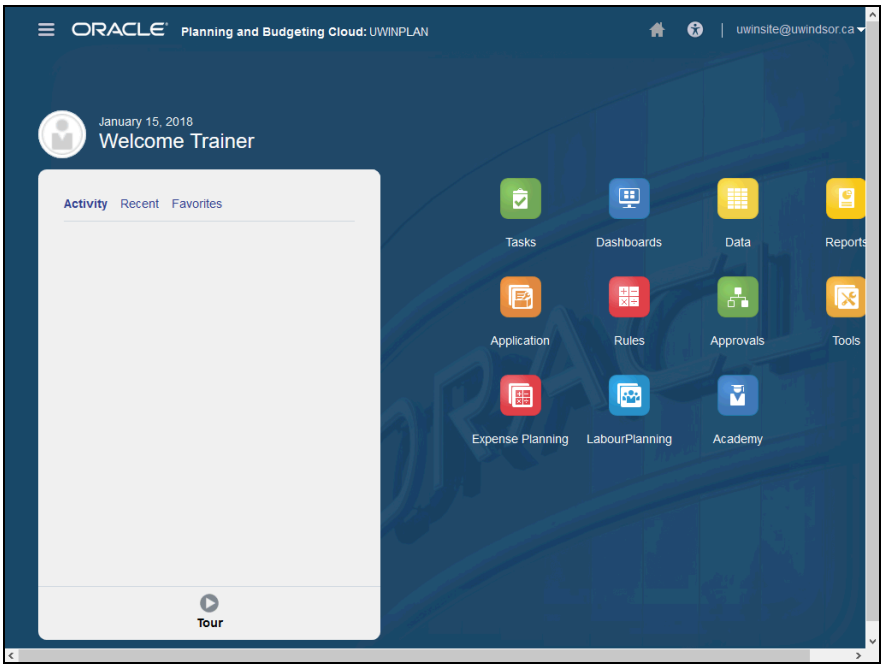
OPEX Budget Planning 02: Delete line items

Created on 2/28/2018

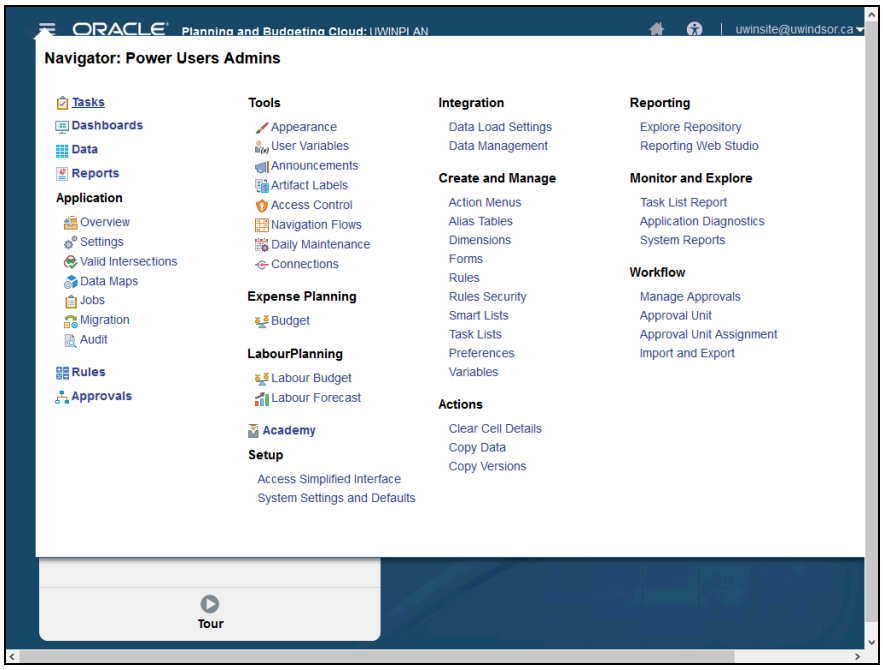
OPEX Budget Planning 02: Delete line items

Procedure

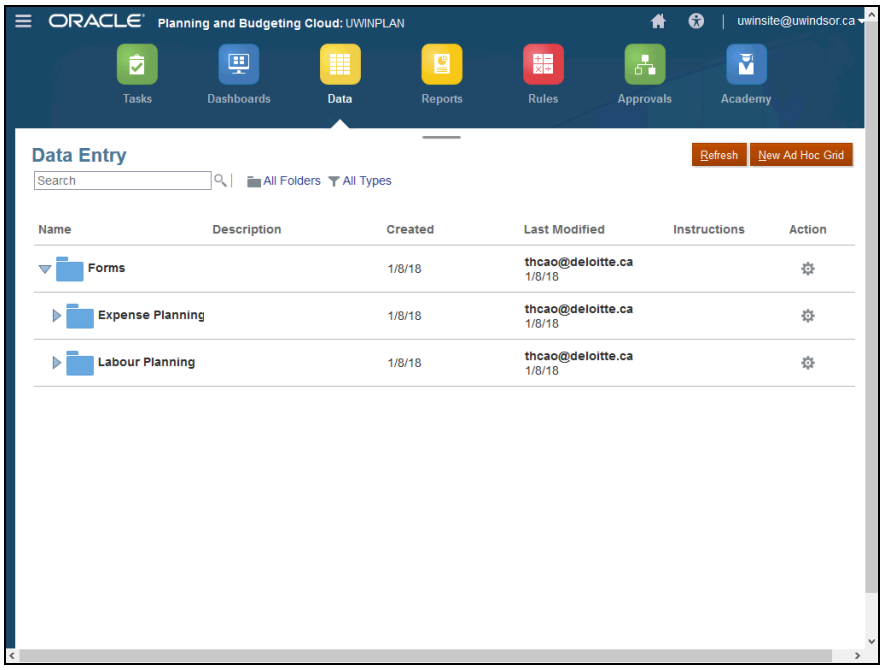
This User Guide outlines the steps required to delete a line item.



