

SECTION 7

TERMINAL ENTRY OF BUDGET DATA

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SECTION 7

TERMINAL ENTRY OF BUDGET DATA

I. SALARY AND WAGE DATA (Form 2A).

A. Introduction. The BDGT program (formerly FM2A) is used for entering budget changes from an updated Form 2A. This section will provide refresher information for those familiar with the BDGT program, but it should not be considered a comprehensive description of terminal usage and budget input. If you are unable to resolve problems or have questions about budget input and processing, please contact the Budget Planning Office. Updated copies of the Form 2A or other budget forms may be requested any of the following ways;

- by calling the ADP technician at 608/263-2562,
- faxing your requests to ADP at 608/265-6681,
- or, emailing your requests to doit-apttech@doit.wisc.edu.
- Requests must be made by 1 p.m. for next day delivery.

B. Using the BDGT Program. After successfully logging onto IMSVS and signing on to the terminal, the first entry the operator must make to gain access to the BDGT program is to identify the staff type (A-Unclassified or C-Classified) and the seven character UDDS code (e.g., BDGT AN010100) to be updated. If the operator is authorized to update data for the entered UDDS, BDGT will return either a display of the first appointment record in the requested UDDS or a message stating that there is currently no record of any positions for the entered staff type-UDDS. Depending on the response, the operator should either update the first record or input an appointment number for the appointment to be updated.

When data entry is not correct or complete, BDGT will display a message telling the operator of the specific problem which exists. This message will be in the form of either an advisory or error message and will give the operator instructions for making corrections. Although advisory messages often do not require action by the terminal operator, they should be reviewed and understood before additional entries are made. Error messages, however, require immediate resolution, either in the form of additional data input, or recognition that an entry must be made in another UDDS to remove the error.

Upon completion of the Form 2A update in a given UDDS, the operator would either enter a new staff type-UDDS or terminate the program by entering a /EXIT command. This command is necessary because BDGT automatically loads itself with the first entry into the program. After all salary detail has been entered, the operator can check the BDGT totals contained on the computer file with the Form 2A totals by using program BSUM. This program is described later in this section.

C. Program BDGT Display and Update Commands.

1. Display Commands. The following display commands have been developed to facilitate data entry from the Form 2A. Their purpose is to provide the terminal operator with a method of requesting the particular record that he/she wishes to

update. They are designated as "display" since no change occurs to the record as the result of using one of these commands.

- a. XX999999 (Staff Type-UDDS). The staff type-UDDS command identifies the Form 2A department that the operator wishes to modify. Upon entry of this command, the terminal provides the first record in the UDDS to the operator for data entry. The first "X" in this command indicates the staff type code: "A" for unclassified, "C" for classified. The "X999999" indicates the seven-character UDDS code (e.g., N010100). Both the staff type and UDDS code (e.g., AN010100, CN010100) are taken from the top of the Form 2A.
- b. NEXT. This command provides the operator entering the data from a Form 2A with the ability to request the Budget Appointment records in the sequence shown on the source document. Entering the NEXT command will display the next sequential appointment on the current Form 2A. Note the differences between NEXT and the PA1 (next page) command. PA1 does not cause BDGT to reference a different appointment on the budget file, but merely displays the next split or comment.
- c. PREV (Previous). This command enables the operator to request display of the appointment immediately preceding the one currently displayed.
- d. FIRST. This command enables the operator to request display of the first appointment in the Staff Type-UDDS with which he/she is working.
- e. LAST. This command enables the operator to request display of the last appointment in the Staff Type-UDDS with which he/she is working.
- f. SEQ999 (Sequence). The SEQ command enables the operator to start sequential processing at any point within a Staff Type-UDDS. An appointment's sequence number corresponds to its position within a Staff Type-UDDS on the most current Form 2A. That is, the first position is SEQ001, the second is SEQ002, etc. and must always be a 3-digit number. If the operator enters a sequence number greater than the total number of appointment records contained in the Staff Type-UDDS on which he/she is working, the program will display a message containing both the highest sequence number for that Staff Type-UDDS and the sequence number of the record last displayed to the operator. When this message is displayed, the sequence pointer is not reset; rather, the operator obtains the information needed to resume sequential processing at a later time should it be necessary to terminate work on the Form 2A.

