

TERMINAL ENTRY OF NON-SALARY BUDGET DATA

- I. BDNS UPDATING PROCEDURES - INPUTTING FRINGE BENEFITS, SUPPLIES & EXPENSE, SALES CREDITS, CAPITAL, AIDS TO INDIVIDUALS AND SPECIAL PURPOSE. No special forms are provided for preparing the budgets for fringe benefits, supplies & expense, sales credits, capital, aids to individuals and special purpose.

NOTE: Sales Credits should be budgeted in the same department where program costs are budgeted. The Special Purpose class should be used for budgeted amounts relating to debt service (Funds 110 & 123) and payments for municipal services.

The NEW budget amounts for these categories should be entered through the terminal system by using the BDNS program. Reminder - Sales Credit entries do not require minus signs. SC entries are assumed to be negative unless they are preceded by a "+" sign. Other categories can be shown as a negative by entering a "-" sign before the amount (see examples).

To access BDNS, type BDNS and a space and press "enter" to initiate a screen for entry. The BDNS screen provides for seventeen separate updates at one time. If a problem is encountered with one or more of the updates, the errant field(s) will be highlighted without the loss of the remaining entries. An explanation of the problem is shown at the bottom of the screen. When the final problem has been corrected, the complete update will occur. As can be seen from the mock screen on the next page, it is not necessary to fill in all of the fields if the data on the line above is identical. It is always necessary to fill in the amount. Both the PROJECT/USER code and the ACCT code are optional fields.

2016-17 BUDGET SUMMARY UPDATE							BDNS
NEXT REQUEST: UDDS		FUND		ACTIVITY	CATEGORY		
UDDS	FUND	ACT	CATEGORY	AMOUNT	ACCT	PROJECT/USER	
N010100	102	1	se	900.....	
.....	sc	300.....	
.....	133	1	fb	500.....	
.....	102	1	ca	100.....	
.....	107	9	ai	700.....	
.....	144	9	sp	600.....	
N011000	102	1	se	1000.....	
.....	ca	400.....	1234567	
.....	300.....	1234568	
.....	133	1	se	800.....	
.....	128	1	..	-500.....	
.....	144	1	..	-500.....	
.....	sc	+500.....	
N025800	102	1	se	2000.....	
.....	ca	4000.....	
2=BSUM 4=BDNSI 6=NEW SCREEN				9=REVIEW 10=UPDT/NEW UDDS		11=EXIT	

After all desired entries have been made on the BDNS screen, two options are available. Pressing ENTER will clear the previous screen and display a blank screen for further updating. If all entries are correct (cleared edits), the budget summary file will be updated to reflect all of the requested changes. Pressing the F9 key provides a review of the input as well as an update. If all updates were successful but a mistake was made, press the F8 key for a new screen and re-enter the item. The review screen cannot be used for updating.

2016-17 BUDGET SUMMARY UPDATE							BDNS
NEXT REQUEST: UDDS		FUND	ACTIVITY	CATEGORY			
UDDS	FUND	ACT	CATEGORY	AMOUNT	ACCT	PROJECT/USER	
N010100	102	1	se	900.....	UPDATED
N010100	102	1	sc	300.....	UPDATED
N010100	133	1	fb	500.....	UPDATED
N010100	102	1	ca	100.....	UPDATED
N010100	107	9	ai	700.....	UPDATED
N010100	144	9	sp	600.....	UPDATED
N011000	102	1	se	1000.....	UPDATED
N011000	102	1	ca	400.....	1234567	UPDATED
N011000	102	1	ca	300.....	1234568	UPDATED
N011000	133	1	se	800.....	UPDATED
N011000	128	1	se	-500.....	UPDATED
N011000	144	1	se	-500.....	UPDATED
N011000	144	1	sc	+500.....	UPDATED
N025800	102	1	se	2000.....	UPDATED
N025800	102	1	ca	4000.....	
.....	
.....	
2=BSUM 4=BDNSI		6=NEW SCREEN		9=REVIEW	10=UPDT/NEW UDDS	11=EXIT	

Changes to previous entries which included Account Codes or Project/User codes should be made using BDNSI (reviewing capability only) and BDNS (actual change).

The online budget summary report combines all amounts entered with identical UDDS\Fund\Activity\Class information, but varying account or Project/User codes. If a change or a correction is necessary, there is no way to identify the amount that had been entered for a particular account or Project/User code.

While attempting to make a change, if an incorrect account or Project/User code (or no code at all) is entered, a new record will be created and the revised amount will add to the UDDS\Fund\Activity\Class total, not change it. To avoid this, BDNSI should be used to review entries made including account or WARF codes. BDNSI should be used to review entries made including account or Project/User codes. BDNSI can be accessed via BDNS or BSUM by pressing a function key (identified at the bottom of the screen). Pressing the function key will retrieve a blank BDNSI screen. Enter the UDDS\Fund\Activity\Class and press the "ENTER" key. The screen will display all of the amounts previously entered by each UDDS\Fund\Activity\Class combination. After reviewing the previous input, corrections must be made by using BDNS. Press the appropriate function key to access BDNS.

To exit BDNS, press the F11 key when entry has been completed.