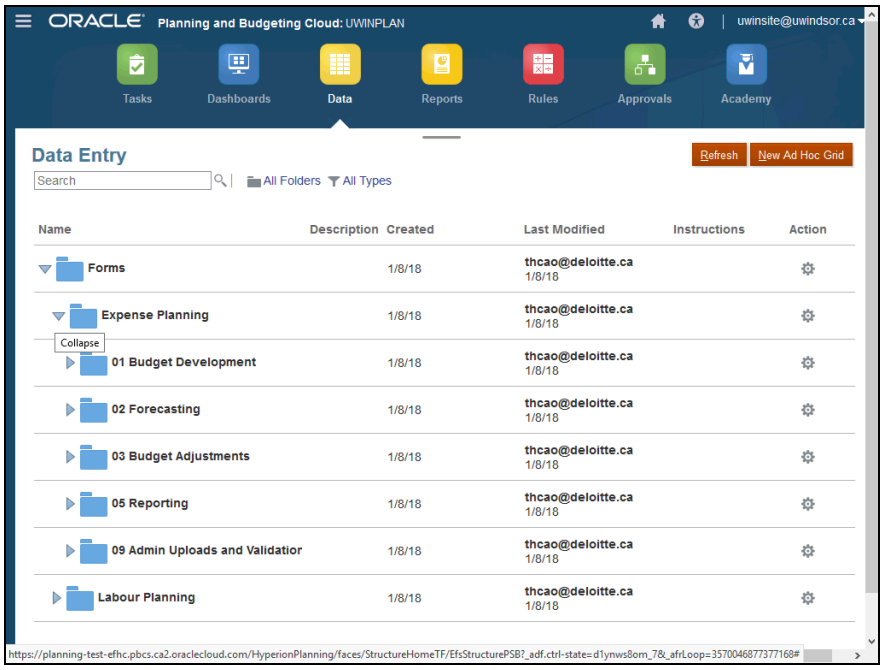
Step	Action
1.	Click the **Navigator** button.



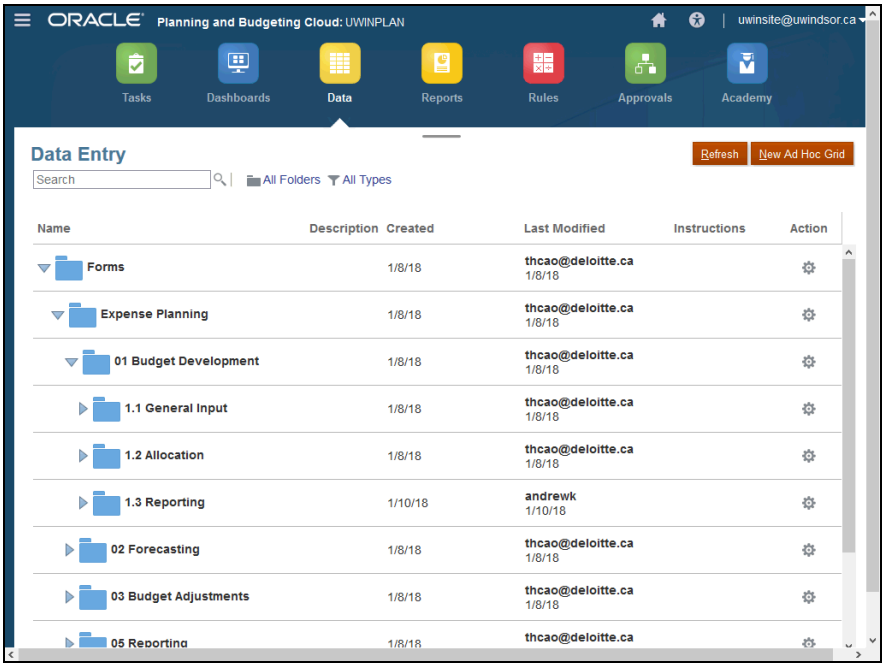
Step	Action
2.	Click the **Data** link. Data



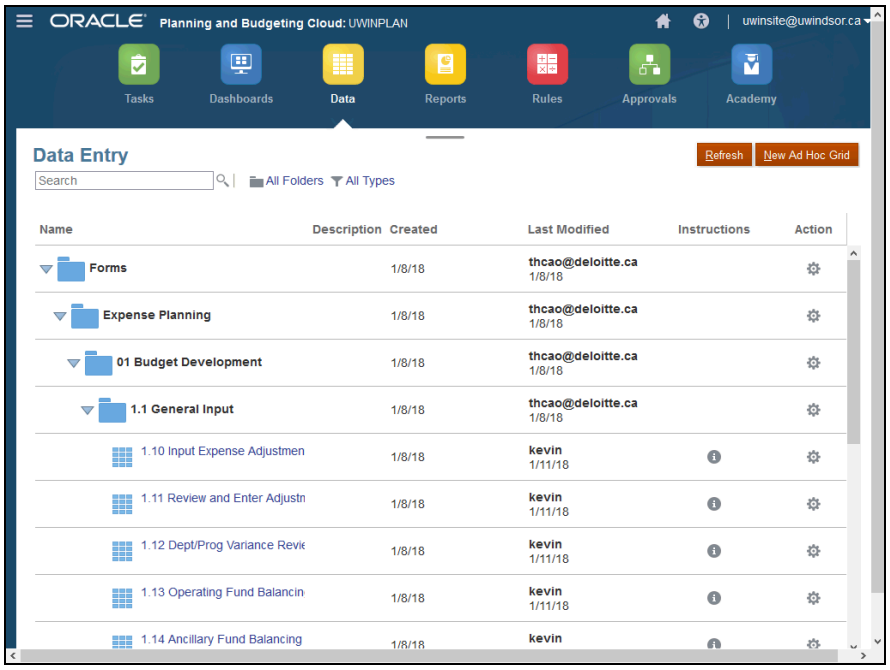
Step	Action
3.	Click the **Expense Planning Expand** link.



