BUDGET OFFICE

ELECTRONIC BUDGET RECOMMENDATION FORMS

PREPARATION GUIDE
The electronic budget document contains nine sections for creating and updating budget recommendations. Departments will be allowed to create or view budget recommendations for all accounts within their unit. **How to Sign-on to *DEFINE**

You will need:
- a workstation that has access to the UT Austin Administrative Mainframe System
- your UT Austin Mainframe log-on ID and password defined for at least one of the following system/sessions: STUDENTS OR FISCAL

For any log-on related problems or concerns, contact UT Information Services: ITS Help Desk at 471-8800, or URL: [http://www.utexas.edu/its/help](http://www.utexas.edu/its/help).

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One way to log-on to the UT Austin Mainframe is through the TOWER screen. Determine the system (STUDENTS or FISCAL). Type the abbreviation of the system (ST or FI) and press ENTER. You will then be transferred to the COMPLETE System Screen. Sign on using your assigned log-on ID and password. Press enter to proceed.

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Unsponsored use of UT Austin computer and networking resources is prohibited. If you log on to this computer system, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The University will prosecute violators to the full extent of the law. Type a system abbreviation (ST, FI, or LI) and press ENTER.
Note: When you are logging on for the first time, you must change your password. You will get notification that you have logged on successfully. At this point type *DEFINE, and press enter.

Congratulations! You have accessed the welcome screen of *DEFINE.

We have an option to create your BDLs using DEFINE or the WEB based e-document. The WEB document can be accessed through the link on our home page www.utexas.edu/business/budget.
*DEFINE - -  BMM Menu

>>Please enter your next command<<

*DEFINE  BUDGETING - BMM  Year: 05 06
Command: BMM  Account:  Misc:  Month: JAN
EID: _________  Dept Req: _____________Inventory: ________ Purch Ctr _____  
===========================================================================

Getting Started

Type **BMM** on the command field to see all the menus available. The screen will display only those commands for which a user is authorized.

Summary:

1. Log-on to Mainframe
2. Access *DEFINE
3. Then:
4. Enter BMM Menu
Creating a Budget Recommendation Form

**MAINFRAME**

To create a budget recommendation form, type BDL on the command line and type the 8 digit budget group. Be sure that the fiscal year is correct for the budget that you are working on. (For example, in the Spring of 2007, you will need to change the year to 07-08.) Press enter.

Type NEW in the Action field, press enter. A message will indicate "You have created a new document." The budget recommendation form cover sheet will include a unique Document-ID and Status "Created". You will be allowed to create or view recommendation forms for all account groups within your administrative view.

**Summary:**

1. Log-on to Mainframe
2. Access *DEFINE
3. Enter BMM Menu
4. Enter BDL and the account number
5. Enter NEW in the action field

You have successfully created a Budget Recommendation form!
WEB

Make your selections from the drop-down menus on the cover page.

1. Unit Code: Enter your Unit Code.

2. Display: Select one from all displayed options
3. Fund Group to List: You can display All Fund Groups or a specific fund group.
4. To create multiple documents select BDLs not created, mark the Select all box and choose the NEW action to create new documents for all fund groups, or specific fund group from the list.
5. After BDLs have been created either on the web or in *DEFINE, you can select to Display BDLs already created. Non-E&G accounts without salary line items can be update using the e-Budget document. All 14 and 20 accounts and other fund group budgets with salary line items can only be updated in *DEFINE.
6. In the listing of BDL’s that are created, the budget groups with a doc id contain a link to the document and can be updated, verified, and approved using the e-document. These are non-E&G budget groups with expense sub-accounts only. The budget groups without doc id contain salary line items or are E&G budget groups. Use *DEFINE to take action on these documents.
How to get HELP on-line

PF6

For information about a command, press the PF6 key from any screen and the help documentation will be displayed. Press enter to page through the documentation or go directly to a screen from the list of catch words by entering the screen numbers at the top right.

Field Help

To view on-line help, put a "?" in any field. A pop-up window with the definition for that term or a table with options will appear on your screen.
Glossary

For help with concepts and terms, access the Glossary by pressing the PF10 key.

