



# USAS Budgeting Guide

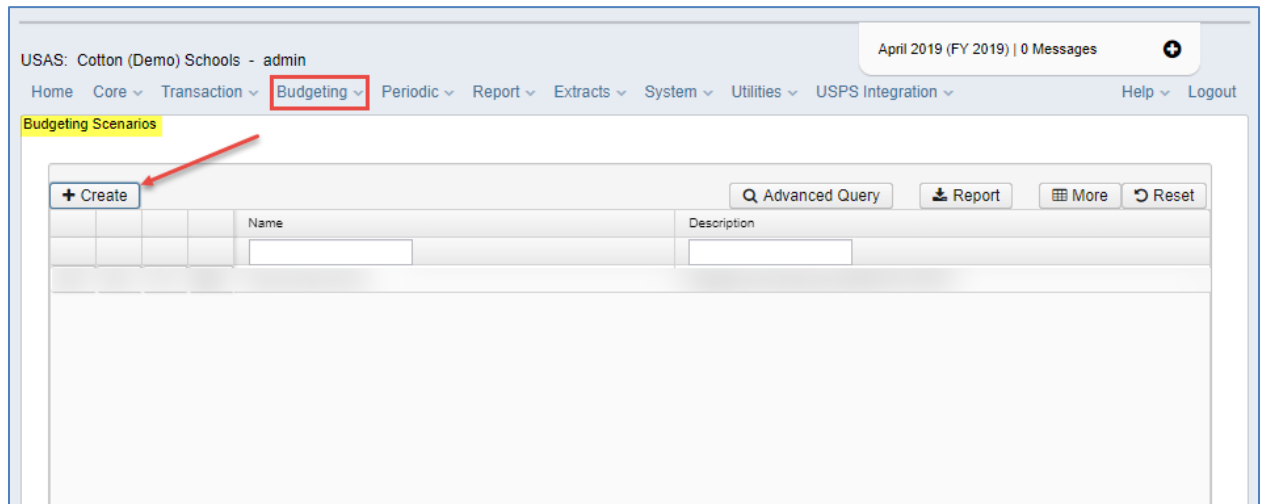
The Budgeting Process contains two programs:

- **Scenarios:** Allows for the creation of a budget scenario via spreadsheets which are then promoted to proposed amounts.
- **Proposed Amounts:** Once promoted, the budget and revenue amounts are displayed in the proposed amounts grid to allow for further changes. Once ready, they will be applied as initial budget and revenue estimates as either temporary or permanent appropriations.

The Budgeting module can store multiple scenarios, though generally, a single scenario will be sufficient for the same year. However, special circumstances may require multiple scenarios based on different assumptions. For example, you may wish to create a scenario for "Assuming Levy Passes" and another "Assuming Levy Fails".

In USAS, go to **Budgeting -> Scenarios**.

Select **+Create**, then Name the scenario and enter a Description



Make sure the Fiscal Year is correct, then **+Create** to create budgeting spreadsheets *within* the Scenario.

Budgeting Scenario

Name

Description

Fiscal Year

Budgeting Sheets

Sheet Name

Once on the budgeting sheet screen, **Select Type** of proposed amount you are creating (**Budget** or **Anticipated Revenue**). Enter a **Sheet Name**.

Budgeting Scenario

Create New Budgeting Sheet

Select Type **Budget** Sheet Name

Properties:	Display Name	Description	Sort Priority	Sort Order	Remove
Future Pre Encumbrance	Id	id	0	Ascending	✕
Future Remaining Balance	Description	Description	0	Ascending	✕
Future Year Encumbrance	Fund	Fund	1	Ascending	✕
▶ FY Permanent Transaction	Func	Func	3	Ascending	✕
FYTD Additions	Object	Object	4	Ascending	✕
FYTD Adjustments	SCC	SCC	2	Ascending	✕
FYTD Appropriated	Subject	Subject	5	Ascending	✕
FYTD Deductions	OPU	OPU	6	Ascending	✕
FYTD Expendable	IL	IL	7	Ascending	✕
FYTD Expended	Job	Job	8	Ascending	✕
FYTD Percent Expended	Prior Year Expendable	Prior Year Expendable	0	Ascending	✕
▶ FYTD Transactions	<b>Three Years Prior Expended</b>	Three Years Prior Expended	0	Ascending	✕
FYTD Unencumbered	<b>Two Years Prior Expended</b>	Two Years Prior Expended	0	Ascending	✕
Gaap Initial Estimate	Prior Year Expended	Prior Year Expended	0	Ascending	✕
Gaap Original Budget	FYTD Expended	FYTD Expended	0	Ascending	✕
Gaap Revised	FYTD Expendable	FYTD Expendable	0	Ascending	✕
Id	Encumbrance	Encumbrance	0	Ascending	✕
Initial Estimate	FYTD Unencumbered	FYTD Unencumbered	0	Ascending	✕
Money 1					
Money 2					
MTD Additions					
MTD Adjustments					
MTD Deductions					
MTD Expended					
▶ MTD Transactions					
Next Year Proposed					
▶ ODE Line Number					
Percent Available					
▶ Prior Year Actual Expended					
Prior Year Encumbrance					
Prior Year Expendable					
Prior Year Expended					
▶ Project					
PTD Expended					
Remaining Balance					
Text					
<b>Three Years Prior Expended</b>					
▶ Transactions					
<b>Two Years Prior Expended</b>					
YTD Expended					

**Note:** You could create one large budget sheet with all budget codes and one large revenue sheet with all revenue codes. All applicable sheets should reside within the same scenario, however.

