

Budget/Balance Preparation

Use the Budget/Balance Preparation module to compile projected fiscal year expenses. You may also manipulate an existing budget during the course of a fiscal cycle. You should be familiar with the General Ledger module as described in Chapter 2 of this manual before using the System's budget capabilities.

Budget Preparation Screen

To open the *Budget Preparation Screen*, choose **Modules** → **Budget/Balance Preparation** → **Budget Preparation Screen**. Press **Tab** or **Enter** to move between fields. You cannot access fields containing information displayed in blue type.

	Previous Year	Current Year	New Year
Budget Amount	1,011,616.00	\$1,052,775.00	\$1,089,622.00
Encumbrance		0.00	0.00
Cycle Balance		-238,132.91	0.00
Y-T-D Balance	-1,012,023.47	-964,288.76	-92,805.66

ASN #	Previous Budget	Current Budget	New Budget	Level	Account Name
01200	1,011,616.00	1,052,775.00	1,089,622.00	2	CURRENT TAX COLLECTION
01202	0.00	0.00	0.00	2	OTHER TAXES
01208	0.00	0.00	0.00	2	DEFERRED TAXES CHANGE-GE
01207	10,493,941.00	10,992,475.00	11,353,132.00	2	ENHANCEMENT MILLAGE
01209	0.00	0.00	0.00	2	ENHANCEMENT DELIQU.
01204	90,000.00	0.00	0.00	2	IFT ENHANCEMENT

Budget Preparation Screen

Instructional documentation to complete the following processes related to the Budget Preparation Screen can be found on the following pages:

- Budget Preparation: Build a Budget 9-12
- Budget Preparation: Recall a Budget Database 9-14
- Budget Preparation: Toolbar Options 9-15

Budget Preparation Screen Operations

Import General Ledger Chart File

Brings all or selected dimensions of the General Ledger Chart of Accounts into the currently displayed budget database. This process deletes existing data in the budget database prior to import.

Export Current Year Budget/Balance Data

Copies all current year budget data from the

	currently displayed budget database to the General Ledger Chart of Accounts. *Prior to running this operation, complete an administrative backup.
Export New Year Budget/Balance Data	Copies all New Year budget data from the currently displayed budget database to the General Ledger Chart of Accounts. *Prior to running this operation, complete an administrative backup.
Delete All Records	Deletes all records in the currently displayed budget database.
Shift Budget/Balance Information	Moves budget data from “current” to “previous” and “new year” to “current.”
Zero New Year Budget/Balance Information	Changes all new year budget amounts to zero.
Select a Budget/Balance Database	Displays a browse list of saved budget databases from which you can select one to retrieve.
Create a New Budget/Balance Database	Creates a new budget database file for entry of a new budget.
Define Database Header Information	Opens a window allowing you to change header information on the currently displayed budget.
Recalculate the Budget/Balance Total Lines	Re-totals account levels 4-9, your “total” level accounts.
Percentage New Budget/Balance from Current	Calculates new year budget figures as a percentage of current year amounts for all accounts in the budget database. For example, to increase a figure by ten percent, key in a percentage of 1.10. Similarly, to decrease an amount by five percent, enter 0.95.
Percentage New Budget/Balance from New	Recalculates and replaces the new year budget figure with a percentage of the displayed new year figure for all accounts in the budget database.
Re-index Budget/Balance Database	Recreates the indices for the current database.

Budget Preparation Screen Reports

Budget/Balance Comparison Listing	Lists budget figures for previous, current, and new fiscal years.
Budget/Balance Comparison Listing by ASN	Lists budget figures for previous, current, and new fiscal years in ASN order.
Y-T-D Budget/Balance Comparison Listing	Lists year-to-date figures along with previous, current, and new fiscal year budgets.
Budget/Balance Differences Listing	Displays previous, current, and new fiscal year budget figures, along with additional listings showing amount of increase or decrease between budget years.
Special Sort Budget/Balance Comparison	Comparison of previous, current, and new fiscal year budgets, arranged by special sort sequence.
Special Sort Y-T-D Comparison	Year-to-date budget comparison arranged according to a special sort sequence.
New Year Budget/Balance Summary	Displays revenue and expense figures for new budget year only.
Current Year Budget/Balance Summary	Displays revenue and expense figures for current budget year only.
Budget/Balance Comparison Worksheet	Lists all accounts showing budget amounts for previous, current, and new fiscal years. Includes an extra column for making notes about individual figures.
Sort Budget/Balance Comparison Worksheet	Compares fiscal year budgets arranged in a user-defined sort sequence.
New Year Budget/Balance Summary With Totals	Displays revenue and expense figures for new budget year only with totals based on levels 4-9.
Current Budget/Balance Summary With Totals	Displays revenue and expense figures for current budget year only with totals based on levels 4-9.

Budget/Balance Amendment Screen

Open the *Budget/Balance Amendment Screen* by clicking **Modules** → **Budget/Balance Preparation** → **Budget/Balance Amendment Screen**. Use this screen to make changes to current and new fiscal year budgets. You may change both overall budget amounts and individual line item figures. You can follow changes made to all ASNs through this screen.

ASN #	Approved Bud./Bal.	Revised Bud./Bal.	Bud./Bal. Change	User	Yr.	Comment
16359	0.00	0.00	0.00	FA	C	AMENDMENT #1
16360	0.00	0.00	0.00	FA	C	AMENDMENT #1
16370	0.00	0.00	0.00	FA	C	AMENDMENT #1
16371	0.00	0.00	0.00	FA	C	AMENDMENT #1
16960	245.00	275.00	30.00	FA	C	AMENDMENT #1
41481	0.00	0.00	0.00	FA	C	AMENDMENT #1

Budget/Balance Amendment Screen

The *Budget/Balance Amendment Screen* records changes made to individual budget line items. View a summary of budget changes made using this screen through the *Budget/Balance Amendment History Screen*. You can use this screen as a control mechanism to monitor budget changes. The *Budget/Balance Amendment History* screen allows you to view details of individual changes, such as who made changes, when they made them, and related comments.

Instructional documentation to complete the following processes related to the Budget/Balance Amendment Screen can be found on the following pages:

- Budget Amendment: Edit a Current Budget 9-17
- Budget Amendment: Toolbar Options 9-18
- Budget/Balance Import 9-19
- Budget/Balance Export 9-20

Budget/Balance Amendment Screen Operations

Import Chart Data	Brings budget figures from all accounts into the <i>Amendment</i> screen making them available for editing.
Export Budget/Balance Data to the Chart	Transfers updated budget information into the chart of accounts database. *Prior to running this operation, complete an administrative backup.
Calculate Budget/Balance Based on Percentage	Computes increase or decrease of all account budgets using a specified percentage of change.
Mass Change Comment Field	Attaches a specific comment to all accounts on this screen.
Export Budgets/Balances to a Spreadsheet	Transfers budget information from the <i>Budget Prep Screen</i> into a spreadsheet located in the “\FA\IMPORTS” directory to the file labeled “BUDEXPORT.XLS”.
Import Budgets/Balances from a Spreadsheet	Transfers budget data into the <i>Budget Prep Screen</i> from a spreadsheet located in the “\FA\IMPORTS” directory from the file labeled “BUDEXPORT.XLS”.

Budget/Balance Amendment Screen Reports

Current Year Budget/Balance List	Lists all current year accounts by ASN.
New Year Budget/Balance List	Lists all new year accounts by ASN.

**Budget/Balance History List
by Sort**

Displays a list of budget revisions arranged according to a user-defined sort sequence.

Project Budget Screen

Open the *Project Budget Screen* by clicking **Modules** → **Budget/Balance Preparation** → **Project Budget Screen**. Use this screen to make grant budget changes. You may change both overall budget amounts and individual line item figures. You can follow changes made to all ASNs through this screen.

ASN #	Current Project	Revised Project	Project Change	User	Comment
01480	0.00	0.00	0.00	FA	
01482	0.00	0.00	0.00	FA	
01483	0.00	0.00	0.00	FA	
01484	0.00	0.00	0.00	FA	
01485	0.00	5300.00	5300.00	FA	AMENDMENT #1
01486	0.00	0.00	0.00	FA	
01488	0.00	0.00	0.00	FA	
01490	0.00	0.00	0.00	FA	
01491	0.00	0.00	0.00	FA	

Project Budget Screen

The *Project Budget Screen* records changes made to individual budget line items. View a summary of budget changes made using this screen through the *Project History Screen*. You can use this screen as a control mechanism to monitor budget changes. The *Project History* screen allows you to view details of individual changes, such as who made changes, when they made them, and related comments.

Instructional documentation to complete the following processes related to the Project Budget Screen can be found on the following pages:

- Project Budget: Edit a Project Budget 9-22
- Project Budget: Toolbar Options 9-23
- Project Budget Import 9-24
- Project Budget Export 9-25

Project Budget Screen Operations

Import Chart Data	Brings budget figures from all accounts into the <i>Project Budget</i> screen making them available for editing.
Export Budget Data to the Chart	Transfers updated budget information into the chart of accounts database. *Prior to running this operation, complete an administrative backup.
Calculate Budget Based on Percentage	Computes increase or decrease of all account budgets using a specified percentage of change.
Mass Change Comment Field	Attaches a specific comment to all accounts on this screen.
Export Budgets to a Spreadsheet	Transfers budget information from the <i>Budget Prep Screen</i> into a spreadsheet located in the “\FA\IMPORTS” directory to the file labeled “PROJEXIM.XLS”.
Import Budgets from a Spreadsheet	Transfers budget data into the <i>Budget Prep Screen</i> from a spreadsheet located in the “\FA\IMPORTS” directory from the file labeled “PROJEXIM.XLS”.

Project Budget Screen Reports

Project Budget List	Lists all project or grant accounts by ASN.
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Budget Preparation: Build a Budget

- Modules: Budget/Balance Preparation
 - Screens: Budget Preparation Screen
 - Operations: Import General Ledger Chart File
1. A system message appears asking for confirmation to import the chart file. Click **Yes** to proceed.
 2. When the *Budget Import Selection Screen* opens, enter **A** to import all chart records, or **D** to import only certain dimensions. Click **OK** after making a selection.
 3. Choosing to import specific dimensions causes the *Budget Dimension Screen* to open. Enter the dimensions to import, and then click **OK**.
 4. Click **Operations** → **Create a New Budget/Balance Database**; the “Create a Budget Builder Database” window opens. Enter a name for the new budget, along with the various header names. Click **OK** when finished entering names. Next, click **Save** to make the new database information permanent.
 5. Begin to manipulate current year budget figures to create a new budget. Use built-in processes under the **Operations** menu to carry out mass percentage increases or shift budget information. Use the **Browse** feature to look through the current budget and update specific dollar amounts. Manually change specific account figures one at a time by browsing the list.

Data Field Descriptions

ASN Number	The unique five-digit Account Sequence Number. You may not change this number once it is created.
Account Number	The standard 26-digit State of Michigan account designation.
Account Level	A number between 1 and 9. Detail accounts use level 2.
Account Title	A description of the account, limited to thirty characters.
Budget Amount	Overall budget for the selected ASN number. You may only access the Current field and New field for detail (level 2) accounts.
Encumbrance	Total encumbrance for the displayed ASN number. The figure is brought over from the General Ledger Chart of Accounts.
Cycle Balance	Fiscal month-to-date balance from the General Ledger Chart of Accounts.
Y-T-D Balance	Year-to-date expenses from the General Ledger Chart of Accounts.

