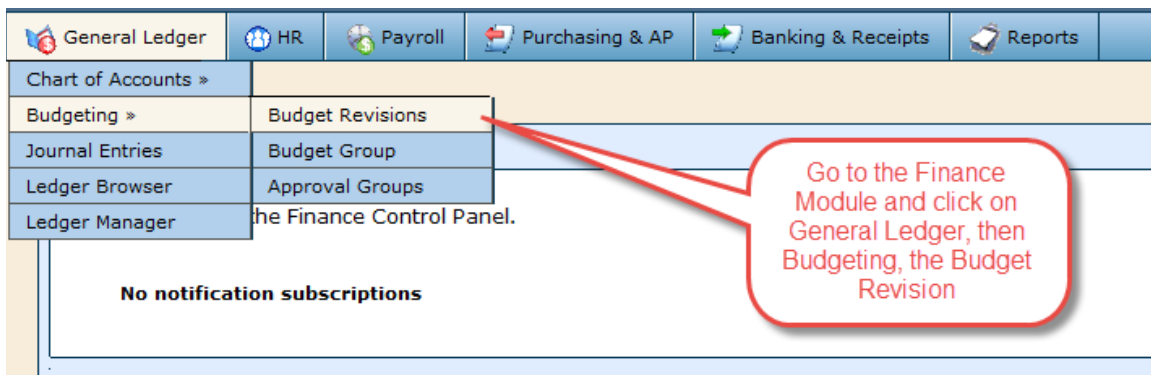


Budget Amendments – Creating & Posting

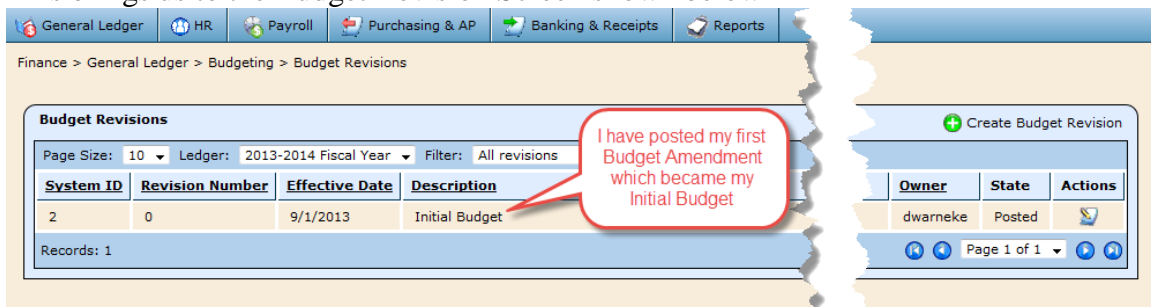
You need to create a budget amendment to get your Budget in the system. If you have just opened your new ledger year, the first Budget Amendment you create and post will be your initial budget. Any budget amendments created after that will be revisions to the initial Budget. Once you know what your Budget is for the year you can do your first Budget Revision which will become you initial budget. Before you create an amendment it is assumed that you have all the net assets that you need configured in the Ledger Browser and all your account codes created for all Funds. If you need help with that you can refer to the (Ledger Code Import Training Document) to get your codes in the General Ledger.

Create a Budget Amendment

Go to the Finance Module and click on General Ledger, then Budgeting, the Budget Revision as shown below



This brings us to the Budget Revision Screen shown below



We now click on the Create Budget Revision **Create Budget Revision** to start the process of the first Budget Revision of the Initial Budget. See the screen next screen below.

If we had no Initial Budget then you will see the screen you see next.

The screenshot shows a 'New Budget Revision' form. The 'Effective Date' is set to 9/1/2013. The 'Initial Budget State' dropdown menu is open, showing three options: 'Empty', 'Empty', and 'Based upon last fiscal year'. The 'Description' field is empty. There are 'Create' and 'Cancel' buttons at the bottom.

