Budgets > Actuals/Budget Entry

Displays monthly and annual figures for one account for individual years: actuals, budgets, forecasts, variances, and formulas. This 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.
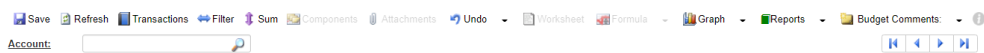
Account#: The account being displayed or budgeted. The blue arrows allow you to scroll through accounts. The previous and next buttons are also controlled by the page up and down keys. The first and last buttons are also controlled by the Ctrl+Home and Ctrl+End keys.

Save: Records all budget changes.

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

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

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

View: Allows saving various screen presentations of columns to display on this screen. A dropdown arrow allows selecting the view to display. For more info see views.

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

Attachments: Allows saving notes, worksheets, etc. for a specific budget type, year, and account#. They will not be carried forward into the next year if the budget is copied.

Undo: Reverts the user's most recent keystroke.

Worksheet: Records calculations from the formula menu for the account currently being budgeted. 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 on a different column is entered the worksheet clears and starts with the new column. The spreadsheet may also be cleared manually.

Formula: Allows the user to calculate a budget figure using various formulas. The budget year and period being calculated is dependent upon what is selected. See budget formulas for more information.

Graph: Graph displays are context-sensitive, and there are 4 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, this can be changed per user by the system administrator. To change it, ask your system administrator to modify the permissions for your user by going to SignOn > Permissions > Application General Ledger and change "Actuals/Budgets Graph Type" and "Actuals/Budgets Graph Dimensions" to your preference.

Reports: Allows the user to print, print preview, or download the current screen display. A report of budget component details can be setup using the Generic Report Writer. Contact SGA for assistance in setting up these custom reports.

Budget Comments: Every budget column has a comment that is stored right 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, as well as the user who made the change, for the column currently highlighted. Click on this link to see details of changes, including old and new value. The audit trail holds any manual changes to the budget; details are not recorded for any global budget changes made by 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 authority to "Account Maintenance" in order to modify these comments.