

New Jersey Department of Education
ELECTRONIC DATA COLLECTION
Manual

2012-13 Budget Statement



Division of Administration and Finance
Office of School Finance

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2012-13 BUDGET STATEMENT EDC MANUAL

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*This function and screens will be accessible with the Part II Update.

SECTION I

INSTALLING THE PROGRAM FROM WEB-ENABLED DOENET

HARDWARE AND SOFTWARE REQUIREMENTS

The process for receiving the 2012-13 Budget Statement software program and for transmitting the final approved budget data to the Department of Education will be performed SOLELY through the department's Web-Enabled DoeNet. Users should reference the Users' Manual for Web-Enabled DoeNet (also known as Internet-Enabled DoeNet) (dated November 2003) located at <http://www.nj.gov/njded/data/collections/wdoenet/> for specific instructions regarding use of the Web-Enabled DoeNet software. Through the download and installation process, the software will create a customized data set for your district.

The 2012-13 Budget Statement software program will be downloaded only ONCE. Once the Budget Statement software is initially downloaded and installed, all future updates, INCLUDING THE PART II UPDATE, will be accomplished by selecting the Main Menu option "CHECK FOR UPDATES." If the Budget Statement program is downloaded and installed from the DOE web site a second time, the first installation will be OVERWRITTEN.

The initial download (Part I) will include the preloaded 2010-11 audsum data on file at the department, the preloaded 2011-12 budget data on file at the department, the preloaded 2011-12 ASSA data on file at the department, and the budget software updates to the revenues and appropriations, estimated tuition calculations, recapitulation of balances, supporting documentation items, and certain SFRA calcs. Edits will be released shortly after Part I.

The Part II Update (Part II) will include state aid, user-friendly budget, certification of taxes, remaining SFRA calcs, the option to prepare the diskette of the advertised budget, and the option to transmit the approved budget data to the department over Web-Enabled DoeNet. The Part II Update will update the program without overwriting any data that was previously keyed using the initial program download.

This 2012-13 Budget Statement EDC manual provides a broad technical overview of the information necessary to download the budget statement program. Complete instructions and procedures for transmitting the approved budget data to the department over Web-Enabled DoeNet are included in the EDC manual. The 2012-13 Budget Guidelines should be referenced for more detailed budget preparation information.

Options discussed in this manual that will not be available until the Part II Update are identified accordingly.

Once Web-Enabled DoeNet is installed on your PC, a folder named "WBDOEnet" is created on your Windows desktop. All program functions MUST be accessed through this folder.

- Web-Enabled DoeNet is compatible with Windows 2000, Windows XP, and Windows 7 Professional (32 bit version)

The following hardware is needed:

- Any personal computer which provides adequate memory and processor power for the installed version of the Windows operating system (Windows 2000 Professional, Windows XP, Windows 7 Professional).
- A hard disk drive with approximately twelve megabytes (12 MB) of free disk space for installation and six megabytes (6 MB) of free disk space for permanent storage.

The instructions contained in this manual assume that your floppy disk drive is A and that your hard disk drive is C. However, your PC's floppy disk drive may be B, and your hard drive may be designated with another letter.

CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down Arrow** key to highlight your choice if it appears on the screen.
- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down Arrow** keys to move to a different screen.
- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**).
- Use the **F1** key, enter the desired line number, and press the **ENTER** key to Go To a particular revenue or detail appropriation line number. If a line has been keyed that does not exist in that form, a message "Invalid Line - Press RETURN key to continue" will appear.
- Press the escape key (**Esc**) to exit the selection.
- **CTRL+X** (X = a key) indicates that you hold down the control (Ctrl) key while pressing another key. For example, Ctrl+C.
- To leave the program, highlight the "Exit System" choice at the bottom of the main menu and press **ENTER**. When you select Exit System, data you have

entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.

