

MTEF Management Data Aggregation Tool Ver.3.0 MAINTENANCE MANUAL

August 2019

**Organizational Capacity Development Project for the Management of
Devolved Health Systems in Kenya (OCCADEP)**

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Document History

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1 General Information

1.1 Background

The Ministry of Health (MOH) has been implementing Organizational Capacity Development Project for the Management of Devolved Health Systems (OCCADEP) since November 2014 in cooperation with Japan International Cooperation Agency (JICA). The aim of OCCADEP is to strengthen the managerial functions¹ of County Department of Health (CDOH). Based on the interviews and observations made in two pilot counties (Kericho and Kirinyaga), OCCADEP developed two Excel based tools to improve the management system of CDOH. These two tools are called MTEF Management Tool and MTEF Management Data Aggregation Tool. In 2018 and in early 2019, Ver.1.0 and 2.0 of the tools were utilized by two pilot counties. Based on the feedbacks obtained from them, OCCADEP finalized the tools as Ver.3.0 in June 2019 which will be used from FY2020/21 onwards to manage AWP.

1.2 Purpose and Scope of this Manual

The purpose of this manual is to provide guidance to developers on how to maintain MTEF Management Data Aggregation Tool (Guidance on how to maintain MTEF Management Tool is provided in another manual). For MTEF Management Data Aggregation Tool to be utilized effectively, developers need to acquire basic knowledge on how the tool was developed, and how it should be maintained. This manual is comprised of preparation step of maintenance, general guidance on maintenance, and troubleshooting of the tool.

- Section 2 – Preparation of Maintenance
- Section 3 – Guidance on Data Maintenance
- Section 4 – Guidance for Program Maintenance
- Section 5 - Troubleshooting

This manual covers necessary steps for maintenance of the tool. It does not include basic operation of Microsoft Excel, formula and VBA. Developers to be appointed (most likely who are outsourced) for the maintenance of this tool are required to have such basic knowledge and skills.

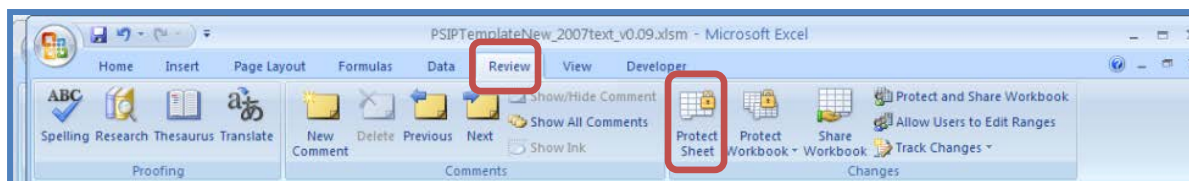
¹ Managerial functions are defined as functions necessary to ensure achievement of nationally and locally set goals while responding to the needs, demands and expectations of the people they serve.

2 Preparation of Maintenance

This section covers what needs to be prepared when maintaining the MTEF Management Data Aggregation Tool. All Worksheets are protected when MTEF Management Data Aggregation Tool is opened. Developers need to unprotect Worksheets to enable direct operation on them.

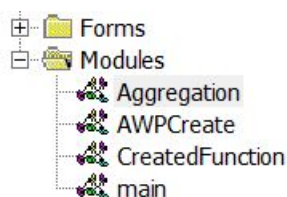
2.1 How to Unprotect Worksheets

Developers can unprotect the Worksheets from “Review” tab in Excel menu as shown below.



[Note]

All Worksheets are protected with the same password set in “wspasswd” function under “CreatedFunction” Module in VBA. If developers want to change the password, they can change the word in [REDACTED] under this Function as shown in the following figure.



'Decide the pass for Book and Sheets and admin only
Function wspasswd()

wspasswd = "[REDACTED]"

End Function

3 Guidance on Data Maintenance

This section provides the basic guidance on how to maintain data in MTEF Management Data Aggregation Tool. MTEF Management Data Aggregation Tool is an Excel-based standalone tool. All the data entered in the tool is stored in worksheets in the tool. Developers need to understand what kind of data exists in the tool and the linkage between data, which is explained in the following sub-sections.

3.1 Introduction of Data

3.1.1 Data Naming Rule

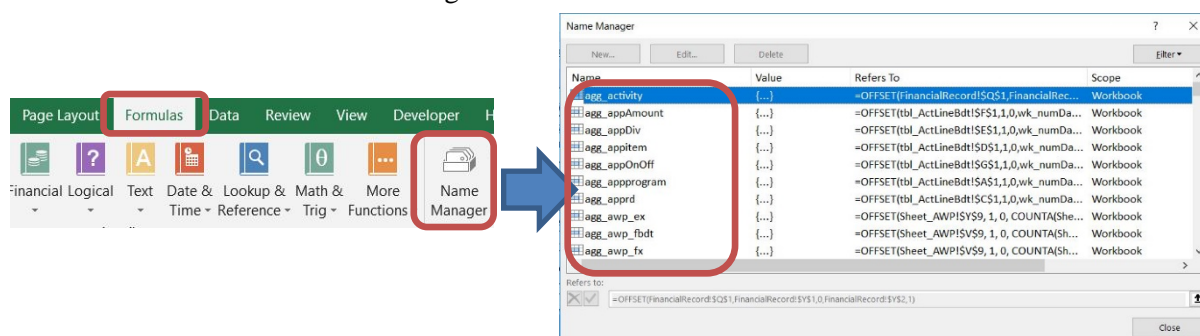
Each cell in Microsoft Excel has a specific cell address (eg. A1, B2 etc.) to be referred from other cells or VBA. However, it has three issues as follows.

1. Cell address fluctuates easily when modifying the worksheets. The cell address indicated in the VBA program cannot be automatically adjusted even if the address is changed. This causes increase in maintenance workload.
2. It is difficult to change the cell range for the list of data if cell address is directly indicated in the formula or VBA. The list of data with direct indication of cell addresses may need to be frequently maintained whenever data is added or deleted.
3. Developers may have difficulty to understand what kind of data a specific cell address in VBA or formula contains, unless developers directly check the data in its cell address.

Providing unique names to single or multiple cell addresses can solve all the issues. Therefore, some cell(s) in MTEF Management Data Aggregation Tool, particularly referred from VBA or other worksheets are given specific names.

List of names given to the cell(s) can be checked with Name Manager in the following procedure.

Click Formulas -> Click Name manager



The following Table shows the naming rules for those cells.

Prefix	Meaning	Target	Issue solved
agg_	List of data which can be utilized for aggregation	Single or multiple cells	2 and 3
lst_	List of master data	Single or multiple cells	2 and 3

Prefix	Meaning	Target	Issue solved
wk_	Working cell	Single or multiple cells	1, 2 and 3
x_	A cell to be entered by users	Single cell	1 and 3

3.1.2 Kinds of Data

This section explains the role of data which has each prefix.

