

SPS Projection Workbook

Instruction Document

Updated: April 17, 2009

This instruction manual will cover how to set up a new projection workbook, how to tie out to your actual budget and expenses to AIMS, how to enter monthly projection data and how to enter monthly updates to this projection tool.

Introduction

This spreadsheet was created by a staff member in Discovery Park as an aid in managing large grants and modified for easier use by a staff member in Agriculture. The excel file, as well as an instruction document will be located at the Business Managers website at http://www.purdue.edu/bs-ba/Training/SPS_Projection.html.

This instruction manual is written for Microsoft Excel 2007 files. Notes, where known, regarding differences for lower versions of Excel are noted.

1) Before Beginning

Before beginning to set up your projections, there are a few items that you may want to complete to make the process easier. These include making sure you have trusted sites included in your internet browser so that exports to Excel will not be blocked and to make sure that you have a file structure set up in your area.

a) Adding Trusted Sites

Follow the instruction located at <http://help.itap.purdue.edu/viewarticle.php?articleid=3586&searchid=237984&refid=2> to add trusted sites to your internet browser. This will enable downloads from Excel without having to click through extra errors.

b) Setting Up Your File Structure

Before you begin saving files, work with your department to determine the file structure you want to use to save your projections. Having a common file structure within your area should help others to be able to find your files in case needed. Suggested file structure can be found below.

By PI, then by Grant

By Grant

2) Setting Up a New Projection Workbook

a) Review of Workbook Tabs

This projection workbook has several tabs that make up the entire worksheet. These tabs are discussed below.

i) Summary Tab

The summary tab gives an overall look at the entire grant expenditures and projected expenditures for each I/O. This tab allows you to break the budget apart by cost sharing vs. sponsor dollars and review the total budget (highlighted orders are cost share accounts, also highlighted tabs), expenditures, and commitments through the end of the prior month. There is also a monthly account of expenditures for each I/O that lists one full project year of expenses (see below).

iv) Keys Tab

This tab contains project period information as well as the applicable F&A rate for the grant. The dates listed on this tab will flow through to all the other data tabs in the workbook. The F&A rate listed here is how the projected F&A dollar amount is calculated on the individual I/O worksheets. The status line is the mechanism the worksheet uses to determine if it should be pulling in projected expenses or the actual expenses that have been downloaded from AIMS into the projection. When you have updated monthly information the status should be listed as “Closed” with future grant periods left as “Open”. (See below for screenshot.)

A	B	C	D	E	F	G	H	I	J	K	L	M
Periods	2008-03	2008-04	2008-05	2008-06	2008-07	2008-08	2008-09	2008-10	2008-11	2008-12	2009-01	2009-02
Status	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open
F&A Rate	52.50%											
Periods	September	October	November	December	January	February	March	April	May	June	July	August
Generate Monthly Data Tabs (YYYY-MM)												
Professional												
Clerical												
Service												
Graduate												
Stipends												

v) Account Data Tab

This tab lists all of the general account data for the grant. This information will be pulled into the I/O sheets (see below).

A	B	C	D	E	F	G	H	I	J
1	Sponsored Program	Description	Grant	Fund	PI Name	Co-PI Name	Sponsor		
2	8000000XX1		101XXX	21010000	PI One	Co-PI Two	Energy, U.S. Department Of	Generate IO Tabs	
3	8000000XX2		101XXX	41020000	PI One	PI One	Energy, U.S. Department Of		
4	8000000XX3		100150	41020000	Ghosh Arun K	Ghosh Arun K	Oklahoma Medical Research Foundation		

vi) Previous Tab

The previous tab is used to capture data from the beginning of the grant through the previous month end. This is data that is copied from the Current tab when updating monthly by using the “Move to Previous” button.

A	B	C	D	E	F	G	H	I	J	K	L
Keep these columns	Sponsored Program	Sponsored Class	Budget	Expenses	Commitments	Reservations		As of:	12/10/2007		DO NOT DELETE THIS SHEET!

vii) Current Tab

The current tab is used to capture data from the beginning of the grant through the current month end (similar to screenshot above).

viii) YYYY-MM

This tab is used to capture an individual month's data. This tab will be automatically copied and renamed for each month (i.e. June 2008=2008-12) by clicking the "Generate Monthly Tabs" on the Keys tab.

b) Getting Started

i) Open GM Aims.

ii) Type in the grant number on the variable screen. Leave all other variables blank. Click OK.

