## 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.

Task - Budget Worksheet Task Instructions							
13020100 - FR-ART-DIRECTOR 🔽 101-CRRNT-NO_SOF							
		FY17		FY16	FY16	FY15	FY14
		Budget		Budget	Actual	Actual	Actual
	Control	Working	Final	Final	Final	Final	Final
FTE							

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.

▼ No De	epartment Flex	▼ 1100 -	GENERAL ACADEMI	
FY16 Budget Final	FY16 Actual Final	FY15 Actual Final	FY14 Actual Final	
	FY16 Budget	FY16 FY16 Budget Actual	FY16 FY16 FY15 Budget Actual Actual	FY16     FY16     FY15     FY14       Budget     Actual     Actual     Actual

5. Click the FundBudRefSOF dropdown field.

Type in or search for the appropriate fund source.

6. Select the desired Source.

130	20100 - FR-ART-DI	RECTOR	Fund 145	No Department Flex	▼ 1100 ·	GENERAL ACADEMI	C INSTR 🔻
		FY17	Page Dimension	×	FY15	FY14	
		Budge	Member		Actual	Actual	
	Control	Worki	r		Final	Final	
TE			Member				
			101-CRRNT-NO_SOF				
			101-CRRNT-HSC_FAI 101-CRRNT-HSCFCPA				
			101-CRRNT-HSCFCPA				
			101-CRRNT-OTHER				
			101-CRRNT-STATE				
			101-CRRNT-FEDERAL				
			101-CRRNT-UF_Foundation				
			101-CYFWD-NO_SOF				
			101-CYFWD-HSCFCPA				
			101-CYFWD-HSCFHPA				
			101-CYFWD-OTHER	$\sim$			
			101-CYFWD-STATE	Ť			



7. Click the **Dept Flex** dropdown field.

Type in or search for the appropriate member.

8. Select the desired member.

Task - Bu	ldget Worksheet	Task Instruction	ns			
13020	0100 - FR-ART-DIR	ECTOR 🔽 10	01-CRRNT-NO_SOF	T	Total Department Flex 💌 1100 - GENERA	ACADEMIC INSTR
FTE	Control	FY17 Budget Working	Final	FY16 Budg Fina	Page Dimension Member D5. CTRD	×
					DF_CTRR DF_CT FR000998 - FINANCIAL REPORTING ONLY DF_FR00 DF_FR INTALL - INTEREST ALLOCATION DF_INTA DF_IN NURSERYWSP - CITRUS NURSERY WORKSHOP DF_NURS DF_NU No Department Flex Total Department Flex	

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

Type in or search for the appropriate program.

10. Select the appropriate Program list item.

13020	0100 - FR-ART-DIR	ECTOR 🔻 101-	CRRNT-NO_SOF	Vo E	Department Flex	-	2000 - ACADEMIC INFRASTR SUI
		FY17		FY16	FY16	FY15	Page Dimension
		Budget		Budget	Actual	Actua	Member 1100 ×
	Control	Working	Final	Final	Final	Final	Member
E							1100 - GENERAL ACADEMIC INSTRUCTION



## 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.

13020100 - FR-ART-DIRECTOR T01-CRRNT-NO_SOF	No Dep	artment Flex		▼ 110	0 - GLINERAL I	ACADE	MIC INS' 🔻 🏓	1		
			FY17	7			FY16	FY16	FY15	FY14
			Budg	get		1	Budget	Actual	Actual	Actual
	Con	trol	Worki	ing	Final		Final	Final	Final	Final
TE		-	▶ Г	Seed Budge	t	• 6	from Current	Year Budget		
	Rig	ht clic	k	Seed Final \				Year (YTD) Actual		
611110 - FACULTY-EARNINGS	her			🛃 Populate Ac	count	C	from Prior Ye	ar Actual	2,249,590	2,179,8
⊿ Faculty Salaries	пст	Č	2,:	Show Contr	ol Accounts	-	from Prior Ye	ar 2 Actual	2,249,590	2,179,88
611120 - FACULTY-EARNINGS FRINGE POOL				Edit		+ 0	 for Zero-Base	d Budgeting	625,386	573,31
Faculty Fringe Benefit Pool Expense				Adjust		•	600,837		625,386	573,31
611210 - FACULTY-MOVING EXPENSE				Comments					0	
611310 - FACULTY-ADDL PAY			1	Supporting	Detail				1,000	6,00
Faculty Additional Pay			đ	🛐 Change Hist	tory				1,000	6,00
611220 - FACULTY-MOVING FRINGE POOL			6	Attachment	s				0	
611320 - FACULTY-ADDL PAY FRINGE POOL			Ć	🔒 Lock/Unlock	Cells				39	2
Faculty Additional Pay Fringe Benefit Pool Expense				Select All					39	2
Faculty Salaries and Benefits			1	Data Valida	tion Messages		2,938,724		2,876,014	2,759,4
621110 - EXEMPT TEAMS/USPS-EARNINGS				Apply		- 1	88,308		100,346	72,61

- 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.

ask List Status							
Task - Budget Worksheet Task Instructions							
13020100 - FR-ART-DIRECTOR 💌 101-CRRNT-NO_SOF	<ul> <li>No Department Flex</li> </ul>		1100 - GENERAL A	CADEMIC INSTR 💌 🛃	]		
	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,
Faculty Salaries		2,283,056		2,337,887		2,249,590	2,179,
611120 - FACULTY-EARNINGS FRINGE POOL		614,142		600,837		625,386	573,
Faculty Fringe Benefit Pool Expense		614,142		600,837		625,386	573,
611210 - FACULTY-MOVING EXPENSE						0	
611310 - FACULTY-ADDL PAY						1,000	6,0
Faculty Additional Pay						1,000	6,
611220 - FACULTY-MOVING FRINGE POOL						0	
611320 - FACULTY-ADDL PAY FRINGE POOL						39	
Faculty Additional Pay Fringe Benefit Pool Expense						39	2
Faculty Salaries and Benefits		2,897,198		2,938,724		2,876,014	2,759,
621110 - EXEMPT TEAMS/USPS-EARNINGS		135,549		88,308		100,346	72,
TEAMS/USPS-Exempt Salaries		135,549		88,308		100,346	72,
621120 - EX TEAMS/USPS-EARN FRNG POOL		50,017		29,407		31,910	24,
TEAMS/USPS-Exempt Fringe Benefit Pool Expense		50,017		29,407		31,910	24,1
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	e the seeding	was successful.

sk - Budget Worksheet Task Instructions						
13020100 - FR-ART-DIRECTOR 💌 101-CRRNT-NO_SOF	▼ No Department Flex	▼ 11	00 - GENERAL AC	ADEMIC INSTR 💌 🔿		
	Control	FY17 Budget Working	Final	FY16 Budget Final	FY16 Actual Final	
Building Maintenance and Supplies		30		30		Ξ,
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		
Ø 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:
  - o 392-HELP(4357)
  - o helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
  - o **392-2402**
  - o http://cfo.ufl.edu/administrative-units/budget/