Expense Claim Form - Volunteer

Version 1.02

User Guide

June 2019

1 Introduction

The "LANSW Expense Claim Form – Volunteer Program" was developed to simplify the lodgement and payment of expenses incurred by volunteer Company representatives when carrying out their role on LANSW business.

1.1 Assumptions

This User Guide assumes that the user is competent in the use of a Personal Computer, the basics of Microsoft Windows operating systems and Microsoft Excel.

1.2 Hardware And Software Requirements

The program requires Microsoft Excel 2007 and can be used on any Personal Computer capable of running this software. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program but it will function on all later releases of Microsoft Excel.

1.3 Nomenclature

Several font colours are used in the system. These assist with reading and interpreting cell contents.

Black Font	Static Entry - Cell value never changes.
Blue Font With Aqua Shading	Dynamic Entry - Value in the cell can be altered by the user.
Brown Font	Rate Or Allowance- Value in the cell is updated by LANSW as required.
Green Font	Hyperlink – Cell contains a hyperlink.
Red Font	Formula – Cell contains a formula which can only be altered by the program.

1.4 Limitations

This "LANSW Expense Claim Form – Volunteer Program" must be run in Microsoft Excel. It will not work correctly with any other software. Do not use OpenOffice Calc or StarOffice Calc with this file!

It should be noted that Copy, Cut, Paste and Drag-and-Drop editing have been disabled because these functions circumvent data validation.

1.5 WARNING - Emailing The Program

The program is an Excel file that contains "macros" which are essentially bits of computer code written in Visual Basic for Applications. Historically "macros" have been vehicles for malware. Consequently, it is possible that some email clients may not allow the program to be attached and sent via email for security reasons. Others may warn that a virus has been detected when the program is emailed. Rest assured there is no malicious code in this program. To overcome this potential email issue simply zip the file and attach the zipped version to the email.

1.6 Problems

Although every effort has been made to ensure the program performs correctly problems may occur. If you have a problem, please consult this manual first. If you cannot resolve your problem, check that you have the latest version of the program at www.lansw.com.au. If you are still unable to resolve your problem, contact Little Athletics NSW.

Email: admin@lansw.com.au

2 Installation And Removal

2.1 Installing The Program

The program is installed simply by copying the Excel file "LANSW Expense Claim Form– Volunteer.xlsm" to any Folder on the PC.

2.2   Removing The Program

The program is removed simply by deleting the Excel file "LANSW Expense Claim Form – Volunteer.xlsm" from the relevant Folder on the PC.

3   System Overview

3.1   Microsoft Excel

The program uses Microsoft Excel. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program. The program will function on all later releases of Microsoft Excel.

3.2   Workbook Structure

The Microsoft Excel workbook (file) "LANSW Expense Claim Form – Volunteer Program.xlsm" consists of three (3) worksheets. The workbook and each worksheet are protected so that they cannot be inadvertently altered.
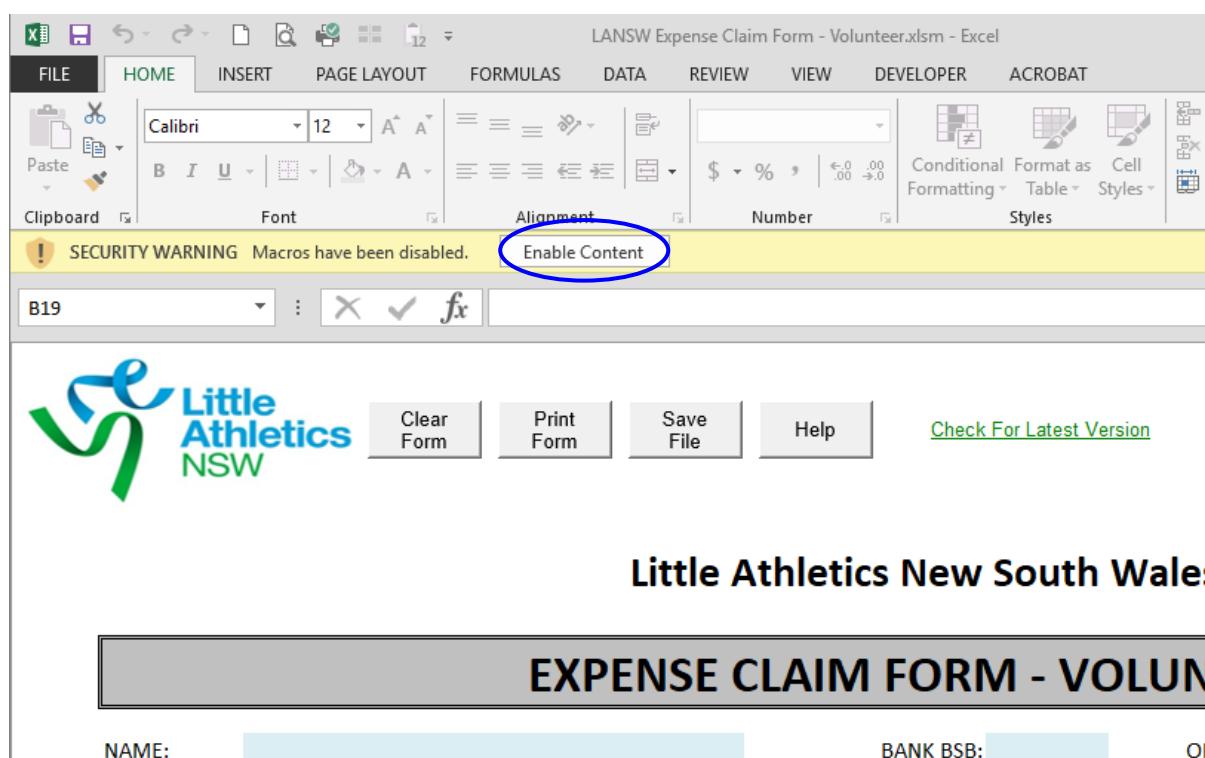
The worksheets are:
  1. Form
  2. Policy
  3. Versions

4   System Operation

4.1   Start The System

Simply opening the Microsoft Excel file "LANSW Expense Claim Form Program – Volunteer.xlsm" starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Microsoft Excel you are using.

Select "Enable Content".

Select "OK" to acknowledge the message and the "Form" worksheet will be displayed.

4.1.1   Form Worksheet

This worksheet contains the controls (Buttons) that run the various functions (Macros). It also contains an electronic version of the LANSW Expense Claim Form. The worksheet has been designed to automatically apply the correct allowance for mileage, daily meals and accommodation. It has been programmed to run numerous checks and balances to assist the user. The worksheet also calculates the kilometres claimed and total value of the Expense Claim Form.

4.1.1.1 Clear Form Button

This macro clears all data from the form. It also gives the user the option to retain the form header details (Name, Address, Bank BSB, etc.) if so desired.

4.1.1.2 Print Form Button

This macro prints the form.

4.1.1.3 Save File Button
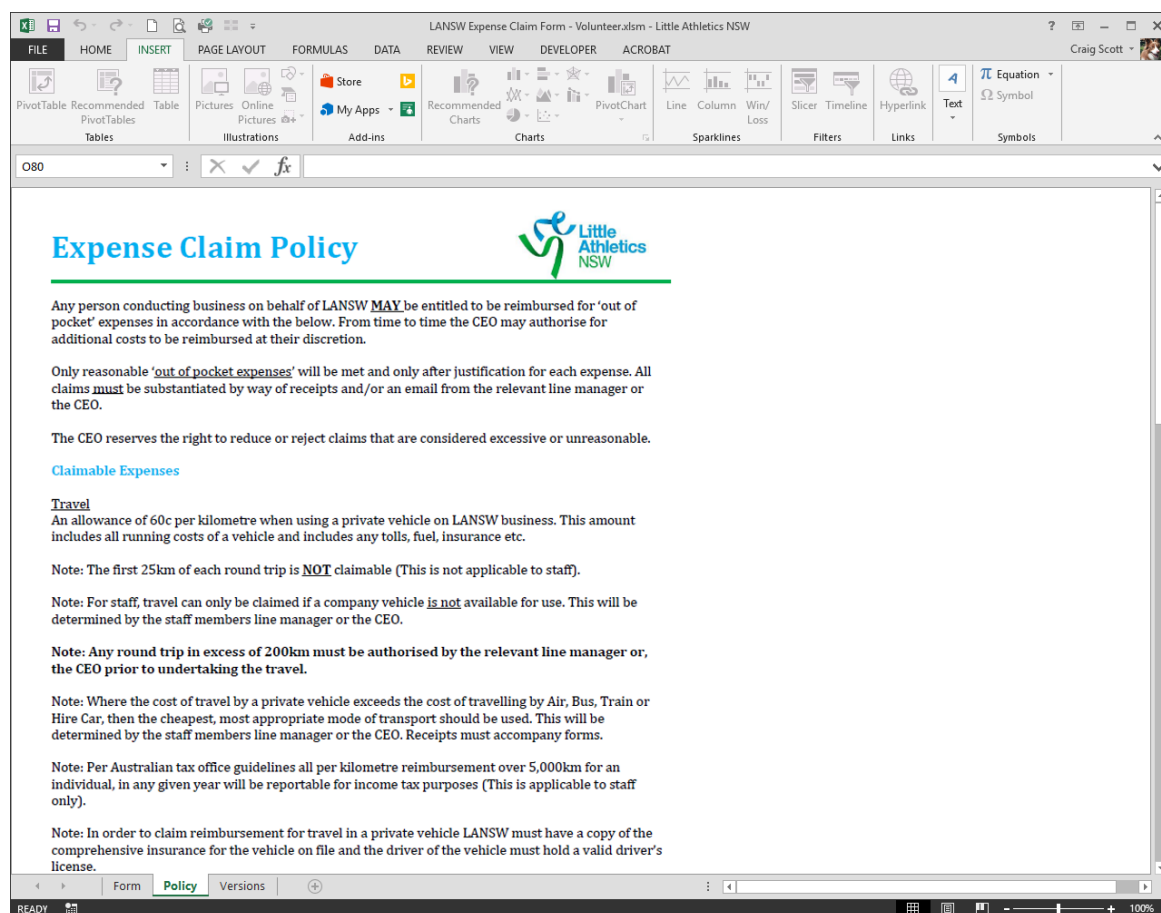
This macro saves the file.

4.1.1.4 Help Button

This macro displays a message box containing relevant help details and the version of the program.

4.1.1.5 Check For Latest Version Hyperlink

This hyperlink takes you to the LANSW website where the latest version of the program and this User Guide are available for download.

4.1.2   Policy Worksheet

This worksheet contains a copy of the Expense Claim Policy.

4.1.3 Versions Worksheet

This worksheet is used for version control. It contains the version, date of release and a description of the changes made in the various versions of the system.

Date	Version	Description
17/06/2019	1.02	Post Code removed. Bank Account details and date form submitted added.
8/08/2018	1.01	Amended to comply with updated Expense Claim Policy dated May 2018. "Policy" worksheet added. "Volunteer" added to title.
15/08/2017	1.00	Original Release.