Worksheet for the 61 Agency Budget Financial Inquiry

AGENCY: [   ]   INDEX: [   ]   PCA: [   ]

1. Look up the AGENCY above on the **25 Agency Control Profile.**　　　　　Y / N

   Find these elements on the profile and
   write them down if available.

   AGY BUD BY ORG IND: _____

   AGY BUD BY PGM IND: _____

   REDUCE AGENCY BUDGET IND -

   PRE-ENC:* _____

   ENC:* _____

   *If REDUCE AGENCY BUDGET IND = N, the BT for the PRE-ENC (19), or ENC (18) will not appear on the **61** screen.*

2. Look up the INDEX above on the **24** profile

   Find the elements on the profile and write
   them down if available.

   ORG CODE: _____

   APPROP NUMB: _____

   FUND: _____

   AGCY BUD ORG LVL IND: _____

   GRANT NO / PH: _____ / _____

   PROJECT NO / PH: _____ / _____

> **If AGY BUD BY ORG IND on the 25 profile in Step 1 is = N, skip this step and go to Step 4.**

3. Look up the ORG CODE from Step 2 on the **D03 Organization Code Profile** and compare the ORG LEVEL on the **D03** to the AGCY BUD ORG LVL IND in Step 2.

   - If equal, write down the ORG CODE recorded in Step 2.　　_____

   - If not equal, write down the ORGANIZATION CODE displayed on the **D03** profile at the level indicated by AGCY BUD ORG LVL IND in Step 2.　　_____

   - Enter the appropriate code on the **61** screen in the ORG CODE field.　　[   ]

4. Look up the Program Cost Account (*PCA*) shown above on the **26 Program Cost Account Profile**.

   Find the elements on the profile and write
   them down if available.

   PROGRAM CODE: _____

   AGY BUD PRG LVL IND: _____

   APPN NUMB: _____

   FUND: _____

   GRANT NO / PH: _____ / _____

   PROJECT NO / PH: _____ / _____

> **If AGY BUD BY PGM IND = N on the 25 profile in Step 1, skip this step and go to Step 6.**

5. Look up the PROGRAM CODE (if any) recorded in Step 4 on the **D04 Program Code Profile**

   Compare the PROG LEVEL to the AGCY BUD PGM LVL IND in Step 4.

   - If equal, write down the PROGRAM CODE recorded in Step 4.　　_____

   - If not equal, write down the **D04** PROGRAM CODE <u>at the level indicated on the AGCY BUD PGM LVL IND in Step 4</u>.　　_____

   - Enter the appropriate code on the **61** screen in the PGM CODE: field.　　[   ]

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6. Look up the FUND (if any) recorded in Step 2 or 4 on the **D23** profile

   Find the FUND LEVELS. . . -- AGENCY BUDGET indicator on the profile.

   - If indicator = 1, write the APPROP FUND in the **61** AP FUND field

   -OR-

   - If indicator = 2, write the **D23** FUND in the **61** FUND field.

7. Look up the GRANT NO / PH (if any) recorded in Step 2 or 4 on the **D47 Grant Number Profile**

   Find the AGY BUD GRANT LVL IND on the profile.

   - If indicator = 1, write the GRANT NO (Step 2 or 4) in the **61** GRANT field

   -OR-

   - If indicator = 2, write the GRANT NO/PH (Step 2 or 4) in **61** GRANT/PH field.

   | / |

   - If indicator = 0, Grant / Phase is not required.

8. Look up the PROJECT NO / PH (if any) recorded in Step 2 or 4 on the **D42 Project Number Profile**.

   Find the AGY BUD PROJECT LVL IND on the profile.

   - If indicator = 1, write PROJ NO (Step 2 or 4) in **61** PROJECT field

   -OR-

   - If indicator = 2, write PROJ NO/PH (Step 2 or 4) in **61** PROJECT/PH field.

   | / |

   - If indicator = 0, Project / Phase is not required.

9. Look up the APPROP NUMB from Step 2 or APPN NUMB from Step 4 on the **20 Appropriation Number Profile**.

   Find the AGY BDG INDS- OBJ LVL indicator on the profile.

   - If indicator = 1, write COMP SRC/GRP in **61** COMP SRC/GRP field.
   - If indicator = 3, write OBJECT: in **61** OBJ field.
   - If indicator = 2, write COMTROLLER OBJECT: in **61** COBJ field.
   - If indicator = 5, write AGENCY OBJECT: in **61** AOBJ field.
   - If indicator = 0, fields not required.