



HARRIS
School Solutions

Nextgen Budget Prep

Budget Prep AASBO 2022

Budgeting Parameters

GL Parameter Maintenance

- Tab 3 Budget Parameters

The screenshot displays the 'GL Parameter Maintenance (v3.12)' application window. The 'Installation ID' is 'Cenoff'. The '3. Budget Parameters' tab is active, showing various configuration options. The 'GL Account Characteristics' section includes: # of Characters (27), # of Unique Components (9), Separation Character (-), and Default Character (0). The 'Number of Accounting Periods' is set to 12, and the 'State Code' is 'AL'. The 'State Reporting #' is '88888'. The 'Budget Check Options' section includes: Do Line Item Budget Checking, Do Group Code Budget Checking, and Include Requisition Amounts in Budget Check Calculation. The 'Budget Routing' section includes: Use Routing System for Budget Entries, Attach PDF Document to Emails, and PDF Extension (pdf). The 'At Data Entry' section includes: Budget Check Journal Entries, Budget Check Entire Fiscal Year (vs YTD), and Default Budget Spread (Default Months to Apportion Budget: 1). The 'Days before warning Budget is Not Approved' is set to 30, and the 'Last Budget Detail Transaction No Used' is 2597. A note at the bottom states: 'Inquire Mode: Enter the Key Word for the Desired Record'.

Nextgen Budgeting Options

What are the most commonly used Budgeting tools in Nextgen?

- Create New Year
- Budget Input
- Budget Initialization
- Budget Import
- Budget Works (Payroll)



Create New Year

- From the GL Year End menu
 - Click the Create New GL Year Tables (GL/NEWY) transaction
 - Click the Check Box next to 'Create New Year'. If you DO NOT want to see Beginning Balances in 2023, leave 'Skip Beginning Balance Rebuild' checked.
 - The year that will be created will appear at the top of the screen. If it is greater than 2023, then *DO NOT* create a new year.

If you accidentally a year > 2024, please call Harris!

GL/NEWY: Create New GL Year Tables (v3.10)

New Fiscal Year : 2023

Run Options

- Create New Year
- Rerun the Last Created Year
- Recompute Opening Balances Only (For the Selected Year)

Skip Beginning Balance Rebuild

Fiscal Year 2022

Click Save To Process This New Year

Budget Input – Step 1



Reminder - Open your Budget Periods on Tab 4!

GL/PMNT: Period Maintenance (v3.06)

Fiscal Year **2023**

<u>1. Actual Dollars</u>	<u>2. Encumbrance Dollars</u>	<u>3. Requisition Dollars</u>	<u>4. Budget Dollars</u>
Beginning Balance	Closed	May	Closed
October	Closed	June	Closed
November	Closed	July	Closed
December	Closed	August	Closed
January	Closed	September	Closed
February	Closed	EOY Audit Adjustments	Closed
March	Closed	EOY Close	Closed
April	Closed		

Select the Fiscal Year and Period to be Updated
Click Save to Finalize the Changes

Budget Input (GL/FBUD)

Heads down Input!

GL/FBUD: Budget Input (v3.10)

Fiscal Year: 2023 **** Not Approved **** Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec

Account #: No Account Selected

Group: []

Sort By: Fund

Fund

Equity	0.00
+ Revenues	0.00
- Expenses	0.00
= Total	0.00

Budget Options

- Apportion
- Adjust FP

Defaults from GL Parameters

MTAB: Oct Budget Amt: [] **Cursor**

Thru: Oct Replace Dollars

Next Acct

Account Number	Curren...	New \$	ASN	Per...	Dollars	Perc...	Adjustme...
				Oct	0.00	0.00	0.00
				Nov	0.00	0.00	0.00
				Dec	0.00	0.00	0.00
				Jan	0.00	0.00	0.00
				Feb	0.00	0.00	0.00
				Mar	0.00	0.00	0.00
				Apr	0.00	0.00	0.00
				May	0.00	0.00	0.00

Requested by: mcaisu super user Department: [] Attachments(0)

Comment: []

Original Budget	Approved Budget	Budget Adjustments	Current Budget	Current Act/Enc
[]	[]	[]	[]	[]

Enter Budget Year, Sort Component and Account Number
Enter Amount to Apportion or Select Period to Change
Click Add Item Button after Apportioning Budget Amount and/or Updating Fiscal Period Amount(s)

