BOSTON UNIVERSITY

Kuali Research User Guide: Create a new Budget document for a Child Award

Version 6.0: November 2016

Purpose: To create a detailed or modular budget for a child award.

Trigger / Timing / Frequency: Once a child award is completed and finalized and funds have been obligated to the child via the Time and Money document.

Prerequisites

- A child award must be completed and finalized.
- The child award must have funds obligated to it via a transaction on the Time and Money document.

User Group Roles: Awards

Menu Path: Central Admin > Child Award > Budget Versions

Tips and Tricks: The Personnel tab of the Award Budget document is not in use at this time, as we do not individually budget for each person on the project at the time of award. Instead, the panel named "Personnel – Only if Personnel tab is not used" in the Non-Personnel tab should be used to add totals by personnel type (e.g. Senior Key Personnel).

Results and Next Steps: Once all child awards within hierarchy have been budgeted accurately, the award is ready for the QA process (if applicable) and to be interfaced to SAP.

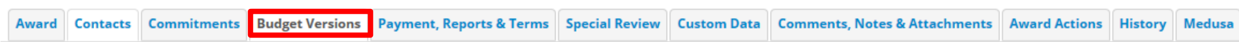
Process:

After funds have been obligated to the appropriate child awards, an award budget is created for each child award holding obligated funds. The system requires that you budget exactly the amount that has been obligated by the current transaction.

Contents

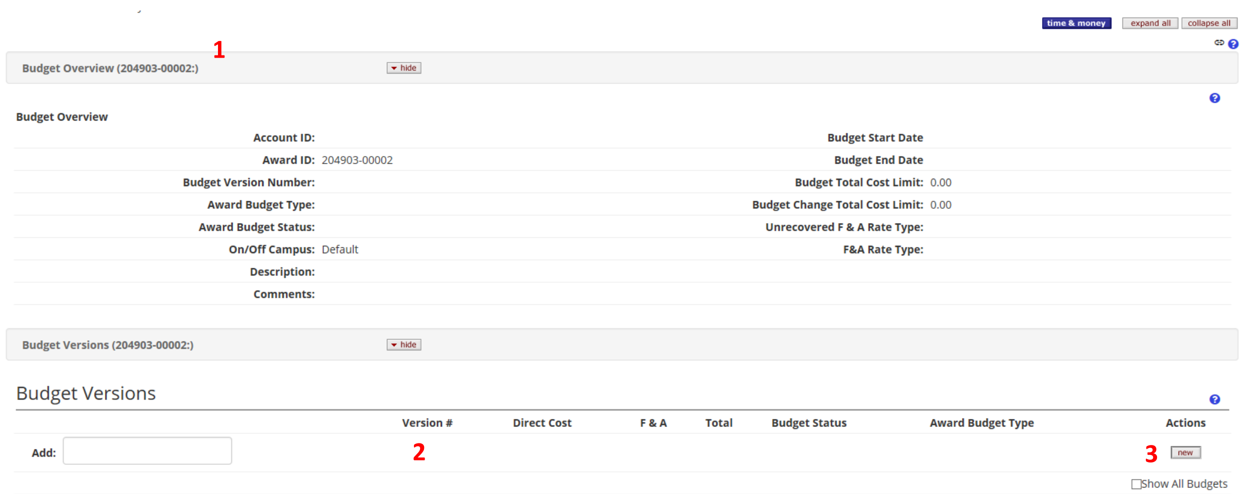
A. Create a new budget version.

Navigate to the Budget Versions of the appropriate child award and create a new budget version.



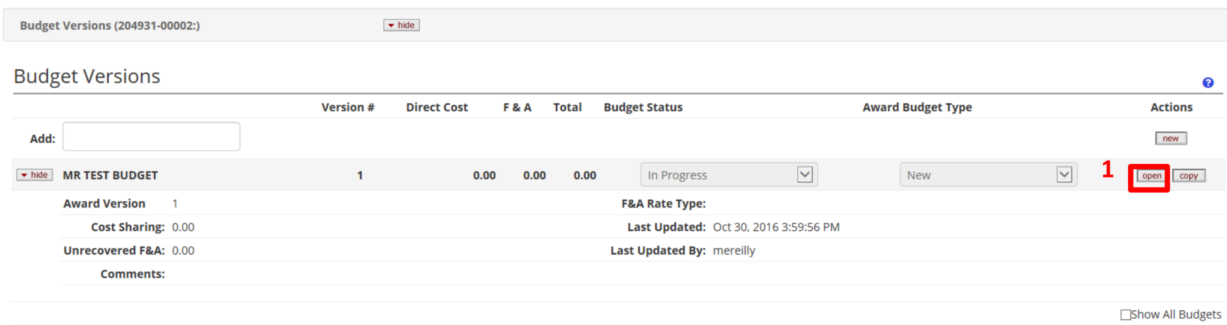
The 1) Budget Overview panel is a read-only summary of budget information.

