



Flex Functionality

What is it?

A new system enhancement that will allow a set of GL accounts to exceed budgeted amounts while invoicing.

Benefits:

- Lessens potential for budget amendments.
- Provides flexibility to providers in management of their budget.

How does it work?

While preparing an invoice, the user will have the option to exceed certain line items without doing a budget revision. The system will request the user identify where the funds will be debited to cover the overage. The functionality will not allow the provider to exceed total allocation.

Business rules:

- Overages functionality cannot be used for positions.
 - Any changes that need to be made to positions, this includes professional services, need to be done via a budget modification.
- Overages functionality cannot be used for line items with no dollar allocation in the original budget.
- Only accounts set to allow overages can exceed the budgeted amount.
- Only accounts set to allow debit can be reduced to cover the overage.
- Any item that requires negotiation/conversation needs to be handled via a budget modification.

What are the rules?

Not all line items will be allowed to have an overage or to be debited. Please refer to the table below.

Line Item	Does the line item allow the transfer of funds to cover overage?	Is the line item permitted to exceed the original budget?
SALARY ACCOUNTS		
Regular Salaries and Wages	No	No
FICA/MICA	No	No
Life and Health Insurance	Yes	No
Retirement Contributions	Yes	No
Unemployment Compensation	Yes	No
Workers Compensation	Yes	No
OPERATING EXPENSES		
Capital Equipment	Yes	No
Fringe Benefits (other)	Yes	No
Indirect Cost	Yes	No
Meals (participants)	Yes	Yes



Line Item	Does the line item allow the transfer of funds to cover overage?	Is the line item permitted to exceed the original budget?
Non-Capital Equipment	Yes	Yes
Other (admission to field trips)	Yes	Yes
Other (advertising)	Yes	Yes
Other (background screening)	Yes	Yes
Other (Discretionary Funds)	Yes	Yes
Othe (other)	Yes	Yes
Other (Required Staff Training)	Yes	Yes
Other (Special Events)	Yes	Yes
Other (Volunteers)	No	No
Professional Services (certified teachers, consultants, evaluation, instructors, other, tutors)	No	No
Program Specific Audit	Yes	No
Space	Yes	Yes
Subcontractor	No	No
Supplies (office)	Yes	No
Supplies (program)	Yes	No
Travel (other than participants)	Yes	Yes
Travel (participants)	Yes	Yes
Utilities	Yes	Yes