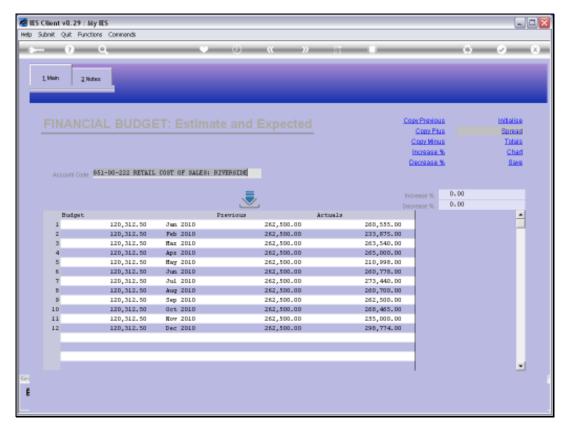


Slide 1

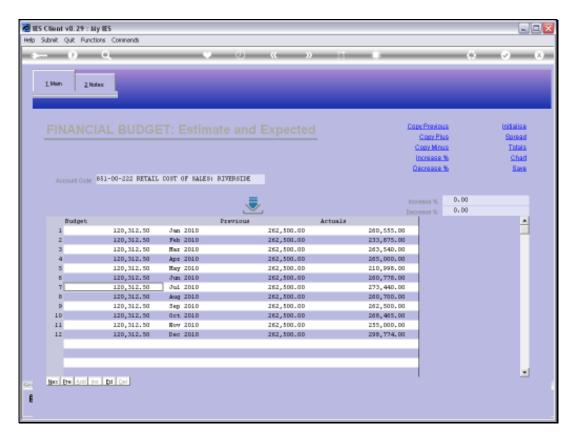
Slide notes: Whenever we have figures in the Budget column, we can apply the 'Spread' function to allocate an equal Budget amount to all the Months. The 'Spread' function will add up all Amounts currently found in the Budget column, and will spread it evenly between all the Budget Periods.



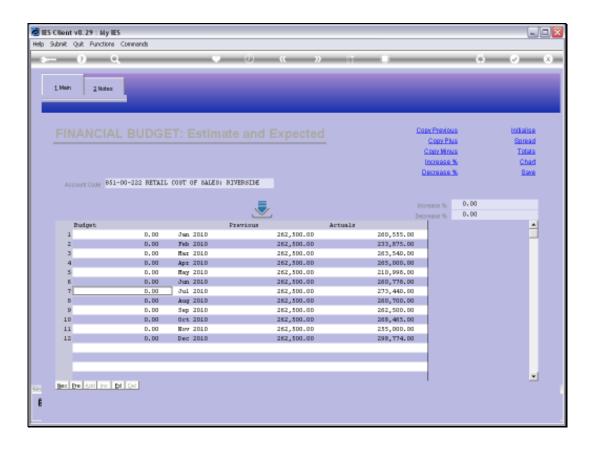
Slide 2 Slide notes:



Slide 3
Slide notes: Now we have equal Budget Amounts in each Month.

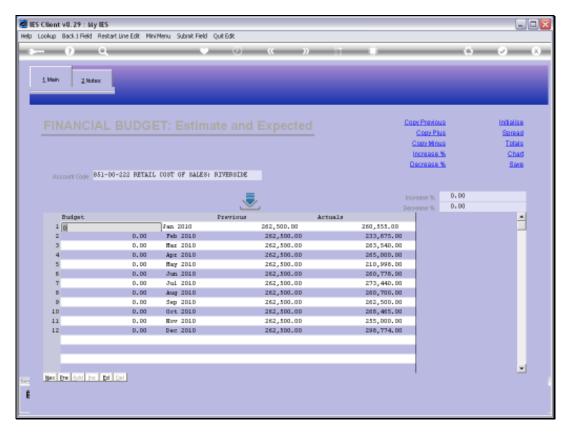


Slide 4 Slide notes:

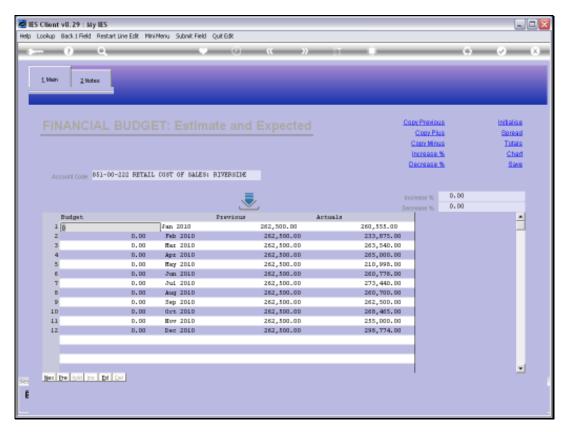


Slide 5

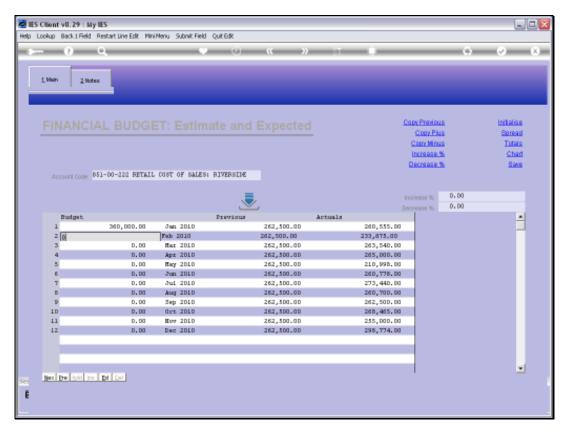
Slide notes: The most popular use for the 'Spread' function is to capture a single Annual Budget Total in the Budget Column, and then to use the 'Spread' function to allocate it by Month.



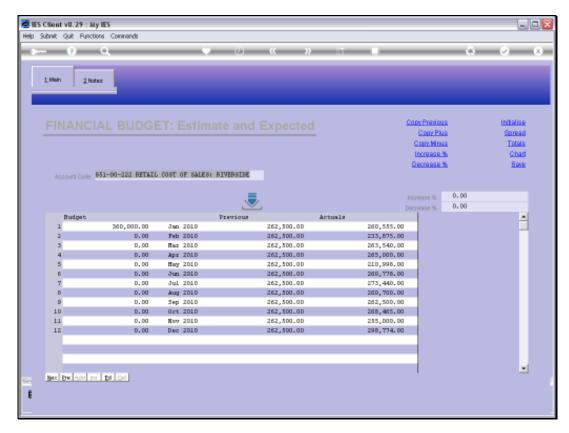
Slide 6 Slide notes:



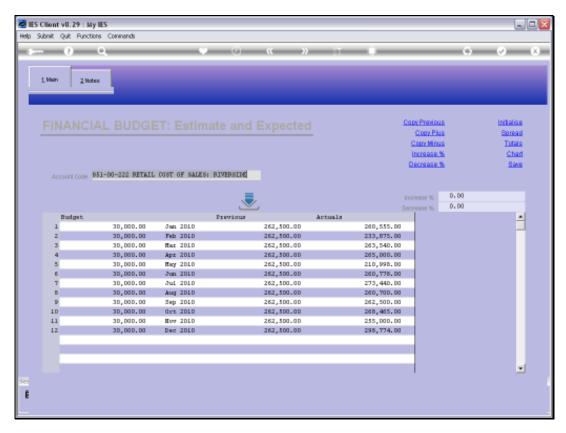
Slide 7 Slide notes:



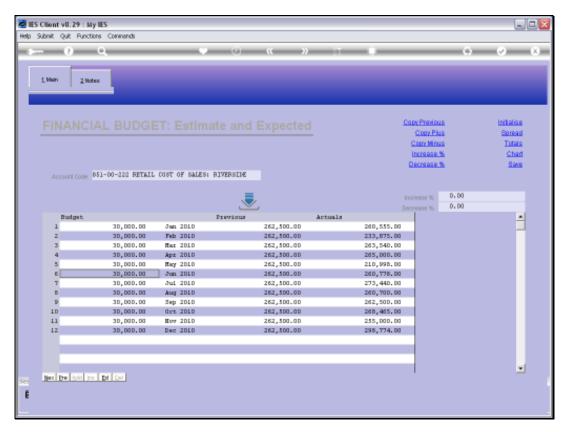
Slide 8 Slide notes:



Slide 9 Slide notes:



Slide 10 Slide notes:



Slide 11 Slide notes: