

Creating a Budget

Scenario

1. Go to Budgeting/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

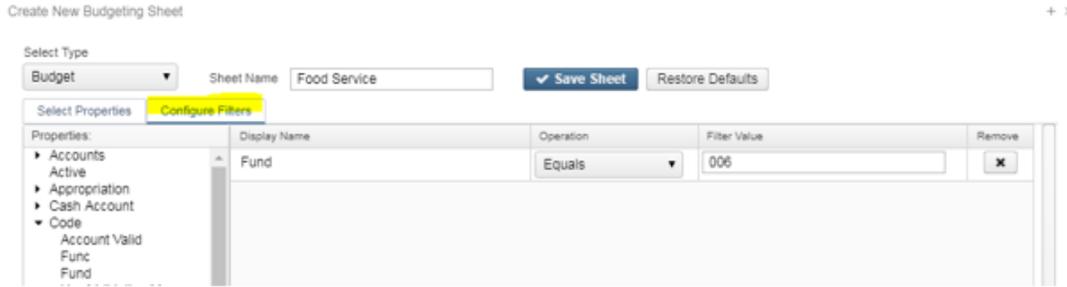
Create New Budgeting Sheet + x

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 CSV format
 - 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 CSV to your computer
 - 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 amounts 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
 - 2. Permanent
 - a. 'Full Year' is automatically checked and cannot be unchecked
 - b. Indicates these are permanent initial budgets
 - 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>