Budget Tracking Spreadsheet Directions

Descriptions
Should include a brief description of the charge. Travel expenses should include dates and destination of trip.
Examples of effective descriptions include:
- Book for research
- Travel to American Management Conference – Detroit 1/1-1/5/14
- iMac – Professor Y
- 500 coffee mugs for orientation
- Visiting Speaker G Washington – 2 nights
- Catering – SMG Staff Meeting – 10/1/14

Reference Numbers

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-card</td>
<td>P-card</td>
</tr>
<tr>
<td>Travel and Expense Report</td>
<td>XXXXXX 4-6 digit report key</td>
</tr>
<tr>
<td>Shopping Cart</td>
<td>SC 1XXXXXXXXXX</td>
</tr>
<tr>
<td>Purchase Order (w/out shopping cart)</td>
<td>PO XXXXXXXXXX</td>
</tr>
<tr>
<td>Internal Service Request</td>
<td>ISR 9XXXXXXXXXX</td>
</tr>
<tr>
<td>Facilities Service Request</td>
<td>FSR 9XXXXXXXXXX</td>
</tr>
<tr>
<td>Disbursement</td>
<td>XXXXX 6 digit “Doc Control Number”</td>
</tr>
</tbody>
</table>

Common Exceptions
The following categories have no relevant reference number. The reference number field can be left blank.
- Payroll
- FedEx Kinko’s
- IKON copier charges
- Toner charges
- Susilo Business Center charges
- Mailroom charge
- Paymode payments

Request Date
The date that you create an ISR, FSR or Shopping Cart, use your P-card, or submit a reimbursement request or invoice for disbursement.
Projected Amount
Your best estimate of the final cost/credit of this item. For example:
- Catering quote
- Shopping Cart dollar amount
- Reimbursement request total
- P-Card purchase amount
- Reimbursement amount of returned P-Card purchase

Projected Subtotal
This column is solely for subtotaling the individual GL accounts and calculating the overall total of the account. The subtotal formulas calculate sums from the “Projected Amount” column. Inadvertently entering data in this column will lead to incorrect totals.

Effective Date
The date on which this expense hit your account, as indicated on your SAP reports.

Actual Amount
The actual dollar amount that is charged against (or credited) to your account as reflected on SAP. In most cases the actual will match your subtotal, but in some cases (Catering, ISR’s, Telecom Usage) the actual will differ from the projected number.

Actual Subtotal
See “Projected Subtotal,” above.

Tips & Tricks
- GL accounts should be in numerical order.
- If you add a GL account to the details page, make sure to add it to the summary and link accordingly.
- Check your SUM formulas to make sure your capturing all the relevant cells.
- If you’ve got questions, don’t be afraid to ask them!
- Track, track, track! It makes reconciling so much less painful.