

Add Revenue BDMISC Record in IFAS

Introduction The following information explains how to add a Revenue BDMISC record in IFAS. You could need to add a new Revenue record in IFAS if your department has a new source of revenue or record information from last year did not roll over.

Enter all BDMISC info first Enter BDMISC screen information for all existing Org Key/Object Code combinations for your department first, then, continue with all the BDREV screen information. If you enter all the BDMISC screen information first for all the Org Key/Object Code combinations, you can easily enter BDREV information by browsing from one record to the next in the BDREV screen. This process reduces the amount of times you toggle between the BDMISC and the BDREV screens.

Add Revenue BDMISC record Use the following steps to add a Revenue BDMISC record in IFAS. You can only create a record in the BDMISC screen. You cannot create or delete a BDREV record.

Step	Action
1	Log into IFAS . The IFAS main screen opens.
2	Type BDUPDA in the TypeAhead/History box. A prompt box opens with the GL ledger option checked.
3	Click the green Check or press Enter . The BDMISC screen opens in the Add mode.
4	Enter information in the following required fields and press Tab after each. <ul style="list-style-type: none"> • Org Key (enter the eight-digit Org Key) • Object Code (enter the six-digit Object Code) • Class (enter A) • Description (2009 Rev Est or enter a description)
5	Enter information in the following optional fields and press Tab after each. <ul style="list-style-type: none"> • Reference # (press Tab, the program populates a new number) • Justification (enter justification)
6	Click on the Budget Amount field and enter the budget amount for 2009.

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Add Revenue BDMISC Record in IFAS, Continued

Add Revenue BDMISC record (continued)

Step	Action
7	Press Enter to save the record. The program saves the record and the BDMISC screen opens in the Add mode, ready for you to add another record.
8	Repeat steps 4 through 7 to add another record or press F8 to exit.

Change Revenue BDMISC Record in IFAS

Introduction

The following information explains how to change information on a Revenue BDMISC record in IFAS using the Browse/Edit mode.

Enter all BDMISC info first

Enter BDMISC screen information for all existing Org Key/Object Code combinations for your department first, then, continue with all the BDREV screen information. If you enter all the BDMISC screen information first for all the Org Key/Object Code combinations, you can easily enter BDREV information by browsing from one record to the next in the BDREV screen. This process reduces the amount of times you toggle between the BDMISC and the BDREV screens.

Change record

Use the following steps to change information on a Revenue BDMISC record in IFAS using the Browse/Edit mode.

Step	Action
1	Log into IFAS . The IFAS main screen opens.
2	Type BDUPDA in the TypeAhead/History box. A prompt box opens with the GL ledger option checked.
3	Click the green Check or press Enter . The BDMISC screen opens in the Add mode. Note: The program copies all information from fiscal year 2008 to fiscal year 2009.
4	Click the Browse button at the bottom of the screen. The program switches to the Browse mode.
5	Press the F3 key. A list of options opens.
6	Press Enter to select the Select New option. A blank BDMISC screen opens with the cursor in the Fiscal Year field.
7	Enter the current fiscal year and press Tab .

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Change Revenue BDMISC Record in IFAS, Continued

Change record (continued)

Step	Action
8	<p>Enter the information in the following required fields and press Enter to find a specific record, or go to step 9 to search through all your department's Revenue records.</p> <ul style="list-style-type: none"> • Org Key (enter Org Key and press Tab) • Object Code (enter Object Code and press Tab) <p>The program opens the specific record for the Org Key/ Object Code combination you entered. Go to step 12.</p>
9	<p>Enter information in the following required fields. Use the Tab key to move to each field.</p> <ul style="list-style-type: none"> • Org Key (enter asterisk, dept. number, asterisk; Example: *301*) • Object Code (enter 5*)
10	<p>Press Enter. The program opens your department's first Revenue record.</p>
11	<p>Press F5 (Prev) or F6 (Next) to browse through your department records until you find the record you want.</p>
12	<p>Enter information in the following required fields and press Tab after each field.</p> <ul style="list-style-type: none"> • Class (enter A) • Description (the program populates this field or enter 2009 Rev Est)
13	<p>Enter information in the following optional fields.</p> <ul style="list-style-type: none"> • Reference # (press Tab, the program populates this field with a new number) • Justification (enter justification)
14	<p>Click the Budget Amount field and enter the budget amount for 2009.</p>
15	<p>Press Enter to save the record. The program saves the record and the BDMISC screen opens again in the Browse mode at the next record.</p>
16	<p>Repeat steps 7 through 15 to enter more records or press F8 to exit.</p>

Delete Revenue BDMISC Record from IFAS

Introduction The following information explains how to delete a Revenue BDMISC record from IFAS.

General information You can delete a record for revenue that was a one-time revenue for last year or if your department has discontinued collecting a particular revenue.

You can only create or delete a record in the BDMISC screen.

Delete record Use the following steps to delete a Revenue BDMISC record from IFAS.

