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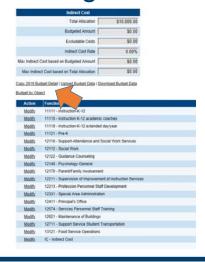# Downloading and Uploading a Budget in GPS

July 2019

Draft Started

- Always make sure before doing anything in the Consolidated Application that the Status has been changed to Draft Started.

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Copy Over FY 19 Budget

- Go to the Budget Page
- Select Copy 2019 Budget Detail Option
- Select Copy

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Download Budget Data

- After hitting copy it will load in FY 19 budget details
- Click the Download Budget Data Option
- Select Open from the pop up box
- The Budget Download will open in Excel

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Changing the Excel Sheet

- Once the Budget has downloaded into Excel, the sheet can be updated for FY 20 budget items.
- There are 4 tabs on the excel sheet:
  - Budget Data
  - Available Budget Cells
  - Available Budget Tags
  - Available Organizations

  Note: The only sheet that is editable will be the Budget Data Sheet

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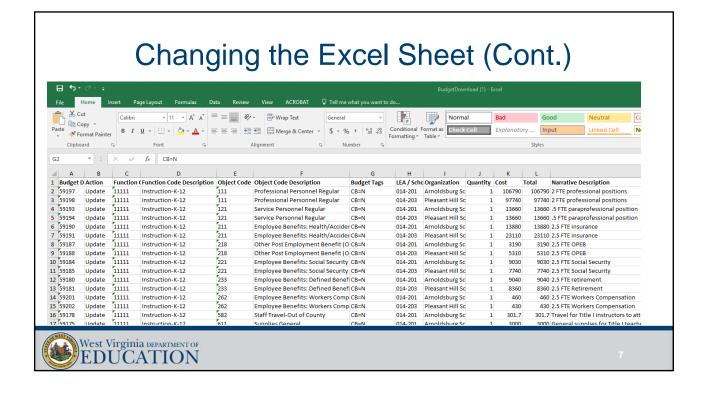EDUCATION   5

Changing the Excel Sheet (Cont.)

The columns in the excel sheet are:
- Detail Key
  - These are the system's identification for an existing budget detail. When you are creating a new budget line item this cell will be left blank
- Action
  - You can Update the line item and then upload the changes
  - You can Delete the line item by putting in Delete in the Action field
  - You can Add in a new line item by putting in Create in the Action field
- Function Code
- Function Code Description
- Object Code
- Object Code Description
- Budget Tags
  - There is another sheet in the workbook that has the tags listed so you know what those codes mean
- LEA/School Code
- Organization
- Quantity
- Cost
- Total
- Narrative Description

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Changing the Excel Sheet (Cont.)

Changing the Excel Sheet (Cont.)

- When changing the Budget Download Sheet use the other 3 tabs at the bottom for reference points.
  - Available Budget Cells
    - This sheet has every function / object code combination that is allowable
    - It also lists the function / object code descriptions
    - I would copy and paste from the Available Budget Cells sheet to the Budget Data sheet in order to keep from typing something incorrectly
  - Available Budget Tags
    - This sheet shows the LEA set Aside Tags that can be used for the budget items at the LEA level
    - I would also copy and paste the upload text from this sheet onto the Budget Data sheet just to ensure the codes are correct
  - Available Organizations
    - This sheet shows the organization numbers and names of the organizations available for the LEA

Changing the Excel Sheet (Cont.)

