

FY 2012 Preliminary Budget Data Collection



Software Instructions

Due Date: February 1, 2011



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 will need Adobe Acrobat 5 or 6 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 based systems Minimum System Requirements

Windows 2000 with Internet Explorer 5.5.x or Netscape 4.7.x.

Use link: <https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=prelimbudg>

Windows based machines require a j-initiator file to access Oracle applications. If you click on Start button, Control Panel and make sure you are looking at the Classic View, you should see an Icon that looks like the one at the end of this paragraph. This icon means you have the j-initiator loaded on your machine and should be able to access the Preliminary Budget Collection. If you do not have the j-initiator, please contact our office at (802) 828-3777 and we will direct you to a downloadable version.



Mac users Minimum System Requirements

OS X with Netscape 4.7.x., certified with Safari 1.2.

Use link: <https://wave.ed.state.vt.us:4459/forms90/f90servlet?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

February 1, 2011

Starting the Application

Open an Internet browser.

Windows operating systems

Use link: <https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=prelimbudg>

Mac operating systems

Use link: <https://wave.ed.state.vt.us:4459/forms90/f90servlet?config=prelimbmac>

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

The screenshot shows a web browser window titled "VT Department of Education" with a sub-header "Logon to Application". The main content area has a teal background with the title "FY2012 Preliminary Budget" in a light blue box. Below the title are two input fields: "Username" and "Password", both labeled "(CASE SENSITIVE)". At the bottom of the form are two buttons: "Submit" and "Exit". A status bar at the very bottom indicates "Record: 1/1".

Main Menu Options

The screenshot shows the "Main Menu" for the "Preliminary Budget FY2012" application. The page title is "PRELIMINARY BUDGET COLLECTION FY2012". The main heading is "Preliminary Budget FY2012" with "Today's Date" set to "01/03/2011". Below this is a red box stating "Due February 1, 2011". The menu is organized into four columns of options, each with a checkbox:

- Data Entry**
 - Enter/Edit Budget Data
 - View Contact Information
- Data Submission**
 - Review Data Submission Checklist
 - Submit Data to DOE
- Reports**
 - Print Preliminary Budget Report
 - Display Data Reporting Instructions
 - Software Instructions
- Exit Application**
 - Exit
 - Reset Passed Districts (DOE Only)
 - DOE Reports/Extracts (DOE Only)

At the bottom right, there is a teal box with contact information: "Software Questions? Call 802-828-3777" and "Data Questions? Call 802-828-0472". A status bar at the bottom indicates "Record: 1/1".

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

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 FY2012". The main heading is "Enter/Edit Preliminary Budget Data". On the right, "Today's Date" is set to "01/03/2011". Below the heading is a "Select District" dropdown menu, a "Return to Main Menu" button, and a "Reset Passed" button. The main area contains a table with columns for various budget categories, each with a corresponding yellow input field. The categories are: 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. Below the table is a section for "Initial Educational Spending (Prior to any Hold Harmless Aid for old Capital Debt)" with a yellow input field. At the bottom, a status bar shows "Record: 1/1".

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.

