Introduction

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Welcome to *Budget Management*, an optional module for Blackbaud’s *General Ledger for Windows* designed to enhance your fund accounting efforts and improve the organization and efficiency of your business office and staff. *Budget Management* does not appear as a separate module within *General Ledger*. New options in *Account Management*, *Configuration*, and *Security* become available when you install *Budget Management*.

*Budget Management* offers advanced budgeting capabilities through *General Ledger* for those requiring more sophisticated techniques in developing a budget, and monitoring it throughout the fiscal year.

With *Budget Management*, you can:

- Develop a fiscal year’s budget from previous or current fiscal year activity or budget data.
- Project remaining actual amounts based on year-to-date results and the annual budget.
- Add/subtract dollar amounts/percentages to budgeted amounts.
- Define the budget of one account as a percentage of another account.
- Define custom budget distribution tables for quick data entry.
- Import budget data from spreadsheet applications.
- Enter details into a notepad illustrating how the budget for a particular account was determined.
- “Finalize” or “freeze” the budget and allow for budget adjustments.


**Security Considerations**

After installing *Budget Management*, you may need to modify security rights for groups with access to *Account Management* and *Configuration*. Tabs related to the maintenance of your budget are found within the *Account Management* and *Configuration* modules of *General Ledger*. 
Account Budget Security Options

When defining group access rights in *Account Management*, you must select both the Functions and Data Entry options relating to budget information. Budget Manipulation relates to the Manipulate Budget option found on the File menu of *Account Management*. When you select Budget Manipulation, all of the Budget Information entries are automatically selected. Granting access to this function permits the users in the group to use all the features of *Budget Management*, as shown below.

![Security Options](image)

Configuring Budget Security

If a group has rights to create or update Budget Distribution tables in *Configuration*, be sure to choose the Distributions option when defining security options for Configuration. Marking Distributions enables the group of users to add, edit, or delete Budget Distribution tables. The Security Options screen in Configuration shows a group with rights to edit Budget Distribution tables. Additional information on Security is available in the *General Ledger User’s Guide*.

![Security Options](image)
Budget Distribution tables are a helpful tool for developing budgets. When you enter budget figures through *Account Management*, you have the option to distribute the total budget based on a predefined distribution. If you select this option the program applies the distribution from the selected table to the total budgeted amount, which saves time and prevents data entry errors.

For example, if you frequently budget accounts with a quarterly distribution, you can set up a custom table and insert 25 percent in the applicable periods. When you enter a budget amount and select the quarterly table, the total budget automatically distributes among the four periods you define in your Budget Distribution table. The following procedures describe Budget Distribution Tables.

- Accessing the Budget Distribution Tables
- Adding the Budget Distribution Tables
- Editing the Budget Distribution Tables
- Deleting the Budget Distribution Tables

**Budget Distribution Tables**

*Budget Management* allows you to add an unlimited number of Budget Distribution tables. The Distributions tab in *Configuration* is used to manage your Budget Distribution tables. The Distributions tab allows for adding, editing, or deleting tables.

➢ **Accessing Budget Distribution Tables**

1. From *General Ledger*, open *Configuration*.
2. Select the Distributions tab, and mark *Budget Distributions*.

➢ **Adding a budget distribution table**

1. Open *Configuration*, and select the Distributions tab. Mark *Budget Distributions*.
2. Click Add, and the Add Budget Distribution screen appears.

3. Enter a name for the table. The name should indicate the type of distribution set up with the table, or the purpose of the table (e.g., Quarterly, Semiannual, 10-Month Distribution, Salary Distributions).

4. Enter the percentage distribution into the table (e.g., enter “10” next to Period 1 if you want 10 percent of the total amount distributed to Period 1). If you enter “.10” the system reads the budget distribution as .10 percent. Click OK.

If you select Distribute Evenly, the program distributes the funds according to the type of distribution selected. The percentage distribution must total 100 percent before you can save the table. If you try to save the table with a distribution not equal to 100 percent, a message appears.

5. Click OK and correct the table.

Editing a budget distribution table

You can edit a budget distribution table at any time, without affecting the previously defined budget on any accounts.

1. From the Distributions tab, mark Budget Distributions.
2. Highlight the table to edit.
3. Click **Edit**. The Edit Budget Distribution screen appears.

