

# BA1001 – Budget Update Screen

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## Initial Budget Update Screen

Use the Initial Budget Update Screen to specify which budget record to create or access. Based on the budget record you enter, FMS accesses the Program Index/Organization Index Table (GA1062) and determines which of the three screens—[Operating Budget Update Screen](#), [Grant/Contract Budget Update Screen](#), [Capital Budget Update Screen](#)—to display.

### User Function Keys

|    |         |   |
|----|---------|---|
| F1 | REFRESH | Redisplays the screen. Any changes or additions you made since you last pressed Enter will disappear. |
| F2 | ADD     | Adds a new budget record.   |
| F3 | CHANGE  | Changes an existing budget record.  |
| F4 | INQUIRY | Displays an existing budget record.   |
| F5 | DELETE  | Deletes an existing budget record.  |
| F8 | MENU    | Redisplays the FMS System Menu.   |

### Data Fields

|   |                                   |
|---|-----------------------------------|
| <a href="#">FYR</a> (Display Only)        | <a href="#">SUBJECT</a> (key)     |
| <a href="#">APPROPRIATION INDEX</a> (key) | <a href="#">SUB-SUBJECT</a> (key) |
| <a href="#">PROGRAM INDEX</a> (key)       | <a href="#">SOURCE</a> (key)      |
| <a href="#">ORGANIZATION INDEX</a> (key)  | <a href="#">SUBSOURCE</a> (key)   |

### Fiscal Year

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The current fiscal year. |
|-------------------|--|

### Appropriation Index

|                   |   |
|-------------------|---|
| <b>Definition</b> | Key field. A code identifying the appropriation index for the budget record you want to create or access. |
| <b>Length</b>     | 3 characters  |
| <b>Edits</b>      | Must be valid on the Fund/Appropriation Table (GA1090).   |

### Program Index

|                   |   |
|-------------------|---|
| <b>Definition</b> | Key field. A code identifying the program index for the budget record you want to create or access. |
| <b>Length</b>     | 3 characters  |
| <b>Edits</b>      | Must be valid on the Program Information Table (GA1091).  |

### *Organization Index*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Key field. A code identifying the organization index for the budget record you want to create or access. |
| <b>Length</b>     | 4 characters   |
| <b>Edits</b>      | Must be valid on the Organization Information Table (GA1092).  |

### *Subobject*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Key field. A code identifying the subobject for the budget record you want to create or access. |
| <b>Length</b>     | 2 characters  |
| <b>Edits</b>      | Must be valid on the Subobject Table (GA1011).  |

### *Sub-subobject*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Key field. A code identifying the sub-subobject for the budget record you want to create or access. |
| <b>Length</b>     | 2 characters  |
| <b>Edits</b>      | Must be valid on the Sub-subobject Table (GA1012).  |

### *Source of Revenue*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Key field. A code identifying the source of revenue for the budget record you want to create or access. |
| <b>Length</b>     | 4 characters  |
| <b>Edits</b>      | Must be valid on the Major Source Table (GA1035).   |

### *Subsource of Revenue*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Key field. A code identifying the subsource of revenue for the budget record you want to create or access. |
| <b>Length</b>     | 2 characters   |
| <b>Edits</b>      | Must be valid on the Subsource Table (GA1036).   |

## Operating Budget Update Screen

Use the Operating Budget Update Screen to add, change, inquire on, or delete operating budget records.

**Note:** To identify an operating budget record from other types of budget records, in the Program Index/Organization Index Table (GA1062), leave the Budget Type field blank.

### User Function Keys

|    |         |   |
|----|---------|---|
| F1 | REFRESH | Redisplays the Initial Budget Update Screen. Any changes or additions you made since you last pressed Enter will disappear. |
| F2 | ADD     | Adds a new operating budget record.   |
| F3 | CHANGE  | Changes an existing operating budget record.  |
| F4 | INQUIRY | Displays an existing operating budget record.   |
| F5 | DELETE  | Deletes an existing operating budget record.  |
| F8 | MENU    | Redisplays the FMS System Menu.   |

### Data Fields

|   |  |
|---|--|
| <a href="#">PROGRAM</a> (display only)            | <a href="#">BEGIN MONTH</a>                  |
| <a href="#">SUBPROGRAM</a> (display only)         | <a href="#">REVISION NUMBER</a>              |
| <a href="#">ACTIVITY</a> (display only)           | <a href="#">BUDGET STATUS</a> (display only) |
| <a href="#">CAMPUS</a> (display only)             | <a href="#">REVISION DATE</a> (display only) |
| <a href="#">DIVISION</a> (display only)           | <a href="#">MONTHLY BUDGET AMOUNTS</a>       |
| <a href="#">DEPARTMENT</a> (display only)         | <a href="#">POSITION</a>                     |
| <a href="#">COST CENTER</a> (display only)        | <a href="#">JOB CLASS</a>                    |
| <a href="#">FUND</a> (display only)               | <a href="#">JOB CLASS TITLE</a>              |
| <a href="#">APPROPRIATION</a> (display only)      | <a href="#">APPT TERM</a>                    |
| <a href="#">PERM BUDGET</a> (display only)        | <a href="#">PAY TERM</a>                     |
| <a href="#">TEMP BUDGET</a> (display only)        | <a href="#">EMP NAME</a>                     |
| <a href="#">FISCAL YEAR BUDGET</a> (display only) | <a href="#">PCT FULL</a>                     |
| <a href="#">PERM CHANGE</a>                       | <a href="#">SAL ENC</a>                      |
| <a href="#">TEMP CHANGE</a>                       | <a href="#">EMP ID</a>                       |
| <a href="#">BUDGET ASSIGNMENT CODE</a>            |  |

### Program

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The program code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters  |

### Subprogram

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The subprogram code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character  |

### *Activity*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The activity code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character  |

### *Campus*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The campus code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character   |

### *Division*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The division code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character   |

### *Department*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The department code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters  |

### *Cost Center*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The fund code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters   |

### *Fund*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The fund code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters   |

### *Appropriation*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The appropriation code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters  |

### *Permanent Budget Amount*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. A number indicating a permanent budget amount. |
| <b>Length</b>     | 9 digits   |

### *Temporary Budget Amount*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. A number indicating a temporary budget amount. |
| <b>Length</b>     | 9 digits   |

### *Fiscal Year Budget Amount*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. A number indicating a fiscal year budget amount. The permanent budget plus or minus the temporary budget equals the fiscal year budget. |
| <b>Length</b>     | 9 digits  |

### *Permanent Change Amount*

|                    |   |
|--------------------|---|
| <b>Description</b> | A number indicating an increase or decrease to a permanent budget amount. |
| <b>Length</b>      | 9 digits  |

### *Temporary Change Amount*

|                    |   |
|--------------------|---|
| <b>Description</b> | A number indicating an increase or decrease to a temporary budget amount. |
| <b>Length</b>      | 9 digits  |

### *Budget Assignment Code*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating the formula used to distribute a fiscal year's budget among the monthly budget amounts.<br><br><b>Note:</b> Colleges can define their own formulas for distributing a fiscal year's budget on the Budget Assignment Table (BA1015). |
| <b>Length</b>     | 2 digits  |

|               |   |
|---------------|---|
| <b>Values</b> | <p>Valid codes:</p> <p><b>Note:</b> For budget assignment codes 01 through 06, 08, and 09, residual amounts are applied to June. For budget assignment code 10, the residual amount is applied to May.</p> <p>00 Manual distribution</p> <p>01 Distribute fiscal year budget equally over 12 months</p> <p>02 Distribute fiscal year budget equally over the remaining months, starting with the month indicated in the Begin Month field</p> <p>03 Distribute 1/12 of the fiscal year budget in each month from September through May, and 3/12 in June</p> <p>04 Distribute change amount or amounts equally over 12 months</p> <p>05 Distribute change amount or amounts equally over the remaining months, starting with the month indicated in the Begin Month field</p> <p>06 Distribute 1/12 of change amount or amounts in each month from September through May, and 3/12 in June</p> <p>07 Distribute change amount in the month indicated in the Begin Month field</p> <p>08 Distribute 1/24 of the fiscal year budget amount in September, 1/12 in each month from October through May, and 3.5/12 in June</p> <p>09 Distribute fiscal year budget amount 2/19 in September through May, and 1/19 in June</p> <p>10 Distribute fiscal year budget amount 2/24 in September through April, 7/24 in May, and 1/24 in June</p> |
|---------------|---|

