



WYOMING DEPARTMENT OF EDUCATION

WDE601: WISE Annual District Report
August 12, 2010

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE601 Data Collection Guidebook

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Introduction

The WDE601 WISE Annual District Report is completed by the school district in order to report the district's detailed revenue and expenditure activity for the previous fiscal year. The information reported by the district in the report is used for adjustments to the WDE100, several state reports including Stat #3, and numerous federal reports such as the National Public Education Survey, Public Education Finance Report, Impact Aid, Title I Maintenance of Effort, and Food Match. The WDE Finance Unit and the Department of Audit review the WDE601 to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district's data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. If you should have questions regarding the WDE601 Annual District Report, please contact:

- Jed Cicarelli at (307) 777-5808 or jcicar@educ.state.wy.us

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming's education system. Data are utilized in an array of fashions, which include (but are not limited to) funding models, Adequate Yearly Progress, and special education programs.

WDE601 Authority

There are numerous authorities that require the WDE to collect data for the WDE601 collection. The different authorities have been listed below.

Wyoming Statute § 21-2-203

Wyoming Statute § 21-3-110(a) (v)

Wyoming Statute § 21-13-117(a)(i)

Wyoming Statute § 21-13-101 through Wyoming Statute § 21-13-331

WDE Rules and Regulations; Chapters 5, 8 and 20

Collection Schedule

*Collection Window:
07/01/2010 - 08/12/2010*

The WDE601 is due August 12, 2010.

It is highly recommended that each school district load data by Monday, August 9, 2010. This will ensure that data can be validated and Errors can be corrected before the due date.

School district personnel may upload data and submit files at any time on any day of the collection window.

Instructions

The Wyoming State Report Manager (SRM) provides you with a way to ensure that your student reporting data meets the WDE validation standards before you submit it officially. The process is divided into several steps:

1. Export data from your local accounting system to the appropriate file format (if applicable) ([appendix A](#)).
2. Upload or manually enter data to the Wyoming SRM server to run a data trial ([sections B and C](#)).
3. View the trial summary and the violations listings ([section J](#)).
4. Correct invalid data ([section J](#)).
5. Revalidate the data.
6. Repeat step 3 through 5 until the trial runs without errors.
7. Download and archive reports and file data ([section K and N](#)).
8. Certify and submit the data ([section M](#)).

Trial data

Before you submit your data to the WDE you must make sure that it is error-free. The SRM enables you to run trials of your data against the WDE's validation rules. After you run a trial, you can view reports that show you any errors that were found in your data. You can correct errors and rerun trials until your data is error free.

When a trial is completed, you are shown a summary of the trial which has links to more details about the trial results. You can view records from the trial organized by error types or error status, and you can search these listings based on values contained in the records.

Data validation rules

The SRM data validation rules are defined by the WDE. For a complete listing of current data validation rules for this collection, see the WDE website at: <http://www.k12.wy.us/wise/>.

Uploading Data Files

You must upload your data to the SRM before you can run a trial. Data files must be properly formatted ([see appendix A](#)).

Certifying data files

Once your data can pass trial validations, you can certify and submit your data to the WDE. When you certify a file, you attest that the information you are submitting is accurate and complete. You cannot certify a file that has trial errors, but you can certify a file that has trial warnings.

When you certify a file, it is subsequently sent to the WDE. Therefore, do not certify data until you have corrected all errors and verified trial warnings.

A. Accessing the SRM

In order to run a trial and submit data to the WDE, the user must first access the SRM by logging into Fusion. By utilizing Fusion to access the SRM, collections such as the WDE601 can be accessed by specified users assigned by the district. The following steps outline how to access the WDE601 collection:

1. Access the Fusion site at <http://fusion.edu.wyoming.gov/MySites/Home/default.aspx>.
2. Click **Login** below the title bar.



3. Enter your user name and password. Please note that your user ID and password are case-sensitive.

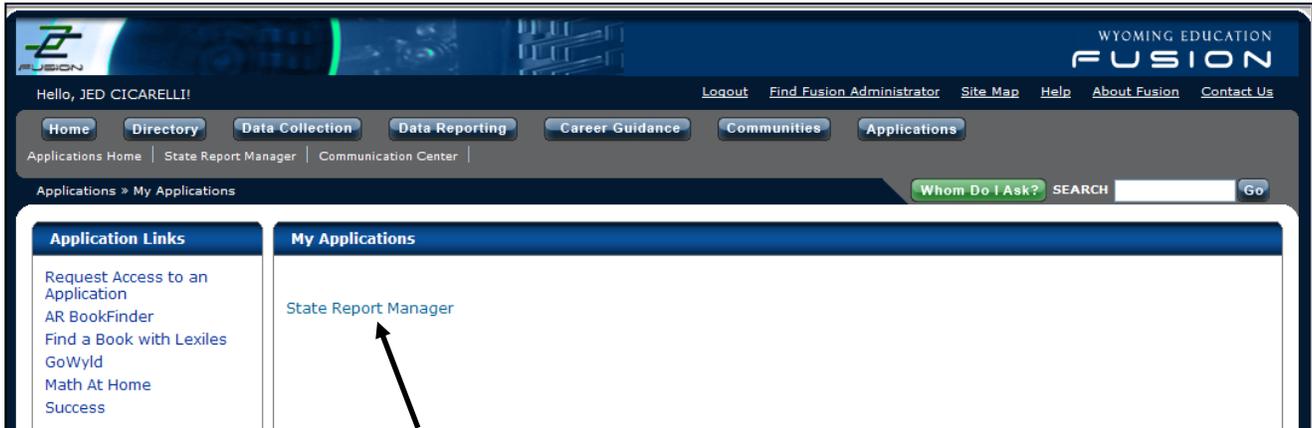


Note: If you do not have a Fusion account, or have forgotten your password, select **Request Login** or **Password Help** at the top of the screen.

4. Select **Applications** at the top of the page.



5. Under **My Applications**, click on the **State Report Manager** link



6. After successfully logging in, the district page will load. This page contains links and the status of all of the open SRM collections specific to your district for which you have access rights. Locate the **WDE601 District Annual Financial Report** collection under **Current State Reports**. Click on the blue link under **Trail Name** called **Run a Trial**.

The screenshot shows the Albany County School District #1 State Report Manager page. The page header includes the district logo and name, and the 'State Report Manager' logo. The main content area is titled 'Welcome to the Wyoming Department of Education State Report Manager' and contains a table of 'Current State Reports'. The table has columns for 'Name', 'Collection Start Date', 'Due Date', 'Trial Name', 'Trial Date', and 'Submission Status'. The 'WDE601 District Annual Financial Report (2009-2010)' row is highlighted, and the 'Run a Trial' link in the 'Trial Name' column is highlighted by a black arrow.

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SifCheck - Filtered WDE600 SIF Objects for 2010	Aug 15, 2009		Run a Trial		
SifCheck - Filtered WDE685 SIF Objects for 2010	Aug 15, 2009		Latest Trial	04-06-2010 1:25pm	NOT SENT
			Backup Trial	04-01-2010 8:01am	NOT SENT
SifCheck - Unfiltered WDE685 SIF Objects	Aug 15, 2009		Run a Trial		
SifCheck - WDE600 for SIF Admins	Aug 15, 2009		Run a Trial		
SifCheck - WDE685 for SIF Admins	Aug 15, 2009		Latest Trial	04-10-2010 10:22pm	NOT SENT
			Backup Trial	04-06-2010 1:28pm	NOT SENT
WDE638 Course Inventory (2009-2010)	Oct 15, 2009		Sent Trial	12-21-2009 11:00am	SENT
WDE685 Uncertified TCS	Sep 1, 2009		Backup Trial	04-09-2010 11:08am	NOT SENT
			Sent Trial	04-23-2010 4:09pm	SENT
WDE601 District Annual Financial Report (2009-2010)	Jul 1, 2010	Aug 12, 2010	Run a Trial		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010	Jun 15, 2010	Run a Trial		
WDE684 Teacher/Course/Student (Mar 2010)	Mar 26, 2010	Apr 16, 2010	Sent Trial	04-13-2010 9:37am	SENT
WDE425 Special Education (Nov 2009)	Nov 2, 2009	Nov 13, 2009	Sent Trial	12-09-2009 11:54am	SENT
WDE602 Salary Schedule (Oct 2009)	Oct 1, 2009	Oct 27, 2009	Sent Trial	10-01-2009 7:31am	SENT

B. Importing District Data

The SRM application will take you directly to the **Import Source Data Screen**. Some users may not have a data file to import and therefore will need to manually enter their data. This process is outlined in [section C](#).

 **Note:** If you will not be importing any data files, simply select **Import** without loading any files

Before creating a data file for upload, review the data elements document available on the WISE website: <https://www.k12.wy.us/wise/>. The data element document contains definitions of each required element, accepted values, and the proper layout. Once compiled, the spreadsheet must be saved as a Comma-Separated Value file (.CSV). Please refer to **Appendix A** for detailed instructions on creating a .CSV file.

1. Once the .CSV file has been created and saved, the next step is to import the data files. You have the option of importing one or more data files at the same time. Select **Browse** to locate the revenue, expenditure, bond election, or home school file you wish to upload (see diagram below).

