

# Budget Amendment for Restricted Accounts (BARA)

The on-line Budget Amendment for Restricted Accounts (BARA) documentation is divided into the following sections:

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## Introduction to the BARA Form

### Overview

Once an Add University Restricted Account (AURA) form is done to create a new Restricted Account Number (budget/fund combination), the Budget Amendment for Restricted Accounts (BARA) form can be used to establish an operating budget for that account or to budget supplemental funds received for that Restricted Account.

The BARA form is also used to realign budget categories within the same Restricted Account.

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## Use of the BARA Form

### How to Pull Up a Blank Form

To pull up a blank **BARA** form:

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.
- Select **IBIS Admin Menus** at the **Com-Pass** screen.

11/08/95 10:36:00.9	<b>INTEGRATED BUSINESS INFORMATION SYSTEM</b> <b>E A S Y - FINANCIAL SYSTEM</b>	M4F1 MLP3	
Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:			
<u>FUNCTION</u>	<u>DESCRIPTION</u>	<u>FUNCTION</u>	<u>DESCRIPTION</u>
AURA	Add Univ. Restricted Accts		
BARA	Budget Amend. Restr. Accts		
<b>NEXT FUNCTION: BARA</b> <b>1</b>		<b>PREV MENU: M2AS</b>	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
HELP MENU CMPS END		KEYS PRINT	

1. At **NEXT FUNCTION**, type **BARA**.

Press **ENTER**, a blank **BARA** form will appear.

**> Note:**

To locate the form within the IBIS menus, follow the steps below:

1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.

2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
3. At the **M3FM** menu, enter **M4FI** (Financial) at the **Next Function** line and press **Enter**.
4. At the **M4FI** menu, enter **BARA** (Budget Amendment for Restricted Accounts) at the **Next Function** line to pull up the blank **BARA** form.

## BARA Page 1 — Initial Information

```

PLEASE PRESS 'PF 12' TO PROCESS FORM
          IBIS FINANCIAL MAINTENANCE SYSTEM
          BUDGET AMENDMENT FOR RESTRICTED ACCOUNTS FORM
          Page 1 of 5
          BARA
FORM ACTION: 1 DOCUMENT#: UNIT: CONFIDENTIAL: 2
NEXT APPROVER: 3 EFF DATE: 11 / 06 / 1995 DOCUMENT STATUS:
02 - 4 - 01_ UP 30820_ MISC CONTRIBUTIONS
Account Number Account Name
New or Revision(N/R): N 5 Automatically Calculate Fringe & Overhead(Y/N): Y 6
This Project will be under the direction of:
The Total Amount of this Budget will be:
SPECIAL NOTATION:
(Res Acctg.)
-----
Fringe Acad: 26.20 Fringe Grad: 11.70 Ind Calc Rate: 41.80
Fringe N-Acad: 26.20 Ind Calc Code: P Cost Share: 10.00
Fringe Wage: 8.60 Ind Calc Type: PRIME Ind Calc Prime Rate: 60.00
NEXT FUNCTION: _____ <MENU,KEYS,END>

```

1. At **Form Action** enter **ADD**.
2. At **Confidential**, the N can be changed to a Y.
3. At **Next Approver**, you can enter user id of the person to approve the form if you would like to route to an optional approver rather than the default.
4. At **Account Number**, enter the appropriate budget number and fund for the restricted account.
5. At **New or Revision**, enter N (new) or R (revision).
  - o N (new) will post as a permanent budget detail.
  - o R (revision) will post as a temporary budget detail.

- If you leave the "Y" at **Automatically Calculate Fringe & Overhead (Y/N)**, the form will use the rates and codes listed below the dotted line to calculate fringe benefits, indirect costs, and cost sharing if applicable. If you type in an "N" (no), calculations will not be done.

If you leave the default "Y" and **ADD** the form so the calculations occur, you can afterwards do a **CHG** (change) to the form and replace the "Y" with an "N". This action will allow you to change amounts without recalculating the fringe benefits, indirect costs, or cost sharing. An example of where this is helpful is when the contract is for \$50,000.00 and the automatic calculations result in a total expense of \$50,000.60. You can reduce one of the fringe rates by \$0.60 and then the total expense will be \$50,000.00.

