

Kirkwood Community College
 Quick Reference Guide - Menu Options
 Colleague Budget Management Module

Mnemonic	Drill Down Option	Name	Purpose
RWLI		Responsibility Worksheet Line	Enter budget line item information; justification notes and allocate budget by month
	BJNS	Justification Notes	Enter detailed budget justification notes
	BLID	Budget Line Item Definition	Enter budget amount by specific month
RWKS		Responsibility Worksheet Summary	Gives a grand total of the budget you are directly responsible for and also a total of your reporting units.
	BCRU	Reporting Unit Budgets	View individual line item budgets.
OWKS		Officer Worksheet Summary	View the budgets you are directly and indirectly responsible for.
	RULI	Reporting Unit Line Items	Similar to RWLI, but is a view only screen.
DWSR		Detail Worksheet Report	Report - lists budget information entered for accounts you select.