2019-20 Excel Budget Template Instructions

All must use the Excel template. See Employees / Budget on website for template and instructions.

Template

- The “19-20 Budget Template” is for current/existing departments.
- If you need a new account/department, please contact Kasi Walker at 432-264-5160 or Brenda Claxton at 432-264-5012 or via email. Your administrator may contact us if preferable.

Budget Summary Tab

- The following MUST be done before proceeding:
  - Enable Content first.
  - Key in full 11-digit Department # (must enter dashes) or select department from the drop down. IMPORTANT NOTE: Verify the Department Description and Location are correct before proceeding.
  - Type in “Prepared by” name. Please type full name, no initials please.
- Use or change YELLOW shaded areas only.
- PLEASE DO NOT INSERT OR DELETE ROWS OR COLUMNS!
- Save EACH departmental budget separately using the 11-digit account number (include dashes) with department name following. Example: 1-10-65-01-1144 General Services-BS. Please use this format to facilitate the budget process.
- Open or use a new template for each department; do not try to modify a prior departmental budget.
- DO NOT edit a budget once it has been approved by your administrator and loaded onto the server. Please send all approved edits/changes via email to Kasi Walker and Brenda Claxton after this point.

Object Code on Budget Summary Tab

- Key in or select from the drop down menu the object code(s) needed for the 2019-20 fiscal year. A tab for each object code will automatically be created as selected, and the 2018-19 Original Budget, Revised Budget, FYTD Activity, and Encumbrances will be automatically populated. Verify the Object Code Description to 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 only via the Delete key or replace it with a different object code on the Summary page. Do not delete the erroneous object code via the individual Object Code tab.
- All expense object codes are available except for payroll and benefits.
- If you need an object code 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 the new object code description at the bottom of the Budget Summary (not on the respective row) and edit the Object Code Description on the respective object code tab(s).

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 on a tab, use the Notes section below the preset area.
- When your administrator enters 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 Budget Summary.
Printing the template Summary Page and Object Code Tabs

- You can click on “Print Summary” in the upper right hand corner of the Budget Summary tab to print. The Budget 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 Budget Summary Notes if applicable.
- The Object Code tabs have a preset range for the Description/Justification and Notes separately. Select the print option desired under “Select Print Range:” on each tab.

Helpful Tips

- See the “Instructions for Preparation of 2019-20 Budget Requests” memo on the web for additional guidance.
- If you should need or want more current budget information, please feel free to contact Kasi at 432-264-5160 or Brenda Claxton at 432-264-5012 or via email. San Angelo employees please contact Sandra Thomas at 325-481-8300, ext. 3263 or via email.
- Consider saving 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).