Create a new budget version by giving the version a name, or text description. The 2) Version Name should identify the budget as related to the award action taking place at the time, such as *New*, *Yr 02*, or *Supplement*, etc. 3) Click New.



B. Open budget version

A subpanel with the new budget version is created as seen in the figure below. Click 1) Open to open the award budget document.



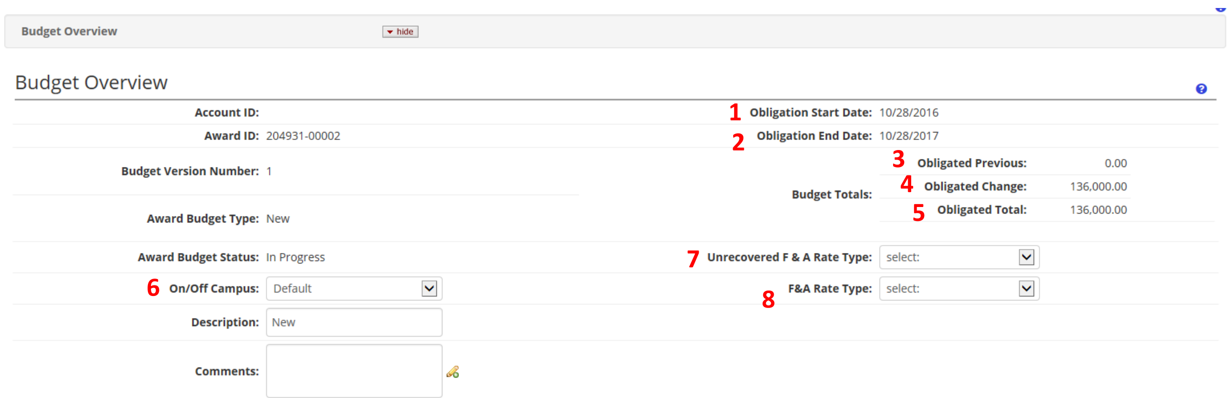
Notice the change in tabs across the top the screen once you click on Open. You are now in the *New* Version of the Award Budget document.

Review and complete the Budget Overview panel.

Most of the fields on the Budget Overview panel found on the Parameters tab are automatically populated for you. Dates and dollars are populated from the Time and Money document. Review the following fields for accuracy.

Data Quality	SOP Definition / Use	Required
1) Obligated Start Date	This field is automatically populated from the Time and Money Document, and displays the start date of the current budget period	Yes
2) Obligated End Date	This field is automatically populated from the Time and Money Document, and displays the end date of the current budget period.	Yes
3) Obligated Previous	This field is automatically populated from the Time and Money Document, and displays the previous cumulative amount of funds that have been obligated to this account to date. On new awards amount is zero.	Yes
4) Obligated Change	This field represents the change of funds obligated by the current action that needs to be budgeted in this version of the award budget document.	Yes
5) Obligated Total	This field is automatically populated from the Time and Money Document, and displays the cumulative amount of funds that have been obligated to this account to date.	Yes

The system requires that you budget exactly the amount that has been obligated by the current action, hence your total costs for each budget version should equal the Obligated Change found on the Budget Overview panel.



Select the appropriate On/Off Campus Rate and the appropriate F&A Rate Type.

Data Quality	SOP Definition / Use	Required
6) On/Off Campus	Field is used to indicate whether the on- or off-campus rate should be used in the calculation of F&A costs. Note: If set to 'Default', this indicates on-campus rates will be used.	Yes
7) Unrecovered F&A Rate Type 8) F&A Rate Type	These two fields are used to set the type of base on which the F&A is calculated. The two fields should match.	Yes

Manual should only be selected as the Rate Type under special instruction and is rarely used. With this Rate Type, F&A costs will be calculated on all line items unless you manually "deselect" the Apply Rate indicator for that item. The Apply Rate Indicator is found in the details of each budget line item on the Non-Personnel tab (See Step G).

