

Creating a Budget

1. Make sure the application is in Draft Started status.

Application Status: **Draft Started**

Change Status To: Draft Completed

2. Go to the Budget page. Click on Modify in front of an object code. If there is View, instead of Modify, the application is not editable (Draft Started or Returned status) or user does not have appropriate role

This is the TEST site. Please be sure to complete your work on the L

Go To 

Action	Object
Modify	100 - Personal Services > Salaries
Modify	200 - Personal Services > Employee Benefits
Modify	300 - Purchased Professional and Technical Services
Modify	400 - Purchased Property Services
Modify	500 - Other Purchased Services
Modify	600 - Supplies
Modify	700 - Property
Modify	800 - Debt Service and Miscellaneous
Modify	914 - Internal Transfers - Must specify grant(s) to which fu
Modify	917 - Indirect Costs

3. On the Budget Detail page, click on Add Budget Detail.

Budget Detail

This is the TEST site. Please be sure to complete your work on the LIVE site.

[Return](#)

Filtering - 0 out of 0 Budget Details match selected filters

Object	Purpose	LEA / School
100 - Personal Service...	All	All

Download Budget Data

[Add Budget Detail](#) << First < Previous Next > Last >> Items 0-0 out of 0

Delete	Edit	Budget Detail	Narrati
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4.

Create Budget Detail

This is the TEST site. Please be sure to complete your work on the LIVE site.

Budget Detail		Narrative Description	
Object:	100 - Personal Services > Salaries	5	
Purpose:	01 - Public School Activities		
LEA / School:	Branford School District (014-000)		
Quantity:	1.00		
Cost:	\$0.00		
Budget Detail Total:	\$0.00		
		0 of 2000 characters	
		Total for all other Budget Details:	\$0.00
		Total for all Budget Details:	\$0.00
		Allocation:	\$1,447.00
		Remaining:	\$1,447.00
		6	
		Create	Cancel

- If the Object code is not correct, use the drop down arrow to change it.
- If the Purpose is not correct, use the drop down arrow to change it.
- Leave the location at the default District level. Drop down if for school level budgeting.
- Leave the Quantity at 1 and enter the total amount for the budget item.
- Describe the purpose of the detail in the Narrative
- Click on Create to create the budget detail.

5. Note: Some grants may have one or more budget tag groups, which is a way to identify budget details for a grant-specific requirement. The name of the tag group depends on the grant.


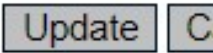
Budget Detail	
Object:	500 - Other Purchased Services
Purpose:	01 - Public School Activities
Required LEA Set Asides: (Select up to 1 tag(s))	Select Tag
LEA / School:	Select Tag
Quantity:	Required Parent and Family Engagement (over \$500,000 allocation)
Cost:	Homeless
Budget Detail Total:	\$174,966.00

6. To create another budget detail, click on Add Budget Detail again and select the desired object and purpose codes for the new detail.


7. Repeat this process until the Remaining budget is 0.

Total for filtered Budget Details:	\$1,447.00
Total for all other Budget Details:	\$0.00
Total for all Budget Details:	\$1,447.00
Allocation:	\$1,447.00
Remaining:	\$0.00

Changing a Budget Detail

<p>1. Locate the Budget Detail that needs to be edited.</p>	
<p>2. Click on the Edit pencil icon.</p>	
<p>3. Make the necessary changes to the detail and click on Update. Keep in mind that the cost must be greater than 0. If you no longer need the detail, it should be deleted.</p>	

Deleting a Budget Detail

<p>1. Locate the Budget Detail that needs to be deleted</p>	
<p>2. Click on the Delete trash can icon.</p>	
<p>3. Click on the Delete button. Note: there is no confirmation for the deletion. Pressing the Delete will immediately delete the detail.</p>	