June 2014

Issue 12

AGA
CENTRAL ARKANSAS CHAPTER

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A MESSAGE FROM THE PRESIDENT

Greetings Friends and Colleagues:

This is my final president's message, and it has not been easy to write. How many times have we heard speeches by outgoing chairs or presidents of various organizations who say things like, "it's been an amazing year," or "the year has gone by so fast." What I have come to understand is that those are not clichés. Those expressions truly do describe the experience that I have had, plus much more. We have a strong, effective chapter because we have had an enthusiastic, dedicated executive board. Each person did an amazing job with their areas of responsibility.

Here are just a few indicators of the vitality of our chapter:

- We have past, present, and future Regional Vice Presidents all hailing from our chapter. Thank you Bob Broughton, Don Bellcock, Brenda Jackson, and Kaki Roberts for your service.
- One of our members has also served on the national committee to develop the Candidate Assessment Toolkit for Grants Managers. As a result of her participation on that project, she was also chosen to be a presenter at the national Professional Development Conference last summer. Congratulations, Kaki Roberts.
- The Certificate of Excellence was awarded for our Citizen Centric Report for outstanding, quality reporting. The Accountability Chair is a relatively new position, but Gerald Plafcan has set the bar high. Congratulations and thanks for making us look so good, Gerald!
- We hosted two all-day educational seminars for members and non-members. In addition, the chapter presented eight monthly meetings and three audio conferences. Through these events, a total of 29 hours of CPE was made available during this past year. Thank you Joshua Walker, Tyler Cain, and Lateisha Moore.
- Will Cottrell formed a committee and accomplished a complete revision of our chapter by-laws. The bylaws had never been updated since the founding of our chapter in 1978. Thanks Will, Shirley Manning, and Danny White for this remarkable accomplishment.
- The State of Arkansas and for the first time, the City of Little Rock, both issued proclamations declaring March as Certified Government Financial Managers Month. Thank you to our CGFM Chair, Brenda Jackson, for getting this done.
- We gave back to our community through numerous projects: Arkansas Rice Depot, Susan G. Komen Race

For the Cure, Volunteer Income Tax Assistance Program, providing Christmas gifts for children in foster care, and donating wreaths for Wreaths Across America at Arlington National Cemetery. And don't forget! We participate every year in AGA National's silent auction event for charity. Thank you to Elouise Evans and Lateisha Moore for all your efforts to coordinate these activities.

- We had a wonderful Holiday Banquet at the Capitol Club, and a scrumptious buffet at Cajun's Wharf for our year end Awards Banquet. Thank you Kaki Roberts and the "Fun" committee, Alma Valley, Shirley Jackson, and Terri Baca.
- It takes a good crew to keep things running smoothly, and often the folks who work hard to keep it all going are the ones who are least recognized. Florence Price kept our website up to date, May Neal made sure we got the word out for the scholarships offered through our chapter, Richard Drilling made sure we had some good laughs at all our meetings (and also that we maintained a well-documented history of our chapter), and Chandria Willis created an amazing newsletter every quarter. Many thanks to all of you!
- Last but definitely not least appreciated, the chapter officers have provided excellent leadership and set high standards for the officers who follow. A very special thank you to Will Cottrell, Shannon Todd, Steven Petersen, and Chandria Willis for your time and service.

Best Wishes to the incoming executive committee for stepping up and carrying us forward. And for those of you who haven't yet taken your seat at the leadership table, think about volunteering in the coming years. It is an experience that will definitely broaden your horizons and enrich your professional life.

Preparing for the CGFM Examination

Candidates often ask "What is the best way to study?" There is no one-size-fits-all solution. We recommend the following approach:

1. **Review the examination's content outlines that list the main and subtopics covered in each examination**. This should be the focal point of your preparation. It is the core document used as the basis for each examination and a guideline for writing examination questions. Remember to look at the list of acronyms used on the examinations.

2. **Customize your preparation process.** The examinations are rigorous. Don't underestimate the need to study and be prepared. There are a number of options available, including instructor-led courses and self-study guides. Review each option to determine what works best for your level of knowledge, learning style, budget and time constraints.

Preparation Options

Instructor-led training courses:

- AGA's three comprehensive Certified Government Financial Manager (CGFM) courses are offered with two convenient delivery options. Individual candidates can register for open-enrollment courses available through Management Concepts. For those looking to train 15 or more individuals, AGA offers on-site training at your location.

