



ASCENDER - 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.
- 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 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

[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.
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:

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.

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

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

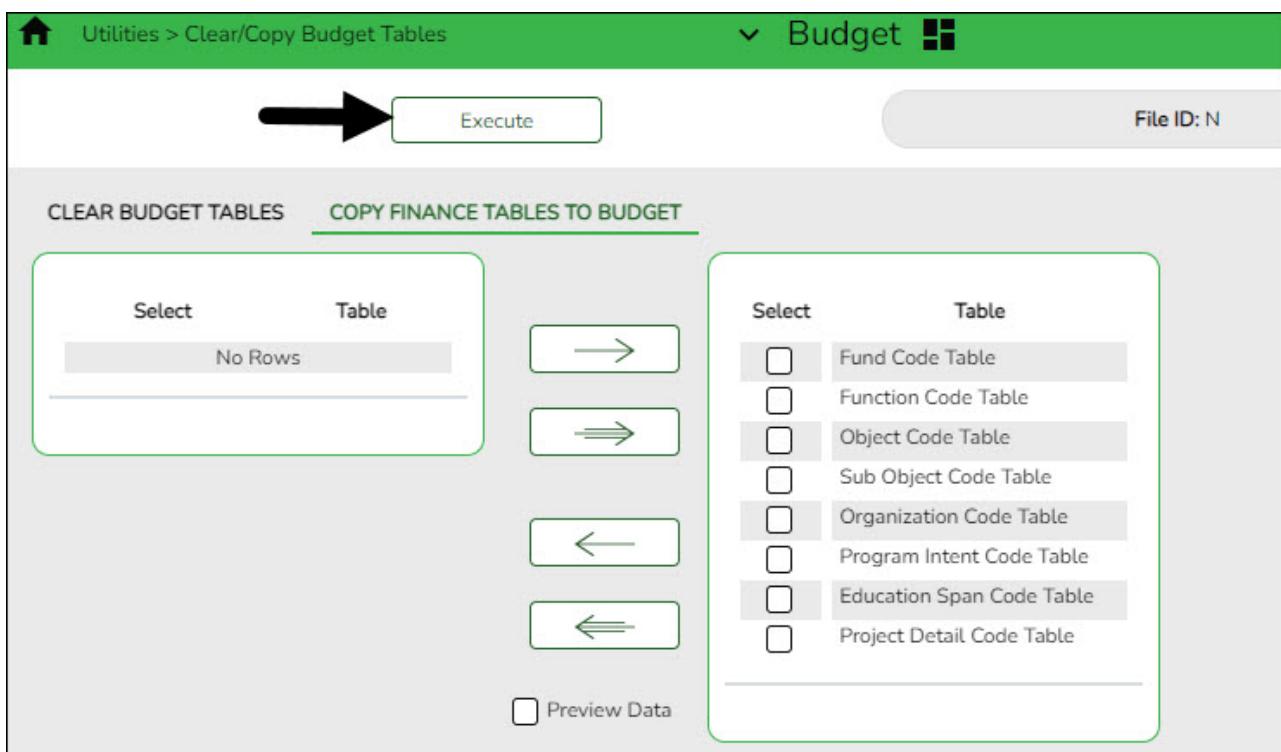
Budget Process

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 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 4 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 4) 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.

→ **Process** **Cancel**

Time Run:		Update Budget Data Report					Page: 1 of	
Cnty Dist:		ISD					File ID: N	
From Finance 4 Acct Per 08 to Budget N		NEW ACCOUNTS						
Fnd-Fnc-Obj-So-Org-Prog	Description	Last Yr	Closing	Original Amt	Amended Amt	Actual Amt	Next Yr	Next Yr
Amt	Amt	Original Amt	Amended Amt	Actual Amt	Requested	Recommend		
OLD 199-00-5839.BS-000-400000	BUS GRANT REVENUE	.00	.00	.00	94,799.00	.00	.00	.00
NEW 199-00-5839.BS-000-500000	BUS GRANT REVENUE	.00	.00	.00	94,799.00	.00	.00	.00
OLD 199-11-6121.00-001-411000	OVERTIME	.00	.00	.00	.00	.00	.00	.00
NEW 199-11-6121.00-001-511000	OVERTIME	.00	.00	.00	.00	.00	.00	.00
OLD 199-11-6249.02-999-499000	COPIER MAINTENACE	.00	.00	.00	3,148.56	.00	.00	.00
NEW 199-11-6249.02-999-599000	COPIER MAINTENACE	.00	.00	.00	3,148.56	.00	.00	.00
OLD 211-00-5929.00-000-500000	TITLE I REVENUE	.00	.00	54,004.00	3,238.14	.00	.00	.00
NEW 211-00-5929.00-000-600000	TITLE I REVENUE	.00	.00	54,004.00	3,238.14	.00	.00	.00
OLD 211-11-6119.00-001-530000	PROFESSIONAL SALARIES	.00	.00	27,317.00	2,898.96	.00	.00	.00
NEW 211-11-6119.00-001-630000	PROFESSIONAL SALARIES	.00	.00	27,317.00	2,898.96	.00	.00	.00
OLD 211-11-6141.00-001-530000	SOCIAL SECURITY	.00	.00	393.00	42.04	.00	.00	.00
NEW 211-11-6141.00-001-630000	SOCIAL SECURITY	.00	.00	393.00	42.04	.00	.00	.00
OLD 211-11-6143.00-001-530000	WORKMENS COMPENSATION	.00	.00	94.00	.00	.00	.00	.00
NEW 211-11-6143.00-001-630000	WORKMENS COMPENSATION	.00	.00	94.00	.00	.00	.00	.00
OLD 211-11-6146.00-001-530000	TEACHER RETIREMENT	.00	.00	3,254.00	297.14	.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 4) Clear the **Show Details** option for all funds.

Compare fund totals from Budget file ID N to Finance file ID 4 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** **File ID: N**

Summary **Totals** Exclude Objects 61XX

Account Code: **XXX** **XX** **XXXX** **XX** **XXXX** **X** **XX** **X** **XX** **-----Prog-----**
Fund **Func** **Obj** **Sobj** **Org** **-----Prog-----**

Date Run:		Account Code Inquiry - Totals					Page: 1 of	
Cnty Dist:		ISD					File ID: N	
XXX XX XXXX XX XXX X XX X XX							4	
Fund Description	Last Yr	2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025
	Closing	This Yr Original	This Yr Amend	This Yr Actual	Next Yr	Next Yr	Next Yr	Next Yr
	Amt	Budget	Budget	Amt	Requested	Recommend	Approved	
Fund: 199-5 GENERAL OPERATING								
Totals for 199-5		.00	.00	.00	.00	.00	.00	.00
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		2,868,566.18	3,008,561.00	2,729,561.00	2,807,572.72	2,729,561.00	2,701,324.00	2,701,324.00
Other Resources		.00	.00	.00	.00	.00	.00	.00
Appropriations		3,472,651.26	3,284,276.00	3,560,276.00	3,237,587.80	1,215,875.00	2,910,430.00	2,910,430.00
Other Uses		38,713.65	21,465.00	61,465.00	12,163.62	21,465.00	28,590.00	28,590.00

