COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

**Budget Development Manual
For Fiscal Year 2003/2004**

Collin County Community College District

Budget Development Manual
For the Fiscal Year Ended August 31, 2004

Prepared by:

SECTION I
Budget Specifications
(Administrative Services)

SECTION II
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(Administrative Programming Services)

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
Budget Development Manual
Fiscal Year Ended August 31, 2004

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✳ COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

To: Cost Center Managers

From: Ralph G. Hall

Date: April 10, 2003

Subject: 2003 – 2004 Budget Development

The following budget development manual is designed to provide assistance in developing your fiscal year 2003 – 2004 budget. While building your budget, major consideration should be given to the budget priorities and strategic goals on page I-3.

Cost center managers must develop their budgets to include all projected costs for fiscal year 2003 – 2004. Do not plan on mid-year adjustments to cover items not budgeted as a part of your original budget. If additional items are authorized after the beginning of the fiscal year, (such as additional classes/part-time faculty salaries above the original budget amount, etc.) your budget will be adjusted as appropriate.

The procedures for requesting additional funding for capital equipment, personnel, and/or supplemental items are included in this manual. Deadlines for data input and scheduled hearings should be noted.

On April 10, 2003, a budget development workshop will be held at the Courtyard Campus in room B411 at 10:00 a.m. All cost center managers are required to attend this workshop. The 2003 - 2004 budget allocations will be made available to the Vice Presidents on April 15, 2003. If you have questions during this process, please contact me at (972) 758-3831 or Joe Madden at (972) 985-3732.

Ralph G. Hall

INTRODUCTION

The Budget Development Manual serves as a guide for the preparation of cost center budgets. In general, the operating budget is an accumulation of individual academic, administrative and support service cost center budgets. The operating budget is a detailed financial plan reflecting the finances required to support instructional programs and support services.

PURPOSE OF BUDGETING

Budgets are the mechanism by which an organization's strategic plan, goals and objectives are translated into dollars for a given time frame. It enables institutions to set their priorities and provides for an orderly execution of program plans and achievement indicators. Budgets also serve as a control mechanism to match revenues to expenditures and prevent a financial deficit. Legally, the budget must be approved by the Board of Trustees and submitted to the appropriate state agencies in order to receive state funding.

PLANNING

The 2003-04 academic year should be used as a time to renew or refine your emphasis on institutional effectiveness (IE) and the 2003 – 2004 Budget Priorities. Four key elements of institutional effectiveness are as follows:

- Planning
- Implementation
- Assessment - evaluation of all instructional and non-instructional institutional operations and documentation of the results
- Improvement - use of evaluation results/information to improve all aspects of the institution

When developing your planning and evaluation procedures, please make sure that they are:

- Defined and documented
- Comprehensive and systematic
- Functioning
- Being USED to enhance institutional effectiveness in your particular area

STATEMENTS AND GOALS

MISSON STATEMENT

Collin County Community College District is a student and community centered institution committed to developing skills, strengthening character, and challenging the intellect.

CORE VALUES

We have a passion for:

- Learning

- Service and Involvement

- Creativity and Innovation

- Academic Excellence

- Dignity and Respect

- Integrity

BUDGET PRIORITIES/STRATEGIC GOALS

- Elevate CCCCD to the echelon of world-class education

- Develop a model teaching and learning environment

- Expand, enhance, and promote mutually beneficial relationships with business, industry, government, and education

- Improve student achievement

- Develop an exemplary information technology infrastructure that is responsive to the instructional and administrative needs of the District

BUDGET DEVELOPMENT CALENDAR
2003-2004

April 10, 2003 10:00 – 12:00	Budget development workshop at <u>COURTYARD CAMPUS</u> for: -- Basics of Budgeting (Administrative Services, Room B411) -- [Attendance is mandatory for all cost center managers]
April 15, 2003	Budget development system is available to cost centers for input and initial budget allocations are distributed to Vice Presidents.
April 16, 2003 10:00 – 12:00 (Beginners) or 2:00 – 4:00 (Refresher)	Budget development workshop at <u>COURTYARD CAMPUS</u> for: -- Software System (Administrative Computing, Room A104) -- [Attendance is optional – attend either the beginners class or the refresher class depending on the user's expertise. Seating is limited and reservations are required by emailing Ann Thompson]
April 17, 2003	From April 17 until May 17, budget input is processed nightly and budgets reports are available for the Vice Presidents on the system via ePrint.
May 2, 2003	Deadline for: Remodeling, renovation, data cabling requests, supplemental budget requests, instructional equipment and capital equipment requests. All requests must be input by this date to be considered for approval.
<u>May 17, 2003</u>	Last day for the budget development input by cost center managers.
May 19, 2003	Budget development system no longer available for input.
June 3–6, 2003	Budget hearings at Courtyard Campus – Legacy Room: Cost managers must be present for budget hearings (see page 1-5).
June 24, 2003	Board of Trustees Budget Committee review – 5:00 p.m.
August 26, 2003	Final run of 2003-04 budget development distributed to all cost center managers. Reflects Board approved budget for 2003-04.

BUDGET HEARING CALENDAR
(Includes Auxiliary Services Budgets)

All hearings will be held at CYC in the Legacy Room on the 4th floor.

JUNE 3, 2003 1:00 – 3:00 3:00 – 5:00	VICE PRESIDENT OF STUDENT DEVELOPMENT Cheri Jack, Norma Johnson, Louisa Kessel, Stephanie Meinhardt, Barbara Money, Linda Qualia, Mike Smith, Debra Wilkinson, Mary McRae EXECUTIVE VICE PRESIDENT Ann Beheler, Lisa Brittain, Steve Hardy, Brenda Kihl, Toni Jenkins
JUNE 4, 2003 1:00 – 5:00	VICE PRESIDENT OF ACADEMIC AFFAIRS Gary Hodge, Mike Crawford, Lillie Palmer, Susan Evans, Cameron Neal, Sherill Cobb, Juanita Austin
JUNE 5, 2003 1:00 – 5:00	VICE PRESIDENT OF ACADEMIC AFFAIRS Tom Martin, Leslie Cannon, Barry Wagner, Sheryl Kappus
JUNE 6, 2003 1:00 – 3:00 3:00 – 5:00	VICE PRESIDENT OF ADMINISTRATIVE SERVICES AND CFO Dave Hoyt, Dave Husted, Ron Jackson, Ed Leathers, Linda Vaughan, Cindy White, Ralph Hall PRESIDENT Belinda Newman, Rex Parcells, Tom Rodgers, Paula Roman, Kim Russell, Cary Israel

BUDGET DEVELOPMENT GUIDELINES

All operating fund and auxiliary services budgets are input through the Budget Development System. Refer to Section II, "Software Specifications" for detailed instructions. Grant funds are not input through the Budget Development System. All grant fund managers should contact Linda Howard at (972) 758-3828 for budgeting grant information.

The Budget Development System has four components: Personnel, Non-personnel, Capital and Supplemental Requests.

PERSONNEL

Salaries for 2003-04 should be based on current year levels. The labor distribution for all full-time employees, as of March 31, 2003, will be downloaded from HRS to provide the initial base for your 2003-04 salary budgets. Cost center managers are responsible to ensure that the salary is correct and all approved positions are budgeted. Any salary budget adjustments or corrections must be input manually through the personnel cost backup system. Part-time faculty and part-time staff salaries, travel allowances and annuities must also be manually input.

Divisions are responsible for processing budget adjustments in the fall and spring to correct any variances between budget and faculty load labor distribution during the year.

Salary increases for educational credits and salary adjustments for promotions or classification changes must be budgeted from the 2003-04 cost center allocation. Contact Kim Russell (*Human Resources*) at (972) 985-3781 for assistance with projections for any salary increases or adjustments and for starting salaries of new positions. New faculty positions should be budgeted at $37,500 for the entire year. The Business Office will increase staff benefits for any approved new faculty positions.

In September, Administrative Services will automatically post any annual district-wide salary increases to the 2003-04 cost center budget based on the approved budget.

Keep in mind that salaries are downloaded from HRS to the Personnel Cost Backup System. If you are changing cost centers (i.e. labor distribution) for an employee, you must notify Human Resources in writing of the new account number and the effective date of the change. If the Human Resources department is not notified, the actual charges will not be correct.

New positions and vacant positions must be clearly identified on the system. If you are funding a new position from your base allocation, you must input it within the Personnel Cost Backup System. If you are requesting a new employee and the funding is not available in your base allocation, you must input it into the Supplemental Budget Request System. All new positions will be reviewed and either approved or denied by the President during the summer budget hearings.

When entering or updating positions in the personnel cost backup system, the following guidelines should be followed:

PERSONNEL BUDGET

Do you want to update the current record (Y/N): X

[1] Cost Center	[2] Object Code	[3] Line Number	[4] ID Number
XXXXXX	XXXX	XX	XXXXXXXXXXX

Cost Center Description	Object Code Description	Employee Name
[5] XXXXXXXXXXXXXXX	[6] XXXXXXXXXXXXXXX	[7] XXXXXXXXXXXXXXXXXXXXXXXX

[8] % FTE	[9] Annual Salary	[10] Budget Amount	[11] Number Sections	[12] Contact Hours Lec	Lab	[13] Est. Enroll
100	999,999	999,999	999	999	999	9999

[1] Cost Center charged
[2] Object code charged
[3] Line number input - user defined
[4] Social Security Number of current employee (for new, vacant or part-time positions input 000000000)
[5] Cost center name - system default
[6] Object code description - system default
[7] Employee's name - should be one of the following:
    LastName, FirstName – input the last name and first name of current employees
    NEW EMPLOYEE - for new positions only
    PROMO, LastName, FirstName - for anticipated promotion of current employees
    EDCRED, LastName, FirstName - for anticipated education credit for current employees
    VACANT - for approved, unfilled full-time positions
    PT FACULTY - part-time faculty
    SUB FACULTY – faculty substitute
    NT FACULTY – non-teaching faculty
    FT SUMMER FACULTY – full-time summer faculty not identified by name
    PT CLERICAL – part-time clerical not identified by name
    TUTOR – full-time and part-time tutors
    OT – overtime
    CT – compensated time
    STUDENT – student assistants
[8] Enter the equivalent full-time equivalent percentage. Full-time employee should be 100 (for 100%) unless charged to different accounts in which total of all line items for each full-time employee must equal 100 (100% = 1.0 FTE). Part-time faculty percent should equal amount calculated on page I-8
[9] Annual salary
[10] Salary amount to be charged to this cost center (same as the annual salary unless charged to multiple cost centers)
[11] Number of sections (if faculty member)
[12] Lecture and lab contact hours (if faculty member)
[13] Estimated enrollment (if faculty member)

FTE: In the personnel cost backup, please complete % FTE for all employees, both full-time and part-time. Contact Administrative Services if you need assistance.

