



Budget Process

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Budget Process

Created: 03/09/2018

Reviewed: 01/19/2021

Revised: 01/19/2021

The purpose of this document is to guide users through the Budget processing steps.

Review the following reminders:

- According to the TEA Legal Requirements, the budget must be prepared by June 19 for LEA's with a June 30 fiscal year-end and by August 20 for LEA's with an August 31 fiscal year-end.
- The TxEIS Version displayed on the images may not reflect the current TxEIS Release Version.
- The Budget and Finance applications are separate applications and do not share data; therefore, updates made in Budget do not affect data in Finance.
- Perform periodic exports (backups) as the budget is processed throughout the spring and summer. It is important to perform an export prior to making a significant change. This allows you to revert data to a certain point in the process, if necessary.
- Verify budget data before approving the budget to meet financial compliance requirements (i.e., special program allotments, NCLB and IDEA-B Maintenance of Effort, etc.) and ensure a high FIRST rating.

This document assumes that you are familiar with the basic features of the TxEIS Business System and have reviewed the [TxEIS Business Overview guide](#).

Before You Begin

Before you begin

Review the following information and/or complete the listed tasks before you begin the budget processing steps.

Review Budget PEIMS Edit Reminders

Review the following PEIMS Edit rules to alleviate budget data warning errors.

- Need a line for 5829 - Matching State Funds for 5829 for 410 and for 101, 240 or 701.
- At least one record with an amount >\$0 that is coded to function 13 - instructional staff development.
- At least one record with an amount >\$0 that is coded to function 12, object 6100-6600 - instructional resources and media services.
- At least one record with an amount >\$0 that is coded to function 31-33, object 6100-6600 - guidance, counseling, evaluation services or social work services or health services.

- At least one record with object code 6212 - audit services.
- If function code is 41, then org code should be 701-703, 720, 750 or 751.
- If org code is 701-750, then function code should be 41, 53 or 99.
- **(This does not apply to nonprofit charter schools.)** At least one account code with object code 6491 - Statutorily Required Public Notices.

Review Budget Terms

The following terms are used throughout the Budget processing steps.

Term	Description
Export	A backup file of data as it stands at the time it is exported from the system. Export or backup files can later be used to restore data to its original state at the time of extraction.
File ID C	Current file ID in Finance.
File ID N	Next or new year file ID in Budget.
LEA (Local Education Agency)	Refers to the educational entity (e.g., charter, district, etc.).

☐ Create budget folders on your desktop to which you will save any created budget exports (backups).

☐ Create backups using the [Budget > Utilities > Export by File ID](#) page.

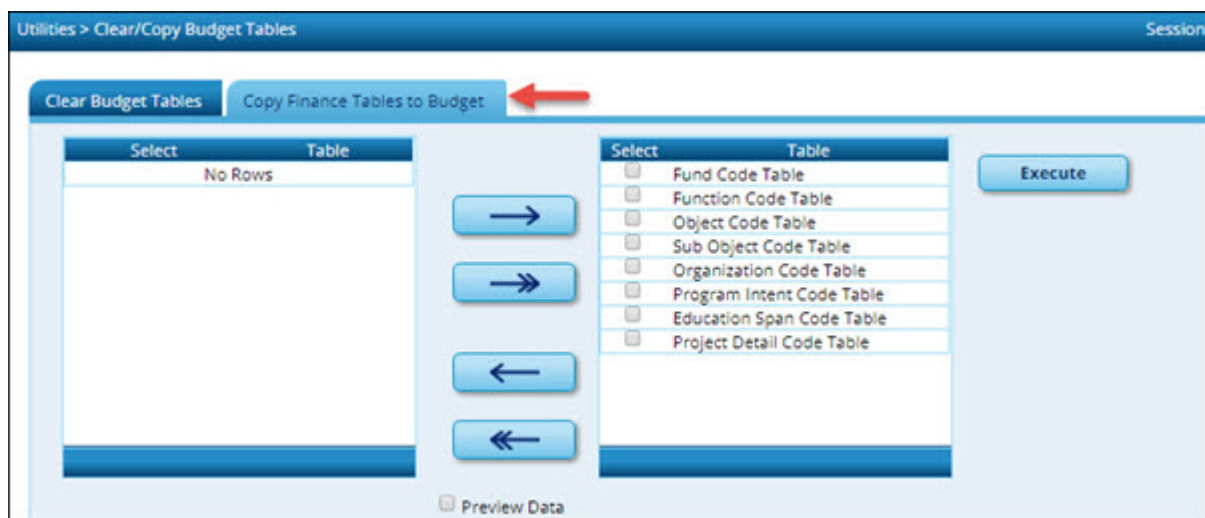
1


Update Tables

Update tables

Budget > Utilities > Clear/Copy Budget Tables > Copy Finance Tables to Budget

☐ Update the budget account code tables in the next year file ID (file ID N).



☐ Click  to move all code tables from the left side of the page to the right side of the page.

Optional: Select **Preview Data** to view a preview of each Finance table before it is copied to Budget.

☐ If **Preview Data** is selected:

- Click **Execute** to begin the process of copying the Finance tables to Budget. The selected Finance table reports are displayed.
- Review the reports and click **Process** on each report to copy the Finance table data to Budget and continue to the next report. Or, click **Cancel** on the report if you do not want to copy the selected table.
- When the process is complete, a message is displayed either indicating that all tables were successfully copied or that selected tables were not copied. Click **OK**.

☐ If **Preview Data** is not selected:

- Click **Execute** to copy the Finance tables to Budget. A message is displayed indicating that the selected tables have been successfully copied. Click **OK**.

If this step is not processed, account codes that exist in the Finance file ID but do not exist in the Budget file ID are not updated.

Note: This step adds the fund/fiscal year for the new school year.

2

Update Budget Data

Update Budget data

Budget > Utilities > Update Budget Data

IMPORTANT: Be sure to create an export for Budget Tables prior to using this utility.

Update the Budget **Amended** and **Actual** columns from file ID 0 in Finance or the last completed fiscal year.

Utilities > Update Budget Data SessionTimer: 119 min and 53 sec

From GL File ID: **0 - 2019-2020** **Retrieve** **Execute** Please create export for Budget Tables prior to using this utility.

Update Column

☐ Original

☒ **Amended**

☒ **Actual**

Account Code

☒ **Include Inactive**

☐ Use Crosswalk

☐ Only Existing Budget Accts

Accounting Period

☒ Current: 08

☐ Next: 08

Object Description

☐ Description from GL (New Account Codes)

☒ **Description from GL (All Account Codes)**

☐ Description from Budget Object Code Table

Select	Fund / Year	Description
<input type="checkbox"/>	163 / 0	PAYROLL CLEARING FUND
<input type="checkbox"/>	199 / 0	GENERAL OPERATING FUND
<input type="checkbox"/>	211 / 0	TITLE I IMPROVE BASIC PROGRAMS
<input type="checkbox"/>	225 / 0	IDEA PART B, PRESCHOOL
<input type="checkbox"/>	240 / 0	NAT'L SCHOOL BKFST & LUNCH PGM
<input type="checkbox"/>	244 / 0	CARL PERKINS GRANT-BASIC
<input type="checkbox"/>	255 / 0	TITLE IIA TEACHER & PRIN TRAIN
<input type="checkbox"/>	276 / 0	TITLE I SCHOOL IMPROVMT GRANT
<input type="checkbox"/>	289 / 0	SUMMER SCHOOL LEP
<input type="checkbox"/>	397 / 0	ADVANCED PLACEMENT INCENTIVES
<input type="checkbox"/>	410 / 0	INSTRUCTIONAL MATERIALS ALLOT
<input type="checkbox"/>	429 / 0	CONTINGENCY FOR HB5
<input type="checkbox"/>	461 / 0	CAMPUS ACTIVITY FUNDS
<input type="checkbox"/>	599 / 0	DEBT SERVICE FUNDS
<input type="checkbox"/>	698 / 0	CAPITAL PROJECTS
<input type="checkbox"/>	865 / 0	STUDENT ACTIVITY ACCOUNT
<input type="checkbox"/>	995 / 0	SCHOLARSHIP FOUNDATION

→

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←

←

Select	Fund / Year	Description
<input type="checkbox"/>	163 / 1	PAYROLL CLEARING FUND
<input type="checkbox"/>	199 / 1	GENERAL OPERATING FUND
<input type="checkbox"/>	211 / 1	TITLE I IMPROVE BASIC PROGRAMS
<input type="checkbox"/>	225 / 1	IDEA PART B, PRESCHOOL
<input type="checkbox"/>	240 / 1	NAT'L SCHOOL BKFST & LUNCH PGM
<input type="checkbox"/>	244 / 1	CARL PERKINS GRANT-BASIC
<input type="checkbox"/>	255 / 1	TITLE IIA TEACHER & PRIN TRAIN
<input type="checkbox"/>	276 / 1	TITLE I SCHOOL IMPROVMT GRANT
<input type="checkbox"/>	289 / 1	SUMMER SCHOOL LEP
<input type="checkbox"/>	397 / 1	ADVANCED PLACEMENT INCENTIVES
<input type="checkbox"/>	410 / 1	INSTRUCTIONAL MATERIALS ALLOT
<input type="checkbox"/>	429 / 1	CONTINGENCY FOR HB5
<input type="checkbox"/>	461 / 1	CAMPUS ACTIVITY FUNDS
<input type="checkbox"/>	599 / 1	DEBT SERVICE FUNDS
<input type="checkbox"/>	698 / 1	CAPITAL PROJECTS
<input type="checkbox"/>	865 / 0	STUDENT ACTIVITY ACCOUNT
<input type="checkbox"/>	995 / 1	SCHOLARSHIP FOUNDATION

Note: For history comparison purposes, it is very important to make sure that all entries for the last school year are updated before preparing this year's new budget file. Entries might include final check runs, journal vouchers, and audit entries that need to be included in the **Actual** column, and any amendments to last year's budget that need to be included in the appropriate budget column. Processing the Update Budget Data utility at this time ensures that all entries are included in the updated amounts.

☐ In the **From GL File ID**, select the prior year file ID (file ID 0) and click **Retrieve**.

☐ Under **Update Column**, select **Amended** and **Actual** to be updated in Budget for the selected fund/year codes.

Amended	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select Original Budget Only in the Move Budget to Finance utility.
Actual	Select if you have posted entries that have increased or decreased Realized Revenue, Encumbrance, or Expenditures in Finance.

(Optional step - Depends on individual situations.) It is recommended that **Include Inactive** is selected under **Account Code**.

Account Code options

Select one of the following **Account Code** options:

Include Inactive	Select to include inactive account codes and amounts in the list of available account codes to be transferred. If selected, inactive accounts and amounts in the prior file ID are copied. If not selected, inactive accounts and amounts in the prior file ID are not copied.
Use Crosswalk	Select to crosswalk any account code elements for the selected fund/years that exist in the Mask Crosswalk utility. See Mask Crosswalk (Mass Change Account Codes).
Only Existing Budget Accts	Select to include existing account codes and amounts in the list of available account codes to be transferred.

☐ Under **Accounting Period**, select the following:

Current	The accounting period is set to Current by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
----------------	--

☐ Under **Object Description**, select **Description from GL (all account codes)**. This description is retrieved from the Chart of Accounts.

☐ All available fund/year codes from the Finance application are displayed on the left side of the page. Select the available fund/year codes to move to the right side of the page for the budget account code tables, general ledger accounts.

☐ Use the arrow buttons to move the appropriate funds from the left side to the right side of the page.

☐ Click **Execute** to execute the process. The Update Budget Data Report is displayed with the old and new account codes that were updated. Review the report.

