



## Undo Budget Entry Transaction Online Help Procedure

### Purpose

Use this procedure to undo a budget entry transaction.

### Trigger

Perform this procedure when a preposted budget entry document must be undone.

### Prerequisites

- Budget Entry Transaction

### Menu Path

Use the following menu path(s) to begin this transaction:

- Funds Management ➔ Budget Coordination ➔ Budget Execution and Distribution ➔ Record/Maintain Budget Authority ➔ Enter Appropriation
- 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 Allotment/Sub-Allotment
- Funds Management ➔ Budget Coordination ➔ Budget Execution and Distribution ➔ Record/Maintain Budget Authority ➔ Enter Allocation/Sub-Allocation

### 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.

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.



A user may either "Undo" or "Reverse" an incorrectly entered budget entry transaction. The difference between reversing and undoing a budget entry transaction is whether the budget entry has been preposted or posted. A preposted budget entry is "Undone" and a posted budget entry must be "Reversed" to correct. Undoing a transaction can be executed by an individual user while reversing a transaction requires preposting and approval.



## Undo Budget Entry Transaction Online Help Procedure

### Procedure

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

### Create and Maintain Individual Elements - FMMI Portal - System Test

The screenshot shows the FMMI Portal interface. At the top, there is a green header with the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". To the right of the header, it says "Welcome PracticeLab Two" and "Help | Log Off". Below the header is a navigation bar with tabs: "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Cost Management", "Funds Management" (highlighted), and "General Ledger Mar". Below the navigation bar is a sub-navigation bar with links: "Master Data Maintenance", "ARRA Master Data Maintenance", "Administration", "Budget Coordination", "Budget Approval", "FM Process", "FM Approval", and "History, Back Forward". The main content area is titled "Create and Maintain Individual Elements". On the left side, there is a "Detailed Navigation" menu with the following items: "Create and Maintain Individual Elements", "Create and Maintain Groupings", "Create and Maintain Hierarchies", "Maintain Master Data Rules", and "ARRA Maintenance". Below the navigation menu is a "Portal Favorites" section.

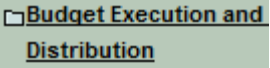
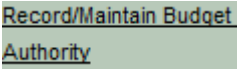
2. Click the **FM Process** tab **FM Process**.



## Undo Budget Entry Transaction Online Help Procedure

### Budget Execution and Distribution - FMMI Portal - System Test

The screenshot shows the FMMI Portal interface. At the top, there is a green header with the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". To the right of the header, it says "Welcome PracticeLab Two" and has links for "Help" and "Log Off". Below the header is a navigation menu with tabs for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Cost Management", "Funds Management", and "General Ledger Mar". Under "Funds Management", there are sub-links: "Master Data Maintenance", "ARRA Master Data Maintenance", "Administration", "Budget Coordination", "Budget Approval", "FM Process", "FM Approval", and "F". The main content area is titled "Budget Execution and Distribution" and has a "History" link, a "Back" link, and a "Forward" link. On the left side, there is a "Detailed Navigation" sidebar with a tree view showing "Budget Execution and Distribution" and "Distribution". Below that is a "Portal Favorites" section.

3. Click the **Budget Execution and Distribution** business activity link 
4. Click the **Record/Maintain Budget Authority** business activity link 



## Undo Budget Entry Transaction Online Help Procedure

### Enter Allotment / Sub-Allotment - FMMI Portal - System Test

The screenshot displays the 'Budgeting Workbench - Create Document' interface. The top navigation bar includes 'Welcome PracticeLab Two' and 'Log Off'. The main menu has 'Funds Management' selected. The left sidebar shows 'Detailed Navigation' with 'Enter Allotment / Sub-Allotment' highlighted. The main content area shows a form for creating a document with the following fields:

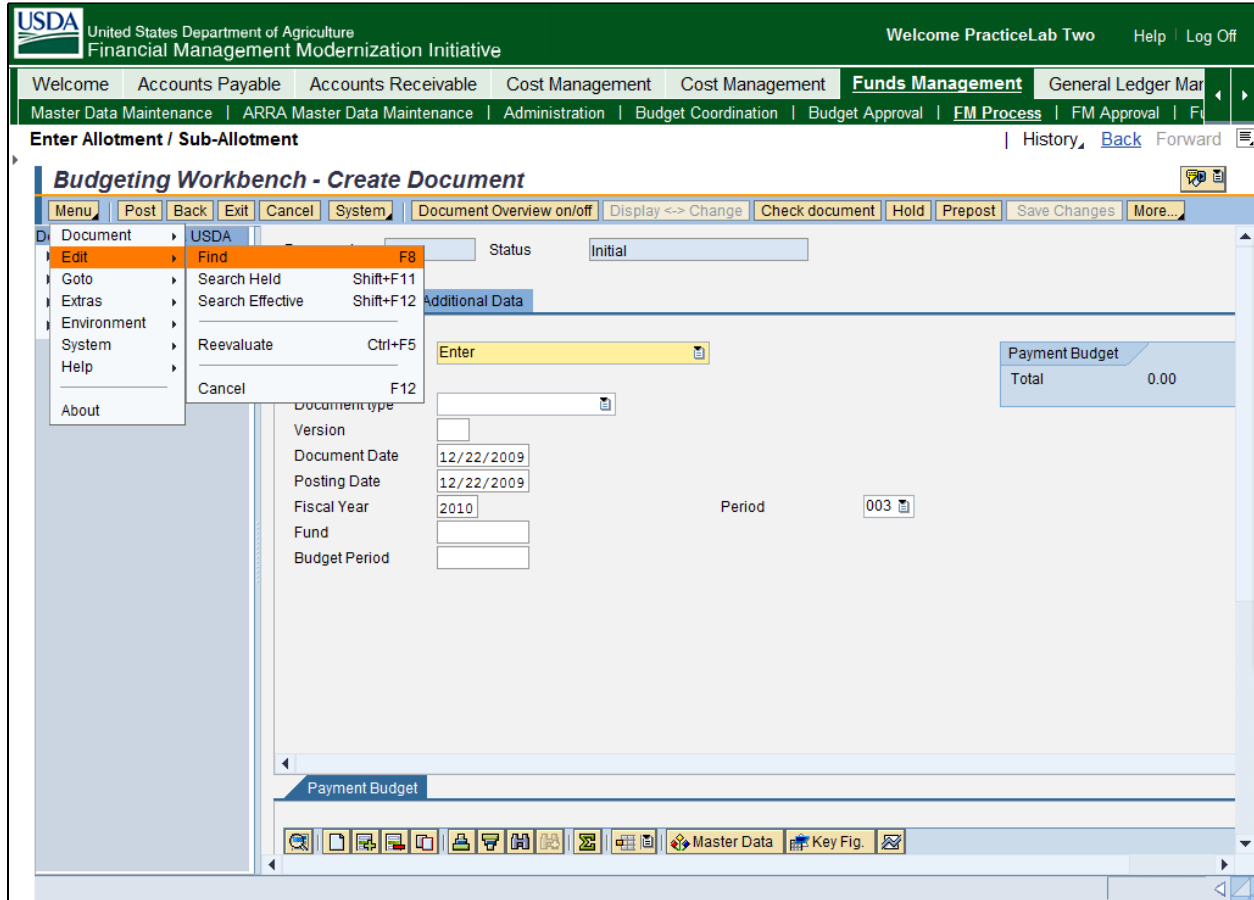
Field	Value
Document	Initial
Process	Enter
Document type	
Version	
Document Date	12/22/2009
Posting Date	12/22/2009
Fiscal Year	2010
Fund	
Budget Period	
Period	003

5. Click the [Enter Allotment / Sub-Allotment](#) task link.



Undo Budget Entry Transaction  
Online Help Procedure

Enter Allotment / Sub-Allotment - FMMI Portal - System Test



6. Click the **Menu** button **Menu**.
7. Click the **Edit** menu item **Edit**.
8. Click the **Find** menu item **Find** **F8**.



