

**Project Grant Budgets
for
Sponsored Programs**

Parent Budget

- Parent Budget – Previously known as the spending authority or overall project grant amount.
 - These budgets are contained in the budget ledger named “SPONPARENT”.

Child Budget

- Child Budget – Each parent budget has multiple child budgets.
 - These budgets are posted to the budget ledger named “SPONCHILD”.
 - Detail the chartfield distributions designated for expenditures.
 - The relationship between the parent budget and child budget is like the past relationship of APPROP to ORG in funds 10-17.

Budgeting Direct and Indirect Dollars for Sponsored Programs

- Direct and Indirect dollars will be budgeted separately within the parent level.
- This will ensure that direct dollars do not exceed the maximum amount awarded by the sponsor.

Parent-Child Budget Relationship

SPONPARENT (Parent Budgets)

Fund: 20
Program: RESCH
Account: DIREXP
Dept: ALL
Class: 225
Project: 2000001
Amount: \$10,000

Fund: 20
Program: RESCH
Account: INDEXP
Dept: ALL
Class: 225
Project: 2000001
Amount: \$4,700

Fund: 20
Program: RESCH
Account: UCLASS
Dept: 0910
Class: 225
Project: 2000001
Amount: \$8,000

Fund: 20
Program: RESCH
Account: FRINGE
Dept: 0910
Class: 225
Project: 2000001
Amount: \$2,000

Fund: 20
Program: RESCH
Account: FACADM
Dept: 0910
Class: 225
Project: 2000001
Amount: \$4,700

SPONCHILD (Child Budgets)

Establishing Parent and Child Budgets

- Parent and Child budgets will be established by Sponsored Programs Accounting (SPAA) as new awards or modifications to existing awards are received.

Controlled Budgets

- Projects with multiple departments or where the sponsor requires approval for budget amendments.
- Require that a child budget be established for the unique chartfield distribution of the transaction and there must be sufficient dollars remaining in that child budget before the transaction can pass budget checking.
- Projects with equipment or participant support budgeted are controlled budgets.

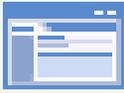
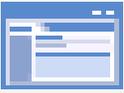
Track Budgets

- A budget must be set up at the child level for that chartfield distribution, and sufficient dollars must be remaining at the parent level before a transaction will pass budget checking.

Budget Amendments

- Child Budget will be entered directly into CUBS by users and approved by SPAA.
- Will no longer be accepted via email. (Notifications to SPAA are acceptable).
- No amendment should be entered into CUBS until all required approvals have been received.
- If a project requires sponsor approval, SPAA will need the sponsor approval before the amendment can be processed.

Select 'Budget Journals' Task from the Main Menu

| Main Menu | |
|--|--|
|  <p><u>Budget Journals</u> Create and update budget journals.</p> |  <p><u>Deposits</u> Enter deposit information in an abbreviated format.</p> |
|  <p><u>Journals</u> Create new journal entries or retrieve existing journal entries.</p> |  <p><u>Purchase Orders</u> Add or modify PO header, line, schedule, and distribution information.</p> |

Add A Budget Journal

Enter Budget Journals

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit: 

Journal ID:

Journal Date: 

[Add](#)

System will assign the Journal ID if this field is left blank. You can enter your own Journal ID if applicable.

[Find an Existing Value](#) | [Add a New Value](#)

Minimize the Menu



The screenshot shows a software menu titled "Menu" with a dark blue header. A small square button with a horizontal line (the minimize button) is circled in black in the top right corner of the menu header. Below the header, the menu is expanded to show several options. The first option is "Budget Journals" with a downward-pointing triangle icon. Underneath it are four sub-options: "Enter Budget Journals", "Enter Budget Transfer", "Mass Delete Budget Journals", and "Import Budget Journals". Below these are several other options, each with a right-pointing triangle icon: "Post Control Budget Journals", "Review Budget Activities", "Close Budget", "Budget Reports", "Third Party Transactions", "Review Budget Check", and "Exceptions".

Click to minimize
Menu.

