



WDE601 - WISE ANNUAL DISTRICT REPORT

Data Collection Training
April 14, 2010

Agenda

- ▣ Overview of Data Collection
- ▣ Collection Documents
- ▣ Important Dates
- ▣ Data Files
- ▣ Data Elements
- ▣ Business Rules
- ▣ SRM
- ▣ Data Submission Process
- ▣ .CSV File Format
- ▣ Downloadable Reports
- ▣ Contact Information
- ▣ Questions

Overview of Data Collection

□ WDE601

- The WDE601 District Finance Application collects revenue and expenditure data from each school district for the fiscal year just ended. This data collection is used by the Wyoming Department of Education (WDE) in Statistical Report Series No. 3, other required federal reports and for funding model validation.
- W.S. §21-2-203; W.S. §21-3-110(a)(v); W.S. §21-2-117(a)(i); W.S. §21-13-101 through W.S. §21-13-331
- WDE Rules and Regulations, Chapter 5, 8, and 20

Collection Documents



- <http://www.k12.wy.us/wise/>
 - Data Elements and Business Rules
 - SRM Guidebook
 - WDE601 Collection Guidebook (*under development*)
 - Slides from today's presentation
- <http://tcs.video.k12.wy.us/tcs>
 - Recording of this presentation

Important Dates

- User Training
 - ▣ Application Demonstration
 - ▣ Business Manager Training June 2, 2010
 - ▣ Additional Targeted User Training TBD
- Collection Window
 - ▣ July 1 – August 11, 2010
- Due Date
 - ▣ August 11, 2010

Data Files

4 files for submission

- Revenue File
- Expenditure File
- Bond Election File*
- Home School File*

* optional files

Data Elements

Revenue File

8 total data elements

□ Required

- DistrictID
- FundGroupCode
- RevenueSourceCode
- TargetID
- Amount

□ Conditional

- FundCode¹
- PaidFrom²
- StudentCount²

¹FundCode will only be required for certain FundGroupCode and RevenueSourceCode combinations

²PaidFrom and StudentCount are only used for reporting tuition revenues

Data Elements

Expenditure File

9 total data elements

□ Required

- DistrictID
- FundGroupCode
- FunctionCode
- ObjectCode
- TargetID
- Amount

□ Conditional

- FundCode¹
- PaidTo²
- StudentCount²

¹FundCode will only be required for certain FundGroupCode and RevenueSourceCode combinations

²PaidTo and StudentCount are only used for reporting tuition expenditures

Data Elements

Bond Election File*

4 total data elements

- **Required (if submitting file)**
 - DistrictID
 - ElectionDate
 - Passed
 - Amount

*Districts will only submit this file if they have a bond election to report

Data Elements

Home School File*

3 total data elements

- **Required (if submitting file)**
 - DistrictID
 - HomeSchools
 - Students

*Districts will only submit this file if they have home school students to report



Questions?

Business Rules

- Business rules are a set of validations to ensure data are accurate
- Available online at:
<http://www.k12.wy.us/wise/>

State Report Manager

- The State Report Manager (SRM) is designed to enable school districts to load, review, and validate their data before submitting it to the state
- Summary Reports and Charts available to download and review
- Part of the Wyoming Integrated Statewide Education (WISE) Data System
 - Secure
 - Efficient
 - Consistent

Accessing the SRM

- Browse to your District's specific Application Server (website)
 - ▣ Contact Leslie Zimmerschied for URL
- Enter username and password
- Locate the WDE601 under "Current State Reports"
- Select "Run a Trial"



Welcome to the Wyoming Department of Education State Report Manager

WDE has identified the following state reports. Please select a state report by clicking on a name below:

Current State Reports

Name	Trial Name	Trial Date	Submission Status
WDE601 District Annual Financial Report (2009-2010)	Run a Trial		



EXAMPLE ONLY

Data Submission Process

- Compile Data
- SRM Trial
- Enter Data into SRM
 - ▣ Manual entry
 - ▣ .CSV import
 - ▣ or Both
- Correct Errors
- Review Warnings
- Certify
- Archive Data and Reports
- Coordinate with Data Steward for final validations

.CSV File Format

□ Revenue

- DistrictID
- FundGroupCode
- RevenueSourceCode
- FundCode
- TargetID
- PaidFrom
- StudentCount
- Amount

