

Entering Baseline Adjustments

BASELINE ADJUSTMENT

Increase to an existing line item

Example: increase training and travel line item from \$1,000 to \$2,500

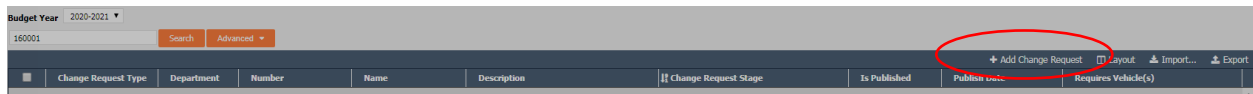
If a request is entered as a baseline adjustment, but should be a supplemental (or vice versa), the Budget Office can change the request type.

1. Baseline Adjustments are submitted in Questica as a Change Request.

Verify Budget Year **2022-2023** is selected.

The screenshot displays the Questica interface. On the left is a dark sidebar with navigation options: Welcome back, Stanford, Danielle; Browse; Dashboards; Bookmarks; Reporting; Operating; Capital; Salaries; Performance; Administration; Help. The 'Operating' menu is expanded, showing a list of options including Explorer, HBUs, Scenarios, Position Allocations, Budgets, Account Structure Summaries, Actual Costs, Change Requests (highlighted), Change Request Forecasts, Allocations, Statistical Forecasts, Statistical Actuals, Calculations, Calculation Templates, Reserve Forecasts, Fund Balance Forecasts, Variables, and Batch Processes. The main content area shows the 'HBUs' section with a 'Budget Year' dropdown set to '2020-2021' (circled in red) and a search input containing '160001'. Below the search bar is a table with columns for Name, Acct. Reference, and Budget Year. The table contains one row: Finance Administration, 160001, 2020-2021. A 'Change Requests' tooltip is visible over the 'Change Requests' menu item.

2. Click +Add Change Request at the top right



The following steps are required for a Baseline Adjustment.

- **Baseline Adjustment Overview**

- Department – Select the appropriate department from dropdown menu.
- Change Request Type – Select Baseline Adjustment from the dropdown menu.
- Name – Enter the HBU & a one-to-three word description.
- Description – Enter the current date and a detailed description in this field.

A screenshot of the 'New 2023 Change Request' form. The form fields are: Number (AUTO), Department (460 - Finance), Change Request Type (Baseline Adjustment), Name (160001 - Additional Office Supplies), and Description (2/24/2022 Office Supplies to equip new offices being constructed). The OK and Cancel buttons are at the bottom.

- **Baseline Adjustment Information**

- The Change Request Information will replace the previous white paper. Be sure to:
 - Use complete sentences.
 - Use proper spelling and punctuation.
 - Add the \$ amount and a description in the description field.
 - The Strategic Plan field can be left blank.
 - Provide sufficient information in the Justification box.
 - The FTE and Vehicles check box should be left blank.
 - Select the appropriate check box: One-Time Request, On-Going Request, or both.

To access Change Request Information:

At the top-left of your screen, select “Change Request”

The screenshot displays a software interface with a dark sidebar on the left containing menu items: General, Change Request (highlighted with a red arrow), Scenario, Operating, Operating Changes, Position Changes, Wage Adjustments, Capital, Capital Changes, Operating Impacts, Projects, Other, Documents, Notes, and Change Request Roles. The main content area is titled 'Change Request Information' and contains the following fields:

- Name:** Office supplies
- Number:** AUTO - 396
- Change Request Type:** Baseline Adjustment
- Acct. Reference:** (empty)
- Publish Date:** (empty)
- Description:** test
- Strategic Plan:** (empty)
- Justification:** (empty)
- Department:** 460 - Finance
- New FTE(s) 1-10:** 0
- Requires Vehicle(s):**
- One-Time Request:**
- On-Going Request:**

