

# **FY2011Budget Collection**



## **Online Software Instructions**

**Due Date: June 1, 2010**



---

**DEPARTMENT OF EDUCATION**

**IT Team: Data Management & Analysis**

**Phone: (802) 828-3777**

**Fax: (802) 828-1444**

## Table of Contents

|   |    |
|---|----|
| System Requirements.....                                      | 1  |
| Starting the Application .....                                | 1  |
| Technical Support.....  | 1  |
| Main Menu.....  | 2  |
| Application Instructions/Data Submission .....                | 2  |
| Reports.....  | 2  |
| Data Entry.....   | 3  |
| Miscellaneous .....   | 3  |
| Application Instructions/Data Submission .....                | 4  |
| Enter/Edit Budget Expenditures .....                          | 4  |
| Enter/Edit Budget Revenues.....                               | 5  |
| Act 144 Expenditures - Worksheet III (a) .....                | 6  |
| Act 144 Revenues – Worksheet III (b).....                     | 7  |
| Reports .....   | 8  |
| Print Current Year Budget Report.....                         | 8  |
| Print Comparison of Current and Past Budget Submissions ..... | 8  |
| Data Submission .....   | 9  |
| Review Data Submission Checklist.....                         | 9  |
| Print Signature Page .....                                    | 9  |
| Submit Data to DOE.....                                       | 10 |
| Miscellaneous .....   | 10 |
| Exit.....   | 10 |

## **System Requirements**

Adobe Acrobat Reader

(Free Download - <http://www.adobe.com/products/acrobat/readstep2.html>)

PC users:

Internet Explorer 5.0 or greater

PC users need a J-Initiator 1.3.1.22 file. If you are using a computer that does not have this J-Initiator file installed on it, please call our Help-Line.

Mac users:

Safari 1.2 or greater

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 you can click on the link below to download the MR J version for your operating system.

<http://docs.info.apple.com/article.html?artnum=75097#English>

## **Starting the Application**

Open Internet Browser

PC users go to

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

Mac users go to

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

Login to the application using the User Name and Password sent to you.

The Username and Password are case sensitive.

## **Technical Support**

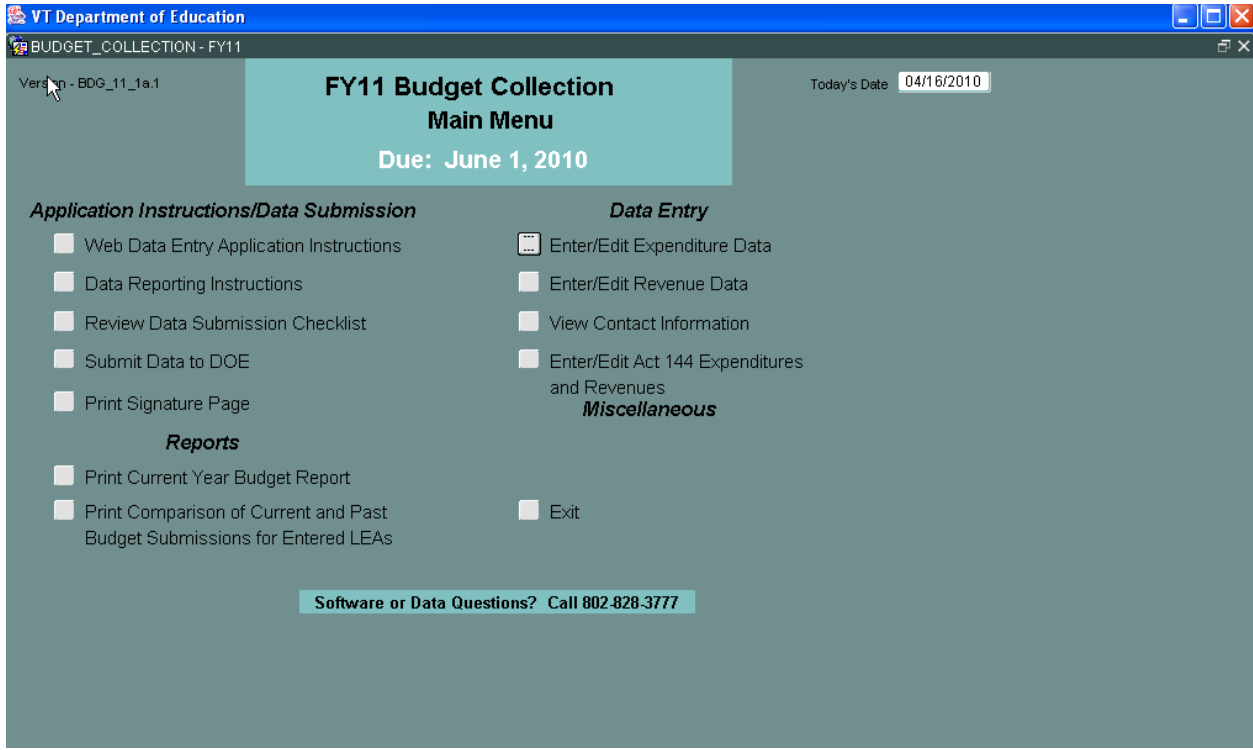
Assistance with the data entry application:

Call (802) 828-3777

Assistance with data reporting questions:

Call (802) 828-0472

## Main Menu



## Application Instructions/Data Submission

**Web Data Entry Application Instructions** – Click to see instructions on using the application.

**Data Reporting Instructions** - Click to see Finance guidelines for this year budget.

**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 LEA information for your district.

**Print Signature Page** – Click to select your LEA and print the required cover page. You will need Adobe Acrobat to print the Signature/Cover Page. Please note that the signature page needs to be signed by the superintendent and submitted to the DOE.

## Reports

**Prints Current Year Budget Report** – This button allows you to print a report of all data entered for your districts. You may print a report at any stage of data entry. You may find it helpful to print this and use it as a worksheet from which to do your data entry. You will need Adobe Acrobat Reader to print this report.

**Print Comparison of Current and Past Budget Submissions for Entered LEAs –**

This report is provided for your information only. You will need Adobe Acrobat Reader to print this report.

**Data Entry**

**Enter/Edit Expenditure Data** – This button allows you to enter expenditure data into a setup district template, or edit data already entered into a district's template.

**Enter/Edit Revenue Data** – This button allows you to enter revenue data into a setup district template, or edit data already entered into a district's template.

**View Contact Information** – This option 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 about the FY2009 Budget data submitted by your district.

**Enter/Edit Act 144 Expenditures and Revenue** - This button allows you to enter revenue and expenditure data into a setup district template or edit data already entered into a district's template.

**Miscellaneous**

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



## Enter/Edit Budget Revenues

Today's Date: 04/16/2010

Select LEA: T001 - ADDISON

Select Fund: GENERAL FUND

| Function   | Amount   |
|--|----------|
| 1110 SPECIAL PROPERTY TAX ASSMT(FOR SOME INCORP. DIST) | 0        |
| 1170 NON-PROPERTY TAXES/IMPACT FEES                    | 0        |
| 1180 DELINQ TAXES/RELATED PENALTIES/INT (INCORP DIST)  | 0        |
| 1200 REVENUES FROM LOCAL GOVERNMENT - NOT LEAS         | 0        |
| 1300 TUITION RECEIVED                                  | 0        |
| 1400 TRANSPORTATION FEES RECEIVED                      | 0        |
| 1500 EARNINGS ON INVESTMENTS                           | 0        |
| 1600 FOOD SERVICE (IF EXPENDITURES INCLUDED IN BUDGET) | 0        |
| 1700 INCOME FROM STUDENT ACTIVITIES (NOT AGENCY FUNDS) | 0        |
| 1800 REVENUE FROM COMMUNITY SERVICE ACTIVITIES         | 0        |
| <b>Major Function Subtotal</b>                         | <b>0</b> |

Buttons: Enter/Edit Expenditures, Return to Main Menu

To begin entering revenue data, select a district from the “Select LEA” drop down box. Next, select a fund in the “Select Fund” drop down box. The data template for that district and fund will appear.

If the district you would like to enter data for does not appear in the list, return to the main menu and make sure that you are logged in to your LEA.

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

Please refer to the Data Reporting Instructions for more information about the data submitted through this application.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue. Notice that there is a scroll bar on the right for you to click on to view the different revenue codes.

## Act 144 Expenditures - Worksheet III (a)

**Worksheet III(a) - ELIGIBLE Act 144 Expenditures**

If only a portion of a project is eligible, only the eligible portion is reported here. Expenditures for the ineligible portion are reported in Worksheet I.

Select LEA: T074 - FAIRLEE

Today's Date: 04/16/2010

WORKSHEET III(a) - FY2010 Act 144 Expenditures

| Function (1)                      | Act 144 Expenditures | General Fund Total |
|-----------------------------------|----------------------|--------------------|
| 5101 OTHER DEBT SERVICE           |                      | 0                  |
|                                   |                      |                    |
|                                   |                      |                    |
|                                   |                      |                    |
| <b>Total Act 144 Expenditures</b> |                      | 0                  |

Include this amount in Boxes A & B on the cover

Go to Worksheet III(b)

Return to Main Menu

1) In the Annual Statistical report costs for union construction and debt service will be reported in Function 1000, Object 563 (Union Assessment-Capital Outlay and Debt Service). For budget purposes, Act 144 expenditures need to be reported above. Be sure not to double count these expenditures in Function 1000 on Worksheet I.

2) If the expenditures paid with anticipation note proceeds were reported in the Capital Project Funds column, report repayments of anticipation note principal paid with any of the Act 144 revenues reported in WS-III(b) in one of the Act 144 Expenditure columns. Report anticipation note expenditures paid with proceeds from sale of bonds or other borrowing in the Capital Project Funds column. Interest paid on anticipation notes is not an eligible expense.

3) Contributions to reserve accounts must be approved by voters as detailed in 24 V.S.A. sec. 2804.  
*Eligible Act 144 Expenditures should NOT be included on WS-I*

To begin entering Act 144 data, select a district from the “Select LEA” drop down box. Any previously saved act 144 data for the selected LEA will appear.

If the LEA you would like to enter data for does not appear in the list, return to the main menu and make sure that you are logged in to your LEA.

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

Clicking on the button labeled “Go to worksheet III (b)” will bring up the second screen for Act 144 data entry. The second screen must be filled out if you will be reporting Act 144 data.

To exit the Act 144 screen, click on the button labeled “Return to Main Menu”.

Please refer to the Data Reporting Instructions for more information about the data submitted through this application.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

## Act 144 Revenues – Worksheet III (b)

**Worksheet III(b) - ELIGIBLE Act 144 Revenues**  
 Today's Date: 04/16/2010  
 If only a portion of a project is eligible, only the eligible portion is reported here.  
 Revenues for the ineligible portion are reported in Worksheet II

LEA: T074

| Rev. Code  | Description                                       | General Fund |
|--|---|--------------|
| 1995   | MISC-ANY REV FOR ACT 144 EXP EXCEPT REV CODE 1115 | 0            |
| 5234   | TRANSFERS FROM RESERVE ACCOUNTS                   | 0            |
| 6990   | PRIOR YEAR CARRY FORWARD SURPLUS (DEFICIT)        | 0            |
| <b>Total Act 144 Non Property Tax Revenues</b>   |   | <b>0</b>     |
| 1115   | PROPERTY TAX--ACT 144 (Box a-Box b)               |              |
| The amount of Act 144 Property Tax to be raised this year on the ed grand list outside the Act 60 calculation. Use this cell when Total Act 144 Expenditures exceed Total Act 144 Non-Property Tax Revenues.             |   |              |
| SURPLUS CARRIED FORWARD TO NEXT YEAR (Box b - Box a) <sup>10</sup><br>Use this cell when Total Act 144 Non Property Tax Revenues Exceed Total Act 144 Expenditures. You should not have figures in both Box c and Box d. |   |              |
| <b>TOTAL ACT 144 REVENUES, INCLUDING ACT 144 PROPERTY TAXES (Box b + Box c) or (Box b-Box d)</b><br>This figure should equal Total Act 144 Expenditures on Worksheet III (a).  |   |              |

