Sheet1

ACCT
NO.

SALARIES & BENEFITS:
500500
500700
501500
502000
502400
502500
503000
504500
505000
505500
EMPLOYEE RECRUITMENT & DEVELOPMENT:
508100
508500
508600
508700
509000
509100
TRAVEL & ENTERTAINING:
510500
511000
511500
512000
512500
513500
519500
OFFICE SUPPLIES & EXPENSES:
520500
521000
521500
522000
523500
523900
524000
529500
FACILITIES & EQUIPMENT:
531000

531500
531700
532000
532500
533000
534000
534100
534500
535000
535500
536000
536500
537000
537500
538000
538500
538900
539000
539100
PRODUCTION RELATED EXPENSES:
540500
541000
541500
542000
542500
SALES RELATED EXPENSES:
560501
560502
560503
560504
560505
560506
561000
562000
562500
563001
563002
563003
564000
564100
564200
564300
564400
564501
564502
564600
565500
566000
566500

567000
567500
OUTSIDE SERVICES:
570500
571000
571500
572000
572500
574500
575000
PROFESSIONAL CHARGES:
580000
580500
581000
581300
581500
582000
FINANCIAL CHARGES:
585000
585500
586500
587000
587700
587800
588000
588100
588500
588600
588700
589400

 TOTAL EXPENSES

20001
20002
20003
30001
30003
30004
30005

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

EMPLOYEE NAME &

CURRENT HEADCOUNT ***************

OCTOBER 1994 NEW HIRES **********
 1)
 2)
 3)
 4)
 5)
 6)

NEW HIRES ***********************
 1)
 2)
 3)
 4)
 5)
 6)
 7)
 8)
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 11)

12)
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20)

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WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

REF #

TOTAL COMPUTER EQUIPMENT
==

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

REF #

TOTAL OFFICE EQUIPMENT
==

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

REF #

TOTAL FURNITURE & FIXTURES

==

****

WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO

****

REF #

TOTAL PURCHASED SOFTWARE

==

****

WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO

****

REF #

TOTAL LEASEHOLD IMPROVEMENTS

===

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

REF #

TOTAL BLDG & BLDG IMPROVEMENTS
===

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

REF #

TOTAL LAND & LAND IMPROVEMENTS
===

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****

REF #

TOTAL OTHER FIXED ASSETS
==

CAPITAL EQUIPMENT GRAND TOTAL

****
WINDOWS USERS PRESS <CTRL + SHIFT + M> FOR MENU........DOS USERS PRESS <ALT M> FOR MENU........WINDO
****
NOTEPAD SECTION:
(Use this section for calculations, budget explanations, etc.)

Sheet1

WTC
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INSTRUCTIONS:

If you have not yet completed the INTERVIEW section, please press {CTRL-SHIFT-M}, or
(ALT-M) for DOS users, and select INTERVIEW. Complete this section first.

Welcome to the 1995 budget template. The budget template has been automated for
ease of use by first-time spreadsheet users and yet flexible enough to satisfy the serious
user.   Before going any farther, make a backup copy of your budget template. Take the
time to familiarize yourself with the template. By pressing <CTRL + SHIFT + M> or <ALT M> for DOS
users, the template menu will appear. Move around in the template and explore the
various menu items; you may even want to print a copy of the template. Once you are
familiar with the layout of the template, you can begin entering budget data. ALL BUDGET
DATA SHOULD BE ENTERED IN THOUSANDS OF DOLLARS ROUNDED TO THE
NEAREST HUNDREDTH. (i.e. $1050 would be entered as $1.1 whereas $1049 would be
entered as $1.0)

Your budget template contains a large amount of information that is highly confidential.
Please treat this information accordingly.

NOTEPAD

A key part of departmental budgeting involves documenting the assumptions used to
build your budget. Begin your budget by selecting NOTEPAD and briefly describe any
activities and other relevant information which may be critical in your planning process. All
key assumptions, formulas, etc. should be documented in this manner as they build the
foundation for your entire budget. Should it be necessary to justify parts of your budget
from a cost/benefit context, the documentation of your assumptions will prove to be very

important.

HEADCOUNT PLAN

After documenting your planning assumptions, you are ready to begin your HEADCOUNT budget. The headcount budget is divided between existing headcount (those employees currently employed by MY COMPANY that are in your department), October new hires, and projected 1995 new hires. In all cases time phasing has been programmed to minimize the amount of input required. In addition, a space has been provided for you to enter expected overtime dollars at the bottom of the HEADCOUNT section. These dollars will roll-up with your budgeted wages under EXPENSES. Please DO NOT BUDGET OVERTIME unless you have non-exempt personnel that you have authorized overtime for in the past, or you are confident that you will be authorizing overtime for in the future.

The current headcount section of the headcount budget has been completed for you in advance. NO INPUT SHOULD BE REQUIRED. Employee name, calendar month review date, and annual salary have been sourced from the Human Resources database as of September 26, 1994. If an employee's review month falls in October 1994, his/her beginning 1995 annual wages have been adjusted by the average merit increase percentage. Please take a moment to verify the accuracy of your current headcount, annual salaries, and review months. If you find an error in your headcount data for existing employees, please contact your financial coordinator for assistance in making the correction. This will aid Financial Planning in coordinating the change throughout all impacted systems or departments.

