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.
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.

  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.

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**BARA Page 1 — Initial Information**

<table>
<thead>
<tr>
<th>FORM ACTION:</th>
<th>DOCUMENT#:</th>
<th>UNIT:</th>
<th>CONFIDENTIAL:</th>
<th>NEXT APPROVER:</th>
<th>EFF DATE:</th>
<th>DOCUMENT STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/06/1995</td>
<td></td>
</tr>
</tbody>
</table>

02 - M01_UP 30820 - MISC CONTRIBUTIONS

Account Number  Account Name

New or Revision(Y/N): Y
Automatically Calculate Fringe & Overhead(Y/N): Y

This Project will be under the direction of:

The Total Amount of this Budget will be:

SPECIAL NOTATION:

(Res Rctg.)

Fringe Acad: 25.20 Fringe Grad: 11.76 Ind Calc Rate: 41.80
Fringe N-Acad: 25.20 Ind Calc Code: P Cost Share: 10.00
Fringe Wage: 8.60 Ind Calc Type: PRIME Ind Calc Prime Rate: 60.00

NEXT FUNCTION: (REM, 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).
   - N (new) will post as a permanent budget detail.
   - R (revision) will post as a temporary budget detail.
6. 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.

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### Page 2 — Salary Expenditures

<table>
<thead>
<tr>
<th>IDIS FINANCIAL MAINTENANCE SYSTEM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT AMENDMENT FOR RESTRICTED ACCOUNTS FORM</td>
<td>BARA</td>
</tr>
<tr>
<td>FORM ACTION: ADD DOCUMENTS: UNIT: CONFIDENTIAL: N</td>
<td></td>
</tr>
<tr>
<td>DATE APPROVED: ___ EFF DATE: 11/05/1995 DOCUMENT STATUS:</td>
<td></td>
</tr>
</tbody>
</table>

**MISC CONTRIBUTIONS**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 = 024 = 01</td>
<td>UU 30020</td>
</tr>
</tbody>
</table>

**SOURCES OF FUNDS INFORMATION:**

<table>
<thead>
<tr>
<th>Agency Code</th>
<th>INDS</th>
<th>Act No</th>
<th>Act Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act Begin:</td>
<td>01/01/1999</td>
<td>Act End: 12/31/2000</td>
<td>Salary Cap:</td>
</tr>
</tbody>
</table>

**EXPENDITURES**

<table>
<thead>
<tr>
<th>Salaries (Standing Academic)</th>
<th>0104</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries (Fixed Term Employees)</td>
<td>0114</td>
</tr>
<tr>
<td>Salaries (Standing Staff Exempt)</td>
<td>0125</td>
</tr>
<tr>
<td>Salaries (Standing Staff Non-Exempt)</td>
<td>0136</td>
</tr>
</tbody>
</table>

**TOTAL SALARIES**

<table>
<thead>
<tr>
<th>Graduate Assistants</th>
<th>0156</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipends</td>
<td>0236</td>
</tr>
</tbody>
</table>

**TOTAL SALARIES AND EXECS**

**NEXT FUNCTION:**  

| MENU, KEYS, END |

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1. 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**

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.

![IBIS Salary Table]

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

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Page 3 — Additional Expenditures

![Additional Expenditure Table]

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.
To use other expense object codes, press PF3 and a window will appear allowing other codes and amounts to be specified (See Page 7 of this documentation for information).

Press PF8 to continue to Page 4 of the BARA form.

Additional Expense Object Codes Window

1. Enter the object code and the amount.
2. Press Enter to display the object code description.

Press PF3 to return to Page 3 of the BARA form.

> Note:

- IBIS will reflect the additional object code lines by the message shown below:
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
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.