Suggested additional Display Names are **Two and Three Years Prior Expended**. This makes your budgeting sheet like a BUDWRK (Budget Expense Worksheet).

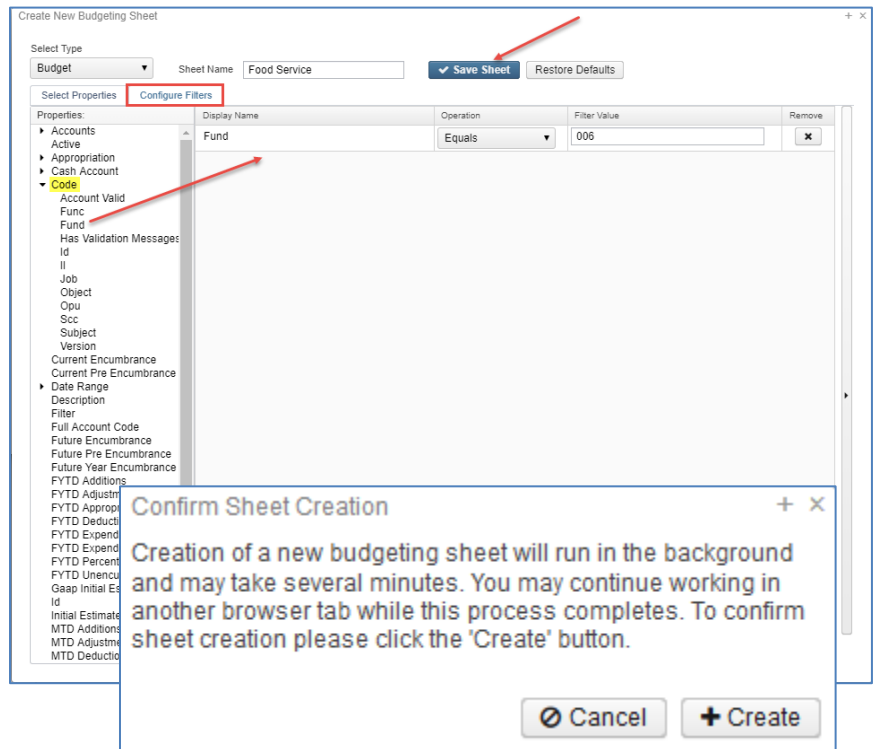
Select the Configure Filters tab. Drag fields to Display Name area, select Operation and enter Filter Value for each field.

You may **Save Query** after entering a Query Name at the bottom of the screen.

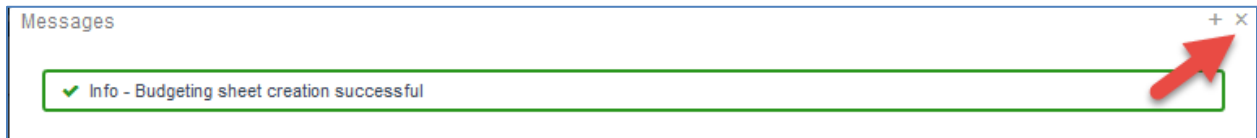
**Hint:** To exclude salaries and benefits, drag in the object field twice, with one greater than 400 and the other less than 900.

Once query is defined, click **Save Sheet**.

A popup box will then open. Click **+Create** to confirm sheet creation.



When complete, you'll see the following message. Click the **X** to close the popup.



Back in the Budgeting Scenario box, you will now see your saved sheet in the Budgeting Sheets list at the bottom. Click **Save** to save the scenario.

Budgeting Scenario

Save Cancel

Name: Stdnt\_Activities

Description: Student Activity Funds 200

**Budgeting Sheets**

				Sheet Name	Filename
				Student_Activity_Revenue_Codes	Student_Activity_Revenue_Codes-createdFromQuery.xlsx

+ Create Upload

Select the download icon to open as a file in Excel.

**Budgeting Sheets**

				Sheet Name	Filename
				Student_Activity_Revenue_Codes	Student_Activity_Revenue_Codes-createdFromQuery.xlsx

In this example, notice a formula was entered for next year's proposed amounts. This was done by selecting prior year expendable and applying an increase of 2%.

