ABReport Manager

Idaho Budget & Annual (IFARMS) Reports

Reference Manual

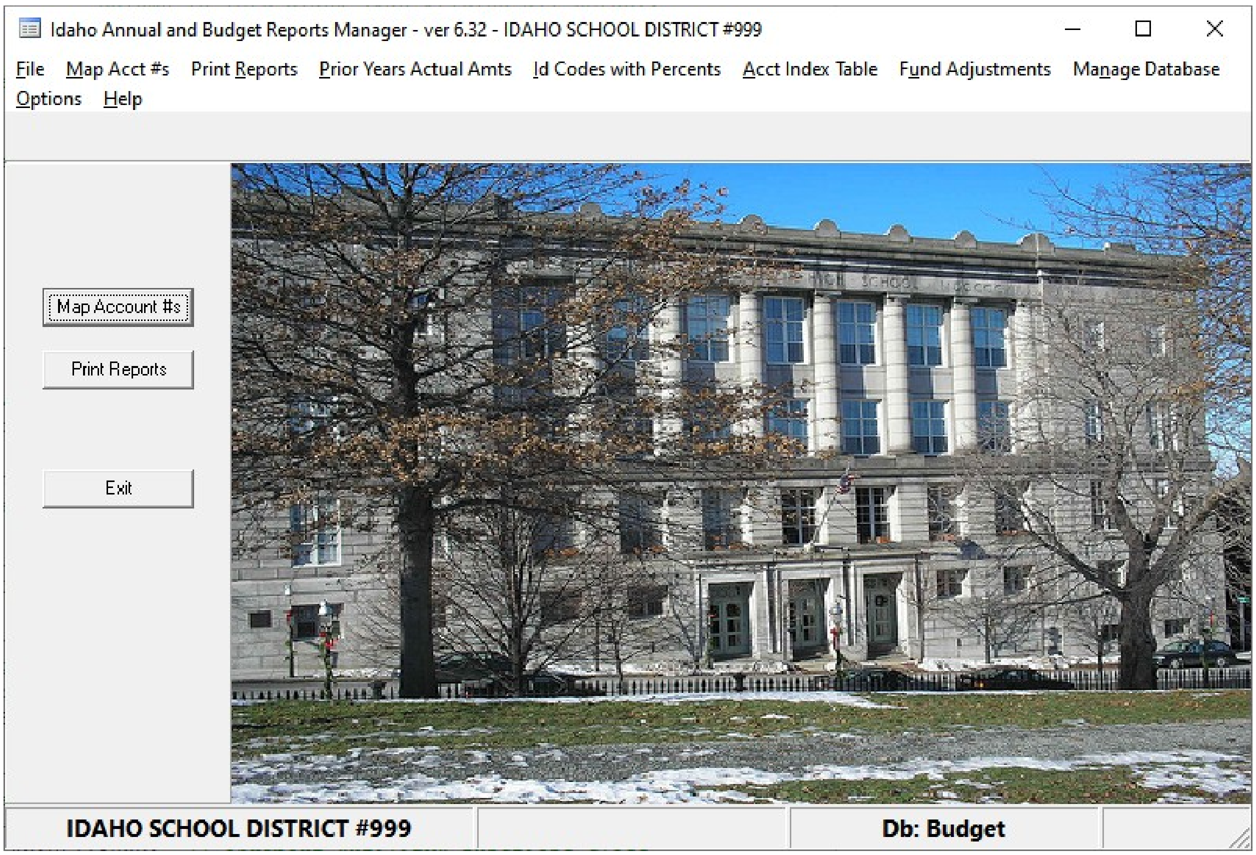
Last Updated April 2023

ABReport Manager Main Menu

This program is used to create the Budget and Annual (IFARMS) reports for the state. It will also create the electronic file(s) for reporting. The ‘Idaho Transparency’ report is also created from this program.

Upon executing the program, login to Postgres with username and password. If an ABReport Manager password has been previously set in Options-General, it must be entered next (2 attempts are allowed).

Once the ABReport program starts, the following screen will display:



To simplify the operation of the program the main menu screen allows use of menu choices that can either be selected with a single mouse-click or by pressing a short-cut letter (displayed by pressing Alt key) or by pressing down-arrow (to access the side menu choices) and pressing Enter when the command is selected. Note that a version# displays at the top of screen to help you and your support reps know which program version is being used. Each time the program is updated this number will change.

Select the menu item needed and proceed to the appropriate section of the manual. Some of the programs referenced on the Main Menu have a “Help” screen. Selecting the “Help” command within those programs will give a summary of what the program does. The ‘Help’ screen may be printed if desired.

To exit from the program either click on “Exit” or “X” or press the Esc key.   NOTE: a photo in “jpg” format may be displayed on the ABReport Manager screen by copying into the ABReport Manager folder, a “jpg” file and naming it “ABRptMgr.jpg”. Please refer to the table of contents to read information on specific programs.

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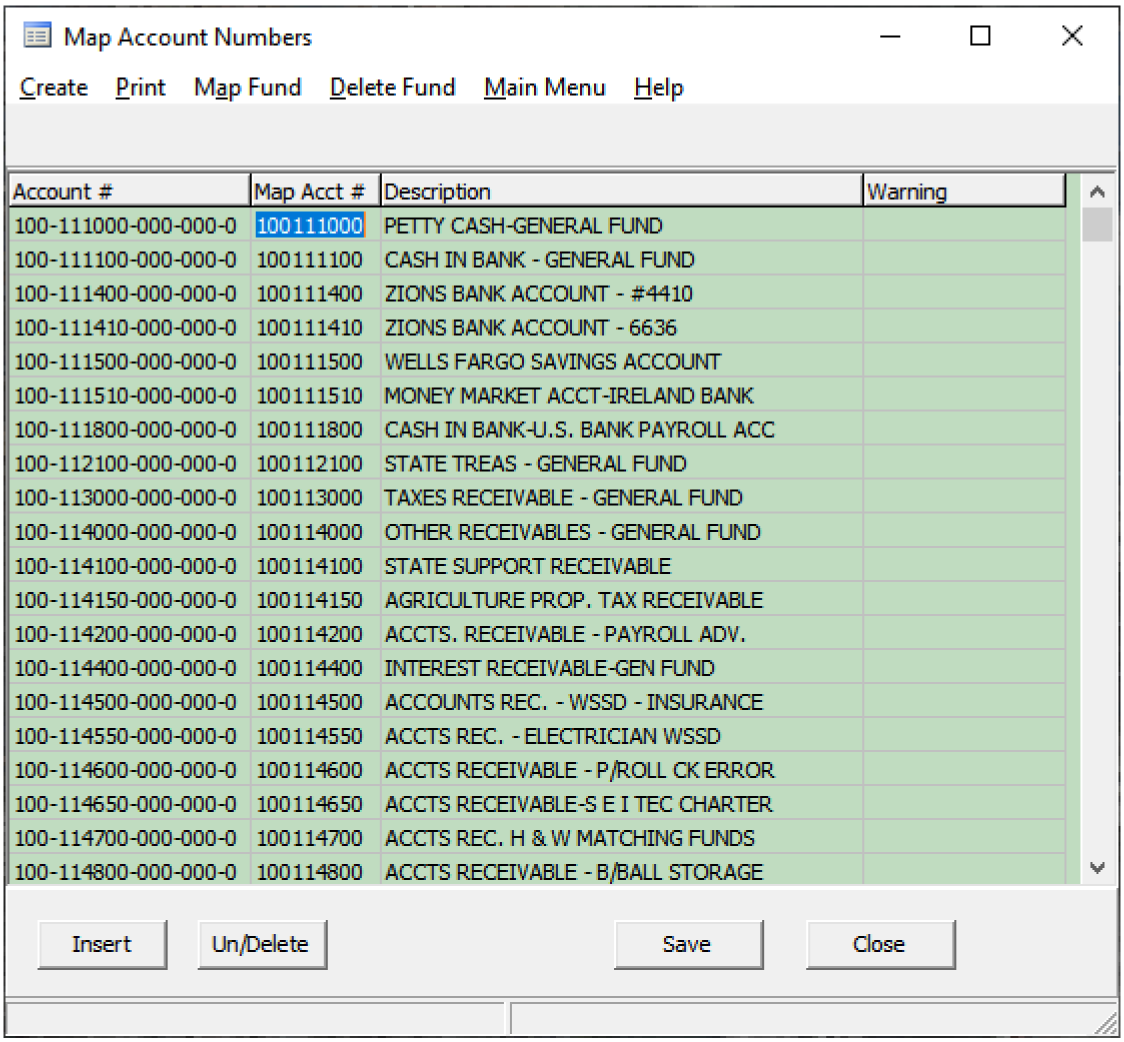
Map Acct #s

