

**Auditing Guidelines**

- Auditing financial models is critically important. Models are important decision-making tools. Models must be peer reviewed and error-free to instill confidence in the key stakeholders.
- Use the Explorer Pane in Macabacus to see an inventory of all elements present in a financial model. This can help you locate Conditional Formats, Hyperlinks, Hidden Sheets & Buried Sheets.
- The AutoColor tools are very effective for formatting as well as auditing financial models. These tools provide insight into the contents of each cell. They are particularly useful for locating partial inputs.
- The Functional Map categorizes cell contents in a similar fashion to the AutoColor tools. We recommend running the Functional Map tool to add shading on top of AutoColors.
- Use the Dependency Density tool to confirm that every model input has at least one dependency. The density of dependencies across horizontally adjacent cells should usually be consistent in financial models.
- The Magnitude Map tool can also be very helpful on schedules containing financial model inputs. This tool helps to identify positive and negative numbers, patterns, and anomalies in the model inputs.
- Check one column of the model in detail and verify row differences horizontally from left to right. Use the Formula Flow tool to evaluate horizontal and vertical consistency in the financial model. The Uniformulas tool shows the formula in the active cell and selects the area that has formulaic consistency.

View	Keystroke
Maximize View	CTRL ALT SHIFT W
Zoom Out / In	CTRL ALT +/-
Toggle Gridlines	CTRL ALT G

Modeling	Keystroke
Fast Fill Right	CTRL SHIFT R
Fast Fill Down	CTRL SHIFT D
Flip Sign	CTRL SHIFT N

Auditing	Keystroke
Pro Precedents	CTRL SHIFT [
Pro Dependents	CTRL SHIFT ]
Show All Precedents	CTRL ALT [
Show All Dependents	CTRL ALT ]
Clear Arrows	CTRL ALT \
Uniformulas	CTRL Q
Row Differences	CTRL \
Column Differences <sup>1</sup>	CTRL SHIFT \

Autocolor	Keystroke
AutoColor Selection	CTRL ALT A
AutoColor Sheet	CTRL ALT S
AutoColor Workbook	CTRL ALT Q

Colors	Keystroke
Blue-Black Toggle	CTRL ;
Fill Color Cycle	CTRL SHIFT K

Numbers	Keystroke
General Number Cycle	CTRL SHIFT 1
Local Currency Cycle	CTRL SHIFT 4
Percent Cycle	CTRL SHIFT 5
Multiple Cycle	CTRL SHIFT 8
Date Cycle	CTRL SHIFT 2
Binary Cycle	CTRL SHIFT Y

Visualizations <sup>2</sup>	Keystroke
Functional Map	ALT UVN
Magnitude Map	ALT UVG
Dependency Density	ALT UVI
Formula Flow	ALT UVM
Clear Visualizations	ALT UVC

*The Last Audited Cell shortcut should be disabled or reassigned for this to work. <sup>1</sup>  
 Add these shortcuts to the Quick Access Toolbar to improve efficiency. <sup>2</sup>  
 Our accelerator key has been set to 'U' for these keystrokes.*