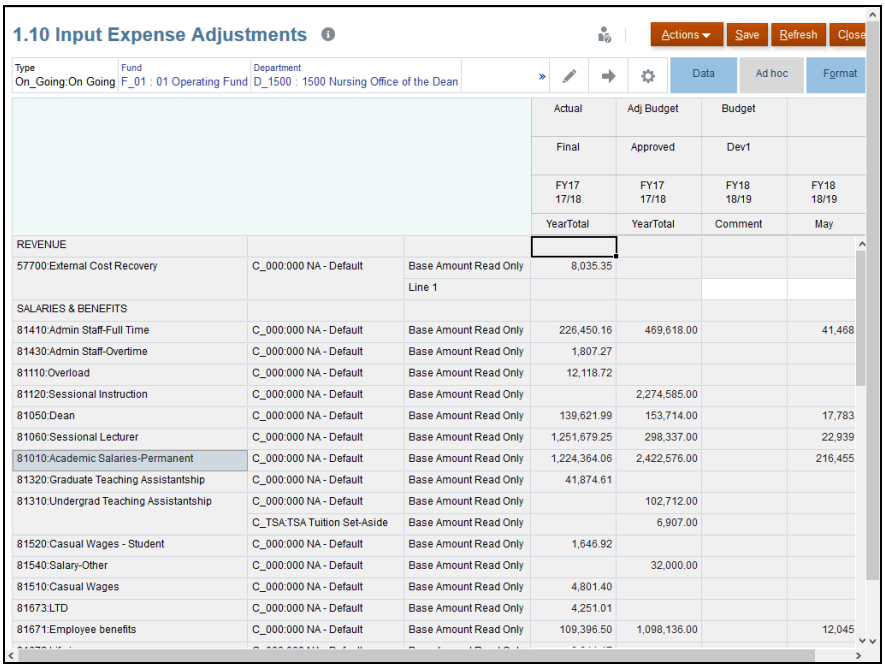
Step	Action
4.	Click the **01 Budget Development Expand** link.



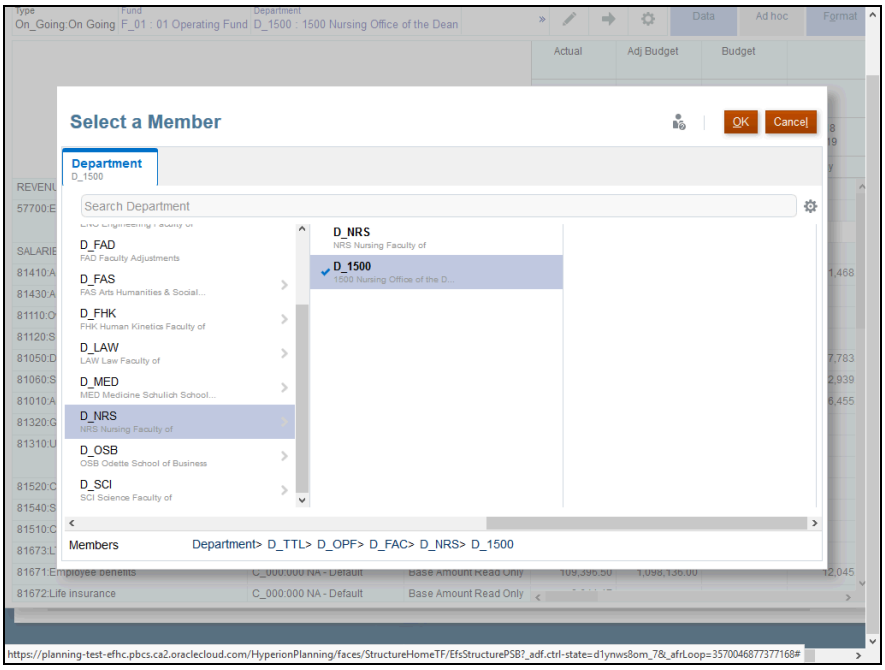
Step	Action
5.	Click the **1.1.General Input Expand** link.