6. Click **Save** when finished building the new budget. This stores the new budget in the System memory.
7. You may export the new budget data for the current year or new year using Operations menu commands. Or, you have the option of leaving the new budget in the Budget/Balance Preparation database so you can continue to edit it and export it later.

Budget Preparation: Recall a Budget Database

Use this procedure to retrieve and work with a database you previously created.

- Modules: Budget/Balance Preparation
 - Screens: Budget Preparation
 - Operations: Select a Budget/Balance Database
1. A browse window opens, displaying a list of all saved budget databases. Scroll through the list or use the mouse pointer to highlight the database to work with. Press **OK** to retrieve the selected database to the *Budget Preparation Screen*.
 2. Make changes to the budget as necessary, then click **Save** to update the database with the changes.

Data Field Descriptions

ASN Number	The unique five-digit Account Sequence Number. You may not change this number once it is created.
Account Number	The standard 26-digit State of Michigan account designation.
Account Level	A number between 1 and 9. Detail accounts use level 2.
Account Title	A description of the account, limited to thirty characters.
Budget Amount	Overall budget for the selected ASN number. You may only access the Current field and New field for detail (level 2) accounts.
Encumbrance	Total encumbrance for the displayed ASN number. The figure is brought over from the General Ledger Chart of Accounts.
Cycle Balance	Fiscal month-to-date balance from the General Ledger Chart of Accounts.
Y-T-D Balance	Year-to-date expenses from the General Ledger Chart of Accounts.

3. Choose how to store the edited budget database:
 - a. Export the edited database to the chart file using either the “current year” or “new year” command in the **Operations** menu.
 - b. Leave the edited budget database in the *Budget Preparation Screen* if you expect to edit it further before converting it to the chart file.

Budget Preparation: Toolbar Options

Edit Budgets

1. Click the **Browse** button on the menu bar to choose from a listing of choices.

Available Edit Choices:

Edit New Year Budget

Lists accounts in ASN or account number order showing current and new fiscal year totals. You may edit only the new budget year data.

Edit Current Year Budget

Lists accounts in ASN or account number order showing current and new fiscal year totals. You may edit only the current budget year data.

2. Select the list to work from and click **OK**.
3. Choose the browse order and click **OK**.
4. The budget list chosen will be displayed in the browse order chosen. Edit the budget on this screen. When complete click **OK**.

Browse Budgets

1. Click the **Browse** button on the menu bar to choose from a listing of choices.

Available Browse Choices:

Browse Budgets by ASN Number

Lists accounts in ASN number order showing current and new fiscal year totals. You may not edit data on this screen.

Browse Budgets by Account

Lists current and new year budget figures ordered by State of Michigan account number. You may not edit data on this screen. You can mark records on this screen for deletion.

2. Select the list to work from and click **OK**. The budget list chosen will be displayed. Scroll through the list to find a specific account to work with.
3. Once the correct account has been found, click **OK** to open the account details to the *Budget Preparation* screen. Changes can be made in this screen if necessary.

Delete (Mark) a record from a Budget

1. Click the **Browse** button on the menu bar to choose from a listing of choices.
2. Choose **Browse for Deletion of Records** from the list and click **OK**. This option lists account names and numbers ordered by the State of Michigan account number, without budget figures.

3. Mark an account for deletion by using the arrow keys to move the highlight bar through the list. Click in the small box to the left of the ASN to mark an account for deletion. The box will turn black. After highlighting the account you want to mark, click **OK**.

Note: Deleting an account on the Budget Preparation module does **not delete** it from the General Ledger Chart of Accounts. You must also delete the account from the *Chart File Information Screen* in the General Ledger module.

Budget Amendment: Edit a Current Budget

Changes made in the *Budget/Balance Amendment Screen* transfer to individual ASN Chart File Data screens. Make mass changes to a budget, or edit individual line items using the *Amendment* screen.

- Modules: Budget/Balance Preparation
- Screens: Budget/Balance Amendment Screen

2 Methods to Edit Account Dollar Amounts:

Mass Budget Changes

- Operations: Import Chart Data
This brings dollar amount data for the entire chart of accounts into the budget amendment database, making it available for editing. With this operation, you have the choice of importing data for all accounts or just specific accounts.

Edit Individual Line Items

- Shortcut the process by entering the ASN number you want to change in the “ASN #” field of the *Amendment* screen for the correct fiscal year. This opens the account specified. The System will import only the data for that ASN number, saving you from importing the entire chart file database. Changes made in this way are automatically saved and transferred to the chart file database.
1. Whichever method is used, to change an ASN budget figure simply enter the ASN number you want to change in the “ASN #” field. The account specified will open on the screen.
 2. Enter **Current** or **New** to designate the fiscal year budget figure to change. Press **Enter**.
 3. Type a brief note related to the change you intend to make in the “Comment” field; this might be an explanation of why the change was made. Press **Enter** when finished.
 4. The cursor jumps to the “Revised Budget/Balance” field and highlights it. Type the new budget figure in the field. Press **Enter**. The System saves your entry and returns the cursor to the “ASN #” field, ready for the next entry. Continue this process for each ASN number you want to change.
 5. The scrolling grid in the lower portion of the screen displays a summary of the changes made, in ASN order. The System calculates totals for the changes as you work. After editing amounts, check the dollar total of your changes in the “Total Change” field at the bottom of the screen. Keep in mind that revenue accounts are negative changes and expense accounts are positive; the “Total Change” function takes this into account in making calculations.
 6. Click **Operations** → **Export Budget/Balance Data to the Chart** when you finish making changes and have checked your work. This operation moves the revised budget amounts to the Chart of Accounts and clears the *Amendment* screen.

Budget Amendment: Toolbar Options

Edit Budgets

1. Click the **Browse** button on the menu bar to choose from a listing of choices.
2. Choose the **Browse and Update Amounts** option from the list and click **OK**. This option opens the *Mass Budget Entry* screen displaying all accounts you have imported from the chart file database by ASN. The System automatically updates accounts in the budget amendment database from any changes made on this screen.
3. Edit budget amounts in the *Revised Budget* field by simply typing over them. You cannot edit any other fields on this screen. When complete click **OK**.

Browse Budgets

1. Click the **Browse** button on the menu bar to choose from a listing of choices.
2. Choose the **Browse Budgets by ASN** option from the list and click **OK**. This option opens the *Budget Amendment Browse* screen displaying summary information about all accounts you brought into the budget amendment database from the chart of accounts by ASN. You may not edit data from this screen.
3. Scroll through the list to find a specific account to work with.
4. Once the correct account has been found, click **OK** to open the account details to the *Budget/Balance Amendment* screen. Changes can be made in this screen if necessary.

Budget/Balance Import

1. The file must come in an Excel format in the order stated. This file must be located in the directory labeled “\FA\IMPORTS” under the title “BUDEXPORT.XLS”. This must be in an Excel 5.0 format or you will receive a version error.
2. The spreadsheet must not contain any header lines or footer lines. It must contain data lines only.
3. Once this file is in place you need to sign into the financial accounting system and select the Budget/Balance Preparation Module - Budget/Balance Amendment Screen.
4. From the amendment screen select the Operation labeled “Import Budgets/Balances from a Spreadsheet”.
5. This will import the file from the spreadsheet into the Budget/Balance Amendment Screen after deleting all records on the screen.
6. The field layout for your Import will be:
 - i) ASN Character - (5)
(Please note that the ASN must be in text format including leading zeros to import properly from the spreadsheet)
 - ii) Revbudget (Revised Budget/Balance) Numeric - (12,2)
 - iii) Fiscal (Must Be Upper Case) Character - (1)
 - iv) User Character - (9)
 - v) Comment Character - (30)
7. You may have any field after column “E” and the import will ignore the data in those columns. However, columns “A” – “E” must be in the order shown in item 5.

