



F-195 Training Manual

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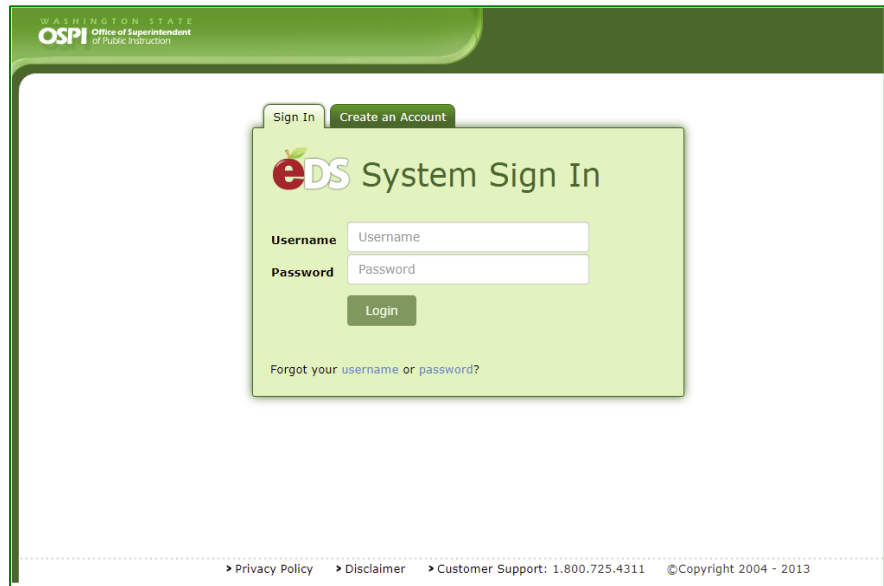
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Log Into SAFS (All Users)

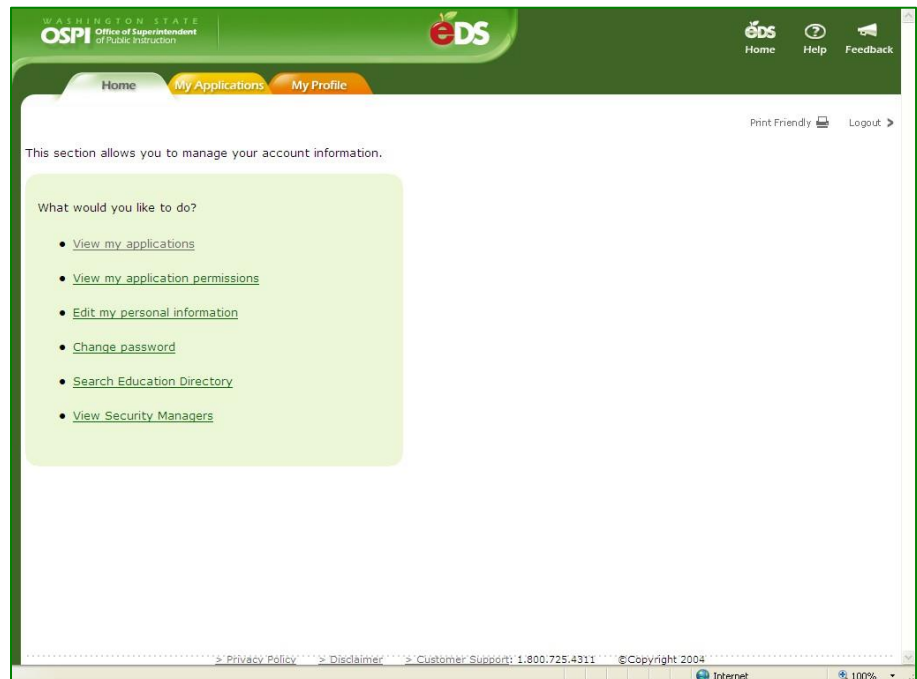
1. Go to the **EDS Login** screen, type your username and password, and click Login.

Note: The URL to use is:
<https://eds.ospi.k12.wa.us/Login.aspx>



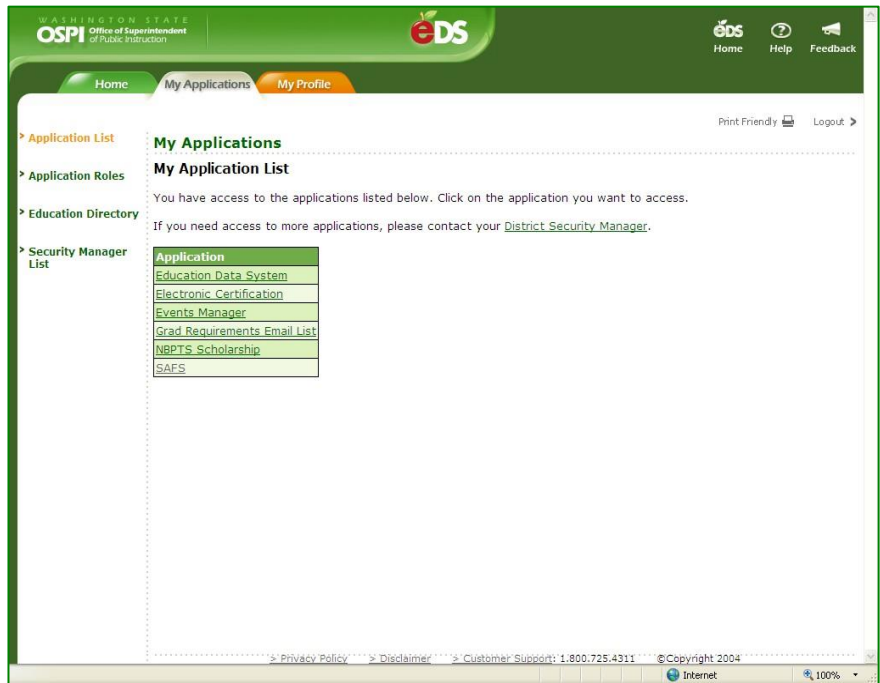
The screenshot shows the 'EDS System Sign In' page. At the top left, it says 'WASHINGTON STATE OSPI Office of Superintendent of Public Instruction'. There are two tabs: 'Sign In' (selected) and 'Create an Account'. The main content area has a green header with the 'eDS System Sign In' logo. Below the logo are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. A link for 'Forgot your username or password?' is located below the login button. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2004 - 2013'.

