

Search for Budget Combinations Tool

Purpose:

The Search for Budget Combinations Tool helps users find WUFAR combinations for budget items when filling out budgets for formula grants in WISEgrants.

The tool can be accessed in all budget sections except “Indirect”. Entering a keyword(s) into the tool will return a list of available combinations containing the selected word or phrase. The user may then select the desired combination and the details will populate in the budget panel below.

The Search for Budget Combinations Tool will be available in the budgets for all formula grants

Title I-A Budget - Public - All Schools

Personnel

[Submission](#) [Personnel](#) [Purchased Services](#) [Non-Capital Objects](#) [Capital Objects](#) [Insurance](#) [Other Objects](#) [Indirect](#) [View All Sections](#)
[Copy Personnel](#) [Copy Purchased Services](#) [Copy Non-Capital Objects](#) [Copy Insurance](#) [Copy Other Objects](#)

Search for Budget Combinations

Instructions:

1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

Search for Budget Combinations

How to Use the Search for Budget Combinations Tool

1. Navigate to the grant and subsequent budget section where the budget item will be entered.
2. Choose a search term for the item you are trying to budget. See the [“Choosing the Optimal Search Term” section](#) for instructions to determine the optimal search term.
3. Enter the search term into the search bar labeled “Search for Budget Combinations”.
4. A grid will appear containing a list of WUFAR combinations with matching terms.

- Browse the grid for the desired WUFAR combination. Hover over a specific combination to see its full details.

Title I-A Budget - Public - All Schools

Personnel

SUBBAR

[Submission](#) [Personnel](#) [Purchased Services](#) [Non-Capital Objects](#) [Capital Objects](#) [Insurance](#) [Other Objects](#) [Indirect](#) [View All Sections](#)
[Copy Personnel](#) [Copy Purchased Services](#) [Copy Non-Capital Objects](#) [Copy Insurance](#) [Copy Other Objects](#)

Search for Budget Combinations

Instructions:

- Type a term into the search bar below.
- The search tool will display a list of all WUFAR combinations containing the specified term(s).
- Select the desired WUFAR combination from the list.
- If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type)

paraprofessional x

Program Type	Position Label	Area Label	Position Activity	Function	Object
Schoolwide	Paraprofessional	Instructional	Behavioral Interventions	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Before/After Sc...	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Family Engage...	219000 - Other Pupil Services	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Professional De...	221300 - Instructional Staff Training	200 - Employee Benefits
Schoolwide	Paraprofessional	Instru	Schoolwide	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instru	Paraprofessional	124000 - Mathematics	200 - Employee Benefits
Schoolwide	Paraprofessional	Instru	Instructional	Extended Contract-Professional Development	122000 - English Language
Schoolwide	Paraprofessional	Instru	221300	Instructional Staff Training	110000 - Undifferentiated Curriculum
Schoolwide	Paraprofessional	Instru	200	200 - Employee Benefits	120000 - Regular Curriculum
Schoolwide	Paraprofessional	Instru	Employee Benefits	200 - Employee Benefits	110000 - Undifferentiated Curriculum
Schoolwide	Paraprofessional	Short Term Substitute	Instruction	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Short Term Substitute	Instruction	120000 - Regular Curriculum	200 - Employee Benefits

Cancel Save Save and Repeat Combo

To read the full details of a combination with large text fields that do not fit fully on the grid, hover over the combination with the mouse

Program Type: Schoolwide
 Position Label: Paraprofessional
 Area Label: Instructional
 Position Activity: Extended Contract-Professional Development
 Function Number: 221300
 Function Label: Instructional Staff Training
 Object Number: 200
 Object Label: Employee Benefits

- Select and click on the desired combination. The details of the combination will automatically populate into the budget panel below.

Search for Budget Combinations

Instructions:

- Type a term into the search bar below.
- The search tool will display a list of all WUFAR combinations containing the specified term(s).
- Select the desired WUFAR combination from the list.
- If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type)

paraprofessiona| x

Personnel

Program Type: Schoolwide

Position: Paraprofessional

Position Activity: Mathematics

Function: 124000 - Mathematics

Area: Instructional

Object: 100 - Salary / 200 - Employee Benefits

School: Select a School Name...

Salary: \$0.00

Benefits: []

General Ledger Account: []

FTE: []

Staff Name or Detailed Description: []

Objective: Select an Objective...

Cancel Save Save and Repeat Combo

Upon selecting the WUFAR combination, certain fields in the budget panel below will be automatically populated with the details from that WUFAR.

