

From: Carlos Fletes [mailto:carlos.fletes@imperial.edu]
Sent: Tuesday, January 24, 2012 4:56 PM
To: Moderated All Users List
Subject: [ivc-allusers] 2012-2013 Program Review budget entry program

TO ALL PARTIES RESPONSIBLE FOR GENERATING THE 2012-2013 PROGRAM REVIEW BUDGET:

The 2012-2013 Program Review budget entry program is now available. Please follow these steps:

- You can access this program by clicking here <http://staff.imperial.edu/>
- Under Home, enter your user name and password (i.e. carlos.fletes and email password).



- Go back to Home and click on either one of the following options under the PROGRAM REVIEW header.
 - **Add District Line Items** – This option must be used to enter budgets in the 4, 5 or 6 thousand categories only for district unrestricted programs.
 - Salaries and benefits will be entered by the business office ([see attached budget guidelines for exceptions to this](#)).
 - **Add Categorical Line Items** – This option must be used to enter budgets for all categorical programs using all accounts including salaries and benefits. It is important that budgets entered for categorical programs match approved grant amounts.
- Once you are in the program, please follow the instructions provided to enter your budget.
- Follow the attached budget guidelines.

Training on how to use this program will be provided this Friday January 27, 2012 at 10:00 a.m. in Room 2610.

The budget and actual expenditure information provided in the program review program belong to budget year 2011-12. This data is being provided for your reference.

Please make sure that you update every single account that you will be needing in fiscal year 2012-13 in Step 2 of the program review program. As per the attached budget guidelines, your 4,5 and 6 thousand unrestricted district budget categories must reflect an overall net reduction of 5%.

Thank you.

Carlos Flóres

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