Process

Cancel

Time Run:
Cnty Dist:
From Finance 9 Acct Per 08 to Budget N

Update Budget Data Report
ISD

Page: 1 of
File ID: N

EXISTING ACCOUNTS

	Fnd-Fnc-Obj-Sr-Orig-Prgr	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-00-5711.00-000-100000	TAXES-CURRENT YEAR LEVY	4,161,960.79	.00	4,143,162.00	4,170,610.21	4,103,162.00	4,078,512.00
NEW	199-00-5711.00-000-100000	TAXES-CURRENT YEAR LEVY	4,161,960.79	.00	4,143,162.00	4,170,610.21	4,103,162.00	4,078,512.00
OLD	199-00-5712.00-000-100000	TAXES-PRIOR YEARS	67,604.88	.00	60,000.00	71,030.61	60,000.00	60,000.00
NEW	199-00-5712.00-000-100000	TAXES-PRIOR YEARS	67,604.88	.00	60,000.00	71,030.61	60,000.00	60,000.00
OLD	199-00-5719.00-000-100000	PENALTIES,INTEREST AND OTHER	34,618.46	.00	40,000.00	39,018.98	40,000.00	40,000.00
NEW	199-00-5719.00-000-100000	PENALTIES,INTEREST AND OTHER	34,618.46	.00	40,000.00	39,018.98	40,000.00	40,000.00
OLD	199-00-5739.00-000-100000	PRE-K TUITION	8,840.00	.00	5,000.00	9,640.00	5,000.00	5,000.00
NEW	199-00-5739.00-000-100000	PRE-K TUITION	8,840.00	.00	5,000.00	9,640.00	5,000.00	5,000.00
OLD	199-00-5742.00-000-100000	EARNING FROM TEMP DEP & INVEST	101,712.17	.00	100,000.00	97,132.03	32,000.00	40,000.00
NEW	199-00-5742.00-000-100000	EARNING FROM TEMP DEP & INVEST	101,712.17	.00	100,000.00	97,132.03	32,000.00	40,000.00
OLD	199-00-5743.00-000-100000	RENT-FACILITIES USE	480.68	.00	100.00	480.68	100.00	100.00
NEW	199-00-5743.00-000-100000	RENT-FACILITIES USE	480.68	.00	100.00	480.68	100.00	100.00
OLD	199-00-5743.01-000-100000	RENT-FACILITIES USE- MYA	.00	.00	1.00	.00	1.00	1.00
NEW	199-00-5743.01-000-100000	RENT-FACILITIES USE- MYA	.00	.00	1.00	.00	1.00	1.00
OLD	199-00-5744.00-000-100000	GIFTS AND BEQUESTS	.00	.00	10.00	.00	10.00	10.00
NEW	199-00-5744.00-000-100000	GIFTS AND BEQUESTS	.00	.00	10.00	.00	10.00	10.00
OLD	199-00-5745.00-000-100000	INSURANCE RECOVERY	.00	.00	10.00	.00	10.00	10.00
NEW	199-00-5745.00-000-100000	INSURANCE RECOVERY	.00	.00	10.00	.00	10.00	10.00
OLD	199-00-5749.00-000-100000	OTHER REV FM LOCAL SOURCES	5,618.86	.00	10.00	5,618.86	10.00	10.00
NEW	199-00-5749.00-000-100000	OTHER REV FM LOCAL SOURCES	5,618.86	.00	10.00	5,618.86	10.00	10.00
OLD	199-00-5749.17-000-100000	OTHER REV LOCAL-LOST BK & EQ	.00	.00	25.00	.00	25.00	25.00
NEW	199-00-5749.17-000-100000	OTHER REV LOCAL-LOST BK & EQ	.00	.00	25.00	.00	25.00	25.00
OLD	199-00-5752.00-000-100000	ATHLETIC ACTIVITIES	26,733.25	.00	32,000.00	31,053.25	32,000.00	30,000.00
NEW	199-00-5752.00-000-100000	ATHLETIC ACTIVITIES	26,733.25	.00	32,000.00	31,053.25	32,000.00	30,000.00

☐ Click **Process** to continue processing. Otherwise, click **Cancel** to cancel processing.

3

Compare Budget and Finance Account Code Amounts

Compare Budget and Finance account code amounts

The following inquiries are recommended to verify account code amounts:

- [Budget > Inquiry > Budget Account Codes Inquiry](#) - Select **Totals** for all funds.
- [Finance > Inquiry > General Ledger Inquiry](#) - (Finance file ID 0) Clear the **Show Details** option for all funds.

Compare fund totals from Budget file ID N to Finance file ID 0 to confirm that the **Amended** and **Actual** columns match. Use the colored outlines (i.e., red, blue, green, and yellow) to guide your comparison of the amounts.

Fund Description		2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Original Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Requested	2020 - 2021 Next Yr Recommend	2020 - 2021 Next Yr Approved
Fund: 255 / 1 TITLE IIA TEACHER & PRIN TRAIN								
Totals for 255 / 1								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		7,287.51	13,475.00	21,959.00	21,081.02	13,475.00	24,319.00	24,445.00
Other Resources		.00	.00	.00	.00	.00	.00	.00
Appropriations		20,857.60	13,475.00	21,959.00	21,081.02	10,725.00	31,960.00	24,445.00
Other Uses		.00	.00	.00	.00	.00	.00	.00
Fund: 276 / 1 TITLE I SCHOOL IMPROVMT GRANT								
Totals for 276 / 1								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		64,588.23	.00	150,000.00	120,595.43	150,000.00	150,000.00	10.00
Other Resources		.00	.00	.00	.00	.00	.00	.00
Appropriations		120,595.43	.00	150,000.00	120,479.43	74,932.00	95,533.00	10.00
Other Uses		.00	.00	.00	.00	.00	.00	.00
Fund: 289 / 1 BLOCK GRANT								
Totals for 289 / 1								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		7,362.57	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Other Resources		.00	.00	.00	.00	.00	.00	.00
Appropriations		20,000.00	10,000.00	10,000.00	10,000.00	.00	10,000.00	10,000.00
Other Uses		.00	.00	.00	.00	.00	.00	.00
Fund: 397 / 1 ADVANCED PLACEMENT INCENTIVES								
Totals for 397 / 1								
Fund Balance		.00	.00	.00	.00	.00	.00	.00

Finance Version: 3.4 Build: 0131

Change Application Exit Application Help

File ID: 0

Account Period: 08

Inquiry > General Ledger Inquiry

SessionTimer: 119 min and 03 sec

FIN5000 County/District #

General Ledger Inquiry General Ledger Account Summary Employee Distribution List Inquiry Over Expended Account Summary

☒ Processed ☒ Current Period: 08 ☒ Next Period: 08 ☐ Exclude Objects 6100

Show Details Report will be Summary of:

Description

☒ Totals ☐ Balance Accts Only

Account Code: Fund Func Obj Subj Org Prog

Retrieve Reset

4000	Processed (YTD):				-8,658.82
	Current Period:				0.00
	Next Period:				0.00
5000	Processed (YTD):	21,959.00	-7,287.51		14,671.49
	Current Period:	21,959.00	-21,081.02		877.98
	Next Period:	21,959.00	-21,081.02		877.98
6000	Processed (YTD):		-21,959.00	8,658.82	11,883.51
	Current Period:		-21,959.00	0.00	21,081.02
	Next Period:		-21,959.00	0.00	21,081.02
	Fund Total (YTD):				0.00
	Fund Total (Current):				0.00
	Fund Total (Next):				0.00

Note: If the amounts do not match, contact your regional ESC consultant for assistance.

The following are additional reports that can be generated if needed:

- Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050 - Board Reports (by fund)
- Budget > Reports > Budget Reports > BUD1000 - Budget Report by Fund

4

Export File ID N

Export file ID N

Budget > Utilities > Export by File ID

This step should be completed prior to continuing the process.

Create an export of file ID N.

This page is used to copy the selected file IDs to a user-designated archive file.

- If the file ID is N (next year), the export includes the budget tables as well as next year requisition and workflow tables.
- If the file ID is anything other than N, the export only includes budget tables.

Utilities > Export by File ID SessionTimer: 239 min and 49 sec

Available File IDs		Selected File IDs	
Select	File ID	Select	File ID
<input type="checkbox"/>	1 2010 - 2011	<input type="checkbox"/>	N 2020 - 2021
<input type="checkbox"/>	6 2015 - 2016		
<input type="checkbox"/>	7 2016 - 2017		
<input type="checkbox"/>	8 2017 - 2018		

Execute

Export file IDs:

All available file IDs are displayed on the left side of the page under **Available File IDs**. Select the desired file ID(s) to export.

☐ Use the arrow buttons to move the appropriate file ID from the left side to the right side of the page.

☐ Click **Execute** to execute the process. You are prompted to create a [backup](#).

5

(If necessary) Delete File IDs

(If necessary) Delete file IDs

Budget > Utilities > Delete by File ID

Log on to file ID N when performing this step.

Delete the existing file ID that conflicts with the file ID to be moved.

For example, delete file ID 1 2010-2011 to allow the 2020-2021 fiscal year to be stored in file ID 1.

☐ Click  to move the appropriate file ID from the left side to the right side of the page.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to delete budget tables.

- Click **Yes** to continue the process. Or, click **No** to cancel the process.
- A message is displayed indicating that the process was successfully completed. Click **OK**.

6

Copy Current Year Budget

Copy current year budget

Budget > Utilities > Copy Current to New File ID

Copy the current year data to another file ID (2020-2021 to file ID 1) for historical purposes.

Utilities > Copy Current To New File ID

New File ID: 1

Execute

Select	Fund / Year	Fund Description
<input type="checkbox"/>	199 / 1	LOCAL MAINTENANCE
<input type="checkbox"/>	204 / 1	TITLE IV-DRUG FREE SCHOOLS ACT
<input type="checkbox"/>	211 / 1	TITLE I, PART A
<input type="checkbox"/>	224 / 1	IDEA PART B, FORMULA
<input type="checkbox"/>	225 / 1	IDEA PART B, PRESCHOOL
<input type="checkbox"/>	226 / 1	EVALUATION CAPACITY AWARD
<input type="checkbox"/>	240 / 1	NAT BREAKFAST & LUNCH PROGRAM
<input type="checkbox"/>	243 / 1	TECHNICAL PREPARATION
<input type="checkbox"/>	244 / 1	PERKINS VOC & TECHNOLOGY ED
<input type="checkbox"/>	255 / 1	TITLE II PART A-TPTR
<input type="checkbox"/>	270 / 1	TITLE V RLI
<input type="checkbox"/>	279 / 1	TITLE II, PART D-ARRA
<input type="checkbox"/>	286 / 1	DOJ GRANT
<input type="checkbox"/>	288 / 1	TEXAS HURRICANE HOMELESS YOUTH
<input type="checkbox"/>	289 / 1	TITLE IV, PART A, SUBPART 1
<input type="checkbox"/>	410 / 1	INSTRUCTIONAL MATERIALS ALLOT
<input type="checkbox"/>	429 / 1	RURAL SCHOOL TECHNOLOGY
<input type="checkbox"/>	460 / 1	ELEMENTARY ADMINISTRATION
<input type="checkbox"/>	461 / 1	DISTRICT 12/22 4A UIL
<input type="checkbox"/>	462 / 1	ELEMENTARY LIBRARY
<input type="checkbox"/>	463 / 1	ELEMENTARY PICTURES
<input type="checkbox"/>	464 / 1	JH LIBRARY
<input type="checkbox"/>	465 / 1	JH YEARBOOK
<input type="checkbox"/>	466 / 1	JH ADMINISTRATION
<input type="checkbox"/>	467 / 1	ELEM AR
<input type="checkbox"/>	468 / 1	MUSIC-ELEMENTARY
<input type="checkbox"/>	469 / 1	HS ADMINISTRATION
<input type="checkbox"/>	480 / 1	LOCALLY FUNDED SPECIAL REVENUE
<input type="checkbox"/>	481 / 1	HURRICANE HARVEY GRANTS/DONATI
<input type="checkbox"/>	482 / 1	HURRICANE HARVEY RECOVERY

1 / 2

Select All Unselect All

New File ID	Represents the file ID to which you can move or copy funds. Select or type a one-character file ID.
Select All	Click to select the check boxes for all funds.

- ☐ Click **Execute** to copy the selected funds to the new file ID. A message is displayed indicating that you are about to copy data from the current file ID to a new file ID and prompts you to continue.
- ☐ Click **Yes**. A message is displayed indicating that the process was successfully completed. Click **OK**.
- ☐ Log on to Budget file ID 1 and perform an inquiry to verify that all fund data was copied.

