Non-Position Budgeting (cont.)

Change Spread Codes and Manually Spread New Year Budget

Note: A spread code is a three-digit alpha value that indicates how the new budget amount will be spread across the fiscal year (for example AAA = equal over 12 months and HHH = manually spread over 12 months).

1. Click in the box and select a line item where the spread codes needs to be changed- the row selected MUST have a dollar value other than 0 entered in the New Year Budget column.

2. Use the Hide / Show Columns button to display column selections and check the box and show the column for Spread Code as a point of reference and to active the Change / Enter Spread (see the Budget Tool: General Navigation Guide for detailed instructions.).

3. Click on Change / Enter Spread button.

Note: The button will be grayed out and not active if a line with a value of 0 (zero) is selected.
4. Enter a different Spread Code in the Revised Spread Code field or use the field’s Drop-down button to select a different code.

5. Change the New Year Budget amount if needed.

6. If the value of HHH (Manual Spread) was **NOT** chosen, click **OK** to complete the change in the spread code (see next steps if HHH was chosen).
Non-Position Budgeting (cont.)

7. If the value of HHH (Manual Spread) is chosen, click on the **Change Manual Spread** button to manually spread the New Year Budget amount over the fiscal months of the year.

8. Enter budget amounts in the fiscal months as needed. Period 12 automatically calculates based on other data entered.

9. Review the **amount automatically calculated for Period 12** and if this amount is not correct, then adjust other months as needed to equal back to the annual budget amount that was entered in the New Year Budget field.

10. Click **OK** when done.
11. Review the results showing the updated Spread Code. Be sure the Spread Code column is displaying.

12. Click in the check box under the Comments column to add a comment for a specific line item as needed (see Budget Tool: General Navigation Guide for detailed instructions).

13. Click on Save.