

Budget Process

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

Review the following reminders:

- According to TEA Legal Requirements, the budget must be prepared by June 19 for LEAs with a June 30 fiscal year-end and by August 20 for LEAs with an August 31 fiscal year-end.
- The ASCENDER Version displayed on the images may not reflect the current ASCENDER 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. An export (backup) is performed on the Budget > Utilities > Export by File ID.
- Verify budget data before approving the budget to meet financial compliance requirements (i.e., PEIMS, Special Program allotments, NCLB and IDEA-B Maintenance of Effort, etc.) and ensure a high FIRST rating.

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Before You Begin

Review the following information and/or complete the tasks listed before you begin the Budget Process steps.

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.

Term	Description
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.).

Budget PEIMS Edit Reminders

Refer to TEA's website: https://tea.texas.gov/about-tea/government-relations-and-legal/government-relations/house-bill-2 to review State Compensatory Education funding changes under House Bill (HB) 2, Section 7.24. This section identifies the program intent codes (PICs) that were removed from budget, CI staff, and payroll data for the 2026–2027 school year.

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

- A line is needed 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.

❑ Create budget folders on your desktop to save any budget exports (backups).

❑ Create backups using the Budget > Utilities > Export by File ID page.

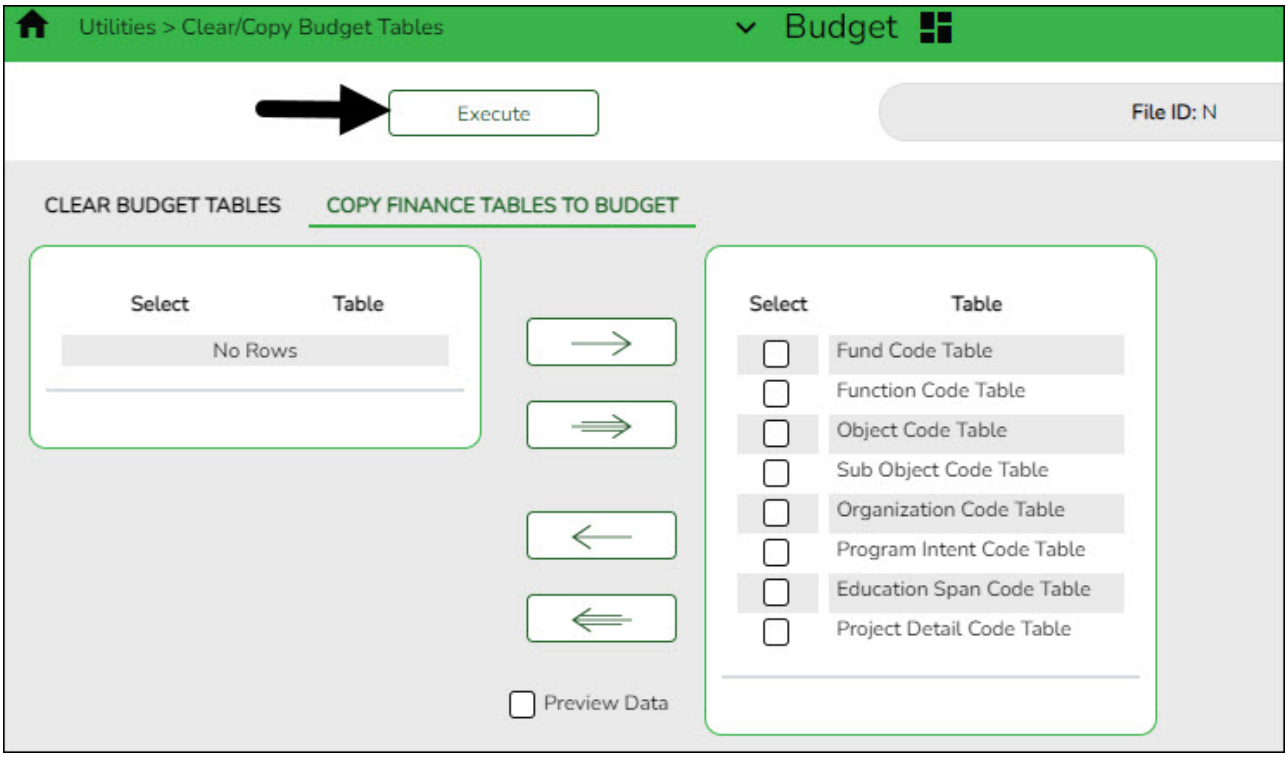
Budget Process

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 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 copied successfully or that selected tables have not been 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 copied successfully. Click **OK**.

If this step is not processed, account codes that exist in the Finance file ID C 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.

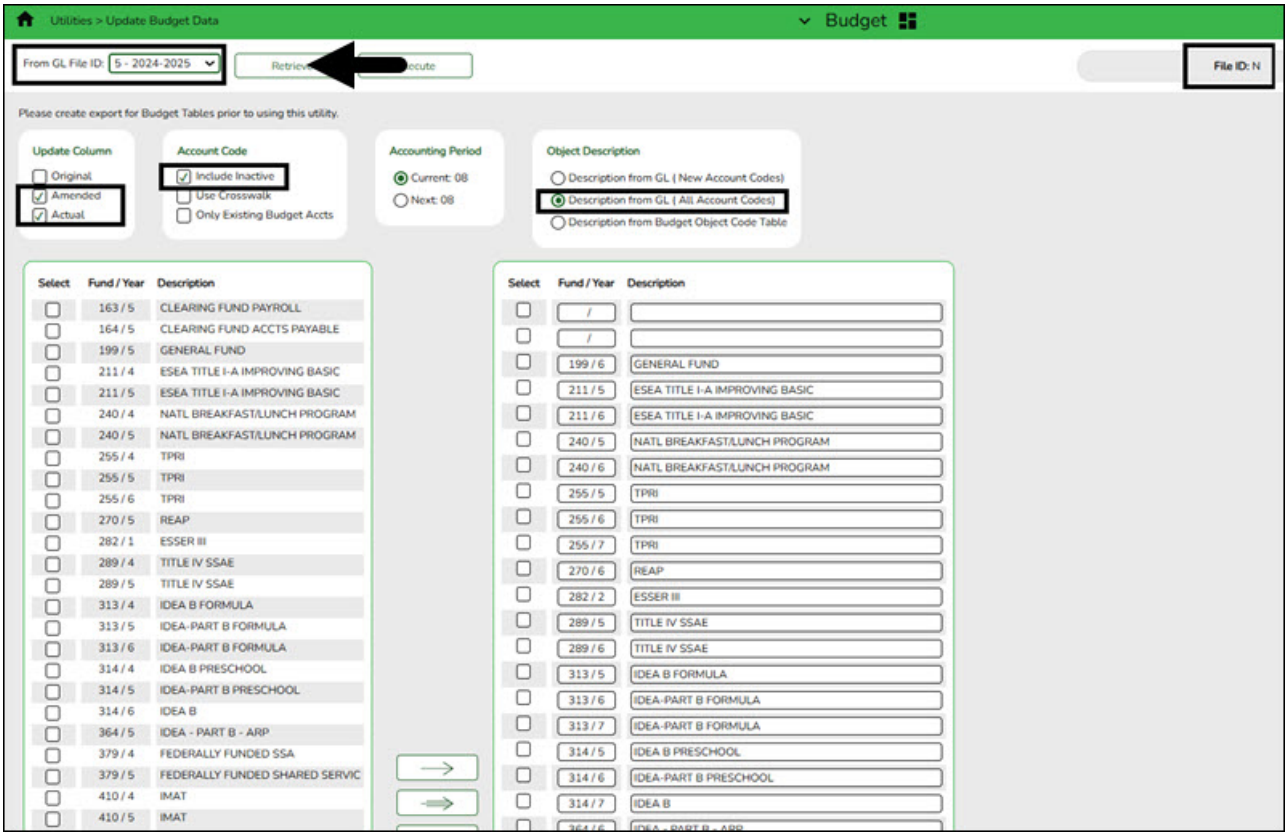
2. Update Budget data.

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 5 in Finance or the last completed fiscal year.



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 5) 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:

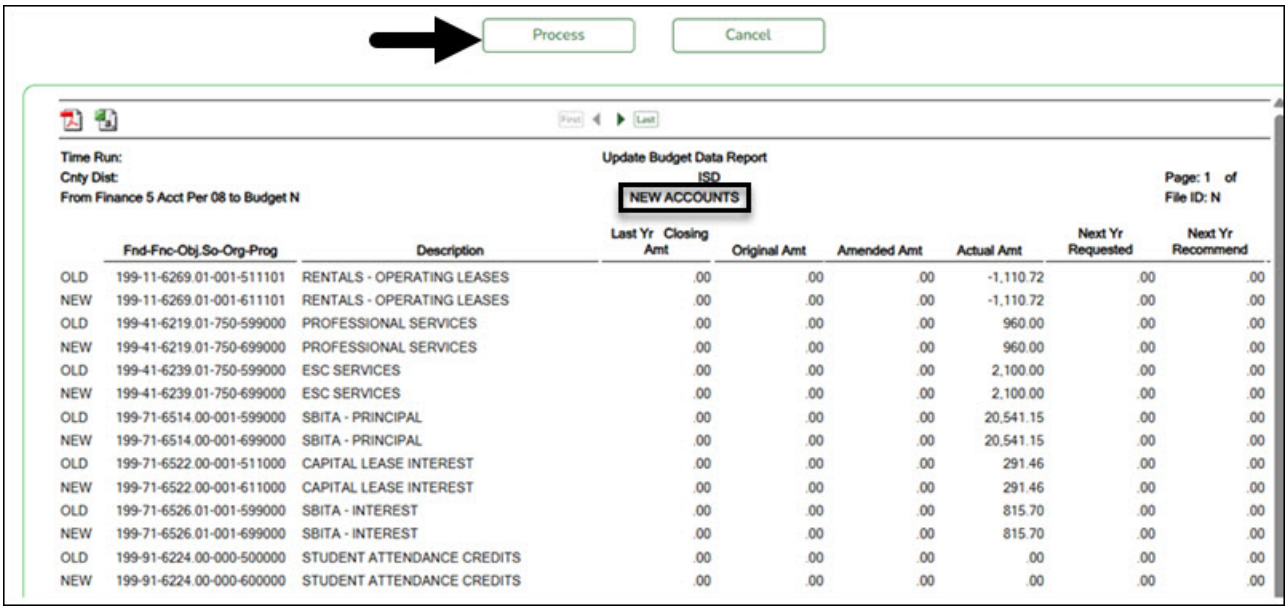
Current	The accounting period is set to **Current** by default, which uses the current accounting period amounts from Finance to populate Budget amounts.

❑ 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 Finance 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.



	Fnd-Fnc-Obj.So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-11-6269.01-001-511101	RENTALS - OPERATING LEASES	.00	.00	.00	-1,110.72	.00	.00
NEW	199-11-6269.01-001-611101	RENTALS - OPERATING LEASES	.00	.00	.00	-1,110.72	.00	.00
OLD	199-41-6219.01-750-599000	PROFESSIONAL SERVICES	.00	.00	.00	960.00	.00	.00
NEW	199-41-6219.01-750-699000	PROFESSIONAL SERVICES	.00	.00	.00	960.00	.00	.00
OLD	199-41-6239.01-750-599000	ESC SERVICES	.00	.00	.00	2,100.00	.00	.00
NEW	199-41-6239.01-750-699000	ESC SERVICES	.00	.00	.00	2,100.00	.00	.00
OLD	199-71-6514.00-001-599000	SBITA - PRINCIPAL	.00	.00	.00	20,541.15	.00	.00
NEW	199-71-6514.00-001-699000	SBITA - PRINCIPAL	.00	.00	.00	20,541.15	.00	.00
OLD	199-71-6522.00-001-511000	CAPITAL LEASE INTEREST	.00	.00	.00	291.46	.00	.00
NEW	199-71-6522.00-001-611000	CAPITAL LEASE INTEREST	.00	.00	.00	291.46	.00	.00
OLD	199-71-6526.01-001-599000	SBITA - INTEREST	.00	.00	.00	815.70	.00	.00
NEW	199-71-6526.01-001-699000	SBITA - INTEREST	.00	.00	.00	815.70	.00	.00
OLD	199-91-6224.00-000-500000	STUDENT ATTENDANCE CREDITS	.00	.00	.00	.00	.00	.00
NEW	199-91-6224.00-000-600000	STUDENT ATTENDANCE CREDITS	.00	.00	.00	.00	.00	.00

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

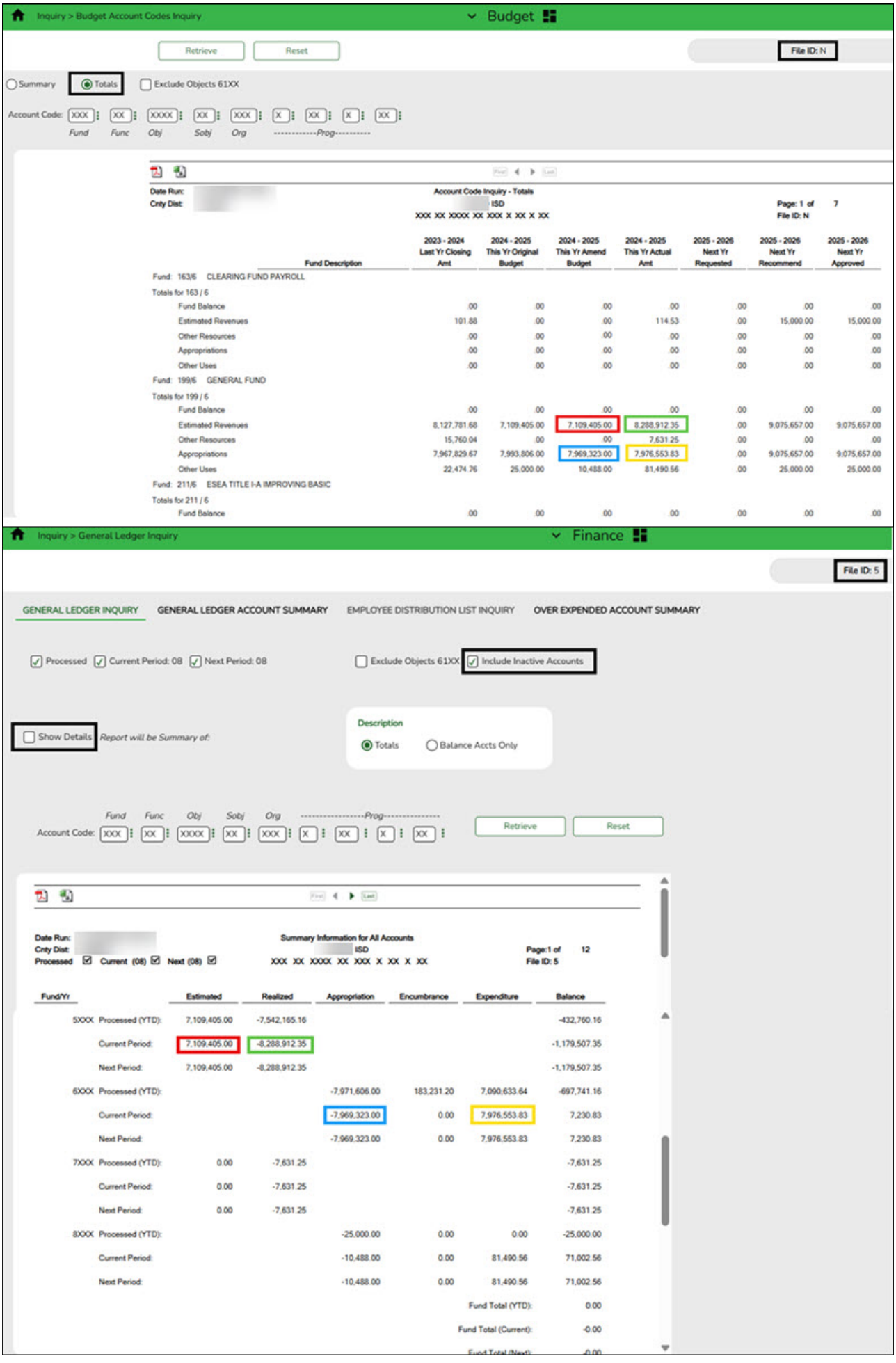
3. (Optional) Compare Budget and Finance account code amounts.

(Optional) 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 5) Clear the **Show Details** option for all funds.

Compare fund totals from Budget file ID N to Finance file ID 5 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.