Inquiry > General Ledger Inquiry ▼ Finance File ID: 4

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:* Totals Balance Accts Only

Account Code: **Fund** **Func** **Obj** **Sobj** **Org** **Prog**
 Account Code: **XXX** : **XX** : **XXXX** : **XX** : **XXX** : **X** : **XX** : **X** : **XX** : **XX** :

Retrieve **Reset**

Date Run: 02-01-2025 10:04 AM **Summary Information for All Accounts:** ANYTOWN ISD **Page:** 1 of 6 **File ID:** 4

Cnty Dist: 221-905 **Processed:** **Current (08)** **Next (08)**

Fund/Yr	Estimated	Realized	Appropriation	Encumbrance	Expenditure	Balance
5XXX Processed (YTD):	2,729,561.00	-2,757,262.04				-27,701.04
Current Period:	2,729,561.00	-2,807,572.72				-78,011.72
Next Period:	2,729,561.00	-2,807,572.72				-78,011.72
6XXX Processed (YTD):		-3,342,276.00	76,014.90	2,839,082.75		-427,178.35
Current Period:		-3,560,276.00	0.00	3,237,587.80		-322,688.20
Next Period:		-3,560,276.00	0.00	3,237,587.80		-322,688.20
8XXX Processed (YTD):		-21,465.00	0.00	2,036.85		-19,428.15
Current Period:		-61,465.00	0.00	12,163.62		-49,301.38
Next Period:		-61,465.00	0.00	12,163.62		-49,301.38
				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:

Select	File ID
<input type="checkbox"/>	2 2021 - 2022
<input type="checkbox"/>	3 2022 - 2023
<input type="checkbox"/>	4 2023 - 2024

Select	File ID
<input type="checkbox"/>	N 2024 - 2025

- 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

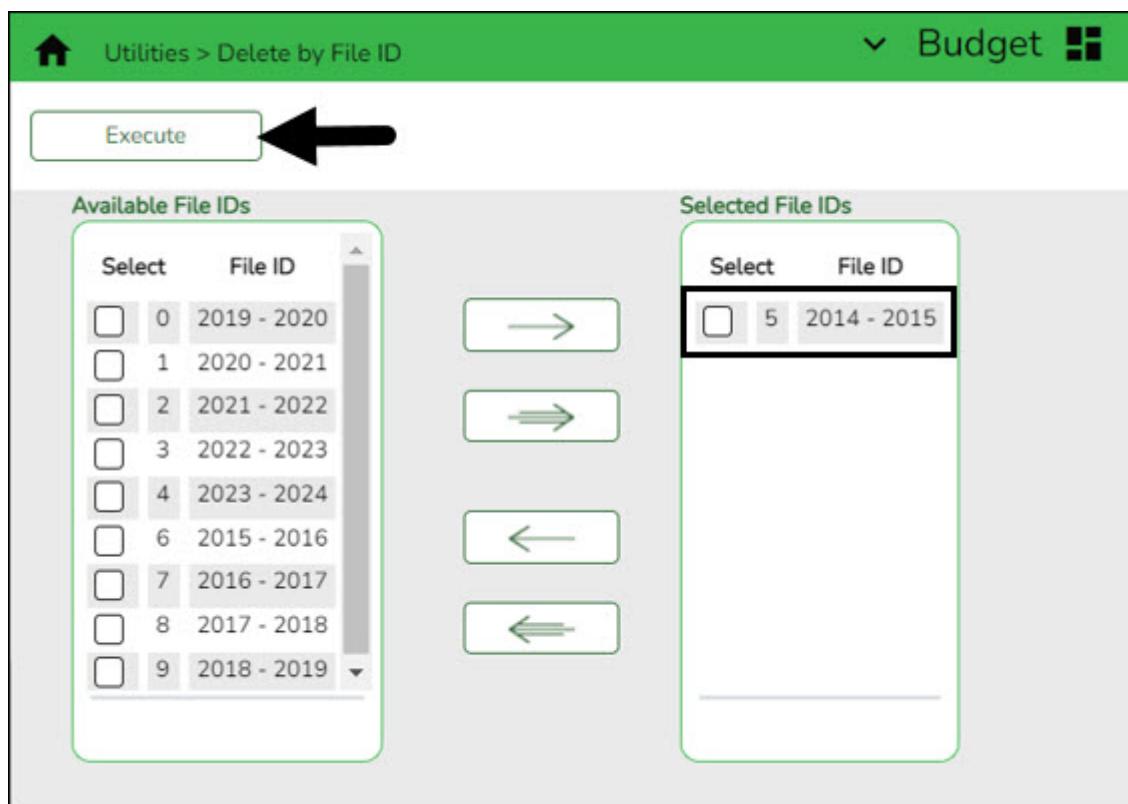
[Budget > Utilities > Delete by File ID](#)

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 5 2014-2015 to allow the 2024-2025 fiscal year to be stored in file ID

5.



- 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.

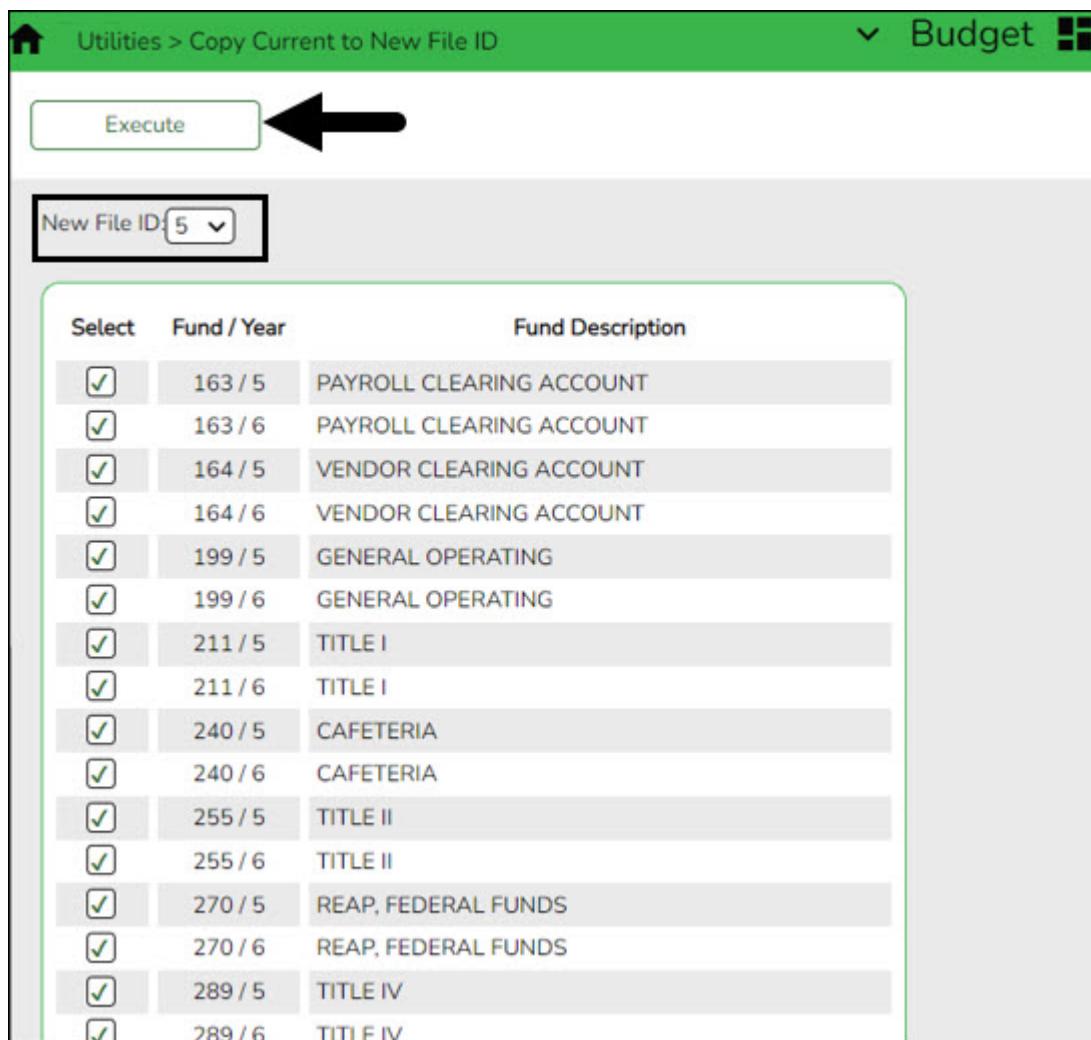
A message is displayed indicating that the process was completed successfully. Click **OK**.

