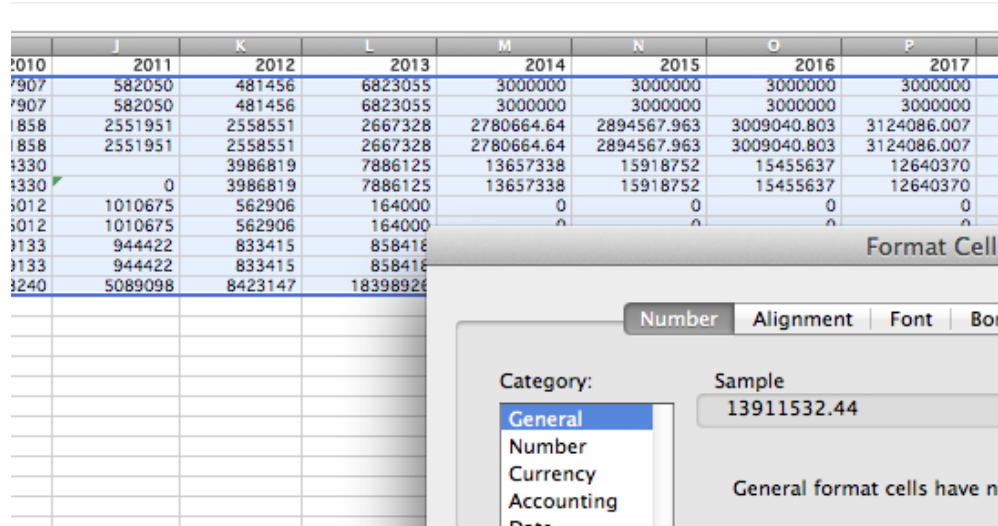


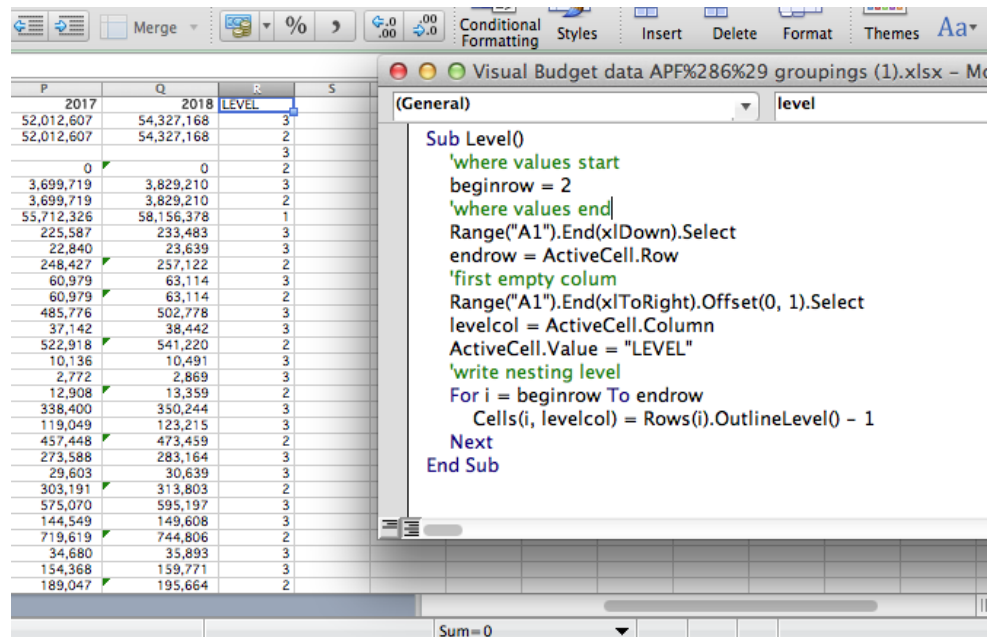
Visual Budget Update Guide v.04

I. Updating data files.

Step 1. Set cell formatting to 'general' to eliminate commas in numeric values.



Step 2. Run grouping macro which will insert a new 'LEVEL' column in the active sheet, this column has to be present for update to work correctly. Macro code at next page.



