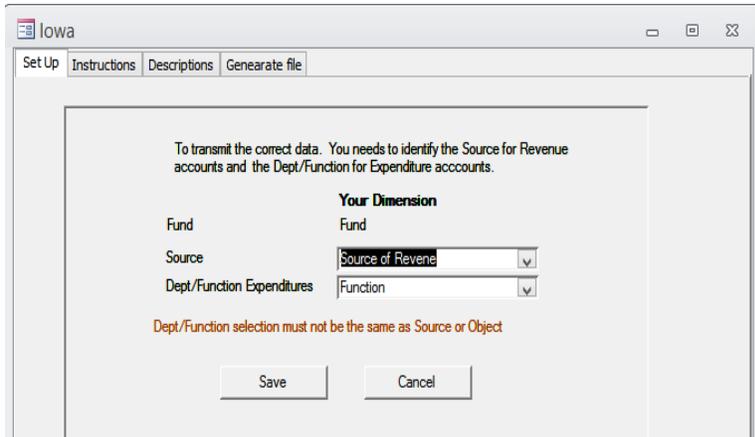


State of Iowa Budget Export

To access the budget report from fund accounting simply right click, choose special reports, and state reports.



To transmit the correct data you need to identify the SOURCE for Revenue accounts and the Department/Function for Expenditure Accounts.

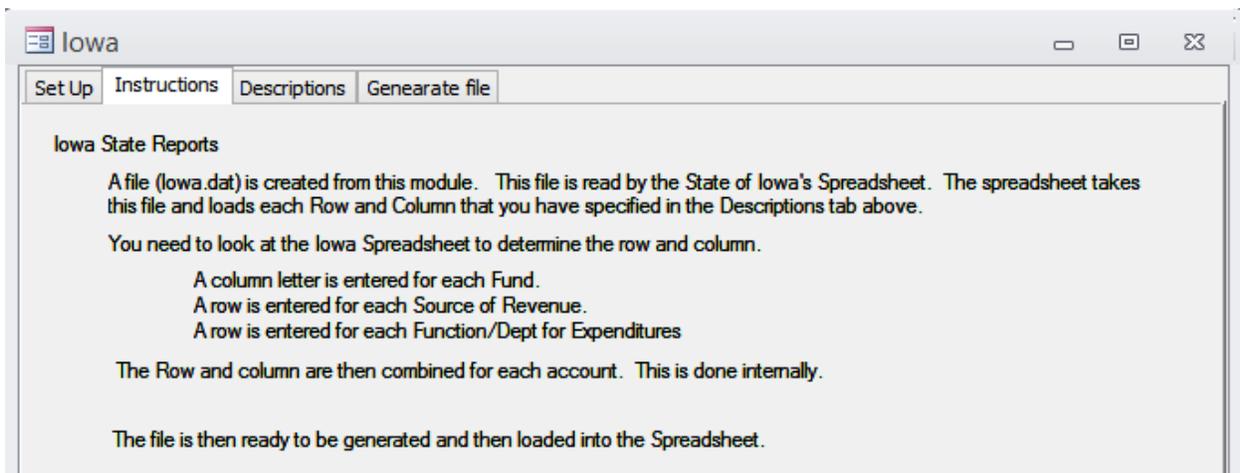
This is a one time setup. If new accounts are added, then the descriptions tab would need to be updated.

If using the Iowa Recommended Chart of Accounts then it should be set as:

Source- Source of Revenue

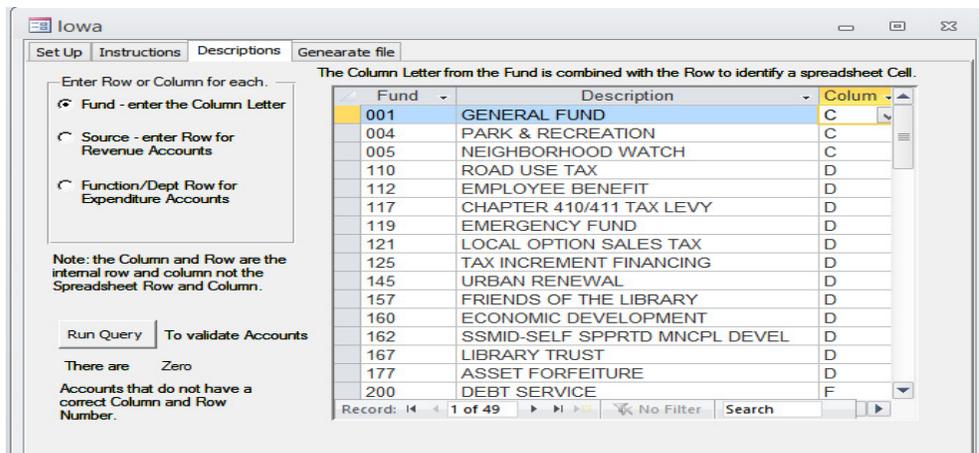
Dept/Function Expenditures- Function

Instructions



A file called Iowa.dat is created from this module and imported into the State of Iowa's Budget Spreadsheet. The spreadsheet takes this file and loads data into it based on how you have assigned each row and column under the descriptions tab.

Descriptions



The Column Letter from the Fund is combined with the Row to identify a spreadsheet Cell.

Fund	Description	Column
001	GENERAL FUND	C
004	PARK & RECREATION	C
005	NEIGHBORHOOD WATCH	C
110	ROAD USE TAX	D
112	EMPLOYEE BENEFIT	D
117	CHAPTER 410/411 TAX LEVY	D
119	EMERGENCY FUND	D
121	LOCAL OPTION SALES TAX	D
125	TAX INCREMENT FINANCING	D
145	URBAN RENEWAL	D
157	FRIENDS OF THE LIBRARY	D
160	ECONOMIC DEVELOPMENT	D
162	SSMID-SELF SPPRTD MNCPL DEVEL	D
167	LIBRARY TRUST	D
177	ASSET FORFEITURE	D
200	DEBT SERVICE	F

Record: 1 of 49

1. Setup the columns for each fund by taking a look at the Iowa Budget Spreadsheet on the “Re-Est-Exp-P1” tab. All funds relevant to General go in column C, Special Revenue (D), TIF Special Revenues (E), Debt Service (F), Capital Projects (G), Permanent (H), and Proprietary (I). Proprietary are Enterprise Funds.

*Use the alt-code description as a reference as it shows what type each fund is.

2. A row number needs to be entered for each Source of Revenue. Determine the correct row from the Iowa Budget Spreadsheet by looking at the “Re-Est Revenues” tab. Use the row number after the revenue description in column (B) **NOT THE CELL ROW NUMBER ON THE LEFT COLUMN.**

Example: Taxes Levied on Property shows ROW 1

*Use the alt-code description as a reference as it shows what revenue type it should be listed under on the spreadsheet.

3. A row number needs to be entered for each Function for Expenditures. Determine the correct row from the Iowa Budget Spreadsheet by looking at the “Re-Est-Exp-P1 AND “Re-Est Exp P2” tabs. Use the row number after the government activities description column (B) **NOT THE CELL ROW NUMBER ON THE LEFT COLUMN.**

*Use the alt-code description as a reference as it shows what business activity class it should be listed under on the spreadsheet.

4. Once all columns and rows are entered click on the Run Query button and this will verify if all descriptions have a column, field, or row attached to them.

Generating File

The screenshot shows a software window titled "Iowa" with a "Generate file" tab selected. The window contains the following information:

- Current Year: 14-15 (dropdown menu)
- County Number: 00
- City Number: 000
- Table:

Last Year	13-14	Actual
Current Year	14-15	Re-Estimate Budget
Next Budget Year	15-16	Budget
- Locations to save data for excel Import: c:\
- File Name is Iowa.dat
- Buttons: Generate Data, Cancel
- Text: Remember this location so you can load this file from the Iowa Spreadsheet.
- Text: No Cents Does not affect Fund Bal sheet

The default location to save the export file is c:\bdswin. If you want this saved to a different location, click on the browse button and locate a path to save the Iowa.dat file.

Click generate file when you are ready to begin. The IOWA.DAT file is now created and ready to import into your spreadsheet.



