

Alaska Education Grants Management System (GMS) Budget Upload/Download, Budget Filtering, and Budget Tags



Alaska Department of Education & Early Development
333 Willoughby Ave., 9th Floor, State Office Building
P.O. Box 110500
Juneau, AK 99811-0500
education.alaska.gov

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What is Budget Upload/Download and why use it?

The budget download and upload process allow users to download a budget file containing any budget details. Users can create, edit, or delete budget detail data in this file. Subsequently, users upload the edited file to the budget where the budget details reflect the changes in the file. Users may also use a downloaded file for other actions such as printing.

These functions can:

- facilitate faster data entry,
- allow users to see large numbers of budget details at one time,
- print the budget as an Excel file,
- allow users to create ad hoc reports from budget details using the Excel functions,
- permit users who may not have permission to enter budget details, such as school principals, to create a budget for their individual schools for upload to the district budget, and
- download and print filtered data, such as budget details for a specific school.

Who can perform budget downloads and uploads and when?

The budget download and upload process are launched from the Budget page of a grant. Budget downloads can be performed in ANY status of a funding application (i.e., Draft Started, Fiscal Representative Approved, DEED Administrator Approved).

Any user who can view the budget pages can download a budget. The general public can download budgets from any approved versions of funding applications. However, only users with a role that permits them to work in or view an unapproved budget can download the budget of a grant from an unapproved version of a funding application.

While any person can create or modify an Excel budget file template, only users with roles permitting them to create or edit a funding application can perform a budget upload. Also, a budget upload can only occur when the funding application is in an editable status (e.g., Draft or Revision Started or one of the Returned Not Approved statuses). The *Upload Budget Data* link will only appear on the budget page when the funding application is in one of these statuses.

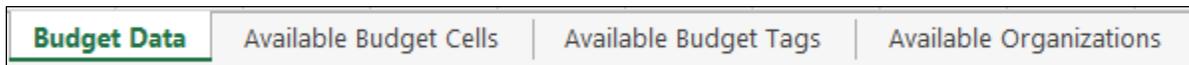
What is the Budget Template?

The Excel budget template contains four worksheets.

- The first is the *Budget Data* worksheet and contains the column headings and any budget detail information currently in the grant from which it is downloaded. This is the sheet that is used to create, update, or delete budget detail information.
- The *Available Budget Cells* worksheet contains the list of allowable account code/purpose code combinations for the grant.
- The *Available Budget Tags* worksheet contains the list of required/optional tags for the grant.
- The *Available Organizations* worksheet contains the list of organizational codes (e.g., district and school codes) for the district's grant.

The *Available Budget Tags*, *Available Budget Cells*, and *Available Organizations* worksheets are for reference and can be used to copy and paste information to the *Budget Data* worksheet.

Excel Worksheets



Budget Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Item Key	Action	Account C	Account C	Purpose C	Purpose C	Optional	Budget Ta	Organizati	Organizati	Quantity	Cost	Total	Narrative Description		
926179	Update	310	Certificat	BG	Basic Gran			22	Juneau Bo	3	4521	13563	Stipends for Title I teachers pro		
926175	Update	310	Certificat	BG	Basic Gran			220050	Glacier Va	1	56987	56987	1.0 FTE Reading and/or Math Int		
926177	Update	310	Certificat	BG	Basic Gran			220050	Glacier Va	3	1064	3192	Staff for weekly GV literacy nigh		
926152	Update	310	Certificat	BG	Basic Gran			220060	Harborvie	1	87000	87000	1.0 FTE Reading and/or Math In		

Available Budget Cells

A	B	C	D	E	F
Account C	Account Code	Description	Purpose C	Purpose Code	Description
310	Certificated Salaries		BG		Basic Grant
310	Certificated Salaries		PD		Professional Development
310	Certificated Salaries		PE		Parent Engagement
310	Certificated Salaries		PS		Private Schools
310	Certificated Salaries		PS		Homeless

Available Budget Tags

See [Adding Budget Tags](#) section of this document.

