



# ASCENDER - Budget Process



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**Created:** 03/09/2018  
**Reviewed:** 02/12/2025  
**Revised:** 03/17/2025

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

Review the following reminders:

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

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



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

## Before You Begin

[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
<b>Export</b>	A backup file of data as it stands at the time it is exported from the system. Export or backup files can later be used to restore data to its original state at the time of extraction.

Term	Description
File ID C	Current file ID in Finance.
File ID N	Next or new year file ID in Budget.
LEA (Local Education Agency)	Refers to the educational entity (e.g., charter, district, etc.).

## Budget PEIMS Edit Reminders

Refer to TEA's website:

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

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

- A line is needed for 5829 - Matching State Funds for 5829 for 410 and for 101, 240 or 701.
- At least one record with an amount >\$0 that is coded to function 13 - instructional staff development.
- At least one record with an amount >\$0 that is coded to function 12, object 6100-6600 - instructional resources and media services.
- At least one record with an amount >\$0 that is coded to function 31-33, object 6100-6600 - guidance, counseling, evaluation services or social work services or health services.
- At least one record with object code 6212 - audit services.
- If function code is 41, then org code should be 701-703, 720, 750 or 751.
- If org code is 701-750, then function code should be 41, 53 or 99.
- **(This does not apply to nonprofit charter schools.)** At least one account code with object code 6491 - Statutorily Required Public Notices.

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

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

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## Budget Process

### 1. [Update tables.](#)

#### Update tables

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

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

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

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

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

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

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

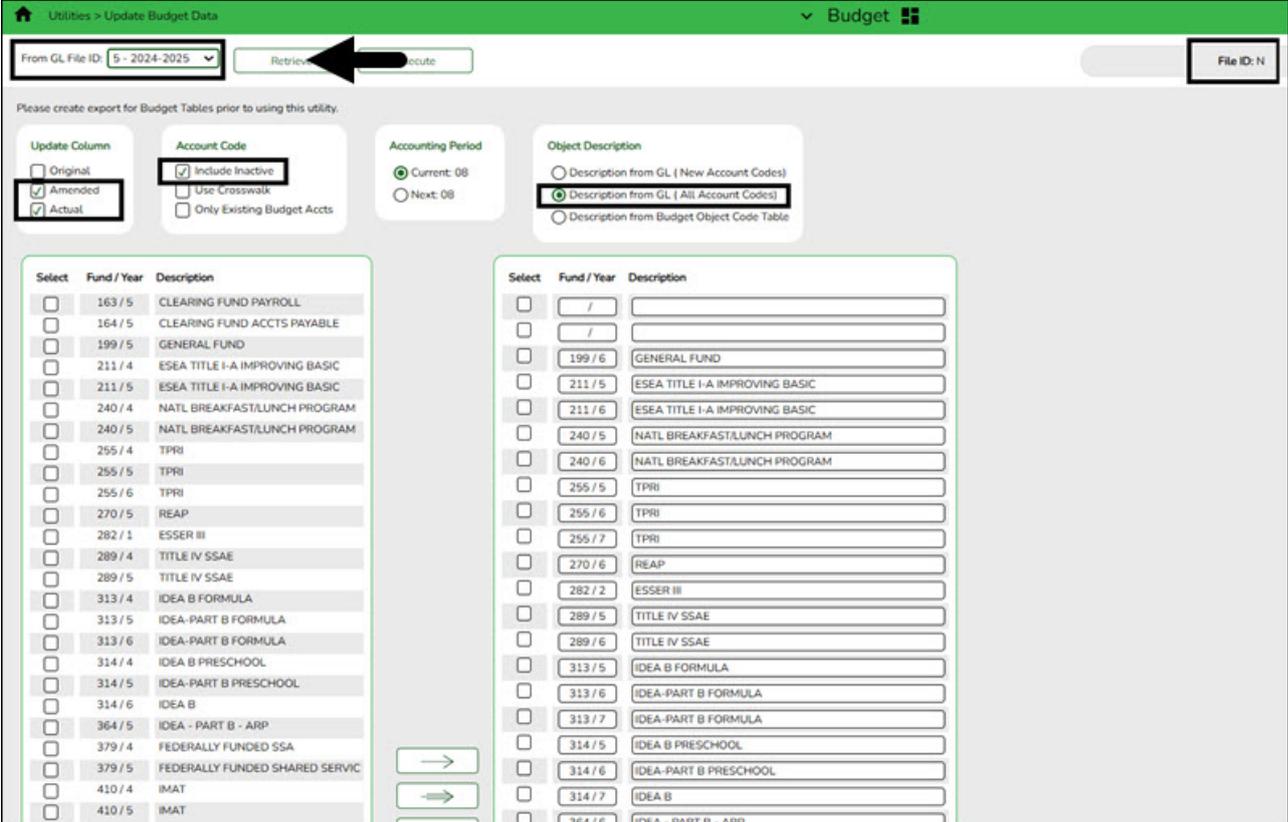
## 2. Update Budget data.

### Update Budget data

Budget > Utilities > Update Budget Data

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

Update the Budget **Amended** and **Actual** columns from file ID 5 in Finance or the last completed fiscal year.



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

- In the **From GL File ID**, select the prior year file ID (file ID 5) and click **Retrieve**.
- Under **Update Column**, select **Amended** and **Actual** to be updated in Budget for the selected fund/year codes.

<b>Amended</b>	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select <b>Original Budget Only</b> in the Move Budget to Finance utility.
<b>Actual</b>	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:

<b>Include Inactive</b>	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.
<b>Use Crosswalk</b>	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).
<b>Only Existing Budget Accts</b>	Select to include existing account codes and amounts in the list of available account codes to be transferred.

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

<b>Current</b>	The accounting period is set to <b>Current</b> by default, which uses the current accounting period amounts from Finance to populate Budget amounts.
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Under **Object Description**, select **Description from GL (all account codes)**. This description is retrieved from the Chart of Accounts.

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

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

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

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

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

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

**(Optional) Compare Budget and Finance account code amounts**

The following inquiries are recommended to verify account code amounts:

- [Budget > Inquiry > Budget Account Codes Inquiry](#) - Select **Totals** for all funds.
- [Finance > Inquiry > General Ledger Inquiry](#) - (Finance file ID 5) Clear the **Show Details** option for all funds.

Compare fund totals from Budget file ID N to Finance file ID 5 to confirm that the **Amended** and **Actual** columns match. Use the colored outlines (i.e., red, blue, green, and yellow) to guide your comparison of the amounts.

Inquiry > Budget Account Codes Inquiry Budget

File ID: N

Retrieve Reset

Summary  Totals  Exclude Objects 61XX

Account Code:

Fund Func Obj Subj Org Prog

Date Run:		Account Code Inquiry - Totals					Page: 1 of 7	
Cnly Dist:		ISD					File ID: N	
		XXX XX XXXX XX XXX X XX X XX						
Fund Description		2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2025 - 2026	2025 - 2026
		Last Yr Closing	This Yr Original	This Yr Amend	This Yr Actual	Next Yr	Next Yr	Next Yr
		Amnt	Budget	Budget	Amnt	Requested	Recommend	Approved
Fund: 163/6 CLEARING FUND PAYROLL								
Totals for 163 / 6								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		101.88	.00	.00	114.53	.00	15,000.00	15,000.00
Other Resources		.00	.00	.00	.00	.00	.00	.00
Appropriations		.00	.00	.00	.00	.00	.00	.00
Other Uses		.00	.00	.00	.00	.00	.00	.00
Fund: 199/6 GENERAL FUND								
Totals for 199 / 6								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		8,127,781.68	7,109,405.00	7,109,405.00	8,288,912.35	.00	9,075,657.00	9,075,657.00
Other Resources		15,760.04	.00	.00	7,631.25	.00	.00	.00
Appropriations		7,967,829.67	7,993,806.00	7,969,323.00	7,976,553.83	.00	9,075,657.00	9,075,657.00
Other Uses		22,474.76	25,000.00	10,488.00	81,490.56	.00	25,000.00	25,000.00
Fund: 211/6 ESEA TITLE I-A IMPROVING BASIC								
Totals for 211 / 6								
Fund Balance		.00	.00	.00	.00	.00	.00	.00

Inquiry > General Ledger Inquiry Finance

File ID: 5

GENERAL LEDGER INQUIRY **GENERAL LEDGER ACCOUNT SUMMARY** EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed  Current Period: 08  Next Period: 08  Exclude Objects 61XX  Include Inactive Accounts

Show Details Report will be Summary of: Totals  Balance Accts Only

Account Code:

Fund Func Obj Subj Org Prog

Date Run:		Summary Information for All Accounts						Page: 1 of 12	
Cnly Dist:		ISD						File ID: 5	
		XXX XX XXXX XX XXX X XX X XX							
Fund/Yr		Estimated	Realized	Appropriation	Encumbrance	Expenditure	Balance		
5000	Processed (YTD):	7,109,405.00	-7,542,165.16				-432,760.16		
	Current Period:	7,109,405.00	-8,288,912.35				-1,179,507.35		
	Next Period:	7,109,405.00	-8,288,912.35				-1,179,507.35		
6000	Processed (YTD):			-7,971,606.00	183,231.20	7,090,633.64	-697,741.16		
	Current Period:			-7,969,323.00	0.00	7,976,553.83	7,230.83		
	Next Period:			-7,969,323.00	0.00	7,976,553.83	7,230.83		
7000	Processed (YTD):	0.00	-7,631.25				-7,631.25		
	Current Period:	0.00	-7,631.25				-7,631.25		
	Next Period:	0.00	-7,631.25				-7,631.25		
8000	Processed (YTD):			-25,000.00	0.00	0.00	-25,000.00		
	Current Period:			-10,488.00	0.00	81,490.56	71,002.56		
	Next Period:			-10,488.00	0.00	81,490.56	71,002.56		
	Fund Total (YTD):						0.00		
	Fund Total (Current):						-0.00		
	Fund Total (Next):						-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:

The screenshot displays the 'Export by File ID' utility interface. At the top, there is a navigation bar with 'Utilities > Export by File ID' and 'Budget'. Below this, there is an 'Execute' button with a black arrow pointing to it. The main area is divided into two columns: 'Available File IDs' and 'Selected File IDs'. The 'Available File IDs' column contains a table with columns 'Select' and 'File ID', listing file IDs 0 through 9 with their corresponding year ranges. The 'Selected File IDs' column contains a table with columns 'Select' and 'File ID', showing file ID 'N' for the range '2025 - 2026' selected. Between the columns are four arrow buttons for moving items between the lists. A red box highlights the selected item in the 'Selected File IDs' column.