Inquiry > Budget Account Codes Inquiry
Budget
Retrieve
Reset
File ID: N
Summary
Totals
Exclude Objects 61XX
Account Code: XXX XX XXXX XX XXX X XX X XX
Fund Func Obj Sobj Org Prog
Account Code Inquiry - Totals
XXX XX XXXX XX XXX X XX X XX
Page: 1 of 7
File ID: N
Fund Description
2023 - 2024 Last Yr Closing Amt
2024 - 2025 This Yr Original Budget
2024 - 2025 This Yr Amend Budget
2024 - 2025 This Yr Actual Amt
2025 - 2026 Next Yr Requested
2025 - 2026 Next Yr Recommend
2025 - 2026 Next Yr Approved
Fund: 163/6 CLEARING FUND PAYROLL
Totals for 163 / 6
Fund Balance .00 .00 .00 .00 .00 .00 .00
Estimated Revenues 101.88 .00 .00 114.53 .00 15,000.00 15,000.00
Other Resources .00 .00 .00 .00 .00 .00 .00
Appropriations .00 .00 .00 .00 .00 .00 .00
Other Uses .00 .00 .00 .00 .00 .00 .00
Fund: 199/6 GENERAL FUND
Totals for 199 / 6
Fund Balance .00 .00 .00 .00 .00 .00 .00
Estimated Revenues 8,127,781.68 7,109,405.00 7,109,405.00 8,288,912.35 .00 9,075,657.00 9,075,657.00
Other Resources 15,760.04 .00 .00 7,631.25 .00 .00 .00
Appropriations 7,967,829.67 7,993,806.00 7,969,323.00 7,976,553.83 .00 9,075,657.00 9,075,657.00
Other Uses 22,474.76 25,000.00 10,488.00 81,490.56 .00 25,000.00 25,000.00
Fund: 211/6 ESEA TITLE I-A IMPROVING BASIC
Totals for 211 / 6
Fund Balance .00 .00 .00 .00 .00 .00 .00
Inquiry > General Ledger Inquiry
Finance
File ID: 5
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Processed
Current Period: 08
Next Period: 08
Exclude Objects 61XX
Include Inactive Accounts
Show Details
Report will be Summary of:
Description
Totals
Balance Accts Only
Fund Func Obj Sobj Org Prog
Account Code: XXX XX XXXX XX XXX X XX X XX
Retrieve
Reset
Summary Information for All Accounts
XXX XX XXXX XX XXX X XX X XX
Page:1 of 12
File ID: 5
Fund/Yr
Estimated
Realized
Appropriation
Encumbrance
Expenditure
Balance
5XXX Processed (YTD): 7,109,405.00 -7,542,165.16 -432,760.16
Current Period: 7,109,405.00 -8,288,912.35 -1,179,507.35
Next Period: 7,109,405.00 -8,288,912.35 -1,179,507.35
6XXX Processed (YTD): -7,971,606.00 183,231.20 7,090,633.64 -697,741.16
Current Period: -7,969,323.00 0.00 7,976,553.83 7,230.83
Next Period: -7,969,323.00 0.00 7,976,553.83 7,230.83
7XXX Processed (YTD): 0.00 -7,631.25 -7,631.25
Current Period: 0.00 -7,631.25 -7,631.25
Next Period: 0.00 -7,631.25 -7,631.25
8XXX Processed (YTD): -25,000.00 0.00 0.00 -25,000.00
Current Period: -10,488.00 0.00 81,490.56 71,002.56
Next Period: -10,488.00 0.00 81,490.56 71,002.56
Fund Total (YTD): 0.00
Fund Total (Current): -0.00

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

The following reports can also 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

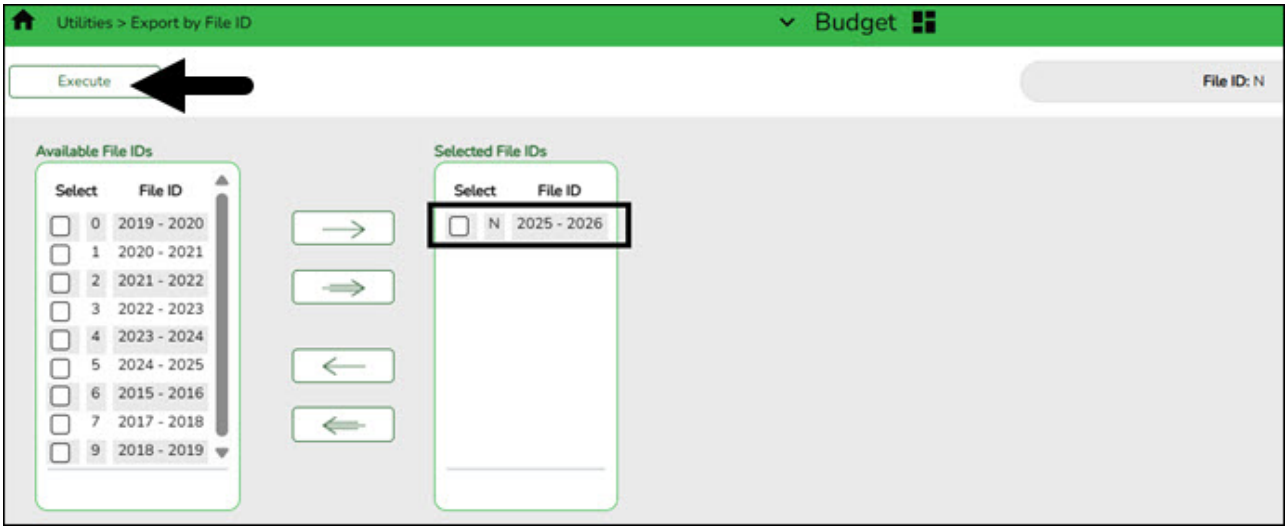
Budget > Utilities > Export by File ID

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.

Export file IDs:



❑ 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.

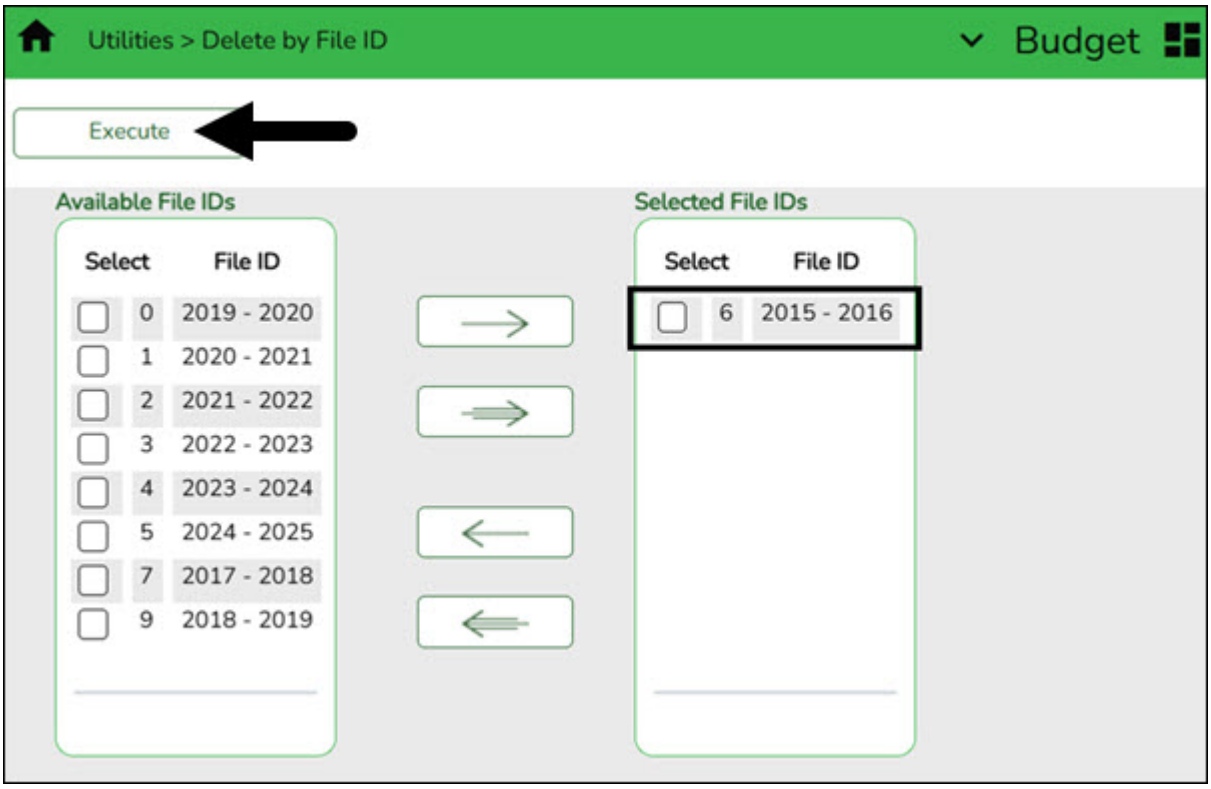
(If necessary) Delete file IDs

Budget > Utilities > Delete by File ID

Log on to file ID N when performing this step.

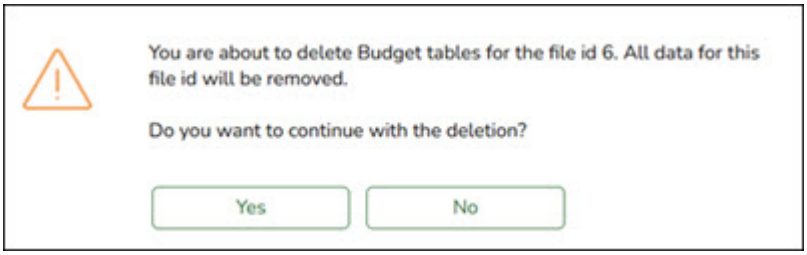
Delete the existing file ID that conflicts with the file ID to be moved.

For example, delete file ID 6 2015-2016 to allow the 2025-2026 fiscal year to be stored in file ID 6.



❑ 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.
- Click **No** to cancel the process.

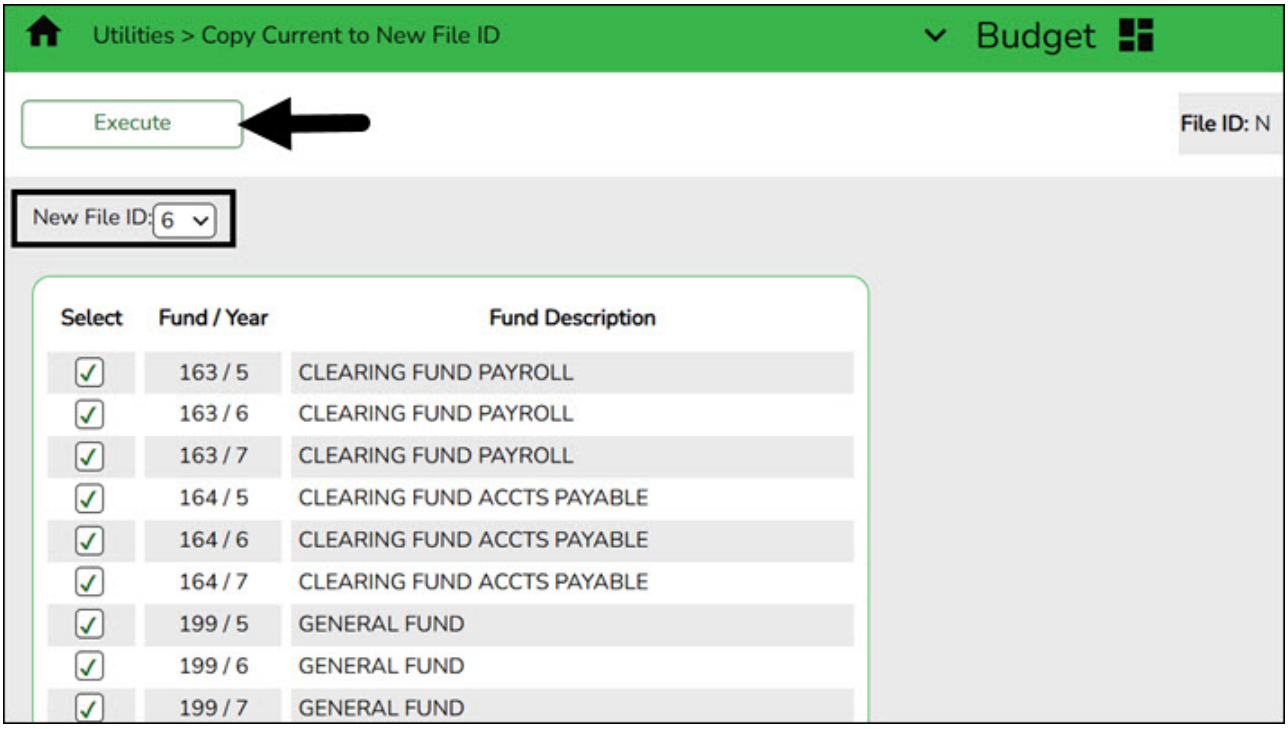
A message is displayed indicating that the process was completed successfully. Click **OK**.

6. Copy the current year budget.

Copy the current year budget

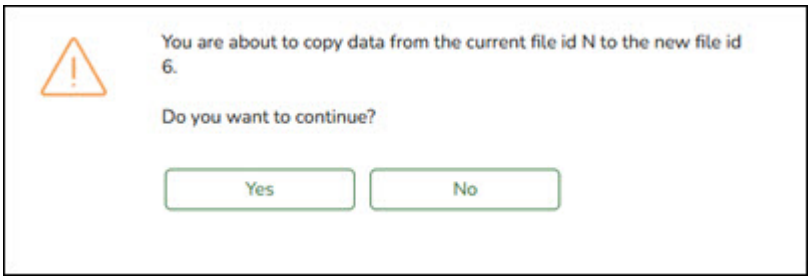
Budget > Utilities > Copy Current to New File ID

Copy the current year data to another file ID (2025-2026 to file ID 6) for historical purposes.



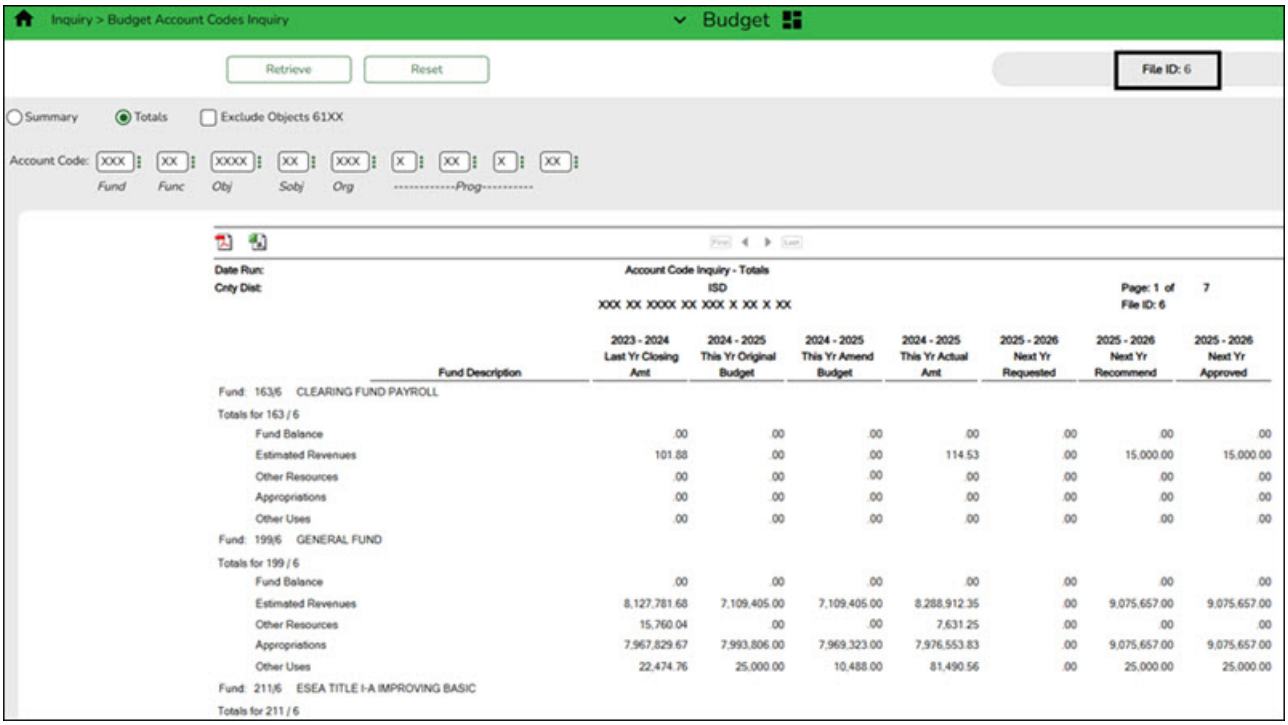
New File ID	Click ⌄ to select the one-character file ID. This field represents the file ID to which you can move or copy funds.
Select All	Click to select the check boxes for all funds.

❑ 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 6 and perform an inquiry to verify that all fund data was copied.



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

7. Update Budget options.

Update Budget options

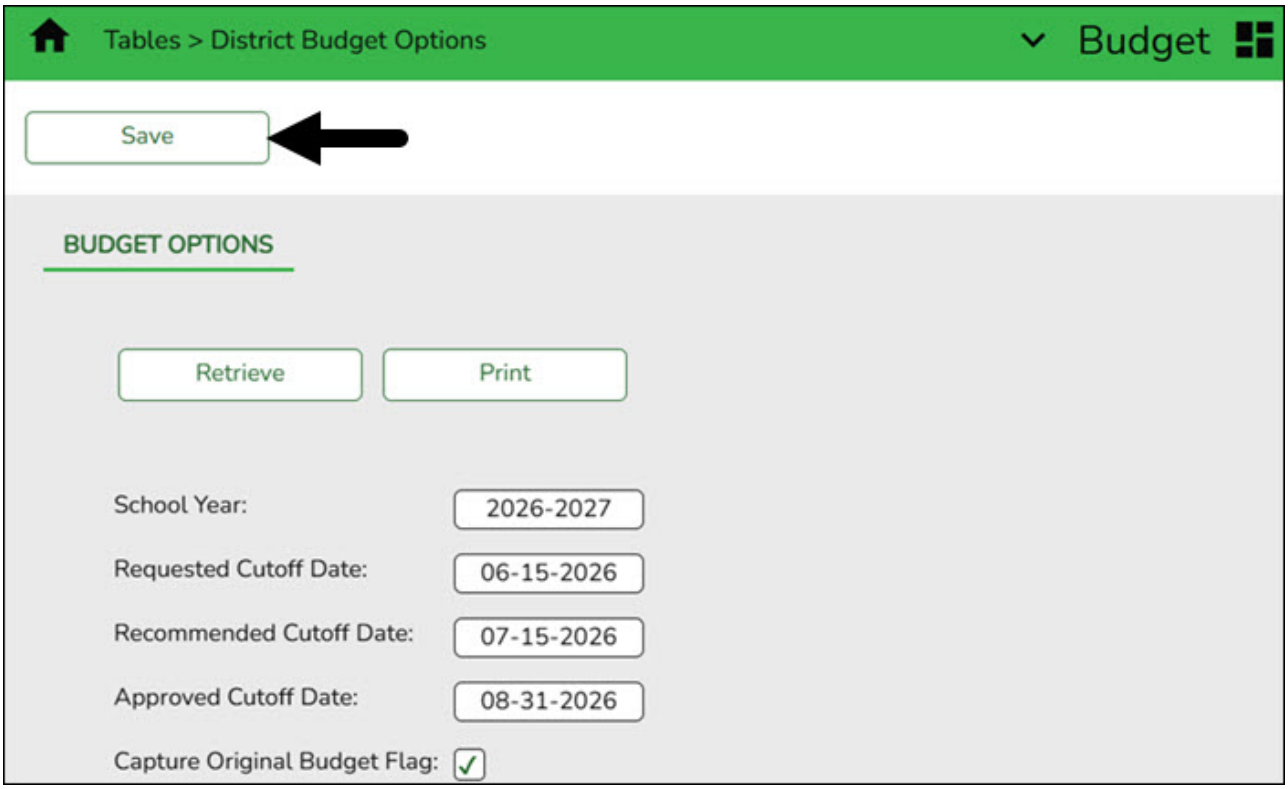
Verify that you are logged on to file ID N when performing this step.

