USAS BUDGETING

Overview

- Budgeting Fields
- Use of *WRK budgeting worksheets
- Use of APPROP program options
  - Before closing fiscal year
  - After closing fiscal year
  - Changing Temporary to Permanent Amounts
  - GAAPSET option

Budgeting Fields

```
      02 001 1120 510 0000 000000 003 00 000                Start:   __/__/____
Desc:  M.S. INST SUPPLIES                                   Stop:    __/__/____
                                                            Active/Inactive:  A
                 Fiscal Year 2015:        April 2015:      Calendar Year 2015:
  Initial Budget  :      18,600.00        GAAP Original Budget:      18,759.80
+ Carryover Encum.:         159.80
+ Additions       :
- Deductions      :
= Expendable      :      18,759.80
- Actual Expended :       8,521.75                                   1,582.56
- Encumbered      :       4,696.36
= Unenc. Balance  :       5,541.69   30%
                                        Next FY Proposed:
```

Budget Account			
Account #	Fund Func Obj SCC Subject OPU IL Job 001 1120 510 0000 000000 003 00 000		
Description	M.S. INST SUPPLIES		Status Active
	Fiscal Year 2015	Month	Calendar Year
GAAP Original Budget	18,759.80		
Initial Budget	18,600.00		
+ Carryover Encumbered	159.80		
+ Additions	0.00	0.00	
- Deductions	0.00	0.00	
= Expendable	18,759.80		
- Actual Expended	8,521.75	0.00	1,582.56
- Encumbered	4,696.36		
= Unencumbered Balance	5,541.69		
		Next FY Proposed	0.00
- Future Encumbered	0.00	Future Year Encumbered	0.00
Remaining Balance	5,541.69	Available Percent	29
Project-to-Date Actual Expenditure	0.00	Start Date	
		Stop Date	
User Defined Fields			
Money 1	0.00	Code 1	
Money 2	0.00	Code 2	
Date			
Text			

Budgeting Fields

- Initial Budget/Initial Revenue Estimate = Budgeted amount as of July 1
- Carryover Encumbrances = Outstanding Encumbrances as of 6/30; Never changes again after year is closed
- Additions/Deductions = Increases or Decreases during year
- Expendable = Final net budgeted amount
- Next Year Proposed = Working field which gets carried over to Initial Budget via fiscal year ADJUST process
- GAAP Original Budget = contains the first budget amounts covering the entire fiscal year for the fund. It is used as a comparison to the current budget throughout the fiscal year. Once this initial budget is set, the value in this field becomes the benchmark for budget changes that may occur during the course of the year.

Using *WRK Programs

- **WHEN TO USE**
  - Review to see if NYP amounts currently exist on accounts – indicates that NYPINI needs to be executed to clear NYP field
  - As worksheet in preparation for entering next year proposed or initial appropriations and revenues
  - As report to the board before and after appropriations have been entered on the system
  - To generate spreadsheets that can be loaded into the NYPLOAD or IABLOAD options of APPROP
- **SORTING OPTIONS**
  - Match sorts available in APPROP data entry options

BUDWRK - Expense Work Sheet -- Budget

Summary or detail report? (S,D) D
Output file BUDWRK.TXT
Output spreadsheet file BUDWRK.CSV Type CSV
Print options page? (Y,N) Y
Report heading

- Sorting and Sub-total options -

Sort options FS,FC,OB
Subtotal options FS
Page break options
Signature line options

BUDWRK - Expense Work Sheet -- Budget

- Selection Criteria -

Split the FYTD Expendable column? (Y,N) Y
Fiscal YTD or Calendar YTD Actual Expended? (F,C) F
Exclude accounts with zero amounts? (A,C,N) A
Include Grand Totals? (Y,N,P) Y
Include accounts which are no longer active? (Y,N,I) N
Include Prior Year Expended Fields? (Y,N) Y
Number of Prior Years to Include? (3-7) 3

Bank Codes

Press <next screen> for wildcard account selection options

BUDWRK - Expense Work Sheet -- Budget

- Wildcard budget account selection -

			Fnd	Func	Obj	SCC	Subj	Opu	IL	Job
Include or Exclude	I	Wildcard	006							
		Wildcard								
		Wildcard								
		Wildcard								

BUDWRK - Expense Work Sheet -- Budget

- Wildcard budget account selection -

			Fnd	Func	Obj	SCC	Subj	Opu	IL	Job
Include or Exclude	I	Wildcard	001	2120	410			002		
	I	Wildcard	001	2213	410			002		
	I	Wildcard	001	2190	425			002		
	I	Wildcard	001	1130	439			002		
	I	Wildcard	001	2421	439			002		
	I	Wildcard	001	1130	510			002		
	I	Wildcard	001	2421	510			002		
	I	Wildcard	001	1130	520			002		
	I	Wildcard	001	1130	640			002		
	I	Wildcard	001	2421	640			002		

FUND FUNC OBJ SCC SUBJ OU IL JOB Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	Actual Expended	Percent Expended	Year Proposed		Actual Expended
001 1130 439 0000 000000 002 00 000	3,000.00	0.00	3,000.00	1,046.09	34.87		FY14:	1,742.97
H.S. Travel Expense - Inst Staff							FY13:	2,186.93
						----------	FY12:	1,411.92
001 1130 510 0000 000000 002 00 000	32,000.00	0.00	32,000.00	4,743.67	14.82		FY14:	12,332.48
GENERAL SUPPLIES HIGH SCHOOL							FY13:	6,346.91
						----------	FY12:	8,061.03
001 1130 520 0000 000000 002 00 000	15,800.00	407.20	16,207.20	12,132.84	74.86		FY14:	32,838.66
H.S. - Textbooks							FY13:	19,837.92
						----------	FY12:	34,316.06
001 1130 640 0000 000000 002 00 000	7,000.00	12.02	7,012.02	6,293.88	89.76		FY14:	11,252.42
NEW EQUIPMENT HIGH SCHOOL							FY13:	10,754.30
						----------	FY12:	15,898.70
001 2120 410 0000 000000 002 00 000	2,400.00	0.00	2,400.00	0.00	0.00		FY14:	4,927.00
H/S GUIDANCE TESTING MATERIALS							FY13:	1,872.00
						----------	FY12:	2,934.50
001 2190 425 0000 000000 002 00 000	4,000.00	0.00	4,000.00	0.00	0.00		FY14:	4,475.00
GRADUATION RENTAL							FY13:	5,124.85
						----------	FY12:	1,100.00

APPROP Options

NYP = Next Year Proposed
IAB = Initial Account Balance
PAB = Permanent Account Balance

Prior to Fiscal Year End Closing

☆**NYPINI** - Initialize Next Year Proposed fields
NYPMASS - Mass change Next Year Proposed fields
NYPMNT - Enter Next Year amounts individually
NYPLOAD - Enter NY Proposed by .CSV or TAB-delimited file

After Fiscal Year End Closing

IABMASS - Mass change Initial Account Balances
IABMNT - Maintain Initial Account Balances
IABLOAD - Enter initial budget/revenue amounts by .CSV or TAB-delimited file
PABMNT - Maintain Permanent Account Balances

