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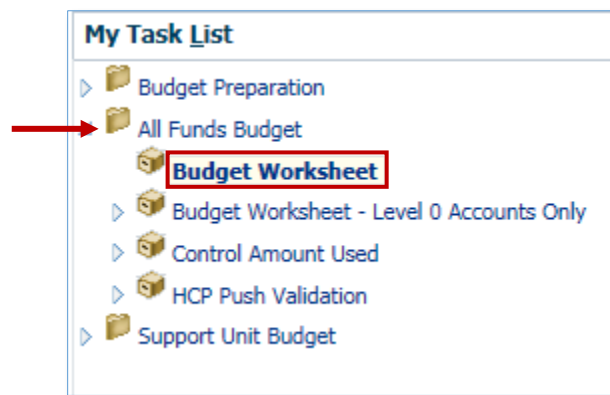
Select the appropriate ChartField data from the ChartField dropdown fields at the top of the screen.

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.

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11. Click the **Go** button.

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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.

Task List Status

Task - Budget Worksheet | Task Instructions

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	Control	FY17 Budget Working	Final	FY16 Budget Final	FY16 Actual Final	FY15 Actual Final	FY14 Actual Final
FTE							
611110 - FACULTY-EARNINGS		2,283,056		2,337,887		2,249,590	2,179,888
◢ Faculty Salaries		2,283,056		2,337,887		2,249,590	2,179,888
611120 - FACULTY-EARNINGS FRINGE POOL		614,142		600,837		625,386	573,310
◢ Faculty Fringe Benefit Pool Expense		614,142		600,837		625,386	573,310
611210 - FACULTY-MOVING EXPENSE						0	
611310 - FACULTY-ADDL PAY						1,000	6,000
◢ Faculty Additional Pay						1,000	6,000
611220 - FACULTY-MOVING FRINGE POOL						0	
611320 - FACULTY-ADDL PAY FRINGE POOL						39	276
◢ Faculty Additional Pay Fringe Benefit Pool Expense						39	276
◢ Faculty Salaries and Benefits		2,897,198		2,938,724		2,876,014	2,759,474
621110 - EXEMPT TEAMS/USPS-EARNINGS		135,549		88,308		100,346	72,614
◢ TEAMS/USPS-Exempt Salaries		135,549		88,308		100,346	72,614
621120 - EX TEAMS/USPS-EARN FRNG POOL		50,017		29,407		31,910	24,180
◢ TEAMS/USPS-Exempt Fringe Benefit Pool Expense		50,017		29,407		31,910	24,180
621310 - EXEMPT TEAMS/USPS-ADDL PAY						1,000	
◢ TEAMS/USPS-Exempt Additional Pay						1,000	
621320 - EX TEAMS/USPS-ADDLPY FRNG POOL						39	

5. **Scroll down**.

6. OPS and Operating Cost accounts should display the seeded data from the chosen fiscal year.

- In this case you can see the seeding was successful.

Task List Status

| Task - Budget Worksheet | Task Instructions |

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| | | FY17 | | FY16 | FY16 |
| | | Budget | | Budget | Actual |
	Control	Working	Final	Final	Final
◢ Building Maintenance and Supplies		30		30	
741100 - REPAIRS AND MAINT - BUILDINGS					
741300 - SAFETY MAINTENANCE / REPAIRS					
742100 - REPAIRS and MAINT - FURN and EQUIP					
742200 - MAINTENANCE CONTRACTS - EQUIP					
◢ Repairs and Maintenance					
711700 - DATA PROCESSING SERVICES		25		25	
◢ Data Processing		25		25	
732100 - OFFICE SUPPLIES - GENERAL		46		46	
734100 - COMPUTER SUPPLIES					
734200 - COMPUTER SOFTWARE					
738000 - MISC OTHER SUPPLIES		710		710	
◢ Office Supplies / Software / Materials / Pubs		756		756	
792200 - RENTALS - EQUIPMENT		454		454	
◢ Rent (Expense)		454		454	
793200 - OFFSET PRINTING		135		135	
793900 - PRINTING REPRODUCTION - OTHER		121		121	
◢ Printing and Reproduction		256		256	
794100 - FREIGHT		451		451	
◢ Postage and Freight		451		451	
713000 - ADVERTISING / MARKETING					
◢ Advertising/ Marketing					
771100 - IN STATE TRAVEL					

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/