PART-TIME FACULTY RATE AND FTE CALCULATION

	LECTURE		LAB			LECTURE		LAB	
Credit Hrs	FTE	Budget $	FTE	Budget $	Credit Hrs	FTE	Budget $	FTE	Budget $
1	0.03	525	0.03	420	51	1.70	26,775	1.36	21,420
2	0.07	1,050	0.05	840	52	1.73	27,300	1.39	21,840
3	0.10	1,575	0.08	1,260	53	1.77	27,825	1.41	22,260
4	0.13	2,100	0.11	1,680	54	1.80	28,350	1.44	22,680
5	0.17	2,625	0.13	2,100	55	1.83	28,875	1.47	23,100
6	0.20	3,150	0.16	2,520	56	1.87	29,400	1.49	23,520
7	0.23	3,675	0.19	2,940	57	1.90	29,925	1.52	23,940
8	0.27	4,200	0.21	3,360	58	1.93	30,450	1.55	24,360
9	0.30	4,725	0.24	3,780	59	1.97	30,975	1.57	24,780
10	0.33	5,250	0.27	4,200	60	2.00	31,500	1.60	25,200
11	0.37	5,775	0.29	4,620	61	2.03	32,025	1.63	25,620
12	0.40	6,300	0.32	5,040	62	2.07	32,550	1.65	26,040
13	0.43	6,825	0.35	5,460	63	2.10	33,075	1.68	26,460
14	0.47	7,350	0.37	5,880	64	2.13	33,600	1.71	26,880
15	0.50	7,875	0.40	6,300	65	2.17	34,125	1.73	27,300
16	0.53	8,400	0.43	6,720	66	2.20	34,650	1.76	27,720
17	0.57	8,925	0.45	7,140	67	2.23	35,175	1.79	28,140
18	0.60	9,450	0.48	7,560	68	2.27	35,700	1.81	28,560
19	0.63	9,975	0.51	7,980	69	2.30	36,225	1.84	28,980
20	0.67	10,500	0.53	8,400	70	2.33	36,750	1.87	29,400
21	0.70	11,025	0.56	8,820	71	2.37	37,275	1.89	29,820
22	0.73	11,550	0.59	9,240	72	2.40	37,800	1.92	30,240
23	0.77	12,075	0.61	9,660	73	2.43	38,325	1.95	30,660
24	0.80	12,600	0.64	10,080	74	2.47	38,850	1.97	31,080
25	0.83	13,125	0.67	10,500	75	2.50	39,375	2.00	31,500
26	0.87	13,650	0.69	10,920	76	2.53	39,900	2.03	31,920
27	0.90	14,175	0.72	11,340	77	2.57	40,425	2.05	32,340
28	0.93	14,700	0.75	11,760	78	2.60	40,950	2.08	32,760
29	0.97	15,225	0.77	12,180	79	2.63	41,475	2.11	33,180
30	1.00	15,750	0.80	12,600	80	2.67	42,000	2.13	33,600
31	1.03	16,275	0.83	13,020	81	2.70	42,525	2.16	34,020
32	1.07	16,800	0.85	13,440	82	2.73	43,050	2.19	34,440
33	1.10	17,325	0.88	13,860	83	2.77	43,575	2.21	34,860
34	1.13	17,850	0.91	14,280	84	2.80	44,100	2.24	35,280
35	1.17	18,375	0.93	14,700	85	2.83	44,625	2.27	35,700
36	1.20	18,900	0.96	15,120	86	2.87	45,150	2.29	36,120
37	1.23	19,425	0.99	15,540	87	2.90	45,675	2.32	36,540
38	1.27	19,950	1.01	15,960	88	2.93	46,200	2.35	36,960
39	1.30	20,475	1.04	16,380	89	2.97	46,725	2.37	37,380
40	1.33	21,000	1.07	16,800	90	3.00	47,250	2.40	37,800
41	1.37	21,525	1.09	17,220	91	3.03	47,775	2.43	38,220
42	1.40	22,050	1.12	17,640	92	3.07	48,300	2.45	38,640
43	1.43	22,575	1.15	18,060	93	3.10	48,825	2.48	39,060
44	1.47	23,100	1.17	18,480	94	3.13	49,350	2.51	39,480
45	1.50	23,625	1.20	18,900	95	3.17	49,875	2.53	39,900
46	1.53	24,150	1.23	19,320	96	3.20	50,400	2.56	40,320
47	1.57	24,675	1.25	19,740	97	3.23	50,925	2.59	40,740
48	1.60	25,200	1.28	20,160	98	3.27	51,450	2.61	41,160
49	1.63	25,725	1.31	20,580	99	3.30	51,975	2.64	41,580
50	1.67	26,250	1.33	21,000	100	3.33	52,500	2.67	42,000

NON-PERSONNEL

Non-personnel budgets will be input through the Budget Development System (BDS). Initially, the cost center's "Revised 2002-03 Budget" is downloaded into the FY 03-04 budget within the BDS. The information should be carefully reviewed and revised as necessary. Review the Business Office Quick Reference Guide for object code definitions. (http://intranet.ccccd.edu)

Information for several different operating object codes is listed below for review. **Remember, all budgets should be input in whole dollars, no pennies**.

LOCAL TRAVEL (4210)
Refer to the local travel regulations section in the Business Office Quick Reference Guide.

DATA PROCESSING (5210)
TELEPHONE (5420)
COLLEGE WORK STUDY (1520 - 1525)
Data processing allocations, telephone instrument charges and college work study should not be included in cost center budgets. Administrative Services will distribute budget at year-end based on actual charge distributions.

SUPPLIES (3110 - 3120)
Only instructional areas should budget classroom supplies (3110). All supply items used to deliver instruction are considered classroom supplies whether used directly in the classroom or by the instructor. Administrative units should only budget for supplies in office supplies (3120).

RENTAL-FURNITURE/EQUIPMENT (2420)
All copier leases and pagers should be budgeted in 2420.

CONTRACT LABOR (2350)
CONTRACT SERVICES (2355)
Contract labor (2350) is for services provided by *independent contractors* (individuals). Contract services (2355) should be used for *companies* providing services (e.g. temporary employment agencies, security guard services, and custodial services).

MEMBERSHIPS (5730)
Memberships that are clearly instructional related and classified as institutional should be budgeted at the cost center level. Institutional memberships, which have district-wide impact, will be charged to general college. Any charges for memberships to the general college must have prior approval of the President.

CAPITAL EQUIPMENT/FURNITURE &
SUPPLEMENTAL REQUESTS

Equipment and furniture budgets can be established through the following methods:

1. Departmental budget base allocations
2. Capital Equipment request
3. Instructional Technology request
4. Supplemental budget requests

All requests must be input by May 2, 2003 to be considered for approval. Any late request will not be processed.

For assistance in pricing, standard costs, or state contract pricing, please contact Cindy White at (972) 758-3871.

DEPARTMENTAL BUDGETS

Equipment/furniture with a unit cost of $5,000 or more, a useful life greater than one year, and budgeted from the cost center's base allocation, should be entered using the appropriate 7XXX capital object code. Equipment/furniture with a unit cost of $500 to $4,999 and a useful life greater than one year should be entered using the appropriate 6XXX object code. Items costing less than $500 per unit are expensed to the appropriate 31XX supply object code. Items budgeted from the cost center's base allocation should be input through the Non-Personnel section of the Budget Development System (BDS).

CAPTIAL EQUIPMENT

Requests for non-instructional capital equipment should be input on-line through the Equipment Request (Capital Equipment) section of the BDS. Items with unit costs between $500 and $4,999 should be charged to object code 6XXX, while items with unit costs greater than $5,000 should be charged to object code 7XXX. Any approved budget funds will be transferred to each individual cost center during July. No other "emergency" funds will be available after the initial allocation.

INSTRUCTIONAL TECHNOLOGY EQUIPMENT

Requests for the replacement of instructional equipment and accessories in computer-based labs should be input on-line through the Equipment Request (Instructional Equipment) section of the BDS. Funds will be allocated for necessary hardware, software, and instructional equipment for computer labs throughout the District. Only instructional departments should input requests for this section.

SUPPLEMENTAL BUDGET REQUESTS

Input costs and justifications for any supplemental requests should be input on the appropriate

supplemental BDS screen. This includes additional personnel, non-personnel, capital requests (other than capital and instructional equipment type), remodel/renovation requests and data cabling requests. These requests will be compiled and reviewed during the summer budget hearings. During July, departments will be sent notification of approved items and the funding will be transferred to the department budgets.

If you have questions, please contact Joe Madden at (972) 985-3732.

BUDGET COMPARISON REPORT
BY COST CENTER

Each cost center manager can access budget comparison reports as provided in the budget calendar. The Vice Presidents should also be able to access complete reports in executive order and by campus. These reports have the following information:

FY 01-02 ACTUAL
Reflects the actual expenditures at August 31, 2002.

FY 02-03 ACTUAL
Reflects actual year-to-date expenses incurred through the date that the budget comparison report was generated (reference top left hand corner of report).

FY 02-03 REVISED
Reflects the current year revised budget.

FY 03-04 BUDGET
Reflects the 03-04 budget and any changes, adds, or deletes each cost center has made. The total for all cost centers must not exceed the allocation received by the respective Vice President/President.

INC/DEC
Reflects the amount of increase/decrease of 03-04 over 02-03.

% CHANGE
Reflects percentage of change of 03-04 over 02-03.

OPERATING FUNDS
BUDGET COMPARISON REPORT BY COST CENTER

		01-02 ACTUAL	02-03 ACTUAL	PERCENT USED	02-03 REVISED	03-04 BUDGET	INC/DEC	%CHANGE
210xxx	COST CENTER NAME RESPONSIBLE PERSON							
2655	MEETINGS EXPENSE	2,408.89	1,375.33	49.11	2,800.00	0.00	2,800.00-	100.00-
	TOTAL	2,408.89	1,375.33		2,800.00	0.00	2,800.00-	
3120	OFFICE SUPPLIES	266.46	295.27	98.42	300.00	0.00	300.00-	100.00-
	TOTAL	266.46	295.27		300.00	0.00	300.00-	
4210	LOCAL TRAVEL	25.60	0.00	0.00	0.00	0.00	0.00	0.00
4220	PROFESSIONAL TRAVEL	976.48	3,649.80	91.24	4,000.00	0.00	4,000.00-	100.00-
	TOTAL	1,002.08	3,649.80		4,000.00	0.00	4,000.00-	
5310	COPIER EXPENSE	1,751.60	612.41	40.82	1,500.00	1,500.00	0.00	0.00
5705	POSTAGE	124.35	0.00	0.00	400.00	400.00	0.00	0.00
5765	MISCELLANEOUS	273.25	114.98	22.99	500.00	50.00	450.00-	90.00-
	TOTAL	2,149.20	727.38		2,400.00	1,950.00	450.00-	
		5,826.63	6,047.78		9,500.00	1,950.00	7,550.00-	

SECTION II

Software

Specifications

2003 - 2004

Prepared by:

ADMINISTRATIVE PROGRAMMING SERVICES

COLLIN COUNTY COMMUNITY COLLEGE

Administrative Programming Services

Budget System

Guide

ADMINISTRATIVE PROGRAMMING SERVICES

Budget System Guide

Table of Contents

Budget System

The Budget System is a tool to help CCCCD Cost Center Managers plan future budget needs through the following budget/request systems:

> Budget Development System
> Budget Adjustment System
> Equipment Request System
> Supplemental Budget System

Each system has similarities in screen design and key functionality to aid in the transitioning from system to system.

