



Budget: Utilities

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Utilities

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Budget Level Processing

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Approved - BUD6600

Budget > Utilities > Budget Level Processing > Approved

This utility is used to transfer the results of a budget simulation to the Approved tab of the Budget Data Maintenance page. The **Next Yr Approved** column is updated by the results of the simulation that was processed. Simulations created by all users with access to the Mass Increase/Decrease Account Codes > Approved tab are displayed. Users can process only their simulations unless simulations were copied from one user to another.

Note: Simulations are based on the user profile of the logged-on user. Payroll accounts can be included in the simulation even though the user may not have access to 61XX.

Post approved simulation data:

All simulations created and processed by all users with access to the Mass Increase/Decrease Account Codes > Approved tab are displayed in the grid area at the top of the tab. Simulation sequence numbers are displayed in the detail area at the bottom of the tab.

Note: Users can only execute the simulations that they created. If a user executes a simulation from another user, the error message "User ID: XXXXXX does not match login User ID" is displayed.

| Field | Description |
|-----------------------------|--|
| Approved Cutoff Date | The date for which updates to accounts are no longer accepted is displayed. If the LEA uses cutoff dates, no data can be transferred after the displayed cutoff date. If the LEA does not use cutoff dates, simulation data can be transferred at any time up to final budget approval. |

☐ In the upper grid, select the simulation to transfer to the **Next Yr Approved** column on the Approved tab of the Budget Maintenance page. The sequence numbers associated with the simulation are displayed in the detail grid at the bottom of the tab. If multiple sequences display, they are processed in the order listed.

☐ Click **Execute** to post the values resulting from the selected simulation results to the **Next Yr Approved** column on the Budget Maintenance > Approved tab. A Budget Level Processing report is displayed. [Review the report.](#)

☐ Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Budget Level Processing Approved tab.

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~~HIDEPAGE~~

Copy Level - BUD6600

Budget > Utilities > Budget Level Processing > Copy Level

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 complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Budget Level Processing Copy Level tab.

Recommended - BUD6600

Budget > Utilities > Budget Level Processing > Recommended

This utility is used to transfer the results of a budget simulation to the Maintenance > Budget Data > Recommended tab. The **Next Yr Recommend** column is updated with the results of the processed simulation. Simulations created by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Recommended tab are displayed. Users can only process their simulations unless simulations were copied from one user to another.

Note: Simulations are based on the user profile of the logged-on user. Payroll accounts can be included in the simulation even though the user may not have access to 61XX.

Transfer recommended simulation data:

All simulations created and processed by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Recommended tab are displayed. Simulation sequence numbers are displayed in the detail area at the bottom of the tab.

Note: Users can only execute simulations that were created by the logged-on user. If a user executes a simulation from another user, the error message "r;User ID: XXXXXX does not match login User ID" is displayed.

| Field | Description |
|--------------------------------|---|
| Recommended Cutoff Date | The date for which updates to accounts are no longer accepted is displayed. If the LEA uses cutoff dates, no data can be transferred after the displayed cutoff date. If the LEA does not use cutoff dates, simulation data can be transferred at any time up to final budget approval. |

☐ In the upper grid, select the simulation to transfer to the **Next Yr Recommend** column on the Maintenance > Budget Data > Recommended tab. The sequence numbers associated with the simulation are displayed. If multiple sequences are displayed, they are processed in the order listed.

☐ Click **Execute** to transfer the values resulting from the selected simulation to the **Next Yr Recommend** column on the Maintenance > Budget Data > Recommended tab. A Budget Level Processing report is displayed. [Review the report.](#)

☐ Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Budget Level Processing > Recommended tab.

Requested - BUD6600

Budget > Utilities > Budget Level Processing > Requested

This utility is used to transfer the results of a budget simulation to the Maintenance > Budget Data > Requested tab. The **Next Yr Requested** column is updated with the results of the processed simulation. Simulations created by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Requested tab are displayed. However, users can only process their simulations unless simulations were copied from one user to another.

Note: Simulations are based on the user profile of the logged-on user. The requested level does not have access to 61XX accounts.

Transfer requested simulation data:

All simulations created and processed by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Requested tab are displayed in the grid area at the top of the tab. Simulation sequence numbers are displayed in the detail area at the bottom of the tab.

Note: Users can only execute simulations that were created by the logged-on user. If a user executes a simulation from another user, the error message "r;User ID: XXXXXX does not match login User ID" is displayed.

| Field | Description |
|------------------------------|---|
| Requested Cutoff Date | The date for which updates to accounts are no longer accepted is displayed. If the LEA uses cutoff dates, no data can be transferred after the displayed cutoff date. If the LEA does not use cutoff dates, simulation data can be transferred at any time up to final budget approval. |

☐ In the upper grid, select the simulation to transfer to the **Next Yr Requested** column on the Maintenance > Budget Data > Requested tab. The sequence numbers associated with the simulation are displayed in the detail grid at the bottom of the tab. If multiple sequences are displayed, they are processed in the order listed.

☐ Click **Execute** to transfer the values resulting from the selected simulation to the **Next Yr Requested** column on the Maintenance > Budget Data > Requested tab. A Budget Level Processing report is displayed. [Review the report.](#)

☐ Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Budget Level Processing > Requested tab.

Clear/Copy Budget Tables

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~~HIDEPAGE~~

Clear Budget Tables - BUD7000

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

This utility is used to clear all budget data from the simulation and crosswalk tables that were used during the budget process.