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 (2024-2025 to file ID 5) for historical purposes.



Utilities > Copy Current to New File ID

Budget

Execute

New File ID: 5

Select	Fund / Year	Fund Description
<input checked="" type="checkbox"/>	163 / 5	PAYROLL CLEARING ACCOUNT
<input checked="" type="checkbox"/>	163 / 6	PAYROLL CLEARING ACCOUNT
<input checked="" type="checkbox"/>	164 / 5	VENDOR CLEARING ACCOUNT
<input checked="" type="checkbox"/>	164 / 6	VENDOR CLEARING ACCOUNT
<input checked="" type="checkbox"/>	199 / 5	GENERAL OPERATING
<input checked="" type="checkbox"/>	199 / 6	GENERAL OPERATING
<input checked="" type="checkbox"/>	211 / 5	TITLE I
<input checked="" type="checkbox"/>	211 / 6	TITLE I
<input checked="" type="checkbox"/>	240 / 5	CAFETERIA
<input checked="" type="checkbox"/>	240 / 6	CAFETERIA
<input checked="" type="checkbox"/>	255 / 5	TITLE II
<input checked="" type="checkbox"/>	255 / 6	TITLE II
<input checked="" type="checkbox"/>	270 / 5	REAP, FEDERAL FUNDS
<input checked="" type="checkbox"/>	270 / 6	REAP, FEDERAL FUNDS
<input checked="" type="checkbox"/>	289 / 5	TITLE IV
<input checked="" type="checkbox"/>	289 / 6	TITLE IV

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 5 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.

Tables > District Budget Options

▼ Budget 

BUDGET OPTIONS

School Year:

Requested Cutoff Date:

Recommended Cutoff Date:

Approved Cutoff Date:

Capture Original Budget Flag:

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	<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 2025-2026 column headings are accurate by using the [Budget > Inquiry > Budget Account Codes Inquiry](#) and clicking **Retrieve**.
 - Verify that the 2025-2026 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

Utilities > Reinitialize Budget Data

Budget

Execute

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 / 5
<input type="checkbox"/>	211 / 5
<input type="checkbox"/>	211 / 6
<input type="checkbox"/>	240 / 5
<input type="checkbox"/>	255 / 5
<input type="checkbox"/>	255 / 6
<input type="checkbox"/>	270 / 5
<input type="checkbox"/>	270 / 6
<input type="checkbox"/>	289 / 5
<input type="checkbox"/>	289 / 6
<input type="checkbox"/>	410 / 5
<input type="checkbox"/>	429 / 4
<input type="checkbox"/>	429 / 5
<input type="checkbox"/>	461 / 5

Fund/Yrs To Initialize:

Select	Fund / Year
No Rows	

→ ➡ ← ←



CAUTION: This step should only be performed one time, and you must run the prompted export.

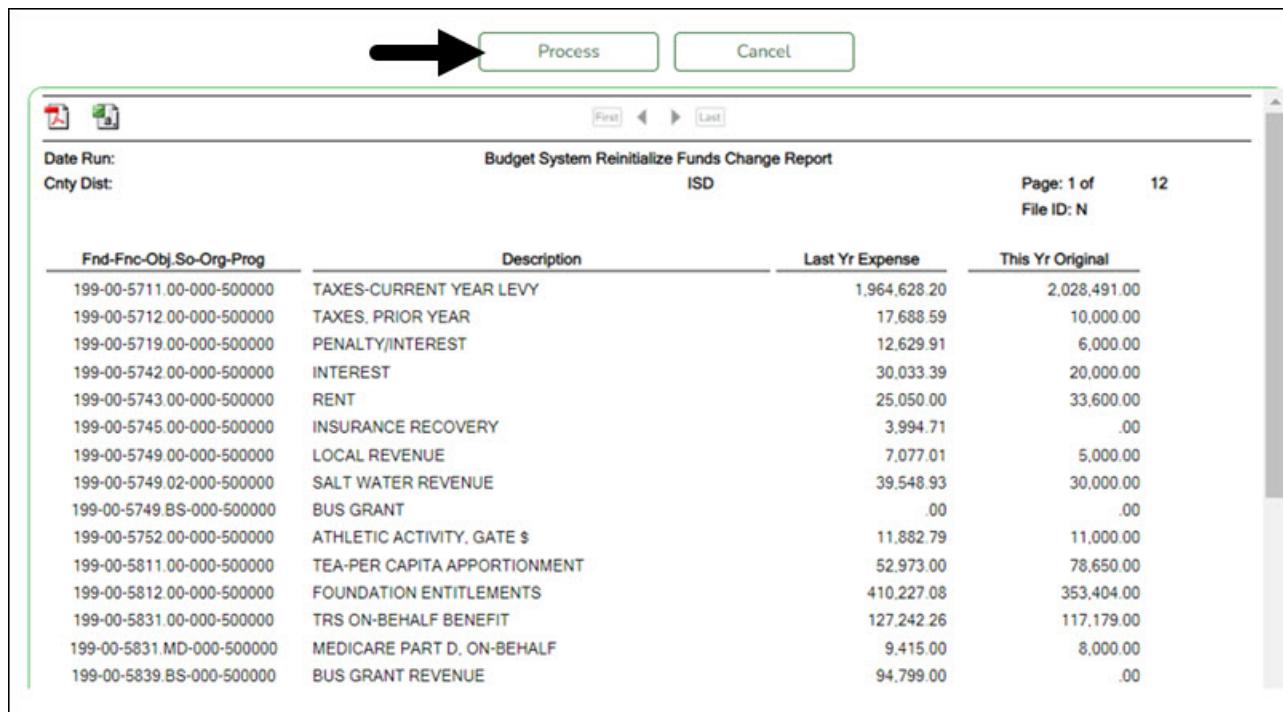
Due to the effects this process has on the Budget file, it is **imperative** that you back up the Budget file before starting the reinitialization process.

