

# BA1010 – Budget Development Screen

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## Introduction

The Budget Development Screen (BA1010) creates and accesses data within the budget development process. Budget structures can be updated individually, within groups, or globally.

BA1010 consists of four primary screens and seven secondary screens:

- [Budget Development Screen – Option Selection](#)
- [Budget Development Screen – Long Form](#)
  - [Salary and Wages](#)
  - [Comments](#)
  - [Monthly Budget Amounts](#)
- [Budget Development Screen – Short Form](#)
- Budget Development Screen – Global Subset Functions
  - [Copy Column](#)
  - [Apply Comment](#)
  - [Select Columns](#)
  - [Delete Subset](#)

Within the Budget Development Screen, there are two methods to enter data:

- Long Form: Considered the standard screen method of entering or accessing budget data. This displays one record at a time or one budget structure per screen.
- Short Form: Considered the abbreviated method of entering or accessing budget data. This displays multiple records per screen.

Both methods support single record mode or subset mode:

- Single Record Mode: A specified function (for example: add, change, delete) is performed for a single budget structure. As budget records are entered, a subset (working set) is created if one does not exist.
- Subset Mode: A specified function (for example: add, change, delete) is performed for a group of budget structures. Also, it allows you to move from one budget structure to another without returning to the Budget Development Screen – Option Selection.

**Note:** Once a subset is selected, each additional subset becomes a part of the first. For example, the first subset contains all budget structures with appropriation index 123; the second subset contains all budget structures with appropriation index 123 and program index 010; the third subset contains all budget structures with appropriation index 123, program index 010, and subobject 01.

SUBSET	APPR INDX	PRG INX	SOBJ
01	123		
02	123	010	
03	123	010	01

A maximum of 10 subsets (working sets) can be active at any one time.

## User Function Keys

SUBSET	Generates a working set of selected items from the budget file or budget group based on the criteria entered. For example, if APPR INDX 123 is specified, the working set contains all budget structures with an appropriation index of 123.
NEXT KEYS	Displays the next set of function keys.
SHORT FORM	Displays the abbreviated Budget Development Screen which displays multiple budget structures per screen.
CLEAR SUBSETS	Clears the current working set or sets.
PREVIOUS SUBSET	Displays the previous working set of budget structures.
OVERRIDE ERROR	Allows you to continue even though an error message appears.
COPY COLUMN	Displays the Copy Column screen.
APPLY COMMENT	Displays the Apply Comment screen.
SELECT COLUMNS	Displays the Short Form, Development Columns screen.
SALARY & WAGE	Displays the Long Form, Salary and Wages screen.
COMMENTS	Displays the Long Form Comments screen.
MONTHLY DISTR	Displays the Long Form, Monthly Budget Amounts screen

## Budget Development Screen – Option Selection

The Budget Development Screen – Option Selection specifies the action to be performed. These actions include:

- Adding, changing or deleting a budget structure.
- Generating a subset (working set) of data.
- Clearing a subset (working set) of data.
- Using the Short Form method of data entry.
- Using the Copy Column, Apply Comment, and Select Columns screens.

### User Function Keys

#### Level 1

F1	REFRESH	Redisplays the Budget Development Screen – Option Selection.
F2	ADD	Adds a new budget record.
F3	CHANGE	Changes an existing budget record.
F4	INQUIRE	Displays an existing budget record or records.
F5	SUBSET	Generates a working set of budget records.
F6	NEXT KEYS	Displays the second level of function keys.

#### Level 2

F1	REFRESH	Redisplays the Budget Development Screen – Option Selection.
F2	SHORT FORM	Indicates you are using the abbreviated Budget Development Screen. When you press F2, an asterisk (*) appears on the function key icon on the screen.
F3	CLEAR SUBSETS	Clears the current working set or sets.
F4	PREVIOUS SUBSET	Displays the previous working set or subset.
F5	DELETE	Deletes the budget records contained within a working set (subset).
F6	NEXT KEYS	Displays the third level of function keys.

#### Level 3

F1	REFRESH	Redisplays the Budget Development Screen – Option Selection.
F2	COPY COLUMN	Displays the Copy Column screen.
F3	APPLY COMMENT	Displays the Apply Comment screen.
F4	SELECT COLUMNS	Displays the Short Form, Development Columns screen.

