**Important Reminders**

* Utilize FY2018 as the Budget ID (Fiscal Year) code and A18PC1 as the Budget Phase (OBPH) code
* DO NOT budget F&A, Grant or Agency funds
* Make sure to budget for all other funds (general, restricted, designated, auxiliary)
	+ General fund should match to the allocation provided
	+ Non general fund should have net zero revenue and expense
* In Budget Development, DO NOT budget additional lines for personnel account codes (i.e. 61123, 61124, 61125, 61126, 61127, 61128, 6122x, 61130)
* If you are budgeting positions in non general fund indexes you will need to budget the associated benefits
* Do not budget more than $5,000 in 62889
* Make sure to include 6% admin fee for designated indexes in account code 62889A
* Make sure to complete proper HR follow-up for:
	+ Submit Funding change EPAF
	+ Submit LoA
	+ Submit other contracts if necessary