1. Role of “agg_” data

“agg_” data is a list of data which can be utilized for aggregation by Excel formula. Usually formula is set-up for “agg_” data to refer the appropriate range of data². For example, “agg_pbbex” indicates all cell range which has actual expenditure information in “PBBPlanItem” sheet. The range of data is automatically changed by formula, depending on the number of rows in the sheet. “agg_pbbex” is used to calculate expenditure information in “VoteBudget” sheet.

2. Role of “lst_” data

“lst_” data is a list of master data referred from Excel formula or VBA. Usually formula is set-up for “lst_” data to refer to the appropriate range of data. For example, “lst_county” indicates all cell range which has County Name in “tbl_county” sheet. The range of data is automatically changed by formula, depending on how many county data is existed in the sheet. “lst_county” is used for users to select a county name which can be a base for the aggregation.

3. Role of “x_” data

“x_” is used for the cell which value is directly entered by users. For example, “x_fiscal_year” is selected by users in aggregation dialogue, which is stored in “dashboard” for users to view and refer from other worksheets.

4. Role of “wk_” data

“wk_” is used for the working cells referred from formula or VBA. This is usually used to indicate specific cell range as a target for the VBA program. For example, “wk_pbb_clear” indicates all the cell range in “PBBPlanItem” sheet to be cleared before data aggregation.

3.2 Data Linkage

3.2.1 Worksheets Linkage

Worksheets in the MTEF Management Data Aggregation Tool and their linkage are shown in Appendix 1.

² A way of setting up the formula is explained in the section 3.3.1.

[Note]

- 1) Some worksheets are linked to other worksheets as shown in the Table in Appendix 1.
- 2) There are mainly three types of worksheets; 1) Master, 2) View and 3) Menu (See the Type of Worksheets in the Table in Appendix 1). There are three “Master” sheets. Data in “tbl_fundsource” (one of “Master” sheets) is automatically created based on the master data in the first MTEF Management Tool extracted for the aggregation. Data in “wk_sheet” (another “Master” sheet) is also automatically created based on the system date or other data on local computers. Only data in “tbl_county” sheet (last “Master” sheet) needs maintenance if necessary. “View” sheet is not editable as they are generated automatically based on the data in “Master” sheets and data in MTEF Management Tool used for aggregation. “Menu” sheet has buttons for users to aggregate the data.
- 3) In the default, all “Master” sheets are hidden. If they need to be maintained, they should be unhidden.

3.2.2 Data Linkage Diagram

Data and the linkage of data stored in each worksheet is summarized in Data linkage Diagram attached as Appendix 2. Developers need to refer it to consider what kind of influence may happen when maintaining the tool.

3.3 Data Maintenance

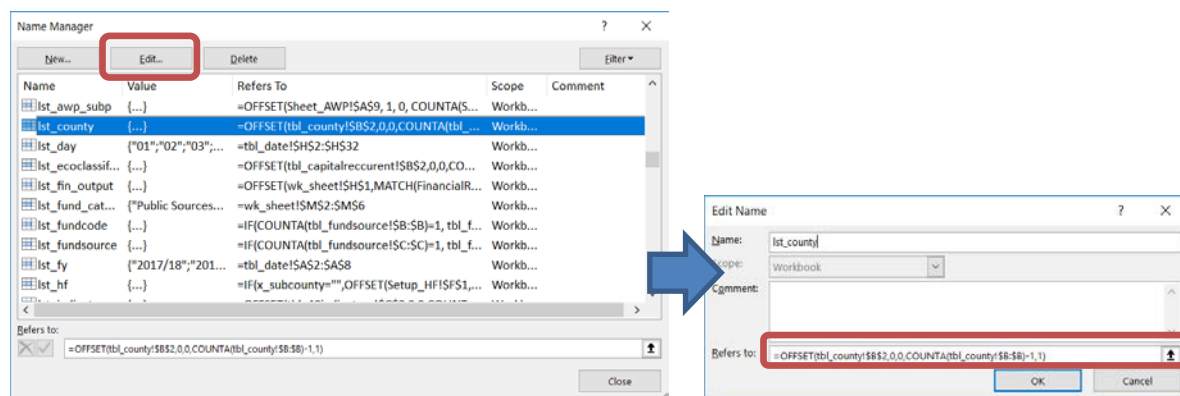
3.3.1 How to modify a data-set

As already indicated in the table above, “agg_” or “lst_” data are developed by formula in order to refer the appropriate data set. For example, “lst_county” in “tbl_county” sheet has the following formula in it.

=OFFSET(tbl_county!\$B\$2,0,0,COUNTA(tbl_county!\$B:\$B)-1,1)

“COUNTA” formula counts the number of county data, which exists in “B” column in “tbl_county” sheet. “OFFSET” formula indicates the data set starting from “B2” in “tbl_county” sheet which has the range for the number of county. With the formula above, the range of county data is automatically changed even if users change the number of counties in “tbl_county” sheet by adding or deleting the data. “lst_county” data is used to enable users to select “county” from dropdown list in the aggregation dialogue in “main” sheet as shown in Appendix 2. Usually, the formula does not have to be changed, but if developers need to change it, it can be changed with Name manager with the following procedure.

- 1) Click Formulas -> Click Name manager
- 2) In the Name Manager Dialogue, select the data name to be modified and click “Edit”.
- 3) Change the name of the data or formula and click OK.

**[Note]**

There is a possibility that “Edit” button cannot be clicked. In this case, unlock the worksheet which contains the name to be modified.

3.3.2 How to make a new data-set

There may be cases where it is necessary to add a new master sheet and create a new data set. Developers are required to consider how its master data and data set can be linked to other existing worksheets and how the data set is to be utilized. After such consideration, developers need to make a new-data set with the following procedure.

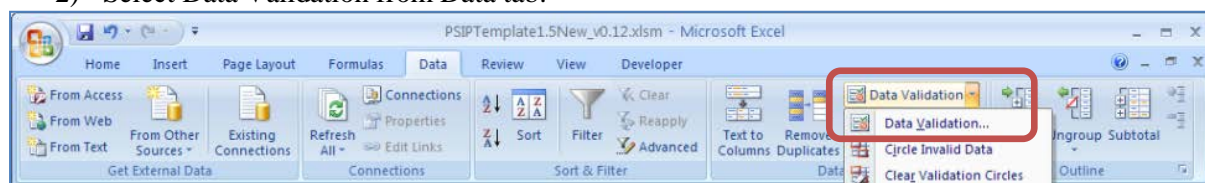
- 1) Click Formulas -> Click Name manager
- 2) In the Name Manager Dialogue, click “New”.
- 3) Type the name of the data and formula and click OK.