A section titled OCTOBER NEW HIRES has been added to the headcount section. If you have APO's that will be filled in October 1994, please add these headcount additions to your budget under this section. These additions will be included with your 1995 beginning headcount and will not be shown as 1995 budgeted additions. In order to add headcount into this section the name of the employee must be listed. A status verification will be made on new hires listed in this section.

The New Hires section of the HEADCOUNT budget has been completed from information you entered in the INTERVIEW. Should you need to change any of this information, please do so in the INTERVIEW section as this is the basis of new hires throughout the template.

Please take particular care in this section as payroll is clearly the most costly and permanent of all company resources. This section is where budgeting managers most commonly over budget, causing total expenses to significantly exceed spending guidelines.

EXPENSE PLAN

The EXPENSES section of your budget is divided between labor & fringes and spending. In almost all cases, spending accounts should be the only part of the EXPENSES section that requires input. Labor & overtime are posted from the manpower section of your budget. Fringe benefits are automatically calculated based on forecasted 1995 expenditure rates.

As an aid in budgeting for your controllable expenses refer back to your INTERVIEW and NOTEPAD section often to include all costs associated with your previous assumptions, projects, etc. Review your HEADCOUNT section and total headcount to help in estimating employee related expenses such as seminars, supplies, travel, etc. Where appropriate, use the 1994 Actual Expense History Report provided in your package to help project next year's expenses. As many additional guidelines and parameters are contained in your Glossary, review it each time you move on to a new expense line item. Remember to regularly document relevant assumptions in NOTEPAD if not already documented in the INTERVIEW section.

Again, be sure to BUDGET IN THOUSANDS OF DOLLARS. Budget for each expense where you anticipate expenditures, making your best effort to identify the month in which they will fall (expenses should generally be budgeted in the month in which the benefit is received, which is usually the month that the company would be invoiced for the service).

CAPITAL PLAN

Document in the CAPITAL section (by asset type) the capital asset description, quantity, total cost, and timing for any anticipated capital expenditure (see the Glossary for capitalization definitions and limits). Describe the asset as specifically as possible within the space provided as your purchases in the coming year will be tracked against your capital budget. Include more specific descriptions or other related assumptions in NOTEPAD.

PRINTING

For Windows users, select the PRINT option from the toolbar. The print range has been previously defined. The report should print to your default printer.

For DOS users, If you experience problems printing your budget, try using the following set-up strings and related print options. If you are printing to an HP LaserJet, use the following set-up string (\027E\027&l1o5.45C\027&k2S) with the pg-length set at 66 and left and right margins set at 0 and 240 respectively. Top and bottom margins should also be set to 0. If you are printing to a line printer, the following set-up string may work (\027E\027&k2S).   Set the pg-length to 60 and use the same margin settings as with a LaserJet.

Should you continue to experience problems after trying these suggestions, please contact Joe Doe at (555) 555-5555. Patty will put you in-touch with a budget analyst who can help you obtain printed output of your plan.

SAVING YOUR WORK

Be sure to save your work on this template as a .wk1 file. This will facilitate the review and approval process.

GENERAL

Once you have completed all sections of your department budget, please immediately
email your completed template back to your financial coordinator. It is strongly
recommended that you keep full copies or files of your department budget so that you can
use it to help you manage your spending next year. Final hard copies will be distributed
by Financial Planning & Analysis shortly after approval. If you would like any help in
preparing your budget please do not hesitate to contact your financial coordinator.

As a final word, I would suggest that you start your budgeting process early. Budget
quality and comprehensiveness suffer greatly when adequate time is not made available
for thought. Remember, the quality of your budget will have a direct bearing on our ability
to meet and measure performance against our 1995 goals, so please take this time to
provide us with your valuable input.

Good luck and happy budgeting.

You may begin by pressing {CTRL-SHIFT-M) (or {ALT-M} for DOS users). If you
have not completed the INTERVIEW section, please complete it now. Then
return to the template menu (CTRL-SHIFT-M or ALT-M) and select the first item EXPENSES.
Proceed through the template by selecting each item on the template menu.

BE CERTAIN TO SAVE YOUR WORK AS A .WK1 FILE!

INTERVIEW SECTION:

99-9999

After answering a few short questions regarding your department, its responsibilities, and financial
parameters, a significant portion of your budget template will be calculated for you. This should
greatly minimize the time required on your part as well as provide the Company with a more
consistent approach to the budget process.

You may press {CTRL-SHIFT-M} (or ALT-M for DOS users) for a customized template menu at any time.

As always, should you feel the calculated amounts are significantly high or low for your particular needs, you can override the calculations and enter your own budgetary numbers, remembering your overall budget must stay within overall parameters given you by your divisional vice president.

To begin your Interview Section, please {PAGE DOWN}.

I. GENERAL

A.

B.