Available Organizations

A	B	C	D	E	F	G
Organizat	Organization					
22	Juneau Borough School District (22)					
220010	Auke Bay Elementary (220010)					
220020	Dzantik'i Heeni Middle School (220020)					
22NP004	Faith Community Schools (22NP004)					
220030	Floyd Dauden Middle School (220030)					

Available Budget Tags Available Organizations

Tips for Using the Budget Template

- It is recommended that a budget template be downloaded whenever a new budget upload is being created so that the most current system information is available.
- Columns in the template can be rearranged, but it is critical that the text of the column heading remain exactly as downloaded.
- Required columns cannot be deleted.
- Additional columns can be added, but these will be ignored in the upload process. For example, a column for notes could be added for reference but they would not create errors nor would the data in these columns affect the budget detail in the upload process.
- Rows for budget details which have no changes can be deleted if desired. Leaving them in with the *Update* Action will not make any changes if nothing was changed in the Excel file. Note: If the budget detail is to be removed from the budget, leave the row in and use *Delete* in the Action column.
- While an entire budget can be uploaded at once, it is also possible to upload only one or a group of budget details.
- Indirect lines in the file will be ignored, as they are automatically generated based on the content in the other budget entries. A warning will appear but it will not prevent the budget template from uploading.

Grant Budget Upload Messages

Juneau Borough School District (22) - FY 2021 - ESEA Consolidated - Rev 0 - Title I-A

[Return to Grant Budget Upload](#)

Row 13

495 - Indirect cannot be created, updated, or deleted through the budget upload. These line items are automatically generated based on other budget entries. These rows will be ignored when the file processes. Warning

- Indirect lines can be manually deleted from the budget template before uploading, but this action is not necessary.

The Budget Template contains the following columns.

1. Item Key (required column)

- A value is required for rows that are being updated or deleted. The value would need to remain the same from the budget download.
- This column contains the system's identification for an existing budget detail. When creating new budget details, this cell will be left blank.

2. Action (required column)

- A value is required for this column in every budget detail row.
- Three possible entries – *Update, Delete, and Create*.
- An existing budget detail can only have *Update or Delete*. The default is *Update*.
- New budget details must use the term *Create*.

3. Account Code (required column)

- A value is required for this column in every budget detail row.
- Can only have a code that is listed on the available Budget Cells sheet

4. Account Code Description (optional column)

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.

5. Purpose Code (required column)

- A value is required for this column in every budget detail row.
- must be listed on the Budget Cells sheet in combination with the Account Code selected.

6. Purpose Code Description (optional column)

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.

Tip: The Account Code, Account Code Description, Purpose Code and Purpose Code Description can be copied and pasted to the appropriate location in the Budget Data sheet.

7. Optional Sub-Code (optional column)

8. Budget Tags (optional column)

- For Title Programs that require a tag, there will be a validation error that will force a budget tag to be entered before submission.
- Districts can also manually select tags from the drop-down menu for each budget item in GMS itself.

9. Organization Number (required column)

- A value is required for this column in every budget detail row.
- Data entered must be on the Available Organization page in the exact format as listed.

10. Organization (optional column)

- This column is included in the budget download template as a reference only. It is not necessary to include this column in the budget upload file.
- Can be copied and pasted with the code from the Available Organization sheet.

11. Quantity (required column)

- A value is required for this column in every budget detail row.
- Must be greater than 0.
- Data can be entered up to two decimal places.

12. Cost (required column)

- A value is required for this column in every budget detail row.
- Must be greater than 0.
- Data can be entered up to two decimal places.

13. Total (optional column)

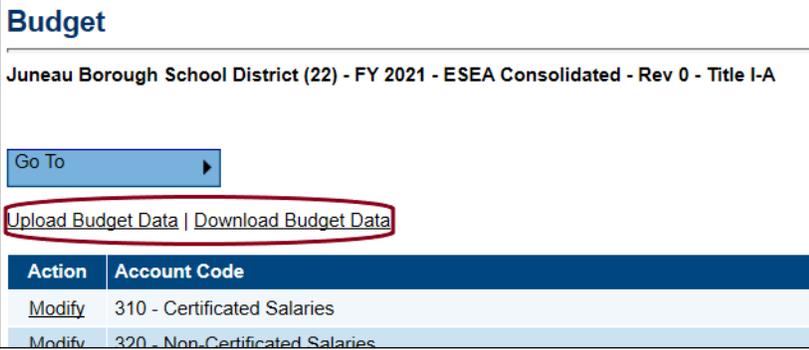
- This will be automatically calculated as $Quantity \times Cost = Total$.

14. Narrative Description (required column)

- A value is required for specific account code/purpose code combinations. If an upload file is missing one or more required narrative descriptions, an error message will indicate which rows require a value.
- Limit to 2,000 characters.
- Use ALT+Enter (Windows) or Control+Option+Enter (Mac) to create line breaks in the text.

