**Reconcile the CAT with BSUM**

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| Step | Action |
| 1 | Run or open an existing CAT Position Report. |
| 2 | Select Row 13 and apply a filter (Ctrl + Shift +L). |
| 3 | Select Column AL (Budgeted Amount $) and **Convert to Number.** In cell **AL11,** enter the formula for **Subtotal**: “=Subtotal(9,BeginningCell:EndingCell)”. Press **Enter** to return the subtotal. |
| 4 | Select Column AM (Budgeted FTE) and **Convert to Number.** In cell **AM11,** enter the formula for **Subtotal**: “=Subtotal(9,BeginningCell:EndingCell)”. Press **Enter** to return the subtotal. |
| 5 | Note that if an institution shares employees with another institution, filter **column AF** (GL Business Unit) to the user’s institution. (“**Blanks**” should also be included in the filter as these represent the AAP transactions.) Likewise, if a Department or Division share employees, filter **column AH** (Dept) for the Department or Division the user is reconciling. |
| 6 | Navigate and login to the **3270** Budget System. Press **F3**, type **ZBSUM**, and click **Enter**. (Note that ZBSUM is the Budget System Test Environment used only for training.) |
| 7 | Enter **2** into the Page field. |
| 8 | Type desired **UDDS value** and click **enter**. Page 2 shows total budget and FTE totals. |
| 9 | Enter **Fund** or **Activity** if reconciling to that level. |
| 10 | Compare **“Total Salary & Wages”** request total to Position Report cell **AL11 (Budgeted Amt $) subtotal.** Budget Totals should match CAT Position Report page. |
| 11 | Compare “Record Totals, FTE (Inc Asst)” request total to Position Report **AM11 (Budgeted FTE) subtotal.** FTE Totals should match CAT Position Report page. |