

HOW TO GET YOUR BUDGETS FROM THE “S” DRIVE:

MOST IMPORTANT NOTE: You are *not allowed* to enter the Budget listings on the S: drive before 7:00 am. This is when the budgets are updated with the prior day’s entries by the accounting department. If you enter the drive during that time, *you will halt the updating process for the entire District!*

GO TO **My Computer** Icon - 2x click (Then minimize the box so you can still see your desktop)

- **Admin_share on C:ssd11 Admin (S:)** – 2x click
- **PeopleSoft Shared folder** -2x click
- **Psft** - 2x click
- **Nvision FY08** (for Budget Year 2008) – 2x click

Find the folder with your 3-digit Department ID on it.

Right click and *hold* to drag the folder to your desktop

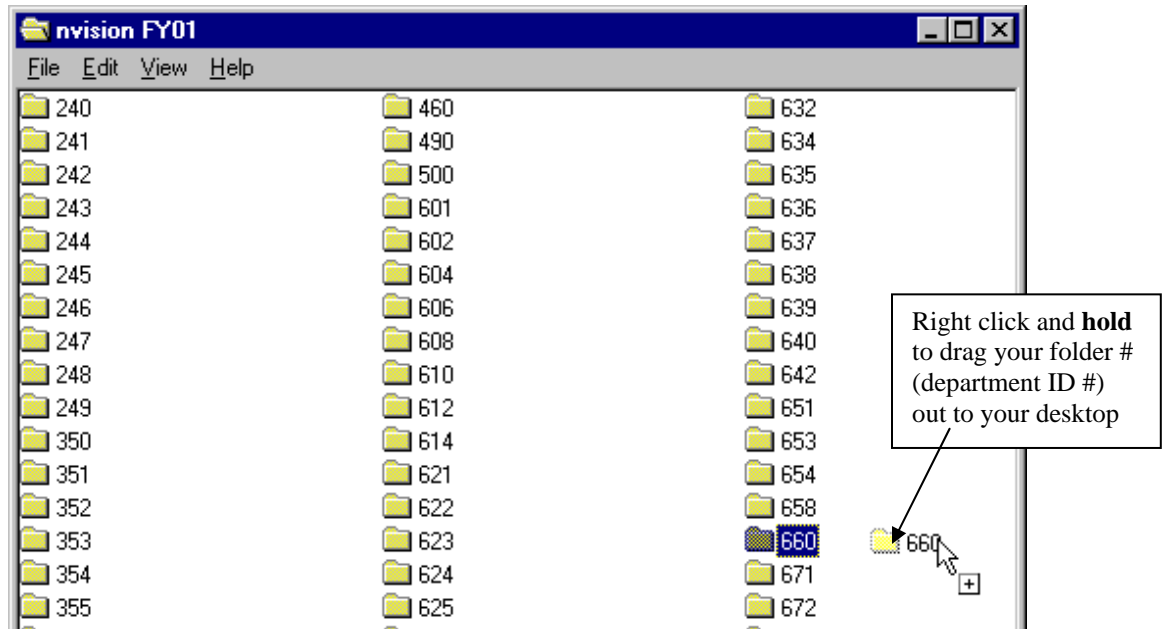
A “+” Box will appear on your dragged icon when you can release it as a shortcut.

When you release the mouse button, a POP-UP dialog box will appear:

Do NOT select “Move Here” or “Copy Here” –

You must left click on the **“Create Shortcuts Here”** choice.

If you attempt to enter the S: drive prior to 7:00 am in the morning, you will most likely receive a “blank” box – this is normal – the Accounting Department is updating your budget. However, if at any other time, your *shortcut icon* does not work for you: 1) simply right click on the icon and delete it 2) then you can start over with the process above again to refresh your shortcut icon. Be sure you have selected the NVisionFY08 for the budget period of 2008. (FY 06 for 2006, etc.) When each new Budget Year opens on July 1, 20xx, you will have to re-create the folder as above, only this time you will select the Budget Year of 20xx.



If you need further assistance, or have questions about your budget information, please feel free to contact Becky Moore in the accounting department at 520 2029.

It would be a good idea to rename your folder “Budget Year 2008” once it is on your desktop. To do this, simply right click on your new folder and select “Rename” – you will be able to rename the shortcut so you don’t get it confused with any other Budget Year shortcut you have created.

While you are in these folders, *NEVER* make or save changes to them. If you do, the files may not properly update the next day and will require maintenance from Information Services.