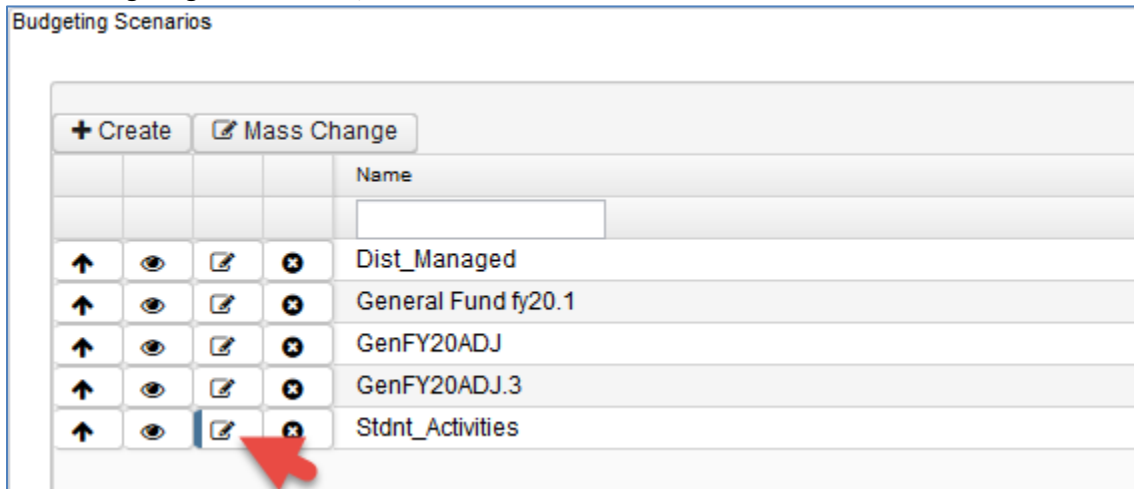
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	id	Descriptio	Fund	Func	Object	SCC	Subject	OPU	IL	Job	Prior Year Expendable	Prior Year	FYTD Expendable	FYTD Expended	Encumbrance	FYTD Unexp	PA-2020
2	615d0431-	FOOD SER	006	3120	139	0000	000000	000	00	000	0	0	0	0	0	0	0
3	5e22e312-	FOOD SER	006	3120	141	0000	000000	000	00	000	70000	35234.57	0	3026.61	0	-3026.61	0
4	760f22ab-	FOOD SER	006	3120	142	0000	000000	000	00	000	2000	0	0	0	0	0	0
5	cb07166c-	FOOD SER	006	3120	144	0000	000000	000	00	000	500	36.03	0	0	0	0	0
6	0575e7ef-	FOOD SER	006	3120	150	0000	000000	000	00	000	0	0	0	0	0	0	0
7	f043a0bb-	FOOD SER	006	3120	152	0000	000000	000	00	000	500	0	0	0	0	0	0
8	901708aa-	FOOD SER	006	3120	161	0000	000000	000	00	000	500	108.85	0	0	0	0	0
9	ed66b37d-	FOOD SER	006	3120	162	0000	000000	000	00	000	0	0	0	0	0	0	0
10	5ad85040-	FOOD SER	006	3120	221	0000	000000	000	00	000	9800	5383.41	0	0	0	0	0
11	406855d1-	FOOD SER	006	3120	222	0000	000000	000	00	000	0	0	0	0	0	0	0
12	096d85cc-	FOOD SER	006	3120	223	0000	000000	000	00	000	1200	491	0	0	0	0	0
13	2be5a46b-	FOOD SER	006	3120	251	0000	000000	000	00	000	33000	9929.93	0	0	0	0	0
14	e3f038fc-	FOOD SER	006	3120	252	0000	000000	000	00	000	200	88	0	0	0	0	0
15	7b96f158-	FOOD SER	006	3120	259	0000	000000	000	00	000	1000	682.69	0	0	0	0	0
16	14353a96-	FOOD SER	006	3120	260	0000	000000	000	00	000	600	0	0	0	0	0	0
17	ed7f2d37-	FOOD SER	006	3120	416	0000	000000	000	00	000	750	350	0	0	0	0	0
18	5608b18f-	FOOD SER	006	3120	422	0000	000000	000	00	000	1500	121.53	0	0	0	0	0
19	74852f85-	FOOD SER	006	3120	423	0000	000000	000	00	000	2000	975.04	0	0	0	0	0
20	6ff2845f-a	FOOD SER	006	3120	430	0000	000000	000	00	000	750	0	0	0	0	0	0
21	2f97dfb3-l	FOOD SER	006	3120	560	0000	000000	000	00	000	62000	21803.88	9383.12	0	9383.12	0	0
22	32ec39b3-	FOOD SER	006	3120	569	0000	000000	000	00	000	30000	12990.04	3500	0	3500	0	0
23	7d751492-	FOOD SER	006	3120	570	0000	000000	000	00	000	300	109.37	0	0	0	0	0
24	178f6e41-	FOOD SER	006	3120	620	0000	000000	000	00	000	0	0	0	0	0	0	0
25	11e2f965-	FOOD SER	006	3120	640	0000	000000	000	00	000	0	0	0	0	0	0	0
26	78816ec6-	FOOD SER	006	3120	645	0000	000000	000	00	000	0	0	0	0	0	0	0
27	bf74f0ed-	FOOD SER	006	3120	849	0000	000000	000	00	000	500	0	0	0	0	0	0
28	528d65ba-	FOOD SER	006	3120	890	0000	000000	000	00	000	1500	0	0	0	0	0	0
29	f4fdd53a-l	FOOD SER	006	3120	560	0001	000000	000	00	000	4000	1761.24	500	0	500	0	0
30	d426f862-	FOOD SER	006	3120	569	0001	000000	000	00	000	0	0	0	0	0	0	0
31	3c91e205-	FOOD SER	006	3120	569	0002	000000	000	00	000	0	0	0	0	0	0	0

Below is the spreadsheet with the formula applied. This is a great timesaver!

