

# Department of Juvenile Justice

## Revenue Estimate Worksheet Instructions

*Open the attached excel workbook and proceed according to these directions:*

1. Select "Revenue Estimate" tab on the excel workbook.
2. **BE SURE** to enter your district number in cell A1. (The sheet is currently set to District #1.) Only by entering the correct number will you be able to pull in the district-appropriate data from the feeder sheets.  
*You can find your district number on the tab called "Calc Detail" (2nd tab). Columns A & B on that sheet list the district name preceded by the district number.*
3. Check the line under the heading to be sure that the sheet pulls in your district name just above the #1. If the district name does not reflect your district, press F9 to initiate the indexing of the data and check again for the correct district name.
4. Enter your annualized FTE (full-time equivalent) in section 1, column (b), Number of FTE. *(Column for data entry is headed in red.)*
5. Re-enter the ESE FTE from programs 111, 112, and 113 into section 2, by appropriate grade and matrix level. *(Column for data entry is headed in red.)*
7. The bottom line should calculate automatically, if not, press F9 again to initiate the calculation.