

Auburn University Web Budget Change Order System

Go to the [Online Budget Change Order System](#).

Overview: The AU Web BCO System is a web-based system for entering and processing budget change orders. The change orders are entered and approved via web pages that are accessed by a web browser. The recommended web browser is Microsoft's Internet Explorer version 5.0 or greater.

The system can be accessed from remote locations as well as from on campus. In order to enter the system, users will have to be authorized and set up within the system's internal security. A windows password is required and this password will be validated through the secure server on which the Budget Change Order system is located.

Initial entry into the system will be through the home page of Budget Services. After gaining entry to the system, it is recommended that the user 'bookmark' or 'save as a favorite' the URL which points to the system.

Web Budget Change Order System Home Page

The first page visible upon entry into the system is the Budget Change Order Home Page. This page displays the options available within the system as well as the link back to the Auburn University Home Page.

The options will be displayed in the 'blue bar' of the banner as well as in a 'bullet' list within the body of the document. The 'bullet' list will contain two options, which are 'grayed out'. These two options are special purpose options and are not available for general users of the system.

Also appearing on the BCO Home Page is a welcome message, a login, and the current fiscal year. If the "Welcome" and the "Login As" does not reflect the name of the user, the user should exit the system and contact the Budget Services office.

In order to navigate the system, the user simply 'clicks' on the desired option. In order to exit the system, either click on AU Home to return to the Auburn University Home Page, click on another of your favorites, or simply click on the red X button to close the application.

New BCO Option

Choosing this option will take the user to the page for entering a new BCO. The New BCO Page will display the following:

Department: This drop down box will list all departments for which the user may enter a new budget change order. Choose the department for which the budget change order will apply.

Account No: This drop down box will list all accounts within the department chosen above. Choose the account number from the list for which the budget change order will apply.

Once the account number has been selected, the remaining information will be displayed for the selected account. This will include the long description for the account, the responsible party, and the balances for the account budget pools.

Note: The budget pool balances are as of 2:00 AM and are provided for informational purposes only. This data is subject to change on the Auburn University FRS system throughout the day.

Budget Change Detail: This is the area where the details of the Budget Change Order are entered.

- Account 1: One of the budget pool accounts (all 10 digits) must be entered here. This account may be entered freehand or by highlighting the account number in the budget pool list and then 'clicking' on the arrows << to the right of the Account 1 box.
- Action: The action desired of the change order. The allowable actions are Increase, Decrease, Re-allocate and Transfer. Choose the desired action from the drop down list.
- Amount: The amount by which you wish to modify the account(s). Enter as dollar amount. If whole dollars are entered, the decimal is not required. (Ex: 1000 for \$1000.00). If cents are required, the decimal must be entered. (Ex: 999.50 for \$999.50).
- Account 2: This account number (all 10 digits) must be entered here for Re-allocate and Transfer actions. This account may be entered freehand or by highlighting the account number in the budget pool list and then 'clicking' on the arrows << to the right of the Account 2 box.

Reason for Budget Change: This box is for entry of 'text', which describes the reason for the budget change order being entered. This text is basically unlimited (within reason) and can be used to describe the reason for the change in great detail if necessary. This is a required field and something must be entered.

Preview Button: Once the detailed entries have been completed, you may click on the 'Preview' button to get a 'recap' of the Budget Change Order.

Confirm Information Page

Submit/Cancel Buttons: This button will cancel everything you have entered to this point and will return you to the New BCO page.

When the Preview button is selected. This page will present a 'recap' of the Budget Change Order in a summarized 'verbal' form. If the action(s) displayed are what you wish to accomplish with your Budget Change Order, click the Submit button. If not, click the Cancel button and you will be returned to the New BCO page where you may make modifications.

When the Submit button is clicked. The BCO Detail page will be displayed. The BCO may then be approved or rejected (if the user has approval authority).

BCO List Option

The BCO List Page will allow the user to view the listing of BCO's in three different ways. Click the button of the desired list. The default is to list "Only new items waiting for my approval". Simply 'clicking' the button for the desired list will cause that listing to be generated.

If you desire to see a specific BCO, you may enter the number of the BCO in the "Search by BCO #" box and click Search. The 'prefix' of the BCO number is not required. Leading zeros are also not required. To search for BCO # 03-000002, you may simply enter 2 and then click on the Search button.

All BCO list options will provide:

- The BCO #
- The User who submitted the BCO
- The date the BCO was submitted
- The current location of the BCO
- The current status of the BCO

In order to see the details of any BCO in the list, click on the BCO Number. This will bring up the Details Page for the BCO and will present the details of the BCO. The information listed will also include a history of the modifications to the BCO (if any) and the routing status of the BCO.