**For the Single Account versions (acc9sv15.1.xls & acc9sv15.1\_Excel2003.xls), Multi Account instructions at end of this document!**

1. Open the file in Excel.
2. Select **ACC9 (Page 3) Expenses** worksheet



1. Select the **Review** tab and then **Unprotect Sheet**



1. Select the cell to the right of expense item 5850



1. In the formula line, change **AW** to **AV**



1. Protect the worksheet by selecting **Protect Sheet** under the review tab.



1. A pop-up will appear, select **Ok**. Do not change any of the check marks or add a password.
2. **Save** the file

**For the Multi Account versions (acc9mv15.1.xls & acc9mv15.1\_Excel2003.xls)**

1. Open the file in Excel.
2. Select **ACC9 (Page 3) Expenses** worksheet



1. Select the **Review** tab and then **Unprotect Sheet**



1. Select the cell to the right of expense item 5850



1. In the formula line, change **AX** to **AW**



1. Protect the worksheet by selecting **Protect Sheet** under the review tab.



1. A pop-up will appear, select **Ok**. Do not change any of the check marks or add a password.
2. **Save** the file