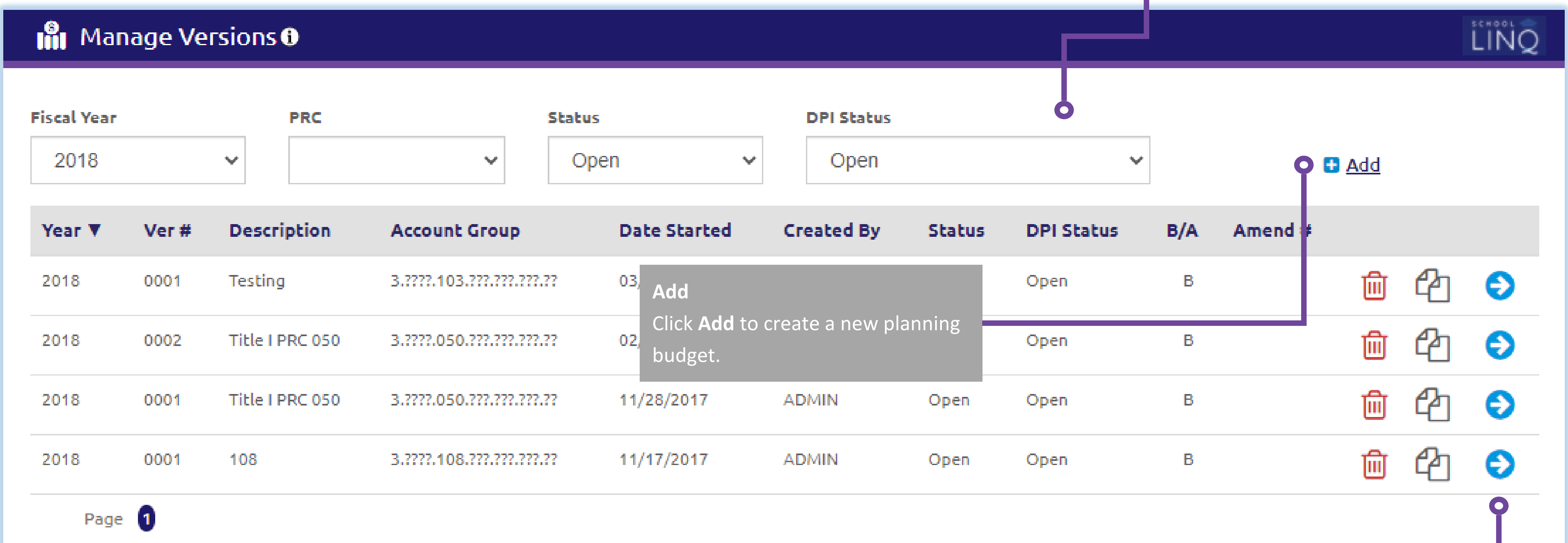
Manage Versions
This menu lets you create and manage planning budgets and amendments.

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Filter
Select options from the **Fiscal Year**, **PRC**, **Status** and/or **DPI Status** drop-down lists. The grid will automatically refresh. Leaving a drop-down list blank is the same as **All**.



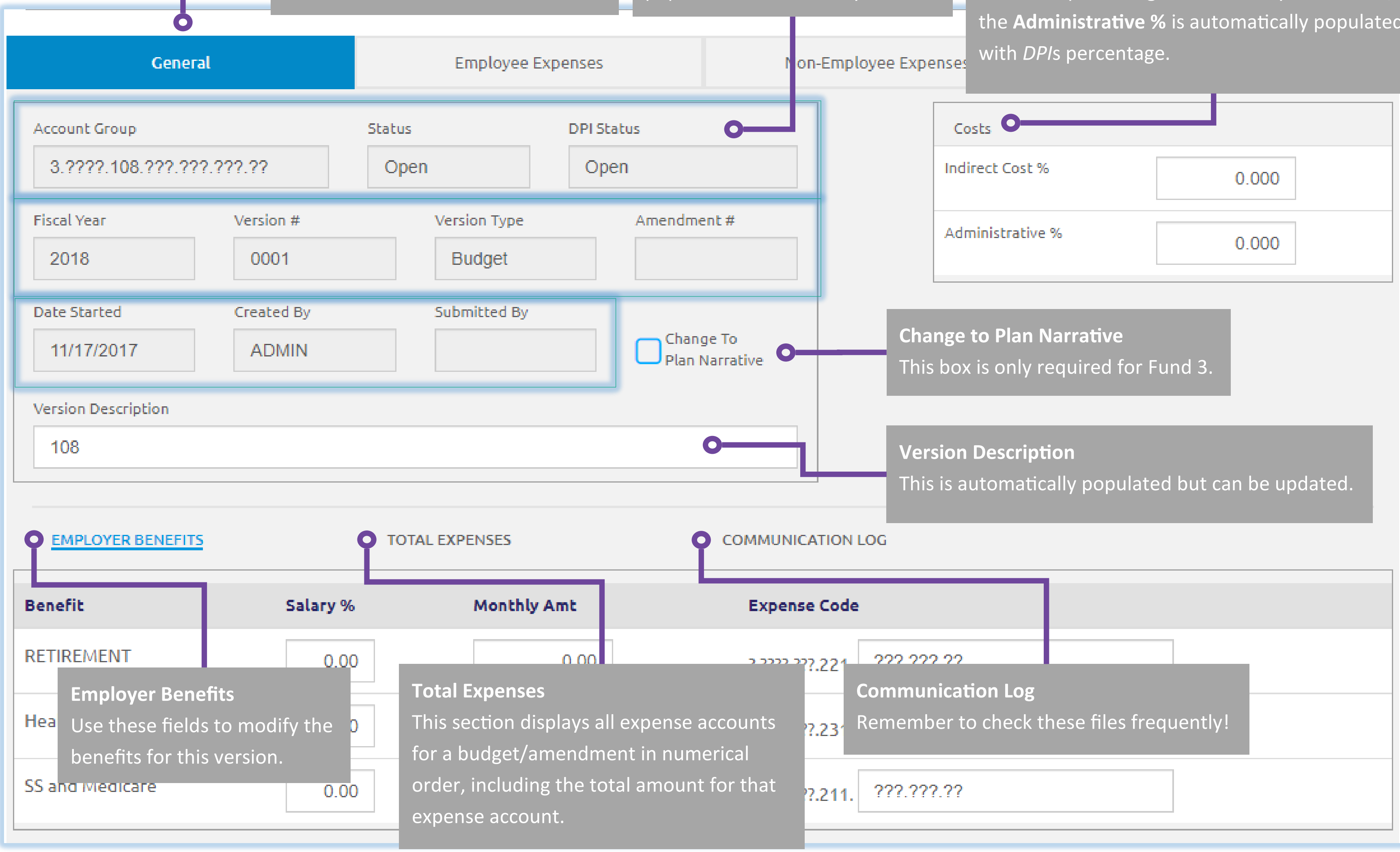
Add
Click **Add** to create a new planning budget.

Select
Click the blue arrow icons to select a budget to edit.

General
This tab is used to manage general information about budget versions.

Read-only Fields
These 10 fields are automatically populated and read-only.

Costs
For Fund 3, the **Indirect Cost %** cannot exceed *DPI*s allowable percentage for the **PRC** you selected, and the **Administrative %** is automatically populated with *DPI*s percentage.



Change to Plan Narrative
This box is only required for Fund 3.

Version Description
This is automatically populated but can be updated.

Employer Benefits
Use these fields to modify the benefits for this version.

Total Expenses
This section displays all expense accounts for a budget/amendment in numerical order, including the total amount for that expense account.

Communication Log
Remember to check these files frequently!

