## Setting Estimate vs. Actual Variances to Zero



For the following reasons, the practice of posting adjustments to eliminate variances will not be included as a formal part of the software. If you choose to do this you will need to download and install the attached mass change definitions and run them for any Budget or Revenue accounts you wish to update.

- The use of this mass change definition will alter the USAS budgeted vs. estimated figures and prevents reporting of variances to GAAP via USASR
- The Auditors Office does not interpret Ohio statutes to say that appropriation variances must be set to zero at the end of the fiscal year. Information stating that auditors should not expect zero variances will be included in an upcoming auditor training.
- Any change in appropriation requires school board action at the appropriation level. It is preferable that appropriation modifications be prior to fiscal year end.

The Budget and Revenue mass change definitions will set FYTD Receivable or FYTD Unencumbered amounts to zero. The definition takes the accounts in the filtered grid, calculates the variance and posts an adjustment for the difference so that the budgeted amount is exactly equal to the actual expenditures/revenues. When the mass change definition is executed the adjustments will be posted and accounts updated. The user must choose the effective date of the transaction and can override the default description if they so choose. Please be advised, there is not an "undo" operation for mass change definitions.

## Mass Change Definitions

- Set Revenue Variances to Zero (SSDT).mcd-json
- Set Budget Variances to Zero (SSDT).mcd-json

## Follow these steps to eliminate variances

- 1. The mass change service must be installed to continue. Navigate to System/Modules and install the Mass Change Service.
- 2. Once the mass change service is installed, navigate to Core/Accounts and select either the Expenditure or Revenue Account UI. This example will cover Revenue Accounts.
- 3. Filter your Revenue Account grid for the accounts you wish to update.

Q Advanced Query

a. It is recommended that you update your grid to include the columns and accounts you wish to see. You are strongly encouraged to run a report of the grid results just prior to executing the mass change definition.

option on the top right of the grid to filter the grid. Under Properties, expand Anticipated Revenue to find

the

b. You will only need to post adjustments for those accounts that have a Remaining Balance not equal to zero. Use the

Amounts zero ticipated Revenue ctive		Operation	Hiter value	Hernove	
iash Account Jode J Jode 1 Jode 2 Jate Rence	A Remaining Balance	Not equals	4		
vescription 'ull Account Code Fund	Load Saved Query      O Enter Query Name Save Query				
pply Query Q. Clear Query	Hide Advanced Query Controls (Double-click pr	operties from left or Drag and Drop them below.)			
pply Query Q Clear Query erties:	Hide Advanced Query Controls (Double-click pr Display Name	operties from left or Drag and Drop them below.) Operation	Filter Value	Remove	

c. At this point make sure you have filtered the grid to the accounts you wish to update. Any accounts displayed in the grid will be impacted

📥 Report by the mass change definition. Once you are done filtering the grid, click to run a report of the accounts you are updating. NOTE: Once the mass change definition is executed, there is no way to "undo" the operation. Because of the above query, the grid result will be empty when the mass change definition completes, since you've successfully updated your remaining balances to zero. This report will give you a list of the accounts you updated.

Mass Change 4. Click

to open the Mass Change dialogue below.

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	Script Parameters Script Operation (Normal Mode)					
	Name	Default Value		Property	New Value	Definition Name
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				×		Save 🔀 Download De
				×		
				×		Import Definition
				Add property row		Clear Definition
	Add Parameter row			Switch to Advanced Mode		

5. If you have previously installed the mass change definitions, please skip to step #6. If this is the first time you've run this mass change definition you will need to download the definitions from this page and import them. Click on the Import Definition button and select the definition you just downloaded and import it. Once you see the definition in the Definition Name box click the "Save" button to save the definition in your application. Once this has been done you will not need to repeat this step again unless you remove the definition.

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oript Parameters		Script Definition (Advanced Mode)	
Name	Default Value		Definition Name
date		<pre>def amount = FYTDReceived - anticipatedRevenue.FYTDReceivable def convertedDate = org sett_obio model util DateConverter convertDate(date)</pre>	Set Revenue Variances to
adjustmentDescriptio	Setting estimate vs actual variance	anticipatedRevenue.adjustment(amount, adjustmentDescription, convertedDate)	Save 🕢 Downloa
			Import Definition
			Clear Definition
Add Parameter row		Switch to Normal Mode	

6. Select "Set Revenue Variances to Zero (SSDT)" from the Load Definition drop down to load the mass change definition. Then select "Execution" mode.

Choose mode: Maintenance Execution	Load Definition Set Revenue Variances to Zero (SSDT) 🔹 🔍	NOTE. Use column filtering or advanced queries above to select objects for Mass Change. 13 Revenue Account objects will be modified.			
0.010.070.000.000		Mass Change Parameters			
def ameunt = EYTDReceived - an def convertedDate = org ssdohic anticipatedRevenue.adjustment(a	ScipatedRevenue FYTDReceiveMe a model.ut8.DateConverter.convertPDate(date) mount, adjustmentDescription, converterDate)	Date 🛩 Submit Mass Change	630/19	Adjustment Description	Setting estimate

7. Under "Mass Change Parameters" in the middle of the screen you will enter the date you wish to use for the adjustment transaction. The "Adjustment Description" default value is: "Setting estimate vs actual variances to zero". If you wish to override this default description you may.

## Submit Mass Change

8. You are now ready to click **Description**. **Please be advised, there is not an "undo" operation for mass change definitions.** Once submitted every account in the grid result will be updated. If you have not yet done so, please click the "Report" button on the top right of your grid to run a report of the accounts that are about to be updated before submitting the mass change.