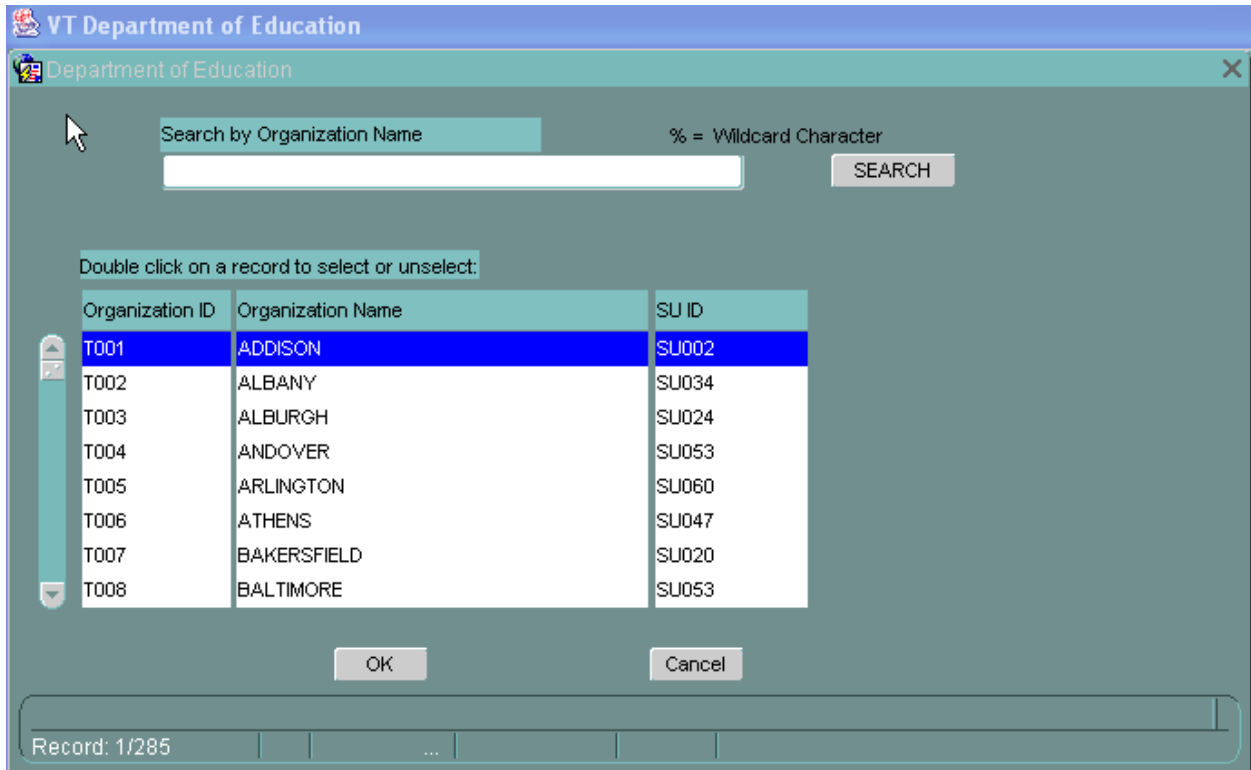
View Contact Information

The screenshot shows a web application window titled "VT Department of Education" and "PRELIMINARY BUDGET COLLECTION FY2012". The main heading is "Preliminary Budget FY2012" and the sub-heading is "Contact Information". On the right, "Today's Date" is set to "01/03/2011". Below the heading is a "Select Schools" dropdown menu and a "Return to Main Menu" button. The main area contains a form with four input fields: "First Name", "Last Name", "Contact Phone", and "Contact Email". At the bottom, a status bar shows "Record: 1/1".

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 district report in Adobe Acrobat.

PRELIMINARY BUDGET FY12

T021		BLOOMFIELD						
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
450,551	53,177	397,374	0	0	0	0	0	0
Total: 450,551	53,177	397,374	0	0	0	0	0	0

This screen allows you to preview the data entered. You can then print a report of the entered data.

Display Data Reporting Instructions

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Data Reporting Instructions

These instructions help you complete the data in the application.