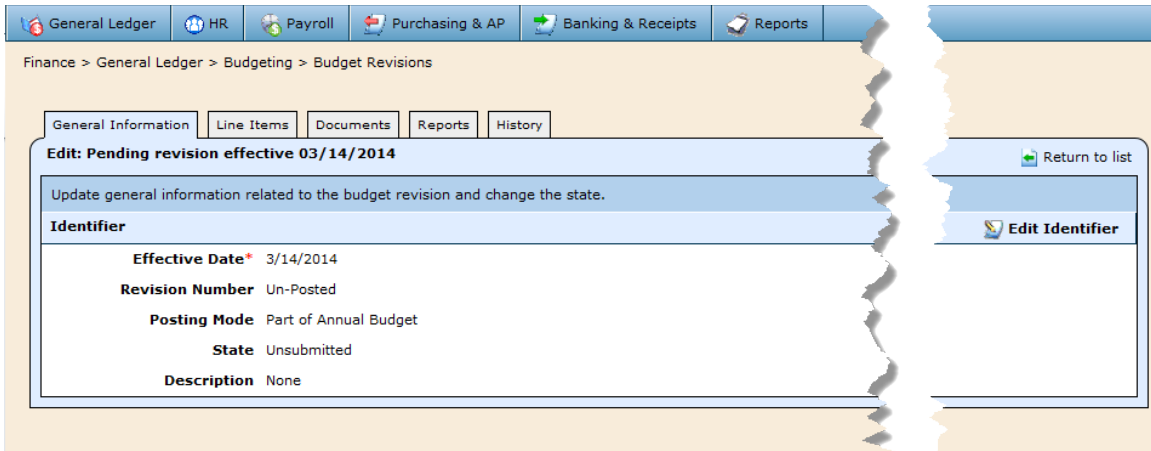
If this is your first revision and you do not have an Initial Budget this drop down will appear. You can create the revision based on your last fiscal year or make it empty and add or import your items in. We recommend doing it this way and if you want to base it on last year run an Expenditures Budget Report to an excel spreadsheet and you can format that spreadsheet to use as your import sheet for the new years initial budget.

If you have an Initial Budget in then you will see this screen.

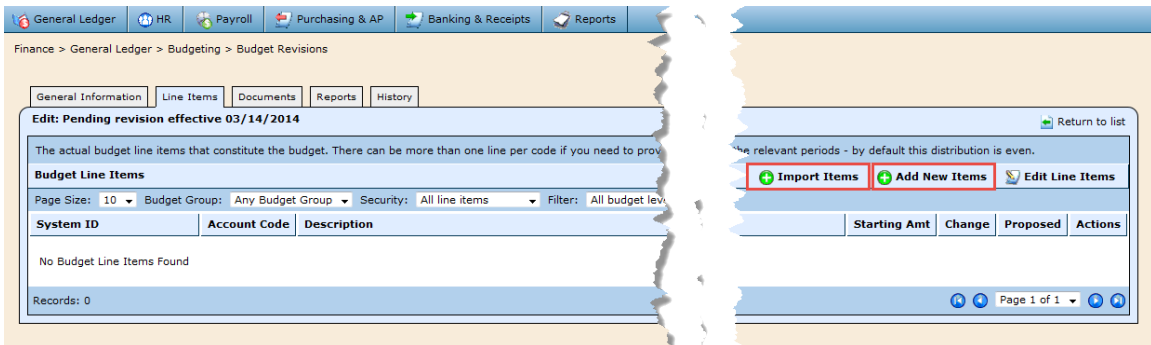
The screenshot shows the 'New Budget Revision' form with a navigation bar at the top containing 'General Ledger', 'HR', 'Payroll', 'Purchasing & AP', 'Banking & Receipts', and 'Reports'. The breadcrumb trail is 'Finance > General Ledger > Budgeting > Budget Revisions'. The form has an empty 'Effective Date' field with a calendar icon and an empty 'Description' text area. There are 'Create' and 'Cancel' buttons at the bottom.

Put in the Effective Date and a description of the revision if you want. You do not have to type anything in the

Once you fill in the effective date and any description you like click create. You will see this screen next.

