

FY 2013 School Budget Excel Workbook Instructions

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FY13 School Budget Excel Workbook:

The Department of Management's website - www.dom.state.ia.us/local/schools/index.html - has a Microsoft Excel workbook for the preparation of school budget forms on a personal computer. The program includes a database of currently known data for each school district for FY13. It includes many features that simplify the budget preparation process such as calculating property tax rates and online verifications. The budget must be completed using Microsoft Excel. The budget file cannot be created and submitted on open-source software such as OpenOffice.

Macintosh Users:

There is no longer a separate file for Macintosh users. The budget file *cannot* be used on the Macintosh Office form Microsoft Office 2008. It *might* work with Microsoft Office 2011 or on a Macintosh computer using a PC platform.

Downloading School Budget FY13 Startup.xls from the Internet:

- To download *School Budget FY13 Startup.xls* from the Web site (www.dom.state.ia.us/local/budgets/schools/index.html), click on the file with your right mouse button.
- Left click on the “**Save Target As**” option.
- Next a “**Save As**” screen appears. At the top, click on the down arrow in the “**Save in:**” area. Select the drive and folder of your choice to download directly to your computer. Be sure to remember where you place the file.
- The file will now download to the location you selected.
- Follow the same procedures to download the School Budget Instructions.

Using School Budget FY13 Startup.xls:

- Remember to open and print the “**School Budget Instructions FY13.doc**” file using Microsoft Word.
- The first step after opening the School Budget FY13 Startup.xls file is to enable the macros. The FY13 School Budget Excel Workbook will not work correctly if the macros are not enabled. Each time the budget file is opened, *you must enable the Excel Macros*.
- In Microsoft Office 2003 you may get one of these responses:
 - a. If you do not get an option to enable macros and the “**Select School**” screen appears, the macros have been automatically enabled and you may proceed.
 - b. Security Warning: “X:\XXXX\School Budget FY13 Startup.xls contains macros. Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality.” Select “**Enable Macros**”.
 - c. Excel worksheet with the message “The budget file has been opened without enabling the macros.” From the toolbar, select “**Tools**”, then “**Macro**”, and then “**Security**”. Set the Security Level to Medium and then, re-open the file. When asked, choose “**Enable Macros**”.
 - d. Microsoft Excel: “Macros are disabled because the security level is set to High and a digitally signed Trusted Certificate is not attached to the macros...” Select “**OK**”. From the toolbar, select “**Tools**”, then “**Macro**”, and then “**Security**”. Set the Security Level to Medium and then, re-open the file. When asked, choose “**Enable Macros**”.
 - e. Microsoft Excel: “Macros are disabled because the security level is set to Very High. To run the macros, change the security level to a lower setting and verify the macros are signed and trusted.” Select “**OK**”. From the toolbar, select “**Tools**” then “**Macro**”, and then “**Security**”. Set the Security Level to Medium and then, re-open the file. When asked, choose “**Enable Macros**”.

- In Microsoft Office 2007 you may get one of these responses:
 - If you do not get an option to enable macros and the “**Select School**” screen appears, the macros have been automatically enabled and you may proceed.
 - If you get this message: “The budget file has been opened without enabling the macros.” Look for this message near the top of the screen “**Security Warning: Some active content has been disabled**”. Click the “**Options**” button. Choose “**Enable this Content**”. Click “**OK**”. You should receive the “**Select School**” screen.
 - a. If you get this message: “The budget file has been opened without enabling the macros.” and there is no “Security Warning” showing, then click on the “**Office Button**” in the upper left corner. Click “**Excel Options**” in the lower right corner. Choose “**Trust Center**” from the menu on the left. Click on “**Trust Center Settings**” in the middle, right side of the screen. Choose “**Macro Settings**” from the menu on the left. Choose “**Enable all macros (not recommended; potentially dangerous code could run)**”. Click “**OK**”. Click “**OK**” again. Close the file and then re-open. The macros are automatically enabled and you should receive the “**Select School**” screen.
- In Microsoft Office 2010 you may get one of these responses:
 - If you do not get an option to enable macros and the “**Select School**” screen appears, the macros have been automatically enabled and you may proceed.
 - If you get this message: “The budget file has been opened without enabling the macros.” Look for this message near the top of the screen “**Protected View: This file originated from an Internet location and might be unsafe. Click for more details.**” Click “**Enable this Content**”. If you get this message near the top of the screen, “**Security Warning: Some active content has been disabled. Click for more details**”. Click “**Enable Content**”. You should receive the “**Select School**” screen.
 - If you get this message: “The budget file has been opened without enabling the macros.” And there is no “Protected View” or “Security Warning” showing near the top of the screen, then
 - a. Click “**File**” in the upper left corner. Click “**Options**” in the lower left of the menu. In the Excel Options window, choose “**Trust Center**” from the menu on the left. Click on “**Trust Center Settings**” in the middle, right side of the screen. Choose “**Macro Settings**” from the menu on the left. Choose “**Enable all macros (not recommended; potentially dangerous code could run)**”. Click “**OK**”. Click “**OK**” again. Close the file and then re-open. The macros are automatically enabled and you should receive the “**Select School**” screen.
 - b. If you still do not get the “**Select School**” screen then while the macros are now enabled, “Protected View” is also enabled, which it is by default, and the macros will still not run. There are two options for disabling “Protected View”:
 - i. Protected view opens documents in read-only mode. To disable “Protected View”, click the “File” tab. Click “**Options**” in the lower left of the menu. In the Excel Options window, choose “**Trust Center**” from the menu on the left. Click on “**Trust Center Settings**” in the middle, right side of the screen. On the left, click “**Protected View**”. Uncheck the first three options. This will enable Protected View for files originating from the internet, files located in potentially unsafe locations and Outlook attachments. Now when you close the file and then re-open you will have the message “**Security Warning: Some active content has been disabled. Choose “Enable this Content**”. Click “**OK**”. You should receive the “**Select School**” screen.
 - OR
 - ii. Create and designate a “Trusted Locations” folder. First, create a folder into which you will save the budget file. Click the “**File**” tab. Click “**Options**” in the lower left of the menu. In the Excel Options window, choose “**Trust Center**” from the menu on the left. Click on “**Trust Center Settings**” in the middle, right side of the screen.. Click “**Trusted Locations**” on the left. Click “**Add New Location**” near the bottom. Click “**Browse**” in the window that appears. Navigate to the folder you created above. Select the folder and click “**OK**”. In the Microsoft Office Trusted Location window, check the “**Subfolders of this location are also trusted**” option. Click “**OK**”. In the Trust Center