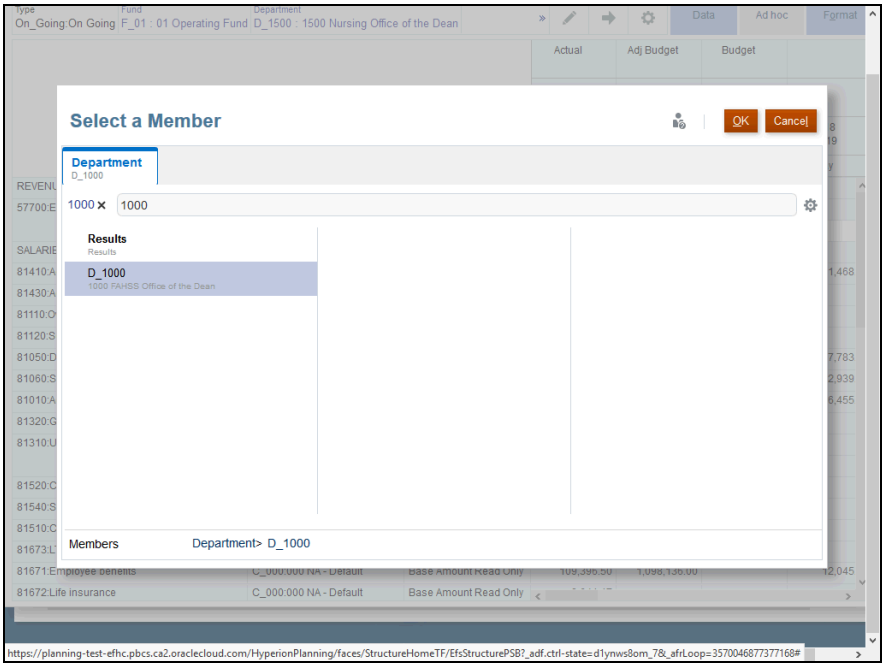
Step	Action
6.	Click the **1.10 Input Expense Adjustments** link. 1.10 Input Expense Adjustmen



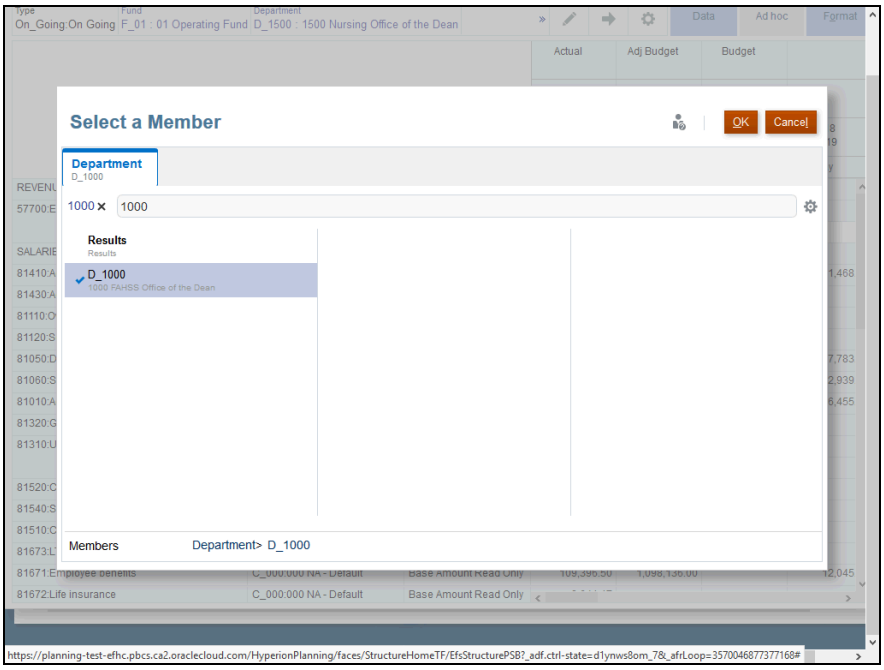
Step	Action
7.	Click the **Department** link. Department



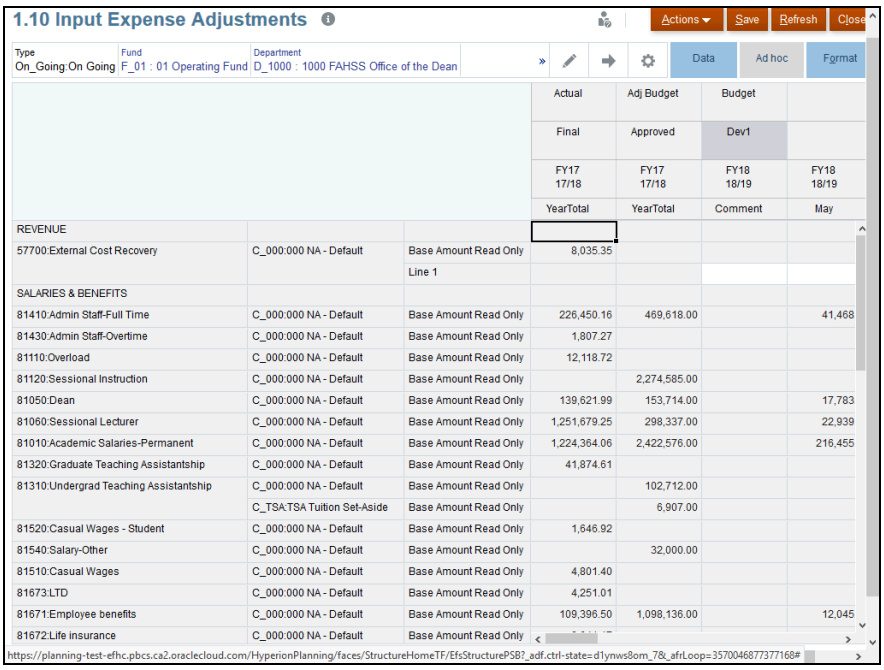
Step	Action
8.	Enter the required name in the **Search Department** field.



Step	Action
9.	Select the **Required Department** checkbox.

