

WYOMING DEPARTMENT OF EDUCATION

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WDE601: WISE Annual District Report  
August 12, 2011

# 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 CCD fiscal report, F-33 Bureau of the Census fiscal report, Impact Aid, REAP, 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 SRM collection, please contact:

- Jed Cicarelli at (307) 777-5808 or [jcicar@educ.state.wy.us](mailto: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 allow 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, Chapter 5, 8 and 20

## Collection Schedule

*Collection Window:  
07/01/2011 - 08/12/2011*

The WDE601 is due August 12, 2011.

It is highly recommended that each school district load data by Monday, August 8, 2011. 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

Wyoming State Report Manager (SRM) provides districts with a way to ensure that reporting data meets the WDE validation standards before official submission. The process is divided into several steps:

1. Exporting data from local accounting systems to the appropriate file format. (p. 25)
2. Upload or manually enter data to the Wyoming SRM server to run a data trial. (p. 4)
3. View the trial summary and the violations listings (p. 15).
4. Correct invalid data.
5. Revalidate the data.
6. Repeat step 3 through 5 until the trial runs without errors.
7. Certify and submit the data (p. 21).

## Trial data

Before you submitting data to the WDE, districts must make sure that the data is error-free. Wyoming SRM enables districts to run trials against the WDE's validation rules. After running a trial, districts can view reports that show errors that were found with the data. Districts are able to correct errors and rerun trials until the data is error free.

When a trial is completed, a summary of the trial which has links to more details about the trial results is available for review. Records from the trial are organized by their types or by their error status. Districts can search these listings based on values contained in the records.

## Data validation rules

Wyoming SRM data validation rules are defined by the WDE. For a complete listing of current data validation rules, see the WDE WISE website at: <http://portals.edu.wyoming.gov/WISE/>

## Uploading Data Files

Districts must upload data to the WDE's Wyoming SRM server before running a trial. Data files must be properly formatted. (See appendix A)

## Certifying data files

Once the data can pass trial validation, districts can certify and submit data to the WDE. By certifying a file, the user attests that the information being submitting is accurate and complete. Users cannot certify a file that has trial errors, but can certify a file that has trial warnings.

When certifying a file, it is automatically sent to the WDE. Therefore, districts should not certify data until they have made all necessary edits.

## 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 the user name and password. Please note that the user ID and password are case-sensitive.

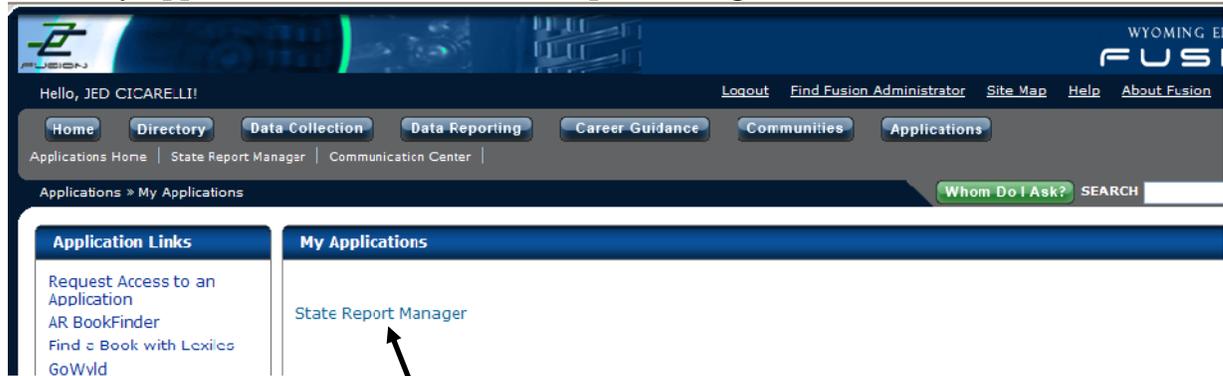


 **Note:** If the user does not have a Fusion account, or has forgotten the password, select **Request Login** or **Password Help** at the top of the screen.

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



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



- 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 the user has 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**.

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
SfCheck - Filtered WDE600 SIF Objects (2010-2011)	Aug 1, 2009		<a href="#">Run a Trial</a>		
SfCheck - Filtered WDE685 SIF Objects (2010-2011)	Aug 15, 2010		<a href="#">Latest Trial</a>	03-23-2011 8:37pm	NOT SENT
			<a href="#">Backup Trial</a>	03-23-2011 9:05am	NOT SENT
WDE425 Special Education (Nov 2010)	Nov 1, 2010	Nov 12, 2010	<a href="#">Sent Trial</a>	11-04-2010 10:02am	SENT
WDE427 Special Education (Jun 2010)	May 17, 2010	Jun 11, 2010	<a href="#">Sent Trial</a>	06-03-2010 2:31pm	SENT
WDE427 Special Education (Jun 2011)	May 17, 2011	Jun 10, 2011	<a href="#">Run a Trial</a>		
WDE600 Attendance and Membership (Jun 2010)	Jun 1, 2010	Jun 15, 2010	<a href="#">Sent Trial</a>	06-18-2010 11:54am	SENT
WDE600 Attendance and Membership (Jun 2011)	Jun 1, 2011	Jun 15, 2011	<a href="#">Run a Trial</a>		
WDE601 District Annual Financial Report (2009-2010)	Jul 1, 2010	Aug 12, 2010	<a href="#">Sent Trial</a>	08-08-2010 1:08pm	SENT
WDE601 District Annual Financial Report (2010-2011)	Jul 1, 2011	Aug 12, 2011	<a href="#">Run a Trial</a>		
WDE602 Salary Schedule (Oct 2010)	Oct 1, 2010	Oct 27, 2010	<a href="#">Sent Trial</a>	09-29-2010 7:23am	SENT
WDE602 Staff Employment, Assignments, and Experience (Oct 2010)	Oct 1, 2010	Oct 27, 2010	<a href="#">Sent Trial</a>	01-12-2011 6:50am	SENT

## B. Importing District Data

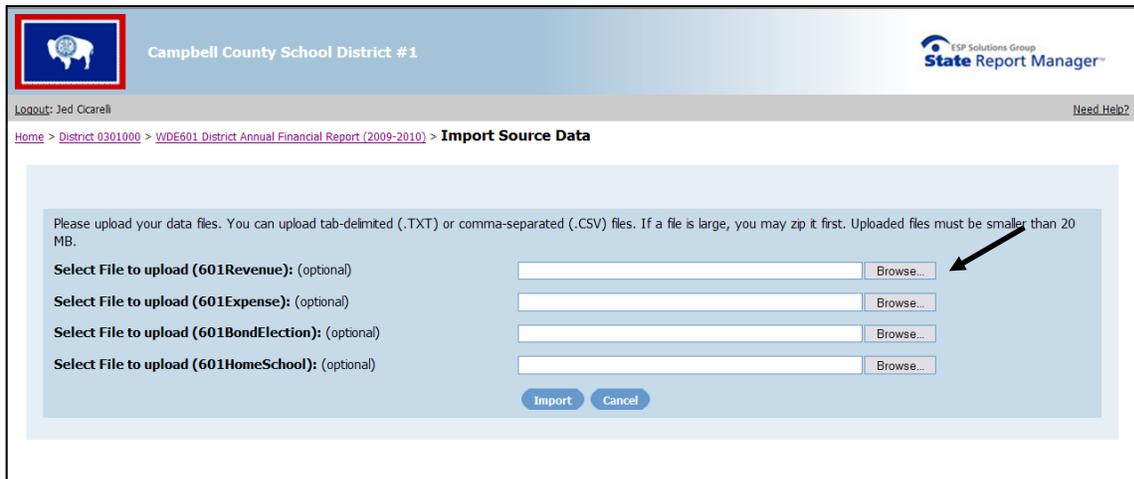
The SRM application will take the user directly to the **Import Source Data Screen**. Some users may not have a data file to import and therefore will need to manually enter their data. This process is shown in Section C.