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.

Copy Finance Tables to Budget - BUD7000

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

This utility is used to copy current year finance tables to Budget.

Copy finance tables:

All available finance tables are displayed on the left side of the page.

☐ Select the tables to be copied and use the following buttons to move the selected tables to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

| Field | Description |
|---------------------|--|
| Preview Data | Select to view the data records being copied to the budget tables. If selected, a preview report of each current year table being copied to the next year is displayed. If not selected, a message is displayed indicating that the tables were successfully copied. |

If **Preview Data** is selected, the Data Preview - Fund (Function, Object, Subobject, Org, Program, Ed Span, and Project Detail) Code Table report is displayed with the account code information that was copied for each account code element. Each element code table must be reviewed, and processed or canceled to display the next element code table.

[Review the report.](#)

☐ Click **Process** to continue. A message is displayed indicating that the process was completed. Click **OK**.

☐ Click **Cancel** to cancel and return to the Copy Finance Tables to Budget tab.

Clear/Move NYR Requisitions to CYR - BUD6700

Budget > Utilities > Clear Move NYR Requisitions To CYR

This page is used to clear or move all next year requisitions and purchase orders to the current year. As requisitions and purchase orders are created in the next year, they validate against the account codes, but not against the **Next Year Approved** column in Budget. Next year requisitions and purchase orders can be created for amounts that exceed what has been approved in Budget. All requisitions and purchase orders are posted, even if it results in exceeding the appropriated amount. The move also updates current requisition tables so they can be accessed and processed as needed. **Note:** The Move Budget to Finance function must be performed before this function is processed.

Additional notes:

- If **Clear Next Year Requisitions Only** is selected, all next year requisitions are removed from the database, and a report is created. You must click **Execute** to update the database.
- If **Move Next Year Requisitions to Current and Update Finance** is selected:
 - The accounting period selected (either current or next) is used as the accounting period for the transactions created in Finance and to determine which amounts are updated for the general ledger. It will also be used as the accounting period for the requisitions.
 - Next year purchase orders cannot exist in the current year with the same vendor number. If this condition exists, an error report is displayed. The user must reverse the purchase order in next year Requisition.
 - Requisitions are moved from next year to current year, and after the move is completed, they are no longer accessible in next year requisitions.
 - Appropriate supporting transactions are written to the Finance general ledger, balances are updated, and a report is created. The user must click Process to update the database.

This function can be performed on the following two pages:

- Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR
- Budget > Utilities > Clear/Move NYR Requisitions to CYR

Clear/move next year requisitions to current year:

| Field | Description |
|---|---|
| Requisition Accounting Period in Current Finance | Populated by the requisition accounting period data from the District Finance Options table and is display only. Requisitions that are moved to Finance are created in the current displayed accounting period. |

| Field | Description |
|--|---|
| PO Date | Type a date to override the Purchase Order Date , Encumbrance Trans Date , and Requisition Purchase Order Date for next year purchase orders that have not been printed or purchase orders for which the Confirm Only field is not selected. If left blank, the process continues without overriding these dates. |
| Clear Next Year Requisitions Only | Select to remove all next year requisitions from the database tables |
| Move Next Year Requisitions to Current and Update Finance | Select to transfer all next year requisitions to the current year and update the Finance general ledger. |

☐ Click **Execute** to move the requisitions to the Finance general ledger. When the process is completed, the Clear Next Year Requisitions or Move Next Year Requisitions to Current Year report is displayed. [Review the report.](#)

☐ Click **Process** to remove all next year requisitions from the database or to write all next year requisitions to the current year and the Finance general ledger.

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

☐ Click **Cancel** to return to the Clear/Move NYR Requisitions to CYR page without clearing/moving any next year requisitions.

Notes:

- When moving next year requisitions to current year, the general journal **JV Number Description** automatically populates with REQ plus the requisition number.
- When moving next year requisitions to current year, the **Reason** automatically populates with the purchase order reason for those purchase orders that have already become purchase orders.
- Requisitions will not be processed if the **Current (Open) Accounting Period** and the **Requisition Accounting Period** fields are the same, and **Current Accounting Period Close** is selected on the District Finance Options page.
- Requisitions are not processed if end-of-month closing is being processed.

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~~HIDEPAGE~~

Copy Current to New File ID - BUD7200

Budget > Utilities > Copy Current To New File ID

This page is used to select individual funds or multiple funds in the current file ID and copy them to a new file ID for archive purposes. This feature enables users to retain previous years' budget tables without interfering with current budget tables. Copying funds to a new file ID multiple times will not update any information in the new file ID. If users need to update any information, they must log on to the new file ID through the Change File ID page and manually make the changes.

The funds displayed on this page are retrieved from the account code table rather than the accounts in Budget; therefore, you might see funds from various fiscal years.

Copy current file ID funds to a new file ID:

| Field | Description |
|---------------------|---|
| File ID | Displays the file ID to which you are logged on. |
| 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 | Select the individual check boxes for each fund to be copied. |
| Select All | Click to select all Select check boxes for all funds. |
| Unselect All | Click to clear all Select 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 asks if you want to continue.

If you click **Yes**, a message is displayed indicating that the process was completed successfully. Click **OK**.

