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.

Need Assistance?

For questions and issues about specific YBT functions or data:

- Email **ybtsupport@yale.edu**
  or
- Call the YBT help desk at **203.436.5929**

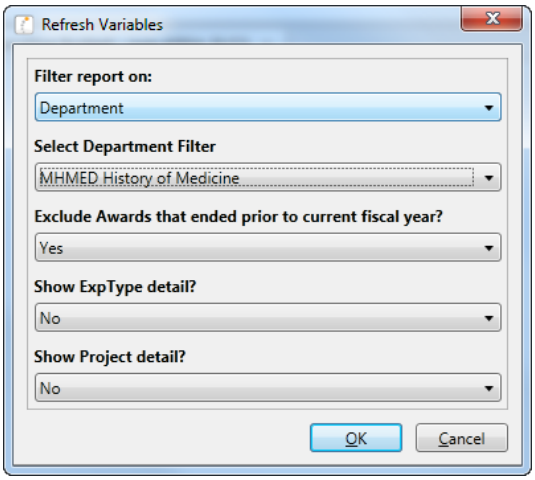
System documentation and training materials can also be found on the **YBT home page,** as well as at http://yalebiz.yale.edu/yale-budgeting-tool.

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

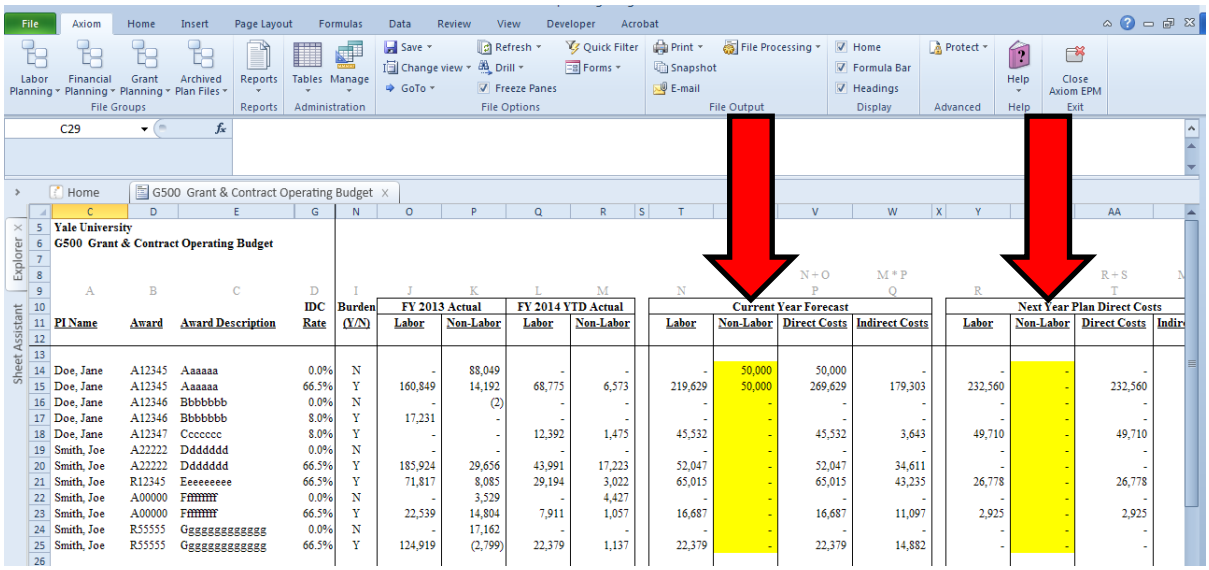
   NOTE: In addition to filtering on a value in the Org Hierarchy, you can also choose to exclude awards that have expired, show ExpType detail and/or show Project detail using this dialog box.



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.