The components of the Budget System are comprised of three parts:
1. Interactive Planning – provides for a means to update and maintain budget entries.
2. Budget Reporting – provides useful information in the planning and implementations of the budget system.
3. FRS Updates – updates the online FR system with the allocated funds to the budgeted/requested accounts.

Interactive Processing

<u>OVERVIEW</u>
The interactive portion of the Budget System is the primary connection to the budgeting process. It consists of numerous screens used to ADD, CHANGE, DELETE and VIEW data in the budget systems. The Budget System is easily accessed via the Utilities option on the CCCCD Information Services Menu (see page 7).

<u>STANDARD BUDGET SYSTEM FEATURES</u>
- Date and Time will be displayed along the top of each screen
- Bottom line of the screen will display error/informational messages
- Help is provided for a field designated for input
- All input is edited for validity
- Invalid data will not be accepted and an error message will be displayed
- Numeric fields are entered like numbers on a calculator (The cursor will be positioned at the right-most position and as values are entered, the digits will shift to the left.)
- Numeric fields only accept numerical data

<u>SPECIAL KEYS</u>
This section will refer to numerous keyboard and special keys. The keys perform important functions and make input easier. Within this section, actual key names will be italicized. Due to the varieties of PC's and keyboards used by CCCCD, these function keys will be referred to by the same name. Remember that while a key may be called *PF1* for instance, it may be located in different places or require different keystrokes on different keyboards. Appendix A is provided to help identify these special keys on the different computer keyboards.

CTRL-L – returns control to the main menu or will return to the previous screen.
PF2 – obtains help for a specific field.
SHIFT/BACKSPACE - returns control to the previous field.

<u>OBTAINING HELP</u>
The Budget System provides online help. For information on a particular data input field, move the cursor to that field using the *TAB* or *SHIFT/BACKSPACE* and press the ***PF2*** key. This will give a one-line help message about the field. The help function is only available for input fields.

BUDGET SYSTEM SECURITY

The security for the Budget System is very flexible. Access is not only limited to the cost center level, but can be specific to the object code level. Within a particular cost center, object codes can be either included or excluded from access for a particular user:

Included access – only the specified object codes can be accessed

Excluded access – all object codes can be accessed

Either the included or the excluded method can be used for each cost center. For example, if object codes 1110, 1320, 3240 and 4400 are designated to be *included* in an individual's security access to cost center 240135, all other object codes are inaccessible for that cost center.

ACCESSING THE BUDGET SYSTEM

To access the Budget System, log on to the Alpha. At the CCCCD Information Services Menu, select the Utilities option (see page 5). On the Utilities Menu select the Budget System option by typing 'BD' in the option fields (see page 6). The Budget System Menu will appear with 4 available options:

Option 1 – Budget Adjustment System

Option 2 – Budget Development System

Option 3 – Equipment Request System

Option 4 – Supplemental Budget System

If you are authorized to use the Budget System, one of the banner/introductory screens will appear and will display for a few seconds, followed by the Main Menu screen for the selected system. If you are not authorized to use the Budget System, an error message will be displayed and control will be returned to the Utilities Menu (see page 7).

Budget System Reporting

Each component of the Budget System allows for reporting. At this time the report order screen for each system component is the same. The information reported is either based upon a specific authorized cost center or all authorized cost centers.

Reports for each system component are as follows:

<u>Budget Development System:</u> Produces four (4) personnel budget reports defined by various sorting options and one (1) non-personnel budget report.

<u>Budget Adjustment System:</u> Reports budget adjustments input for the current date of entry.

<u>Equipment Request System:</u> Reports capital equipment, instructional equipment and cost center manager equipment budget requests entered into the system.

<u>Supplemental Budget System:</u> Reports supplemental budget requests for personnel, non-personnel and equipment items. Also, produces a summary report by request type.

FRS Update

During the Budget Development process, CCM's will update -- add, change and/or delete personnel and non-personnel budget items, equipment requests and supplemental budget requests.

Overview:

Each component of the Budget System will update the online FR system as follows:

Budget Development System

- The updates will not take effect on the FR system until the transactions are processed. Transactions are usually processed on a nightly basis, but this procedure may vary at times.
- When adding a new object code on the non-personnel budget, this new non-personnel object code will not be reflected on the BDS until transactions are processed on the FR system. Until the transaction update process is performed, the new non-personnel object code will not be viewable on the BDS.

Budget Adjustment System

- Entries to the BAS are processed on a nightly basis.

Equipment Request System

- For capital equipment and instructional equipments: only the approved entries will be processed and loaded to the FR system. This process will occur at the end of the Equipment Request cycle.
- Cost Center Manager equipment requests will be processed on a nightly basis.

Supplemental Budget System

- Only the approved entries will be processed and loaded to the FR system. This process will occur at the end of the Supplemental Budget cycle.

Accessing BS – Online Menu System

```
CCCCD Information Services

                Select System Desired:

                SIS    =   Student Information System
                HRS    =   Human Resource System
                FRS    =   Financial Resource System
                U      =   Utility

                LOG    =   Terminate Session

                OPTION:  ◄──────── Option Field
Username = ZSLEATON
Thought for the day:

    "Winning isn't the most important thing; it's the only thing!"
                        ----+----
                        J. Caesar
```

In the Option Field, select 'U' to invoke the Utilities Menu.

Accessing BS - Utilities Menu

```
              Utilities Menu

            Select Utility Desired:

SR  =  SIS Report/Batch Menu        SW  =  SIS ZWRITER
HR  =  HRS Report/Batch Menu        HW  =  HRS ZWRITER
FR  =  FRS Report/Batch Menu        FW  =  FRS ZWRITER

                    F        =    On-line Focus
                    FB       =    Batch Focus
                    BD       =    Budget System
                    INT      =    Internet
                    VIEW     =    View Zwriter
                    MAIL     =    Mail
                    XMAIL    =    Check Mail Sent
                    WORKLOG  =    Worklog
                    PASS     =    Password Setup

                    <cr>     =    Previous Menu

OPTION:  ◄────── Option Field
```

In the Option Field, select 'BD' to invoke the Budget System Menu.

Budget System Menu

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│              ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                 │
│              Budget System Menu                             │
│              ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                 │
│                                                             │
│                   Select Desired System:                    │
│                                                             │
│          1.    =    Budget Adjustment System                │
│                                                             │
│          2.    =    Budget Development System               │
│                                                             │
│          3.    =    Equipment Request System                │
│                                                             │
│          4.    =    Supplemental Budget System              │
│                                                             │
│                  <cr> =    Return Prev. Menu                 │
│                                                             │
│                                                             │
│                                                             │
│              ◄───── Option Field                            │
│                                                             │
│     OPTION: ▌                                               │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

n the Option Field, select the appropriate menu item to invoke the budget system being requested.

Each budget system will be referred to by the following acronyms throughout this manual:
     Budget Development System – BDS
     Budget Adjustment System – BAS
     Equipment Request System – ERS
         Capital Equipment Request System
         Instructional Technology Request System
         Cost Center Manager Request System
     Supplemental Budget System – SBS

BDS Banner Screen

```
 MARCH    22, 2001                                          04:34 PM



 Collin County Community College District


 ████████████ B U D G E T   D E V E L O P M E N T   S Y S T E M ████████████



        Written by:  Administrative Programming Services Development Team
                     Le Anne Eaton                         Susan Paulson

 _____
```

This is the opening screen for the Budget Development System (BDS). This screen will remain for a few seconds and then the Budget System Main Menu Screen will appear (see next page).

BDS Main Menu Screen

```
MARCH     22, 2001                                              04:34 PM
                    B U D G E T    D E V E L O P M E N T
                           M A I N    M E N U


    ┌──────────────────────────────────────────────────────────────────┐
    │                                                                    │
    │   Add Line Item     (Personnel)    Object Code Add   (Non Personnel)│
    │   Change Line Item   (Personnel)    Browse Cost Center (Non Personnel)│
    │   Delete Line Item   (Personnel)    Reports                        │
    │   Inquire Line Item  (Personnel)    Exit                           │
    │                                                                    │
    └──────────────────────────────────────────────────────────────────┘


                        Choice: ▮ ◄─────── Choice Field
```

This is the starting place for the BDS. The menu consists of eight letter options. The personnel options reside on the left-hand side of the screen, while the non-personnel and system options reside on the right-hand side of the screen. In the Choice Field box, enter the appropriate letter according to the process you wish to execute.

NOTE
For possible error/informational messages, see Appendix B, messages 4 or 5.

BDS -- Budget Key – Personnel Add Screen

```
MARCH     22, 2001                                          04:36 PM

                      B U D G E T    K E Y


              Please enter the following key fields:


                    Cost Center:

                    Object Code:

                    Line Number:



           Press CTRL-L to return to the main menu.
```

Enter the 6-digit cost center to **ADD** a budget item.

Enter the 4-digit object code to **ADD** a budget item.

Enter the 2-digit line number to **ADD** a budget item.

Once the key data has been entered, the BDS will verify that no record exists for the current budget key and the BDS Add Screen will appear; otherwise, an error message will be displayed.

NOTE
For possible error/informational messages, see Appendix B, messages 2, 3, 6, 7, 8, 9, 11 or 26.

BDS - Personnel Add Screen

```
MARCH     22, 2001                    ADD                          04:39 PM
                                                        Update Field
                    P E R S O N N E L   B U D G E T            ↗

          Do you want to UPDATE the current record (Y/N):  ▶

         Cost Center      Object Code    Line Number      ID Number

           240105            1320           14        1   _ - _

         Cost Center           Object Code               Employee
         Description           Description                 Name

   ADMIN. PROGRAMMING      NON-SUPVR-SPT STAFF      2

      %        Annual      Budget       Number      Contact     Hours       Est.
     FTE       Salary      Amount      Sections       Lec        Lab       Enroll
   3          4          5           (           7          8          9
      0          0          0           0          0          0          0

                    Press CTRL-L to return to the Main Menu
```

1.   **ID Number** - Enter the new personnel id number.
2.   **Employee Name** - Enter the new personnel name.
3.   **% FTE** - Enter the amount of FTE for the new personnel item.
4.   **Annual Salary** - Enter the annual salary for the new personnel item.
5.   **Budget Amount** - Enter the budget amount for the new personnel item.
6.   **Number Sections** - If new faculty, enter the number of sections.
7.   **Contact Lecture** - If new faculty, enter the number of contact lecture hours.
8.   **Hours Lab** - If new faculty, enter the number of lab hours.
9.   **Est. Enroll** - If new faculty, enter the estimated enrollment.

