Important Notes for Reconciling Internal Awards

1. Limit your Expense Report to only the activity for the Internal Award (**do not** put normal operational charges on the same expense report as the internal award)

2. BuyLU and INFOR – you must put in an **Index Code** in order for the correct FOAPAL to be used – *your Index Code is the SAME as the Fund Code* which is the same as your Award number. This will result in the OSPR Internal Award Org code – NOT your Department Org Code.

- **Example:** Award FOAPAL: UR2612 (Index) - UR2612 (Fund) - B1018 (Org) - 20 (Program)
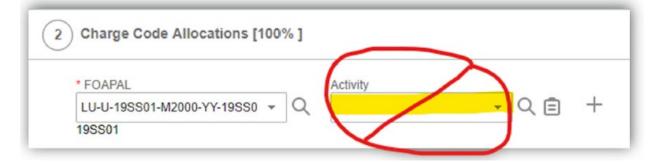
3. NO Activity Code!

4. Awards will always be in their unique Fund Code (which matches the Index Code) and will no longer be in your operations budget Fund Code.

5. For all payroll processing on the award please contact your Budget Analyst.

6. If you have a student that incurs expenses prior to receiving the award and then need to be reimbursed from the award there is a new "Form" in BuyLU to process the reimbursement request. Please contact your Budget Analyst for any assistance.

FOAPAL Breakdowns in Infor and BuyLU below:

Infor Screenshot:

BuyLU Screenshot: