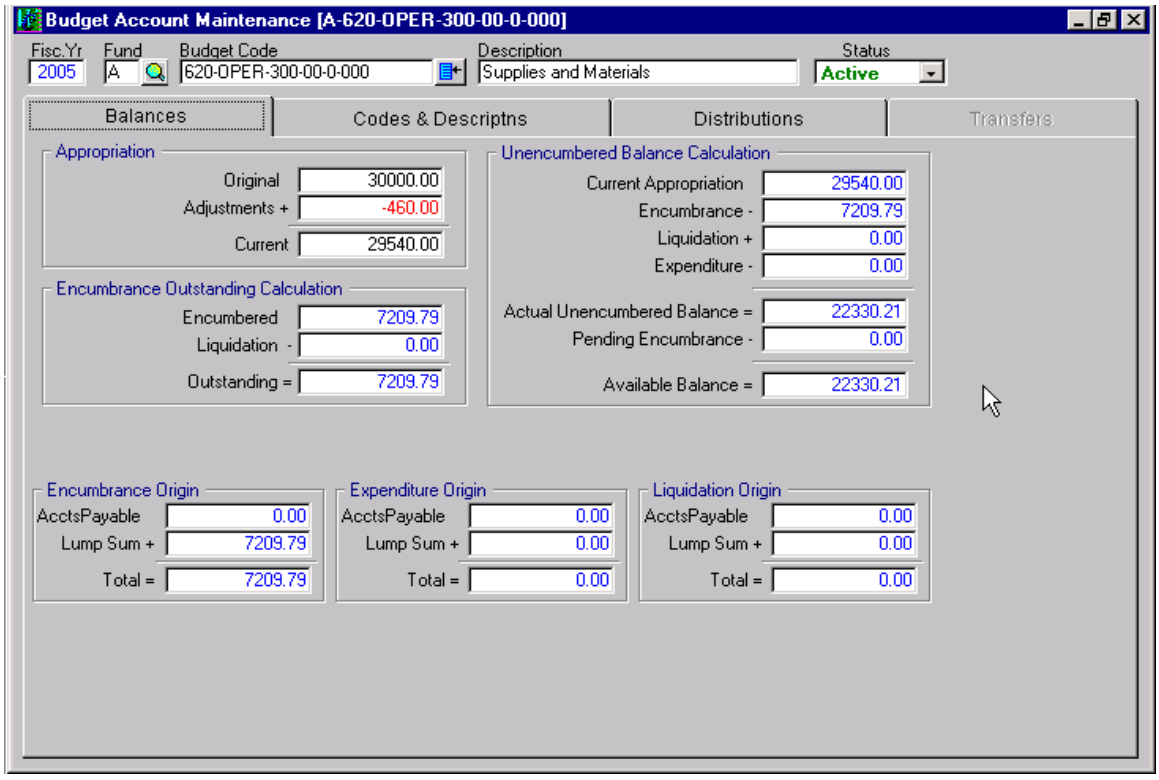
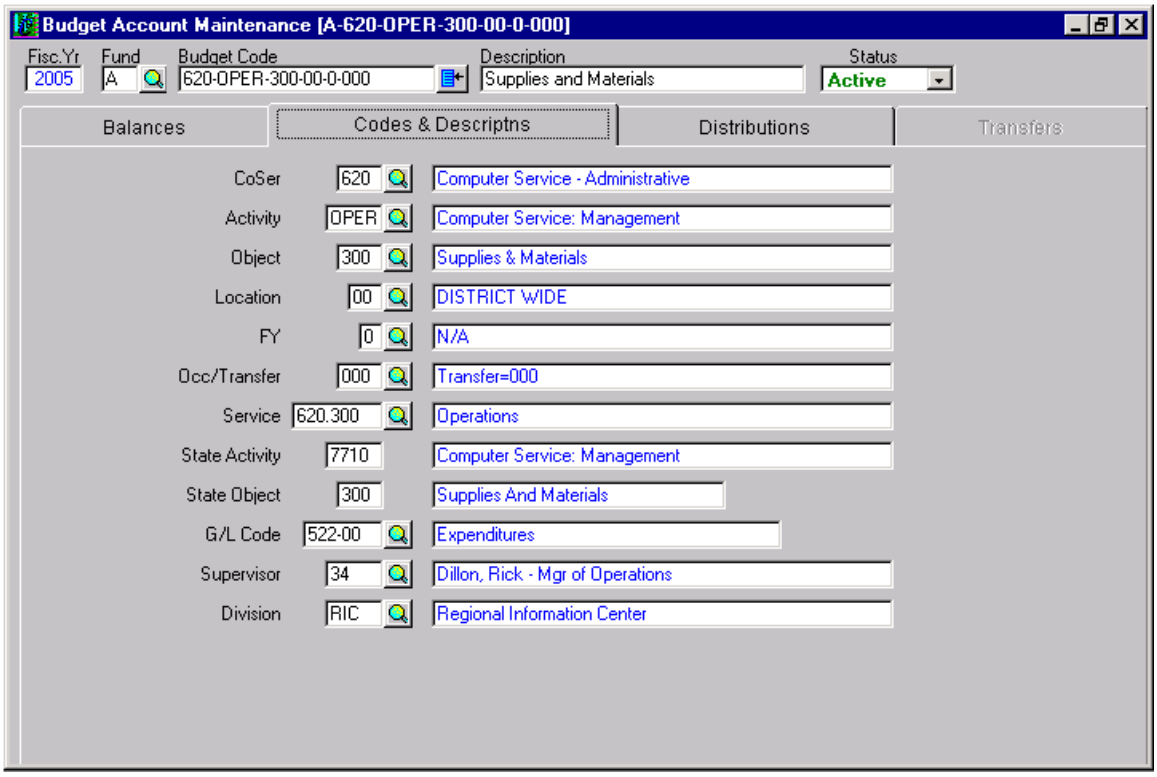
BUDGET MANAGEMENT

