Learn how to check commitments from the budget totals, add new accounts, create the budget, and transfer the budget in Amlib.

**Check Commitments from the Budget Totals/Options Menu**

This step involves checking all outstanding commitments. These will be moved to the next Financial Year when you run the EOY processing.

1. Launch the *Amlib* client
2. Go to *Main > Finance > Budgets* – the Budget Totals screen will display:

![Budget Totals Screen](image)

3. **Highlight** the Year you wish to check commitments against
4. From the menu, select **Options > Check Commitments** – the Check Commitments table will display:
5. The result of the check, will display at the bottom of the table – if the Total Commitment amount for the year matches the Calculated Commitment amount (which is derived from the Order Financial Transactions) the following message will display: All committed totals match agree with the Financial transactions total.

6. If the totals agree, click on the Exit button

7. If the Check Commitments process is complete and the committed totals DO NOT Match, these can be checked (and altered within the table)

8. If required the Update Budget button (which will become active) can be used to update the Budget with the updated commitments

9. Once completed, click on the Exit button

Add New Accounts if Required

• If required, new Accounts can be added to the Fund Accounts and GL Codes table for use in the new Budget –
Create the Budget

1. On the Budget Totals screen, ensure the correct Lib Group is selected in the drop-down box – for example: LIBRARY
2. Click the **F1 Create** button – the Budget Totals - Create prompt will display with the following message: **A budget for YYYY does not exist. Do you want to create it?**

3. Click the **Yes** button – the Select Accounts screen will display:
4. Select the Account(s) to be entered into the new budget

**HINT:** Highlight Accounts by clicking with the mouse. To highlight a range, click the first Account and find the last Account in the range and hold down the *Shift* key and click with the mouse. To highlight certain Accounts, hold down the *Ctrl* key and click with the mouse.

5. Click the *OK* button when complete – if there are Accounts with commitments NOT being transferred, a prompt with the following message will display: *There are accounts with commitments in the current year that are not being transferred to the new year. Continue?*

6. If the *Yes* button is clicked – the Account Group Budget Creation & Maint screen will display (Accounts appear in green):
7. The values from the Previous year’s Budget and Actual amounts will be shown – by default the Budget for YYYY column will automatically be populated with the Previous Actual amount

8. You may now proceed to adjust/assign Account values in the Budget for YYYY column as required (it is possible to assign no Budget and leave the value at 0)

9. If you have created a GST Account, be sure to Calculate it as 10% of the total budget

**HINT:** It may be easiest to enter Budget Amounts starting at the bottom of the table entering the specific amounts for each Account Group. As the amount is entered it is tallied up through the levels to the Total at the top. Specific Accounts do not need to have an amount.

**Creating Budget Amounts Based on Amounts from the Previous Year if preferred**

It is possible to use the values from the Previous year’s Budget and Actual amounts to create the figures in the new Budget:

1. From the menu, select **Options > Percent > Percent of Budget** (Percent of Actual can also be selected)
2. This menu option will now be **ticked**
3. Select an Account row to be adjusted
4. Click the **F2 Percent** button – the Modify pop-up will display:
5. Enter the New Percentage amount – for example: 110 (this will work out to be 10% more than the Previous Budget amount)  

<table>
<thead>
<tr>
<th>Code</th>
<th>Account Group</th>
<th>Budget for 2011</th>
<th>Previous Budget Year</th>
<th>Previous Budget</th>
<th>Previous Actual</th>
<th>Percent of Budget</th>
<th>Previous Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10010</td>
<td>Adult Fiction</td>
<td>50,000.00</td>
<td>2010</td>
<td>50,000.00</td>
<td>45,893.00</td>
<td>N/A</td>
<td>6,027.27</td>
</tr>
</tbody>
</table>

6. Click the OK button – the Budget for YYYY column will be updated with an amount = %110 of the Previous Budget amount

<table>
<thead>
<tr>
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<td>6,027.27</td>
</tr>
</tbody>
</table>

7. Use the < and > arrow keys to move up and down the list so as to adjust other lines

8. When completed click the Cancel button to close the Modify pop-up

9. Click the F3 Save button when the Budget is complete

10. Click the Yes button – a prompt with the following message will display: The commitments for XXXX have been transferred successfully to the new year YYYY. Log off and on all instances of Finance module to pick up the new financial year parameter.
11. Click the OK button – the Budget has now been transferred and the Current Financial Year will have changed to that of the new Budget.

12. Log out of the Financial module using Ctrl-L and then log back in before any Orders are created.

Transfer Budget to the Live System with Accounts (not being used) with commitments that are to be rolled over to a New Account code

Once a Budget is complete, it can be transferred to the Live system (and used for Orders/Invoices):

Please Note: This should only be done at the point at which you this budget to take over from the previous Budget.

1. On the Account Group Budget Creation & Maint screen, click the F7 Transfer button – a prompt with the following message will display: Transfer all of the budget details for YYYY to the live system. Are you sure?

2. Click the Yes button – if there were Accounts NOT being used from the previous Budget, and have outstanding commitments to be mapped to a NEW ACCOUNT, a prompt with the following message will display: There are accounts with commitments in the current year that are not being transferred to the new year. Continue?

3. If the Yes button is clicked, a prompt with the following message will display: The budget details for YYYY have been transferred successfully.
4. Click the **OK** button – the Account Group Budget Creation & Maint screen will close.

5. The new Budget will now display in the Budget Totals screen:

![Budget Totals Screen](image1)

6. Click the **F3 EOY** button – if there were Accounts with commitments NOT being transferred from the previous Budget, the End of Year Rollover screen will display:

![End of Year Rollover Screen](image2)

7. The Accounts with commitments NOT being carried over from the previous year will need to be mapped to another account for the new budget – this can be done by selecting an Account code from the drop-down field in the right-hand Accounts for column.

8. When complete click the **F7 Transfr** button – the End of Year prompt will display with the following message:

   "Transfer the commitments from the Accounts in YYYY to the accounts in YYYY. Are you sure?"
9. Click the Yes button – a prompt with the following message will display: The commitments for XXXX have been transferred successfully to the new year YYYY. Log off and on all instances of Finance module to pick up the new financial year parameter.

10. Click the OK button – the Budget has now been transferred and the Current Financial Year will have changed to that of the new Budget.

11. Log out of the Financial module using Ctrl-L and then log back in before any Orders are created.