

2018-19 Excel Budget Template Instructions

All **must** use the Excel template. All budgets will be uploaded to POISE. See Employees / Budget on website.

Budget Summary Tab

- The following **MUST** be done **before** proceeding:
 - Enable Content **first**.
 - Key in Dept. # or select from the drop down. **IMPORTANT NOTE:** Verify the Department Description is correct before proceeding.
 - Type in "Prepared by" name. Please type full name, no initials please.
- **Use or change** **YELLOW** shaded areas **only**.
- Save **EACH** departmental budget separately using the **10 digit account number** (include dashes) with department name following. Please use this format to facilitate the budget process.
- Open or use a new blank template for each dept.; do not try to modify a prior departmental budget.
- DO **NOT** try to insert or delete rows or columns.
- DO **NOT** edit a budget once it has been approved by your administrator and loaded onto G: Drive. **IMPORTANT NOTE:** Send all edits/changes via email to Shanna Smith/Brenda Claxton.

Object Code on Budget Summary Tab

- Key in or select from drop down menu the object codes that will be budgeted for the 2018-19 fiscal year; it will automatically create a tab for each object code as selected and it will auto populate the 2017-18 Original Budget, Revised Budget, FYTD Activity, and Encumbrances. Verify the Object Code Description to help ensure you have selected the proper code.
- Object codes do not have to be selected in sequential order. **IMPORTANT NOTE:** IF you are **NOT** budgeting an existing object code for the upcoming fiscal year; do **NOT** include the object code in the yellow shaded area.
- If you key in or select an object code in error, you can delete it on the Summary page via the Delete key or replace it with a different object code on the Summary page. **Do not delete it via the individual Object Code tab.**
- Refer to a departmental summary report as a guide. (see Helpful Tips below)
- All object codes are available except for payroll. If you need one you have not used in the past, key it in or select it from the drop down. The term "Not Found or Other Error" may appear as the object code description. **Note** at the bottom of the summary and in the description of the respective tab(s) that this is a new object code and the correct description.
- Object codes 56050 thru 56070 are to be used by Sandra Thomas and Brenda Claxton only.

Individual Object Code Tabs

- **PLEASE DO NOT INSERT OR DELETE ROWS OR COLUMNS!**
- Complete the Budget Item Description/Justification for each need or request and the Requested Budget amount. Please provide sufficient information for your administrator. The Requested Budget amount will auto populate on the Budget Summary. If your description exceeds the available space on a row, **please do not Wrap Text**. Add additional information on the next row. If you need additional rows for details, type in the notes section below the preset area.
- When your administrator keys in his/her recommendation, it will auto populate the Budget Summary.
- Administrators – You must complete the Administrator Recommendation column on **each** tab. If you have no changes to the requested budget, you can copy and paste the requested amounts.
- Make sure the total appears on the Totals Line or it will not flow to the Summary page.

Printing the Summary Page and Object Code Tabs

- The Summary page is preset to fit on one page, but the margins and % scaling may be modified to suit your needs as long as it still fits on one page. Please make sure to print any Summary Notes if applicable.
- The Object Code tabs are not preset so you will need to set the print range, margins, and scaling to suit your needs. Make sure to include the Totals in the print range. Once you set the parameters on the first tab, they will carry forward to existing and future tabs for that department.

Helpful Tips

- See the "Instructions for Preparation of 2018/19 Budget Requests" memo on the web for guidance.
- If you need a new account, please contact Shanna Smith or Brenda Claxton at 432-264-5175 or via email.
- Run a Departmental Summary Report from POISE for reference (DPS / DEPT_SUM).
- Run a FYTD Detail Report from POISE for reference (DPS / DET_REP).
- Save all departments into a folder so that you do not have to send your administrator 40 different spreadsheets. Your administrator will let you know which method they prefer to receive your budgets (IE via e-mail, via jump drive, or a file on the shared drive).