HARRIS School Solutions

Nextgen Budget Prep

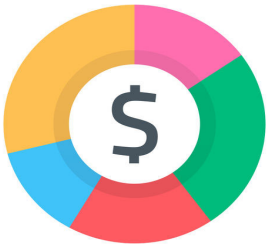
Budget Prep AASBO 2019

HARRIS School Solutions Financial Solutions

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)



HARRIS School Solutions Financial Solutions

Create New Year

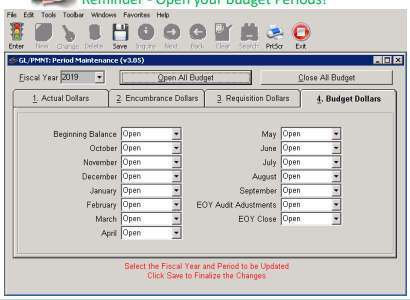
- From the GL Year End menu
  - Click the Create New GL Year Tables (GL/NEWY) transaction
  - Click the Check Box next to 'Create New Year'
  - The year that will be created will appear at the top of the screen. If it is greater than 2020, then *DO NOT* create a new year.

If you accidentally a year > 2020, please call Harris!

HARRIS School Solutions Financial Solutions

Budget Input – Step 1

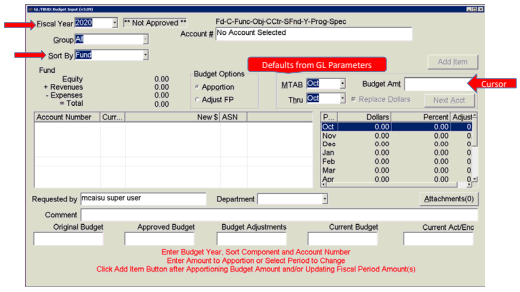
Reminder - Open your Budget Periods!



HARRIS School Solutions — Financial Solutions

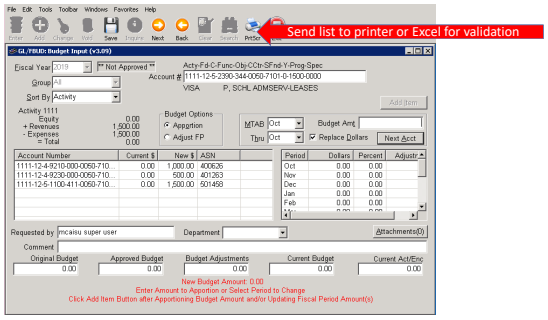
Budget Input (GL/FBUD)

Fast - Heads down Input!



HARRIS School Solutions — Financial Solutions

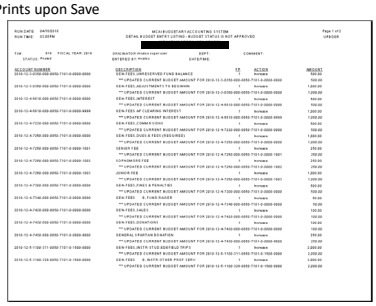
Budget Input (GL/FBUD)



HARRIS School Solutions — Financial Solutions

Budget Input (GL/FBUD)

Report Prints upon Save



HARRIS School Solutions

Copyright © Harris School Solutions. All Rights Reserved. Do not copy or distribute without written permission from Harris School Solutions.

Financial Solutions

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.

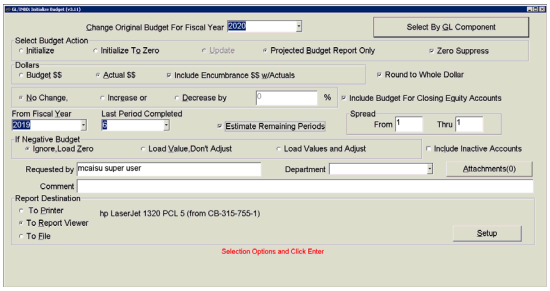
****Round to Whole Dollar – This option is checked and disabled if the Budget by Whole dollars parameter in the General Ledger Parameter transaction is turned on. Otherwise, this option will round all budget dollars to the nearest whole dollar.***

HARRIS School Solutions

Copyright © Harris School Solutions. All Rights Reserved. Do not copy or distribute without written permission from Harris School Solutions.

Financial Solutions

Budget Initialization (GL/INBD)



HARRIS School Solutions

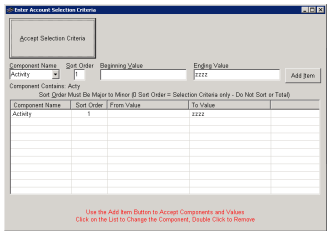
Copyright © Harris School Solutions. All Rights Reserved. Do not copy or distribute without written permission from Harris School Solutions.

Financial Solutions

Budget Initialization (GL/INBD)

Select by GL Component Option:

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



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

Field Name	Max Size	Col	Description
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.

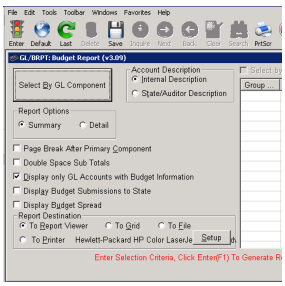
Building an Import File

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)

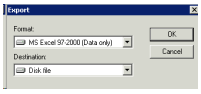
1. Choose Summary Mode
2. If you want to retrieve all accounts regardless of whether they were previously budgeted, then Deselect the ‘Display only GL Accounts with Budget Information’
3. Leave the following options ‘unchecked’:
   - Page Break after Primary component
   - Double Space Sub Totals
   - 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

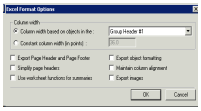


Building an Import File

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.





Copyright © Harris School Solutions. All Rights Reserved. Do not copy or distribute without written permission from Harris School Solutions.

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 this 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 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.

Copyright © Harris School Solutions. All Rights Reserved. Do not copy or distribute without written permission from Harris School Solutions.

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.

Copyright © Harris School Solutions. All Rights Reserved. Do not copy or distribute without written permission from Harris School Solutions.