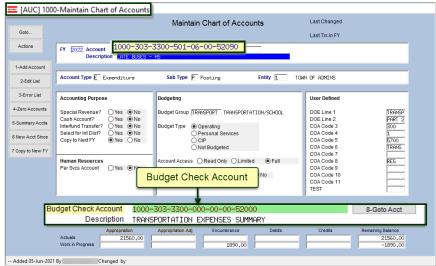


Checking the Budget During Accounts Payable Processing

The system checks available balances to verify funding of a line item. There is an option in the General Ledger Chart of Accounts screen to specify a <u>summary "roll up" account as a budget check account</u> for each expenditure account. See Help Reference Library <u>GL-230 Summary Accounts</u>.

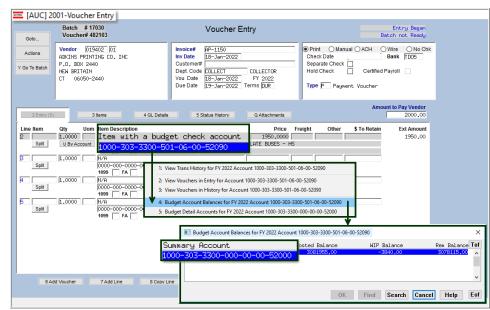
Account Using a Budget Check Account



This account uses a summary account. Budget check accounts are highlighted in green at the bottom of the chart of accounts screen.

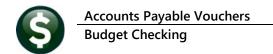
Figure 1 An account that uses a Budget Check Account

Voucher Expenditure Line Using a Summary Budget Check Account



"Right click" on the account number to see the budget for the account. When this voucher is checked, the system will check the <u>budget check</u> <u>account</u> as shown in Figure 2.

Figure 2 Voucher with an expenditure account line that uses a Budget Check Account



Account Without a Budget Check Account

Accounts may exist *without* using a roll up or budget check account. The image in **Figure 3** is an example of an account that does not use a budget check account. Vouchers using this account will check only this expenditure account balance on any line where the account is used.

[AUC] 1000	-Maintain Chart of Accounts	Maintain Chart of Accounts	Last Changed THERESA	
Goto			01-Nov-2021 Last Trx in FY	
Actions	FY 2022 Account 0096-490 Description EDUCATION IN	0-0000-004-00-00-51800		
1-Add Account	1			
2-Edit List	Account Type E Expenditure	Sub Type P Posting Entity 1 1	TOWN OF ADMINS	
3-Error List	Accounting Purpose	Budgeting	User Defined	
4-Zero Accounts 5-Summary Accts	Special Revenue? OYes No Cash Account? OYes No	Budget Group STORMWATER STORMWATER MANAGEMENT	DOE Line 1 DOE Line 2 PART 5	
6 New Acct Since	Interfund Transfer? O Yes O No Select for Int Dist? O Yes O No	Budget Type Operating OPersonal Services	COA Code 3 COA Code 4 110THR	
7 Copy to New FY	Copy to Next FY	O CIP O Not Budgeted	COA Code 5 5100 COA Code 6 COA Code 7	
	Human Resources Per Svcs Account O Yes No		udget check account is se or this expenditure account	
	Budget Check Account	000-000-0000-000-00-00-00000		
	Description	12 I		
	Appropriation Actuals Work in Progress	Appropriation Adj Encumbrance Debits 1680,00	Credits Remaining Balance	

Figure 3 Expense account that does not use a rollup - the balance of this account only will be checked

If there is no budget check account used for the expenditure accounts on the voucher, the system will check the individual expenditure account when the batch is checked.

Voucher Expenditure Line Not Using a Summary Budget Check Account

[AUC] 2001-Voucher Entry		
Batch # 17030 Goto	Voucher Entry	Entry Began Batch not Ready
Actings Vendor 019402 Dil Y Go To Batch AUCHS PRIMITNS CO. INC P.O. B0X 2440 Y Go To Batch NEW BRITAIN CT 06050-2440	Inv Date 18-Jan-2022 Customer#	Print Manual ACH Wire No Chk Check Dale Bank 1005 Separate Check Hold Check
2 Entry (5) 3 Items 4 GL Details	s 5 Status History Q Attachments	Amount to Pay Vendor
Line Item Oty Uom Item Description I II.0000 Item without at 0096-490-0000-00 IV UBvAccount 0096-490-0000-00 I: View Trans History for FY 2022 Account 0096-490-0000-004-00 Item Vauchers in Entry for Account 0096-490-0000-004-00 3: View Vouchers in Entry for Account 0096-490-0000-004-00 Item Vauchers in History for Account 0096-490-0000-004-00	-00-00-51800 -00-51800	50.00
Sudget Account Balances for FY 2022 Account 000-000 S: Budget Detail Accounts for FY 2022 Account 0000-000	000-004-00-00-51800	Entered Amount 2000.00
There is no	t Account Balances for FV 2022 Account 0996-490-0000-004-00 Account Posted Balance	WIP Balance Rem Balance Tof

"Right click" on the account number during voucher entry to see the options for information for the account.

Figure 4 This account is not set up with a summary budget check account, so no account is listed here

If there is <u>no budget check account</u> used for the expenditure account on the voucher, the system checks the expenditure account; as shown inFigure 4, there is no summary budget account set up to check.