**Beginning Month**

|                   |   |
|-------------------|---|
| <b>Definition</b> | <p>The month in which the distribution of permanent, temporary, and/or fiscal year budget change amounts begin (Budget Assignment Codes 02 and 05), or the month in which the entire change amount will reside (Budget Assignment Code 07). College-defined month labels come from the Configuration Parameter Table (ZX0070).</p> <p><b>Note:</b> Budget Assignment Codes 00, 01, 03, 04, 06, 08, 09, and 10 do not require a beginning month.</p> |
| <b>Length</b>     | 2 digits  |

|               |   |
|---------------|---|
| <b>Values</b> | Sample codes:<br><br>01          July<br>02          August<br>03          September<br>04          October<br>05          November<br>06          December<br>07          January<br>08          February<br>09          March<br>10          April<br>11          May<br>12          June |
|---------------|---|

*Revision Number*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A college-assigned description indicating a budget record was added or changed. |
| <b>Length</b>     | 6 characters  |
| <b>Edits</b>      | This field cannot be left blank.  |

*Budget Status*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code indicating the status of a budget structure.                                |
| <b>Length</b>     | 1 character  |
| <b>Values</b>     | Valid codes:<br><br>A          Active<br>I          Inactive<br>D          Deleted |

*Revision Date*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. A system-assigned date indicating when a current record was added or changed. |
|-------------------|---|

*Monthly Budget Amounts*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A number indicating a monthly budget amount. |
| <b>Length</b>     | Twelve 9-digit fields, July through June     |
| <b>Format</b>     | 999999999                                    |



|              |   |
|--------------|---|
| <b>Edits</b> | The sum of the monthly budget amounts must equal the fiscal year budget amount. |
|--------------|---|

*Position Number*

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

*Job Classification*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code indicating an employee's specific job classification. |
| <b>Length</b>     | 6 characters   |

*Job Classification Title*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Text describing an employee's job classification. |
| <b>Length</b>     | 15 characters                                     |

*Appointment Term*

|                   |  |
|-------------------|--|
| <b>Definition</b> | The length of an employee's appointment term in months.  |
| <b>Length</b>     | 2 digits   |
| <b>Values</b>     | <p>Sample codes:</p> <p>01</p> <p>02</p> <p>03</p> <p>04</p> <p>05</p> <p>06</p> <p>07</p> <p>08</p> <p>09</p> <p>10</p> <p>11</p> <p>12</p> |

*Pay Term*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating how many times an employee is paid in a year. |
| <b>Length</b>     | 2 digits  |
| <b>Values</b>     | Sample codes are 01 through 24                                    |

### *Employee Name*

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

### *Percentage of Full Time*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number identifying the percentage of full time an employee works. |
| <b>Length</b>     | 8 digits  |
| <b>Format</b>     | 99999.99 (100.00 equals one full-time position)                     |

### *Salary Encumbrance*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating the amount of a salary encumbrance.   |
| <b>Length</b>     | 6 digits  |
| <b>Edits</b>      | Unless the salary encumbrance option has been selected on the Subobject Table (GA1011) for the subobject being updated, this field must remain blank. |

### *Employee Identification*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code identifying an employee, usually the employee's social security number. |
| <b>Length</b>     | 9 characters   |

## Grant/Contract Budget Update Screen

Use the Grant/Contract Budget Update Screen to add, change, inquire on, or delete grant/contract budget records.

**Note:** To identify a grant/contract record from other types of budget records, in the Program Index/Organization Index Table (GA1062), enter GC in the Budget Type field.

### User Function Keys

|    |         |   |
|----|---------|---|
| F1 | REFRESH | Redisplays the Initial Budget Update Screen. Any changes or additions you made since you last pressed Enter will disappear. |
| F2 | ADD     | Adds a new grant/contract budget record.  |
| F3 | CHANGE  | Changes an existing grant/contract budget record.   |
| F4 | INQUIRY | Displays an existing grant/contract budget record.  |
| F5 | DELETE  | Deletes an existing grant/contract budget record.   |
| F8 | MENU    | Redisplays the FMS System Menu.   |