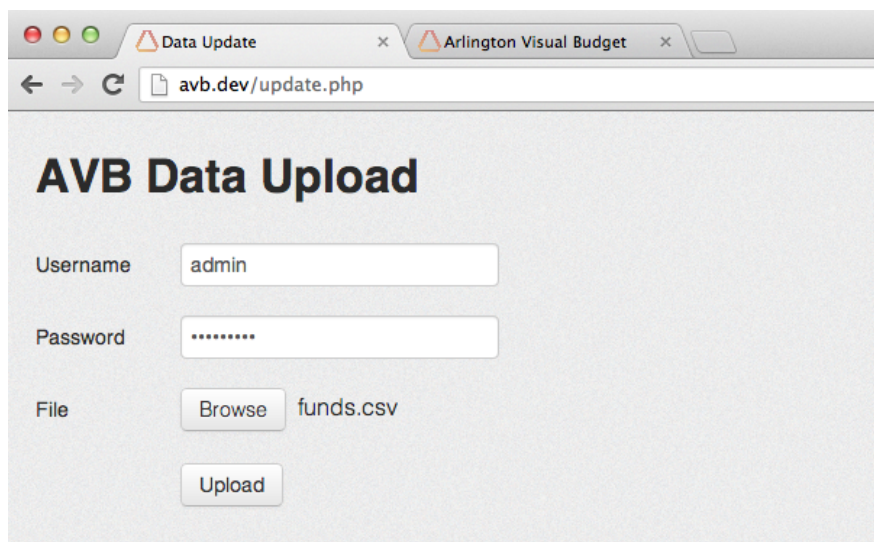
Macro code. You can copy and paste this in excel.

```
Sub Level()  
    'where values start  
    beginrow = 2  
    'where values end  
    Range("A1").End(xlDown).Select  
    endrow = ActiveCell.Row  
    'first empty column  
    Range("A1").End(xlToRight).Offset(0, 1).Select  
    levelcol = ActiveCell.Column  
    ActiveCell.Value = "LEVEL"  
    'write nesting level  
    For i = beginrow To endrow  
        Cells(i, levelcol) = Rows(i).OutlineLevel() - 1  
    Next  
End Sub
```

Step 3. Save datasheet as CSV file.

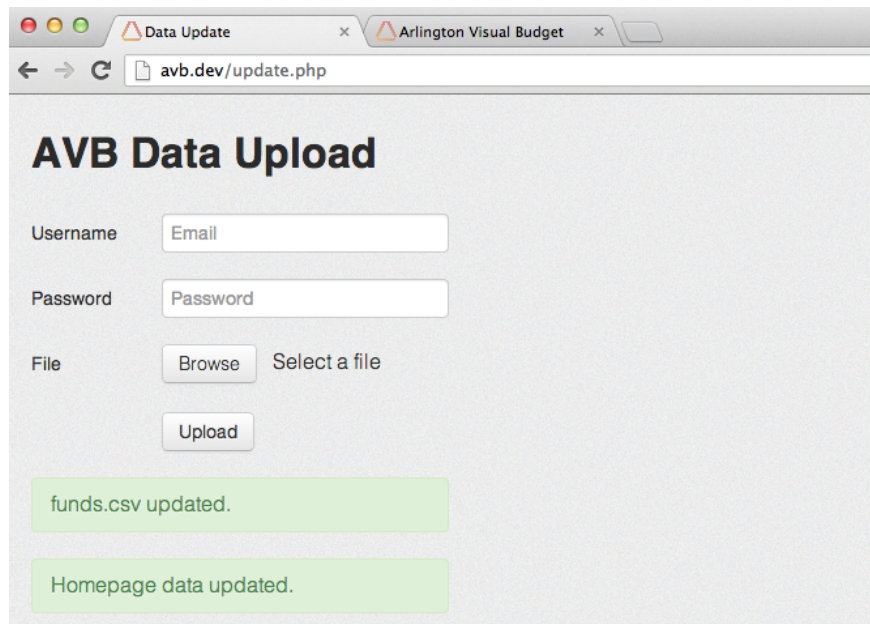
Step 4. Upload file.

Arlingtonvisualbudget.org/update.php contains the upload interface. To upload a file, fill the authentication fields and insert a file to upload.

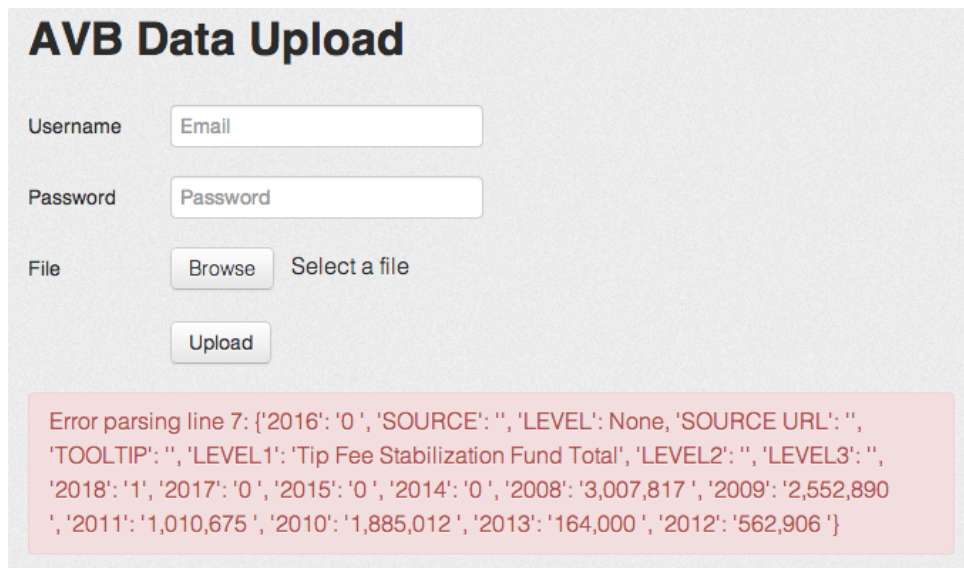


The screenshot shows a web browser window with two tabs: "Data Update" and "Arlington Visual Budget". The address bar shows the URL "avb.dev/update.php". The main heading is "AVB Data Upload". Below the heading, there are three input fields: "Username" with the value "admin", "Password" with masked characters "*****", and "File" with a "Browse" button and the filename "funds.csv". At the bottom, there is an "Upload" button.

