

Notes on Using Degree Project Budget Worksheet

The Degree Project Budget Worksheet was designed to facilitate creating the budget portion of the Degree Project Proposal. All formulas and calculations are automated, so the student only has to enter numbers.

Opening File

1. In Excel, click **File**, and then click **Open**.
2. In the **Look in** list, click the drive, folder, or Internet location that contains the file you want to open.
3. In the folder list, locate and open the folder that contains the file.
The file is named 06_DP-Budget.xls.

Saving File

Save a *copy* of your Degree Project Budget Worksheet. Do not click on Save Because you will overwrite the original template file. By saving a copy, you retain the original template, permitting you to start over again if necessary (or use the template for future projects).

1. On the **File** menu, click **Save As**.
2. In the **File name** box, enter a new name for the file. Name your file with your last name and 06_DP-Budget.xls example: SandersDPbudget.xls.
3. Click **Save**.

Navigating and Entering Data

You can only enter data in certain fields. On Pages 1 through 3, you can enter numbers (whole numbers or decimals) in Column D (Estimated Units). You can also add information in select rows: Columns A (Item Description), Column B (Pay Rate), Column C (Unit), and Column D (Est. Units). For example, on Page 1, Line 54, you can add additional Personnel, Pay Rate, Unit, and Estimated Units. Other item descriptions not listed can be added on Pages 1 thorough 3 of the Worksheet. Note that entries cannot be made in Column E (Est. Total).

Troubleshooting

If you enter any character other than a number, you will get an error message (#Value!) in Column E (Est. Total) and other calculated subtotal and total fields throughout the Worksheet. To correct this error, delete the character and enter a number.

Calculations

The Worksheet will calculate your Estimated Totals (Rate x Estimated Units) and Subtotals on Pages 1 through 3. It will carry all your Subtotals to Page 3, add a contingency of 20%, and calculate your Grand Total.

Expenses and Income (Page 4)

Use your Budget Summary totals from Page 3 to complete the Expenses portion of the Worksheet. Any dollar amount in the Cash column is real money you expect to spend. Any dollar amount in the In-Kind column is for donations of equipment use or time, gifts, and other items that you did not actually pay for.

Complete the Income portion of the Worksheet. Your Income and Expenses Totals should balance.