To add the current record, enter a **Y** in the update field or enter an **N** to abort add process.

NOTE
For possible error/informational messages, see Appendix B, messages 15, 16, 20 or 37.

BDS -- Budget Key – Personnel Change Screen

```
MARCH      22, 2001                                          04:44 PM
                        B U D G E T     K E Y
                                                    ┌──────────────────┐
                                                    │ Enter the 6-digit │
                                                    │ cost center to    │
            Please enter the following key fields:  │ CHANGE a          │
                                                    │ budget item.      │
                                                    └──────────────────┘
               Cost Center: 240105
                                                    ┌──────────────────┐
               Object Code: 1320                    │ Enter the 4-digit │
                                                    │ object code to    │
               Line Number: 14                      │ CHANGE a          │
                                                    │ budget item.      │
                                                    └──────────────────┘

          Press CTRL-L to return to the main menu.  ┌──────────────────┐
                                                    │ Enter the 2-digit │
                                                    │ line number to    │
                                                    │ CHANGE a          │
                                                    │ budget item.      │
                                                    └──────────────────┘
```

Once the key data has been entered, the BDS will verify that a record exists for the current budget key and the BDS Change Screen will appear; otherwise, an error message will be displayed.

NOTE
For possible error/informational messages, see Appendix B, messages 2, 3, 6, 8, 9, 10, 11, 26, or 35.

BDS – Personnel Change Screen

```
MARCH     22, 2001                    CHANGE                         04:49 PM

              P E R S O N N E L    B U D G E T              Update Field

          Do you want to UPDATE the current record (Y/N):  ◄

        Cost Center      Object Code     Line Number      ID Number
                                                       1
            240105          1320            08            572-20-0010

       Cost Center          Object Code              Employee
       Description          Description                Name
                                              2
    ADMIN. PROGRAMMING   NON-SUPVR-SPT STAFF    PAULSON, SUSAN P.

      %        Annual     Budget      Number      Contact     Hours      Est.
     FTE       Salary     Amount      Sections    Lec         Lab        Enroll
  3       4           5           6           7           8          9
     100       10,000     15,000        0           0           0          0

                Press CTRL-L to return to the Main Menu
```

1. **ID Number** - Edit the personnel id number.
2. **Employee Name** - Edit the personnel name.
3. **% FTE** - Edit the amount of FTE for the personnel item.
4. **Annual Salary** - Edit the annual salary for the personnel item.
5. **Budget Amount** - Edit the budget amount for the personnel item.
6. **Number Sections** - If faculty, edit the number of sections.
7. **Contact Lecture** - If faculty, edit the number of contact lecture hours.
8. **Hours Lab** - If faculty, edit the number of lab hours.
9. **Est. Enroll** - If faculty, edit the estimated enrollment.

To update the current record, enter a **Y** in the update field or enter an **N** to abort update process.

NOTE
For possible error/informational messages, see Appendix B, messages 16, 17, 20 or 37.

16

BDS - Budget Key - Personnel Delete Screen

```
MARCH     22, 2001                                              04:52 PM

                        B U D G E T   K E Y
                                                          ┌──────────────────┐
        ┌──────────────────────────────────────────┐     │ Enter the 6-     │
        │                                           │     │ digit cost center│
        │   Please enter the following key fields:  │     │ to DELETE a      │
        │                                           │     │ budget item.     │
        │      ┌───────────────────────────┐        │     └──────────────────┘
        │      │   Cost Center: 240105     │        │
        │      │                           │        │     ┌──────────────────┐
        │      │   Object Code: 1320       │        │     │ Enter the 4-digit│
        │      │                           │        │     │ object code to   │
        │      │   Line Number: 08         │        │     │ DELETE a         │
        │      └───────────────────────────┘        │     │ budget item.     │
        │                                           │     └──────────────────┘
        └──────────────────────────────────────────┘
                                                          ┌──────────────────┐
          Press CTRL-L to return to the main menu.        │ Enter the 2-digit│
                                                          │ line number to   │
                                                          │ DELETE a         │
                                                          │ budget item.     │
                                                          └──────────────────┘
```

Once the key data has been entered, the BDS will verify that a record exists for the current budget key and the BDS Delete Screen will appear; otherwise, an error message will be displayed.

NOTE
For possible error/informational messages, see Appendix B, messages 2, 3, 6, 8, 9, 13, 26 or 35.

BDS – Personnel Delete Screen

```
 MARCH     22, 2001              *** DELETE ***                    04:54 PM
████████████████ D E L E T E    C O N F I R M A T I O N ██████████████████

                           ██WARNING!██                    Action Field


                 Do you want to delete this record (Y/N) ?  ▓


   Cost Center:  240105        Cost Center Description:  ADMIN. PROGRAMMING
   Object Code:  1320          Object Code Description:  NON-SUPVR-SPT STAFF
   Line Number:  08

   ID Number:    572-20-0010   Employee Name:  PAULSON, SUSAN P.

   % FTE:          100         Number Sections:    000
   Annual Salary:  010,000     Contact Lec:        000
   Budget Amount:  015,000     Hours Lab:          000
                               Est. Enroll:        0000
```

In the Action Field, enter **Y** and press the return key to delete the current record or enter
N and press the return key to abort the delete process.

NOTE
For possible error/informational messages, see Appendix B, messages 20, 21, 22 or 23.

BDS - Personnel Line Item Inquiry Screen

```
MARCH    22, 2001            *** INQUIRE ***                   04:56 PM


        ███ PERSONNEL  LINE  ITEM  INQUIRY ███



              ┌─────────────────────────────┐          ┌──────────────────────┐
              │                             │          │ Enter the Cost       │
              │   Cost Center:   240105  ◄──┼──────────│ Center to inquire on.│
              │                             │          │                      │
              │   Object Code:   ▒▒▒▒▒  ◄   │          └──────────────────────┘
              │                          ╲  │
              └──────────────────────────╲──┘          ┌──────────────────────┐
                                          ╲            │ Enter an Object      │
                                           ╲           │ Code to inquire on.  │
                 Press CTRL-L to return to Main Menu.  │ OR                   │
                                                       │ Leave the Object     │
                                                       │ Code blank to inquire│
                                                       │ on ALL object codes  │
                                                       │ associated with the  │
                                                       │ cost center entered. │
                                                       │                      │
                                                       └──────────────────────┘
```

Once the Cost Center and/or the Object Code have been entered, the BDS will search the records accordingly and the BDS Personnel Inquiry Screen will be displayed with the current records. If a record is locked by another user, the "RECORD IS PRESENTLY LOCKED" will be displayed in the Name column, else if no records exist for the cost center and/or object code "NO RECORDS FOR THAT CRITERIA" will be displayed in the Name column.

NOTE
For possible error/informational messages, see Appendix B, messages 2, 3, 8, 9, 13, 14 or 26.

BDS - Personnel Inquiry Screen

```
 MARCH      22, 2001                                        05:03 PM


                     PERSONNEL   INQUIRY


   Cost Center:  240105  ADMIN. PROGRAMMING        Budget Total: $    119,420
 ┌────┬──────┬────┬─────────────────────────┬──────┬─────────┬─────────┐
 │Chg │Object│Line│ Employee                │   %  │ Annual  │ Budget  │
 │Del │ Code │Num │ Name                    │  FTE │ Salary  │ Amount  │
 ├────┼──────┼────┼─────────────────────────┼──────┼─────────┼─────────┤
 │ ▌  │ 1320 │ 01 │ EATON, STEPHANIE L.     │  100 │ $  3,000│ $  3,510│
 │    │ 1320 │ 02 │ GARRISON, ALLAN N.      │  100 │ $ 24,000│ $ 26,000│
 │    │ 1320 │ 03 │ ACKLIN, SANDRA S.       │  100 │ $  3,500│ $  3,800│
 │    │ 1320 │ 04 │ ANDERSON, JAMES P.      │  100 │ $  4,000│ $  4,190│
 │    │ 1320 │ 05 │ KILLEN, ROBERT C.       │  100 │ $  1,000│ $  1,500│
 │    │ 1320 │ 06 │ MCLEAN, VALERIE J.      │  100 │ $  3,750│ $  3,800│
 │    │ 1320 │ 07 │ YOUNGBLOOD, JULIE F.    │  100 │ $ 20,000│ $ 30,000│
 │    │ 1320 │ 08 │ PAULSON, SUSAN P.       │  100 │ $ 10,000│ $ 15,000│
 │    │ 1320 │ 09 │ VACANT-PROGRAMMER I     │  100 │ $ 31,620│ $ 31,620│
 │    │      │    │                         │    0 │ $     0 │ $     0 │
 └────┴──────┴────┴─────────────────────────┴──────┴─────────┴─────────┘
```

Once the BDS Personnel Inquiry Screen has been populated, you can use the up and down arrows to scroll through the list of budget items. You can also use the *TAB* and *BACKTAB (SHIFT-BACKSPACE)* to navigate between the records. Records can be selected to change or delete by entering a "C" to CHANGE or a "D" to DELETE in the Chg/Del column. Once records have been selected to update, you must press the return key to exit this screen to begin updating the selected records. If either no change or delete of records is needed, you may hit the *CTRL-L* sequence or press the return key to abort this screen.

NOTE
For possible error/informational messages, see Appendix B, messages 19, 26, 32, 33, 34 or 36.

BDS - Personnel Change/Delete Method

1. You must be on the BDS-Personnel Inquiry Screen to either change or delete a record. See page 18.
2. Using the up and down arrow keys, you can scroll through the list of personnel inquiry records, or you can use the *TAB* and *BACKTAB (SHIFT-BACKSPACE)* keys to navigate through the records.
3. To flag a record for change, enter a "C" in the Chg/Del column.
4. To flag a record for deletion, enter a "D" in the Chg/Del column.
5. Once you have flagged all the records you want to update, you can press the return key to start processing the flagged records, or you can use the key sequence, *CTRL-L,* to abort the update process.
6. When the return key is pressed, either the BDS - Add Screen will be displayed or the BDS - Delete Screen will be displayed, depending on what order you flagged the records to be updated.
7. For help using the BDS - Add Screen, see page 12 and for help using the BDS - Delete Screen, see page 16.

