

# Fund Mapping Module



## NEVADA STATE BUDGETING

**A course designed for fiscal staff who will be building the agency's biennial budget in NEBS.**

# General Housekeeping

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- **Breaks**
- **Cell phones – ideally, put them away, but at least silence them!**
- **Ask Questions! We all learn from what you ask**

# Module Goals

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This course is designed to give you an understanding of:

1. What a Fund Map is and How to Plan your NEBS fund mapping
2. What NEBS Fund Mapping Rules Are and How to Establish Them
3. How to Build a NEBS Fund Map by:
  - Decision Unit
  - Budget Account
  - Category
  - Position Group



# What is Fund Mapping?

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A budget and management tool that defines the direct relationship between revenues and expenditures for any given budget, program, or activity of State government

- Associates each revenue to explicit expenditure(s)
- Demonstrates where the majority of a BA's funding is spent
- Tracks changes in an agency's revenue/expenditures (e.g., fund maps attached to work programs)
- Covers a specific time period (i.e., a fiscal year)

# What is Fund Mapping?

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## Example -- One Revenue Source with One or More Expenditures Categories

Revenue:	Category 00	General Fund (GL 2501)	\$10,000
<hr/>			
Expenditure Categories:	Category 01	Personnel Services	\$ 8,000
	Category 04	Operating	\$ 1,500
	Category 26	Information Services	<u>\$ 500</u>
			\$10,000

# What is Fund Mapping?

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## Example – Multiple Revenue Sources, Multiple Expense Categories

	Revenues 	RGL 2501 General Fund	RGL 3500 Federal Grant	RGL 4669 Transfer from Other BA	Total
Expenditure Categories 					
Cat 01					
Cat 04					
Cat 10					
Cat 15					
Cat 26					
Cat 30					
Cat 88					
<b>Total</b>					

# Purpose of Fund Mapping

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## Budget Building Tool

On what programs are the majority of my dollars spent? Should that continue?

When I've entered all my line item and schedule data, does it all add up correctly?

Are federal funds or other sources requiring match under/over-matched?

## Budget Analysis Tool

Does the budget look reasonable? Can we live with this? Does it conform to Governor's strategic priorities?

## Budget Tracking Tool

How fast are we going through our cash? Do we need to do a work program?

Are we expending our grant dollars as fast as we should be?

Do we have enough grant dollars to cover our expenditures?

# NEBS Fund Mapping Planning

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## What Do I Have to Have Before Starting?

- Completed line item entry for all decision units
- Budget in balance
- Completed Excel fund maps (either budget account level or by decision unit with rollup; also map by Position Control Number)
- Completed position groupings, especially if you have a lot of positions in your budget account
- Know your fund mapping levels:
  - Will you map by budget account overall?
  - By decision unit?
  - What are your activities?

# NEBS Fund Mapping Prep

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You probably already did this for line item entry, but make sure you've done your Account Maintenance tasks.

The screenshot shows the 'Account Maintenance' tab in the NEBS Fund Mapping Prep software. The interface is divided into two main panes. The left pane shows a list of categories with columns for 'Cat' and 'Description'. The right pane shows a list of decision units with columns for 'Code', 'Description', 'Department Priority', and 'Budget Account Priority'. A 'Done' button is located at the bottom of the right pane.

Cat	Description
+ Add Category...	
00	REVENUE
01	PERSONNEL SERVICES
02	OUT-OF-STATE TRAVEL
03	IN-STATE TRAVEL
04	OPERATING
05	EQUIPMENT
06	LAND & BUILDINGS IMPROVE
07	MAINT OF BUILDINGS & GRC
26	INFORMATION SERVICES
30	TRAINING
97	PURCHASING ASSESSMENT

Code	Description	Department Priority	Budget Account Priority
+ Add Decision Unit...			
B000	BASE	n/a	n/a
M100	STATEWIDE INFLATION	n/a	n/a
M150	ADJUSTMENTS TO BASE	n/a	n/a
M425	DEFERRED FACILITIES MAINTENANCE	9999	1
E150	SUSTAINABLE AND GROWING ECONOMY	9999	2

# NEBS Fund Mapping Prep

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Budget Period: 2017-2019 Biennium (FY18-19)

Budget Account: 3816 DPS - FIRE MARSHAL

Version: W03 MAPPING 2

Summary

Line Items

Schedules

Positions

View : Decision Units | Categories | GLs | Line Item Position Groups | Assessment Settings

