Guide to the "What If" Tool

Introduction

The What If Tool is designed to quickly answer the question "Do I have enough money to do X, Y, Z?" This Excel based tool provides a spreadsheet displaying current account data (budget/ fund balance, activity to date, and existing commitments or FMT projections), and a worksheet where the user can enter possible expense/revenue to see the effect on an account balance.

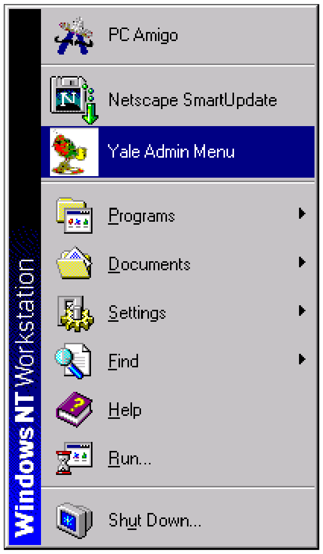
Proposed changes tested in the What If Tool are not fed into underlying systems (e.g., LD, Purchasing). If you decide to implement a proposed change identified while using the What If tool, you must go into the underlying system(s) to apply that change. The tool is designed to be used in conjunction with the Account Holder Reports and is for discussion purposes only. It is not designed to replace any reporting mechanisms that departments are currently employing.

Please contact ga.usersupport@yale.edu with any questions.

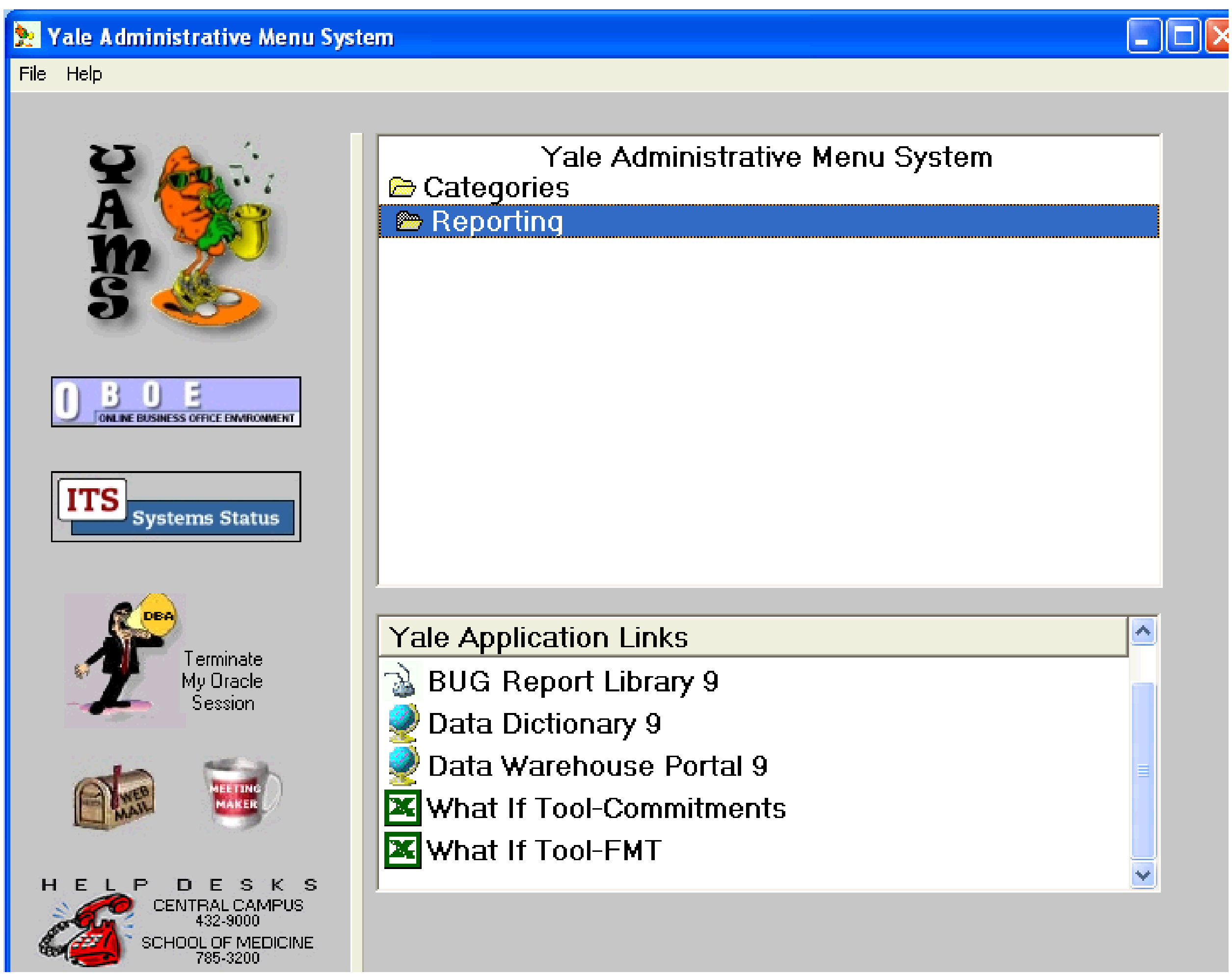
Accessing the What If Tool

The What If tool can be accessed through YAMS.

Select the **Start** button on the task bar of the desktop window. Click once on **Yale Admin Menu**.

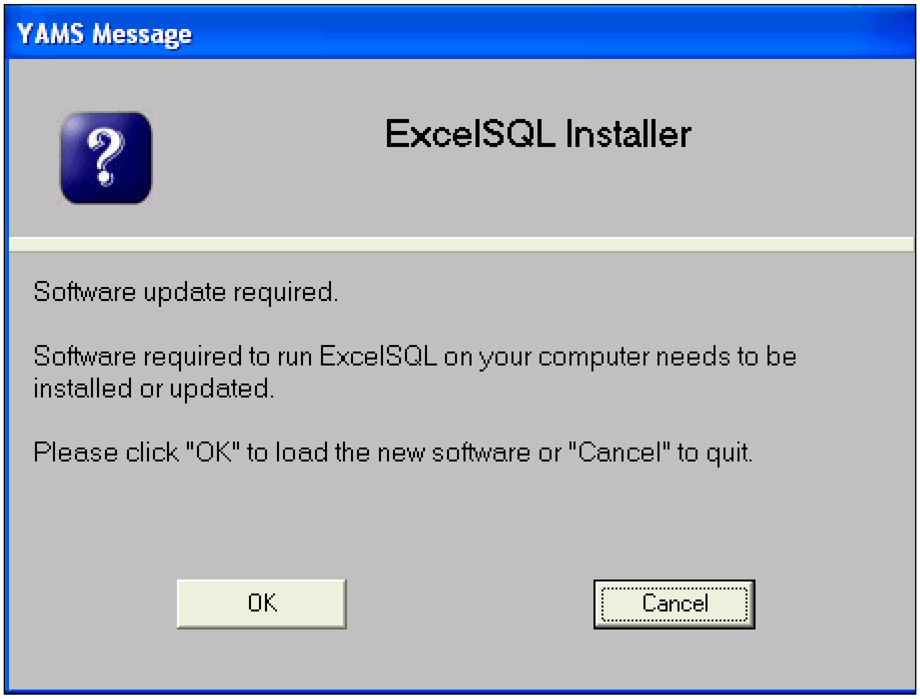


The YAMS window appears. Click on **Reporting, then choose either What If Tool-Commitments or What If Tool – FMT under Yale Application Links.**

