

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
- Restricted funds (except fund groups 22)
- Auxiliary funds including recharges

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

BEGINNING

Click on the **BPS Budget Prep** icon



BUDGET PREP LOGON PAD

Click on the appropriate **Non Position Budget** link

[Campus Non Position Budget](#)

OR

[Land Grant Non Position Budget](#)

NON POSITION BUDGET LAYOUT

Business Area

Enter the appropriate Business Area

Department

Enter the appropriate 5 digit UK Department number

Click on the **Submit** button

2010 Future

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

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!

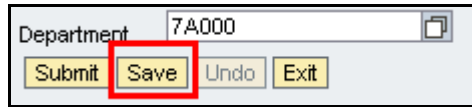
Press **Enter** to validate your entry

Non-Position Budget Layout



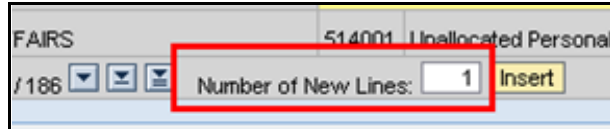
Check the data or run a BW report to ensure accurate entry

Click on the **Save** button

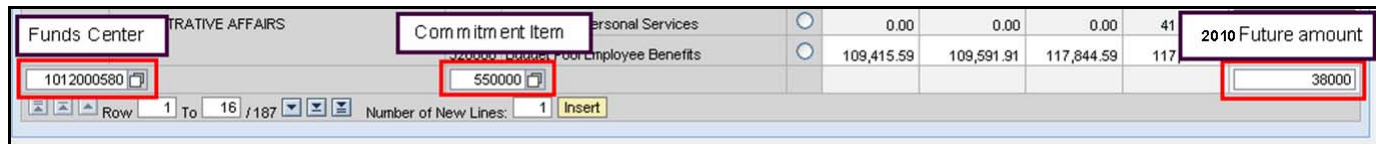
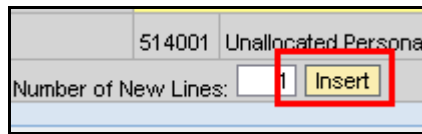


ADDING NEW BUDGET DATA

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

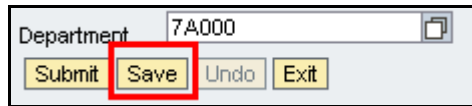


Click on the **Insert** button

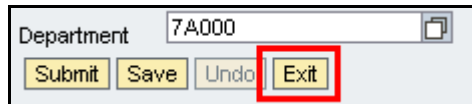


On each new line, enter the **Funds Center**, **Commitment Item**, and **2010 Future** budget amount in the appropriate field

Click on the **Save** button



Click on the **Exit** button



LOG OFF

Click on the **Yes** button to log off the layout



Click on the **Close** button