In the request line, type the term you need, press enter and a list of choices will appear with the term that you requested at the top of the list. Input the number of the term to see its definition.

To see a complete list of terms, just press ENTER, leaving the line blank. Press enter to page forward and choose a term from the list.

Press CLEAR to exit the glossary screen. A copy of the glossary may be printed using the HH4 command.
Cover Sheet

When you have created a new budget recommendation form, the previous year ORIGINAL BUDGET information is reflected in the first column "Orig-Budget" on the cover sheet. The amounts reflected in the second column as "Document-Amt" are the original budget amounts PLUS any permanent changes that have occurred during the year that have been updated in the Revised Budget. These amounts are pre-loaded into the budget recommendation form when you create the document.

The “X” on the cover sheet

The “X” by the Section indicates that some detail information exists in that specific Section.

Totals

Original Budget Totals and Document Totals on the cover sheet will appear on the first line Section 1, Summary of Budget Group. The totals displayed on the cover sheet will automatically update as you make changes within the various sections of the document.

Navigation

From the cover sheet, navigate through the sections of the document by typing an “X” in the Section field or by typing section number in the Action field. To set navigation "profiles" press "PF5" and enter numbers beside the document section in the order that you want to view them. Default navigation will begin with the cover sheet and take you through each section in order only if data has been entered in that section.
**Actions**

In the **Action** field put a "?" to view on-line help. A pop-up window with a list of Actions will appear on your screen. These Actions are similar to those available in other *DEFINE documents.

<table>
<thead>
<tr>
<th>Actions Available on this Electronic Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Action:</td>
</tr>
<tr>
<td>No Action is required to VIEW this document.</td>
</tr>
<tr>
<td>NEW  Create a NEW document.</td>
</tr>
<tr>
<td>ROU  Display how this document has been ROUTED.</td>
</tr>
<tr>
<td>NOT  Display document NOTES.</td>
</tr>
<tr>
<td>FYI  Send document copy to person FOR YOUR INFORMATION.</td>
</tr>
<tr>
<td>PRT  PRINT the document.</td>
</tr>
<tr>
<td>VER  VERIFY that the document is correct.</td>
</tr>
<tr>
<td>APP  APPROVE to sign this document and route forward.</td>
</tr>
<tr>
<td>FYA  Approve and route to person or desk FOR APPROVAL.</td>
</tr>
<tr>
<td>DEL  DELETE this document.</td>
</tr>
<tr>
<td>HLD  Mark the document as HELD by me to take action.</td>
</tr>
<tr>
<td>SRT  SORT line items and assign new item numbers.</td>
</tr>
<tr>
<td>RPA  RETURN to prior approver.</td>
</tr>
<tr>
<td>BCA  Budget Council Approval.</td>
</tr>
</tbody>
</table>

How does BDL differ from other *DEFINE documents?

The electronic budget recommendation form differs from other *DEFINE documents in several ways:

Changes are allowed at every level throughout the approval chain. As the document travels, each approver may make recommendations and changes. For this reason, recall (REC) is NOT available.

After you have approved the document, you will have access to view only the cover sheet and Sections 7 and 9. Any approver in the routing chain may "RPA" (return) the document to any previous approver.

For budget groups with faculty salaries, the "BCA" action is required before the approval by the creator. Once the Budget Council recommendations have been entered, the creator will need to approve these entries using the "BCA" action. This will create a Budget Council Column when the electronic budget document is printed. The "BCA" action will create a history record of the Budget Council recommendations (option "H"). The creator of the document can then make any necessary updates to reflect the departmental Chair's budget recommendations.

"DEL" - The DELETE action will remove the document from your in-box and inactivate the document. However, the changes that have been made to the document will not be erased. You may create the document again (after a delete) by entering the same budget group with the "NEW" action. A different document i.d. number will be assigned and the new document will contain the pre-loaded information PLUS changes.

To verify that your document entries are correct use action "VER". You will receive WARNING messages about possible problems you may want to resolve, such as multiple rates on an individual’s appointments, and sub-accounts out of reconciliation. You may approve the document, even with warnings.

Certain messages will appear without the word "WARNING". These indicate problems that must be resolved before you can "APP" (approve) the document.

