

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.)

NIMBUS Budget Transaction Request:
 FY: Request ID: Request By:

Ready

[How to use this form](#)
budget-request@mit.edu

Transaction:
 Type: Base Non-Base
 Explanation:

CO#	CO Name	GL#	GL Name	Amount	SC Amt.
FROM:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TO:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

= Auto Filled