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~~HIDEPAGE~~

Create Budget Data - BUD6000

Budget > Utilities > Create Budget Data

This utility is used to automatically transfer account codes and amounts from the Finance application to the Budget master file. This utility transfers balances and associated account codes from the Finance Original Budget (Estimated Revenues and Appropriations), Amended Budget (Estimated Revenue and Appropriations), and Actual Amount (Realized Revenue, Encumbrances and Expenditures) columns. The transfer can be from either the current or next accounting period amounts. Use this option when creating the Budget master table for the first time. Processing this selection multiple times does not create duplicate accounts, but does update existing budget balances and account codes being transferred from the Finance application to the Budget application.

Note: Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

Create budget data:

| Field | Description |
|------------------------|--|
| From GL File ID | Select a from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID. |

☐ Click **Retrieve** to update the **Accounting Period** options and fund information.

☐ Under **Account Code**, select one of the following options:

| | |
|-------------------------|---|
| Include Inactive | Select to include inactive account codes and amounts in the list of available account codes to be transferred. |
| 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). |

☐ Under **Accounting Period**, select one of the following 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 one of the following options:

| | |
|--|--|
| Description from GL (New Account Codes) | Select to update the new Budget account code descriptions based on the general ledger description. |
| Description from GL (All Account Codes) | Select to update the object description for all account codes. |

| | |
|--|---|
| Description from Budget Object Code Table | Select to update the object description for new account codes only. |
|--|---|

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



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. The Create Budget Data Report is displayed with the old fund/fiscal year account codes and amounts as well as the new fund/fiscal year account codes and associated amounts that are being transferred to Budget. [Review the report.](#)

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

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

Note: If there are account components that exist in the Finance file ID that do not exist in the Budget file ID account code table, a Budget Error Report of the account components that must be updated in the Budget account code table is produced, and you are not allowed to proceed until these account components are updated in Budget.

Caution: If there are accounts in the Budget file ID that have been updated that do not exist in the Finance file ID, those accounts are not updated, and the totals in Finance and Budget may not match.

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~~HIDEPAGE~~

Delete by File ID - BUD7500

Budget > Utilities > Delete by File ID

This page is used to remove all budget tables from a selected file ID.

Delete a file ID:

All available file IDs are displayed on the left side of the page under **Available File IDs**.

☐ Select the file IDs to export.

☐ Use the following buttons to move the selected file IDs to the right side of the page under **Selected File Ids**.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left 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 successfully completed. Click **OK**.

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~~HIDEPAGE~~

Delete Funds - BUD7300

Budget > Utilities > Delete Funds

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.

All available fund/year accounts are displayed on the left side of the page.

☐ Select the fund/year accounts to delete.

☐ Use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left 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.

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

☐ Click **Cancel** to return to the Delete Funds page without deleting the selected funds.

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~~HIDEPAGE~~

Export Budget Tables - BUD7100

Budget > Utilities > Export Budget Tables

This utility is used to export a copy of the budget tables prior to running major functions. When exporting budget tables, copies of the data are exported to a user-designated archive file.

- If the file ID is N (Next Year), next year Requisition and Budget tables (without the User Profiles table) are exported.
- If the file ID is anything other than N, only Budget tables (without the User Profiles table) are exported.

Export budget tables:

| Field | Description |
|-------------------------|---|
| Export File Name | A preset export file name is displayed in format dbccddddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. |

☐ Click **Execute** to execute the process. A message is displayed prompting you to create a [backup](#).

A message is displayed indicating that the selected tables have been cleared. Click **OK**.

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~~HIDEPAGE~~

Export by File ID - BUD7400

Budget > Utilities > Export by File ID

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:

All available file IDs are displayed on the left side of the page under **Available File IDs**.

☐ Select the file ID(s) to export.

☐ Use the following buttons to move the selected file IDs from the left side to the right side of the page under **Selected File IDs**.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process.

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

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~~HIDEPAGE~~

Import Budget Tables - BUD7100

Budget > Utilities > Import Budget Tables

This utility is used to import budget tables that were previously exported. The export file should contain all budget tables for the file ID with which the user logged on. When importing budget tables, ensure the file ID of the archived file is the same as that of the logged-on file ID.

Import budget tables:

| Field | Description |
|--------------------|--|
| Import Path | <p>The following is displayed: (none selected). Click Browse to perform one of the following functions.</p> <p>Click Open to select the file name, or click Cancel to close the dialog box without processing.</p> <p>Click Submit to accept the import file name and return to the Import Budget Tables page. Type the drive and folder name from where you want to import the tables, and then click Submit to accept the import file name and return to the Import Budget Tables page.</p> |

☐ Click **Execute** to execute the process.

- A message is displayed indicating that you are about to import budget tables and confirming that you want to continue. Click **Yes** to continue the import. Otherwise, click No to cancel the import.
- Type a password for the imported file, and then click **Execute**.
- A message is displayed indicating that the import process was completed successfully. Click **OK**.

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~~HIDEPAGE~~

Mass Change Account Codes

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~~HIDEPAGE~~

Fund/Year - BUD6300

Budget > Utilities > Mass Change Account Codes > Fund/Year

This tab is used to mass add funds for a new fiscal year in the database table and change selected fund/year codes and descriptions.

Note: When creating the new funds, the system applies the default objects and subobjects in the same manner as done in funds maintenance if the fund number has changed. If the fund number is not changed, the current objects are used.

Mass change fund/year:

All available fund/year codes are displayed on the left side of the page.

