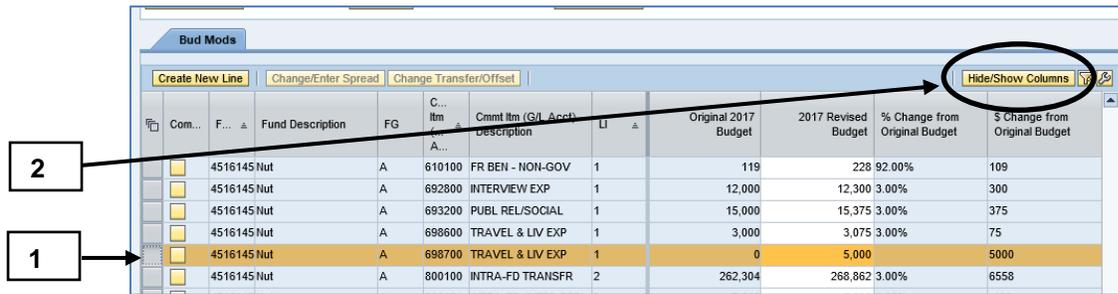
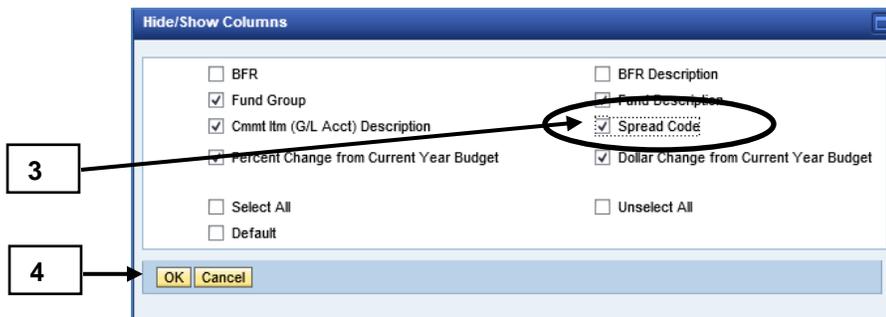


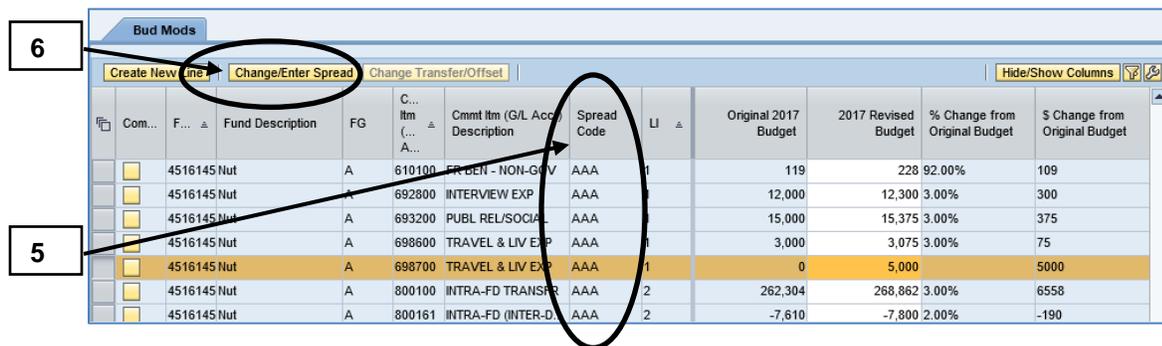
Updating Spreads



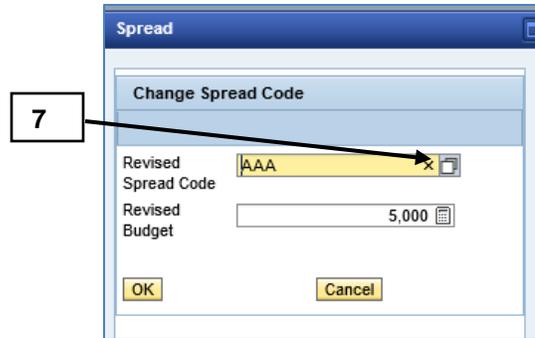
1. Select the line item whose spread you wish to change.
2. Click the **Hide/Show Column** button.



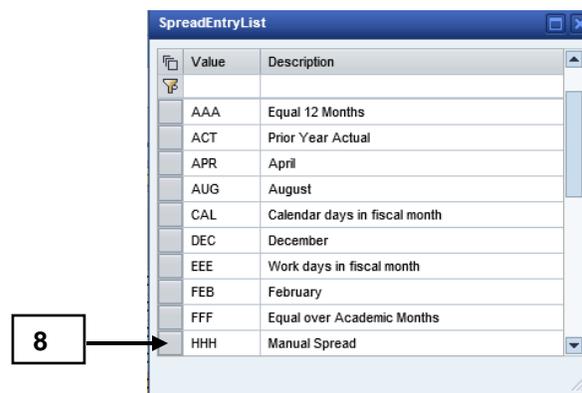
3. In the resulting window, click in the checkbox to select **Spread Code** from the list of columns (this action will add the column to the layout and activate the Change/Enter Spread button).
4. Click **OK**.