II. PERMANENT HEADCOUNT

1)
2)
3)
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6)
7)
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18)
19)
20)

III. TEMPORARY EMPLOYEES

IV. CONTRACTORS

V. HEADCOUNT RELATED EXPENSES

Depart/Destination
1) SFO/NYC (or NYC/SFO)
2) SFO/BOS (orBOS/SFO)
3) NYC/BOS (or BOS/NYC)
4) Other Domestic
5) International
 Total Trips

Destination
1) New York City
2) San Fransisco
3) Boston
4) Other Domestic
5) International
 Total Hotel Nights

Sheet1

VI. OTHER EXPENSES

The remaining sections of your budget are related to specific programs and
expenses unique to your FY95 objectives. In order to expedite the budget
approval process, please list below any major expenses exceeding
$100k/year for these spending categories.

Please note that the expenses of this section must be budgeted in the
EXPENSES section of this template in order for your budget to be complete
and approved. For Professional and Financial Charges, please input
manually if they are applicable to your department.

Note: You will still need to manually enter budget amounts for Sales Related
Expenses directly in the EXPENSES section of this template.

Note: You will still need to manually enter budget amounts for Sales Related
Expenses directly in the EXPENSES section of this template.

Note: You will still need to manually enter budget amounts for Sales Related
Expenses directly in the EXPENSES section of this template.

Note: You will still need to manually enter budget amounts for Sales Related
Expenses directly in the EXPENSES section of this template.

Note: You will still need to manually enter budget amounts for Outside Services Expenses directly in the EXPENSES section of this template.

Note: You will still need to manually enter budget amounts for Outside Services Expenses directly in the EXPENSES section of this template.

Note: You will still need to manually enter budget amounts for Outside Services
Expenses directly in the EXPENSES section of this template.

CONGRATULATIONS! YOU HAVE COMPLETED THE
INTERVIEW SECTION. By pressing {CTRL-SHIFT-M} or {ALT-M for DOS
users} and selecting INSTRUCTIONS, you can obtain additional
information to complete your budget template.

****
FOR ACCOUNTING USE ONLY.......FOR ACCOUNTING USE ONLY.......FOR ACCOUNTING USE ONLY.......FOR ACCOUN
****

DESCRIPTION

PERMANENT HEADCOUNT
TEMPORARY EMPLOYEES
CONTRACTORS

WAGES ONLY
SALARIES & BENEFITS

TRAVEL & ENTERTAINING
ALL OTHER EXPENSES
TOTAL EXPENSES

TOTAL COMPUTER EQUIPMENT
TOTAL OFFICE EQUIPMENT
TOTAL FURNITURE & FIXTURES
TOTAL PURCHASED SOFTWARE
TOTAL LEASEHOLD IMPROVEMENTS
TOTAL BUILDING & BUILDING IMPROVEMENTS
TOTAL LAND & LAND IMPROVEMENTS
TOTAL OTHER FIXED ASSETS
TOTAL CAPITAL EQUIPMENT

BUDGET TEMPLATE FACTORS:

500500
500500
500700
502000
502400
504500
505000
505500
508700
510500
511500
512000

512500

520500
523500
523900

99
9999

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\G

\H

\M

\N

MAIN

CAP1

CAP2

CAP3

CAP4

SAVE

STOP

Sheet1

****

****
            DEPARTMENT:
            DEPARTMENT #:
            DATE PREPARED:

DESCRIPTION

  WAGES
  VACN.& PERSONAL TIME
  SALES BONUS
  INCENTIVE BONUS
  DISCRETIONARY INCENTIVE BONUS
  AUTO ALLOWANCE
  EDUC REIMBURSMNT
  PAYROLL TAXES EMPLOYER
  RETIREMENT PLAN EMPLOYER
  GROUP INSURANCE EMPLOYER

  EMPLOYEE TRAINING & SEMINARS
  EMPLOYEE RECRUITING
  COLLEGE RECRUITING
  EMP RELATIONS
  REC COMMITTEE
  RELOCATION

  MEALS
  ENTERTAINMENT
  GROUND TRAVEL
  AIR TRAVEL - COMMERCIAL
  LODGING
  BUSINESS MTGS
  OTHER TRAVEL

  OFFICE SUPPLIES
  MANUALS & BOOKS
  SUBSCRIPTIONS
  DUES & MEMBERSHIPS
  COMPUTER SUPPLIES & EQUIP
  EXPENSED COMPUTER SOFTWARE
  PRINTING
  OTHER OFFICE SUPPLIES

  EQUIPMENT LEASE

EQUIPMENT MAINTENANCE
PC MAINTENANCE
EQUIPMENT DEPRECIATION
POSTAGE & EXPRESS MAIL
TELEPHONE
BUILDING LEASE
TEMPORARY RENT
BUILDING MAINTENANCE
GROUNDS MAINTENANCE
BUILDING DEPRECIATION
LH IMPRV DEPRECIATION
UTILITIES
SECURITY
PERSONAL PROPERTY TAXES
REAL PROPERTY TAXES
GENERAL INSURANCE
OTHER FACILITY RELATED
FACILITIES ALLOCATION
TELECOM ALLOCATION