☐ 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 &gt; Utilities &gt; Delete by File ID

**Log on to file ID N when performing this step.**

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

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

Utilities > Delete by File ID Budget

Execute

Available File IDs		Selected File IDs	
Select	File ID	Select	File ID
<input type="checkbox"/>	0 2019 - 2020	<input type="checkbox"/>	6 2015 - 2016
<input type="checkbox"/>	1 2020 - 2021		
<input type="checkbox"/>	2 2021 - 2022		
<input type="checkbox"/>	3 2022 - 2023		
<input type="checkbox"/>	4 2023 - 2024		
<input type="checkbox"/>	5 2024 - 2025		
<input type="checkbox"/>	7 2017 - 2018		
<input type="checkbox"/>	9 2018 - 2019		

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.

 You are about to delete Budget tables for the file id 6. All data for this file id will be removed.

Do you want to continue with the deletion?

Yes No

- Click **Yes** to continue the process.
- Click **No** to cancel the process.

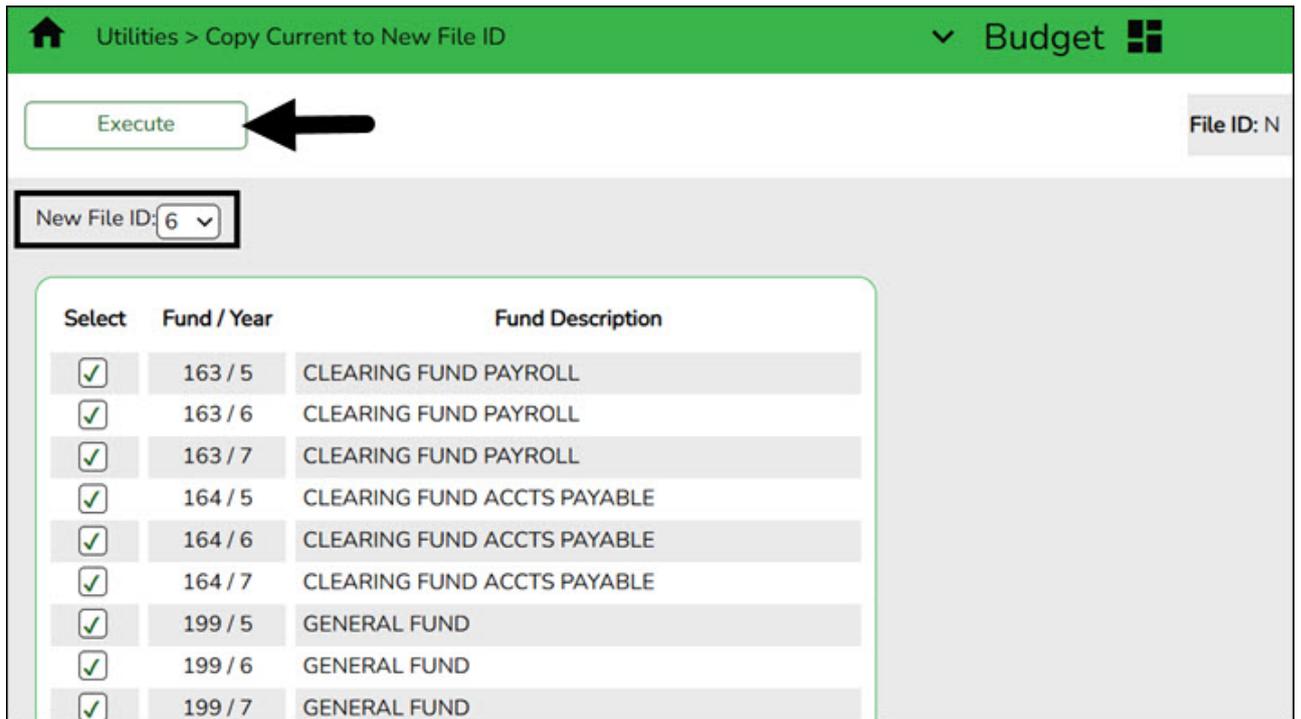
A message is displayed indicating that the process was completed successfully. Click **OK**.

6. Copy the current year budget.

### Copy the current year budget

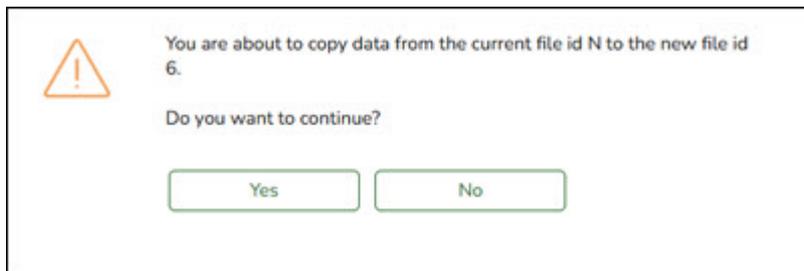
Budget > Utilities > Copy Current to New File ID

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



<b>New File ID</b>	Click <input type="checkbox"/> to select the one-character file ID. This field represents the file ID to which you can move or copy funds.
<b>Select All</b>	Click to select the check boxes for all funds.

Click **Execute** to copy the selected funds to the new file ID. A message is displayed indicating that you are about to copy data from the current file ID to a new file ID and prompts you to continue.



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

Log on to Budget file ID 6 and perform an inquiry to verify that all fund data was copied.

The screenshot shows the 'Budget Account Codes Inquiry' interface. At the top, there are 'Retrieve' and 'Reset' buttons, and a 'File ID: 6' field. Below this, there are radio buttons for 'Summary', 'Totals' (selected), and 'Exclude Objects 61XX'. The 'Account Code' section includes dropdown menus for Fund, Func, Obj, Subj, Org, and Prog. The main table displays 'Account Code Inquiry - Totals' with columns for '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', and '2025 - 2026 Next Yr Approved'. The table lists three funds: 163/6 (CLEARING FUND PAYROLL), 199/6 (GENERAL FUND), and 211/6 (ESEA TITLE I-A IMPROVING BASIC).

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
<b>Fund: 163/6 CLEARING FUND PAYROLL</b>							
Totals for 163 / 6							
Fund Balance	.00	.00	.00	.00	.00	.00	.00
Estimated Revenues	101.88	.00	.00	114.53	.00	15,000.00	15,000.00
Other Resources	.00	.00	.00	.00	.00	.00	.00
Appropriations	.00	.00	.00	.00	.00	.00	.00
Other Uses	.00	.00	.00	.00	.00	.00	.00
<b>Fund: 199/6 GENERAL FUND</b>							
Totals for 199 / 6							
Fund Balance	.00	.00	.00	.00	.00	.00	.00
Estimated Revenues	8,127,781.68	7,109,405.00	7,109,405.00	8,288,912.35	.00	9,075,657.00	9,075,657.00
Other Resources	15,760.04	.00	.00	7,631.25	.00	.00	.00
Appropriations	7,967,829.67	7,993,806.00	7,969,323.00	7,976,553.83	.00	9,075,657.00	9,075,657.00
Other Uses	22,474.76	25,000.00	10,488.00	81,490.56	.00	25,000.00	25,000.00
<b>Fund: 211/6 ESEA TITLE I-A IMPROVING BASIC</b>							
Totals for 211 / 6							

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

7. [Update Budget options.](#)

**Update Budget options**

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

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

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

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

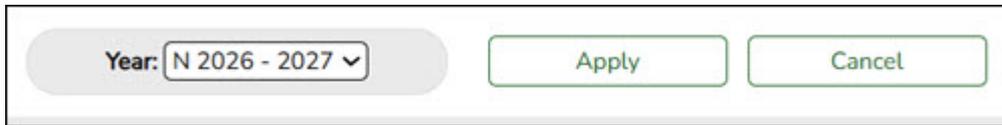
The cutoff date fields are optional and may vary depending on the LEA's operations.

**Set up budget options:**

<b>School Year</b>	Type the starting year and ending year. The field is only for informational purposes and is displayed on some reports.
<b>Requested Cutoff Date</b>	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 <b>Requested</b> column will no longer be able to make changes to accounts or amounts.
<b>Recommended Cutoff Date</b>	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 <b>Recommended</b> column will no longer be able to make changes to accounts or amounts.
<b>Approved Cutoff Date</b>	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 <b>Approved</b> column will no longer be able to make changes to accounts or amounts.
<b>Capture Original Budget Flag</b>	<p>Select the field to update the original budget amount and the appropriations/estimated revenue amount.</p> <p>The <b>Capture Original Budget Flag</b> field works in conjunction with the Move Budget to Finance utility. The <b>Full Amount</b> or the <b>Difference</b> options on the Move Budget to Finance utility determine if this field is selected.</p> <p>If <b>Capture Original Budget Flag</b> is selected, only the original budget is moved. If <b>Capture Original Budget Flag</b> 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 2026-2027 column headings are accurate by using the [Budget > Inquiry > Budget Account Codes Inquiry](#) and clicking **Retrieve**.
  - Verify that the 2026-2027 fiscal year corresponds to file ID N in the upper-right corner of the page.