Budget/Balance Export

1. From the Budget/Balance Preparation Module – Budget/Balance Amendment Screen select the Operation labeled “Import Chart Data”. Once you have imported the chart data, select the Operation labeled “Export Budget/Balances to a Spreadsheet”. This file will be created in an Excel 5.0 format. To import this file later, it must remain in this format, otherwise you will receive a version error and the import will fail.
2. This will export to the directory “\FA\IMPORTS” to the file labeled “BUDEXPORT.XLS”.
3. The field layout for your Export will be:

i)	ASN	Character -	(5)
ii)	Revbudget(Revised Budget/Balance)	Numeric -	(12,2)
iii)	Fiscal (Must be Upper Case)	Character -	(1)
iv)	User	Character -	(9)
v)	Comment	Character -	(30)
vi)	Fund	Character -	(2)
vii)	Accttype	Character -	(1)
viii)	Function	Character -	(3)
ix)	Object	Character -	(4)
x)	Program	Character -	(3)
xi)	State	Character -	(4)
xii)	Facility	Character -	(5)
xiii)	Other	Character -	(4)
xiv)	Access_Code	Character -	(4)
4. You may make any updates to the “Revbudget” field for either budget or balance items. You may also update the User and Comment fields and the system will import those changes in the Budget/Balance Import. Once Updates have been completed, you may proceed to the Budget/Balance Import Operation.

Budget History: View Individual Accounts

- Modules: Budget/Balance Preparation
- Screens: Budget/Balance Amendment History

3 Methods to Open an Account Record to View

1. Enter an Account ASN number in the "ASN #" field. Details of the account bearing that ASN appear in the screen grid.
2. Use the System's **Find** function. Just click the **Find** button on the toolbar and enter the ASN number you want to view in the small window that pops up.
3. Click the toolbar's **Browse** button and select the account you want to view from the list in the window that opens. To select an account from the list, click on it, then press **Enter** or click **OK**.

Project Budget: Edit a Project Budget

Changes made in the *Project Budget Screen* transfer to individual ASN Chart File Data screens. Make mass changes to a budget, or edit individual line items using the *Project Budget* screen.

- Modules: Budget/Balance Preparation
- Screens: Project Budget Screen

2 Methods to Edit Account Dollar Amounts:

Mass Budget Changes

- Operations: Import Chart Data
This brings dollar amount data for the entire chart of accounts into the budget amendment database, making it available for editing. With this operation, you have the choice of importing data for all accounts or just specific accounts.

Edit Individual Line Items

- Shortcut the process by entering the ASN number you want to change in the “ASN #” field of the *Project Budget* screen. This opens the account specified. The System will import only the data for that ASN number, saving you from importing the entire chart file database. Changes made in this way are automatically saved and transferred to the chart file database.
1. Whichever method is used, to change an ASN budget figure simply enter the ASN number you want to change in the “ASN #” field. The account specified will open on the screen.
 2. Type a brief note related to the change you intend to make in the “Comment” field; this might be an explanation of why the change was made. Press **Enter** when finished.
 3. The cursor jumps to the “Revised Project Budget” field and highlights it. Type the new budget figure in the field. Press **Enter**. The System saves your entry and returns the cursor to the “ASN #” field, ready for the next entry. Continue this process for each ASN number you want to change.
 4. The scrolling grid in the lower portion of the screen displays a summary of the changes made, in ASN order. The System calculates totals for the changes as you work. After editing amounts, check the dollar total of your changes in the “Total Change” field at the bottom of the screen. Keep in mind that revenue accounts are negative changes and expense accounts are positive; the “Total Change” function takes this into account in making calculations.

Click **Operations** → **Export Budget Data to the Chart** when you finish making changes and have checked your work. This operation moves the revised budget amounts to the Chart of Accounts and clears the *Project Budget* screen.