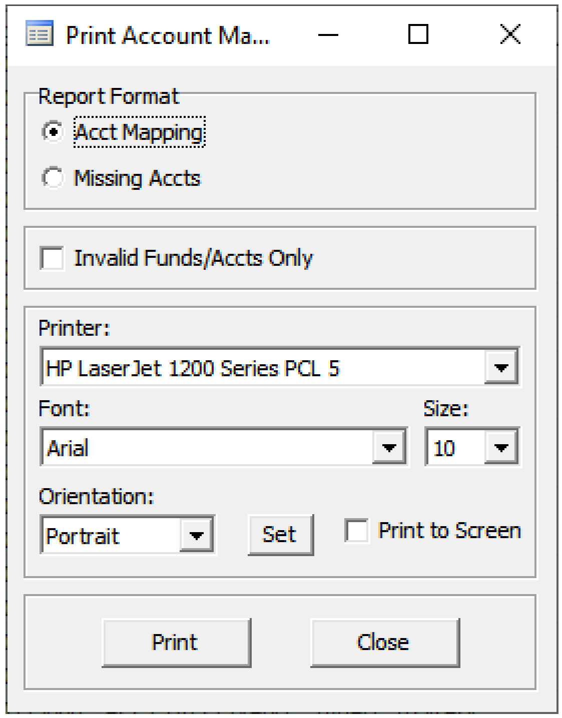
The Budget and Annual Reports are controlled by the “Account Mapping” in this table. If an account isn’t in this table, it will not be included in the reports. If new accounts are added in Budget Manager, this table should be re-created, so all new accounts are included. If any of the Budget Manager account numbers do not follow the state’s IFARMS specifications, this screen will allow them to be “mapped” to valid account numbers. In Options - General, if “On acct map create, save curr mapping” is checked, the mapping will be preserved for any accounts that have been “mapped”. The only information that can be changed is the first nine digits of the account number, under “Map Acct #”. After entering these digits, press the “down arrow” key to save them on the screen. Insert will allow inserting a new account number. Un/Delete will remove an account number. An account number can only be un-deleted until Save is selected. Upon starting this program the following screen will display:



Create (create a new account mapping table):

Create will read all budget account numbers from the Budget Manager accounts table. By default the “Map Acct#” will be the first nine digits of the budget account number. If an Account Mapping table already exists, a warning will display asking whether or not to overwrite the existing table. Usually, the answer will be “Yes”. After creating the account mapping table, check the “Warning” column for any invalid fund or account numbers.

Print Print offers two options.... Report or Screen. “Report” is for printing a list of account mapping or accounts missing from the mapping table. “Screen” will print the content of screen to the default printer. If “Report/POs” or “PO on Screen” (or Printer icon) is selected the program will display the following screen:



Report Format: The type of report to print, either a list of accounts or accounts missing from the account mapping table.

Invalid Funds/Accts Only:

If this box is checked, only account numbers that are invalid or have invalid fund numbers will be included. If this box is unchecked, all account numbers will be included.

Printer: The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers.

Font: The default or last used font will initially display but the drop-down arrow can be selected to choose any other installed font.

Size: The default or last used font size will initially display but the drop-down arrow can be selected to choose any font size desired.

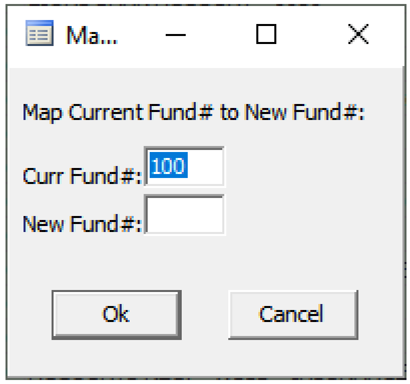
Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.

Set: When a report is printed, the printer settings (name, font, size, or orientation) are saved. Use this command if the printer settings have changed and should be saved without printing.

Print to Screen: If the report should display on the screen instead of a printer, check this box.

Select Print to begin printing to either the screen or the printer. Select Close to return to the Account Mapping menu.

Map Fund This selection allows the fund number to be mapped to a different fund number for every account in the fund. When this option is selected, the following screen will appear:

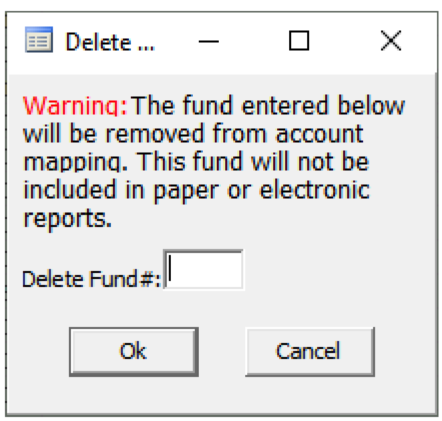


Curr Fund#: The fund number that should be mapped:

New Fund#: The number the fund should be mapped to.

Click Ok to proceed with changing the fund number, or Cancel to abort the operation.

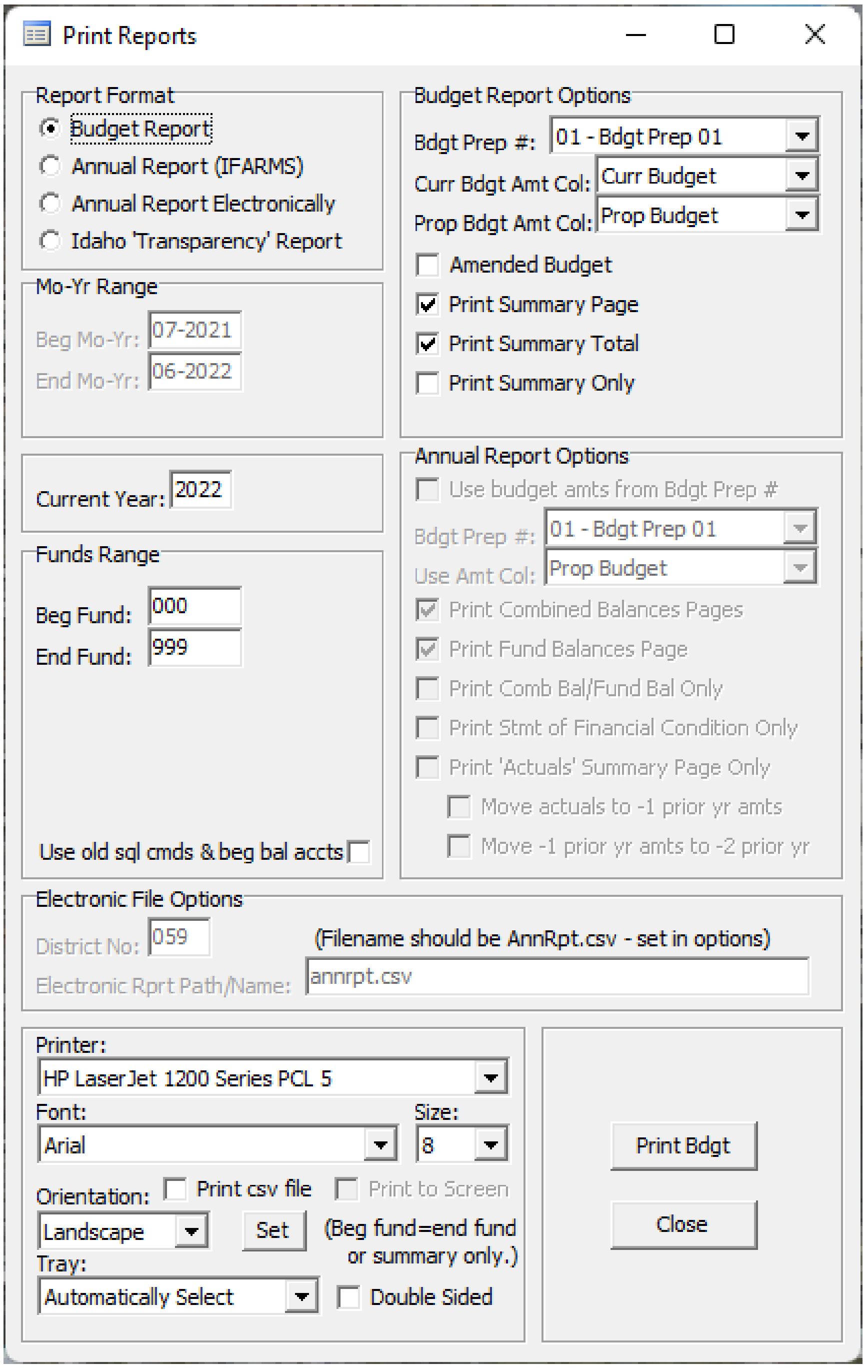
Delete Fund This option allows a fund to be removed from account mapping. This is generally used for funds that should not be reported to the state. If there are funds that have been set up to track "internal" items, that should not be included in the annual reports, use this function to delete them. The following screen will appear:



Delete Fund#: Enter the fund that should be removed and click Ok to execute. Click Cancel to abort the process.

Print Reports

This function is used to print the Budget, Annual (IFARMS) and Transparency Reports. It is also used to create the electronic file to send to the state. Before printing reports, be sure the Account Mapping table contains all of the accounts that are to be reported, and that there aren't any invalid funds or accounts. The following screen will display:



Report Format: There are four options: Budget Report prints the report for the proposed budget amounts for the next fiscal year (or the amended budget amounts for the current fiscal year). The summary page, to be made available for public comments, can also be printed. Annual Report prints the IFARMS report required by the state. Annual Report Electronically creates a file to send to the state, in the mandated format. Idaho ‘Transparency’ Report prints the report and generates the file to send to the state of Idaho to satisfy the ‘transparency’ requirements.

Mo-Yr Range: The begin/end mo-yr for the “actual” amounts that should be used for the report. Only used for the Annual (IFARMS) and ‘Transparency’ Reports.

Current Year: The current year sets the year ranges printed in the report headings. This will default to the current date, and that is usually the year needed for the reports. The ‘Transparency’ Report may require the year to be changed.

Beg/End Fund: The reports will only include the funds within this range. Sometimes it is helpful to isolate a single fund, especially with reports that combine several funds together, to see if the amounts are correct. If only a single fund is to be printed, with no summary page(s), it can be printed to the screen.

Budget Report Options

Budget Prep#: Enter the Budget Preparation table number (from Budget Manager), that contains the current and proposed budget amounts that should print on the report.

Current Amt Col:

Column name that contains the “current” budget amounts.

Proposed Amt Col:

Column name that contains the “proposed” budget amounts.