![Edit Budget Distribution Screen]

4. Make any necessary changes to the table.

5. Click **OK** to save the changes or click **Cancel** to leave the screen without saving. The **Distribute Evenly** option is available. The percentage distribution must total 100 percent before the table can be saved.

**Deleting a budget distribution table**

You can delete a budget distribution table at any time, without affecting the previously defined budget on any accounts.

1. From the Distribution tab, select **Budget Distributions**.

2. Highlight the table you want to delete.

3. Click **Delete**. A confirmation message appears.

![General Ledger Confirmation]

4. Click **Yes** to delete the table.
Budget Development & Manipulation

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Developing and manipulating budgets are the primary features of *Budget Management*. In many instances there are budgeting needs that require the tools this module provides. The procedures in this section detail the steps necessary for making changes to a budget for forecasting future budgets. This section describes the details for manipulating budgets.

Manipulating and developing budgets involves several steps. We describe the procedures in the following sections:

- Editing Budget Information Using a Budget Distribution Table
- Editing Budget Amounts Using Copy/Forecast Amounts
- Editing Budget Amounts Using the Copy from Account Facility
- Manipulating the Budget for Selected Accounts
- Copying from a Fiscal Year
- Deleting Budget Information
- Copying and Forecasting Budget Information
- Increasing and Decreasing Budget Options
- Importing Budget Information
- Finalizing the Budget

### Developing Budgets

The budget development options allow you to apply sophisticated budgeting techniques to your budget. These features are ideal for making adjustments to already existing budgets for fiscal years that you have not finalized.

### Distribute Total

The Distribute Total feature allows you to distribute the total amount of the budget by changing it in the **total budgeted** field and then clicking distribute total to distribute the total evenly across the grid. You can distribute the total **Evenly** or **by Percent**.

#### Using Distribute Total

1. From *General Ledger*, open *Accounts*.
2. Open the account record you want to edit.
3. Select the Budget tab. The following screen appears.

4. Click Adjust Total to clear the information in the Total Budgeted field.
5. Enter the new amount in the Total Budgeted field.
6. Click Distribute Total. The program redistributes the funds in the grid.

**Distribute Table**

You use the Distribution Table feature to select from a list of budget distribution tables. Create these tables on the Distribution tab of Configuration. After selecting a table, the total budget amount is distributed according to the percentages defined in the table.

- **Using the Distribute Table option to edit budgets**
  1. From General Ledger, open Accounts.
  2. Open the account record you want to edit.
3. Select the Budget tab. The following screen appears.

4. In the Fiscal Year field, click the down arrow to select from a list of fiscal years to edit/view the account's budget. The current fiscal year appears by default.

5. Enter the annual budget amount for the account in the Total Budgeted field. To edit by Amount mark Amounts. To edit by Percentage, mark Percentages.

6. Click Distribution Table. The Budget Distribution Table appears.

7. Enter the total budgeted amount in the Total Amount field.

8. Click the down arrow and select the budget distribution table from the Table Name field.
9. Click **OK**. The program distributes the total budgeted amount according to the percent distribution you define in the custom table section of **Configuration**.

![Budget Development & Manipulation](image)

**Copy/Forecast Amounts**

The **Copy/Forecast Amounts** option allows you to copy budgeted or actual amounts from one fiscal year to another. If you are copying current year actual figures, you can project your actual figures for the remainder of the year. This is useful for creating the budget for the next fiscal year based on current year activity before the end of the current year. For example, if you enter the budget in March 1999 for the July 1998/June 1999 fiscal year, the program can create or forecast budget amounts for April through June based on your YTD activity for 1997/1998.

**Using Copy/Forecast Amounts to edit budgets**

1. From **General Ledger**, open **Accounts**.
2. Open the account record you want to Copy from and Forecast for.
3. Select the Budget tab, and the following screen appears.

4. In the Fiscal Year field, click the down arrow to select from a list of fiscal years available for editing the account’s budget.

5. Click Copy/Forecast Amounts. The Copy/Forecast Budget Amounts screen appears.

6. Click the down arrow to select a Fiscal Year from which to copy budget or actual amounts.

7. In the Move from field select Actual, Actual and Encumbrance, or Budget.

8. In the Use field, select Amount or Percentage. If you move a Percentage, you can later enter a total budgeted amount and distribute it based upon the percentages you forecast.

9. If you are projecting actuals or actuals/encumbrances from the current year, mark the Forecast from Period checkbox, and specify the period from which you need to project. If you create your budget for next year while still working in the middle of your current year, you probably do not have actual amounts posted through period 12.