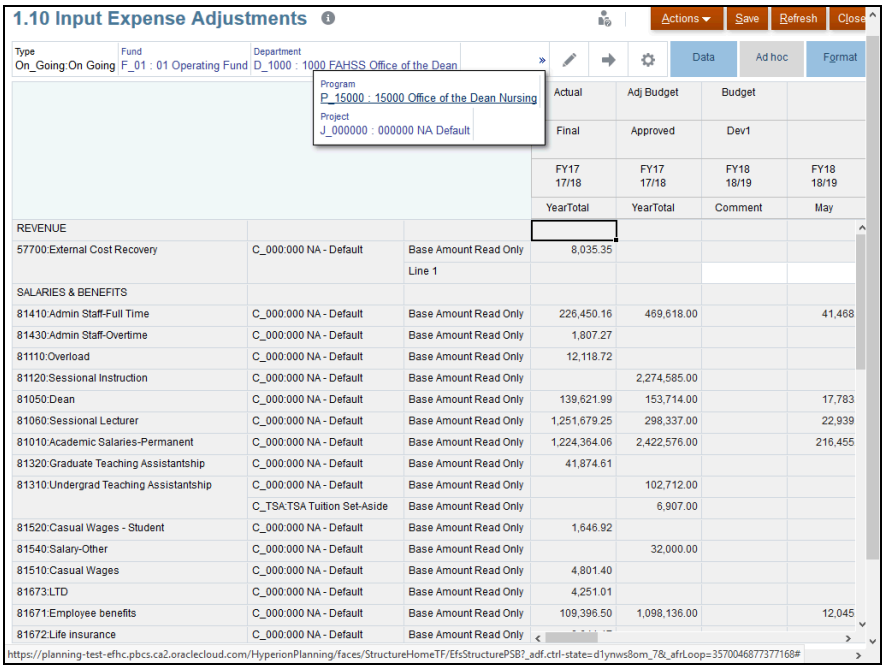


Step	Action
10.	Click the **OK** button. OK

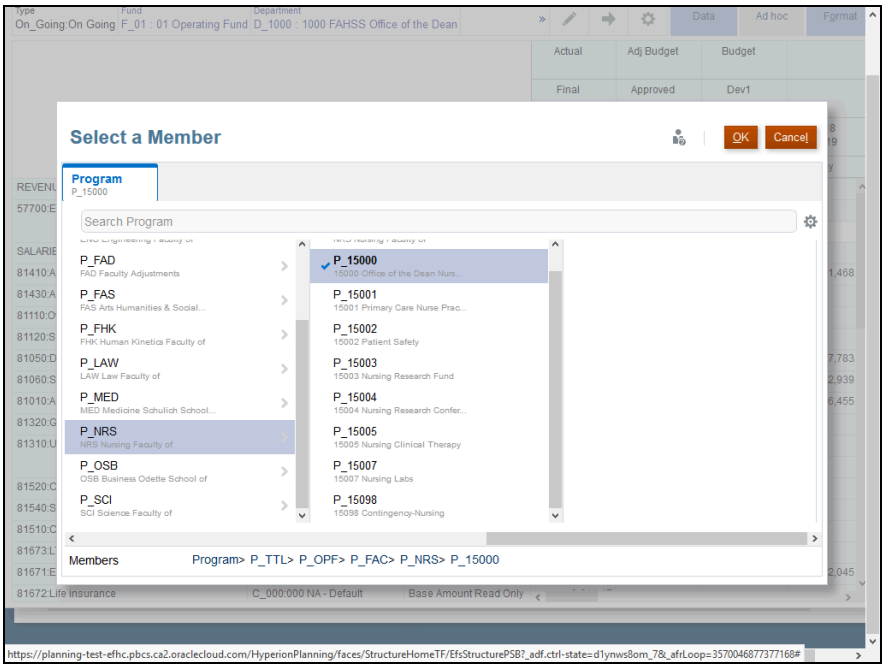


			Actual	Adj Budget	Budget	
			Final	Approved	Dev1	
			FY17 17/18	FY17 17/18	FY18 18/19	FY18 18/19
			YearTotal	YearTotal	Comment	May
REVENUE						
57700:External Cost Recovery	C_000:000 NA - Default	Base Amount Read Only	8,035.35			
		Line 1				
SALARIES & BENEFITS						
81410:Admin Staff-Full Time	C_000:000 NA - Default	Base Amount Read Only	226,450.16	469,618.00		41,468
81430:Admin Staff-Overtime	C_000:000 NA - Default	Base Amount Read Only	1,807.27			
81110:Overload	C_000:000 NA - Default	Base Amount Read Only	12,118.72			
81120:Sessional Instruction	C_000:000 NA - Default	Base Amount Read Only		2,274,585.00		
81050:Dean	C_000:000 NA - Default	Base Amount Read Only	139,621.99	153,714.00		17,783
81060:Sessional Lecturer	C_000:000 NA - Default	Base Amount Read Only	1,251,679.25	298,337.00		22,939
81010:Academic Salaries-Permanent	C_000:000 NA - Default	Base Amount Read Only	1,224,364.06	2,422,576.00		216,455
81320:Graduate Teaching Assistantship	C_000:000 NA - Default	Base Amount Read Only	41,874.61			
81310:Undergrad Teaching Assistantship	C_000:000 NA - Default	Base Amount Read Only		102,712.00		
	C_TSA:TSA Tuition Set-Aside	Base Amount Read Only		6,907.00		
81520:Casual Wages - Student	C_000:000 NA - Default	Base Amount Read Only	1,646.92			
81540:Salary-Other	C_000:000 NA - Default	Base Amount Read Only		32,000.00		
81510:Casual Wages	C_000:000 NA - Default	Base Amount Read Only	4,801.40			
81673:LTD	C_000:000 NA - Default	Base Amount Read Only	4,251.01			
81671:Employee benefits	C_000:000 NA - Default	Base Amount Read Only	109,396.50	1,098,136.00		12,045
81672:Life insurance	C_000:000 NA - Default	Base Amount Read Only				

