Creating a Budget

Create a Scenario

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

2. Enter the name of the budget, a description if you choose, and the fiscal year. For example, 'FY24 Budget'.
3. Click 'Create' at the bottom of the Budgeting Scenario box.

Creating Spreadsheets for a Scenario

When editing a scenario, click on [+ Create] at the bottom of the screen to create a budgeting sheet for the scenario.

1. Select the type of Budgeting Sheet: Budget or Anticipated Revenue.

2. *Budget Sheet* (see screen shot on next page)

    a. Change Sheet Name – could be 'High School', 'Budget', 'FY24 Expenditures - 200s', or 'FY24 Expenditures – Fund 006'

    b. A predefined set of properties is displayed. From there, you can add or remove the properties you would like included on the spreadsheet.

    c. 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.

   d. To save the spreadsheet, enter a name under 'Sheet Name'. Click on ![Save Sheet] to save your budgeting sheet to the scenario. A 'Confirm Sheet Creation' box will appear. Click on ![+ Create] to add the new spreadsheet to your existing scenario.
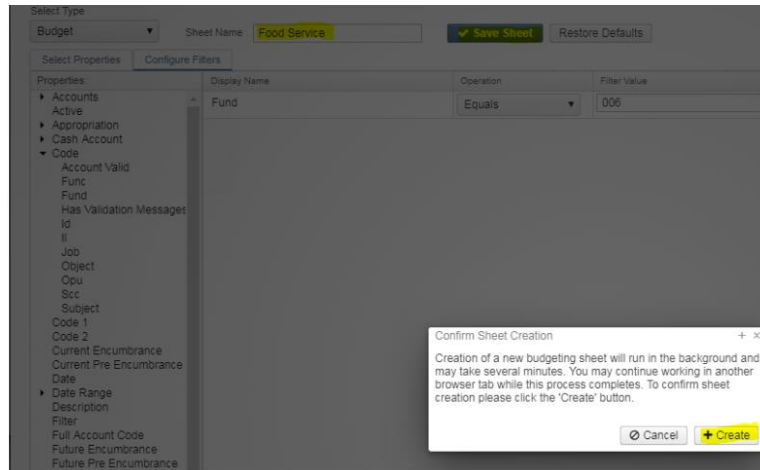
e.

f. The new budgeting sheet will be displayed under the Budgeting Sheets table. Click
    on **✔ Save** to save the changes made to the scenario. **This is an easy step to forget.**
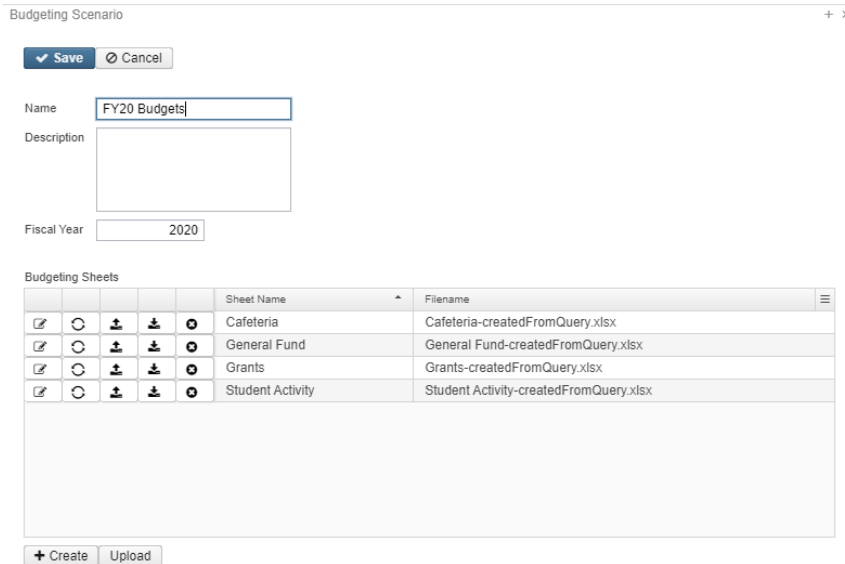
g. Click edit to edit the scenario again.
h. The Budgeting Sheets can be edited three ways:

    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

	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. **OPTION 2: PROCEED with CAUTION**
        1. DON'T DO unless, you are sure.
        2. 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.

      iii. **OPTION 3:** 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.

    i. Click '**Save**' on the budgeting scenario screen.

3. Create Revenue Sheet

    j. Click 'Create' on the Budgeting Scenario pop-up screen

    k. Change Select Type to AnticipatedRevenue

    l. Change Sheet Name to a valid description. Ex. 001 Revenue

    m. Select any extra desired Properties. Double click or drag the property to move it to the right side.

    n. Click on 'Configure Filters' tab, if you would like to filter data being extracted.

    o. Click 'Save Sheet', and then 'Create'

    p. Then click save on the budgeting scenario screen.

Click edit to edit the scenario again.

    q. The Revenue Sheets can be edited just like the budgeting sheets in three 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

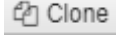|	A	B	C	D	E	F	G	H	I	J	K	L	M
	A2	4b570849-2dd1-4ab8-be27-75a7747a1de4											
1	id	Description	Fund	Receipt	SCC	Subject	Opu	FYTD Receiva...	Prior Year Rec...	Two Years Pri...	Three Years Pr...	FYTD Received	PA-2023
2	4b5708.	CONTENT VERSE FEES	001	1830	3004	000000	000	$18,000.00	$17,320.00	$8,858.00	$7,070.00	$13,340.00	$10,040.00
3	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

      i. **OPTION 2: PROCEED with CAUTION**

         2. DON'T DO unless, you are sure.

         3. Click on ↻ to regenerate the sheet. This option is helpful if you made changes to the existing sheet (add/remove properties, change account
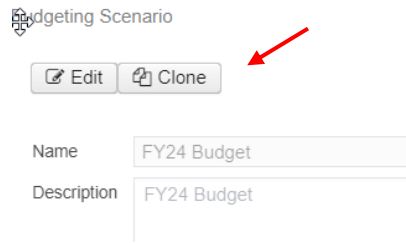
filters, etc.). Regenerate will update the sheet with the new changes, thus overriding the previous sheets settings. Existing proposed amounts will be removed.

    ii.   **OPTION 3:** Click on ⬇ to download the spreadsheet into Excel.

        4. Update the next year's budget amount in the column labeled 'PA-202x'
        5. A formula can be used if you are wanting to update by a certain percentage
        6. Save the file to your computer
        7. When changes are completed, click on ⬆ to import the spreadsheet back into the scenario.

   r. Click 'Save'
   s. Close Budgeting Scenario screen.
 4. When ready, click 'Promote" icon from Budgeting Scenario.

Clone a Scenario

Scenarios can be cloned from a previous year to create the new year budget scenario or a different variation on the current fiscal year.

1. Click on 👁 to view the scenario that will be cloned.
2. Click on ⧉ Clone . All accounts associated from the existing scenario will be copied to the new scenario.

    a.

3. Enter the name, a description, and the fiscal year.
4. Click Save.
5. **Regenerate wipes out next year's proposed amounts, so be careful when you use this option**.
   a. However, this is one time I would recommend using the regenerate option.
   b. Click ↻ to regenerate the sheet, provided you haven't created any next year's proposed amounts.
   c. You may choose to change properties and configure filters. Regenerate will pull in all current accounts. So, if you have created accounts since the scenario you cloned from, this will include them. For example, I cloned FY23 budget and named it FY24 budget. In FY23 after I created the budget, I added an account for a grant. If I click regenerate now, the FY24 budget will include this grant account.
   d. You can only regenerate a budgeting sheet that was created within the scenario. If you uploaded the spreadsheet, you will not be able to regenerate it.

6. **Note:** If the cloned scenario will be used for a different Fiscal Year than the original scenario, then the field name for Proposed Amounts should be reviewed to see if it needs updated. If it does do the following:

  a. Click on 👁 to edit a specific spreadsheet in the scenario.
  b. Change the column header for Proposed amounts to include the Fiscal Year of the new Scenario. This should be formatted as PA-YYYY (ex. PA-2021 for Fiscal Year 2021)
  c. Click Accept to save the changes.

7.

8. At this point, you can either save the scenario by clicking on ✔ Save and update amounts in the budgeting spreadsheets later; or continue by using edit to modify the proposed amounts.

   Additional Budgeting sheets can also be created within the scenario using the ＋ Create at the bottom of the scenario window.

Entering Proposed Amounts

You have two options on how to enter proposed amounts:

1. Edit: Click on ✎ to enter your proposed amounts within the Scenario
2. Download: Click on ⬇ to download your spreadsheet into EXCEL and then upload updated spreadsheet.

Initial Amounts vs Adjustments

When entering Initial budgets, the amount entered should be what the user would like as the Initial Budget amount on the account.

When entering Adjustments, the amount entered should be what the user would like the new Expendable amount to be on the account. The system will calculate the difference between the initial amount and the entered amount and then create an adjustment for the difference. For Example, if the Initial Budget was 500.00 but the new Expendable amount should be 0.00, then the Adjustment entered in the Proposed Amounts grid should be 0.00. When applied, the Adjustment on the account will be -500.00.

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 Promote

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**.
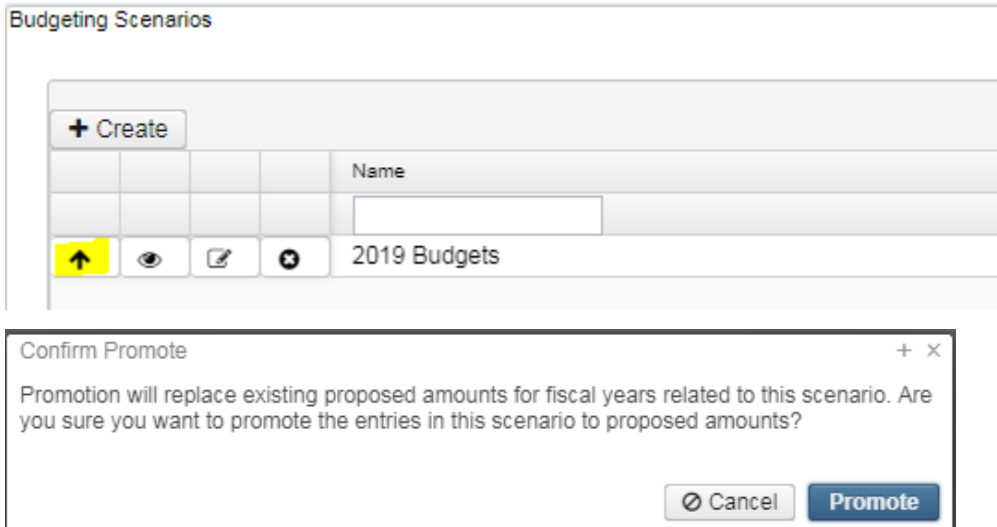
2. Once the amounts have been promoted, they will be available to view under the Proposed Amounts option under Budgeting.

**NOTE:** Please keep in mind the Proposed Budgets grid may contain multiple years proposed amount figures. Please ensure the correct fiscal year is selected to review the proposed amounts for that year.

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. The arrow is where the fiscal year is chosen.
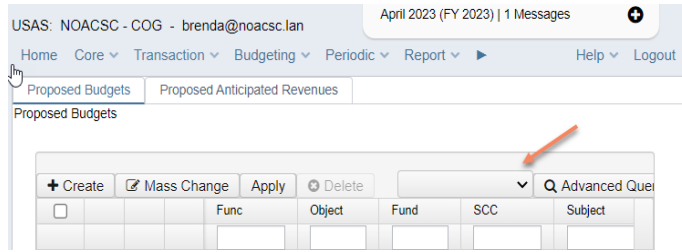
b.

2. There are two tabs: **Proposed Budgets** and **Proposed Anticipated Revenues**
3. To manually enter proposed amount, click 'Create'
   a. Select the budget account
   b. Enter the fiscal year
   c. Enter an amount
   d. Click 'Save'

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

Creating Adjustments

When entering Adjustments, the amount entered should be what the user would like the new Expendable amount to be on the account. The system will calculate the difference between the initial amount and the entered amount and then create an adjustment for the difference. For Example, if the Initial Budget was 500.00 but the new Expendable amount should be 0.00, then the Adjustment entered in the Proposed Amounts grid should be 0.00. When applied, the Adjustment on the account will be -500.00.

5. To Delete a Proposed Amount:
   If you wish to delete a proposed amount before applying it, there are two ways to delete amounts on the grid:
   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.

Note: Only accounts visible in the grid will be selected when using Mass Delete so users may need to select and click to delete multiple times to clear the grid.

TIP: Once proposed amounts have been 'applied' to existing budgets or next year proposed amounts, the amounts on the grid can be deleted. If the Proposed amounts being deleted from the grid (after being applied) include Next Year Proposed amounts, these amounts will be removed from the expenditure/revenue account until July is made the current period.
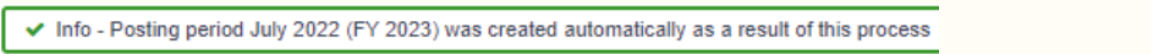
Example
Current period is May and an expenditure account has $1000 in the proposed amount grid for Next Year Proposed. When viewing this account under the Core menu, the expenditure account will have $1000 in the NY Proposed amount and once the user APPLYs the amount(s) using temporary, this will set the $1000 as the initial budget for the next fiscal year when the posting period of July is made current. If the account is deleted from the proposed amounts grid after Apply is used, the NY proposed amount will no longer show on the expenditure account but will populate this amount as the initial budget amount when July is made the current posting period.
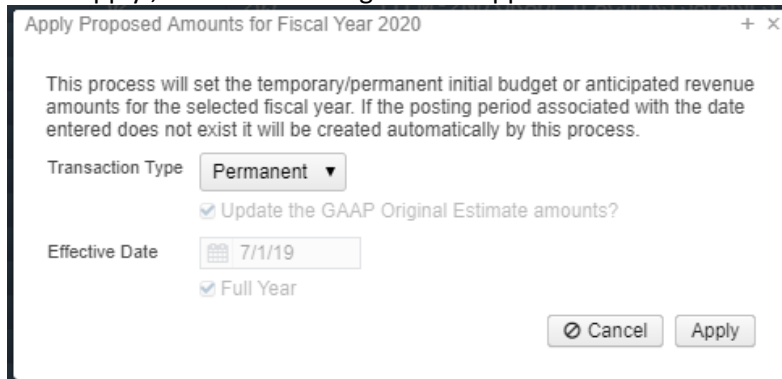
6. **Applying Proposed Amounts** – once ALL proposed amounts are ready to be applied as the initial budget and/or revenue for a particular fiscal year, click on the [Apply] option.

Note: You cannot choose specific accounts to apply amounts; It will apply the amounts to all accounts on your proposed amounts grids for the specified Fiscal Year. If there are checkboxes selected in the grid, the Apply button will show as disabled.

Note: When applying new Proposed Amounts for the <u>next</u> Fiscal Year, the new (July) posting period does not need to be created or opened. The process will automatically create the Posting Period and give you an informational warning.

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

    a. Select the Fiscal Year you want figures to apply for.
    b. Click 'Apply', and the following box will appear:

Apply Proposed Amounts for Fiscal Year 2020   + ×

This process will set the temporary/permanent initial budget or anticipated revenue amounts for the selected fiscal year. If the posting period associated with the date entered does not exist it will be created automatically by this process.

Transaction Type   Permanent ▾
                    ☑ Update the GAAP Original Estimate amounts?
Effective Date   📅 7/1/19
                    ☑ Full Year
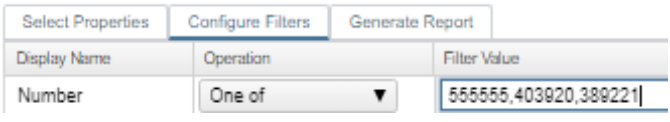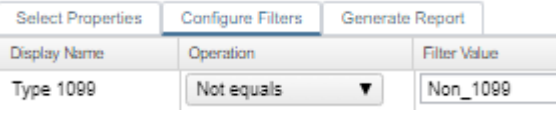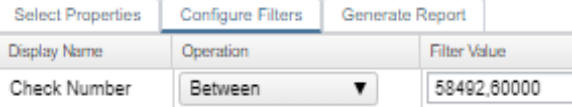   ⊘ Cancel   Apply

        i. **Transaction Types** include:

1. If 'Temporary' is selected, 'full year' is checked by default. This indicates the temporary initial budgets hold true for the entire year. The 'Update the GAAP Original Estimate amounts' is checked by default. If you do not wish to set the GAAP Original Estimate amounts at the time you're applying your temporary figures, uncheck the box.
2. If 'Temporary' is selected and 'full year' is unchecked, this indicates the temporary initial budgets could change during the fiscal year.
3. If 'Permanent' is selected, 'full year' is check marked automatically and cannot be unchecked. This indicates these are permanent initial budgets. The 'Update the GAAP Original Estimate amounts' will be set automatically at the time you're applying your permanent figures. You do not have the option to uncheck this box.
4. If 'Adjustment' is selected, it adjusts the existing budgets via additions/deductions. The 'Update the GAAP Original Estimate' amounts box is not checked by default but is available to check if the adjustments should apply to the GAAP Original Estimate amount.

  ii. **Effective Date**
1. When selecting Temporary or Permanent transaction types, the date automatically defaults to the first day of the fiscal year selected.
2. When selecting Adjustment transaction types, the date must be manually entered. Adjustments will be included in the MTD Expendable or MTD Receivable amounts based on the entered date.

  iii. Click on [Apply] to proceed with applying the proposed figures as the initial budget/revenue estimates for the fiscal year selected.

c. 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.ssdt-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)	
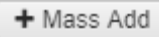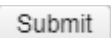
One of	Able to enter multiple values with commas (i.e. several ven. #s)	Select Properties Configure Filters Generate Report Display Name — Operation — Filter Value Number — One of ▼ — 555555,403920,389221
Not Equals	Exclude a value (i.e. exclude 1099 type)	Select Properties Configure Filters Generate Report Display Name — Operation — Filter Value Type 1099 — Not equals ▼ — Non_1099
Like	Begins with (i.e. all object codes starting with 1)	Display Name — Operation — Filter Value Object — Like ▼ — 1%%
Contains	Entered Value Anywhere in the Field (i.e. contains part of vendor name)	Display Name — Operation — Filter Value Primary Name — Contains ▼ — school
Between	Between two Values	Select Properties Configure Filters Generate Report Display Name — Operation — Filter Value Check Number — Between ▼ — 58492,60000
Is Null	Null looks for blank fields	
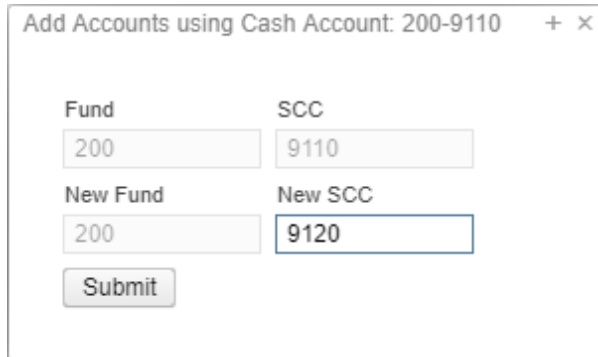
Not Null	Excludes blank fields	
Greater Than	Greater than value entered	Display Name: YTD Total / Operation: Greater than / Filter Value: 599.99
Greater Or Equal	Greater than or equal to value entered	Display Name: Date / Operation: Greater or equal / Filter Value: 07/01/2018
Less Than	Less than value entered	
Less Than or Equal	Less than or equal to value entered	Display Name: Date / Operation: Less or equal / Filter Value: 06/30/2019
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 **➕ Mass Add** when viewing the cash account.
4. Enter the New SCC to be used on the accounts that will be added.
5. Click on **Submit** to add the new accounts.

Add Accounts using Cash Account: 200-9110   ➕ ✕

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.