

Using APPROP - Summary

Go to USAS_ANN/APPROP to see the choices below.

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APPROP - Appropriation Maintenance
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                        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> █
PF1 Accept      F7 Help      F8 Exit      F10 Next
  
```

I. Mass Change options (see page 6 below for spreadsheet load option).

Choose NYPMASS to Mass Change Next Year Proposed Amounts for next fiscal year or choose IABMASS to Mass Change amounts for current fiscal year amounts. Then choose either Budget or Revenue Accounts.

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NYPMASS - Mass Change Next Year Proposed Amounts
-----
Do you wish to update Next Year Proposed amounts for:
Budget Accounts      Revenue Accounts      Return to menu
  
```

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Below are the choices for the “Calculate based on” field for Budget Mass Change. For NYPMASS, the recommended choice is **C**.

```

NYPMASS - Mass Change Next Year Proposed Amounts
Calculate   Percent Round? Wild/      Fnd Func Obj SCC  Subj  Opu IL Job
based on:   Range
           _____ From: _____
           _____ Help _____
           _____
A = Percentage of Fiscal YTD Expendables
B = Percentage of Fiscal YTD Expenditures
C = Fiscal YTD Unencumbered Balance
D = Percentage of Fiscal YTD Expendable minus Prior FY Encumbered
E = Percentage of Fiscal YTD Expendable minus Current Encumbered
F = Current Next Year Proposed minus Current Encumbered

           Press any key █

           _____ From: _____
           _____ To:   _____
  
```

Choose NYPMASS and then Revenue Accounts to Mass Change Next Year Proposed Amounts.

```

NYPMASS - Mass Change Next Year Proposed Amounts
Do you wish to update Next Year Proposed amounts for:
Budget Accounts  Revenue Accounts  Return to menu
  
```

Below are the choices for the “Calculate based on” field for Revenue Mass Change. For NYPMASS, the recommended choice is **C**.

```

NYPMASS - Mass Change Next Year Proposed Amounts
Calculate   Percent Round? Wild/      Fnd Rcpt SCC  Subj  Opu
based on:   Range
           _____ From: _____
           _____ Help _____
           _____
A = Percentage of Fiscal YTD Receivables
B = Percentage of Fiscal YTD Receipts
C = Fiscal YTD Balance Receivable
           Press any key █

           _____ From: _____
           _____ To:   _____
  
```

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Below is the explanation for use of **R** or **W** for the “Wild/Range” field.

Notice that wildcards are not indicated for **R**.

Help

R = Range:

When the range specification is used, you will need to enter an account code in the FROM line from which to begin selection of accounts. Then enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO accounts that are entered will then be selected for updating purposes.

W = Wildcard:

When the wildcard selection is used, only the FROM account line is used. You may use %, *, # or @ for wildcards. Any accounts matching the wildcard will then be selected for updating purposes.

% - represents a single character
 * - represents any number of characters
 # - represents a single numeric character
 @ - represents a single alphabetic character

Press any key █

The following screens are the same for either Budget or Revenue Mass Change.

Enter **R** when applying Mass Change for a range of accounts or enter **W** when applying Mass Change for one account.

NYPMASS - Mass Change Next Year Proposed Amounts									
Calculate based on:	Percent	Round?	Wild/Range		Fnd	Rcpt	SCC	Subj	Opu
<u>C</u>	_____	—	<u>R</u>	From:	001	_____	0000	_____	_____
				To:	001	_____	9200	_____	_____
<u>C</u>	_____	—	<u>W</u>	From:	007	_____	9001	_____	_____
				To:	_____	_____	_____	_____	_____

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Example of effects of NYPMASS for Revenues:

Before:

Revenue Account			
Account #	Fund Receipt SCC	Subject	OPU
	200 1620 9015	000000	000
Description	HS Class of 2015 Sales		Status Active
	Fiscal Year 2015	Month	Calendar Year
GAAP Original Estimate	1,200.00		
Initial Revenue	1,200.00		
+ Additions	0.00	0.00	
- Deductions	0.00	0.00	
= Receivable	1,200.00		
- Actual Received	0.00	0.00	8,472.25
= Remaining	1,200.00	Receivable Percent	100
		Next FY Proposed	0.00
Project to Date Actual Receipts	10,670.70	Start Date	
		Stop Date	

After:

Revenue Account			
Account #	Fund Receipt SCC	Subject	OPU
	200 1620 9015	000000	000
Description	HS Class of 2015 Sales		Status Active
	Fiscal Year 2015	Month	Calendar Year
GAAP Original Estimate	1,200.00		
Initial Revenue	1,200.00		
+ Additions	0.00	0.00	
- Deductions	0.00	0.00	
= Receivable	1,200.00		
- Actual Received	0.00	0.00	8,472.25
= Remaining	1,200.00	Receivable Percent	100
		Next FY Proposed	1,200.00
Project to Date Actual Receipts	10,670.70	Start Date	
		Stop Date	