FREIGHT IN
FREIGHT OUT DOMESTIC
FREIGHT OUT FOREIGN
PACKING SUPPLIES
PACKAGE DESIGN

PROMOTIONS-DIRECT RESPONSE
PROMOTIONS-MERCHANDISING
PROMOTIONS-RETAIL MKTG
PROMOTIONS-PRODUCT BUNDLE
PROMOTIONS-MKTG FULFILLMENT
PROMOTIONS-OTHER
STRATEGIC PROMO
PROMO LITERATURE DESIGN
PROMO LIT-USAGE
ADVERTISING DESIGN
ADVERT-PLACEMENT
ADVERT-MANAGEMENT
MDF ADVERTISING
INTERNAL - MDF ADVERTISING
INTERNAL - MDF PROMOTIONS
INTERNAL - MDF EVENTS
INTERNAL - OTHER MDF ACTIVITIES
TRADE SHOW EXPENSE
TRADE SHOW TRAVEL
EVENTS CATERING
PROMO SEMINARS
PUBLIC RELATIONS
SPONSORSHIPS

MARKETING RESEARCH
OTHER SALES RELATED

OUTSIDE SERVICES
REGULATORY APPROVAL
CONT DEV SERVICES
OUTSIDE CONSULTANTS
CONTRACT/TEMPORARY LABOR
OTHER OUTSIDE SERVICES
AFFILIATED SERVICES

LEGAL FEES
DIRECTOR FEES
AUDIT FEES
TAX FEES
DATA PROCESSING CHARGES
OTHER PROFESSIONAL CHARGES

AIRCRAFT OPERATIONS
BANK SERVICE CHARGES
CONTRIBUTIONS - CASH
CONTRIBUTIONS - PRODUCT
GOODWILL AMORTIZATION
BAD DEBT EXPENSE
TRADEMARKS
BUSINESS LICENSE, TAXES & FEES
ANNUAL/QUARTERLY REPORTS
ANNUAL STOCKHOLDERS MEETING
LEGAL CLAIMS
EXPENSE ALLOCATION

SUMMARY INFORMATION: FOR ACCOUNTING USE ONLY:
PERMANENT HEADCOUNT
TEMPORARY EMPLOYEES
CONTRACTORS
TOTAL COMPUTER EQUIPMENT
TOTAL OFFICE FURNITURE & EQUIPMENT
TOTAL BUILDINGS/LEASEHOLDS IMPROVEMENTS
TOTAL OTHER FIXED ASSETS

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DEPARTMENT:

DEPARTMENT #:
DATE PREPARED:

0.00
0.00
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0.00
0.00

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                                                                                    0.00
                                                                                    0.00
                                                                                    0.00

WAGES SUBTOTAL
OVERTIME
SALARY ADJUSTMENT
ONE TIME ADJUSTMENT

TOTAL WAGES (500500)

BONUS ADJUSTMENT

TOTAL PERMANENT HEADCOUNT

TOTAL TEMPORARY EMPLOYEES

TOTAL CONTRACTORS

****

****
           DEPARTMENT:
           DEPARTMENT #:
           DATE PREPARED:

 COMPUTER EQUIPMENT

           DESCRIPTION #1
           DESCRIPTION #2
           DESCRIPTION #3
           DESCRIPTION #4
           DESCRIPTION #5
           DESCRIPTION #6

DESCRIPTION #7
DESCRIPTION #8
DESCRIPTION #9
DESCRIPTION #10
DESCRIPTION #11
DESCRIPTION #12
DESCRIPTION #13
DESCRIPTION #14
DESCRIPTION #15
DESCRIPTION #16
DESCRIPTION #17
DESCRIPTION #18
DESCRIPTION #19
DESCRIPTION #20
DESCRIPTION #21
DESCRIPTION #22
DESCRIPTION #23
DESCRIPTION #24

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DEPARTMENT:
DEPARTMENT #:
DATE PREPARED:

OFFICE EQUIPMENT

DESCRIPTION #1
DESCRIPTION #2
DESCRIPTION #3
DESCRIPTION #4
DESCRIPTION #5

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DEPARTMENT:
DEPARTMENT #:
DATE PREPARED:

FURNITURE & FIXTURES

                                        DESCRIPTION #1
                                        DESCRIPTION #2
                                        DESCRIPTION #3
                                        DESCRIPTION #4
                                        DESCRIPTION #5

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****
            DEPARTMENT:
            DEPARTMENT #:
            DATE PREPARED:

 PURCHASED SOFTWARE

                                        DESCRIPTION #1
                                        DESCRIPTION #2
                                        DESCRIPTION #3
                                        DESCRIPTION #4
                                        DESCRIPTION #5

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****
            DEPARTMENT:
            DEPARTMENT #:
            DATE PREPARED:

 LEASEHOLD IMPROVEMENTS

                                        DESCRIPTION #1
                                        DESCRIPTION #2
                                        DESCRIPTION #3
                                        DESCRIPTION #4
                                        DESCRIPTION #5

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DEPARTMENT:
DEPARTMENT #:
DATE PREPARED:

BLDG & BLDG IMPROVEMENTS

DESCRIPTION #1
DESCRIPTION #2
DESCRIPTION #3
DESCRIPTION #4
DESCRIPTION #5

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DEPARTMENT:
DEPARTMENT #:
DATE PREPARED:

LAND & LAND IMPROVEMENTS

DESCRIPTION #1
DESCRIPTION #2
DESCRIPTION #3
DESCRIPTION #4
DESCRIPTION #5

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DEPARTMENT:
DEPARTMENT #:

DATE PREPARED:

OTHER FIXED ASSETS

DESCRIPTION #1
DESCRIPTION #2
DESCRIPTION #3
DESCRIPTION #4
DESCRIPTION #5

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****
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Sheet1

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MY COMPANY INC.
FISCAL 1995 BUDGET TEMPLATE

DEPT NAME:
COMPANY-DEPT #:
PREPARED BY:
DATE PREPARED:

Windows Users Press <CTRL + SHIFT + M> for the menu
DOS Users Press <ALT M> for the menu

Questions?
Call Joe Doe at (555) 555-5555

****

Department Name:
Department Manager:
Date:

DIRECTIONS

Please indicate your department's basic responsibilities.

Please indicate your major planned projects for the year.

Your beginning headcount is:

This has been determined by your divisional administrator from the most
recent organization charts. Please review the individuals in your
beginning headcount {CTRL-SHIFT-M, Select HEADCOUNT for Windows users,
ALT-M, Select HEADCOUNT for DOS users} to assure the accuracy.

Make any corrections which are necessary; please coordinate these
efforts with other departments which may be effected.

Please indicate your additional headcount requirements for FY 1995:

Position Description

Based on the above employee information, your budget has been calculated for Wages and Benefits. The following employee related expenses will need to be budgeted manually for both existing and new employees if they are applicable to your department: (For OVERTIME PAY, go to HEADCOUNT section)

Acct#
502500
503000
508100
508500
509100

Please indicate the number of temporary employees you expect to use each quarter. If none, please leave blank.

Temporary Employees

Note that expenses related to Temporary Employees need to be budgeted in the EXPENSES section of the template.

Please indicate the number of contractors you expect to use each
quarter. If none, please leave blank.

Contractors

Note that expenses related to Contractors need to be
budgeted in the EXPENSES section of the template.

Travel & Entertainment

Your FY95 Travel & Entertainment expenses will be determined using
standard historical factors. Please complete the following worksheet,
which will be used to calculate the Travel & Entertainment section of
your departmental budget.

Please indicate the number of trips and hotel nights that will be
required based on your FY95 travel plans. (Each trip is assumed to
be for 1 round trip)

Based on the above Information, your budget has been

calculated for most travel categories. The following expenses
will need to be budgeted manually, if applicable.

Acct#
511000
513500
519500

Office Expenses

Office Supplies, Computer Supplies & Equipment, & Expensed
Computer Software

Standard average spending factors based on the above headcount
information have been used to calculate the FY95 office expenses
listed above. Please review these expenses. Should your
departmental needs exceed the amount that has been calculated,
indicate reasons below. You may then enter amounts directly into
the appropriate office expense line items as in previous years.

Reasons:

For the other office expenses listed below, please enter in the template
if they are applicable to your department.

Acct#

521000
521500
522000
524000
529500

Sales Related Expenses

Promotions

Product Name

Advertising

Product Name

Tradeshow/Roadshow

Description

Other Sales Related

Description

Outside Services

Outside Services

List services/projects that are to be outsourced in FY95.

Description

Contracted Development Services

Product Name

Outside Consultants

Product/Services

****

****

DEPARTMENT:
DEPARTMENT #:
DATE PREPARED:

EXPENSE SUMMARY

CAPITAL SUMMARY

Wages
One Time Adjustment Factor
Vacation & Personal Time
Incentive Bonus
Discretionary Bonus
Payroll Taxes -- Employer
Retirement Plan -- Employer
Group Insurance -- Employer
Employee Relations
Meals
Ground Travel
Air Travel - Commercial
1) SFO/NYC
2) SFO/Boston
3) NYC/Boston
4) Other Domestic
5) International
Lodging
1) San Fransisco
2) New York City
3) Boston
4) Other Domestic
5) International
Office Supplies
Computer Supplies & Equipment
Expensed Computer Software

Microcontrol Department Number
Company Number
Department Number

/WTC{BREAKOFF}{IF DEPTNAME<>""}{GOTO}INTERVIEW~
{GOTO}CORNER~{GETLABEL "Type your department name.......",DEPTNAME}~~
{GETLABEL "Type your 6 digit company-dept number. (ie. 99-9999)......",DEPT_}~~
{IF @LENGTH(DEPT_)<>7}{BEEP}{BRANCH \G}
{GETLABEL "Type the full name of the person preparing the budget......",PREPARER}~~
{IF @LENGTH(PREPARER)<5}{BEEP}{BRANCH \H}
{CALC}{GOTO}INTERVIEW~

{MENUBRANCH MAIN}
{ESC}

{MENUBRANCH CAP1}
{ESC}
{MENUBRANCH MAIN}
{ESC}

EXPENSES
Input or edit expense categories
/WTC{HOME}{GOTO}EXPENSES~{RIGHT 4}{DOWN 12}/WTB{DOWN 5}{QUIT}

COMPUTER EQUIP & FURNITURE
Input or edit computer equipment or furniture & fixtures acquisitions
{MENUBRANCH CAP2}
{BRANCH \N}

