

## Add Budget Period

### Purpose:

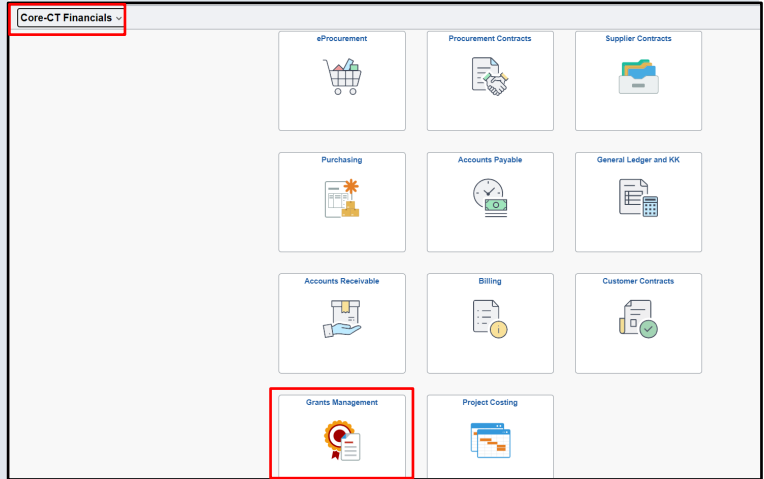
This job aid will help you add a Budget Period to an awarded grant in Core-CT.

Steps	Screenshots
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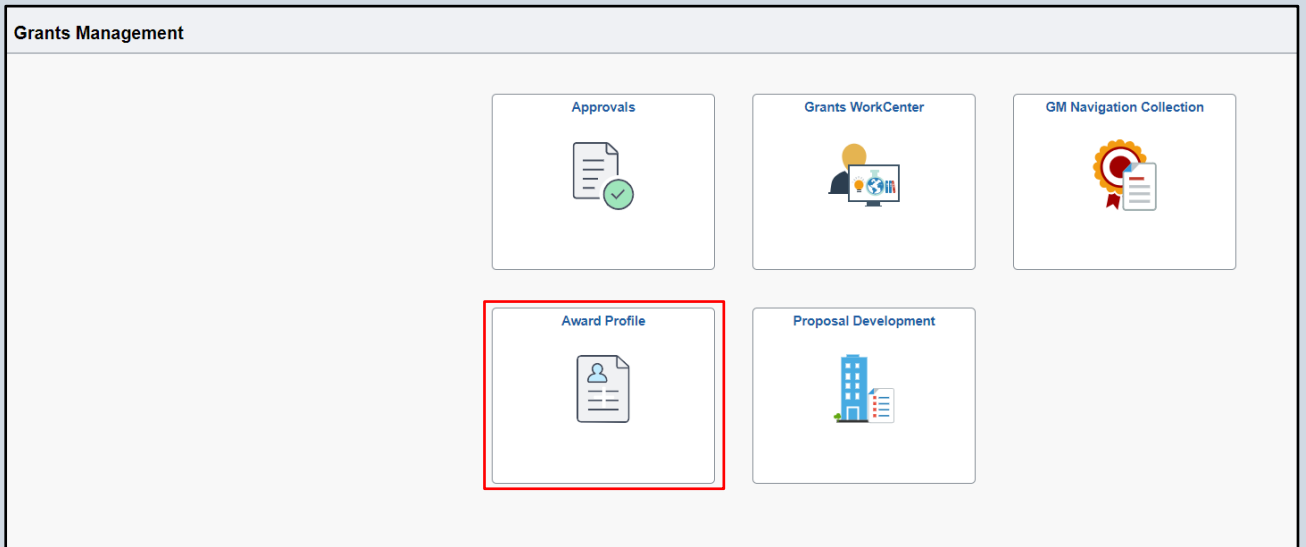
1. Navigate to the **Award Profile** page: **Main Menu > Core-CT Financials > Grants > Awards > Award Profile**

2. Select **Core-CT Financials**

3. Select the **Grant Management Tile**



3. Select the **Award Profile Tile**



# Add Budget Period

## Steps

4. Use the lookup icon to select a valid **Business Unit**.
5. Enter a valid **Award ID** or enter any other search criteria.
6. Click the **Search** button.

## Screenshots

**Award Profile**

**Find an Existing Value** ⊕ Add a New Value

▼ Search Criteria

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

Recent Searches  Saved Searches

Business Unit

Award ID begins with

Project begins with

Description begins with

PI ID begins with

Proposal ID begins with

Reference Award Number begins with

Case Sensitive

7. Click on the **Funding** tab.
8. Click the “+” button to add another Budget Period.
9. Enter the **Start Date** and **End Date** of the new Budget Period.
10. Click the **Save** button.
11. Click on the **Budget Detail** icon.