3.3.3 How to make a data linkage

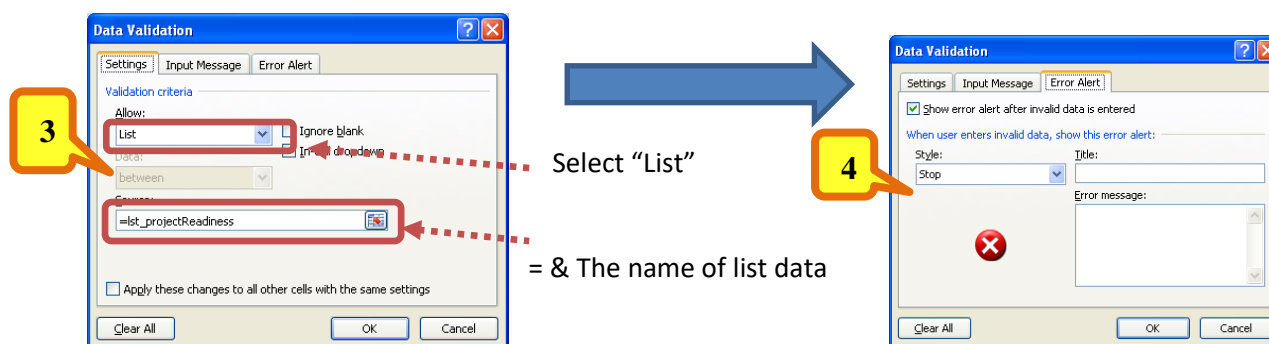
1. Drop-down List (list of data)

Developers may need to make a drop-down list to restrict the data entry by users. This is usually used to refer the data from master sheets. The procedure for making a dropdown list is shown below.

- 1) Create a list of data in worksheets and name them starting with “lst_” using “Name Manager” under “Formula” tab (See 3.3.2 for the detail).
- 2) Select Data Validation from Data tab.



- 3) Select “List” in the “Allow” and specify “=” & “the name of list data” in the “Source”.
- 4) Select “Error Alert” tab and set the error message to be displayed when user input the data not existed in the list.



Data set-up by drop-down list does not change automatically even if the related master data is modified later. If there is a need for the data to always be linked to the master data, developers need to create update program (VBA) to update its value.

2. Using Formula

Developers may need to make / modify the formula for aggregation purpose. Formula is used for the un-editable cells which refer the data from other sheets. The procedure for making a formula is as follows.

- 1) Name a list of data to be referred (“agg_xxxxx”) using “Name Manager”.
- 2) Write the formula in the Formula Bar by referring “agg_xxxxx” data, which was set up in 1).

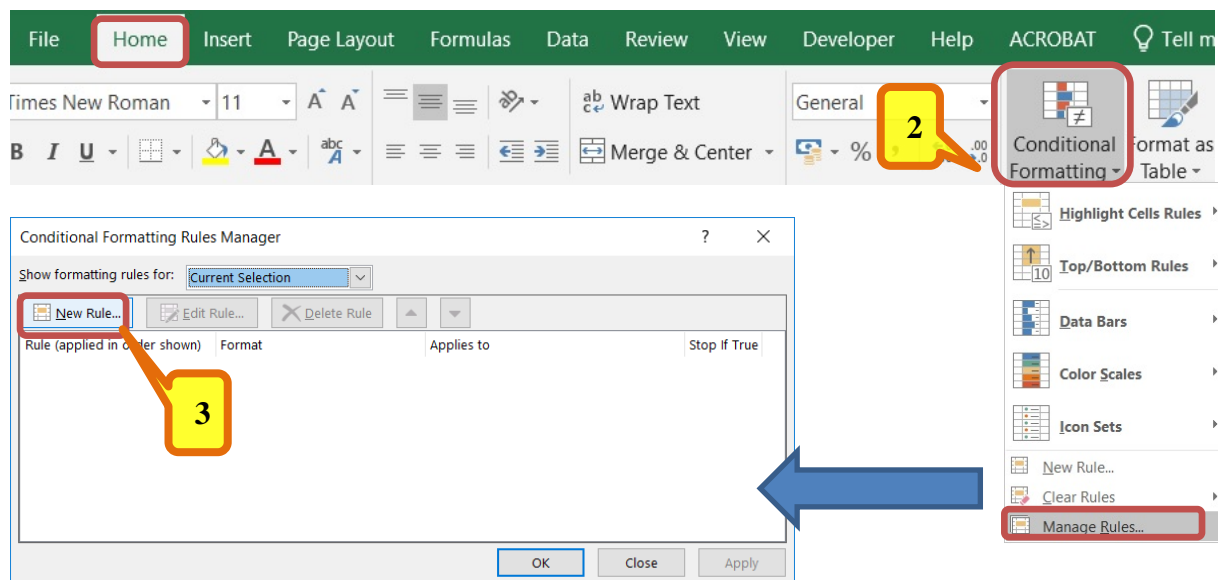
[Note]

- 1) “SUMIF”, “SUMIFS” or “IF” are the formula frequently used for the aggregation.
- 2) To make the formula, developers need to understand the concepts of and how to use “absolute reference” and “relative reference” which can be distinguished with “\$”.
- 3) It is possible to make a formula without naming a list of data with “agg_”, but the name enables developers to easily understand what kind of data is indicated in the formula (See 3.1.1 for the detail).

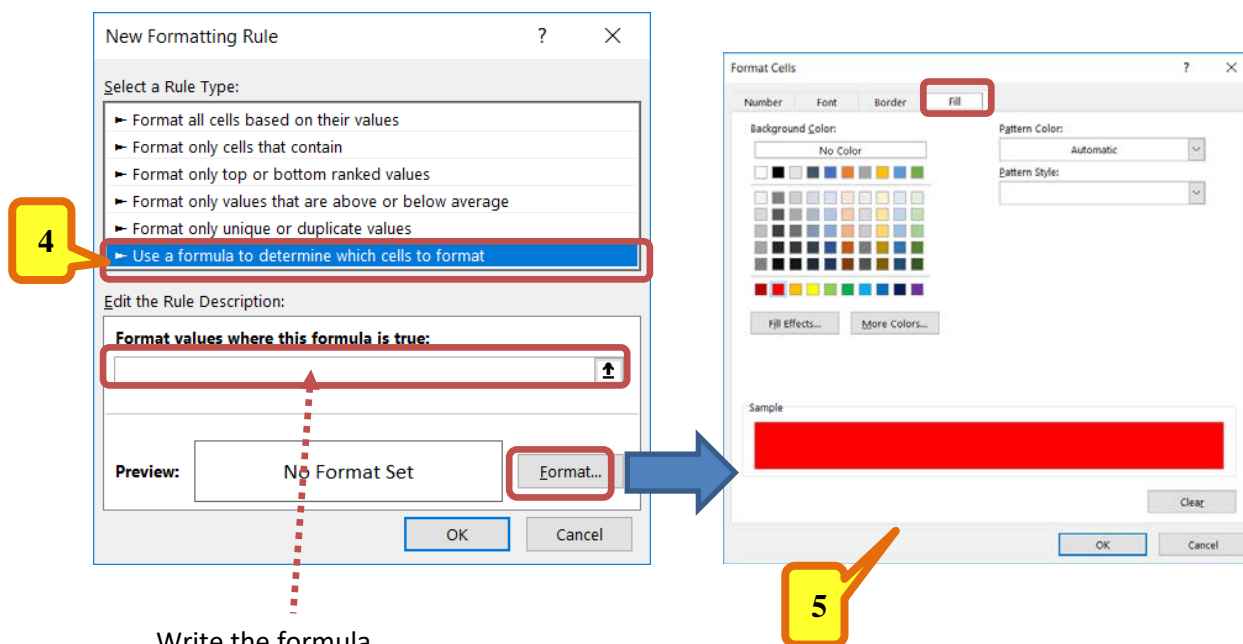
3.3.4 How to Promote Users to Enter Data