Budget Input (GL/FBUD)

File Edit Tools Toolbar Windows Favorites Help Idea Portal

Enter Add Change Void Save Inquire Next Back Clear Search PrtScr Exit

Send list to printer or Excel for validation

GL/FBUD: Budget Input (v3.10)

Fiscal Year: 2023 ** Not Approved ** Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec

Group: [A] Account #: 11-5-1100-180-0010-1410-0-1810-0000

Sort By: FdSfnd INSTRUCTION-SUBSTITUTES

FdSfnd 11-1410

Equity	0.00
+ Revenues	50,000.00
- Expenses	3,668.77
= Total	46,331.23

Budget Options

Apportion

Adjust FP

MTAB: Oct Budget Amt: []

Thru: Oct Replace Dollars

Next Acct

Account Number	Curren...	New \$	ASN	To ...	Per...	Dollars	Perc...	Adjustme...
11-5-1100-101-0020-1410-0-1700-0000	0.00	200.00	604170	Oct	Oct	0.00	0.00	0.00
11-5-1100-101-0020-1410-0-1810-0000	0.00	600.00	516770	Oct	Nov	0.00	0.00	0.00
11-5-1100-180-0010-1410-0-1700-0000	0.00	23.77	605274	Oct	Dec	0.00	0.00	0.00
					Jan	0.00	0.00	0.00
					Feb	0.00	0.00	0.00
					Mar	0.00	0.00	0.00
					Apr	0.00	0.00	0.00

Requested by: mcaisu super user Department: [] Attachments(0)

Comment: []

Original Budget	Approved Budget	Budget Adjustments	Current Budget	Current Act/Enc
0.00	0.00	0.00	0.00	0.00

New Budget Amount: 0.00
 Enter Amount to Apportion or Select Period to Change
 Click Add Item Button after Apportioning Budget Amount and/or Updating Fiscal Period Amount(s)

Budget Input (GL/FBUD)

Report Prints upon Save

ACCOUNT NUMBER	DESCRIPTION	FP	ACTION	AMOUNT
2010-12-3-0350-000-0050-7101-0-0000-0000	GEN-FEES,UNRESERVED FUND BALANCE	1	Increase	500.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-3-0350-000-0050-7101-0-0000-0000			500.00
2010-12-3-0360-000-0050-7101-0-0000-0000	GEN-FEES,ADJUSTMENTS TO BEGINNIN	1	Increase	1,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-3-0360-000-0050-7101-0-0000-0000			1,000.00
2010-12-4-6810-000-0050-7101-0-0000-0000	GEN-FEES,INTEREST	1	Increase	500.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-6810-000-0050-7101-0-0000-0000			500.00
2010-12-4-6810-000-0050-7101-0-0000-9999	GEN-FEES AP CLEARING INTEREST	1	Increase	1,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-6810-000-0050-7101-0-0000-9999			1,000.00
2010-12-4-7220-000-0050-7101-0-0000-0000	GEN-FEES,COMMISSIONS	1	Increase	500.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7220-000-0050-7101-0-0000-0000			500.00
2010-12-4-7260-000-0050-7101-0-0000-0000	GEN-FEES,DUES & FEES (REQUIRED)	1	Increase	1,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7260-000-0050-7101-0-0000-0000			1,000.00
2010-12-4-7260-000-0050-7101-0-0000-1001	SENIOR FEE	1	Increase	250.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7260-000-0050-7101-0-0000-1001			250.00
2010-12-4-7260-000-0050-7101-0-0000-1002	SOPHOMORE FEE	1	Increase	250.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7260-000-0050-7101-0-0000-1002			250.00
2010-12-4-7260-000-0050-7101-0-0000-1003	JUNIOR FEE	1	Increase	1,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7260-000-0050-7101-0-0000-1003			1,000.00
2010-12-4-7300-000-0050-7101-0-0000-0000	GEN-FEES,FINES & PENALTIES	1	Increase	500.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7300-000-0050-7101-0-0000-0000			500.00
2010-12-4-7340-000-0050-7101-0-0000-0000	GEN-FEES B,FUND RAISER	1	Increase	50.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7340-000-0050-7101-0-0000-0000			50.00
2010-12-4-7420-000-0050-7101-0-0000-0000	GEN-FEES,SALES	1	Increase	100.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7420-000-0050-7101-0-0000-0000			100.00
2010-12-4-7430-000-0050-7101-0-0000-0000	GEN-FEES,DONATIONS	1	Increase	100.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7430-000-0050-7101-0-0000-0000			100.00
2010-12-4-7430-000-0050-7101-0-0000-9000	GENERAL SPARTAN DONATION	1	Increase	250.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-4-7430-000-0050-7101-0-0000-9000			250.00
2010-12-5-1100-311-0050-7101-0-1500-0000	GEN-FEES,INSTR-STUD,ED&FIELD TRIPS	1	Increase	2,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-5-1100-311-0050-7101-0-1500-0000			2,000.00
2010-12-5-1100-329-0050-7101-0-1500-0000	GEN-FEES B, INSTR-OTHER PROF SERV	1	Increase	2,000.00
	*** UPDATED CURRENT BUDGET AMOUNT FOR 2010-12-5-1100-329-0050-7101-0-1500-0000			2,000.00