Account Code Inquiry - Totals

SD

Page: 1 of 4
File ID: 1

Fund Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Original Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Requested	2020 - 2021 Next Yr Recommended	2020 - 2021 Next Yr Approved
Fund: 1991 GENERAL OPERATING FUND							
Totals for 1991							
Fund Balance	.00	.00	.00	.00	.00	.00	.00
Estimated Revenues	10,272,974.75	10,166,990.00	10,954,235.00	11,100,798.00	10,400,148.00	12,332,321.00	12,399,393.00
Other Resources	.00	.00	.00	.00	.00	.00	.00
Appropriations	9,903,568.10	10,078,763.00	10,686,928.00	9,920,452.20	2,921,358.00	12,067,567.00	12,335,639.00
Other Uses	568.45	50,860.00	62,860.00	.00	54,660.00	63,754.00	63,754.00
Fund: 211/1 TITLE I IMPROVE BASIC PROGRAMS							
Totals for 211 / 1							
Fund Balance	.00	.00	.00	.00	.00	.00	.00
Estimated Revenues	79,172.00	72,702.00	99,304.00	99,304.00	72,702.00	103,191.00	102,827.00
Other Resources	.00	.00	.00	.00	.00	.00	.00
Appropriations	99,304.00	72,702.00	99,304.00	99,304.00	7,350.00	108,227.00	102,827.00
Other Uses	.00	.00	.00	.00	.00	.00	.00
Fund: 225/1 IDEA PART B, PRESCHOOL							
Totals for 225 / 1							
Fund Balance	.00	.00	.00	.00	.00	.00	.00
Estimated Revenues	1,854.00	.00	.00	.00	.00	.00	.00
Other Resources	.00	.00	.00	.00	.00	.00	.00
Appropriations	1,854.00	.00	.00	.00	.00	.00	.00
Other Uses	.00	.00	.00	.00	.00	.00	.00
Fund: 240/1 WATL SCHOOL BKFT & LUNCH PGM							
Totals for 240 / 1							
Fund Balance	.00	.00	.00	.00	.00	.00	.00

After verifying the fund data, log on to file ID N before continuing with the Budget process.

7

Update Budget Options

[Update Budget options](#)

[Budget > Tables > District Budget Options](#)

Verify that you are logged on to file ID N when performing this step.

Set up the necessary parameters associated with preparing the next year budget.

Note: 61XX accounts and amounts are not displayed in the **Requested** column.

The cutoff date fields are optional and may vary depending on the LEA's operations.

The screenshot shows the 'District Budget Options' web interface. At the top, there is a navigation bar with tabs for 'Tables', 'Maintenance', 'Inquiry', 'Utilities', and 'Reports'. The 'Tables' tab is selected, and the breadcrumb 'Tables > District Budget Options' is visible. The session timer shows '239 min and 12 sec' and the file ID is 'N'. Below the navigation bar, there is a 'Save' button. Underneath is a 'Budget Options' tab. Below this tab are 'Retrieve' and 'Print' buttons. The form contains the following fields:

School Year:	2021-2022
Requested Cutoff Date:	06-15-2021
Recommended Cutoff Date:	07-15-2021
Approved Cutoff Date:	08-31-2021
Capture Original Budget Flag:	<input checked="" type="checkbox"/>

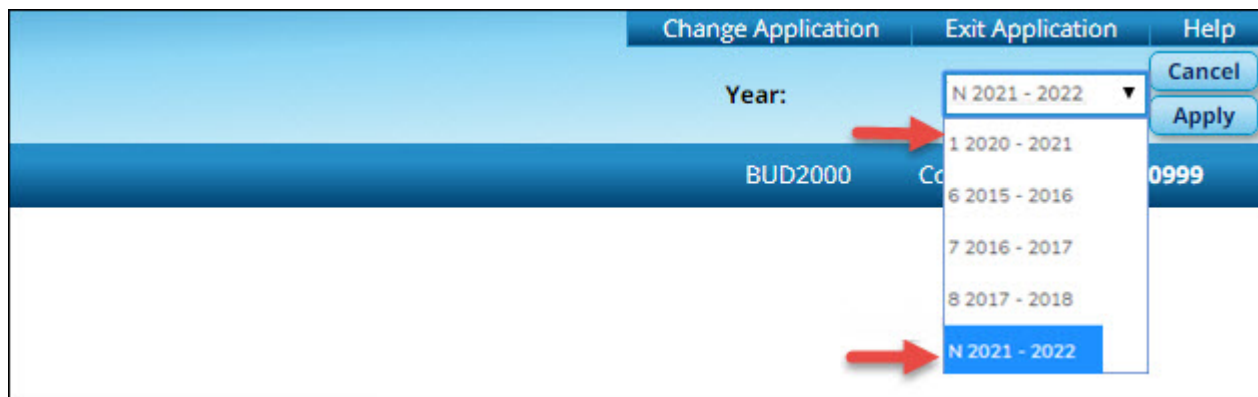
Set up budget options:

School Year	Type the starting year and ending year. The field is only for informational purposes, and is displayed on some reports.
Requested Cutoff Date	Type the date that the budget requests must be submitted in the MMDDYYYY format. When this date is less than the current date, those using the Requested column will no longer be able to make changes to accounts or amounts.
Recommended Cutoff Date	Type the date that the district recommendations for the new budget must be submitted to the board for review in the MMDDYYYY format. When this date is less than the current date, those using the Recommended column will no longer be able to make changes to accounts or amounts.
Approved Cutoff Date	Type the date that the board approval of the budget is required in the MMDDYYYY format. When this date is less than the current date, those using the Approved column will no longer be able to make changes to accounts or amounts.
Capture Original Budget Flag	<p>Select the field to update the original budget amount and the appropriations/estimated revenue amount.</p> <p>The Capture Original Budget Flag field works in conjunction with the Move Budget to Finance utility. The Full Amount or the Difference options on the Move Budget to Finance utility determine if this field is selected.</p> <p>If Capture Original Budget Flag is selected, only the original budget is moved. If Capture Original Budget Flag is not selected, transactions entered will update the appropriations/estimated revenue amount only.</p>

☐ Click **Save**.

☐ Use one of the following options to verify the changes:

- Verify that the 2021-2022 column headings are accurate by using the [Budget > Inquiry > Budget Account Codes Inquiry](#) and clicking **Retrieve**.
- Verify that the 2021-2022 fiscal year corresponds to file ID N in the upper-right corner of the page.



8

Before continuing to the next step, it is recommended that you run and print the [Budget Account Codes Inquiry](#) as it will be needed for verification purposes in step 9.

Reinitialize the Budget

Reinitialize the Budget

Budget > Utilities > Reinitialize Budget Data

Utilities > Reinitialize Budget Data SessionTimer: 119 min and 50 sec

Amt to use as Last Yr Closing Amt

☒ This Yr Expenditures ←

☐ This Yr Amended Budget

Fund/Yrs Available:

Select	Fund / Year
<input type="checkbox"/>	199 / 1
<input type="checkbox"/>	211 / 1
<input type="checkbox"/>	225 / 1
<input type="checkbox"/>	240 / 1
<input type="checkbox"/>	244 / 1
<input type="checkbox"/>	255 / 1
<input type="checkbox"/>	276 / 1
<input type="checkbox"/>	289 / 1
<input type="checkbox"/>	397 / 1
<input type="checkbox"/>	410 / 1
<input type="checkbox"/>	429 / 1
<input type="checkbox"/>	461 / 1
<input type="checkbox"/>	599 / 1
<input type="checkbox"/>	698 / 1
<input type="checkbox"/>	995 / 1

Fund/Yrs To Initialize:

Select	Fund / Year
No Rows	

→

⇒

←

⇐

Execute ↑

Caution: Be sure that this step is only done one time, and that you run the prompted export.

Due to the effects this process has on the Budget file, it is **imperative** that you back up the Budget file before starting the reinitialization process.

This page is used to prepare the Budget file for the next school year. This process is run when the

final budget for the prior school year has been adopted and posted to the general ledger. Amounts are maintained in order to create a budget history in the Budget master file. When reinitializing budget data, you can specify the funds you wish to shift, or you can select all funds. The following changes are made:

- The value in the **This Yr Amend Budget** or the **This Year Actual Amt** field is moved to the **Last Yr Closing Amt** field replacing the value from the previous year.
- The value in the **Next Yr Approved** field is moved to the **This Yr Original Budget** field replacing the value from the current year.
- The values for the following fields are set to zero:
 - **This Yr Amend Budget**
 - **This Yr Actual Amt**
 - **Next Yr Requested**
 - **Next Yr Recommend**
 - **Next Yr Approved**

Reinitialize the budget data:

☐ Under **Amt to use as Last Yr Closing Amt**, select one of the following:

- **This Yr Expenditures** - Recommended option.
- **This Yr Amended Budget** - Select this option to update the column with amended budget data.

☐ Use the arrow buttons to move the fund/years to be reinitialized from the left side to the right side of the page.

☐ Click **Execute** to execute the process. The Budget System Reinitialize Funds Change report is displayed. [Review the report.](#)

Process
Cancel

Date Run: City Dist:
Budget System Reinitialize Funds Change Report
Page: 1 of 27
File ID: N

ISD

Fnd-Fnc-Obj-Sr-Orig-Prgr	Description	Last Yr Expense	This Yr Original
199-00-5711.00-000-100000	TAXES-CURRENT YEAR LEVY	4,170,610.21	4,710,164.00
199-00-5712.00-000-100000	TAXES-PRIOR YEARS	71,030.61	60,000.00
199-00-5719.00-000-100000	PENALTIES,INTEREST AND OTHER	39,018.98	40,000.00
199-00-5729.00-000-100000	TRANSFER STUDENT REVENUES	.00	.00
199-00-5739.00-000-100000	PRE-K TUITION	9,640.00	5,000.00
199-00-5739.01-000-100000	TUITION MAP SAFE SITTERS PROGR	.00	.00
199-00-5742.00-000-100000	EARNING FROM TEMP DEP & INVEST	97,132.03	40,000.00
199-00-5743.00-000-100000	RENT-FACILITIES USE	480.68	100.00
199-00-5743.01-000-100000	RENT-FACILITIES USE- MYA	.00	1.00
199-00-5744.00-000-100000	GIFTS AND BEQUESTS	.00	10.00
199-00-5745.00-000-100000	INSURANCE RECOVERY	.00	10.00
199-00-5749.00-000-100000	OTHER REV FM LOCAL SOURCES	5,618.86	10.00
199-00-5749.17-000-100000	OTHER REV LOCAL-LOST BK & EQ	.00	25.00
199-00-5752.00-000-100000	ATHLETIC ACTIVITIES	31,053.25	30,000.00
199-00-5769.00-000-100000	MISC REV FM INTERM SOURCES	3,937.59	3,750.00
199-00-5769.89-000-100000	MISC REV FM INTERM SOURCES-WC	240.00	1.00
199-00-5811.00-000-100000	PER CAPITA APPORTIONMENT	450,479.00	234,438.00
199-00-5812.00-000-100000	FOUNDATION ENTITLEMENTS	5,283,897.00	6,344,100.00
199-00-5819.00-000-100000	OTHER FOUNDTN SCH PROG ACT REV	11,994.97	.00
199-00-5820.00-000-100000	STATE PGM REV DISTRIB BY TEA	.00	.00
199-00-5828.00-000-100000	REVENUES FROM OTHER STATE PROG	.00	1.00
199-00-5829.00-000-100000	STATE PGM REV DIST VIA TEA	.00	500.00
199-00-5831.00-000-100000	STATE MATCHING TRS ALLOWANCE	450,889.71	618,282.00
199-00-5931.00-000-100000	SCH HEALTH AND RELATED SERVS	464,398.65	309,000.00
199-00-5932.00-000-100000	MEDICAID ADMIN CLAIMS-PROG	10,376.46	4,000.00
199-00-5949.00-000-100000	FED REV DISTR DIRECT FM US GOV	.00	1.00
199-00-7912.00-000-100000	SALE OF REAL & PERS PROPERTY	.00	.00
199-00-7913.00-000-100000	PROCEEDS FROM CAPITAL LEASES	.00	.00
199-00-7914.00-000-100000	LOAN PROCEEDS	.00	.00
199-00-7914.60-000-100000	LOAN PROCEEDS	.00	.00
199-00-7915.00-000-100000	OPERATING TRANSFERS IN	.00	.00
199-00-7918.00-000-100000	SPECIAL ITEMS	.00	.00
199-00-7919.00-000-100000	EXTRAORD-INSURANCE PROCEEDS	.00	.00
199-00-7948.00-000-100000	STUDENT DAMAGE REPARATIONS	.00	.00
199-00-7949.00-000-100000	OTHER RESOURCES	.00	.00
199-00-8911.00-000-100000	OPERATING TRANSFERS OUT-FS	.00	63,754.00

☐ Click **Process** to process the changes. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel the process.