To move accounts, you must first specify which accounts to move. Your choices are Actual, Actual and Encumbrance, and Budget. The encumbrance option appears only if General Ledger has been configured for encumbrance accounting.
10. If you have actual amounts through period 9, forecast from period 10 and the Copy/Forecast facility calculates or forecasts the remaining three periods based on Actual as opposed to budgeted amounts in the first nine periods.

11. In the Fiscal Year field is the selected year. In the Total Budgeted field is the amount of the budget for that year. Use this information to forecast from a previous year’s budgeted amounts.

**Copy from Account**

The Copy from Account option allows you to copy the budget from one account to another and edit budget amounts.

- **Editing budget information using Copy from Account**
  1. From General Ledger, open Accounts.
  2. Open the account record and select the budget tab.
  3. Click Copy from Account. The Copy from Another Account screen appears.
  4. In the Fiscal Year field select a year to edit the budget for by clicking the down arrow in the Fiscal Year field.
5. In the Copy From field, specify which amounts to copy. The choices are Actual, Actual and Encumbrance, or Budget. The encumbrance option appears only if you configure General Ledger for encumbrance accounting.

6. % to be Copied is the percentage of the budgeted amount to be copied. The number you enter in this field determines what percentage of the original amounts to copy. This figure can be from 1 to 999. For example, if the Administration Salaries account has a budget of $100,000, you can create the budget for the Administration FICA expense account by copying 7.65 percent of the Salaries budget.

7. Enter the Account Number from which you are copying the budget information. You can use the icons at the end of the field to assist in your search.

8. Click OK, and return to the account record.

Manipulating Budgets

In addition to the many options available on the Budget tab of an account record, the Manipulate Budget option on the File menu of Account Management offers more budgeting features. Editing the budget information through the account record affects one account at a time. The Manipulate Budget option allows you to copy, copy/forecast, delete budget information, and manipulate budget figures for your accounts. This option also allows you to import information from external files.

Accessing the Manipulate Budget menu option:

1. From General Ledger, open Accounts.
2. From the File menu, select **Manipulate Budget**. A submenu appears listing the manipulate budget options.

![Image of Account Management menu with Manipulate Budget highlighted]

### Copy from Fiscal Year

This option is used for copying budget amounts from one fiscal year to another. If your budget from one year to the next does not change very much, you can copy the budget to the next year and make manipulations and adjustments as necessary.

Once copied, you can edit the budget figures using the budgeting tools available in **Budget Management**.

#### Copying the budget for projects/accounts

1. From the File menu of **Account Management**, highlight **Manipulate Budget**.

2. Select **Copy from Fiscal Year**. The Copy Budget for Selected Accounts screen appears.

![Image of Copy Budget for Selected Accounts]

3. In the **Source Fiscal Year** field, click the down arrow to select from a list of available years from which to copy budget information.
4. In the **Destination Fiscal Year** field, click the down arrow to select from a list of available years to use for the budget.

5. Click **Select Accounts**. The Account Selection Criteria screen appears.

6. The Account Selection Criteria screen allows you to select which information the program uses for “copying” from the fiscal year.

7. In the **Filter By** frame, select from **Funds**, **Accounts**, **Account Segments** (specific parts of accounts), or **Account Attributes**. Select to include all, selected, or range of accounts, funds, account segments or account attributes.

   - If you filter by **Funds** and include **All**, the program selects all funds.
   - If you filter by **Funds** and include **Selected**, the program displays two boxes. The first contains all the funds in your database that are available and the second box contains funds to include when filtering. Use the arrows in the center between the two columns to move the projects.
   - If you filter by **Funds** and include **Range**, the program displays a grid with columns listing **From Fund**, **Description**, **To Fund**, and **Description**. Click in the right side of the fields to fill the column fields.
   - If you filter by **Accounts** and include **All**, the program selects all accounts.
   - If you filter by **Accounts** and include **Selected**, the grid in the **Include** frame is enabled and you can use the Account column to select the accounts. The **Description** field fills automatically.
   - If you filter by **Account Segments** and include **All**, the program selects all segments.
   - If you filter by **Account Segments** and include **Selected**, the program displays a grid with the columns **Segment**, **Value**, and **Description**. Using the down arrow in the **Segment** column, select a segment. When you make this selection, the **Value** and **Description** fields fill automatically.
   - If you filter by **Attributes** and include **All**, the program includes all attributes.
If you filter by **Attributes** and include **Selected**, the program displays a grid with the columns **Category**, **Short Description**, and **Description**. The **Category** has a list of the different classifications of account attributes. When you select a **Category**, click in the **Short Description** field, and select a short description. The **Description** fields fill automatically.

