

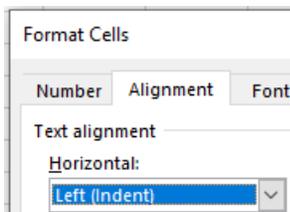


Scroll down to see all required updates.

### Codes.xlsx (C01): 8-17-2021 (RECOMMENDED)

When printing the C01, the word "Attest" is cut off due to cell format as center alignment rather than left alignment. Please follow these steps to format Cell A77:

1. Open the Codes.xlsx file and right-click the **C01** tab, then click **Unprotect Sheet...** (or click the "C01" tab at the bottom, then the "Review" tab from the Excel menu, then "Unprotect Sheet").
2. Enter password **4414** then hit enter.
3. Right-click **Cell A77**, and select "Format Cells".
4. From the Format Cells window, select the Alignment tab and select "Left Indent" for Horizontal Text alignment then click OK.



5. Right-click the **C01** tab, then click **Protect Sheet...** (or click the "C01" tab at the bottom, then the "Review" tab from the Excel menu, then "Protect Sheet").
6. Enter password **4414** then hit enter. Re-enter password to confirm and hit enter.
7. **Save.**

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### Codes.xlsx (CO99 - RNR): 8-11-2021 (REQUIRED if publishing RNR)

For districts that are required to publish the Revenue Neutral Tax Rate, the RNR heading on Excel row 94 on the CO99 tab needs to be widened to show the entire column heading. This will flow over to the Revenue Neutral tab. **If you have already published, this will not impact your RNR Hearing.**

Please following these steps to widen the row:

1. Open the Codes.xlsx file and right-click the **CO99** tab, then click **Unprotect Sheet...** (or click the "CO99" tab at the bottom, then the "Review" tab from the Excel menu, then "Unprotect Sheet")
  2. Enter password **7882** then hit enter.
  3. Scroll down to Excel Row 94 and hover mouse between row 94 & 95 until the mouse changes to .
  4. Click and drag down to widen Excel Row 94 until the full headings in Excel Column I and Column J are displayed: Estimated Tax Levied and Est. Tax Rate.
  5. Right click the **CO99** tab and then click **Protect Sheet...** (or click the "CO99" tab at the bottom, then the "Review" tab at the top, then "Protect Sheet").
  6. Enter password **7882** and hit enter, then re-enter password to confirm and hit enter again.
  7. **Save.**
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## Sumexpen.xlsx (CO99a): 8-9-2021 – posted at 8:30 AM (REQUIRED)

If you have not downloaded the updated Tools.xlsm and Sumexpen.xlsx files, please reference **8-3-2021** update below.

If you have downloaded the Tools.xlsm and Sumexpen.xlsx *after* 8-3-2021, but *before* 8-9-2021, the following correction is required (or you may re-download the files as instructed below on 8-3-2021):

1. Open the Sumexpen.xlsx file and right-click the **CO99a** tab, then click **Unprotect Sheet...** (or click the “CO99a” tab at the bottom, then the “Review” tab at the top, then “Unprotect Sheet”)
2. Enter password **6404**
3. Click cell **C12** and update formula:  
`= [Codes.xlsx]CO99!$H$21`
4. Hit enter after updating formula to accept formula update.
5. Open the Sumexpen.xlsx file and right-click the **CO99a** tab, then click **Protect Sheet...** (or click the “CO99a” tab at the bottom, then the “Review” tab at the top, then “Protect Sheet”)
6. Enter password **6404** and hit enter, then re-enter password to confirm and hit enter again.
7. **Save.**

## Tools.xlsm & Sumexpen.xlsx: 8-3-2021 – posted at 3:15 PM (REQUIRED)

All USDs will need to download the updated Tools.xlsm and Sumexpen.xlsx files. *Includes all other updates noted below.*

1. Make sure all budget files are closed.
2. Go to the [USD Budget Spreadsheets webpage](#).
3. Click the [Updated Sumexpen & Tools](#) link found within the second section under the USD Budget Software link (this will download a compressed folder with the updated Tools.xlsm & Sumexpen.xlsx files in it).
4. Open the downloaded compressed folder (Tools & Sumexpen.zip). *Do not open Sumexpen.xlsx or Tools.xlsm file from this folder as it will break the links*
5. Drag & Drop or Copy & Paste the Tools.xlsm and Sumexpen.xlsx files from the compressed zip folder into your budget folder (default name = Bdgt2022)
6. Click to replace existing files when prompted.

