

**Diocese of Gary Audit 2018 / 2019
Schedule A, B, C, D, G Instructions**

CLICK ON ENABLE EDITING TO BEGIN

The Schedule A, B, C, D, G spreadsheet enables you to collect and submit your data using one excel spreadsheet. Before beginning, it is important to read the following:

If you do not have Excel on Windows PCS or are working on an iPad or Mac computer that doesn't have excel, you will not be able to use this option.

- It is essential that you save the spreadsheet in a computer folder or desktop BEFORE you start entering information. This will ensure that after making entries and future changes those entries/changes will be saved in your computer folder or desktop.
- Do not change the format of the spreadsheet. All columns should fit horizontally on an 8.5" x 11" paper size. The *Comment* column cell is formatted for wrap control so the column shouldn't have to be expanded.
- Submissions outside of the required format will be returned for modifications.

QUESTIONS? Contact:

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