



FRAPROP & FRABUDP

Your project set-up is just a click away!!

New Setups

- Enter proposal information into FRAPROP.
- Verify all information is accurate, complete and do not miss any steps.
- After completing FRAPROP, select Options and click FRABUDP.

Setting up the new Budget Header

- In FRABUDP enter the proposal number if not already populated with correct proposal number.
- Put in the *Department Name* for each fund requested. Adding a number at end *Department Name* if more than one fund per department is needed. If you are requesting one fund with multiple orgs you will need separate numbers as well.

For example: IAB and IARC need a total of three funds for their grant. They would have budget codes similar to the following. Each code is unique and cannot be re-used on the same grant.

- IAB1
- IAB2
- IARC1

Budget Header Continued

- Control+PageDown or click in the *Budget Description Field*.
- Enter the title of the fund and provide the org. (Make sure it is not over 35 characters.)
- Enter the *Start Date* and *End Date* from award document or assumption. (This is the budget period.)
- Enter *Fiscal Year*. This will be the current fiscal year.

Budget Header Continued

- Enter *Type* - **A** for awarded budget proposal/award and **W** for assumptions.
- Verify that *Indirect Cost Basis* and *Indirect Cost Rate* codes are correct. Enter correct information if necessary.
- Do not enter information into *Cost Share* and *Fringe Rate* fields. (Fields are currently not in use.)
- Enter amount for the fund in *Total Requested Amount* field.

Budget Detail Tab

Entering your budget

- In FRABUDP click on the *Budget Detail* tab after saving Budget Header.
- Enter budget account codes under *Account*.
This can include:
1001,1970, 2001, 2301, 3001, 3100, 4001, 5001, 6001
and 8001(Use 8003 for PASAAs.)
- *Title* of account will auto populate.
- Enter budget amount from approved proposal/award.

Your Next Step

Calculating F&A

- Select Options and select *Calculate Information Now*. Banner now populates the indirect cost field with the calculated amount.
- You may need to click OK several times on small pop-up windows.
- Verify indirect amount is correct and matches approved proposal/award. Override if necessary. No more than \$1 positive or negative. If greater than \$1, please call the GCA contact for the award.
- Enter account code 7001 next to *Indirect Cost* under account.

Adding Revenue into Budget Detail Tab

- After calculating indirect and matching proposal/award enter the revenue code and amount.
- Revenue codes can be found at:

<http://www.alaska.edu/controller/acct-admin-manual/account-codes/Expenditure-Revenue.pdf>

Pre-Award Spending/Advance Approval (PASAA) formerly known as Assumptions

- Pre-Award Spending - we have an award in hand, but it has a future start date.
 - Exact same process as new set-up.
- Advance Approval - we are anticipating an award, but currently do NOT have it in hand.
 - Similar process as a new set-up with a few exceptions:
 - Do NOT include F&A (7001) or Revenue lines
 - Only one entry for Budget Assumption (8003)
- You are required to submit an approved PASAA form with appropriate back for either request.

PASAA continued

- The codes used for PASAAs are:

ASMPT1A - adding first PASAA on a fund.

ASMPT1B - adding first PASAA on second fund.

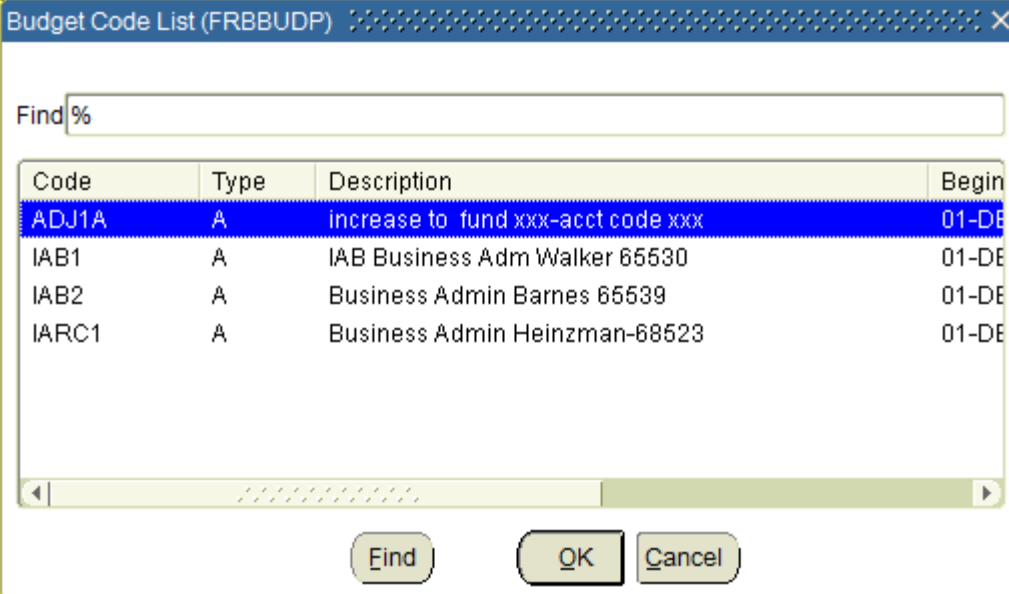
ASMPT1A1 - removing first PASAA on first fund.

ASMPT1B1 - removing first PASAA on second fund.

ASMPT2A - adding second PASAA on a fund.

Completing Revisions and Adjustments

- Revision [REV], adjustment [ADJ], or waiver [WAIV].
- Codes must be distinct. Look at the budget code list, identify what you are doing and use the next appropriate number (and/or alpha) code.



The screenshot shows a window titled "Budget Code List (FRBBUDP)" with a search field and a table of budget codes. The table has four columns: Code, Type, Description, and Begin. The first row is highlighted in blue.

Code	Type	Description	Begin
ADJ1A	A	increase to fund xxx-acct code xxx	01-DE
IAB1	A	IAB Business Adm Walker 65530	01-DE
IAB2	A	Business Admin Barnes 65539	01-DE
IARC1	A	Business Admin Heinzman-68523	01-DE

Buttons at the bottom: Find, OK, Cancel.

Adding additional funding or de-obligations

- Each change requires a separate entry.
- Increases and decreases must be separate entries.
- For example if you are adding funding (a revision) to more than one fund or fund-org combination there would need to be an entry for each increase. REV1A, REV1B, etc.

Moving budget between funds, orgs and line items

- For ADJs and WAIVs, there will be at least two entries: an increase and a decrease.
- Remember you are still required to submit AwaRe forms when appropriate for budget realignments accompanied by the budget change documentation (spreadsheet).

Available Reports

- Banner report FRR2BRE can be used to print out entered FRABUDP budgets. (If department requires a paper copy.)

Notifying OGCA

- Simply send the Keying Checklist to OGCA via email to the analyst (if known) and the OGCA departmental email: uaf-ogca@alaska.edu.
- If the Keying checklist is not filled out correctly or completely, it will be returned.
- Checklists that are complete, and all supporting documentation is attached, OGCA will key the budget within 5 business days.