


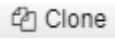



# USAS-R Budgeting (Clone from Prior FY)




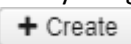

Revised March 2023

Scenarios can be cloned from a previous year to create the new year budget scenario or a different variation on the current fiscal year. This can save valuable time, since cloning will copy all worksheets from within the old Scenario into the new Scenario. Once cloned, the worksheets can be regenerated to refresh the historical totals and also the accounts included within the worksheet.

## Clone a Scenario

1. Go to Budgeting/Scenarios.
2. Click  next to the Scenario that will be cloned.
3. Click the  button at the top of the Scenario.
4. Once the new Scenario is created, type a new Name, Description, and Fiscal Year.
5. Click  to add the newly cloned Scenario to the Budgeting Scenarios grid.




## Regenerate Worksheets

1. Click  to edit the Scenario.
2. Click  to Regenerate a Budgeting Sheet within the Scenario.
  - At this time, the Sheet Name can be changed if desired
  - All Properties that were added to the cloned sheet will also be included
  - Additional Properties can be added if desired by double-clicking a Property.
  - All Filters used on the cloned sheet will also be used
  - If the Regenerate button is unavailable, the sheet cannot be regenerated and will need to be deleted & re-created. Only Budgeting Sheets created within Scenarios can be regenerated.
3. Click , then  to create the new Budgeting Sheet
4. Repeat steps 1-3 for each Budgeting Sheet within the Scenario.
5. Click . ***If the Scenario is not saved, all regenerated sheets will be lost.***


The remaining steps are exactly the same as detailed in the original USAS-R Budgeting document. They will be listed below for your convenience.



## 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 . 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##”, 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.
7. 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  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. This is why it is recommended to create one scenario containing multiple worksheets instead of multiple scenarios.

Once promoted, accounts with associated amounts 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 . 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.
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,  can be used to change an account on the grid, and  can be used to remove an account from the grid.
8. If needed, click  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. 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 . 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.
  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.
  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 .