# Navigating to Budget Development



# Machine generated alternative text: ARKANSAS TECH  U N IVERSITY  Budget Development  My Finance  Budget Development  My Worksheets  View list of worksheets to update and review.  Budget Development Worksheets  Create queries to update and review budget worksheets.  Budget Development Query  Create queries to review Budget Development activity.  Maintain Organizaüon Locks  Review and update Organization lock statuses setting  restrictions on worksheet changes.

Worksheets are where you can change budget amounts

Queries allow you to see multiple budgets on one screen or a single budget.

# How to Look at Budgets

## How to look at a single budget



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Select Line Item Detail. Click Continue.





Chart of Accounts is always T. Budget ID will be FY24. Budget Phases will be provided by the VPAF as the budget process unfolds. You may have to work on more than one but there will only be one Phase in use at a time.

Entering the Index code will pre-fill the Fund, Org and Program for you. Remove the Program code because some budgets may have salaries allocated to multiple program codes. Removing it here will allow you to see them all. Unless you want to restrict it to one account line, leave the account blank. We do not currently use Activity or Location.



Select Labor Accounts and Expense Accounts. If you are reviewing a Revenue Step in the budget process, select Revenue Accounts.

In order to see the detail within the line you can click the blue organization and account codes.



## How to look at multiple Organizations



Navigate to the Create Budget Query page as you did before. Instead of using a 6 digit organization code you will use one of the shorter roll-up codes. For example, if the VPAF wants to see all the budget within their area, they would use 30.

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A list of the organizations that fall under the roll-up that you selected will appear along with their total budget amount. You can click on the organization codes to get more detail.

# How to Change Budgets



 

You can increase multiple lines all at once using these options. If you enter a percent or an amount and then click Calculate, it will add it to the Cumulative Change Column below.

Use the Change Value fields to increase or decrease budget lines.

If you need to budget funds in a line that doesn’t appear above, use this section to add a new budget line. Use the program code that defaults to the Index you’re working on. The accounts should only be 70300, 70400, 70500, and 7080. Once you’ve made your changes and added any new lines, click Post to save your changes.