
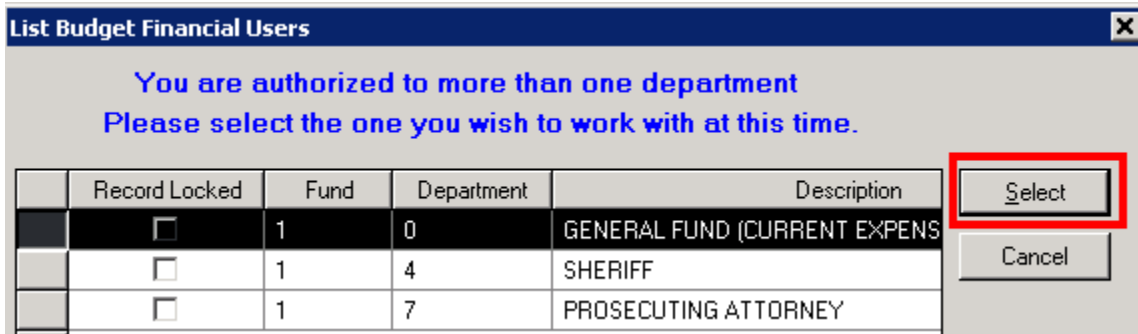


Select CAI Dept Budget icon on your desktop 

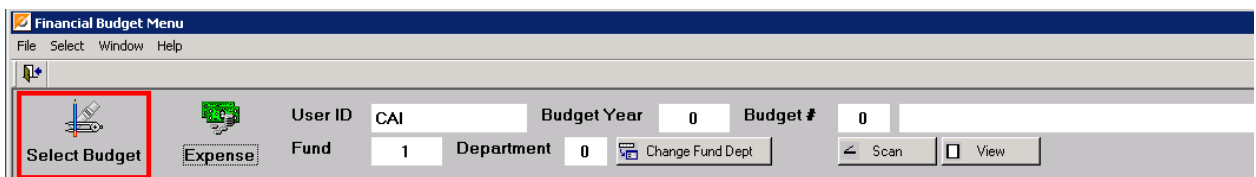
Select Fund / Department and Budget

1. Log in to CAI Financial Budget Menu and highlight Fund / Department that you want to work with and click the Select button.

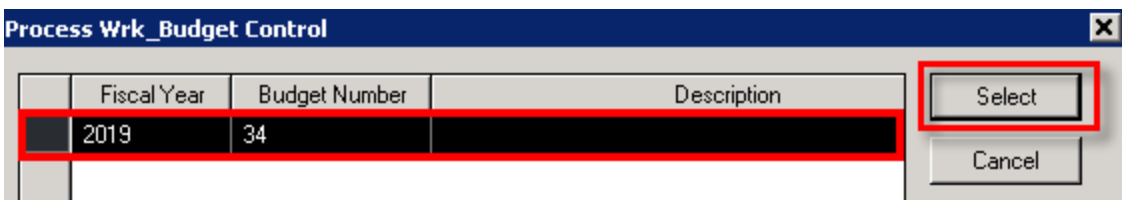
Note: If the user is only authorized to work in one Fund / Department, the system will automatically log them in and skip this screen.



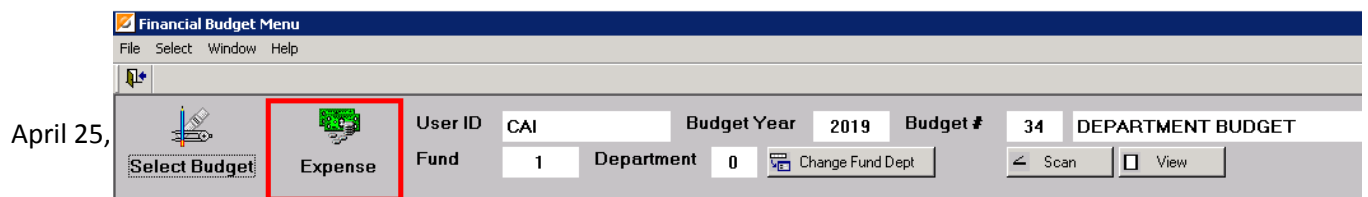
2. Click the Select Budget icon and choose the budget to work in.



3. Highlight the budget year and click the Select button.



4. Click the Expense button to load the budget.



ENTER BUDGET AMOUNTS

Enter Department Requested Amounts

There are 2 ways to enter amounts.

- To add amounts quickly, enter the Department Request in the grid and navigate on that column with the keyboard arrow keys.

Expense Accounts for 2019 DEPARTMENT BUDGET

Budget Category: blank From: 10/1/2018 To: 9/30/2019

Fund: 1 Dept: 0

GENERAL FUND (CURRENT EXPENSE) GENERAL FUND (CURRENT EXPENSE)

	Image	Detail	Note	Description	Fund	Dept	Acct	Sub	Department Request	Budget Officer Amount	Approved Amount
				TESTING	1	0	1	3	0.00	556,495.00	0.00
				SALARIES - OVERTIME	1	0	1	4	0.00	991,964.00	0.00
				MEDICAL - DRUG SCREENS	1	0	6	54	0.00	5,306.00	0.00

OR

- To change the department requested amount from the toolbar, highlight the budget account in the grid.