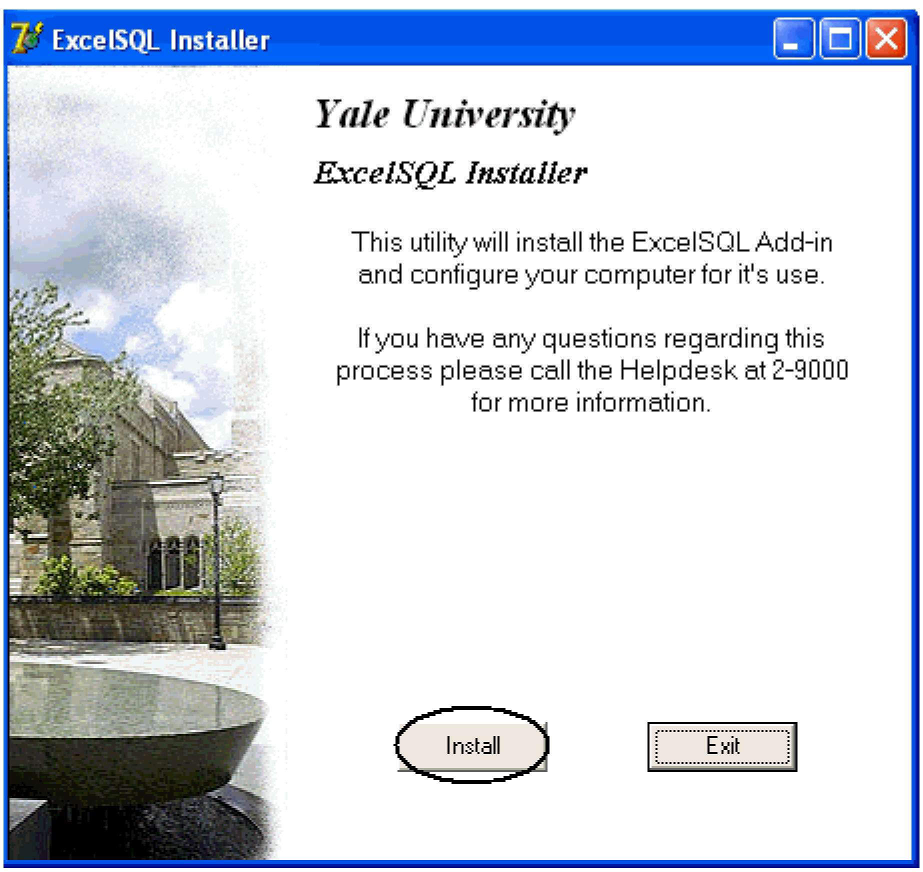


<u>NOTE</u>: In the fall of 2009, the University began the process of converting desktop computers to Managed Workstations. Accessing this tool may be different for some computers that have been converted. If you are unable to install the Excel SQL software on your managed workstation, call the Help Desk at 29000 for assistance.

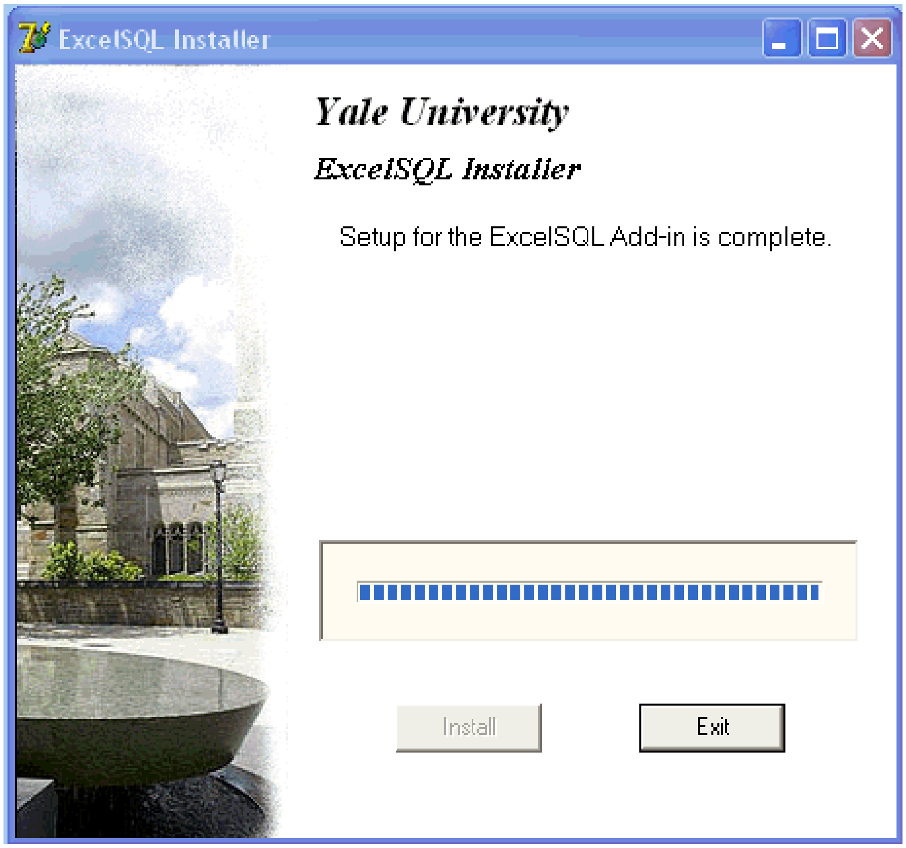
The first time the What If Tool is accessed, a YAMS message will appear indicating the Excel SQL software must be installed. Click OK to load the new software.



Next a message will appear asking to install the software. Click on Install.



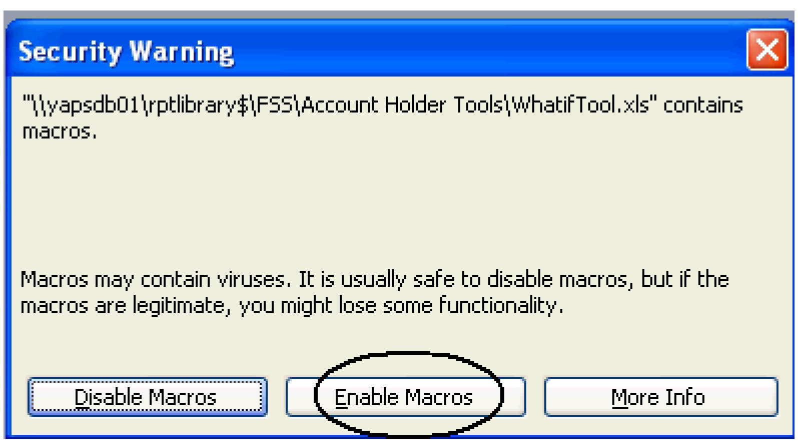
A message will appear once the set up is complete. **Please note that the blue bars will remain fully highlighted even though the installation is complete**. Click Exit. The ExcelSQL installation is now complete.



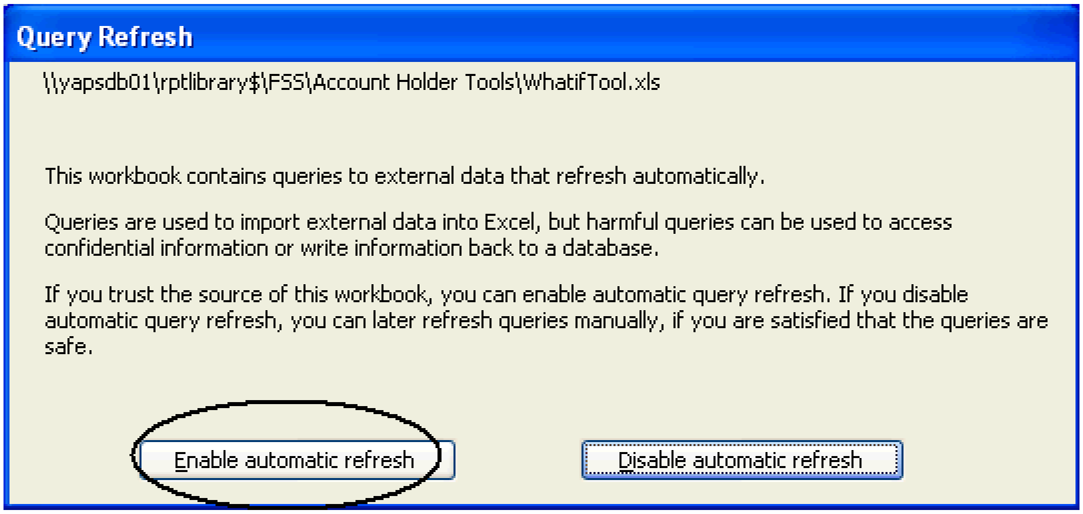
At this point, the YAMS window will appear. To launch the tool, click on **Reporting**, **then** choose **What If Tool – Commitments** or **What If Tool - FMT** under Yale Application Links.

