HELPFUL HINTS FOR USING THE EXPENDITURE BUDGET PACKAGE IN MICROSOFT EXCEL

Protected View and Enabling Content

Some of the Excel files in the budget package zip file may cause warning messages (e.g., protected view, enable content, etc.) to appear on your computer the first time you open the files. The files are safe to use. If you receive a warning, you will need to make the file a "trusted document" before you will be able to edit the file. If you need assistance with this, please work with your IT department as security could be set up differently for your computer or network. The solution is often as simple as clicking on the warning message where indicated and choosing to continue editing the file or enabling content.

Completing Budget Year Information

The spreadsheets will automatically perform mathematical calculations and bring forward certain amounts from one page to another. In order to facilitate the links between files, you should extract (not copy) the files from the zip file and place all of the budget files, as well as the previous year's budget files, in the same directory such as C:\SDFORMS. **If the file names are changed, the files may not appropriately link to each other.**

The district name, county, and CTD number should be entered on the cover page of the budget forms. The district number should not contain any slashes, dashes, etc. This information will be automatically transferred to other sheets in the files.

On the cover page, the version line for the budget being submitted is formatted with a drop-down menu. Select the appropriate choice from this menu. Only choices in the menu may be entered in this cell. If an applicable choice is not listed, contact ADE School Finance Budget Team at 602-542-5695 or by e-mail at SFBudgetTeam@azed.gov for further information.

Linked Instructions

Instructions for completing the budget forms are included on the instructions tab in the budget Excel file. Links to the related instructions are provided throughout the forms. An Instructions button is provided at the top of each form, unless no additional instructions are needed to complete that form. This button links to the first instruction for that form and users may scroll down to view all instructions for the form. Additionally, specific line numbers or section titles have been linked (highlighted in light blue) throughout the forms to allow users to access the specific line instructions directly without the need to scroll through other instructions for the form. To return to the related form after reviewing the instructions, simply click on the form's tab at the bottom of the Excel screen or press the Alt and back arrow keys. The forms have been set to print without "objects" so that the instructions buttons do not print. The light blue highlighting will print similar to the light-yellow highlights used to identify significant changes in this year's forms. Users may remove the highlights before printing if needed.

Format and View Options

To ensure the accuracy of the calculations, each sheet is protected and cells with formulas have been locked. When the sheet is protected, you can move from one unprotected cell to the next

using the Tab key. Row height, column width, and cell format may be modified without unprotecting the sheet. Grid lines have been turned off in order to make the lines used in the forms easier to see. Users may turn the grid lines back on without affecting the calculations or the printing of the spreadsheet. Significant changes from last year's forms are highlighted in light yellow and instruction links are highlighted in light blue throughout the spreadsheets. Users may remove highlights if they prefer before finalizing.

File Integrity

Please keep the following in mind when using the forms in Excel to ensure that the district's data can be properly processed by ADE.

- Rows and columns should not be added or deleted.
- Pasting information is not advised as it can cause merged cells to unmerge and may result in duplicate reporting of expenditures, and/or the value being placed into a cell reference that is different than where the budget system is expecting it.
- Sheet tabs in Excel should not be renamed, moved, or deleted.

Additionally, users with an Excel version newer than Excel 2003 must save the file in the "Excel 97-2003 Workbook (*.xls)" format. ADE's computer system is not able to process files with the.xlsx file extension.

Printing

The Excel files have been formatted to print on legal size paper (8½" by 14"), except for the Instructions, Summary, Truth in Taxation Work Sheet, and APOR55 which are formatted to print on 8½" x 11" paper. If your printer's settings are different from those used to set up the files, a little experimentation may be needed to get each sheet to print on one page. Users should try changing the "scaling" under page setup if needed.

- To print the entire file including the instructions—Select File/Print/Entire Workbook
- To print one page—Select File/Print/Active Sheets
- To print a group of pages (for example to print all sheets without the instructions)—Click on the Excel tab for the first page to be printed and hold the Shift key while clicking on the Excel tab for the last page to be printed – this selects the sheets as a group. Then select File/Print/Active Sheets

Questions or Suggestions

If you have questions or need assistance, please contact ADE, School Finance at (602) 542-5695 or SFBudgetTeam@azed.gov, or the Arizona Auditor General's Office, Accounting Services Division at (602) 553-0333 or asd@azauditor.gov.

If you have any suggestions for improving the forms in future years, please e-mail them to asd@azauditor.gov.