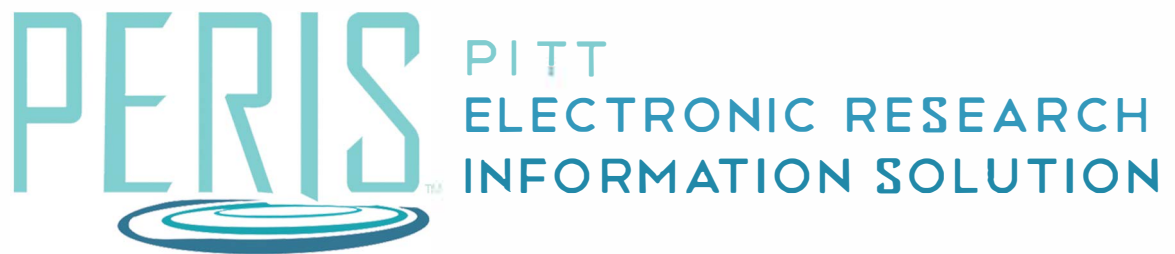




University of Pittsburgh



Quick Reference

BUDGET PERIODS.....2

Budget Periods

Budget Periods

Use Advanced Editing

*Date Project Starts 6/14/2017

Date Project Ends 6/13/2022

Project Length (Years) 5

Add	row:	Add	Duration (Months)	Start	End	
1	▼	▼	12	6/14/2017	6/13/2018	
1	Period Number	1	*			
	Period Name	Period 1				
2	Period Number	2	*	6/14/2018	6/13/2019	
	Period Name	Period 2				
3	Period Number	3	*	6/14/2019	6/13/2020	
	Period Name	Period 3				
4	Period Number	4	*	6/14/2020	6/13/2021	
	Period Name	Period 4				
5	Period Number	5	*	6/14/2021	6/13/2022	Remove
	Period Name	Period 5				

Where to start?

1. Review the pre-populated budget periods.

How do I complete the Budget Periods SmartForm?

2. Add additional budget periods by selecting the amount and clicking *Add*.
3. Change the duration of a period by clicking in a Duration (Months) text box. Click *Save* for the dates to recalculate.
4. Open Advanced Editing to enter complex budget periods.
5. In Advanced Editing choose the calendar or enter dates in mm/dd/yyyy format.

What's Next?

6. Click *Continue*.

Use Advanced Editing

*Date Project Starts 6/14/2017

Date Project Ends 12/13/2021

Project Length (Years) 4.5

Add	row:	Add	Duration (Months)	Start	End	
1	▼	▼	12	6/14/2017	6/13/2018	
1	Period Number	1				
	Period Name	Period 1				

Continue »