### Tools.xlsm

The buttons in the Tools.xlsm file have been modified in order to resolve the following reported issues:

- **Notice of Hearing:** Back by popular demand is the “Notice of Hearing” button on the “Main” tab. This was removed from the original version because of the addition of the “Revenue Neutral Tax Rate” (RNR) table to the CO99. However, the button has been added back onto the file for cost-saving purposes.

*The RNR table will **NOT** be included on the editable version created by the “Notice of Hearing” button. However, if the USD is exceeding the RNR, the RNR table from the CO99 will still need to be published as well as posted to the USD’s website.*

- **Print Forms:** The functionality of the “Print Forms” tab has been enhanced to include Cash Balances & Salaries when “Print all Forms” is clicked.

## ISSUES REPORT FOR THE 2021-2022 USD BUDGET



- **Create PDF's:** The "Codes" and "All" buttons on the "Main" tab that create PDF's have been updated to ungroup the tabs within the Codes.xlsx file after the PDF has been created.

Therefore, if you have previously created a PDF with the old Tools.xlsm file, or are having issues with the new Tools.xlsm file, please follow these steps in order to make sure all tabs are ungrouped:

1. Open **Codes.xlsx** and check to see if the top of the window shows **Codes.xlsx [Group] - Excel** (as shown in the screenshot to the right). If it does, go to step 2.
  - If **[Group]** is not next to the filename and you still have issues with the updated Tools.xlsm file, please call School Finance at (785) 296-3872.
2. Right-click on any of the fund tabs at the bottom and click **Ungroup Sheets**.
3. **Save**. The updated Tools.xlsm file should work appropriately.



### Sumexpen.xlsx

The "1 Pg Summary" tab on the Sumexpen.xlsx file had incorrect data references pulling from the Codes.xlsx file for generating the "Average Salary" chart.

- **Chart Labels:** The data labels on the charts are adjustable in order to allow adjustments in case of overlap. Click on any label and drag to adjust.

## Please reference 8-3-2021 post

### Sumexpen.xlsx: 7-16-2021 - posted at 11 AM (RECOMMENDED)

The Sumexpen.xlsx file contains a hidden worksheet tab, which is used to generate the Budget At A Glance table for "Total Expenditures by Function (All Funds)" on page 4. If you notice the Instruction expenditures for 2018-2019 column are displaying ##### rather than actual expenditures, please download the latest Sumexpen.xlsx as follows:

1. Make sure all budget files are closed.
2. Go to the [USD Budget Spreadsheets webpage](#).
3. Click the [Updated Sumexpen.xlsx](#) found within the second section under the USD Budget Software link (this will download a compressed file with the updated Sumexpen.xlsx file).
4. Open the downloaded compressed folder (Sumexpen.zip). **Do not open Sumexpen.xlsx file from this folder as it will break the links when opening.**
5. Drag & Drop or Copy & Paste the Sumexpen.xlsx file from the compressed folder into your budget folder.
6. Click to replace existing file when prompted.



## Please reference 8-3-2021 post

### Sumexpen.xlsx: 7-13-2021 - posted at 4:30 PM (REQUIRED)

The Sumexpen.xlsx file was recently reported as having an incorrect formula in the "Mill Rates by Fund" table for the 2021-2022 budget column (Cell K1396). If you have not already replaced your existing Sumexpen.xlsx file as noted below on 7-12-2021, please follow the instructions from 7-12 below to replace the existing file, which includes this correction. However, if you have already downloaded and replaced your existing file since 7-12-2021, you may either replace the existing file again by following the instructions from 7-12 below, or make the correction as follows:

1. Open the Sumexpen.xlsx file, right-click the **SUMEXPEN** tab and select **Unprotect Sheet...** (or open the Sumexpen.xlsx file, click the "Sumexpen" tab at the bottom, then the "Review" tab at the top, then "Unprotect Sheet")
2. Enter password **3108**
3. Scroll down and select cell **K1396** (or enter "K1396" in the Name Box to the left of the formula bar and hit enter) and update formula:  

$$=SUM(K1391:K1395)$$
4. Hit enter to accept the change.
5. Right-click the **SUMEXPEN** tab and select **Protect Sheet...** (or click the "Sumexpen" tab at the bottom, then the "Review" tab at the top, then "Protect Sheet").
6. Enter password **3108** and hit enter, then re-enter password to confirm and hit enter again.
7. **Save.**

## Please reference 8-3-2021 post

### Sumexpen.xlsx: 7-12-2021 - posted at 10:15 AM (REQUIRED)

The Sumexpen.xlsx file was reported as having incorrect cell references on a hidden worksheet tab, which feeds to the Salaries table on the Budget\_Glance.xlsx file. All USDs will need to download this updated Sumexpen.xlsx file as follows:

1. Make sure all budget files are closed.
2. Go to the [USD Budget Spreadsheets webpage](#).
3. Click the [Updated Sumexpen.xlsx](#) link found within the second section under the USD Budget Software link (this will download a compressed file with the updated Sumexpen.xlsx file).
4. Open the downloaded compressed folder (Sumexpen.zip) which contains the Sumexpen.xlsx file. **Do not open Sumexpen.xlsx file from this folder as it will break the links when opening.**
5. Drag & Drop or Copy & Paste the Sumexpen.xlsx file from the compressed folder into your budget folder (default = Bdgt2022).
6. Click to replace existing file when prompted.



## Codes.xlsx (C016): 7-12-2021 (Optional)

On the C016 worksheet tab, the estimated tax rate is not taking into account the Capital Outlay assessed valuation on the OPEN page if different than the Total assessed valuation. This has no impact on the USD Budget as this is for informational purposes only. The CO99 is correctly computing the Capital Outlay tax rate. Please follow the steps below to correct the formula:

1. Open the Codes.xlsx file and right-click the **C016** tab and select **Unprotect Sheet...** (or click the "C016" tab at the bottom, then the "Review" tab at the top, then "Unprotect Sheet")
2. Enter password **1017** and hit enter.
3. Click cell **I19** and update formula:  

$$=IF(ISERROR(F18/OPEN!A17*1000),"See errors below",F18/OPEN!A17*1000)$$
4. Hit enter to accept the change.
5. Right-click the **C016** tab and click **Protect Sheet...** (or click the "C016" tab at the bottom, then the "Review" tab at the top, then "Protect Sheet").
6. Enter password **1017** and hit enter, then re-enter password to confirm and hit enter again.
7. **Save.**

## Codes.xlsx (F148): 7-9-2021 (Budget not reposted)

On the Codes.xlsx file (F148 tab), the formula in Line 3 was only including 2d, 2e and 2f and should also include 2a, 2b and 2c. Please follow the steps below to correct the formula:

1. Open the Codes.xlsx file, right-click the **F148** tab and select **Unprotect Sheet...** (or click the "F148" tab at the bottom, then the "Review" tab at the top, then "Unprotect Sheet")
2. Enter password **3213** and hit enter.
3. Click cell **E20** and update formula:  

$$=SUM(E13:E18)$$
4. Hit enter to accept the change.
5. Right-click the **F148** tab and click "Protect Sheet" (or click the "F148" tab at the bottom, then the "Review" tab at the top, then "Protect Sheet")
6. Enter password **3213** and hit enter, then re-enter password to confirm and hit enter again.
7. **Save.**

## Tools.xlsm (Print\_Funds & Print\_Forms): 7-7-2021 (Budget not reposted)

The Tools.xlsm file has macros for purposes of creating PDFs and printing the Funds and Forms.

### Print\_Funds

If trying to print the Revenue Neutral form, a run-time error "subscript out of range" will pop up and the form will not Print. Please click End and disregard, then open the **Codes.xlsx** file, click the **RevenueNeutral** tab and then click **File → Print** in order to print the form.

