

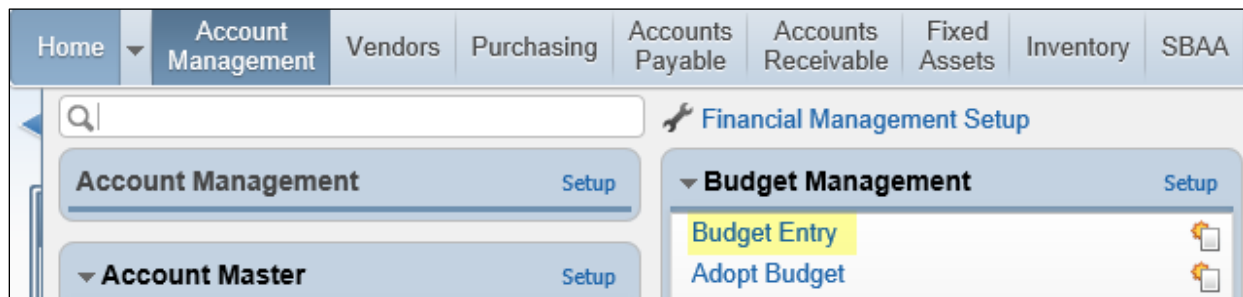
Account Management

Budget Entry

As an alternative to the requisition process, users can build a budget process with user-defined ranges of accounts, alternate sequences, totals, and fields to build a working budget.

Amounts can then be entered for each account or mass processes can be used before submitting the budget entries to a selected budget type or the original budget. This allows users to work with smaller, more manageable sections of the budget at a time and build the budget type amounts in pieces.

Navigate to Web Financial Management > Account Management > Budget Management > Budget Entry.



The Budget Entry browse will display. Use the Filters to set your Budget Entry browse screen; you can select All Budget Entries or My Budget Entries Only.

On the right side of the screen are the maintenance options. What buttons are available may vary depending on the budget status, who created the budget, and user permissions.

Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	Sts	Last Edited By	Last	
▶ Department Budget	2012 - 2013	DEPARTMENT	ORMANJEA000		S	ORMANJEA000	05	Add
▶ Final Budget	2012 - 2013	FINAL SEPT	ORMANJEA000		W	ORMANJEA000	05	Edit
▶ Final September Budget	2011 - 2012	FINAL SEPT	EGELALIL000	M				Delete
▶ Final September Budget	2012 - 2013	FINAL SEPT	SMITHPAT000	M				Clone
▶ FY 04 Budget	2003 - 2004	Original	FULLBHAR000	V				Individual Budget Entry
▶ FY 05 Budget	2004 - 2005	Original	FULLBHAR000	V				Mass Change
▶ FY 06 Budget	2005 - 2006	Original	FULLBHAR000	V				Import Detail Lines
▶ Individual Budget Entry Fiscal Year 2012	2011 - 2012	Original	TONGUFEL000	M				Delete Workfile
▶ QA testing of other tests	2014 - 2015	WORKING	SMITHSCO000	G		SMITHJOE001	05	
▶ QAtest	2014 - 2015	Original	SMITHSCO000	M				

To begin the budget entry process, create a new budget by selecting the Add button.

The next screen that opens is the Process Information tab. As you add and save you will be prompted through each of the tabs listed on the left.

Enter and select the information accordingly, then select the Save option for that tab to continue to the next, and then to finish.

Process Information Tab Options	Description
Description	Add a description for the budget entry.
Budget Year to Process	Use the drop-down to select the budget year.
Other User Access	Select one of the radio button options for what access, if any, other users might have to this budget.
Save and Add Parameters	Save this budget process and continue to the next step.

Parameters Tab Options	Description
Budget to Process	Select the Budget to process. Once budget amounts are entered, they will be submitted to the budget selected here.
Budget Entry Format	Select how to format the budget: Using Whole Dollars or Dollars and Cents.
Save and Add Breaks	Save the budget parameters and add fields.

The screenshot shows the 'Budget Entry' application window with the 'Parameters' tab selected. The 'Process Information' section includes a description of 'Original Budget', a status field, and a 'Year to Process' dropdown set to '2016-2017'. The 'Parameters' section contains two dropdown menus: '* Budget to Process' set to 'Original Budget' and '* Budget Entry Format' set to 'Whole Dollars'. There are buttons for 'Save and Add Breaks' and 'Back'. A note at the bottom states 'Asterisk (*) denotes a required field'.

Breaks Tab Options	Description
Sequence	Select the account sequence to be used when displaying records in the budget entry browse.
Breaks	The account dimensions listed are determined by the selected account sequence. Breaks (total lines) can be built here to view totals by account dimensions. Selections will display in the Description/Position table below.
Save and Add Ranges	Save the selected breaks and add ranges.

