b. Budget Information

This is the area in which all information related to the budget, approved by the agency and the Office of Research (OR) will be entered in GUS and mirrors the information from the General Ledger prepared by the Accounting Department.

1. **Subs** – Subs is an abbreviation for Subaccounts. Here you will create all of the subs with funds budgeted for this project will be selected.

   From the budget summary approved by OR, your departmental budget, or other funding notifications, e.g. Donor funds enter:
   a. **Sub ID** – Click on the up/down arrow box and select from one of the standard subaccount numbers that was allocated funding in the budget.
A department that is entering data into GUS for the first time will not have any subs entered and no options in the pulldown window. In this case, subs can be entered by typing in the Sub field. Pulldown options grow based on what has been entered in prior projects.

b. **Sub Description** – Click on the up/down arrow box and select from one of the predefined descriptions. If you don’t see an accurate description in the pulldown menu, just type it in the Sub Description field to add it.

![Image of GUS Project Module interface](image)

**Note:** It is possible to have multiple subs with the same ID, but they should have different descriptions for clarity for users. Subs can have one or two characters in their IDs.

**For Example:**
Sub 2  Academic Salaries vs. Staff Salaries

Sub 6 Benefits – Often Benefits vs. Fees & Tuition are separated by type:
6A Benefits vs. 6B Fees & Tuition

c. **Allocation Level** – Either “Sub” or “Type”.  
i. **Sub** – used for subaccounts that are one of the primary subaccounts (Sub 2 – Salaries, Sub 3 – Supplies, Sub 4 – Equipment, Sub 5 – Travel, Sub 6 Benefits, Sub Y – Overhead).
ii. **Type** – used for breaking down subaccounts into greater detail. When an agency requires detail beyond the six primary Subs or a department would like greater detail, Type can be used, e.g. TEL for telephone or CPO for copies.

For simplicity, allocation at the Sub level rather than the Type level may be used.

**Example:** An agency is required by law to track spending on Widgets because purchases cannot exceed $50,000 or they will be placed into a new regulatory category requiring voluminous paperwork and extra taxes that they want to avoid. They must also track purchases of Gadgets not to exceed $25,000 for the same reason.

A Sub is set-up as follows:
- Sub Id: 3
- Sub Description: Supplies
- Allocation Level: Type
- Under Related Types select Widgets then [>>>], select Gadgets then [>>>] to add them to the right side.
- Add overhead rates and click OK

d. **Low Value Number (LV)** – Enter the unique low value number established via the Purchasing Department for this project for low value purchases.

If a project needs more than one LV number in a Sub, create another Sub with the same id (but a different description) for each LV number.

e. **Related Types** – More detailed categories for each Sub. Click on the [+] box:
and the Select Cost Types window opens:

1. Available Cost Types: Select from the predefined list the correct cost type or types for the sub you are setting up. Click on the one you want, e.g. RCH or RECHARGE for Sub 3.
2. Click on the [>>>] button to move the cost type over to the Selected Cost Types box at the right.
3. Selected Cost Types for Sub 3 – Click on the cost type that has been moved over so that it is highlighted.
4. Set Overhead Rate, if applicable.
   i. Cost Type - Once the cost type in step three has been highlighted, the cost type under the Set Overhead Rate box automatically fills, in this case RCH - RECHARGE.
   ii. OH Rate – Click in this box and enter the correct overhead rate, typically 0.515 for on campus and 0.26 for off campus.
   **Note:** The format to use is 0.515 and not 51.50.
5. Click [OK] to save

**Shortcut:** Add all related types without individually entering the overhead rate. Before saving the last related type, enter the overhead rate, click on [Apply to All] and the same overhead rate will be applied to all related types.
2. **Project Increments** – This area is useful for projects with multiple funding increments, i.e. a five year contract delivered over 5 separate years or 5 increments.

   a. **Start Date** – The funding start date of the project increment
   b. **End Date** – The funding end date of the project increment
   c. **Description** – A brief description that best describes what this increment is for, e.g. First Year Funding or Base Budget. Each increment can have the same description, e.g. Budget Allocations
   d. **Total Increment** – The total funding of the increment
   e. **Status** – Either “Projected” in the process of finalizing funding, or “Received” – funds have been received.