Expense Accounts for 2019 DEPARTMENT BUDGET

Budget Category: blank From: 10/1/2018 To: 9/30/2019

Fund: 1 Dept: 0

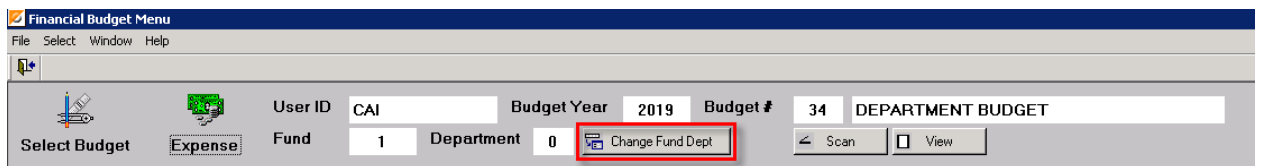
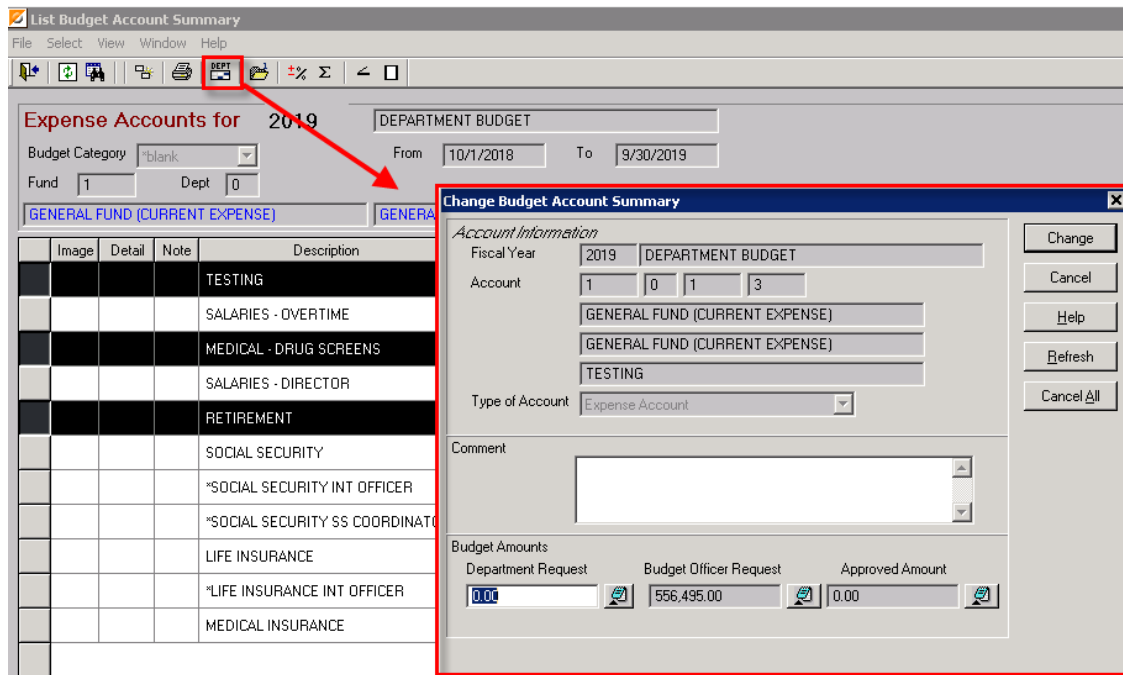
GENERAL FUND (CURRENT EXPENSE) GENERAL FUND (CURRENT EXPENSE)

	Image	Detail	Note	Description	Fund	Dept	Acct	Sub	Department Request	Budget Officer Amount	Approved Amount
				TESTING	1	0	1	3	0.00	556,495.00	0.00

Click the Department Request icon.

TO CHANGE MULTIPLE ACCOUNTS

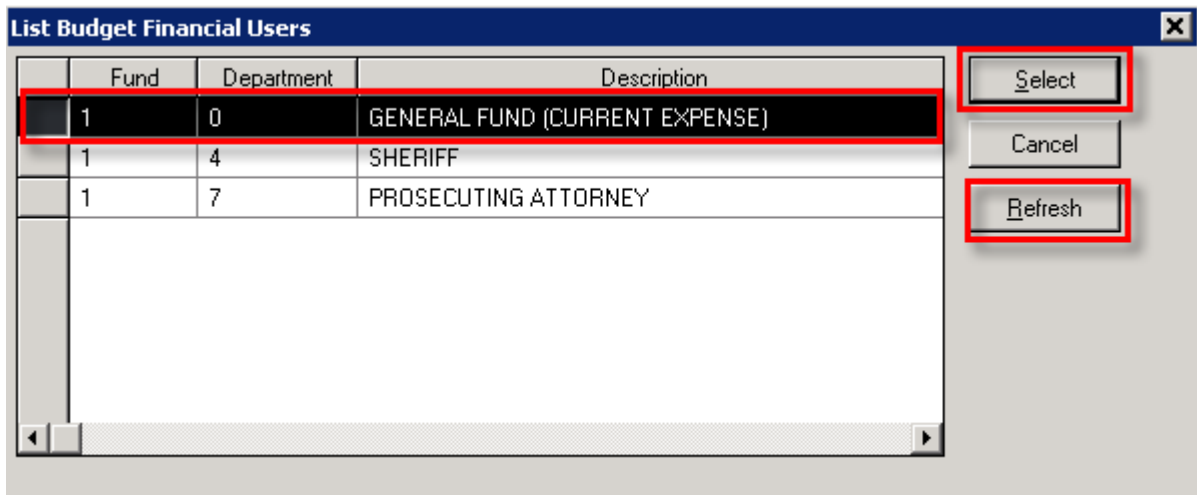
Highlight each row you would like to change, click the **Department Request** button and each Fund/Dept panel will appear simultaneously for you to work in.



OPEN A DIFFERENT FUND / DEPARTMENT

1. To work in a different Department, click the Change Fund Dept button on the Financial Budget Menu.

2. Click the Refresh button to reload the grid with authorized and available Fund / Department budgets.



3. Click to highlight the Fund / Dept to work in then click the Select button to open.