KK.010.001 - CREATING BUDGET ATTRIBUTES

Purpose	• To identify when the use of Budget Attributes will be beneficial. • To identify the valid Ledger Group values for Budget Attributes. • To create a Budget Attribute by Budget Reference. • To create a Budget Attribute by Budget Status
Description	The Budget Attribute component can be used to refine budget processing options for a specific Business Unit and ChartField combination. Attributes users assign through this component override all attributes specified at a higher level (Budget Definition). Conversely, any budget whose attributes users do not configure through the Budget Attributes page inherits its attributes from a higher level (Budget Definition).
Security Role	**BOR_KK_SETUP**
Dependencies/ Constraints	None
Additional Information	

Procedure

Below are step by step instructions on how to create a Budget Attribute to close the Budget Period for a specific ChartField combination or set the Control Option to Track with Budget for a specific ChartField combination as of a particular effective date.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Commitment Control** link.
4.	Click the **Define Control Budgets** link.
5.	Click the **Budget Attributes** link.
6.	Budget Attributes are useful when users want to override options selected at a higher level. Enter or search for a specific ledger group in the **Ledger Group** field for which to establish budget attributes. Valid values include: APPROP, ORG, PROJ_GRT, PRMST_EX, PRMST_REV and REVEST.
7.	Click the **Search** button. The system navigates to the **Commitment Control Budget Attributes** page.
8.	To define budget attributes, enter the budget ChartField combinations beginning with an Account number in the **Account** field.
9.	Enter a Fund in the **Fund** field.
10.	Enter a Department number in the **Dept** field.
11.	Enter a Program number in the **Program** field.
12.	Enter a Class number in the **Class** field.
13.	Enter a Budget Reference in the **Bud Ref** field.
14.	To modify budget processing attributes for a budget, click the **Set Options** link. The system generates the Budget Attributes - Set Options popup window.
15.	To add budget Attributes by Budget Status for specific ChartField combinations, specify the effective date for the budget attribute by entering an Effective Date in the **Effective Date** field.

Step	Action
16.	Click in the **Control Option** drop-down menu and select the control option. Control options are: • **Control:** Strictly control transactions against budgeted amounts. Error exceptions are logged when transactions exceed the budgeted amount. • **Track with Budget**: Track transaction amounts against a budget, but do not issue error exceptions unless no corresponding budget row exists. Pass if budget row exists, even for a zero amount, but issue warnings when transactions exceed the budgeted amount. This requires a budget exists, but does not prevent spending in the event expenditures exceed the budget. • **Track without Budget**: Track transactions even if no budget setup exists. If a budget row does exist, warnings will be logged when transactions exceed the budgeted amount. If no budget row exists, no warning is issued. In this example, the ChartField combination is set to **Track with Budget**.
17.	Click the **OK** button. The system navigates back to the Commitment Control Attributes page.
18.	Click the **Save** button.