### Data Fields

|   |                                     |
|---|-------------------------------------|
| <u>PROGRAM</u> (display only)               | <u>BUDGET ASSIGNMENT CODE</u>       |
| <u>SUBPROGRAM</u> (display only)            | <u>BEGIN MONTH</u>                  |
| <u>ACTIVITY</u> (display only)              | <u>REVISION NUMBER</u>              |
| <u>CAMPUS</u> (display only)                | <u>BUDGET STATUS</u> (display only) |
| <u>DIVISION</u> (display only)              | <u>REVISION DATE</u> (display only) |
| <u>DEPARTMENT</u> (display only)            | <u>MONTHLY BUDGET AMOUNTS</u>       |
| <u>COST CENTER</u> (display only)           | <u>POSITION</u>                     |
| <u>FUND</u> (display only)                  | <u>JOB CLASS</u>                    |
| <u>APPROPRIATION</u> (display only)         | <u>JOB CLASS TITLE</u>              |
| <u>GRANT/CONTRACT NUMBER</u> (display only) | <u>APPT TERM</u>                    |
| <u>FISCAL YEAR BUDGET</u> (display only)    | <u>PAY TERM</u>                     |
| <u>GRANT/CONTRACT BUDGET</u> (display only) | <u>EMP NAME</u>                     |
| <u>FISCAL YEAR CHANGE</u>                   | <u>PCT FULL</u>                     |
| <u>GRANT/CONTRACT CHANGE</u>                | <u>SAL ENC</u>                      |
| <u>PRIOR YEARS' EXP/REV</u>                 | <u>EMP ID</u>                       |
| <u>PRIOR YEARS' BUDGET</u>                  |                                     |

### Program

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The program code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters  |

### *Subprogram*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The subprogram code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character  |

### *Activity*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The activity code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character  |

### *Campus*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The campus code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character   |

### *Division*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The division code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character   |

### *Department*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The department code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters  |

### *Cost Center*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The cost center code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters   |

### *Fund*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The fund code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters   |

### *Appropriation*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The appropriation code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters  |

### *Grant/Contract Number*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The grant/contract number code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 4 characters   |

### *Fiscal Year Budget Amount*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. A number indicating a fiscal year budget amount. |
| <b>Length</b>     | 9 digits   |

### *Grant/Contract Budget Amount*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. A number indicating a grant/contract budget amount. |
| <b>Length</b>     | 9 digits  |

### *Fiscal Year Change Amount*

|                    |   |
|--------------------|---|
| <b>Description</b> | A number indicating an increase or decrease to a fiscal year budget amount. |
| <b>Length</b>      | 9 digits  |

### *Grant/Contract Change Amount*

|                    |  |
|--------------------|--|
| <b>Description</b> | A number indicating an increase or decrease to a grant/contract budget amount. |
| <b>Length</b>      | 9 digits   |

### *Prior Years' Expenditures or Revenue Amount*

|                    |   |
|--------------------|---|
| <b>Description</b> | The number of total dollars expended or collected in previous fiscal years. |
| <b>Length</b>      | 12 digits   |
| <b>Format</b>      | 99999.99  |

**Prior Years' Budget Amount**

|                   |  |
|-------------------|--|
| <b>Definition</b> | The number of total dollars budgeted in previous fiscal years. |
| <b>Length</b>     | 12 digits  |

**Budget Assignment Code**

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating the formula used to distribute a fiscal year's budget among the monthly budget amounts.<br><br><b>Note:</b> Colleges can define their own formulas for distributing a fiscal year's budget on the Budget Assignment Table (BA1015).   |
| <b>Length</b>     | 2 digits  |
| <b>Values</b>     | Valid codes:<br><br><b>Note:</b> For budget assignment codes 01 through 06, 08, and 09, residual amounts are applied to June. For budget assignment code 10, the residual amount is applied to May.<br><br>00 Manual distribution<br>01 Distribute fiscal year budget equally over 12 months<br>02 Distribute fiscal year budget equally over the remaining months, starting with the month indicated in the Begin Month field<br>03 Distribute 1/12 of the fiscal year budget in each month from September through May, and 3/12 in June<br>04 Distribute change amount or amounts equally over 12 months<br>05 Distribute change amount or amounts equally over the remaining months, starting with the month indicated in the Begin Month field<br>06 Distribute 1/12 of the fiscal year budget in each month from September through May, and 3/12 in June.<br>07 Distribute change amount in the month indicated in the Begin Month field<br>08 Distribute 1/24 of the fiscal year budget amount in September, 1/12 in each month from October through May, and 3.5/12 in June<br>09 Distribute fiscal year budget amount 2/19 in September through May, and 1/19 in June<br>10 Distribute fiscal year budget amount 2/24 in September through April, 7/24 in May, and 1/24 in June |

