

## BP.010.024 – UPDATING NON-PERSONAL SERVICES BUDGETS

<b>Purpose</b>	To update existing Travel, Operating, and Equipment budgets for the next fiscal year.
<b>Description</b>	The Non-Personal Services data update page allows users to update budget lines for operating expenses.
<b>Security Role</b>	<b>BOR_BP_UPDATES</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• User completed all Budget Prep Setup steps.</li> <li>• User ran the HCM Import process in Create Report/Run HCM Import mode.</li> </ul>
<b>Additional Information</b>	None

## **Procedure**

Below are complete step-by-step instructions on updating existing Non-Personal Services budgets using the Non-Personal Services page in Budget Prep Data Update.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>BOR Menus</b> link.
4.	Click the <b>BOR Budget Prep</b> link.
5.	Click the <b>Budget Prep Data Update</b> link.
6.	Click the <b>Non-Personal Services</b> link.
7.	Enter the appropriate Business Unit in the <b>Business Unit</b> field.
8.	Add additional search criteria in the remaining fields to narrow the results returned and click the <b>Search</b> button.
9.	Select one of the search results to update. The system navigates to the Non-Personal Services update page.
10.	Verify the date in the <b>Date</b> field is July 1 of the fiscal year in development.
11.	Enter an amount in the <b>Change(%)</b> field to adjust the budget or directly edit the amount in the <b>Proposed Budget</b> field.
12.	If needed, enter notes in the <b>Comments</b> field.
13.	If needed, add entries in the Organization Level section.
14.	Enter an ORG level Account number in the <b>Account</b> field.
15.	Enter an amount in the <b>Proposed Budget</b> field. The total of all Organizational Level budgets must equal zero or equal the Proposed Budget at the Appropriation Level.
16.	Add or remove Organizational Level rows by clicking the plus <b>(+)</b> or minus <b>(-)</b> button at the right side of the current row.
17.	Click the <b>Save</b> button.