

Budget Worksheet Directions

Getting Started

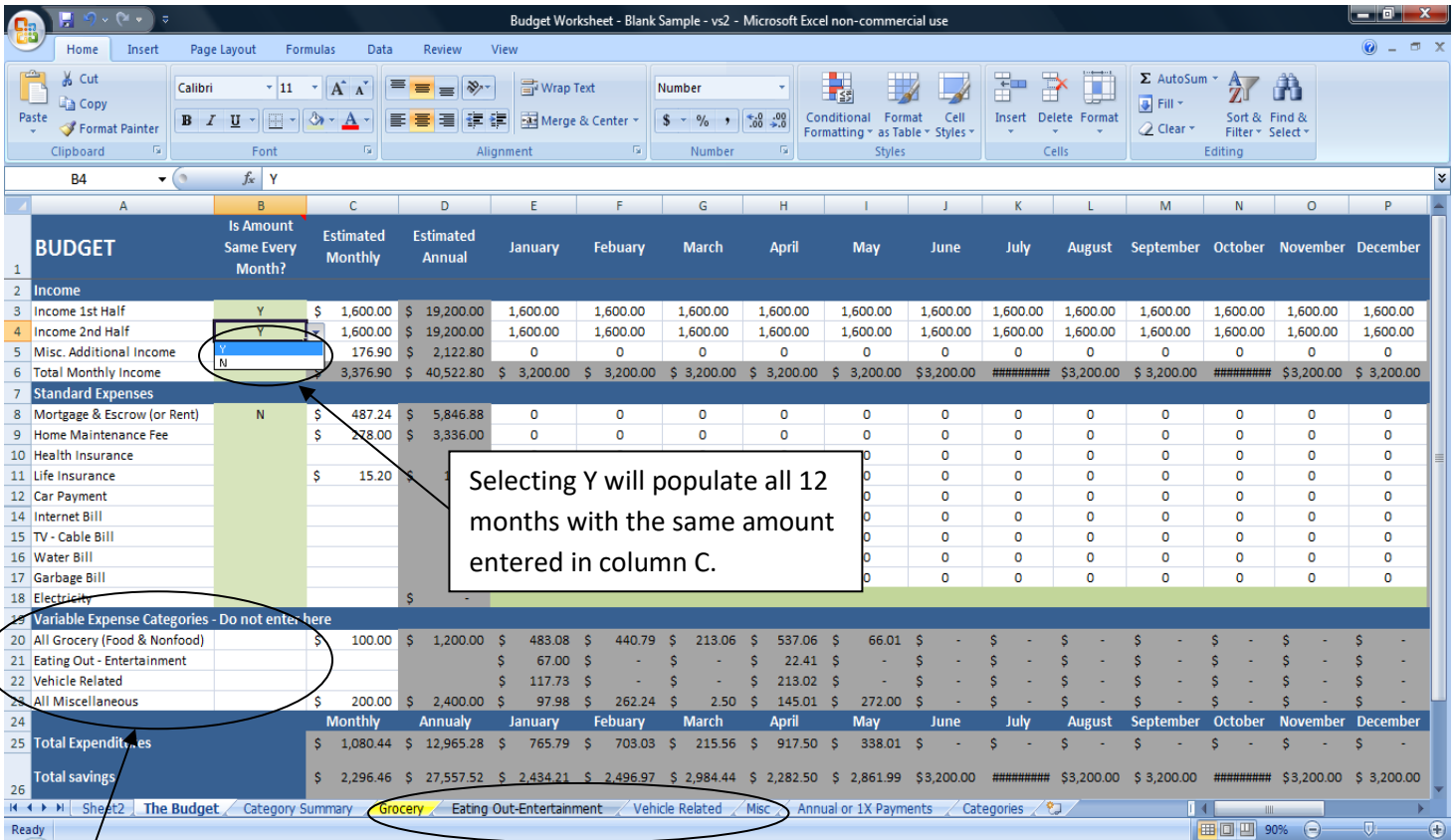
The worksheets are color coded:

- **Green Cells** – Okay to enter your numbers.
- **Grey Cells** – These contain formulas that will automatically calculate. Cells have been locked so you cannot edit.

You will be entering your spending information in the file. You could save all your receipts and enter most of your information at the end of the month or you can enter information as you go throughout the month.

Tab 1 - The Budget

- 1.) First, enter your expenses that are the same every month by selecting 'Y' in column B's drop down list.
- 2.) Enter the monthly amount in column C, 'Estimated Monthly'. The amount will then populate in all months. If something changes, you can always override by typing directly in the cell for a month that it changes.
- 3.) For expenses and income that are not the same every month, you can leave column B blank or select N. As you get the bills or checks, you will simply type the amount into the spreadsheet, underneath the corresponding month.



*Expenses related to categories Grocery, Eating Out-Entertainment, Vehicle or Miscellaneous will be entered into the next 4 tabs and totals will update automatically in the Budget tab.

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Tabs 2-5 – Variable Expense Categories

- Column A – You will enter the Description, Store/Date or Restaurant/ Place. This is for your information and you can get as detailed or as general as you want.
- Item column – for Grocery only; again you can get as detailed or general as you want.
- Category Column – There will be a drop down list in each tab with subcategories you can choose. **To add a new category**, scroll to column Z and add it to the bottom of the list first. Then it will appear in the drop down list.
- Date Column – Some of the tabs have their own date columns. This is just for your information as it can get confusing when you go to the same store 2x or more in one month.
- Green Columns – This is where you enter **numbers only** for the expenses of each particular month.
- **Examples :**

Grocery -

Store/Date	Item	Category	Current Month
HEB 1/2/12	Toilet paper	NONFOOD	5.22
HEB 1/2/12	Hand soap	NONFOOD	3.81
HEB 1/2/12	Diapers	BABY	5.88
HEB 1/2/12	All food	FOOD	1.96

Eating Out – Entertainment –

Restaurant/ Place	Category	Date	Current Month
Sonic	Eating Out	1-Jan	12.00
Sonic	Eating Out	25-Jan	10.00
Movies	Entertainment	1/15	20.00

Vehicle Related

Description	Category	Date	Current Month
chevron	FUEL	1/5/2012	16.30
chevron	FUEL	1/25/2012	50.63
exxonmobil	OIL CHANGE	1/15/2012	50.80
Bucces freeport	MAINTENANCE / REPAIRS		100.00

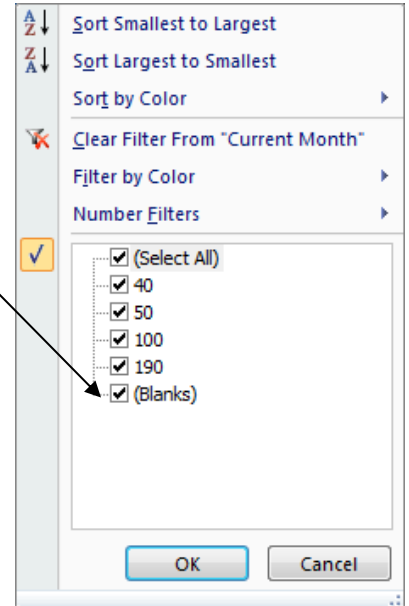
Miscellaneous

Description	Category	Current Month
Home Depot-door knobs	HOME MAINTENANCE / REPAIR	50.00
Galco hardware	HOME MAINTENANCE / REPAIR	10.00
Cleaning lady	MISC.	80.00
Plate set &outfit	GIFTS	50.00

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***Printer Warning-** If you don't want to print 5 pages of blank rows, follow these 2 steps-

1.) In the 4 category tabs, you will want to filter the column by the current month you want to print. Select the arrow/tab in the corner of the 'current month' cell and this box will appear:



2.) All entries and blanks have a check mark. Select the check mark in the blanks box (so that the check mark goes away) and click OK.

- The file is now ready to print only the data entered for the current month and the totals for that month.
- The Budget tab, Categories Summary and Annual 1x tabs are okay to print. Just be sure you have refreshed the category tables so you will have the correct information (more info below).