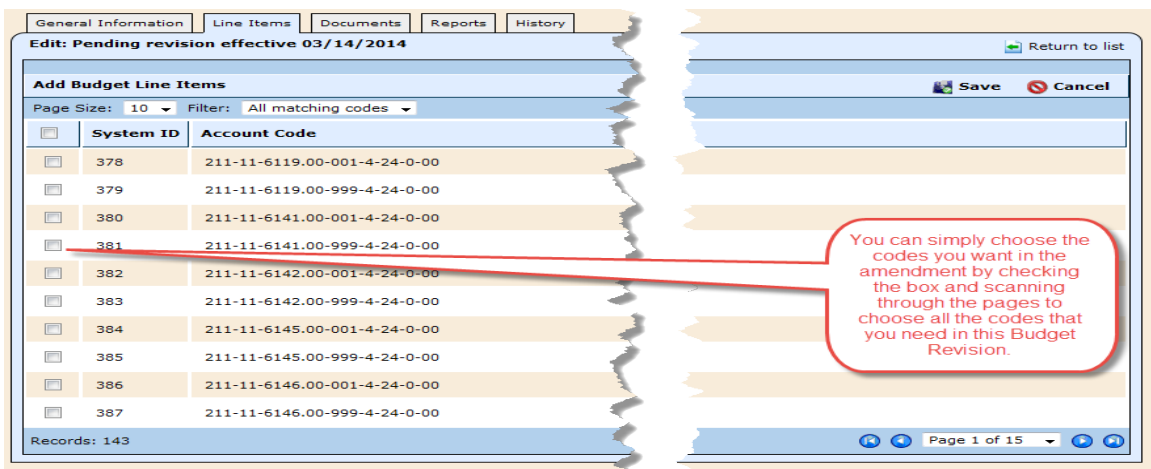


You can now click on the Line Items Tab to begin the process. See that screen next.



There are two ways to get items into the budget. You Import Items from an excel spreadsheet (will explain later) and Add New Items manually. This is when you are just doing a few lines and it is easier to just enter than setup a spreadsheet to import.

We will explain that process first. Click on Add New Items **+ Add New Items**. You will then see this screen.



You can simply choose the codes you want in the amendment by checking the box and scanning through the pages to choose all the codes that you need in this Budget Revision.

You can also use the filters to search for specific codes. In the filter box click on Custom. We will decide what codes we want to see by choosing filters.

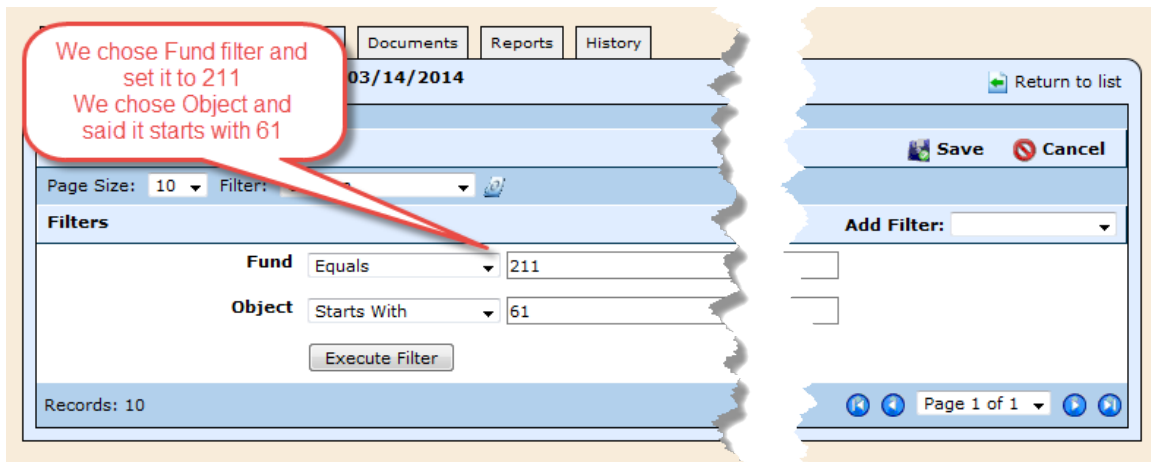
The screenshot shows the 'Add Budget Line Items' section of a software interface. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the text reads 'Edit: Pending revision effective 03/14/2014'. The main area is titled 'Add Budget Line Items' and contains a 'Page Size: 10' dropdown and a 'Filter:' dropdown menu. The filter menu is open, showing options: 'All matching codes', 'All matching codes', and 'Custom'. A red callout box points to the 'Custom' option with the text 'Click in the filter box and choose custom.' Below the filter menu is a table with columns 'System ID' and 'Acco'. The table contains 10 rows of data, each with a checkbox, a System ID (ranging from 378 to 387), and an Account number (ranging from 211-11-6119.00-001-4-24-0-00 to 211-11-6146.00-999-4-24-0-00). At the bottom of the table, it says 'Records: 143'.