You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

DOWNLOADING THE BUDGET SOFTWARE FROM WEB-ENABLED DOENET

1. Web-Enabled DoeNet is packaged with the budget software download. Therefore, there is normally no need to separately download and install Web-Enabled DOENet. If the folder WBDOENet exists on your Windows Desktop, “Double Click” on this folder and then “Double Click” on the “EDCPC Downloads” shortcut. If the WBDOENet folder does NOT exist on your Windows Desktop, then navigate to: <http://www.state.nj.us/education/data/collections/wdoenet/>. In either case, you will be directed to the same web page. This web page includes all DOE Web-Enabled EDCPC data collections. Navigate down to “2012-13 Budget Statement – Part I.” Click on “Program.” A warning page will be displayed. At the bottom of this page is a link to “Download Part 1 of the 2012-13 Budget Statement.” Click on this link. A file download dialog box will open. Choose “Save” and save the file (dnadb2.exe) to a location on your C drive where you will be able to find it later.

INSTALLING THE BUDGET SOFTWARE ON YOUR PC

1. Navigate to the folder where you saved the file dnadb2.exe and “Double Click” on this file. Click “OK” on the New Jersey Department of Education dialog box. At the next dialog box, click “Setup.” Some files will be copied and then a window will open. Type ‘C’ to continue. Hit the “Enter” key twice. **If a screen stating “Installation Already Performed” opens, the 2012-13 Budget Statement software is already installed on your PC and installing again will OVERWRITE the previous installation.** Otherwise, more files will be copied and a district selection screen will open. Choose your county and district and confirm if your selection is correct. Choose whether to display line numbers or account numbers in your data screens (this can be changed later). At this point, a screen will open indicating “Checking for Program and Data Updates.” The program will access the internet to download your district preload files and any required updates to the budget program. A shortcut, named DB2, will be placed in the WBDOENet folder on your Windows Desktop.
2. **ALWAYS RUN THE BUDGET PROGRAM FROM THE DB2 SHORTCUT. FAILURE TO RUN THE BUDGET PROGRAM FROM THIS SHORTCUT WILL RESULT IN PROBLEMS ACCESSING UPDATES, PRINTING REPORTS, AND TRANSMITTING DATA TO THE DOE.** *Do not create ad hoc shortcuts to the executable file.* Do not run the budget program from the executable. **DUE TO**

WEB-ENABLED DOENET REQUIREMENTS, THERE IS NO OPTION TO CREATE AN INSTALLATION DISKETTE.

Downloading 2010-11 Audsum Data

1. The program will download the actual information from the district's 2010-11 CAFR for Revenues, Detailed Appropriations, and lines 1600 and 1610 of the Recapitulation of Balances from the Audit Summary Worksheet (audsum) diskette.
2. A message will appear asking you to press any key to load data.
3. This information was compiled by the public school accountant and verified by the board secretary/business administrator prior to transmission of the audsum data to the DOE.
4. The message "Import Complete - Press any key to Continue" will appear when the process is complete.
5. **No entry will be allowed by the program to the downloaded information. Any revisions to this data require the submission of a revised audsum diskette to the board secretary/business administrator who will then be required to transmit the revised data to the department via DoeNet. An updated version of the budget program will be made available to the district upon receipt of revised audsum data.**
6. The amounts appearing on lines 409 and 639 are calculated automatically by the program as the difference between the actual revenues and actual expenditures for the general fund and debt service fund reported on the audsum diskette.

The calculation of these amounts was done on a separate report of the audsum program entitled "2010-11 Recapitulation of (Excess) Deficiency of Revenues". **A negative amount will appear on line 409 if an actual surplus was generated in 2010-11 in the general fund. A positive amount will appear if an actual deficit occurred in 2010-11. A negative amount will appear on line 639 if an actual surplus was generated in 2010-11 in the debt service fund. A positive amount will appear if an actual deficit occurred in 2010-11.** You may refer to the "2010-11 Recapitulation of (Excess) Deficiency of Revenues" audsum report to verify the amounts appearing on those lines.