The screenshot shows a form with a dropdown menu labeled 'Year' containing the text 'N 2026 - 2027'. To the right of the dropdown are two buttons: 'Apply' and 'Cancel'.



**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"/>	163 / 6
<input type="checkbox"/>	199 / 6
<input type="checkbox"/>	211 / 6
<input type="checkbox"/>	240 / 5
<input type="checkbox"/>	240 / 6
<input type="checkbox"/>	255 / 5
<input type="checkbox"/>	255 / 6
<input type="checkbox"/>	255 / 7
<input type="checkbox"/>	270 / 6
<input type="checkbox"/>	277 / 6
<input type="checkbox"/>	282 / 2
<input type="checkbox"/>	289 / 5
<input type="checkbox"/>	289 / 6
<input type="checkbox"/>	313 / 6
<input type="checkbox"/>	313 / 7
<input type="checkbox"/>	314 / 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-So-Org-Prog	Description	Last Yr Expense	This Yr Original
163-00-5742.00-000-600000	TIME/NOW ACCOUNTS	114.53	15,000.00
163-00-5749.00-000-600000	OTHER RESOURCES FROM LOCAL RES	.00	.00
<b>Fund Totals:</b>		<b>114.53</b>	<b>15,000.00</b>
199-00-5711.00-000-600000	TAXES-CURRENT YEAR LEVY	4,464,521.82	4,717,719.00
199-00-5711.01-000-600000	TAXES DELQ CY	.00	.00
199-00-5712.00-000-600000	TAXES - PRIOR YEARS	64,865.46	50,000.00
199-00-5719.00-000-600000	PENALTY, INT, & OTHER TAX REV	68,239.02	50,000.00
199-00-5739.00-000-600000	TUITION	534.99	.00
199-00-5742.00-000-600000	TIME/NOW ACCOUNTS	19,337.68	15,000.00
199-00-5743.00-000-600000	RENT	2,100.00	.00
199-00-5744.00-000-600000	GIFTS & REQUESTS	.00	.00
199-00-5744.22-000-600000	AB GILBERT DONATION	.00	.00
199-00-5744.24-000-600000	UNITED WAY SCHOLARSHIP DONATIO	.00	.00
199-00-5745.00-000-600000	INSURANCE RECOVERY	.00	.00
199-00-5749.00-000-600000	LOCAL REVENUE	131,426.31	10,000.00

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

### 9. [Verify the budget reinitialization results.](#)

#### Verify the budget reinitialization results

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

Verify the results.

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

## Before reinitialization:

Fund Description	2024 - 2025 Last Yr Closing Amt	2025 - 2026 This Yr Original Budget	2025 - 2026 This Yr Amend Budget	2025 - 2026 This Yr Actual Amt	2026 - 2027 Next Yr Requested	2026 - 2027 Next Yr Recommend	2026 - 2027 Next Yr Approved
Fund: 199/6 GENERAL FUND							
199-00-3600 00-000-600000 ESTIMATED GENERAL FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3600 UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3000 UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5711 00-000-600000 TAXES CURRENT YEAR	9,204,102.49	9,800,000.00	10,050,000.00	10,046,274.80	0.00	10,350,000.00	10,350,000.00
199-00-5712 00-000-600000 TAXES PRIOR YEARS	145,550.47	50,000.00	50,000.00	71,049.66	50,000.00	50,000.00	50,000.00
199-00-5719 00-000-600000 PENALTIES-INTEREST/OTH TAX REV	76,549.54	50,000.00	50,000.00	97,425.07	50,000.00	50,000.00	50,000.00
199-00-5723 00-000-600000 IDEA PART B REV FROM PCCSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5739 00-000-600000 TUITION & FEES REVENUE	21,000.00	20,000.00	20,000.00	53,557.32	20,000.00	20,000.00	20,000.00
199-00-5742 00-000-600000 INTEREST REVENUE	62,519.35	50,000.00	50,000.00	211,554.43	50,000.00	50,000.00	50,000.00
199-00-5743 00-000-600000 RENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5744 00-000-600000 DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5745 00-000-600000 INSURANCE RECOVERY	0.00	0.00	0.00	2,800.00	0.00	0.00	0.00

# After reinitialization:

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

Fund Description	2024 - 2025 Last Yr Closing Amt	2025 - 2026 This Yr Original Budget	2025 - 2026 This Yr Amend Budget	2025 - 2026 This Yr Actual Amt	2026 - 2027 Next Yr Requested	2026 - 2027 Next Yr Recommend	2026 - 2027 Next Yr Approved
Fund: 1996 GENERAL FUND							
199-00-3600 00-000-600000 ESTIMATED GENERAL FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3600 UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3000 UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5711 00-000-600000 TAXES CURRENT YEAR	10,046,274.80	10,350,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5712 00-000-600000 TAXES PRIOR YEARS	71,049.66	50,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5719 00-000-600000 PENALTIES-INTEREST/OTH TAX REV	97,425.07	50,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5723 00-000-600000 IDEA PART B REV FROM PCCSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5739 00-000-600000 TUITION & FEES REVENUE	53,557.32	20,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5742 00-000-600000 INTEREST REVENUE	211,554.43	50,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5743 00-000-600000 RENT	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 6 to 7).

Utilities > Mass Change Account Codes

Reset Execute

FUND / YEAR MASK CROSSWALK

Delete From Mask To Mask

XXX-XX-XXXX-XX-XXX-6-XXXXX XXX-XX-XXXX-XX-XXX-7-XXXXX

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 PMS Forecast Distribution

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

<b>From Mask</b>	Type the from fiscal year code you want to crosswalk.
<b>To Mask</b>	Type the to fiscal year code you want to crosswalk.

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

Do not select any **Options**.

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

Old		Description	New		Description
Fnd-Fnc-Obj.-So-Org-Prog			Fnd-Fnc-Obj.-So-Org-Prog		
163-00-5742.00-000	6-0000	TIME/NOW ACCOUNTS	163-00-5742.00-000	70-0000	TIME/NOW ACCOUNTS
163-00-5749.00-000	6-0000	OTHER RESOURCES FROM LOCAL	163-00-5749.00-000	70-0000	OTHER RESOURCES FROM LOCAL RES
199-00-5711.00-000	6-0000	TAXES-CURRENT YEAR LEVY	199-00-5711.00-000	70-0000	TAXES-CURRENT YEAR LEVY
199-00-5711.01-000	6-0000	TAXES DELQ CY	199-00-5711.01-000	70-0000	TAXES DELQ CY
199-00-5712.00-000	6-0000	TAXES - PRIOR YEARS	199-00-5712.00-000	70-0000	TAXES - PRIOR YEARS
199-00-5719.00-000	6-0000	PENALTY, INT, & OTHER TAX REV	199-00-5719.00-000	70-0000	PENALTY, INT, & OTHER TAX REV
199-00-5739.00-000	6-0000	TUITION	199-00-5739.00-000	70-0000	TUITION
199-00-5742.00-000	6-0000	TIME/NOW ACCOUNTS	199-00-5742.00-000	70-0000	TIME/NOW ACCOUNTS
199-00-5743.00-000	6-0000	RENT	199-00-5743.00-000	70-0000	RENT
199-00-5744.00-000	6-0000	GIFTS & REQUESTS	199-00-5744.00-000	70-0000	GIFTS & REQUESTS
199-00-5744.22-000	6-0000	AB GILBERT DONATION	199-00-5744.22-000	70-0000	AB GILBERT DONATION
199-00-5744.24-000	6-0000	UNITED WAY SCHOLARSHIP	199-00-5744.24-000	70-0000	UNITED WAY SCHOLARSHIP DONATIO
199-00-5745.00-000	6-0000	INSURANCE RECOVERY	199-00-5745.00-000	70-0000	INSURANCE RECOVERY
199-00-5749.00-000	6-0000	LOCAL REVENUE	199-00-5749.00-000	70-0000	LOCAL REVENUE
199-00-5749.00-000	6-0001	COKE INCOME	199-00-5749.00-000	70-0001	COKE INCOME
199-00-5749.00-000	6-0002	CHILD CARE PAYMENTS	199-00-5749.00-000	70-0002	CHILD CARE PAYMENTS
199-00-5749.00-000	6-0003	RW MILLER SCHOLARSHIP	199-00-5749.00-000	70-0003	RW MILLER SCHOLARSHIP
199-00-5749.01-000	6-0000	CAS SAFETY AWARD SCHOLARSHIP	199-00-5749.01-000	70-0000	CAS SAFETY AWARD SCHOLARSHIP
199-00-5749.01-000	6-0001	UNITED WAY SCHOLARSHIP	199-00-5749.01-000	70-0001	UNITED WAY SCHOLARSHIP

