

## Budget Codes User Guide



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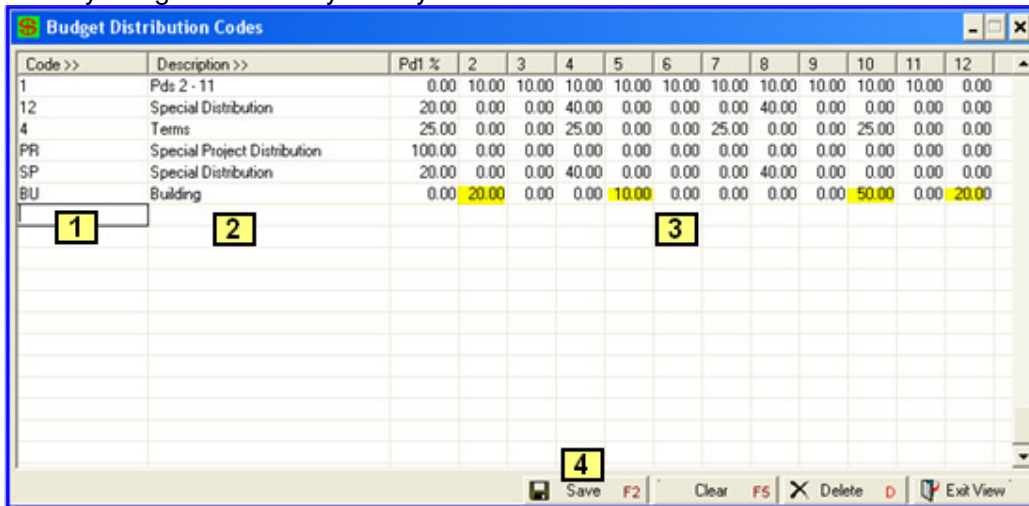
### Budget Codes

**Path:** Finance → System → Budget Code

Budget Codes can be created first and added to the Ledger Model account when the accounts are created, or they can be added to the Model acc or sub accounts through the Posting account view at any time.

- Budget Codes can be used for any Model or Sub account.
- Budget codes work on a percentage not a dollar value.
- The total of the percentages entered must add up to 100%.

Create as many Budget Codes as you may need.



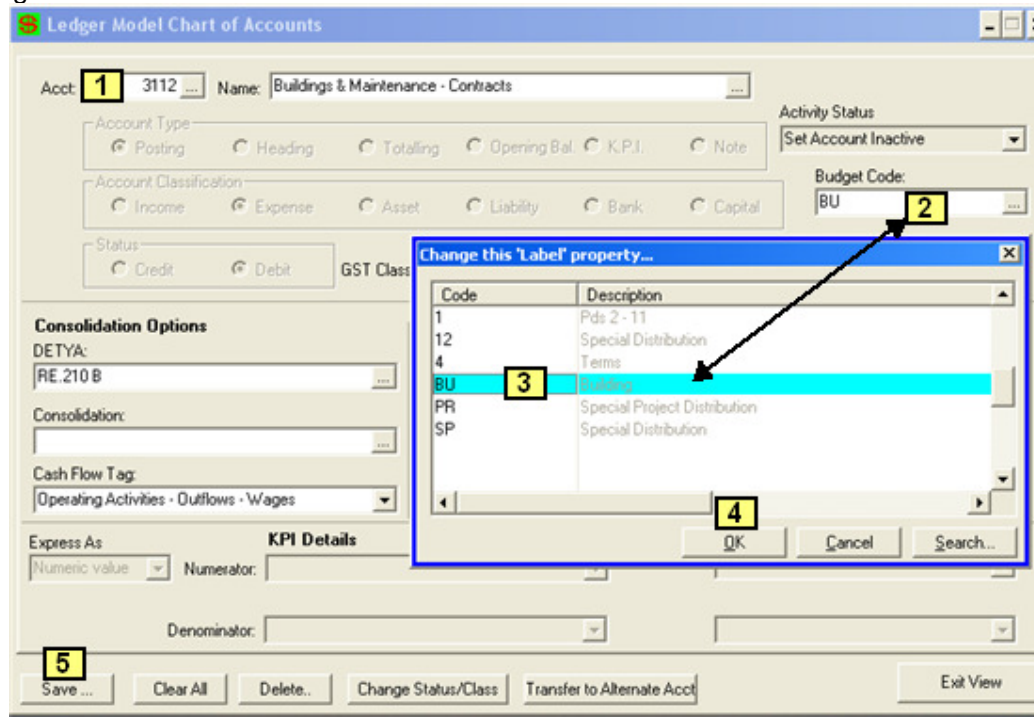
<b>1.</b>	<b>Code</b>	Enter a Code you will understand. This can be Alpha, Numeric or a Combination of both.
<b>2.</b>	<b>Description</b>	Enter your description for the distribution of the estimated costs.
<b>3.</b>	<b>PD1%</b>	Periods 1 to 12, the periods run with the General Ledger periods; <ul style="list-style-type: none"> <li>• The total % of the 12 periods must equal 100%</li> </ul>
<b>4.</b>	<b>Save</b>	Tab off the line to save or click Save.