F5	SUBSET	Generates a working set of budget records.
F6	NEXT KEYS	Displays the first level of function keys

### Data Fields

<a href="#">FYR</a> (display only)	<a href="#">SOBJ</a> / <a href="#">SSOBJ</a> (key)
<a href="#">APPR INDX</a> (key)	<a href="#">SRC</a> / <a href="#">SSRC</a> (key)
<a href="#">PRG INDX</a> (key)	<a href="#">COUNT</a> (display only)
<a href="#">ORG INDX</a> (key)	

**Note:** When a subset is specified, the APPR INDX through SSRC fields, representing a budget structure, can contain wildcards in any position. Valid wildcards are a space or question mark (?).

For example: APPR INDX = 12? or 12

### Fiscal Year

<b>Definition</b>	Display only. The fiscal year of the control tables used to edit budget structures.
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### Appropriation Index

<b>Definition</b>	Key field. A code identifying the appropriation index of a budget structure.
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid in the Fund/Appropriation Information Table (GA1090).

### Program Index

<b>Definition</b>	Key field. A code identifying the program index of a budget structure.
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid in the Program Information Table (GA1091).

### Organization Index

<b>Definition</b>	Key field. A code identifying the organization index of a budget structure.
<b>Length</b>	4 characters
<b>Edits</b>	Must be valid in the Organization Information Table (GA1092).

### Subobject

<b>Definition</b>	Key field. A code identifying the subobject of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Subobject Table (GA1011).

### *Sub-Subobject*

<b>Definition</b>	Key field. A code identifying the sub-subobject of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Sub-Subobject Table (GA1012).

### *Source of Revenue*

<b>Definition</b>	Key field. A code identifying the source of revenue of a budget structure.
<b>Length</b>	4 characters
<b>Edits</b>	Must be valid in the Source of Revenue Table (GA1035).

### *Subsource*

<b>Definition</b>	Key field. A code identifying the subsource of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Subsource Table (GA1036).

### *Count*

<b>Definition</b>	Display only when a subset is selected. Displays a working set (for example: 01, 02, 03) and the number of budget structures contained within that working set. A maximum of 10 subsets can be selected at any one time.
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## Budget Development Screen – Long Form

The Budget Development Screen – Long Form creates and accesses budget records one at a time in the budget development process.

### User Function Keys

F1	REFRESH	Redisplays the Option Selection screen.
F2	SALARY & WAGE	Displays the Long Form, Salary and Wages screen.
F3	COMMENTS	Displays the Long Form, Comments screen.
F4	MONTHLY DISTR	Displays the Long Form, Monthly Budget Amounts screen.
F5	PREVIOUS RECORD or BLANK	In subset mode, displays the previous budget structure. or In single record mode, this function key is not available.
F6	NEXT RECORD or BLANK	In subset mode, displays the next budget structure. or In single record mode, this function key is not available.

### Data Fields

<a href="#">FYR</a> (display only)	<a href="#">SRC</a> / <a href="#">SSRC</a> (display only)
<a href="#">APPR INDX</a> (display only)	<a href="#">COUNT</a> (display only)
<a href="#">PRG INDX</a> (display only)	<a href="#">BUDGET DEVELOPMENT COLUMNS</a> (display only)
<a href="#">ORG INDX</a> (display only)	<a href="#">BUDGET DEVELOPMENT AMOUNTS</a>
<a href="#">SOBJ</a> / <a href="#">SSOBJ</a> (display only)	<a href="#">REC NUM</a>

### Fiscal Year

<b>Definition</b>	Display only. The fiscal year of the control tables used to edit budget structures.
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### Appropriation Index

<b>Definition</b>	Display only. A code identifying the appropriation index of a budget structure.
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid in the Fund/Appropriation Information Table (GA1090).

### Program Index

<b>Definition</b>	Display only. A code identifying the program index of a budget structure.
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid in the Program Information Table (GA1091).

### *Organization Index*

<b>Definition</b>	Display only. A code identifying the organization index of a budget structure.
<b>Length</b>	4 characters
<b>Edits</b>	Must be valid in the Organization Information Table (GA1092).

### *Subobject*

<b>Definition</b>	Display only. A code identifying the subobject of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Subobject Table (GA1011).

### *Sub-Subobject*

<b>Definition</b>	Display only. A code identifying the sub-subobject of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Sub-Subobject Table (GA1012).