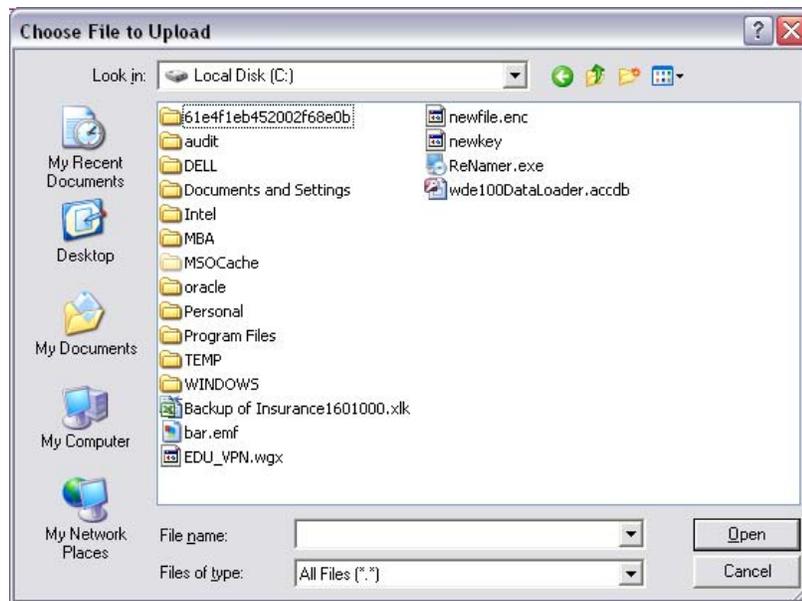
**Note:** If the user will not be importing any data files, simply select **Import** without loading any files

Before creating a data file for upload, review the data elements document available on the WISE website: <http://portals.edu.wyoming.gov/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. Districts have the option of importing all or a portion of their WDE601 data. Select **Browse** to locate the revenue, expenditure, bond election, or home school file to upload. (see diagram below)

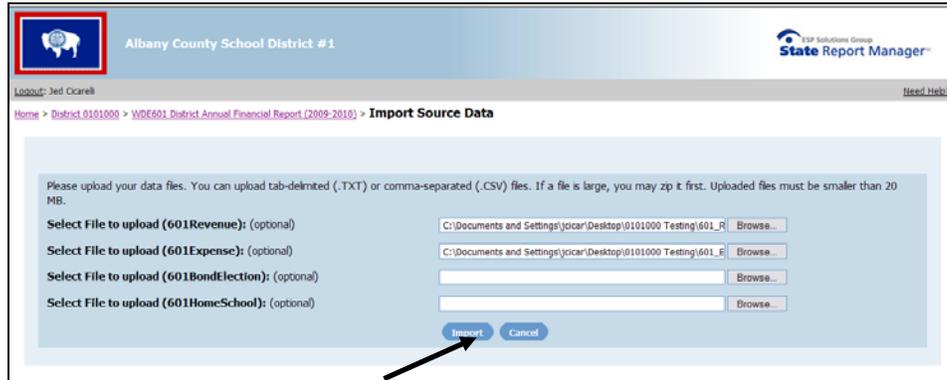


2. To upload district data file(s), navigate to the location of the desired file.
  - a. After the file is located, select the file, then select **Open**. (see diagram below)



 **Note:** The user will be returned to the **Import Source Data** screen where the user can browse for additional files and upload multiple files in one step.

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



**Note:** Users 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:** Users 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 (2010-11)** is the main page of the WDE601 collection. Users can use these links to navigate through the WDE601 collection.



- 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 to add or edit records.

## Adding a Revenue Record

- The **All 601Revenues** screen will appear similar to the one below if data was imported. If the user has 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.

Violations	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
<input type="checkbox"/> View	01	81111	(n/a)	0101000			\$3,919,085.56
<input type="checkbox"/> View	01	81120	(n/a)	0101000			\$264,726.44
<input type="checkbox"/> View	01	81130	(n/a)	0101000			\$9,194.48
<input type="checkbox"/> View	01	81140	(n/a)	0101000			\$8,081.42
<input type="checkbox"/> View	01	81510	(n/a)	0101000			\$26,827.81
<input type="checkbox"/> View	01	81590	(n/a)	0101000			\$7,028.48
<input type="checkbox"/> View	01	81990	(n/a)	0101000			\$91,321.81
<input type="checkbox"/> View	01	82100	(n/a)	0101000			\$978,393.36
<input type="checkbox"/> View	01	82120	(n/a)	0101000			\$88,182.50
<input type="checkbox"/> View	01	82130	(n/a)	0101000			\$8,635.30

- Choose the appropriate Fund Group, RevenueSourceCode, FundCode (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 the following page).

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

### Edit a Revenue Record

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

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

**Note:** The user 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.

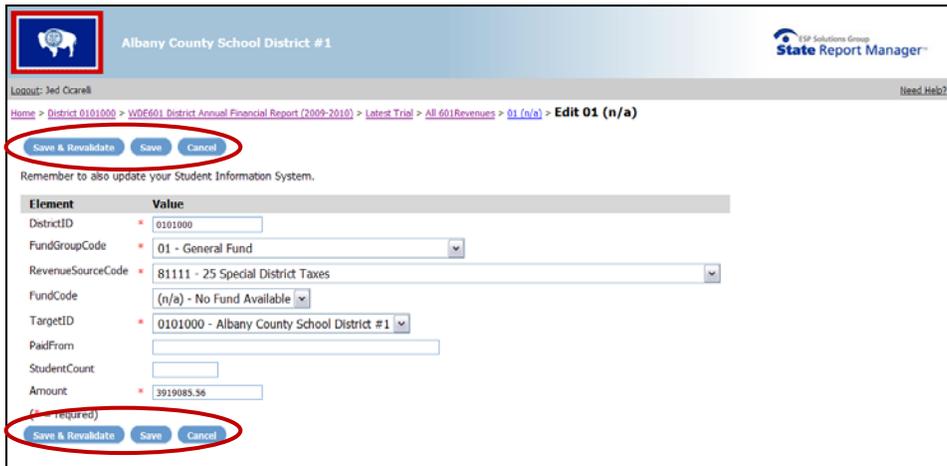
Users can jump to specific pages of records by entering the page number in the box, and selecting **GO**.