BDS -- Budget Key -- Add Non-Personnel Item Screen

```
MARCH    22, 2001                                          05:06 PM

                      ┌───────────────────────┐
                      │ B U D G E T   K E Y   │        ┌─────────────────────┐
                      └───────────────────────┘        │ Enter the 6-digit   │
          ┌──────────────────────────────────────────┐│ cost center to      │
          │                                           ││ ADD a non-          │
          │    Please enter the following key fields: ││ personnel budget    │
          │                                           ││ item.               │
          │       ┌─────────────────────────────┐    │└─────────────────────┘
          │       │                             │    │
          │       │   Cost Center: 240105       │    │┌─────────────────────┐
          │       │                             │    ││ Enter the 4-digit   │
          │       │   Object Code: 2370 ◄       │    ││ object code to      │
          │       │                             │    ││ ADD a non-          │
          │       │   Line Number: 09 ▼         │    ││ personnel budget    │
          │       └─────────────────────────────┘    ││ item.               │
          │                                           │└─────────────────────┘
          └──────────────────────────────────────────┘
                                                        ┌─────────────────────┐
          Press CTRL-L to return to the main menu.      │ Enter '01' in the   │
                                                        │ line number field,  │
                                                        │ OR, leave blank.    │
                                                        └─────────────────────┘
```

Once the key data has been entered, the BDS will verify that a record DOES NOT exist for the current budget key and the BDS Add Object Code Item Screen will be displayed; otherwise, an error message will be displayed. **Please note:** There is no need to enter a line number because all non-personnel budget items have a line number of '01'.

NOTE
For possible error/informational messages, see Appendix B, messages 2, 3, 6, 13 or 26.

22

BDS - Add Object Code Screen

```
MARCH     22, 2001        **** ADD OBJECT CODE ****            05:08 PM


             NON  PERSONNEL  BUDGET


               Enter "Y" to UPDATE the record:



    Cost Center:  240105      Cost Center Description:  ADMIN. PROGRAMMING

    Object Code:  2370        Object Code Description:  OTHER CONTR SERV

                    Future Budget Amount: 1 $          0    ◄────Update Field


            Press CTRL-L to return to the Main Menu
```

1.   Enter the 'Future Budget Amount' for the new non-personnel budget item.   If
      the amount entered is correct, enter a **Y** in the update field to update the new
      record, OR, enter an **N** in the update field to abort the update process.

Once a new object code record has been added, it will **NOT** immediately appear on the BDS
- Browse Screen. The new object code record will only appear once the BDS transactions
have been loaded into the FR system.

NOTE
For possible error/informational messages, see Appendix B, messages 15, 16, 20 or 37.

BDS - Browse Screen

```
MARCH     22, 2001              *** BROWSE ***                      05:12 PM


              COST  CENTER  BUDGET  SUMMARY


  Cost Center:  240105  ADMIN. PROGRAMMING          Budget Total: $      168,754

 Chg|Object|   Object Code   | Last Yr    | Cur Yr     | Cur Yr     | New Yr
 Del| Code |   Description   | Actual     | Revised    | Actual     | Projected
 ───┼──────┼─────────────────┼────────────┼────────────┼────────────┼───────────
  ■  2310  CONSULTANTS       |$     5,117 |$   11,955  |$   11,955  |$    60,000
     2350  CONTRACT LABOR-INDIV|$         |$           |$           |$         0
     2355  CONTRACT SERVICES-CO|$   2,500 |$           |$           |$         0
     2370  OTHER CONTR SERV  |$     3,684 |$           |$           |$     5,000
     2420  RENTAL-FURN/EQUIP |$     1,048 |$      604  |$      604  |$     1,000
     2490  RENTAL - OTHER    |$       455 |$           |$           |$       500
     2500  OP SERV-BDG POOL  |$          |$           |$           |$         0
     2510  MAINT AGREEMENTS  |$   104,051 |$       86  |$       86  |$     2,000
     2550  COMPUTER MAINTENANCE|$   9,513 |$           |$           |$       500
     2655  MEETINGS EXPENSE  |$          |$       35  |$       35  |$       500
```

You must enter in the 6-digit cost center to browse. If you have security to view this cost center, the cost center description and all the object codes associated with the cost center (based on security) will populate this screen. Use the up and down arrows to scroll through the entries or use the *TAB* and *BACKTAB* (*SHIFT - BACKSPACE*) to navigate between the records. Records can be selected to change or delete by entering a "C" to CHANGE or a "D" to DELETE in the Chg/Del column. If a "C" is entered, you must tab to the New Yr Projected Column and update the value; otherwise, no change in the record will occur. If you change the New Yr Projected value, but do not enter a "C" in the Chg/Del Column, no update will occur. Once records have been selected to update, you must press the return key to exit this screen to begin updating the selected records. If either no change or delete of records is needed, you may hit the *CTRL-L* sequence or press the return key to abort this screen.

NOTE
For possible error/informational messages, see Appendix B, messages 2, 16, 19, 22, 26, 32, 33 or 34.

BDS - Browse Change/Delete Method

1. You must be on the BDS- Browse Screen to either change or delete a record. See page 22.
2. Using the up and down arrow keys, you can scroll through the list of non-personnel inquiry records, or you can use the *TAB* and *BACKTAB* (*SHIFT-BACKSPACE*) keys to navigate through the records.
3. To flag a record for change:
   A. You must enter a "C" in the Chg/Del column.
   B. Tab to the 'New Yr Projected' column and enter the new amount.
3. To flag a record for deletion, enter a "D" in the Chg/Del column.
4. Once you have flagged all the records you want to update, you can either press the return key to start processing then flagged records, or you can use the key sequence, *CTRL-L*, to abort the update process.
5. When the return key is pressed, the BDS will automatically make the updates to the flagged records, no
   screens will be displayed and no verifications to confirm the updates will be performed; the records will simply be updated as flagged.

Please note: If you flag a record for deletion, the entire record (object code, object code description, last year actual amount, current year revised amount, current year actual amount) will NOT be removed. The result of a deletion is the zeroing of the new year projected amount.

BDS - Report Order Screen

```
MARCH    22, 2001          *** REPORT ORDER ***              05:15 PM


                    ▄▄▄▄▄▄▄ BUDGET REPORTS ▄▄▄▄▄▄▄

        ┌──────────────────────────────────────────────────────┐
        │ 1 Do you want all authorized cost centers (Y/N) ?  █  │
        │ 2                                                    │
        │   Which specific cost center do you want?  000000    │
        │ ─────────────────────────────────────────────────── │
        │ 3 What is the report destination?                   │
        │                                                     │
        │                                                     │
        │ ─────────────────────────────────────────────────── │
        │ 4 Where do you want the report to print (C/P/Y/S)?  │
        │ ─────────────────────────────────────────────────── │
        │ 5 Do you want to release immediately (Y/N) ?        │
        └──────────────────────────────────────────────────────┘

                Press CTRL-L to return to Main Menu.
```

1. Either enter a **Y** for all authorized cost centers to be reported, **OR, enter an N** for only 1 authorized cost center to be reported
2. If you entered a **Y** for **ALL** cost centers to be reported, this entry field will be skipped automatically; **OTHERWISE**, enter a specific cost center to report.
3. Enter a descriptive designation to which the report requested can be delivered, for example, John Doe - Administrative Prog Svs - CPC - 2nd Floor A225.E
4. Enter the appropriate letter to which the report will be printed: C - CPC, P - PRC, Y - CYC, S - SCC)
5. Either enter a **Y** of you want the report generated immediately, **OR,** enter an **N** to generate the report at a later time.

Budget Adjustment System (BAS)

```
┌─────────────────────────────────────────────────────────────┐
│                                                               │
├─────────────────────────────────────────────────────────────┤
│MARCH    20, 2001                                    06:05 PM │
│                                                               │
│                                                               │
│:ollin County Community College District                      │
│                                                               │
│                                                               │
│           B U D G E T   A D J U S T M E N T   S Y S T E M     │
│                                                               │
│                                                               │
│                                                               │
│       Written by:   Administrative Programming Services Development Team │
│                     Dennis Holland                    Le Anne Eaton      │
│                                                               │
├─────────────────────────────────────────────────────────────┤
│                                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

This is the opening screen for the Budget Adjustment System (BAS). The screen will display for a few seconds and then the BAS Main Menu Screen will appear.

BAS - Main Menu

```
              B U D G E T    A D J U S T M E N T

                    M A I N    M E N U

        ┌──────────────────────────────────────┐
        │                                      │
        │  Add Adjustment         Report        │
        │                                      │
        │  Delete Adjustment·     EXit          │
        │                                      │
        │  Browse Adjustments                   │
        │                                      │
        └──────────────────────────────────────┘

                    Choice: █  ◄────────── Choice Field
```

Enter the appropriate function in the Choice Field.

BAS – Add Screen

```
MARCH      20, 2001                                           06:08 PM
                       BUDGET   ADJUSTMENT
                  Do you want to save this transaction?   ◄──── Update Field

              FROM                    TO          AVAILABLE        AMOUNT
        1                        2              3              4
   ACCT NO: █        █            ░░░  █ ░░░                    $░░░░░░░ 0

        COST CENTER DESC          COST CENTER DESC       ADJUSTMENT DESC
                                                      5
        ░░░░░░░░░░░░░             ░░░░░░░░░░░░░          ░░░░░░░░░░░░░

        OBJECT CODE DESC          OBJECT CODE DESC

        ░░░░░░░░░░░░░             ░░░░░░░░░░░░░

                                  NOTE
   6
   ░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░░


             Press CTRL-L to return to the Main Menu
```

1. Enter the 10-digit account number to transfer money from.
2. Enter the 10-digit account number to transfer money to.
3. This is the available balance in the 'from' account. There must be a positive balance in the 'from' account in order to transfer money to another account. The available balance must be able to cover the transfer amount being requested.
4. Enter the amount to transfer between accounts.
5. Enter an adjustment description.
6. Enter an extended note to justify the transfer of funds.

BAS – Delete Screen

```
MARCH    22, 2001                                            04:04 PM

                    BUDGET  ADJUSTMENT
              Do you want to save this transaction?  ◄──── Option Field

              FROM                    TO          AVAILABLE        AMOUNT

ACCT NO:  [____]-[_]        [____]-[_]                        $[____] 0

     COST CENTER DESC        COST CENTER DESC           ADJUSTMENT DESC

     [_____]          [_____]           [_____]

     OBJECT CODE DESC        OBJECT CODE DESC

     [_____]          [_____]

                              NOTE

     [_____]

              Press CTRL-L to return to the Main Menu
```

This is the Budget Adjustment Delete Screen. This screen enables the user to delete entries from the Budget Adjustment System.

To delete an adjustment:
1. Enter the 10-digit 'From' account number
2. Enter the 10-digit 'To' account number
3. Enter a 'Y' in the Option Field to confirm the deletion of the current entry.

BAS – Browse Screen

```
MARCH     22, 2001              ** BROWSE **                    04:03 PM
                          B U D G E T   A D J U S T M E N T

   ┌──────┬────────────┬────────────┬────────────────┬─────────────┐
   │ Chg  │    From    │     To     │   Adjustment   │             │
   │ Del  │ Account No.│ Account No.│  Description   │   Amount    │
   ├──────┼────────────┼────────────┼────────────────┼─────────────┤
   │      │ 240105-2310│ 240105-2370│ NEEDED MORE MONEY │  000,100   │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   │      │     -      │     -      │                │      ,      │
   └──────┴────────────┴────────────┴────────────────┴─────────────┘

