



# step14a



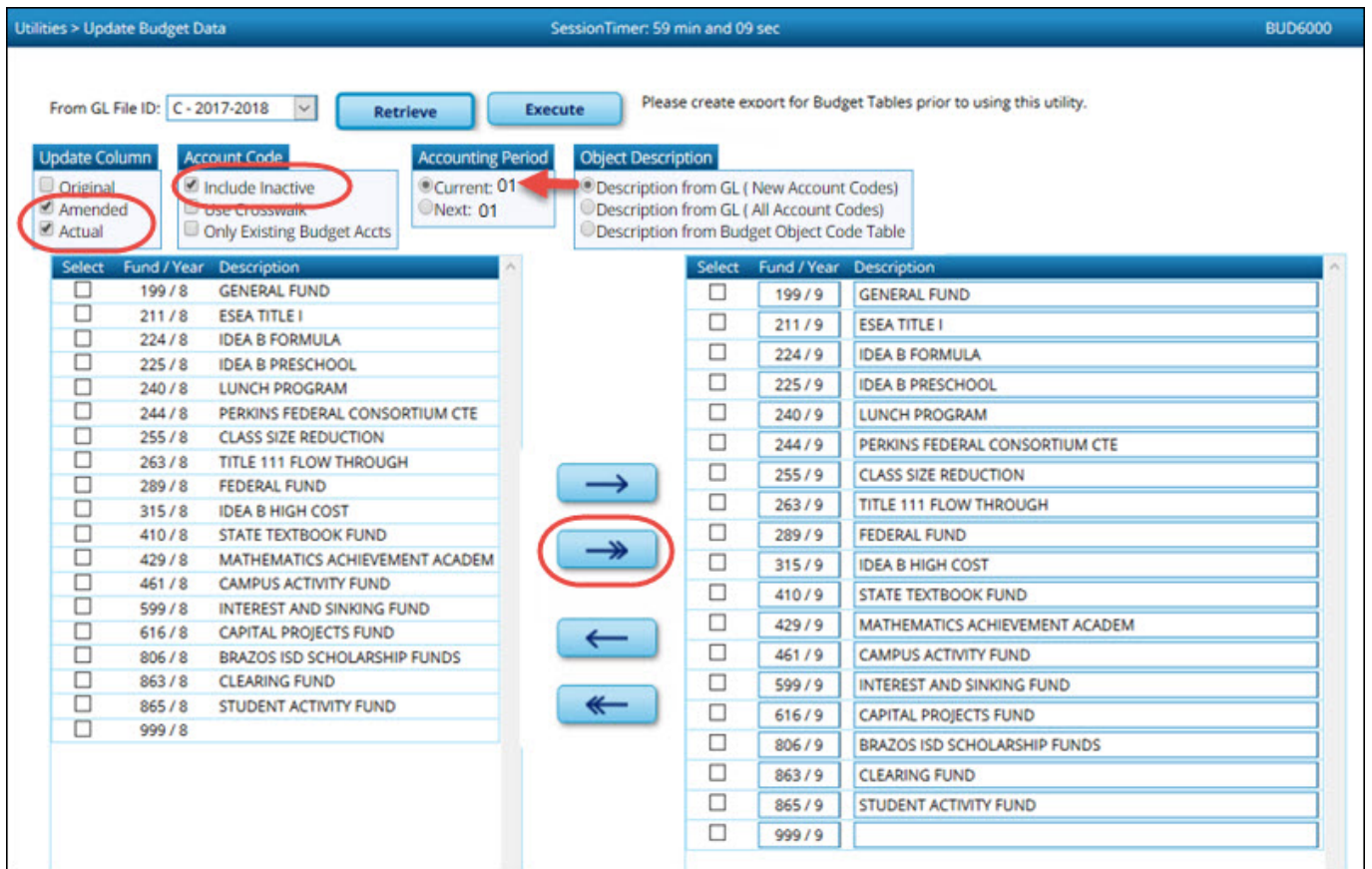
# Table of Contents



Budget > Utilities > Update Budget Data

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

Image



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.

<b>Amended</b>	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select <b>Original Budget Only</b> in the Move Budget to Finance utility.
<b>Actual</b>	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

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

<p><b>Include Inactive</b></p>	<p>Select to include inactive account codes and amounts in the list of available account codes to be transferred.</p> <p>If selected, any inactive accounts and amounts in the prior or current file ID (depends on the file ID selected in the <b>GL From File ID</b> field) are copied over.</p> <p>If not selected, inactive accounts and amounts in the prior or current file ID (depends on the file ID selected in the <b>GL From File ID</b> field) are not copied over.</p>
<p><b>Use Crosswalk</b></p>	<p>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).</p>
<p><b>Only Existing Budget Accts</b></p>	<p>Select to include existing account codes and amounts in the list of available account codes to be transferred.</p>

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 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. Use the following buttons to move all from left to the right:

**Note:** Move appropriate funds from the left side to the right side of the page.



- 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.

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.](#)



Time Run:  
Cnty Dist:  
From Finance C Acct Per 01 to Budget N

Update Budget Data Report  
ISD  
**NEW ACCOUNTS**

Page: 1 of  
File ID: N

Fnd-Fnc-Obj,So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD 199-00-5959.00-000-600000	ERATE	.00	.00	.00	25,412.10	.00	.00
NEW 199-00-5959.00-000-700000	ERATE	.00	.00	.00	25,412.10	.00	.00
OLD 199-00-7956.00-000-600000	INSURANCE RECOVERY	.00	.00	.00	90,875.78	.00	.00
NEW 199-00-7956.00-000-700000	INSURANCE RECOVERY	.00	.00	.00	90,875.78	.00	.00
OLD 199-11-6659.00-101-699000	RIGHT TO USE LEASE ASSETS - FU	.00	.00	.00	.00	.00	.00
NEW 199-11-6659.00-101-799000	RIGHT TO USE LEASE ASSETS - FU	.00	.00	.00	.00	.00	.00
OLD 199-31-6119.00-906-637000	DYSLEXIA	.00	.00	.00	.00	.00	.00
NEW 199-31-6119.00-906-737000	DYSLEXIA	.00	.00	.00	.00	.00	.00
OLD 199-51-6229.01-999-699000	TUITION AND TRANSFER PAYMENTS	.00	.00	.00	1,300.00	.00	.00

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



## Back Cover