



## Reverse Budget Entry Document Online Help Procedure

### Purpose

Use this procedure to reverse a budget entry document.

### Trigger

Perform this procedure when a previously posted and approved budget entry document must be reversed.

### Prerequisites

- Budget Entry Document Number
- Ensure or validate that the proceeding/preceding budget entry documents are not affected and if they are, perform the reversal from the necessary distribution levels.

### Menu Path

Use one of the following menu path(s) to begin this transaction depending on the level of distribution of the budget entry document:

#### Funds Management Processor:

- Funds Management ➔ FM Process ➔ Budget Execution and Distribution  
➔ Record/Maintain Budget Authority ➔ Enter Sub-Allocation (optional distribution)
- Funds Management ➔ FM Process ➔ Budget Execution and Distribution  
➔ Record/Maintain Budget Authority ➔ Enter Allocation (optional distribution)
- Funds Management ➔ FM Process ➔ Budget Execution and Distribution  
➔ Record/Maintain Budget Authority ➔ Enter Sub-Allotment (optional distribution)
- Funds Management ➔ FM Process ➔ Budget Execution and Distribution  
➔ Record/Maintain Budget Authority ➔ Enter Allotment

#### Funds Management Budget Coordinator:

- Funds Management ➔ Budget Coordination ➔ Budget Execution and Distribution  
➔ Record/Maintain Budget Authority ➔ Enter Apportionment
- Funds Management ➔ Budget Coordination ➔ Budget Execution and Distribution  
➔ Record/Maintain Budget Authority ➔ Enter Appropriation

### Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.



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On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



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### Procedure

1. Start the transaction by accessing the **Funds Management** tab.

### Budget Execution and Distribution - FMMI Portal - Training

The screenshot displays the FMMI Portal interface. At the top left is the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". At the top right are "Help" and "Log Off" links. Below this is a horizontal navigation menu with tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management" (highlighted in green), "General Ledger Management", and "Periodic". Underneath this menu is a secondary navigation bar with links: "Master Data Maintenance", "Administration", "Budget Coordination", "Budget Approval", "FM Process" (highlighted in green), "FM Approval", "Funds Reservation Process", and "Reports". The main content area is titled "Budget Execution and Distribution" and includes a "History" link, a "Back" button, and a "Forward" button. On the left side of the main area, there is a "Detailed Navigation" section with a tree view showing "Budget Execution and Distribution" expanded, and a "Portal Favorites" section below it.

2. Click the **FM Process** tab **FM Process**.



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### Budget Execution and Distribution - FMMI Portal - Training

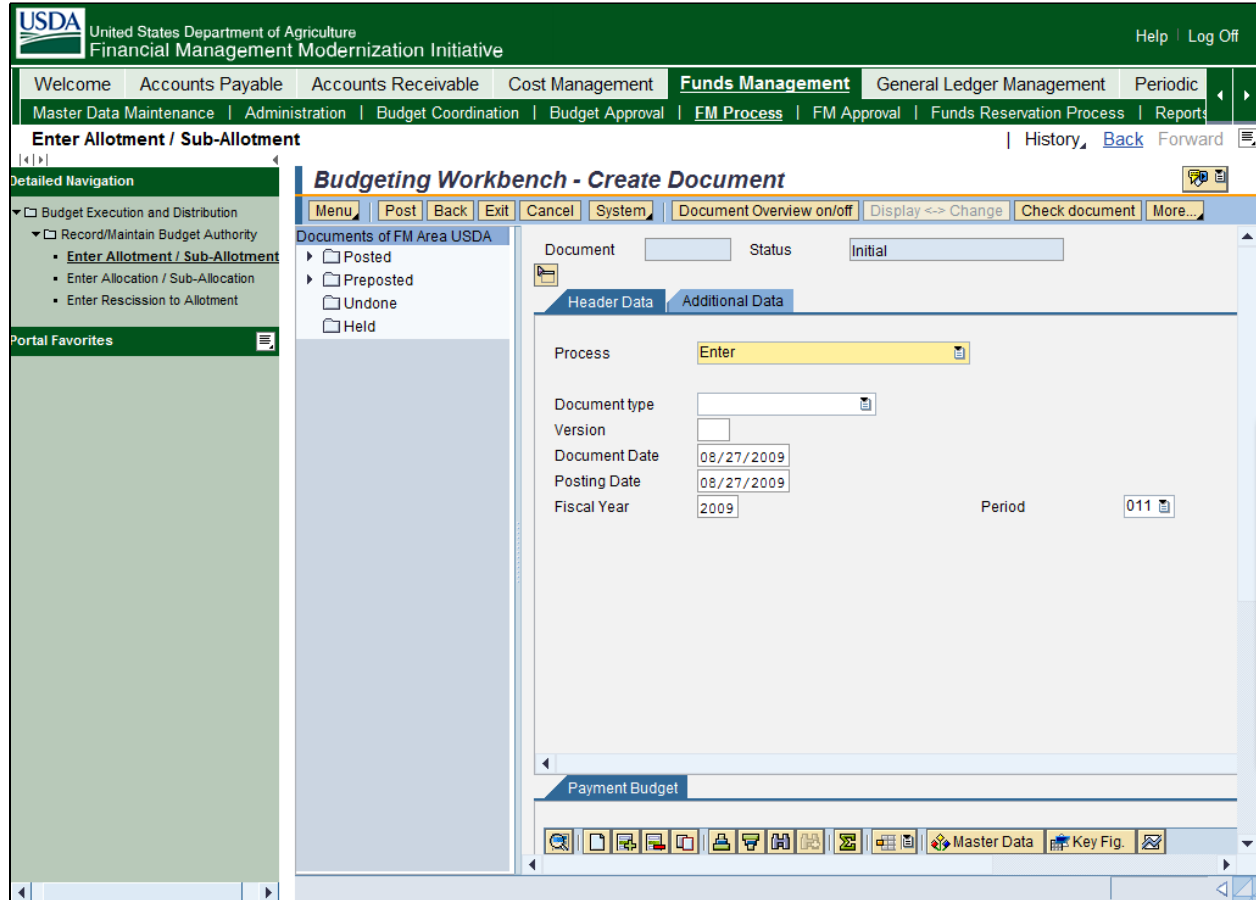
The screenshot displays the FMMI Portal interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible, along with 'Help' and 'Log Off' links. A navigation bar includes 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management' (highlighted), 'General Ledger Management', and 'Periodic'. Below this, a secondary navigation bar lists 'Master Data Maintenance', 'Administration', 'Budget Coordination', 'Budget Approval', 'FM Process', 'FM Approval', 'Funds Reservation Process', and 'Reports'. The main content area is titled 'Budget Execution and Distribution' and features a 'Detailed Navigation' sidebar with a link to 'Budget Execution and Distribution'. A 'Portal Favorites' section is also present.