When you approve the document, you will receive a prompt asking you if you want to "PRT" (print) the document. Be sure to print before you approve the document if you need to keep a hard copy. The document can be printed at any local printer or on the administrative mainframe. The print does NOT require overnight processing.
Notes

On the cover sheet there is a document action used to type or display document NOTES. Type a "?" in the action field or type NOT. NOT allows you to type or read notes about the document concerning its routing or to provide informal instructions or special comments. These notes are considered an official part of the document. The date and the log-on ID of the person who enters the notes are automatically saved with the remarks. Once notes are entered, they cannot be erased.

These notes do not print.
**Budget Group Summary, Section 1**

Section 1 shows information by sub-account. On salary sub-accounts and non-salary accounts with itemizations, totals will update automatically as the detail screens are changed. Budget group totals appear at the bottom of each screen and also update automatically. In addition, there are two fields to the right of the Recommended column. The first shows the Accounting Office object-of-expenditure code associated with the appropriation type of the sub-account. The last shows the percent change of total by sub-account from Original Budget to Recommended amount.

**Use the Start list at Sub-Account**

Use the “Start list at sub-account” feature for easier navigation in BDLs with numerous sub-accounts.

**How to add New Sub-Accounts**

Press PF2 to add a new sub-account. Type the appropriation code and the sub-account number. Press enter. For salary items, total recommended amounts will carry forward from the line item detail screens.

For non-salary accounts, type the recommended amount on this screen. You may use different appropriation codes with the same sub-account and customize the sub-account title by typing the second or third line of the appropriation description.
Options

There are various options that can be performed at the sub-account level by entering an OPTION in the field to the left of the appropriation code. In Section 1 you can see the OPTION list by typing a "?" on the blank field. Enter the OPTION you wish to perform on this sub-account entry.

Option "O" gives you a pop-up window of information about the object of expense code number for that sub-account. Prior year total and current year-to-date expenditure amounts will be shown.

Option "R" allows you to access the reconciliation screen for a specific sub-account. Descriptions and amounts carry forward to the summary reconciliation screen in Section 8.

Option "H" displays the history of prior approved amounts.

Itemization

To access the line item detail screen of a salary account, type an X in the field to the left of the Appropriation Code.

You may itemize NON-SALARY sub-accounts. Put an X to the left of the Appropriation Code in Section 1 to access a worksheet with fields to input detail descriptions of items and amounts of non-salary expenditures. The total of these items will carry forward to Section 5, (All Other Expenditure Sub-Accounts), on the cover sheet.
Salary Line Items

SECTIONS 2, 3, and 4

Line Item information for salaries will be preloaded when the document is created. Salary recommendations and other budget recommendations for individuals are made via Sections 2, 3, or 4.

Access these line items by section:

- Section 2 - Faculty;
- Section 3 - Administrative & Professional;
- Section 4 - Classified.

The section total appears at the bottom of each screen and updates automatically as changes are entered. This section total carries forward to Section 1 and to the cover sheet.

Faculty line items are displayed in Section 2.

Administrative and Professional line itemization screen looks the same as Section 2 except this screen displays line items for Administrative & Professional personnel.

Classified line itemization screen looks the same as Section 2 and 3 except this screen displays line items for Classified Personnel.

Salary View Options

Set the salary-view option from the cover sheet, by pressing "PF5" to display line items in one of four different ways:

- View 1 - by Line Item Number order.
- View 2 - go to Line Item with EID.
- View 3 - by Job Class order.
- View 4 - Collapsed Entries by Job Class Code.

<table>
<thead>
<tr>
<th>Item</th>
<th>Job Class/Title/EID/Name</th>
<th>Pcnt</th>
<th>Beg</th>
<th>End</th>
<th>Ra</th>
<th>Current</th>
<th>New</th>
<th>%Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>68100</td>
<td>68100</td>
<td></td>
</tr>
<tr>
<td>0016</td>
<td>PPMIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Herbert I Smith</td>
<td>68100</td>
<td>68100</td>
</tr>
<tr>
<td>0017</td>
<td>PFRLS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Robert L Spiller</td>
<td>64500</td>
<td>64500</td>
</tr>
<tr>
<td>0018</td>
<td>Dist. Teaching Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brick T Jones</td>
<td>65000</td>
<td>65000</td>
</tr>
</tbody>
</table>

View Options:

- View 1 - by Line Item Number order.
- View 2 - go to Line Item with EID.
- View 3 - by Job Class order.
- View 4 - Collapsed Entries by Job Class Code.
Navigation

Press enter to go to the next page of items:

In view 1, start the list at a particular line by typing the item number in the field at the top right and press enter. The line number that you entered will appear at the top of the list on the screen.