Users can change the amount of records on the screen by changing the drop down list titled **Rows per page:**

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



- The screen will change to drop down lists and field boxes that will allow the user to make the necessary edits. 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.



## D. Expenses File

The functionality of the expenditure file is identical to the revenue file. To add, edit or delete a row, see Section C. Below is a diagram of how the revenues file appears when opened.

Albany County School District #1

Logout: Jed Cicarelli

Home > District 0101000 > Y06601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Expenses

Show: All 601Expenses

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

	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

## E. Delete a Record

1. On the **All 601Revenues** 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  
State Report Manager

Logout: Jed Cicarelli

Home > District 0101000 > WDF601 District Annual Financial Report (2009-2010) > Latest Trial > All 601Revenues

Show: All 601Revenues

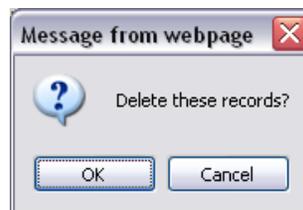
Showing 1-10 of 61 |<< << Page 1 of 7 Go >> >>| Rows per page: 10

Show Search Fields to search for items in the list.

	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. When the same column is clicked again, the column is sorted in descending order.

Albany County School District #1  
State Report Manager

Logout: Jed Cicarelli

Home > District 0101000 > WDF601 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

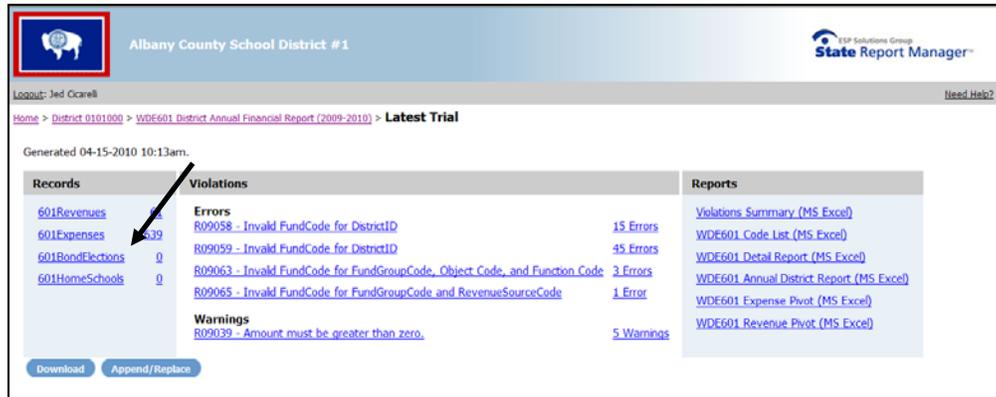
Show Search Fields to search for items in the list.

	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

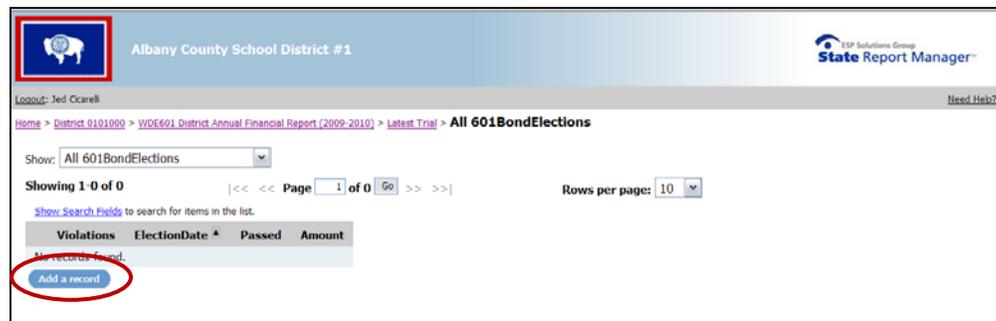
## G. Bond Elections

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.

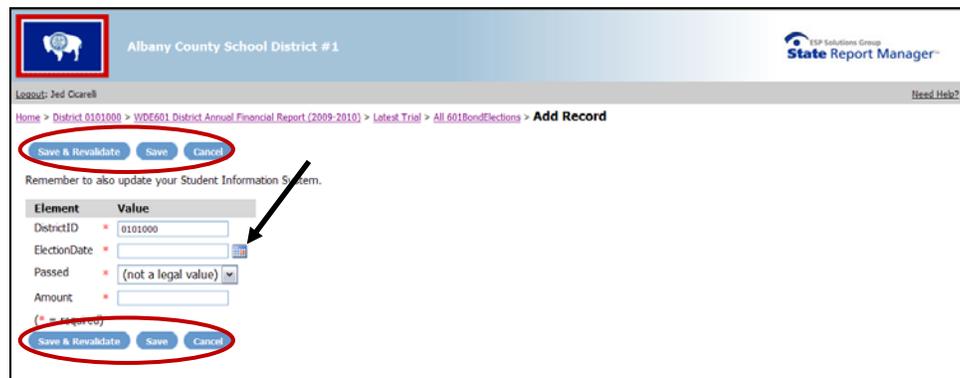
1. From the **Latest Trial** screen, select the **601BondElections** file on the left of the screen.



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 and 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 users 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.

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	<b>Errors</b>	Violations Summary (MS Excel)
601Expenses 61	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)
	<b>Warnings</b>	WDE601 Revenue Pivot (MS Excel)
	R09039 - Amount must be greater than zero. 5 Warnings	

Download Append/Replace

2. Select 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 601HomeSchools

Show: All 601HomeSchools

Showing 1 - 0 of 0 << Page 1 of 0 Go >> Rows per page: 10

Show Search Fields to search for items in the list.

Violations HomeSchools \* Students

No records found.

Add a record

3. Enter the required fields in the user interface. After entering data, users 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.

Albany County School District #1

Logout: Jed Cicarelli

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

Save & Revalidate Save Cancel

Remember to also update your Student Information System.