Importing 2011-12 Budget Data

1. Districts have two alternatives regarding importing 2011-12 budget data into column 3 (2011-12) of the revenues and appropriations section of the budget:
 - a. "Load 2011-12 budget data into column 3" or

b. "DO NOT LOAD 2011-12 budget data"

2. If "Load 2011-12 budget data into Column 3" is selected, the amounts reported in the 2011-12 budget data transmitted to the department for the final 2011-12 budget will be downloaded into the Advertised Revenues and Appropriation Detail data entry screens.
3. Changes have been reflected for the results of budget appeals and settlements for districts with defeated budgets. Any changes must be keyed to reflect budget transfers or revisions as of February 1, 2012.
4. A message will appear when the import is complete.
5. The revised 2011-12 budget amounts must include any outstanding purchase orders equal to the June 30, 2011 General Fund Reserve for Encumbrances amount shown in exhibit A-1 of the 6/30/11 CAFR. The total amount of the prior year encumbrances rolled over into the 2011-12 year will be preloaded on line 408, column 3, "Adjustment for Prior Year Encumbrances." Districts must still make the appropriate adjustments to the individual 2011-12 Appropriation Detail lines.
6. If "DO NOT LOAD 2011-12 budget data" is selected, zeros will appear in column 3 of the Advertised Revenues and Appropriation Detail data entry screens and the entire revised 2011-12 budget must be keyed.
7. **Choose the option carefully! Once selected, it cannot be changed without reinstalling the program.**

ACCESSING THE PROGRAM - Second and All Future Sessions

It is unlikely that you will enter all of the data during the first session. To access the program in all subsequent sessions, in the WBDOEnet folder on your desktop double-click on the shortcut for the program "DB2". DO NOT REINSTALL THE PROGRAM FROM THE dndb2.exe FILE UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN.

SECTION II

PRINTING BUDGET REPORTS TO THE SCREEN

Users wishing to preview reports before printing can follow these instructions to output budget reports to the screen.

From the Main Menu of the Budget Statement program, navigate to the Reports section. Use the cursor to select the title of the report you wish to preview. Hit the ENTER key once. A message will appear indicating "Press any key to Print or Escape to abort." Hit the ENTER key again. A Windows dialog box should appear with your default Windows printer selected. Do not click OK or Cancel. This dialog box must be left open. Using your mouse, slide the dialog box aside and navigate to **c:\wbdoenet\db2**. In this folder, down at the bottom, you will find a file named WPRTR.TXT. This file is the text version of the report. It can be opened in Notepad or a similar program. Regardless of the budget report being previewed, the file name WPRTR.TXT will always be the same. When you are finished previewing the report, go back to the Windows printer dialog box and click "OK" to print the report or "Cancel" to return to the Print Menu.

Follow the same procedure for any of the budget reports.

SECTION III

CREATING AND POSTING THE USER-FRIENDLY BUDGET FILE TO THE DISTRICT WEB SITE

Creating the File with the Budget Software

From the Windows Desktop, double click on the WBDOEnet folder. Then double click on the DB2 shortcut. The Main Menu of the budget program will appear. Select "Report Menu." Now select "Prepare User-Friendly Budget." (*If the message "The Edit Report was not run since last changing data" appears, you must run and pass regular and A4F edits before proceeding.*) The program will now create the file **c:\wbdoenet\db2\userfr.htm**. This file can be posted to the district web site.

SECTION IV

TRANSMITTING BUDGET DATA OVER WEB-ENABLED DOENET

Transfer Data via Web-Enabled Doenet

Web-Enabled DOEnet offers two options:

- A. Transfer Data to Diskette - This procedure will not be performed until the annual budget has been approved and certified for taxes. Those districts that installed the budget program on an alternative workstation should utilize this option. The files on the transfer diskette will be uploaded to the DOE using the "Upload From Remote" icon in the WBDOEnet folder. See detailed procedures below.
- B. Transfer Data to DOE via Web-Enabled DoeNet - This procedure will not be performed until the annual budget has been approved and certified for taxes. All transmissions of the final approved data will be made via Web-Enabled DoeNet. See detailed procedures below.