The ability of BDGT to provide the Budget Appointment records in Form 2A sequence is dependent upon the commands issued by the operator. Each of the above comments sets an internal pointer and thus, if an operator is processing a Form 2A and issuing successive NEXT commands, a FIRST will reset the internal pointer back to the beginning

of that Form 2A. The internal sequence pointer is not modified if the operator requests a particular record by its appointment number.

- g. 99999999 (Appointment Number). The operator may enter an appointment number (8 digits) to retrieve a screen for data entry if he/she does not wish to view or update any intervening records.
 - h. COMM (Comment). This command causes the program to display the format for the entry of a comment split; NEWC (Newcomment) is the appropriate update command.
2. Update Commands. The following commands have been developed for data entry from the Form 2A. These commands cause the program to perform the action specified by the command and update the Budget Appointment and Budget Summary files.
- a. CHG99 (Change). This command is used to change a record by adding a new split or modifying an existing split on the Budget Appointment file for an individual appointment. The "99" must be the number of the split currently displayed to the operator and thus the split which he/she is modifying. The terminal will show the split number enclosed by hyphens (e.g., -02- of 04 SPLITS).
 - b. DEL99 (Delete). This command is used to delete a split from the Budget Appointment file; "99" must be the number of the split currently displayed.
 - c. NEWM (Used for New Appointment). This command is used to add a new appointment to the Budget Position file. If this individual is already on the Budget Position file, CHG99 is the appropriate command to add this appointment to the department currently being worked on.
 - d. NEWA (Newamount). This command may be used to add a financial split to an existing record if a "blank" split is displayed to the operator when adding a new appointment in a department.
 - e. NEWC (Newcomment). This command is used to add a comment split to an existing record. It is used in conjunction with the display command, COMM (Comment).
3. "@" Symbol. This symbol is used to replace a data item with blanks or zeros as appropriate. This symbol must appear as the left-most character in the line, and it applies to the entire line for the data item or items to be removed. For data lines which consist of multiple data items (e.g., PB-BUDGET-EXCP CODE), a single "@" symbol will blank or zero all the data items.

D. Changing a Split with BDGT.

- 1. Unclassified Staff. After entry of the "A" staff type and the UDDS of the unit where the appointment is to be updated, the terminal will respond by displaying the first appointment record. If this is not the appointment to be changed, you

Assuming that the entry was made correctly, enter a NEXT command to see the next position on the file in that UDDS, enter an appointment number to update another appointment of the same staff type in the same UDDS, enter a new Staff Type-UDDS, or terminate processing by entering a /EXIT command.

2. Classified Staff. After entry of a "C" staff type and the UDDS of the unit where the appointment is to be updated, processing is done much the same as for unclassified appointments. The first screen response will be:

```

33333333          PERSON ID  23456789  PATRICK, ELIZABETH C          P 01
X-33-3333          CLASSIFIED                *CY (20XX-XX)          -01- OF 02 SPLITS
TITLE      17200      TYPIST

BUDGET AMOUNT      26875          SPLIT PERCENT          100
HOURLY FT RATE     12871          ANNUALIZED FT RATE     26,875
FUND - ACT        102 - 1          (XX/XX/XX - XX/XX/XX)
USER CODE         .....
ACCOUNT CODE      .....
LEAVE CODE        ..

PERCENT TOTAL TIME          100
PERIOD (EI, 060 MOS)       ...
STATUS                   P
PAYBASIS                  H
NEW RECORD FLAG .

```

Changes can then be made by using the CHG99 command. Note that it is only necessary to change the title code to change the title.

```

CHG01          PERSON ID  23456789  PATRICK, ELIZABETH C          P 01
33333333          CLASSIFIED                *CY (20XX-XX)          -01- OF 02 SPLITS
X-33-3333          TITLE      17200      TYPIST

BUDGET AMOUNT      27209          SPLIT PERCENT          100
HOURLY FT RATE     13031          ANNUALIZED FT RATE     27,209
FUND - ACT        102 - 1          (XX/XX/XX - XX/XX/XX)
USER CODE         .....
ACCOUNT CODE      .....
LEAVE CODE        ..

PERCENT TOTAL TIME          100          MINIMUM          HOURLY
PERIOD (EI, 060 MOS)       ...          PSICM           11.211
STATUS                   P          MAXIMUM          15.936
PAYBASIS                  H          SALARY SCHEDULE/RANGE  01-12
NEW RECORD FLAG .