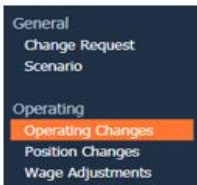
- **Baseline Adjustment Details**

Below is an example of a completed Change Request Information screen

The screenshot shows a software interface for a Change Request. On the left is a navigation menu with categories: General (Change Request, Scenario), Operating (Operating Changes, Position Changes, Wage Adjustments), Capital (Capital Changes, Operating Impacts, Projects), and Other (Documents, Notes, Change Request Roles). The main area is titled 'Change Request Information' and contains the following fields:

- Name:** 160001 - Additional Office Supplies
- Number:** AUTO - 1920
- Change Request Type:** Budget Transfer
- Acct. Reference:** (empty)
- Publish Date:** (empty)
- Description:** 2/24/2022 Office supplies to equip new offices being constructed.
- Strategic Plan:** (empty)
- Justification:** Four new offices are being constructed in the Finance Department. Each office will need basic office supplies such as a chair, stapler, phone, speakers, etc. in addition to everyday office supplies.
- Department:** 460 - Finance
- New FTE(s) 1-10:** 0
- Requires Vehicle(s):**
- One-Time Request:**
- On-Going Request:**

To the left of your screen, select "Operating Changes", then select "Display Options"

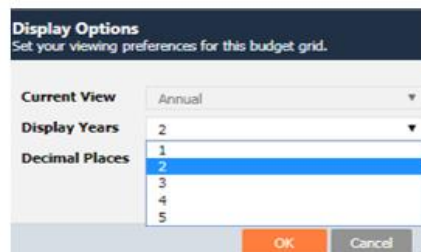


THEN ...

On the top right of the screen, choose Display Options.



Select 2 from the Display Years dropdown, then OK.



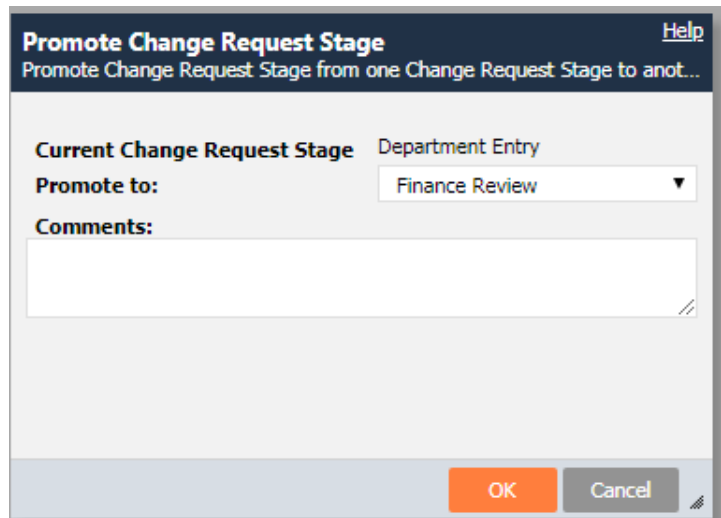
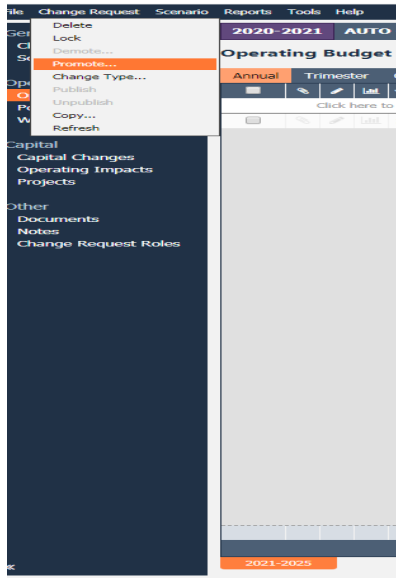
Next, you will enter the details of your baseline adjustment request.

Enter the following fields:

- HBU
- Description
- Object Code
- Sub-ledger (if applicable)
- Amount goes in 2023 (Also enter the amount in the 2024 column for an ongoing adjustment.)

● **Baseline Adjustment Approval**

Select Change Request on the top tool bar then Promote. Promote to Finance Review and click OK. No comment is required.



Baseline Adjustment Ranking Form

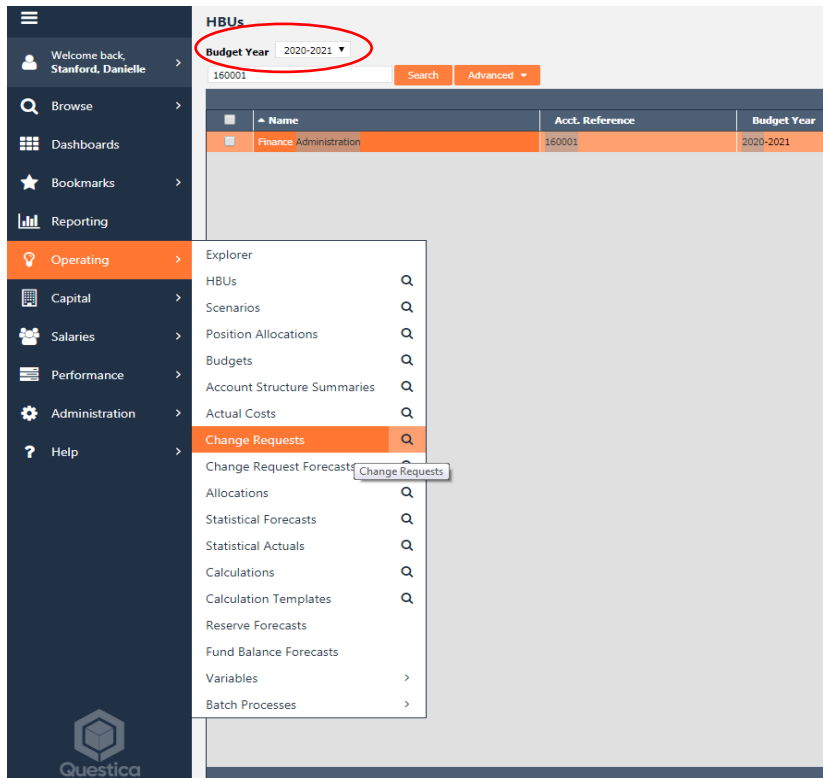
Once all baseline adjustments have been entered into Questica for your department, complete the Baseline Adjustment Ranking Form for your department. Save your completed form in your department folder in the O drive. The template and your department folder are available here: O:\Budget 22-23\Operating Budget Documents

Baseline Adjustment Summary & Ranking - FY 2022-23						
DEPARTMENT RANKING	DEPARTMENT - DIVISON	BRIEF DESCRIPTION	REQUEST CATEGORY	AMOUNT	HBU	OBJECT CODE
1	Parks and Rec - Civic Center (EXAMPLE)	additional cleaning supplies and PPE	Ongoing	\$ 750	411130	6342
2	Parks and Rec - Natatorium (EXAMPLE)	increased chemical supply costs due to new contract	Ongoing	\$ 4,500	207001	6334
3						
				ONGOING COSTS	\$ 5,250	
				ONE-TIME COSTS	\$ -	
				TOTAL	\$ 5,250	

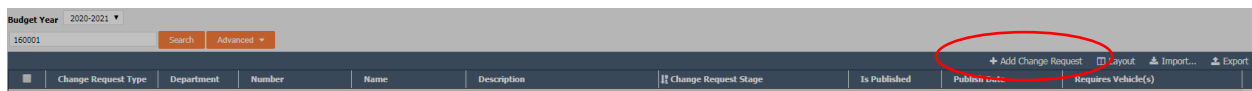
Entering Supplemental Requests

Supplemental Requests are also submitted in Questica as a Change Request.

