BUDGETARY USER MANUAL 1

CREATE, USE (IMPORT), AND MANAGE TEMPLATES 1

INTRODUCTION 1

CREATE A TEMPLATE 1

USE (IMPORT) A TEMPLATE 3

MANAGE TEMPLATES 5

FIND AND EDIT A TEMPLATE 5

SAVE AN EXISTING TEMPLATE AS A NEW TEMPLATE 5

BUDGETARY USER MANUAL

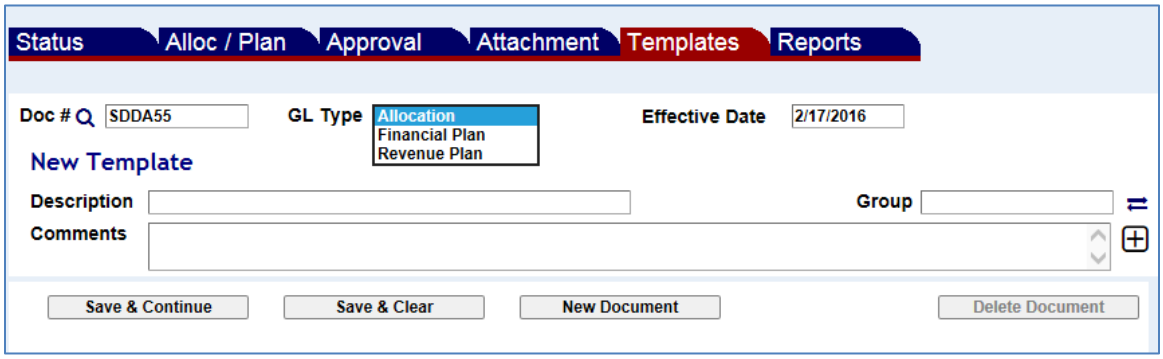
CREATE, USE (IMPORT), AND MANAGE TEMPLATES

INTRODUCTION

A template can be created and saved and then used to create a Budgetary document – though it is not required. A template can be used for **Appropriations**, **G/P Budgets**, or **Alloc/Plans** transactions that would have the same or similar GL types, transaction codes, amounts, and other fiscal coding. Once a template has been created, it is imported into a Budgetary document to automatically create all of the rows of transactions needed.

CREATE A TEMPLATE

1. From the Budgetary main menu, select **Appropriations**, **G/P Budgets**, or **Alloc/Plans**.
2. Click the **Templates** tab.

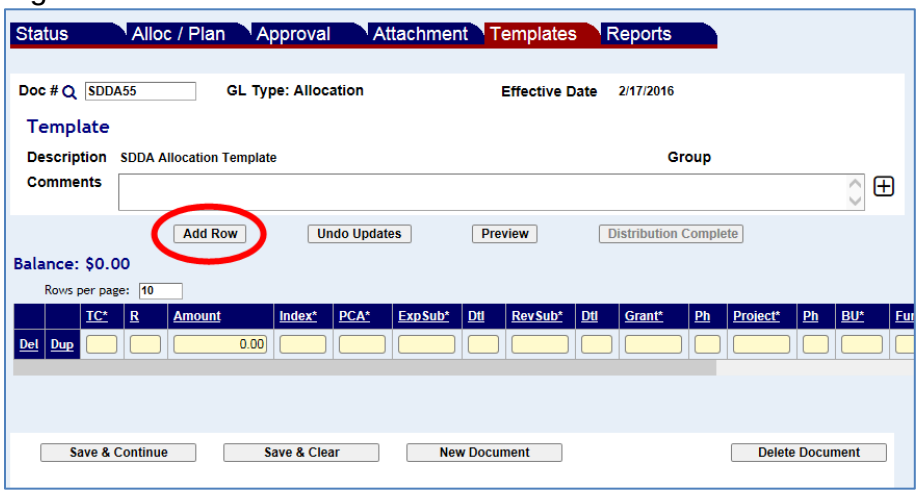


3. Enter an eight character (alphanumeric) document number in the **Doc #** field.
4. For **G/P Budgets**, or **Alloc/Plans**, click the **GL Type** drop down menu and select an appropriate GL. For **Appropriations**, no drop down menu is displayed.