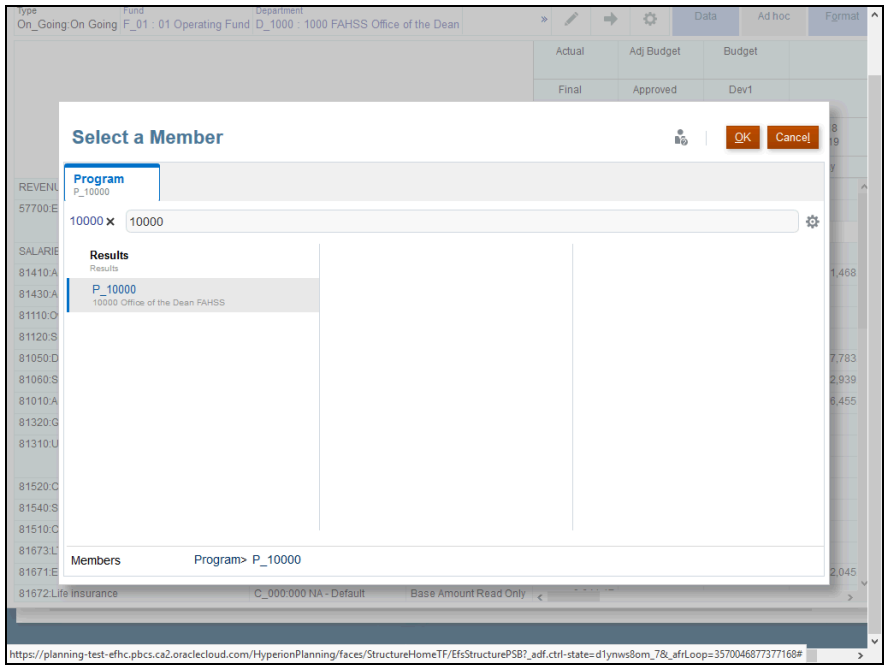
Step	Action
11.	Click the **POV Expand** button. »



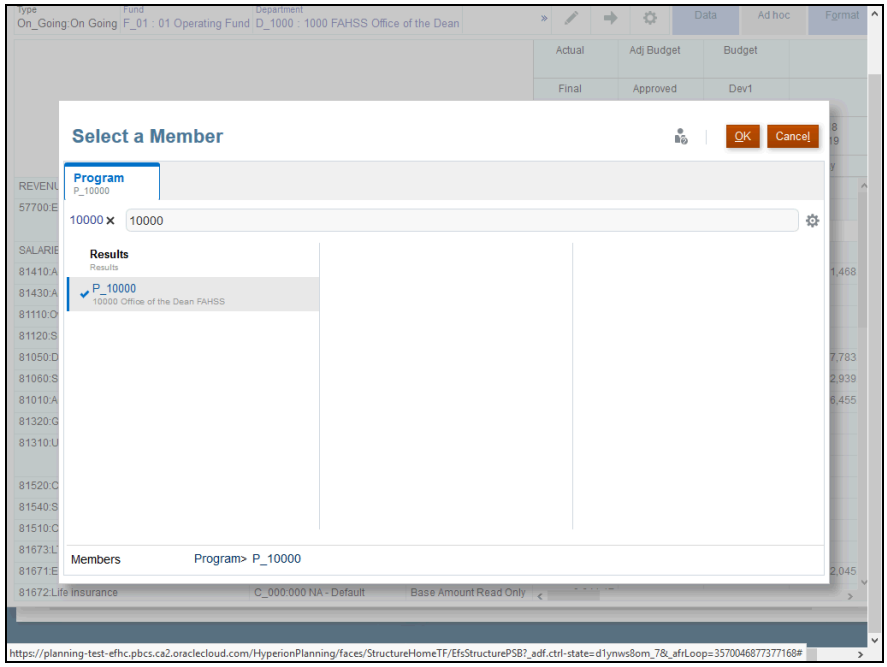
Step	Action
12.	Click the **Program** link. Program



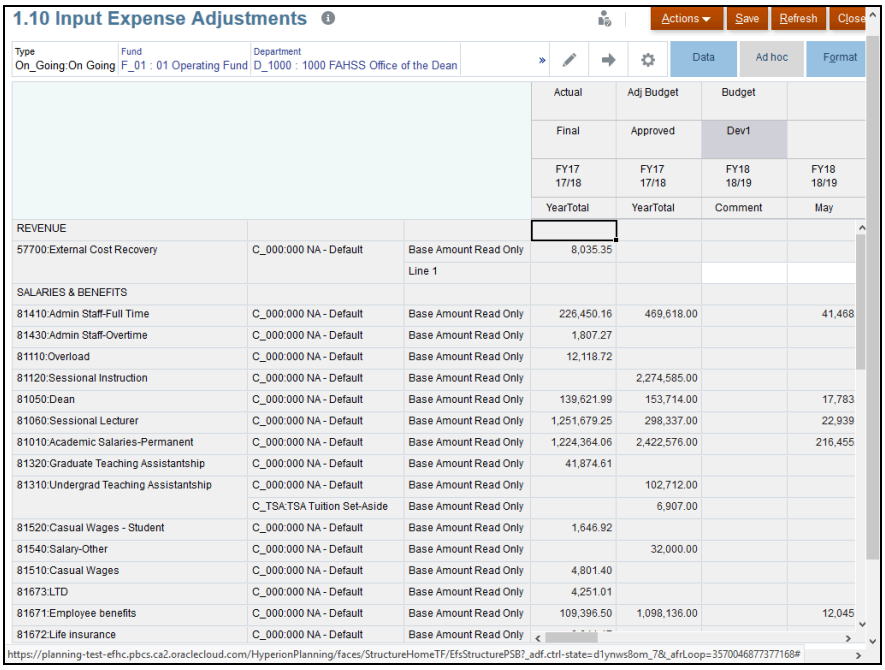
Step	Action
13.	Enter the appropriate name in the **Search Program** field.