Budget Account Maintenance

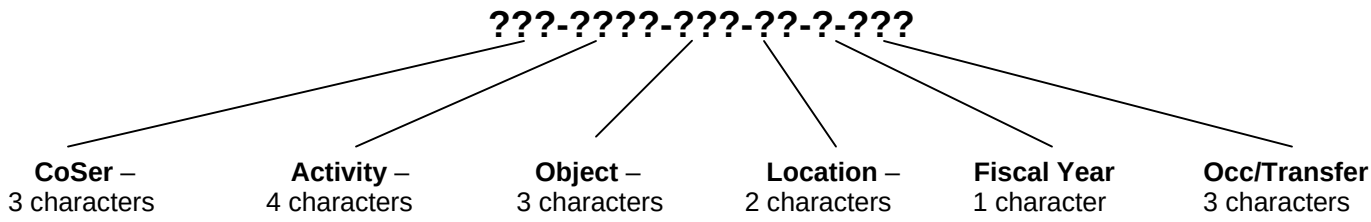
A budget account record exists for each active or inactive budget account in the system. An individual's security will determine his/her ability to view or transact against certain accounts. The Budget Account Maintenance screen is divided into tabs. Each tab contains information related to that budget account.
The Balances tab contains financial information relating to the appropriations, encumbrances, and a calculation of the unencumbered balance for the account. The information contained within the record is based on the status of the latest transaction processed against the account.



The Codes & Descriptns tab contains descriptions of information relating to the budget components that make up the code. In addition, displays will also indicate the State values for information such as State Activity or State Object.