Steps for Creating or Modifying a Budget

- Step 1.** From the Budget page click on *Download Budget Data*. This will download an Excel file containing the budget data and other information specific to the grant.



The screenshot shows a web interface titled "Budget" for "Juneau Borough School District (22) - FY 2021 - ESEA Consolidated - Rev 0 - Title I-A". It includes a "Go To" search box and two links: "Upload Budget Data" and "Download Budget Data", with the latter being circled in red. Below the links is a table with columns "Action" and "Account Code".

Action	Account Code
Modify	310 - Certificated Salaries
Modify	320 - Non-Certificated Salaries

- Step 2.** Open the downloaded Excel file. The column headings in the file must not be renamed nor required columns deleted. However, the columns can be reordered if desired. Make any desired changes to any existing budget details. The default Action value is *Update* which indicates a change to data within the budget detail. To delete a budget detail, use *Delete* in the Action column. Create new budget details as needed, putting *Create* in the Action column.

If creating a budget “from scratch,” or to provide a user with a blank upload file, use *Download Budget Data* before any budget details are created or download the budget and delete all the rows except the one with the column headings. This process could be used to provide an empty spreadsheet to individual schools for creating their own budgets. The completed sheets would be uploaded into the district budget.

- Step 3.** Save the file with an appropriate file name.
- Step 4.** From the Budget page, click on *Upload Budget Data*.
- Step 5.** Locate the file by clicking on *Choose File* and click on *Create* after finding the file.



The screenshot shows a web interface titled "Create Grant Budget Upload" for "Juneau Borough School District (22) - FY 2021 - ESEA Consolidated - Rev 0 - Title I-A". It features a blue banner that says "Please select a file to upload." Below this, there is a file upload area showing "Upload Data File:" with a green dot and the filename "June 28 budget changes.xlsx" and a red "x" icon with the text "Remove". At the bottom, there are "Create" and "Cancel" buttons.

- If the file is missing any required data, a message will appear and the file will not be uploaded. Open the file in Excel, enter the missing data, save the file and upload again.

Step 6. If the file uploads, the system will display the Grant Budget Upload Screen.

Process Grant Budget Upload	
Delete Grant Budget Upload	
Grant Budget Upload Functions	Description
View Messages	View any issues with the upload file.
Upload Data File	Upload a new file to replace the current one.
View Data File	View the current file.
Return	

Process Grant Budget Upload: Completes the upload process and makes changes to the budget.

Delete Grant Budget Upload: Ends the current upload action. No changes will be made to the budget.

View Messages: Check for validation errors.

Upload Data File: Upload a new file to correct any validation errors.

View Data File: Opens the uploaded file.

Step 7. Click on *View Messages* to see if there are any validation errors. An error will prevent the file from being processed. If errors exist, correct them in the Excel file and click on *Upload Data File* from this screen to load the corrected file.

Step 8. If there are no error messages, click on *Process Grant Budget Upload* to complete the budget upload.

Step 9. A budget upload must be processed before another one can be started. If a budget upload has been started but not completed, the Budget page will display a *View Budget Upload* link. If you do not want to complete the current budget upload process for any reason, click on *Delete Grant Budget Upload*. No changes will be made to the budget.

Process Grant Budget Upload	
Delete Grant Budget Upload	
Grant Budget Upload Functions	Description
View Messages	View any issues with the upload file.
Upload Data File	Upload a new file to replace the current one.
View Data File	View the current file.
Return	

What is filtering?

Filtering provides a way to view and download a subset of budget details. The filtering criteria include Account Codes, Purpose Codes, Location Codes, and Tags.

Filtering of budget data takes place on the Budget Detail page. Filtering of data can take place regardless of the application status.

To filter, select *Modify* or *View* (depending on the application status) for any of the account codes or purpose codes on the Budget page.

- Step 1.** On the Budget Detail page, the filter options are at the top right and will be filtered by default for the code selected and “all” for the other filters. The budget details that are listed will only include those that match the filter criteria.

The screenshot shows the Budget Detail page with a filter bar at the top. The filter bar indicates "Filtering - 4 out of 19 Budget Items match selected filters" and includes a "Return" button. Below the filter bar, there are four filter categories: "Account Code", "Purpose Code", "Location Code", and "Tags". Each category has a dropdown menu. The "Account Code" dropdown is currently set to "All". Below the filter bar, there is a table with columns for "Account Code", "Purpose Code", "Location Code", and "Tags". The table shows "No Options Selected" for the "Account Code" column. Below the table, there is a "Download Budget Data" button and a link that says "Click here to download the filtered budget details." At the bottom of the page, there is a pagination bar with "Add Budget Item" button, navigation buttons ("<< First", "< Previous", "1", "Next >", "Last >>"), and "Items 1-4 out of 4".