Budgetary Transaction	**GL Type**		**Budgetary Transaction**	**GL Type**
Allocation	N/A		Alloc/Plan	Allocation
G/P Budgets	Grant Budget			Financial Plan
	Subgrantee Budget			Revenue Plan
	Project Budget			

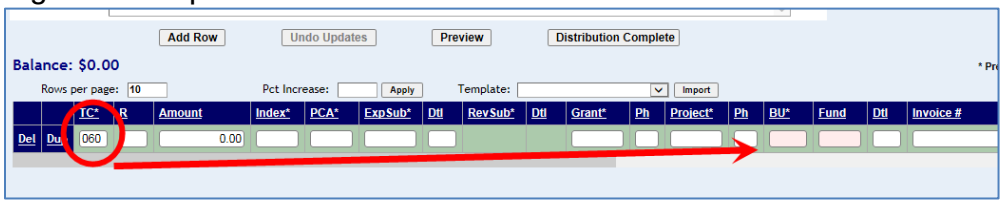
5. Enter an **Effective Date** or select a date from the calendar. (When importing the template, this will not change the **Effective Date** entered on the document.)
6. Type a **Description** to describe the template. Do not use special characters or symbols, such as **&**, **'**, **"**, <, and \.
7. Select a **Group** from the drop down menu, if your agency uses Group names.
8. Click **Save & Continue** or **Save & Clear**.
   - **Save & Continue** will save the document and open a "grid" in which you can add rows of transactions and fiscal coding.
   - **Save & Clear** will save the document and clear the screen.
9. If you plan on entering more than the default number of 10 rows of transactions, change the number of **Rows per page** so that all of your transactions can be viewed on one page.
10. Click **Add Row**. Do not exceed **20 rows**. Exceeding this number of rows may cause an error when the template is applied and the document is completed or submitted to an approver.

Figure 1 - New row added



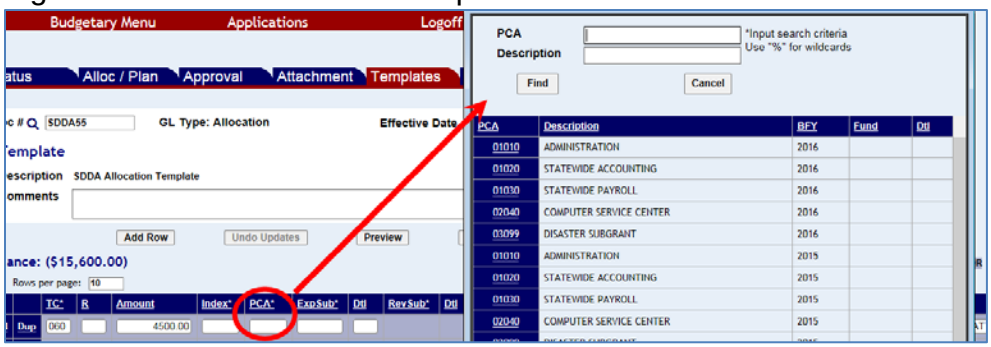
11. Enter a transaction code in the **TC** field or press F3 to search for a transaction code, and then press TAB or click into another fiscal code field. Other fiscal codes required by the transaction code will be highlighted. Fiscal codes not used by the transaction code will not be available.

Figure 3 - Required Fiscal Codes



12. Enter the fiscal coding (**Amount**, the **PCA**, **Index**, the Subobject, etc.) as needed. Fiscal code fields designated with an asterisk may automatically enter other, related fiscal codes if set up in STARS to do so.
    a. You can enter the codes manually.
    b. You can also search for a fiscal code in those fields marked with an asterisk (also known as doing a "look up"):
        - Place the cursor in the field and press F3.
        - In the look up dialog box, enter any combination of search criteria – transaction code number or the title. You can enter just the first few numbers or letters or use the wildcard (%).
        - Click **Find**.