MTEF Management Data Aggregation Tool requires some data entry particularly in “AWP” sheet. As most of the sheets are view only, there is a possibility that users forget to enter data. To avoid this, MTEF Management Data Aggregation Tool makes blank entry fields in yellow color to alert the users to enter necessary data. Conditional Formatting can be used to make the color of blank cells to be in yellow by the following procedure.

- 1) Select the cell range for data entry.
- 2) Select “Conditional Formatting” from “Home” tab and click “Mange Rules.”.
- 3) In the Conditional Formatting Rules Manager, click “New Rule”.



- 4) In the New Formatting Rule dialogue, select “Use a formula to determine which cells to:” and write the formula in “Format values where this formula is true:”. If cells need to be colored only when they are blank, write: =A1="" (“A1” should be changed to the cell address located at the first left corner).
- 5) Click Format and set-up the formatting to be applied when the formula set-up becomes true. (To make the cell color red, select “Fill” tab, and select red color. Finally, click OK.)



4 Guidance for Program Maintenance

This section provides the basic guidance on how to maintain the program in MTEF Management Data Aggregation Tool. Main functions in the tool are to 1) clear all the data in the tool, and 2) aggregate the data in several MTEF Management Tool. Developers need to understand how the programs are linked to each other, and let two functions work, which are explained in the following sub-sections. Note that the detail of each program is not explained in this section. When maintaining the existing program, developers need to read the related codes, and understand the algorithm in it.

4.1 Introduction of Program

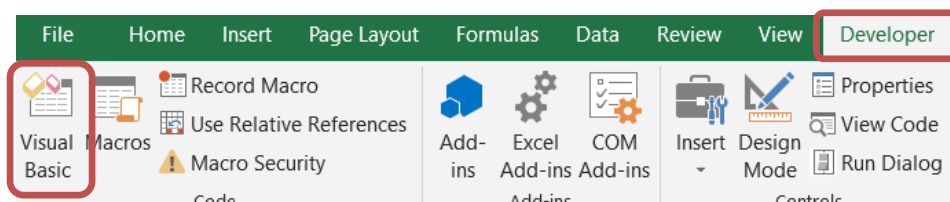
4.1.1 List of Modules

MTEF Management Data Aggregation Tool has several programs consisted of private and public procedures. Private procedures work only in the limited areas, which are called by each worksheet or workbook event. MTEF Management Data Aggregation Tool does not have any worksheet events, but has one workbook event, which is “Workbook_Open”. It is stored under “ThisWorkbook” in VBA. On the other hand, public procedures are stored under “Module”, and they can be called by any private or public procedures. MTEF Management Data Aggregation Tool has four Modules, which are listed below.

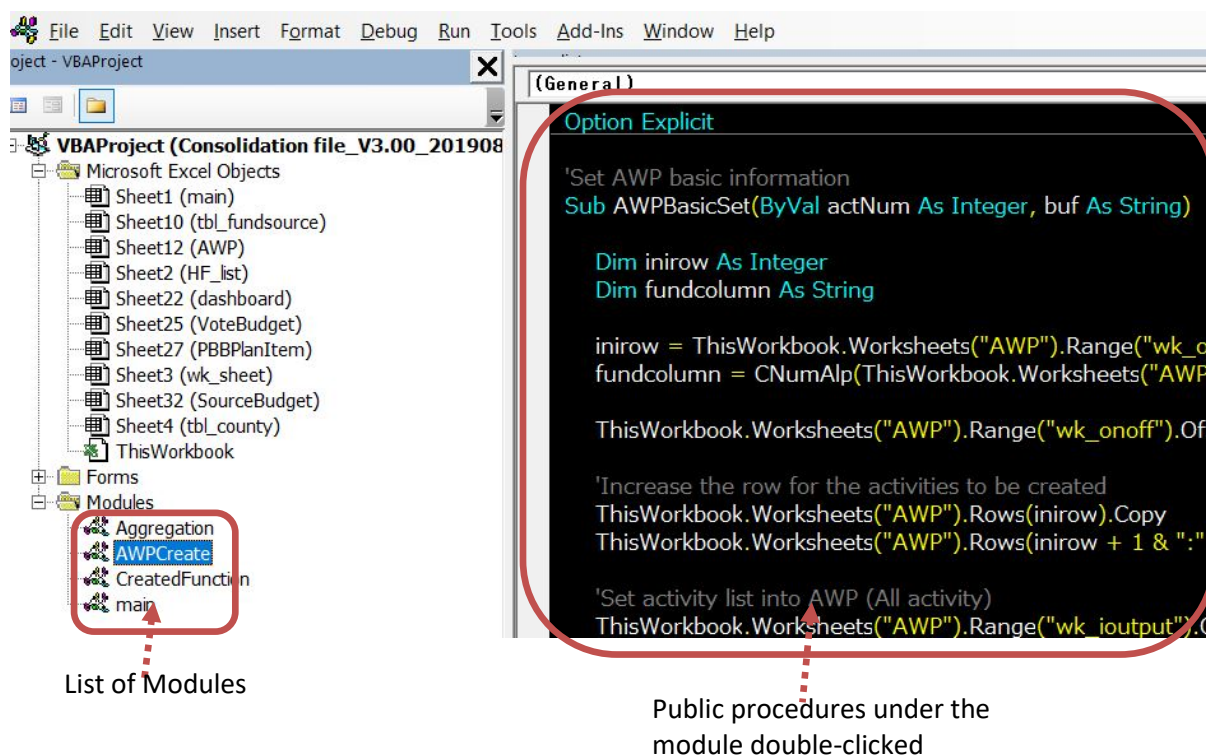
#	Name of Modules	Roles
1.	Aggregation	Contains the procedures which extract and aggregate the numerical data in MTEF Management Tools setting the sum-up amount into corresponding cells in corresponding worksheets. Procedures to clear all the aggregated data is also included in this Module.
2.	AWPCreate	Contains the procedures to create “AWP” sheet when data is aggregated.
3.	CreatedFunction	Contains most of the functions created for MTEF Management Data Aggregation Tool.
4.	main	Contains button click event procedures which are 1) to show aggregation dialogue, and 2) to proceed with the process to clear all the data.