Budget > Tables > District Budget Options

Set up the necessary parameters associated with preparing next year's 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.



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 MM-DD-YYYY 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 MM-DD-YYYY 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 MM-DD-YYYY 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	Select the field to update the original budget amount and the appropriations/estimated revenue amount. 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. 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.

❑ Click **Save**.

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

- Verify that the 2026-2027 column headings are accurate by using the Budget > Inquiry > Budget Account Codes Inquiry and clicking **Retrieve**.
- Verify that the 2026-2027 fiscal year corresponds to file ID N in the upper-right corner of the page.

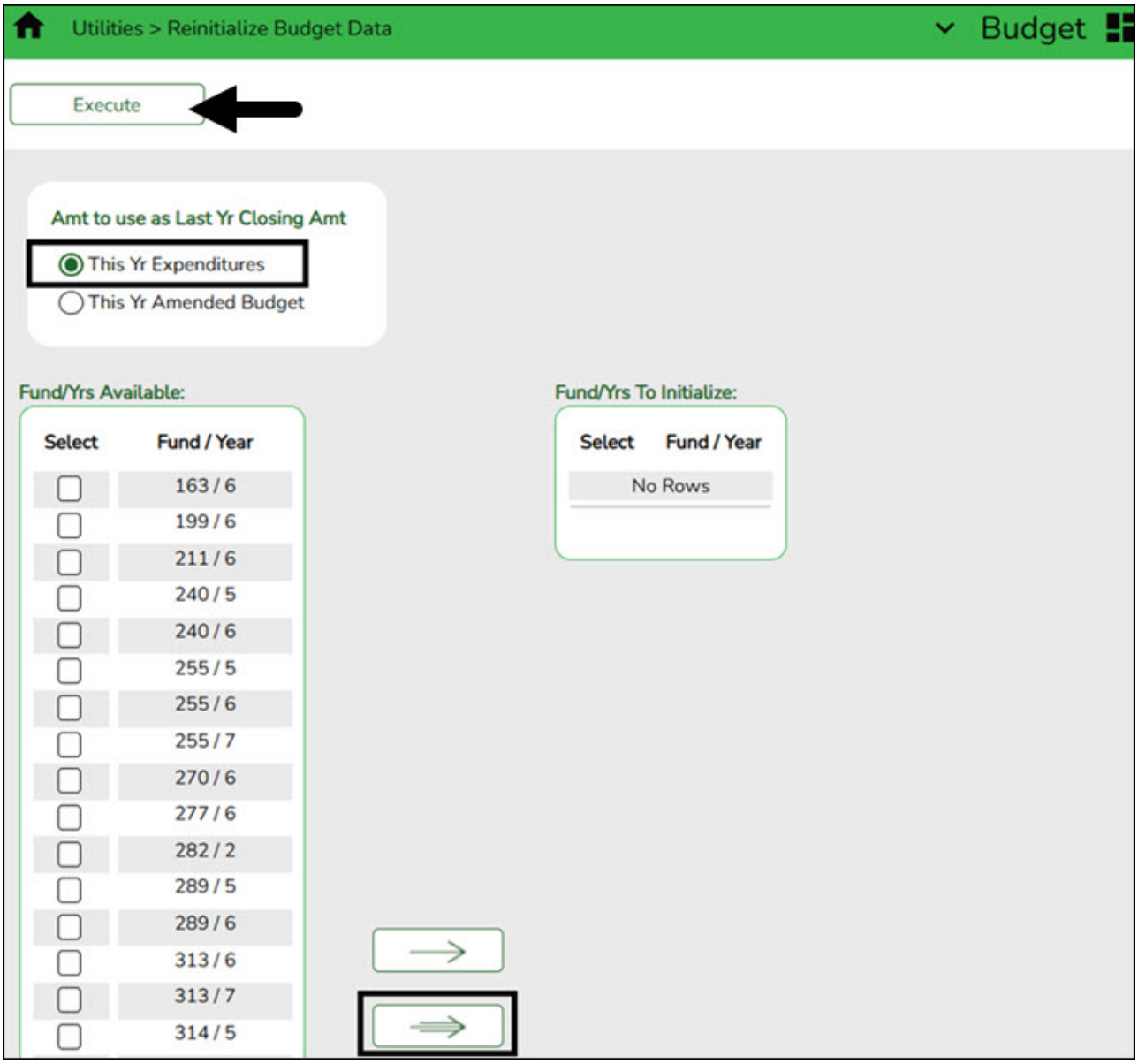


TIP: Before continuing to step 8, **it is recommended** that you run and print the Budget Account Codes Inquiry as it will be needed for verification purposes in step 9.

8. Reinitialize the budget.

Reinitialize the budget

Budget > Utilities > Reinitialize Budget Data



CAUTION: This step should only be performed one time, and you must 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**

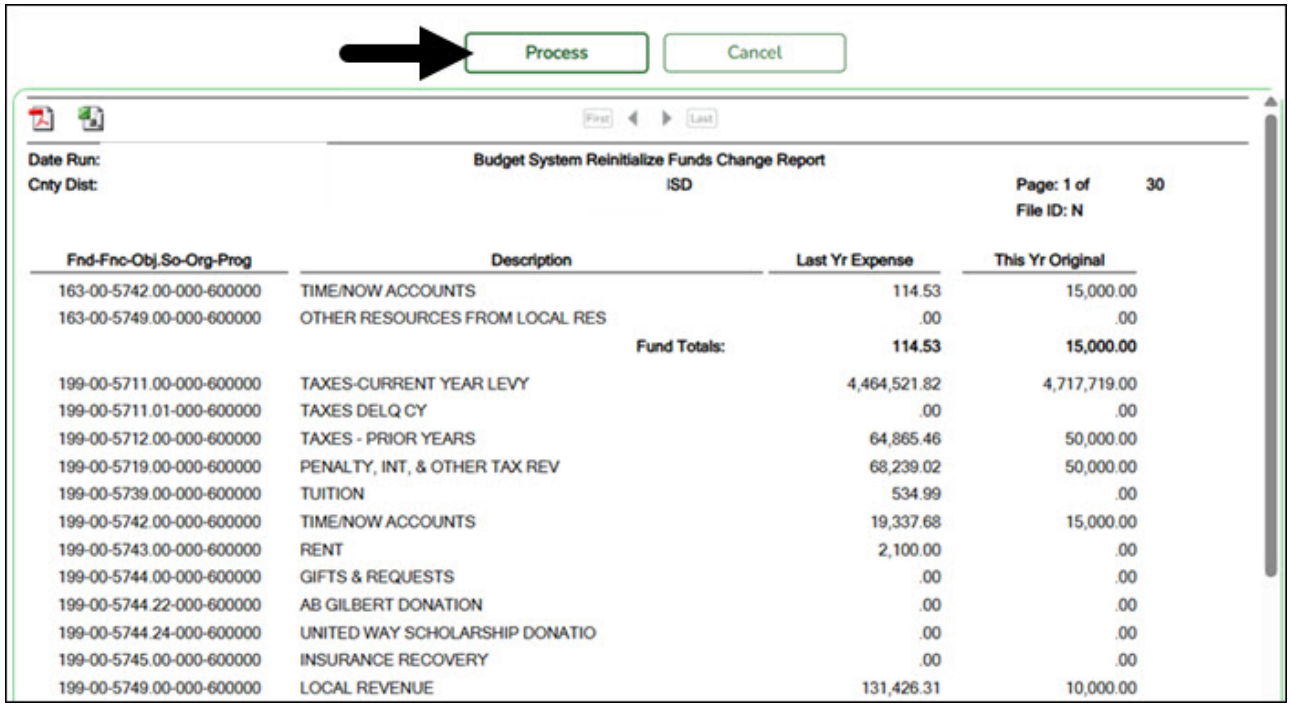
Reinitialize the budget data:

❑ 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.



Fnd-Fnc-Obj.So-Org-Prog	Description	Last Yr Expense	This Yr Original
163-00-5742.00-000-600000	TIME/NOW ACCOUNTS	114.53	15,000.00
163-00-5749.00-000-600000	OTHER RESOURCES FROM LOCAL RES	.00	.00
	Fund Totals:	**114.53**	**15,000.00**
199-00-5711.00-000-600000	TAXES-CURRENT YEAR LEVY	4,464,521.82	4,717,719.00
199-00-5711.01-000-600000	TAXES DELQ CY	.00	.00
199-00-5712.00-000-600000	TAXES - PRIOR YEARS	64,865.46	50,000.00
199-00-5719.00-000-600000	PENALTY, INT, & OTHER TAX REV	68,239.02	50,000.00
199-00-5739.00-000-600000	TUITION	534.99	.00
199-00-5742.00-000-600000	TIME/NOW ACCOUNTS	19,337.68	15,000.00
199-00-5743.00-000-600000	RENT	2,100.00	.00
199-00-5744.00-000-600000	GIFTS & REQUESTS	.00	.00
199-00-5744.22-000-600000	AB GILBERT DONATION	.00	.00
199-00-5744.24-000-600000	UNITED WAY SCHOLARSHIP DONATIO	.00	.00
199-00-5745.00-000-600000	INSURANCE RECOVERY	.00	.00
199-00-5749.00-000-600000	LOCAL REVENUE	131,426.31	10,000.00

❑ Click **Process** to process the changes. You are prompted to create a backup. Otherwise, click **Cancel** to cancel the process.

9. Verify the budget reinitialization results.

Verify the budget reinitialization results

Budget > Inquiry > Budget Account Codes Inquiry

Verify the results.

❑ Select **Summary**.

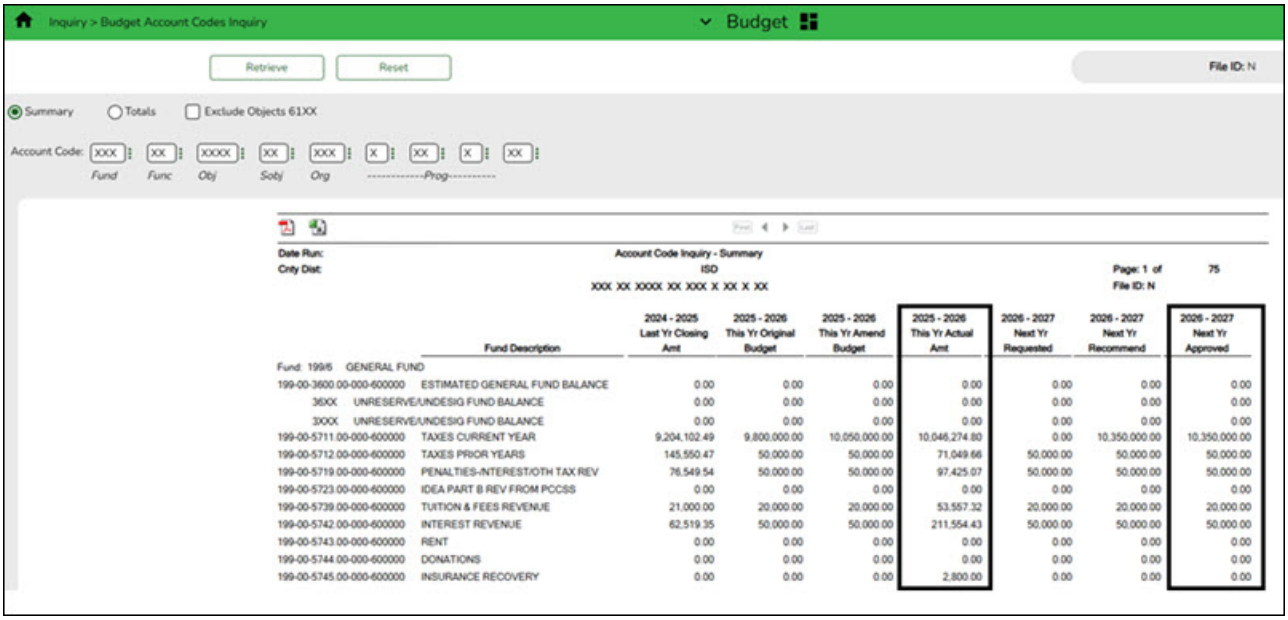
❑ Type the **Account Code** components.

❑ Click **Retrieve**. The Account Code Inquiry - Summary report is displayed.

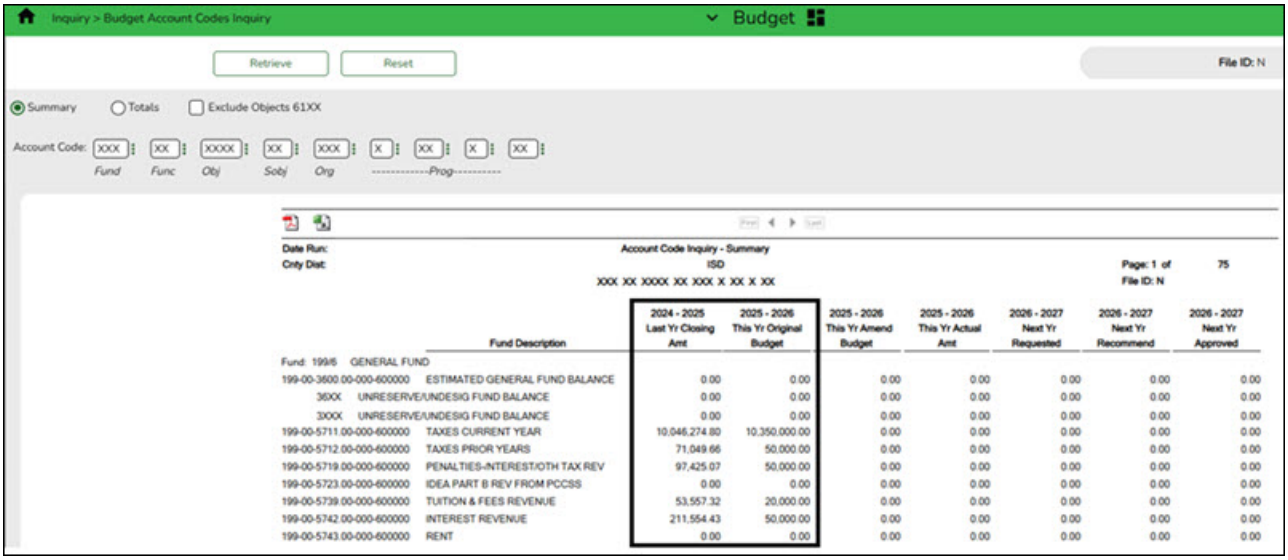
❑ Verify that the amount in the **This Yr Actual Amt** column (before reinitialization) is moved to the **Last Yr Closing Amt** column (after reinitialization).

❑ 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:



After reinitialization:

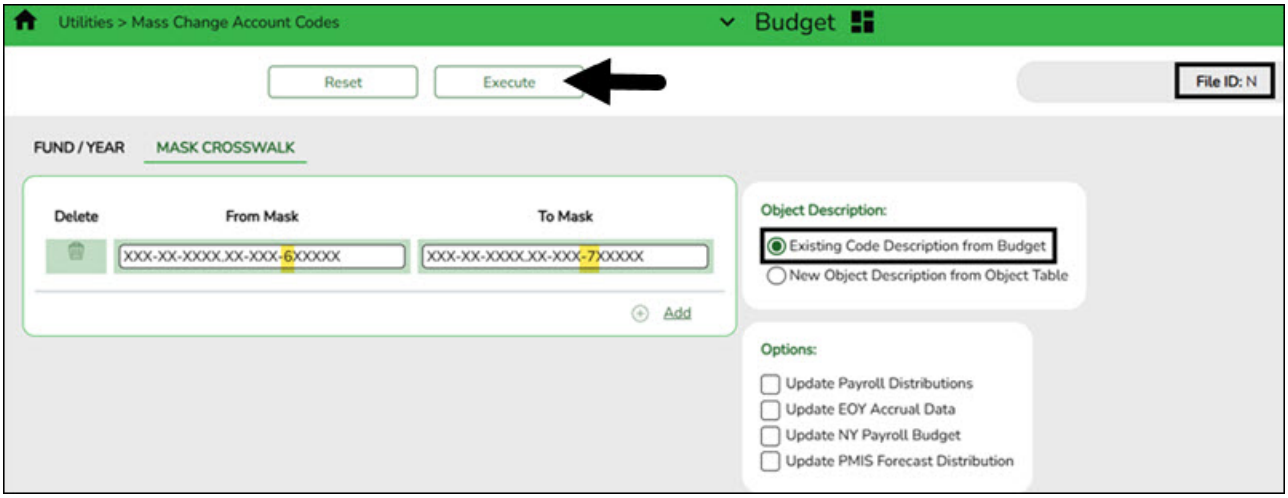


10. Update the fiscal year.

Update the 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 6 to 7).



