Table of Contents

Award Budget	2
Chartfield Mapping	7
Award Mod	11

Award Budget

In case of New Award(s), the CGA AA will review and complete the Award/Contract Setup and submit for CGA Supervisor approval. Once the CGA Supervisor will review and approve the New Award/Contract Setup, the BFS system will send Email notification to the RA (as configured). Once approved by the CGA supervisor, the Award will be available for RA(s) to distribute the Unallocated Budget as needed. RA(s) need to follow the below steps to re-allocate the Budget.

 RA will distribute the budget using the Award Budget Entry page. Note: Budget purpose will consist of "Budget Reallocation", "Chartfield Mapping" and "STIP Budget" only.

Navigation: RA Grants Workcenter >> Award Setup and Maintenance >> Award Budget Entry

 BFS Home 			Award Budget Entry
Award Budge	et Entry		
Eind an Existi	ng Value Add a New Value		
Business Unit	GM100 Q		
Budget ID	048938new		
Award ID	048938	٩	
Budget Purpose	Chartfield Mapping	~	
Interface ID	Budget Reallocation Chartfield Mapping		
	STIP Budget		
Add			
Find an Existing Va	alue Add a New Value		

Please ensure to add Business Unit, Budget ID, Award ID, Budget Purpose and Click Add Button. (Interface ID will be required for Budget Purpose "STIP budget" only)

 A new Field – 'Source' is added for approval workflow routing. It behaves the same as that in GL Journals. Please select the appropriate Source as applicable on Header Page.

						Award B	Budget Entry			
Header Line	es <u>E</u> rrors	History	Approvals							
Award GM100 BU:		Budge	t ID: 048938NEW							
Award Informat	tion									
Award ID:	048938		Primary Fund:	28225	Primary Prog Cd:	44	Primary PI:	10144927	Filippenk	o,Alexei V
Budget Purpose:	Budget Realloc	ation 🗸	Home Dept:	12984	ChartField 1:		ChartField 2:	PAAVF		
Interface ID:			Cost Share CF1:		Sponsor Funding Amt:	0.00	Award Start Date:			
					Cost Share Funding Amt:	0.00	Interfaced Date:			
Budget Description:										
Description:										al
Description: Budget Status: 1	Not Submitted		Accented	Rv-	٥	incoved By-				19 10
Description: Budget Status: 1 Submitted By:	Not Submitted		Accepted Accepted			proved By:				al
Description:	Not Submitted		Accepted Accepted	Dn:	Ар	proved By: proved On: Posted By:				.d.
Description: Budget Status: 1 Submitted By: Submitted On:	Not Submitted		Accepted	Dn: By:	Ар	proved On:				đ
Description: Budget Status: 1 Submitted By: Submitted On: Entered By:	Not Submitted		Accepted Initiated	Dn: By:	Ар	proved On: Posted By:				đ
Description: Sudget Status: 1 Submitted By: Submitted On: Entered By: Entered On: st Updated By:	Not Submitted		Accepted Initiated	Dn: By:	Ар	proved On: Posted By:				đ
Description: Budget Status: 1 Submitted By: Submitted On: Entered By: Entered On:			Accepted Initiated	Dn: By:	Ар	proved On: Posted By:			Add	Update/Displ

- 3. RA will need to populate the budget lines in order to complete Budget Re-allocation on Line page
 - *a)* RA need to enter account 58000 unallocated budget row with base chart string and then redistributes the budgets accordingly. (*Note: The system will not default 58000 unallocated budget row automatically going forward.*)
 - b) RA will click "Save" button once Budget reallocation is completed.
 - c) RA will select Process "Edit" and click process Button on Line Page. It will run the "Edit" process to ensure there are no errors associated with Budget.

Header	Lines 57															
iward Bil: G		ors Bistory	Approva	16												
* Award Info			Budget ID:	048938N Senroh C				Change V	iors Only Values							
Avra	und ID: 045938 rpose: Budget Re	alocation 🗸	Primary Fu Home De Lost Share C	ept 12	964		Primary Pro Charifi neor Funding Bare Funding	ield ft (Amit: 0.00	Awa	Primary P ChartField d Start Date infaced Bate		lopenka Al	lexe V			
·Lines 哢 Q		Process			Y			Process				_				N. J. Wew All
Select Line	of GLBU	Account	Fund		Dept		Function	Warning Exists fi		Please verify	y before Submission ((0,0)	Description	Source G2G Fund	Source G2G Cost Share CF1	Projected Balance
1	10000 Q,	58010 Q,	28225	Q,	12984	Q,	44 Q.		100000		Sale (ware lost)	TOTAL				Projected Balance
2	10000 Q,	58018 Q,	28225	۹	12984	٩	44 Q	٩	PAAVE	Q	7,000.00					Projected Balance
3	10000 Q,	57910 Q.	28225	Q,	12984	9,	80 Q,	٩	PAAVE	Q,	1,200.00					Projected Balance
4	10000 Q	58018 Q,	28225	۹	12985	۹	44 Q	٩	PAAVF	Q	200.00					Projected Balance
5	10000 Q	58026 Q,	00710	Q.	15243	Q	٩	16030A Q		q	15,600.00					Projected Estance
5	Total Debits	+ - Total Credits	-27,000.00	Bodget S Not Solari	ited		i di Status Idit Status	itati 👘 🕨	* I v	ew AI					ADI	Update Display

Note: Online edit Validations -

- a) If the PC Chartfield of a budget line is not mapped before the budget distribution, the following two error messages will be logged.
 - Failure: Invalid project Chartfields mapping
 - PC Chartfield Mapping doesn't Exist
- b) If the Chartfield Attribute of Chartfield 1 or Chartfield 2 is NON C&G ATTRIBUT, the following warning message will be logged. 'Chartfield Attribute of Chartfield1 cannot be NON C&G ATTRIBU'.

4. RA will Click on Error Page to review Errors/Warnings(if any)

eader Errors/N	/arnings			
■ Q				🤘 🖣 1-1 of 1 😒 🕨
Go To Header	Message Type	Field Name	Field Long Name	Message Text
Go To Header				Line Warnings Exist for this Budget
.ine#	Message Type	Field Name	Field Long Name	Message Text
.ine#	Message Type	Field Name	Field Long Name	Message Text
ł	Warning	DEPTID	Department	Line has Non-Primary DeptD
5	Warning	DEPTID	Department	Line has Non-Primary DeptID
5	Warning	FUND_CODE	Fund Code	Line has Non-Primary Fund
5	Warning	CHARTFIELD1	ChartField 1	Chartfield Attribute of Chartfield1 cannot be NON C&G ATTRIBU

5. RA can submit the budget with warning. RA will select "Submit" and click on Process Button. Once RA will confirm submission, the Budget reallocation will be routed to RA Supervisor for their approval.

ward E	NE GN	100	1	Budget ID: 048 Séa	B36NEV/ nati Caleria				Change	rore Only							
Awai	rd inform	nation															
	-	ID: 048938		Primary Fund:				Prog Cdt.				y PI: 10144927 FB	spenko, Alexe				
ludge		se: Badget Real		Home Dopt:				artField 1:	**			y in: 10144921 Pill Id 2: RNAVE	spenso, Hieko	5.¥			
1	nterface	10:		ost Sharo CF1:		Spi	onaor Fund	ding Amti	0.00	Aw	and Start D	iato;					
						Coul	Share Punc	ding Amit	0.00	lin	terfaced D	later					
			Process	(man					ocess								
			Process	SCOTE				Pa	ocess								
ines 7 (-		_	_		_	-			H I View
	Linet	GL BU	Account	Fund	Dept		Functio		is found for this	Budget Do y		t to continue with submit	ision? (0,0)	scription	Source G2G Fund	Source G2G Cost Share CF1	Projected Balance
	1	10000 Q	58000 Q	28225 Q.	12984	0,	44	α	-	i		NO					Projected Balan
	2	10000 9	58018 Q.	28225 9.	12984	Q.	64	q	Q	PAAV/	Q	7,000.00					Projected Balan
	3	10000 Q	57900 Q	28225 Q.	12884	q	80	a	Q	PRAVE.	q	1,200.00					Projected Balans
	4	18000 Q	56018 Q	28225 Q	12985	a	44	a	Q.	PAAVE.	Q	200.00					Projected Balance
	5	10000 Q	55028 Q	00710 Q	15243			Q. 16	030A Q		Q	18,600.00					Protected Balance
			50/00 551		100-0												
inos t	bba o	1	+ -														
Totals	N																
9 9	2							4 1-1 0			View All						
tal Lir	ies To	otal Debits	Total Credits	Budg	pet Status		Edit Status										
	5	27,000.0	10	-27,000.00 Net 3	ubmitted		Vald.										

Note: In case of any errors, RA need to get errors fixed and required to re-run the "Edit" Process again.