Element	Value
DistrictID *	0101000
HomeSchools *	
Students *	

(\* = required)

Save & Revalidate Save Cancel

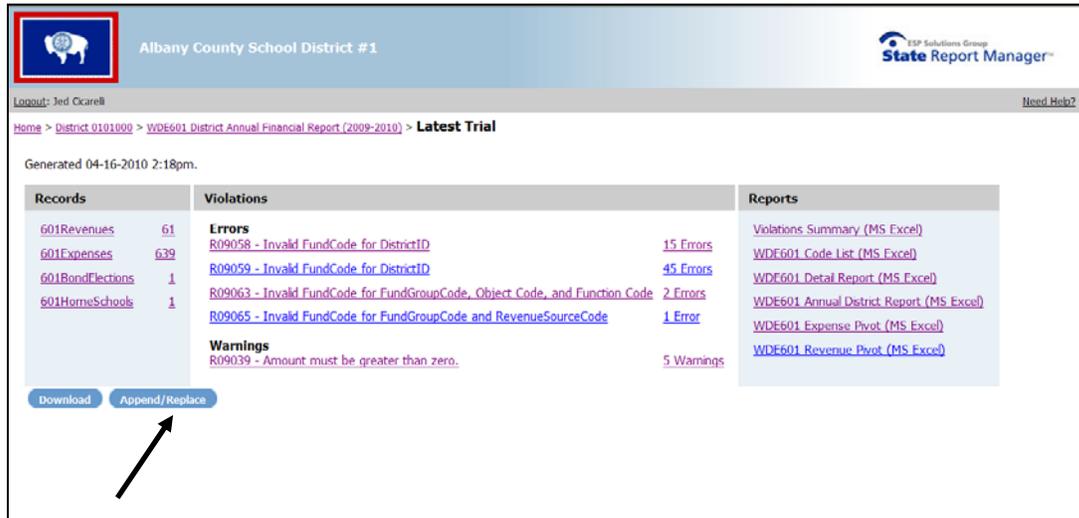


**Note:** Districts will only be able to enter one record for all home school and student counts.

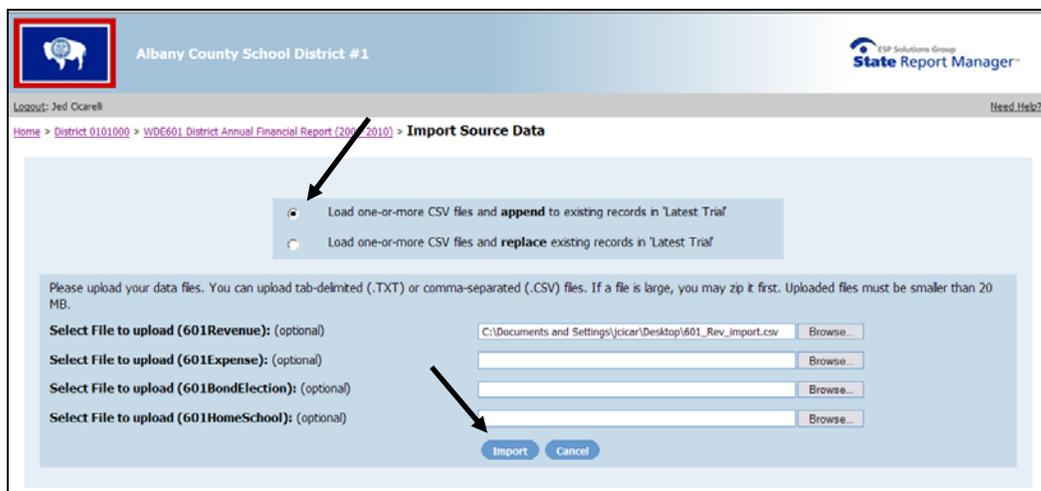
## I. Append or Replace Files

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.



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



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

3. Browse to the file location 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. Repair Invalid Data

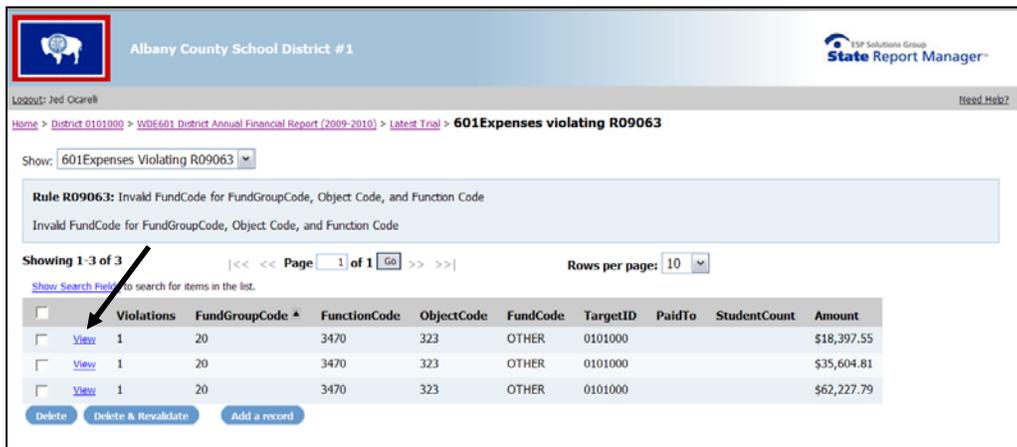
There are two levels of alerts within the SRM, Warnings and Errors. A Warning is a cautionary notification. Errors are fatal exceptions and the file cannot be submitted. Any errors must be corrected before the SRM will allow the user to send the file to WDE. The user must make corrections within the SRM interface.

 **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, users will need to review the **Violations** section 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. The user will select the record that they wish to correct by clicking on the **View** link to the left of the record.



 **Note:** Users 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, 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.

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 *	Please select ...
PaidTo	MAJ MNT - Major Maintenance
StudentCount	
Amount *	18397.55

(\* = required)

Buttons: Save & Revalidate, Save, Cancel

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

## K. Reports

The WDE601 District Finance Application 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:

- From the **Latest Trial** screen, users can select and access reports by clicking on the blue links on the right hand side of the screen under **Reports**.



- All of the reports available in the WDE601 application are in Microsoft Excel format. Once the user has selected a report, a File Download box will open asking the user if they would like to **Open**, **Save** or **Cancel** the download. Select the Open button.

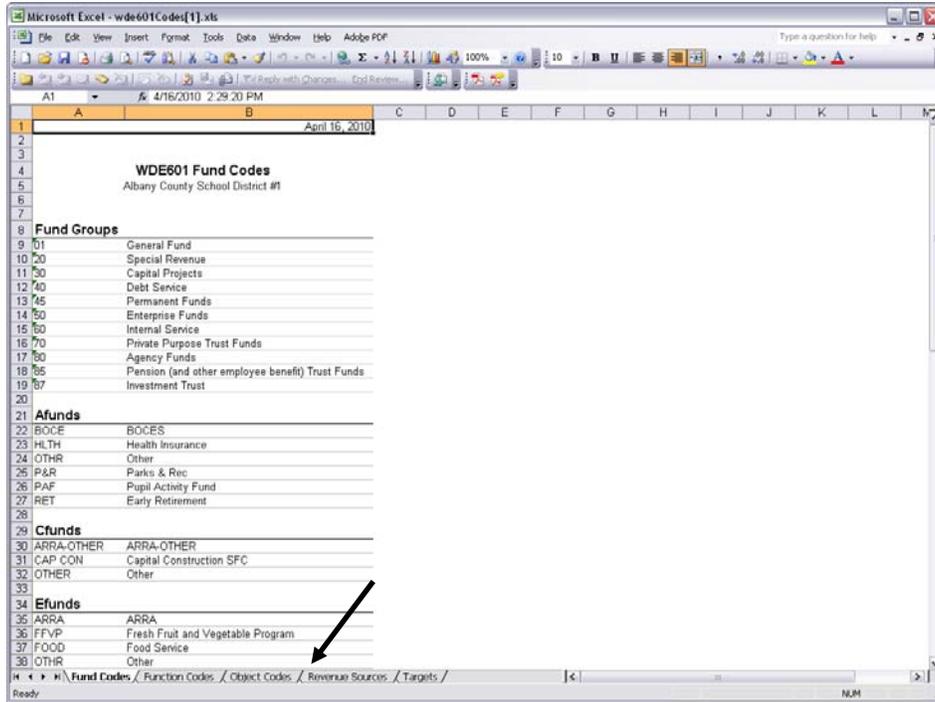
- The **Violations Summary** Report, will provide the user an error and warning summary grouped by file. Yellow highlighted cells contain data that is in violation of the business rules. The second tab will provide a list of errors from uploading data. See diagram below.

DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050211A00 - TitleIA	0101000 - Albany County School District #1			\$15,732.77
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	0905025DF500 - TitleVA	0101000 - Albany County School District #1			\$3,624.92
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050211A00 - TitleIA	0101000 - Albany County School District #1			\$78,794.72
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050212A00 - TitleIA	0101000 - Albany County School District #1			\$9,554.51
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050212D00 - TitleID	0101000 - Albany County School District #1			\$5,402.79
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	0905021500 - TitleVA	0101000 - Albany County School District #1			\$857.96
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	090502VEA00 - Perkins	0101000 - Albany County School District #1			\$5,106.83
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	090502VB00 - IDEA-611	0101000 - Albany County School District #1			\$34,287.85
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	090502VB00 - IDEA-619	0101000 - Albany County School District #1			\$2,411.71
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	0905025DF500 - TitleVA	0101000 - Albany County School District #1			\$2,043.06
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050211A00 - TitleIA	0101000 - Albany County School District #1			\$115,887.6
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050212A00 - TitleIA	0101000 - Albany County School District #1			\$75,607.37
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	09050212D00 - TitleID	0101000 - Albany County School District #1			\$1,515.11
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	090502VEA00 - Perkins	0101000 - Albany County School District #1			\$16,647.21
0101000	20 - Special Revenue	84200 - Restricted Federal Grants-In-Aid	090502VB00 - IDEA-611	0101000 - Albany County School District #1			\$141,626.1

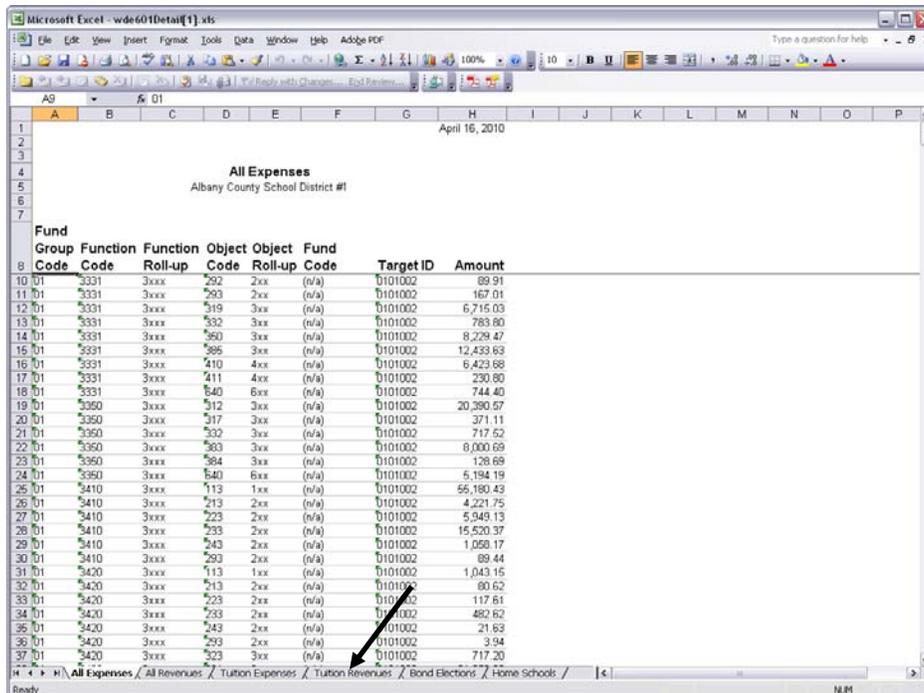
  

DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
0101000	20 - Special Revenue	83170 - Major Building and Facility Mainten	OTHER - Other	0101000 - Albany County School District #1			\$517,665.4

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



- 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.



- 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.

Fund Groups	Revenues	Expenditures
01 - General Fund	\$10,286,148.27	\$10,211,137.62
20 - Special Revenue	\$1,328,917.57	\$1,947,556.92
30 - Capital Projects	\$1,221,523.60	\$2,418,015.10
40 - Debt Service	\$376,121.18	\$338,188.98
45 - Permanent Funds	\$0.00	\$0.00
50 - Enterprise Funds	\$637,041.45	\$437,107.28
60 - Internal Service	\$0.00	\$0.00
70 - Private Purpose Trust Funds	\$0.00	\$0.00
80 - Agency Funds	\$301,078.20	\$276,734.80
85 - Pension (and other employee benefit) Trust Funds	\$0.00	\$0.00
87 - Investment Trust	\$0.00	\$0.00
<b>Other Summaries</b>		<b>Expenditures</b>
Transportation		\$710,854.96

## L. Configure 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

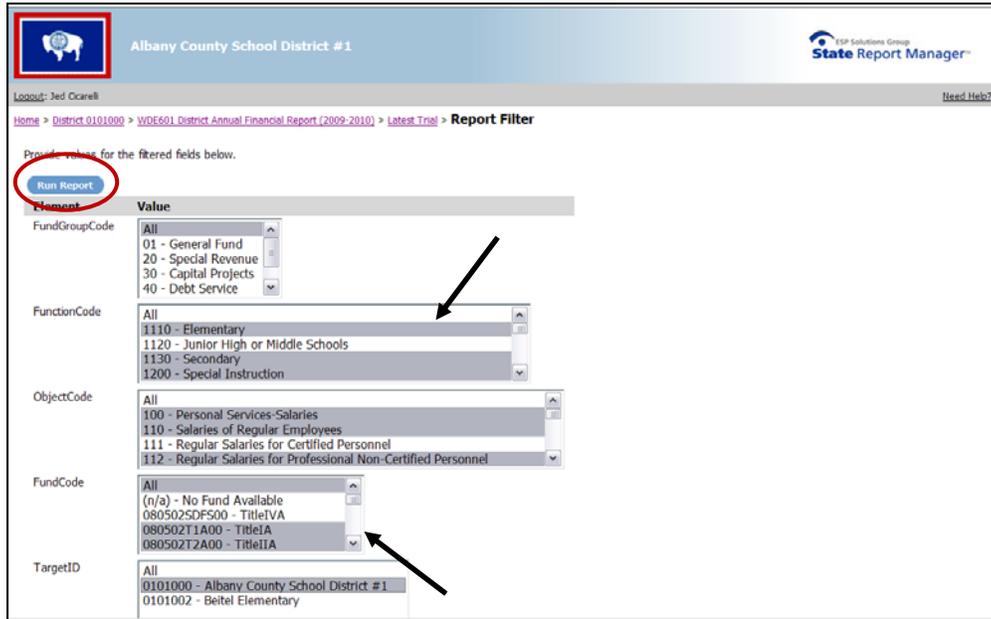
Home > District 0101000 > WDE601 District Annual Financial Report (2009-2010) > Latest Trial

Generated 04-15-2010 4:28pm.