9

Verify Budget Reinitialization Results

Verify the budget reinitialization results

[Budget > Inquiry > Budget Account Codes Inquiry](#)

Verify the results.

- ☐ Select **Summary**.
- ☐ Type the **Account Code** components.
- ☐ Click **Retrieve**. The Account Code Inquiry - Summary report is displayed.
- ☐ Verify that the amount in the **This Yr Actual Amt** column (before reinitialization) is moved to the **Last Yr Closing Amt** column (after reinitialization).
- ☐ Verify that the amount in the **Next Yr Approved** column (before reinitialization) is moved to the **This Yr Original Budget** column (after reinitialization).

Before reinitialization:

Inquiry > Budget Account Codes Inquiry

Session Timer: 119 min and 50 sec

*Summary Totals Exclude Objects 61XX

Account Code: XXXX Fund XXXX Func XXXX Obj XXXX Subj XXXX Org XXXX Prog

Retrieve Reset

Date Run: Account Code Inquiry - Summary
Cnly Dist: ISD

Page: 1 of 49
File ID: N

Fund Description	2019 - 2020 Last Yr Closing Amt	2020 - 2021 This Yr Original Budget	2020 - 2021 This Yr Amend Budget	2020 - 2021 This Yr Actual Amt	2021 - 2022 Next Yr Requested	2021 - 2022 Next Yr Recommended	2021 - 2022 Next Yr Approved
Fund: 1990 GENERAL OPERATING FUND							
199-00-5711 00-000-100000 TAXES-CURRENT YEAR LEVY	4,161,960.79	4,103,162.00	4,143,162.00	4,170,610.21	4,103,162.00	4,078,512.00	4,710,164.00
199-00-5712 00-000-100000 TAXES-PRIOR YEARS	67,604.88	60,000.00	60,000.00	71,030.61	60,000.00	60,000.00	60,000.00
199-00-5719 00-000-100000 PENALTIES,INTEREST AND OTHER	34,618.46	40,000.00	40,000.00	39,018.98	40,000.00	40,000.00	40,000.00
199-00-5729 00-000-100000 TRANSFER STUDENT REVENUES	30,293.25	0.00	0.00	0.00	0.00	5,000.00	0.00
199-00-5739 00-000-100000 PRE-K TUITION	8,840.00	5,000.00	5,000.00	9,640.00	5,000.00	5,000.00	5,000.00
199-00-5739 01-000-100000 TUITION MAP SAFE SITTERS PROGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5742 00-000-100000 EARNING FROM TEMP DEP & INVEST	101,712.17	32,000.00	100,000.00	97,132.03	32,000.00	40,000.00	40,000.00
199-00-5743 00-000-100000 RENT-FACILITIES USE	480.68	100.00	100.00	480.68	100.00	100.00	100.00
199-00-5743 01-000-100000 RENT-FACILITIES USE-MYA	0.00	1.00	1.00	0.00	1.00	1.00	1.00
199-00-5744 00-000-100000 GIFTS AND BEQUESTS	0.00	10.00	10.00	0.00	10.00	10.00	10.00
199-00-5745 00-000-100000 INSURANCE RECOVERY	0.00	10.00	10.00	0.00	10.00	10.00	10.00
199-00-5749 00-000-100000 OTHER REV FM LOCAL SOURCES	5,618.86	10.00	10.00	5,618.86	10.00	10.00	10.00
199-00-5749 17-000-100000 OTHER REV LOCAL-LOST BK & EQ	0.00	25.00	25.00	0.00	25.00	25.00	25.00
199-00-5752 00-000-100000 ATHLETIC ACTIVITIES	26,733.25	32,000.00	32,000.00	31,053.25	32,000.00	30,000.00	30,000.00
199-00-5769 00-000-100000 MISC REV FM INTERM SOURCES	3,937.59	3,750.00	3,750.00	3,937.59	3,750.00	3,750.00	3,750.00
199-00-5769 89-000-100000 MISC REV FM INTERM SOURCES-IWC	240.00	8,000.00	8,000.00	240.00	8,000.00	1.00	1.00
57XX REVENUE-LOCAL & INTERMED SRCS	4,442,039.93	4,284,068.00	4,392,068.00	4,428,762.21	4,284,068.00	4,262,419.00	4,889,071.00
199-00-5811 00-000-100000 PER CAPITA APPORTIONMENT	396,358.00	414,300.00	446,867.00	450,479.00	414,300.00	234,438.00	234,438.00
199-00-5812 00-000-100000 FOUNDATION ENTITLEMENTS	4,508,912.00	4,860,933.00	5,172,346.00	5,283,897.00	5,050,308.00	6,922,680.00	6,344,100.00
199-00-5819 00-000-100000 OTHER FOUNDTN SCH PROG ACT REV	0.00	0.00	0.00	11,994.97	0.00	0.00	0.00
199-00-5820 00-000-100000 STATE PGM REV DISTRIB BY TEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5828 00-000-100000 REVENUES FROM OTHER STATE PROG	0.00	1.00	1.00	0.00	1.00	1.00	1.00
199-00-5829 00-000-100000 STATE PGM REV DIST VIA TEA	0.00	500.00	500.00	0.00	500.00	500.00	500.00
199-00-5831 00-000-100000 STATE MATCHING TRS ALLOWANCE	450,889.71	466,702.00	466,702.00	450,889.71	466,702.00	599,282.00	618,282.00
58XX STATE PROGRAM REVENUES	5,356,159.71	5,742,436.00	6,096,416.00	6,197,260.65	5,931,811.00	7,756,901.00	7,197,321.00

After reinitialization:

Inquiry > Budget Account Codes Inquiry

SessionTime: 119 min and 57 sec

*Summary ☒ Totals ☐ Exclude Objects 61XX

Account Code:

Fund Func Obj Subj Org Prog

Date Run: _____ Page: 1 of 49
City Dist: _____ File ID: N

Account Code Inquiry - Summary
ISD
XXX XX XXXX XX XXX X XX X XX

	2019 - 2020 Last Yr Closing Amt	2020 - 2021 This Yr Original Budget	2020 - 2021 This Yr Amend Budget	2020 - 2021 This Yr Actual Amt	2021 - 2022 Next Yr Requested	2021 - 2022 Next Yr Recommended	2021 - 2022 Next Yr Approved
Fund Description							
Fund: 199-0 GENERAL OPERATING FUND							
199-00-5711-00-000-100000 TAXES-CURRENT YEAR LEVY	4,170,610.21	4,710,164.00	0.00	0.00	0.00	0.00	0.00
199-00-5712-00-000-100000 TAXES-PRIOR YEARS	71,030.61	60,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5719-00-000-100000 PENALTIES,INTEREST AND OTHER	39,018.98	40,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5729-00-000-100000 TRANSFER STUDENT REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5739-00-000-100000 PRE-K TUITION	9,640.00	5,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5739-01-000-100000 TUITION MAP SAFE SITTERS PROGR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5742-00-000-100000 EARNING FROM TEMP DEP & INVEST	97,132.03	40,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5743-00-000-100000 RENT-FACILITIES USE	480.68	100.00	0.00	0.00	0.00	0.00	0.00
199-00-5743-01-000-100000 RENT-FACILITIES USE- MYA	0.00	1.00	0.00	0.00	0.00	0.00	0.00
199-00-5744-00-000-100000 GIFTS AND BEQUESTS	0.00	10.00	0.00	0.00	0.00	0.00	0.00
199-00-5745-00-000-100000 INSURANCE RECOVERY	0.00	10.00	0.00	0.00	0.00	0.00	0.00
199-00-5749-00-000-100000 OTHER REV FM LOCAL SOURCES	5,618.86	10.00	0.00	0.00	0.00	0.00	0.00
199-00-5749-17-000-100000 OTHER REV LOCAL-LOST BK & EQ	0.00	25.00	0.00	0.00	0.00	0.00	0.00
199-00-5752-00-000-100000 ATHLETIC ACTIVITIES	31,053.25	30,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5769-00-000-100000 MISC REV FM INTERM SOURCES	3,937.59	3,750.00	0.00	0.00	0.00	0.00	0.00
199-00-5769-89-000-100000 MISC REV FM INTERM SOURCES-I/C	240.00	1.00	0.00	0.00	0.00	0.00	0.00
57XX REVENUE-LOCAL & INTERMED SRCS	4,428,762.21	4,889,071.00	0.00	0.00	0.00	0.00	0.00
199-00-5811-00-000-100000 PER CAPITA APPORTIONMENT	450,479.00	234,438.00	0.00	0.00	0.00	0.00	0.00
199-00-5812-00-000-100000 FOUNDATION ENTITLEMENTS	5,283,897.00	6,344,100.00	0.00	0.00	0.00	0.00	0.00
199-00-5819-00-000-100000 OTHER FOUNDTN SCH PROG ACT REV	11,994.97	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5820-00-000-100000 STATE PGM REV DISTRIB BY TEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5828-00-000-100000 REVENUES FROM OTHER STATE PROG	0.00	1.00	0.00	0.00	0.00	0.00	0.00
199-00-5829-00-000-100000 STATE PGM REV DIST VIA TEA	0.00	500.00	0.00	0.00	0.00	0.00	0.00
199-00-5831-00-000-100000 STATE MATCHING TRS ALLOWANCE	450,889.71	618,282.00	0.00	0.00	0.00	0.00	0.00
58XX STATE PROGRAM REVENUES	6,197,260.68	7,197,321.00	0.00	0.00	0.00	0.00	0.00

10

Update Fiscal Year

Update fiscal year

Budget > Utilities > Mass Change Account Codes > Mask Crosswalk

Update the account code fiscal years to the new fiscal year (e.g., update fiscal year 1 to 2).

The screenshot shows the 'Mask Crosswalk' window in the Budget application. The 'From Mask' and 'To Mask' fields are highlighted with red circles. The 'Object Description' dropdown is also highlighted with a red circle, showing the selected option 'Existing Code Description from Budget'. The 'Options' section contains a list of checkboxes for various update tasks, all of which are currently unchecked. The 'Execute' button is highlighted with a red arrow.

☐ Complete the **From Mask** and **To Mask** fields.

From Mask	Type the from fiscal year code you want to crosswalk.
To Mask	Type the to fiscal year code you want to crosswalk.

☐ Under **Object Description**, select **Existing Code Description from Budget** to retrieve the existing code element description from the current budget.

☐ Do not select any **Options**.