Amended Budget:

Check this box if this is an “amended” budget.

Print Summary Page:

Check this box to print the summary page. This page includes the two prior year actual amounts, the current budget amounts, and the proposed budget amounts. The general fund is printed separately and all other funds are combined. This summary page is often used to publish in a newspaper or on a website for public viewing, prior to the new budget being adopted.

Print Summary Only:

Check this box to “only” print the summary page. The “main” part of the Budget Report will not be printed. If this box is checked, the summary page can be printed to the screen. If not checked, the report may only be printed to a printer.

Annual Report Options

Use budget amts from Bdgt Prep#

If the budgeted amounts that are to be printed on the Annual Report are not set as the defaults in Budget Manager (Accounts), these amounts can be read from a Budget Preparation file.

Budget Prep#: Enter the Budget Preparation table number (from Budget Manager), that contains the budget amounts that should print on the report.

Use Amt Col: Column name that contains the “current” budget amounts.

Print Combined Balances Pages:

This option prints the “Special Revenue Funds - 200” and the “All Funds and Account Groups - Assets, Liabilities, and Fund Equities” pages of the Annual Report.

Print Fund Balances Page:

This option prints the “Fund Balances” page of the Annual Report. Note that the latest version of ABReport Manager will calculate the beginning fund balances, and adjustments from the Budget database. If “Use old sql cmds and beg bal amts” is checked, then account numbers ###-320001, and ###-320002 are used to provide the beginning fund balance, and adjustments, respectively. These amounts must be entered manually each fiscal year, in Budget Manager - Accounts - Beginning Balance amount.

Print Comb Bal/Fund Bal Only:

This options prints only the “Combined Balances” and/or “Fund Balances” pages. The report pages for each fund are not printed. If this option is selected, these pages can be printed to the screen. If not selected, the report may only be printed to a printer.

Print Stmt of Financial Condition Only:

Selecting this option disables the other options. This option prints only the “Statement of Financial Condition” report. This report may be used to publish for public comment. It may also be printed to the screen.

Print ‘Actuals’ Summary Page Only:

Selecting this option disables the other options. It prints a summary page showing the actual revenues and expenditures for the selected fiscal year. Selecting this option enables the two options below.

Move ‘actuals’ to -1 prior yr amts:

Selecting this option updates the -1 prior year actual amounts automatically. The ‘Actuals’ summary page should be printed first, to make sure the amounts are all correct. Then these amounts can be moved to the -1 prior year actual amounts. These amounts can be edited from the main menu under “Prior Years Actual Amts”.

Move -1 prior yr amts to -1 prior yr:

This option moves the -1 prior year actual amounts to the -1 prior year actual amounts automatically. The -2 prior year amounts are not saved, so this option should usually only be used once. The -2 prior year actual amounts can also be edited from the main menu under “Prior Years Actual Amts”.

Electronic File Options

District No: The three digit “district” number assigned by the state department of education. This number is written to the electronic reporting file to identify the school. It can be stored permanently by entering it on the Options - General screen.

Electronic Rprt Path/Name:

The path (location) and filename of the file to create to send to the state department of education. This file will contain all of the data for the IFARMS Report. This information can be stored permanently by entering it on the Options - General screen.

Printer: Select a windows printer from the drop-down list. The default or previously selected printer will initially be displayed.

Font: Select a font from the drop-down list. The default font will be “Arial”. On many printers “Arial Narrow” will work better. “Arial Narrow” will allow a bigger font size and still fit the report on standard letter sized paper, in landscape mode.

Size: Select a font size. If the report is missing information on the right side (printing “off the paper”), reduce the font size (or font name) until it fits.

Orientation: These reports are quite wide, so usually Landscape will be the correct choice. Portrait is also available as an option. Portrait should be the default for the ‘Transparency’ Report.

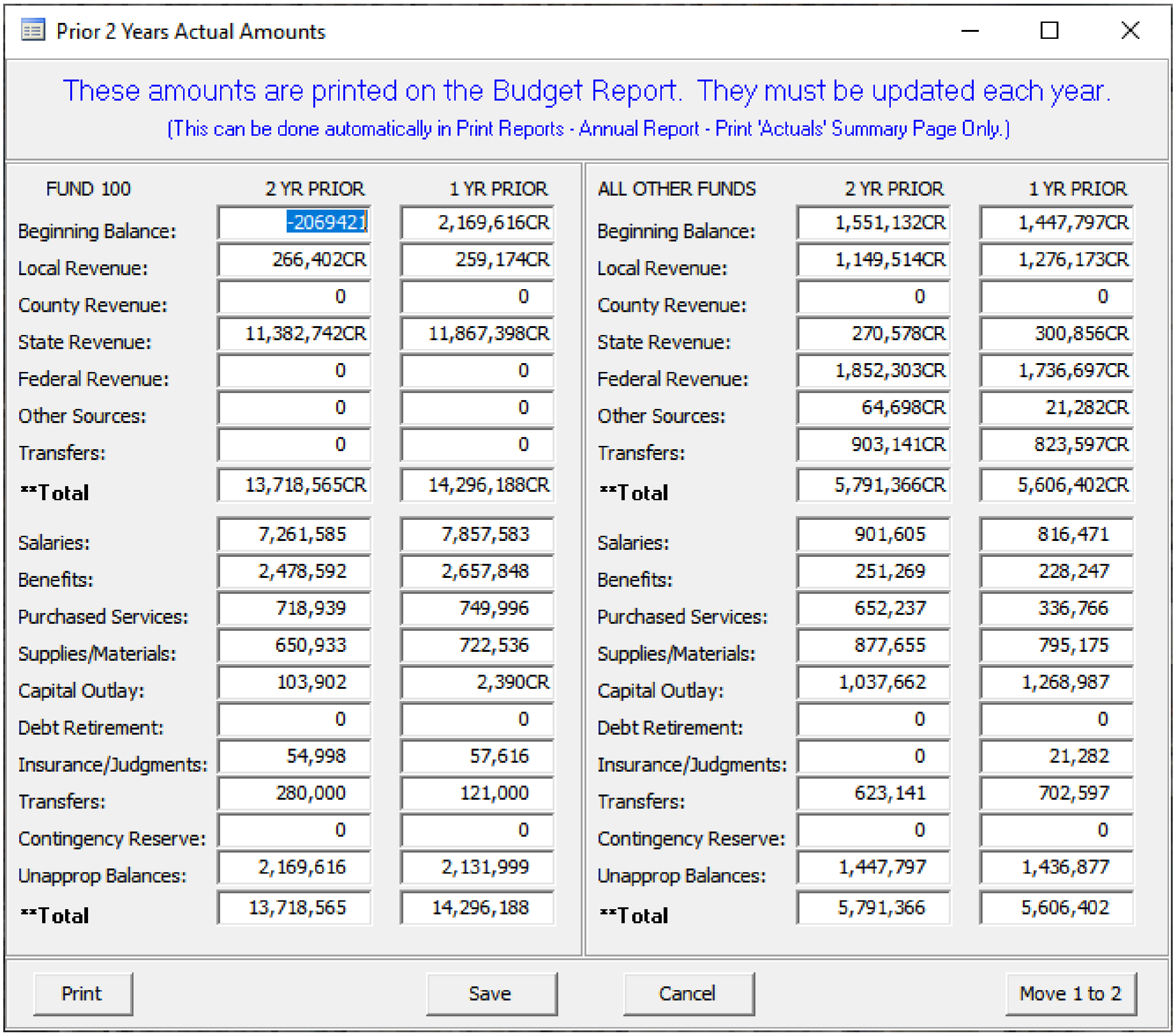
Print csv file: The Budget Report can be “printed” to a csv file. A csv file can be opened with a spreadsheet program. The state department of education usually prefers to receive the Budget Report in a csv file (vs on paper) so they can access it electronically.

Print to screen: Print the report to the screen. If only a single fund, or only summary pages are being printed, they can be printed to the screen. This option will be “grayed out” when it is not available.

Set: When a report is printed, the printer and font settings are automatically saved to the registry on the computer. This button can be selected to save the printer and font settings without printing.

Prior Years Actual Amounts

This selection is used to enter and/or edit the “actual” amounts for the prior two years. Note that the 1 Yr Prior amounts can be automatically updated from the “Print Reports” (Annual Report – Print ‘Actuals’ Summary) screen. When selecting this menu item, the following screen will display:


Prior 2 Years Actual Amounts

These amounts are printed on the Budget Report. They must be updated each year.

(This can be done automatically in Print Reports - Annual Report - Print 'Actuals' Summary Page Only.)

FUND 100	2 YR PRIOR	1 YR PRIOR	ALL OTHER FUNDS	2 YR PRIOR	1 YR PRIOR
Beginning Balance:	-2069421	2,169,616CR	Beginning Balance:	1,551,132CR	1,447,797CR
Local Revenue:	266,402CR	259,174CR	Local Revenue:	1,149,514CR	1,276,173CR
County Revenue:	0	0	County Revenue:	0	0
State Revenue:	11,382,742CR	11,867,398CR	State Revenue:	270,578CR	300,856CR
Federal Revenue:	0	0	Federal Revenue:	1,852,303CR	1,736,697CR
Other Sources:	0	0	Other Sources:	64,698CR	21,282CR
Transfers:	0	0	Transfers:	903,141CR	823,597CR
**Total	13,718,565CR	14,296,188CR	**Total	5,791,366CR	5,606,402CR
Salaries:	7,261,585	7,857,583	Salaries:	901,605	816,471
Benefits:	2,478,592	2,657,848	Benefits:	251,269	228,247
Purchased Services:	718,939	749,996	Purchased Services:	652,237	336,766
Supplies/Materials:	650,933	722,536	Supplies/Materials:	877,655	795,175
Capital Outlay:	103,902	2,390CR	Capital Outlay:	1,037,662	1,268,987
Debt Retirement:	0	0	Debt Retirement:	0	0
Insurance/Judgments:	54,998	57,616	Insurance/Judgments:	0	21,282
Transfers:	280,000	121,000	Transfers:	623,141	702,597
Contingency Reserve:	0	0	Contingency Reserve:	0	0
Unapprop Balances:	2,169,616	2,131,999	Unapprop Balances:	1,447,797	1,436,877
**Total	13,718,565	14,296,188	**Total	5,791,366	5,606,402

Print | Save | Cancel | Move 1 to 2

Revenue (credit) amounts should be entered with a minus (-) sign in front. Expense (debit) amounts should be entered without a sign in front. Press Tab (or Enter) to move to the next amount. Press shift-Tab to move to the previous amount.