**Beginning Month**

|                   |  |
|-------------------|--|
| <b>Definition</b> | The month in which the distribution of permanent, temporary, and/or fiscal year budget change amounts begin (Budget Assignment Codes 02 and 05), or the month in which the entire change amount will reside (Budget Assignment Code 07). College-defined month labels come from the Configuration Parameter Table (ZX0070).<br><br><b>Note:</b> Budget Assignment Codes 00, 01, 03, 04, 06, 08, 09, and 10 do not require a beginning month. |
|-------------------|--|

|               |   |
|---------------|---|
| <b>Length</b> | 2 digits  |
| <b>Values</b> | Sample codes:<br><br>01      July<br>02      August<br>03      September<br>04      October<br>05      November<br>06      December<br>07      January<br>08      February<br>09      March<br>10      April<br>11      May<br>12      June |

### *Revision Number*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A college-assigned description indicating a budget record was added or changed. |
| <b>Length</b>     | 6 characters  |
| <b>Edits</b>      | This field cannot be left blank.  |

### *Budget Status*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code indicating the status of a budget structure.                    |
| <b>Length</b>     | 1 character  |
| <b>Values</b>     | Valid codes:<br><br>A      Active<br>I      Inactive<br>D      Deleted |

### *Revision Date*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. A system-assigned date indicating when the current record was added or changed. |
|-------------------|---|

### *Monthly Budget Amounts*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A number indicating a monthly budget amount. |
| <b>Length</b>     | Twelve 9-digit fields, July through June     |
| <b>Format</b>     | 999999999                                    |

|              |   |
|--------------|---|
| <b>Edits</b> | The sum of the monthly budget amounts must equal the fiscal year budget amount. |
|--------------|---|

### *Position Number*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code identifying an employee's assigned position. |
| <b>Length</b>     | 6 characters  |

### *Job Classification*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code identifying an employee's specific job classification. |
| <b>Length</b>     | 6 characters  |

### *Job Classification Title*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Text describing an employee's job classification. |
| <b>Length</b>     | 15 characters                                     |

### *Appointment Term*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code identifying an employee's appointment term in months.  |
| <b>Length</b>     | 2 digits  |
| <b>Values</b>     | <p>Sample codes:</p> <p>01<br/>02<br/>03<br/>04<br/>05<br/>06<br/>07<br/>08<br/>09<br/>10<br/>11<br/>12</p> |

### *Pay Term*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating how many times an employee is paid in a year. |
| <b>Length</b>     | 2 digits  |
| <b>Values</b>     | Sample codes are 01 through 24                                    |



### *Employee Name*

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

### *Percentage of Full Time*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number identifying the percentage of full time an employee works. |
| <b>Length</b>     | 8 digits  |
| <b>Format</b>     | 99999.99 (100.00 equals one full-time position)                     |

### *Salary Encumbrance*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A number indicating an amount of a salary encumbrance.   |
| <b>Length</b>     | 6 digits   |
| <b>Edits</b>      | Unless the salary encumbrance option has been selected on Subobject Table (GA1011) for the subject being updated, this field must be left blank. |

### *Employee Identification*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code identifying an employee, usually the employee's social security number. |
| <b>Length</b>     | 9 characters   |

## Capital Budget Update Screen

Use the Capital Project Budget Update Screen to add, change, inquire on, or delete capital project budget records.

**Note:** To identify a capital budget record from other types of budget records, in the Program Index/Organization Index Table (GA1062), enter CP in the Budget Type field.

### User Function Keys

|    |         |   |
|----|---------|---|
| F1 | REFRESH | Redisplays the Initial Budget Update Screen. Any changes or additions you made since you last pressed Enter will disappear. |
| F2 | ADD     | Adds a new capital budget record.   |
| F3 | CHANGE  | Changes an existing capital budget record.  |
| F4 | INQUIRY | Displays an existing capital budget record.   |
| F5 | DELETE  | Deletes an existing capital budget record.  |
| F8 | MENU    | Redisplays the FMS System Menu.   |

