# USAS-R Budgeting

## Create a Scenario

In Redesign, Scenarios can be used to create Temporary Budgets, Permanent Budgets, or Adjustments.

1. Go to Budgeting/Scenarios.
2. Click on **+ Create** at the top of the grid.
3. Enter a Name, Description, and Fiscal Year for your Scenario (i.e. FY25 Budgets & Revenues, 1% Increase, FY24 Adjustments).
4. Click on **✔ Save** to save the budgeting scenario.

## Create a Budgeting Worksheet within the Scenario

Scenarios can contain one or many budgeting worksheets for both Budget and Revenue Accounts. Districts can create several worksheets for individual buildings, departments, funds, or anticipated revenues. Districts may also choose to have all budget accounts within the same worksheet and all anticipated revenues within another worksheet.

1. Edit the newly created scenario ✏ .
2. Click on **+ Create** (at bottom of Scenario screen).
3. Select Type of Budget or Anticipated Revenue from drop down menu.
4. Enter a Sheet Name (i.e. Food Service, Transportation, FY2X Budget Accounts, FY2X Revenues, etc.).
5. Select additional Properties if desired by double-clicking a property or drag/drop (can leave as is or add "Two Years Prior Expended", "Three Years Prior Expended", or even remove properties if desired).
6. Click on Configure Filters tab if wanting to create a worksheet for specific accounts (This step can be skipped if wanting all accounts on a worksheet).
   1. Drag (or double-click) the Properties that you wish to filter on into the filters box to the right (i.e. Active and/or Expand ▶ Code to add: Fund, Func, Object, OPU, etc.).
   2. Select an Operation and enter a Filter Value for each Property. Examples could include:
      ·Active Equals True (To only include Active accounts on the worksheet – *this is recommended even if all accounts are brought into one worksheet)*
      ·Fund Equals 006 (To only include Fund 006 accounts on the worksheet)
      ·Object Between 200,899 (Between start#,end# - To include all objects between 200-899)
      ·Fund Like 5% (Like allows use of the wildcard % - To include all Funds between 500-599)
      ·Opu One of 001,008,009 (One of is used to create lists – To include Opu 001, 008, & 009)
7. Click on **✔ Save Sheet** .
8. Click **+ Create** to continue & create the budgeting sheet.
9. Repeat these steps to create additional sheets for the scenario (if desired).
10. Return to the Scenario and click **✔ Save** to save the budgeting scenario. **If the scenario is not saved after budgeting worksheets are created, the worksheets will be lost.**
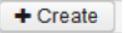
## Enter Proposed Amounts on Worksheet(s) and Upload into Scenario

Proposed Amounts must be entered in each worksheet.  Amounts can be input in the system generated worksheet or downloaded to Excel to input amounts, then saved and uploaded back into the scenario.  *If using a scenario for adjustments, the Proposed Amount is the new amount of the budget, not the adjustment amount.*

1. Edit the scenario  ☑  .
2. Click on  ⬇  beside a worksheet that has been created to download & edit in Excel.  *Otherwise, click* ☑ *beside a worksheet to modify amounts directly in the system generated worksheet.  If using the system worksheet, enter the amounts in the "PA-20##" column and click* ✔ Accept *.  Repeat this step for any additional worksheets, then go to step 9.*
3. Open the downloaded spreadsheet in Excel, find the column displaying "PA-20##" (far right), and verify the ## displays the correct year that you are working on.  The system will always display the next FY based on the current period of your database.  Therefore, any current year adjustments or budgets will need this header changed back to the current year.
4. Add the budget amount for all accounts in the "PA-20##" column.  You may want to total all amounts to make sure your budget matches what you expect.  After balancing, delete any cells used for totals, as they will cause an error when uploading.
5. Save your spreadsheet.  Excel or CSV formats are acceptable for budgeting worksheets.
6. Return to your scenario and click  ⬆  next to the worksheet you want to upload and replace.
7. Click OK to confirm the warning, then choose the spreadsheet file and click "Start Upload".
8. Once complete, an informational box appears stating that the budgeting sheet was uploaded successfully.  Complete steps 1-7 for any additional worksheets.
9. Return to the Scenario and click ✔ Save to save the budgeting scenario.  **If the scenario is not saved after budgeting worksheets are replaced, the new worksheets will be lost.**