In view 2, move to a particular line item by entering the EID and pressing enter.

In view 3, enter a job class code to move to the first line item of that job class.

In view 4, enter a job class code to view the collapsed listing for that job class code.

<table>
<thead>
<tr>
<th>Item</th>
<th>JobCd-Title/HID/Name</th>
<th>Pcnt</th>
<th>Beg</th>
<th>End</th>
<th>Ba</th>
<th>View:</th>
<th>Current</th>
<th>New</th>
<th>%Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>0016</td>
<td>PPHIS : Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>68100</td>
<td>68100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Herbert I Smith</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>(TN)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>68100</td>
<td>68100</td>
<td></td>
</tr>
<tr>
<td>0017</td>
<td>PFRLS : Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65400</td>
<td>65400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Robert L Spillar</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(TN)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65400</td>
<td>65400</td>
<td></td>
</tr>
<tr>
<td>0018</td>
<td>PFRTV : Distinguished Teaching Professor</td>
<td></td>
<td>10000 10001 0931 09</td>
<td>RATE: 65000 65000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brick T Jones</td>
<td></td>
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<tr>
<td></td>
<td>(TN)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>65000</td>
<td>65000</td>
<td></td>
</tr>
</tbody>
</table>

(PF2 ==> Add a new Line-Item) Section Total: 1,517,616
THESE OPTIONS ARE AVAILABLE FOR SECTIONS 2, 3, AND 4.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>View budget EMPLOYMENT (cross references) for the person</td>
</tr>
<tr>
<td>G</td>
<td>Get an assigned EID for Line-Item</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>View HISTORY of recommendations for a Line Item</td>
</tr>
<tr>
<td>B</td>
<td>Change the Line-Item to a BLANK LINE</td>
</tr>
<tr>
<td>C</td>
<td>COPY an entry to a new Line-Item entry</td>
</tr>
<tr>
<td>D</td>
<td>DELETE the line-item recommendation</td>
</tr>
<tr>
<td>F</td>
<td>View/Update the FOOTNOTES of a Line-Item</td>
</tr>
<tr>
<td>I</td>
<td>Delete all Line-Items within Sub-Acct</td>
</tr>
<tr>
<td>N</td>
<td>View/Update employee information</td>
</tr>
<tr>
<td>*L</td>
<td>Change the entry back to the LAST APPROVED Values</td>
</tr>
<tr>
<td>X</td>
<td>View/Update the ITEMIZED DETAIL of Line Item</td>
</tr>
<tr>
<td>*Z</td>
<td>UN-DO the Deletion of a Line Item</td>
</tr>
</tbody>
</table>

(PF2 ==> Add a new Line-Item)

* Only available for budget electronic document (BDL/BDS)
** Only available if component is using electronic document

Deleting a Line Item or All Line-Items within Sub-Acct

To delete a Line Item type a “D” in the blank field beside the line item number and press enter. Use option “I” to delete all line items in a sub-account at once.

To Undo a Deletion

Enter “Z” in the blank field beside the line item number, and press enter.

*Note: Options T and V are available in Section 2, Faculty only.

Assigned EIDs (Option G)

Unfilled line items need an assigned EID in certain instances, such as when a special title or footnote is required or when an unfilled position is less than full time. Option "G" adds an assigned EID to a line items.
How to Update a Line-Item

To update information or make salary recommendations, put an X in the field to the left of the line item number. A "Detail Entry for a Line-Item" window will appear.

The “Previous Recommended” column displays preloaded information if you are the creator or recommendations made by the prior approver. Make changes and updates to appointment information for a line item entry in the “Recommended for 07-08” column on the right.

