



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.
- PTAE0 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.

Employee Name	Employee Number	Organization	Expend Ending Date	Control Total	Running Total
		001 RF for SUNY	29-MAR-2019		

Expend Item Date	Project Number	Task Number	Award Number	Expend Type	Non-Labor Resource	Non-Labor Org
29-MAR-2019	1148520	15	72159	FBR Fringe Be	FB Regular	The Research

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**.

Operating Unit: The Research Foundation for
Batch: RFINVOICE -04-FEB-15
Ending Date: 29-MAR-2019
Class: Usages
Description: Usages
Transaction Source:
Status: Submitted
Created By: Flores, Ms. Sandra
Date: 01-APR-2019

All Negative Transactions Entered As Unmatched
 Reverse Expenditures In a Future Period

Amounts	Control	Running	Difference
Totals		-1	=
Count		1	=

Buttons: Rework, Release, Reverse..., Copy From..., Expenditures