Budget Distribution Below Category (BDBC)

The Budget Distribution Below Category (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.
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.
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.
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:**

![IBIS Financial System](image)

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 the **Enter** key.

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

**Example:**
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.

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