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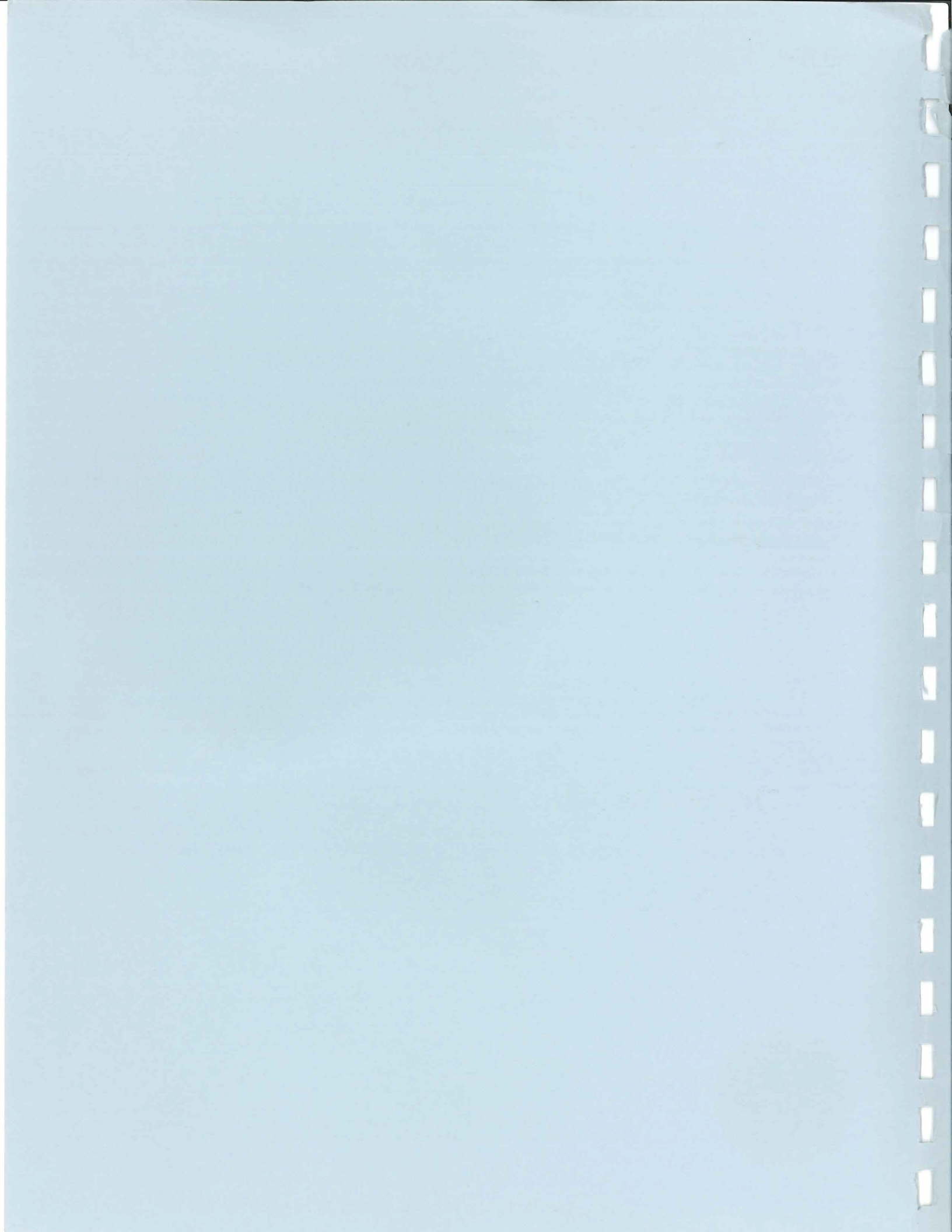
**BUDGET PROCEDURES**

**MANUAL**

**1989-1991 BIENNIUM**

**DEPARTMENT OF MANAGEMENT**

92B





TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF MANAGEMENT  
PATRICK D. CAVANAUGH, DIRECTOR

June 20, 1988

Dear Department Director:

This manual has been designed to enable you and your staff to prepare budget estimates for FY 1989 and to develop your department's budget requests for both Fiscal Year 1990 and 1991, in accordance with Section 8.23, Code of Iowa 1987.

Although the Iowa Code requires that budgets be prepared annually, I am asking that all departments prepare their budget requests for FY 1990 and for FY 1991 so that departments, the Department of Management, the Governor and his staff, and the Legislature can have a complete picture of the long-term effects of budget decisions proposed.

I am asking that this be undertaken in a manner which will minimize paperwork and extra effort by you and your staffs. As we attempt to develop a budget system which relies less and less on paper, we are asking that budget forms be completed only for FY 1990 budgets; however, FY 1991 information will be entered on the budget system along with FY 1990 information. The budget manual contains a more complete explanation of this process.

Overall, the budget manual is divided into two sections:

- The first section describes policies, guidelines and procedures required to complete and submit the standard budget request forms relating to FY 1990; and,
- The second section provides instructions necessary to accomplish on-line data entry of your budget information.

Remember, these instructions apply to both FY 1990 and FY 1991. Please read these policies, procedures and instructions carefully and follow them as closely as possible. If you or your staff have any questions regarding them, the Department of Management staff is readily available to respond to your questions and to assist you in completing the forms. If you have any questions or specific suggestions for improving the manual, or have questions regarding the budget preparation, please feel free to contact your Fiscal and Policy Analyst in this office.

Sincerely,

  
Patrick D. Cavanaugh  
Director



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Subject  
Statutory Requirements

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Chapter 8 of the Code of Iowa 1987 provides for a number of deadlines and requirements which must be met by the departments and the Department of Management in preparing and submitting the budgets for each fiscal year. Those deadlines and requirements which are of special interest to the departments are contained in Section 8.23 and are outlined below. For further information on the budget process, please refer to Sections 8.21 through 8.29 of the Code.

Section 8.23:

- A. Requires that all departments shall transmit to the Department of Management, on or before September 1, every proposed expenditure for the ensuing fiscal year along with such supporting data and explanations as may be required by the Department of Management.
- B. Requires that the budget information be transmitted by the departments on standard budget request forms furnished by the Department of Management.
- C. Requires that estimates of expenditures be based upon seventy-five percent of the funding provided for the current fiscal year accounted for by program and the remainder of the estimate of expenditure requirements be prioritized by program.
- D. Requires that the estimates be accompanied by performance measures for evaluating the effectiveness of the program.
- E. Requires that if a department fails to submit estimates within the time specified, the Governor shall cause such estimates to be prepared for that department as in the Governor's opinion are reasonable and proper.





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Subject  
General Budget Guidelines

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Each department will submit a biennial budget. Budgets must be submitted utilizing a Modified Base Budget concept. This includes establishment of a base budget and decision packages for each budget unit as well as an estimate of financial activity for each fund for FY90 and FY91.

You should prepare your FY 90 budget utilizing the policies, forms and procedures outlined in this Budget Procedures Manual. This includes the timely submittal of all required budget forms as well as the on-line entry of the narrative and financial data.

As part of the continuing evolution of the budget system we are requiring that your FY91 budget be entered directly into the computer for submittal to the Department of Management. You will not need to file additional forms or schedules to support your FY91 budget.

The following budget policies are to be utilized in preparing your budget. Read this information carefully so that you understand the policies to follow in preparing the biennial budget. If you have any questions, contact your Management Director.

I. Base Budget Policies

Departments may establish the base on a department-wide basis for the operating budget. The completed base budget must meet the following tests:

A. Fiscal Year 1990

1. The expenditure level shall not exceed 75 percent of the 1989 fiscal year disposition of resources adjusted for unusual and one time expenditures made within the year.
2. The appropriation supporting those expenditures shall not exceed 75 percent of the 1989 fiscal year appropriation.
3. The base budget must be one under which you can operate the department, if necessary.
4. The base budget should, to the extent possible, include departmental programs mandated by the Code. Alternatives should be provided for any Code mandated program not funded in the base.

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5. Budget units appropriated by the General Assembly from sources other than the General Fund are subject to the base budget policies.

B. Fiscal Year 1991

1. The FY91 base will be the same amount as the FY90 base except that salary items may be increased to reflect known increases in employer costs. Utilize your Schedule 10 to project FY91 salaries for existing positions and the BPRO application of the budget program to project FY91 salaries for new positions.
2. Fuel and utility unit usage and unit cost will be the same for the FY91 base as for the FY90 base.

C. Exceptions to the 75 percent base budget level

1. Standing appropriations will compute the "base" as the current statutory requirements.
2. Capitals will not have a base budget.
3. Federal block grants having a pass through requirement not subject to state match will be allowed to exclude that portion from the 75 percent computation.
4. Budgets funded 100 percent by federal categorical grants or contract agreements should reflect the best federal grant or contract information available.
5. All other funds and accounts not appropriated or authorized by the General Assembly should reflect projected activity.

II. Decision Package Policies

A budget request equals the sum of the base budget and all decision packages. Each decision package must represent a discrete set of services, activities, and resources. It must be able to stand by itself. There should be no hidden costs that are dependent upon what is done in the base or another decision package.

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- A. At least three decision packages should be used to bring the budget request up to the current level. In situations where this requirement appears to be impractical or unworkable an exception to this policy may be granted by the appropriate Management Director in the Department of Management.
- B. Each decision package must be assigned a priority ranking, with the most important package ranked first and the remaining packages ranked in descending order.
- C. Each decision package must be accompanied by a narrative which should include a description of quantifiable criteria which can be used as an aid to decision making by state officials. This narrative will be the primary supporting document used in the process of determining whether the package will be accepted, rejected, or modified. The department should include in the narrative as much information as is necessary for informed decision making. Each narrative should address the following questions/statements:
  1. Describe the functions which are performed by the package.
  2. What is the justification for the package?
  3. What are the consequences of not providing this level of service?
  4. What are the alternative methods of performing this function?
  5. Provide a description of specific quantifiable decision making criteria.
- D. FY91 Decision Package Policies
  1. FY91 decision packages should reflect the projected activities and costs associated with continuation of the corresponding decision package request for FY90.
  2. The department will need to submit decision package fuel and utility information on an SB Schedule 4D. The SB Schedule 4D must be altered to indicate that the information on the schedule is applicable to FY91.

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3. The Decision Package narrative information (SB Scheudle 4B) which is submitted for each base budget and decision package should include information for both FY90 and FY91. The department should not submit separate SB Schedule 4B's for each fiscal year.

III. Performance Measures

Performance measures for each budget unit must accompany the budget request. The performance measures must be definitive and realistic with supporting data readily available. Performance measures submitted by the department will be used in measuring progress towards departmental goals and objectives.

Performance measures should be determined in consultation with the Department of Management. Depending upon the diversity of each program, a minimum of three and a maximum of fifteen performance measures will be expected for each budget unit.

IV. Federal Funds

Federal funds will be budgeted by federal catalog number and federal fiscal year to show which federal fiscal year's funds apply to each of the state fiscal years.

V. Fuel and Utility Schedules

- A. Fuel and Utility schedules are required for both FY90 and FY91.
- B. Fuel and utility unit usage should be the same as FY 1989 adjusted for:
  1. New buildings opened
  2. Buildings closed
  3. Energy conservation measures implemented

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General Budget Guidelines

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- C. Payments to the State of Iowa Facilities Improvement Corporation will be reflected as a separate expenditure item in the budget. See SB Table III.
- D. Departments should use the best estimate available for fuel and utility rates. If the department does not have a reliable estimate, then the guidelines furnished in the appendix of this budget manual should be used. Those departments that do not use the guidelines in the appendix should be able to substantiate the figures they do use.

VI. Rent

- A. All rent for space included in the Department of General Services rent revolving account will be included in the Department of General Services budget and not in individual departmental budgets. Rent applicable to non-general fund activities should be budgeted for reimbursement to the Department of General Services.
- B. Rent may be adjusted in the FY90 base to reflect the anticipated rate increase applicable to the FY90 renewals.

VII. Personnel Costs

- A. Departments should not ask for any pay plan adjustments. This will be handled by the Governor in cooperation with the Department of Management and the Department of Personnel through the collective bargaining process.

The Department of Management will provide each department with a projection of personnel costs. This projection will include all applicable salary adjustments through the end of FY89. The department should utilize the projections supplied by the Department of Management in compiling the department's budget request. Any additional personnel costs not included in the projection will be handled separately by the Department of Management.

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Subject  
General Budget Guidelines

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VIII. General

- A. The Department of General Services guidelines for equipment, printing, rent and vehicle costs should be used in preparing the annual budget request. These costs and other specifically allowable adjustments for price increases, including inflation, are addressed in the appendix of this manual under the subject of budget pricing information. Those departments that do not use the guidelines in the appendix should be able to substantiate the figures they do use.
- B. All departments which receive a general fund appropriation and which bill for services should complete SB Form 15 Self Supporting Programs.
- C. Requests for FY 1989 supplemental appropriations will be handled on an exception basis by the Department of Management. Departments should confer with their appropriate liaison in the Department of Management before proceeding to develop an FY 1989 supplemental request.
- D. Requests for lottery funds will be handled in the same manner as general fund requests, with the exception that a base of 100 percent rather than 75 percent may be used. A department wishing to receive lottery funds in FY90 or FY91 must submit a budget request. This includes items for which an appropriation has already been enacted. The amount requested may equal, or be above or below the level currently in the statute. The amount already enacted will be considered in evaluating the request; however, it will not be considered binding.

There are restrictions on what kinds of activities and projects may be funded through lottery. According to section 99E.10, subsection 2, lottery funds must be used for economic development initiatives. If there is any question whether an activity or project is an economic development project, confer with your liaison in the Department of Management before submitting it as a budget request.

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Subject  
General Comments

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I. Use of Computer System:

Budgets will need to be prepared for each appropriation and fund assigned to your department. The computer system is available to assist in the preparation of the budget requests. As various portions of the request are completed, the data should be entered into the computer. As the various stages of budget preparation progress, printouts of the data will be made available to you to aid in the decision making process of your budget preparation.

All departments utilizing the computer system to assist in developing their budget request should contact their Fiscal and Policy Analyst in the Department of Management to schedule input to and output from the computer. System availability may vary, especially in evenings and on weekends. Check with your analyst before scheduling input during those times.

II. Deadlines for Submittal of Budget:

Preparation of the appropriation requests, financial data for funds, and all departmental narratives can be done simultaneously.

The Department's Mission Statement, Budget Unit's Stated Goals and the Subunit Descriptions should all be submitted to the Department of Management as soon as possible. The following timetable should be followed for the submission of all budget requests:

- |                            |                   |
|----------------------------|-------------------|
| 1. FY 1989 Estimate        | June 10, 1988     |
| 2. FY 1990 Base Budget     | July 29, 1988     |
| 3. Decision Packages       | August 12, 1988   |
| 4. Estimates for all Funds | September 1, 1988 |

III. Recommended Preparation Sequence:

The Department of Management recommends the following sequence for preparing your biennial budget request. Many of these activities can occur simultaneously and all budgets are to be prepared within the timelines specified above.

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Subject  
General Comments

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A. Operations

1. Prepare the Department's Mission Statement.
2. Prepare the Budget Unit's Stated Goals for each budget unit within the department.
3. Prepare the Subunit descriptions for each of the appropriate subunits.
4. Prepare the Base Budget for all organizations for which there is budgeted financial activity.
5. Prepare whatever decision packages are required.
6. Prepare Decision Package Descriptions for each decision package.
7. Prepare performance measures in cooperation with the Department of Management.
8. Enter the appropriate narrative and financial data into the computer system as it is prepared. As data is entered, you will periodically receive computer printouts to assist management in the decision making process. As changes are made in the data, repeat whichever of the above steps are necessary.

B. Prepare the requests for all other budget units.

1. Prepare the estimates for all special purpose and capital appropriations.
2. If the request is for an entirely new appropriation, contact your Fiscal and Policy Analyst for the assignment of a budget unit number and copies of the forms and schedules to be used.

C. Prepare estimates for each fund.

- D. When all of the previous procedures have been completed, notify your Fiscal and Policy Analyst. The Department of Management will return to the department a computer printout which will be the department's official budget request for the year.



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- E. The department head is to sign the request and return two copies to the Department of Management.



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Subject  
Preparation of FY 1989 Estimate

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General:

An estimate of financial activity for FY 1989 must be prepared for all accounts prior to June 10, 1988. This includes all accounts for which there is a FY 1989 appropriation, all accounts for which there is a multiple year spending authority (such as capital appropriations), and for each fund account.

This estimate will become your budget for FY 1989 and will be reflected in budget statements throughout the upcoming budget process. It will also be submitted for conversion into the Iowa Financial Accounting System (IFAS) where it will become the control point against which your FY 1989 actual revenues and expenditures will be measured.

Your FY 1989 budget estimates will be automatically created from the Governor's budget recommendations as acted upon by the General Assembly and signed into law. You will need to update these estimates to reflect your final FY 1989 budget. Your Fiscal and Policy Analyst in the Department of Management will provide you with a preprinted SB Schedule 6 (financial data), SB Schedule 7 (personal services) and SB Schedule 8 (federal funds) for each appropriate account. Your analyst will also provide you with an SB Schedule 10 which is a preprinted position cost allocation schedule. The SB Schedule 10 will provide you with a current estimate of total salary costs for each position, including applicable cost-of-living, merit, and fringe benefit adjustments. If there are significant changes in your proposed operation for FY 1989, they may be made in cooperation with your Fiscal and Policy Analyst.

If the department does not receive a set of preprinted state budget schedules for any account requiring a FY 1989 estimate, the department should complete SB Schedules 6A (Base budget financial data) and 6B (Base budget personal services data) for those accounts.

You must consult with your Department of Management liaison prior to June 10, 1988 to ensure that your FY 1989 budget accurately reflects your spending plan.

Procedures:

- I. Prepare the FY 1989 estimate on the preprinted budget schedules or on SB Schedule 6A and 6B. If personal services are involved use the estimate for the cost of each position from SB Schedule 10.

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Subject

Preparation of FY 1989 Estimate

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- II. Enter the FY 1989 estimate on-line. The estimate for FY 1989 will be entered in column MS6 of the on-line computer system utilizing the BIFS, BIFP and BIFF programs. See the online update instructions for data entry procedures.
  
- III. The Department of Management will periodically copy the data from column MS6 into column BB4. You should update only column MS6, until directed differently by your Fiscal and Policy Analyst.

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Subject  
Budgeting for Funds

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General:

The estimated financial activity for FY 1990 and FY 1991 for all funds currently in the accounting system must be submitted during the budget process. The 75 percent base budget process is not used for fund accounts. For funds which have FY 1989 activity, the FY 1990 budget may be entered directly on the preprinted SB Schedules 6 (financial data), 7 (personal services), and 8 (federal funds) and also into the computer using the corresponding on-line data entry procedures. The projected ending fund balance for FY 1989 will automatically become the beginning balance for FY 1990.

The FY 1991 estimate should be entered directly into column BB6 of the on-line budget system. The projected ending fund balance for FY 1990 will automatically become the beginning fund balance for FY 1991.

If there are funds for which you do not receive a set of preprinted budget schedules, contact your Fiscal and Policy Analyst.

Procedures:

- I. The first step is to complete the estimated financial activity for FY 1989. This should have already been done as part of the FY 1989 estimate. Prepare the estimates of revenue and expenditures for FY 1990 on SB schedules 6 and 8. If personal services are involved, prepare SB Schedule 7 using the estimate for the cost of each position from SB Schedule 10 (preprinted position cost allocation schedule).
- II. Enter the estimate on-line. All fund estimates for FY 1990 will be entered in column BB5 of the on-line computer system. Fund estimates for FY 1991 will be entered in column BB6. Fund estimates are treated by the computer system as base budgets. See the on-line update instructions for data entry procedures.



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Subject  
Computation of the Base Budget

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General:

The departments will receive a computer printout of all applicable state budget schedules for each organization included in the FY89 estimate. These schedules should help each department to establish the base budget within the guidelines established in the policy section of the Budget Procedures Manual. The base budget may be entered directly into the computer from the preprinted state budget schedules or from the base budget forms SB Schedule 6A (Financial Data); 6B (Personal Services) and 6C (Utilities and Motor Fuel).

The department will receive a computer printout of the SB Schedule 10 (Position Cost Allocation Schedule) which projects the cost of personal services for each position for FY90 and FY91. The FY90 data from this schedule has been moved into (BPER) column BB5 of the budget system for your convenience. The FY91 data from this schedule have been moved into column BB6. You should update this data so that the expenditures and positions reflected in columns BB5 and BB6 are correctly aligned with the departmental base budget. The SB Schedule 10 and BPER reflect all of the budgeted positions. The department should determine which positions are to be included in the base and delete those positions which will not be included in the base budget.

The base budget is subjected to the same analysis as a decision package. SB Schedule 4B (Decision Package Narrative) must be completed for each organization having a base budget. SB Schedule 6C (Utilities and Motor Fuel) must be completed for each organization having a base budget containing utilities or motor fuel.

Procedures:

- I. If there have been any changes in organizations, or if you need to add, change or delete any organizations, contact your Fiscal and Policy Analyst.
- II. The department should utilize the preprinted state budget schedules to compute the 75 percent base budget. The department may fill in the individual line items of resources and expenditures for the base directly onto the preprinted schedules and may then enter the base directly into the computer. If departmental policies require completion of the budget worksheets, SB Schedules 6A and 6B should be completed and the information from those forms entered directly into the computer. If an SB Schedule 6C is required it should be completed and submitted directly to your Fiscal and Policy Analyst.

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Subject  
Computation of the Base Budget

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III. Prepare an SB Schedule 4B Narrative for each organization containing a base budget. Submit the SB Schedule 4B to your Fiscal and Policy Analyst.

IV. See the on-line update instructions for data entry procedures.



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Subject  
Department's Mission Statement  
SB Form 11

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General:

Each Department must submit a Mission Statement which includes the purpose for the existence of the Department, who the Department serves and what services are provided.

The Department of Management will provide each Department with a preprinted copy of the Department's Mission Statement as it currently exists in the budget system. The Department should review the current Mission Statement and make any desired changes on either the preprinted copy or SB Form 11. The narrative can be entered directly into the computer from either form.

Instructions: SB Form 11

- I. Special Dept. # - Enter the three digit special department number.
- II. Department Name - Enter the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of".
- III. Department Head Name - Enter the name of the Department Head.
- IV. Department Head, Title - Enter the title of the Department Head.
- V. Statutory Authority - Enter the appropriate chapters of the Code of Iowa under which the Department gains its authority.
- VI. Department's Mission Statement - Enter the Mission Statement for the Department. Include the purpose for the existence of the Department, who the Department serves and what services are provided.
- VII. The narrative can be entered directly into the computer from SB Form 11 or the preprinted form. See Technical Instruction 674.92 of the on-line update section for data entry procedures.

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Subject

Department's Mission Statement  
SB Form 11

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DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
FY July 1, 1989 to June 30, 1990  
DEPARTMENT'S MISSION STATEMENT

BNAR DPT Special Dept. # \_\_\_\_\_  
Department Name \_\_\_\_\_  
Department Head Name \_\_\_\_\_  
Department Head Title \_\_\_\_\_

Statutory Authority - Chapter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department's Mission Statement:



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Subject

Budget Unit's Stated Goals  
SB Form 12

General:

Each Department must submit Budget Unit's Stated Goals for each Budget Unit within the Department. A goal is a broad statement of purpose or intended achievement. Goals are not limited to any specific time period.

The Department of Management will provide each department with a preprinted copy of the narrative for each budget unit as it currently exists in the budget system. This narrative should be reviewed and desired changes made either on the preprinted form or on SB Form 12. SB Form 12 should be completed for each new budget unit. The narrative can be entered directly into the computer from either form.

Instructions: SB Form 12

- I. BU # - Enter the eleven digit Budget Unit number.
- II. Department - Enter the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. BU/Fund Name - Enter the name of the Budget Unit for which the form is being prepared.
- IV. Budget Unit's Stated Goals - Enter the goals of the Budget Unit for which the form is prepared. A goal is a broad statement of purpose or intended achievement. Goals are not limited to any specific time period.
- V. The narrative can be entered directly into the computer from SB Form 12 or the preprinted form. See Technical Instruction 674.93 of the on-line update section for data entry procedures.

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Subject  
Budget Unit's Stated Goals  
SB Form 12

---

DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
FY July 1, 1989 to June 30, 1990  
BUDGET UNIT'S GOALS STATEMENT

BNAR BUF BU# \_\_\_\_\_  
Department \_\_\_\_\_  
BU/Fund Name \_\_\_\_\_

Budget Unit's Stated Goals

[Empty box for Budget Unit's Stated Goals]





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-----  
Subject  
Subunit Description  
SB Form 13  
-----

General:

Each Department must submit a description for each Subunit. A Subunit is a component of a budget unit which is important enough to be identified and described separately in the budget document. Subunit descriptions are provided for most level one organizations.

The Department of Management will provide each Department with a preprinted copy of the Subunit Descriptions as they currently exist in the budget system. This narrative should be reviewed and desired changes made either on the preprinted form or on SB Form 13. The narrative can be entered directly into the computer from either form.

Instructions: SB Form 13

There is space on SB Form 13 to enter two Subunit Descriptions. For each description:

- I. BU # - Enter the eleven digit Budget Unit Number.
- II. ORG # - Enter the four digit number of the Subunit for which the form is being prepared.
- III. Department - Enter the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of".
- IV. BU/Fund Name - Enter the name of the Budget Unit for which the form is being prepared.
- V. Subunit Name - Enter the name of the Subunit for which the form is being prepared.
- VI. Subunit description - Enter a brief description of the Subunit. A Subunit is a component of a budget unit which is important enough to be identified and described separately in the budget document. Subunit descriptions are provided for most level one organizations.
- VII. The narrative can be entered directly into the computer from SB Form 13 or the preprinted form. See Technical Instruction 674.94 of the on-line update section for data entry procedures.

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Subject  
Subunit Description  
SB Form 13

---

DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
FY July 1, 1989 to June 30, 1990  
SUBUNIT DESCRIPTIONS

BNAR ORG BU # \_\_\_\_\_ ORG # \_\_\_\_\_  
Department \_\_\_\_\_  
BU/Fund Name \_\_\_\_\_  
Subunit Name \_\_\_\_\_

Subunit Description:

BNAR ORG BU # \_\_\_\_\_ ORG # \_\_\_\_\_  
BU/Fund Name \_\_\_\_\_  
Subunit Name \_\_\_\_\_

Subunit Description:



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-----  
Subject  
Fund Description  
SB Form 14  
-----

General:

Each Department may submit a description for any funds which are desired to be displayed separately in the Budget Document. The Department of Management will provide each department with a preprinted copy of the existing fund descriptions. The existing fund descriptions should be reviewed and any desired changes made on either the preprinted copy or SB Form 14. Consult with your Fiscal and Policy Analyst before preparing additional fund descriptions for funds not previously displayed separately in the Budget Document.

The narrative can be entered directly into the computer from either the preprinted form or SB Form 14.

Instructions: SB Form 14

- I. BU # - Enter the eight digit fund number.
- II. Department - Enter the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Safety will be entered as: "Public Safety, Department of."
- III. Fund Name - Enter the name of the fund for which the form is being prepared.
- V. Fund Descriptions - Enter the description of the fund.
- VI. The narrative can be entered directly into the computer from SB Form 14 or the preprinted form. See Technical Instruction 674.91 of the on-line update section for data entry procedures.

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Subject  
Fund Description  
SB Form 14

---

DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
FY July 1, 1989 to June 30, 1990  
FUND DESCRIPTION

BNAR BUF BU# \_\_\_\_\_  
Department \_\_\_\_\_  
Fund Name \_\_\_\_\_

Fund Description:





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-----  
Subject  
Self-Supporting Programs  
SB Form 15  
-----

General:

SB Form 15 must be submitted for each self-supporting unit which receives a general fund appropriation. Its purpose is to provide a comparison of receipts collected with the actual or estimated cost of the program. This data is not entered into the computer.

Instructions: SB Form 15

- I. Department - Enter the name of the Department as it appears in the formal alphabetical listing in the budget document. Thus, the Department of Public Health will be entered as: "Health, Department of Public."
- II. Self-Supporting Budget Unit - Enter the name of the self-supporting unit as it appears in the formal alphabetical listing in the budget document.
- III. Budget Unit No. - Enter the eleven digit Budget Unit Number.
- IV. Revenues - Enter actual receipts collected or estimated receipts in the appropriate fiscal years. This amount should equal the total of receipts collected less refunds. Please attach a supporting schedule of number and types of fees, licenses, etc. used to arrive at total receipts.
- V. Expenditures - Enter direct expenditures. See your Fiscal and Policy Analyst for rates. NOTE: Self-supporting programs which are no longer paying rent directly should add this cost to their indirect costs.
- VI. Add direct and indirect costs together to obtain the total cost of the program.
- VII. Subtract total costs from total receipts to determine receipts over (under) costs difference.
- VIII. SB Form 15 is not entered into the computer. The form should be submitted as part of the budget request directly to the Fiscal and Policy Analyst assigned to the department.

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Subject  
Self-Supporting Programs  
SB Form 15

---

**DEPARTMENT OF MANAGEMENT  
BUDGET WORKSHEETS  
FY July 1, 1989 to June 30, 1990  
SELF-SUPPORTING BUDGET UNITS**

Department \_\_\_\_\_  
 Self-Supporting Budget Unit \_\_\_\_\_  
 Budget Unit No. \_\_\_\_\_

|                                    | Actual<br>FY 1986 | Actual<br>FY 1987 | Actual<br>FY 1988 | Estimated<br>FY 1989 | Department Request<br>FY 1990 |
|------------------------------------|-------------------|-------------------|-------------------|----------------------|-------------------------------|
| <b>Revenues:</b>                   |                   |                   |                   |                      |                               |
| _____                              |                   |                   |                   |                      |                               |
| _____                              |                   |                   |                   |                      |                               |
| _____                              |                   |                   |                   |                      |                               |
| <b>Total Revenues</b>              |                   |                   |                   |                      |                               |
| <b>Expenditures:</b>               |                   |                   |                   |                      |                               |
| <b>Direct</b>                      |                   |                   |                   |                      |                               |
| <b>Indirect - Central Services</b> |                   |                   |                   |                      |                               |
| Department Services                |                   |                   |                   |                      |                               |
| Other                              |                   |                   |                   |                      |                               |
| <b>Total Cost of Program</b>       |                   |                   |                   |                      |                               |
| <b>Receipts Over (Under) Costs</b> |                   |                   |                   |                      |                               |
|                                    |                   |                   |                   |                      |                               |



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Subject  
Performance Measures  
SB Form 16

---

General:

The purpose of this form is to allow the department to compile performance measures by decision packages at the budget unit level. Depending upon the diversity of the budget unit, a minimum of three and a maximum of fifteen performance measures will be expected for each budget unit.

The performance measures are to be determined in consultation with the Department of Management. These measures will be reflected in the budget document.

If you have more than eight decision packages for any budget unit, prepare your own form or alter additional SB Form 16's in order to list ALL the decision packages. If a decision package does not have an impact on a particular performance measure, the department should enter zeroes in the corresponding box on the SB Form 16.

Performance measures for FY91 will be entered directly on-line utilizing the BNAR PMS application of the budget system. Consult with your Fiscal and Policy Analyst before attempting to enter performance measures in the on-line budget system.

Instructions:

- I. SB Form 16 should be completed in the following sequence:
  - A. Program identification - Upper left
  - B. Performance Measures
- II. Program Identification
  - A. DEPARTMENT - Enter the name of the Department.
  - B. BUDGET UNIT - Enter the name of the Budget Unit.
  - C. BUDGET UNIT NUMBER - Enter the eleven digit Budget Unit number.

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Subject

Performance Measures  
SB Form 16

---

III. Performance Measures

- A. PERFORMANCE MEASURES - Enter the performance measures which have been agreed to by the department and the Department of Management in the column on the far left of the form.
  - B. 1988 ACTUAL - Enter the actual total units for this performance measure for FY 1988.
  - C. 1989 BUDGET - Enter the total units budgeted for this performance measure for this budget unit during FY 1989.
  - D. BASE - Enter the actual total units being measured for this performance measure for the base budget for this organization for the FY 1990 budget request. If the base budget does not have any impact on a particular performance measure, enter a zero in the box for that performance measure.
  - E. PRIORITY #1 - Enter the units being measured for this performance measure for priority #1 for this budget unit in the FY 1989 budget request. If the decision package with the first priority in the budget unit does not have any impact on a particular performance measure, enter a zero in the box for that performance measure.
  - F. ADDITIONAL PRIORITIES - Enter the units being measured for each decision package in the same way as they were entered for priority #1. Each decision package must be reflected on the SB Form 16. If you have more than eight decision packages for any budget unit, prepare your own supplemental form or alter additional SB Form 16's in order to list all the decision packages.
  - G. TOTAL - Enter the sum of the units shown for the Base, and every priority for each performance measure.
- IV. The performance measures can be entered directly into the computer from SB Form 16. See the on-line update instructions for data entry procedures.

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Subject  
Performance Measures  
SB Form 16

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Subject  
SB Table I: Account Types

GENERAL:

Account type codes are used to classify types of resources and disbursements in the budget system. Account types are used with SB Schedule 4A and SB Schedule 6A and in the on-line data entry (BFIN screen) of financial information.

TABLE: Account Types

| DESCRIPTION<br>-----           | ACCOUNT TYPE<br>----- |
|--------------------------------|-----------------------|
| Balance brought forward        | 01                    |
| Appropriation                  | 05                    |
| Internal Services Transfer     | 14                    |
| Receipts                       | 20                    |
| Transfers In:                  |                       |
| Intra Fund                     | 21                    |
| Inter Fund                     | 22                    |
| Appropriation                  | 23                    |
| Authorized by General Assembly | 24                    |
| Expenditures                   | 66                    |
| Transfer Out:                  |                       |
| Intra Fund                     | 71                    |
| Inter Fund                     | 72                    |
| Appropriation                  | 73                    |
| Authorized by General Assembly | 74                    |
| Appropriation                  | 92                    |
| Reversions                     | 93                    |
| Balanced Carried Forward       | 94                    |



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Subject  
SB Table II: Revenue Categories and Classes

-----

GENERAL:

Revenue classes are used to identify receipts in the budget system. They are used with SB Schedule 4A and SB Schedule 6A and in the on-line data entry (BFIN screen) of financial information. Revenue classes are entered in the "ACCT." columns of Schedules 4A and 6A and are used only in conjunction with account type 20.

Revenue categories are combinations of similar revenue classes used for reporting in the budget document and in the Iowa Financial Accounting System (IFAS). Revenue categories are not used in preparing the budget forms or in the on-line data entry of budget information.

TABLE: Revenue Categories and Classes

| CATEGORY                          | CLASS   |
|-----------------------------------|---|
| 01 - Taxes                        | 101 - Beer Tax<br>102 - Cigarette Tax<br>103 - Tobacco Products Tax<br>104 - Equipment Car Tax<br>105 - Franchise Tax - Financial Institutions<br>106 - Income Tax - Corporation<br>107 - Income Tax - Individual<br>108 - Inheritance Tax<br>109 - Moneys & Credits - Credit Union<br>110 - Insurance Premium Tax<br>111 - Sales Tax<br>112 - Liquor Tax<br>113 - Use Tax<br>114 - Fuel Taxes<br>115 - Other Taxes<br>116 - Pari-Mutuel Receipts |
| 02 - Receipts from Other Entities | 201 - Federal Support<br>202 - Local Governments<br>203 - Other States<br>204 - Intra-State Receipts<br>205 - Reimbursement from Other Departments  |

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Subject  
 SB Table II: Revenue Categories and Classes

-----

| CATEGORY                                  | CLASS                               |
|---|-------------------------------------|
| 03 - Interest, Dividends, Bonds and Loans | 301 - Interest                      |
|   | 302 - Dividends                     |
|   | 303 - Bonds and Loans               |
| 04 - Fees, Licenses & Permits             | 401 - Fees, Licenses & Permits      |
|   | 402 - Tuition and Fees              |
| 05 - Refunds and Reimbursements           | 501 - Refunds and Reimbursements    |
| 06 - Sales, Rents & Service               | 601 - Sale of Real Estate           |
|   | 602 - Sale of Equipment and Salvage |
|   | 603 - Rents and Leases              |
|   | 604 - Agricultural Sales            |
|   | 605 - Liquor                        |
|   | 606 - Other Sales and Services      |
| 07 - Miscellaneous                        | 701 - Unearned Receipts             |
|   | 702 - Promotional Checkoffs         |
|   | 703 - Income Tax Checkoffs          |
|   | 704 - Other                         |
| 08 - Centralized Payroll                  | 801 - Payroll Deductions            |

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Subject

SB Table III: Expenditure Categories and Classes

GENERAL:

Expenditure classes are used to identify expenditures in the budget system. They are used with SB Schedule 4A and SB Schedule 6A and in the on-line data entry (BFIN screen) of financial information. Expenditure classes are entered in the "ACCT." columns of Schedules 4A and 6A and are used only in conjunction with account type 66.

Expenditure categories are a combination of similar expenditure classes used for reporting in the budget document and in the Iowa Financial Accounting System (IFAS). Expenditure categories are not used in preparing the budget forms or in the on-line data entry of budget information.

TABLE: Expenditure Categories and Classes

| CATEGORY                    | CLASS   |
|-----------------------------|---|
| 01 - Personal Services      | 101 - Personal Services                               |
| 02 - Travel and Subsistence | 202 - Personal Travel                                 |
|                             | 203 - State Vehicle - Operation                       |
|                             | 204 - State Vehicle - Depreciation                    |
| 03 - Supplies and Services  | 301 - Office Supplies                                 |
|                             | 302 - Facility Maintenance Supplies                   |
|                             | 303 - Equipment Maintenance Supplies                  |
|                             | 304 - Professional & Scientific Supplies & Materials  |
|                             | 305 - Highway Maintenance Supplies                    |
|                             | 306 - Housing and Subsistence Supplies                |
|                             | 307 - Agric., Conservation and Horticultural Supplies |
|                             | 308 - Other Supplies                                  |
|                             | 309 - Printing and Binding                            |
|                             | 310 - Drugs and Biologicals                           |
|                             | 311 - Food  |
|                             | 312 - Uniforms and Related Items                      |
|                             | 315 - Regents Library Acquisitions                    |

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Subject

SB Table III: Expenditure Categories and Classes

| CATEGORY                      | CLASS  |
|-------------------------------|--|
| 04 - Contractual Services     | 401 - Communications<br>402 - Rentals<br>403 - Utilities<br>405 - Professional and Scientific Services<br>406 - Outside Services<br>407 - Intra-state transfers<br>408 - Advertising and Publicity<br>409 - Outside Repairs/Services<br>410 - Data Processing<br>411 - Attorney General Reimbursements<br>412 - Auditor of State Reimbursements<br>413 - Examination Expense<br>414 - Reimbursement to Other Departments<br>415 - Facilities Improvement Reimbursement                               |
| 05 - Equipment and Repairs    | 501 - Equipment<br>502 - Office Equipment  |
| 06 - Claims and Miscellaneous | 601 - Claims<br>602 - Other Expenses & Obligations<br>603 - Inventory<br>604 - Securities<br>605 - Appropriation Clearing<br>606 - Withheld Income Taxes<br>607 - Life Insurance Premiums<br>608 - Health Insurance Premiums<br>609 - Bonds, Credit Union, Deferred Compensation<br>610 - Disability Premiums<br>611 - FICA Contributions<br>612 - IPERS Contributions<br>613 - Judicial Retirement Contributions<br>614 - Peace Officer Retirement<br>615 - Other Centralized Payroll Disbursements |



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Subject

SB Table III: Expenditure Categories and Classes

---

CATEGORY

CLASS

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07 - Licenses, Permits, Refunds & Other

- 701 - Licenses
- 702 - Fees
- 703 - Refunds - Income Tax
- 704 - Refunds - Sales and Use Tax
- 705 - Refunds - Other
- 706 - Refunds - Income Tax Corporations
- 707 - Refunds - Use Tax

08 - State Aid and Credits

- 801 - State Aid
- 802 - Tax Credits
- 803 - Aids to Individuals
- 804 - Agricultural Aid
- 805 - Health Aids & Reimbursements
- 806 - Employments Benefits
- 807 - Loans to Local Governments

09 - Plant Improvements and Additions

- 901 - Capitals



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Subject  
SB Table IV: Special Personal Services Class Codes

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GENERAL:

Special class codes are used to budget for personal services costs in situations where it is not possible or practical to identify costs by individual class codes. Personal services class codes are used with SB Schedule 4A and SB Schedule 6B and in the on-line data entry (BPER screen) of personal services information.

TABLE: Special Class Codes for Personal Services

| <u>CLASS CODE</u> | <u>CLASS</u>                               |
|-------------------|--|
| 99005             | Faculty & Institutional Officials Salaries |
| 99010             | Professional and Scientific Salaries       |
| 99015             | General Service Staff Salaries             |
| 99020             | Extra Help                                 |
| 99025             | Overtime                                   |
| 99026             | Shift Differential                         |
| 99027             | Per Diem                                   |
| 99028             | Cleaning                                   |
| 99029             | Holiday Pay                                |
| 99030             | Stand By                                   |
| 99035             | Call Back                                  |
| 99040             | Longevity                                  |
| 99043             | Per Diem POR                               |
| 99050             | Resident Labor                             |
| 99052             | Sick Leave Payout                          |
| 99080             | Salary Adjustment - 1st Year               |
| 99090             | Vacancy Factor                             |



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Subject  
 SB Table V: Decision Package Grouping Classifications

-----

GENERAL:

Decision package grouping classifications are used to classify types of decision packages. The grouping classifications are used in the "Priority Ranks" section of the SB Schedule 4A and in the on-line data entry (BPTY screen) of decision package priority rankings.

TABLE: Decision Package Grouping Classifications

GROUPING CLASSIFICATION

|   |   |
|---|---|
| Replacement of Federal Funds                        | A |
| Return to Current Level of Service                  | B |
| New Program   | C |
| Expansion of Current Programs (Program Improvement) | D |
| Specific one-time need                              | E |
| Capital Improvements                                | F |
| Change in Funding Source                            | G |
| Self-supporting                                     | H |
| Maintenance and Equipment Replacement               | I |
| Program Population Increase                         | J |
| Opening New Facilities                              | K |
| Reduction of Current Program (Program Contraction)  | L |
| New Legislation Enacted                             | M |



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Subject  
 SB Table VI: Appropriation Action Codes

-----

GENERAL:

Appropriation action codes are used to classify and track activities relative to appropriation actions. Appropriation action codes are entered in the "REF." column of SB Schedules 4A and 6A and in the on-line data entry (BFIN screen). Appropriation action codes are used only in conjunction with account type 05. The departments should use action code "A" for all appropriation actions unless otherwise directed by your Fiscal and Policy Analyst.

TABLE: Appropriation Action Codes

| ACTION<br>CODE | DESCRIPTION  |
|----------------|--|
| -----          | -----  |
| A              | Add - To add a new appropriation   |
| E              | Estimated revisions (Standing Unlimited) - To record the adjustments to standing unlimited appropriations                                |
| J              | Salary Adjustment - To record the salary adjustments   |
| L              | Supplemental/Legislature Reductions - To record action taken by the General Assembly to adjust existing appropriations either up or down |
| R              | Reduction/Restoration  |





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Subject  
SB Table VII: Budget Columns

GENERAL:

This table reflects the on-line budget columns which exist in the state budget system. At any particular point in time certain columns may not be available for departmental viewing or update. Contact your Fiscal and Policy Analyst if you have questions concerning access to particular columns.

TABLE: Budget Columns

| <u>COLUMN</u> | <u>DATA</u>   |
|---------------|---|
| BB1           | FY 1988 Actual  |
| BB2           |   |
| BB3           |   |
| BB4           | FY 1989 Department Estimate                           |
| BB5           | FY 1990 Base  |
| BB6           | FY 1991 Base  |
| DP1           | FY 1990 Decision Packages - Department Request        |
| DP2           | FY 1991 Decision Packages - Department Request        |
| DP3           | FY 1990 Decision Packages - Governor's Recommendation |
| DP4           | FY 1991 Decision Packages - Governor's Recommendation |
| DP5           | FY 1990 Decision Packages - Legislative Action        |
| DP6           |   |
| MS1           |   |
| MS2           |   |
| MS3           | FY 1988 Department Estimate (BIFS)                    |
| MS4           |   |
| MS5           | FY 1989 Legislative Action                            |
| MS6           | FY 1989 Department Estimate - (BIFS)                  |



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-----  
Subject  
Base Budget Computation  
SB Schedule 6A and 6B  
-----

GENERAL:

To add, change or delete Base Budget Financial, Personal Services and Federal Funds data. The base budget should be prepared following the guidelines established in the policy section of this manual.

INSTRUCTIONS:

- I. SB Schedule 6 is divided into three pages. They are:
  - A. SB Schedule 6A: Part I - Financial Detail  
Part II - Federal Funds Detail
  - B. SB Schedule 6B: Part III - Personal Services Detail
  - C. SB Schedule 6C: Base Budget Utilities and Motor Fuel Supplement  
(see Instruction No. 561.20).
- II. SB Schedule 6 should be completed in the following sequence:
  - A. Coding Information (Both SB Schedule 6A and SB Schedule 6B)
  - B. Form Identification - Upper Right (Both SB Schedule 6A and SB Schedule 6B)
  - C. Part II - Federal Funds (BFED) (SB Schedule 6A)
  - D. Part III - Personal Services (BPER) (SB Schedule 6B)
  - E. Utilities and Motor Fuel Supplement (SB Schedule 6C)
  - F. Part I - Financial Data (BFIN) (SB Schedule 6A)
- III. Coding
  - A. FY - Enter the two digit fiscal year.
  - B. FUND - Enter the three digit Fund number.

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Subject

Base Budget Computation  
SB Schedule 6A and 6B

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- C. AGENCY - Enter the three digit Agency number.
- D. APPR - Enter the three digit Appropriation number.
- E. ORGN - Enter the four digit Organization number.
- F. COLS - Enter the three digit column number. There is space available for two columns--BB4 is the column for FY89 estimated activity and BB5 is for the FY90 base budget. Do not update column BB4. See instruction 361.10 for instructions regarding preparation of the FY89 estimate.
- G. T - Enter a "D" for detail.

IV. Form Identification (Upper Right Corner)

- A. DEPARTMENT - Enter the name of the Department.
- B. BUDGET UNIT - Enter the name of the Budget Unit.
- C. ORGANIZATION - Enter the name of the Organization.

V. SB Schedule 6A Part II - Federal Funds (BFED)

All Federal Funds receipts must be entered on the Federal Funds portion of SB Schedule 6A. This total will be carried forward by the computer to the Financial Detail portion (Part I).

- A. DESCRIPTION - Enter a brief description of the Federal Grant being entered. This is for information only and will not be entered into the computer.
- B. CATALOG - Enter the five digit catalog number of the Federal Grant under which the Federal Funds are being received.
- C. FFY - Enter the two digit Federal Fiscal Year from which the Federal Funds are being received.
- D. ADJ BUDGET FY89 BB4 - If the estimate for FY89 needs to be changed, enter the correct amount of Federal Funds for each catalog number and FFY. Utilize column MS6 for the on-line update of FY89 federal funds amounts.

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Subject

Base Budget Computation  
SB Schedule 6A and 6B

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- E. BASE BUDGET FY90 BB5 - Enter the amount of Federal Funds estimated to be included in the Base for FY90 for each catalog number and FFY.

VI. SB Schedule 6B Personal Services (BPER)

All personal services data must be entered on the Personal Services portion of SB Schedule 6B. The total will be carried forward by the computer to the Financial Detail Portion.

- A. CLASS NAME - Enter the name of the class being used. This is for information only and is not entered into the computer from this schedule.
- B. CLASS - Enter the five digit Class Code of the position being added, changed, or deleted.
- C. FTE - The limit in this field is six digits, four to the left of the decimal and two to the right, i.e. 999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.
- D. FTE - ADJ BUDGET FY89 BB4 - If the estimate for FY 88 needs to be changed, enter the total FTE for each class. Utilize column MS6 for the on-line update.

AMOUNT - ADJ BUDGET FY89 BB4 - If the estimate for FY 88 needs to be changed, enter in whole dollars the cost of the FTE.

- E. FTE - BASE BUDGET FY90 BB5 - Enter the total FTE for each class to be funded in the Base Budget for FY89. Utilize column MS6 for the on-line update.

AMOUNT - BASE BUDGET FY90 BB5 - Enter in whole dollars the cost of the FTE in BB5 for the class.

VII. SB SCHEDULE 6A PART I - Financial Data (BFIN)

- A. ACCT TYPE - Enter the two digit account type (See SB Table I).

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Base Budget Computation  
SB Schedule 6A and 6B

B. ACCT:

1. If ACCT TYPE is 05, key in the three digit appropriation number.
2. If ACCT TYPE is 20, key in the three digit revenue class number.
3. If ACCT TYPE is 21, 22, or 23, key in the three digit agency number from which the transfer is being made.
4. If ACCT TYPE is 66, key in the three digit object class number.
5. If ACCT TYPE is anything else, leave blank.

C. REF:

1. If ACCT TYPE is 05, key in the appropriate letter from SB Table VI in the first column.
2. If ACCT TYPE is 21, 22, 23 or 24, key in the four digit organization number from which the transfer is being made.
3. If ACCT TYPE is anything else, leave blank.

D. ADJ BUDGET FY89 BB4 - If the estimate for FY89 needs to be changed, enter in whole dollars the correct amounts. Utilize column MS6 for the on-line update.

E. BASE BUDGET FY90 BB5 - Enter in whole dollars the correct amounts to be included in the Base Budget FY90 for each line of data.

VIII. The computer system will generate offsetting entries for the following:

- A. Appropriations - 05 (Fund from which appropriated)
- B. Intra and Inter Funds transfers - 21 and 22 (Agency & Organization from which transferred)
- C. Transfers approved by the General Assembly - 24 (Agency and Organization from which transferred)

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Subject

Base Budget Computation  
SB Schedules 6A and 6B

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IX. The computer system will NOT generate offsetting entries for the following which must be done manually:

A. Appropriations Transfers - 23

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Subject  
Base Budget Computation  
SB Schedule 6A

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DEPARTMENT OF MANAGEMENT  
**BASE BUDGET COMPUTATION**

Dept. Name \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Organization \_\_\_\_\_

FY      Fund      Agency      APPR      ORGN      OP      COLS      T

| <b>Part I - Financial Detail (BFIN)</b>    |            |       |      | FY '89           | FY '90           |
|--|------------|-------|------|------------------|------------------|
|  | Acct. Type | Acct. | Ref. | Adj. Budget BB-4 | Base Budget BB-5 |
| Resources:                                 |            |       |      |                  |                  |
|  |            |       |      |                  |                  |
| <b>Total Resources</b>                     |            |       |      |                  |                  |
| Disposition of Resources:                  |            |       |      |                  |                  |
|  |            |       |      |                  |                  |
| <b>Total Disposition of Resources</b>      |            |       |      |                  |                  |
| <b>Part II Federal Funds Detail (BFED)</b> |            |       |      | FY '89           | FY '90           |
| Description                                | Catalog    | FFY   |      | Adj. Budget BB-4 | Base Budget BB-5 |
|  |            |       |      |                  |                  |
| <b>Total Federal Funds</b>                 |            |       |      |                  |                  |



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Subject:

Base Budget Computation Personal Services Detail  
SB Schedule 6B

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DEPARTMENT OF MANAGEMENT  
**BASE BUDGET COMPUTATION**  
Personal Services Detail

Dept. Name \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Organization \_\_\_\_\_

FY Fund Agency APPR ORGN OP COLS T

Part III

| Personal Services Detail (BPER) | CLASS | FY '89           |        | FY '90           |        |
|---------------------------------|-------|------------------|--------|------------------|--------|
|                                 |       | Adj. Budget BB-4 |        | Base Budget BB-5 |        |
|                                 |       | FTE              | Amount | FTE              | Amount |
| Class Name                      |       |                  |        |                  |        |



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Subject  
Utilities and Motor Fuel Supplement  
SB Schedule 6C

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GENERAL:

To provide supporting data for the cost of utilities and motor fuel.

It is not necessary to prepare a separate SB Schedule 6C for each organization. All of the information for a Budget Unit may be entered on one SB schedule 6C. If there is more than one Budget Unit within a department, a separate SB Schedule 6C must be prepared for each Budget Unit expending funds for utilities or motor fuels.

