Open Internet Explorer and enter the following address in the address box, <u>http://cc-sharepoint/bp</u>. The page below will appear.



- 2. Click the "Manager" link, as shown below.
- 3. Next click the "Department..." folder under the "Budget Documents" section.

Site Actions 👻 🎲 Brow	se Page	Company: Clarendon Coll	ege
Manager Ce View informatio	nter → Manager Center Home n about your team members and perform key management tasks.		
Home Employee	anager Company		Search th
Manager Center Home Team Profile Team Job History Team Skills and Training	Manager Announcements Budget reports now available! by SPAdmin You can now view your departmental expense budgets online! Simply click on the folder below in the Budget Documents Budget Documents	1/22/2011 ments section and then click	C 7:41 PM
Team Timecard Entry Timecard Status Recruiting Queries	Type Name Modified Image: Department 5022 - Computer Services 6/20/2011 2:16 PM	Modified By Run Biz	

- 4. The budget for your department will then be displayed under the "Budget Documents" section, see image below. Notice the Excel icon to the left of your file.
- 5. Click the budget file. Clarendon College Site Actions 👻 📂 🛛 Browse 🛛 Page Manager Center > Manager Center Home 4 View information about your team members and perform key management tasks. Employee Manager Company Search t Home Manager Center Manager Announcements Home 1/22/2011 7:41 PM **Budget reports now available!** by SPAdmin Team Profile You can now view your departmental expense budgets online! Simply click on the folder below in the Budget Documents section and then click the Excel worksheet in your folder to view your budget information. Team Job History Team Skills and Training Budget Documents Team Timecard Type Modified Modified By Entry Name Timecard Status CCC Expense Budget Summary_Dept 5022 6/20/2011 2:18 PM Run Biz Recruiting Queries
 - 6. If the message below appears, click the "OK" button to open the file.



- 7. The budget will then open in Excel.
- 8. After it opens make sure the worksheet is using the correct "Year" and "Department", see circled items in the image below.

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7 Department	5022	•					
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11							
12		Values				_	
13 Account Number	Account Description	 Actual 	Encumbered	Total	Budget	Remaining B	
14 21-5022-00-10-5010	Supplies-Computer Services	\$248.81	\$250.00	\$498.81	\$600.00		
15 21-5022-00-10-5020	Travel & Meetings-Computer Services	\$1,050.11	\$262.61	\$1,312.72	\$2,650.00		
16 = 21-5022-00-10-5031	Telephone-Computer Services	\$71.98	\$0.00	\$71.98	\$135.00		
1/ = 21-5022-00-10-5033	Data Communications-Computer Services	\$12,700.55	\$0.00	\$12,700.55	\$42,692.00		
19 -21-5022-00-10-5035	21-5022-00-10-5035 Postage & Freight-Computer Services		\$0.00	\$31.01 \$120 50	\$200.00 \$1.000.00		
20 = 21-5022-00-10-5085	21-5022-00-10-5085 Professional Services-Computer Services Professional Services		\$0.00	\$57,155.00	\$4,500.00	1<	
21 = 21-5022-00-10-5190	022-00-10-5190 Computer Lic & Maint Agreement-Computer Services		\$0.00	\$31,457.79	\$25,419.28		
22 = 21-5022-00-10-5191	00-10-5191 POISE Lic & Maint Agreement-Computer Services		\$0.00	\$49,010.40	\$63,900.00	5	
23 = 21-5022-00-10-5210	Equipment-Computer Services	\$3,387.04	\$0.00	\$3,387.04	\$150,829.95	\$1	
24 = 21-5022-00-10-5215	Computer Software-Computer Services			\$25,537.68	\$17,000.00		
25 21-5022-00-10-5341	Equipment Maintenance & Repair-Computer Services	\$11,069.98	\$61.20	\$11,131.18	\$12,000.00		
26 = 21-5022-00-10-5348	Contracted Services-Computer Services	\$0.00	\$0.00	\$0.00	\$76,324.00	Ş	
27 = 21-5022-00-10-5830	Salaries - Administrative-Computer Services	\$44,790.12	\$0.00	\$44,790.12	\$59,720.17	Ś	

9. Before you can do anything with the spreadsheet you will need to reset the security options. To do this click the Security Warning Options button, as shown below.

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4 5 5 Year 6 Department 7 9 9 Account Number	Help protect me from unknown of Enable this content	ntent (recommended)	Total	Bude	et Bema
10 21-0101-00-10-4001 Tuition In-District-0	Credit		0.00	(\$85,671.00)	(\$116,000.00)
11 = 21-0101-00-10-4002 Tuition Out-of-Dist	rict-Ci		D.00	(\$909,749.40)	(\$1,025,000.00)
12 21-0101-00-10-4003 Tuition Out-of-Stat	e/Nat		0.00	(\$178,996.00)	(\$170,000.00)
13 = 21-0103-00-10-4001 Tuition In-District-0	Contin		0.00	\$0.00	\$0.00
14 321-0103-00-10-4002 Tuition Out-of-Dist	rict-Co		0.00	(\$11,905.00)	(\$18,500.00)
15 321-0103-00-10-4003 Tuition Out-of-Stat	e/Nat		0.00	\$0.00	\$0.00
16 21-0105-00-10-4005 Community Service	Tuiti	UK C	p.00	\$0.00	(\$1,500.00)
17 321-0110-00-10-4010 Building Use Fee-B	uilding Use Fees	(\$626,562.00)	\$0.00	(\$626,562.00)	(\$754,313.80)
18 321-0114-00-10-4014 General Institution	al Fee	(\$496,006.05)	\$0.00	(\$496,006.05)	(\$597,165.25)
19 321-0125-00-10-4025 Out-District/Non-R	esident Fee	(\$445,244.00)	\$0.00	(\$445,244.00)	(\$474,843.09)
20 321-0126-00-10-4026 Distance Learning F	ee	\$0.00	\$0.00	\$0.00	\$0.00
21 321-0127-00-10-4027 Sef Supporting Cou	rse Fee	(\$19,500.00)	\$0.00	(\$19,500.00)	\$0.00
Ready Expense Budget Summary GL Transaction	Summary / 💭 /			100%	
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10. If the following message is displayed choose "Enable this content" and click the "OK" button.

11. Next the data must be refreshed. To refresh the data properly click the "Data" menu item on the Excel ribbon and then click "Refresh All". **The "Refresh All" selection must be clicked twice**.

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- 1 Clarendon College
- 2 Department Budget Summary

- 12. After the data has been refreshed twice the worksheet can be printed or saved.
- 13. This file is linked to electronic purchase request system. Any expenditures and totals for those expenditures will appear in this Excel file.
- 14. To see individual expenditures click on the "GL Transaction Summary" at the bottom of the Excel file, see image below.
- 15. To go back to the summary click the "Budget Summary" tab next to the GL Transaction Summary tab.

54	21-3022-00-10-3803	Medicale-Computer Services					
35	□ 21-5022-00-10-5865	Social Security / FICA-Computer Services					
36	□ 21-5022-00-10-5867	ORP Match-Computer Services					
37	□ 21-5022-00-10-5868	Teacher Retirement System-Computer Services					
38	□ 21-5022-00-10-5871	Workman's Compensation-Computer Services					
39	□ 21-5022-00-10-5872	Unemployment Tax-Computer Services					
40	□ 21-5022-00-10-5873	90 Day TRS Deduction-Computer Services					
41	□ 21-5022-02-02-5210	Equipment-Computer Services					
42	□ 21-5022-03-03-5210	Equipment-Computer Services					
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