Developers can confirm the list of Modules with the following procedure.

- 1) Click “Visual Basic” under “Developer” tab.



- 2) In the Project Explorer, click the Modules and see the list of modules. If double-clicking the Modules, all the public procedures under its Module are displayed.



4.1.2 List of Public Procedures

All the public procedures and their roles are summarized in Appendix 3.

4.2 Program Linkage

Program in VBA and the linkage of each program is summarized in Program linkage Diagram attached as Appendix 4. Developers need to refer it to consider what kind of influence happen when maintaining the program in the tool.

4.3 Program Maintenance Notes

There are several significant points developers need to take note when maintaining the tool.

- (1) There are two ways to make buttons or checkboxes; 1) Form controls and 2) Active X. Do not use Active X as it does not work on a Mac computer.
- (2) System requirements to use MTEF Management Data Aggregation Tool is attached as Appendix 5. Note that Users' Excel version is frequently upgraded. Some Excel functions, formula or codes may be diminished in the new version of Excel. This means that some users may not be able to use MTEF Management Data Aggregation Tool depending on the Excel version or Operating System (OS) they use. For the troubleshooting for users, check what kind of Excel version or OS they use, and consider if the program can be adjusted in a way, which all types of Excel or OS users can use the tool.
- (3) After the maintenance, the tool should be finalized to be distributed to users. Developers need to check the settings, which sheets should be shown or not.

5 Troubleshooting

Solutions to problems that may face while operating MTEF Management Tool and MTEF Management Data Aggregation Tool are summarized in Q & A format as attached in Appendix 6. Try these solutions to resolve problems.

Appendix 1: Worksheets and their Linkage

Sheet no	Sheet Name	Type	Linked Sheet	Remark
Sheet 12	AWP	View	<u>Data provided from:</u> ✓ tbl_fundsource	Summary of AWP sheet provided by each MTEF Management Tool file
Sheet 2	HF_list	View	-	Health facility list which highlights the aggregated health facility and error status for aggregation. Users can see which health facility (MTEF Management Tool file) is aggregated, and which MTEF Management Tool file has what kind of errors.
Sheet 27	PBBPlanItem	View	<u>Data affect to:</u> ✓ VoteBudget	Summary view for planned and approved budget and expenditure based on the program and line items
Sheet 32	SourceBudget	View	-	Summary view for planned and approved budget and expenditure based on the source of fund
Sheet 25	VoteBudget	View	<u>Data provided from:</u> ✓ PBBPlanItem	Summary view for planned and approved budget and expenditure based on line items
Sheet 22	dashboard	View	-	Summary view for planned and approved budget and expenditure based on program / sub-program. Users can compare the information using the Chart automatically created.
Sheet 1	main	Menu	<u>Data provided from:</u> ✓ tbl_county <u>Data provided from and affect to:</u> ✓ wk_sheet	Menu to navigate users to aggregate or clear the data
Sheet 4	tbl_county	Master	<u>Data affect to:</u> ✓ main	Master sheet to generate county
Sheet10	tbl_fundsource	Master	<u>Data affect to:</u> ✓ AWP	Master sheet to generate source of fund
Sheet 3	wk_sheet	Master *cannot be edited	<u>Data provided from and affect to:</u> ✓ main	Worksheets which store several important values, which are automatically changed based on the system date or other data in local computers

Appendix 2: MTEF Managemtn Data Aggregation Tool Ver.3.0 Data Linkage Diagram

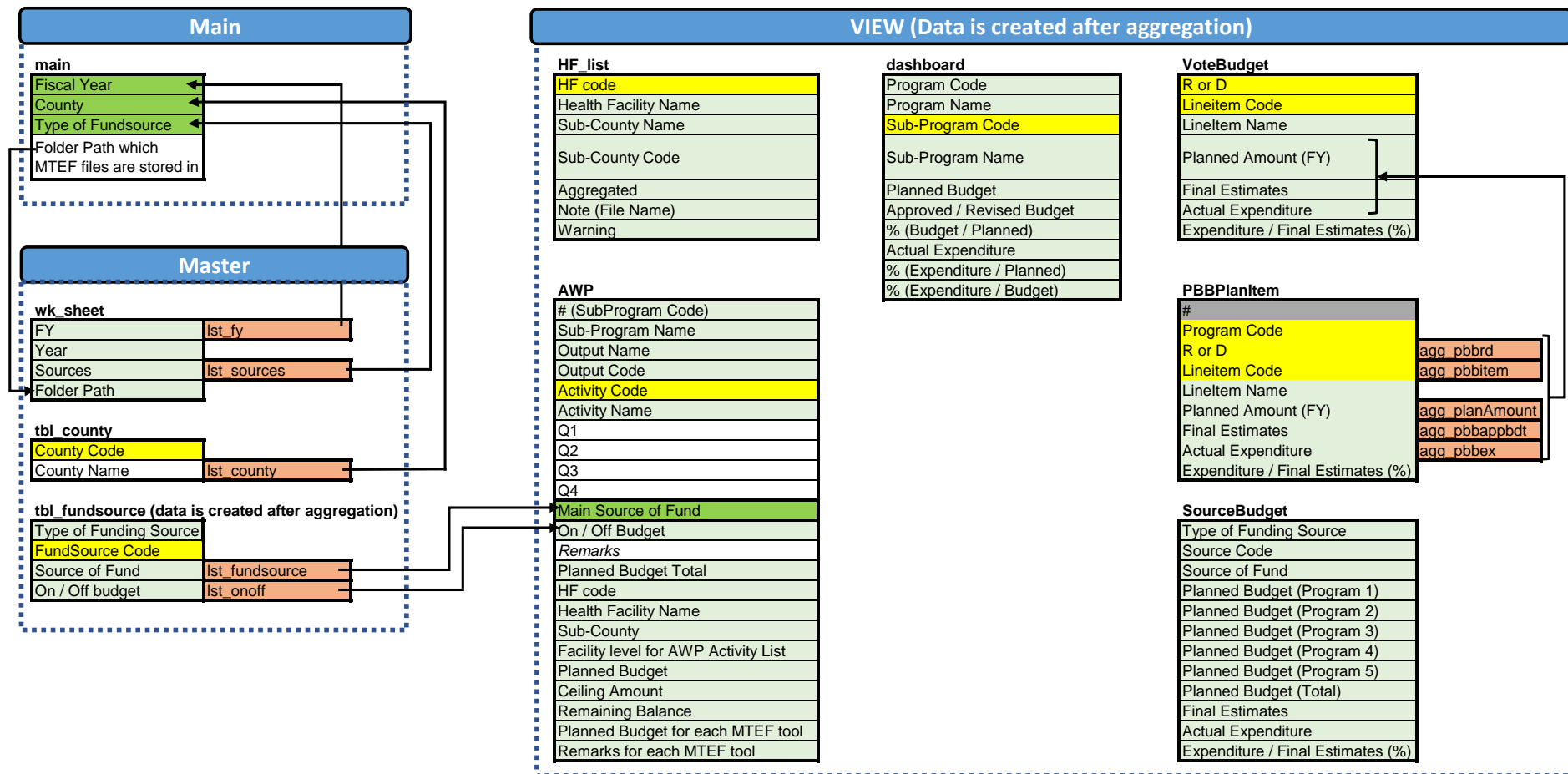
ABC UNIQUE KEY

ABC Free Type

ABC Data Selection by dropdown list

ABC DATA auto generated by VBA or formula

ABC Name of Data (to be used for other worksheets or VBA)