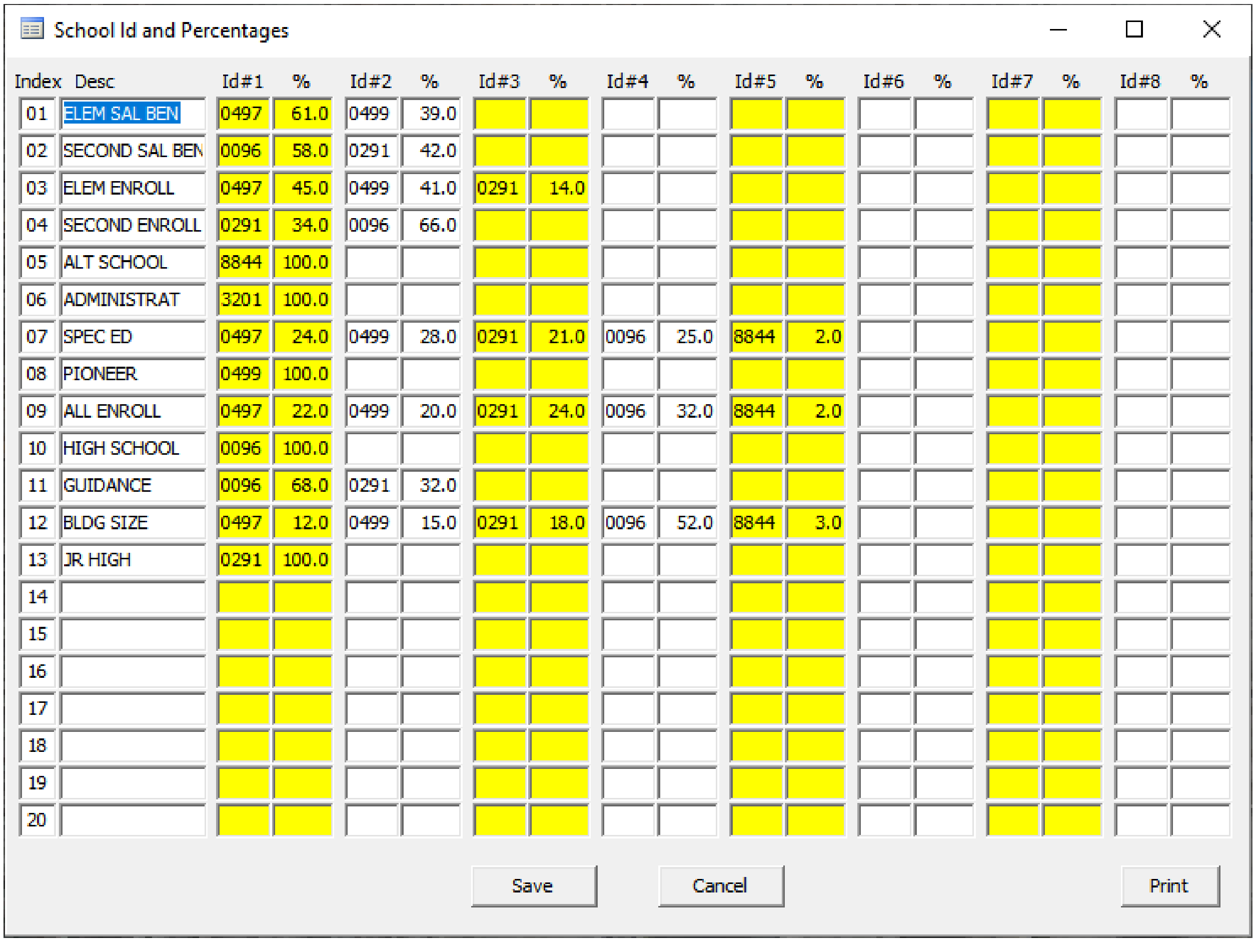
Print:	Print prints the screen to the default Windows printer.
Save:	Save any changes that have been made, and exit back to the main menu.

Cancel: Exit from this program without saving any changes that have been made.

Move 1 to 2: Move all amounts from 1 Yr Prior columns to the 2 Yr Prior columns. If this is selected accidentally, the Cancel button can be selected to undo the move.

Id Codes with Percents

This routine allows setting up building identification codes with the percentage of the expense amounts that should be allocated to that building. This is used only for the “Annual Report Electronically” routine. The following screen will display:



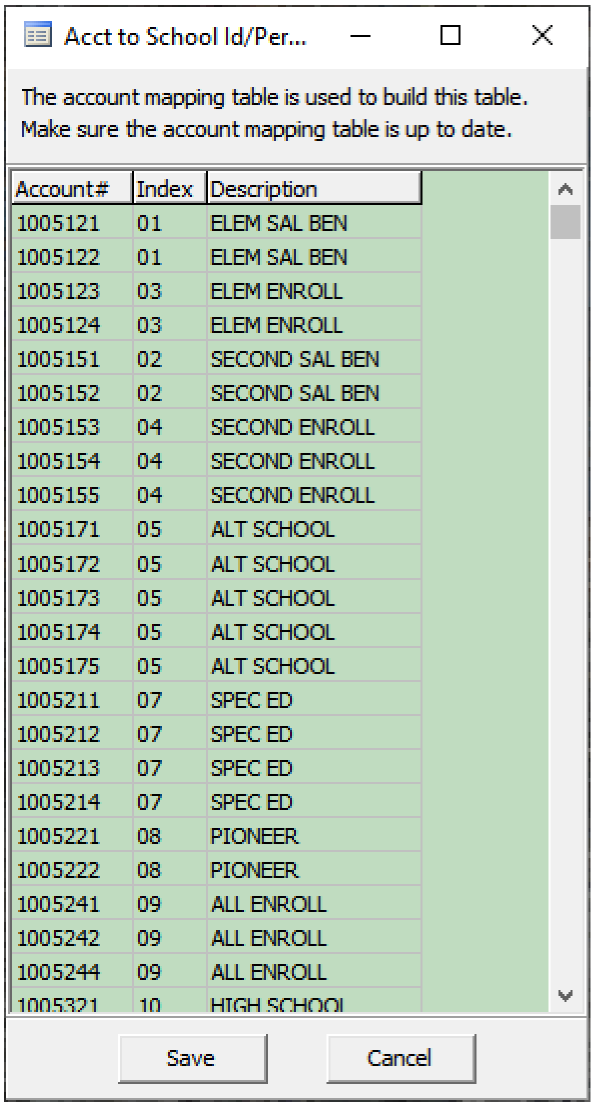
Index	Desc	Id#1	%	Id#2	%	Id#3	%	Id#4	%	Id#5	%	Id#6	%	Id#7	%	Id#8	%
01	ELEM SAL BEN	0497	61.0	0499	39.0												
02	SECOND SAL BEN	0096	58.0	0291	42.0												
03	ELEM ENROLL	0497	45.0	0499	41.0	0291	14.0										
04	SECOND ENROLL	0291	34.0	0096	66.0												
05	ALT SCHOOL	8844	100.0														
06	ADMINISTRAT	3201	100.0														
07	SPEC ED	0497	24.0	0499	28.0	0291	21.0	0096	25.0	8844	2.0						
08	PIONEER	0499	100.0														
09	ALL ENROLL	0497	22.0	0499	20.0	0291	24.0	0096	32.0	8844	2.0						
10	HIGH SCHOOL	0096	100.0														
11	GUIDANCE	0096	68.0	0291	32.0												
12	BLDG SIZE	0497	12.0	0499	15.0	0291	18.0	0096	52.0	8844	3.0						
13	JR HIGH	0291	100.0														
14																	
15																	
16																	
17																	
18																	
19																	
20																	

Up to eight building identification codes and percentages can be entered for each “index” line. These “index” lines can then be used to distribute the expenses to the different categories of account numbers. See the following section “Acct Index Table” to see how the two tables work together to distribute expenses to the buildings for different account ranges.

Save:	Save any changes that have been made, and exit to the main menu.
Cancel:	Discard any changes that have been made, and exit to the main menu.
Print:	Print the above table. Prior to printing, the printer and font options should be selected in Options - School Id Printer.

Account Index Table

This routine is used to “map” the school id’s and percentages that have been set up in the “Id Codes with Percents” table described above. This is used only for the “Annual Report Electronically” routine. The following screen will display:


Acct to School Id/Per...

The account mapping table is used to build this table.
Make sure the account mapping table is up to date.

