

## Local Grantee Claim Spreadsheet Instructions OTS 39 & 39a (Rev. 09/07)

**Beginning October 1, 2004, "local" grantees must use the OTS Claim spreadsheet when submitting reimbursement claims.** This form is designed to pre-enter redundant information. OTS conducted a survey of submitted claims, noting the most common errors. 65% of the errors found are eliminated by using this form.

### Opening the Documents:

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

### Claim 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 shows a Microsoft Excel spreadsheet titled "Microsoft Excel - OTS - 39 & OTS - 39a 2008 1 year.xls". The spreadsheet is set up as a form with the following fields and instructions:

- Agency Name:** A text input field with a callout box stating: "Agency Name: Must match the Grant Agreement, Page 1, Box 2 (OTS-38)".
- Office Authorized to Receive Payments:** A section with a callout box: "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)". It includes three text input fields for "Address 1:", "Address 2:", and "Address 3:". A callout box for the address fields states: "Address: Must match the Grant Agreement, Page 1, Section D.".
- Grant Number:** A text input field.
- Grant Start Date:** A date input field.
- Personnel Indirect Rate:** A text input field.
- Contractual Services Indirect Rate:** A text input field. Below it is a grey box containing "OR (Indirect costs are allowed for only one of these)". A callout box for this section states: "Must match the Grant Agreement Budget Estimate, (OTS-38e)".

The spreadsheet has columns A through G and rows 1 through 30. The "Agency Info" tab is selected, and other tabs for "#1 - Dec 07", "#2 - Mar 08", "#3 - June 08", and "#4 - Sept 08" are visible at the bottom.

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
- All totals automatically calculate

**Form Protection:**

Each of the sheets within the spreadsheet are protected, allowing restricted entry into certain cells.

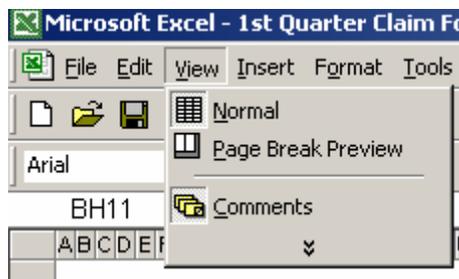
**Entering Information:**

**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.