Quick Guide

The Operational Grant & Contract budget is the amount of projected SPENDING on Federal (SourceSubGroup=FEDGC) and Non-Federal (SourceSubGroup=NFDGC) awards. Please note that this projection is separate and distinct from the FUNDED INSTALLMENTS for the fiscal year being budgeted in your Grant workbooks in YBT.

There are three YBT reports to help you create and then enter the operational grant budget into your financial workbook.

a) G500 Grant & Contract Operating Budget – Awards as rows
b) G502 Grant & Contract Operating Budget – Awards as columns
c) G503 Grant & Contract Operating Budget Monthly – Awards as rows

In both G500 and G502, the user enters a full year projection to create the Grant & Contract Operating Budget. In G500 the Awards show up as rows down the side of the report, whereas in G502 the Awards are columns across the top of the report with a simple P&L as the rows. G503 is similar to G500, except that it is by month rather than full fiscal year. Users should try all three reports and decide for themselves which one works best for their unit.

NOTE 1: All three reports retain user entered information when refreshed. As a result, users can save a version of the report to their own YBT folder and refresh with new data without fear of losing their work. If you do this, however, DO NOT CHANGE THE REFRESH PARAMETERS after the initial refresh. Because the reports are designed to retain existing information, changing the refresh parameters will return both the old information AND the new information.

NOTE 2: All three reports include both ARRA and non-ARRA awards. If you have ARRA awards for which you need to budget, enter the ARRA budget on award XS0000 rather than X00000.
Using Report G500 Grant & Contract Operating Budget – Awards as rows

To Enter an Operational Grant & Contract Budget:

1) Run the G500 Grant & Contract Operating Budget report
   a. YBT Report Library>>04-YSM>>1-YSM Report Library>>>Budgeting and Forecasting>>G500 Grant & Contract Operating Budget – Awards as rows.

2) Click the Refresh Button
   a. Enter the parameters for your report.
   b. Click OK

NOTE: In addition to filtering on a value in the Org Hierarchy, you can also choose to exclude awards that have expired, show ExpType detail and/or show Project detail using this dialog box.

The report will populate with all grant awards with spending activity in either the last two years of actuals or your GP workbook.

It is sorted by PI Name and includes a Yes/No column for Burden. If a grant award has expenses with no overhead (for instance, Equipment or Subaward expenses), then that grant will have two rows. The first row will show the direct costs that do not receive overhead (Burden = No) and the second row will show the award’s other direct costs (Burden = Yes).

3) To make your projections for Q2 Forecast and/or Budget, enter the full fiscal year projection amount into the appropriate yellow column.
   a. The first yellow column is the projected non-labor spend for the Current Year Forecast.
   b. The second yellow column is the projected non-labor spend for the Next Year Plan.

The bottom of the report allows you to enter new awards that have not yet been entered into your YBT G&C workbook or pending awards. Simply enter an award name, the IDC rate, and the projected spend, and the model will calculate the relevant information for your budget.
4) Go to the “Load to FP” tab to view the calculation of information you will input into your YBT financial workbook.

   a. In the Current Year Forecast section, the labor expenses are current year actuals for closed months plus the projections from the remaining months.

   b. In the Next Year Plan section, the labor projections are coming from your labor plans.

5) Load the green-shaded numbers to Project_Task 0038254_00, Award X00000 and the ExpTypes indicated in Column M of the tool.

Notice that the tool also includes a simple graph showing the Direct Income and Overhead rate. This chart is included to give the user a quick sanity check that the projections are in line with recent history.

NOTE: Non-Labor Expenses must be spread across a number of ExpTypes in the FP workbook.

At the bottom of the “Load to FP” tab is an automatically generated spread of Non-Labor Expenses based on year-to-date actuals (or ExpType detail if that was selected in the Refresh variables).
The user is by no means required to spread Non-Labor expenses using this methodology, but rather is there as a guide for those who wish to use it.

6) Open your Financial workbook and navigate to (or insert, if necessary) the PTAO block 0038254_00_X00000_ORG. (Note: X00000 and XS0000 are used for this purpose ONLY)

7) Enter the Direct Income, Indirect Income, Non-Labor Expenses and Burden from non-labor projections as indicated above. Insert new ExpTypes as necessary.
   
   NOTE: The dollars to enter for Current Year Forecast are the Remaining Projections. YTD Actuals and Labor Expenses are already loaded at the individual award level.

8) To check the results of your work, run a YBT report that is either filtered on Grants & Contracts (for example, F700) or includes a Grants & Contracts column to show you all of the Grant & Contract data summed together. Remember, the ending balance must be zero.
Using Report G502 Grant & Contract Operating Budget – Awards as columns

To Enter an Operational Grant & Contract Budget:

1) Run the G502 Grant & Contract Operating Budget report

2) Click the Refresh Button
   a. Enter the parameters for your report.
   b. Click OK

   NOTE: In addition to filtering on a value in the Org Hierarchy, you can also choose to exclude awards that have expired.

