

Excel for Budgetkeeping: Using Budget Master LMC.xlt

Steve Grant, Library Media Teacher, La Jolla High School

March 2002

This document and the template file itself can be downloaded from:

<http://ljhs.sandi.net/faculty/SGrant/SharedProf.html>

These are *tips*—not complete step-by-step directions—for using the Microsoft Excel template file **Budget Master LMC.xlt** to manage a typical California high school’s library media center budgets. A *basic* familiarity with using Excel is assumed, although it’s not impossible that any reasonably-experienced computer user could dive right in with these and be successful even if he/she has never before used Excel. The template contains budget description labels and codes for La Jolla High School’s LMC budget; yours will probably be different. However, you can easily edit the labels to match your budget descriptions and codes. If there are any worksheets here for budgets you don’t use or need, you can just leave them alone and don’t enter anything in them.

If you need more worksheets than are provided in the template, it is possible to create a second copy of an existing worksheet then rename it and add another line in the Summary sheet to display its balance. However, directions for doing that are not here... You’re on your own for that one.

These tips are for using Excel on a Windows platform; they should work just as well on the Macintosh, except for minor key name differences (<Enter> on Windows is <Return> on the Mac, and for most keyboard shortcuts where Windows uses <Control>, the Macintosh uses <Command>... also known as “Open-Apple.”)

Differences between worksheet file (.xls) and template file (.xlt)

File | Open will open template itself for editing. You probably don’t want to do this.

Double-clicking the template file in a folder window (from “outside” Excel) will open a *new worksheets file*, leaving the template file intact. **File | Save**, then give an appropriate filename; this will save it as a worksheets file (.xls) and will not overwrite the template.

I create separate a new “Budget Master '*nn*-'*nn*” for each school year (e.g. “Budget Master '02-'03”.)

Multiple worksheets in single file

All worksheets for all budget codes are contained in the single “Budget Master” file. The Summary worksheet is first (or “leftmost”); it shows the current balance (“Bal. to Date”) in all supporting budget worksheets.

- Click on a bottom tab to bring up a different worksheet.
- Arrow buttons to the left of tabs work like VCR buttons to navigate among worksheets.

Change "labels" (text descriptors, budget #s, etc.)

- Select cell by clicking on it. Edit in cell contents bar (at top... click there to edit.) Can also double-click on cell itself to “edit in place.”
 - ✓ Tap <Enter> when finished with edit.
 - ✓ Remember to change budget descriptors and codes in both Summary and supporting worksheets.

Change worksheet names (on tabs)

Double-click on tab. Type new name (short as possible.) Tap <Enter>.

Panes

I recommend you always work only in the lower right pane (largest), and never scroll the other panes.

Panes allow column headings (above) and "Item" descriptions (left) to remain visible at all times when scrolling bottom-right pane.

Can **remove panes** with **Window | Remove Split**.

Can **re-pane** with **Window | Split...**

1. First use <Control>-<Home> to jump to A1; then **Window | Split**.
2. Drag intersection of all four pane corners to lower right corner of cell C7 ("Req. #" cell.)
3. Use lower *left* pane's horizontal scroll bar to scroll until "Item" column is visible beginning at left edge.
4. Drag vertical split to adjust as necessary so "Item" column just fills left pane.

Where and how to enter what

☞ Cells containing formulas are yellow-shaded... ***Never enter anything in yellow-shaded cells!***

☞ If you must enter **anything beginning with a zero** (0) in a cell (e.g. a PO number “012345”), **type an apostrophe before you type the zero**. Otherwise the zero will disappear when you tap <Enter> to enter what you typed into the cell.

Summary worksheet...

Formulas show balances in each worksheet. The only amount you'll enter here is "ASB minimum balance needed" (unless you want to leave it at \$2,000.)

