

SECTION 5: BUDGETS

Management Budgets

INTRODUCTION

Management Budgets provides detailed procedures for recording alternate budgets in AKSAS for management information and reporting purposes. Management budgets are user-defined budgets recorded for appropriations, projects, and other financial reporting structures according to agency-specific management reporting requirements. Management budgets are recorded using restricted revenue, unrestricted revenue, and expenditure accounts for one or a combination of reporting structures according to the way agency activities are managed.

Management budgets can be recorded for one or a combination of financial reporting structure entities identified through collocation codes, agency programs, and ledger codes. Two separate budgets can be maintained for any one entity, identified in AKSAS as Management Budget #1 and Management Budget #2. Management budgets can be recorded by revenue and expenditure accounts at lower levels of detail than are required for statewide budgetary reporting; be associated with the state fiscal year or the federal year; and can be distributed across monthly, quarterly, or other accounting periods.

Management budgets are summarized through the financial reporting structure just as actual receipts and expenditures are, so that management budgets recorded at spending levels are summarized at higher levels. Management budgets do not affect budget control totals maintained for appropriations, and the sum of estimated revenues for an entity need not equal the sum of budgeted expenditures. In management reports, financial activity can be compared with one or both management budgets, or with management budgets and the authorized budget associated with the appropriation.

Although management budgets are not the basis of over-expenditure controls in the appropriation structure, authorization balance reports can be used to verify that management budgets do not exceed authorized budget amounts by account, in total by entity, or in total by appropriation.

AKSAS TRANSACTIONS

510-90: Management Budgets

PROCEDURES

I. Define the management budget.

Management budgets are defined based on agency budgets, projected expenditures and revenues, and management documents.

II. Record a 510-90: Management Budgets transaction.

For more information on entering this transaction, refer to the *510-90: Management Budgets Screen and Field Entry Table* following this procedure.

- A. From the AKSAS Main Menu, start (or restart) a financial batch. On the Financial Data Entry Menu:
 1. Enter **MB** (Management Budgets) in the **SELECTION** field.
 2. If your agency uses an easytran shell for establishing management budgets, tab to the **EASYTRAN NUM** field and enter the easytran number for the transaction.

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3. Press <Enter> to display the 510-90: Management Budgets transaction screen.
- B. Enter data in the following fields. For more detailed information on these fields, refer to *Section 4: Financial Transactions & Batch Processing*.
1. **DOCUMENT NUMBER** - Defaults to the batch and sequence number assigned by AKSAS. No entry necessary.
 2. **SOURCE RD CODE** - Defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record management budget transactions, enter a SOURCE RD CODE as authorized according to department procedures.
 3. **TOTAL AMOUNT** - Enter the sum of the BUDGET DISTRIBUTION AMOUNT fields.
 4. **DESCRIPTION** - Enter detailed descriptive information, up to 120 characters, for the transaction. The first 20 characters of the first line are used on reports.
 5. **FISCAL PERIOD CODE** - Defaults to **C** (current fiscal year). If recording prior year estimates during the reappropriation period (July and August), enter **P** (prior fiscal year). If entering budgetary entries in advance of the next fiscal year, enter **F** (future fiscal year).
 6. **BUDGET TYPE** - Enter **1** (management budget #1) or **2** (management budget #2).
- C. Enter data in the **FINANCIAL DISTRIBUTION** fields. Refer to *Section 4: Financial Transactions & Batch Processing* for more information about financial fields.
1. **SY** - Defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the two-digit set-up year associated with the collocation code.
 2. **CC** - Enter the eight-digit collocation code for this budget transaction.
 3. **PGM** - Enter a five-digit program code if required by your agency for this budget transaction.
 4. **LC** - Enter an eight-digit ledger code if required by your agency for this budget transaction.
 5. **ACCT** - Enter the five-digit account for the budgetary amount. Management budgets can be recorded for any revenue or expenditure account.
 6. **FY** - Defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter a two-digit federal fiscal year.
- D. Enter data in the **BUDGET DISTRIBUTION** fields.
1. **AMOUNT** - Enter the budgetary amount for this period as follows:

Expenditure Budget: To **record or increase** expenditure estimates, enter the amount as a positive number. To **decrease** expenditure estimates, enter the amount with a leading minus (-) sign.

Revenue Budget: To **record or increase** revenue estimates, enter the amount with a leading minus (-) sign. To **decrease** revenue estimates, enter the amount as a positive number.

