

Creating Organizations in Budget Preparation

Creating new organizations are recommended to add it in Budget Preparation and then create the ledgers into Fund Accounting.

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Create New Fund Group

 A fund group is the first 3 characters of the fndsc (fund or cash account). This step is only needed if the fund group does not already exist. For example if you are adding a fund (cash account/fndsc) 5999018 then fund group 599 would need added if it is not already on file.

 If you add a new fund/sc (and you are using the Bank Account Information reference table (to use the Bank Reconciliation Procedure) you will need to add it on that reference table with the appropriate Cash account (i.e. A10100).

1. Budget Preparation Reference Tables Organization Chart

2. Click on 

3. Enter in the **Key Organization ***

4. Check the **Total**

5. Select **Level *** for Fund Group

6. Click  to create the new fund group.

Create New Cash Account

1. Budget Preparation Reference Tables Organization Chart

2. Click on 

3. Enter in the **Key Organization ***

 New cash account is set up as FundSCC (i.e. 5729017)

4. Leave the **Total** unchecked

 Total Box is only checked for levels 2-6 **NEVER** for Level 1 or 7. Level 1 - Cash Account - XXXXXXXX Level 2 - Function - XXXX Level 3 - Subject - XXXXXXXX Level 4 - OPU - XXX Level 5 - IL - XX Level 6 - Job - XXX Level 7 - Budget Units - XXXXXXXXXXXXXXXX

5. Select **Level *** for cash account

6. **Continuous** Leave it checked if you will be adding numerous organizations. Uncheck it if you are only creating one organization or it is the last one at this time.



Continuous means after you create the key organization it will automatically open up a new window to begin adding a new organization. If continuous was accidentally left checked you can use the  to get out of creating a new organization.

7. Enter in a Title (description)
8. Project Link and Default Project are ignored at this time
9. Click  to take you to the next section
10. Enter in the FundSCC (should already be filled in for you)
11. Enter in a Fund Group (First three characters of the cash account, i.e. 572)



If a new Fund Group needs set up it must be created **prior** to the cash account. Please see Create New Fund Group section.

12. Finish making selection options for the cash account



- a. Enterprise Indicator should be checked if the fund is making money
- b. Disbursement fund means that you are writing checks out of a different fund. Majority of the time this is checked because the general fund is the disbursement fund. The General Fund 0010000 is NOT checked.



13. Click  to save the changes and create the new fund.

Create New Budget Unit (Expenditure or Revenue)

1. Budget Preparation Reference Tables Organization Chart



2. Click on

3. Enter in the **Key Organization ***

4. Leave the **Total** unchecked

5. Select **Level *** for budget units

6. **Continuous** Leave it checked if you will be adding numerous organizations. Uncheck it if you are only creating one organization or it is the last one at this time.



Continuous means after you create the key organization it will automatically open up a new window to begin adding a new organization. If continuous was accidentally left checked you can use the  to get out of creating a new organization

7. Enter In a Title (description)
8. Project Link and Default Project are ignored at this time
9. Click  to take you to the next section
10. Enter in the budget unit dimensions

FUND/SCC	<input type="text"/>
FUNCTION	<input type="text"/>
SUBJECT	<input type="text"/>
OP UNIT	<input type="text"/>
INST LEVEL	<input type="text"/>
JOB	<input type="text"/>
BUDGET UNIT	<input type="text" value="1234567890123456"/>



If a certain dimension is not currently defined in the system it will need to be added before creating organizations containing that dimension. To create individual dimensions you would follow the Create New Fund Group directions but be sure to change the Level accordingly.

Fund Group - Level 2

Function - Level 2

Subject - Level 3

OPU - Level 4

IL - Level 5

Job - Level 6

11. Select budget checking options and other options

12. Click  to save the changes and create the new budget unit.

Create New Account

1. Budget Preparation Reference Tables Account List

2. Click on 

3. **Continuous** Leave it checked if you will be adding numerous accounts. Uncheck it if you are only creating one or it is the last one at this time.

4. Enter in **Account Code ***



Account = object or receipt code. For a revenue account you must enter R followed by the receipt code. R1890

5. Enter in Title (description)

6. Enter in Subtotals (i.e. 111 could have a 1st subtotal of 100)

7. Click on the tabs to update other information

Account Information

Percentage Information

Future Year Percentage Estimates

Period Allocations

8. Click on  to create the new account.

Link budget units to expenditure/revenue accounts

1. Budget Preparation Entry & Processing Budget Administrator

2. Click on **Display Budget** under the **Expenditure** or **Revenue** column depending on what type of budget unit you are linking.

3. Click on 

4. **Continuous** Leave it checked if you will be adding numerous pairings. Uncheck it if you are only creating one or it is the last one at this time.

5. Enter in budget unit and account. If you are not using parent child budgeting the second budget unit and budget account should be the same as the first.

BUDGET UNIT 

Account * 

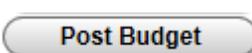
BUDGET UNIT 

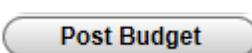
Budget Account * 

6. Click  to save the changes and create the link between budget unit and account. Repeat as necessary for all other accounts.

Create Ledgers in Fund Accounting

1. Budget Preparation Entry & Processing Budget Administrator

2. Click on  under the
3. Check mark the expenditure and revenue Ledger under the **create** section **ONLY!**

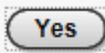
Create

Create Expenditure Ledger

Create Revenue Ledger

Create Project Ledger

Update Account Titles

4. Click on 
5. It will ask for confirmation, Click 
6. It will run through the updating and finish by giving you Create complete box. Click OK

Create Complete ✕

 The Revenue Ledger has been successfully created.



7. You will be prompted to confirm creation of the revenue ledger as well and that it has been completed.
8. Click on  to return to the main page.

Create link to Balance Sheet in Fund Accounting

1. Fund Accounting Entry & Processing General Ledger Balance Sheet

2. Click on 

3. **Continuous** Leave it checked if you will be adding numerous pairings. Uncheck it if you are only creating one or it is the last one at this time.

4. Enter in **FUND/SCC ***

Account Code * 

5. Enter in

 You can use the  to look up Account codes if needed.

 You must link each cash account to a minimum of the 13 ledger accounts defined in your Fund Account Profile.

A10100 Cash	E34330 Revenue Control
A10100 Payroll Cash	E34331 Revenue Bud Control
L21100 Accounts Payable	E34340 Fund Balance
E34110 Reserve for Encum	E34341 Budget Fund Balance
E34111 Pay Reserve for Encum	
E34310 Expenditure Control	
E34311 Expenditure Budget Control	
E34320 Encumbrance Control	
E34321 Pay Encumbrance Control	

6. Click on  to save.