**Budget Tools**

**Note:** The items you can add/change depend on the properties selected when the announcement was made.

You can add, edit, or delete parts of the Budget Template. Enter the amounts of money in the cells that are white. Cells that are light blue are not editable. You can also add sub-categories and sub-sub-categories, edit sub-categories and sub-sub-categories, and/or delete sub-categories and sub-sub-categories. Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.

View the Budget Instructions for specific guidelines to prepare your budget for submission.

Use the drop-down list to choose a budget year.

Type in amount in cells that are white.

Single-click the green BN symbol next to a category to display budget calculations and the budget narrative.

Name of category.

Budget calculations

Notes about the justification(s) for the change(s).
Applicant Instructions

View the Budget Instructions for specific guidelines to prepare your budget for submission.

Sorting the Budget
You must sort by project name and budget year to view the budget.

1. Use the Year drop-down list to choose a budget a year. The Budget template auto populates.

Sort the budget by year.
Adding Budget Values

Single-click the budget category data field and enter the line item value.

View the Budget Instructions for specific guidelines to prepare your budget for submission.

Budget tools

Type in amount in cells that are white.

Single-click the green BN symbol next to a category to show budget calculations and the budget narrative.
Adding Budget Calculation Values

1. Single-click the green BN symbol next to a category. The Budget Categories dialog box opens.

   Note: The dialog box fields are different based on the budget category.

2. Fill in the necessary fields and add the appropriate information.

Example dialog box
3. Click **Save**. The budget calculations appears in the table at the bottom of the page. Repeat steps 1-3 for each budget calculation.

4. **Optional**: Click the BN next to the category to edit the information.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Budget Calculations</th>
<th>Budget Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe</td>
<td>Displays the budget category</td>
<td>Displays the total amount of budget calculations</td>
</tr>
</tbody>
</table>

- Total Cost: $0.00
- Cash Match Funds: $100.00
- In-Kind Match Funds: $1,000.00
- Total Requested Amount: $0.00

Example test.
Adding Budget Narratives

1. Single-click the green BN symbol next to a category. The Budget Categories dialog box.  
   **Note:** The dialog box fields are different based on the budget category.

![Budget Categories dialog box](image)

   Single-click the green BN symbol next to a category to display budget calculations and the budget narrative.

2. Add the appropriate information.  
   Example dialog box:

![Budget Justification dialog box](image)

   Single-click the green BN symbol next to a category to display budget calculations and the budget narrative.

3. Click **Save**. The budget narrative appears in the table at the bottom of the page.  
   Repeat steps 1-3 for each budget narrative.

![Budget Justification table](image)

   Displays the budget category

   Displays the budget narrative about the specific budget category

4. **Optional:** Click the BN next to the category to edit the information.
Applicant Instructions

Adding a Parent Category

1. Hover over a parent category to display the budget tools.
2. Hover over **New**.
3. Click **New Parent Category**.
4. Type in the new name for the parent category.
5. Click **Save**.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Direct</th>
<th>Cash Match</th>
<th>In-Kind Match</th>
<th>Total</th>
<th>Leveraged</th>
</tr>
</thead>
<tbody>
<tr>
<td>BN Fringe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BN Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Editing a Parent Category

1. Hover over a parent category to display the budget tools.
2. Click **Edit**.
3. Type in the new name for the parent category.
4. Click **Save**. The new parent category appears.

Deleting a Parent Category

1. Hover over a parent category to display the budget tools.
2. Click **Delete**. A popup appears asking if you are sure you want to delete the sub-category.
3. Click Yes. The parent category is deleted.

Move a Parent Category Up or Down on the Grid

1. Hover over a parent category to display the budget tools.
2. Hover over Move Up ↑ to move the parent category up the grid.
Or
Click Move Down ↓ to move the parent category down the grid.

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<tr>
<td>BN Supplies</td>
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<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
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