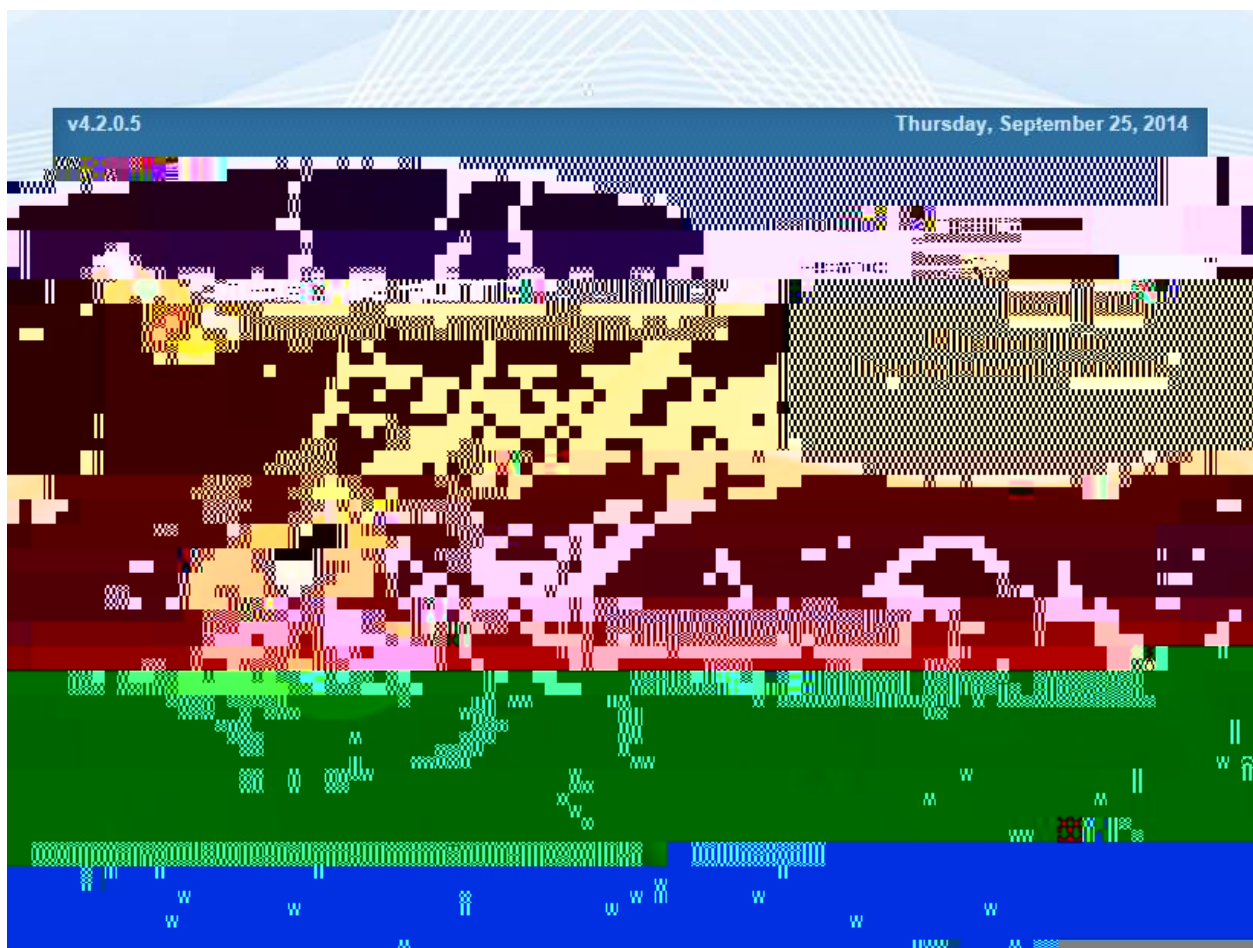


## Inputting 2016-17 budget on SPOL

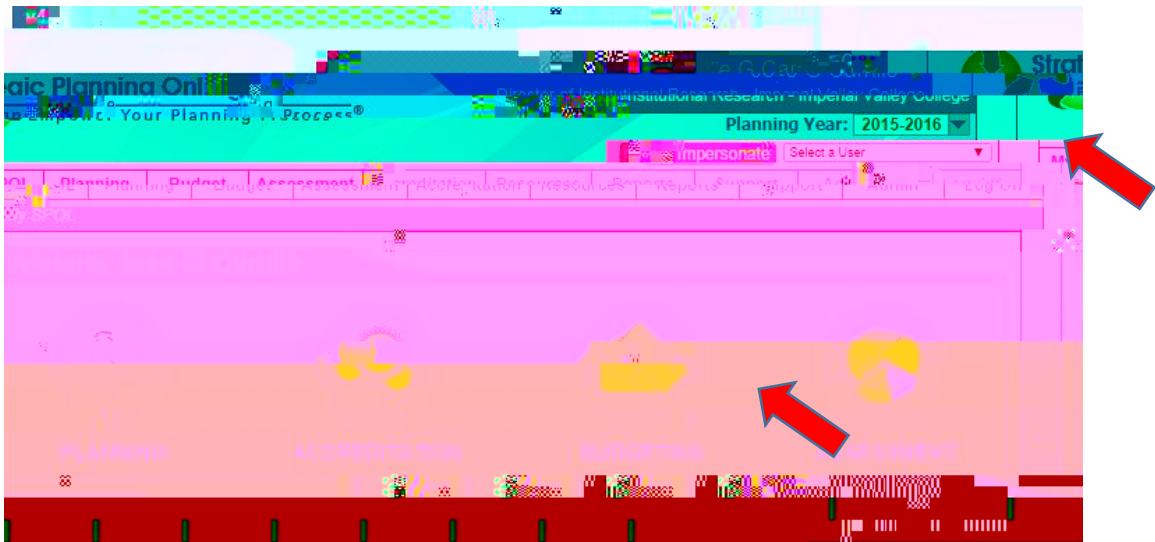
1. Log-on to SPOL:

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

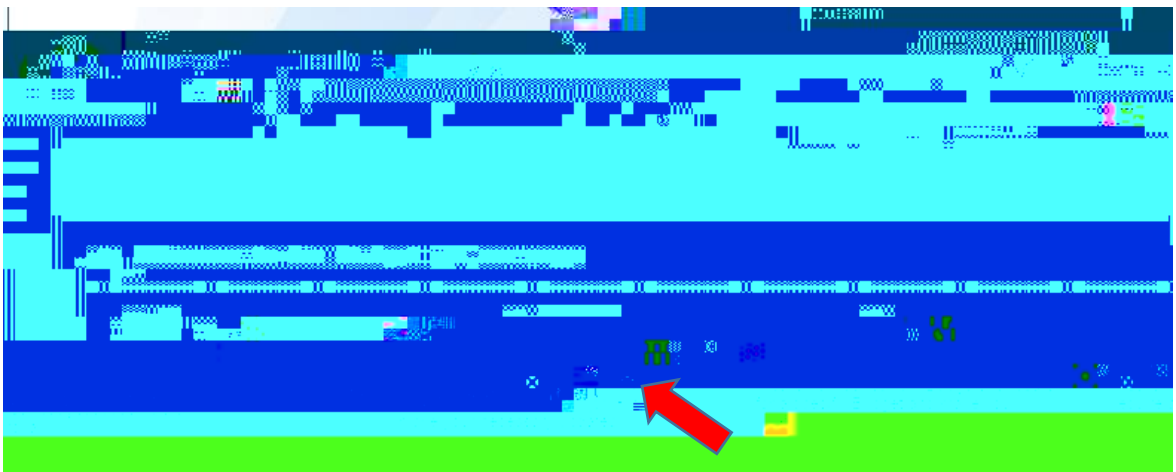
2. Log-in to SPOL using your IVC email credentials (e.g. [joe.smith@imperial.edu](mailto:joe.smith@imperial.edu) use joe.smith and same email password)



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."

7. Select the priority of you

## Proposed Budget - Forecasted Detail

**Planning Year** 2016-2017      **Budget Account** 41301 1000700      **GL Code** 10200  
 Edwards

**Priority**      **Description**

Select a Priority

**Legal Requirement**  
 Yes    No

**Commodity Type**  
 Select a Commodity Type

**Classification**  
 Yes    No

Per Item	Total Price	Quantity	Price Per Item	Total Price	Quantity	Price

**Justification**

- 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.