Government of Barbados

CSF Budget Edits Manual

Prepared for Ministry of Finance (MOF) Budget Section

User Guide

Version 1.1

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Budget Edits Overview

Budget Edits is the method of funds checking in the new accounting system known as Cloud Suite Financials (CSF). In CSF the budget data is held in a scenario. A **Budget scenario** holds information for a specific budget. For GOB we have two scenarios, one for the annual budget and one for the quarterly budget. The **Budget scenario** dimensions must have the same **dimensions** (Cost centers and posting accounts) as the approved budgets that are imported to the system. The budget edit constraints on a scenario are represented by a **budget template**. Budget editing occurs against a **budget scenario** dimension or a subset of dimensions.

Importing budgets:

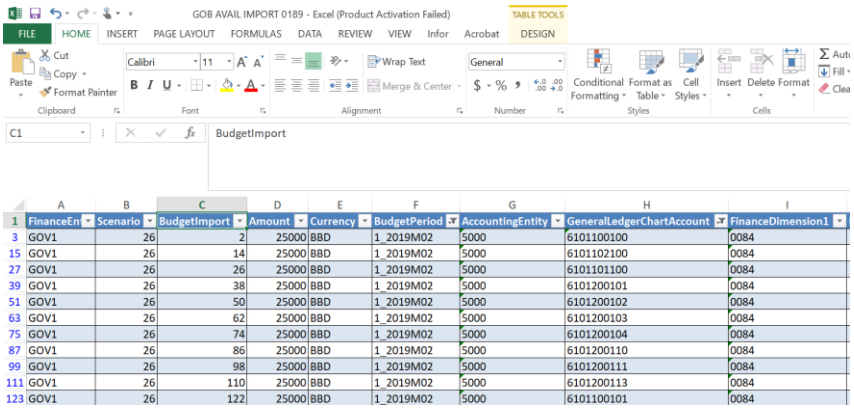
There are different ways to upload the budget. Use one of the following import methods:

- Infor Spreadsheet Designer
- Online creation.

In Cloud Suite financials budgets are loaded at the posting account level. This is similar to what we know as the sub item in smart stream.

Infor Spreadsheet Designer:

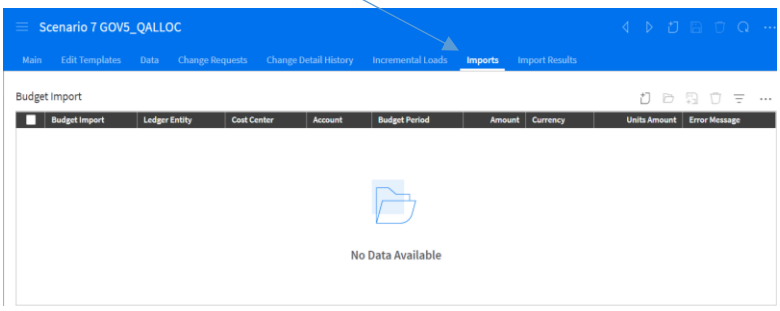
All budgets keyed in the templates can be imported through Infor Spreadsheet Designer. Used to import budgets into scenario at the beginning of a financial year.



	A	B	C	D	E	F	G	H	I
1	FinanceEn	Scenario	BudgetImport	Amount	Currency	BudgetPeriod	AccountingEntity	GeneralLedgerChartAccount	FinanceDimension1
3	GOV1	26	2	25000	BBD	1_2019M02	5000	6101100100	0084
15	GOV1	26	14	25000	BBD	1_2019M02	5000	6101102100	0084
27	GOV1	26	26	25000	BBD	1_2019M02	5000	6101101100	0084
39	GOV1	26	38	25000	BBD	1_2019M02	5000	6101200101	0084
51	GOV1	26	50	25000	BBD	1_2019M02	5000	6101200102	0084
63	GOV1	26	62	25000	BBD	1_2019M02	5000	6101200103	0084
75	GOV1	26	74	25000	BBD	1_2019M02	5000	6101200104	0084
87	GOV1	26	86	25000	BBD	1_2019M02	5000	6101200110	0084
99	GOV1	26	98	25000	BBD	1_2019M02	5000	6101200111	0084
111	GOV1	26	110	25000	BBD	1_2019M02	5000	6101200113	0084
123	GOV1	26	122	25000	BBD	1_2019M02	5000	6101100101	0084