## Promote the Scenario into Proposed Amounts

After completing a scenario, it can be "promoted" to the Budgeting/Proposed Amounts grid.  Promoting will include **all** worksheets within a scenario.  Both budget and revenue accounts can be promoted at the same time, within the same scenario.  Promoting a scenario will overwrite any prior scenarios that have been promoted for the same Fiscal Year within the Proposed Amounts grid.  This is why it is recommended to create one scenario containing multiple worksheets instead of multiple scenarios.

Once promoted, accounts with associated amounts in the scenario will appear in the Budgeting/Proposed Amounts grid.  This grid is a working area that can be used to add, edit, or remove proposed amounts.  If promoted before July 1, any amount displayed on this grid will also populate the Next Year Proposed Amount field that can be seen in Core/Accounts.

1. Go to Budgeting/Scenarios
2. Click  ⬆  beside the completed scenario to Promote.
3. A confirmation box appears stating that that if any existing proposed amounts exist, they will be replaced with new figures.  Click on  Promote  .  When complete, a success message will display.
4. Go to Budgeting/Proposed Amounts
5. In the drop box at the top of the grid, choose the appropriate Fiscal Year to filter the grid.

6. Click ![Report] to generate a report of the accounts that were promoted. Balance the last page of the report with the total figure you expected from your worksheet(s).
7. If changes are needed, ![+ Create] can be used to add an account to the grid, ![edit] can be used to change an account on the grid, and ![x] can be used to remove an account from the grid.
8. If also budgeting Revenues, click ![Proposed Anticipated Revenues] and repeat steps 5-7.

## Apply Proposed Amounts

The final step in the budgeting process is to apply the proposed amounts into accounts as initial budgets and/or initial revenues. Initials can be Temporary or Permanent. This process will apply to all accounts in the proposed amounts grid (both Budget & Revenues). It is not possible to apply specific individual accounts.

If the upcoming FY proposed amounts are applied before July, the amounts will be displayed in the Next Year Proposed field for each account. Then, when the July posting period is made current, the initial budgets/revenues on each account will automatically update, while the Next Year Proposed field changes to $0. If current FY proposed amounts are applied, the initial budgets/revenues will be updated immediately.

1. Go to Budgeting/Proposed Amounts.
2. In the drop box at the top of the grid, choose the appropriate Fiscal Year.
3. Click ![Apply]. This will apply all proposed budgets & anticipated revenues for the chosen FY.
4. Choose the Transaction Type:
    1. Permanent – This indicates that these are permanent initial budgets. Update the GAAP Original Estimate Amounts & Full Year are auto selected. These fields cannot be unchecked. Effective Date will be 7/1 and cannot be changed. Permanent budgets can be overwritten by reapplying Permanent budgets if needed.
    2. Temporary – The Update the GAAP Original Estimate Amounts field is checked by default but can be unchecked if not desired. Effective Date will be 7/1 and cannot be changed. Full Year is checked by default but can be unchecked to indicate that budgets could change during the fiscal year. Temporary budgets can be overwritten by reapplying either Temporary or Permanent budgets if needed.
    3. Adjustments – Initial budgets/revenues are untouched and budgeting adjustments will be created. The Update the GAAP Original Estimate Amounts field is unchecked by default, but can be checked if adjustments should apply to the GAAP Original Estimated Amounts. The Effective Date must be manually entered and adjustments will be included in the MTD Expendable & Receivable amounts based on the date entered.
5. Click ![Apply].