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

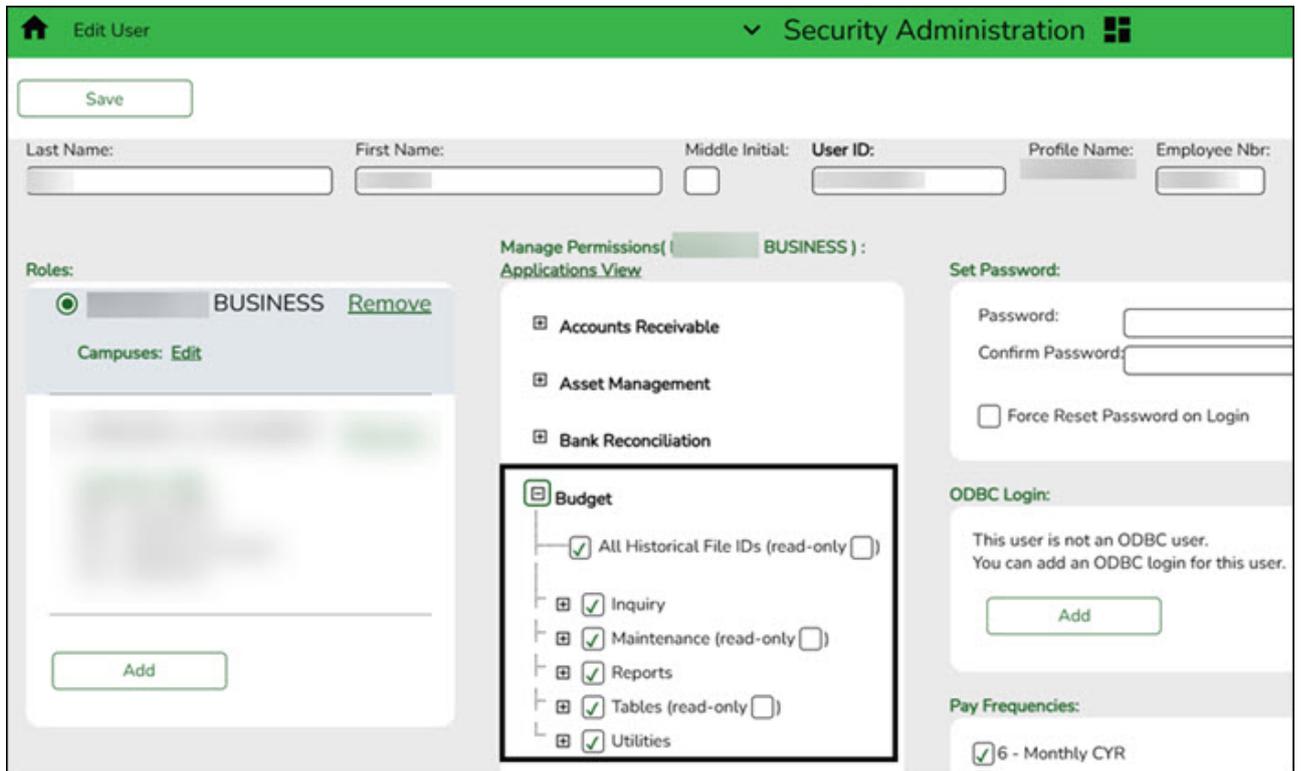
Use the [Budget > Maintenance > Budget Data > Recommended](#) tab to verify that all FY 6 were changed to FY 7. If others exist, keep in mind that this step only changed FY 6 to FY 7.

## 11. [Manage user profiles](#)

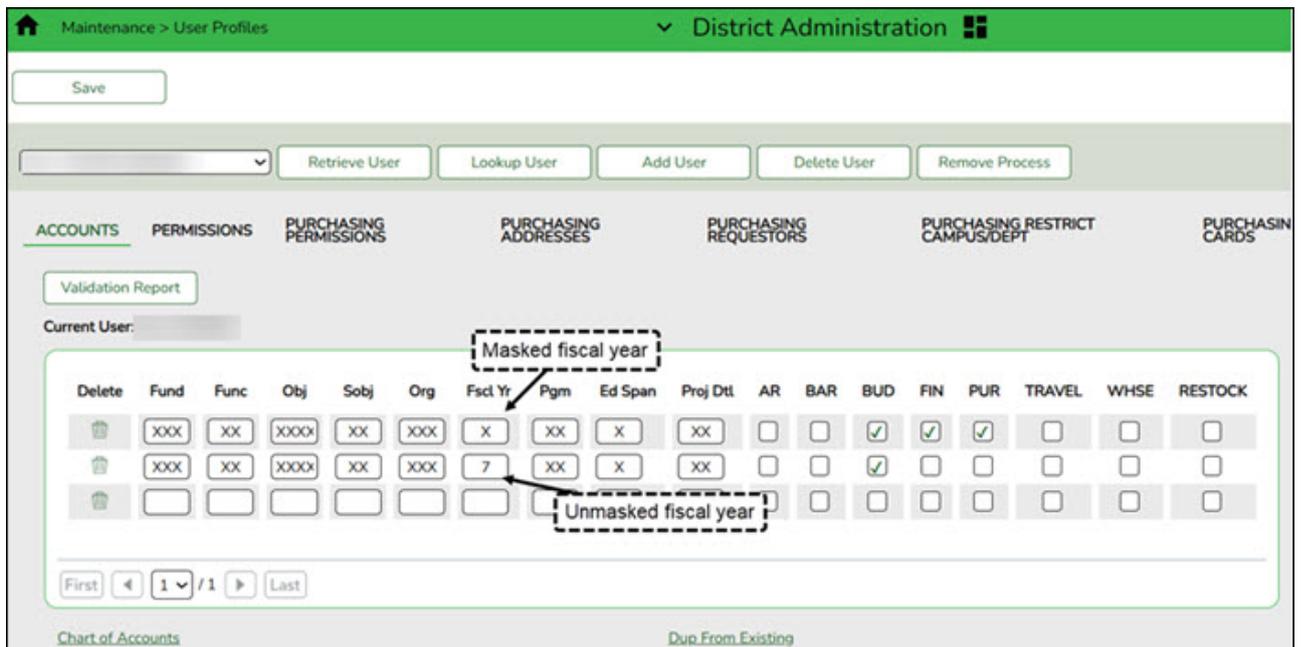
### Manage user profiles

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

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



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



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

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

Fund utility to update multiple users by fund.

The screenshot shows a web application interface for 'District Administration' with the utility 'Utilities > Mass Update User Account by Fund'. At the top left is an 'Execute' button. Below it are two tables for moving fund/yr accounts. The left table has columns 'Select', 'From FundYr', and 'Description'. It contains one row with 'XXX / 5'. The right table has columns 'Select', 'To FundYr', and 'Description'. It contains one row with 'XXX / 6' and a message 'Fund/Yr does not exist in Finance'. Between the tables are four arrow buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. On the right is an 'Options' panel with a 'Select' column and a 'Process' column. The 'Budget' option is selected and highlighted in yellow. Other options include Accounts Receivable, Budget Amendment Requests, Finance, Grants and Projects, Purchasing Requisition, Restock Requisition, Travel Reimbursement, and Warehouse Requisition.

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

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

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

## 12. Clear next year requisitions.

### Clear next year requisitions

[Budget > Utilities > Clear/Move NYR Requisitions to CYR](#)



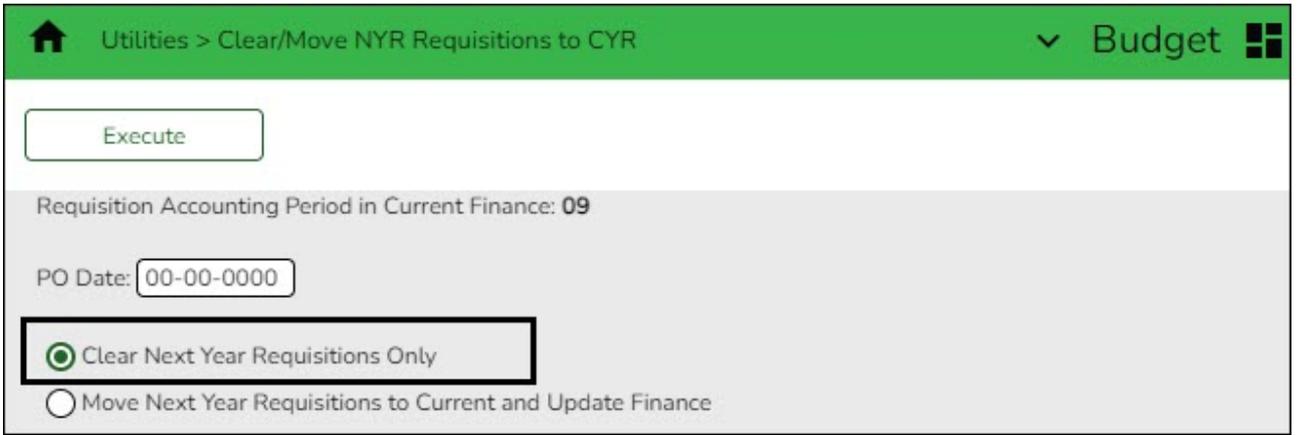
**Skip this step if your LEA does not use the next year requisitions feature.**



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

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

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



- Leave the **PO Date** field as is (00-00-0000).
- Select **Clear Next Year Requisitions Only** to clear all next year requisitions from the database.
- Click **Execute**. When the process is completed, the Clear Next Year Requisitions report is displayed.
- Click **Process** to clear all next year requisitions from the database.

13. (Optional) Clear Budget tables.