Campbell County School District #1

ESP Solutions Group
State Report Manager™

Logout: Jed Cicarelli [Need Help?](#)

Home > District 0301000 > WDE601 District Annual Financial Report (2009-2010) > **Import Source Data**

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

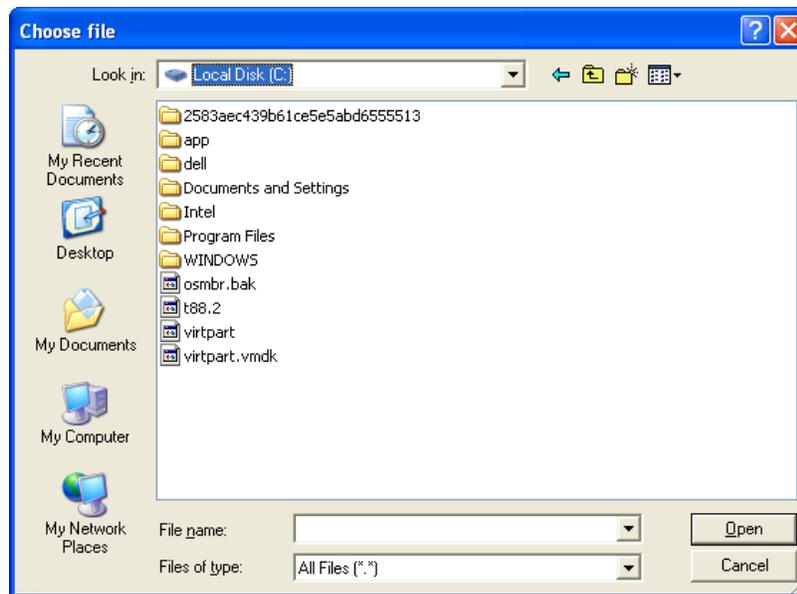
Select File to upload (601Revenue): (optional)

Select File to upload (601Expense): (optional)

Select File to upload (601BondElection): (optional)

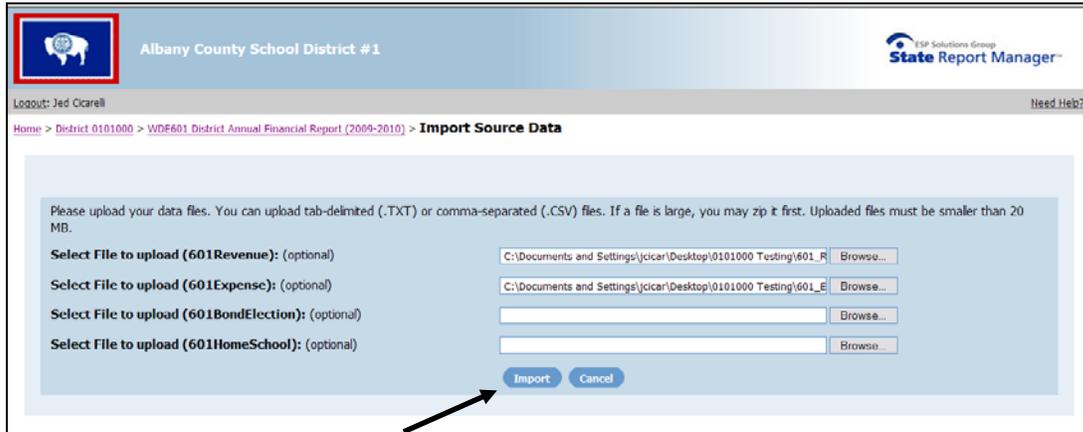
Select File to upload (601HomeSchool): (optional)

2. To upload your district data file(s), navigate to the location of the desired file.
 - a. After the file is located, select the file, and then select **Open**. (see diagram below)



 **Note:** You will return to the **Import Source Data** screen where you can browse for additional files and upload multiple files in one step.

- The next step will be to upload the files you selected in the previous steps. From the **Import Source Data** screen, click on the **Import** button in the middle of the screen.



Note: You can import additional files at later times with the option to replace or add to the records that have already been imported or entered manually. See [section I](#) for appending or replacing files.

C. Revenue File

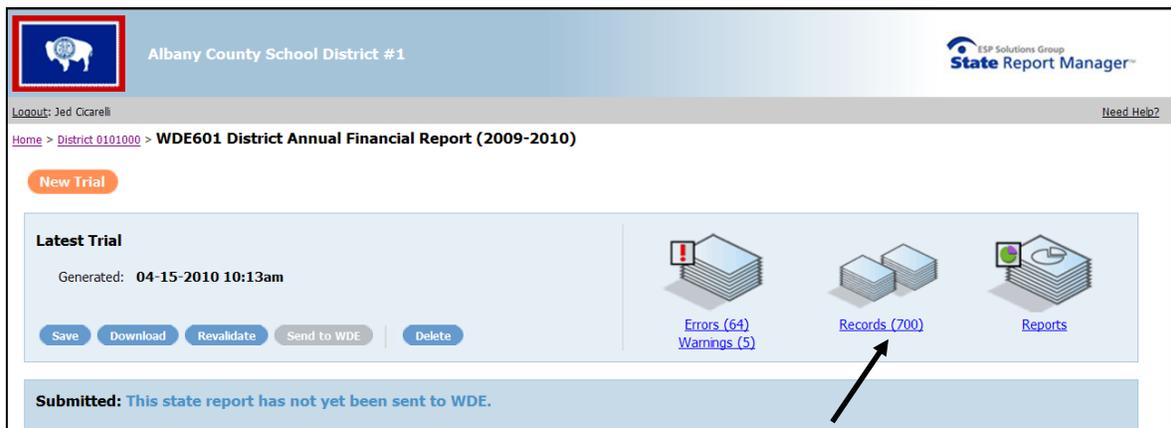
Entering Data Manually

Users may enter data manually; add to records after importing files, or edit existing records. The following steps will guide you through the manual entry process.

Note: You can easily move from screen to screen by using the “bread crumb” trail at the top of the screen. The link named **WDE601 District Annual Financial Report (2009-10)** is the main page of the WDE601 collection. You can use these links to back out of any screen versus using the back button on your browser.



- Select the **Records** link under the double stack of paper to the right of the screen.



- The next screen is the **Latest Trial** screen. Select the file on the left of the screen for which you wish to add or edit records.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial

Generated 04-15-2010 10:13am.

Records	Violations	Reports
601Revenues 61	Errors	Violations Summary (MS Excel)
601Expenses 639	R09058 - Invalid FundCode for DistrictID 15 Errors	WDE601 Code List (MS Excel)
601BondElections 0	R09059 - Invalid FundCode for DistrictID 45 Errors	WDE601 Detail Report (MS Excel)
601HomeSchools 0	R09063 - Invalid FundCode for FundGroupCode, Object Code, and Function Code 3 Errors	WDE601 Annual District Report (MS Excel)
	R09065 - Invalid FundCode for FundGroupCode and RevenueSourceCode 1 Error	WDE601 Expense Pivot (MS Excel)
	Warnings	WDE601 Revenue Pivot (MS Excel)
	R09039 - Amount must be greater than zero. 5 Warnings	

Download Append/Replace

Adding a Revenue Record

- The **All 601Revenues** screen will appear similar to the one below if data was imported. If you have not imported any data, the screen will be similar, with the exception that no data will be shown in the field list in the center of the screen.
 - To add a record, click on the **Add a record** button at the bottom of the screen.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Revenues

Show: All 601Revenues

Showing 1-10 of 61 << << Page 1 of 7 Go >> >> Rows per page: 10

Show Search Fields to search for items in the list.

<input type="checkbox"/>	Violations	FundGroupCode ▲	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
<input type="checkbox"/>	View 0	01	81111	(n/a)	0101000			\$3,919,085.56
<input type="checkbox"/>	View 0	01	81120	(n/a)	0101000			\$264,726.44
<input type="checkbox"/>	View 0	01	81130	(n/a)	0101000			\$9,194.48
<input type="checkbox"/>	View 0	01	81140	(n/a)	0101000			\$8,081.42
<input type="checkbox"/>	View 0	01	81510	(n/a)	0101000			\$26,827.81
<input type="checkbox"/>	View 0	01	81590	(n/a)	0101000			\$7,028.48
<input type="checkbox"/>	View 0	01	81990	(n/a)	0101000			\$91,321.81
<input type="checkbox"/>	View 0	01	82110	(n/a)	0101000			\$978,393.36
<input type="checkbox"/>	View 0	01	82120	(n/a)	0101000			\$88,182.50
<input type="checkbox"/>	View 0	01	82130	(n/a)	0101000			\$8,635.30

Delete Delete & Revalidate Add a record

Showing 1-10 of 61 << << Page 1 of 7 Go >> >> Rows per page: 10

- b. Choose the appropriate Fund Group, RevenueSourceCode, Fund (if applicable), and TargetID, from the drop-down lists. If the record is for tuition revenue, enter the text for source of the payment in the PaidFrom field, as well as the StudentCount number. Enter the Amount of the revenue in the last field (see arrows on diagram below).

- c. You have the option to **Save** the record, **Save & Revalidate** the entire trial, or **Cancel** by clicking on the buttons at the top or bottom of the page (see circles in previous diagram).

Editing a Revenue Record

1. To edit a record click on the hyperlink “**View**” that corresponds with the record you wish to edit.

	Violations	FundGroupCode *	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
View		01	81111	(n/a)	0101000			\$3,919,085.56
View	0	01	81120	(n/a)	0101000			\$264,726.44
View	0	01	81130	(n/a)	0101000			\$9,194.48
View	0	01	81140	(n/a)	0101000			\$8,081.42
View	0	01	81510	(n/a)	0101000			\$26,827.81
View	0	01	81590	(n/a)	0101000			\$7,028.48
View	0	01	81990	(n/a)	0101000			\$91,321.81
View	0	01	82110	(n/a)	0101000			\$978,393.36
View	0	01	82120	(n/a)	0101000			\$88,182.50
View	0	01	82130	(n/a)	0101000			\$8,635.30

Note: You can scroll to other records by clicking on the double arrow button at the top or bottom of the screen. The double arrow with the line will jump to the last page of records. In addition, you can jump to specific pages of records by entering the page number in the box and selecting **GO**.

Also, you can change the amount of records on the screen by changing the drop down list titled **Rows per page**.

2. The next screen provides a summary of the record. Click on the **Edit** button at the top of the screen.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Revenues > 01 (n/a)

Buttons: Edit, Delete, Delete & Revalidate, Next >

Element	Value
DistrictID	0101000
FundGroupCode	01 - General Fund
RevenueSourceCode	81111 - 25 Special District Taxes
FundCode	(n/a) - No Fund Available
TargetID	0101000 - Albany County School District #1
PaidFrom	
StudentCount	
Amount	\$3,919,085.56

3. The screen will change to drop down lists and field boxes that will allow the user to make the necessary edits. You have the option to **Save** the record, **Save & Revalidate** the entire trial, or **Cancel** the edit by clicking on the buttons at the top or bottom of the page.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Revenues > 01 (n/a) > **Edit 01 (n/a)**

Buttons: Save & Revalidate, Save, Cancel

Remember to also update your Student Information System.