8. After you select the accounts to filter by, click **OK** to begin the process. A confirmation screen appears signaling the filtering is complete.

9. Click **OK**. You return to the main **Account Management** screen.

### Delete

Deleting information, can affect more than one account. Therefore, it is necessary to be sure that you want to delete the information.

#### Deleting budget information

1. From **Account Management**, select **File, Manipulate Budget**.
2. Select **Delete**. The Delete Budget for Selected Accounts screen appears.
3. Click the down arrow and select the fiscal year for deleting budget information. **Budget Management** prevents you from selecting a fiscal year that is finalized.
4. Click **Select Accounts**. The Account Selection Criteria screen appears.

![Account Selection Criteria](image)

5. The Account Selection Criteria screen allows you to select which information the program deletes from the fiscal year.

6. In the **Filter By** frame, the user selects from **Funds**, **Accounts**, **Account Segments** (specific parts of accounts), or **Attributes**. Select to include all, or selected accounts, funds, account segments, or account attributes.

   - If you filter by **Funds** and include **All**, the program selects all funds.
   - If you filter by **Funds** and include **Selected**, the program displays two boxes. The first contains all the available funds in your database, and the second contains funds to include. Use the arrows in the center columns to move the funds between the two.
   - If you filter by **Funds** and include **Range**, the program displays a grid with columns listing **From Fund**, **Description**, **To Fund**, and **Description**. You can click in the right side of the field and use the down arrow to select the funds you want.
   - If you filter by **Accounts** and include **All**, the program selects all the accounts.
   - If you filter by **Accounts** and include **Selected**, the grid in the **Include** frame is available, and you can use the Account column to select the accounts. The Description field fills automatically.
   - If you filter by **Account Segments** and include **All**, all segments are selected.
   - If you filter by **Account Segments** and include **Selected**, the program displays a grid with the columns **Segment**, **Value**, and **Description**. Click the down arrow in each column, and select a **Value** and **Description**.
   - If you filter by **Attributes** and include **All**, the program includes all attributes.
• If you filter by Attributes and include Selected, the program displays a grid with the columns Category, Short Description and Description. The Category has a drop-down list available of the different classifications of account attributes. When you select a Category, click in the Short Description field and select a short description. The Description field fills automatically.

7. After you select the accounts to filter by, click OK to begin the process. A confirmation screen appears signaling the filtering is complete.

Copy/Forecast

In the same way that you can project budget figures for the remaining periods of a financial year, you can also copy and forecast budget figures for coming years for one or more accounts.

Copying/Forecasting budget information for selected accounts

1. From the File menu of Account Management, access the Manipulate Budget option.

2. Select Copy/Forecast. The Copy/Forecast Budget for Selected Accounts screen appears.

3. Select the Source Fiscal Year from which you need to “pull” budget information. Click the down arrow to select from a list of available years.

4. Click the Destination Fiscal Year down arrow to display the fiscal years available and select which year to move the information to.

5. In the Create From field, specify the amounts you want to move. Your choices are Actual, Actual and Encumbrance, or Budget. The encumbrance option appears only if you configure General Ledger for encumbrance accounting.

6. In the Use field, choose between moving an Amount or Percentage. If you move by Percentage, you can later enter a total budgeted amount, which distributes based on the projected percentage. If you select amount the option is not available.

7. If you are forecasting actuals or actuals/encumbrances from the current year, mark the Forecast from Period checkbox. Specify the period from which you need to project. If you are creating your budget for next year while still working in the middle of your current year, actual amounts posted through period 12 do not post.
8. Click **Select Accounts**. The Account Selection criteria screen appears.

![Account Selection Criteria](image)

9. The Account Selection Criteria screen is for selecting the information you want the program to use for “copying” from the fiscal year.

10. In the **Filter By** frame, select from **Funds**, **Accounts**, **Account Segments** (specific parts of accounts), or **Attributes**. Select to include all, or selected accounts, funds, account segments, and account attributes.

