

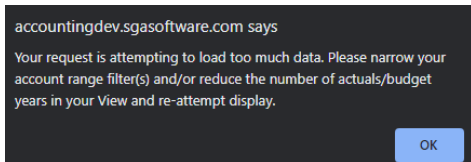
Actuals/Budget Multi-Account Entry screen

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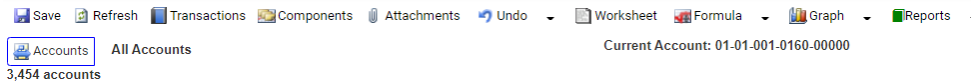
Displays monthly and annual figures for multiple accounts for individual years: actuals, budgets, forecasts, variances, and formulas. For help specific to budget entry see [Multi-Account budget entry](#). For a look at the budget process or how to begin budgeting see the [budget overview](#).

The first time the screen is accessed a menu will be presented where the user must indicate if all accessible accounts or if only a filtered range of accounts should be displayed.

*The screen will limit the account/budget year combinations displayed to 10,000. For example, if the organization has 5,000 GL accounts and the View selected contains only one budget year column, all accounts will display. If there are three budget year columns, however, the user will receive a warning message indicating:



Adjusting either the account filters or reducing the number of budget years in the View will allow the process to move forward.



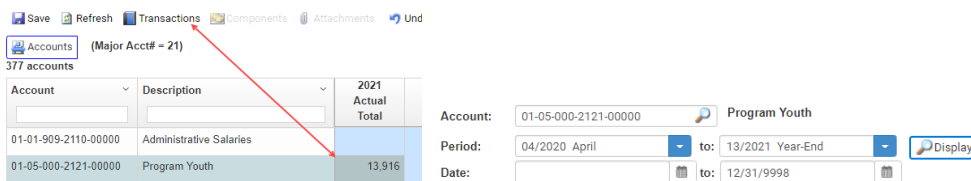
Accounts: The accounts/account filter ranges being displayed or budgeted. The number of accounts being displayed is listed below the button.

Current Account: The account currently highlighted for entry in the grid display.

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. To browse transaction history click to highlight a month in an actuals budget type column and click the transactions button, double, or press Alt+T.



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.

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 type has a comment that is stored right along with it, specific to the year. Click to highlight any month for a budget year to see the comments. 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 account 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.

YTD (Month): The total actual cost for the selected account through the most recent closed accounting period.

MTD (Month): The actual cost entered in the current accounting period for the selected month.

YTD Current: The total of the YTD (Month) and MTD (Month) amounts.

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 [Multi-Account views](#).