NOTE that not all required fields will be filled and the user will still need to enter more information before being able to save the budget item

Choosing the Optimal Search Term

The search tool generates a list of WUFAR combinations that contain the entered search term. Only use a search term from one field of the WUFAR combination you are looking for (i.e. only search by the Position Activity or Area Label, but not both).

The WUFAR fields that are searched depend on the budget section you are in:

- **Personnel:** Purchase Item, Purchase Item Detail, Position, Area, Function, and Object.
- **Purchased Services:** Purchase Item, Purchase Item Detail, Position, Area, Function, and Object.
- **Non-Capital Objects, Capital Objects, Other Objects, and Insurance:** Purchase Item, Purchase Item Detail, Function, and Object.

Example 1: The user is trying to budget for a paraprofessional to teach mathematics in the Personnel Section of their Title I-A budget. Appropriate search terms would be either “Paraprofessional” (Position Label) or “Mathematics” (Position Activity).

Example 2: The user is trying to budget for supplies that will be used in a training for school administrators, in their Title I- budget.

The user knows the budget item will be in the Non-Capital budget section, but does not know the specific WUFAR combination to use. Searching by the Purchase Item (“Supplies”) will work; however, this will generate a lengthy list of potential combinations. A better idea would be to search by the Function (“264400” or “Non-instructional Staff Training”), as this will return a much shorter and more concise list to choose from.

Troubleshooting

No Combinations Appear After Entering Search Terms

1. Check that you are in the correct grant and budget section for the item you are trying to budget. The Search for Budget Combinations Tool will only search for WUFAR combinations from the specific grant and budget section you are in.
2. Simplify the search term(s) or try a new term.

IMPORTANT NOTE: Only use search terms for one field of the WUFAR combination you are looking for (i.e. only search by the Position Activity or Area Label, but not both).

Example: The user is trying to budget for a paraprofessional to teach mathematics in the Personnel Section of the Title I-A Budget.

Even if the user knows that the Position Label is “Paraprofessional” and the Position Activity is “Mathematics”, they should not search “Paraprofessional Mathematics”. The user should either search by the specific Position Label (“Paraprofessional”) or the Position Activity (“Mathematics”), but not both.

Personnel

Submission Personnel Purchased Services Non-Capital Objects Capital Objects Insurance Other Objects Indirect View All Sections
 Copy Personnel Copy Purchased Services Copy Non-Capital Objects Copy Insurance Copy Other Objects

Search for Budget Combinations

Instructions:

1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

paraprofessional

Program Type	Position Label	Area Label	Position Activity	Function	Object
Schoolwide	Paraprofessional	Instructional	Behavioral Interventions	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Before/After Sc...	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Family Engage...	219000 - Other Pupil Services	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Professional De...	221300 - Instructional Staff Training	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Extended Contract-Summer School	120000 - Regular Curriculum	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Mathematics	124000 - Mathematics	200 - Employee Benefits

The Tool can only match the search terms with the individual values inside each column.

In this example, the search term "Paraprofessional" matches the values from the Position Label Column

If the user typed "Paraprofessional Mathematics", no combinations would display because there is no individual cell in any WUFAR field that matches that value.

Desired Combination

Personnel

Submission Personnel Purchased Services Non-Capital Objects Capital Objects Insurance Other Objects Indirect View All Sections
 Copy Personnel Copy Purchased Services Copy Non-Capital Objects Copy Insurance Copy Other Objects

Search for Budget Combinations

Instructions:

1. Type a term into the search bar below.
2. The search tool will display a list of all WUFAR combinations containing the specified term(s).
3. Select the desired WUFAR combination from the list.
4. If the WUFAR combination you are looking for is not listed, try using a different search term. (The search tool will not search by Program Type).

