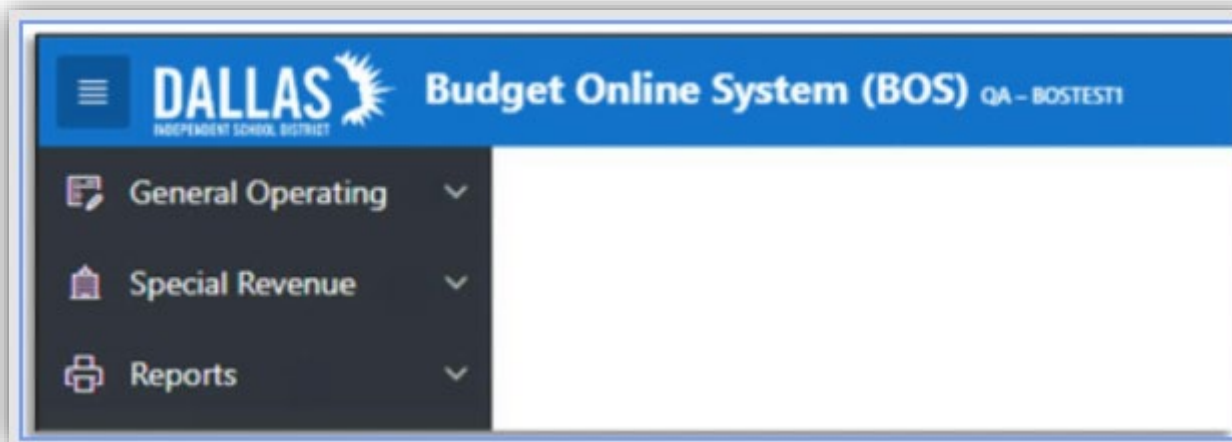




BOS Training

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

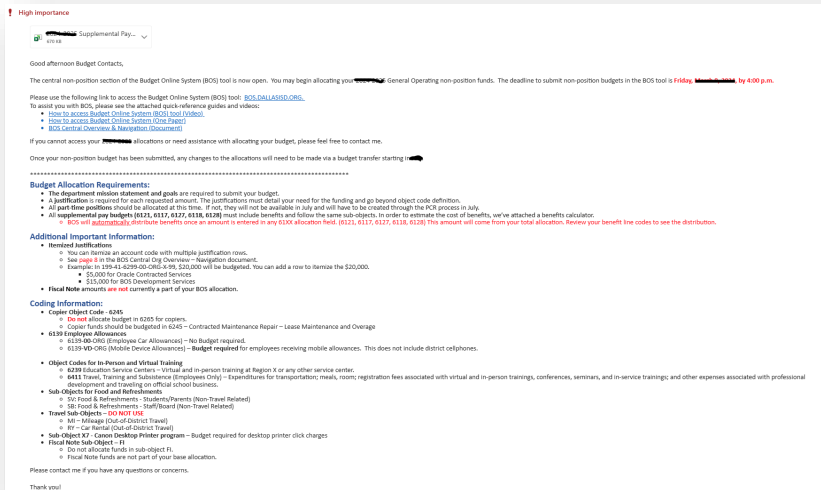
Account Code	Description	Budget	Encs	Actuals	Balance	Pct Remaining
199-23-6118-ED-000-X-99	Extra Duty Prof	1,000	0.00	0.00	1,000.00	100.0
Totals for Supplemental Payroll Accounts		1,000	0.00	0.00	1,000.00	100.0