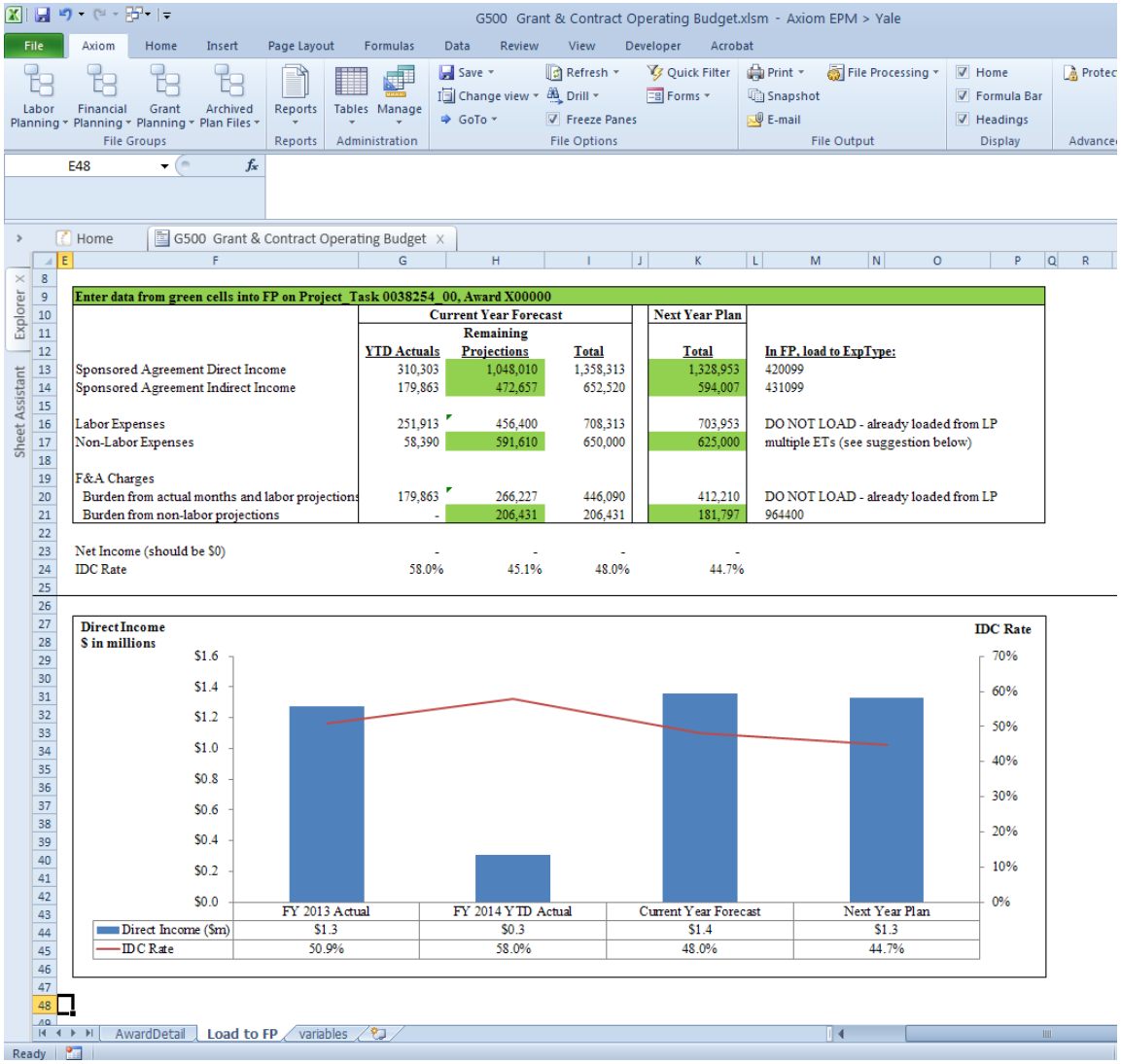
The bottom of the report allows you to enter new awards that have not yet been entered into your YBT G&C workbook or pending awards. Simply enter an award name, the IDC rate, and the projected spend, and the model will calculate the relevant information for your budget.

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.