6. RA Supervisor will login and Click on Approval Tile (New Approval workflow to RA Supervisor)

		▼BFS Home		
lews and Events There is a known issue with b	rowser cache when logging into BFS in th	ne same browser as HCM or Campus S Important Upcoming Dates: 5/15/20 BFS Down - Critical Patch Updates	olutions. To avoid this issue, please login	to BFS in a separate browser.
207	General Ledger	Card Program	Profile Management	Reporting Tools
nport/Export Services	Credit to Cash	Purchase to Pay	ChartField Maintenance	Payroll Suspense

Navigation: Approvals Tile

7. RA Supervisor will click on "Budget Approval" section in Approval Tile.

C BES Home		Pending Approvals	A 🏲 : 0
View By Type	T		
🖨 Al 🛛 📵	Budget Approval		2 rows
😟 Budget Approval 💶 😦	Budget Approval 048238	048239R1 Hong Dary Total Credits -18.000.00	Routed 04/05/2020
🦢 Journal Entry 😐 💷	Budget Reallocation 048238R1	Cost Share Direct 0.00	04002020 >
🚡 Voucher 💿	Budget Approval	048038NEW Hong,Dary	Routed
	048938 Budget Reallocation Description	Total Credits -27,000.00 Cost Share Direct: 0.00	04/07/2020 >

8. RA Supervisor will review the content of Budget

i.	Peeding App	rovals					Buc	iget Approval						ŵ . ٣	: (
	Award BU G Dudget ID @ Description													Approva	Deny
		011441215 Hong,Dary													
	Award Infor														
		dik38 ose Budget Realiscation		Primary Fund 28 Home Dept 1293- Interface ID 0				Primary Prog Cd. 44 Cost Share CF1 Sponsor Funding Amou Cost Share Funding Am				PI Name 10144827 Filipperico,Alexei Award Start Date Interfaced Date	iv		
	GL BU	Account		Fund Code	Department	Function	Chart/ield 1	ChartField 2	Amount	Cost Share	Description	Source G2G Fund	Source G2G Cost Share Cl	1	
	10000	58800 BUDBUM Unaliocated		28225	12984	64		PAAVF	-27000	N					
	10000	58018 BUDBUM Other Direct Expenses		28225	12584	44		PAAVE	7800	N					
	10000	57900 BUDBUM Indirect Cast Recovery		28225	12584	80		PAANE	1200	N					
	10000	50010 BUDSUM Other Direct Expenses		28225	12905	64		PAAVE	200	N					
	10300	50020 TLIDEUM Capital Assets		80710	15243		1603CA		18509	N					
	- Budget S	unmary													
	Total Lines	5	Total Debits 3	27090		Total Credi	ts -37000		Budget 5	ubmit Status Rubm it	ed	Edit Status Valid			
	 PCMappin 	ng Approval Information													
	Action By Audit Dtim				Rejection Rea	son/s				Commen	ts .				
	Audit Dtim	mments													
	Approval Cha	ein >													

9. RA Supervisor will review the details and approve the Budget Note: The budget will be processed by nightly job and will be available the next day of submission.

						nigeri Austreant							
	annar annar											Net	-
	ana In Kapewanan	Conney Anna - Anna	**			Employee R Economics Research Research Economics Research Economics Research				Chara Maddel Digastania International International Date	ar 1		
	A	1997108	THEFT	710	(mark)	Autor	Sec.	ALC: NO.	the opposite	NAME OF CASE		-	
	Rest Income Collected		1001		The shad it many		_						
-	NUMBER OF STREET		100	-	party in such								
	PERMITA INCOME.	10000	1000	-									
-	THE R. P. LEWIS CO., LANSING MICH.	1000	100				- 1						
-	NAME AND ADDRESS OF TAXABLE		-										
							_						
		THE REAL PROPERTY.					inter in		-	THE REAL PROF.			
N Baat	nan an		hanter	inere a in				tor					

Chartfield Mapping

Default Chartfield mapping for the Award will be created during New Award/ Award modifications. Only additional setup if required can be initiated by the CGA team. This Chartfield mapping step is optional and will be required only to establish any additional Chartfield mapping Request for the Award.