**> Note:**

- With either a "Y" or an "N", the form will always add the amount from all the lines to arrive at a total.

Press Enter and the Account Name, Project Director, and the information below the dotted line will be primed using the Chart of Accounts (COA).

Press **PF8** to continue to Page 2 of the BARA form.

## Page 2 — Salary Expenditures

IBIS FINANCIAL MAINTENANCE SYSTEM		Page 2 of 5
BUDGET AMENDMENT FOR RESTRICTED ACCOUNTS FORM		BARA
FORM ACTION: ADD	DOCUMENT#:	UNIT:
NEXT APPROVER: _____	EFF DATE: 11 / 06 / 1995	CONFIDENTIAL: N
02 - 024 - 01 UP 30820 MISC CONTRIBUTIONS		DOCUMENT STATUS:
Account Number	Account Name	
SOURCE OF FUNDS INFORMATION:		
Agency Code: INDS		Acct Awd Amt:
Acct Begin: 01 / 01 / 1980	Acct End: 12 / 31 / 2099	Salary Cap:
Agmt/Prime: VARIOUS	/	Retainage:
EXPENDITURES..		
Salaries (Standing Academic).....	0104	<u>          </u>
Salaries (Fixed Term I Academic).....	0114	<u>          </u>
Salaries (Standing Staff Exempt).....	0105	<u>          </u>
Salaries (Standing Staff Non-Exempt).....	0106	<u>          </u>
	(PF3 Addt'l Salary Lines)	
TOTAL SALARIES		
Graduate Assistants.....	0164	<u>          </u>
Wages.....	0208	<u>          </u>
TOTAL SALARIES AND WAGES		
NEXT FUNCTION: _____		<MENU,KEYS,END>

- Enter the amounts for anticipated expenditures.

> **Notes:**

- 104, 114, 105 and 106 are preset since these are the codes that are most frequently used.
- To use other object codes for salaries, press **PF3** and a window with 8 lines will appear for the user to key in object codes and amounts. (See Page 5 of this documentation for information.)
- Salaries are now being budgeted at the object code and not 010B.
- Cents can be budgeted (example: \$1000.68).

Press **PF8** to continue to Page 3 of the BARA form.

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## Additional Salary Lines Window

IBIS FINANCIAL MAINTENANCE SYSTEM Page 2 of 5  
BUDGET AMENDMENT FOR RESTRICTED ACCOUNTS FORM BARA

FORM ACTION: ADD DOCUMENT#: UNIT: CONFIDENTIAL: N  
NEXT APPROVER: \_\_\_\_\_ EFF DATE: 11 / 06 / 1995 DOCUMENT STATUS: \_\_\_\_\_

02  
Acco  
SOUR  
Agen  
Acct  
Agmt  
EXPE  
Sal  
Sal  
Sal  
Sal  
T  
Gra  
Wages..... 020B  
TOTAL SALARIES AND WAGES  
NEXT FUNCTION: \_\_\_\_\_ <MENU,KEYS,END>

Description	Objcode	Amount
SUPPL2-ACAD	0144	1000.00
TECH SERVICE	0108	1000.00
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Press PF3 to Exit

The **Additional Salary Lines** window will allow you to use different object codes than those listed on Page 2 of the **BARA** form.

1. Enter an **object code(s)** and an amount(s).
2. Press **Enter** to display the object code description.
3. Press **PF3** to return to Page 2 of the BARA form.

> **Note:**

- **IBIS** will reflect the additional salary lines by the message shown below.

```
Salaries (Standing Staff Non-Exempt)..... 0106 _____
* ADDTL LINES ADDED, Press PF3 to view detail * (PF3 Addt'l Salary Lines)
TOTAL SALARIES
Graduate Assistants..... 0164 _____
Wages..... 020B _____
TOTAL SALARIES AND WAGES
NEXT FUNCTION: _____ <MENU,KEYS,END>
```

Press PF8 to continue to Page 3 of the BARA form.