☐ Select the fund/year codes and use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. The Fund/Fiscal Year Mass Change Report is displayed. [Review the report.](#)

☐ Click **Process** to process the changes.

A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Mass Change Account Codes Fund/Year tab without processing the changes.

Mask Crosswalk - BUD6300

Budget > Utilities > Mass Change Account Codes > Mask Crosswalk

This tab is used to select elements of any 20-digit account code number and change it to another number, copying the account codes and balances for the old account to the new account. The old account and amount are deleted from the budget tables. The new account is accessible to all those whose user profile includes the new account codes. Single or multiple account code changes can be made on this page. Changes to account codes in next year payroll and end-of-year accruals (August accruals) can be easily and quickly changed using this function. Care should be taken when choosing these two options as they affect all next year payroll frequencies. These entries also affect the Create Budget Data, Update Budget Data, and Update Last Year Closing options.

[Mask crosswalk edit notes:](#)

The from and to account codes cannot be all Xs or all spaces. If all digits are entered in each component, the codes must exist in the code table. The account code components are checked as follows:

1. The class objects (first digit of the object code) must be the same (e.g., 199-XX-5XXX.XX-XXX-5XXXXX cannot be crosswalked to 199-XX-6XXX.XX-XXX-5XXXXX).
2. When entire account codes are entered, the from account code must exist in the budget table and all components of the to account code must exist in the account code tables. The account codes must be different between the from and to.

Object and function edits are as follows:

- Classes 1, 2, 3, 5, 6, 7, and 8 are allowed to crosswalk.
- The from and to classes must be the same.
- For classes 1, 2, or 3, the function must be 00.
- For class 5, the function must be 00, and the major object (second digit of object code) must be 7, 8, or 9 (to edits only).
- For class 6, the function must not be 00, and the major object must be 1, 2, 3, 4, 5, or 6.
- For class 7, the function must be 00, and the major object must be 9 (to edits only).
- For class 8, the function must be 00, and the major object must be 9 (to edits only).

Process the mask crosswalk:

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

☐ Click **+Add** to include additional account codes in the mask crosswalk.

- If changing more than one account code at a time, make sure that all criteria can be accommodated.
- If all criteria cannot be accommodated, complete one mask at a time.

NOTE: Verify the mask for accuracy. The data in the **From Mask** field is copied to what is in the **To Mask** field. If the account code for the **To Mask** field does not currently exist, the account code tables are automatically created and updated. When crosswalking from one fund/fiscal year to another fund/fiscal year only, the from fund/fiscal year from the fund code table is deleted.

☐ Under **Object Description**, select one of the following:

| | |
|---|---|
| Existing Code Description from Budget | Select to retrieve the existing code element description from the current budget. |
| New Object Description from Object Table | Select to replace the current description from the budget with the object code description in the account code table. |

☐ Under **Options**, select one of the following if changes need to be made to transactions related to the budget:

Do not select any options if following the Budget Processing steps.

NOTE: If any of the below options are selected, it is highly recommended that the Payroll > Utilities > Export Pay Tables utility be used to create a backup of each pay frequency before continuing to process this crosswalk. However, if **Update PMIS Forecast Distribution** is the only option selected, do not run the Payroll > Utilities > Export Pay Tables utility before continuing to process this crosswalk.

| | |
|-------------------------------------|---|
| Update Payroll Distributions | Select to change all payroll distribution account codes in next year payroll that match the from mask are changed to the to mask account code. This updates all next year payroll frequencies. |
| Update EOY Accrual Data | Select to change account codes in the EOY accrual work table. If this crosswalk has funds and fiscal years that also exist in the EOY Payroll Accruals, Run Calculations tab and some of those funds/fiscal years have been selected to not decrement (Funds/Yrs to not Decrement field), the new fund and fiscal year used for expensing the EOY accruals will not be decremented. Example: Fund 211/1 was included with other funds in the Funds/Yrs to not Decrement field when the EOY Payroll Accrual, Run Calculations was performed. In the Mask Crosswalk, you have selected to change fund 211/1 to 215/1. Then, the same logic of not decrementing the fiscal year will apply to the new fund. Accrual reports reflect fund 215/1, and that fund/fiscal year will be what is posted to Finance. If a fund/fiscal year in the Mask Crosswalk was not included in funds/years to not decrement, decrementing of the fiscal year will apply to the new fund. The user should evaluate the entries on the EOY Payroll Accruals, Decrement tab for accuracy if the from fund/fiscal year is not the same as the to fund/fiscal year. |
| Update NY Payroll Budget | Select to change all account codes in the next year payroll budget that matches the from mask are changed to the to mask account code. This updates all next year payroll frequencies. |

**Update PMIS
Forecast
Distribution**

Select to update next year Position Management distribution records. When this option is selected, a Budget export should be processed.

☐ Click **Reset** to clear all crosswalk records and reset all previously selected options to the default.

☐ Click **Execute** to initiate the mask crosswalk.

- If any errors are encountered during the process, an Error Listing report is displayed.
- If there are no errors, the Error Listing report is not displayed. If there are no errors, the Mask Crosswalk report is displayed. [Review the report.](#)

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

☐ Click **Cancel** to discard the mask crosswalk and close the page without changing any account codes.