### *Source*

<b>Definition</b>	Display only. A code identifying the source of revenue of a budget structure.
<b>Length</b>	4 characters
<b>Edits</b>	Must be valid in the Source of Revenue Table (GA1035).

### *Subsource*

<b>Definition</b>	Display only. A code identifying the subsource of revenue of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid on the Subsource Table (GA1036).

### *Count*

<b>Definition</b>	Display only when a subset is selected. Displays a working set (for example: 01, 02, 03) and the number of budget structures contained within that working set. A maximum of 10 subsets can be selected at any one time.
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### *Budget Development Columns*

<b>Definition</b>	Display only. Identifies the 10 budget development columns. The column titles are defined in the Budget Development Configuration Table (BA1006).
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### *Budget Development Amounts*

<b>Definition</b>	This field or fields appears only if you have inquiry capability for the budget structure. The field or fields are highlighted when you have change capability for
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	the budget development column.
<b>Length</b>	9 digits
<b>Format</b>	999999999 (decimals are not allowed)

*Record Number*

<b>Definition</b>	A field identifying the number assigned to a budget structure within a subset.
<b>Length</b>	5 digits

## Budget Development Screen – Long Form, Salary and Wages

The Budget Development Screen – Long Form, Salary and Wages displays or updates payroll-related information for a budget structure.

**Note:** User access to this screen is determined by the values in the Salary/Wage Budget and the Salary/Wage Detail fields in the Budget Development User Configuration Table (BA1008).

### User Function Keys

F1	REFRESH	Redisplays the Option Selection screen.
F2	DELETE SALWAGE	Deletes the payroll-related information attached to a budget structure.
F3	COMMENTS	Displays the Long Form, Comments screen.
F4	MONTHLY DISTR	Displays the Long Form, Monthly Budget Amounts screen.
F5	PREVIOUS RECORD	In subset mode, displays the previous budget structure's amount field or fields.
F6	NEXT RECORD or COLUMN AMOUNTS	In subset mode, displays the next budget structure's amount field or fields. or In single record mode, redisplays the amount field or fields of the current budget structure.

### Data Fields

<a href="#">POSITION</a>	<a href="#">PAY TERM</a>
<a href="#">JOB CLASS</a>	<a href="#">EMP NAME</a>
<a href="#">JOB CLASS TITLE</a>	<a href="#">PCT FULL</a>
<a href="#">APPT TERM</a>	<a href="#">EMP ID</a>

### Position Number

<b>Definition</b>	A field identifying an employee's position.
<b>Length</b>	6 characters

### Job Classification

<b>Definition</b>	A field identifying an employee's job classification number.
<b>Length</b>	6 characters

### Job Classification Title

<b>Definition</b>	A field identifying an employee's job classification title.
<b>Length</b>	15 characters

### *Appointment Term*

<b>Definition</b>	A field identifying an employee's appointment term.
<b>Length</b>	2 characters

### *Payment Term*

<b>Definition</b>	A field identifying an employee's payment term.
<b>Length</b>	2 characters

### *Employee Name*

<b>Definition</b>	An employee's name.
<b>Length</b>	30 characters

### *Percentage of Full Time*

<b>Definition</b>	A field identifying an employee's percent of full time.
<b>Length</b>	8 characters
<b>Format</b>	The maximum is 99999.99.

### *Employee Identification Number*

<b>Definition</b>	A field indicating an employee's identification number, usually the employee's Social Security number.
<b>Length</b>	9 characters

## Budget Development Screen – Long Form, Comments

The Budget Development Screen – Long Form, Comments attaches a comment, explanation or remark to a budget structure within a budget development column.

**Note:** User access to this screen is determined by the value in the DETL field in the Budget Development Configuration Table (BA1006).

### User Function Keys

F1	REFRESH	Redisplays the Option Selection screen.
F2	SALARY & WAGE	Displays the Long Form, Salary and Wages screen.
F3	NEXT COMMENT	Displays the comment for the next budget development column providing you have access to more than one budget development column.
F4	MONTHLY DISTR	Displays the Long Form, Monthly Budget Amounts screen.
F5	PREVIOUS RECORD	In subset mode, displays the previous budget structure's amount field or fields.
F6	NEXT RECORD or COLUMN AMOUNTS	In subset mode, displays the next budget structure's amount field or fields. or In single record mode, redisplays the amount field or fields of the current budget structure.