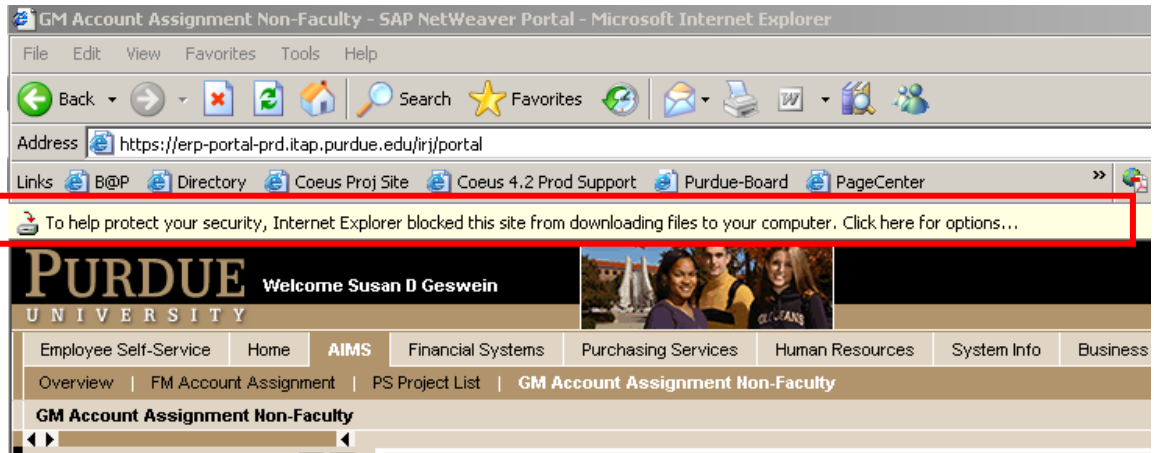
Variable	Current Selection	Description
Grant (Sel Opt, Optional)		
Co-PI Name		
PI Name		
Sponsored Program		
Fund		

iii) When the grant page is loaded, click on "Export to Excel" button.

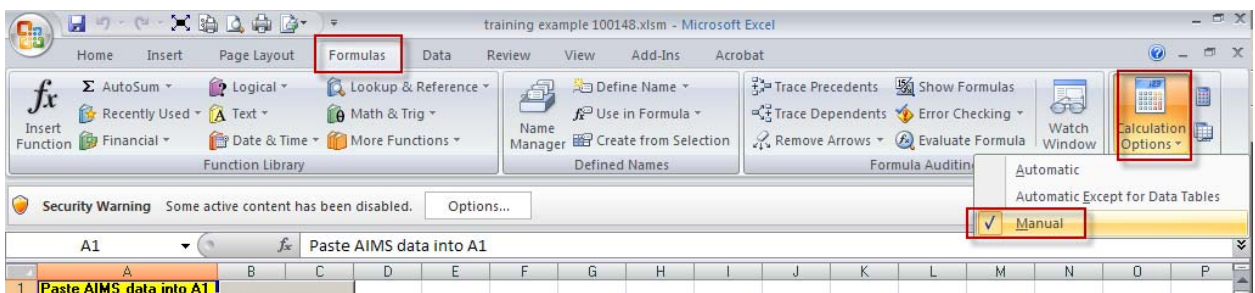
Variable	Current Selection	Description
Grant (Sel Opt, Optional)		
Co-PI Name		
PI Name		
Sponsored Program		
Fund		

iv) Click Open on the pop up screen and an Excel spreadsheet will appear.