Act 144 Revenues Summary:

- Box a: 0
- Box b: 0
- Box c: 0
- Box d: 0
- Box e: 0

Callouts:

- Include the amount in Box c in Box I on the cover sheet if Box c > 0
- Include the amount in Box E in Boxes D and F on the cover sheet

Buttons: Go to Worksheet III(a), Return to Main Menu

Eligible Act 144 Revenues should NOT be included on WS-II(a) or WS-II(b)

Total Act 144 Expenditures (General Fund Total) on worksheet III (a) will be carried forward to this screen for the calculation in Box C.

If the LEA you would like to enter data for does not appear in LEA Name box, you will need to return to the previous screen. Click on the button labeled “Go To Worksheet III (a)”. You can now select the LEA you would like to enter data for. Click on “Go To Worksheet III (b)” to continue with the correct LEA.

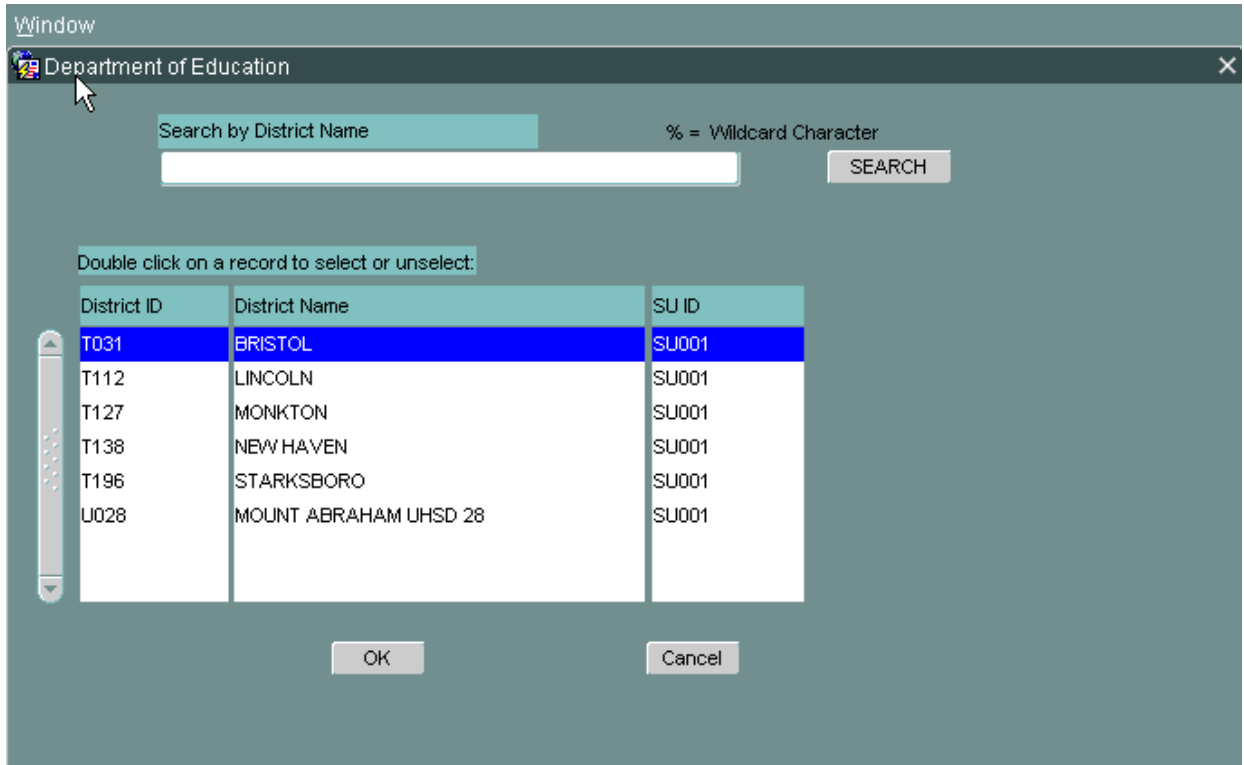
This screen allows you to enter data into a template for a district that was selected, or edit data that has already been entered for the selected district.