The Budget Codes can be used in;

- Model Account Entry
- Posting Accounts
- Ledger File Import/Export

## Model Account Entry

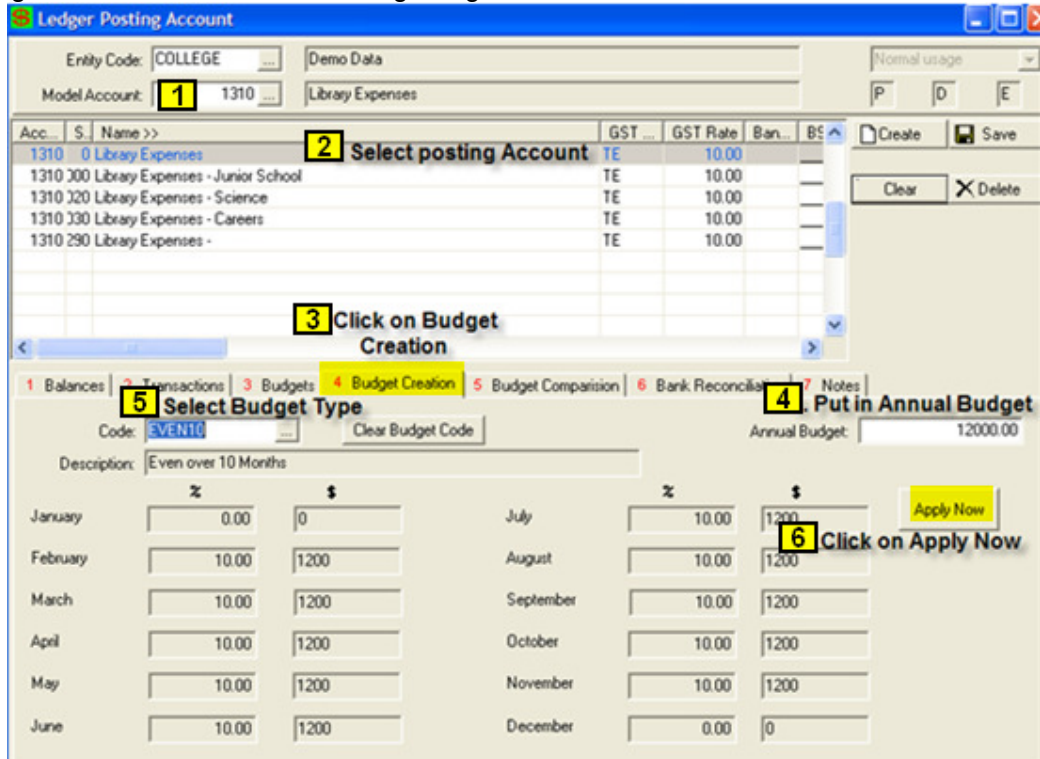
The Budget Code can be added to the Model Account.



1.	Select the Model Account you wish to attach the code to.
2.	Click the browse button to open the Budget Code window.
3.	Highlight the Code you want to add.
4.	Click OK.
5.	Click Save.

### Posting Account Entry

The Budget Creation tab relies on having Budget Codes created.



- |    |                                 |
|----|---------------------------------|
| 1. | Select the Model Account.       |
| 2. | Select the Posting Account.     |
| 3. | Go to the Budget Creation tab.  |
| 4. | Enter the Annual Budget figure. |
| 5. | Select the Budget Code.         |
| 6. | Click Apply now.                |

The figures will be transferred to the Budgets tab.

2007		Year to Date		12000.00		12000	
Budget	Revised Budget	Budget	Revised Budget	Budget	Revised Budget	Budget	Revised Budget
Open Bal	0.00						
January	0.00	May	1200.00	September	1200.00	1200	1200
February	1200.00	June	1200.00	October	1200.00	1200	1200
March	1200.00	July	1200.00	November	1200.00	1200	1200
April	1200.00	August	1200.00	December	0.00	0	0

## Ledger File Import/Export

**Path:** General Ledger → Ledger File Import/Export

Budget Codes can be Exported out as Budget Distribution Codes, when changes are made the can be imported back in.

The screenshot shows the 'Ledger File Interchange' dialog box. At the top, the 'Entity' is set to 'COLLEGE'. Below this, there are fields for 'From Account' and 'To Last Account or:'. The 'Account Classification' is set to 'All'. The main area is divided into three columns: 'Identified Fields', 'Available Fields', and 'Selected Fields'. The 'Available Fields' list includes: Current Year Actuals, Current Year Budgets, Current Year Projected, Prior Year Actuals, Prior Year Budgets, Total Yearly Movement, Total Annual Budget, and '---> Budget Distribution Code' (highlighted in yellow). The 'Selected Fields' list contains 'Budget Distribution Code'. At the bottom, there are buttons for 'Select All' and 'Deselect All'. The 'Task required' section has radio buttons for 'Export to File' (selected) and 'Import from File'. The 'File to Export' section includes 'File Name: PostAcc.csv', 'File Type: Comma Separated', and a checked 'Apply combo extension' checkbox. On the right, there are buttons for 'Begin Export P' and 'Exit View Esc'.