



Extended Budgeting



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Extended Budgeting Module

Overview

Summary of Extended Budgeting features

The Extended Budgeting module is a comprehensive tool used to generate a requested, proposed, approved or adopted budget. The Extended Budgeting process allows you to track budget revisions, add attachments such as budget documents to the budget amounts, group general ledger accounts in order to create budgets for department heads, create and document budget adjustments, and create period budgets.

Budgeted amounts can also be imported from and exported to Microsoft Excel, which allows you to manipulate the budgets in a spreadsheet and then import the budget amounts back into the Extended Budgeting process.

The budgeting process has a three level hierarchy:

- A budget revision is a group of budget entries. This is the highest level in the hierarchy.
- A budget entry consists of many activities or general ledger account numbers. If you budget by department or fund, the department or fund budget would be a budget entry. This is the middle level of the hierarchy. Multiple Budget Entries are combined to create a Budget Revision.

- A single general ledger account is the lowest level in the hierarchy. This is where the budget dollars reside. Multiple general ledger accounts are combined to create an Entry.

Extended Budgeting Module

Position Budgeting Overview

Summary

The Position Budgeting process is used to generate budget estimates based on past year Payroll expenditures. These estimates can be manipulated to reflect changes to personnel, salaries, benefits and COLA.

Step by Step

1 Generate the position budgeting estimate.

- The **Generate Position Budgeting** tool (EB> Utilities> Generate Position Budgeting) is designed to generate a budget estimate based on the Source Year Payroll expenditures that can then be used as the basis for customized position budgeting scenarios.
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2 Update the position budgeting details.

- The **Budget Scenario Maintenance** window (EB> Maintenance> Budget Scenario) is used to create custom budget estimates based on the position budgeting estimate generated in the previous step. Multiple budget estimates can be generated in order to compare the effects of various position expenditure adjustments.
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3 Export the position budgeting estimate.

- The **Export Position Budgeting** tool (EB> Utilities> Export Position Budgeting) is designed to export position budget estimates to MS Excel for manipulation. Once an estimate is finalized, it can then be imported back into the Extended Budgeting module as an active budget.
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EB> Extended Budgeting> Budget Administration

Budget Administration


Summary

The Budget Administration window is a limited-access window that displays all of the revisions and related entries that have been created in the application. This window should only be accessible to budget administrators.



Individual departmental budgets can be made available to department personnel through the Budget Selection window. Access to budget information is granted on the Role Maintenance window (SS> Security> Role Maintenance).






Step by Step



- 1 View the existing budget revisions.
 - The **Budget Administration** window displays a list of all the revisions and related entries that have been created in the database. You can filter the list by entering a revision number and/or entry name in the Search Criteria section.



- Click the **Revision** field label to open the Revision Selection window. Here you will have access to all revisions that have been created in the database. Click any of these revisions to populate the **Revision** field in the Entry Selection window.
 - Select a revision entry and click the Modify icon  or press ENTER to open the **Entry Maintenance** window.
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2 Create or modify a budget revision.

- The **Budget Administration Entry Maintenance** window consists of three sections.
 - The **Documents** section displays a list of the documents that are attached to the revision entry. Documents are attached to the entry in the Entry Maintenance window (EB> Maintenance> Entries> **Create** icon).
 - The **Comments** section displays the comments that were entered in the Entry Maintenance window (EB> Maintenance> Entries> **Comments** field).
 - The lower section displays the accounts that were attached to the revision entry in the **Generate Entries** window (EB> Maintenance> Entries> **Generate** icon).
 - Highlight an account and click the Create icon  to add a new period detail line to the selected account.
 - Click the Delete icon  to delete the selected period detail line. All accounts must have at least one period detail line.
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- A running total for the revision is displayed at the bottom of the data grid. This total will automatically update every time a change is made to an entry above.
 - Click the **Allocate dollars to periods** icon  to distribute budget amounts to the specified periods.
 - Select Allocate All to allocate dollars to all of the accounts displayed.
 - Select Allocate Current to allocate dollars only to the account currently selected.
 - Click the **Remove dollars from periods** icon  to remove the distributed budget amounts from the periods.
 - Select Unallocate All to remove allocated dollars from all of the accounts displayed.
 - Select Unallocate Current to remove allocated dollars from only the account currently selected.
 - Click the **Choose periods to allocate to** icon  to open the Allocation Periods window.
 - The **Allocation Periods** window will display all of the available periods. Check each period toggle that you would like to allocate to. By default, all the period will be checked.
 - This is a useful tool when period budgeting for season-specific budget items such as snow removal.
 - Click the Confirm icon  when complete.
 - Click the **Attachment** icon  to attach a document to the budget.
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- The **Attachment Selection** window will display all of the documents that can be attached to the budget. Attachments can be added to the primary budget activity line or to specific detail line items.
 - While multiple attachments can be attached to each activity or detail line, only one instance of each document type can be attached at a time. If you need to attach multiple documents to the line item, use multiple document types.
 - Click the **Export** icon  to export the budget information to a MS Excel spreadsheet. This process allows you to manipulate the budgets in a spreadsheet and then import the budget amounts back into the Extended Budgeting process.
 - This will launch the **Export Extended Budgeting** window.
 - Click the **Import** icon  to import budget information from a MS Excel spreadsheet.
 - Specify the import options on the **Import Budget** window.
 - Select Append or Overwrite from the **Import Action** drop-down menu.
 - Select **Append** to adjust the budgeted amount by the amount entered on the spreadsheet.
 - Select **Overwrite** to replace the budgeted amount with the amount entered on the spreadsheet.
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- The **File Location** field is used to select the spreadsheet that contains the budget you would like to import into the application. Click the File Location field label to select a file from a list.
 - The **Sheet drop-down** menu is used to select the MS Excel sheet that contains the budget information. The sheets that display in the Sheet drop-down menu depend on the sheets included on the MS Excel spreadsheet selected in the File Location field.
 - Select the sheet that contains the desired budget information.
 - Click the Import icon  to import the budget information.
 - The **Entry Maintenance** window will reflect the imported changes.
 - Click the Save icon  when complete.
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EB> Extended Budgeting> Budget Selection

