

BUDGET STATUS REPORT

Initial Setup and Maintenance of Spreadsheet

Input according to color coding. Do not input in other cells as it will change the auto-calculation setups

Setup Input: *Highlighted in yellow on the sample workbook*

Make sure to use the correct workbook template – either “Routine” or “Cleanup” as appropriate.

1. In BSR Workbook input Fund information.
2. In BSR Workbook input Awarded budget figures. This is the actual awarded budget (what appears in WL and is Contracts and Grants approved), including awarded amount and any carryforward funds. For gifts and clinical trials the budget figure is the total payments received to date – if preferred, the amount can be put into UNALLOCATED for gift and clinical trial funds, rather than line item amounts.
3. Input indirect cost rate at bottom of page. If the rate is a modified rate (excludes rent, patient care and portion of subcontracts) you will need to manually input the calculation for each projection month.
4. In Salary Workbook in the far left column input names of people currently paid from fund (run DPE to find names) and current **MONTHLY** salary amount.
5. Make sure the column headers for each month accurately reflect the award period
6. Put in formula for Indirect cost rate in the ID Cost cell – use formula and copy it across the actual and projected columns.

Routine Monthly Input: *Highlighted in Light Green on the Spreadsheets:*

Do NOT adjust any of the calculations (SUMS) in the workbook. As you move forward each month with your entry, UNHIDE the new “actual” month column and DELETE the corresponding “projection” month column,

1. On the BSR and Salary spreadsheets highlight the column for the last ACTUAL month and the column next to it and UNHIDE. This will expose the month(s) you are inputting actual data for. REHIDE the columns for future months (to help with printing).
2. DELETE the corresponding PROJECTION columns for the month(s) you have UNHIDE for “actual” input.
3. Run and print General Ledger Transaction Detail for the current month. Input numbers by NCA category into current month’s column.
4. Run and print Payroll Report (DPE) for the month. Input actual amount in salary expenses, benefits and % effort for each person paid off the fund onto the salary worksheet. Total amounts at bottom of salary detail page will link up to the main Budget Report spreadsheet.
5. For gift, non-federal grants, income based or invoiced contract funds (federal or private) input payments received to date and any STIP income.

Final Check:

1. Make sure GL Total for the period matches total at the bottom of the month inputting.
2. Make sure Expenditure Summary Report totals match the total amount expended(ACTUAL) and balance (ACTUAL) for the fund.
3. Review projections and adjust as necessary. For personnel if you input a new percent under a month labeled PROJECTED, the salary will adjust accordingly.

Updating Projections: Highlighted in Light Purple

1. For personnel – on the salary worksheet input changed percent effort under appropriate projections month. Remove projections from current month and hide the current month's projection column. Do not make any other changes.
2. For non personnel – input projected figures by month for each NCA category. Remove projections from current month and hide the current month's projection column. Indirect costs will calculate automatically based on indirect rate formula.