To enter a new project increment, click on the [+] to the right of the Project Increments box. GUS will automatically assign the next available increment. If there were no increments and this is first, the increment will automatically be “1”.

![Image of GUS Project Module](image.png)

**Note:** Increment numbers can be modified and customized, up to 3 characters long. If a project were to receive multiple increments in one year, the initial increment can be 1.0, a supplemental increment can be 1.1, a third 1.2, etc. If the number exceeds 50, a flag will pop up that asks if you want to save it. If you respond yes, GUS will save this number.

**Example:** A department is awarded $500,000 over 5 years 01/01/05 – 12/31/10, $100,000 each year. The first increment has been received, the remaining four are projected (expected).
The first increment can be entered as follows: Number: 1, Start: 01/01/05, End: 12/31/05, Description: Budget Allocation, Total Increment: $100,000, Status: Received.

The second increment can be entered as follows: Number: 2, Start: 01/01/06, End: 12/31/06, Description: Future Budget Allocation, Total Increment: $100,000, Status: Pending.

**Example:** A supplemental increment is expected for 07/01/05 – 12/31/05 for $25,000. This increment can be entered as follows: Number: 1.1, Start: 07/01/05, End: 12/31/05, Description: Supplemental Budget Allocation, Total Increments: $25,000, Status: Pending.

f. **Sub Allocations** – For each of the Subs that were set-up under section III.C.3.B.1., click on the Sub you wish to enter a budget allocation amount for. When it is highlighted, double click the on the highlighted line. A separate box will open that reads “Allocation for Sub 2”. Enter the amount from the budget allocated to Sub 2, Click [OK]. The amount entered will now appear under the Sub Allocation column.

Highlight the next Sub and enter the allocated amount. Continue until all Subs have the correct amounts entered. **NOTE:** A Sub may have zero funds allocated in one increment but may have funds allocated in another. Subs with zero allocated to them are acceptable.

The red box around Total Increment and the total of the Sub Allocation column will disappear once these two amounts are equal. The box to the left of the total Sub Allocation column box displays the difference between the Total Increment and the totals allocated to Subs when the two totals are not equal.
g. **Cost Type Allocations** - An area in which greater budget and reporting details are allocated. Cost Type as defined by the Accounting Department: The cost type attribute can be used by departments to provide alternate ways of aggregating and grouping transactions other than by sub/object.

**Note:** This allocation is **only used** if Allocation Level of ‘Type’ has been set-up in the Budget, Subs section III.C.3.B.1.c.

To add funding go to Sub Allocations with an Allocation Level of Type (II.C.3.b.1.c.ii.) with more than one Related Type:

i. Click on the Sub Allocation with allocation level of Type so that it is highlighted.

ii. Click on the Related Cost Type (e.g. Widgets - WID) so that it is highlighted, then double click to open the pop-up box which prompts you to enter “Allocation for Type WID”. Enter the dollar amount (e.g. $10,000) in the budget allocated to this sub-subaccount to Supplies.

iii. Click [OK] and $10,000 appears in both the Cost Type Allocations box on the same line as the Related Type (WID) and in the Sub Allocations box on the same line as Sub 3, Alloc Level Type.

iv. Click on the next Related Cost Type (e.g. Gadgets - GAD) so that it is highlighted, double click to open the pop-up box and enter the amount allocated in the budget (e.g. $15,000). Click [OK]. The $15,000 appears in the Cost Type Allocations box on the same line as Related Type GAD and $25,000 appears in the Sub Allocations box on the same line as Sub 3, Alloc Level – Type (WID allocation $10,000 + GAD allocation $15,000 = $25,000).