<u>IF YOU ARE USING EXCEL 2007, SKIP TO STEPS 1A AND 2A.</u>

1. Prior to launching the What If Tool, two prompts will appear. The first prompt is a security warning requesting that the Macros be disabled, enabled or for more info. **Select Enable Macros.**



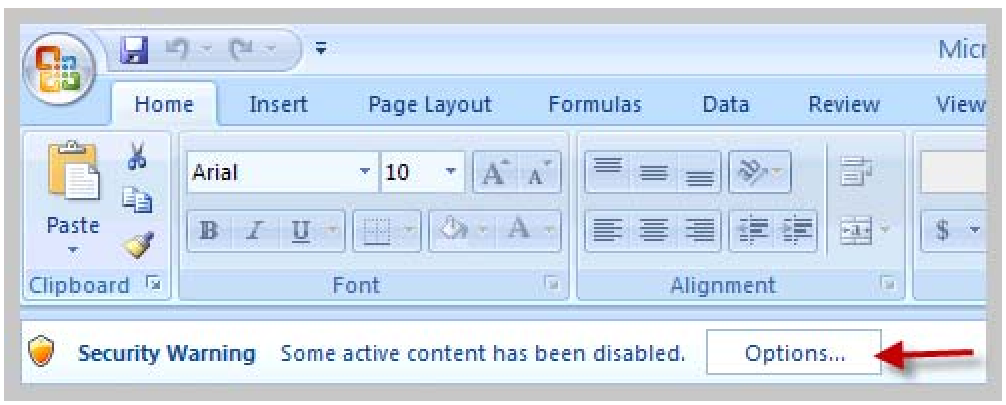
2. The second prompt is a Query Refresh asking to Enable or Disable the automatic refresh. **Select Enable automatic refresh.**



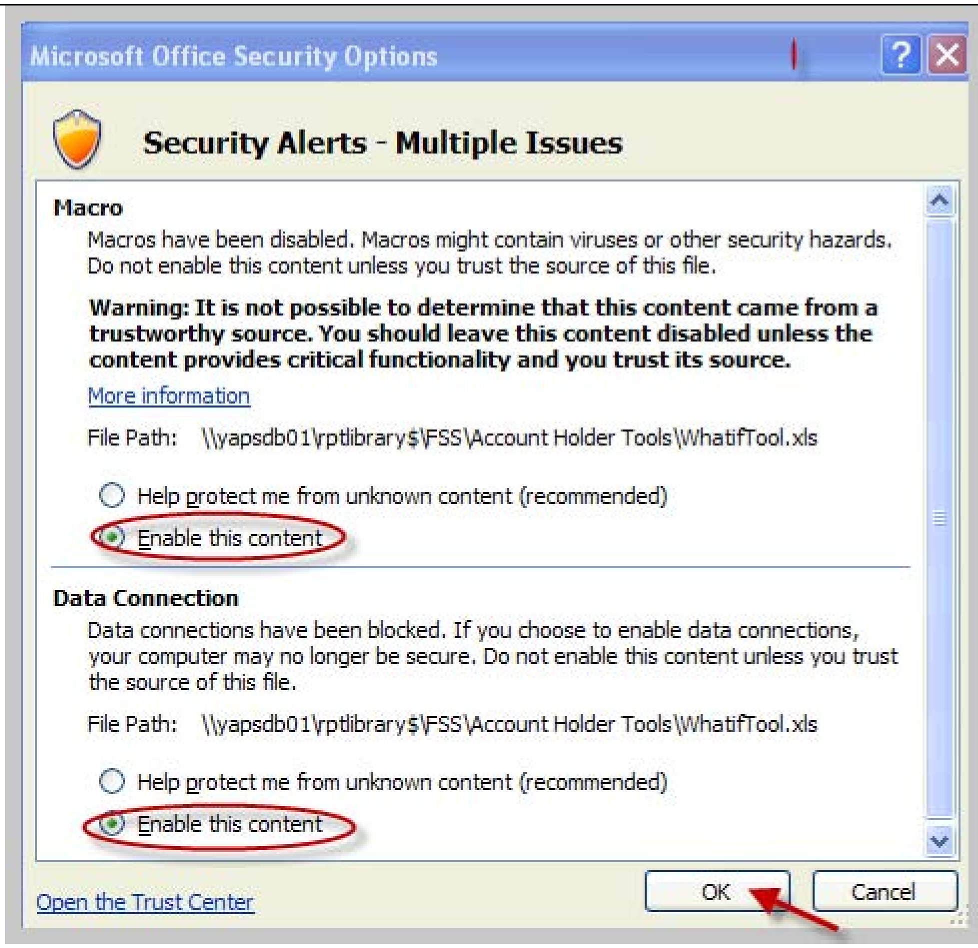
USERS OF EXCEL VERSIONS EARLIER THAN 2007: GO TO STEP 3

<u>EXCEL 2007 USERS ONLY:</u>

1A.The What If tool main screen appears with the following security notice in the upper left corner. Click the **Options** box.

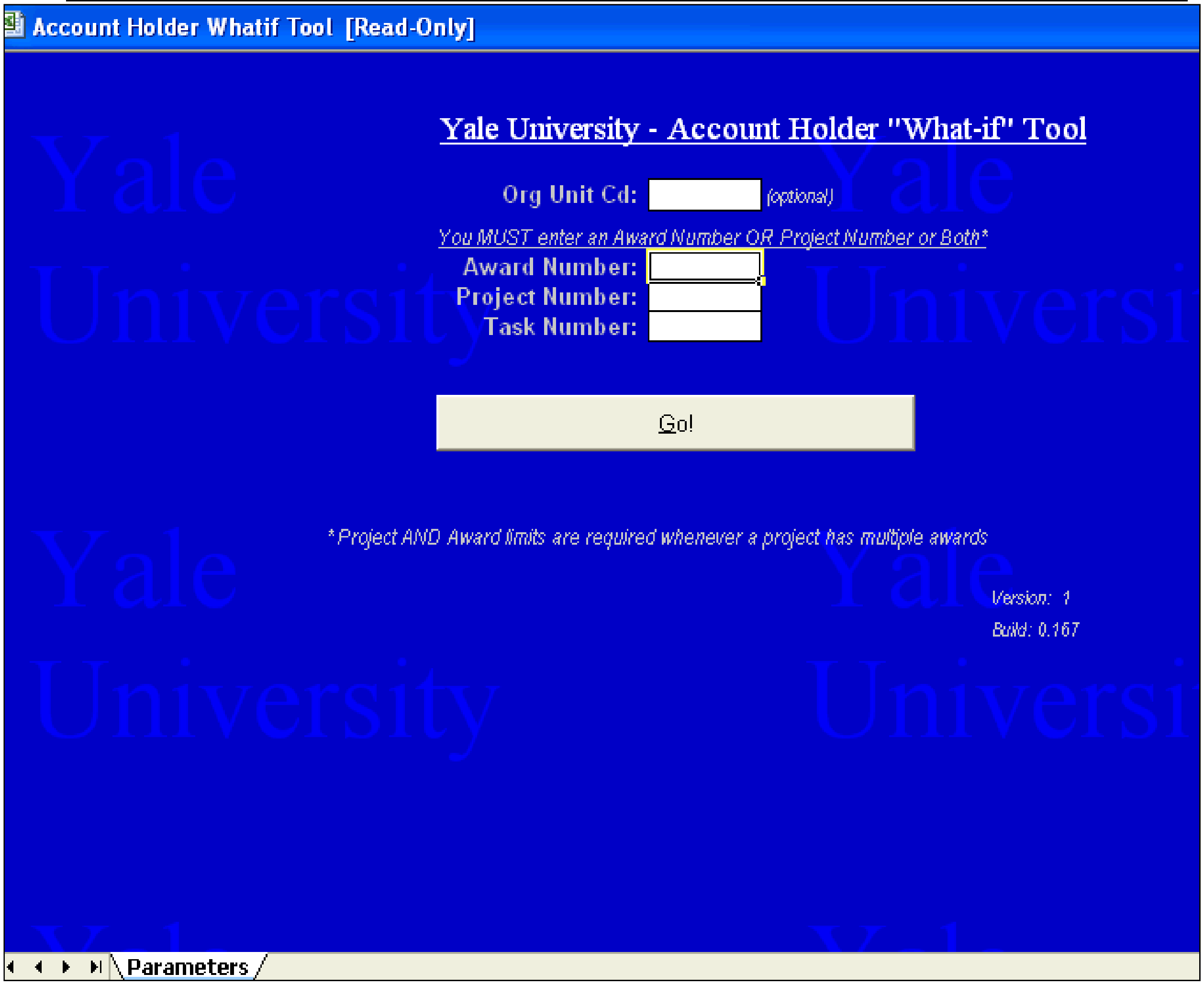


2A**.** In the pop-up window, choose "**Enable this Content**" in both the Macro block and the Data Connection block; click '**OK**'.