Enter Budget Journals

Find an Existing Value

Add a New Value

Business Unit: 

Journal ID:

Journal Date: 

Add

Enter a Ledger Group

Budget Header

Budget Lines

Budget Errors

Unit:

CU

Journal ID: NEXT

Date:

11/15/2005

Ledger Group:

SPONCHILD 

Fiscal Year:

Period:

Control ChartField:

Currency:

USD 

Budget Header Status: None

Rate Type:



Exchange Rate:

1.00000000 

Cur Effdt:

11/15/2005 

Budget Amendment Reference:

Budget Type:

Long Description:

 Save

 Notify

 Add

 Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Ledger Group Descriptions

Look Up Ledger Group

Cancel

Search Results

| View All | | | First | ◀ | 1-9 of 9 | ▶ | Last |
|---------------|--------------|--------------------------------|-------|---|----------|---|------|
| Business Unit | Ledger Group | Description | | | | | |
| CU | AP_ENC | AP Encumbrances | | | | | |
| CU | CH_CNTL | Child Control | | | | | |
| CU | PA_CNTL | Parent Control | | | | | |
| CU | PLANTFUND | Plant Fund | | | | | |
| CU | SPONCHILD | Sponsored Activity Child Budg | | | | | |
| CU | SPONPARENT | Sponsored Activity Parent | | | | | |
| CU | APPROP | Appropriation Budget Ledger | | | | | |
| CU | ORG | Organization Budget Ledger | | | | | |
| CU | REVEST | Revenue Estimate Budget Ledger | | | | | |

| Ledger group | Description |
|--------------|---|
| ORG | Funds 10-17 |
| SPONCHILD | Sponsored Research Funds 19, 20, 82, 83 |
| CH CNTL | All other funds |

Reference and Description

Budget Header

[Budget Lines](#)

[Budget Errors](#)

Unit: CU **Journal ID:** NEXT **Date:** 11/15/2005

***Ledger Group:** SPONCHILD  **Fiscal Year:** 2006 **Period:** 5

Control ChartField: Project

***Currency:** USD 

Budget Header Status: None

Rate Type: CRRNT 

Exchange Rate: 1.00000000 

Cur Effdt: 11/15/2005 

Budget Amendment Reference:

CU PI authorized 11/10/05

Budget Type: Expense

Long Description:

Move funds from GRAD to TRAVEL to cover current amount needed for project.

 Save

 Notify

 Add

 Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Budget Lines Tab

[Home](#)

Budget Header

Budget Lines

Budget Errors

Unit: CU Journal ID: NEXT Date: 11/15/2005

^Ledger Group: SPONCHILD  Fiscal Year: 2006 Period: 5

Control ChartField: Project ^Currency: USD 

Budget Header Status: None Rate Type: CRRNT  Exchange Rate: 1.00000000

Budget Line Information

[New Window](#) | [Customize Page](#) | 

Budget Header | **Budget Lines** | Budget Errors

Header Information

Unit: CU Journal ID: NEXT Date: 11/15/2005 Budget Header Status: None

Process: Post Journal

▼ Lines

Chartfields and Amounts Base Currency Details 

Budget Line Information

| Delete | Line | Ledger | Speed Type | *Account | Fund | *Dept | Program | Class | Project |
|--------------------------|------|----------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | 1 | SPONCHBD | Speed Type | <input type="text"/> |

Lines to add:  [Journal Line Copy Down](#)

From Line: To:

| Totals | | |
|---------------------|----------------------|-----------------------|
| Total Lines: | Total Debits: | Total Credits: |
| 1 | 0.00 | 0.00 |

[Budget Header](#) | **[Budget Lines](#)** | [Budget Errors](#)

Enter Chartfields

[New Window](#) | [Customize Pa](#)

[Budget Header](#) | **Budget Lines** | [Budget Errors](#)

Unit: CU Journal ID: NEXT Date: 11/15/2005 Budget Header Status: None

Process:

▼ Lines

Chartfields and Amounts | [Base Currency Details](#)

| Delete | Line | Ledger | Speed Type | *Account | Fund | *Dept | Program | Class | Project |
|--------------------------|------|----------|----------------------------|-----------------------------------|---------------------------------|-----------------------------------|------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> | 1 | SPONCHBD | Speed Type | <input type="text" value="GRAD"/> | <input type="text" value="20"/> | <input type="text" value="0978"/> | <input type="text" value="RESCH"/> | <input type="text" value="215"/> | <input type="text" value="2004310"/> |