Records	Violations	Reports
601Revenues 61	Errors	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

- Use the scrolling lists to select the ranges of data to be included in the pivot report.



**Note:** Users can select multiple codes by holding down the control key and clicking on the codes they wish to include in the report. (See diagram above)

- 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 filtered on for the report. (See diagram below).

Microsoft Excel - wde601ExpensePivot[1].xls

WDE601 Expense Pivot  
Albany County School District #1

	1xx	2xx	3xx	4xx	Total
1110		1,209.21			1,209.21
1130		2,148.21			2,148.21
1200	402,712.11			120,249.59	522,961.70
Total	402,712.11	3,357.92	0.00	120,249.59	526,319.62

Filters

FundGroupCode	All
FunctionCode	1110 1130 1200
ObjectCode	100 110 112 212 340 400
FundCode	All
TargetID	All

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

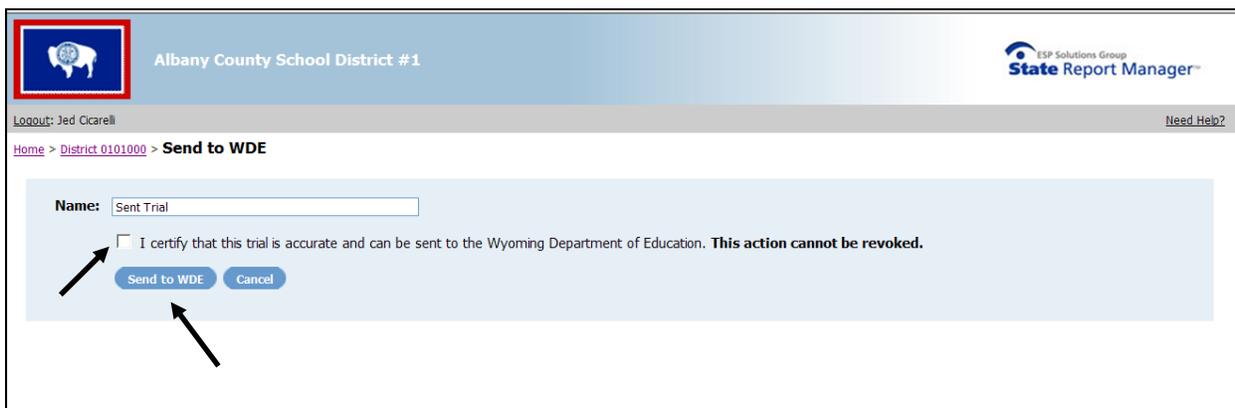
## M. Send to WDE

Once all errors have been corrected and warnings have been reviewed, the data is ready to be sent to the WDE.

1. 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 the data being submitted is accurate and click on the **Send to WDE** button.



 **Note:** To reopen a certified trial follow the instructions outlined in **Section O**.

*Certified trials are uploaded to the WDE on the top of each hour. An email notification will be sent to the Business Manager and SRM contact once the file is uploaded to the WDE database.*

## 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 the districts download and archive their data after certifying and submitting to the WDE. A 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. It is essential for each district to archive a copy of the certified WDE601 submission in order to complete the data validation process in September.

1. From the **Latest Trial** screen, click on the **Download** button on the bottom of the page.

Albany County School District #1

Logout: Jed Cicarelli

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

Generated 04-16-2010 2:18pm.

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

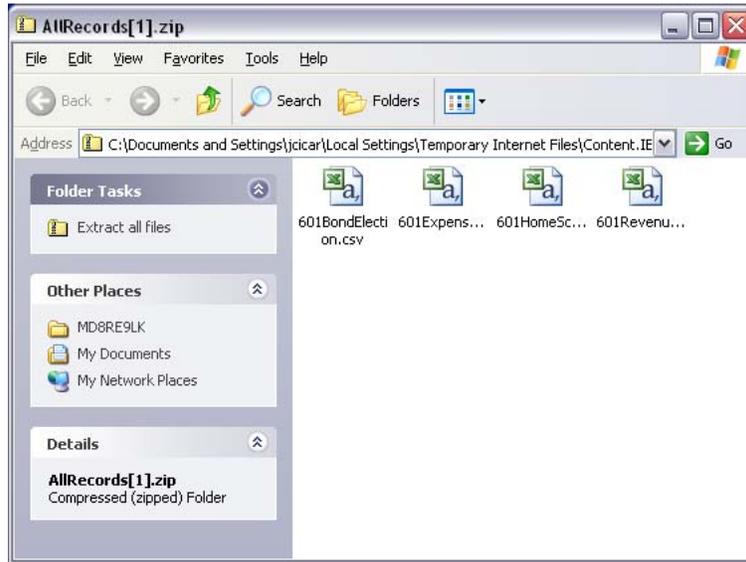
Download Append/Replace

2. A file download window will appear asking the user to **Open**, **Save** or **Cancel** the download.

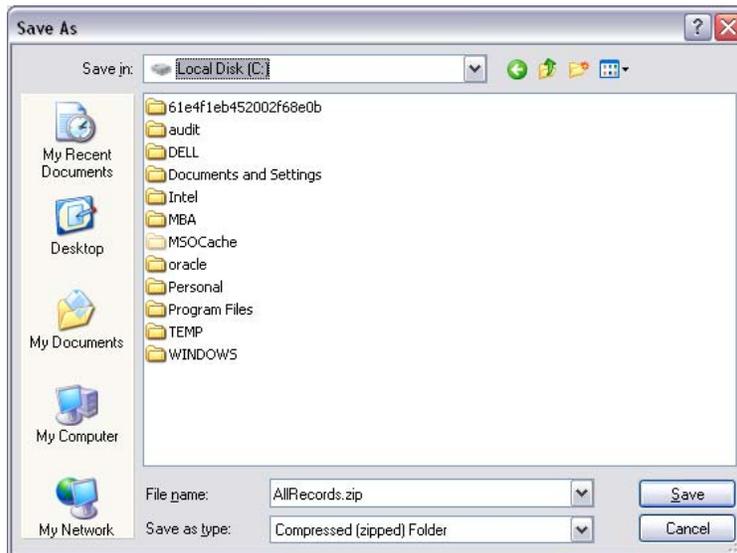


 **Note:** All four files (revenues, expenditure, bond election, and home school) are contained in one .ZIP file. The user can save the complete .ZIP file or open the download to view all four files

