**Step One**

* Fill in your department and fund information in Cell B1
* Fill in the Fiscal Year in in Cell B2
* Fill in the month in which you are working in Cell B3. The fiscal month should automatically populate in Cell C3.

**Step Two —Column C: Fill in the YTD base budget allocations
(Green – YTD ALLOCATED BUDGET)**

1. Go to the GL Activity on the Finance Intranet
2. Input the department number (i.e. 125800)
3. Input the fund number (i.e. A0001)
4. Input 5% in the *Account* field (this will pull all account/object codes that begin with 5)
5. For the *Measure* (bottom of left column of parameters) select **Budget LTD** to show all budget transactions for this fiscal year.
6. Select “**Grand Total**” from the dropdown menu for *Total* (top of far-right column of parameters)
7. Select “**GL CURRENT (OPEN)**” for Fiscal Period (bottom of far-right column of parameters). This will give you all the budget entries for the current fiscal year. You can also choose a specific month, if you prefer to fill out the projection sheet on a monthly basis.
8. Click the **Show BUD000** box (bottom of the parameters)
9. Click “Submit”
10. Enter the total amounts for each account code into the corresponding account code in column C (YTD ALLOCATED BUDGET).

**Step Three — Column G: Fill in the actual expenses**

**(Orange - YTD ACTUAL EXPENSES)**

1. Go to the GL Activity report on the Finance Intranet
2. Input the department number (i.e. 125800)
3. Input the fund number (i.e. A0001)
4. Input 5% in the *Account* field (this will pull all account/object codes that begin with 5)
5. For the *Measure* (bottom of left column of parameters) select **Actual LTD** to show all expense transactions for this fiscal year.
6. Select “**GL CURRENT (OPEN)**” for Fiscal Period (bottom of far-right column of parameters). This will give you all the actual expenses for the current fiscal year. You can also choose a specific month, if you prefer to fill out the projection sheet on a monthly basis.
7. Click “Submit”
8. Enter the total amounts for each account code into the corresponding account code in column G (YTD ACTUAL EXPENSES).

If you have an expense in an account code not on the sheet, simply click on one of the cells in Column A with an ”XXXXX” and type in the account code number and description in Column B. You can also select an entire row and insert it where you need a new account. Be sure that the formulas in Columns F, G, H, I and K are present in any new rows added.

**Step Three—Column D and E: Fill in expected Transfers In/Out and Commitment Reimbursements**

1. In Column D, enter any expected transfers in or out for the corresponding account codes. This includes budgeting revenue. For example, if you know that another unit will be moving $500 into 52070 to support a contractual service both you and that unit are supporting, enter this amount in Column D.
2. In Column E, enter any expected commitment reimbursements that have not posted. For example, if you have submitted a reimbursement for travel, but it has not posted.

**Column F – TOTAL YTD ALLOCATED BUDGET**

This column should auto-total the amounts in Columns C, D and E to show the total budget for each account.

**Step Four—Check Your Budget and Expense Totals**

1. Go to the GL Dashboard.
2. Enter your department number
3. Enter the fund number
4. Select GL CURRENT (OPEN) for the *Fiscal Period.* Alternatively, if you are doing this on a monthly basis, choose the month on which you are working.
5. Click **Display Account Chartfield**
6. Check your totals at the bottom of the statement in the **TOTAL USE** Row.

**Step Six— Column I: Auto-calculate projected expenses**

1. The sheet will automatically calculate the projected total year-end expenses in Column I. The sheet takes the total YTD expenses in Column G, divides it by the fiscal month in which you are working (i.e. October = 4) to get a monthly average. Then it multiplies that average by 12 to get a yearly average.
2. This may not be accurate, depending on the account code, so adjustments should be made to make the projection more accurate, based on things that you know.
3. **Examples**:
	1. Large one-time expenses will increase the average expense per month which will make your projected expenses higher. Let’s say you have one expense for $7,000 in an object code, this will lead to an average of $583 per month and the projected total for the year in the worksheet will be inflated. If you don’t plan to spend any more against this object code, you can add an adjustment in Column I to reduce the PROJECTED YEAR-END PROJECTIONS.
	2. Include any one-time expenses that will happen between now and the end of the year, by adding an adjustment in Column I to reduce the PROJECTED YEAR-END PROJECTIONS.
4. Use the Comments column to record reasons for adjustments.

**Step Seven—Check for Reasonableness**

1. The bright yellow cell in column K is your expected end of year balance.
2. Does this make sense? Is it reasonable? If not, review column I amounts by object code to determine why it doesn’t make sense. Make adjustments as necessary.

Copy a blank worksheet and insert into the workbook to create a new worksheet for any other dept/fund for which you need to do a projection.