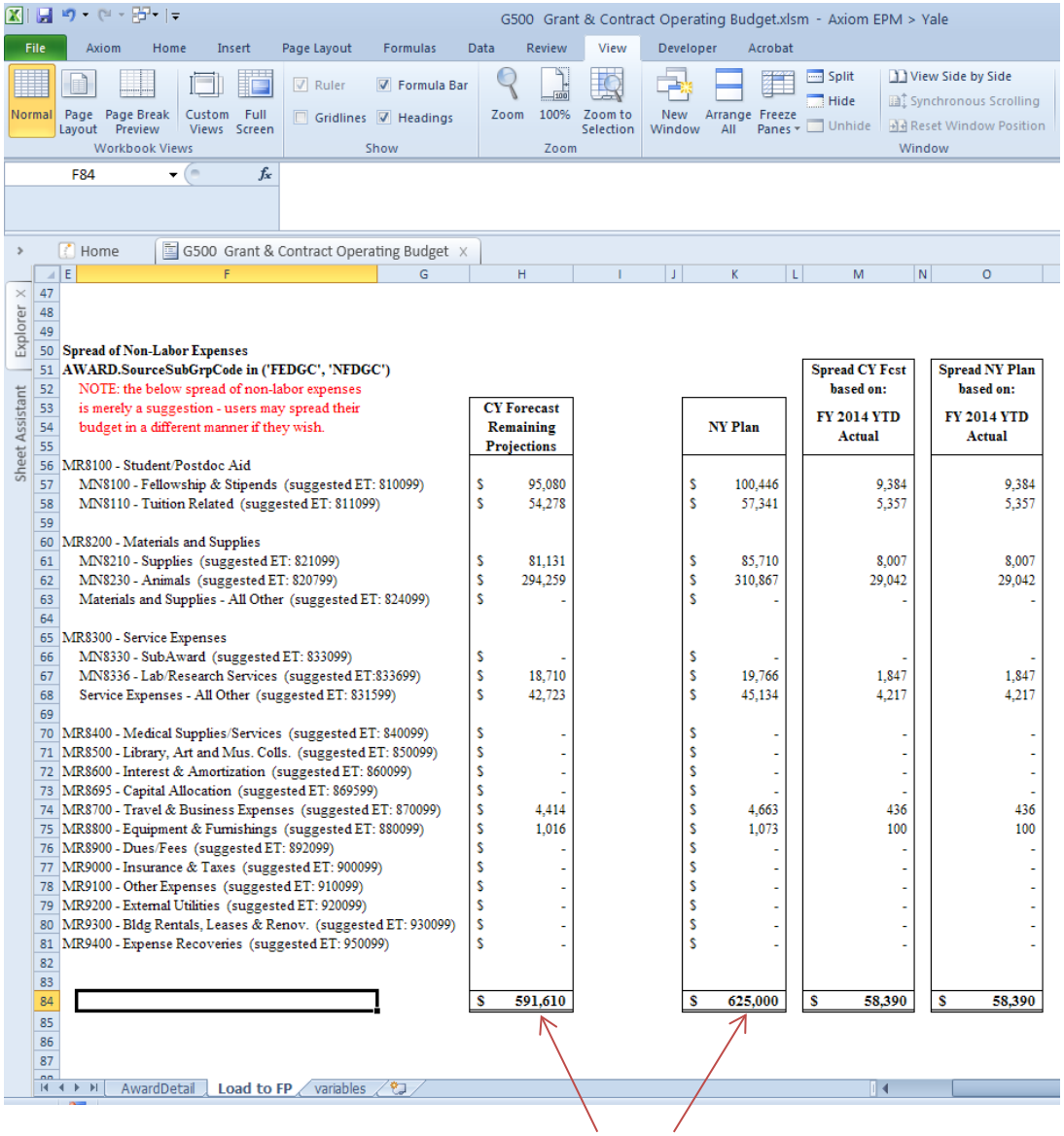


Notice that the tool also includes a simple graph showing the Direct Income and Overhead rate. This chart is included to give the user a quick sanity check that the projections are in line with recent history.

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.



Spread of Non-Labor Expenses
AWARD.SourceSubGrpCode in ('FEDGC', 'NFDGC')

NOTE: the below spread of non-labor expenses is merely a suggestion - users may spread their budget in a different manner if they wish.

	CY Forecast Remaining Projections	NY Plan	Spread CY Fcst based on: FY 2014 YTD Actual	Spread NY Plan based on: FY 2014 YTD Actual
MR8100 - Student/Postdoc Aid				
MN8100 - Fellowship & Stipends (suggested ET: 810099)	$ 95,080	$ 100,446	9,384	9,384
MN8110 - Tuition Related (suggested ET: 811099)	$ 54,278	$ 57,341	5,357	5,357
MR8200 - Materials and Supplies				
MN8210 - Supplies (suggested ET: 821099)	$ 81,131	$ 85,710	8,007	8,007
MN8230 - Animals (suggested ET: 820799)	$ 294,259	$ 310,867	29,042	29,042
Materials and Supplies - All Other (suggested ET: 824099)	$ -	$ -	-	-
MR8300 - Service Expenses				
MN8330 - SubAward (suggested ET: 833099)	$ -	$ -	-	-
MN8336 - Lab/Research Services (suggested ET:833699)	$ 18,710	$ 19,766	1,847	1,847
Service Expenses - All Other (suggested ET: 831599)	$ 42,723	$ 45,134	4,217	4,217
MR8400 - Medical Supplies/Services (suggested ET: 840099)	$ -	$ -	-	-
MR8500 - Library, Art and Mus. Colls. (suggested ET: 850099)	$ -	$ -	-	-
MR8600 - Interest & Amortization (suggested ET: 860099)	$ -	$ -	-	-
MR8695 - Capital Allocation (suggested ET: 869599)	$ -	$ -	-	-
MR8700 - Travel & Business Expenses (suggested ET: 870099)	$ 4,414	$ 4,663	436	436
MR8800 - Equipment & Furnishings (suggested ET: 880099)	$ 1,016	$ 1,073	100	100
MR8900 - Dues/Fees (suggested ET: 892099)	$ -	$ -	-	-
MR9000 - Insurance & Taxes (suggested ET: 900099)	$ -	$ -	-	-
MR9100 - Other Expenses (suggested ET: 910099)	$ -	$ -	-	-
MR9200 - External Utilities (suggested ET: 920099)	$ -	$ -	-	-
MR9300 - Bldg Rentals, Leases & Renov. (suggested ET: 930099)	$ -	$ -	-	-
MR9400 - Expense Recoveries (suggested ET: 950099)	$ -	$ -	-	-
	$ 591,610	$ 625,000	$ 58,390	$ 58,390

Notice that the totals here match the Non-Labor expenses in the screenshot above.

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.

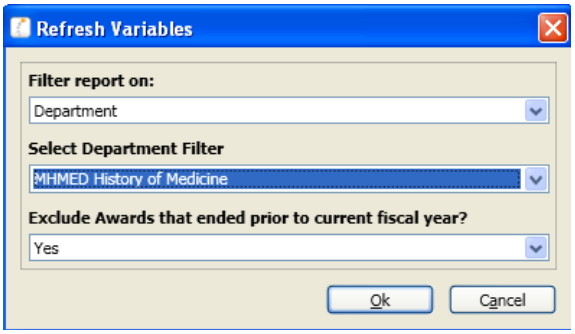
   NOTE: The dollars to enter for Current Year Forecast are the Remaining Projections. YTD Actuals and Labor Expenses are already loaded at the individual award level.

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
   a. YBT Report Library>>04-YSM>>1-YSM Report Library>>>Budgeting and Forecasting>>G502 Grant & Contract Operating Budget – Awards as columns.



