

Budget Supervisors

1. **Open the Budget Reports folder** by clicking this link:
<\\fsapp03.spcollege.edu\psoft8file\Bsreports\.Budget>
2. Locate and open your budget folder. Please peruse the list; you may have more than one folder.
3. Select the department cost center that you want to work on. To save the budget worksheet to your Cabinet Member you will need to enable Macros. Macros is the set of directions that saves the Excel worksheet to the Cabinet Member folder.

Excel 2003--you will receive a security warning, click on "Enable Macros". **"Save Budget Files"** is on the right side of the menu bar.

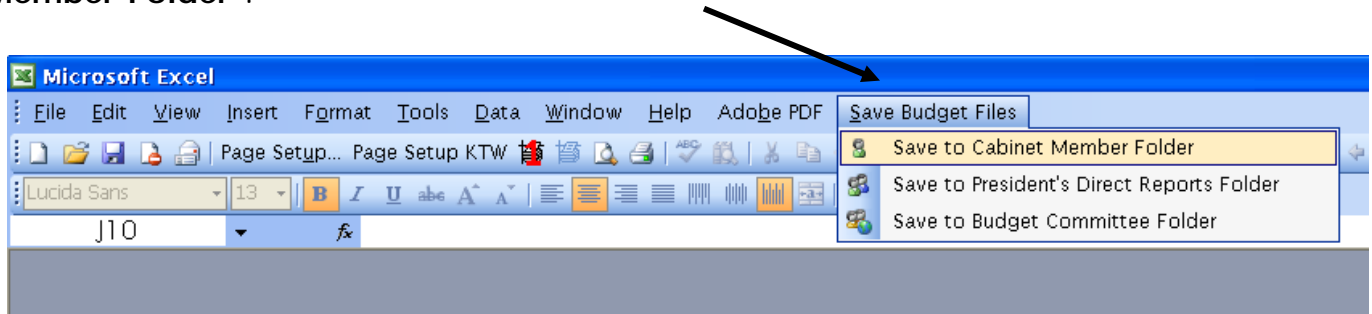
Excel 2007—the opened worksheet will have the security warning "Macros has been disabled" below the tool bar. Click "options" click "Enable this content". Go up to the menu bar, and click "Add-Ins". **"Save Budget Files"** is on top left side under the tool bar.

4. The **Operating Expenses TOTALS** is a summary sheet that will total for you the expenses recorded on the Monthly Expense DETAILS worksheet. The TOTALS sheet also includes all the Current Expense GL codes. Previous year 07-08 actual expense and 08-09 current year-to-date expense have been included for you. Current year-to-date Encumbrances are listed on the 600000 line. Use this sheet for reference information.
5. Open the **Monthly Expense DETAILS** worksheet.
 - a. Select the GL code from "Account" column drop down menu.
 - b. Describe the purpose of the expense in the designated column.
 - c. Spread the monies requested in each month the expense will occur.
 - d. Use one line for each expense in the GL code. The summary sheet will record the total request for each GL code.
 - e. Click File/Save on the menu bar to save your changes. Please do not change the file name.
6. Open the **Personnel Hours Request** worksheet. The sheet is only for non-instructional, non-adjunct hours that cannot be done by current regular personnel staff.
 - a. Describe the work details in the first column.
 - b. Indicate the type of work in the drop down menu in the second column.



Budget Development Worksheet Instructions

- c. Indicate the recurrence from the drop down menu.
 - d. Estimate the hourly wage rate. This column will link to Human Resource wage scale.
 - e. Determine the estimated hours and input in the designated column.
 - f. The Total Estimated Expenses column will calculate the total expense monies request.
 - g. Spread the expense monies per the month they will occur. The Total Monthly Expense and Total Estimated Expenses should now be the same.
 - h. Click File/Save on the menu bar to save your changes. Please do not change the file name.
7. Save the budget worksheet to your Cabinet Member's folder area. Please note that once the worksheet is saved to your Cabinet Member's area, you will not be able to edit it. If you need to make a change after saving the file to your Cabinet Member's folder, you will need to contact your Cabinet Member. To save the worksheet to your Cabinet Member's folder area, click "**Save Budget Files**" on the Excel menu bar. Then Click "**Save to Cabinet Member Folder**".



8. Double click on your Cabinet Members Folder.
9. Double click on your subfolder.
10. Click "**Save**" to save the worksheet to your subfolder in your Cabinet Member's folder. Please do not change the file name. Close the worksheet.
11. Repeat steps 2-10 for each department cost center.