ALL USERS:

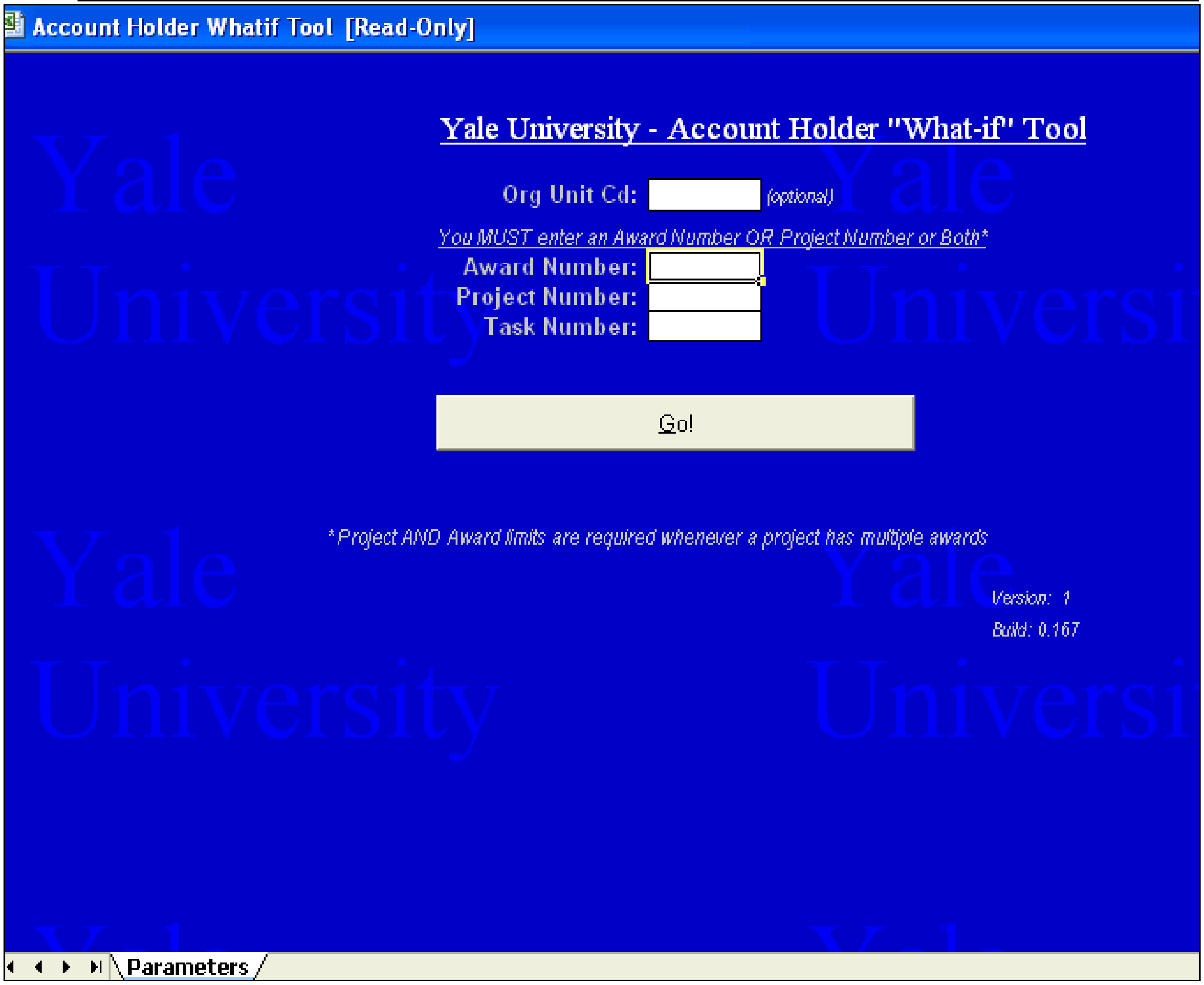
3. The What If Tool will now open to the parameter page. The selections made here determine what level **(P/T/A/O)** of information will be returned.



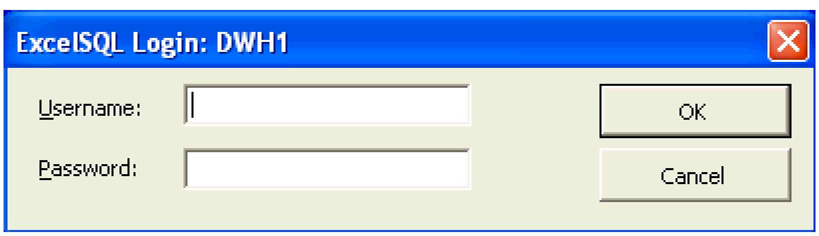
Running the What If Tool

Prior to running the What If Tool, it is recommended that the appropriate Account Holder Report be run. This will act as a good reference point and it will ensure that the tool is run at the preferred PTAO combination.

Once the What If Tool has been accessed, the Parameters Page displays. This is where project/task/award/org parameters are entered to define the level of information to be returned. All parameters do not need to be entered but **an award or a project must be entered in order for the tool to run.** If a project is linked to multiple awards, only one combination can be run at a time; if the project number only is entered, a window will open displaying associated awards and the user must select one.



Once the parameters are entered, a Net ID and password will be required. Apply the same password and net id used when running the Account Holder Reports. Click the **OK** button.



Navigating the What If Tool

The What If Tool initially consists of a Parameter Page, a Final Report Page and a Commitment Sheet. Additional pages may be added subsequently which consist of an expenditure type detail page and scenario pages.

Parameters Page

We have previously discussed the Parameters page. The parameters (project/task/award/org) entered here determine the PTAO level of information to be returned.

Final Report Page

After the parameters have been entered and the report has been run, the Final Report Page of the Tool will open. The final report page is designed to look similar to the Account Holder Reports. It includes a header displaying the selected parameters and other information about the account, and a summary of financial data (budget, activity to date, projections, balances) in the body of the report. The Final Report Page is the page that lets end-users know whether they will have enough funds to cover possible scenarios. Changes are not done on this page. All the changes are done on the Commitment Sheet and then calculated through to the Final Report page.

The header section includes the detail of the parameters selected (project/task/award/org). It also includes the fiscal period ending (the month the report was run), the account installment dates (either the grant installment dates or the fiscal period dates), number of remaining months until the fiscal or grant period ends, the indirect cost rate (if applicable), the source sub group and in the upper right hand corner, the Spendable Amount (for grants, this number represents direct costs, and assumes that all future activity not included in the scenarios will be subject to overhead).

View Detailed Information

Save Scenario

Save Workbook

Fiscal Period Ending:	1/31/2006		Spendable Amount:	204,625
Org_Unit_Cd:	ALL			
Award:	N12345		Project:	ALL
Award Name:	N12345 VETADM Brown		Project Name:	ALL
Install dates	8/1/2005	7/31/2006	Task Num:	ALL
Number of remaining months:	7		Task Name:	ALL
Indirect cost rate	63.50%			
Source Sub group cd:	FEDGC			

COST_TYPE	ACCOUNT_TYP_NM	Major Parent Account Cd	Major Parent Account Nm	Total Budget Amt	Total Inception or FYTD Amt	Total Commitments	Total Remaining Balance with commitments
				Data			
Directs							
	Expense	MR7100	Faculty Salaries	201,018	65,961	21,498	113,559
		MR7250	Student Salaries	44,793	25,115	0	19,678
		MR7300	Employee Benefits	59,632	17,588	5,160	36,885
		MR8200	Materials and Supplies	7,964	15	0	7,949
		MR8300	Service Expenses	19,429	5,168	700	13,561
		MR8700	Travel & Entertainment	22,358	9,227	0	13,131
		MR8800	Equipment & Furnishings	0	2,983	0	-2,983
		MR9100	Other Misc Expenses	2,655	1,608	0	1,047
	Expense Sum			**357,849**	**127,665**	**27,358**	**202,827**
Directs Sum				***357,849***	***127,665***	***27,358***	***202,827***
Indirects							
	Expense	MR9640	Facility & Administrative Charges	227,234	78,127	17,372	131,735
	Expense Sum			227,234	78,127	17,372	131,735
Indirects Sum				***227,234***	***78,127***	***17,372***	***131,735***
Grand Total				**585,083**	**205,792**	**44,730**	**334,562**

Parameters | Final Report | Commitment Sheet

To the left of the header are three buttons. **The View Detailed Information** button activates another worksheet displaying a breakdown of the data at the expenditure type level. For grants, it also indicates which expenditure types incur indirect costs and which do not. The **Save Scenario** button allows end-users to save multiple scenarios within a workbook. The **Save Workbook** button allows end users to save the entire workbook.

The summary section of the Final Report Page should match the Account Holder report (see the Notes section, page 20 for exceptions where the tool will not tie to the Account Holder report). It provides a summary of the account with up to date balances. The only sections that change on this page are the Spendable Amount, the Total Commitments column and the Total Remaining Balance with Commitments column. The other fields are frozen.

The bottom of the page displays reports that are available. After the initial login, they are the Parameters page, the Final Report and the Commitment worksheet. More sheets will be added if the **View Detailed Information** button is selected or if scenarios are saved.

