

## BP.010.027 – ADDING NEW REVENUE ESTIMATES

<b>Purpose</b>	To add new Revenue budgets for the next fiscal year.
<b>Description</b>	The Revenue Estimates data update page allows users to enter revenue budget lines. Any new Revenue Estimates will be included in the new year's budget and in original budget journals.
<b>Security Role</b>	<b>BOR_BP_UPDATES</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• User completed all Budget Prep Setup steps.</li> <li>• User ran the HCM Import process in Create Report/Run HCM Import mode.</li> <li>• ChartField combination does not already exist in Budget Prep data.</li> </ul>
<b>Additional Information</b>	None

## **Procedure**

Below are complete step-by-step instructions on completing adding new Revenue Estimates using the Revenue Estimate page in Budget Prep Data Update.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>BOR Menus</b> link.
4.	Click the <b>BOR Budget Prep</b> link.
5.	Click the <b>Budget Prep Data Update</b> link.
6.	Click the <b>Revenue Estimates</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter the appropriate Business Unit in the <b>Business Unit</b> field.
9.	Enter the Budget Reference for the upcoming budget year in the <b>Budget Reference</b> field.
10.	Enter an Account number in the <b>Account</b> field.
11.	Enter a Fund number in the <b>Fund Code</b> field.
12.	Enter a Department ID in the <b>Department</b> field.
13.	Enter a Program number in the <b>Program Code</b> field
14.	Enter a Class number in the <b>Class Field</b> .
15.	Enter a Project ID in the <b>Project</b> field if appropriate.
16.	Click the <b>Add</b> button. The system navigates to the Update Revenue Estimates page.
17.	Verify the date in the <b>Date</b> field is July 1 of the fiscal year in development.
18.	Enter an amount in the <b>Proposed Budget</b> field.
19.	If needed, enter notes in the <b>Comments</b> field.
20.	Click the <b>Save</b> button.