

9.2 Finalizing the Award Budget

Purpose: Use this document as a reference for finalizing an award budget in ctcLink.

Audience: Finance/Grant Fiscal Staff.

 You must have at least one of these local college managed security roles:

- ZC Awards Processing
- ZZ Awards Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Finalizing the Award Budget

Navigation: NavBar > Navigator > Grants > Awards > Project Budgets

1. The **Project Budgets** search page displays.
2. Enter **Business Unit**.
3. Enter **Project**.
4. Select **Search**.

Project Budgets

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

[Find an Existing Value](#)

Search Criteria

Business Unit =

Project begins with

Budget Plan ID =

Budget Period begins with

Budget Type =

Description begins with

Case Sensitive

[Basic Search](#)

5. The **Budget Detail** page displays.
6. Use the **General** tab to validate or enter Budget Items and amounts. You can select the **Add a New Row [+]** icon to add additional budget lines.
7. Select the **General Ledger Detail** tab.

Project Budgets

Budget Detail

Project 0000001998 I-DEA Technology Expansion Gra

Budget Period 1 Begin Date 02/22/2018 End Date 12/31/2018 [Process Monitor](#)

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$58,000.00

Sponsor Budget \$58,000.00 Security Status None

Budget Amounts for Period

1-2 of 2

General

Activity	Budget Item	Begin Date	Quantity	Unit of Measure	Amount	Currency	
IDEAT	SOFTWARE		1.00		50,000.00	USD	<input type="button" value="+"/>
IDEAT	SOFTWARE				8,000.00	USD	<input type="button" value="+"/>

8. The **General Ledger Detail** tab displays.
9. Enter or verify account information in the fields:
 - a. **Account**

- b. **Operating Unit**
- c. **Fund**
- d. **Department**
- e. **Class**
- f. **State Purpose**

10. Select **Finalize**. After the Finalize button is selected this information is being finalized by the Commitment Control application engine process of (PC_WRAPPER). By selecting Process Monitor you will see the notification when the process is complete.
11. Select **Save**.

NOTE: Only the following **Fund Accounts** can be used within the **Grants/Project Costing Modules: 057, 060, 145, 147, 253, and 357.**

Budget Detail New Window

Project 0000001998 I-DEA Technology Expansion Gra

Budget Period 1 Begin Date 02/22/2018 End Date 12/31/2018 Finalize Process Monitor

Project Budget Summary

Cost Share Direct \$0.00 Currency USD Total Budget \$58,000.00

Sponsor Budget \$58,000.00 Security Status None

Budget Amounts for Period

1-2 of 2 | View All

General Project Detail **General Ledger Detail** Commitment Control Detail Grants Detail

Activity	Budget Item	GL Business Unit	Statistics Code	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference
IDEAT	SOFTWARE	WA170		608000	7171	145	10517		118	
IDEAT	SOFTWARE	WA170		608000	7171	145	10517		118	

Save Return to Search Notify

12. The process is complete after the Process Monitor is complete. You will also notice that the fields that you entered in step 9 are no longer available to edit.
13. Process complete.