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# TEAMS Worksheet Instructions

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2013-2014 Budget Year

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# TEAMS Worksheet Instructions

Home Help

Homepage

Welcome: Accountant

**DONNA INDEPENDENT SCHOOL DISTRICT**  
"Committed to Excellence"

Welcome to the TEAMS Employee Home Page. [Expand All](#) / [Collapse All](#)

Allocate Budget Owner

**Non Personnel Budget Workgroup**

- Request Budget Change
- Approve Budget Change Requests
- Allocate Budget Owner Allocations

**Position Inventory**

**PTS Support**

**Warehouse I**

**Personnel Budget**

**Requisition Approval**

**General Ledger**

**Non-Personnel Budget**

- Maintain Budget Workbook
- Budget Owner Group
- Maintain Budget Owner
- Allocation Categories
- Allocation Groups
- Maintain Allocation
- Budget Units of Measure
- Maintain Budget Owner Allocations
- Allocate Budget Owner Allocations
- Budget Denied Reason
- Maintain Budget Change Request Categories
- Request Budget Change
- Approve Budget Change Requests
- Approve Budget Owner Allocations
- Adjust Distribution Of Budget Owner Allocations
- Student Population Group
- Adopt Budget Owner Allocations
- Budget Request History Search

**Finance - Admin**

**Account Number Maintenance**

**Employee Self Serve**

**Non Personnel Budget Workgroups**

- Approve Budget Owner Allocations
- Request Budget Change
- Approve Budget Change Requests
- Allocate Budget Owner Allocations

**Finance Year End**

**Federal Civil Rights**

## STEP ONE




- 1 Click on **Non-Personnel Budget Workgroups**
- 2 Then Click on **Allocate Budget Owner Allocations**

OR

◆ Begin typing "Allocate Budget Owner Allocations" In the **Search Box** and the **link will be highlighted for you.**

# TEAMS Worksheet Instructions

Home Non Personal Budget Workgroup Requisition Approval Non Personal Budget Workgroups Help

Allocate Budget Owner Allocation

**Budget Owner Allocation Search Criteria**

Budget Year: \* 2014 3      Status:  

Budget Owner: 001 - Donna High School 4      Fund -Function-Object -SubObj -Org -Program-Educational Span-Project Detail

Allocation:        My Budget Lines?  Yes  No

Allocation:        Filter:  

Category:  

Allocation Group:  

Allocation Subgroup:

Search 5

**Budget Owner Allocations**

Sort | Clear    Sorted by: (default)

Allocation	Budget Owner	Status	Curr/Next Approver	Org Allmnt	Avail Allmnt	Adjustment In	Adjustment Out	Allocatable Allmnt	Unallocated Amt	Curr Y Adopte Bdgt
Basic Allocation - Secondary	001-Donna High School	Incomplete	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	257,700.00	257,700.00	0.00	0.00	257,700.00	23,863.02	35
Fund 162 - Campus Distribution	001-Donna High School	Incomplete		11,020.00	11,020.00	0.00	0.00	11,020.00	11,020.00	1
High School Allotment-HIGH SCHOOL	001-Donna High School	Incomplete		472,450.00	472,450.00	0.00	0.00	472,450.00	472,450.00	51

Fast Acct Allocation
Edit
View

8

## STEP TWO

- 3 Make sure the 2014 **Budget Year** is selected.
- 4 Enter your **Budget Owner Number**
- 5 **Search**
- 6 Your **Budget Worksheets** will appear here  
**\*\*NOTE: You may have only one or several worksheets**
- 7 Select the Worksheet you are ready to work on
- 8 Click **Edit**

# TEAMS Worksheet Instructions

Home | Non Personnel Budget Workgroup | Requisition Approval | Non-Personnel Budget | Help

Budget Year: 2014    wkbk: Open    Allocation/Owner: Basic Allocation -Secondary/001 (Variable)    Status: I

Budget Owner Allocation | **Assigning Managers** | Allotment Adjustment | Version History | Approval History

**Allotment**

Available Budget Percent: 100.0    Recurring: Recurring with Allocation

Allot Per Unit \* Student = Allotment    Justification:

150.00 \* 1718.0 = 257,700.00

Original Allotment    Avail Allotment

257,700.00

**Total Allocation Amount: 257803.08    Remainder Allocation**

Result Page: 1 | 2 | 3 | 4 || Results 1-25 of 100

Bdgt Acct	Description	Amount	Description	-
199.11.6239.00.001.11.0.00	Regional Education Svc			0.00
199.11.6249.00.001.11.0.00	Contracted Maint and Rep			0.00
199.11.6269.00.001.11.0.00	Operating Leases	12.68	37,676.36	45,000.00
199.11.6291.00.001.11.0.00	Consulting Services	0.00	0.00	0.00
199.11.6298.00.001.11.0.00	Printing Dup Services	1.41	3,633.57	5,000.00

Ok    Cancel    Reset

students to use for in

Goal 1 Section 1 Acti

supplies for all staff in

operate classrooms/

Goal 1: Section 1 Act

Provide students with

special information th

Goal 1 Section 1 Acti

## STEP THREE: Assigning your Allocations

- 9 On each description line where you want to place funds, click on **Details** to open the **Details Pop-Up Box**
- 10 Enter the **Amount** and **Description** of your allocation. Use the **trash can button** (🗑️) to delete lines, and press the "Tab" key to add a line.
- 11 The software will automatically calculate the total for each account line.

# TEAMS Worksheet Instructions

The screenshot displays the TEAMS Prologic web application interface. At the top, there is a navigation bar with links for Home, Non Personnel Budget Workgroup, Requisition Approval, Non-Personnel Budget, and Help. The main header area shows the Budget Year (2014), Allocation/Owner (Basic Allocation -Secondary/001 (Variable)), Status (Incomplete), and Rev (Work In Progress). Below this, there are tabs for Budget Owner Allocation, Assigning Managers, Allotment Adjustment, Version History, and Approval History. The Allotment section shows available budget percent (100.0) and recurring status (Recurring with Allocation). A calculation shows Allot Per Unit (150.00) multiplied by Student (1718.0) equals Allotment (257,700.00). Below this, there are input fields for Original Allotment, Avail Allotment, Adjustment In, Adjustment Out, and Allocatable Allotment, all showing 257,700.00. The Total Allocation Amount is 262803.08 and the Remainder Allocation Amount is -5103.08. The Result Page is 1 | 2 | 3 | 4 || Results 1-25 of 100. A table of budget items is displayed with columns: Bdgt Acct, Description, Allocate PCT, Allocate Amt, Details, Explanation, Curr Adopted Bdgt, Curr Amended Bdgt, Curr Yr Tran, Curr Yr Diff, and Pr Ad Bd. The table contains several rows, including Student Tuition-Non-public, Regional Education Svc, Contracted Maint and Rep, Operating Leases, Consulting Services, and Printing Dup Services. A callout box labeled 'STEP FOUR' with a red circle '12' points to the 'Explanation' column of the 'Contracted Maint and Rep' row, containing the instruction: 'Click on the **Explanation Box** to explain how this budget item is related to your CIP/CAN'.

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff	Pr Ad Bd
199.11.6223.00.001.11.0.00	Student Tuition-Non-public	0.85	2,190.45	Details	Goal 1: Section 1 Act Continually strive to in concurrent enrollment	3,000.00	6,801.00	6,801.00	0.00	
199.11.6239.00.001.11.0.00	Regional Education Svc	0.14	360.78	Details	Goal 1: Section 1 Act Provide opportuniites teachers to attend	500.00	0.00			
199.11.6249.00.001.11.0.00	Contracted Maint and Rep	0.14	360.78	Details	Goal 1: Section 1 Activity 5 Provide opportuniites for teachers to attend trainings/conferences in areas of need. RGV Math Conference Region 1 Trainings Goal 1: Section 2 Activity 4		0.00			
199.11.6269.00.001.11.0.00	Operating Leases	14.62	37,676.36	Details	operate classrooms/		43,575.00			
199.11.6291.00.001.11.0.00	Consulting Services	0.00	0.00	Details		0.00	0.00	0.00	0.00	
199.11.6298.00.001.11.0.00	Printing Dup Services	1.41	3,633.57	Details	Goal 1: Section 1 Act Provide students with	5,000.00	0.00	0.00	0.00	