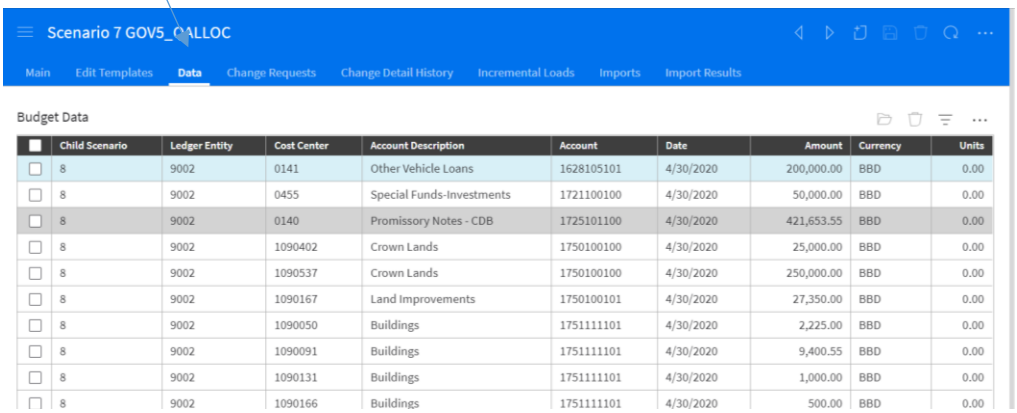
Import tab: view **before** any budget data importation
Import tab: view **after** any budget data importation.

IMPORT TAB



To upload the imported budget, select Actions>Upload Budget within the Import tab. If no errors exist, all budget data will be transmitted to Data tab.

DATA TAB



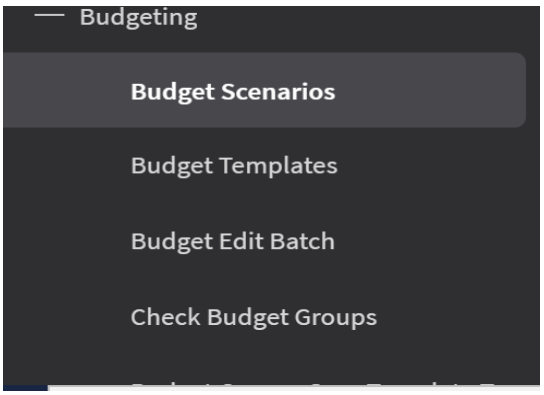
Child Scenario	Ledger Entity	Cost Center	Account Description	Account	Date	Amount	Currency	Units
8	9002	0141	Other Vehicle Loans	1628105101	4/30/2020	200,000.00	BBD	0.00
8	9002	0455	Special Funds-Investments	1721100100	4/30/2020	50,000.00	BBD	0.00
8	9002	0140	Promissory Notes - CDB	1725101100	4/30/2020	421,653.55	BBD	0.00
8	9002	1090402	Crown Lands	1750100100	4/30/2020	25,000.00	BBD	0.00
8	9002	1090537	Crown Lands	1750100100	4/30/2020	250,000.00	BBD	0.00
8	9002	1090167	Land Improvements	1750100101	4/30/2020	27,350.00	BBD	0.00
8	9002	1090050	Buildings	1751111101	4/30/2020	2,225.00	BBD	0.00
8	9002	1090091	Buildings	1751111101	4/30/2020	9,400.55	BBD	0.00
8	9002	1090131	Buildings	1751111101	4/30/2020	1,000.00	BBD	0.00
8	9002	1090166	Buildings	1751111101	4/30/2020	500.00	BBD	0.00

It is now ready to activate Actions>Set Ready.
Data tab: view **after** budget upload is executed without errors.

Online Entry at the Import Tab

This method can be used to key budgets at the beginning of the year.

1. On the Main menu, select **Budgeting** > **Budgeting Scenarios**.

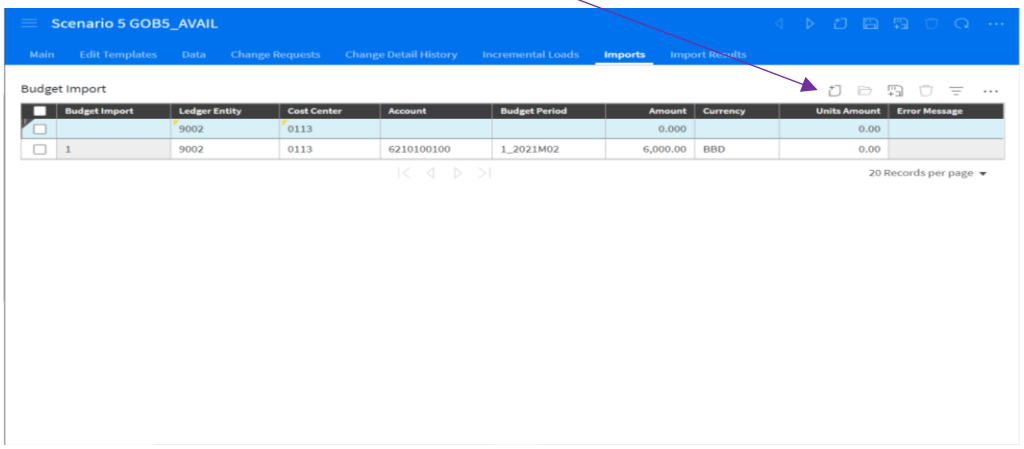


2. Open the scenario for AVAIL which is the annual budget

Note: status of that Scenario selected must be in "**Not Ready**" status, before you import budget data for Monthly, Quarterly and/or Yearly.