System ID	Acco
378	211-11-6119.00-001-4-24-0-00
379	211-11-6119.00-999-4-24-0-00
380	211-11-6141.00-001-4-24-0-00
381	211-11-6141.00-999-4-24-0-00
382	211-11-6142.00-001-4-24-0-00
383	211-11-6142.00-999-4-24-0-00
384	211-11-6145.00-001-4-24-0-00
385	211-11-6145.00-999-4-24-0-00
386	211-11-6146.00-001-4-24-0-00
387	211-11-6146.00-999-4-24-0-00

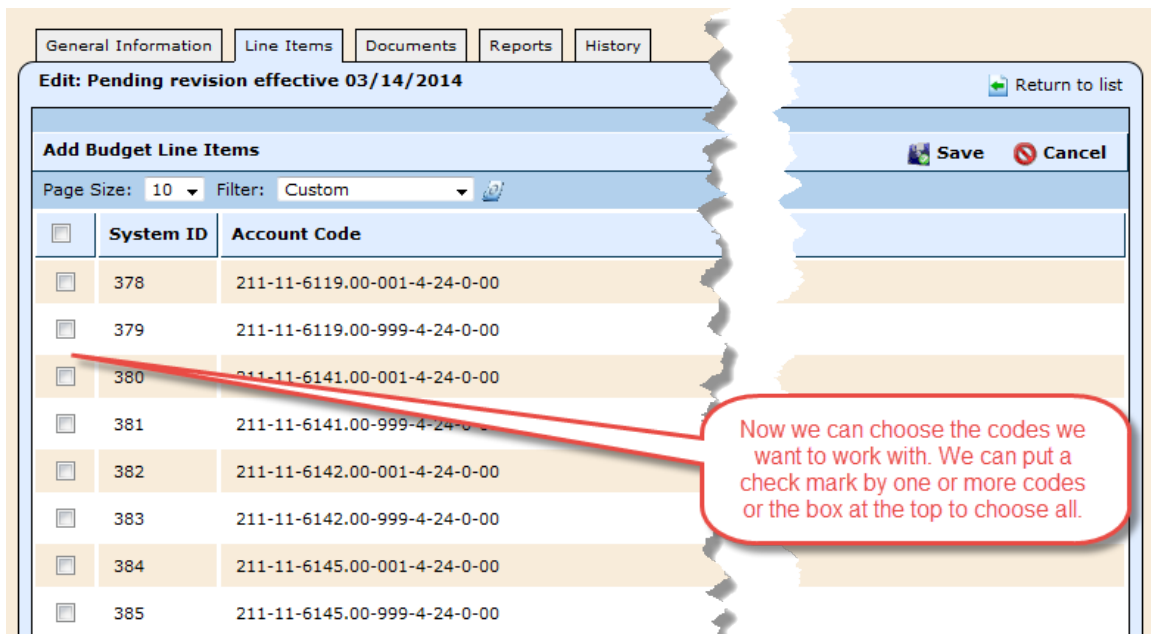
Then we choose the filters we want to use.

The screenshot shows the 'Add Filter' dialog box. At the top, there is a 'Return to list' button. Below it are 'Save' and 'Cancel' buttons. The main area is titled 'Add Filter:' and contains a dropdown menu. The dropdown menu is open, showing a list of filter options: 'Code', 'Fund', 'Function', 'Object', 'Organization', 'Fiscal Year', 'Program Intent', 'Sub-Object 1', 'Sub-Object 2', and 'Sub-Object 3'. A red callout box points to the dropdown menu with the text 'We can choose a filter or a combination of filters.' Below the dropdown menu are navigation buttons: a left arrow, a right arrow, and a 'Page' button.

In this case we are going to choose a fund and an object filter to filter for payroll codes in a couple funds.



We click on Execute Filter and see our results.



I will click in the top box and choose all filtered codes. Once the codes are chosen I can click on Edit Line Items.

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014 Return to list

The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of relevant periods - by default this distribution is even.

Budget Line Items Save Cancel

Page Size: 10 Budget Group: Any Budget Group Security: All line items Filter: All budget levels

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
375	211-11-6119.00-001-4-24-0-00	New approved Budget	\$0.00	\$5,000.00	\$0.00	✖
376	211-11-6119.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
377	211-11-6141.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
378	211-11-6141.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
379	211-11-6142.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
380	211-11-6142.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
381	211-11-6145.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
382	211-11-6145.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖
383	211-11-6146.00-001-4-24-0-00		\$0.00	0.00	\$0.00	✖
384	211-11-6146.00-999-4-24-0-00		\$0.00	0.00	\$0.00	✖

Records: 10 Page 1 of 1

Now you can enter Descriptions or leave the Description blank and enter the amount in the Change box.

After you fill out the Descriptions and change amount for each item you click on Save and your Budget Revision is ready to be approved and posted.

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014 Return to list

The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of relevant periods - by default this distribution is even.

Budget Line Items Import Items Add New Items Edit Line Items

Page Size: 10 Budget Group: Any Budget Group Security: All line items

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
375	211-11-6119.00-001-4-24-0-00	New approved Budget	\$0.00	\$35,000.00	\$35,000.00	✖
376	211-11-6119.00-999-4-24-0-00		\$0.00	\$45,000.00	\$45,000.00	✖
377	211-11-6141.00-001-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
378	211-11-6141.00-999-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
379	211-11-6142.00-001-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
380	211-11-6142.00-999-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
381	211-11-6145.00-001-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
382	211-11-6145.00-999-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
383	211-11-6146.00-001-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖
384	211-11-6146.00-999-4-24-0-00		\$0.00	\$5,000.00	\$5,000.00	✖

Records: 10 Page 1 of 1

I will come back to approving and posting later.

We are now going to bring in our budget using the import method instead of manually adding the budget. I am going to bring the same items in as I did manually except I am going to do 211 and 224 at the same time. The first thing we need to do is prepare our spreadsheet for the import.

