

SUMMARY INSTRUCTIONS

The "blank summary" tab is a summary of all your project costs summarized by project and account number. Enter your organization name in the heading. Where the column headings are marked Project #1, 2 etc. replace with the actual project name. For each account number, enter the total expenses by operating expense category for each project. Salary totals will be brought forward from the other schedule and fringe benefits will be automatically calculate

WORKSHEET INSTRUCTIONS

The "blank worksheet" tab is a detailed summary of project salary costs by account number. Enter your organization name in the heading. Where the column headings are marked Project #1, 2 etc. replace with the actual project name. For each project, enter the staff member's name, annual salary, account number charged and % of time. The salary total associated with each project will be automatically calculated on the worksheet.

THESE INSTRUCTIONS, ALONG WITH AN EXAMPLE OF THE COMPLETED FORMS ARE AVAILABLE IN THE INSTRUCTIONS TABS OF THE EXCEL FORMS/WORKSHEETS.