

Inputting 2016-17 budget on SPOL

1. Log-on to SPOL:

Go to <https://spol.imperial.edu>

2. Log-in to SPOL using your IVC email credentials (e.g. joe.smith@imperial.edu use joe.smith and same email password)



3. Select Planning Year 2016-17 on the top of the page and then click on Budgeting icon



4. Select My budget review.



6. IVC Account codes are referred to as GL codes on SPOL. You will be required to click on the cell that corresponds with the 15-16 proposed budget and GL code you need to modify to enter a new value. Click on "New Budget Item."

Proposed Budget - Forecasted List

Budget Account: 11001-102-6790 - Institutional Research

GL Code: 2108 - Classified Managers Salaries

2016-2017 Show Detail

There is no Proposed budget data found for this planning year.

New Budget Item Close

7. Select the priority of your new budget item, the choices are high, medium and low. Enter a description of your budget item. Pick one of the commodity types. If it does not fit any of the listed commodities, chose miscellaneous. Select if the budget item will be used in the classroom and whether it's a legal/mandated requirement. Enter the line item cost and a justification for the cost. After entering all items hit save and then close.

New Proposed Budget - Forecast Detail

Proposed Budget - Forecasted Detail

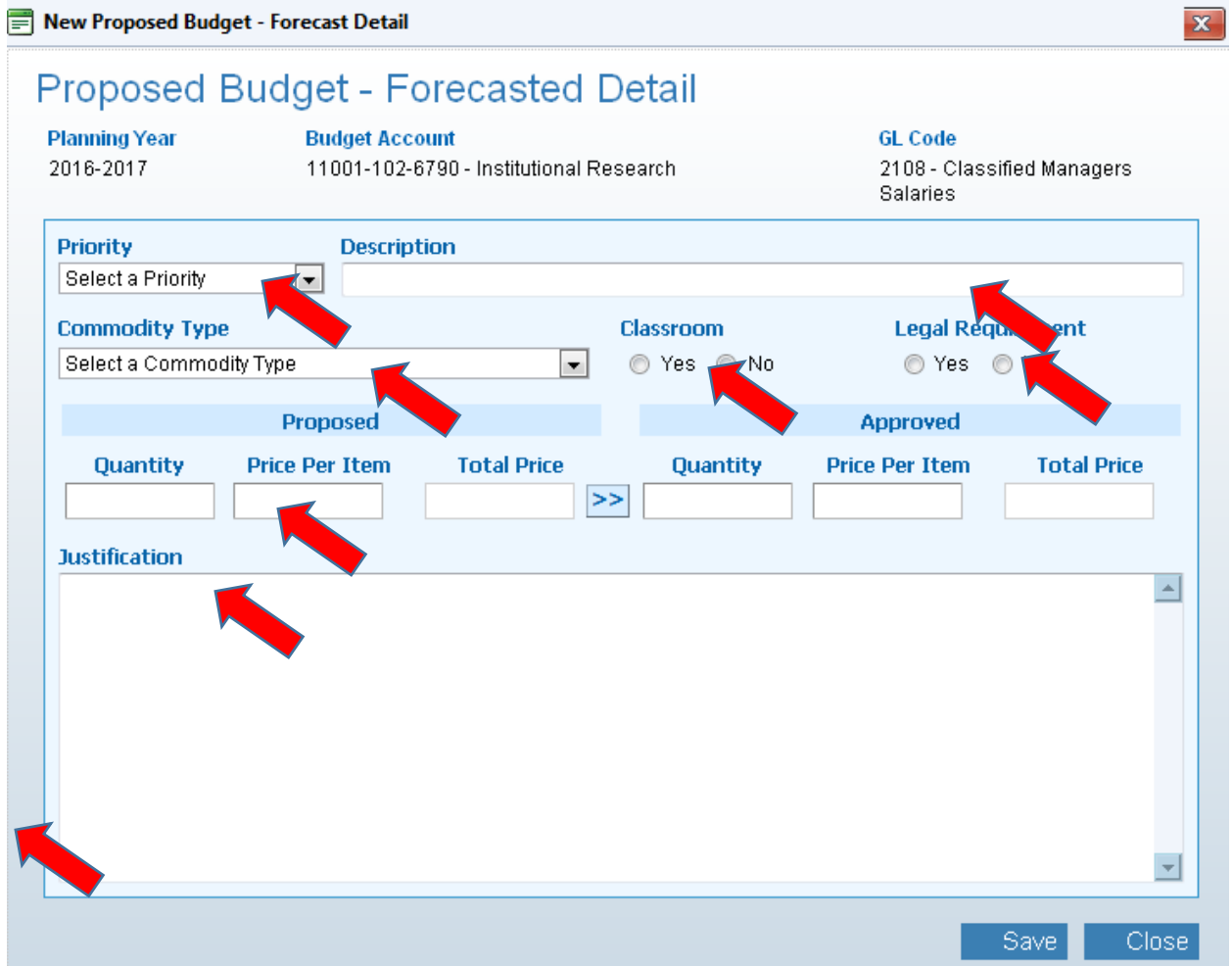
Planning Year: 2016-2017
Budget Account: 11001-102-6790 - Institutional Research
GL Code: 2108 - Classified Managers Salaries

Proposed			Approved		
Quantity	Price Per Item	Total Price	Quantity	Price Per Item	Total Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Justification

Priority: Select a Priority
Description:
Commodity Type: Select a Commodity Type
Classroom: Yes No
Legal Requirement: Yes No

Save **Close**

A screenshot of a web-based budget forecast detail form. The form is titled "Proposed Budget - Forecasted Detail" and includes fields for "Planning Year", "Budget Account", and "GL Code". Below these are several input fields: "Priority" (a dropdown menu), "Description" (a text box), "Commodity Type" (a dropdown menu), "Classroom" (radio buttons for "Yes" and "No"), and "Legal Requirement" (radio buttons for "Yes" and "No"). There are two columns of input fields for "Proposed" and "Approved" items, each with "Quantity", "Price Per Item", and "Total Price" sub-headers. A "Justification" text area is located below the input fields. At the bottom right, there are "Save" and "Close" buttons. Several red arrows are overlaid on the form, pointing to the "Priority" dropdown, "Description" text box, "Commodity Type" dropdown, "Classroom" radio buttons, "Legal Requirement" radio buttons, the "Price Per Item" field in the "Proposed" column, and the "Justification" text area.

8. The amount entered will now be part of your budget. Please repeat the same step for all line lines you wish to modify. Do Not forget to click save.