3. Click the **Imports** tab.

4. Click + sign or Actions > Create Budget import transactions. Single row entry line displays.



1. Budget number is a unique running sequence number.
2. Enter ledger entity, Cost center, Account, budget period, amount and Currency.
3. Click **Save or Save and New** to continue online entry.

6. Select **Actions** > **Upload Budget**.

After the budget has been successfully uploaded, it is purged from the **Imports** tab and is displayed in the **Data** tab.

7. Confirm that the budgets are loaded.

8. The budget data may now be activated by selecting **Set to Ready** within the upper Actions button
9. Select **Actions** > **Set Ready**. 1. **Change Request** and/or **Quick-Change** functionality to update budget data.

2. **Performing incremental budget load** to upload a new budget, modify existing budget data, or delete budget data.

Suspending and resuming the Budget Edit Queue

Important before making Budget Amendments/Updates (Quarterly Allocation)

During the year when budget editing is active, the Budget Edit Queue must be suspended when maintenance (additional budgets are being released or added) is being done to budgets. These actions result in changes in the budget template group total.

Suspending the Budget Edit Queue ensures that existing transactions are not processed while template changes are being made or **local budget copies are being cleared**.

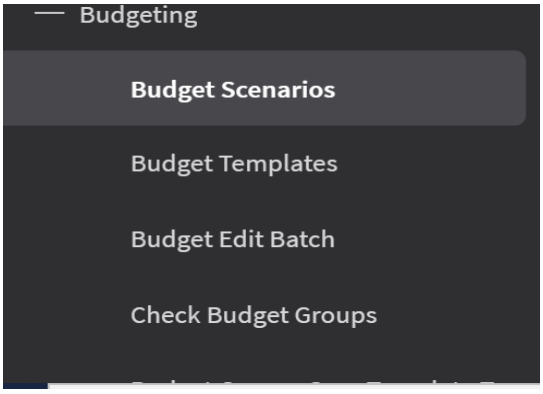
You can still enter transactions while the queue is suspended. The transactions will remain in the queue until it is resumed. This task of suspending and resuming budgets will be undertaken by the ISU. Therefore when maintenance is being undertaken a request should be made in advance of and after maintenance.

Maintaining Budgets:

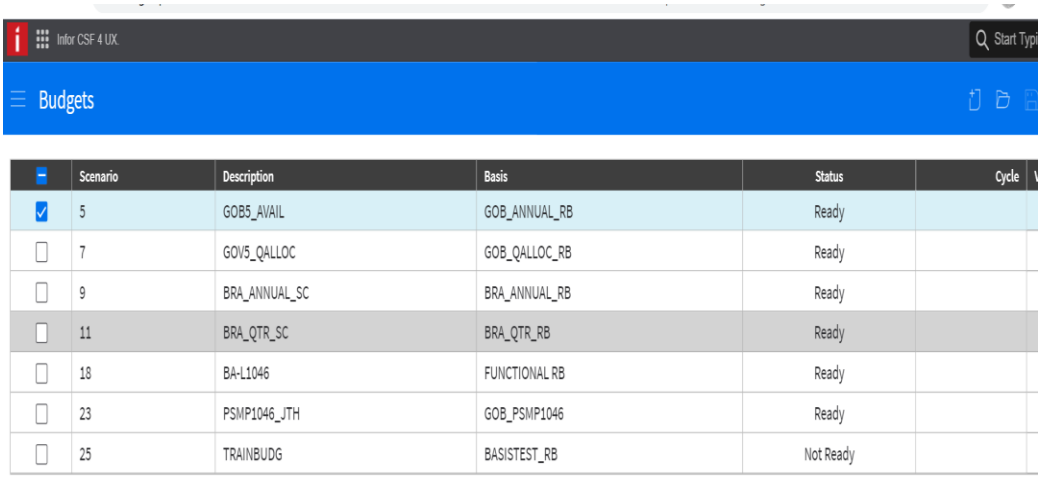
Maintaining budgets using change requests

This maintenance activity is utilized similar to the **transfer and amend window**. For example the release of quarterly allocation, the addition of supplementary or virement can be done here at the change request