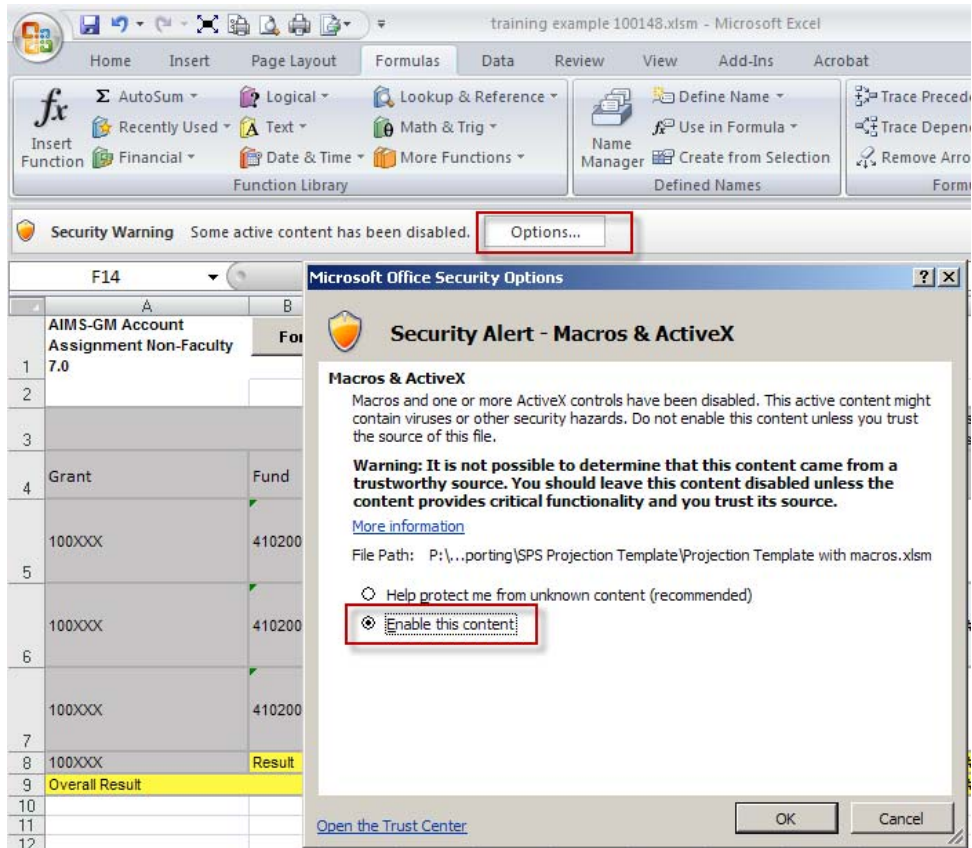
NOTE: If your spreadsheet does not appear, look at the top of your screen to see if you have gotten a pop-up error (see screenshot below). If you get this error, click the white bar and select Download File. You will be sent back to the opening portal page. Go back into AIMS and follow the instructions above. (See Section II A. Adding Trusted Sites above to eliminate this from happening in the future.)



- v) If you have two monitors at your desk, follow these steps to create two separate versions of Excel to make copying data easier.
- vi) Go to Start> Programs > Excel. This will open a second session of Excel so that you can view the data you downloaded in Excel on one screen and the projection spreadsheet on the opposite screen.
- vii) Open the Projection Template spreadsheet (SPS Projection Template) located at : http://www.purdue.edu/bs-ba/Training/SPS_Projection.html
- viii) Click File>Save As> rename the file including the grant number and the current month (101XXX_1-31-09.xlsx) and save to your area's appropriate file location.
- ix) Validate that manual calculations are activated. Click on Formulas> Calculation Options > Manual [Tools>Options>Manual for lower versions of Excel]. This will prevent the spreadsheet from trying to completely recalculate each time you enter data. Pressing F9 on your keyboard will activate the calculation function. Ignore any circular reference errors.



- x) Click on Options, and highlight the Enable this content radio dial button.



xi) Save the spreadsheet.