   - If you filter by **Funds** and include **All**, the program selects all funds.
   - If you filter by **Funds** and include **Selected**, the program lists two boxes. The first contains all the funds available and the second box contains funds to include. Use the arrows in the center between the two columns to move the funds.
   - If you filter by **Funds** and include **Range**, the program displays a grid with columns listing **From Fund** and **Description**, **To Fund**, and **Description**. There are drop-down arrows in the columns listing the projects available for the filtering process.
   - If you filter by **Accounts** and include **All**, the program selects all the accounts.
   - If you filter by **Accounts** and include **Selected**, the grid in the Include frame is available and you can use the Account column to select the accounts. The Description field fills automatically.
   - If you filter by **Account Segments** and include **All**, all segments are selected.
   - If you filter by **Account Segments** and include **Selected**, the program displays a grid with the columns **Segment**, **Value**, and **Description**. Using the down arrow in the Segment column, select a segment. When you make this selection, the Value and Description fields fill automatically.
   - If you filter by **Attributes** and include **All**, the program includes all attributes.
• If you filter by Attributes and include Selected, the program displays a grid with the columns Category, Short Description and Description. The Category has a drop-down list available of the different classifications of account attributes. When you select a Category, click in the Short Description field and select a short description. The Description field fills automatically.

11. After you select the accounts to filter by, click OK to begin the process. A confirmation screen appears signaling the filtering process.

12. Click OK, and return to the main Account Management screen.

Increase and Decrease

The Increase/Decrease option in the Manipulate Budget feature of Account Management is for manipulating existing budget figures. You have the option to modify amounts or percentages, and to specify whether to change the total budget or the period amounts.

➢ Increasing/decreasing budgets

1. From Account Management, select File, Manipulate Budget.

2. Select Increase/Decrease. The Increase/Decrease Budget screen appears.

3. In the Fiscal Year field, click the down arrow to select from a list of available years for changing budget amounts.
4. In the Modify using frame, indicate whether you are moving **Amounts** or **Percentages**. If you move **Percentages**, you can later enter a total budgeted amount and have it distribute based on the projected percentages. If you select to move **Amounts**, you do not have this option.

5. In the Change frame, mark whether to change the **Total Budget Amount** or **Period Amounts**. To reallocate only budget amounts, mark **Period Amounts**. To increase or decrease the total budget amounts, mark **Total Budget Amount**.

6. Click **Select Accounts**. The Account Selection screen appears.

![Account Selection Criteria](image)

7. The Account Selection Criteria screen is for selecting which information you want the program to use for “copying” from the fiscal year.

8. In the **Filter By** frame, select from **Funds**, **Accounts**, **Account Segments** (specific parts of accounts), or **Attributes**. Select to include all, or selected accounts, funds, account segments, and account attributes.

   - If you filter by **Funds** and include **All**, the program selects all funds.
   - If you filter by **Funds** and include **Selected**, the program lists two boxes. The first contains all the funds available in your database and the second box contains funds to include. Use the arrows in the center between the two columns to move the funds.
   - If you filter by **Funds** and include **Range**, the program displays a grid with columns listing **From Fund** and **Description**, **To Fund**, and **Description**. There are drop-down arrows in the columns that list the projects available for the filtering process.
   - If you filter by **Accounts** and include **All**, the program selects all the accounts.
   - If you filter by **Accounts** and include **Selected**, the grid in the Include frame is enabled and you can use the Account column to select the accounts. The Description field fills automatically.
   - If you filter by **Account Segments** and include **All**, the program selects all segments.
If you filter by Account Segments and include Selected, the program displays a grid with the columns Segment, Value, and Description. Using the down arrow in these columns, select a segment, Value, and Description.

If you filter by Attributes and include All, the program includes all attributes.

If you filter by Attributes and include Selected, the program displays a grid with the columns Category, Short Description, and Description. The Category has a drop-down list available of the different classifications of account attributes. When you select a Category, click in the Short Description field and select a short description. The Description field fills automatically.

9. After you select the accounts to filter by, click OK. The Change Total Budget screen appears.

10. Enter the dollar amount to change the budget by, and click OK.

11. A confirmation screen appears signaling the filtering process is complete.

12. Click OK.

**Importing Budgets**

This feature is for importing account information from an external file. For example, if the budget information you want to use is in a spreadsheet or database application, **Import** allows you to create a file that you can use to import the budget information directly into **General Ledger**. You do not have to manually reenter all spreadsheet information.