id	Descriptio	Fund	Func	Object	SCC	Subject	OPU	IL	Job	Prior Year Expendable	Prior Year	FYTD Expendable	FYTD Expended	Encumbrance	FYTD Unexp	PA-2020
615d0431-	FOOD SER	006	3120	139	0000	000000	000	00	000	0	0	0	0	0	0	0
5e22e312-	FOOD SER	006	3120	141	0000	000000	000	00	000	70000	35234.57	0	3026.61	0	-3026.61	71400
760f22ab-	FOOD SER	006	3120	142	0000	000000	000	00	000	2000	0	0	0	0	0	2040
cb07166c-	FOOD SER	006	3120	144	0000	000000	000	00	000	500	36.03	0	0	0	0	510
0575e7ef-	FOOD SER	006	3120	150	0000	000000	000	00	000	0	0	0	0	0	0	0
f043a0bb-	FOOD SER	006	3120	152	0000	000000	000	00	000	500	0	0	0	0	0	510
901708aa-	FOOD SER	006	3120	161	0000	000000	000	00	000	500	108.85	0	0	0	0	510
ed66b37d-	FOOD SER	006	3120	162	0000	000000	000	00	000	0	0	0	0	0	0	0
5ad85040-	FOOD SER	006	3120	221	0000	000000	000	00	000	9800	5383.41	0	0	0	0	9996
406855d1-	FOOD SER	006	3120	222	0000	000000	000	00	000	0	0	0	0	0	0	0
096d85cc-	FOOD SER	006	3120	223	0000	000000	000	00	000	1200	491	0	0	0	0	1224
2be5a46b-	FOOD SER	006	3120	251	0000	000000	000	00	000	33000	9929.93	0	0	0	0	33660
e3f038fc-	FOOD SER	006	3120	252	0000	000000	000	00	000	200	88	0	0	0	0	204
7b96f158-	FOOD SER	006	3120	259	0000	000000	000	00	000	1000	682.69	0	0	0	0	1020
14353a96-	FOOD SER	006	3120	260	0000	000000	000	00	000	600	0	0	0	0	0	612
ed7f2d37-	FOOD SER	006	3120	416	0000	000000	000	00	000	750	350	0	0	0	0	765
5608b18f-	FOOD SER	006	3120	422	0000	000000	000	00	000	1500	121.53	0	0	0	0	1530
74852f85-	FOOD SER	006	3120	423	0000	000000	000	00	000	2000	975.04	0	0	0	0	2040
6ff2845f-a	FOOD SER	006	3120	430	0000	000000	000	00	000	750	0	0	0	0	0	765
2f97dfb3-l	FOOD SER	006	3120	560	0000	000000	000	00	000	62000	21803.88	9383.12	0	9383.12	0	63240
32ec39b3-	FOOD SER	006	3120	569	0000	000000	000	00	000	30000	12990.04	3500	0	3500	0	30600
7d751492-	FOOD SER	006	3120	570	0000	000000	000	00	000	300	109.37	0	0	0	0	306
178f6e41-	FOOD SER	006	3120	620	0000	000000	000	00	000	0	0	0	0	0	0	0
11e2f965-	FOOD SER	006	3120	640	0000	000000	000	00	000	0	0	0	0	0	0	0
78816ec6-	FOOD SER	006	3120	645	0000	000000	000	00	000	0	0	0	0	0	0	0
bf74f0ed-	FOOD SER	006	3120	849	0000	000000	000	00	000	500	0	0	0	0	0	510
528d65ba-	FOOD SER	006	3120	890	0000	000000	000	00	000	1500	0	0	0	0	0	1530
f4fdd53a-l	FOOD SER	006	3120	560	0001	000000	000	00	000	4000	1761.24	500	0	500	0	4080
d426f862-	FOOD SER	006	3120	569	0001	000000	000	00	000	0	0	0	0	0	0	0
3c91e205-	FOOD SER	006	3120	569	0002	000000	000	00	000	0	0	0	0	0	0	0

After entering proposed amounts, save the spreadsheet and upload it back to Budgeting Scenarios by following these steps:

In the Budgeting Scenarios list, click the **Edit** icon for the desired scenario.



Click the **Upload and Replace** icon.

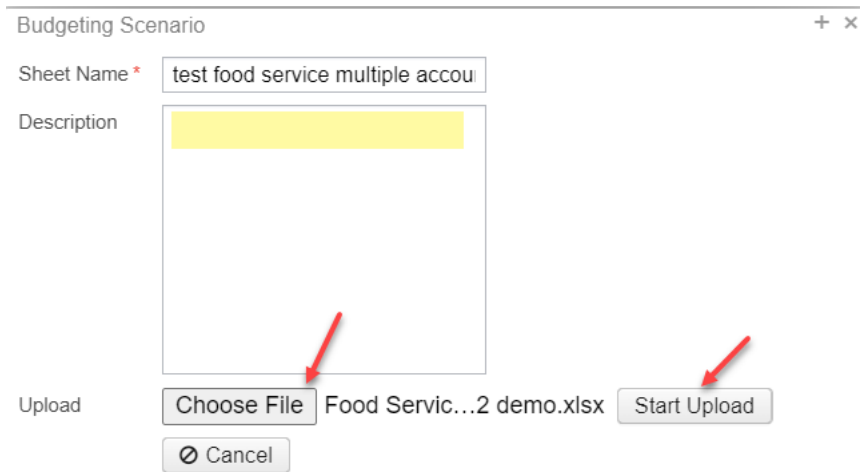


Confirm

x

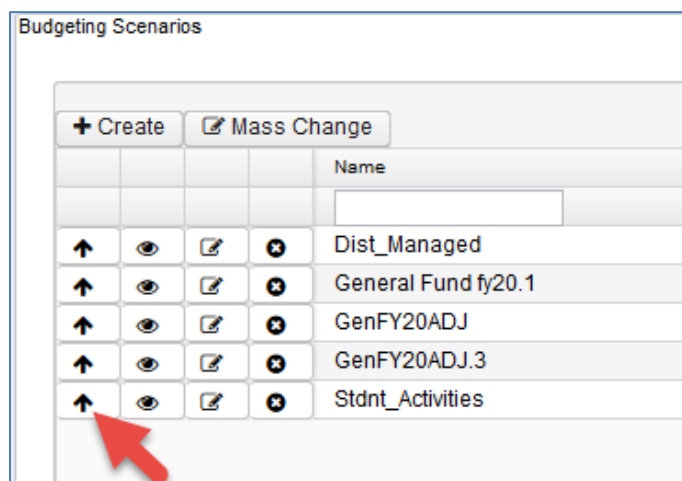
Warning: This operation will overwrite existing sheet. Replace current sheet?





