



## SETBAL - Setting Estimate vs. Actual Variances to Zero

### **Important Notes**

For the following reasons, the practice of posting adjustments to eliminate variances will not be included as a formal part of the software. If you choose to do this you will need to download and install the attached mass change definitions and run them for any Budget or Revenue accounts you wish to update.

- The use of this mass change definition will alter the USAS budgeted vs. estimated figures and prevents reporting of variances to GAAP via USASR.
- The Auditors Office does not interpret Ohio statutes to say that appropriation variances must be set to zero at the end of the fiscal year. Information stating that auditors should not expect zero variances will be included in an upcoming auditor training.
- Any change in appropriation requires school board action at the appropriation level. It is preferable that appropriation modifications be prior to fiscal year end.

The Budget and Revenue mass change definitions will set FYTD Receivable or FYTD Unencumbered amounts to zero. This would affect Carryover amounts from prior fiscal years. If you check this against the FINSUM (Cash Summary), there may be accounts which have zero Remaining Balance, but have FYTD Expenditures. The definition takes the accounts in the filtered grid, calculates the variance and posts an adjustment for the difference so that the budgeted amount is exactly equal to the actual expenditures/revenues. When the mass change definition is executed the adjustments will be posted and accounts updated. The user must choose the effective date of the transaction and can override the default description if they so choose. **Please be advised, there is not an "undo" operation for mass change definitions.**

## Mass Change Definitions

- [Set Revenue Variances to Zero \(SSDT\).mcd-json](#)
- [Set Budget Variances to Zero \(SSDT\).mcd-json](#)

## Follow these steps to eliminate variances

1. Some receipt codes will be inactivated as of 6/30/25. A **Stop Date** needs to be entered on those revenue accounts or an error will occur when running SETBAL. The receipt codes affected are listed below:

### ***Required Level of Coding Changes***

There have also been changes in the required level of coding in following account groupings. Please review the following account codes sections for potential changes:

- 1590 Food Services – Other Receipts
- 1820 Contributions and Donations from Private Sources

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### **Uniform School Accounting System User Manual Appendix A- Summary of the Changes in the May 2025 Update**

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- 1880 Compensation for Property Tax Exemption - Payments in Lieu of Taxes (PILOTs)
  - 1890 Other Miscellaneous Receipts
  - 1950 Sale of Other Debt
  - 3139 Other Property Tax Allocations
  - 3200 Restricted Grants-in-Aid
  - 3211 Disadvantaged Pupil Impact Aid
  - 3212 Bus Purchase Allowance
  - 3213 School Lunch
  - 3214 Textbook/Instructional Materials
  - 3219 Other Restricted Grants-in-Aid Received from the State
  - 3220 Restricted Grants-In-Aid Received From State Government Through Intermediate Sources
  - 4220 Restricted Grants-In-Aid Received from Federal Government Through the State
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The following receipt codes are scheduled to be deleted and are not to be used after June 30, 2025:

- 1228 Community/STEM Schools
- 1320 Transportation Fees from Other Districts Within the State
- 1321 Regular School
- 1322 Summer School
- 1323 Special School
- 1330 Transportation Fees from Other Districts Outside the State
- 1331 Regular School
- 1332 Summer School
- 1333 Special School
- 1340 Transportation Fees from Other Sources
- 1341 Regular School
- 1342 Summer School
- 1343 Special School

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### Uniform School Accounting System User Manual

#### Appendix A- Summary of the Changes in the May 2025 Update

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- 1344 Extracurricular (Student) Activities
- 1540 Food Services - Elderly Persons
- 1541 Sales of Breakfasts to the Elderly
- 1542 Sales of Type A Lunches to the Elderly
- 1543 Sales of Ala Carte to the Elderly
- 1544 Sales of Milk to the Elderly
- 1851 Vending Machines
- 1852 Telephone
- 3133 \$10,000 Personal Property Tax Exemption

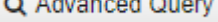
2. Some Expenditure object codes will be inactivated as of 6/30/25. A **Stop Date** needs to be entered on those expenditure accounts or an error will occur when running SETBAL. The object codes for the accounts affected are listed below:

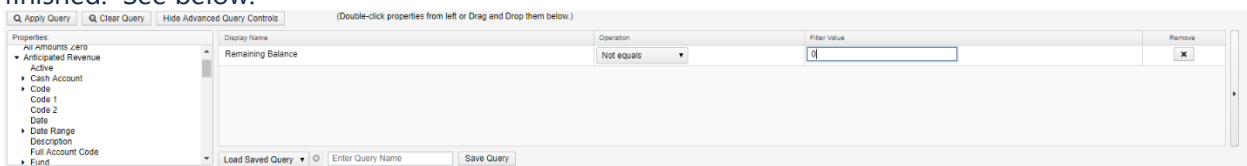
The following objects are scheduled to be deleted and are not to be used after June 30, 2025:

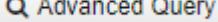
- 442 Telegraph Services
- 478 Payments to a Community/STEM School
- 522 Replacement Textbooks
- 523 Rebinding Textbooks
- 524 Supplemental Textbooks

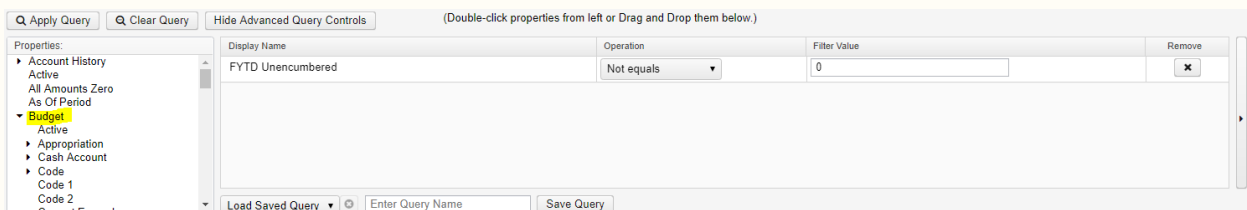
3. The mass change service must be installed to continue. Navigate to System/Modules and install the Mass Change Service.

4. Once the mass change service is installed, navigate to Core/Accounts and select either the Expenditure or Revenue Account UI. This example will cover Revenue Accounts.
5. Filter your Revenue Account grid for the accounts you wish to update.
- a. It is recommended that you update your grid to include the columns and accounts you wish to see. You are strongly encouraged to run a report of the grid results just prior to executing the mass change definition.
- b. You will only need to post adjustments for those accounts that have a Remaining Balance **not**


**equal** to zero. Use the  option on the top right of the grid to filter the grid. Under Properties, expand Anticipated Revenue to find the Remaining Balance and add it to the query. Select the "Not equals" operation and put a zero "0" in the filter value. Next, click the "Apply Query" button to filter the grid. You can "Hide Advanced Query Controls" when you have finished. See below:

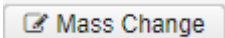


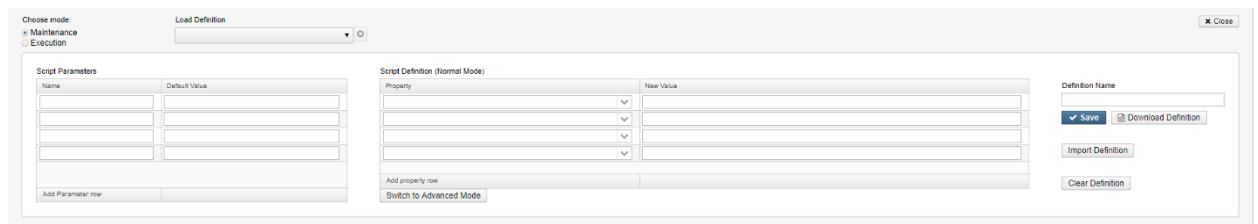
If you are updating Budget variances, after clicking on , under Properties, expand "Budget" to find FYTD Unencumbered and add it to the query. You will use the same operation and filter value shown above.



- c. At this point make sure you have filtered the grid to the accounts you wish to update. Any accounts displayed in the grid will be impacted by the mass change definition. Once you are done filtering the

grid, click  to run a report of the accounts you are updating. NOTE: Once the mass change definition is executed, there is no way to "undo" the operation. Because of the above query, the grid result will be empty when the mass change definition completes, since you've successfully updated your remaining balances to zero. This report will give you a list of the accounts you updated.

4. Click  to open the Mass Change dialogue below.

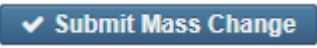


5. If you have previously installed the mass change definitions, please skip to step #6. If this is the first time you've run this mass change definition you will need to download the definitions from this page and import them. Click on the Import Definition button and select the definition you just downloaded and import it. Once you see the definition in the Definition Name box click the "Save" button to save the definition in your application. Once this has been done you will not need to repeat this step again unless you remove the definition.

Name	Default Value
date	
adjustmentDescription	Setting estimate vs actual variatio

6. Select "Set Revenue Variances to Zero (SSDT)" from the Load Definition drop down to load the mass change definition. Then select "Execution" mode.

7. Under "Mass Change Parameters" in the middle of the screen you will enter the date you wish to use for the adjustment transaction. The "Adjustment Description" default value is: "Setting estimate vs actual variances to zero". If you wish to override this default description you may.

8. You are now ready to click . **Please be advised, there is not an "undo" operation for mass change definitions.** Once submitted every account in the grid result will be updated. If you have not yet done so, please click the "Report" button on the top right of your grid to run a report of the accounts that are about to be updated before submitting the mass change.