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	Description	Last Yr Expense	This Yr Original
199-00-5711.00-000-500000	TAXES-CURRENT YEAR LEVY	1,964,628.20	2,028,491.00
199-00-5712.00-000-500000	TAXES, PRIOR YEAR	17,688.59	10,000.00
199-00-5719.00-000-500000	PENALTY/INTEREST	12,629.91	6,000.00
199-00-5742.00-000-500000	INTEREST	30,033.39	20,000.00
199-00-5743.00-000-500000	RENT	25,050.00	33,600.00
199-00-5745.00-000-500000	INSURANCE RECOVERY	3,994.71	.00
199-00-5749.00-000-500000	LOCAL REVENUE	7,077.01	5,000.00
199-00-5749.02-000-500000	SALT WATER REVENUE	39,548.93	30,000.00
199-00-5749.BS-000-500000	BUS GRANT	.00	.00
199-00-5752.00-000-500000	ATHLETIC ACTIVITY, GATE \$	11,882.79	11,000.00
199-00-5811.00-000-500000	TEA-PER CAPITA APPORTIONMENT	52,973.00	78,650.00
199-00-5812.00-000-500000	FOUNDATION ENTITLEMENTS	410,227.08	353,404.00
199-00-5831.00-000-500000	TRS ON-BEHALF BENEFIT	127,242.26	117,179.00
199-00-5831.MD-000-500000	MEDICARE PART D, ON-BEHALF	9,415.00	8,000.00
199-00-5839.BS-000-500000	BUS GRANT REVENUE	94,799.00	.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:

Account Code Inquiry - Summary									
ISD									
XXX XX XXXXX XX XXX X XX X XX									
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	Page: 1 of 24 File ID: N	
Fund: 199:5 GENERAL OPERATING									
199-00-5711.00-000-500000 TAXES-CURRENT YEAR LEVY	2,236,318.42	2,269,818.00	1,980,818.00	1,964,628.20	1,980,818.00	2,028,491.00	2,028,491.00		
199-00-5712.00-000-500000 TAXES, PRIOR YEAR	8,883.55	10,000.00	10,000.00	17,688.59	10,000.00	10,000.00	10,000.00		
199-00-5719.00-000-500000 PENALTY/INTEREST	6,876.01	6,000.00	6,000.00	12,629.91	6,000.00	6,000.00	6,000.00		
199-00-5742.00-000-500000 INTEREST	15,015.45	8,000.00	8,000.00	30,033.39	8,000.00	20,000.00	20,000.00		
199-00-5743.00-000-500000 RENT	23,800.00	29,400.00	29,400.00	25,050.00	29,400.00	33,600.00	33,600.00		
199-00-5745.00-000-500000 INSURANCE RECOVERY	11,058.41	0.00	0.00	3,994.71	0.00	0.00	0.00		
199-00-5749.00-000-500000 LOCAL REVENUE	23,346.21	15,000.00	15,000.00	7,077.01	15,000.00	5,000.00	5,000.00		
199-00-5749.02-000-500000 SALT WATER REVENUE	36,555.85	38,400.00	38,400.00	39,548.93	38,400.00	30,000.00	30,000.00		

After reinitialization:

Account Code Inquiry - Summary									
ISD									
XXX XX XXXXX XX XXX X XX X XX									
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	Page: 1 of 131 File ID: N	
Fund: 199:5 GENERAL OPERATING									
199-00-5711.00-000-500000 TAXES-CURRENT YEAR LEVY	1,964,628.20	2,028,491.00	0.00	0.00	0.00	0.00	0.00		
199-00-5712.00-000-500000 TAXES, PRIOR YEAR	17,688.59	10,000.00	0.00	0.00	0.00	0.00	0.00		
199-00-5719.00-000-500000 PENALTY/INTEREST	12,629.91	6,000.00	0.00	0.00	0.00	0.00	0.00		
199-00-5742.00-000-500000 INTEREST	30,033.39	20,000.00	0.00	0.00	0.00	0.00	0.00		
199-00-5743.00-000-500000 RENT	25,050.00	33,600.00	0.00	0.00	0.00	0.00	0.00		
199-00-5745.00-000-500000 INSURANCE RECOVERY	3,994.71	0.00	0.00	0.00	0.00	0.00	0.00		
199-00-5749.00-000-500000 LOCAL REVENUE	7,077.01	5,000.00	0.00	0.00	0.00	0.00	0.00		
199-00-5749.02-000-500000 SALT WATER REVENUE	39,548.93	30,000.00	0.00	0.00	0.00	0.00	0.00		
199-00-5749.03-000-500000 BUS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

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 5 to 6).

Utilities > Mass Change Account Codes

Budget

File ID: N

FUND / YEAR MASK CROSSWALK

Delete	From Mask	To Mask
	XXX-XX-XXXX.XX-XX-XXXX	XXX-XX-XXXX.XX-XX- 16 XXX

Object Description:

Existing Code Description from Budget

New Object Description from Object Table

Options:

Update Payroll Distributions

Update EOY Accrual Data

Update NY Payroll Budget

Update PMIS Forecast Distribution

Add

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: Mask Crosswalk Report

Cnty Dist: ISD

Page: 1 of 11

File ID: N

Old Fnd-Fnc-Obj.So-Org-Prog	Description	New Fnd-Fnc-Obj.So-Org-Prog	Description
199-00-5711.00-0000	TAXES-CURRENT YEAR LEVY	199-00-5711.00-00160000	TAXES-CURRENT YEAR LEVY
199-00-5712.00-0000	TAXES, PRIOR YEAR	199-00-5712.00-00160000	TAXES, PRIOR YEAR
199-00-5719.00-0000	PENALTY/INTEREST	199-00-5719.00-00160000	PENALTY/INTEREST
199-00-5742.00-0000	INTEREST	199-00-5742.00-00160000	INTEREST
199-00-5743.00-0000	RENT	199-00-5743.00-00160000	RENT
199-00-5745.00-0000	INSURANCE RECOVERY	199-00-5745.00-00160000	INSURANCE RECOVERY
199-00-5749.00-0000	LOCAL REVENUE	199-00-5749.00-00160000	LOCAL REVENUE
199-00-5749.02-0000	SALT WATER REVENUE	199-00-5749.02-00160000	SALT WATER REVENUE
199-00-5749.BS-0000	BUS GRANT	199-00-5749.BS-00160000	BUS GRANT
199-00-5752.00-0000	ATHLETIC ACTIVITY, GATE \$	199-00-5752.00-00160000	ATHLETIC ACTIVITY, GATE \$
199-00-5811.00-0000	TEA-PER CAPITA APPORTIONMENT	199-00-5811.00-00160000	TEA-PER CAPITA APPORTIONMENT
199-00-5812.00-0000	FOUNDATION ENTITLEMENTS	199-00-5812.00-00160000	FOUNDATION ENTITLEMENTS
199-00-5831.00-0000	TRS ON-BEHALF BENEFIT	199-00-5831.00-00160000	TRS ON-BEHALF BENEFIT

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.

