

Multi-Account Budget Entry

Last Modified on 05/24/2023 2:13 pm EDT

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.

On the Actuals/Budgets Multi-Account Entry screen, click on the dropdown arrow to select a View that has the appropriate budget years displayed for the budget entry intended. The system will remember the last view you selected and will default that same view each time you go into this screen unless you select a different view. Budget columns that are 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 appropriate month's entry field, 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 year/s. 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 monthly budget amounts updated. 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 do budgeting at the component level by double clicking the column or clicking the components button.
 - The account is inactive.
 - Settings > Budgeting > Allocations are set to auto-compute the budget for this account and, therefore, manual entry is not allowed.
-

Global Budget Changes

Menu option Budgets > Global Budget Changes allows administrators to use a selection of various formulas to calculate the budget for a selected group of accounts, based on budgets from prior year/s. This tool can also be used on a global basis to spread annual budget amounts to monthly.

Comments

Every account budget row has an available comment box for that individual account and budget year. If you have authority to modify budgets then you can also modify the comments. Any commentary entered will stay with the respective budget and may be referenced any time in the future.

Audit trail

The Actuals/Budgets screen displays the user and 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 value, who made the change and when the change occurred. Manual budget changes may also be accessed via the Generic Report Writer. Audit records do not get created when the account is modified from an allocation calculation or from 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.