Sample success screen.



Troubleshooting



The update console is able to display error messages should any issue happen. The error

message should contain enough detail to point the user to the source of the problem.

II. [Arlington only] Updating glossary definitions.

The process is very similar to the previous procedure. Using google spreadsheets is recommended for text encoding purposes.

Row structure

Column 1: Glossary Entry Title

Column 2: Entry Description

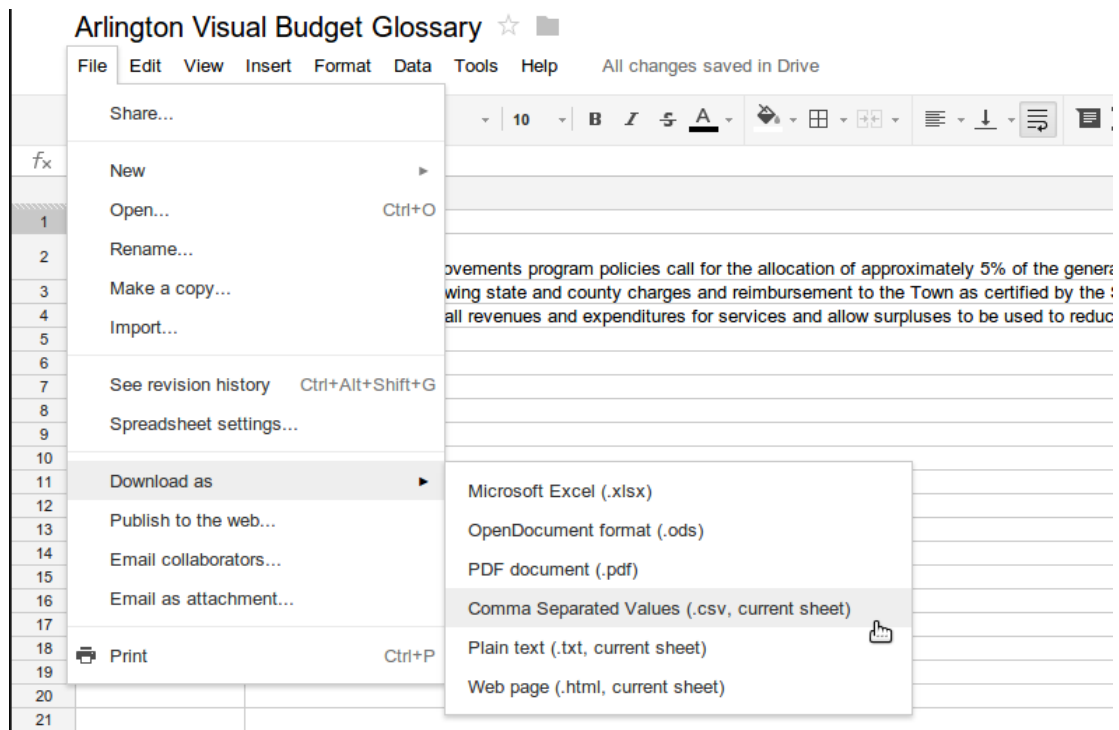
Arlington Visual Budget Glossary ☆ 📁

File Edit View Insert Format Data Tools Help All changes saved in Drive

fx | Fiscal Year

	A	
1	Name	Description
2	Capital (Includes Debt Service)	The Town's capital improvements program policies call for the allocatio
3	Cherry Sheet	Cherry-colored form showing state and county charges and reimbursen
4	Enterprise Funds	Funds that account for all revenues and expenditures for services and
5	Fiscal Year	July 1 through June 30.
6		
7		
8		
9		
10		
11		

Save file as csv and upload using update console.



Sample glossary file: [here](#)

III. Additional notes

Main subject one-liners can be updated by editing the top level entry of each csv file.

Funds	All accounts which hold money from year to year. For more information, see the Glossary.
\$18 M in 2013.	+ 54.22% compared to previous year.
100% of total funds.	\$15 M on average.
Town of Arlington is the data source for this entry.	

5	Stabilization Fund Total				
6	Override Stabilization Fund		This Fund was created as a result of the 20		
7	Override Stabilization Fund Total				
8	Tip Fee Stabilization Fund		The Town of Arlington participated in a regi		
9	Tip Fee Stabilization Fund Total				
10	Municipal Building Ins. Trust Fund		In accordance with M.G.L. Ch. 40 S. 13, the		
11	Municipal Building Ins. Trust Fund Total				
12	FUNDS TOTAL		All accounts which hold money		
13					
14					
15					
16					
17					
18					
19					