Frequently Asked Questions (FAQ)

1. **When I view my budget report the "Amount to Be Raised in Taxes" is showing a "0"**
   a. Go to the Budget Tab and select the "*Create/Submit Budget*" button
   b. Scroll to the bottom of the page and select the "*Save & Budget Home*" button
   c. Select the "*View Budget Report*" button

2. **I have made changes to my Warrant Article's but my budget report does not reflect the changes.**
   a. Go to the Budget Tab and select the "*Create/Submit Budget*" button
   b. Scroll to the bottom of the page and select the "*Save & Budget Home*" button
   c. Select the "View Budget Report" button on the Budget Tab

3. **My printed budget has a water mark saying "draft" on it.**
   a. That means you have not finalized your budget!!
   b. Go to the Budget Tab and select the "*Create/Submit Budget*" button
   c. Enter all previous year appropriations and revenues
   d. Scroll to the bottom of the page and select the "*Continue to Step-2 Finalize*" button
   e. Entities with Municipal Budget Committee's will be able to download their supplemental Schedule (10% rule) form at this point
   f. Select "*Finalize Budget*" and go through the prompts to complete the process
   g. Select the "*View Budget Report*" button on the Budget Tab and the report will no longer have the watermark

4. **I cannot find the supplemental schedule (10% rule, for municipal budget committee entities)**
   a. The supplemental schedule can be found as a PDF in the second step of the budget submission process
   b. Go to the Budget Tab and select the "*Create/Submit Budget*" button
   c. Scroll to the bottom of the page and select the "Continue to Step-2 Finalize" button
   d. Download the form following the process that is indicated on the screen
   e. Please open the form in Adobe Reader or Acrobat (note that the form is a fillable PDF which can be saved)

5. **I cannot submit my budget because the "Continue to Step 2" button is grayed out**
   a. This is because your user account (Municipal User/Municipal Viewer) does not permit submission of data.

6. **Do I have to submit for pre-review?**
   a. No you do not have to go through the pre-review process, it is optional.

7. **How to I file a default budget? (SB-2 entities)**
   a. There are two ways to file your default budget
   b. Method 1:
      i. Go to the Budget Tab and select the "*Create Article*" button
      ii. Select the Category as "*Default Budget*"
      iii. On the Warrant Article Screen enter only your ensuing year values in the appropriate columns
      iv. Go to the Reports Tab and select the "*Default Budget*" Report
      v. Export the report to MS Word or MS Excel and enter your prior year and one time appropriation values to complete the form
   c. Method 2:
      i. Go to the DRA website

1. Schools (http://revenue.nh.gov/forms/school.htm)
2. Towns (http://revenue.nh.gov/forms/town-city.htm)
   ii. Download the appropriate PDF form
   d. Fill out the form using Adobe Reader or Acrobat (note that the form is a fillable PDF which can be saved)

8. **My budget tab says "Appropriations" across the top of the screen.**
   a. This means that you have completed warrant article drafting and have finalized for posting
   b. If you did not mean to do this please email dlsalzer@gmail.com for assistance.

9. **Warrant Article Number Sorting**
   a. By user request all warrant article numbers are stored as alphanumeric. As a result, when sorting values warrant article 10 will appear before warrant article 1.
   b. To eliminate this issue add a leading zero (0) to all single digit warrant article numbers (e.g. 1 should be 01)

10. **How do I change my password?**
    a. Go to the upper right corner of the site and click on "*My Profile*".
    b. In the window that pops up, you can enter a new password. (Please note that the password requirements still apply. It must be a minimum of eight characters, and include at least one uppercase letter, one lowercase letter, a number, and a special character (such as:!, #, $, ?, etc.)).

11. **How do I print reports?**
    a. After you run a report, you will see a toolbar at the top of it with controls for viewing different pages, searching, and more.
    b. On that toolbar is a blue floppy disk icon with a green arrow. When clicked, this will give you a menu of file formats.
    c. For printing purposes, choose PDF. For editing, choose Word or Excel.

12. **What values are calculated to make my appropriations and offsetting revenues "match"?**
    a. Operating Budgets
       i. Municipal Budget Committee
          1. The "*Calculated Value*" is the sum of all Budget Committee recommended values
       ii. Non Municipal Budget Committee
          1. The "*Calculated Value*" is the sum of all Board recommended values
    b. Individual and Special Warrant Articles
       i. Municipal Budget Committee
          1. The "*Calculated Value*" is the sum of all Board recommended and not recommended values
       ii. Non Municipal Budget Committee
          1. The "*Calculated Value*" is the sum of all Board recommended and not recommended values

13. **When referring to any fund in a warrant article or report, please be sure to use the actual fund name, as stated in the original warrant article that established the fund. Also, please check your DRA "permanent file" to be sure that state records match this original fund name; your municipal auditor can forward a copy of the permanent file, if needed.**

14. **When uploading a document to the portal, avoid the use of special characters, e.g. %, @, /, etc. The use of these characters will corrupt the file, rendering it un-viewable.**