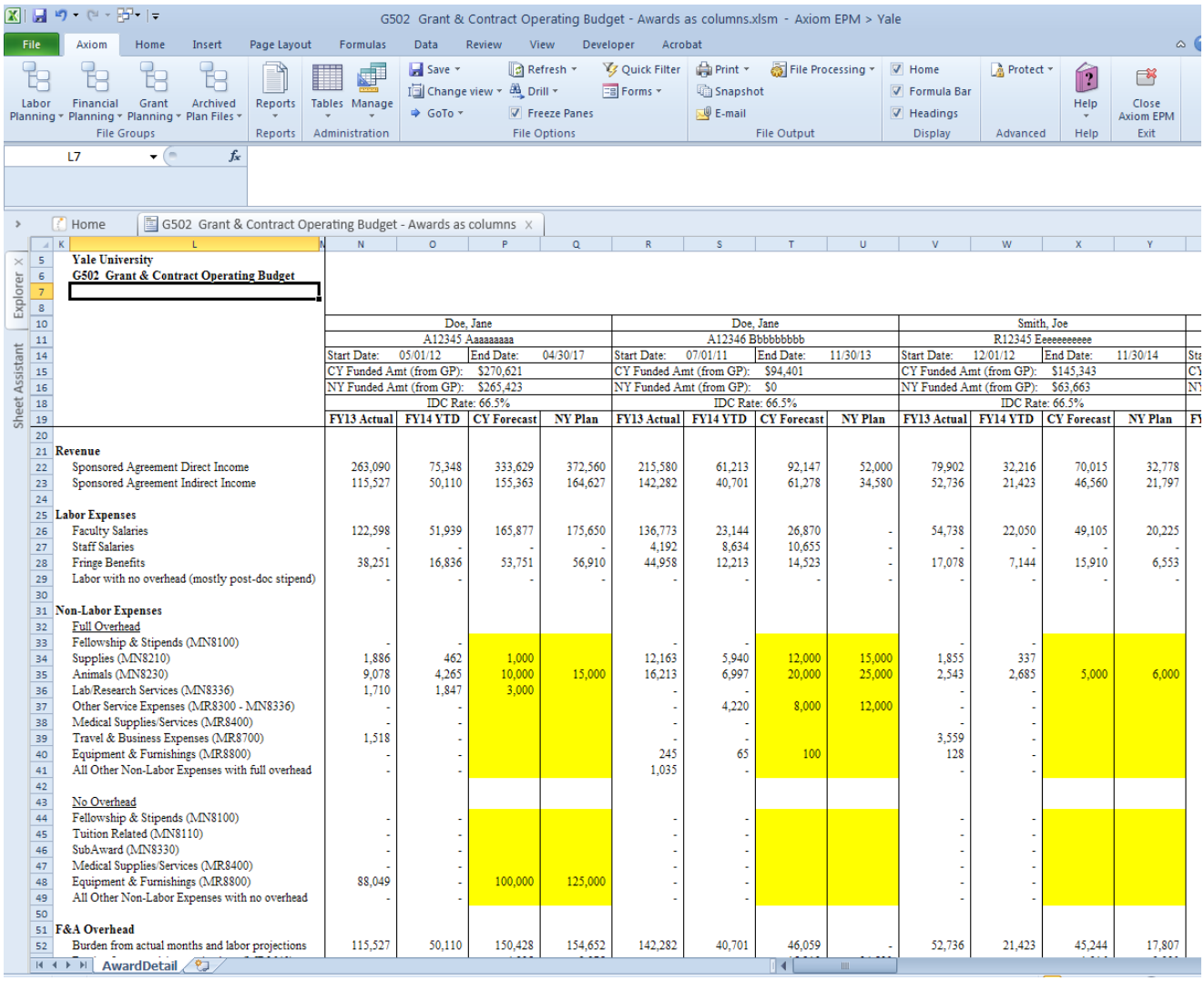
2) Click the Refresh Button
   a. Enter the parameters for your report.
   b. Click OK

   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.