1) Budget Periods and Totals Panel: Edit Budget Period Start/End Dates only as necessary. Do not enter any other information on this panel. Once the detailed budget is created in the Non-Personnel tab, these fields will automatically display high-level budget data.

Budget Periods

	Period Start Date	Period End Date	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
Add:			0.00	0.00	0.00	0.00	0.00	0.00	0.00	add
1	10/28/2016	10/27/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	delete
2	10/28/2017	10/28/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	delete
Totals										
Budget Change:	10/28/2016	10/28/2017	0.00	0.00	0.00	0.00	0.00			
Previous Budget:			0.00	0.00	0.00	0.00	0.00			recalculate
Budget Total:		10/28/2017	0.00	0.00	0.00	0.00	0.00			

generate all periods | calculate all periods | default periods | save | reload | close | copy

C. Review Rates tab

Click on the Rates Tab, review rates and change the applicable rate fields, if needed.

Budget Versions | Parameters | Rates | Summary | Personnel | Non-Personnel | Distribution & Income | Budget Actions

The Kuali Research award budget module calculates F&A costs automatically based on the applicable rates displayed on the Rates Tab. The F&A Rates Panel displays configured Institutional Rates based on the Activity Type selected in the Award Document. The Activity Type selected (on the Awards Tab) in this example was 1) Research, hence only Research Institutional Rates display. Selecting Training, Other Sponsored Activity, Financial Aid, or Research Training Activity Types would display a different set of Institutional Rates.

The system will automatically apply the appropriate rate based on the on/off campus indicator set on the Parameters tab in Step C of this document. If the budget period spans over two BU fiscal years, the system will also automatically apply the applicable start date of the rate.

Research F & A 1

Research F & A

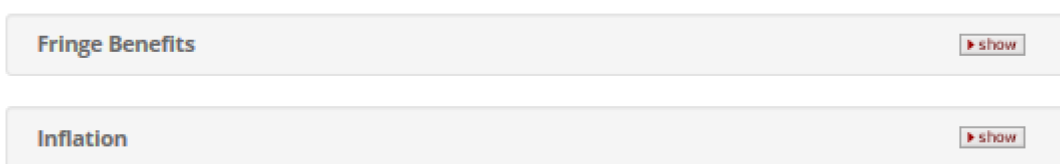
Description	On Campus	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
MTDC	No	2007	07/01/2006	26.00	26.00
MTDC	Yes	2017	07/01/2016	64.50	64.50
TDC	No	2007	07/01/2006	26.00	26.00
TDC	Yes	2017	07/01/2016	64.50	64.50
Salary and Wages	No	2007	07/01/2006	26.00	26.00
Salary and Wages	Yes	2017	07/01/2016	64.50	64.50
MTDC plus Stipends	No	2007	07/01/2006	26.00	26.00
MTDC plus Stipends	Yes	2017	07/01/2016	64.50	64.50
Manual	No	2007	07/01/2006	26.00	26.00
Manual	Yes	2017	07/01/2016	64.50	64.50
No F&A	No	2007	07/01/2006	0.00	0.00
No F&A	Yes	2007	07/01/2006	0.00	0.00

2 3

sync rates reset rates

The Activity Type, Rate Types, and Institute Rates have been configured in the system according to BU's Negotiated Indirect Cost Rate Agreement. If an award (i.e. Foundation's) F&A rates deviate from BU's Rate Agreement, the 3) Applicable Rate column in the Rates panel can be used to apply a different rate for the applicable Rate Type.

The Fringe Benefits and Inflation rates will not be used in the award budget module.



D. Select appropriate budget period

Click on the Non-Personnel tab and select appropriate the budget period.

All costs, including Personnel costs, will be budgeted using the Non-Personnel Tab. As stated in the Tips and Tricks section of this document, this will reduce data entry time by not having to individually budget for each person on the project. Instead, the panel named “Personnel – Only if Personnel tab is not used” should be used to add total sums by personnel type (i.e. Senior Key Personnel).

The first step in creating a detailed or modular budget is to make sure you select the appropriate 1) budget period.

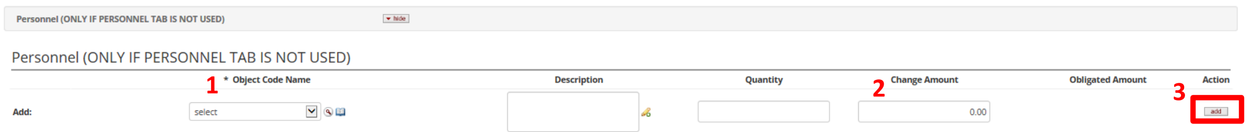
The periods that display on this panel is a result of the number of periods that have been obligated via the Time and Money document. For example, if we are creating a budget for a New NIH award where the funds are obligated one year at a time, then only one (the first) budget period will be obligated in T&M and only one budget period will display on the 1) Budget Period drop down.