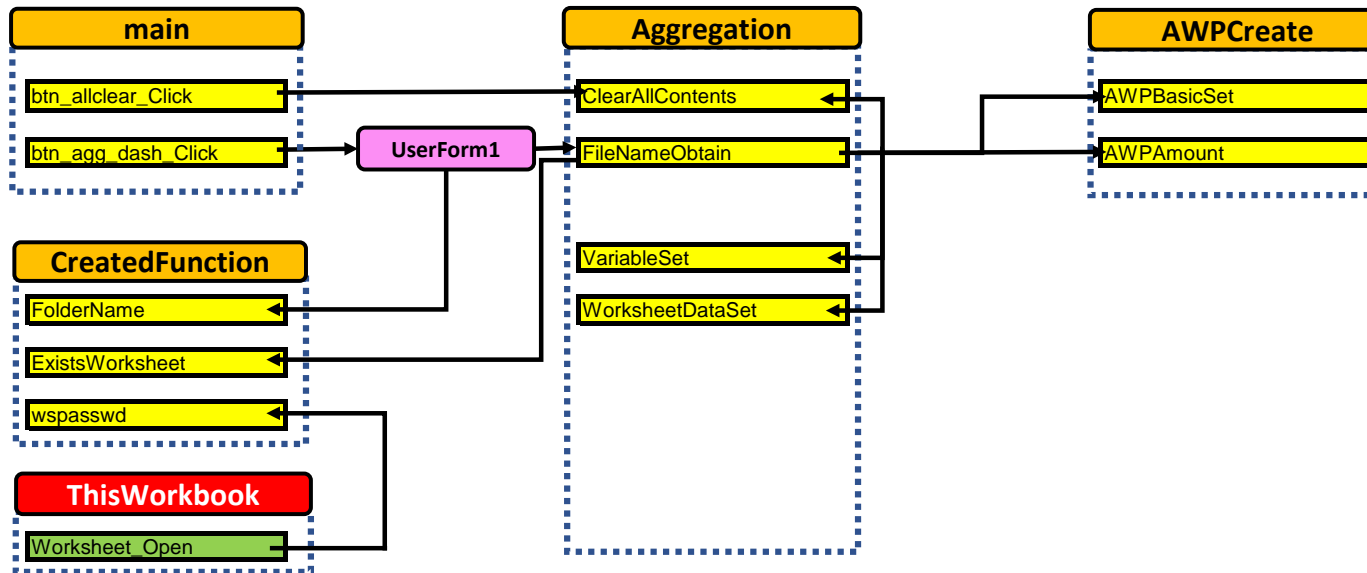


Appendix 3: List of Public Procedures

#	Name of Procedure	Roles	Modules which contain the procedure
1.	FileNameObtain	Extract and aggregate the numerical data from all MTEF Management Tools in the folder indicated. and set the result into the corresponding worksheets. This procedure is called when “OK” button in aggregation dialogue is clicked.	Aggregation
2.	ClearAllContents	Clear all the data in all the view sheets. This procedure is called when “Click here for clearing contents” button in “main” sheet is clicked, or before aggregation process by “FileNameObtain” procedure is started.	Aggregation
3.	VariableSet (Function)	Set the numerical data in each MTEF Management Tool to the corresponding array variables. This procedure is called when the data in each MTEF Management Tool is extracted.	btn_main
4.	WorksheetDataSet	Set the data stored in each variable to the corresponding cells in MTEF Management Data Aggregation Tool. This procedure is called after all aggregation process ends.	btn_main
5.	AWPBasicSet	Set basic information extracted from each MTEF Management Tool to the corresponding cells in “AWP” sheet in MTEF Management Data Aggregation Tool.	AWPCreate
6.	AWPAmount	Set the data extracted from “Sheet_AWP” in MTEF Management Tool to the corresponding cells in “AWP” sheet in MTEF Management Data Aggregation Tool.	AWPCreate
7.	CNumAlp (Function)	Return the translated value from number to alphabet and vice versa	CreatedFunction
8.	FolderName (Function)	Let the user select the Folder and return the folder path selected	CreatedFunction
9.	ExistsWorksheet (Function)	Check if the specific worksheet is existing in the file or not and return “True” or “False”	CreatedFunction
10.	wspasswd (Function)	Return the password to protect WorkSheets	CreatedFunction
11.	btn_agg_dash_Click	Show aggregation dialogue to let users to enter necessary information to start the aggregation.	main
12.	btn_allclear_Click	Start the process to clear all the contents in MTEF Management Data Aggregation Tool	main

Appendix 4: MTEF Management Data Aggregation Tool Ver.3.0 Program Linkage Diagram

ABC Public Procedure ABC Private Procedure ABC Module ABC Workbook ABC UserForm



Appendix 5: System Requirements

The following table shows versions and conditions required to use MTEF Management Data Aggregation Tool.

System	Version	Remarks
Excel based MTEF Management Data Aggregation Tool	ver. 3.0	
OS	Windows 7 or later version	
Microsoft Excel	2010 or later version, Mac Excel 2011, 2016	Excel 2003 and 2007 are not supported