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



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

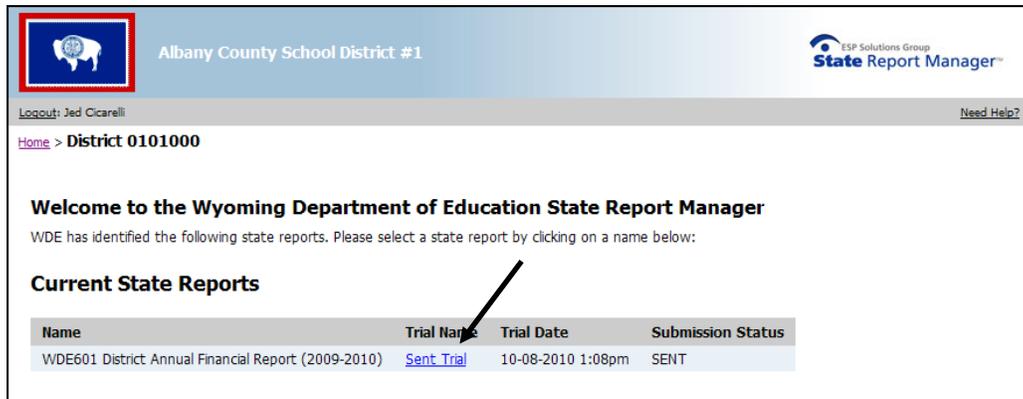


 **Note:** Be sure to date the file for proper archiving purposes.

## O. Reopening a Certified Trial

1. Log into the SRM as outlined in **Section A** steps 1-6.

2. Locate the **WDE601 District Annual Financial Report** collection under **Current State Reports**. Click on the blue link “**Sent Trial**” that corresponds to the trials you wish to open.



3. Click on the orange “**New Trial**” circle near the top left of the screen.



4. Select “**Copy and Revalidate**”
5. A new trial will be created that is an exact duplicate of the certified trial. The SRM will now allow the user to edit records (*Section C*), recertify and resubmit to the WDE (*Section M*).

## 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: <http://portals.edu.wyoming.gov/WISE/>. The data element document contains definitions of each required element, accepted values, and the proper layout.

There are 4 files that can be imported into the WDE601: Revenues, Expenses, BondElections, and HomeSchools. Most districts will only import Revenues and Expenses. Specific instructions are provided below on how to create a .CSV file for importing into the WDE601.

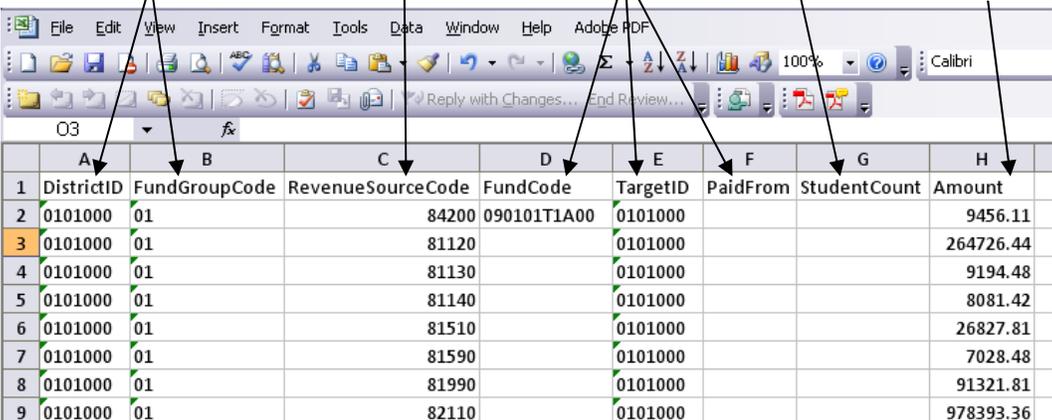
1. Open an excel file and **create the column headings** as seen on the diagrams below. Make sure the names appear exactly the same as they do on the diagram. Enter line item records under the columns names as seen below.

 **Note:** if there is no fund code associate with a particular record, leave the field blank.

### Revenue Format:

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

**TEXT                      NUMBER                      TEXT                      NUMBER**

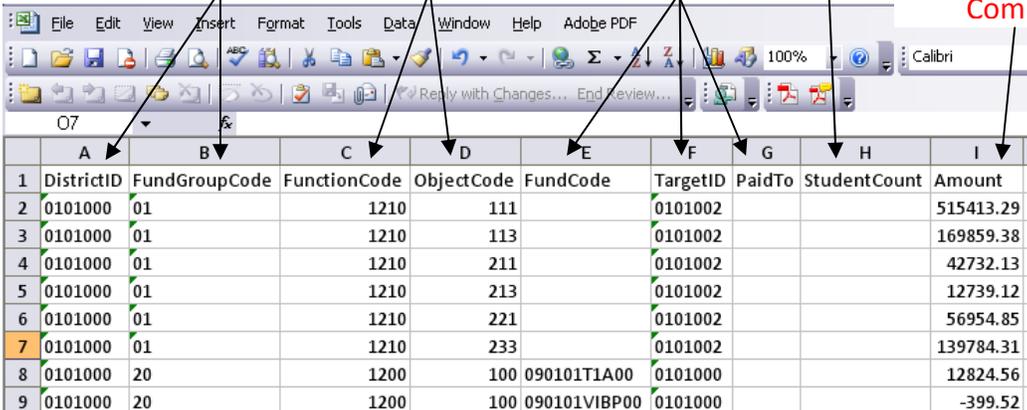


	A	B	C	D	E	F	G	H
1	DistrictID	FundGroupCode	RevenueSourceCode	FundCode	TargetID	PaidFrom	StudentCount	Amount
2	0101000	01	84200	090101T1A00	0101000			9456.11
3	0101000	01	81120		0101000			264726.44
4	0101000	01	81130		0101000			9194.48
5	0101000	01	81140		0101000			8081.42
6	0101000	01	81510		0101000			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:

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

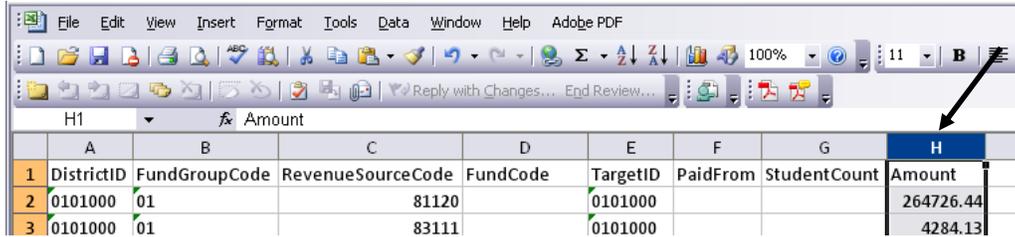
**TEXT                      NUMBER                      TEXT                      NUMBER**



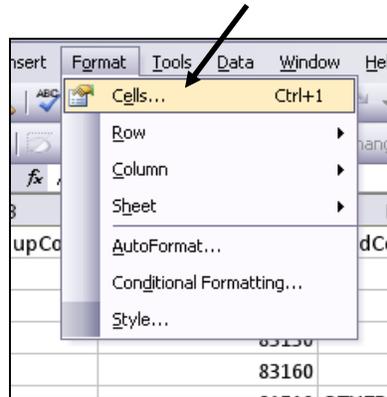
	A	B	C	D	E	F	G	H	I
1	DistrictID	FundGroupCode	FunctionCode	ObjectCode	FundCode	TargetID	PaidTo	StudentCount	Amount
2	0101000	01	1210	111		0101002			515413.29
3	0101000	01	1210	113		0101002			169859.38
4	0101000	01	1210	211		0101002			42732.13
5	0101000	01	1210	213		0101002			12739.12
6	0101000	01	1210	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 demonstrated below.

