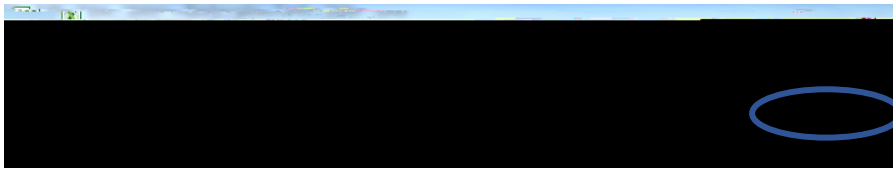


1. Open the Budget Revision form
 - a. If your version of Excel opens the form in "Protected View," click the "Enable Editing" button



- b. Click the "Enable Content" button



2. Select the "Budget Transcript" tab at the bottom of the form



3. Type "Test" in the "Description" box

8	BD04=Temporary Budget Adjustments	BD14=Temp
9		
10	Description:	Test
11		

4. Click the "Clear Form" button

	A	B	C
1		Clear Form	
2			
3			

5. Was the word "Test" removed from the "Description" box?
 - a. If yes, form is functioning correctly, and no further action is required.
 - b. If no, proceed to Step 2.

3. Click "Yes" to move file to Recycle Bin



4. Return to Step 1 and repeat 1-4
5. Contact OIT if forms are still not functioning correctly