

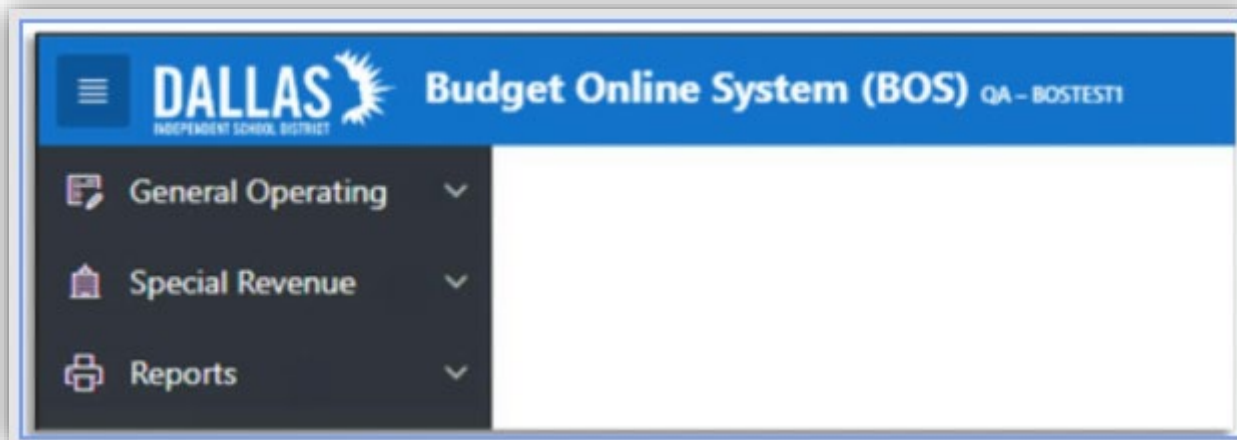
BOS Training

February 26, 2026



Budget Online System (BOS)

Goal: Use the BOS application to submit the allocations for FY 2026-27 into the correct line codes and ready to use in July 2026.



Page 1 of 1
Ran by:

Dallas Independent School District
Funds Available as of 07/06/26 10:06 AM

Fund 199 - GENERAL OPERATING FUND
Org 000 - Budget Services Department

Supplemental Payroll Accounts

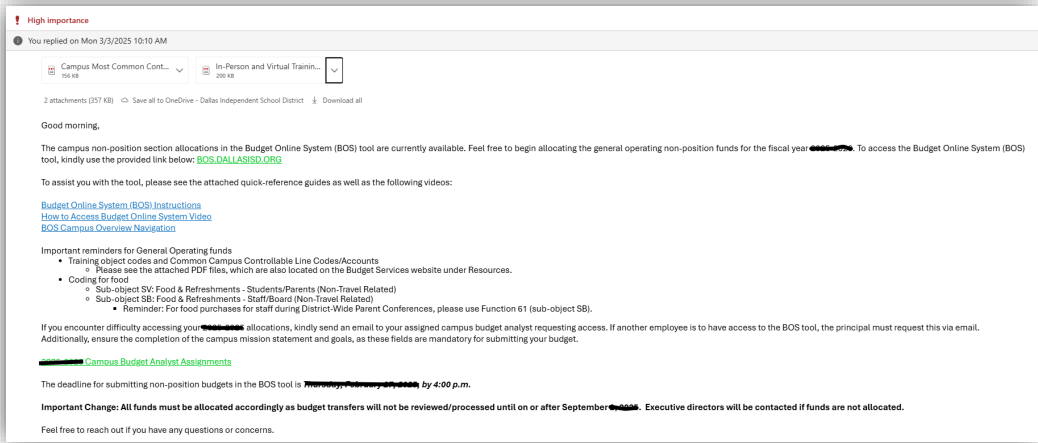
Account Code	Description	Budget	Encs	Actuals	Balance	Pct Remaining
199-23-6118-ED-000-X-99	Extra Duty Prof	1,000	0.00	0.00	1,000.00	100.0
Totals for Supplemental Payroll Accounts		1,000	0.00	0.00	1,000.00	100.0

