

BASIC CONCEPTS FOR BUDGET DEVELOPMENT

1. The terms "Base" and "Proposed" refer to the current budget year (BASE) and the new budget year (Proposed).
2. The Proposed budget is built off the Base budget.
3. The Base budget cannot be updated by the Business Coordinators.
4. Budget Development is for Base budget only.
5. Security defines what you can see and change (department number on the position).
6. A Unit is a grouping of departments and the Unit page is used to balance ledger 1 budget and fund 2064 budget ONLY.
7. The Job must be equal to or less than the Position funding. Therefore, you have to update and save the funding before you can save the job change.
8. The same for FTE (as #7).
9. Adding an employee has to be done on the Position and Funding page because you are adding the employee to the Position.