

# Budget Revision

A Budget revision is done after the opening budget has been set up: it is done to increase/decrease the original amount of the budget, or to adjust the original allocation of budget. A budget revision form is submitted in Etrieve, and can be done multiple times in a fiscal year. The fiscal year runs from July 1<sup>st</sup> – June 30<sup>th</sup>.

Back-up is needed when submitting a budget revision. To provide back-up use the CF Files. Additional pertinent information such as Funder/Award Change Communication can also be provided.

## Two ways to access the file:

1. Yosemite.edu > Central Services > Administrative Services > Accounting > Accounting Forms in Teams
2. Or in the YCCD FS Round-Tables TEAM – Files in the CF Files Channel

**Right Click on Budget Revision and choose Open in App**

## Budget Revision Form Information Entry:

- **Enable the Content** once the file is open
- Choose the **Fiscal Year** you are working in
- The information can be (but does not need to be) limited by:
  - Fund
  - Subfund
  - And/or Responsibility Code
- Then you can either type in the **account number** or use the drop down to select an account number
  - Limiting the information when the file is open will reduce the number of accounts shown on the drop-down list
  - When you see a red triangle in a cell you can hover over it for instructions on using that cell
- Once you type in or select the account number you will see fiscal information about the account string
- Use the **Change** column to **add** or **reduce** the budget amount for that line item

### EXAMPLE: Object Code 54467 below is overspent

New CF Num	Budget Entry	Existing Object Code	Title	Current Budget	Change	New Budget	Actual 01/24/24	Account Balance
		52330	- NonInstruc-Hourly	9,925.00		9,925.00	4,692.42	5,232.58
		52331	- Stu-NonInstruc-Hourly	20,075.00		20,075.00	8,486.26	11,588.74
		53000	- Fringe Benefits	3,600.00		3,600.00	242.32	3,357.68
		54301	- Instruc-Supplies	0.00		0.00	0.00	0.00
		54431	- NonInstruc-Supplies	5,950.00		5,950.00	2,898.57	3,051.43
		54467	- NonInstruc-Printing/Dup	100.00	X	100.00	110.61	(10.61)
		56400	- Equipment<=\$5K	23,950.00		23,950.00	12,537.23	11,412.77
		56450	- Equipment>=\$5K	25,000.00		25,000.00	0.00	25,000.00


### The Budget will need to be increased for the object code

New CF Num	Budget Entry	Existing Object Code	Title	Current Budget	Change	New Budget	Actual 01/24/24	Account Balance
		52330	- NonInstruc-Hourly	9,925.00		9,925.00	4,692.42	5,232.58
		52331	- Stu-NonInstruc-Hourly	20,075.00		20,075.00	8,486.26	11,588.74
		53000	- Fringe Benefits	3,600.00		3,600.00	242.32	3,357.68
		54301	- Instruc-Supplies	0.00		0.00	0.00	0.00
		54431	- NonInstruc-Supplies	5,950.00		5,950.00	2,898.57	3,051.43
DR	\$50.00	54467	- NonInstruc-Printing/Dup	100.00	50.00	150.00	110.61	39.39
		56400	- Equipment<=\$5K	23,950.00		23,950.00	12,537.23	11,412.77
		56450	- Equipment>=\$5K	25,000.00		25,000.00	0.00	25,000.00

### The total budget isn't changing so budget in a separate object code will need to be reduced

New CF Num	Budget Entry	Existing Object Code	Title	Current Budget	Change	New Budget	Actual 01/24/24	Account Balance
		52330	- NonInstruc-Hourly	9,925.00		9,925.00	4,692.42	5,232.58
		52331	- Stu-NonInstruc-Hourly	20,075.00		20,075.00	8,486.26	11,588.74
		53000	- Fringe Benefits	3,600.00		3,600.00	242.32	3,357.68
		54301	- Instruc-Supplies	0.00		0.00	0.00	0.00
		54431	- NonInstruc-Supplies	5,950.00		5,950.00	2,898.57	3,051.43
DR	\$50.00	54467	- NonInstruc-Printing/Dup	100.00	50.00	150.00	110.61	39.39
CR	\$50.00	56400	- Equipment<=\$5K	23,950.00	(50.00)	23,900.00	12,537.23	11,362.77
		56450	- Equipment>=\$5K	25,000.00		25,000.00	0.00	25,000.00


- Budgets can be increased or decreased from multiple object codes
- Make sure the total in the Change column is 0
  - Unless the total budget is being increased or decreased
- The revised budget amount for an account should not be less than what has already been spent and encumbered from the account
  - Exceptions to this rule might be:
    - There is an expenditure transfer in progress that will be transferring expenses out of the account
    - A purchase order is going to be reduced
  - If this is the case you will enter the reason in the **Notes** field on the form
  - If a salary object code is being increased or decreased:
    - Include the reason in the Notes field
    - Increase or decrease the corresponding benefits object code
- To add a **New Object Code**:
  - Type in the new object code in the **New CF Num** Column on the left, after the last object code that is on the report



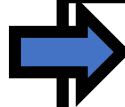
New CF Num	Budget Entry	Existing Object Code Title	Current Budget	Change	New Budget	Actual 01/24/24	Account Balance
		52330 - NonInstruc-Hourly	9,925.00		9,925.00	4,692.42	5,232.58
		52331 - Stu-NonInstruc-Hourly	20,075.00		20,075.00	8,486.26	11,588.74
		53000 - Fringe Benefits	3,600.00		3,600.00	242.32	3,357.68
		54301 - Instruc-Supplies	0.00		0.00	0.00	0.00
		54431 - NonInstruc-Supplies	5,950.00		5,950.00	2,898.57	3,051.43
	DR \$50.00	54467 - NonInstruc-Printing/Dup	100.00	50.00	150.00	110.61	39.39
	CR \$50.00	56400 - Equipment<=\$5K	23,950.00	(50.00)	23,900.00	12,537.23	11,362.77
		56450 - Equipment>=\$5K	25,000.00		25,000.00	0.00	25,000.00
55211		55211 - Fees-General	0.00		0.00	0.00	0.00

- If a budget revision is going to be processed with an account that still has a negative balance, make sure to include the reason in the **Notes** field

New CF Num	Budget Entry	Existing Object Code Title	Current Budget	Change	New Budget	Actual 01/24/24	Account Balance	Encumbrances	Requisitions	Notes
		52330 - NonInstruc-Hourly	9,925.00		9,925.00	4,692.42	5,232.58	0.00	0.00	
		52331 - Stu-NonInstruc-Hourly	20,075.00		20,075.00	8,486.26	11,588.74	0.00	0.00	
		53000 - Fringe Benefits	3,600.00		3,600.00	242.32	3,357.68	0.00	0.00	
		54301 - Instruc-Supplies	0.00		0.00	0.00	0.00	0.00	0.00	
		54431 - NonInstruc-Supplies	5,950.00		5,950.00	2,898.57	3,051.43	0.00	0.00	
		54467 - NonInstruc-Printing/Dup	100.00	X	100.00	110.61	(10.61)	0.00	0.00	Expenditure transfer in progress
	CR \$1,000.00	56400 - Equipment<=\$5K	23,950.00	(1,000.00)	22,950.00	12,537.23	10,412.77	0.00	0.00	
	DR \$500.00	56450 - Equipment>=\$5K	25,000.00	500.00	25,500.00	0.00	25,500.00	0.00	0.00	
55211	DR \$500.00	55211 - Fees-General	0.00	500.00	500.00	0.00	500.00	0.00	0.00	



- Once the budget revision has been completed, you process the revision in **Etrieve Central**
- To do so click on the **Process in Etrieve** button at the top



**Budget Revision - Backup** Account N

Project Name: VTEA/CTE:Title I C - Engineering, General

New CF Num	Budget Entry	Existing Object Code	Title

- Doing so will save a **PDF** of the completed form on your desktop and open **Etrieve**
  - Log into **Etrieve Central**
  - Click on **Forms**
  - Click on **ACTG Budget Revision**
    - (under accounting)

## Budget Revision form in Etrieve Information Entry:

- Enter
  - The Fiscal Year
  - Your Phone Extension
  - The Grant or Contract Number – Or N/A if it is not applicable
  - The Funding Source
  - The Budget Manager
  - Choose the Location
  - Enter the Fund
  - Enter the Subfund
    - The description field should automatically populate, but if it doesn't you can still proceed – but verify that you have entered the correct subfund
  - Enter the Responsibility Code and Activity Code
  - Enter or Select the Object Code
  - You will then see the current balance on the account

Revenues/Fund Balance/Expenses

Debit (+): Increase Expense/Decrease Revenue. Credit (-): Increase Revenue/Decrease Expense

Resp/Activity	Object	Expend Available	Amount	New
		Revenue Budget		
1905_611000	52210 - Instruc Aides-Reg	3,658.65	0.00	<input type="text"/>

- Enter the amount to increase or decrease the budget in the Amount field
- Expenditures:
  - A **POSITIVE** Number in the Amount field will **DECREASE** the Budget for that account
  - A **NEGATIVE** Number will **INCREASE** the Budget for that Account
- A reminder is included on the form

