


# GL: Adopting the Budget (Pervasive)

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Questions? Call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

1. Click **Budget Setup**.
2. Select **Create/Edit Budget**.
3. (Optional) Enter the filters for **Fund, Department, Account, and Account Type**.
4. Select the final level (last one in the list) in the **Working on Budget Level** field.
5. Click **Continue**.
6. Click **Adopt** and answer **Yes** to verify.
7. Answer **Yes** again to continue adopting for the appropriate fiscal year.
8. If the program detects accounts that do not have a budget entered, a report will print showing those accounts. If this occurs, you are prompted to continue. Answer Yes to adopt or No to abort the process and enter/edit the budget amounts.
9. Click the  button in the upper right corner to close the Budget Entry window.
10. Answer **Yes** when prompted to end the procedure.