- 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.

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.

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.

The screenshot shows the 'Update Budget Data' utility interface. At the top, there is a note: 'Please create export for Budget Tables prior to using this utility.' Below this are four main configuration sections:

- Update Column:** Contains checkboxes for 'Original', 'Amended' (which is checked), and 'Actual'.
- Account Code:** Contains checkboxes for 'Include Inactive', 'Use Crosswalk', and 'Only Existing Budget Accts'.
- Accounting Period:** Contains radio buttons for 'Current: 12' and 'Next: 01' (which is selected).
- Object Description:** Contains radio buttons for 'Description from GL (New Account Codes)', 'Description from GL (All Account Codes)' (which is selected), and 'Description from Budget Object Code Table'.

Below these sections are two large tables representing budget data. Each table has columns for 'Select', 'Fund / Year', and 'Description'. The left table lists various fund codes and descriptions, and the right table is initially empty. A central 'Move' button with four arrows (up, down, left, right) is positioned between the tables, with the 'right' arrow highlighted with a black box. The 'Move' button is used to transfer data from the left table to the right table.

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](#).

 Process Cancel

Time Run: Update Budget Data Report ISP

Crty Dist: NEW ACCOUNTS

From Finance C Acct Per 01 to Budget N

Page: 1 of
File ID: N

Fnd-Fnc-Obj-So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD 199-00-5749 01-000-500000	MISC DONATIONS	.00	.00	50.00	700.00	.00	.00
NEW 199-00-5749.01-000-600000	MISC DONATIONS	.00	.00	50.00	700.00	.00	.00
OLD 199-00-7914 00-000-500000	PROCEEDS FROM TAX MAINT NOTE	.00	.00	517.500.00	517.500.00	.00	.00
NEW 199-00-7914 00-000-600000	PROCEEDS FROM TAX MAINT NOTE	.00	.00	517.500.00	517.500.00	.00	.00
OLD 199-11-6112.00-001-523000	SUBSTITUTE TEACHER PAYROLL	.00	.00	.00	880.00	.00	.00
NEW 199-11-6112.00-001-623000	SUBSTITUTE TEACHER PAYROLL	.00	.00	.00	880.00	.00	.00
OLD 199-13-6239 00-999-599000	CURRICULUM CONSULTANT	.00	.00	.00	3,500.00	.00	.00
NEW 199-13-6239.00-999-699000	CURRICULUM CONSULTANT	.00	.00	.00	4,000.00	.00	.00
OLD 199-13-6411 01-001-522000	STAFF DEVELOPMENT	.00	.00	.00	.00	.00	.00
NEW 199-13-6411.01-001-622000	STAFF DEVELOPMENT	.00	.00	.00	.00	.00	.00
OLD 199-31-6399 01-999-599000	MISC SUPPLIES	.00	.00	.00	225.45	.00	.00
NEW 199-31-6399.01-999-699000	MISC SUPPLIES	.00	.00	.00	225.45	.00	.00
OLD 199-34-6122 00-001-599000	SUB SUPPORT SALARIES	.00	.00	.00	805.00	.00	.00
NEW 199-34-6122.00-001-699000	SUB SUPPORT SALARIES	.00	.00	.00	805.00	.00	.00
OLD 199-34-6141 00-001-599000	SOCIAL SECURITY	.00	.00	.00	11.67	.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: Update Budget Data Report ISP

Crty Dist: EXISTING ACCOUNTS

From Finance C Acct Per 01 to Budget N

Page: 1 of
File ID: N

Fnd-Fnc-Obj-So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD 199-00-5711.00-000-600000	TAXES-CURRENT YEAR LEVY	1,964,628.20	.00	2,028,491.00	1,243,330.07	.00	.00
NEW 199-00-5711.00-000-600000	TAXES-CURRENT YEAR LEVY	1,964,628.20	.00	2,028,491.00	1,243,330.07	.00	.00
OLD 199-00-5712.00-000-600000	TAXES, PRIOR YEAR	17,688.59	.00	10,000.00	-701.87	.00	.00
NEW 199-00-5712.00-000-600000	TAXES, PRIOR YEAR	17,688.59	.00	10,000.00	-701.87	.00	.00
OLD 199-00-5719.00-000-600000	PENALTY/INTEREST	12,629.91	.00	6,000.00	1,381.57	.00	.00
NEW 199-00-5719.00-000-600000	PENALTY/INTEREST	12,629.91	.00	6,000.00	1,381.57	.00	.00
OLD 199-00-5742.00-000-600000	INTEREST	30,033.39	.00	20,000.00	6,794.78	.00	.00
NEW 199-00-5742.00-000-600000	INTEREST	30,033.39	.00	20,000.00	6,794.78	.00	.00
OLD 199-00-5743.00-000-600000	RENT	25,050.00	.00	33,600.00	10,850.00	.00	.00
NEW 199-00-5743.00-000-600000	RENT	25,050.00	.00	33,600.00	10,850.00	.00	.00
OLD 199-00-5745.00-000-600000	INSURANCE RECOVERY	3,994.71	.00	50.00	3,942.29	.00	.00
NEW 199-00-5745.00-000-600000	INSURANCE RECOVERY	3,994.71	.00	50.00	3,942.29	.00	.00
OLD 199-00-5749.00-000-600000	LOCAL REVENUE	7,077.01	.00	4,900.00	7,264.17	.00	.00
NEW 199-00-5749.00-000-600000	LOCAL REVENUE	7,077.01	.00	4,900.00	7,264.17	.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:

Inquiry > Budget Account Codes Inquiry		▼ Budget		File ID: N			
<input type="button" value="Retrieve"/>	<input type="button" value="Reset"/>						
<input checked="" type="radio"/> Summary	<input type="radio"/> Totals	<input type="checkbox"/> Exclude Objects 61XX					
Account Code:	XXXX	XXX	XXXXX	XXX	XXX		
	Fund	Func	Obj	Sobj	Org		
	-----Prog-----						
Date Run:	Account Code Inquiry - Summary						
Cnty Dist:	ISO						
	XXX	XXX	XXX	XXX	XXX		
	2023 - 2024	2024 - 2025	2024-2025	2025 - 2026	2025 - 2026		
	Last Yr Closing	This Yr Original	This Yr Amend	Next Yr	Next Yr		
	Amt	Budget	Budget	Requested	Recommend		
Fund:	Fund Description						
199-00-5711.00-000-500000	GENERAL FUND						
199-00-5711.00-000-500000	TAXES/CURRENT YEAR	2,279,005.33	2,100,655.00	2,100,655.00	79,287.01		
199-00-5711.01-000-500000	TAXES/CUR PAST DUE	0.00	0.00	0.00	0.00		
199-00-5712.00-000-500000	TAXES/PRIOR YEAR	39,951.39	20,000.00	20,000.00	10,014.76		
199-00-5719.00-000-500000	PENALTIES/INTEREST	17,736.52	7,000.00	7,000.00	4,337.24		
199-00-5719.01-000-500000	P&I/PRO RATA	0.00	0.00	0.00	0.00		
199-00-5742.00-000-500000	INTEREST/GEN FUND	169,422.91	169,000.00	169,000.00	1,466.03		
199-00-5742.01-000-500000	INTEREST/PREFERRED	91,622.60	40,000.00	40,000.00	30,728.85		
199-00-5743.00-000-500000	RENT	36,460.06	39,565.00	39,565.00	1,144.28		
199-00-5744.00-000-500000	GIFTS AND BEQUESTS	0.00	0.00	0.00	0.00		
199-00-5745.00-000-500000	INSURANCE RECOVERY	0.00	0.00	0.00	134,163.39		
199-00-5749.00-000-500000	LOCAL REVENUE	123.23	0.00	0.00	0.00		
199-00-5752.00-000-500000	ATHLETIC ACTIVITY	8,849.12	9,000.00	9,000.00	6,955.00		
199-00-5753.00-000-500000	YEARBOOK SALES	0.00	0.00	0.00	0.00		
199-00-5755.00-000-500000	VENDING MACH. REV.	0.00	0.00	0.00	0.00		

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.

Process **Cancel**

Date Run:		Mass Increase/Decrease Budget Account Code Report			Page: 1 of 36	
Cnty Dist:		ISD			File ID: N	
001 - XXX-XX-6XXX.XX-XXX-XXXXXX						
Account Code	This Yr Amend	Operator	Percent / Amount	New Amount		
199-11- 6 112.00-001-511000	16,000.00	+	200.00 =	16,200.00		
199-11- 6 112.00-001-523000	1,000.00	+	200.00 =	1,200.00		
199-11- 6 112.00-101-511000	38,000.00	+	200.00 =	38,200.00		
199-11- 6 112.00-101-523000	1,000.00	+	200.00 =	1,200.00		
199-11- 6 119.00-001-511000	564,803.00	+	200.00 =	565,003.00		
199-11- 6 119.00-001-522000	127,000.00	+	200.00 =	127,200.00		
199-11- 6 119.00-001-523000	25,053.00	+	200.00 =	25,253.00		
199-11- 6 119.00-001-530000	36,745.00	+	200.00 =	36,945.00		
199-11- 6 119.00-001-536000	.00	+	200.00 =	200.00		
199-11- 6 119.00-001-537000	3,928.00	+	200.00 =	4,128.00		
199-11- 6 119.00-001-538000	.00	+	200.00 =	200.00		
199-11- 6 119.00-001-599000	.00	+	200.00 =	200.00		
199-11- 6 119.00-101-511000	971,500.00	+	200.00 =	971,700.00		

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

Utilities > Mass Increase/Decrease Account Codes

▼ Budget 

File ID: N

Save

REQUESTED **RECOMMENDED** APPROVED

Simulation Name: BUDCOPY

Retrieve Delete Copy Directory Execute

Simulation Description: COPY AMENDED BUDGET

Base Column: This Yr Amend Budget

Round to Nearest Dollar Amount Cutoff Date: 07-15-2023

Delete	Seq Nbr	Account Code	Operator	Percent / Amount	
	001	XXX-XX-6XXX.XX-XXX-XXXXXX		No Change 	0.000
					

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

Utilities > Budget Level Processing

Budget

File ID: N

Recommended Cutoff Date: 00-00-0000

REQUESTED **RECOMMENDED** **APPROVED** COPY LEVEL

Select	Simulation Name	Simulation Description	Base Column	Round	User ID
<input type="checkbox"/>	2022	2022 BUDGET AMOUNTS	This Yr Amend Budget	Y	
<input checked="" type="checkbox"/>	6X +200	Add 200 to all 6XXX	This Yr Amend Budget	Y	
<input type="checkbox"/>	SAME	Same 24	This Yr Amend Budget	Y	
<input type="checkbox"/>	SAME 22	SAME AS 2022 BUDGET	This Yr Amend Budget	Y	

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

 **Process** **Cancel**

Date Run: **Budget Level Processing** Page: 1 of 10
 Cnty Dist: **ISD** File ID: N

Account Code	Next Yr Recommend	This Yr Amend Budget	New Amount
199-11-6112.00-001-611000	.00	8,000.00	8,200.00
199-11-6112.00-001-622000	.00	2,000.00	2,200.00
199-11-6112.00-001-623000	.00	.00	200.00
199-11-6112.00-001-624000	.00	2,000.00	2,200.00
199-11-6119.00-001-611000	.00	370,431.00	370,631.00
199-11-6119.00-001-621000	.00	1,850.00	2,050.00
199-11-6119.00-001-622000	.00	196,996.00	197,196.00
199-11-6119.00-001-623000	.00	47,088.00	47,288.00
199-11-6119.00-001-624000	.00	119,070.00	119,270.00
199-11-6119.00-001-625000	.00	.00	200.00
199-11-6119.00-001-636000	.00	48,372.00	48,572.00
199-11-6119.00-001-637000	.00	6,604.00	6,804.00
199-11-6121.00-001-611000	.00	.00	200.00

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 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.

Utilities > Budget Level Processing

Approved Cutoff Date: 08-31-20XX

REQUESTED RECOMMENDED APPROVED COPY LEVEL

From Level **To Level**

Requested
 Recommended
 Approved

Requested
 Recommended
 Approved

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](#).

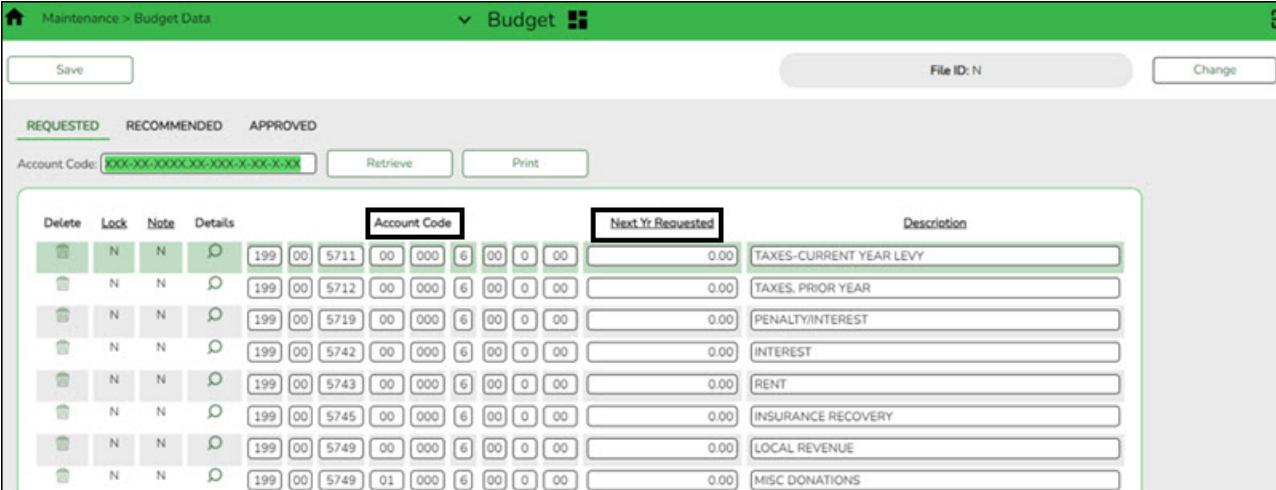
Click **Process** to process the transfer of the selected simulation. You are prompted to create a [backup](#). Otherwise, click **Cancel** to cancel the process.