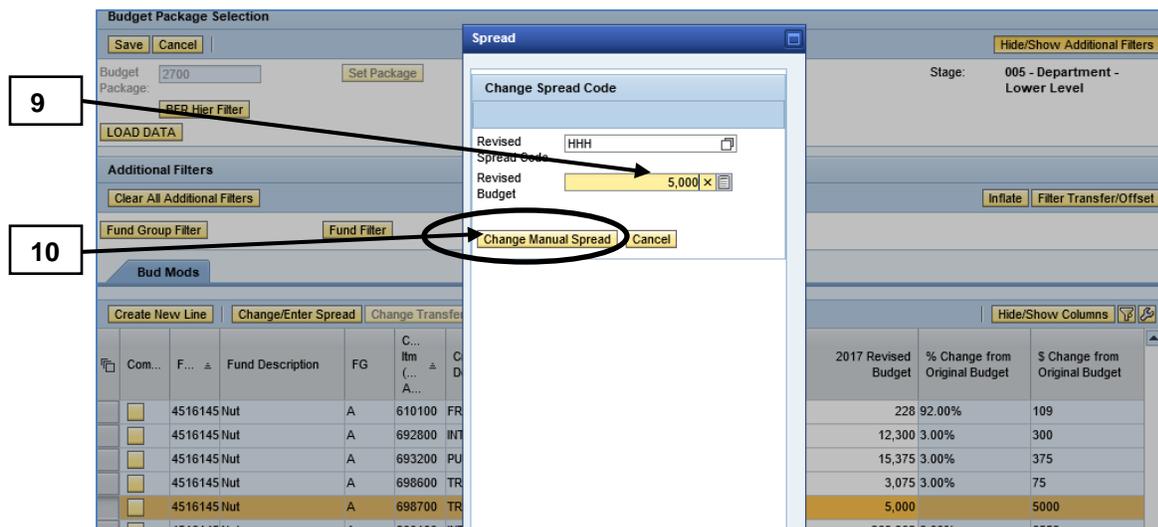
5. Verify that the Spread Code column is now displayed.
6. Click on the **Change/Enter Spread** button (this button is active only when the Spread Code column is displayed using the Hide/Show Column button in the previous steps).



7. In the resulting *Spread* box, use the drop-down button in the **Revised Spread Code** field to view a list of available spread codes.



8. On the resulting list, click the box to select the new spread code.



9. Once the Revised Spread Code is selected, if you wish to change the budget, enter the new figures in the Revised Budget field.
10. If the manual spread code of **HHH** was chosen, use the activated **Change Manual Spread** button to spread the budget manually.

The screenshot shows the 'Manual Spread' dialog box with the following data:

Period	Amount
Total Budget	5,000
Period 1	0
Period 2	0
Period 3	0
Period 4	0
Period 5	0
Period 6	3,000
Period 7	0
Period 8	0
Period 9	0
Period 10	1,000
Period 11	0
Period 12	1,000

Callout 11 points to the 'Change/Enter Spread' button in the main table. Callout 12 points to the 'OK' button in the dialog box.

11. If the Change Manual Spread button was used per the previous step, in the resulting Manual Spread box, enter the manual spread amounts in the desired months and press enter in any period to calculate and populate Period 12.

12. Click **OK**.

The screenshot shows the main budget table with the following data:

Com...	F...	Fund Description	FG	Item (... A...)	Commt Item (G/L Acct) Description	Spread Code	LI	Original 2017 Budget	2017 Revised Budget	% Change from Original Budget	\$ Change from Original Budget
		4516145 Nut	A	610100	FR BEN - NON-GOV	AAA	1	119	228	92.00%	109
		4516145 Nut	A	692800	INTERVIEW EXP	AAA	1	12,000	12,300	3.00%	300
		4516145 Nut	A	693200	PUBL REL/SOCIAL	AAA	1	15,000	15,375	3.00%	375
		4516145 Nut	A	698600	TRAVEL & LIV EXP	AAA	1	3,000	3,075	3.00%	75
		4516145 Nut	A	698700	TRAVEL & LIV EXP	AAA	1	0	0		0
		4516145 Nut	A	698700	TRAVEL & LIV EXP	HHH	2	0	5,000		5000
		4530770 Weerden	A	601600	INTRA-ED TRANSFER	AAA	2	262,304	268,862	3.00%	6558

Callout 13 points to the new line with spread code HHH. Callout 14 points to the 'Hide/Show Columns' button.

13. Verify a new line has been added for the changed spread code.

14. If you wish to hide the Spread Column, click on the **Hide/Show Column** button and uncheck the Spread Code box.

15. Remember to click on the **Save** button before exiting the layout (see Saving the Budget Modifications section for more details).