### Data Fields

|  |                                     |
|--|-------------------------------------|
| <u>PROGRAM</u> (display only)            | <u>PRIOR YEARS' BUDGET</u>          |
| <u>SUBPROGRAM</u> (display only)         | <u>BUDGET ASSIGNMENT CODE</u>       |
| <u>ACTIVITY</u> (display only)           | <u>BEGIN MONTH</u>                  |
| <u>CAMPUS</u> (display only)             | <u>REVISION NUMBER</u>              |
| <u>DIVISION</u> (display only)           | <u>BUDGET STATUS</u> (display only) |
| <u>DEPARTMENT</u> (display only)         | <u>REVISION DATE</u> (display only) |
| <u>COST CENTER</u> (display only)        | <u>MONTHLY BUDGET AMOUNTS</u>       |
| <u>FUND</u> (display only)               | <u>POSITION</u>                     |
| <u>APPROPRIATION</u> (display only)      | <u>JOB CLASS</u>                    |
| <u>PROJECT</u> (display only)            | <u>JOB CLASS TITLE</u>              |
| <u>SUBPROJECT</u> (display only)         | <u>APPT TERM</u>                    |
| <u>PROJECT PHASE</u> (display only)      | <u>PAY TERM</u>                     |
| <u>FISCAL YEAR BUDGET</u> (display only) | <u>EMP NAME</u>                     |
| <u>PROJECT BUDGET</u> (display only)     | <u>PCT FULL</u>                     |
| <u>FISCAL YEAR CHANGE</u>                | <u>SAL ENC</u>                      |
| <u>PROJECT CHANGE</u>                    | <u>EMP ID</u>                       |
| <u>PRIOR YEARS' EXP/REV</u>              |                                     |

### Program

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The program code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters  |

### *Subprogram*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The subprogram code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character  |

### *Activity*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The activity code portion of the expanded budget structure. Based on the program index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character  |

### *Campus*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The campus code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character   |

### *Division*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The division code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 1 character   |

### *Department*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The department code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters  |

### *Cost Center*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The cost center code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters   |

### *Fund*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The fund code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters   |

### *Appropriation*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The appropriation code portion of the expanded budget structure. Based on the appropriation index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 3 characters  |

### *Project*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The project code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 4 characters   |

### *Subproject*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. The subproject code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters  |

### *Project Phase*

|                   |  |
|-------------------|--|
| <b>Definition</b> | Display only. The project phase code portion of the expanded budget structure. Based on the organization index code entered in the Initial Budget Update Screen. |
| <b>Length</b>     | 2 characters   |

### *Fiscal Year Budget Amount*

|                    |  |
|--------------------|--|
| <b>Description</b> | Display only. A number indicating a fiscal year budget amount. |
| <b>Length</b>      | 9 digits   |

### *Project Budget Amount*

|                    |  |
|--------------------|--|
| <b>Description</b> | Display only. A number indicating a capital project budget amount. |
| <b>Length</b>      | 9 digits   |

### *Fiscal Year Change Amount*

|                    |   |
|--------------------|---|
| <b>Description</b> | A number indicating an increase or decrease to a fiscal year budget amount. |
| <b>Length</b>      | 9 digits  |

### *Project Change Amount*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating an increase or decrease to a capital project budget amount. |
| <b>Length</b>     | 9 digits  |

### *Prior Years' Expenditures or Revenue Amount*

|                   |   |
|-------------------|---|
| <b>Definition</b> | The number of total dollars expended or collected in previous fiscal years. |
| <b>Length</b>     | 12 digits   |
| <b>Format</b>     | 999999.99   |

### *Prior Years' Budget Amount*

|                   |  |
|-------------------|--|
| <b>Definition</b> | The number of total dollars budgeted in previous fiscal years. |
| <b>Length</b>     | 12 digits  |

### *Budget Assignment Code*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating the formula used to distribute a fiscal year's budget among the monthly budget amounts.<br><br><b>Note:</b> Colleges can define their own formulas for distributing a fiscal year's budget on the Budget Assignment Table (BA1015). |
| <b>Length</b>     | 2 digits  |