2. From the EDS Home page click on the **My Applications** tab or the *View my applications* hyperlink.



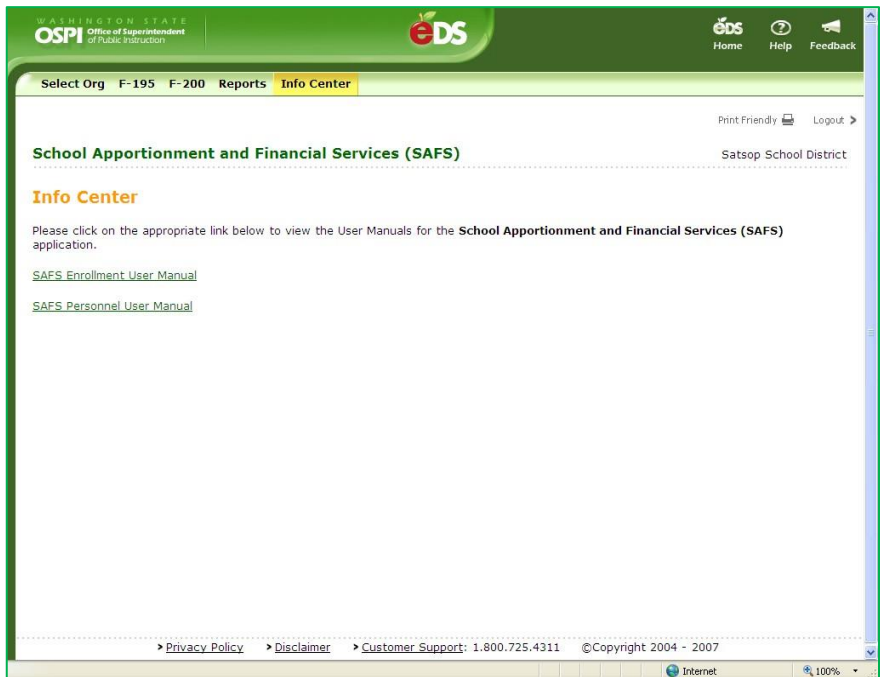
The screenshot shows the 'My Applications' page. At the top left, it says 'WASHINGTON STATE OSPI Office of Superintendent of Public Instruction'. The 'eDS' logo is in the top right. There are three tabs: 'Home', 'My Applications' (selected), and 'My Profile'. In the top right corner, there are links for 'Home', 'Help', and 'Feedback'. Below the tabs, there is a 'Print Friendly' icon and a 'Logout' link. The main content area has a green header with the text 'This section allows you to manage your account information.' Below this is a green box with the heading 'What would you like to do?' and a list of links: 'View my applications', 'View my application permissions', 'Edit my personal information', 'Change password', 'Search Education Directory', and 'View Security Managers'. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2004'. The browser's address bar shows 'Internet' and '100%' zoom.

3. From the My Applications screen, click on **SAFS** in the Application list table.



4. From the Info Center page, you can click on the tabs in the top navigation bar to access the EDS applications. Click on the **F-195** tab to go into the F-195 application.

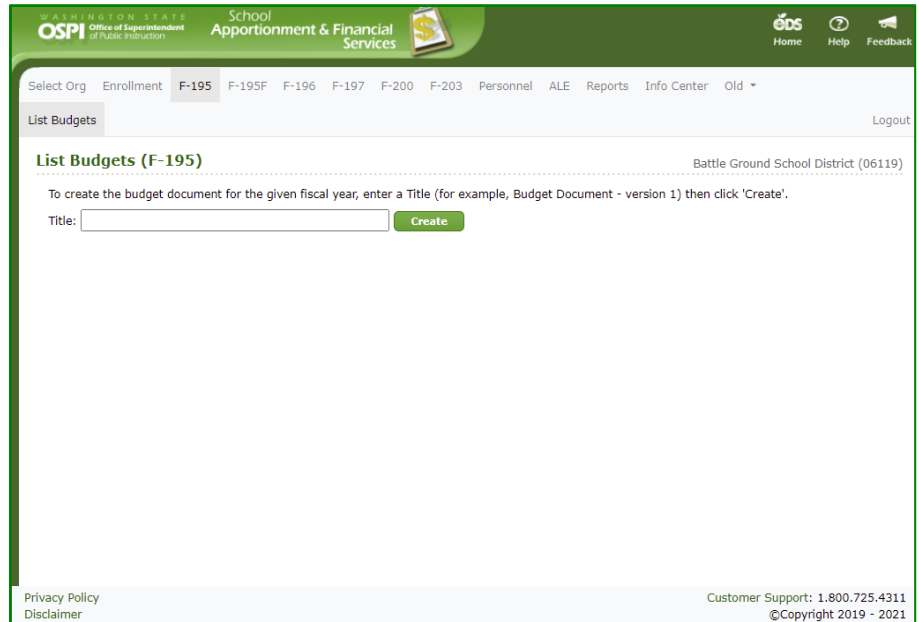
Note: The EDS application is designed to be used with Internet Explorer or Edge as the Web browser. It is best not to use other browsers.