INSTRUCTIONS:

- I. SB Schedule 6C - Utilities and Motor Fuel Supplement is divided into three parts:
  - A. Coding
  - B. Section A - Utilities
  - C. Section B - Motor Fuel
  
- II. SB Schedule 6C should be completed in the following sequence:
  - A. Coding in the upper left corner
  - B. Section A - Utilities
  - C. Section B - Motor Fuel
  
- III. Information should be entered for each specific utility and motor fuel listed. Enter on the line titled "Other" the amount of all other items charged to the allocation. All information for a Budget Unit may be entered on one SB Schedule 6C.
  
- IV. Form Identification (Upper Left Corner)
  - A. Department - Enter the name of the Department.
  - B. Budget Unit - Enter the name of the Budget Unit.
  - C. Organization - Enter the name of the Organization.

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Subject

Utilities and Motor Fuel Supplement  
SB Schedule 6C

D. Budget Unit No. - Enter the eleven digit Budget Unit number.

V. Section A - Utilities

A. Units Consumed:

Enter the actual, estimated and budgeted number of utility units consumed during the year for each type of fuel listed. See Instruction 934.00 for a listing of unit amounts and prices.

B. Average Unit Price:

Enter the actual, estimated or budgeted average unit price paid during the year for each utility used.

C. Total Cost:

Enter the actual, estimated or budgeted amount spent during the year for each utility used.

VI. Section B - Motor Fuel

A. Units Consumed:

Enter in thousands the actual, estimated or budgeted number of units consumed during the year for each type of motor fuel listed.

B. Average Unit Price:

Enter the actual, estimated or budgeted average unit price paid during the year for each motor fuel used.

C. Total Cost:

Enter the actual, estimated or budgeted amount spent during the year for each type of motor fuel used.



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Subject  
Utilities and Motor Fuel Supplement  
SB Schedule 6C

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Department \_\_\_\_\_  
 Budget Unit \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Budget Unit No. \_\_\_\_\_

DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
 FY July 1, 1989 to June 30, 1990  
 BASE BUDGET UTILITIES & MOTOR FUEL SUPPLEMENT

SB Schedule 6C

| UTILITIES<br>Section A   | UNITS                                |  |   |   |                                      | PRICE                                       |   |  |  | TOTAL COST                |                 |                              |                                    |                                     |
|--|--------------------------------------|--|---|---|--------------------------------------|---|---|--|--|---------------------------|-----------------|------------------------------|------------------------------------|-------------------------------------|
|  | FY 88<br>Actual<br>Units<br>Consumed | FY 89<br>Budgeted<br>Units<br>Consumed | FY 89<br>Estimated<br>Units<br>Consumed | FY 90<br>Base<br>Budget<br>Units<br>Requested | FY 90<br>Total<br>Units<br>Requested | FY 88<br>Actual<br>Average<br>Unit<br>Price | FY 89<br>Budgeted<br>Average<br>Unit<br>Price | FY 89<br>Estimated<br>Average<br>Unit<br>Price | FY 90<br>Requested<br>Average<br>Unit<br>Price | FY 88<br>Actual<br>Expend | FY 89<br>Budget | FY 89<br>Estimated<br>Expend | FY 90<br>Base<br>Budget<br>Request | FY 90<br>Total<br>Budget<br>Request |
| DESCRIPTION  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Electricity  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Natural Gas  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| LP Gas   |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Fuel Oil   |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Coal   |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Other  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| TOTAL BASE BUDGET (FY 90) (Carry Forward to SB Schedule 6-A to appropriate expenditure allocation) |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| <b>Motor Fuel<br/>Section B</b>  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Regular  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Premium  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Unleaded   |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Diesel #1  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Diesel #2  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Other  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| Other  |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |
| TOTAL BASE BUDGET (FY 90) (Carry Forward to SB Schedule 6-A to appropriate expenditure allocation) |                                      |  |   |   |                                      |   |   |  |  |                           |                 |                              |                                    |                                     |



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Subject  
Decision Package Financial Detail  
SB Schedule 4A

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GENERAL:

To add, change, or delete financial, federal, personal services and utilities and motor fuel data relating to the department's requested Decision Packages. A separate set of SB Schedules 4A, 4B, and 4D should be prepared for each Decision Package for which funding is requested. The guidelines established in the policy section of this manual should be followed for each Decision Package.

The department will not need to complete separate performance measures for each decision package, but will instead need to complete SB Form 16 for each Budget Unit (See Instruction 369.50).

Each Decision Package will consist of the following:

1. SB Schedule 4A - Financial Data
2. SB Schedule 4B - Narrative
3. SB Schedule 4D - Utilities Supplement (when applicable)

If there are any questions concerning the number and makeup of any proposed Decision Packages, contact your Fiscal and Policy Analyst.

INSTRUCTIONS:

- I. SB Schedule 4A is divided into five sections. They are:
  - A. Coding Information
  - B. Financial Data - BFIN
  - C. Federal Funds - BFED
  - D. Personal Services - BPER
  - E. Priority Ranks - BPTY
  - F. Decision Package Description - BDES

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Subject

Decision Package Financial Detail  
SB Schedule 4A

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II. SB Schedule 4A should be completed in the following sequence:

- A. Coding - Upper left
- B. Form Identification - Upper right
- C. Federal Funds - BFED
- D. Personal Services - BPER
- E. Financial Data (Resources and Disposition of Resources)-BFIN
- F. Priority Ranks - BPTY
- G. Decision Package Description - BDES

III. Coding

- A. FY - Enter the two digit Fiscal Year
- B. FUND - Enter the three digit Fund number
- C. AGENCY - Enter the three digit Agency number
- D. APPROPRIATION - Enter the three digit Appropriation number
- E. ORGN - Enter the four digit Organization number
- F. OP - Enter the two digit Organizational Priority number
- G. COLS - Enter the three digit Column number. DP-1 is the column for FY90 Decision Packages.
- H. T - Enter a "P" for Package

IV. Form Identification (Upper Right Corner)

- A. DEPARTMENT - Enter the name of Department.
- B. BUDGET UNIT - Enter the name of Budget Unit.
- C. ORGANIZATION - Enter the name of Organization.

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Subject

Decision Package Financial Detail  
SB Schedule 4A

V. Federal Funds (BFED)

All Federal Funds Data must be entered on the Federal Funds portion of SB Schedule 4A. The total will be carried forward by the computer to the Financial Data portion of the schedule.

- A. CATALOG - Enter the five digit catalog number of the Federal Grant under which Federal Funds are being received.
- B. FFY - Enter the Federal Fiscal Year from which the Federal Funds are being received.
- C. AMOUNT - Enter the amount of Federal Funds to be received during FY90.

VI. Personal Services (BPER)

All Personal Services data must be entered on the Personal Services portion of SB Schedule 4A. The total will be carried forward by the computer to the Financial Data portion of the schedule.

- A. CLASS TITLE - Enter the name of the class being used. This is for information only and is not entered into the computer.
- B. CLASS - Enter the five digit Class Code of the position being entered.
- C. FTE - Enter the number of FTE for each class for FY90.

The limit in this field is six digits, four to the left of the decimal and two to the right i.e. 9999.99. The two digits to the right of the decimal must be completed for all entries. One FTE is entered 1.00.

- D. AMOUNT - Enter in whole dollars the amount for FY90. The cost of all positions currently authorized for the department is included on SB Schedule 10 - Base Budget - Preprinted.

VII. Financial Data (BFIN)

- A. Acct Type - Key in the two digit account type. (See SB Table I)

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Subject  
Decision Package Financial Detail  
SB Schedule 4A

B. Acct:

1. If ACCT TYPE is 05, key in the three digit appropriation number.
2. If ACCT TYPE is 20, key in the three digit revenue class number.
3. If ACCT TYPE is 21, 22, or 23, key in the three digit agency number from which the transfer is being made.
4. If ACCT TYPE is 66, key in the three digit object class number.
5. If ACCT TYPE is anything else, leave blank.

C. Ref:

1. If ACCT TYPE is 05, key in the appropriate letter from SB Table VI in the first column.
2. If ACCT TYPE is 21, 22, or 23, key in the four digit organization number from which the transfer is being made.
3. If ACCT TYPE is anything else, leave blank.

D. Financial Data Columns - Key in the amounts you desire to add or change.

E. The computer system will generate offsetting entries for the following:

1. Appropriations - 05 (Fund from which appropriated)
2. Intra and Inter Fund Transfers - 21 and 23 (Agency and Organization from which transferred.)
3. Transfers approved by General Assembly - 24 (Agency and Organization from which transferred.)

F. The computer system will NOT generate offsetting entries for the following which must be done manually.

1. Appropriations Transfer - 23

VIII. Priority Ranks (BPTY)

A. APPR GROUP - Enter the proper Group for this Decision Package from Table V - Group.



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Decision Package Financial Detail  
SB Schedule 4A

B. FY90 Priority Ranks

1. Dept - Enter the four digit number that is the Department Wide priority ranking for this Decision Package for FY90.
2. BU - Enter the four digit number that is the Budget Unit priority ranking for this Decision Package for FY90.
3. Priority ranks need be entered only to the level of organization detail contained in the hierarchy.
  - a. #1 - Enter the four digit number that is the Level 1 priority ranking for this Decision Package for FY90.
  - b. #2 - Enter the four digit number that is the Level 2 priority ranking for this Decision Package for FY90.
  - c. #3 - Enter the four digit number that is the Level 3 priority ranking for this Decision Package for FY90.
  - d. #4 - Enter the four digit number that is the Level 4 priority ranking for this Decision Package for FY90.
  - e. #5 - Enter the four digit number that is the Level 5 priority ranking for this Decision Package for FY90.

- C. If a Decision Package is being deleted, you do not need to delete priorities. When all Financial, Personal Services and Federal Funds data has been deleted for a Decision Package, the priorities will be deleted by Data Processing when they purge the files at irregular intervals.

IX. Decision Package Description (BDES)

- A. A description that is appropriate for a Decision Package at the lowest organization level may not properly describe the combined Decision Packages at a high level organization or Budget Unit level. A more inclusive description can be entered at this higher level. This higher level description need be entered only once on the first organization of the higher level organizations or Budget Unit.

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Subject

Decision Package Financial Detail  
SB Schedule 4A

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There is space on SB Schedule 4A to enter only one description for the lowest level organization. If additional descriptions are needed for the Budget Unit and Department wide levels, they can be entered on additional forms.

- B. Brief Description - Enter a brief description of each Decision Package not to exceed three lines of not more than fifty characters per line.
- C. Use only capital letters when completing the on-line data entry (BDES) screen for the decision package description.

DEPARTMENT OF MANAGEMENT

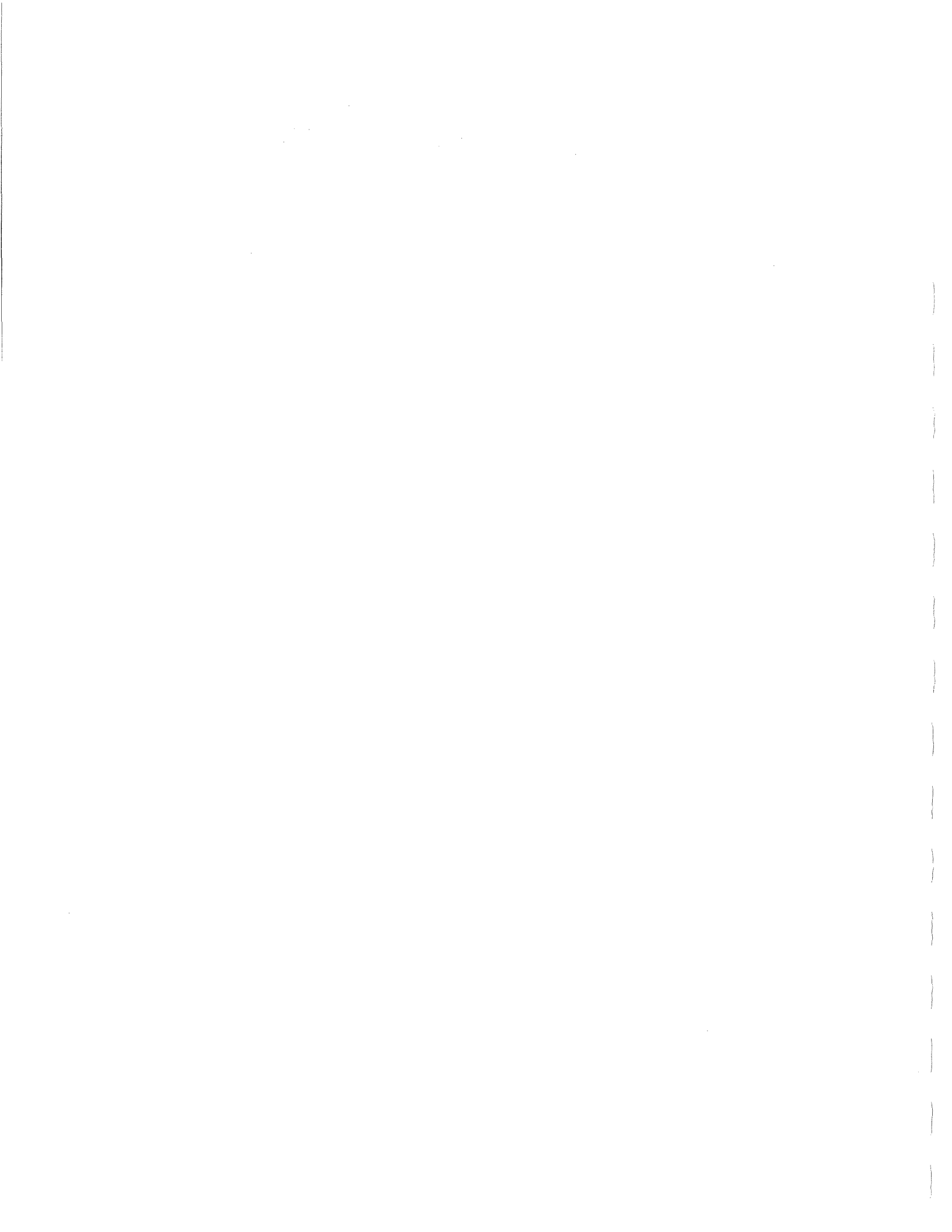
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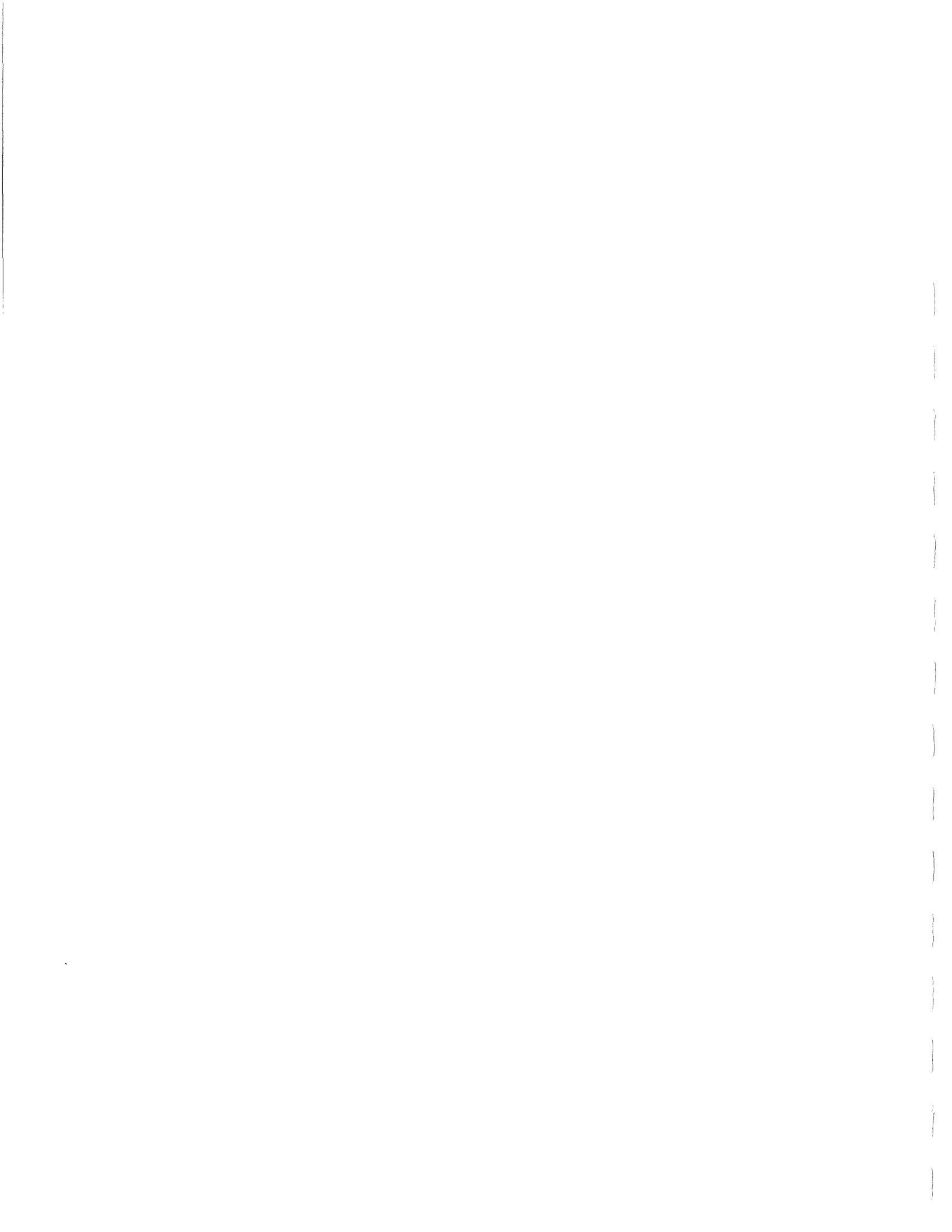
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Subject  
Decision Package Financial Detail  
SB Schedule 4A

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Subject  
Decision Package Narrative  
SB Schedule 4B

GENERAL:

This schedule allows the Department to submit pertinent data concerning each Decision Package which will permit the reviewing authority to make a rational decision whether to approve, disapprove, or modify the Decision Package.

Forms SB Schedule 4B (Narrative) and SB Schedule 4A (Financial) are the primary means used by the decision making authority to review and evaluate decision packages. All information and justification which the decision making authority needs to make a rational decision should be included on SB Schedule 4B. Attach additional pages and supplemental schedules whenever needed. The SB Schedule 4B should include justification for both the FY90 and the FY91 request for each decision package.

The minimum justification for a decision package should include a description, the objectives to be accomplished, the consequences of not approving this Decision Package and alternative ways of performing the function, activity or operation described in this Decision Package. Also, quantitative, measurable decision making criteria should be included. This is numerical or statistical data which will help justify the decision package.

INSTRUCTIONS:

- I. Complete one set of Decision Package Narrative - SB Schedule 4B - for the Base of each organization. The Base is the minimum level for which the same supporting data should be submitted as for each Decision Package.
- II. Complete at least one set of Decision Package Narrative - SB Schedule 4B for each Decision Package at the organizational priority level. See your Fiscal and Policy Analyst for exceptions, i.e. narrative for Decision Packages at the Budget Unit priority level. Attach additional pages or supplemental information as needed.
- III. The data in the upper left portion of SB Schedule 4B is used to relate SB Schedule 4A and 4B of the same Decision Package.
  - A. Department - Enter the name of the Department.
  - B. Budget Unit - Enter the name of the Budget Unit.

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Decision Package Narrative  
SB Schedule 4B

- C. Organization Name - Enter the name of the Organization for which the data is being submitted.
- D. Budget Unit No. - Enter the eleven digit number of the Budget Unit.
- E. Organization No. - Enter the four digit number of the Organization on which the data is to be entered.
- F. Organization Priority - Enter the two digit priority rank of the Decision Package within the Organization.
- G. BU Priority - Enter the four digit priority rank of the Decision Package within the Budget Unit.

IV. Decision Package Justification

All information and justification which is needed to make a rational decision of whether to approve or not approve a decision package should be included here.

The Decision Package justification must include a description of the Decision Package, the objectives to be accomplished, the consequences of not approving this Decision Package and alternative ways of performing the function, activity or operation. Also include numerical or statistical data which will help justify the decision package.

- V. Section I - Check the box in this section that indicates where this Decision Package places the cumulative level of funding.
- VI. Section II - Check the box that indicates whether this function, operation or activity is currently being done.
- VII. Section III - Check the box in this section that indicates where this Decision Package places the cumulative level of service.



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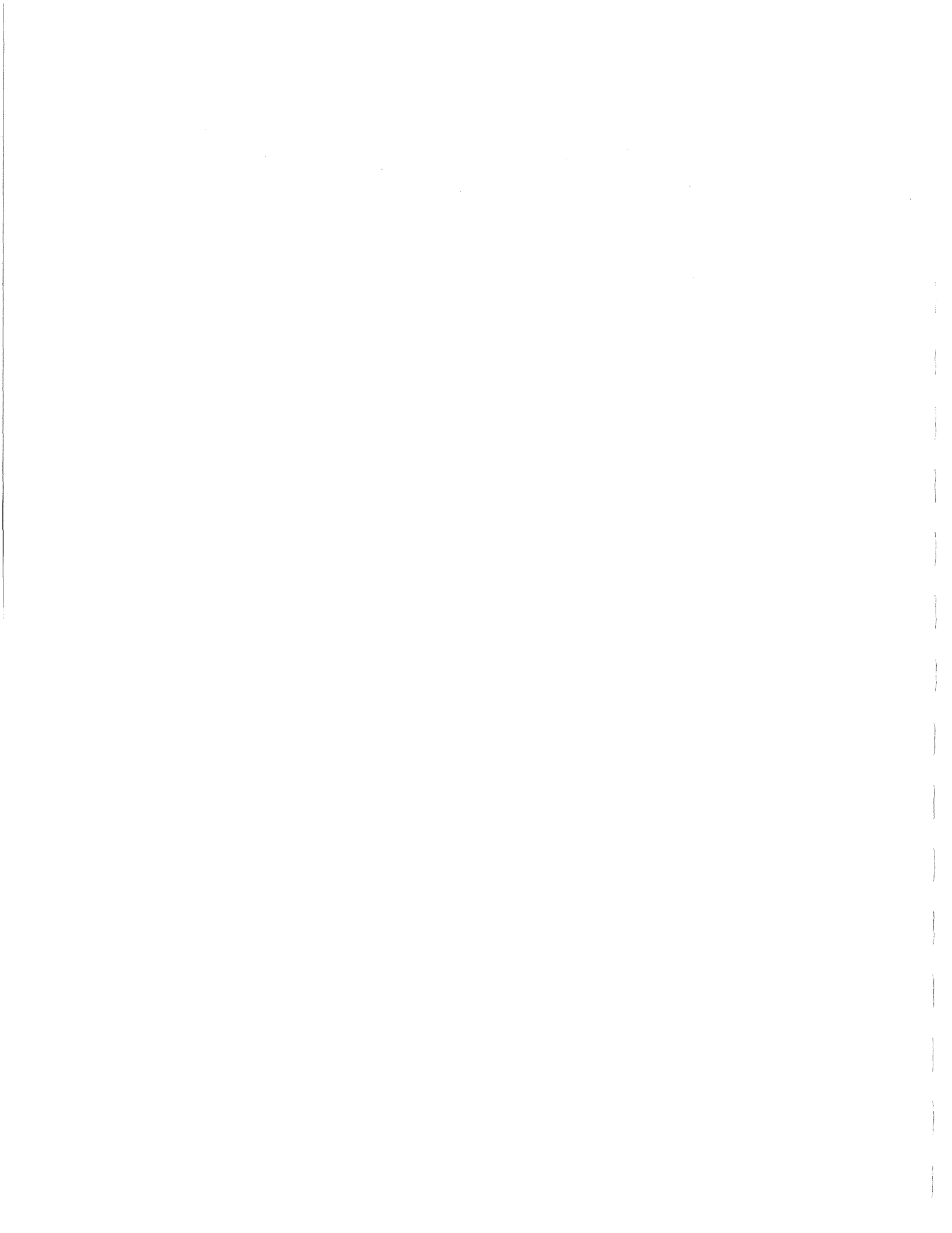
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Subject  
Decision Package Narrative  
SB Schedule 4B

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Department \_\_\_\_\_  
Budget Unit \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Budget Unit No. \_\_\_\_\_  
Organization No. \_\_\_\_\_  
Organization Priority \_\_\_\_\_ BU Priority \_\_\_\_\_

DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
FY July 1, 1989 to June 30, 1990  
DECISION PACKAGE-NARRATIVE

SB Schedule 4B

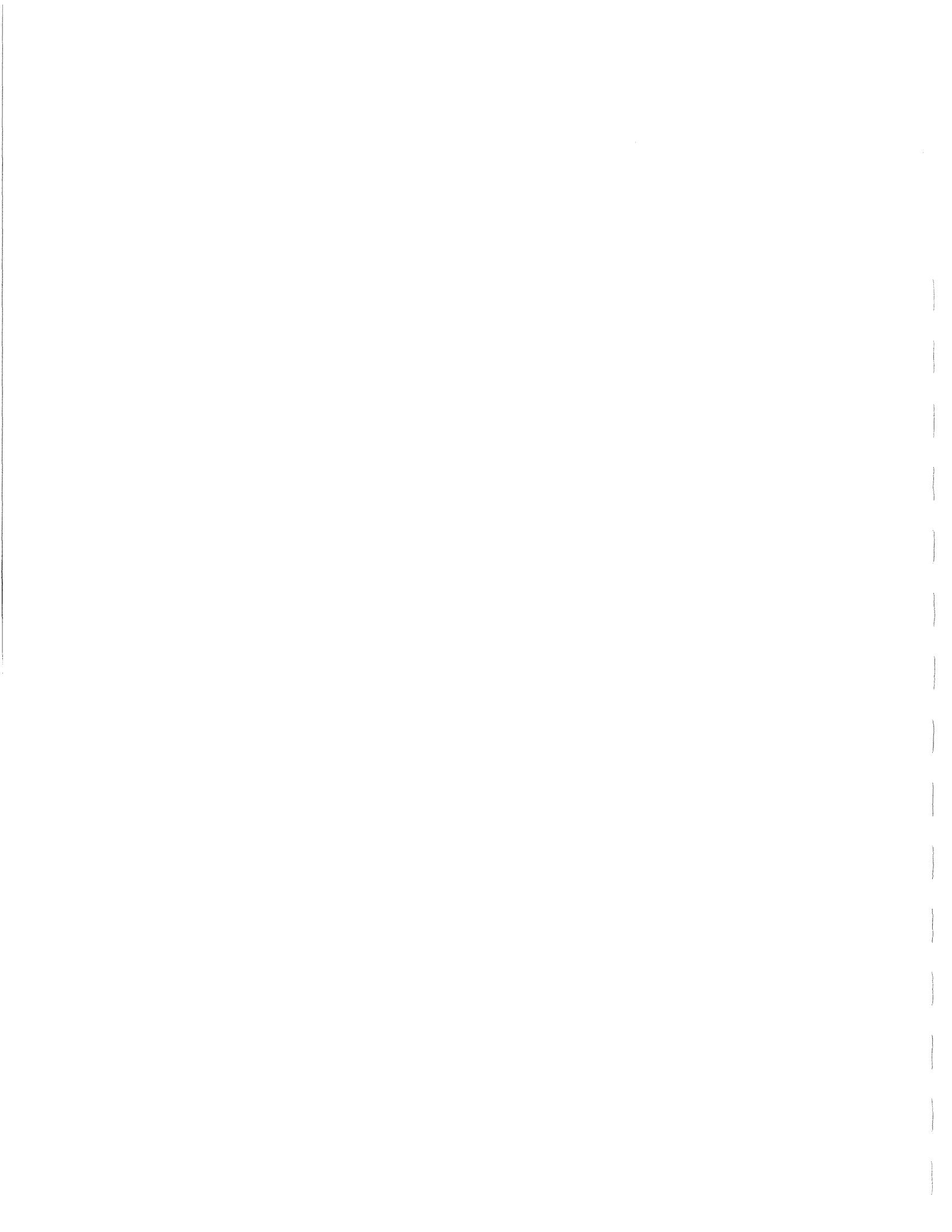
Decision Package Justification:\*

\*Include a description of the package, objectives to be accomplished, a list of decision making criteria, the consequences of not approving this package and alternative ways of performing this function.