```

If all entries have been properly made, the terminal will return the updated screen.

E. Entering a New Appointment with BDGT.

Note: If an individual is not currently on the payroll and is to receive a new appointment, the PSID transaction should be used to add that person to the Payroll System. Contact your personnel/payroll office to establish the process with which this is to be accomplished.

3. Unclassified Staff. After entry of the "A" staff type and the UDDS of the unit where the appointment is to be added, the terminal will respond with the first appointment in the department. You should then enter the appointment number of the person to be added. If the person has no budget record, the terminal will display the following format:

```

PERSON ID      . . . . .
44444444      UNCLASS      *CY (20XX-XX)
X-33-3333
TITLE . . . . . PROPORTIONAL FUNDING .
APPT PAYBASIS      . (07/01/XX - 06/30/XX)      % TOTAL TIME      . . .
FUND - ACT      . . . . . USER CODE      . . . . . SPLIT PERCENT
BUDGET AMOUNT      . . . . . ACCOUNT CODE      . . . . .
FULL TIME RATE      . . . . . LEAVE CODE      . . .
MID YEAR ADJ - CODE      . . . . . PERIOD (FROM - TO)
PROPOSED ADJ - CODE      . . . . .
FACULTY PROMOTION      . . . . . SUMMER SPLIT . PAY CD .
MERIT      . . . . . STATUS
UWMF .
NEW RECORD FLAG
BACKUP APPOINTMENT FOR APPOINTMENT NUMBER      . . . . .
    
```

To add the detail for the appointment, you would start with a NEWM command, entering the following:

```

NEWM      PERSON ID      34567890
44444444      UNCLASS      *CY (20XX-XX)
X-33-3333
TITLE C30 - N - N - T      . . . . . PROPORTIONAL FUNDING N
APPT PAYBASIS      A      (07/01/XX - 06/30/XX)      % TOTAL TIME      100
FUND - ACT      102 - 2      USER CODE      . . . . . SPLIT PERCENT
BUDGET AMOUNT      019000      ACCOUNT CODE      . . . . .
FULL TIME RATE      038000      LEAVE CODE      . . .
MID YEAR ADJ - CODE      . . . . . PERIOD (FROM - TO)
PROPOSED ADJ - CODE      . . . . . 0701 - 1231.
FACULTY PROMOTION      . . . . . SUMMER SPLIT . PAY CD .
MERIT      . . . . . STATUS
UWMF .
NEW RECORD FLAG      B
BACKUP APPOINTMENT FOR APPOINTMENT NUMBER      . . . . .
    
```

Note: Either the person ID or the Social Security number can be entered in the person ID field. The computer will return the person ID after successful update.

4. Classified Staff. After entry of the "C" staff type and the UDDS of the unit where the appointment is to be added, data entry will be similar to the procedures used for unclassified staff. The operator should start by entering the Appointment number. If no record for the appointment exists anywhere in the budget, the terminal will display the following:

```

PERSON ID      . . . . .
CLASSIFIED
55555555
X-33-3333
TITLE . . . . .
                                     *CY (20XX-XX)

BUDGET AMOUNT      . . . . .   SPLIT PERCENT
HOURLY FT RATE     . . . . .
FUND - ACT         . . . - .
USER CODE         . . . . .
ACCOUNT CODE      . . . . .
LEAVE CODE        . .

PERCENT TOTAL TIME      . . .
PERIOD (EI, 060 MOS)   . . .
STATUS                .
PAYBASIS              H
NEW RECORD FLAG A    (or B)

```

To add the detail for the appointment, you would start with an NEWM command, entering the following:

```

NEWM      PERSON ID      45678901
55555555  CLASSIFIED
X-33-3333                                     *CY (20XX-XX)
TITLE    17200

BUDGET AMOUNT      05416   SPLIT PERCENT
HOURLY FT RATE     05188
FUND - ACT         102 - 2
USER CODE         . . . . .
ACCOUNT CODE      . . . . .
LEAVE CODE        . .

PERCENT TOTAL TIME      100
PERIOD (EI, 060 MOS)   060
STATUS                P
PAYBASIS              H
NEW RECORD FLAG A    (or B)

```

If all entries are made correctly, the terminal will return the updated screen.

