

# **OGCA Keying Process**

## **Budget Modification & Revision Examples**

# Example 1: Budget Revision/Adjustment/Corrections

Hello,

The following action has been requested from OGCA:

**Budget Revision (org correction)**

OGCA will guarantee keying and set-up of the above mentioned action within 5 business days if **all** correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

FRABUDP checklist:

OGCA

Use

Only

	Proposal/s # <i>(One or more proposals related to the same grant)</i>	S20290
	Grant #	G9792

Budget Code	I\D *	Fund-Org/s #	Title <i>(If new max 35 characters)</i>	Distribution Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Researcher ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
ADJ1A	D	338961-40009					
ADJ1B	I	338961-40023					

\* I = Increase  
\* D = Decrease

	Comments: <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>	FRABUPD has been entered to correct the org on G9792/338961. I in error used 40009 and the org to use is 40023. Sorry for the inconvenience, if this can be keyed as soon as possible, no JV's will be needed.
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	Attachments Required <i>(if applicable)</i>	Attached Y/N
	Award Document / Letter / AwaRe	
	Other:	

Special notes:

Thank you very much for your service and support of our department. If you have any questions, please contact the Grants and Contracts Analyst named above and also cc:ed on the email. If further negotiation is required, please contact OGCA which might delay the keying.

# Example 2: Budget Increase

Hello,

The following action has been requested from OGCA:

## Budget Modification (Increase budget per Mod 5)

OGCA will guarantee keying and set-up of the above mentioned action within 5 business days if **all** correct information below has been entered and received by the requesting unit. In addition, unit is responsible for verifying the integrity of the FRAPROP record along with the FRABUDP entry.

### FRABUDP checklist:

OGCA

Use

Only

Proposal/s # <i>(One or more proposals related to the same grant)</i>	S15520
Grant #	G7728

Budget Code	I\D *	Fund-Org/s #	Title <i>(If new max 35 characters)</i>	Distribution Code <i>(if new)</i>	F & A Code <i>(if new)</i>	Researcher ID <i>(if new)</i>	Financial Manager ID <i>(if new)</i>
REV5A	I	NEW-66880	RP40 Task2 MLS	FGI05	FRN505	30058124	GIBO2
REV5B	I	397871-66890					
REV5C	I	397871-66891					
REV5D	I	397871-66880					

\* I = Increase

\* D = Decrease

Comments: <i>(Use this space to provide additional information not otherwise included in FRAGRNT)</i>	Add new funding modification to award/fund. Create new fund for REV5A with org 66880.
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<u>Attachments Required <i>(if applicable)</i></u>	Attached Y/N
Award Document	Y
Other: FRR2BRE Report	Y

### Special notes:

Thank you very much for your service and support of our department. If you have any questions, please contact the Grants and Contracts Analyst named above and also cc:ed on the email. If further negotiation is required, please contact OGCA which might delay the keying.

Revised 11/24/14