Controllable Accounts

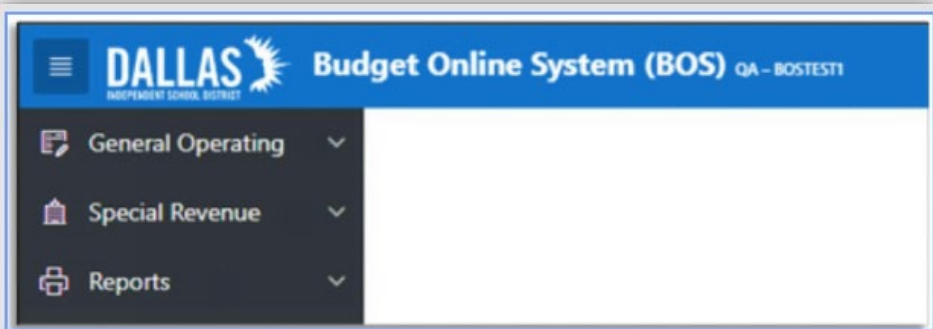
Account Code	Description	Budget	Encs	Actuals	Balance	Pct Remaining
199-11-6245-00-000-X-11	Contract Maint - Lease Maintenance and Overage - Basic Educational Services	5,494	0.00	0.00	5,494.00	100.0
199-11-6294-X7-000-X-11	Printing and Graphics - Basic Educational Services - Desktop Printer Cost/Click 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.

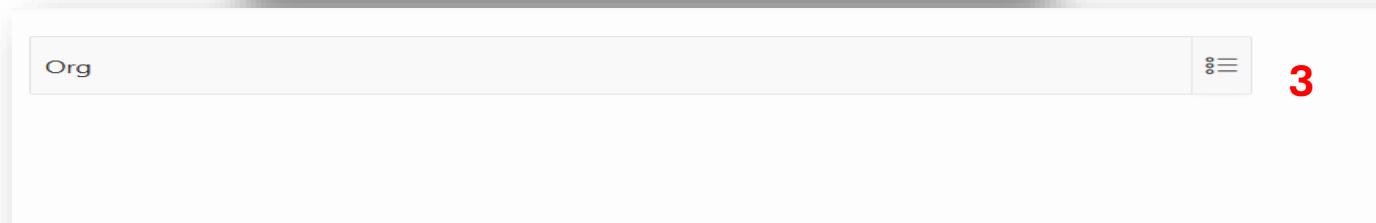
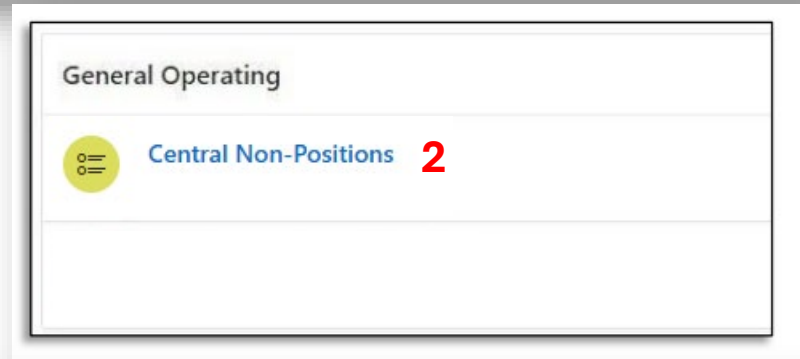
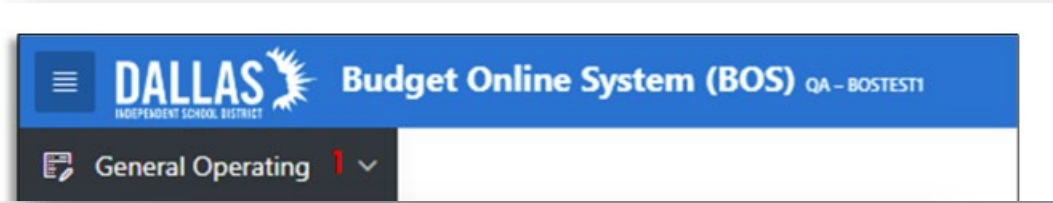


2: Log onto the BOS application from the email link.



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

- 3: Select the drop-down button for “General Operating”
 - Select “Central Non-Positions”
 - Select your Org



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

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

The screenshot shows a web interface for entering goals. On the left, a blue button labeled 'Goals' is highlighted with a red box and the number '1'. To the right, a modal window titled 'Goals' contains a text area for 'Mission Statement' (annotated with a red '2'), three text input fields for 'Goal 1', 'Goal 2', and 'Goal 3' (all three annotated with red arrows pointing to a red '3'), a 'Cancel' button, and an 'Apply Changes' button (annotated with a red '4').

Note** - This information will populate into the “Central 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.