APPROP Program Usage

- Provides various choices for updates:
  - Mass Change
  - Data Entry
  - Load From Spreadsheet
- District chooses best option based on budgeting procedures and user preference


```
APPROP - Appropriation Maintenance
-----------------------------------------------------------------------------
                      NEXT YEAR PROPOSED
   1. NYPINI     - Initialize Next Year Proposed Amounts
   2. NYPMASS    - Mass Change Next Year Proposed Amounts
   3. NYPMNT     - Next Year Proposed Maintenance Screen
   4. NYPLOAD    - Update Proposed Amounts from CSV/TAB file

                      INITIAL/PERMANENT ACCOUNT BALANCES
   5. IABMASS    - Mass Change Initial Account Balances
   6. IABMNT     - Initial Account Balance Maintenance Screen
   7. PABMNT     - Permanent Account Balance Maintenance Screen
   8. IABLOAD    - Update Initial Balances from CSV/TAB file

                      GAAP ORIGINAL AMOUNTS
   9. GAAPSET    - Mass Update GAAP Original Budget/Estimate

  10. EXIT       - Exit program


   Menu: APPROP Option>    ____________________________

 PF4 Accept        F7  Help          F8  Exit          F10 Next
```

NYP - PROCESS

- The **Next Year Proposed options are used prior to closing for the current Fiscal Year** to enter temporary or permanent appropriations for budget or revenue accounts.
- After entering NYP amounts in APPROP, these amounts appear in the "Next FY Proposed" field on the budget and revenue accounts.
- When **ADJUST is run for FY closing,** the "**Next FY Proposed"** amounts are moved into the **"Initial Budget"** or **"Initial Revenue Estimate"** fields, and also into the GAAP Original Budget/Estimate fields.

NYPINI – Initialize Options

- This option is used to zero out the Next Year Proposed fields for Budget accounts, Revenue accounts, or both.
- Run *WRK program to see if there are currently amounts in NYP that need to be cleared
- It is recommended to run **NYPINI** prior to using either **NYPMASS, NYPMNT,** or **NYPLOAD**
  - Must enter at least one Wildcard or Range
  - Use W (for wildcard) and * in Fund to initialize all accounts
  - You have the option of specifying the accounts to be initialized by use of Wildcard or Range of Accounts. **You must enter at least one Wildcard or Range. Use W (for wildcard) and * in the Fund field to include all accounts**

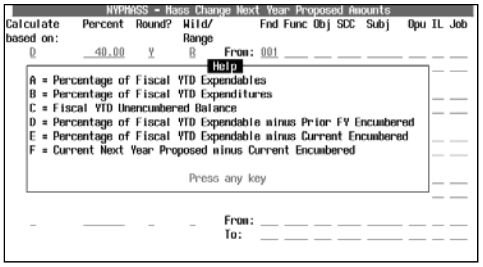
```
                NYPINI - Initialize Next Year Proposed Amounts
                        Wild/              Fnd Func Obj SCC  Subj   Opu IL Job
                        Range
                          W         From: *___ ____ ___ ____ ______ ___ __ ___
                                    To:   ___ ____ ___ ____ ______ ___ __ ___

                          _         From: ___ ____ ___ ____ ______ ___ __ ___
                                    To:   ___ ____ ___ ____ ______ ___ __ ___

                          _         From: ___ ____ ___ ____ ______ ___ __ ___
                                    To:   ___ ____ ___ ____ ______ ___ __ ___

                          _         From: ___ ____ ___ ____ ______ ___ __ ___
                                    To:   ___ ____ ___ ____ ______ ___ __ ___

                          _         From: ___ ____ ___ ____ ______ ___ __ ___
                                    To:   ___ ____ ___ ____ ______ ___ __ ___

Initialize Next Year Proposed Budget Amounts                    1 of  2
 PF4 Execute          F9  Cancel          S8  Next Screen
 F6  First Screen     F10 Reset
 F7  Help             F11 Save/Recall
 F8  Exit             S7  Prev Screen
```

NYPMASS – Mass Change Next Year Proposed

- Select to change Budget/Revenue Accounts
- May use up to 10 wildcard or range selections
- Enter the type of mass change to use (what to base change on)
- Enter the percentage to use, if applicable
- Indicate whether or not to round the final value

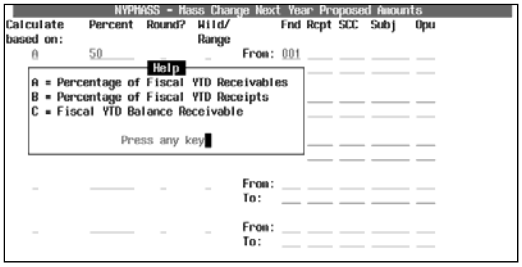
Options to Base Change On - Budget

A. Percentage of Fiscal YTD Expendables *(Recommended)*
B. Percentage of Fiscal YTD Expenditures *(Recommended)*
C. Fiscal YTD Unencumbered Balance *(For projects)*
D. Percentage of Fiscal YTD Expendable Minus Prior Year Encumbrances
E. Percentage of Fiscal YTD Expendable Minus Current Encumbrances
F. Current Next Year Proposed Minus Current Encumbered *(Recommended for "Tough Nougies")*



Options to Base Change On - Revenue

A. Percentage of Fiscal YTD Receivables
B. Percentage of Fiscal YTD Receipts
C. Fiscal YTD Balance Receivable *(For projects)*



```
                    NYPMASS - Mass Change Next Year Proposed Amounts
Calculate     Percent  Round?  Wild/        Fnd Func Obj SCC  Subj   Opu IL Job
based on:                      Range
   A          90.00     Y      W     From: 300  ____ 1*   ____ ______ ___ __ ___
                                        To:   ___  ____ ___  ____ ______ ___ __ ___

   A          50.00     Y      W     From: 300  ____ ___  *    ______ ___ __ ___
                                        To:   ___  ____ ___  ____ ______ ___ __ ___

   _         _______    _      _     From: ___  ____ ___  ____ ______ ___ __ ___
                                        To:   ___  ____ ___  ____ ______ ___ __ ___

   _         _______    _      _     From: ___  ____ ___  ____ ______ ___ __ ___
                                        To:   ___  ____ ___  ____ ______ ___ __ ___

   _         _______    _      _     From: ___  ____ ___  ____ ______ ___ __ ___
                                        To:   ___  ____ ___  ____ ______ ___ __ ___

Mass Change Next Year Proposed Budget Amounts                          1 of  2
 PF4 Execute          F9  Cancel          S8  Next Screen
 F6  First Screen     F10 Reset
 F7  Help             F11 Save/Recall
 F8  Exit             S7  Prev Screen
```

90% of FYTD Expendable

```
Time:  10:14 am                    Expense Appropriation Work Sheet                    (APPWRK)
                                    SORTED BY FUND-SCC/FUNC/ACCT

Account Number                                  Prior FY                  FYTD     FYTD                Next                    Prior Year
FUND FUNC OBJ SCC SUBJ   OU  IL JOB     FYTD    Carryover    FYTD        Actual   Percent             Year                     Actual
Description                          Appropriated Encumbrances Expendable Expended Expended           Proposed                 Expended
300 4100 100 913A 000000 000 00 000     2,000.00        0.00   2,000.00   1,839.26  91.96            1,800.00  FY06:          0.00
Salaries - Drama                                                                                                 FY05:          0.00
                                                                                                                 FY04:          0.00
300 4100 400 913A 000000 000 00 000     4,950.00        0.00   4,950.00     505.00  10.20            2,475.00  FY06:      4,438.74
DRAMATICS - PURCHASED SERVICES                                                                                   FY05:      2,769.22
                                                                                                                 FY04:      2,628.75
300 4100 500 913A 000000 000 00 000     2,150.00        0.00   2,150.00     165.35   7.69            1,075.00  FY06:      3,113.39
DRAMATICS - MATERIALS & SUPPLIES                                                                                 FY05:      2,614.82
                                                                                                                 FY04:      2,902.15
300 4100 600 913A 000000 000 00 000       500.00        0.00     500.00           0   0.00              250.00  FY06:          0.00
DRAMATICS - CAPITAL OUTLAY                                                                                       FY05:          0.00
                                                                                                                 FY04:          0.00
```