Revenues/Fund Balance/Expenses

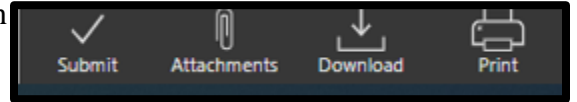
Debit (+): Increase Expense/Decrease Revenue. Credit (-): Increase Revenue/Decrease Expense

- The budget revision also shows if it should be a **Debit (+)** or **Credit (-)**
  - **DEBITS** are entered as a **POSITIVE** Number
  - **CREDITS** are entered as a **NEGATIVE** Number

New CF Num	Budget Entry	Existing Object Code	Title	Current Budget	Change
		52330	- NonInstruc-Hourly	9,925.00	
		52331	- Stu-NonInstruc-Hourly	20,075.00	
		53000	- Fringe Benefits	3,600.00	
		54301	- Instruc-Supplies	0.00	
		54431	- NonInstruc-Supplies	5,950.00	
		54467	- NonInstruc-Printing/Dup	100.00	X
	CR \$1,000.00	56400	- Equipment<\$5K	23,950.00	(1,000.00)
	DR \$500.00	56450	- Equipment>=\$5K	25,000.00	500.00
55211	DR \$500.00	55211	- Fees-General	0.00	500.00

- Press the Plus to add additional Account Numbers

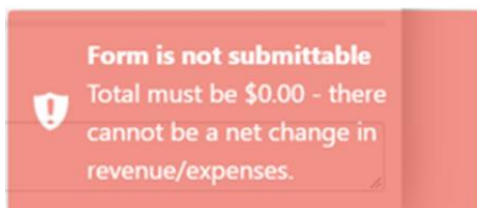
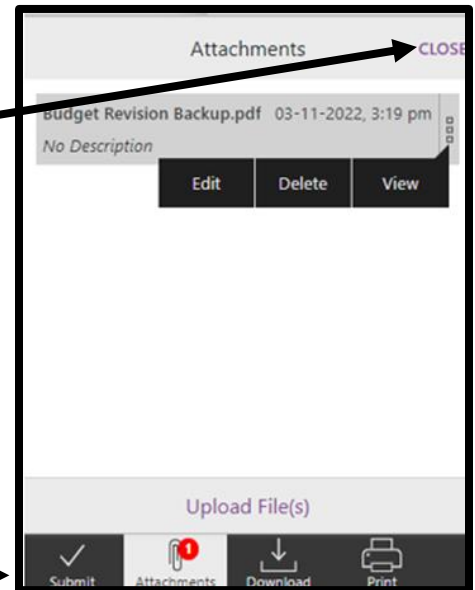
- Enter
  - The Explanation of Budget Revision
    - 18 Characters or Less
    - This is what will show up in the General Ledger, so it should help identify why the revision is being processed
      - EXAMPLE: Award Increase**
      - The system will automatically enter the location and “Adj” before the description that is typed
        - EXAMPLE: 8346MJC Adj Award Increase**
  - Enter the **Comments**
    - These comments will not be displayed in Colleague, but will be useful for those approving the budget revision, and if someone looks at the revision in the future, they would know the reason for the budget revision
  - Attach the **Backup**
    - Click on **Attachments** at the bottom of the screen
    - Select **Upload File(s)**
    - Locate the **Budget Revision** file on your desktop



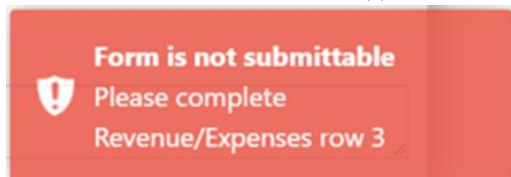
**NOTE:**  
 Etrieve only supports the following file formats:

.jpg	.tif	.xps
.pdf	.jpeg	.png
.tiff	.bmp	.gif

- Additional backup is ALWAYS required to:
  - INCREASE or DECREASE the OVERALL Budget
  - To revise the revenue amount
- Click on Close when all files have been attached
- Click on Submit when done
- If the form is not in balance you will get an error
  - Make sure you have your Positives and Negatives correct



