**Financial Workbook User Manual**

***Contract Tasking Tab***

***Important:***

If you are interested in time series data (preserving historical values):

1. Download a fresh Financial Workbook TDLs report as close to the first working day of the month as possible. These values will be preserved as the final figures for the previous month. Copy new data over the old in the financial workbook TDLs tab.
2. Click the ‘Update’ button on the top of the Contract Tasking Sheet
3. The current month will reflect the values in the TDL report as well. If it is refreshed the current month will update automatically, but historical data will remain for charting/comparison/documentation purposes.

Not all projects require this level of reporting, it is a ‘nice to have’, and can be valuable when performing a hot wash at the end of the project. If you don’t need historical data, then the Contract Tasking tab and associated bar graphs will simply reflect current values.

Things to keep in mind:

* You will have to change the date range of the graphs (Horizontal Axis Labels in the Select Data Source window) manually if you want to track a larger / smaller period of time
* You will have to periodically change the dates themselves in the rows that contain the month / year for the time series (i.e. rows 16, 25, and 34). This also changes the horizontal graph axes labels

***Adding funding document using Add New***

1. Ensure you have a new Financial Workbook project totals report copied into the workbook
2. Go to the funding tab, and click add funding button in row one
3. Enter MIPR number, click add

***Adding funding manually***

1. Insert rows as needed
2. If the funding is tracked in MIS as a project number, copy formulas from exisiting row(s), paste into new row(s) and enter project number in Column A.

If the funding is not tracked in MIS as a project number, PM Support should manually enter as much information as possible in appropriate fields. Since this data is now hard coded, it will not update automatically and must be manually updated by PM Support.