              Press CTRL-L to return to the Main Menu
```

The BAS Browse Screen enables you to scroll through the entries entered in the system. You can modify and/or delete adjustment entries using this screen. To change an entry, enter a 'C' in the Chg/Del column. To delete an entry, enter a 'D' in the Chg/Del column. You may enter in as many 'C's' and 'D's' as necessary. After you have flagged the entries as either 'C' or 'D', you will need to press the RETURN key to begin processing the flagged entries. If you entered a 'C' to change the entry, the change screen will appear for each flagged entry, make your modifications as necessary and then save and/or abort the change. If you entered a 'D' to delete an entry, the delete screen will appear and prompt you for a 'Y' or 'N' validation to delete the entry.

BAS – Report Order Screen

```
MARCH    22, 2001           *** REPORT ORDER ***                04:05 PM


              BUDGET  ADJUSTMENT  SYSTEM


       ┌─────────────────────────────────────────────────────────┐
       │   What is the report destination?                       │
       │ 1                                                        │
       │ █                                                        │
       │ ─────────────────────────────────────────────────────── │
       │ 2 Where do you want the report to print (C/P/Y/S)?       │
       │ ─────────────────────────────────────────────────────── │
       │ 3 Do you want to release immediately (Y/N) ?             │
       └─────────────────────────────────────────────────────────┘

              Press CTRL-L to return to Main Menu.
```

The BAS Report Screen enables you to create a report of all adjustment entries for the current processing period. To order a budget adjustment report enter the following fields:

1. Report Destination – The report destination should consist of 4 major components:
   a. Name of requester
   b. Department of requester – this can be abbreviated, such as Admin Prog Svcs for Administrative Programming Services
   c. Campus of requester
      i. CPC – Central Park Campus
      ii. PRC – Preston Ridge Campus
      iii. CYC – Courtyard Campus
      iv. SCC – Spring Creek Campus
   d. Room Number of requester
2. Campus Destination Code (C-Central Park, P-Preston Ridge, Y-Courtyard, S-Spring Creek)
3. Release Immediately Flag – This should always be 'Y' due to the processing period being on a daily basis.

Equipment Request System

```
MARCH    22, 2001                                              16:06:30



Collin County Community College District


                    ▌CAPITAL  EQUIPMENT▌
                            ▌&▌
                ▌INSTRUCTIONAL  TECHNOLOGY▌

                    ▌REQUEST  SYSTEM▌


        Written By:  Administrative Programming Services Development Team
        _____
```

This is the introductory screen for the Equipment Request System. This system contains 3 components:
1. Capital Equipment Request System
2. Instructional Technology Request System
3. Cost Center Manager Request System

The screens associated with the ERS are identical across the 3 components. Variations between the 3 components will be addressed as necessary.

Equipment Request Main Menu

```
                    CAPITAL  EQUIPMENT
                           &
        INSTRUCTIONAL  TECHNOLOGY  REQUEST

                      MAIN  MENU


        ┌──────────────────────────────────────────┐
        │                                          │
        │   CAPITAL EQUIPMENT REQUEST SYSTEM       │
        │   INSTRUCTIONAL TECHNOLOGY REQUEST SYSTEM│
        │   COST CENTER MANAGER REQUEST            │
        │                                          │
        │   EXIT                                   │
        │                                          │
        └──────────────────────────────────────────┘


                  Choice: ▐  ◄────── Choice Field
```

Enter the appropriate selection in the Choice Field.

ERS – Function Menu

```
MARCH    22, 2001                                          04:06 PM



                         CAPITAL
                   EQUIPMENT REQUEST
                      MAIN MENU


         ┌─────────────────────────────────────────────┐
         │                                             │
         │   ADD REQUEST         BROWSE REQUESTS       │
         │   CHANGE REQUEST      APPROVE REQUESTS      │
         │   DELETE REQUEST      REPORTS               │
         │                                             │
         │                  EXIT                       │
         │                                             │
         └─────────────────────────────────────────────┘



                  CHOICE: █  ◄─────── Choice Field
```

Enter the desired option in the Choice Field.

Note
Only selected business office personnel may opt for the Approve Requests screen.

ERS – Key Screen

```
                        CAPITAL
            EQUIPMENT  REQUEST  KEY

         Please enter the following key fields:


                    Cost Center:

                    Object Code:  ____

                    Line Number:  ____  ▼


         Press CTRL-L to return to the main menu.
```

Enter the 6-digit cost center to either **ADD, CHANGE or DELETE** an equipment item.

Enter the 4-digit object code to either **ADD, CHANGE or DELETE** an equipment item.

Enter the 3-digit line number to either **ADD, CHANGE or DELETE** an equipment item.

The Key Screen is a screen that is used for the Add Screen, the Change Screen and/or the Delete Screen. For adding an equipment item, the ERS will verify that no record exists for the current key and the ERS Add Screen will appear; for changing or deleting an equipment item, the ERS will verify that a record exists for the current key and either the ERS Change Screen or the ERS Delete Screen will appear depending on the function entered at the Function Menu. If the Add Function is requested and the key already exists an error message will be displayed; if either the Change or Delete Function is requested and the key does not exist an error message will be displayed.

ERS – Add Screen

```
APRIL    1, 2001    ADD                                    10:38 AM
                    ┌──────────────────────────────────┐
                    │           CAPITAL                │
                    │    EQUIPMENT REQUEST             │
                    └──────────────────────────────────┘
              Do you want to save this transaction?   █   ◄──── Update Field

      Line #              Account #        1   Request Description

      004              240105-6520    █

            ADMIN. PROGRAMMING              FURN-OFFICE

    Achievement      Qty       Qty      Amount     Total        N   Approval
    Indicator      On Hand  Requested  Requested  Requested     R     Flag

      2             3    0    4    0   $  5   0   $        0 6

 7  _____
    ██████████████████████████████████████████████████████████████████████
    ██████████████████████████████████████████████████████████████████████
```

1. Enter a short **description** for the requested item.
2. Enter the **achievement indicator** that this item applies to, format O.TH, where the 'O' digit represents the achievement being obtained and the 'TH' digits represent the numerical level reached in obtaining the desired achievement. For example, 3.05, would indicate that this is the 5th item requested in order to obtain the 3rd achievement. Achievements are to be determined by each department.
3. Enter the **quantity currently on hand.**
4. Enter the **quantity to be requested.**
5. Enter the **cost of the item** being requested.
6. Enter either a 'N' to represent this item as **NEW** or enter a 'R' to represent this item as a **REPLACEMENT**.
7. Enter 2 lines of **justification** for the request of this item.

ERS – Change Screen

```
MARCH    31, 2001    CHANGE                                    03:36 PM
              ███████████ CAPITAL ███████████
              ██ EQUIPMENT REQUEST ██
              Do you want to save this transaction?  █  ◄──── Update Field

    Line #            Account #              Request Description

    001              240105-6520   CHEAP STUFF

        ADMIN. PROGRAMMING                    FURN-OFFICE

 Achievement     Qty      Qty      Amount       Total       N   Approval
 Indicator     On Hand  Requested  Requested   Requested    R     Flag

                  1         6    $  4,000   $     24,000    R      Y
 ████████████████████████████████████████████████████████████████████
 ████████████████████████████████████████████████████████████████████
 ████████████████████████████████████████████████████████████████████
```

The ERS Change Screen works just like the ERS Add Screen. Modify the desired fields and then enter 'Y' to save the modifications or 'N' to abort the change process.

ERS – Delete Screen

```
MARCH    31, 2001    **DELE                                03:36 PM
                        CAPITAL
              DELETE  EQUIPMENT  REQUEST■
           ┌─────────────────────────────────────────────────────────┐
           │      Do you want delete this request?   _   ◄──Update Field
           │                                                         │
           │  Line #          Account #          Request Description │
           │                                                         │
           │  001           240105-6520    CHEAP STUFF               │
           │                                                         │
           │      ADMIN. PROGRAMMING              FURN-OFFICE        │
           │                                                         │
           │  Achievement     Qty      Qty     Amount     Total    N │
           │   Indicator    On Hand  Requested Requested Requested R │
           │                   1        6    $  4,000  $   24,000  R │
           │                                                         │
           │                                                         │
           └─────────────────────────────────────────────────────────┘
```

The ERS Delete Screen allows for the deletion of entries, enter either 'Y' to confirm the deletion of the current entry or 'N' to abort the deletion process.

ERS – Browse Screen

```
MARCH      31, 2001                                          03:37 PM

                         CAPITAL
                  EQUIPMENT REQUEST
                  COST CENTER SUMMARY

   Cost Center:  240105  ADMIN. PROGRAMMING          Request Total: $      69,019

 Chg Ln  Obj      Request         Qty    Qty  Amount       Total     N App
 Del Nbr Code    Description      On Hand Req'd Requested   Requested  R Flg

     001 6520 CHEAP STUFF            1      6 $    4,000 $     24,000 R  Y
     001 7420 NEW BOOKSHELVES        4      2 $    5,003 $     10,006 N  Y
     001 7520 NEW DESKS FOR PROGRA   5      2 $    5,001 $     10,002 N  N
     002 7520 SWIVEL CHAIRS          9      2 $    5,001 $     10,002 N
     005 7520 NEW STUFF              1      3 $    5,003 $     15,009 N
     000 0000                        0      0 $        0 $          0
     000 0000                        0      0 $        0 $          0
     000 0000                        0      0 $        0 $          0
     000 0000                        0      0 $        0 $          0
     000 0000                        0      0 $        0 $          0
```

You must enter in the 6-digit cost center to browse. If you have security to view this cost center, the cost center description and all the object codes associated with the cost center (based on security) will populate this screen. Use the up and down arrows to scroll through the entries or use the *TAB* and *BACKTAB (SHIFT - BACKSPACE)* to navigate between the records. Records can be selected to change or delete by entering a "C" to CHANGE or a "D" to DELETE in the Chg/Del column. Once records have been selected to update, you must press the return key to exit this screen to begin updating the selected records. Depending on the entry in the Chg/Del column, either the ERS Change Screen or ERS Delete Screen will appear. With each screen, enter the modifications or delete entries as necessary. If the change or delete of records is not needed, hit the *CTRL-L* sequence or press the return key to abort this screen.

ERS – Approval Screen

```
MARCH     22, 2001                                                  04:13 PM

                         ▐EQUIPMENT REQUEST▌

                              ▐APPROVAL▌
  Cost Center:  240105  ADMIN. PROGRAMMING          Request Total: $      25,011