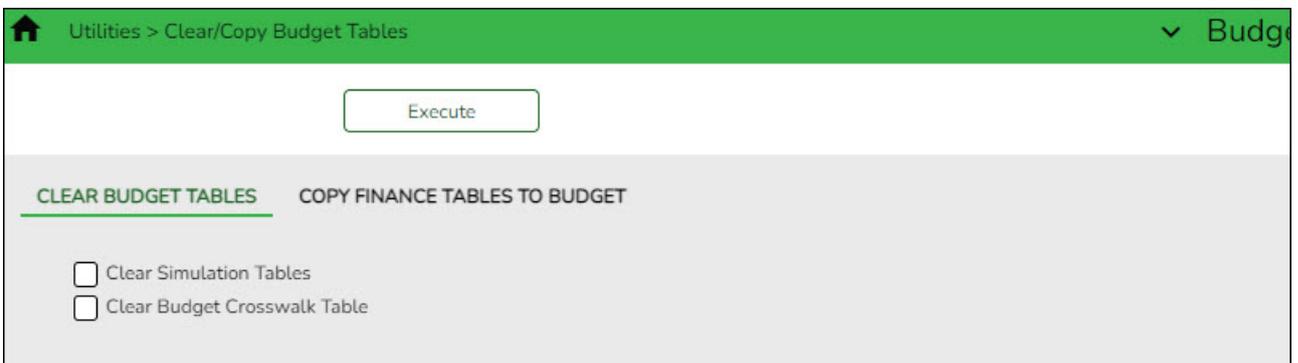
### (Optional) Clear Budget tables

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

Clear the simulation tables or Budget crosswalk tables.



**TIP:** Use the [Budget > Utilities > Budget Level Processing > Recommended](#) tab to verify whether or not simulations exist for the logged-in user. Reports are not generated if simulations have been cleared.



### Clear budget tables:

Select from the following:

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

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

14. [Update Budget data.](#)

**Update Budget data**

[Budget > Utilities > Update Budget Data](#)

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

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

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

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

<b>Amended</b>	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select <b>Original Budget Only</b> in the Move Budget to Finance utility.
<b>Actual</b>	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:

<b>Include Inactive</b>	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.
<b>Use Crosswalk</b>	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).
<b>Only Existing Budget Accts</b>	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:

<b>Current</b>	The accounting period is set to <b>Current</b> by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
<b>Next</b>	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.](#)

Update Budget Data Report  
ISD  
NEW ACCOUNTS

Time Run: From Finance C Acct Per 01 to Budget N  
Cnty Dist: 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 199-00-5959-00-000-600000	ERATE	.00	.00	.00	25,412.10	.00	.00
NEW 199-00-5959-00-000-700000	ERATE	.00	.00	.00	25,412.10	.00	.00
OLD 199-00-7956-00-000-600000	INSURANCE RECOVERY	.00	.00	.00	90,875.78	.00	.00
NEW 199-00-7956-00-000-700000	INSURANCE RECOVERY	.00	.00	.00	90,875.78	.00	.00
OLD 199-11-6659-00-101-699000	RIGHT TO USE LEASE ASSETS - FU	.00	.00	.00	.00	.00	.00
NEW 199-11-6659-00-101-799000	RIGHT TO USE LEASE ASSETS - FU	.00	.00	.00	.00	.00	.00
OLD 199-31-6119-00-906-637000	DYSLEXIA	.00	.00	.00	.00	.00	.00
NEW 199-31-6119-00-906-737000	DYSLEXIA	.00	.00	.00	.00	.00	.00
OLD 199-51-6229-01-999-699000	TUITION AND TRANSFER PAYMENTS	.00	.00	.00	1,700.00	.00	.00

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

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

Update Budget Data Report  
ISD  
EXISTING ACCOUNTS

Time Run: From Finance C Acct Per 01 to Budget N  
Cnty Dist: Page: 3 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 199-00-5711-00-000-700000	TAXES-CURRENT YEAR LEVY	4,464,521.82	.00	.00	.00	.00	.00
NEW 199-00-5711-00-000-700000	TAXES-CURRENT YEAR LEVY	4,464,521.82	.00	4,717,719.00	2,327,046.22	.00	.00
OLD 199-00-5711-01-000-700000	TAXES DELQ CY	.00	.00	.00	.00	.00	.00
NEW 199-00-5711-01-000-700000	TAXES DELQ CY	.00	.00	.00	.00	.00	.00
OLD 199-00-5712-00-000-700000	TAXES - PRIOR YEARS	64,865.46	.00	.00	.00	.00	.00
NEW 199-00-5712-00-000-700000	TAXES - PRIOR YEARS	64,865.46	.00	50,000.00	8,426.64	.00	.00
OLD 199-00-5719-00-000-700000	PENALTY, INT. & OTHER TAX REV	68,239.02	.00	.00	.00	.00	.00
NEW 199-00-5719-00-000-700000	PENALTY, INT. & OTHER TAX REV	68,239.02	.00	50,000.00	10,245.80	.00	.00
OLD 199-00-5739-00-000-700000	TUITION	534.99	.00	.00	.00	.00	.00

15. Perform update Budget data comparison.

### Perform update Budget data comparison

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

Perform a comparison inquiry.

- Select **Summary**.
- Type the **Account Code** components.
- Click **Retrieve**. The Account Code Inquiry - Summary report is displayed.

**Before update budget data:**

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

Fund Description	2024 - 2025 Last Yr Closing Amt	2025 - 2026 This Yr Original Budget	2025 - 2026 This Yr Amend Budget	2025 - 2026 This Yr Actual Amt	2026 - 2027 Next Yr Requested	2026 - 2027 Next Yr Recommend	2026 - 2027 Next Yr Approved
Fund: 199/7 GENERAL FUND							
199-00-3600-00-000-700000 ESTIMATED GENERAL FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36XX UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3XXX UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5711-00-000-700000 TAXES CURRENT YEAR	10,046,274.80	10,350,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5712-00-000-700000 TAXES PRIOR YEARS	71,049.66	50,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5719-00-000-700000 PENALTIES-INTEREST,OTH TAX REV	97,425.07	50,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5723-00-000-700000 IDEA PART B REV FROM PCCSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5739-00-000-700000 TUITION & FEES REVENUE	53,557.32	20,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5742-00-000-700000 INTEREST REVENUE	211,554.43	50,000.00	0.00	0.00	0.00	0.00	0.00
199-00-5743-00-000-700000 RENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

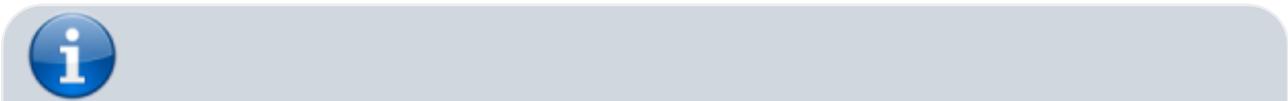
**After update budget data:**

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

Fund Description	2024 - 2025 Last Yr Closing Amt	2025 - 2026 This Yr Original Budget	2025 - 2026 This Yr Amend Budget	2025 - 2026 This Yr Actual Amt	2026 - 2027 Next Yr Requested	2026 - 2027 Next Yr Recommend	2026 - 2027 Next Yr Approved
Fund: 199/7 GENERAL FUND							
199-00-3600-00-000-700000 ESTIMATED GENERAL FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36XX UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3XXX UNRESERVE/UNDESIG FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5711-00-000-700000 TAXES CURRENT YEAR	10,046,274.80	10,350,000.00	10,550,000.00	6,551,778.55	0.00	0.00	0.00
199-00-5712-00-000-700000 TAXES PRIOR YEARS	71,049.66	50,000.00	50,000.00	7,485.82	0.00	0.00	0.00
199-00-5719-00-000-700000 PENALTIES-INTEREST,OTH TAX REV	97,425.07	50,000.00	50,000.00	33,398.41	0.00	0.00	0.00
199-00-5723-00-000-700000 IDEA PART B REV FROM PCCSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
199-00-5739-00-000-700000 TUITION & FEES REVENUE	53,557.32	20,000.00	20,000.00	77,422.45	0.00	0.00	0.00
199-00-5742-00-000-700000 INTEREST REVENUE	211,554.43	50,000.00	50,000.00	111,976.02	0.00	0.00	0.00
199-00-5743-00-000-700000 RENT	0.00	0.00	0.00	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.

The screenshot displays the 'Budget' simulation creation interface. At the top, there is a 'Save' button. Below it, three tabs are visible: 'REQUESTED', 'RECOMMENDED' (which is selected), and 'APPROVED'. The 'Simulation Name' field contains '6X+200'. To the right of this field are buttons for 'Retrieve', 'Delete', 'Copy', 'Directory', and 'Execute'. The 'Simulation Description' field contains 'ADD 200 TO ALL 6XXX'. The 'Base Column' dropdown menu is set to 'This Yr Amend Budget'. There is a checked checkbox for 'Round to Nearest Dollar Amount' and a 'Cutoff Date' of '06-13-2026'. Below these fields is a table with the following columns: 'Delete', 'Seq.Nbr', 'Account.Code', 'Operator', and 'Percent / Amount'. The table contains one row with a trash icon in the 'Delete' column, '001' in 'Seq.Nbr', 'XXX-XX-6XXX.XX-XXX-X-XX-X-XX' in 'Account.Code', 'Add' in 'Operator', and '200.000' in 'Percent / Amount'. An 'Add' button is located at the bottom right of the table.

- 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.