If an award obligates funds multiple periods at a time, such as some NSF awards, each period must be budgeted separately. Inserting obligated start and end dates on the T&M document will automatically create the appropriate number of budget periods on the Parameters Tab and on the 1) Budget Period drop down. To toggle between budget periods select the appropriate period and click 2) Update View.

E. Add Personnel line items to the budget.

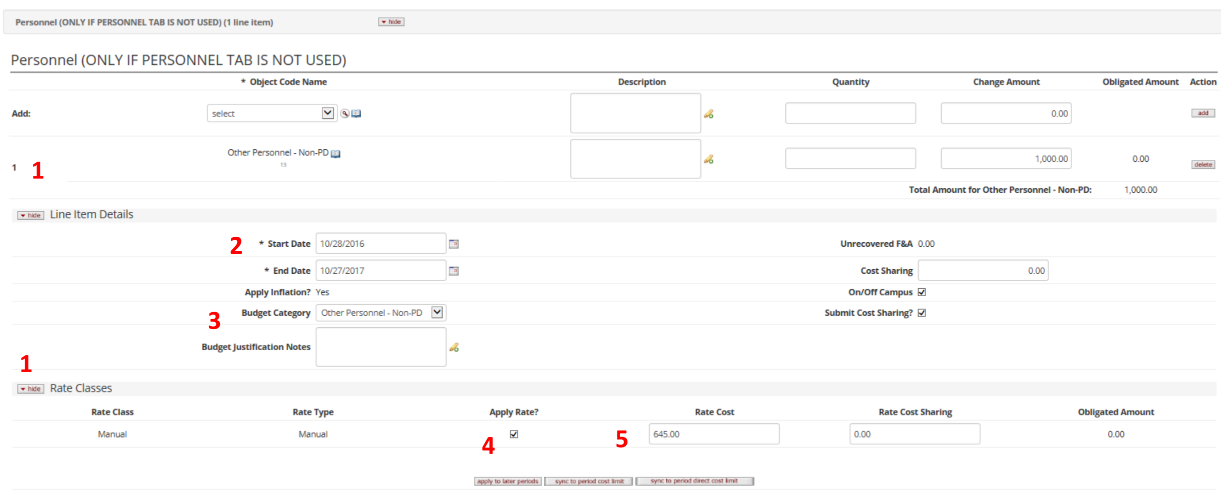
The detailed budget, created on this tab, will be displayed in the Business Warehouse by Budget Category. Add line items to the budget by selecting the appropriate value from the drop-down lists in each panel. The 1) panels are simply Budget Category Types used to visually organize the types of budget categories. To add a budget line item click 2) Show/Hide next to the Personnel panel.

Next, select the 1) Object Code and enter the 2) Change Amount (lump sum) to be added to be added to the budget. Click 3) Add.



Object Codes in the system role up to Budget Categories. All object codes are mapped in the system to incur or not incur F&A costs according to BU's Negotiated Indirect Cost Agreement. For example, there are two Object Codes for Subawards: 1 - Subawards – First 25K, 2 – Subawards – Over 25K). For the most part though, Object Codes and Budget Categories have 1:1 to relationship.

To view details of the line item added or rates applied to the line item click on 1) Show/Hide Line Item Details or Rate Classes. The Line Item Details subpanel shows the 2) Start and End (defaults to Budget Period) for which the line item is budgeted and the 3) Budget Category the Object Code roles up to.

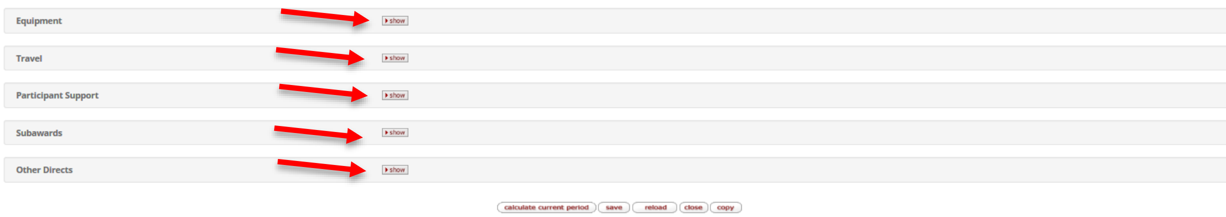


The Rate Classes subpanel shows the rate applied and the 5) Rate Cost incurred by that line item. If necessary, the Apply Rate flag found in the Rate Class subpanel can be unchecked. This will omit this particular line item from the F&A calculation.

