

## Budget Revision Example Instruction

Goal is to fill the right side of the revision

Step 1: Jones has left the agency after 3 months

- Enter Jones "New Salary"
- Enter the FTE that Jones was at
- We know that Jones was billed for 3 months: What would you enter under "New Months"
- What would the New Annual be if the actual amount expended based on the invoices is \$6562: What amount would you enter under new annual?

Step 2: New Employee that is taking over for Jones

- How would you add new employee named Valdez
- Insert line (see line 13) add name, in this case name is Valdez
- Valdez will be making the same as Jones, what would Valdez's salary be
- What would the agency need to send in with the budget revision for Valdez?
- If Jones worked for 3 months, and Valdez has been hired, how many months would be inserted under "New Months"
- Also, the agency has decided to increase Valdez's FTE to .85

\*At this point what will the agency have to keep in mind if this agency decided to increase the FTE

What is the next move?

Step 3: At this point I suggest carrying over everyone else's salary FTEs, and Annuals

- Once that is completed, the agency decides to decrease Davis from a 1.0 FTE to a .92 FTE to offset some of the dollars increased in Valdez's line

Step 4: Below line

- First you would want to carry over all dollar amounts
- As you can see your budget is still over
- To reach your target you can now utilize Goal Seek
- In this case the agency wanted to decrease just the Supplies line

GOAL SEEK

Click on total budget cell L35

- Data

## What if analysis

### Goal Seek

- Pop up
- The set cell is already set
- To Value : enter in your target which in this case is your total budget of \$95,310
- By changing cell: select the cell you want to change, in this case is the supply line
- Then press enter

You have now completed your budget revision