Element	Value
DistrictID *	0101000
FundGroupCode *	01 - General Fund
RevenueSourceCode *	81111 - 25 Special District Taxes
FundCode	(n/a) - No Fund Available
TargetID *	0101000 - Albany County School District #1
PaidFrom	
StudentCount	
Amount *	3919085.56

(* = required)

Buttons: Save & Revalidate, Save, Cancel

D. Expenses File

The functionality of the Expenses file is identical to the Revenue file. To add, edit or delete a row, see [section C](#) (Revenue File) of the instruction manual. Below is a diagram of how the Expenses file appears when opened.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Expenses

Show: All 601Expenses

Showing 1-10 of 639 |<< << Page 1 of 64 Go >> >>| Rows per page: 10

Show Search Fields to search for items in the list.

<input type="checkbox"/>	Violations	FundGroupCode ▲	FunctionCode	ObjectCode	FundCode	TargetID	PaidTo	StudentCount	Amount
<input type="checkbox"/>	View 0	01	1210	111	(n/a)	0101002			\$515,413.29
<input type="checkbox"/>	View 0	01	1210	113	(n/a)	0101002			\$169,859.38
<input type="checkbox"/>	View 0	01	1210	211	(n/a)	0101002			\$42,732.13
<input type="checkbox"/>	View 0	01	1210	213	(n/a)	0101002			\$12,739.12
<input type="checkbox"/>	View 0	01	1210	221	(n/a)	0101002			\$56,954.85
<input type="checkbox"/>	View 0	01	1210	223	(n/a)	0101002			\$16,518.07
<input type="checkbox"/>	View 0	01	1210	231	(n/a)	0101002			\$98,491.97
<input type="checkbox"/>	View 0	01	1210	233	(n/a)	0101002			\$139,784.31
<input type="checkbox"/>	View 0	01	1210	243	(n/a)	0101002			\$2,932.06
<input type="checkbox"/>	View 0	01	1210	291	(n/a)	0101002			\$785.18

Showing 1-10 of 639 |<< << Page 1 of 64 Go >> >>| Rows per page: 10

E. Deleting a Record

1. On the **All 601Revenues** or **All 601Expenses** screen, select the row of the record(s) you want to delete by clicking on the empty box to the left of the record. After making row selections, select **Delete** or **Delete & Revalidate** by clicking on the buttons at the top or bottom of the page.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Revenues

Show: All 601Revenues

Showing 1-10 of 61 |<< << Page 1 of 7 Go >> >>| Rows per page: 10

Show Search Fields to search for items in the list.

<input type="checkbox"/>	Violations	FundGroupCode ▲	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
<input type="checkbox"/>	View 0	01	81111	(n/a)	0101000			\$3,919,085.56
<input type="checkbox"/>	View 0	01	81120	(n/a)	0101000			\$264,726.44
<input checked="" type="checkbox"/>	View 0	01	81130	(n/a)	0101000			\$9,194.48
<input type="checkbox"/>	View 0	01	81140	(n/a)	0101000			\$8,081.42
<input type="checkbox"/>	View 0	01	81510	(n/a)	0101000			\$26,827.81
<input type="checkbox"/>	View 0	01	81590	(n/a)	0101000			\$7,028.48
<input type="checkbox"/>	View 0	01	81990	(n/a)	0101000			\$91,321.81
<input checked="" type="checkbox"/>	View 0	01	82110	(n/a)	0101000			\$978,393.36
<input type="checkbox"/>	View 0	01	82120	(n/a)	0101000			\$88,182.50
<input type="checkbox"/>	View 0	01	82130	(n/a)	0101000			\$8,635.30

Showing 1-10 of 61 |<< << Page 1 of 7 Go >> >>| Rows per page: 10

2. Select **OK** in the confirmation window.



F. Sorting Columns

1. Each column can be sorted in ascending or descending order with a click of the mouse.
 - a. Click on the column heading to sort either by ascending or descending order. The first click will sort the column by ascending order.
 - b. When the same column is clicked again, the column is sorted in descending order.


Albany County School District #1


Logout: Jed Cicarelli Need Help?

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > **All 601Revenues**

Show: All 601Revenues

Showing 1-10 of 61 |<< << Page 1 of 7 Go >> >>| Rows per page: 10

[Show Search Fields](#) to search for items in the list.

<input type="checkbox"/>	Violations	FundGroupCode	RevenueSourceCode [▲]	FundCode	TargetID	PaidFrom	StudentCount	Amount
<input type="checkbox"/>	View	0	01	81111	(n/a)	0101000		\$3,919,085.56
<input type="checkbox"/>	View	0	01	81120	(n/a)	0101000		\$264,726.44
<input type="checkbox"/>	View	0	01	81130	(n/a)	0101000		\$9,194.48
<input type="checkbox"/>	View	0	01	81140	(n/a)	0101000		\$8,081.42
<input type="checkbox"/>	View	0	80	81170	BOCE	0101000		\$83,066.04
<input type="checkbox"/>	View	0	80	81180	P&R	0101000		\$168,255.32
<input type="checkbox"/>	View	0	40	81200	(n/a)	0101000		\$356,198.04
<input type="checkbox"/>	View	0	80	81340	BOCE	0101000		\$5,907.09
<input type="checkbox"/>	View	0	01	81510	(n/a)	0101000		\$26,827.81
<input type="checkbox"/>	View	0	20	81510	OTHER	0101000		\$31,506.12

Delete
Delete & Revalidate
Add a record

Showing 1-10 of 61 |<< << Page 1 of 7 Go >> >>| Rows per page: 10

 **Note:** A black arrow (see arrow in the previous diagram) will appear on the right-hand side of the column heading, showing that the column is arranged in either ascending or descending order.

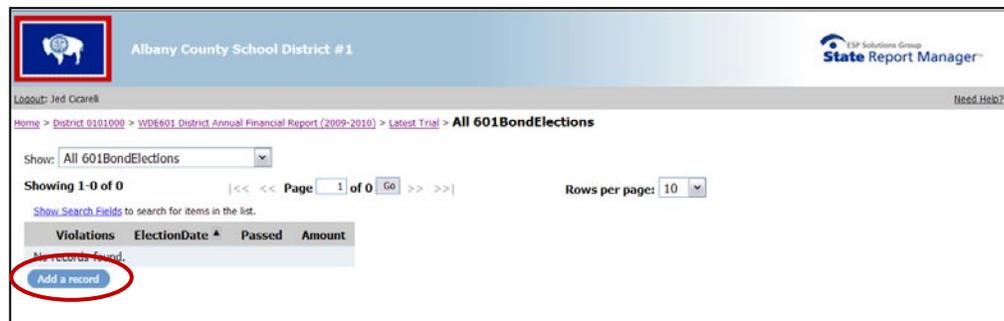
G. Bond Elections

Users have the option to import bond election files as outlined in section B, or enter them manually. As most districts will enter these records manually, the process has been outlined below.

1. From the **Latest Trial** screen, select the **601BondElections** file on the left of the screen.



2. On the next screen, select the **Add a record** button at the bottom of the screen.



3. Enter the required fields in the user interface. After entering data, users have the option to **Save** the record, **Save & Revalidate** the entire trial, or **Cancel** the edit by clicking on the buttons at the top or bottom of the page.

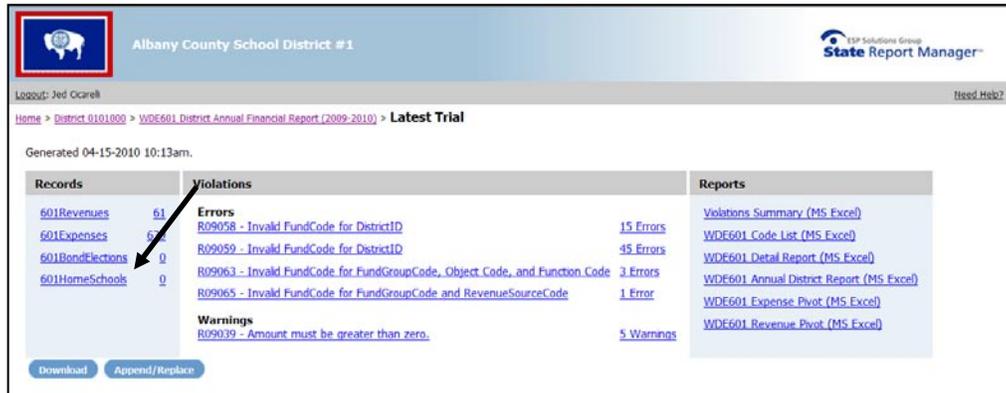


Note: The calendar icon to the left of the ElectionDate field will allow you to select the appropriate Bond Election Date.

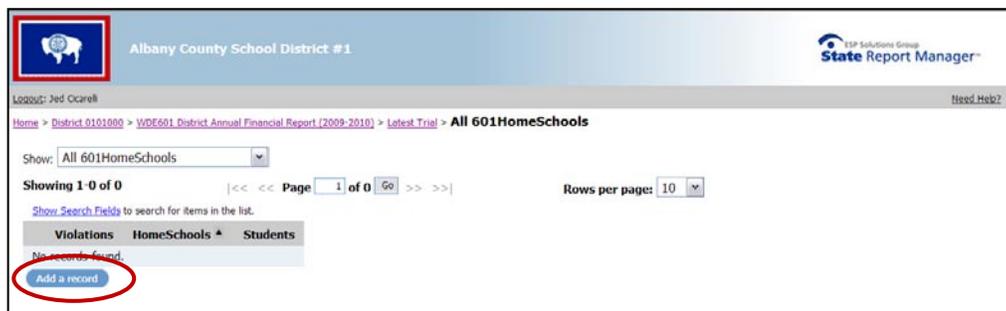
H. Home Schools

Users have the option to import their Home School file as outlined in section B, or enter them manually. As most districts will enter these records manually, the process has been outlined below.

