INSTRUCTIONS FOR ACCESSING THE
LITERARY FUND REQUISITION FOR ADVANCE FORM

A downloadable Excel file has been created to allow school divisions to complete a Requisition for Advance from the Literary Fund. The Excel template is located on the Virginia Department of Education's Budget Office Web page and can be downloaded directly from the following address:

http://www.doe.virginia.gov/VDOE/Finance/Budget/literary_fund/requisition_for_advance_form.xls

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 drop-down box in the top right hand corner of the page, titled "DOE Offices."
- Click on "Finance,"
- Click on "Literary Fund" under Budget Office,
- Click on "Literary Fund Application,"
- Then click on the "Excel Document" cell located next to the "Requisition for Advance from Literary Fund" in the section below the "Literary Fund Application."

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

1. LEFT-CLICK on the "Excel Document" link.

2. Select OPEN when asked "Do you want to open or save this file?" (Note: The file will be renamed once you select your school division from a drop-down box when you are in the actual application form. Make sure you do not change the file name assigned to your file.)

3. Next 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.

4. 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 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.

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. Please note that 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.

After accessing the Requisition for Advance form:

1. Select your division using the drop-down box titled SELECT DIVISION located next to Division Number.

2. A box will then appear that asks you to confirm that you have chosen the correct division. If the division name is correct, click "Yes." If you have selected the wrong division, click "No" and select the correct division using the drop-down box.

3. After you have confirmed your division selection, you will be notified that Excel is saving your file to your C:\ drive. Click "OK."

4. Provide information requested in the cells highlighted in yellow.

5. If information is missing, a warning stating "INCOMPLETE APPLICATION" will appear on the signature line. This notice will disappear as soon as all of the required data has been entered.

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