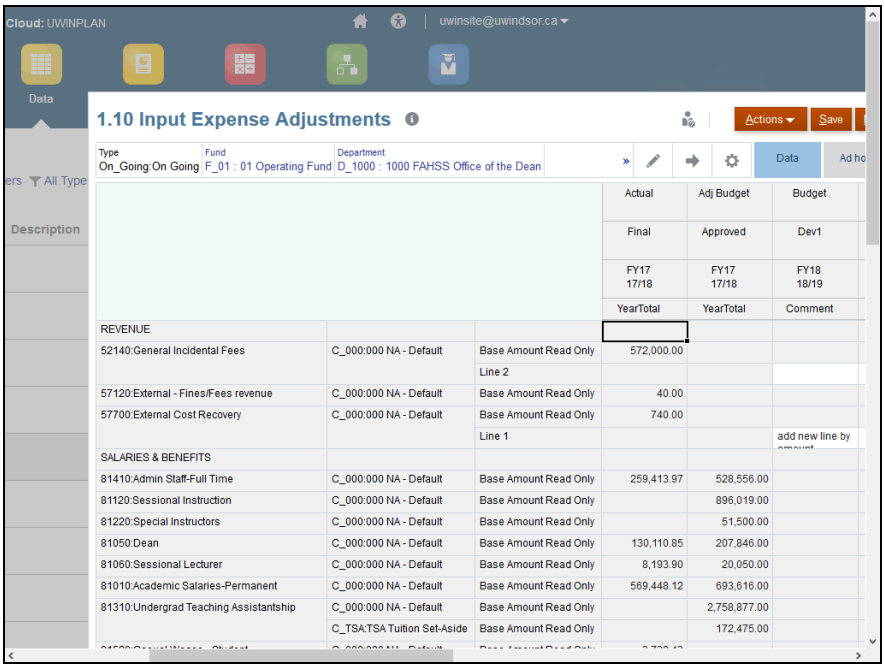
Step	Action
14.	Select the **Required Program** checkbox.



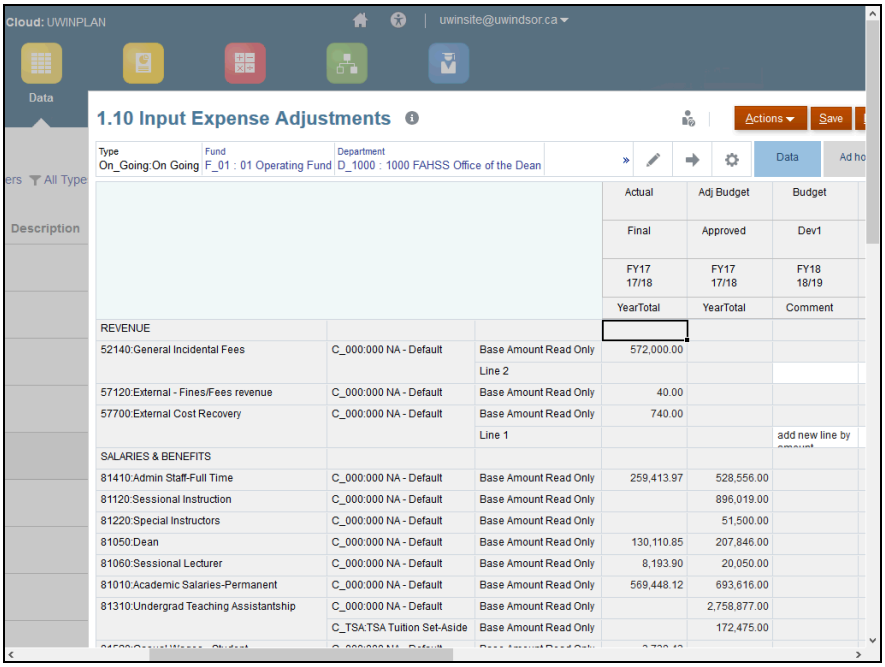
Step	Action
15.	Click the **OK** button. OK



