

# Setting up a Sub Account Budget in FMP

## Step 1 – Create a Budget Input record for the Sub Account to fund the amount to be budgeted.

**Budget Input**

Document Type: Budget Input

Speed Type: 14002 Sub Acct: SEM PS Acct:

Start Amount:

Entered By: lbc

Ref / Doc #: BUDGET

Sponsor:

Description: Seminar Budget for FY05

Salary	<input type="text"/>
Fringe Benefits	<input type="text"/>
M & O	10,000.00
Travel	<input type="text"/>
Equipment	<input type="text"/>
Indirect Cost	<input type="text"/>
Equity	<input type="text"/>
End of Year Balance	<input type="text"/>

Go To Transaction List Detail

Cost Center Expires in days! Invalid PS Account

Incorrect SpeedType Please Correct

Amounts Are NOT Equal - Needs To Be Corrected

EACH OF THE STARTER AMOUNTS CAN BE DIFFERENT FOR A NEW COST CENTER

Enter the Sub Account code.

Enter the amount budgeted.

Include a description

## Step 2– Create a Budget Input record to reduce the budgeted amount from the main cost center budget.

**Budget Input**

Document Type: Budget Input

Speed Type: 14002 Sub Acct:  PS Acct:

Start Amount:

Entered By: lbc

Ref / Doc #: BUDGET

Sponsor: i d c dept

Description: Seminar Budget for FY05

Salary	<input type="text"/>
Fringe Benefits	<input type="text"/>
M & O	-10,000.00
Travel	<input type="text"/>
Equipment	<input type="text"/>
Indirect Cost	<input type="text"/>
Equity	<input type="text"/>
End of Year Balance	<input type="text"/>

Go To Transaction List Detail

Invalid PS Account

Amounts Are NOT Equal - Needs To Be Corrected

EACH OF THE STARTER AMOUNTS CAN BE DIFFERENT FOR A NEW COST CENTER

Sub Acct code is left blank.

Enter the amount budgeted as a *negative* figure.

### Step 3 – Create a record in Account Info Database to define the Sub Account.

er Pro - [VChemAcctInfo (vdbs)]

View Insert Format Records Scripts Window Help

Find New Sort Print Award Entry View Archived MAIN MENU

Acct Status Summary List View

Account Title: Department IDC (Seminar Budget) Sponsor: i d o dept

Reconciled Date: 02/28/05

Begin Date: 09/01/1997 Matching Fund:  IDC Rate:  (enter as decimal eg 0.12 for 12%) Rec. By: Elsie

End Date: 12/31/2099 Cost Sharing:  Cost Share Types:

PI Name: La Sandra Cotright PI Short: Department User Id: lcotright E-mail: lcotright@uh.edu

FRS Acct	Sub Acct	Bus. Unit	Fund	Dept	Program	Project	Speed Type	Sub Ledger	Fiscal Yr	Status
225330	SEM	730	2072	H0107	B0991	NA	14002	S	2002	Active

Award	Award Amounts	Award Date	Award Comments
Award 1	46,198.80		
Award 2			
Award 3			
Award 4			
Award 5			
Award 6			
Award 7			
Award 8			
Award 9			
Award 10			

Account Award: \$46,198.80

Account Comments: Departmental Seminar budget. This is a subaccount within the main IDC cost center.

Comments: 3/7/05 EM, NEED TO TRF AND BUDGET POS FOR LUBCHENKO RAP WHEN NEWLY CREATED POSITION IS AVAILABLE. Jan '05-M&O budget < PS budget due to outstanding BAR's for -1,300 & 663.

Usage: seminar expenses

Created By: cotright 4/14/2005  
Modified By: cotright 4/14/2005

### Step 4 – to view the Account Summary, perform a find by fiscal year, speedtype, and Sub Account Code.

Account Status Summary

February 2005 Invalid PS Account

Recalculate Find Print

i d o dept

2005 14002 730 2072 H0107 B0991 NA 225330 Account P I: Department

FY SpeedType SEM 09/01/97 12/31/99 Department IDC (Seminar Budget)

	Un-Budgeted (PS)	Revenue	Encumbered	Outstanding	Un-Budgeted (Dep)	PS Balance
Equity	0.00	0.00	0.00	0.00	0.00	
	<b>Budgeted</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Outstanding</b>	<b>Balance</b>	
Salaries		0.00	0.00		0.00	
Fringe Benefits		0.00	0.00		0.00	
M & O	10,000.00	3,137.28	0.00	856.34	6,006.38	
Travel		1,246.25	0.00	1,125.55	-2,371.80	
Equipment		0.00	0.00	0.00	0.00	
IDC		0.00	0.00		0.00	
TOTAL	10,000.00	4,383.53	0.00	1,981.89	3,634.58	

Carried Fwd Amt:  PS Fund Equity: 4,383.53 Accumulated Fund:

Reconcile Month: 02/28/05 Total Fees: 0.00 Current Balance: -6,365.42