

Corrections to Templates

Below you will find instructions for errors found in the Bulletin 3170-10-01 Appendices that were released in March 2010. This document is meant to be used by those who have entered data into a workbook and don't wish to start over on a corrected template. You can e-mail the resource account at ra-ocyfcontracts@state.pa.us and someone from the Title IV-E Validation Unit will contact you if you need further assistance.

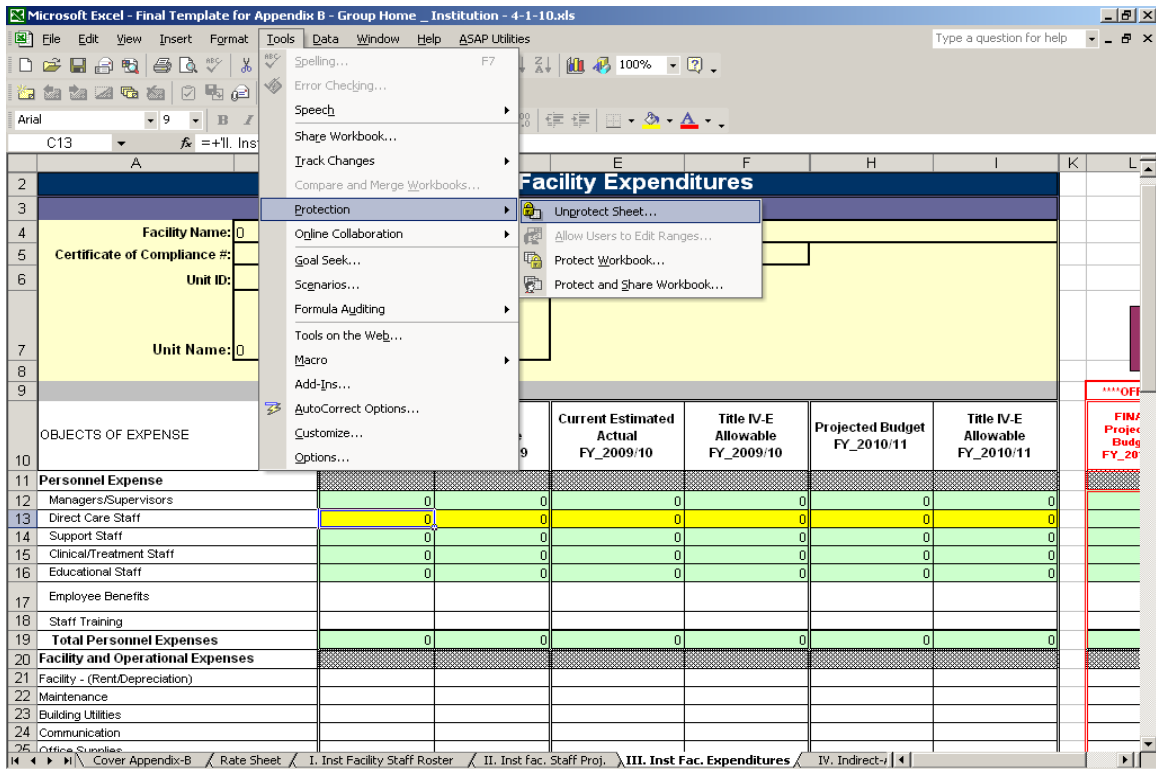
1). Formula Error in Group Home Excel file on Tab III. Inst Fac. Expenditures:

Error occurs in formulas from C13 to I 13:

The screenshot shows the Microsoft Excel interface with the following data in the 'III. Institutional Facility Expenditures' worksheet:

OBJECTS OF EXPENSE	Prior Year Actual Audited FY_2008/09	Title IV-E Allowable FY_2008/09	Current Estimated Actual FY_2009/10	Title IV-E Allowable FY_2009/10	Projected Budget FY_2010/11	Title IV-E Allowable FY_2010/11
Personnel Expense						
Managers/Supervisors	0	0	0	0	0	0
Direct Care Staff	0	0	0	0	0	0
Support Staff	0	0	0	0	0	0
Clinical/Treatment Staff	0	0	0	0	0	0
Educational Staff	0	0	0	0	0	0
Employee Benefits						
Staff Training						
Total Personnel Expenses	0	0	0	0	0	0
Facility and Operational Expenses						
Facility - (Rent/Depreciation)						
Maintenance						
Building Utilities						
Communication						
Office Supplies						

In order to modify the formulas, you will need to unprotect sheet (no password needed). On the Menu Bar in Excel, select Tool>Protection>Unprotect Sheet.

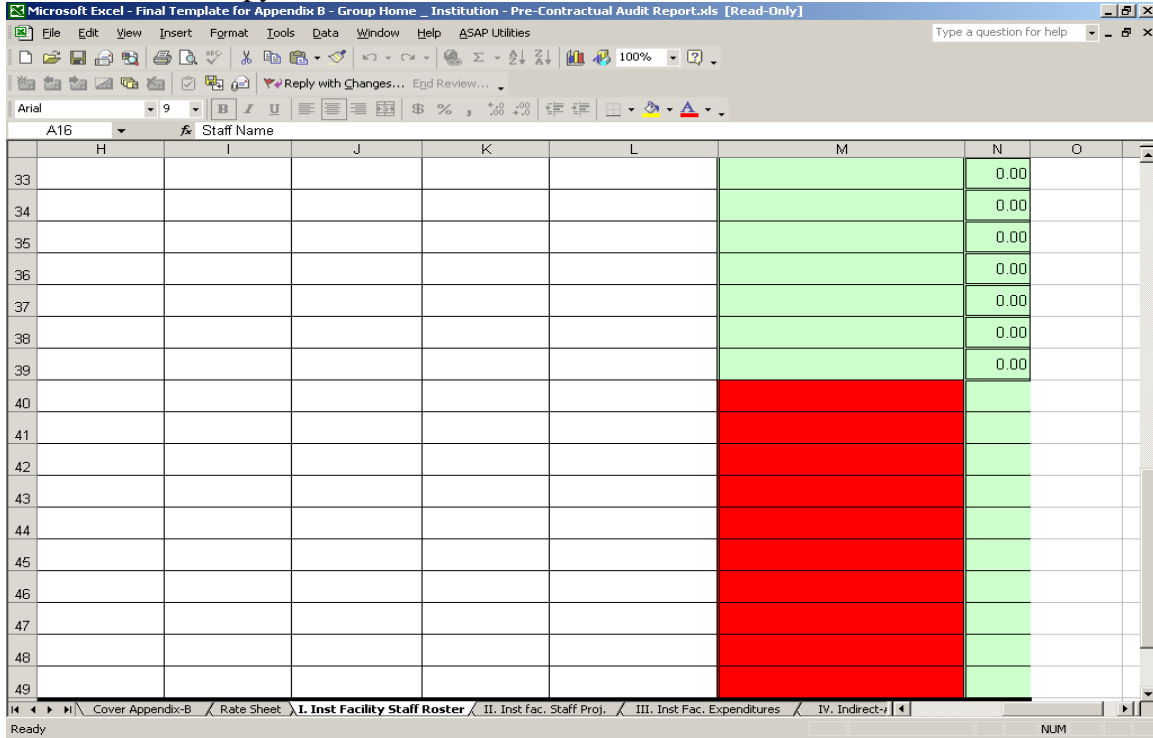


Modify Formulas from cells C13 across to I13:

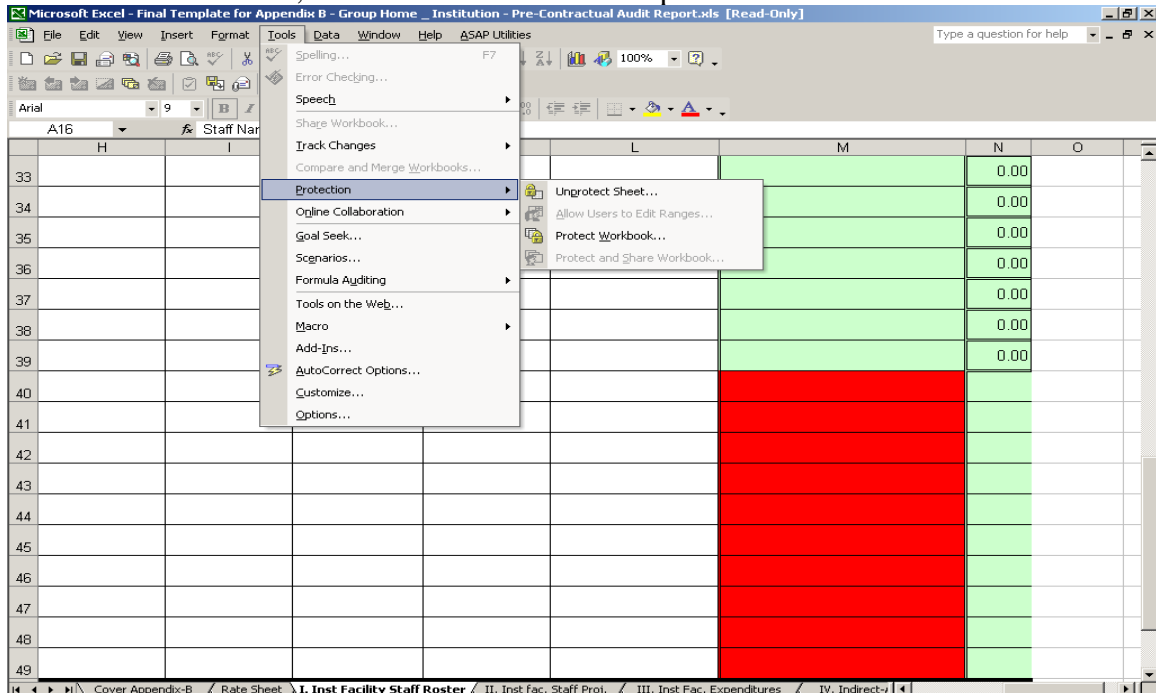
- C13 – from =+'II. Inst fac. Staff Proj.'!B22 to =+'II. Inst fac. Staff Proj.'!B26
- D13 – from =+'II. Inst fac. Staff Proj.'!C22 to =+'II. Inst fac. Staff Proj.'!C26
- E13– from =+'II. Inst fac. Staff Proj.'!E22 to =+'II. Inst fac. Staff Proj.'!E26
- F13– from =+'II. Inst fac. Staff Proj.'!F22 to =+'II. Inst fac. Staff Proj.'!F26
- H13– from =+'II. Inst fac. Staff Proj.'!H22 to =+'II. Inst fac. Staff Proj.'!H26
- I13– from =+'II. Inst fac. Staff Proj.'!I22 to =+'II. Inst fac. Staff Proj.'!I26

2). Macro Error in Group Home Excel file and Foster Family Excel file on Tab I. Inst Facility Staff Roster:
1). Formula Error in Group Home Excel file on Tab III. Inst Fac. Expenditures:

Macro does not copy formulas in column M and N:

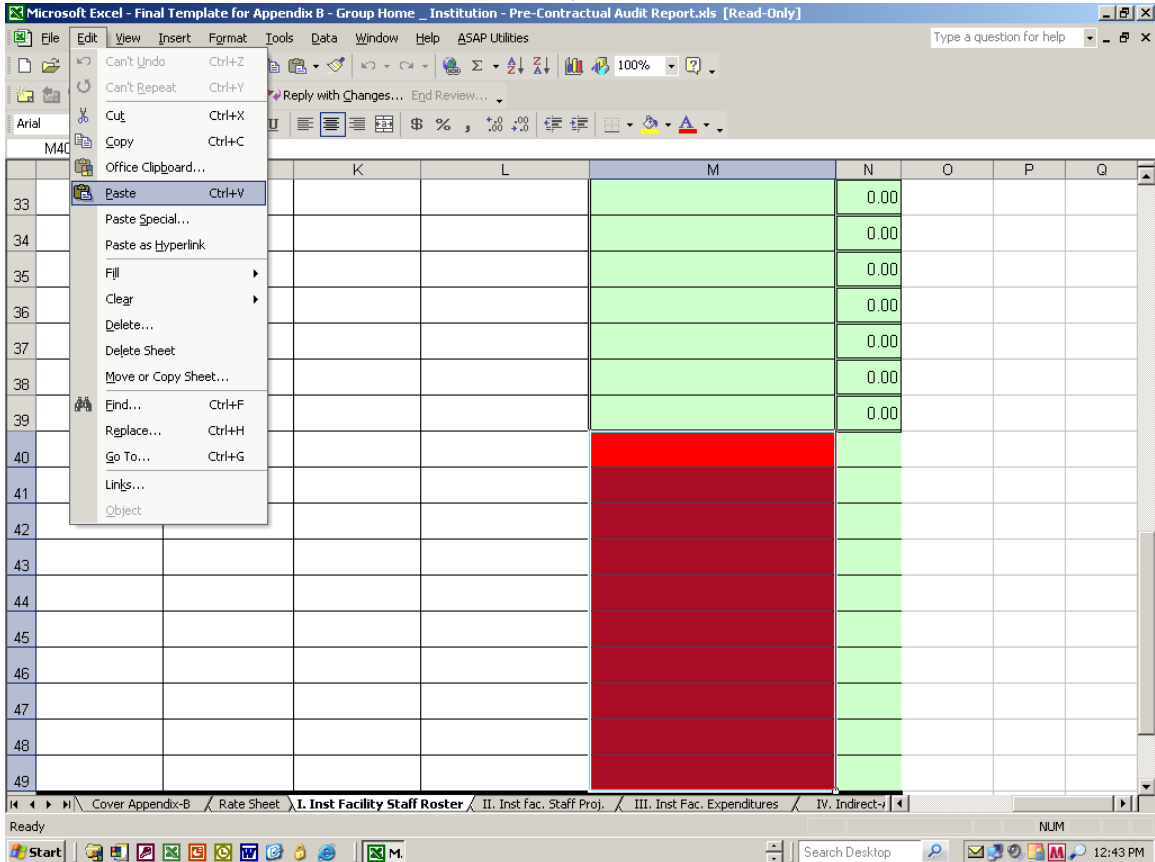


In order to modify the formulas, you will need to unprotect sheet (no password needed).
On the Menu Bar in Excel, select Tool>Protection>Unprotect Sheet.



Go to cell M39 and on the Menu Bar in Excel, select Edit>Copy. Left Mouse click in cell M40 and hold in the left mouse button while moving the mouse downward until you reach the end of the area in which you need to copy the formula. Release the left mouse button and on the Menu Bar in Excel, select Edit>Paste.

Go to cell N39 and on the Menu Bar in Excel, select Edit>Copy. Left Mouse click in cell N40 and hold in the left mouse button while moving the mouse downward until you reach the end of the area in which you need to copy the formula. Release the left mouse button and on the Menu Bar in Excel, select Edit>Paste.



3). Formula Error in Group Home Excel file on Tab V.

Indirect Admin Exp:

Error occurs in formulas from B16 to G18:

The screenshot shows an Excel spreadsheet titled "Microsoft Excel - Final Template for Appendix B - Group Home - Institution - Pre-Contractual Audit Report.xls [Read-Only]". The spreadsheet is on the "V. Indirect Admin Exp" tab. The formula bar shows a formula with a yellow error box: `=H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!C15`. The spreadsheet contains a table with columns for "Prior Year Actual Audited FY_2008/09", "Title IV-E Allowable FY_2008/09", "Estimated Actual FY_2009/10", "Title IV-E Allowable FY_2009/10", "Projected Budget FY_2010/11", and "Title IV-E Allowable FY_2010/11". Rows include "Personnel" and "Operational Expenses" categories. A yellow box highlights the formula error in cell B16.

Modify Formulas from cells from B16 across to G18:

B16 –

- **WAS:** =+'H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!C15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!C16

B17 –

- **WAS:** =+'H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!D15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!D16

B18 –

- **WAS:** =+'H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!E15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!E16

D16 –

- **WAS:** =+'H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!G15

- **SHOULD BE:** =' IV. Indirect-Adm Roster'!G16

D17 -

- **WAS:** ='H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!H15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!H16

D18 -

- **WAS:** ='H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!I15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!I16

G16 -

- **WAS:** ='H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!K15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!K16

G17 -

- **WAS:** ='H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!L15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!L16

G18 -

- **WAS:** ='H:\Documents and Settings\milaird\Local Settings\Temporary Internet Files\OLK1A6\3170-10-01 Appendix A FFH DRAFT.xls] V. Ind-Adm Roster'!M15
- **SHOULD BE:** =' IV. Indirect-Adm Roster'!M16