Lines to add [Journal Line Copy Down](#)

From Line: To:

Totals

| | | |
|---------------------|----------------------|-----------------------|
| Total Lines: | Total Debits: | Total Credits: |
| 1 | 0.00 | 7,500.00 |

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Customize | Find | View All | 1 of 1

| Set Options | Currency | Amount | Ref | |
|--|----------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="button" value="Set Options"/> | <input type="text" value="USD"/> | <input type="text" value="7,500.00"/> | <input type="text" value="WILSON"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

Roll Up Levels

| | |
|---------|-----------------------------|
| Account | UCLASS, TRAVEL, OTHER, etc. |
| Program | INSTR, RESCH, PUBSV, etc. |
| Dept | 5306, 1301, 0921, etc. |
| Class | 200, 215, 223, 245, etc. |

Insert Row, and Enter Next Line Information

Customize | Find | View All | First 1-2 of 2 Last

| Set Options | Currency | Amount | Ref | | |
|-------------|----------|----------|--------|--|--|
| Set Options | USD | 7,500.00 | WILSON | | |

[New Window](#) | [Customize Page](#)

Budget Header | **Budget Lines** | Budget Errors

Unit: CU Journal ID: NEXT Date: 11/15/2005 Budget Header Status: None
Process:

Lines

Chartfields and Amounts | Base Currency Details |

| Delete | Line | Ledger | Speed Type | *Account | Fund | *Dept | Program | Class | Project |
|--------------------------|------|----------|----------------------------|----------|------|-------|---------|-------|---------|
| <input type="checkbox"/> | 1 | SPONCHBD | Speed Type | GRAD | 20 | 0978 | RESCH | 215 | 2004310 |
| <input type="checkbox"/> | 2 | SPONCHBD | Speed Type | TRAVEL | 20 | 0978 | RESCH | 215 | 2004310 |

Lines to add: [Journal Line Copy Down](#) From Line: To:

| Totals | | |
|---------------------|----------------------|-----------------------|
| Total Lines: | Total Debits: | Total Credits: |
| 2 | 0.00 | 7,500.00 |

Save Notify

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Process

[Budget Header](#)

Budget Lines

[Budget Errors](#)

Unit: CU

Journal ID: K000378626

Date: 11/15/2005

Budget Header Status: None

Process:

▼ Lines

Chartfields and Amounts

Base Currency Details



| Delete | Line | Ledger | Speed Type | *Account | Fund | *Dept | Program | Class | Project |
|--------------------------|------|----------|----------------------------|-----------------------------|-------------------------|---------------------------|----------------------------|--------------------------|---------|
| <input type="checkbox"/> | 1 | SPONCHBD | Speed Type | GRAD <input type="text"/> | 20 <input type="text"/> | 0978 <input type="text"/> | RESCH <input type="text"/> | 215 <input type="text"/> | 2004310 |
| <input type="checkbox"/> | 2 | SPONCHBD | Speed Type | TRAVEL <input type="text"/> | 20 <input type="text"/> | 0978 <input type="text"/> | RESCH <input type="text"/> | 215 <input type="text"/> | 2004310 |

Lines to add: [Journal Line Copy Down](#)

From Line: To:

Totals

| | | |
|--------------|---------------|----------------|
| Total Lines: | Total Debits: | Total Credits: |
| 2 | 0.00 | 15,000.00 |

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Are you sure that you want to post this journal? (5010,45)

Budget Header Status

[New Window](#) | [Customi](#)

[Budget Header](#) | **[Budget Lines](#)** | [Budget Errors](#)

Unit: CU **Journal ID:** K000378626 **Date:** 11/15/2005 **Budget Header Status:** Errors

Process: Post Journal [v]

[New Window](#) | [Customize Page](#) |

[Budget Header](#) | [Budget Line](#) | **[Budget Errors](#)**

Unit: CU **Journal ID:** K000378626 **Date:** 11/15/2005 **Budget Header Status:** Errors