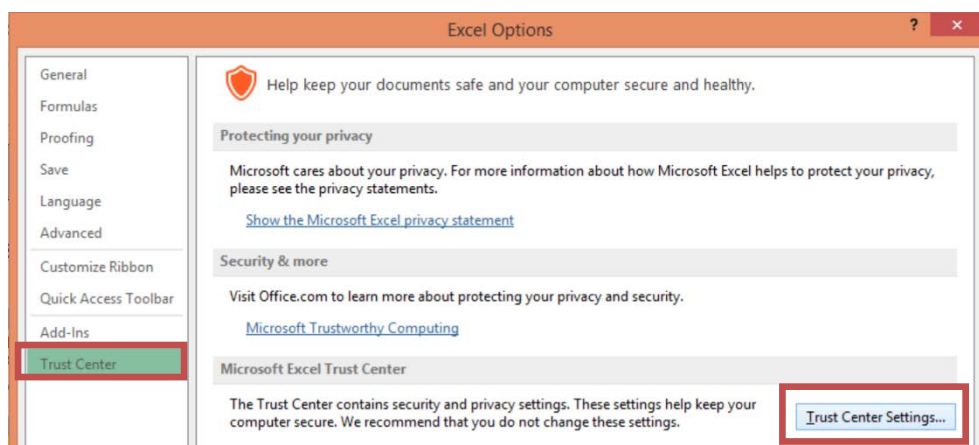
Appendix 6: Troubleshooting Q & A

1. MTEF Management Tool

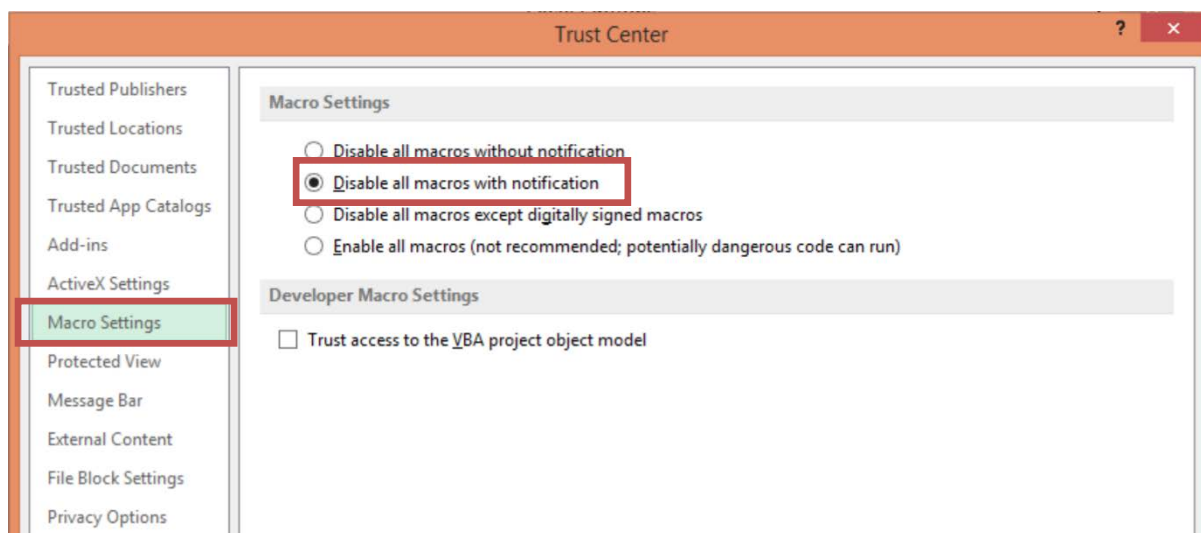
Q1: *Macro enabling is impossible and cannot start the tool.*

A: This error occurs depending on Macro setting in Excel Application. Check Macro Security Settings from Trusted Site in Excel Options. > Adjust the Security level to the proper settings (See the following procedure).

- 1) Click File Tab and go to Excel options.
- 2) In the Excel Options dialogue, click Trust Center and Trust Center Settings.

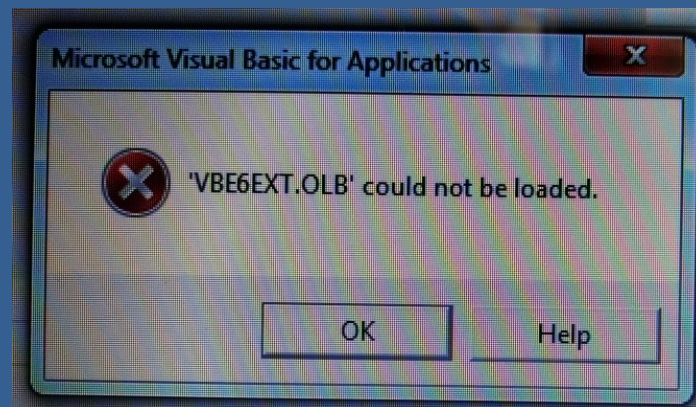


- 3) Click Macro Setting and Select “Disable all macros with notification” and click OK button.



- 4) Close the file and open the file again. Check if the bar to enable Macro setting is displayed under Excel ribbon.

Q2: *MTEF Management Tool got the following errors when the file is opened or Macro is enabled.*



A: 'VBE6EXT.OLB could not be loaded' error usually happens when some files got corrupted in Office/Visual Basic.

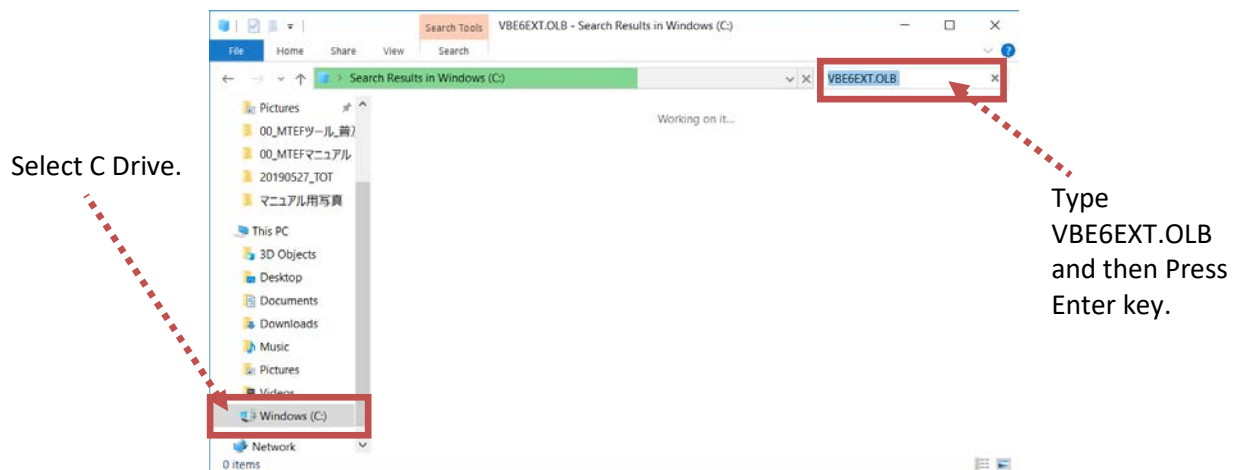
A simple repair of Office installation from Control Panel should be able to fix it. Have a try and see if that will correct the issue.

Another thing you can try is - locate the VBE6EXT.OLB file in Windows (the file usually exists under C:\Program Files or Program Files(x86)\Common Files\Microsoft Shared\VBA), rename it to VBE6EXT.OLB.old.