To exit the Act 144 screen, click on the button labeled “Return to Main Menu”.

Please refer to the Data Reporting Instructions for more information about the data submitted through this application.

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

## Reports



### Print Current Year Budget Report

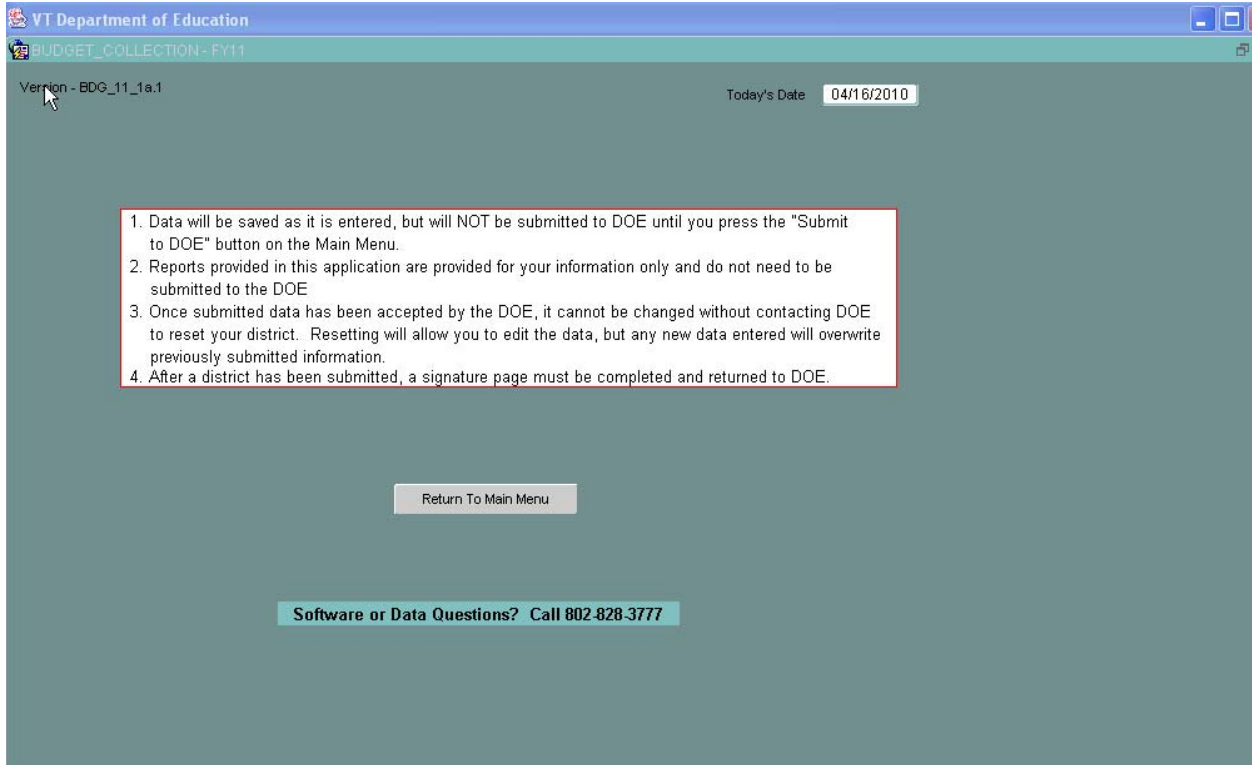
Select the “Print Current Year Budget Report” button. A screen with Districts on the top will appear. Double click on your LEA and then click “OK” to print reports for the selected district.

### Print Comparison of Current and Past Budget Submissions

Select the “Print Comparison of Current and Past Budget Submissions for Entered LEA’s” button. A screen with Districts on the top will appear. Double click on your LEA and then click “OK” to print reports for the selected district.