RA will initiate the Chartfield Mapping Request and get it approved by the RA supervisor. Once the RA supervisor approves, the request will be routed to CGA for their action. Once CGA approves, the Chartfield mapping will be available as needed. BFS system will send email notification to RA, confirming the Chartfield mapping is completed. RA(s) need to follow the below steps to request for new additional Chartfield Mapping Request for the Award:

1. RA will initiate a separate Chartfield Mapping request before s/he can submit the referenced budget.

				Award Budget Entry
Award Budge	et Entry			
Find an Existi	ng Value Add a New Value			
Business Unit	GM100 Q			
Budget ID	048938map			
Award ID	048938	Q,		
Budget Purpose	Chartfield Mapping	~		
Interface ID	0 Q			
Add				

Navigation: RA Grants Workcenter >> Award Setup and Maintenance >> Award Budget Entry

Find an Existing Value | Add a New Value

Please ensure to add Business Unit, Budget ID, Award ID, Budget Purpose (= "Chartfield Mapping") and Click Add Button.

(Interface ID will be required for Budget Purpose "STIP budget" only)

2. A new Field – 'Source' is added for approval workflow routing. It behaves the same as that in GL Journals. Please select the appropriate Source as applicable on Header Page.

							Award Bu	idget Entry		
Header	Lines	Errors	<u>H</u> istory	Approvals						
Award G BU:	M100		Budge	t ID: 048938MAP						
 Award Inf 	ormation									
Awa Budget Pur	ard ID: 04 rpose: Cl	8938 hartfield Mapp	ing 🗸	Primary Fund: Home Dept:	28225	Primary Prog Cd: ChartField 1:		Primary PI: ChartField 2:	Filippenk	o,Alexei V
Interfa	ice ID:			Cost Share CF1:		Sponsor Funding Amt:	0.00	Award Start Date:		
						Cost Share Funding Amt:	0.00	Interfaced Date:		
Descrip	ption:									,ti
Budget State	us: Not S	Submitted								
Submitted I	Ву:			Accepted	Ву:	App	proved By:			
Submitted (On:			Accepted	On:	App	proved On:			
Entered I	Ву:			Initiated	By:	,	Posted By:			
Entered 0	On:			Initiated	On:	F	Posted On:			
ast Updated I	Ву:									
ast Updated 0	Dn:									
	1								Add	
Save	Notify								Add	Update/Display

- 3. RA will need to populate the Chart-String in order to complete Chartfield Mapping Request on Line page
 - a) RA will click "Save" button once Chartfield Mapping Request is completed.
 - b) RA will select Process "Edit" and click process Button on Line Page. It will run the "Edit" process to ensure there are no errors associated with Chartfield Mapping Request.
 - c) RA will Click on Error Page to review Errors/Warnings(if any)
 - d) RA will select "Submit" and click on Process Button. Once RA confirms submission, the Chartfield mapping request will be routed to RA Supervisor for their approval.

									Award Budge	t Entry				1
Heater	Lines	Errors	History	Approvals	2									New Window
ed BD:	GM100			Budget ID: 0	18538MAP			Errors On	v					
	nformation													
	ward ID: 0	48938 Chartfold Map	-	Primary Fund Home Dep			nary Prog Cd: 44 ChartField 1:		Primary Pl: ChartField 2: F		Filippenko Alaxai V			
	nface ID:			Cost Share CFI		Sponsor	Funding Amt: 0) Funding Amt: 0)		Award Start Date: Interfaced Date:	SVAL				
nes			Proces		~	1	Proce	98						
Q													4 1-1 of 1	E E I View
	Line#	GL BU	Account	Fund	Dept	Function	ChartField 1	ChartField 2	Amount	Cost Share	Description	Source G2G Fund	Source G2G Cost Share CF1	Projected Balance
	1	10000	580.18	28225	12985	44		PAAVE	0.00					Projected Balance
nes to a stals Q	dd	1 +	-				4 4 51 <i>4</i>		View All					
Lines	Total De	bits	Iotal Credit	s Bu	dget Status	Edit St	atus							
	1	0.00		0.00 Su	braitted	Valid								

4. RA Supervisor will login and click on Approvals Tile. RA Supervisor will login and Click on Approval Tile (New Approval workflow to RA Supervisor)

Vavigation: Ap	provals Tile			
		▼ BFS Home		
lews and Events There is a known issue with b	rowser cache when logging into BFS in t	he same browser as HCM or Campus S Important Upcoming Dates: 5/15/20 BFS Down - Critical Patch Updates	olutions. To avoid this issue, please logi	n to BFS in a separate browser.
pprovals	General Ledger	Card Program	Profile Management	Reporting Tools
mport/Export Services	Credit to Cash	Purchase to Pay	ChartField Maintenance	Payroll Suspense

