Data Collection Guidebook
# Table of Contents

Introduction .................................................................................................................. 3  
WDE103 Authority ........................................................................................................ 3  
Collection Schedule .................................................................................................... 3  
Instructions .................................................................................................................. 4  
  A. Accessing the WDE103 Collection ........................................................................ 4  
  B. Using the WDE103 Webform Application ............................................................ 6  
  C. Expenditures Tab ................................................................................................ 7  
  D. Equipment Tab .................................................................................................. 8  
  E. Purchased Vehicles Tab ...................................................................................... 9  
  F. Leased Vehicles Tab .......................................................................................... 12  
  G. Personnel Tab ................................................................................................... 14  
  H. Validate ............................................................................................................. 17  
  I. Certify ................................................................................................................. 18  
  J. Decertify ............................................................................................................. 19  
Downloading, Saving and Printing the WDE103 ......................................................... 20  
Uploading to the WDE103 ......................................................................................... 22  
Logging Out ............................................................................................................... 23  
About DCS .................................................................................................................. 24  
WDE103 DCS Roles .................................................................................................... 25  
Frequently Asked Questions ...................................................................................... 26
Introduction

The WDE103 Reimbursable Pupil Transportation Expenditures Report is completed by school districts in order to report all reimbursable student transportation costs for the previous fiscal year. This data provides the documentation for the district to be 100% reimbursed for their pupil transportation expenditures. The Wyoming Department of Education (WDE) Finance Unit and the Department of Audit review the WDE103 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. The WDE103 collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE103 data collection. District staff will be able to review and edit data before certifying the WDE103 collection. The WDE103 will be collected through the Data Collection Suite (DCS) system. Questions regarding the WDE103 should be directed to:

- Trystin Green at (307-777-6206) or trystin.green@wyo.gov

School Districts are required to submit a variety of data collections each year. The data collected by the 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.

WDE103 Authority

There are several authorities that allow the WDE to collect data for the WDE103 collection. The different authorities are listed below:

- Wyoming Statute § 21-2-203
- Wyoming Statute § 21-3-110(a) (v)
- Wyoming Statute § 21-13-117(a)(i)
- Wyoming Statute § 21-4-401
- WDE Rules and Regulations: Chapters 8 and 20

Collection Schedule

Collection Window:
07/03/2017 - 08/14/2017

The WDE103 is due August 14, 2017.
Instructions

A. Accessing the WDE103 Collection
The WDE103 collection can be accessed through the WDE Data Collection Suite (DCS) by following these steps:

2. Click DATA & REPORTING and select Data Collection Suite-Forms Inventory.

3. Click the Data Submission Log In button.
4. Click the **Forms** button. After clicking the forms button you will be prompted to sign in using your **Fusion** username and password.

5. Enter your Fusion **User name** and **Password** in dialog box that pops up and click **Sign In**.

**Note:** If you do not have access to Fusion, please see your Fusion Administrator.

6. Select **WDE103-Reimbursable Pupil Transportation Expenditures Report** from the collection dropdown list.
7. Select the correct **Collection Due Date** and **Submissions** from the drop down lists.

![Collection Selector](image)

**Note:** For **Submissions** you can either start a new one or pick an existing one.

8. Click the **Enter Data** button.

![Collection Selector](image)

---

**B. Using the WDE103 Webform Application**

**Forms, Uploads, Submissions, Tracking, Collections, Admin and Support** (located in the black header bar) are tabs that allow you to navigate the DCS site. The **Current Respondent** box contains your district’s information and the **Collection Information** box contains the report due date and the WDE Steward’s information, in case you have problems. The **Report Hyperlinks** box contains links to your district’s bus information and this guidebook. Simply click on the link to access the information.

