

The image shows a screenshot of a software interface with a light blue background. At the top, there is a header with the text "UNIVERSITY OF ALASKA" and a logo on the right. Below the header, there are several rows of data or settings, some with red and blue highlights. A large, semi-transparent white box is overlaid on the bottom half of the screen, containing the text "Your project set-up is just a click away!!".

Your project set-up is just a click away!!

Setting up the new Budget Header

In FRABUDP enter the proposal number if not already populated with correct proposal number.

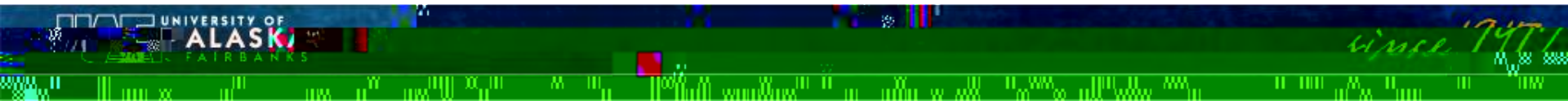
Put in the *Department Name* for each fund requested. Adding a number at end *Department Name* if more than one fund per department is needed. If you are requesting one fund with multiple orgs you will need separate numbers as well.

For example: IAB and IARC need a total of three funds for their grant. They would have budget codes similar to the following. Each code is unique and cannot be re-used on the same grant.

IAB1

IAB2

IARC1



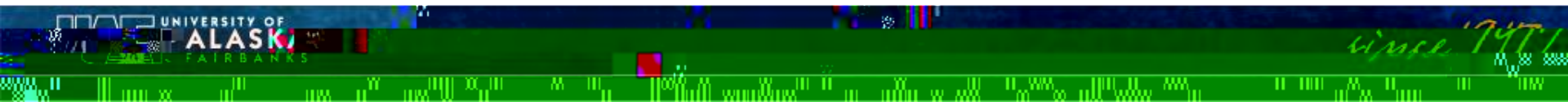
Budget Header Continued

Control+PageDown or click in the *Budget Description Field*.

Enter the title of the fund and provide the org. (Make sure it is not over 35 characters.)

Enter the *Start Date* and *End Date* from award document or assumption. (This is the budget period.)

Enter *Fiscal Year*. This will be the current fiscal year.



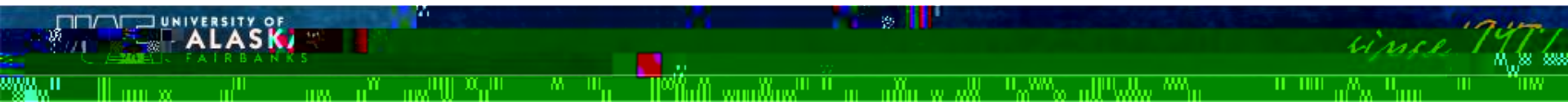
Budget Header Continued

Enter *Type* - for awarded budget proposal/award and for assumptions.

Verify that *Indirect Cost Basis* and *Indirect Cost Rate* codes are correct. Enter correct information if necessary.

Do not enter information into *Cost Share* and *Fringe Rate* fields. (Fields are currently not in use.)

Enter amount for the _____ in *Total Requested Amount* field.



Budget Detail Tab

Entering your budget

In FRABUDP click on the *Budget Detail* tab after saving Budget Header.

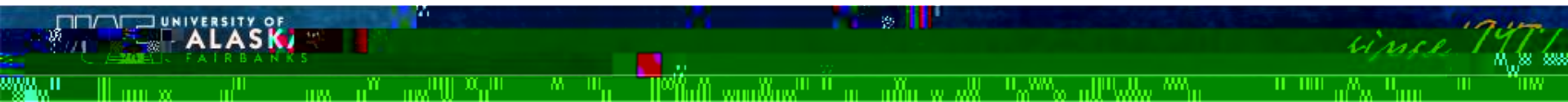
Enter budget account codes under *Account*.

This can include:

1001, 1970, 2001, 2301, 3001, 3100, 4001, 5001, 6001
and 8001 (Use 8003 for PASAAs.)

Title of account will auto populate.

Enter budget amount from approved proposal/award.



Your Next Step

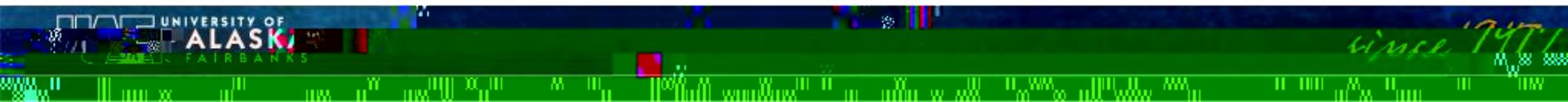
Calculating F&A

Select Options and select *Calculate Information Now*. Banner now populates the indirect cost field with the calculated amount.

You may need to click OK several times on small pop-up windows.

Verify indirect amount is correct and matches approved proposal/award. Override if necessary. No more than \$1 positive or negative. If greater than \$1, please call the GCA contact for the award.

Enter account code 7001 next to *Indirect Cost* under account.