5. RA supervisor will click on the Budget Approval Section and Review the Chart Mapping request.

< BFS Home			Pending Approvals	٢	٣		۲
View By Type		T					
II	208	Budget Approval				2 rov	ws
Budget Approval	2	Budget Approval 048238	048238R1 Hong,Dary Total Credits -18,000.00		Routed 04/05/20	20	
Journal Entry	197	Budget Reallocation 048238R1	Cost Share Direct 0.00				>
Voucher	9	Budget Approval 048938 Chartfield Mapping 048938MAP	048938MAP Hong,Dary Total Credits 0.00 Cost Share Direct 0.00		Routed 04/06/20	20	>

6. RA Supervisor will review the content of the Chartfield Mapping by clicking '>' on Pending Approval page.

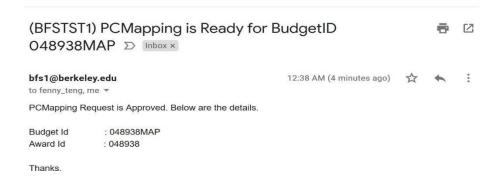
< Pending	Approvats				Budg	et Approval					â	2	: 6
Budget I Descripti	d By 011441215 Hong,Dary										A	pprove	Deny
	nformation												
Award ID		Primary Fun Home Dept Interface ID	12984			Primary Prog Co Coat Share CF1 Sponsor Fundin Coat Share Fund	g Amount (1	PI Name 10144927 Fil Ward Start Date Interfaced Date	lippenko Alexei V		
Lines GL BU	Account	Fund Code	Department	Function	ChartField 1	ChartField 2	Amount	Cost Share	Description	Source G2G Fund	Source G2G Cost S	hare CF1	
10000	58018 BUDSUM Other Direct Expenses	28225	12985	44		PAAVE	0	N					
- Budg	et Summary												
Total Lin	es 1 Tota	I Debits 0		Total C	redits 0		Budge	et Submit Statue	Submitted	Edit Status	Velid		
- PCMa	pping Approval Information												
Action B			Rejection	Reason/s				Comm	nents				
Audit Dt	m												
Approve	Comments												
		\sim											

7. RA supervisor will click on "Approve" button, add the approver comments and then "Submit" button in order to approve the Chartfield mapping request.

Once RA Supervisor approves the request, the Chartfield mapping request will route it to CGA Team for further action.

C Pending Approvals			Budget Approval					A 1	
Award BU CM100									-
Budget ID 648938MAP								Approve	Deny
Description									
Submitted By 011441215 Hong Dary									
Source MA									
Award Information									
Award ID 048938	Primary Fund 28225	-	Dalassan Daver Or	in the second se	P	Name 10144927 Fil	ippenka, Alexei V		
Budget Purpose Chartheid Mapping	Home Dept 12984	Cancel	Approve	Submit	A	ward Start Date			
	Interface ID 0	You are about to	o approve this request.		ात	larfaced Data			
		Approver Com	ments						
Lines		1		^					
GL BU Account	Fund Code Departme			~	Description	Source G2G Fund	Source G2G Co	at Share CF	1
10000 58018 BUDSUM Other Direct Expenses	28225 12985								
- Budget Summary				- 1					
Total Lines 1 Total I	labita 0	Fotal Cred	na U	Budget Submit sta	tus Subraitted	Edit Statua 3	/alid		
- PCMapping Approval Information									
Action By	Rejec	tion Reason/s		Cor	nments				
Audit Ottm									
Approver Comments									
Approver Comments									

- **8.** Once CGA complete the setup and approves the Chartfield mapping request, BFS System will send the email notification to RA(s) confirming the request has been completed and available to use.
- RA can proceed with Budget re-allocation on New Chartfield PC mapping and will not encounter any errors



Award Mod

In case of Award Mod, the CGA AA will review the Award Mod and submit for CGA Supervisor approval. Once the CGA Supervisor will review and approve the Award Mod, the BFS system will process the Award mod during scheduled nightly job. The Award Mod will be available for RA(s) to distribute the Unallocated Budget the next day. RA(s) need to follow the below steps to reallocate the Budget.

Note: Award mod process will insert new PC Mapping rows when changes in Department/Program Code/CF1/CF2 are approved with the beginning of the month as the effective date when the file is processed. Also in case of any invalid/inactive chartfield(s) existing on these pages, the system will prevent the approval at both Award analyst level and if it misses there will stop the supervisor from approving until they are corrected.

 RA will distribute the budget using the Award Budget Entry page. RA can use "Copy" feature to populate the Budget Lines from the Original Budget (if needed) or follow the same steps as "Award Budget"

In order to use the "Copy" feature, RA needs to search for earlier budget reallocation for the same Award and select "Copy" and click the Process button.

Navigation: RA Grants Workcenter >> Award Setup and Maintenance >> Award Budget Entry – Lines Tab

EFS No	me									8	Award	Budget Entry			
Heado	LIn	es Erre	ira <u>H</u> iatory	Approves											
marel Et	GM100			Durbert D.	M5712R0012819			Errors On							
	Informati								ny						
Alwain															
	Asserted SD:	048712 Award Mod		Primary Part			ury Prog Cdl 44		Primary Pt. 10	45380	Ful,Robe	et.J.			
			Budget	Nome Dep			ChartField 1: unding Amt 19		ChartField 2: Award Start Date: 68						
Inb	ertace lik			Cost Share Cl	to (funding Amb 0.0		Interfaced Date: 40						
						LORI SEARCH		9	internices late: 41	24/2019					
			Proper	Ls Copy			Proces			_					
Lines											Cop	y Budgets ×			
R Q												GM100 Q		1 1-3 ef 5	> > Vew A
Select	Linet	GL EU	Account	Fund	Dept	Function	ChartField 1	ChartField 2	Amount			645712R1	Source G2G	Source G2G Cost Share CP1	Projected Balance
select							Charteled 1	Charthield 2				045712 Q,	Fund	Share CP1	
	4	10000	58080	61013	12308	44			-156,049,0						Projected Balance
	2	10000	50012	61013	12300	44		BROF	40,714.3	P	"Budget urpose:	hanning and a second			Projected Bannoe
	3	10000	53000	61013	12300	44		IBROF	9,900.5	09	۲. J.	Cancel			Projected Balance
	4	10000	55000	61013	12300	44		(BROF	7,500.0						Projected Delance
	s	10000	57900	61013	12300	80		BROF	28,507.76	100	1 Bood 2.	uc d			Projected Enlance
	6	10000	58012	61013	26697	44		EUDO	32,724.08		Med 2,	academic salary			Protected Delator
	τ	10000	52000	61013	29697	44		EULXI	16,453.98		Med 2, I	benefits & lution			Projected Salance
	8	10000	55010	61013	28597	44		EUCXJ	968.00		Mod 2, s	supples			Projected Balance
	9	10000	57900	61013	28897	80		EULXJ	19,344.36		Mod 2, I	00			Projected Balance
incs to	605		+ -												
Totals															
9 Q							4 1-1 of 1		1 Venr Alt						
Ital Line	a Total I	Debits	Total Cred	ite B	adget Status	Edit Sta	stus								

- 2. RA will need to populate the budget lines in order to complete Budget Re-allocation on Line page
 - a) RA need to ensure account 58000 unallocated budget row with base chart string and then redistributes the budgets accordingly. (*Note:* The system will copy default 58000 unallocated budget row when using the Copy Feature.)
 - b) RA will click "Save" button once Budget reallocation is completed.
 - c) RA will select Process "Edit" and click process Button on Line Page. It will run the "Edit" process to ensure there are no errors associated with Budget.

BES Home				-				Av	vard Bu	dget Entry		_	
Header	Lines	rrors History	Approvais										
and BU: 0			Budget ID: 04571 Search	2R1 h Criteria		En Change 1	rors Only Values						
Awa	rd ID: 045712 pose: Budget R		Primary Fund: 1 Home Dept: Cost Share CF1:	12300	Primary Pro ChartF Sponsor Funding ost Share Funding	ield 1: Amt: 0.00	Prima ChartFi Award Start Interfaced	eid 2: Date:	ul,Robert J				
nes		Process	L	<u>~</u>]		Process							
l Q lect Line	# GL BU	Account	Fund	Dept	Function	ChartField 1	ChartField 2	Amount	Cost Share	Description	Source G2G Fund	Source G2G Cost Share CF1	Projected Balance
t t	10000 Q	58000 Q.	61013 Q	12300 0	1 44 Q	Q	IBROF Q.	-68,750.00		eccount 58000			Projected Balance
2	10000 Q.	53000 Q.	61013 Q.	12300	44 Q	Q	IBROF Q	9,900.50		Hod 2, benefits & tubon			Projected Balari
3	10000 Q	55000 Q.	61013 Q	12300	44 Q	Q,	ISROF Q	7,500.00		Mod 2, supplies			Projected Balan
4	10000 Q	57900 Q	61013 Q	12300 C	1 80 Q	٩	IBROF Q	18,503.76		Mod 2, EC			Projected Balan
5	10000 Q	58012 Q	61013 Q	25697 0	44 Q	٩	EULXU Q	2,724.08		Mod 2, academic salary			Projected Balan
6	10000 Q	53000 Q	61013 Q	26697	44 Q	٩	EULXJ Q	16,453.98		Mod 2, benefits & tuition			Projected Balance
7	10000 Q	55000 Q	61013 Q	26697 0	1 44 Q	Q	EULXJ Q	1,000.00		Mod 2, supplies			Projected Balanc
8	10000 Q	57900 Q	61013 Q	26697 0	1 80 Q	٩	EULXJ Q	12,667.68		Nod 2, DC			Projected Balanc
ies to add Mals		+ -											
Q		Total Credits	Budge		Edit Status	1-1 of 1 🗸 🔿	⊨ View All						
al Lines	Total Debits												

