Multi-Account Budget Entry
Budgets > Actuals / Budget Multi-Account Entry

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 17 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

The Actuals/Budget Multi-Account entry screen can be accessed through either of the following methods:

- *Budgets > Actuals/Budget* Multi-Account Entry. Display all accessible accounts or add account filter ranges.

- From any Financial Statement report, click on any row, right-click, and select Actuals/Budgets Multi-Account. The Multi-Account Entry screen will open in a new tab displaying the accounts matching the parameters from the drill-down level.

Click the dropdown arrow on the Actuals/Budgets Multi-Account Entry screen to select a View with the appropriate budget years displayed for the intended budget entry. The system will remember the last view you selected and default to that view each time you go into this screen unless you choose a different one. Budget columns open to allow entry for you are displayed in yellow.
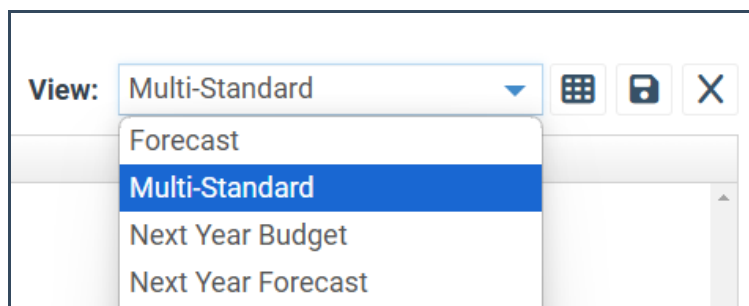
Monthly Entry (no detail)

For simple budget entry:

- Key the amount in the appropriate budget month. To move to another month, click in the proper month's entry field and use the left/right arrow keys, the enter key, or the tab key to move between monthly columns. To move to another account, click in any of its budget month columns or use the up/down arrow keys.

- If you wish to key an annual amount only, you may enter this amount in the column for the first period of the budget year (or any month you choose). The amount will be reflected in the Total column. The annual amount can later be spread to monthly amounts if you wish.

- Various formula calculations are available to calculate the budget based on budgets from prior years. Click on the total column and select **Formula** at the top of the page.

- To save the budget entries on this screen, press the **Save** button (Alt+S). Budget entries for all accounts will be saved at once.

Component Entry (detail)

Click somewhere in the account's budget year in which you wish to enter a budget and either click the components button or double-click. The components screen will display where you can enter the budget details for each month based on the format setup your organization has customized and specified for the account. When finished, click **Save**, and you will return to the Multi-Account Budget Entry screen with the updated monthly budget amounts. Click **Save** to store the changes.

If information cannot be entered into the budget year, it is because of one of the following reasons:

- The user does not have menu permission to enter budgets.

- The user's account/object restrictions do not allow entry of budgets into the specified account.

- *Settings > Budgeting > Years* setup does not allow entry for this user or G/L account.

- *Settings > Budgeting > Years* is set to disallow entry on specific dates, which are now in the past.

- Components are being forced or already exist for the column being modified. When components are forced or already exist, you must budget at the component level by double-clicking the column or the components button.

- The account is inactive.

- *Settings > Budgeting > Allocations* are set to auto-compute the budget for this account, so manual entry is not allowed.

Global Budget Changes

The menu option *Budgets > Global Budget* changes allows administrators to use various formulas to calculate the budget for a selected account group based on prior years' budgets. This tool can also be used globally to spread annual budget amounts to monthly.

Comments

Every account budget row has a comment box for that individual account and budget year. If you have the authority to modify budgets, you can also change the comments. Any commentary entered will stay with the respective budget and may be referenced anytime.

Audit trail

The Actuals/Budgets screen displays the user and the date/time the Budget Year was last modified as a hyperlink. Click on the link to see the audit trail of all manual budget changes made. Entries will list the information that was changed, the old and new values, who made the change, and when the change occurred. Manual budget changes may also be accessed via the Generic Report Writer. Audit records are not created when the account is modified from an allocation calculation or global budget changes. So, if nothing is displayed, it will indicate the budget/forecast change was an auto-calculation rather than the user making a manual budget change.