

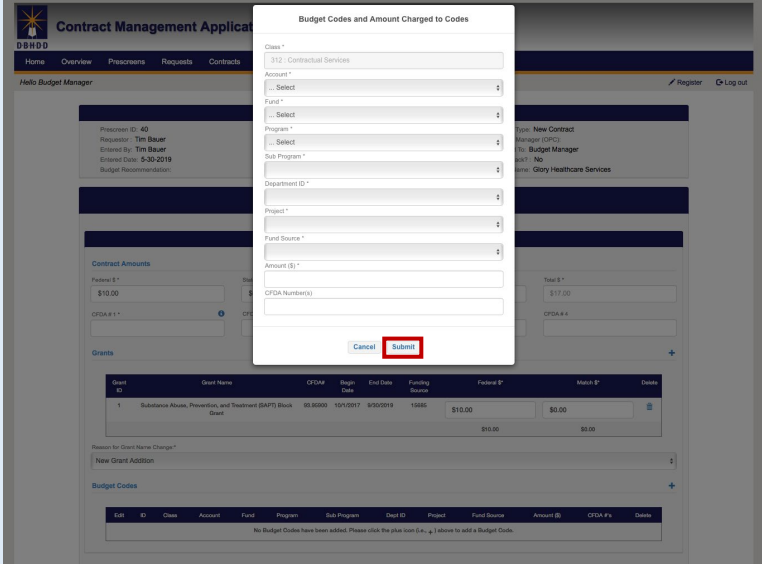
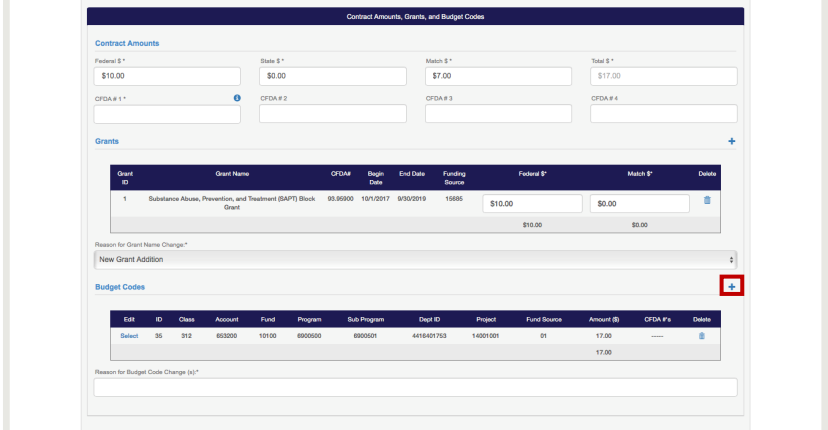



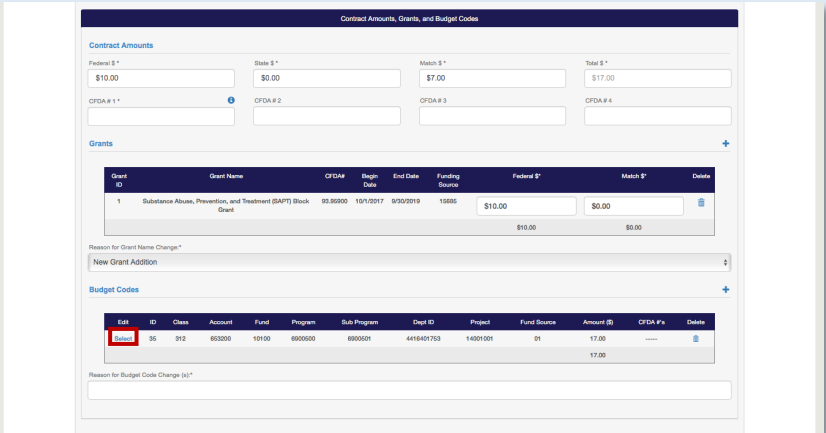
# Entering the Budget Codes

## SUMMARY

This job aid shows how to enter the budget codes.

Step	Action	Visual
1	<p>To enter the Budget Codes, navigate to the <b>Contract Amounts, Grants, and Budget Codes</b> section. All fields in this section are required.</p> <p>In the <b>Contract Amounts</b> subsection, entering an amount in the <b>Federal \$</b> field that is greater than zero will open a pop-up window with a list of <b>Grants</b> to choose. When the grants are selected, the <b>Grants</b> and <b>Budget Code</b> subsections appear as well as 4 <b>CFDA #</b> fields. The <b>CFDA # 1</b> field must be completed.</p> <p>When the amount in the <b>Total \$</b> field is greater than 0, the budget codes must be entered.</p>	
2	<p>To locate the <b>Budget Code</b>, select the <b>Plus</b> button to the right of the <b>Budget Codes</b> subsection.</p>	

Step	Action	Visual
<p><b>2a</b></p>	<p>The <b>Budget Codes and Amounts Charged to Codes</b> pop-up window will open.</p> <p>Complete the following required fields: <b>Class, Account, Fund, Program, Sub Program, Department ID, Project, Fund Source, and Amount (\$).</b></p> <ul style="list-style-type: none"> <li>• The <b>Amount (\$)</b> field information must be entered manually.</li> <li>• <b>CFDA Number(s)</b> is not a required field; however, if a CFDA number is associated with a selected Fund Source, it will auto-populate.</li> </ul> <p>Select the <b>Submit</b> button to auto-populate all the information in to the <b>Budget Codes</b> section fields.</p>	
<p><b>3</b></p>	<p>If there are multiple grants, additional budget codes must be entered. To enter another budget code, press the <b>Plus</b> button to the right of the <b>Budget Code</b> subsection.</p>	

Step	Action	Visual
<p><b>3a</b></p>	<p>In the <b>Budget Codes</b> section, the <b>Amount (\$)</b> for multiple <b>Grants</b> must equal the <b>Totals \$</b> amount in the <b>Contract Amounts</b> section.</p> <p>To edit the amounts in the <b>Budget Codes</b> section, select the <b>Select</b> link in the <b>Edit</b> column to access the <b>Budget Codes and Amounts Charged to Codes</b> and adjust the <b>Amount (\$)</b> field.</p> <p> <b>NOTE:</b> Make sure to enter a comment in the <b>Reason for Budget Code Change (s)</b> field.</p>	 <p>The screenshot displays the 'Contract Amounts, Grants, and Budget Codes' interface. It is divided into three main sections:</p> <ul style="list-style-type: none"> <li><b>Contract Amounts:</b> Contains input fields for Federal \$ (\$10.00), State \$ (\$0.00), Match \$ (\$7.00), and Total \$ (\$17.00). Below these are fields for CFDA # 1 through 4.</li> <li><b>Grants:</b> A table with columns: Grant ID, Grant Name, CFDA#, Begin Date, End Date, Funding Source, Federal \$, Match \$, and Delete. One grant is listed with a Federal amount of \$10.00 and a Match amount of \$0.00.</li> <li><b>Budget Codes:</b> A table with columns: Edit, ID, Class, Account, Fund, Program, Sub Program, Dept ID, Project, Fund Source, Amount (\$), CFDA #, and Delete. One budget code is selected with an amount of 17.00.</li> </ul>