Mass Delete Zero Balance Accounts - BUD7400

Budget > Utilities > Mass Delete Zero Balance Accounts

This page is used to select a fund/year with zero balance accounts that have a zero amount in all of the following columns:

- **Last Year Expend**
- **Next Year Requested**
- **Next Year Recommended**
- **Next Year Approved**

A report with a list of zero balance accounts is displayed for review. When you click **Process**, all of the zero balance accounts listed on the report are deleted from the budget table.

Mass delete zero balance accounts:

| Field | Description |
|---|---|
| CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted | Select to delete the fund/year(s) with zero balance accounts that have a zero amount in the following columns: Current Year Original Current Year Amendment Current Year Actual |

All available fund/year accounts are displayed on the left side of the page under **Funds/Yrs Available**.

- ☐ Select the fund/year accounts to mass delete for the next fiscal year.
- ☐ Use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

- ☐ Click **Execute** to execute the process. [Review the report.](#)
- ☐ Click **Process** to delete the selected accounts.

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

☐ Click **Cancel** to return to the Mass Delete Zero Balance Accounts page without updating the selected accounts.

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~~HIDEPAGE~~

Mass Increase/Decrease Account Codes

Use the Table of Contents to access a page.

Approved- BUD6500

Budget > Utilities > Mass Increase/Decrease Account Codes > Approved

This tab is used to generate approved level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year approved column from the Approved tab of the Budget Data Maintenance page. Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect the accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Approved** column. The second sequence could affect the accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to this year amended and populating the result in the **Next Yr Approved** column.). Each user can view only their simulations.

The option enables the user to create a simulation that provides a report of how accounts are affected but does not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation are the accounts and amounts updated in the Next Yr Approved column.

Simulations are based on the user profile of the logged-on user. The payroll accounts can be included in the selection of accounts to be calculated on the simulation. However, if any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

Example 1: If your user profile only allows for access to 62XX accounts and you choose, as part of the criteria, to update all 6XXX accounts, only those accounts that met the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.

Mass increase/decrease account codes at the approved level:

| Field | Description |
|-------------------------------|---|
| Simulation Name | Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve . To search for a specific simulation, click Directory . In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel . |
| Simulation Description | Type a description for the simulation. The field can be a maximum of 30 characters. |
| Base Column | Select a column on which to base the simulation calculations. This is a required field. |

| Field | Description |
|---------------------------------------|---|
| Round to Nearest Dollar Amount | Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed. |
| Cutoff Date | <p>The date that account updates are no longer allowed is displayed.</p> <p>If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date.</p> <p>If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.</p> |

☐ Click **+Add** to add a sequence row to the grid.

| | |
|-----------------------|--|
| Seq Nbr | The sequence row is automatically displayed. |
| Account Code | <p>The 20-character account code mask with all Xs is displayed.</p> <p>Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts.</p> <p>Even if a mask is used, only those accounts that match your user profile are included in the calculations.</p> |
| Operator | Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation. |
| Percent/Amount | <p>Type the value the operator applies to the simulation.</p> <p><i>Multiply</i> - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column.</p> <p><i>Add</i> - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column.</p> <p><i>Equals</i> - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Approved column. The value of the selected column in the Base Column field is not used for the calculations.</p> <p><i>No Change</i> - set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Approved column is updated by the value of the selected column in the Base Column field.</p> |

☐ Click **Save**.

☐ Click **Copy** to copy the simulation. The copy from simulation window is displayed with a list of all saved simulations.

- Select an existing simulation name from the list.
- Click **OK**. The window is closed, and the copied simulation populates all the fields on the tab.


☐ 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.

☐ Click **Cancel** to return to the approved tab of the Mass Increase/Decrease Account Codes page.

Other functions and features:

| | |
|---|--|
| Retrieve | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Delete | Click to delete the selected simulation. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . |

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~~HIDEPAGE~~

Recommended- BUD6500

Budget > Utilities > Mass Increase/Decrease Account Codes > Recommended

This tab is used to generate recommended-level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year recommended columns from the Recommended tab of the Budget Data Maintenance page. Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect the accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Recommend** column. The second sequence could affect the accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to the **This Yr Amend Budget** column and populating the result in the **Next Yr Recommend** column.). Each user can view only his simulations.

The utility enables the user to create a simulation that will provide a report of how accounts are affected but will not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation will the accounts and amounts be updated in the **Next Yr Recommend** column.

Simulations are based on the user profile of the logged-on user. The payroll accounts can be included in the selection of accounts to be calculated on the simulation. However, if any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

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

Mass increase/decrease account codes at the recommended level:

| Field | Description |
|-------------------------------|---|
| Simulation Name | Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve . To search for a specific simulation, click Directory . In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel . |
| Simulation Description | Type a description for the simulation. The field can be a maximum of 30 characters. |
| Base Column | Select a column on which to base the simulation calculations. This is a required field. |

| Field | Description |
|---------------------------------------|---|
| Round to Nearest Dollar Amount | Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed. |
| Cutoff Date | <p>The date that account updates are no longer allowed is displayed.</p> <p>If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date.</p> <p>If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.</p> |

☐ Click **+Add** to add a sequence row to the grid.

| | |
|-----------------------|---|
| Seq Nbr | The sequence row is automatically displayed. |
| Account Code | <p>The 20-character account code mask with all Xs is displayed.</p> <p>Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts.</p> <p>Even if a mask is used, only those accounts that match your user profile are included in the calculations.</p> |
| Operator | Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation. |
| Percent/Amount | <p>Type the value the operator applies to the simulation.</p> <p>Multiply - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Recommend column.</p> <p>Add - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Recommend column.</p> <p>Equals - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Recommend column. The value of the selected column in the Base Column field is not used for the calculations.</p> <p>No Change - is set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Recommend column is updated by the value of the selected column in the Base Column field.</p> |

☐ Click **Save**.