Yale University
G502 Grant & Contract Operating Budget

	Doe, Jane				Doe, Jane				Smith, Joe			
	A12345 Aaaaaaaaa				A12346 Bbbbbbbbb				R12345 Eeeeeeeeee			
	Start Date: 05/01/12		End Date: 04/30/17		Start Date: 07/01/11		End Date: 11/30/13		Start Date: 12/01/12		End Date: 11/30/14	
	CY Funded Amt (from GP): $270,621				CY Funded Amt (from GP): $94,401				CY Funded Amt (from GP): $145,343			
	NY Funded Amt (from GP): $265,423				NY Funded Amt (from GP): $0				NY Funded Amt (from GP): $63,663			
	IDC Rate: 66.5%				IDC Rate: 66.5%				IDC Rate: 66.5%			
	FY13 Actual	FY14 YTD	CY Forecast	NY Plan	FY13 Actual	FY14 YTD	CY Forecast	NY Plan	FY13 Actual	FY14 YTD	CY Forecast	NY Plan
Revenue												
Sponsored Agreement Direct Income	263,090	75,348	333,629	372,560	215,580	61,213	92,147	52,000	79,902	32,216	70,015	32,778
Sponsored Agreement Indirect Income	115,527	50,110	155,363	164,627	142,282	40,701	61,278	34,580	52,736	21,423	46,560	21,797
Labor Expenses												
Faculty Salaries	122,598	51,939	165,877	175,650	136,773	23,144	26,870	-	54,738	22,050	49,105	20,225
Staff Salaries	-	-	-	-	4,192	8,634	10,655	-	-	-	-	-
Fringe Benefits	38,251	16,836	53,751	56,910	44,958	12,213	14,523	-	17,078	7,144	15,910	6,553
Labor with no overhead (mostly post-doc stipend)	-	-	-	-	-	-	-	-	-	-	-	-
Non-Labor Expenses												
Full Overhead												
Fellowship & Stipends (MN8100)	-	-			-	-			-	-		
Supplies (MN8210)	1,886	462	1,000		12,163	5,940	12,000	15,000	1,855	337		
Animals (MN8230)	9,078	4,265	10,000	15,000	16,213	6,997	20,000	25,000	2,543	2,685	5,000	6,000
Lab/Research Services (MN8336)	1,710	1,847	3,000		-	-			-	-		
Other Service Expenses (MR8300 - MN8336)	-	-			-	4,220	8,000	12,000	-	-		
Medical Supplies/Services (MR8400)	-	-			-	-			-	-		
Travel & Business Expenses (MR8700)	1,518	-			-	-			3,559	-		
Equipment & Furnishings (MR8800)	-	-			245	65	100		128	-		
All Other Non-Labor Expenses with full overhead	-	-			1,035	-			-	-		
No Overhead												
Fellowship & Stipends (MN8100)	-	-			-	-			-	-		
Tuition Related (MN8110)	-	-			-	-			-	-		
SubAward (MN8330)	-	-			-	-			-	-		
Medical Supplies/Services (MR8400)	-	-			-	-			-	-		
Equipment & Furnishings (MR8800)	88,049	-	100,000	125,000	-	-			-	-		
All Other Non-Labor Expenses with no overhead	-	-			-	-			-	-		
F&A Overhead												
Burden from actual months and labor projections	115,527	50,110	150,428	154,652	142,282	40,701	46,059	-	52,736	21,423	45,244	17,807

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 ExpTpye column of the tool.

Home | G502 Grant & Contract Operating Budget - Awards as columns

	K	L	BS	BT	BU	BV	BW	BX	BY
5		**Yale University**							For complicated filters, insert
6		**G502 Grant & Contract Operating Budget**							Filter Wizard here >>>>>>>>>
7									
8									
10									
11									
14						**Enter data from green cells into FP on Project_Task 0038254_00, Award X00000**			
15									
16									
18			FY13 Actual	CY Forecast					
19			Full Year	FY14 YTD	Full Year	**CY Forecast**	**NY Plan**	**ExpType**	
20									
21		**Revenue**							
22		Sponsored Agreement Direct Income	1,272,473	394,579	999,396	604,817	1,007,753	420099	
23		Sponsored Agreement Indirect Income	648,220	229,611	509,798	280,187	515,152	431099	
24									
25		**Labor Expenses**							
26		Faculty Salaries	621,903	208,246	499,274	291,028	499,606	DO NOT LOAD - already loaded from LP	
27		Staff Salaries	33,483	19,908	35,125	15,217	27,386	DO NOT LOAD - already loaded from LP	
28		Fringe Benefits	198,517	73,362	176,043	102,681	176,961	DO NOT LOAD - already loaded from LP	
29		Labor with no overhead (mostly post-doc stipend)	47,000	(771)	(771)	-	-	DO NOT LOAD - already loaded from LP	
30									
31		**Non-Labor Expenses**							
32		Full Overhead							
33		Fellowship & Stipends (MN8100)	14,442	2,040	5,000	2,960	5,000	910600	
34		Supplies (MN8210)	16,414	13,164	20,000	6,836	18,300	821099	
35		Animals (MN8230)	102,188	37,983	100,000	62,017	119,000	820799	
36		Lab/Research Services (MN8336)	1,710	1,914	3,000	1,086	-	833699	
37		Other Service Expenses (MR8300 - MN8336)	604	4,220	8,000	3,780	12,000	830099	
38		Medical Supplies/Services (MR8400)	12,101	-	-	-	-	845100	
39		Travel & Business Expenses (MR8700)	17,593	436	500	64	500	870099	
40		Equipment & Furnishings (MR8800)	(1,349)	100	100	-	-	820600	
41		All Other Non-Labor Expenses with full overhead	2,494	125	125	-	-	911400	
42									
43		No Overhead							
44		Fellowship & Stipends (MN8100)	40,392	9,180	12,000	2,820	8,000	810099	
45		Tuition Related (MN8110)	14,803	5,357	11,000	5,643	16,000	811099	
46		SubAward (MN8330)	-	19,319	30,000	10,681	-	833099	
47		Medical Supplies/Services (MR8400)	-	-	-	-	-	840099	
48		Equipment & Furnishings (MR8800)	150,179	-	100,000	100,000	125,000	880099	
49		All Other Non-Labor Expenses with no overhead	-	(4)	-	4	-	910099	
50									
51		**F&A Overhead**							
52		Burden from actual months and labor projections	648,220	229,611	468,927	239,316	412,210	DO NOT LOAD - already loaded from LP	

AwardDetail

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)

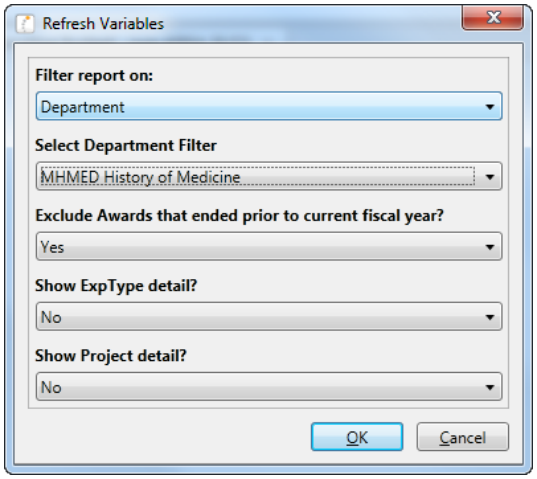
7) Enter the Direct Income, Indirect Income, Non-Labor Expenses and Burden from non-labor projections as indicated above. Insert new ExpTypes as necessary.

