

FY 2013 Preliminary Budget Data Collection



Software Instructions

Due Date: February 1, 2012



Data Management & Analysis Team
(802) 828-3777

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Minimum System Requirements

Prior to trying to run the application you will need to close all open windows and applications. You will also need to disable any popup blocker per your ISP/toolbar directions; you may need to speak with your IT Administrator.

You will need Adobe Acrobat Reader to print the reports the application produces. If you do not have Adobe Acrobat loaded on your computer, use the link below to download the appropriate software for your computer and operating system.

<http://www.adobe.com/products/acrobat/readstep2.html>

Windows Users – Internet Explorer 5.0 or greater

Use link: <https://wave.ed.state.vt.us:4459/forms/frmservlet?config=prelimbudg>

Windows users will also need to have Java 6 update 26. If you do not have this version and are having issues with the program, please contact the help desk for assistance.

Mac Users – Safari 1.0 or greater

Use link: <https://wave.ed.state.vt.us:4459/forms/frmservlet?config=prelimbmac>

If you are using a Mac OS 10(X) as an operating system, you have a MR J file on your computer that will enable you to access the Oracle application. However, if you are using a Mac OS 9.x as an operating system and you have not run a DOE application from your machine before you will need a **MRJ_2.2.5.smi.bin** file. Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. DOE Help Desk (802) 828-3777.

Technical Support

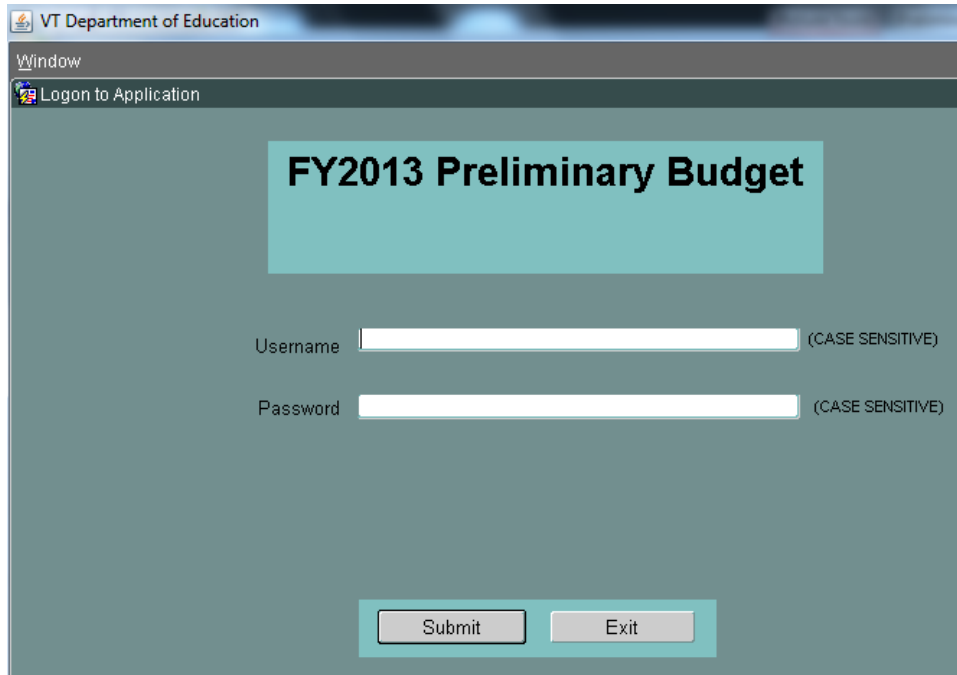
Call (802) 828-3777 for assistance with the data entry application.
Call (802) 828-0472 for assistance with data issues.