Budget Initialization (GL/INBD)

Using Budget Initialization you can 'Create' your Budget from another Fiscal Year's Budget or Actual Dollars spent.

There are four primary 'Budget Actions' options that are available in this transaction. Each Action can be performed for the entire General Ledger or for a selected component range or ranges. The following is a list of 'Budget Actions' and a short description of each:

- **Initialize** – This option copies an existing budget or calculates a new budget for the selected year based on another year's Amended Budget or Actual Dollars. There is an additional option to include Encumbrances (open Pos) with Actual dollars. The 'Initialize' option is not available for 'Approved' budgets.
- **Initialize To Zero** – This option *resets* the original budget for the selected year to zero. All existing budget amounts are removed. The 'Initialize to Zero' option is not available for 'Approved' budgets.
- **Update** – This option is only available when the selected fiscal year's budget is 'Approved'. The 'Update' option creates 'Budget Adjustments' based upon the total dollar differences between the budgets of the years that have been selected. Unlike the previous two options, the 'Update' option does not change the Original Budget.
- **Run Projected Report** – This option creates a report of potential budget changes based on the selected criteria. Budgets are not updated.

****Round to Whole Dollar – This option is checked and disabled if the Budget by Whole dollars parameter in the General Ledger Parameter transaction is turned on. Otherwise, this option will round all budget dollars to the nearest whole dollar.***

Budget Initialization (GL/INBD)

GL/INBD: Initialize Budget (v3.11)

Change Original Budget For Fiscal Year

Select Budget Action
 Initialize Initialize To Zero Update Projected Budget Report Only

Dollars
 Budget \$\$ Actual \$\$ Include Encumbrance \$\$ w/Actuals Round to Whole Dollar

No Change, Increase or Decrease by % Include Budget For Closing Equity Accounts

From Fiscal Year Last Period Completed Estimate Remaining Periods Spread From Thru

If Negative Budget
 Ignore, Load Zero Load Value, Don't Adjust Load Values and Adjust Include Inactive Accounts

Requested by Department

Comment

Selection Options and Click Enter

Budget Initialization (GL/INBD)

Select by GL Component Option:

- Allows user to run multiple times by choosing specific components of the General Ledger (Fund, Sfund, etc.)

Enter Account Selection Criteria

Accept Selection Criteria

Component Name: Program | Sort Order: 3 | Beginning Value: 1410 | Ending Value: 1410 | Add Item

Component Contains: Prog
Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Fund	1	11	11
SFund	2	4110	4110
Program	3	1410	1410

Use the Add Item Button to Accept Components and Values
Click on the List to Change the Component, Double Click to Remove





Budget Import

- The 'Zero Budget First' option is used to 'clear' any existing budgets before importing from the spreadsheet. This flag should always **remain checked** unless you are Adding or Subtracting budget from existing budget amounts.
- The 'Zero Only Accounts from Import File' option is used to only zero the accounts that are being imported from the spreadsheet. It is recommended that this flag remains **checked**. If unchecked, this would zero out ALL accounts not just the accounts entered into the excel spreadsheet.
- The Budget Import will show the current budget status for the fiscal year selected. If approved, it will create adjustments. If it is not approved, the original budget is updated directly.

