FY 2007 Excel Budget Form Features

- **DYCD#ID – Budget Code – Amendment #**
  Should be entered once on the Summary Sheet (Page 1) - Excel will automatically enter the data on the following budget pages (Pages 2-3-4)

- **Number of Positions**
  Will not accept letters

- **TitleCode/Position Title**
  Must be selected from the dropdown menu - only authorized DYCD titles can be utilized. The Title Codes/Position Titles will be consistent

- **Number of Months**
  Must be between 1-12

- **Annual Salary**
  Will not accept cents or letters

- **Hourly Rate**
  Will not accept letters **but** will accept cents

- **Total Hours**
  For part time staff cannot exceed 1827 hours

- **Total DYCD Salaries Cost**
  Will not accept cents or letters

- **Salary SubTotals**
  Excel will automatically calculate & enter data on the Summary Sheet (Page 1)

- All other budget line items that you will be entering data for, will not accept letters or cents

- **Budget data entry** inputted on Pages 2-3-4
  Will automatically be entered on the Summary Sheet (Page 1) & therefore, the figures on Page 1 cannot be changed unless you alter the data you entered on Pages 2-3-4

- All Excel cells are blocked with the exception of cells that are data entry fields

- **Fields** that cannot be changed after you enter your data are highlighted in blue on your screen. However, this will not be indicated when you print the budget

- **Flags** are contained within the Budget Form to alert you if the data entry is not correct

- **Please note**: there is no need to print the budget on a color printer