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. <u>joe.smith@imperial.edu</u> use joe.smilth 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.

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5. Click on planning unit, then click the budget account you wish to modify. If your budget account line is not showing, please call or email Jose Carrillo.

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This will take you to your budget detail page.

The column that needs to be populated is labeled 2016-17 Proposed.



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."

7. Select the priority of you



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.