Budget Categories in KCRM are mapped to Sponsored Classes in SAP.

F. Add Non-Personnel line items to the budget.

Repeat Step F to add Non-Personnel budget line items to the budget. Start by clicking Show/Hide next to the appropriate Budget Category Type panel.



As each line item is added to the budget, the Budget Overview panel is updated automatically. The Budget Overview panel is a good place to keep track of the 1) Direct, F&A Costs and Total Sponsor Costs as you build your budget and to verify the budget is accurate (at high level) according to sponsor obligated costs once complete.

G. Review summary budget

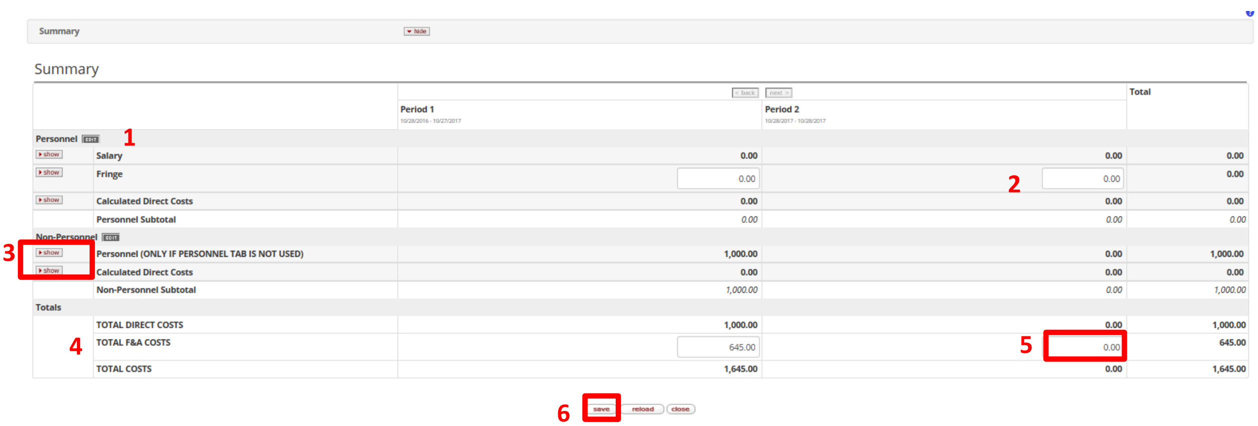
Click the Summary Tab to view summary budget.

Click the Summary tab to display a read-only view of the current budget. The Summary tab allows you to view and verify a budget has been budget correctly at a detailed level.

Remember that no cost will appear in the 1) Personnel subpanel since the Personnel tab is not being used during Phase I of the project; as such, the 2) Fringe override should not be used. To view budget details, click on the 3) Show/Hide button to the left of each of the Budget Category types in the Non-Personnel subpanel. 4) Total direct and indirect costs are found on the lower subpanel. Users are now able to 5) Override the Total F&A Costs by entering directly into the field the amount that should reflected, and then clicking the 6) save button.

Total F&A Override: Please use caution when using this functionality. It should not be used as a substitute for correcting F&A rates.

Please note that if an award obligates funds multiple periods at a time, such as some NSF awards, this version of the budget would contain multiple periods and 7) all periods would be displayed in the summary.