- Any column on this excel sheet can be updated for FY20 including the narrative descriptions.
- If this sheet is going to be used to budget the full amount of the FY 20 allocation a suggestion would be to complete an Auto Sum Total at the bottom of the Cost and Total columns. Be sure the allocation and total match before uploading the excel sheet.
  - *Tip: Before the columns are totaled at the bottom of this sheet Highlight the Cost and Total columns and go to format cell and change them to numbers. Leaving them as general has affected the Auto Sum Process in a few instances.*
  - *Tip: When doing the Auto Sum Process if you make the Action of any line item Delete then you will need to manually subtract that number from the Auto Sum Total.*
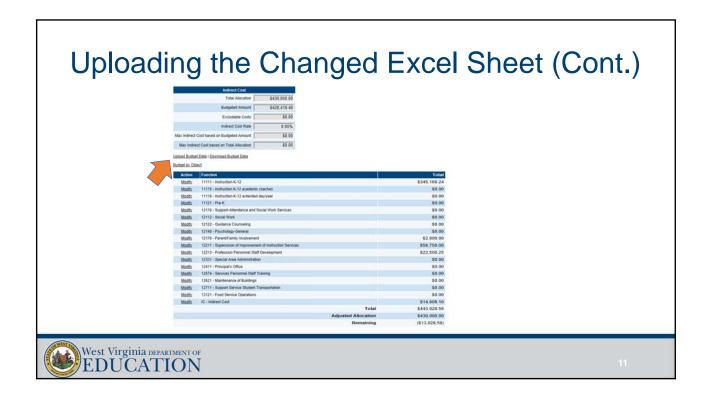
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Uploading the Changed Excel Sheet

- Once all changes have been made the next step is to upload the excel sheet to GPS.
- Save a copy of the excel sheet to a safe place and click back into GPS.
- Go to the Budget Page.
- Select the Upload Budget Data Option.

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Uploading the Changed Excel Sheet (Cont.)

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Uploading the Changed Excel Sheet (Cont.)

- Browse to find the updated Excel Sheet and Upload it to GPS
- Click Create

Create Grant Budget Upload

Calhoun County Schools (014) Public District - FY 2020 - Consolidated - Rev 0 - Title I Part A

Please select a file to upload.

Upload Data File: C:\Users\emccoy\Desktop\BudgetDownload (1).xlsx   Browse...

Create   Cancel

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Uploading the Changed Excel Sheet (Cont.)

- On the next screen you will have the options of:
  - --Process Grant Budget Upload
    - Process the Excel Sheet that was uploaded
  - --Delete Grant Budget Upload
    - Deletes this file from GPS
  - --View Messages
    - View if there are any issues or errors with the excel sheet
  - --Preview Changes
    - This does not work with the uploading of budget data
  - --Upload Data File
    - Select a different file to upload
  - --View Data File
    - View the current data file that is about to be uploaded

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Uploading the Changed Excel Sheet (Cont.)

- Processing the Grant Budget Upload:
  - Once the Process Grant Budget Upload has been selected click the confirm button.
  - GPS will take you back to the Budget Screen and your FY 20 budget should have all of the changes uploaded.
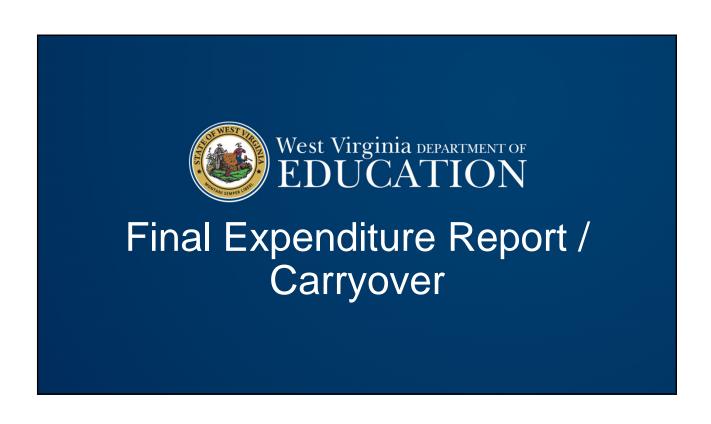
    Note: Once the Budget is finalized for FY 20 go back to the Budget Screen and download the Grant Budget again. This excel sheet will be a great resource for the LEA Fiscal Representative for entering the budget into WVEIS. This excel sheet can be manipulated and sorted in any way that is most helpful for the LEA Fiscal Representative.

