional Location Code	Quantity	Cost	Line Item Total
Remove	11111 - Instruction-K-12			1	\$0.00	\$0.00
Narrative Description						
0 of 2000 characters						
Total for 11111 - Instruction-K-12						\$0.00
Total for all other Functions						\$0.00
Total for all Functions						\$0.00
Adjusted Allocation						\$20,000.00
Remaining						\$20,000.00

5. When in the Function Code view you will select the object code (if you are in the Object Code view you will then select the Function code from the Drop down box) from the drop down box that corresponds with the specific budget item.

6. After selecting the corresponding Object Code you will select the location code for this specific budget item from the Location Code drop down box.

a. Hovering over the location code will provide the name of the location site

7. Enter in the Quantity of the object that is being budgeted.

8. Enter in the unit cost for the line item in the Cost column

9. Line Item Total is a view only box that will multiply the unit cost by the quantity entered for the particular line item.

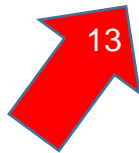
10. Provide a narrative description for how the LEA / Schools is going to utilize the budgeted funds.

11. Note: if any of these fields are left empty it will result in an error and will not allow the application to be submitted.

12. Press Save or Save and Return to save the information that has been entered for that line item.

Add Item

	Object	Function	Optional Location Code	Quantity	Cost	Line Item Total
Remove	111 - Professional Personnel Regular			1	\$0.00	\$0.00
Narrative Description						
<div style="border: 1px solid black; height: 40px;"></div>						
0 of 2000 characters						
Total for 111 - Professional Personnel Regular						\$0.00
Total for all other Objects						\$10.00
Total for all Objects						\$10.00
Adjusted Allocation						\$20,000.00
Remaining						\$18,990.00



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