Create a New Budget Document (SD Users)

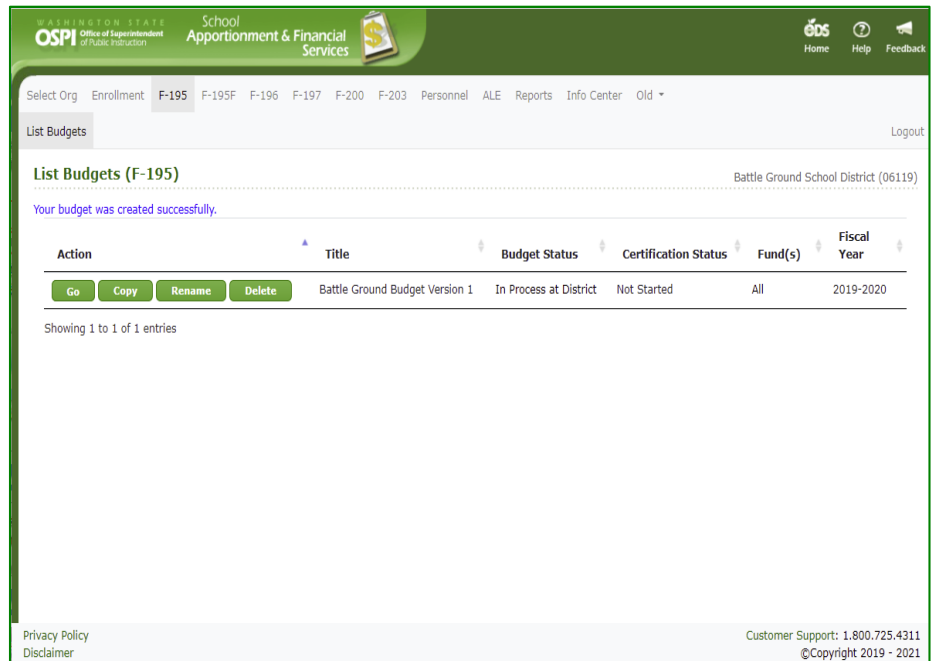
1. The first screen you will see in the F-195 application is the **List Budgets** screen. To create a budget document for the new fiscal year, click in the *Title* field, type a title for the document, and click the **Create** button.

Note: This creates only the F-195 budget. The F-203 estimates must be created separately.



2. You will stay on the List Budgets screen and a message will display to show that the budget document has been created. To go into the document, click the Go button.

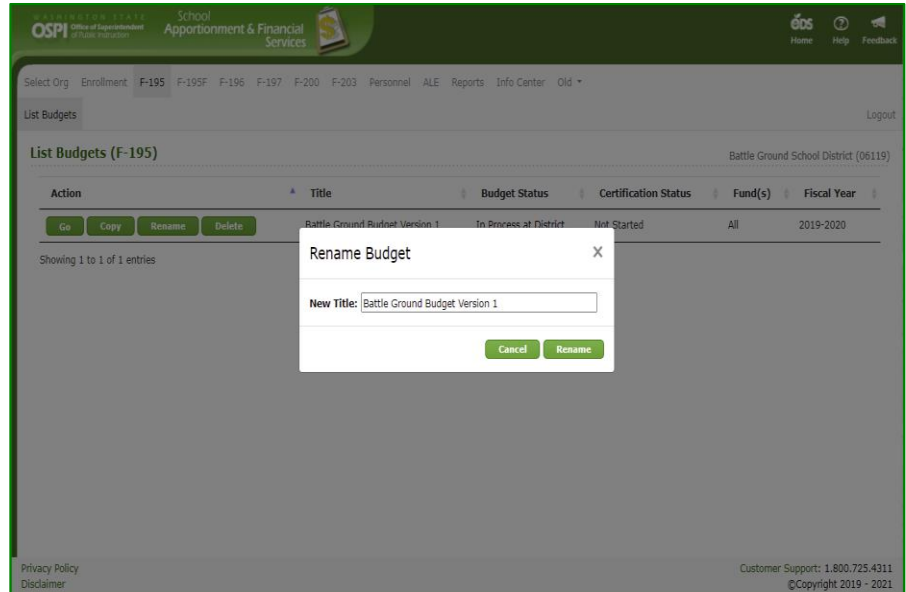
Note: You can also make copies of a budget document if you need to create different budget scenarios. See the [Copy a Budget](#) section.



Rename a Budget Document (SD Users)

1. To rename a budget document, click the **Rename** button for the budget in List Budgets screen. In the Rename Budget pop-up window, click inside the *New Title* field and type in the change to the name, then click **Rename** button to save the change. To cancel the rename, click the **Cancel** button.

