Financial Policies and Procedures

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Coding Instructions (BRASS)

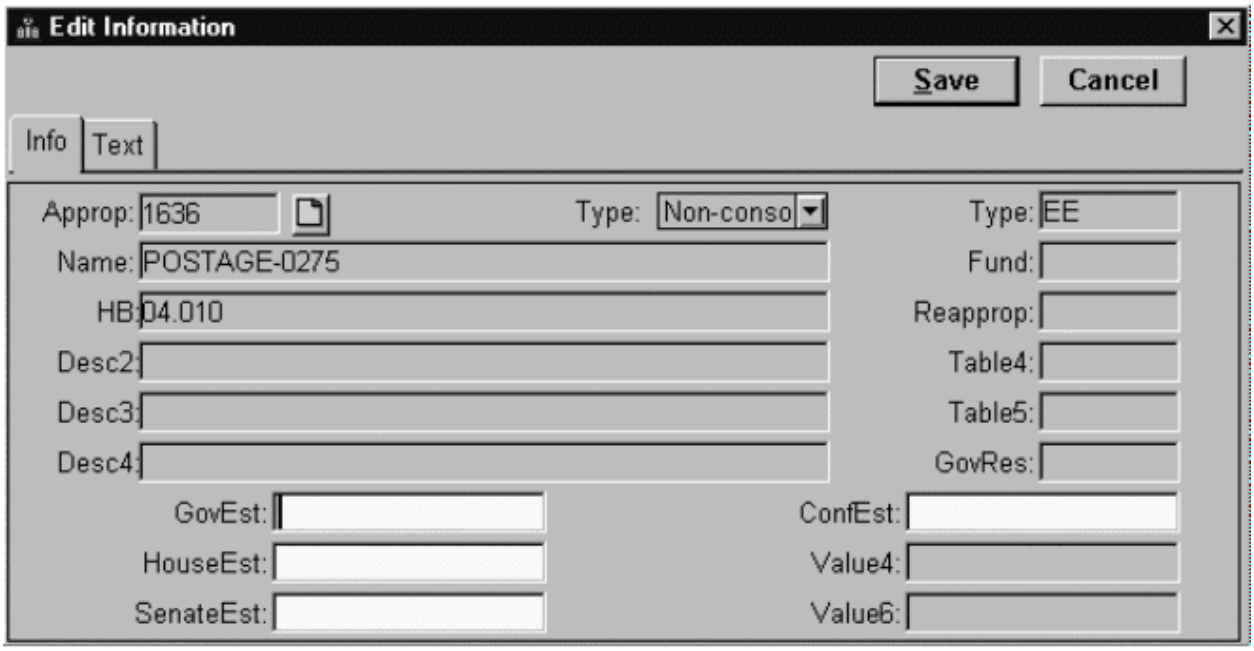
A

Appropriation Information Table

Purpose

The purpose of the appropriation information table is to establish the appropriation code that will be used on a budget form. See procedures for Establishing an Estimated Appropriation to determine if the Appropriation Information Table needs to be completed.

Coding Instructions



Field Name	Definition
Approp	Displays the appropriation code.
Type	Displays if the appropriation code is a non-consolidating or consolidating code.
Name	Displays the name for the appropriation code.
HB	Displays the House Bill and Section that the appropriation code reports to.
Desc3	Blank. This field is not being used.
Desc4	Blank. This field is not being used.
Fund	Displays the fund associated with the appropriation.
Type	Displays the type of appropriation. If PS is displayed, the appropriation is for personal services. If EE is displayed, the appropriation is for expense and equipment. If PD is displayed the appropriation is for program distributions. If more than one type is valid for an appropriation, the applicable combination is displayed.
Reapprop	Displays if the appropriation code is a reappropriation. Used by the System Administrator for fiscal year end processing.

Table 4	Blank. This field is not being used.
Table 5	Blank. This field is not being used.
Gov Res	Displays if the appropriation is subject to the Governor's Reserve. If Yes is displayed, the appropriation is subject to the Governor's Reserve. If No is displayed, the appropriation is not subject to the Governor's Reserve. Used by the System Administrator for Governor's reserve calculations.
Gov Est	Displays an "E" for estimated appropriations during the Governor recommendation stage of the budget process. If an appropriation is not an estimated appropriation, the field will be blank. Enter an "E" if the appropriation should be designated as an estimate appropriation during the Governor recommendation stage. If an "E" exists in this field and the appropriation should not be designated as an estimated appropriation, delete the "E".
House Est	Displays an "E" for estimated appropriations during the House recommendation stage of the budget process. If an appropriation is not an estimated appropriation, the field will be blank. Enter an "E" if the appropriation should be designated as an estimate appropriation during the House recommendation stage. If an "E" exists in this field and the appropriation should not be designated as an estimated appropriation, delete the "E".
Senate Est	Displays an "E" for estimated appropriations during the Senate recommendation stage of the budget process. If an appropriation is not an estimated appropriation, the field will be blank. Enter an "E" if the appropriation should be designated as an estimate appropriation during the Senate recommendation stage. If an "E" exists in this field and the appropriation should not be designated as an estimated appropriation, delete the "E".
Conf Est	Displays an "E" for estimated appropriations during the Conference stage of the budget process. If an appropriation is not an estimated appropriation, the field will be blank.

	Enter an “E” if the appropriation should be designated as an estimate appropriation during the Conference recommendation stage. If an “E” exists in this field and the appropriation should not be designated as an estimated appropriation, delete the “E”.
Value 5	Blank. This field is not being used.
Value 6	Blank. This field is not being used.

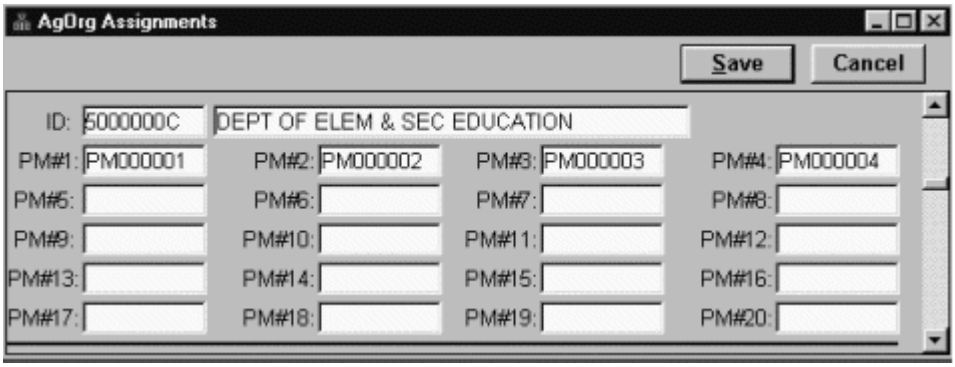
Assigning Performance Measures

Purpose

Performance measures may be assigned to the following elements used in the budget preparation system: AgOrg, Approp, Dec Item, Fund, and Job Class. The consolidating codes and the non-consolidating codes for each element may have up to twenty performance measures assigned to them.

Coding Instructions

Chart of Account Assignments



Field Name	**Definition**
ID	Displays the code that was chosen for the performance measure assignment.
Name	Displays the name of the code that was chosen for the performance measure assignment.
PM#1	Select the applicable performance measure from the drop-down box.

PM#2	If more than one performance measure needs to be assigned, select the applicable performance measure from the drop-down box.
PM#3	If more than two performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#4	If more than three performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#5	If more than four performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#6	If more than five performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#7	If more than six performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#8	If more than seven performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#9	If more than eight performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#10	If more than nine performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#11	If more than ten performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#12	If more than eleven performance measures need to be assigned, select the applicable performance measure from the drop-down box.

PM#13	If more than twelve performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#14	If more than thirteen performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#15	If more than fourteen performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#16	If more than fifteen performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#17	If more than sixteen performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#18	If more than seventeen performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#19	If more than eighteen performance measures need to be assigned, select the applicable performance measure from the drop-down box.
PM#20	If more than nineteen performance measures need to be assigned, select the applicable performance measure from the drop-down box.

C

CI-New Decision Budget Item Form

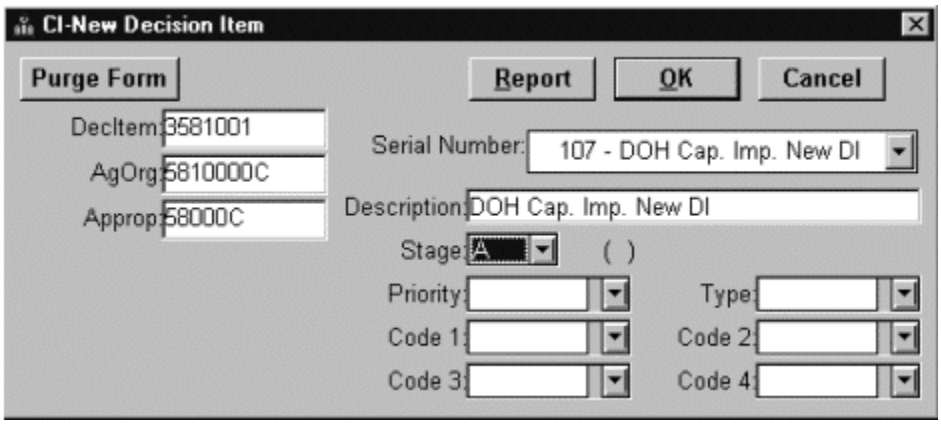
Purpose

This budget form is used to request and recommend funding for new capital improvement budget decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “CI-New Decision Item” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



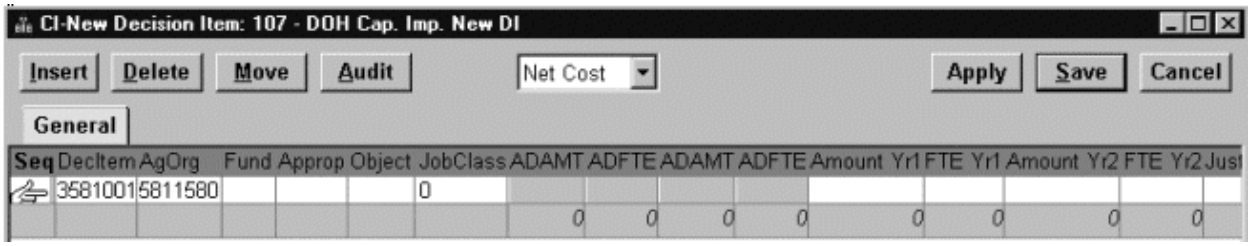
Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All new capital improvement budget Dec Item codes will start with the number “3” followed by the three-digit capital improvement agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org

	code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit capital improvement agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access. If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen. If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated agency. This is a unique five-digit number followed by a “C” that has been assigned to an agency. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.

	If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created.
Serial Number Box	Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box. If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for

	a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: Form Justification: Not being used. Objects: Check the box to view the Budget Form Report. Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	Definition
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.

Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the capital improvement agency code and the following four digits are the organization code.

Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the capital improvement agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating agency Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box.
Job Class	Defaults to zero. If the salaries and wages budget object class and FTE are being requested or recommended, a selection of a job class is required. Select the code for the applicable job class from the drop-down box. The job classes are organized alphabetically by UCP titles and then alphabetically by Department for Non-UCP titles.
CI1 Load Amt	Displays the amount interfaced from the CI Access database for Year 1. If amounts are not displayed in this column, the data was not interfaced from the CI Access database.

CI1 Load FTE	Displays the full-time equivalent staff interfaced from the CI Access database for Year 1. If amounts are not displayed in this column, the data was not interfaced from the CI Access database.
CI2 Load Amt	Displays the amount interfaced from the CI Access database for Year 2. If amounts are not displayed in this column, the data was not interfaced from the CI Access database.
CI2 Load FTE	Displays the full-time equivalent staff interfaced from the CI Access database for Year 2. If amounts are not displayed in this column, the data was not interfaced from the CI Access database.
Amount Yr 1	SIf amounts are displayed in the CI1 Load Amt column, enter *the increase or decrease amount* for the item being requested or recommended for Year 1 of the biennial. Do not enter cents. If amounts are not displayed in the CI1 Load Amt column, enter *the total amount* being requested or recommended for Year 1 of the biennial. Do not enter cents.
FTE Yr 1	If full-time equivalent staff are displayed in the CI1 Load FTE column, enter the *increase or decrease* in the number of full-time equivalent staff being requested or recommended for Year 1 of the biennial. Do not enter cents. If amounts are not displayed in the CI1 Load FTE column, enter *the total number* of full-time equivalent staff being requested or recommended for Year 1 of the biennial. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Amount Yr 2	If amounts are displayed in the CI2 Load Amt column, enter *the increase or decrease amount* for the item being requested or recommended for Year 2 of the biennial. Do not enter cents. If amounts are not displayed in the CI2 Load Amt column, enter *the total amount* being requested or recommended for Year 2 of the biennial. Do not enter cents.

FTE Yr 2	If full-time equivalent staff are displayed in the CI2 Load FTE column, enter the *increase or decrease* in the number of full-time equivalent staff being requested or recommended for Year 2 of the biennial. Do not enter cents. If amounts are not displayed in the CI2 Load FTE column, enter *the total number* of full-time equivalent staff being requested or recommended for Year 2 of the biennial. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

CI-Reappropriation Item Budget Form

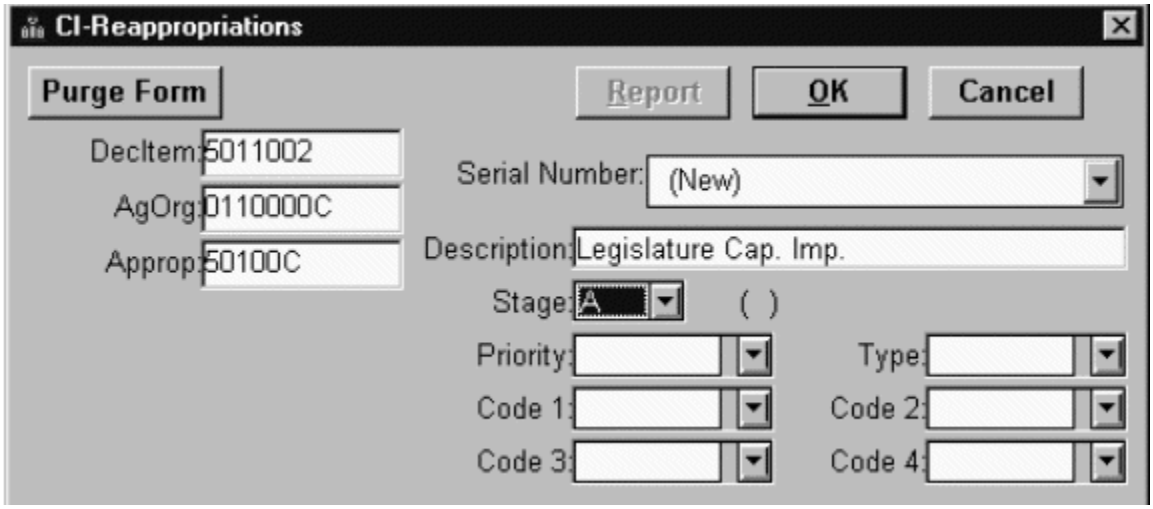
Purpose

This budget form is used to request and recommend funding for capital improvement reappropriation decision items.

Coding Instructions

Field Name	**Definition**
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “CI-Reappropriation” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



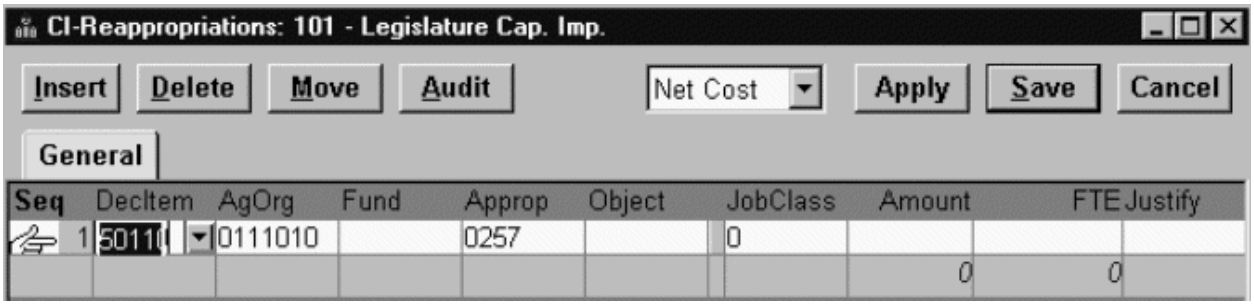
Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All reappropriation capital improvement budget Dec Item codes will start with the number “4” followed by the three-digit capital improvement agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit capital improvement agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access. If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen. If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated agency. This is a unique five-digit number followed by a “C” that has been assigned to an agency. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access. If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code

	and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.

Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: Form Justification: Not being used. Objects: Check the box to view the Budget Form Report. Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**

Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains

	open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying "Discard changes?". Click on "No" to remain in the budget form. Click on "Yes" to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the capital improvement agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.

Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating agency Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box.
Job Class	Defaults to zero. If the salaries and wages budget object class and FTE are being requested or recommended, a selection of a job class is required. Select the code for the applicable job class from the drop-down box. The job classes are organized alphabetically by UCP titles and then alphabetically by Department for Non-UCP titles.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents.
FTE	Enter the number of full-time equivalent staff being requested or recommended for this line. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name

CI Supplemental Budget Form

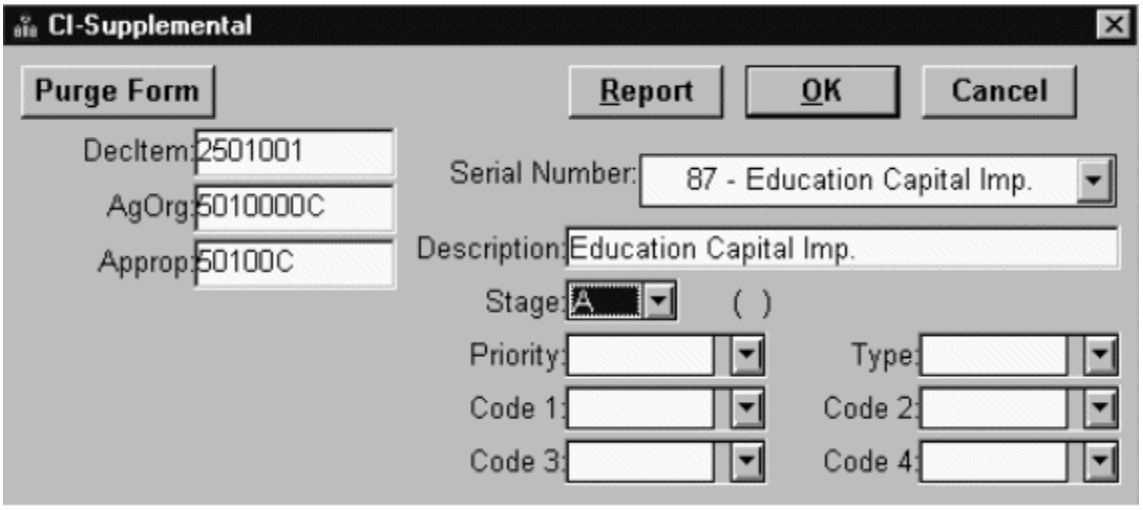
Purpose

This budget form is used to request and recommend supplemental funding for capital improvement decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “CI-Supplemental” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All supplemental capital improvement budget Dec Item codes will start with the number “2” followed by the three-digit capital improvement agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access.

If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen.

If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit capital improvement agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

Ag Org

If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

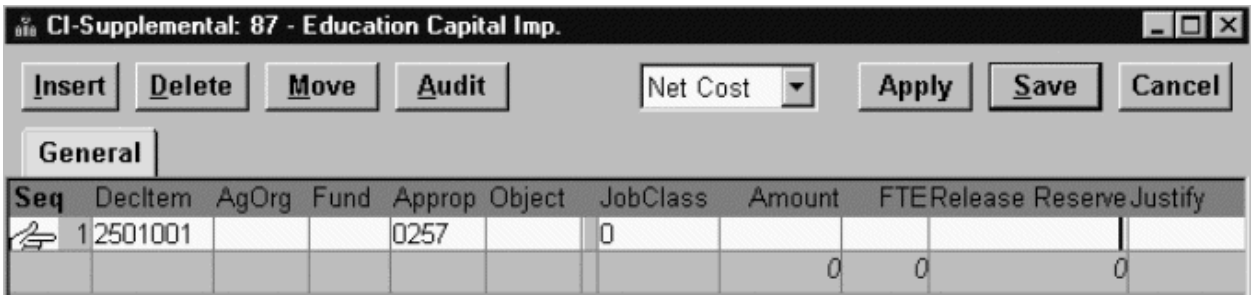
If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated agency. This is a unique five-digit number followed by a “C” that has been assigned to an agency. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access. If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created.
Serial Number Box	Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box. If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the *same*

	name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: Form Justification: Not being used. Objects: Check the box to view the Budget Form Report.2 Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.

OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.

Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.

Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the capital improvement agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating agency Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box.
Job Class	Defaults to zero. If the salaries and wages budget object class and FTE are being requested or recommended, a selection of a job class is required. Select the code for the applicable job class from the drop-down box. The job classes are organized alphabetically by UCP titles and then alphabetically by Department for Non-UCP titles.

Amount	Enter the total amount being requested or recommended for this line. Do not enter cents.
FTE	Enter the number of full-time equivalent staff being requested or recommended for this line. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Release Reserve	Leave Blank. The Division of Budget and Planning uses this field to enter recommendations for the release of Governor's reserve.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

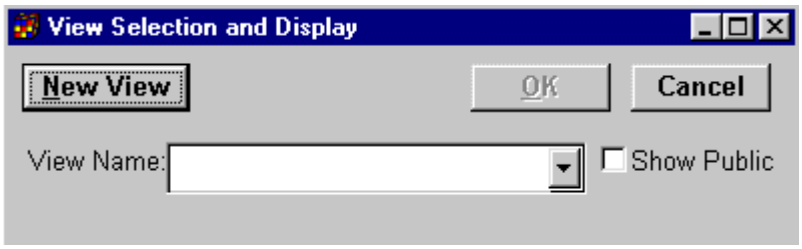
Creating a Spreadsheet View

Purpose

Spreadsheet views provide a reporting mechanism for budget analysis and preparation. The following provides instructions to create or edit a user defined spreadsheet view. Users may only create or edit their own spreadsheet views.

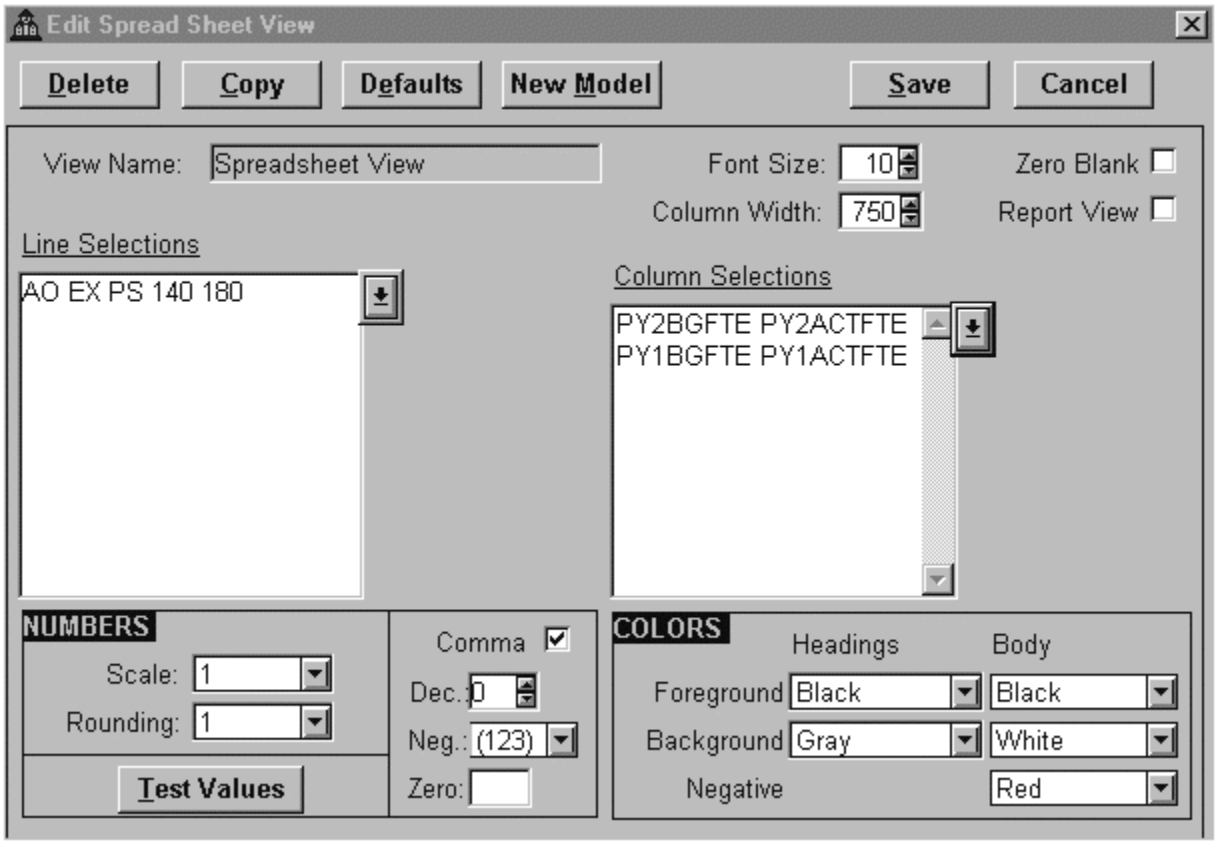
Coding Instructions

View Selection and Display Screen



Field Name	Definition
View Selection and Display Screen	From the BRASS menu screen, select “Spreadsheet Views” or click on the Views icon from the tool bar.
New View	Click on “New View” to create a new spreadsheet view. Enter a name for the new spreadsheet view. Click on “OK” to proceed to the next screen. Click on “Cancel” to exit from the New Name Screen.
OK	Click on “OK” to open an existing spreadsheet view.
Cancel	Click on “Cancel” to exit from the View Selection and Display Screen.
View Name	To edit an existing view, select the applicable spreadsheet view from the drop-down box. Users may only edit their own spreadsheet views.
Show Public	Check “Show Public” to see Public Views created by the System Administrator. Users may not edit Public Views.

Edit View



Field Name	Definition
Delete	Click on “Delete” to delete a spreadsheet view.
Copy	Click on “Copy” to copy an existing spreadsheet view. Enter a name for the new spreadsheet view. Click on “OK” to proceed to the next screen. Click on “Cancel” to exit from the New Name Screen.
Default	Click on “Default” to reset colors, scaling, rounding, font size, and column width to Default values.
New Model	Click on “New Model” to create a model. See Creating a Spreadsheet Model for more information.
Save	Click on “Save” to save the spreadsheet definitions.
Cancel	Click on “Cancel” to exit from the Edit View screen without saving changes.
View Name	Displays the name of the spreadsheet view.
Font Size	Defaults to 10-point font. For larger or small font size, select a font size from 6 to 30.
Column Width	Defaults to 750. For narrower or wider columns, select a column size from 100 to 995. Default column width of 750 accommodates a value of 99,999,999 with a font size of 10. Each additional character with a font size of 10 requires the width to be increased by about 85.
Zero Blank	Default is blank. Select the Zero Blank box to suppress lines that contain zeros.
Report View	Default is blank. Select the Report View box to display the spreadsheet view as a report. Report Views display the long column name and the sectioned data is presented consecutively below each other. Standard Views display the short column names and sectioned data is presented with tabs.
Line Selections	Select the lines to be include in the spreadsheet view. One code, a series of codes or a range of codes may be selected. To include a range of codes, select the first code followed by a dash (-) and then

	select the last code to be included in the range from the drop-down box. Note that both posting objects and summary objects may be selected. This allows summary objects to be used to simulate subtotals and/or totals. Be carefully to choose the applicable posting objects when using summary objects to simulate subtotals and/or totals. Failure to include all the applicable posting objects will result in the subtotals and/or totals to be misstated. If a user creates a tabbed spreadsheet view with only one object, the spreadsheet view will automatically transpose the tabs and lines of the spreadsheet view. This produces a report view having one tab of the singular object and multiple lines corresponding to the tabbed selections. To add a heading for sections in a spreadsheet view, type a space, followed by two explanation points (!!) and another space into the Line Selections box where the heading is to appear. In report views, this will clearly distinguish when the data for one section ends and the data for another begins. To insert a blank line, type a space, followed by a single explanation point (!) and then a space into the Line Selections box where a blank line is to appear. To create a custom header, type a space, followed by a single explanation point (!) and then the text header into the Line Selections box where the heading is to appear. Do not type a space after the explanation point (!). Multiple words in the header text must be joined with an underscore (_) which will not appear in the spreadsheet view.
Column Selections	Select the columns to be included in the spreadsheet view. One column, a series of columns or a range of columns may be selected. To include a range of codes, select the first code followed by a dash (-) and then select the last code to be included in the range.
Numbers	This box allows the user to determine how the numeric data is displayed in the spreadsheet view.

Numbers: Scale	Defaults to 1. To scale the values displayed on the spreadsheet view, select one of the options from the drop-down box. Scaling will multiply the values by the value selected in the Scale box. For example, scaling to .01 will change 12,345 to 123. If scaling numbers, the number of decimal places displayed may need to be adjusted.
Numbers: Rounding	Defaults to 1 (no rounding). To round the values displayed on the spreadsheet view, select one of the options from the drop-down box. If rounding numbers, the number of decimal places displayed may need to be adjusted.
Numeric: Comma	Defaults to display commas (box is marked with an X). If the box is blank, commas will not be displayed on the spreadsheet view.
Numeric: Dec	Defaults to 0. To include values with decimals in the spreadsheet view, select one of the options from the drop-down box.
Numeric: Neg	Defaults to (123). To change how negative numbers are display in the spreadsheet view, select one of the options from the drop-down box.
Numeric: Test Values	Click on “Test Values” to display the selected numeric formatting.
Colors	This box allows the user to determine how colors are displayed in the spreadsheet view.
Headings	Headings refer to the area containing line and column selections of the spreadsheet view.
Colors: Headings Foreground	Defaults to black. To change the color of the text for lines and columns, select one of the options from the drop-down box.
Colors: Headings Background	Defaults to gray. To change the color of the background for lines and columns, select one of the options from the drop-down box. If the spreadsheet view is going to be printed directly, laser printers will shade the background gray. Users may want to change the background to white for views that will be printed.

Body	Body refers to the numeric data portion of the spreadsheet view.
Colors: Body Foreground	Defaults to black. To change the color of the numeric values, select one of the options from the drop-down box.
Colors: Body Background	Defaults to white. To change the color of the background for numeric values, select one of the options from the drop-down box.
Negative	Defaults to red. To change the color for negative values, select one of the options from the drop-down box.