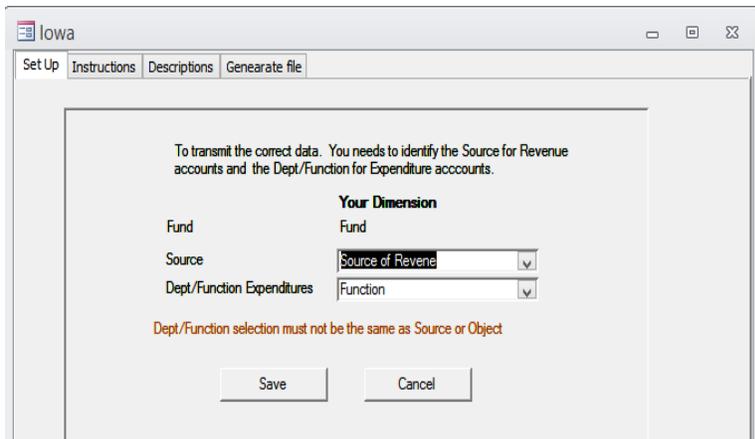
Once the spreadsheet is open, click on the CERT tab and click the import data button.

You will then be asked to continue, say yes, then browse to the location of the saved Iowa.dat file. Click on the Iowa.dat file and then click open.

****If this is your first time importing, please compare by doing the spreadsheet manually as well to verify you have the correct rows and columns assigned.***

State of Iowa Budget Export

To access the budget report from fund accounting simply right click, choose special reports, and state reports.



To transmit the correct data you need to identify the SOURCE for Revenue accounts and the Department/Function for Expenditure Accounts.

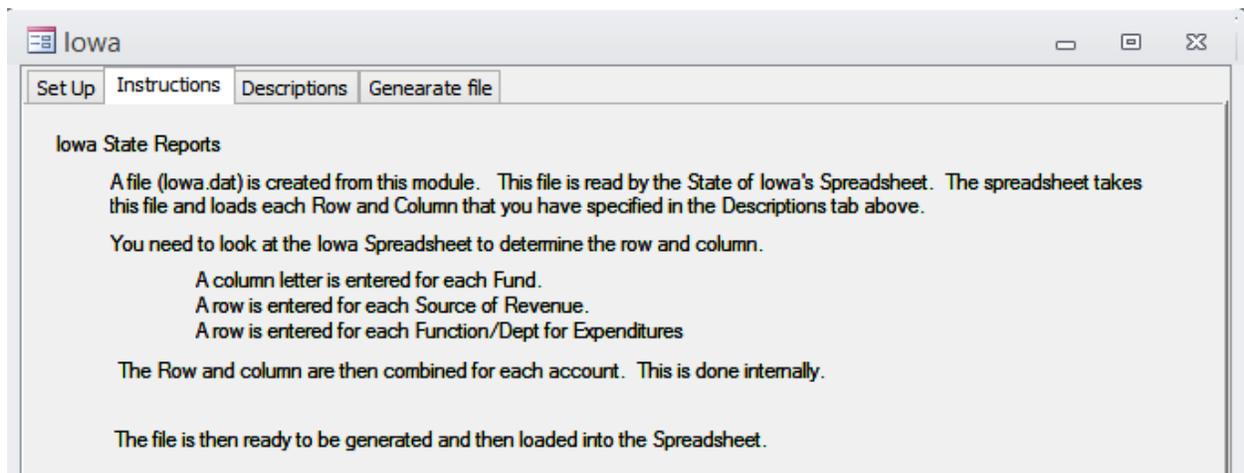
This is a one time setup. If new accounts are added, then the descriptions tab would need to be updated.

If using the Iowa Recommended Chart of Accounts then it should be set as:

Source- Source of Revenue

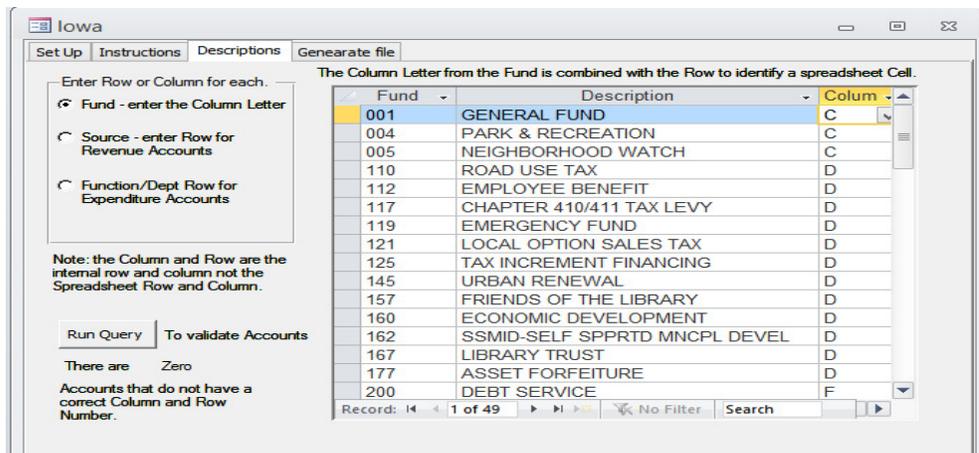
Dept/Function Expenditures- Function

Instructions



A file called Iowa.dat is created from this module and imported into the State of Iowa's Budget Spreadsheet. The spreadsheet takes this file and loads data into it based on how you have assigned each row and column under the descriptions tab.

Descriptions



The Column Letter from the Fund is combined with the Row to identify a spreadsheet Cell.

Fund	Description	Column
001	GENERAL FUND	C
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121	LOCAL OPTION SALES TAX	D
125	TAX INCREMENT FINANCING	D
145	URBAN RENEWAL	D
157	FRIENDS OF THE LIBRARY	D
160	ECONOMIC DEVELOPMENT	D
162	SSMID-SELF SPPRTD MNCPL DEVEL	D
167	LIBRARY TRUST	D
177	ASSET FORFEITURE	D
200	DEBT SERVICE	F

Record: 1 of 49 No Filter Search

1. Setup the columns for each fund by taking a look at the Iowa Budget Spreadsheet on the “Re-Est-Exp-P1” tab. All funds relevant to General go in column C, Special Revenue (D), TIF Special Revenues (E), Debt Service (F), Capital Projects (G), Permanent (H), and Proprietary (I). Proprietary are Enterprise Funds.

*Use the alt-code description as a reference as it shows what type each fund is.

2. A row number needs to be entered for each Source of Revenue. Determine the correct row from the Iowa Budget Spreadsheet by looking at the “Re-Est Revenues” tab. Use the row number after the revenue description in column (B) **NOT THE CELL ROW NUMBER ON THE LEFT COLUMN.**

Example: Taxes Levied on Property shows ROW 1

*Use the alt-code description as a reference as it shows what revenue type it should be listed under on the spreadsheet.

3. A row number needs to be entered for each Function for Expenditures. Determine the correct row from the Iowa Budget Spreadsheet by looking at the “Re-Est-Exp-P1 AND “Re-Est Exp P2” tabs. Use the row number after the government activities description column (B) **NOT THE CELL ROW NUMBER ON THE LEFT COLUMN.**

*Use the alt-code description as a reference as it shows what business activity class it should be listed under on the spreadsheet.

4. Once all columns and rows are entered click on the Run Query button and this will verify if all descriptions have a column, field, or row attached to them.

Generating File

The screenshot shows a software window titled "Iowa" with a tabbed interface. The active tab is "Generate file". The window contains the following elements:

- Tabbed menu: Set Up, Instructions, Descriptions, **Generate file**
- City Name: Iowa
- Current Year: 14-15 (dropdown menu)
- County Number: 00
- City Number: 000
- Table:

Last Year	13-14	Actual
Current Year	14-15	Re-Estimate Budget
Next Budget Year	15-16	Budget
- Locations to save data for excel Import: File Name is Iowa.dat
- File path: c:\
- Buttons: Generate Data, Cancel
- Warning: No Cents Does not affect Fund Bal sheet

The default location to save the export file is c:\bdswin. If you want this saved to a different location, click on the browse button and locate a path to save the Iowa.dat file.

Click generate file when you are ready to begin. The IOWA.DAT file is now created and ready to import into your spreadsheet.



Once the spreadsheet is open, click on the CERT tab and click the import data button.

You will then be asked to continue, say yes, then browse to the location of the saved Iowa.dat file. Click on the Iowa.dat file and then click open.

****If this is your first time importing, please compare by doing the spreadsheet manually as well to verify you have the correct rows and columns assigned.***