

# 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

Type of Payment	Reference Number
P-card	P-card
Travel and Expense Report	XXXXXX <i>4-6 digit report key</i>
Shopping Cart	SC 1XXXXXXXXXX
Purchase Order <i>(w/out shopping cart)</i>	PO XXXXXXXXXXX
Internal Service Request	ISR 9XXXXXXXXXX
Facilities Service Request	FSR 9XXXXXXXXXX
Disbursement	XXXXXX <i>6 digit "Doc Control Number"</i>

## 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.