	Code ▲	Description	Type		
		Add a GL...			
	3581	NFA / USFA FEDERAL GRANT	FEDERAL FUND		
	3601	LICENSES AND FEES	OTHER FUND		
	3610	CERTIFICATES	OTHER FUND		
	3611	CERTIFICATES PRIOR YEAR	OTHER FUND		
	3711	PLAN REVIEW FEES	OTHER FUND		
	4729	TRANS FROM EMER RESPONSE COMM (SERC) INTERAGENCY TRANSFER			
	4775	TRANSFER FROM ENVIRON PROTECT - A	OTHER FUND		

It's a good idea to delete any RGLs you do not need, and delete them using the "Manage RGL List" function in the Mapping tab

# NEBS Fund Mapping Prep

Budget Year: Year 1 | Year 2    View: Summary | Rules by Activity | Rules by RGL | L

Manage RGL List | Modify

Copy All to Y2

Check All:  2501     3581     3601

## Decision Units

Copy to Y2	Action	RGL	Description	Mapped Y1	Mapped Y2	Source
B000	BASE	2501	APPROPRIATION CONTROL (GENERAL FUND)	None	None	Line Item
M100	STATEW	<input checked="" type="checkbox"/> 2510	REVERSIONS (REVERSIONS)	None	None	Line Item (Act/WP only)
M150	ADJUST					
M300	FRINGE	3500	FEDERAL RECEIPTS (FEDERAL FUND)	None	None	Acct Maint
E225	EFFICIE	3581	NFA / USFA FEDERAL GRANT (FEDERAL FUND)	None	None	Line Item
E550	TECHNO	<input checked="" type="checkbox"/> 3584	FEDERAL GRANT-D (FEDERAL FUND)	None	None	Line Item (Act/WP only)
E551	TECHNO					
E670	SALARY	3601	LICENSES AND FEES (OTHER FUND)	None	None	Line Item
E710	EQUIPM	3610	CERTIFICATES (OTHER FUND)	None	None	Line Item
E716	EQUIPM					
E720	NEW EQ	<input checked="" type="checkbox"/> 3611	CERTIFICATES PRIOR YEAR (OTHER FUND)	None	None	Line Item (Act/WP only)

# NEBS Fund Mapping Prep

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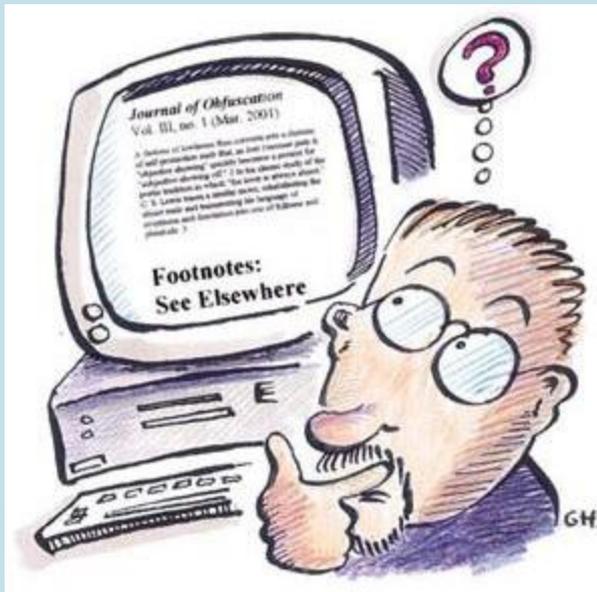
## Position Groups as shown in the Acct Maintenance tab

<input checked="" type="checkbox"/>	0507	RESEARCH UNIT
<input checked="" type="checkbox"/>	0508	RECORDS MANAGEMENT
<input checked="" type="checkbox"/>	0509	FINGERPRINT TECHNICIAN UNIT
<input checked="" type="checkbox"/>	1234	100% GF
<input checked="" type="checkbox"/>	4567	75% GF/25% INSPECTION FEES
<input checked="" type="checkbox"/>	ADM	ADMINISTRATION

It's preferable to list your position groups by funding source. It will help you in your fund mapping.

# Mapping at Different Levels

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**Q:** Which levels are appropriate for mapping?

**A:** Depends on how complex your account is...

Budget Account?

Decision Unit?

Category?

Strategize the level at which to fund map your account before you start!

# Mapping at Different Levels

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## Budget Account-level mapping:

- Is your budget account entirely funded by one revenue source?

Mapping at the Budget Account level may be best for simple budget accounts...

...however, Activity mapping is required in for all budget accounts.

# Mapping at Different Levels

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## Decision Unit-level mapping:

- Does your budget have more than one revenue source?
- Does your budget have numerous decision units?
- Is your agency hesitating about what to request and what not to?

...break it down into bite-sized chunks by mapping each decision unit separately. When they roll up, you'll have your whole budget account fund mapped, with flexibility for last-minute additions/deletions.

Yes, you must still do Activity mapping!