Controllable Accounts

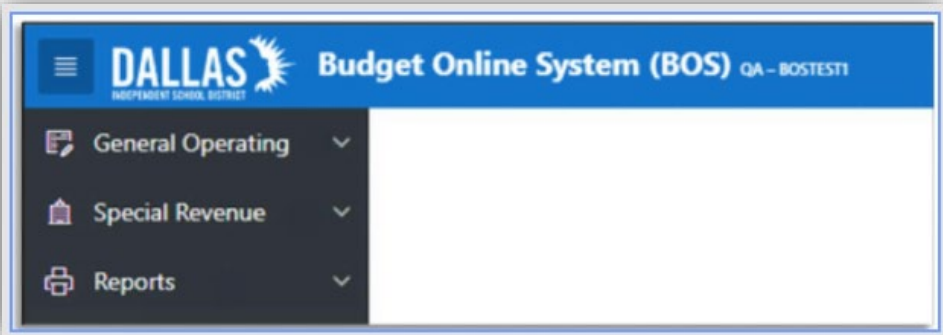
Account Code	Description	Budget	Encs	Actuals	Balance	Pct Remaining
199-11-6245-00-000-X-11	Contract Maint - Lease Maintenance and Overage - Basic Educational Services	5,494	0.00	0.00	5,494.00	100.0
199-11-6294-X7-000-X-11	Printing and Graphics - Basic Educational Services - Desktop Printer Cost/Click Service	247	0.00	0.00	247.00	100.0
199-11-6399-00-000-X-11	Gen Sup - Basic Educational Services	5,500	0.00	0.00	5,500.00	100.0
199-11-6399-00-000-X-36	Gen Sup - Early Education Allotment	160	0.00	0.00	160.00	100.0
199-11-6494-00-000-X-11	Transportation for Student Field Trips and Extracurricular Activities - Basic Educational Services	2,000	0.00	0.00	2,000.00	100.0
199-11-6499-SV-000-X-11	Misc Op Exp - Basic Educational Services - Food & Refreshments - Students/Parents (Non-Travel Related)	500	0.00	0.00	500.00	100.0
199-13-6499-SB-000-X-99	Misc Op Exp - Undistributed - Food & Refreshments - Staff/Board (Non-Travel Related)	2,500	0.00	0.00	2,500.00	100.0

Steps for Completing Non-Position Allocations in BOS

1: You will receive an email.

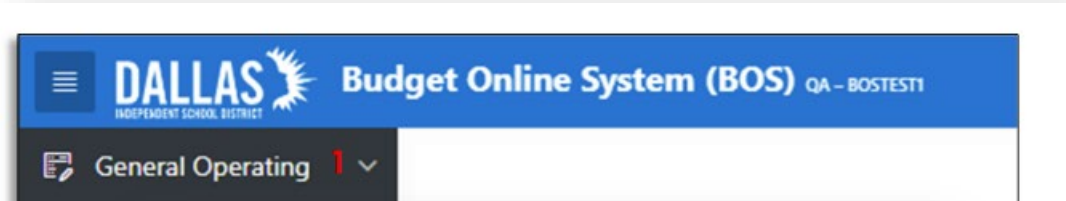
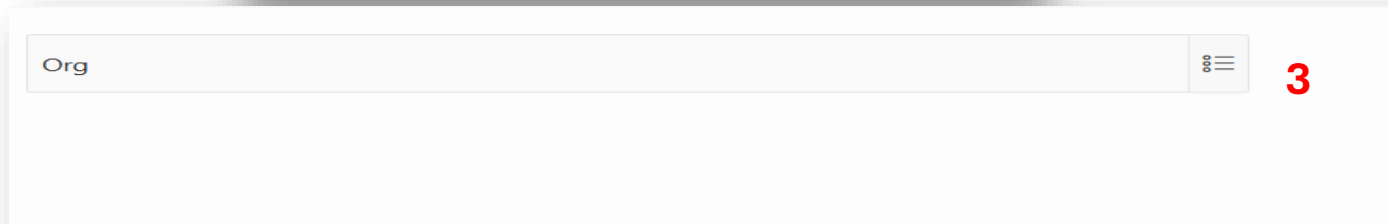


2: Log onto the BOS application from the email link.



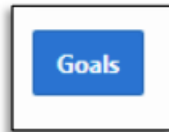
Steps for Completing Non-Position Allocations in BOS –cont.

- 3:** Select the drop-down button for “General Operating”
Select “Campus Non-Position”
Select your Org

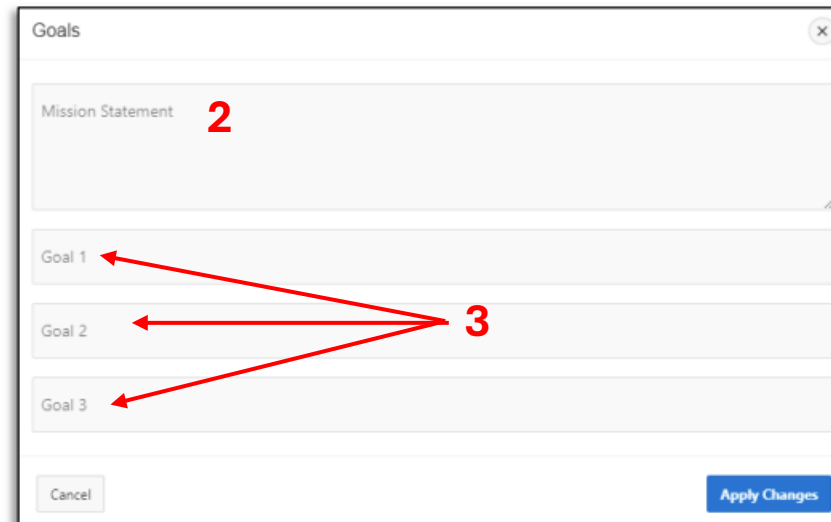


Steps for Completing Non-Position Allocations in BOS –cont.

