2025

ORACLE

Budget Creation Manual



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Content

Budget Creation



Supplemental Rules



Uploading and updating balances



Managing balances and Tracking



Payments Controlling Budget



Roles Needed

Budget Manager

assigned to each budget u will create

Budget Analyst

(consultant task)

Today we Will be discussing the Budgetary Control in oracle Fusion



How to implement it

Giving users access to control it ...

Tracking The balances by showing few **business simple cases**

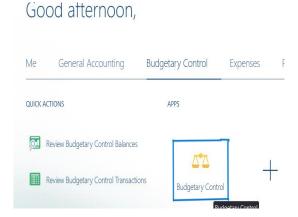
and see how the application will handle it

- How to update **its balances** rather by completely replacing amounts or adding to the existing balances ..

After assigning to your user the needed rules for this tutorial we can start of with the **Budget**Creation

Budget Creation:

- Select the **Budgetary Control**



- From the task list select Manage control budget

From here u can see all the budgets that your user is **assigned** to it and have an access to it

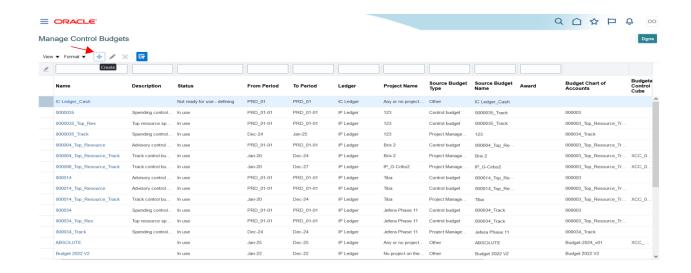
Budgets

- Manage Control Budgets
- · Enter Budgets in Spreadsheet
- · Review Budget Entries
- · Review Budgetary Control Balances
- · Review Budgetary Control Transactions

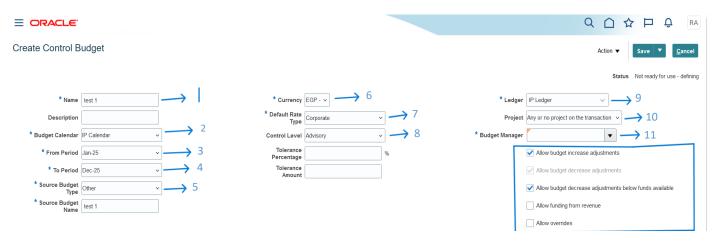
Period Close

- · Budget Period Statuses
- · Manage Encumbrance Carry Forward Rules
- · Carry Forward Funds Available
- · Carry Forward Purchase Order Budgetary Control Balances

Click the Add Button (+) to create a new budget



Here you can notice the following:



- 1/ First You Have to Name the Budget
- 2/ pick your budget Calendar (Depends on your calendar setup)
- 3-4/ Add (From: To) Periods
- 5/ chose your budget source ... if u want to use the same specific amounts from an older budget choose: (Control Budget Then previous Budget Name) If u want to use new

Balances Choose Other.

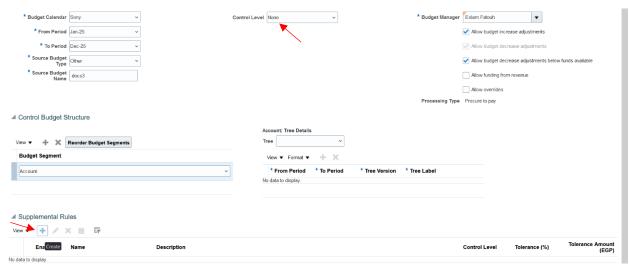
- 6/ choose the currency for the budget (for me I will use EGP)
- 7/ Choose the rate type for other currency translation process
- 8/ Choose your controlling level for the budget
 - Absolute: will block transactions once the amount exceeds budget
 - Advisory: will give the user a warning that the amount is out of budget but will pass the request
 - Track: won't give the user warnings and will pass requests
 - None: incase you will use supplemental rules more on that later.
- 9 / Choose your ledger (in my case I will use IP Ledger)
- 10 / project : select any or none projects to catch purchase requests / orders submitted on projects
- 11 / Select the budget manager for the budget you are creating
- 12 / Make sure to check the boxes at the end for the wanted options...