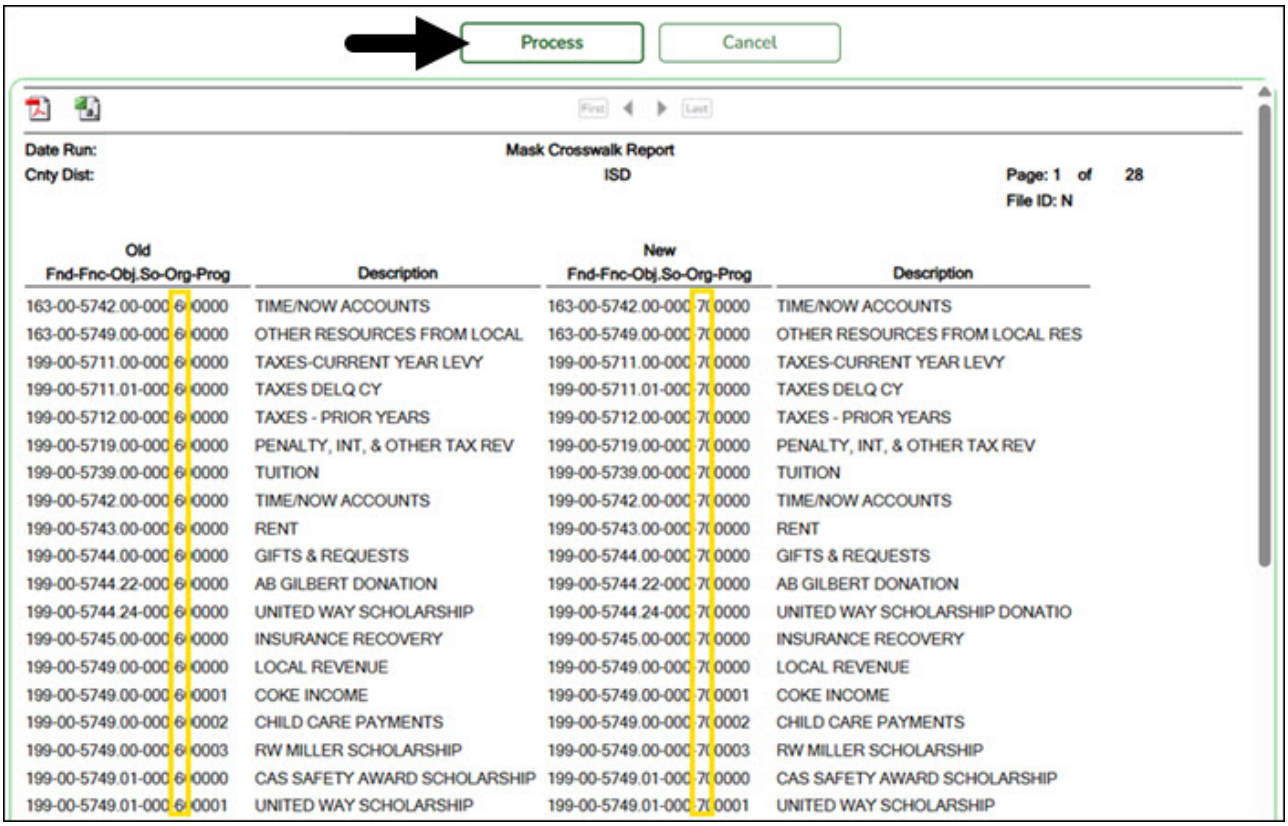
❑ Complete the **From Mask** and **To Mask** fields.

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.



Old Fnd-Fnc-Obj.So-Org-Prog	Description	New Fnd-Fnc-Obj.So-Org-Prog	Description
163-00-5742.00-000 6-0000	TIME/NOW ACCOUNTS	163-00-5742.00-000 7(0000	TIME/NOW ACCOUNTS
163-00-5749.00-000 6-0000	OTHER RESOURCES FROM LOCAL	163-00-5749.00-000 7(0000	OTHER RESOURCES FROM LOCAL RES
199-00-5711.00-000 6-0000	TAXES-CURRENT YEAR LEVY	199-00-5711.00-000 7(0000	TAXES-CURRENT YEAR LEVY
199-00-5711.01-000 6-0000	TAXES DELQ CY	199-00-5711.01-000 7(0000	TAXES DELQ CY
199-00-5712.00-000 6-0000	TAXES - PRIOR YEARS	199-00-5712.00-000 7(0000	TAXES - PRIOR YEARS
199-00-5719.00-000 6-0000	PENALTY, INT, & OTHER TAX REV	199-00-5719.00-000 7(0000	PENALTY, INT, & OTHER TAX REV
199-00-5739.00-000 6-0000	TUITION	199-00-5739.00-000 7(0000	TUITION
199-00-5742.00-000 6-0000	TIME/NOW ACCOUNTS	199-00-5742.00-000 7(0000	TIME/NOW ACCOUNTS
199-00-5743.00-000 6-0000	RENT	199-00-5743.00-000 7(0000	RENT
199-00-5744.00-000 6-0000	GIFTS & REQUESTS	199-00-5744.00-000 7(0000	GIFTS & REQUESTS
199-00-5744.22-000 6-0000	AB GILBERT DONATION	199-00-5744.22-000 7(0000	AB GILBERT DONATION
199-00-5744.24-000 6-0000	UNITED WAY SCHOLARSHIP	199-00-5744.24-000 7(0000	UNITED WAY SCHOLARSHIP DONATIO
199-00-5745.00-000 6-0000	INSURANCE RECOVERY	199-00-5745.00-000 7(0000	INSURANCE RECOVERY
199-00-5749.00-000 6-0000	LOCAL REVENUE	199-00-5749.00-000 7(0000	LOCAL REVENUE
199-00-5749.00-000 6-0001	COKE INCOME	199-00-5749.00-000 7(0001	COKE INCOME
199-00-5749.00-000 6-0002	CHILD CARE PAYMENTS	199-00-5749.00-000 7(0002	CHILD CARE PAYMENTS
199-00-5749.00-000 6-0003	RW MILLER SCHOLARSHIP	199-00-5749.00-000 7(0003	RW MILLER SCHOLARSHIP
199-00-5749.01-000 6-0000	CAS SAFETY AWARD SCHOLARSHIP	199-00-5749.01-000 7(0000	CAS SAFETY AWARD SCHOLARSHIP
199-00-5749.01-000 6-0001	UNITED WAY SCHOLARSHIP	199-00-5749.01-000 7(0001	UNITED WAY SCHOLARSHIP

❑ Click **Process** to process the changes. You are prompted to create a backup. Otherwise, click **Cancel** to cancel processing.

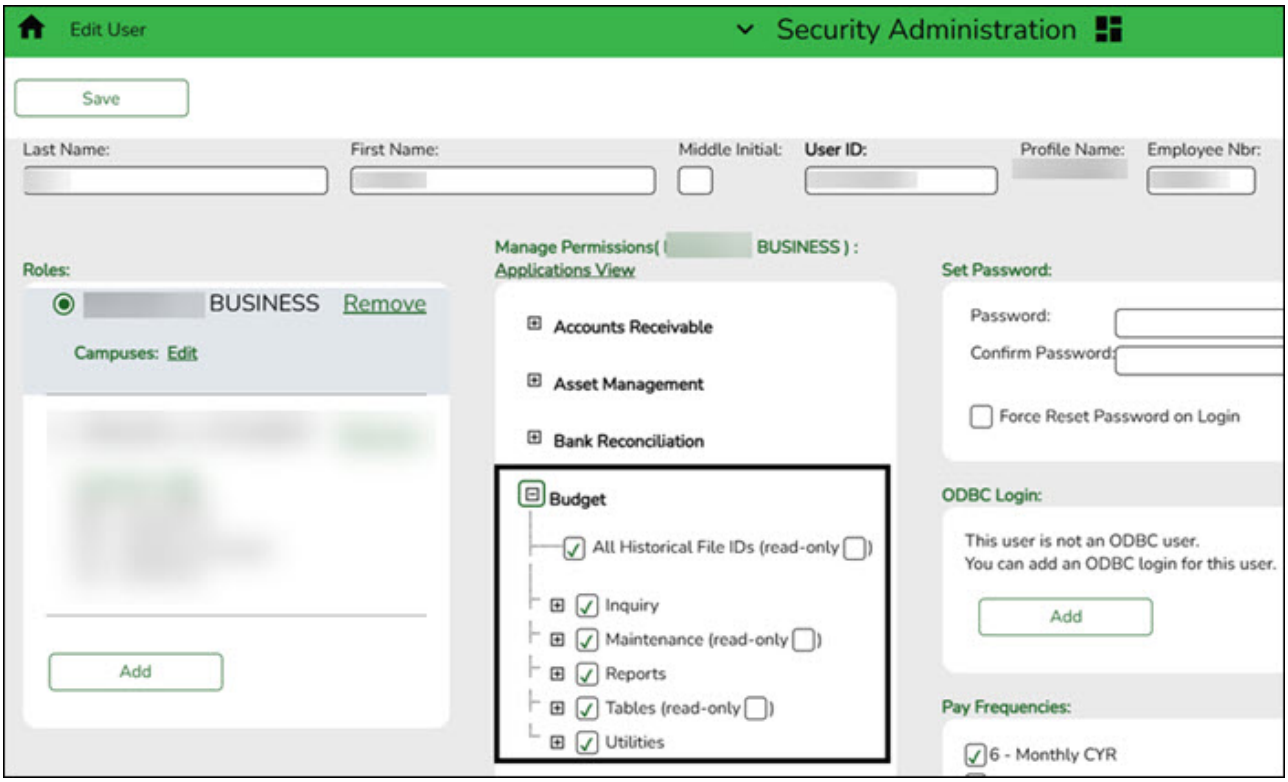
Use the Budget > Maintenance > Budget Data > Recommended tab to verify that all FY 6 were changed to FY 7. If others exist, keep in mind that this step only changed FY 6 to FY 7.

11. Manage user profiles

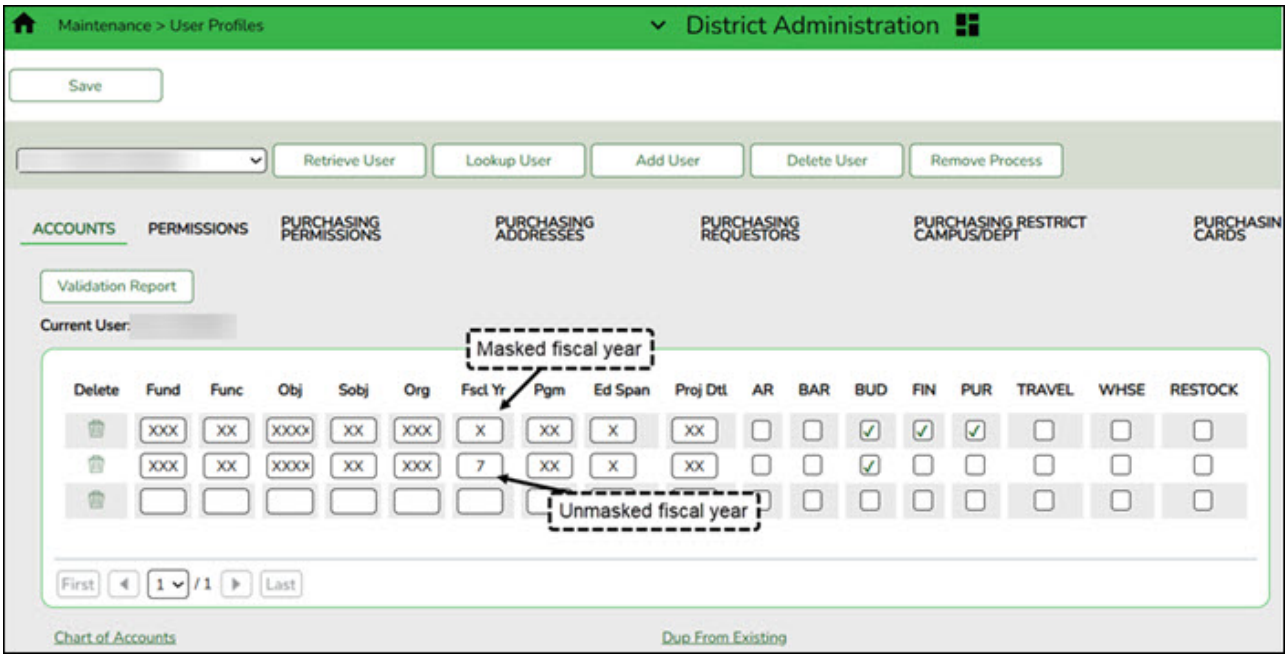
Manage user profiles

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.



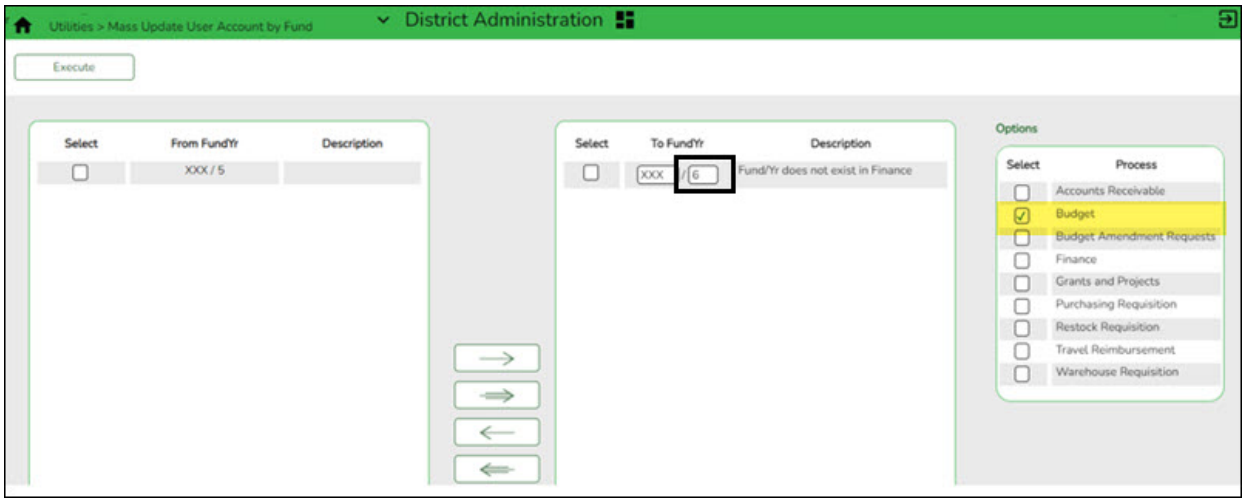
❑ Set up user profiles on the District Administration > Maintenance > User Profiles > Accounts tab.



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

- **Option 1** - It is recommended to mask (X) the **Fscl Yr** (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 **Fscl Yr** (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.



❑ 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 next year requisitions.

Clear next year requisitions

Budget > Utilities > Clear/Move NYR Requisitions to CYR



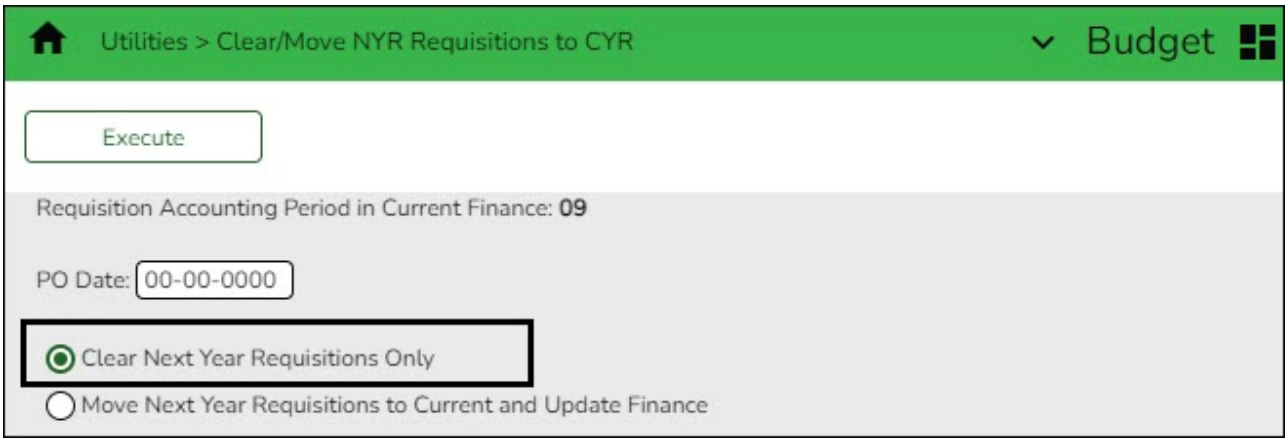
Skip this step if your LEA does not use the next year requisitions feature.



TIP: If your LEA uses the Next Year Requisitions feature, this step will clear those requisitions. **It is recommended** to wait until the Budget is open before entering Next Year Requisitions and to print the Requisition copy rather than the Purchase Order.

If the original Purchase Order is printed early, the issue date will reflect the print date instead of 07/01 or 09/01. To ensure the correct date (07/01 or 09/01), wait for the EOY Process step [Move NY Reqs to Finance], which will generate the original Purchase Order with the appropriate issue date.

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



❑ Leave the **PO Date** field as is (00-00-0000).

❑ 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.