Budget Selection

Summary




The Budget Selection window provides department heads with access to all the department budget information. Improved budget security allows more control over which users have access to budget information. Access to this window is established on the Role Maintenance window (SS> Security> Role) and only those departments in which the user is specified as a department head will be visible in this window.






Step by Step

- 1 View the existing budget revisions.
 - The **Budget Selection** window displays a list of the revisions and related entries that are accessible to the user. Each user can be set up with access to specified budget information on the Role Maintenance window (SS> Security> Role Maintenance).
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- Setting up a user as a Department Head gives that user access to all the budget information associated with that department.
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2 Create or modify a budget revision.

- The **Budget Administration Entry Maintenance** window consists of three sections.
 - The **Documents** section displays a list of the documents that are attached to the revision entry. Documents are attached to the entry in the Entry Maintenance window (EB> Maintenance> Entries> **Create** icon).
 - The **Comments** section displays the comments that were entered in the Entry Maintenance window (EB> Maintenance> Entries> **Comments** field).
 - The lower section displays the accounts that were attached to the revision entry in the **Generate Entries** window (EB> Maintenance> Entries> **Generate** icon).
 - Highlight an account and click the Create icon  to add a new period detail line to the selected account.
 - Click the Delete icon  to delete the selected period detail line. All accounts must have at least one period detail line.
 - Click the **Allocate dollars to periods** icon  to distribute budget amounts to the specified periods.
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- Select **Allocate All** to allocate dollars to all of the accounts displayed.
 - Select **Allocate Current** to allocate dollars only to the account currently selected.
 - Click the **Remove dollars from periods** icon  to remove the distributed budget amounts from the periods.
 - Select **Unallocate All** to remove allocated dollars from all of the accounts displayed.
 - Select **Unallocate Current** to remove allocated dollars from only the account currently selected.
 - Click the **Choose periods to allocate to** icon  to open the Allocation Periods window.
 - The **Allocation Periods** window will display all of the available periods. Check each period toggle that you would like to allocate to. By default, all the period will be checked.
 - This is a useful tool when period budgeting for season-specific budget items such as snow removal.
 - Click the **Confirm** icon  when complete.
 - Click the **Attachment** icon  to attach a document to the budget.
 - The **Attachment Selection** window will display all of the documents that can be attached to the budget.
 - Click the **Export** icon  to export the budget information to a MS Excel spreadsheet. This process allows you to manipulate the budgets in a spreadsheet and then import the budget amounts back into the
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Extended Budgeting process.

- Specify the export option on the **Export Budget** window.
 - Check the **Print only annual amounts (Summary)** toggle to export only annual budget information. When this toggle is not checked, the budget amounts will be broken down by period.
 - Check the **Page break by fund** toggle to start a new page for each fund included in the export.
 - Click the **Import** icon  to import budget information from a MS Excel spreadsheet.
 - Specify the import options on the **Import Budget** window.
 - Select Append or Overwrite from the **Import Action** drop-down menu.
 - Select **Append** to adjust the budgeted amount by the amount entered on the spreadsheet.
 - Select **Overwrite** to replace the budgeted amount with the amount entered on the spreadsheet.
 - The **File Location** field is used to select the spreadsheet that contains the budget you would like to import into the application. Click the File Location field label to select a file from a list.
 - The **Sheet drop-down** menu is used to select the MS Excel sheet that contains the budget information. The sheets that display in the Sheet drop-down menu depend on the sheets included on the MS Excel spreadsheet selected in the File Location field.
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- Select the sheet that contains the desired budget information.
 - Click the Import icon  to import the budget information.
 - The **Entry Maintenance** window will reflect the imported changes.
 - Click the Save icon  when complete.
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EB> Extended Budgeting> Commit

Committing a Budget Revision Batch



Summary

The Extended Budgeting Commit step completes the extended budgeting process. Committing the extended budgeting batch will send the budget information to one of two places in the application.

- If you are budgeting for the current year, the commit step sends the budget information to the budget adjustment process. You would then need to commit the budget adjustment batch in order for the changes to take effect.
- If you are budgeting for the next fiscal year, the commit step sends the budget information to the Edit New Budgets process. The budget must then be committed as *Adopted* and the year must be rolled forward to the first day of the next year in order for the changes to take effect.

