Office of Financial Planning and Budget

Program Allocations (PRA)
and
Program Allocation Detail (PAD)
PRA and PAD – Introduction

- **Program Allocations and Program Allocation Detail** applications are amongst **Cognos Planning Analytics** applications that are used for the development of General Fund - Unit Budget Planning.

- **Program Allocations** application is used by OFPB, Provost, ITS for Technology and Learning Environment (TLE), EVP Administrative Services and VP of Research and Graduate Studies. PRA records, manages and summarizes program allocations by MAU for specific university initiatives and special projects. The necessary funding for these program allocations is determined during strategic planning meetings. In-budget, after-budget, recurring and non-recurring allocations feed into Budget Allocation (BAC) and PAD applications.
PRA and PAD – Introduction

- **Program Allocation Detail** application records additional budgetary line-item detail for in-budget, after-budget, recurring and non-recurring programmatic allocations that feed from PRA application. PAD also includes data on new hires and potential hires. PAD feeds approved in-budget allocations into Budget Control Number (BCN) application and approved after-budget allocations into Kauli Financial System (KFS).
Program Allocation Detail – Overview

- During Unit Budget Planning, only in-budget details are required
- Approved after-budget allocations driven through this application, with few exceptions, upload to KFS monthly
- Details can be completed at MAU / Orgs discretion
- Additional central allocations handled similarly throughout the year
MAU Fiscals can allocate themselves or delegate to Orgs -

- If MAU Fiscals allocates themselves, account and other detail is required from Fiscal Officers.
- If MAU delegates the allocation detail, organizations will provide detail and report back for Fiscal officer approval.
Program Allocation Detail – MAU

- First screen for MAU Fiscal Officer
- Switch between Recurring/Non-Recurring & In and After Budget
- Allocate either by MAU or Organization
- PRA Allocated Amount = Amount approved by allocator
- TOTAL = Amount allocated by fiscals
Program Allocation Detail – Organization

- Each Organization able to fill out allocation once “Load Detail to Organizations is ran” from MAU Detail sheet
Select “Update PRA Detail MAU Approval” to update data from organizations and MAU Detail.

Data cannot be edited from this screen.

Once data is updated, MAU Fiscal can approved the allocations.
After allocations are complete, MAU Fiscal is able to submit approval -

- Once approval is submitted, the allocation will be locked and sent to central.
- In Budget - If allocation is In Budget, will automatically flow to Budget Allocations and Budget Control Number
- After Budget - If allocation is After Budget, go to Central Approval. Once approved by Central, post to ledger on next upload
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