At the bottom left of the screen are protected fields, displaying current and recommended rate information. The fields at the bottom right contain various preloaded information about the individual. Changes may be made as needed.

Creating a Line Item

To create a new Line Item go to the Line Itemization screen and press the PF2 key. A pop-up window will appear. Enter the appointment information.

Associated EID

To link an unfilled position to an individual's line item, enter the individuals EID in the Associated EID field.
Rate Increase Calculator

Access the rate increase calculator by spacing out the moreable (+) to the right of the recommended rate. Press enter. A pop-up window will appear. On this pop-up window you can enter either a new rate, percent change, or an amount change.

Enter a new rate for the line item. The percent change and amount change will be calculated for you.

If you enter a percent change, the new rate and amount change will be indicated when you press enter.

Enter an amount and the new rate will be calculated along with the percent change.

Press enter again to carry calculations to the line item detail screen.
Stipend Calculator

Go to the Detail Entry for a Line-Item window, space out the (+) moreable to the right of the Amount (Stipend), and press enter. The Stipend calculator pop-up window will be displayed. The Stipend calculator window allows you to set a stipend and the percent time will be automatically calculated. This works like the AH3 command in *DEFINE.

Adjusting the Stipend

If the calculated stipend is different from the stipend needed, you may override the calculated stipend. In the OVERRIDE field on the detail screen, enter the correct stipend. Press enter.

**OVERRIDE** will allow you to force a stipend within $12 of the calculated stipend.

Nepotism

In the bottom right hand section of the Detail Screen is a field for Nepotism information. Space over the moreable, press enter to get a pop-up window. You can make changes and/or updates on this screen.
**Special Title**

To go to the Special Title window from the Detail Entry screen, space out the moreable to the right of the job class code and the Special Title pop-up window will be displayed. The Special Title window has a link to the Development Office.

Space out the (>) 'greater than' sign on the pop-up window, and the current approved Development Office title for the individual will be displayed. To select the listed Development Office title, type an X on the blank line and press enter to automatically enter the correct Special Title for an individual.
Special Features in Sections 2 and 3, Faculty and A&P Salaries

Tenure, Professor Emeritus, and Phased Retirement Status will be preloaded from the previous budget and displayed at the bottom right of the Detail Entry screen. Make changes as necessary in those fields.

Administrative Officers serve "at the pleasure of the President", and are reminded of this status at the beginning of each fiscal year by the footnote appearing on their memo of appointment letter.
**Special Features in Section 4, Classified Personnel Salaries**

**Min-Max Rates**

The Detail screen for Line Items in Classified is similar to the Faculty and A&P. The moreable sign (+) next to the job code will give you a pop-up window for "Job Class Title and Profile" which will display the min-max rates for this job class code as approved in the pay plan.