c) Account Data Tab and Generating Individual I/O Tabs

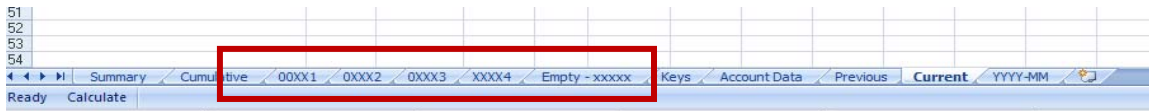
- i) On the spreadsheet you downloaded from AIMS, copy all the account data listed.
- ii) Paste data into the Account Data tab cell A1.
- iii) Click the Format Data button.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	AIMS-GM Account Assignment Non-Faculty 7.0	Format Data											
2													
3								Budget	Expenses	Commitments	Reservations	Available Balance	% Expended
4	Grant	Fund	Sponsored Program	PI Name	Co-PI Name	Sponsor	\$	\$	\$	\$	\$	\$	%
5	100XXX	41020000	800000XX	511 1XXX-XXXX	Smith, George	Smith, George	University Of Illinois At Chicago	#####	#####	2,031.35	#####	#####	63.13%
6	100XXX	41020000	800000Y	511 1XXX-YYYY	Smith, George	Smith, George	University Of Illinois At Chicago	#####	#####	#####	#####	#####	75.86%
7	100XXX	41020000	80000ZZZ	511 1XXX-ZZZZ	Smith, George	Smith, George	University Of Illinois At Chicago	#####				#####	
8	100XXX	Result						#####	#####	2,031.35	#####	#####	71.10%
9	Overall Result							#####	#####	2,031.35	#####	#####	71.10%

- iv) The macro will review for any duplicate I/O's and set-up the data into the needed format. If you have duplicate I/O's, you will get a message indicating that you must delete the line of the unused I/O before proceeding. Click on the Generate IO Tabs button.
- v) Click on the Generate IO Tabs button.

	A	B	C	D	E	F	G	H	I
1	Sponsored Program	Description	Grant	Fund	PI Name	Co-PI Name	Sponsor		
2	800000XXXX	511 1XXX-XXXX	100XXX	41020000	Smith, George	Smith, George	University Of Illinois At Chicago	Generate IO Tabs	
3	800000YYYY	511 1XXX-YYYY	100XXX	41020000	Smith, George	Smith, George	University Of Illinois At Chicago		
4	800000ZZZZ	511 1XXX-ZZZZ	100XXX	41020000	Smith, George	Smith, George	University Of Illinois At Chicago		
5									

- vi) The macro button will create new tabs at the bottom of the worksheet. There should now be a worksheet for each I/O between the Cumulative and Empty-xxxxx tabs. All cost share accounts will be highlighted in yellow and will have indirect costs set to 0. See below.



- vii) Be sure to leave the blank Empty-xxxxx tab in the worksheet.

d) Keys Tab & Generating Monthly Data Information Tabs

- i) In GM Aims, Account Summary, click on Grant Info to find the information needed (project period) to fill out the Keys Tab.
- ii) Periods Lines: Enter the first period in your current project year in the yellow cell B1 in YYYY-MM format (e.g. 2008-11 = May 2008). (This should correspond to the awarded budget period of your grant.) After you leave this cell, the future period and period month names (line 6) will automatically change.
- iii) Status Line: Make sure that the Status line reads "Closed" for each month that has passed and "Open" for each month in the future.
- iv) F&A Rate Line: Validate that the F&A Rate percent listed is correct for your grant. This information can be found by running t-code GMGRANTD and looking at the OVERHEAD COSTS tab. If you have more than one F&A rate, you will need to make manual adjustments. For example, if all but one I/O use 52.5%, leave the keys tab at 52.5% and manually adjust the calculation in the specific I/O tab with the different rate.

v) Click on the Generate Monthly Data Tabs (YYYY-MM) button.

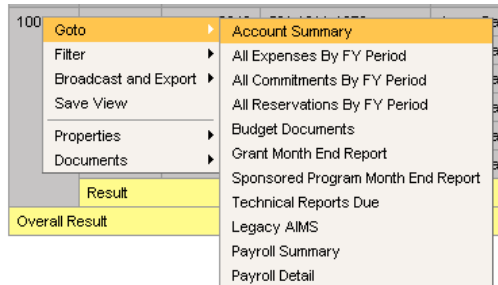
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Periods	2008-11	2008-12	2009-01	2009-02	2009-03	2009-04	2009-05	2009-06	2009-07	2009-08	2009-09	2009-10
2	Status	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Open	Open
3													
4	F&A Rate	52.50%											
5													
6	Periods	May	June	July	August	Septemb	October	Novembre	Decembre	January	February	March	April
7		Generate Monthly Data Tabs (YYYY-MM)											
8													
9													
10													
11	Professional												
12	Clerical												
13	Service												
14	Graduate												
15	Stipends												

vi) You will get a text box verifying that the correct initial grant year period and status are correct. Check your data and click Yes. The needed monthly data worksheets will appear in between the Current Tab and the YYYY-MM Tab.

