

Actuals/Budgets - Accounts

Last Modified on 03/27/2026 4:11 pm EDT

Actuals/Budgets - Accounts

Budgets > Actuals/Budget Entry

This screen displays monthly and annual figures for one account for individual years: actuals, budgets, forecasts, variances, and formulas. It is also the main screen for budget entry. For help specific to budget entry, see budget entry. For a look at the budget process or how to begin budgeting, see the [budget overview](#).

Account#: The account being displayed or budgeted. The arrows allow you to scroll through accounts. The previous and next buttons are also controlled by the page up and down keys. The Ctrl+Home and Ctrl+End keys also control the first and last buttons.

Save: Records all budget changes.

Refresh: Reloads screen data to most recent saved budget figures.

Transactions: Shows the actual G/L transactions for the selected year and period. You can browse transaction history by clicking to highlight a month in an actuals column and clicking the transactions button or by double-clicking on a month in an actuals column.

Filter: This filter restricts the accounts displayed to a range of selected accounts when completing an account search. The filter will remain until you remove it. If a filter has been applied, the Filter button will be encompassed with a box.

Sum: Modifies the budget entry screen to display the same columns for a summary of the total of accounts based on a selection of account divisions. Displaying accounts in summary mode removes the capability to make budget entries since budgets must be entered on an individual account basis. The Sum view is valuable when using the Graph option for presentation.

Components: Enables the user to enter the details of monthly budget amounts.

Attachments: This allows saving notes, worksheets, etc., for a specific budget type, year, and account number. If the budget is copied, the changes will not be carried forward until next year.

Undo: Reverts the user's most recent keystroke.

Worksheet: Records calculations from the formula menu for the budgeted account. It consolidates all formulas and manual data entry points in one screen display. The user can review all data entered, select the desired column, and click the replace budget button. The column selected will overlay the budget on the budget entry screen. Once a formula in a different column is entered, the worksheet clears and starts with the new column. The spreadsheet may also be removed manually.

Formula: This allows the user to calculate a budget figure using various formulas. The budget year and period being calculated depend upon what is selected. See [budget formulas](#) for more information.

Graph: Graph displays are context-sensitive, and there are four different types from which to

choose:

1. The first option displays the monthly amounts for the column and row highlighted.
2. The second shows an actual vs. budget comparison for the column and row highlighted.
3. The third shows an actual vs. budget comparison for every month in the year selected.
4. The fourth (Column) will show every period for the column in the year selected.

NOTE: The default graph is a 2D Line graph. However, the system administrator can change this for each user. To change it, ask your system administrator to modify the permissions for your user by going to **Users > Permissions > Application General Ledger** and changing **Actuals/Budgets Graph Type** and **Actuals/Budgets Graph Dimensions** to your preference.

Reports: This allows the user to print, print preview, or download the current screen display. The Generic Report Writer can be used to set up a report of budget component details. Contact SGA for assistance in setting up these custom reports.

Budget Comments: Every budget column has a comment stored along with it, specific to the year. Click to highlight any month on a selected column to see the comments for that column. If you have the authority to modify budgets, then you can also modify the comments.

Budget Audit Trail: Below the budget year's comment box is a link showing the last modified date/time and the user who made the change for the currently highlighted column. Click on this link to see details of changes, including old and new values. The audit trail holds any manual changes to the budget; details are not recorded for any global budget changes made by the administration.

Account Comments: These comments are stored for the G/L account, not for any particular budget year. These are the same comments on the [account maintenance](#) screen. You must have the authority to **Account Maintenance** to modify these comments.
