

TeamBudget Training Curriculum

Phases of the Budget...

Department Requested		Chair’s Proposed	Adopted	Revised	
PROGRAM OFFERS		BUDGET ADJUSTMENTS	AMENDMENTS	BUDGET MODIFICATIONS	MONITORING
Late Nov. - Early Jan.		Late Feb.	Late April	Late June	Late June
<b>TeamBudget Basics</b> Log in, general navigation of the system, view program offers, view basic reports. <i>Roles: 1, 2, 3, 4, 8, 9</i>		<b>Program Offers &amp; Related Documents</b> Update and add program offers, submit documents, and document workflow. <i>Roles: 2, 3, 4</i> <i>Prerequisite:</i> TeamBudget Basics, Narrative & Performance Measures	<b>Adopted in a Nutshell</b> Process for updating program offers to implement changes between Proposed and Adopted, including filling out Amendment forms in TeamBudget and adding new program offers. Document workflow <i>Roles: 2, 3, 4</i> <i>Prerequisites:</i> Program Offers & Related Documents, Expenditure & Revenue Changes for Proposed, Position Changes for Proposed	<b>Creating a BudMod - APR</b> Using TeamBudget to fill out the Agenda Placement Request form for a Budget Modification. <i>Roles: 5a, 5b</i>	<b>Monitoring the Budget in TeamBudget</b> Use the Operating Module in TeamBudget to monitor budget changes throughout the year, compare budget to actual, view information by cost object. <i>Role: 7</i>
<b>Narrative &amp; Performance Measures</b> Create program offer narrative and performance measures, bookmark program offers, run reports. <i>Roles: 1, 2, 3, 4, 8, 9</i> <i>Prerequisite:</i> TeamBudget Basics		<b>Expenditure &amp; Revenue Changes for Proposed</b> Change expenditures and revenues to get to the Proposed budget. <i>Roles: 2, 3</i> <i>Prerequisites:</i> TeamBudget Basics, Expenditures & Revenues	<b>Reports for Adopted</b> Compare Requested, Proposed, and Adopted; confirm changes; balance expenditures and revenues; validate position changes. <i>Roles: 2, 3, 4, 9</i>	<b>Creating a BudMod – Expenditures/Revenues</b> Add expenditures and revenues to Budget Modifications. View reports that show expenditures & revenues related to the BudMod. <i>Role: 5b</i> <i>Prerequisites:</i> Expenditures & Revenues	<b>Reports for Revised</b> Compare Adopted to Revised, verify changes made in Budget Modifications, use reports to monitor the budget. <i>Roles: 5a, 5b</i>
<b>Expenditures &amp; Revenues</b> Add expenditures and revenues to program offers, use the import tool. Run reports. <i>Roles: 2, 3, 4</i> <i>Prerequisite:</i> TeamBudget Basics		<b>Position Changes for Proposed</b> Add, update, & eliminate positions for Proposed. <i>Roles: 2, 3</i> <i>Prerequisites:</i> TeamBudget Basics, Positions		<b>Creating a BudMod - Positions</b> Viewing positions after Adopted. Adding, updating, eliminating positions in a BudMod. <i>Role: 5b</i> <i>Prerequisites:</i> Positions	<b>Position Management Plan Overview</b> Fit together all the pieces of the Position Management Plan. How positions roll into the next budget year. <i>Roles: 2, 3, 4</i>
<b>Positions</b> View positions in the system. Add, update, & eliminate positions. Allocate positions to program offers. View reports. <i>Roles: 2, 3, 4</i> <i>Prerequisite:</i> TeamBudget Basics		<b>Reports for Proposed</b> Compare Requested & Proposed, balance expenditures and revenues, validate position changes. <i>Roles: 2, 3, 4, 9</i>		<b>Approving a BudMod</b> Log in; view APR, expenditure, revenue, and position change details. Approve a BudMod. Track approval progress and document workflow. <i>Roles: 5a, 5b, 6</i>	
BALANCING, ERROR CHECKING & SUBMITTING					
Mid-Jan.					
<b>Balancing &amp; Submitting Your Budget</b> Checking expenditures and revenues for all program offers, ensuring that funds balance, verifying that amounts fit within General Fund constraint. Document workflow. Submitting your budget. <i>Roles: 2, 3, 4, 9</i> <i>Prerequisites:</i> TeamBudget Basics, Expenditures & Revenues					
<b>Validating Positions</b> Checking that all relevant positions have been included in the requested budget, ensuring that positions have not been over- or under-allocated. <i>Roles: 2, 3, 4</i> <i>Prerequisites:</i> TeamBudget Basics, Positions					

### **TeamBudget Training Notes:**

The training curriculum is designed to build upon itself in the modules within each budget phase and also with each budget phase. Within each module there will be very little duplication of material covered in other modules. Where appropriate, prerequisite modules are indicated. A single user may have multiple training roles depending on their roles in creating, updating, and monitoring their budgets. Please ask your department's Business Manager if you are unsure of which training modules you should attend.

### **Training Roles**

- 1** Narrative creators (*e.g.* Program Managers)
- 2** Exp/Rev Creators (*e.g.* Budget Analysts, Grant Accountants, Financial Supervisors)
- 3** Position Allocators (*e.g.* Budget Analysts, Financial Supervisors)
- 4** Budget Reviewers & Submitters (*e.g.* Financial Supervisors, Dept. Directors)
- 5a** BudMod APR Creators (*e.g.* Program Managers, Budget Analysts)
- 5b** BudMod Exp/Rev/Position Creators (*e.g.* Budget Analysts, Grant Accountants, Financial Supervisors)
- 6** BudMod Approvers (Elected Officials, Dept. Directors, HR)
- 7** Budget Monitors (*e.g.* Budget Analysts, Program Managers, Financial Supervisors)
- 8** Board Staff
- 9** Dept. Directors & Assistants