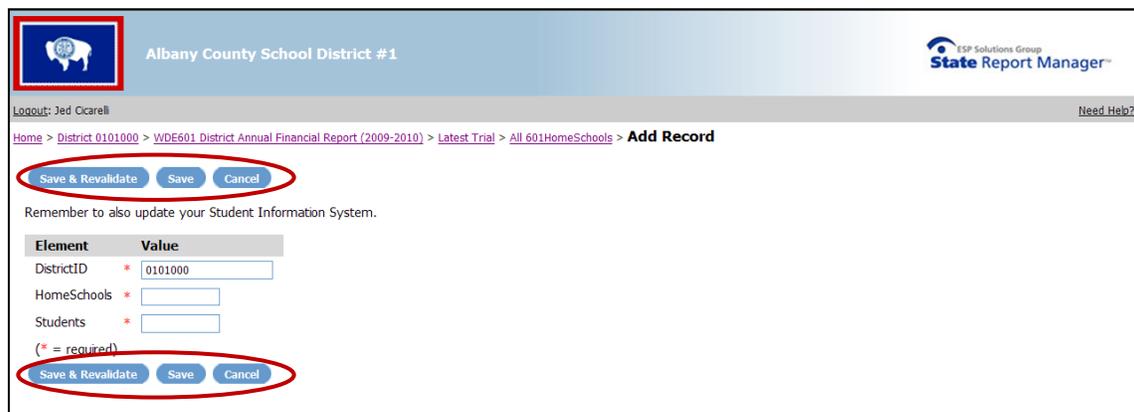
1. From the **Latest Trial** screen, select the 601HomeSchools file on the left of the screen.



2. Select the **Add a record** button at the bottom of the screen.



3. Enter the required fields in the user interface. After entering data, you have the option to **save** the record, **save and revalidate** the entire trial, or **cancel** the edit by clicking on the buttons at the top or bottom of the page.



Note: Districts will only be able to enter one record for all home school and student counts.

I. Appending or Replacing Files

The user can append (add) or replace files at any time of the data input process by uploading new or additional .CSV files.

1. From the **Latest Trial** screen, click on the **Append / Replace** button on the bottom of the page.

Albany County School District #1

ESP Solutions Group
State Report Manager™

Logout: Jed Cicarelli [Need Help?](#)

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > **Latest Trial**

Generated 04-16-2010 2:18pm.

Records	Violations	Reports
601Revenues 61	Errors	Violations Summary (MS Excel)
601Expenses 639	R09058 - Invalid FundCode for DistrictID 15 Errors	WDE601 Code List (MS Excel)
601BondElections 1	R09059 - Invalid FundCode for DistrictID 45 Errors	WDE601 Detail Report (MS Excel)
601HomeSchools 1	R09063 - Invalid FundCode for FundGroupCode, Object Code, and Function Code 2 Errors	WDE601 Annual District Report (MS Excel)
	R09065 - Invalid FundCode for FundGroupCode and RevenueSourceCode 1 Error	WDE601 Expense Pivot (MS Excel)
	Warnings	WDE601 Revenue Pivot (MS Excel)
	R09039 - Amount must be greater than zero. 5 Warnings	

Download Append/Replace

2. You can append (add to) existing records or replace existing records by selecting the appropriate radio button at the top of the screen.



Note: If you select **replace all records**, all current data for that specific file will be deleted and replaced with the data in the new import file.

Albany County School District #1

ESP Solutions Group
State Report Manager™

Logout: Jed Cicarelli [Need Help?](#)

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > **Import Source Data**

Load one-or-more CSV files and **append** to existing records in Latest Trial
 Load one-or-more CSV files and **replace** existing records in Latest Trial

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (601Revenue): (optional) [Browse...](#)

Select File to upload (601Expense): (optional) [Browse...](#)

Select File to upload (601BondElection): (optional) [Browse...](#)

Select File to upload (601HomeSchool): (optional) [Browse...](#)

[Import](#) [Cancel](#)

3. Browse to the file location on your computer as outlined in section B.
4. Select the import button at the bottom of the screen (see diagram above). The application will return to the **WDE601 District Annual Financial Report** screen.

J. Repairing Invalid Data

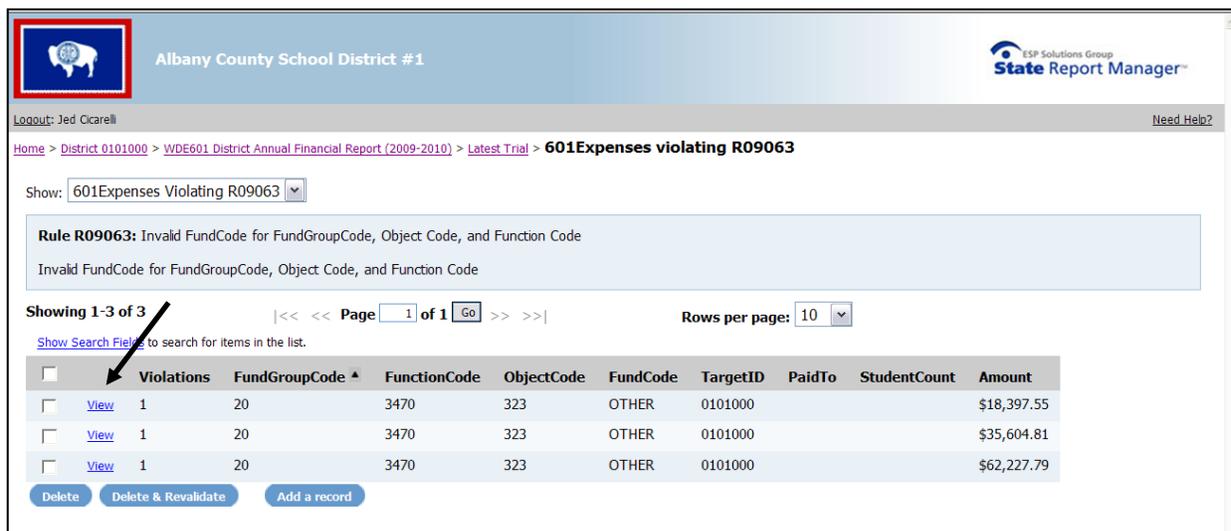
There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. The SRM provides these errors in an attempt to provide cleaner data to WDE and the school districts. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections within the SRM interface, or correct the original file and re-upload the data file and revalidate the trial (see section I).

Note: In addition to making corrections in the SRM, it is imperative that districts make corrections or replace their source data in order to avoid duplicating errors and archiving inaccurate data files.

1. From the **Latest Trial** screen, review the **Violations** section in the main SRM screen as seen in the diagram below.



2. Errors are grouped by rule number. To correct the error, click on the blue link indicating the violation (see the second arrow in the diagram above).
3. The next screen will list all of the records that have violated that particular business rule. Select the record that you wish to correct by clicking on the **View** link to the left of the record.



Note: You can also delete records from this screen by clicking on the empty box to the left of the record and clicking on the **Delete** or **Delete & Revalidate** button.

- The next screen will provide a detail view of the record. The invalid field will be highlighted in yellow. In addition, a description of the rule will be provided on the right of the screen. To correct the error, select the **Edit** button at the top of the screen (see diagram below).

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > 601Expenses violating R09063 > **20 OTHER**

Buttons: Edit, Delete, Delete & Revalidate, Next >

Element	Value
DistrictID	0101000
FundGroupCode	20
FunctionCode	3470
ObjectCode	323
FundCode	OTHER
TargetID	0101000
PaidTo	
StudentCount	
Amount	\$18,397.55

Changes have been made since the last validation. The following violations may no longer apply.

Type	Rule	Definition
Error	R09063	Invalid FundCode for FundGroupCode, Object Code, and Function Code FundCode must be a valid code for selected FundGroupCode, Object Code, and Function Code

- Make corrections to the record by changing the drop down lists, or input fields. After correcting the data, you have the option to **Save** the record, **Save & Revalidate** the entire trial, or **Cancel** the edit by clicking on the buttons at the top or bottom of the page.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > 601Expenses violating R09063 > 20 OTHER > **Edit 20 OTHER**

Buttons: Save & Revalidate, Save, Cancel

Remember to also update your Student Information System.

Element	Value
DistrictID *	0101000
FundGroupCode *	20 - Special Revenue
FunctionCode *	3470 - Major Building and Facility Maintenance
ObjectCode *	323 - Repairs and Maintenance Services
FundCode	OTHER - Invalid Value
TargetID *	MAJ MNT - Major Maintenance
PaidTo	OTHER - Invalid Value
StudentCount	
Amount *	18397.55

(* = required)

Buttons: Save & Revalidate, Save, Cancel

Note: You can edit warnings in the same manner. It is important that all warnings are reviewed, and corrections are made where appropriate.

K. Reports

The SRM allows users to print off or store electronically a variety of reports from a list of fund codes to a pivot table of expenses; or all of the reports in a certain category at the same time. To access the reports, follow these steps:

1. From the **Latest Trial** screen, you can select specific reports by clicking on the blue links on the right hand side of the screen under **Reports**.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial

Generated 04-15-2010 4:28pm.

Records	Violations	Reports
601Revenues 61	Errors	Violations Summary (MS Excel)
601Expenses 639	InputDataFileError - Error while accessing data file 1 Error	WDE601 Code List (MS Excel)
601BondElections 1		WDE601 Detail Report (MS Excel)
601HomeSchools 1		WDE601 Annual District Report (MS Excel)
		WDE601 Expense Pivot (MS Excel)
		WDE601 Revenue Pivot (MS Excel)

Download Append/Replace

2. All of the reports available in the WDE601 application are in Microsoft Excel format. Once you have selected a report, a **File Download** box will open asking you to **Open**, **Save** or **Cancel** the download. Select the **Open** button.



- a. The **Violations Summary** Report provides an error and warning summary grouped by file. Yellow highlighted cells contain data that is in violation of the business rules. The second tab will provide a list of errors from uploading data (see the diagram on the next page).