## Data Submission

### Review Data Submission Checklist

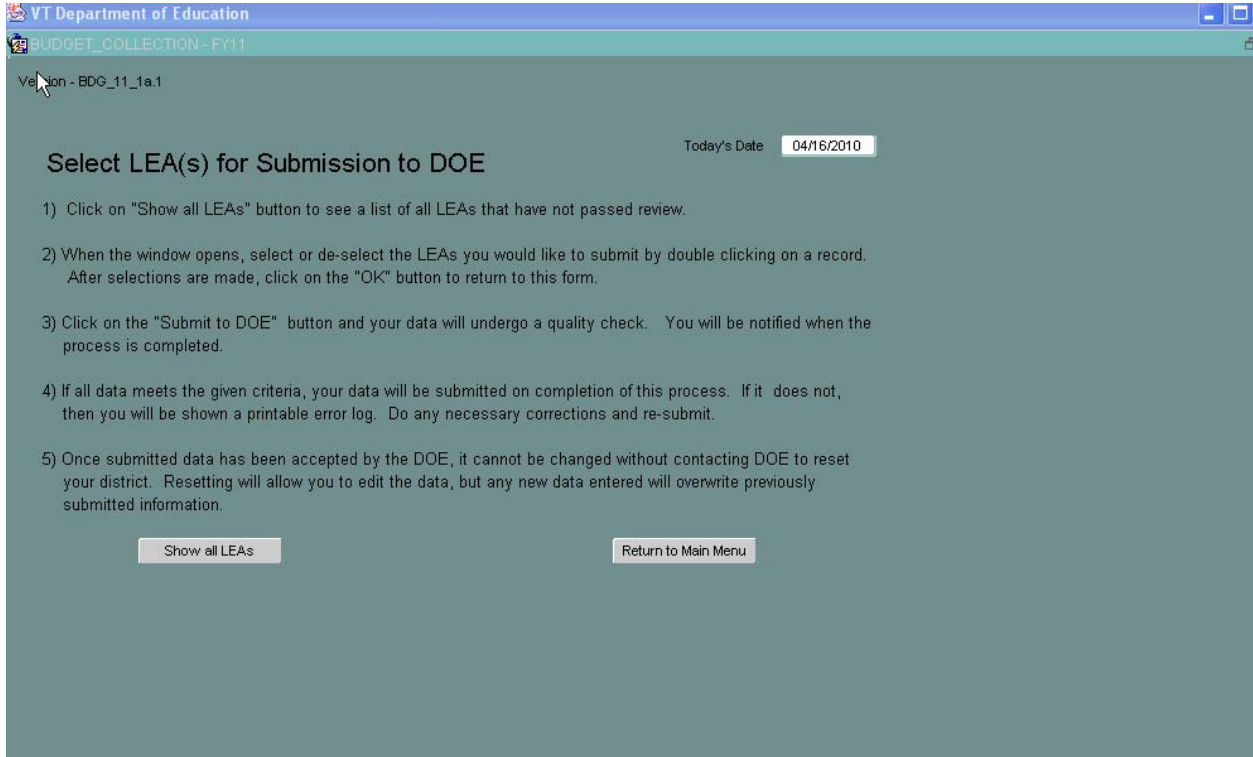


1. Data will be saved as it is entered, but will NOT be submitted to DOE until you press the “Submit Data to DOE” button on the Main Menu.
2. Reports provided in this application are provided for your information only and should not be submitted to the DOE. The signature page, however, must be returned to DOE.
3. Once the DOE has accepted submitted data, it cannot be changed without contacting DOE to reset your district. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.
4. After a district has been submitted, a signature page must be completed and returned to the DOE.

### Print Signature Page

Click to get to a screen to select your LEA. You will need Adobe Acrobat to print the Signature/Cover Page. Review and original signature by your superintendent is required. Signature “stamps” will not be accepted. Send page to DOE.

## Submit Data to DOE



Click for the instruction page on how to submit the LEA information for your district. Click button labeled “Show all LEAs” to select your District for submission to DOE by double clicking on the District ID or name. Double click again to de-select.

When the next screen appears, click on “Submit to DOE”.

### Miscellaneous

#### Exit

Click “Exit”, to exit the online application.