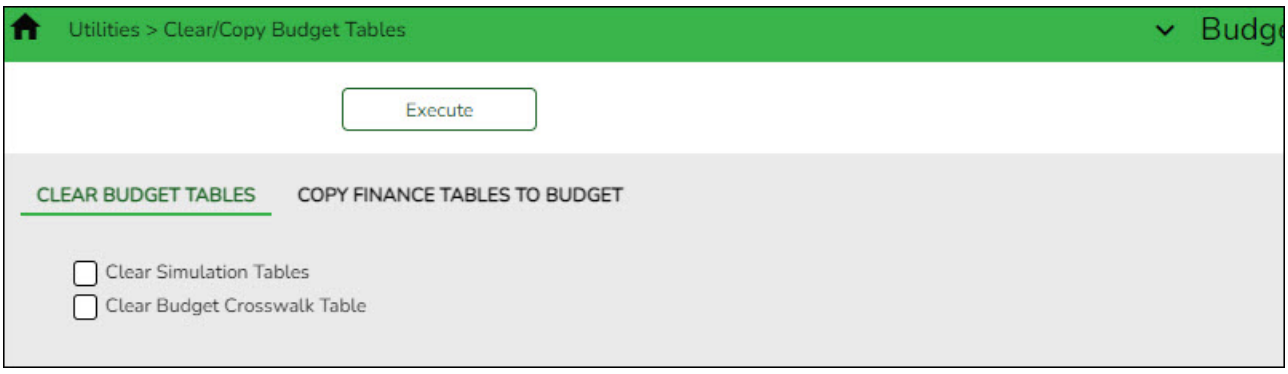
13. (Optional) Clear Budget tables.

(Optional) Clear Budget tables

Budget > Utilities > Clear/Copy Budget Tables > Clear Budget Tables

Clear the simulation tables or Budget crosswalk tables.

TIP: Use the Budget > Utilities > Budget Level Processing > Recommendedtab to verify whether or not simulations exist for the logged-in user. Reports are not generated if simulations have been cleared.



Clear budget tables:

❑ Select from the following:

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.

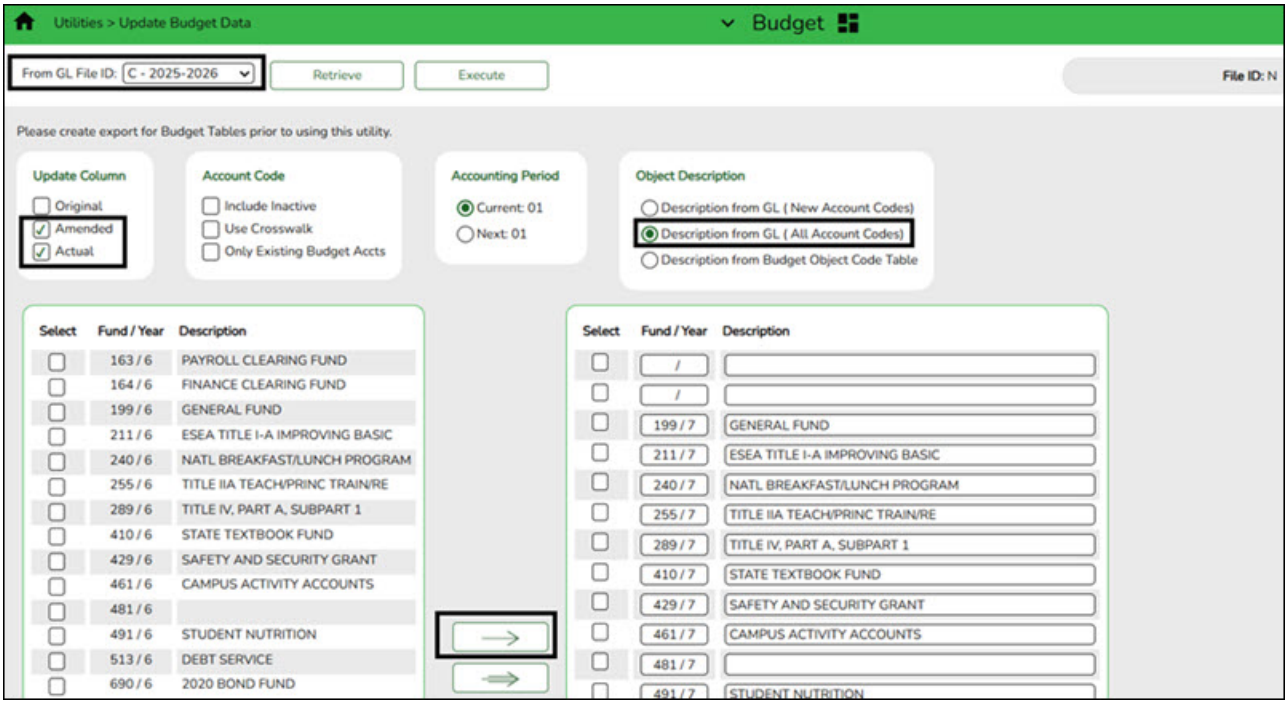
14. Update Budget data.

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.



❑ 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:

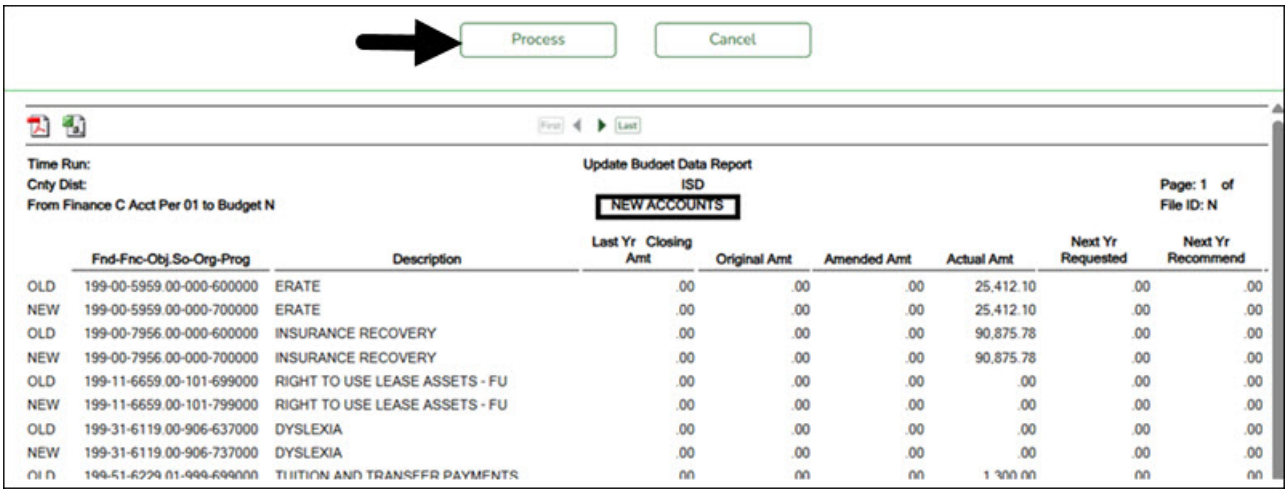
Current	The accounting period is set to **Current** by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
Next	Select to create Budget data using the next accounting period amounts in the Finance application.

❑ 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 Finance 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.

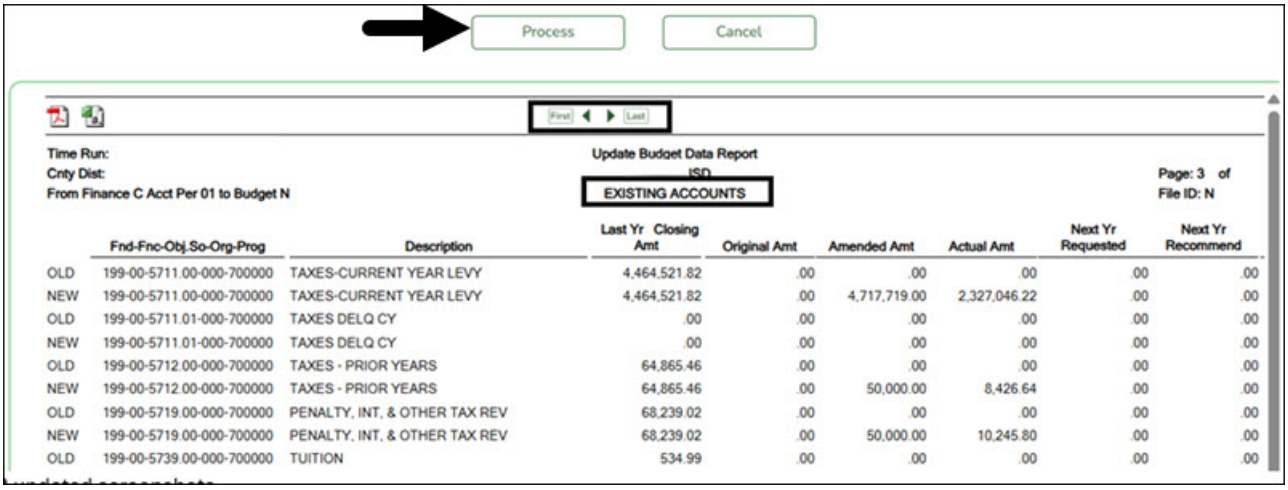
❑ Click **Execute** to execute the process. The Update Budget Data Report is displayed with the old and new account codes that were updated. Review the report.



	Fnd-Fnc-Obj.So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-00-5959.00-000-600000	ERATE	.00	.00	.00	25,412.10	.00	.00
NEW	199-00-5959.00-000-700000	ERATE	.00	.00	.00	25,412.10	.00	.00
OLD	199-00-7956.00-000-600000	INSURANCE RECOVERY	.00	.00	.00	90,875.78	.00	.00
NEW	199-00-7956.00-000-700000	INSURANCE RECOVERY	.00	.00	.00	90,875.78	.00	.00
OLD	199-11-6659.00-101-699000	RIGHT TO USE LEASE ASSETS - FU	.00	.00	.00	.00	.00	.00
NEW	199-11-6659.00-101-799000	RIGHT TO USE LEASE ASSETS - FU	.00	.00	.00	.00	.00	.00
OLD	199-31-6119.00-906-637000	DYSLEXIA	.00	.00	.00	.00	.00	.00
NEW	199-31-6119.00-906-737000	DYSLEXIA	.00	.00	.00	.00	.00	.00
OLD	199-51-6229.01-999-699000	TUITION AND TRANSFER PAYMENTS	.00	.00	.00	1,300.00	.00	.00

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

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



	Fnd-Fnc-Obj.So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-00-5711.00-000-700000	TAXES-CURRENT YEAR LEVY	4,464,521.82	.00	.00	.00	.00	.00
NEW	199-00-5711.00-000-700000	TAXES-CURRENT YEAR LEVY	4,464,521.82	.00	4,717,719.00	2,327,046.22	.00	.00
OLD	199-00-5711.01-000-700000	TAXES DELQ CY	.00	.00	.00	.00	.00	.00
NEW	199-00-5711.01-000-700000	TAXES DELQ CY	.00	.00	.00	.00	.00	.00
OLD	199-00-5712.00-000-700000	TAXES - PRIOR YEARS	64,865.46	.00	.00	.00	.00	.00
NEW	199-00-5712.00-000-700000	TAXES - PRIOR YEARS	64,865.46	.00	50,000.00	8,426.64	.00	.00
OLD	199-00-5719.00-000-700000	PENALTY, INT, & OTHER TAX REV	68,239.02	.00	.00	.00	.00	.00
NEW	199-00-5719.00-000-700000	PENALTY, INT, & OTHER TAX REV	68,239.02	.00	50,000.00	10,245.80	.00	.00
OLD	199-00-5739.00-000-700000	TUITION	534.99	.00	.00	.00	.00	.00

15. Perform update Budget data comparison.

Perform update Budget data comparison

Budget > Inquiry > Budget Account Codes Inquiry

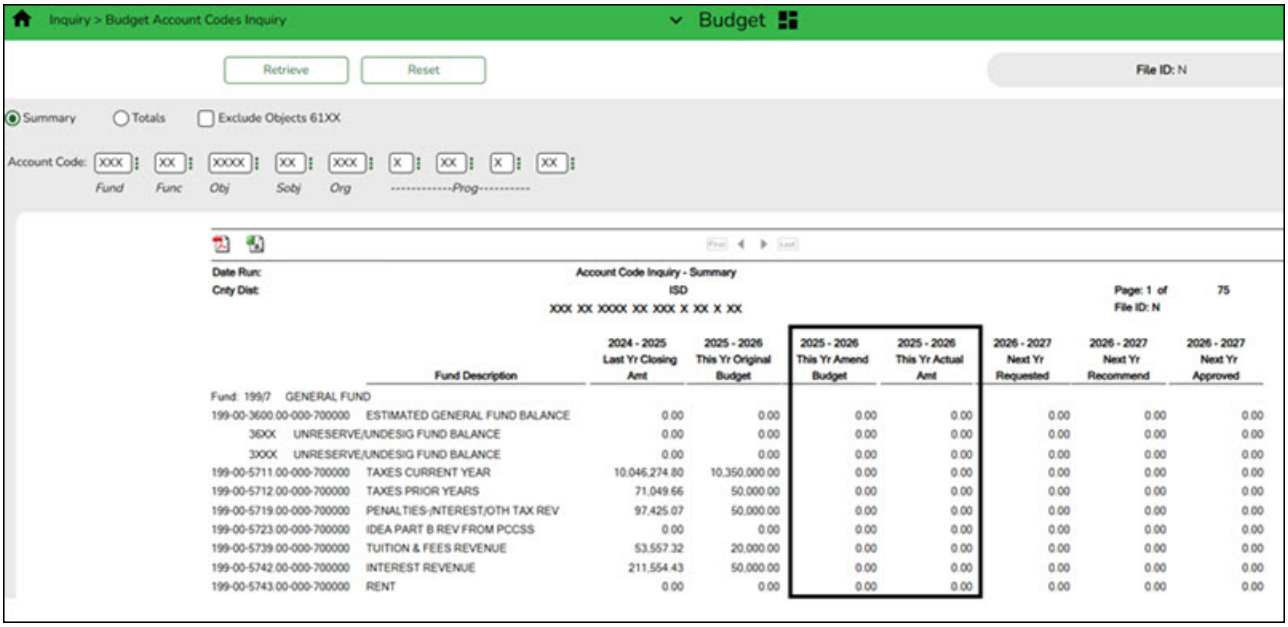
Perform a comparison inquiry.

❑ Select **Summary**.

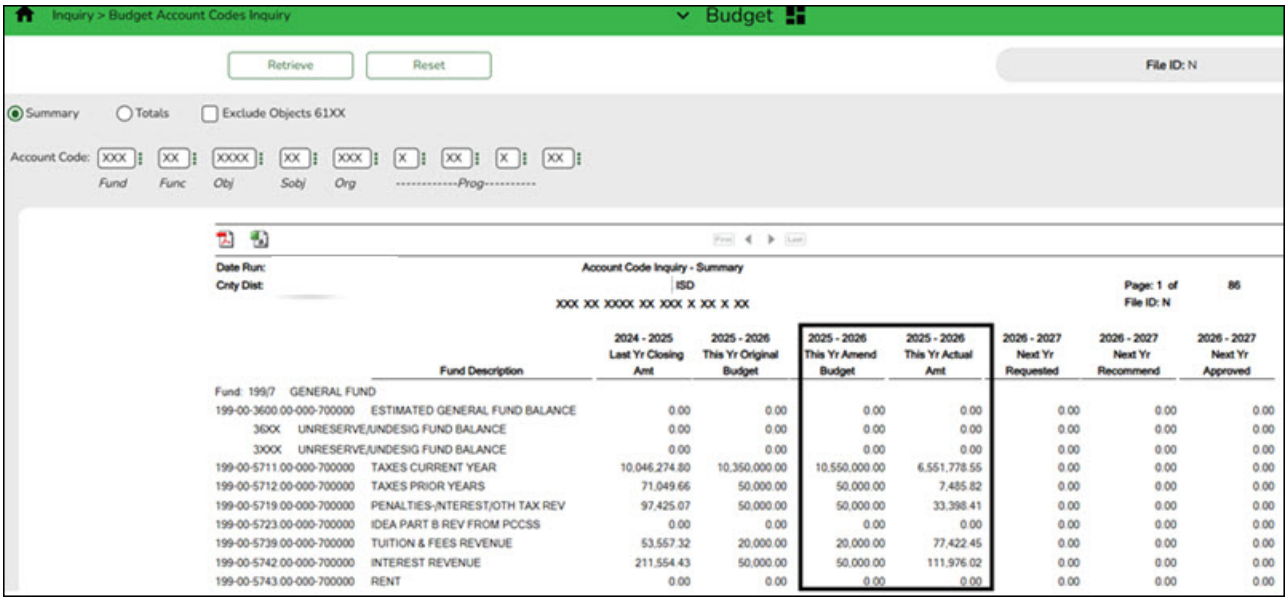
❑ Type the **Account Code** components.

❑ Click **Retrieve**. The Account Code Inquiry - Summary report is displayed.

Before update budget data:



After update budget data:



❑ The **This Yr Amend Budget** and **This Yr Actual Amt** columns are updated in Budget to reflect the amounts in Finance file ID C.

TIP: **It is recommended** that you update after every check run in order to update Actual expenditures.

Budget maintenance is now available.