- AGA's Intensive Review Course event serves as a concentrated refresher course and is followed by an opportunity to take the examinations immediately following the review.

Self-study:

- If you are looking for a cost-effective way to study at your own pace, AGA offers three CGFM study guides that provide comprehensive overviews of the topics covered in each CGFM Examination. The study guides are also used as course materials in the CGFM courses. Note: If you have already purchased any of the study guides with CPEs, you can access the CPE examinations. More information on study guide updates

- While the AGA study guides provide an excellent foundation in preparation for the exams, candidates may need to go beyond the study guides and review additional materials. In addition to the reference materials listed at the end of each study guide, see the list of study references—these publications were used as references by examination question writers.

Other options:

- AGA chapters are not just a great way to network; they can also be a great way to prepare for the CGFM Examinations. Some AGA chapters offer study groups, onsite courses and/or other assistance to CGFM candidates. See AGA chapter resources for CGFM candidates page.

- Some universities offer online college courses that can help prepare candidates for the CGFM Examinations. For more information on these programs, please visit the university sites: Auburn University Montgomery, Norwich University, and Rutgers University.

Additional Tips for CGFM Candidates:

Review the CGFM Examinations sample questions. These questions are designed to provide you with a sampling of the format and types of questions you can expect on the examinations. The study guide quizzes and end-of-course review questions, found in the CGFM study guides, are not designed to serve as sample CGFM Examination questions, but as a self-assessment tool to help in your study preparation.

Use the score report as your guide. If you don't pass a CGFM Examination, you'll receive a report that shows your performance by content area (content areas are found on the examinations content outlines). Use that information to help you focus your study preparation.

Request list of mentors from AGA. Recent CGFMs have signed up to be mentors for CGFM candidates to offer preparation strategies and share their experience of studying for the examinations. Contact the Office of Professional Certification at agacgfm@agacgfm.org for more information.

EXECUTIVE COMMITTEE MEETING MINUTES

Meeting Date: May 5, 2014
Meeting Time: 11:30 a.m.
Meeting Location: AR Dept of Workforce Services, 5th floor conference room

Members Present: DeeVee Pearson   Florence Price
                   Will Cottrell   Brenda Jackson
                   Joshua Walker   Chandria Willis
                   Lateisha Moore   Richard Drilling
                   Tyler Cain   Kaki Roberts

The meeting was called to order by DeeVee Pearson at 11:46 a.m., immediately following lunch.

Minutes
Chandria Willis e-mailed the minutes from the April meeting to all board members prior to the meeting. Richard Drilling made a motion to accept the minutes as presented. Kaki Roberts seconded the motion. All were in favor. The motion passed.

Treasurer's Report
Steven Petersen e-mailed the financial reports to each board member prior to the meeting. It was noted that $1400 has been received from National for dues. Brenda Jackson noted that we need to verify that we have received money from National for the recruitment scholarship. Kaki Roberts stated that the check for the 2013 PDC donation has been cashed.

Accountability
No report.

Bylaws
On April 21, 2014, at the 12:00 p.m. AGA meeting, Will Cottrell made a motion that the Central Arkansas AGA Chapter approve as a replacement, the new Bylaws that were submitted by the Bylaws Committee. All were in favor. The motion passed.

Will Cottrell also made a motion that the current Director position titles be changed to conform to the titles in the new Bylaws, and that the new Director term lengths begin with the new fiscal year, July 1, 2014. All were in favor. The motion passed.

It was noted that Shirley Manning and Danny White assisted Will on the Bylaws Committee.

CGFM
Per Brenda Jackson, there is a new CGFM logo that is available for use on National's website.

Chapter Recognition
Will Cottrell stated that he anticipates that our chapter will reach Platinum level by the end of the month.

Education
Per Joshua Walker, the Spring Seminar will be held May 16, 2014, from 8:30 a.m.—4:30 p.m., at the UALR Cooperative Extension. We will be using the same food vendor that we used during the Fall Seminar. Joshua will purchase the refreshments for breaks.

We have received the Internal Control and Fraud Prevention & Detection webinars. The Internal Controls webinar will be offered after the May 19th meeting. We will save the other webinar for next fiscal year.

