FRABUDP KEYING REMINDERS/REFRESHER

- Budget codes should be unique and cannot be re-used on the same grant.

- Enter Budget Description, Start and End Dates from award document or assumption

- Budget Header Year = enter current fiscal year

- Budget Header Type: enter A for awarded budget and W for assumptions

- Verify that Indirect Cost Bases and Indirect Cost Rate codes are correct and revise if needed. (Do not enter anything in Cost Share or Fringe Rate fields-not currently in use)

- Budget Detail: enter budget using applicable budget account codes which can include 1001,1970, 2001, 2301, 3001, 3100, 4001, 5001, 6001 and 8001(Use 8003 for PASAAs, no other codes)

- Awards with F&A: DO NOT manually enter F&A as a line item. Select Tools, Options: Calculate Information Now. Verify indirect amount is correct and matches approved proposal/award. Adjust amount if needed and add account code 7001 to Indirect Cost line.

- Enter appropriate revenue code and amount. Revenue codes can be found at: http://www.alaska.edu/controller/acct-adminmanual/account-codes/Expenditure-Revenue.pdf

Budget Revisions/Adjustments: When making changes to budgets, FRABUDP entries should always include F&A (if applicable) and Revenue. Decreases should be entered first and increases second.

For Match budgets please note: Account Code 9982, matching grant revenue did not exist prior to FY17, so Budget Begin Date in FRABUDP entry must be 7/1/16 or later for any match funds set up prior to FY17.

More information can be found on our website and in this presentation: here https://www.uaf.edu/ogca/lifecycle/5-award/FRABUDP.pdf