□ Expenditure

- DistrictID
- FundGroupCode
- FunctionCode
- ObjectCode
- FundCode
- TargetID
- PaidTo
- StudentCount
- Amount

*Details on the .CSV file formats are available at the Wise site under WDE601 data elements

<http://www.k12.wy.us/wise/>

.CSV File Format

Revenue Column Formats

TEXT

NUMBER

TEXT

NUMBER

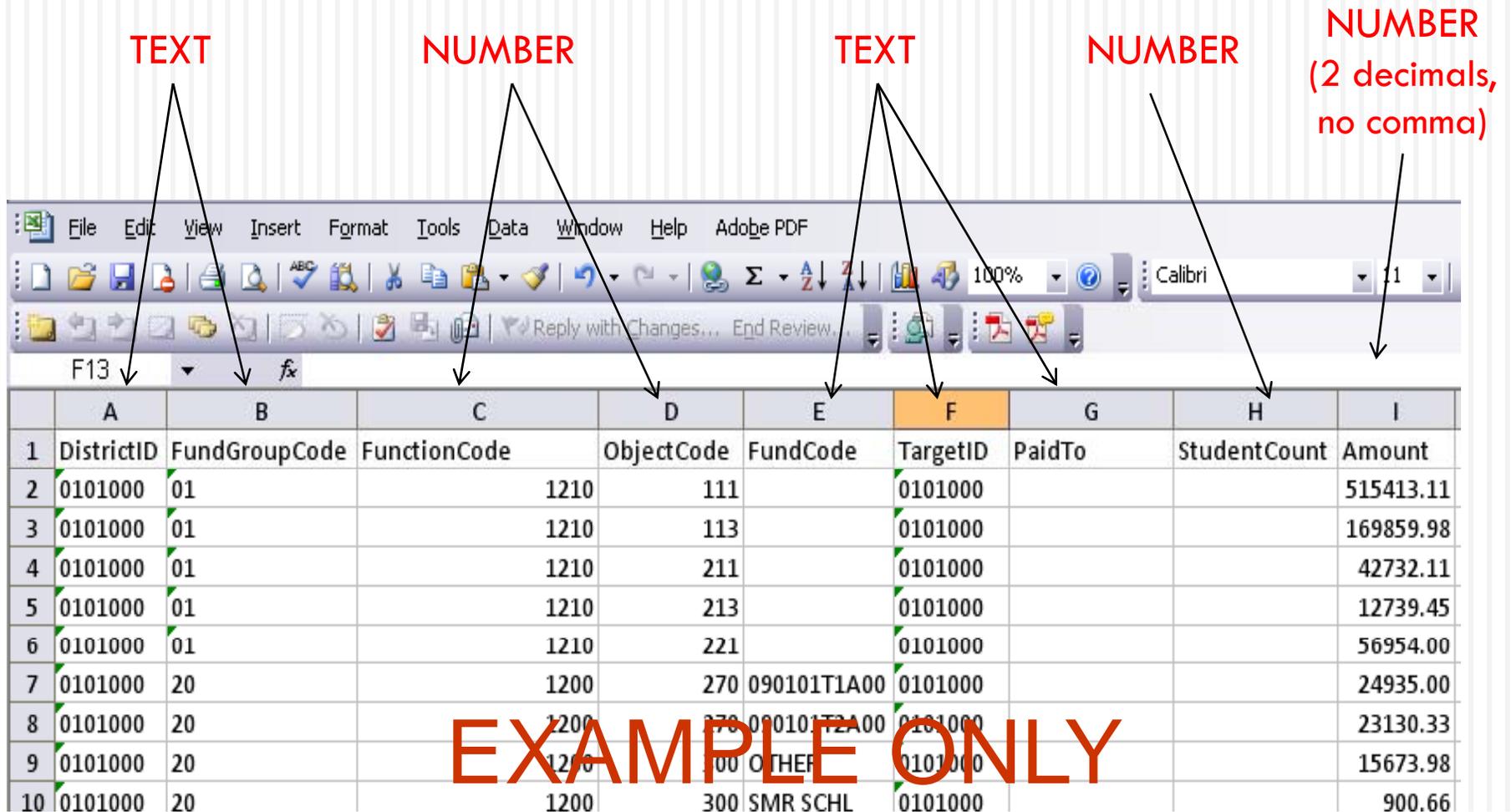
NUMBER
(2 decimals, no comma)

