

Budgeting Scenario Steps

Creating proposed amounts for the next fiscal year

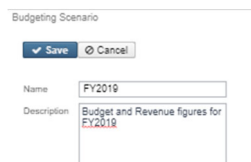
The Budgeting Process contains two programs:

- **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.

Scenarios

Path: Budgeting > Scenario > Create - to create a Scenario

- Enter Name → Description →





Budgeting Scenario

Name: FY2019

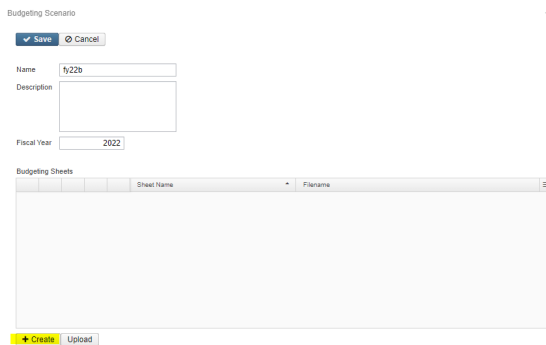
Description: Budget and Revenue figures for FY2019

- 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 . All accounts associated from the existing scenario will be copied to the new scenario.

Create New Budgeting Spreadsheets within the scenario



Budgeting Scenario

Name: fy220

Description:

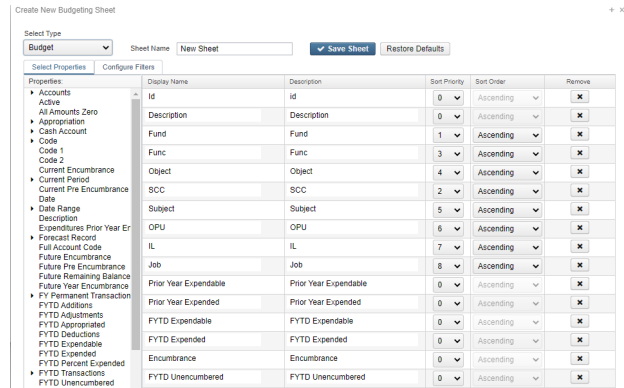
Fiscal Year: 2022

Budgeting Sheets

Sheet Name	Filename
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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.

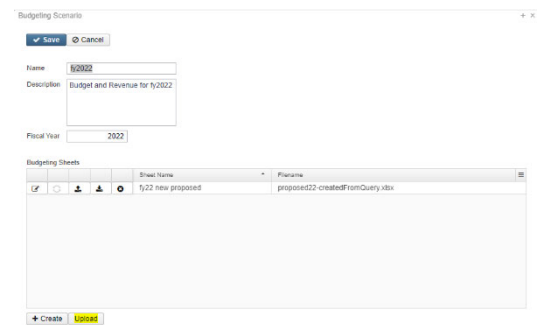
Budgeting Sheets

					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


- Click **Edit > 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](#)

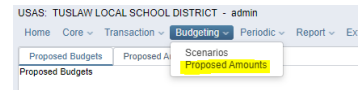


- **NOTE:** When entering proposed amounts, you must change the 'Next Year Proposed' column to 'PA-XXXX' (XXXX=desired fiscal year) in order for the spreadsheet to upload properly into the budget scenario.
- Click on 'Start Upload' to upload the spreadsheet. Once complete, an informational box appears 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. The proposed amount grid is the working area where you can add/remove/edit the NY proposed amounts. When you do, it directly affects the NY proposed amount on the expenditure/revenue account.



Please note that once a scenario is promoted, any successive scenario that is promoted for the same year will remove a prior scenario's proposed amounts.

Proposed Amounts

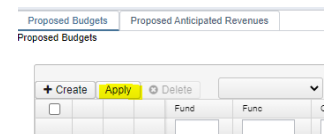
Fund	Object	SCC	Subject	Amount
006	3120	416	00000	772.50
006	3120	422	00000	1,545.00

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 the full year CCYY).
 - Enter an proposed amount
 - Click on 'Save'

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

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

Choose from the following Transaction Types:

- 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.
- If **'Temporary'** is selected and 'full year' is **unchecked**, this indicates the temporary initial budgets could change during the fiscal year (i.e. Levy passes/fails).
- If **'Permanent'** is selected, 'full year' is **checked** 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.
- Effective Date: When selecting Temporary or Permanent transaction types, the date automatically defaults to the first day of the fiscal year selected.

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