1. Verify Budget Year 2022-23 is selected.



2. Click +Add Change Request at the top right



The following steps are required for a Supplemental Request.

- **Supplement Request Overview**

- Department – Select the appropriate department from dropdown menu.
- Change Request Type – Select Supplemental from the dropdown menu.
- Name – Enter the HBU & a one-to-three-word description.
- Description – Enter a current date and a detailed description in this field.

New 2023 Change Request [Help](#)
 Create a new Change Request for budgeting.

Number

Department

Change Request Type

Name

Description

- **Supplemental Request Information**

Supplement Request Information Screen

General | **2020-2021** | AUTO - 359 - 105001 - Outside legal counsel - Main

Change Request | Scenario

Operating
 Operating Changes
 Position Changes
 Wage Adjustments

Capital
 Capital Changes
 Operating Impacts
 Projects

Other
 Documents
 Notes
 Change Request Roles

Change Request Information

Name

Number **Change Request Type**

Acct. Reference **Publish Date**

Description

Comments

Justification

Department

New FTE(s) 1-10 **Requires Vehicle(s)**

One-Time Request **On-Going Request**

Click on Change Request from the menu on the left. Enter a response into all fields.

- If the supplemental request includes a new FTE or FTEs, select the number of FTEs in the dropdown.
- If the supplemental request includes a new vehicle, select the vehicle box.
- If the supplemental request includes neither of those, leave both fields as they are.
- Select the appropriate check box: One-Time Request, On-Going Request, or both.

2022-2023 AUTO - 1921 - 105001 - Outside Legal Council - Main	
General	Change Request Information
Change Request	Name: 105001 - Outside Legal Council
Scenario	Number: AUTO - 1921
	Change Request Type: Supplemental
	Acct. Reference: <input type="text"/>
	Publish Date: <input type="text"/>
Operating	Description: 2/24/2022 The Internal Audit Department is requesting funding for the cost of outside legal counsel for the board of Ethics. The City Auditor has administrative duties defined in Ethics Ordinance 18-757 and must call upon outside counsel to attend Board of Ethics and Panel meetings for advice and legal interpretations.
Operating Changes	Strategic Plan (0/∞)
Position Changes	Justification: The City Manager's Office budgeted the outside legal counsel expense for the Ethics Board through fiscal year 2022. The Internal Auditor's office will expense this item going forward. Beginning in fiscal year 2023, the Internal Auditor's office will be responsible for expensing the outside legal counsel costs. Internal Audit has not budgeted this cost in the past. Outside legal counsel presence at Ethics Board and Panel meetings is necessary to prevent a conflict of Interest from representation by the City's Attorney's office. Funding in the amount fo \$25,000 is required for fiscal year 2023 to cover this cost.
Wage Adjustments	Department: 430 - Legal
Capital	New FTE(s) 1-10: 0
Capital Changes	Requires Vehicle(s): <input type="checkbox"/>
Operating Impacts	One-Time Request: <input checked="" type="checkbox"/>
Projects	On-Going Request: <input type="checkbox"/>
Other	
Documents	
Notes	
Change Request Roles	

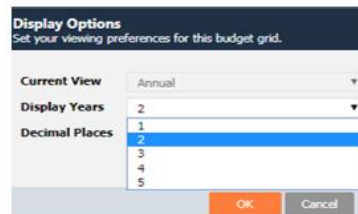
1. Acct. Reference – This field may be left blank.
2. Description – The description should carry over from the overview.
3. Comments – Enter the relationship of the request to City Council's expressed priorities, and/or your department's strategic goals.
4. Justification – Enter the current practice and issues as well as how approval of the supplemental request will provide a solution.
5. Documents – under "other" on the left-hand menu. If you have additional supporting documents to help justify your request, please upload them here.

Supplemental Request Details

At the top-left of your screen, select "Operating Changes", then select "Display Options"



Select 2 from the Display Years dropdown, then OK.



