

Budget Initialization for 21-22

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Introduction

This page walks you through the process of initializing your budget for 2021-2022 (FYR 2122). The SBCTC-ITD recommends you read all the steps before you begin the process.

Note:

- Job group [FG046R](#) (Purge and Rebuild COA Tables for New Fiscal Year) must be run before you begin the budget initialization process.

To initialize the budget initialization, you must complete nine steps:

1. [Rebuild the system calendar](#)
2. [Update the Chart of Accounts tables](#)
3. [Define budgeting and reporting levels](#)
4. [Update the budgeted indexes](#)
5. [Change expenditure/revenue sort codes](#)
6. [Change salary and wage encumbrance options](#)
7. [Build the Budget Initialization Table](#)
8. ** [Initialize budget records](#) for the next fiscal year by scheduling FG025R (initializing the budget, phase I)
9. ** [Load the new fiscal year budget](#) into the budget database by scheduling BA1302J (initializing the budget, phase II)

** At this time, Budget Development does **not** bring forward project budget amounts. To bring forward project budgets, colleges using Budget Development for grant, contract, and capital project funds (for example, 145, 147, 057, and 060) must complete steps 8 and 9.

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Step 1 - Build the System Calendar

Use the System Calendar Screen (GA1070) to build the system calendar.

1. From the FMS menu, select GA1070.
2. In the highlighted (key) Year field, type **22**.
3. In the highlighted (key) Month field, type **01**.
4. Press [F2] ADD.

The process builds a calendar for the entire year with default values. Verify that holidays are correct and make any necessary changes.

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Step 2 - Update the Chart of Accounts Tables

To update the Chart of Accounts tables for a fiscal year other than the current one, you need to change the fiscal year on the FYR Change Screen (GA0002). Changing the fiscal year is in effect **only** for the terminal or PC where you make the change.

1. From the FMS System Menu, select GA0002.
The current fiscal year (for example, 2021) is automatically displayed on the FYR Change Screen.
2. In the highlighted Fiscal Year fields, type the fiscal year (for example, 2122) for the Chart of Account records that you want to change.
3. Press the outside Enter key.
The fiscal year you selected in Step 2 will now be in effect for the Chart of Accounts records that you update.

The fiscal year is reset to the current fiscal year whenever you log off the FMS System Menu. You can switch back and forth between fiscal years as often as necessary.

Hint: To quickly reset the fiscal year to the current fiscal year, select GA0001 from the FMS System Menu.

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Step 3 - Change Budgeting and Reporting Levels

Budgeting and reporting levels are determined by the Obj Bdgt Level and the Obj Rpt Level fields on the Object Table (GA1010), Program/Object Budget Table (GA1065), and/or Major Source Table (GA1035).

Note:

- **Budgeting levels cannot be changed once a fiscal year begins on July 1st.**
- **The level of budgeting and the level of reporting do not need to be the same.**

GA1010 - Object Table

Use the Object Table (GA1010) to define budgeting and reporting levels for objects of expenditures.

GA1065 - Program/Object Budget Table

Use the Program/Object Budget Table (GA1065) to identify the budgeting and reporting levels for objects of expenditure within a specific program index. Entries on this screen override the budgeting and reporting levels entered on the Object Table (GA1010). Usually, a lower level of budgeting is selected (for example, EA rather than E or EA 10 rather than EA).

GA1010 - Object Table and GA1065 - Program/Object Budget Table

Use the following fields on both the Object Table (GA1010) and the Program/Object Table (GA1065) to define budgeting and reporting levels for objects of expenditures:

Object Budget Level	<p>A 1-digit code identifying the level to which an object is budgeted.</p> <p>Valid entries are:</p> <ul style="list-style-type: none"> 1 Budget at the object level 2 Budget the sub-object level 3 Budget at the sub-sub-object level
Object Report Level	<p>A 1-digit code identifying the level to which an object is reported.</p> <p>Valid entries are:</p> <ul style="list-style-type: none"> 1 Report at the object level 2 Report at the sub-object level 3 Report at the sub-sub-object level

GA1035 - Major Source Table

GA1035 (Major Source Table) is used, in part, to define budgeting and reporting levels for revenue sources.

The following fields are used in defining the budgeting and reporting levels for revenue sources:

Major Source Budget Level	<p>A 1-digit code identifying the level to which a source of revenue is budgeted.</p> <p>Valid entries are:</p> <ul style="list-style-type: none"> 1 Budget at the major source level 2 Budget at the sub-source level
Major Source Report Level	<p>A 1-digit code identifying the level to which a source of revenue is reported.</p> <p>Valid entries are:</p> <ul style="list-style-type: none"> 1 Report at the major source level 2 Report at the sub-source level

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Step 4 - Change Budget Indexes

You can change budgeted indexes (codes identifying how an accounting index is to be budgeted) as needed. Budgeted index values are located on the following tables:

- **GA1090 - Fund/Appropriation Information Table**
Field: Budgeted Appropriation Index
- **GA1091 - Program Information Table**
Field: Budgeted Program Index
- **GA1092 - Organization Information Table**
Field: Budgeted Organization Index

Note: For budgeted index updates to be physically changed and reflected in the budget file, job group FG017R (COA Processing) and GA1215J (Rebuild Accounting/Budget Cross Reference) **must** be processed. GA1215J needs to run with a delete option (GA1215-DEL-OPT) of **Y**. Changes are not visible online until after FG017R or GA1215J have completed.