- I. The Cumulative Funding Total Including this Decision Package is:
- Below Current Level
  - Equal to Current Level
  - Greater than Current Level

- II. Is this function, operation or activity currently being done?
- Yes  No

- III. The Cumulative Service Level Total Including this Decision Package is:
- Below Current Level
  - Equal to Current Level
  - Greater than Current Level



DEPARTMENT OF MANAGEMENT

| Section    | Instruction No. | Page No. | Effective/Revision Date |
|------------|-----------------|----------|-------------------------|
| PROCEDURES | 562.30          | 1 of 3   | 6/1/88                  |

Subject  
Decision Package Utilities & Motor Fuel Supplement  
SB Schedule 4D

GENERAL:

To provide supporting data for the cost of utilities and motor fuel.

INSTRUCTIONS:

- I. SB Schedule 4D - Utilities and Motor Fuel Supplement is divided into three parts:
  - A. Coding
  - B. Section A - Utilities
  - C. Section B - Motor Fuel
- II. SB Schedule 4D - should be completed in the following sequence:
  - A. Coding in the upper left corner
  - B. Section A - Utilities
  - C. Section B - Motor Fuels
- III. Information should be entered for each specific utility and motor fuel listed. Enter on the line titled "Other" the amount of all other items charged to the allocation. For each decision package SB Schedule 4D may be filled out either by Organization or by Budget Unit.
- IV. Form Identification (Upper Left Corner)
  - A. Department - Enter the name of the Department.
  - B. Budget Unit - Enter the name of the Budget Unit.
  - C. Organization - Enter the name of the Organization for which the data is being submitted.
  - D. Budget Unit No. - Enter the eleven digit number of the Budget Unit.

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Subject

Decision Package Utilities & Motor Fuel Supplement  
SB Schedule 4D

- E. Organization No. - Enter the four digit number of the Organization on which the data is to be entered.
- F. Organization Priority - Enter the two digit priority rank of the Decision Package within the Organization.

V. Section A - Utilities

- A. Units - FY90 Units Requested - Enter the number of utility units requested in this Decision Package for each type of fuel listed. See Instruction 934.00 for a listing of unit amounts and prices.
- B. Price - FY90 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each utility used. This should be the same price utilized in the base as shown on SB Schedule 6C.
- C. Total Cost - FY90 Request - Enter the total amount for each utility requested in this Decision Package.

VI. Section B - Motor Fuels

- A. Units - FY90 Units Requested - Enter in thousands the number of units requested for this Decision Package for each type of motor fuel listed.
- B. Price - FY90 Requested Average Unit Price - Enter the requested average unit price to be paid during the year for each motor fuel used. This should be the same as included in the base as shown on SB Schedule 6C.
- C. Total Cost - FY90 Request - Enter the total amount for each type of motor fuel requested on this Decision Package.

DEPARTMENT OF MANAGEMENT

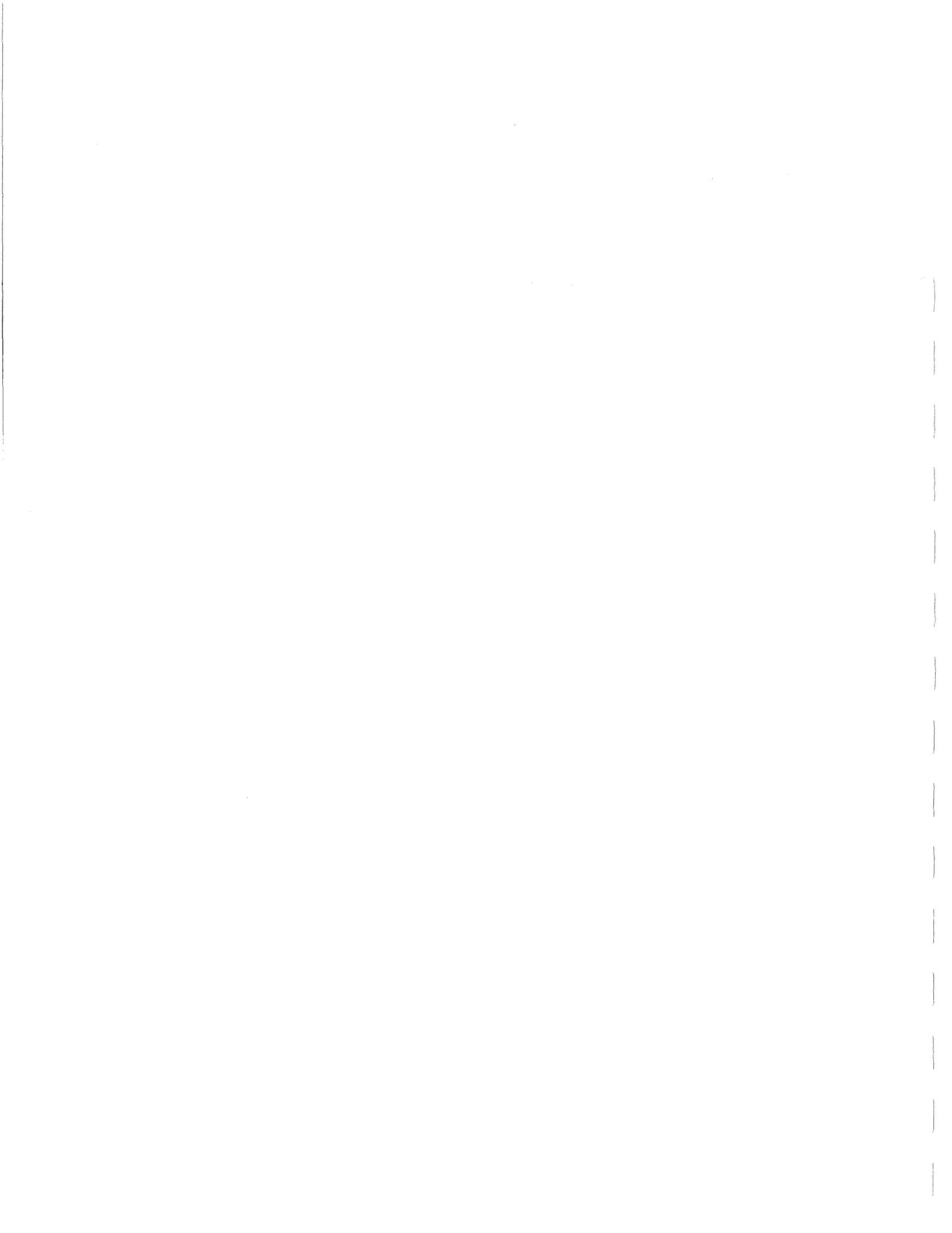
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Subject  
Decision Package Utilities & Motor Fuel Supplement  
SB Schedule 4D

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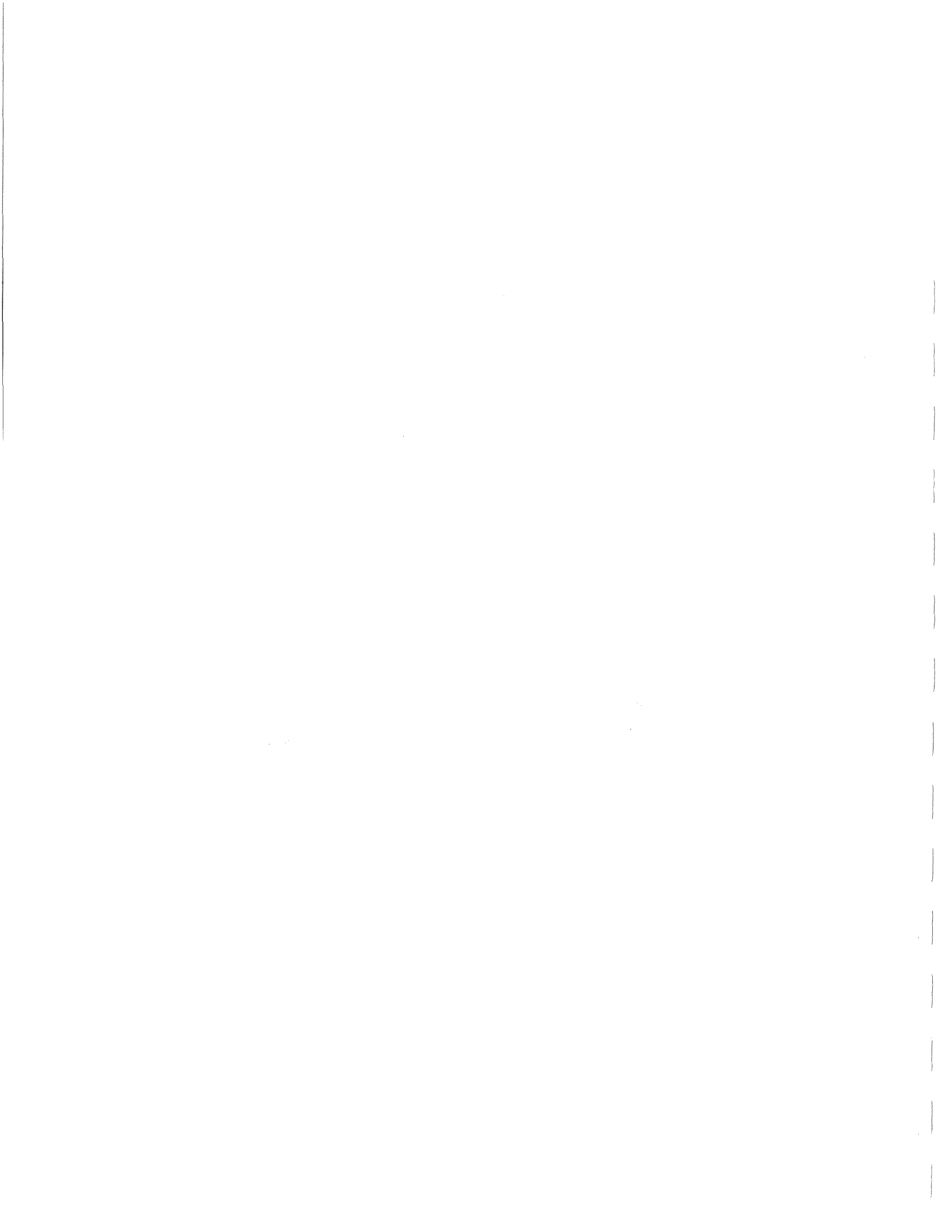


DEPARTMENT OF MANAGEMENT  
**BUDGET WORKSHEETS**  
FY July 1, 1989 to June 30, 1990  
DECISION PACKAGE-UTILITIES AND MOTOR FUEL SUPPLEMENT

Department \_\_\_\_\_  
 Budget Unit \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Budget Unit No. \_\_\_\_\_  
 Organization No. \_\_\_\_\_ Organization  
 Priority \_\_\_\_\_

| Utilities<br>Section A   | UNITS                       | PRICE  | TOTAL COST       |
|--|-----------------------------|--|------------------|
|  | FY 90<br>Units<br>Requested | FY 90<br>Requested<br>Average<br>Unit<br>Price | FY 90<br>Request |
| DESCRIPTION  |                             |  |                  |
| Electricity  |                             |  |                  |
| Natural Gas  |                             |  |                  |
| L. P. Gas  |                             |  |                  |
| Fuel Oil   |                             |  |                  |
| Coal   |                             |  |                  |
| Fac. Imp.<br>Corp.   |                             |  |                  |
| Other  |                             |  |                  |
| Total Budget (FY 90) (Carry Forward to SB Schedule 4-A)<br>To appropriate expenditure allocation |                             |  |                  |

| Motor Fuel<br>Section B  | UNITS                       | PRICE  | TOTAL COST       |
|--|-----------------------------|--|------------------|
|  | FY 90<br>Units<br>Requested | FY 90<br>Requested<br>Average<br>Unit<br>Price | FY 90<br>Request |
| DESCRIPTION  |                             |  |                  |
| Regular  |                             |  |                  |
| Premium  |                             |  |                  |
| Unleaded   |                             |  |                  |
| Diesel #1  |                             |  |                  |
| Diesel #2  |                             |  |                  |
| Other  |                             |  |                  |
| Other  |                             |  |                  |
| Total Budget (FY 90) (Carry Forward to SB Schedule 4-A)<br>To appropriate expenditure allocation |                             |  |                  |



DEPARTMENT OF MANAGEMENT

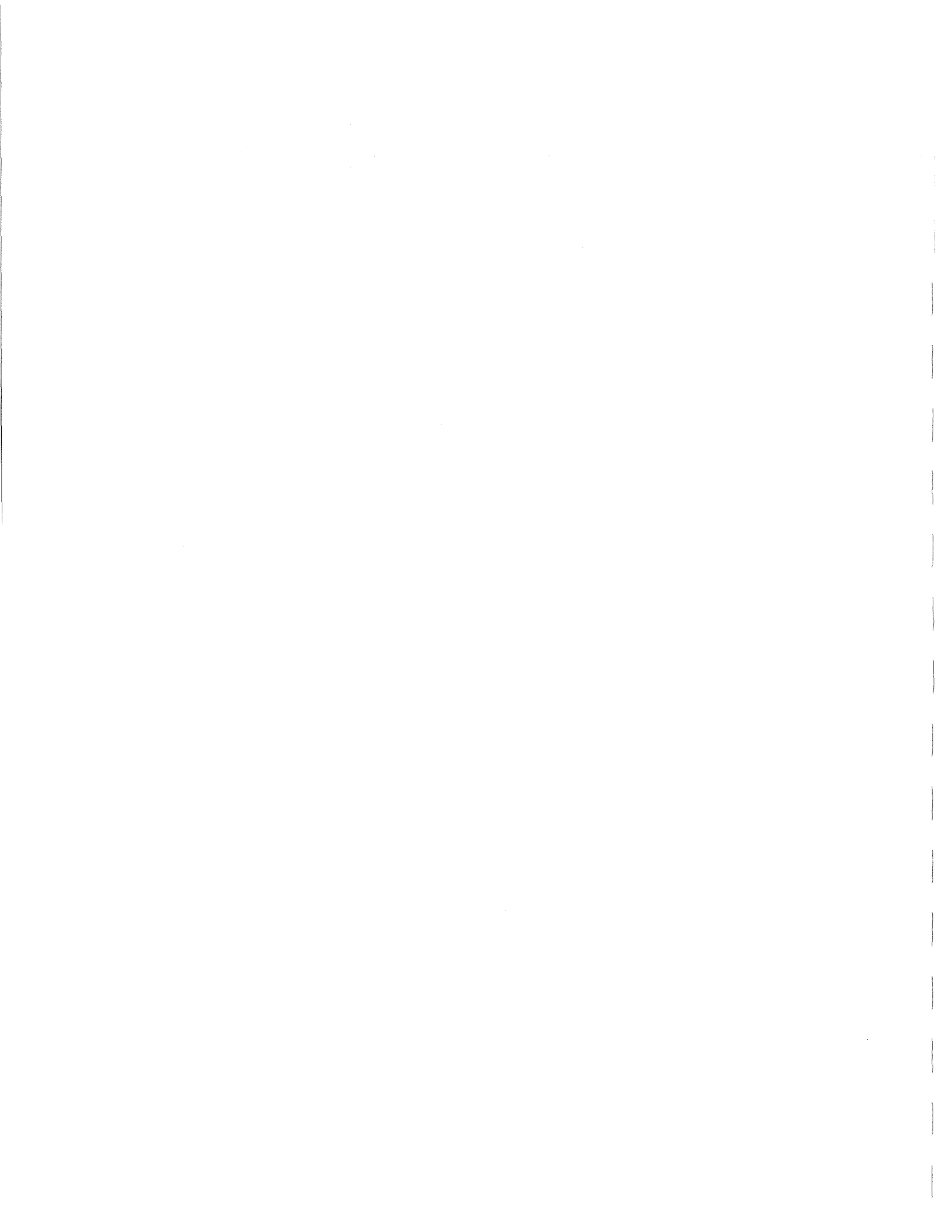
| Section  | Instruction No. | Page No. | Effective/Revision Date |
|----------|-----------------|----------|-------------------------|
| APPENDIX | 931.00          | 1 of 1   | 6/1/88                  |

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Subject  
Budget Pricing Information - Printing

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- I. PAPER: This has been fairly constant through 1988. Could possibly show an increase of up to 11% in 1989.
- II. STOCK COMPUTER PAPERS: Multi-part will probably have a 5% increase. Single-part may show a possible increase of 6 to 8%.
- III. BUSINESS MACHINE CARDS: Business machine card usage is diminishing and the cost will probably remain the same.
- IV. PRINTING OF CUSTOM BUSINESS FORMS: This item will probably show a 2% increase. If it were not for good competition, the increase would be high.
- V. CONVENTIONAL PRINTING: Increases in this area will probably be no more than 2%. There still exists a buyers market for conventional printing.
- VI. COPIERS: Increase for copier costs will be approximately 3% for service but remain fairly constant for purchases.



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| Section  | Instruction No. | Page No. | Effective/Revision Date |
|----------|-----------------|----------|-------------------------|
| APPENDIX | 932.00          | 1 of 2   | 6/1/88                  |

Subject  
Budget Pricing Information - Office Equipment

OFFICE EQUIPMENT PRICE LIST

| DESKS  | COST     | SOURCE             |
|--|----------|--------------------|
| Metal Executive, 60" x 30" dbl. pedestal<br>w/center drawer (Steelcase #52600-52)                          | \$652.76 |                    |
| Metal Steno, 65" x 30" sgl. pedestal type<br>w/37" x 19" typing unit<br>(Steelcase #52650-4R and 52A37-LH) | 712.60   |                    |
| Wood Modern Style Executive, 72" x 36"<br>(08900101)   | 503.00   | IPT                |
| Wood Modern Style Steno, 30" x 60" (08901802)<br>w/18" x 42" return (08902602)                             | 547.50   |                    |
| CONFERENCE TABLES  |          |                    |
| 60" x 30" Metal Frame (ET187-FV-OKWT-WG)   | 410.78   | Pigott #1204       |
| 72" x 36" Metal Frame (ET143-FV-OKWT-WG)   | 433.20   | Pigott #1204       |
| CHAIRS   |          |                    |
| Executive Type, Swivel w/arms, metal base<br>upholstered (08913801)  | 260.00   | IPT                |
| Steno Type, metal base, upholstered (08913701)   | 185.00   | IPT                |
| Metal Side Chairs, w/arms, upholstered (0811401)   | 120.00   | IPT                |
| Metal Side Chairs, w/o arms, upholstered<br>(01130441)   | 24.95    | IPT                |
| Wood Base Executive Chair, upholstered hi-back<br>(08783601)   | 305.00   | IPT                |
| One-Piece Plastic Seat & Back Side Chairs<br>(01130037)  | 23.95    | IPT                |
| FILES - FULL SUSPENSION  |          |                    |
| Two Drawer, Lateral 30" wide 18" deep w/lock<br>(Steelcase 930-251)  | 227.84   | Steelcase<br>#1200 |
| Four Drawer, Lateral 30" wide, 18" deep w/lock<br>(Steelcase 930-451)                                      | 395.83   | Steelcase<br>#1200 |
| Five Drawer, Lateral 30" wide, 18" deep w/lock<br>(Steelcase 930-551)                                      | 474.34   | Steelcase<br>#1200 |

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| Section  | Instruction No. | Page No. | Effective/Revision Date |
| APPENDIX | 932.00          | 2 of 2   | 6/1/88                  |

Subject  
Budget Pricing Information - Office Equipment

| BOOKCASE   | COST     | SOURCE             |
|--|----------|--------------------|
| 36" wide x 42" high x 12" deep, adjustable shelves (08965501)                          | \$130.00 | IPT                |
| COAT RACKS   |          |                    |
| 12 Units 23 1/4" deep x 61" high x 50 1/2" long (PT-548C64)                            | 162.03   | Storey-Kenworthy   |
| DICTATING & TRANSCRIPTION EQUIPMENT  |          |                    |
| Tape Dictating Unit (Portable) - Lanier P135   | 237.15   |                    |
| Tape Recorder/Transcriber, desk top - Lanier P-127                                     | 398.65   | Wahl & Wahl #1113  |
| CALCULATORS & ADDING MACHINES  |          |                    |
| Battery Operated Pocket Calculator (Sharp EL-233)                                      | 6.85     | Feller #1119       |
| Electronic Calculator, Desk Type, 12 digit Display only (Sharp #QS-2122)               | 61.29    | Feller #1119       |
| Printing Tape Type, Plus Display, 12 digit (Casio DL-220/DL-250)                       | 74.50    | Feller #1119       |
| TYPEWRITERS (WITHOUT TRADES)   |          |                    |
| Electronic Typewriter, Portable, 300 Character Correction Memory (Royal Satellite III) | 309.00   | Royal Office #1505 |
| Electronic Typewriter, Desk Unit with Disk Drive (Panasonic 700M with KX-E31)          | 1,006.50 | Modern Bus. #1505  |

The above prices are current as of 2nd quarter, 1988. If prices are needed on equipment not listed, contact the Central Purchasing Division of the Department of General Services.

These prices do not include the .012 administrative charge made by General Services.

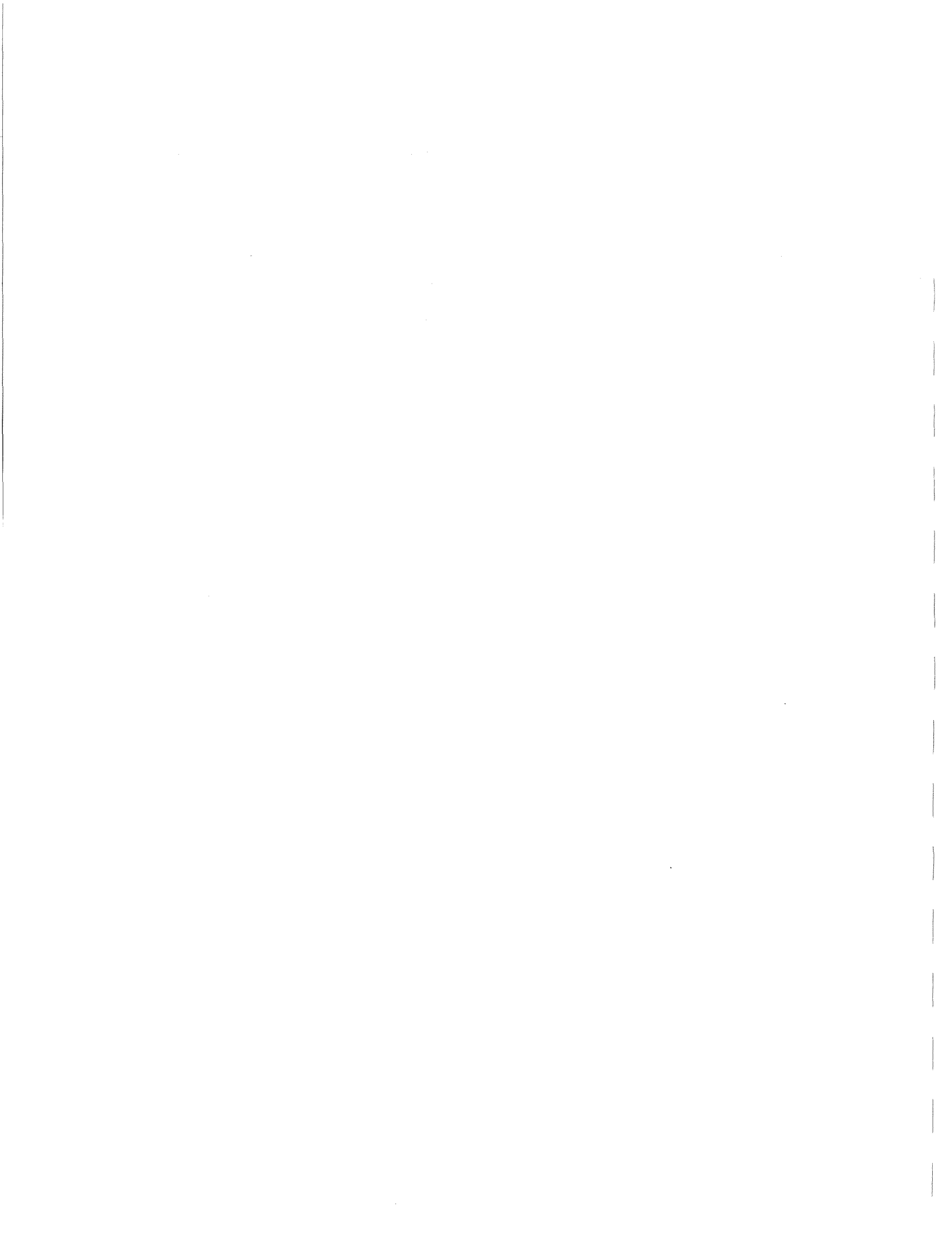
DEPARTMENT OF MANAGEMENT

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| APPENDIX | 933.10          | 1 of 1   | 6/1/88                  |

Subject  
Budget Pricing Information - Vehicle Rates  
Rental Rates

Effective July 1, 1988, rental rates for Vehicle Dispatcher Division Pool Vehicles will be as follows:

|                    |  |
|--------------------|--|
| Sub Compact Sedans | - 16¢ per mile or minimum of \$8.00 per day  |
| Compact Sedans     | - 18¢ per mile or minimum of \$9.00 per day  |
| Compact Wagon      | - 17¢ per mile or minimum of \$8.50 per day  |
| Mid-Size Sedans    | - 19¢ per mile or minimum of \$9.50 per day  |
| Mid-Size Wagon     | - 20¢ per mile or minimum of \$10.00 per day |
| Large Size Sedans  | - 22 per mile or minimum of \$11.00 per day  |
| Large Size Wagon   | - 25¢ per mile or minimum of \$12.50 per day |
| Pickup             | - 31¢ per mile or minimum of \$15.50 per day |





DEPARTMENT OF MANAGEMENT

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|----------|-----------------|----------|-------------------------|
| Section  | Instruction No. | Page No. | Effective/Revision Date |
| APPENDIX | 933.20          | 1 of 3   | 6/1/88                  |

Subject  
 Budget Pricing Information - Vehicle Rates  
 Depreciation

VEHICLE DISPATCHER DEPRECIATION RATES  
 ESTIMATED DEPRECIATION CHARGES FOR FISCAL YEAR 1989 and 1990  
 BASED UPON 68,000 AVERAGE VEHICLE MILEAGE

|                                | FISCAL 1989 |                               | FISCAL 1990 |                               |
|--------------------------------|-------------|-------------------------------|-------------|-------------------------------|
|                                | <u>COST</u> | <u>ESTIMATED DEPRECIATION</u> | <u>COST</u> | <u>ESTIMATED DEPRECIATION</u> |
| A. VEHICLE COST & DEPRECIATION |             |                               |             |                               |
| Compacts                       | 7,797       | 5,769                         | 8,108       | 5,999                         |
| Per Month-                     |             |                               |             |                               |
| 36 Months                      |             | 160                           |             | 170                           |
| Depreciation                   |             |                               |             |                               |
| Rate Per Mile                  |             | .0848                         |             | .0882                         |
| Compact Wagon                  | 9,016       | 6,936                         | 9,376       | 7,213                         |
| Per Month-                     |             |                               |             |                               |
| 36 Months                      |             | 195                           |             | 200                           |
| Depreciation                   |             |                               |             |                               |
| Rate Per Mile                  |             | .1020                         |             | .1061                         |
| Mid Size Sedan                 | 8,819       | 6,323                         | 9,171       | 6,574                         |
| Per Month-                     |             |                               |             |                               |
| 36 Months                      |             | 180                           |             | 185                           |
| Depreciation                   |             |                               |             |                               |
| Rate Per Mile                  |             | .0930                         |             | .0967                         |
| Mid Size                       | 9,989       | 7,285                         | 10,388      | 7,576                         |
| 2-Seat Wagon                   |             |                               |             |                               |
| Per Month-                     |             |                               |             |                               |
| 36 Months                      |             | 205                           |             | 215                           |
| Depreciation                   |             |                               |             |                               |
| Rate Per Mile                  |             | .1071                         |             | .1114                         |
| Large Size Sedan               | 10,376      | 7,568                         | 10,791      | 7,871                         |
| Per Month-                     |             |                               |             |                               |
| 36 Months                      |             | 215                           |             | 220                           |
| Depreciation                   |             |                               |             |                               |
| Rate Per Mile                  |             | .1113                         |             | .1158                         |

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Subject  
 Budget Pricing Information - Vehicle Rates  
 Depreciation

|  | FISCAL 1989<br>ESTIMATED |                       | FISCAL 1990<br>ESTIMATED |                       |
|--|--------------------------|-----------------------|--------------------------|-----------------------|
|  | <u>COST</u>              | <u>DEPRECIATION</u>   | <u>COST</u>              | <u>DEPRECIATION</u>   |
| Large Size<br>2-Seat Wagon<br>Per Month-<br>36 Months<br>Depreciation<br>Rate Per Mile | 11,308                   | 8,608<br>240<br>.1266 | 12,231                   | 9,311<br>260<br>.1369 |
| Large Size<br>3-Seat Wagon<br>Per Month-<br>36 Months<br>Depreciation<br>Rate Per Mile | 11,869                   | 9,035<br>255<br>.1329 | 12,344                   | 9,396<br>265<br>.1382 |
| Large Size<br>Enforcement<br>Per Month-<br>36 Months<br>Depreciation<br>Rate Per Mile  | 11,357                   | 8,653<br>245<br>.1273 | 11,811                   | 8,999<br>250<br>.1323 |
| Large Size<br>Enforcement<br>Per Month-<br>28 Months<br>Depreciation<br>Rate Per Mile  | 12,028                   | 9,116<br>330<br>.1341 | 12,509                   | 9,489<br>340<br>.1395 |
| Large Size<br>Extra<br>Per Month-<br>35 Months<br>Depreciation<br>Rate Per Mile        | 11,741                   | 9,037<br>255<br>.1329 | 12,211                   | 9,399<br>265<br>.1382 |

DEPARTMENT OF MANAGEMENT

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Subject  
 Budget Pricing Information - Vehicle Rates  
 Depreciation

B. DEPRECIATION COST PER MILE

|                         | FISCAL YEAR 1988<br>ESTIMATED<br>DEPRECIATION | FISCAL YEAR 1989<br>ESTIMATED<br>DEPRECIATION |
|-------------------------|---|---|
| Compact                 | .0848   | .0882   |
| Compact Wagon           | .1020   | .1061   |
| Mid-Size Sedan          | .0930   | .0967   |
| Mid-Size 2-Seat Wagon   | .1071   | .1114   |
| Large Size Sedan        | .1113   | .1158   |
| Large Size 2-Seat Wagon | .1266   | .1369   |
| Large Size 3-Seat Wagon | .1329   | .1382   |
| Large Size Enforcement  | .1273   | .1323   |
| Large Size Enforcement  | .1341   | .1395   |
| Large Size Extra        | .1329   | .1382   |

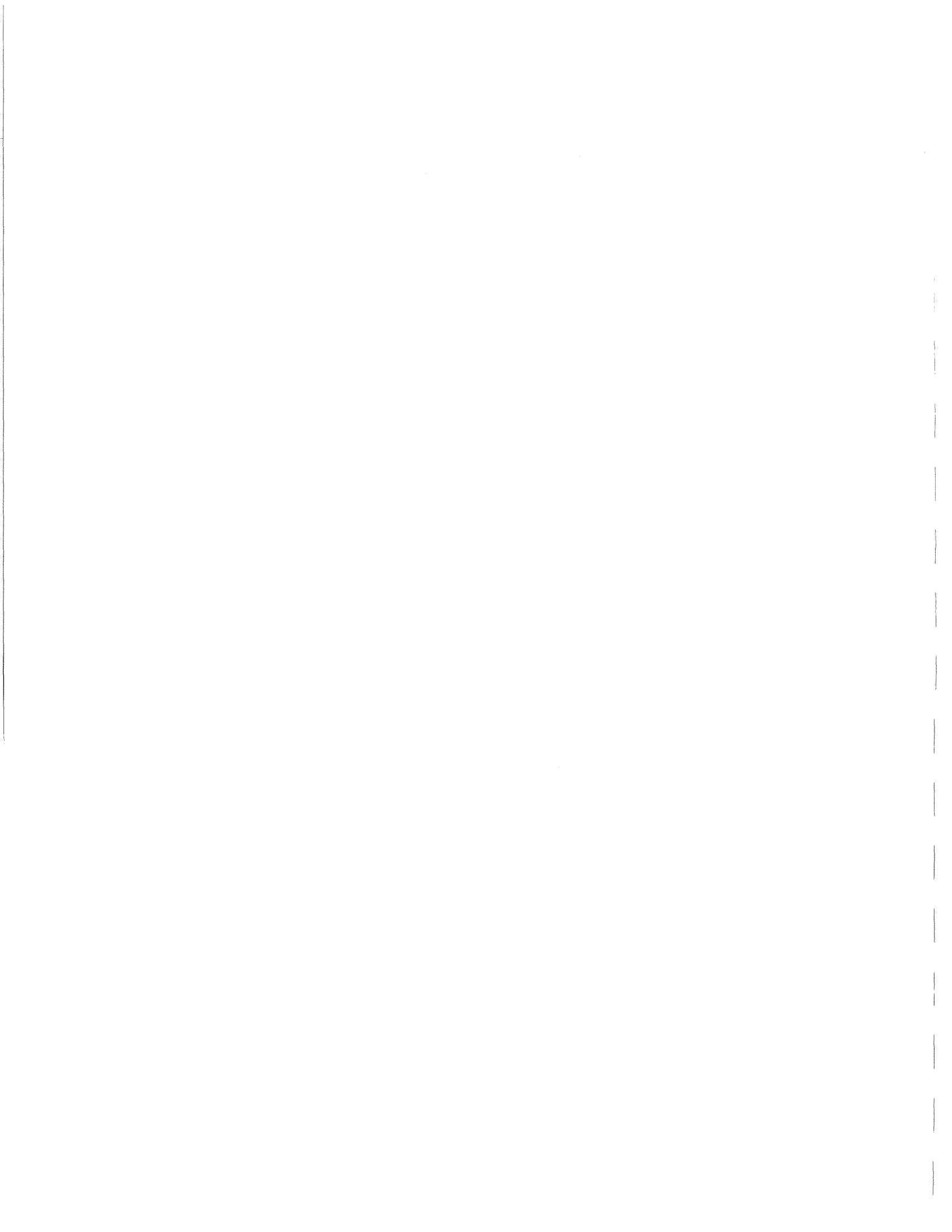
C. INSURANCE RATES  
 PER VEHICLE

|       |        |        |
|-------|--------|--------|
| Year  | 132.00 | 120.00 |
| Month | 11.00  | 10.00  |

D. VANS AND TRUCKS

RECOMMENDED DEPRECIATION PER MONTH

|                 |                                 |
|-----------------|---------------------------------|
| 6,001 - 7,000   | \$200.00 (Based upon 35 months) |
| 7,001 - 8,000   | 230.00 (Based upon 35 months)   |
| 8,001 - 9,000   | 260.00 (Based upon 35 months)   |
| 9,001 - 10,000  | 210.00 (Based upon 48 months)   |
| 10,001 - 11,000 | 230.00 (Based upon 48 months)   |
| 11,001 - 12,000 | 250.00 (Based upon 48 months)   |
| 12,001 - 13,000 | 270.00 (Based upon 48 months)   |
| 13,001 - 15,000 | 250.00 (Based upon 60 months)   |
| 15,001 - 17,000 | 285.00 (Based upon 60 months)   |
| 17,001 - 20,000 | 335.00 (Based upon 60 months)   |
| 20,001 - 25,000 | 350.00 (Based upon 72 months)   |
| 25,001 - 30,000 | 415.00 (Based upon 72 months)   |
| 30,001 - 35,000 | 485.00 (Based upon 72 months)   |
| 35,001 - 40,000 | 550.00 (Based upon 72 months)   |
| 40,001 - 45,000 | 530.00 (Based upon 84 months)   |
| 45,001 - 50,000 | 600.00 (Based upon 84 months)   |

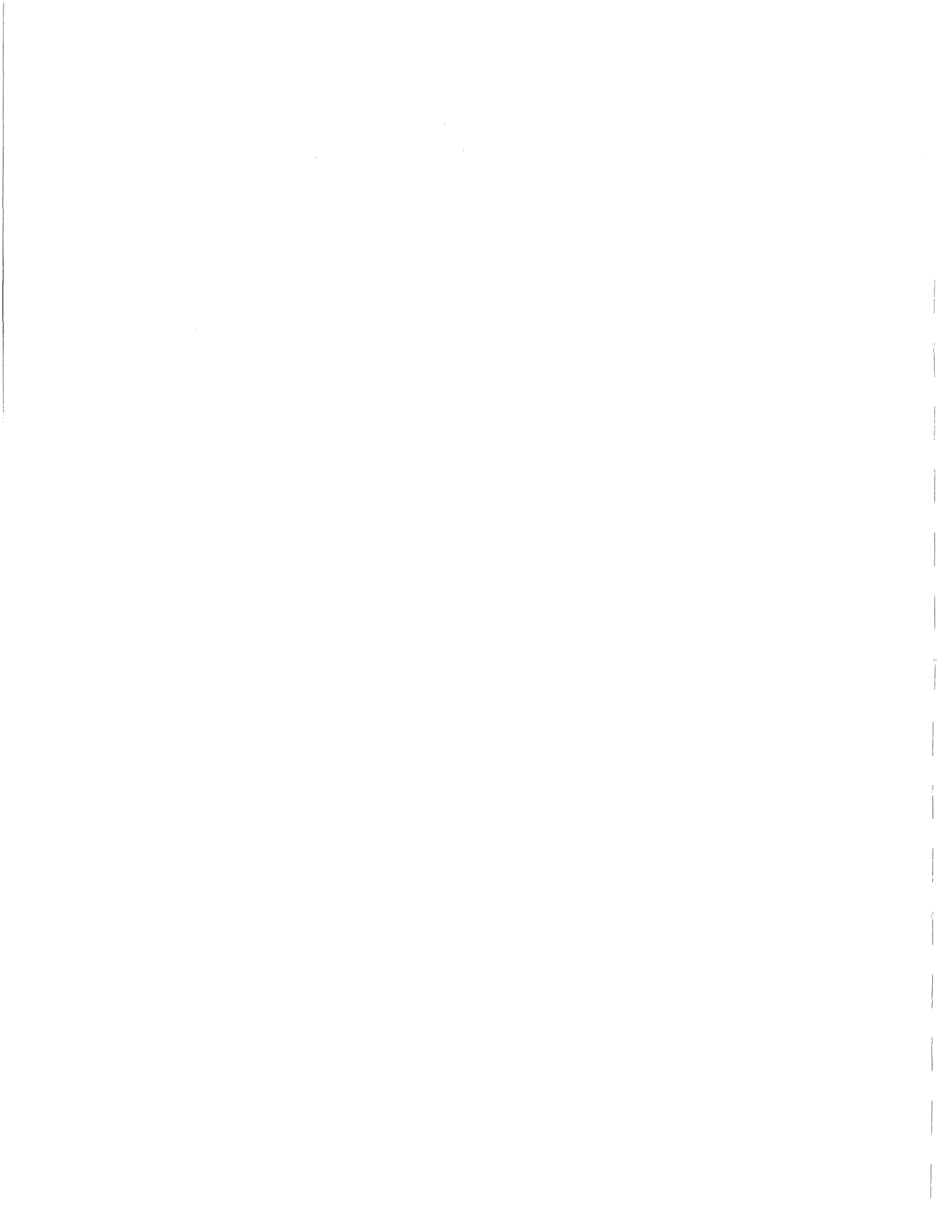


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| APPENDIX | 934.00          | 1 of 1   | 6/1/88                  |

Subject  
Budget Pricing Information - Energy Costs

| UTILITIES  | <u>FY 89</u> | <u>FY 90</u> |
|--|--------------|--------------|
| Electricity - Commercial User                      | \$ .0720     | \$ .0730     |
| Cents per kwh - Industrial User                    | \$ .0450     | \$ .0460     |
| Natural Gas - Interruptible User                   | \$ 2.90      | \$ 3.10      |
| \$ per thousand cubic feet - Firm User             | \$ 4.10      | \$ 4.30      |
| Liquid Propane - Large Volume User<br>(per gallon) | \$ .52       | \$ .54       |
| Fuel Oil #2 - Large Volume User<br>(per gallon)    | \$ .62       | \$ .66       |
| Coal - Large Industrial User<br>(short ton)        | \$32.25      | \$32.25      |
| MOTOR FUELS  |              |              |
| Gasoline   |              |              |
| Unleaded - Large Volume User                       | \$ .66       | \$ .70       |
| Ethanol blended fuel-large volume user             | \$ .71       | \$ .75       |



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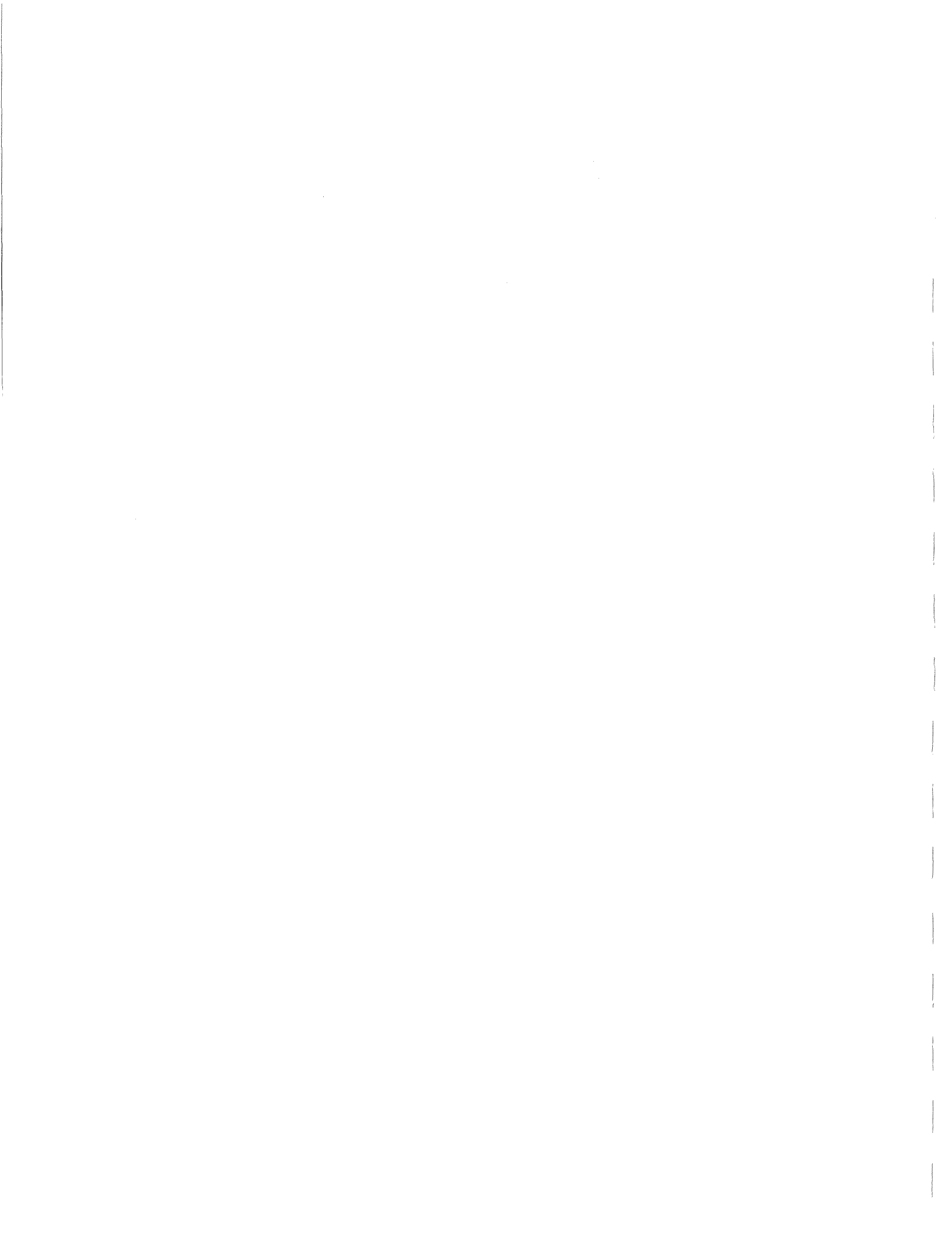
Subject

How to Calculate the Cost of a New Position

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Beginning approximately June 20, 1988 you will be able to make on-line calculations of the cost of new positions utilizing the BPRO program in the budget system. The BPRO system will provide immediate position cost calculations that will be accurate, detailed and verifiable.

Because the BPRO program will be accurate and easy to use, we will not be providing instructions for the manual calculation of position costs.





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| PROCEDURES | 990.00          | 1 of 5   | 6/1/88                  |

Subject  
Glossary

Account number - A specific number which describes each individual account in the budget system. Each account number includes a Fiscal Year, Fund, Agency Code and, where applicable, appropriation and organization numbers.

Account type - A two digit field used to classify the types of resources and disbursements in the Budget system. (See Table I.)

Adjusted Budget - The appropriated budget for the current fiscal year revised by the department to reflect estimated revenues and expenditures for the current fiscal year.

Agency - An operating entity within state government created by statute, rule or the constitution and charged with the responsibility of providing certain services to the public or for carrying out a particular mission. An agency is either classified as a subunit of a department or as an "independent agency".

Agency Code - A three digit code used to identify Agencies, Departments, and Offices within the account structure.

Appropriation - A three digit number in the account code used to identify a specific appropriation. An authorization granted by the Legislature to incur liabilities for purposes specified in the act making the appropriation. An amount of money assigned from a fund for a specific purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

Assistance Payments - A Budget Unit category defining all appropriations that provide for direct or indirect payment of assistance to individuals, partnerships or corporations.

Base Budget - The base decision package in a budget request. By statute the base budget cannot exceed 75 percent of the Adjusted Budget. (See Base Budget policies in the Policy Section of the Procedures Manual.)

Budget Chart - Consists of three on-line screens that describe and control technical aspects of budget unit and fund account numbers. On-line screens are:

1. BBUF - Display all budget Units/Funds in a Department.
2. BCAT - Display/update Budget Unit/Fund descriptions, including a list of organizations in the BU/Fund.
3. BORG - Display/update organization descriptions.

DEPARTMENT OF MANAGEMENT

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| PROCEDURES | 990.00          | 2 of 5   | 6/1/88                  |

Subject:  
Glossary

Budget Document - The printed budget books that contain the Governor's budget recommendations to the Legislature.

Budget File - The budget data contained in the on-line computer system.

Budget Unit - Any appropriation or fund account for which a budget is prepared. There may be one or more Budget Units within a Department.

Budget Unit Category - A combination of similar types of budget units used for reporting in the Budget Document. Categories include Operations, Assistance Payments, Local Tax Credits and Program Aids, Tax or Fee Refunds, Retirement Program Supplements, and Capitals.

Capital - A Budget Unit Category defining all capital appropriations regardless of funding sources.

Capital Outlay - An expenditure for assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment.

Catalog Number - A five digit number used to identify the federal funds in the Budget System. (Is identical to the Federal Catalog Number.)

Class - A five digit number used to identify personnel classifications, i.e. 00025 for a Secretary I.

Decision Package - A component part of a budget request that identifies and describes a discrete activity, program, function or operation in a definitive manner for management evaluation and comparison with other activities, programs, functions or operations. An appropriation request is the sum of a series of decision packages.

Decision Package Grouping Classification - A field to describe decision packages with similar purposes or functions. (See Table V.)

Decision Package Description (BDES) - A brief description of each Decision Package. Limited to three lines of 50 characters per line.

Department - An operating entity within state government created by statute, or the constitution and charged with the responsibility of providing certain services to the public or for carrying out a particular mission. A Department is the principal administrative unit of the executive branch.

DEPARTMENT OF MANAGEMENT

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| PROCEDURES | 990.00          | 3 of 5   | 6/1/88                  |

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Subject  
Glossary

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Department Code (Special Department Code) - A three digit Code used to identify departments. May include several agency codes.

Estimated Budget - See Adjusted Budget.

Expenditure Category - See Object Category

Expenditure Class - See Object Class

FY (or SFY) - State Fiscal Year.

FFY - Federal Fiscal Year

Field - A group of one or more characters in the budget system.

Financial Data - The amounts in whole dollars showing Resources and Disposition of Resources in the various columns in the budget file.

FTE or Full Time Equivalent - The equivalent of one person working full time for one year. Can also be computed as various other combinations, such as two persons working full time for six months, etc. Also signifies 2080 hours worked within one year by any combination of employees.

Fund - An independent fiscal entity with a self-balancing set of accounts which is segregated for the purpose of accomplishing specific activities or objectives in accordance with special regulations, restrictions, or limitations.

Local Tax Credits and Program Aids - A Budget Unit category that defines all appropriations which provide for direct payment to political subdivisions of the State including the Merged Area Schools.

Multiple Year appropriation - A specific appropriation which allows for expenditures in more than one year. Often associated with capital appropriations.

DEPARTMENT OF MANAGEMENT

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|            |                 |          |                         |
|------------|-----------------|----------|-------------------------|
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| PROCEDURES | 990.00          | 4 of 5   | 6/1/88                  |

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Subject  
Glossary

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Mission Statement - A general statement of mission including the purpose for the existence of a department, who the department serves and what services are provided by the department.

Object Category - A two digit number combining similar expenditure classes for reporting expenditures in the Budget Document. (See Table III.)

Object Class - A three digit number used to identify disbursements in the budget system. (See table III.)

Office - The administrative unit headed by any elective statutory or constitutional officer who does not head an operating department.

OP - Organization Priority - A two digit number that is part of the Decision Package location identification in the data entry procedures. Does not establish priority for decision making purposes. Entered on the request line. Used only in the data entry of decision packages.

Operations - A Budget Unit category defining operating budgets for all three branches of government. Also includes all budget units not otherwise defined in the budget unit categories as Assistance Payments, Local Tax Credits and Program Aids, Tax or Fee Refunds, Retirement Program Supplements, and Capital.

Organization - A subunit of a budget unit or fund. For budget purposes indicates a responsibility center at which detail resource and expenditures data is accumulated.

Personal Services Detail - The FTE's and dollar cost of the salary and benefits portion of budget.

