

How to Use the Excel Forms

January, 2009

This is a brief introduction on how to get around in Excel, hopefully enough that even someone not familiar with Excel can use the financial package. For information on when to use and filling out specific forms, please see the files: “Columns on the Main Form,” “How to use the GGC Financial Package” or “How to use the Financial and Cookie Forms.”

When used correctly, a computerized or electronic spreadsheet will calculate your revenues and expenses automatically and will also transfer the information to the Budget and the Annual Financial Report, making the job of the financial record keeper easier at the end of the year. I have tried to make this easy to use even for those who are not familiar with Excel.

If you have any questions or problems using the spreadsheet, please contact me at the District Support Network at dsn@guidesquebec.ca.

Dawn Coffey

Warning: DO NOT INSERT, MOVE OR DELETE ROWS OR COLUMNS. (more below)

To Use the Program:

Open the file “GGC Que Financial Package.xls” on the GGC Quebec website.

Under the File menu, click on “Save as...” rename the file using the name on your bank account (e.g., GGC 1st Montreal Sparks 2009), and put it in an appropriate folder on your computer.

Along the bottom edge are several tabs, like stacked file folders. You can use these to go back and forth between the forms. Some forms may be hidden; use the arrow keys at the bottom left to see the others. The first one in the Financial Package is “Annual Report,” the last is “Cheque Register.” Not all of these are required...see the “How to use the “GGC Que Financial Package” for information on each form.

The only places you should be filling in data in the whole workbook are the green type, green shaded or outlined cells, and the yellow shaded ones (when you get your statement), unless specified otherwise in the instructions for each form. Everything with a white background is protected, which means that you cannot enter anything there. Quite often this is automatically filled in for you from another form.

Start by filling in the parts of the Annual Financial Report which you can: the name of your account, dates for the year, account number, bank and so on. These will be automatically filled in on several of the other sheets.

Use the scroll bars (lower right side of your screen) to look at the whole form if it is not all visible. While the forms are easier to read at 100%, you may want to work with them at 75% or even 50% to get a wider picture. This will not affect the printing.

All forms are set up in “page break view.” This shows you exactly which section of each form will print on your page. The large grey “Page 1” will not show when you print. If you wish, you may switch to “normal view” on the View Menu at the top (to eliminate the “Page 1”), but be aware that this will make the forms appear endless. You can preview how the pages will look when printed with the Print Preview button. Depending on your printer, you may have to adjust the margins to 1 cm or the scaling (under Page Setup, Page, Scaling) to about 70% to print nicely.

All the forms are set to print in black and white. If you wish to print them in colour, go to the File Menu: Page Setup: Sheet: Print and uncheck the Black and White box.

Moving around the Main Form, Main Form 2 and 3

Click on the “Main Form” tab. This is where you enter your data (in the green shaded cells only!).

The first thing to enter is your Balance Forward from the end of last year, which goes in the cell H9. (A zero value will not show, so if you are opening a new bank account, don't worry.) Look at the bottom right hand corner of your Annual Report from last year for your reconciled balance. The date of your Annual Report (theoretically the end of your last year, mmm, dd, yy) goes in cell A9.

To move from cell to cell along one line, use the tab button or the arrow keys on your keyboard. For each new transaction, click with your mouse in the next cell in the date column and enter the date (mmm, dd, yy), description, cheque number under the “#” (if you wrote one), and Explanatory Note letter (if you need one...see below), then tab over to Bank Deposits or Bank Cheques. Enter the total, then tab over to the appropriate column(s) under expenses (under red headings) or revenues (under black headings). Make sure you are working in the right row. The first columns up to the OK column are frozen (the rest will slide behind them) to make this easier. The rows down to the headings are also frozen; so don't panic if all your transactions disappear when you scroll down! If you go too far, you can use the arrow keys or your mouse (on the scroll bars at the bottom right) to get back to your data. Fill in as many columns as appropriate under the Expenses and Revenues columns.

If you are working with very large numbers, they may not fit in a column. If this happens, you will see #####. The totals will still work though, and you can usually see what is in the cell by enlarging the form to 100% or even larger, or clicking on the cell and looking in the line at the top of the spreadsheet just under the toolbar.

!! Backup regularly !!

If you can't burn CDs, print your spreadsheet at least every two months.

DO NOT INSERT, MOVE OR DELETE ROWS OR COLUMNS.

Adding, moving, and deleting rows and columns will affect the overall formulae and calculations of the template. To avoid this problem, spreadsheet protection has been enabled, but you can still mess things up if you cut, copy and paste or delete the wrong thing. If you must do this, work one cell at a time; do not highlight and move an entire row or column. If you leave a blank row that's all right, as long as you didn't delete the formulae by mistake.

Some forms, like the Deposit Slip, you need to clear after printing but before re-using them. Highlight **ONLY** the cells you want to clear (i.e., green ones), and click the "delete" button on your keyboard. As long as you only highlight green cells, it should be all right. If you slip, there's always the Undo button!

Accidents do happen, in which case you can send me the whole spreadsheet and I will try to sort it out for you.