COMPUTER EQUIPMENT
Input or edit computer equipment acquisitions
/WTC{HOME}{GOTO}COMPUTER_EQUIP~{DOWN 12}{RIGHT}/WTB

PURCHASED SOFTWARE
Input or edit purchased software over $1,000
/WTC{HOME}{GOTO}PURCH_SOFTWARE~{DOWN 9}{RIGHT}/WTB

BLDGS. & BLDG IMPROVEMENTS

Input or edit building and building improvements
/WTC{HOME}{GOTO}BLDG_IMPROVE~{DOWN 9}{RIGHT}/WTB

CANCEL
Cancel command -- Leave existing file intact

NO
Do not end budget session -- Return to Ready Mode
{ESC}

\i ... imports HEADCOUNT, deletes unneeded rows, saves file, clears screen

{GOTO}\i~{right}~
{calc}
/cDEPT_~~
/rncCALCDEPT~~
{down}@right(CALCDEPT,4)~
/c~{down}~{down}
/rv~~
/rncDEPARTMENT~~{down}~
/cDEPT_~~
/c~{down}~{down}
/rv~~
{down}@left(CALCDEPT,2)~{down}
+C1349~
/rv~~
{down}+C1348&C1345~
/rv~~
/rnc6DIGITDEPARTMEN~~{down}~
{calc}
{GOTO}BEGIN_HC~
/reBEGIN_HC~{calc}
{calc}
/WTC{HOME}{GOTO}MANPOWER~{DOWN 13}/WTH
/fccn

0

~HCMASTER~
{calc}
/rncBEGIN_HC~~
{GOTO}BEGIN_HC~{end}{down}{down}
/wdr{end}{down}{up}{up}{up}{up}{up}~
{calc}

/wtc{GOTO}INTERVIEW~
/fs

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.wk1~
/frPRODDEV.wk1~

\L..imports MicroControl data for preparation for upload - BAY AREA

{GOTO}MCLINK~
/fcaeG:\FPA\BUDGET95\MCLOAD.WK4

\P..imports MicroControl data for preparation for upload - NEW ENGLAND

{GOTO}MCLINK~
/fcaeJ:\GROUP\FPA\BUDGET95\MCLOAD.WK4

\A..imports MicroControl data for preparation for upload - ANY LOCATION

{GOTO}MCLINK~
/fccn
MCLINK.WK4
~MCLOAD~
{calc}

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CALENDAR

Hire/
Review

Month

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99-9999

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Sales
99-9999
John Doe

04/18/21

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Sheet1

Sales
John Doe

04/18/21

AUTO ALLOWANCE
EDUCATION REIMBURSEMENT
EMPLOYEE TRAINING & SEMINARS
EMPLOYEE RECRUITING
RELOCATION

Q1

Sheet1

Q1

Q1

0.00

Q1

0.00

ENTERTAINMENT
BUSINESS MEETINGS
OTHER TRAVEL

Account Title

MANUALS & BOOKS
SUBSCRIPTIONS
DUES & MEMBERSHIPS
PRINTING
OTHER OFFICE SUPPLIES

Project #

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Average % Increase per H/C

% of Wages
% of Wages
% of Wages
% of Wages
% of Wages
% of Wages
Annual Cost per H/C
Annual Cost per H/C
Percent of Lodging
Percent of Lodging

Cost per Flight

Cost per Hotel Night

Cost per H/C
Cost per H/C
Cost per H/C

HEADCOUNT
Update or review the headcount plan
/WTC{HOME}{GOTO}MANPOWER~{DOWN 13}/WTH

PURCH SOFTWARE, LHD IMP
Input or edit purchased software or leasehold improvements
{MENUBRANCH CAP3}
{BRANCH \N}

OFFICE EQUIPMENT
Input or edit office equipment aquisitions
/WTC{HOME}{GOTO}OFFICE_EQUIP~{DOWN 9}{RIGHT}/WTB

LEASEHOLD IMPROVEMENTS
Input or edit leasehold improvements
/WTC{HOME}{GOTO}LEASEHOLD_IMP~{DOWN 9}{RIGHT}/WTB

LAND & LAND IMPROVMENTS

Input or edit land and land improvements
/WTC{HOME}{GOTO}LAND_IMPROVE~{DOWN 9}{RIGHT}/WTB

REPLACE
Erase existing file and create a new file
{CALC}/FS~R{QUIT}
{BRANCH \M}

YES
End budget session (Do you need to save your spreadsheet?)
/WEY{QUIT}
{BRANCH \M}

Sheet1

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#NAME?
#NAME?
04/18/21

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#NAME?

