

Instructions for using the Department of Audits and Accounts' automated notes to the financial statements.

NTFS Tables Instructions

Department of Audits & Accounts

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Files covered

School District Notes 20XX.docx (The year will be updated for each fiscal year)
NTFS Tables.xlsm

File Names & Extensions



Please do not change the file names or extensions when saving. The names of the files are important for the interaction between the two files. The specific extensions (".xlsm" & ".docx") are necessary when using the automated document features.

Version Compatibility

The Word and Excel documents have been modified to work with Office 365, 2016, 2013, 2010 & 2007.

Process Flow

File Location

Unzip the folder to a location on your computer. The word and excel files must remain in the **same folder/directory level** to maintain their connections. **Do not** store the folder on SharePoint, OneDrive, Google Drive or any other cloud-based/shared storage.

Word Document

The Word document contains all possible tables. If you are using the automated notes package, completing the automated notes file will remove any unneeded tables from the Word file.

The tables have been moved into a separate Excel file titled NTFS Tables. Each table will be updated in that file and then sent to the word document using the custom ribbon actions built into that file.

Excel Document

The Excel document contains all possible tables with one table per tab.

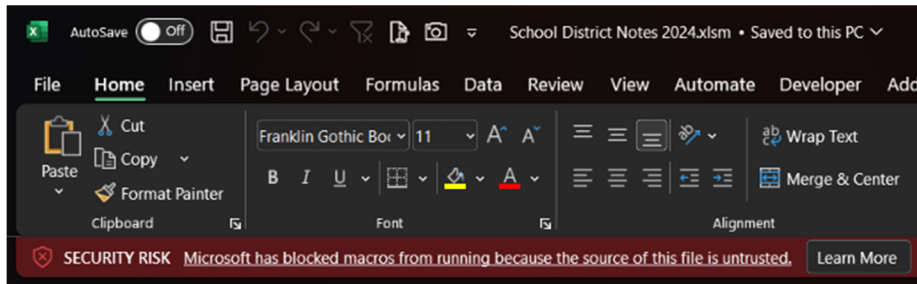


If errors occur in the word document, do not delete this document, as it can assist Department of Audits staff in resolving problems.

Getting Help

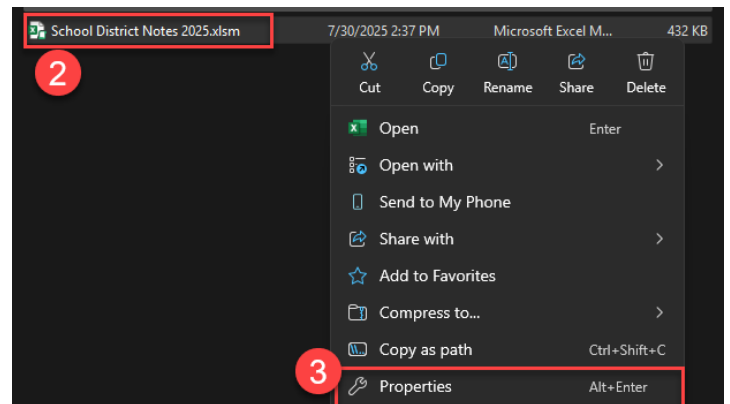
Contact Steven DesBoeufs (desboeufs@audits.ga.gov) if you have questions.

Enabling Macros



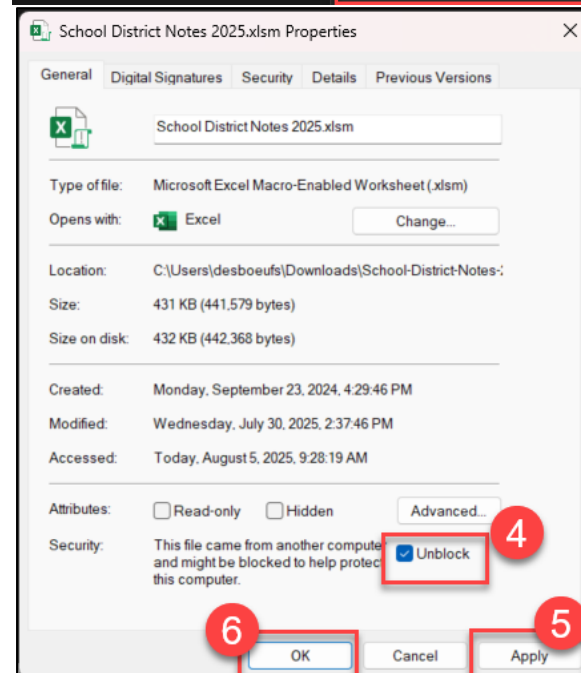
If you receive a "Security Risk" when opening the document, follow these steps:

1. Close the document
2. Find the document in file explorer
3. Right-click, and select Properties



4. Check the checkbox at the bottom that says, "Unblock"
5. Select "Apply"
6. Select "OK"

*If you entered responses before enabling macros, use the "Refresh" button on the "Notes Automation" tab to re-check those responses against the expected values.



Using the Excel Document

The Excel Document has a worksheet for each table.

Selecting Applicable Tables

When opening the excel file, you should begin on the Table of Contents. If a table is not needed, you can change the "Table Needed" column to "No" to hide the tabs for tables you will not be using.

D		E	F	G
Tab	Requirement	Table Needed	Completed	
Capital Assets	Required	Yes		
Right to Use Assets	Situational	Yes		
Property Taxes	Required	Yes		
Budgetary GAAP Reconciliation	Situational	Yes		

Completing Tables

Each worksheet has its own table to fill out. You can access each worksheet using the hyperlinks on the "Table of Contents" worksheet or by clicking on the worksheet across the bottom of the excel file.

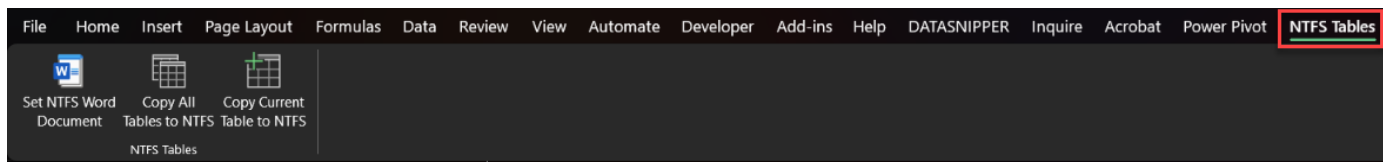
A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Capitalization Policy		Estimated Useful Life									
Land				N/A									
Land Improvements	\$												
Buildings and Improvements	\$												
Equipment	\$												
Intangible Assets	\$												

Once you've completed a table, there is a "Return to Table of Contents" button on the right to quickly return to the table of contents.

Updating the Word Document Tables

Once the Excel tables have been completed, you can update the tables in Word.

On the Excel Ribbon, select the “NTFS Tables” ribbon.



The ribbon includes 3 buttons: Set NTFS Word Document, Copy All Tables to NTFS, and Copy Current Table to NTFS.

“Set NTFS Word Document” will allow you to change the Word document that the file is trying to update. This is useful if you have changed the file name of the Word document.

“Copy All Tables to NTFS” – After a confirmation pop-up, this button will copy all tables into the NTFS Word Document at their respective locations. This process takes 15-30 seconds. You will see a “Success!” pop-up upon completion.

“Copy Current Table to NTFS” – After a confirmation pop-up, this button will copy only the table from the tab you are currently viewing into the Word document. This is useful if you need to make a small adjustment to only one table.