|               |   |
|---------------|---|
| <b>Values</b> | <p>Valid codes:</p> <p><b>Note:</b> For budget assignment codes 01 through 06, 08, and 09, residual amounts are applied to June. For budget assignment code 10, the residual amount is applied to May.</p> <p>00 Manual distribution</p> <p>01 Distribute fiscal year budget equally over 12 months</p> <p>02 Distribute fiscal year budget equally over the remaining months, starting with the month indicated in the Begin Month field</p> <p>03 Distribute 1/12 of the fiscal year budget in each month from September through May, and 3/12 in June</p> <p>04 Distribute change amount or amounts equally over 12 months</p> <p>05 Distribute change amount or amounts equally over the remaining months, starting with the month indicated in the Begin Month field</p> <p>06 Distribute 1/12 of change amount or amounts in each month from September through May, and 3/12 in June</p> <p>07 Distribute change amount in the month indicated in the Begin Month field</p> <p>08 Distribute 1/24 of the fiscal year budget amount in September, 1/12 in each month from October through May, and 3.5/12 in June</p> <p>09 Distribute fiscal year budget amount 2/19 in September through May, and 1/19 in June</p> <p>10 Distribute fiscal year budget amount 2/24 in September through April, 7/24 in May, and 1/24 in June</p> |
|---------------|---|

**Beginning Month**

|                   |   |
|-------------------|---|
| <b>Definition</b> | <p>The month in which the distribution of permanent, temporary, and/or fiscal year budget change amounts begin (Budget Assignment Codes 02 and 05), or the month in which the entire change amount will reside (Budget Assignment Code 07). College-defined month labels come from the Configuration Parameter Table (ZX0070).</p> <p><b>Note:</b> Budget Assignment Codes 00, 01, 03, 04, 06, 08, 09, and 10 do not require a beginning month.</p> |
| <b>Length</b>     | 2 digits  |

|               |  |
|---------------|--|
| <b>Values</b> | <p>Sample codes:</p> <p>01 July</p> <p>02 August</p> <p>03 September</p> <p>04 October</p> <p>05 November</p> <p>06 December</p> <p>07 January</p> <p>08 February</p> <p>09 March</p> <p>01 April</p> <p>11 May</p> <p>12 June</p> |
|---------------|--|

### *Revision Number*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A college-assigned description indicating a budget record was added or changed. |
| <b>Length</b>     | 6 characters  |
| <b>Edits</b>      | This field cannot be left blank.  |

### *Budget Status*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code indicating the status of a budget structure.                    |
| <b>Length</b>     | 1 character  |
| <b>Values</b>     | <p>Valid codes:</p> <p>A Active</p> <p>I Inactive</p> <p>D Deleted</p> |

### *Revision Date*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Display only. A system-assigned date indicating when the current record was added or changed. |
|-------------------|---|

### *Monthly Budget Amounts*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code indicating the monthly budget amount.                                    |
| <b>Length</b>     | Twelve 9-digit fields, July through June  |
| <b>Format</b>     | 9999999999  |
| <b>Edits</b>      | The sum of the monthly budget amounts must equal the fiscal year budget amount. |

### *Position Number*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code identifying an employee's assigned position. |
| <b>Length</b>     | 6 characters  |

### *Job Classification*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code identifying an employee's specific job classification. |
| <b>Length</b>     | 6 characters  |

### *Job Classification Title*

|                   |   |
|-------------------|---|
| <b>Definition</b> | Text describing an employee's job classification. |
| <b>Length</b>     | 15 characters                                     |

### *Appointment Term*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A code identifying an employee's appointment term in months.                              |
| <b>Length</b>     | 2 digits  |
| <b>Values</b>     | Sample codes:<br><br>01<br>02<br>03<br>04<br>05<br>06<br>07<br>08<br>09<br>10<br>11<br>12 |

### *Pay Term*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number indicating how many times an employee is paid in a year. |
| <b>Length</b>     | 2 digits  |
| <b>Values</b>     | Sample codes are 01 through 24                                    |

### *Employee Name*

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



### *Percentage of Full Time*

|                   |   |
|-------------------|---|
| <b>Definition</b> | A number identifying the percentage of full time an employee works. |
| <b>Length</b>     | 8 digits  |
| <b>Format</b>     | 99999.99 (100.00 equals one full-time position)                     |

### *Salary Encumbrance*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A number indicating a amount of a salary encumbrance.  |
| <b>Length</b>     | 6 digits   |
| <b>Edits</b>      | Unless the salary encumbrance option has been selected on Subobject Table (GA1011) for the subobject being updated, this field must be left blank. |

### *Employee Identification*

|                   |  |
|-------------------|--|
| <b>Definition</b> | A code identifying an employee, usually the employee's social security number. |
| <b>Length</b>     | 9 characters   |