1. Select **Budgeting** > **Budget Scenarios**.

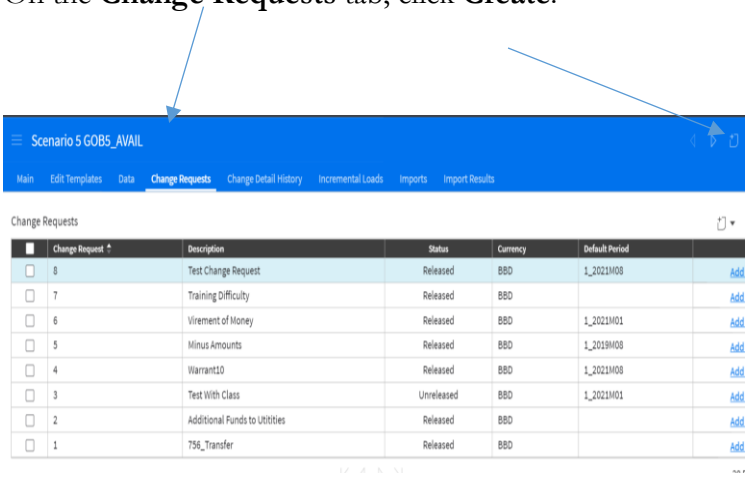
2. 

3. Open a budget scenario. Either double click on line selected or highlight and select the line and using the file open icon



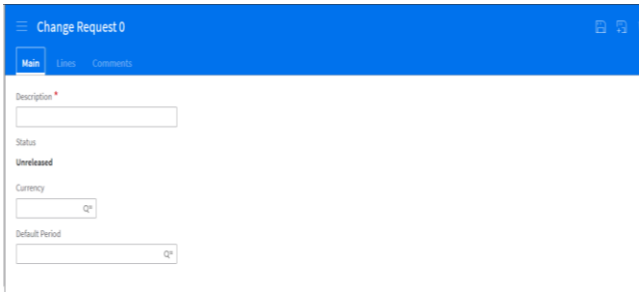
Scenario	Description	Basis	Status	Cycle
5	GOB5_AVAIL	GOB_ANNUAL_RB	Ready	
7	GOV5_QALLOC	GOB_QALLOC_RB	Ready	
9	BRA_ANNUAL_SC	BRA_ANNUAL_RB	Ready	
11	BRA_QTR_SC	BRA_QTR_RB	Ready	
18	BA-L1046	FUNCTIONAL RB	Ready	
23	PSMP1046_JTH	GOB_PSMP1046	Ready	
25	TRAINBUDG	BASISTEST_RB	Not Ready	

4. On the **Change Requests** tab, click **Create**.



Change Request	Description	Status	Currency	Default Period	
8	Test Change Request	Released	BBD	1_2021M08	Add
7	Training Difficulty	Released	BBD		Add
6	Virement of Money	Released	BBD	1_2021M01	Add
5	Minus Amounts	Released	BBD	1_2019M08	Add
4	Warrant10	Released	BBD	1_2021M08	Add
3	Test With Class	Unreleased	BBD	1_2021M01	Add
2	Additional Funds to Utitities	Released	BBD		Add
1	756_Transfer	Released	BBD		Add

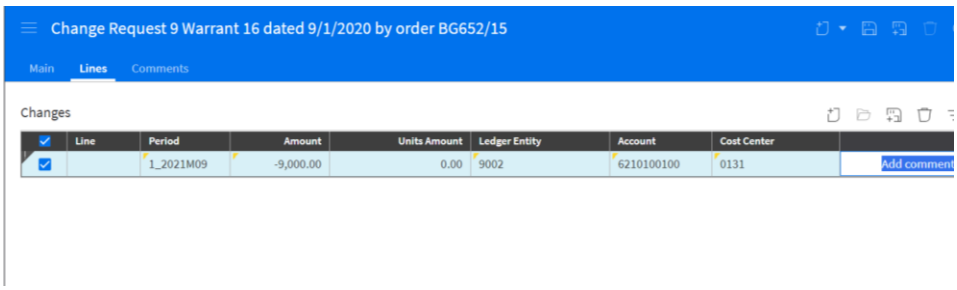
5. The change request form opens



4. Specify this information:

Description
Specify a description for the change request. The information added here can relate to the warrant information regarding the request.
Currency
Select a currency to use for the change request amount. This will always be Barbados dollars
Default Period
Select a month period to use as the default value for the change request line. This is the period in which the budget is loaded
5. Click Save.

6. On the **Lines** tab, click **Create**.



7. Specify this information:

Line

Specify the change request line number. This is system generated

Period

Specify the budget period for which to add or update a budget. If this field is left blank, then the value in the **Default Period** field is used.

Amount, Units Amount

Specify the change request amount. Specify a positive amount or unit to increase or add a budget. Specify a negative amount or unit to decrease a budget.

Budget Dimensions

Select the budget posting dimensions for which to add or update a budget.