# Mapping at Different Levels

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## Position Group-level mapping:

- Does your budget have many FTEs?
- Does your budget have FTEs funded by several different revenue sources?
- Are you transferring positions in/out of the account?

Group your positions by revenue source and assign them to the correct position group, and you'll maintain the integrity of your Cat 01 (Personnel) fund mapping

**Q:** Must you do Category mapping all the way through the budget account if you map your position groups?

**A:** No. You may map just Cat 01 and then map the rest by Decision Unit.

# Mapping at Different Levels

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## Category-level mapping:

- Does your budget have numerous dedicated program expenditure categories?
- Does your budget have relatively few decision units?
- Is your budget account predominantly grant funded?

Category mapping may be optimal in this case...but remember, Activity mapping is still required for all accounts!

# Rules by Revenue GL

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Once you enter the NEBS Mapping tab, the first task is to establish rules for your account. You will establish Rules by RGL and Rules by Activity.

First, click on the Mapping tab and go to Summary. Notice the two pull-down menus available to you:

1. “Summary Mapping View by”
2. “Filter by DU”

Second, click on Rules by RGL. Notice that Decision Units, Activities, and Categories are all listed as you scroll down

# Rules by Revenue GL

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Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

Budget Year: Year 1 | Year 2    View: Summary | Rules by Activity | Rules by RGL | Line Item Mapping | Activity Mapping

Manage RGL List | Modify

		2501	3305	4663
Copy All to Y2	Check All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision Units</b>				
Copy to Y2	Check All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B000	BASE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M100	STATEWIDE INFLATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M150	ADJUSTMENTS TO BASE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M300	FRINGE BENEFITS RATE A...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M425	DEFERRED FACILITIES M...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E150	SUSTAINABLE AND GRO...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E670	SALARY ADJUSTMENT FO...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Activities</b>				
Copy to Y2	Check All:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Categories</b>				

When you click on “Rules by RGL” in the Mapping tab, you’ll see a screen that looks like this, provided you’ve entered all your line items in your various decision units

# Rules by Revenue GL

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Copy All to Y2

Check All:

2501

2510

3581

3584

3601

01

PERSONNEL

03

IN-STATE TRAVEL

04

OPERATING EXPENSES

05

EQUIPMENT

10

OFFICER TRAINING

12

FIRE/LIFE SAFETY LICENS...

13

INSPECTOR / INVESTIGA...

15

STAFF PHYSICALS

16

BOARD OF FIRE SERVICES

17

CONTRACT PLAN REVIEWS

21

FEMA AFG GRANT

22

USFA/NFA GRANT

24

LP GAS FIRE SIMULATOR...

25

RURAL TRAINING

# Mapping by Position Group

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Once you establish position groups by revenue source, you can map them by adding a mapping level via the “Manage Mapping Levels” button. In this example, we know that these positions are all General Fund supported.

	DU	PCN #	Line Item Group ▲	Class	Class Description
<a href="#">Add Position...</a>					
  	B000	000001	0001 ADMINISTRATION (100% GF) ▼	U4203	DIV ADMNR, STATE FIRE MARSHAL
  	B000	000002	0001 ADMINISTRATION (100% GF) ▼	07143	ACCOUNTANT TECHNICIAN 1
  	B000	000101	0001 ADMINISTRATION (100% GF) ▼	02210	ADMIN ASSISTANT 4
  	B000	000215	0001 ADMINISTRATION (100% GF) ▼	07218	ADMIN SERVICES OFFICER 1

# Mapping by Position Group

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Manage Mapping Levels		
Mapping Level	Mapping Y1	Lower Mapping Y1
3816 DPS - FIRE MARSHAL	2,231,375	0
Default Mappings (1st Order Exceptions)		
01 PERSONNEL (Non-Position Costs)	Add	
01 PERSONNEL (Position Costs)	Add	
Funding by Position Group	Add	
6210 FS DAILY RENTAL IN-STATE	Add	
04 OPERATING EXPENSES	Add	
05 EQUIPMENT	Add	
10 OFFICER TRAINING	Add	
12 FIRE/LIFE SAFETY LICENSING PROGRAM	Add	
13 INSPECTOR / INVESTIGATOR ACTIVITIES	Add	
15 STAFF PHYSICALS	Add	
16 BOARD OF FIRE SERVICES	Add	
17 CONTRACT PLAN REVIEWS	Add	
21 FEMA AFG GRANT	Add	
22 USFA/NFA GRANT	Add	
24 LP GAS FIRE SIMULATOR TRAINING	Add	
25 RIJRAI TRAINING	Add	

# Mapping by Position Group

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## Catg: 01 (Position Costs - Funding by Position Group)

Manage Mapping Levels | Modify | Copy to Y2 | Copy to... | Invalid Mapping | Save Successful

