




BUDGETING

2021 State Software Redesign
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Budgeting Menu

- Budgeting menu offers 2 different interfaces to handle the budgeting process from the beginning to the end.
- Proposed Amounts, Temporary Appropriations, and Permanents.
 - *Scenarios*
 - Allows creation of budget scenarios via spreadsheets which can then be promoted to proposed amounts
 - *Proposed Amounts*
 - Displays the proposed budget and revenue amounts for a specified year in grid format. Proposed amounts are then applied to initial budget and revenue estimates as either temporary or permanent appropriations.

Scenarios

- Can create and store multiple scenarios.
 - *Generally, a single scenario will be sufficient*
 - Not necessary to create separate scenarios for different management areas. Instead, create separate budgeting worksheets within the same scenario.
- Promote a scenario to Proposed Amounts
 - *Once a scenario is promoted, any successive scenario that is promoted will **OVERWRITE** a prior scenario's amounts.*
- Each scenario consists of one or more budgeting spreadsheets
 - *Can Use a single spreadsheet containing all accounts or create separate sheets for different management areas.*
 - Spreadsheets can be created in the scenario and updated directly in software or downloaded into Excel and then imported back in

Create a Scenario

- Click 'create' from the Budgeting/Scenario grid
 - *Enter a Name and Description*
 - Name – Fiscal Year 2022 Revenue
 - Description – Anticipated Revenue Estimates for FY 2022
 - *Save the Scenario or continue on to create or upload sheets. Remembering to 'Save' the scenario when finished.*
 - *Create or Upload budgeting sheets*
 - Click 'create' in the scenario to create a new worksheet
- OR
 - Click Upload to import a worksheet

The screenshot shows the 'Budgeting Scenario' dialog box with the following details:

- Name:** Fiscal Year Budget
- Description:** Budget Estimates
- Fiscal Year:** 2021
- Buttons:** Save, Cancel, + Create, Upload
- Budgeting Sheets Table:**

Sheet Name	Filename
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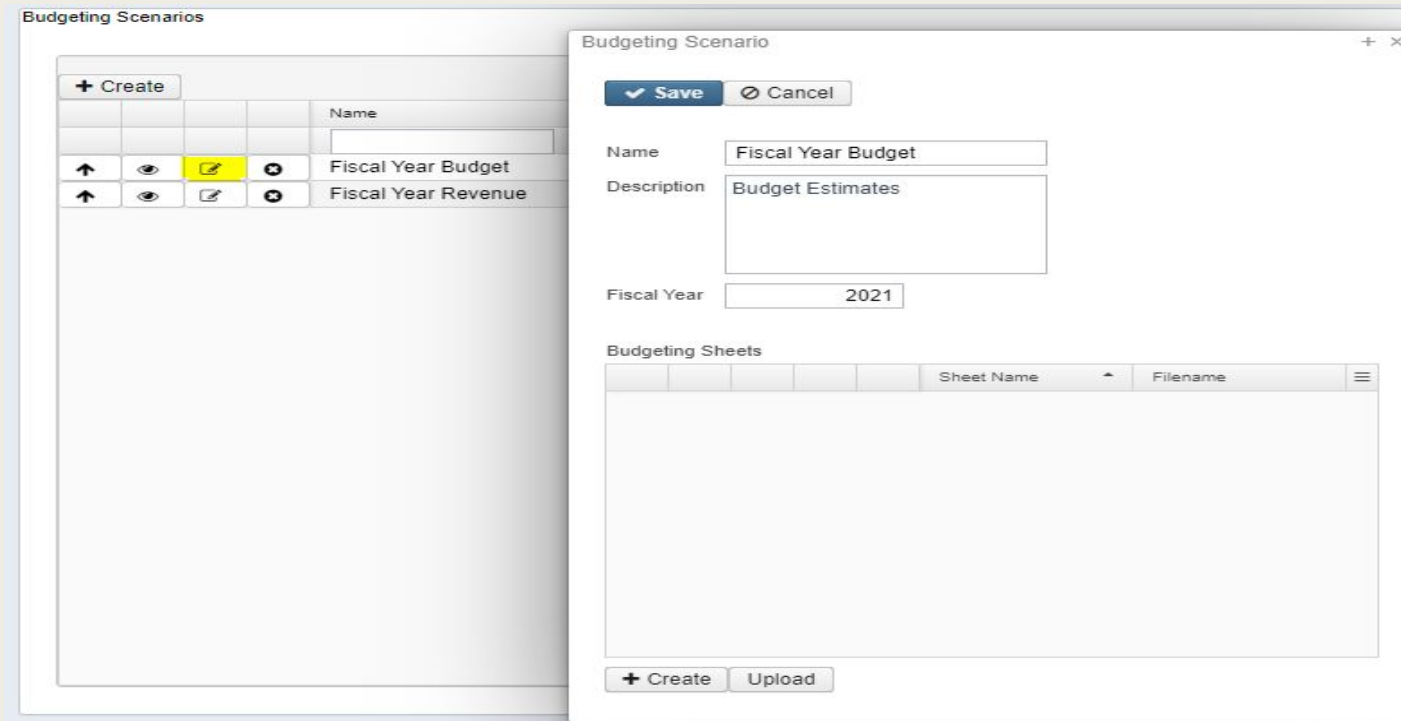
Budgeting Scenarios