By Expenditure Type Sheet

Clicking the **View Detailed Information** button displays the By Expenditure Type sheet which is for information purposes only. It provides the same information as the Final Report page but at the expenditure type level, and includes an IDC column flagging grant expenditure types which incur Indirect Costs.

			Fiscal Period Ending:		1/31/2006	Spendable Amount:	204,625	
			Org_Unit_Cd:		ALL			0
			Award:		N12345		Project:	
			Award Name:		N12345 VETADM Brown		Project Name:	Brown
			Install dates		8/1/2005	7/31/2006		
			Number of remaining months:		7			
			Indirect cost rate		63.50%	GC-MTDC-On Campus-63.5%		
			Source Sub group cd:		FEDGC			
COST_TYPE	**ACCOUNT_TYP_NM**	**EXP_TYPE_CD**	**EXP_TYPE_NM**	**IDC**	**Total Budget Amt**	**Inception or FYTD Amt**	**Commitments**	**Remaining Balance with commitments**
Directs	Expense	711400	Faculty Salary-Summer	**	61,255	14,711	0	46,544
Directs	Expense	711950	Faculty Salary-Post Doc Associate	**	139,763	51,250	21,498	67,015
Directs	Expense	725100	Student Research Asst	**	44,793	25,115	0	19,678
Directs	Expense	741000	Fringe Benefit Assessments	**	59,632	17,588	5,160	36,885
Directs	Expense	820610	Equipment - Computers < $2000	**	0	15	0	-15
Directs	Expense	821000	Supplies-Office	**	7,964	0	0	7,964
Directs	Expense	831400	Long Distance Tolls	**	0	57	0	-57
Directs	Expense	832900	Print/Copy Services	**	19,429	4,369	700	14,360
Directs	Expense	833200	Moving & Relocation	**	0	743	0	-743
Directs	Expense	871000	Travel - Domestic		9,689	0	0	9,689
Directs	Expense	871010	Dom. Travel - Air/Rail	**	0	434	0	-434
Directs	Expense	871020	Dom. Travel - Lodging	**	0	596	0	-596
Directs	Expense	871030	Dom. Travel - Car Rental	**	0	260	0	-260
Directs	Expense	871040	Dom. Travel - Ground Transportation	**	0	529	0	-529
Directs	Expense	871050	Dom. Travel - Meals	**	0	516	0	-516
Directs	Expense	872000	Travel - Foreign		12,669	0	0	12,669
Directs	Expense	872010	For. Travel - Air/Rail	**	0	4,326	0	-4,326
Directs	Expense	872020	For. Travel - Lodging	**	0	915	0	-915
Directs	Expense	872040	For. Travel - Ground Transportation	**	0	129	0	-129
Directs	Expense	872050	For. Travel - Meals	**	0	1,520	0	-1,520
Directs	Expense	881100	Equip - Computer Cost $2000 or more		0	2,983	0	-2,983
Directs	Expense	910099	Bgt - Other Misc Expenses		2,655	0	0	2,655
Directs	Expense	910500	Tuition Remission		0	1,608	0	-1,608
Indirects	Expense	964400	Charges - G&C Indirect Cost		227,234	78,127	17,372	131,735
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A
					0	0	#N/A	#N/A

Parameters / Final Report / **By Expenditure Type** / Commitment Sheet

Commitment Sheet

This is the worksheet where the proposed scenarios are entered. When an account is first accessed, all active Labor, POAP and Custom Commitments will display. Similarly, the FMT version will display current Labor and Non-Labor FMT projections.

There are several buttons located at the top of the sheet. Because a valid expenditure type is needed to enter a commitment, a link to the **ET Locator** has been provided. The **Apply Changes** button is pressed after the proposed changes have been entered. Any new entries will be sorted in numerical order along with the system generated commitments and the Final Report Page will reflect those changes. The **Reset this Sheet** button clears out the new entries, resetting the commitments to the original system generated ones, so that they match the Account Holder Reports. The **Open New Workbook** button allows end users to have another Tool open at the same time. This is useful if you are trying to allocate people/expenses among two or more accounts. When the **Use Med School Fringe Rates** box is checked, fringe will be calculated with the School of Medicine fringe benefit rates. The What If Tool for Commitments defaults to the University rates when calculating fringe; the What If for FMT defaults to the Med School rates. The Apply Changes button must be pressed to update the final report with the different rates.

Download ET Locator | Apply Changes | Reset this Sheet | Open New Workbook | Use Med School Fringe Rates

EXPENDITURE_TYP_CD	EXPENDITURE_TYP_NM	DESCRIPTION	CMT_FRINGE_CD	AVGCMT	COUNTOFPERIODS	SUMOFCOMMITMENTS	FRINGE	Fringe Adjustment	Current Fringe Rate
711400	Faculty Salary-Summer	Gibbs, L.J.	S	5,134	1	5,134	1,617	-	31.50%
820100	Chemicals	AIRGAS EAST INC		107	1	107	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		196	1	196	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		86	1	86	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		70	1	70	0	-	
821200	Supplies-Laboratory	MACALASTER BICKNELL CO OF CONN		466	1	466	0	-	
	TOTAL	Award Number: D01224 Project Number: Task Number:				6,060	1,617	-	
						-	0	-	

The following columns are located on the Commitment Sheet: (The underlined column headers are the columns where the end-user can enter information. The other columns contain calculations and should not be changed or overwritten.)

Expenditure type code – Enter a valid expenditure type code in this section.
Expenditure type name – This field is automatically populated when the expenditure type code is entered.
Description – This data is populated from the current active commitments/FMT data in the system. It also allows free form input for new entries (e.g., "monthly lab expenses"), as well as changes to the description of the current active commitments.
Commitment Fringe Code – For current active commitments, populated with the code assigned to that person. For possible scenarios, end users can enter either a fringe code (H,S,P) or a percentage and the fringe will automatically be calculated when using a labor expenditure code (does not calculate if using a non-labor code). The Tool for Commitments defaults to the University and the Federal Grants & Contracts rates when calculating fringe. Make sure to check the "Use Med School Fringe Rates" box when entering possible labor scenarios to School of Medicine accounts.
Average Commitment – This field lists the average monthly commitment amount. For new commitments, enter either the amount to be committed each month or enter a one-time amount.
Count of Periods – In this field, enter the number of months that the average commitment amount should be multiplied by.
Sum of Commitments –Total projection amount (Average Monthly Commitment times the number of months)
Fringe – This field is automatically calculated by multiplying the commitment fringe code column by the sum of commitments for salary expenditure types.
Fringe Adjustment –This field displays the dollar amount when an entry is made directly to expenditure type 741000.
Current Fringe Rate – This field is automatically populated when a fringe code is entered in the Commitment Fringe Code column. It lists the fringe rate that is applied to your commitment.

Using the What If Tool

As mentioned before, it is recommended that the What If tool be used side by side with the appropriate Account Holder Report. Therefore, before using the tool, the Account Holder report should be run. Next, go to the parameters page and enter the appropriate project/task/award/org that will match the Account Holder report. This will open the Final Report page. Due to rounding, the What If Tool may vary slightly from the Account Holder report. If there is a significant difference, it is most likely because the Account Holder Report and the What If Tool were run at different PTAO levels. You will need to go back and run at the appropriate level. See the Notes section (page 20) for other instances when the What If tool may not tie to the Account Holder report.

Next, click on the Commitment Page at the bottom of the page.

Adding Proposed Activity

All proposed items are entered on the commitment sheet starting in the blank cell highlighted in green to the left of "TOTAL" or in the first cell (if no previous commitments exist). Use the following procedures:

For each new item, enter the following: a valid expenditure type code (the ET Locator button at the top of the page can help locate a valid code; for grants, the correct expenditure type is important for calculation of the correct overhead amount), a description, the commitment fringe code (for labor entries), the average monthly amount, and the number of periods. The Expenditure Type Name, the Sum of Commitments, the Fringe and the Current Fringe rate columns will automatically populate. New entries will display in red. **Note: changes may also be made to any existing commitments (e.g., change description name, an amount can be zeroed out by deleting the 'COUNTOFPERIODS' number, the period can be changed, the average monthly commitment amount can change, etc. etc.).**

Download ET Locator | Apply Changes | Reset this Sheet | Open New Workbook | Use Med School Fringe Rates

