



Disclaimer

The purpose of the spreadsheet is to be a tool for your agency. Due to the spreadsheet being dependent on formulas, conditional formatting, and various other factors, the spreadsheet may not produce an accurate comparison. See [Tips](#) and [Troubleshooting](#) for some ways to combat this risk.

Shortcuts

[Importing](#) [Generating](#) [Tips](#) [Troubleshooting](#)

Importing Agency's Schedule

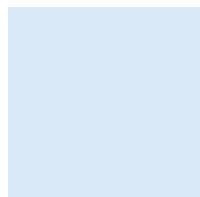
1. Download clean version of the [Agency to State Comparison – Tool](#) Excel doc.
2. Open your agency's schedule in a spreadsheet format.
 - a. Contact [TSLAC](#) to determine if they have this on file.
3. Copy your agency's schedule and paste in the Agency to State Comparison – Tool's tab labeled 'Agency.'
 - a. To copy (steps are within your agency's schedule):
 - i. If you have blank or header rows: Make copy and delete these rows.
 - ii. Click the cell that contains your first Agency Item Number (AIN).
 - iii. Press [Shift] and click the legal citation cell for the same series.'
 - iv. Press [Ctrl] + [Shift] + [Down].
 - v. Press [Ctrl] + [C].
 - b. To paste (steps are within the Agency to State Comparison – Tool):
 - i. Click in cell A2 (do not copy over the headers).
 - ii. Press [Ctrl] + [V]

Note: It is normal for the cells to turn yellow, white, and light blue.

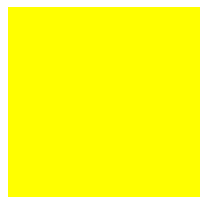
Generating the Comparison

Note: Remainder of steps will be within the Agency to State Comparison – Tool.

1. In Agency tab, copy your agency’s AIN and Record Series Item Number (RSIN) and paste to the Backend tab.
 - a. This will start in cell A2 and B2 (do not copy over the headers).
 - b. To copy (steps are within the Agency tab):
 - i. Click in cell A2 (do not copy over the headers).
 - ii. Press [Shift] and click cell B2.
 - iii. Press [Ctrl] + [Shift] + [Down].
 - iv. Press [Ctrl] + [C].
 - c. To paste (steps are within the Backend tab):
 - i. Go to the Backend tab.
 - ii. In the light gray columns, click cell A2.
 - iii. Press [Ctrl] + [V].
2. NOTE: If your agency has more than 1,000 series on their schedule, see the [Troubleshooting](#) section.
3. Go back to the Agency tab. Your agency’s schedule should now be comparing to the State RRS.
 - a. This comparison will allow you to compare the difference in your agency’s schedule to the State RRS and URRS. We highly recommend having the State RRS and URRS pulled up while reviewing the differences.
 - b. Color Key:



Light blue: A difference was found between your entity and the state’s schedule.



Yellow: Based on the RSIN used, the series cannot be found on the state schedule.

The series may be unique (have no RSIN) or use a stem, which is in the format “#.#”. e.g., “1.1”

Tips

Quick ways to clean up the data, so it doesn't compare microscopic factors:

- Press [Ctrl] + [H] to run Find and Replace.
 - o Find double spaces and replace with one space. Keep running this search until all double spaces are replaced.
 - o Remove line breaks by pressing [Ctrl] + [J] and replace with one space.
 - o Find invisible characters by pressing [Alt] + 010 and replace with one space.

For the last two bullet points...

- A blinking period will appear indicating it has worked.
- When finished searching for these, remove this from the search by:
 1. Click anywhere in the Find box with the blinking period.
 2. Click the right arrow key.
 3. Press [Backspace].

Changing the conditional formatting default from light blue and yellow fill may be desired, e.g.,

- For accessibility needs.
- To color code the cells while reviewing the schedule. E.g., green is good to go, red is a required change, orange is a suggested change, yellow is pending a question, etc.
 - o Keeping the default highlight (light blue and yellow fill) will prevent any color changes made to a highlighted cell. Conditional formatting will override any manual cell color changes.