Choose your file to upload, then **Start Upload**. Once upload has completed, click **Save** to save it in the scenario.

Back on the Budgeting Scenarios screen, select the **Promote Scenario** arrow icon to move the PA-202X column items into the Proposed Amount screen.



Go to Budgeting -> Proposed Amounts to see the items that just uploaded. If you would like to activate these items, then select the fiscal year from the drop down, and click **Apply**. Refer to the Budgeting Scenario Steps for the desired application of the proposed amounts.

**Note:** Do **NOT** click the square checkbox below **Create +**. This is for mass deleting selected account proposed budgets only.

Home Core ▾ Transaction ▾ Budgeting ▾ Periodic ▾ Report ▾ Extracts ▾

Proposed Budgets Proposed Anticipated Revenues

Proposed Budgets

+ Create Mass Change Apply Delete Fiscal Year 2022 ▾

Don't check box unless deleting

				Fund	Func	Object	SCC
<input type="checkbox"/>							
<input type="checkbox"/>				001	1100	113	0000
<input type="checkbox"/>				001	1100	130	0000
<input type="checkbox"/>				001	1100	132	0000

Proposed budget and anticipated revenue amounts appear on the grid based on the fiscal year selected. The proposed amounts populate on the expenditure/revenue accounts during PROMOTE (which is when they are added to the proposed amount grid). The proposed amount grid is the working area where they can add/remove/edit their proposed amounts.

Home Core ▾ Transaction ▾ Budgeting ▾ Periodic ▾ Report ▾ Extracts ▾ System ▾ Utilities ▾ USPS Integration ▾

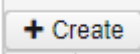
Proposed Budgets Proposed Anticipated Revenues

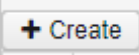

Proposed Budgets

+ Create Mass Change Apply Delete Fiscal Year 2022 ▾ Advanced Q

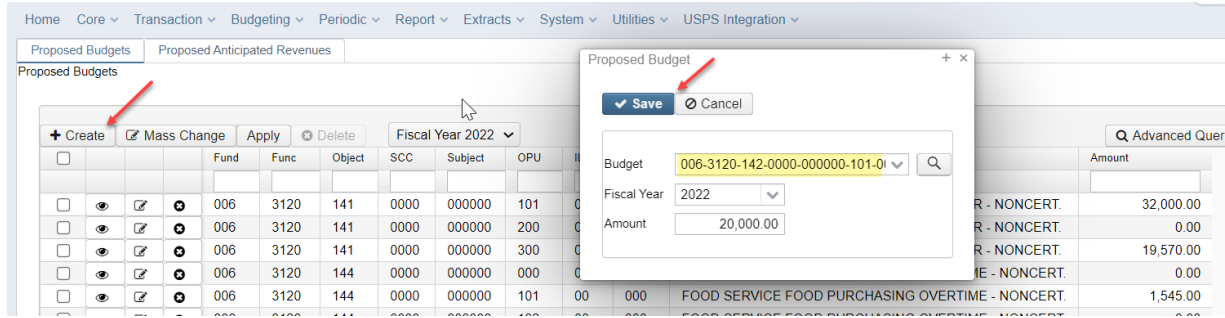
				Fund	Func	Object	SCC	Subject	OPU	IL	Job	Description	Amount
<input type="checkbox"/>													
<input type="checkbox"/>				006	3120	141	0000	000000	101	00	000	FOOD SERVICE FOOD PURCHASING REGULAR - NONCERT.	32,000.00
<input type="checkbox"/>				006	3120	141	0000	000000	200	00	000	FOOD SERVICE FOOD PURCHASING REGULAR - NONCERT.	0.00
<input type="checkbox"/>				006	3120	141	0000	000000	300	00	000	FOOD SERVICE FOOD PURCHASING REGULAR - NONCERT.	19,570.00
<input type="checkbox"/>				006	3120	144	0000	000000	000	00	000	FOOD SERVICE FOOD PURCHASING OVERTIME - NONCERT.	0.00
<input type="checkbox"/>				006	3120	144	0000	000000	101	00	000	FOOD SERVICE FOOD PURCHASING OVERTIME - NONCERT.	1,545.00

## Create Proposed Amounts

To enter proposed amounts manually, use the  option.

1. From the menu, select 'Budgeting' and click on 'Proposed Amounts'.
2. Click on .
3. Click on the down arrow to select a budget account or start entering the budget account. You can filter the accounts by entering '-' between dimensions.
4. Enter a fiscal year. NOTE: Enter the full year (CCYY)
5. Enter an Amount.
6. To save the proposed amount, click on . The account with its proposed amount will be added to the grid.







