



INDIANA COMMISSION *for*
HIGHER EDUCATION

BRS XI – Line Item Appropriation Request

Instructions

2019-2021

BRS XI – Line Item Appropriation Request

Overview:

Collects operating budget and funding data for line item appropriations.

Who Reports:

Any institution that has a line item appropriation request.

What To Report:

A separate schedule must be completed for each line item appropriation request. Each schedule will collect operating budget and funding data for a line item. Report for all columns shown in the table.

Line Item: Demo [Delete Schedule]						
Description <input type="button" value="Update"/>						
	ACTUAL 2015-16	ACTUAL 2016-17	PROJ 2017-18	BUDGET 2018-19	PROP 2019-20	PROP 2020-21
SUMMARY OF BUDGET REQUEST						
Personnel Services						
Salary and Wages	\$ <input type="text"/>					
Fringe Benefits	\$ <input type="text"/>					
Other Personnel Services	\$ <input type="text"/>					
Total Personnel Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating						
Services by Contract	\$ <input type="text"/>					
Materials and Supplies	\$ <input type="text"/>					
Equipment	\$ <input type="text"/>					
Land and Structures - Rental	\$ <input type="text"/>					
Grants, Subsidies, Refunds, Awards, Scholarships, Etc.	\$ <input type="text"/>					
In-State Travel	\$ <input type="text"/>					
Out-of-State Travel	\$ <input type="text"/>					
Internal Transfers	\$ <input type="text"/>					
Total Other Operating	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING BUDGET	\$0	\$0	\$0	\$0	\$0	\$0
LINE ITEM FUNDING						
General Fund	\$ <input type="text" value="1"/>	\$ <input type="text" value="1"/>	\$ <input type="text" value="1"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
State Dedicated Funds	\$ <input type="text"/>					
Other Dedicated Funds	\$ <input type="text"/>					
Federal Funds	\$ <input type="text"/>					
TOTAL FUNDING	\$1	\$1	\$1	\$0	\$0	\$0

Form Validation:

- Data entered must be a non-negative whole number
- For a given year, TOTAL OPERATING BUDGET value must be equal to the TOTAL FUNDING value
- Line Item Description is required
- If data is put in any entry in a row, the rest of the row must also be filled out. 0's may be used to denote that funding/budget was not present in a given year.

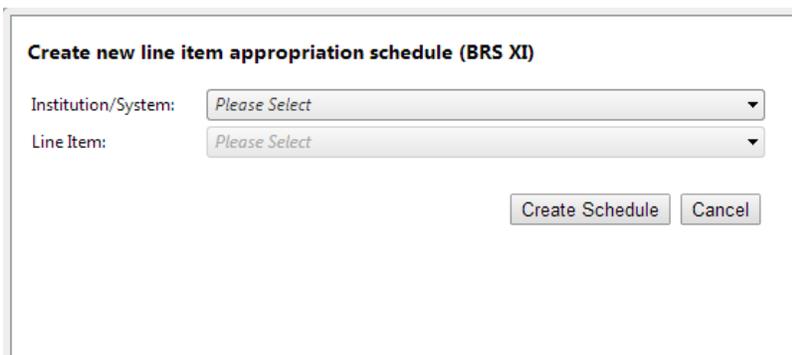
Schedule Creation:

A new schedule will have to be created for each line item appropriation request. A new schedule can be created as follows.

ICHE Pre-population Logic:

This Schedule is not pre-populated with any data.

- 1) Navigate to **Finance > Budget Schedules** page
- 2) Click on the “Create new Line Item Schedule (BRS XI)” Link. This will open up the create new line item appropriation schedule dialog box



Create new line item appropriation schedule (BRS XI)

Institution/System:

Line Item:

- 3) In the Line Item dropdown choose from an existing line item for the selected institution/system or select “Create New Line Item” to create a new line item.
 - a. Existing line items are line items that have had appropriations requested in a previous biennium. To request appropriations for an existing line item in the current biennium, select the existing line item in the “Line Item” dropdown and press “Create Schedule” button to create the BRS XI schedule.

- b. New line items are line items that have not had appropriations requested in a previous biennium OR they are line items that existed in a previous biennium that have changed in scope such that they warrant the creation of a new, separate line item. To request appropriations for a new line item, you will be required to enter a name for the line item. A line item must be uniquely named. The name will be used to track the line item from biennium to biennium and cannot be changed once it has been created. After entering the line item name, press the “Create Schedule” button to create the BRS XI schedule.
- 4) After pressing the “Create Schedule” button, the schedule will be created and the user navigated to the schedule input form.

Schedule Deletion:

A schedule can be deleted if created in error. To delete a schedule:

- 1) Navigate to **Finance > Budget Schedules** page
- 2) Search for the BRS XI schedule you’d like to delete. Once the schedule is found, click on the “View” link.
- 3) From the schedule input form, click on the “[Delete Schedule]” link.
- 4) A confirmation box will appear asking you to confirm deletion. Clicking on the “Confirm” button will delete the schedule.

Line Item Description:

Each line item appropriation request must include a description for the line item. This description can be submitted by either uploading a PDF file, or by typing a description into a web form. To have custom formatting, it is recommended that the user uploads a PDF.

CHE Pre-population Logic:

Any Line Item appropriation request that was created in a previous biennium will be shown in the drop-down menu for selecting a line item.

Data Audit Requirements:

A reason must be provided if either of the last 2 years of General Fund or BIF Dedicated Fund funding data is updated.

Document Change History:

2018	
	Start of 2019-2021 biennium data collection
2016	
	Start of 2017-2019 biennium data collection
2014	Created layout
	Start of 2015-2017 biennium data collection