Due Date

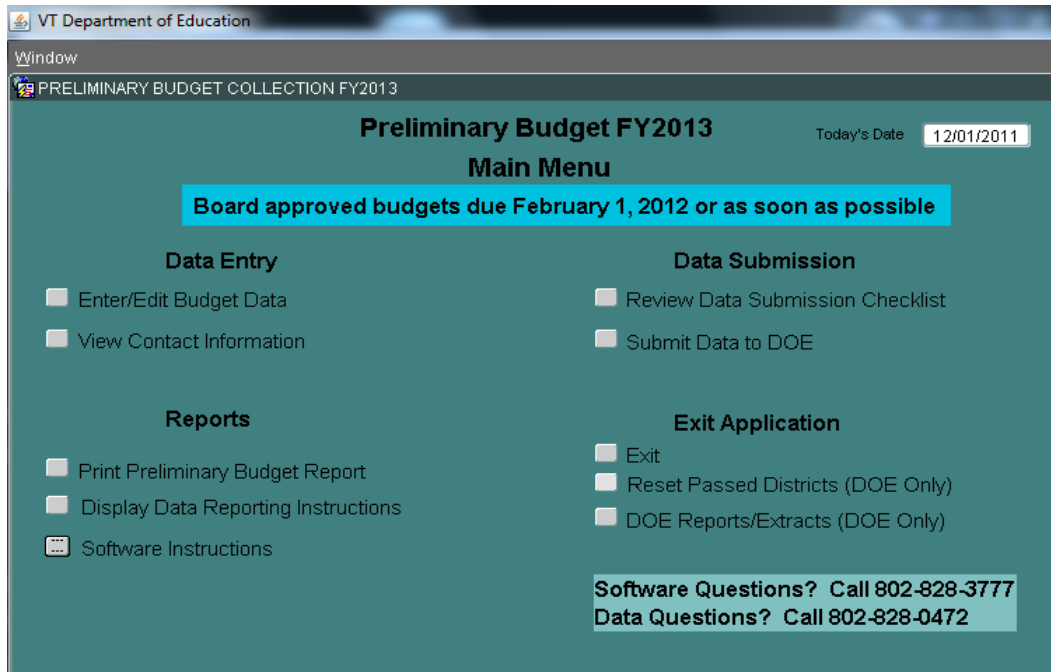
The FY2013 Preliminary Budget is due February 1, 2012.

Starting the Application

Open an Internet browser and input the appropriate [link from above](#). Login to the program using the username and password sent to you. The username and password are case sensitive.



Main Menu Options



Data Entry

Enter/Edit Budget Data – This button allows you to enter or edit data into a district template.

View Contact Information – This button allows you to view the name, phone number, and e-mail address of the person DOE should contact in the event we have a question(s) about the Preliminary Budget data submitted by your district. If you need to update this, please contact the Help Desk at (802) 828-3777.

Reports

Print Preliminary Budget Report – This button allows you to print a report of all data entered for a district. You may print a report at any stage of data entry.

Display Data Reporting Instructions – This button allows you to print out the data reporting instructions.

Software Instructions - This button allows you to print out a copy of the software instructions.

Data Submission

Review Data Submission Checklist – Click to display information relevant to submitting your data.

Submit Data to DOE – Click to display an instruction page on how to submit the Preliminary Budget data for your district.

Exit Application

Exit – This button allows you to exit the application. The data will be automatically saved before exiting.

Data Entry

Enter/Edit Budget Data

This screen allows you to enter data into a template for the district selected or edit data that has already been entered for the selected district.

From the dropdown box, select the district you wish to enter data for and then enter data into the data entry grid. If the district you would like to enter data for does not appear in the list, please call the Help Desk at (802) 828-3777.

The screenshot shows a web application window titled "VT Department of Education" and "PRELIMINARY BUDGET COLLECTION FY2013". The main heading is "Enter/Edit Preliminary Budget Data". On the right, "Today's Date" is set to "12/01/2011". Below the heading is a "Select District" dropdown menu, a "Return to Main Menu" button, and a "Reset Passed" button. The data entry grid consists of nine columns with the following headers: "Proposed Expenditures", "Proposed Local Revenues", "Eligible principal and interest for capital debt hold harmless aid (F8887)", "Estimated revenues offsetting HH capital debt (R8887)", "Gross Eligible Capital Debt Expenditures (F8888)", "Dedicated Eligible Capital Debt Revenues (R8888)", "Proposed Act 144 construction & debt service expenditures", "Non-Property Tax Revenues paying for Act 144 expenditures", and "Exemptions Offsetting Excess Spending". Each column has a corresponding yellow input box. Below the grid is a section for "Initial Educational Spending (Prior to any Hold Harmless Aid for old Capital Debt)" with a yellow input box.