Step	Action
1	Log into IFAS . The IFAS main screen opens.
2	Type BDUPDA in the TypeAhead/History box. A prompt box opens with the GL ledger option checked.
3	Click the green Check or press Enter . The BDMISC screen opens in the Add mode. Note: The program copies all information from fiscal year 2008 to fiscal year 2009.
4	Click the Browse button at the bottom of the screen. The program switches to the Browse mode.
5	Press the F3 key. A list of options opens.
6	Press Enter to select the Select New option. A blank BDMISC screen opens with the cursor in the Fiscal Year field.
7	Enter the information in the following required fields and press Enter to find a specific record, or go to step 9 to search through all your department's Revenue records. <ul style="list-style-type: none">• Org Key (enter Org Key and press Tab)• Object Code (enter Object Code and press Tab) Press Enter. The program opens the specific record for the Org Key/ Object Code combination you entered. Go to step 11.

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Delete Revenue BDMISC Record from IFAS, Continued

Delete record (continued)

Step	Action
8	Enter information in any of the following required fields. Use the Tab key to move to each field. <ul style="list-style-type: none">• Org Key (enter asterisk, dept. number, asterisk; Example: *301*)• Object Code (enter 5*)
9	Press Enter . The program opens your department's first Revenue record.
10	Press F5 (Prev) or F6 (Next) to browse through your department records until you find the record you want.
11	Press F2 , or press the Delete button at the bottom of the page. A message box opens with the following message to verify that you want to delete. Do you wish to delete this record?
12	Type a Y in the field. The box closes. The record is still visible, but a search for the record verifies that the record is gone.
13	Repeat steps 7 through 12 to delete another record or press F8 to exit.

Enter Revenue BDREV Info in IFAS

Introduction The following information explains how to enter information on the BDREV screen in IFAS. You can only create or delete a record in the BDMISC screen.

Enter BDREV info Use the following steps to enter information on the BDREV screen in IFAS.

Step	Action
1	Log into IFAS . The IFAS main screen opens.
2	Type BDUPDA in the TypeAhead/History box. A prompt box opens with the GL ledger option checked.
3	Click the green Check or press Enter . The BDMISC screen opens in the Add mode. Note: The program copies all information from fiscal year 2008 to fiscal year 2009.
4	Press the F4 key. A list of screens opens.
5	Use the Arrow keys to select the BDREV screen and press Enter . The BDREV screen opens.
6	Click the Browse button at the bottom of the screen. The program switches to the Browse mode.
7	Enter the information in the following required fields and press Enter to find a specific record, or go to step 8 to search through all your department's Revenue records. <ul style="list-style-type: none"> • Org Key (enter Org Key and press Tab) • Object Code (enter Object Code and press Tab) <p>The program opens the specific record for the Org Key/ Object Code combination you entered. Go to step 11.</p>
8	Enter information in any of the following required fields. Use the Tab key to move to each field. <ul style="list-style-type: none"> • Org Key (enter asterisk, dept. number, asterisk; Example: *301*) • Object Code (enter 5*)
9	Press Enter . The program opens your department's first Revenue record.
10	Press F5 (Prev) or F6 (Next) to browse through your department records until you find the record you want.

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Enter Revenue BDREV Info in IFAS, Continued

Enter BDREV info (continued)

Step	Action
11	Click each field to enter the required information. <ul style="list-style-type: none">• Est Nov – Feb (enter amount)• Legal Authorization (enter legal authorization info)• Department Estes (enter estimates for the next four years)• Current Rate Structure (enter rate structure)• Contact (enter name of department contact) <p>Note: Leave the Auditor Estimate fields blank.</p>
12	Click each field to enter optional information. <ul style="list-style-type: none">• Department Submission (enter additional info or comments on future years)• Comments (enter comments)
13	Press Enter to save the record. The program displays the next record.
14	Repeat steps 11 through 13 to enter information for the next record or press F8 to exit.

Print BD Form 323 CDD Report

Introduction The following information explains how to print the BD Form 323 CDD report.

Print report Use the following steps to print the BD Form 323 CDD report.

Step	Action
1	Log into IFAS . The main IFAS screen opens.
2	Click the <+> beside the CDD Report icon. The CDD Report list expands.
3	Click the <+> beside the CDD Subsystem Folder icon. The CDD Subsystem Folder list expands.
4	Click the <+> beside the Budgeting icon. The Budgeting list expands.
4	Double-click the BD_FORM_323 (Revenue Est Form) (BDREV) option. A prompt box opens.
5	Enter the required information in the following fields. <ul style="list-style-type: none">• Enter the value for the Ledger (HC defaults)• Enter the value for TFY (2009 defaults)• Enter Dept (enter department number)• Enter the value for the GL Key (enter Org Key or if you want to see all leave)• Enter the value for the GL Obj (enter Revenue Object Code or leave the default *) Note: The Object Code should always start with 5 because this is the Revenue object code.
6	Click OK or press Enter to produce the report. You can view the report on the screen. Note: Use this view to review the information that you entered.
7	Click the Print icon in the button bar to print the report.
8	Click the small black X in the right-hand corner to close the report.