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Questions?

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Final Expenditure Report / Carryover

FER Draft Started

- To start the Final Expenditure Report (FER) go to the funding applications and select 2019 for the year. Click on the Consolidated Application to open up the final approved version.
- Before starting the FER in the Consolidated Application, the Status must be changed to **FER Draft Started**.

Sections

Marshall County Schools (048) Public District - FY 2018 - Consolidated - Rev 1

Application Status: LEA Superintendent Approved

Change Status To: Revision Started
or
FER Draft Started

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FER Draft Started

- Once FER Draft Started is selected the next page states that once the FER is started no changes can be made to the budget of this funding application.
- Click the box and confirm and the FER is ready to be completed.

Status Change Confirmation

Marshall County Schools (048) Public District - FY 2018 - Consolidated - Rev 1

☐ Once the applicant starts the Final Expenditure Report, no more revisions may be made to this Funding Application. By completing this status change, the applicant acknowledges and agrees to be bound by these terms.

You are about to change the status to FER Draft Started. Check the box and Click Confirm to change the status.

Confirm   Cancel

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Sections Page

- Once the Application is moved to Draft FER Status there will be new pages available on the Sections page.
  - Under the Title Programs the following pages will show
    - Final Expenditures
    - FER Related Documents
  - At the bottom a new section will show:
    - Carryover
    - Carryover Related Documents

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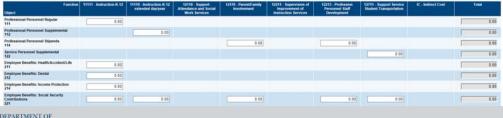EDUCATION

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Final Expenditures

- Report YTD Expenditures by Function and Object Code

- Hover over the cell to see approved budget amount for each combination

- If the expenditure amount entered in that function/object code combination is different by more than 10%, a warning message will be displayed on the Sections Page

  Note: You can still submit with the warning.

  Total at the bottom of this page must match the Cash Received* amount entered in by WVDE.

  (*determined by the expenditures through September 30th in WVEIS)

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Final Expenditures Related Documents

- At this moment WVDE is not requiring any documentation to be uploaded under the FER Related Documents.

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Carryover

- Once the expenditures have been entered the next step is to go to the Carryover page at the bottom of the Sections Page.
- This page has the following information on it:
  - Allocation – Pulled from Allocation Page
  - Expenditures – What was entered in on the Final Expenditures Page
  - Cash Received – Amount entered by WVDE from Expenditures
  - Amount Remaining – Allocation minus Final Expenditures
  - Amount Eligible for Carryover – Will be the Amount remaining
  - Pending Transactions Amount – Not applicable for WVDE
  - Amount to Carryover – Enter in the amount of carryover the LEA is electing to carryover
  - Acknowledge Carryover Less Than Amount Eligible – If the amount of carryover is less than the Amount Remaining select this box

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Carryover

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover	Pending Transaction Amount	Amount to Carry Over	Acknowledge Carryover Less Than Amount Eligible
Title I Part A	$1,132,893.00	$1,047,424.00	$1,047,424.00	$85,469.00	$85,469.00	$0.00	85469.00 ×	☐
Title I-D LEA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	☐
Title II Part A	$304,324.00	$0.00	$0.00	$304,324.00	$304,324.00	$0.00	0.00	☐
Title III EL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	☐
State EL Funds	$211.30	$0.00	$0.00	$211.30	$0.00	$0.00		
Title IV Part A	$29,236.58	$0.00	$0.00	$29,236.58	$29,236.58	$0.00	0.00	☐
Title V Part B, RLIS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00	☐

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Carryover Related Documents

- This page will be required to have the Carryover / Waiver Application uploaded.
- There will be a template uploaded for the LEA to complete and upload to this page.

