

# **OGCA New Keying Process**

## **Budget Modification/Revision**

### **EXAMPLE: Budget Correction/Adjustment**

# Old Process:

FRABUDP S20290/G9792

Agencies/Institute of International Education (IIE)/G9792 x



**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 JV's will be needed.

Thank you.

Jen

Jen Peterman  
University and Student Advancement  
Fiscal Officer  
Phone: [\(907\) 474-5943](tel:9074745943)  
Fax: [\(907\) 474-7722](tel:9074747722)

# 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

	Proposal/s # <i>(One or more proposals related to the same grant)</i>	S20290
	Grant #	G9792

Budget Code	I\D *	Fund-Org/s #	Title <i>(If new max 35 characters)</i>	Distribution Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Researcher ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
ADJ1A	D	338961-40009					
ADJ1B	I	338961-40023					

\* I = Increase  
\* D = Decrease

	Comments: <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>	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.
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	Attachments Required <i>(if applicable)</i>	Attached Y/N
	Award Document / Letter / AwaRe	
	Other:	

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.

# **OGCA New Keying Process**

## **Budget Modification/Revision**

### **EXAMPLE: Budget Increase**

# Old Process:



Ryan Moritz <rcmoritz@alaska.edu>

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## FRABUDP for G7728 - RP40 MOD#15

Sabrina Cook <smcook@alaska.edu> Tue, Nov 4, 2014 at 3:42 PM  
To: OGCA <uaf-ogca@alaska.edu>  
Cc: Ryan Moritz <rcmoritz@alaska.edu>, Robert Valdez <rvaldez2@alaska.edu>, Debbie Davis-Ice <djdavisice@alaska.edu>, Rachell Peterson <rpeterson2@alaska.edu>, Donna Evans <dkevans@alaska.edu>

FRABUDP info has been entered for the following:

Grant #: G7728 RP40  
Proposal #: S15520  
Budget Code #(s): REV5A-D  
Fund/Org #(s): 397871  
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 FRAPROP/FRABUDP has been keyed to BANNER
- X FRR2BRE 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: 907-450-8620  
email: smcook@alaska.edu  
\*\*\*\*\* @@@@ \*\*\*\*\*

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G7728 MOD#15.pdf  
1812K

# 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:

OGCA

Use

Only

	Proposal/s # <i>(One or more proposals related to the same grant)</i>	S15520
	Grant #	G7728

Budget Code	I\D *	Fund-Org/s #	Title <i>(If new max 35 characters)</i>	Distributi on Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Research er ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
REV5A	I	NEW-66880	RP40 Task2 MLS	FGI05	FRN505	30058124	GIBO2
REV5B	I	397871-66890					
REV5C	I	397871-66891					
REV5D	I	397871-66880					

\* I = Increase  
\* D = Decrease

	Comments: <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>	Add new funding modification to award/fund. Create new fund for REV5A with org 66880.
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	<u>Attachments Required <i>(if applicable)</i></u>	Attached Y/N
	Award Document	Y
	Other: FRR2BRE Report	Y

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.

# OGCA New Keying Process

## Budget Modification/Revision

### Template Overview

FRABUDP checklist:

OGCA

Use

Only

	Proposal/s # <i>(One or more proposals related to the same grant)</i>	S15520
	Grant #	G7728

Budget Code	I\D *	Fund-Org/s #	Title <i>(If new max 35 characters)</i>	Distribution Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Researcher ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
REV5A	I	NEW-66880	RP40 Task2 MLS	FGI05	FRN505	30058124	GIBO2
REV5B	I	397871-66890					
REV5C	I	397871-66891					
REV5D	I	397871-66880					

\* I = Increase

\* D = Decrease

	Comments: <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>	Add new funding modification to award/fund. Create new fund for REV5A with org 66880.
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	<u>Attachments Required <i>(if applicable)</i></u>	Attached Y/N
	Award Document	Y
	Other: FRR2BRE Report	Y