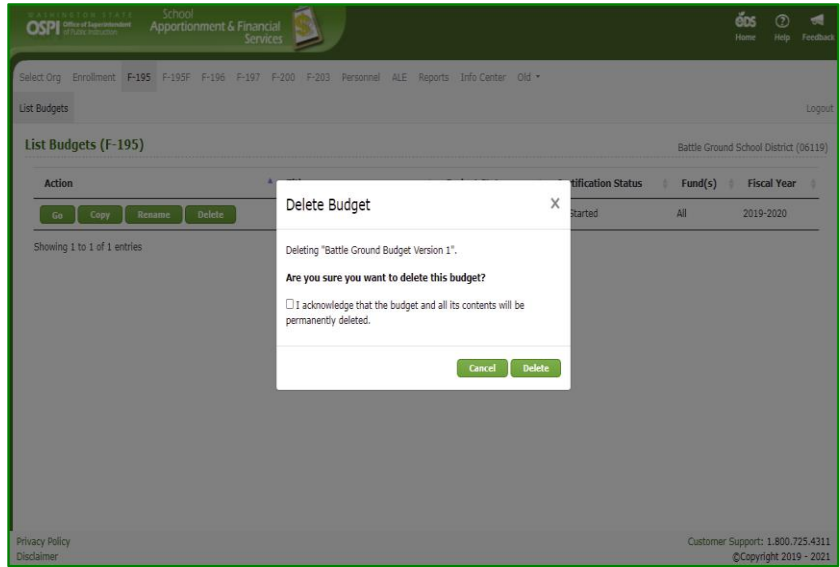
Note: A budget can only be changed by SD users and when the budget document has a Budget Status of 'In Process at District'.



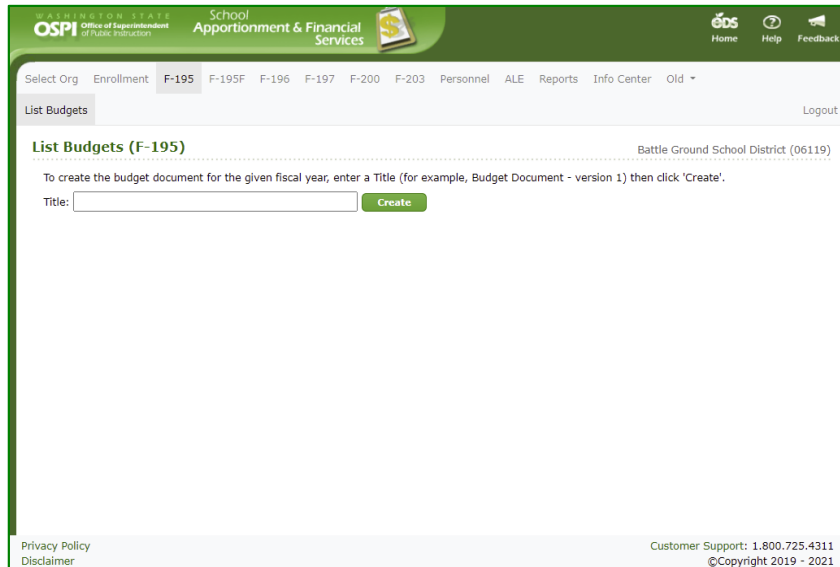
Delete a Budget Document (SD Users)

1. To delete an in-process budget document, click the **Delete** button for the desired budget in the List Budgets screen. In the Delete Budget pop-up window, click the check box saying, *'I acknowledge that the budget and all its contents will be permanently deleted.'* If this box is not checked, you will not be able to delete the budget. To cancel the deletion or close the pop-up window, click the **Cancel** button.

Note: A budget can only be changed by SD users and when the budget document has a Budget Status of 'In Process at District'.



2. Once the budget has been deleted, a blank *Title* field and **Create** button will display once again.



Import Data (SD Users)

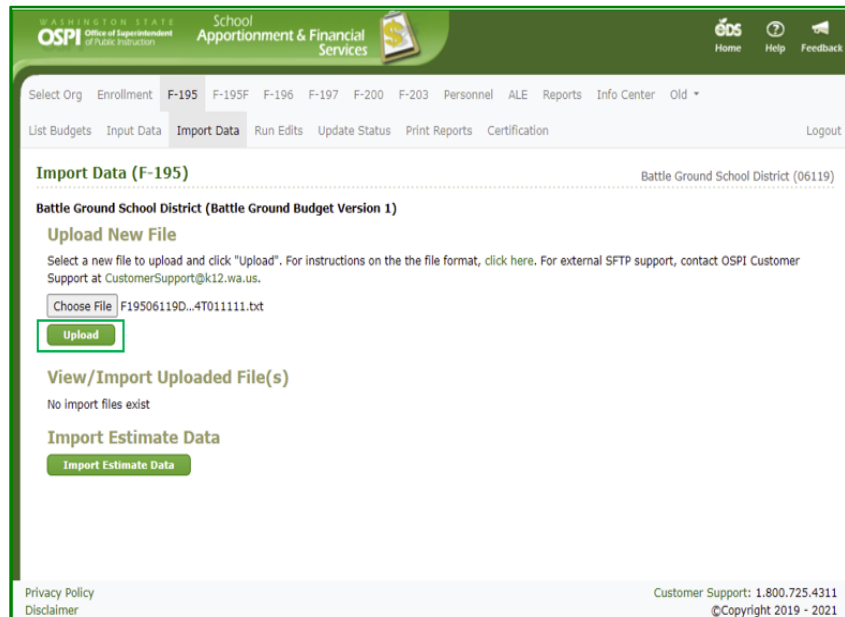
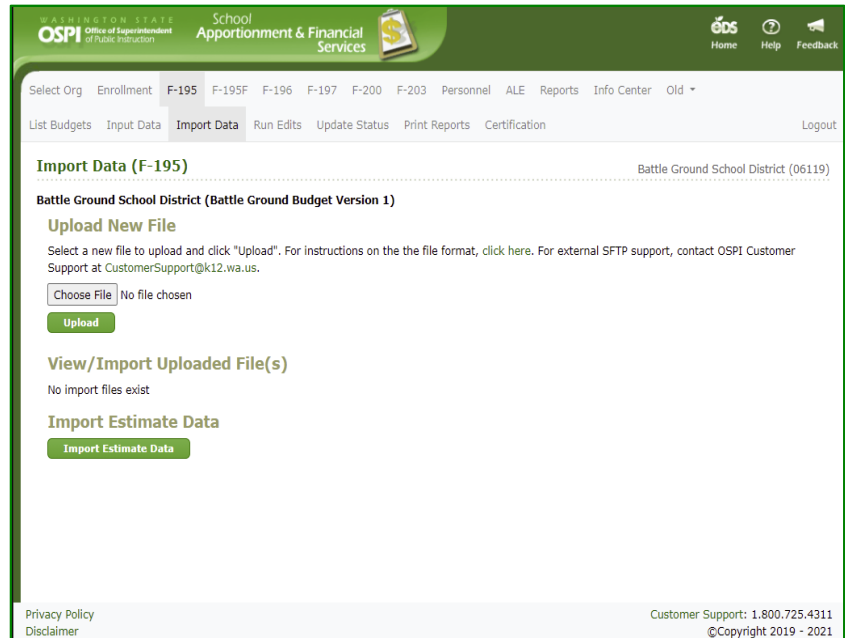
Upload New Data File