*Note: When LJHS students pay for lost/damaged books, their money is deposited to an ASB-held account, so that refunds can be made by check if lost books are returned. We need to hold a certain amount in this account to cover refund payments for lost-and-paid books returned—we hold \$2,000. Whatever you enter here will be subtracted from the figure showing the total balance of AA + ASB-held Lost & Paid textbook

budgets (B44), so you know what you *really* have available for textbooks (not including ZK.)

Initial Allocations...

In all *except* Library Act sheets, enter in "Init. Alloc." (B5).

- In **Library Act sheets**, "**Total Allocation**" has no effect on balances (it's there for you to enter just for your own reference.) In LibAct sheets you *must* enter individual budget codes' allocations in "**Initial Alloc.**" cells (B2-B4).

Rollover balance from previous year...

At my school, any "AA" budget allocations left over at the end of the school year "disappear"—if you don't spend it, you lose it. (Actually, it rolls over into the following year's "AU"—principal's discretionary—budget; I've just never had a principal who was willing to re-allocate it to the same AA account in the new year so I could spend it.) In this case, there *is* no rollover balance to add to the next year's allocation. However, your situation may be different—especially for different budgets (my ASB-held Lost & Paid always rolls over)—and Library Act budgets roll over for the three years of their life.

- At the close of a school year budget, look up "Bal. to Date" in its worksheet (or get from the Summary worksheet), jot it down on paper, and enter as "income" (negative value--see below) in the first item row of the new year's worksheet.
- For ASB-held Lost & Paid, enter balance from previous year's as "Init. Alloc." for new year's... whenever you decide that end-of-old/beg.-of-new date should be.
- For Library Act budgets which continue to roll over for their three-year life, you might want to have *all* items ordered on that budget in previous years (since its inception) in the new year's worksheet. If you do, Copy-Paste all non-formula item cells (Columns A through I, rows 11 through whatever is the last row in which you entered data) from the previous year's worksheet to the new year's worksheet.
 - ✓ You can have multiple files open simultaneously in Excel. Open one, then the other; switch between them with the **Window** menu.

"Req. Cost" vs. "Enc. Cost" vs. "Exp. Cost"...

When you order something on a requisition, enter the total under "Req. Cost". If for some reason you later discover that the purchase order was issued for a different amount (e.g. the purchasing department for some reason decided it was going to cost more or less than you thought and they adjusted the amount on the PO accordingly), enter that PO amount under "Enc. Cost" (short for "encumbered cost.") If you later discover that the actual amount paid the vendor was different still, then enter that amount under "Exp. Cost" ("expenditure cost.")

The formulas which determine the running "Final Bal." ("final balance")—also displayed in "Bal. to Date"—are set up to use these three cost figures in this order of priority:

1. Expenditure cost, if present;
2. Encumbrance cost, if present;

3. Requisition cost, if present.

When you enter a Req. Cost and nothing else, the formula subtracts it from the previous Final Bal. to calculate the new Final Bal. When you enter an Enc. Cost, it overrides whatever is in the Req. Cost—the formula now *ignores* what's in Req. Cost and uses Enc. Cost instead. Exp. Cost trumps either or both the other two.

This allows you to keep track of the cost of the requisition as originally written, and still update your balance if/when you discover later changes were made to the actual cost of the order (and thus the amount actually paid out of that budget.)

Entering purchases in Library Act (“LibAct”) worksheets is *different!*...

Worksheets for Library Act purchases (named “LibAct-*nn*”) work differently: **you *must* enter the budget code (*nnnn-nnnn*) accurately—including the hyphens—in each row’s “Budget #” column (D) for the formulas to work correctly.** The budget codes are listed at the top of the LibAct worksheets for your reference.

These *nnnn-nnnn* budget codes (the first set of digits is “object code”, the second “program code”) are standardized for all California public schools, so yours should be the same. However, if for some reason they're not, and you have to change them in the worksheet itself, the formulas will also have to be changed. In this case, email me your Library Act budget codes and I'll change them and email you a modified template file (if I have time.)

Entering non-requisition purchases...

