Spreadsheeting Policy and Procedures

HiFlex Physio

Policy

HiFlex Physio prides itself in maintaining consistent work practices throughout each of their locations to ensure each and every staff member and customer, experience an equal level of treatment. HiFlex Physio created this policy and procedures to ensure all spreadsheets are produced using the HiFlex Physio protocols to better achieve the intended outcomes of data related tasks.

The use of spreadsheets in HiFlex Physio is split into the following categories:

- Financial reporting
- Analytical
- Operational

Guidelines

General Guidelines

1. Spreadsheets using sensitive data and information must only be produced by authorised personnel or persons being delegated such task responsibility, by authorised personnel.

Authorised personnel include:

- Location Managers
- Head Office Management

2. HiFlex Physio staff must abide by the following when creating Spreadsheets for any area within HiFlex Physio.:

- Spreadsheeting Policy
- Spreadsheeting Procedures including:

    a. HiFlex Physio Requirements

    b. Protocols including:

        i. Explicit protocols

        ii. Clearly defined procedures and rules

        iii. Use of Spreadsheets

        iv. Authorised access for data to be used in Spreadsheets

c. Implicit protocols

Suggested procedures and rules such as practices performed out of habit and not documented

- Statutory RequirementsCurrent Legislation, e.g. Privacy, Financial, Taxation, GSTRegulations

All spreadsheets developed for HiFlex Physio must follow these guidelines for consistent practices across all of the HiFlex Physio locations.

1. Spreadsheets using sensitive data and information must only be produced by authorised personnel or persons being delegated such task responsibility, by authorised personnel.

Authorised personnel include:

Financial Reporting Spreadsheets

These must always be created using the cloud-based application, Google sheets, for ease of access between Managers and Head Office. These must always be created using the cloud-based application, Google sheets, for ease of access between Managers and Head Office.

Analytical Spreadsheets

These are created by Management to support various areas within the business and used for decision making.

Operational Spreadsheets

These are used for monitoring workflow, tracking progress and to support operational processes such as membership trends, group class attendance, unpaid invoices or marketing statistics.

2. Guidelines for Data Manipulation in Spreadsheets

- Data entries containing names of customers, staff and suppliers and products must be sorted in alphabetical order. Names of persons must be sorted based on last names.
- Use the filter function to easily navigate through the data entries, especially when confirming if the customer is a new or existing member of HiFlex Physio.
- Save all your work using version controls, to ensure you are able to access a previous version should you need to. The first version of a named document must be saved with v1.0 in the name. Each updated version of the same document must be saved as the next version v2.0. If there are minor amendments made to the document you may save them as a draft version, e.g. v1.1
- Spreadsheet Manipulations include:

a. Any numerical data changed in cells of a spreadsheet

b. Any information fields changed in cells of a spreadsheet

c. Merging/unmerging of cells in a spreadsheet

d. Styles of Charts or Graphs changed or updated

e. Font style, colour and size

f. Cell shading

3. Guidelines for Spreadsheet Processing

- Numerical data may be used for processing to produce:

  a. Complex calculation

  b. Functions

  c. Producing graphs and charts

  d. Formulas

- All data processing must be audited by the line Manager to check for compliance with HiFlex Physio Standards.

Procedures

1. Confirm that you have approval to access sensitive data or information to produce a spreadsheet, with authorised personnel listed in the policy.

2. Consult with relevant personnel from your area to complete a spreadsheet plan prior to development.

- A spreadsheet plan must include:

  a. Purpose of spreadsheet

  b. Audience for the spreadsheet

  c. Relevant Personnel to consult may include:

    i. Direct line Manager

    ii. Area Specialist

    iii. Area Manager

  d. Specific protocols for a spreadsheet may be defined on an individual basis by the relevant personnel delegating the task. Protocols may include:

    i. Explicit protocols

      o Clearly defined procedures and rules

ii. Implicit protocols

o Suggested procedures and rules

e. Layout of spreadsheet may be defined on an individual basis by the relevant personnel delegating the task.

Layout adjustments may include the following options:

i. Themes

ii. Page layout

o Page set up: Landscape orientation, highlight cells to set print area

o Scale to fit: 1-page width

iii. Sheet options

iv. Arrange

f. Timeline for completion of the spreadsheet may be defined on an individual basis by the relevant personnel delegating the task. A timeline for HiFlex Physio is generally based on a number of days from commencing a task.

i.e. The due date may be decided as Two (2) weeks from commencement of task.

g. Organisational requirements

HiFlex requirements for producing spreadsheets include:

I.Numerical Data and Information must only be accessed and entered by authorised personnel or persons delegated a specific task by management.

ii. All files must be stored using the following naming convention:

Abbreviated Area-Topic-Version (i.e. MGT-Weekly Sales Report-v1)

Abbreviated Areas include the following only:

o Management = MGT

o Fitness Instructors = FI

o Reception = RPN

o Café = CA

o Retail shop = RE

III. Style and Presentation requirements of spreadsheets will be determined during consultation with the relevant personnel and based on spreadsheet's intended audience.

Style requirements for spreadsheets may include the following unless otherwise specified by relevant personnel:

o Format page to suit the purpose, this includes:

- Orientation set to Horizontal unless otherwise specified by relevant personnel
- Set paper size toA4 unless otherwise specified by relevant personnel
- Set print area to the appropriate cells
- Set scale to fit page width to 1 page unless otherwise specified by relevant personnel

o Format as a Table to Light Blue, Table Style Light 2

o Format Cell Styles to:

- Font colour (R35:G31:B32)
- Font style is Calibri
- Title must be bold font, Heading 1, Font size 16.
- Cell shading for title is (White, Background 1, Darker 25%)
- Merge and centre titles across the entire width of columns.
- Headings of columns must be bold font, Heading 4, Font size 11
- Cell shading for headings is (White, Background 1, Darker 5%)
- Centre headings in columns
- Alignment must be centred in the cell
- All borders outlined in (White, Background 1, Darker 50%)

iv. Presentation requirements include the following types of spreadsheet applications:

o Cloud-based, i.e. Google Sheets to produce a Live Excel Spreadsheet

o Non-cloud based, i.e. Excel Spreadsheet Documents produced in Microsoft Office Software

The general rule for presenting in spreadsheet applications is as followed:

o Head Office has instructed all reporting to be produced in Cloud-based applications to ensure ease of access to authorised personnel at all times.

o In-house Spreadsheets maybe produced in non-cloud based applications.

o Presentation of the spreadsheet may be defined on an individual basis by the relevant personnel delegating the task.