

Supplemental Instructions for Filing the PMMB-60 Report Electronically

These instructions are in addition to the [PMMB-60 Milk Dealer's Financial Statement Instructions](#).

The spreadsheet requires MS Excel 2007 (or higher). If you have an earlier version, please contact the Board at the e-mail address below for a compatible spreadsheet.

The spreadsheet has an XLSM extension (Excel Macro Enabled). If the security setting is high, this macro will not run. If the setting is medium, after opening the spreadsheet, a bar will appear toward the top of the page asking to enable macros. The only macro within the spreadsheet is for naming the spreadsheet to PMMB specifications. After completing the cover page, click on the yellow "SAVE FILE" button. This will name the file and present the save menu allowing the file to be saved to the location of your choice. Thereafter, pressing the regular save icon will save your updated spreadsheet. Please contact your MIS personnel or Cliff Ackman at cackman@pa.gov or via phone at the PMMB 717-787-4194 for assistance, if required.

To ensure continual calculations and proper functioning, please make sure the following option is selected – MS Symbol/Excel Options/Formulas/Automatic and the box next to this option is checked - MS Symbol/Excel Options/Formulas/Enable iterative calculation.

Yellow highlighted cells are for data entry.

Please use the account names and account codes as presented on the PMMB-60 spreadsheet.

The E-mail submission address is: RA-PMMB62@state.pa.us

If you have any questions or comments, please include them with the submitted form.