☐ Click **Copy** to copy the simulation. The copy from simulation window is displayed with a list of all saved simulations.

- Select an existing simulation name from the list.
- Click **OK**. The window is closed, and the copied simulation populates all the fields on the tab.


☐ 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.

☐ Click **Cancel** to return to the Recommended tab of the Mass Increase/Decrease Account Codes page.

Other functions and features:

| | |
|---|--|
| Retrieve | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Delete | Click to delete the selected simulation. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . |

Requested - BUD6500

Budget > Utilities > Mass Increase/Decrease Account Codes > Requested

This tab is used to generate requested-level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year requested columns from the Requested tab of the Budget Data Maintenance page.

Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Requested** column. The second sequence could affect accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to the **This Yr Amend Budget** column and populating the result in the Next Yr Requested column.). You can only view your simulations.

The utility enables you to create a simulation that will provide a report of how accounts are affected but will not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation will the accounts and amounts be updated in the Next Yr Requested column.

Note: Simulations are based on the user profile of the logged-on user. Requested-level users do not have access to the 61XX payroll accounts even if they are included in the account selection criteria. If any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

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

Mass increase/decrease account codes at the requested level:

| Field | Description |
|-------------------------------|---|
| Simulation Name | <p>Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve.</p> <p>To search for a specific simulation, click Directory. In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel.</p> |
| Simulation Description | Type a description for the simulation. The field can be a maximum of 30 characters. |

| Field | Description |
|---------------------------------------|---|
| Base Column | Select a column on which to base the simulation calculations. This is a required field. |
| Round to Nearest Dollar Amount | Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed. |
| Cutoff Date | <p>The date that account updates are no longer allowed is displayed.</p> <p>If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date.</p> <p>If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.</p> |

☐ Click **+Add** to add a sequence row to the grid.

| | |
|-----------------------|--|
| Seq Nbr | The sequence row is automatically displayed. |
| Account Code | <p>The 20-character account code mask with all Xs is displayed.</p> <p>Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts.</p> <p>Even if a mask is used, only those accounts that match your user profile are included in the calculations.</p> |
| Operator | Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation. |
| Percent/Amount | <p>Type the value the operator applies to the simulation.</p> <p><i>Multiply</i> - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column.</p> <p><i>Add</i> - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column.</p> <p><i>Equals</i> - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Approved column. The value of the selected column in the Base Column field is not used for the calculations.</p> <p><i>No Change</i> - set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Approved column is updated by the value of the selected column in the Base Column field.</p> |


☐ Click **Save**.

☐ Click **Copy** to copy the simulation. The copy from simulation window is displayed with a list of all saved simulations.

- Select an existing simulation name from the list.
- Click **OK**. The window is closed, and the copied simulation populates all the fields on the tab.

- ☐ 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.
- ☐ Click **Cancel** to return to the Requested tab of the Mass Increase/Decrease Account Codes page.

Other functions and features:

| | |
|---|--|
| Retrieve | The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Delete | Click to delete the selected simulation. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . |

Mass Lock/Unlock Funds - BUD6400

Budget > Utilities > Mass Lock/Unlock Funds

This page is used to protect account codes and amounts from being changed when developing the next year's budget. When completing the mask, you can quickly select single or multiple account codes to be locked. Budget accounts that are locked cannot be updated or changed on the Budget maintenance pages by either Budget users or through the Interface NY to Budget process in Payroll. You do not need to remember what accounts are locked before unlocking them. By using a full mask of the account code and clicking **Execute**, a preview page of all account codes to be unlocked is displayed. You can then determine if all accounts listed are to be unlocked or if the unlock mask should be modified.

Mass lock/unlock accounts:

| Field | Description |
|---------------------|--|
| Account Code | The 20-character account code mask is displayed. You can enter a partial mask or complete account code elements (e.g., 1XX for all 1 account codes or 199 for all 199 account codes). Use a mask with all Xs to lock or unlock all accounts. |

☐ Select one of the following **Action** options:

| | |
|---------------|--|
| Lock | Select to lock all accounts with the selected element from any changes. |
| Unlock | Select to unlock all accounts with the selected element and allow changes. |

☐ Click **Execute** to lock or unlock the selected accounts that match the mask. The Mass Lock/Unlock Funds Change Report is displayed. [Review the report.](#)

☐ Click **Process** to update the selected accounts in the budget tables.

A message is displayed prompting you to perform a [backup](#).

☐ Click **Cancel** to return to the Mass Lock/Unlock Funds page without updating the selected accounts.

This page is intentionally left blank.