## Creating Adjustments

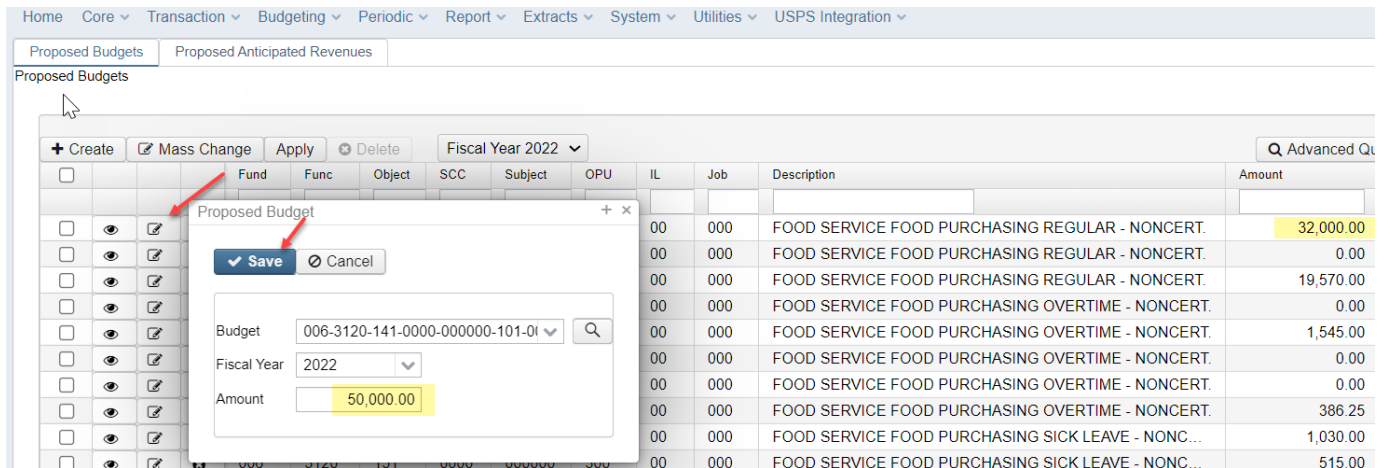
When entering Adjustments the amount entered should be what the user would like the new Expendable amount to be on the account. The system will calculate the difference between the initial amount and the entered amount and then create an adjustment for the difference. For Example, if the Initial Budget was 500.00 but the new Expendable amount should be 0.00, then the Adjustment entered in the Proposed Amounts grid should be 0.00. When applied, the Adjustment on the account will be -500.00.

## View a Proposed Amount

1. From the grid, search the desired account and click on  to view the details of the proposed amount.


## Edit a Proposed Amount

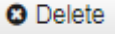
1. From the grid, search the desired account and click on  to edit the fiscal year or proposed amount.

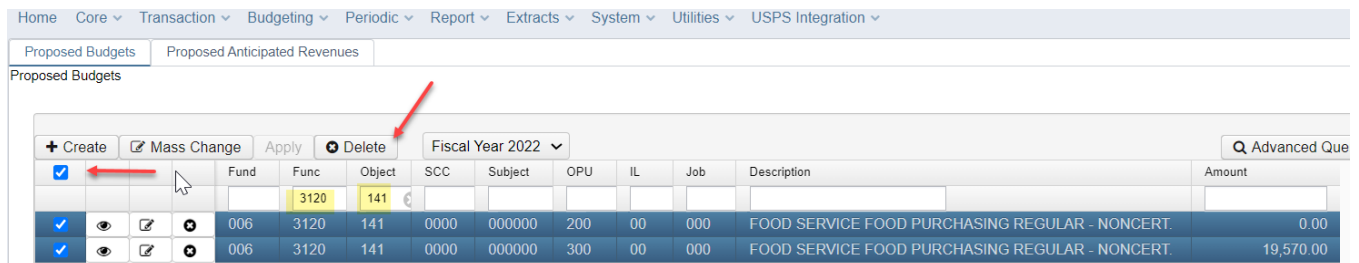


## Delete a Proposed Amount

If you wish to delete a proposed amount before applying it, there are two ways to delete amounts on the grid:

Per account: From the grid, search the desired account and click on  to delete the proposed amount for that account. Click on 'delete' to confirm deletion.

Mass Delete: From the grid, click on the checkbox for the proposed amounts you want to delete and click on the  button to mass delete all checked accounts.



Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration

Proposed Budgets Proposed Anticipated Revenues

Proposed Budgets


+ Create  Mass Change Apply  Delete Fiscal Year 2022

	Fund	Func	Object	SCC	Subject	OPU	IL	Job	Description	Amount
<input checked="" type="checkbox"/>	006	3120	141	0000	000000	200	00	000	FOOD SERVICE FOOD PURCHASING REGULAR - NONCERT.	0.00
<input checked="" type="checkbox"/>	006	3120	141	0000	000000	300	00	000	FOOD SERVICE FOOD PURCHASING REGULAR - NONCERT.	19,570.00

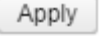
Only accounts **visible in the grid** will be selected when using the Mass Delete so users may need to select and click to delete multiple times to clear the grid.

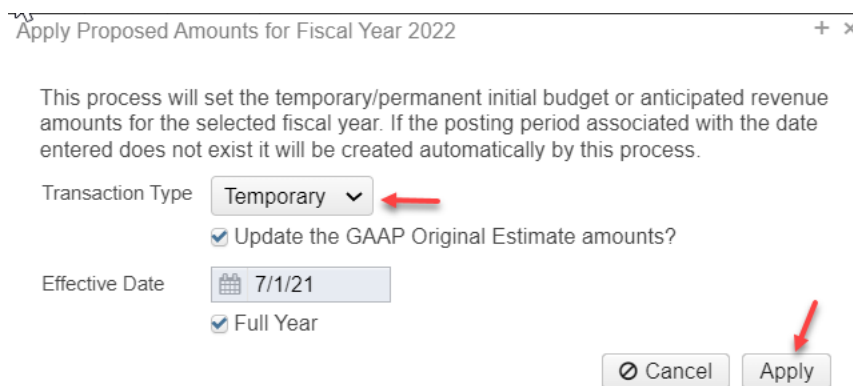
**TIP:** Once proposed amounts have been 'applied' to existing budgets or next year proposed amounts, the amounts on the grid can be deleted.

## Applying Proposed Amounts

Once all the proposed amounts are set and ready to be applied as the initial budget and/or revenue figures for a particular fiscal year, click on the  option.

