

Revenue Budget Training

Step 1: To see all revenue accounts (at the 6-digit level) that are applicable to a particular department ID, run the Budget Overview for the DETAIL ledger group. *This is an optional step and is only needed if you do not know your 6-digit revenue number(s).*

Budget Inquiry Criteria
Budget Overview

Inquiry: BUD_OVERVI Description: Budget Overview

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: 54000 Ledger Group/Set: Ledger Group Ledger Group: DETAIL

View Stat Code Budgets Display Chart

TimeSpan

^Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	DETAIL	YE	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Value Set	Update/Add
Account	%	%		Update/Add
Dept	1045103	%		Update/Add
Fund	%	%		Update/Add
Class	%	%		Update/Add

Budget Status

- Open
- Closed
- Hold

Revenue account numbers will be listed in the Budget Overview results. They begin with a "4."

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Project	Budget Period	Budget	Expense
1	DETAIL	121000	10600	1045103	16200	11000	2015		2015	0.000	-111.840
2	DETAIL	121060	10600	1045103	16200	11000	2015		2015	0.000	45.000
3	DETAIL	217100	10600	1045103	16200	11000	2015		2015	0.000	0.000
4	DETAIL	409700	10600	1045103	16200	11000	2015		2015	0.000	-8,452.520
5	DETAIL	470100	10600	1045103	16200	11000	2015		2015	0.000	-462.690
6	DETAIL	470128	10600	1045103	16200	11000	2015		2015	0.000	-505.000
7	DETAIL	470130	10000	1045103	16200	11000	2015		2015	0.000	93,762.000
8	DETAIL	521100	10500	1045103	16200	11000	2015		2015	0.000	341,662.000

Step 2: Run the Revenue Summary Report for all revenue accounts within the department ID or for each individual revenue account to see the actual amount of revenue realized. **This is the official record for the amount of revenue earned.**

Revenue Summary Report

Run Control ID Revenue_Summary_Report Report Manager Process Monitor Run

Business Unit: 54000 Fiscal Year: 2015 Fund Code: 10600

From Acctg Period: 1 To Acctg Period: 12

From Department: 1045103 To Department: 1045103

From Account: % To Account: %

From Class: % To Class: %

Enter the Fund Code and Dept ID for periods 1-12

REVENUE SUMMARY REPORT
University of West Georgia

Business Unit: 54000
Fiscal Year: 2015 From Acct. Period: 1 To Acct. Period: 12

Fund: 10600 Department: 1045103 Office of the Controller

Class: 11000 Gen Opns - General

Project/Grant:

<u>409000 - Other Fees</u>		
409700	Student Returned Checks Fee	-8,452.52
<u>470000 - Other Miscellaneous Revenues</u>		
470100	Other Miscellaneous Revenues	-462.69
470128	#Fees, ID Card Replacements	-505.00

	Class Sub-Total	-9,420.21

	Dept Total	-9,420.21

Total revenue amount for each account will be displayed.



Step 3: Run the Budget Overview for the REVEST ledger to view the budgeted amount of revenue. *Please note: Budget Overview contains recognized revenue entered but not finalized.*

Budget Inquiry Criteria

Budget Overview

Inquiry BUD_OVERVI Description Budget Overview

Amount Criteria Search Clear Reset

Budget Type

*Business Unit 54000 Ledger Group/Set Ledger Group Ledger Group REVEST Revenue Estimate Budget Ledger

View Stat Code Budgets Display Chart

TimeSpan

*Type of Calendar Detail Budget Period

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	REVEST	YE	2015	2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	1045103	%	i		Update/Add
Fund	%	%	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Enter the Ledger Group: REVEST and DEPTID

The amount of budget revenue will be under the “Revenue Estimate” column. Note that this revenue estimate will be for all revenue budgeted at the appropriate level (three digit revenue number). The amount of revenue listed under Recognized Revenue has been entered but not finalized. Do not use this amount as the amount of earned revenue. This should come from Revenue Summary as described in Step 2.

Ledger Totals (2 Rows)

Revenue Estimate	7,000.00	Net Transfers	0.00
Recognized Revenue	9,420.21		
Available Budget	-2,420.21		
Collected Revenue	11,920.21		
Uncollected Revenue (Rec-Coll)	-2,500.00		

Budget Overview Results Personalize Find View All First 1-2 of 2 Last

	Ledger Group	Account	Fund	Dept	Program	Class	Bud Ref	Project	Budget Period	Revenue Estimate	Recognized Revenue	Co R
1	REVEST	409000	10600	1045103	16200	11000	2015		2015	7,000.000	8,525.520	10
2	REVEST	470000	10600	1045103	16200	11000	2015		2015	0.000	967.690	

Return to Criteria *Notes

Step 4: Comparison of Revenue Summary (Revenue Earned) to Budget Overview (Revenue Estimated)

Comparison #1 Total of 409700 \$8452.52 (per Revenue Summary)

Total of Revenue Recognized per Revenue Summary is \$8452.52. The estimated/budgeted revenue in 409000 is \$7000.00 per the Budget Overview for the REVEST ledger. Since I have earned \$1452.52 over my estimate, the additional amount (\$1452.52) can be amended to my budget to increase my spending authority. This is assuming I have not previously amended any earned revenue.

Comparison #2 Total of 470100 \$462.69 (per Revenue Summary)
 Total of 470128 \$505.00 (per Revenue Summary)
 \$962.69

Total of Revenue Recognized per Revenue Summary is \$962.69. The estimated/budgeted revenue in 470000 is \$0.00 per the Budget Overview for the REVEST ledger. Since I have earned \$962.69 over my estimate, the additional amount (\$962.69) can be amended to my budget to increase my spending authority. This is assuming I have not previously amended any earned revenue.

Step 5: If you determine that you have revenue that needs to be amended, prepare a budget amendment. You can confirm whether or not another budget amendment has already been issued for all or part of the overage by reviewing a Budget Transaction Review for the REVEST_BD Ledger.

Budget Transaction Review

Run Control ID Budget_Trans_Review Report Manager Process Monitor **Run**

Business Unit: 54000 University of West Georgia

Ledger: REVEST_BD

Account: % Fund Code: % From Department: 1045103 To Department: 1045103

Project: % Budget Ref: 2015 Program Code: % Class Field: %

As you can see below in this scenario, the only amendment is the one entered to establish the budget for 409000 on July 1. Therefore, I can now prepare a budget amendment to increase my spending authority by \$1452.52 for 409000 and for \$962.69 for 470000.

Budget Transaction Review
University of West Georgia

Report ID: BORRG011
Business Unit: 54000
Ledger: REVEST_BD
Account: All Values
Fund: All Values
From Department: 1045103
To Department: 1045103
Program: All Values
Class: All Values
Project/Grant: All Values
Budget Ref: 2015

Budget Ref	Account	Fund	Department	Program	Class	Project/Grant	Total Amount	
2015	409000	10600	1045103	16200	11000		-7,000.00	
FY	Acct Pd	Journal Date	Journal ID	JE Ledger	Auto-Gen	Description	Operator ID	Amount
2015	1	01-JUL-2014	E201500646	REVEST	N	Original from Budget Module	kristins	-7,000.00
Department Total =							-7,000.00	

For specific instructions on preparing the budget amendment documentation, please visit the Budget Services website at <http://www.westga.edu/budget/>