8. Click Save.

9. To add comments or attachments to the change request, click the **Comments** link. Here you can enter any additional information which is necessary for record keeping

10. Add more change request lines as necessary.
11. Select **Actions** > **Release**.

12. Open the scenario and click the **Data** tab to view the added budget line.

13. Click the **Change Requests** tab to view the change request record.

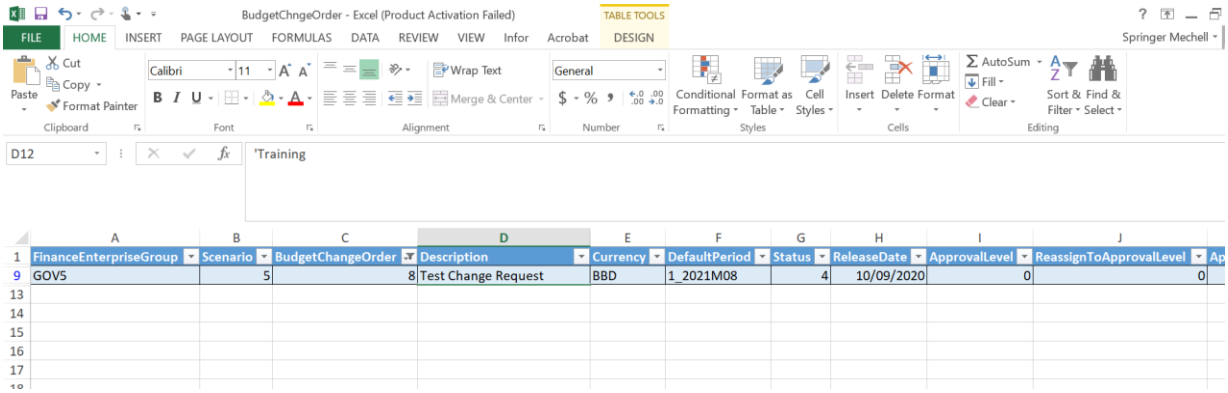
14. Click the **Changes** tab to view all the released change request lines.

15. To add comments or attachments to the released change request lines, click the **Comments** link.

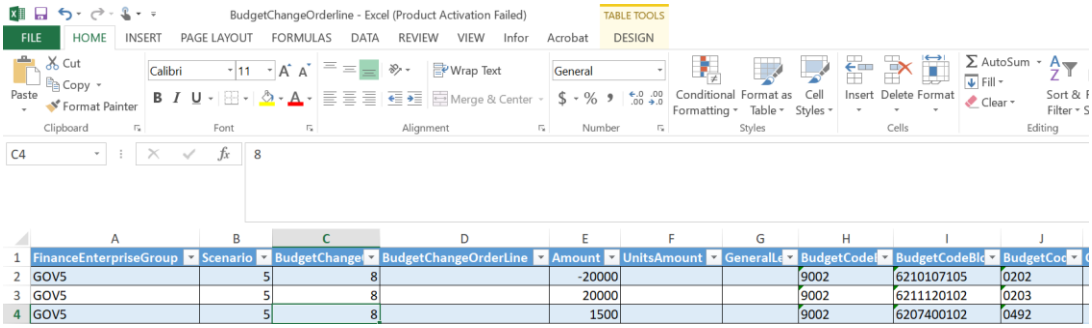
MAINTAIN BUDGET REQUEST VIA LOAD

Alternatively you can upload the change order **first,** followed by the upload of the change order line to CSF using Infor Spreadsheet designer.

Budget Change Orger Header Information



Budget Change Order line



	A	B	C	D	E	F	G	H	I	J
1	FinanceEnterpriseGroup	Scenario	BudgetChange	BudgetChangeOrderLine	Amount	UnitsAmount	GeneralLe	BudgetCodeI	BudgetCodeBlc	BudgetCoc
2	GOV5	5	8		-20000			9002	6210107105	0202
3	GOV5	5	8		20000			9002	6211120102	0203
4	GOV5	5	8		1500			9002	6207400102	0492

- After loading review the change order and line information
- Enter any comments as may be necessary
- Once the information has been uploaded the change request order and the line information is reviewed
- Released the change order request by selecting **Actions**> Release

Clearing the local budget copy

Run the Clear Local Budget Copy action after all change requests are in released status.

- 1. Suspend the Budget Edit Queue.

- 2. Select **Budgeting** > **Budget Scenarios**.

- 3. Open the scenario.

- 4. Click the **Edit Templates** tab and select a template.

