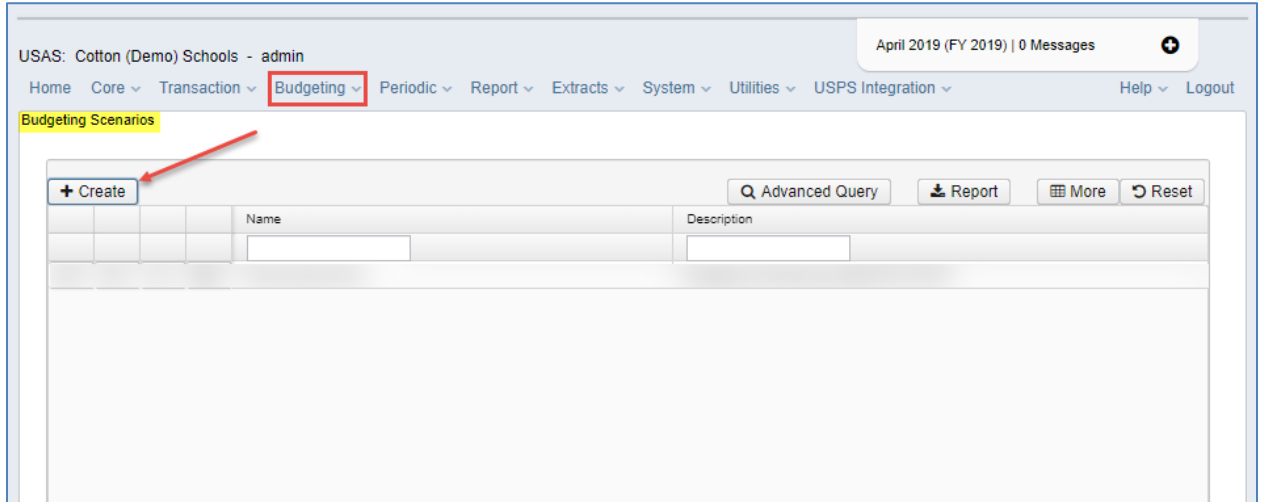
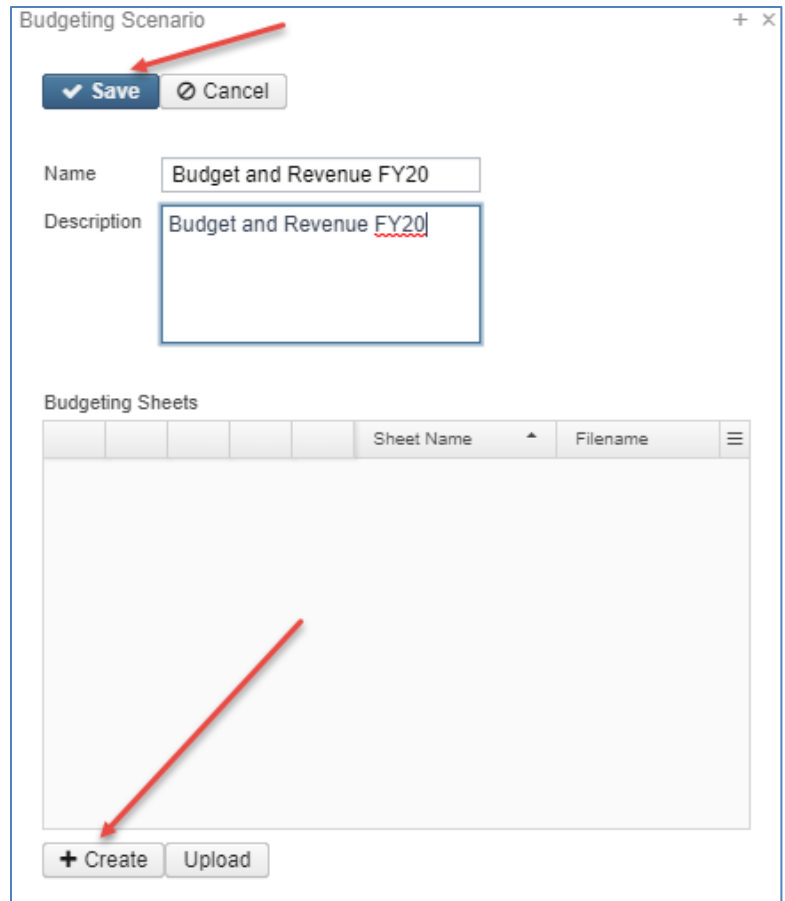


