

# Creating a Budget

## Scenario

1. Go to Budget/Scenarios, click 'Create'
2. Click 'Create', in the Budgeting Scenario box that popped up
3. Create Budget Sheet
  - a. Select Type – Budget (defaults)
  - b. Change Sheet Name – could be 'High School', 'Budget'
  - c. Select any extra desired Properties, like Two Years Prior Expended and/or Three Years Prior Expended

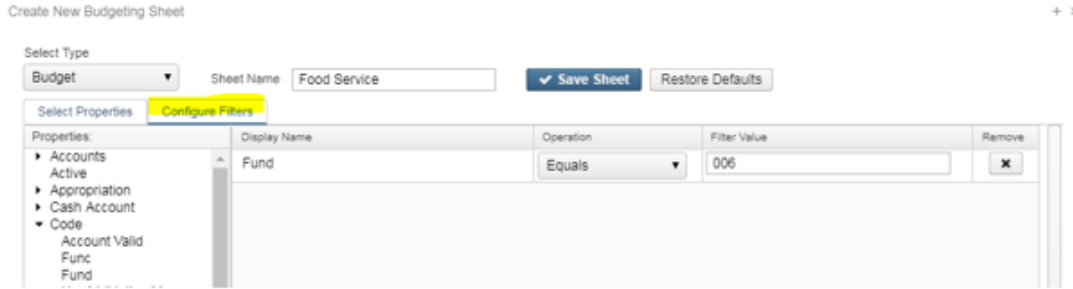
Create New Budgeting Sheet + x

Select Type: Budget Sheet Name: New Sheet Save Sheet Restore Defaults

Select Properties Configure Filters


Properties:	Display Name	Description	Sort Priority	Sort Order	Remove
Future Pre Encumbrance	Id	id	0	Ascending	X
Future Remaining Balance					
Future Year Encumbrance	Description	Description	0	Ascending	X
FY Permanent Transaction					
FYTD Additions	Fund	Fund	1	Ascending	X
FYTD Adjustments					
FYTD Appropriated	Func	Func	3	Ascending	X
FYTD Deductions					
FYTD Expendable	Object	Object	4	Ascending	X
FYTD Expended					
FYTD Percent Expended	SCC	SCC	2	Ascending	X
FYTD Transactions					
FYTD Unencumbered	Subject	Subject	5	Ascending	X
Gaap Initial Estimate					
Gaap Original Budget	OPU	OPU	6	Ascending	X
Gaap Revised					
Id	IL	IL	7	Ascending	X
Initial Estimate					
Money 1	Job	Job	8	Ascending	X
Money 2					
MTD Additions	Prior Year Expendable	Prior Year Expendable	0	Ascending	X
MTD Adjustments					
MTD Deductions	Prior Year Expended	Prior Year Expended	0	Ascending	X
MTD Expended					
MTD Transactions	FYTD Expendable	FYTD Expendable	0	Ascending	X
Next Year Proposed					
ODE Line Number	FYTD Expended	FYTD Expended	0	Ascending	X
Percent Available					
Prior Year Actual Expended	Encumbrance	Encumbrance	0	Ascending	X
Prior Year Encumbrance					
Prior Year Expendable	FYTD Unencumbered	FYTD Unencumbered	0	Ascending	X
Prior Year Expended					
Project	Two Years Prior Expended	Two Years Prior Expended	0	Ascending	X
PTD Expended					
Remaining Balance	Three Years Prior Expended	Three Years Prior Expended	0	Ascending	X
Text					
Three Years Prior Expended					
Transactions					
Two Years Prior Expended					
YTD Expended					

- d. Click on 'Configure Filters' tab, if you would like to filter data being extracted. For example, by Food Service, High School, Elementary School



- e. Click 'Save Sheet' and then 'Create'
- f. The Budgeting Sheets can be edited two ways:
  - i. Click the Edit icon
    - 1. Update the next year's budget amount in the column labeled 'PA-202x'
    - 2. A formula can be used if you are wanting to update to be a certain percentage