19. [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](#)



Save File ID: N Change

REQUESTED RECOMMENDED APPROVED

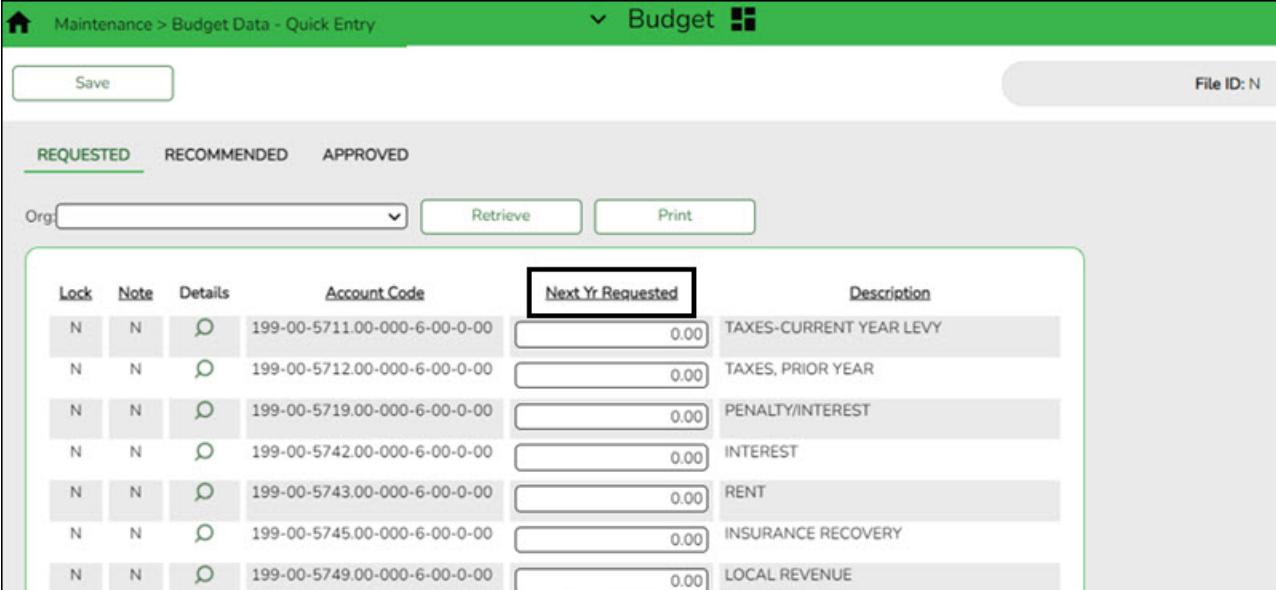
Account Code: XXX-XX-XXXX-XX-XX-X-XX-X-XX

Next Yr Requested

Delete	Lock	Note	Details	Account Code	Next Yr Requested	Description
	N	N		199 00 5711 00 000 6 00 0 00	0.00	TAXES-CURRENT YEAR LEVY
	N	N		199 00 5712 00 000 6 00 0 00	0.00	TAXES, PRIOR YEAR
	N	N		199 00 5719 00 000 6 00 0 00	0.00	PENALTY/INTEREST
	N	N		199 00 5742 00 000 6 00 0 00	0.00	INTEREST
	N	N		199 00 5743 00 000 6 00 0 00	0.00	RENT
	N	N		199 00 5745 00 000 6 00 0 00	0.00	INSURANCE RECOVERY
	N	N		199 00 5749 00 000 6 00 0 00	0.00	LOCAL REVENUE
	N	N		199 00 5749 01 000 6 00 0 00	0.00	MISC DONATIONS

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](#)