Creating Models

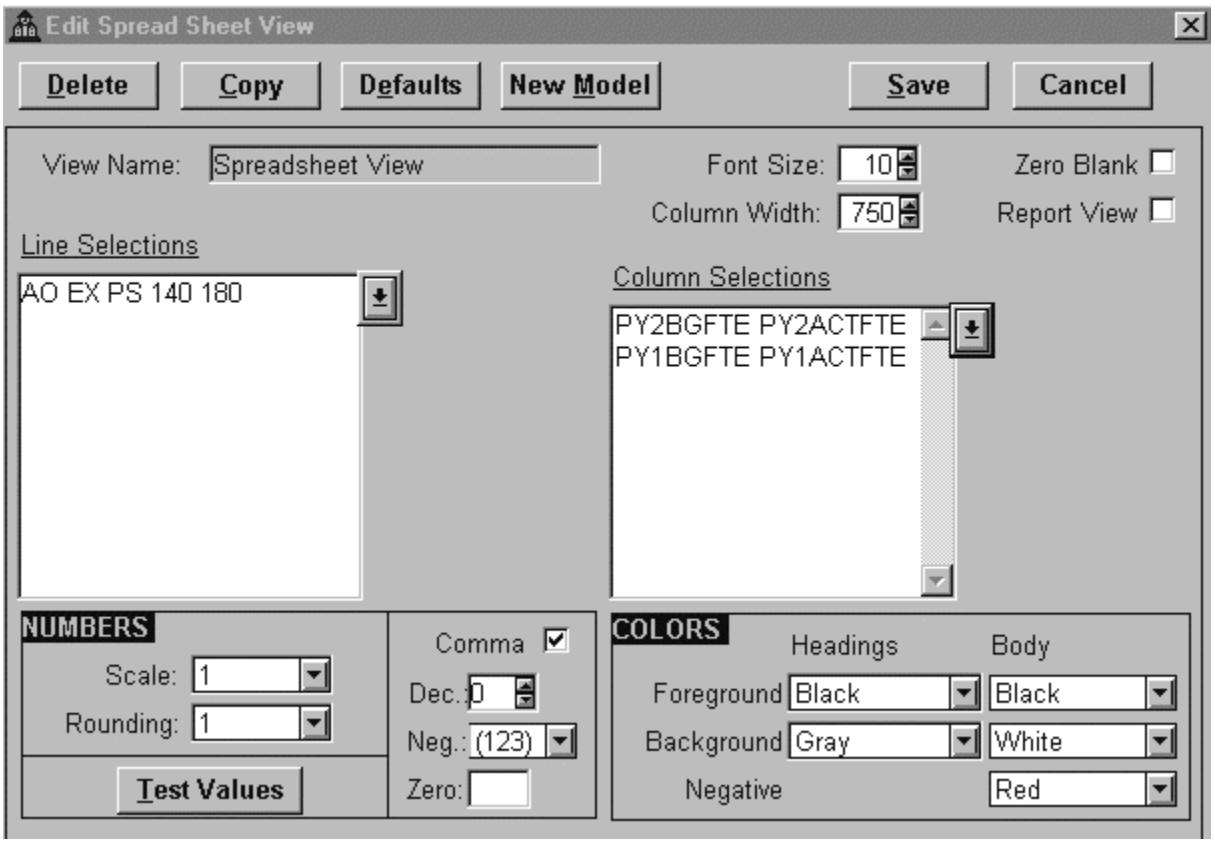
Purpose

Spreadsheet views provide a reporting mechanism for budget analysis and preparation. Within spreadsheet views, a modeling language is available to analyze the impacts of budget changes, inflation or other impacts to the budget. Models are attached to a specific view and are executed whenever a view is executed. Models use the lines and columns specified in the Edit View Coding Instructions screen. The set-up of the spreadsheet view must include any columns or lines needed for the model.

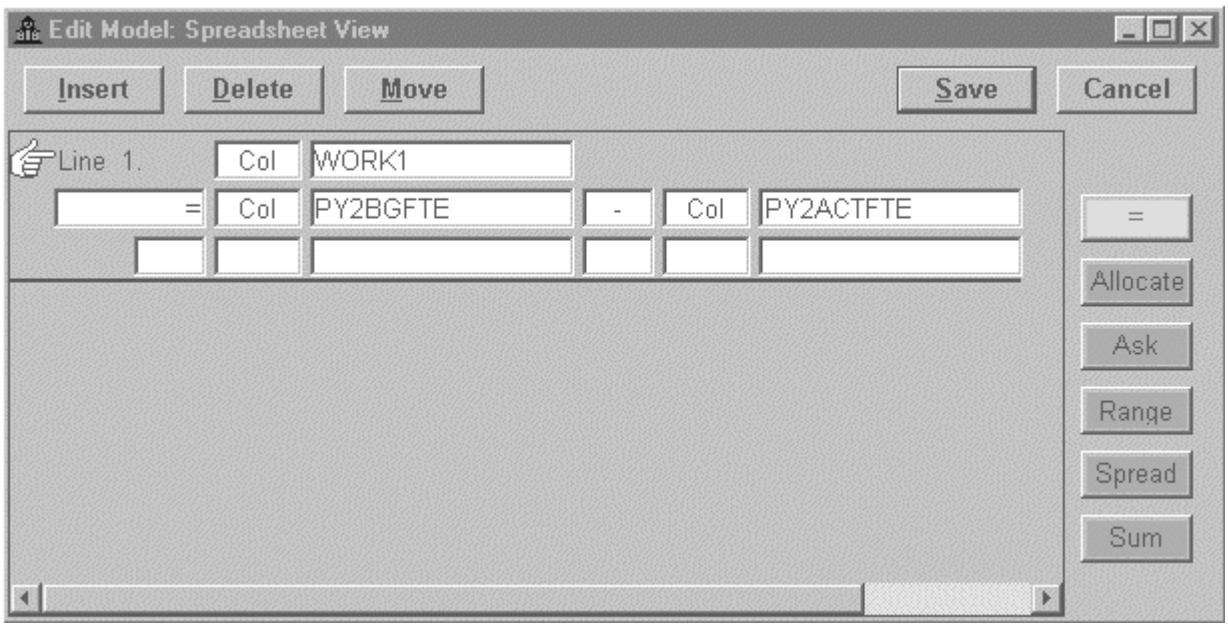
The following provides instructions to create or edit models in a spreadsheet view. Users may only create or edit models in their own spreadsheet views.

Coding Instructions

Edit View



Field Name	Definition
New Model	Click on “New Model” to create a model. If a model currently exists in the spreadsheet view, click on “Edit Model” to edit the model.
Edit Model	



Field Name	Definition
Insert	Used to enter a blank modeling line. To add a line, position the hand symbol next to the Line # where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned. Model commands are executed in sequential order.
Delete	Used to delete a modeling line. To delete a line, position the hand symbol next to the Line # for the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location. To move a line, position the hand symbol next to the Line # that needs to be moved and click on the “Move” button. Then position the hand next to the Line # where the line is to be inserted and right click the mouse.
Save	Saves and closes the Edit Model screen. Click on the Save button to save models.
Cancel	Closes the Edit Model screen without saving changes.

Model Setup

Line #	Type	Field

Command	Type	Field	Function Type	Field
	Type	Field	Function Type	Field

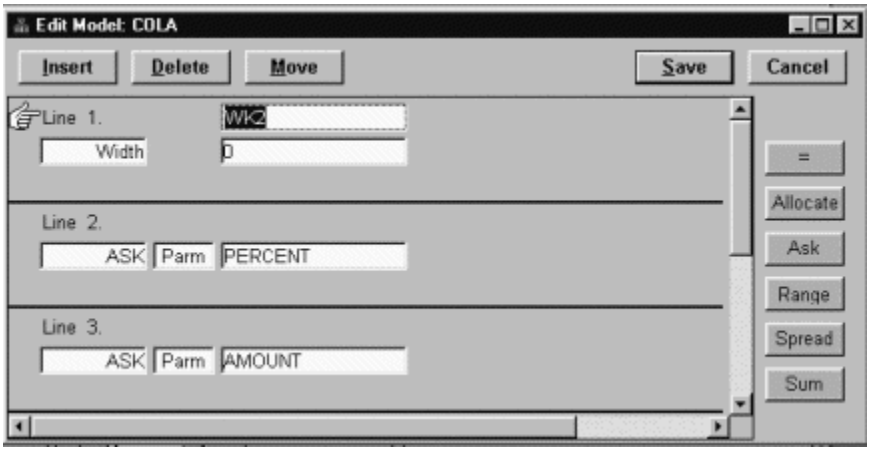
Field Name	Definition
Type	The Type box describes what is included in the Field box immediately following it. A drop-down box displays the valid selections. The available Types include: • Cell • Col (Column) • Line • Parm (Parameter) • Value
Field	The Field box contains the line, column, cell reference, parameters or values that will be used in the execution of the model. Drop-down boxes are not available so users must type the code or value directly into the Field box. If the code for the line or column code is not known, refer to the Edit View Screen and select the drop-down box for the line or column selections. This provides a listing of line and column codes. Ranges of lines or columns may be specified. To include a range of codes, select the first code followed by a dash (-) and then select the last code to be included in the range. Cell references identify a specific cell. The line code followed by a dash (-) and then the column code must be entered. Values can be positive or negative numbers.
Function	The Function box provides the mathematical functions available for modeling. A drop-down box displays the valid selections. The available Functions include: • / (divide) • * (multiple) • + (add)

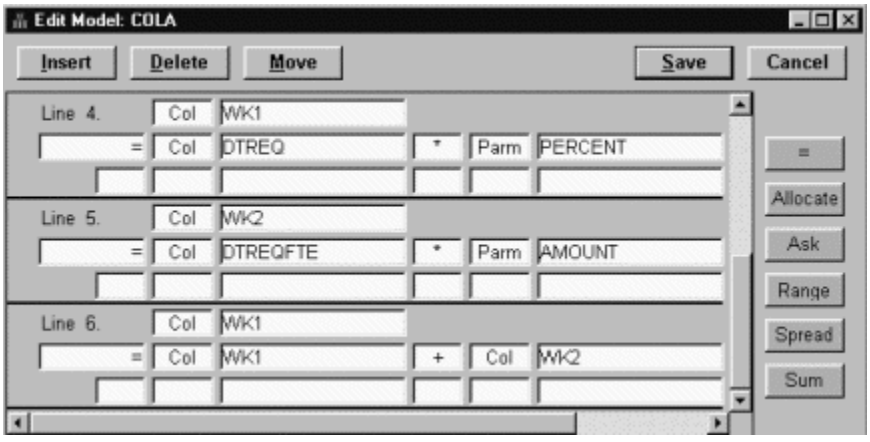
- - (subtract)

Command

The Command box maintains an assortment of modeling commands. Model commands are executed in sequential order. Several workspace columns and lines have been created for the results of the model. The workspace columns are called WK1, WK2, WK3, WK4, TOTALAMT, and TOTALFTE. The workspace lines are called WK1, WK2, WK3, WK4, and TOTAL. Since data in not written to these columns or lines and the models run in sequential order, the workspace columns and lines can be used multiple times. See the following example:

Example





Available Commands

A drop-down box displays the valid modeling selections or click on the applicable selection on the right side of the Edit Model screen. The available Commands include:

= (Equal)

Used to perform calculations.

Line #	Col	Results column			
=	Col	Column name	+	Col	Column name

ALLOCATE

Used to allocate numbers across lines or columns. To use allocate, select the range of columns (or lines) in which the results of the allocation are to appear. Next, select the Allocate command and the column (or line) that is to be allocated. Finally, select the range of columns (or lines) that the distribution is based upon. The following indicates the fields that must be completed.

Line #	Col	Results column			
ALLOCATE	Col	Column to be allocated	Over	Col	Column allocation is based upon

ASK

Used to input a value during execution of the spreadsheet view when prompted by the model. An amount and a percent parameter have been established.

Line #		
ASK	Parm	Use amount or percent

RANGE

Used to set a range of lines or columns. Both a line or column range may be in effect at the same time and once set, will remain in effect until a new range for either lines or columns is specified or the command RANGE = CALL (for all columns) or LALL (for all lines is used). These commands will reset the range to all lines or columns, which is the default.

Line #		
RANGE	Col	Range of columns

SPREAD

Used to distribute the specified data evenly over a given range. To use spread, select the range of columns (or lines) in which the results of the allocation are to appear. Next, select the spread command and the column (or line) that is to be allocated.

Line #	Col	Result column
SPREAD	Col	Column to be spread

SUM

Used to add a large number of lines or columns together.

Line #	Col	Result column
SUM	Col	Range of columns

ATTRIBUTE

Used to add color, change lines, columns or cells to bold or italics, change a column width or the number of decimals displayed in a column. The drop-down box displays the various attributes that may be selected.

Line #		Column
Blue	If	Column > a specified number

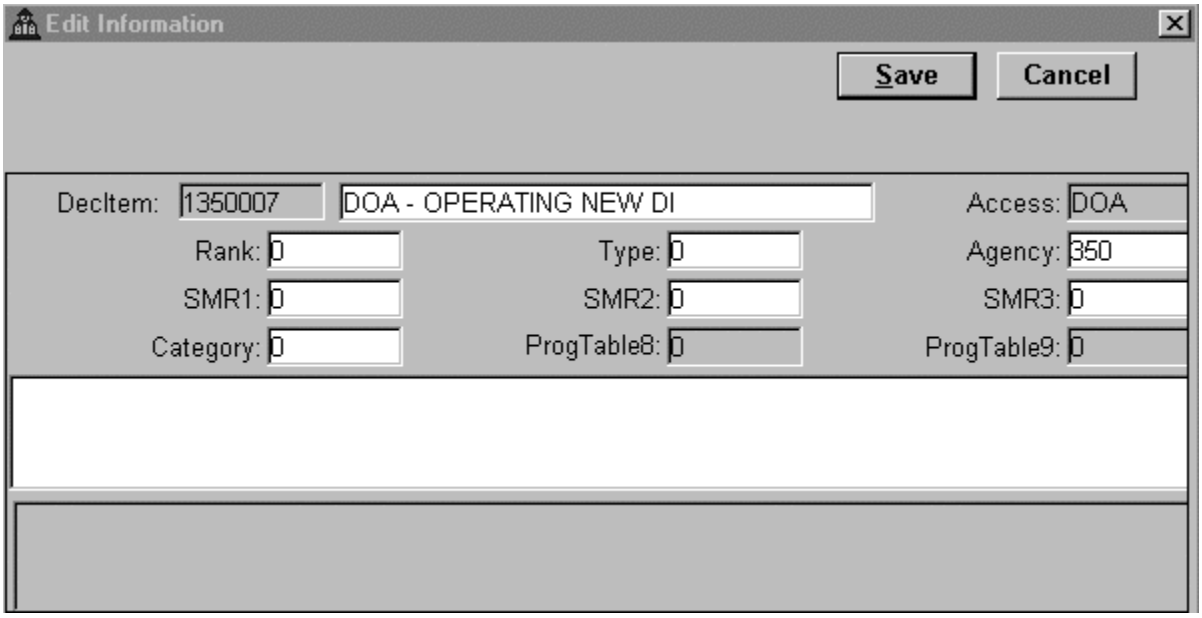
D

Decision Item Information Table

Purpose

The purpose of the decision item information table is to establish the decision item code that will be used on a budget form. See procedures for Establishing a Decision Item Code to determine if the Decision Item Information Table needs to be completed.

Coding Instructions



Field Name	Definition
Dec Item	Displays the decision item code.
Name	Defaults to the generic name for the decision item code. Change the name to a concise description of the decision item. To change the name, highlight the name and type over the existing name. The decision item name must be entered using CAPITAL LETTERS. The description is limited to 30-characters. Do not change the Name on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be identified by the word “STATE” in the Access field.
Access	Displays the security group assigned to the decision item code. Statewide decision item codes can be determined by the word “STATE” in this field.
Rank	Defaults to zero (unassigned). If this is an operating, leasing, capital improvement or supplemental decision item code, select the rank

	associated with this decision item code. If this is a reappropriation decision item code, select zero (unassigned). For operating decision item codes, Rank 1 will be used for core requests and Rank 2 will be used for within grade requests. For leasing decision item codes, Rank 1 will be used for core requests. Do not change the Rank on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be determined by the word "STATE" in the Access field.
Type	Defaults to zero (unassigned). If this is an operating or supplemental decision item code, select the description that best describes the decision item. If none of the selections apply, select zero (unassigned). If this is a leasing, capital improvement or reappropriation decision item code, select zero (unassigned). Do not change the Type on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be determined by the word "STATE" in the Access field.
Agency	Displays the agency code associated with the decision item code.
SMR 1	Defaults to zero (unassigned). Select the Show-Me Result that is most strongly associated with the decision item. If none of the selections apply, select zero (unassigned). Do not change the SMR 1 on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be determined by the word "STATE" in the Access field.
SMR 2	Defaults to zero (unassigned). Select the Show-Me Result that is the next most strongly associated with the decision item. If none of the selections apply, select zero (unassigned). Do not change the SMR 2 on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be determined by the word "STATE" in the Access field.