   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:



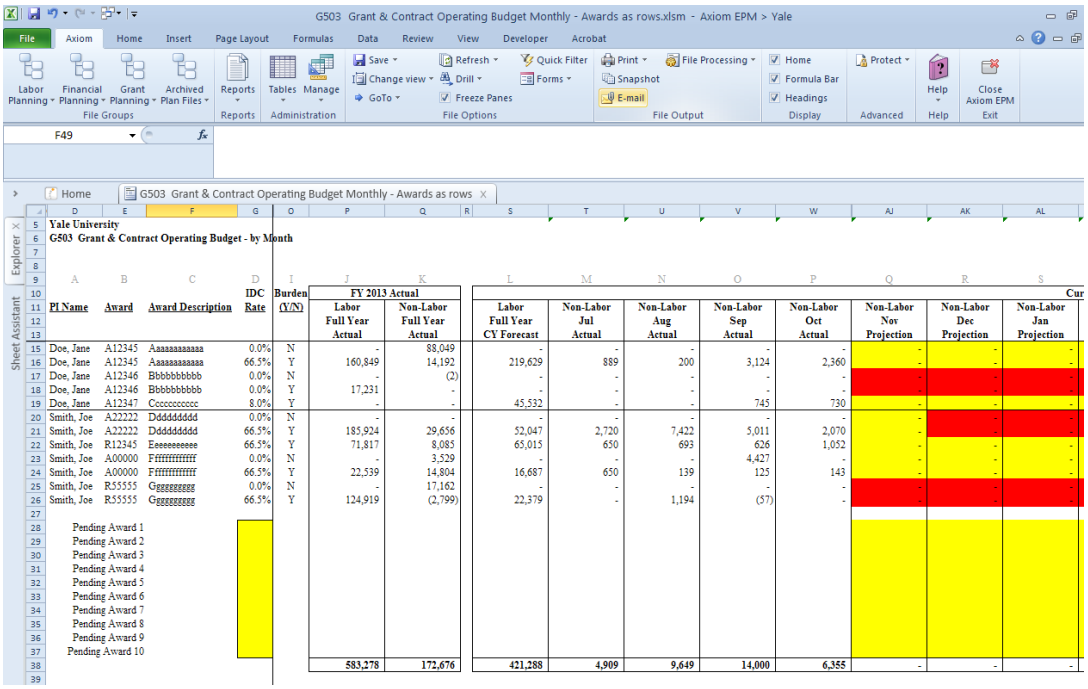
1) Run the G503 Grant & Contract Operating Budget report
   a. YBT Report Library>>04-YSM>>1-YSM Report Library>>>Budgeting and Forecasting>>G503 Grant & Contract Operating Budget Monthly – Awards as rows.
2) Click the Refresh Button
   a. Enter the parameters for your report.
   b. Click OK

   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 monthly projection amount into the appropriate yellow cell. A red cell indicates an award that has passed its end date.



PI Name	Award	Award Description	IDC Rate	Burden (Y/N)	FY 2013 Actual Labor Full Year Actual	FY 2013 Actual Non-Labor Full Year Actual	Labor Full Year CY Forecast	Non-Labor Jul Actual	Non-Labor Aug Actual	Non-Labor Sep Actual	Non-Labor Oct Actual	Non-Labor Nov Projection	Non-Labor Dec Projection	Non-Labor Jan Projection
Doe, Jane	A12345	Aaaaaaaaaaaa	0.0%	N	-	88,049	-	-	-	-	-	-	-	-
Doe, Jane	A12345	Aaaaaaaaaaaa	66.5%	Y	160,849	14,192	219,629	889	200	3,124	2,360	-	-	-
Doe, Jane	A12346	Bbbbbbbbbb	0.0%	N	-	(2)	-	-	-	-	-	-	-	-
Doe, Jane	A12346	Bbbbbbbbbb	0.0%	Y	17,231	-	-	-	-	-	-	-	-	-
Doe, Jane	A12347	Cccccccccc	8.0%	Y	-	-	45,532	-	-	745	730	-	-	-
Smith, Joe	A22222	Ddddddddd	0.0%	N	-	-	-	-	-	-	-	-	-	-
Smith, Joe	A22222	Ddddddddd	66.5%	Y	185,924	29,656	52,047	2,720	7,422	5,011	2,070	-	-	-
Smith, Joe	R12345	Eeeeeeeeee	66.5%	Y	71,817	8,085	65,015	650	693	626	1,052	-	-	-
Smith, Joe	A00000	Fffffffffffff	0.0%	N	-	3,529	-	-	-	4,427	-	-	-	-
Smith, Joe	A00000	Fffffffffffff	66.5%	Y	22,539	14,804	16,687	650	139	125	143	-	-	-
Smith, Joe	R55555	Gggggggggg	0.0%	N	-	17,162	-	-	-	-	-	-	-	-
Smith, Joe	R55555	Gggggggggg	66.5%	Y	124,919	(2,799)	22,379	-	1,194	(57)	-	-	-	-
Pending Award 1														
Pending Award 2														
Pending Award 3														
Pending Award 4														
Pending Award 5														
Pending Award 6														
Pending Award 7														
Pending Award 8														
Pending Award 9														
Pending Award 10														
					583,278	172,676	421,288	4,909	9,649	14,000	6,355	-	-	-

