Create Budget Data - BUD6000

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This page 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
From GL File ID	Select the desired 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 **Retreive** to update the **Accounting Period** options and fund information.

Select one of the following **Account Code** options:

Include Inactive	Select to include inactive account codes and amounts in the list of available account codes to be transferred.
Use Crosswalk	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).

Select one of the following **Accounting Period** options:

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

Select one of the following **Object Description** options:

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

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

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

Execute	Click 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. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to create the budget data. 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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