

Frequently Asked Questions - Missouri State Auditor's Office County Budget Package

Applicable instructions in the "T" pages of the printed budget package

General

| | | | |
|----|---|---|--------|
| 1 | My questions are not addressed here or in the printed budget. | Contact countybudget@auditor.mo.gov | |
| 2 | There are no icons on my desktop. | Copy the shortcut files from your C:\WINDOWS\Desktop folder to your desktop. | |
| 3 | When saving the file, Excel prompts to overwrite with the latest format. | You can save the file with the latest Excel format, but you will not be able to work on the file with older versions of Excel. | |
| 4 | I have more than 35 generic funds, which is the limit in this file. | Prepare budgets for remaining funds using copies of the "20xx Generic" generic budget file as necessary. Summarize these additional funds in the "Other Funds" tabs so that all funds are reflected in the Appropriation Order, All Funds Summary, and Prior Year Actual Summary. | No. 11 |
| 5 | Can the budget file be backed-up? | Yes. Burn or copy to a CD -or- email the file to an address that can be accessed by an off-site computer. See Item 11 below for emailing instructions. | |
| 6 | Can unused worksheet tabs, columns, rows, or cells be deleted? | NO, formulas in other worksheet tabs and/or cells can become corrupted. | |
| 7 | When I try to type, I get an error that the cell is protected. | All formulas and most text in the file are protected. You should not need to change these cells. Amounts in the formula cells will change when numbers are entered elsewhere in the budget file. | |
| 8 | Can I print multiple worksheet tabs at one time? | Yes. Click on the leftmost worksheet tab you want to print. Hold down the shift key and click on the rightmost worksheet tab you want to print. You will notice the two tabs you clicked on, as well as any tabs between the two, are now white which indicates the tabs are grouped. After printing, ungroup the pages by right-clicking on one of the white tabs then clicking on "Ungroup Sheets." | |
| 9 | Can I print just certain pages of a worksheet tab? | Yes. Click the Excel menu option File, print preview. You will see "Preview: Page x of x" in the bottom left corner. Use these numbers to identify which pages you want to print. (NOTE: these page numbers do not correspond to the page numbers that print at the bottom of each page.) | No. 15 |
| 10 | Some of my pages cut off at strange places when printed. For instance, I have a page number at the top of some pages, instead of at the bottom. | Contact Countybudget@auditor.mo.gov for support. This is most likely caused by differences in printer driver software. | No. 15 |
| 11 | How do I send an electronic copy of the completed budget to the State Auditor's Office? | Email the file named 20xx_budget.xlsx, which is located in C:\20xxBUDGET folder to countybudget@auditor.mo.gov . You can also burn a copy to a CD. Be sure to copy the file off your hard drive because copying from your desktop will only copy the shortcut file, not the budget file. | No. 16 |

Information Tab

| | | | |
|---|---|---|-------|
| 1 | Does it matter how my county name is typed? | Yes, formulas throughout the file refer to this cell. Use all capital letters with no trailing spaces after the name. | No. 2 |
|---|---|---|-------|

TOC Tab

| | | | |
|---|--|---|-------------------|
| 1 | What information needs to be typed here? | Nothing! This page has formulas that will pull information forward from other worksheet tabs if entered correctly. You do need to type page numbers in the Sum., R, and E tabs. | No. 11 and No. 14 |
|---|--|---|-------------------|

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App. Order Tab

| | | | |
|---|--|---|-------|
| 1 | What information needs to be typed here? | You only need to fill in the blue cells. All other information will roll forward from other worksheet tabs. | No. 6 |
|---|--|---|-------|

All Funds Summary and Prior Year Actual Summary Tabs

| | | | |
|---|--|---|--------|
| 1 | What information needs to be typed here? | If information is entered correctly on all subsequent tabs, Nothing! This tab contains many protected formulas that will roll the fund names and amounts forward. | No. 11 |
| 2 | Generic fund expenditure amounts are not showing up. | Amounts in rows 36 and 38 of the E tab must agree. The amounts in row 38 will be pulled forward from other cells. You will need to re-enter the row 38 amounts adjacent to the function(s) for which the expenditures pertain (rows 13-35) for rows 36 and 38 | No. 11 |
| 3 | The generic fund names appear as #VALUE ! | The fund name typed on the generic R (revenue) tab in cell A3 should end with the word "FUND". | No. 11 |
| 4 | The fund name is truncated. | The formulas can only handle fund names with 5 words, including the word "FUND". These cells, however, are not protected. You can type over the formulas to enter longer fund names. | No. 7 |

GR, SRB, ASSMT, and Generic Sum tabs

| | | | |
|---|---|---|--------|
| 1 | Cells that contain "0.00" are protected, and cannot be overwritten with actual budget numbers. | That is correct! These cells contain formulas which will update automatically after you enter numbers in other cells. Start with the R or E tab, and save the Sum tab for last. | |
| 2 | After entering all information, there is a message that "Cash available does not agree with line 1, above". | Your cash reconciliation does not agree. Make sure your prior year actual amounts have been entered correctly on the R and E tabs. You may also need to consider items such as outstanding warrants on the "Adjustments" lines. | No. 13 |

GR, SRB, and ASSMT R and E tabs

| | | | |
|---|--|---|-------|
| 1 | Can information from the prior year budget be copied into the current budget file? | Yes. Protected cells cannot be pasted over, so you will need to copy and paste small sections at a time. Specifically, do not copy category descriptions or formulas. | No. 9 |
|---|--|---|-------|

Generic fund Sum and E tabs

| | | | |
|---|--|--|--------|
| 1 | The generic fund name in cell A3 cannot be changed. | Change the fund names only on the R (revenues) page tabs in cell A3. | No. 11 |
| 2 | I want to change the tab names at the bottom to something more descriptive. | Double click on the tab and type the new name. | No. 11 |
| 3 | The E tab has many more lines than I need and I don't want to print all of the blank pages. | The E tabs were modified so the Summary by Function section prints on page 1. The Detail of Expenditures categories follow. Therefore, you need only fill out and print the pages needed. There may be enough Detail of Expenditure lines on page 1 for all of your categories to fit on the first page. The following blank pages can be omitted. | No.11 |
| 4 | The amounts do not carry forward to the Sum, App. Order, All Funds Summary, and/or Prior Year Actual Summary tabs. | Amounts in rows 36 and 38 of the E tab must agree. The amounts in row 38 will be pulled forward from other cells. You will need to re-enter the row 38 amounts adjacent to the function(s) in rows 13-35 for which the expenditures pertain. | No. 11 |