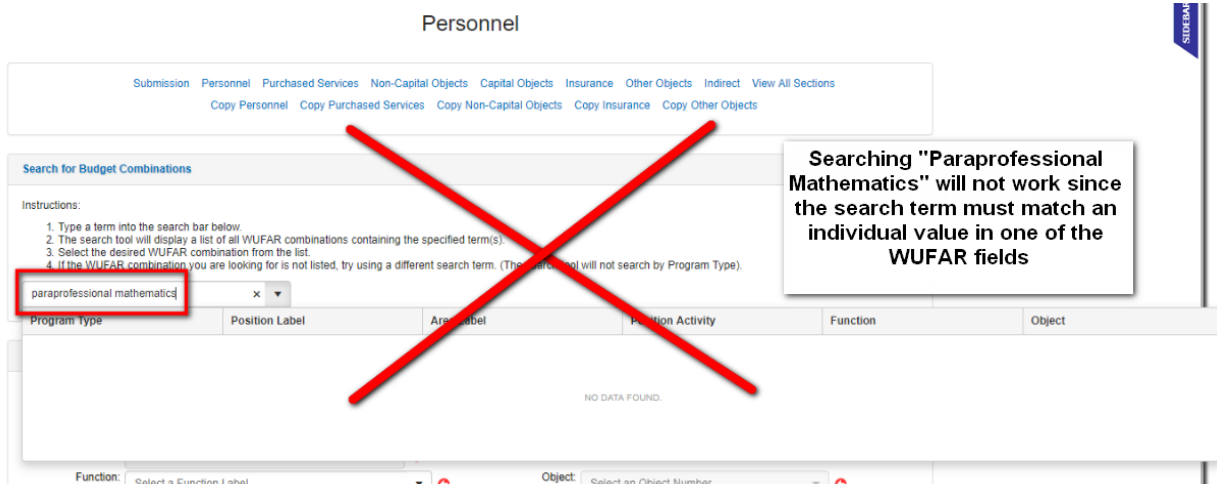
mathematics

Program Type	Position Label	Area Label	Position Activity	Function	Object
Schoolwide	Teacher	Mathematics	Before/After School	124000 - Mathematics	200 - Employee Benefits
Schoolwide	Teacher	Mathematics	Extended Contract-Before/After Sc...	124000 - Mathematics	200 - Employee Benefits
Schoolwide	Teacher	Mathematics	Extended Contract-Summer School	124000 - Mathematics	200 - Employee Benefits
Schoolwide	Teacher	Mathematics	Standard (Default)	124000 - Mathematics	200 - Employee Benefits
Schoolwide	Teacher	Mathematics	Summer School	124000 - Mathematics	200 - Employee Benefits
Schoolwide	Teacher	Title I - Mathematics	Standard (Default)	223900 - Other Instructional Staff S...	200 - Employee Benefits
Schoolwide	Paraprofessional	Instructional	Mathematics	124000 - Mathematics	200 - Employee Benefits
Targeted Assistance	Teacher	Title I - Mathematics	Extended Contract-TI Before/After ...	124000 - Mathematics	200 - Employee Benefits
Targeted Assistance	Teacher	Title I - Mathematics	Extended Contract-TI Summer Sch...	124000 - Mathematics	200 - Employee Benefits
Targeted Assistance	Teacher	Title I - Mathematics	TI Before/After School	124000 - Mathematics	200 - Employee Benefits
Targeted Assistance	Teacher	Title I - Mathematics	TI Instruction	124000 - Mathematics	200 - Employee Benefits
Targeted Assistance	Teacher	Title I - Mathematics	TI Instruction	223900 - Other Instructional Staff S...	200 - Employee Benefits

The desired combination could also be found by searching for "Mathematics"

Desired Combination

Clear Filter Refresh Export to Excel



WISEgrants Says The Selected Combination Is Not An Available Option:

Certain WUFAR combinations can only be selected if various conditions in the grant application are met. If the user attempts to select a WUFAR combination and the required conditions are not met, the following message will appear:

The selected WUFAR combination is not an available option under your current application. Certain combinations are only available if funds have been set-aside for specific activities within the application.

Please select a different combination or review the Title I-A application to ensure you are using an allowable WUFAR.

For example, an LEA with all Schoolwide schools accidentally chooses a WUFAR with the “Targeted Assistance” program type. This WUFAR would not be allowed since there are no Targeted Assistance schools in the LEA.

In some cases, the WUFAR could be available if the agency makes the appropriate adjustments to their application. For Title I-A, an example would be selecting a WUFAR with the Program Type “Neglected and Delinquent”. These WUFAR combinations are only available to agencies that have set aside funds under the “Neglected and Delinquent” Plan Reservation.

If the user accidentally selects a WUFAR under the “Neglected and Delinquent” Program Type, the tool will not let it be used if the agency has not reserved funds appropriately.

If the user does want to use a WUFAR under the “Neglected and Delinquent” Program Type, they must first set aside an amount under the Neglected and Delinquent Reservation on the **Plan Reservation** screen prior to entering the budget item.

