

710 BUDGETING INSTRUCTIONS

Does the word ACCOUNTING just make your head hurt?

Well.....Guess What



If you can follow some hassle-free directions

And.....

If you can TYPE (hunt and peck will work)

THEN WE WILL MAKE YOU LOOK LIKE AN ACCOUNTING WIZ!

(I KNOW YOU DON'T BELIEVE THIS - BUT REALLY - IT IS TRUE)

BEFORE YOU BEGIN

You must have Microsoft Excel to use these forms. (If you are thinking—I don't know what that is—it is part of Microsoft Office. If you use Microsoft Word, you probably have Microsoft Excel.) If you are thinking, "OK, I have it but I don't know how to use it."

Relax! We have done ALL the work for you!!

Go on-line to the Religious Education Policies #710. Click on "Accounting Forms." When the page opens, click the **red button** and follow directions to download the file to your computer. If you are asked: Open with Microsoft Excel or save file — choose "OPEN." (If the file is automatically saved - find it on your computer and open it.)

LET'S GET YOUR FILES READY



IMMEDIATELY SAVE THE FILE (SOMETIMES CALLED A “WORKBOOK”). Save this first workbook as “**BUDGET TEMPLATE**” into a directory / folder of your choosing. Make a note of where you have saved it: _____

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How to Save Your Work: At the top left of the screen you will see a tab (green) that says “File.” Click on this tab and a screen will appear allowing you to do several things with the file.

- ⇒ Choose “Save As” and another box will appear. Next to “File Name” you will see the current name of the file “Accounting.xls.”
- ⇒ Delete this name and replace it with “Budget Template” (do not include the quotation marks; do not add “xls” to the end of the name and do not change anything in the “Save as type” line).
- ⇒ Choose the directory/folder where you wish to store the file and click the “Save” button in the lower right corner. The box will disappear and you will be returned to the workbook.
- ⇒ You will know that you have been successful by looking at the very top of the screen in the center. You should see the file renamed to “Budget Template.xls”



Please Do NOT close the file!

To prepare the workbook for the current fiscal year, you are going to SAVE this document again using the same process outlined above only this time change the name to “*parish name and fiscal year*” (example: St Cunagunda 2013-2014). In doing this step, the “Budget Template” workbook remains blank for future use (more on this later).



YOUR FILES ARE READY TO USE

A QUICK LOOK AROUND



YOUR NEW WORKBOOK (St Cunagunda 2013-2014) consists of many different worksheets (various parts which make up a workbook). If you look at the very bottom of the screen you will see little tabs that say (**Cover; Guide; Office; Curriculum;** etc.). These worksheet tabs stretch across the bottom of the entire workbook. To select a particular tab simply point at the tab name with your cursor and click. **You may click around on any of these worksheets without fear.** **All these worksheets are protected.**

PROTECTED WORKSHEETS MEAN:

Relax! You can not ruin the forms by doing something wrong.

When a worksheet is protected, no changes can be made to the portion that is protected. There are certain worksheets that are only partially protected (example: all of the Accounting Detail Forms.) Entries can only be made in the appropriate area of these worksheets. Other worksheets (**Budget Report; Yr. End Rpt**) are completely protected. These reports are created by gathering totals from other forms automatically. No external information is needed from you to complete these worksheets.



SPEND SOME TIME LOOK AROUND



GO TO THE NEXT
PAGE WHEN YOU
ARE READY

TWO DETAILS BEFORE WE START

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HOW TO GET AROUND ON A WORKSHEET

You will discover that on some worksheets you cannot see the entire contents on the screen when it first opens. Follow these navigation tips to find your way around:



View Up & Down: Look on the far right edge of the screen. You will see a blue bar with an arrow on the top and bottom. Click on the arrow at the bottom of the bar and the screen will begin to scroll down so you can see the whole worksheet. You will be using this in the Guide, Forecast Form, Budget Report and Yr. End Rpt. worksheets.



View Right & Left: Look at the bottom far right corner edge of the screen. You will see a blue bar with an arrow on the left and right.

PRINTING TIPS



To print a worksheet click on “File” [the green tab at the top left corner of your screen]. A dialog page will open allowing you several options - choose “Print”. Your print option page will open. Your local printer should show up in the “Printer” box. Underneath is the “Settings” section whose default is: “Print Active Sheets” [which means - print every page in the open worksheet].