---

Date Run: Mass Increase/Decrease Budget Account Code Report  
Cnty Dist: ISD Page: 1 of 98  
File ID: N

001 - XXX-XX-6XXX.XX-XXX-XXXXXX

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

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

Utilities > Mass Increase/Decrease Account Codes Budget

REQUESTED RECOMMENDED APPROVED

Simulation Name:

Simulation Description: 
Base Column:

Round to Nearest Dollar Amount    Cutoff Date: 06-13-2026

Delete	Seq Nbr	Account Code	Operator	Percent / Amount
<input type="button" value="Delete"/>	<input type="text" value="001"/>	<input type="text" value="XXX-XX-XXXX.XX-XXX-X-XX-X-XX"/>	<input type="text" value="No Change"/>	<input type="text" value="0.0000%"/>



---

Date Run: Mass Increase/Decrease Budget Account Code Report  
Cnty Dist: ISD Page: 1 of 104  
File ID: N

001 - XXX-XX-XXXX.XX-XXX-XXXXXX

Account Code	This Yr Amend	Operator	Percent / Amount	New Amount
199-00-3600.00-000-700000	.00	N	.00 =	.00
199-00-5711.00-000-700000	10,550,000.00	N	.00 =	10,550,000.00
199-00-5712.00-000-700000	50,000.00	N	.00 =	50,000.00
199-00-5719.00-000-700000	50,000.00	N	.00 =	50,000.00
199-00-5723.00-000-700000	.00	N	.00 =	.00
199-00-5739.00-000-700000	20,000.00	N	.00 =	20,000.00
199-00-5742.00-000-700000	50,000.00	N	.00 =	50,000.00
199-00-5743.00-000-700000	.00	N	.00 =	.00

17. Post the simulation.

### Post the simulation

#### Budget > Utilities > Budget Level Processing

Post the simulation in the tab of your choice.

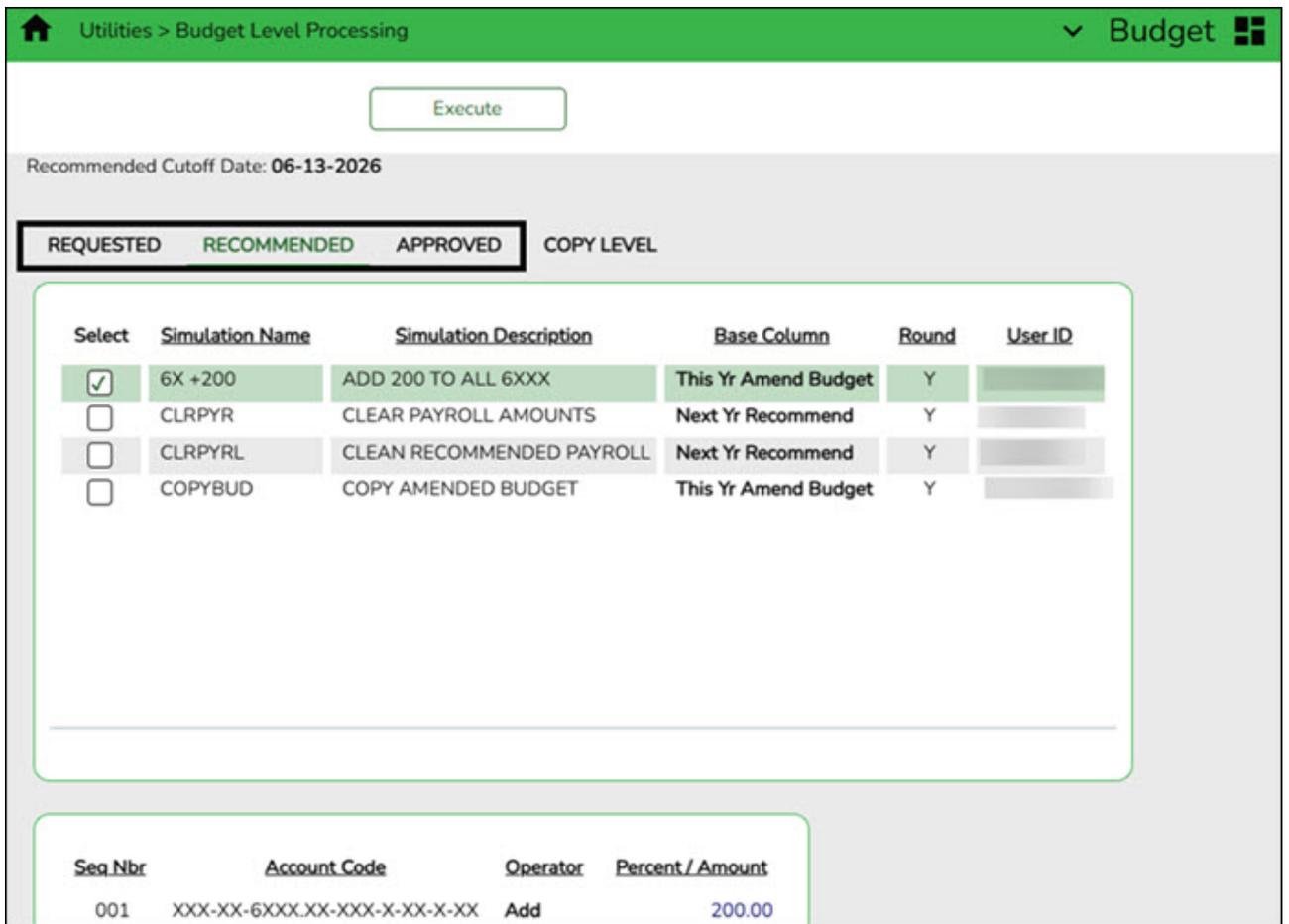
 **CAUTION:** You can repeat this step multiple times; however, be aware that each time a simulation is processed, it overwrites the existing data.

**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



Select	Simulation Name	Simulation Description	Base Column	Round	User ID
<input checked="" type="checkbox"/>	6X +200	ADD 200 TO ALL 6XXX	This Yr Amend Budget	Y	
<input type="checkbox"/>	CLRPYR	CLEAR PAYROLL AMOUNTS	Next Yr Recommend	Y	
<input type="checkbox"/>	CLRPYRL	CLEAN RECOMMENDED PAYROLL	Next Yr Recommend	Y	
<input type="checkbox"/>	COPYBUD	COPY AMENDED 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

Page: 1 of 48  
File ID: N

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

18. Perform next year Budget data maintenance.

### Perform next year Budget data maintenance

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

- o [Budget > Maintenance > Budget Data > Requested](#)
- o [Budget > Maintenance > Budget Data > Recommended](#)
- o [Budget > Maintenance > Budget Data > Approved](#)

Delete	Lock	Note	Details	Account Code	Next Yr Requested	Description
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 3600 00 000 7 00 0 00	0.00	ESTIMATED GENERAL FUND BALANCE
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 5711 00 000 7 00 0 00	0.00	TAXES CURRENT YEAR
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 5712 00 000 7 00 0 00	0.00	TAXES PRIOR YEARS
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 5719 00 000 7 00 0 00	0.00	PENALTIES-/INTEREST/OTH TAX REV
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 5723 00 000 7 00 0 00	0.00	IDEA PART B REV FROM PCCSS
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 5739 00 000 7 00 0 00	0.00	TUITION & FEES REVENUE
<input type="checkbox"/>	N	N	<input type="checkbox"/>	199 00 5742 00 000 7 00 0 00	0.00	INTEREST REVENUE

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

- o [Budget > Maintenance > Budget Data - Quick Entry > Requested](#)
- o [Budget > Maintenance > Budget Data - Quick Entry > Recommended](#)
- o [Budget > Maintenance > Budget Data - Quick Entry > Approved](#)

Maintenance > Budget Data - Quick Entry Budget

Save

REQUESTED RECOMMENDED APPROVED

Org:  Retrieve Print

Lock	Note	Details	Account Code	Next Yr Requested	Description
N	N		199-00-3600.00-000-7-00-0-00	0.00	ESTIMATED GENERAL FUND BALANCE
N	N		199-00-5711.00-000-7-00-0-00	0.00	TAXES CURRENT YEAR
N	N		199-00-5712.00-000-7-00-0-00	0.00	TAXES PRIOR YEARS
N	N		199-00-5719.00-000-7-00-0-00	0.00	PENALTIES-/INTEREST/OTH TAX REV
N	N		199-00-5723.00-000-7-00-0-00	0.00	IDEA PART B REV FROM PCCSS
N	N		199-00-5739.00-000-7-00-0-00	0.00	TUITION & FEES REVENUE

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

Maintenance > Budget Data - Quick Entry Budget

Save

REQUESTED RECOMMENDED APPROVED

Org:  Retrieve Print

Lock	Note	Details
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	
N	N	

**Budget Data Details** X

199-00-5749.00-000-7-00-0-00 OTHER REVENUES FROM LOCAL

Last Yr Closing Amt (2024 - 2025)	This Yr Original Budget (2025 - 2026)	This Yr Amend Budget (2025 - 2026)	This Yr Actual Amt (2025 - 2026)
52,838.98	50,000.00	50,000.00	18,126.38

School Year: 2026 - 2027

Next Yr Requested:

Lock Flag: N

Notes:

◀ ▶

OK

19. (If necessary) Delete funds.