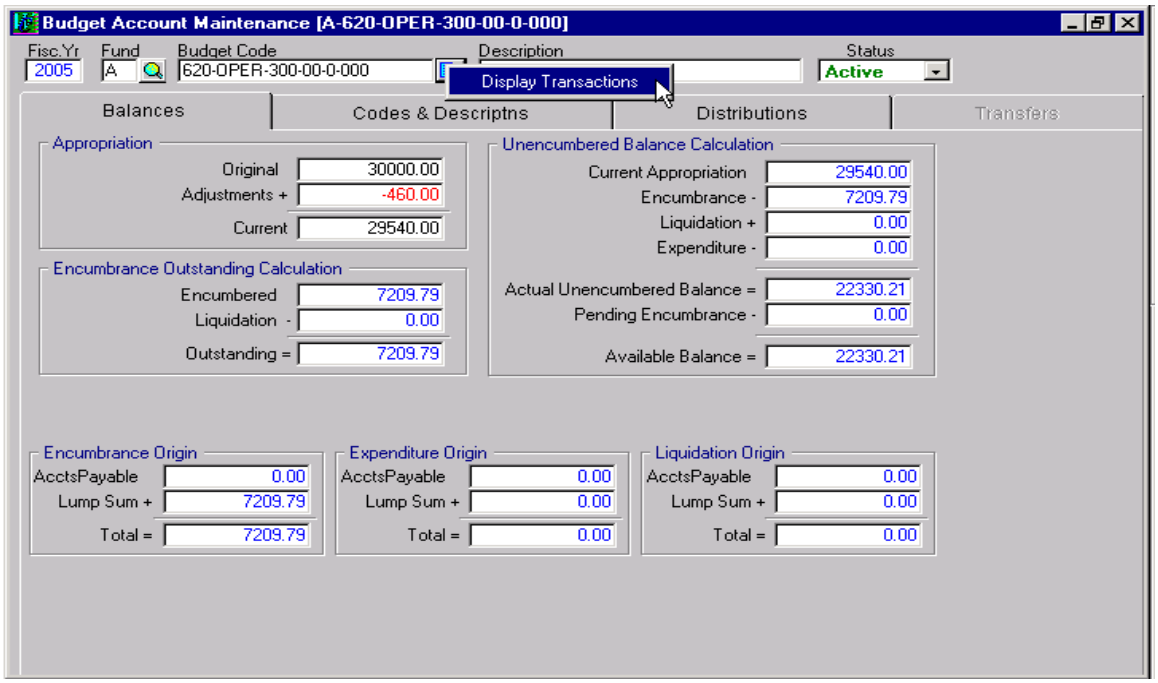


A budget code is made up of the following components:

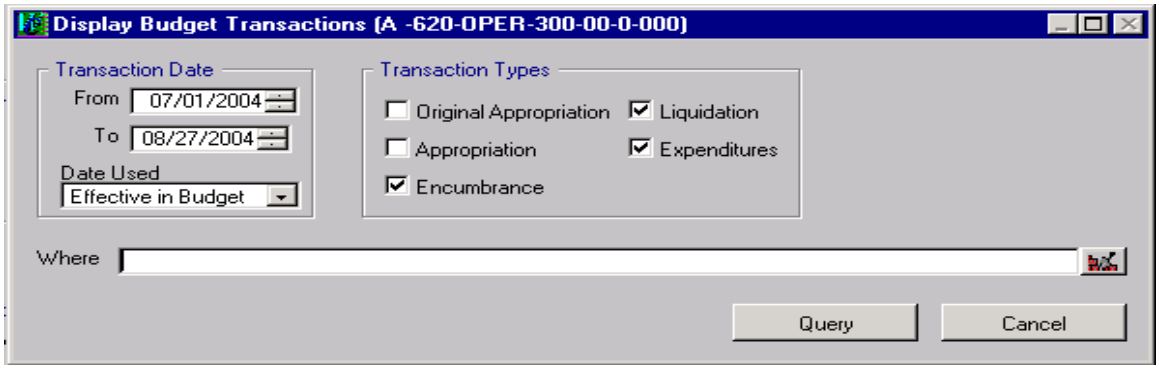


Display Budget Transactions

To display the transactions that have been posted against a budget account, a “Display Transactions” option exists that will provide an on screen display of the transactions.
On the Budget Account Maintenance screen, to the right of the Budget Code, is an options button (blue) to “Display Transactions”. The system will display all of the transactions that have taken place against this budget code. From that display, a “Criteria” option will allow the user to define criteria to limit the transactions.