  ┌────┬───┬────┬─────────────┬────┬────┬──────────┬────────────┬─┐
  │App │Ln │Obj │   Request   │Qty │Qty │  Amount  │   Total    │N│
  │Flg │Nbr│Code│ Description │On Had│Req'd│Requested │ Requested  │R│
  ├────┼───┼────┼─────────────┼────┼────┼──────────┼────────────┼─┤
  │    │002│7520│SWIVEL CHAIRS│  9 │  2 │$   5,001 │$    10,002 │N│
  │    │005│7520│NEW STUFF    │  1 │  3 │$   5,003 │$    15,009 │N│
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  │    │000│0000│             │  0 │  0 │$       0 │$        0  │ │
  └────┴───┴────┴─────────────┴────┴────┴──────────┴────────────┴─┘
```

NOTE

Only authorized business office personnel may use this screen.

To begin the approval process, enter the 6-digit cost center. All entries that have **NOT** been approved will populate the screen. Either enter a 'Y' to approve a requested item or 'N' to deny a requested item. The sequence *CTRL-L* will exit this screen and return to the ERS Function Screen.

ERS – Report Screen

```
MARCH    22, 2001         *** REPORT ORDER ***              04:14 PM


       ███████ EQUIPMENT REQUEST REPORT ███████

     ┌──────────────────────────────────────────────────┐
     │ 1 Do you want all authorized cost centers (Y/N) ? ▓ │
     │                                                    │
     │ 2 Which specific cost center do you want?  000000  │
     │ ────────────────────────────────────────────────── │
     │ 3 What is the report destination?                  │
     │                                                    │
     │                                                    │
     │ ────────────────────────────────────────────────── │
     │ 4 Where do you want the report to print (C/P/Y/S)? │
     │ ────────────────────────────────────────────────── │
     │ 5 Do you want to release immediately (Y/N) ?       │
     └──────────────────────────────────────────────────┘

               Press CTRL-L to return to Main Menu.
```

Enter the required fields to request an equipment request report:
1. Either enter 'Y' to request all **authorized cost centers** (based upon security) or
   enter 'N' to request a specific cost enter. If you enter 'Y' to report all cost centers,
   step 2 is omitted. If you enter 'N' to request a specific cost center, you must enter
   he cost center to report on (see step 2).
2. Enter the **6-digit cost center** to report on.
3. Enter the **report destination** – The report destination should consist of 4 major
   components:
   a. Name of requester
   b. Department of requester – this can be abbreviated, such as Admin Prog Svcs
      for Administrative Programming Services
   c. Campus of requester
      CPC – Central Park Campus   PRC – Preston Ridge Campus
      CYC – Courtyard Campus   SCC – Spring Creek Campus
   d. Room Number of requester
4. Campus Destination Code (C-Central Park, P-Preston Ridge, Y-Courtyard, S-Spring
   Creek)
5. Release Immediately Flag – This should always be 'Y' to report the current changes.

Supplemental Budget System

```
MARCH     31, 2001                                            15:38:50


Collin County Community College District


                   SUPPLEMENTAL BUDGET

                     REQUEST SYSTEM

     Written By:  Administrative Programming Services Development Team
```

SBS – Key Screen

```
 MARCH    31, 2001                                          03:39 PM


             ▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄▄
             █  SUPPLEMENTAL  BUDGET  KEY  █
             ▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀▀

                  Please enter the following key fields:


                      Request Type P/N/E:

                      Cost Center:

                      Object Code:

                      Line Number:



                  Press CTRL-L to return to the main menu.
```

The Key Screen is used for each of the functional screens in the SBS. The Key Screen also determines which type of entry is being input into the SBS. There are three types of Supplemental Budget Items that can be requested:

1. **P** - Personnel
2. **N** - Non-Personnel
3. **E** – Equipment

For each type of entry (P,N,E) the appropriate cost center and object code must be entered; otherwise an error message will appear.

To add a supplemental budget item, a nonexistent key must be entered, else an error will occur. For changing and/or deleting a supplemental budget item, an existing key must be entered; if the key does not exist an error message will be displayed.

SBS – Personnel Add Screen

```
 MARCH     31, 2001                    ADD                          03:39 PM
                        ┌─────────────────────┐
                        │ SUPPLEMENTAL        │
                        │ PERSONNEL  BUDGET  REQUEST │
                        └─────────────────────┘
              Do you want to UPDATE the current record (Y/N):   ◄──── Update Field

   ┌─────┐ ┌──────┐ ┌────┐   ┌──────┐                        ┌────────┐
   │Cost │ │Object│ │Line│   │  ID  │                        │Employee│
   │Center│ │ Code │ │Num │   │Number│                        │  Name  │
   └─────┘ └──────┘ └────┘    └──────┘                        └────────┘
                        1                              2
   240105    1320     025     ▉ - -

   ADMIN. PROGRAMMING      NON-SUPVR-SPT STAFF   3  ┌──────────────────────┐
                                                    │ Achievement Indicator│
                                                    └──────────────────────┘
   ┌────┬───────┬───────┬────────┬────────┬──────┬───────┐  ┌────────┐
   │ %  │Annual │Budget │Number  │Contact │Hours │Est.   │  │Approval│
   │FTE │Salary │Amount │Sections│ Lec    │Lab   │Enroll │  │ Flag   │
   └────┴───────┴───────┴────────┴────────┴──────┴───────┘  └────────┘
   4     5       6       7         8       9     10         11
    0     0       0       0         0       0     0

12 ▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉
   ▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉
   ▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉
```

1. **ID Number** - Enter the new personnel id number.
2. **Employee Name** - Enter the new personnel name.
3. Enter the **achievement indicator** that this item applies to, format O.TH, where the 'O' digit represents the achievement being obtained and the 'TH' digits represent the numerical level reached in obtaining the desired achievement. For example, 3.05, would indicate that this is the 5th item requested in order to obtain the 3rd achievement. Achievements are to be determined by each department.
4. **% FTE** - Enter the amount of FTE for the new personnel item.
5. **Annual Salary** - Enter the annual salary for the new personnel item.
6. **Budget Amount** - Enter the budget amount for the new personnel item.
7. **Number Sections** - If new faculty, enter the number of sections.
8. **Contact Lecture** - If new faculty, enter the number of contact lecture hours.
9. **Hours Lab** - If new faculty, enter the number of lab hours.
10. **Est. Enroll** - If new faculty, enter the estimated enrollment.
11. **Approval Flag** – Can only be modified by authorized business office personnel.
12. Enter 3 lines of **justification** for the request of this item.

To add the current record, enter a **Y** in the update field or enter an **N** to abort add process.

SBS – Personnel Change Screen

```
MARCH    31, 2001              CHANGE                    03:43 PM

                    SUPPLEMENTAL
                PERSONNEL BUDGET REQUEST

         Do you want to UPDATE the current record (Y/N):    ←——— Update Field

    Cost   Object  Line       ID                        Employee
   Center   Code    Num     Number                        Name

   240105   1320    025    000-00-0000           NEW EMPLOYEE

   ADMIN. PROGRAMMING      NON-SUPVR-SPT STAFF   Achievement Indicator   4.01

     %     Annual   Budget   Number   Contact  Hours   Est.   Approval
    FTE    Salary   Amount  Sections    Lec     Lab   Enroll    Flag

    100    25,000   25,000     0         0       0      0

   NEW POSITION TO AID IN IMPLEMENTATION OF NEW WEB PRODUCT
```

The SBS Personnel Change Screen is identical to the SBS Personnel Add Screen. The functionality of the SBS Personnel Change screen is to modify fields as necessary. To update the changed fields, enter 'Y'; else enter 'N' to abort the changes.

NOTE
        Authorized business office personnel can modify the Approval Flag.

SBS – Personnel Delete Screen

```
MARCH    31, 2001                    **DELE                        03:44 PM

                        SUPPLEMENTAL
                   PERSONNEL  BUDGET  REQUEST

         Do you want to DELETE the current record (Y/N):  █    ◄——— Update Field

    Cost    Object  Line        ID                          Employee
    Center  Code    Num         Number                        Name

    240105    1320    025    000-00-0000         NEW EMPLOYEE

    ADMIN. PROGRAMMING      NON-SUPVR-SPT STAFF      Achievement Indicator   4.01

     %      Annual   Budget    Number    Contact   Hours    Est.     Approval
    FTE     Salary   Amount   Sections     Lec      Lab    Enroll      Flag

    100    025,000  025,000     000       000       000    0000

    NEW POSITION TO AID IN IMPLEMENTATION OF NEW WEB PRODUCT
```

The SBS Personnel Delete Screen enables the deletion of the current budget entry. Enter
'Y' to delete the entry; 'N' to abort the delete process.

SBS – Non-Personnel Add Screen

```
MARCH    31, 2001      ADD                                        03:45 PM


                        NON-PERSONNEL
                SUPPLEMENTAL  EQUIPMENT  REQUEST
                Do you want to save this transaction?   ▮◄——— Update Field

      Line #            Account #           Request Description

      025             240105-2320

          ADMIN. PROGRAMMING               GUEST LECTURERS

 Amount          0         Achievement Indicator:        Approval Flag:


```

1. **Request Description** - Enter short request description.
2. **Amount** - Enter the amount of new non-personnel item
3. Enter the **achievement indicator** that this item applies to, format O.TH, where the 'O' digit represents the achievement being obtained and the 'TH' digits represent the numerical level reached in obtaining the desired achievement. For example, 3.05, would indicate that this is the 5th item requested in order to obtain the 3rd achievement. Achievements are to be determined by each department.
4. **Approval Flag** – Can only be modified by authorized business office personnel.
5. Enter 3 lines of **justification** for the request of this item.

To add the current record, enter a **Y** in the update field or enter an **N** to abort add process.

SBS – Change Non-Personnel Screen

```
MARCH    31, 2001      CHANGE                                    03:52 PM


                        NON-PERSONNEL
              SUPPLEMENTAL  EQUIPMENT  REQUEST
                                              Update Field
                 Do you want to save this transaction?   ▮

        Line #           Account #              Request Description

        025            240105-2320    NETWORKING SPEAKER

           ADMIN. PROGRAMMING                  GUEST LECTURERS

      Amount      500        Achievement Indicator: 1.05      Approval Flag:


      HIRE NETWORKING SPEAKER TO SPEAK TO STAFF
```

The SBS Non-Personnel Change Screen is identical to the SBS Non-Personnel Add Screen. The functionality of the SBS Non-Personnel Change screen is to modify fields as necessary. To update the changed fields, enter 'Y'; else enter 'N' to abort the changes.

NOTE
        Authorized business office personnel can modify the Approval Flag.

SBS – Non-Personnel Delete Screen

```
MARCH     31, 2001    **DELE                                    03:57 PM


           SUPPLEMENTAL  EQUIPMENT  REQUEST
                                                        Update Field
                Do you want to delete this transaction?  _

