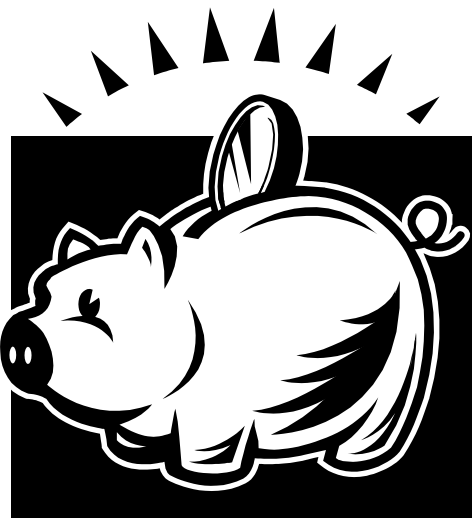


How to “Excel” at Budget Keeping

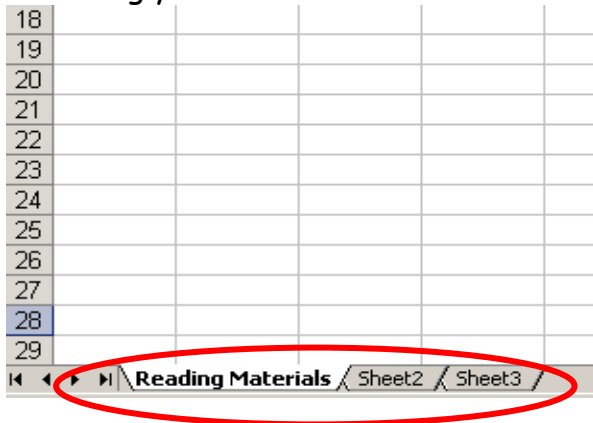


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Productivity software like Microsoft Excel can help you make the most of your budget. This documentation will outline 10 steps for creating a budget spreadsheet using Excel 2007. (The majority of the steps are the same for users with Excel 2003.)

Step #1: Worksheets

Insert worksheets so that you have enough for each of your budget categories, such as reading materials, media, and supplies. Rename the tabs accordingly.



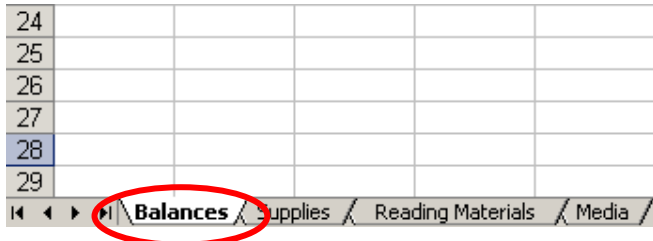
HOW TO INSERT & RENAME WORKSHEETS

Right click on a tab at the bottom and select Insert>Worksheet.

Right click on a tab at the bottom and select Rename.

Step #2: Balances Sheet

Insert an additional worksheet and name it Balances.



Select your balances sheet. Create columns for budgeted, encumbered, final, and remaining amounts. Size columns as needed. Include rows for each of your budget categories and a "total" row. You may also want to add fund information.

	A	B	C	D	F	G	H	I
1	Fund	Funct	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link
2	199	12	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Building Funds
3		variable	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Funds
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc
8		Total		\$ -	\$ -	\$ -	\$ -	