Violations Summary

Record-Level Violations

Trial Na Latest Trial
 Trial Da 2010-04-15 10:13:08
 User Na WDE_Cicarelli
 Report I 2010-04-16 14:23:11

601 Revenue

DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TitleIA	TargetID	PaidFrom	StudentCount	Amount
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	070502T1A00	0101000 - Albany County School District #1		\$15,733.77
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502SDF500	0101000 - Albany County School District #1		\$3,624.92
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T1A00	0101000 - Albany County School District #1		\$70,794.72
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T2A00	0101000 - Albany County School District #1		\$9,554.51
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T2000	0101000 - Albany County School District #1		\$5,402.79
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T500	0101000 - Albany County School District #1		\$657.96
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502VEA00	0101000 - Albany County School District #1		\$6,106.03
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502VIB00	0101000 - Albany County School District #1		\$34,267.85
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502VIBP00	0101000 - Albany County School District #1		\$2,411.71
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502SDF500	0101000 - Albany County School District #1		\$2,043.06
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T1A00	0101000 - Albany County School District #1		\$115,887.6
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T2A00	0101000 - Albany County School District #1		\$75,607.37
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502T2000	0101000 - Albany County School District #1		\$1,515.11
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502VEA00	0101000 - Albany County School District #1		\$16,647.21
0101000	20	Special Revenue	84200	Restricted Federal Grants-In-Aid	080502VIB00	0101000 - Albany County School District #1		\$141,626.1

601 Expense

DistrictID	FundGroupCode	FunctionCode	ObjectCode	FundCode	TargetID	PaidTo	StudentCount
0101000	01	4530	332	(n/a)	0101002		
0101000	20	1200	100	080502VIBP00	0101000		
0101000	20	1200	100	SMR SCHL	0101000		
0101000	20	1200	270	080502VIB00	0101000		
0101000	20	1200	300	080502VIB00	0101000		

- b. The **WDE601 Code Lists** report provides all valid Fund Group codes, Function Codes, Object Codes, Fund Codes, Revenue Source Codes, and Target IDs specific to your district. All of the codes will be grouped on separate tabs (see diagram below).

WDE601 Fund Codes
 Albany County School District #1

Fund Groups

01	General Fund
20	Special Revenue
30	Capital Projects
40	Debt Service
45	Permanent Funds
50	Enterprise Funds
60	Internal Service
70	Private Purpose Trust Funds
80	Agency Funds
85	Pension (and other employee benefit) Trust Funds
87	Investment Trust

Afunds

BOCE	BOCES
HLTH	Health Insurance
OTHR	Other
P&R	Parks & Rec
PAF	Pupil Activity Fund
RET	Early Retirement

Cfunds

ARRA-OTHER	ARRA-OTHER
CAP CON	Capital Construction SFC
OTHER	Other

Efunds

ARRA	ARRA
FFVP	Fresh Fruit and Vegetable Program
FOOD	Food Service
OTHR	Other

- c. The **WDE601 Detail Report** contains all of the district expenses, revenues, tuition expenses and revenues, bond elections, and home school records. All of the line item records are grouped on separate tabs (see diagram below).

Microsoft Excel - wde601Detail[1].xls

April 16, 2010

All Expenses
Albany County School District #1

Fund Group Code	Function Code	Function Roll-up	Object Code	Object Roll-up	Fund Code	Target ID	Amount	
10	01	5331	3000	252	200	(n/a)	0101002	89.91
11	01	5331	3000	293	200	(n/a)	0101002	167.01
12	01	5331	3000	519	300	(n/a)	0101002	5,715.03
13	01	5331	3000	532	300	(n/a)	0101002	783.80
14	01	5331	3000	560	300	(n/a)	0101002	8,229.47
15	01	5331	3000	595	300	(n/a)	0101002	12,433.63
16	01	5331	3000	410	400	(n/a)	0101002	6,423.68
17	01	5331	3000	411	400	(n/a)	0101002	230.80
18	01	5331	3000	640	600	(n/a)	0101002	744.40
19	01	5360	3000	512	300	(n/a)	0101002	20,390.57
20	01	5360	3000	517	300	(n/a)	0101002	371.11
21	01	5360	3000	532	300	(n/a)	0101002	717.62
22	01	5360	3000	593	300	(n/a)	0101002	8,000.69
23	01	5360	3000	584	300	(n/a)	0101002	128.69
24	01	5360	3000	640	600	(n/a)	0101002	5,194.19
25	01	5410	3000	113	100	(n/a)	0101002	56,180.43
26	01	5410	3000	213	200	(n/a)	0101002	4,221.75
27	01	5410	3000	223	200	(n/a)	0101002	5,949.13
28	01	5410	3000	233	200	(n/a)	0101002	15,520.37
29	01	5410	3000	243	200	(n/a)	0101002	1,056.17
30	01	5410	3000	293	200	(n/a)	0101002	89.44
31	01	5420	3000	113	100	(n/a)	0101002	1,043.15
32	01	5420	3000	213	200	(n/a)	0101002	80.62
33	01	5420	3000	223	200	(n/a)	0101002	117.61
34	01	5420	3000	233	200	(n/a)	0101002	482.62
35	01	5420	3000	243	200	(n/a)	0101002	21.63
36	01	5420	3000	293	200	(n/a)	0101002	3.94
37	01	5420	3000	323	300	(n/a)	0101002	717.20

Ready

- d. The **WDE601 Annual District Report** provides a financial summary of total revenues and expenditures grouped by fund group. At the bottom of the form you will see a summary of Transportation Expenditures.

Microsoft Excel - wde601AnnualSummary[1].xls

April 16, 2010

WDE601 Annual District Report
Albany County School District #1

Fund Groups	Revenues	Expenditures
9 01 - General Fund	\$10,286,148.27	\$10,211,137.62
10 20 - Special Revenue	\$1,328,917.57	\$1,947,556.92
11 30 - Capital Projects	\$1,221,523.60	\$2,418,015.10
12 40 - Debt Service	\$376,121.18	\$336,168.98
13 45 - Permanent Funds	\$0.00	\$0.00
14 50 - Enterprise Funds	\$537,041.45	\$437,107.28
15 60 - Internal Service	\$0.00	\$0.00
16 70 - Private Purpose Trust Funds	\$0.00	\$0.00
17 80 - Agency Funds	\$301,079.20	\$276,734.80
18 95 - Pension (and other employee benefit) Trust Funds	\$0.00	\$0.00
19 87 - Investment Trust	\$0.00	\$0.00
22 Other Summaries		Expenditures
23 Transportation		\$710,854.96

Ready

L. Configuring Pivot Reports

The last two reports are pivot reports for expenditure and revenues that allow the user to configure the codes they wish to see. The following steps outline how to configure and download pivot reports.

1. From the **Latest Trial** screen, select **WDE601 Expenses Pivot** or **WDE601 Revenues Pivot**.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial

Generated 04-15-2010 4:28pm.

Records	Violations	Reports
601Revenues 61	Errors InputDataFileError - Error while accessing data file 1 Error	Violations Summary (MS Excel)
601Expenses 639		WDE601 Code List (MS Excel)
601BondElections 1		WDE601 Detail Report (MS Excel)
601HomeSchools 1		WDE601 Annual District Report (MS Excel)
		WDE601 Expense Pivot (MS Excel)
		WDE601 Revenue Pivot (MS Excel)

Download Append/Replace

2. Use the scrolling lists to select the ranges of data by clicking on codes you wish to see.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial > Report Filter

Provide values for the filtered fields below.

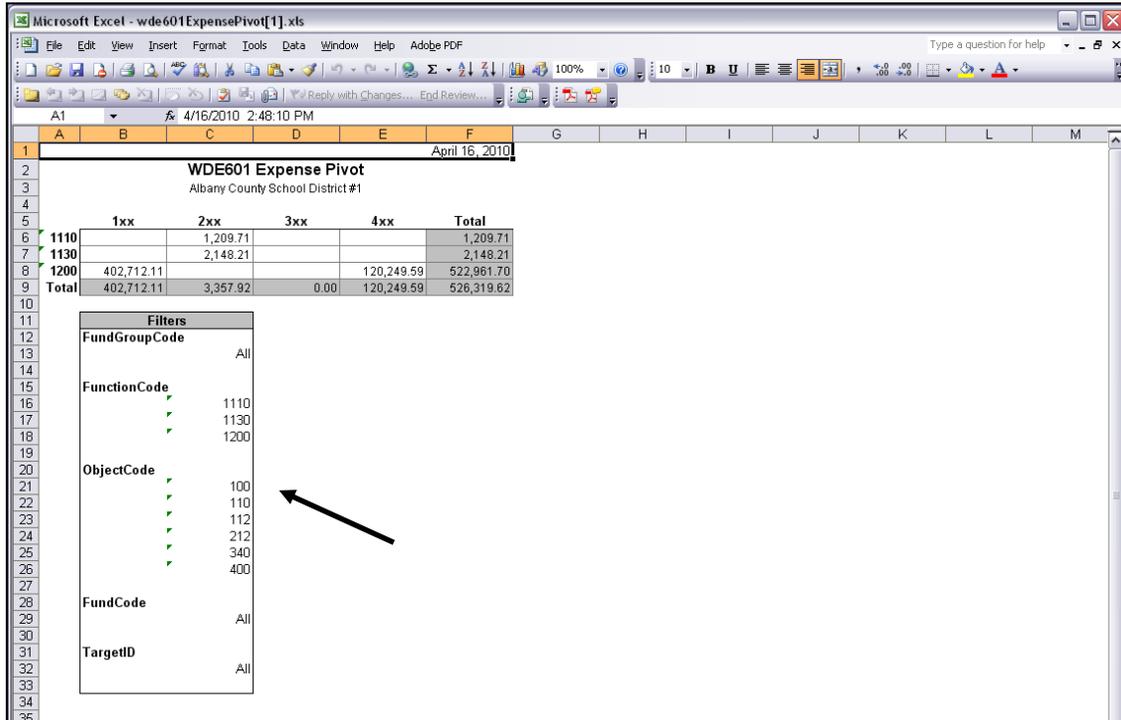
Run Report

Element	Value
FundGroupCode	All 01 - General Fund 20 - Special Revenue 30 - Capital Projects 40 - Debt Service
FunctionCode	All 1110 - Elementary 1120 - Junior High or Middle Schools 1130 - Secondary 1200 - Special Instruction
ObjectCode	All 100 - Personal Services-Salaries 110 - Salaries of Regular Employees 111 - Regular Salaries for Certified Personnel 112 - Regular Salaries for Professional Non-Certified Personnel
FundCode	All (n/a) - No Fund Available 080502SDFS00 - TitleIVA 080502T1A00 - TitleIA 080502T2A00 - TitleIIA
TargetID	All 0101000 - Albany County School District #1 0101002 - Beitel Elementary

Note: You can select multiple codes by holding down the control key and clicking on the codes you wish to include in the report (see diagram above).

