

## BP.010.028 – UPDATING GRANTS BUDGETS

<b>Purpose</b>	To update Grant and Project non-personal services budgets for the next fiscal year.
<b>Description</b>	The Grants data update page allows users to review and adjust budgets for budget lines in the PROJ_GRT ledger. Grants are typically budgeted in funds between 20000 and 29999.
<b>Security Role</b>	<b>BOR_BP_UPDATES</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• User completed all Budget Prep Setup steps.</li> <li>• User ran the Financials Import process in Create Report/Run Financials Import mode.</li> </ul>
<b>Additional Information</b>	None

## Procedure

Below are complete step-by-step instructions on updating existing Grants budgets using the Grants page in Budget Prep Data Update.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>BOR Menus</b> link.
4.	Click the <b>BOR Budget Prep</b> link.
5.	Click the <b>Budget Prep Data Update</b> link.
6.	Click the <b>Grants</b> link.
7.	Enter the appropriate Business Unit in the <b>Business Unit</b> field.
8.	Enter a Project ID in the <b>Project</b> field or click the search button for a list of valid Project ID values.
9.	Select a Project ID to update. The system navigates to the Update Grants page.  <i>Note: If multiple rows are returned, the left arrow and right arrow at the top right of the page navigate between multiple rows, or View All can be clicked to show all rows on one page.</i>
10.	Review the values in the <b>Fund, Department, Program Code, Class Field,</b> and <b>Account</b> fields and make edits as necessary.
11.	Verify that the date in the <b>Date</b> field is July 1 of the fiscal year in development.
12.	Enter an amount in the <b>Change(%)</b> field to adjust the budget or directly edit the amount in the <b>Proposed Budget</b> field.
13.	Verify the <b>Create PRMST</b> checkbox is not checked.  <i>Note: Create PRMST is typically only selected for new grants being entered in Budget Prep and is not recommended for existing grant entries.</i>
14.	If needed, enter notes in the <b>Comments</b> field.
15.	Click the plus <b>(+)</b> sign at the top right of the page to enter additional rows.
16.	Click the <b>Save</b> button.