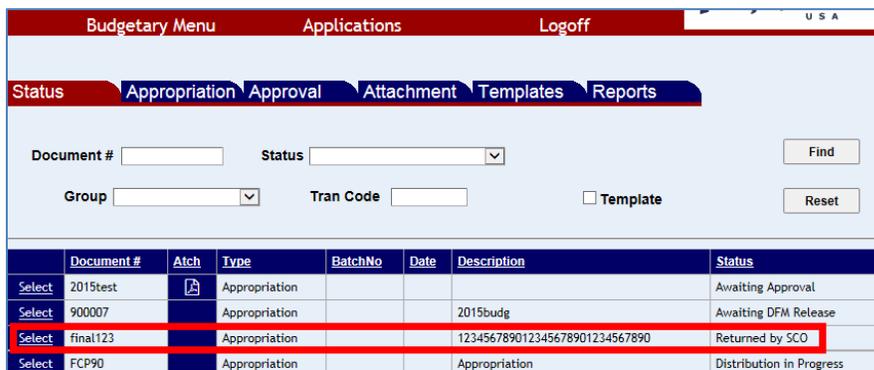

BUDEGTARY USER MANUAL	1
DOCUMENT RETURNED BY SCO	1

BUDEGTARY USER MANUAL

DOCUMENT RETURNED BY SCO

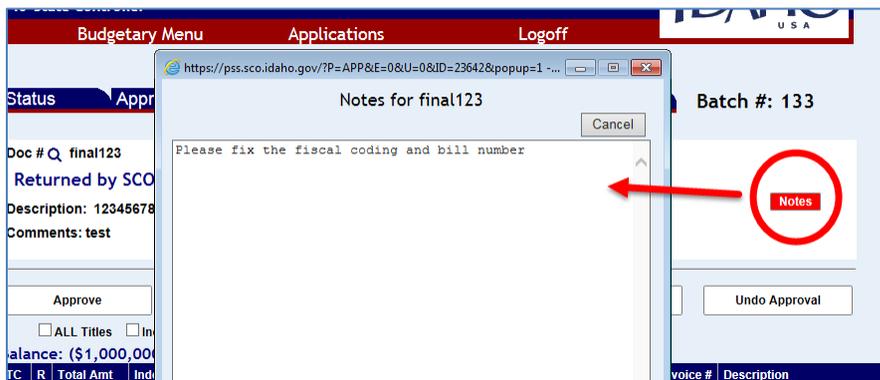
If SCO returns a budgetary document to an agency, they will write notes explaining what is needed to fix the document.

1. Open the **Budgetary** application, and select the **Status** page. It will indicate which document has been returned by the description in the **Status** column. On the Status screen, all group names will be available to search for, even if a group does not apply to that particular type of document. So, for example, you may search for an Allocation by a group name and not find any documents, because that group name applies only to Appropriation documents.



	Document #	Atch	Type	BatchNo	Date	Description	Status
Select	2015test		Appropriation				Awaiting Approval
Select	900007		Appropriation			2015budg	Awaiting DFM Release
Select	final123		Appropriation			123456789012345678901234567890	Returned by SCO
Select	FCP90		Appropriation			Appropriation	Distribution in Progress

2. Click the red **Notes** button and follow the instructions provided by SCO.



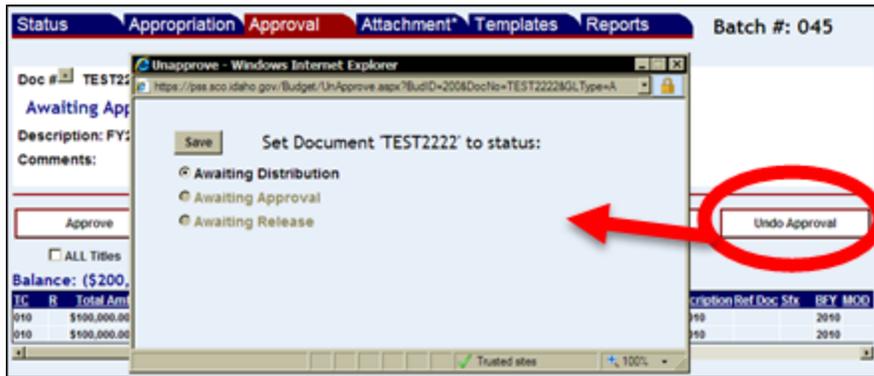
Notes for final123

Please fix the fiscal coding and bill number

Batch #: 133

Notes

3. To correct the “header” information (description, comments, etc.) and the fiscal coding, an Approver must click **Undo Approval**, select the status, **Awaiting Distribution**, and then click **Save**.



4. The document can then be corrected and marked **Distribution Complete**. The document will then be ready for the agency's approval and/or release.