~~HIDEPAGE~~

Move Budget to Finance - BUD6100

Budget > Utilities > Move Budget To Finance

This page is used to copy the amounts in the **Approved** column in Budget to the Finance general ledger. This process transfers all account code, amount, and description information from the Budget master table to the Finance general ledger. When this option is chosen from the Budget application, the Budget file ID is the logged-on file ID, and the Finance file ID is C. When this option is chosen from the Finance application, the Budget file ID is N, and the Finance file ID is the logged-on file ID. The process allows the following:

- Users can select individual fund/fiscal years to copy and select whether to move the full amount, the difference, or the original budget.
- If accounts are locked in Budget, they can still be moved to Finance.
- If accounts are inactive in Finance, they are updated by Budget.
- Users can transfer credit amounts as well as debit amounts from Budget to Finance, and the system populates the amounts correctly in Finance.
 - Amounts to be moved must be in the next year approved column in Budget.
 - If the fund/fiscal year in Budget is not in balance when moved to Finance, a balancing entry is made based on the budget fund balance object/subobject code in the Account Codes table.
 - If the account class is 3, 6, or 8, the amount being transferred from Budget is multiplied by -1 before posting to Finance.
 - If the account class is 5 or 7, the budget amount is posted to Finance as it was entered in Budget.

After completing the move process, print the general ledger reports to verify that all account information was correctly transferred.

This function can be performed on the following two pages:

- Budget > Utilities > Move Budget to Finance
- Finance > Utilities > Fiscal Year Processing > Move Budget to Finance

Move budget data:

☐ Under **Update Amount Options**, select one of the following:

| | |
|--------------------|--|
| Full Amount | Select if you are moving your budget to Finance for the first time. If Capture Original Budget Flag is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The estimated revenues, appropriations, and if necessary, a 3XXX balancing account are updated/created each time this option is performed. If an account has an existing balance in Finance, the Budget amount is added to the existing balance (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the balance to equal \$2500.00). |
|--------------------|--|

| | |
|-----------------------------|---|
| Difference | Select if an account has an existing balance in Finance, the difference between the Budget amount and the existing balance is added to the account (e.g., an existing account has a \$1000.00 balance, and the Budget account is \$1500.00; only \$500.00 is added to make it \$1500.00, or if Finance has \$1500.00 and Budget has \$500.00, \$1000.00 is subtracted to make it \$500.00). If Capture Original Budget Flag is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The Estimated Revenues, Appropriations, and if necessary, a 3XXX balancing account is updated/created each time this option is performed. |
| Original Budget Only | Select to allow to capture the original budget. No other columns in the Finance general ledger are updated, and no transactions are inserted. If the account does not exist in the general ledger, it is created. When this option is used, Capture Original Budget Flag on the Tables > District Budget Options page is ignored. If an account has an existing original budget amount in Finance, the Budget amount is added to the existing original budget amount (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the original budget amount to make it \$2500.00). |

NOTE: A warning message is displayed with a preview of the accounts, and informing you that account codes with balances exist in Finance.

☐ Under **Copy Account Options**, select one of the following:

| | |
|-----------------------------------|---|
| Copy zero balance accounts | Select to move all accounts in Budget to Finance including those with zero amounts. |
| Copy Account Code Tables | Select to add this account code table to the existing Finance account code table for all funds, functions, objects, etc. that do not exist in the current Finance account code table. If accounts do exist in the current Finance account code table and changes were made to the descriptions, the existing description in the Finance account codes are replaced. Note: If you manually added the new account codes to the Finance account code table, this option does not need to be selected. However, if the account codes do not exist in the current Finance account code table and this option is not selected, database errors may occur. |

☐ Under **Accounting Period**, select one of the following options:

| | |
|-------------------------|---|
| Current | Select to post the general ledger to the current accounting period. Selected by default. |
| Next | Select to post the general ledger to the next accounting period. |
| JV Number | Set to 999999 by default, but can be changed. Type an alphanumeric journal voucher number. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed. This field is required. |
| Transaction Date | Set to the system date by default, but can be changed. Type a date in the MM-DD-YYYY format. This field is required. |

☐ All available funds/years and descriptions are displayed on the left side of the page. Select the current fund/year tables to be moved to the right side of the page for next year tables using the following buttons:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to move the budget funds to the Finance general ledger.

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

[Review the error report, if available.](#)

An error report with the journal voucher number and the transaction date in the report header may be displayed:

- If any account code components that do not exist in Finance are used in budget accounts, they must be corrected prior to continuing the process. Click **Cancel** to return to the Move Budget to Finance page without moving the accounts.
- If any funds are out-of-balance.
 - Click **Process** to create an offset transaction for each out-of-balance fund.
 - Click **Cancel** to cancel processing without moving budget amounts to Finance.

If no error report is displayed or if **Process** is clicked on the error report (for out-of-balance), the following reports are displayed:

- Account Change Notifications are produced if a fund being moved is not in balance (e.g., Estimated Revenues + Other Uses does not equal Appropriations + Other Uses + Fund Balance). The journal voucher number and the transaction date are displayed in the report header.
- A general journal is produced if any accounts are updated for Finance. The journal voucher number and the transaction date are displayed in the report header.

☐ Click **Process** to post the selected accounts to the Finance general ledger. Either the estimated revenues, appropriations, or balance columns are updated based on the account class and the accounting period. If **Capture Original Budget Flag** is selected on the Budget Options page, then the Budget amount is also saved as the **Original Budget Amount** column in the general ledger.

A message is displayed indicating that the Move Budget to Finance process completed successfully. Click **OK**.

☐ Click **Cancel** to return to the Move Budget to Finance page without moving the accounts.

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~~HIDEPAGE~~

Reinitialize Budget Data - BUD6200

Budget > Utilities > Reinitialize Budget Data

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.