Joshua stated that he obtained information regarding putting our conference registrations online when he attended the Sectional Leadership Meeting (SLM), and he is interested in pursuing this option in the future. He also made contact with potential speakers for next year's seminars.

Joshua distributed copies of the flyer for the spring seminar. He stated that he notified the North Arkansas IIA Chapter about our seminar as well.

Historian
Richard Drilling stated that he will e-mail all board members a copy of the Historian's report.

Meetings and Awards
Kaki Roberts distributed copies of the Awards Banquet flyer. The banquet will be held June 16, 2014, 5:30 p.m., at Cajun's Wharf. All who are interested in attending are asked to RSVP to Alma Valley. Kaki requested that the awards nomination information be emailed to all chapter members.

Membership and Early Career
May Neal resigned.

May Neal submitted a grade report for a Philander Smith College student that she is recommending for our chapter scholarship. This prompted discussion regarding our scholarship guidelines. Kaki Roberts suggested that we postpone finalizing our guidelines until next fiscal year. She also recommended contacting Dr. Cynthia Taylor to receive recommendations. Kaki stated that she will advertise the scholarship on the PowerPoint that is shown prior to the meetings.

DeeVee Pearson proposed that we use the following guidelines for this year's scholarship awards:
- Must be an Accounting major, preferably focused on government accounting
- Must submit an official transcript and letter of recommendation to the board by June 30, 2014
- Available to AGA members and their dependents
- Scholarships will be awarded September 1st.

All were in favor of utilizing these guidelines.

Brenda Jackson and Joshua Walker suggested broadening our horizons for our scholarships and offering them to other majors in the future.

Newsletter
Brenda Jackson, Will Cottrell, and Joshua Walker will submit information regarding the SLM for the newsletter. The next newsletter will be for the quarter ending June 30th.

Nominations
Angela Thomas has agreed to serve as our Membership/Early Career Chair. The secretary and newsletter editor positions will be combined until someone volunteers to serve as newsletter editor.

Community Service
Lateisha Moore stated that she contacted AETN regarding the telethons. There are live telethons on June 5 from 6:30—10:00 p.m., June 7 from 5:30—9:00 p.m., and June 8 from 6:30—10:30 p.m. There are also telethons on June 3rd and 4th that are not live. Individuals who are interested in participating will have to go to Conway, and they will be trained by the AETN staff. Lateisha will find out the deadline to sign up and the minimum number of people who have to attend. She will e-mail that information to the board once she has obtained it, so that the full membership can be notified of the details as well.

It was decided to purchase jewelry for the PDT auction again this year.

Programs
Tyler Cain distributed the schedule for the remainder of the year. Bruce Moore, Little Rock City Manager, is the May speaker.

Website
Florence Price requested that our spring seminar be added to the National website. The bylaws and CGFM information will be added to our chapter website. Joshua noted that an outdated board list is still posted to the website.

Other
Will Cottrell, Brenda Jackson, and Joshua Walker all attended the SLM in Kansas City. They all stated that they received a lot of valuable information. The SLM was focused on recruiting and retainment. National does not encourage student membership, because the students don't renew.

Brenda stated that she is going to request that Kaki Roberts accompany her in visiting other chapters in our region. She encouraged other board members to accompany her as well. Brenda also suggested that we begin streamlining our membership meetings and conferences so that our out of town members can attend virtually. Brenda is also interested in holding a regional workshop, similar to the SLM. She stated that she inquired about having the SLM in Little Rock, but she was told that it is not fiscally feasible to do so.

Brenda Jackson stated that she found out that National will match our community service funds if the money is available.

The next board meeting will be June 9th instead of June 2nd, because DeeVee can't attend on June 2nd. The next membership meeting will be May 19th. The meeting was adjourned at 1:00 p.m.

