

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**.

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			Status	
Change Reason				
Description			New Original	[🗌]
Entry Options				
Entry Method			Resource List	
Totals				
	Labor		Burdened	
	UOM Quantity	Raw Cost	Cost Revised Date	
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

ice Reasons	Award Budgets - ORG A	count Est	ablishment Adminis	trator @ TRAINX -	16-MAY-2019		-
	Find Budget						
96	Award Number	000036			Award Name	660 IDC Revenue	
ange Reason	Project Number	1056459			Project Name	660 Indirect Cost Award	
itional Funds	Budget Type	Approved	Cost Budget			Find Dra	ft
r Forward te At Risk Budget for APT	Draft Budget					<u> </u>	
i Change ial Award Amount	Version Name	Original I	Budget	-	Status	Working	
aseline for GMS Balances	Change Reason						
ction of Funds afer of Funds	Description					New Original	[]]
tier of Funds	Entry Options						
	Entry Method	Task-Re:	source-Period		Resource List	Expenditure Categories a	nd Typ
	Totals						
(Eind) QK Gancel		Labor			Burdened		
		UOM	Quantity	Raw Cost	Cost	Revised Date	
nce you submit	Draft					16-MAY-2019 09:33:03	
nee you submit	Current	Hours	0.00	0.00	1.00	24-JUN-2010 13:20:58	

Copy Actual .

or project budget and reverts back to **Working** once you submit and baseline the budget.

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.

History

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).

Details

- 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).

ASOUTCAS		
ind(%		
Resource	UOM	
F and A Costs		
FAC Override Manual F and A	Currency	
FAC F and A Costs	Currency	
FAC Manual F and A Costs	Currency	
FAC Override Monthly F and A	Currency	
FAC Override SUNYSUB F and A	Currency	
Alterations and Renovations		
ALT Unallocated Alt and Renov	Currency	
ALT Alteration and Renovation	Currency	
Campus Services Recharges		
RCH Mail	Currency	
RCH Central Dup and Printing	Currency	
RCH Auto Servs and Repairs	Currency	
RCH Arm Gas	Currency	

Version Number Task Number View Lines For	1	ost 👻	1		Original Budget Task 1 July-07	June-27
\rightarrow	Budget Periods	Earliest	First July-07	-	Latest	Per
Resource	mount Type	July-07	August-07	September-07	October-07	Tot
	[[
Totals BURDENED	COST -	0.00	0.00	0.00	0.00	

- **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).

Version Number	Draft				Version Name	Original Budget		
Task Number	1				Task 1			
View Lines For	BURDENED C	OST +		Peri	ods For Totals	July-07	June-27	
		Earliest		First		Latest		
	Budget Periods	July-07	4	July-07		October-07	Period	i
esource A	mount Type	July-07	A	igust-07	September-07	October-07	Totals	l
AC F and A Co: E	Aurdened Cost	10.00		10.00	10.00	10.00	40.00	
-								
als BURDENED		10.00		10.00	10.00	10.00	40.00	
and freedoments								

- 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.
- Select File > Close
 Form to return to the Navigator.
- Select View > Requests to open the Find Requests form.

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 E	Judget		Status	Submitted
Change Reason	Date Cha	nge			
Description				190	New Original
Entry Options					
Entry Method	Task-Res	ource-Period		Resource List	Expenditure Categories and T
Totals					
	Labor			Burdened	
	UOM	Quantity	Raw Cost		Revised Date
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

nd Budget	[A	[
Award Number	000036		Award Name	660 IDC Revenue
Project Number	1056459		Project Name	660 Indirect Cost Award
Budget Type	Approved Cost Budget			(Find Draft)
aft 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 Type
Totals				
Totals	Labor			
			Burdened	
	UOM Quantity	Raw Cost	Cost	Revised Date
Draft	Hours			16-MAY-2019 09:42:24
Current	Hours 0.00	0.00	1.00	24-JUN-2010 13:20:58
History	Copy Actual	Kewon		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.

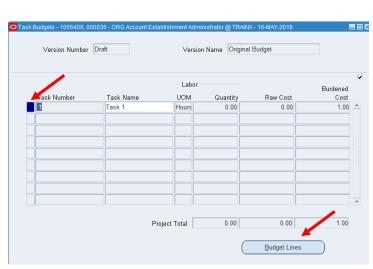
8. Click **View Output**. If the award budget did not baseline successfully, review the award to determine why the budget did not baseline properly.

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.



Version Numbe	r Draft		-	Version Name	Original Budget	
Task Numbe	r 1		1 1	Task Name	Task 1	
View Lines Fo	BURDENED C	OST -	Pe	riods For Totals	July-07	July-07
	Budget Periods	Earliest July-07	First	7	Latest July-07	Period
lesource /	Amount Type	July-07	August-07	September-07	October-07	Totals
and A Costs	Burdened Cost	1.00				1.00
tals BURDENE	COST +	1.00	0.0	0.00	0.00	1.00

- 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.