▼ **Header Errors**

[Customize](#) | [Find](#) | First 1 of 1 Last

| Go To Header | Field Name | Set | Msg | Message Text |
|------------------------------|------------|-----|-----|---|
| Go To Header | | | | No journal headers are marked in error. |

▼ **Line Errors**

[Customize](#) | [Find](#) | First 1-2 of 2 Last

| Go To Line | Line # | Field Name | Set | Msg | Message Text |
|----------------------------|--------|------------|-------|-----|--|
| Go To Line | 1 | LEDGER | 18021 | 936 | Posting this Budget would cause it to exceed its parent. |
| Go To Line | 2 | LEDGER | 18021 | 936 | Posting this Budget would cause it to exceed its parent. |

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Delete an Un-posted Budget Journal

Budget Header Budget Lines Budget Errors

Unit: CU Journal ID: K000378626 Date: 11/15/2005 Budget Header Status: Errors

Process: Delete Journal

▼ Lines

Chartfields and Amounts Base Currency Details

| Delete | Line | Error | Ledger | Speed Type | *Account | Fund | *Dept | Program | Class |
|--------------------------|------|-------------------------------------|----------|----------------------------|-----------------------------|-------------------------|---------------------------|----------------------------|--------------------------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | SPONCHBD | Speed Type | GRAD <input type="text"/> | 20 <input type="text"/> | 0978 <input type="text"/> | RESCH <input type="text"/> | 215 <input type="text"/> |
| <input type="checkbox"/> | 2 | <input checked="" type="checkbox"/> | SPONCHBD | Speed Type | TRAVEL <input type="text"/> | 20 <input type="text"/> | 0978 <input type="text"/> | RESCH <input type="text"/> | 215 <input type="text"/> |

View an Existing Budget Journal

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

| | | | | |
|------------------------------|-------------|---|-------|--|
| Business Unit: | = | ▼ | CU |  |
| Journal ID: | begins with | ▼ | K0037 | |
| Journal Date: | = | ▼ | |  |
| UnPost Sequence: | = | ▼ | | |
| Budget Header Status: | = | ▼ | | ▼ |
| Description: | begins with | ▼ | | |

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Select the Budget Journal

Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Business Unit: = 

Journal ID: begins with

Journal Date: = 

UnPost Sequence: =

Budget Header Status: =

Description: begins with

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All First  1-43 of 43  Last

| Business Unit | Journal ID | Journal Date | Ledger Group | Budget Header Status | Description |
|--------------------|----------------------------|----------------------------|---------------------------|------------------------|--------------------------------|
| CU | K000378526 | 10/26/2005 | ORG | Errors | test |
| CU | K000378527 | 10/26/2005 | ORG | Errors | (blank) |
| CU | K000378532 | 07/01/2005 | SPONCHILD | Posted | Initial Budget |
| CU | K000378533 | 10/25/2005 | ORG | Errors | NN6100 |
| CU | K000378534 | 10/25/2005 | ORG | Errors | NN6101 |
| CU | K000378535 | 10/25/2005 | ORG | Errors | NN6102 |

View the Journal

[New Window](#) | [Customize Page](#) | 

[Budget Header](#) | **Budget Lines** | [Budget Errors](#)

Unit: CU Journal ID: K000378626 Date: 11/15/2005 Budget Header Status: Errors

Process:

Lines

Chartfields and Amounts | [Base Currency Details](#) | 

| Delete | Line | Error | Ledger | Speed Type | *Account | Fund | *Dept | Program | Class | Project |
|--------------------------|------|-------------------------------------|----------|----------------------------|--|--|--|---|---|---------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | SPONCHBD | Speed Type | GRAD  | 20  | 0978  | RESCH  | 215  | 2004310 |
| <input type="checkbox"/> | 2 | <input checked="" type="checkbox"/> | SPONCHBD | Speed Type | TRAVEL  | 20  | 0978  | RESCH  | 215  | 2004310 |

Lines to add  [Journal Line Copy Down](#)

From Line: To:

Totals

| | | |
|---------------------|----------------------|-----------------------|
| Total Lines: | Total Debits: | Total Credits: |
| 2 | 0.00 | 15,000.00 |

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)