Association of Government Accountants
Central Arkansas Chapter
FY 13 Statement of Activities
May 31, 2014

Revenue	Unrestricted
Education Seminars	8,980
Banquets	590
Chapter Sponsorships	2,250
Dues	1,574
AGA National	248
Interest Income	13
Miscellaneous Income	-
Total Revenues	13,655
Expenses	
Program Expenses	
Fall Seminar	645
Spring Seminar	533
Audioconference Expenses	384
PDC Expense	1,600
Holiday Party	2,947
Awards Banquet	200
Awards	-
Speaker Expense	-
Scholarships/Memorials	1,000
Community Service	321
Promotional Supplies	-
Recruitment	45
Website	188
Total Program Expenses	7,863
Management and Administrative Expenses	
Professional Fees	1,500
Post Office Box Rent	88
Executive Committee meeting expense	316
Banking Fees	34
Miscellaneous	-
Total Management and Administrative Expenses	1,938
Total Expenses	9,801
Change in Net Assets	3,854
Net Assets - Beginning of the Year	26,351
Net Assets - End of Year	30,205

Member Corner

Please join us in welcoming the following individuals to our chapter! We LOVE getting new members, and are ecstatic to welcome each of you to the Central Arkansas AGA Family!!!

Member Name	Place of Employment
Thomas N. Leitmeyer	Arkansas Department of Finance & Administration
Rhonda L. Roberts	Arkansas Department of Workforce Services
Jerry D. Ellis, Jr.	Arkansas Department of Finance & Administration
Angela Y. Thomas	Arkansas Department of Finance & Administration

SUMIFS in Excel

The SUMIFS function in Microsoft Excel can be a helpful tool in analyzing data. This article will show an example of how to use the SUMIFS function with simplified information; however, it can be applied with very complex data as well.

The SUMIFS function became available in the 2007 version of Excel. Previous to the SUMIFS function, the SUMIF function could be used to "sum" an amount in a column "if" that amount related to one specified criterion. The SUMIFS allows for more "ifs" or multiple criteria (up to 127 criteria to be exact). SUMIFS has made the SUMIF function obsolete since SUMIFS can be used with one criterion if desired.

The SUMIFS function can be utilized in a number of ways; one on which will be illustrated in the subsequent example. The data for the example is that of an entity that accounts for two grants that it has administered over the last three years. An analysis of three categories of expenditures that are similar within two grants will be done. Each grant has its own fund title within the accounting system (XXG1 and XXG2); the last three full years to analyze are 2011, 2012, and 2013; and the three categories of expenditures are salaries, travel, and rent. The data to analyze is downloaded from the entity's accounting system and is displayed as follows:

	A	B	C	D
1	YEAR	FUND	EXP	AMT
2	2011	XXG1	Salaries	1,000.00
3	2011	XXG1	Travel	333.00
4	2011	XXG1	Rent	500.00
5	2011	XXG2	Salaries	2,000.00
6	2011	XXG2	Travel	666.00
7	2012	XXG1	Salaries	1,000.00
8	2012	XXG1	Travel	222.00
9	2012	XXG1	Rent	500.00
10	2012	XXG2	Salaries	2,000.00
11	2012	XXG2	Travel	777.00
12	2013	XXG1	Salaries	1,000.00
13	2013	XXG1	Travel	111.00
14	2013	XXG2	Salaries	2,000.00
15	2013	XXG2	Travel	555.00
16	2013	XXG2	Rent	600.00

For those that would like to follow along in Excel, open a new spreadsheet and enter the data as shown above in columns A-D and rows 1-16.

Notice the format of the data in the snapshot above. Similar data is entered into corresponding columns, as seen in the illustration above, the three years 2011, 2012, and 2013 are in column A for each row of information, the funds XXG1 and XXG2 are in column B for each row, etc. This data relationship is essential for the SUMIFS function to work.

There are many ways to present this data so it can be analyzed, but for this example, it will be presented as the categories of expenditures by year. The two grants will be set up to query. The result should look like the examples below when finished, where the fund title in cell G1 can be changed from XXG1 to XXG2 as desired.

Example with XXG1:

	F	G	H	I	J
1	Fund	XXG1			
2					
3		2011	2012	2013	Total
4	Salaries	1,000.00	1,000.00	1,000.00	3,000.00
5	Travel	333.00	222.00	111.00	666.00
6	Rent	500.00	500.00	-	1,000.00
7					
8	Total	1,833.00	1,722.00	1,111.00	4,666.00
9					

Example with XXG2:

|	F	G	H	I	J
1	Fund	XXG2			
2					
3		2011	2012	2013	Total
4	Salaries	2,000.00	2,000.00	2,000.00	6,000.00
5	Travel	666.00	777.00	555.00	1,998.00
6	Rent	-	-	600.00	600.00
7					
8	Total	2,666.00	2,777.00	3,155.00	8,598.00
9					