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Id	Descrip...Fund	Func	Object	SCC	Subject	OPU	IL	Job	Prior Year Expendable	Prior Year Expended	FYTD E...	FYTD Expended	FYTD U...	Prior Ye...	Encum...	Next Ye...	PA-2020	
2	486e32...	SALARY...001	2960	141	0000	000000	000	00	001	122486	122486	126161	94620.77	31540	0	0	0	=K2*1.03	

- ii. Click the Download icon
  - 1. This will bring it into an Excel .xlsx format and save it in your Downloads
  - 2. Update the next year's budget amount in the column labeled 'PA-202x'
  - 3. A formula can be used if you are wanting to update to be a certain percentage
  - 4. Save the Excel .xlsx file
  - 5. When changes are completed, click the Upload icon on the Budgeting Scenario pop-up screen
- g. Click 'Save'
- 4. Create Revenue Sheet
  - a. Click 'Create' on the Budgeting Scenario pop-up screen
  - b. Change Select Type to AnticipatedRevenue
  - c. Change Sheet Name to Revenue
  - d. Select any extra desired Properties. It's suggested you add 'Description'. Double click the property to move it to the other side.
  - e. Click 'Save Sheet', and then 'Create'
  - f. Follow steps 3f from above to update Revenue amounts
  - g. Click 'Save'
- 5. When ready, click 'Promote' icon  on the Budgeting/Scenarios Screen
  - a. Note: You can only Promote ONE budget. Promoting a second budget will override the first one.
  - b. This will move your budget amounts to Proposed under Budgeting/Proposed Amounts

## Proposed Amounts

1. Go to Budgeting/Proposed Amount
  - a. Existing proposed budget and anticipated revenue amounts appear on the grid based on the fiscal year selected
  - b. There are two tabs: **Proposed Budgets** and **Proposed Anticipated Revenues**
2. To manually enter proposed amount, click 'Create'
  - a. Select the budget account
  - b. Enter the fiscal year
  - c. Enter an amount
  - d. Click 'Save'

3. To change the Fiscal Year or Proposed Amount click the Edit icon

4. To Delete a Proposed Amount:
  - a. Per account: From the grid search for desired account and click the delete icon
  - b. Mass Delete: From the grid, click the checkbox for the proposed amount you want to delete and click on the Delete button at the top of the grid
5. Applying Proposed Amount – once ALL proposed amount are ready to be applied as the initial budget and/or revenue for the fiscal year  
 NOTE: You cannot choose specific accounts to apply amounts; It will apply the amounts to all accounts on your proposed amounts grids.

- a. Select the Fiscal Year you want figures to apply to
  - b. Select all accounts, click 'Apply', and the following box will appear:

- i. Transaction Types:
  1. Temporary
    - a. If 'Full Year' is checked, the temporary initial budgets hold true for the entire year
    - b. If 'Full Year' is unchecked, this indicates the temporary initial budgets could change during the fiscal year
    - c. By selecting Temporary, this allows you to reapply another temporary or permanent budget to remove the current figures
  2. Permanent
    - a. 'Full Year' is automatically checked and cannot be unchecked
    - b. Indicates these are permanent initial budgets
    - c. By selecting Permanent, only another permanent budget can be applied to the current figures
  3. Adjustment
    - a. Adjusts the existing budgets via additions/deductions
    - b. The 'Update the GAAP Original Estimate amounts' box is checked by default but can be unchecked if desired
- ii. Effective Date – is modifiable when selecting 'Adjustment' transaction type. Otherwise it's an information only field
  1. It automatically defaults to the first day of the fiscal year when 'Temporary' or 'Permanent' transaction types are selected
- iii. Click 'Apply' to process

More information can be found on SSDT's Wiki: <https://wiki.ssd-t-ohio.org/display/usasrdoc/Budgeting>