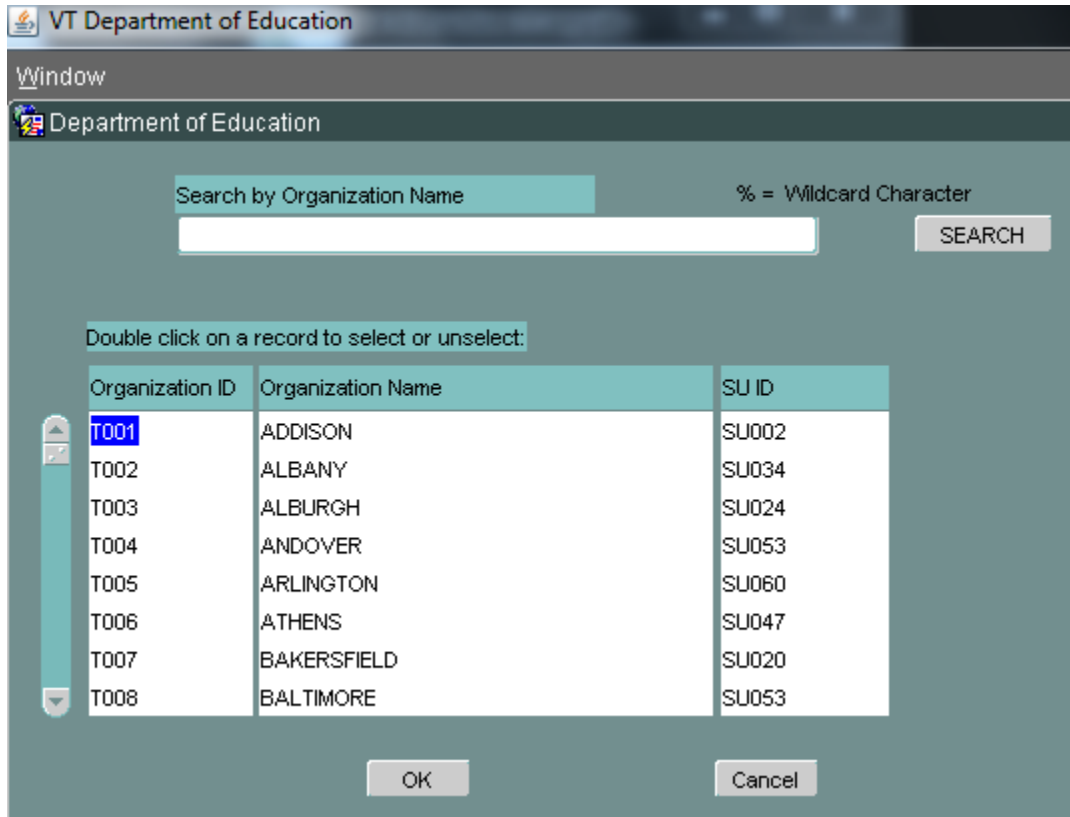
View Contact Information

The screenshot shows a web application window titled "VT Department of Education" and "PRELIMINARY BUDGET COLLECTION FY2013". The main heading is "Preliminary Budget FY2013" and the sub-heading is "Contact Information". On the right, "Today's Date" is set to "12/01/2011". Below the heading is a "Select Schools" dropdown menu and a "Return to Main Menu" button. The contact information form has four fields: "First Name", "Last Name", "Contact Phone", and "Contact Email", each with a white input box.

The Contact Information has already been preloaded into the Preliminary Budget Application. If you need to update this, please contact the Help Desk at (802) 828-3777.

Reports

Print Preliminary Report Data



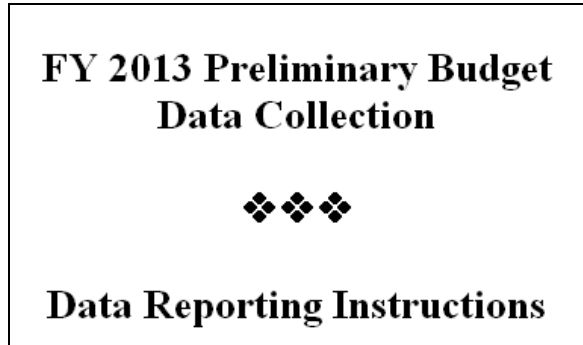
Select a district from the list or search by organization name. This will give you your Preliminary Budget FY13 report in Adobe Acrobat.

The Preliminary Budget FY13 report allows you to preview the data entered. You can then print a report of the entered data.

