

Creating a Budget

Scenario

1. Go to Budgeting/Scenarios, click 'Create'

Budgeting Scenario

✓ Save ✕ Cancel

Name:

Description:

Fiscal Year:

Budgeting Sheets

Sheet Name	Filename

+ Create Upload

2. Enter the name of the budget and a description if you want. For example, 'FY23 Budget'.
3. Click 'Create' at the bottom of the Budgeting Scenario box.
4. **Create Budget Sheet (see screen shot on next page)**
 - a. Select Type – Budget (defaults) or Anticipated revenue
 - b. Change Sheet Name – could be 'High School', 'Budget', 'FY22 Expenditures - 200s', or 'FY22 Expenditures – Fund 006'
 - c. Select any extra desired Properties, like Two Years Prior Expended and/or Three Years Prior Expended

Create New Budgeting Sheet

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	Description	Description	0	Ascending	X
Future Year Encumbrance	Fund	Fund	1	Ascending	X
FY Permanent Transaction	Func	Func	3	Ascending	X
FYTD Additions	Object	Object	4	Ascending	X
FYTD Adjustments	SCC	SCC	2	Ascending	X
FYTD Appropriated	Subject	Subject	5	Ascending	X
FYTD Deductions	OPU	OPU	6	Ascending	X
FYTD Expendable	IL	IL	7	Ascending	X
FYTD Expended	Job	Job	8	Ascending	X
FYTD Percent Expended	Prior Year Expendable	Prior Year Expendable	0	Ascending	X
FYTD Transactions	Prior Year Expended	Prior Year Expended	0	Ascending	X
FYTD Unencumbered	FYTD Expendable	FYTD Expendable	0	Ascending	X
Gaap Initial Estimate	FYTD Expended	FYTD Expended	0	Ascending	X
Gaap Original Budget	Encumbrance	Encumbrance	0	Ascending	X
Gaap Revised	FYTD Unencumbered	FYTD Unencumbered	0	Ascending	X
Id	Two Years Prior Expended	Two Years Prior Expended	0	Ascending	X
Initial Estimate	Three Years Prior Expended	Three Years Prior Expended	0	Ascending	X
Money 1					
Money 2					
MTD Additions					
MTD Adjustments					
MTD Deductions					
MTD Expended					
MTD Transactions					
Next Year Proposed					
ODE Line Number					
Percent Available					
Prior Year Actual Expended					
Prior Year Encumbrance					
Prior Year Expendable					
Prior Year Expended					
Project					
PTD Expended					
Remaining Balance					
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, (fund, object code, or opu). Please see **appendix A** for info on operations and filter value options.

Create New Budgeting Sheet

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

Select Properties **Configure Filters**

Properties	Display Name	Operation	Filter Value	Remove
Accounts	Fund	Equals	001	X
Active	Object	Between	100,200	X
All Amounts Zero				
Appropriation				
As Of Period				
Cash Account				
Code				
Account Valid				

- e. Click 'Save Sheet' and then 'Create'
- f. Then click save on the budgeting scenario screen.

Budgeting Scenario

+ x



Name

Description

Click edit to edit the scenario again.

g. The Budgeting Sheets can be edited two ways:

- i. **OPTION 1:** Click on to edit an existing spreadsheet. Update the next year's budget amount in the column labeled 'PA-202x'
 1. 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	486433	SALARY...	001	2960	141	0000	000000	000	00	001	123486	123486	126161	94620.77	11540	0	0		=K2*1.03

2. **OPTIONAL: PROCEED with CAUTION**

- a. DON'T DO unless, you are sure.
- b. Click on to regenerate the sheet. This option is helpful if you made changes to the existing sheet (add/remove properties, change account filters, etc.). Regenerate will update the sheet with the new changes, thus overriding the previous sheets settings. Existing proposed amounts will be removed. This is how I would change columns or filters.
- ii. **OPTION 2:** Click on to download the spreadsheet into Excel.
 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 by a certain percentage
 3. Save the file to your computer
 4. When changes are completed, click on to import the spreadsheet back into the scenario.

h. Click 'Save'

5. Create Revenue Sheet

- a. Click 'Create' on the Budgeting Scenario pop-up screen
- b. Change Select Type to AnticipatedRevenue
- c. Change Sheet Name to a valid description. Ex. 001 Revenue
- d. Select any extra desired Properties. Double click or drag the property to move it to the right side.
- e. Click 'Save Sheet', and then 'Create'
- f. Then click save on the budgeting scenario screen.

Budgeting Scenario + x



Name

Description

Click edit to edit the scenario again.

- g. The Revenue Sheets can be edited just like the budgeting sheets in two ways:
 - i. **OPTION 1:** Click on to edit an existing spreadsheet. Update the next year's budget amount in the column labeled 'PA-202x'
 - 1. A formula can be used if you are wanting to update to be a certain percentage

Revenues

id	Description	Fund	Receipt	SCC	Subject	Opn	FYTD Receiv...	Prior Year Rec...	Two Years Pri...	Three Years Pr...	FYTD Received	PA-2023
4b5708	CONTENT VERSE FEES	001	1830	3004	000000	000	\$18,000.00	\$17,320.00	\$8,858.00	\$7,070.00	\$13,340.00	\$10,040.00
ead72e	WEB HOSTING	001	1830	3007	000000	000	\$2,400.00	\$2,400.00	\$2,820.00	\$1,200.00	\$2,400.00	\$2,400.00

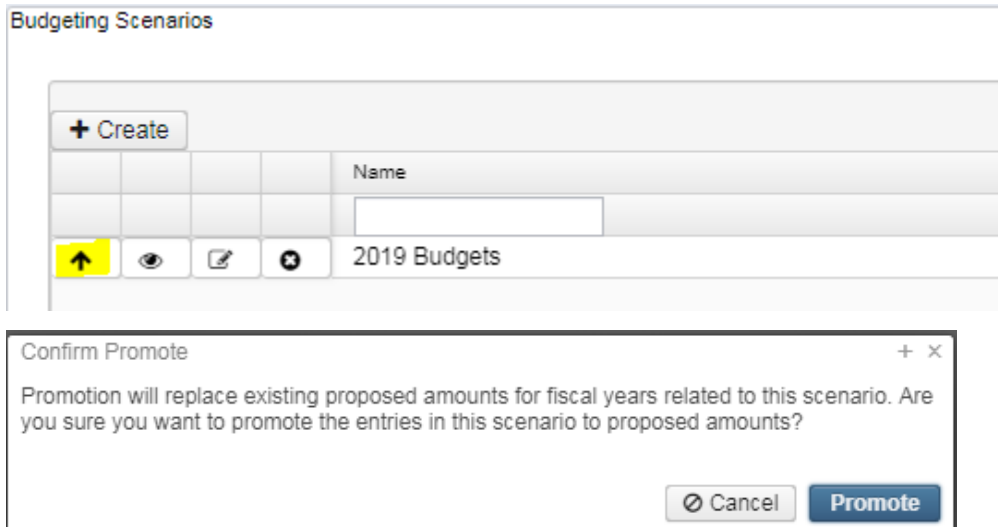
- ii. **OPTION 2:** Click on to download the spreadsheet into Excel.
 - 1. Update the next year's budget amount in the column labeled 'PA-202x'
 - 2. A formula can be used if you are wanting to update by a certain percentage
 - 3. Save the file to your computer
 - 4. When changes are completed, click on to import the spreadsheet back into the scenario.

- h. Click 'Save'
 - i. Close Budgeting Scenario screen.
6. When ready, click 'Promote' icon from Budgeting Scenario.

Promote a Scenario

- 1. Click on to promote all spreadsheets in the scenario to proposed amounts. A 'Confirm Promote' box will appear warning that if any existing proposed amounts exist, they will be replaced with the new figures. Click on

NOTE: Promoting a scenario will replace any existing proposed amounts for the fiscal year in the proposed amounts grid **for both expenditure and revenue accounts.**



1. Once the amounts have been promoted, they will be available to view under the Proposed Amounts option under Budgeting. Click on [Proposed Amounts](#) for more information about the 'Proposed Amounts' option under the Budgeting menu.

	Fund	Dept	SOC	Budget	CPU	IL	All	Amount
	005	3120	141	0000	000000	000	00	103,000.00
	006	3120	142	0000	000000	000	00	2,060.00
	006	3120	144	0000	000000	000	00	515.00

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

- c. This message should appear:

Messages



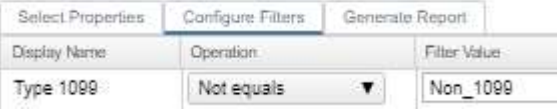
+ x

✓ Info - Posting period July 2022 (FY 2023) was created automatically as a result of this process


- d. A SSDT Budget Expense Worksheet will show the Next Year Proposed values for the budget side and a SSDT Revenue Expense Worksheet will show the Next Year Proposed for the revenue side.