- Once created and saved Scenarios will be displayed in grid where you can:
 - *Promote*
 - Promotes all spreadsheets in the scenario. Promotion will replace existing proposed amounts for fiscal years related to 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 on accounts.
 - *View*
 - Edit
 - Clone
 - *Edit*
 - Name & Description
 - Create budget sheets, upload , upload/replace), regenerate, download
 - *Delete*
 - The scenario and ALL underlying budget sheets

Budgeting Scenarios			
+ Create			
		Name	Description
↑	👁	✎	🗑
		Fiscal Year Budget	Budget Estimates
↑	👁	✎	🗑
		Fiscal Year Revenue	Anticipated Revenue Estimates

Edit Scenario

- Once a Scenario is created and saved in order to create, modify, regenerate, upload, download budget sheets you must 'Edit' the Scenario first.



Create a Budgeting Sheet

- Click on Create
- Select the type of Budgeting Sheet: Budget or Anticipated Revenue
- A predefined set of properties are displayed
 - *Add or remove the properties you would like included on the spreadsheet*

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	FYTD Appropriated	FYTD Appropriated	0	Ascending	X
FYTD Transactions	Prior Year Encumbrance	Prior Year Encumbrance	0	Ascending	X
FYTD Unencumbered	Prior Year Expendable	Prior Year Expendable	0	Ascending	X
Gaap Initial Estimate	FYTD Expendable	FYTD Expendable	0	Ascending	X
Gaap Original Budget	FYTD Expended	FYTD Expended	0	Ascending	X
Gaap Revised					
Id					
Initial Estimate					
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 Expende					

Create a Budgeting Sheet






- Click on the 'Configure Filters' tab to filter the data you want included
 - *Drag and drop or Double click to move properties to the right*
- Enter a 'Sheet Name' and click on 'Save Sheet'. A confirmation box will appear, click on 'create' to create the sheet.
- May also save the query to loaded on another worksheet if desired by giving it a name and then click on 'save query'