For those of you following along in Excel, set up a table that looks like this in columns L-P and rows 1-8:

	L	M	N	O	P
1	Fund				
2					
3		2011	2012	2013	Total
4	Salaries				-
5	Travel				-
6	Rent				-
7					
8	Total	-	-	-	-
9					

The formulas for the Total in cells M8-P8 and cells P4-P6 are SUM functions going across and down. The cells M4 through O6 will be populated with the SUMIFS formulas which will be discussed. Set your cursor in cell M4 as shown above. Click the insert function icon *fx* , which is to the left of the formula bar (directly above the column letters in the spreadsheet). Type SUMIFS in the "Search for a function:" box and click "Go". The SUMIFS function should show in the "Select a function:" box. Highlight the SUMIFS title and click "OK". (A screenshot of the insert function box is shown below.)
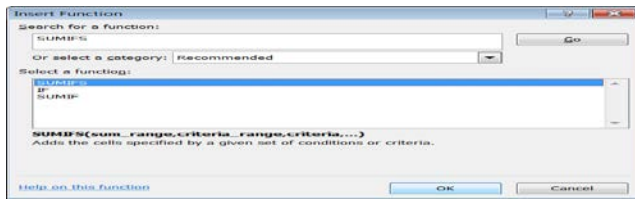
The following function arguments box will appear:
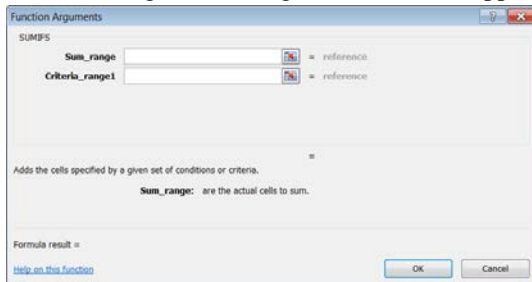
The first function argument is "Sum_range". The Sum_range is the range of cells that has the amounts to sum. For this example, the Sum_range is column D. To select column D, ensure that the cursor is in the Sum_range box by clicking in the blank box and then click on column D at the top of the spreadsheet. It should look like this:
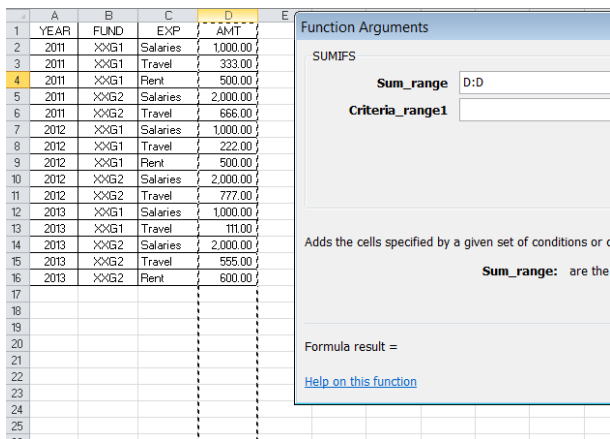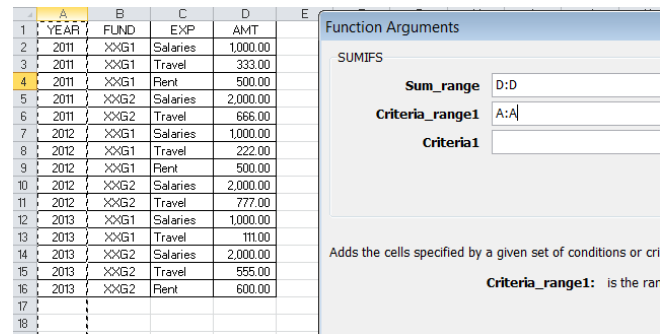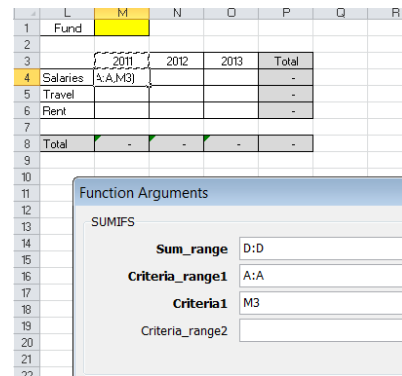