3. Select the **Run Report** button on the top or bottom of the screen (see diagram above).

- The pivot table will open in excel format like the other reports. At the bottom of the screen will be a table showing what codes were used as filters for the report (see diagram below).

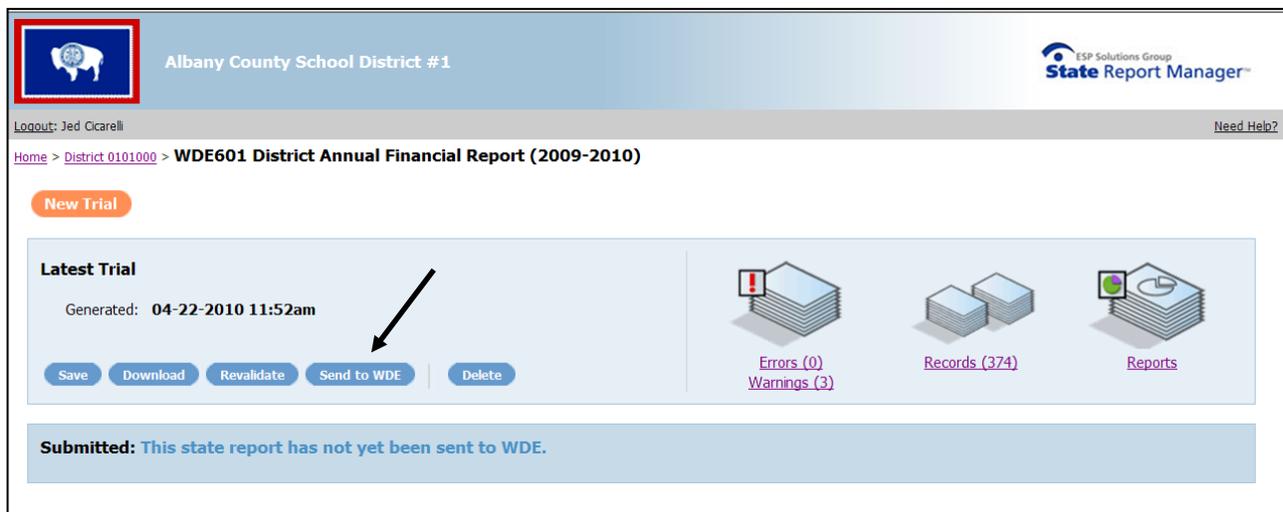


Note: For archiving and audit purposes, please keep at least one copy of each report in a secure location.

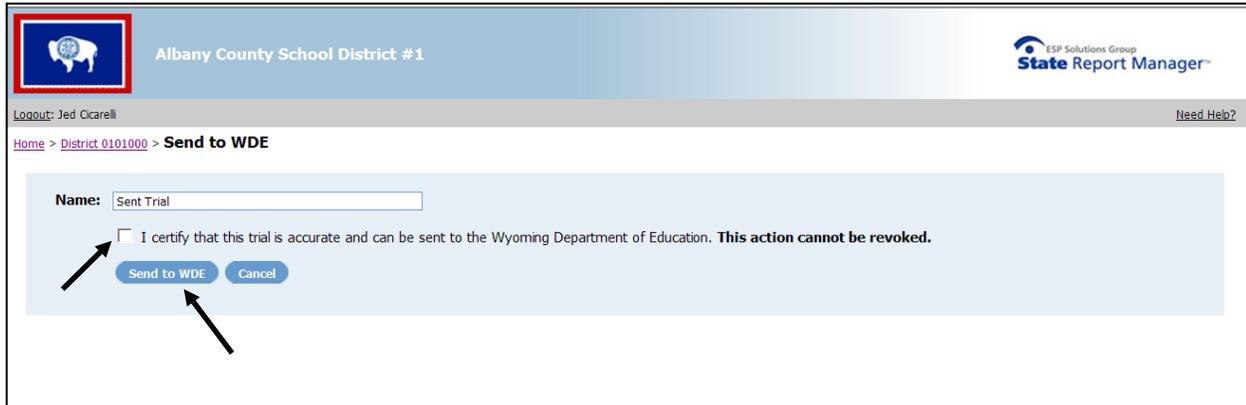
M. Sending Data to the WDE

Once all errors have been corrected and warnings have been reviewed, the user is ready to send their data to WDE.

- Navigate to the **WDE601 District Annual Report** screen. The **Send to WDE** button will turn blue when all errors have been corrected.



2. Check the box certifying that the data being submitted is accurate and click on the **Send to WDE** button.

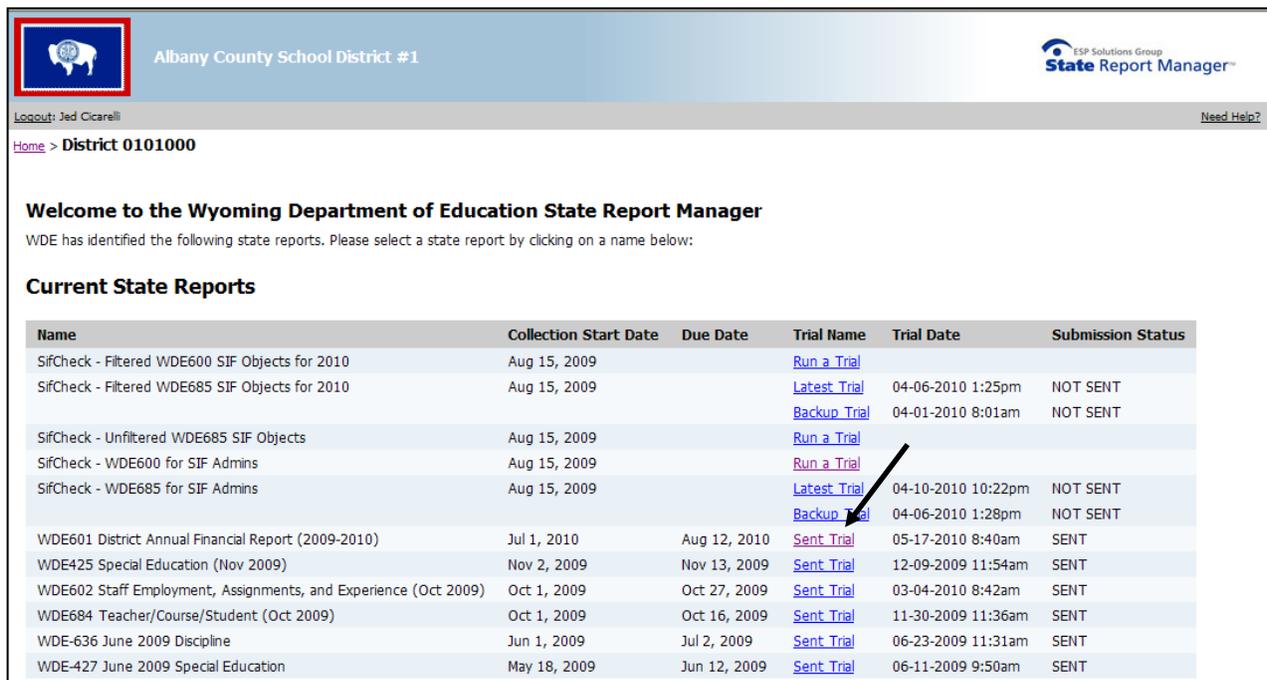


Note: You can reopen a certified trial by navigating to the **WDE601 District Annual Report** screen, selecting **New Trial**, and then selecting **Copy & Revalidate**.

N. Downloading Files

The files submitted to the WDE can be downloaded from the SRM. This step can be done at any time. However, it is important users download and archive their data after certifying and submitting to the WDE. One copy should always be saved in a secure location for auditing purposes. These files may also prove useful to reconcile any questions that may arise with the Data Collection Steward. Therefore, it is essential for each user to archive a copy of the certified WDE601 submission in order to complete the data validation process.

1. From the main **district** page, click on **Sent Trial** link under the Trial Name column.



Note: you can download data files at any time during the data entry process. This can be accomplished by selecting the **Download** button from the **Latest Trial** screen.

2. Select the **Download** button to the left of the screen.

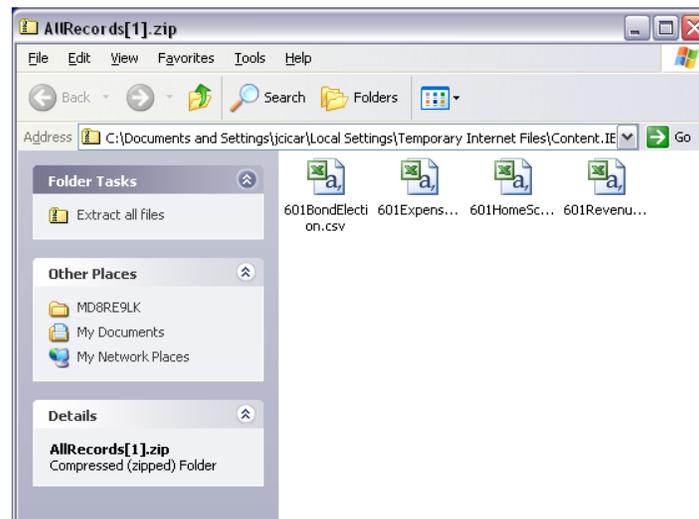


3. A file download window will appear allowing you to **Open**, **Save** or **Cancel** the download.

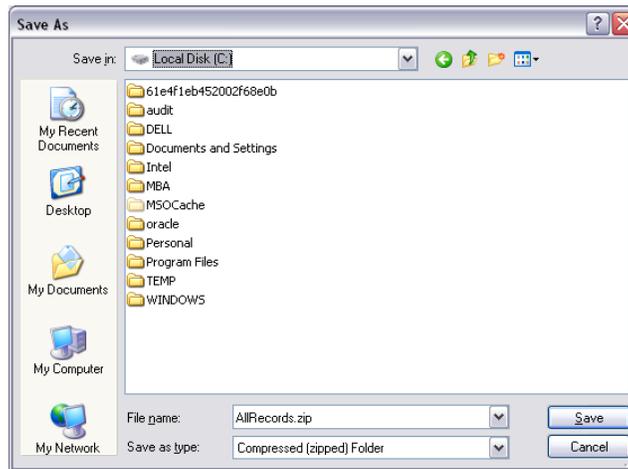


Note: *all four files (revenues, expenditure, bond election, and home school) are contained in one .ZIP file. You can save the complete .ZIP file or open the download to view all four files.*

- a. If you select **Open**, a temporary file window will open with the all four .CSV files.