PRELIMINARY BUDGET FY13								
		T001 ADDISON						
Proposed Expenditures	Proposed Local Revenues	Educational Spending	Proposed Act 144 Construction and Debt Service Exp	Non-property revenues paying for Act 144 exp	Eligible Principle and Interest for Capital Debt Hold Harmless (F8887)	Estimated Revenues Offsetting HH Capital Debt (R8887)	Approved Net Capital Construction Spending, Including Principal and Interest (F8888 - R8888)	Exemptions Offsetting Excess Spending
0	0	0	0	0	0	0	0	0

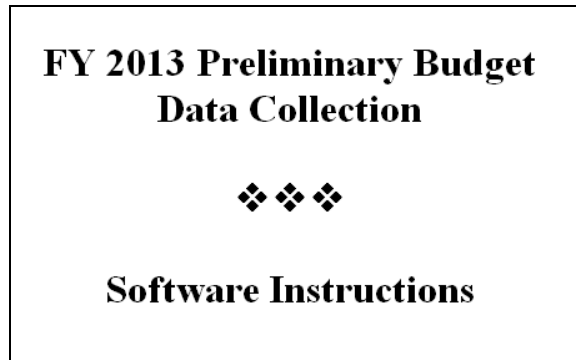
Display Data Reporting Instructions

These instructions help you complete the data in the application.



Software Instructions

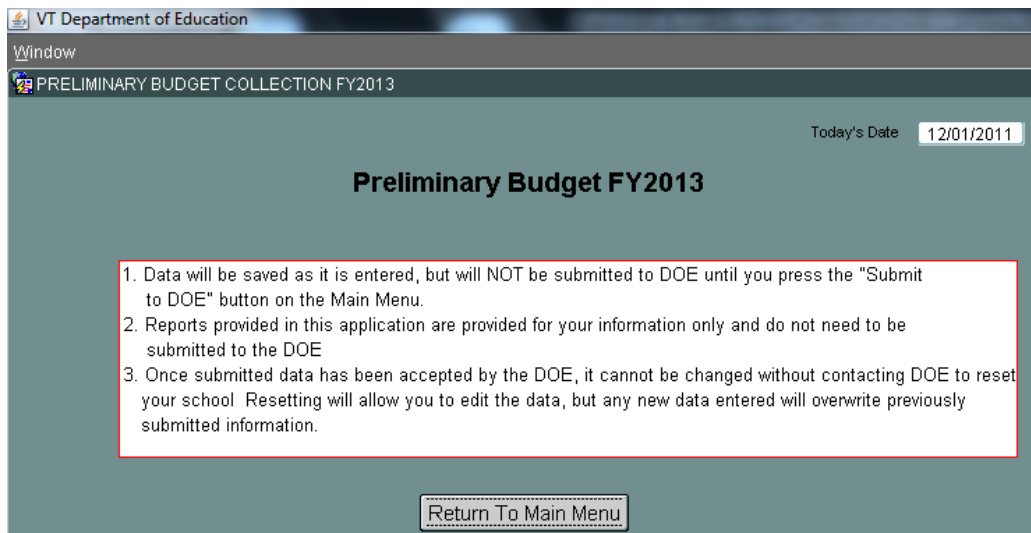
Selecting this button will allow you to print out a copy of the software instructions.