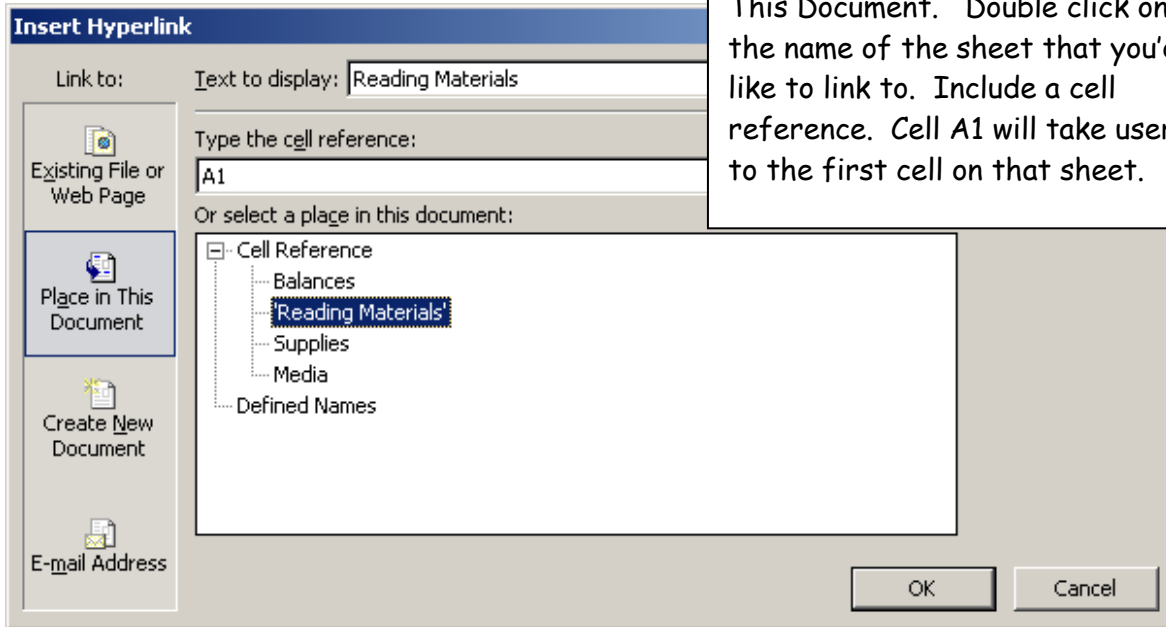
Step #3: Hyperlinks



Use the insert hyperlink button to link the budget categories to the corresponding worksheets. (Use A1 as the cell reference.)

HOW-TO HYPERLINK TO OTHER SHEETS

Select the cell where you'd like to insert a hyperlink. Make sure the Insert tab is selected. Click the hyperlink button. Choose Place in This Document. Double click on the name of the sheet that you'd like to link to. Include a cell reference. Cell A1 will take users to the first cell on that sheet.



	A	B	C	D	F	G	H	I
	Fund	Funct	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link
2	199	12	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Building Funds
3		variable	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Funds
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc
8		Total		\$ -	\$ -	\$ -	\$ -	
9								

(You can follow this same procedure to create links from the budget category sheets back to the balances sheet.)

Save and test the links.

Step #4: Budget Categories

Set up the rest of your worksheets with columns such as vendor, description, status, date requested, requisition number, PO number, encumbered amount, paid amount, and comments. Size columns as needed.

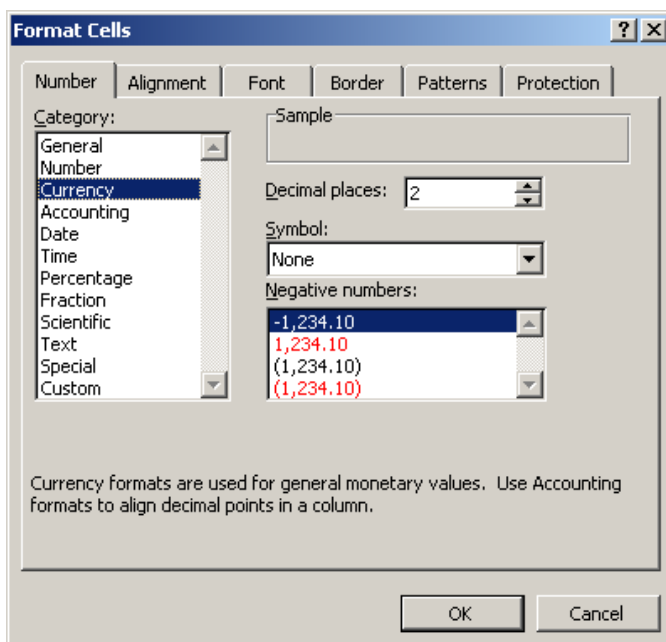
	A	B	C	D	E	F	G	H	I
1	Vendor	Description	Status	Date Requested	Requisition Number	PO Number	Amount	Paid Amount	Comments
2	Reading Materials - Building Funds (Books & Periodicals)								
3	6329								
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20	6329 Total							Encumbered =	
21									

Include a "total" row.

Step #5: Cell Format

You'll need to format selected cells on ALL worksheets.

Format all cells which will contain monetary amounts as accounting (with 2 decimal places). Select \$ as a symbol if desired.