Personal Services Special Class Code - Used to budget for personal services costs in situations where it is not possible or practical to identify costs by individual class codes. (See Table IV.)

Priority Ranks - The method by which Decision Packages are ranked and/or classified. Where applicable, decision packages are ranked by priority at the department-wide, budget unit, and applicable organization levels.

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Subject  
Glossary

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Program Identification - Four character field that identifies each program in the on-line (BDGT) budget system, e.g. BPER, BFIN, etc.

Request Line - The top line of all data entry screens where the four letter program identification and the Fiscal Year, Fund, Agency, Appropriation identification is entered.

Retirement Program Supplements - A Budget Unit category that is defined by all appropriations which provide supplemental funding to State Retirement Systems.

Revenue Category - A two digit number combining similar Revenue Classes for reporting revenues in the budget system. (See Table II.)

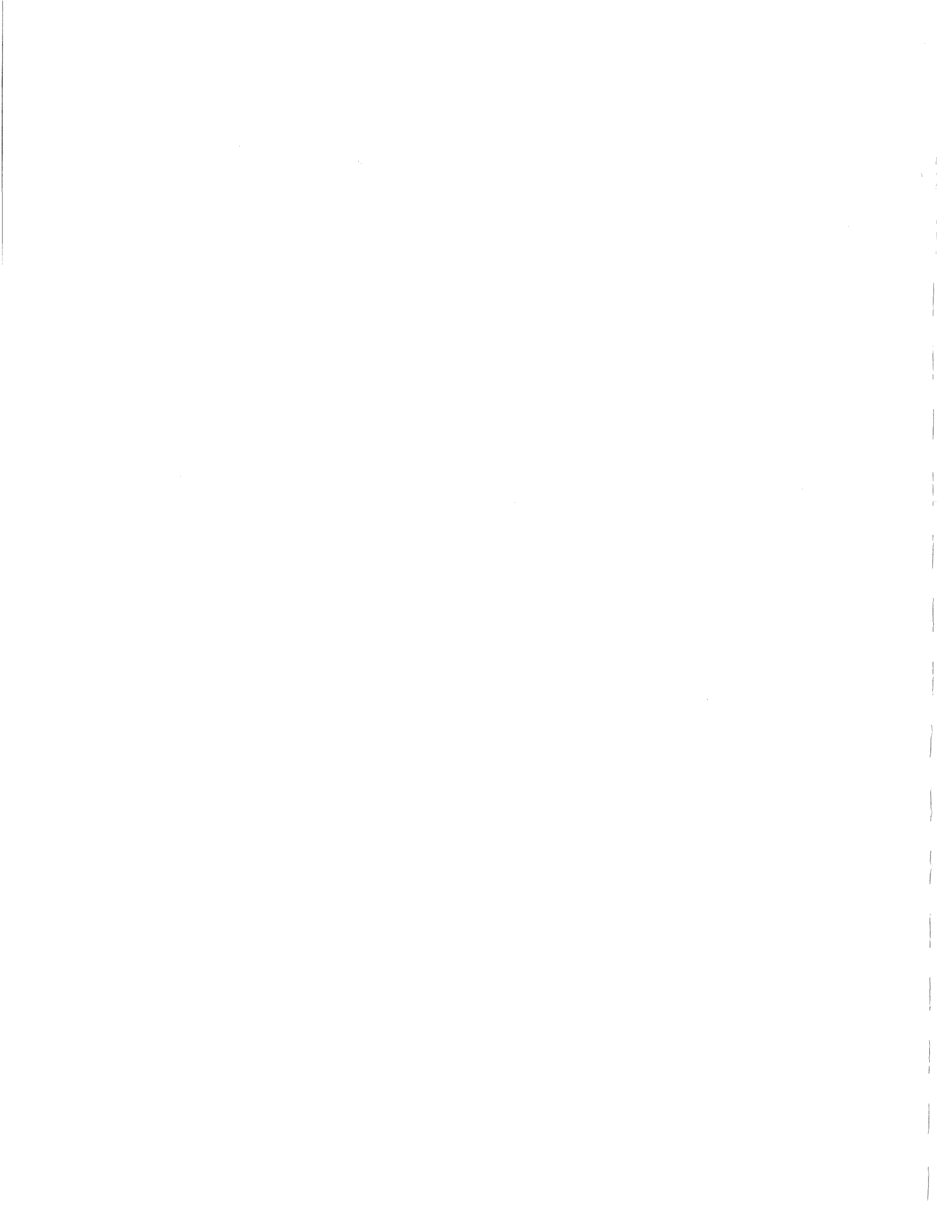
Revenue Class - A three digit number used to identify receipts for the budget system. (See Table II.)

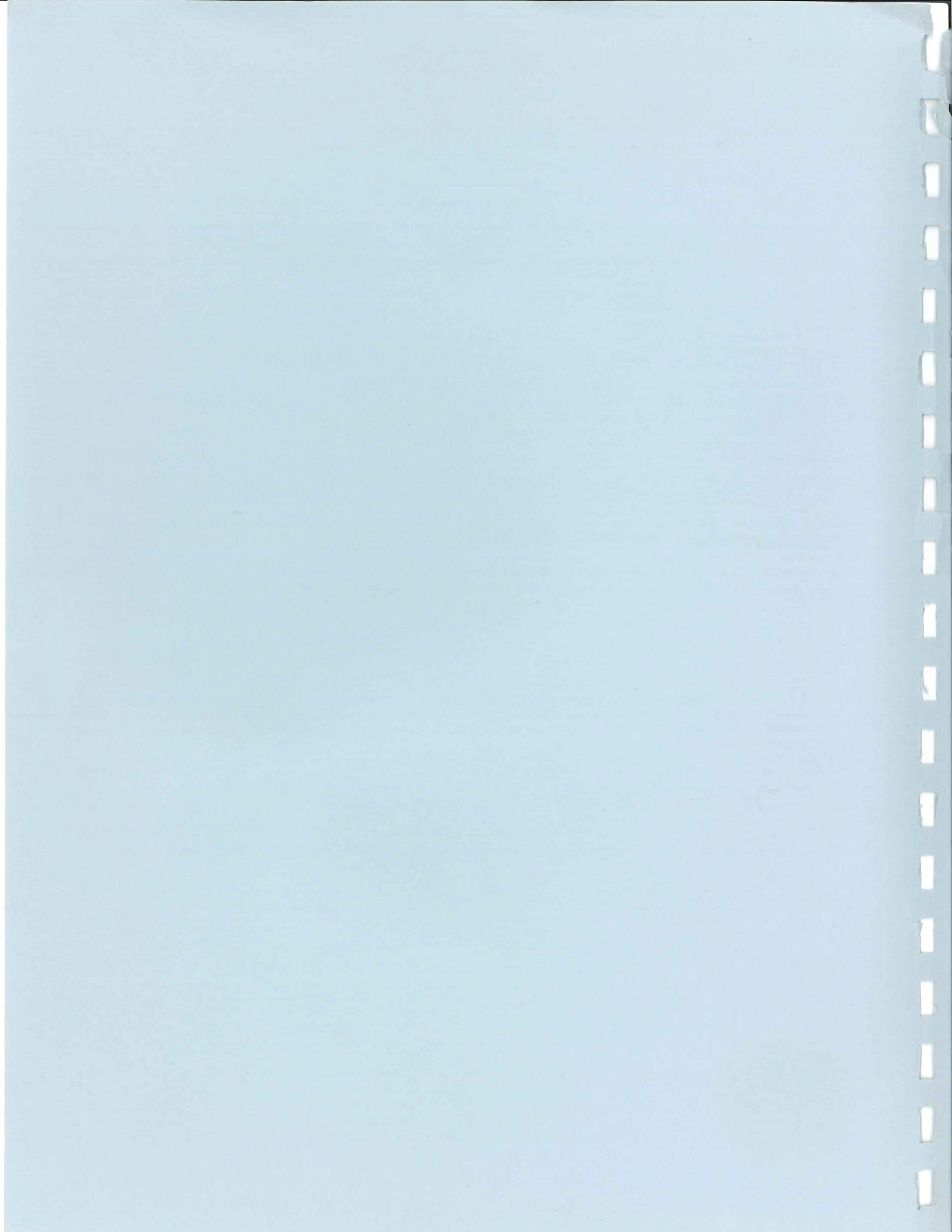
Salary Adjustment - An allocation of specially appropriated funds to each department for the purpose of providing for additional costs associated with increases in personnel costs (such as cost-of-living, merit, etc.) not otherwise included in an operating appropriation.

Special Department Code - A three digit number assigned to each Department so that all accounts within the Department will be grouped together within the Budget System.

Subunit - A lower level of a Budget Unit, usually a level 1 organization in the budget system, which is important enough to be identified and described separately in the Budget Document.

Tax or Fee Refunds - A Budget Unit category which is defined by all appropriations that refund taxes or fees.









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---

Subject

General Comments - On-Line Updating

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All departments will be directly entering into the computer their budget request for FY90 and FY91. Four budget file columns will be available. The columns are as follows:

BB-5 Base Budget for FY90.

BB-6 Base Budget for FY91.

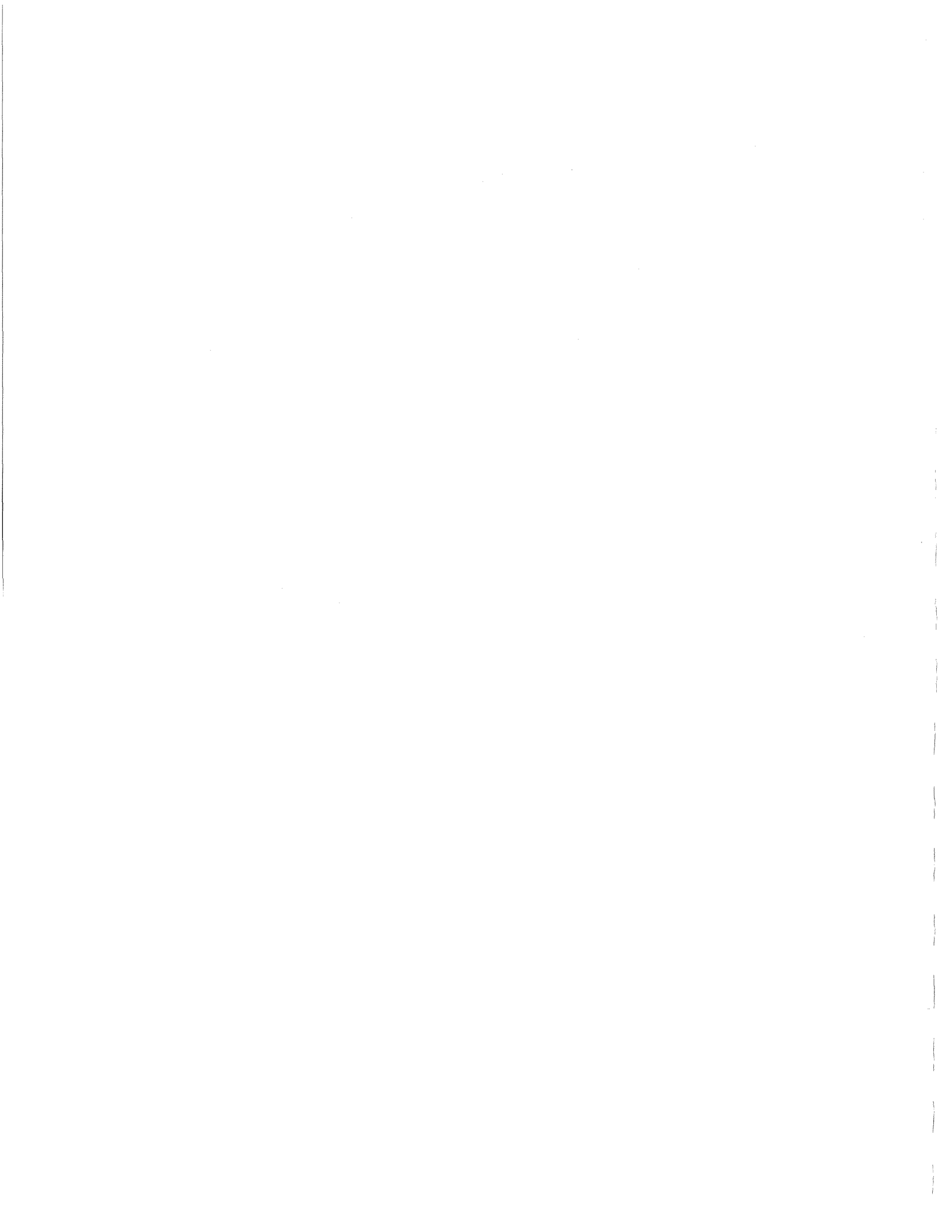
DP-1 Department Decision Package requests for FY90.

DP-2 Department Decision Package requests for FY91.

The advantages to the department with on-line entry of the budget request are the capability to immediately view updated recap screens and a quicker turnaround time on budget printouts.

Prior to updating any budget files, the department should review the Budget Chart of Accounts (See Instruction 606.10, 606.20 and 606.30). The Budget Chart of Accounts should be examined closely for errors, additions or deletions.

Each Decision Package that is entered will require a separate entry on the BFIN, BPTY and BDES screens. An entry may also be required on the BPER or BFED screens if the Decision Package involves personal services or federal funds.



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Subject  
CICS Sign-on

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General:

The on-line budget system is on CICS. In order to view, add or update budget information your terminal must first be signed on to CICS.

To gain access to CICS, a CICS identification name must be obtained. If you do not have a CICS identification name, contact your Fiscal and Policy Analyst. The identification name will usually consist of T(three digit agency number)(three digit number assigned by CDP).

Each individual creates their own password, which can be changed as desired. Keep a record of your password. If you forget it you will be unable to gain access to the budget system. Your password must be changed at 254 day intervals. If the time limit has been exceeded, you must call the Central Data Processing Security Administrator.

Instructions:

I. Establish session with CICS.

- A. Type CICS.
- B. Depress ENTER key.
- C. Response will be:

The Department of General Services  
Information Services Division's Production  
CICS

Press Enter for signon screen  
Press PF1 for CICS news  
Press PF3 to disconnect

- D. Depress ENTER key.
- E. Response will be:

CICS/VS SIGNON -- ENTER PERSONAL DETAILS

NAME:  
PASSWORD:  
NEW PASSWORD:

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Subject  
CICS Sign on

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- F. Type your CICS name and password in the proper spaces.
- G. Depress ENTER key.
- H. Response will be:  

DFH3504I (Time) SIGN-ON IS COMPLETE
- I. Clear Screen.
- J. Terminal is ready for the program identification to be entered.

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Subject

PF Keys - Program Function Keys

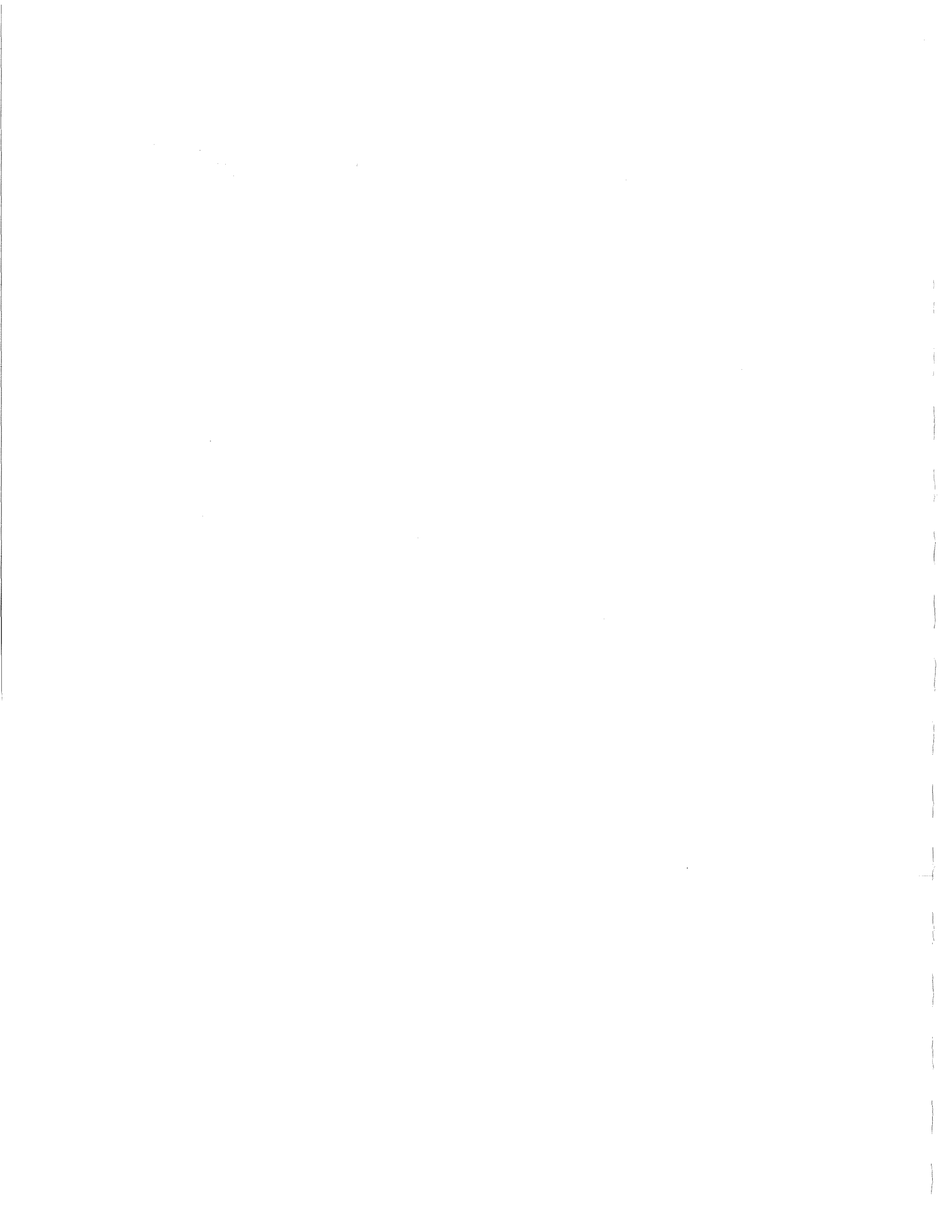
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General:

The PF (Program Function) keys are used to easily move from one budget application to another within the budget system.

Instructions:

- I. The available PF keys are displayed at the bottom of each screen within the budget system. For Example, these PF keys are available on BFIN:  
  
PF1=HELP    PF2=MENU    PF3=ADD    PF4=BFIN    PF5=BPER    PF6=BFED  
PF7=BPTY    PF8=BMOV    PF9=BDES    PF10=BCAT    PF11=NEXT    PF12=MEMORY  
CLEAR=END    PF\_\_\_
  
- II. To move to another screen, hold down the ALT key and press the applicable PF key.
  
- III. If the request line is completed, the system will move to a display of the BU/FUND for the PF option specified.



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Subject  
BCAT - Chart of Accounts

---

General:

To display the BCAT portion of the Budget Chart of Accounts.

Instructions:

I. Establish session with CICS.

II. Access Budget System.

A. Type BDGT BCAT.

B. Depress ENTER key.

C. Response will be:

```
BCAT XXXXXXXXXXXX XXXX 9
      BU/FUND  ORG  LEVEL
```

RELATED PROGRAMS ARE:

1. BBUF - To display all budget units/funds in agency.
2. BCAT - To display/update budget unit/fund description, including list of organizations in the BU/FUND.
3. BORG - To display/update organization descriptions.

```
PF1=HELP  PF2=MENU  PF3=ADD  PF4=BFIN  PF5=   PF6=
PF7=   PF8=BBUF  PF9=BORG  PF10= BCAT  PF11=NEXT PF12=MEMORY
CLEAR=END  PF__
```

D. Replace the first eight X's with:

1. The two digit year.
2. The three digit fund.
3. The three digit agency.

E. Alternatives

1. BU: Replace the next three X's with the three digit appropriation number.
2. FUND: Depress ERASE EOF key.

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---

Subject

BCAT - Chart of Accounts

---

- F. If you desire BCAT to begin with a specific organization, replace the next four X's with the four digit number of the organization desired.
- G. If you desire BCAT to begin with a specific level, replace the 9 with the one digit number of the level desired.
- H. Depress ENTER key.
- I. Response will be the desired BCAT screen.



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---

Subject  
BORG - Organizations

---

General:

To display the BORG portion of the Budget Chart of Accounts.

Instructions:

- I. Establish session with CICS.
- II. Access Budget System.

- A. Type BDGT BORG.
- B. Depress ENTER key.
- C. Response will be:

```
BORG XXXXXXXXXXXX XXXX 9
      BU/FUND  ORG  LEVEL
```

RELATED PROGRAMS ARE:

1. BBUF - To display all budget units/funds in agency.
2. BCAT - To display/update budget unit/fund description including list of organizations in the BU/FUND.
3. BORG - To display/update organization descriptions.

```
PF1=HELP  PF2=MENU  PF3=ADD  PF4=BFIN  PF5=      PF6=
PF7=      PF8=BBUF  PF9=BORG  PF10=BCAT  PF11=NEXT  PF12=MEMORY
CLEAR=END  PF ____
```

- D. Replace the first eight X's with:
  1. The two digit year.
  2. The three digit fund.
  3. The three digit agency.
- E. Alternatives
  1. BU: Replace the next three X's with the three digit appropriation number.
  2. FUND: Depress ERASE EOF key.

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---

Subject

BORG - Organizations

---

- F. If you desire BORG to begin with a specific organization, replace the next four X's with the four digit number of the organization desired.
- G. If you desire BORG to begin with a specific level, replace the 9 with the one digit number of the level desired.
- H. Depress ENTER key.
- I. Response will be the desired BORG screen.

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---

Subject  
BBUF - Budget Unit/Fund List

---

General:

To display all the budget units/funds assigned to a given agency.

Instructions:

- I. Establish session with CICS.
- II. Access Budget System.

- A. Type BDGT BBUF.
- B. Depress ENTER key.
- C. Response will be:

```
BBUF XXXXXXXXXXXX XXX
      BU/FUND  AGCY
```

RELATED PROGRAMS ARE:

1. BBUF - To display all budget units/funds in agency.
2. BCAT - To display/update budget unit/fund description including list of organizations in the BU/FUND.
3. BORG - To display/update organization descriptions.

Use PF11 to get next BU/FUND (BCAT,BORG) or to get next authorized agency (BBUF)

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5= PF6=  
PF7= PF8=BBUF PF9=BORG PF10=BCAT PF11=NEXT PF12=MEMORY  
CLEAR=END PF\_\_

D. Alternatives:

1. If you desire the display to start with a specific BU/FUND within an agency, replace the first eight X's with:
  - a. The two digit year.
  - b. The three digit fund.
  - c. The three digit agency.

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---

Subject

BBUF - Budget Unit/Fund List

---

d. Alternatives

(1) BU: Replace the next three X's with the three digit appropriation number.

(2) FUND: Depress ERASE EOF key.

2. If you desire the display to start at the first BU/Fund within an agency:

a. Do nothing with the first eleven X's.

b. Replace the next three X's with the three digit agency number.

E. Depress ENTER key.

F. Response will be the desired BBUF screen.

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Subject  
SCH1 - Data by Priority

General:

To display the Base, Adjustment to Base and Decision Packages in priority order in abbreviated form. This information is available for columns TB1 and TB2, which are the recap columns that reflect the total departmental request for the biennium. No entry of data can be made using this program or column.

Instructions:

- I. Establish session with CICS.
- II. Access Budget System.
  - A. Type BDGT SCH1.
  - B. Depress ENTER key.
  - C. Response will be:

```
SCH 1 XXXXXXXXXXXX XXXX XX9 XX9 X XXX X  
      BUDGET UNIT ORG COLS T PRTY C/I  
                        SC1 HELP/MENU SCREEN
```

- |             |   |  |
|-------------|---|--|
| BUDGET UNIT | - | ENTER A VALID BUDGET UNIT (NOT A FUND)   |
| ORG         | - | LEAVE BLANK FOR A BU DISPLAY   |
|             | - | ENTER A VALID ORGANIZATION FOR AN ORG DISPLAY  |
| COLS        | - | ENTER 1 OR 2 "TB" COLUMNS (TB1, TB2, TB3, TB4, TB5, OR TB6)                              |
| T (TYPE)    | - | FOR AN ORG DISPLAY: ENTER "R" FOR A DISPLAY BY PRIORITY<br>ENTER "D" FOR A DISPLAY BY OP |
|             | - | IF NOT ENTERED, TYPE WILL DEFAULT TO "R"   |
| PRTY        | - | ENTER A PRIORITY OR AN OP TO BEGIN DISPLAY AT A SPECIFIC POINT                           |
|             | - | ENTER "TOTAL" TO DISPLAY ONLY THE TOTALS   |
| C/I         | - | ENTER "C" FOR A COMBINED DISPLAY (1 LINE PER PRIORITY/ORG/OP)                            |
|             | - | IF NOT ENTERED, IT WILL DEFAULT TO "C"   |

NOTE THAT ON A COMBINED DISPLAY, IF DECISION PACKAGES WITH DIFFERENT OP'S OR DIFFERENT ORGS ARE COMBINED, THAT PART OF THE DESCRIPTION WILL BE BLANK USE PF11 TO GET THE NEXT BUDGET UNIT IN THE AGENCY OR THE NEXT ORG IN THE BU. HIT ENTER TO RETURN TO DATA SCREEN.

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---

Subject

SCH1 - Data by Priority

---

PF1=HELP    PF2=MENU    PF3=    PF4=BFIN    PF5=    PF6=  
PF7=BPTY    PF8=BMOV    PF9=BDES    PF10=BCAT    PF11=NEXT    PF12=MEMORY  
CLEAR=END

III. Request line.

- A. Replace the first eleven X's with:
  - 1. The two digit year.
  - 2. The three digit fund.
  - 3. The three digit agency.
  - 4. The three digit appropriation number.
  
- B. Replace the next four X's with the four digit number of the organization - if desired.
  
- C. Replace the "XX9 XX9" with the columns in the budget file you want to display. Application SCH1 utilizes only "TB" columns.
  
- D. Data Type: Replace the X with:
  - 1. For an organization display: Enter "R" for a display by four digit priority rank. Enter a "D" for a display by the two digit OP (Organization Priority) number.
  - 2. For a budget unit display: Enter "R".
  - 3. If no data type is entered, it will default to "R".
  
