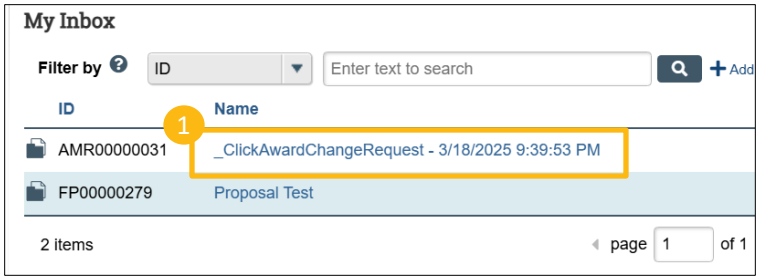
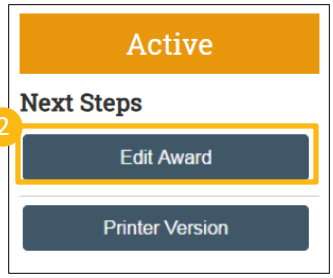
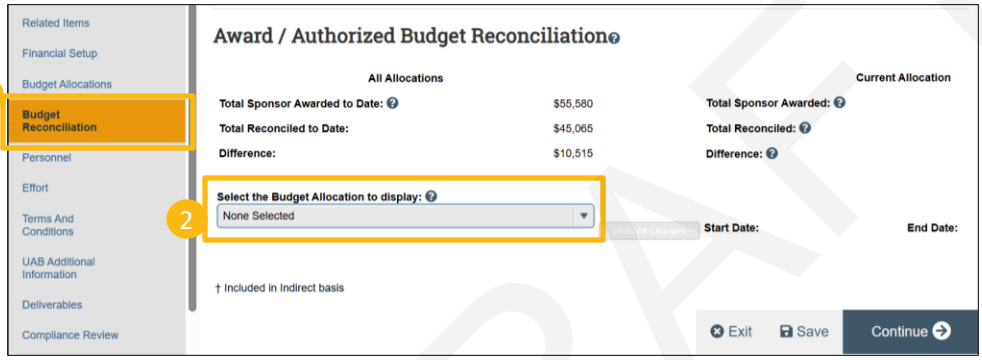
Reconcile Award Budgets

1. **Open the award by clicking the link in the email notification or from your inbox. From the award workspace, click Edit Award.**

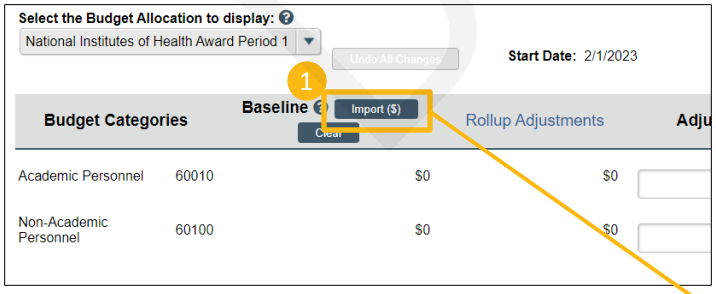


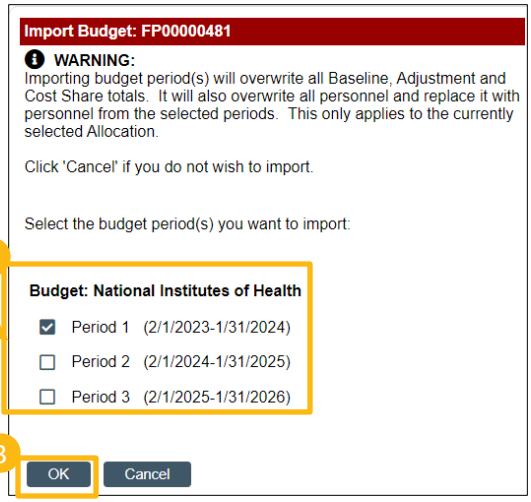


2. **On the Budget Reconciliation page, select the budget period allocation to reconcile. A list of budget categories will appear. Note: Only authorized and advance account allocations are available to select. Allocations that are not yet authorized cannot be reconciled.**



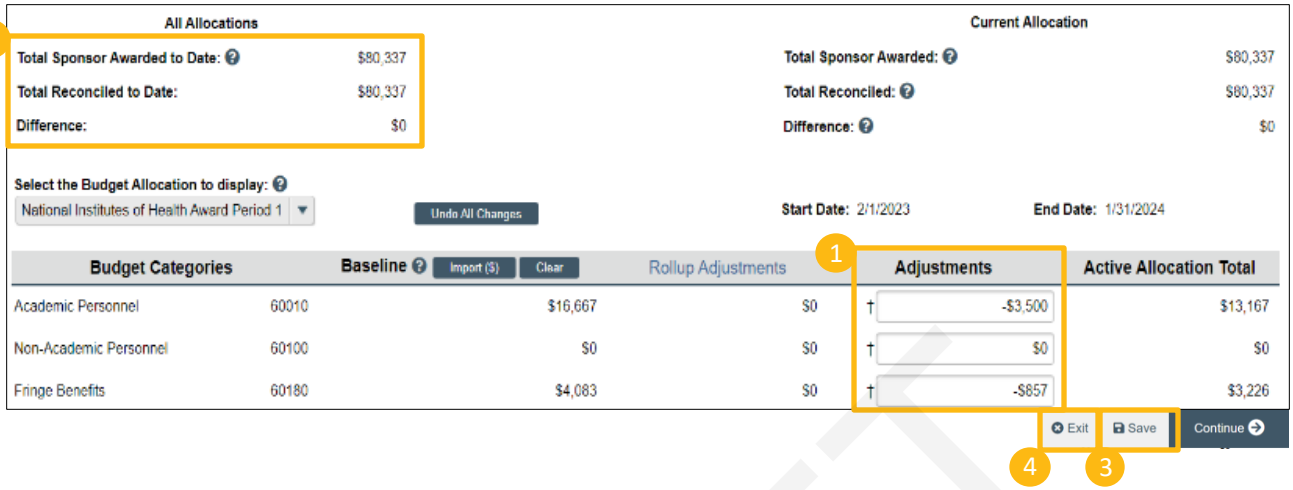
3. **To populate the baseline column with amount from the proposal's budget, click Import ($). On the Import Budget form, select the budget periods from which to import amounts, and click OK. Note: If you choose not to import budget periods from the proposal budget, manually enter the positive amounts needed for each category in the Adjustments column.**



