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## **Instructions for Downloading Table 15 Worksheets for Calculating Total and Per Pupil Expenditures by Fund Source for Fiscal Years 2011, 2012, and 2013**

A downloadable Excel file has been created to allow divisions to view detailed calculations related to Table 15, *Sources of Financial Support for Expenditures, Total Expenditures for Operations and Total Per Pupil Expenditures for Operations, from the Superintendent's Annual Report for Virginia*. The Excel file allows school divisions to download actual fiscal year 2011 total and per pupil expenditures and provides a tool for divisions to estimate total and per pupil expenditures for fiscal years 2012 and 2013. This information is provided to assist you in complying with the reporting requirements of Section 22.1-92, *Code of Virginia*.

The Excel file is located on the Department's Web site, at the following address:

[http://www.doe.virginia.gov/statistics\\_reports/supts\\_annual\\_report/2010\\_11/index.shtml](http://www.doe.virginia.gov/statistics_reports/supts_annual_report/2010_11/index.shtml)

This address brings you to the Virginia Department of Education's "Superintendent's Annual Report 2010 – 2011" Web page. To download the Excel file, click on the "Excel" link located to the right of the Table 15 description. You may also access the template by logging onto the Department's Web site at <http://www.doe.virginia.gov>. From the left menu bar on this home page, select the option titled "Statistics & Reports," then select "Superintendent's Annual Report" from the right menu, and select "2010-2011" under "Annual Reports by School Year" to access the list of tables. The instructions for loading the Table 15 Excel workbook onto your computer are listed below.

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

RIGHT-CLICK on the "Excel" link located to the right of the Table 15 description.

1. Select "Save Target As" and **save the file to your local drive**.
2. Once the file is saved, close Internet Explorer and open the file using Excel.
3. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

\* If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels in Excel.

Please follow the steps below to access the Excel file if you use **Mozilla Firefox** or **Netscape** as your Internet browser:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.

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2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros.
3. Please note that in order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

1. **RIGHT-CLICK** on the "Excel Template" link.
2. Select "Save Target As" and save the file to your local drive. After the dialog box is opened, please save using a **.XLS or .XLSM extension**. If you are using Excel 2003, the default file type is .XLS. If you are using Excel 2007 or later, after the dialog box has opened, make sure that *Microsoft Office Excel 97-2003 Worksheet* is the format selected in the "Save as type" section of the dialog box. The "File name" section of the dialog box should default to save the file with a .XLS extension. This will ensure that the template has been saved with the .XLS extension.
3. Once the file is saved, close Internet Explorer and open the file using Excel.

\* If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels in Excel.

The Excel template that you downloaded to your computer was written using Excel 2003. There are a number of divisions that are using Excel 2007. The procedures for accessing the Excel template will be explained for both versions below.

For **Excel 2003 users**, please use the following instructions:

When the ASRFIN Excel template is opened, a box will appear with a warning that the file contains macros. The box will prompt you to disable the macros or to enable the macros. In order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

If you are not prompted with the "Enable Macros" button, or if you are prompted with a Microsoft **Visual Basic** error alerting you to disable macros, please follow these steps to reset your macro security level:

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
2. Select "Macro;" then select "Security."
3. Set the security level at "**Medium**." This will give you the option to disable or enable macros.
4. You must exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

For **Excel 2007 users**, please use the following instructions:

Before opening the Excel template, the following macro set-up needs to be completed.

1. Open Excel 2007.
2. Select the “Office Button” in the upper left-hand corner of the window.
3. At the bottom of the window, select the “Excel Options” button.
4. On the “Excel Options” window, select the “**Trust Center**” from the selections along the left of the page.
5. Then, select the “Trust Center Settings...” button near the center of the page.
6. On the “Trust Center” window, select “Macro Settings” along the left of the window.
7. Under the “Macro Settings” section, select “**Enable all macros.**”
8. Select “OK” to close the “Trust Center” window, then “OK” again to close the “Excel Options” window.
9. You can now open the Excel template and begin entering your Table 15 worksheet data using Excel 2007.

If you have any questions regarding this information, please contact the Department of Education Budget Office at (804) 225-2025.