GL/IMBD: Import Budget Amounts (v3.19)

Fiscal Year: 2023 *** Not Approved Budget ***
 Delimited Format Fixed Format Excel Format

Import File: C:\Users\mcaisu\Documents\20217w

Exception Report Only Add Missing Accounts
 Update Inactive Accounts Zero Budget First (Replace/Amend Option)
 Change Account Status to Active Zero Only Accounts from Import File

Account Totals:
Read: 0
Added: 0
Updated: 0
Rejected: 0

Requested by: mcaisu super user Department: Attachments(0)

Comment:

Print Budget Detail Transaction Report After Successful Import

Report Destination:
 To Report Viewer To File
 To Printer Milton (redirected)

Enter Selection Criteria, Click Enter(F1) To Generate Report

Budget Import

Nextgen Budget Import File Layout (Excel)

File Format: Microsoft Excel

Requires: Separate column for each field; No semi-colons or apostrophes in the account descriptions

<u>Field Name</u>	<u>Max Size</u>	<u>Col</u>	<u>Description</u>
Fiscal Year	4	A	Numeric - Represents fiscal year being imported. Example: If current fiscal year is 2017, then if the budget items in this file represent current year budget, put 2017.
Account Number	50	B	Alphanumeric – Numbers and component separation characters only.
Account Description	50	C	Alphanumeric – Description of the account. Used if account does not exist. Do not surround with quotes (“). No embedded apostrophes (') or semi-colons (;).

Fiscal Period Budget Amounts

Period 1 Amount	17	D	Numeric – 2 decimal places.
Period 2 Amount	17	E	Numeric – 2 decimal places.
Period 3 Amount	17	F	Numeric – 2 decimal places.
Period 4 Amount	17	G	Numeric – 2 decimal places.
Period 5 Amount	17	H	Numeric – 2 decimal places.
Period 6 Amount	17	I	Numeric – 2 decimal places.
Period 7 Amount	17	J	Numeric – 2 decimal places.
Period 8 Amount	17	K	Numeric – 2 decimal places.
Period 9 Amount	17	L	Numeric – 2 decimal places.
Period 10 Amount	17	M	Numeric – 2 decimal places.
Period 11 Amount	17	N	Numeric – 2 decimal places.
Period 12 Amount	17	O	Numeric – 2 decimal places.

Building an Import File

Creating Excel File Template from Nextgen Budget Report (See Nextgen Budget Import File Layout – Excel)

Step 1:

**Run the Budget Report (GL/BRPT) from the Nextgen Budget Menu
Normally Found at (General Ledger > GL Budget Maintenance >
Budget Report)**

1. Choose Summary Mode
2. If you want to retrieve all accounts regardless of whether they were previously budgeted, then Deselect the 'Display only GL Accounts with Budget Information'
3. Leave the following options 'unchecked':
 - Page Break after Primary component
 - Double Space Sub Totals
 - Display Budget Submissions to State
 - Display Budget Spread
4. From Select by GL Component, choose the year from which you want to 'copy' budget numbers and then choose the component range of accounts you want to retrieve.
 - If you want only revenue and expenditure accounts, you can use the 'Class' component and choose only 4 and 5 values. To include equity accounts, also include Class 3.
5. Run Report to Report Viewer

The screenshot shows the 'GL/BRPT: Budget Report (v3.09)' interface. It features several sections for configuration:

- Select By GL Component:** A dashed box highlights this section.
- Account Description:** Radio buttons for 'Internal Description' (selected) and 'State/Auditor Description'.
- Report Options:** Radio buttons for 'Summary' (selected) and 'Detail'.
- Checkboxes:** 'Page Break After Primary Component', 'Double Space Sub Totals', 'Display only GL Accounts with Budget Information' (checked), 'Display Budget Submissions to State', and 'Display Budget Spread'.
- Report Destination:** Radio buttons for 'To Report Viewer' (selected), 'To Grid', 'To File', and 'To Printer'. Below this is the text 'Milton (redirected)' and a 'Set' button.