Transfer via Web-Enabled DoeNet - Data Transfer from Web-Enabled DoeNet:

Note: This function and screens will be accessible with the Part II Update.

1. Perform both budget and supporting documentation edits and certification of school taxes edits immediately before beginning the transfer procedure. If you attempt to transfer the data before performing both edits, the computer will display a message that the process cannot be continued until the edits have been performed. All fatal edits must be passed prior to transfer.
2. Go to the report menu and print copies of the following reports for submission to the County Office of Education:

- Letter of Transmittal
- Advertised Revenues
- Detailed Appropriations
- Advertised Appropriations
- Detailed Recapitulation of Balances
- Advertised Recapitulation of Balances
- Supporting Documentation Reports
- Estimated Tuition Calcs
- Enrollment Projections
- SFRA Calcs Reports (as applicable)

Certification of School Taxes Report
Prepare User-Friendly Budget
Advertised Per Pupil Cost Calculations Report
Comparison Reports (as applicable)
School-Based Budget Reports (as applicable)
District-Wide Reports for SBB Districts

Do not access any of the data entry screens or perform the edits again between the time of printing the above reports and continuing the transfer process! When both budget and supporting documentation edits and certification of school taxes edits have been successfully passed, the computer will generate a random four digit code that will appear on the printed reports, on the files transmitted over Web-Enabled DoeNet, and on the main screen of the budget software.

This four-digit code will be used by the County Office of Education to verify that the data transmitted over Web-Enabled DoeNet is the approved budget data for your district. If you access any data screens or perform edits after printing the reports a different four digit code will appear and you will be required to submit new printed copies of the above reports.

3. Select "Transfer Data to DOE Menu" from the Main Menu. Then select "Transfer Data to DOE via DoeNet." Press the **ENTER** key and follow the instructions on the screen.

You will be asked to "Press any key" to start the transfer process. Enter your LEA Username and Password when prompted.

4. Once you have logged into the DOE, a warning message will appear that the transmission process is about to begin and that as part of the process, any budget data that was previously transmitted will be deleted from your DOENET account. Enter **N** to quit the transmission process or enter **Y** to continue. The message "Sending Data to DOE..." will appear. Allow time for this procedure to finish.
5. When the transmission is complete, the system will display an abbreviated list of the files transmitted. Check this list against the list at the end of this manual. You should have AT LEAST these files on the system: DB2_APPROP.DAT, DB2_REV.DAT etc.... Type "Y" to confirm that all of the necessary files were transmitted. Remember, you may transfer your data again if necessary.
6. You will be automatically logged out and disconnected from the system after confirming your files. Control now returns to the budget program where you will have the opportunity to print your transmittal form. Print the form at this time. If you feel satisfied that the appropriate files were transferred, sign the letter of transmittal. If necessary, repeat the transfer process.

7. Submit the letter of transmittal along with the other required budget materials outlined in the Budget Guidelines to the County Office of Education.

Transfer Data to Diskette for Remote Upload

Note: This function and screens will be accessible with the Part II Update.

1. Perform both budget and supporting documentation edits and certification of school taxes edits immediately before beginning the transfer procedure. If you attempt to transfer the data before performing both edits, the computer will display a message that the process cannot be continued until the edits have been performed. All fatal edits must be passed prior to transfer.
2. Go to the report menu and print copies of the following reports for submission to the County Office of Education:

- Letter of Transmittal
- Advertised Revenues
- Detailed Appropriations
- Advertised Appropriations
- Detailed Recapitulation of Balances
- Advertised Recapitulation of Balances
- Supporting Documentation Reports
- Estimated Tuition Calcs
- Enrollment Projections
- SFRA Calcs Reports (as applicable)
- Certification of School Taxes Report
- Prepare User-Friendly Budget
- Advertised Per Pupil Cost Calculations Report
- Comparison Reports (as applicable)
- School-Based Budget Reports (as applicable)
- District-Wide Reports for SBB Districts

Do not access any of the data entry screens or perform the edits again between the time of printing the above reports and continuing the transfer process! When both budget and supporting documentation edits and certification of school taxes edits have been successfully passed, the computer will generate a random four digit code that will appear on the printed reports, on the files transmitted over Web-Enabled DoeNet, and on the main screen of the budget software.