### LEVEL SUMMARY

Total Exp

Expenditure Total (\$): 1,777,427

Less Mapped at Lower Lvl (\$): 0

Dynamic (%): 100.00%

Mapped Total (\$): 359,184

	2501	3500	3581
	2501	3500	3581
Dynamic (%)	100.00%	0.00%	0.00%
Mapped Total (\$)	359,184	0	0

### Position Groups

Code	Description	Mapped	Lower	Total	2501	3500	3581
0001	ADMINISTRATION (10...	359,184	0	Dynamic (%): 100.00%	100.00%	0.00%	0.00%
0002	INVESTIGATION/ENF...	542,610	0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%
0003	HAZMAT/LICENSING/...	332,729	0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%
0005	FIRE SERVICES TRAIN...	265,827	0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%
0006	PLANS	76,459	0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%
0007	INSPECTIONS	144,216	0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%
0008	PLANS/INVEST	56,402	0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%

# Mapping Your Budget Account

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BA: 3816 - Default Mapping

Manage Mapping Levels | Save | Undo | Invalid Mapping

Total Exp												
Expenditure Total (\$):	2,255,760											
Less Mapped at Lower Lvl (\$):	1,848,504											
Mapped Expenditure Total (\$):	407,256	2501	2510	3581	3584	3601	3610	3611	3711	3893	4156	
Dynamic (%):	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total (\$):	0	0	0	0	0	0	0	0	0	0	0	0

After entering the position grouping percentages, go back to the budget account mapping level. Notice that since you just mapped a position group, you only need to map the remaining balance to that RGL, rather than the whole expenditure total. This tells us that if you're going to map position groups, do that before other line item mapping. Generally, lower level mapping comes before higher level mapping.

# Mapping Your Budget Account

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Budget Year: Year 1 | Year 2    View: Summary | Rules by Activity | Rules by RGL | Line Item Mapping | Activity Mapping

## Data Validation Edits

Manage Mapping Levels    Copy ALL to Y2    Full Recalculation

## BA: 3816 - Default Mapping

Manage Mapping Levels    Save    Undo    Invalid Mapping

**WARNING:** Revenue and expenditure line items are out of balance at this level, which may affect the integrity of the mapping.

	Total Exp								
Expenditure Total (\$):	2,357,057								
Less Mapped at Lower Lvl (\$):	0								
Mapped Expenditure Total (\$):	2,357,057								
Dynamic (%):	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total (\$):	0	0	0	0	0	0	0	0	0

Clicking on “Modify” will activate the RGLs according to the rules you set up, and you can map at the budget account level.

# Mapping Your Budget Account

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Keep it simple. Map at the highest level possible after entering all your line items and remember that if you need to do lower-level mapping (category / position group mapping), do that first, then “fill in” with the default (budget account) mapping.

BA: 3816 - Default Mapping

Manage Mapping Levels | Modify | Copy to Y2 | Copy to... | Valid Mapping | Save Successful

Total Exp												
Expenditure Total (\$):	2,255,760											
Less Mapped at Lower Lvl (\$):	1,848,504											
Mapped Expenditure Total (\$):	407,256											
Dynamic (%):	100.00%	3.04%	0.00%	0.89%	0.00%	25.55%	20.32%	0.00%	20.64%	0.59%	0.09%	
Total (\$):	407,256	12,381	0	3,625	0	104,054	82,754	0	84,058	2,403	367	

# Mapping by Decision Unit

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Now, let's say you add an enhancement (E225) to your budget and the Line Items tab looks like this:

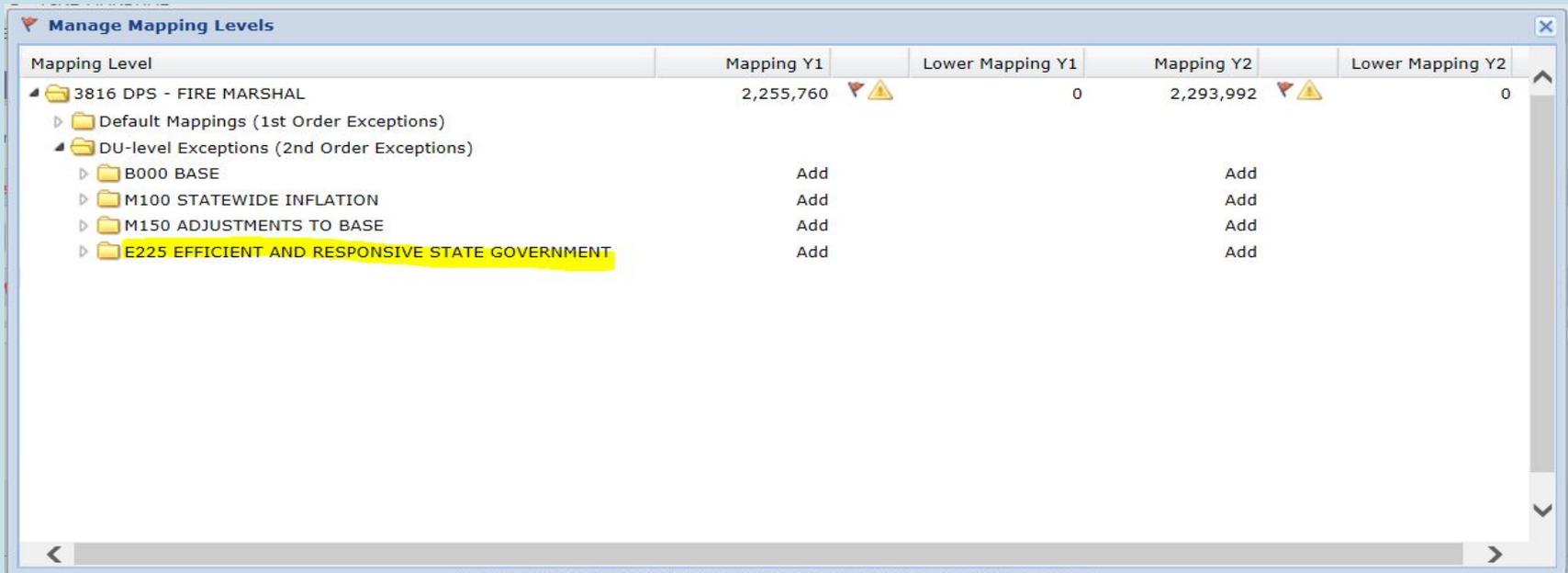
Summary													Line Items													Schedules													Positions													Mapping													Acct. Maint.												
Decision Unit Filter: E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT													Save				Save and Return				Cancel					Edit Actual/WP																																																			
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule																																																																		
	1																																																																												
	<input type="checkbox"/>	E225	00	2501 APPROPRIATION CONTROL	0	0	9,000	0	10,334	0	- None -																																																																		
	<input type="checkbox"/>	E225	00	3601 LICENSES AND FEES	0	0	9,000	0	10,333	0	- None -																																																																		
	<input type="checkbox"/>	E225	00	3610 CERTIFICATES	0	0	9,000	0	10,333	0	- None -																																																																		
		E225	04	7061 CONTRACTS - A	0	0	27,000		31,000		VENDOR SERVICES																																																																		
Total Revenue					0	0	27,000		31,000																																																																				
Total Expenditures					0	0	27,000		31,000																																																																				
Difference					0	0	0		0																																																																				
													Save				Save and Return				Cancel																																																								



# Mapping by Decision Unit

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3. Then, back in Line Item Mapping, click on Manage Mapping Levels
4. Scroll down to DU-level Exceptions (2<sup>nd</sup> Order Exceptions) and you can add the mapping for E225



The screenshot shows a window titled "Manage Mapping Levels" with a tree view on the left and a table on the right. The tree view shows a hierarchy of folders: "3816 DPS - FIRE MARSHAL", "Default Mappings (1st Order Exceptions)", "DU-level Exceptions (2nd Order Exceptions)", "B000 BASE", "M100 STATEWIDE INFLATION", "M150 ADJUSTMENTS TO BASE", and "E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT". The "E225" folder is highlighted in yellow. The table on the right has columns for "Mapping Y1", "Lower Mapping Y1", "Mapping Y2", and "Lower Mapping Y2".

Mapping Level	Mapping Y1	Lower Mapping Y1	Mapping Y2	Lower Mapping Y2
3816 DPS - FIRE MARSHAL	2,255,760	0	2,293,992	0
Default Mappings (1st Order Exceptions)				
DU-level Exceptions (2nd Order Exceptions)				
B000 BASE	Add		Add	
M100 STATEWIDE INFLATION	Add		Add	
M150 ADJUSTMENTS TO BASE	Add		Add	
E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT	Add		Add	

# Mapping by Decision Unit

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You may have to adjust percentages to get the mapping to be valid. Mapping can go out to 6 decimal places!

