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.

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 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.