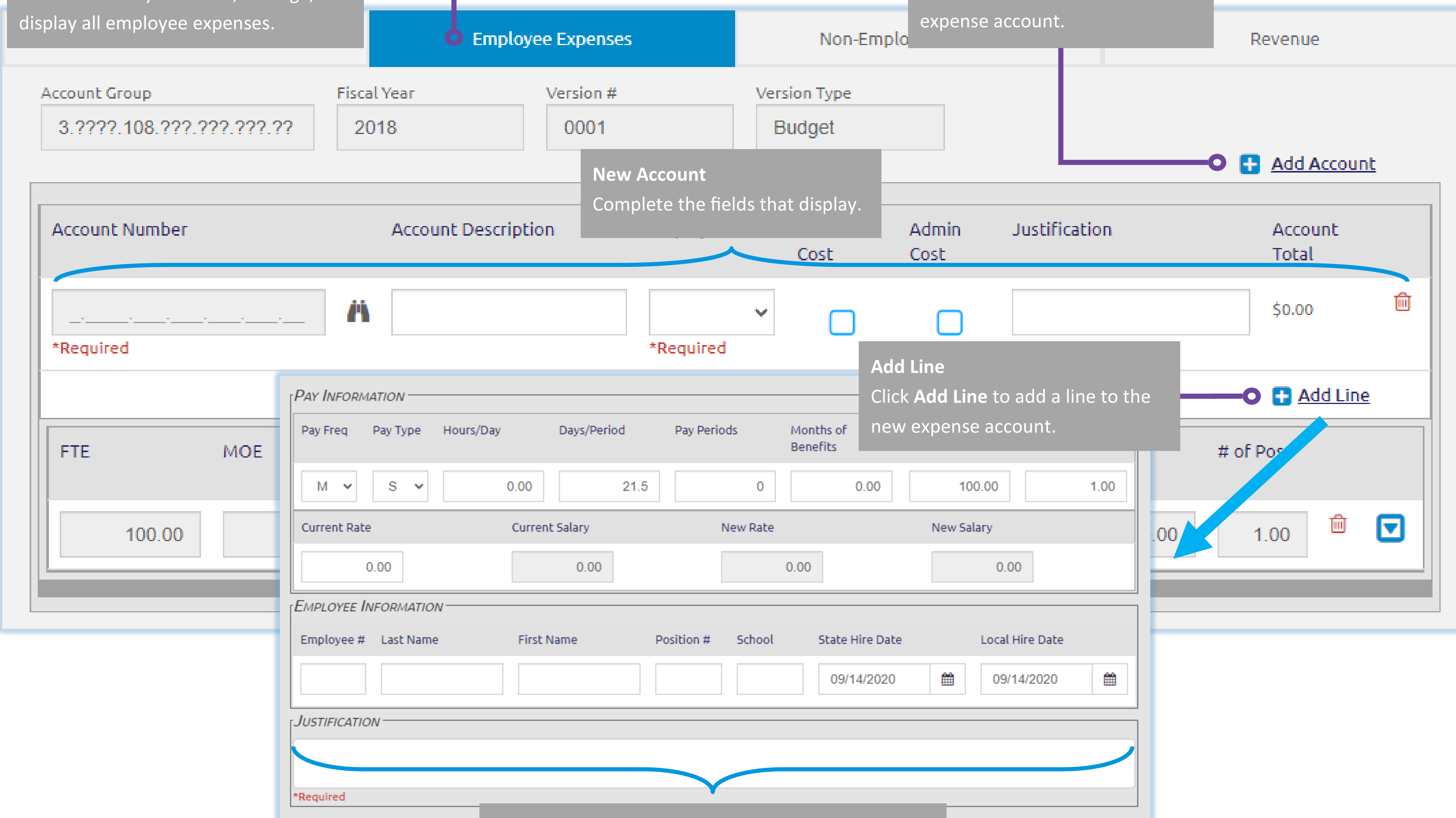
LINQ

Employee Expenses
This menu lets you create, manage, and display all employee expenses.

Add Account
Click **Add Account** to add a new expense account.