☐ Click **Execute** to execute the process. [Review the report.](#)

Process
Cancel

Date Run:
 Crty Dist:

Mask Crosswalk Report
 ISD

Page: 1 of 28
 File ID: N

Old Fnd-Fnc-Obj-So-Orig-Prgr	Description	New Fnd-Fnc-Obj-So-Orig-Prgr	Description
199-00-5711.00-000-1-0000	TAXES-CURRENT YEAR LEVY	199-00-5711.00-000-2-0000	TAXES-CURRENT YEAR LEVY
199-00-5712.00-000-1-0000	TAXES-PRIOR YEARS	199-00-5712.00-000-2-0000	TAXES-PRIOR YEARS
199-00-5719.00-000-1-0000	PENALTIES,INTEREST AND OTHER	199-00-5719.00-000-2-0000	PENALTIES,INTEREST AND OTHER
199-00-5729.00-000-1-0000	TRANSFER STUDENT REVENUES	199-00-5729.00-000-2-0000	TRANSFER STUDENT REVENUES
199-00-5739.00-000-1-0000	PRE-K TUITION	199-00-5739.00-000-2-0000	PRE-K TUITION
199-00-5739.01-000-1-0000	TUITION MAP SAFE SITTERS PROGR	199-00-5739.01-000-2-0000	TUITION MAP SAFE SITTERS PROGR
199-00-5742.00-000-1-0000	EARNING FROM TEMP DEP & INVEST	199-00-5742.00-000-2-0000	EARNING FROM TEMP DEP & INVEST
199-00-5743.00-000-1-0000	RENT-FACILITIES USE	199-00-5743.00-000-2-0000	RENT-FACILITIES USE
199-00-5743.01-000-1-0000	RENT-FACILITIES USE- MYA	199-00-5743.01-000-2-0000	RENT-FACILITIES USE- MYA
199-00-5744.00-000-1-0000	GIFTS AND BEQUESTS	199-00-5744.00-000-2-0000	GIFTS AND BEQUESTS
199-00-5745.00-000-1-0000	INSURANCE RECOVERY	199-00-5745.00-000-2-0000	INSURANCE RECOVERY
199-00-5749.00-000-1-0000	OTHER REV FM LOCAL SOURCES	199-00-5749.00-000-2-0000	OTHER REV FM LOCAL SOURCES
199-00-5749.17-000-1-0000	OTHER REV LOCAL-LOST BK & EQ	199-00-5749.17-000-2-0000	OTHER REV LOCAL-LOST BK & EQ
199-00-5752.00-000-1-0000	ATHLETIC ACTIVITIES	199-00-5752.00-000-2-0000	ATHLETIC ACTIVITIES
199-00-5769.00-000-1-0000	MISC REV FM INTERM SOURCES	199-00-5769.00-000-2-0000	MISC REV FM INTERM SOURCES
199-00-5769.89-000-1-0000	MISC REV FM INTERM SOURCES-WC	199-00-5769.89-000-2-0000	MISC REV FM INTERM SOURCES-WC
199-00-5811.00-000-1-0000	PER CAPITA APPORTIONMENT	199-00-5811.00-000-2-0000	PER CAPITA APPORTIONMENT
199-00-5812.00-000-1-0000	FOUNDATION ENTITLEMENTS	199-00-5812.00-000-2-0000	FOUNDATION ENTITLEMENTS
199-00-5819.00-000-1-0000	OTHER FOUNDTN SCH PROG ACT	199-00-5819.00-000-2-0000	OTHER FOUNDTN SCH PROG ACT REV
199-00-5820.00-000-1-0000	STATE PGM REV DISTRIB BY TEA	199-00-5820.00-000-2-0000	STATE PGM REV DISTRIB BY TEA
199-00-5828.00-000-1-0000	REVENUES FROM OTHER STATE	199-00-5828.00-000-2-0000	REVENUES FROM OTHER STATE PROG
199-00-5829.00-000-1-0000	STATE PGM REV DIST VIA TEA	199-00-5829.00-000-2-0000	STATE PGM REV DIST VIA TEA
199-00-5831.00-000-1-0000	STATE MATCHING TRS ALLOWANCE	199-00-5831.00-000-2-0000	STATE MATCHING TRS ALLOWANCE
199-00-5931.00-000-1-0000	SCH HEALTH AND RELATED SERVICES	199-00-5931.00-000-2-0000	SCH HEALTH AND RELATED SERVCS
199-00-5932.00-000-1-0000	MEDICAID ADMIN CLAIMS-PROG	199-00-5932.00-000-2-0000	MEDICAID ADMIN CLAIMS-PROG
199-00-5949.00-000-1-0000	FED REV DISTR DIRECT FM US GOV	199-00-5949.00-000-2-0000	FED REV DISTR DIRECT FM US GOV
199-00-7912.00-000-1-0000	SALE OF REAL & PERS PROPERTY	199-00-7912.00-000-2-0000	SALE OF REAL & PERS PROPERTY
199-00-7913.00-000-1-0000	PROCEEDS FROM CAPITAL LEASES	199-00-7913.00-000-2-0000	PROCEEDS FROM CAPITAL LEASES
199-00-7914.00-000-1-0000	LOAN PROCEEDS	199-00-7914.00-000-2-0000	LOAN PROCEEDS
199-00-7914.60-000-1-0000	LOAN PROCEEDS	199-00-7914.60-000-2-0000	LOAN PROCEEDS
199-00-7915.00-000-1-0000	OPERATING TRANSFERS IN	199-00-7915.00-000-2-0000	OPERATING TRANSFERS IN
199-00-7918.00-000-1-0000	SPECIAL ITEMS	199-00-7918.00-000-2-0000	SPECIAL ITEMS
199-00-7919.00-000-1-0000	EXTRAORD-INSURANCE PROCEEDS	199-00-7919.00-000-2-0000	EXTRAORD-INSURANCE PROCEEDS
199-00-7948.00-000-1-0000	STUDENT DAMAGE REPARATIONS	199-00-7948.00-000-2-0000	STUDENT DAMAGE REPARATIONS
199-00-7949.00-000-1-0000	OTHER RESOURCES	199-00-7949.00-000-2-0000	OTHER RESOURCES

☐ Click **Process** to process the changes. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel processing.

11

Manage User Profiles

Manage user profiles

Ensure that the user profiles are correctly set up for Budget use in Security Administration and District Administration.

- ☐ Create and manage users on the [Security Administration > Manage Users > Create/Edit User](#) page.

Manage Users > Edit User

Save

Last Name: First Name: Middle Initial: User ID: Profile Name: Employee Nbr:

Roles:

- ☒ ALL APPS [Remove](#)
- Campuses: [Edit](#)
- Add**

Manage Permissions(ALL APPS) :

[Applications View](#)

- ☒ Accounts Receivable
- ☒ Asset Management
- ☒ Attendance
- ☒ Bank Reconciliation
- ☒ Budget
 - ☒ All Historical File IDs (read-only)
 - ☒ Inquiry
 - ☒ Maintenance (read-only)
 - ☒ Reports
 - ☒ Tables (read-only)
 - ☒ Utilities
- ☒ Discipline
- ☒ District Administration

Set Password:

Password: Confirm Password:

☐ Force Reset Password on Login

ODBC Login:

This user is not an ODBC user. You can add an ODBC login for this user.

Add

Pay Frequencies:

- ☐ 4 - Biweekly CYR
- ☐ 5 - Semimonthly CYR
- ☒ 6 - Monthly CYR
- ☐ D - Biweekly NYR
- ☐ F - Semimonthly NYR

- ☐ Set up user profiles on the [District Administration > Maintenance > User Profiles > Accounts](#) tab.

Maintenance > User Profiles SessionTimer: 60

moreno, liz (007058)

Accounts | **Permissions** | Purchasing Permissions | Purchasing Addresses | Purchasing Requestors | Purchasing Restrict Campus/Dept | Purchasing Credit Cards

Current User: moreno, liz

Delete	Fund	Func	Obj	Sobj	Org	FscYr	Pgm	Ed Span	Proj Dtl	Account Description	AR	BAR	BUD	FIN	PUR	WHSE	RESTOCK
<input type="checkbox"/>	XXX	XX	XXXX	XX	XXX	X	XX	X	XX		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	XXX	XX	XXXX	XX	XXX	1	XX	X	XX		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Chart of Accounts](#) [Dup From Existing](#) [Refresh Description](#)

☐ Use one of the following options to update the user account codes:

- **Option 1** - It is recommended to mask (X) the **FscYr** (fiscal year) field on the user profile. A masked fiscal year on the account code allows the user to access all account code fiscal years (if the user has access to the account code) and alleviates the task of updating the fiscal year each new fiscal year.
- **Option 2** - Depending on the LEA's restriction procedures, manually update the **FscYr** (fiscal year) field for each user profile to reflect the new fiscal year. Entering a fiscal year limits access to other fiscal year data.
- **Option 3** - Run the [District Administration > Utilities > Mass Update User Account by Fund](#) utility to update multiple users by fund.

Utilities > Mass Update User Account by Fund SessionTimer: 59 min and 49 sec

Select	From FundYr	Description
<input type="checkbox"/>	199 1	GENERAL OPERATING FUND
<input type="checkbox"/>	211 1	TITLE I IMPROVE BASIC PROGRAMS

→

Select	To FundYr	Description
<input type="checkbox"/>	199 2	GENERAL OPERATING FUND
<input type="checkbox"/>	211 2	TITLE I IMPROVE BASIC PROGRAMS

Options

Select	Process
<input type="checkbox"/>	Accounts Receivable
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Budget Amendment Requests
<input type="checkbox"/>	Finance
<input type="checkbox"/>	Purchasing Requisition
<input type="checkbox"/>	Restock Requisition
<input type="checkbox"/>	Warehouse Requisition

☐ Under **Options**, select **Budget**.

☐ Use the arrow buttons to move the fund/year accounts to be mass updated from the left side to the right side of the page.

☐ Click **Execute**. A message is displayed indicating that the mass update was successfully completed.

12

Clear or Move Next Year Requisitions

Clear or move next year requisitions

Budget > Utilities > Clear/Move NYR Requisitions to CYR

Skip this step if your LEA does not use the next year requisitions feature.

If your LEA uses the next year requisitions feature, clear the next year requisitions from the database.



Utilities > Clear Move NYR Requisitions To CYR

Requisition Accounting Period in Current Finance: **10**

PO Date: 00-00-0000

Execute

☒ Clear Next Year Requisitions Only 

☐ Move Next Year Requisitions to Current and Update Finance

- ☐ Leave the **PO Date** field blank.
- ☐ Select **Clear Next Year Requisitions Only** to clear all next year requisitions from the database.
- ☐ Click **Execute**. When the process is completed, the Clear Next Year Requisitions report is displayed.
- ☐ Click **Process** to clear all next year requisitions from the database.

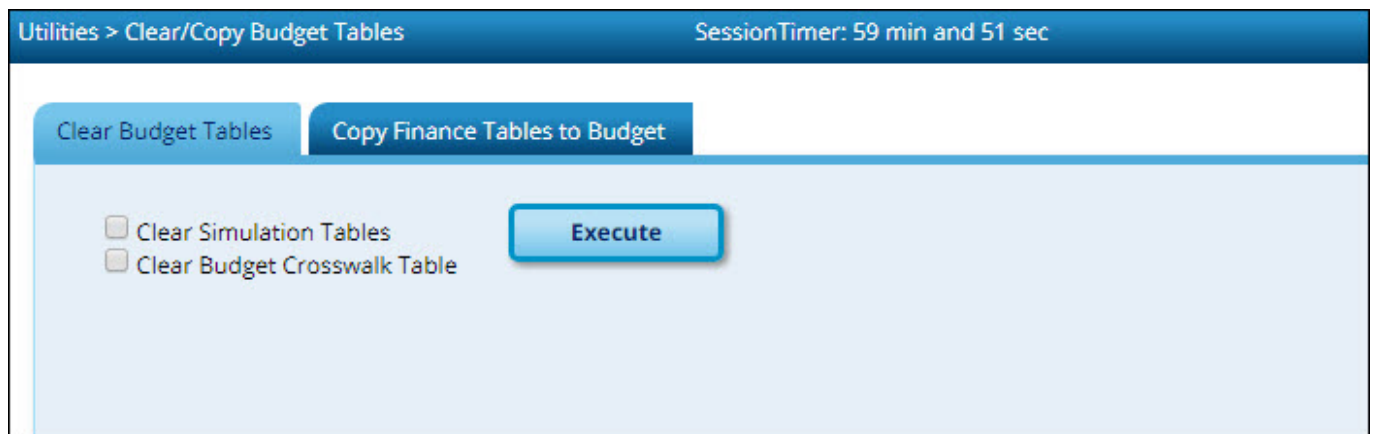
13

(Optional) Clear Budget Tables

(Optional) Clear Budget tables

[Budget > Utilities > Clear/Copy Budget Tables > Clear Budget Tables](#)

Clear the simulation tables or Budget crosswalk tables.