3. RA will edit and will review Errors/Warnings(if any)

<u>H</u> eader	Lines Errors	History Approvals		
ward BU: GI	/100 B	udget ID: 045712R1		
eader Errors/	Narnings			4 4 1-1 of 1 > >>>
So To Header	Message Type	Field Name	Field Long Name	Message Text
So To Header				Line Warnings Exist for this Budget
ine Errors/Wa	rnings			
≡, Q				1-8 of 8 🗡 🕨 🕨
.ine#	Message Type	Field Name	Field Long Name	Message Text
5	Warning	DEPTID	Department	Line has Non-Primary DeptID
5	Warning	CHARTFIELD2	ChartField 2	Chartfield Attribute Value of Chartfield2 does not match with Award Pl
5	Warning	DEPTID	Department	Line has Non-Primary DeptID
5	Warning	CHARTFIELD2	ChartField 2	Chartfield Attribute Value of Chartfield2 does not match with Award Pl
,	Warning	DEPTID	Department	Line has Non-Primary DeptID
	Warning	CHARTFIELD2	ChartField 2	Chartfield Attribute Value of Chartfield2 does not match with Award Pl
1	Warning	DEPTID	Department	Line has Non-Primary DeptID
3	Warning	CHARTFIELD2	ChartField 2	Chartfield Attribute Value of Chartfield2 does not match with Award Pl

4. RA can submit the budget with warning. RA will select "Submit" and click on Process Button. Once RA will confirm submission, the Budget reallocation will be routed to RA Supervisor for their approval.

c IN SI	tomo		_	_	_		_	_	_	_	Avi	ard Bu	idget Entry	_	_	
<u>H</u> 00	ser]]]	Lines	rora <u>H</u> istory	Approvala												
ward I	su: GM	1100		Budget ID: 0457 Sear	12R1 th Criteria			Change S	ors Only							
Awo	rd Inform	mation														
	Award	110: 045712		Primary Fund:	01013		Primary Pro	1 CIE 44		Primar	(Pt: 10145389 Ft	d Robert -				
busy		ose: Budget Re	allocation	Hame Dept.			ChartFie			ChartEie						
1	nterface	e ID:		Cost Share CF1:			onsor Funding			rd Start O						
						Cost S	Share Funding	Amt: 0.00	list	erfaced ti						
			Process	Submit				Process								
Lines																
n o										-		_			a ora	H J Vew.4
elect	Line#	GT BU	Account	Fund	Dept		Function	ChartField 1	ChartFie			Tes	of want to continue with submission? (0.0)	Source 626 Fund	Source G2G Cost Share CF1	Projected Balance
		10000 Q	58000 Q.	81013 Q	12300	Q	44 Q,	Q,	BROF	-			Tarran terre			Projected Balance
	2	10000 Q.	53000 Q.	61013 Q	12300	Q,	66 Q.	Q	BROF	0,	9,900.50		Mod 2, benefits & tution			Projected Balance
	3	10000 Q	55000 Q	61013 Q	12300	۹.	44 Q.	Q	BROP	9	7.500.00		[Mod 2, supplies]			Projected Balance
	4	10000 Q.	57600 Q.	61013 Q.	12300	Q,	80 Q.	Q	BROF	Q	18,503.76		Mod 2, DC			Projected Delato
	5	10000 Q	58012 Q	61013 Q	20897	Q	64 Q.	Q,	EULXJ	9	2,724.08		Nod 2, scademic salary			Projected Galarice
	£.	10000 Q	53000 Q	61013 Q	20097	Q	44 Q.	Q	EULXJ	Q,	10.453.90		Nod 2, benefits & tution			Projected Ratence
٦	7	10000 Q	55000 Q,	61013 Q	26897	9,	44 Q.	Q,	EURXA	Q,	1.000.00		Mod 2. supplies			Projected Balanc
	8	10000 Q	57900 Q	61013 Q	20097	Q	80 Q.	Q	EUEXU	9	12,667,68		Wed 2, IDC			Projected Balance
	o sdd (1	+ -													
町 4	2							1-1011 - +		en Al						
otal Lie	ies Ti	otal Debits	Total Credits	Budge	et Status	(E	Edit Status									
	8	68,751	0.03	-68,750.00 Not Su	bmBed	14	raid									