### Data Fields

<a href="#">COLUMN</a> (display only)	<a href="#">MORE</a>
<a href="#">COMMENT LINES</a>	

### Columns

<b>Definition</b>	Display only. Displays a budget development column title or label.
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### Comment Lines

<b>Definition</b>	Text that can be attached to a budget structure. The comment line area has a free-form format.  Editing capabilities include: <ul style="list-style-type: none"> <li>• Multiple blank lines are compressed into a single blank line.</li> <li>• To delete a line, type DELETE in the first seven positions and press Enter.</li> <li>• To insert a line, type \$INSERT in the first seven positions and press Enter.</li> </ul>
<b>Length</b>	Six 70-character lines.

*More*

<b>Definition</b>	A code indicating whether additional comment lines (more than the original six lines) should be attached to the budget structure.
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  N No, additional comment lines do not exist (default). Y Yes, additional comment lines exist or are needed. P Displays the previous six comment lines.

## Budget Development Screen – Long Form, Monthly Budget Amounts

The Budget Development Screen – Long Form, Monthly Budget Amounts distributes the fiscal year budget of a budget structure into monthly budget amounts.

**Note:** User access to this screen is determined by the value in the DETL field in the Budget Development Configuration Table (BA1006).

### User Function Keys

F1	REFRESH	Redisplays the Option Selection screen.
F2	SALARY & WAGE	Displays the Long Form, Salary and Wages screen.
F3	COMMENTS	Displays the Long Form, Comments screen.
F4	NEXT DISTR	Displays the same budget structure for the next budget development column providing the user has access to more than one budget development column.
F5	PREVIOUS RECORD	In subset mode, displays the previous budget structure's amount field or fields.
F6	NEXT RECORD or COLUMN AMOUNTS	In subset mode, displays the next budget structure's amount field or fields. or In single record mode, redisplays the amount field or fields of the current budget structure.

### Data Fields

<a href="#">COLUMN</a> (display only)	<a href="#">BEGIN MONTH</a>
<a href="#">BUDGET ASSIGNEMENT CODE</a>	<a href="#">MONTHLY BUDGET AMOUNTS</a>

### Column

<b>Definition</b>	Display only. Displays a budget development column title.
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### Budget Assignment Code

<b>Definition</b>	A field indicating the formula used to distribute a fiscal year's budget among the monthly budget amounts.
<b>Length</b>	2 digits
<b>Edits</b>	Must be valid in the Budget Assignment Table (BA1015).

### Beginning Month

<b>Definition</b>	A field indicating the fiscal month in which the distribution of the fiscal year budget amount is to begin. User-defined field labels are entered in the Configuration Parameter Table (ZX0070).  The following are sample entries:  01            July
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	02	August
	03	September
	04	October
	05	November
	06	December
	07	January
	08	February
	09	March
	10	April
	11	May
	12	June
<b>Length</b>	2 digits	

*Monthly Budget Amounts*

<b>Definition</b>	A set of fields (one for each month of the year) indicating the monthly budget amounts.
<b>Length</b>	Twelve 9-digit fields

## Budget Development Screen – Short Form

The Budget Development Screen – Short Form creates and accesses multiple budget records per screen in the budget development process. In single record mode, this screen allows one line of data to be updated at a time (freeze, append). In subset mode, this screen allows multiple lines of data to be updated at one time (page or screen).

### User Function Keys

#### Single Record Mode

F1	REFRESH	Redisplays Option Selection screen.
F2	ADD or DUP	Adds a new budget record. or Copies the budget structure to the next set of highlighted data entry fields. Also creates a subset if one does not exist.
F3	CHANGE	Changes an existing budget record.
F4	INQUIRE	Displays an existing budget record.
F5	DELETE	Deletes an existing budget record.
F6	SORT SUBSET or CANCEL	Sorts any budget structures that have been added to the current working set (subset). or Cancels the Add (F2), Change (F3), or Delete (F5) functions.

