

Budget Distribution Below Category (BDBC)

The **B**udget **D**istribution **B**elow **C**ategory (BDBC) function will redistribute budget dollars from 11B, 16B, 17B, 20B and 30B to object codes below the category. However, before you can use this function either permanent and/or temporary dollars must exist in the main object category - either by the IOB or a budget amendment.

You may redistribute permanent or temporary budget dollars. You will be required to go to the lowest level to do the distribution so that all totals in the system will be updated correctly.

> **Notes:**

- If the account has cost centers you will need to select the appropriate cost center before redistributing the permanent or temporary budget dollars.
- The **BDBC** function can be found on the **M3FS** (Fin Structure/Post System) menu screen.

```

PLEASE ENTER BUDGET/FUND/OBJECT CATEGORY
09/30/98          IBS FINANCIAL SYSTEM          BDBC
11:17:45.3      BUDGET DISTRIBUTION BELOW CATEGORY  DAM3

                SELECT          COST CENTER
                =====          =====

Selection:  _
Account#:  _ - _ 1 UP 10010_
Fiscal Year: 1998 / 1999 2
Object Category: 3
                <11B, 16B, 17B, 20B, 30B>

NEXT FUNCTION: _____ <MENU,KEYS,END>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
        HELP  MENU  CMPS  END  TOP  .  .  FWRD  .  .  PRNT  PROC

```

Fill in the following information on this screen:

1. At **Account#**, key in the valid account number.
2. At **Fiscal Year**, the screen will default to the current fiscal year.
3. At **Object Category**, key in the object category you want to redistribute: 11B, 16B, 17B, 20B or 30B.

Press the **Enter** key.

> Notes:

- If this account does not contain cost centers screen 2 will appear.
- If this account contains cost centers they will be displayed at the top portion of the screen under **Select** and **Cost Center** columns.

09/30/98
14:29:07.6

IBIS FINANCIAL SYSTEM
BUDGET DISTRIBUTION BELOW CATEGORY

BDBC
DAM3

SELECT	COST CENTER
=====	=====
1	MED SUPPLY
2	SUG SUPPLY

Selection: 1 **1**
Account#: 00 - 001 - 21 HY 10010
Fiscal Year: 1998 / 1999
Object Category: 030B
(11B, 16B, 17B, 20B, 30B)

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END TOP . . FWRD . . PRNT PROC

1. Key in the corresponding number of the cost center that you want to redistribute the dollars for in the **Selection** field.

Press the **Enter** key again after making this selection. Screen 2 will appear.

PLEASE ENTER OBJECT CODE/AMOUNT AND PRESS 'ENTR'

09/30/98
14:31:22.0

IBIS FINANCIAL SYSTEM
BUDGET DISTRIBUTION BELOW CATEGORY

BDBC
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Fiscal Year	Budget	Fund	Cost Center	Permanent	Temporay	Total
1 1998/1999	00-001-21 HY	10010	MED SUPPLY	825957.00	-702400.00	123557.00

Obj Code	Description	Perm Incr/(-)Decr	Temp Incr/(-)Decr	Total New Budget
=====	=====	=====	=====	=====
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

More Lines: - 

NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP . DETL . TOP . . FWRD RTRN RESL . PROC

1. The **header line** will contain the following information: **fiscal year, account number, cost center** and **account totals** for the object category being redistributed.

To see the **balances** for each object code press the **PF3** key. A pop-up window will be displayed showing the balances for this account/cost center as shown in the example below.

Example:

```

'PRESS 'PF5 TOP' 'PF7' BACK' 'PF8 FORWARD' 'PF9 RETURN'
IBIS FINANCIAL SYSTEM
Budget Category Totals

Obj          Permanent   Temporary   Total
Code Description      Budget      Budget      Budget
=====
0308 DEPT ALLOTMENT      815857.00  -706900.00  108957.00
0301 STATIONERY&OFFICE SUPPLIES      8400.00
0302 MEDICAL&HOSPITAL SUPPLIES              3000.00      3000.00
0303 LABORATORY SUPPLIES          100.00      1000.00      1100.00
0304 FOOD SUPPLIES              600.00          500.00      1100.00
0321 TELEPHONE/TELEGRAPH      1000.00
0335 CONF MEALS - CE ONLY
0336 IN-STATE TRAVEL
0337 OUT-OF-STATE TRAVEL
0339 PSU INTER-CAMPUS TRAVEL

Enter--PF 1---PF 2---PF 3---PF 4---PF 5---PF 6---PF 7---PF 8---PF 9---PF 10---PF 11---PF 12---
          .         .         .         .         .         .         .         .         .         .         .         .
          TOP      BACK  FWRD  RTRN
  
```

Press **PF9** to return to the **BDBC** screen.

You may begin to enter the object code and the amount of permanent dollars and/or temporary dollars you would like to redistribute as shown in the example below:

Example:

PRESS 'PF10' TO RESOLVE, 'PF3' FOR DETAILS, 'PF9' TO RETURN

09/30/98
14:45:04.2

IBIS FINANCIAL SYSTEM
BUDGET DISTRIBUTION BELOW CATEGORY

BOBC
DAM3

Fiscal <-----Account-----> <-----Account Totals----->

Year	Budget	Fund	Cost Center	Permanent	Temporary	Total
1998/1999	00-001-21	HY 10010	MED SUPPLY	825957.00	-702400.00	123557.00

Obj Code	Description	Perm Incr/(-)Decr	Temp Incr/(-)Decr	Total New Budget
030b		-1000	-1000	
301_		1000		
302_			1000	

More Lines: _

NEXT FUNCTION: _____ (MENU, KEYS, END)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 HELP . DETL . TOP . . FWRD RTRN RESL . PROC

Press the **Enter** key.

The screen will edit the account balances and display the information as shown in the next example:

Example:

PRESS 'PF10' TO RESOLVE, 'PF3' FOR DETAILS, 'PF9' TO RETURN ←

09/30/98
14:56:40.4

IBIS FINANCIAL SYSTEM
BUDGET DISTRIBUTION BELOW CATEGORY

BDBC
DAM3

Fiscal	Account			Account Totals			
Year	Budget	Fund	Cost Center	Permanent	Temporary	Total	
1998/1999	00-001-21	HY	10010	MED SUPPLY	825957.00	-702400.00	123557.00

Obj	Perm	Temp	Total
Code Description	Incr/(-)Decr	Incr/(-)Decr	New Budget
0308 DEPT ALLOTMENT	___-1000.00	___-1000.00	106957.00
0301 STATIONERY&OFFICE SUPPLIES	___1000.00	_____	9400.00
0302 MEDICAL&HOSPITAL SUPPLIES	_____	___1000.00	4000.00
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

More Lines: -

NEXT FUNCTION: _____ (MENU, KEYS, END)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP . DETL . TOP . . FWRD RTRN RESL . PROC

Press the **PF10** key to post the data.

> Notes:

- The screens that are displayed to post the data are the regular FANS screens/windows.
- If you are distributing both permanent and temporary dollars the FANS windows will require you to resolve the permanent dollars first and then the temporary dollars.
- Upon completion of these screens you will be returned to the main screen.
- A message will be displayed at the top of the screen stating that transactions have been posted.