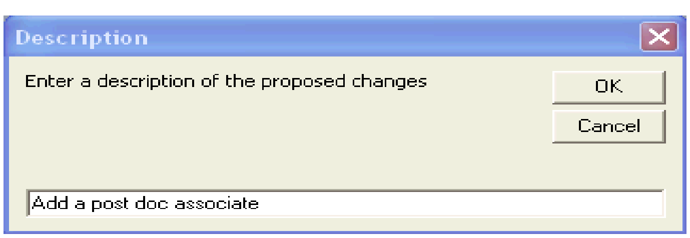
EXPENDITURE_TYP_CD	EXPENDITURE_TYP_NM	DESCRIPTION	CMT_FRINGE_CD	AVGCMT	COUNTOFPERIODS	SUMOFCOMMITMENTS	FRINGE	Fringe Adjustment	Current Fringe Rate
711400	Faculty Salary-Summer	Gibbs, L.J.	S	5,134	1	5,134	1,617	-	31.50%
820100	Chemicals	AIRGAS EAST INC		107	1	107	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		196	1	196	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		86	1	86	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		70	1	70	0	-	
821200	Supplies-Laboratory	MACALASTER BICKNELL CO OF CONN		466	1	466	0	-	
	TOTAL	Award Number: D01224 Project Number: Task Number:				6,060	1,617	-	
	Enter the Expenditure type Code here, and hit the tab key					-	0	-	

1. After all proposed commitments have been entered; select the **Apply Changes** Button at the top of the page. The proposed changes will remain in red and will be sorted in numerical order (by Expenditure Type) with the other commitments. **Note: when entering proposed expense changes to grants, it is not necessary to enter a line item for indirect costs. These are automatically calculated based on the Award's indirect cost schedule.**

Download ET Locator | Apply Changes | Reset this Sheet | Open New Workbook | Use Med School Fringe Rates

EXPENDITURE_TYP_CD	EXPENDITURE_TYP_NM	DESCRIPTION	CMT_FRINGE_CD	AVGCMT	COUNTOFPERIODS	SUMOFCOMMITMENTS	FRINGE	Fringe Adjustment	Current Fringe Rate
711400	Faculty Salary-Summer	Gibbs, L.J.	S	5,134	1	5,134	1,617	-	31.50%
711950	Faculty Salary-Post Doc As	David, Ziva	S	3,000	6	18,000	5,670	-	31.50%
820100	Chemicals	AIRGAS EAST INC		107	1	107	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		196	1	196	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		86	1	86	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		70	1	70	0	-	
821200	Supplies-Laboratory	MACALASTER BICKNELL CO OF CONN		466	1	466	0	-	
	TOTAL	Award Number: D01224 Project Number: Task Number:				24,060	7,287	-	

2. A prompt requesting a description of the proposed changes will display. This information will be carried forward to the "Desc" Field on the Final Report page.



View Detailed Information	Fiscal Period Ending:	6/30/2010		Spendable Amount:	115,090
	Org_Unit_Cd:	ALL			
	Award:	DS01224		Project:	ALL
	Award Name:	DS01224 NCIS Investigations		Project Name:	ALL
Save Scenario	Install dates	8/1/2009	7/31/2012	Task Num:	ALL
	Number of remaining months:	26		Task Name:	ALL
	Indirect cost rate	65.50%			
Save Workbook	Source Sub group cd:	FEDGC			
	Desc: Add a post doc associate				

COST_TYPE	ACCOUNT_TYP_NM	Major Parent Account Cd	Major Parent Account Nm	Data: Total Budget Amt	Total Inception or FYTD Amt	Total Commitments	Total Remaining Balance with commitments
Directs							
	Expense	MR7100	Faculty Compensation	21,159	0	23,134	-1,975
		MR7200	Staff Compensation	23,400	0	0	23,400
		MR7300	Employee Benefits	8,191	0	7,287	904
		MR8200	Materials and Supplies	0	10,015	926	-10,941
		MR8300	Service Expenses	36,000	279	0	35,721
		MR8700	Travel & Business Expenses	27,000	6,668	0	20,332
		MR8800	Equipment & Furnishings	0	1,389	0	-1,389
		MR8900	Dues/Fees	4,000	0	0	4,000
		MR9100	Other Expenses	45,000	0	0	45,000
	Expense Sum			164,750	18,351	31,347	115,052
Directs Sum				164,750	18,351	31,347	115,052
Indirects							
	Expense	MR9640	Facility & Administrative Charges	107,910	11,955	20,532	75,423
	Expense Sum			107,910	11,955	20,532	75,423
Indirects Sum				107,910	11,955	20,532	75,423
Grand Total				272,660	30,306	51,879	190,474

3. The changes will flow through to the only two columns that are not static on the Final Report – the Total Commitment Column and the Total Remaining Balance with commitments column. These changes will also be reflected in the Spendable Amount in the upper right hand corner.
4. There are several options at this point: close out without saving (may want to print final report first), save the workbook or save the scenario and enter new scenarios.

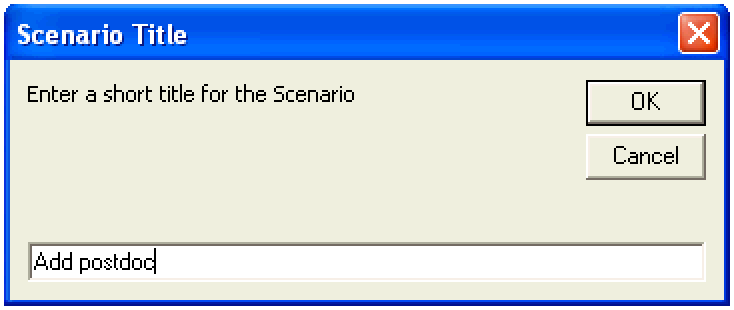
Saving Scenarios and Workbooks

There are two save functions within the What If tool: the **Save Scenarios** button allows end-users to save multiple scenarios in the same workbook. The **Save workbook** button allows end-users to save the entire workbook allowing the information to be called up at a later date. Both save buttons are located on the Final Report tab. Note: because the data is up-to-date, the relevancy of this data changes on a daily basis. The Tool can be run a day later and whatever activity has hit the account will be reflected. It is not recommended to keep these scenarios for a long period of time. Once a scenario has been saved, it cannot be changed. The user can return to the original worksheet and create new scenarios by making additional changes, or by selecting the Reset button to return the worksheet to the original data. Once the Workbook is saved, no changes can be made.

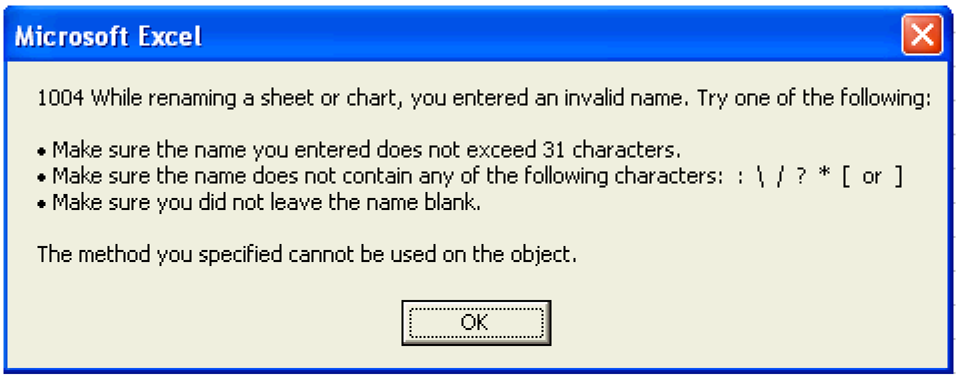
View Detailed Information	Fiscal Period Ending:	6/30/2010		Spendable Amount:	115,090
	Org_Unit_Cd:	ALL			
	Award:	DS01224		Project:	ALL
	Award Name:	DS01224 NCIS Investigations		Project Name:	ALL
Save Scenario	Install dates	8/1/2009	7/31/2012	Task Num:	ALL
	Number of remaining months:	26		Task Name:	ALL
	Indirect cost rate	65.50%			
Save Workbook	Source Sub group cd:	FEDGC			
	Desc: Add a post doc associate				

To Save a Scenario:

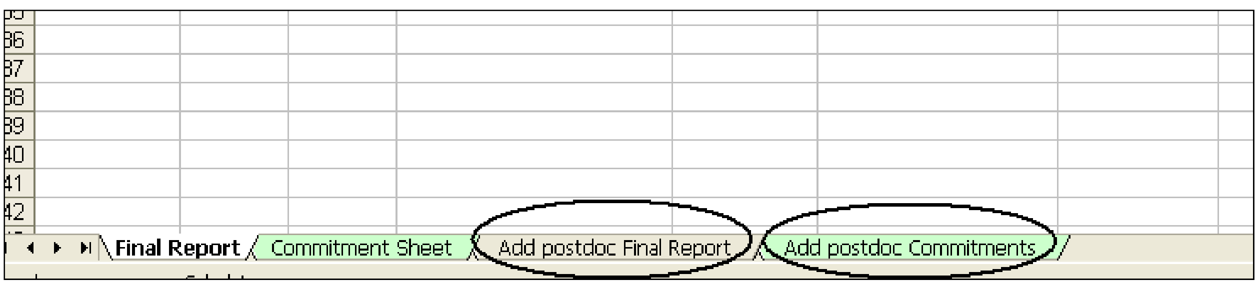
1. Select the **Save Scenario** button on the Final Report Page. A prompt will pop up requesting that a short title for the scenario be entered. Enter the short title and click ok.



