



Create a Budget

Use these instructions to create a new budget for an award, project or task.

Prerequisites

- The award, project, tasks and subtasks were created and funded in the system.

To create a budget:

1. Select **Budgets > Award Budgets** to open the **Award Budgets** form.
2. Enter the award number in the **Award Number** field on the **Award Budgets** form.
3. Press **TAB**.

Note: The system will automatically fill in the **Award Name**, **Project Number**, **Project Name** and **Budget Type** fields. If there are multiple projects associated with the award, you'll need to select the project you want from the List of Values.

4. Click **Find Draft**.
5. Enter the following fields on the **Award Budgets** form (Optional):
 - Version Name. Enter the version of the budget being created. If this is the initial budget, enter **Original Budget**.

Totals		Labor		Burdened Cost		Revised Date
	UOM	Quantity	Raw Cost	Cost		
Draft						
Current						

- **Change Reason.** Select a description of the budget modification from the List of Values.
- **Description.** An additional explanation of why the budget is being modified.
- **Status.** This field displays **Working** when you enter or update a draft award or project budget. This field displays **Submitted** when you submit a draft award or project budget and reverts back to **Working** once you submit and baseline the budget.



Totals		Labor		Burdened		Revised Date
Draft	UOM	Quantity	Raw Cost	Cost		
Current	Hours	0.00	0.00	1.00		16-MAY-2019 09:33:03
						24-JUN-2010 13:20:58

Note: The budget entry method determines the level of detail for the budget and affects fund checking. When multiple awards fund a single project, the same budget entry method for each award must be used. You can accept or change the default budget entry method and resource list. However, if these fields are modified after a budget is entered, the system deletes the draft lines, and you must re-enter this information.

To enter a budget at the project level

6. Enter the following fields on the **Award Budgets** form:
 - **Entry Method.** The budget entry parameters specific to this award and project. You should select **Project-Resource-Period** from the List of Values.
 - **Resource List.** Automatically populated by the system.

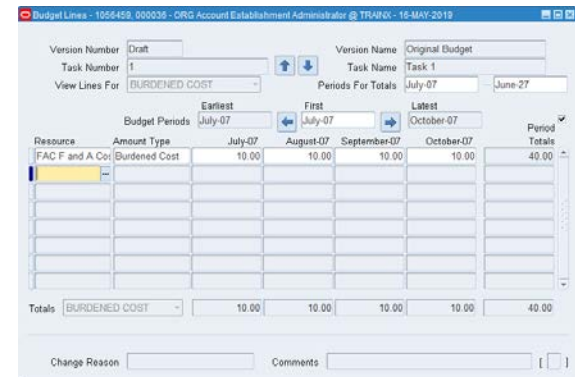
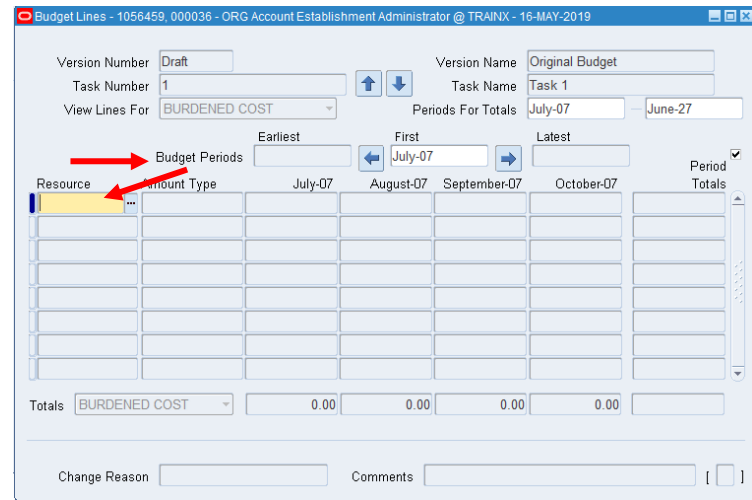
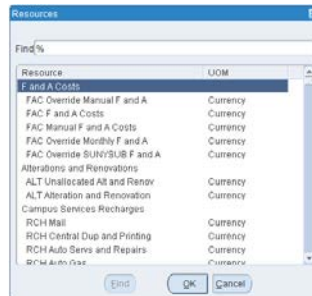
Note: Based on the value you selected for the **Entry Method** field in the **Entry Options** region, the field information completed in the **Budget Lines** and **Task Budgets** forms may vary. The budget entry method is a combination of three parameters to determine how the budget is entered:

- The level at which budgeting is being done (project or task).
- The resource used for budgeting (expenditure type or expenditure category).
- The time period for budgeting (month).