Account#	Index	Description
1005121	01	ELEM SAL BEN
1005122	01	ELEM SAL BEN
1005123	03	ELEM ENROLL
1005124	03	ELEM ENROLL
1005151	02	SECOND SAL BEN
1005152	02	SECOND SAL BEN
1005153	04	SECOND ENROLL
1005154	04	SECOND ENROLL
1005155	04	SECOND ENROLL
1005171	05	ALT SCHOOL
1005172	05	ALT SCHOOL
1005173	05	ALT SCHOOL
1005174	05	ALT SCHOOL
1005175	05	ALT SCHOOL
1005211	07	SPEC ED
1005212	07	SPEC ED
1005213	07	SPEC ED
1005214	07	SPEC ED
1005221	08	PIONEER
1005222	08	PIONEER
1005241	09	ALL ENROLL
1005242	09	ALL ENROLL
1005244	09	ALL ENROLL
1005321	10	HIGH SCHOOL

Save Cancel

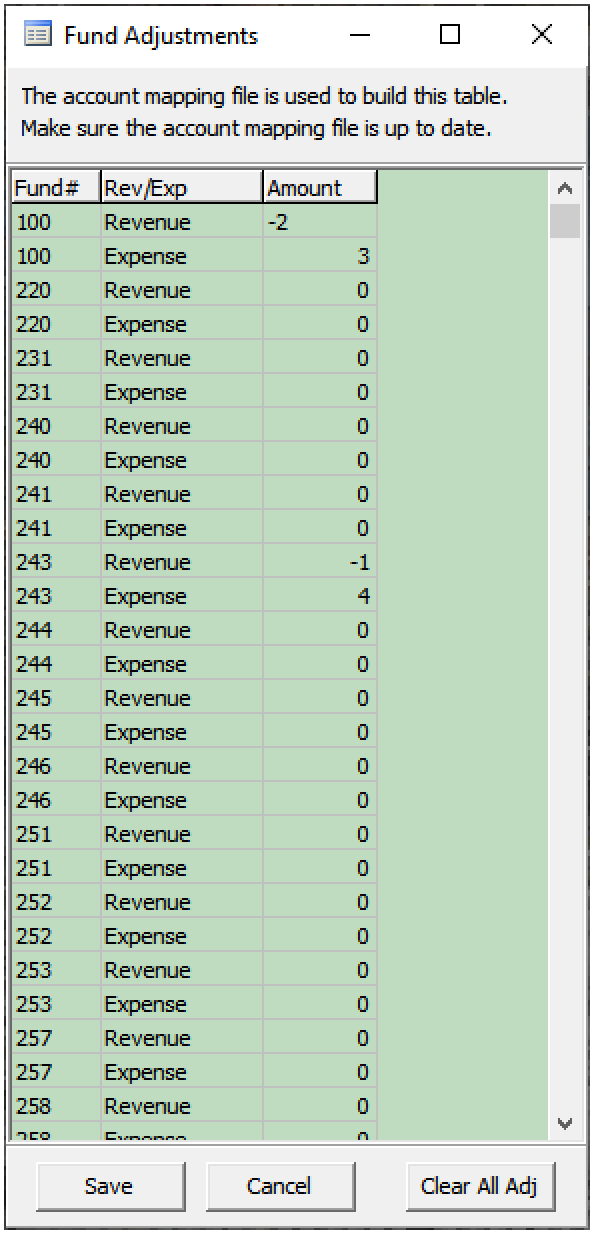
The Account numbers column will fill in automatically, from all expense accounts in the account mapping table. The “Index” and “Description” columns will initially be blank. Enter desired the line “Index” from the “Id Codes with Percents” table shown in the previous section of this manual. The “Description” will fill in automatically. This will tell the Print Reports - Annual Report Electronically routine how to distribute the expense amounts to the proper buildings.

Save: Save any changes that have been made, and exit to the main menu.

Cancel: Discard any changes that have been made, and exit to the main menu.

Fund Adjustments

This routine is used to “adjust” the revenue and or expenditure totals for each fund. This is needed because the SDE requires the totals to match the audit report totals. The totals will often be different by one or two dollars because of rounding errors. These adjustments will be added to the first revenue or expense account with a balance. These adjustment amounts will add to both the printed annual report and the electronic annual report. The following screen will display:



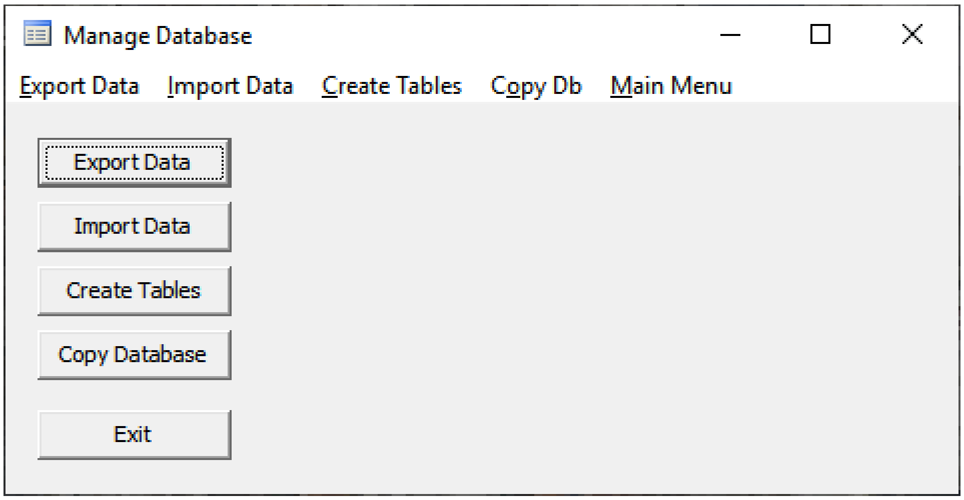
Fund#	Rev/Exp	Amount
100	Revenue	-2
100	Expense	3
220	Revenue	0
220	Expense	0
231	Revenue	0
231	Expense	0
240	Revenue	0
240	Expense	0
241	Revenue	0
241	Expense	0
243	Revenue	-1
243	Expense	4
244	Revenue	0
244	Expense	0
245	Revenue	0
245	Expense	0
246	Revenue	0
246	Expense	0
251	Revenue	0
251	Expense	0
252	Revenue	0
252	Expense	0
253	Revenue	0
253	Expense	0
257	Revenue	0
257	Expense	0
258	Revenue	0
258	Expense	0

A table will be automatically created from the “Account Mapping” table, with an entry for revenue and expense adjustments for each fund. To increase a revenue total, enter a negative (-) for a credit amount. To decrease a revenue total, enter a positive (+) amount. To adjust expenses, do the opposite. The “Clear All Adj” button will return all amounts to zero.

Manage Database

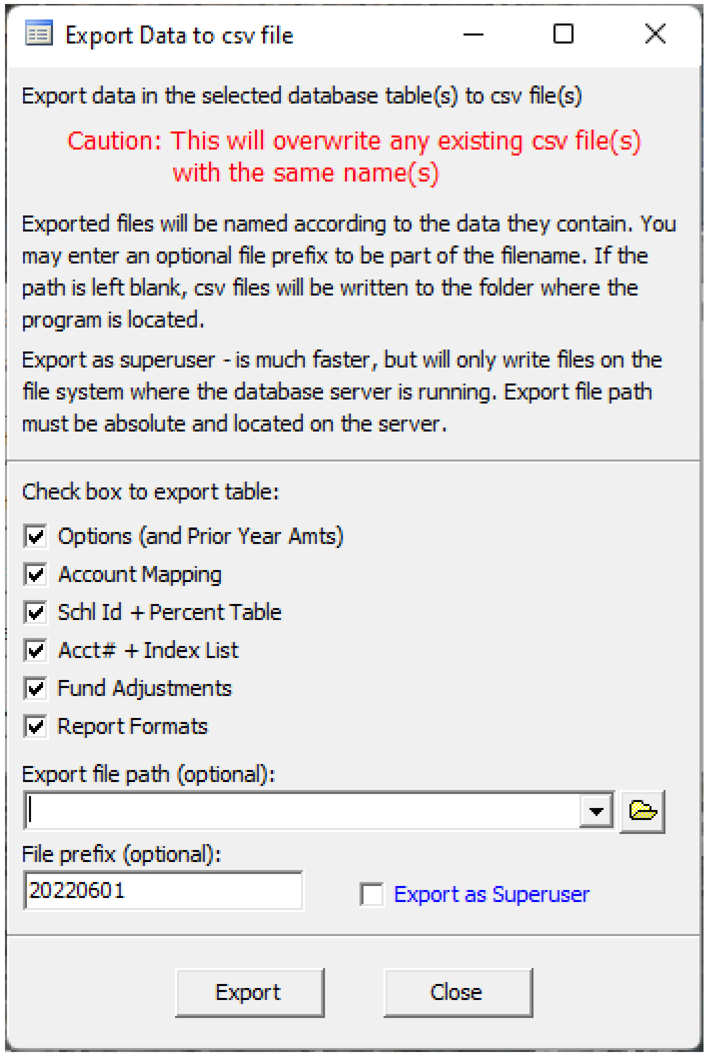
(Postgres version only)

These functions are used to manage a database, such as creating tables, copying a database, removing a database, exporting data, and importing data. The following screen will display:



Export Data

This function "exports" a data table to a ".csv" file. The ".csv" file can then be imported to another database, or to the save database it was exported from (a backup/restore). It can also be opened using a spreadsheet. The following screen will display:



Table(s) to Export:

Check the box to the left of each table to be exported. Only the tables that have this box checked will be exported.

Export file path (optional, if not superuser):

The location where the tables will be exported. If exporting as superuser, this location must be on the server where PostgreSQL is running. If this field is left blank, the tables will be exported to the folder where ABReport is running (usually the Budget folder). The “browse” button (at the right end of the field) can be selected to graphically pick the folder (path) to export to.