The screenshot shows the 'Budget Entry' application window with the 'Breaks' tab selected. The 'Process Information' section is the same as in the Parameters tab. The 'Breaks' section includes a 'Fiscal Year' dropdown set to '2016 - 2017' and a '* Sequence' dropdown set to 'R - REGULAR ACCOUNT SEQUENCE'. There are buttons for 'Save and Add Ranges' and 'Back'. A note states: 'Note: Adding Breaks could increase processing time for building the Workfile and loading the Budget Entry screen.' Below the note is a table of checkboxes for fields: FD, T, LOC, FUNC, OBJ, SJ, SOURCE. The 'OBJ' checkbox is checked. At the bottom, there is a 'Description/Position' table with one row: 'OBJ' in the Description column and '3' in the Position column.

Account Ranges Tab Options	Description
Account Ranges	Define the range of accounts to use for this budget entry process. Users will be limited to the range of accounts based on their account groups (if applicable) but can further restrict the range of accounts to make budget entry more manageable.
Save and Add Fields	Save the ranges and add fields.

Budget Entry

Process Information Description: Original Budget

Status: Year to Process: 2016-2017 Access for Other Users: Modify

Account Ranges

Low High

Category: ZZZZZZZZ

Group: ZZ-ZZ-ZZZZ

Account Status: Active and Inactive Active Inactive

Operating Statement Accounts

Expense Revenue

Low Account: 00 * 000 0000 0000 00 000000

High Account: 99 * 999 9999 9999 99 999999

Dimension Low High

FUND: 00 99

TYPE: * *

LOCATION: 000 999

FUNCTION: 0000 9999

OBJECT: 0000 9999

SUBJECT: 00 99

SRCE-FUNDS: 000000 999999

Include Filters for Operating Statement Accts

Exclude Filters for Operating Statement Accts

Buttons: Save and Add Fields, Back

Field Selection Tab Options	Description
Field Selection	The account number and budget selected will automatically be selected as fields. Additional fields can be added and removed using the Select Fields and Delete Field buttons respectively.
Save and Finish	Save the selected fields and return to the working budget browse.

Budget Entry (589)

Process Information Description: Original Budget

Status: Year to Process: 2016-2017 Access for Other Users: Modify

Field Selection

Fields to include in processing

Account Number

Original Budget

Buttons: Select Fields, Delete Field, Save and Finish, Back

The budget Process is now listed in the browse. Individual Budget Entry, Mass Change, and Import Detail Lines options can now be used on this budget process.

Budget Entry

Views: General Filters: *All Budget Entries

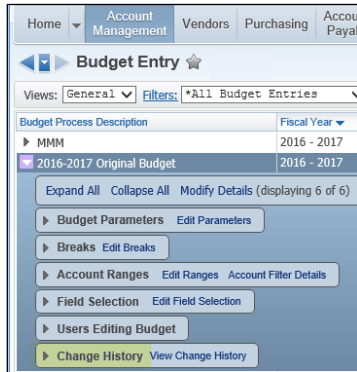
Budget Process Description	Fiscal Year	Budget Type	Created By	V/M	S/S	Last Edited By	La
Original Budget	2016 - 2017	Original	ORMANJEA000	M			
QA testing of other tests	2014 - 2015	WORKING	SMITHSCO000	G		SMITHJOE001	01
Final September Budget	2013 - 2013	FINAL SEPT	SMITHDAT000	M			

Buttons: Add, Edit, Delete, Clone

With the October, 2016 Release, changes to the original or revised budget fields, along with any budget types, are now captured and displayed as Change History. These changes can be found on either the Account Profile Budget tab or the Budget Entry detail node.

The Budget Entry browse includes a Change History node which displays all the accounts updated by the selected process. The node includes Date, Time, Account, Budget Type, Fiscal Year, Amount, and Changed By.

On the Budget Entry browse, select a process, then expand the details; a Change History detail node is available.



Expand the Change History node. The Change History details will display up to the last 10 accounts that were updated by this process. If there are more than 10 records a More Change History link displays. You can use this to open a browse screen to view the entire list.