Step by Step

- 1 Open the extended budgeting **Commit** window (EB> Extended Budgeting> **Commit**).
 - 2 Complete the Commit Options section.
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- Enter a revision number in the **Revision** field or click the field label to open the Revision Selection window.
 - Select a budget category from the **Commit To** drop-down menu.
 - When you export a prior or future year's budget from the Extended Budget module, you may select to export it to the Adopted, Approved, Proposed, Requested or Estimated Actuals Column of the budget process.
 - When you export the current year's budget from the Extended Budget module, you may select to export it to the Current Year Budget or Estimated Actuals Column of the budget process.
 - The **Adjustment Batch** field will only be active when exporting the current year's budget. Enter an adjustment batch number and a new batch will be created in the Budget Adjustments process (GL> Budget Adjustments).
 - If the GL Budget Adjustments process includes an open batch, that batch must be committed or deleted before a new one can be created.
 - Click the Confirm icon  to commit the batch.
 - If you are budgeting for the current fiscal year, committing a budget revision sends it to the Budget Adjustments process in the General Ledger Module.
 - If you are budgeting for the next fiscal year, committing a budget revision sends it to Edit New Year Budgets on the New Budget Info pallet in the General Ledger module.
 - Click the Confirm icon  to commit the batch immediately or enter a date and time in the field next to the Confirm icon to schedule the job to process at a later time.
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- You can view the progress of the job process on the Job Viewer window in SS> Utilities> Show Scheduled Jobs.
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EB> Maintenance> Budget Scenario



Budget Scenario Maintenance




Summary

The Budget Scenario Maintenance window is used to create custom budget estimates based on the position budgeting estimate generated on the Generate Position Budgeting window. Multiple budget estimates can be generated in order to compare the effects of various payroll expenditure adjustments. This is the second step in the position budgeting process.

Step by Step



1 Open the **Budget Scenario Selection** window.

- The **Budget Scenario Selection** (EB> Maintenance> Budget Scenario) window will display all of the extended budgeting budget scenarios that have been created in the application. You can filter the list by entering a scenario year and/or scenario code in the Search Criteria section and clicking Refresh .
- Select a budget scenario in the lower section of the window and click the Modify icon  or press ENTER to modify the selected scenario.



- Highlight a budget scenario and click the Delete icon  or press DELETE to delete the selected scenario.
 - When a budget scenario is deleted, any attachments associated with that scenario will also be deleted.
 - Highlight a budget scenario and click the Copy icon  to create a copy of the selected scenario.
 - You will be required to specify a different name for the new copy.
 - Click the Create icon  or press INSERT to create a new budget scenario. This will open the Budget Scenario Maintenance window.
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2 Create a new budget scenario.




- The General tab of the Budget Scenario Maintenance window is used to specify the general details for the budget scenario.
 - Select a **Year** for the budget scenario.
 - The selected year must be active.
 - Years are created and maintained on the Year Maintenance window (EB> Maintenance> Years).
 - Once the scenario has been generated, this field cannot be edited.
 - Enter a unique **Code** for the scenario.
 - The code is a required field and must be unique within the specified scenario year.
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- This field is limited to 10 alphanumeric characters and cannot be edited once the budget scenario is saved.
 - Enter an optional **Description** for the scenario.
 - This field is limited to 128 alphanumeric characters.
 - The Budget Overview section provides budget projections based on the adjustments entered on the subsequent tabs.
 - This section will not populate until adjustments are entered and the budget scenario is generated.
 - Click the Attachments icon  to attach a document to the budget scenario.
 - The Generate icon  is used to generate the budget scenario estimate based on the changes entered on the remaining tabs.
 - When the Generate icon is clicked, the system will calculate the adjustments and generate a budget estimate based on the changes from the source year actuals.
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3 Update the Position tab.

- The Position tab is used to add, remove or modify existing positions in order to examine how those adjustments will affect payroll budgets.
 - Click the Create icon  to add a new position to the scenario or highlight an existing position and click the Modify icon  to edit how the position impacts the budget scenario. This will launch the Budget Scenario Position Maintenance window.
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- The General tab of the Budget Scenario Position Maintenance window is used to specify the general position details.
 - Enter a **Description** for the new position.
 - This field is limited to 64 alphanumeric characters.
 - Click the **Step** field label to select a grade and a step for the position.
 - Click the **Plan** field label to specify a plan for the new position.
 - Once the Grade, Step and Plan fields have been populated, you must use the Clear icon  to remove the selected grade, step or plan.
 - If editing a position that is associated with an existing employee, the grade, step and plan cannot be modified.
 - Specify a **Start Date** for the position adjustment.
 - The start date will automatically populate with the start date of the budget year, but can be edited to any date within the budget year.
 - If editing a position that is associated with an existing employee, the start date cannot be modified.
 - Specify an optional **End Date** for the position adjustment if the position is seasonal or is set to be vacated at some point during the budget scenario period.
 - If an end date is specified, a start date must be specified as well.
 - Both the start date and end date must fall within the specified budget year.
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- The **Employee Number**, **First Name** and **Last Name** fields will populate with the employee information associated with the selected position control point.
 - When creating a new position, these fields will not populate as the position is only being used to generate a budget scenario adjustment.
 - The Distribution tab is used to specify the distribution accounts for the new position.
 - Click the Create icon  to add a distribution account to the position. This will create a new account line item in the data grid below and enable the Maintenance section to the right.
 - Enter a distribution **Percentage** for the account.
 - While you can use multiple accounts, the total percentage distributed across all accounts must equal 100%.
 - Highlight a distribution account and click the Delete icon  to remove the account from the grid.
 - If an account is removed, another account must be added or an existing account must be modified in order to ensure that the total percentage distributed equals 100%.
 - The Delete icon  is used to delete any new positions added to the Position tab. You cannot delete existing positions previously imported into the budget scenario.
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4 Update the Benefit tab.

