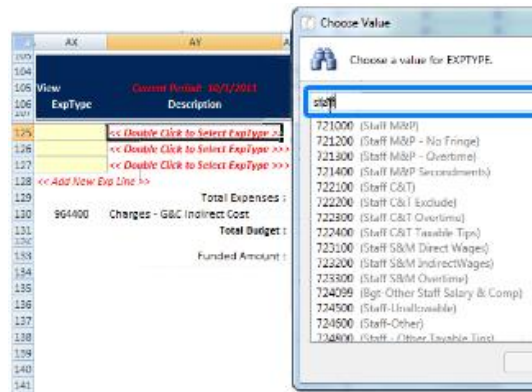
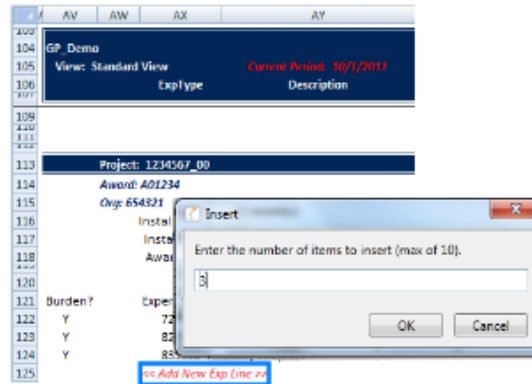


## Grant Planning: Adding a New Expense Line

In the example below, you will budget for three new expenses on your grant: Staff M&P, Staff C&T, and Graduate Student Stipend.

1. Double click the **<< Add New Expense Line >>** link.
2. Enter the number of lines you want to add. (In this example, 3 lines are added.) Click **OK**.
3. Double click the **<< Double Click to Select ExpType >>** link.
4. Type a search phrase to filter the list.
5. Select an expense type (in this example, Staff M&P).
6. Click **OK**.



**YBT Tip**  
You can also type an expense type directly into the **ExpType** cell in column AX. The description will appear after you press Enter.

**NOTE:** A 'Y' will appear in the Burden column (AV) to indicate that when a budget is added to an installment, the correct amount will appear in the row labeled **Charges - G&C Indirect Cost**. An 'N' in this cell indicates that charges for indirect costs should not be included.

7. Add budget amounts to the newly added rows. Notice that the G&C indirect cost charges increase appropriately.  
Press **Enter**.

AV	AW	AX	AY	AZ	BA	BB	BC
104	GP Demo						
105	View: Standard View		Current Period: 10/1/2011				
106	ExpType	Description	Budget				
125	Y	721000 Staff M&P	0			0	
126	Y	722100 Staff C&T	0			0	
127	N	<< Double Click to Select ExpType >>	0			0	
128		<< Add New Exp Line >>					
129		Total Expenses	7,500			7,500	
130	964400	Charges - G&C Indirect Cost	600			600	
131		Total Budget	8,100			8,100	
132		Funded Amount	7,900			7,500	

AV	AW	AX	AY	AZ	BA	BB	BC
104	GP Demo						
105	View: Standard View		Current Period: 10/1/2011				
106	ExpType	Description	Budget				
116		Install Start:	9/1/2011			9/1/2011	
117		Install End:	8/31/2012			8/31/2012	
118		Award End:	8/31/2012			Remaining >>	11 months(s)
120						IDC Rate:	8.0
121	Burden?	Expenses					
122	Y	725100 Student Research Asst	1,500			1,500	
123	Y	822100 Supplies-Misc	2,400			2,400	
124	Y	889000 Study Subjects	3,600			3,600	
125	Y	721000 Staff M&P	58,950			38,950	
126	Y	722100 Staff C&T	23,250			23,250	
127	N	811000 Stipend-Graduate Student	6,250			6,250	
128		<< Add New Exp Line >>					
129		Total Expenses	75,950			75,950	
130	964400	Charges - G&C Indirect Cost	5,576			5,576	

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

System documentation and training materials can also be found on the **YBT home page**, as well as at <http://yalebiz.yale.edu/yale-budgeting-tool>.