

Using Budget Revisions in Shelby Financials

OVERVIEW: Shelby Financials allows users to track two different budgets, an original and a revised budget. The Budgeted Financial Statement and the Financial Spreadsheet allow selecting either budget.

APPROACH: Choose to modify your original budget or enter a revised budget for one or more periods using supported distribution features.

STEPS: Use the following steps when adding or editing a budget revision:

1. In General Ledger, hover over Modify and choose Budget Information
2. Enter or select Fund Name
3. Enter or select Department Name
4. (Optional) Use the pull-down arrow to select one of the groups of accounts in the selected Department
5. (Optional) Select to show Inactive Accounts

Modify	Utilities	Help
Company Information		
Year and Periods		
Account Structure		
Chart of Accounts		
Budget Information		
Project Information		
Journal Type Information		
Special Reports Setup		
Budgeted Financial Formats		
Functional Expense Report		

6. NOTE: If you need to revise the current budget, then choose "0 Original" from the Budget Revision menu, otherwise proceed to step 7.


Budget Revision	0 Original	▼
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7. Using the pull-down arrow for Budget Revision, choose the **starting period for the revision**. (Note: The sample shown to the right uses a fiscal year of July – June. Period 1 is July. So, in this sample, we are starting to enter a new budget revision with period 4, October.

Budget Revision	0 Original	▼
	0 Original	
	1 July	
	2 August	
	3 September	
	4 October	
	5 November	
	6 December	
	7 January	
	8 February	
	9 March	
	10 April	
	11 May	
	12 June	

8. Click Search to continue.
9. Open one of the accounts by clicking on an associated edit icon. For this demonstration, I have selected an account that uses an Annual Distribution Type, but the other 2 types work the same way.
10. (NOTE: July – September budget amounts are not selectable because back in step 7, we chose to start our revisions with the October period.
11. You have a couple of options:
 - Option 1:
 - a. Enter a percentage in the Adjustments % field.
 - b. For example, enter 90 in the Adjustment % field and clicking on Apply will drop each of the open periods by 10%
 - Option 2: Manually enter values in each of the open periods as needed.
12. Click Done when finished

Home > General Ledger > Budget Information > Update

Account **52160 Computer Supplies**  Column and Graph Options

Adjustment % Using

Annual Amount

DETAILS ATTACHMENTS NOTE

Period	Current Budget	Rounded % of Budget
July	<input type="text" value="\$1,000.00"/>	8.33
August	<input type="text" value="\$1,000.00"/>	8.33
September	<input type="text" value="\$1,000.00"/>	8.33
October	<input type="text" value="\$1,000.00"/>	8.33
November	<input type="text" value="\$1,000.00"/>	8.33
December	<input type="text" value="\$1,000.00"/>	8.33
January	<input type="text" value="\$1,000.00"/>	8.33
February	<input type="text" value="\$1,000.00"/>	8.33
March	<input type="text" value="\$1,000.00"/>	8.33
April	<input type="text" value="\$1,000.00"/>	8.33
May	<input type="text" value="\$1,000.00"/>	8.33
June	<input type="text" value="\$1,000.00"/>	8.33
Totals	\$12,000.00	100.00

13. Reporting: Financial Spreadsheet

- a. In General Ledger, hover over Reports and choose Financial Spreadsheet
- b. Select the departments you want to be included
- c. Click the Options tab and select the Revised Budget radio button
- d. (Optional) select the Use Actuals for Closed Periods if you only want to show revisions for open periods.

Change Appearance? Trebuchet MS

Ending Period

Report Type Actual Budget Revised Budget

Use Actuals For Closed Periods?

14. Reporting: Budgeted Financial Statement

- a. In General Ledger, hover over Reports and choose Budgeted Financial Statement.
- b. Selected the departments you want to be included
- c. Click on the Options tab
- d. (Optional) Change the name of the report by entering a new name in the Report Name field
- e. Use the pull-down arrow on the Report Template and choose, "Standard-Annual & Rev Budget w/Actuals
- f. Select any of the additional 17 available report options
- g. Run Report
- h. (NOTE: You can also create your own report using Modify, Special Reports Budgeted Financial Formats. [See Help Files for more information](#)