- b. If you select **Save** from the download window, another window will open asking you where to save the file. Browse to the location where you would like to store the file.



 **Note:** *be sure to date the file for proper archiving purposes.*

Appendix A: How to create a .CSV file

Before creating a data file for upload, review the data elements document available on the WISE website: <https://www.k12.wy.us/wise/> . The data element document contains definitions of each required element, valid values, and the proper layout.

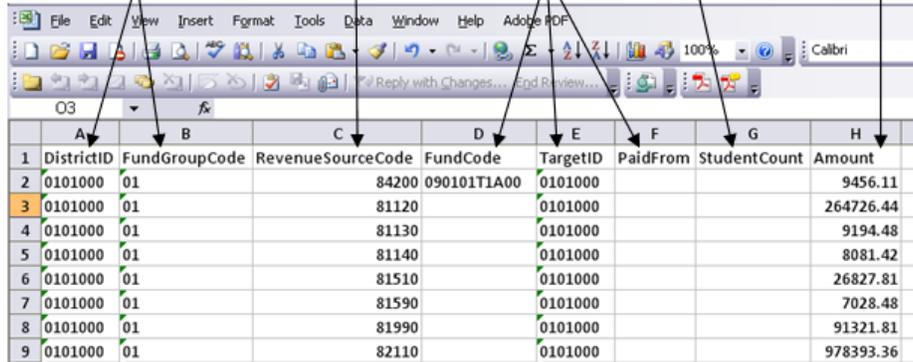
There are 4 files that you can import into the WDE601; Revenues, Expenses, BondElections, and HomeSchools. Most districts will only import Revenues and Expenses and manually enter additional data. Specific instructions are provided below on how to create a .CSV file for importing into the WDE601.

1. Open an excel file and create the column headings as seen on the diagrams below. Make sure the names appear exactly the same as they do on the diagram. Enter line item records under the column names as seen below.

 **Note:** if there is no fund code PaidTo/From, or Student Count associate with a particular record, leave the field blank.

Revenue Format:

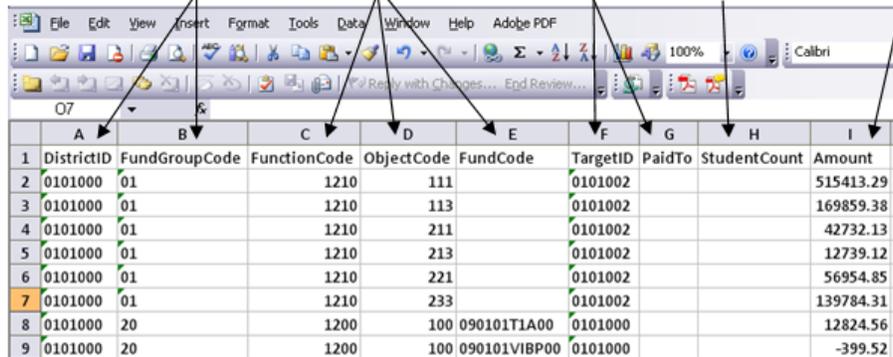
TEXT
NUMBER
TEXT
NUMBER
NUMBER (2 Decimals, No Comma)



	A	B	C	D	E	F	G	H
1	DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
2	0101000	01		84200 090101T1A00	0101000			9456.11
3	0101000	01		81120	0101000			264726.44
4	0101000	01		81130	0101000			9194.48
5	0101000	01		81140	0101000			8081.42
6	0101000	01		81510	0101000			26827.81
7	0101000	01		81590	0101000			7028.48
8	0101000	01		81990	0101000			91321.81
9	0101000	01		82110	0101000			978393.36

Expenditure Format:

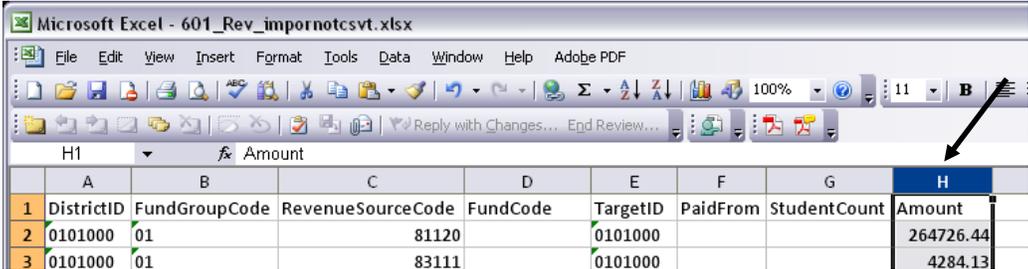
TEXT
NUMBER
TEXT
NUMBER
NUMBER (2 Decimals, No Comma)



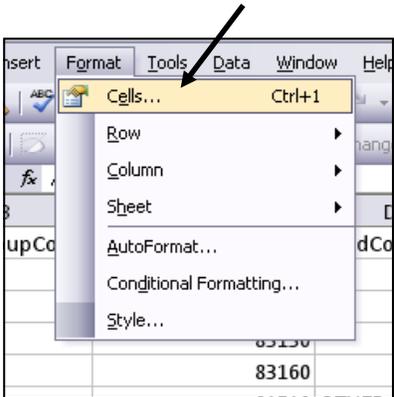
	A	B	C	D	E	F	G	H	I
1	DistrictID	FundGroupCode	FunctionCode	ObjectCode	FundCode	TargetID	PaidTo	StudentCount	Amount
2	0101000	01	1210	111		0101002			515413.29
3	0101000	01	1210	113		0101002			169859.38
4	0101000	01	1210	211		0101002			42732.13
5	0101000	01	1210	213		0101002			12739.12
6	0101000	01	1210	221		0101002			56954.85
7	0101000	01	1210	233		0101002			139784.31
8	0101000	20	1200	100	090101T1A00	0101000			12824.56
9	0101000	20	1200	100	090101VIBP00	0101000			-399.52

2. Format the columns as indicated by the arrows (see diagram on previous page).

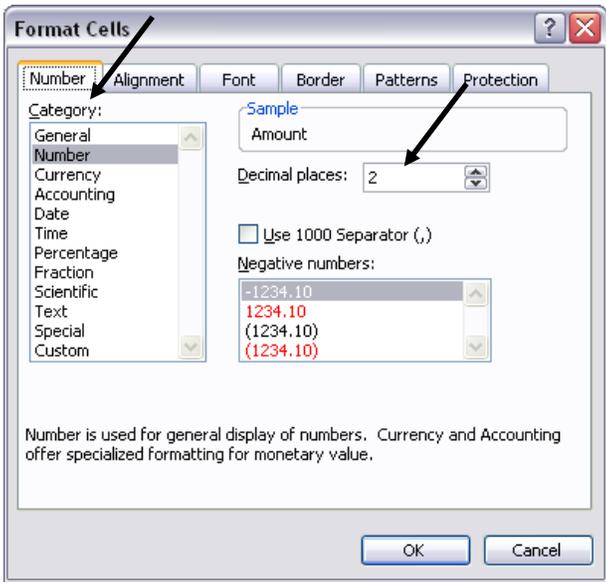
a. Select the column by right clicking on the letter at the top of the column



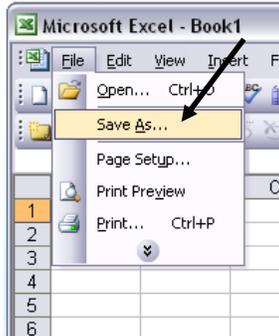
b. Under the Format menu, select **Cells**.



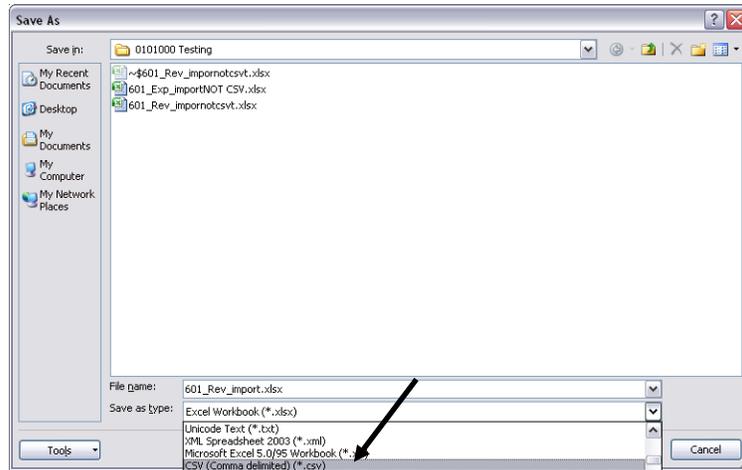
c. Select the correct Category and Decimal places from the format menu. Click on **OK**.



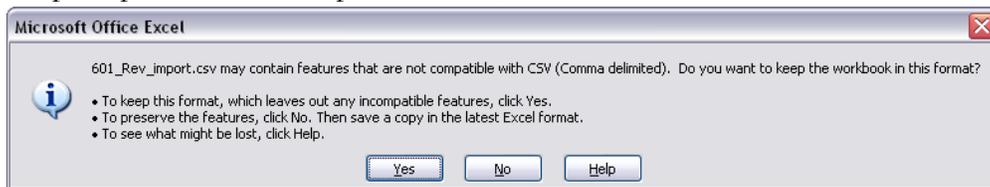
- Under the File menu, click on **Save As**.