Sheet1

Current or
New Hire
Salary

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Sales

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{Page Down to continue}

Existing

{Page Down to continue}

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Calendar
Month (1-12)
To Be
Hired

{Page Down to continue}

{Page Down to continue}

Q2

{Page Down to continue}

Q2

{Page Down to continue}

# of Trips

Q2

0.00

# of Hotel Nights

Q2

0.00

{Page Down to continue}

{Page Down to continue}

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{Page Down to continue}

Sales Kits

{Page Down to continue}

Project #

{Page Down to continue}

Project #

{Page Down to continue}

Project #

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Project #

{Page Down to continue}

Project #

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Proj#

{Page Down to continue}

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04/18/21

ACCT

20001
20002
20003

30001
30003
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CAPITAL
Input or edit capital equipment data
{MENUBRANCH CAP1}
{BRANCH \M}

BLDG, LAND & IMP
Input or edit building, land, & improvements
{MENUBRANCH CAP4}
{BRANCH \N}

FURNITURE & FIXTURES
Input or edit furniture and fixture acquisitions
/WTC{HOME}{GOTO}FURN___FIXTURES~{DOWN 9}{RIGHT}/WTB

Input or edit building & lshld improvements
/WTC{HOME}{GOTO}BLD_LSHLD~{DOWN 7}{RIGHT}/WTB

OTHER FIXED ASSETS

Input or edit other fixed assets not classified separately
/WTC{HOME}{GOTO}OTH_FIXED_ASSET~{DOWN 9}{RIGHT}/WTB

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11/01/94

$0.0
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11/01/94

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Sheet1

11/01/94

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New

Expected
Salary
In Thousands

Q3

Q3

Q3

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Q3

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Expected Promotion Costs

Software
Promotion

Expected Advertising Costs
$(000)
Advertising
Design

Calendar
Month (1-12)

Expected
Costs
$(000)

Expected
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Sheet1

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11/01/94

9.8%

1.8%
11.0%
0.54%
7.1%
3.5%
$5.9
$0.008
21%
55%

$0.230
$1.200
$0.900
$0.750
$1.600

$0.070
$0.100
$0.100
$0.080
$0.150
$0.006
$0.033
$0.018

INSTRUCTIONS
Review the attached instructions
/WTC{GOTO}INSTRUCTIONS~~

Input or edit building & lshld improvements
/WTC{HOME}{GOTO}BLD_LSHLD~{DOWN 7}{RIGHT}/WTB

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Thousands of dollars

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Sheet1

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Thousands of dollars

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Thousands of dollars

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Thousands of dollars

12/01/94

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Thousands of dollars

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Thousands of dollars

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Thousands of dollars

12/01/94

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Sheet1

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Project
Number
from I. B.
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Q4

Sheet1

Q4

Q4

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Q4

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$(000)

Product
Announce

Advertising
Placement

Expected
Costs
$(000)

Sheet1

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Thousands of dollars

12/01/94

9.8%

1.8%
11.0%
0.54%
7.1%
3.5%
$5.9
$0.008
21%
55%

$0.006
$0.033
$0.018

INTERVIEW
Complete the Interview Section
/WTC{GOTO}INTERVIEW~~

Input or edit building & lshld improvements
/WTC{HOME}{GOTO}BLD_LSHLD~{DOWN 7}{RIGHT}/WTB

Sheet1

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	01/01/95	02/01/95
	$0.0	$0.0
	$0.0	$0.0
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01/01/95   02/01/95

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Sheet1

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Sheet1

	01/01/95		02/01/95
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	$0.0		$0.0

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FY95
Total

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	0.00

FY95
Total

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	0.00

Literature
Usage/Desgn   Other

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	01/01/95	02/01/95
	0.00	0.00
	0.00	0.00
	$0.0	$0.0
	$0.00	$0.00

	01/01/95	02/01/95
	0.0	0.0
	0.0	0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
	$0.0	$0.0
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	01/01/95	02/01/95
	9.8%	9.8%
	2.4%	2.4%
	1.8%	1.0%
	11.0%	11.0%
	0.54%	0.54%
	7.1%	10.5%
	3.5%	3.5%
	$5.9	$5.9
	$0.008	$0.008
	21%	21%
	55%	55%
		$0.230
		$1.200
		$0.900
		$0.750
		$1.600
		$0.070
		$0.100
		$0.100
		$0.080
		$0.150
	$0.006	$0.006
	$0.033	$0.033
	$0.018	$0.018

NOTEPAD
Section for calculations & supporting documentation
/WTC{GOTO}NOTEPAD~~{DOWN 6}

SAVE
Save and replace the current worksheet
{MENUBRANCH SAVE}
{BRANCH \M}

*** *********** *********** *********** *********** *********** ***********

*** *********** *********** *********** *********** *********** ***********

   MY COMPANY, INC.
 Departmental Expense Budget
    Fiscal Year 1995

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000
	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000
	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000	$0.000