# USAS-R Budgeting Guide

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

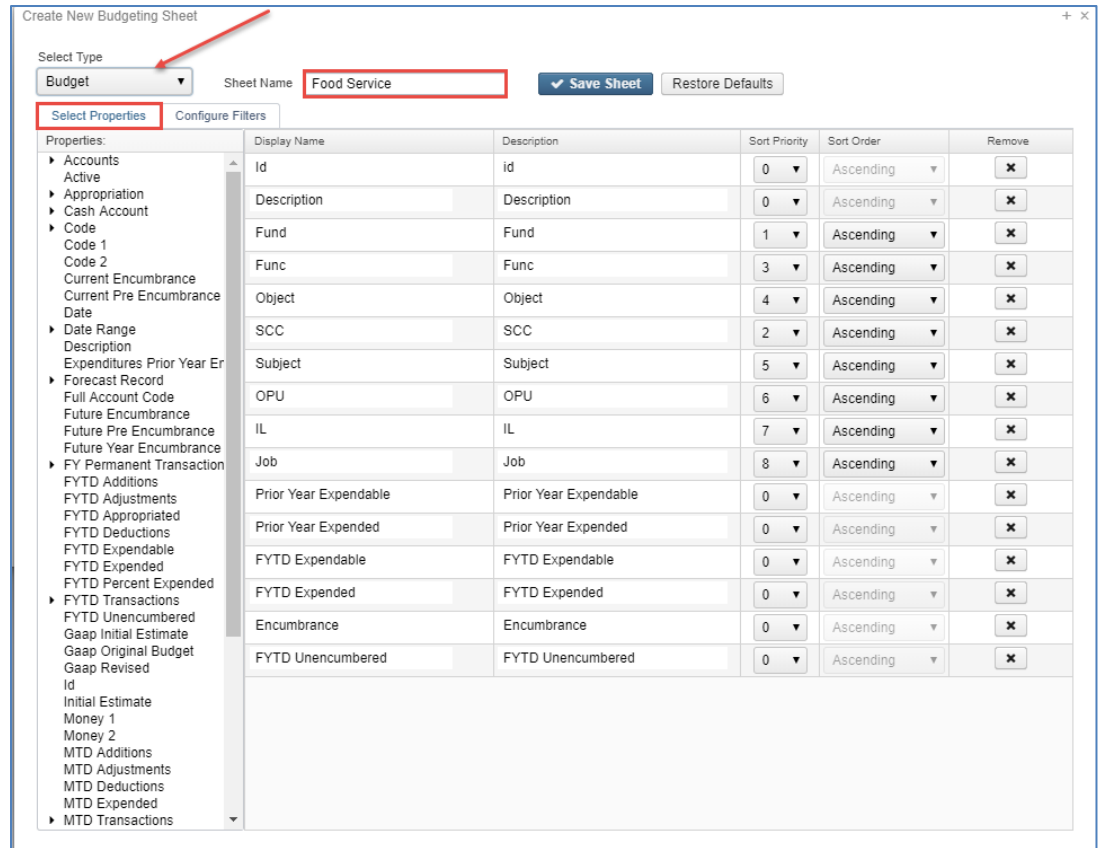


Name the scenario, enter a Description and then select **Create**.



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

**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. The more accounts being queried, the longer the process will take.



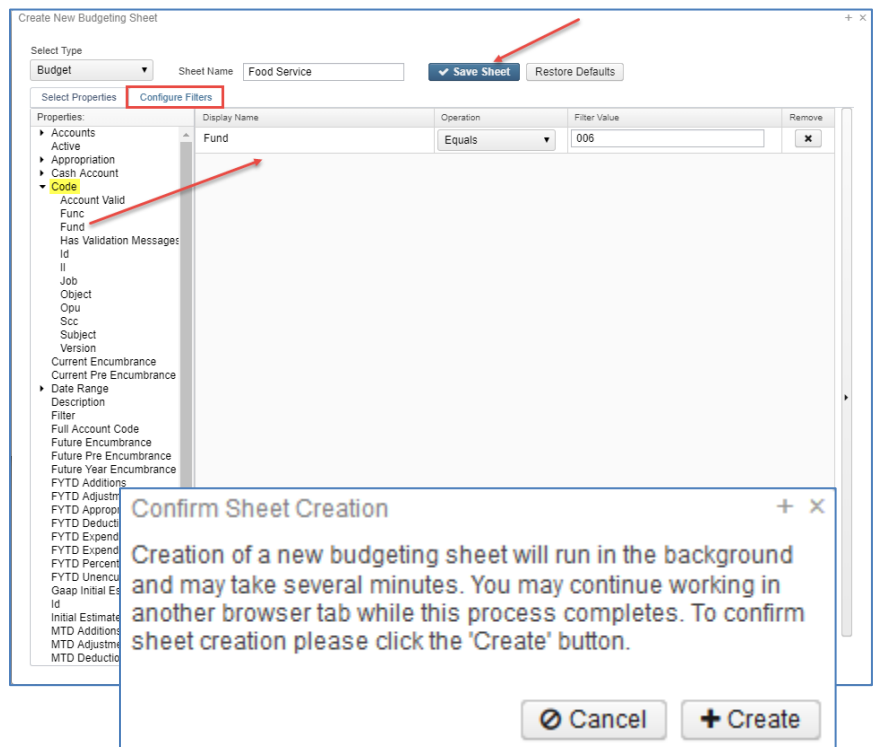
Select the Configure Filters tab. Drag fields to Display Name area, select Operation and enter Filter Value for each field.

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

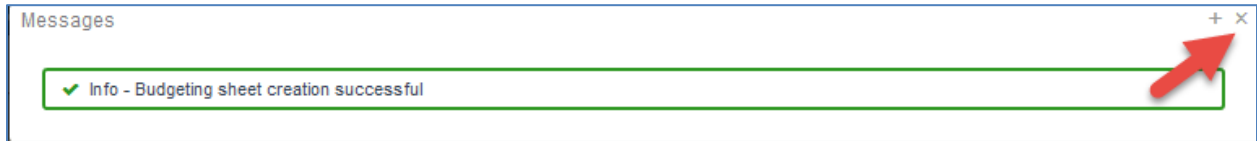
**Hint:** To exclude salaries and benefits, drag in the object field twice, with one greater than 400 and the other less than 900.