5. RA Supervisor will login and click on Approvals Tile.

Navigation: Approvals Tile

		▼ BFS Home		
News and Events There is a known issue with br	owser cache when logging into BFS in th	ie same browser as HCM or Campus S Important Upcoming Dates: 5/15/20 BFS Down - Critical Patch Updates	olutions. To avoid this issue, please login	to BFS in a separate browser.
Approvals	General Ledger	Card Program	Profile Management	Reporting Tools
Import/Export Services	Credit to Cash	Purchase to Pay	ChartField Maintenance	Payroll Suspense

6. RA Supervisor will click on "Budget Approval" section in Approval Tile.

< BFS Home			Pending Approvals	🎓 🏲 : 🦉
View By Type	~	τ		
All	208	Budget Approval		2 rows
Budget Approval	2	Budget Approval 048238	048238R1 Hong,Dary Total Credits - 18.000.00	Routed
🤪 Journal Entry	197	Budget Reallocation	Cost Share Direct 0.00	04/05/2020 >
Voucher	9	048238R1 Budget Approval	045712R1 Hong,Dary	Routed
		045712	Total Credits -68,750.00	04/07/2020
		Budget Reallocation	Cost Share Direct 0.00	· · · · · · · · · · · · · · · · · · ·
		045712R1	•	

RA Supervisor will review the details and approve the Budget
 Note: The budget will be processed by nightly job and will be available the next day of submission.

						Budget Approv					A 🏹
ward BU	GM100										
lodget ID	045712R1										Approve
escription	r.										
inter a	By 011441215 Hong,Dary										
Sourco MA	κ										
ward Info	ormation										
ward ID	045712	Primary Fund	61013			Primary Prog (5d 44			PI Name 10145359 Full Robert J	
ludget Pur	rpose Budget Reallocation	Home Dept 12	390			Cost Share CF	4			Award Start Date	
		Interface ID 0				Sponsor Fundi	ing Amount 0			Interfaced Date	
						Cost Share For	nding Amount 0				
lines											
GL BU	Account	Fund Code	Department	Function	ChartField 1	ChartField 2	Amount	Cost Share	Description	Source G2G Fund	Source G2G Cost Share CF1
10000	50000 BUDSUM Unatlocated	61013	12300	44	Cancel	Approve		Submit	account \$8000		
10000	53000 BUDSUM Retirement & Benefits	61013	12300	44	You are about to a	pprove this request.			Mod 2, benefits & tuiti	ion	
10000	55000 BUDSUM General Supplies	61013	12300	44	Approver Comme	nts			Mod 2, supplies		
10000	57900 BUDSUM Indirect Cest Recovery	61013	12300	80				~	Mod 2, IDC		
10008	50012 BUDSUM Salaries/Wages-Academic	61013	26697	44					Mod 2, academic sala	ary	
10000	53000 BUDSUM Retirement & Benefils	61013	28697	44					Mod 2, benefits & tuit	ion .	
10005	55000 BUDSUM General Supplies	61013	25697	44		EULXJ	1000	N	Mod 2, supplies		
10000	57900 BUDSUM Indirect Cost Recovery	61013	28697	80		EULXJ	12667.68	N	Mod 2, IDC		
Budget	Summary										
icital Lines	8	Total Debits 68750		Tot	al Credits -68750			Budget Sohmit Stat	tus Submitted	Edit Status Valid	
PCMapp	ping Approval Information										
ction By			Rejectio	n Reason/s					Comments		
udit Dtm											
sprover C	"emmonte										
approver a											
Approval C	Thain a										