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.
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.

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).