

Budgeting Scenario Steps for creating proposed amounts for the next fiscal year

- [Scenarios](#)
 - [Create New Budgeting Spreadsheets within the scenario](#)
 - [Scenario Grid](#)
 - [Upload Budgeting Spreadsheets into the scenario](#)
 - [Promote a Scenario](#)
- [Proposed Amounts](#)
 - [Applying Proposed Amounts](#)

The Budgeting Process contains two programs:

- **Scenarios:** Allows for the creation of a budget scenario via spreadsheets which are then [promoted](#) to proposed amounts.
- **Proposed Amounts:** Once promoted, the budget and revenue amounts are displayed in the proposed amounts grid to allow for further changes. Once ready, they will be [applied](#) as initial budget and revenue estimates as either temporary or permanent appropriations.

For further information on the Budgeting process, please refer to the [Scenarios](#) and [Proposed Amounts](#) sections of the [Budgeting](#) chapter in the USAS-R manual.

Scenarios

- Click on Budgeting Scenario Create to create a Scenario
- Enter Name Description



Budgeting Scenario

Name

Description

- Click **Save** to save the Scenario or continue on to create or upload sheets. Remember to 'Save' the scenario when finished

OR

- From the Scenario Grid, query an existing Scenario you want to Clone
- Click on  to view the Scenario
- Click on  Clone. All accounts associated from the existing scenario will be copied to the new scenario.

Create New Budgeting Spreadsheets [within](#) the scenario











Click on 'Create' to create a spreadsheet within the budgeting scenario






- Select Type (Budget or Revenue)
- On the 'Properties' tab, add or remove properties you would like on your spreadsheet.
- Click on 'Configure Filters' to filter accounts you want included on the spreadsheet (i.e only want accounts with OPU = 200)
- Enter a 'Sheet Name'
- Click on 'Save Sheet' to save your spreadsheet. A 'Confirmation Sheet Creation' box appears. Click on 'Create' to continue creating the spreadsheet. Once complete, an informational box appears stating the budgeting sheet created successfully.

Scenario Grid

Once a spreadsheet is created in the scenario, it is displayed on the Budgeting Sheets grid. You can then access the spreadsheet using one or more of the following options in order to add proposed amounts:

Budgeting Sheets

					Sheet Name	Filename
					Administrative Budgets	Administrative Budgets-createdFromQuery.xlsx
					Student Athletics Budgets	Student Athletics Budgets-createdFromQuery.xlsx

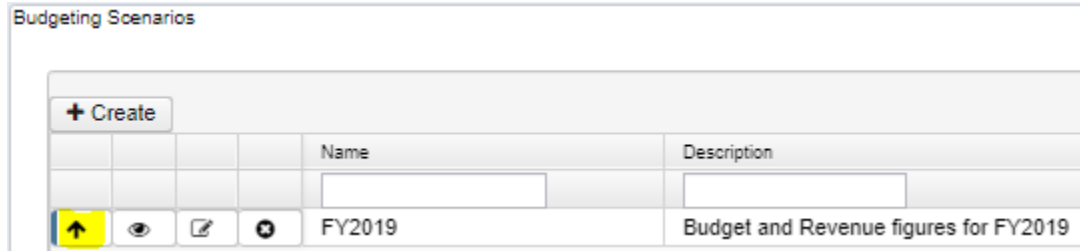
- Click on  to edit an existing spreadsheet (must use the existing PA-XXXX column to enter your proposed amounts)
 - You can add (insert) or delete rows in your spreadsheet
 - You can use formulas to enter your proposed amounts
- Click on  to regenerate the sheet. This option is helpful if you made changes 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.
- If you prefer to enter proposed amounts and/or make changes to your spreadsheet via Excel, click on  to download the spreadsheet into Excel. Once the spreadsheet is completed and saved, click on  to import the spreadsheet back into the scenario
- Click on  to delete an existing spreadsheet you no longer want.

Upload Budgeting Spreadsheets into the scenario

Use the **Upload** option to upload outside spreadsheets into your scenario. These spreadsheet may contain proposed amounts.

