Seeding Budgets

Seeding budgets allows you to take budget data from current or previous fiscal years and populate your Working budget for the upcoming fiscal year.

This process allows you to quickly add data to use as a starting point for budgeting without having to manually enter large amounts of budget data.

1. In order to verify if Budget Prep data pushed over correctly, navigate to My Task List > All Funds Budget > Budget Worksheet.

2. Click the Budget Worksheet link.

Select the appropriate ChartField data from the ChartField dropdown fields at the top of the screen.

3. Click the Entity dropdown field.

Type in or search for the appropriate Entity. You can only select level 0 entries for seeding purposes. However, you can select rollup levels for fund-budgetref-sof, dept flex, and program code.
4. Select the desired Dept ID.

5. Click the **FundBudRefSOF** dropdown field.
   
   Type in or search for the appropriate fund source.

6. Select the desired Source.
7. Click the **Dept Flex** dropdown field.

   Type in or search for the appropriate member.

8. Select the desired member.

9. Click the **Program** dropdown field.

   Type in or search for the appropriate program.

10. Select the appropriate Program list item.
11. Click the Go button.

12. You'll notice the upcoming fiscal year appears first in the workspace, following by the previous 3 fiscal years.

The upcoming fiscal year will display 3 budget columns:

A. **Control** - this is the initial budget the Budget Office inputs for the new fiscal year
B. **Working** - this is your working budget. This is where you make your plans for spending for the fiscal year
C. **Final** - this is your final, confirmed budget for the fiscal year and the Budget Office will populate this column once everything has been finalized

In this example we are going to seed the Working budget from the current year Actual budget.

1. Right-click the **Working** object.

2. Point to the **Seed Budget...** option.

3. Click the **from Current Year (YTD) Actual** option.

4. **Scroll down** to confirm non-salary accounts were seeded correctly.
   - After seeding, you will notice that Salary accounts (600's) do NOT reflect the data from current year Actual.
• Salary data is pushed over from Budget Prep and is not editable in All Funds Budget. If you wish to make a change to salary data, you must return to Budget Preparation and make the change there.

5. Scroll down.

6. OPS and Operating Cost accounts should display the seeded data from the chosen fiscal year.
7. **Scroll down** to confirm your Working column has been seeded correctly.

The Working budget now has data that you can distribute as needed to develop your current year's budget.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  - 392-HELP (4357)
  - helpdesk@ufl.edu

- **Policies and Directives**, contact the UF Budget Office:
  - 392-2402
  - [http://cfo.ufl.edu/administrative-units/budget/](http://cfo.ufl.edu/administrative-units/budget/)