File prefix (optional):

The prefix to prepend to the “.csv” filename(s). This will default to today’s date (YYYYMMDD). This is a convenient way to keep track of when these files were created.

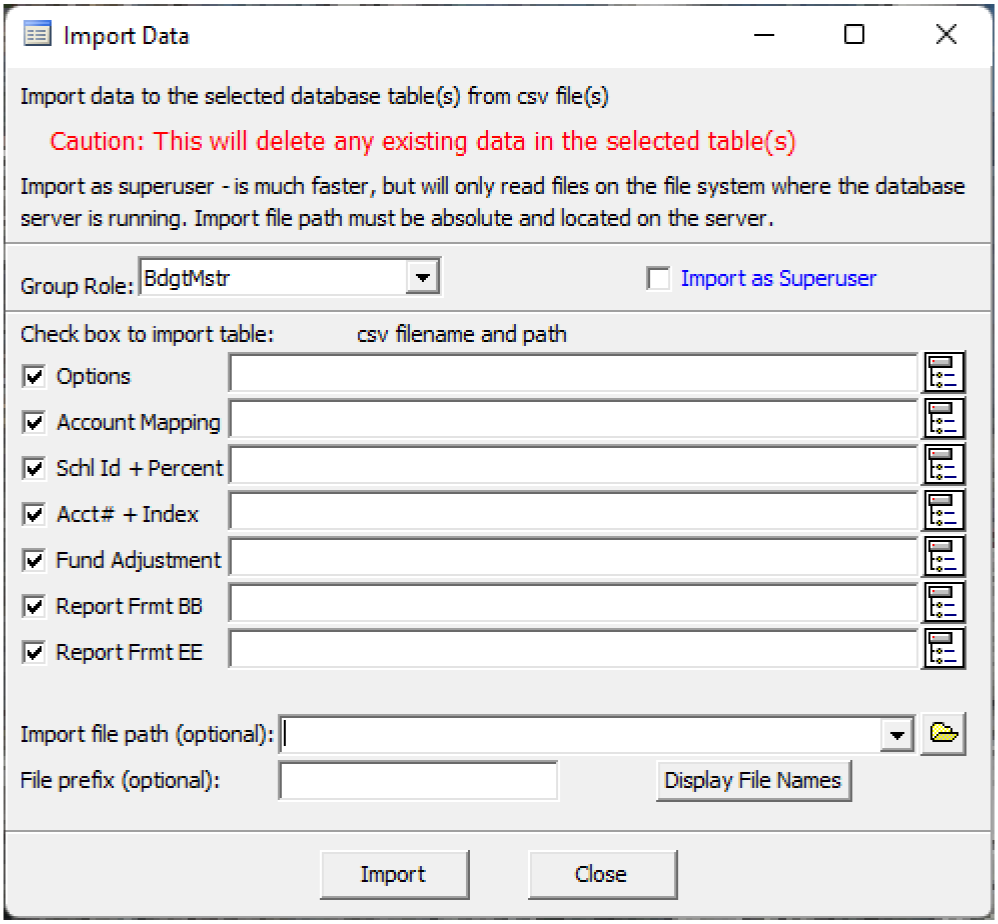
Export as Superuser:

If logged in as the PostgreSQL superuser (postgres), check this box. Exporting as the superuser is faster than exporting as a “normal” user, but other than that, the only difference is that the “Export path” must be on the server where PostgreSql is running.

When all questions have been answered, select “Export” to copy the selected table’s contents to a “.csv” file. Close will close this window and return to the “Manage Database” screen.

Import Data

This function “imports” a “.csv” file to a data table. The following screen will display:



Group Role: The group that should “own” the tables that are imported. If a Postgres user is a member of this group, they will have access to the imported tables

Import as Superuser:

If logged in as the PostgreSQL superuser (postgres), check this box. Importing as the superuser is faster than importing as a “normal” user, but other than that, the only difference is that the “Import path” must be on the server where PostgreSql is running.

Table(s) to Import:

Check the box to the left of each table to be imported. Click “UnSelect all” to uncheck all boxes. Click “Select all” to check all boxes. Only the tables that have this box checked will be imported. The “.csv” file path and filename may be entered directly, selected by clicking the “browse” button to the right of the file path/name, or by entering the “Import file path” and the “File prefix”, then click the “Display File Names” button to fill in the filename(s) automatically.

Import file path (optional, if not superuser):

The location from which the tables will be imported. If importing as superuser, this location must be on the server where PostgreSQL is running. If this field is left blank, the tables will be imported from the Budget folder. The “browse” button (at the right end of the field) can be selected to graphically pick the folder (path) to import from.

File prefix (optional):

The prefix to prepend to the “.csv” filename(s). If a date prefix was used when the tables were exported, enter the date here (usually YYYYMMDD).

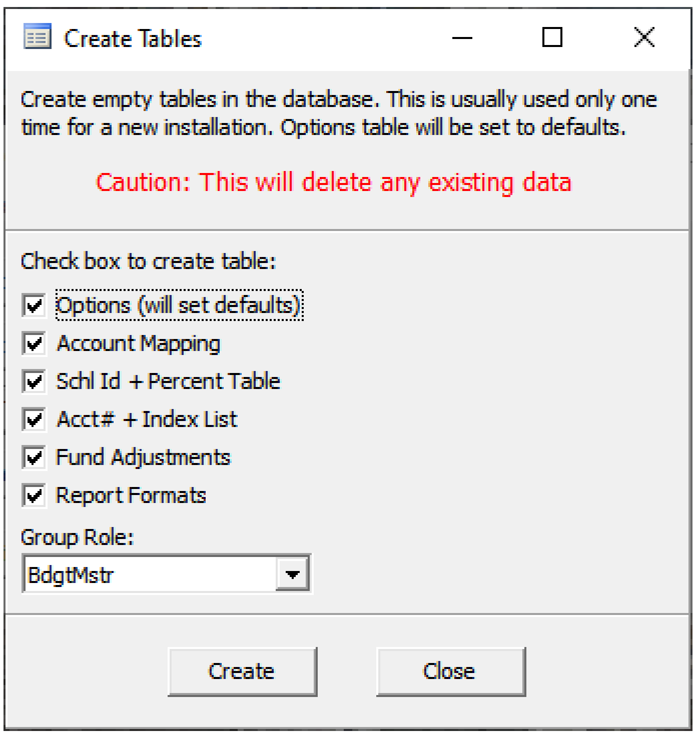
Display File Names:

If the “Import file path” and “File prefix” have been entered, this selection will combine the two and automatically enter the path and filename for all of the tables that are “checked”.

When all questions have been answered, select “Import” to copy the selected table’s contents from a “.csv” file. Close will close this window and return to the “Manage Database” screen.

Create Tables (use with caution)

This function create a data table, or a set of data tables so data can be inserted into them. No data can be stored in a table until it has been created. This function is normally only used for a new installation. Creating a table will completely delete any data that is stored in an existing table. The following screen will display:



Table(s) to Create:

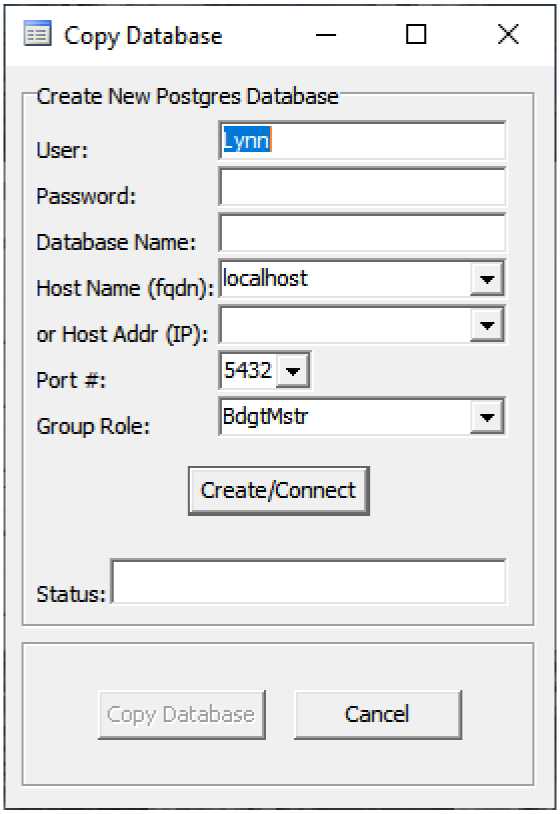
Check the box to the left of each table to be created.

Group Role: The group that should “own” the tables that are created. If a Postgres user is a member of this group, they will have access to the tables

When all questions have been answered, select “Create” the selected table(s). Close will close this window and return to the “Manage Database” screen.

Copy Database

This function copies a database, or a set of data tables. The database to be copied from, should already be connected. This screen looks very similar to the Postgres login screen and will create a database to be copied to. The following screen will display:



User: Postgres user login name.

Password: Password for the above username.

Database Name:
The name of the database that will be created and copied to.

Host Name: The name of the “host” (or server) where Postgres is running.

Host Addr: The host IP address can be entered here, if the “host name” is unknown.

Port #: The port on the “host” where Postgres is “listening” for connection requests.