	Defaults to zero (unassigned). Select the Show-Me Result that is the third most strongly associated with the decision item. If none of the selections apply, select zero (unassigned).
SMR 3	Do not change the SMR 3 on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be determined by the word "STATE" in the Access field.
Category	Defaults to zero (unassigned). Do not change the selection. The Division of Budget and Planning will use this table after budget requests have been submitted to categorize decision items statewide.
Prog Table 8	Displays a zero. This table is not being used.
Prog Table 9	Displays a zero. This table is not being used.
Text Box	Enter a concise explanation of the decision item. The narrative should be very brief. Hold down the Control key and press the enter key to start a new line. The text box is limited to 2,000 characters. Text may be copied and pasted from another application. However, any special formatting will be lost. To copy text, highlight the area to be copied. Hold down the Control key and press C. To paste text, select where the text is to be pasted, hold down the Control key and press V. Do not change the Text Box on statewide decision item codes (i.e. core changes, within-grade, statewide pay plan). Statewide decision item codes can be determined by the word "STATE" in the Access field.

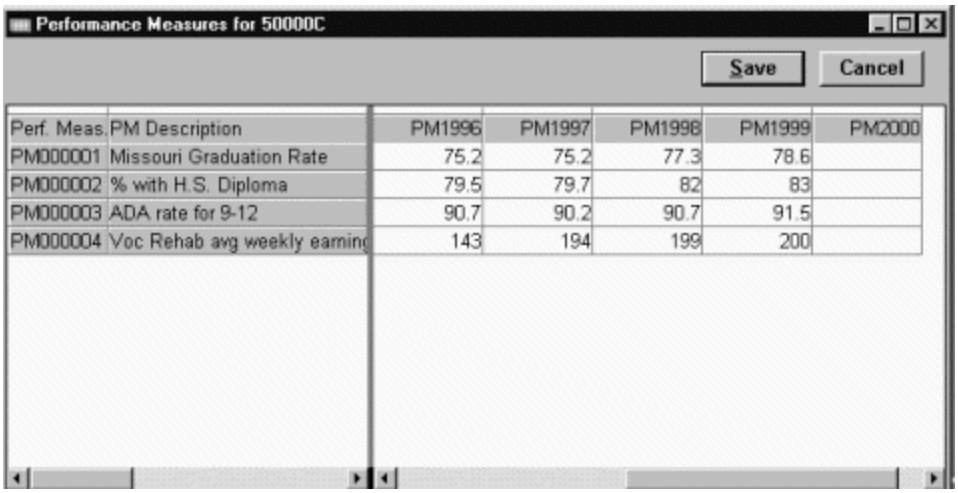
E

Entering Performance Measures

Purpose

Historical and/or projected values for each performance measure may be entered. System security limits the users who may enter data for performance measures.

Coding Instructions



Field Name	Definition
Perf Meas	Displays the number used in assigning the performance measure to the element.
PM Description	Displays the name of the performance measure.
Historical and Projected Columns	Enter the historical or projected values for each performance measure.

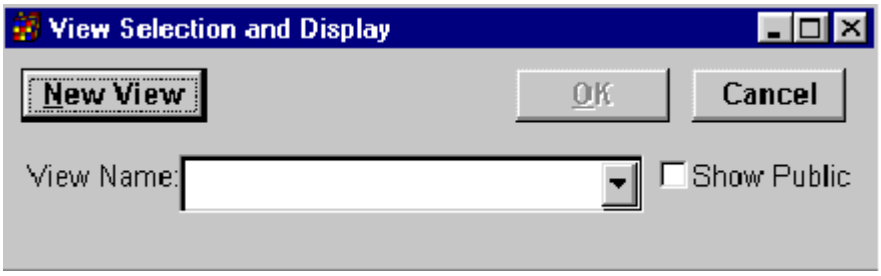
Executing a Spreadsheet View

Purpose

Spreadsheet views provide a reporting mechanism for budget preparation and analysis. The following provides instructions for executing a spreadsheet view. See Creating a Spreadsheet View to create or edit a user defined spreadsheet view.

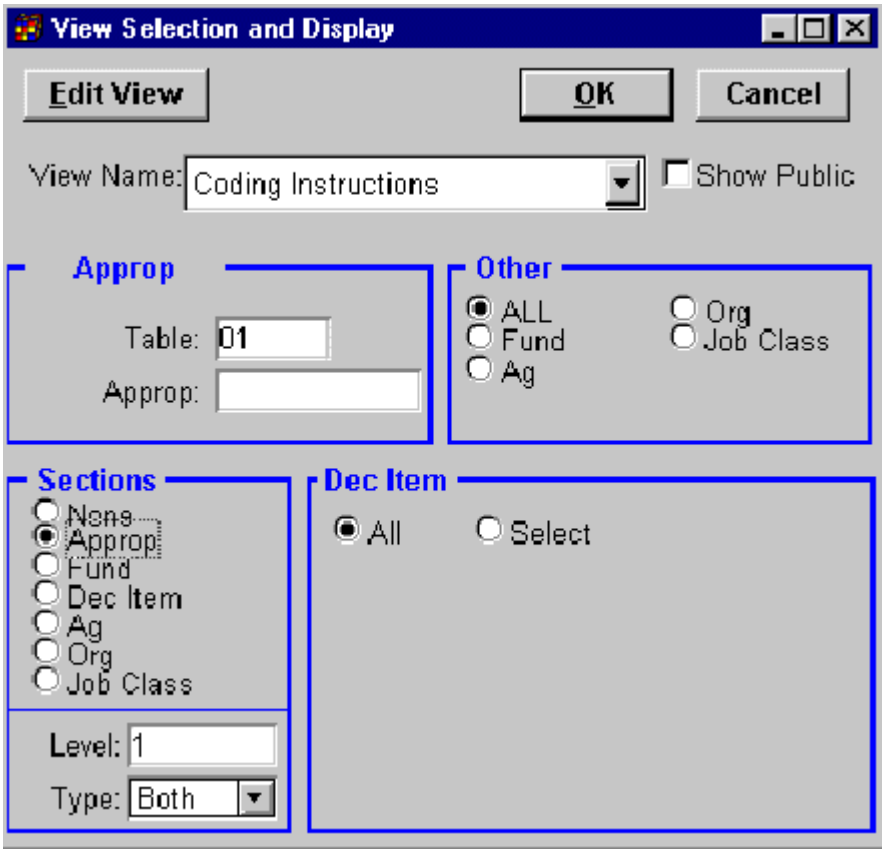
Coding Instructions

View Selection and Display Screen



Field Name	Definition
View Selection and Display Screen	From the BRASS menu screen, select “Spreadsheet Views” or click on the Views icon from the tool bar.
New View	Click on “New View to create a new spreadsheet view. See Creating a Spreadsheet View to create a new spreadsheet view.
OK	Click on “OK” to open an existing spreadsheet view.
Cancel	Click on “Cancel” to exit from the View Selection and Display Screen.
View Name	Select an existing spreadsheet view from the drop-down box. If Show Public is also selected, the drop-down box will display public spreadsheet views created by the System Administrator and any spreadsheet views created by the user. If Show Public is not selected, the drop-down box will display spreadsheet views created by the user.
Show Public	Check “Show Public” to see Public Views created by the System Administrator. Users may only edit their own spreadsheet views.

View Selection and Display Screen



Field Name	Definition
Edit View	From the BRASS menu screen, select “Spreadsheet Views” or click on the Views icon from the tool bar.
New View	Click on “Edit” to modify an existing spreadsheet view created by the user. If this is a public spreadsheet view, the Edit selection is not available. See Creating a Spreadsheet View for more information.
OK	Click on “OK” to execute the spreadsheet view.
Cancel	Click on “Cancel” to exit from the View Selection and Display Screen.
Approp	This box allows the user to determine which data elements to include in the spreadsheet view. Choosing a selection narrows the data presented in the spreadsheet view. Data displayed in the spreadsheet view is limited by a user’s security access. If data is selected outside a user’s security access, the spreadsheet will be blank.

Approp: Table	Defaults to 01 – Regular Appropriations. If the spreadsheet view is for the supplemental bill, select the 02 – Supplemental Appropriations. If the spreadsheet view is for reappropriation bills, select the 03 – Reappropriations. The Budget Preparation System Administrator will create the Supplemental Appropriations and the Reappropriations hierarchy during the Governor's recommendation stage of the budget process.
Approp: Approp	Defaults to the appropriation code last selected for the spreadsheet view. The drop-down box displays all Approp codes within the user's security access, the level for the Approp code, if the Approp code is consolidating or non-consolidating, and name for the Approp code. Select the Approp code to be included in the spreadsheet view from the drop-down box. A consolidating or non-consolidating Approp code may be selected from the drop-down box. If a consolidating Approp code is selected, the spreadsheet view will display data for the consolidating Approp code and all its lower level codes. When running a public spreadsheet view, it is possible that the default Approp selection is outside the user's security access. If the spreadsheet view is ran, the user will receive an error and the spreadsheet view must be reopened. To avoid this problem, always select an Approp code within the user's security access from the drop-down box before executing the spreadsheet view.
Other	This box allows the user to determine which data elements to include in the spreadsheet view. Choosing a selection narrows the data presented in the spreadsheet view. Data displayed in the spreadsheet view is limited by a user's security access. If data is selected outside a user's security access, the spreadsheet view will be blank. Users may limit the spreadsheet view by Ag Org, Fund, or Job Class.
Other: All	Defaults to All. The spreadsheet view will aggregate the data for all the associated Ag Org, Fund and Job Class codes.
Other: Ag Org	If the spreadsheet view should be limited by Ag Org, click on the Ag Org radio button. A selection box will appear for Ag Org. The drop-down box displays all Ag Org codes, the level for the Ag Org code, if

	the Ag Org code is consolidating or non-consolidating, and the name of the Ag Org code.
	Select the Ag Org code to be included in the spreadsheet view from the drop-down box. A consolidating or non-consolidating Ag Org code may be selected from the drop-down box. If a consolidating Ag Org code is selected, the spreadsheet view will display data for the consolidating Ag Org code and all its lower level codes.
Other: Fund	If the spreadsheet view should be limited by Fund, click on the Fund radio button. A selection box will appear for Fund. The drop-down box displays all Fund codes, the level for the Fund code, if the Fund code is consolidating or non-consolidating, and the name of the Fund code.
	Select the Fund code to be included in the spreadsheet view from the drop-down box. A consolidating or non-consolidating Fund code may be selected from the drop-down box. If a consolidating Fund code is selected, the spreadsheet view will display data for the consolidating Fund code and all its lower level codes.
Other: Job Class	If the spreadsheet view should be limited by Job Class, click on the Job Class radio button. A selection box will appear for Job Class. The drop-down box displays all Job Class codes, the level for the Job Class code, if the Job Class code is consolidating or non-consolidating, and the name of the Job Class code.
	Select the Job Class code to be included in the spreadsheet view from the drop-down box. A consolidating or non-consolidating Job Class code may be selected from the drop-down box. If a consolidating Job Class code is selected, the spreadsheet view will display data for the consolidating Job Class code and all its lower level codes.
Sections	This box allows the user to determine how the data elements included in the spreadsheet view are displayed. Choosing a selection narrows the data presented in the spreadsheet view. Data displayed in the spreadsheet view is limited by a user's security access. If data is selected outside a user's security access, the tabs

	for those selections will be blank on the spreadsheet view. Users may section data by Approp, Fund, Dec Item, Ag Org, or Job Class. If this is a public view and a section option is chosen, tabs will appear on the spreadsheet view for the selected sections. Tabs will be displayed for every element that the data is sectioned by. If there is no data for an element, a blank tab will appear. If this is a user created view and a section option is chosen, the spreadsheet view may contain tabs or it may be in a report format for the selected sections. See Creating a View for more information. Sections should only be used if data is limited for the spreadsheet view by selecting an option in the Dec Item and Other selections to filter the data.
Sections: None	Defaults to None. The spreadsheet view will aggregate the data for all the associated Approp, Fund, Dec Item, Ag Org, or Job Class codes. Due to the large amount of data, always select None if the Dec Item and Other selections are ALL.
Sections: Approp	If the spreadsheet view should be sectioned by Approp, click on the Approp radio button. Two selection boxes will appear for Approp. The Level drop-down box displays the available levels for the Approp hierarchy. Select a level from the drop-down box. The level chosen will section the data by that level in the spreadsheet view. The Type drop-down box allows users to select if consolidating codes and/or non-consolidation codes, will be display on the spreadsheet view. Select a type from the drop down box. The type chosen will aggregate the data for that choice in the spreadsheet view.
Sections: Fund	If the spreadsheet view should be sectioned by Fund, click on the Fund radio button. Two selection boxes will appear for Fund. The Level drop-down box displays the available levels for the Fund hierarchy. Select a level from the drop-down box. The level chosen will section the data by that level in the spreadsheet view. The Type drop-down box allows users to select if consolidating codes and/or non-consolidation codes, will be display on the spreadsheet view.

	Select a type from the drop down box. The type chosen will aggregate the data for that choice in the spreadsheet view.
Sections: Dec Item	If the spreadsheet view should be sectioned by Dec Item, click on the Dec Item radio button. A selection box will appear for Dec Item. The Table drop-down box displays the background tables associated with the Dec Item code. If a Table is not selected, the spreadsheet view displays each decision item. If a background Table is selected, the spreadsheet view displays each code defined for that table.
Sections: Ag Org	If the spreadsheet view should be sectioned by Ag Org, click on the Ag Org radio button. Two selection boxes will appear for Ag Org. The Level drop-down box displays the available levels for the Ag Org hierarchy. Select a level from the drop-down box. The level chosen will section the data by that level in the spreadsheet view. The Type drop-down box allows users to select if consolidating codes and/or non-consolidation codes, will be display on the spreadsheet view. Select a type from the drop down box. The type chosen will aggregate the data for that choice in the spreadsheet view.
Sections: Job Class	If the spreadsheet view should be sectioned by Job Class, click on the Job Class radio button. Two selection boxes will appear for Job Class. The Level drop-down box displays the available levels for the Job Class hierarchy. Select a level from the drop-down box. The level chosen will section the data by that level in the spreadsheet view. The Type drop-down box allows users to select if consolidating codes and/or non-consolidation codes, will be display on the spreadsheet view. Select a type from the drop down box. The type chosen will aggregate the data for that choice in the spreadsheet view.
Dec Item	This box allows the user to determine which Dec Item codes to include in the spreadsheet view. Data displayed in the spreadsheet view is limited by a user's security access.
Dec Item: All	Defaults to All. The spreadsheet view will aggregate the data for all the decision item codes.

Dec Item: Select	If the spreadsheet view should limit the decision item codes, click on the Select radio button. Two selection boxes will appear for Dec Item. The selections for the spreadsheet view may be for the Dec Item background tables or for Dec Item codes. Reporting on Background Tables The first box displays the background tables associated with Dec Item. Select a background table. Users may choose to include all of the background tables codes or only selected codes. If all background table codes should be included in the spreadsheet view, leave the classification box blank. If only selected background table codes should be included in the spreadsheet view, select the desired codes in the classification box. One code, a series of codes or a range of codes may be selected. To include a range of codes, select the first code followed by a dash (-) and then select the last code to be included in the range. Reporting on Dec Item Codes Leave the first box blank. Select the desired Dec Item codes from the drop-down box. One Dec Item code, a series of Dec Item codes or a range of Dec Item codes may be selected. To include a range of Dec Item codes, select the first Dec Item code followed by a dash (-) and then select the last Dec Item code to be included in the range.

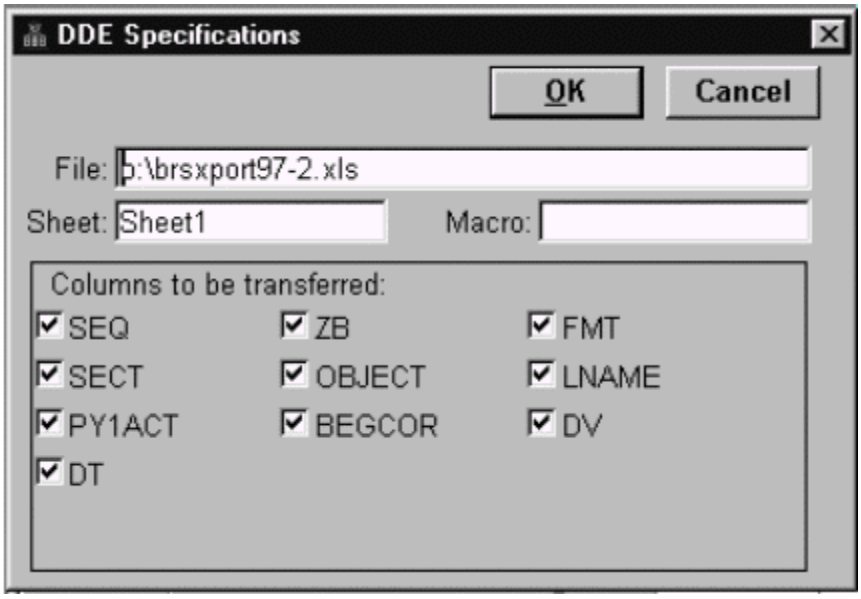
Exporting a Spreadsheet View

Purpose

Data from a spreadsheet view can be electronically transferred to Excel. The spreadsheet view must be set-up as a Report View to export the entire file. In Standard Views, only the active tab will be exported. Once the view has been executed, select File: Dynamic Data Exchange Excel. If Excel runs from a network drive, Excel must be open first to avoid an error.