### Print\_Forms

Cash Balances and Salaries forms are not printing using the buttons on this tab. To print them, open the **Codes.xlsx** file, click on the tab you want to print, then click **File → Print**.



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## Codes.xlsx (Certify): 6-30-2021 – Budget reposted at 10:20 AM

The Certify worksheet tab is inadvertently listing the USD number twice for the USD# and Name. Please follow the instructions below update:

1. Open the Codes.xlsx file, right-click the **Certify** tab and select **Unprotect Sheet...** (or click the “Certify” tab at the bottom, then the “Review” tab at the top, then “Unprotect Sheet”)
2. Enter password **7745**
3. Click cell **E24** and update formula:  
`=OPEN!$B$3`
4. Hit enter after updating formula to accept update.
5. Right-click the **Certify** tab and click “Protect Sheet” (or click the “Certify” tab at the bottom, then the “Review” tab at the top, then “Protect Sheet”)
6. Enter password **7745** and hit enter, then re-enter password to confirm and hit enter again.
7. **Save**.

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## Codes.xlsx (C06): 6-29-2021 - Budget reposted at 3 PM

The C06 has a new validation for the required transfer from C06 General Fund to C013 At-Risk Fund. If you receive a “Check Line 175” issue, a quick fix is to increase your At-Risk transfer (Cell E283) by \$1 and reduce another expenditure in column 3 by \$1 to keep the fund in balance. Otherwise, follow the instructions below to correct the formula:

1. Open the Codes.xlsx file, right-click the **C06** tab and select **Unprotect Sheet...** (or click the “C06” tab at the bottom, then the “Review” tab at the top, then “Unprotect Sheet”)
  2. Enter password **2024**.
  3. Click cell **E31** and update formula to include equal sign:  
`=IF (AND (J16=0, E276>=E27, J31 >=0), F150!J51, "Ck Expend.")`
  4. Hit enter after updating formula to accept formula update.
  5. Right-click the **C06** tab and click **Protect Sheet...** (or click the “C06” tab at the bottom, then the “Review” tab at the top, then “Protect Sheet”)
  6. Enter password **2024** and hit enter, then re-enter password to confirm and hit enter again.
  7. **Save**.
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## Please reference 8-3-2021 post

### Sumexpen.xlsx: 6-29-2021 - Budget reposted at 11 AM

The Sumexpen.xlsx file was reported as having incorrect cell references to the C099 on the "Mill Rates by Fund" table. If your district downloaded the budget software prior to this time, please follow the instructions below to replace your existing Sumexpen.xlsx file:

1. Make sure all budget files are closed.
2. Go to the [USD Budget Spreadsheets webpage](#).
3. Click the [Updated Sumexpen.xlsx](#) link found within the second section under the USD Budget Software link (this will download a compressed file with the updated Sumexpen.xlsx file).
4. Open the downloaded compressed zip folder (Sumexpen.zip). *Do not open Sumexpen.xlsx file from this folder as it will break the links when opening.*
5. Drag & Drop or Copy & Paste the Sumexpen.xlsx file from the compressed folder into your budget folder (default = Bdgt2022).
6. Click to replace existing file when prompted.

### Codes.xlsx (C07): 6-29-2021 - Budget reposted 9:30 AM

The Code 07 (Federal Funds) cell C18 (ESSER I) was inadvertently locked for entry. If your district downloaded the budget software prior to this time and received ESSER I (CARES Act) during the 2019-2020 school year, please follow the instructions below:

1. Open the Codes.xlsx file, right-click the **C07** tab and select **Unprotect Sheet...** (or click the "C07" tab at the bottom, then the "Review" tab at the top, then "Unprotect Sheet")
2. Enter password **7325**.
3. Right-click cell **C18** and select **Format Cells** (the "Format Cells" window will pop-up).
4. Click the **Protection** tab (far right) and **uncheck** the box next to **Locked** and click **OK**.
5. Right-click the **C07** tab and click **Protect Sheet...** (or click the "C07" tab at the bottom, then the "Review" tab at the top, then "Protect Sheet")
6. Enter password **7325** and hit enter, then re-enter password to confirm and hit enter again.
7. **Save**.

For more information, contact:

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