#### Subset Mode

F1	REFRESH	Redisplays the Option Selection screen.
F2	ADD or DUP	Adds a new budget record. <b>Note:</b> When you press F2, the screen returns to single record mode. or Copies the budget structure to the next set of highlighted data entry fields.
F3	CHANGE	Displays a page or screen of budget records that can be changed.
F4	INQUIRE or PRINT INQUIRY	Displays a screen of budget records. or Provides a list from a system printer of budget structures being queried in the current subset.
F5	PREVIOUS SCREEN	Displays the previous screen of budget records.
F6	SORT SUBSET or NEXT SCREEN	Sorts any budget structures that have been added to the current working set (subset). or Displays the next screen of budget records.



## Data Fields

<a href="#">APPR INDX</a> (key)	<a href="#">BUDGET DEVELOPMENT COLUMNS</a> (display only)
<a href="#">PRG / ORG INDX</a> (key)	<a href="#">BUDGET DEVELOPMENT AMOUNTS</a>
<a href="#">SOBJ / SSOBJ</a> (key)	<a href="#">REC NUM</a>
<a href="#">SRC / SSRC</a> (key)	<a href="#">TO</a>
<a href="#">DESCRIPTION</a>	

## Appropriation Index

<b>Definition</b>	Key field. A code identifying the appropriation index of a budget structure.
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid in the Fund/Appropriation Information Table (GA1090).

## Program Index

<b>Definition</b>	Key field. A code identifying the program index of a budget structure.
<b>Length</b>	3 characters
<b>Edits</b>	Must be valid in the Program Information Table (GA1091).

## Organization Index

<b>Definition</b>	Key field. A code identifying the organization index of a budget structure.
<b>Length</b>	4 characters
<b>Edits</b>	Must be valid in the Organization Information Table (GA1092).

## Subobject

<b>Definition</b>	Key field. A code identifying the subobject of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Subobject Table (GA1011).

## Sub-Subobject

<b>Definition</b>	Key field. A code identifying the sub-subobject of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Sub-Subobject Table (GA1012).

## Source of Revenue

<b>Definition</b>	Key field. A code identifying the source of revenue of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Source of Revenue Table (GA1035).

### *Subsource*

<b>Definition</b>	Key field. A code identifying the subsource of a budget structure.
<b>Length</b>	2 characters
<b>Edits</b>	Must be valid in the Subsource Table (GA1036).

### *Description*

<b>Definition</b>	Displays a budget structure's object or source of revenue title. This field appears in the screen only if the Show Title field value is "Y" (yes) in the Budget Development Screen – Short Form Development Columns.
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### *Budget Development Columns*

<b>Definition</b>	Display only. Identifies the 10 budget development columns. The column titles are defined in the Budget Development Configuration Table (BA1006).
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### *Budget Development Amounts*

<b>Definition</b>	Appears only if you have inquiry capability for the budget structure. The amount field or fields is highlighted when you have change capability for the budget development column.
<b>Length</b>	9 digits
<b>Format</b>	999999999 (decimals are not allowed)

### *Record Number*

<b>Definition</b>	A number assigned to the first budget structure displayed in the screen. To display a specific budget record or screen of budget records, type the assigned number of a budget structure and press the appropriate function key.
<b>Length</b>	5 digits

### *To Record Number*

<b>Definition</b>	Display only. A number assigned to the last budget structure displayed in the screen.
<b>Length</b>	5 digits

## Budget Development Screen – Copy Column

The Budget Development Screen – Copy Column allows you to copy or transfer data in one budget development into another budget development column. In addition, the amounts of the budget structure within a budget development column can be set to zero. Percentages or fixed dollar amounts can also be applied.

**Note:** This screen is available only if a subset (working set) of budget structures has been specified.

### User Function Keys

#### Level 1

F1	REFRESH	Redisplays the Option Selection screen.
F2	DISPLAY ONLY	Displays the number of budget structures to be processed, copied and bypassed; actual updates only occur when you press F4 (Perform Copy). Also displays the second level of function keys.
F4	PERFORM COPY	Updates the data according to the action entered in the screen (for example: transferring data, or setting budget structures to zero).

#### Level 2

F1	REFRESH	Redisplays the Option Selection screen.
F2	DISPLAY COPIED	Displays the budget structures that will be copied from one budget development column to another budget development column.
F3	DISPLAY BYPASSED	Displays the budget structures that will not to be copied from one budget development column to another budget development column. An error message appears for each budget structure indicating why the budget structure will not be transferred.
F4	DISPLAY ALL	Displays all the budget structures (and error messages) in the current subset regardless of whether they will be copied into another budget development column.
F5	END DISPLAY	Redisplays the Copy Column screen.
F6	NEXT KEYS	Displays the third level of function keys.