- The Benefit tab is used to add, remove or modify existing benefits in order to examine how those adjustments will affect payroll budgets.
 - Click the Create icon  to add a new benefit adjustment to the scenario. This will create a new benefit adjustment line item in the data grid below.
 - Enter a **Benefit Code** or click the Ellipsis icon  to select one from a list.
 - A benefit code must be specified in order to save the adjustment line item.
 - Enter an **Effective Date** for the benefit adjustment.
 - The effective date will automatically populate with the start date of the budget year. If edited, the specified effective date must fall within the budget year in order to save the benefit adjustment.
 - Enter a **Percentage** for the benefit adjustment.
 - The percentage can be any non-zero number between -999.99 and 999.99. Zero percentage adjustments are not allowed as they have no impact on the budget.
 - Enter a **Description** for the benefit adjustment.
 - This optional field can accommodate up to 128 characters.
 - Highlight a benefit adjustment and click the Delete icon  to remove the adjustment from the scenario.
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5 Update the COLA tab.


- The COLA tab is used to add, remove or modify existing cost of living allowances in order to examine how those adjustments will affect payroll budgets.
 - Click the Create icon  to add a new COLA adjustment to the scenario. This will create a new COLA adjustment line item in the data grid below.
 - The **Group Type** field will default to (All).
 - Click the drop-down menu to select a different group type for the adjustment. The other Group Type options are Department, Union Unit and Reporting Group.
 - The selection in this field will determine which selection window is launched when you click the Ellipsis icon  in the **Group Code** field.
 - Enter an **Effective Date** for the COLA adjustment.
 - The effective date will automatically populate with the start date of the budget year. If edited, the specified effective date must fall within the budget year in order to save the COLA adjustment.
 - Enter a **Percentage** for the COLA adjustment.
 - The percentage can be any non-zero number between -999.99 and 999.99. Zero percentage adjustments are not allowed as they have no impact on the budget.
 - Enter a **Description** for the COLA adjustment.
 - This optional field can accommodate up to 128 characters.
 - Highlight a COLA adjustment and click the Delete icon  to remove the adjustment from the scenario.
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6 Update the Salary tab.


- The Salary tab is used to add, remove or modify existing salary levels in order to examine how those adjustments will affect payroll budgets.
 - Click the Create icon  to add a new salary adjustment to the scenario. This will create a new salary adjustment line item in the data grid below.
 - The **Group Type** field will default to (All).
 - Click the drop-down menu to select a different group type for the adjustment. The other Group Type options are Department, Union Unit, Employee and Reporting Group.
 - The selection in this field will determine which selection window is launched when you click the Ellipsis icon  in the **Group Code** field.
 - Enter an **Effective Date** for the salary adjustment.
 - The effective date will automatically populate with the start date of the budget year. If edited, the specified effective date must fall within the budget year in order to save the salary adjustment.
 - Enter an **Amount** for the salary adjustment.
 - The amount can be any non-zero number between -999,999,999.99 and 999,999,999.99. Zero amount adjustments are not allowed as they have no impact on the budget.
 - Enter a **Description** for the salary adjustment.
 - This optional field can accommodate up to 128 characters.
 - Highlight a salary adjustment and click the Delete icon  to remove the adjustment from the scenario.
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7 Update the Step tab.

- The Step tab is used to add, remove or modify existing position step increase adjustments in order to examine how those adjustments will affect payroll budgets.
 - Click the Create icon  to add a new position step increase adjustment to the scenario. This will create a new step adjustment line item in the data grid below.
 - The **Group Type** field will default to (All).
 - Click the drop-down menu to select a different group type for the adjustment. The other Group Type options are Department, Union Unit, Employee and Reporting Group.
 - The selection in this field will determine which selection window is launched when you click the Ellipsis icon  in the **Group Code** field.
 - The **Date Type** field is used to specify when the step increase adjustment will occur during the budget scenario year.
 - Date type options are Anniversary, Hire, Review Month and Exact.
 - If Exact was selected from the Date Type field above, enter an exact **Effective Date** for the step adjustment.
 - The specified effective date must fall within the budget year in order to save the step adjustment.
 - Enter a **Description** for the step adjustment.
 - This optional field can accommodate up to 128 characters.
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- Highlight a step adjustment and click the Delete icon  to remove the adjustment from the scenario.
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8 View the Account tab.

- The Accounts tab displays the estimated impact to all PR distribution accounts that would be affected by the budget scenario.
 - This tab will only display these changes once adjustments are made and the Generate icon  is clicked.
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EB> Maintenance> Budget Types



Budget Types Maintenance

Summary


The Budget Types Maintenance window is used to create and maintain the budget types used in the Extended Budgeting process. Examples of extended budget types you might want to create are: operating, supplemental, capital, period and/or mid-year.

Step by Step

1 View the extended budget types.

- The **Type Maintenance** window will display all of the extended budgeting types that have been created in the database. Select a budget type in the left section of the window and the **Type** field in the Maintenance section of the window will populate with the information attached to the selected budget type.
- Highlight a budget type and click the Delete icon  or press DELETE to delete the selected budget type.
- Click the Create icon  or press INSERT to create a new budget type. This will create a new line item in the left section of the window.

2 Create or modify an extended budgeting type.

- Enter a budget type in the **Type** field. Budget types can be up to 30 alphanumeric characters long.
 - Click the Save icon  when complete.
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EB> Maintenance> Document Types



Document Types Maintenance

Summary

The Document Maintenance window is used to create and maintain the document types used in the Extended Budgeting process. Document types are then used to categorize any documents attached to a budget revision or entry. For example, a department head could attach an invoice or purchase order to an entry as a *Justification* document type in order to justify a new budget entry.