3. Click the **Budget Execution and Distribution** business activity link  [Budget Execution and Distribution](#).
4. Click the **Record/Maintain Budget Authority** business activity link  [Record/Maintain Budget Authority](#).



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**Enter Allotment / Sub-Allotment - FMMI Portal - Training**



- Click the **Enter Allotment / Sub-Allotment** task link Enter Allotment / Sub-Allotment.



In this example, the Funds Management Processor is creating a reversal at the Allotment level. In reality, the reversal process will be unique to each agency. When conducting a reversal, the funds must be reversed beginning with the lowest level at which the funds were originally distributed.





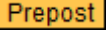

- Click the **Menu** button Menu.
- Click the **Edit** menu item Edit.
- Click the **Find** menu item Find F8.
- As required, complete/review the following fields:

Field	R/O/C	Description
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Document Year	R	The year in which the budget entry document was entered in FMMI. <b>Example:</b> 2009
Document Number	R	The unique identification value assigned to a transaction as it is processed in FMMI; the system automatically creates and assigns document numbers as each document is preposted and/or posted. <b>Example:</b> 5500000151

10. Click the **Enter** button .
  11. Click the **Menu** button .
  12. Click the **Document** menu item .
  13. Click the **Reverse** menu item  **Ctrl+F2**.
  14. Click the **Prepost** button .
-  To enter a budget entry reversal click the Prepost button, to approve a budget entry reversal click the Post button.
15. Verify the confirmation message "Reversal 5500000151 has been created successfully in FM area USDA document year 2009" appears at the bottom of the screen.



## Reverse Budget Entry Document Online Help Procedure

The screenshot displays the 'Budgeting Workbench - Display Document' window. The document is titled 'Transfer' and is of type 'ALLT (Allotment)'. It was created on 08/27/2009 and posted on 06/03/2009. The sender and receiver are both identified as 'OCFO Direct' for fiscal year 2009 and budget period 0909. A 'Payment Budget' summary shows a total sender of 100,000,000 and a total receiver of 100,000,000. A table at the bottom lists the document lines:

Line	Funds Center	Type	Funded Program	Functional Area	Commitment Item
000001	CF00000000	4510	FPDEFAULT	FADEFAULT	ALLOBJECTS

A status message at the bottom indicates: 'Reversal 5500000151 has been created successfully in FM area USDA fiscal year 2009'.

16. The transaction has been completed successfully. End of procedure.



**If the Reversal is an Allotment/Sub-Allotment or Allocation/Sub-Allocation:**

The Funds Management Processor records the document number and initiates contact with the Funds Management Approver to request approval of the budget entry document. The Funds Management Processor must supply the Funds Management Approver with the document number of the budget entry to be approved. See the Budget Distribution and Authority process flow job aid for further clarification of roles and responsibilities.

**If the Reversal is an Appropriation or an Apportionment:**

The Funds Management Budget Coordinator records the document number and initiates contact with the Funds Management Budget Approver to request approval of the budget entry document. The Funds Management Budget Coordinator must supply the Funds Management Budget Approver with the document number of the budget entry to be approved. See the Budget Distribution and Authority process flow job aid for further clarification of roles and responsibilities.



## Reverse Budget Entry Document Online Help Procedure

### Comments

Refer to the following additional materials.

- [Approve Reverse Budget Entry Document](#)
- [Display Budget Entry Document](#)