Summary ▾ hide

Summary

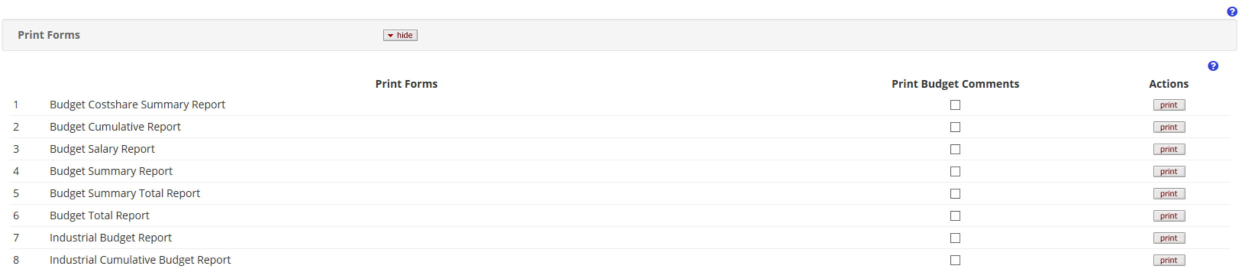
		Period 1 10/28/2016 - 10/27/2017	Period 2 10/28/2017 - 10/28/2017	Total
Personnel EDIT 1				
▸show	Salary	0.00	0.00	0.00
▸show	Fringe	0.00	2 0.00	0.00
▸show	Calculated Direct Costs	0.00	0.00	0.00
	Personnel Subtotal	0.00	0.00	0.00
Non-Personnel EDIT				
3 ▸show	Personnel (ONLY IF PERSONNEL TAB IS NOT USED)	1,000.00	0.00	1,000.00
▸show	Calculated Direct Costs	0.00	0.00	0.00
	Non-Personnel Subtotal	1,000.00	0.00	1,000.00
Totals				
	TOTAL DIRECT COSTS	1,000.00	0.00	1,000.00
4	TOTAL F&A COSTS	645.00	5 0.00	645.00
	TOTAL COSTS	1,645.00	0.00	1,645.00

6 save reload close

Skip the Personnel and Distribution and Income Tabs as these tabs will not be used for Awards in Kuali Research

H. Print Forms

Click on the Budget Actions tab and then 1) Show/Hide Print Forms panel. This panel has a list of forms available for printing.

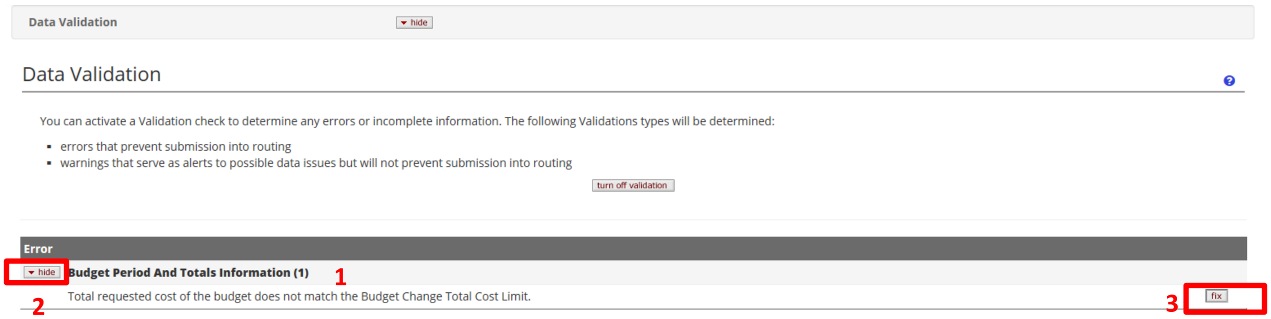


I. Validate budget version

Click on the Budget Actions tab and then 1) Show/Hide Data Validation Panel. This panel allows you to turn on/off the budget validation functionality.

To turn on the functionality and validate the budget click on turn on validation. If validation errors or warning exist, an 1) error will appear on the panel. To see the error details click 2) Show/Hide next to the error. In the example below the Total requested cost of the budget does not match the Budget Change Total Cost Limit.

Kuali 3) Fix Button Functionality on data validations errors and warnings takes you directly to the tab where the error or warning is found. Once you adjust the data accordingly and click the Save button on that tab, the system will bring you back to the Data Validation Panel. This is done so you can move on to the next validation error or warning if one exists.



In this example, clicking on the 3) Fix button takes you to the Parameters tab where you can compare the Budget Change Total Cost Limit to the total cost budgeted. You will need to go to the Non-Personnel Tab to adjust the budget.

J. Save budget version. Budget will remain in "In Progress" status until QA is completed.

Repeat Step I and J for all child awards with newly obligated funds.

Kuali Research Document Action Command Buttons Definitions

Submit Moves the document (through workflow) to the next step in the process. Once a document is submitted, it remains in ‘ENROUTE’ status until all approvals have taken place. If there is no workflow for a specific document, the budget version will be placed in “To Be Posted” status.

Cancel Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval. They may be copied, however, to a new document.

Reload Refreshes the budget and displays the most recently saved information. Changes which are made but not saved prior to reloading a page are not maintained.

Close Signifies that you wish to exit the document. The system displays a message asking if you want to save the document before closing. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.