Adjust Burden Cost (F&A, Agency Fees, and Fringe Benefits)

Use these instructions to adjust indirect costs, such as F & A and agency fees, or transfer fringe benefits.

Prerequisites

- You must have one of the following responsibilities to adjust burden costs:
  - ORG OGM Billing Specialist
  - ORG Account Establishment Specialist
  - ORG Account Establishment Specialist with Budget Approval
  - ORG Account Establishment Administrator
- The expenditure item must fall between active dates for the project.
- Date transaction processed must be prior to the close date on the award and installments.
- PTAEO assignment must exist in the business application.
- The expenditure batch must have a working status to perform this task.
- Award status must be Active or At-Risk.
- Project status must be Approved.
- Task must be chargeable.
- If there are project/task transaction controls, check to see if the expenditure type is allowed.
- Ensure that funds are available and budgetary controls allow for the transactions.
- The **Adjust Facilities and Administrative Cost** form must be completed for indirect cost adjustments:
  - Adjust Facilities and Administrative Cost form (PDF version)
  - Adjust Facilities and Administrative Cost form (Excel version)

To adjust burden cost:

1. Select **Expenditures > Pre-Approved Batches > Enter Actuals** to open the **Expenditure Batches** form.
2. Enter the following fields:
   - Batch
   - Ending Date
   - Class (Select **Usages)**
   - Description (Defaults to a **Usage** when **Class** is selected.)
3. Click **Expenditures** to open the **Expenditures** form.
4. Enter the name of the organization that generated the expenses in the Organization field.
5. In the **Expenditure Items** region, enter the following fields:
   - Expand Item Date
   - Project Number
   - Task Number
   - Award Number
   - Expand Type
     Note: Manual FB expenditure types should not be used. They are not included in the burden schedule and therefore any associated F & A will not be charged.
   - Non-Labor Resource
   - Non-Labor Org.

6. Perform one of the following in the quantity field:
   - **decrease the burden amount**
     enter a negative number in the Quantity field for the amount of the adjustment to go to the Decision window. Go to Step 7.
   - **increase the burden amount**
     enter a positive number in the Quantity field for the amount of the adjustment. Go to Step 8.

7. From the **Decisions pop-up**, click **Yes** to return to the Expenditures form.

8. Click **File > Save** to save the expenditure data.

9. Click **File > Close Form** to return to the Expenditures Batches form.

10. Click **Submit** to submit the expenditure.

11. Click **Release** to release the expenditure.

12. Select **File > Close Form**.