Clear budget tables:

Clear Simulation Tables	Select to remove all data from the simulation tables unless there are generic tables that are used every year.
Clear Budget Crosswalk Table	Select to remove all data from the crosswalk tables.

☐ Click **Execute**. A message is displayed indicating that the tables were cleared.

14

Update Budget Data

Update Budget data

Budget > Utilities > Update Budget Data

Note: If mask crosswalks were performed in Finance they need to be performed in Budget before completing this step. If you need assistance with mask crosswalks, contact your regional ESC consultant.

Update the current year Budget **Amended** and **Actual** columns from Finance.

Utilities > Update Budget Data SessionTimer: 116 min and 36 sec

From GL File ID: C - 2020-2021 Retrieve Execute Please create export for Budget Tables prior to using this utility.

Update Column

☐ Original

☒ Amended

☒ Actual

Account Code

☐ Include Inactive

☐ Use Crosswalk

☐ Only Existing Budget Accts

Accounting Period

☐ Current: 12

☒ Next: 01

Object Description

☐ Description from GL (New Account Codes)

☒ Description from GL (All Account Codes)

☐ Description from Budget Object Code Table

Select	Fund / Year	Description
<input type="checkbox"/>	184 / 1	CO-CURRICULAR FUND
<input type="checkbox"/>	199 / 1	GENERAL FUND
<input type="checkbox"/>	211 / 1	ESEA TITLE I-A IMPROVING BASIC
<input type="checkbox"/>	224 / 1	IDEA-B FORMULA
<input type="checkbox"/>	225 / 1	IDEA B PRESCHOOL
<input type="checkbox"/>	240 / 1	NATL BREAKFAST/LUNCH PROGRAM
<input type="checkbox"/>	244 / 1	TITLE I, PART C CARL D PERKINS
<input type="checkbox"/>	255 / 1	TITLE II, PART A TPTR
<input type="checkbox"/>	263 / 1	TITLE III, LEP
<input type="checkbox"/>	289 / 1	TITLE IV, PART A
<input type="checkbox"/>	397 / 1	ADVANCED PLACEMENT INCENTIVES
<input type="checkbox"/>	410 / 1	INSTRUCTIONAL MATERIALS FUND
<input type="checkbox"/>	429 / 1	READ TO SUCCEED PROGRAM
<input type="checkbox"/>	461 / 1	CAMPUS ACTIVITY FUNDS
<input type="checkbox"/>	490 / 1	ED FOUNDATION GRANT AWARD
<input type="checkbox"/>	511 / 1	DEBT SERVICE FUNDS-LOC DEFINED
<input type="checkbox"/>	615 / 1	2015 CAPITAL PROJECTS FUND
<input type="checkbox"/>	715 / 1	ALEDO ISD PRE-K ACADEMY
<input type="checkbox"/>	730 / 1	AISD BEARCAT STORE
<input type="checkbox"/>	732 / 1	COMMUNITY PARTNERS
<input type="checkbox"/>	733 / 1	STADIUM/GYM ADVERTISING
<input type="checkbox"/>	816 / 1	DON R DANIEL ENDOWMENT FUND
<input type="checkbox"/>	817 / 1	DAN MANNING ENDOWMENT FUND
<input type="checkbox"/>	818 / 1	HYLES TEACHER AWARDS
<input type="checkbox"/>	819 / 1	FG ALEDO DEVELOPMENT FUND
<input type="checkbox"/>	865 / 1	STUDENT ACTIVITY ACCOUNT

→
→
←
←

Select	Fund / Year	Description
<input type="checkbox"/>	184 / 2	CO-CURRICULAR FUND
<input type="checkbox"/>	199 / 2	GENERAL FUND
<input type="checkbox"/>	211 / 2	ESEA TITLE I-A IMPROVING BASIC
<input type="checkbox"/>	224 / 2	IDEA-B FORMULA
<input type="checkbox"/>	225 / 2	IDEA B PRESCHOOL
<input type="checkbox"/>	240 / 2	NATL BREAKFAST/LUNCH PROGRAM
<input type="checkbox"/>	244 / 2	TITLE I, PART C CARL D PERKINS
<input type="checkbox"/>	255 / 2	TITLE II, PART A TPTR
<input type="checkbox"/>	263 / 2	TITLE III, LEP
<input type="checkbox"/>	289 / 2	TITLE IV, PART A
<input type="checkbox"/>	397 / 2	ADVANCED PLACEMENT INCENTIVES
<input type="checkbox"/>	410 / 2	INSTRUCTIONAL MATERIALS FUND
<input type="checkbox"/>	429 / 2	READ TO SUCCEED PROGRAM
<input type="checkbox"/>	461 / 2	CAMPUS ACTIVITY FUNDS
<input type="checkbox"/>	490 / 2	ED FOUNDATION GRANT AWARD
<input type="checkbox"/>	511 / 2	DEBT SERVICE FUNDS-LOC DEFINED
<input type="checkbox"/>	615 / 2	2015 CAPITAL PROJECTS FUND
<input type="checkbox"/>	715 / 2	ALEDO ISD PRE-K ACADEMY
<input type="checkbox"/>	730 / 2	AISD BEARCAT STORE
<input type="checkbox"/>	732 / 2	COMMUNITY PARTNERS
<input type="checkbox"/>	733 / 2	STADIUM/GYM ADVERTISING
<input type="checkbox"/>	816 / 2	DON R DANIEL ENDOWMENT FUND

☐ In the **From GL File ID**, select the current year file ID (file ID C) and click **Retrieve**.

☐ Under **Update Column**, select **Amended** and **Actual** to be updated in Budget for the selected fund/year codes.

Amended	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select Original Budget Only in the Move Budget to Finance utility.
Actual	Select if you have posted entries that have increased or decreased Realized Revenue, Encumbrance, or Expenditures in Finance.

(Optional step - Depends on individual situations.) It is recommended that none of the **Account Code** options are selected during this process.

Account Code options

Select one of the following **Account Code** options:

Include Inactive	Select to include inactive account codes and amounts in the list of available account codes to be transferred. If selected, any inactive accounts and amounts in the current file ID are copied over. If not selected, inactive accounts and amounts in the current file ID are not copied over.
Use Crosswalk	Select to crosswalk any account code elements for the selected fund/years that exist in the Mask Crosswalk utility. See Mask Crosswalk (Mass Change Account Codes).
Only Existing Budget Accts	Select to include existing account codes and amounts in the list of available account codes to be transferred.

☐ Select one of the following **Accounting Period** options:

Current	The accounting period is set to Current by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
Next	Select to create Budget data using the next accounting period amounts in the Finance application.

☐ Under **Object Description**, select **Description from GL (all account codes)**. This description is retrieved from the Chart of Accounts.

☐ All available fund/year codes from the Finance application are displayed on the left side of the page. Select the available fund/year codes to move to the right side of the page for the budget account code tables, general ledger accounts.

☐ Use the arrow buttons to move the appropriate funds from the left side to the right side of the page.

☐ Click **Execute** to execute the process. The Update Budget Data Report is displayed with the old and new account codes that were updated. [Review the report.](#)

Process
Cancel

⏪ ⏩

Time Run:
Cnty Dist:
From Finance C Acct Per 11 to Budget N

Update Budget Data Report
ISD
NEW ACCOUNTS

Page: 1 of
File ID: N

	Fnd-Fnc-Obj-So-Org-Prog	Description	Last Yr Amt	Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-00-5747-00-000-100000	LOST OR DAMAGED TEXT BOOKS		.00	.00	.00	.00	.00	.00
NEW	199-00-5747-00-000-200000	LOST OR DAMAGED TEXT BOOKS		.00	.00	.00	.00	.00	.00
OLD	199-11-6119-00-001-136000	EARLY ED SALARIES		.00	.00	.00	.00	.00	.00
NEW	199-11-6119-00-001-236000	EARLY ED SALARIES		.00	.00	.00	.00	.00	.00
OLD	199-11-6119-00-001-138000	SALARIES-PROFESSIONAL CCMR		.00	.00	.00	3,336.64	.00	.00
NEW	199-11-6119-00-001-238000	SALARIES-PROFESSIONAL CCMR		.00	.00	.00	3,336.64	.00	.00
OLD	199-11-6119-00-101-136000	SALARIES-PROFESSIONAL EARL CHD		.00	.00	.00	5,306.69	.00	.00
NEW	199-11-6119-00-101-236000	SALARIES-PROFESSIONAL EARL CHD		.00	.00	.00	5,306.69	.00	.00
OLD	199-11-6119-00-999-137000	SALARIES-PROFESSIONAL-DYSL		.00	.00	.00	6,126.80	.00	.00
NEW	199-11-6119-00-999-237000	SALARIES-PROFESSIONAL-DYSL		.00	.00	.00	6,126.80	.00	.00
OLD	199-11-6121-00-001-111000	EXTR DUTY/OVERTIME		.00	.00	.00	35.58	.00	.00
NEW	199-11-6121-00-001-211000	EXTR DUTY/OVERTIME		.00	.00	.00	35.58	.00	.00
OLD	199-11-6121-00-001-124824	EXTR DUTY/OVERTIME		.00	.00	.00	.81	.00	.00
NEW	199-11-6121-00-001-224824	EXTR DUTY/OVERTIME		.00	.00	.00	.81	.00	.00

❑ Click **Process** to continue processing. Otherwise, click **Cancel** to cancel processing.

If this step is performed again, the following report is displayed.