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2. **BALANCE FORWARD** - If necessary, enter the estimated balance amount as of June 30 of the state fiscal year.
 3. **OPENING JOURNAL ENTRY** - If necessary, enter the estimated adjustment amount to the June 30 balance, based on activity recorded during the reappropriation period.
 4. **CLOSING JOURNAL ENTRY** - Enter the June 30 balance, net of adjustments (Period 19 + Period 20).
- E. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions. Management budget transactions do not require certification or dual authorization.

NOTE: Review any WARNING messages displayed. If these messages do not require correction, press <PF3> to override.

III. Submit the transaction for processing.

Management budget transactions do not require certification. Submit the transaction for processing according to department procedures.

IV. Verify the transaction processed.

For more information regarding batch maintenance, refer to *Section 4: Financial Transactions & Batch Processing*.

- A. The next morning, check DM - Maintain Batches to determine if the management budget transaction processed successfully. If the transaction did not process, view the transaction and determine the corrective action. If necessary, resubmit the corrected transaction for processing. Refer to the *Appendix* for a list of error messages and corrective actions.
- B. Once the transaction has processed successfully, review the Financial Transaction (FTP) Register to verify all processed information for the transaction is correct. If the results of the processed transaction are not as intended, correct the error with another management budget transaction.
- C. Use **RM** - Management Reporting to display an online report of management budget data to verify the management budget transactions processed as intended. Posting type 02 displays data recorded with management budget type 1. Posting type 03 displays data recorded with management budget type 2.

V. Archive/file processed transactions.

Maintain copies of the processed transactions and related backup according to department procedures.

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ACCOUNTING ENTRIES

The following table shows the actual accounting entries recorded in AKSAS as a result of processing a 510-90: Management Budgets transaction. The accounting entries with a financial source code of UD (user-defined) are entered in the transaction by the user.

A 510-90: Management Budgets transaction records a memo accumulator entry (posting type 02 or 03) which is used to accumulate balances for reporting purposes. Management budget transactions have no financial effect or system-generated offsetting entries.

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	Collocation Code	Account	Posting Type	Financial Source
Management Budget #1	Entered by user	Revenue or Expenditure	02	UD
Management Budget #2	Entered by user	Revenue or Expenditure	03	UD

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510-90: Management Budgets Screen						
FDE 510-90: MANAGEMENT BUDGETS				B 1223758 S 0010		
DOCUMENT NUMBER _____						
SOURCE RD CODE _____						
TOTAL AMOUNT _____						
DESCRIPTION LONG _____						

FISCAL PERIOD CODE C BUDGET TYPE _						
SY CC PGM LC ACCT FY						
FINANCIAL DISTRIBUTION: _____						
BUDGET DISTRIBUTION:						
PERIOD	AMOUNT	PERIOD	AMOUNT	PERIOD	AMOUNT	
1	_____	2	_____	3	_____	
4	_____	5	_____	6	_____	
7	_____	8	_____	9	_____	
10	_____	11	_____	12	_____	
13	_____	14	_____	15	_____	
16	_____	17	_____	18	_____	
BALANCE FORWARD		OPENING JRNL ENTRY		CLOSING JRNL ENTRY		
19	_____	20	_____	21	_____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
UPDAT QUIT		SUBMT ERRS BASE		PFKYS		HELP

SCREEN ACCESS

Use the 510-90: Management Budgets transaction screen to record management budgets.

1. At the AKSAS Main Menu, enter **DS** (Start/Restart Batch) in the **SELECTION** field. Press <Enter> to display the Start/Restart Batch - Selection screen.
2. At the Start/Restart Batch - Selection screen, enter **F** (Financial) in the **BATCH TYPE** field. Press <Enter> to display the Financial Data Entry Menu.
3. At the Financial Data Entry Menu, enter **MB** (Management Budgets) in the **SELECTION** field. Press <Enter> to display the 510-90: Management Budgets transaction screen.