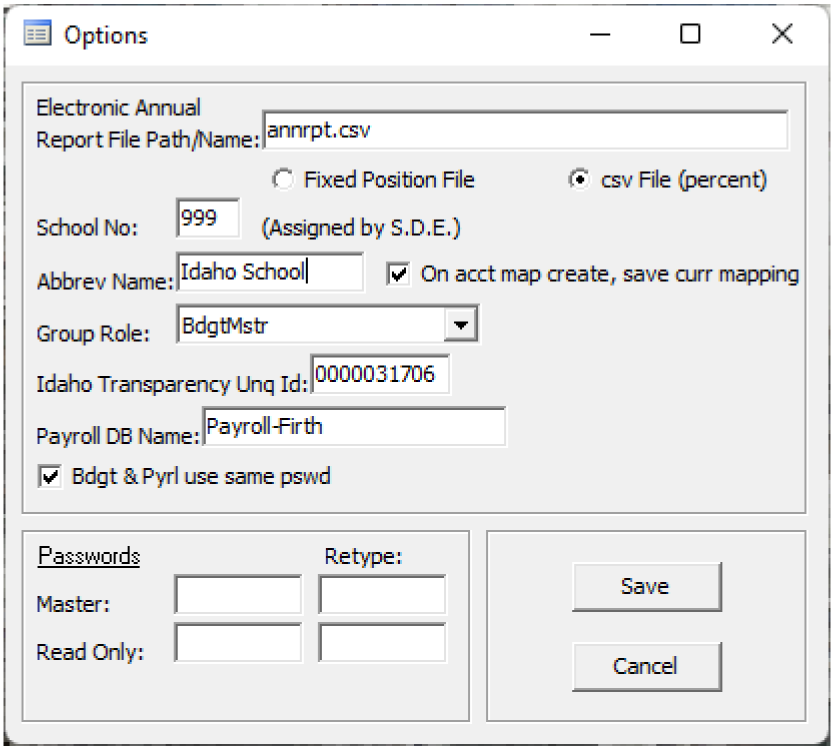
Group Role: The group that should “own” the database that is created. If a Postgres user is a member of this group, they will have access to the tables.

When these questions have been answered, select “Create/Connect” to create the database. When the new database is created (and connected), the “Copy Database” button will be enabled. Select this button to make a copy of the database. Cancel will close this window without creating and/or copying the database, and return to the “Manage Database” screen.

Options

The purpose of the “Options” menu items is to enter setup information used by various programs. For example the Electronic Annual Report File Path/Name can be set here and will be displayed automatically in the Print Reports screen. Options are stored under sub-menu choices as explained below:

General The “General” Options screen contains information that is common to many programs. The following form will display:



Electronic Annual Report File Path/Name:

Enter the path and filename of the electronic annual report file. This is sent to the state department of education and contains the revenue, expenditure, and balance sheet amounts.

Fixed Position File:

This option is used to create the electronic annual report file in a “fixed position” format. This format was discontinued in 2018.

Csv File (percent):

This option is used to create the electronic annual report file in a “csv” format. This format divides the expenses by percentage, by building id code. This format was introduced in 2019 for the 2018 - 2019 fiscal year report, and is currently the only format accepted by the SDE.

District No: The three digit “district” number assigned by the state department of education. This number is written to the electronic reporting file to identify the school.

Group Role: The group that should “own” any tables that are created or imported. If a Postgres user is a member of this group, they will have access to the tables

On acct map create, save curr mapping:

Check this box to preserve any account mapping that has been done on the existing accounts. When “Create” is selected, if this box is checked, the program will save any accounts that have been mapped. The mapping will then be applied to the same accounts after the new table has been created.

Passwords: If a password (other than the Postgres password) is to be entered before allowing access to the program, enter a password in one of the following categories. Note that the password has to be entered twice for verification.

Master: This password allows access to all functions... posting, editing, deleting, etc.

Read-Only: This password will only allow printing reports and viewing records but no posting, editing, or deleting will be allowed.

After questions have been answered select **Save** to permanently store the selections. Selecting **Cancel** will cause the program to not save the selections and return the selections to their former values.

School ID Printer

Set up the printer, font, size, etc. to use when printing the School ID/Percentages that have been entered in that routine. Select Save to store these selections. Selecting Cancel will cause the program to not save the selections and return the selections to the previous values.

Instructions for Printing the Budget Report

1. Select “Map Account #s” from the main menu. This routine is used to "map" any “invalid” account numbers to the SDE’s (IFARMS) numbering system. The report is printed from this file, so it must exist even if all of your account numbers match the SDE's (IFARMS) numbers. It’s a good idea to re-create this file each year to make sure any new accounts get added.

   Select “Create”. It will ask if the existing table should be overwritten, select “Yes”. When the table is finished being created, scroll down through it and look for any “Warnings” (rightmost column). If there are warnings, correct them by entering a valid fund-account # in the “Map Acct #” column. This is called “mapping” the account numbers to the IFARMS account number format.

2. Select “Prior Years Actual Amts” from the menu. If not already there, enter the actual revenue/expenditure amounts from the prior two years. The General M & O fund amounts are entered separately. All other fund’s amounts are combined together. This information is available from your prior two years annual reports. (Or from the “Actuals Summary Page” printed from the “Print Reports - Annual Report screen.) If you have the prior year actuals from last year you can use the “Move 1 to 2" button to move the 1 Year Prior amounts to the 2 Year Prior amounts. Note that these amounts can be updated automatically when the “Actuals Summary Page” is printed (option from the Annual (IFARMS) Report).

3. Select Print Reports.

4. Make sure the radio button “Budget Report” is selected. Select the Budget Preparation file that contains your current and proposed budget amounts. Generally, the rest of the information will default to just what is needed. When ready, click “Print Bdgt” to print the report.

   The report may be printed to the screen for just a single fund or just the summary page, or the entire report can be printed to a “pdf printer”, to make sure it is correct, before printing the report on paper.

   Print the Budget Report by selecting the Print Bdgt button. When the report is finished printing, check to make sure that it is complete and correct. The report may be printed as many times as needed.

Once the report is correct, including the summary page, email a copy to the State Dept of Education. The Budget Report is not reported electronically (like the Annual Report), but may be printed to a “.csv” file and imported to a spreadsheet, if desired. (The SDE seems to prefer receiving the Budget Report as both pdf and csv files via email.)

Instructions for Printing the Annual (IFARMS) Report

Notes for the Annual (IFARMS) Report

1. The Combined Balance Sheet pages for the “Special Revenue Funds 200", “All Funds and Account Groups”, and “Fund Balances” print automatically, if selected, at the end of the report.

2. The page titled "Fund Balances", that prints at the end of the report, shows beginning and ending balances for all funds. If “Use old sql cmds & beg bal accts” is checked, and if they don’t already exist, an account number ###-320001 must be added for each fund (in Budget Manager - Accounts), with the fund's beginning balance in the "Beg. Balance" field. If there were adjustments to a fund (this is rare), an account number ###-320002 must be added for that fund, with the adjustment amount in the "Beg. Balance" field. If these accounts already exist, the “Beg. Balance” amounts must be updated to reflect the current fiscal years amounts.

3. On the “Fund Balances” page, the ending fund balance is printed twice. The first time it is calculated by adding the adjusted beginning fund balance to the total revenues and expenditures. The second time it is taken from the Fund Equity account(s) ending balance. A difference of more than $5 or $6 between these two amounts indicates a problem. There will generally be a small difference because of rounding errors. (Valid Fund Equity accounts are: ###-310600, ###-320100, ###-320200, ###-330000, ###-340000, and ###-350000.) If the imbalance is in one of the “combined” funds, use the “Beg Fund” and “End Fund” fields to print just one fund at a time. This will help determine which fund is not balancing correctly.

4. The ABReport program can print the reports to the screen. However, there are limits to how much can be printed at one time. You may only print a single fund without the Summary/Combined Balances pages OR the Summary/Combined Balances page(s) only. The “Print to Screen” checkbox will be unavailable (grayed out) unless one of these two conditions is met.

5. An “Actuals Summary Page” is available in the Annual Report, to print the combined “actual” amounts for the current fiscal year. These amounts can be automatically entered into the “Prior Years Actual Amts” fields, and the Prior 1 year’s amounts can be automatically moved to the Prior 2 year’s amounts, which are used in the Annual Budget Report. Please make a backup of ABReport data prior to updating the prior year actual amounts. The “Actuals Summary Page” does NOT print by default, and is not sent to the SDE.

6. A “Statement of Financial Condition” Report is available in the Annual Report options to print the end of the fiscal year summary that can be published for public review.

Printing the Annual (IFARMS) Report

1. Select “Fund Adjustments” and click the “Clear All Adj”. This will clear any adjustments made in the prior year.

2. Select “Map Account#’s” from the main menu. This routine is used to "map" any “invalid” account numbers to the SDE’s (IFARMS) numbering format. The report is printed from this table, so it must exist even if all of the account numbers match the SDE's numbers. It’s a good idea to re-create this file each year to make sure any new accounts get added.

Select “Create”. It will ask if the existing table should be overwritten, select “Yes”. When the table is finished being created, scroll down through it and look for any “Warnings” (last column). If there are warnings, correct them by entering a valid fund-account # in the “Map Acct #” column. This is called “mapping” account numbers to SDE mandated account numbers.

3. Select Print Reports and click the radio button “Annual Report”. The default values will usually be exactly what is needed. The beginning/ending month-year should be entered as 07-20## and 06-20##, the beginning and ending month-year for the fiscal year being reported. Click “Print Ann” when ready to print the report.

A single fund or just the combined balance sheet pages can be printed to the screen, or the entire report can be printed to a “pdf printer”, to make sure everything is correct, before printing the entire report on paper. (It may not be required to print the report on paper. It can be reported electronically, and with a pdf file.)

The Annual Report will now begin printing. When the report is finished printing, check to make sure that it is complete and correct. The report may be printed as many times as needed.

If there is a difference between the two printed fund balances (on the fund balances summary page), because of rounding errors, it should be corrected by making entries in the “Fund Adjustments” screen. After entering these adjustment amounts, print the “Fund Balances” page again to make sure the two fund balance lines are equal.