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Step 5 - Change Expenditure/Revenue Sort Codes

Expenditure/revenue sort codes (codes that group and total expenditure and revenue categories for budget status reporting) are established on the following:

- **GA1066 - Category of Expenditure/Revenue Sort Code Table**
Field: Category of Expenditure/Revenue Sort Code

Once the codes are established, they can be applied or changed on:

- **GA1010 - Object Table**
Field: Category of Expenditure/Revenue Sort Code
- **GA1034 - Major Group Table**
Field: Category of Expenditure/Revenue Sort Code

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Step 6 - Change Salary Encumbrance Options

The encumbrance option for salaries and wages is located on the following:

- **GA1011 - Subsubject Table**
Field: Salary Encumbrance Option

Valid entries are:

Y Yes, encumber salaries and wages

N No, do not encumber salaries and wages

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Step 7 - Build the Budget Initialization Tables

Use BA1003 to build the Budget Initialization Table by Fund.

Note: The terminal must be accessing the current fiscal year 2021.

BA1003 - Budget Initialization Table by Fund

BA1003 (Budget Initialization Table by Fund) is a required table that determines the budget records brought forward into the new fiscal year. Budget records are brought forward **only** for those funds you entered on BA1003.

This screen also defines whether a fund's budget amounts are brought forward at the permanent level, (permanent budget amounts) or at zero amounts. Define the initialization option as follows:

Fund Initialization Options

Valid entries are:

- 0 Bring budget amounts forward as zero
- Blank Bring budget amounts forward at the permanent level

If the fund is entered on BA1003, project budget amounts for grants and contracts/capital projects are brought forward.

BA1004 - Budget Initialization Table by Object

You can optionally use BA1004 (Budget Initialization Table by Object) to budget records for the new fiscal year at a lower object level than the current fiscal year (for example, EA rather than E or EA 10 rather than EA). The table is also used to apply inflation rates or fixed amounts to next year's budget.

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Step 8 - Initialize the Budget, Phase I - must be completed before July 1, 2021

To initialize the next fiscal year's budget records from the current year's records, schedule job group FG025R (Budget Initialization).

FG025R produces a report of budget records **not** brought forward. You have the option to print budget planning sheets. Budget records will not be brought forward if one of the following conditions exist:

- Budget Status value on BA1001 (Budget Update Screen) is **not** "A" (active).
- Project Status value on PM1001 (Grant/Contract Control Table) or PM1002 (Capital Project Control Table) is **not** "A" (active).

- End Date on PM1001 (Grant/Contract Control Table) or actual completion date PM1002 (Capital Project Control Table) is equal to or prior to June 30th of the current fiscal year.
- Fund is **not** listed on BA1003 (Budget Initialization Table by Fund).

Note: You can schedule Job Group FG025R as often as necessary **before** you run job BA1302J (Budget Initialization Phase II).

Schedule FG025R (Budget Initialization) as follows:

Job Group	FG025R
Title	Budget Initialization
Execution Time	B (Batch)
Process Level	(user-defined)
Parameters	
CUR-FYR	2021
PCT-OPT	Y Yes, zero out PCT-FULL-TIME field on BA1001 (Budget Update Screen) N No, do not zero out PCT-FULL-TIME field on BA1001 (Budget Update Screen)

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Step 9 - Initialize the Budget, Phase II

To load the new fiscal year budget into the budget database, schedule job BA1302J-Budget Initialization - Phase II. This job loads the budget planning file created in job group FG025R (Budget Initialization) into the budget database for online access (for example, BA1001 - Budget Update Screen).

Note: To access the new year information using BA1001, the terminal must be set to the new fiscal year. Refer to [Step 2](#) for information on changing fiscal years using GA0002 (Fiscal Year Change Screen).

You can schedule new year annual budget reports (for example, BA11xx and/or PM11XX) once BA1302J has completed. Once the budget file for the new fiscal year has been created, if you made changes (for example, budget increase or budget decrease) to the old fiscal year budget file that also apply to the new fiscal year budget file, you must also update those changes to the new fiscal year budget file.

Schedule job BA1302J as follows:

Job Group	BA1302J
Title	Budget Initialization
Execution Time	B (Batch)

Process Level	(user-defined)
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Contacting the SBCTC-ITD for Assistance

If you have any questions, please contact SBCTC-ITD Customer Support

- by email at support@sbctc.edu