Excel doesn't care whether an entry is actually a requisition or not. I enter credit-card orders, transfers—even materials I order on “other people's” budgets.

- If it's not a requisition, I usually enter something short into the “Req. #” cell, such as “memo-[last name of person to whom I wrote budget-transfer memo]”, or “ccard-[last name of person whose credit card I used, if not my own]”, etc.
- If I order textbooks on a budget other than “mine” (AA- or ZK-4101-0601), I leave all the “Cost” cells blank—so it doesn't subtract the amount from my running balance—but I insert a *Comment* (see below) in the “Req. Cost” cell; the comment contains the total of the requisition and any other notes I want to make.

Entering multiple items ordered on the same requisition with only one total cost...

For large lot orders of books this is way too much trouble; these I just describe in the “Item” column as (for example) “Lot order, Follett Twave DNE \$2700”. But with orders of, say, two to ten items, when I want to be able to find any of them by description later, I'll enter each item (generally a book title) in its own row, but leave all the “Req. Cost” cells *blank except the last one*, where I put the *total for the entire order*. After entering the “Ordered” date and “Req. #” for the first item, I use Copy-Paste to duplicate that date and requisition number down to all the other rows I'll use for this same order. Then I type each item's description (one item's description might be “America's History text 25 @ 57.85”), hitting <Enter> to move straight down to the next “Item” cell. When I look at my worksheet, I know that any contiguous “Req. Cost” cells that are blank are multiple item entries for a single order (easily confirmed by the fact

that they all have the same Req. #), and each item's cost is included in the next non-blank "Req. Cost" cell below.

Entering "income" into a budget...

Enter money added to a budget (after the initial allocation) **as a *negative value*** (precede digits by a **hyphen**.) For example, to enter a donation of \$500 deposited to your AA Library Books account, use an item row and enter the amount as "-500".

This may seem counterintuitive. However, since the formulas *subtract* new amounts from the previous balance to calculate the new balance, when they *subtract a negative* amount, that will have the effect of *adding* it to the previous balance. (Remember this from "new math"?)

Transfers...

To enter a transfer between two budgets, enter it twice, once in each of the budgets affected. Enter as an expense (*positive* value) in budget transferred *from*; enter (again) as income (*negative* value) in budget transferred *to*. If I initiated the transfer via memo, I enter the amount in the "Req. Cost" cell, list "memo-[name]" in "Req. #", and something like "Transfer to [or from] [name of other budget]" in the "Item" column.

Insert a row...

1. Click on row number ("button" at far left) to select entire row.
2. **Insert | Row.** (Blank row will be inserted *above* currently-selected.)

Delete a row...

1. Click on row number ("button" at far left) to select entire row.
2. **Edit | Delete.**

(Formulas & formatting extend to row 200, so you can probably afford to delete some rows and not worry about still having enough for the rest of your orders that year.)

>>> **!!! Copy Final Bal. formulas procedure !!!** ...

Any time you insert/delete a row or delete a cost in any of the "Cost" cells, you *must* Copy the "Final Bal." cell (or cells--all three of them in LibAct worksheets) from *second* cell(s) down in "Final Bal." column/s *to* all other cells in that/those column/s (through row 200.) Excel's formulas somehow watch what's in a "Cost" cell and once something's entered there, the formula becomes confused and unhappy if that cost value is later moved or deleted (if you just type-and-**<Enter>** a new cost over one that was there previously, it's not a problem and you don't have to follow this procedure.) If you insert/delete a row or delete a value in a "Cost" cell, here's how to fix the formulas:

1. In "Final Bal." column, select *second* item-row's "Final Bal." cell(s).
(In non-LibAct sheets this is cell **K9**; in LibAct sheets it's all three "Final Bal." column's cells, **J12 through L12**.)
☞ Note: **Do not copy the *first* "Final Bal." cell(s)** (in row 8 for all worksheets except Library Act where they're in row 11.) The formulas in the first item-row's "Cost" cells

are different from those in the second-and-lower cells, and will not work properly if copied to lower cells.