Save File ID: N

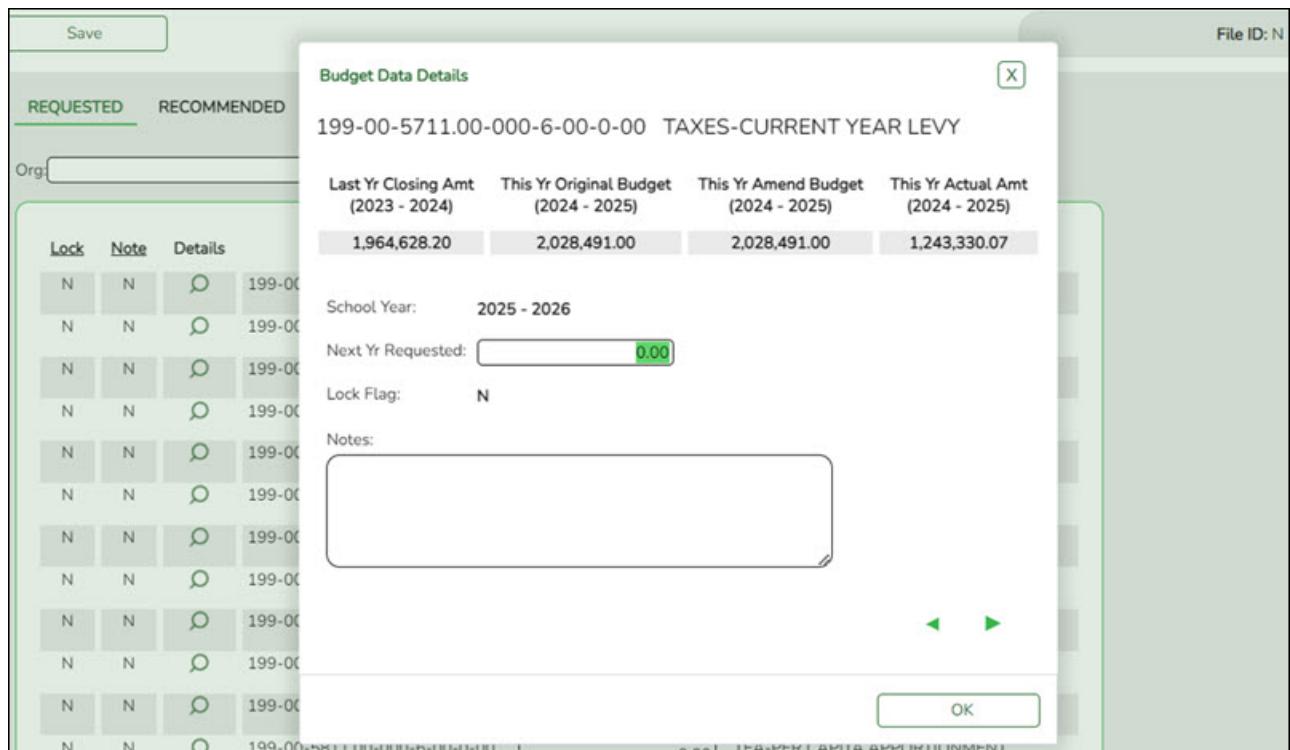
REQUESTED RECOMMENDED APPROVED

Org: Retrieve Print

Next Yr Requested

Lock	Note	Details	Account Code	Next Yr Requested	Description
N	N		199-00-5711.00-000-6-00-0-00	0.00	TAXES-CURRENT YEAR LEVY
N	N		199-00-5712.00-000-6-00-0-00	0.00	TAXES, PRIOR YEAR
N	N		199-00-5719.00-000-6-00-0-00	0.00	PENALTY/INTEREST
N	N		199-00-5742.00-000-6-00-0-00	0.00	INTEREST
N	N		199-00-5743.00-000-6-00-0-00	0.00	RENT
N	N		199-00-5745.00-000-6-00-0-00	0.00	INSURANCE RECOVERY
N	N		199-00-5749.00-000-6-00-0-00	0.00	LOCAL REVENUE

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



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

Budget

Execute

Fund/Yrs Available:

Select	Fund / Year
<input type="checkbox"/>	199 / 6
<input type="checkbox"/>	211 / 6
<input type="checkbox"/>	240 / 6
<input type="checkbox"/>	255 / 6
<input type="checkbox"/>	270 / 6
<input type="checkbox"/>	289 / 6
<input type="checkbox"/>	410 / 6
<input type="checkbox"/>	429 / 6
<input type="checkbox"/>	461 / 6
<input type="checkbox"/>	599 / 6
<input type="checkbox"/>	865 / 6

Fund/Yrs To Delete:

Select	Fund / Year
<input type="checkbox"/>	429 / 4
<input type="checkbox"/>	429 / 5

→ → ← ←

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 2025-2026 budget file.

Budget								
Save		File ID: N				Change		
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.Sobj	Actual Fund Balance Obj.Sobj	Interfund Due From Obj.Sobj	Interfund Due To Obj.Sobj
	199 / 5	G - General operating	GENERAL OPERATING		3700 .00	3600 .00	1261 .00	2171 .99
	199 / 6	G - General operating	GENERAL OPERATING		3700 .00	3600 .00	1261 .00	2171 .99
	211 / 5	S - Special revenue	TITLE I		3700 .00	3600 .00	1262 .00	2171 .00
	211 / 6	S - Special revenue	TITLE I		3700 .00	3600 .00	1262 .00	2171 .00
	240 / 5	S - Special revenue	CAFETERIA		3700 .00	3600 .00	1262 .00	2171 .99
	240 / 6	S - Special revenue	CAFETERIA		3700 .00	3600 .00	1262 .00	2171 .99
	255 / 5	S - Special revenue	TITLE II		3700 .00	3600 .00	1262 .00	2171 .99
	255 / 6	S - Special revenue	TITLE II		3700 .00	3600 .00	1262 .00	2171 .99
	270 / 5	S - Special revenue	REAP, FEDERAL FUNDS		3700 .00	3600 .00	1262 .00	2171 .00
	270 / 6	S - Special revenue	REAP, FEDERAL FUNDS		3700 .00	3600 .00	1262 .00	2171 .00
	289 / 5	S - Special revenue	TITLE IV		3700 .00	3600 .00	1262 .00	2171 .00
	289 / 6	S - Special revenue	TITLE IV		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 the 2024-2025 Board approved budget.

Export the 2025-2026 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: 2025-2026 Budget before Move to Finance.

Additional Budget Information

[Additional Budget information.](#)

Review the following reports:

[Budget > Reports > Budget Reports](#)

Reports > Budget Reports > Budget Report by Fund

Preview PDF CSV Clear Options

Budget Reports

[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](#)

BUD1000 - Budget Report by Fund

Parameter Description	Value
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)	<input type="text"/>
Budget amt to use Requested(1), Recommended(2) Approved(3)	<input type="text"/>
Set report spacing to Double Space? (Y/N)	<input type="text"/>
Exclude 61XX Accounts? (Y/N)	<input type="text"/>
Include Notes? (Y/N)	<input type="text"/>
Select Fund(s), or blank for ALL	<input type="text"/>

Budget > Reports > Board Reports

Reports > Board Reports > Budget Board Report By Fund

Preview PDF CSV Clear Options

Board Reports

[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](#)

BUD2000 - Budget Board Report By Fund

Parameter Description	Value
By Fund Breakdown (B) or No Breakdown (N)	<input type="text"/>
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	<input type="text"/>
Select Fund(s), or blank for ALL	<input type="text"/>
Include Levels (Select From List)	<input type="text"/>

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

Budget

Execute

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

Fund/Yrs Available:

Select	Fund/ Year
<input type="checkbox"/>	199 / 6
<input type="checkbox"/>	240 / 6
<input type="checkbox"/>	289 / 6
<input type="checkbox"/>	429 / 4
<input type="checkbox"/>	429 / 5
<input type="checkbox"/>	429 / 6
<input type="checkbox"/>	461 / 6
<input type="checkbox"/>	865 / 6

Fund/Yrs To Delete:

Select	Fund/ Year
No Rows	

→ ← → ←

Process Cancel

Delete Zero Balance Accounts Report

Date Run: Cnty Dist: ISD Page: 1 of 1 File ID: N

Fnd-Fnc-Obj-So-Org-Prog	Delete	Description	LY Amount	CY Original	CY Amend	CY Actual	NY Request	NY Recom.	NY Appr.
199-00-5749.BS-000-600000	Y	BUS GRANT	.00	.00	.00	.00	.00	.00	.00
199-00-5929.01-000-600000	Y	FEDERAL INDIRECT COST	.00	.00	.00	.00	.00	.00	.00
240-00-5751.00-000-600000	Y	STUDENT REVENUE	.00	.00	.00	.00	.00	.00	.00
240-00-5830.00-000-600000	Y	REVENUE TX DEPT OF	.00	.00	.00	.00	.00	.00	.00

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	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock

 **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
199-11-6112.00-001-611000	SUBSTITUTE TEACHER PAYROLL	Lock
199-11-6112.00-001-622000	SUBSTITUTE TEACHER PAYROLL	Lock
199-11-6112.00-001-623000	SUBSTITUTE TEACHER PAYROLL	Lock
199-11-6112.00-001-624000	SUBSTITUTE TEACHER PAYROLL	Lock