This four-digit code will be used by the County Office of Education to verify that the data transmitted over Web-Enabled DoeNet is the approved budget data for your district. If you access the screens or perform the edits after printing the reports a different four digit code will appear and you will be required to submit new printed copies of the above reports.

3. Select "Transfer Data to DOE Menu," then "Transfer Data to Diskette" from the Transfer Data Menu, press the **ENTER** key.
 1. You will be asked to indicate whether your floppy drive is designated as "A" or "B." Type the appropriate letter.
 2. Insert a blank formatted floppy diskette into your drive and press ENTER. The budget software will copy your budget files to the diskette.
 3. You should print the Transmittal Letter at this time. Remove the diskette and take it to the PC with internet access and Web-Enabled DoeNet installed.
 4. Open the WBDOEnet desktop folder and double-click on the shortcut labeled "Upload From Remote." You will be asked to indicate whether the floppy drive is "A" or "B." Type the appropriate letter. Insert the diskette when prompted then press ENTER.
 5. Press any key to start the DoeNet Transfer Data procedure. Enter your LEA Username and Password when prompted.
 6. Your district identity will be confirmed automatically. A warning will appear that any previously transmitted data will be deleted. Enter "Y" to continue or "N" to abort. The message "Sending Data to DOE" will appear. Be patient.
 7. After your files have been transmitted, the system will display a partial list of the files in your account. Check this list against the "Sample LEA Account File Listing" at the end of this manual. Type "Y" to confirm that all necessary files have been transmitted. At this point, you will be given the option of uploading another diskette. Enter "Y" to upload, "N" to exit.
 8. Following a pause, you will be automatically logged out and disconnected.
 9. Submit the letter of transmittal along with the other required budget materials outlined in the Budget Guidelines to the County Office of Education.

SAMPLE LEA ACCOUNT FILE LISTING

REMINDER:

Although a district may be able to print the letter of transmittal, this does not guarantee that the department received the budget data or that the data that was transmitted is error free. The budget software automatically produces this report when the transmission procedures are executed through the budget software. It does not represent confirmation that the department received the data.

To ensure that the budget files were transmitted to the department, districts are encouraged to view their LEA account when it appears at the conclusion of the data transmission session. Please note that the DoeNet message that displays on the screen indicating that the transmission is complete only means that the transmission process is over. It does not guarantee that the department received the data. Viewing the LEA account will help to reduce the number of requests coming from the department for districts to retransmit their budgets due to incomplete transmissions. At a minimum, the following files should be present in the LEA account:

SAMPLE LEA ACCOUNT FILE LISTING

DB2_A4F.DAT (applicable to non-regional districts excluding vocationals, CSSDs, and ESCs)
DB2_A4FREGNA.DAT (applicable to regional districts)
DB2_A4FREGNB.DAT (applicable to regional districts)
DB2_APPROP.DAT (applicable to all districts)
DB2_BUDIDENT.DAT (applicable to all districts)
DB2_ENROLL.DAT (applicable to all districts)
DB2_PROJ_ENR.DAT (not applicable to CSSDs and ESCs)
DB2_PUPCST.DAT (applicable to all districts)
DB2_RECAP.DAT (applicable to all districts)
DB2_REV.DAT (applicable to all districts)

If any of the above files which are applicable to the district are missing from the LEA account, the district should again select the option to transmit the budget data and view the LEA account when the process is complete to ensure that all necessary files are present. If the district is still unsuccessful in transmitting all of the required files, they should contact the DOE for further instructions on transmitting their budget data to the department.

Note: The LEA Account File Listing Screen includes, at most, 11 of the main files an LEA will transmit. An actual LEA data transmission includes far more files than listed on the LEA Account File Listing screen. This screen should be used as a quick check to determine if the transmission was successful. If the appropriate files are present, it is safe to assume that your data transmission was successful.