## Exercise 3: Use Budget register entries

You need to configure the budget control for your company. Select USMF to practice and learn how.

**Note:** You need to complete Exercise 2

### Instructions

1. Navigate to **Budgeting > Budget register entries**.
2. Select **New**
3. In the **Budget model** field, enter or select a value.
4. In the **Budget code** field, enter or select **OB** original budget.
5. Select **Add line**
6. Specify the desired value in the **Account structure** field.
7. In the **Dimension values** field, specify the desired values with a Main account and department. Save this value for later in this exercise.
8. Set **Amount** to '3000.'
9. Select **Add line**
10. In the **Dimension values** field, specify the desired values with the same Main account and a different department value. Save this value.
11. Set **Amount** to '1000.'
12. Select **Add line**
13. In the **Dimension values** field, specify the desired values with the same Main account and a different department value. Save this value.
14. Set **Amount** to '2000.'
15. Select **Save**
16. Select **Workflow** to open the drop dialog.
17. Select **Submit**
18. In the **Comment** field, enter ‘Budget Workflow Demo'.
19. Select **Submit**
20. Select **Workflow** to open the drop dialog.
21. Select **Workflow history**
22. Expand the **Tracking details** section.
23. Expand the **Work items** section.
24. Select **Reassign**
25. In the **User** field, enter or select your alias., for example, Admin.
26. Select **Reassign**
27. Refresh the page
28. Close all pages
29. Navigate to **Common > Common > Work items > Work items assigned to me**.
30. In the list, select the workflow item for your budget.
31. Select **Workflow**
32. Select **Approve** > **Approve**.
33. Close the page
34. Navigate to **Budgeting > Budget register entries.**
35. Select **Workflow** to open the drop dialog.
36. Select **Workflow history**.
37. Refresh the page
38. Close the page
39. Navigate to **General ledger > Workspaces > General journal processing**.
40. Select **New journal**. Save the journal number.
41. In the **Name** field, enter or select a value.
42. In the **Description** field, enter **'General Daily Journal - Budget Demo'**.
43. Select **Lines**
44. In the **Account type** field, select **'Vendor.'**
45. In the **Description** field, enter **'invoice.'**
46. Set **Credit** to '1007.25.'
47. In the **Offset account** field, specify the value that you set in step 7.
48. In the **Currency** field, enter 'USD.'
49. Select **Save**
50. Refresh the page
51. Close all pages
52. Navigate to **Budgeting > Budget register entries**.
53. Select **New**
54. In the **Budget model** field, enter or select a value.
55. In the **Budget code** field, enter or select revision.
56. Select **Add line**
57. In the **Dimension** values field, specify the value that you set in step 7.
58. Set **Amount** to **'500.'**
59. Select **Save**
60. Select **Update budget balances**.
61. Select **Update**
62. Close all pages
63. Navigate to **Budgeting > Inquiries and reports > Budget control > Budget control statistics**.
64. Select **Apply parameters**.
65. Select **Budget control statistics by period**.
66. Review and close all pages.
67. Navigate to **General ledger > Journal entries > General journals**.
68. In the list, select your journal created in step 40.
69. Select **Lines**
70. Select **Validate** > **Validate**.
71. Select **Post**
72. Close all pages
73. Navigate to **Budgeting > Budget register entries**.
74. Select **New**
75. In the **Budget model** field, enter or select a value.
76. In the **Budget code** field, enter or select **Trn** for transfer.
77. Select **Add line**
78. In the **Dimension values** field, specify the value that you set in step 7.
79. Set **Amount** to '1750'.
80. Select **Save**
81. Select **Add line**
82. In the **Dimension values** field, specify the value that you set in step 10.
83. Set **Amount** to '-1050'.
84. Select **Add line**
85. In the **Dimension values** field, specify the value that you set in step 13.
86. Set **Amount** to '-700'.
87. Select **Update budget balances**.
88. Select **Update**
89. Close all pages