7. Click **Details** then click **Budget Lines** to go to the **Budget Lines** form.

8. Enter the following fields on the **Budget Lines** form:

- **Budget Periods.** The months and years within a budgeting period. You should always enter an entire budget in the earliest budget period. This is typically the first month of the award.
- **Resource.** Enter the expenditure categories or types. Your budget may be a combination of resource groups (expenditure categories) and resources (expenditure types).
- **Amount Type.** The only amount type that's applicable to the Research Foundation's business is **Burdened Cost**, and the system automatically enters that value in this field.
- **Month – XX.** The months and years within a budgeting period (displayed in several columns).



9. Select **File > Save** to save your changes.

10. Click the **Close** button to close the **Budget Lines** and **Task Budgets** forms.

If you need to make the budget available for review and the baselining process:

1. Click **Submit** on the **Award Budgets** form.
2. Click **Baseline**.
3. Select **File > Close Form** to return to the Navigator.
4. Select **View > Requests** to open the **Find Requests** form.

Award Budgets - DRG Account Establishment Administrator @ TRAINX - 16 MAY 2019

Find Budget
 Award Number: 000036 Award Name: 660 IDC Revenue
 Project Number: 1056459 Project Name: 660 Indirect Cost Award
 Budget Type: Approved Cost Budget **Find Draft**

Draft Budget
 Version Name: Original Budget Status: Submitted
 Change Reason: Date Change
 Description: New Original []

Entry Options
 Entry Method: Task-Resource-Period Resource List: Expenditure Categories and Typ

Totals

Labor		Burdened		Revised Date
UOM	Quantity	Raw Cost	Cost	
Draft Hours	0.00	0.00	1.00	16-MAY-2019 10:03:37
Current Hours	0.00	0.00	1.00	24-JUN-2010 13:20:58

History **Copy Actual ...** **Resubmit** **Baseline** **Details**

Award Budgets - DRG Account Establishment Administrator @ TRAINX - 19 MAY 2019

Find Budget
 Award Number: 000036 Award Name: 660 IDC Revenue
 Project Number: 1056459 Project Name: 660 Indirect Cost Award
 Budget Type: Approved Cost Budget **Find Draft**

Draft Budget
 Version Name: Original Budget Status: Working
 Change Reason: Date Change
 Description: New Original []

Entry Options
 Entry Method: Task-Resource-Period Resource List: Expenditure Categories and Typ

Totals

Labor		Burdened		Revised Date
UOM	Quantity	Raw Cost	Cost	
Draft Hours	0.00	0.00	1.00	16-MAY-2019 09:42:24
Current Hours	0.00	0.00	1.00	24-JUN-2010 13:20:58

History **Copy Actual ...** **Resubmit** **Submit** **Details**

5. Select **All My Requests** to view all of your requests.
6. Click **Find** to open the **Requests** form.
7. Click **Refresh Data** until the **Phase** field displays **Completed**.

Note: The request successfully completed when the **Phase** and **Status** fields display **Completed** and **Normal**. You still must see if the baselining completed successfully.

8. Click **View Output**. If the award budget did not baseline successfully, review the award to determine why the budget did not baseline properly.

To enter a budget at the task level

1. Click **Details** to open the **Task Budgets** form.
2. Click the box next to the required task number or click **Budget Lines**.
3. Enter the following fields on the **Budget Lines** form:
 - **Budget Periods.** The months and years within a budgeting period. You should always enter an entire budget in the earliest budget period. This is typically the first month of the award.
 - **Resource.** Enter the expenditure categories or types.
 - **Amount Type.** The system automatically enters that value in this field.
 - **Month – XX.** The months and years within a budgeting period (displayed in several columns).
 - **Change Reason.** A description of why a budget line is being modified.
 - **Comments.** Any additional description you would like to add related to the budget line.
4. Select **File > Save** to save your changes.
5. Click the **Close** button (the **X** in the upper right corner of the form) to close the **Budget Lines** and **Task Budgets** forms.

If you need to make the budget available for review and the baselining process:

6. Click **Submit** on the **Award Budgets** form.
7. Click **Baseline**.
8. Repeat steps 1 - 6 to enter additional task-level budget resources.

9. Select **File > Close Form** to return to the Navigator.
10. Select **View > Requests** to open the **Find Requests** form.
11. Select **All My Requests**.
12. Click **Find** to open the **Requests** form.
13. Click **Refresh Data** until the **Phase** field displays **Completed**.

Note: The request successfully completed when the **Phase** and **Status** fields display **Completed** and **Normal**. You still must see if the baselining completed successfully.

14. Click **View Output**.