Step by Step

- 1 View the extended budget document types.
 - The **Document Maintenance** window will display all of the extended budgeting document types that have been created in the database. Select a document type in the left section of the window and the **Type**, **Level** and **Description** fields in the Maintenance section of the window will populate with the information attached to the selected document type.
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- Highlight a document type and click the Delete icon  or press DELETE to delete the selected document type.
 - Click the Create icon  or press INSERT to create a new document type. This will create a new line item in the left section of the window.
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2 Create or modify a document type.

- Enter a document type in the **Type** field. Document types can be up to 30 alphanumeric characters long.
 - Select the **Level** that you would like to associate with the document type.
 - Select **Revision** to create a revision level document. A budget revision is a group of budget entries. This is the highest level in the Extended Budgeting hierarchy. Revision level documents are often created at the finance director level.
 - Select **Entry** to create an entry level document. A budget entry consists of many activities or general ledger account numbers and represents the middle of the Extended Budgeting hierarchy. Entry level documents are often created at the department head level.
 - Enter a document type description in the **Description** field. Descriptions can be up to 64 alphanumeric characters long.
 - Check the **Default** toggle to specify the selected document type as default. All document types specified as default will automatically create a document placeholder
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in each new revision or entry.

- Click the Save icon  when complete.
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EB> Maintenance> Entries




Entries Maintenance

Summary

The Entry Maintenance window is used to create and maintain the budget revision entries used in the Extended Budgeting process. You can create an unlimited number of revision entries.



Step by Step

- 1 View the extended budget revision entries.
 - The **Entry Selection** window will display all of the extended budgeting revision entries that have been created in the database. You can filter the list by entering a revision number and/or entry name in the Search Criteria section.
 - Click the **Revision** field label to open the Revision Selection window. Here you will have access to all revisions that have been created in the database. Click any of these revisions to populate the Revision field in the Entry Selection window.
 - The **Entry Name** field is used to filter the entries by name.
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- Select an entry in the lower section of the window and click the Modify icon  or press ENTER to modify the selected entry.
 - Highlight an entry and click the Delete icon  or press DELETE to delete the selected entry.
 - Click the Create icon  or press INSERT to create a new entry. This will open the Entry Maintenance window.
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2 Create or modify an extended budgeting revision entry.

- The **Entry Maintenance** window consists of two sections.
 - The upper **Maintenance** section displays the revision number, entry name, entry date, home department and comments.
 - The lower **Documents** section displays all of the documents that have been attached to the selected budget revision entry.
 - Enter a revision number or click the **Revision** field label to open the Revision Selection window. Here you will have access to all revisions that have been created in the database. Click any of these revisions to populate the Revision field in the Entry Maintenance window.
 - Enter an entry name in the **Entry Name** field. Entry names can be up to eight alphanumeric characters long.
 - Enter a date in the **Entry Date** field or select a date from the drop-down menu.
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- Enter a home department number or click the **Home Department** field label to open the Department Selection window. Here you will have access to all departments that have been created in the database. Click any of these departments to populate the Home Department field in the Entry Maintenance window.
 - Departments are created and maintained in the Department Maintenance window (SS> Maintenance> **Departments**).
 - Enter a comment in the **Comments** field.
 - The comments reside with the entry, the account or the revision. Comments were added as a reference for the entry. The comments are editable and may be changed, deleted or added to at any time.
 - The comment can be up to 255 alphanumeric characters long.
 - Check the **Locked** toggle to prevent the attachment or removal of any associated documents.
 - The **Documents** section of the Entry Maintenance window will automatically populate with any entry document types that are specified as **Default**.
 - Click the Create icon  to attach an additional document to the entry.
 - Click the Delete icon  to delete the selected document.
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3 Generate entries for the extended budgeting revision.

- Click the Generate icon  to open the **Generate Entries** window.
 - Enter a fiscal year in the **Source Fiscal Year** field or select one using the up and down buttons.
 - Enter a percentage value in the **Percent Change** field.
 - The Percent Change field allows you to increase or decrease the budget amount. The amount of the increase or decrease is based on a percentage of the amount determined by the **Beginning Figures** selection. For example, if you would like to increase your budgeted amount by five percent over last years adopted budget, you would select Adopted in the Beginning Figures field and enter %105 in the Percent Change field.
 - The Percent Change value must be between 999.99 and -999.99.
 - Enter general ledger account numbers in the **Account From** and **Account To** fields. You can also click the field labels to open the Chart of Accounts Selection Window.
 - Enter partial GL accounts to generate entries across accounts.
 - Select an ALFRE designation from the **ALFRE** field drop-down menu.
 - Select the initial budget amounts from the **Beginning Figures** field drop-down menu.
 - The **Estimated Actual** is the amount expected to be expensed or received in a particular account by the end of the current fiscal year. Budget numbers can be calculated for the upcoming fiscal year based on the current Estimated Actual. You can create an estimated actual amount in the Edit Estimated Actuals window (GL> GL New Budget Information> Edit Estimated Actual Balance).
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- If you selected Projected Estimated Actual for the Beginning Figures field, you must enter a period in the **Projected Fiscal Period** field. For all other beginning figures values this field will not be active.
 - Check the **Distribute values to all periods** toggle to distribute the budget amounts evenly to all 12 periods.
 - If you leave this toggle unchecked you will be able to distribute the budget amount to periods manually. These funds will be placed in a column labeled **Amount**.
 - Check the **Overwrite existing values** toggle to overwrite an existing entry with this entry. To overwrite an existing budget entry the revision numbers must be the same.
 - You can add budget entries onto an existing budget entry by creating a new budget entry with the same entry number and not checking the **Overwrite** toggle. This will add the general ledger accounts and comments to an existing budget entry.
 - Click the Generate icon  to populate the lower account section of the window.
 - Click the Save icon  when complete.
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EB> Maintenance> Revisions

Revisions Maintenance




Summary

The Revision Maintenance window is used to create and maintain the budget revisions used in the Extended Budgeting process. You can create an unlimited number of revisions and those revisions can be used as templates for future budgets.

Step by Step

1 View the extended budget revisions.




- The **Revision Selection** window will display all of the extended budgeting revisions that have been created in the database. You can filter the list by entering any combination of revision year, revision type and revision number in the Search Criteria section.
 - Click the **Year** field label to open the Year Selection window. Here you will have access to all budget years, both active and inactive, that have been created in the database. Click any of these budget years to populate the Year field in the Revision Selection window.

- Click the **Type** field label to open the Type Selection window. Here you will have access to all budget types that have been created in the database. Click any of these budget types to populate the Type field in the Revision Selection window.
 - To filter the search by revision number, enter a revision number in the **Revision** field.
 - Select a revision in the lower section of the window and click the Modify icon  or press ENTER to modify the selected revision.
 - Highlight a revision and click the Delete icon  or press DELETE to delete the selected revision.
 - Click the Create icon  or press INSERT to create a new revision. This will open the Revision Maintenance window.
-

2 Create or modify an extended budgeting revision.

- The **Revision Maintenance** window consists of two sections.
 - The upper **Maintenance** section displays the revision year, revision type and revision number.
 - The lower **Documents** section displays all of the documents that have been attached to the selected budget revision.
 - Click the **Year** field label to open the Year Selection window. Here you will have access to all budget years, both active and inactive, that have been created in the
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database. Click any of these budget years to populate the Year field in the Revision Maintenance window.

- Click the **Type** field label to open the Type Selection window. Here you will have access to all budget types that have been created in the database. Click any of these budget types to populate the Type field in the Revision Maintenance window.
 - Enter a revision number in the **Revision** field.
 - Revision numbers use a *000.00* numbering format and must consist of numeric characters only.
 - This numbering format allows you to create a custom revision system. For instance, a revision plan could differentiate between revisions with the first three digits and then differentiate between departments with the last two digits. Carefully plan your numbering system before you begin the extended budgeting process.
 - Check the **Locked** toggle to prevent the attachment or removal of any associated documents.
 - The **Documents** section of the Revision Maintenance window will automatically populate with any revision documents types that are specified as **Default**.
 - Click the Create icon  to attach an additional document to the revision.
 - Click the Delete icon  to delete the selected document.
 - Click the Save icon  when complete.
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EB> Maintenance> Years



Years Maintenance

Summary


The Year Maintenance window is used to create and maintain the budget years used in the Extended Budgeting process.

Step by Step

1 View the extended budget years.

- The **Year Maintenance** window will display all of the extended budgeting years that have been created in the database. Select a budget year in the left section of the window and the **Fiscal Year** field in the Maintenance section of the window will populate with the information attached to the selected budget year.
- Highlight a budget year and click the Delete icon  or press DELETE to delete the selected budget year.
- Click the Create icon  or press INSERT to create a new budget year. This will create a new line item in the left section of the window.

2 Create or modify an extended budgeting year.

- Enter a budget year in the **Fiscal Year** field. Budget years must fall between 1998 and 2018.
 - Check the **Active** toggle to specify the selected budget year as active. Only budget years specified as active will be accessible from the Revision Selection window.
 - Click the Save icon  when complete.
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EB> Reports> Extended Budgeting Report

EB Extended Budgeting Report

Summary


The Extended Budget report provides a detailed view into a specified budget revision. The report will display the Account Number, Account Description, Total, Period, Quantity, Price, Amount, and Period Detail Line Description for each line item in the report. The report will also provide an expense total by department, revenue and expense totals by fund, and revenue and expense totals for the entire report.

Step by Step

- 1 Open the **Extended Budgeting** window (EB> Reports> Extended Budgeting Report).
 - 2 Complete the Print Options section.
 - The **Entry** field is used to report on a specific budget entry. If this field is left blank, the report will include all entries in an included budget.
 - Entries are created and maintained on the Entry Maintenance window (EB> Maintenance> Entry).
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- The **Year** field is used to specify which budget year you would like to report on.
 - Click the **Budget Type** drop-down field to select the budget type you would like to report on.
 - Budget types are created and maintained on the Budget Type Maintenance window (EB> Maintenance> Budget Type).
 - The **Revision** field is used to specify the budget revision you would like to report on.
 - The **Account From** and **Account To** fields are used to filter the report by a range of accounts.
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3 Print the report.

- Click the Print icon  to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
 - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
 - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
 - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
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- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).
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EB> Utilities> Copy Entries

Copy Entries



Summary

The Copy Entries function creates a copy of the general ledger budgets inside an entry. You do not have the option to paste the copied accounts to other revisions or budgets. They will be pasted in the same entry you are copying.

Step by Step

- 1 Open the **Copy Entries** window (EB> Utilities> Copy Entries).
 - 2 Complete the Copy Options section.
 - Click the **Entry to Copy** field label to open the Entry Selection window.
 - The **Entry Selection** window will display all of the extended budgeting revision entries that have been created in the database. You can filter the list by entering a revision number and/or entry name in the Search Criteria section.
 - Click the **Revision** field label to open the Revision Selection window. Here you will have access to all revisions that have been created in the
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database. Click any of these revisions to populate the Revision field in the Entry Selection window.

