

Claim Spreadsheet Instructions

OTS 39 & 39a (Rev. 10/12)

This claim form is designed to pre-enter redundant information and calculate required fields.

Opening the Documents:

The claim forms are saved in a zip file, therefore follow the on screen instructions, and save the file to your computer.

Claim Form Spreadsheet:

The form itself is set up in a spreadsheet format. Information entered into the “Agency Info” sheet will automatically transfer to the remaining spreadsheets. A tab is provided for each claim period.

The screenshot displays the Microsoft Excel interface for the 'Agency Info' spreadsheet. The spreadsheet is titled 'Microsoft Excel - OTS- 39 & OTS- 39a 2008 1 year.xls'. The 'Agency Info' sheet is active, showing a grid of cells with various input fields. The fields include:

- Agency Name: [Text Box] (Callout: Agency Name: Must match the Grant Agreement, Page 1, Box 2 (OTS-38))
- Office Authorized to Receive Payments: [Text Box] (Callout: This is the office or department that reimbursement checks should be made payable to and should match the Grant Agreement, Page 1 Section D. (OTS-38) (Cannot be an individual's name))
- Address 1: [Text Box]
- Address 2: [Text Box]
- Address 3: [Text Box] (Callout: Address: Must match the Grant Agreement, Page 1, Section D.)
- Grant Number: [Text Box]
- Grant Start Date: [Text Box]
- Personnel Indirect Rate: [Text Box]
- Contractual Services Indirect Rate: [Text Box]

The Personnel Indirect Rate field contains the text 'OR (Indirect costs are allowed for only one of these)'. A callout box points to this field with the text 'Must match the Grant Agreement Budget Estimate, (OTS-38e)'. The spreadsheet also shows a tab bar at the bottom with tabs for '#1 - Dec 07', '#2 - Mar 08', '#3 - June 08', and '#4 - Sept 08'. The status bar at the bottom indicates 'Ready' and 'NUM'.

Specific information carries forward to the next spreadsheet.

- All Agency Data entered on the “Agency Info” sheet
- Claim #s are pre-entered
- Period beginning and ending dates are pre-entered. The ending date entered on the 39a, transfers to the 39.
- Progress or Final check is pre-entered
- Less Prior Claims & Total Cost to Date carries forward to the next claim spreadsheet
- All totals automatically calculate

Form Protection:

Each of the claim form spreadsheets are protected, allowing restricted entry into certain cells.

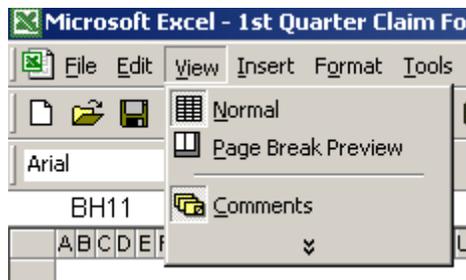
Entering Information:

Navigate through the locked forms by using the “Tab” key. By using this key all locked cells will be skipped, and only stop on those cells that entry of information is allowed.

The Arrow or Enter keys will stop on all cells. If entry of information is attempted, the following warning will appear:



“Comments” - This form has reminder information provided directly on each sheet. To reveal the comment boxes, Click “View”, “Comments”.



“Multiple Entry” - Information may be entered onto more than one sheet at a time. To do this hold the “Shift” key and Click each tab that you want to enter data into (or click on the first and last sheet to highlight each sheet in-between). The tabs will turn white, indicating that each sheet is highlighted.

Scroll down and highlight the appropriate cell, and type the information.

Next, click on a non-highlighted tab to return back to only one sheet. The information is now on each of the highlighted sheets. This process can also be followed to format cells on multiple sheets.