1. When you click **Go** from the List Budget screen, you are taken to the **Input Data** screen. To import data into the F-195, click on the **Import Data** tab in the secondary navigation bar. If files have previously been uploaded, they will be displayed in the View/Import Uploaded File(s) table. For required file format instructions, click on the [click here](#) hyperlink.

Note: If you are a district that uses WSIPC and have not extracted a data file, you need to do this first before you can import. If you are a district not using WSIPC, you will have no files to import. The F-195 can import any data files that meet specifications. Your service provider can contact us for assistance in setting up files that can be imported.

2. Click the **Choose File** button and select the F-195 data file to import. The file name will display next to the Choose File button, then click the **Upload** button. The upload may take a few seconds. After it is done, you will see a message saying, 'Your file upload was successful.'

Note: You may need to navigate to another screen to see your uploaded file in the View/Import Uploaded File(s) table.



Import Data

1. Once the uploaded files are displayed in the View/Import Uploaded File(s) table, you may import the data. Select at least one fund (or funds) box for the funds in the file type you want to import. Click the **Import Data** button. The import may take a few seconds. After it is done, you will see a message display 'Your import was successful.' Repeat to import the other budget type file data.

Note: To view the data in the import file, click on the [View File](#) hyperlink in the Download column.

2. To import enrollment estimate data from the F-203 application, click the **Import Estimate Data** button. The import may take a few seconds. After it is done, you will see a message display 'Estimate data imported successfully.'

Note: You must have entered F-203 estimate data and the F-203 estimate must have a status of 'Ready for ESD Review' before you can import data into the F-195

The screenshot shows the 'Import Data (F-195)' page for Battle Ground School District. It features an 'Upload New File' section with a 'Choose File' button and an 'Upload' button. Below this is a table titled 'View/Import Uploaded File(s)' with columns for Action, Type, Status, Fund(s), File Date, File Name, and Download. Two rows are visible: one for Salary Data and one for Budget Data. The 'Import Data' button is highlighted in the first row. At the bottom, there is an 'Import Estimate Data' section with an 'Import Estimate Data' button.

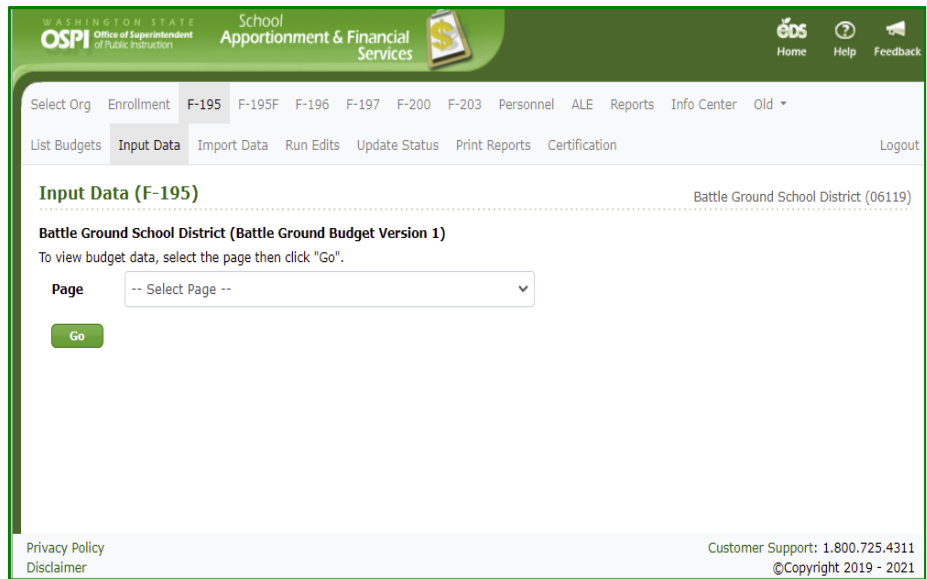
The screenshot shows the 'Import Data (F-195)' page for Battle Ground School District. It features an 'Upload New File' section with a 'Choose File' button and an 'Upload' button. Below this is a table titled 'View/Import Uploaded File(s)' with columns for Action, Type, Status, Fund(s), File Date, File Name, and Download. Two rows are visible: one for Salary Data and one for Budget Data. The 'Import Estimate Data' button is highlighted in the bottom section.