The next function argument, "Criteria_range1", is the first range of cells that will be searched. For this example, there are three criteria ranges, the YEAR, FUND, and EXP columns (columns A, B, and C). Each range will need to be specified individually; this will be shown in the following examples. The first criteria range that will be selected for the example is the YEAR, or column A. To select column A, ensure that the cursor is in the Criteria_range1 box and then click on column A at the top of the spreadsheet. It should look like this:

A "Criteria1" box should appear as a function argument. Criteria1 specifies the criterion that will be searched for in the Criteria_range1. Note that the criteria within the SUMIFS function can be keyed directly, can be a formula, or can be a reference to a cell. In this example, it will be a reference to a cell, particularly cell M3.

To select cell M3, ensure that the cursor is in the Criteria1 box by clicking in the blank box and then click on cell M3. It should look like this:

At this point, "Criteria_range2" should appear as a function argument. For this example, Criteria_range2 is the column titled FUND, or column B. To select column B, ensure that the cursor is in the Criteria_range2 box by clicking in the blank box and then select column B. Next, specify "Criteria2". This is cell M1 in the table. To select M1, ensure that the cursor is in the Criteria2 box by clicking the in blank box and then select cell M1 in the spreadsheet. Next, "Criteria_range3" should be specified. (Note: it may be necessary to scroll down in the function argument box to see Criteria_range3 if it does not automatically appear—the scroll bar is on the right of the box.) Criteria_range3, for this example, is the Expenditure type which is in column C. To select column C, ensure that the cursor is in the Criteria_range3 box by clicking in the blank box and then select column C. Next, specify "Criteria3". This is cell L4 in the table. To select L4, ensure that the cursor is in the Criteria3 box by clicking the in blank box and then select cell L4 in the spreadsheet. All the criteria ranges and criteria have been specified for this example. Click OK.

The formula in cell M4 should read as follows in the formula bar: =SUMIFS(D:D,A:A,M3,B:B,M1,C:C,L4) Before this formula is copied to the other cells in the table, a "$" should be inserted within the formula to keep Excel from automatically changing the column letters and row numbers that should remain the same. Insert the $ as follows in the formula: =SUMIFS($D:$D,$A:$A,M$3,$B:$B,$M$1,$C:$C,$L4). Now, copy cell M4 to cells M4 through O6. It should look like this:

TABLE L1-P8

	L	M	N	O	P
1	Fund				
2					
3		2011	2012	2013	Total
4	Salaries	-	-	-	-
5	Travel	-	-	-	-
6	Rent	-	-	-	-
7					
8	Total	-	-	-	-
9					

If all the steps described were followed, each cell formula should read as follows:
M4=SUMIFS($D:$D,$A:$A,M$3,$B:$B,$M$1,$C:$C,$L4)
M5=SUMIFS($D:$D,$A:$A,M$3,$B:$B,$M$1,$C:$C,$L5)
M6=SUMIFS($D:$D,$A:$A,M$3,$B:$B,$M$1,$C:$C,$L6)
N4=SUMIFS($D:$D,$A:$A,N$3,$B:$B,$M$1,$C:$C,$L4)
N5=SUMIFS($D:$D,$A:$A,N$3,$B:$B,$M$1,$C:$C,$L5)
N6=SUMIFS($D:$D,$A:$A,N$3,$B:$B,$M$1,$C:$C,$L6)
O4=SUMIFS($D:$D,$A:$A,O$3,$B:$B,$M$1,$C:$C,$L4)
O5=SUMIFS($D:$D,$A:$A,O$3,$B:$B,$M$1,$C:$C,$L5)
O6=SUMIFS($D:$D,$A:$A,O$3,$B:$B,$M$1,$C:$C,$L6)

As mentioned earlier, the two grants (XXG1 and XXG2) were set up to query. To execute the query, type XXG1 into cell M1. This will cause Excel to populate the table (Table L1-P8) with amounts. The result should look like the example given above titled "Example with XXG1:"   Now, change M1 by typing XXG2 in the cell. This will cause Excel to populate the information for grant XXG2. The table result should look like the example given above titled "Example with XXG2:".

