

## **Budget Detail**

1. The system will transfer information from the Goals listed under the “Goals” tab. On the Budget Detail page, the applicant will identify the specific activities to be used to support the goals. The Budget summary page will aggregate the data into one budget, which is a read only page.
2. Beneath each goal is a pull-down box. A list of allowable activities that is specific to the program is provided. The applicant can select as many allowable activities as desired.
3. For each activity, the applicant must indicate the anticipated total costs and then break out the costs by the major object codes. Entering data in major object codes without first entering the total will result in an error message.
4. The system will only accept whole dollar amounts.
5. To change an allowable activity, it is necessary to delete the row by checking the “Delete Row” box and clicking on “Save Page.” Refresh the page with the “Refresh” button from the tool bar or click on the “Budget Summary” page. Then check the Budget Summary page to see that the budgeted amounts have been removed. Click back on the Budget Detail page. The amount budgeted in that row should now appear as an “Amount Remaining” at the top of the Budget Detail page and a new “Allowable Activity” can be used.