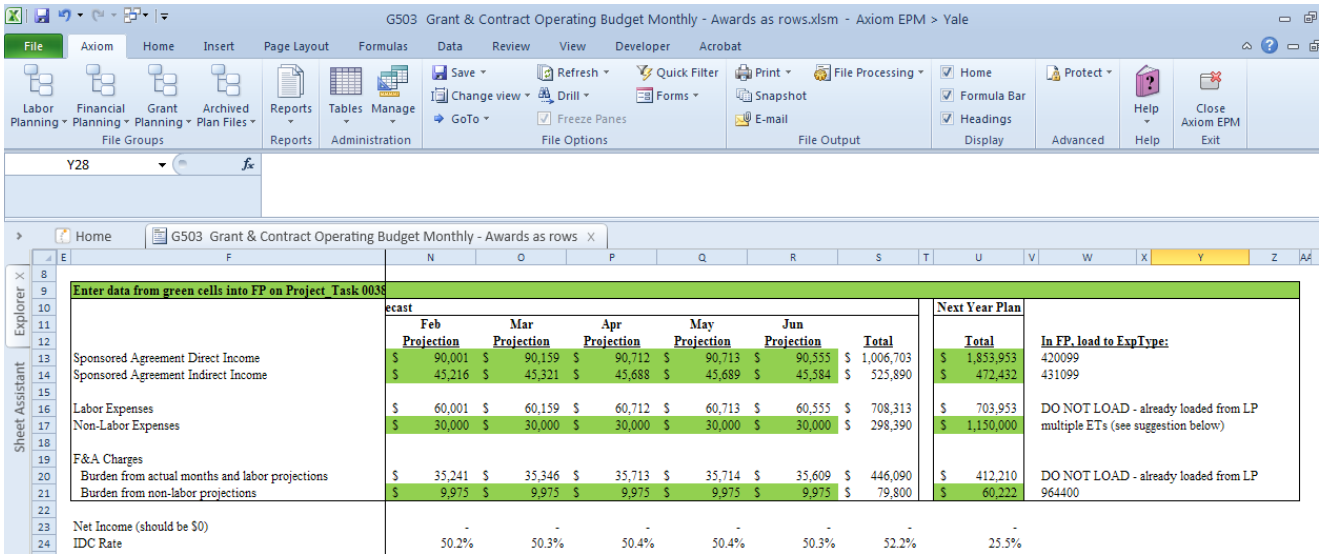
The bottom of the report allows you to enter new awards that have not yet been entered into your YBT G&C workbook or pending awards. Simply enter an award name, the IDC rate, and the projected spend, and the model will calculate the relevant information for your budget.

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.