- Highlight an entry in the lower section of the window and click the Confirm icon  or press ENTER to select the highlighted entry and place it in the **Entry to Copy** field.
 - Click the **Target Entry** field label to open the Entry Selection window. Complete the same entry selection process to populate the Target Entry field.
 - Enter a percentage value in the **Percent Change** field.
 - The Percentage Change will adjust the copied entry by a relative percentage. If, for example, you would like the target entry to be three percent higher than the copied entry, you would enter %103 in the Percent Change field.
 - Check the **Copy details** toggle to copy the Entry to Copy details to the Target Entry. The details include any account information associated with the selected revision.
 - Check the **Copy documents** toggle to attach the Entry to Copy documents to the Target Entry. Documents are created and maintained in the document maintenance window (EB> Maintenance> Document Types).
 - Click the Confirm icon  to process the job immediately or enter a date and time in the field next to the Confirm icon to schedule the job to process at a later time.
 - You can view the progress of the job process on the Job Viewer window in SS> Utilities> Show Scheduled Jobs.
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EB> Utilities> Copy Revisions

Copy Revisions


Summary


The Copy Revisions function creates a copy of the general ledger budgets inside an entire revision. You do not have the option to paste the copied accounts to other revisions or budgets. They will be pasted in the same revision you are copying.

Step by Step

- 1 Open the **Copy Revisions** window (EB> Utilities> Copy Revisions).

 - 2 Complete the Copy Options section.
 - Click the **Revision to Copy** field label to open the Revision Selection window.
 - The **Revision Selection** window will display all of the extended budgeting revisions that have been created in the database. You can filter the list by entering any combination of revision year, revision type and revision number in the Search Criteria section.
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- Click the **Year** field label to open the Year Selection window. Here you will have access to all budget years, both active and inactive, that have been created in the database. Click any of these budget years to populate the Year field in the Revision Selection window.
 - Click the **Type** field label to open the Type Selection window. Here you will have access to all budget types that have been created in the database. Click any of these budget types to populate the Type field in the Revision Selection window.
 - To filter the search by revision number, enter a revision number in the **Revision** field.
 - Highlight a revision in the lower section of the window and click the Confirm icon  or press ENTER to select the highlighted revision and place it in the **Revision to Copy** field.
 - Click the **Target Revision** field label to open the Revision Selection window. Complete the same revision selection process to populate the Target Revision field.
 - Enter a percentage value in the **Percent Change** field.
 - The Percentage Change will adjust the copied revision by a relative percentage. If, for example, you would like the target revision to be three percent higher than the copied revision, you would enter %103 in the Percent Change field.
 - Check the **Copy accounts** toggle to attach the Revision to Copy accounts to the Target Revision.
 - Check the **Copy details** toggle to copy the Entry to Copy details to the Target Entry. The details include any account information associated with the selected entry.
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- Check the **Copy documents** toggle to attach the Revision to Copy documents to the Target Revision. Documents are created and maintained in the document maintenance window (EB> Maintenance> Document Types).
 - Click the Confirm icon  to process the job immediately or enter a date and time in the field next to the Confirm icon to schedule the job to process at a later time.
 - You can view the progress of the job process on the Job Viewer window in SS> Utilities> Show Scheduled Jobs.
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EB> Utilities> Export Extended Budgeting

Export Extended Budgeting



Summary

The Export Extended Budgeting process is used to export an entire budget to an MS Excel spreadsheet or a .csv file.

Step by Step

- 1 Open the **Export Extended Budgeting** window (EB> Utilities> Export Extended Budgeting).
 - 2 Complete the Export Settings section.
 - Click the **Revision** field label to open the Revision Selection window.
 - The **Revision Selection** window will display all of the extended budgeting revisions that have been created in the database. You can filter the list by entering any combination of revision year, revision type and revision number
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in the Search Criteria section.

- Click the **Year** field label to open the Year Selection window. Here you will have access to all budget years, both active and inactive, that have been created in the database. Click any of these budget years to populate the Year field in the Revision Selection window.
 - Click the **Type** field label to open the Type Selection window. Here you will have access to all budget types that have been created in the database. Click any of these budget types to populate the Type field in the Revision Selection window.
 - To filter the search by revision number, enter a revision number in the **Revision** field.
 - Check the **Include inactive years** toggle to include both active and inactive revision years in the search results.
 - Highlight a revision in the lower section of the window and click the Confirm icon  or press ENTER to select the highlighted revision and place it in the **Revision** field.
 - Select the export **Type** from the drop-down menu.
 - The Summary export will include the Entry Name, Account numbers, Aggregate Account Description, Aggregate Amount and Budget Period.
 - The Detail export will include everything in the Summary export and will also display non-aggregated amount details and descriptions for each entry.
 - Click the **File Location** field label to open the Select Export File window.
 - Enter the export file location or browse to the specific file.
 - Click the Confirm icon  to export the data.
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EB> Utilities> Export Position Budgeting



Export Position Budgeting

Summary

The Export Position Budgeting tool is designed to export position budget estimates to MS Excel for manipulation. Once an estimate is finalized, it can then be imported back into the Extended Budgeting module as an active budget. This is the third step in the position budgeting process.