Software Instructions

FY 2012 Preliminary Budget Data Collection

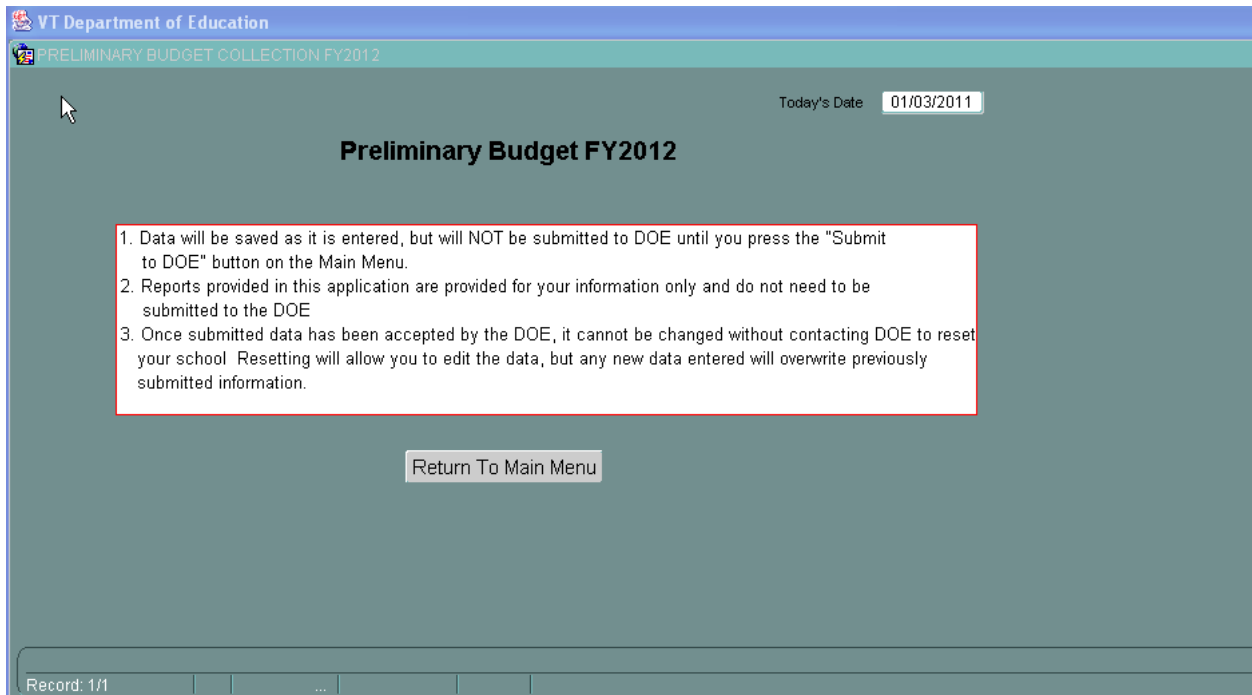


Software Instructions

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

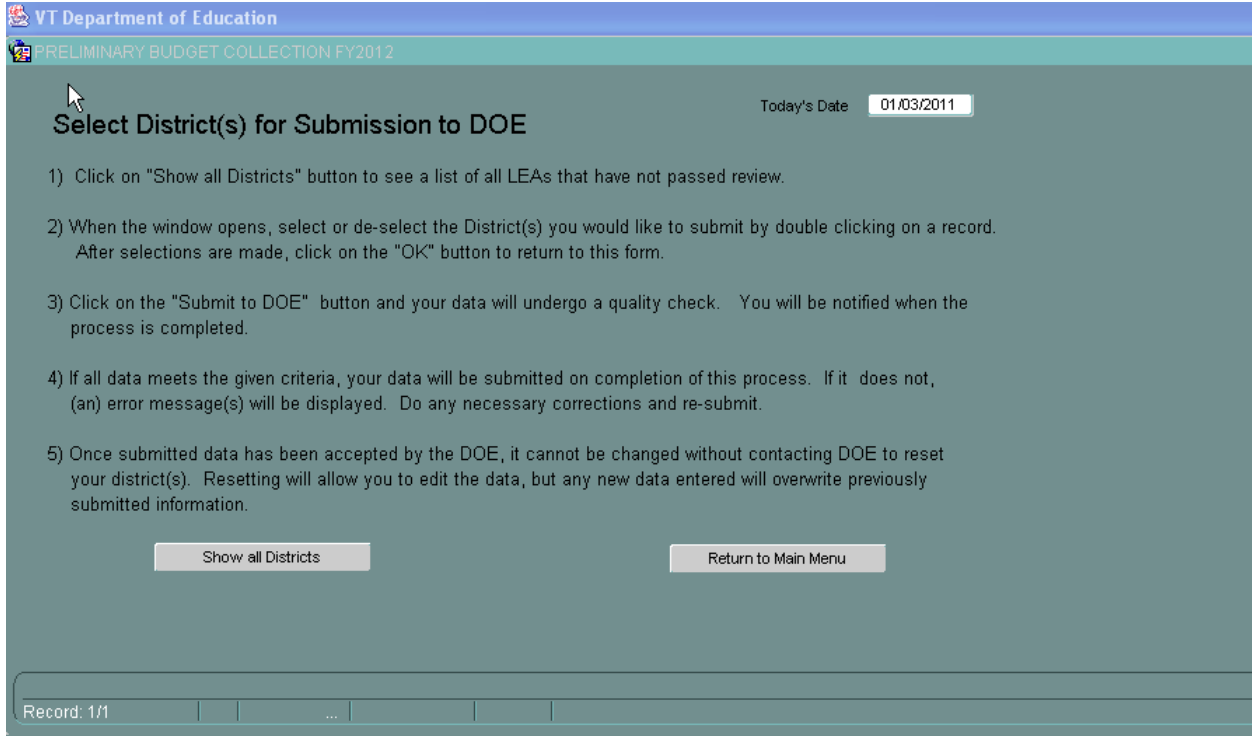
Data Submission

Review Data Submission Checklist



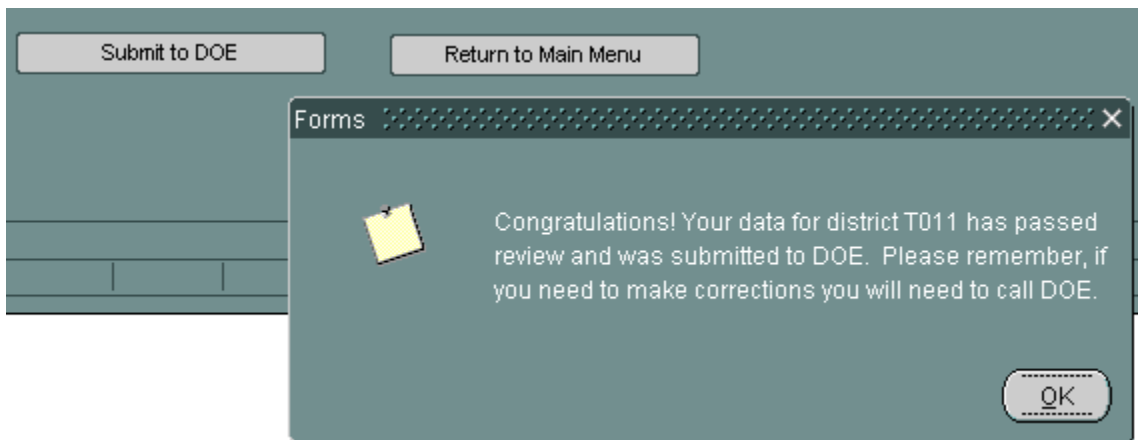
Review the Data Submission Checklist before Submitting Data to DOE.

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.

After clicking on the “Submit to DOE” button, you will either have to correct errors or a message will pop up notifying you that your data was submitted.



Exit Application

Exit – This button allows you to exit the application.