

Schedule U Merge Utility Instructions

Entering Capital Replacements on Schedule U & U-1 in Sextant is a time-consuming task. The Schedule U Merge Utility eases the difficulty by providing an intermediary workbook to prepare Schedule U data to be merged into Sextant. Enter, import, or copy and paste data into each worksheet and then create your U or U-1 merge file. These merge files are then added in or merged into an electronic cost report in Sextant.

Schedule U Merge Worksheet – 153 row limit

- Import from existing Sextant submission (*.C_R)
- Copy Sch U data to Sch U-1
- Clear data on worksheet
- Create Schedule U Merge File

Sextant schedule U(w) part I data "Merge" file creation assistance utility

Step 1 - *Optional*, you may change the order of the standard column headings in the GOLD heading definition cells (these are shown in GREY below, in standard order), and you may omit any which are not required.

Step 2 - Enter (or Copy, and Paste Special - values only) data into the YELLOW cells *ONLY*, or click the "Import from existing file" command button to initialize U data from a pre-existing Sextant "Submit" (*.C_R) file.

Step 3 - *Optional*, edit displayed data as required, deleting all data from rows which are no longer applicable, then click the "Append to Schedule U-1" command button to copy the Schedule U data after the end of U1.

Step 4 - Review the table if necessary, then click the "Write to File" command button. When prompted, select the destination folder and filename for the "merge" file to be produced, then click SAVE to create the file.

Line	DESC	QTY	REF	DATE	LIFE	COST	DEPEXP
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Schedule U-1 Merge Worksheet – 1003 row limit

- Import from existing Sextant submission (*.C_R)
- Remove blank rows
- Clear data on worksheet
- Create Schedule U-1 Merge File

Sextant schedule U-1(w) part I data "Merge" file creation assistance utility

Step 1 - *Optional*, you may change the order of the standard column headings in the GOLD heading definition cells (these are shown in GREY below, in standard order). You may omit any which are not required.

Step 2 - Enter (or copy-and-paste values only) data into the YELLOW cells as appropriate, or click the "Import from existing file" command button to initialize U-1 data from a pre-existing Sextant "Submit" (*.C_R) file.

Step 3 - Edit displayed data as required, deleting all data from rows which are no longer applicable, then click the "Compact (no blank rows)" command button to eliminate all totally blank rows.

Step 4 - Review the table if necessary, then click the "Write to File" command button. When prompted, select the destination folder and filename for the "merge" file to be produced, then click SAVE to create the file.

Line	DESC	QTY	REF	COST	DATE	LIFE	PRIOR	DEPEXP	TOTALDEP
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

Sum of Prior and Current Period Depr (used for updating PRIOR depr for next period).

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Tips for using the Schedule U Merge Utility

- **Steps to Merge from source other than .C_R submission file:**
 - ✓ Open spreadsheet containing capital replacements for current period
 - ✓ Open Schedule U Merge Utility
 - ✓ Arrange columns to match the order in the Schedule U Merge Utility – all fields are not required.
 - ✓ Copy the data relating to the current period replacements.
 - ✓ Open the Schedule U Merge Utility – Edit → Paste Special → Values into upper left input cell.
 - ✓ Add or edit data if needed.
 - ✓ Click “Write to File” to create the merge file.
 - ✓ Note filename and location saved – this is the file you will Merge in with Sextant.
 - ✓ Open Sextant – Click Select Process → Merge. Navigate to your Schedule U merge file and select it. When the merge is completed – a message will display indicating Merge Operation Complete.
 - ✓ Data for next years Schedule U-1 can be copied from the Schedule U worksheet to the Schedule U-1 worksheet by clicking “Append to Schedule U-1” – this will append Schedule U data into the Schedule U-1 worksheet after existing data. Note: After the append, depreciation expense will need to be entered on the U-1 schedule. After this step, selecting “Write to File” on the Schedule U-1 worksheet can create a merge file for Sextant to import.

- **Schedule U-1 Basic Steps:**
 - ✓ Follow the same steps as above
 - ✓ As assets become fully depreciated – you may remove the asset from the worksheet by highlighting the row(s) and deleting the unwanted data. Click “Compact” to delete the blank rows.

- **Tips:**
 - ✓ When opening the Schedule U Merge Utility - Please Enable Macros. We guarantee that the macros used do not contain viruses.
To do this:

In Excel97:
Select Tools → Options → General tab. Check Macro virus protection. This will bring up the dialog box above when you open the excel file. If this is unchecked, all macros are allowed (you are not protected from potentially unsafe macros).

In Excel2000 and Excel2002 (in OfficeXP):
Go to Tools → Macro → Security and then click Medium or Low. The Medium setting will ensure you are prompted when opening a file with macros and Low will enable all macros. If you change the setting to

Medium, you will see this popup. If the setting is on High – macros are disabled.

- ✓ Verify that the data agree with the column headings
- ✓ If you want to move data in the Schedule U Merge Utility – use Copy → Paste Special → Values.
- ✓ Import from existing file button enables data to be imported from an existing Sextant submission file (submission created from Sextant).
- ✓ To merge or add in Schedule U or U-1 data into Sextant – click the blue Select Process button → Merge. The Merge process will not clear existing data; it will replace data if there is any existing data in the Sextant workbook.
- ✓ In Sextant, Select Process → Restore will not work with files created from the Schedule U Merge Utility. Select Process → Merge must be used.
- ✓ In the Schedule U Merge Utility you can verify data that has been copied in by adding a formula to check totals (i.e.: =SUM(H21:H22). Make sure you delete any formulas you use before creating a merge file.
- ✓ The Schedule U Merge Utility and the Sextant cost report entry workbooks both export a (.C_R) file. When in the Schedule U Merge utility and you select “Import from existing file”, dates will be formatted as dates if you import a file created from Sextant. If you import a file created from the Schedule U Merge Utility the dates will be formatted a numbers. This is OK; because when you Merge the file into Sextant they will be formatted as dates again.
- ✓ Please report any questions or problems by emailing NH_MedicaidCostReports@fdhc.state.fl.us using Schedule U Merge Utility in the Subject Line

- **Advanced:**

- ✓ You can rearrange headings in the gold row above the input area to suit your needs.

Information regarding Electronic Cost Reports for Nursing Homes can be found at:

http://ahca.myflorida.com/Medicaid/cost_reim/ecr.shtml