- E. Priority: Enter a priority or an OP number to begin the display at a specific point. Enter "TOTAL" to display only the totals. If no priority is entered, the budget will be displayed beginning with the base and first decision packages.
  
- F. C/I:
  - 1. For a budget unit, enter "C" for a combined display. Combined display will show decision packages by four digit priority rank. Enter "I" for an individual display. Individual display will show decision packages by their two digit organization priority.

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---

Subject

SCH1 - Data by Priority

---

2. For an organization, enter "I" for an individual display to show decision packages by their two digit organizational priority.
- IV. Depress ENTER key.
- V. The requested data will be displayed.
- VI. Depress Enter key again if additional screens are desired.





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---

Subject

SCH2 - Financial Summary by Level

---

General:

To display line item detail and FTE by organization at various levels. This data is available for the following columns in the budget file.

BB-4 Department's Estimate for FY89.

BB-5 The Base Budget for FY90.

BB-6 The Base Budget for FY91.

TB-1 Departmental Request for FY90.

TB-2 Departmental Request for FY91.

No entry of data can be made using this program.

Instructions:

I. Establish session with CICS.

II. Access Budget System.

A. Type BDGT SCH2.

B. Depress ENTER key.

C. Response will be:

```
SCH 2 XXXXXXXXXXXX XXXX XX9 XX9 X XXX X  
      BUDGET UNIT ORG COLS T PRTY C/I
```

```
      SC2 HELP/MENU SCREEN
```

SCH2 DISPLAYS FINANCIAL DATA FOR A BU/FUND OR A SPECIFIC ORGN  
TO DISPLAY ALL LEVEL 1 ORGNS FOR A BU/FUND:

\* ENTER BU/FUND, COLUMN REQUEST

TO BEGIN DISPLAY AT A SPECIFIC LEVEL 1 ORGN:

\* ENTER BU/FUND, COLUMN REQUEST, START-ORGN

TO DISPLAY SPECIFIC ORGN AND ALL ORGNS 1 LEVEL DOWN IN ITS  
HIERARCHY:

\* ENTER BU/FUND, ORGN, COLUMN REQUEST

TO BRING DISPLAY AT A SPECIFIC ORGN ON AN ORGNS HIERARCHY:

\* ENTER BU/FUND, ORGN, COLUMN REQUEST, START-ORGN

USE PF11 TO DISPLAY THE NEXT BU/FUND IN THE AGENCY  
OR THE NEXT ORGN IN THE BU/FUND

PF1=HELP

PF2=MENU

PF3=

PF4=BFIN

PF5=

PF6=

PF7=BPTY

PF8=BMOV

PF9=BDES

PF10=BCAT

PF11=NEXT

PF12=MEMORY

CLEAR=END

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---

Subject  
SCH2 - Financial Summary by Level

---

III. Request Line.

A. Replace the first eleven X's with:

1. The two digit year.
2. The three digit fund.
3. The three digit agency.
4. Replace the next 3 X's with the three digit appropriation number if applicable or for a FUND, depress ERASE EOF key to erase the last three X's.

B. To display a specific organization and all organizations one level below in its hierarchy, replace the next four X's with the four digit organization number. To display all level one organizations in a BU/FUND, depress ERASE EOF key to erase the four X's.

C. Replace the "XX9" with the column in the budget file you want to display.

D. Start-Orgn:

Replace the next four X's with the organization number to begin the display at a specific organization.

IV. Depress ENTER key.

V. The requested data will be displayed.

VI. Depress ENTER key again if additional screens are desired.

COMMENTS:

I. Receipts are grouped together.

II. Expenditures are grouped by salaries and all other object classes.

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Subject  
SCH3 - Decision packages

---

General:

To display line item detail and FTE of the Base, Adjustments to the Base and all Decision Packages in priority ranking. This information is available for TB-1, the Departmental Request for FY90, and TB-2, the Departmental Request for FY91.

Instructions:

I. Establish session with CICS.

II. Access Budget System.

A. Type BDGT SCH3.

B. Depress ENTER key.

C. Response will be:

```
SCH3 XXXXXXXXXXXX XXXX  XX9      X XXXX
      BUDGET UNIT ORG    COL      T  PRTY
                        SCH3 HELP/MENU SCREEN
```

SCH3 DISPLAYS DECISION PACKAGE DATA IN PRIORITY SEQUENCE WITHIN:  
BUDGET UNIT:

\* ENTER BUDGET UNIT, COLUMN REQUEST

ORG:

\* ENTER BUDGET UNIT, ORG, COLUMN REQUEST, "R" FOR T (TYPE)

SCH3 DISPLAYS ORGANIZATION PRIORITIES (OP) WITHIN AN ORG:

\* ENTER BUDGET UNIT, ORG, COLUMN REQUEST, "D" FOR T (TYPE)

\*\* PRTY MAY BE ENTERED IN ANY ONE OF THE THREE TYPES OF  
REQUEST IF YOU WANT THE DISPLAY TO BEGIN AT A SPECIFIC  
POINT. PRTY MAY ALSO HAVE THE VALUE "TOTAL" IF YOU WISH  
TO DISPLAY ONLY A TOTAL COL.

USE PF11 TO GET THE NEXT BUDGET UNIT IN THE AGENCY OR THE NEXT ORG  
IN THE BU.

PF1=HELP    PF2=MENU    PF3=            PF4=BFIN    PF5=            PF6=  
PF7=BPTY    PF8=BMOV    PF9=BDES    PF10=BCAT    PF11=NEXT    PF12=MEMORY  
CLEAR=END

III. Request Line.

A. Replace the first eleven X's with:

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Subject

SCH3 - Decision packages

---

1. The two digit year.
  2. The three digit fund.
  3. The three digit agency.
  4. The three digit appropriation number.
- B. Replace the next four X's with the four digit number of the organization if desired.
- C. Replace the "XX9" with the column in the budget file you want to display. Application SCH3 utilizes only "TB" columns.
- D. Data Type: Replace the X with:
1. For an organization display: Enter "R" for a display by four digit priority rank. Enter a "D" for a display by 2 digit OP (Organization Priority) number.
  2. For a budget unit display: Enter "R".
  3. If no data type is entered, it will default to "R".
- E. Priority: Enter a priority or an OP number to begin the display at a specific point. Enter "TOTAL" to display only a total column.
- IV. Depress ENTER key.
- V. The requested data will be displayed.
- VI. Depress ENTER key again if additional screens are desired.

COMMENTS:

- I. Receipts are grouped together.
- II. Expenditures are grouped by salaries, travel and all other object classes.

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Subject

BFIN - Financial Data

General:

To display, enter, or update financial data on the computer system. To enter SB Schedule 6A Part I (Base Budget financial detail) and SB Schedule 4A (Decision Package financial data).

Instructions:

- I. Establish session with CICS.
- II. Access Budget System.
  - A. Type BDGT BFIN.
  - B. Depress ENTER key.
  - C. Response will be:

BFIN XXXXXXXXXXXX XXXX XX XX9 XX9 X XX  
BU/FUND      ORG OP   COLS   T ACCT  
RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
  2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
  3. BFED = TO DISPLAY/UPDATE FEDERAL FUNDS DATA
  4. BPTY = TO DISPLAY/UPDATE PRIORITY RANKINGS
  5. BMOV - TO MOVE DATA TO ANOTHER COLUMN (BATCH)  
          AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB)
  6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR NEXT BY/FUND IN  
AGENCY (BFIN, BPER, BFED, BMOV)
- PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY  
PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END PF\_\_\_\_\_

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Subject

BFIN - Financial Data

---

III. Request Line:

- A. Replace the first eleven X's with:
  - 1. The two digit year.
  - 2. The three digit fund.
  - 3. The three digit agency.
  - 4. Replace the next three X's with the three digit appropriation number if applicable or for a FUND, depress ERASE EOF key to erase the last three X's.
- B. Replace the next four X's with the four digit number of the organization if desired.
- C. For decision packages only, replace the next two X's with the two digit Organization Priority (OP) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display, add, or update.
- E. Data Type: Replace the X with:
  - 1. R - Recap: Gives the recap data for an organization plus all organizations below it in the budget hierarchy. If no organization number is entered, gives the recap data for the appropriation or fund.
  - 2. D - Detail: Gives the detail data for an organization.
  - 3. P - Package: Gives the detail data for a decision package.
- F. ACCT:
  - 1. If you want the display to begin with resources, do nothing with the balance of the request line.
  - 2. If you want the display to begin with Disposition of Resources, enter 66 in the next blank line and depress ERASE EOF key.

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Subject  
 BFIN - Financial Data

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IV. To display financial data:

- A. Depress ENTER key.
- B. Response will be: A screen similar to the following, but filled with data for the specified request.

BFIN XXXXXXXXXXXX XXXX XX XX9 XX9 X XX

|  | ACCT TYPE | ACCT REF  | COL NAME       | COL NAME       |
|--|-----------|-----------|----------------|----------------|
| RESOURCES                              |           |           |                |                |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
| TOTAL RES<br>DISPOSITION<br>(FTE POS.) |           |           | (99999.99)     | (99999.99)     |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
|  | 99        | XXXX XXXX | 99,999,999,999 | 99,999,999,999 |
| TOTAL DISP                             |           |           |                |                |

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED  
 PF7=BPTY PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END  
 PF\_\_\_\_\_

- C. When displaying columns in the Budget System, they may be from different sections of the file. For example, you may display BB6 and DP1 on the same screen.

V. To add a new screen of financial data:

- A. Complete the data in the request line. Data type must be a D (Detail) or P (Package).
- B. Depress PF3 key.
- C. The response will be:

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BFIN - Financial Data

BFIN XXXXXXXXXXXX XXXX XX XX9 XX9 \_ \_ \_ .

| RESOURCES   | ACCT TYPE | ACCT REF |                |                |
|-------------|-----------|----------|----------------|----------------|
| 99          | XXX       | XXXX     | 99,999,999,999 | 99,999,999,999 |
|             |           |          |                |                |
|             |           |          |                |                |
|             |           |          |                |                |
|             |           |          |                |                |
| TOTAL RES   |           |          | 99,999,999,999 | 99,999,999,999 |
| DISPOSITION |           |          |                |                |
| 99          | XXX       | XXXX     | 99,999,999,999 | 99,999,999,999 |
|             |           |          |                |                |
|             |           |          |                |                |
|             |           |          |                |                |
|             |           |          |                |                |
| TOTAL DISP  |           |          | 99,999,999,999 | 99,999,999,999 |

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY  
PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END PF\_\_

D. Complete desired fields:

1. Acct Type - Key in the two digit account type. (See SB Table I)
2. Acct:
  - a. If ACCT TYPE is 05, key in the three digit appropriation number.
  - b. If ACCT TYPE is 20, key in the three digit Revenue Class number. (Table II)
  - c. If ACCT TYPE is 21, 22, or 23, key in the three digit agency number from which the transfer is being made.
  - d. If ACCT TYPE is 66, key in the three digit object class number. (Table III)
  - e. If ACCT TYPE is anything else, leave blank.



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Subject

BFIN - Financial Data

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3. Ref:

- a. If ACCT TYPE is 05, key in the appropriate letter from SB table VI in the first column and depress ERASE EOF key.
- b. If ACCT TYPE is 21, 22, or 23, key in the four digit organization number from which the transfer is being made.
- c. If ACCT TYPE is anything else, leave blank.

4. Financial Data Columns - Key in the amounts you desire to add.

E. Depress ENTER key.

F. Response will be:

1. An "A" in status column next to items added.
2. The message "RECORD ADDED" in the screen.

VI. To add, change, or delete individual lines of existing data.

A. Display the financial data. Utilize instructions I-IV of this section.

B. To ADD lines:

1. Key in the new Acct Type and Acct Ref for the line to be added on any line on the screen.
  - a. Acct Type - See SB Table I for the two digit account type
  - b. Acct:
    1. If ACCT TYPE is 05, key in the three digit appropriation number.
    2. If ACCT TYPE is 20, key in the three digit Revenue Class number. (Table II)
    3. If ACCT TYPE is 21, 22, or 23, key in the three digit agency number from which the transfer is being made.
    4. If ACCT TYPE is 66, key in the three digit object class number. (Table III)
    5. If ACCT TYPE is anything else, leave blank.

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BFIN - Financial Data

c. Ref:

1. If ACCT TYPE is 05, key in the appropriate letter from SB table VI in the first column and depress ERASE EOF key.
  2. If ACCT TYPE is 21, 22, or 23, key in the four digit organization number from which the transfer is being made.
  3. If ACCT TYPE is anything else, leave blank.
2. Financial Data Columns - Key in the amounts you want to add.
  3. Depress ENTER key.
  4. Response will be:
    - a. An "A" in the status column next to items added.
    - b. The message "RECORD ADDED" in the screen.
  5. The instructions for adding a new screen (Instruction V) can also be used for adding a new line.

E. To Change/Delete lines:

1. Change - Type over the data in the fields that you desire to change.
2. Delete - Replace the data you wish to delete with zeros or use ERASE EOF key.
3. Depress ENTER key.
4. Response will be:
  - a. A "C" in the status column next to the item changed.
  - b. The message "RECORD CHANGED" on the screen.

VII. Comments

- A. When entering negative amounts, enter a minus sign in the first column of the field.
- B. When amounts are entered, the system will place the commas in the proper place. For example, when entering five thousand dollars, key in 5000 in any column and the system will record 5,000.

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Subject  
BPER - Personnel Data

General:

To display, enter, or update federal funds data on the computer system. To enter SB Schedule 6B (base budget Personal Services) and SB Schedule 4A (decision package Personal Services).

Instructions:

- I. Establish session with CICS.
- II. Access Budget System.
  - A. Type BDGT BPER.
  - B. Depress ENTER key.
  - C. Response will be:

BPER XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX  
BU/FUND    ORG OP    COLS T CLASS  
RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB) 6. BDES - TO DISPLAY/UPDATE DECISIONS PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY  
PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END PF \_\_\_\_\_

III. Request Line:

- A. Replace the first eleven X's with:
  1. The two digit year.
  2. The three digit fund.
  3. The three digit agency.

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BPER - Personnel Data

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4. Replace the next three X's with the three digit appropriation number if applicable, or for a FUND, depress the ERASE EOF key to erase the last three X's.
- B. Replace the next four X's with the four digit number of the organization.
- C. For decision packages only, replace the next two X's with the two digit OP (Organization Priority) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display, add, or update.
- E. Data type: Replace the X with:
  1. R - Recap: Gives the recap data for an organization plus all organizations below it in the budget hierarchy. If no organization number is entered, gives the recap data for the appropriation or fund.
  2. D - Detail: Gives the detail data for an organization.
  3. P - Package: Gives the detail data for a decision package.
- F. Class:
  1. If you want the display to start at the beginning of personal services, do nothing with the next five X's.
  2. If you want the display to start at a specific class code, replace the next five X's with the five digit class number you desire displayed.
- G. Leave the remaining two spaces blank.
- H. Depress ENTER key.
- I. The response will be: A screen similar to the following, but filled with data for the specified request

BPER XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX



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Subject  
 BPER - Personnel Data

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| CLASS | COL NAME |                | COL NAME |                |
|-------|----------|----------------|----------|----------------|
|       | FTE POS. | SALARY AMOUNT  | FTE POS. | SALARY AMOUNT  |
| 99999 | 99999.99 | 99,999,999,999 | 99999.99 | 99,999,999,999 |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| _____ | _____    | _____          | _____    | _____          |
| TOTAL | 99999.99 | 99,999,999,999 | 99999.99 | 99,999,999,999 |

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY PF8=BMOV  
 PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END PF\_\_

D. Complete desired fields:

1. CLASS - Key in the five digit class code being added.
2. FTE POS - Key in the number of FTE being added.
3. SALARY AMOUNT - Key in the amount of salaries being added.

E. Depress ENTER key.

F. Response will be:

1. An "A" in status column next to items added.
2. The message "RECORD ADDED" on the bottom of the screen.

V. To add, change, or delete individual lines to existing data:

A. Display the financial data. Utilize instructions I-III of this section.

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BPER - Personnel Data

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B. To add lines:

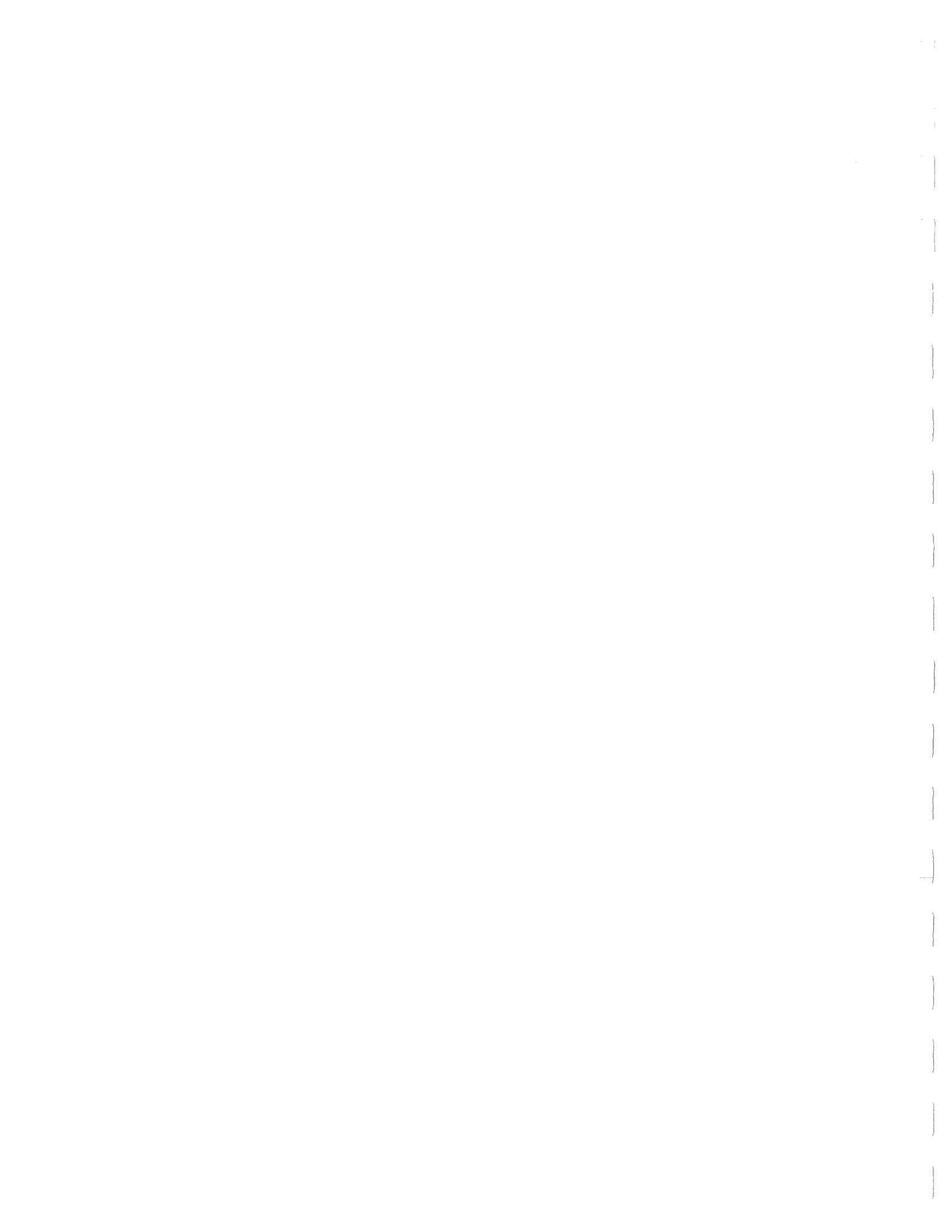
1. Key in the CLASS to be added on any line on the screen.
2. Key in the Personnel Services data to be added in the FTE POS and SALARY AMOUNT columns.
3. Depress ENTER key.
4. Response will be:
  1. An "A" in the STATUS column next to the items added.
  2. The message "RECORD ADDED" at the bottom on the screen.
5. The instructions for adding a new screen can also be used for adding a new line.

C. To Change/Delete lines:

1. Change - Replace existing data with the new data in the columns to be changed.
2. Delete - Replace the data to be deleted with zeros or ERASE EOF key.
3. Depress ENTER key.
4. Response will be:
  1. A "C" in the STATUS column next to the item changed.
  2. The message "RECORD CHANGED" will appear at the bottom of the screen.

VI. Comments:

- A. When entering negative amounts, enter the minus sign in the first column of the field.
- B. When amounts are entered, the system will place the commas in the proper place. For example, when entering five thousand dollars, key in 5000 in any columns and the system will receive 5,000.





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Subject

BFED - Federal Funds Data

General:

To display, enter, or update federal funds data on the computer system. To enter SB Schedule 6A Part II (base budget federal funds detail) and SB Schedule 4A (Decision Package federal funds detail).

Instructions:

- I. Establish session with CICS.
- II. Access budget system.
  - A. Type BDGT BFED.
  - B. Depress ENTER key.
  - C. Response will be:

```
BFED XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX XX
  BU/FUND   ORG OP   COLS T CATLG NO
```

RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB)
6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)

```
PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED
PF7=BPTY PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END
PF _____
```

III. Request line:

- A. Replace the first eleven X's with:
  1. The two digit year.
  2. The three digit fund.

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BFED - Federal Funds Data

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3. The three digit agency.
  4. Replace the next three X's with the three digit appropriation number if applicable or for a FUND, depress the ERASE EOF key to erase the last three X's.
- B. Replace the next four X's with the four digit number of the organization.
- C. For decision packages only, replace the next two X's with the two digit Organization Priority (OP) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display, add, or update.
- E. Data Type: Replace the X with:
1. R - Recap: Gives the Recap data for an organization plus all organizations below it in the budget hierarchy. If no organization number is entered, gives the recap data for the appropriation or fund.
  2. D - Detail: Gives the detail data for an organization.
  3. P - Package: Gives the detail data for a decision package.
- F. CATLG NO.:
1. If you want the display to start at the beginning of federal funds, do nothing with the next five X's.
  2. If you want the display to start at a specific federal grant:
    - a. Replace the next five X's with the five digit catalog number.
    - b. Replace the next two X's with the two digit federal fiscal year.

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Subject

BFED - Federal Funds Data

General:

To display, enter, or update federal funds data on the computer system. To enter SB Schedule 6A Part II (base budget federal funds detail) and SB Schedule 4A (Decision Package federal funds detail).

Instructions:

- I. Establish session with CICS.
- II. Access budget system.
  - A. Type BDGT BFED.
  - B. Depress ENTER key.
  - C. Response will be:

```
BFED XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX XX
  BU/FUND   ORG OP   COLS T CATLG NO
```

RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB)
6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)

```
PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED
PF7=BPTY PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END
PF_____
```

III. Request line:

- A. Replace the first eleven X's with:
  1. The two digit year.
  2. The three digit fund.

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BFED - Federal Funds Data

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3. The three digit agency.
  4. Replace the next three X's with the three digit appropriation number if applicable or for a FUND, depress the ERASE EOF key to erase the last three X's.
- B. Replace the next four X's with the four digit number of the organization.
- C. For decision packages only, replace the next two X's with the two digit Organization Priority (OP) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display, add, or update.
- E. Data Type: Replace the X with:
1. R - Recap: Gives the Recap data for an organization plus all organizations below it in the budget hierarchy. If no organization number is entered, gives the recap data for the appropriation or fund.
  2. D - Detail: Gives the detail data for an organization.
  3. P - Package: Gives the detail data for a decision package.
- F. CATLG NO.:
1. If you want the display to start at the beginning of federal funds, do nothing with the next five X's.
  2. If you want the display to start at a specific federal grant:
    - a. Replace the next five X's with the five digit catalog number.
    - b. Replace the next two X's with the two digit federal fiscal year.

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Subject

BFED - Federal Funds Data

General:

To display, enter, or update federal funds data on the computer system. To enter SB Schedule 6A Part II (base budget federal funds detail) and SB Schedule 4A (Decision Package federal funds detail).

Instructions:

- I. Establish session with CICS.
- II. Access budget system.
  - A. Type BDGT BFED.
  - B. Depress ENTER key.
  - C. Response will be:

```
BFED XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX XX
      BU/FUND   ORG OP   COLS T CATLG NO
```

RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB)
6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)

```
PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED
PF7=BPTY PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END
PF_____
```

III. Request line:

- A. Replace the first eleven X's with:
  1. The two digit year.
  2. The three digit fund.

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3. The three digit agency.
  4. Replace the next three X's with the three digit appropriation number if applicable or for a FUND, depress the ERASE EOF key to erase the last three X's.
- B. Replace the next four X's with the four digit number of the organization.
- C. For decision packages only, replace the next two X's with the two digit Organization Priority (OP) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display, add, or update.
- E. Data Type: Replace the X with:
1. R - Recap: Gives the Recap data for an organization plus all organizations below it in the budget hierarchy. If no organization number is entered, gives the recap data for the appropriation or fund.
  2. D - Detail: Gives the detail data for an organization.
  3. P - Package: Gives the detail data for a decision package.
- F. CATLG NO.:
1. If you want the display to start at the beginning of federal funds, do nothing with the next five X's.
  2. If you want the display to start at a specific federal grant:
    - a. Replace the next five X's with the five digit catalog number.
    - b. Replace the next two X's with the two digit federal fiscal year.

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Subject

BFED - Federal Funds Data

General:

To display, enter, or update federal funds data on the computer system. To enter SB Schedule 6A Part II (base budget federal funds detail) and SB Schedule 4A (Decision Package federal funds detail).

Instructions:

- I. Establish session with CICS.
- II. Access budget system.
  - A. Type BDGT BFED.
  - B. Depress ENTER key.
  - C. Response will be:

```
BFED XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX XX
  BU/FUND   ORG OP   COLS T CATLG NO
```

RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB)
6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED  
PF7=BPTY PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END  
PF \_\_\_\_\_

III. Request line:

- A. Replace the first eleven X's with:
  1. The two digit year.
  2. The three digit fund.

