

FY20 SSBD Steps if Fund/Org/Program (FOP) Changed

- 1** Download to excel, the SSBD Budget Development Report for old FOP in FY20 before you make any updates. This will give you the budgeted balances by account and the text justifications from prior year FY19.
- 2** For old FOP, go into the FY20 Worksheet and zero out the entire budget (by decreasing the budget amount...do not delete lines). Make sure the proposed budget line is all zero.
- 3** Print out the SSBD Budget Development Report for the old FOP to submit with FY20 budget packet to show that the old FOP budget was zeroed out.
- 4** For the new FOP, go into the FY20 Worksheet and create the FY20 budget with text justifications:
 - *Using your accounts codes from your old FOP budget, add each new account code with associated budget amount and post
 - *Add text justifications to each account line by clicking on the account code number and then copy & paste the old text from your old excel spreadsheet. Update as needed.
 - *If E&G budget, then verify that your new FOP budget total equals your old FOP budget total. (this is not necessary for Auxiliaries)
- 5** Print out the SSBD Budget Development Report for the new FOP to submit with FY20 budget packet.
- 6** For Auxiliary Funds, verify that the SSBD Budget Development Report agrees with Auxiliary 3 Yr Worksheet amounts.