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

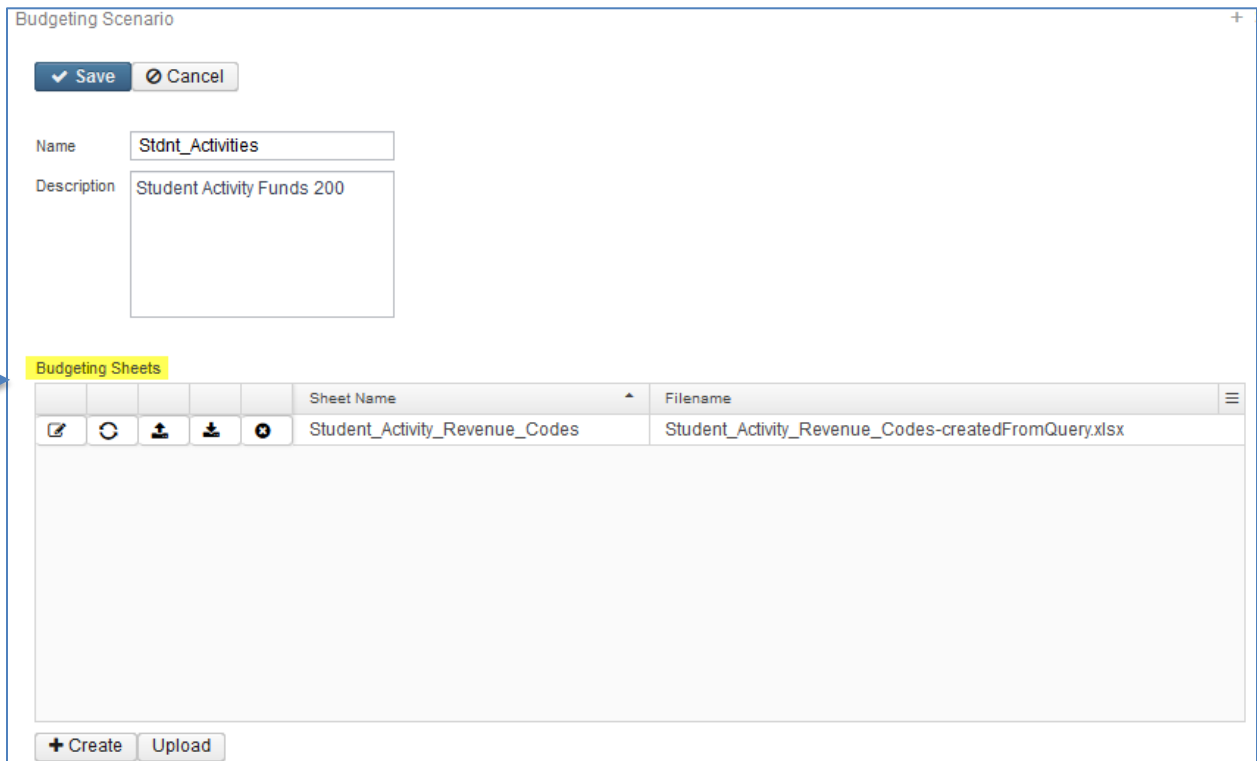
A popup box will then open. Click **Create** to confirm sheet creation.



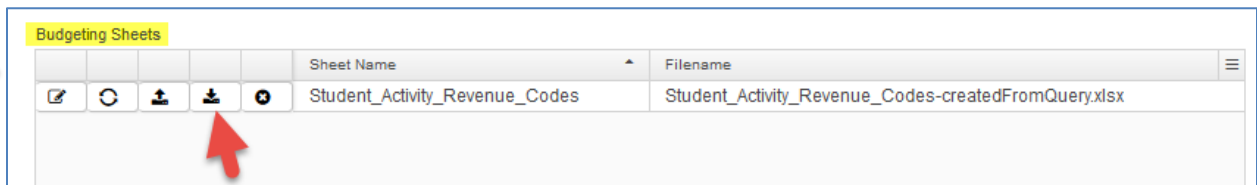
When complete, you'll see the following message. Click the X to close the popup.



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



Select the download icon to **Save** and then open the downloaded file in Excel.



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%.

