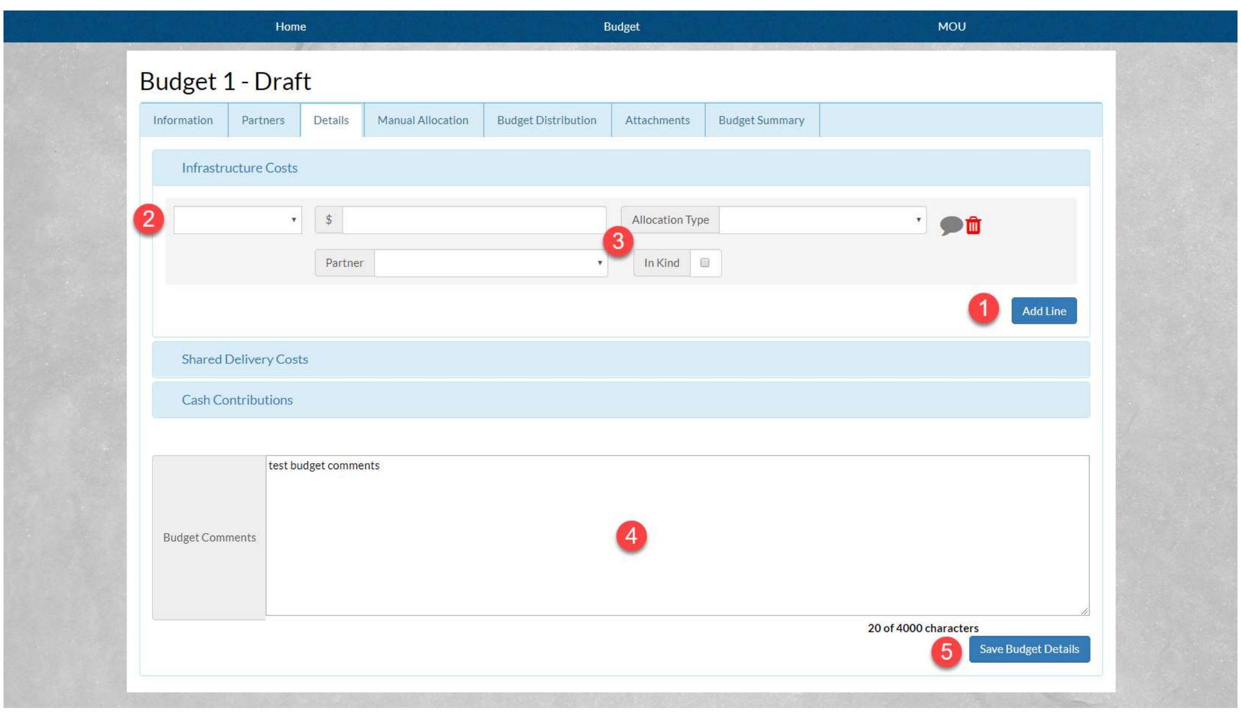
Budget – Details Tab

The "Details" tab allows you to add, remove and edit budget lines. There are three categories in any budget Infrastructure Costs, Shared Delivery Costs, and Cash Contributions. By default, in a new budget all the categories will be empty, and editor will need to add relevant budget lines. There are no restrictions to the number of budget line that can be created. An editor can also add more than one of any line item, for example, two receptionists making different wages can appear as one combined line or two separate lines.

"Cash Contributions" are treated as a negative on the budget distribution, because it is considered a reduction of shared expenses where the partners are receiving a proportional benefit.

Note: In SOLAR, DET has restricted the ability to edit budget line names to maintain consistency for reporting. Similarly, there is an "Other" line item for each of the budget categories, but DET is discouraging its use as it will make analytics and reporting more difficult. If you have a cost that cannot fit into an existing line name, or you find a commonly used line name missing, please contact your Local Program Liaison (LPL) for guidance. The list of LPLs and their WDAs can be found on the "Contact" page.

Important Note: Once you have applied a "Manual" allocation to any of the budget line items, the system will prevent you from Adding or Removing partners from the budget. You can still edit the allocation amounts, but you will need to remove "Manual" from all budget items before you can Add/Remove partners. To avoid re-work, we highly recommend that you finalize the partners tab before adding "Manual" allocation to the budget.



1) **"Add Line"** – Each category has an "Add Line" button. This adds a blank budget line into the appropriate category.
2) **Line Name** – You can use the dropdown to select the line name.
3) **Budget Line Fields –** With the exception of "In Kind" the fields are consistent for all the budget categories. The "Amount", "Allocation Type" and "Partner" fields must be completed for a line item to appear in the budget summary.
    a. **"Amount"** – You can specify the budget line amounts in this field. Individual line amounts must be less the $10 million.
    b. **"Allocation Type"** – From the dropdown you can choose 5 allocation types. The "Customer Count", "FTE", "Sq Ft", and "Custom" options use the allocation breakdown from the "Partners" tab. The "Manual" allocation allows the user to manually distribute the cost to all the partners associated with a budget on the "Manual Allocation" tab. A comment is required if "Manual" is selected.
    c. **"Partner"** – With this dropdown you can select the partner who would be the direct payor for a specific line item.
    d. **"In Kind"** – Checking this box identifies any line item as an in-kind contribution.
    e. **"Comments"** – Comments can be added to any budget line by clicking on the 
    f. **"Remove Line"** – You can remove budget line by clicking on 
4) **"Budget Comments"** – In this area you can add overarching comments to a budget, to provide clarification or explanation to anyone viewing the budget. These comments will print on the Budget Summary.
5) **"Save Budget Details"** – Saves any changes on the Budget Details page.