Date	Time	Account	Budget Type	Fiscal Year	Amount	Changed By	Process D
08/23/2016	9:14:41 AM	10 E 000 000 000000 011	WRKG	2016-2017	500,000.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 000 000 000000 141	WRKG	2016-2017	500,000.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 000 100 000000 141	WRKG	2016-2017	500,000.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 100 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 100 100000 100	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 100 110000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 211 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 212 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 222 000000 000	WRKG	2016-2017	0.00	Smith, Scott	MMM
08/23/2016	9:14:41 AM	10 E 100 290 156100 000	WRKG	2016-2017	0.00	Smith, Scott	MMM

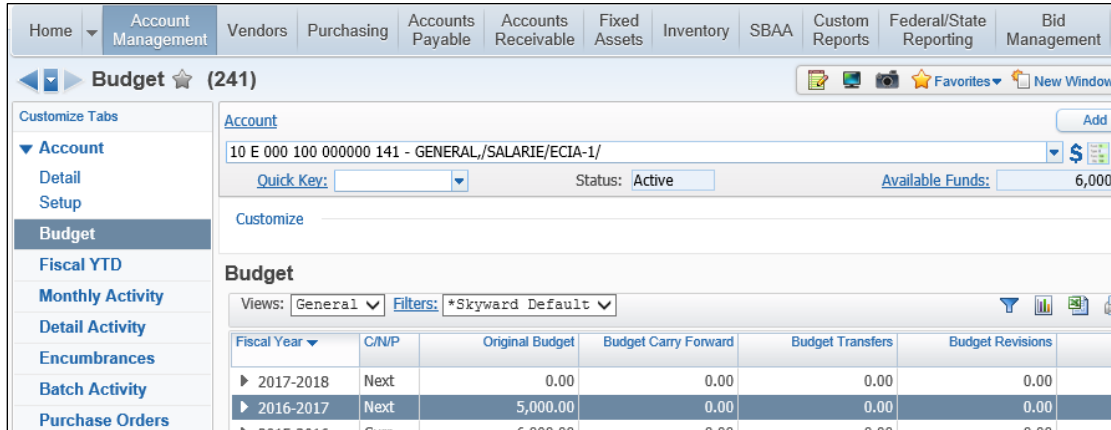
[More Change History](#)

The View Change History link will also open this same browse screen. The Change History browse screen allows a more complete viewing of the records and also allows for sorting and dumping the data to Excel.

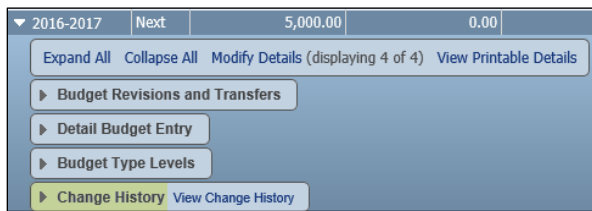
Date Changed	Time Changed	Account	Budget Type	Fiscal Year	Amount	Changed By
09/07/2016	2:00:12 PM	10 E 000 211 000000 000	Original	2016-2017	1,500.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 119 000000 011	Original	2016-2017	2,100.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 119 000000 000	Original	2016-2017	12,000.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 118 000000 153	Original	2016-2017	7,000.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 100 000000 141	Original	2016-2017	5,000.00	Smithscr, Joe
09/07/2016	2:00:12 PM	10 E 000 100 000000 011	Original	2016-2017	3,200,000.00	Smithscr, Joe
09/07/2016	1:50:16 PM	10 E 000 113 000000 141	Original	2016-2017	2,500.00	Smith, Scott

The Budget tab for the Account Profile now contains a Change History node for each fiscal year. Any changes to the Original Budget or Revised Budget (Budget Transfers, Budget Revisions and Budget from Prior Year) are displayed in the Change History node.

Navigate to Web Financial Management > Account Management > Account Master > Account Profile and select the Budget tab.



Select the fiscal year to view then expand it. There is a new Change History node available. Expand the Change History node.



As with the Budget Entry Change History node, if there are more than 10 records listed a More Change History button will be available.

A View Change History link is also available. This will open the Change History browse screen where you can view the details, as well as sort and dump the information to Excel.

Date	Time	Budget Type	Process	Field Description
09/07/2016	2:00:13 PM	Original	Change	Revised Budget
09/07/2016	2:00:13 PM	Original	Change	Original Budget
09/07/2016	1:40:35 PM	Original	Change	Revised Budget
09/07/2016	1:40:35 PM	Original	Change	Original Budget
08/23/2016	9:14:41 AM	WRKG	Add	

Date Changed	Time Changed	Budget Type	Process	Field - Description	Origin
09/07/2016	2:00:13 PM	Original	Change	Revised Budget	500.0
09/07/2016	2:00:13 PM	Original	Change	Original Budget	500.0
09/07/2016	1:40:35 PM	Original	Change	Revised Budget	0.00
09/07/2016	1:40:35 PM	Original	Change	Original Budget	0.00