50% of FYTD Expendable

NYPMNT

- For budget accounts, must select for the type of district:
  - **Benevolent** (amount Board approved <u>does not</u> include CO encumbrances; instead, CO encumbrances are allowed to be spent IN ADDITION TO what is approved by the Board)
  - **Tough Nougie** (amount Board approved is the total amount they can spend thus initial amounts must be REDUCED BY any CO encumbrances)


```
NYPMNT - Next Year Proposed Maintenance - Budget accounts

How do you want the amounts calculated? (A,B)        A
  A = The figure entered will be the Next Year Proposed amount
  B = Subtract the Current Encumbrances from the figure entered

- Account Sort and Selection Criteria -

Sort options                          FS,AP,AC

Exclude accounts with zero amounts? (A,C,N)          N
Include accounts which are no longer active? (Y,N)   Y

Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                      __ __ __ __ __ __ __ __ __ __

Press <next screen> for wildcard account selection options
```

NYPMNT
Build Options – Type of District

A = Next Year Proposed field will equal the amount entered.
(**Benevolent District**)

Board approves FYTD expendable of $18600.00 for an account

Amount entered in NYPMNT (option A)	=$18600.00
Amount displayed in NY Proposed field	=$18600.00
Carryover encumbrances	= $159.80

After running FYE ADJUST:

Initial budget	= $18600.00
CO encumbrances	= 159.80
FTD expendable	=$18759.80

Board approves FYTD expendable of $18600 for next FY
Benevolent District

```
      02 001 1120 510 0000 000000 003 00 000                Start:   __/__/____
Desc: M.S. INST SUPPLIES                                    Stop:    __/__/____
                                                            Active/Inactive: A
                  Fiscal Year 2015:        April 2015:      Calendar Year 2015:
  Initial Budget  :      18,600.00      GAAP Original Budget:      18,759.80
+ Carryover Encum.:         159.80
+ Additions       :
- Deductions      :
= Expendable      :      18,759.80
- Actual Expended :       8,521.75                                  1,582.56
- Encumbered      :       4,696.36
= Unenc. Balance  :       5,541.69   30%
                                          Next FY Proposed:
```

Board approves FYTD expendable of $18600 for next FY
Benevolent District

```
NYPMNT - Next Year Proposed Maintenance - Budget accounts

How do you want the amounts calculated? (A,B)          A
  A = The figure entered will be the Next Year Proposed amount
  B = Subtract the Current Encumbrances from the figure entered

- Account Sort and Selection Criteria -

Sort options                          FS,AP,AC

Exclude accounts with zero amounts? (A,C,N)          N
Include accounts which are no longer active? (Y,N)   Y

Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                      __ __ __ __ __ __ __ __ __ __

Press <next screen> for wildcard account selection options


Maintenance Setup          Press PF4 to Load the Maintenance Screen    1 of  3
 PF4 Continue        F9  Cancel          S8  Next Screen
 F6  First Screen    F10 Reset
 F7  Help            F11 Save/Recall
 F8  Exit            S7  Prev Screen
```

Board approves FYTD expendable of $18600 for next FY
Benevolent District

```
Find:                                                    Board Approved
     TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                  Amount:
     02 001 1120 510 0000 000000 003 00 000
 M.S. INST SUPPLIES                                      18600.00
```

Field is blank. District enters $18600.00 Placed in NYP field

Before running FYE ADJUST:
CO encumbrances = 4696.36
Next FY Proposed = 18600.00

02 001 1120 510 0000 000000 003 00 000 Start: __/__/____
Desc: M.S. INST SUPPLIES Stop: __/__/____
Active/Inactive: A

	Fiscal Year 2015:		June 2015:	Calendar Year 2015:
Initial Budget :	18,600.00		GAAP Original Budget:	18,759.80
+ Carryover Encum.:	159.80			
+ Additions :				
- Deductions :				
= Expendable :	18,759.80			
- Actual Expended :	8,521.75			
- Encumbered :	4,696.36			
= Unenc. Balance :	5,541.69	30%		
			Next FY Proposed:	18,600.00

After running FYE ADJUST:
Initial budget = $18600.00
CO encumbrances = 4696.36
FTD expendable = $23296.36

02 001 1120 510 0000 000000 003 00 000 Start: __/__/____
Desc: M.S. INST SUPPLIES Stop: __/__/____
Active/Inactive: A

	Fiscal Year 2016:		July 2015:	Calendar Year 2015:
Initial Budget :	18,600.00		GAAP Original Budget:	23,296.36
+ Carryover Encum.:	4,696.36			
+ Additions :				
- Deductions :				
= Expendable :	23,296.36			
- Actual Expended :				
- Encumbered :	4,696.36			
= Unenc. Balance :	18,600.00	80%		
			Next FY Proposed:	

NYPMNT
Build Options – Type of District

B* = Next Year Proposed field will equal the amount entered
minus the Current Encumbrances.
(**Tough Nougie District**)

Board approves FYTD expendable of $18600 for an account

Amount automatically pulled into NYPMNT = $4696.36 (cur. enc.)
Modify that amount in NYPMNT by entering $18600.00
Amount displayed in NY Proposed field = $13903.64

After running FYE ADJUST:
Initial budget = 18600.00
CO encumbrances = 4696.36
FTD expendable = $13903.64

Board approves FYTD expendable of $18600 for next FY
Tough Nougie District

```
NYPMNT - Next Year Proposed Maintenance - Budget accounts

How do you want the amounts calculated? (A,B)          B
  A = The figure entered will be the Next Year Proposed amount
  B = Subtract the Current Encumbrances from the figure entered

 Account Sort and Selection Criteria -

Sort options                          FS,AP,AC

Exclude accounts with zero amounts? (A,C,N)          N
Include accounts which are no longer active? (Y,N)   Y

Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                      __ __ __ __ __ __ __ __ __ __

'ress <next screen> for wildcard account selection options

Maintenance Setup          Press PF4 to Load the Maintenance Screen    1 of  3
 PF4 Continue        F9  Cancel          S8  Next Screen
 F6  First Screen    F10 Reset
 F7  Help            F11 Save/Recall
 F8  Exit            S7  Prev Screen
```

Board approves FYTD expendable of $18600 for next FY
Benevolent District

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___                    Board Approved
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                       Amount:
      02 001 1120 510 0000 000000 003 00 000
 M.S. INST SUPPLIES                                              4,696.36
```

Automatically displays the current encumbrances. Modify the amount by entering $18600

Before running FYE ADJUST:
CO encumbrances = 4696.36
Next FY Proposed = 13903.64