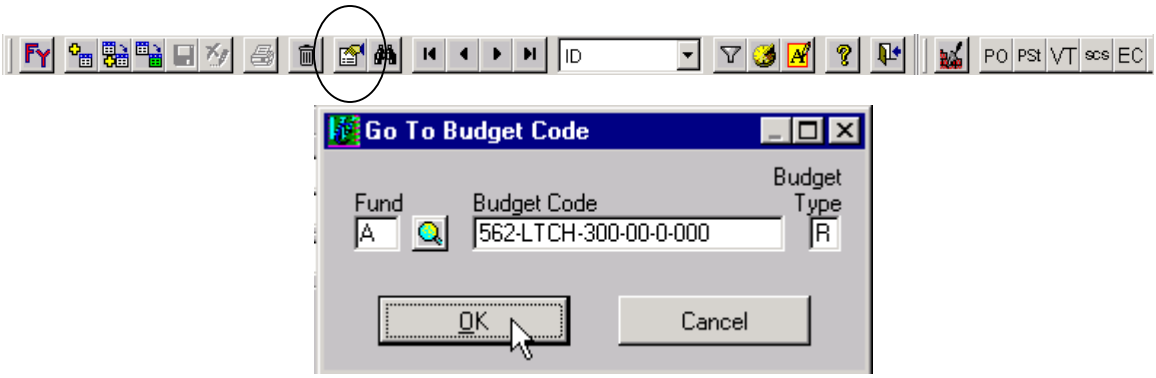


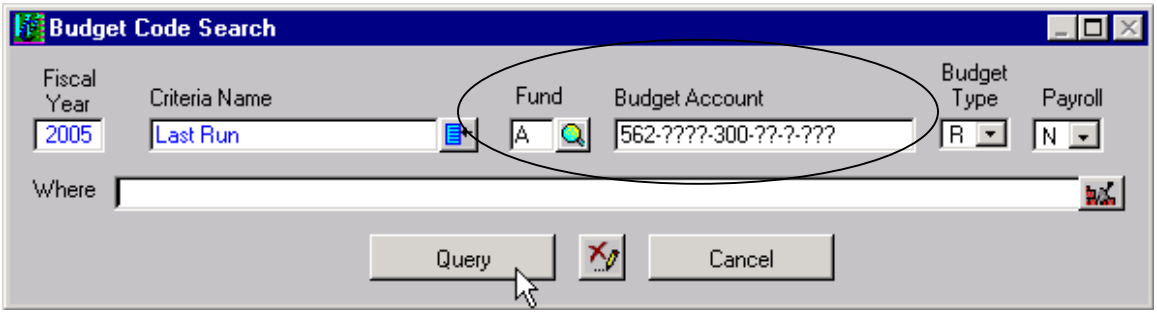
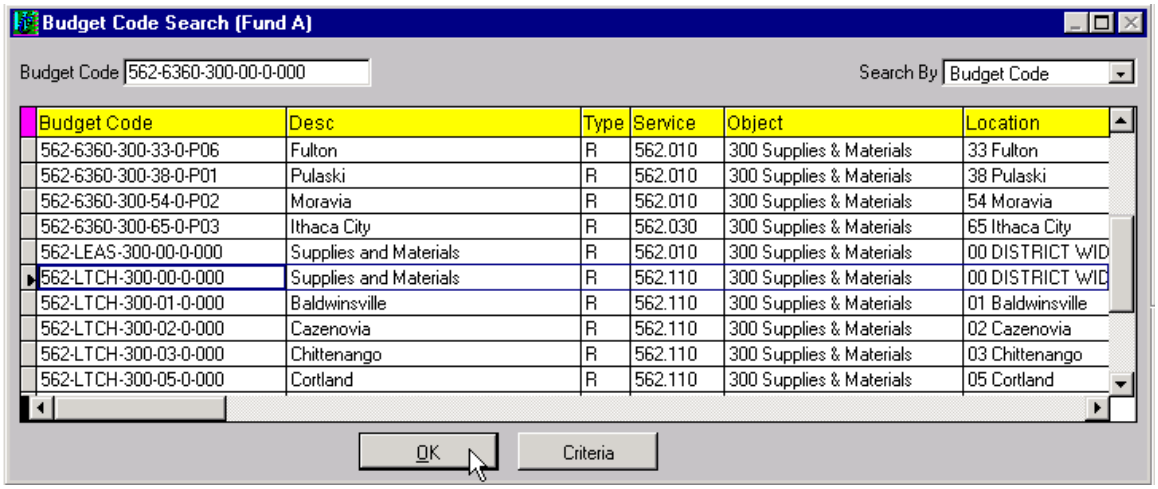
For example, the search could be limited to ‘Encumbrance’, ‘Liquidation’, and ‘Expenditures’, “Transaction Types”, or the “Transaction Date” range could be modified to limit the dates of the transactions. The “Date Used” field is usually ‘Effective in Budget’. If the criterion is changed, the query option will display the transactions that match the newly defined criteria.



Budget Code GOTO

While in the Budget Account Maintenance screen, the “GOTO” option on the form toolbar will allow a specific budget account to be displayed. It is assumed that the budget account is known if the GOTO option is selected.



Budget Code Search

The Budget Code search option will allow for a defined search of the Budget Accounts based on specific budget component criteria. For example, if a budget code with a Coser of 562 and an object of 300 is desired, specifying these criteria in the Budget Account masque will bring a list of all codes to the screen that match that criterion. The desired Budget Code can then be selected from the list, and the Budget Account record will then be on display.