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step14a

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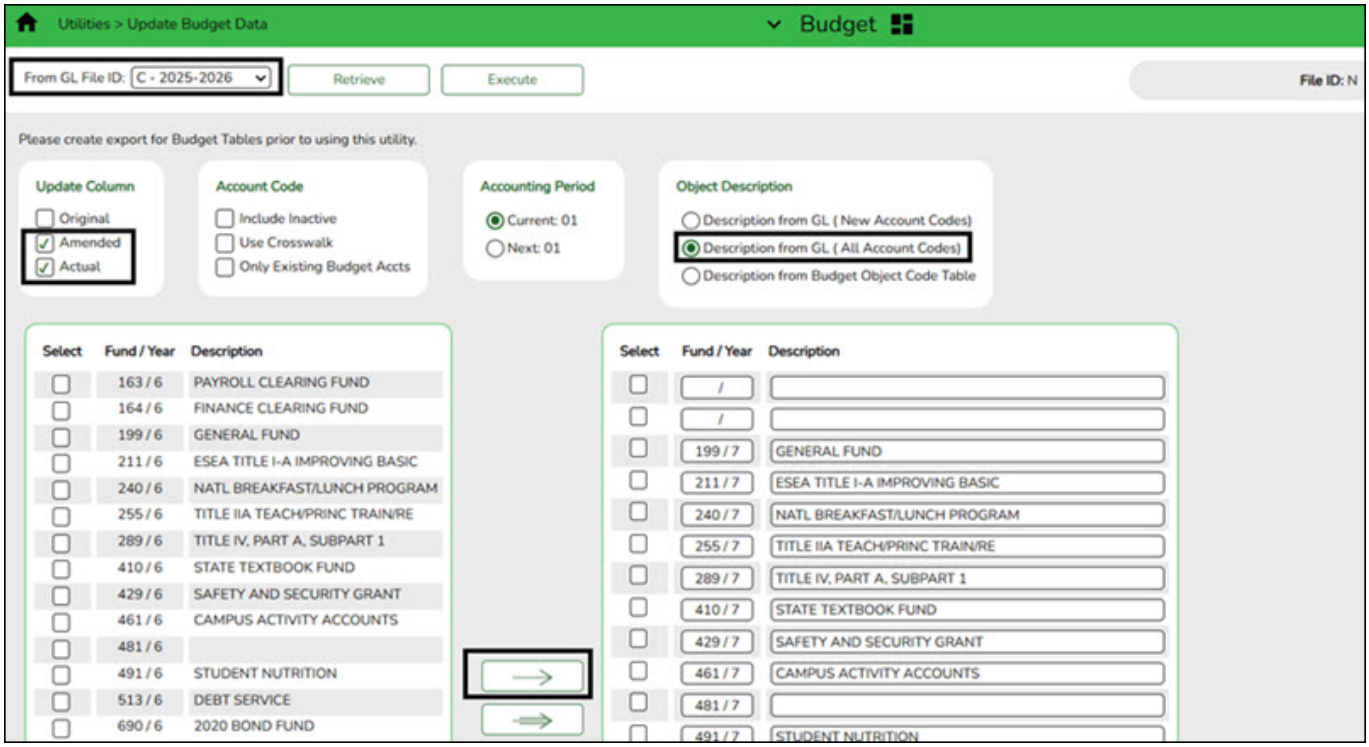
Budget > Utilities > Update Budget Data

Note: If mask crosswalks were performed in Finance they need to be performed in Budget before completing this step. If you need assistance with mask crosswalks, contact your regional ESC consultant.

Update the current year Budget **Amended** and **Actual** columns from Finance.



❑ In the **From GL File ID**, select the current year file ID (file ID C) and click **Retrieve**.

❑ Under **Update Column**, select **Amended** and **Actual** to be updated in Budget for the selected fund/year codes.

Amended	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select **Original Budget Only** in the Move Budget to Finance utility.
Actual	Select if you have posted entries that have increased or decreased Realized Revenue, Encumbrance, or Expenditures in Finance.

(*Optional step - Depends on individual situations.*) It is recommended that none of the **Account Code** options are selected during this process.

Account Code options

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. If selected, any inactive accounts and amounts in the current file ID are copied over. If not selected, inactive accounts and amounts in the current file ID are not copied over.
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).
Only Existing Budget Accts	Select to include existing account codes and amounts in the list of available account codes to be transferred.

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

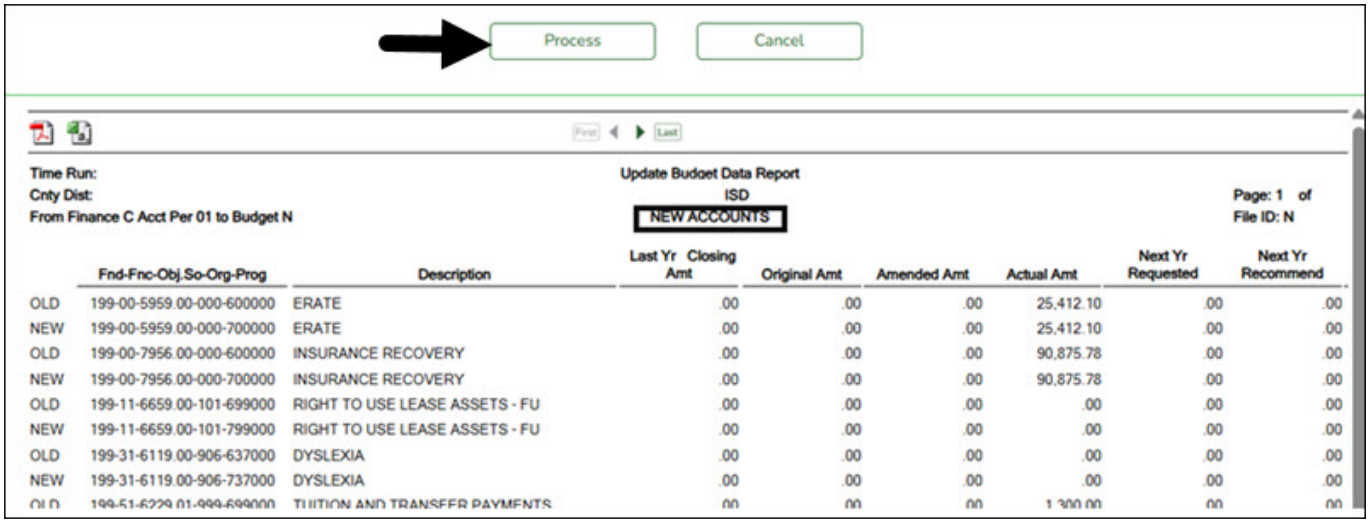
Current	The accounting period is set to **Current** by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
Next	Select to create Budget data using the next accounting period amounts in the Finance application.

❑ Under **Object Description**, select **Description from GL (all account codes)**. This description is retrieved from the Chart of Accounts.

❑ All available fund/year codes from Finance 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.

❑ Use the arrow buttons to move the appropriate funds from the left side to the right side of the page.

❑ Click **Execute** to execute the process. The Update Budget Data Report is displayed with the old and new account codes that were updated. Review the report.



❑ Click **Process** to continue processing. Otherwise, click **Cancel** to cancel processing.

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