Input Data (SD Users)

1. Click on the **Input Data** tab in the secondary navigation bar to go to the Input Data screen. Select the page you want in the page dropdown and click **Go** to bring up that page.

Note: This user manual describes these pages in the order they appear in the dropdown. You do not need to enter data in this order.

Note: Fields with a gray background are display only and show calculated totals.

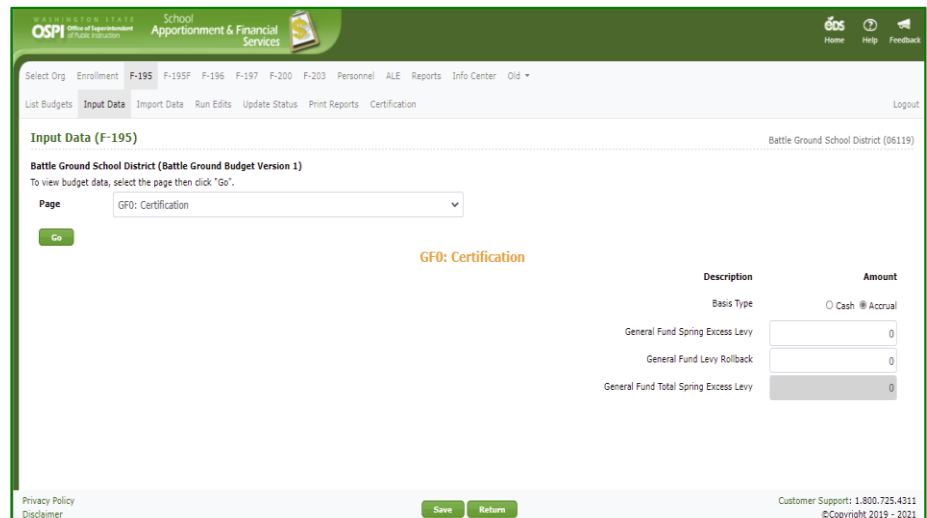


GFO: Certification

2. On GFO: Certification, indicate whether you are using the **Cash** or **Accrual** basis of accounting. (Accrual is selected by default.) Enter the spring levy amounts and any rollback amounts. Click Save.

You may select another page from the dropdown at any time. Clicking the Return button goes back to the blank Input Data screen.

Note: Data calculations are made when you do a save. It may take a few seconds to perform the calculations and save the data (particularly in the General Fund).

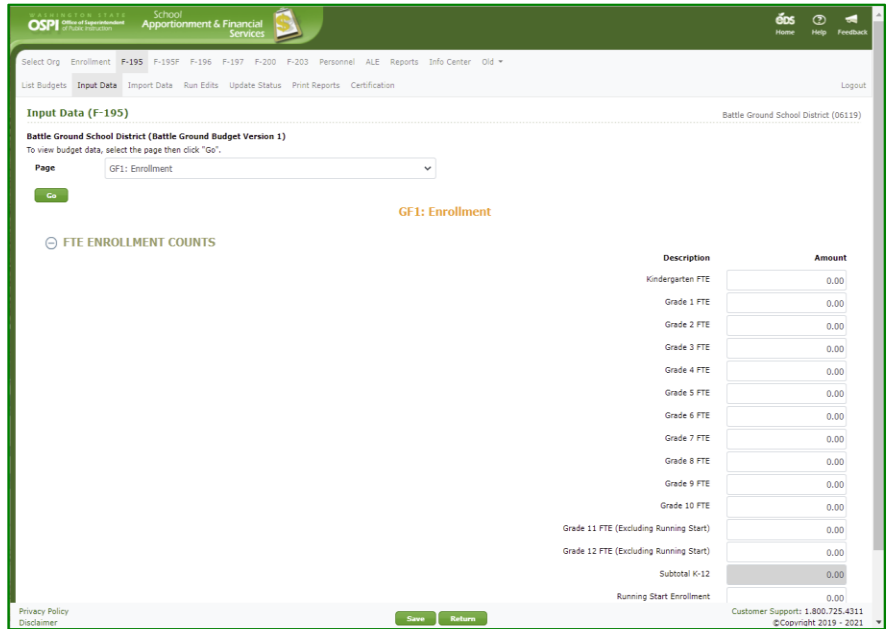


GF1: Enrollment

- On GF1: Enrollment, review and update the enrollment data imported from the F- 203 application. If you make any changes, be sure to click Save. Click the Return button to clear the screen, to select another page.

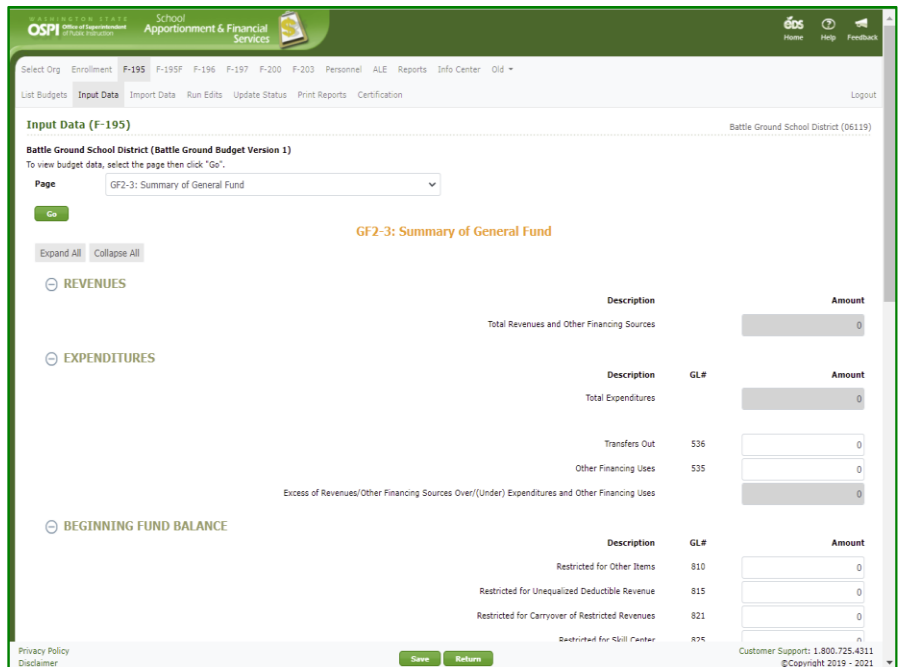
Note: Use the Tab key to move forward through the screen fields. Use Shift+Tab to move backward. You can save data by pressing Alt+S.

