

UNIVERSITY OF HAWAII
 FORM INSTRUCTIONS
 CGS BUDGET MAINTENANCE FORM (FMIS-1BUD)

PURPOSE: This form is used to establish and maintain contract & grant budget information.

DATA ITEM **COMPLETION INSTRUCTIONS**

All fields must be completed unless noted as optional.

CONTROL REFERENCE Enter reference number from form FMIS-6.
 CAMPUS Enter system campus code. Refer to A12.099.
 PAGE __ OF __ Enter page numbers corresponding with the number of SLs.
 ACTION Check appropriate box to indicate form action.
 If SL account exist, enter "Existing SL Account." Otherwise, leave blank.
 If change, only complete changed items.
 TRANSACTION TYPE: Enter code representing budget transaction type. Refer to A12.099

BUDGET DATA **Shaded items represent information to be completed by CGMO.**

STANDARD POOLS This section list the standard report pools for all accounts. Each pool represents a group of subcodes. The subcodes that make up a pool are defined by Report Rules (A12.099).
 DESCRIPTION Predefined.
 RPT POOL Predefined.
 AMOUNT Enter budget amount.
 SPECIAL SUBCODES This section is only required if budgeting at the subcode level. Subcode level budgeting is available for editing and reporting, or just reporting. Individually budgeted subcodes will not participate in their respective standard or non standard pools for budget reallocation.
 DESCRIPTION Enter valid description that correlates to the selected "Rpt Sub". This field is used by data entry to validate selected subcodes. Refer to A12.099.
 EDIT SUB Enter valid subcode if editing at the subcode level. Otherwise, enter an edit pool that correlates with the account's Edit Rule (i.e., Edit Rule '1' = Edit Pool '1000'). Refer to A12.099.
 RPT SUB Enter valid subcode if reporting at a subcode level. Refer to A12.099.
 AMOUNT Enter budget amount.
 NON STANDARD POOLS This section is only required if either the account's Edit or Rpt Rule is higher than three. Each non standard pool represents a group of subcodes. The subcodes that make up a pool are defined by Report Rules (A12.099).
 DESCRIPTION Enter valid report pool description. This field is used by data entry to validate selected pools. Refer to A12.099.
 EDIT POOL If the Edit Rule equals the Rpt Rule, enter valid non standard pool. Otherwise, enter an edit pool that correlates with the account's Edit Rule (i.e., Edit Rule '1' = Edit Pool '1000'). Refer to A12.099.
 RPT POOL Enter valid non standard pool. Refer to A12.099.
 AMOUNT Enter budget amount.
 TOTAL BUDGET Enter the total amount budgeted from all three sections..

DATA CONTROL **To be completed by individual entering data into FMIS.**

SL ACCOUNT Required only if new. Enter 6-digit subsidiary ledger account code from form FMIS-21SL.
 DOC NO. Enter remaining 5-characters of the budget document number.
 TRANSACTION DATE Enter transaction date.
 INITIALS/DATE Enter data entry person's initials and date.