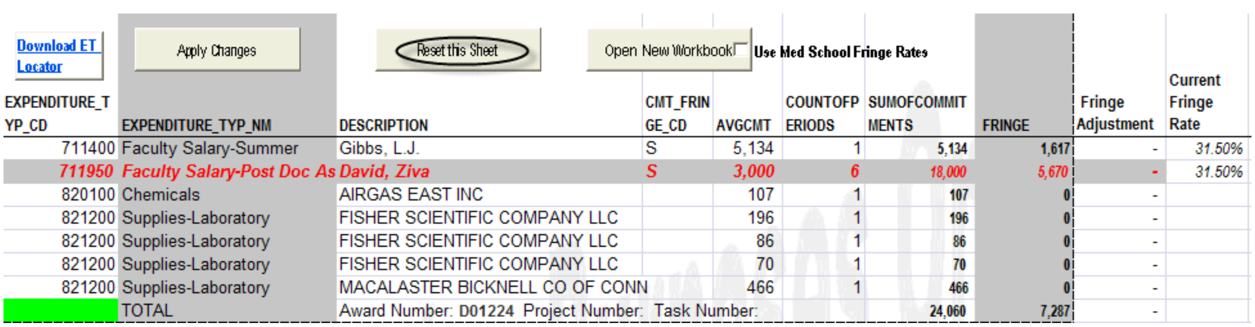
Note the following specifications when naming scenarios:



2. Once the scenario has been saved, two worksheets will be created with this name. One for the Final Report and one for the Commitment sheet.



3. To create a new scenario, go back to the unnamed Commitment sheet and select **Reset this Sheet** (if you wish to remove all of the proposed changes that were entered and revert back to the same data that is on the original Account Holder Report) and/or make additional entries. After all proposed commitments and scenarios have been entered and saved; the entire workbook can be saved.

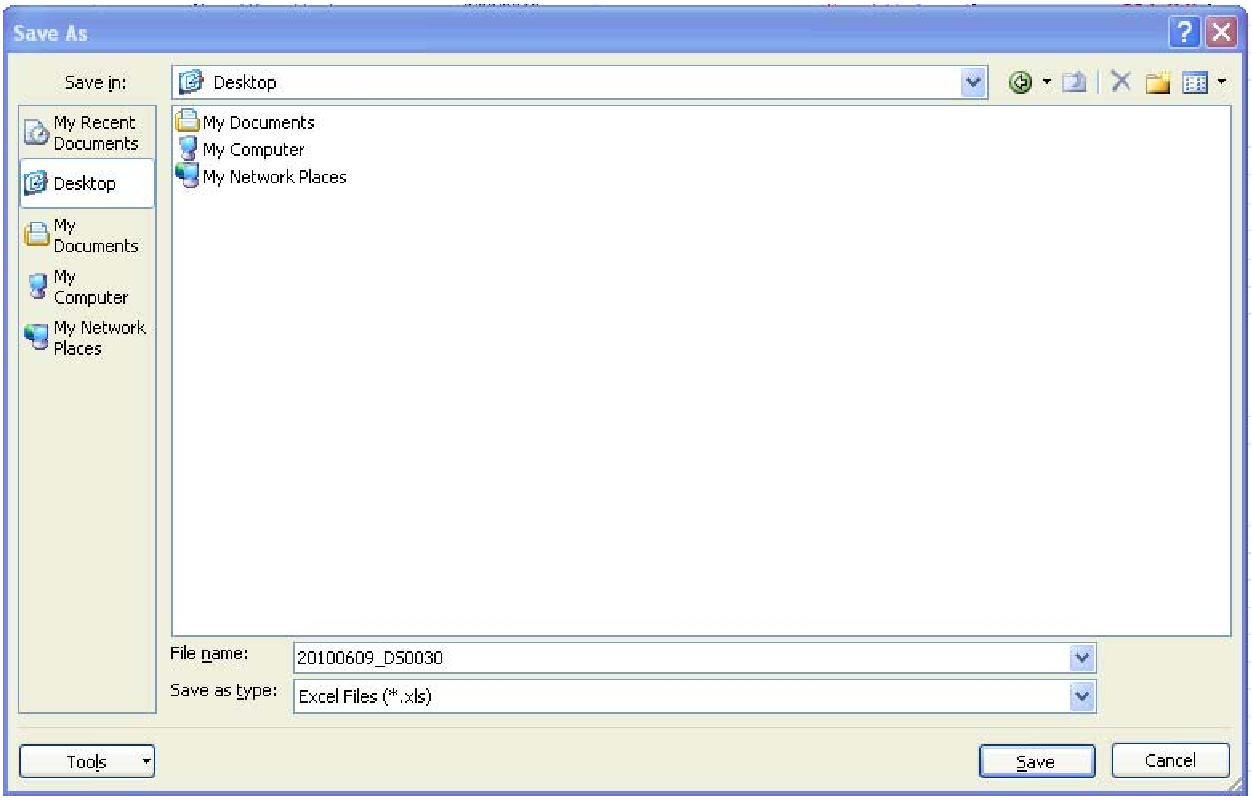


EXPENDITURE_TYP_CD	EXPENDITURE_TYP_NM	DESCRIPTION	CMT_FRINGE_CD	AVGCMT	COUNTOFPERIODS	SUMOFCOMMITMENTS	FRINGE	Fringe Adjustment	Current Fringe Rate
711400	Faculty Salary-Summer	Gibbs, L.J.	S	5,134	1	5,134	1,617	-	31.50%
711950	*Faculty Salary-Post Doc As*	*David, Ziva*	*S*	*3,000*	*6*	*18,000*	*5,670*	-	31.50%
820100	Chemicals	AIRGAS EAST INC		107	1	107	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		196	1	196	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		86	1	86	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		70	1	70	0	-	
821200	Supplies-Laboratory	MACALASTER BICKNELL CO OF CONN		466	1	466	0	-	
	TOTAL	Award Number: D01224 Project Number: Task Number:				24,060	7,287	-	

To Save a Workbook:

1. Select the **Save Workbook** button on the Final Report Page. A prompt will request that a folder be selected to save the file and to name the file. The tool is set up to automatically name the file beginning

with today's date, the award number and the project number (if entered on the parameter page) (i.e. 20091021_D01234). This configuration may be used or another name can be entered. **Please note that once a workbook has been saved and exited from, changes can no longer be made. The data will be saved as is.**



Printing

Printing in the What If Tool is the same as printing from other Excel files. Select File Print from the menu, select the Print icon from the toolbar or select "Ctrl P" from your keyboard.

Exiting

Exit the tool by either pressing File Exit from the toolbar or by pressing the red X in the upper right hand corner of the document.

Scenario Examples

As a reference, we have included the following possible scenarios: adding a new grant installment as a one-line item, and adding a new grant installment breaking it out by budget line item.

Add a New Grant Installment as a One-Line Item:

1. This scenario is recommended if a PI wants to see the effect of adding the future installment without breaking it out in a line by line budget. The entire installment amount (direct and indirect) should be entered to expenditure type code **354099 Bgt-Use of /Add to Fund Balance**. Future proposed activity can be entered (e.g., extend out the salaries into this future year, add future equipment expenses).