Note: You must have entered F-203 estimate data and the F-203 estimate must have a status of 'Ready for ESD Review' in order to see the enrollment data.



GF2-3: Summary of General Fund

- On GF2-3: Summary of General Fund, enter transfer amounts, other financing uses, and the beginning and ending fund balances. Click Save.



GF4-7: Revenues

- On GF4-7: Revenues, enter or update the revenue amounts for the General Fund. Click Save.

Note: Amounts for Revenue Number 1100 and 1500 come from the Excess Levy Worksheet.

Input Data (F-195) Battle Ground School District (06119)

Battle Ground School District (Battle Ground Budget Version 1)
To view budget data, select the page then click "Go".

Page: GF4-7: Revenues

Go

GF4-7: Revenues

Expand All Collapse All

LOCAL TAXES

Description	Rev#	Amount
Local Property Tax	1100	0
Sale of Tax Title Property	1300	0
Local in Lieu of Taxes	1400	0
Timber Excise Tax	1500	0
County-Administered Forests	1600	0
Other Local Taxes	1900	0
Total Local Taxes	1000	0

LOCAL SUPPORT NONTAX

Description	Rev#	Amount
Tuition and Fees - Unassigned	2100	0
Special Education-Infants and Toddlers-Tuition and Fees	2122	0
Secondary Vocational Education - Tuition and Fees	2131	0
Skill Center - Tuition and Fees	2145	0

Save Return

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Note: Click the **Collapse All** button to quickly collapse screen to view only section titles so you may select the specific section you want to view by clicking on the '+' in front of the title. Click the **Expand All** button to expand and view all sections again.

Input Data (F-195) Battle Ground School District (06119)

Battle Ground School District (Battle Ground Budget Version 1)
To view budget data, select the page then click "Go".

Page: GF4-7: Revenues

Go

GF4-7: Revenues

Expand All Collapse All

- LOCAL TAXES
- LOCAL SUPPORT NONTAX
- STATE, GENERAL PURPOSE
- STATE, SPECIAL PURPOSE
- FEDERAL, GENERAL PURPOSE
- FEDERAL, SPECIAL PURPOSE
- REVENUES FROM OTHER SCHOOL DISTRICTS
- REVENUES FROM OTHER ENTITIES
- OTHER FINANCING SOURCES
- TOTAL REVENUES AND OTHER FINANCING SOURCES

Save Return

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GF9-XX: Program Matrix

- On GF9-XX: Program Matrix, use the *Program* dropdown to select the program you want, then click **Go**. Enter or update values on the screen. Be sure to click **Save** before going to the next program.

Note: Values for Object 2 and Object 3 come from the Salary Exhibit screens.

The screenshot displays the 'GF9-XX: Program Matrix' interface for '01 - Basic Education'. The page includes a navigation bar with options like 'List Budgets', 'Input Data', 'Import Data', 'Run Edits', 'Update Status', 'Print Reports', and 'Certification'. Below the navigation, there are dropdown menus for 'Page' (set to 'GF9-XX: Program Matrices') and 'Program' (set to '01 - Basic Education'). A 'Go' button is present. The main content area is a table with the following columns: Total, Debit Transfer (0), Credit Transfer (1), Cert. Salaries (2), Class. Salaries (3), Employee Benefits (4), Supplies / Materials (5), Purchased Services (7), Travel (8), and Capital Outlay (9). The table lists various budget items, all with a value of 0. A 'TOTAL' row is at the bottom, also showing 0 for all categories. At the bottom of the page, there are 'Save' and 'Returns' buttons, and a footer with 'Privacy Policy', 'Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2021'.

	Total	Debit Transfer (0)	Credit Transfer (1)	Cert. Salaries (2)	Class. Salaries (3)	Employee Benefits (4)	Supplies / Materials (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)
21 - Supv Inst	0	0		0	0	0	0	0	0	0
22 - Lrn Resrc	0	0		0	0	0	0	0	0	0
23 - Princ Off	0	0		0	0	0	0	0	0	0
24 - Guid/Coun	0	0		0	0	0	0	0	0	0
25 - Pupil M/S	0	0		0	0	0	0	0	0	0
26 - Health	0	0		0	0	0	0	0	0	0
27 - Teaching	0	0		0	0	0	0	0	0	0
28 - Extracur	0	0		0	0	0	0	0	0	0
29 - Prnt to SD	0							0		
31 - InstProDev	0	0		0	0	0	0	0	0	0
32 - Inst Tech	0	0		0	0	0	0	0	0	0
33 - Curriculum	0	0		0	0	0	0	0	0	0
34 - Prof Lrng St	0	0		0	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0	0	0	0	0

GF9-XX-XXX: Salary Exhibits

- On GF9-XX-XXX: Salary Exhibits, use the *Program* dropdown to select the program, and click either **Certificated** or **Classified** to select the type of salary you are entering, then click **Go**.