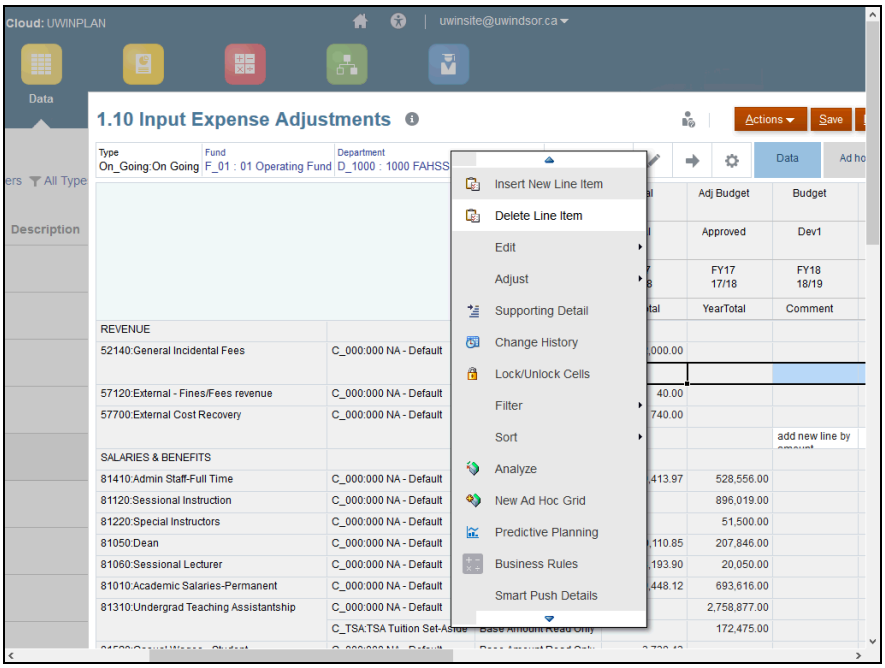
Step	Action
16.	Click the **Go** button.



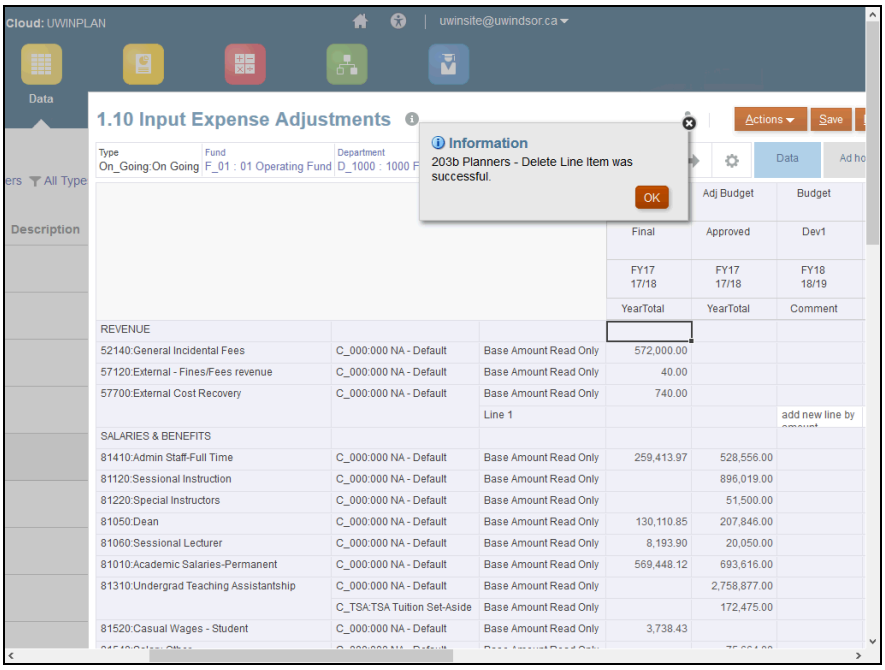
Step	Action
17.	Ensure any data in the line is cleared before you delete, otherwise you will not be able to delete the line.



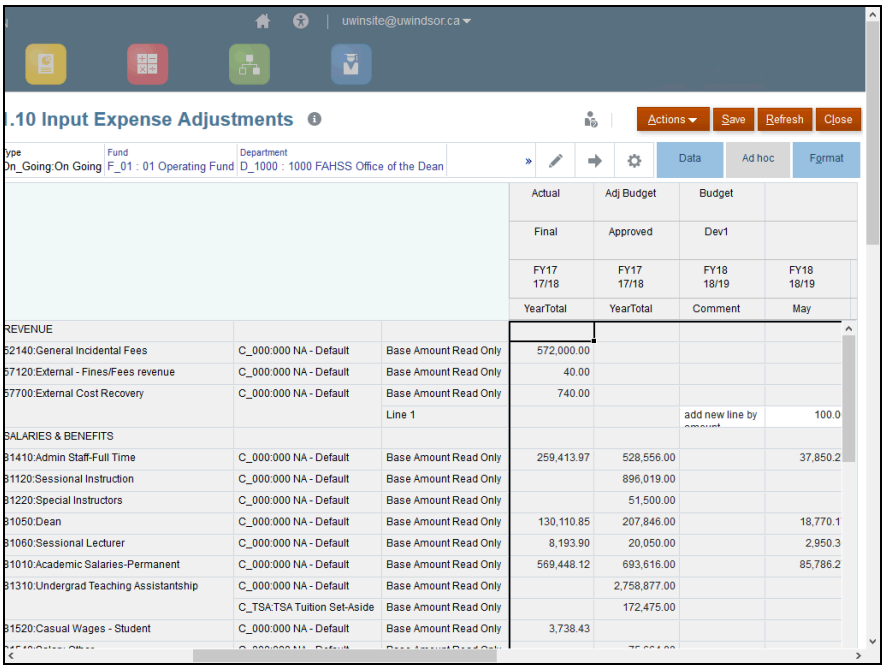
Step	Action
18.	Right click on the row to delete.



Step	Action
19.	Select the **Delete Line Item** option from the drop-down list.



Step	Action
20.	Click the **OK** button. OK



Step	Action
21.	**End of Procedure.**