Download ET Locator | Apply Changes | Reset this Sheet | Open New Workbook | Use Med School Fringe Rates

EXPENDITURE_TYP_CD	EXPENDITURE_TYP_NM	DESCRIPTION	CMT_FRINGE_CD	AVGCMT	COUNTOFPERIODS	SUMOFCOMMITMENTS	FRINGE	Fringe Adjustment	Current Fringe Rate
354099	Bgt-Use of/Add to Fund Ba	New Insallment		100,000	1	100,000	0	-	
711400	Faculty Salary-Summer	Gibbs, L.J.	S	5,134	1	5,134	1,617	-	31.50%
711950	Faculty Salary-Post Doc As	David, Ziva	S	3,000	6	18,000	5,670	-	31.50%
820100	Chemicals	AIRGAS EAST INC		107	1	107	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		196	1	196	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		86	1	86	0	-	
821200	Supplies-Laboratory	FISHER SCIENTIFIC COMPANY LLC		70	1	70	0	-	
821200	Supplies-Laboratory	MACALASTER BICKNELL CO OF CONN		466	1	466	0	-	
	TOTAL	Award Number: D01224 Project Number: Task Number				124,060	7,287	-	

(Note that this worksheet sums revenue and expense; the total will be correct on the Final Report sheet)

2. Below is how the Final Report will look after the Apply Changes button has been selected.

View Detailed Information | Save Scenario | Save Workbook

Fiscal Period Ending:	6/30/2010		Spendable Amount	175,513
Org_Unit_Cd:	ALL			
Award:	DS01224		Project:	ALL
Award Name:	DS01224 NCIS Investigations		Project Name:	ALL
Install dates	8/1/2009	7/31/2012	Task Num:	ALL
Number of remaining months:	26		Task Name:	ALL
Indirect cost rate	65.50%			
Source Sub group cd:	FEDGC			

Desc: Add a new installment

				Data			
COST_TYPE	ACCOUNT_TYP_NM	Major Parent Account Cd	Major Parent Account Nm	Total Budget Amt	Total Inception or FYTD Amt	Total Commitments	Total Remaining Balance with commitments
Directs							
	Revenue	MR3549	Net Change in Fund Balance-YE Close	0	0	100,000	100,000
	Revenue Sum			0	0	100,000	100,000
	Expense	MR7100	Faculty Compensation	21,159	0	23,134	-1,975
		MR7200	Staff Compensation	23,400	0	0	23,400
		MR7300	Employee Benefits	8,191	0	7,287	904
		MR8200	Materials and Supplies	0	10,015	926	-10,941
		MR8300	Service Expenses	36,000	279	0	35,721
		MR8700	Travel & Business Expenses	27,000	6,668	0	20,332
		MR8800	Equipment & Furnishings	0	1,389	0	-1,389
		MR8900	Dues/Fees	4,000	0	0	4,000
		MR9100	Other Expenses	45,000	0	0	45,000
	Expense Sum			164,750	18,351	31,347	115,052
Directs Sum				-164,750	-18,351	68,653	215,052
Indirects							
	Expense	MR9640	Facility & Administrative Charges	107,910	11,955	20,532	75,423
	Expense Sum			107,910	11,955	20,532	75,423
Indirects Sum				-107,910	-11,955	-20,532	75,423
Grand Total				-272,660	-30,306	48,121	290,474

Add a New Grant Installment Broken Out by Budget Line Item:

1. This scenario has the same net effect as the above scenario except that the future installment is broken out by the budget line item expenditure code. The direct costs are entered into each of the budget expenditure codes (as negatives). Because the What If Tool calculates indirect costs according to the account's pre-defined Indirect Cost schedule, it is not necessary to enter a line item for the indirect costs. These will automatically be calculated. <u>(Warning: If the indirect cost rate has changed since the proposal was prepared, the amount may not be exact, as the current rate will be applied).</u>

Download ET Locator | Apply Changes | Reset this Sheet | Open New Workbook | Use Med School Fringe Rates

EXPENDITURE_TYP_CD	EXPENDITURE_TYP_NM	DESCRIPTION	CMT_FRINGE_CD	AVGCMT	COUNTOFPERIODS	SUMOFCOMMITMENTS	FRINGE	Fringe Adjustment	Current Fringe Rate
711950	*Faculty Salary-Post Doc As*	*Budget - New Installment*		*(40,000)*	*1*	*(40,000)*	*0*	*-*	
711950	Faculty Salary-Post Doc Ass	Smith, Jill	D	3,583	6	21,498	5,160	-	*24.00%*
741000	*Fringe Benefit Assessment*	*Budget - New Installment*		*(10,000)*	*1*	*(10,000)*	*0*	*(10,000)*	
821200	*Supplies-Laboratory*	*Budget - New Installment*		*(35,000)*	*1*	*(35,000)*	*0*	*-*	
832900	Print/Copy Services	University of Chicago Press Pa		700	1	700	0	-	
833600	*Misc Services & Allowance*	*Budget - New Installment*		*(15,000)*	*1*	*(15,000)*	*0*	*-*	
	TOTAL	Award Number: N12345 Project Number:	Task Number:			(77,802)	5,160	-	
						-	0	-	

2. Below is how the Final Report will look after the Apply Changes button has been selected.

View Detailed Information | Save Scenario | Save Workbook

Fiscal Period Ending:	*7/31/2006*		Spendable Amount:	*304,625*
Org_Unit_Cd:	*ALL*			
Award:	*N12345*		Project:	*ALL*
Award Name:	*N12345 VETADM Brown*		Project Name:	*ALL*
Install dates	*8/1/2005*	*7/31/2006*	Task Num:	*ALL*
Number of remaining months:	*7*		Task Name:	*ALL*
Indirect cost rate	*63.50%*			
Source Sub group cd:	*FEDGC*			

Desc: Add a new installment by budget line

COST_TYPE	ACCOUNT_TYP_NM	Major Parent Account Cd	Major Parent Account Nm	Total Budget Amt	Total Inception or FYTD Amt	Total Commitments	Total Remaining Balance with commitments
Directs							
	Expense	MR7100	Faculty Salaries	201,018	65,961	-18,502	153,559
		MR7250	Student Salaries	44,793	25,115	0	19,678
		MR7300	Employee Benefits	59,632	17,588	-4,840	46,885
		MR8200	Materials and Supplies	7,964	15	-35,000	42,949
		MR8300	Service Expenses	19,429	5,168	-14,300	28,561
		MR8700	Travel & Entertainment	22,358	9,227	0	13,131
		MR8800	Equipment & Furnishings	0	2,983	0	-2,983
		MR9100	Other Misc Expenses	2,655	1,608	0	1,047
	Expense Sum			**357,849**	**127,665**	**-72,642**	**302,827**
Directs Sum				***357,849***	***127,665***	***-72,642***	***302,827***
Indirects							
	Expense	MR9640	Facility & Administrative Charges	227,234	78,127	-46,128	195,235
	Expense Sum			227,234	78,127	-46,128	195,235
Indirects Sum				***227,234***	***78,127***	***-46,128***	***195,235***
Grand Total				**585,083**	**205,792**	**-118,770**	**498,062**

NOTES

Examples of when the What If Tool might not tie to the Account Holder Report:

For pre-populated commitment and FMT data, AvgCmt Amt is the average of monthly commitments. For example, a C&T salary may not be exactly the same in every month; this tool sums the total, divides by the number of out periods, and displays the average.

The What-if tool does not import fringe benefits and overhead amounts 'as is' from the commitment and FMT applications; it calculates them within the tool itself from the underlying tables, resulting in the following possible discrepancies:

> -Custom Commitments or FMT entries directly to fringe benefit and overhead expenditure types will not be shown.
>
> -Overhead on Subawards may not be correct in the What If Tool. For Example, a grant with overhead of 63.5% MTDC would normally be assessed overhead on only the first $25,000; the What-if tool will calculate on the entire amount (or remaining amount). Users should make adjustments on the worksheet using the Commitment/FMT detail pages from the Account Holder Reports. This is true of both the prepopulated data and new entries on the worksheet.

. -The FMT application uses the MTDC base for all overhead calculations while the What-if tool uses the actual IDC schedule from the Oracle application. When this type of discrepancy occurs, the What If tool displays the difference on the Final Report tab, and produces a new tab titled "FMT Overhead Instructions".

Other Tips

For non-grants, the Budget data displayed on the Commitment version is MPO; the budget data on the FMT version is Dept Plan.

For non-grants, when there is a Fund Balance and an MPO budget (Commitment version) or a DP budget (FMT version):

> -To get a budget variance, create an entry to zero out the beginning balance using expenditure type 354001 (or any revenue exp type). If the beginning balance is positive, make the entry negative; if the beginning balance is negative, make the entry positive.
>
> -To get the fund balance, create an entry to zero out the budget. Enter the Revenue Sum Budget amount to any Revenue Exp type (e.g., 354001), and the Expense Sum budget amount to any Expense Exp type (e.g., 910099). Where the amounts are positive, enter positive amounts; where negative, enter negative amounts.

If an account has no existing activity in the Fringe Benefit Expenditure Type 741000, and you are trying to make a salary entry with fringe, you must create a line on the worksheet for this exp type (with no dollars).

The Total on the worksheet sums revenue and expense entries so will not be correct when both expense and revenue entries exist. The Final Report will display correctly.

The system generated Commitment/FMT data will be for the current installment only for grants, and to the end of the current fiscal year for non-grants; projections beyond these dates can be made on the worksheet.

The Total Inception or FYTD Amt is through the current open month on the Commitment version, and through the last closed month on the FMT version.