If you enter a rate outside the range for a Job Class Code, a pop-up window will indicate that this rate is not within the range. Either change the rate to be within the range or press enter to override the min/max.

```
<table>
<thead>
<tr>
<th>Current</th>
<th>New Budget</th>
<th>06-07</th>
<th>07-08</th>
<th>%-Inc</th>
<th>Basis Rate</th>
<th>Type-Rate</th>
<th>Basis Rate (Dec)</th>
<th>%-Inc</th>
<th>Admin-Officer</th>
<th>%-Inc</th>
<th>Phase-Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07</td>
<td>07-08</td>
<td></td>
<td></td>
<td></td>
<td>47322</td>
<td>Minimum</td>
<td>23424</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47322</td>
<td>Minimum</td>
<td>23424</td>
<td></td>
<td></td>
<td>33000</td>
<td>Maximum</td>
<td>33000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
SECTIONS 5 & 6

Accessing Non-Salary Account Information and Revenue Accounts

Non-Salary account totals appear on the cover sheet in Section 5 (all non-salary sub-accounts) and Section 6 for Non-E&G account groups Revenue Sub-Accounts: Income, Transfers, Beginning Balance. Put an X in the section field to access non-salary account information, use the PF2 key to add a new Sub-Account. If you add a T1 (Transfer FROM) or T2 (Transfer TO), the amount you entered will be added into the total after you enter the account number you are transferring money FROM or TO.

Section 5

<table>
<thead>
<tr>
<th>Action: ___</th>
<th>All Other Expenditure Sub-Accts</th>
<th>Section 05 of 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>______________________________</td>
<td>---------------</td>
</tr>
<tr>
<td>Budget-Group: 29-1000-00</td>
<td>PHILOSOPHY</td>
<td>Total nbr. Accts: 4</td>
</tr>
<tr>
<td>(PF4=Page back)</td>
<td>Start List at Sub Acct: 2B App Cd: 02</td>
<td></td>
</tr>
<tr>
<td>Appropriation</td>
<td>Sub Original</td>
<td>Recommend Obj-Cd</td>
</tr>
<tr>
<td>Cd</td>
<td>Description</td>
<td>Acct</td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
<td>----</td>
</tr>
<tr>
<td>2B</td>
<td>TEACHING ASSISTANTS</td>
<td>02</td>
</tr>
<tr>
<td>3B</td>
<td>WAGES</td>
<td>20</td>
</tr>
<tr>
<td>4A</td>
<td>MAINTENANCE AND OPERATION</td>
<td>50</td>
</tr>
<tr>
<td>5A</td>
<td>TRAVEL</td>
<td>75</td>
</tr>
</tbody>
</table>

(PF2=Add new Sub-Acct) Bud-Grp-Totals: 260,319 761,219

Section 6

<table>
<thead>
<tr>
<th>Action: ___</th>
<th>Revenue Sub-Accts</th>
<th>Section 06 of 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Budget-Group: 29-1000-00</td>
<td>NON E &amp; G DEPARTMENT</td>
<td>Total nbr. Accts: 4</td>
</tr>
<tr>
<td>(PF4=Page back)</td>
<td>Start List at Sub Acct: BB App Cd: 95</td>
<td></td>
</tr>
<tr>
<td>Appropriation</td>
<td>Sub Original</td>
<td>Recommend Obj-Cd</td>
</tr>
<tr>
<td>Cd</td>
<td>Description</td>
<td>Acct</td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
<td>----</td>
</tr>
<tr>
<td>BB</td>
<td>ESTIMATED BEGINNING BALANCE</td>
<td>95</td>
</tr>
<tr>
<td>I1</td>
<td>ESTIMATED INCOME</td>
<td>95</td>
</tr>
<tr>
<td>I1</td>
<td>DINING HALL</td>
<td>95</td>
</tr>
<tr>
<td>T2</td>
<td>TRANSFER TO</td>
<td>95</td>
</tr>
<tr>
<td>DIFFERENT NON E&amp;G ACCT</td>
<td>Transfer acct: 2912345678</td>
<td></td>
</tr>
</tbody>
</table>

(PF2=Add new Sub-Acct) Bud-Grp-Totals: 0 250,383
SECTION 7

General Budget Group Information

When the document is created for the 8-digit budget group, the budget group title and department head are loaded from the previous year. For new account groups added to the budget, the department head eid and name will default to the administrator listed on the CA3 screen. To change the name of the department head, just enter the EID of the new department head and the name will appear.

Remarks

In Section 7 you can enter REMARKS in the blank lines. You may enter remarks for only ONE department at a time. For additional remarks go to a next window by spacing out the (+) more able to the right of the remarks line and press enter. These remarks will NOT print in the final budget, but can be viewed by each budget reviewer.
SECTION 8

Reconciliation

Section 8 allows access to the reconciliation amounts for the document. As you are making updates to each section, you may enter reconciliation amounts by sub-account in the Departmental Transfer field. To view the reconciliation totals for the entire budget group, access the reconciliation screen (Section 8).

Updates may be made to this screen also.

Press enter after entries are complete. A message will appear at the top indicating the reconciliation is in balance or the amount the reconciliation is out of balance.

E&G accounts MUST be in balance before the document can be approved.

Use the Departmental Transfer field to transfer amounts between sub-accounts.
SECTION 9

Departmental Codes

Section 9 is an optional section for entering *DEFINE departmental codes on your budget transactions. By typing an "X" in Section 9 of your cover page, you can access a Department code profiles screen.

Code transactions individually or apply UC1 code profiles to the section.