- Error if you have an extra line – to remove it click on the (-) button



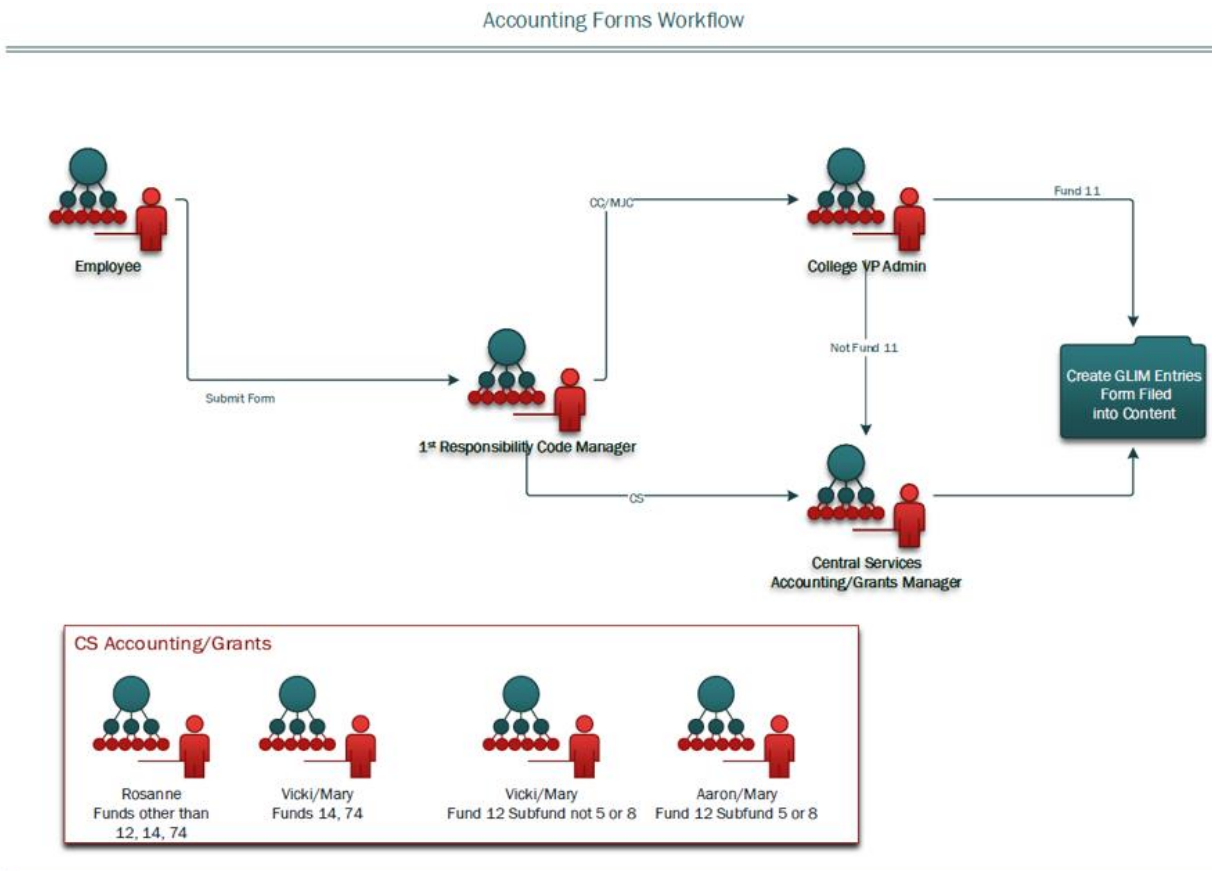
- A Red X identifies a new account number with no activity in the fiscal year
  - Recheck the account number to ensure it is correct
  - If the account number is correct, it will be added to the General ledger by Accounting Staff
- If the form “Times Out” you will need to refresh your browser
  - You would then need to add any missing information and submit the form again
  - The form will not submit if any information is missing or if the balance is not 0
  - Once the form is submitted the form and the attachments **can not** be edited or deleted by the submitter
  - If the form is referred back to the submitter then they would be able to edit the form or add attachments



- At any point through the workflow the person receiving the form may either:
  - Refer the form back to the sender
  - Refer the form to anyone else for review prior to approving the form
- If the form needs to be **Cancelled** for any reason the next approver would need to decline it, this would result in the form ending without posting.
- To **View** the form, you can go to **Activity**
- If the form is ended prior to 3PM then the transaction will be posted in the General Ledger the next business day, if after 3PM it will be posted on the 2nd business day
- Use **History** to see where the form is in the workflow process or to view any approver/viewer notes



## Workflow for Budget Revisions:



Contact Central Services Accounting if you have any additional questions about the process, or should any issues arise throughout the process

Director of Accounting, Grants & Compliance	–	Mary Bylsma	6534
Senior Accountant	–	Vicki Fontana	6532

Links to additional information about working with Etrieve:

Etrieve Forms: <https://etcentral.yosemite.edu/#/form>

Workflows: <https://modesto.instructure.com/courses/20306/pages/Etrieve%20Workflows?titleize=0>

Etrieve Trainings: <https://modesto.instructure.com/courses/20306/modules>