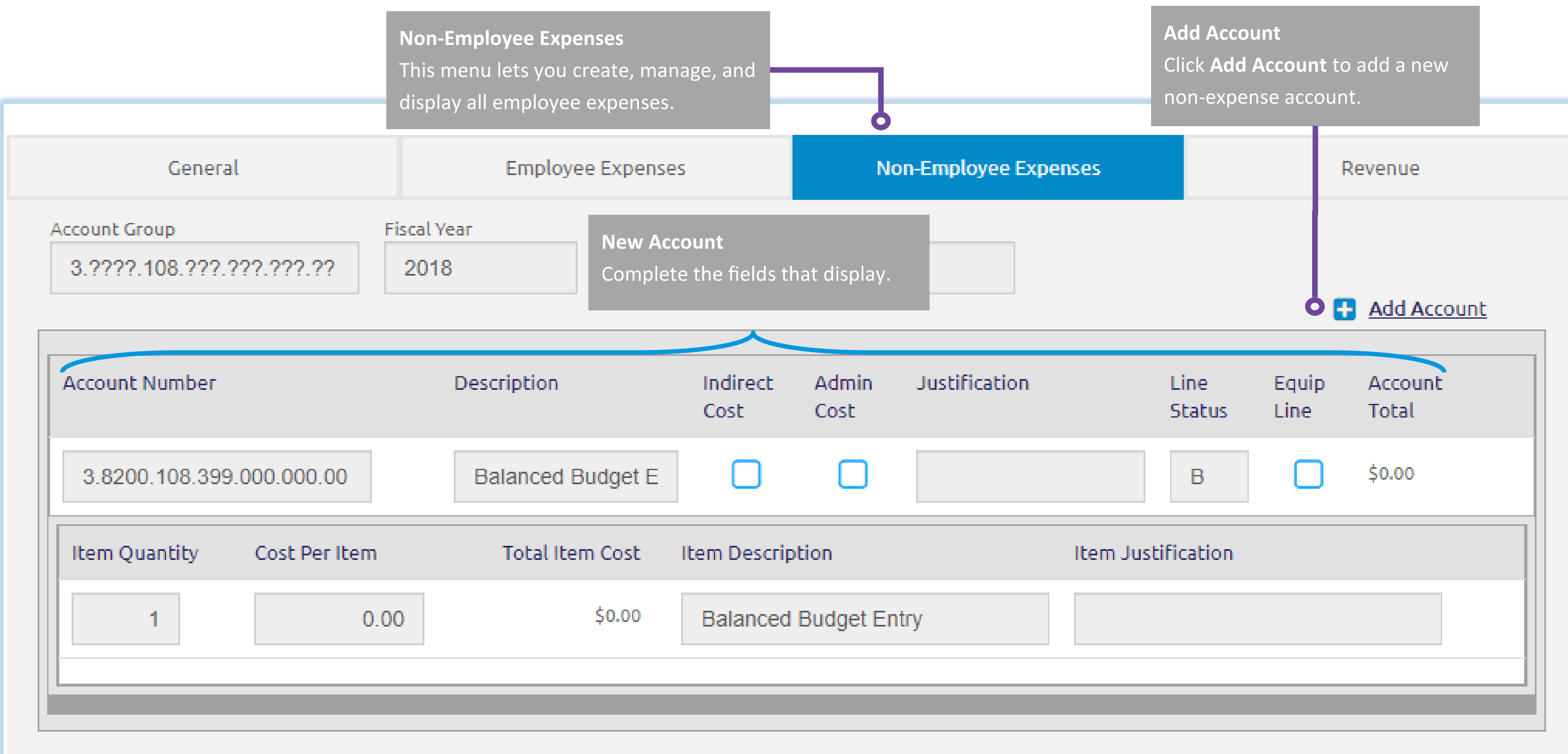
New Account
Complete the fields that display.

Add Line
Click **Add Line** to add a line to the new expense account.



New Line
Click the fields that display in the **Pay Information**, **Employee Information**, and **Justification** sections.

Manage Versions — Non-Employee Expenses



Manage Versions — Revenue