Creating a Budget

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

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.

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

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

<table>
<thead>
<tr>
<th>Budget Detail</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Object:</strong> 100 - Personal Services &gt; Salaries</td>
<td></td>
</tr>
<tr>
<td><strong>Purpose:</strong> 01 - Public School Activities</td>
<td></td>
</tr>
<tr>
<td><strong>LEA / School:</strong> Branford School District (014-000)</td>
<td></td>
</tr>
<tr>
<td><strong>Quantity:</strong> 1.00</td>
<td></td>
</tr>
<tr>
<td><strong>Cost:</strong> $0.00</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Detail Total:</strong> $0.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Total for all other Budget Details:** $0.00
- **Total for all Budget Details:** $0.00
- **Allocation:** $1,447.00
- **Remaining:** $1,447.00

#### Notes:

a. If the Object code is not correct, use the drop down arrow to change it.

b. If the Purpose is not correct, use the drop down arrow to change it.

c. Leave the location at the default District level. Drop down if for school level budgeting.

d. Leave the Quantity at 1 and enter the total amount for the budget item.

e. Describe the purpose of the detail in the Narrative

f. 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.

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

1. Locate the Budget Detail that needs to be edited.

2. Click on the Edit pencil icon.

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.

Deleting a Budget Detail

1. Locate the Budget Detail that needs to be deleted

2. Click on the Delete trash can icon.

3. Click on the Delete button. Note: there is no confirmation for the deletion. Pressing the Delete will immediately delete the detail.