



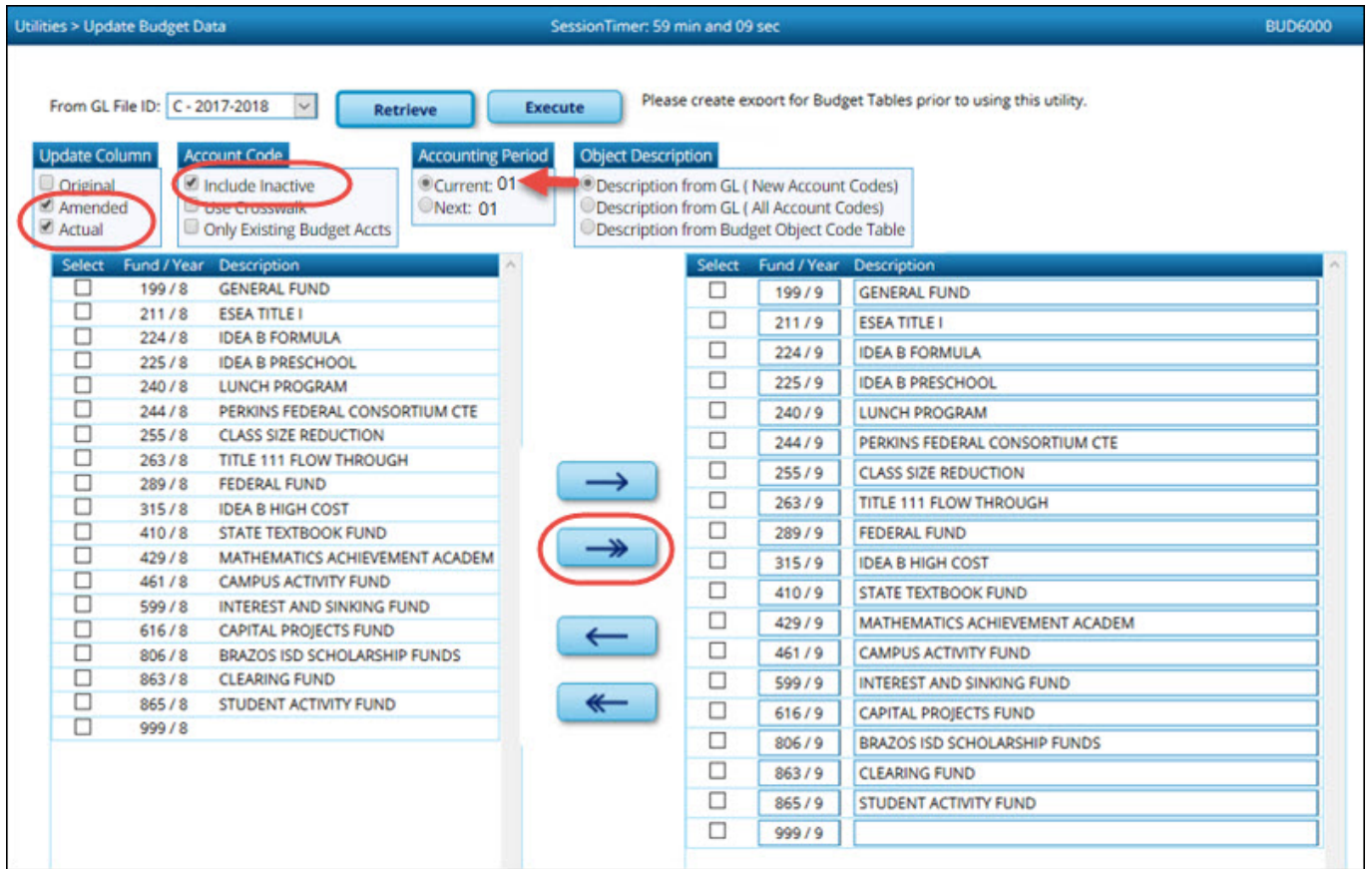
step14a

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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.

| | |
|----------------|--|
| 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 | <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 current file ID are copied over.</p> <p>If not selected, inactive accounts and amounts in the current file ID are not copied over.</p> |
| Use Crosswalk | <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> |
| Only Existing Budget Accts | <p>Select to include existing account codes and amounts in the list of available account codes to be transferred.</p> |

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

| | |
|----------------|---|
| Current | <p>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.</p> |
| Next | <p>Select to create Budget data using the next accounting period amounts in the Finance application.</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: Update Budget Data Report
Cnty Dist: ISD
From Finance C Acct Per 01 to Budget N

Page: 1 of
File ID: N

NEW ACCOUNTS

| 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.



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