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Pension Division Newsletter

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Online Reporting Forms – Helpful Hints

A reminder that the online reporting forms are available for download from the State Auditor's website (www.auditor.state.mn.us). Several helpful hints are provided below that will assist you when using the online forms:

- **Enable Macros** – Remember to select the “Enable Macros” option when prompted. If you do not receive a message box prompting you to enable the macros when you open a form, your version of Excel is probably set to automatically disable all macros. To change this security setting open Excel and choose Tools from your menu bar, scroll down to Macro, and select Security. On the Security Level tab select Medium.
- **Unhide Rows** – Several of the reporting forms contain rows to report additional investments, cash flows, revenues or expenditures. The message boxes in the forms and the instructions explain where these additional rows are provided. To access these additional rows click on the last row in the section that you would like to expand and press the “Ctrl” key and the “u” key. The member sections in the Schedule contain more than one row for each member. In these cases, click on the thin row under the last member section and press the “Ctrl” key and the “u” key. To add additional rows to the pension payment sections click on the thin row at the bottom of the payment section and press the “Ctrl” key and the “g” key.
- **Deferred Interest Rates of Return** – If you are completing the Schedule form and your relief association pays deferred interest at an “up to five percent” option, please remember to enter the applicable rates of return to right, beginning in column AA.

If you have questions regarding the online reporting forms please contact your pension analyst at the phone number or email address provided at the bottom of this newsletter.

Online Reporting Forms Update – SID-05

A revised version of the SID-05 is available on the State Auditor's website. If your relief association downloaded the SID-05 Excel file prior to June 8 but has not yet submitted the form, please download and complete the revised version.

FRPAS Version 1.1.4

An updated version of FRPAS, the Fire Relief Pension Accounting System, will be available for download from the State Auditor's website within the next few days. Please watch for the new version and, if you are already using FRPAS, download just the patch. Otherwise, download the full version of the program. Since the file size is large please contact Gail Richie with the Pension Division at (651) 282-6110 or Gail.Richie@state.mn.us if you would like a copy of the program mailed to you on CD.

If you have questions please contact us:

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