More information can be found on SSDT's Wiki: <https://wiki.ssd-ohio.org/display/usasrdoc/Budgeting>

Appendix A

Operation	Definition	Specific Filter Value Example in Configure Filters (parameter will not display when generating report)
Equals	Match an exact value (i.e., account filter)	
One of	Able to enter multiple values with commas (i.e. several ven. #s)	
Not Equals	Exclude a value (i.e. exclude 1099 type)	


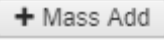

Like	Begins with (i.e. all object codes starting with 1)	<table border="1"> <thead> <tr> <th>Display Name</th> <th>Operation</th> <th>Filter Value</th> </tr> </thead> <tbody> <tr> <td>Object</td> <td>Like ▼</td> <td>1%%</td> </tr> </tbody> </table>	Display Name	Operation	Filter Value	Object	Like ▼	1%%
Display Name	Operation	Filter Value						
Object	Like ▼	1%%						
Contains	Entered Value Anywhere in the Field (i.e. contains part of vendor name)	<table border="1"> <thead> <tr> <th>Display Name</th> <th>Operation</th> <th>Filter Value</th> </tr> </thead> <tbody> <tr> <td>Primary Name</td> <td>Contains ▼</td> <td>school</td> </tr> </tbody> </table>	Display Name	Operation	Filter Value	Primary Name	Contains ▼	school
Display Name	Operation	Filter Value						
Primary Name	Contains ▼	school						
Between	Between two Values	<table border="1"> <thead> <tr> <th>Display Name</th> <th>Operation</th> <th>Filter Value</th> </tr> </thead> <tbody> <tr> <td>Check Number</td> <td>Between ▼</td> <td>58492,60000</td> </tr> </tbody> </table>	Display Name	Operation	Filter Value	Check Number	Between ▼	58492,60000
Display Name	Operation	Filter Value						
Check Number	Between ▼	58492,60000						
Is Null	Null looks for blank fields							
Not Null	Excludes blank fields							
Greater Than	Greater than value entered	<table border="1"> <thead> <tr> <th>Display Name</th> <th>Operation</th> <th>Filter Value</th> </tr> </thead> <tbody> <tr> <td>YTD Total</td> <td>Greater than ▼</td> <td>599.99</td> </tr> </tbody> </table>	Display Name	Operation	Filter Value	YTD Total	Greater than ▼	599.99
Display Name	Operation	Filter Value						
YTD Total	Greater than ▼	599.99						
Greater Or Equal	Greater than or equal to value entered	<table border="1"> <thead> <tr> <th>Display Name</th> <th>Operation</th> <th>Filter Value</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>Greater or equal ▼</td> <td>07/01/2018</td> </tr> </tbody> </table>	Display Name	Operation	Filter Value	Date	Greater or equal ▼	07/01/2018
Display Name	Operation	Filter Value						
Date	Greater or equal ▼	07/01/2018						

Less Than	Less than value entered	
Less Than or Equal	Less than or equal to value entered	
Not One Of	Exclude multiple values separated by commas	
Sort		
Type		

Appendix B

Mass Add Accounts

The Mass Add function may be used to copy all appropriation, expenditure, and revenue accounts in a cash account to a new special cost center within that same fund.

1. Using the filter row search for desired cash account
2. Click on  to view a particular cash account.
3. Click on  when viewing the cash account.
4. Enter the New SCC to be used on the accounts that will be added.
5. Click on  to add the new accounts.

The screenshot shows a web form with the following fields and values:

Fund	SCC
200	9110
New Fund	New SCC
200	9120

Submit

Please be aware, the mass add process will not create invalid accounts. If the original cash account has underlying accounts with invalid account dimensions those accounts will not be created. A list of accounts will be generated once the process completes showing the accounts that were created and which were not. If an account could not be created, the error will contain the reason why. For example, "Expenditure 572-2214-141-921B-000000-001-14-000 not created: 2214 is not a valid function code". You will need to record which accounts were not automatically created and manually create those accounts, if needed, using valid account dimensions.