When using the SUMIFS function to build a table or analyze data, always ensure that the total of the data that is being analyzed totals the table built. For example, the total of XXG1 data in the table is $4,666 and that for XXG2 is $8,598; and, these amounts together total $13,264. The total of the original data is also $13,264. Since these are the same there is assurance that the SUMIFS functions were created accurately.

Also, rows of data can be added to the original data and the table will automatically pull in the new additions. If, for example, data for the year 2014 needed to be added to the table, then the table would need to be expanded and the formulas copied to the new column titled 2014. The screenshot below shows 2014 data added to the original data and a column for 2014 added to the table.

	A	B	C	D	E	L	M	N	O	P	Q
1	YEAR	FUND	EXP	AMT		Fund	XXG1				
2	2011	XXG1	Salaries	1,000.00							
3	2011	XXG1	Travel	333.00			2011	2012	2013	2014	Total
4	2011	XXG1	Rent	500.00		Salaries	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
5	2011	XXG2	Salaries	2,000.00		Travel	333.00	222.00	111.00	333.00	999.00
6	2011	XXG2	Travel	666.00		Rent	500.00	500.00	-	500.00	1,500.00
7	2012	XXG1	Salaries	1,000.00							
8	2012	XXG1	Travel	222.00		Total	1,833.00	1,722.00	1,111.00	1,833.00	6,499.00
9	2012	XXG1	Rent	500.00							
10	2012	XXG2	Salaries	2,000.00							
11	2012	XXG2	Travel	777.00							
12	2013	XXG1	Salaries	1,000.00							
13	2013	XXG1	Travel	111.00							
14	2013	XXG2	Salaries	2,000.00							
15	2013	XXG2	Travel	555.00							
16	2013	XXG2	Rent	600.00							
17	2014	XXG1	Salaries	1,000.00							
18	2014	XXG1	Travel	333.00							
19	2014	XXG1	Rent	500.00							
20											

If any of the data is changed, then that will automatically populate in the table. For example, if all the expenditures should have been shown as grant XXG1 instead of XXG2, then the data can be changed and the table would populate as desired, see the example below.

	A	B	C	D	E	L	M	N	O	P	Q
1	YEAR	FUND	EXP	AMT		Fund	XXG1				
2	2011	XXG1	Salaries	1,000.00							
3	2011	XXG1	Travel	333.00			2011	2012	2013	2014	Total
4	2011	XXG1	Rent	500.00		Salaries	3,000.00	3,000.00	3,000.00	1,000.00	10,000.00
5	2011	XXG1	Salaries	2,000.00		Travel	999.00	999.00	666.00	333.00	2,997.00
6	2011	XXG1	Travel	666.00		Rent	500.00	500.00	600.00	500.00	2,100.00
7	2012	XXG1	Salaries	1,000.00							
8	2012	XXG1	Travel	222.00		Total	4,499.00	4,499.00	4,266.00	1,833.00	15,097.00
9	2012	XXG1	Rent	500.00							
10	2012	XXG1	Salaries	2,000.00							
11	2012	XXG1	Travel	777.00							
12	2013	XXG1	Salaries	1,000.00							
13	2013	XXG1	Travel	111.00							
14	2013	XXG1	Salaries	2,000.00							
15	2013	XXG1	Travel	555.00							
16	2013	XXG1	Rent	600.00							
17	2014	XXG1	Salaries	1,000.00							
18	2014	XXG1	Travel	333.00							
19	2014	XXG1	Rent	500.00							
20											

Finally, note that the example for this article was demonstrated on the same spreadsheet. This is not necessary for the SUMIFS function to work. It is feasible to have data in one spreadsheet and have the table in a different spreadsheet within the same workbook or in an entirely different Excel file. The SUMIFS function will work as long as it knows where to capture the information for the function arguments. In other words, the Sum_range and Criteria_range(s) must be in the same spreadsheet together; however, Criteria1, 2, 3…can be in a different spreadsheet if desired.

In summary, the SUMIFS function can be a helpful tool in analyzing data. The example given was a small amount of data with few criteria, but it is easy to see that when given thousands and thousands of lines of data that the SUMIFS function could be very useful in summarizing and analyzing such data.

Maggie Garrett, CPA, CIA
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Photo Gallery
Awards Banquet

Awards Banquet

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