

Instructions for Accessing the Projected State Payment Calculation Template for the Governor's Introduced 2012-2014 Biennial Budget Submitted to the General Assembly on December 19, 2011

A downloadable Excel file has been created to allow divisions to calculate their projected state payments and local matches for Standards of Quality (SOQ), incentive, categorical and Lottery-funded accounts based on the Governor's Introduced 2012-2014 biennial budget submitted to the General Assembly on December 19, 2011.

The template is provided for your use and does not have to be returned to the Department. The calculation template can be downloaded from the Department of Education Web site at:

http://www.doe.virginia.gov/school_finance/budget/calc_tools/index.shtml

This Web address brings you to the Budget Office's "Direct Aid Entitlement & Calculation Templates" Web page. To download the Excel file, right-click on the "Excel Template" link for the Governor's 2012-2014 Introduced Budget.

You may also access the template by logging onto the Department's Web site at <http://www.doe.virginia.gov>. From this home page, select the "School Finance" link on the bottom left corner of the page. From this option, click on "Budget & Grants Management" in the School Finance Main Menu along the right-hand side of the page, then click on "Direct Aid Payments and Calculation Templates," and right-click the "Excel Template" option for the Governor's 2012-2014 Introduced Budget. Please follow the steps below to access the Excel calculation file using the Netscape, Mozilla Firefox, or Internet Explorer browsers.

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

1. After you click on the "Excel Template" link on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
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.
3. Once the file is saved, close Internet Explorer and open the file using 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 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 disabled 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 set-up needs to be done.

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 file for use.

Please refer to the first spreadsheet of the Excel template labeled “Instructions” for a description of the spreadsheets contained within the Excel template and other specific instructions for using the template.