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Example of effects of NYPMASS for Budgets:

Before:

Budget Account			
Account #	Fund Func	Obj SCC	Subject OPU IL Job
	401 3260	519 9015	000000 113 00 000
Description	CMA FY15 Supplies and Materials		Status Active
	Fiscal Year 2015	Month	Calendar Year
GAAP Original Budget	0.00		
Initial Budget	0.00		
+ Carryover Encumbered	0.00		
+ Additions	15084.51		0.00
- Deductions	0.00		0.00
= Expendable	15,084.51		
- Actual Expended	2,524.94		258.61 2,524.94
- Encumbered	5,017.75		
= Unencumbered Balance	7,541.82		
		Next FY Proposed	0.00
- Future Encumbered	0.00	Future Year Encumbered	0.00
- Requisitioned Amount	0.00	Future Year Requisitions	0.00
Remaining Balance	7,541.82	Available Percent	49
Project-to-Date Actual Expenditure	2,524.94	Start Date	
		Stop Date	

After:

Budget Account			
Account #	Fund Func	Obj SCC	Subject OPU IL Job
	401 3260	519 9015	000000 113 00 000
Description	CMA FY15 Supplies and Materials		Status Active
	Fiscal Year 2015	Month	Calendar Year
GAAP Original Budget	0.00		
Initial Budget	0.00		
+ Carryover Encumbered	0.00		
+ Additions	15084.51		0.00
- Deductions	0.00		0.00
= Expendable	15,084.51		
- Actual Expended	2,524.94		258.61 2,524.94
- Encumbered	5,017.75		
= Unencumbered Balance	7,541.82		
		Next FY Proposed	7,541.82
- Future Encumbered	0.00	Future Year Encumbered	0.00
- Requisitioned Amount	0.00	Future Year Requisitions	0.00
Remaining Balance	7,541.82	Available Percent	49
Project-to-Date Actual Expenditure	2,524.94	Start Date	
		Stop Date	

Using APPROP - Summary

II. Using spreadsheet Load options.

First, create an Excel file of Budget or Revenue codes to be updated through APPROP.

Use BUDWRK to create a list of existing budget codes or REVWRK to create a list of existing revenue codes, entering an Output spreadsheet file name in order to generate a csv version of either and then ftp'ing the csv version(s) to your computer.

Open Excel, and then use File/Open to navigate to the csv file. The Text Import Wizard popup box will open; use it to bring the csv file into Excel format. Since the USAS reports include at least 3 years of history on each code, you will have good data for analysis and planning. Make sure leading zeros are formatted correctly for all account code segments. When ready, save the file as a csv and then ftp it back to your PTR in PowerTerm.

Per the SSDT USAS User Guide:

NYPLOAD & IABLOAD .CSV or TAB delimited field requirements for files to be loaded back to APPROP

The following table outlines the field requirements for the NYPLOAD import file. Each table includes a description, the maximum size, the required column description, possible values, and the field format. In the column labeled "Max Size" the fields defined are represented as either alphabetic or numeric. All alphabetic fields are defined as 'X'. All numeric fields are defined as '9'. Numeric fields with an 'S' preceding the '9' indicate this field can hold a positive value or a negative value. Numeric fields containing a value which allows decimal places, contain a '.' in the "Max Size" column. All numeric values with a decimal point, must include the decimal point in the CSV or TAB file. For example, a value for 2 dollars and 10 cents, must be in the spreadsheet as 2.10. All account codes must be valid account codes. All account code dimensions will be padded with zeroes, if necessary. (i.e. If the FUND is "1", it will be changed to "001").

Description	Max. Size	Req. Column Desc.	Possible Values	Format
Transaction Indicator	X(2)	TI	Must equal "02" for budgets and "03" for revenues	
Fund Number	X(3)	FUND		
Function Code	X(4)	FUNCTION		
Object Code	X(3)	OBJECT		
Special Cost Center	X(4)	SCC		
Subject Code	X(6)	SUBJECT		

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Description	Max. Size	Req. Column Desc.	Possible Values	Format
Operational Unit	X(3)	OPU		
Instructional Level	X(2)	IL		
Job Code	X(3)	JOB		
Receipt Number	X(4)	RECEIPT		
Account Description	X(30)	DESCRIPTION	Only updated when adding new accounts	
Next Year Proposed	S9(9)V9(2)	PROPOSED		

In APPROP, select NYPLOAD (for next fiscal year) or IABLOAD (for current fiscal year), accordingly, entering the full name of your upload csv file as it appears in your PTR. The upload screens for NYPLOAD and IABLOAD will look the same, so be careful to select the correct process.

```

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

Processing Options:
Name of import file          BUDGETS.CSV;1
Format of import file       CSV
Update account file or report only? (U/R)? U

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

For in-depth complete information on the APPROP programs, please follow this link on our webpage:

[SSDT – APPROP – Appropriation Maintenance](#)