```
      02 001 1120 510 0000 000000 003 00 000                Start:   __/__/____
Desc: M.S. INST SUPPLIES                                    Stop:    __/__/____
                                                            Active/Inactive: A
                  Fiscal Year 2015:        June 2015:       Calendar Year 2015:
  Initial Budget  :      18,600.00      GAAP Original Budget:      18,600.00
+ Carryover Encum.:
+ Additions       :
- Deductions      :
= Expendable      :      18,600.00
- Actual Expended :
- Encumbered      :       4,696.36
= Unenc. Balance  :      13,903.64   75%
                                          Next FY Proposed:        13,903.64
```

After running FYE ADJUST:

Initial budget =	13903.64
CO encumbrances =	4696.36
FTD expendable =	$18600.00

```
      02 001 1120 510 0000 000000 003 00 000                Start:   __/__/____
Desc: M.S. INST SUPPLIES                                    Stop:    __/__/____
                                                            Active/Inactive: A
                  Fiscal Year 2016:        July 2015:       Calendar Year 2015:
  Initial Budget  :      13,903.64      GAAP Original Budget:      18,600.00
+ Carryover Encum.:       4,696.36
+ Additions       :
- Deductions      :
= Expendable      :      18,600.00
- Actual Expended :
- Encumbered      :       4,696.36
= Unenc. Balance  :      13,903.64   75%
                                          Next FY Proposed:
  Changes made as requested
```

Tip for Tough Nougies

- However, the preferred method (for tough nougie districts) is to use option A ahead of time (in NYPMNT), and then right before running FYE ADJUST, use the NYPMASS option 6 (current NY proposed minus current encumbrances) to subtract the end of year encumbrances from the current Next Year Proposed amounts for all accounts.
- If you use B option too far ahead of time, you run the risk of your encumbered amount changing from the time you entered your NY proposed in APPROP to the time you run ADJUST for FYE.

NYPMNT vs. ACTSCN vs. NYPLOAD

NOTE - Instead of using NYPMNT, you could enter the Next Year Proposed amounts directly into the accounts by using ACTSCN. (ACTSCN is not the most efficient unless there are only a few accounts to modify).

Or, if you want to load NYP amounts from a spreadsheet, you can use the NYPLOAD option.

NYPLOAD

- Allows you to load the NY proposed amounts from a .CSV or TAB-delimited input file. You need to specify the input file and whether you want a test run or update the accounts. A report is generated indicating any warnings or errors and the success or failure of the account updates.

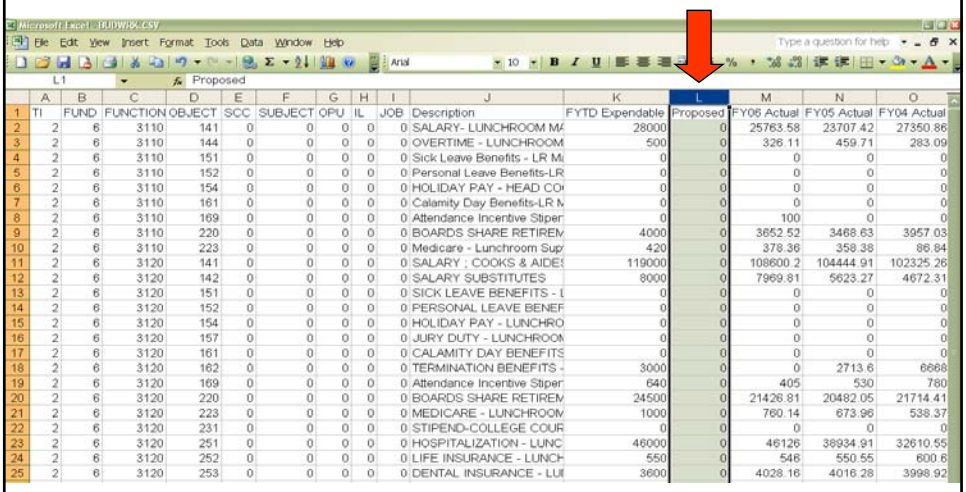
EXPWRK & NYPLOAD

The CSV spreadsheet files generated from BUDWRK or REVWRK programs are compatible with the NYPLOAD program. The first row of the spreadsheet automatically includes the required column descriptions. Once the next year proposed amounts are entered in the spreadsheet, the CSV file can then be loaded into the NYPLOAD program.

Example of using BUDWRK/NYPLOAD for your district personnel

- Run BUDWRK entering the name of the .CSV file, sort and account selections for each building (supervisor, project, etc).
- Attach the .CSV file to an email sending it the person in charge of entering budgets at that building, etc.
- The building person will then open the file in EXCEL (or whatever spreadsheet program they use) and modify it by entering the initial budget figures and save it. (make note to them to use “initial_budget” for the column header).
- The building person will then send the completed .CSV file back to the treasurer via email.
- Review it and load the .CSV file using APPROP/NYPLOAD.

NYPLOAD CSV IMPORT FILE



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TI	FUND	FUNCTION	OBJECT	SCC	SUBJECT	OPU	IL	JOB	Description	FYTD Expendable	Proposed	FY06 Actual	FY05 Actual	FY04 Actual
2	2	6	3110	141	0	0	0	0	0	SALARY- LUNCHROOM MA	28000	0	25763.58	23707.42	27350.86
3	2	6	3110	144	0	0	0	0	0	OVERTIME - LUNCHROOM	500	0	326.11	459.71	283.09
4	2	6	3110	151	0	0	0	0	0	Sick Leave Benefits - LR Mi	0	0	0	0	0
5	2	6	3110	152	0	0	0	0	0	Personal Leave Benefits-LR	0	0	0	0	0
6	2	6	3110	154	0	0	0	0	0	HOLIDAY PAY - HEAD CO	0	0	0	0	0
7	2	6	3110	161	0	0	0	0	0	Calamity Day Benefits-LR M	0	0	0	0	0
8	2	6	3110	169	0	0	0	0	0	Attendance Incentive Stiper	0	0	100	0	0
9	2	6	3110	220	0	0	0	0	0	BOARDS SHARE RETIREM	4000	0	3652.52	3468.63	3957.03
10	2	6	3110	223	0	0	0	0	0	Medicare - Lunchroom Sup	420	0	378.36	358.38	86.84
11	2	6	3120	141	0	0	0	0	0	SALARY ; COOKS & AIDES	119000	0	108600.2	104444.91	102325.26
12	2	6	3120	142	0	0	0	0	0	SALARY SUBSTITUTES	8000	0	7969.81	5623.27	4672.31
13	2	6	3120	151	0	0	0	0	0	SICK LEAVE BENEFITS - L	0	0	0	0	0
14	2	6	3120	152	0	0	0	0	0	PERSONAL LEAVE BENEF	0	0	0	0	0
15	2	6	3120	154	0	0	0	0	0	HOLIDAY PAY - LUNCHRO	0	0	0	0	0
16	2	6	3120	157	0	0	0	0	0	JURY DUTY - LUNCHROOM	0	0	0	0	0
17	2	6	3120	161	0	0	0	0	0	CALAMITY DAY BENEFITS	0	0	0	0	0
18	2	6	3120	162	0	0	0	0	0	TERMINATION BENEFITS -	3000	0	0	2713.6	6668
19	2	6	3120	169	0	0	0	0	0	Attendance Incentive Stiper	640	0	405	530	780
20	2	6	3120	220	0	0	0	0	0	BOARDS SHARE RETIREM	24500	0	21426.81	20482.05	21714.41
21	2	6	3120	223	0	0	0	0	0	MEDICARE - LUNCHROOM	1000	0	760.14	673.96	538.37
22	2	6	3120	231	0	0	0	0	0	STIPEND-COLLEGE COUR	0	0	0	0	0
23	2	6	3120	251	0	0	0	0	0	HOSPITALIZATION - LUNC	46000	0	46126	38934.91	32610.55
24	2	6	3120	252	0	0	0	0	0	LIFE INSURANCE - LUNCH	550	0	548	550.55	600.6
25	2	6	3120	253	0	0	0	0	0	DENTAL INSURANCE - LUI	3600	0	4028.16	4016.28	3998.92

Locate the "Proposed" column and enter the Next Year Proposed Amounts

Spreadsheet may contain additional columns which will be ignored when loaded into NYPLOAD

BUDLNK will automatically run to update the related appropriation accounts.