   ┌──────────────────────────────────────────────────────────────┐
   │   Line #           Account #              Request Description  │
   │                                                                │
   │    025           240105-2320    NETWORKING SPEAKER             │
   │                                                                │
   │        ADMIN. PROGRAMMING              GUEST LECTURERS         │
   │                                                                │
   │ Amount 000000500        Achievement Indicator: 1.05    Approval Flag: │
   │                                                                │
   │ HIRE NETWORKING SPEAKER TO SPEAK TO STAFF                      │
   │                                                                │
   │                                                                │
   └──────────────────────────────────────────────────────────────┘
```

The SBS Non-Personnel Delete Screen enables the deletion of the current budget entry. In the **Update Field** enter 'Y' to delete the entry; 'N' to abort the delete process.

SBS – Supplemental Budget Add Screen

```
MARCH     31, 2001     ADD                                          03:53 PM

                           SUPPLEMENTAL
                        EQUIPMENT REQUEST          /Update Field
                Do you want to save this transaction?    ▌ ◄

      Line #              Account #        1 Request Description

       025             240105-7620    CHAIR FOR NEW EMPLOYEE OFFICE

            ADMIN. PROGRAMMING              CAPITAL MAT-OFFICE

   Achievement      Qty        Qty      Amount      Total         N  Approval
    Indicator     On Hand   Requested  Requested   Requested      R    Flag
   2             3         4          5                          6
      1.06            0         1    $160,060    $    160,060     N

 7 NEW CHAIR NEEDED FOR NEW OFFICE SPACE
```

1. Enter a short **description** for the requested item.
2. Enter the **achievement indicator** that this item applies to, format O.TH, where the 'O' digit represents the achievement being obtained and the 'TH' digits represent the numerical level reached in obtaining the desired achievement. For example, 3.05, would indicate that this is the 5th item requested in order to obtain the 3rd achievement. Achievements are to be determined by each department.
3. Enter the **quantity currently on hand**.
4. Enter the **quantity to be requested**.
5. Enter the **cost of the item** being requested.
6. Enter either a 'N' to represent this item as **NEW** or enter a 'R' to represent this item as a **REPLACEMENT**.
7. Enter 3 lines of **justification** for the request of this item.

To add the current record, enter a **Y** in the **Update Field** or enter an **N** to abort add process.

SBS – Supplemental Budget Change Screen

```
MARCH     31, 2001     | CHANGE                          03:52 PM
                  SUPPLEMENTAL
                EQUIPMENT REQUEST          /Update Field
             Do you want to save this transaction?   █  ↙

     Line #              Account #              Request Description

     026                240105-7620

          ADMIN. PROGRAMMING             CAPITAL MAT-OFFICE

  Achievement     Qty        Qty      Amount      Total     N  Approval
   Indicator    On Hand   Requested  Requested  Requested   R    Flag

                    0         0    $     0   $       0
```

The SBS Supplemental Budget Change Screen is identical to the SBS Supplemental Add Screen. The functionality of the SBS Supplemental Change screen is to modify fields as necessary. To update the changed fields, in the **Update Field** enter 'Y'; else enter 'N' to abort the changes.

NOTE

Authorized business office personnel can modify the Approval Flag.

SBS – Supplemental Budget Delete Screen

```
MARCH     31, 2001     **DELE                                    03:57 PM

                        SUPPLEMENTAL
                     EQUIPMENT  REQUEST           /Update Field
                                                 ↙
                  Do you want to DELETE this transaction?   _

   Line #            Account #              Request Description

    025             240105-7620     CHAIR FOR NEW EMPLOYEE OFFICE

        ADMIN. PROGRAMMING                  CAPITAL MAT-OFFICE

  Achievement    Qty        Qty      Amount       Total      N   Approval
   Indicator   On Hand   Requested  Requested   Requested    R     Flag

    1.06       000,000    000,001   $160,060   $000,160,060  N

  NEW CHAIR NEEDED FOR NEW OFFICE SPACE


```

The SBS Supplemental Delete Screen enables the deletion of the current budget entry. In the **Update Field** enter 'Y' to delete the entry; 'N' to abort the delete process.

SBS – Report Screen

```
MARCH     31, 2001          *** REPORT ORDER ***              03:44 PM


        ███SUPPLEMENTAL   BUDGET   REPORT███

        ┌──────────────────────────────────────────────────┐
        │  Do you want all authorized cost centers (Y/N) ? ░ │
        │                                                    │
        │  Which specific cost center do you want?  000000   │
        │ ──────────────────────────────────────────────────│
        │  What is the report destination?                   │
        │                                                    │
        │                                                    │
        │ ──────────────────────────────────────────────────│
        │  Where do you want the report to print (C/P/Y/S)?  │
        │ ──────────────────────────────────────────────────│
        │  Do you want to release immediately (Y/N) ?        │
        └──────────────────────────────────────────────────┘

              Press CTRL-L to return to Main Menu.
```

Enter the required fields to request an equipment request report:

4. Either enter 'Y' to request all **authorized cost centers** (based upon security) or enter 'N' to request a specific cost enter. If you enter 'Y' to report all cost centers, step 2 is omitted. If you enter 'N' to request a specific cost center, you must enter he cost center to report on (see step 2).

5. Enter the **6-digit cost center** to report on.

6. Enter the **report destination** – The report destination should consist of 4 major components:

   a. Name of requester

   b. Department of requester – this can be abbreviated, such as Admin Prog Svcs for Administrative Programming Services

   c. Campus of requester

   CPC – Central Park Campus   PRC – Preston Ridge Campus

   CYC – Courtyard Campus   SCC – Spring Creek Campus

   d. Room Number of requester

6. Campus Destination Code (C-Central Park, P-Preston Ridge, Y-Courtyard, S-Spring Creek)

7. Release Immediately Flag – This should always be 'Y' to report the current changes.
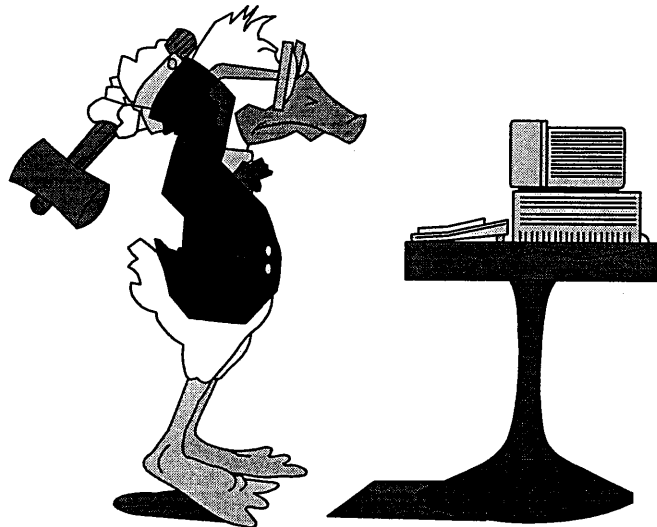
BS - Appendix A
Special Keys

Special Key Names	VT220 VT320	PC	Laptop
PF1	PF1	Num Lock	FN Num Lock
PF2	PF2	KP /	LN /
PF3	PF3	KP *	LN *
PF4	PF4	KP -	LN -
Backspace	Backspace	Backspace	Backspace
Tab	Tab	Tab	Tab
Back Tab	Back Tab	Shift-Backspace	Shift-Backspace

FN represents the function key on the laptop keyboard.
KP represents the keypad section on the PC keyboard.

BS - Appendix B

Error/Informational Messages

1   Access Denied
        "********** ACCESS DENIED ********** HIT ENTER TO EXIT"

2.   No Access to Cost Center
        "YOU DO NOT HAVE ACCESS TO THAT COST CENTER"

3.   No Access to Object Code
        "YOU DO NOT HAVE ACCESS TO THAT OBJECT CODE"

4.   Choice field is blank or empty
        "**** EMPTY CHOICE **** MUST ENTER A MENU OPTION"

5.   Choice selected is invalid
        "**** INVALID CHOICE **** ENTER A VALID MENU OPTION"

6.   Operation for selected object code is not valid
        "**** INVALID OPERATION FOR THIS OBJECT CODE"

7.   The record already exists
        "**** RECORD ALREADY EXISTS"

8.   The current cost center cannot be accessed
        "**** INACCESSABLE COST CENTER"

9.   The current object code cannot be accessed
        "**** INACCESSABLE OBJECT CODE"

10.   Cost center selected is invalid
        "**** INVALID COST CENTER"

11.   Object code selected is invalid
        "**** INVALID OBJECT CODE"

12.   Object code does not exist
        "THAT OBJECT CODE DOES NOT EXIST"

13.   Cost Center value must be entered
        "**** YOU MUST ENTER A COST CENTER VALUE"

14.   Record added to file
        "**** NEW RECORD HAS BEEN ADDED TO FILE"

15   Record was not added to file
        "**** NEW RECORD WAS NOT ADDED TO FILE"

16.   Record was changed in file
        "**** RECORD HAS BEEN CHANGED IN FILE"

17.   Record was not changed in file
        "**** RECORD HAS NOT BEEN CHANGED IN FILE"

18.   Browse action is invalid
        "**** INVALID ACTION, PLEASE ENTER A SELECTION OR   CNTL-L TO EXIT"

19.   Update action is invalid or blank
        "**** INVALID ACTION, PLEASE ENTER Y OR N"

20.   Record deleted in file
        "**** RECORD HAS BEEN FOUND AND DELETED"

21.   Record not deleted due to an error
        "**** ERROR DURING DELETE OPERATION"

22.   Record deletion process aborted
        "**** ERROR DELETE ABORTED, RECORD NOT DELETED"

Error/Informational Messages

23   Delete action is invalid or blank

       "**** INVALID DELETE ACTION, PLEASE ENTER Y OR N"

24.   Report all option is invalid or blank

       "**** INVALID OPTION - ENTER Y OR N"

25.   Reporting cost center is invalid

       "**** INVALID COST CENTER, PLEASE RE-ENTER"

26.   Report destination is incorrect

       "**** INVALID REPORT DESTINATION, PLEASE RE-ENTER"

27.   Report submit flag is invalid or blank

       "**** ERROR SUBMITTING REPORT JOB, PLEASE ENTER Y OR N"

28.   Report queue is invalid or blank

       "**** ERROR - INVALID PRINT QUEUE SELECTION"

29.   Report could not be submitted

       "**** ERROR SUBMITTING REPORT JOB"

30.   Report was submitted successfully

       "**** REPORT JOB HAS BEEN SUBMITTED"

31.   Bottom of the scroll area has been reached

       "**** BOTTOM OF THE BUFFER"

32.   Top of the scroll area has been reached

       "**** TOP OF THE BUFFER"

33.   Record is currently locked by another user

       "**** RECORD IS CURRENTLY LOCKED"

34.   Record not found in BDS file

       "**** RECORD NOT FOUND"

35.   BDS file read in error

       "**** BADSTRT: ERROR ON START OF BUDGET FILE"

36.   Bad record added to BDS file

       "**** BADADD: BAD RECORD ADDED TO FILE"