- F. Deleting a Split with BDGT. Unclassified and classified appointment deletions are handled in exactly the same manner. After entering the proper staff type and UDDS code (e.g., BDGT AN010100) you should enter the appointment number of the person

whose appointment is being removed from the budget. The terminal will respond with the individual's appointment which can be deleted by using a DEL99 command:

```

DEL01                PERSON ID 45678902 HONOLD, BARBARA L                P 01
66666666             UNCLASS                    *CY (20XX-XX)                -01- OF 04 SPLITS
X-33-3333
TITLE C30  - N - N - T                . . . . . ASSOCIATE PROFESSOR                PROPORTIONAL FUNDING Y

APPT PAYBASIS        A                (07/01/XX - 06/30/XX)        % TOTAL TIME        100
FUND - ACT           102 - 2            USER CODE                . . . . . SPLIT PERCENT        100
BUDGET AMOUNT       030000            ACCOUNT CODE                . . . . . TYPE I-I
FULL TIME RATE      030000            LEAVE CODE                . . . . . MINIMUM 25000 TITLE GROUP D1
                                                MAXIMUM 40000 SALARY GRADE
                                                PY PB/FTR A          030000

MID YEAR ADJ - CODE                . . . . . PERIOD (FROM - TO)                MID-YR                . . . . .
PROPOSED ADJ - CODE                . . . . .                . . . . .                PROPOSED                . . . . .
FACULTY PROMOTION                . . . . . SUMMER SPLIT . PAY CD                . . . . . FAC PROM                . . . . .
MERIT                            . . . . . STATUS                . . . . . MERIT                . . . . .
                                                UWMF                . . . . . PY UNDET                . . . . .
NEW RECORD FLAG                . . . . .                . . . . .                CY PB/FTR A          030000
BACKUP APPOINTMENT FOR APPOINTMENT NUMBER                . . . . .

```

If the deletion is successful, the screen will return no split information. Miscellaneous information (i.e., person ID) will be gone by the following day after the cross reference file is updated. If the deleted appointment was budgeted in the previous year, only previous year splits will remain.

- G. Creating a Vacant, Group or Other Unfilled Position with BDGT. Vacant and other entries (i.e., group, lump sum, deduction and negative positions) are handled in much the same way as regular appointments except a prefix letter and an 8-digit number from the list of "Budget Unused Numbers for Unfilled Positions" is used in place of the appointment number. (NOTE: When the alpha is followed by zeros and then digits, the zeros can be eliminated, the program will zero fill - L00008899 can be entered as L8899. Zeros will not be filled in when they are interspersed within a number, i.e., L80080999.) Section 6 describes each of the codes and the situations in which an unfilled position may be used.

To create an unfilled position, enter the appropriate staff type and UDDS of the department where the record is to be added. The terminal will respond with the first appointment in that department. You should then enter the prefix letter of the kind of unfilled position you wish to create and a previously unused position number. The terminal will display a format such as the following which is being used to enter a vacant professor position:

```

* VACANT POSITION
*CY (20XX-XX)

R11110000
X-33-3333      UNCLASS
TITLE          . . . . .

APPT PAYBASIS .
BUDGET AMOUNT . . . . .          SPLIT PERCENT
FULL TIME     . . . . .
FUND - ACT    . . . . .
USER CODE     . . . . .
ACCOUNT CODE  . . . . .
PERCENT TOTAL TIME 100
PERIOD (FROM-TO) . . . . . - . . . . .
STATUS        .
CPP PERCENTAGE

```

To add the detail for the vacant position, you would start with a NEWM command, entering the following:

```

* VACANT POSITION
*CY (20XX-XX)

NEWM
R11110000
X-33-3333      UNCLASS
TITLE          C20  - N - N - P

APPT PAYBASIS  A
BUDGET AMOUNT 050000          SPLIT PERCENT
FULL TIME     050000
FUND - ACT    102 - 2
USER CODE     . . . . .
ACCOUNT CODE  . . . . .
PERCENT TOTAL TIME 100
PERIOD (FROM-TO) . . . . . - . . . . .
STATUS        .
CPP PERCENTAGE

```

The terminal will respond with the updated screen.