```
                NYPLOAD - Load Next Year Proposed Amounts from CSV/TAB file

Processing Options:
 Name of import file                          BUDWRK.CSV
 Format of import file                        CSV
 Update account file or report only? (U/R)?   U

Report File Specifications:
 Error report file                            NYPLOAD.TXT
 Print options page? (Y,N)                    Y

     U - Update the account file
     R - Generate the report, but don't update the account file


Load Next Year Proposed Amounts                                    1 of  1
  PF4  Execute          F10  Reset
  F7   Help             F11  Save/Recall
  F8   Exit
  F9   Cancel
```

NYPLOAD.TXT

```
Date: 03/08/2007                          SAMPLEVILLE SCHOOL DISTRICT                                                  Page:    1
Time:  9:56 am                     Report of Changes made to the Account File                                           (NYPLOAD)
REC #  TI FND FURC OBJ SCC  SUBJCT OPU IL JOB MESSAGE                                                  FIELD NAME       FIELD VALUE
------ ------------------------------------ ------------------------------------------------- ---------------- --------------
                                             Warning: You do not have access to this field.      DESCRIPTION
                                             Warning: This is not a valid budget field.          FYTD EXPENDABLE
                                             Warning: This is not a valid budget field.          FY06 ACTUAL EXPEN
                                             Warning: This is not a valid budget field.          FY05 ACTUAL EXPEN
                                             Warning: This is not a valid budget field.          FY04 ACTUAL EXPEN
     1 02 006 3110 141 0000 000000 000 00 000 Account modified successfully.
     2 02 006 3110 144 0000 000000 000 00 000 Account modified successfully.
     3 02 006 3110 151 0000 000000 000 00 000 Account modified successfully.
     4 02 006 3110 152 0000 000000 000 00 000 Account modified successfully.
     5 02 006 3110 154 0000 000000 000 00 000 Account modified successfully.
     6 02 006 3110 161 0000 000000 000 00 000 Account modified successfully.
     7 02 006 3110 169 0000 000000 000 00 000 Account modified successfully.
     8 02 006 3110 220 0000 000000 000 00 000 Account modified successfully.
     9 02 006 3110 223 0000 000000 000 00 000 Account modified successfully.
    10 02 006 3120 141 0000 000000 000 00 000 Account modified successfully.
    11 02 006 3120 142 0000 000000 000 00 000 Account modified successfully.
    12 02 006 3120 151 0000 000000 000 00 000 Account modified successfully.
```

IAB – PROCESS

```
APPROP - Appropriation Maintenance
-----------------------------------------------------------------
                    NEXT YEAR PROPOSED
   1. NYPINI     - Initialize Next Year Proposed Amounts
   2. NYPMASS    - Mass Change Next Year Proposed Amounts
   3. NYPMNT     - Next Year Proposed Maintenance Screen
   4. NYPLOAD    - Update Proposed Amounts from CSV/TAB file

                    INITIAL/PERMANENT ACCOUNT BALANCES
   5. IABMASS    - Mass Change Initial Account Balances
   6. IABMNT     - Initial Account Balance Maintenance Screen
   7. PABMNT     - Permanent Account Balance Maintenance Screen
   8. IABLOAD    - Update Initial Balances from CSV/TAB file

                    GAAP ORIGINAL AMOUNTS
   9. GAAPSET    - Mass Update GAAP Original Budget/Estimate

  10. EXIT       - Exit program
```

IAB – PROCESS

- The **Initial Account Balance options are used after closing for the current Fiscal Year**, and preferably prior to any processing for the new FY.
- These options are to be used only if the NYP options were not used in the prior year.
- Using these options will enter **Board Approved Amounts directly into the Initial Budget** or **Initial Estimate Revenue fields**.

IABMASS- Mass Change IAB

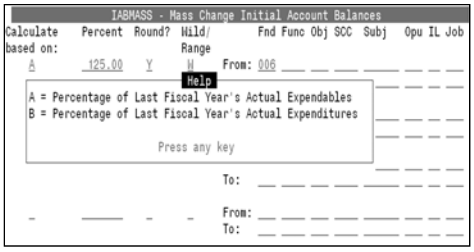
- May use up to 10 wildcard or range selections
- Enter the type of mass change to use (what to base change on)
- Enter the percentage to use, if applicable
- Indicate whether or not to round the final value

Screen format is exactly the same as the Mass Change Screens for the NYPMASS option

Options to Base Change On

For Budgets:

A. Percentage of Last Fiscal Year's Actual Expendables
B. Percentage of Last Fiscal Year's Actual Expenditures



For Revenues:

A. Percentage of Last Fiscal Year's Actual Receipts

IABMASS - Mass Change Initial Account Balances

Calculate based on:	Percent	Round?	Wild/ Range		Fnd	Func	Obj	SCC	Subj	Opu	IL	Job
B	90.00	Y	W	From:	300		1*					
				To:								
B	50.00	Y	W	From:	300			*				
				To:								
_		_	_	From:								
				To:								
_		_	_	From:								
				To:								
_		_	_	From:								
				To:								

Mass Change Initial Budget Amounts 1 of 2

PF4	Execute	F9	Cancel	S8	Next Screen
F6	First Screen	F10	Reset		
F7	Help	F11	Save/Recall		
F8	Exit	S7	Prev Screen		

Time: 11:28 am

SAMPLEVILLE SCHOOL DISTRICT
Expense Appropriation Work Sheet
SORTED BY FUND-SCC/FUNC/ACCT

Page: 1
(APPWRK)

90% of FYTD Expenditures

Account Number / Description	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expended	FYTD Percent Expended	Next Year Proposed		Prior Year Actual Expended
800 4100 100 913A 000000 000 00 000	1,664.00	0.00	1,664.00	0.00	0.00		FY07:	1,849.23
Salaries - Drama							FY06:	0.00
							FY05:	0.00
800 4100 400 913A 000000 000 00 000	503.00	3,349.61	3,852.61	0.00	0.00		FY07:	7,795.22
DRAMATICS - PURCHASED SERVICES							FY06:	4,438.74
							FY05:	2,769.22
800 4100 500 913A 000000 000 00 000	872.00	0.00	872.00	0.00	0.00		FY07:	1,744.85
DRAMATICS - MATERIALS & SUPPLIES							FY06:	3,113.39
							FY05:	2,614.82
800 4100 600 913A 000000 000 00 000	1,645.00	589.39	2,234.39	0.00	0.00		FY07:	4,468.78
DRAMATICS - CAPITAL OUTLAY							FY06:	0.00
							FY05:	0.00

50% of FYTD Expenditures

IABMNT – Build Option

- Program will prompt for an amount for each budget or revenue account selected
- Amount will be entered in the **Initial Budget** or **Initial Revenue Estimate** field
- Sort options are identical to those in the *WRK programs

IABMNT – Build Option (continued)

- For budget accounts, must select for the type of district –
  - **Benevolent** (amount Board approved does not include CO encumbrances but CO encumbrances are allowed to be spent IN ADDITION TO what is approved by the Board)
  - **Tough Nougie** (amount Board approved is the total amount they can spend thus initial amounts must be REDUCED BY any CO encumbrances)
- May use wildcards and/or range of accounts
- Can stop and start up with a particular account

Options are the opposite of NYPMNT