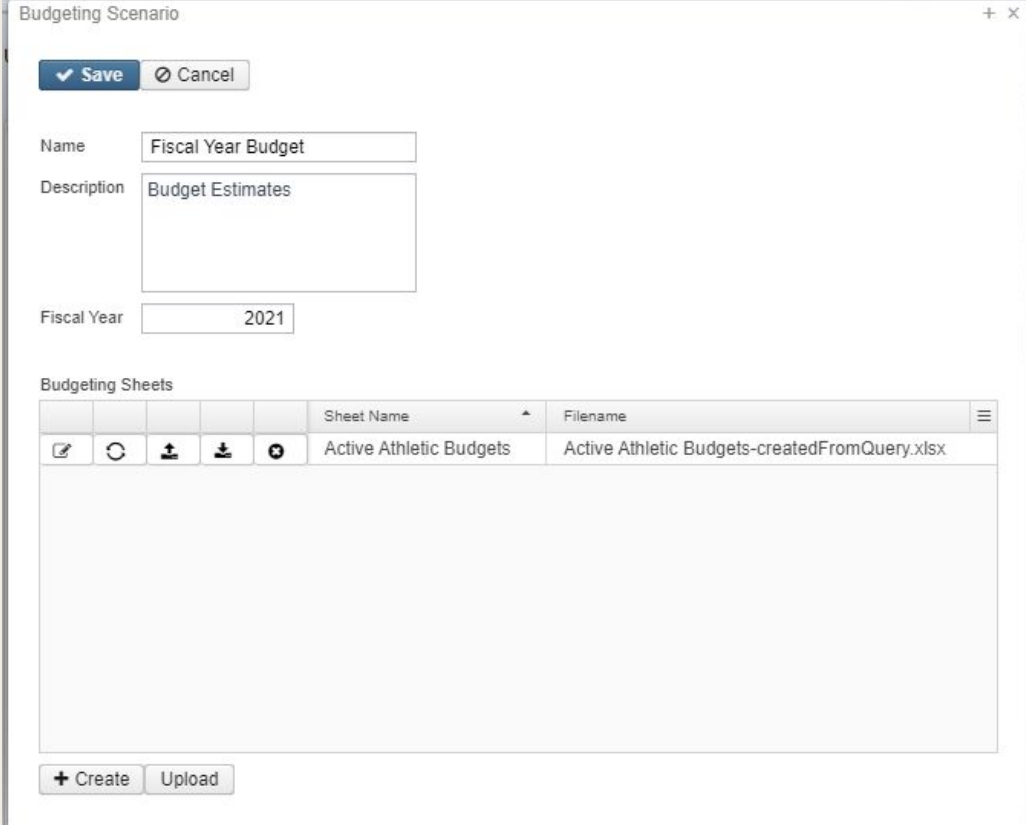
The screenshot shows the 'Create New Budgeting Sheet' window. The 'Configure Filters' tab is highlighted with a red circle. The 'Sheet Name' field contains 'Active Athletic Budgets'. Below this, a table lists properties and their filter values:

Properties:	Display Name	Operation	Filter Value	Remove
Active	Active	Equals	t	x
Fund	Fund	Equals	300	x






A 'Confirm Sheet Creation' dialog box is overlaid on the bottom right, with the following text: 'Creation of a new budgeting sheet will run in the background and may take several minutes. You may continue working in another browser tab while this process completes. To confirm sheet creation please click the 'Create' button.' The dialog has 'Cancel' and 'Create' buttons.

Budgeting Sheet Options

- Edit 
 - *Makes changes to the spreadsheet inside of the software. Sheet works similar to Excel*
- Regenerate 
 - *Recreates the sheet using the specified account filters updating the amounts*
- Upload and Replace 
 - *Upload returned sheets from users*
- Download 
 - *Send out to district users/open in Excel to enter proposed amounts*
- Delete 
- Create
 - *Create more sheets*
- Upload
 - *Upload spreadsheets already created possibly from the SSdT Expense Worksheets*



The screenshot shows a dialog box titled "Budgeting Scenario" with a close button in the top right corner. At the top, there are "Save" and "Cancel" buttons. Below these are input fields for "Name" (containing "Fiscal Year Budget"), "Description" (containing "Budget Estimates"), and "Fiscal Year" (containing "2021"). A section titled "Budgeting Sheets" contains a table with two columns: "Sheet Name" and "Filename". The table has one row with the values "Active Athletic Budgets" and "Active Athletic Budgets-createdFromQuery.xlsx". Below the table are "Create" and "Upload" buttons.

	Sheet Name	Filename
    	Active Athletic Budgets	Active Athletic Budgets-createdFromQuery.xlsx

Upload New Budget Sheet

Budgeting Scenario

Save Cancel

Name: Fiscal Year Budget

Description: Budget Estimates

Fiscal Year: 2021

Budgeting Sheets

					Sheet Name	Filename
					Active Athletic Budgets	Active Athletic Budgets-createdFromQuery.xlsx

+ Create Upload

Budgeting Scenario

Sheet Name *

Description

Upload: Choose File No file chosen Start Upload

Cancel

Budgeting Sheets

					Sheet Name	Filename
					Active Athletic Budgets	Active Athletic Budgets-createdF

- Click Upload
- Enter Sheet Name
- Enter Description
- Choose file/browse
- Click Start Upload

Upload/Replace Existing Budget Sheet

Budgeting Scenario

Name

Description

Fiscal Year

Budgeting Sheets

				Sheet Name	Filename	
					Active Athletic Budgets	Active Athletic Budgets-createdFromQu

Budgeting Scenario

Budgeting Scenario

Sheet Name *

Description

Upload No file chosen

Confirm

Warning: This operation will overwrite existing sheet. Replace current sheet?

