TERMINAL ENTRY OF NON-SALARY BUDGET DATA

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

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

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

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

```
                      2016-17 BUDGET SUMMARY UPDATE                    BDNS
   NEXT REQUEST: UDDS          FUND        ACTIVITY   CATEGORY


   UDDS        FUND      ACT   CATEGORY      AMOUNT        ACCT      PROJECT/USER
   N010100     102       1       se       900.........    ....        .......
   .......     ...       .       sc       300.........    ....        .......
   .......     133       1       fb       500.........    ....        .......
   .......     102       1       ca       100.........    ....        .......
   .......     107       9       ai       700.........    ....        .......
   .......     144       9       sp       600.........    ....        .......
   N011000     102       1       se       1000........    ....        .......
   .......     ...       .       ca       400.........    ....        1234567
   .......     ...       .       ..       300.........    ....        1234568
   .......     133       1       se       800.........    ....        .......
   .......     128       1       ..       -500........    ....        .......
   .......     144       1       ..       -500........    ....        .......
   .......     ...       .       sc       +500........    ....        .......
   N025800     102       1       se       2000........    ....        .......
   .......     ...       .       ca       4000........    ....        .......
      2=BSUM 4=BDNSI  6=NEW SCREEN      9=REVIEW   10=UPDT/NEW UDDS      11=EXIT
```

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

```
                  2016-17 BUDGET SUMMARY UPDATE                        BDNS
NEXT REQUEST: UDDS          FUND       ACTIVITY   CATEGORY

UDDS        FUND      ACT   CATEGORY      AMOUNT         ACCT      PROJECT/USER
N010100     102       1      se        900.........     ....      .......  UPDATED
N010100     102       1      sc        300.........     ....      .......  UPDATED
N010100     133       1      fb        500.........     ....      .......  UPDATED
N010100     102       1      ca        100.........     ....      .......  UPDATED
N010100     107       9      ai        700.........     ....      .......  UPDATED
N010100     144       9      sp        600.........     ....      .......  UPDATED
N011000     102       1      se        1000........     ....      .......  UPDATED
N011000     102       1      ca        400.........     ....      1234567  UPDATED
N011000     102       1      ca        300.........     ....      1234568  UPDATED
N011000     133       1      se        800.........     ....      .......  UPDATED
N011000     128       1      se        -500........     ....      .......  UPDATED
N011000     144       1      se        -500........     ....      .......  UPDATED
N011000     144       1      sc        +500........     ....      .......  UPDATED
N025800     102       1      se        2000........     ....      .......  UPDATED
N025800     102       1      ca        4000........     ....      .......
.......     ...       .      ..        ............     ....      .......
.......     ...       .      ..        ............     ....      .......
    2=BSUM  4=BDNSI   6=NEW SCREEN      9=REVIEW    10=UPDT/NEW UDDS      11=EXIT
```

Changes to previous entries which included Account Codes or Project/User codes should be made using BDNSI (reviewing capability only) and BDNS (actual change).

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

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

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

II. <u>CHECKING TOTALS WITH BSUM.</u>

   A. The BSUM program provides the capability of viewing the budget summary totals (see index below). The summary capability is available at any level - Unit, Division, Department, Sub-department and Account Code or Project/User Code - and can display either a specific fund-activity total, specific fund total, specific activity total, the total of all funds or the total by fund group such as GPR (General Program Revenue), NGP (Non-GPR), PR (Program Revenue), PRF (Program Revenue - Federal), PRS ((Program Revenue - State), and SEG (Segregated).

       While Historical Data (1994 – 2016) is available on all pages of BSUM, with the implementation of the Compensation Administration Tool (CAT) for 2017 Budget, only BSUM pages 2, 3, 5, 6, 26 and 27 will contain current data.

       This program provides summary totals as follows:

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

     3=BDNS   4=BDNSI   8=NEXT   11=EXIT

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

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

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