```
IABMNT - Initial Account Balance Maintenance - Budget accounts

How do you want the amounts calculated? (A,B)          B
 A = Subtract the Last FY Encumbrances from the figure entered
 B = The figure entered will be the Initial Budget amount

- Account Sort and Selection Criteria -

Sort options                          FS.AP.AC

Exclude accounts with zero amounts? (A,C,N)          N
Include accounts which are no longer active? (Y,N)   N

Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                      __ __ __ __ __ __ __ __ __ __

Press <next screen> for wildcard account selection options

Maintenance Setup          Press PF4 to Load the Maintenance Screen    1 of  3
 PF4 Continue        F9  Cancel          S8  Next Screen
 F6  First Screen    F10 Reset
 F7  Help            F11 Save/Recall
 F8  Exit            S7  Prev Screen
```

Board approves FYTD expendable of $1000 for next FY
Benevolent District

```
Find: 02 006 3120 569 9003 000000 000 00 000                    Initial Budget
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                        Amount:
      02 006 3120 569 9003 000000 000 00 000
 Supplies - Fruit & Vegetable Grant                                 1,000.00

      02 006 7420 922 9003 000000 000 00 000
 Advance Out Return-Fruit & Veg Grant

  End of file reached
IABMNT    Maintenance program
   F6  Top            F10 Next           F17 Exit lockmode   S8  Scroll Down
   F7  Help           F11 Find           F19 Disp Totals
   F8  Exit           F14 Modify         S7  Scroll Up
```

Field is blank. District enters $1000

Build Options – Type of District

A = Subtract the Last FY Encumbrances from the figure entered.
(a.k.a. You will enter the Board Approved Budget amount and
the amount placed in the Initial Budget field will be the amount you entered
minus Last Fiscal Year's Carryover Encumbrances)
(**Tough Nougie District**)

006 3120 560 9003 000000 000 00 000
Board approves FYTD expendable of $1000 for above account

Amount automatically pulled into IABMNT	=	$200.00 (cur enc.)
Modify that amount in IABMNT by entering		$1000.00
Amount displayed in initial budget field	=	$800.00

Initial budget	=	$800.00
Prior CO encumbrances	=	200.00
FTD expendable	=	$1000.00

Board approves FYTD expendable of $1000
Tough Nougie District

```
IABMNT - Initial Account Balance Maintenance - Budget accounts

How do you want the amounts calculated? (A,B)          A
  A = Subtract the Last FY Encumbrances from the figure entered
  B = The figure entered will be the Initial Budget amount

- Account Sort and Selection Criteria -

Sort options                          FS,AP,AC

Exclude accounts with zero amounts? (A,C,N)          N
Include accounts which are no longer active? (Y,N)   Y

Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                      __ __ __ __ __ __ __ __ __ __

Press <next screen> for wildcard account selection options

Maintenance Setup          Press PF4 to Load the Maintenance Screen    1 of  3
 PF4 Continue        F9  Cancel          S8  Next Screen
 F6  First Screen    F10 Reset
 F7  Help            F11 Save/Recall
 F8  Exit            S7  Prev Screen
```

Board approves FYTD expendable of $1000
Tough Nougie District

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___                    Initial Budget
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                       Amount:
      02 006 3120 569 9003 000000 000 00 000
 Supplies - Fruit & Vegetable Grant                                  200.00
```

Automatically displays the current encumbrances. Modify the amount by entering $1000

```
 Press the Modify key to begin entering Board Approved amounts
IABMNT    Maintenance program
  F6  Top             F10 Next            F17 Exit lockmode   S8  Scroll Down
  F7  Help            F11 Find            F19 Disp Totals
  F8  Exit            F14 Modify          S7  Scroll Up
```

After running IABMNT:
Initial budget = $ 800.00
CO encumbrances = 200.00
FTD expendable = $1000.00

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___          XREF: ______
Mask: 02 006 312  5   9003 ______ ___ __ ___
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB
      02 006 3120 569 9003 000000 000 00 000              Start:   __/__/____
Desc:  Supplies - Fruit & Vegetable Grant                 Stop:    __/__/____
                                                          Active/Inactive:  A
                 Fiscal Year 2008:        July 2007:       Calendar Year 2007:
  Initial Budget  :          800.00
+ Carryover Encum.:          200.00
+ Additions       :
- Deductions      :
= Expendable      :        1,000.00
- Actual Expended :
- Encumbered      :
= Unenc. Balance  :        1,000.00  100%
                                          Next FY Proposed:

BUDSCN   Budget Account Maintenance program                    Screen  1 of  2
   F6  Top            F12 Add
   F7  Help           F13 Delete          S8  Next Screen
   F8  Exit           F14 Modify          S9  Go Screen 2
   F10 Next           F17 Lockmode        S14 Switch
   F11 Find           F18 Set defaults
```

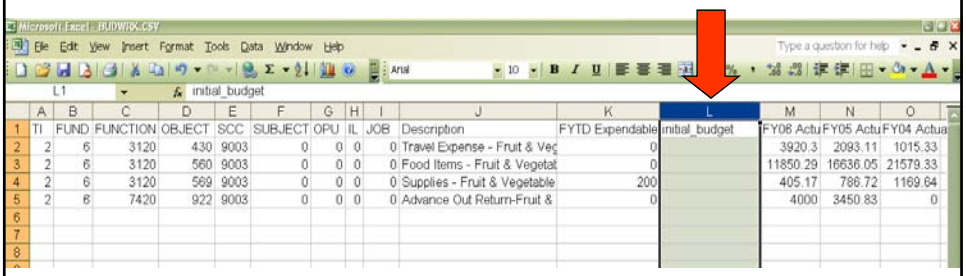
Alternative - IABLOAD

- Allows you to load the initial budget amounts or initial revenue estimates from a .CSV or TAB-delimited input file. You need to specify the input file and whether you want a test run or update the accounts. A report is generated indicating any warnings or errors and the success or failure of the account updates.

EXPWRK & IABLOAD

The CSV spreadsheet files generated from BUDWRK or REVWRK programs are compatible with the IABLOAD program. The first row of the spreadsheet automatically includes the required column descriptions. Once the initial amounts are entered in the spreadsheet, the CSV file can then be loaded into the IABLOAD program.

IABLOAD CSV IMPORT FILE



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TI	FUND	FUNCTION	OBJECT	SCC	SUBJECT	OPU	IL	JOB	Description	FYTD Expendable	initial_budget	FY08 Actu	FY05 Actu	FY04 Actua
2	2	6	3120	430	9003	0	0	0	0	Travel Expense - Fruit & Veg	0		3920.3	2093.11	1015.33
3	2	6	3120	560	9003	0	0	0	0	Food Items - Fruit & Vegetat	0		11850.29	16636.05	21579.33
4	2	6	3120	569	9003	0	0	0	0	Supplies - Fruit & Vegetable	200		405.17	786.72	1169.64
5	2	6	7420	922	9003	0	0	0	0	Advance Out Return-Fruit &	0		4000	3450.83	0
6															
7															
8															

You will need to **change** an existing column heading or **add** a new column heading titled "**initial_budget**" for the column to be used for <u>initial budget figures</u>. Then proceed to enter the budgeted amounts.

Spreadsheet may contain additional columns which will be ignored when loaded into IABLOAD. BUDLNK will automatically run to update the related appropriation accounts

The same thing applies for <u>initial revenue figures</u> – you will need to **edit** or **add** a new column heading titled "**initial_estimate**" and then enter your revenue estimates.