#### Level 3

F1	REFRESH	Redisplays the Option Selection screen.
F2	PRINT COPIED	Provides a listing from a system printer of the budget structures that were copied from one budget development column to another budget development column.
F3	PRINT BYPASSED	Provides a listing from a system printer of the budget structures that were <i>not</i> copied from one budget development column to another budget development column. An error message appears for each budget structure indicating why the budget structure was not transferred.
F4	PRINT ALL	Provides a listing from a system printer of the budget structures (and error messages) in the current subset regardless of whether they were copied into another budget development column.

F5	END DISPLAY	Redisplays the Copy Column screen.
F6	NEXT KEYS	Redisplays the second level of function keys.

### Data Fields

<a href="#">FROM</a>	<a href="#">'FROM' COLUMN TO 'TO' COLUMN OPTION</a>
<a href="#">TO</a>	<a href="#">PERCENT INCREASE/DECREASE</a>
<a href="#">SET COLUMN TO ZERO</a>	<a href="#">AMOUNT INCREASE/DECREASE</a>

### From Budget Development Column

<b>Definition</b>	A field identifying the budget development column from which a subset of budget structures will be transferred or copied.
<b>Length</b>	1 character

### To Budget Development Column

<b>Definition</b>	A field identifying the budget development column to which a subset of budget structures will be transferred or copied.  <b>Note:</b> Only one FROM and only one TO column can be specified at any one time.
<b>Length</b>	1 character

### Set Budget Development Column to Zero

<b>Definition</b>	A field specifying that the amounts of the budget structures in the 'FROM' column will be added to the amounts of the budget structures in the 'TO' column.
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  Y    Yes, set the amounts of the budget structures to zero. N    No, do not set the amounts of the budget structures to zero (default).

### 'From' Column to 'To' Column Option

<b>Definition</b>	A field indicating how the values (dollar amounts) for the budget structures in the 'FROM' column will be applied to the budget structures in the 'TO' column.
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  A    Add the amounts in the 'FROM' column to the amounts in the 'TO' column. N    Replace the amounts in the 'TO' column with the amounts in the 'FROM' column (default).

	<p>S Subtract the amounts in the 'FROM' column from the amounts in the 'TO' column.</p> <p>P Replace the amounts in the 'TO' column with percentages that represent 'FROM' amounts to 'TO' amounts.</p>
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*Percentage Increase/Decrease*

<b>Definition</b>	A field indicating the percentage increase or decrease applied to the budget structures.
<b>Length</b>	6 digits
<b>Format</b>	999.99

*Amount Increase/Decrease*

<b>Definition</b>	A field indicating a fixed dollar amount applied to the budget structures.
<b>Length</b>	6 digits
<b>Format</b>	999999 (decimals are not allowed)

## Budget Development Screen – Apply Comment

The Budget Development Screen – Apply Comment attaches comments, explanations, or remarks to all budget structures within a budget development column.

**Note:** This screen is available only if a subset (working set) of budget structures has been specified.

### User Function Keys

#### Level 1

F1	REFRESH	Redisplays the Option Selection screen.
F2	DISPLAY ONLY	Displays the number of budget structures that will be processed, updated and bypassed; actual updates occur when you press F4 (Perform Update). Also displays the second level of function keys.
F4	PERFORM UPDATE	Updates the budget structures with the entered comment or comments.

#### Level 2

F1	REFRESH	Redisplays the Option Selection screen.
F2	DISPLAY UPDATED	Displays the budget structures to which a comment or comments will be attached.
F3	DISPLAY BYPASSED	Displays the budget structures to which a comment or comments will <i>not</i> be attached. Error messages will appear for each budget structure indicating why comments will not be attached.
F4	DISPLAY ALL	Displays all the budget structures (and error messages) in the current subset regardless of whether a comment or comments will be attached.
F5	END DISPLAY	Redisplays the Apply Comment screen.
F6	NEXT KEYS	Displays the third level of function keys.