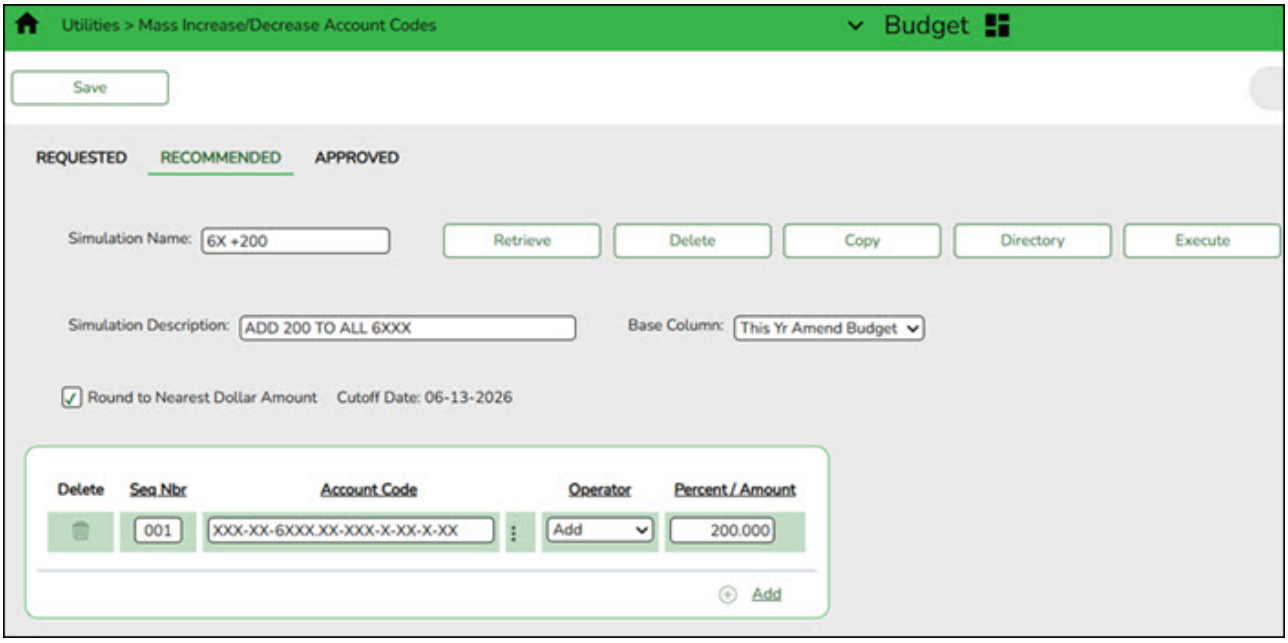
16. Create a simulation.

Create a 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

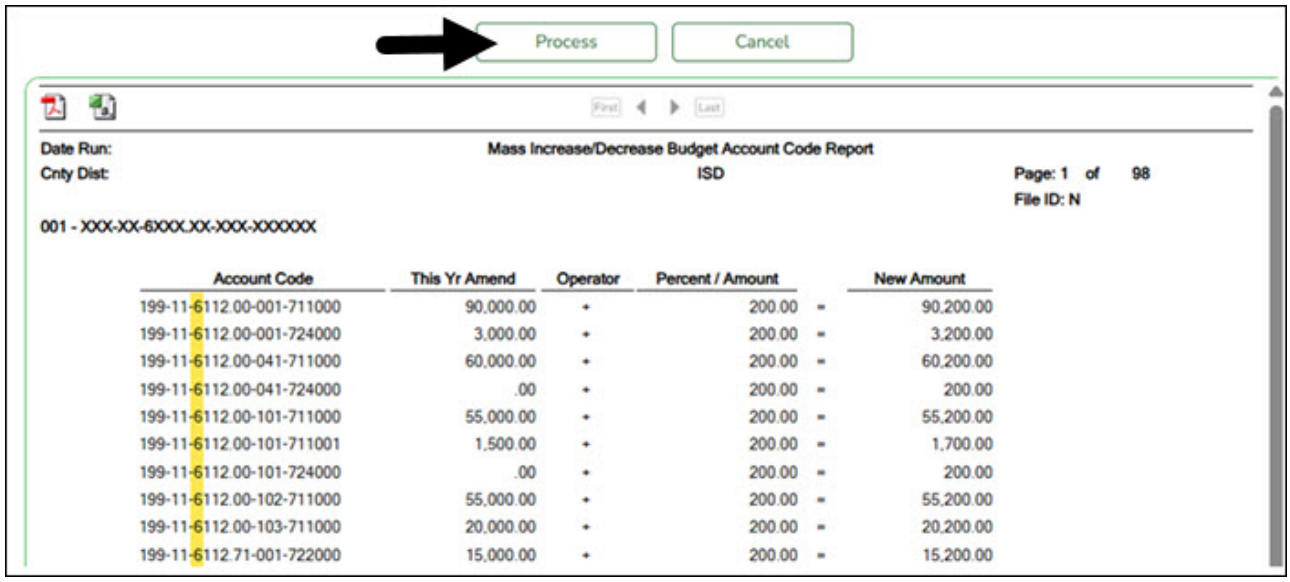
Example: If your user profile only allows access to 62XX accounts and you select, as part of the criteria, to update all 6XXX accounts, only the accounts that meet the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.



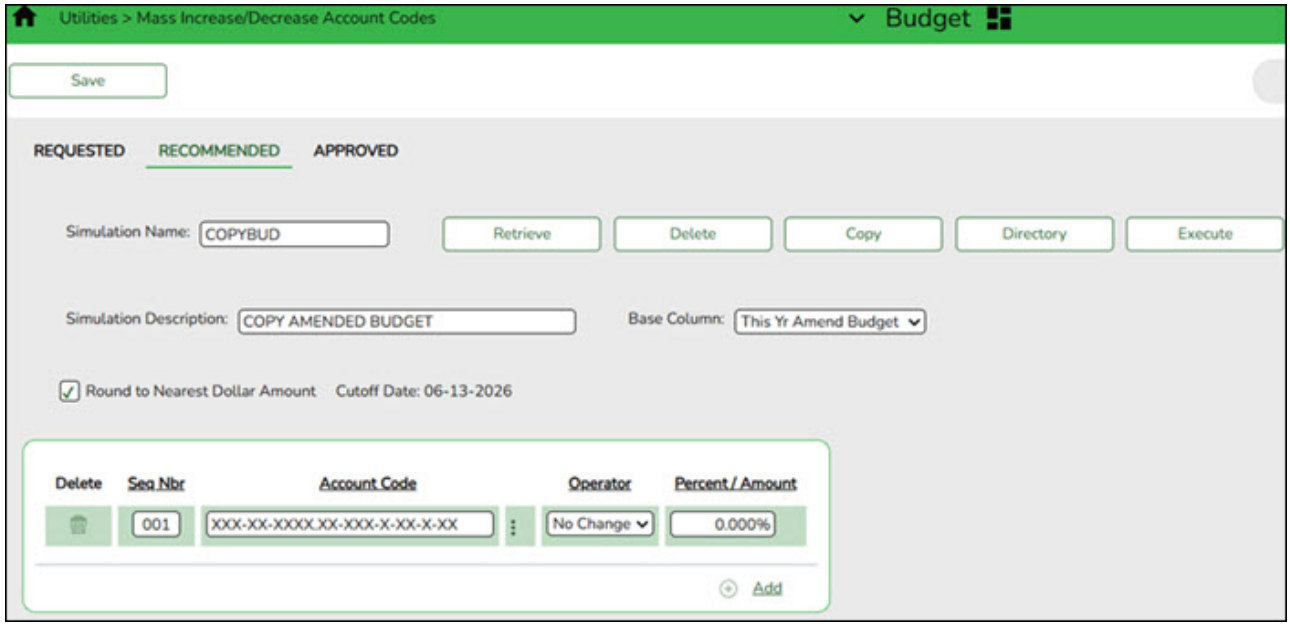
☐ Click **Save**.

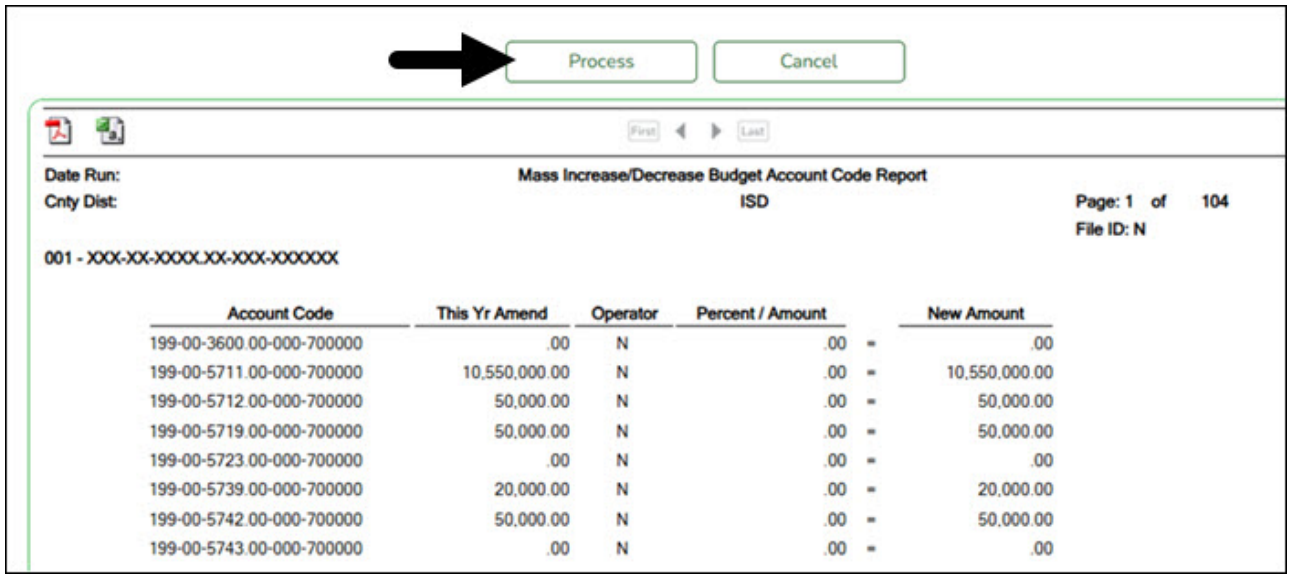
☐ Click **Execute** to execute the process. A Mass Increase/Decrease Budget Account Code Report is displayed. Review the report.

☐ Click **Process** to complete the simulation process.



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





17. Post the simulation.

Post the simulation

Budget > Utilities > Budget Level Processing

Post the simulation in the tab of your choice.

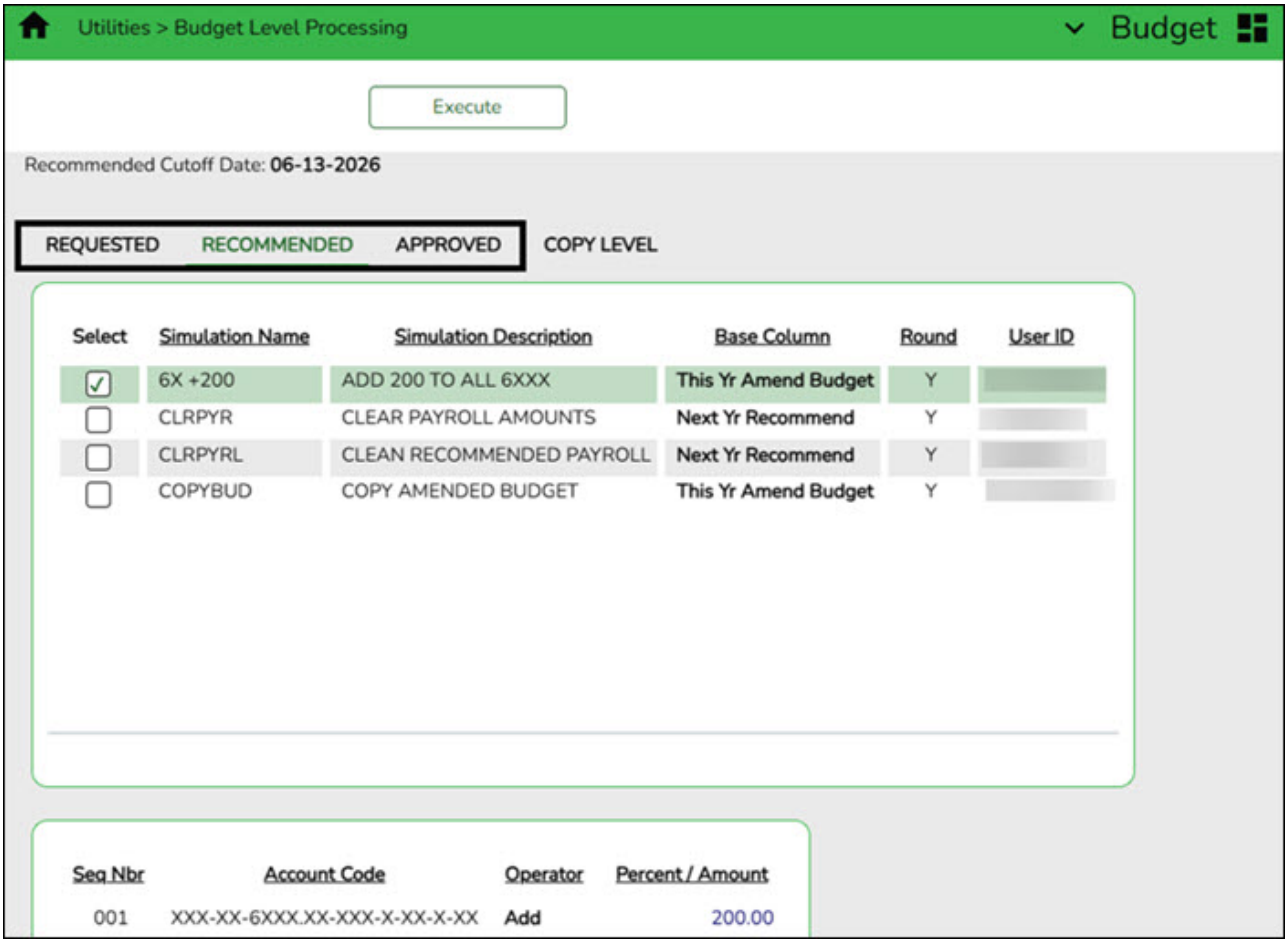
CAUTION: You can repeat this step multiple times; however, be aware that each time a simulation is processed, it overwrites the existing data.

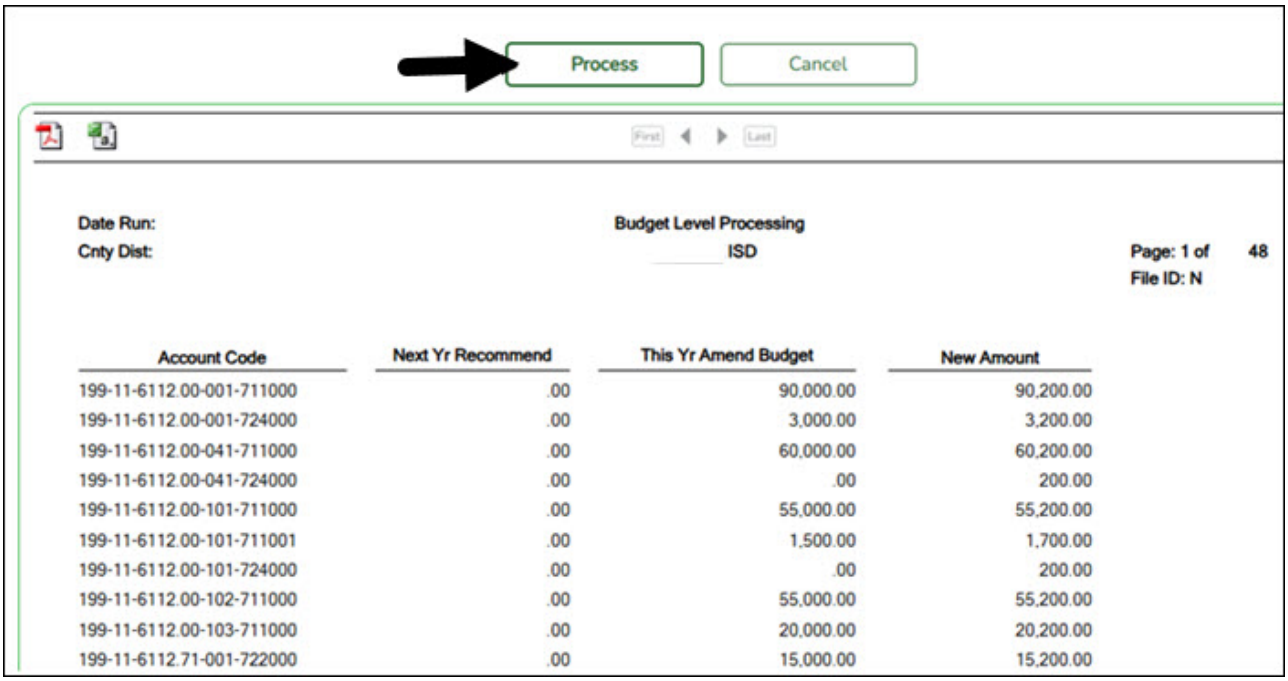
Notes:

- 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





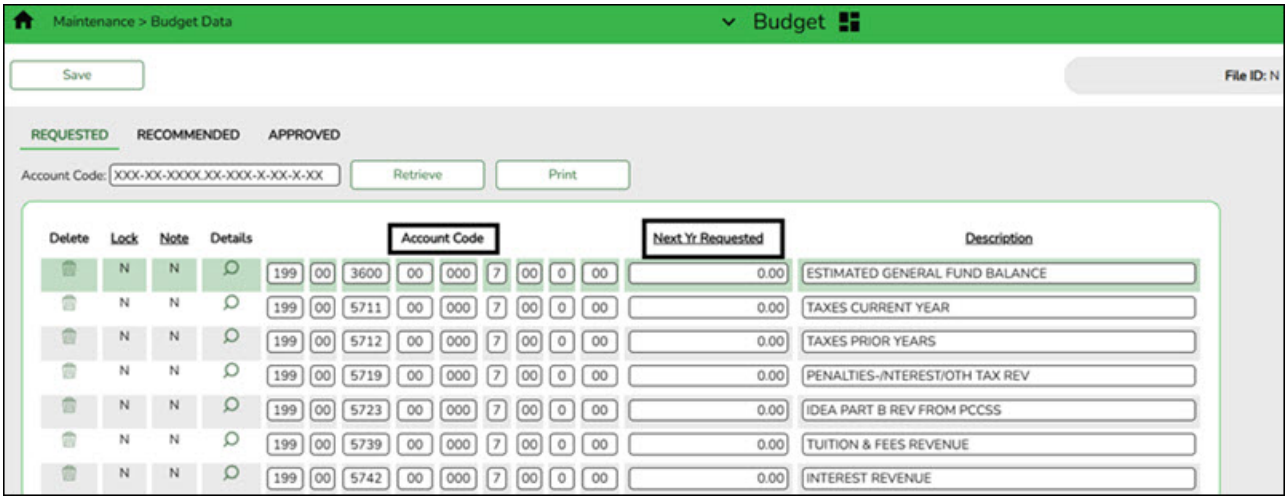
Account Code	Next Yr Recommend	This Yr Amend Budget	New Amount
199-11-6112.00-001-711000	.00	90,000.00	90,200.00
199-11-6112.00-001-724000	.00	3,000.00	3,200.00
199-11-6112.00-041-711000	.00	60,000.00	60,200.00
199-11-6112.00-041-724000	.00	.00	200.00
199-11-6112.00-101-711000	.00	55,000.00	55,200.00
199-11-6112.00-101-711001	.00	1,500.00	1,700.00
199-11-6112.00-101-724000	.00	.00	200.00
199-11-6112.00-102-711000	.00	55,000.00	55,200.00
199-11-6112.00-103-711000	.00	20,000.00	20,200.00
199-11-6112.71-001-722000	.00	15,000.00	15,200.00

