Learn how to modify and view an existing budget, add a new account to an existing budget, and adjust a budget amount in Amlib.

**Modify/View an existing budget**

**View an Existing Budget**

It is possible to view/review an existing Budget within the Finance module.

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

![Budget Totals - STAFF at Chelsea Library](image)

3. Select the Budget from those displayed in the table and click the **F2 Modify** button – the selected Budget will display in the Account Group Budgets screen:
Please Note: Account Code levels on this window are shown in green. Other levels are shown as indented text.

Modify the Values of an Existing Budget

It is possible to adjust the budgeted amount assigned to an Account within a Budget.

1. Launch the Amlib client
2. Go to Main > Finance > Budgets – the Budget Totals screen will display
3. Select the Budget from those displayed in the table and click the F2 Modify button – the selected Budget will display in the Account Group Budgets screen:

Please Note: Account Code levels on this window are shown in green. Other levels are shown as indented text.
4. The current budgeted amount for each Account appears in the Current Budget column – type the new value into the corresponding field of the New Budget column.

In the example above, the Current Budget amount for 10020 – Adult Non Fiction = 10,000.00, whilst the New Budget amount has been changed to be 15,000.00.

5. The Budget amounts in the associated Account Groups will be automatically recalculated.

6. Click the **F3 Save** button to save the changes to the database.

The Budget modification is now complete.

You may return to this window at any time and modify the Budget values or alternatively a Budget adjustment transaction may be made using the Financial Transaction screen.

**Add a New Account to an Existing Budget**

**Please Note:** New Accounts must first be defined in the Accounts table (see: Finance Accounts for more information)

1. Launch the *Amlib* client.
2. Go to **Main > Finance > Budgets** – the Budget Totals screen will display.
3. Select the Budget from those displayed in the list and click the **F2 Modify** button – the Budget will display in the Account Group Budgets screen.
4. Click the **F2 Modify** button – a prompt with the following message will display: **Add Accounts to the current budget?**

   ![Modify Budget](Modify-Budget.png)

5. Click the **Yes** button – the Select Accounts screen will display – with a list of Accounts not currently in use in the selected Budget:

   ![Select Accounts](Select-Accounts.png)
6. Highlight the Account(s) to be added and click the OK button – a prompt with the following message will display: The selected Account(s) will be added to the existing budget. Continue?

7. Click the Yes button – the Account will be added to the selected Budget:

8. Assign a budget amount to the New Budget field of the new Account

9. Click the F3 Save button when complete – the following prompt will display: The budget details for 2009 have been updated successfully.
10. Click the **OK** button

The new Account has now been successfully added.

### Adjust a budget/committed/actual (expense) amount

If an Order has had one or more Order Lines already invoiced, then it will not be possible to adjust the committed amount within the Order itself. The user will need to manually adjust the committed amount recorded against the Account code used in the Order Line. Similarly, if the invoiced amount is incorrect then it cannot be adjusted once the Invoice is set to **INVOICED**.

**Please Note:** It is possible to adjust these amounts using other methods within the system:

- Users wishing to make a Budget Adjustment may prefer to modify the Amounts within the Budget itself – see: [Modify Existing Budget](https://help.oclc.org/Library_Management/Amlib/Finance_and_orders/Budget_adjustments) for further information (see above)

1. Launch the *Amlib* client
2. Go to **Main > Finance > FundsFinance** – the Financial Transactions screen will display:
3. From the menu, select **Transactions > New Transaction** – the screen will go into creation mode (the **F2 Insert** button will become active, and the Trans Date and Location fields will be populated)

**Please Note:** Most of the fields in the Financial Transactions screen have a Select table of Codes/Types attached, which can be displayed by entering `<Tab>` in the relevant field. Select a code/type by double-clicking (or select and `<Enter>`).

4. Enter the following details:
   - Trans Type field: select **COM – Commitment Adjustment** (to adjust the Committal amount), **EXP – Expense Adjustment** (to adjust the Actual amount) or **BUD – Budget Adjustment** (to adjust the Budget amount)
   - Lib Group – for example: **LIBRARY**
- Account— for example: **10010 – Adult Fiction**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10010</td>
<td>Adult Fiction</td>
</tr>
<tr>
<td>10020</td>
<td>Adult Non Fiction</td>
</tr>
<tr>
<td>10030</td>
<td>Picture Story Book</td>
</tr>
<tr>
<td>10040</td>
<td>Junior Fiction</td>
</tr>
<tr>
<td>10050</td>
<td>Music Cassette</td>
</tr>
<tr>
<td>10151</td>
<td>Art</td>
</tr>
</tbody>
</table>

- Allocation (Optional)
- Forex Code – for example: **AUS**
- Quantity
- The Forex Unit Cost or a Total Cost (if the latter is entered, the Forex Unit Cost will be adjusted based on the Quantity already entered)

**Please Note:** If the adjustment amount is being **subtracted** from the amount already transacted then it needs to be entered as a negative value with a – typed in front of the amount entered – for example: –**44.00**. The amount will then display in brackets: (**AU$44.00**).

- Transaction Description/Comments – for example: **Order Adjustment for incorrect amount for Nov 2009 Order**
- Location (Committal/Actual (Expense) adjustments only)
- Supplier (Committal/Actual (Expense) adjustments only)
- Invoice Number (Actual (Expense) adjustments only)
- Order Number (Committal/Actual (Expense) adjustments only)
- Order Line (Committal/Actual (Expense) adjustments only)
5. Click the **F2 Insert** button when complete – the following prompt will display: **The financial record has been Inserted.**

The adjustment has been completed.

**Budget Adjustments**

The Account Code in the Budget will then be modified accordingly. In the following example, Account Code **10010 (Adult Fiction)** has had the Current Actual amount altered from **$52.42** to **$8.41**.
The image shows two spreadsheets from a budgeting software interface. The first spreadsheet displays a budget summary for the year 2009, with categories such as Administration, Book material, Non Book material, Chelsea Branch, Book Vole, Book, and Adult Fiction. The second spreadsheet details the budget for Adult Fiction, Adult Non Fiction, Picture Story Book, and Junior Fiction, showing budgeted amounts, current budget, current actual, and current committed amounts.

The budget for 2009 is $244,000.00, and the library group is LIBRARY. The spreadsheets show a breakdown of budget allocations and actual expenditures for various accounts.