	Current	2008-11	2008-12	2009-01	2009-02	2009-03	2009-04	2009-05	2009-06	2009-07	2009-08	YYYY-MM

e) Current Tab

i) In GM Aims, hover over the grant number > right click>Goto>Account Summary



ii) Click the variable button and enter the period range from the beginning of the grant through the last month end. You will want all budget and expense transactions for the above period.

NOTE: if your grant precedes SAP conversion, you may need to use period 001 of the fiscal year your grant began in to include budget set up.

iii) Validate your total budget and expenses match the Project Financial Report (z_fssr_projfin) “Total Grant Cost—excl. CS indirect costs” line through the same period. Export the GM Aims data to Excel.

iv) Copy the exported data and paste into the Current Tab yellow highlighted cell (B1). Click on the Format Data button.

	B	C	D	E	F	G	H	I	J	K	L
1	AIMS-GM Account Summary 7.0							Format Data			
2											
3						Budget	Expenses	Commitments	Reservations	Available Balance	% Expended
4	Fund	Sponsored Program		Sponsored Class		\$	\$	\$	\$	\$	%
5	41020000	800000XX XX	511 1XXX- XXXX	78210	Profes sional Salary	65,226.00	37,076.47			28,149.53	56.84%
6	41020000	800000XX XX	511 1XXX- XXXX	78230	Gradua te Salarie s	69,336.50	60,035.02			9,301.48	86.59%
7	41020000	800000XX XX	511 1XXX- XXXX	78250	Service Salarie s	8,053.50				8,053.50	

v) A reminder to fill in Cell J1 will appear. Click OK and enter the date your projection is valid for. A button that says Move to Previous will appear. You do not need to do anything with this button at this time. This will be used when updating the projection at the next month end.

f) Updating the Monthly Data Tabs

- i) The monthly data tabs were created in a previous step.
- ii) In GM Aims Account Summary click on the variable screen button and then enter the month you want data (i.e. 011/2008=May 2008). If screen comes back and says No Data Available, then there were no transactions for that period. Go ahead and leave a blank worksheet.
- iii) Click on "Export to Excel".
- iv) Click "Open" on the pop up screen.
- v) Copy the data into the appropriate monthly tab (e.g. 2008-11) in the yellow highlighted cell B1.

	B	C	D	E	F
1	Paste AIMS Transaction Data in B1	Format Data			
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

- vi) Click on the Format Data Button. The macro will review the data for blank lines, remove unneeded data, and format the data.
- vii) Continue steps ii-vi for each month of data (marked closed in the Keys Tab) you need to enter. This data will populate the Summary, Cumulative and I/O tabs. Be sure to leave a blank YYYY-MM worksheet.

- iii) If you have AY and/or summer salaries, you may need to manually enter in May, June, July and August in the specific I/O tab for an accurate projection.
- iv) You will need to manually add in the dollar amount for graduate fee remits, and S&E items you want to project. The total amounts and F&A will populate once you press F9 and recalculate the spreadsheet.

NOTE: depending on whether the F&A charges on MTDC or TDC will drive whether you will need to exclude fee remits, capital equipment, etc from the F&A line; you may need to adjust accordingly. For details on graduate fee remits see the following web page: <http://www.purdue.edu/sps/proposals/budgethome.html>

