


## 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**.

Manager Self Service
Project Budgets

### 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
=
WA170

Project
begins with
0000001998

Budget Plan ID
=

Budget Period
begins with

Budget Type
=

Description
begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

- The **Budget Detail** page displays.
- 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.
- 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

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

General

Project Detail

General Ledger Detail

Commitment Control Detail

Grants Detail

Activity	Budget Item	Begin Date	Quantity	Unit of Measure	Amount	Currency	
IDEAT	SOFTWARE		1.00		50,000.00	USD	+
IDEAT	SOFTWARE				8,000.00	USD	+

Save

Return to Search

Notify

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

9.2 Finalizing the Award Budget

Page 2

- 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.**

The screenshot displays the 'Budget Detail' application interface. At the top, the title 'Budget Detail' is shown in a dark blue header. Below the header, the 'Project' information is displayed: 'Project 0000001998' and 'I-DEA Technology Expansion Gra'. The 'Budget Period' is '1', 'Begin Date' is '02/22/2018', and 'End Date' is '12/31/2018'. Two buttons, 'Finalize' and 'Process Monitor', are visible on the right side of the form. Below this, the 'Project Budget Summary' section shows 'Cost Share Direct \$0.00', 'Sponsor Budget \$58,000.00', 'Currency USD', 'Total Budget \$58,000.00', and 'Security Status None'. The 'Budget Amounts for Period' section features a search bar and a tabbed interface with 'General', 'Project Detail', 'General Ledger Detail' (selected), 'Commitment Control Detail', and 'Grants Detail'. A table with 11 columns (Activity, Budget Item, GL Business Unit, Statistics Code, Account, Operating Unit, Fund Code, Department, Program Code, Class Field, Budget Reference) contains two rows of data for 'IDEAT' and 'SOFTWARE'. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

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	

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.