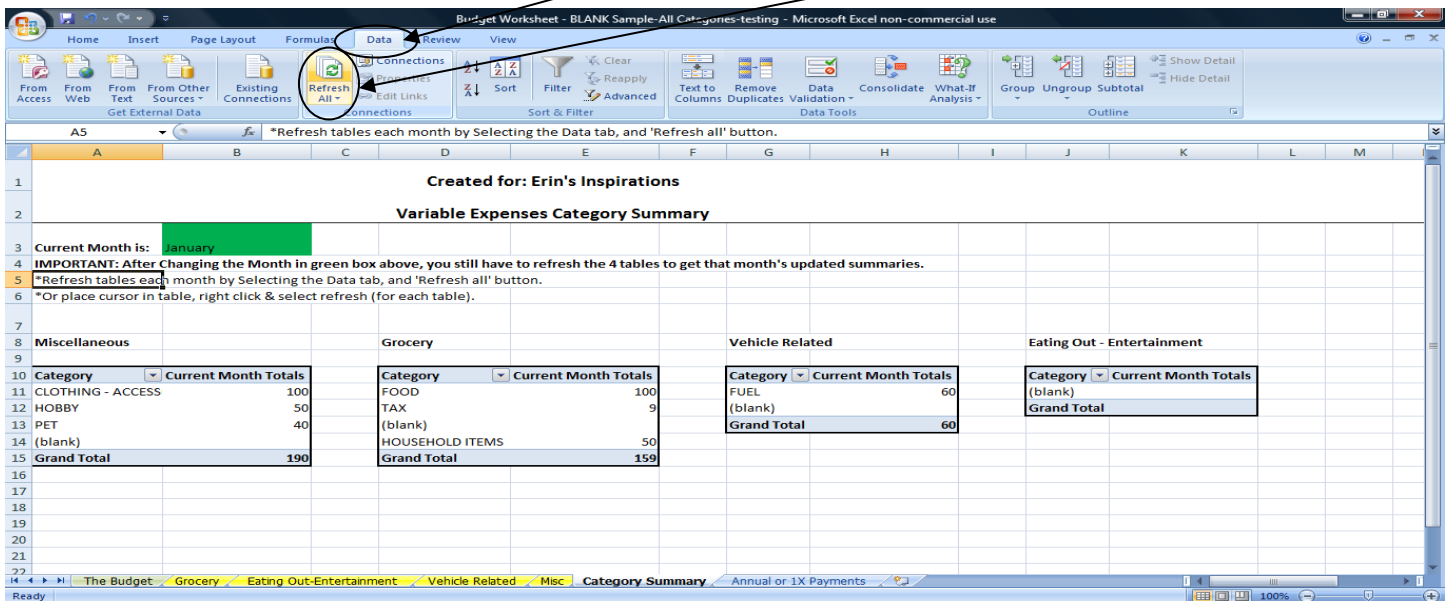
Category Summary Worksheet / Tab

***Do NOT** enter any numbers in this tab! 2 Rules-


- When you change the month in the green box, you **MUST REFRESH tables** before they will update with the new month's data.
- If you add any new data to the 4 category tabs, you **MUST REFRESH tables** for them to calculate the information you entered.

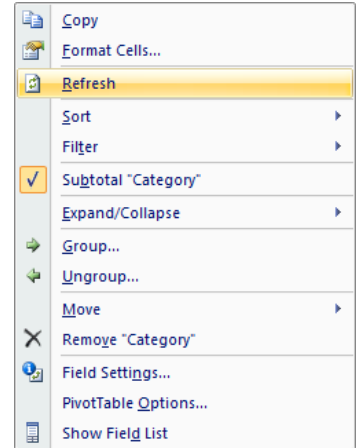
Example: You changed the current month to February and refreshed the tables. You haven't entered any data into the February categories yet, so the tables will all be set to 0. Then you enter your numbers for February in the 4 category tabs. The category summary will still reflect all 0's until you refresh the tables.

How to Refresh Tables - Refresh tables by selecting the data tab and then 'Refresh all' to refresh all 4 tables at once-

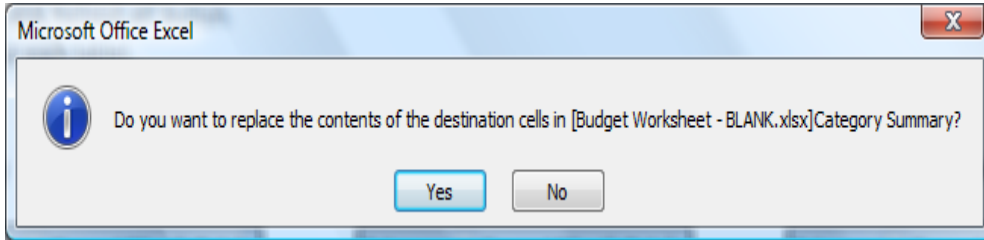


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OR you can place your cursor inside one of the pivot tables, until you get a little plus sign that kind of looks like this -  Do a right click and this menu pops up. Select 'Refresh'. You'll have to do this for each pivot table, 1 at a time.



*You might get a message like the one below when you click refresh. Just select Yes.



*The Category Summary tab will only show data for 1 month at a time. You can save or print each month for your records.

Annual and 1x Payments Worksheet/ Tab

I created this tab because sometimes there are things that happen, or that you plan for, and you don't want to see it in the 'Budget' tab. If you plan to use your tax refund for a vacation, you can enter both in this tab and it won't affect anything in the Budget tab. **Just be sure to enter payments/ expenses with a – (negative sign) in front of the #** so that the total will calculate the amount spent or saved. This is the only tab you would need to enter a negative sign.

Below is an example:

Item / Description	From	Date	Amount
tax refund	taxes	5/1/2012	1,000.00
annual bonus	work	8/1/2012	500.00
vacation- flight	continental	11/12/2012	-300.00
vacation- hotel	all inclusive resort	11/12/2012	-400.00
Total Savings or Expense			800.00

Other tips-

If you don't have time to separate your grocery receipts into different categories in the Grocery tab and/or the miscellaneous tab, you could also enter the total amount and select 'All Other' in the Grocery subcategory.