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510-90: Management Budgets Field Entry Table		
Field Name	Field Value	Comments
FDE	DISPLAY ONLY	Displays the financial data entry transaction code for this transaction.
B	SYSTEM-ASSIGNED	System-assigned batch number.
S	SYSTEM-ASSIGNED	System-assigned sequence number for this batch.
DOCUMENT NUMBER	REQUIRED, defaults to batch and sequence number assigned by AKSAS if left blank. An agency-assigned processed document identifier, up to 13 alphanumeric characters, may be entered.	Processed document identifier.
SOURCE RD CODE	REQUIRED, defaults to the AKSAS input (sign-on) RD code. If the default RD code is not authorized to record management budget transactions, enter a SOURCE RD CODE as authorized according to department procedures.	Identifies the person authorized to record this transaction.
TOTAL AMOUNT	REQUIRED Enter the sum of the BUDGET DISTRIBUTION AMOUNT fields. Up to 13 digits (11 to the left of the decimal, 2 to the right).	The total budgetary amount for this transaction. This field must equal the sum of the BUDGET DISTRIBUTION AMOUNT fields.
DESCRIPTION	REQUIRED Enter descriptive information, up to 120 characters, for this budgetary entry. The first 20 characters of the first line are used on reports.	Detailed descriptive information for this budgetary entry.
FISCAL PERIOD CODE	REQUIRED, defaults to C. C Current fiscal year. P Prior fiscal year. Use if recording prior year estimates during the reappropriation period (July and August). F Future fiscal year. Use if entering budgetary entries in advance during year-end conversion.	Identifies the state fiscal year (chart of accounts year) associated with this transaction.
BUDGET TYPE	REQUIRED Enter 1 or 2.	Identifies this management budget. Two separate budgets may be created.
Financial Distribution Fields - The FINANCIAL DISTRIBUTION fields identify the reporting structure to which the budgeted amounts will be recorded. For additional information about financial fields, refer to Section 4: Financial Transactions & Batch Processing.		
SY	REQUIRED, defaults to the fiscal year associated with the FISCAL PERIOD CODE if no entry is made. If the default value is not correct, enter the 2-digit set-up year associated with the collocation code.	Identifies the set-up year associated with the collocation code. The set-up year must be valid for the FISCAL PERIOD CODE entered.

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510-90: Management Budgets Field Entry Table		
Field Name	Field Value	Comments
CC	REQUIRED Enter the 8-digit collocation code for this management budget.	With the set-up year, identifies the accounting structure (fund, appropriation, organization, internal program) for the budgetary amount.
PGM	OPTIONAL Enter a 5-digit program code if required by your agency for this management budget.	Identifies the external program for the budgetary amount.
LC	OPTIONAL Enter an 8-digit ledger code if required by your agency for this management budget.	Identifies a combination of project, contract, and/or grant for the budgetary amount.
ACCT	REQUIRED Enter the 5-digit expenditure (70000 and LLs) or revenue (50000/60000 and LLs) account for the budgetary amount.	Identifies the account for the budgetary amount.
FY	REQUIRED, defaults to the current federal fiscal year if no entry is made. If a federal fiscal year is required by your agency and the default value is not correct, enter a 2-digit federal fiscal year.	Identifies the federal fiscal year if a federal program is associated with this budgetary amount.
BUDGET DISTRIBUTION Fields - The budget distribution fields allow the TOTAL AMOUNT to be distributed across accounting periods associated with the state fiscal year. Up to 18 periods are available for any one fiscal year, allowing the allocation of amounts according to the related federal fiscal year. Projected balance forward amounts may also be entered using Periods 19, 20, and 21.		
PERIOD 1-18	DISPLAY ONLY	Posting months associated with one state fiscal year.
AMOUNT	REQUIRED Enter the budgetary amount for each period affected by this management budget transaction. Up to 11 digits (9 to the left of the decimal, 2 to the right). Expenditure Budget: To record or increase expenditure estimates, enter the amount as a positive number. To decrease expenditure estimates, enter the amount with a leading minus (-) sign. Revenue Budget: To record or increase revenue estimates, enter the amount with a leading minus (-) sign. To decrease revenue estimates, enter the amount as a positive number.	The budgetary amount for each period. The TOTAL AMOUNT can be distributed across accounting periods associated with the state fiscal year. Up to 18 months are available for any one fiscal year, permitting amounts to be allocated according to the related federal fiscal years.
BALANCE FORWARD (Period 19)	OPTIONAL Enter the projected budgetary year-end balance. Up to 11 digits (9 to the left of the decimal, 2 to the right).	Projected year-end balance as of June 30.

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510-90: Management Budgets Field Entry Table		
Field Name	Field Value	Comments
OPENING JRNL ENTRY (Period 20)	OPTIONAL Enter the estimated adjustment amount to the June 30 balance. Up to 11 digits (9 to the left of the decimal, 2 to the right).	Estimated adjustments to the June 30 year-end balance for activity recorded during the reappropriation period (July and August).
CLOSING JRNL ENTRY (Period 21)	OPTIONAL Enter the sum of Period 19 and Period 20 AMOUNTS. Up to 11 digits (9 to the left of the decimal, 2 to the right).	The projected June 30 year-end balance, net of adjustments (Period 19 + Period 20).