Users may enter the document number in the Document Number field if the number is known. If the number is unknown the user must click the Search button in the Document Number field to search for the appropriate document number. In this example the user enters the Document Number value in the field directly.

9. As required, complete/review the following fields:

Field	R/O/C	Description
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### Undo Budget Entry Transaction Online Help Procedure

Document Year	R	The year in which the budget entry document was entered in FMMI.  <b>Example:</b> 2010
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> 5500002216

### Enter Allotment / Sub-Allotment - FMMI Portal - System Test

10. Click the **Enter** button



## Undo Budget Entry Transaction Online Help Procedure

### Enter Allotment / Sub-Allotment - FMMI Portal - System Test

The screenshot displays the 'Budgeting Workbench - Display Document' interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible. The navigation bar includes 'Welcome PracticeLab Two', 'Help', and 'Log Off'. The main menu shows 'Funds Management' as the active section. The document details are as follows:

Field	Value
Document	5500002216
Status	Preposted
Document Year	2010
Process	Enter
Document type	APPR (Appropriation)
Version	0
Document Date	12/10/2009
Posting Date	12/10/2009
Fiscal Year	2010
Fund	FX00029000 FAS Annual S&B
Budget Period	0909 2009 Annual
Period	003
Payment Budget Expenditures	50,000,000.0

11. Click the **Display <-> Change** button **Display <-> Change**.



## Undo Budget Entry Transaction Online Help Procedure

### Enter Allotment / Sub-Allotment - FMMI Portal - System Test

The screenshot shows the 'Budgeting Workbench - Change Document' interface. The 'Menu' button is highlighted in yellow. The 'Document' menu is open, and the 'Undo' option is highlighted in orange. The 'Undo' option has the keyboard shortcut 'Ctrl+F3' next to it. The main window shows document details for document 2216, status 'Preposted', and document year 2010. A 'Payment Budget' table is visible on the right side of the window.

Payment Budget	
Expenditures	50,000,000.0
Revenues	50,000,000.0

12. Click the **Menu** button **Menu**.
13. Click the **Document** menu item **Document**.
14. Click the **Undo** menu item **Undo** **Ctrl+F3**.
15. The transaction has been completed successfully. End of procedure.





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USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome PracticeLab Two Help | Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Cost Management Funds Management General Ledger Mar

Master Data Maintenance | ARRA Master Data Maintenance | Administration | Budget Coordination | Budget Approval | FM Process | FM Approval | F

Enter Allotment / Sub-Allotment | History, Back Forward

### Budgeting Workbench - Display Document

Menu Back Exit Cancel System Document Overview on/off Display <-> Change Check document Hold Prepost Save Changes Long Text More...

Documents of FM Area USDA

- Posted
- Preposted
- Undone
- Held

Process: Enter

Document type: APPR (Appropriation)

Version: 0

Document Date: 12/10/2009

Posting Date: 12/10/2009

Fiscal Year: 2010 Period: 003

Fund: FX0002900D FAS Annual S&B

Budget Period: 0909 2009 Annual

Payment Budget

0.00
0.00

Payment Budget

Key Fig. Hide Autom Lines

Line	Funds Center	Type	Funded Program	Functional Area	Commitment Item	Ar
000001	FX00000000	4450	FPDEFAULT	AGDEFAULT	ALLOBJECTS	50

Document 5500002216 has been undone successfully in FM area USDA document year 2010



Verify the confirmation message "Document has been undone successfully in FM area USDA document year 2010" appears at the bottom of the screen after the transaction has been completed.



## Undo Budget Entry Transaction Online Help Procedure

### Comments

Refer to the following additional materials.

- Enter Appropriation
- Approve Appropriation
- Enter Apportionment
- Approve Apportionment
- Enter Allotment
- Approve Allotment
- Enter Sub-Allotment
- Approve Sub-Allotment
- Enter Allocation
- Approve Allocation
- Enter Sub-Allocation
- Approve Sub-Allocation