13/ start adding the needed segments for the budget I will use (Project / Cost Center / Budget Category)

And now back to the None Controlling level

here *u* can notice that we have an option called **supplemental rules** usually used in advanced budget requirements where u can submit a different controlling level for each group of (values / segments) depending on Your business requirements...

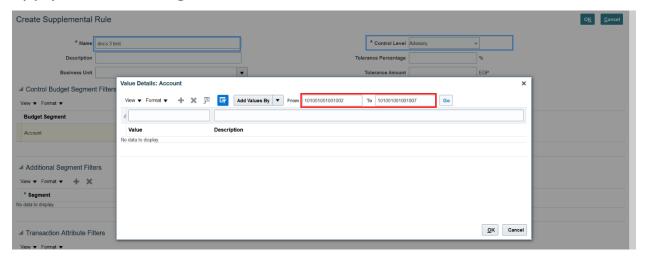


for example: press the (+) sign to add one

Now in the **supplemental rule** give it a name and decide a controling level for that rule ..



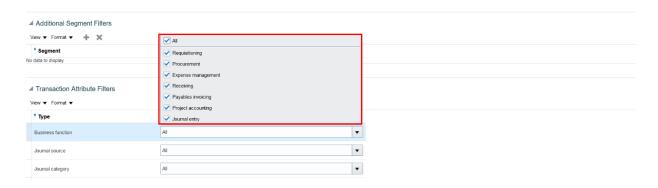
Here I will start adding some values by range using From : To method to apply the controling IvI I need on them



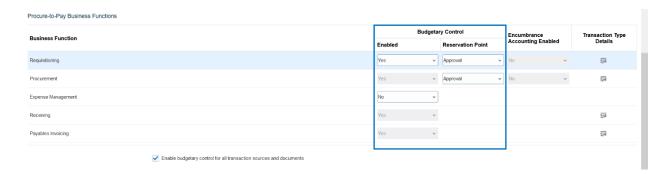
Also notice that u can assign different business activates for each rule such as

Which means that u can have way too many! Different

Controlling levels for each business activity in your organization



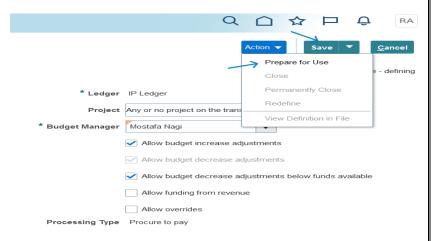
But first make sure that all of this activates are working on the **business unit level** (Consultant's task)





Heading back to Main budget creation screen steps:

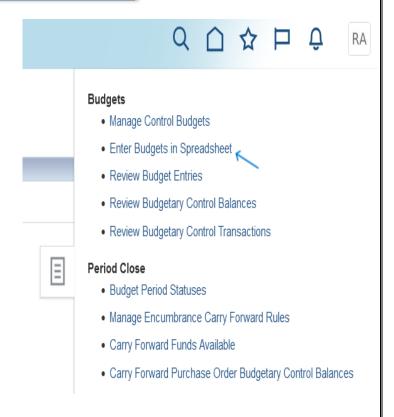
14/ press save and from action Click on Prepare for use

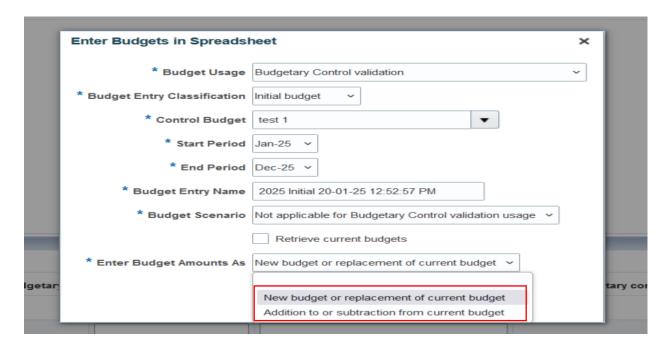


Uploading Budget Balances:

Select Enter Budget in a spreadsheet from the task list menu

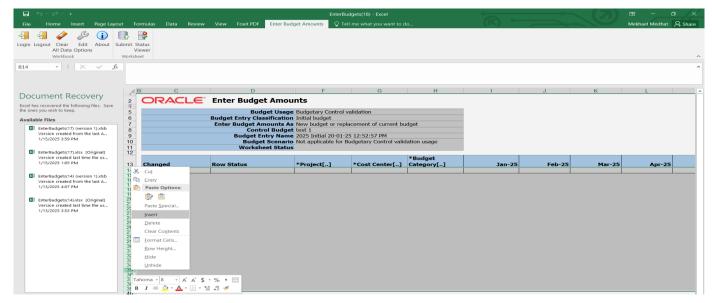
Start filling the required info You have two options for entering a budget amounts (new or for editing amounts



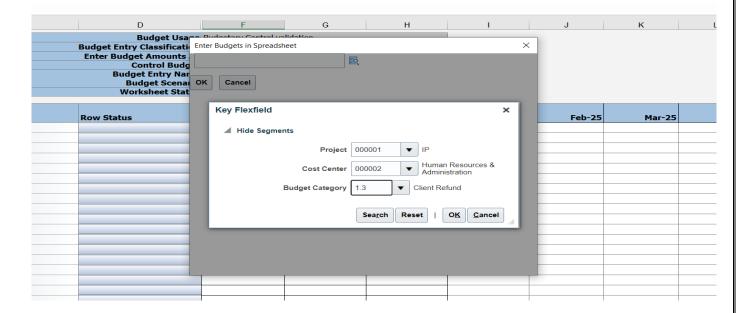


New budget: will replace previous entered amounts unlike addition or subtraction: that will add or decrease funds based on your upcoming entry

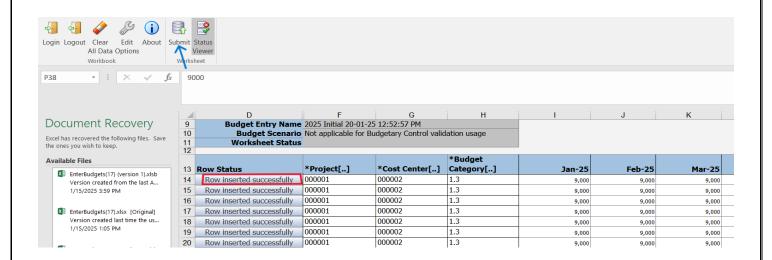
Select the needed lines from the left and click insert



Double click on the cell to select the values



Add the amounts and click on submit.



Make sure that the row is inserted successfully

Now you can review the budget balances

From the task list

Select review Budgetary control balances

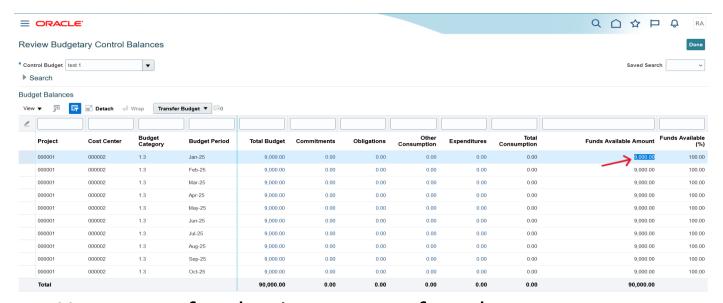
Here you can see the total amount available for the combination for each period

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Here are a few business cases for a better understanding After opening the budget periods