Creation of a deduction entry is handled using a deduction prefix letter (D) and an unused position number. After entry of the necessary detail, the screen would appear as follows:

```

* * * LESS
*CY (20XX-XX)
D11100001
X-33-3333 UNCLASS
DESCRIPTION SALARY SAVINGS
BUDGET AMOUNT - 0030000
FUND - ACT 102 - 2
USER CODE .....
ACCOUNT CODE .....
```

Creation of a negative position entry is handled using a deduction prefix letter (J) and an unused position number. After entry of the necessary detail, the screen would appear as follows:

```

* * * LESS
*CY (20XX-XX)
J00110010
X-33-3333 UNCLASS
DESCRIPTION POSITION ADJ
APPT PAYBASIS C
BUDGET AMOUNT - 0100000 SPLIT PERCENT
FULL-TIME RAGE 0010000
FUND - ACT 102 - 2
USER CODE .....
ACCOUNT CODE .....
```

Note that it is not necessary to enter a minus sign preceding the dollar amount when making a deduction entry.

If it is necessary to provide additional clarification of an unfilled position type entry, a comment split can be added. The comment is entered for an unfilled position in the same manner as for an appointment.

H. Entering Comment Data with BDGT. Terminal entry and change of all comment types follow the same format and only the code entry on the TYPE COMMENT line varies.

To create a comment you should enter a COMM command while in the Staff Type-UDDS and appointment that is to get the comment. The terminal will respond with the following screen for a faculty or academic staff appointment:

```

PETERS, MARTHA K
1122334 UNCLASS
X-33-3333 *CY (20XX-XX)
.
. . TYPE COMMENT
. ID CODE
COMMENT (MAX 39 CHARACTERS) - NO PARENS
```

Using the NEWC command you should then enter the necessary data:

```
NEWC                PETERS, MARTHA K
1122334            UNCLASS
X-33-3333          *CY (20XX-XX)
DIRECTOR OF AFFIRMATIVE ACTION
CU                TYPE COMMENT
.                ID CODE
```

COMMENT (MAX 39 CHARACTERS) - NO PARENS

In the case of a multi-lined comment, it is necessary to enter an ID code for each line, commencing with "1" and ending with "9." That is, a two line comment would have lines numbered "1" and "9," as in the following screens.

```
NEWC                WILLIAMS, JAMES P
22334455            UNCLASS
X-33-3333          *CY (20XX-XX)
FRENCH & ITALIAN STUDIES
CU                TYPE COMMENT
1                ID CODE
```

COMMENT (MAX 39 CHARACTERS) - NO PARENS

The response will be:

*BDGTE017

PAGE 01

BUDGET POSITION AND BUDGET SUMMARY
FILES UPDATED SUCCESSFULLY.

RECORD EDIT ERRORS EXIST IN THE UP-
DATED BUDGET POSITION RECORD.

ENTER SUCCESSIVE PAGING COMMANDS TO
RETRIEVE THE ERROR MESSAGE AND THE
UPDATED BUDGET POSITION RECORD.

Entering a paging command will produce a message explaining that a multi-line comment is indicated and that the last line was not found; also the message will indicate that an ID CODE "9" must appear on the last line. At this point, the operator should go to the previously entered comment split and update that display for the last line of the comment:

```
CHGXX                WILLIAMS, JAMES P
22334455             UNCLASS
X-33-3333           *CY (20XX-XX)
FOREIGN LANGUAGE DEPARTMENT
CU                 TYPE COMMENT
9                 ID CODE

COMMENT (MAX 39 CHARACTERS) - NO PARENS
```

The response to this entry will be the same as the response for successfully updating any budget split.

In order to make a comment from the prior budget year valid in the new budget year, a CHG99 ("99" represents the split number) command must be entered. This command may also be used to modify the information in a comment.

- II. AUTOMATIC DISTRIBUTION OF UNCLASSIFIED RATE ADJUSTMENTS (BRATE/BADJR). BRATE and BADJR are used to automatically distribute unclassified rate adjustments among appointment splits (e.g., funding sources, activities and authorized UDDS's). BRATE can be used to distribute all types of rate adjustments. BADJR is to be used exclusively for pay plan related adjustments.

BRATE is accessed by using a UDDS or an appointment ID (e.g., BRATE X482000 or BRATE 12345678). Access via a UDDS provides the ability to view and update records in that UDDS through the use of PF keys. When entering via an appointment ID, the user will have access only to the current year splits for which they are authorized. Continuing appointments that have an "N" proportional funding indicator on BDGT must be updated manually using BDGT. The 'proportional funding' indicator is set on the initial budget load and can be viewed and changed using BDGT.