Figure 2 - Transaction Code lookup



        - Click the fiscal code you want to use. The code will be entered on the distribution grid.
13. To add another blank row, click **Add Row**. To create a duplicate of a row, including the amount and fiscal coding, click **Dup** next to that row. You can then change just the few fiscal codes that you need to.
14. If you enter any codes or rows incorrectly and have *not saved* the document, click **Undo Updates**. Anything you have entered and *not saved* will be deleted.
15. To delete a row from the document, click **Del** next to the row.
16. When finished adding the transaction rows, click **Save & Continue** or **Save & Clear**. If there are any data entry errors, these will be highlighted for you to correct.

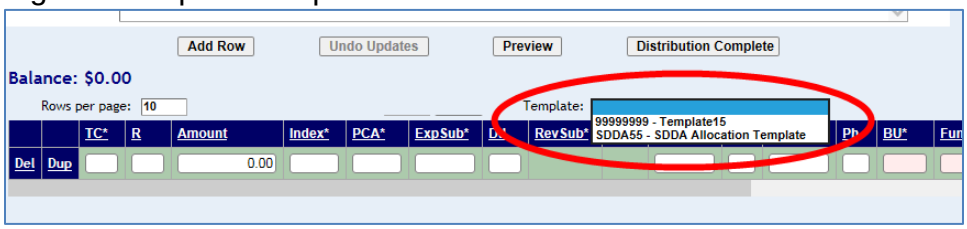
USE (IMPORT) A TEMPLATE

Create a Budgetary document (**Appropriations**, **G/P Budgets**, or **Alloc/Plans**) as you normally would:

1. From the Budgetary main menu, select **Appropriations**, **G/P Budgets**, or **Alloc/Plans**.
2. Click the **Appropriation**, **G/P Budgets**, or **Alloc/Plans** tab.
3. Enter an eight character (alphanumeric) document number in the **Doc #** field.

4. For **G/P Budgets**, or **Alloc/Plans**, click the **GL Type** drop down menu and select an appropriate GL. For **Appropriations**, no drop down menu is displayed.
5. Enter an **Effective Date** or select a date from the calendar. (This will not be changed by the template.)
6. Enter a **Description**. Do not use special characters or symbols, such as **&**, **'**, **"**, <, and \.
7. Click **Save & Continue**.
8. If you plan on entering more than the default number of 10 rows of transactions, change the number of **Rows per page** so that all of your transactions can be viewed on one page. Do not exceed a total of **20 transaction rows** for all pages combined. Exceeding this number of transaction rows may cause an error when you complete or submit the transactions to an approver.
9. Click the **Template** drop down menu and select a template.
10. Click **Import**. If the **Effective Date** on the document is July 1 or later, but the document is created and saved before July 1, any TC 010, 060, 061, 062, 063, 064, 070, 080, or 085 on a transaction row should default to July's budget fiscal year (**BFY**), including transactions imported from a template, when the document is saved. For any other TC, the **BFY** defaults to the current BFY.

Figure 3 - Import a template



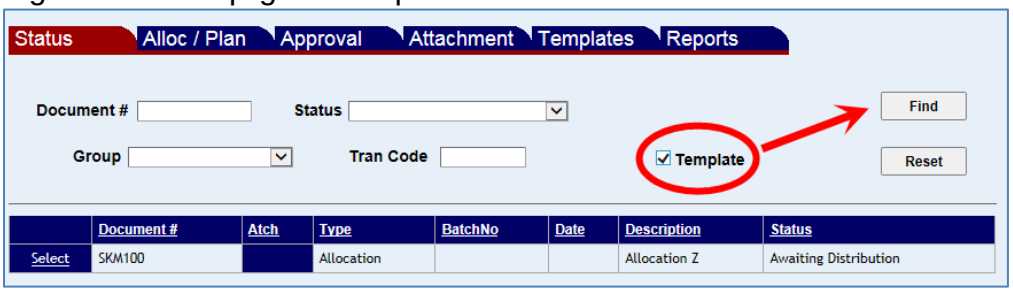
11. Make any changes necessary to the document, then click **Save & Continue** or **Save & Clear**.
12. If you need to start over, click **Delete Document** if the document has been saved (but before **Distribution Complete**).
13. Click **Distribution Complete**. The document will then be ready for the agency's approval and release (if approvals have been enabled by the agency). Depending on the approval level required by the transactions codes, it will then be ready for DFM Release and then for SCO Release.
14. If the document needs to be changed after the distribution is completed, the Approver will have to undo the approval and set the status of the document to **Awaiting Distribution**.