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Approval Process

- Once the FER and Carryover pages have been completed for all applicable funding sources within the Consolidated Application the next step is to move the application to **FER Draft Completed**.
  - *Note: In order to move the FER to both Draft Started and Draft Completed the user must have the Consolidated Director Role.*
- After the application has been moved to FER Draft Completed it will follow the same approval process as the Consolidated Application. (LEA Fiscal Representative Approved and then WVDE Approved)

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Carryover

- Once the FER has been WVDE Approved, the Carryover Amounts from the Carryover Page will automatically show up in the next fiscal years' funding application.
- GPS will automatically move the next fiscal years' application into **Revision Started** with the carryover amounts listed under the allocations page for Incoming Carryover.
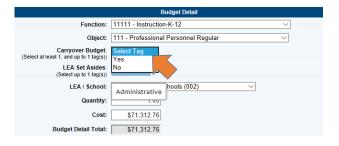

	(1)	Title I Part A (2) CFDA: 84.010A	Title I-D LEA (3)	Title II Part A (4) CFDA: 84.367A	Title III EL (5) CFDA: 84.365	State EL Funds (6)	Title IV Part A (7)	Title V Part B, RLIS	Total
Original		$1,034,909.02	$0.00	$171,879.76	$441.89	$95.19	$63,519.04	$37,017.00	$1,307,861.90
Incoming Carryover		$31,419.00	$0.00	$12,906.00	$0.00	$0.00	$1,358.98	$3,535.00	$49,218.98
Outgoing Carryover		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Reallocated		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Additional		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Released		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Consortium		$0.00	$0.00	$0.00	($441.89)	$0.00	$0.00	$0.00	($441.89)
Forfeited		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
FER Released		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total		$1,066,328.02	$0.00	$184,705.76	$0.00	$95.19	$64,878.02	$40,552.00	$1,356,638.99

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Carryover Budgeting

- When revising the funding application to include the new incoming carryover funds, be sure to select "Yes" under the Carryover Tag on the Budget pages.

    Note: There is a validation that will double check to make sure the tags marked "Yes" for Carryover matches the Carryover allocation for that funding source.

Budget Detail	
Function:	11111 - Instruction-K-12
Object:	111 - Professional Personnel Regular
Carryover Budget: (Select at least 1, and up to 1 tag(s))	Select Tag / Yes / No
LEA Set Asides: (Select up to 1 tag(s))	
LEA / School:	Administrative ...hools (002)
Quantity:	1.00
Cost:	$71,312.76
Budget Detail Total:	$71,312.76

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Approval and Time Line

- Approval process for the Carryover budget will follow the same process as the original Consolidated Application.

- Time line for the FER and Carryover is as follows:
    - WVDE will enter in the expenditure amount from WVEIS on October 1st
    - FER will be due November 1st
    - Carryover budget will be due December 1st

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Questions?

FAQ for Downloading, Changing and Uploading Budget Data for GPS

1. Does this excel sheet give access to all Title Budgets or do you have to open each individually?
    a. You will need to download each grant individually. This process will also work with any other grant in GPS (i.e., Tools for Schools, IDEA, and Early Literacy)

2. What is the difference between the no and yes for the tags?
    a. The no and yes involve the Carryover aspect of GPS. Carryover will be added on October 1st and the tag must be marked <u>yes</u> for any line items that are for carryover funds being budgeted.

3. Can rows be added for new items in the middle of the spreadsheet, or must these items be added to the bottom.
    a. The advice given to me by the vendor was that it would be easiest to add in the new line items at the bottom of the spreadsheet. Just remember when adding a new item under the Action column, put "Create" and leave the Budget Detail key cell blank.

4. Is it possible to put a zero in a line you are deleting to make it formulate correctly?
    a. No, the smallest I could make that amount was 0.01 without it coming up with an error saying it needed to have a positive amount. I will talk to the vendor about this and see what we can do about this in the future.

5. If I delete a line on the spreadsheet does it delete it from GPS?
    a. No, you must actually change the word "Update" to "Delete", on that line, under the Action column.