- Click **Upload**
- Enter a 'Sheet Name' and optional 'Description'
- Click on 'Choose File' and select the outside spreadsheet you want to upload
 - **NOTE:** The outside spreadsheet must contain account code dimensions in separate columns with the proper column headers. You may also include the proposed amounts. The following rpd-json files may be downloaded and imported into the Redesign. They are similar to the SSDT Budget Expense and Revenue Expense template report definitions but have been formatted to include the proper columns headers in a spreadsheet format.
 - [Budgets Spreadsheet](#)
 - [Revenues Spreadsheet](#)
 - **NOTE:** When entering proposed amounts, you must change the 'Next Year Proposed' column to 'PA-XXXX' (XXXX=desired fiscal year) in order for the spreadsheet to upload properly into the the budget scenario.
- Click on 'Start Upload' to upload the spreadsheet. Once complete, an informational box appears stating budgeting sheet was uploaded successfully.

Promote a Scenario



Once a scenario is completed, it can be "promoted" to the proposed amounts field on the budget and revenue accounts. Promote includes all spreadsheets in the scenario. Once promoted, the accounts with associated amounts will appear in Budgeting/Proposed Amounts Grid as well as the Next Year Proposed Amount field under the accounts UI.





Please note that once a scenario is promoted for a fiscal year, any successive scenario related to the same fiscal year that is promoted will overwrite the prior scenario's amounts. For example, you create a scenario for HS proposed amounts and promote it. You then promote another scenario containing Elementary proposed amounts for the same year. The HS proposed amounts will be removed and the elementary proposed amounts will be uploaded. *So instead of creating separate scenarios, we recommend creating separate spreadsheets within the same scenario.*

Proposed Amounts

Proposed Budgets		Proposed Anticipated Revenues									
Proposed Budgets											
Fiscal Year 2019											
		Fund	Func	Object	SCC	Subject	OPU	IL	Job	Description	Amount
<input type="checkbox"/>	<input type="checkbox"/>	006	3120	416	0000	000000	000	00	000	FOOD SERVICE FOOD PURCHASING DATA PROCESSING SERVICES	772.50
<input type="checkbox"/>	<input type="checkbox"/>	006	3120	422	0000	000000	000	00	000	FOOD SERVICE FOOD PURCHASING GARBAGE REMOVAL & CLEANING	1,545.00

Contains separate tabs for existing 'Proposed Budgets' and 'Proposed Anticipated Revenues' amounts in a grid format based on the fiscal year selected. Users can:

- **Create** a proposed amount in order to add it to the existing grid
 - Enter or search for an account
 - Enter a fiscal year
 - Enter an proposed amount
 - Click on 'Save'
- **View** a proposed amount

- From the grid, search the desired account and click on  to view the details of the proposed amount.
- **Edit** a proposed amount
 - From the grid, search the desired account and click on  to edit the fiscal year or proposed amount.
- **Delete** a proposed amount
 - *Per account.* From the grid, search the desired account and click on  to delete the proposed amount for that account. Click on 'delete' to confirm deletion.
 - *Mass Delete.* From the grid, click on the checkbox for the proposed amounts you want to delete and click on the  button to mass delete all checked accounts.

Applying Proposed Amounts

Once all of the proposed amounts have been entered for a fiscal year, click 'Apply' to apply them as initial budget and initial revenue figures.


NOTE: You cannot choose specific accounts to apply amounts to. It will apply the amounts to all accounts on your proposed amounts grid.

Apply Proposed Amounts for Fiscal Year 2019 + x

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  7/1/18

Full Year

Cancel Apply

Choose from the following Transaction Types:

- If 'Temporary' is selected, checkmarking 'full year' implies the temporary initial budgets hold true for the entire year.
 - If 'Temporary' is selected and 'full year' is not checkmarked, this implies the temporary initial budgets could change during the fiscal year (i.e. Levy passes/fails)
 - If 'Permanent' is selected, 'full year' is checkmarked automatically and cannot be unchecked. This implied these are permanent initial budgets.
 - If 'Adjustment' is selected, it adjusts the existing budget amounts via additions/deductions. The initial figures are not touched. The 'Update the GAAP Original Estimate' amounts box defaults to being checked but you have the option to uncheck it.
- Effective Date: automatically defaults to the first day of the fiscal year selected when selecting temporary or permanent transaction types. When selecting Adjustment transactions type, you have the option of entering an effective date. The adjustment will not become effective until you are in that processing period.

Click on 'Apply' to proceed with applying the proposed figures as the initial budget/revenue estimates.