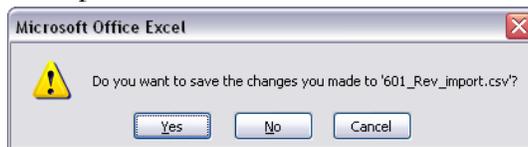
- Enter a file name and browse to a location you can easily access later. In the bottom drop down box labeled **Save as type**: select **CSV (Comma delimited) (*.csv)** (see diagram below).



- Click on **Save**.
- Excel will prompt the user to keep this format, select **Yes**.



- IMPORTANT:** When the user closes the file, Excel will ask if you want to save the changes you made to the file. Select **No**. The file is now saved and ready to be uploaded to the SRM. Refer to section B on how to upload a .CSV file.



 **Note:** If you reopen the file before uploading, you will have to reformat the columns before saving again.

Appendix B: Frequently Asked Questions

General Questions

#	Question	Answer
1	Whom do I contact regarding content questions?	Jed Cicarelli - 307-777-5808 or jicar@educ.state.wy.us
2	Whom do I contact regarding submission questions or technical problems?	Leslie Zimmerschied – 307-777-8751 or lzimme@educ.state.wy.us
3	Whom do I contact regarding Username and Passwords for the SRM?	Your district’s WISE Coordinator
4	Who do I contact regarding the WISE project as a whole?	Cassie Lallak – 307-777-3656 or clalla@educ.state.wy.us
5	Where can I find more information on the data elements within this collection?	http://www.k12.wy.us/wise/
6	Where can I locate the school district accounting manual?	http://www.k12.wy.us/F/docs/AcctManualCombined.pdf

General Fund (01) Reporting Questions

#	Question	Answer
1	Where do I report Foundation funding?	Revenue: 01 / 83110 / Target / Amount Expense: 01 / Function / Object / Target / Amount
2	Where do I report Audit Adjustments?	Revenue: 01 / 83111 / Target / Amount (+/-)
3	Where do I report Cooperative Services (Grant from the State)?	Revenue: 01 / 83360 / Target / Amount Expense: 01 / Function / Object / Target / Amount

Special Revenues (20) Reporting Questions

#	Question	Answer
1	Where do I report Summer School (Bridges Grant)?	Revenue: 20 / 83200 / SMR SCHL / Target / Amount Expense: 20 / Function / Object / SMR SCHL / Target / Amount
2	Where do I report Major Maintenance?	Revenue: 20 / 83170 / MAJ MNT / Target / Amount Expense: 20 / 3470 / Object / MAJ MNT / Target / Amount
3	Where do I report Instructional Facilitators?	Revenue: 20 / 83200 / INST FACIL / *Target (District ID) / Amount Expense: 20 / Function Code / Object / INST FACIL / *Target (School ID) / Amount Returned monies: 20 / 85000 / INST FACIL / Target / Negative Amount Subsidized from General Fund: 20 / 85201 / INST FACIL / Target / Amount Report IF Expenditure data by SCHOOL
4	Where do I report National Board Certified Teachers?	Revenue: 20 / 83200 / NTL BD CRT / Target / Amount Expense: 20 / Function Codes 1XXX’s & 2XXX’s) / Objects 1XX’s or 2XX’s / NTL BD CRT / Target / Amount
5	Where do I report returned federal grants?	20 / 85000 / Fund Code / Target / Negative Amount

6	Where do I report Special Revenue Federal Grant Monies?	Revenue: 20 / 84200 / Fund code (project id) / Target / amount Expense: 20 / Function / Object / Fund code (project id) / Target / Amount
7	Where do I report state Distance Education Grant Monies?	Revenue: 20 / 83200 / DIST EDUC / Amount Expense: 20 / Function / Object / DIST EDUC / Target / Amount Continue Reporting non-state grant monies in the general fund.
8	Where do I report ARRA federal revenues?	ARRA revenues are reported in the same manner as special revenue federal grants monies. For example, Title I ARRA monies would be reported using the federal project code '100101TIAA00'. Revenue: 20 / 84200 / Fund code (project id) / Target / amount Expense: 20 / Function / Object / Fund code (project id) / Target / Amount
9	Where do I report ARRA monies received from an agency other than pass through from the state?	Revenue: 20 / Revenue Source Code / ARRA-OTHER / Target / amount Expense: 20 / Function / Object / ARRA-OTHER / Target / Amount
10	How do I report other special revenues?	Revenue: 20 / 83200 / OTHER / Target / Amount Expense: 20 / Function / Object / OTHER / Target / Amount

Capital Projects (30) Reporting Questions

#	Question	Answer
1	Where do I report Capital Construction?	Revenue: 30 / 83250 / CAP CON / Target / Amount Expense: 30 / Function / Object / CAP CON / Target / Amount Report minor Capital Projects here as well
2	Where do I report a new bond Issue?	Revenue: 30 / 85111 / Target / Amount Expense: 30 / Function / Object / Target / Amount
3	How do I report other Capital construction grants?	Revenue: 30 / 83250 / OTHER / Target / Amount Expense: 30 / Function / Object / OTHER / Target / Amount

Debt Service (40) Reporting Questions

#	Question	Answer
1	Where do I report a bond refunding?	Revenue: 40 / 85112 / Target / Amount Expense: 40 / 6100 / 730 / Target / Amount
2	Where do I report a Mill-levy supplement?	Revenue: 40 / 83150 / Target / Amount
3	Where do I report bond and interest levies?	Revenue: 40 / 81200 / Target / Amount Expense: 40 / Function / Object / Target / Amount

Enterprise (50) Reporting Questions

#	Question	Answer
1	Where do I report Food Service?	Revenue: 50 / *Revenue Source Code (Local, Fed.) / FOOD / Amount Expense: 50 / Function (4100) / Object / FOOD / Target / Amount Breakout food sales instead of using roll-up codes
2	Where do I report food service that is financial assistance from the state?	Revenue: 50 / 83200 / FOOD / Target / Amount Expense: 50 / Function (4100) / Object / FOOD / Target / Amount
3	Where do I report food service supplemental assistance?	Revenue: 50 / 81615 / FOOD / Target / Amount

4	Where do I report other Enterprise operations?	Revenue: 50 / Revenue Source Code / OTHER / Target / Amount Expense: 50 / Function (4200) / Object / OTHER / Target / Amount
5	Where do I report subsidized food service?	Revenue: The revenue will be reported directly into the 50 Fund (81615) Expense: 50 / 4190 / 461 / Target / Amount
6	Where do I report revenues from the Fresh Fruit and Vegetable program (FFVP)?	Revenue: 50 / 84200 / FFVP / Target / Amount Expense: 50 / Function / Object / FFVP / Target / Amount
7	Where do I report ARRA monies for food service equipment?	Revenue: 50 / 84200 / ARRA / Target / Amount Expense: 50 / Function / Object / ARRA / Target / Amount
8	Where do I record Team Nutrition grant monies?	Revenue: 50 / 84200 / TEAM / Target / Amount Expense: 50 / Function / Object / TEAM / Target / Amount

Appendix C: Other Reporting Tips

- Transfers Out:
 - If using Objects 721-729, then must use Function 6200.
 - If making a transfer-out entry, then record the corresponding transfer-in entry.
- Continue reporting with the greatest level detail possible for Activities and Food Service.
- Food Service Reporting recap:
 - Allowable expenses: 50/4100/object/FOOD/target/amount
 - Non-Allowable expenses: 50/4190/object/FOOD/target/amount
 - Subsidy revenue: 50/81615/FOOD/target/amount
 - Subsidy expense: (meal rate below statewide average): 50/4190/461/FOOD/target/amount
- **Review business rules before report submission to ensure accuracy.**

Glossary of Terms

A

Append

The process of adding records to a file by uploading additional records in .CSV format.

B

Backup trial

For a particular data collection, a trial that has been saved but not certified. You can only have one backup trial per collection. If a backup already exists when you save a trial, the older backup is deleted.

C

Certified trial

For a particular data collection, a trial that has been run without errors, certified by the reporting party as accurate, and has been submitted to the WDE. Also known as a Sent trial or a Submitted trial. Once a trial has been certified the action cannot be revoked.

Collection

The gathering of specific data for reporting purposes. It can also refer to the set of data that is gathered.

.CSV

(Comma Separated Value) A file format used by the SRM to upload data.

E

Error

An instance in which data does not meet the WDE requirements for a particular characteristic. An error is a problem that is serious enough that a trial cannot be certified and submitted until all errors are corrected. An error is a type of violation.

L

Latest trial

For a particular data collection, a trial that has been run but not saved. A latest trial is discarded when a new trial is run unless it is explicitly saved.

R

Record

A defined set of related information stored in a standard way to enable comparison of different records of the same type. For example, each expenditure record has the fields: DistrictID, FundGroupCode, FunctionCode, ObjectCode, FundCode, TargetID, PaidTo, StudentCount and Amount. The data files uploaded to Wyoming SRM are made up of records.

Rules

The validation criteria by which trial data is judged. For example, a revenue record cannot have a blank amount.

S**State Report Manager (SRM)**

The SRM is a reporting tool that coordinates state data submissions. The SRM provides a streamlined method for managing the submission process in a contemporary and easy-to-use user interface using a web browser.

T**Trial**

The attempted validation of a particular data file according to rules established by the WDE.

V**Violation**

An instance in which data does not meet the WDE requirements for a particular characteristic. Violations that are serious enough to prevent certification and submission of a trial are errors; violations that do not prevent certification and submission of a trial are warnings.

W**Warning**

An instance in which data does not meet the WDE requirements for a particular characteristic. A warning, although it is serious enough to be identified, will not prevent a trial from being certified and submitted. A warning is a type of violation.

Z**.ZIP file**

A computer file containing the zipped (compressed) contents of one or more files.

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