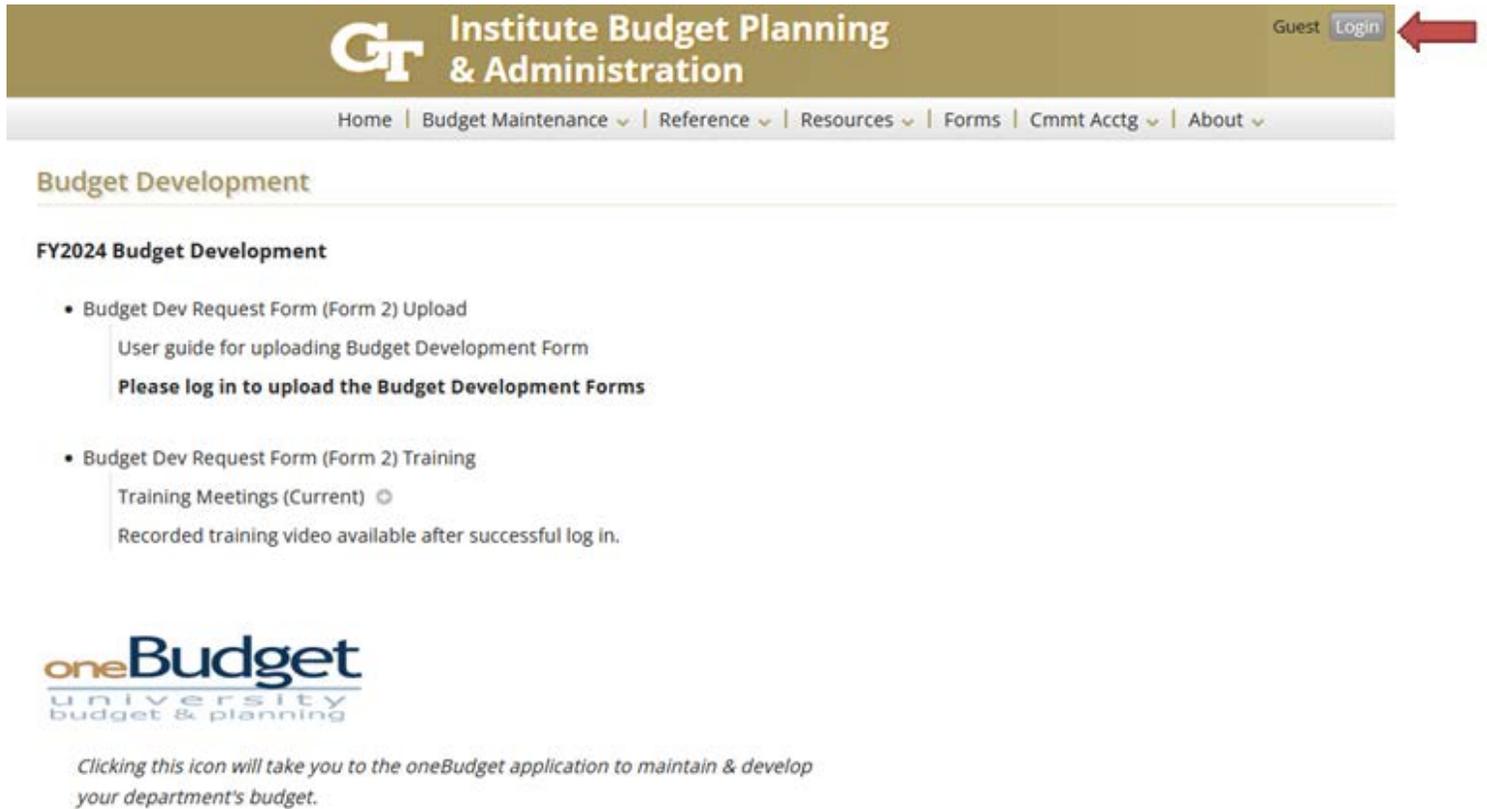


Budget Development Form Upload User Guide

1. Navigate to the [Budget Development](#) page on the IBPA website and log in at the top right hand corner:



GT Institute Budget Planning & Administration Guest **Login**

Home | Budget Maintenance | Reference | Resources | Forms | Cmmt Acctg | About

Budget Development

FY2024 Budget Development

- Budget Dev Request Form (Form 2) Upload
User guide for uploading Budget Development Form
Please log in to upload the Budget Development Forms
- Budget Dev Request Form (Form 2) Training
Training Meetings (Current) 
Recorded training video available after successful log in.

oneBudget
university
budget & planning

Clicking this icon will take you to the oneBudget application to maintain & develop your department's budget.

If you are not logged in, the link will say **Please log in to upload the Budget Development Forms**.

2. Click the Upload Budget Development Forms link to go to the Upload page.

3. If you have not already supplied your name and email address, click the Enter Info button. Otherwise, go to step 5.

Budget Development Forms

The budget development request forms - Budget Development Request Form or Budget Development Forecast Template - are planning tools to communicate priority for strategic funding needs. The Excel forms have the specific instructions for filling them out properly. Please carry out the following:

Step 1. Click the Enter Info button to enter your name and email address. If you have already entered them, they will be displayed.

Step 2. Click the Upload Form button to upload the Budget Development Request Form or Budget Development Forecast Template spreadsheet. If you need to modify the form, you can upload the modified Form in the same way. You will see a list of all of the versions you have uploaded. In addition, you may upload any Word document or pdf file that contains supporting information.

Please contact your Budget Office analyst if you have any questions.

Enter Info

4. Enter your name and email address and click Save.

Enter Information

Please enter your name and email address, and then click the Save button.

Name:

Email Address:

5. Now click the Upload Forms button and select the file you need to upload. You may upload the Budget Development Form, Budget Development Forecast Template, Budget Narrative, and any other file that is requested. Excel spreadsheets, Word documents and pdf files can be uploaded in this way. Once you have selected the file, click the Upload Form button.

Upload Form

Click on Choose File and navigate to the file you wish to upload. Then click on the Upload Form button.

Budget Devel...Form 2.xlsx

6. You will now see your uploaded file listed. You may upload revisions as needed. The upload process will save and number each version. The timestamp will indicate when the file was uploaded.

Uploaded Files

- Budget Development Form 2.xlsx (uploaded 2022-09-29 14:50)
- Budget Development Form 2 (2).xlsx (uploaded 2022-09-29 14:51)