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).*

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

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

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.

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.
**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.

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.

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