The WDE103 web application begins on the **Expenditures** page. You can tell this because the **Expenditures** tab is a white instead of grey. These tabs are part of your form navigation tools and are standardized at the top of each page, allowing you to efficiently navigate the form. You will need to enter or verify preloaded data on each tab to complete this report. Once all data has been entered, you will validate one last time before certifying your report. After your report has been certified, please make sure to download and print a copy of your final report.
C. Expenditures Tab
The Reimbursable Transportation Expenditures page requests information on various items. Grey colored fields consist of data that is automatically populated from a different tab or contains a formula and no data entry is required. For all other fields, enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma). Data entered on this page must tie to the WDE601 Annual District Report or the WDE100 School Foundation Program Funding Worksheet where noted.

Note: All expenses claimed for reimbursement must be directly related to transporting students.

1. Enter data in each white field and click Save at the bottom of the screen when finished.

2. Errors will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

Note: Greyed fields will not automatically populate or perform calculations until you click the Validate button. You can click the Validate button, located at the top right hand side of the form, at any time.

i. Isolation Payments
This section requests isolation information including total number of students and households, and total payments for mileage and maintenance. {W.S. 21-4-401} The sum of the mileage and maintenance payments should agree with the amount reported on the WDE601 Annual District Report. The individual mileage and maintenance payments should agree with the WDE100 School Foundation Program Funding Worksheet, Main Funding Sheet tab, Section I, Lines 1 and 2 respectively.
D. Equipment Tab
On the navigation bar, click the **Equipment** tab. The **Equipment** page captures detailed information on transportation related equipment purchases. Equipment is defined in {Chapter 20; Sections 4 (h) & (p)}. This page will be blank until you add a record. After you have added a record, the option to edit or delete will appear. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

i. **To Add a Record**

1. Click the **New Equipment** button.

2. Enter the **Item Description**, **Total Expenditure**, and **Delivery Date** in the appropriate fields. Enter delivery date as (mm/dd/yyyy).
3. Select the correct **Object Code** from the drop down list. Valid codes are: 540-Equipment and Machinery, 542-Computer Equipment for Staff, and 544-Technology Intangible Assets.
4. Click **Save**. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.
ii. To Edit a Record

1. Click the Edit button next to the record you want to edit.
2. Make changes to data where needed.
3. Click Save. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

iii. To Delete a Record

1. Click the Remove button next to the record you want to delete.

Note: The amounts from this page will not automatically populate on the Expenditures page until you click the Validate button. You can click the Validate button, located at the top right hand side of the form, at any time.

Note: Any column that has a box below the header allows you to sort or filter the data. Click the column header to sort, click the filter button to set your filters.

E. Purchased Vehicles Tab

On the navigation bar, click the Purchased Vehicles tab. The Purchased Vehicles page captures detailed information on each eligible bus or vehicle purchase. This section will be preloaded with the district’s known information. You will be able to add, edit, or delete a record. This page may be blank if there was no vehicle purchases to preload. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).
Calculation of Max Allowed Reimbursement

The calculation of the Max Allowed Reimbursement amount is guided by {WS 21-13-320}. For vehicles purchased, multiply the Lower of the Bid or Base Price, plus Approved Options by the Approved Replacement Percentage (%) of the bus that is being replaced, multiplied by the MPV % of Usage.

**Bus/MPV Purchase Price Example**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower of Bid or Base Price</td>
<td>$102,000.00</td>
</tr>
<tr>
<td>Approved Options</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Approved Replacement Percentage</td>
<td>80%</td>
</tr>
<tr>
<td>MPV Percentage of Usage</td>
<td>90%</td>
</tr>
<tr>
<td>Allowed Reimbursement Amount</td>
<td>$103,800.00</td>
</tr>
</tbody>
</table>

\[(a + b) \times (c) \times (d)\]

Approved Replacement Percentages WS 21-13-320

<table>
<thead>
<tr>
<th>Minimum</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>90%</td>
</tr>
<tr>
<td>Optimal</td>
<td>100%</td>
</tr>
</tbody>
</table>

Calculating the MPV Actual Usage Adjustment

The MPV actual usage adjustment can be calculated annually or at the five-year mark. Enter a dollar amount to adjust the total reimbursement for the MPV to reflect the actual amount of student use on the vehicle. The amounts can be a positive or a negative number depending on the actual usage and the initial claim. {Chapter 20 Section 7 (b)}