Pre-Award Spending/Advance Approval (PASAA) formerly known as Assumptions

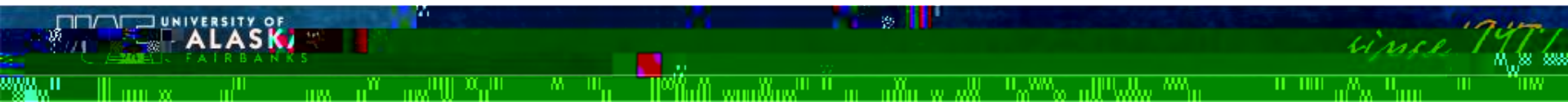
Pre-Award Spending Ì we have an award in hand, but it has a future start date.

Exact same process as new set-up.

Advance Approval Ì we are anticipating an award, but currently do NOT have it in hand.

Similar process as a new set-up with a few exceptions:

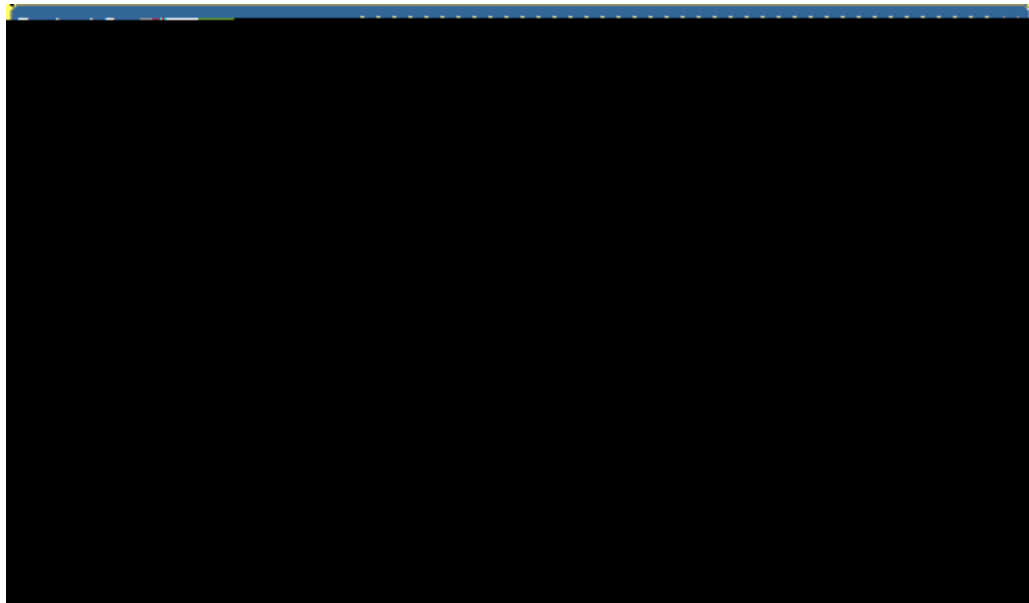
Do NOT include F&A (7001) or Revenue lines



Completing Revisions and Adjustments

Revision [REV], adjustment [ADJ], or waiver [WAIV].

Codes must be distinct. Look at the budget code list, identify what you are doing and use the next appropriate number (and/or alpha) code.



Adding additional funding or de-obligations

Each change requires a separate entry.

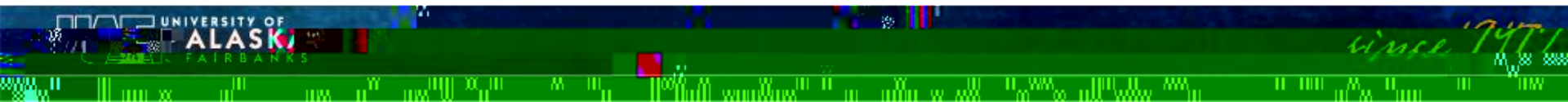
Increases and decreases must be separate entries.

For example if you are adding funding (a revision) to more than one fund or fund-org combination there would need to be an entry for each increase. REV1A, REV1B, etc.

Moving budget between funds, orgs and line items

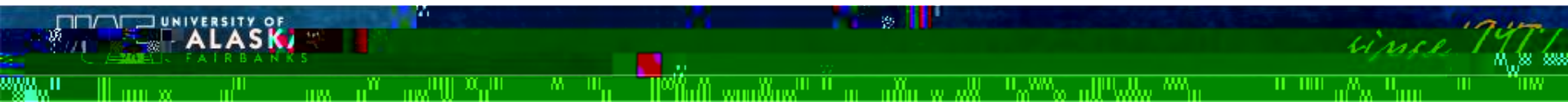
For ADJs and WAIVs, there will be at least two entries:
an increase and a decrease.

Remember you are still required to submit AwaRe forms
when appropriate for budget realignments
accompanied by the budget change documentation
(spreadsheet).



Available Reports

Banner report FRR2BRE can be used to print out entered FRABUDP budgets. (If department requires a paper copy.)



Notifying OGCA

Simply send the Keying Checklist to OGCA via email to the analyst (if known) and the OGCA departmental email: uaf-ogca@alaska.edu.

If the Keying checklist is not filled out correctly or completely, it will be returned.

Checklists that are complete, and all supporting documentation is attached, OGCA will key the budget within 5 business days.