

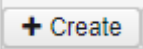
Proposed Amounts

- Create Proposed Amounts
- View a Proposed Amount
- Edit a Proposed Amount
- Delete a Proposed Amount
- Applying Proposed Amounts

Existing proposed budget and anticipated revenue amounts appear on the grid based on the fiscal year selected.

	Fund	Funct	Object	SCC	Subject	OPU	IL	Job	Amount
☞	300	4540	490	9500	000000	200	00	000	0.00
☞	300	4510	590	9500	000000	200	00	000	2,575.00
☞	300	4530	223	9500	000000	200	00	000	103.00
☞	300	4520	223	9500	000000	200	00	000	51.50
☞	300	4540	221	9500	000000	200	00	000	206.00

Create Proposed Amounts

To enter proposed amounts manually, use the  option.


1. From the menu, select 'Budgeting' and click on 'Proposed Amounts'.

2. Click on 


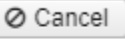
1. Click on the down arrow to select a budget account or start entering the budget account. You can filter the accounts by entering '.' between dimensions.

2. Enter a fiscal year.

3. Enter an Amount.

4. To save the proposed amount, click on . The account with its proposed amount will be added to the grid.

Proposed Budget


Budget

Fiscal Year


Amount

5.


View a Proposed Amount

1. From the grid, search the desired account and click on  to view the details of the proposed amount.


Edit a Proposed Amount


1. From the grid, search the desired account and click on  to edit the fiscal year or proposed amount.

Delete a Proposed Amount

1. From the grid, search the desired account and click on  to delete the proposed amount for that account. Click on 'delete' to confirm deletion.

Applying Proposed Amounts

Once all of the proposed amounts are set and ready to be applied as the initial figures for a particular fiscal year, click on the  option.

1. Select the Fiscal Year you want the figures applied to.
2. Click on  . The following box will appear:


Apply Proposed Amounts for Fiscal Year 2018 + x

This process will set the temporary/permanent initial budget or anticipated revenue amounts for the selected fiscal year. If the posting period associated with the date entered does not exist it will be created automatically by this process.

Temp/Perm

Effective Date

Full Year

1. Select either Temporary or Permanent
 2. Effective date is an informational field only. It automatically defaults to the first day of the fiscal year selected.
 3. Full Year is an informational field.
 1. If 'Temporary' is selected, checkmarking 'full year' indicates the temporary initial budgets hold true for the entire year.
 2. If 'Temporary' is selected and 'full year' is not checkmarked, this indicates the temporary initial budgets could change during the fiscal year
 3. If 'Permanent' is selected, 'full year' is checkmarked automatically and cannot be unchecked. This indicates these are permanent initial budget budgets and will not be changed during the fiscal year.
3. Click on  to proceed with applying the proposed figures as the initial budget/revenue estimates for the fiscal year selected.