For informational purposes, the initial BRATE screen lists all of the current year splits for the appointment that has been accessed. If there are more splits than there is room to display, the remaining splits will be listed on a second page.

Rate adjustments (midyear, proposed, faculty, merit) can be entered as either a dollar amount (2000) or a percentage (a percent must be entered with the % sign first). BRATE edits the midyear and proposed fields like BDGT - requiring a valid code when an amount or a % is entered.

Titles and title modifiers can also be updated using BRATE. These changes can be made at the same time rate adjustments are entered.

After all of the adjustments are made, pressing "enter" will distribute the adjustments, compute a new FTR and display an updated version of the appointment for the user's review. If an entry error has occurred, no update will occur and the original values will be displayed along with an error message. After all corrections have been entered and all edits have been cleared, the updates will be reflected in BDGT and BSUM.

To continue distributing rate adjustments proportionately use 'Next Budget ID' or 'Next UDDS'. Familiarity with the PF keys provides additional maneuverability within and among UDDS's.

RATE ADJUSTMENTS BY APPOINTMENT				20XX-XX	BRATE	IN UDDS:	X333333	PAGE 1
BUDGET ID				00009933	PERSON ID	00005555		
					ERROR CODE			
-----20XX-XX FUNDING-----								
UDDS	AMOUNT	FUND	ACT	ACCT	USER	CD	% TIME	PERIOD
X-33-3333	\$27,800	101	2				100	
TOTAL	%	TIME	100	PY PB/	RATE A	27,800	CY	PB/RATE A 27,800

	ADJUSTMENT	AMT (%)	CODE %	INC	ADJUSTMENT	AMT (%)	% INC	
MIDYEAR	RATE ADJ		PAYPLAN ADJ 5			
PROSED	RATE ADJ		PAYPLAN ADJ 6			
FACULTY	PROMOTION		PAYPLAN ADJ 7			
MERIT			PY UNDETERMINED			
TITLE	C30 - N - N	ASSOCIATE PROFESSOR						
AT FIRST VIEWABLE ID OF UDDS								
NEXT BUDGET ID					NEXT UDDS			

1=FIRST	2=LAST	4=NEXT	5=PREV	7=UPDT(-)	8=UPDT (+)	11=EXIT		

To access BADJR, type BADJR (space) and a 7-digit UDDS code (e.g., X482000). The screen will display all continuing staff appointments in that UDDS. Appointments will be listed in Form 2A order. (All appointments may not fit on one screen, use the 'Next' or 'Prev' function keys to display additional appointments.)

Pay plan adjustments can be entered for each appointment on the screen except continuing appointments that have an "N" proportional funding indicator on BDGT. These appointments must be updated manually using BDGT; a message "UPDATE VIA BDGT" will be displayed. Appointments that are not listed on BADJR include those with a 'B' or 'C' new record flag, vacant positions, group positions, lump sums, deduct entries and negative positions. Rate adjustments can be entered as dollar amounts or a percentage. A percent must be entered with the % sign first.

After entering the rate adjustments, pressing "enter" will distribute the adjustments, compute a new FTR and display the next set of appointments with a message that all previous updates were successful. Pressing PF9 (Review) will distribute the adjustments, compute a new FTR and display the updated information with a message that all previous updates were successful. If an entry error has occurred, no update will occur and the original values will be displayed along with the error message. After all corrections have been made and all edits have been cleared, the updates will be reflected in BDGT and BSUM.

To change to another UDDS, provide the necessary information at the "Next UDDS" prompt.