**MPV Usage Adjustment Example**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Student Use Claimed</td>
<td>100%</td>
</tr>
<tr>
<td>Actual Student Usage for 5yrs</td>
<td>90%</td>
</tr>
<tr>
<td>Total Purchase</td>
<td>$60,000</td>
</tr>
<tr>
<td>Reimbursement Allowed</td>
<td>$54,000</td>
</tr>
<tr>
<td>Reimbursement Claimed</td>
<td>$60,000</td>
</tr>
<tr>
<td>MPV Actual Usage Adjustment</td>
<td>($6,000)</td>
</tr>
</tbody>
</table>
i. To Add a Record

1. Click the **New Purchased Vehicles** button.

2. Enter the **VIN #**, **Body make**, **Chassis make**, **% of Usage**, **Max Allowed Reimbursement**, **MPV Adjustment** (if applicable), and **Insurance Proceeds** (if applicable).
   a. **Adjusted Reimbursement** is the final amount you are claiming for reimbursement and should total **Max Allowed Reimbursement + MPV Adjustment - Insurance Proceeds**. This field is calculated for you and requires no input.
   b. **Max Allowed Reimbursement** is the amount WDE allows based on the WDE621 form submitted. Calculation of the **Max Allowed Reimbursement**, determined by WDE, is shown in chart.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

![Purchased Vehicles Table](image)

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

ii. To Edit a Record

1. Click the **Edit** button next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### iii. To Delete a Record

1. Click the **Remove** button next to the record you want to delete.

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

### F. Leased Vehicles Tab

On the navigation bar, click the **Leased Vehicles** tab. The **Leased Vehicles** page captures detailed information on each eligible bus or vehicle lease. This section will be prepopulated with the district’s known information. You will be able to add, edit, or delete, a record. This page may be blank if there was no vehicle leases to preload. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

#### Calculation of Max Allowed Yearly Reimbursement

The **Max Allowed Yearly Reimbursement** amount is guided by {WS 21-13-320} and is calculated for each leased vehicle. To calculate, multiply the **Total Lease Expenditure Paid This Year** by the **Approved Replacement Percentage** and by the **MPV % of Usage**.

<table>
<thead>
<tr>
<th>Bus/MPV Lease Reimbursement Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Lease Expenditure Paid this Year</td>
</tr>
<tr>
<td>Approved Replacement %</td>
</tr>
<tr>
<td>MPV % of Usage (based on initial claim)</td>
</tr>
<tr>
<td>Allowed Yearly Reimbursement</td>
</tr>
</tbody>
</table>

#### Calculating the MPV Actual Usage Adjustment

The MPV actual usage adjustment can be calculated annually or when the MPV is payed off, typically at the five-year mark. Enter a dollar amount to adjust the total reimbursement for the MPV to reflect the actual amount of student use on the vehicle. The amounts can be a positive or a negative number depending on the actual usage and the initial claim. {Chapter 20 Section 7 (b)}

<table>
<thead>
<tr>
<th>MPV Usage Adjustment Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Student Use Claimed</td>
</tr>
<tr>
<td>Actual Student Usage for Syrs</td>
</tr>
<tr>
<td>Total Lease</td>
</tr>
<tr>
<td>Reimbursement Allowed</td>
</tr>
<tr>
<td>Reimbursement Claimed</td>
</tr>
<tr>
<td>MPV Actual Usage Adjustment</td>
</tr>
</tbody>
</table>
i. **To Add a Record**

1. Click the **New Leased Vehicles** button.

2. Enter the **VIN #, Body make, Chassis make, % of Usage, Max Allowed Reimbursement, MPV Adjustment** (if applicable), and **Insurance Proceeds** (if applicable).
   
   a. **Adjusted Reimbursement** is the final amount you are claiming for reimbursement and should total **Max Allowed Yearly Reimbursement + MPV Adjustment - Insurance Proceeds**. This field is calculated for you and requires no input.

   b. **Max Allowed Yearly Reimbursement** is the amount WDE allows based on the WDE621 form submitted plus lease fees divided by 5. Calculation of the **Max Allowed Yearly Reimbursement**, determined by WDE, is shown in the chart.

