



## Create Budget Data - BUD6000



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This utility is used to automatically transfer account codes and amounts from the Finance application to the Budget master file. This utility transfers balances and associated account codes from the Finance Original Budget (Estimated Revenues and Appropriations), Amended Budget (Estimated Revenue and Appropriations), and Actual Amount (Realized Revenue, Encumbrances and Expenditures) columns. The transfer can be from either the current or next accounting period amounts. Use this option when creating the Budget master table for the first time. Processing this selection multiple times does not create duplicate accounts, but does update existing budget balances and account codes being transferred from the Finance application to the Budget application.

**Note:** Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

### Create budget data:

Field	Description
<b>From GL File ID</b>	Select a from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID.

☐ Click **Retrieve** to update the **Accounting Period** options and fund information.

☐ Under **Account Code**, select one of the following options:

<b>Include Inactive</b>	Select to include inactive account codes and amounts in the list of available account codes to be transferred.
<b>Use Crosswalk</b>	Select to crosswalk any account code elements for the selected fund/years that exist in the Mask Crosswalk utility. See Mask Crosswalk (Mass Change Account Codes).

☐ Under **Accounting Period**, select one of the following options:

<b>Current</b>	The accounting period is set to <b>Current</b> by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
<b>Next</b>	Select to create Budget data using the next accounting period amounts in the Finance application.

☐ Under **Object Description**, select one of the following options:

<b>Description from GL (New Account Codes)</b>	Select to update the new Budget account code descriptions based on the general ledger description.
<b>Description from GL (All Account Codes)</b>	Select to update the object description for all account codes.
<b>Description from Budget Object Code Table</b>	Select to update the object description for new account codes only.

☐ All available fund/year codes from the Finance application are displayed on the left side of the page. Select the available fund/year codes to move to the right side of the page for the budget account code tables, general ledger accounts, and amounts using the following buttons:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



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- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. The Create Budget Data Report is displayed with the old fund/fiscal year account codes and amounts as well as the new fund/fiscal year account codes and associated amounts that are being transferred to Budget. [Review the report.](#)

☐ Click **Execute** to create the budget data. You are prompted to create a [backup](#).

A message is displayed indicating that the process was successfully completed. Click **OK**.

**Note:** If there are account components that exist in the Finance file ID that do not exist in the Budget file ID account code table, a Budget Error Report of the account components that must be updated in the Budget account code table is produced, and you are not allowed to proceed until these account components are updated in Budget.

**Caution:** If there are accounts in the Budget file ID that have been updated that do not exist in the Finance file ID, those accounts are not updated, and the totals in Finance and Budget may not match.



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