OGCA New Keying Process

Budget Modification/Revision

EXAMPLE: Budget Correction/Adjustment
Old Process:

Jennifer Peterman

to uaf-ogca, me

Good Morning-
FRABUPD has been entered to correct the org on G9792/338961.  I in error used 40009 and the org to use is 40023.

ADJ1A decrease 40009
ADJ1B increase 40023

Sorry for the inconvenience, if this can be keyed as soon as possible, no JVs will be needed.

Thank you.

Jen

Jen Peterman
University and Student Advancement
Fiscal Officer
Phone: (907) 474-5943
Fax: (907) 474-7722
New Process:

Hello,
The following action has been requested from OGCA:

**Budget Revision (org correction)**

OGCA will guarantee keying and set-up of the above mentioned action within 5 business days if all correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

**FRABUDP** checklist:

* OGCA Use Only

<table>
<thead>
<tr>
<th>Proposal/s # (One or more proposals related to the same grant)</th>
<th>Budget Code</th>
<th>Fund-Org/s #</th>
<th>Title (if new max 35 characters)</th>
<th>Distribution Code (if new)</th>
<th>F &amp; A Code (if new)</th>
<th>Researcher ID (if new)</th>
<th>Financial Manager ID (if new)</th>
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<tr>
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<td>ADJ1A</td>
<td>338961-40009</td>
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</tbody>
</table>

* I = Increase
* D = Decrease

**Comments:** (Use this space to provide additional information not otherwise included in FRAGRNT)

FRABUPD has been entered to correct the org on G9792/338961. I in error used 40009 and the org to use is 40023. Sorry for the inconvenience, if this can be keyed as soon as possible, no JV’s will be needed.

**Attachments Required (if applicable)**

<table>
<thead>
<tr>
<th>Award Document / Letter / AwarRe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

**Attached Y/N**

**Special notes:**

Thank you very much for your service and support of our department. If you have any questions, please contact the Grants and Contracts Analyst named above and also cc:ed on the email. If further negotiation is required, please contact OGCA which might delay the keying.

*Revised 11/26/14*
OGCA New Keying Process

Budget Modification/Revision

EXAMPLE: Budget Increase
Old Process:

FRABUDP info has been entered for the following:

Grant #: G7728 RP40
Proposal #: S15520
Budget Code #(s): NEV2A-D
Fund/Org #(s): 397071
Action Requested: Add new funding modification to award/fund.

The following documents and forms are attached:

X Multi-BRF - Extension/Close-Out
X FRAGRNT has been keyed to BANNER
X FRAPPND/FRABUDP has been keyed to BANNER
X FR2BOOK reprint out
X Award/Funding Modification: MOD#15

Please review and enter changes to the funds(s) affected. Contact Sabrina Cook with any questions.

Thanks!
Sabrina

*********************************************************
Sabrina Cook - Fiscal Tech IV
GI Business Office
University of Alaska Fairbanks
903 Koyukuk Dr.
Fairbanks, AK 99775-7320
Ph: 007-450-8520
email: smcook@alaska.edu
*********************************************************

G7728 MOD#15.pdf
1912K
New Process:

Hello,
The following action has been requested from OGCA:
  Budget Modification (Increase budget per Mod 5)

OGCA will guarantee keying and set-up of the above mentioned action within 5 business days if all correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

**FRABUDP** checklist:

<table>
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<tr>
<th><strong>Proposal/s #</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Grant #</strong></td>
<td><strong>G7728</strong></td>
</tr>
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</table>

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<tr>
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<tr>
<td>REV5A</td>
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<td>NEW-66880</td>
<td>RP40 Task2 MLS</td>
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<td>FRN505</td>
<td>30058124</td>
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**Comments:** (Use this space to provide additional information not otherwise included in FRAGRNT)
Add new funding modification to award/fund. Create new fund for REV5A with org 66880.

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<tr>
<td>Award Document</td>
<td>Y</td>
</tr>
<tr>
<td>Other: FRR28RE Report</td>
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**Special notes:**

Thank you very much for your service and support of our department. If you have any questions, please contact the Grants and Contracts Analyst named above and also cc:ed on the email. If further negotiation is required, please contact OGCA which might delay the keying.

*Revised 11/24/14*
OGCA New Keying Process

Budget Modification/Revision

Template Overview

**FRABUDP** checklist:

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| Grant # | G7728 |

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