You cannot choose specific accounts to apply amounts to. It will apply the amounts to all accounts on your proposed amounts grid for the specified Fiscal Year. If there are checkboxes selected in the grid, the Apply button will show as disabled.

1. Select the Fiscal Year (from the grid) you want the figures applied to.
2. Click on . The following box will appear:



Apply Proposed Amounts for Fiscal Year 2022 + x


This process will set the temporary/permanent initial budget or anticipated revenue amounts for the selected fiscal year. If the posting period associated with the date entered does not exist it will be created automatically by this process.

Transaction Type

Update the GAAP Original Estimate amounts?


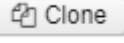
Effective Date

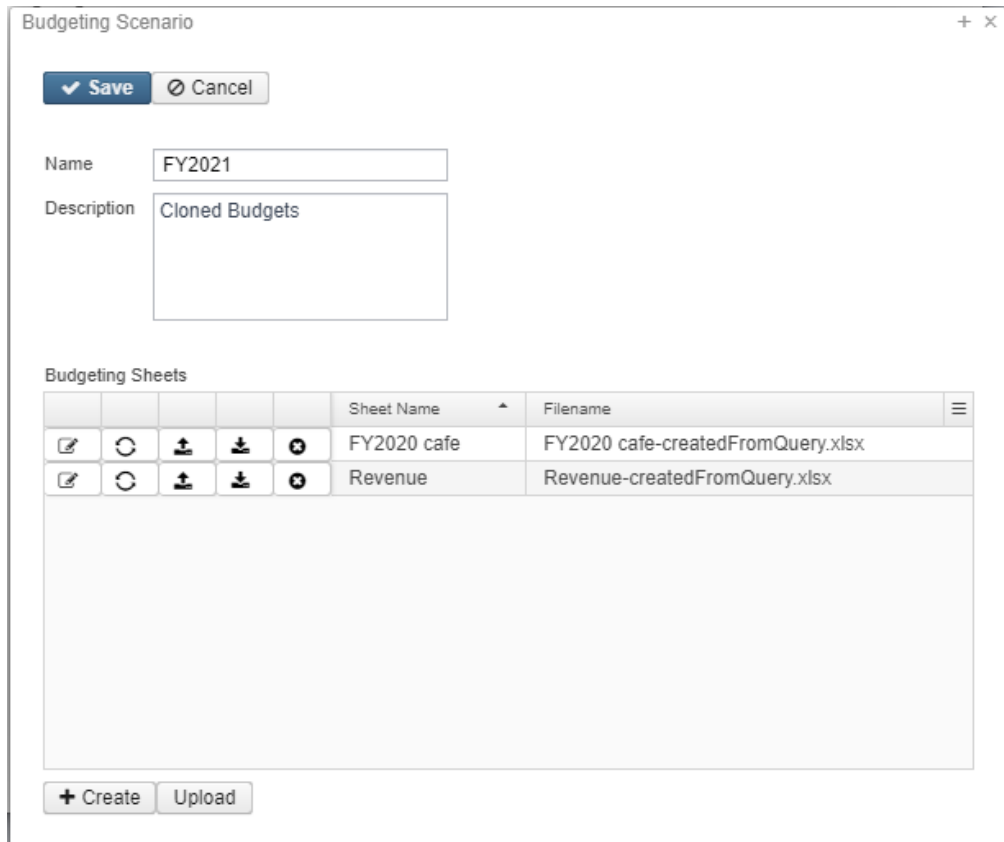
Full Year

- a. **Transaction Types** include:
    - i. If 'Temporary' is selected, 'full year' is checked by default. This indicates the temporary initial budgets hold true for the entire year. The 'Update the GAAP Original Estimate amounts' is checked by default. If you do not wish to set the GAAP Original Estimate amounts at the time you're applying your temporary figures, uncheck the box.
    - ii. If 'Temporary' is selected and 'full year' is unchecked, this indicates the temporary initial budgets could change during the fiscal year.
    - iii. If 'Permanent' is selected, 'full year' is checkmarked automatically and **cannot** be unchecked. This indicates these are permanent initial budgets. The 'Update the GAAP Original Estimate amounts' will be set automatically at the time you're applying your permanent figures. You **do not** have the option to uncheck this box.
    - iv. If 'Adjustment' is selected, it adjusts the existing budgets via additions/deductions. The 'Update the GAAP Original Estimate' amounts box is not checked by default but is available to check if the adjustments should apply to the GAAP Original Estimate amount.
  - b. **Effective date**
    - i. When selecting Temporary or Permanent transaction types, the date automatically defaults to the first day of the fiscal year selected.
    - ii. When selecting Adjustment transaction types, the date must be manually entered. Adjustments will be included in the MTD Expendable or MTD Receivable amounts based on the entered date.
3. Click on  to proceed with applying the proposed figures as the initial budget/revenue estimates for the fiscal year selected.


## Clone a Scenario

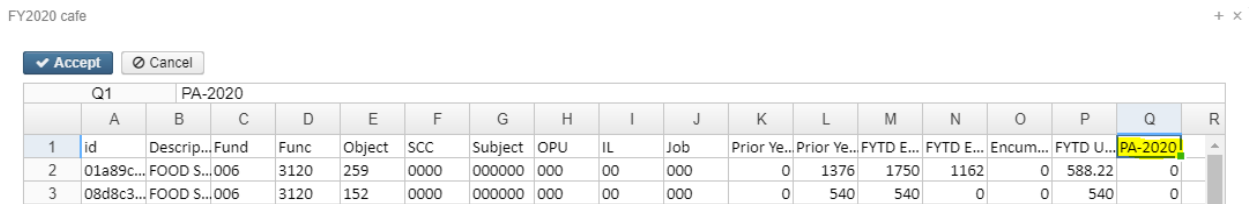
Scenarios can be cloned from a previous year to create the new year budget scenario or a different variation on the current fiscal year.