- 4:** Select the “Goal” button on your left-hand side
Enter Campus Mission Statement
Enter “3” Campus Goals
Select “Apply Changes” to complete this section



1



4

Note** - This information will populate into the “Campus Blue Sheets” which is a public document. Ensure proper punctuation, grammar, correct FY years, etc. are followed.

Steps for Completing Non-Position Allocations in BOS –cont.

5: View the amount that would be realigned into the necessary line codes.
 To allocate funds, click on the “0” under the “2027 Requested” column.

Campus Summary

Part Time Allocations		Controllable Allocations		Non-Position Summary	
Part Time Allocations	\$0	Total	\$56,486	Controllable Total	\$0
Part Time FTE	0	Non Position Budget	\$0	Restricted Controllable Total	\$60,676
		Part Time Position Cost	\$0		
				Controllable/Restricted Controllable Total	\$60,676
		Allocated Controllable Cost	\$0	Non-Controllable Total	\$32,781
		Available Controllable Cost	\$56,486	Total Non-Position	\$93,457

Insert Account

Submit Budget

Refresh GL Data

Refresh Calculations

Upload Data

Add Part-Time Positions

Positions

Download

Itemized

View Report

1 - 13

Line Code	Valid	Description	2025 Actuals	2026 Budget *	2026 Expenses *	2027 Requested	2027 Approved	History
Function 11 - Instruction								
199-11-6399-00-104-X-11	Yes	Gen Sup - Basic Educational Services - General	8,974	5,482	3,205	0	0	History
199-11-6128-ED-104-X-11	Yes	Extra Duty Support - Basic Educational Services - Extra Duty Supplemental Pay	0	1,500	0	0	0	History
199-11-6399-AI-104-X-11	Yes	Gen Sup - Basic Educational Services - Attendance Incentive	0	500	0	0	0	History
199-11-6494-SQ-104-X-11	Yes	Transportation for Student Field Trips and Extracurricular Activities - Basic Educational Services - Student Learning Experience	0	2,400	0	0	0	History
Func Display Total:			8,974	9,882	3,205	0	0	

Steps for Completing Non-Position Allocations in BOS –cont.

- 6:** Select the “Edit” button to add the amount and justification for the line code selected.
Select the “Apply Changes” button to save the information added.

Requested Amount

Account: 199-11-6294-X-11 Total Requested: 500

Search: All Text Columns Go Actions Edit Add Row

	Amount	Description
☒	500	Printing and Graphics - Basic Educational Services - Desktop Printer Cost/Click Service

Apply Changes

Note** - **Do Not Use** the generic description already coded in. Elaborate with a detailed justification as we must ascertain whether it is for office staff, teachers, students, etc. For buses, will it be used for field trips during the day or after-hours extracurricular events, etc.

Steps for Completing Non-Position Allocations in BOS –cont.

- 6:** If you do not see a line code, there is an “Insert Account” button to add the line code.
Once you add the new account follow the steps in previous slide to complete.

Insert Account

Controllable Allocations

1

Insert Account

Submit Budget

Refresh GL Data

Refresh Calculations

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Add Part-Time Positions

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Itemized 

View Report 

Steps for Completing Non-Position Allocations in BOS –cont.

- 7:** Goal is to see a “Green Check” in the “Available Controllable Cost” to be ready to submit.
Once you are ready, select the “Submit” button. Select the “View Report’ to run and save for your documents.

Campus Summary

Part Time Allocations	Controllable Allocations	Non-Position Summary
Part Time Allocations	\$0 Total	\$59,857 Controllable Total
Part Time FTE	0 Non Position Budget	\$59,857 Restricted Controllable Total
	Part Time Position Cost	\$0
		=====
	Allocated Controllable Cost	\$59,857 Controllable/Restricted Controllable Total
		=====
	Available Controllable Cost	✓ \$0 Non-Controllable Total
		=====
		Total Non-Position

1

\$964,186

2

Controllable Allocations

Insert Account Submit Budget Refresh GL Data Refresh Calculations Upload Data Add Part-Time Positions

3

View Report PDF

Important:

- You will receive the email and have a limited time to submit.
- Mission and Goals are entered with the correct information for the upcoming year.
- Funds are all allocated to the necessary accounts.
- Detailed justifications are provided for each account.
- **All funds must be in their correct accounts. Budget transfers will not be processed until after September 2026.**

Contact Information

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THANK YOU

Questions??