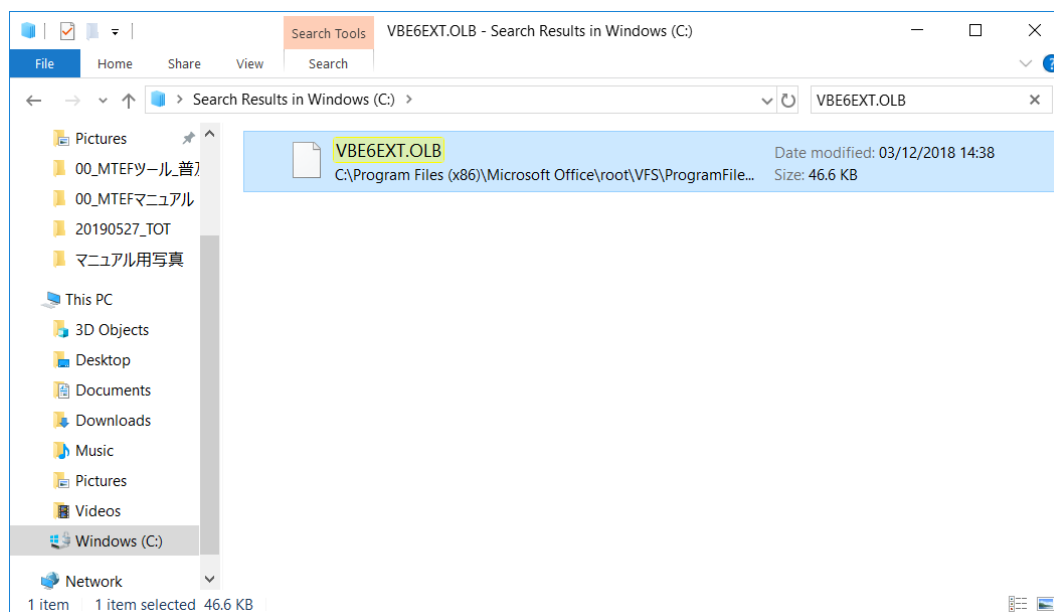
Then Open Microsoft Word, press "ALT+F11", you should get a popup window asking repair the program, click Yes. Restart Office after the repair is finished, then verify result again.

*If you cannot find the location of VBE6EXT.OLB file, search where it is with the following procedure.

- 1) Open Explorer
- 2) Search VBE6EXT.OLB under "C" drive.



- 3) You can find the location of the file as follows. Right-click the file name and select “Open file location” from the short-cut menu. You can rename the file.



2. MTEF Management Data Aggregation Tool

Q1: *After the aggregation, some health facility name which need to be aggregated were not listed in “HF_list”. Were they properly aggregated??*

A: **If the file name is listed in the row with blank health facility name in “HF_list” sheet, its data is aggregated.**

The list of health facility is created based on the health facility master in one of the MTEF Management Tool, which data is firstly loaded (This is usually the file which can be the first file when all the files are alphabetically ordered). If its master does not include the corresponding health facility name, it is not listed in “HF_list”. However, even though it is not listed, the data is aggregated unless its county name and fiscal year are same as those selected at the beginning of the aggregation.

Q2: *After aggregation, some health facilities are not highlighted in “HF_list” sheet, although these data was stored in the target folder for the aggregation. Why?*

A: **There are several possibilities.**

<In case the data is not included in the aggregation>

When data is aggregated, users need to select FY and County Name, and only the data which have selected FY and county name is included into the aggregation. If the data is not included into the aggregation itself, **verify FY and county name in the corresponding files are correct.**

<In case the data is aggregated, but its health facility name is not highlighted in “HF_list” sheet>

The name of health facility in “HF_list” in MTEF Data Management Tool and that in the corresponding file may not match. **Check the health facility name in the corresponding files.**

(If the version of MTEF Management Tool is less than 2.7, there was an issue that users could directly type health facility name when sub-county name was empty. This issue was solved with version 2.7 so that MTEF Management Tool with later version of 2.7 would not have this issue).

Q3: *Do we need to store only MTEF Management Tool in the folder to be aggregated? If we store other files in the folder, can’t we aggregate the data?*

A: **It depends on the version of the tool.**

<In case you are using later version than 2.7>

You do not need to care what files are existing in the folder. you can aggregate only MTEF Management Tool files from the folder by excluding all unrelated files for the aggregation.

<In case you are using version 2.6 or less>

MTEF Management Data Aggregation Tool will be error if the folder includes MTEF Management Data Aggregation Tool file. Therefore, **check the folder to be aggregated and if the folder includes the aggregation tool, and take it out.**

Q4: *When aggregating the data, do we need to store only MTEF Management Tool in the folder to be aggregated? If we store other files in the folder, can't we aggregate the data?*

A: If you are using MTEF Management Data Aggregation Tool with later version than 2.7, it can aggregate only MTEF Management Tool files from the folder by excluding all unrelated files for the aggregation. If you are using MTEF Management Data Aggregation Tool with version 2.6 or less, MTEF Management Data Aggregation Tool will be error if the folder includes MTEF Management Data Aggregation Tool file. Therefore, check the folder to be aggregated and if the folder includes the aggregation tool, take it out.

Q5: *After aggregation, Error occurs. It says “planned budget total in “dashboard”, “AWP”, and “PBBPlanItem” sheet does not match”. Why and how can we fix it?*

A: **Because there are some files which do not have the same amount among “dashboard”, “AWP” and “PBBPlanItem”.** If you find such an error, use the version 2.8 or later version. With this version, error message is displayed for individual file which does not have the same amount among three sheets above. Depending on the error message, you can identify the issues and fix the files and aggregate all the files again. Main issues which may be the cause are as follows.

1. “PBBPlanItem” sheet is not created

If user use MTEF Management Tool with the version 2.8 or less, there may be possibility that “PBBPlanItem” sheet is not aggregated. With this version, “PBBPlanItem” sheet will be created when users first open this sheet. Otherwise, the aggregation in this sheet would be 0 (zero). Therefore, **to fix the gaps in the amount among three sheets, click “PBBPlanItem” sheet in the file which got an error. If users use version 3.0, “PBBPlanItem” sheet is created even if users do not click the sheet.**

2. The activity listed in “Generate_activity” are different in the error files

If the error files have specific activity list which are different from other files, the planned budget in these specific activities would not be aggregated into “AWP” sheet, and the gap can stem from the amount among “AWP” and other sheets. **Reconsider the activity list for the error files.**

3. Planned budget for some activities in AWP may not display the right total amount accumulated by line-items.

If user use MTEF Management Tool with the version 2.8 or less, it is possible that this issue occurs. If users modify fiscal year in MTEF Management Tool and restore it to the original value again, this issue may occur. To fix it, find the activities which have these issues and double-click its activity in “Sheet_AWP” sheet. In new sheet displayed (“ws_cost” sheet), click “reflect” button. After that this issue is solved.

Note that version 3.0 will not have issues of 1 and 3 above.