3. Click **Save**. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.
Note: The amounts from this page will not automatically populate on the Expenditures page until you click the Validate button. You can click the Validate button, located at the top right hand side of the form, at any time.

ii. To Edit a Record

1. Click the Edit button next to the record you want to edit.
2. Make changes to data where needed.
3. Click Save. If there is an error, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click Save again.

iii. To Delete a Record

1. Click the Remove Button next to the record you want to delete.

Note: The amounts from this page will not automatically populate on the Expenditures page until you click the Validate button. You can click the Validate button, located at the top right hand side of the form, at any time.

G. Personnel Tab

On the navigation bar, click the Personnel tab. The Personnel page captures salary and benefit information for transportation related personnel. This page is broken into three different sections: Clerical and Supervisor Position Summary, Personnel Summary, and Personnel Summary Totals. The Clerical and Supervisor Position Summary section is where you will add your clerical and supervisor positions. The Personnel Summary section has positions already listed and you only need to add the remaining information. The Personnel Summary Totals section is a summary of the top two sections salary and benefit amounts. Enter dollar amounts in currency format and do not use special characters (i.e. $, %, or comma).

Salary:
- Salary should only be claimed for those staff who are directly involved in student transportation.
- Allowable positions include, but are not limited to: mechanics, bus drivers, and transportation clerks.
- Allowable positions are defined in {Chapter 20 Section 4}.
- Any partial salary claimed must have “clear and continuous” documentation like a time and effort log {Chapter 8 Section 14 (b)}.
- Salaries should not include state funded bonuses or any monies already received.

Benefits:
- Benefits should only be claimed for those staff directly involved in student transportation.
- Some typical benefits allowed include, but are not limited to: retirement, health insurance, workers comp, social security, and medicare.
- Benefits funded through a separate appropriation (WDE109) are not allowed.
  - For WDE109 claims, exclude both the employer and employee reimbursement share. Claim only 12.69% of retirement contributions.
Pursuant to W.S. 21-13-320(f), reimbursement expenditures for employee contributions to the Wyoming retirement system shall not exceed 5.57%.

Note: Any calculations which include or exclude specific portions of salary or benefits, should be documented at a level that the calculation can be recreated for future reference.

i. To Add a Supervisor or Clerical Personnel Record

1. Click the New Clerical and Supervisor Position Summary Button.

2. Enter the correct information in the % of Time, Last Name, First Name, Adjusted Salary Reimbursement, and Adjusted Benefits Reimbursement fields. Select the correct Position from the drop down list, choosing either Supervisor or Clerical.
   a. Adjusted Salary Reimbursement and Adjusted Benefits Reimbursement is the amount you are claiming for reimbursement.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### ii. To Edit a Supervisor or Clerical Personnel Record

1. Click on **Edit** next to the record you want to edit.
2. Make changes to data where needed.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

### iii. To Delete a Supervisor or Clerical Personnel Record

1. Click the **Remove** button next to the record you want to delete.

### iv. To Edit Personnel Summary Record

1. Click the **Edit** button.

2. For each position type, enter the **# Positions**, **Adjusted Salary Reimbursement**, and **Adjusted Benefits Reimbursement**.
   a. **Adjusted Salary Reimbursement** and **Adjusted Benefits Reimbursement** is the amount you are claiming for reimbursement.
3. Click **Save**. If there is an **error**, a message will show in red under the field that contains the error. After the error is corrected, the message will disappear. Once all errors are corrected, click **Save** again.

![Personnel Summary Screen](image)

**v. Personnel Summary Totals**

This section summarizes the Salary/Wages and Benefits amounts from both the **Clerical and Supervisor Position Summary** and the **Personnel Summary** sections. The **Adjusted Salary Reimbursement** and **Adjusted Benefits Reimbursement** summarized totals are automatically reported in the appropriate fields on the **Expenditures** page and should also agree to the total salaries and benefits posted to the WDE601 under function codes 3510 – Vehicle Operations To and From School and 3520 – Vehicle Operations Activities.