- Click Upload/Replace Icon
- Choose file/browse
- Click Start Upload

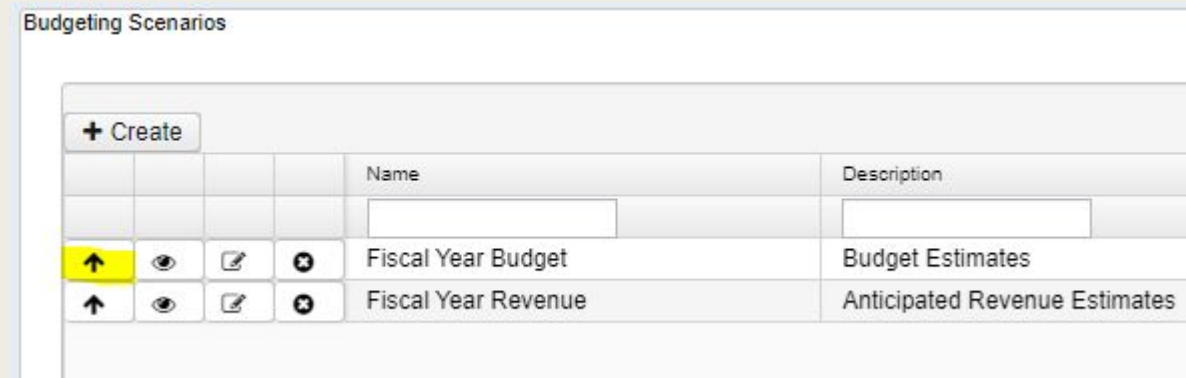
Enter Proposed Amounts

- Proposed Amount column must be formatted as PA-YYYY
 - *i.e. PA-2022*
 - *If you create sheets inside of the scenario that column is already added*
 - *Outside sheets will need to manually enter PA-YYYY column*

L	M	N	
TD Expe	FYTD Expe	PA-2022	F
0	0	0	

Promote a Scenario

- Once all budgeting sheets within a scenario are completed and approved, a scenario can be 'promoted' to the proposed amounts on the budget/revenue accounts.



Budgeting Scenarios

+ Create

				Name	Description
↑	👁	✎	⊙	Fiscal Year Budget	Budget Estimates
↑	👁	✎	⊙	Fiscal Year Revenue	Anticipated Revenue Estimates

- Once promoted any successive scenario that is promoted for the same period will **OVERWRITE** a prior scenario's amounts.

Proposed Amounts

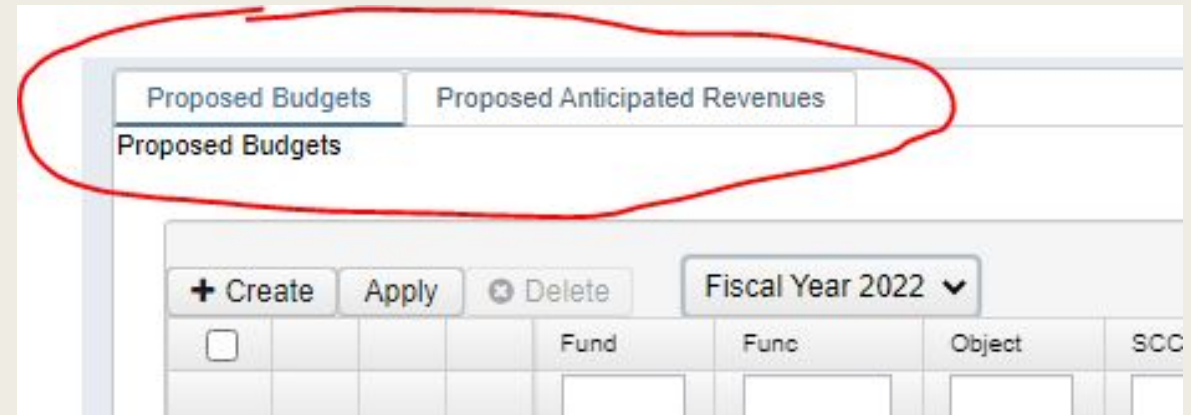
- Once a Scenario is promoted, access Proposed Amounts under Budgeting Menu to view them
- Proposed Amounts can be next year or current year amounts based on the PA-YYYY from budgeting sheet.