4. When everything is correct, select “Print ‘Actuals’ Summary Page Only”. We recommend printing the summary page and checking that the amounts are all correct, before selecting “Move to -1 Prior Yr Amts”, and “Move -1 Prior Yr Amts to -2 Prior Yr Amts”. (We suggest you make a backup of the ABReport data prior to selecting these options in case something goes wrong.)

Once the report is correct, including the Combined Balance Sheet and Fund Balance pages, proceed to the next section "Creating the Electronic Report".

Creating the Electronic Annual (IFARMS) Report

Please make certain that the printed report is correct before proceeding to this section.

1. Select “Id Codes With Percents” from the main menu. This routine is used to tell the program how to split expenses among buildings. If the school consists of only one building, enter it’s code and 100%. Only one entry is needed in this case. If the school consists of multiple buildings, enter each building code and the percentage of the expense to be allocated to each building. Different expense categories may be split differently among buildings. Enter a short description to help clarify the category of expenses the line is used to distribute.

2. Select “Acct Index Table” from the main menu. This is where expense categories will be assigned an “index” from the “Id Codes With Percents” table. The index represents the line that will determine how the expense is allocated among buildings. After entering the “index” the description will display automatically. This will help ensure that the correct index is assigned to each expense category.

3. Select “Print Reports” from the main menu. Make sure the radio button “Annual Report Electronically” is selected. The beginning/ending month-year should be entered as 07-20## and 06-20##, the beginning and ending month-year for the fiscal year being reported. The program can write the file to the hard drive (“AnnRpt.csv” by default). It can then be emailed to the SDE. Click the “Electronic” button when ready to build the file. This file can be opened with a spreadsheet program such as Excel to view what will be sent to the SDE. (Be sure not to save this file from Excel, because it will change the format and the SDE will no longer be able to process it.)

Make a backup of Budget and ABReport at this point. Save these backups at least until the SDE has successfully processed the Annual Report. The electronic Annual (IFARMS) report, can be uploaded to the State Dept of Education through the ISEE system. Or the Annual (IFARMS) Report may be printed to a pdf file and emailed along with the AnnRprt.csv file, to the SDE.

Hints & Helps - Setting up "Id Codes With Percents"

This section will use the example screens in this manual to describe ways to split expenses by building.

Index	Desc	Id#1	%	Id#2	%	Id#3	%	Id#4	%	Id#5	%	Id#6	%	Id#7	%	Id#8	%
01	ELEM SAL BEN	0497	61.0	0499	39.0												
02	SECOND SAL BEN	0096	58.0	0291	42.0												
03	ELEM ENROLL	0497	45.0	0499	41.0	0291	14.0										
04	SECOND ENROLL	0291	34.0	0096	66.0												

Account#	Index	Description
1005121	01	ELEM SAL BEN
1005122	01	ELEM SAL BEN
1005123	03	ELEM ENROLL
1005124	03	ELEM ENROLL
1005151	02	SECOND SAL BEN
1005152	02	SECOND SAL BEN
1005153	04	SECOND ENROLL
1005154	04	SECOND ENROLL
1005155	04	SECOND ENROLL

The first two lines (or "indexes" 01/02) have been set up to split salaries and benefits for two elementary schools (line 1) and two secondary schools (line 2). If employees have been assigned a location code by building, then a good way to determine the correct percentages, is to print a list of paychecks and use the sub-totals for each building. Divide the 'grand' total of salaries by the total for each building, to get a percentage for each.

The next two lines (or "indexes" 03/04) have been set up to split expenses by elementary and secondary enrollments, respectively. Note that these two "indexes" are used to split purchased services, supplies and materials, and capital objects by enrollment in each building.

05	ALT SCHOOL	8844	100.0														

1005171	05	ALT SCHOOL
1005172	05	ALT SCHOOL
1005173	05	ALT SCHOOL
1005174	05	ALT SCHOOL
1005175	05	ALT SCHOOL

This next line (or "index" 05) is used for the alternative school. Since there is only one building used for alternative schooling, it has only one building code and 100%. All expenses will be assigned to this one building when using this "index".

06	ADMINISTRAT	3201	100.0														

"Index" 06 was set up to allocate expenses to a separate administration building. Note there is only one building code and 100%. All expenses will be assigned to this one (administrative) building when using this "index". The SDE has asked that administration expenses be split among the student occupied buildings so this "index" is not used.

07	SPEC ED	0497	24.0	0499	28.0	0291	21.0	0096	25.0	8844	2.0						

1005211	07	SPEC ED
1005212	07	SPEC ED
1005213	07	SPEC ED
1005214	07	SPEC ED

"Index" 07 is used to split special education expenses between five buildings.

08	PIONEER	0499	100.0														

1005221	08	PIONEER
1005222	08	PIONEER

"Index" 08 is used to allocate expenses to a single elementary school building. In this example it is used to assign all "preschool exceptional program" expenses to a single building.

09	ALL ENROLL	0497	22.0	0499	20.0	0291	24.0	0096	32.0	8844	2.0						

1005241	09	ALL ENROLL
1005242	09	ALL ENROLL
1005244	09	ALL ENROLL

1006211	09	ALL ENROLL
1006212	09	ALL ENROLL
1006213	09	ALL ENROLL
1006214	09	ALL ENROLL
1006215	09	ALL ENROLL
1006221	09	ALL ENROLL
1006222	09	ALL ENROLL
1006224	09	ALL ENROLL
1006321	09	ALL ENROLL
1006322	09	ALL ENROLL
1006323	09	ALL ENROLL
1006324	09	ALL ENROLL
1006411	09	ALL ENROLL
1006412	09	ALL ENROLL
1006414	09	ALL ENROLL
1006511	09	ALL ENROLL
1006512	09	ALL ENROLL
1006513	09	ALL ENROLL
1006514	09	ALL ENROLL

"Index" 09 has been set up to split expenses by enrollment between five different buildings.

In this example it is used to divide "gifted and talented program", and several other expense categories, among these five buildings by enrollment.

10	HIGH SCHOOL	0096	100.0														

1005321	10	HIGH SCHOOL
1005322	10	HIGH SCHOOL
1005323	10	HIGH SCHOOL
1005324	10	HIGH SCHOOL

"Index" 10 is used to allocate expenses to a single secondary building. Note that is has only one building code and 100%. In this example it is used to assign all "school activity program" expenses to this building.

11	GUIDANCE	0096	68.0	0291	32.0												

1006111	11	GUIDANCE
1006112	11	GUIDANCE
1006113	11	GUIDANCE
1006114	11	GUIDANCE

"Index" 11 splits expenses for two buildings. In this example it is used to divide "attendance-guidance-health program" expenses between these two buildings.

12	BLDG SIZE	0497	12.0	0499	15.0	0291	18.0	0096	52.0	8844	3.0										

1006611	12	BLDG SIZE
1006612	12	BLDG SIZE
1006613	12	BLDG SIZE
1006614	12	BLDG SIZE
1006615	12	BLDG SIZE
1006617	12	BLDG SIZE
1006634	12	BLDG SIZE
1006641	12	BLDG SIZE
1006642	12	BLDG SIZE
1006643	12	BLDG SIZE
1006644	12	BLDG SIZE
1006645	12	BLDG SIZE
1006654	12	BLDG SIZE

"Index" 12 is used to divide maintenance expenses among all student occupied buildings. One way to do this is by square footage. Divide the total square footage by the square footage of each building to get a percentage for each building.

In this example, this "index" is used to allocate "building care and maintenance" expenses among all buildings.

13	JR HIGH	0291	100.0																		

2316211	13	JR HIGH
2316212	13	JR HIGH
2316213	13	JR HIGH
2316214	13	JR HIGH
2316215	13	JR HIGH

"Index" 13 has been set up to allocate all expenses to a single junior high building.

In this example, the "index" is used to allocation fund 231 "instruction improvement program" expenses to the jr high building.

Instructions for Printing the Transparency Report

The Idaho 'Transparency' Report builds a csv file that can be uploaded to the ISEE website to satisfy the state's reporting requirements for Budget and Payroll transactions.

Note that Adjustments/Journal Entries and Payroll Transfers (if used) are included in this report. The corresponding Vendors (in Budget Manager) will need to have a city and state associated with them. (Enter the city and state of the school.)

1. Select "Map Account #s" from the main menu. This routine is used to "map" any "invalid" account numbers to the SDE's (IFARMS) numbering system. The report is printed from this file, so it must exist even if all of your account numbers match the SDE's (IFARMS) numbers. It's a good idea to re-create this file each year to make sure any new accounts get added.

   Select "Create". It will ask if the existing table should be overwritten, select "Yes". When the table is finished being created, scroll down through it and look for any "Warnings" (rightmost column). If there are warnings, correct them by entering a valid fund-account # in the "Map Acct #" column. This is called "mapping" the account numbers to the IFARMS account number format.

2. Select "Print Reports" (main menu) – Idaho 'Transparency' Report. Enter the "Beg Mo-Yr" and "End Mo-Yr" for the desired range of checks, receipts, and other entries. Enter the "Fiscal Year" being reported. For example, when reporting any period between July 1 and June 30, enter the year that June 30th will fall in.

3. Print this report to the screen or printer to see what will be included. When ready to upload the report to the ISEE website, select "Print csv File". Select the folder and enter the filename where you want the file to be written. Click the "Print Tran" button. You can open the csv file with a spreadsheet program like Excel, to see what you're sending to the SDE, but do not save the file from the spreadsheet program. The spreadsheet program may alter the format of the file and it may not upload properly.