Entering the Budget Modifications for a Budget Package

1. Maximize the resulting screen to view all data.

2. If your Budget Modifications package number is known:
   - Enter your package number in the **Budget Package** field (if not known, use the next step to find the package by BFR Code).
   - Click on **Set Package**.
   - Verify the resulting Organizational Unit / BFR displayed beside the Set Package button is accurate (once package is set, fields will be grayed out and display only).
   - Proceed to the optional step 4 OR click **Load Data** (step 5).
3. To find your package number if it is not known, click on the **Drop-down** button in the **Budget Package** field and follow the steps below:

- a. On the blank line at the top, enter your 10 digit BFR Code or a part of the 10 digit code with an asterisk (*) as a wildcard (example = 686050*) or enter part of the BFR description enclosed in asterisks
- b. Click the **Filter** button to find a list of possible BFR Codes with package numbers.
- c. Click in the box to the left of the row to select the desired Package Number corresponding to the desired BFR Code (once package is set, fields will be grayed out and display only).
4. **OPTIONAL**: Once the package is set, to filter within a package to a specific BFR code in that package, follow the summarized steps below (see Budget Tool: General Navigation Guide for detailed steps if needed):

- Click on the **BFR Hier Filter** button.
- Click on **Get BFR Hierarchy** button to load the BFR Codes that belong to the Budget Modifications package set in the first step – these display on the left side of the screen.
- Select one or more BFR Codes from the left side and use the **Add** button to move to the right side under *Chosen Selections*.
- Click the **Done** button.

5. Once selections are made, if not already done in a previous step, be sure to click on the **LOAD DATA** button.
6. Review the loaded data such as the fund, commitment item (G/L Account), Original Budget for the fiscal year being modified, and the Revised Budget input column for modifications (shown in white).

Note: When loading data, you may need to scroll to the desired line item. The view may open at a line item toward the bottom, so simply scroll up or down, as desired. Remember to maximize the screen for better viewing as well.