window, click **“OK”**. In the Excel Options window, click **“OK”**. Close Excel. Put the *School Budget FY13 Startup.xls* file in your “Trusted Locations” folder. Now when you open the file, all macros should be functional and you should receive the **“Select School”** screen.

- In Microsoft Office 97 or an older version of Office to change the security level, select **“Tools”**, then **“Options”** and the **“General”**. Turn the Macro Virus Protection Off and then, re-open the file. If you do not get an option to enable macros and the **“Select School”** screen appears, the macros have been automatically enabled and you may proceed.
- **IF YOU DO NOT GET THE “Select School” SCREEN, STOP AND CLOSE THE FILE.** The budget files have opened without enabling the macros. The macros are necessary for the program to work properly.
- At the **“Select School”** screen, choose your school district. Also, enter the name and phone number of the contact person for any questions on the budget. The contact person’s e-mail address is optional.
- Next a **“Save As”** screen appears. Select **“Save”** and choose a location for the file. The default file name is your four-digit school district code (AGWSR = 0009) followed by the two-digit year (000913.xls).
- After the file is saved, you can start entering data.

Using Your School Budget File:

To open the file after it was initially created, choose the file with your four-digit school district code (AGWSR = 0009) followed by the two-digit year (000913.xls). *You must enable the macros every time the budget file is opened.*

The file is divided into two sections. Use the far right blue tabs called “budget” and “worksheets” to switch between the two sections. **“Budget”** includes all of the required FY13 budget forms. **“Worksheets”** includes optional copies of Worksheet 1 and 2, the Unspent Authorized Budget worksheet, and forms that are submitted on paper only – Form 703A Twenty-Year Long Term Debt Schedule and Form S-A Amendment of Budget.

Uploading the Budget to the Department of Management’s Website:

The Excel budget file must be uploaded to the Department of Management’s website. Go to the Department of Management’s home page - www.dom.state.ia.us/index.html. From the “Local Budget & Finance” menu on the left, choose “Local Gov Budget Submittals”. Click on Cities/Schools – “Submit Your Budget” and follow the instructions on the screen. Two signed paper copies of the Adoption of Budget and Taxes form, one proof of publication and one copy of the remaining required budget documents must still be submitted to the control county auditor by April 15.

Creating Separate Public Hearing Notices for Emailing to the Newspaper:

To create a separate Public Hearing Notice:

- On the “Publication” tab, click on the **“Publish: Budget Notice”** box in the upper right hand corner of the page.
- A notice will appear with the message **“Workbook Public Hearing Notice.xls has been created in X:\XXXX** (specifying the same file location where the FY13 budget file resides). Click **“OK”**.
- To view the file, go through Windows Explorer or Excel to find and open the file called **“Public Hearing Notice”**.
- To e-mail the “Public Hearing Notice” to your local newspaper either use the “send to (as an attachment)” function under the Microsoft Excel file menu or open your e-mail software and create a new note with the “Public Hearing Notice” file as an attachment. The “Public Hearing Notice” does include Excel macros; however, it is okay for the recipient to “disable” the macros.
- The newly created “Public Hearing Notice” is password protected and cannot be changed. If a correction is needed, make the change in your original school budget file and then re-create the “Public Hearing Notice”.

To create a separate Amendment Notice:

- On the “Amend Publ” tab, click on the **“Publish Amendment”** box in the upper right hand corner of the page.
- A notice will appear with the message, **“Workbook Amendment.xls has been created in X:\XXXX** (specifying the same file location where the FY13 budget file resides). Click **“OK”**.
- To view the file, go through Windows Explorer or Excel to find and open the file called **“Amendment”**.

- To e-mail the “Amendment” to your local newspaper either use the “send to (as an attachment)” function under the Microsoft Excel file menu or open your e-mail software and create a new note with the “Amendment” file as an attachment. The “Amendment” does include Excel macros; however, it is okay for the recipient to “disable” the macros.
- The newly created “Amendment” is not password protected.

Other Features and Important Information:

Be sure to check the ERRORS sheet (and correct any errors) before publishing your budget and again before submittal to the Department of Management.

The Tab key will take you to the next unprotected cell for entering data.

There are “Comments” in various areas on the Aid and Levy Worksheet. Place your cursor over the red arrow and additional information will appear in a comment box.

The program performs many additional functions and warnings for which a call out box will appear.

If the blue font does not print clearly, in Microsoft Office 2003, under the File menu, choose Page Setup, then Sheet and click on Black and White. In Microsoft Office 2007, click on Page Layout then left click on the small arrow in the lower right corner of the Page Setup menu. When the Page Setup window appears, choose Sheet, and then click on Black and White. Follow the same procedure for every worksheet.