MANAGE TEMPLATES

FIND AND EDIT A TEMPLATE

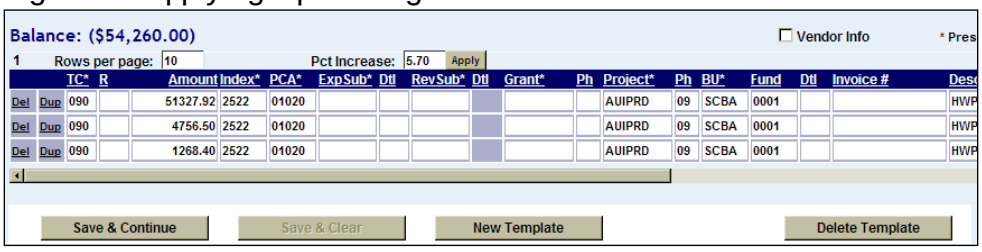
1. From the Budgetary main menu, select **Appropriations**, **G/P Budgets**, or **Alloc/Plans**.
2. Click the **Status** tab.
3. Check the **Template** check box.
4. Click **Find**.

Figure 4 - Status page for templates



5. Click **Select** next to a template.
6. If you are increasing the amounts by a certain percentage, enter the percentage in the **Pct increase** box and click **Apply**.

Figure 5 - Applying a percentage increase



7. Make any other fiscal code changes as needed. Do not use special characters or symbols, such as **&**, **'**, **"**, <, and \, in the **Description** field.
8. To delete a transaction row, click **Del** next to it.
9. Click **Save & Continue**.
10. To delete the entire template, click **Delete Template**.

SAVE AN EXISTING TEMPLATE AS A NEW TEMPLATE

To create a new template based on an existing template:

1. From the Budgetary main menu, select **Appropriations**, **G/P Budgets**, or **Alloc/Plans**.
2. If not already selected, click the **Status** tab.

3. Check the **Template** check box.
4. Click **Find**.
5. Click **Select** next to a template.
6. Enter a new **Doc #** and make changes to the description, amounts, fiscal codes, etc. as needed. Do not use special characters or symbols, such as **&**, **'**, **"**, <, and \, in the **Description** field.
7. Make sure the **Save Detail** check box is checked, and then click **Save As & Continue**.

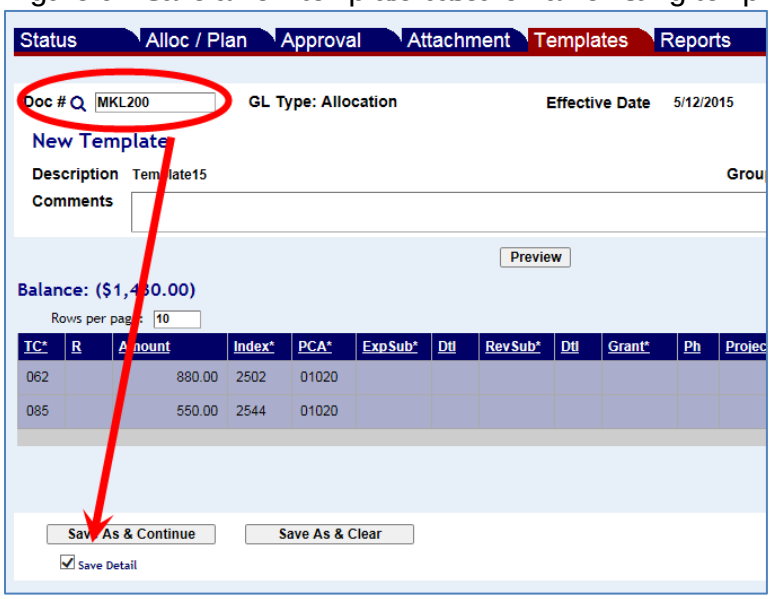



Figure 6 - Save a new template based on an existing template