Project Budget: Toolbar Options

Edit Budgets

1. Click the **Browse** button on the menu bar to choose from a listing of choices.
2. Choose the **Browse and Update Amounts** option from the list and click **OK**. This option opens the *Project Budget Mass Budget Entry* screen displaying all accounts you have imported from the chart file database by ASN. The System automatically updates accounts in the budget amendment database from any changes made on this screen.
3. Edit budget amounts in the *Revised Budget* field by simply typing over them. You cannot edit any other fields on this screen. When complete click **OK**.

Browse Budgets

1. Click the **Browse** button on the menu bar to choose from a listing of choices.
2. Choose the **Browse Budgets by ASN** option from the list and click **OK**. This option opens the *Project Budget Amendment Browse* screen displaying summary information about all accounts you brought into the budget amendment database from the chart of accounts by ASN. You may not edit data from this screen.
3. Scroll through the list to find a specific account to work with.
4. Once the correct account has been found, click **OK** to open the account details to the *Project Budget* screen. Changes can be made in this screen if necessary.

Project Budget Import

- 1) The file must come in an Excel format in the order stated. This file must be located in the directory labeled “\FA\IMPORTS” under the title “PROJEXIM.XLS”. This must be in an Excel 5.0 format or you will receive a version error.
- 2) The spreadsheet must not contain any header lines or footer lines. It must contain data lines only.
- 3) Once this file is in place you need to sign into the financial accounting system and select the Budget/Balance Preparation Module - Project Budget Screen.
- 4) From the project screen select the operation labeled “Import Budgets from a Spreadsheet”.
- 5) This will import the file from the spreadsheet into the Project Budget Screen after deleting all records on the screen.
- 6) The field layout for your Import will be:
 - i) ASN Character - (5)
(Please note that the ASN must be in text format including leading zeros to import properly from the spreadsheet)
 - ii) Rev. Budget (Rev. Budget) Numeric - (12,2)
 - iii) User Character - (9)
 - iv) Comment Character - (30)
- 7) You may have any field after column “D” and the import will ignore the data in those columns. However, columns “A” – “D” must be in the order shown in item 6.

Project Budget Export

1. From the Budget/Balance Preparation Module – Project Budget Screen select the Operation labeled “Import Chart Data”. Once you have imported the chart data, select the Operation labeled “Export Budgets to a Spreadsheet”. This file will be created in an Excel 5.0 format. To import this file later, it must remain in this format, otherwise you will receive a version error and the import will fail.
2. This will export to the directory “\FA\IMPORTS” to the file labeled “PROJEXIM.XLS”.
3. The field layout for your Export will be:

i)	ASN	Character -	(5)
ii)	Rev. Budget	Numeric -	(12,2)
iii)	User	Character -	(9)
iv)	Comment	Character -	(30)
v)	Fund	Character -	(2)
vi)	Account Type	Character -	(1)
vii)	Function	Character -	(3)
viii)	Object	Character -	(4)
ix)	Program	Character -	(3)
x)	State	Character -	(4)
xi)	Facility	Character -	(5)
xii)	Other	Character -	(4)
xiii)	Access Code	Character -	(4)
4. You may make any updates to the “Rev. Budget” field for budget items. You may also update the User and Comment fields and the system will import those changes in the Budget Import. Once Updates have been completed, you may proceed to the Budget Import Operation.

Project History: View Individual Accounts

- Modules: Budget/Balance Preparation
- Screens: Project History Screen

3 Methods to Open an Account Record to View

4. Enter an Account ASN number in the "ASN #" field. Details of the account bearing that ASN appear in the screen grid.
5. Use the System's **Find** function. Just click the **Find** button on the toolbar and enter the ASN number you want to view in the small window that pops up.
6. Click the toolbar's **Browse** button and select the account you want to view from the list in the window that opens. To select an account from the list, click on it, then press **Enter** or click **OK**.