Process
Cancel

⏪ ⏩

Time Run:
Cnty Dist:
From Finance C Acct Per 11 to Budget N

Update Budget Data Report
ISD
EXISTING ACCOUNTS

Page: 1 of
File ID: N

	Fnd-Fnc-Obj-So-Org-Prog	Description	Last Yr Amt	Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-00-5711-00-000-200000	TAXES-CURRENT YEAR LEVY	4,170,610.21		.00	4,710,164.00	.00	.00	.00
NEW	199-00-5711-00-000-200000	TAXES-CURRENT YEAR LEVY	4,170,610.21		.00	4,710,164.00	.00	.00	.00
OLD	199-00-5712-00-000-200000	TAXES-PRIOR YEARS	71,030.61		.00	60,000.00	.00	.00	.00
NEW	199-00-5712-00-000-200000	TAXES-PRIOR YEARS	71,030.61		.00	60,000.00	.00	.00	.00
OLD	199-00-5719-00-000-200000	PENALTIES,INTEREST AND OTHER	39,018.98		.00	40,000.00	.00	.00	.00
NEW	199-00-5719-00-000-200000	PENALTIES,INTEREST AND OTHER	39,018.98		.00	40,000.00	.00	.00	.00
OLD	199-00-5739-00-000-200000	PRE-K TUITION	9,640.00		.00	5,000.00	700.00	9,640.00	.00
NEW	199-00-5739-00-000-200000	PRE-K TUITION	9,640.00		.00	5,000.00	700.00	.00	.00
OLD	199-00-5742-00-000-200000	EARNING FROM TEMP DEP & INVEST	97,132.03		.00	40,000.00	.00	.00	.00
NEW	199-00-5742-00-000-200000	EARNING FROM TEMP DEP & INVEST	97,132.03		.00	40,000.00	.00	.00	.00
OLD	199-00-5743-00-000-200000	RENT-FACILITIES USE	480.68		.00	100.00	37.50	.00	.00
NEW	199-00-5743-00-000-200000	RENT-FACILITIES USE	480.68		.00	100.00	37.50	.00	.00
OLD	199-00-5743-01-000-200000	RENT-FACILITIES USE- MYA	.00		.00	1.00	.00	.00	.00
NEW	199-00-5743-01-000-200000	RENT-FACILITIES USE- MYA	.00		.00	1.00	.00	.00	.00
OLD	199-00-5744-00-000-200000	GIFTS AND BEQUESTS	.00		.00	10.00	.00	.00	.00
NEW	199-00-5744-00-000-200000	GIFTS AND BEQUESTS	.00		.00	10.00	.00	.00	.00
OLD	199-00-5745-00-000-200000	INSURANCE RECOVERY	.00		.00	10.00	.00	.00	.00
NEW	199-00-5745-00-000-200000	INSURANCE RECOVERY	.00		.00	10.00	.00	.00	.00
OLD	199-00-5747-00-000-200000	LOST OR DAMAGED TEXT BOOKS	.00		.00	.00	.00	.00	.00
NEW	199-00-5747-00-000-200000	LOST OR DAMAGED TEXT BOOKS	.00		.00	.00	.00	.00	.00
OLD	199-00-5749-00-000-200000	OTHER REV FM LOCAL SOURCES	5,618.86		.00	10.00	205.00	.00	.00
NEW	199-00-5749-00-000-200000	OTHER REV FM LOCAL SOURCES	5,618.86		.00	10.00	205.00	.00	.00
OLD	199-00-5749-17-000-200000	OTHER REV LOCAL-LOST BK & EQ	.00		.00	25.00	72.50	.00	.00
NEW	199-00-5749-17-000-200000	OTHER REV LOCAL-LOST BK & EQ	.00		.00	25.00	72.50	.00	.00
OLD	199-00-5752-00-000-200000	ATHLETIC ACTIVITIES	31,053.25		.00	30,000.00	7,270.00	.00	.00
NEW	199-00-5752-00-000-200000	ATHLETIC ACTIVITIES	31,053.25		.00	30,000.00	7,270.00	.00	.00
OLD	199-00-5769-00-000-200000	MISC REV FM INTERM SOURCES	3,937.59		.00	3,750.00	.00	.00	.00
NEW	199-00-5769-00-000-200000	MISC REV FM INTERM SOURCES	3,937.59		.00	3,750.00	.00	.00	.00
OLD	199-00-5769-89-000-200000	MISC REV FM INTERM SOURCES-WC	240.00		.00	1.00	.00	.00	.00
NEW	199-00-5769-89-000-200000	MISC REV FM INTERM SOURCES-WC	240.00		.00	1.00	.00	.00	.00
OLD	199-00-5811-00-000-200000	PER CAPITA APPORTIONMENT	450,479.00		.00	234,438.00	.00	.00	.00
NEW	199-00-5811-00-000-200000	PER CAPITA APPORTIONMENT	450,479.00		.00	234,438.00	.00	.00	.00
OLD	199-00-5812-00-000-200000	FOUNDATION ENTITLEMENTS	5,283,897.00		.00	6,344,100.00	.00	.00	.00
NEW	199-00-5812-00-000-200000	FOUNDATION ENTITLEMENTS	5,283,897.00		.00	6,344,100.00	.00	.00	.00
OLD	199-00-5819-00-000-200000	OTHER FOUNDTN SCH PROG ACT REV	11,994.97		.00	.00	.00	.00	.00

16

Create Simulation

Create simulation

Use any of the following tabs to create a budget simulation.

- [Budget > Utilities > Mass Increase/Decrease Account Codes > Requested](#)
- [Budget > Utilities > Mass Increase/Decrease Account Codes > Recommended](#)
- [Budget > Utilities > Mass Increase/Decrease Account Codes > Approved](#)

Example: If your user profile only allows access to 62XX accounts and you select, as part of the criteria, to update all 6XXX accounts, only the accounts that meet the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.

Utilities > Mass Increase/Decrease Account Codes SessionTimer: 59 min and 55

Save

Requested Recommended Approved

Simulation Name: 6x+200 Retrieve Delete Copy Directory Execute

Simulation Description: Add 200 6xxx Base Column: This Yr Amend Budget

☒ Round to Nearest Dollar Amount Cutoff Date: 08-31-2019

Delete	Seq Nbr	Account Code	Operator	Percent / Amount
	001	XXX-XX-6XXX-XX-XXX-XX-XX-XX	Add	200.00

+ Add

Process Cancel

Date Run: Cnty Dist: Mass Increase/Decrease Budget Account Code Report ISD Page: 1 of 26 File ID: N

001 - XXX-XX-6XXX-XX-XXX-XX-XX-XX

Account Code	This Yr Amend	Operator	Percent / Amount	New Amount
199-11-62-3.00-001-11000	.00	+	200.00 =	200.00
199-11-62-8.00-001-11000	.00	+	200.00 =	200.00
199-11-62-9.00-001-11000	13,577.00	+	200.00 =	13,777.00
199-11-62-9.00-001-22000	.00	+	200.00 =	200.00
199-11-62-9.00-041-11000	13,600.00	+	200.00 =	13,800.00
199-11-62-9.00-101-11000	13,600.00	+	200.00 =	13,800.00
199-11-62-9.00-101-25000	.00	+	200.00 =	200.00
199-11-62-9.03-001-11000	.00	+	200.00 =	200.00
199-11-62-9.03-999-99000	14,210.00	+	200.00 =	14,410.00
199-11-62-9.00-001-11123	350.00	+	200.00 =	550.00
199-11-62-9.32-001-11000	.00	+	200.00 =	200.00
199-11-62-7.03-001-99000	7,180.00	+	200.00 =	7,380.00

Example: The prior year amended budget can be moved to the new Budget file ID N.

Utilities > Mass Increase/Decrease Account Codes SessionTimer: 29 min

Simulation Name:

Simulation Description: Base Column: **This Yr Amend Budget**

☒ Round to Nearest Dollar Amount Cutoff Date: 08-01-2021

Delete	Seq Nbr	Account Code	Operator	Percent / Amount
<input type="button" value="Delete"/>	001	XXX-XX-XXXX-XX-XXXX-XX-XX-XX	No Change ▾	0.00

17

Post Simulation

Post simulation

Budget > Utilities > Budget Level Processing

Post the simulation in the tab of your choice.

Caution: You can repeat this step multiple times; however, each time a simulation is processed, it overwrites the existing data.

Notes:

- Simulations are based on the user profile of the logged-on user.
- Simulations will not update locked accounts.

Use one of the following tabs to complete this step:

- [Budget > Utilities > Budget Level Processing > Requested](#)
- [Budget > Utilities > Budget Level Processing > Recommended](#)
- [Budget > Utilities > Budget Level Processing > Approved](#)

Utilities > Budget Level Processing SessionTimer: 29 m

Requested Cutoff Date: 02-01-20

Requested Recommended Approved Copy Level

Select	Simulation Name	Simulation Description	Base Column	Round	User ID
<input checked="" type="checkbox"/>	COPYBUD	COPY AMEND BUDGET	This Yr Amend Budget	Y	
<input type="checkbox"/>	ZERO	zero recommended	Next Yr Recommend	Y	

Execute

Seq Nbr	Account Code	Operator	Percent / Amount
001	XXX-XX-XXXXXX-XX-XX-XX-XX	No Change	0.00

<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 2px solid red; border-radius: 10px; padding: 5px 15px; background-color: #4a90e2; color: white; cursor: pointer;">Process</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px; background-color: #add8e6; cursor: pointer;">Cancel</div> </div>				
Date Run: Cnty Dist:		Budget Level Processing ISD		Page: 1 of 31 File ID: N
Account Code	Next Yr Recommend	This Yr Amend Budget	New Amount	
199-00-5711.00-000-200000	.00	4,710,164.00	4,710,164.00	
199-00-5712.00-000-200000	.00	60,000.00	60,000.00	
199-00-5719.00-000-200000	.00	40,000.00	40,000.00	
199-00-5729.00-000-200000	.00	.00	.00	
199-00-5739.00-000-200000	.00	5,000.00	5,000.00	
199-00-5739.01-000-200000	.00	.00	.00	
199-00-5742.00-000-200000	.00	40,000.00	40,000.00	
199-00-5743.00-000-200000	.00	100.00	100.00	
199-00-5743.01-000-200000	.00	1.00	1.00	
199-00-5744.00-000-200000	.00	10.00	10.00	
199-00-5745.00-000-200000	.00	10.00	10.00	
199-00-5747.00-000-200000	.00	.00	.00	
199-00-5749.00-000-200000	.00	10.00	10.00	
199-00-5749.17-000-200000	.00	25.00	25.00	
199-00-5752.00-000-200000	.00	30,000.00	30,000.00	
199-00-5769.00-000-200000	.00	3,750.00	3,750.00	
199-00-5769.89-000-200000	.00	1.00	1.00	
199-00-5811.00-000-200000	.00	234,438.00	234,438.00	
199-00-5812.00-000-200000	.00	6,344,100.00	6,344,100.00	
199-00-5819.00-000-200000	.00	.00	.00	
199-00-5820.00-000-200000	.00	.00	.00	
199-00-5828.00-000-200000	.00	1.00	1.00	
199-00-5829.00-000-200000	.00	500.00	500.00	
199-00-5831.00-000-200000	.00	618,282.00	618,282.00	

18

Copy Level - Budget Level Processing

[Copy level - Budget level processing](#)

[Budget > Utilities > Budget Level Processing > Copy Level](#)

After the Budget is approved, the **Next Year Approved** column must be populated before the accounts and amounts can be moved to Finance.

This tab is used to copy amounts from one budget level to another budget level. All amounts currently in the **From Level** are copied to the **To Level**. This feature enables the user to view and process from different levels. The cutoff date validates against the To level; it does not validate against the From level. The ability to perform this function is not dependent on being authorized to access to the Requested, Recommended, and Approved tabs.

The screenshot shows the 'Copy Level' tab selected in the 'Utilities > Budget Level Processing' interface. The session timer indicates 59 minutes and 56 seconds. The 'Approved Cutoff Date' is set to 12-31. The interface features four tabs: 'Requested', 'Recommended', 'Approved', and 'Copy Level'. Below the tabs, there are two columns: 'From Level' and 'To Level', each with radio button options for 'Requested', 'Recommended', and 'Approved'. A red arrow points from the 'From Level' to the 'To Level'. An 'Execute' button is located to the right of the 'To Level' column.

From Level	To Level
<input type="radio"/> Requested	<input type="radio"/> Requested
<input checked="" type="radio"/> Recommended	<input type="radio"/> Recommended
<input type="radio"/> Approved	<input checked="" type="radio"/> Approved

Execute

Copy simulation data from one budget level to another:

Under **From Level**:

Field	Description
Requested	Select to copy the Requested column level. If selected, the data replaces the data in the selected To Level .
Recommended	Select to copy the Recommended column level. If selected, the data replaces the data in the selected To Level .
Approved	Select to copy the Approved column level. If selected, the data replaces the data in the selected To Level .

Under **To Level**:

Requested	Select to indicate that the data in the selected From Level column will replace the data in this column.
Recommended	Select to indicate that the data in the selected From Level column will replace the data in this column.
Approved	Select to indicate that the data in the selected From Level column will replace the data in this column.

Note: You cannot copy the same **From Level** column to the same **To Level** column.

☐ Click **Execute** to copy the selected From Level simulations to the selected To Level. A Copy Level report is displayed. [Review the report.](#)

☐ Click **Process** to process the transfer of the selected simulation. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel the process.

