# 1. FMBBC – Budget



* Input **FMBBC** in **Transaction box** and press **Enter** key



* Input the FM Area 1000 in the field and press Ok button



## 1.1. Header data:

The following are the input fields in the Header section of the Budget

* **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: Enter
* **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
* **Version:** Input the version number 0
* **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg**: BINT(Initial Budget Entry)**
* **Document date:** Input the Document date
* **Fiscal Year:** Input the Fiscal Year
* **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **BI(Initial)**



## 1.2. Line item



The following are the Input fields in the Line item section.

* **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 410201000
* **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
* **Amount:** Input the Budget amount
* **Text:** Input the Text information in this field

## 1.3 Save and Display



* Click on Save option



* System will pop up Document has been created successfully message at the bottom of the screen.



# 2. Transfer:



## 2.1. Header data:

The following are the input fields in the Header section of the Budget

* **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: **Transfer**
* **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
* **Version:** Input the version number 0
* **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BRTF(Budget Transfer)**
* **Document date:** Input the Document date
* **Fiscal Year:** Input the Fiscal Year
* **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **TR (Budget Transfer)**

**Note**: Need to select the Budget Type for both **SENDER** and **RECEIVR** Section

## 2.2. Line item



The following are the Input fields in the Line item section.

* **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 443420001
* **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
* **Amount:** Input the Budget transfer amount
* **Text:** Input the Text information in this field

**Note: Need to select the Fund center Sender with “-“symbol and Receiver with “+”symbol**

## 2.3 Save and Display



* Click on Save option



* System will pop up Document has been created successfully message at the bottom of the screen.



# 3. Return



## 3.1. Header data:

The following are the input fields in the Header section of the Budget

* **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: **Retrun**
* **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
* **Version:** Input the version number 0
* **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BRET (Budget Return)**
* **Document date:** Input the Document date
* **Fiscal Year:** Input the Fiscal Year
* **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **RI (Budget Return)**

## 3.2. Line item



The following are the Input fields in the Line item section.

* **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 410701000
* **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
* **Amount:** Input the Budget amount
* **Text:** Input the Text information in this field

## 3.3 Save and Display



* Click on Save option



* System will pop up Document has been created successfully message at the bottom of the screen.



# 4. Supplement:



## 4.1. Header data:

The following are the input fields in the Header section of the Budget

* **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: **Supplement**
* **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
* **Version:** Input the version number 0
* **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BSEP(Budget Supplement)**
* **Document date:** Input the Document date
* **Fiscal Year:** Input the Fiscal Year
* **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **SL (Budget Supplement)**

## 4.2. Line item



The following are the Input fields in the Line item section.

* **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 443420001
* **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
* **Amount:** Input the Budget amount
* **Text:** Input the Text information in this field

## 4.3 Save and Display



* Click on Save option



* System will pop up Document has been created successfully message at the bottom of the screen.



**Manual End**