3. **Budgeted Items** – Specific items listed in the budget can be entered here, e.g. large equipment purchases. To enter a new budgeted item, click on [+] to the right of the Budgeted Item box and the ‘Edit Project’ window opens.
a. **Budget Item**: Enter the Budget Item number from the budget, e.g. 1.

b. **Description**: Enter a description of the item to be purchased, e.g. Pendulum

c. **Title Vests With**: From the pull down menu, select which entity the item will vest with or will be legally owned by at the end of the project (Government, UC or Agency)

d. **In Original Budget**: Yes-the item is listed in the budget, No-it is not

e. **Allocation**: The amount allocated in the budget for the purchase of this item.

f. **Notes**: Enter details about the item to be purchased or for internal records.

g. **Complete**: Has the item has been received, processing is complete-Yes or No

h. **Expenditures**: How much has been spent to date against the original allocation.
   Helpful for items received in increments. Automatically updated by GUS.

i. **Fabrication**: Check this box if the item will be fabricated by the department instead of purchased as a ready to use product.

j. **Fab Number**: Fabrication Number which uniquely identifies the item being fabricated.

k. **Related POs**: This area lists any POs entered in the Purchasing module that are allocated against this budget item.

l. To save the record click on [OK]

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**Shortcut: To skip to the next budgeted item on the list, click on [Next Record].**

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4. **Blanket Nums (Numbers)** – Two types:

a. **Blanket Numbers** - Issued by Purchasing for blanket purchase orders

b. **Recharge Numbers** - Issued by various departments for recharging items within the University

To enter a new blanket or recharge number, click on the [+] to the right of the Blanket Nums box. The Add Blanket Number window opens.
GUS Project Module
Section II.C.3.b. Budget Information
http://gus.ucsb.edu
Development and Support: 805/893-5219
Email: support@gus.ucsb.edu

Note: Project Code, PI Code, PI ID, Funding Start and End automatically fill in.

a. Blanket Numbers
   i. Description: Click on the up/down arrow and a list of possible blanket PO vendors. Select the vendor you are entering the blanket PO number for.

   Note – Blanket PO Vendors and Recharge Departments are all intermingled in this list. Vendors in the above screen are SPOT Consulting and Xerox. The remainder are Recharge Departments.

   If the vendor you are looking for is not listed, you can either:

   1. Click on “Edit Choices” and the “Edit List: Blanket Descriptions” window opens. Go to the end of the list and type in the name of the new vendor, click [Done] to save.
   2. Type the name of the vendor in the “Description” box, press Tab, and when asked “Vendor Name isn’t in choice list. Shall I add it?” Click [Add] to add the new vendor to the list or [Don’t Add] to cancel the new vendor.

   ii. Number: Enter the number assigned by the Purchasing Department for the blanket PO.
   iii. Active: Click ‘Yes’ if the blanket number is active, ‘No’ if it is not.
   iv. Note: Enter any desired notes related to the blanket PO number.

b. Recharge Number
   i. Description: Click on the up/down arrow box and a list of possible Recharge departments opens. Select the department you are entering the recharge number for, e.g. Chemistry.
   ii. Number: Enter the number assigned by the Chemistry Department for recharges.
   iii. Active: Click ‘Yes’ if the recharge number is active, ‘No’ if it is not.
   iv. Note: Enter any desired notes related to the recharge number.

5. Reports - The area in which budget reports to be sent to specified PIs and other authorized persons is set-up and edited.
   i. Click on [Dept Reports] and the Departmental Reports window opens.
   ii. The name of PI(s) entered under Award Information will automatically be listed here.

   Note: To add additional PIs or Others, click on [Add Other] and the Add Recipient window opens. Click on the up/down arrow adjacent to the PIs box and a list of PIs appears. Select one or more PIs to send project related reports to. Click [OK] when done adding PIs and [Done] at the Add Recipient window.
iii. Click on the name of the recipient to receive reports.
iv. Click on [Report Options] and a list of reports appears.

v. Reports – Enter the type of report to prepare for the PI(s):
   1. Progress
   2. Standard Reports – (defined in preferences)
   3. Financial Statement
   4. Financial Statement – Type Level
   5. Outstanding Liens
   6. Audit Trail

   To remove a report, highlight the report to be removed, open the “Report Options” window and click on “Remove this report”. Similarly, to clear all reports setup for a particular recipient, click “Clear All Reports”.

6. General Notes – Add any desired notes related to the project. May be displayed on financial statements depending upon your departmental preferences settings.

7. Project List Notes - These notes will appear on the Project Codes List and are intended to be very brief.

   **Note:** Any notes entered in the General Notes or Project List Notes will be replicated in the Award Information Screen, and vice versa.

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Proceed to Section II.C.3.c. Project - Miscellaneous