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                                        $0.0       $0.0       $0.0       $0.0       $0.0       $0.0       $0.0
============================== ======= ======= ======= ======= ======= =======
```

0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0

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MY COMPANY, INC.

Headcount Expense Budget
Fiscal Year 1995

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0

0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0

Sheet1

0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

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	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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| | $0.0 | $0.0 | $0.0 | $0.0 | $0.0 | $0.0 | $0.0 |

=========================== ======= ======= ======= ======= ======= =======

=========================== ======= ======= ======= ======= ======= =======

=========================== ======= ======= ======= ======= ======= =======

| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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MY COMPANY, INC.
Capital Equipment Budget
Fiscal Year 1995

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| | 03/01/95 | 04/01/95 | 05/01/95 | 06/01/95 | 07/01/95 | 08/01/95 | 09/01/95 |
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                                              $0.0 $0.0 $0.0 $0.0 $0.0 $0.0 $0.0
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                                         03/01/95 04/01/95 05/01/95 06/01/95 07/01/95 08/01/95 09/01/95
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                                              $0.0 $0.0 $0.0 $0.0 $0.0 $0.0 $0.0
=========================== ======= ======= ======= ======= ======= =======

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*** *********** *********** *********** *********** *********** ***********

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Sheet1

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0

Sheet1

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** *********** *********** *********** *********** *********** ***********

-- ------------ ------------ ------------ ------------ ------------ ------------
                                      03/01/95 04/01/95 05/01/95 06/01/95 07/01/95 08/01/95 09/01/95
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                          $0.0 $0.0 $0.0 $0.0 $0.0 $0.0 $0.0
============================ ======= ======= ======= ======= ======= =======

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                                      03/01/95 04/01/95 05/01/95 06/01/95 07/01/95 08/01/95 09/01/95
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                          $0.0 $0.0 $0.0 $0.0 $0.0 $0.0 $0.0
============================ ======= ======= ======= ======= ======= =======

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** *********** *********** *********** *********** *********** ***********

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0

Sheet1

** ********** ********** ********** ********** ********** **********

** ********** ********** ********** ********** ********** **********

	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
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$0.0	$0.0	$0.0	$0.0	$0.0	$0.0	$0.0
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	03/01/95	04/01/95	05/01/95	06/01/95	07/01/95	08/01/95	09/01/95
	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%
	2.4%	2.4%	2.4%	2.4%	2.4%	2.4%	2.4%
	1.0%	1.0%	2.2%	2.2%	2.2%	2.2%	2.2%
	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%	11.0%
	0.54%	0.54%	0.54%	0.54%	0.54%	0.54%	0.54%
	10.5%	10.5%	10.5%	10.5%	10.5%	8.3%	8.3%
	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
	$5.9	$5.9	$5.9	$5.9	$5.9	$5.9	$5.9
	$0.008	$0.008	$0.008	$0.008	$0.008	$0.008	$0.008
	21%	21%	21%	21%	21%	21%	21%
	55%	55%	55%	55%	55%	55%	55%
			$0.230			$0.230	
			$1.200			$1.200	
			$0.900			$0.900	
			$0.750			$0.750	
			$1.600			$1.600	
			$0.070			$0.070	
			$0.100			$0.100	
			$0.100			$0.100	
			$0.080			$0.080	
			$0.150			$0.150	
	$0.006	$0.006	$0.006	$0.006	$0.006	$0.006	$0.006
	$0.033	$0.033	$0.033	$0.033	$0.033	$0.033	$0.033
	$0.018	$0.018	$0.018	$0.018	$0.018	$0.018	$0.018

QUIT
Exit without saving and updating data
{MENUBRANCH STOP}
{BRANCH \M}

Sheet1

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 10/01/95 ||||   YR TOTALS ||||
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 10/01/95 ||||  YR TOTALS
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 10/01/95 ||||  YR TOTALS
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            ||||            $0.0
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     $0.0 ||||             $0.0
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 10/01/95 ||||  YR TOTALS
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            ||||            $0.0
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     $0.0 ||||             $0.0
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10/01/95 |||| YR TOTALS
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10/01/95 |||| YR TOTALS
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  10/01/95 ||||   YR TOTALS
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 10/01/95 ||||  YR TOTALS
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     9.8%            9.80%
     2.4%            2.40%
     2.2%            1.80%
    11.0%           11.00%
    0.54%            0.54%
     8.3%            9.10%
     3.5%            3.50%
    $5.9             $5.9
  $0.008           10.00%
     21%           21.00%
     55%           55.00%

                   $0.230
                   $1.200
                   $0.900
                   $0.750
                   $1.600

                   $0.070
                   $0.100
                   $0.100
                   $0.080
                   $0.150
  $0.006            7.50%
  $0.033           $0.393
  $0.018           $0.210
```

Sheet1

UPLOAD TO MICROCONTROL
FOR ACCOUNTING USE ONLY: PLEASE DO NOT CHANGE
** ****************************
                                                                             DEPT# :
                                                                             CATEGORY:
                                                                             FREQ :
                                                                             APPL :

                                                                                     9501
  ACCT   ----------------------------------
  NO.   11/01/94
--- ----------------------------------

Sheet1

Sheet1

*********** ************ *** *********** *********** ***********
         #NAME? FOR NEW ENGLAND LOAD: <CNTL P>
         NEWBUD FOR BAY AREA LOAD: <CNTL L>
         M   FOR ANY LOCATION: <CNTL A>
         BUD

     9502   9503   9504   9505   9506   9507
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 12/01/94   01/01/95   02/01/95 03/01/95 04/01/95 05/01/95
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************************************ *********** *********** *********** ***********

MY COMPANY, INC.
Departmental Expense Budget
Fiscal Year 1995

	9508	9509	9510	9511	9512
	06/01/95	07/01/95	08/01/95	09/01/95	10/01/95	TOTAL