☐ All available fund/years are displayed on the left side of the page under **Fund/Yrs Available**. Select the fund/years to be reinitialized and use the following buttons to move the selected fund/years to the right side of the page under **Fund/Yrs to Initialize**.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

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

☐ Click **Process** to reinitialize the selected account data.

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

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~~HIDEPAGE~~

Update Budget Data - BUD6000

Budget > Utilities > Update Budget Data

This utility is used to transfer account codes and amounts from the Finance application to the Budget application master file. The amounts to be used for the update are based on the **Update Column** and the **Accounting Period** selections. Use this option after you have created the Budget master table. If you want to copy additional Fund/Year codes, then you must first use the Create Budget Data page.

Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

Update budget data:

| Field | Description |
|------------------------|---|
| From GL File ID | Select the prior year from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID. |

☐ Click **Retrieve** to update the **Accounting Period** options and fund information.

☐ Under **Update Column**, select one of the following options:

☐ During budget processing, select **Amended** or **Actual** to update those columns in Budget for the selected fund/year codes.

| | |
|-----------------|---|
| Original | Select if you have posted Journal Budget or Amended Budget entries to Estimated Revenue or Appropriations, and selected Original Budget Only in the Move Budget to Finance utility. Note: If Capture Original Budget Flag on District Budget Options is not selected or if Original Budget Only on Utilities, Move Budget to Finance is not selected, the original budget amount viewed in Budget Amendment will not display. If one or both of these features has not occurred prior to performing this process, zero amounts or only those amounts that had Capture Original Budget Flag selected on journal budget or current year amendment transactions will update the current Original Budget field. |
| 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. |

☐ Under **Account Code**, select one of the following 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 prior or current file ID (depends on the file ID selected in the GL From File ID field) are copied over. If not selected, inactive accounts and amounts in the prior or current file ID (depends on the file ID selected in the GL From File ID field) 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. |

☐ Under **Accounting Period**, select one of the following options:

☐ During the budget processing, select the **Current** month if the current month and next month are the same. If the current month and next month are different, you can select **Next**.

| | |
|----------------|--|
| 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 one of the following options:

| | |
|--|--|
| Description from GL (New Account Codes) | Select to update the new Budget account code descriptions based on the general ledger description. |
| Description from GL (All Account Codes) | Select to update the object description for all account codes. This description is retrieved from the Chart of Accounts. |
| Description from Budget Object Code Table | Select to update the object description for new account codes only. |

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



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left 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.](#)

☐ Click **Process** to update the budget data.

☐ Click **Cancel** to cancel processing.

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~~HIDEPAGE~~

Update Last Year Closing - BUD6000

Budget > Utilities > Update Last Year Closing

This utility is used to automatically transfer account codes and their closing amounts from the Finance application to the Budget master file. This utility allows you to update the **Last Year Closing Amount** column in the budget file with the current year-to-date amounts (using either Amended or Actual amounts) for all accounts in the Finance application. This utility is generally used to update the **Next Year Closing Amount** column after all audit entries have been entered and balanced in Finance. By selecting a file ID, you can choose where the closing entries exist, and copy them to Budget. Processing this selection multiple times does not create duplicate accounts, but updates existing budget balances and account codes being transferred from Finance to Budget.

Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

Update budget data:

| Field | Description |
|------------------------|--|
| From GL File ID | Select a from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID. |

☐ Click **Retrieve** to update the **Accounting Period** options and fund information.

☐ Under **From GL**, select one of the following options:

| | |
|----------------|--|
| Amended | Select if you have posted Journal Budget or Amended Budget entries to Estimated Revenue or Appropriations, and selected Original Budget Only in the Move Budget to Finance utility. Note: If Capture Original Budget Flag on District Budget Options is not selected or if Original Budget Only on Utilities > Move Budget to Finance is not selected, the original budget amount viewed in Budget Amendment will not display. If one or both of these features has not occurred prior to performing this process, zero amounts or only those amounts that had Capture Original Budget Flag selected on journal budget or current year amendment transactions will update the current Original Budget field. |
| Actual | Select if you have posted entries that have increased or decreased Realized Revenue, Encumbrance, or Expenditures in Finance. |

☐ Under **Account Code**, select one of the following options:

| | |
|-------------------------|---|
| Include Inactive | Select to include inactive account codes and amounts in the list of available account codes to be transferred. |
| 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). |

☐ Under **Accounting Period**, select one of the following 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 one of the following options:

| | |
|--|--|
| Description from GL (New Account Codes) | Select to update the new Budget account code descriptions based on the general ledger description. |
| Description from GL (All Account Codes) | Select to update the object description for all account codes. |
| Description from Budget Object Code Table | Select to update the object description for new account codes only. |

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



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. The Update Last Year Closing Report is displayed with the old and new account codes that were updated, and with the **Last Year Closing Amount** column populated. [Review the report.](#)

☐ Click **Process** to update the budget data.

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

Note: If there are account components that exist in the Finance file ID that do not exist in the Budget file ID account code table, a Budget Error Report of the account components that must be updated in the Budget account code table is produced, and you are not allowed to proceed until these account components are updated in Budget.

Caution: If there are accounts in the Budget file ID that have been updated that do not exist in the Finance file ID, those accounts are not updated, and the totals in Finance and Budget may not match.

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~~HIDEPAGE~~