Case Numb 1

PR issued And APPROVED with 10 LE transferred to a AN APPROVED PO with 5 LE

Figure 1.1 Budget Reservation for PR

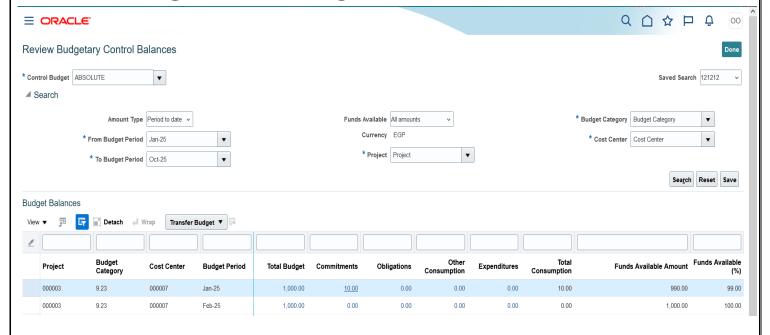


Figure 1.2 checking the hyper link for the 10

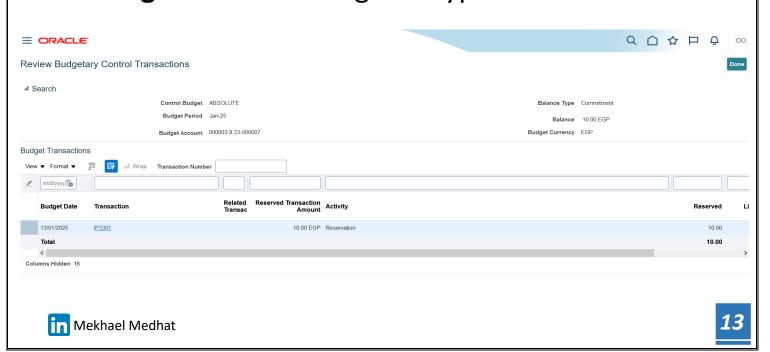


Figure 1.3 Accessing the PR And checking its reservation stats for ALL budgets

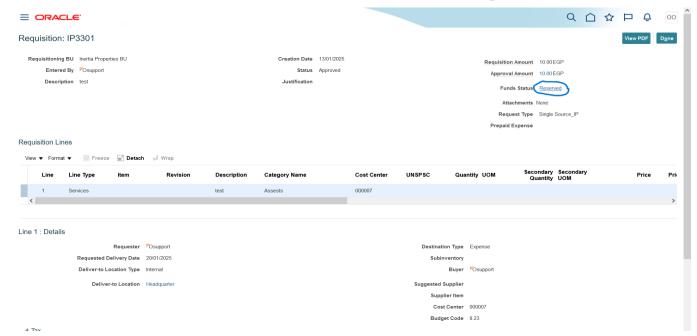
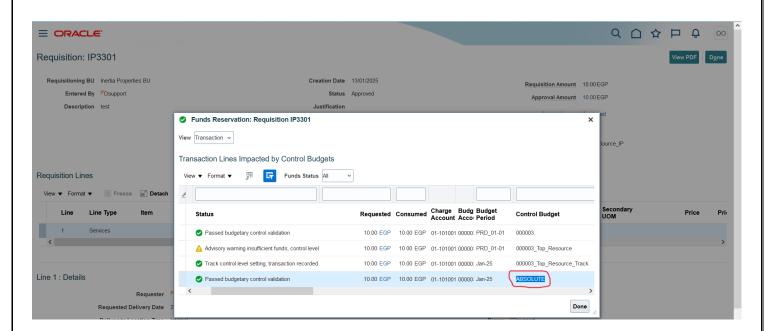


Figure 1.4 Checking budgets Reservation



Now the PO got issued with 5 LE Balance will move from commitments to obligations