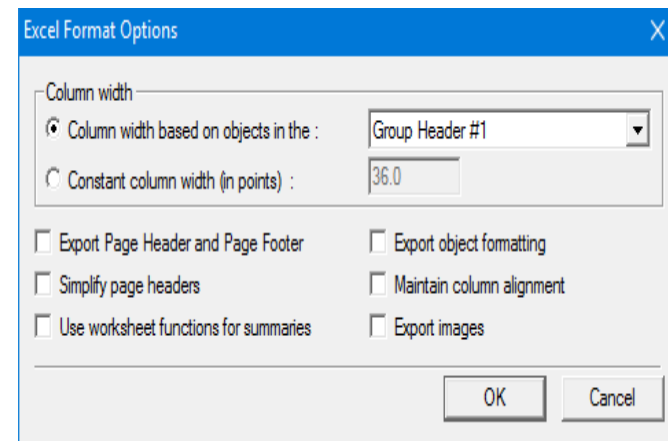
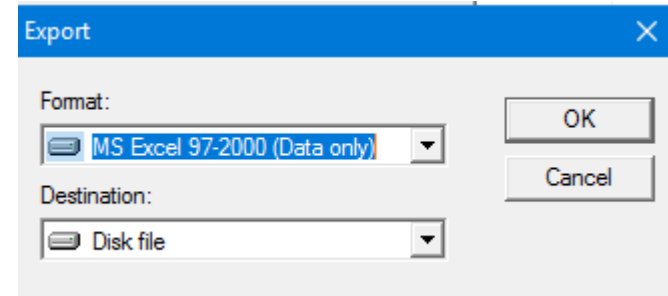
At the bottom right, there is a blue text prompt: 'Enter Selection Criteria, Click Enter'.

Building an Import File

Step 2:

Export Report to Excel

1. From the Report Viewer, Click the Export button (looks like an envelope).
2. From the Export Window, Choose from Format box, MS Excel 97-2000 (Data only) and Destination box, Disk File and Click OK.
3. From the Excel Format Options Window, Uncheck the following two options:
 - Export Page Header and Page Footer
 - Simplify page Headers
 - Leave other options as is and Click OK.
4. From the Select Export File window, browse to the location you want to save your file. This could be on the server or on your computer. Be sure to name your file in a way that will be easily identifiable by you and write down the name and file path for your future reference. A good example, put document in 'My Documents' folder on the server – 2016BudgetImportJC.xls. This puts it in my directory and details that the file is to be imported for 2016 budget.
5. Click Save.



Building an Import File

Step 3:

Modify Report to Meet Import File Guidelines

1. Find your copy of the Nextgen Budget Import File Layout (Excel); you will need this document to help you modify your spreadsheet according to specifications.
2. Minimize Nextgen and use Windows explorer to 'find' the file you just created. If you saved the file in 'my documents' on the server, you can click that icon on the server desktop.
3. Once the excel file is open:
 - Highlight the entire spreadsheet by clicking the box above the 1 and to the left of the A. Double click the border between A and B. This will maximize all cells so that they are no longer truncated.
 - Select the entire Row 1 and Right Click and Click Delete. This is a header row. Scroll through the document and repeat this procedure on any remaining header, total or blank rows. Another option would be to Sort the spreadsheet to find all Total/Header rows. If there are additional headers, Click the cell again above the 1 and to the left of the A to highlight all columns and rows. Choose "Data" and "Sort" in the tool bar at the top. In the "Sort by" drop down choose Column A and click OK. This should sort the document in a way to easily remove/delete any Blank, Total, or Unnecessary lines by grouping them together alphabetically. (**END OF REPORT **, TOTAL REVENUE, TOTAL EXPENDITURES, TOTAL EQUITY, etc).
 - Save your document.

Building an Import File

Step 3 (Cont.):

Modify Report to Meet Import File Guidelines

- Select the entire Column A, Right click and Click Insert. This will insert a blank column to the left of what is currently column A.
- Type in the year that you are budgeting for in the Cell A1. In this example, that will be 2016.
- With Cell A1 highlighted, double click on the bottom right border of the cell (it will show a + sign when you hover). This should automatically fill the entire column A with 2016.
- Columns D through O represent your 12 Periods. You will input your dollars into these fields. If you are budgeting all to Period 1, then column D is the only column that you need budget dollars to appear; you will need to input Zero (0.00) into any fields without budget dollars.
 - In this example I am only keying budget into period 1 (column D).
 - Type 0.00 in Colum E and then using the same procedure as above, with Cell E1 highlighted, double click on the bottom right border of the cell and it will automatically fill the entire column with zeroes.
 - Highlight Column E and Right Click and Copy and the Paste a copy of Column E in columns F through O.
 - Now you should only have Budget dollars in Column D.
 - Modify these dollars as needed and then Save your document. You are ready to import into Nextgen.

Questions?



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