- **Importing budget information for selected accounts**
  1. From **Account Management**, select **File, Manipulate Budget.**
2. From the Manipulate Budget submenu, select Import. The Import Budget Information screen appears.

![Import Budget Information](image)

In order to import a budget, you need to ensure the file information to import adheres to a standard CSV format.

3. Select the fiscal year to import budget information. Click the down arrow to select from a list of available years. Finalized fiscal years are not available.

4. In the Import File Name field, enter the name of the file to import. Click the browse button to find the file to import. To import an account budget, the file must have a valid CSV formatted file. The file layout must be as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account Number</td>
<td>Y</td>
<td>Valid/Exists</td>
</tr>
<tr>
<td>12</td>
<td>Period Amounts/Percentages</td>
<td>N</td>
<td>$XX/XX%</td>
</tr>
</tbody>
</table>

5. To import a project budget, the file must have a valid CSV formatted file. The file layout must be as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project</td>
<td>Y</td>
<td>Project ID</td>
</tr>
<tr>
<td>2</td>
<td>Account Number</td>
<td>Y</td>
<td>Valid/Exists</td>
</tr>
<tr>
<td>3</td>
<td>Budget total</td>
<td>Y</td>
<td>$XXX</td>
</tr>
<tr>
<td>4-15</td>
<td>Period Amounts/Percentages</td>
<td>*Y</td>
<td>$XX/SAX%</td>
</tr>
<tr>
<td>16</td>
<td>Period Amounts/Percentages</td>
<td>N</td>
<td>$XX/XX%</td>
</tr>
</tbody>
</table>

*Note:* The budget amount must be distributed to at least one period. Values are not required for every Period Amounts/Percentages field; however, the budget amount must be distributed to at least one period and the distribution must equal 100%.

**Note:** Fields that are not required can be left blank, but a comma must be present to denote each field in the import file.

Fields that are not required can be left blank, but a comma must be present to denote each field in the import file.

For a successful import, you must distribute the budget amount to at least one period and the distribution must equal 100%.

If the file is unable to import, you may have a budget that already exists for that Fund/Account combination.

6. Select to import the budget by Amounts or Percentages. If percentage values you import, you can add the total budget amount through the Budget tab of each account record.

7. Mark the Print control report checkbox to print a report.
Finalizing the Budget

After you enter the budget for a fiscal year, you can “lock” or “freeze” the original budget figures so they cannot be changed. This process is known as finalizing the budget. After the budget is finalized, any changes to budgeted amounts are tracked as budget adjustments. This provides an audit trail for your budget. When producing reports, you can report on your original budget or your current adjusted budget.

Accessing the Finalize Budget menu option

1. From General Ledger, access Utilities and Housekeeping.
2. From the File menu, select Finalize Budget.
Finalizing the budget for a fiscal year

1. From *Utilities and Housekeeping*, select **File, Finalize Budget**. The Finalize Budget screen appears.

![Finalize Budget Screen]

2. Click the down arrow to view a list of available years, and select the fiscal year to finalize.

3. Click **OK** to continue or click **Cancel** to return to the *Utilities and Housekeeping* screen.

4. Click **OK**, the following confirmation message appears.

![General Ledger]

5. Click **Yes** to finalize the budget for the selected fiscal year. Click **No** or **Cancel** if you do not want to finalize the budget.

After the budget is finalized, all amendments must be made to the budget through budget adjustments. This option is found on the Budget tab of the account record. If you select **Finalize Budget** and all your fiscal years are finalized, you receive a message indicating all existing budgets are finalized.
Budget Adjustments and Notes

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The **Budget Adjustments** option on the Budget tab of an account record allows you to enter and record changes to a finalized original budget throughout the fiscal year. An adjustment tracks the period adjusted, amount, date entered, who made the adjustment, and the reason for the adjustment.

With this option, you can modify a finalized budget if there are unforeseen changes in the budget assumptions. You can create reports that list the original budget, any adjustments, and the newly amended budget for each account. Both the original and adjusted budgets are available options when creating an income statement.

The Budget Notes screen is for storing notes and comments associated with the development of the account budget. This includes tracking information on budget development and information on any changes made to the account.

## Budget Adjustments

Budget adjustments are entered under the Budget tab of *Account Management*. These features are available after the budget is finalized. A padlock appears next to the fiscal year field to signify that a budget is finalized or locked.