Figure 1.5 Checking the balance after the PO update

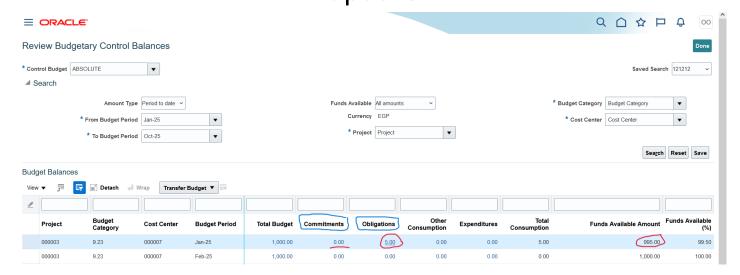
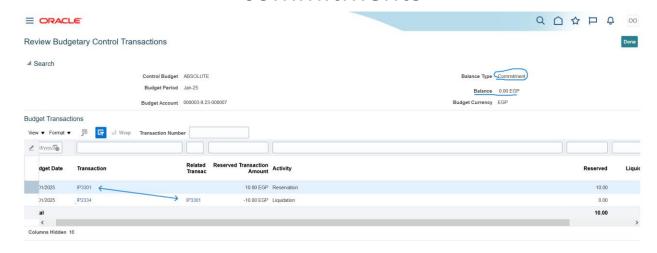


Figure 1.6 checking the hyper link for commitments



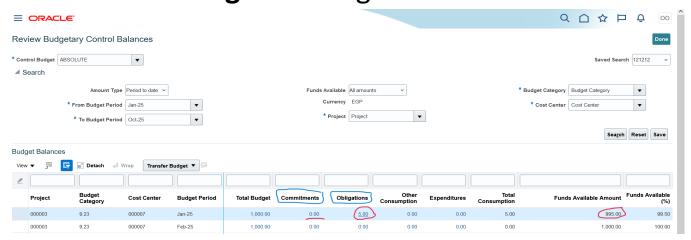
Note the APP behavior...

10 reserved – 10 liquidated = 0

for commitments

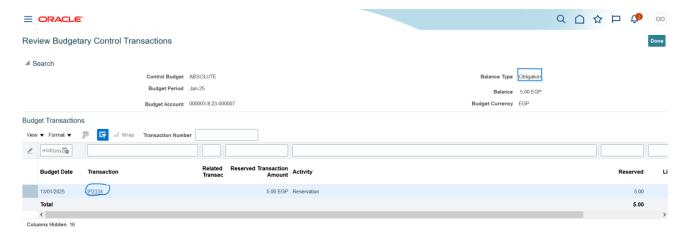
And the new amount 5 gets reserved at obligations section

which leads to Figure 1.5 again



Checking the hyper link for obligations now:

Figure 1.7



Case Numb 2

Figure 1.7 a Direct invoice issued without a PO

for 900 L.E

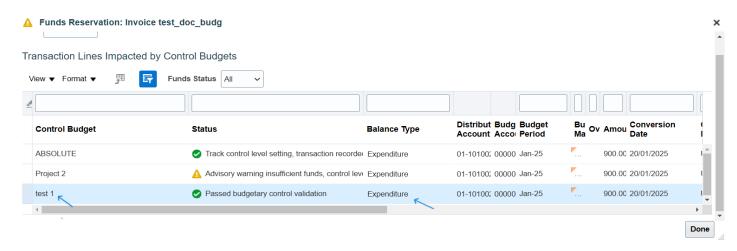
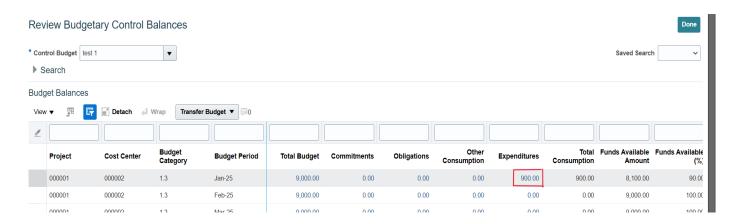


Figure 1.8 checking the budget balance after the invoice



Case Numb 3

Figure 1.9 cash advance invoice lines

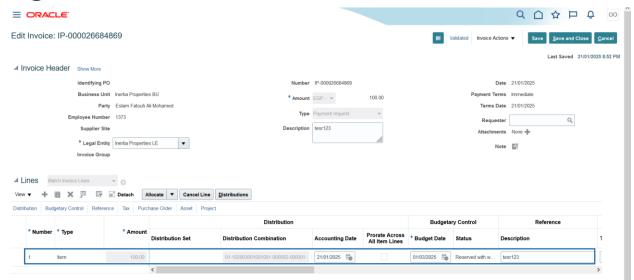


Figure 2.0 expense report invoice lines associated with previous cash advance

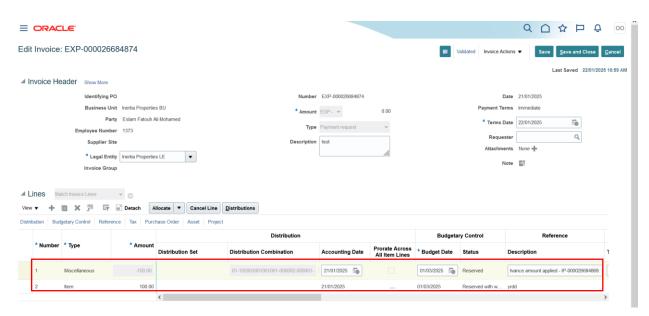


Figure 2.1 checking budget balance

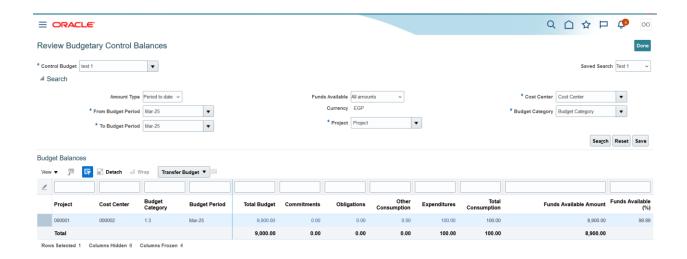
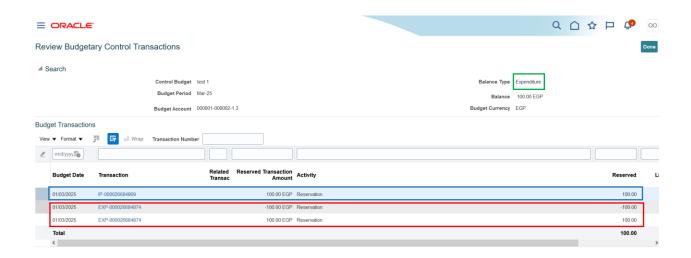


Figure 2.2 tracking the 100 LE amount



Payments Controlling Budget

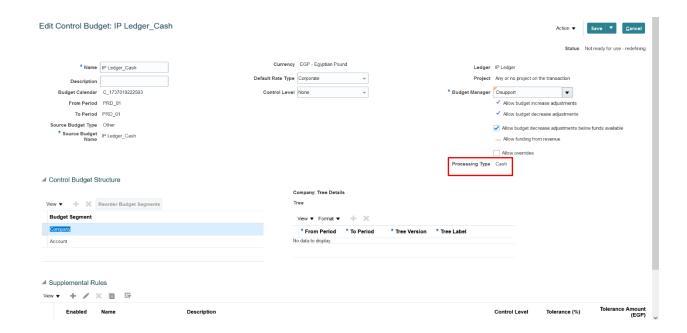
You can always enable the budgetary control on payments but this time it will be a little different..



Notice that it will warn you that a budget will be created (the app will make a specific calendar for it .. just like a project budget)



The Created budget by the system:



Notice the difference in the payments section before and after



But you can only assign two segments to it company + account Thanks For your time.