




Reinitialize the budget

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Budget > Utilities > Reinitialize Budget Data

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

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

This page is used to prepare the Budget file for the next school year. This process is run when the final budget for the prior school year has been adopted and posted to the general ledger. Amounts

are maintained in order to create a budget history in the Budget master file. When reinitializing budget data, you can specify the funds you wish to shift, or you can select all funds. The following changes are made:

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

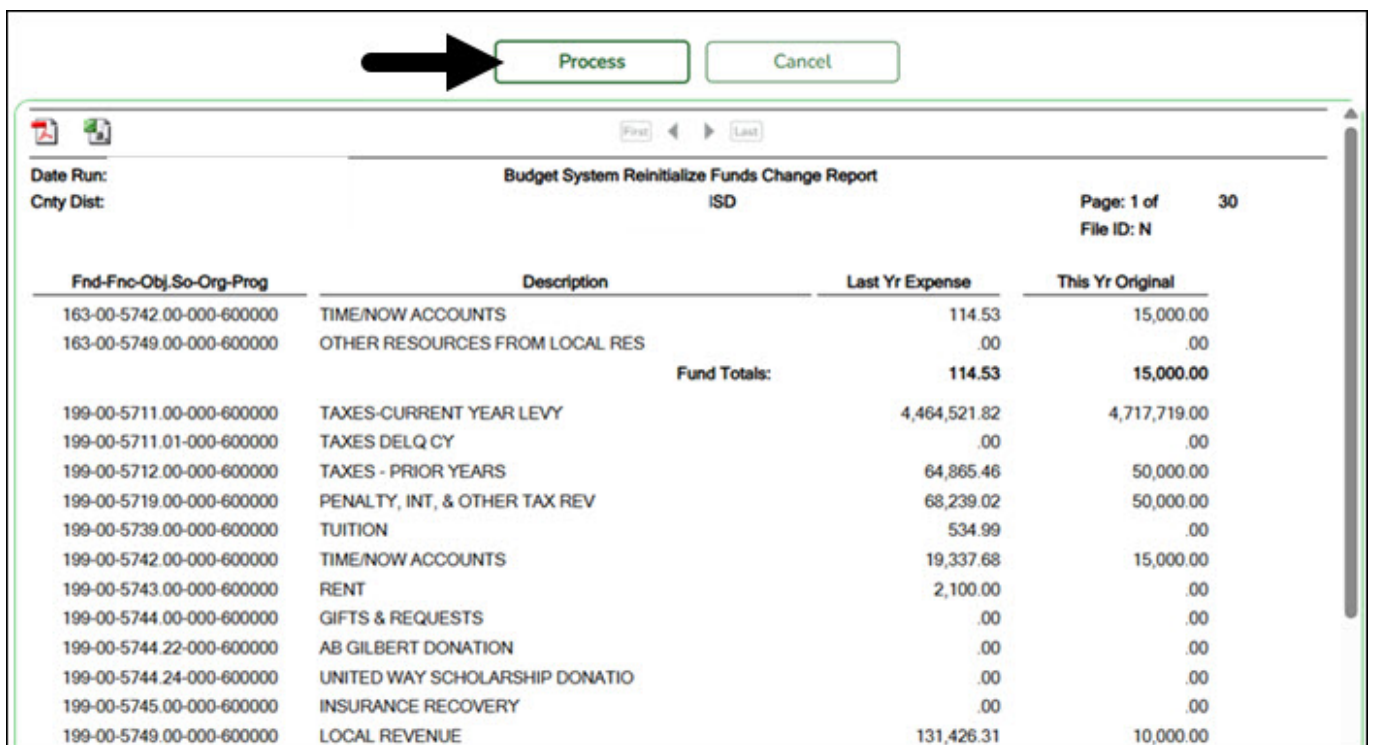
Reinitialize the budget data:

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

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

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

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



The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below it is a report window titled 'Budget System Reinitialize Funds Change Report'. The report displays a table with columns for 'Fnd-Fnc-Obj,So-Org-Prog', 'Description', 'Last Yr Expense', and 'This Yr Original'. The report includes a 'Fund Totals' row and lists various budget items such as 'TIME/NOW ACCOUNTS', 'TAXES-CURRENT YEAR LEVY', and 'LOCAL REVENUE'.

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

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

Cancel to cancel the process.



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