```
IABLOAD - Load Initial Account Balances from CSV/TAB file

Processing Options:
 Name of import file                          BUDWRK.CSV
 Format of import file                        CSV
 Update account file or report only? (U/R)?   U

Report File Specifications:
 Error report file                            IABLOAD.TXT
 Print options page? (Y,N)                    Y

Load Initial Account Balances                                  1 of  1
 PF4 Execute          F10 Reset
 F7  Help             F11 Save/Recall
 F8  Exit
 F9  Cancel
```

PAB – PROCESS

- The Permanent Account Balance option is used after closing for the current Fiscal Year, and after receiving final certification of the district's spending plan.
- This option is used to change any temporary appropriations, entered by either the NYP or IAB options, to permanent appropriations.
- Using this option will enter Board Approved Amounts directly into the FYTD EXPENDABLE or RECEIVABLE fields.
- Any adjustments that need to be made for the new expendable/receivable amounts , will be made in the additions or deductions fields (the initial budget/initial revenue amounts will not change).

PAB – PROCESS (continued)

- For budget accounts, must select for the type of district-
  - **Benevolent** (amount Board approved does not include CO encumbrances but CO encumbrances are allowed to be spent IN ADDITION TO what is approved by the Board)
  - **Tough Nougie** (amount Board approved is the total amount they can spend thus initial amounts must be REDUCED BY any CO encumbrances)

PABMNT Option – Type of District

B = Adds Last FY Carryover Encumbrances to the figure entered
(a.k.a You will enter the Board Approved Permanent Budget amount and the amount placed in the Fiscal Year-To-Date Expendable field will be the amount you entered plus the Last FY Carryover Encumbrances)
(**Benevolent District**)

006 3120 569 9003 000000 000 00 000
Board approves FYTD expendable of $1000 for above account

Amount displayed in initial budget field	=	$900.00
Amount displayed in prior co encum.	=	200.00
Enter PABMNT amount of		$1000.00

Initial budget	=	$900.00
Prior CO encumbrances	=	200.00
Additions	=	100.00
FTD expendable	=	1200.00

Board approves final FYTD budget of $1000
Benevolent District

```
 Find: 02 ___ ____ ___ ____ ______ ___ __ ___          XREF: ______
 Mask: 02 006 ____ 5__ 9003 ______ ___ __ ___
       TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB
       02 006 3120 569 9003 000000 000 00 000                Start:   __/__/____
Desc:  Supplies - Fruit & Vegetable Grant                    Stop:    __/__/____
                                                             Active/Inactive:  A
                  Fiscal Year 2008:        July 2007:       Calendar Year 2007:
  Initial Budget  : _________900.00
+ Carryover Encum.: _________200.00
+ Additions       : ______________        ______________
- Deductions      : ______________        ______________
= Expendable      :        1,100.00
- Actual Expended : ______________        ______________        ______________
- Encumbered      : ______________
= Unenc. Balance  :        1,100.00  100%
                                                Next FY Proposed:  ______________


BUDSCN   Budget Account Maintenance program                      Screen  1 of  2
   F6  Top            F12 Add
   F7  Help           F13 Delete          S8  Next Screen
   F8  Exit           F14 Modify          S9  Go Screen 2
   F10 Next           F17 Lockmode        S14 Switch
   F11 Find           F18 Set defaults
```

Board approves final FYTD budget of $1000
Benevolent District

```
        PABMNT - Permanent Account Balance Maintenance - Budget accounts

 How do you want the amounts calculated? (A,B)          B
   A = The figure entered will be the Fiscal YTD Expendable amount
   B = Add Last FY Carryover Encumbrances to the figure entered

 Update the GAAP Original Budget amounts? (Y,N)         Y

- Account Sort and Selection Criteria -

 Sort options                          FS,AP,AC

 Exclude accounts with zero amounts? (A,C,N)            N
 Include accounts which are no longer active? (Y,N)     Y

 Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                       __ __ __ __ __ __ __ __ __ __
Press <next screen> for wildcard account selection options

 Maintenance Setup          Press PF4 to Load the Maintenance Screen   1 of  3
  PF4 Continue        F9  Cancel          S8  Next Screen
  F6  First Screen    F10 Reset
  F7  Help            F11 Save/Recall
  F8  Exit            S7  Prev Screen
```

Board approves final FYTD budget of $1000
Benevolent District

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___                    Permanent Budget
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                        Amount:
      02 006 3120 569 9003 000000 000 00 000
 Supplies - Fruit & Vegetable Grant                                  900.00
```

Automatically displays the initial budget amount. Modify the amount by entering $1000

```
  Press the Modify key to begin entering Board Approved amounts
PABMNT    Maintenance program
   F6  Top            F10 Next           F17 Exit lockmode   S8  Scroll Down
   F7  Help           F11 Find           F19 Disp Totals
   F8  Exit           F14 Modify         S7  Scroll Up
```

After running PABMNT:

Initial budget =	$ 900.00
CO encumbrances =	200.00
Additions =	100.00
FTD expendable =	$1200.00

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___          XREF: ______
Mask: 02 006 ____ 5__ 9003 ______ ___ __ ___
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB
      02 006 3120 569 9003 000000 000 00 000              Start:   __/__/____
Desc: Supplies - Fruit & Vegetable Grant                  Stop:    __/__/____
                                                          Active/Inactive:  A
                 Fiscal Year 2008:        July 2007:      Calendar Year 2007:
  Initial Budget  :        900.00
+ Carryover Encum.:        200.00
+ Additions       :        100.00          100.00
- Deductions      :
= Expendable      :      1,200.00
- Actual Expended :
- Encumbered      :
= Unenc. Balance  :      1,200.00  100%
                                        Next FY Proposed:

BUDSCN   Budget Account Maintenance program                 Screen  1 of  2
   F6  Top            F12 Add
   F7  Help           F13 Delete         S8  Next Screen
   F8  Exit           F14 Modify         S9  Go Screen 2
   F10 Next           F17 Lockmode       S14 Switch
   F11 Find           F18 Set defaults
```

PABMNT Option – Type of District

A = The figure entered will be the Fiscal YTD Expendable amount

(a.k.a You will enter the Board Approved Permanent Budget amount and this figure will be placed in the Fiscal Year-To-Date Expendable field.)

(**Tough Nougie District**)

006 3120 569 9003 000000 000 00 000

Board approves final FYTD budget of $1000 for above account

Amount displayed in initial budget field	=	$900.00
Amount displayed in prior co encumbrance	=	200.00
PABMNT pulls in FYTD expendable of		$1100.00
Modify PABMNT amount to		$1000.00

Initial budget	=	$900.00
Prior CO encumbrance	=	200.00
Deductions	=	100.00
FTD expendable	=	$1000.00

Board approves final FYTD budget of $1000
Tough Nougie District