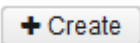
1. Click on  to view the Scenario that will be cloned.
2. Click  to clone the current Scenario.
  - a. Enter a name for the scenario.
  - b. Enter a description of the scenario.
    - i. NOTE: There is no limit to the number of characters, numbers, or spaces you want to use in the name.



3. When the Scenario is cloned, ensure the field name for Proposed Amounts is updated to the correct fiscal year on the Budgeting Sheets.

- a. Click on  to edit a specific spreadsheet in the scenario.
- b. Review/Change the column header for Proposed amounts to include the Fiscal Year of the new Scenario. This should be formatted as PA-202X (ex. PA-2025 for Fiscal Year 2025).
- c. Click Accept to save the changes.



4. At this point, you can either save the scenario by clicking on  and update amounts in the budgeting spreadsheets at a future time; or continue on by using edit to modify the proposed amounts. Additional Budgeting sheets can also be created within the scenario using the  at the bottom of the scenario window.

**Useful Tips:**

Q: Can Google sheets be used for Budgeting spreadsheet upload?

A: Using Google sheets to share with different departments to obtain the budgets is definitely an option. Download the Budgeting Sheets from the software, then copy/paste them to the Google Sheet (as preferred). When importing the sheets back into USAS, the file type does have to be saved as .xlsx

with the appropriate column headers, so just maintain those columns in the sheet, or move the figures from the Google sheet back into a template when ready to import. Google Sheets "Download" option as an .xlsx file type.

Q: Can you create your own custom Budget Spreadsheet?

A: Of course! Budget Spreadsheets are basically a BUDWRK (SSDT Budget Expense Worksheet) Add a column for "Next Year Proposed", then edit (3 vertical dots) and change the Column Title to "PA-202X" to customize for the budgeting year.

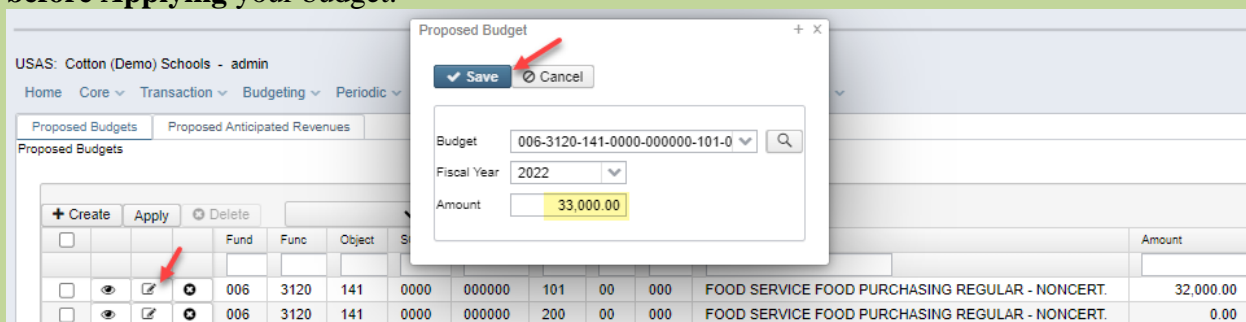
**Good to know:**

1. There are [Budgets Spreadsheet](#) and [Revenues Spreadsheet](#) located [here](#). These .json files can be downloaded from the wiki, then Imported into Reports -> Report Manager to create spreadsheets for uploading to your budget. These spreadsheets have two and three years prior amounts which are valuable for arriving at your budget amounts. These spreadsheets do **not** have the "id" field like the spreadsheets created within the budgeting module. The spreadsheets in the documentation can be populated and uploaded "as is" without adding the "id" field. The "id" is contained when creating the Budgeting Sheets and are used as a "key" to locate the account if pieces of the account code are removed from the spreadsheet. **As long as all of the account code columns in the .json version for importing are kept intact, then the "id" column is not needed.**



2. Regenerate sheet button in Budgeting Scenarios. If you select this, it will pull in newly created accounts into your budgeting worksheet. If you have already updated and uploaded your spreadsheet, then it will wipe out any amounts and reset all proposed amounts to zero.

3. After a scenario has been promoted, you can also update your budget amount. Select the "Edit" button, enter the updated amount, then select the "Save" button. You will need to do this action **before Applying** your budget.



4. Edit button in Budgeting Scenarios. You can make changes before Promoting your scenario, if circumstances change or updated information is received.

5. Please note that once a scenario is promoted, any successive scenario that is promoted for the same year will *remove a prior scenario's proposed amounts (budget and revenue)*. For example, you

create a FY25 scenario for HS proposed amounts and promote it. You then promote a FY25 scenario containing elementary proposed amounts. The HS proposed amounts will be removed from the FY25 proposed amounts grid (and if currently in FY24, also be removed from the next year proposed field on the expenditure accounts) and the elementary proposed amounts will be loaded on the proposed amounts grid. To prevent removal of same year scenarios proposed amounts, we recommend creating separate worksheets (i.e. HS and Elementary) within the same fiscal year scenario instead creating separate scenarios.

6. If the same account is located in *multiple* spreadsheets within the *same* scenario, then the proposed amount listed on the **first** listed account will be the proposed amount saved on the Proposed Amount screen.

7. When you apply your Proposed Amounts, it will apply them **all**, even if the grid is *filtered*.