	A	B	C	D	E	F	G	H
1	224-11-6399.00-001-4-23-0-00	IDEA, B - Gen Supp	1500					
2	224-11-6499.00-001-4-23-0-00	IDEA, B - Mis Op Costs	500					
3	224-31-6119.00-999-4-23-0-00	IDEA, B - Salaries/Wages Teachers/Professional	83000					
4	224-31-6139.00-999-4-23-0-00	IDEA, B - Employee Allowances	3848					
5	224-31-6141.00-999-4-23-0-00	IDEA, B - SS/Medi	1500					
6	224-31-6142.00-999-4-23-0-00	IDEA, B - Grp Hlth/Life Ins	6200					
7	224-31-6145.00-999-4-23-0-00	IDEA, B - Unemployment	2000					
8	224-31-6146.00-999-4-23-0-00	IDEA, B - TRS Care	7013					
9	224-31-6219.00-001-4-23-0-00	IDEA, B - Professional Services	12500					
10	224-31-6399.00-001-4-23-0-00	IDEA, B - Gen Supp	500					
11	224-31-6499.00-999-4-23-0-00	IDEA, B - Mis Op Co	500					
12	211-11-6119.00-001-4-24-0-00	Teacher Dallas - Salary						
13	211-11-6119.00-999-4-24-0-00	Title I, A - Salaries/Wages Teachers/Prof						
14	211-11-6141.00-001-4-24-0-00	Teacher Dallas - FICA/Medic						
15	211-11-6141.00-999-4-24-0-00	Title I, A - SS/Medi						
16	211-11-6142.00-001-4-24-0-00	Teacher Dallas - Health Ins						
17	211-11-6142.00-999-4-24-0-00	Title I, A - Grp Hlth/Life Ins						
18	211-11-6145.00-001-4-24-0-00	Title I, A - Unemployment						
19	211-11-6145.00-999-4-24-0-00	Title I, A - Unemployment						
20	211-11-6146.00-001-4-24-0-00	Teacher Dallas - TRS						
21	211-11-6146.00-999-4-24-0-00	Title I, A - TRS Care						
22	211-11-6291.00-001-4-24-0-00	Title I, A - Consulting Services						
23	211-11-6399.00-001-4-24-0-00	Supplies Dallas						
24	211-11-6411.00-999-4-24-0-00	Title I, A - Travel-Emp						
25	211-11-6499.00-001-4-24-0-00	Other Operating Costs Dallas						
26	211-13-6299.00-001-4-24-0-00	Contracted Services Dallas (Sankofa)						
27								
28								

Now I will import my items in rather than manually entering them. I go to the revision and the Line Items tab. I click on the Import Items button . I then see this screen.

When I clicked on Import Items I come to this screen. The first thing I do is click on the browse Button and go to my import file that I created. I choose column A for the Code Column and I choose Column B for the Description or leave it blank for the default name. I make the Amount Column C. Work Sheet Number does not apply to a name, but the position of the workbook tab. If it is the first from the left it is Worksheet 1. In the Contains Header Row I choose No as mine has no header row but if yours did you would choose yes. I would then click on Upload File.

This is what I see after I click on the Upload File Button. This may take a few moments depending on how big the import is.

The screenshot shows a web-based interface for budget management. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the page title is 'Edit: Pending revision effective 03/14/2014'. A note states: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to specify the relevant periods - by default this distribution is even.' Below this, there are buttons for 'Import Items', 'Add New Items', and 'Edit Line Items'. The main part of the screen is a table with columns: 'System ID', 'Account Code', 'Description', 'Starting Amt', 'Change', 'Proposed', and 'Actions'. The table contains 14 rows of budget items, including 'Teacher Dallas - Salary/Tutorials', 'Title I, A - Salaries/Wages Teachers, Professional', 'Teacher Dallas - FICA/Medicare', 'Title I, A - SS/Medi', 'Teacher Dallas - Health Ins', 'Title I, A - Grp Hlth/Life Ins', 'Title I, A - Unemployment', 'Title I, A - Unemployment', 'Teacher Dallas - TRS', 'Title I, A - TRS Care', 'Title I, A - Consulting Services', 'Supplies Dallas', 'Title I, A - Travel-Emp', and 'Other Operating Costs Dallas'. A red callout box with a white background and a red border points to the 'Edit Line Items' button. The text inside the callout reads: 'My Budget Revision is now complete. If I need to revise I could click on Edit Line Items and adjust the amounts or descriptions or delete a line from my revision. If I had another code or two that I wanted to add to this I could click on Add New Items and bring in more items. I could then Edit Line Items and find the added lines and add the descriptions and amounts to those and save. I would now have all that I imported as well as the others that I added manually.'