To print all **12 months of a worksheet** just click the “Print” button at the top.

To print the form for **one month** (example: July), note the **specific page number** at the top of the form near the yellow highlighted month. In the print “Settings” section labeled “Pages” enter the page number of the desired worksheet **twice**. Example: Pages 5 to 5

TIME TO ENTER SOME SAMPLE INFORMATION



Click on the tab "**Cover**" (the tab on the far left bottom of the screen) Enter the parish name, city and fiscal year date (example: 2013-2014). This information will be carried throughout the workbook automatically. Use the full year (2013-2014 NOT 12-13.) When you have completely filled in the Cover Sheet, click the second tab entitled - "**Guide**".



"**Guide**" lists all the Diocesan accounting categories for religious education (known as the Universal Chart of Accounts). Review this list carefully. Every penny you receive and every penny you spend will be recorded in one of these categories. The more accurate your recording; the more accurate your accounting; the more accurate your budgeting.



This is one of the worksheets where you can not see all the contents. If you need a refresher - see the "Getting Around



On A Worksheet" on the previous page so you can review the whole list.



Suggestion: Print this worksheet now. (see the previous page for directions)

A BRIEF ASIDE

Please Notice there is an "Other" accounting line added to each section Category. (example: 567-14.01; 567-29.02)

The "Other" line has been created for your convenience. Change the name if you have a regular expense that is not listed on the Universal Chart of Accounts. These are the only items on the page that can be altered.

The SECOND item is created for Miscellaneous expenses. These are purchases that are not covered by any of the previously listed line items on the form. This line should typically be a very small part of the budget.

TIME TO ENTER SOME MORE SAMPLE INFORMATION

➡ Review the tabs across the bottom of the workbook until you see “**Office.**” Click the “**Office**” tab and the July page for recording your office expenses should be visible.



If you don't see July in yellow at the top - review the instructions on page 3 for “Getting Around on a Worksheet “



View Right & Left; Up & Down



OK - so - Imagine this - it is July 2nd and you have just recruited a new catechist for the fall. One of the first things you need to do is to pay for (or reimburse) for child protection clearances. Review the “Universal Chart of Accounts” [go back to the worksheet “**Guide**” or use the copy you printed earlier]. Child Protection is considered an Office Expense and you will find it at 567-26.01



At the left of the “**Office**” worksheet you will see a column named “**Date.**” Click in the small box immediately under the example “7/1/13.” You will see a white bounding box appear around this “cell” [this is the jargon name for each of the little boxes].



Type the date of our imaginary transaction just like the example “7/2/13” [without the quotation marks]. **PLEASE NOTICE** - above where you were typing there is a long white rectangle just to the right of three symbols {x ✓ fx} and you will see the date you just typed. If you make a mistake this is where you will make the correction.



Hit your TAB key and the bounding box will move right ➡ into the “**Explanation or Vendor Name**” column. Type “Mary Smith - clearances” [no quotation marks]. Now again use your TAB key and tab to the right ➡ until you see the bounding box in the “**Child Protect 26.01**” column - type in 20 [no need to enter \$ signs] and hit your “ENTER” key. The bounding box should return to the date column.



NOW FOR THE
MAGIC



CHECK THIS OUT!!

First: Look at the bottom of the column “Child Protect 26.01” You will see that the worksheet has automatically totaled the column for you.

Second: Click on the worksheet tab named “Budget Report” (on the same line as **Cover**; **Guide** and **Office**. Look down the July column and you will see that your annual budget report has been updated automatically. The form is fully protected and can only be updated by changes on the monthly Accounting Detail forms. **Your whole year on one page!**

Third: Click on the tab named “Yr. End Rpt” [you will need to scroll down the page a little] and you will see that your end of the year report is updated. This report can be printed and given to the pastor and parish finance committee as a summary of all your financial activity. The form is also fully protected and can only be updated by changes on the monthly Accounting Detail forms (**Office**, etc.).



THAT'S IT - Really!

Every expense and all your income will be entered with the same four steps:

1. Locate the appropriate Account on the “Chart of Accounts”
2. Open your Workbook to the appropriate tab
3. Record the date, the explanation or the name of the vendor
4. Enter the amount in the appropriate column