Award **Funding** Resources Certifications Terms Milestones Key Words Funding Inquiry

Award ID CON0000024 Award Title Trade Adjustment Assistance  
 Reference Award Number  Currency USD  
 Award PI  Primary Project PI

Total Award Amount 6,236,658.00

**Funding Info**  | < | > | 1 of 3 | > | > | View All

Project DOL00000000040 TAA - Admin - TA31691AN0 Project PI

**Detail**

Period	*Start Date	*End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status	Attachments
1	10/01/2017	09/30/2018	623,665.80	DOL00000000040	Posted	Distributed	Attachments (0) <input type="button" value="+"/>
3	10/01/2019	09/30/2020		DOL00000000040	None		Attachments (0) <input type="button" value="+"/> <input type="button" value="-"/>
4	<input type="text"/>	<input type="text"/>		DOL00000000040		Not Distributed	Attachments (0) <input type="button" value="+"/> <input type="button" value="-"/>

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry

## Steps

## Screenshots

12. In the **Budget Amount for Period** section, visit the General tab, enter **Amount**.

**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
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	0.00	USD

Return to Award Profile

Save | Return to Search | Notify

13. In the **Budget Amount for Period** section, visit the Project Detail tab, validate **Analysis Type**.

**Budget Amounts for Period**

General | Project Detail | General Ledger Detail | Commitment Control Detail | Grants Detail

Activity	Budget Item	Projects Distribution Status	Transaction ID	Analysis Type	Source Type	Category	Subcategory
<input type="text"/>	<input type="text"/>	Not Distributed		BD1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return to Award Profile

Save | Return to Search | Notify

14. In the **Budget Amount for Period** section, visit the General Ledger Detail tabs to enter the **Fund Code**, **Department**, **Special ID (SID)**, **Program Code**, **Account**, **Budget Reference**, **Activity** and **Budget Item**

**Budget Amounts for Period**

General | Project Detail | General Ledger Detail | Commitment Control Detail | Grants Detail

Activity	Budget Item	GL Business Unit	Statistics Code	Fund Code	Department	Special ID	Program Code	Account
<input type="text"/>	<input type="text"/>	STATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return to Award Profile

Save | Return to Search | Notify

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**Budget Amounts for Period**

General | Project Detail | General Ledger Detail | Commitment Control Detail | Grants Detail

Activity	Budget Item	Account	Budget Reference	ChartField 1	ChartField 2	ChartField 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return to Award Profile

Save | Return to Search | Notify

## Steps

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15. Click on the **Commitment Control Detail** tab.

16. Update the **Ledger Group** to **KK\_PC3**.

**Budget Amounts for Period**

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

Activity	Budget Item	Commitment Control Status	Ledger Group	Ledger	Budget Entry Type	Generate Parent Budget(s)	Use Default Entry Event	Entry Event
		None	<b>KK_PC3</b>	KK_PC3_BD	Origina	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Return to Award Profile

Save | Return to Search | Notify

17. Use the scroll bar to view the remaining fields.

18. Adjust the **Budget Entry Type**, **Parent Budget Entry Type** and **Budget Line Code** to **Adjustment**.

**Budget Amounts for Period**

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

Activity	Budget Item	Budget Entry Type	Generate Parent Budget(s)	Use Default Entry Event	Entry Event	Parent Budget Entry Type	Set Options	Budget Line Code
		<b>Adjustment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>Adjustment</b>	<a href="#">Set Options</a>	<b>Adjustment</b>

Return to Award Profile

Save | Return to Search | Notify

## Add Budget Period

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### Screenshots

19. Click on the **Grants Detail** tab.

20. Click on the lookup icon to update the **Budget Item**.

21. Check the **Facilities and Administration** and/or **Cost Sharing** checkboxes, if necessary.

22. Click the **Save** button.

Budget Amounts for Period

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

Activity	Budget Item	Facilities and Administration	Cost Sharing		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

Return to Award Profile

**Save** Return to Search Notify

23. Click the **Finalize** button.

Project DOL000000000040 TAA - Admin - TA31691AN0

Budget Period 3 Begin Date 10/01/2019 End Date 09/25/2026 **Finalize** Process Monitor

**Project Budget Summary**

Cost Share Direct \$0.00 Currency USD Total Budget

Sponsor Budget \$0.00 Security Status None

24. Click the **OK** button.

Budget Finalization has been processed. (13100,707)

Click on the Process Monitor hyperlink to view run status.

**OK**

25. Click the Process Monitor link to view the status of the Budget Update Process.

Project DOL000000000040 TAA - Admin - TA31691AN0

Budget Period 3 Begin Date 10/01/2019 End Date 09/25/2026 Finalize **Process Monitor**

**Project Budget Summary**

Cost Share Direct \$0.00 Currency USD Total Budget

Sponsor Budget \$0.00 Security Status None

## Add Budget Period

### Steps

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26. Optional: Click the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

27. Click the **Go Back to Project Budgets** link.

**View Process Requests**

User ID: 130840 | Type: [ ] | Last: [ ] | Days: [ ] | **Refresh** | Clear | Reset

Server: [ ] | Name: [ ] | Instance: [ ] Range | Save On Refresh [x] | Report Manager

Run Status: [ ] | Distribution Status: [ ]

**Process List**

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4503		PC_INTFEDIT12000273	Application Engine	PC_WRAPPER	130840	04/08/2024 12:53:25PM EDT	Success	Posted	Details	Actions
<input type="checkbox"/>	4502		PC_INTFEDIT12000273	Application Engine	PC_WRAPPER	130840	04/08/2024 12:50:17PM EDT	Success	Posted	Details	Actions

**Go back to Project Budgets** | Save | Notify

Process List | Server List

28. Click on the **Project Detail** tab.

29. Scroll to the **Projects Distribution Status** field to confirm that the budget displays **Distributed** to Commitment Control.

**Budget Amounts for Period**

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

Activity	Budget Item	Projects Distribution Status	Transaction ID	Analysis Type	Source Type	Category	Subcategory	Employee ID	Job Code
147501	PERSON	<b>Distributed</b>	176119470	BD1					