PAYPLAN CHANGES BY APPOINTMENT				20XX-XX	BADJR	NEXT UDDS	
UDDS:	X-33-3333						
BUDGET ID	CONTINUING	MERIT		NOT USED	NOT USED	FINAL	RATE
NAME	STAFF RATE						
00009933	27800	2000				A	29800
JOHNSON, WILLIAM							
00005656	32446	500				A	33446
BROWN, ELIZABETH							
00343434	50700	1000				A	51700
BENSON, DAVID							
00007779	46305				A	46305
JONES, BETTY			UPDATE VIA BDGT				
00001234	40000	200				A	40200
O'BRIEN, PATRICK							
00000141	51000	750				A	51750
ALLEN, ROBERT							
RECORDS SUCCESSFULLY ADDED							
CORRECT AND RE-ENTER OR EXIT VIA PF11							
6=NEW UDDS		7=PREV		8=NEXT		9=REVIEW	
						11=EXIT	

III. BDNS UPDATING PROCEDURES - INPUTTING FRINGE BENEFITS, SUPPLIES & EXPENSE, SALES CREDITS, CAPITAL, AIDS TO INDIVIDUALS AND SPECIAL PURPOSE. No special forms are provided for preparing the budgets for fringe benefits, supplies & expense, sales credits, capital, aids to individuals and special purpose.

NOTE: Sales Credits should be budgeted in the same department where program costs are budgeted. The Special Purpose class should be used for budgeted amounts relating to debt service (Funds 110 & 123) and payments for municipal services.

The NEW budget amounts for these categories should be entered through the terminal system by using the BDNS program. Reminder - Sales Credit entries do not require minus signs. SC entries are assumed to be negative unless they are preceded by a "+" sign. Other categories can be shown as a negative by entering a "-" sign either before or after the amount (see examples).

To access BDNS, type BDNS and a space and press "enter" to initiate a screen for entry. The BDNS screen provides for seventeen separate updates at one time. If a problem is encountered with one or more of the updates, the errant field(s) will be highlighted without the loss of the remaining entries. An explanation of the problem is shown at the bottom of the screen. When the final problem has been corrected, the complete update will occur. As can be seen from the mock screen on the next page, it is not necessary to fill in all of the fields if the data on the line above is identical. It is always necessary to fill in the amount. Both the WARF code and the account code are optional fields.

BUDGET SUMMARY UPDATE							BDNS
20XX-XX							
UDDS	FUND	ACT	CATEGORY	AMOUNT	ACCT	USER CODE	
n01010	102	1	se	900.	
.....	sc	300.	
.....	133	1	f .	500.	
.....	102	1	c .	100.	
.....	107	9	ai	700.	
.....	144	9	sp	600.	
n011000	102	1	se	1000.	
.....	c .	400.	1234567	
.....	300.	1234568	
.....	133	1	se	800.	
.....	128	1	..	-500.	
.....	144	1	..	500-	
.....	sc	+500.	
n025800	102	1	se	2000.	
.....	c .	4000.	
.....	

8=NEW SCREEN 9=REVIEW 11=EXIT

After all desired entries have been made on the BDNS screen, two options are available. Pressing ENTER will clear the previous screen and display a blank screen for further updating. If all entries are correct (cleared edits), the budget summary file will be updated to reflect all of the requested changes. Pressing the F9 key provides a review of the input as well as an update. If all updates were successful but a mistake was made, press the F8 key for a new screen and re-enter the item. The review screen cannot be used for updating.

BUDGET SUMMARY UPDATE							BDNS
20XX-XX							
UDDS	FUND	ACT	CATEGORY	AMOUNT	ACCT	USER CODE	
N010100	102	1	SE	900. UPDATED	
N010100	102	1	SC	300. UPDATED	
N010100	133	1	F	500. UPDATED	
N010100	102	1	C	100. UPDATED	
N010100	107	9	AI	700. UPDATED	
N011000	144	9	SP	600. UPDATED	
N011000	102	1	SE	1000. UPDATED	
N011000	102	1	C	400.	1234567 UPDATED	
N011000	102	1	C	300.	1234568 UPDATED	
N011000	133	1	SE	800. UPDATED	
N011000	128	1	SE	-500. UPDATED	
N011000	144	1	SE	500- UPDATED	
N011000	144	1	SC	+500. UPDATED	
N025800	102	1	SE	2000. UPDATED	
N025800	102	1	C	4000. UPDATED	
..... UPDATED	
..... UPDATED	

RECORDS SUCCESSFULLY ADDED

8=NEW SCREEN 9=REVIEW 11=EXIT

Changes to previous entries which included account codes or WARF codes should be made using BDNSI (reviewing capability only) and BDNS (actual change).

The printed budget summary combines all amounts entered with identical UDDS\Fund\Activity\Class information, but varying account or WARF codes. If a change or a correction is necessary, there is no way to identify the amount that had been entered for a particular account or WARF code.

While attempting to make a change, if an incorrect acct\WARF code (or no code at all) is entered, a new record will be created and the revised amount will add to the UDDS\Fund\Activity\Class total, not change it. To avoid this, BDNSI should be used to review entries made including account or WARF codes. BDNSI should be used to review entries made including account or WARF codes. BDNSI can be accessed via BDNS or BSUM by pressing a function key (identified at the bottom of the screen). Pressing the function key will retrieve a blank BDNSI screen. Enter the UDDS\Fund\Activity\Class and press the "ENTER" key. The screen will display all of the amounts previously entered by each UDDS\Fund\Activity\Class combination. After reviewing the previous input, corrections must be made by using BDNS. Press the appropriate function key to access BDNS.

To exit BDNS, press the F11 key when entry has been completed.

IV. CHECKING TOTALS WITH BSUM.

- A. The BSUM program provides the capability of viewing the budget summary totals (see index below). The summary capability is available at any level - unit, division, department, sub-department and account code or WARF code - and can display either a specific fund-activity total, specific fund total, specific activity total, the total of all funds or the total by fund group such as GPR (General Program Revenue) NGP (Non-GPR), AOR (Aux. & Oper Receipts), OPR (Other Program Revenue), FED (Federal Except Overhead), OVH (Federal Overhead), GFT (Gifts & Grants), AID (Federal Aid), SEG (Segregated), TRS (Trust Funds) and CRE (Credit Extension). This program provides summary totals as follows:

Page		Page	
2	RECORD TOTALS	13	ACADEMIC STAFF (INCL EIT & NEG POS)
	TOTAL SALARY & WAGES	14	CATEGORY A
3	NON-SALARY TOTALS;	15	CATEGORY B
	SUPPLIES & EXPENSE / CAPITAL	16	CATEGORY B1-INSTRUCTIONAL
	FRINGE BENEFITS / SALES CREDITS	17	CATEGORY B2-RESEARCH
	AIDS TO INDIV / SPECIAL PURPOSE	18	CATEGORY C
4	S&W; UNCLASSIFIED	19	CATEGORY D2 (E.I.T)
5	S&W; GRADUATE ASSISTANTS	20	UNCLASSIFIED GROUP, VACANT, NEG POS
	CLASSIFIED	21	UNCLASS & CLASS FILLED/VACANT
6	S&W; POV AMTS-L&D/STUD HELP/LTE	22	UNCLASSIFIED STAFF - APPT TYPE
7	UNCLASSIFIED CONTINUING - ALL	23	UNCLASSIFIED STAFF - RECORD TYPE
8	FACULTY CONTINUING	24	ACADEMIC STAFF - TITLE GROUP
9	ACAD STAFF CONTINUING (INCL EIT)	25	GRADUATE ASSISTANTS - TITLE
10	ACAD STAFF CONTINUING (EXCL EIT)	26	RECORD TOTALS - ALLOC VS REQUEST
11	EMPLOYEES IN TRAINING--CONTINUING	27	ACTIVITY TOTALS - ALLOC VS REQUEST
12	FACULTY - ALL		
	3=BDNS		8=NEXT
	4=BDNSI		11=EXIT

B. To access BSUM, type BSUM and press "ENTER" to initiate a screen. This generic screen is used to make a request. To obtain totals of all classes and funds, enter "2" in the page field and the UDDS in the "UDDS" field. Page 2 (Summary page) of the UDDS request will be displayed.

SPECIAL FEATURES: Once a UDDS has been selected additional pages can be viewed by typing the page number in the page field. Pressing the F8 key will also display the next page of the same UDDS. This may also be accomplished by pressing "ENTER".

To exit BSUM, press the F11 key (EXIT).

V. POST LOCK ACCESS TO THE BDGT FILE WITH BDGTI.

After the Budget Planning Office "locks" your budget so that no additional changes can be made to the institution, it will still be possible for you to inspect the BDGT file. This post-lock access is provided by the BDGTI program and operates in the same way as BDGT. This program permits you to use the display commands, but will not accept any change commands.

Whenever possible, verify post lock changes to dollar and FTE totals with BSUM instead of ordering a printout (BSUM is never restricted). Minor changes which occur after the budget is locked can be noted on your most recent printout. This checkout procedure will save paper and computer time.