Step by Step

- Open the **Export Position Budgeting** window (EB> Utilities> Export Position Budgeting).
- Select the **Year** for the budget scenario you would like to export.
- Enter a **Scenario** or click the field label to select one from a list.
 - The budget scenario includes all of the updated position budgeting information.
 - Budget scenarios are created and maintained on the Budget Scenario Maintenance window (EB> Maintenance> Budget Scenario).
- Select a **Type** from the drop-down menu. All export files will display the entry name, account number, account description, detail description, detail amount and budget period. The contents of the detail description field will be determined by which type is selected.

- Select Account if the export file should provide the total changes to the accounts included in the budget scenario.
- Select Adjustment Type if the export file should provide the total amount of each adjustment type entry (benefit, COLA, salary, etc.) included the budget scenario.
- Select Detail if the export file should provide amounts and descriptions for every adjustment included in the budget scenario.
- Click the Confirm icon  when complete to generate the export file immediately or enter a date and time in the field next to the Confirm icon to schedule the export file to generate at a later time. You can view the progress of the export on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
- Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.
 - Check the **Open** toggle if you would like to open the exported file after it is saved locally.
 - Enter the export path location and click the Save icon  to export the file to the local path.
- Once the estimate has been exported, edited and finalized, it can be imported back into the Extended Budgeting process through the EB Extended Budgeting process (EB> Extended Budgeting> Budget Administration).
 - Once the position budgeting data has been imported into an extended budget, and that extended budget has been committed, the extended budgeting data will be automatically added to a GL Budget Adjustments batch (if the position budgeting data affects the current year budget) or the GL Edit New Years Budgets tool (if the position budgeting data affects a future budget).

EB> Utilities> Generate Position Budgeting


Generate Position Budgeting

Summary

The Generate Position Budgeting tool is designed to generate a budget estimate based on the Source Year Payroll expenditures that can then be used as the basis for customized position budgeting scenarios. This is the first step in the position budgeting process.

Step by Step

- Open the **Generate Position Budgeting** window (EB> Utilities> Generate Position Budgeting).
- Enter a **Budget Year** for the new position budget estimate. The system will generate a position budget estimate for the budget year based on the Payroll expenses from the source year specified below.
 - The selected year must be active. Years are created and maintained on the Years Maintenance window (EB> Maintenance> Years).
- Enter a **Source Year** for the estimate. The system will roll through the Payroll expenses for the source year and populate the budget year with this information.

- The source year must be a full previous year, so do not use the incomplete current year.
- Enter an **Estimation Period** for the estimate. Most users will set this to the current period in the fiscal year.
- Click the Confirm icon  to generate the budget estimate.
 - If a budget estimate has already been generated for the budget year specified above, you will be required to confirm that you would like to overwrite that estimate.
- Once the position budget estimate has been generated, it can be used on the Budget Scenario Maintenance window (EB> Maintenance> Budget Scenario).

EB> Utilities> Generate Trend Analysis


Generate Trend Analysis

Summary


The Generate Trend Analysis tool is designed assist in the budget development process. The tool examines budget history information from the last three years and provides a detailed comparison between specific values. The trend analysis will provide the Budget for prior years one through three, Actuals and Estimated Actuals for years two and three, and Budget Percentage Difference between years one and two and between years two and three.

Step by Step

- 1 Open the **Generate Trend Analysis** window (EB> Utilities> Generate Trend Analysis).
 - Click the **Revision** field label to select a revision for trend analysis.
 - Only those revisions that contain entries with budgetable accounts from the prior three years will produce the desired data.

- GL accounts are specified as budgetable on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General Tab> Account is Budgetable toggle).
 - Click the Confirm icon  to process the job immediately or enter a date and time in the field next to the Confirm icon to schedule the job to generate at a later time. You can view the progress of the job on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
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2 Examine the trend analysis.

- Open the **Budget Administration** (EB> Extended Budgeting> Budget Administration) or **Budget Selection** window (EB> Extended Budgeting> Budget Selection).
 - Select a revision and click the Modify icon  to open the Entries Maintenance window.
 - The Entries Maintenance window will display each of the GL accounts associated with the entry. If the budget information is not displayed, you may need to add additional columns to the display grid. Right-click in the grid and confirm that the budget columns are all checked.
 - The columns that should be displayed are the One Year Budget, Two Year Budget, Three Year Budget, One Two Year Budget Change, Two Three Year Budget Change, Two Year Actuals, Three Year Actuals, Two Year Estimated Actuals, and Three Year Estimated Actuals.
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EB> Utilities> Online Budget Display

Display the Extended Budget



Summary

The Online Budget Display window allows you to review, in detail, the extended budget information. The budget information is initially filtered by revision and entry number and can then be sorted by any of the account details.

Step by Step

- 1 Open the **Online Budget Display** window (EB> Utilities> Online Budget Display).
 - The Online Budget Display window allows you to examine the revision and entry details without exporting to Excel.
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- 2 Filter the displayed budgets.
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- Enter the extended budget information in the Search Criteria section.
 - Click the **Revision** field label to open the Revision Selection window. Select a revision and click the Confirm icon  or press ENTER to return to the Online Budget Display window.
 - Enter an entry in the **Entry** field or click the field label to open the Entry Selection window. The entry type must match the revision type in order to return any search results.
 - Check the **Include uncommitted JEs** toggle to display uncommitted journal entries on the report.
 - Check the **Include Beginning Balances** toggle to include beginning balance figures in the report.
 - Click the Refresh icon  to repopulate the lower section of the window with the revision and entry information that matches your search criteria.
 - Click and drag any of the column headings into the sort area just above the headings. This will sort the results by the column heading selected.
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