Update Budget data

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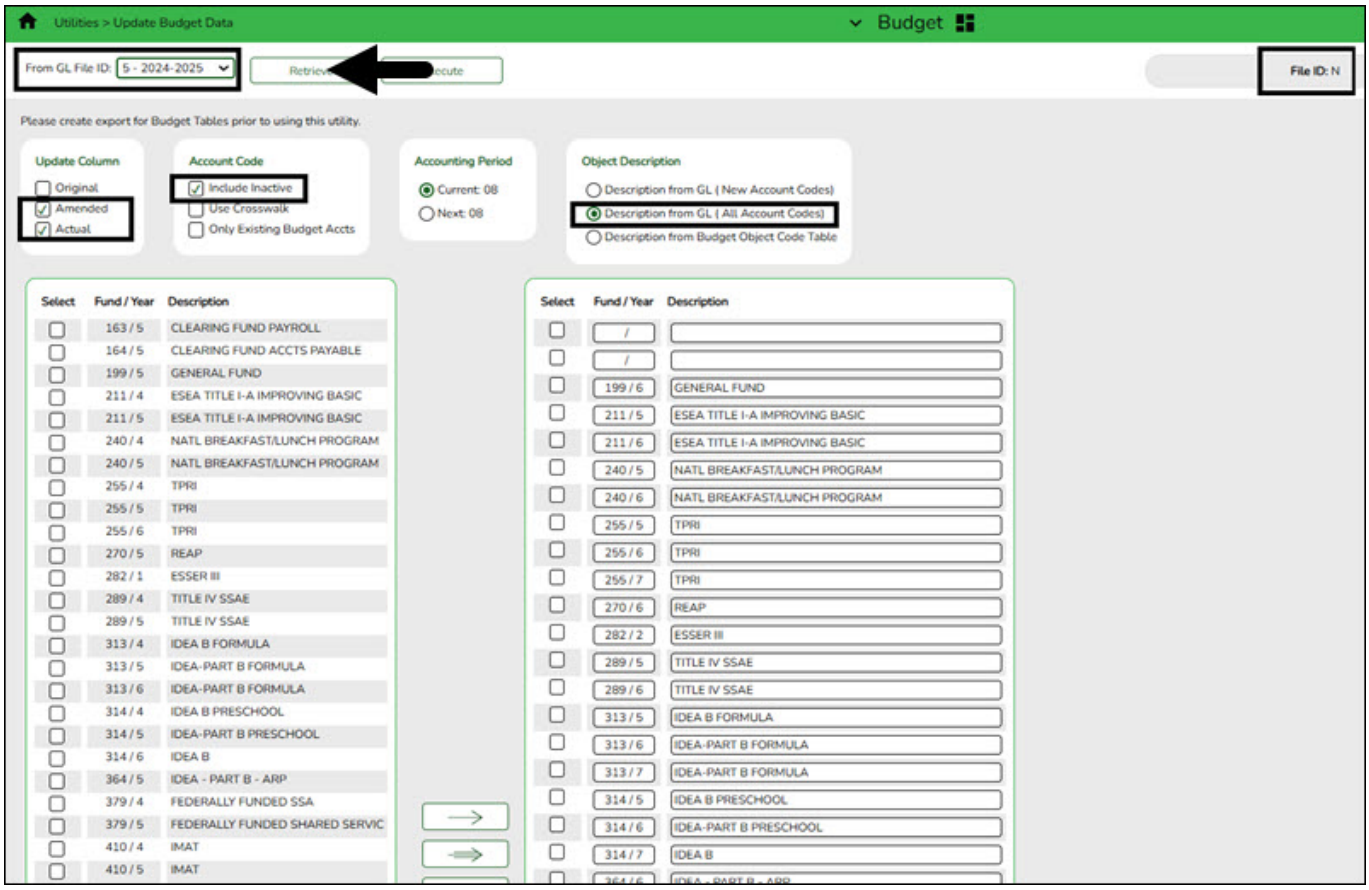
Budget > Utilities > Update Budget Data

IMPORTANT: Be sure to create an export for Budget tables prior to using this utility.

Update the Budget **Amended** and **Actual** columns from file ID 5 in Finance or the last completed fiscal year.



Note: For history comparison purposes, it is very important to make sure that all entries for the last school year are updated before preparing this year's new budget file. Entries might include final check runs, journal vouchers, and audit entries that need to be included in the **Actual** column, and any amendments to last year's budget that need to be included in the appropriate budget column. Processing the Update Budget Data utility at this time ensures that all entries are included in the updated amounts.

❑ In the **From GL File ID**, select the prior year file ID (file ID 5) 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 **Include Inactive** is selected under **Account Code**.

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, inactive accounts and amounts in the prior file ID are copied. If not selected, inactive accounts and amounts in the prior file ID are not copied.
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.