#### Level 3

F1	REFRESH	Redisplays the Option Selection screen.
F2	PRINT UPDATED	Displays the budget structures to which a comment or comments will be attached.
F3	PRINT BYPASSED	Displays the budget structures to which a comment or comments will <i>not</i> be attached. Error messages will appear for each budget structure indicating why comments will not be attached.
F4	PRINT ALL	Displays all the budget structures (and error messages) in the current subset regardless of whether a comment or comments will be attached.
F5	END DISPLAY	Redisplays the Apply Comment screen.
F6	NEXT KEYS	Displays the second level of function

## Data Fields

<a href="#">DEVELOPMENT COLUMN</a>	<a href="#">COMMENT TO APPLY</a>
<a href="#">CLEAR PREVIOUS COMMENTS</a> (required)	

### *Budget Development Column*

<b>Definition</b>	A field identifying the budget development column to which a comment or comments will be applied. The column titles are display only and defined in the Budget Development Configuration Table (BA1006).
<b>Length</b>	1 character

### *Clear Previous Comments*

<b>Definition</b>	Required. A field indicating whether to remove comments already attached to the budget structures.
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  Y    Yes, remove existing comments. N    No, do not remove existing comments

### *Comment to Apply*

<b>Definition</b>	Text that can be attached to each budget structure within the current subset.
<b>Length</b>	Three 70-character lines
<b>Format</b>	Free-form

## Budget Development Screen – Select Columns

The Budget Development Screen – Select Columns indicates which budget development columns will appear in the Budget Development Screen – Short Form. You can select a maximum of four budget development columns.

### User Function Keys

F1	REFRESH	Redisplays the Option Selection screen.
F4	ACTIVATE CHOICES	Activates the selected budget development columns which will be in effect temporarily for the current session or until you return to the system menu.
F5	SAVE CHOICES	Saves the selected budget development columns which will be in effect permanently or until they are changed in this screen

### Data Fields

<a href="#">SHOW TITLE</a>	<a href="#">SHORT FORM DEVELOPMENT COLUMNS</a>
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#### Show Title

<b>Definition</b>	A field indicating whether to display a budget structure's object or source of revenue title.
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  Y Yes, display the title. N No, do not display the title (default).

#### Short Form Budget Development Columns

<b>Definition</b>	A field identifying which budget development columns, and their sequence, will appear in the Short Form screen. You can select a maximum of four budget development columns. If the SHOW TITLE field is "Y" (yes), the maximum is two budget development columns. The column titles are display only and are defined in the Budget Development Configuration Table (BA1006).
<b>Length</b>	1 character
<b>Values</b>	Valid codes:  Y Yes, display the title. N No, do not display the title (default).



## Budget Development Screen – Delete Subset

The Budget Development Screen – Delete Subset process manually deletes all budget structures contained within a subset. To access this screen, press F5 (Delete) in the Option Selection screen. When you press F5, the following message appears:

\*\*\*\*\* WARNING \*\*\*\*\*  
 This will attempt to delete all entries in the current subset.

**Note:** The subset delete function is available only if a subset (working set) of budget structures has been specified.

### User Function Keys

#### Level 1

F1	REFRESH	Redisplays the Option Selection screen.
F2	DISPLAY ONLY	Displays the budget structures that will be processed, deleted and bypassed. These functions do not occur until you press F5 (Delete). Also displays the second level of function keys.
F5	DELETE	Deletes all of the budget structures within the current working set.

#### Level 2

F1	REFRESH	Redisplays the Option Selection screen.
F2	DISPLAY DELETED	Displays the budget structures that will be deleted from the subset.
F3	DISPLAY BYPASSED	Displays the budget structures that will not be deleted from the subset. An error message appears for each budget structure indicating why it will not be deleted.
F4	DISPLAY ALL	Displays all the budget structures (and error messages) in the current subset regardless of whether they will be deleted.
F5	END DISPLAY	Redisplays the Delete Subset screen.
F6	NEXT KEYS	Displays the third level of function keys.

#### Level 3

F1	REFRESH	Redisplays the Option Selection screen.
F2	PRINT DELETED	Provides a listing from a system printer of the budget structures that were deleted from the subset.

F3	PRINT BYPASSED	Provides a listing from a system printer of the budget structures that were not deleted from the subset. An error message appears for each budget structure indicating why it was not deleted.
F4	PRINT ALL	Provides a listing from a system printer of all the budget structures (and error messages) in the current subset regardless of whether they were deleted or not.
F5	END DISPLAY	Redisplays the Delete Subset screen.
F6	NEXT KEYS	Displays the second level of function keys.