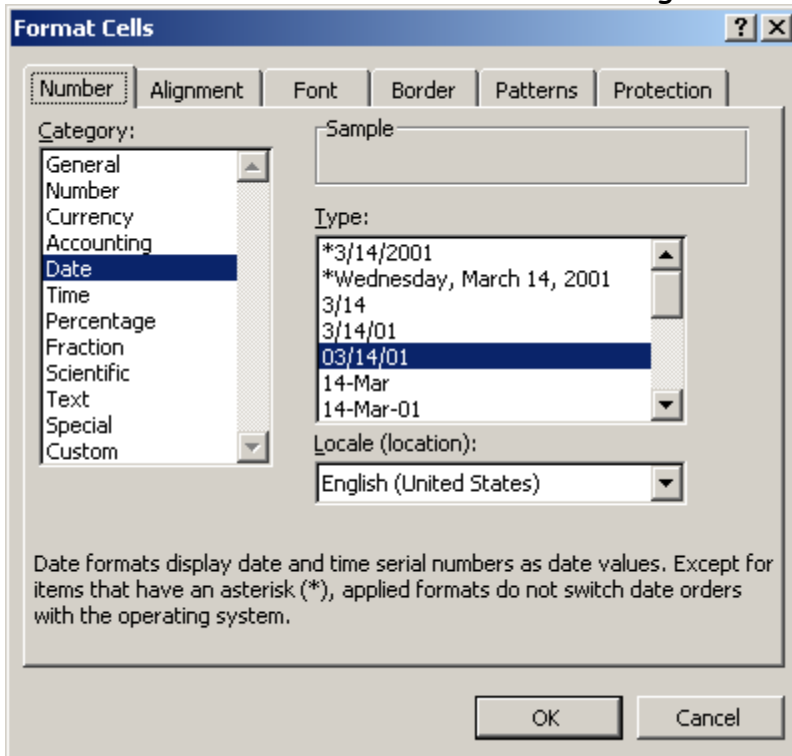


HOW TO FORMAT CELLS

Highlight the desired cells, right click on one of the highlighted cells, and select Format Cells.


	A	B	C	D	E	F	G	H	I
1	Vendor	Description	Status	Date Requested	Requisition Number	PO Number	Amount	Paid Amount	Comments
2	Reading Materials - Building Funds (Books & Periodicals)								
3	6329								
4							\$ -	\$ -	
5							\$ -	\$ -	
6							\$ -	\$ -	
7							\$ -	\$ -	
8							\$ -	\$ -	
9							\$ -	\$ -	
10							\$ -	\$ -	
11							\$ -	\$ -	
12							\$ -	\$ -	
13							\$ -	\$ -	
14							\$ -	\$ -	
15							\$ -	\$ -	
16							\$ -	\$ -	
17							\$ -	\$ -	
18							\$ -	\$ -	
19							\$ -	\$ -	
20	6329 Total					Encumbered =	\$ -	\$ -	
21									

Format all cells which will contain dates using the desired type of date.



Save and test the formatting.

Step #6: Formulas - Budget Category Sheets

Click in the "total" row of the "amount" column. With the Formulas tab selected, click the AutoSum  button to insert a formula which will automatically add the cells above. Click enter.

	A	B	C	D	E	F	G	H	I
1	Vendor	Description	Status	Date Requested	Requisition Number	PO Number	Amount	Paid Amount	Comments
2	Reading Materials - Building Funds (Books & Periodicals)								
3	6329								
4							\$ -	\$ -	
5							\$ -	\$ -	
6							\$ -	\$ -	
7							\$ -	\$ -	
8							\$ -	\$ -	
9							\$ -	\$ -	
10							\$ -	\$ -	
11							\$ -	\$ -	
12							\$ -	\$ -	
13							\$ -	\$ -	
14							\$ -	\$ -	
15							\$ -	\$ -	
16							\$ -	\$ -	
17							\$ -	\$ -	
18							\$ -	\$ -	
19							\$ -	\$ -	
20	6329 Total					Encumbered =	=SUM(G4:G19)	\$ -	
21									
22	Balances!A1								
23	SUM(number1, [number2], ...)								

Click in the "total" row of the "paid amount" column. Use the AutoSum button to insert a formula which will automatically add the cells above. Click enter.

Repeat this process for all budget category sheets.

Step #7: Formulas - Balance Sheet

Select the Balances sheet. Select the cell under Total Encumbered. Type = (the equal sign).

	A	B	C	D	F	G	H	I
1	Fund	Funct	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link
2	199	12	6329	\$ -	=	\$ -	\$ -	Reading Materials - Building Funds
3	variable		6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Funds
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc
8		Total		\$ -	\$ -	\$ -	\$ -	

Step #8: Fill Down

Now that you have formulas in the first row, you'll need to add the same type of formulas to the rest of the budget category rows. The easiest way to do this is to **fill down** the formula.

Highlight the first cell under Total Encumbered along with the other cells that correspond to budget categories. DO NOT include the cell in the "Total" row.

	A	B	C	D	F	G	H	I
1	Fund	Func	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link
2	199	12	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Building Fun
3	variable		6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Func
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc
8	Total			\$ -	\$ -	\$ -	\$ -	

Hold down the control key and press "D" to fill down. (If you'd rather, you could select Edit>Fill>Down.)

