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# Setting Up the Budget for a New Year

**The following are the steps to set up the budget for a new year in SGA Accounting.**

***Settings > Budgeting > Years***

- Click New.  Add the new year and select the type Budget.
- Normal settings are to uncheck the **disallow entry on specific dates**. Checkboxes to allow entry and allow change to the annual amount.
- Click the User Restrictions button only if you wish to restrict budget entry for now to selected users.
- Do not check the **Copy budgets from**.
- Check the box **Copy allocations from** the current year (select from the dropdown arrow) to the new year. You will later change rates in allocations as needed for the new year.

***Settings > Budgeting > Component Account Ranges***

- Note the Format ID names that are currently being used. You will want to review each format name if any changes are to be made for the new year.
- One format name is allowed for each account (or range of accounts). Therefore, it is important that the same name exists for current and past years so that prior year budget details can still be seen. The format setup (columns, descriptions, etc.) may differ, but the Format ID/name must be the same year to year.

***Settings > Budgeting > Component Formats***

- If no changes are needed for the new budget year, the existing format will remain in effect.
- If anything needs to be changed in a format for the new budget year, do not change the existing format! The existing format must remain as is, so you can browse the component details for the past year/s this format was in effect.
- Instead, click to highlight the format and click Copy. Remove the words **- Copy** from the name (format ID) and set the effective year for the new year. It is important that the name (Format ID) be exactly the same as the format for the prior year, just with a new effective year.
- Make any format changes needed for the new year.
- To change the default value, such as # pay periods per month, etc., click on the search icon in the DFT Value column.  If this is an annual format, click on the Settings button and click on the Distribution button.
- Click on the Settings button; review and make any changes if needed. If this is an Annual

format, click the Distributions button to see if anything needs changing.

- Note **that the box prompts the default of the prior year's components** . Most folks want to check this box so the user has the option to copy in the prior year's component detail when they begin the new year budget entry on an account#.
- After clicking **OK** on the **Budget Format** Settings screen, review the **Copy Next Year** checkboxes and uncheck any column you do not want to copy to the new year budget screen. If you are using a default value, you most likely will NOT want to copy this column from last year to the new year so that the new year's default is presented instead.

***Settings > Budgeting > Allocations***

- Select the new year and the budget. If the allocations do not yet exist, click the Copy button and select the prior year and the type to copy into the new year's budget.
- Double-click on each allocation to review rates; make any changes as needed for the new year.
- Budget allocations can be manually recomputed from this screen at any time in the future if rates are changed.
    - **Forecast**

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**Important:** When the new year arrives, you must manually set up the forecast by copying the new year's budget into the forecast. For details, see SGA's Help; type Forecast Setup on the Index tab.

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