❑ Under **Accounting Period**, select the following:

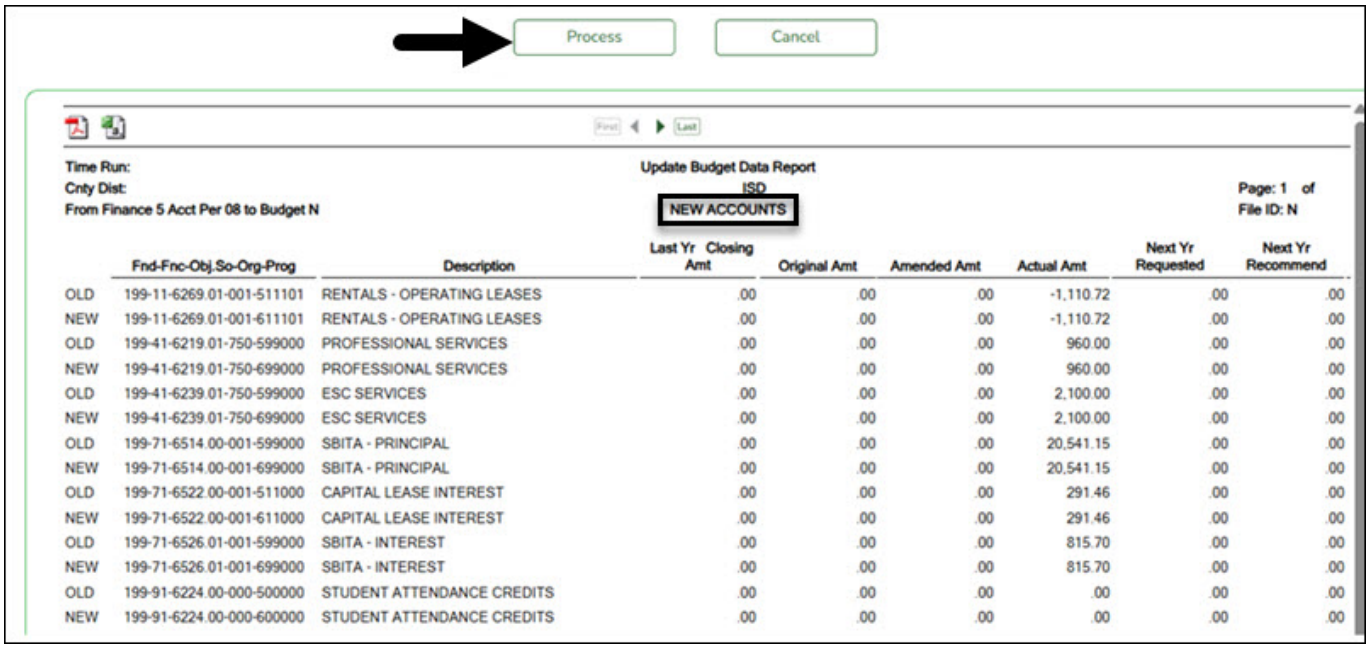
Current	The accounting period is set to **Current** by default, which uses the current accounting period amounts from Finance to populate Budget amounts.

❑ 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.



	Fnd-Fnc-Obj.So-Org-Prog	Description	Last Yr Closing Amt	Original Amt	Amended Amt	Actual Amt	Next Yr Requested	Next Yr Recommend
OLD	199-11-6269.01-001-511101	RENTALS - OPERATING LEASES	.00	.00	.00	-1,110.72	.00	.00
NEW	199-11-6269.01-001-611101	RENTALS - OPERATING LEASES	.00	.00	.00	-1,110.72	.00	.00
OLD	199-41-6219.01-750-599000	PROFESSIONAL SERVICES	.00	.00	.00	960.00	.00	.00
NEW	199-41-6219.01-750-699000	PROFESSIONAL SERVICES	.00	.00	.00	960.00	.00	.00
OLD	199-41-6239.01-750-599000	ESC SERVICES	.00	.00	.00	2,100.00	.00	.00
NEW	199-41-6239.01-750-699000	ESC SERVICES	.00	.00	.00	2,100.00	.00	.00
OLD	199-71-6514.00-001-599000	SBITA - PRINCIPAL	.00	.00	.00	20,541.15	.00	.00
NEW	199-71-6514.00-001-699000	SBITA - PRINCIPAL	.00	.00	.00	20,541.15	.00	.00
OLD	199-71-6522.00-001-511000	CAPITAL LEASE INTEREST	.00	.00	.00	291.46	.00	.00
NEW	199-71-6522.00-001-611000	CAPITAL LEASE INTEREST	.00	.00	.00	291.46	.00	.00
OLD	199-71-6526.01-001-599000	SBITA - INTEREST	.00	.00	.00	815.70	.00	.00
NEW	199-71-6526.01-001-699000	SBITA - INTEREST	.00	.00	.00	815.70	.00	.00
OLD	199-91-6224.00-000-500000	STUDENT ATTENDANCE CREDITS	.00	.00	.00	.00	.00	.00
NEW	199-91-6224.00-000-600000	STUDENT ATTENDANCE CREDITS	.00	.00	.00	.00	.00	.00

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

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