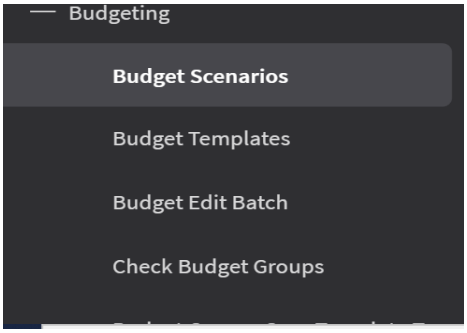
- 5. Click **Actions** > **Clear Local Budget Copy**. This action is available only if a local budget copy exists.

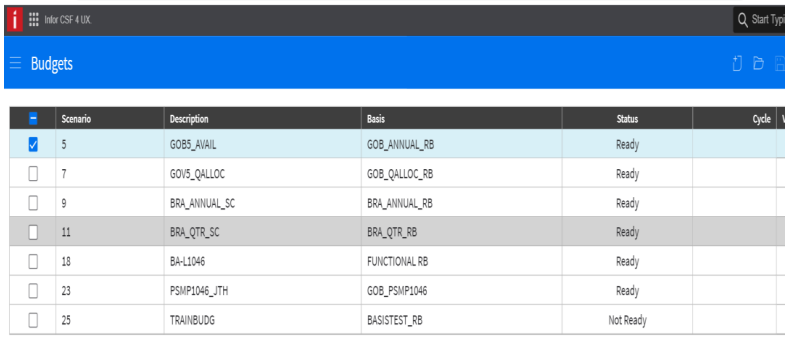
- 6. When the local copy is cleared for all templates, resume the Budget Edit Queue.

MAINTANING BUDGETS USING QUICK CHANGE

- **This is used to add or maintain one or two budget lines mainly for virements for example**

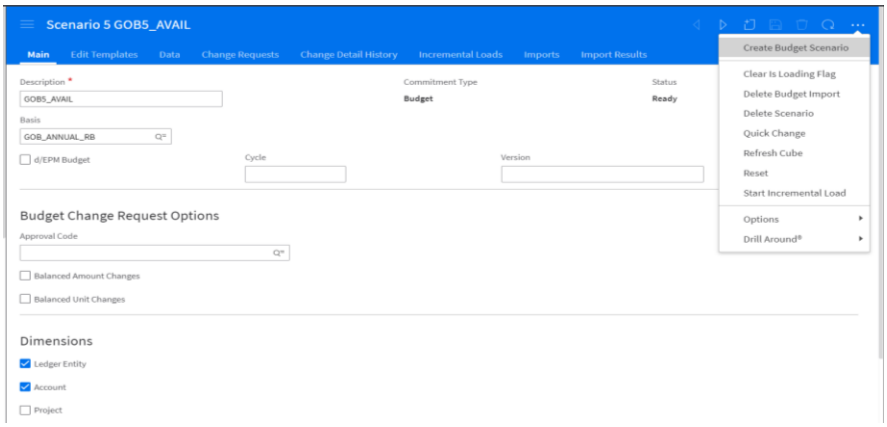
1. Select **Budgeting** > **Budget Scenarios**.



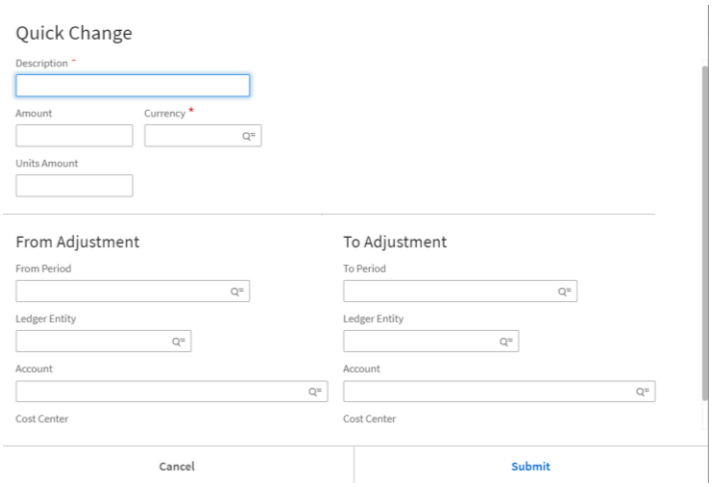


Scenario	Description	Basis	Status	Cycle
5	GOB5_AVAIL	GOB_ANNUAL_RB	Ready	
7	GOV5_QALLOC	GOB_QALLOC_RB	Ready	
9	BRA_ANNUAL_SC	BRA_ANNUAL_RB	Ready	
11	BRA_QTR_SC	BRA_QTR_RB	Ready	
18	BA-L1046	FUNCTIONAL RB	Ready	
23	PSMP1046_JTH	GOB_PSMP1046	Ready	
25	TRAINBUDG	BASISTEST_RB	Not Ready	

2. Select a budget scenario and select **Actions** > **Quick Change**.



The change form opens and the information is entered as below



3. Specify this information:
Description
Specify a description for the change request. (Information relating to warrant)
Amount
Specify the change request amount.
Currency
Specify the currency.
To Adjustment, From Adjustment
To increase the budget amount or add a new budget, specify the increase in the **To Adjustment** fields.
To decrease the budget amount, specify the decrease in the **From Adjustment** fields.
Note: If **Balance Changes** is selected, both the **To Adjustment** and **From Adjustment** fields must be specified. To move the budget from one period or budget to another specify both the **To Adjustment** and **From Adjustment** fields.
4. Click OK.
5. Click the **Change Requests** tab to view the change request record.

