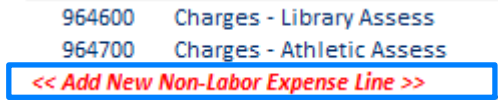


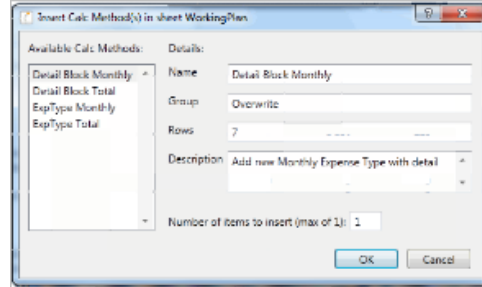
## Financial Planning - Entering a Detail Block

Enter a detail block to help plan for future expenses. In the example below, you will plan for multiple international trips for many different faculty.

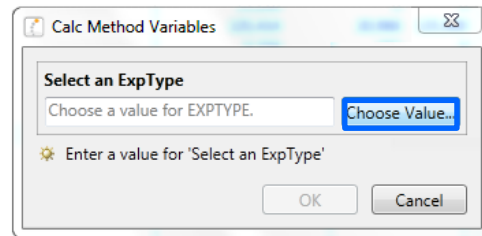
1. Double click the **<< Add New Non-Labor Expense Line >>** link.



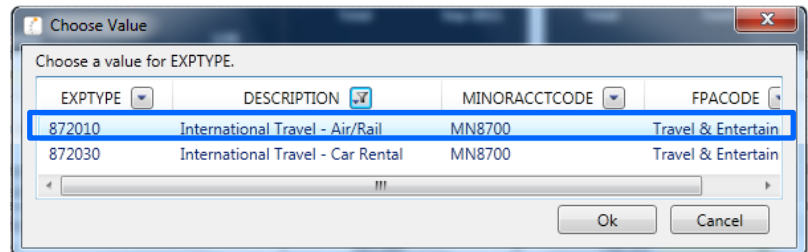
2. Click **Detail Block Total**; click **OK**.



3. Enter the value for the ExpType, if known. Otherwise, click **Choose Value** to use the ExpType lookup.



4. Select **872010** (International Travel – Air/Rail); click **OK**.



5. In Column AQ, click on the yellow shaded cell in the top row of the detail block; enter the amount of the planned expense (25000). Note the changes in the columns to the right.

AI	AG	AH	AI	AJ	AM	AN	AP	AQ
FP_685101 Central Demo				FY11	FY12	FY12	FY12	
View: Standard - Detailed				LY Actuals	CYTD Actuals	CY Budget	CY Forecast	
EXPTYPE				Description	Total	Sep-2011	Total	Total
Refresh Action: Interface Labor Data								
245		964700	Charges - Athletic Assess	176,928	0	190,269	0	0
246		872010	International Travel - Air/Rail	0	0	0	25,000	25,000
240		965100	Charges - Gen Admin Assess	6,659,439	0	6,779,829	0	5,084,821

6. Beginning in the third row of the block, enter the amount of each trip and enter a description for that trip.

If you need additional lines, click the **<< Add New Detail Line >>** link.

AI	AG	AH	AI	AJ	AK	AQ
FP_685101 Central Demo						FY12
View: Standard - Detailed						CY Forecast
EXPTYPE				Description	LOB	Total
246		872010	International Travel - Air/Rail		0	25,000
247		872010	General Expense Detail (default)			23,724
248		872010	Dr Jones trip to England Sept			1,276
249		872010	Dr. Smith trip to Fran Oct			0
250		872010	Enter Detail Description			0
251			<< Add New Detail Line >>			0

### Need Assistance?

If you cannot install or open YBT, please call the ITS help desk at **203.432.9000**.

For questions and issues about specific YBT functions or data,

- Email [ybtssupport@yale.edu](mailto:ybtssupport@yale.edu) or
- Call the YBT help desk at **203.436.5929**

System documentation and training materials can be found on the **YBT home page**, as well as at

<http://yalebiz.yale.edu/yale-budgeting-tool>.