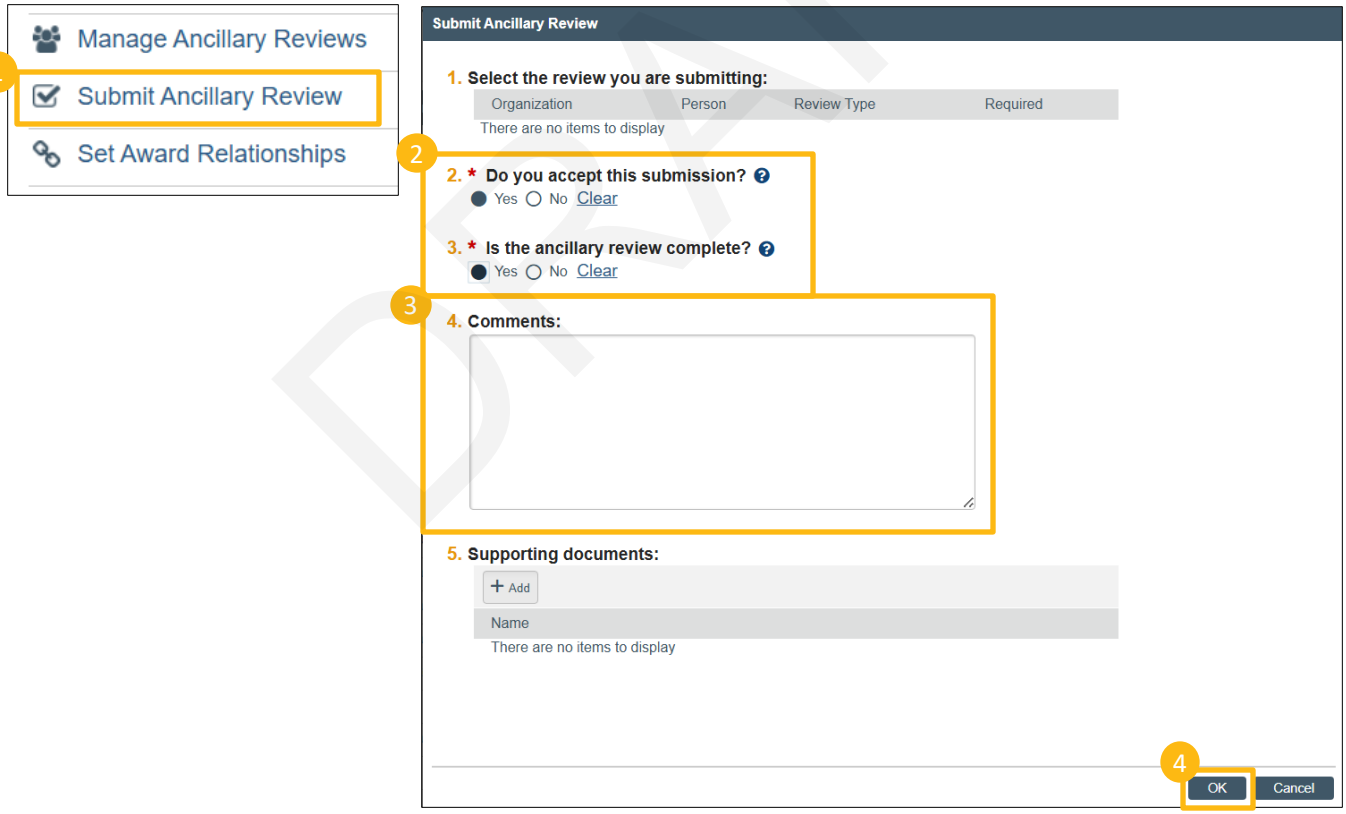


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4. **Adjust the imported values by entering positive or negative values in the Adjustments column until the Difference amount in the page header reaches zero. When you've reconciled the budget, click Save, then Exit at the bottom of the page.**



5. **To notify OSP that the reconciliation is complete, click Submit Ancillary Review on the award workspace. Complete the Submit Ancillary Review form. Answer Yes to the questions to indicate the reconciliation is complete. Any comments entered will populate in the email notification to OSP. Click OK.**



You will now be returned to the award workspace. Once the Ancillary Review is updated, the Reviewers tab will reflect the new information. The assigned Specialist will receive an email notification that the Ancillary Review was completed, and award setup will resume.

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