If approval is enabled for the budget scenario, the change request status is set to Pending Approval. When the approval is complete, the status is set to Released.
If approval is not enabled, the change request is automatically released and the status is set to Released.
6. Once the change request is released, the corresponding budget line is added. Click the **Data** tab to view the added budget line.
7. Click the **Changes** tab to view all the released change request lines.

Maintaing Budgets -Performing incremental budget load

This is to be used to load additional monies within a specified year at different periods:

1. Suspend the budget queue.
2. Open the scenario.
3. Select **Actions** > **Start Incremental Load**.
4. Click **Yes** on the confirmation message.
5. Specify this information:

From Period, To Period
Select a month period to specify the incremental load period range where budgets will be added, updated, or cleared. If you are performing an incremental load on a single period, leave the "To Period" field blank.
The "To Period" field will be populated with the same value as the "From Period" field.
Clear Data in Period Range
Select this check box to delete existing budgets in the incremental load period.
Clear this check box to keep existing budgets.
6. Click **OK**. The budget data for the specified period range is uploaded.

On the **Main** tab, the **Incremental Load** status is displayed with an **Initiating** status and then is set to **Available** status.
If the **Clear Data in Period Range** check box was selected, then existing budgets in that range are deleted.
7. After importing the budgets open the scenario and click the **Imports** tab. Confirm that the budgets have been imported to **Data** area.

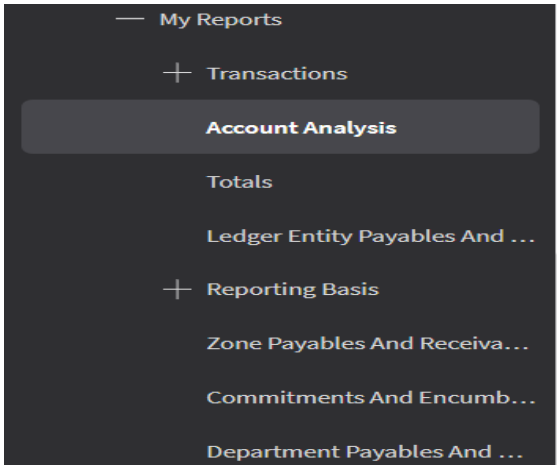
8. Click the **Data** tab to verify the uploaded budgets.

To load or import more budget data to the scenario, perform the import process or manually create the budget import.
9. Select **Actions** > **Upload Incremental Budget**.

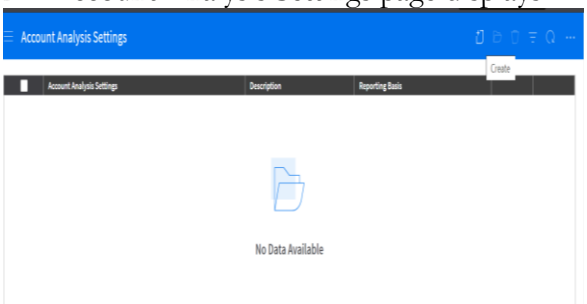
The budget data for the specified period range is uploaded. Budget imports outside of this period range will not be uploaded. Existing uploaded budget data with the same dimension and period will be replaced by the budget import data. Existing budget data created through the change request process will not be overwritten. If additional budgets are imported, repeat the upload action.
10. Select **Complete Incremental Load** to complete the process. A cube refresh action is initiated.
11. Click the **Data** tab to verify the uploaded budgets.
12. Click the **Incremental Loads** tab to view the history.

Account Analysis

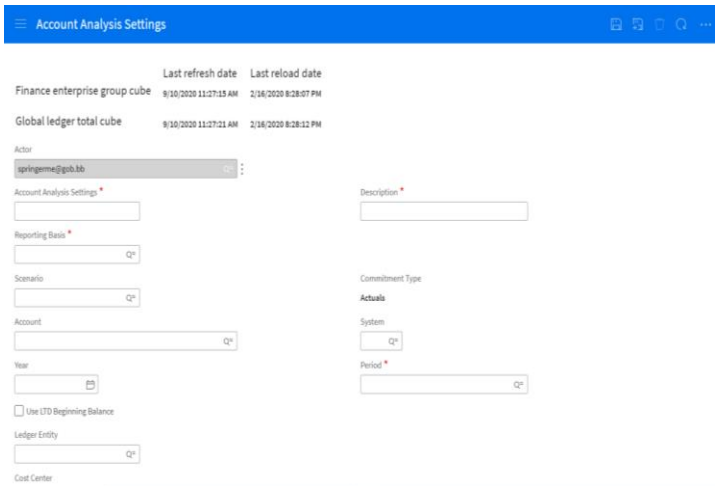
1. Select **Controller** > **My Reports** > **Account Analysis.**



