Overview:
This quick reference describes how to calculate all budget periods using the “Autocalculate” budget feature.

Note: The user can only “Autocalculate” the budget 1 time. After the budget has been calculated, user needs to maintain periods manually.

Procedure:

After entering expenses in Period 1 of the budget that will be common to all budget periods, use the system to generate the remaining budget periods with details. The Autocalculate Periods function can be performed only once per budget version (if you copy, create a new budget version, you can use Autocalculate Periods for that version). The rates for MTDC and Inflation that you adjusted in previous exercises will be applied when KC generates the remaining periods.

To generate all Budget Periods:

While in the Budget, click the Autocalculate Periods link at the top of the Budget screen.

![Figure 1 – Autocalculate Periods (BEFORE)](image)

The remaining Budget Periods will be updated with the costs entered in Year 1 of your budget.
**Note:** Make sure you have completed all required information for Period 1. The **Autocalculate Periods** functionality only works once per budget version.

Once the periods have been generated, you may return to each budget section to review and make adjustments to individual line items. For example, you may:
- Add and remove line items
- Adjust Personnel effort or period of performance
- Add SubAward Budget