Designated/Auxiliary Funds
FY09 Budget Template
Guidelines/Rules

Getting Started

1. Set the Macro Security

Set your macro security by following the instructions below. This is a required step.

In Excel

- GO to Tools
- Options
- Security
- Set Macro Security to medium
- Click ok

You are now ready to proceed.

2. Create individual files (one file for each index code)

- Open the FY09 Budget Template in Excel
- A message box will open that will ask if you want to enable macros – choose yes.
- Create a copy of the template for each index code

Note: The Automation Program can only upload one budget per file. Please do not add tabs in the same file for multiple index codes.

3. Enter the index code number and name

- Enter the index code number and name on the “Budget by Quarter” form
- Do not leave spaces between the digits of the index code

Note: It is not a requirement to enter Fund, Org and Program.

Entering Data

1. Adding and Deleting Account Codes

There are three ways to add an account code

- Type over an existing account code that will not be used. Be sure to change the account code description as well as the number.
- Double click on one of the rows that states “double click here”. This will add a new blank row. Type in the account code and description of your choice.
- Double click on any existing account code. This will add a blank row above that account code. Type in the account code and description of your choice.

Deleting an account code

- To delete an account code you can delete the entire row. However, it is not necessary to delete account codes that you will not use.

Account code data entry rules

- Do not leave spaces between numbers when entering an account code.
- Do not enter data on a row without an account code and description.

2. Personal Services Data Entry

The rules have not changed for data entry of personal services information. However it is important that these guidelines be followed so that your budget loads successfully.

- Use the permanent (611XX account codes) or the temporary (612XX account codes) forms to enter salary information. *Do not enter this information directly into the budget by quarter form. It will not be picked up accurately in the upload process.*
- Enter benefits directly into the Budget by Quarter form. *Do not enter benefits information on the permanent or temporary personal services tabs*. Additional benefit account codes can be added by clicking on the existing account code to add a blank line.

3. Allocations and Transfers

The rules have not changed for data entry of Allocations and Transfers.

- Use the Allocations and Transfers tab to enter budget for all allocations and transfers. Be sure to note where the transfer is going to or coming from.
- Account codes can be changed or added as necessary for transfers out.

4. Fund Balance Summary

There are no new instructions for the completion of the fund balance summary. Please refer to the Budget Preparation Procedures for further assistance.

Submitting Budgets

Please submit an electronic copy of your budget to your budget analyst as well as a signed (approved by Operating Unit Manager) hard copy by May 30th. Budgets do not need to be approved by your Executive Officer.