2. Account Analysis Settings page displays.

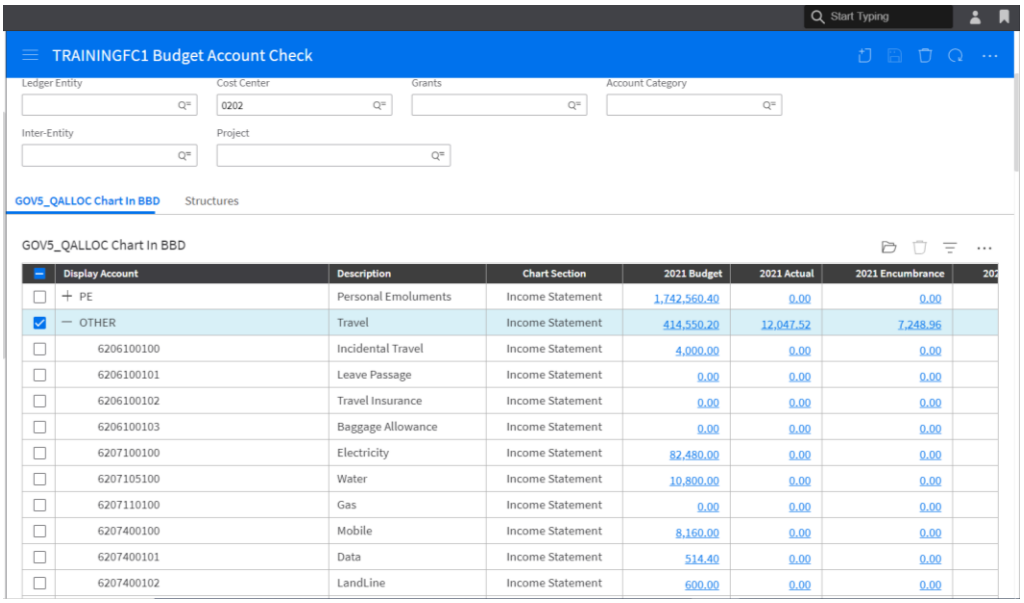


3. Click **to create** a new Account Analysis Settings. Follow steps 4 – 19 in filling the form which looks like the image below.



4. Type name as "Budget Account Analysis YYYY" in the **Accounts Analysis Settings** box. Where YYYY is the current Year. (See form above).
5. Type description as "YYYY Accounts Analysis" in the **Description** field.
6. Select your defined **Reporting basis** for Budget **(GOB_QALLOCRB or GOB_AVAILRB)** in the **Reporting basis** field.
7. Select your defined **Scenario** for Budget in the **Scenario** field.
8. Leave **Account** field blank to see all accounts.
9. Type the current year in the **Year** field.

10. Select the reporting periods which you want to view either all periods or a specific period.
12. Select **Cost Center** field is optional.
15. Select your **Reporting Currency** to be reported as.
16. Select / Deselect Suppress Zero Rows is optional.
17. Click **Save** and browse back.
18. Click **Analyze Budget** to open the report using the existing Account Analysis Settings list
19. Click **Refresh**.
20. Expand the **Activities** shown under **Display Account as seen below**.



Display Account	Description	Chart Section	2021 Budget	2021 Actual	2021 Encumbrance	202
+ PE	Personal Emoluments	Income Statement	1,742,560.40	0.00	0.00	
− OTHER	Travel	Income Statement	414,550.20	12,047.52	7,248.96	
6206100100	Incidental Travel	Income Statement	4,000.00	0.00	0.00	
6206100101	Leave Passage	Income Statement	0.00	0.00	0.00	
6206100102	Travel Insurance	Income Statement	0.00	0.00	0.00	
6206100103	Baggage Allowance	Income Statement	0.00	0.00	0.00	
6207100100	Electricity	Income Statement	82,480.00	0.00	0.00	
6207105100	Water	Income Statement	10,800.00	0.00	0.00	
6207110100	Gas	Income Statement	0.00	0.00	0.00	
6207400100	Mobile	Income Statement	8,160.00	0.00	0.00	
6207400101	Data	Income Statement	514.40	0.00	0.00	
6207400102	LandLine	Income Statement	600.00	0.00	0.00	