To change the conditional formatting default,

1. Click on the rule within the **conditional format dialog box**.
2. Click the "Edit Rule..." button (second button above the formula).
3. Press the "Format..." button.
4. Now the tabs can be used to change the highlight to the user's preference.

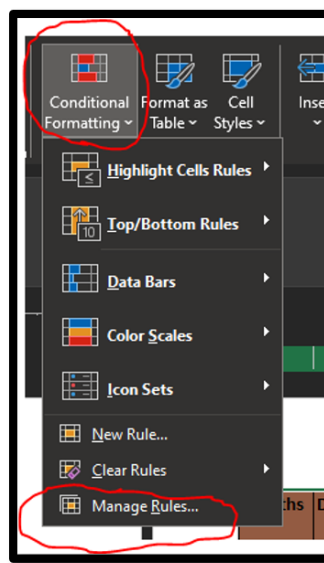
*No fill color, red border outline, and red font is recommended. If the formatting is changed to this, **remove the cell border by applying "No Border"** to the entire table, because this setting can be hard to catch in cells that have no text.*

Troubleshoot

To open conditional formatting dialogue box,

1. In the “Home” tab, go to the Styles section.
2. Click the “Conditional Formatting” button.
3. Select “Manage Rules...”

As shown to the right →



If your agency has more than 1,000 series on their schedule:

1. In the Backend tab, drag the formula in row 1000 down to your last series.

Note: If this formula cannot be found, you may need to download a new version of the [Agency to State Comparison – Tool](#) document because this is your starting ground.

- a. This will start in cell C1000 through L1000.
- b. To drag the formula:
 - i. Click cell C1000.
 - ii. Press [Shift] and click cell L1000.

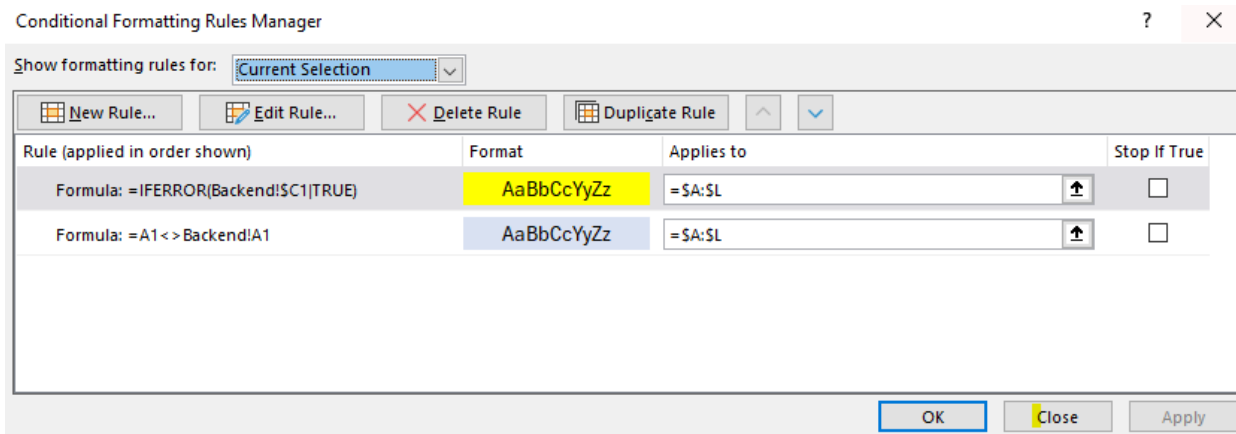
In the bottom right corner of the L1000 cell, you will see a plus sign. Once you see this, click, and drag the formula down to your last series.

Troubleshoot continued next page.

If conditional formatting is not working correctly:

Check the formula to ensure it is correct and the only formula being applied.

1. Open the Conditional Formatting dialogue box.
2. In the “Show formatting rules for:” drop-down box (in the upper left corner), change the search to “Current Selection.”
3. The only two formulas that should exist should be:
 - a. =IFERROR(Backend!\$C1|TRUE)
 - b. =A1<>Backend!A1
4. Both should only be applied to: =\$A:\$L



5. If any other Rules exist, delete them, and click “OK.”

Picture above shows the only two formulas and range that should be applied.