#### Adding a budget adjustment

1. From *General Ledger* access *Account Management*.
2. Open the account record to adjust.
3. Select the Budget tab.
4. In the **Fiscal Year** field, click the down arrow to select from a list of years available for editing the account's budget.

![Budget Adjustments](image.png)
5. Keep in mind the padlock next to the Fiscal Year field indicates the budget is finalized.

6. Click Adjustments. The Budget Adjustments screen appears listing previously entered adjustments.
7. Click **Add**. The Adjust Budget screen appears.

8. The **Date Entered** field defaults to the current system date and you can change it.

9. Enter text in the **Reason** field to track the purpose of the adjustment to the account's budget.

10. Mark whether you want to enter adjustment amounts or new budget amounts. If you select **Adjustment Amount**, the Adjust Budget screen appears.

11. The **Current Budget** column displays the current budget for the account. The **Adjustment** column is for entering adjustment amounts. To add the amount entered to the original budget amount, enter the amount as positive. If the amount must be subtracted from the original budget amount, enter it as negative.

12. If you mark **New Budget Amount**, the Adjust Budget screen appears. Make any necessary adjustments to the budget, or enter a new budget amount.

13. The **Current Budget** column displays the current budget for the account. Enter the new budget amounts for each period in the **New Budget** column.

14. Click **OK**, and return to the main **Account Management** screen.

**Displaying budget adjustments**

This features allows you to view previously entered budget adjustments. You can enter adjustments after the budget is finalized.

1. From **General Ledger**, access **Account Management**.

2. Open the account record, and select the Budget tab.
3. In the **Fiscal Year** field, click the down arrow to select from a list of available years for editing the account's budget.

4. Click **Adjustments**. The Budget Adjustments screen appears listing any previously entered adjustments.

![Budget Adjustments for 1999-2000](image)

5. Highlight the adjustment you want to view and press **Enter**, or double click to see the adjustment details. Click **Edit** to view the adjusted record. The Edit Budget Adjustment screen appears.

![Edit Budget Adjustment](image)

6. Review the information and click **OK**. You then return to the main **Account Management** screen.

➢ **Editing a budget adjustment**

1. From **Account Management**, open the account record to edit.

2. Select the Budget tab.
3. Click the **Adjustments** button. The Budget Adjustments screen appears listing previously entered adjustments.

![Budget Adjustments Screen]

4. Highlight the adjustment to edit and click **Edit**. The Edit Budget Adjustment screen appears.

![Edit Budget Adjustment Screen]

5. Make any necessary changes to the **Adjustment Amount** or **Reason**.

6. Click **OK** to save changes, or **Cancel** to return to the Budget tab without saving any changes to the adjustment.

> Deleting a budget adjustment

1. Access **Account Management** from **General Ledger**.
2. Open the account record.
3. Select the Budget tab.
4. Click Adjustments. The Budget Adjustments screen appears listing previously entered adjustments.

5. Highlight the adjustment to delete.

6. Click Delete. The Delete Budget Adjustment confirmation screen appears.

7. Click Yes to delete the budget adjustment.

**Budget Notes**

This section explains budget notes. Budget Notes allow you to enter budget notepad information for an account and offers the ability to keep detailed budget development notes. The budget note options are adding, editing, and deleting notes.

- **Adding budget notes**
  1. From Account Management, open the account for which you want to add the note.
2. Select the Budget tab.

3. Select the Fiscal Year for which you want to edit/view the account's budget.

4. Click Notes. The Budget Notes screen appears.

5. Enter your notes in the field.

6. Click OK to return to the Budget tab.
Editing and Deleting budget notes on an account record

1. From General Ledger, access Account Management. Select the Budget tab.

2. Click Notes. The Budget Notes screen appears.

3. Make any necessary changes and click OK to save, or click Cancel to leave the screen without saving any changes.

Summary

This manual provides a step-by-step guide for understanding Budget Management. Each chapter defines the features of Budget Management and furnishes the user with procedures and steps for understanding Budget Management. Budget Management offers advanced budgeting capabilities within General Ledger, it meets sophisticated budgeting needs for developing a budget and monitoring it throughout the fiscal year.
Budget Management provides for greater organization of your accounting system. The procedures serve as guides and provide explanations of how to maximize the limitless capabilities of this software, allowing you more time and freedom for fulfilling your mission.