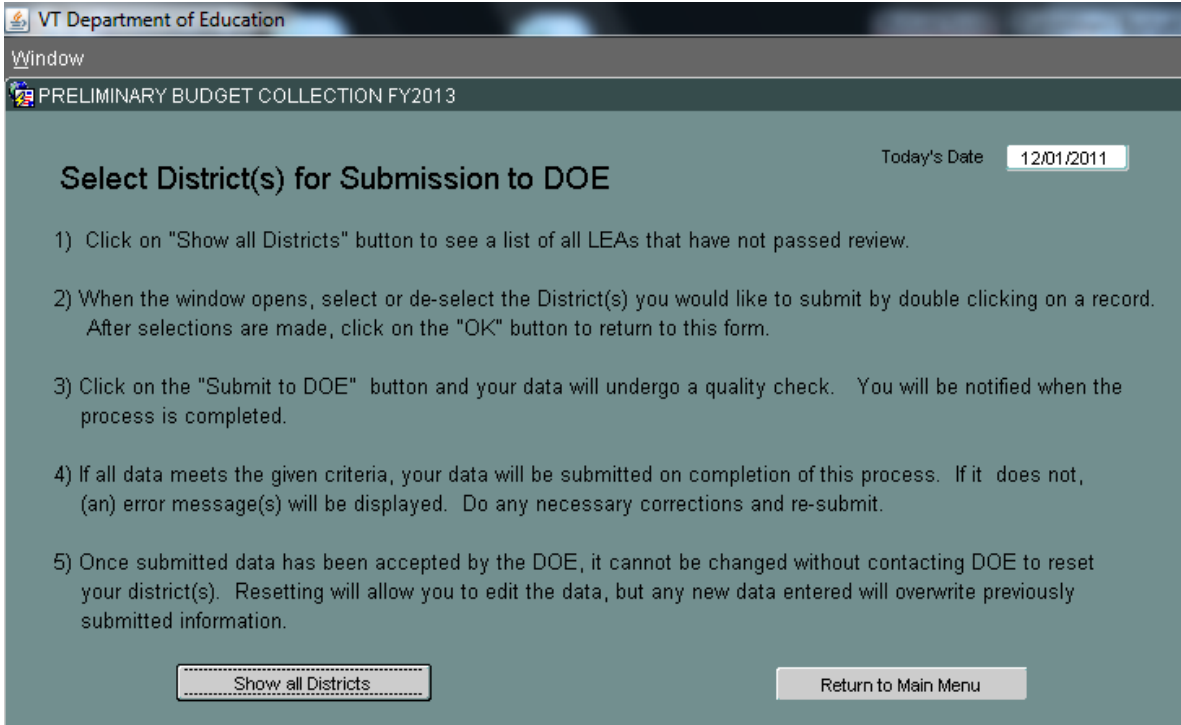
Data Submission

Review Data Submission Checklist

Review the Data Submission Checklist before Submitting Data to DOE.

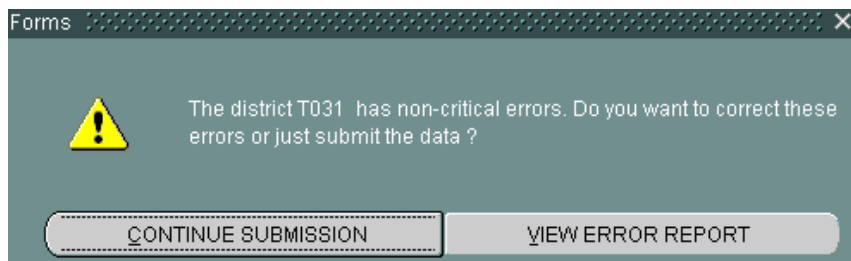
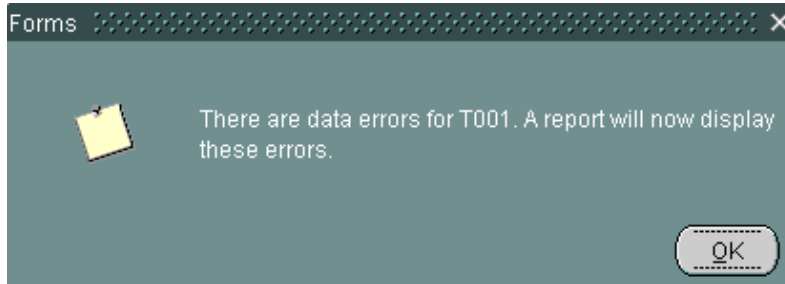


Submit Data to DOE



Follow the steps listed to Submit Data to DOE. You will get the same screen as if you were printing a report, but after selecting a town, you will be allowed to submit your data.

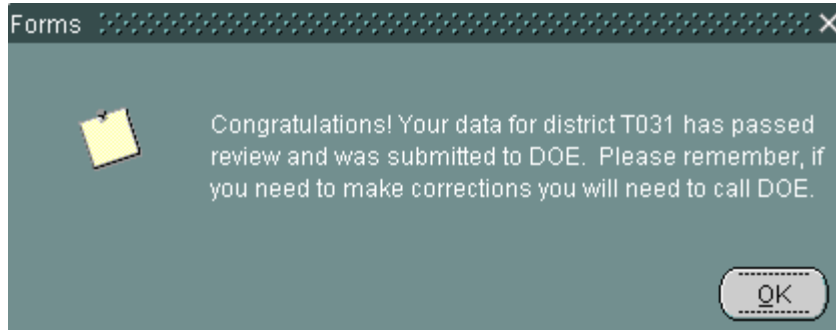
If the information you entered has errors, one of the following messages will pop-up.



Click “OK” or “Show Error Report” to view the error log; the error log will open in a separate page. The “Continue Error Check” button will send your collection to DOE; you will need to contact DOE to make corrections after this.

PRELIMINARY BUDGET ERROR LOG FY13			
District ID	District Name	Comments	Critical Error?
T031	BRISTOL	You should enter a proposed revenues amount greater than 0	N
		You should enter proposed expenditures amount greater than 0	N

When you have successfully submitted your survey to DOE, you will receive the following message. Click “OK” and then return to the main menu.



Exit Application

Exit – This button allows you to exit the application.