18. Perform next year Budget data maintenance.

Perform next year Budget data maintenance

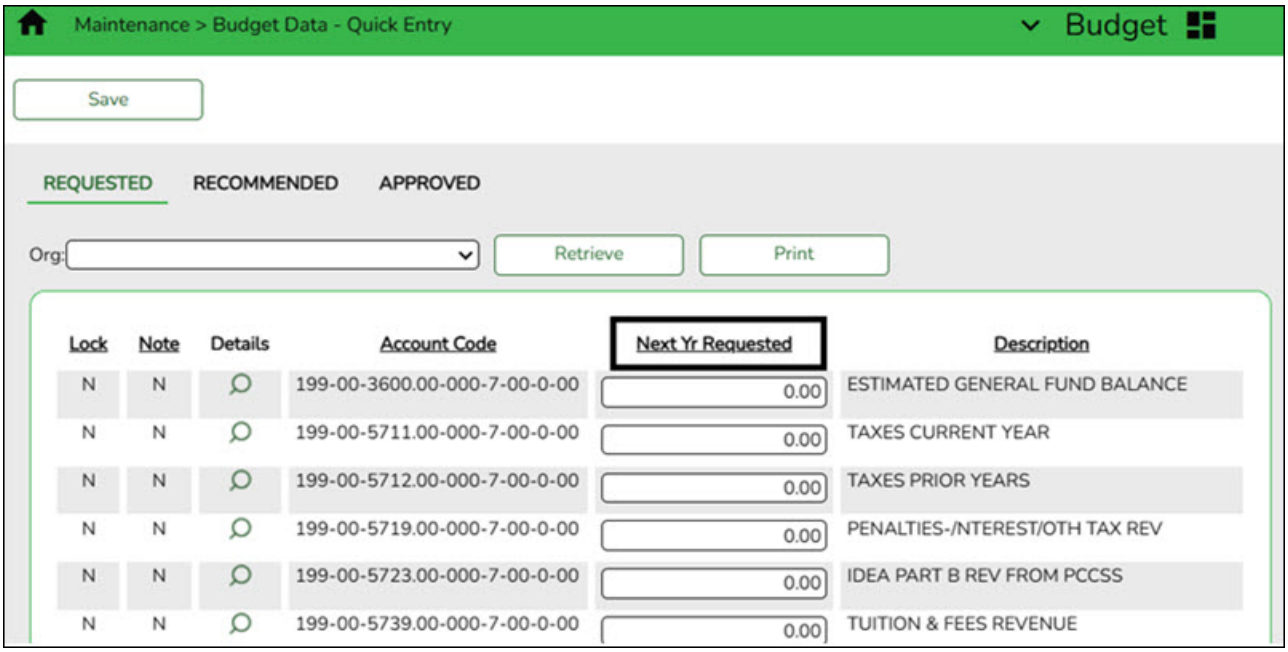
Use the Budget Data maintenance pages to update amounts and descriptions or add/delete accounts.

- Budget > Maintenance > Budget Data > Requested
- Budget > Maintenance > Budget Data > Recommended
- Budget > Maintenance > Budget Data > Approved

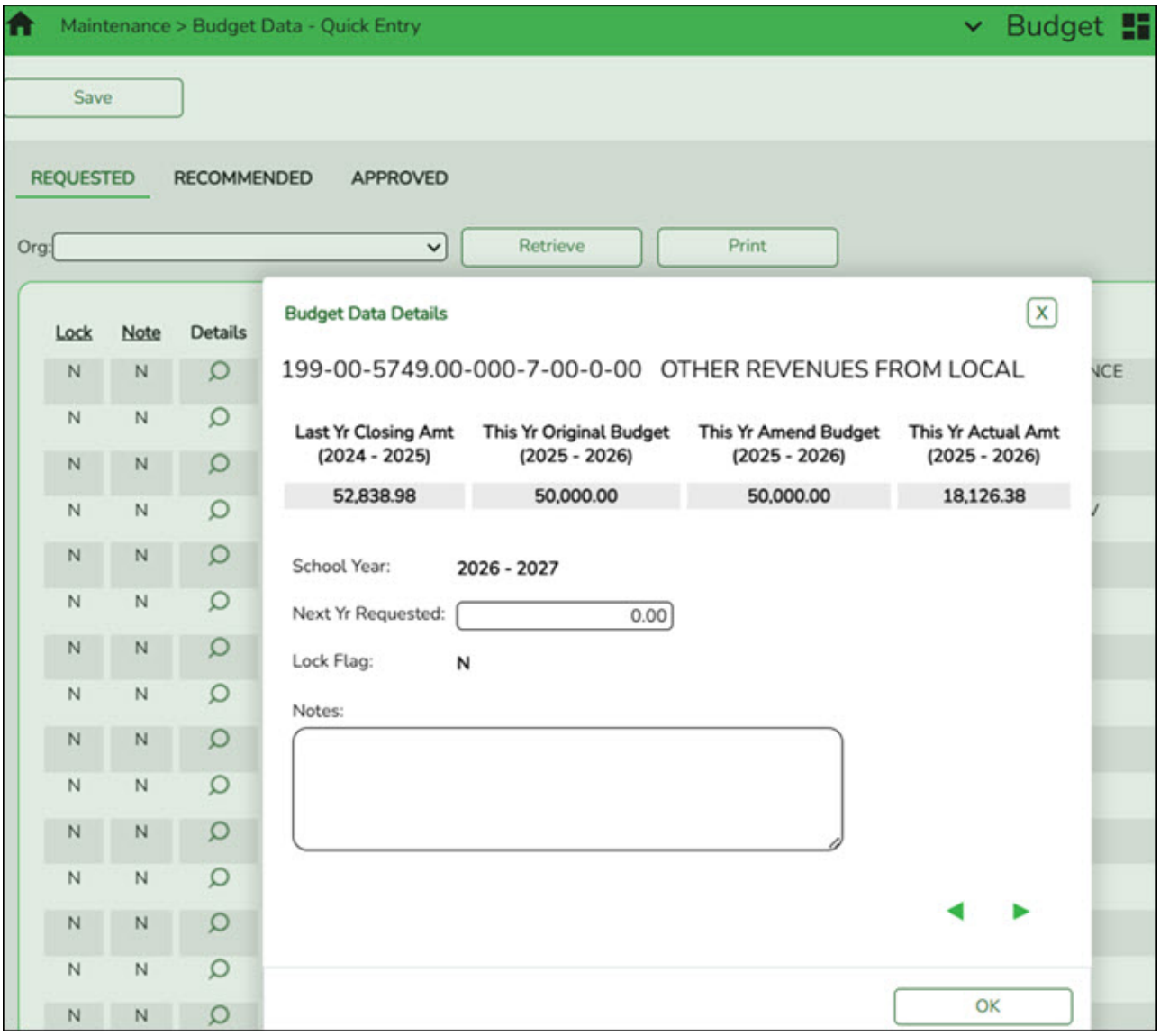


Use the Budget Data - Quick Entry maintenance pages to only update amounts. These pages are ideal for principals and directors.

- Budget > Maintenance > Budget Data - Quick Entry > Requested
- Budget > Maintenance > Budget Data - Quick Entry > Recommended
- Budget > Maintenance > Budget Data - Quick Entry > Approved



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



19. (If necessary) Delete funds.

(If necessary) Delete funds

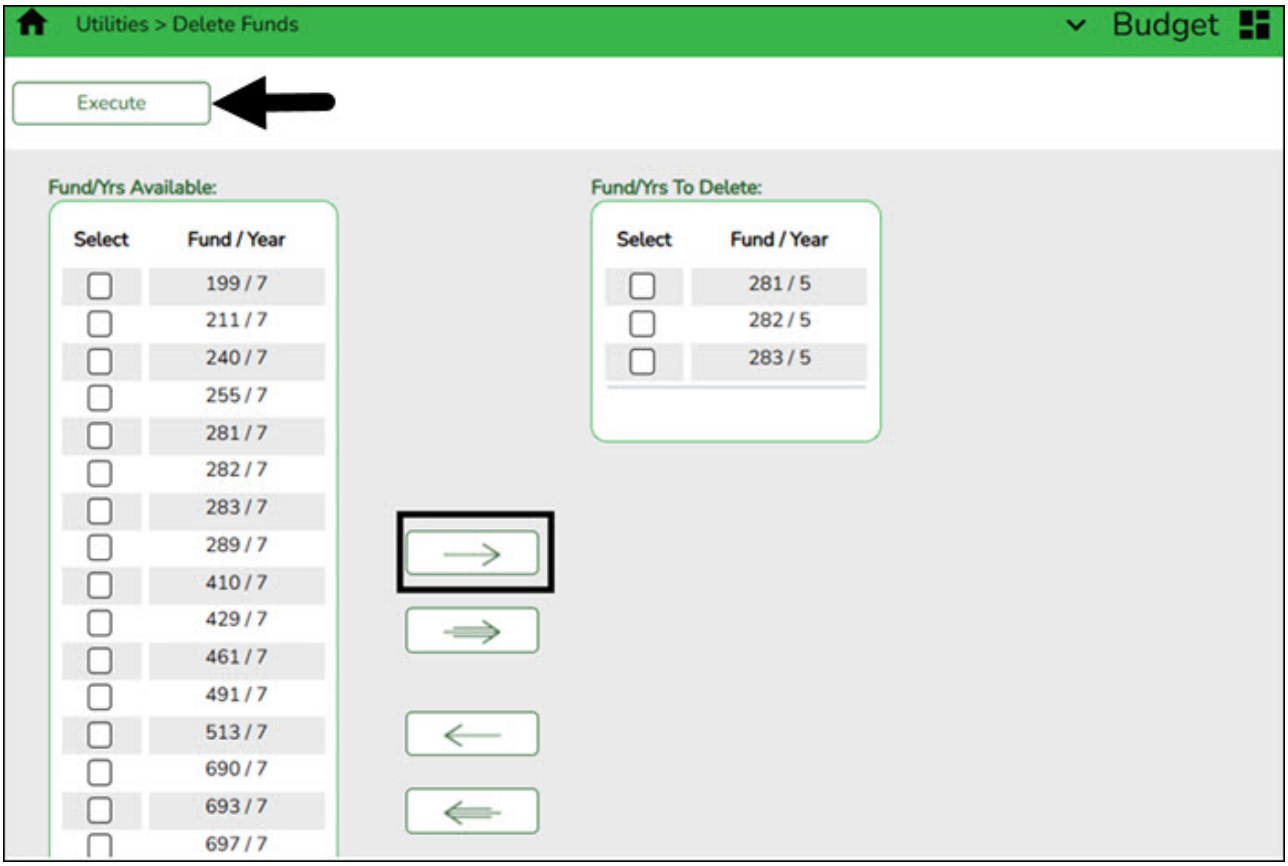
Budget > Utilities > Delete Funds

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.



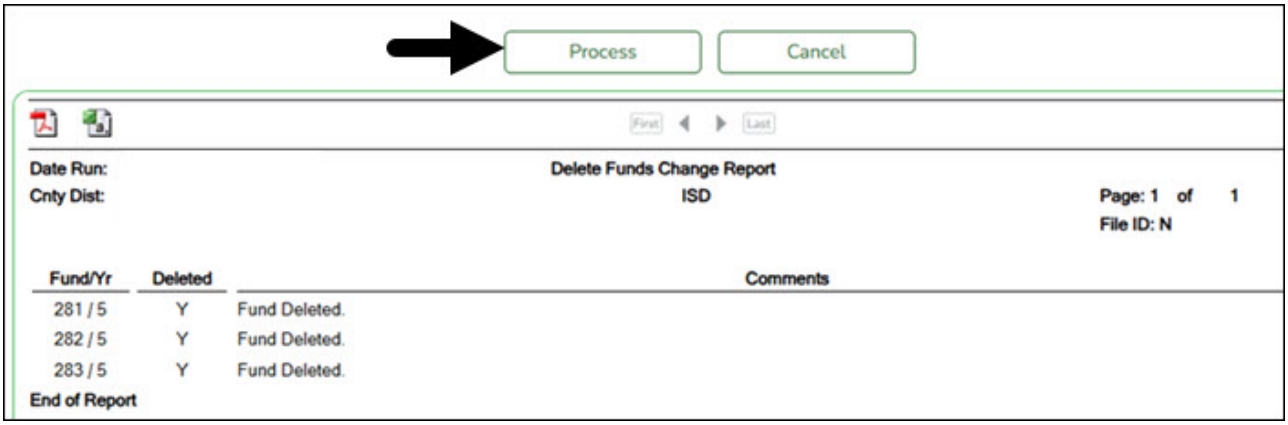
Delete funds:

❑ 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.

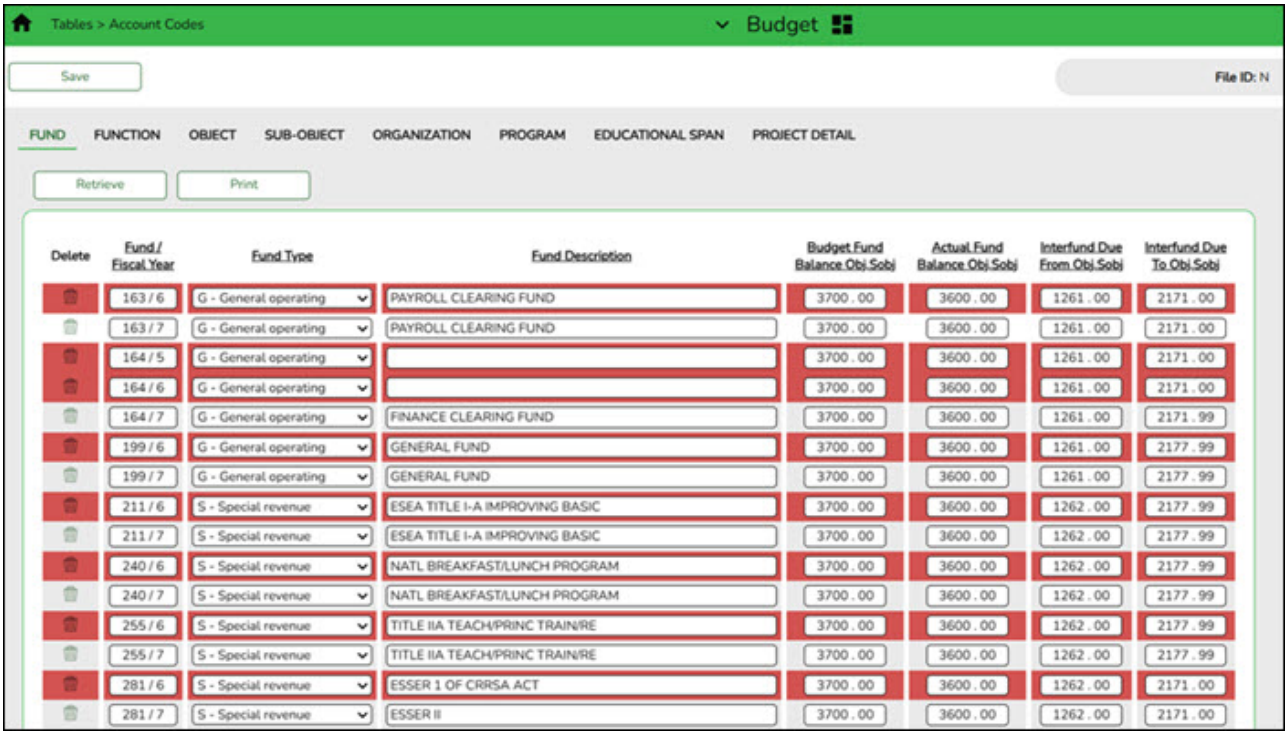


20. Delete prior year fund/fiscal years.

Delete prior year fund/fiscal years

Budget > Tables > Account Codes > Fund

Delete the fund/fiscal year(s) that are not needed in the 2025-2026 budget file.



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.