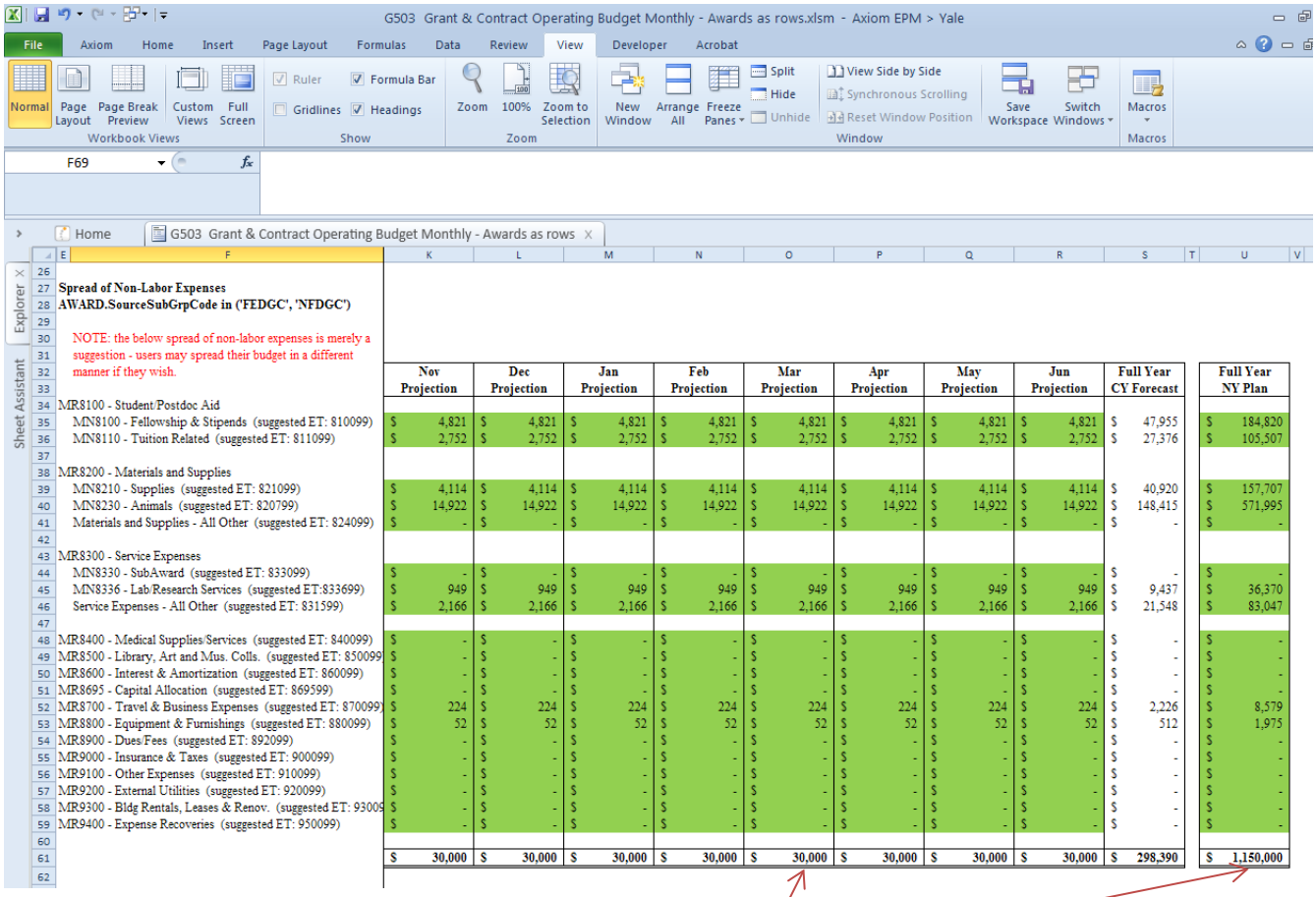
5) Load the green-shaded numbers to Project_Task 0038254_00, Award X00000 and the ExpTypes indicated in Column W of the tool.



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.



G503 Grant & Contract Operating Budget Monthly - Awards as rows.xlsm - Axiom EPM > Yale

Spread of Non-Labor Expenses
AWARD.SourceSubGrpCode in ('FEDGC', 'NFDGC')

NOTE: the below spread of non-labor expenses is merely a suggestion - users may spread their budget in a different manner if they wish.

	Nov Projection	Dec Projection	Jan Projection	Feb Projection	Mar Projection	Apr Projection	May Projection	Jun Projection	Full Year CY Forecast	Full Year NY Plan
MR8100 - Student/Postdoc Aid										
MN8100 - Fellowship & Stipends (suggested ET: 810099)	$ 4,821	$ 4,821	$ 4,821	$ 4,821	$ 4,821	$ 4,821	$ 4,821	$ 4,821	$ 47,955	$ 184,820
MN8110 - Tuition Related (suggested ET: 811099)	$ 2,752	$ 2,752	$ 2,752	$ 2,752	$ 2,752	$ 2,752	$ 2,752	$ 2,752	$ 27,376	$ 105,507
MR8200 - Materials and Supplies										
MN8210 - Supplies (suggested ET: 821099)	$ 4,114	$ 4,114	$ 4,114	$ 4,114	$ 4,114	$ 4,114	$ 4,114	$ 4,114	$ 40,920	$ 157,707
MN8230 - Animals (suggested ET: 820799)	$ 14,922	$ 14,922	$ 14,922	$ 14,922	$ 14,922	$ 14,922	$ 14,922	$ 14,922	$ 148,415	$ 571,995
Materials and Supplies - All Other (suggested ET: 824099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR8300 - Service Expenses										
MN8330 - SubAward (suggested ET: 833099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MN8336 - Lab/Research Services (suggested ET:833699)	$ 949	$ 949	$ 949	$ 949	$ 949	$ 949	$ 949	$ 949	$ 9,437	$ 36,370
Service Expenses - All Other (suggested ET: 831599)	$ 2,166	$ 2,166	$ 2,166	$ 2,166	$ 2,166	$ 2,166	$ 2,166	$ 2,166	$ 21,548	$ 83,047
MR8400 - Medical Supplies/Services (suggested ET: 840099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR8500 - Library, Art and Mus. Colls. (suggested ET: 850099	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR8600 - Interest & Amortization (suggested ET: 860099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR8695 - Capital Allocation (suggested ET: 869599)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR8700 - Travel & Business Expenses (suggested ET: 870099)	$ 224	$ 224	$ 224	$ 224	$ 224	$ 224	$ 224	$ 224	$ 2,226	$ 8,579
MR8800 - Equipment & Furnishings (suggested ET: 880099)	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 52	$ 512	$ 1,975
MR8900 - Dues/Fees (suggested ET: 892099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR9000 - Insurance & Taxes (suggested ET: 900099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR9100 - Other Expenses (suggested ET: 910099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR9200 - External Utilities (suggested ET: 920099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR9300 - Bldg Rentals, Leases & Renov. (suggested ET: 93009	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
MR9400 - Expense Recoveries (suggested ET: 950099)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 298,390	$ 1,150,000

Notice that the totals here match the Non-Labor expenses in the screenshot above.

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.