DU: E225

Manage Mapping Levels | Modify | Copy to Y2 | Copy to... | Valid Mapping | Save Successful

		Total Exp						
		2501	2510	3581	3584	3601	3610	3611
Expenditure Total (\$):	27,000							
Less Mapped at Lower Lvl (\$):	0							
Mapped Expenditure Total (\$):	27,000							
Dynamic (%):	100.00%	33.333%	0.00%	0.00%	0.00%	33.333%	33.334%	0.00%
Total (\$):	27,000	9,000	0	0	0	9,000	9,000	0

# Mapping by Category

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		2501	2510	3581	3584
Copy All to Y2	Check All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Categories</b>					
Copy to Y2	Check All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01	PERSONNEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	IN-STATE TRAVEL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	OPERATING EXPENSES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	EQUIPMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	OFFICER TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	FIRE/LIFE SAFETY LICENS...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	INSPECTOR / INVESTIGA...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	STAFF PHYSICALS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	BOARD OF FIRE SERVICES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	CONTRACT PLAN REVIEWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	NFIRS PROGRAMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	FEMA AFG GRANT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	USFA/NFA GRANT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
24	US CAS FIRE SIMULATOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As usual, set up Rules by RGL first

# Mapping by Category

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The screenshot shows a software window titled "Manage Mapping Levels" with a tree view on the left and a data table on the right. The tree view shows a hierarchy starting with "3816 DPS - FIRE MARSHAL", which includes a sub-category "Default Mappings (1st Order Exceptions)". Under this sub-category, there are 16 individual mapping levels, each with a right-pointing arrow and the word "Add" next to it.

Mapping Level	Mapping Y1	Lower Mapping Y1	Mapping Y2	Lower Mapping Y2
3816 DPS - FIRE MARSHAL	2,357,057	0	2,390,902	0
Default Mappings (1st Order Exceptions)				
01 PERSONNEL (Non-Position Costs)	Add		Add	
01 PERSONNEL (Position Costs)	Add		Add	
4695 TRANSFER FROM AGING SERVICES	Add		Add	
04 OPERATING EXPENSES	Add		Add	
05 EQUIPMENT	Add		Add	
10 OFFICER TRAINING	Add		Add	
12 FIRE/LIFE SAFETY LICENSING PROGRAM	Add		Add	
13 INSPECTOR / INVESTIGATOR ACTIVITIES	Add		Add	
15 STAFF PHYSICALS	Add		Add	
16 BOARD OF FIRE SERVICES	Add		Add	
17 CONTRACT PLAN REVIEWS	Add		Add	
21 FEMA AFG GRANT	Add		Add	
22 USFA/NFA GRANT	Add		Add	
24 LP GAS FIRE SIMULATOR TRAINING	Add		Add	
25 RURAL TRAINING	Add		Add	
26 INFORMATION SERVICES	Add		Add	

Add a Mapping Level for the Category...

# Mapping by Category

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G SERVICES

Add

## Add New Mapping Level



Do you want to add a new mapping to 22 USFA/NFA GRANT ?

Yes

No

SING P

TOR AC

S

Add

S

Add

# Mapping by Category

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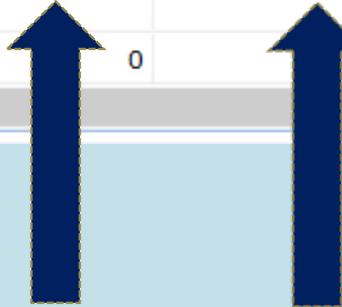
Catg: 22

Manage Mapping Levels | Save | Undo | Remove | Invalid Mapping | Unsaved Changes

	Total Exp				
Expenditure Total (\$):	0				
Less Mapped at Lower Lvl (\$):	0				
Mapped Expenditure Total (\$):	0				
Dynamic (%):	0.00%				
Total (\$):	0				

	2501	2510	3581	3584	
	0.00%	0.00%	0.00%	0.00%	
	0	0	0	0	



Notice that only the RGLs that you set up permission to be mapped to the Category are the live cells

# Mapping Your Reserves

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As you know, expense GL 9178 is used in Reserve categories

BA: 3216 - Default Mapping

DU: B000 Catg: 86

Manage Mapping Levels | Modify | Copy to Y2 | Copy to... | Invalid Mapping

GL 9178 will auto-populate the mapping in each budget account it appears in and must be mapped at the Cat level.

Total Exp  
 Expenditure Total (\$): 6,681,658  
 Less Mapped at Lower Lvl (\$): 0

**Reserve**

		2501	3501	3505	3564
Mapped Expenditure Total (\$):	6,681,658				
Fixed (\$):	0	0	0	0	0
Dynamic (%):	0.00%	0.00%	0.00%	0.00%	0.00%
Dynamic Total (\$):	0	0	0	0	0
Total (\$):	0	0	0	0	0

# Mapping Validation

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Uh oh...red flags! Is your mapping complete?

