Accessing your Budget Template

Find the email and click the "open" button

FY2020 Budget Template

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The budget template will open in excel online. Make changes and close out the tab by clicking the "x". Excel will save your data automatically.



To access your template after closing you may locate the email and click the open button or click the apps button in the upper left hand corner, then choose One Drive. Your template will be located in the shared folder, shared with me.

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