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Subject

BFED - Federal Funds Data

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3. The three digit agency.
  4. Replace the next three X's with the three digit appropriation number if applicable or for a FUND, depress the ERASE EOF key to erase the last three X's.
- B. Replace the next four X's with the four digit number of the organization.
- C. For decision packages only, replace the next two X's with the two digit Organization Priority (OP) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display, add, or update.
- E. Data Type: Replace the X with:
1. R - Recap: Gives the Recap data for an organization plus all organizations below it in the budget hierarchy. If no organization number is entered, gives the recap data for the appropriation or fund.
  2. D - Detail: Gives the detail data for an organization.
  3. P - Package: Gives the detail data for a decision package.
- F. CATLG NO.:
1. If you want the display to start at the beginning of federal funds, do nothing with the next five X's.
  2. If you want the display to start at a specific federal grant:
    - a. Replace the next five X's with the five digit catalog number.
    - b. Replace the next two X's with the two digit federal fiscal year.



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Subject  
BFED - Federal Funds Data

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- G. Depress ENTER key.
- H. The response will be a screen similar to the following, but filled with data for the specific request:

BFED XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX XX STATUS CATLG NO

| COL NAME |          | COL NAME       |                |
|----------|----------|----------------|----------------|
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
| XXX      | 99999 99 | 99,999,999,999 | 99,999,999,999 |
|          | TOTAL    | 99,999,999,999 | 99,999,999,999 |

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED  
PF7=BPTY PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY  
CLEAR=END PF \_\_\_\_\_

- I. When displaying columns in the Budget System, they may be from different sections of the file. For example, you may display BB5 and DP1 on the screen.

IV. To add a new screen of federal funds data:

- A. Complete the data in the request line. Data Type must be D (Detail) or P (Package).
- B. Depress PF3 key.
- C. The response will be:

BFED XXXXXXXXXXXX XXXX XX XX9 XX9 X XXXXX XX

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| CATLG NO | COL NAME       | COL NAME       |
|----------|----------------|----------------|
| 99999 99 | 00,000,000,000 | 00,000,000,000 |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| _____    | _____          | _____          |
| TOTAL    | 00,000,000,000 | 00,000,000,000 |

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY  
PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END PF\_\_

- D. Complete the desired fields:
1. CATLG NO: Key in the five digit catalog number and the two digit federal fiscal year number.
  2. COLUMN NAME: Key in the appropriate amount of federal funds for each year.
- E. Depress ENTER key.
- F. Response will be:
1. An "A" in status column next to the item added.
  2. The message "Record Added" displayed at the bottom of the screen.

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Subject  
BFED - Federal Funds Data

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- V. To add, change, or delete individual lines of existing data:
- A. Display the financial data. Utilize instructions I - III of this section.
- B. To ADD lines:
1. Key in the CATLG NO for the line to be added on any line on the screen.
  2. Key in under the COL NAME the amount you desire to add.
  3. Depress ENTER key.
  4. Response will be:
    1. An "A" in the STATUS column next to the items added
    2. The message "Record Added" displayed at the bottom of the screen.
  5. The instructions for adding a new screen can also be used for adding a new line.
- C. To Change/Delete lines:
1. Change - Replace existing data with new data in the columns to be changed.
  2. Delete - Replace the data to be deleted with zeros or ERASE EOF key.
  3. Depress ENTER key.
  4. Response will be:
    - a. A "C" in the STATUS column next to the item changed.
    - b. The message "Record Changed" will appear at the bottom of the screen.

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Subject

BFED - Federal Funds Data

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VI. Comments:

- A. When entering negative amounts, enter the minus sign in the first column of the field.
- B. When amounts are entered, the system will place the commas in the proper place. For example, when entering five thousand dollars, key in 5000 in any columns and the system will receive 5,000.

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Subject  
BPTY - Decision Package Priorities

GENERAL:

To display, enter or update decision package priorities on the computer system. To enter SB Schedule 4A (Decision Package Priorities).

INSTRUCTIONS:

- I. Establish session with CICS.
- II. Access Budget System.
  - A. Type BDGT BPTY.
  - B. Depress ENTER key.
  - C. Response will be:

BPTY XXXXXXXXXXXX XXXX XX XX9 XX9

BU/FUND      ORG OP    COLS

RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH JOB)
6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)

PF1=HELP   PF2=MENU   PF3=ADD   PF4=BFIN   PF5=BPER   PF6=BFED

PF7=BPTY   PF8=BMOV   PF9=BDES   PF 10=BDGT   PF11=NEXT   PF12=MEMORY CLEAR=END

PF \_\_\_\_\_

- III. Request Line
  - A. Replace the first eleven X's with:
    1. The two digit year.
    2. The three digit fund.

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Subject  
 BPTY - Decision Package Priorities

---

3. The three digit agency.
  4. Replace the next three X's with the three digit appropriations number.
- B. Replace the next four X's with the four digit number of the organization.
  - C. Replace the next two X's with the two digit Organization Priority (OP).
  - D. Replace the "XX9 XX9" with the columns in the budget file you desire to display.
  - E. Depress ENTER key.
  - F. Response will be: A screen similar to the following, but filled with data for the specific request

BPTY XXXXXXXXXXXX XXX XX XX9 XX9 ----- \_\_\_\_\_.

| STATUS | PRIORITIES  | COL NAME | COL NAME |
|--------|-------------|----------|----------|
|        | SPEC DEPT   | 9999     | 9999     |
|        | BUDGET UNIT | 9999     | 9999     |
|        | LEVEL 1     | 9999     | 9999     |
|        | LEVEL 2     | 9999     | 9999     |
|        | LEVEL 3     | 9999     | 9999     |
|        | LEVEL 4     | 9999     | 9999     |
|        | LEVEL 5     | 9999     | 9999     |

APPROPRIATION GROUP: X  
 DP DISPOSITION: X

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY  
 PF8=BMOV PF9=BDES PF10=BDGT PF11=NEXT PF12=MEMORY CLEAR=END PF\_\_\_\_\_

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BPTY - Decision Package Priorities

---

- C. COL NAME: Replace the nines with the correct priority rank for the appropriate levels.
- D. APPROPRIATION GROUP: Replace the X with the appropriate letter from SB Table V.
- E. DP DISPOSITION: Is set to "N" by the computer system.

IV. COMMENTS:

- A. When Financial, Personal Services or Federal Funds data is added to BFIN on a Decision Package, the system places nines (9's) in all priority levels. Because of this, you can only change, not add.
- B. When all Financial, Personal Services and Federal Funds data has been deleted for a Decision Package, Data Processing runs a program at irregular intervals to purge the file of all priorities for which there is no data. Because of this, you do not delete priorities.
- C. If nothing is entered in the APPROPRIATION GROUP, there is no default and update of priorities will be rejected.





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Subject  
BDES - Decision Package Description

---

GENERAL:

To display, enter, or update Decision Package Descriptions on the Computer System. To enter SB Schedule 4A (Decision Package Description).

INSTRUCTIONS:

I. Establish session with CICS.

II. Access Budget System:

A. Type BDGT BDES.

B. Depress ENTER key.

C. Response will be:

BDES XXXXXXXXXXXX XXXX XX  
BU/FUND ORG OP

RELATED PROGRAMS ARE:

1. BFIN - TO DISPLAY/UPDATE FINANCIAL DATA
2. BPER - TO DISPLAY/UPDATE PERSONNEL SERVICES DATA
3. BFED - TO DISPLAY/UPDATE FEDERAL FUNDS DATA
4. BPTY - TO DISPLAY/UPDATE PRIORITY RANKINGS
5. BMOV - TO DISPLAY SUMMARY OF FINANCIAL AND PRIORITY DATA  
AND TO MOVE DATA TO ANOTHER COLUMN (WILL INITIATE BATCH  
JOB)
6. BDES - TO DISPLAY/UPDATE DECISION PACKAGE DESCRIPTIONS  
USE PF11 TO GET NEXT OP IN BU/FUND (BPTY, BDES)  
OR TO GET NEXT OP IN ORG, NEXT ORG IN BU/FUND, OR  
NEXT BU/FUND IN AGENCY (BFIN, BPER, BFED, BMOV)  
PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED PF7=BPTY  
PF8=BMOV PF9=BDES PF10=BCAT PF11=NEXT PF12=MEMORY CLEAR=END PF \_\_\_\_\_

III. Request Line:

A. Replace the first eleven X's with:

1. The two digit year.
2. The three digit fund.
3. The three digit agency.

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Subject  
BDES - Decision Package Description

---

4. Replace the next three X's with the three digit appropriation number.
- B. Replace the next four X's with the four digit number of the organization.
- C. Replace the next two X's with the two digit organizational priority (OP) number.
- D. Replace the "XX9 XX9" with the columns in the budget file you want to display or update.

IV. To display, change, or delete Decision Package descriptions data:

- A. Depress ENTER key.
- B. The response will be a screen similar to the following, but filled with data for the specific request:

```
BDES XXXXXXXXXXXX XXXX XX
BU NAME:  XXXX XXXXXXXXXXXXXXXXXXXX  ORG NAME:  XXXXXXXXXXXXXXXXXXXX WIDE
          1
          2
          3
          BUDGET UNIT
          1
          2
          3
          ORGANIZATION
          1
          2
          3
```

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED  
PF7=BPTY PF8=BMOV PF9=BDES PF10=BCAT PF11=NEXT PF12=MEMORY CLEAR=END PF\_\_

- C. To change:
  1. Replace existing data with new data

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Subject

BDES - Decision Package Description

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2. Depress ENTER key.

3. The message "Record changed" will be displayed at the bottom of the screen.

D. To delete:

1. Place a "D" at the beginning of the first line to be deleted.

2. Depress ENTER key.

3. Response will be \*.

4. Change the \* to a "D" and depress ENTER key.

5. The message "Record Deleted" will be displayed at the bottom of the screen.

V. To add decision package description

A. Depress PF3 key.

B. The response will be:

BDES XXXXXXXXXXXX XXXX XX

BU NAME: XXXXXXXXXXXXXXXXXXXX ORG NAME: XXXXXXXXXXXXXXXXXXXXXXXX

1

2

3

BUDGET UNIT

1

2

3

ORGANIZATION

1

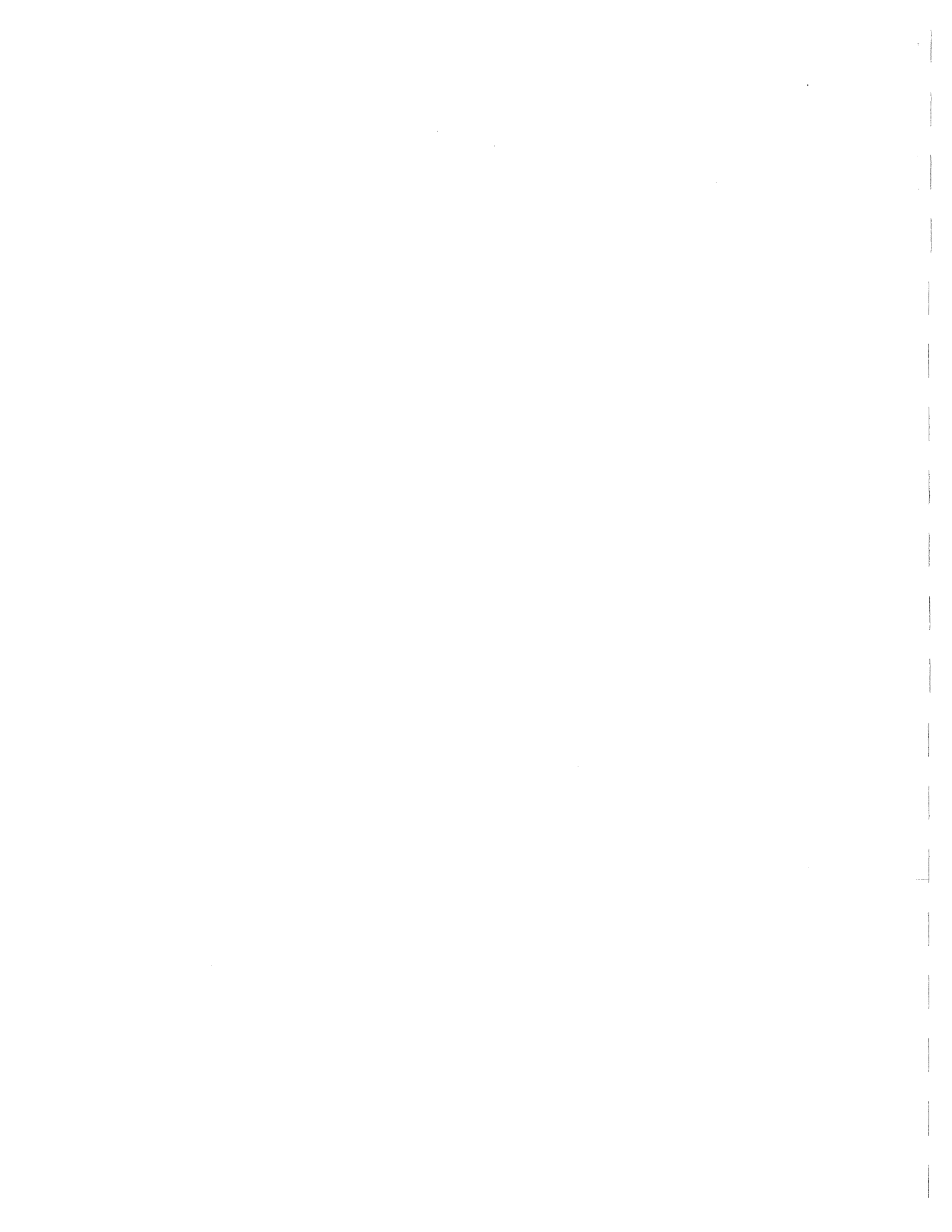
2

3

PF1=HELP PF2=MENU PF3=ADD PF4=BFIN PF5=BPER PF6=BFED

PF7=BPTY PF8=BMOV PF9=BDES PF10=BCAT PF11=NEXT PF12=MEMORY CLEAR=END PF\_

C. Enter a brief description at the appropriate level, not to exceed three lines of not more than fifty characters per line.



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Subject BNAR - Budget Narrative, Performance Measures,  
Federal Funds Statement

---

GENERAL:

To display, enter, or update budget narrative, performance measures and the federal fund statement on the computer system. To enter SB Form 11 (Mission Statement) SB Form 12 (Budget Units Stated Goals), SB Form 13 (Subunit Description), SB Form 14 (Fund Description), SB Form 16 (Performance Measures) and the federal fund statement.

INSTRUCTIONS:

- I. Establish session with CICS.
- II. Change terminal to DUAL MODE.  
DUAL MODE must be used to allow both upper and lower case in the narrative. When the terminal is in DUAL MODE, all commands must be entered in upper case.
  - A. Clear screen.
  - B. Type MODE DUAL.
  - C. Depress ERASE EOF key.
  - D. Depress ENTER key.
  - E. Response will be  
MODE DUALTERMINAL CONVERTED TO DUAL MODE
  - F. Terminal is ready for entering budget narrative.
- III. Access Budget System
  - A. Clear Screen
  - B. Type BDGT BNAR (must be in upper case)
  - C. Depress ENTER key
  - D. Response will be:

BNAR XXX XXXXXXXXXXXX XXXX 1      XXX XXX X XXXXX  
TYPE KEY                      ORGN PAGE      COLS      T PM/CATLG

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Subject BNAR - Budget Narrative, Performance Measures,  
Federal Funds Statement

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BNAR MENU SCREEN

NARRATIVE ENTRY TYPES:

FND - FUND TYPE SUMMARY  
DPT - DEPARTMENT'S MISSION STATEMENT  
BUF - BUDGET UNIT'S STATED GOALS  
ORG - SUBUNIT DESCRIPTION

PERFORMANCE MEASURES ENTRY TYPES:

PMS - NARRATIVE AND AMOUNTS

FEDERAL FUND STATEMENT TYPES:

FFD - NARRATIVE AND AMOUNTS  
FFR - SUMMARY

USE PF11 TO GET NEXT FUND TYPE CODE (FND)  
OR TO GET NEXT SPECIAL DEPARTMENT (DPT)  
OR TO GET NEXT BU/FUND IN AGENCY (BUF,PMS,FFR)  
OR TO GET NEXT LEVEL 1 ORG IN BU/FUND (ORG)  
OR TO GET NEXT CATALOG NUMBER IN BU/FUND (FFD)  
USE PF3 TO GET ADD SCREEN FOR PERFORMANCE MEASURES

PF1=HELP PF2=MENU PF3=ADD PF4= PF5= PF6= PF7=  
PF8= PF9= PF10=BCAT PF11=NEXT PF12=MEMORY CLEAR=END PF \_\_

IV. Request Line

A. Fund Analysis

1. This screen is used only by the Department of Management to enter Fund Type Descriptions.
2. Type - Replace the first three X's with FND.
3. Key - Replace the first X in the key with the letter designating the Fund Type.
4. Depress ERASE EOF key.
5. Depress ENTER key.
6. Response will be the Fund Type Description.

B. Mission Statement:

1. Type - Replace the first three X's with DPT.
2. Key - Replace the first three X's in the key with the three digit Special Department Code for your department. This is not the same as the three digit agency code. It is found on BCAT for any BU/FUND in your agency. It is the first item on the second line with the heading SPEC DEPT:XXX.

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Subject BNAR - Budget Narrative, Performance Measures,  
Federal Funds Statement

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3. Depress ERASE EOF key.
4. Depress ENTER key.
5. Response will be the Mission Statement for the department.

C. Budget Unit's Stated Goals:

1. Type - Replace the first three X's with BUF.
2. Key - Replace the first eleven X's in the key with:
  - a. The two digit year
  - b. The three digit fund number
  - c. The three digit agency number
  - d. The three digit appropriation number, if applicable
3. Depress ERASE EOF key.
4. Depress ENTER key.
5. Response will be the Budget Unit's Stated Goals.

D. Subunit Description:

1. Type - Replace the first three X's with ORG.
2. Replace the first eleven X's in the key with:
  - a. The two digit year
  - b. The three digit fund number
  - c. The three digit agency number
  - d. The three digit appropriation number
3. Replace the next four X's with the four digit level 1 organization number.
4. Depress ERASE EOF key.
5. Depress ENTER key.
6. Response will be the Subunit Description.

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Subject BNAR - Budget Narrative, Performance Measures,  
Federal Funds Statement

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E. Performance Measures

1. Type - Replace the first three X's with PMS.
2. Key - Replace the first eleven X's in the key with:
  - a. The two digit year
  - b. The three digit fund number
  - c. The three digit agency number
  - d. The three digit appropriation number
3. ORGN: The organization number is not needed, as all performance measures will be printed in the budget book at the budget unit level.
4. Replace the "XXX XXX" with the column(s) in the budget file you want to display.
5. Data Type: Replace the X with D.
6. PM/CATLG: Replace the next 2 X's with the performance measure identification.
7. Depress ERASE EOF key.
8. Depress ENTER key.
9. Response will be the performance measures.

F. Federal Funds Statement

1. Type - Replace the first three X's with FFD for federal funds narrative and amounts. Replace the first three X's with FFR for federal funds summary information.
2. Key - Replace the first eleven X's in the key with:
  - a. The two digit year
  - b. The three digit fund number
  - c. The three digit agency number
  - d. The three digit appropriation number



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Subject BNAR - Budget Narrative, Performance Measures,  
Federal Funds Statement

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3. ORGN - The organization number is not needed, as all federal funds statement data will be printed at the budget unit level.
4. Replace the "XXX XXX" with the column(s) in the budget file you want to display.
5. Data Type: Replace the X with D.
6. PM/CATLG: Replace the next 5 X's with the federal catalog number.
7. Depress ENTER key.
8. Response will be the federal funds statement data.

V. To add narrative

A. Mission Statement

1. The one digit function code must be entered before the system will accept the mission statement. The function code can be found on BCAT for any BU/FUND within your department. It is the last item on the second line. Use the first digit only. FUNC DIG: XX
2. Type the name of the Department Head (in capitals)
3. Type the title of the Department Head (in capitals)
4. Type the statutory authority for the Department (in capitals)
5. Type the Mission Statement (in upper and lower case)

B. Budget Unit's Stated Goals:

1. Type the Budget Unit's Stated Goals. (in upper and lower case)

C. Subunit Description:

1. Type the Subunit Description. (in upper and lower case)

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Subject BNR - Budget Narrative, Performance Measures,  
Federal Funds Statement

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D. Performance Measures:

1. Enter the PF3 key to get the Add screen.
2. The "SEQ" field specifies the order in which the performance measures will be printed.
3. The "UNIT" field specifies the type of the amounts being entered. "\$" for dollars, "%" for percentages, "#" for other types of numbers.
4. The "DECIMAL PLACE" field specifies the number of decimal places.
5. Indent the second line one space on those performance measures which take more than one line.

E. Federal Funds Statement

1. Type the state match amount and narrative. (in upper and lower case)

F. Making a series of points or subpoints in the narrative.

1. To make a series of points in the narrative: (optional)
  - a. Type a period at the beginning of the line where you will enter the first point.
  - b. Type in the point to be made.
  - c. Repeat steps 1 and 2 until points are completed.
  - d. Type two colons alone on the first line of the narrative after the last point being made.
2. To make sub-points under a special point: (optional)
  - a. Type two periods at the beginning of the line where you will enter the first sub-point.
  - b. Type in the sub-point to be made.

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Subject BNAR - Budget Narrative, Performance Measures,  
Federal Funds Statement

---

3. ORGN - The organization number is not needed, as all federal funds statement data will be printed at the budget unit level.
4. Replace the "XXX XXX" with the column(s) in the budget file you want to display.
5. Data Type: Replace the X with D.
6. PM/CATLG: Replace the next 5 X's with the federal catalog number.
7. Depress ENTER key.
8. Response will be the federal funds statement data.

V. To add narrative

A. Mission Statement

1. The one digit function code must be entered before the system will accept the mission statement. The function code can be found on BCAT for any BU/FUND within your department. It is the last item on the second line. Use the first digit only. FUNC DIG: XX
2. Type the name of the Department Head (in capitals)
3. Type the title of the Department Head (in capitals)
4. Type the statutory authority for the Department (in capitals)
5. Type the Mission Statement (in upper and lower case)

B. Budget Unit's Stated Goals:

1. Type the Budget Unit's Stated Goals. (in upper and lower case)

C. Subunit Description:

1. Type the Subunit Description. (in upper and lower case)

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D. Performance Measures:

1. Enter the PF3 key to get the Add screen.
2. The "SEQ" field specifies the order in which the performance measures will be printed.
3. The "UNIT" field specifies the type of the amounts being entered. "\$" for dollars, "%" for percentages, "#" for other types of numbers.
4. The "DECIMAL PLACE" field specifies the number of decimal places.
5. Indent the second line one space on those performance measures which take more than one line.

E. Federal Funds Statement

1. Type the state match amount and narrative. (in upper and lower case)

F. Making a series of points or subpoints in the narrative.

1. To make a series of points in the narrative: (optional)
  - a. Type a period at the beginning of the line where you will enter the first point.
  - b. Type in the point to be made.
  - c. Repeat steps 1 and 2 until points are completed.
  - d. Type two colons alone on the first line of the narrative after the last point being made.
2. To make sub-points under a special point: (optional)
  - a. Type two periods at the beginning of the line where you will enter the first sub-point.
  - b. Type in the sub-point to be made.

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- c. Repeat steps 1 and 2 until subpoints are completed.
  - d. Type two colons alone on the first line of the narrative after the last point being made.
3. When entering points or sub-points, do NOT number them. The system will number them.
- G. When you have finished entering narrative, or the screen is full, depress ENTER key. Depress ENTER key again. Response will be a screen showing the last line of narrative with room on the screen to continue.
- H. Comments:
- 1. The narrative capacity is seventy five lines of seventy-nine characters each. This is five screens.
  - 2. The performance measure and federal funds statement narrative capacity is eight lines of forty characters each.
  - 3. The system will notify you when you have reached the capacity.
  - 4. The system will left justify the narrative.
  - 5. Do not split a word at the end of a line.
  - 6. A spelling edit is not available.
  - 7. On the first screen of each narrative is an update flag. There will be a Y in this field during the initial stages of the budget process while the narrative is being entered. When the narrative is complete, the Fiscal and Policy Analyst will change this to an N. This means that the file is closed and no additional changes can be made.

VI. Change Narrative

A. To insert an entire line or lines:

- 1. Type I (number of lines to be inserted, not to exceed nine) in the first two spaces of the line immediately preceding where you wish the first of the new lines to be. EXAMPLE: I3 will insert 3 lines.

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2. Depress ENTER key.

3. The response will be the requested number of blank lines.

B. To correct misspellings, typographical errors, etc.:

1. Overstrike with the corrected narrative.

2. Depress ENTER key.

3. Response will be corrected narrative.

C. To insert a character or characters in a line:

1. Move the cursor to the right of the last character you don't want to change. Depress ERASE EOF key. Response will allow the insertion of the same number of characters deleted.

2. Utilize the Insert key on the keyboard as you would in any other program.

VII. Delete Narrative

A. To delete an entire line or lines:

1. Type D (number of lines to be deleted, not to exceed nine) in the first two spaces of the line (first line) to be deleted. Example: D7 will delete 7 lines.

2. Depress ENTER key.

3. The response will be the requested number of lines that will be deleted.

B. To delete a portion of a line, use the character delete key on the keyboard.

C. Individual characters may be deleted by placing the cursor under the character(s) to be deleted and depressing the SPACE BAR.

D. The last portion of a line may be deleted by placing the cursor under the first character to be deleted and depressing the ERASE EOF key.

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E. To delete an entire narrative:

1. Enter D in the delete field (DEL) in the upper right of the screen.
2. Depress ENTER key.
3. Response will be:
  - a. The D will be replaced with \*.
  - b. \* CHG \* to D to DEL will appear in lower left of screen.
4. Replace the \* with D.
5. Depress ENTER key.
6. Response will be:

TEXT DELETED

VIII. Change to Mono Mode

- A. Clear Screen.
- B. Response will be:

ON-LINE BUDGET SESSION ENDED
- C. Type MODE MONO (upper case)
- D. Depress ERASE EOF key.
- E. Depress ENTER key.
- F. Response will be:

MODE MONOTERMINAL CONVERTED TO MONO MODE
- G. Terminal is ready to access other systems.

Handwritten text at the top of the page, possibly a title or header, which is mostly illegible due to fading and blurring.

A vertical line of text or markings along the right edge of the page, possibly a margin or a list of items, which is also mostly illegible.





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