```
 Find: 02 ___ ____ ___ ____ ______ ___ __ ___                XREF: ______
 Mask: 02 006 ____ 5__ 9003 ______ ___ __ ___
       TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB
       02 006 3120 569 9003 000000 000 00 000                 Start:   __/__/____
Desc:  Supplies - Fruit & Vegetable Grant                     Stop:    __/__/____
                                                              Active/Inactive:  A
                  Fiscal Year 2008:        July 2007:       Calendar Year 2007:
  Initial Budget  : ________900.00
+ Carryover Encum.: ________200.00
+ Additions       : ______________        ______________
- Deductions      : ______________        ______________
= Expendable      :        1,100.00
- Actual Expended : ______________        ______________        ______________
- Encumbered      : ______________
= Unenc. Balance  :        1,100.00  100%
                                                Next FY Proposed:  ______________


BUDSCN   Budget Account Maintenance program                      Screen  1 of  2
   F6  Top            F12 Add
   F7  Help           F13 Delete          S8  Next Screen
   F8  Exit           F14 Modify          S9  Go Screen 2
   F10 Next           F17 Lockmode        S14 Switch
   F11 Find           F18 Set defaults
```

Board approves final FYTD budget of $1000
Tough Nougie District

```
PABMNT - Permanent Account Balance Maintenance - Budget accounts

How do you want the amounts calculated? (A,B)          A
  A = The figure entered will be the Fiscal YTD Expendable amount
  B = Add Last FY Carryover Encumbrances to the figure entered

Update the GAAP Original Budget amounts? (Y,N)         Y

 Account Sort and Selection Criteria -

Sort options                          FS,AP,AC

Exclude accounts with zero amounts? (A,C,N)            N
Include accounts which are no longer active? (Y,N)     Y

Bank Codes                            __ __ __ __ __ __ __ __ __ __
                                      __ __ __ __ __ __ __ __ __ __
Press <next screen> for wildcard account selection options

Maintenance Setup          Press PF4 to Load the Maintenance Screen    1 of  3
 PF4 Continue        F9  Cancel          S8  Next Screen
 F6  First Screen    F10 Reset
 F7  Help            F11 Save/Recall
 F8  Exit            S7  Prev Screen
```

Board approves final FYTD budget of $1000
Tough Nougie District

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___                Permanent Budget
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                     Amount:
      02 006 3120 569 9003 000000 000 00 000
 Supplies - Fruit & Vegetable Grant                              1,100.00
```

Automatically displays the FTD expendable amount. Modify the amount by entering $1000

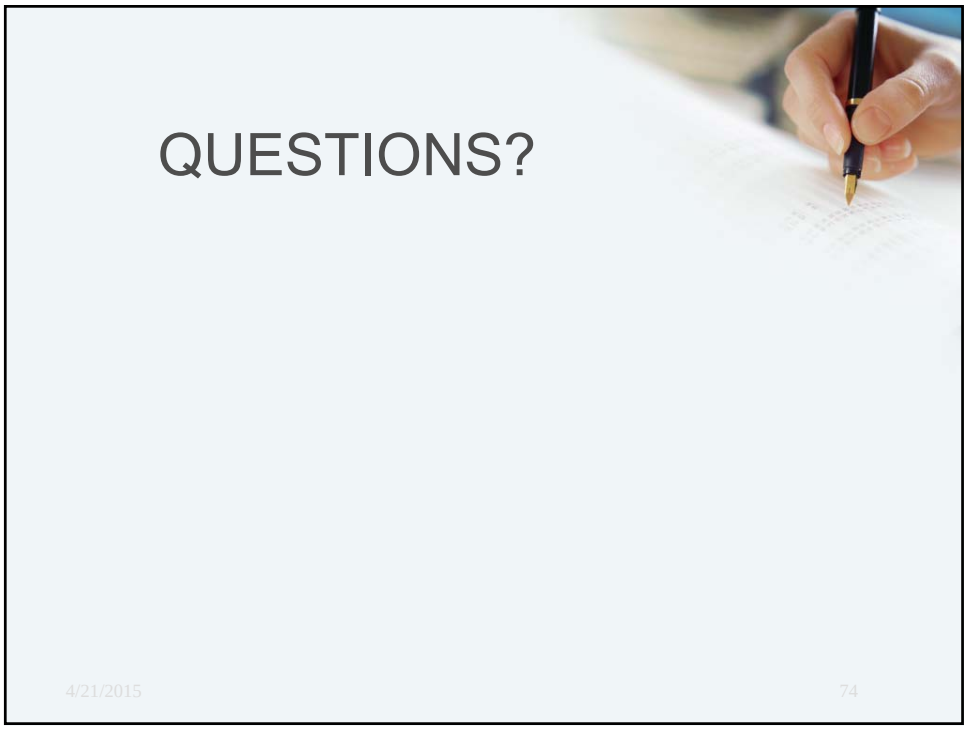
```
  Press the Modify key to begin entering Board Approved amounts
PABMNT    Maintenance program
   F6  Top            F10 Next           F17 Exit lockmode   S8  Scroll Down
   F7  Help           F11 Find           F19 Disp Totals
   F8  Exit           F14 Modify         S7  Scroll Up
```

After running PABMNT:

Initial budget =	$ 900.00
CO encumbrances =	200.00
Deductions =	100.00
FTD expendable =	$1000.00

```
Find: 02 ___ ____ ___ ____ ______ ___ __ ___          XREF: ______
Mask: 02 006 3120 569 9003 ______ ___ __ ___
      TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB
      02 006 3120 569 9003 000000 000 00 000                Start:   __/__/____
Desc: Supplies - Fruit & Vegetable Grant                    Stop:    __/__/____
                                                            Active/Inactive:  A
                  Fiscal Year 2008:        July 2007:       Calendar Year 2007:
  Initial Budget  :          900.00
+ Carryover Encum.:          200.00
+ Additions       :
- Deductions      :          100.00                100.00
= Expendable      :        1,000.00
- Actual Expended :
- Encumbered      :
= Unenc. Balance  :        1,000.00  100%
                                        Next FY Proposed:

BUDSCN   Budget Account Maintenance program                    Screen  1 of  2
   F6  Top            F12 Add
   F7  Help           F13 Delete          S8  Next Screen
   F8  Exit           F14 Modify          S9  Go Screen 2
   F10 Next           F17 Lockmode        S14 Switch
   F11 Find           F18 Set defaults
```

GAAPSET Option

- Allows you to set the GAAP original budget equal to the FYTD Expendable and the GAAP original revenue estimate equal to the FYTD Receivable amount for all accounts in a particular fund/scc.
- Useful primarily for new funds or for districts who enter appropriated amounts directly into ACTSCN.

```
GAAPSET - Mass Update GAAP Original Budget/Estimate Amounts

Wild/        Fnd SCC                    Wild/        Fnd SCC
Range                                   Range
  W    From: *__ ____                     _    From: ___ ____
       To:   ___ ____                          To:   ___ ____

  _    From: ___ ____                     _    From: ___ ____
       To:   ___ ____                          To:   ___ ____

  _    From: ___ ____                     _    From: ___ ____
       To:   ___ ____                          To:   ___ ____

  _    From: ___ ____                     _    From: ___ ____
       To:   ___ ____                          To:   ___ ____

  _    From: ___ ____                     _    From: ___ ____
       To:   ___ ____                          To:   ___ ____

Mass Update GAAP Original Budget/Estimate Amounts                 1 of  1
 PF4  Execute          F10 Reset
 F7   Help             F11 Save/Recall
 F8   Exit
 F9   Cancel
```