Follow the same process to fill down the formula for the appropriate cells under Final Amount Spent and Remaining.

Step #9: Totals

Now we can add formulas to the total row. Select the "Total" cell in the Budget column. With the Formulas tab selected, click the AutoSum button



to insert a formula which will automatically add the cells above.

Click enter.

SUM =SUM(D2:D7)									
	A	B	C	D	F	G	H	I	
1	Fund	Func	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link	
2	199	12	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Building Funds	
3	variable		6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Funds	
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds	
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds	
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies	
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc	
8	Total			=SUM(D2:D7)	\$ -	\$ -	\$ -		

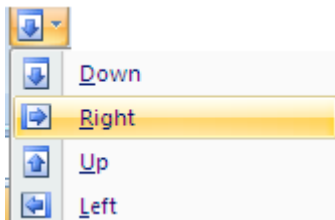
You can follow the same procedure to add totals for Total Encumbered, Final Amount Spent, and Remaining OR you can use fill across.

To "fill across" your formula, highlight the "total" cell in the Budget column along with the Total Encumbered, Final Amount Spent, and Remaining cells.

D8 Σ =SUM(D2:D7)

	A	B	C	D	F	G	H	I
1	Fund	Funct	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link
2	199	12	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Building Funds
3		variable	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Funds
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc
8		Total		\$ -	\$ -	\$ -	\$ -	

Hold down the control key and press "R" to fill right. (If you'd rather, you could use the "Fill" button under the Home tab to fill in the desired direction."



Save and test formulas.

Step #10: Protection

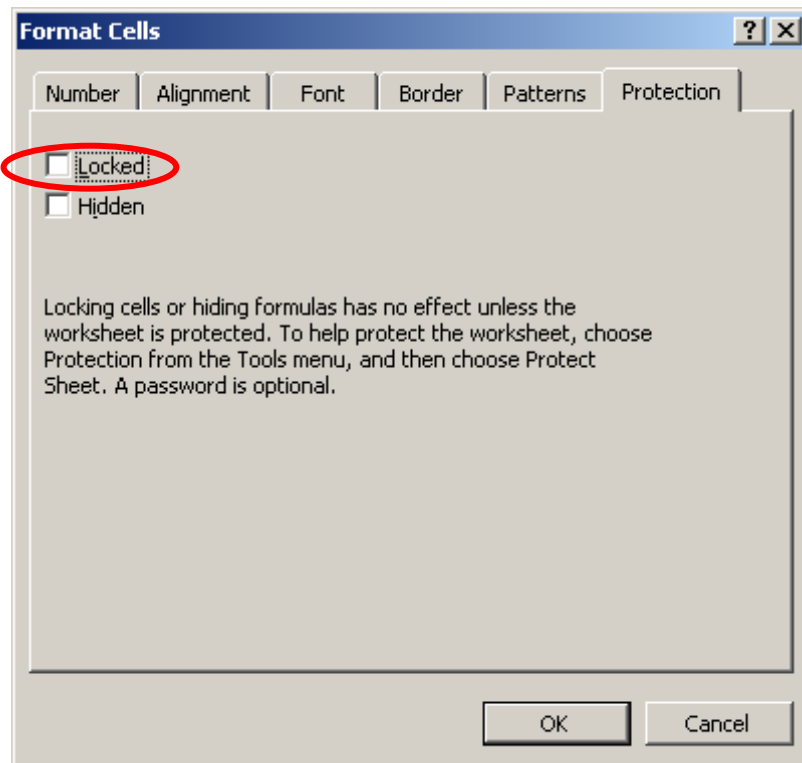
Now that you've finished testing and saving your workbook, you may want to protect cells so that the formulas won't be changed by mistake.

Follow the directions below for EACH sheet:

Highlight the cells that you want to be able to write to. In this example, I only want to be able to write to the budget cells.

	A	B	C	D	F	G	H	I
1	Fund	Func	Obj	06/07 Budget	Total Encumbered	Final Amount Spent	Remaining	Link
2	199	12	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Building Funds
3		variable	6329	\$ -	\$ -	\$ -	\$ -	Reading Materials - Central Funds
4	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Building Funds
5	199	12	6399	\$ -	\$ -	\$ -	\$ -	Media - Central Funds
6	199	12	6399	\$ -	\$ -	\$ -	\$ -	General Supplies
7	199	12	6499	\$ -	\$ -	\$ -	\$ -	Food, Awards, Misc
8		Total		\$ -	\$ -	\$ -	\$ -	

Right click on a highlighted cell and select Format Cells. Click the Protection tab. Deselect Locked. Click OK.



Select the Review tab and choose Protect Sheet.



Enter a password (if desired) and click OK.