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## Page 3 — Additional Expenditures

```
PLEASE PRESS 'PF12' TO PROCESS FORM
IBIS FINANCIAL MAINTENANCE SYSTEM
BUDGET AMENDMENT FOR RESTRICTED ACCOUNTS FORM
Page 3 of 5
FORM ACTION: ADD DOCUMENT#: UNIT: CONFIDENTIAL: N
NEXT APPROVER: _____ EFF DATE: 11 / 06 / 1995 DOCUMENT STATUS:
02 - 024 - 01 UP 30820 MISC CONTRIBUTIONS
Account Number Account Name
Supplies and Materials ..... 030B _____ ①
Communication ..... 032B _____
Domestic Travel..... 033B _____
Foreign Travel..... 0338 _____
Publications ..... 034B _____
Fellowship Taxable ..... 0395 _____
Fringe Benefits (PF2 to see breakdown)..... ***
Tuition and Fees..... 0403 _____
Subcontracts (thru $25,000) ..... 0408 _____
Printing and Copying ..... 0414 _____
Subcontracts (over $25,000) ..... 0416 _____
Purchased Services..... 0411 _____
Maint & Repair..... 037B _____
(PF3 Addt'l Lines)
TOTAL OTHER EXPENSE 0.00
NEXT FUNCTION: _____ <MENU,KEYS,END>
```

1. Enter amounts for anticipated expenditures.

> **Notes:**

- If an amount is displayed in the Fringe Benefits field (\*\*\*) , which is the total of all the fringe codes, press **PF2** to view the total breakdown. The Amounts shown in the **PF2** window can be modified.



## Page 4 — Indirect Costs and Cost Sharing

IBIS FINANCIAL MAINTENANCE SYSTEM		Page 4 of 5	
BUDGET AMENDMENT FOR RESTRICTED ACCOUNTS FORM		BARA	
FORM ACTION: ADD	DOCUMENT#:	UNIT:	CONFIDENTIAL: N
NEXT APPROVER: _____	EFF DATE: 11 / 06 / 1995	DOCUMENT STATUS:	
02 - 024 - 01 UP 30820 MISC CONTRIBUTIONS			
Account Number		Account Name	
Equipment (\$1000 and Over).....		0710	_____
TOTAL DIRECT COSTS			0.00
INDIRECT COSTS			_____
Less University Participation (Cost Sharing)			_____
TOTAL INDIRECT COSTS .....			0908 0.00
TOTAL DIRECT AND INDIRECT			0.00
NEXT FUNCTION: _____		<MENU,KEYS,END>	

1. Any **Indirect Costs** will be automatically calculated based on the rates and codes stored on the **Chart of Accounts**. The system will determine which object codes are applicable based on the **Indirect Cost** code. It will take into account whether more than one indirect cost rate is applicable (i.e., Prime, ARL, etc.). The **Indirect Cost** field is modifiable.
2. The **Cost Sharing** figure will be automatically calculated **IF** a **Cost Sharing Rate** is stored on the **Chart of Accounts** for the specific account. The **Cost Sharing** field is modifiable.

Press **PF8** to continue to Page 5 of the BARA form.

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## Page 5 — Notepad Area



IBIS FINANCIAL MAINTENANCE SYSTEM			Page 5 of 5
BUDGET AMENDMENT FOR RESTRICTED ACCOUNTS FORM			BARA
FORM ACTION: ADD	DOCUMENT#:	UNIT:	CONFIDENTIAL: N
NEXT APPROVER: _____	EFF DATE: 11 / 06 / 1995	DOCUMENT STATUS:	
02 - 024 - 01	UP 30820	MISC CONTRIBUTIONS	
Account Number	Account Name		
Note Pad Area: <input type="text"/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
Last Action:			
Last Action Name:			
NEXT FUNCTION: _____			<MENU,KEYS,END>

1. You can record additional information on the **Notepad**.

Press **PF12** to **ADD** the form.

Enter **SUB** at Form Action and press **PF12** to submit the form through the approval path.