	A	B	C	D	E	F	G	H
1	DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
2	0101000	20	84200	090101T1A00	0101000			9456.11
3	0101000	01	81111		0101000			26472.66
4	0101000	01	81120		0101000			9194.44
5	0101000	01	81510		0101000			7028.33
6	0101000	01	81590		0101000			2125.44
7	0101000	01	81990		0101000			4201.97
8	0101000	01	82130		0101000			8635.00
9	0101000	01	82140		0101000			5684.09
10	0101000	20	81510	OTHER	0101000			31506.63
11	0101000	20	83200	INST FACIL	0101000			170259.80

EXAMPLE ONLY

.CSV File Format

Expenditure Column Formats



The image shows a screenshot of an Excel spreadsheet with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help, Adobe PDF) and a toolbar. The spreadsheet has columns A through I and rows 1 through 10. The following table represents the data in the spreadsheet:

	A	B	C	D	E	F	G	H	I
1	DistrictID	FundGroupCode	FunctionCode	ObjectCode	FundCode	TargetID	PaidTo	StudentCount	Amount
2	0101000	01	1210	111		0101000			515413.11
3	0101000	01	1210	113		0101000			169859.98
4	0101000	01	1210	211		0101000			42732.11
5	0101000	01	1210	213		0101000			12739.45
6	0101000	01	1210	221		0101000			56954.00
7	0101000	20	1200	270	090101T1A00	0101000			24935.00
8	0101000	20	1200	270	090101T2A00	0101000			23130.33
9	0101000	20	1200	300	OTHER	0101000			15673.98
10	0101000	20	1200	300	SMR SCHL	0101000			900.66

Arrows from the text labels above point to the following columns:

- TEXT** points to columns A and B.
- NUMBER** points to columns C and D.
- TEXT** points to columns E and F.
- NUMBER** points to column G.
- NUMBER (2 decimals, no comma)** points to column I.

EXAMPLE ONLY

Downloadable Reports

- ▣ Violations Summary
 - ▣ Errors and Warnings grouped by File
- ▣ WDE601 Code List
 - ▣ Valid Fund Codes
 - ▣ Valid Function Codes
 - ▣ Valid Object Codes
 - ▣ Valid Revenue Source Codes
 - ▣ Valid Target IDs
- ▣ WDE601 Detail Report
 - ▣ All Expenses
 - ▣ All Revenues
 - ▣ Tuition Expenses
 - ▣ Tuition Revenues
 - ▣ Bond Elections
 - ▣ Home Schools
- ▣ WDE601 Annual District Report
 - ▣ Includes Transportation Expenses
- ▣ WDE601 Expense Pivot
- ▣ WDE601 Revenue Pivot



New Trial

Latest Trial

Generated: 04-08-2010 10:06am

[Save](#)

[Download](#)

[Revalidate](#)

[Send to WDE](#)

[Delete](#)



[Errors \(1\)](#)
[Warnings \(0\)](#)



[Records \(0\)](#)



[Reports](#)



Submitted: This state report has not yet been sent to WDE.

EXAMPLE ONLY



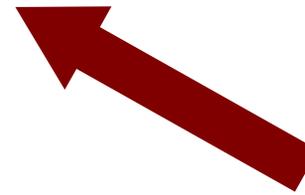
[Home](#) > [District 0401000](#) > [WDE601 District Annual Financial Report \(2009-2010\)](#) > **Latest Trial**

Generated 04-08-2010 10:06am.

Records	Violations	Reports
601Revenues 0		Violations Summary (MS Excel)
601Expenses 0		WDE601 Code List (MS Excel)
601BondElections 0		WDE601 Detail Report (MS Excel)
601HomeSchools 0		WDE601 Annual District Report (MS Excel)
		WDE601 Expense Pivot (MS Excel)
		WDE601 Revenue Pivot (MS Excel)

Download

Append/Replace



EXAMPLE ONLY

Questions?



- Don't want to ask over the WEN? Contact us after the training.

WDE601 Contacts

- Jed Cicarelli
 - Data Steward
 - 307.777.5808
 - jicicar@educ.state.wy.us
- Leslie Zimmerschied
 - Technical Contact
 - 307.777.8751
 - lzimme@educ.state.wy.us
- Cassie Lallak
 - Interim WISE Project Manager
 - 307.777.5463
 - clalla@educ.state.wy.us

Thank you for attending!



What's coming up?

- WDE601 guidebook
- Application Demonstration and Trainings