Next, you will enter the details of your supplemental request.

Enter the following fields:

- HBU
- Description
- Object Code
- Sub-ledger (if applicable)
- Amount goes in 2023



Tip – if you are asking for a position, be sure to enter the “fully loaded” cost which includes benefits. You do not need to add an amount to “operating changes”, only list the amount in the description field. Use the calculator in the O drive to help calculate costs.

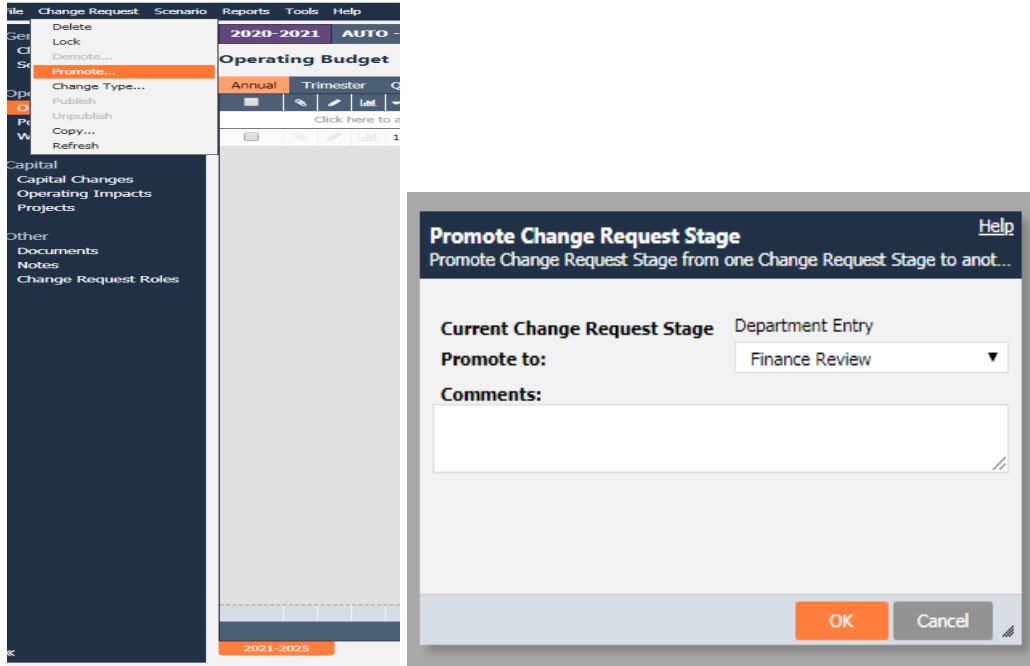
• Supplemental Request Details- Ongoing Cost

2020-2021 AUTO - 335 - HBU - Description Overview - Main										
Operating Budget										
Annual	Trimester	Quarterly	Monthly	Description		Object Code		Sub-ledger	2021	2022
				160001 - Finance Administration	Training	5302 - OFFICE SUPPLIES		--Please select a value--	5000	1000

If your supplemental requests has ongoing expenses, enter the amount in the year 2023. For example, a software purchase has an initial cost of \$5,000 (2023) and recurring licensing fees of \$1,000 (2024).

- **Supplemental Request Approvals**

Select Change Request, then Promote. Promote to Finance Review and click OK. No comment is required.