The screenshot shows a web interface with two tabs: 'Proposed Budgets' (selected) and 'Proposed Anticipated Revenues'. Below the tabs, the text 'Proposed Budgets' is displayed. A toolbar contains buttons for '+ Create', 'Apply', and 'Delete', along with a dropdown menu for 'Fiscal Year 2022' which is highlighted in yellow. Below the toolbar is a table with columns for 'Fund', 'Func', 'Object', and 'SCC'. The table is currently empty.

	Fund	Func	Object	SCC
<input type="checkbox"/>				

Proposed Amounts

- Separate tabs for Proposed Budgets vs Revenue
- Can view, edit or delete proposed amounts manually from the grid
- After proposed amounts are set and ready to be applied as the initial budget/initial estimate figures click on APPLY.
 - *APPLY is all or nothing for the fiscal year displayed*



Applying Amounts

- Sets your initial budget and/or anticipated revenue for the fiscal year
- Select the transaction type you want to apply
 - *Temporary; initial temporary budgets*
 - Optional unchecking full year. If checked considered your temporary budgets for the full year
 - *Permanent; initial permanent budgets*
 - Full year checkbox not accessible. There are permanent budgets for the full year
 - *Adjustment*
 - Adjusts budgets via ‘adjustments’ (additions/deductions)
 - Option to update GAAP estimates

Expense Worksheets

- SSDT Budget Expense Worksheet/ Revenue Expense Worksheet
 - *Comparable to BUDWRK/REVWRK/APPWRK*
 - *Currently 3 years of history*

FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	FYTD Percent Expended	Next Year Proposed	Prior Year Expended	Two Years Prior Expended	Three Years Prior Expended	
FUND-SCC: 300-9430									
Appropriation: 300-4100-800-9430									
Budget 300-4113-890-9430-000000-200-00-000		Description	DISTRICT MANAGED ACTIVITY DRAMA MISCELLANEOUS OBJECTS						
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	\$ 0.00	\$ 0.00	\$ 0.00	\$ 247.07	
Budget 300-4113-891-9430-000000-200-00-000		Description	DISTRICT MANAGED ACTIVITY DRAMA STUDENT ACTIVITY PAYMENTS						
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>		<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 247.07</u>	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00	\$ 247.07	

Periodic Reports

- Certification Reports

{AMDCERT} – *Amended Certificate of Estimated Resources Summary*
– *Amended Certificate of Estimated Resources Detail Report*

{CERTBAL} – *Certificate of Available Balances Summary Report*
– *Certificate of Available Balances Detail Report*

{APPRES} ■ Appropriation Resolution Report

Sample narratives are available in word format for all the above reports in their respective chapter in the [USAS-R Documentation](#) . Once at the USAS-R documentation space on the SSDT Public Wiki, then go to Periodic Chapter and each Report is listed underneath.

Certificate of Available Balances

- Produces a report to be submitted to the county auditor at the beginning of the fiscal year.
 - *By default, all funds will be reported at the Fund/SCC level*
 - Can be changed based on Fund tab under Core/Accounts

Certification/Appropriation Reports

Select Report: Certificate of Available Balances Summary Report

Fiscal year: 2019

Excluded Fund/SCC: Enter Fund/SCC to exclude from this report.

Fund	SCC
------	-----

+

Principal Amounts for Permanent Funds: Enter the amount of principal for this permanent fund.

Fund	SCC	Principal Amount
------	-----	------------------

+

Advances Not Repaid: Enter the amount of advances not repaid as of July 1.

Fund	SCC	Principal Amount
------	-----	------------------

+

Format: PDF (download)

Generate

Amended Certificate of Estimated Resources

- Submitted to the county auditor when changes made to estimated resources
 - *By default, all funds will be reported at the Fund/SCC level*
 - Can be changed based on Fund tab under Core/Accounts

Certification/Appropriation Reports

Select Report: Amended Certificate of Estimated Resources Detail Report

Fiscal year: 2019

Tax Options: Values included as Taxes by default, select below to override and include as Other.

Property Tax Allocations:
 3131 3132 3133 3134 3135 3139
 Income Tax
 Other Taxes

Excluded Fund/SCC: Enter Fund/SCC to exclude from this report.

Fund	SCC
------	-----

+

Principal Amounts for Permanent Funds: Enter the amount of principal for this permanent fund.