Central Office Summary

Full Time Allocations		Controllable Allocations	
FTE Allocations	0	Total	\$113,000
FTE Salary + Benefits	\$0	Non Position Budget	\$0
		Part Time Position Cost	\$0
		Allocated Controllable Cost	=====
			\$0
Part Time Allocations			=====
Part Time Allocations	\$0	Available Controllable Cost	\$113,000
Part Time FTE	0		

↑
1

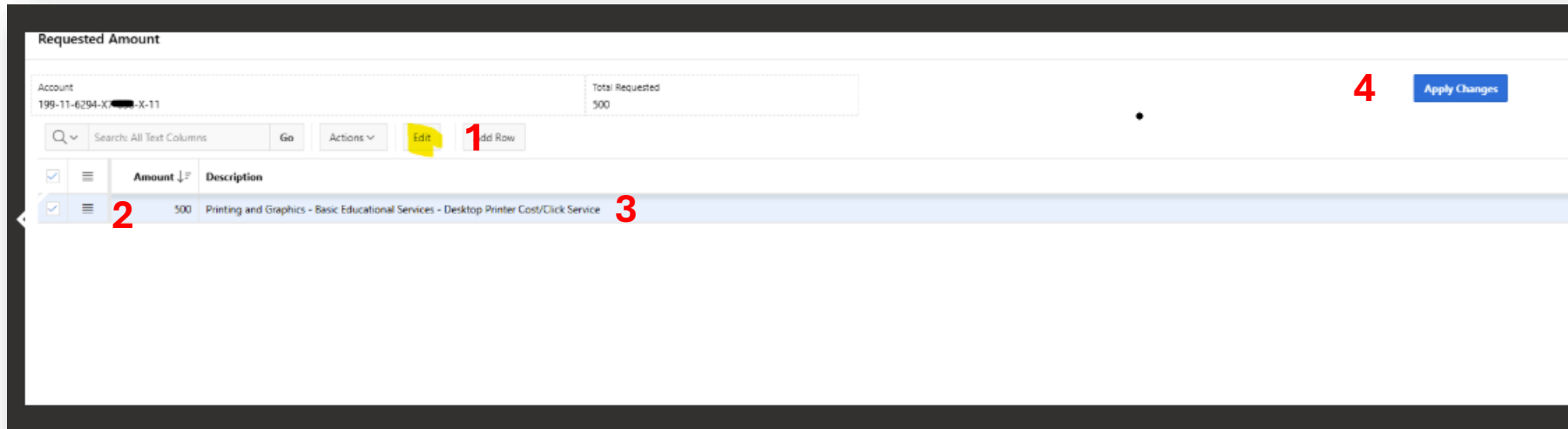
Line Code	Valid	Description	2025 Actuals	2026 Budget *	2026 Expenses *	2027 Requested	2027 Approved	History
Function 11 - Instruction								
199-11-6399-00- -X-11	Yes	Gen Sup - Basic Educational Services - General	8,974	5,482	3,205	0	0	History
199-11-6128-ED- . . -X-11	Yes	Extra Duty Support - Basic Educational Services - Extra Duty Supplemental Pay	0	1,500	0	0	0	History
199-11-6399-AI- -X-11	Yes	Gen Sup - Basic Educational Services - Attendance Incentive	0	500	0	0	0	History
199-11-6494-SQ- -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	

2

Note** - When allocating funds, consider the FY25 actuals, the current budget, current actuals, and the anticipated expenditures for FY27 to determine which accounts should receive funding.

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.



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.



Note** - If you do not see the account you wish to add, please reach out to your Budget Analyst for assistance.

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.

Central Office Summary

Full Time Allocations		Controllable Allocations	
FTE Allocations	0	Total	\$113,000
FTE Salary + Benefits	\$0	Non Position Budget	\$0
		Part Time Position Cost	\$0
		Allocated Controllable Cost	\$0
		Available Controllable Cost	\$0

Part Time Allocations

Part Time Allocations	\$0
Part Time FTE	0

The 'Available Controllable Cost' row is highlighted with a red box and a green checkmark, with a red '1' next to it.

Controllable Allocations

2

Buttons: 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 September 2026.**

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THANK YOU

Questions??