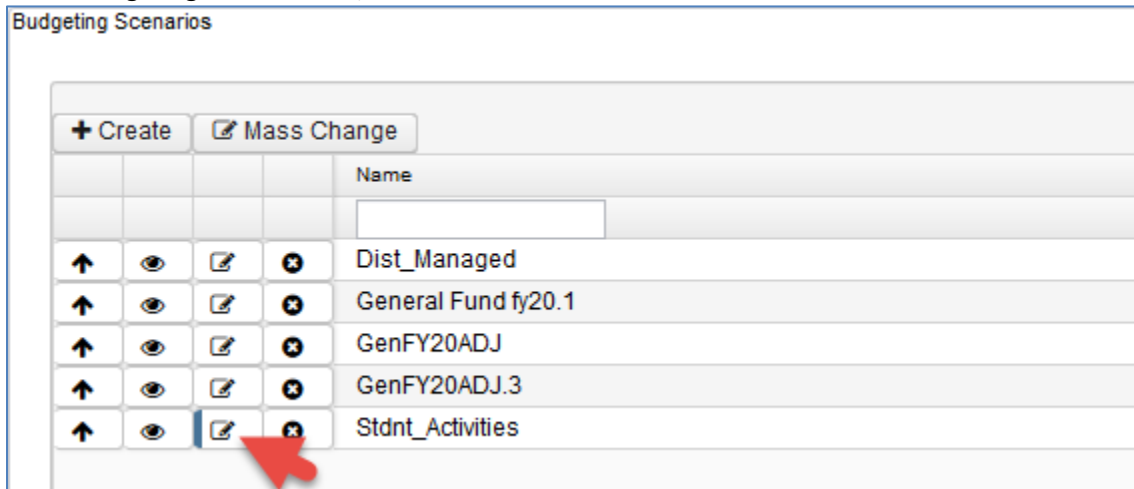
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	id	Descriptio	Fund	Func	Object	SCC	Subject	OPU	IL	Job	Prior Year Expendable	Prior Year	FYTD Expendable	FYTD Expended	Encumbrance	FYTD Unexp	PA-2020
2	615d0431-	FOOD SER	006	3120	139	0000	000000	000	00	000	0	0	0	0	0	0	0
3	5e22e312-	FOOD SER	006	3120	141	0000	000000	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	2f97dfb3-1	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-	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.

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
2f97dfb3-1	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-	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.

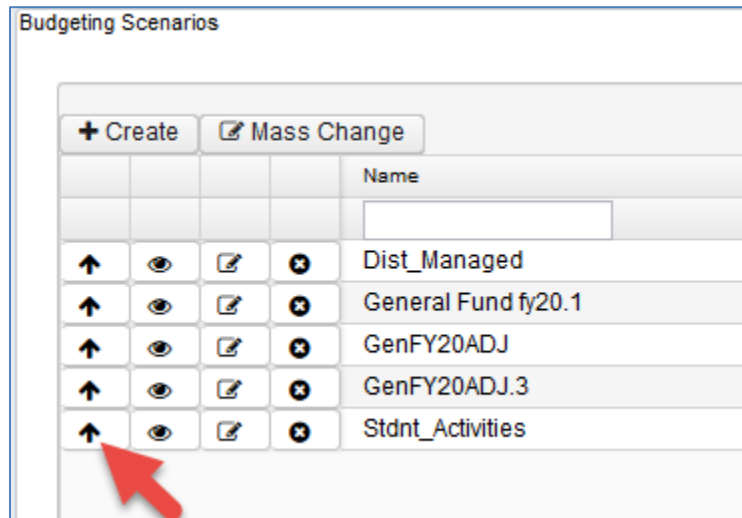


Click the **Upload and Replace** icon.



Once upload has completed, click **Save**.

Back on the Budgeting Scenarios screen, select the **Promote Scenario** icon.

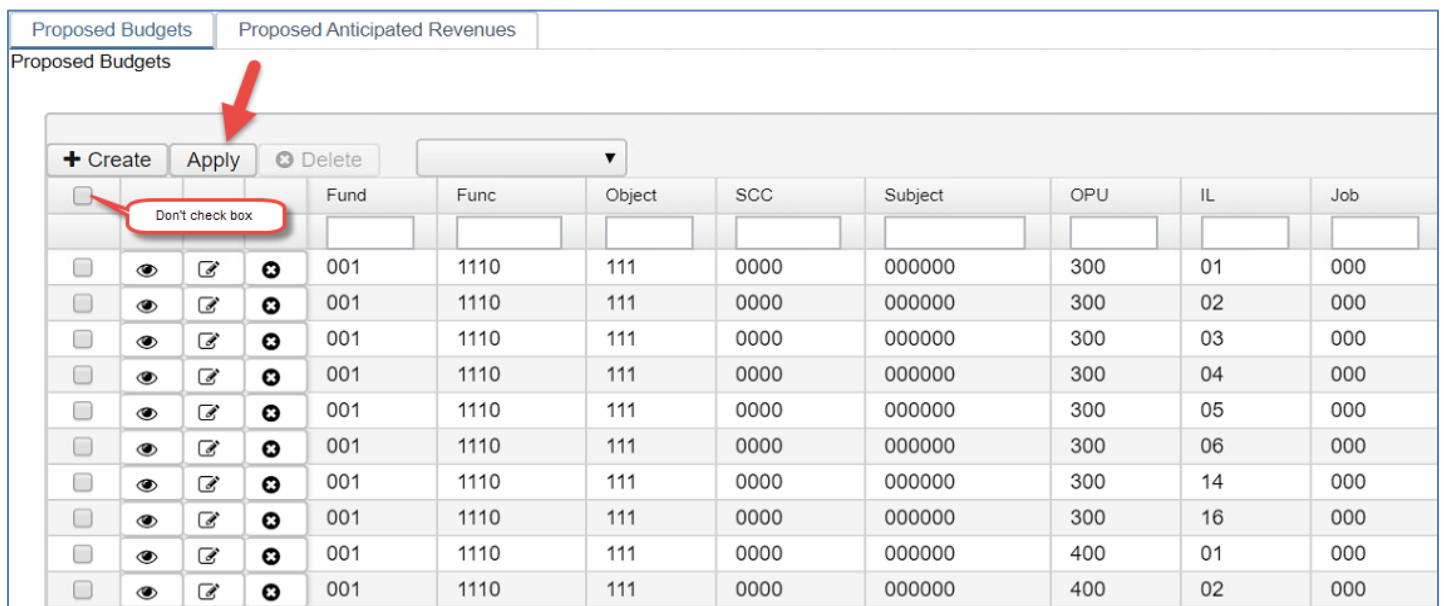


Then go to Budgeting > Proposed

Amounts to see the items that just uploaded. If you would like to activate these items, click **Mass Change** and then click **Apply**. Refer to the Budgeting Scenario Steps for the desired application of the proposed amounts.

**Note:** Do NOT click the checkbox below "Create +".

This is for mass deleting selected account proposed budgets only.



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.

July 2018 (FY 2019) | 0 Messages

Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration Help Logout

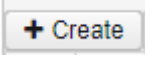
Proposed Budgets Proposed Anticipated Revenues

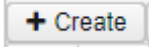

Proposed Budgets

+ Create Apply Delete Fiscal Year 2019 Search Report More Reset


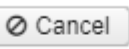
	Fund	Func	Object	SCC	Subject	OPU	IL	Job	Amount
<input type="checkbox"/>	006	3120	141	0000	000000	000	00	000	103,000.00
<input type="checkbox"/>	006	3120	142	0000	000000	000	00	000	2,060.00
<input type="checkbox"/>	006	3120	144	0000	000000	000	00	000	515.00
<input type="checkbox"/>	006	3120	150	0000	000000	000	00	000	0.00
<input type="checkbox"/>	006	3120	152	0000	000000	000	00	000	515.00

## 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 
  - a. 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.
  - b. Enter a fiscal year. NOTE: Enter the full year (CCYY)
  - c. Enter an Amount.
  - d. To save the proposed amount, click on . The account with its proposed amount will be added to the grid.

Proposed Budget

Budget

Fiscal Year


Amount

e.


### 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


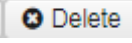
1. From the grid, search the desired account and click on  to view the details of the proposed amount.

## 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:

1. 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.
2. 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.

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 of 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 2019 + 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.