1. Click the **Validate** button in the top right hand corner of the screen to perform the summations.

![Validate and Certify](image)

**Note:** The amounts from this page will not automatically populate on the **Expenditures** page until you click the **Validate** button. You can click the **Validate** button, located at the top right hand side of the form, at any time.

**H. Validate**

Now that the form is complete and all errors are fixed, you must validate the report one last time to ensure all errors were fixed and the report is ready to be certified. The WDE103 cannot be certified and submitted until all errors have been cleared.

1. Click the **Validate** button in the top right hand corner of the screen.
   a. You will see if your submission is valid and ready to **Certify** or your submission is invalid and you have errors to fix.
2. Click the green **Review Validation Report** to see what errors still exist.

![Validate and Certify](image)
3. Click the carrot by the error listed to expand.

![Image of validation errors]

- a. This error shows the **Leased Vehicles** page is missing data in the **Adjusted Reimbursement** field.

![Image of Leased Vehicles page with validation error]

4. Return to the pages that have the errors, correct them, and click **Validate** again. Repeat the process until you get the message **Submission Valid**.

![Image of Validate and Certify button]

I. **Certify**

Now that the form is valid, you are ready to **Certify**. Once a report is certified, it will be sent to WDE. WDE only receives data from certified submissions.

**Note:** You have the ability to make changes to your certified report until the collection closes. You can edit a certified report by selecting it instead of “start a new submission” from the **Forms** dropdown menu. This will decertify your current submission and you will need to **Validate** and **Certify** again.
1. Click the **Certify** button.

   ![Validate and Certify]
   
   **Validate and Certify**
   
   - **Validate**
   - **Certify**
   
   Submission Valid

2. Click **Certify** again.

3. The message below shows your status as certified. You are now done and can move on to downloading your submitted report.

   ![Certify Submission Package]
   
   **Certify Submission Package**
   
   - Collection: WDE103 - Reimbursable Pupil Transportation Expenditures
   - Report
   - Due Date: 8/12/2014
   - Creation Date: 3/10/2015
   - Last Modified: 3/13/2015 8:50 AM
   - Last Modified By: tdistrict
   - Submitter Name: Trystin District
   - Submitter Phone: 307-777-7777
   - Submitter Email: trystin.green@wyo.gov
   - Current Status: **Editing**

   File name | Data Submit Date | Modified | Modified By |
   --- | --- | --- | --- |
   WDE103 - Spring 2015.xlsx | 3/13/2015 8:49:58 AM | 3/13/2015 8:50:00 AM | tdistrict |

   I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

   ![Certify]
   
   **Certify**
   
   **Cancel**

   **Submission Package Certification Confirmed**
   
   - Collection: WDE103 - Reimbursable Pupil Transportation Expenditures
   - Report
   - Due Date: 8/12/2014
   - Creation Date: 3/10/2015
   - Last Modified: 3/13/2015 8:59 AM
   - Last Modified By: tdistrict
   - Submitter Name: Trystin District
   - Submitter Phone: 307-777-7777
   - Submitter Email: trystin.green@wyo.gov
   - Current Status: **Certified**

   File name | Data Submit Date | Modified | Modified By |
   --- | --- | --- | --- |
   WDE103 - Spring 2015.xlsx | 3/13/2015 8:49:58 AM | 3/13/2015 8:50:00 AM | tdistrict |

   You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

---

**J. Decertify**

You can start a new submission after you have certified a previous submission but it will not automatically decertify your previous submission. You must manually decertify your previous submission or certify a new submission to override the previous submission. Data will only be transmitted to the WDE after a district certifies a submission. Decertifying makes sure that the WDE is aware you are in the process of resubmitting the report. To decertify your report follow these steps:
1. Follow steps 1 and 2 below in Accessing the Submissions Log under Downloading, Saving and Printing the WDE103.
2. Click on the Submission name in the green highlighted selection.

3. Click the Decertify button.

**Downloading, Saving and Printing the WDE103**

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS submissions tab, you will see all submissions for the WDE103. There are three status types: Prepared, Editing, and Certified. The Prepared submission is highlighted gold and is preloaded with data by the WDE steward and made available at the beginning of a collection cycle to provide a snapshot of data from previous cycles. The Editing submission is
the one you are working on. The Certified submission is highlighted in green and is the final report submitted to WDE. The Certified submission is the one you should download and save. You can download any report in this list and save or print it at any time.

A. Accessing the Submissions Log

1. Click the Submissions tab.


3. Click the Download button by the submission you wish to download.

4. The prompt below will pop up and you can either Open or Save the form.

5. The form is downloaded into an excel file that should mimic the webform.
Uploading to the WDE103

You have the option to download a submission file, enter needed data and upload the file instead of using the webform. To do this you will follow these steps:

1. Follow the Download steps to retrieve the submission file.
2. Enter data on the excel worksheet and save it.
3. Click the Uploads tab.
4. Select the Collection you are wanting to upload to.
Note: If you upload to an existing file, it will overwrite what was previously saved.

5. Select the Submission you are wanting to use. Either start a new one or upload to an existing one.
6. For File Role in Submission. Select Primary Data File.
7. Click the Select button to find your saved excel file.
8. Click Upload File.

![Image of submission upload process]

9. Click the Forms button on the black navigation bar.
10. Select your Collection (WDE103), Collection Due Date (8/14/2017) and the latest submission shown in the Submissions dropdown list.
11. Verify all data uploaded correctly to the form.
12. Follow the Validate, Certify, and Download instructions to complete the submission.

Note: Under Previous Submissions, on the right hand side of the screen, you will see all submissions for your district. You can download any submission from this tab by clicking on that submission. The submission labeled Initialized is the submission that contains data preloaded by the WDE Steward.

Logging Out

You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you simply close the web browser or click the Logout button..
About DCS

A. Home Button

1. This is a button. Click the Home button to return to the main DCS page.

B. Support

The Support page has many useful videos, tools, links and information that can help you.

1. Click the Support button on the black navigation bar.
2. Click the green label called Collection Summary on the right and side of the Support page to see a list of reports that are open and the status of that report. Click Download to retrieve your reports.

C. Other Features

When downloading any submission you will see a new tab added to your file. This tab, called Submission Details, contains information on the submission file that was downloaded. Check this tab to ensure you are editing, uploading, or downloading the intended file.

WDE103 DCS Roles

The following table outlines what each role is allowed to do in the form.

<table>
<thead>
<tr>
<th>Role</th>
<th>Edit</th>
<th>Validate</th>
<th>Certify</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE103 Read</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE103 Edit</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>WDE103 Certify</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
To see what roles are assigned to you follow these steps:

1. Go to the Support page.
2. On the right hand side of the screen, under Support Resources, click the green label called Current User Profile.

Frequently Asked Questions

1. How much can we claim for retirement on the WDE103?
   a. Pursuant to W.S. 21-13-320(f), you can claim a total of 12.69% of retirement contributions made for staff claimed on the WDE103. If a staff member claimed on the WDE103 is a rehired retiree and you are paying a “fee” for them you may claim the full amount for that retiree.
      i. Don’t forget to move your WDE109 claims for staff reimbursed on the WDE103 to function code 3590 – Non-Reimbursable Transportation Services.

2. Does every amount reported on the WDE103 have to match what was reported on the WDE601?
   a. Yes, every object and function code expenditures must match between the WDE103 & WDE601.

3. Do I have to wait until my vehicle is paid off before I do the MPV adjustment?
   a. No, WDE recommends you complete the MPV adjustment annually or wait until it is paid off and be consistent to avoid errors.

4. Can I upload one worksheet tab at a time so one person can be working on the webform while another is working in the excel form?
a. No, you have to upload the entire excel form. If you start a submission using the webform and then upload the excel form to that submission it would overwrite the webform with the excel form’s data.

b. You can download the excel form, complete the desired tabs, upload the excel form, select that submission from the forms tab and finish completing the WDE103 through the webform.

5. Why don’t I see all my vehicles listed in the purchased or leased vehicles tab?

a. Make sure you have turned in a WDE621 to David Koskelowski, WDE Pupil Transportation Manager. If you have turned in a WDE621 call David at 307-777-6984 or david.koskelowski@wyo.gov to make sure he has received it and then add the record to the WDE103.

6. Do I report both my leased and purchased vehicles on the WDE103 every year?

a. No, you only report purchased vehicles once and you report the leased vehicles expenses until it is paid off, typically five years.

7. Are Max Allowed Reimbursement and Max Allowed Yearly Reimbursement the same for both leased and purchased vehicles?

a. Yes, Max Allowed Reimbursement on the Purchased Vehicle tab is the total reimbursement allowed for that vehicle based off of the 621 form submitted. Max Allowed Yearly Reimbursement on the Leased Vehicle tab is the max allowed reimbursement, based off of the 621 form, plus any lease fees divided by five.

8. I have uploaded an excel form and tried to correct my errors in the webform but it won’t validate?

a. If this happens, correct the errors in the excel form and then upload it again.

9. How do I report staff that perform multiple jobs, do I have to report time separate for every position?

a. Staff reported on the WDE602/652 staff collections should be reported the same way on the WDE103. If you separate the time on the staffing collections then you need to separate them on the WDE103.

10. Are driver’s education vehicles, repairs, maintenance or fuel expenses reimbursable?

a. No, only expenses directly related to the transportation of students to and from school and to and from approved activities are reimbursable.

11. Are all activities reimbursable on the WDE103?

a. No, according to W.S. 21-13-320(b)(ii), in order for an activity to be reimbursable it must be sanctioned by the Wyoming High School Activities Association.
12. What fuel taxes are districts exempt from?
   a. Contact WYDOT for specifics on what taxes you are exempt from. The taxation rates and rebates for fuel are found in W.S. 39-17-104 and W.S. 39-17-209(c)(v)(B).

13. Where would I code non-capitalized equipment?
   a. All non-capitalized equipment should be reported under object code 418 on the WDE601 and under supplies on the expenditure page of the WDE103. Equipment reported on WDE103 equipment page should consist of purchases meeting that capitalized dollar amount and reported under object codes 540, 542, or 544 on the WDE601.

14. How are insurance proceeds reported?
   a. Insurance proceeds are reported on the WDE103 under revenue using revenue code 85320. Repairs and other expenses correlating to those insurance proceeds also need to be reported on the WDE103.

15. How are bus trade-ins reported?
   a. Trade-in amounts are reported on the WDE103 Expenditures page under “Trade-in Amount”. This is for reporting purposes only as trade-in amounts are accounted for in the purchase price of the vehicle.
      i. Example: you traded in a bus for a new one and used the trade-in amount to decrease the purchase price of the new bus. The new bus cost $100,000, the trade in value of old bus is $10,000, the cost of the new bus is now $90,000. You report the $10,000 under “Trade-in Amount” leaving $90,000 as the purchase price to be reported on the vehicle tabs.

16. Can non-district groups use the district's transportation services?
   a. Yes, any non-district group using a school bus shall be charged for the driver’s wages and benefits, fuel, and a per mile fee to cover maintenance and wear on the bus (provided in the memo sent by WDE). The school district shall not be reimbursed for any expense incurred during such use. Your revenue would be coded to 81410, 81420 or 81430. Your expenditures should be coded to function code 3590.

17. How are fuel tax reimbursements, including credits, reported?
   a. These amounts should be recorded as revenue using revenue source code 81991 – ERATE, Discount, Rebate or Reimbursement.

18. Who do I contact with WDE103 questions?
   a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

19. Who do I contact with submission questions?
a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.

20. Who do I contact regarding Usernames and Passwords?

   a. Contact your district’s fusion administrator.

   b. If further help is needed you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.