2. Copy.
3. Select next cell(s) below (**K10** or **J13-L13**). "Source" cell(s) you copied (K9 or J12-L12) will now have rotating dotted-line border.
4. Hold down <Shift> while you use <Downarrow> or <Page Down> to scroll down, extending the selection as you go, to include the last row with a formula in it (yellow-shaded "Final Bal." cell(s).) Use <Uparrow> if you go too far. **Don't let up on <Shift> until you've selected all rows with yellow-shaded "Final Bal" formulas in them.**
5. Let go of <Shift>. Tap <Enter>. Tap <Escape>.

☞ If you ever get into trouble where **some Final Bal. cells' formulas aren't working correctly** (sometimes--but not always--they'll display "#REF!"), use this procedure to get them working correctly again.

Moving a Row

I don't recommend you do this, mostly because it's a hassle and you have to follow the "Copy Final Bal. formulas procedure" (above) carefully to get things working right again. But if for some reason you just have to do this, the procedure is to insert a blank row, Cut-Paste data in the cells (*except* "Final Bal.") to the new blank row, delete the entire now-blank row (old location), then use "Copy Final Bal. formulas procedure" to Copy-Paste "Final Bal." cell(s)' formulas from 2nd-from top cell(s) to all others below that (including this new one.) Here's how:

1. Insert blank row (see "Insert a row", above) where you want to move source *to*. Row you want to move is "source"; blank row to which you want to move it is "target."
2. Select all cells in source row *except* "Final Bal." cell(s).
3. Cut. Source cells now have scrolling dotted-line border.
4. Select first cell (column A) in target row. Tap <Enter>. Tap <Escape>.
5. Delete now-blank source row (see "Delete a row", above.)
6. Use "Copy 'Final Bal.' Formulas Procedure" (see above) to get "Final Bal." cells working properly again.

Working with Comments

Comments allow you to annotate cells. Comments do not affect the contents of the cells themselves in any way, and are completely ignored by formulas, formatting, etc. A cell containing a Comment will have its upper right corner tagged with red; if you hover the mouse pointer over a Commented cell, the Comment will pop up so you can read it. You can enter as much text in a Comment as you wish, though you'll have to resize the Comment box to display all of it if you type very much.

Insert a Comment...

1. Select cell.

2. **Insert | Comment.**
3. Type text. Resize as necessary to fit your text by dragging the Comment box's handles.
4. Tap <Escape> or click outside Comment box when finished.

Edit a Comment...

1. Select cell containing Comment. **Insert | Edit Comment.**
2. Tap <Escape> or click outside Comment box when finished.

Copy-Paste a Comment only (not its cell's data or formula)...

1. Select cell with Comment. Copy.
2. Select target cell. **Edit | Paste Special...**
3. Click (only) "**Comments**" radio button, then "OK". Tap <Escape> or click outside Comment box.

Delete (Comment only)...

1. Select cell with Comment.
2. **Edit | Clear | Comments.**

Delete all Comments in worksheet...

1. **Edit | Go To.**
2. Click "**Special**" button. Click "**Comments**" radio button, then "OK".
3. **Edit | Clear | Comments.**

Keyboard Shortcuts

While these are for Excel under Windows, most if not all will also work for Excel under Mac OS. On the Mac, where you see "<Control>" here, substitute <Command> (also known as "Open-Apple.")

Jump to A1... <Control>-<Home>

Jump to last (contiguous) cell containing any formulas/data... Tap <End>, then <Arrowkey>

Copy... <Control>-<C>

Paste... <Control>-<V>

Select multiple contiguous cells... Click on 1st, scroll (if necessary), then <Shift>-click on last.

Select multiple non-contiguous cells... <Control>-click on each cell

Copy to multiple cells... Select, Copy, select multiple cells, <Enter>

Find within current worksheet... <Control>-<F>