**(If necessary) Delete funds**

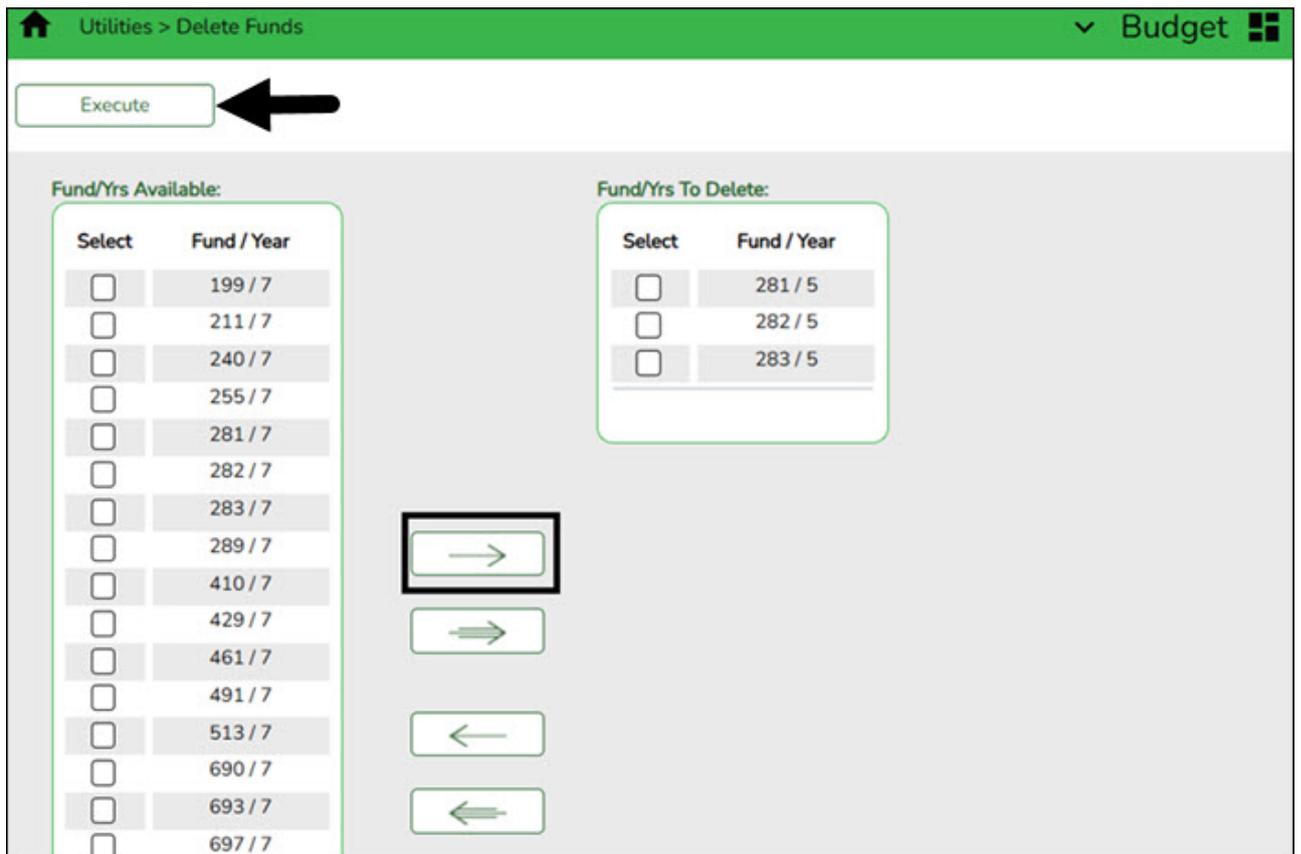
Budget > Utilities > Delete Funds

Delete the funds that are no longer needed in Budget.

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

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

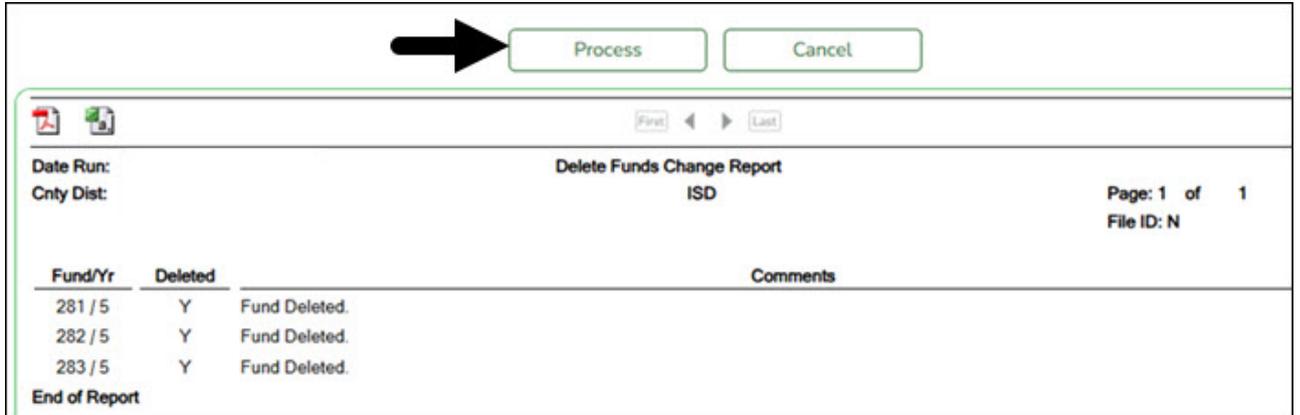
- If there are any next year requisitions that have not become a purchase order and the attached account codes for the line items match the selected funds, the selected funds are not deleted, and an error message is displayed on the report.
- If there is an account code that is attached to a purchase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



**Delete funds:**

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

- Click **Execute** to delete the selected funds. The Budget System Delete Funds Change Report is displayed. [Review the report.](#)
- Click **Process** to process the selected accounts. Otherwise, click **Cancel** to return to the Delete Funds page without deleting the selected funds.

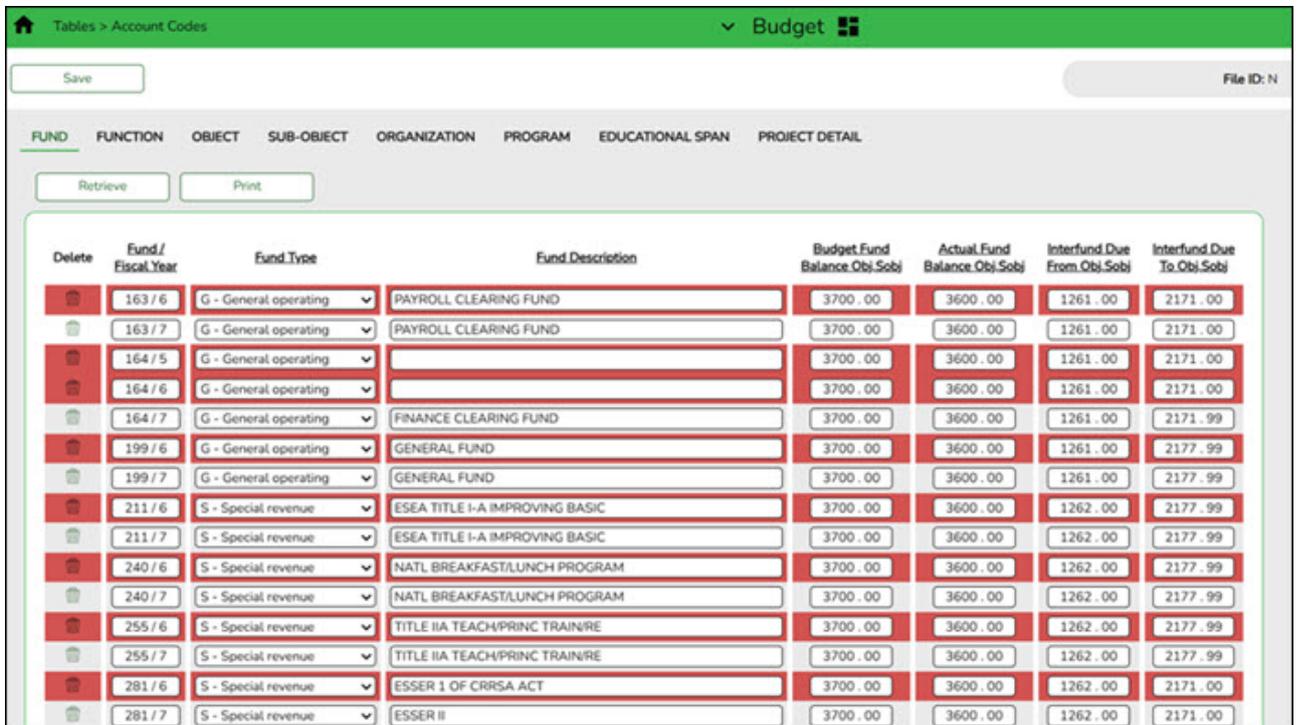


20. [Delete prior year fund/fiscal years.](#)

**Delete prior year fund/fiscal years**

[Budget > Tables > Account Codes > Fund](#)

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



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

<p> <a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>	<p>If accounts exist in Budget Data that use the fund/fiscal year code, a message is displayed and the fund is not deleted.</p>
--	---