- Step 2.** To apply other filter criteria, click on the underlined criteria to display a list of options. Criteria options can include one or more individual selections or all of the options.

The two screenshots show the dropdown menu for the "Account Code" filter. The left screenshot shows a list of school districts with "Harborview Elementary (220060)" selected. The right screenshot shows a list of budget categories with "310 - Certificated Salaries" selected. Both screenshots include a "Return" button at the top and a "Show All / Clear All" link below the filter bar.

Step 3. Once the filter criteria are applied:

- a. The number of budget details resulting from the filter will appear in the filter header.

Filtering - 1 out of 2 Budget Items match selected filters		
Show All / Clear All		
Account Code	Purpose Code	Location Code
310 - Certificated Sal...	All	Harborview Elementary ...

- b. If the filter results in large number of returns, they will be listed on pages. You can set the number of budget details per page.

Download Budget Data		
Add Budget Item	<< First < Previous 1 2 Next > Last >>	Items 1-10 out of 19
Delete	Edit	Items/Page: 10 25 50 100
Account Code	Purpose Code	Narrative Description
310 - Certificated Salaries	BG - Title IV-A	\$18,478 (Safe and Healthy - SH) Stipends for certificated staff to attend monthly CLEAR (promoting trauma-informed schools), training framework outside of contract day (est 56 staff, 1.10 hours per month, 9 months, \$33.33/hr)
Priority Areas: Safe & Healthy Students		

- c. The budget summary will include a total for the filtered details.

Total for filtered Budget Items:	\$28,045.00
Total for all other Budget Items:	\$81,300.26
Total for all Budget Items:	\$109,345.26

- d. Selecting the *Download Budget Data* link will download the filtered budget details to an Excel template file for printing or other use.

Download Budget Data		
Add Budget Item	<< First < Previous 1 Ne	
Delete	Edit	Budget
		Account Code: 310 - Certificated Sa
		Purpose Code: BG - Basic Grant

Adding Budget Tags

Available Budget tags are listed on the *Available Budget Tags* worksheet of each Title Program budget template.

	A	B	C	D	E
1	Tag Group Name	Tag Group Load Name	Tag Name	Tag Load Name	Upload Text
2	Required Activities	RA	Effective LIEPs	LIEP	RA=LIEP
3	Required Activities	RA	Effective Professional Development	PD	RA=PD
4	Required Activities	RA	Effective Parent, Family, and Community Engagement Activity	PFCE	RA=PFCE
5					
6					

To add multiple tags, tags need to be separated by commas in the *Budget Tags* column on the *Budget Data* worksheet. [Tag Group Code]=[Tag Load Name 1], [Tag Load Name 2], [Tag Load Name 3]. See example below.

	A	B	C	D	E	F	G	H
1	Item Key	Action	Account C	Account C	Purpose C	Purpose C	Optional S	Budget Tags
2	936711	Update	310	Certificate	BG	Title III-A	316	RA=LIEP, PD
3	936713	Update	310	Certificate	BG	Title III-A		RA=PD
4								

Districts can also manually select tags from the drop-down menu for each budget item in GMS itself.

Budget Item	
Account Code:	310 - Certificated Salaries
Purpose Code:	BG - Title III-A
Required Activities:	Select Tag
Optional Sub-Code:	Effective LIEPs
Location Code:	Effective Professional Development
	Effective Parent, Family, and Community Engagement Activity
Quantity:	1.00
Cost:	\$20,000.00
Budget Item Total:	\$20,000.00

Available Budget Tags

Title I-A Tags

- No tags available.

Title I-C Tags

Consolidating Schools (if applicable)

- Consolidated into a I-A SW Program (CS=ConYes)
- Targeting Migratory Children (CS=ConNo)

Title I-D Tags

Use of Funds

- Transitional Activities (UF=TA)

Title II-A Tags

- No tags available.

Title III-A Tags

Required Activities

- Effective LIEPs (RA=LIEP)
- Effective professional development (RA=PD)
- Effective parent, family, and community engagement activity (RA=PFCE)

Title IV-A Tags

Priority Areas:

- I: Well-Rounded Education (PA=WRE)
- II: Safe & Healthy Students (PA=SHS)
- III: Effective Use of Technology (PA=EUT)