**Data Validation Edits**

Manage Mapping Levels | Modify | Copy to Y2 | **Invalid Mapping**

---

**Logical Limits**

**Validation Summary**

		2501	
Line Item RGL Total (\$):	2,255,760	68,657	
Mapped Expenses (\$):	799,396	386,520	
Deviation (s/b \$0)		-317,863	

Manage Mapping Levels | Copy ALL to Y2 | Full Recalculation

---

**BA: 3816 - Default Mapping**

Manage Mapping Levels | Modify | Copy to Y2 | Copy to... | **Valid Mapping**

	Total Exp			
Expenditure Total (\$):	2,255,760			
Less Mapped at Lower Lvl (\$):	1,848,504			
Mapped Expenditure Total (\$):	407,256	2501	2510	3581
Dynamic (%):	100.00%	3.04%	0.00%	0.89%
Total (\$):	407,256	12,381	0	3,625

# Mapping Validation

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After mapping B000, M100 and M150, getting closer...

**Data Validation Edits**

Manage Mapping Levels | Modify | Copy to Y2 | Invalid Mapping

**Logical Limits**

**Validation Summary**

		2501
Line Item RGL Total (\$):	2,255,760	68,657
Mapped Expenses (\$):	799,396	65,021
Deviation (s/b \$0)		3,636

Manage Mapping Levels | Copy ALL to Y2 | Full Recalculation

**BA: 3816 - Default Mapping**

**Catg: 01 (Position Costs - Funding by Position Group)**

**DU: M100**

**DU: M150**

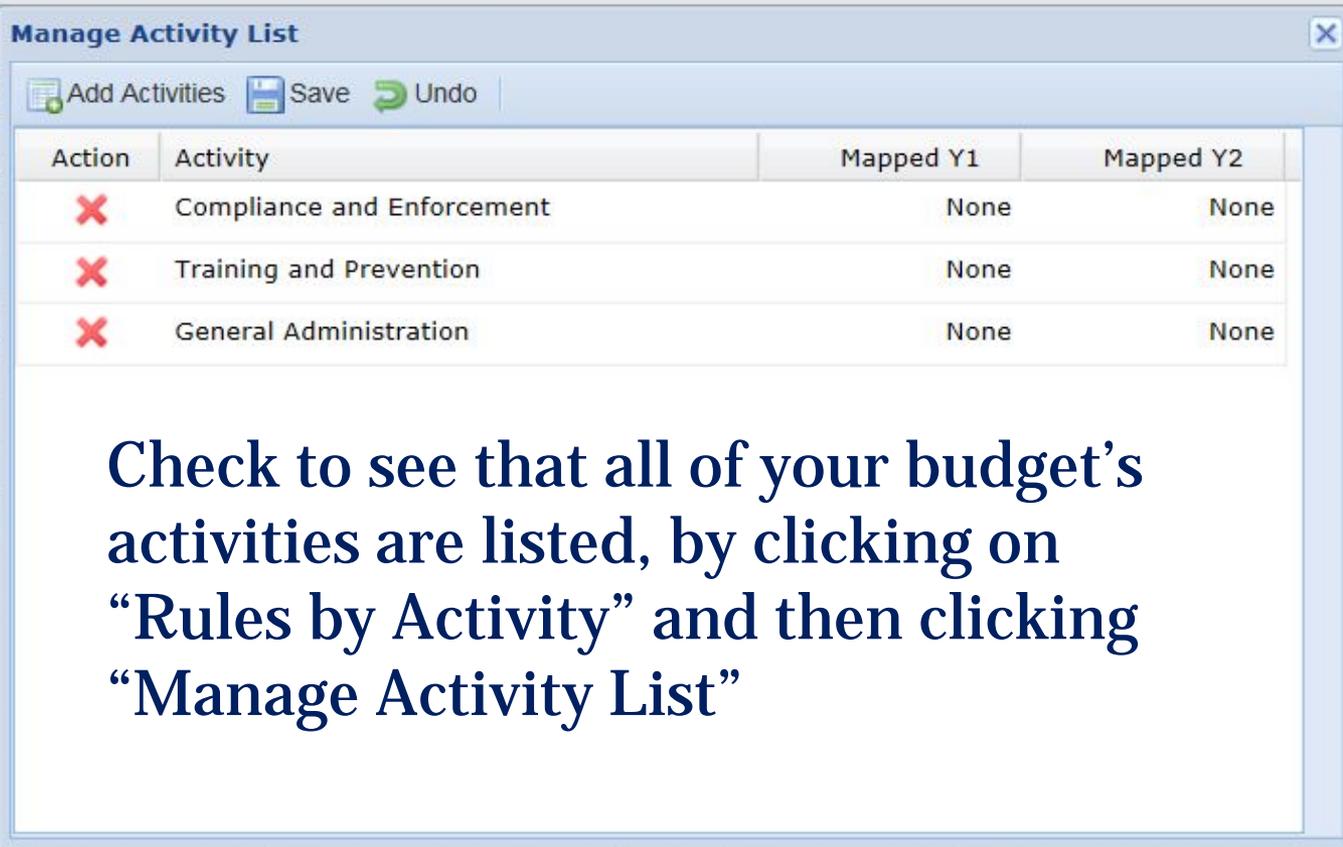
**DU: E225**

**DU: R000**

**The takeaway:**  
Map at lower level, then move to the higher level. If you map one DU, map them all.  
(A few dollars of deviation when you're finished is probably OK.)

# Rules by Activity

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**Manage Activity List**

Add Activities Save Undo

Action	Activity	Mapped Y1	Mapped Y2
✗	Compliance and Enforcement	None	None
✗	Training and Prevention	None	None
✗	General Administration	None	None

Check to see that all of your budget's activities are listed, by clicking on "Rules by Activity" and then clicking "Manage Activity List"

# Rules by Activity

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Summary | Line Items | Schedules | Positions | Mapping

Budget Year: Year 1 | Year 2    View: Summary | Rules by Activity | Rules by RGL | Line Item Mapping | Activity Mapping

**Manage Activity List** | Modify

Copy All to Y2    Check All:    Compliance and Enforce...    Training and Preven...    General Administra

Revenue GLs	Check All:	Compliance and Enforce...	Training and Preven...	General Administra
Copy to Y2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2501    APPROPRIATION CONTROL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2510    REVERSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3581    NFA / USFA FEDERAL GRA...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3584    FEDERAL GRANT-D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3601    LICENSES AND FEES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3610    CERTIFICATES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3611    CERTIFICATES PRIOR YEAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3711    PLAN REVIEW FEES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3893    LICENSE PLATE CHARGE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4156    PENALTIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4729    TRANS FROM EMER RESP...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4775    TRANSFER FROM ENVIRO...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Activity Mapping

**Activity: Audits, Compliance, and Enforcement**

Total	2501	2510	3581	3584
Dynamic (%):	0.00%	0.00%	0.00%	0.00%
Total (\$):	0	0	0	0

**Activity: Personnel Training**

Total	2501	2510	3581	3584
Dynamic (%):	0.00%	0.00%	0.00%	0.00%
Total (\$):	0	0	0	0

**Activity: Administration - Grants Management, Distribution and Acquisition**

Total	2501	2510	3581	3584
Dynamic (%):	0.00%	0.00%	100.00%	0.00%
Total (\$):	6,646	0	6,646	0

**Activity: Pass-through**

Total	2501	2510	3581	3584
Dynamic (%):	0.00%	0.00%	0.00%	0.00%
Total (\$):	0	0	0	0

**Activity: General Administration**

Total	2501	2510	3581	3584
Dynamic (%):	100.00%	0.00%	0.00%	0.00%
Total (\$):	65,021	0	0	0

These amounts will roll up to a Summary total as you enter percentages, and eventually will be rolled up across state government.

# Activity Mapping

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## SUMMARY

	Total	2501	2510	3581	3584	3601	3610
Total Liabilities (\$):	799,396	65,021	0	6,646	0	196,267	157,287
Dynamic Mapping (%):		100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Mapped Total (\$):		65,021	0	6,646	0	0	0

You can see how the red line indicating that mapping is needed has gone away, compared to the activities still to be mapped.

# Activity Mapping (Activity Tab)

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Budget Period: 2017-2019 Biennium (FY18-19)

Dept/Div: 656 DPS-FIRE MARSHAL

Version: A00 AGENCY REQUEST AS SUBMITTED

Activities

Dept/Div Info

Dept/Div Contact Info

Year 1  Year 2  Combined  All

 Add Activity

Title	Sort Order ▲	Year 1 Amt
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 : Activities

 Audits, Compliance, and Enforcement	1	\$35,918
 Personnel Training	2	\$7,184
 Administration - Grants Management, Distribution a...	3	\$0
 Hazardous Materials Management	4	\$0
 Pass-through	5	\$0
 General Administration	6	\$269,388

As you fill in Activity Mapping, NEBS is adding it up across your department/agency number.

You can see this in the Activity Budget tab.

# Recapping Fund Mapping

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## What's the Least I Need to Know?

- Finish line item entry and check that over first (make sure it's balanced!)
- Develop Excel fund maps to guide you
- Plan your mapping levels based on your budget's complexity
- Set up Rules by RGL and Rules by Activity
- Most agencies will need to map position groups first, then fund map at the Decision Unit level
- Check over your work at the Summary tab to ensure that it makes sense, for both Line Item Mapping and Activity Mapping

# I still have questions!

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- Contact your assigned budget analyst.
- Staff listing on our website at <http://budget.nv.gov>
- Thank you for your participation!