Coding Instructions

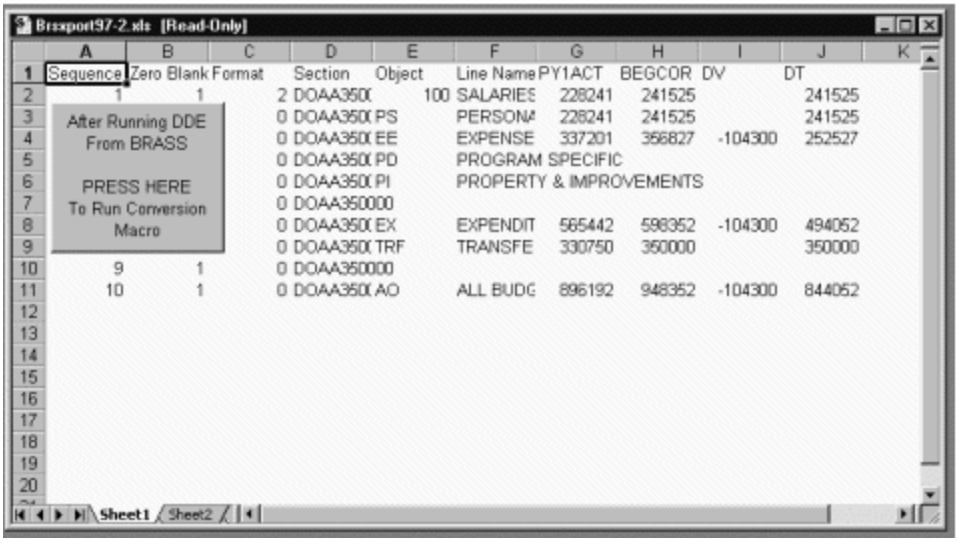
DDE Specifications Screen



Field Name	Definition
File	Displays the name of the export file. An export file has been loaded to the default directory. Do not change the information in this field.
Columns to be Transferred	Select the columns that should be exported. To include a column in the export, check the applicable box next to the column name. To exclude a column in the export, un-check the applicable box next to the column name.
OK	Click on “OK” to export the spreadsheet view. The following warning message may appear:



Field Name	Definition
	Select Yes to continue. The Conversion Macro Screen will appear next.



Field Name	Definition
	Single Click on the “Big Button” to execute the macro. A dialog box will prompt the user for a Title, Subtitle and formats. Enter this information and select OK. The user will be prompted to save the file. After saving the file, users may print the file or use it like any other Excel spreadsheet.
Cancel	Click on “Cancel” to exit without exporting the spreadsheet view.

L

Leasing-Core Changes Budget Form

Purpose

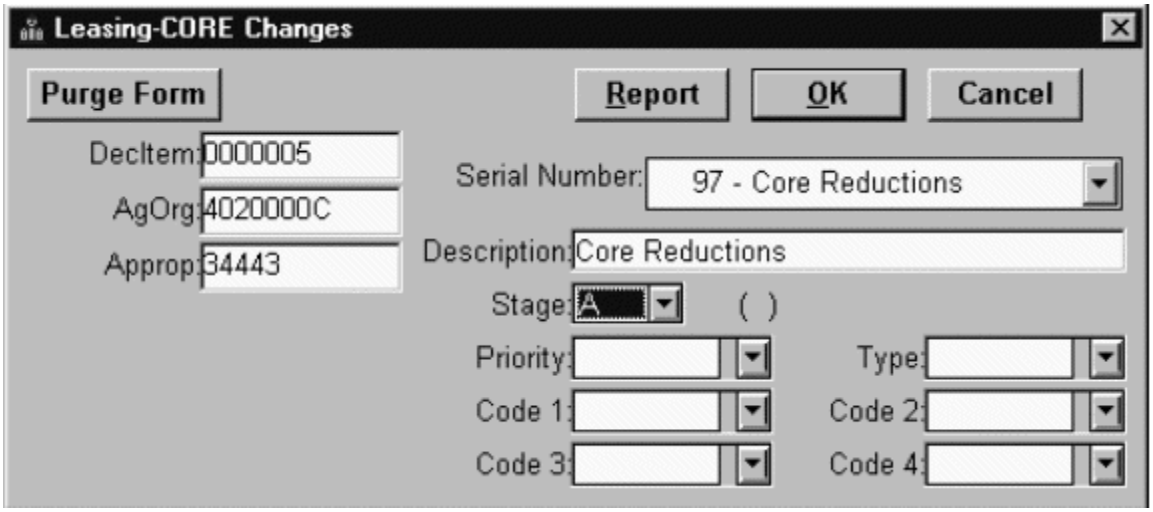
This budget form is used to request and recommend changes to leasing core budgets. Core changes include transfers in, one-time expenditure reductions, transfers out, core reductions and core reallocations.

Coding Instructions

Field Name	Definition

Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “Leasing-CORE Changes” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes for leasing core changes will start with six zeroes followed by a specific digit for each kind of core change. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen.
Dec Item	If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit leasing agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

Ag Org

If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Approp

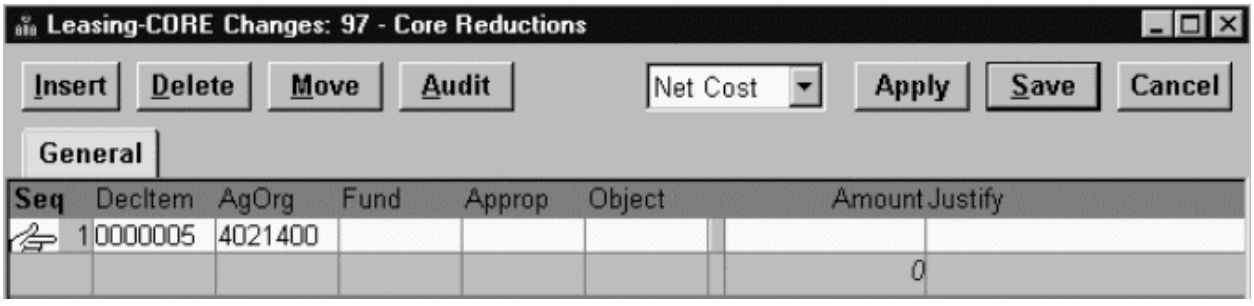
Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.

If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.

Serial Number Box	If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box. If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. When entering core change descriptions, be sure to make them unique enough to facilitate finding the correct budget form in subsequent stages. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access.

	If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	Definition
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains

	open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying "Discard changes?". Click on "No" to remain in the budget form. Click on "Yes" to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the leasing agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.

Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box.
Amount	Enter the *increased or decreased amount* being requested or recommended for this core change. Do not enter cents.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, and Object codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

Leasing-New Decison Item Budget Form

Purpose

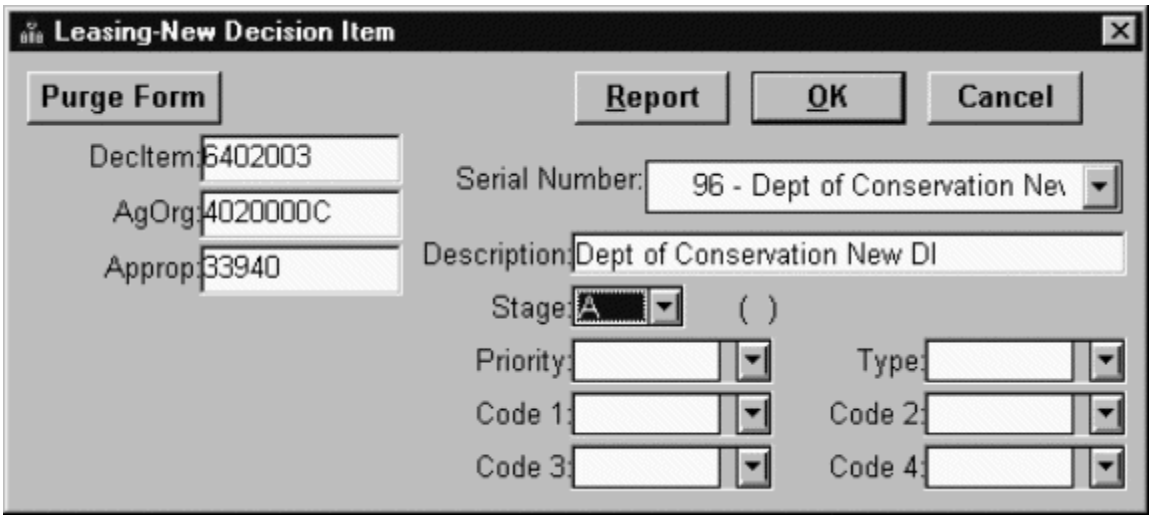
This budget form is used to request and recommend funding for new leasing budget decision items.

Coding Instructions

Field Name	**Definition**
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “Leasing-New Decision

Item" budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



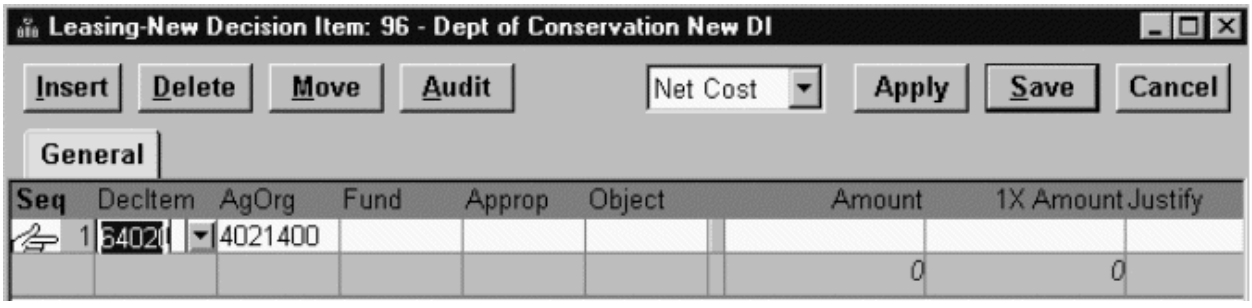
Field Name	Definition
	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All new leasing budget Dec Item codes will start with the number "6" followed by the three-digit leasing agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access.
Dec Item	If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

	If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit leasing agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.
	If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.
Ag Org	If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.
	If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.
Approp	If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.

Serial Number Box	If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box. If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access.

	If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	Definition
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains

	open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the leasing agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.

Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box. If budget object class code 580 for Office Equipment is selected, a Detail Box will appear at the bottom of the budget form. DETAIL BOX INSTRUCTIONS: Seq: Displays a sequential number for each line in the Detail Box. Click under Seq in the Detail box to activate the detail box. Posting Col: Displays the names of two possible columns where amounts could be entered. A separate line is required for entering one-time amounts. Select the “Amount” column for entering the total amount requested for this item. Select the “1X Amount” column for entering the one-time amount for this budget object class. Item: Select the appropriate item as described in the drop-down box. If the item being requested is not in the drop-down box, select “Other”. If one-time amounts are being entered, select the “One-Time Expenditures” option. Description: Displays a description of the item selected. If “Other” is selected, enter a description for the item. Qty: Enter the quantity requested. If the “One-Time Expenditures” option is selected, enter a quantity of one. Price: Displays the default price of the item. The default amount may be overridden by entering a different amount for the item in this field. If “Other” is selected, enter the amount for the item. If “One-

	Time Expenditures" is selected, enter a negative sign and then the total one-time amount. One-time amounts must be entered as negative numbers. Total : Displays the calculated amount for the item based upon the quantity and price. Since this field is gray, the amount may not be changed. The quantity or price must be changed for the amount to change. Use the Insert, Delete and Move buttons located at the top left of the budget form to insert, delete or move lines. See "Insert", "Delete" and "Move" definitions for further information. To exit the detail box, click on any cell on the budget form except the line where that data is being entered.
Detail Box Indicator	Displays if a Detail Box has been used with a budget object class. If a Detail Box has been used, an "F" is displayed in the narrow gray column following the object column. Otherwise this field is empty.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents. If the amount field is gray, the amounts were previously entered through a Detail Box. See "Object" definition on how to change the amount.
1X Amount	Enter a negative sign and then the one-time amount being requested or recommended for this line. One-time amounts must be entered as a negative number. Do not enter cents. If the amount field is gray, the amounts were previously entered through a Detail Box. See "Object" definition on how to change the amount.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, and Object codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute.

To reorder the data to its original input order, click on the Seq field name.

Leasing-Reappropriation Budget Form

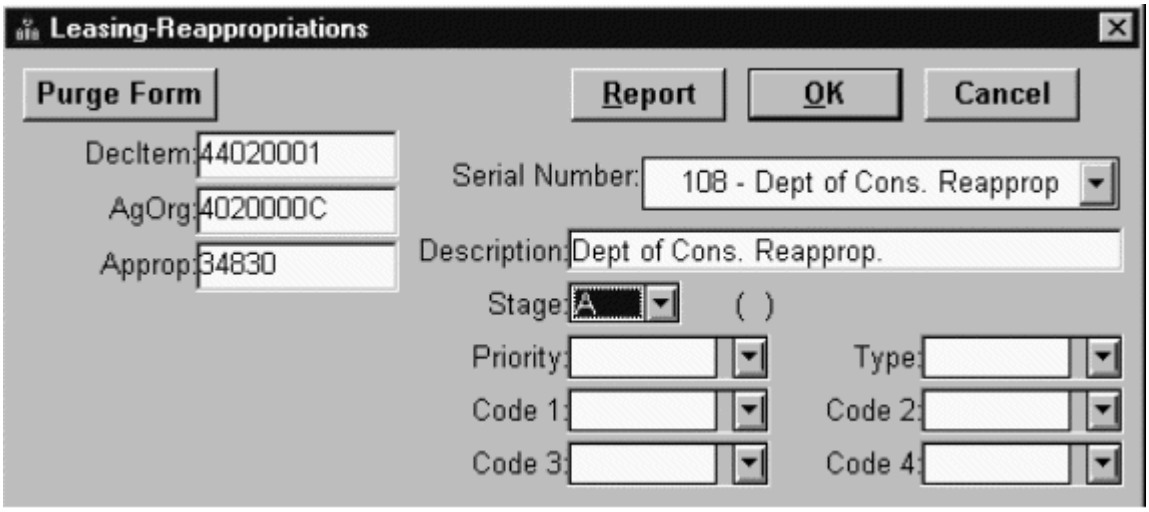
Purpose

This budget form is used to request and recommend funding for leasing reappropriation decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open an “Leasing-Reappropriation” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All leasing reappropriation budget Dec Item codes will start with the number “4” followed by the three-digit leasing agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for

more information. System security limits the drop-down box menu to those Dec Item codes that the user may access.

If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen.

If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit leasing agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

Ag Org

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.

If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.

Approp

If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created.

Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.

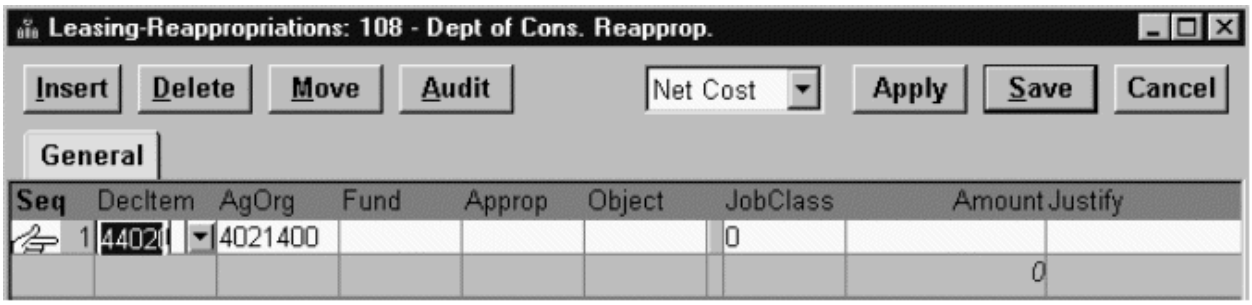
Serial Number Box

If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name.