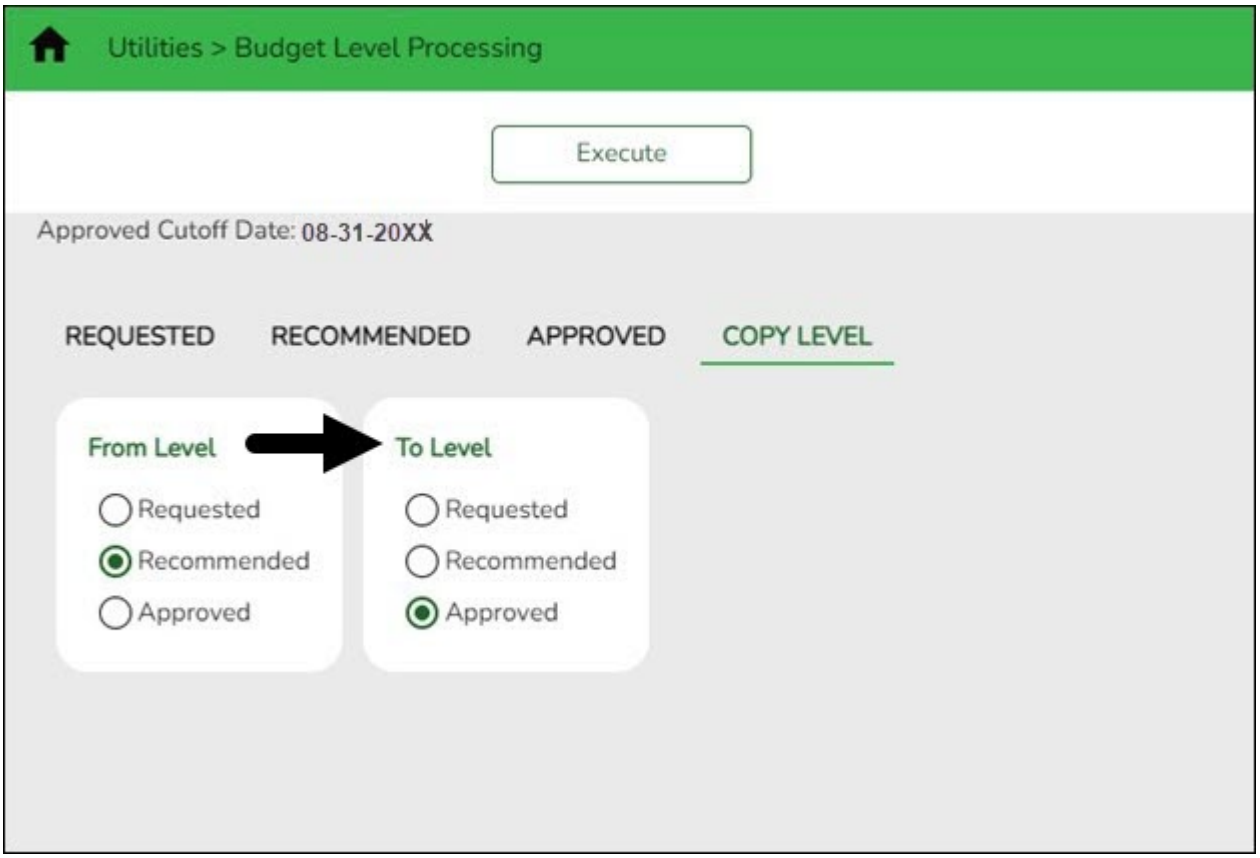
21. Copy level - Budget level processing.

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 utility 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.



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.

22. Export the 2026-2027 Board approved budget.

Export the 2026-2027 Board approved budget

Budget > Utilities > Export by File ID

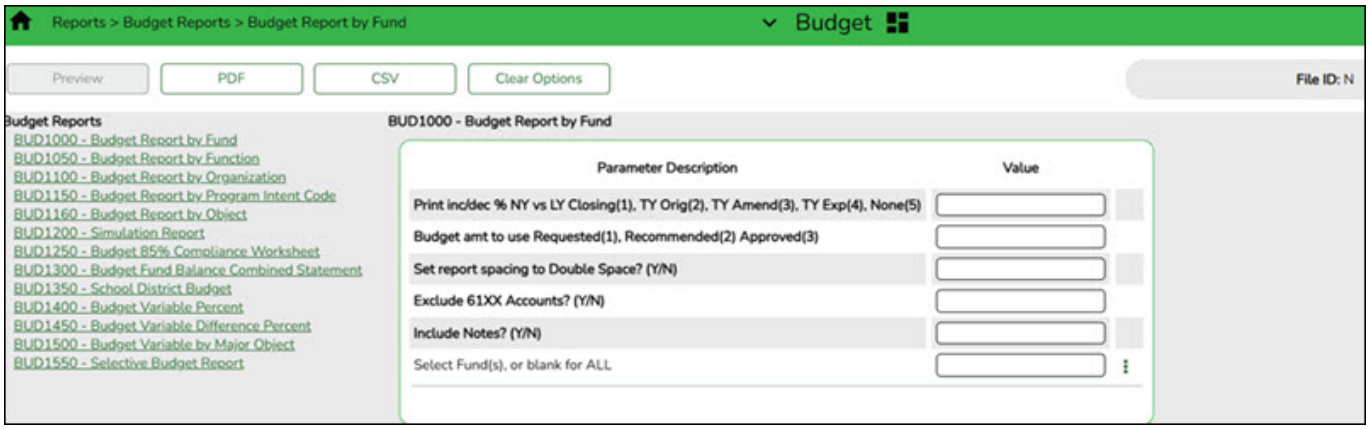
After the budget is completed and approved by the Board, create an export and copy the budget data to a folder named: 2026-2027 Budget before Move to Finance.

Additional Budget Information

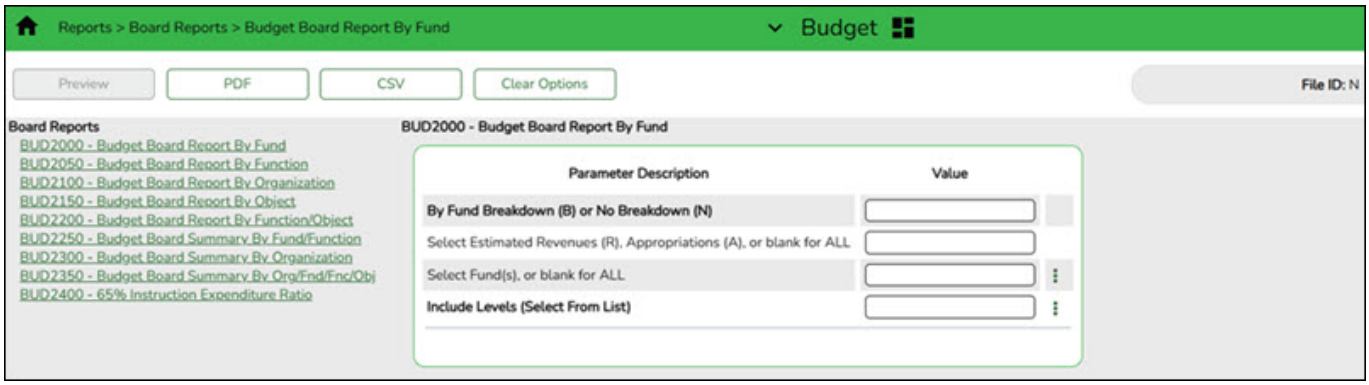
Additional Budget information.

Review the following reports:

Budget > Reports > Budget Reports

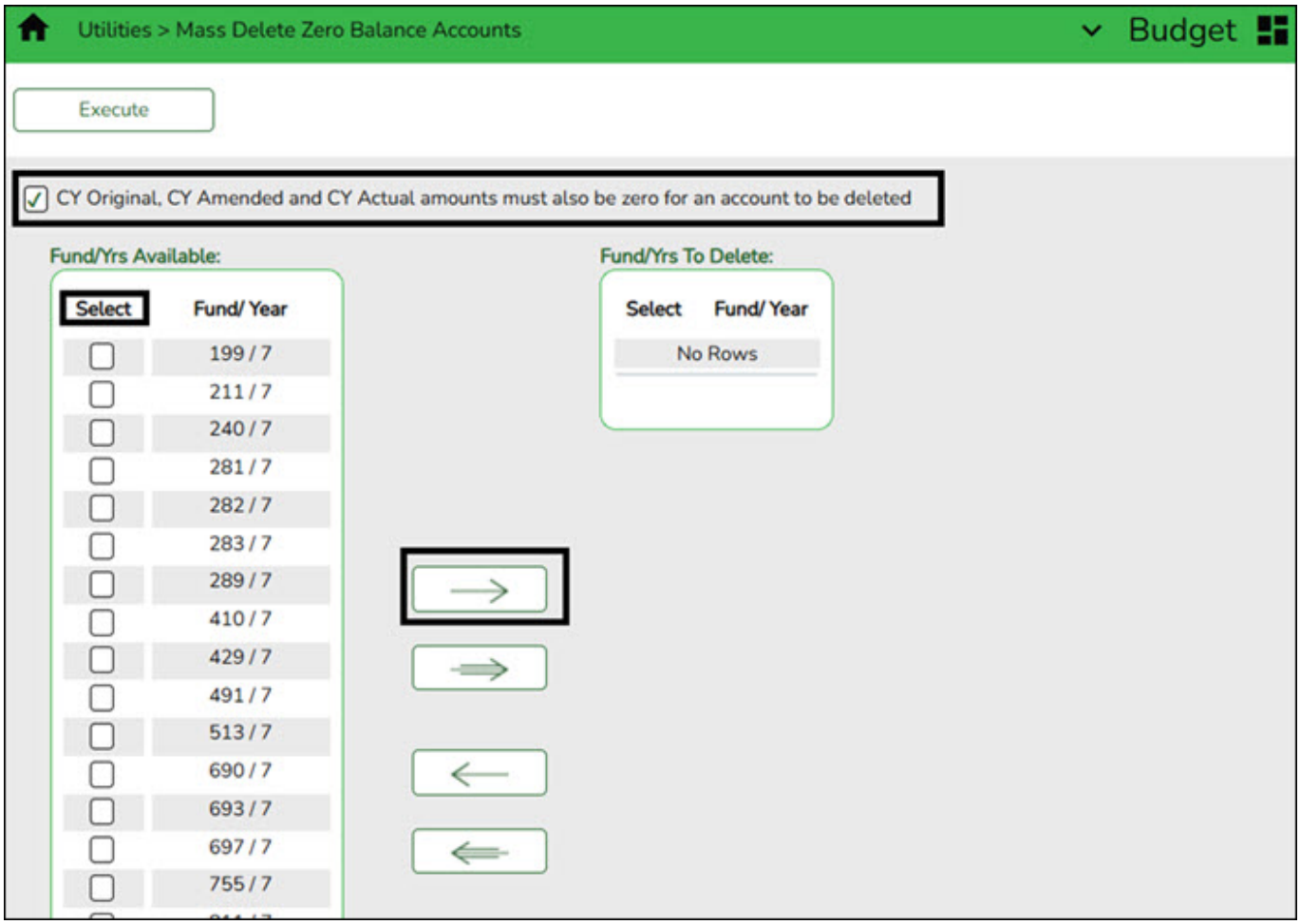


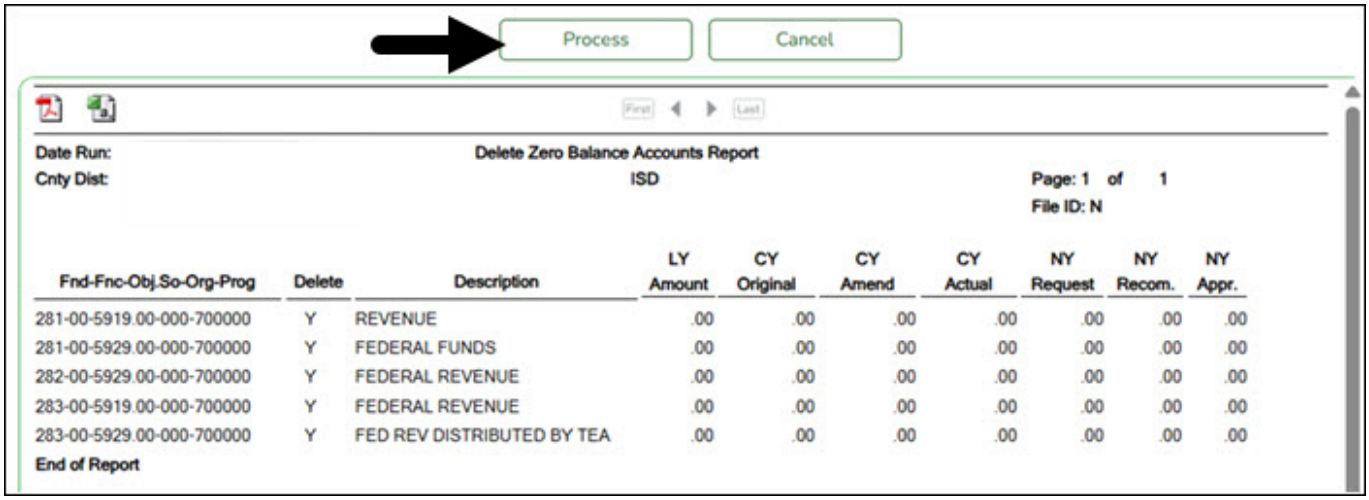
Budget > Reports > Board Reports



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.



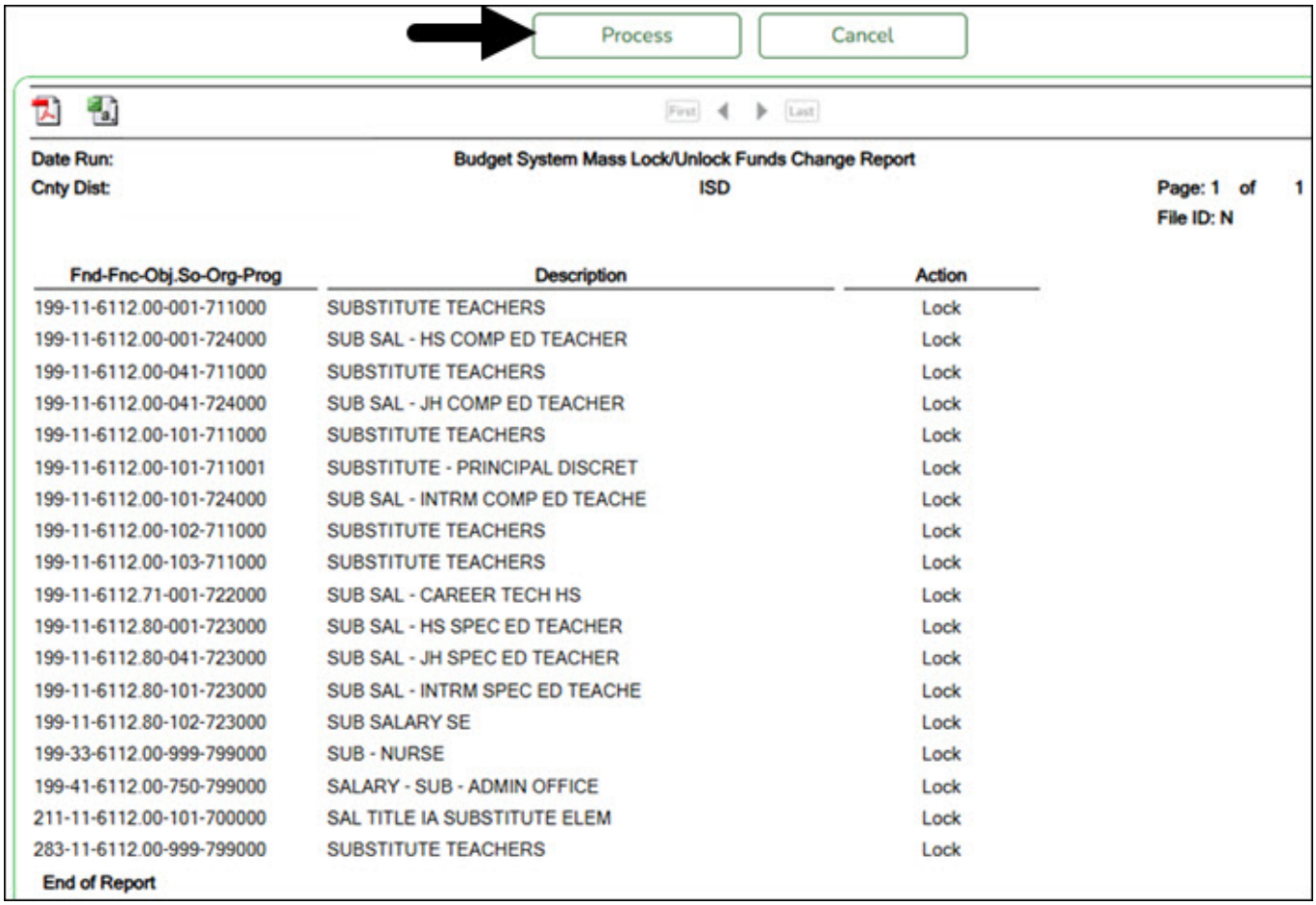


Budget > Utilities > Mass Lock/Unlock Funds

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
Budget
Execute
Delete
Account Code
Action
XXX-XX 6112 XX-XXX-XXXXXX
Lock
Unlock


Process
Cancel
First
Last
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
199-11-6112.00-001-711000 SUBSTITUTE TEACHERS Lock
199-11-6112.00-001-724000 SUB SAL - HS COMP ED TEACHER Lock
199-11-6112.00-041-711000 SUBSTITUTE TEACHERS Lock
199-11-6112.00-041-724000 SUB SAL - JH COMP ED TEACHER Lock
199-11-6112.00-101-711000 SUBSTITUTE TEACHERS Lock
199-11-6112.00-101-711001 SUBSTITUTE - PRINCIPAL DISCRET Lock
199-11-6112.00-101-724000 SUB SAL - INTRM COMP ED TEACHE Lock
199-11-6112.00-102-711000 SUBSTITUTE TEACHERS Lock
199-11-6112.00-103-711000 SUBSTITUTE TEACHERS Lock
199-11-6112.71-001-722000 SUB SAL - CAREER TECH HS Lock
199-11-6112.80-001-723000 SUB SAL - HS SPEC ED TEACHER Lock
199-11-6112.80-041-723000 SUB SAL - JH SPEC ED TEACHER Lock
199-11-6112.80-101-723000 SUB SAL - INTRM SPEC ED TEACHE Lock
199-11-6112.80-102-723000 SUB SALARY SE Lock
199-33-6112.00-999-799000 SUB - NURSE Lock
199-41-6112.00-750-799000 SALARY - SUB - ADMIN OFFICE Lock
211-11-6112.00-101-700000 SAL TITLE IA SUBSTITUTE ELEM Lock
283-11-6112.00-999-799000 SUBSTITUTE TEACHERS Lock
End of Report