The report will populate with all grant awards with spending activity in either the last two years of actuals or your GP workbook.

Awards are shown as columns, sorted by PI Name, and the rows are made up of a high-level P&L. If a grant award has expenses with no overhead (for instance, Equipment or Subaward expenses), then enter those expenses in the “No Overhead” expense section.

3) To make your projections for Q2 Forecast and/or Budget, enter the full fiscal year projection amount into the appropriate yellow cells.
   a. The first column with yellow cells is the projected non-labor spend for the Current Year Forecast.
   b. The second column with yellow cells is the projected non-labor spend for the Next Year Plan.
To enter new or pending awards, first add the award to your YBT GP workbook using a dummy award number. After doing so, when you refresh G502 you will see a column for that new award in the report.

4) Scroll to the far right of the report to see the summary of what to input into your YBT financial workbook.
   a. In the Current Year Forecast column, the labor expenses are current year actuals for closed months plus the projections from the remaining months.
   b. In the Next Year Plan column, the labor projections are coming from your labor plans.

5) Load the green-shaded CY Forecast and NY Plan numbers to Project_Task 0038254_00, Award X00000 and the ExpTypes indicated in the rightmost ExpType column of the tool.
6) Open your Financial workbook and navigate to (or insert, if necessary) the PTAO block 0038254_00_X00000_ORG. (Note: X00000 and XS0000 are used for this purpose ONLY)

7) Enter the Direct Income, Indirect Income, Non-Labor Expenses and Burden from non-labor projections as indicated above. Insert new ExpTypes as necessary.

   NOTE: The dollars to enter for Current Year Forecast are the Remaining Projections. YTD Actuals and Labor Expenses are already loaded at the individual award level.

8) To check the results of your work, run a YBT report that is either filtered on Grants & Contracts (for example, F700) or includes a Grants & Contracts column to show you all of the Grant & Contract data summed together. Remember, the ending balance must be zero.
Using Report G503 Grant & Contract Operating Budget Monthly – Awards as rows

To Enter an Operational Grant & Contract Budget:

1) Run the G503 Grant & Contract Operating Budget report

2) Click the Refresh Button
   a. Enter the parameters for your report.
   b. Click OK

   NOTE: In addition to filtering on a value in the Org Hierarchy, you can also choose to exclude awards that have expired, show ExpType detail and/or show Project detail using this dialog box.

The report will populate with all grant awards with spending activity in either the last two years of actuals or your GP workbook.

It is sorted by PI Name and includes a Yes/No column for Burden. If a grant award has expenses with no overhead (for instance, Equipment or Subaward expenses), then that grant will have two rows. The first row will show the direct costs that do not receive overhead (Burden = No) and the second row will show the award’s other direct costs (Burden = Yes).

3) To make your projections for Q2 Forecast and/or Budget, enter the monthly projection amount into the appropriate yellow cell. A red cell indicates an award that has passed its end date.
The bottom of the report allows you to enter new awards that have not yet been entered into your YBT G&C workbook or pending awards. Simply enter an award name, the IDC rate, and the projected spend, and the model will calculate the relevant information for your budget.

4) Go to the “Load to FP” tab to view the calculation of information you will input into your YBT financial workbook.
   a. In the Current Year Forecast section, the labor expenses are current year actuals for closed months plus the projections from the remaining months.
   b. In the Next Year Plan section, the labor projections are coming from your labor plans.

5) Load the green-shaded numbers to Project_Task 0038254_00, Award X00000 and the ExpTypes indicated in Column W of the tool.

NOTE: Non-Labor Expenses must be spread across a number of ExpTypes in the FP workbook.

At the bottom of the “Load to FP” tab is an automatically generated spread of Non-Labor Expenses based on year-to-date actuals (or ExpType detail if that was selected in the Refresh variables).

The user is by no means required to spread Non-Labor expenses using this methodology, but rather is there as a guide for those who wish to use it.
6) Open your Financial workbook and navigate to (or insert, if necessary) the PTAO block 0038254_00_X00000_ORG. (Note: X00000 and XS0000 are used for this purpose ONLY)

7) Enter the Direct Income, Indirect Income, Non-Labor Expenses and Burden from non-labor projections as indicated above. Insert new ExpTypes as necessary.

   NOTE: The dollars to enter for Current Year Forecast are the Remaining Projections. YTD Actuals and Labor Expenses are already loaded at the individual award level.

8) To check the results of your work, run a YBT report that is either filtered on Grants & Contracts (for example, F700) or includes a Grants & Contracts column to show you all of the Grant & Contract data summed together. Remember, the ending balance must be zero.