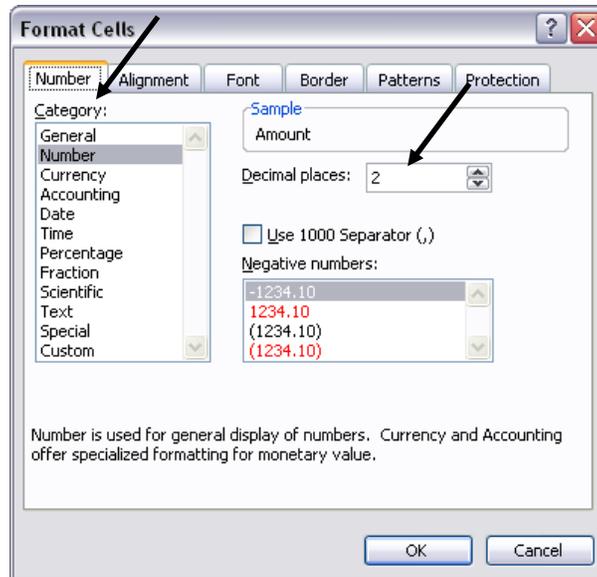
a. Select the column by right clicking on the column heading.



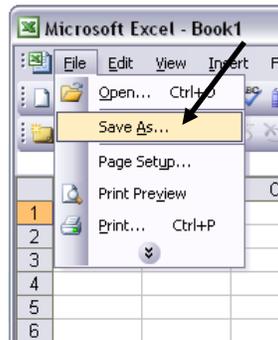
b. Under the Format menu, select **Cells...**



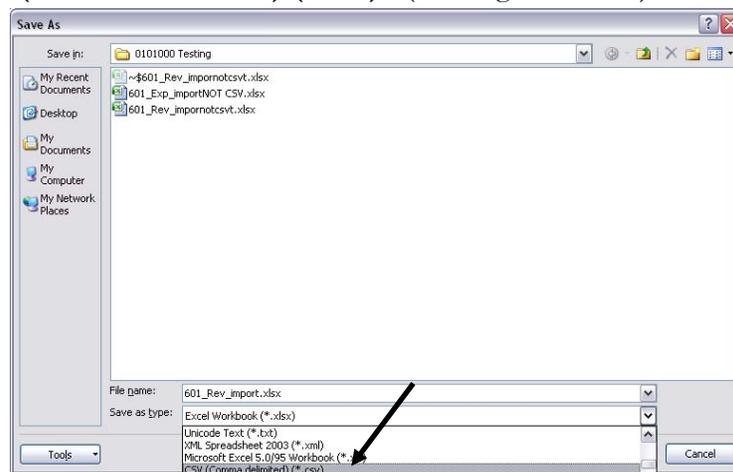
c. Select the correct Category and Decimal places from the format menu. Click on **OK**.



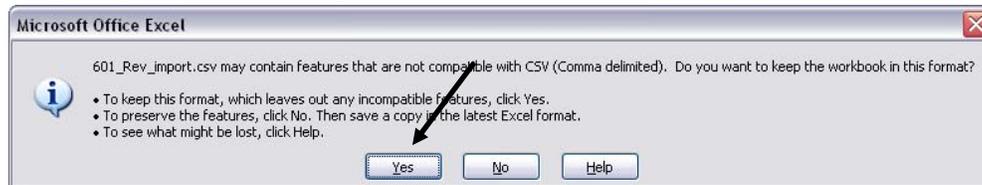
- Under the File menu, click on **Save As...**



- Name the file and save it to a secure location. 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 for uploading 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 <a href="mailto:jcicar@educ.state.wy.us">jcicar@educ.state.wy.us</a>
2	Whom do I contact regarding submission questions or problems?	Leslie Zimmerschied – 307-777-8751 or <a href="mailto:lzimme@educ.state.wy.us">lzimme@educ.state.wy.us</a>
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?	Drew Dilly – 307-777-3656 or <a href="mailto:ddilly@educ.state.wy.us">ddilly@educ.state.wy.us</a>
5	Where can I find more information on the data elements within this collection?	<a href="http://portals.edu.wyoming.gov/WISE/">http://portals.edu.wyoming.gov/WISE/</a>
6	Where can I locate the school district accounting manual?	<a href="http://edu.wyoming.gov/Libraries/Publications/School_District_Accounting_Manual_2010JUL15.sflb.ashx">http://edu.wyoming.gov/Libraries/Publications/School_District_Accounting_Manual_2010JUL15.sflb.ashx</a>

### General Fund (01) Reporting Questions

#	Question	Answer
1	Where do I report School 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
4	Where do I report reimbursement for the employer’s share of the retirement contribution increase (WDE109)?	Revenue: 01 / 83290 / Target / Amount Expense: 01 / Function / Object / Target / Amount
5	Where do I report reimbursements from Pearson for overtime incurred during PAWS testing?	If the funds were received <i>within</i> the fiscal year the costs were incurred, record the funds as a reduction of expenditures. If the funds were received <i>after</i> the fiscal year had ended, record the revenue as a refund of prior year expenditures (81950). Revenue: 01 / 81950 / Target / Amount Expense: 01 / Function / Object / Target / Amount
6	Where do I report revenue received from other districts for distance education tuition?	Revenue: 01 / 81321 / 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 / 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
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-A 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	Where do I report Education Jobs Fund revenues and expenditures?	Revenue: 20 / 84200 / ED JOBS / Target / amount Expense: 20 / Function / Object (1xx and 2xx)/ ED JOBS / 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	Where do I report costs associated with the issuance of a bond.	Expense: 30/ Function (6100) / Object (711) / Target / Amount

### Debt Service (40) Reporting Questions

#	Question	Answer
1	Where do I report a bond refunding?	Revenue: 40 / 85112 / Target / Amount Expense: 40 / Function (6100) / Object (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

### 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: 01 / 4100 / 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.**

## Appendix D: Upcoming Items

For 2010-11 all SRM collections will provide a submission notification when a trial is certified and transmitted to the WDE. An email notification will be sent to business managers when the SRM connects to the WDE database (on the top of each hour).

Districts will now be able to report school-level target IDs for tuition expenditures.

A new fund code, 'ED JOBS', is available for reporting Education Jobs revenues and expenditures in fund group code 20.

## 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.

## **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.

### **Wyoming Integrated Statewide Education Data System (WISE)**

WISE is a system that connects existing software systems and databases within local school districts throughout Wyoming.

## **Z**

### **.ZIP file**

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

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