Maintenance > Budget Data - Quick Entry SessionTimer: 119 min and 57 sec


Save

Requested **Recommended** Approved

Org: **Retrieve** **Print**

Lock	Note	Details	Account Code	Next Yr Requested	Description
N	N	Q	199-00-5711.00-000-2-00-0-00	4,710,164.00	TAXES-CURRENT YEAR LEVY
N	N	Q	199-00-5712.00-000-2-00-0-00	60,000.00	TAXES-PRIOR YEARS
N	N	Q	199-00-5719.00-000-2-00-0-00	40,000.00	PENALTIES,INTEREST AND OTHER
N	N	Q	199-00-5729.00-000-2-00-0-00	0.00	TRANSFER STUDENT REVENUES
N	N	Q	199-00-5739.00-000-2-00-0-00	5,000.00	PRE-K TUITION
N	N	Q	199-00-5739.01-000-2-00-0-00	0.00	TUITION MAP SAFE SITTERS PROGR
N	N	Q	199-00-5742.00-000-2-00-0-00	40,000.00	EARNING FROM TEMP DEP & INVEST
N	N	Q	199-00-5743.00-000-2-00-0-00	100.00	RENT-FACILITIES USE
N	N	Q	199-00-5743.01-000-2-00-0-00	1.00	RENT-FACILITIES USE- MYA
N	N	Q	199-00-5744.00-000-2-00-0-00	10.00	GIFTS AND BEQUESTS
N	N	Q	199-00-5745.00-000-2-00-0-00	10.00	INSURANCE RECOVERY
N	N	Q	199-00-5747.00-000-2-00-0-00	0.00	LOST OR DAMAGED TEXT BOOKS
N	N	Q	199-00-5749.00-000-2-00-0-00	10.00	OTHER REV FM LOCAL SOURCES
N	N	Q	199-00-5749.17-000-2-00-0-00	25.00	OTHER REV LOCAL-LOST BK & EQ
N	N	Q	199-00-5752.00-000-2-00-0-00	30,000.00	ATHLETIC ACTIVITIES
N	N	Q	199-00-5769.00-000-2-00-0-00	3,750.00	MISC REV FM INTERM SOURCES
N	N	Q	199-00-5769.89-000-2-00-0-00	1.00	MISC REV FM INTERM SOURCES-WC
N	N	Q	199-00-5811.00-000-2-00-0-00	234,438.00	PER CAPITA APPORTIONMENT
N	N	Q	199-00-5812.00-000-2-00-0-00	6,344,100.00	FOUNDATION ENTITLEMENTS
N	N	Q	199-00-5819.00-000-2-00-0-00	0.00	OTHER FOUNDTN SCH PROG ACT REV
N	N	Q	199-00-5820.00-000-2-00-0-00	0.00	STATE PGM REV DISTRIB BY TEA
N	N	Q	199-00-5828.00-000-2-00-0-00	1.00	REVENUES FROM OTHER STATE PROG
Total:				9,309,183.00	

1 / 25 Refresh Totals

Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window is displayed.

Budget Data Details

199-00-5739.00-000-2-00-0-00 PRE-K TUITION

Last Yr Closing Amt (2019 - 2020)	This Yr Original Budget (2020 - 2021)	This Yr Amend Budget (2020 - 2021)	This Yr Actual Amt (2020 - 2021)
9,640.00	5,000.00	5,000.00	700.00

School Year: 2021 - 2022

Next Yr Requested:

Lock Flag: N

Notes:

OK

20

(If necessary) Delete Funds

(If necessary) Delete funds

[Budget > Utilities > Delete Funds](#)

Delete the funds that are no longer needed in Budget.

This page is used to delete all accounts for specific funds in the Budget master table. This function saves you from having to delete each account individually. A report of the deleted and not deleted funds is automatically generated.

All budget accounts are deleted for each of the funds selected, except:

- If there are any next year requisitions that have not become a purchase order and the attached account codes for the line items match the selected funds, the selected funds are not deleted, and an error message is displayed on the report.
- If there is an account code that is attached to a purchase order encumbrance transaction that matches the selected funds and the encumbrance transaction has not been reversed, the selected funds are not deleted, and an error message is displayed on the report.

Utilities > Delete Funds SessionTimer: 119 min and 55 sec

Fund/Yrs Available:

Select	Fund / Year
<input type="checkbox"/>	199 / 2
<input type="checkbox"/>	211 / 2
<input type="checkbox"/>	225 / 2
<input type="checkbox"/>	240 / 2
<input type="checkbox"/>	244 / 2
<input type="checkbox"/>	255 / 2
<input type="checkbox"/>	276 / 2
<input type="checkbox"/>	289 / 2
<input type="checkbox"/>	397 / 2
<input type="checkbox"/>	410 / 2
<input type="checkbox"/>	429 / 2
<input type="checkbox"/>	461 / 2
<input type="checkbox"/>	599 / 2
<input type="checkbox"/>	698 / 2
<input type="checkbox"/>	995 / 2

Fund/Yrs To Delete:

Select	Fund / Year
No Rows	

Execute

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Delete funds:

- ☐ Use the arrow buttons to move the appropriate funds from the left side to the right side of the page.
- ☐ Click **Execute** to delete the selected funds. The Budget System Delete Funds Change Report is displayed. [Review the report.](#)
- ☐ Click **Process** to process the selected accounts. Otherwise, click **Cancel** to return to the Delete Funds page without deleting the selected funds.

21

Delete Prior Year Fund/Fiscal Years

Delete prior year fund/fiscal years

Budget > Tables > Account Codes > Fund

Delete the fund/fiscal year(s) that are not needed in the 2021-2022 budget file.

Tables > Account Codes SessionTimer: 119 min and 54 sec

[Save](#)

Fund Function Object Sub-Object Organization Program Educational Span Project Detail

[Retrieve](#) [Print](#)

Delete	Fund/ Fiscal Year	Fund Type	Fund Description	Budget Fund Balance Obj Subj	Actual Fund Balance Obj Subj	Interfund Due From Obj Subj	Interfund Due To Obj Subj
	163 / 1	G - General operating	PAYROLL CLEARING FUND	3700 . 00	3600 . 00	1261 . 00	2171 . 99
	163 / 2	G - General operating	PAYROLL CLEARING FUND	3700 . 00	3600 . 00	1261 . 00	2171 . 99
	199 / 1	G - General operating	GENERAL OPERATING FUND	3700 . 00	3600 . 00	1261 . 00	2171 . 99
	199 / 2	G - General operating	GENERAL OPERATING FUND	3700 . 00	3600 . 00	1261 . 00	2171 . 99
	211 / 1	S - Special revenue	TITLE I IMPROVE BASIC PROGRAMS	3700 . 00	3600 . 00	1262 . 00	2171 . 99
	211 / 2	S - Special revenue	TITLE I IMPROVE BASIC PROGRAMS	3700 . 00	3600 . 00	1262 . 00	2171 . 99
	225 / 1	S - Special revenue	IDEA PART B, PRESCHOOL	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	225 / 2	S - Special revenue	IDEA PART B, PRESCHOOL	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	240 / 1	S - Special revenue	NAT'L SCHOOL BKFST & LUNCH PGM	3700 . 00	3600 . 00	1262 . 00	2171 . 99
	240 / 2	S - Special revenue	NAT'L SCHOOL BKFST & LUNCH PGM	3700 . 00	3600 . 00	1262 . 00	2171 . 99
	244 / 1	S - Special revenue	CARL PERKINS GRANT-BASIC	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	244 / 2	S - Special revenue	CARL PERKINS GRANT-BASIC	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	255 / 1	S - Special revenue	TITLE IIA TEACHER & PRIN TRAIN	3700 . 00	3600 . 00	1262 . 00	2171 . 99
	255 / 2	S - Special revenue	TITLE IIA TEACHER & PRIN TRAIN	3700 . 00	3600 . 00	1262 . 00	2171 . 99
	265 / 1	S - Special revenue	21ST CENTURY COMM LEARNING CEN	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	265 / 2	S - Special revenue	21ST CENTURY COMM LEARNING CEN	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	276 / 1	S - Special revenue	TITLE I SCHOOL IMPROVMT GRANT	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	276 / 2	S - Special revenue	TITLE I SCHOOL IMPROVMT GRANT	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	289 / 1	S - Special revenue	BLOCK GRANT	3700 . 00	3600 . 00	1262 . 00	2171 . 00
	289 / 2	S - Special revenue	BLOCK GRANT	3700 . 00	3600 . 00	1262 . 00	2171 . 00

Select the fund/fiscal years (rows) to be deleted.



Delete a row.

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

If accounts exist in Budget Data that use the fund/fiscal year code, a message is displayed and the fund is not deleted.

22

Export Next Year Board Approved Budget

[Export 2021-2022 Board approved budget](#)

[Budget > Utilities > Export by File ID](#)

After the budget is completed and approved by the Board, create an extract and copy the budget data to a folder named: 2021-2022 Budget before Move to Finance.

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Other Helpful Resources

Other helpful resources

Review the following reports:

☐ [Budget > Reports > Budget Reports](#)

Reports > Budget Reports	SessionTimer: 59 min and 56 sec
Select a Report: BUD1000 - Budget Report by Fund BUD1050 - Budget Report by Function BUD1100 - Budget Report by Organization BUD1150 - Budget Report by Program Intent Code BUD1160 - Budget Report by Object BUD1200 - Simulation Report BUD1250 - Budget 85% Compliance Worksheet BUD1300 - Budget Fund Balance Combined Statement BUD1350 - School District Budget BUD1400 - Budget Variable Percent BUD1450 - Budget Variable Difference Percent BUD1500 - Budget Variable by Major Object BUD1550 - Selective Budget Report	

☐ [Budget > Reports > Board Reports](#)

Reports > Board Reports	SessionTimer: 59 min and 57 se
Select a Report: BUD2000 - Budget Board Report By Fund BUD2050 - Budget Board Report By Function BUD2100 - Budget Board Report By Organization BUD2150 - Budget Board Report By Object BUD2200 - Budget Board Report By Function/Object BUD2250 - Budget Board Summary By Fund/Function BUD2300 - Budget Board Summary By Organization BUD2350 - Budget Board Summary By Org/Fnd/Fnc/Obj BUD2400 - 65% Instruction Expenditure Ratio	

☐ [Budget > Utilities > Mass Delete Zero Balance Accounts](#)

Accounts with a zero amount in the **Current Year Original**, **Current Year Amendment**, and **Current Year Actual** columns are deleted.

Utilities > Mass Delete Zero Balance Accounts

☒ CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted

Fund/Yrs Available:		Fund/Yrs To Delete:	
Select	Fund/ Year	Select	Fund/ Year
<input type="checkbox"/>	199 / 2	No Rows	
<input type="checkbox"/>	211 / 2		
<input type="checkbox"/>	225 / 2		
<input type="checkbox"/>	240 / 2		
<input type="checkbox"/>	244 / 2		
<input type="checkbox"/>	255 / 2		
<input type="checkbox"/>	276 / 2		
<input type="checkbox"/>	289 / 2		
<input type="checkbox"/>	397 / 2		
<input type="checkbox"/>	429 / 2		
<input type="checkbox"/>	461 / 2		
<input type="checkbox"/>	599 / 2		
<input type="checkbox"/>	698 / 2		
<input type="checkbox"/>	995 / 2		

Execute

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Process Cancel

Date Run: Cnty Dist: Delete Zero Balance Accounts Report ISD Page: 1 of 1 File ID: N

Fnd-Fnc-Obj-So-Orig-Prog	Delete	Description	LY Amount	CY Original	CY Amend	CY Actual	NY Request	NY Recom.	NY Appr.
995-00-5742.00-000-200000	Y	EARNINGS FM TEMP DEP &	.00	.00	.00	.00	.00	.00	.00
995-00-5744.00-000-200000	Y	GIFTS AND BEQUESTS	.00	.00	.00	.00	.00	.00	.00
995-00-5749.00-000-200000	Y	OTHER REV FM LOCAL SOURCES	.00	.00	.00	.00	.00	.00	.00
995-61-6499.00-000-200000	Y	MISC OPERATING COSTS	.00	.00	.00	.00	.00	.00	.00


End of Report

[Budget > Utilities > Mass Lock/Unlock Funds](#)

Lock or unlock single or multiple funds/accounts as needed. Remember, locked funds or accounts cannot be manually updated by the user, updated through utilities, or by a NY payroll interface.



Important: Before performing a final backup, unlock funds and account codes as locked accounts are not moved to Finance.

Utilities > Mass Lock Unlock Funds SessionTimer:

Delete	Account Code	Action
	XXX-XX-6223.XX-XXX-X38XXX	<input type="radio"/> Lock <input checked="" type="radio"/> Unlock
		+ Add

Execute

Process **Cancel**

  |< < > >|

Date Run: Budget System Mass Lock/Unlock Funds Change Report
Cnty Dist: ISD Page: 1 of 1
File ID: N

Fnd-Fnc-Obj-So-Org-Prog	Description	Action
199-11-6223.00-001-238000	STUDNT TUITION-OTH THN PUB SCH	Unlock

End of Report