

Non-Position Budget Layout

Process: The Non-Position Budget layout allows budget entry for future year income and non-position expenses by funds center and commitment item combinations. This BPS layout will be used for the following non-position budget types:

- General funds
- Auxiliary, hospital, and restricted funds income estimates

IMPORTANT NOTE: Funds Center and Commitment Item master data **must exist** in the IRIS system **before** the BPS system will save budget entry into the budget layouts.

Role: Authorized Personnel

Frequency: When Needed

Non Position Budget Layout

Click on the **BPS Budget Prep** icon



Click on the appropriate **Position Budget** link (either Campus or Land Grant)

[Campus Non Position Budget](#)

OR

[Land Grant Non Position Budget](#)

Business Area



Enter the appropriate Business Area

Department



Enter the appropriate 5 digit UK Department number

Click on the **Submit** button



Quick Reference Card – Budget Planning Simulation

Non-Position Budget Layout



2012 Future

al	2012 Recurring	2013 Future
00	0.00	0.00
00	0.00	0.00
00	-200.00	0.00

Reminder: Revenue, recharge, and pass-thru budgets should be entered as a credit (negative number) to increase the budget.

0.00	0.00
-50.00	-50.00
50.00	50.00

Enter a budget amount for each funds center/commitment item combination you wish to budget against.

Remember: the amount you enter is the amount the budget should be for the new year!

Press **Enter** to validate your entry

Check the data or run a BW report to ensure accurate entry

Click on the **Save** button

Adding New Budget Data

To add a budget (for a funds center/commitment item combination) that is not displayed on the layout, enter the number of new lines you want to add

Click on the **Add** button

On each new line, enter the **Funds Center**, **Commitment Item**, and **2012 Future** budget amount in the appropriate field

Click on the **Save** button

Click on the **Exit** button