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'
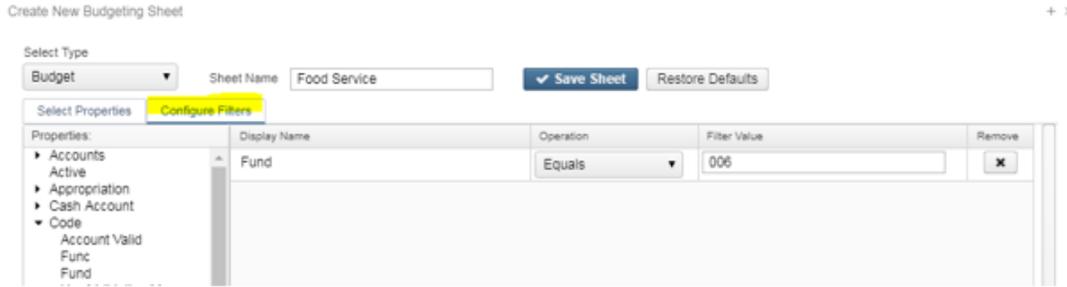   c. Select any extra desired Properties, like Two Years Prior Expended and/or Three Years Prior Expended

   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

S2	=K2*1.03																	
	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.ssdt-ohio.org/display/usasrdoc/Budgeting