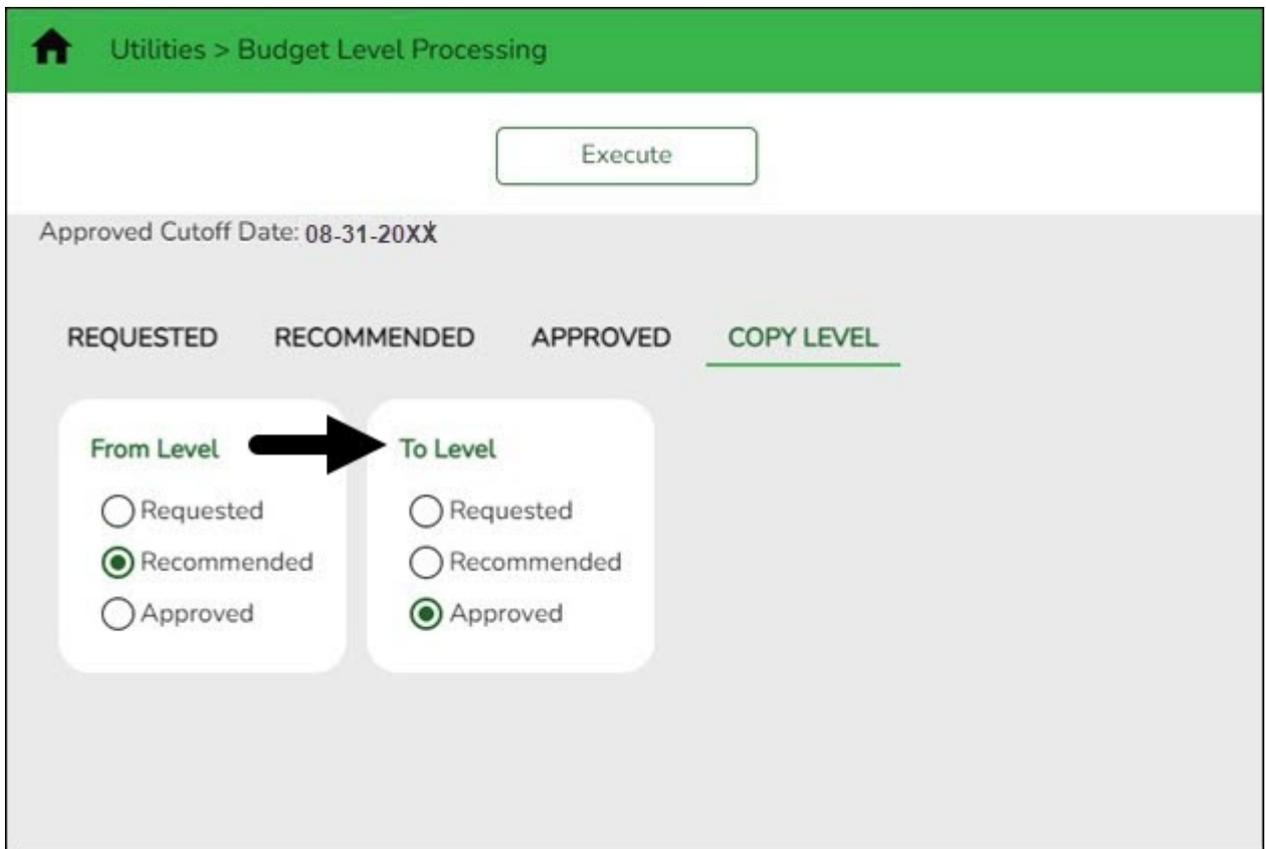
21. [Copy level - Budget level processing.](#)

### Copy level - Budget level processing

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

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

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



## Copy simulation data from one budget level to another:

Under **From Level**:

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

Under **To Level**:

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

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

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

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

22. [Export the 2025-2026 Board approved budget.](#)

### Export the 2026-2027 Board approved budget

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

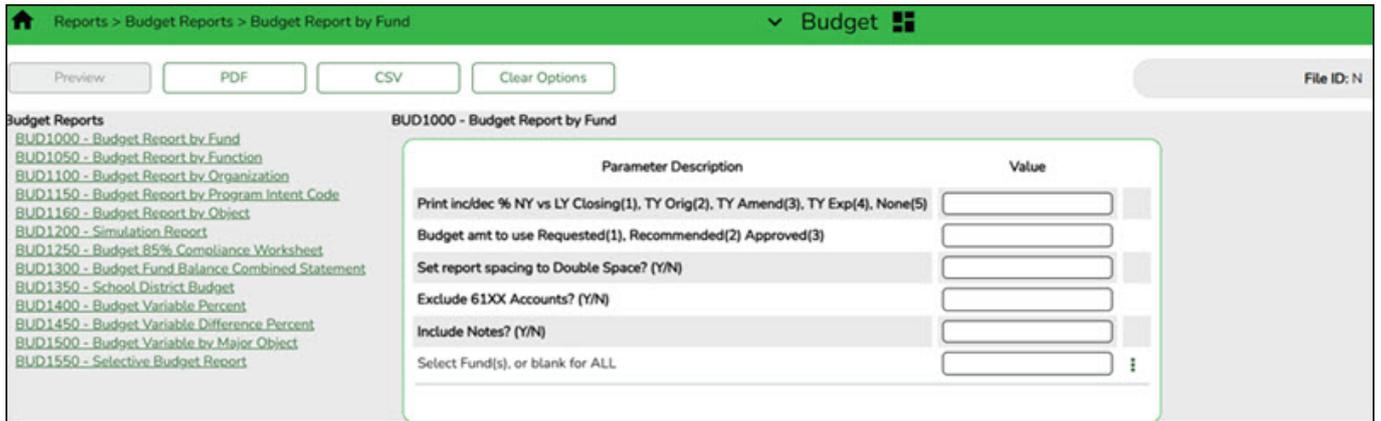
After the budget is completed and approved by the Board, create an export and copy the budget data to a folder named: 2026-2027 Budget before Move to Finance.

## Additional Budget Information

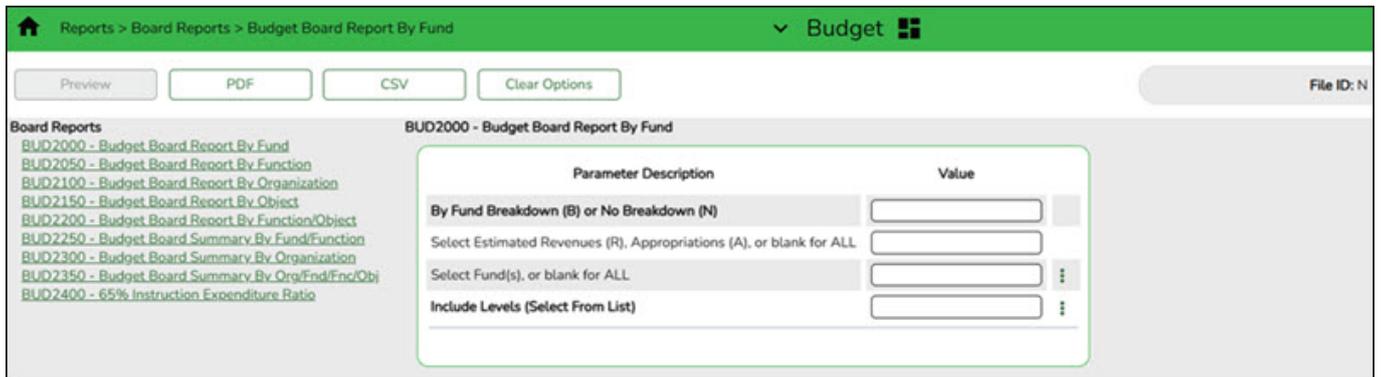
[Additional Budget information.](#)

Review the following reports:

[Budget > Reports > Budget Reports](#)



[Budget > Reports > Board Reports](#)



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

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

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 / 7
<input type="checkbox"/>	211 / 7
<input type="checkbox"/>	240 / 7
<input type="checkbox"/>	281 / 7
<input type="checkbox"/>	282 / 7
<input type="checkbox"/>	283 / 7
<input type="checkbox"/>	289 / 7
<input type="checkbox"/>	410 / 7
<input type="checkbox"/>	429 / 7
<input type="checkbox"/>	491 / 7
<input type="checkbox"/>	513 / 7
<input type="checkbox"/>	690 / 7
<input type="checkbox"/>	693 / 7
<input type="checkbox"/>	697 / 7
<input type="checkbox"/>	755 / 7

Fund/Yrs To Delete:

Select	Fund/ Year
No Rows	

Date Run: Delete Zero Balance Accounts Report

Cnty Dist: ISD Page: 1 of 1

File ID: N

Fnd-Fnc-Obj-Sr-Org-Prog	Delete	Description	LY Amount	CY Original	CY Amend	CY Actual	NY Request	NY Recom.	NY Appr.
281-00-5919.00-000-700000	Y	REVENUE	.00	.00	.00	.00	.00	.00	.00
281-00-5929.00-000-700000	Y	FEDERAL FUNDS	.00	.00	.00	.00	.00	.00	.00
282-00-5929.00-000-700000	Y	FEDERAL REVENUE	.00	.00	.00	.00	.00	.00	.00
283-00-5919.00-000-700000	Y	FEDERAL REVENUE	.00	.00	.00	.00	.00	.00	.00
283-00-5929.00-000-700000	Y	FED REV DISTRIBUTED BY TEA	.00	.00	.00	.00	.00	.00	.00

End of Report

Budget > Utilities > Mass Lock/Unlock Funds

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



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

Utilities > Mass Lock/Unlock Funds Budget

Execute 

Delete	Account Code	Action
	XXX-XX <b>6112</b> XX-XXX-XXXXXX	<input checked="" type="radio"/> Lock <input type="radio"/> Unlock



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

Fnd-Fnc-Obj,So-Org-Prog	Description	Action
199-11-6112.00-001-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-001-724000	SUB SAL - HS COMP ED TEACHER	Lock
199-11-6112.00-041-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-041-724000	SUB SAL - JH COMP ED TEACHER	Lock
199-11-6112.00-101-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-101-711001	SUBSTITUTE - PRINCIPAL DISCRET	Lock
199-11-6112.00-101-724000	SUB SAL - INTRM COMP ED TEACHE	Lock
199-11-6112.00-102-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.00-103-711000	SUBSTITUTE TEACHERS	Lock
199-11-6112.71-001-722000	SUB SAL - CAREER TECH HS	Lock
199-11-6112.80-001-723000	SUB SAL - HS SPEC ED TEACHER	Lock
199-11-6112.80-041-723000	SUB SAL - JH SPEC ED TEACHER	Lock
199-11-6112.80-101-723000	SUB SAL - INTRM SPEC ED TEACHE	Lock
199-11-6112.80-102-723000	SUB SALARY SE	Lock
199-33-6112.00-999-799000	SUB - NURSE	Lock
199-41-6112.00-750-799000	SALARY - SUB - ADMIN OFFICE	Lock
211-11-6112.00-101-700000	SAL TITLE IA SUBSTITUTE ELEM	Lock
283-11-6112.00-999-799000	SUBSTITUTE TEACHERS	Lock

End of Report



## Back Cover