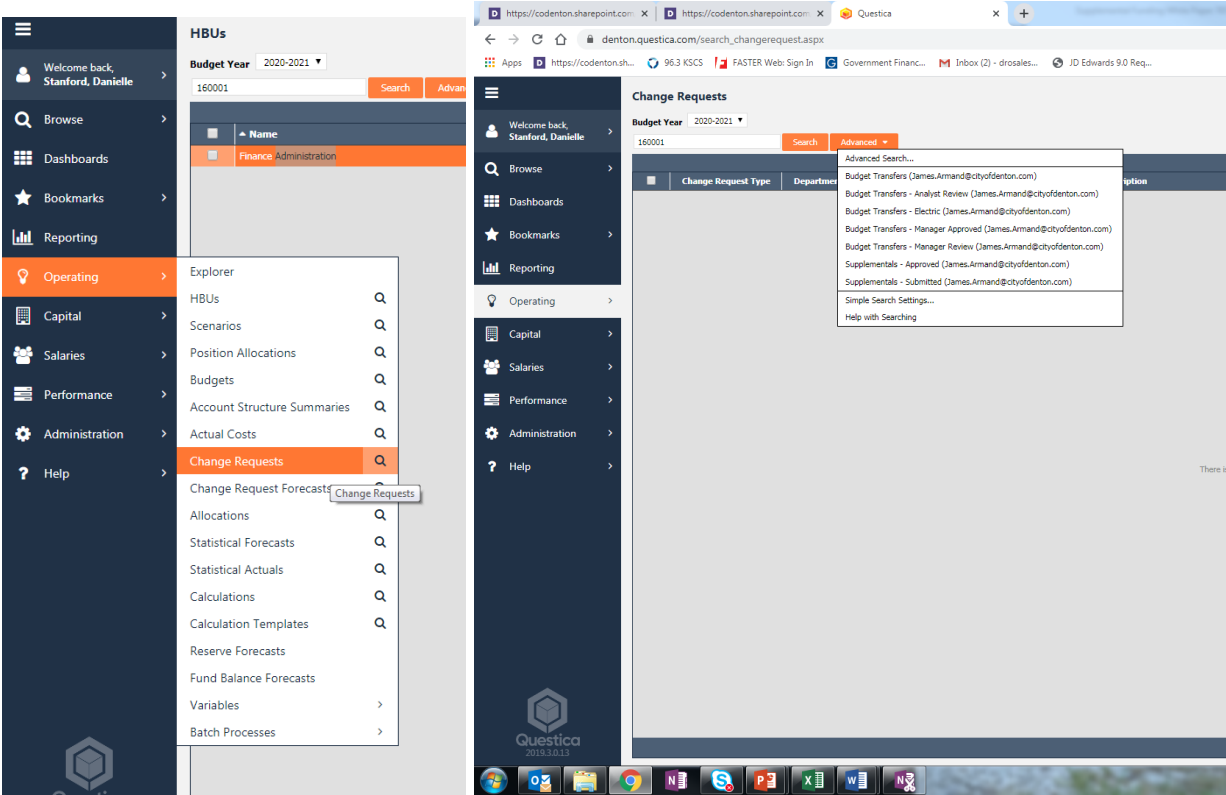


Supplemental Adjustment Ranking Form

Once all supplemental requests have been entered into Questica for your department, complete the Baseline Adjustment Ranking Form for your department. Save your completed form in your department folder in the O drive. The template and your department folder are available here: O:\Budget 22-23\Operating Budget Documents

Supplemental Summary & Ranking - FY 2022-23								
DEPARTMENT RANKING	DEPARTMENT - DIVISON	BRIEF DESCRIPTION	REQUEST CATEGORY	AMOUNT	HBU	OBJECT CODE(S)	FTE'S	VEHICLES
1	Public Affairs	Satisfaction survey of Denton residents and businesses	One-Time	\$ 30,000	106001	7879	0	0
2	Public Affairs - DTV	Closed captioning services	Ongoing	\$ 25,000	104001	7879	0	0
3								
				ONGOING COSTS	\$ 25,000	FTE Total	0	
				ONE-TIME COSTS	\$ 30,000	Vehicle Total	0	
				TOTAL	\$ 55,000			

Change Request Status



To check the status of a supplemental request, go to Operating > Change Request. Enter the HBU and choose Supplementals – Approved in the Advanced dropdown menu. You may also view submitted supplementals by selecting Supplementals - Submitted.