Fund	SCC	Principal Amount
------	-----	------------------

+

Advances Not Repaid: Enter the amount of advances not repaid as of July 1.

Fund	SCC	Principal Amount
------	-----	------------------

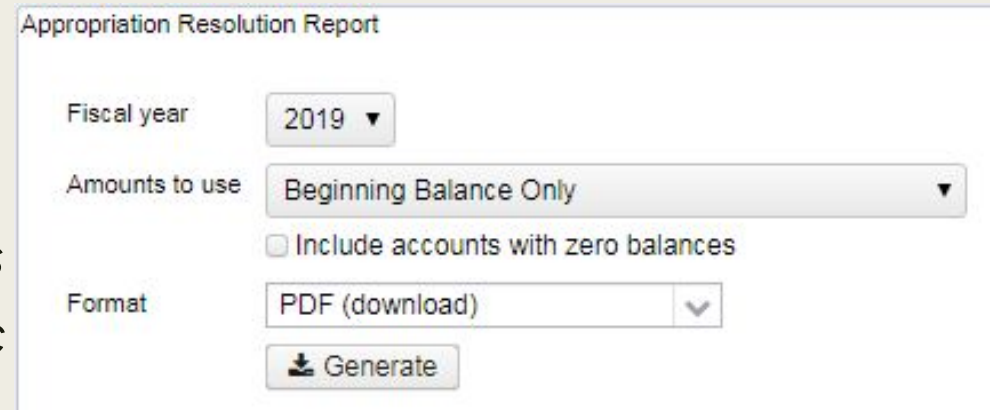
+

Format: PDF (download)

Generate

Appropriation Resolution

- Report of the district's temporary resolution prior to fiscal year closing or as a final resolution, which is submitted after the county auditor's office has given final approval for the district's spending plan
- The temporary resolution may include information from the Next Year's Proposed amounts.
- The permanent resolution uses data from the current fiscal year amounts.
- Amounts to use options
 - *Beginning Balance only*
 - *Next Year Proposed*
 - *FTD Appropriated, CO and Totals*
 - *FTD Appropriation minus CO enc*

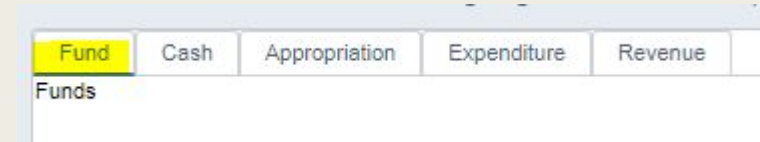


The screenshot shows a web form titled "Appropriation Resolution Report". It contains the following fields and options:

- Fiscal year:** A dropdown menu with "2019" selected.
- Amounts to use:** A dropdown menu with "Beginning Balance Only" selected.
- Include accounts with zero balances:** An unchecked checkbox.
- Format:** A dropdown menu with "PDF (download)" selected.
- Generate:** A button with a download icon and the text "Generate".

Reporting Levels

- Certificate of Available Balances/Amended Certificate of Estimated Resources report subtotals are based on reporting levels that can be specified on the associated Fund.
- Located under Core/Accounts – Fund Tab
- Contains the fund details and sets the certificate reporting level for the fund.
 - *Settings stored under each fund are used primarily for Certificate Reports under the Periodic Menu*
 - Certification/Appropriation Report and Appropriation Resolution Report



Core/Accounts – Fund

Fund

Code
001

Fund Info

Fund Description: GENERAL Include In Resolution

Certificate Reporting: Fund/SCC ▼

Resolution Levels

	Level
<input checked="" type="checkbox"/>	Fund
<input checked="" type="checkbox"/>	Fund/SCC
<input checked="" type="checkbox"/>	Function 1-digit
<input checked="" type="checkbox"/>	Function 2-digits
<input checked="" type="checkbox"/>	Object 1-digit

Amounts

	Fiscal Year	Month	Calendar
Beginning Balance	5,109,875.91		
+ Receipts	11,983,342.30	426,287.52	5,724,215.48
- Expenditures	9,965,938.44	549,455.51	3,400,226.13
= Fund Balance	7,127,279.77		
- Encumbered	300,875.08		
= Remaining Balance	4,450,363.23		
Activity	2,017,403.86	-123,167.99	
Expendable	14,717,176.75		
Receiveable	13,515,574.69		

Appropriation Resolution Report

Certificate Reports

Appropriation Resolution Report