	If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used.

	• Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit

	Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.

Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the leasing agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, and Object codes. These subtotals are displayed by clicking on the data attribute field name at the top of

the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute.

To reorder the data to its original input order, click on the Seq field name.

Leasing-Supplemental Budget Form

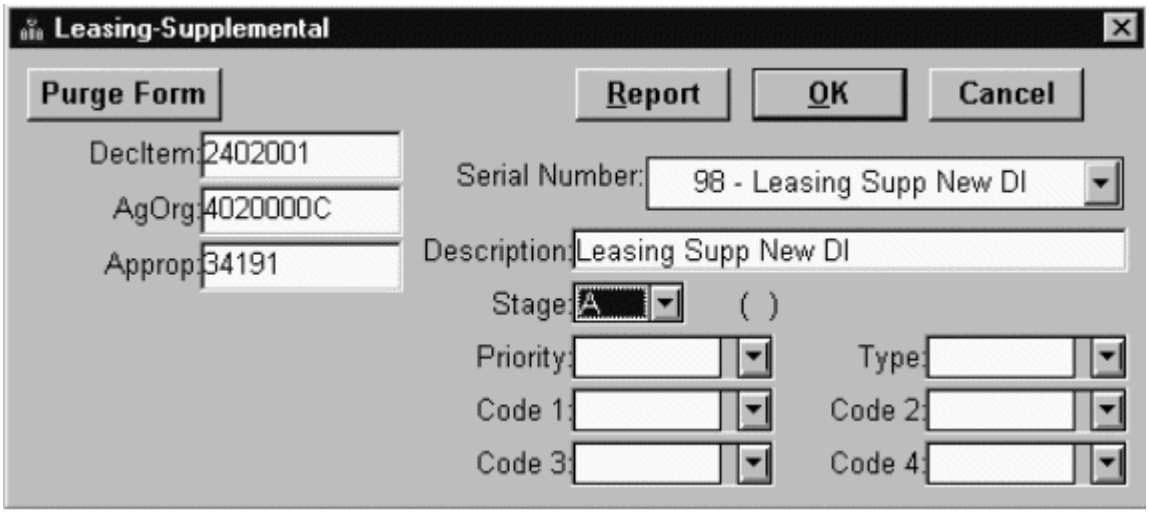
Purpose

This budget form is used to request and recommend funding for supplemental leasing budget decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select "Budget Forms" or click on the Forms icon from the tool bar. Open a "Leasing-Supplemental" budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All supplemental leasing budget Dec Item codes will start with the number "2" followed by

the three-digit leasing agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access.

If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen.

If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Ag Org

Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit leasing agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

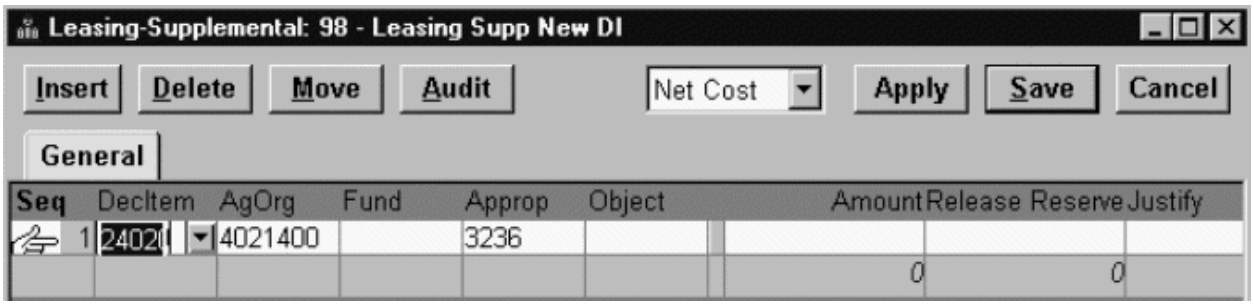
If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

	If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.
	If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.
Approp	If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box.
	If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created.
	Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name.

	If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used.

	• Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit

	Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.

Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the leasing agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box. If budget object class code 580 for Office Equipment are selected, a Detail Box will appear at the bottom of the budget form. DETAIL BOX INSTRUCTIONS: Seq: Displays a sequential number for each line in the Detail Box. Click under Seq in the Detail box to activate the detail box. Posting Col: Displays the names of two possible columns where amounts could be entered. A separate line is required for entering one-time amounts.

	Select the “Amount” column for entering the total amount requested for this item. Do not use the “Release Reserve” column. Item: Select the appropriate item as described in the drop-down box. If the item being requested is not in the drop-down box, select “Other”. Description: Displays a description of the item selected. If “Other” is selected, enter a description for the item. Qty: Enter the quantity requested. Price: Displays the default price of the item. The default amount may be overridden by entering a different amount for the item in this field. If “Other” is selected, enter the amount for the item. Total: Displays the calculated amount for the item based upon the quantity and price. Since this field is gray, the amount may not be changed. The quantity or price must be changed for the amount to change. Use the Insert, Delete and Move buttons located at the top left of the budget form to insert, delete or move lines. See “Insert”, “Delete” and “Move” definitions for further information. To exit the detail box, click on any cell on the budget form except the line where that data is being entered.
Detail Box Indicator	Displays if a Detail Box has been used with a budget object class. If a Detail Box has been used, an “F” is displayed in the narrow gray column following the object column. Otherwise this field is empty.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents. If the amount field is gray, the amounts were previously entered through a Detail Box. See “Object” definition on how to change the amount.
Release Reserve	Leave Blank. The Division of Budget and Planning uses this field to enter recommendations for the release of Governor’s reserve.
Justify	Used to enter optional information.

Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, and Object codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

O

Operating-Core Changes Budget Form

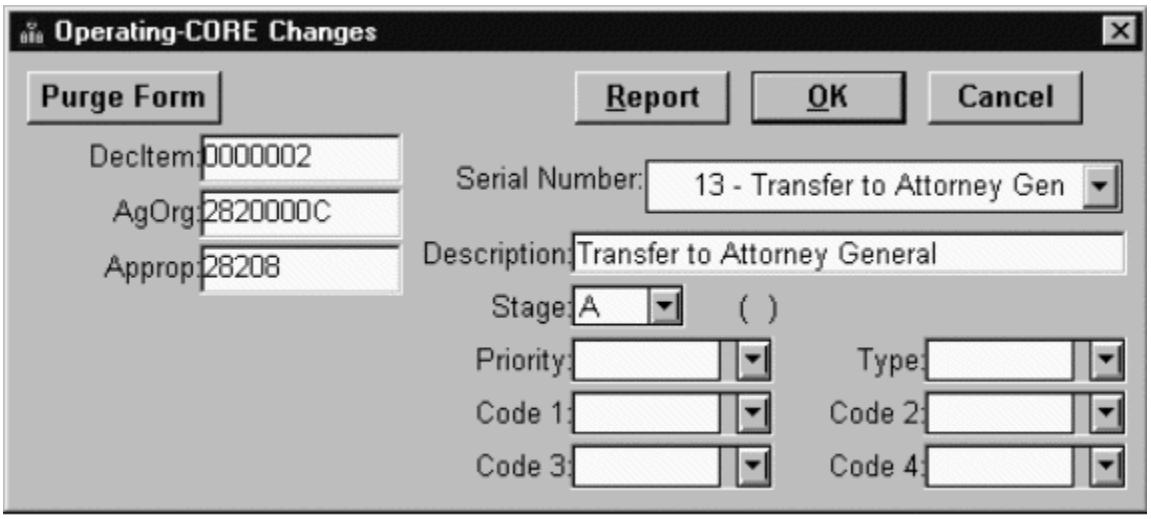
Purpose

This budget form is used to request and recommend changes to operating core budgets. Core changes include transfers in, one-time expenditure reductions, transfers out, core reductions and core reallocations.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open an “Operating-CORE Changes” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes for operating core changes will start with six zeroes followed by a specific digit for each kind of core change. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating

organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Approp

Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.

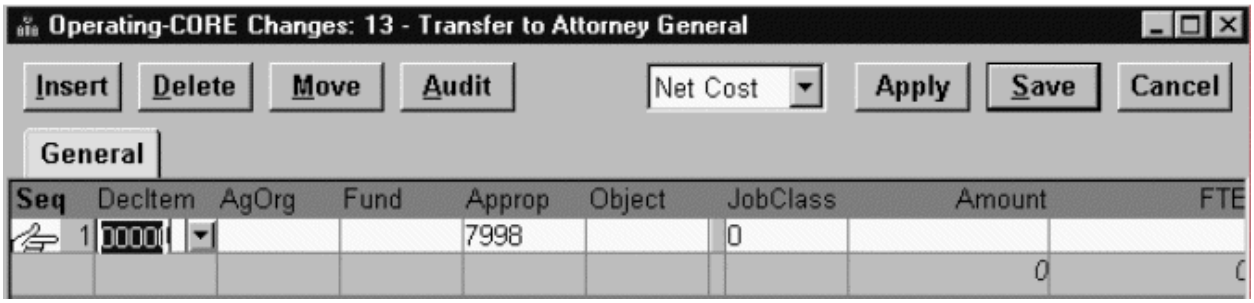
If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.

If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

	If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. When entering core change descriptions, be sure to make them unique enough to facilitate finding the correct budget form in subsequent stages. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.

Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.

Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The

	Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.

Object	Select the code for the applicable budget object class from the drop-down box.
Amount	Enter the *increased or decreased amount* being requested or recommended for this core change. Do not enter cents.
FTE	Enter the *increase or decrease* in the number of full-time equivilent staff being requested or recommended for this core change. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Justify	Used to enter optional information.
Total Line	Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

Operating-New Decision Item Budget Form

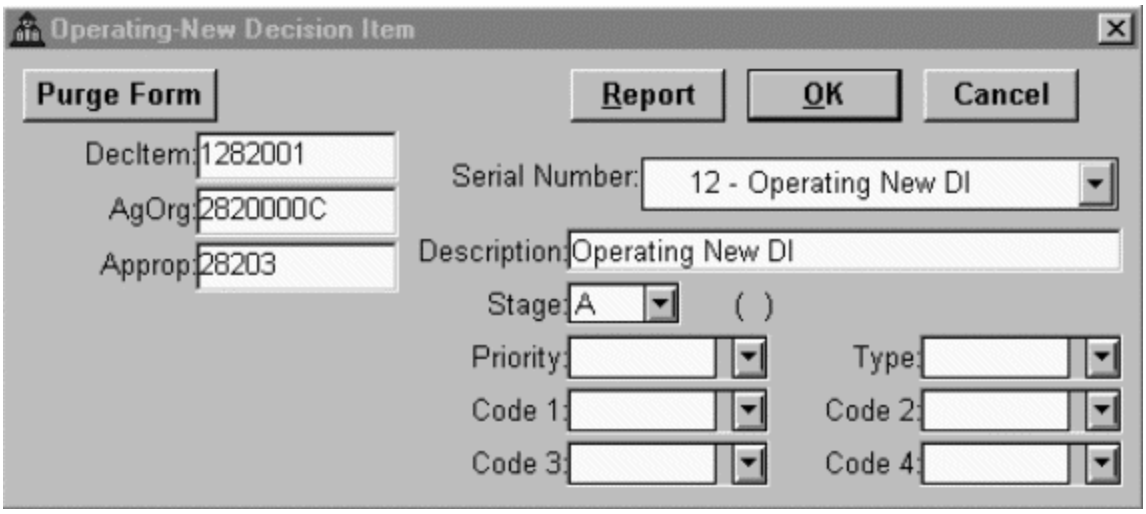
Purpose

This budget form is used to request and recommend funding for new operating budget decision items except for within-grade requests.

Coding Instructions

Field Name	**Definition**
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open an “Operating-New Decision Item” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



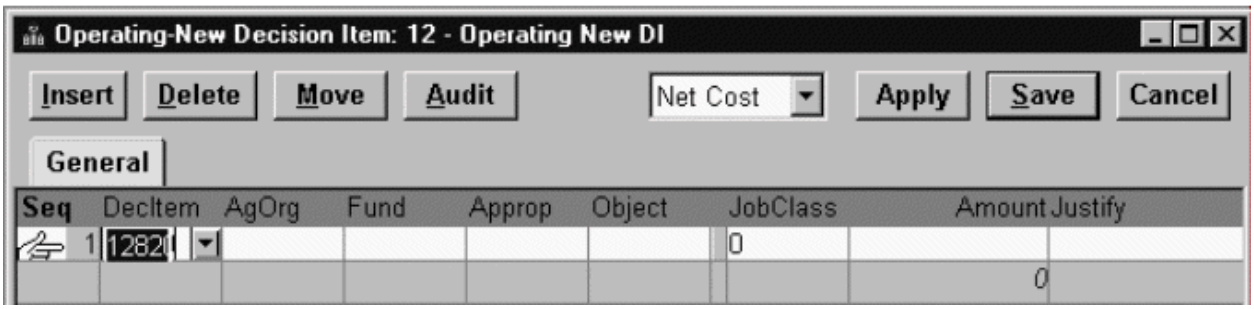
Field Name	Definition
	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All new operating budget Dec Item codes will start with the number "1" followed by the three-digit operating agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen.
Dec Item	If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access. If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen. If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access. If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code

	and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.

Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**

Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains

	open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying "Discard changes?". Click on "No" to remain in the budget form. Click on "Yes" to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.

Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box. If budget object class codes 560 for Motorized Equipment and 580 for Office Equipment are selected, a Detail Box will appear at the bottom of the budget form. DETAIL BOX INSTRUCTIONS: Seq: Displays a sequential number for each line in the Detail Box. Click under Seq in the Detail box to activate the detail box. Posting Col: Displays the names of four possible columns where amounts could be entered. A separate line is required for entering one-time amounts. Select the “Amount” column for entering the total amount requested for this item. Do not use the “FTE” column since this budget object class is for expense and equipment. Select the “1X Amount” column for entering the one-time amount for this budget object class. Do not use “1X FTE” column since this budget object class is for expense and equipment. Item: Select the appropriate item as described in the drop-down box. If the item being requested is not in the drop-down box, select “Other”. If one-time amounts are being entered, select the “One-Time Expenditures” option.

	Description: Displays a description of the item selected. If “Other” is selected, enter a description for the item. Qty: Enter the quantity requested. If the “One-Time Expenditures” option is selected, enter a quantity of one. Price: Displays the default price of the item. The default amount may be overridden by entering a different amount for the item in this field. If “Other” is selected, enter the amount for the item. If “One-Time Expenditures” is selected, enter a negative sign and then the total one-time amount. One-time amounts must be entered as negative numbers. Total: Displays the calculated amount for the item based upon the quantity and price. Since this field is gray, the amount may not be changed. The quantity or price must be changed for the amount to change. Use the Insert, Delete and Move buttons located at the top left of the budget form to insert, delete or move lines. See “Insert”, “Delete” and “Move” definitions for further information. To exit the detail box, click on any cell on the budget form except the line where that data is being entered.
Detail Box Indicator	Displays if a Detail Box has been used with a budget object class. If a Detail Box has been used, an “F” is displayed in the narrow gray column following the object column. Otherwise this field is empty.
Job Class	Defaults to zero. If the salaries and wages budget object class and FTE are being requested or recommended, a selection of a job class is required. Select the code for the applicable job class from the drop-down box. The job classes are organized alphabetically by UCP titles and then alphabetically by Department for Non-UCP titles.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents. If the amount field is gray, the amounts were previously entered through a Detail Box. See "Object" definition on how to change the amount.

FTE	Enter the number of full-time equivalent staff being requested or recommended for this line. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
1X Amount	Enter a negative sign and then the one-time amount being requested or recommended for this line. One-time amounts must be entered as a negative number. Do not enter cents. If the amount field is gray, the amounts were previously entered through a Detail Box. See "Object" definition on how to change the amount.
1X FTE	Enter a negative sign and then the number of one-time full-time equivalent staff being requested or recommended for this line. One-time amounts must be entered as a negative number. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

Operating-Reappropriation Budget Form

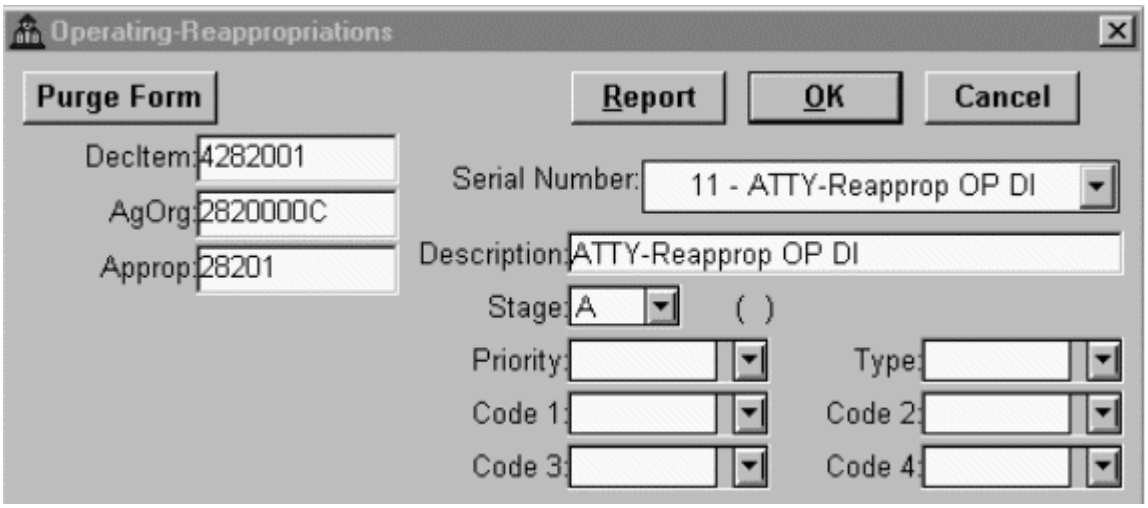
Purpose

This budget form is used to request and recommend funding for operating reappropriation decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open an “Operating-Reappropriation” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



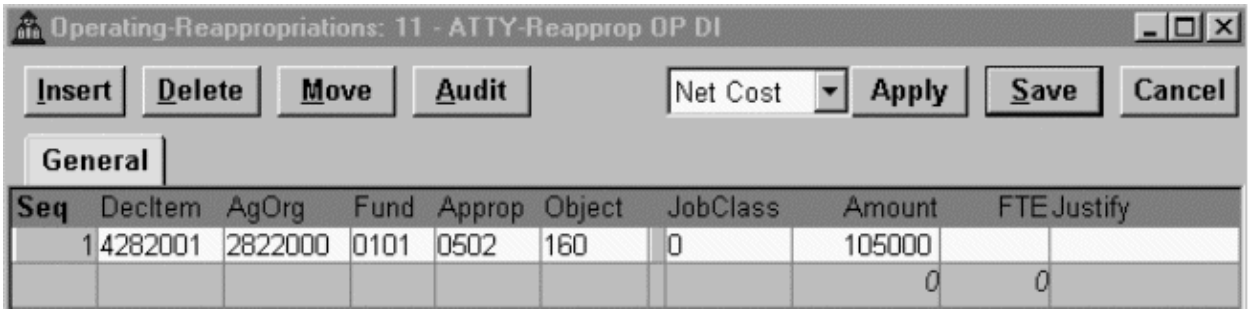
Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec Item codes will be specific to each agency. All operating reappropriation budget Dec Item codes will start with the number “4” followed by the three-digit operating agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org

	code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access. If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen. If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.

	If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created.
Serial Number Box	Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box. If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for

	a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	Definition
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form,

	Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.

Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box.
Job Class	Defaults to zero. If the salaries and wages budget object class and FTE are being requested or recommended, a selection of a job class is required. Select the code for the applicable job class from the drop-down box. The job classes are organized alphabetically by UCP titles and then alphabetically by Department for Non-UCP titles.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents.
FTE	Enter the number of full-time equivalent staff being requested or recommended for this line. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These

subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute.

To reorder the data to its original input order, click on the Seq field name.

Operating-Supplemental Budget Form

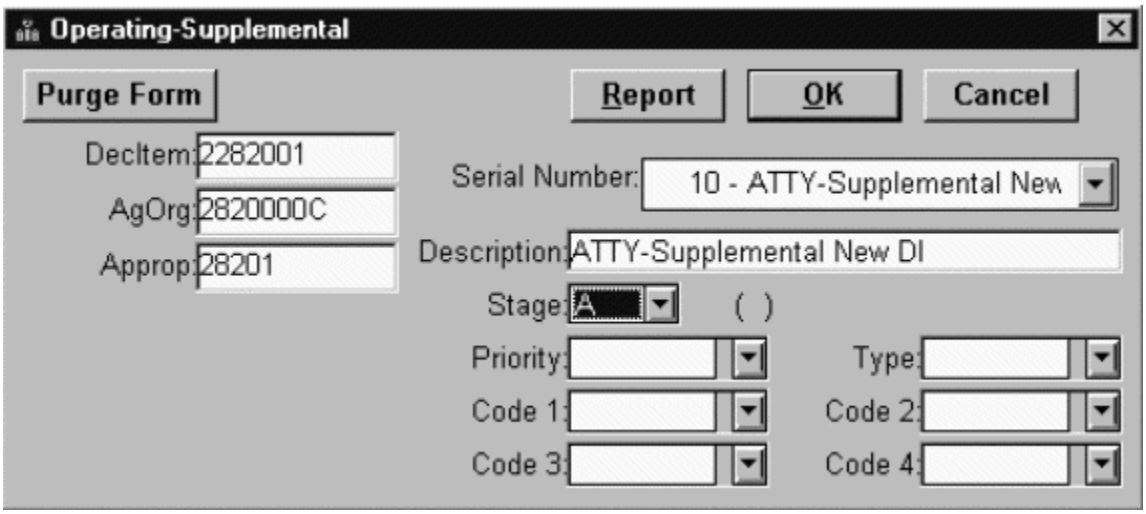
Purpose

This budget form is used to request and recommend funding for supplemental operating decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open an “Operating-Supplemental” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
Dec Item	Select the appropriate Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. Dec

Item codes will be specific to each agency. All operating supplemental Dec Item codes will start with the number “2” followed by the three-digit operating agency code and a three-digit sequential number. Refer to Establishing a Decision Item Code for more information. System security limits the drop-down box menu to those Dec Item codes that the user may access.

If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen.

If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

Ag Org

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

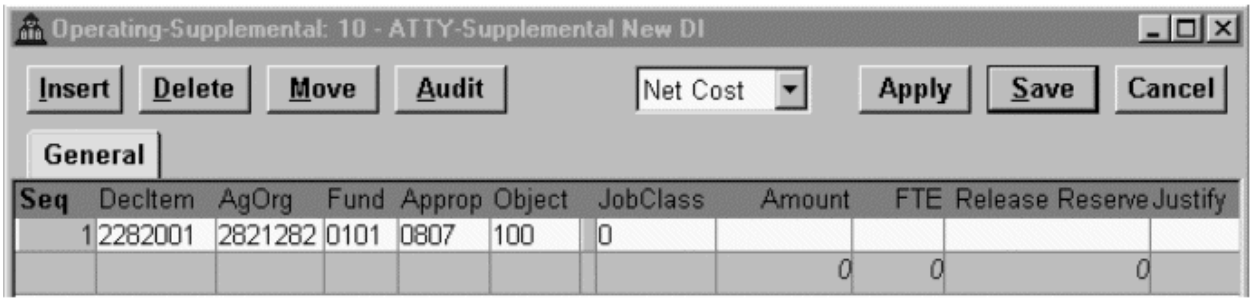
If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or

	the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access. If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created.
Serial Number Box	Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box. If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name.

	If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. See Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used.

	• Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit

	Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Expenditures should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Expenditures will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.

Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Select the code for the applicable Approp unit code from the drop-down box. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Select the code for the applicable budget object class from the drop-down box. If budget object class codes 560 for Motorized Equipment and 580 for Office Equipment are selected, a Detail Box will appear at the bottom of the budget form. DETAIL BOX INSTRUCTIONS: Seq: Displays a sequential number for each line in the Detail Box. Click under Seq in the Detail box to activate the detail box.

	Posting Col: Displays the names of three possible columns where amounts could be entered. A separate line is required for entering one-time amounts. Select the “Amount” column for entering the total amount requested for this item. Do not use the “FTE” column since this budget object class is for expense and equipment. Do not use the “Release Reserve” column. Item: Select the appropriate item as described in the drop-down box. If the item being requested is not in the drop-down box, select “Other”. Description: Displays a description of the item selected. If “Other” is selected, enter a description for the item. Qty: Enter the quantity requested. Price: Displays the default price of the item. The default amount may be overridden by entering a different amount for the item in this field. If “Other” is selected, enter the amount for the item. Total: Displays the calculated amount for the item based upon the quantity and price. Since this field is gray, the amount may not be changed. The quantity or price must be changed for the amount to change. Use the Insert, Delete and Move buttons located at the top left of the budget form to insert, delete or move lines. See “Insert”, “Delete” and “Move” definitions for further information. To exit the detail box, click on any cell on the budget form except the line where that data is being entered.
Detail Box Indicator	Displays if a Detail Box has been used with a budget object class. If a Detail Box has been used, an “F” is displayed in the narrow gray column following the object column. Otherwise, this field is empty.
Job Class	Defaults to zero. If the salaries and wages budget object class and FTE are being requested or recommended, a selection of a job class is required. Select the code for the applicable job class from the

	drop-down box. The job classes are organized alphabetically by UCP titles and then alphabetically by Department for Non-UCP titles.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents. If the amount field is gray, the amounts were previously entered through a Detail Box. See “Object” definition on how to change the amount.
FTE	Enter the number of full-time equivalent staff being requested or recommended for this line. After leaving the field, the number is displayed as a whole number. However, it is recorded in the database and in reports as it was entered. Click on the field to display the decimals.
Release Reserve	Leave Blank. The Division of Budget and Planning uses this field to enter recommendations for the release of Governor’s reserve.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

R

Revenue Budget Form

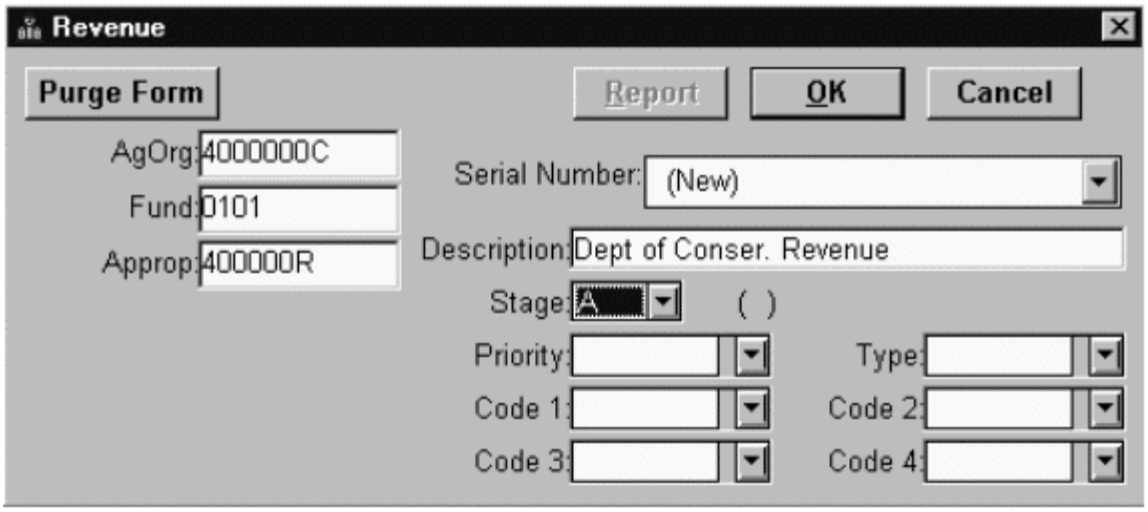
Purpose

This budget form is used to provide an estimate of the anticipated revenues that will be generated by a fund.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open an “Revenue” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



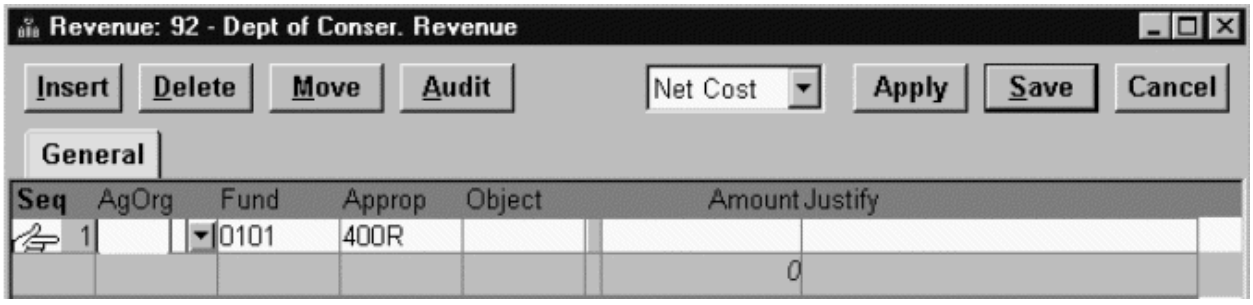
Field Name	Definition
Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access. If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen. If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the

	Fund and Approp selections blank. If the Fund code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Fund	Select the code for the appropriate fund from the drop-down box. The funds are organized in the following order: general revenue, federal, and other funds. If a Fund code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Fund code. Selecting a Fund code narrows the selections within the Serial Number drop-down box. To view all budget forms for a fund, select the Fund code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Fund code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the consolidating revenue Approp code from the drop-down box. Generic revenue Approp codes have been assigned for each agency in order to enter and report on revenues. These codes end with an “R” for revenue. System security limits the drop-down box menu to those Approp codes that the user may access. If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen. If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Ag Org and Fund selections blank. If the Ag Org code

	and/or the Fund code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Ag Org, Fund, or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. This should be the same name used on the Decision Item Information Table. Refer to Establishing a Decision Item Code for more information. Use the Dec Item code drop-down box to view the name assigned to the Dec Item code If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.

Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.

Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Revenues should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Revenues will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.

Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Ag Org	Select the code for the appropriate Ag Org from the drop-down box. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.
Fund	Displays the Fund code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each fund code.
Approp	Displays the non-consolidating revenue Approp code. This code reports to the consolidating Approp code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form.
Object	Select the code for the applicable revenue source from the drop-down box.
Amount	Enter the estimated receipt amount for this line. Do not enter cents.
Justify	Used to enter optional information.

Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

S

Statewide Pay Plan Budget Form

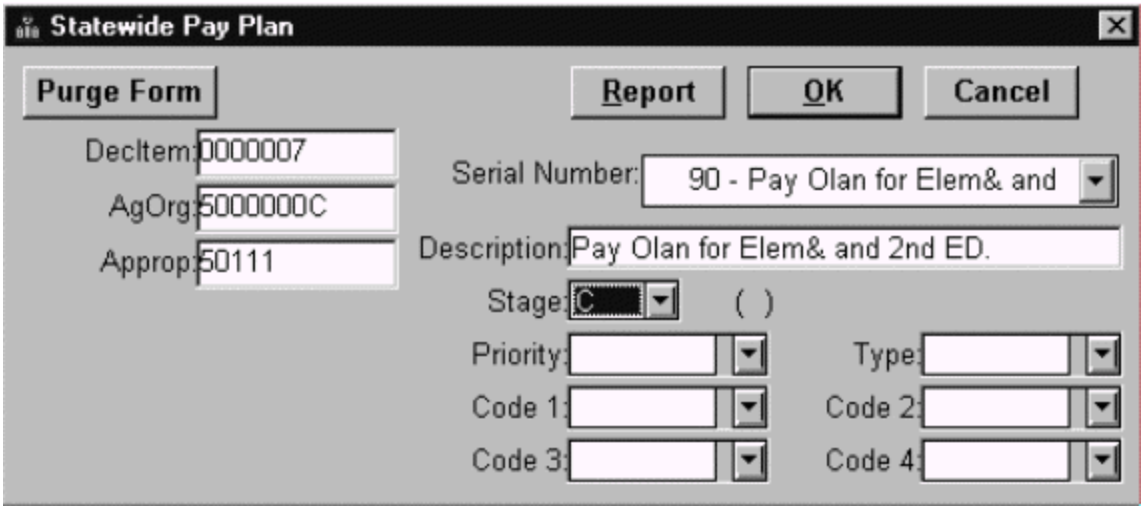
Purpose

This budget form is used to recommend funding for statewide pay plan decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “Statewide Pay Plan” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



Field Name	Definition
Dec Item	Select the Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. The Dec Item code for statewide pay plan recommendations is 0000007. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating

organization. System security limits the drop-down box menu to those Ag Org codes that the user can access.