# TEAMS Worksheet Instructions



## NOTES ON YOUR WORKSHEET FEATURES

- A. Your worksheet will automatically calculate the remaining allocation as you prepare your budget.
- B. Your Worksheet may be several pages long. **Make sure you view every page.**
- C. You may choose to let the system distribute your budget **at the same percentages** as current year as a good starting point.
- D. Use the scroll buttons to see all the rows in the worksheet.
- E. The submit button will be disabled until we reach our final due date.
- F. **SAVE** YOUR ALLOCATIONS OFTEN! The **reset** button will undo all entries since your last SAVE.
- G. The **Version History** Tab will have temporarily save a history of your work.
- H. After you've saved your changes, you may **Exit the Worksheet**

The screenshot shows the 'Budget Owner Allocation' interface. At the top, there are tabs for 'Budget Owner Allocation', 'Assigning Managers', 'Allotment Adjustment', 'Version History', and 'Approval History'. The 'Version History' tab is highlighted with a yellow box labeled 'G'. Below the tabs is the 'Allotment' section, which includes fields for 'Available Budget Percent' (100.0), 'Recurring' (Recurring with Allocation), 'Allot Per Unit' (150.00), and 'Student' (1718.0). A calculation shows 150.00 \* 1718.0 = 257,700.00. Below this are fields for 'Original Allotment', 'Avail Allotment', 'Adjustment In', and 'Adjustment Out', all showing 257,700.00. A summary row shows 'Total Allocation Amount: 0.0' and 'Remainder Allocation Amount: 257700.0', with a yellow box labeled 'A' next to the remainder. Below the summary is a pagination bar with 'Result Page: 1 | 2 | 3 | 4 |' and 'Results 1-25 of 100', with a yellow box labeled 'B' next to it. The main table has columns: 'Bdgt Acct', 'Description', 'Allocate PCT', 'Allocate Amt', 'Details', and 'Explanation'. The table contains several rows of budget items, each with a 'Details' button. A yellow box labeled 'C' is on the left side of the table. At the bottom of the interface, there are buttons: 'Distribute Based Prior Yr', 'Save Allocate', 'Reset', 'Submit For Approval', 'Print Worksheet', and 'Exit Worksheet'. A red bracket groups 'Save Allocate' and 'Reset' with a yellow box labeled 'F'. A yellow box labeled 'E' is under 'Submit For Approval'. A yellow box labeled 'D' is on the right side of the interface. A yellow box labeled 'H' is under 'Exit Worksheet'.

# TEAMS Worksheet Instructions

[Home](#)
[Non Personnel Budget Workgroup](#)
[Requisition Approval](#)
[Non Personnel Budget Workgroups](#)
[Help](#)

Allocate Budget Owner Allocation

### Budget Owner Allocation Search Criteria

Budget Year: *	2014	Status:	[Dropdown]
Budget Owner:	001 - Donna High School	Fund -Function-Object -SubObj -Org -Program-Educational Span-Project Detail	[Form]
Allocation:	[Dropdown]	My Budget Lines?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category:	[Dropdown]	Filter	[Dropdown]
Allocation Group:	[Dropdown]		
Allocation	[Dropdown]		
Subgroup:	[Dropdown]		

Search

### Budget Owner Allocations

Sort | Clear Sorted by: (default)

Allocation	Budget Owner	Status	Curr/Next Approver	Org Allmnt	Avail Allmnt	Adjustment In	Adjustment Out	Allocatable Allmnt	Unallocated Amt	Curr Yr Adopted Bdgt	Curr Yr Amended Bdgt	Curr Yr Transactions	Prior Year Adopted Bdgt	Prior Year Amended Bdgt	Prior Yr Transactions
Basic Allocation - Secondary	001-Donna High School	Incomplete	[Dropdown]	257,700.00	257,700.00	0.00	0.00	257,700.00	23,863.02	354,900.00	414,185.00	326,711.73	356,300.00	394,791.00	498,429.52
Fund 162 - Campus Distribution	001-Donna High School	Incomplete	[Dropdown]	11,020.00	11,020.00	0.00	0.00	11,020.00	11,020.00	11,020.00	15,020.00	1,849.97	12,240.00	13,240.00	372.40
High School Allotment-HIGH SCHOOL	001-Donna High School	Incomplete	[Dropdown]	472,450.00	472,450.00	0.00	0.00	472,450.00	472,450.00	514,971.00	535,671.00	402,273.13	514,971.00	514,971.00	468,988.02

record count: 3 of 3

Fast Acct Allocation
Edit
View

## When you exit your worksheet

You will return to this page.

**13** You may select another worksheet to work on. **(NOTE: You may only have one worksheet)**

**OR**

**14** Click on the Home link to exit completely and return to the main menu.