## NIMBUS BTR – Quick Start

### Step 1
**Choose either Base or Non-Base**
(Internal orders are almost always in Non-Base transactions.)

### Step 2
**Enter an explanation for the budget change**
(This will be a public comment in NIMBUS.)

### Step 3
**Enter CO# (Cost Object number), GL# (General Ledger number), and Amount,**
then click NEXT
(No need to use EB GL as it will be automatically included with any salary GL used.)

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**NIMBUS Budget Transaction Request:**
- **FY:** 2014
- **Request ID:** 84441
- **Request By:** Jeff Blundell

**Transaction:**
- **Type:**
  - Base
  - Non-Base

**Explanation:**

**FROM:**
- CO#
- CO Name
- GL#
- GL Name
- Amount

**TO:**
- CO#
- CO Name
- GL#
- GL Name
- Amount

**Comment:** (Optional)

> Enter a longer comment here if desired. This will not be displayed in NIMBUS but will be saved if we ever need to look back at the history of a cost object.

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https://nimbus-1.mit.edu/vpfforms/BudgetTransactionRequest.jsp