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
396	211-11-6119.00-001-4-24-0-00	Teacher Dallas - Salary/Tutorials	\$0.00	\$48,433.00	\$48,433.00	[X]
397	211-11-6119.00-999-4-24-0-00	Title I, A - Salaries/Wages Teachers, Professional	\$0.00	\$51,834.00	\$51,834.00	[X]
398	211-11-6141.00-001-4-24-0-00	Teacher Dallas - FICA/Medicare	\$0.00	\$631.28	\$631.28	[X]
399	211-11-6141.00-999-4-24-0-00	Title I, A - SS/Medi	\$0.00	\$681.60	\$681.60	[X]
400	211-11-6142.00-001-4-24-0-00	Teacher Dallas - Health Ins	\$0.00	\$711.45	\$711.45	[X]
401	211-11-6142.00-999-4-24-0-00	Title I, A - Grp Hlth/Life Ins	\$0.00	\$597.36	\$597.36	[X]
402	211-11-6145.00-001-4-24-0-00	Title I, A - Unemployment	\$0.00	\$136.24	\$136.24	[X]
403	211-11-6145.00-999-4-24-0-00	Title I, A - Unemployment	\$0.00	\$143.52	\$143.52	[X]
404	211-11-6146.00-001-4-24-0-00	Teacher Dallas - TRS	\$0.00	\$3,700.00	\$3,700.00	[X]
405	211-11-6146.00-999-4-24-0-00	Title I, A - TRS Care	\$0.00	\$3,924.00	\$3,924.00	[X]
406	211-11-6291.00-001-4-24-0-00	Title I, A - Consulting Services	\$0.00	\$8,000.00	\$8,000.00	[X]
407	211-11-6399.00-001-4-24-0-00	Supplies Dallas	\$0.00	\$150.00	\$150.00	[X]
408	211-11-6411.00-999-4-24-0-00	Title I, A - Travel-Emp	\$0.00	\$450.00	\$450.00	[X]
409	211-11-6499.00-001-4-24-0-00	Other Operating Costs Dallas	\$0.00	\$1,000.00	\$1,000.00	[X]

My Budget Revision is now complete. If I need to revise I could click on Edit Line Items and adjust the amounts or descriptions or delete a line from my revision. If I had another code or two that I wanted to add to this I could click on Add New Items and bring in more items. I could then Edit Line Items and find the added lines and add the descriptions and amounts to those and save. I would now have all that I imported as well as the others that I added manually.

Submitting, Approving, & Posting a Budget Amendment

We click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process. We click on edit Identifier to start the process.

Finance > General Ledger > Budgeting > Budget Revisions

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014

Update general information related to the budget revision and change the state.

Identifier

Effective Date*	3/14/2014
Revision Number	Un-Posted
Posting Mode	Part of Annual Budget
State	Unsubmitted
Description	None

[Return to list](#)

[Edit Identifier](#)

We click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process. We click on edit Identifier to start the process.

We click on Edit Identifier and we have access to make changes to the status of the Budget Amendment.

We can now edit the Effective Date.

The revision number is not editable as it is system Generated.

The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/01/2013. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2014 date. Let's say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2014. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2013 and then you would not be over budget at the end of February after posting.

The State can be submitted for review, approved, or rejected depending on your access to approve Budget Amendments. If you have administrators access you can approve or reject the budget at this point. If you have access to only submit budget amendments your choice will be un-submitted or submitted for review. If you are not an administrator but have the rights to approve a budget amendment then you will have the options of being un-submitted or submitted for review. Once you submit review with the rights of Budget Approver and save it will be auto approved.

You can use the Description area to make any notes that you want someone to see such as a budget approver if you are just submitting.

Click on Save.

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014

Update general information related to the budget revision and change the state.

Identifier

Effective Date* 3/14/2014

Revision Number Un-Posted

Posting Mode Part of Annual Budget

State No Change

Description

Save Cancel

We can now edit the Effective Date. The revision number is not editable as it is system Generated. The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/01/2013. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2014 date. Lets say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2014. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2013 and then you would not be over budget at the end of February after posting.

This is how it looks after being approved.

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014

Update general information related to the budget revision and change the state.

Identifier

Effective Date* 3/14/2014

Revision Number 1

Posting Mode Part of Annual Budget

State Posted

Description None

Comments* None

The amendment is now effective and will show in Budget Reports. Since I posted this as a part of the Annual Budget it will be effective back to 09/01/2013.

This is the Budget Revision Process.