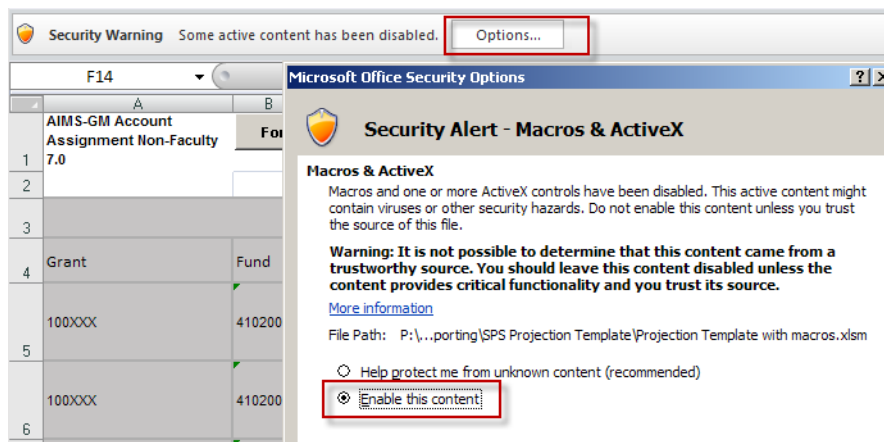
- v) You can change the FTE of a staff member throughout the project by updated it on the I/O spreadsheet. Prior months will not be affected as once a month is closed out the system defaults to the actual amounts that charged and disregards the projected information.

i) **Additional Options**

- i) The summary tab can be copied and the accounts reorganized to provide task or functional budgets.
- ii) Sponsor Financial Statements can be created by linking back to the summary or task budget tabs.
- iii) An option for reporting on only Co-PI’s portion of a grant would be to search for the Co-PI on the original GM Aims screen and then do the Account Summary on that grant. This would only include that Co-PI’s sponsored programs for that grant.
- iv) For additional assistance, see your Business Manager.

3) Updating the Projection Spreadsheet

- i) Open the previous month’s projection workbook.
- ii) File>Save As> update file name with current month.
- iii) To ensure macros are activated, click on Options, and highlight the Enable this content radio dial button.



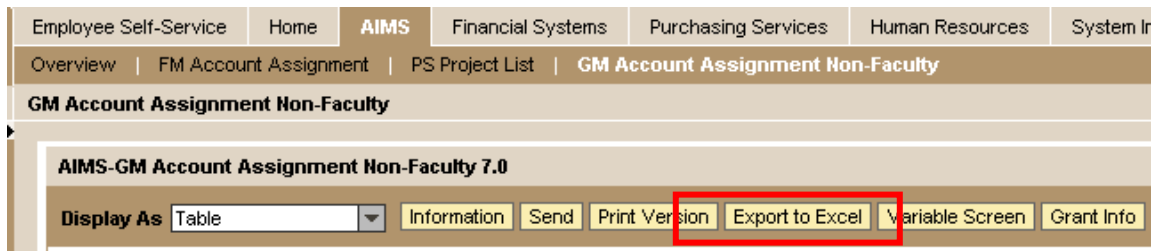
vii) Click the variable button and enter the period range from the beginning of the grant through the last month end. You will want all budget and expense transactions for the above period.

NOTE: if your grant precedes SAP conversion, you may need to use period 001 the fiscal year your grant began in to include budget setup.

viii) Validate your total budget and expenses match the Project Financial Report (z_fssr_projfin) “Total Grant Cost—excl. CS indirect costs” line through the same period.

ix) After data is validated, click on “Export to Excel” button.

x) Click Open on the pop up screen and an Excel spreadsheet will appear.



xi) Copy the exported data and paste into the Current Tab yellow highlighted cell (B1). Click the Format Data button. (Make sure your macros are enabled.)

xii) You will be prompted to fill in Cell J1 (month end date).

e) Monthly Data Tabs

i) In GM Aims/Account Summary click on the variable button. Enter the period of data you want.

NOTE: If you miss doing projections for a month, you will need to fill in more than one tab.

ii) Export the data to Excel.

iii) Copy the monthly data and paste into the appropriate monthly data tab.

iv) Click on the Format Data button.

v) Adjust the Projection Information is needed.

vi) Repeat this process for any new months of data.

f) Review Summary Data and Validate

i) Press F9 to update your spreadsheet.

ii) Validate that the Budget and Expense columns tie out to the totals listed in GM Aims or the Project Financial Report for the same periods.

iii) Compare projected balances to previous months projected balances. Research any large changes.

g) Tips and Tricks

- i) After opening the file, make sure to maximize your workbook so you can see the tabs at the bottom.
- ii) Always start a new projection from the template. You may have made changes to current projections that are specific to that project which could cause problems with new projects.