If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen.

If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.

Approp

Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access.

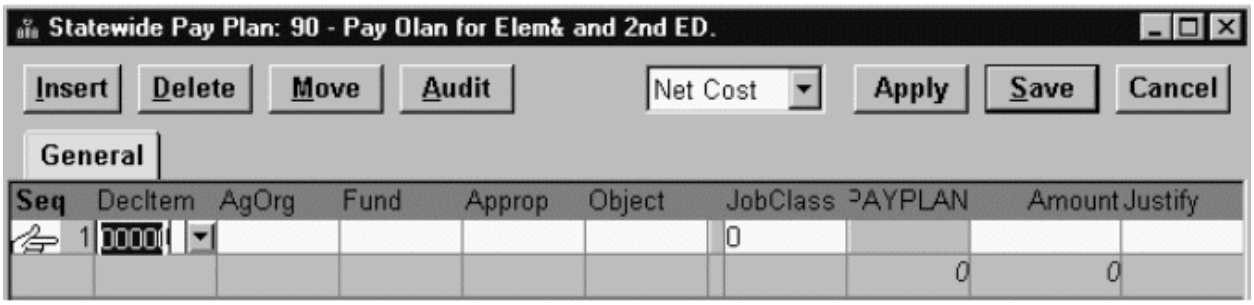
If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.

If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

	If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org, or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. When entering descriptions, be sure to make them unique enough to facilitate finding the correct budget form in subsequent stages. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access. If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.

Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	**Definition**
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.

Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Revenues should be selected. Since both revenues and expenditures are not being used on this budget form, Net Cost and Sum of Revenues will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The

	Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Displays the Ag Org code associated with the statewide pay plan decision item. This field has been pre-loaded based upon the statewide pay plan calculation. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.
Fund	Displays the Fund code associated with the statewide pay plan decision item. This field has been pre-loaded based upon the statewide pay plan calculation. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Displays the Approp code associated with the statewide pay plan decision item. This field has been pre-loaded based upon the statewide pay plan calculation. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen.

	When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.
Object	Displays the Object code "100" for Salaries and Wages associated with statewide pay plan decision item. This field has been pre-loaded based upon the statewide pay plan calculation.
Job Class	Displays the Job Class code associated with the statewide pay plan decision item. This field has been pre-loaded bases upon the statewide pay plan calculation.
Pay Plan Amount	Displays the amount calculated for the statewide pay plan.
Amount	Enter the *increased or decreased amount* being recommended for the pay plan amount. Do not enter cents.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.

W

Within Grade Budget Form

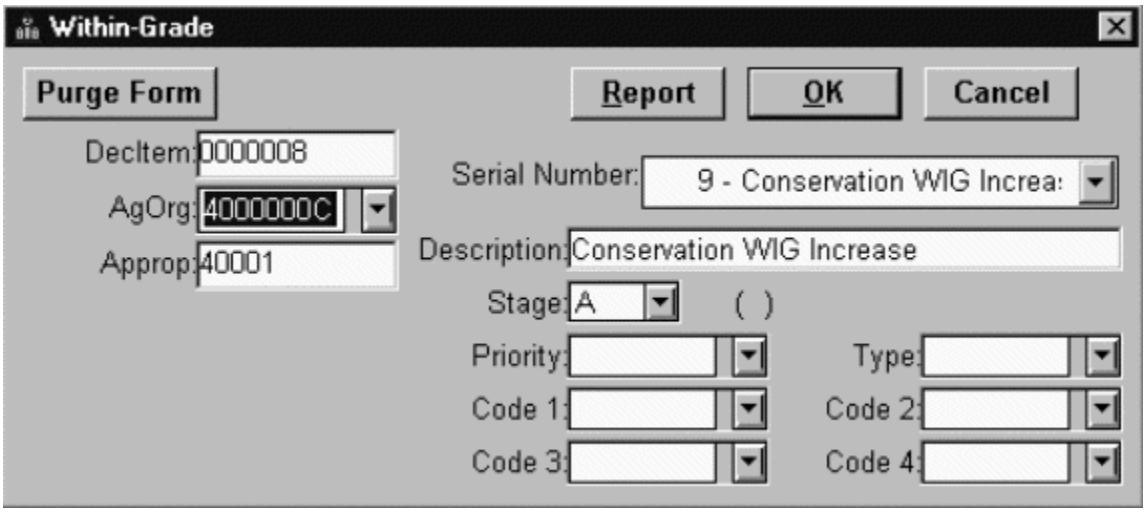
Purpose

This budget form is used to request and recommend funding for within grade salary increase decision items.

Coding Instructions

Field Name	Definition
Budget Form Selection Screen	From the BRASS menu screen, select “Budget Forms” or click on the Forms icon from the tool bar. Open a “Within Grade” budget form by highlighting it and clicking the OK button. Or, double click on the form name.

Data Attributes Selection Screen



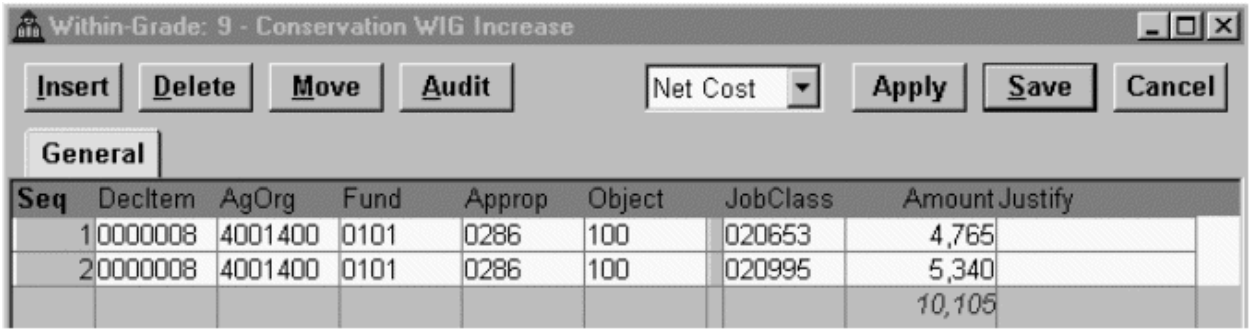
Field Name	Definition
Dec Item	Select the Dec Item code from the drop-down box. Pre-assigned Dec Item codes will appear in the drop-down box. The Dec Item code for within grade requests is 0000008. If this is a new budget form, a Dec Item code must be selected on the Data Attribute Selection Screen. If the Dec Item code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Dec Item code. Selecting a Dec Item code narrows the selections within the Serial Number drop-down box. To view all budget forms for a Dec Item code, select the Dec Item code and leave the Ag Org and Approp selections blank. If the Ag Org code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box.

	If a Dec Item code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Ag Org	Select the appropriate Ag Org code from the drop-down box. The Ag Org codes displayed in the drop-down menu are at the consolidating level for the agency. These Ag Org codes include the three-digit operating agency number followed by four zeros and a “C”. The “C” indicates that this Ag Org code is a consolidating organization. System security limits the drop-down box menu to those Ag Org codes that the user can access. If this is a new budget form, an Ag Org code must be selected on the Data Attribute Selection Screen. If an Ag Org code is selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms for the Ag Org code. Selecting an Ag Org code narrows the selections within the Serial Number drop-down box. To view all budget forms for an agency, select the Ag Org code and leave the Dec Item and Approp selections blank. If the Dec Item code and/or the Approp code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Ag Org code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all the budget forms that have been created.
Approp	Select the applicable consolidating Approp code to which the Dec Item will report from the drop-down box. The Approp codes displayed in the drop-down menu are the roll-up of appropriations for a designated program. This is a unique five-digit number followed by a “C” that has been assigned to a program. The “C” indicates that this Approp code is a consolidating level for the appropriation. System security limits the drop-down box menu to those Approp codes that the user may access. If this is a new budget form, an Approp code must be selected on the Data Attribute Selection Screen.

	If an Approp code is selected and budget forms have previously been created, the Serial Number drop-down box displays the budget forms for that Approp code. Selecting an Approp code narrows the selections within the Serial Number drop-down box. To view all budget forms for an Approp code select the Approp code and leave the Dec Item and Ag Org selections blank. If the Ag Org code and/or the Dec Item code are also selected, the budget form selections are further limited in the Serial Number drop-down box. If an Approp code is not selected and budget forms have previously been created, the Serial Number drop-down box displays all budget forms that have been created. Each budget form created by a user contains a serial number. If this is the initial entry of the budget form, select “New”. This will be the last choice listed in the drop-down box.
Serial Number Box	If a budget form has previously been created, select the applicable budget form by selecting the Serial Number and name in the drop-down box. The drop-down listing includes budget forms that have been created by all users. Serial numbers are arranged numerically followed by the Description name. If the Dec Item, Ag Org or Approp fields were not selected on the Data Attribute Selection Screen, these fields will default to the applicable codes once the budget form is selected.
Description	If this is a new budget form, enter a description for this budget form. The description is limited to 30-characters. When entering descriptions, be sure to make them unique enough to facilitate finding the correct budget form in subsequent stages. If the budget form has previously been created, the description will default to the description used when the budget form was created.
Stage	Select the code for the appropriate stage of the request or recommendation being entered. See Budget Preparation Stages for a more information regarding the stages. System security limits the Stages that the user may access.

	If the budget form has previously been created, the stage will default to the last stage that the budget form was saved.
Priority	Do not enter data into this field. This field will not be used.
Type	Do not enter data into this field. This field will not be used.
Code 1	Do not enter data into this field. This field will not be used.
Code 2	Do not enter data into this field. This field will not be used.
Code 3	Do not enter data into this field. This field will not be used.
Code 4	Do not enter data into this field. This field will not be used.
Purge	Click on “Purge” to delete a budget form. If amounts appear in the budget form, the Purge button will not appear on the Data Attribute Selection Screen. Purging a Budget Form for more information.
Report	Click on “Report” to view or print the Budget Form Report or the Audit Trail Listing. A dialogue box will appear with the following choices: • Form Justification: Not being used. • Objects: Check the box to view the Budget Form Report. • Audit Trail: Check the box to view the Audit Trail Listing. If both of the last two boxes are checked, both the Budget Form Report and the Audit Trail listing will appear.
OK	Click on “OK” to advance to the budget form.
Cancel	Click on “Cancel” to exit from the Data Attribute Selection Screen. None of the information entered will be saved.

Budget Form



Field Name	Definition
Form Header	Displays the type of budget form, the Serial Number and the description entered on the Data Attribute Selection Screen.
Insert	Used to enter a blank line into the budget form. To add a line to the budget form, position the hand symbol in the Seq field where the line is to be inserted and click the “Insert” button. A new line will appear beneath the line where the hand symbol was positioned.
Delete	Used to delete a line from the budget form. To delete a line in the budget form, position the hand symbol in the Seq field on the line that needs to be deleted and click on the “Delete” button.
Move	Used to move one line to another location in the budget form. To move a line, position the hand symbol in the Seq field for the line that needs to be moved. Scroll to where the line should be moved to and click on the “Move” button. Then position the hand in the Seq field where the line is to be inserted and click the Seq field.
Audit	Provides user with a review of changes made to the budget form. Click on the Audit button to display the audit trail listing. The Audit Trail Listing displays the stage in which the change was made, the amount of the change, the reason for the change (if entered), the userid who made the change, and the date and time the change was made.
Drop-Down Box	Defaults to Net Cost. Provides a choice of Net Cost, Sum Exp, or Sum Rev for the budget form. The total line of the budget form will calculate a total based on what is selected from the drop-down box. Net Cost or Sum of Revenues should be selected. Since both revenues and expenditures are not being used on this budget form,

	Net Cost and Sum of Revenues will result in the same total being displayed on the budget form.
Apply	Saves the entries made in the budget form without closing it. Click on the Apply button to save the changes. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form remains open. The Reason for Change box will not appear the first time the budget form is saved.
Save	Saves and closes the budget form. Click on the Save button to save the budget form. A Reason for Change box appears where the reason for change may be entered. A reason is not required to save the changes. If a reason is entered, the reason will appear on the Audit Trail Listing. Click on OK to close the box with or without a reason for the change. The budget form will then be closed. The Reason for Change box will not appear the first time the budget form is saved.
Cancel	Closes the budget form without saving changes. Click on the Cancel button to close the form. A dialogue box will appear displaying “Discard changes?”. Click on “No” to remain in the budget form. Click on “Yes” to discard the changes. Although the changes are not saved, the budget form will still exist. See Purging a Budget Form to delete the budget form.
Seq	Displays a sequential number for each line on the budget form.
Dec Item	Displays the Dec Item code selected on the Data Attribute Selection Screen. This number automatically will appear on each line inserted in the budget form. Separate budget forms are required for each decision item code.
Ag Org	Displays the Ag Org code associated with the beginning core decision item. This field has been pre-loaded based upon the salary lines for the beginning core decision item. Do not change the selection. If a different Ag Org code is needed, insert a new line. If this field is changed or deleted, the initial pre-loaded line will not

	appear after the form has been saved. A new line must be added to use the initial combination that appeared before the line was changed or deleted. If the line is not needed, enter a zero in the Amount field. The Ag Orgs shown in the drop-down table report to the consolidating agency selected on the Data Attribute Selection Screen. The first three digits of the Ag Org code are the operating agency code and the following four digits are the organization code.
Fund	Displays the Fund code associated with the beginning core decision item. This field has been pre-loaded based upon the salary lines for the beginning core decision item. Do not change the selection. If a different Fund code is needed, insert a new line. If this field is changed or deleted, the initial pre-loaded line will not appear after the form has been saved. A new line must be added to use the initial combination that appeared before the line was changed or deleted. If the line is not needed, enter a zero in the Amount field. When saving the budget form, an edit will verify that the combination for the Fund codes and the Approp codes are valid. Errors must be corrected before the budget form can be saved.
Approp	Displays the Approp code associated with the beginning core decision item. This field has been pre-loaded based upon the salary lines for the beginning core decision item. Do not change the selection. If a different Approp code is needed, insert a new line. If this field is changed or deleted, the initial pre-loaded line will not appear after the form has been saved. A new line must be added to use the initial combination that appeared before the line was changed or deleted. If the line is not needed, enter a zero in the Amount field. The Approp unit codes displayed in the drop-down menu report to the consolidating program Approp code that was selected on the Data Attribute Selection Screen. When saving the budget form, an edit will verify that the combination for the Approp codes and Fund codes are valid. Errors must be corrected before the budget form can be saved.

Object	Displays the Object code “100” for Salaries and Wages associated with the beginning core decision item. This field has been pre-loaded based upon the salary lines for the beginning core decision item. If the line is not needed, enter a zero in the Amount field.
Job Class	Displays the Job Class code associated with the beginning core decision item. This field has been pre-loaded based upon the salary lines for the beginning core decision item. Do not change the selection. If a different Job Class code is needed, insert a new line. If this field is changed or deleted, the initial pre-loaded line will not appear after the form has been saved. A new line must be added to use the initial combination that appeared before the line was changed or deleted. If the line is not needed, enter a zero in the Amount field.
Amount	Enter the total amount being requested or recommended for this line. Do not enter cents. If the line is not needed, enter a zero in the Amount field.
Justify	Used to enter optional information.
Total Line	Displays the total for the budget form. Subtotals may be displayed for each of the data attributes – Dec Item, Ag Org, Fund, Approp, Object and Job Class codes. These subtotals are displayed by clicking on the data attribute field name at the top of the column for which a subtotal is needed. Subtotals will appear at each change in the codes for that data attribute. To reorder the data to its original input order, click on the Seq field name.