To add Certificated salary data, use the *Duty Code/Title of Position* dropdown to select the duty code, and then enter the FTE, High, Low and Total Annual Salary. Click the **Add Row** button to add a new row for the duty code. Click Save.

Note: The Average salary is calculated for you:

$$\text{Total Annual Salary} / \text{FTE}$$

To add Classified salary data, use the *Duty Code/Title of Position* dropdown to select the duty code, and then enter the FTE, No. of Hours, High and Low Hourly Rate, and Total Annual Salary, Annual Rate Salary, and Annual Local Salary. Use the Add New hyperlink to add a new row for data. Click Save.

Note: The Average salary is calculated for you:

$$\text{Total Annual Salary} / \text{Hours}$$

GF13: Excess Levy Worksheet

- On GF13: Excess Levy Worksheet, enter the property tax levy amounts, collection percent, and timber excise taxes. Click Save.

Note: The Spring Excess Levy Amount comes from the GFO: Certification page. Use that page if you need to update this amount.

The screenshot shows the 'Input Data (F-195)' page for Battle Ground School District. The page title is 'GF13: Excess Levy Worksheet'. It contains two main sections: 'Local Property Tax Collections' and 'Timber Excise Tax'.

Local Property Tax Collections					
	Excess Levy Amount	Estimated Timber Levy	Net Levy Amount	Collection %	Amount Budgeted
Fall 2019	0	0	0	0.00	0
Spring 2020	0	0	0	0.00	0
LOCAL PROPERTY TAX (1100)					0

Timber Excise Tax					
	Timber Assessed Valuation	Dollars Per Thousand	Estimated Timber Levy	Collection %	Amount Budgeted
Fall 2019	0	0.000	0	0.00	XXXXXX
Spring 2020	0	0.000	0	100.00	0
TIMBER EXCISE TAX (1500)					0

GF14: Long-term Financing

- On GF14: Long-term Financing, enter any prior year or current year contracts. Click the **Add Row** button to add a row for data. Enter the Asset title, length of contract, and balances. Click Save.

The screenshot shows the 'Input Data (F-195)' page for Battle Ground School District. The page title is 'GF14: Long-Term Financing'. It contains two main sections: 'Assets Purchased in Prior Years' and 'New Contracts'.

Assets Purchased in Prior Years					
Asset	Length of Contract (in months)	Outstanding Balance at Sept. 1, 2019	Principal Payments in FY 2019-2020	Interest Payments in FY 2019-2020	Outstanding Balance at Aug. 31, 2020
	0	0	0	0	0
Totals					0

New Contracts					
Asset	Length of Contract (in months)	Total Amount of Contract Purchase Less Down Pmts.	Down Pmts. & Prin. Pmts. in FY 2019-2020	Interest Payments in FY 2019-2020	Long-Term Financing Rev. Acct.9500
		0	0	0	0
Totals					0

ASB1: Summary of ASB

10. On ASB1: Summary of ASB, enter revenues and expenditures for the ASB Fund. Click Save.

Note: Click the **Collapse All** button to quickly collapse screen to view only section titles so you may select the specific section you want to view by clicking on the '+' in front of the title. Click the **Expand All** button to expand and view all sections again.

The screenshot shows the 'ASB1: Summary of ASB' page in the OSPI School Apportionment & Financial Services system. The page is for the 'Battle Ground School District (06119)'. It features a navigation menu at the top with options like 'Select Org', 'Enrollment', and 'F-195'. Below the navigation, there are buttons for 'Expand All' and 'Collapse All'. The main content area is divided into two sections: 'REVENUES' and 'EXPENDITURES'. Each section contains a table with columns for 'Description' and 'Amount'. The 'REVENUES' section includes rows for 'General Student Body', 'Athletics', 'Classes', 'Clubs', and 'Private Moneys', with a total row for 'Total Revenues and Other Financing Sources'. The 'EXPENDITURES' section has a similar structure with rows for 'General Student Body', 'Athletics', 'Classes', 'Clubs', and 'Private Moneys'. At the bottom of the page, there are 'Save' and 'Return' buttons, along with a footer containing 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

Description	Amount
General Student Body	0
Athletics	0
Classes	0
Clubs	0
Private Moneys	0
Total Revenues and Other Financing Sources	0

Description	Amount
General Student Body	0
Athletics	0
Classes	0
Clubs	0
Private Moneys	0
Total Expenditures	0

DS1: Summary of Debt Service

11. On DS1: Summary of Debt Service, enter expenditures, and beginning and ending fund balances for the Debt Service Fund. Click Save.

Note: Click the **Collapse All** button to quickly collapse screen to view only section titles so you may select the specific section you want to view by clicking on the '+' in front of the title. Click the **Expand All** button to expand and view all sections again.

The screenshot shows the 'DS1: Summary of Debt Service' page. It includes a navigation menu at the top with options like 'Select Org', 'Enrollment', and 'F-195'. Below the navigation, there are buttons for 'Expand All' and 'Collapse All'. The main content area is divided into three sections: REVENUES, EXPENDITURES, and BEGINNING FUND BALANCE. Each section has a table with columns for Description, GL#, and Amount. The REVENUES section shows 'Total Revenues and Other Financing Sources' with an amount of 0. The EXPENDITURES section shows various items like 'Matured Bond Expenditures', 'Interest on Bonds', etc., all with amounts of 0. The BEGINNING FUND BALANCE section shows 'Restricted for Other Items' with an amount of 0. At the bottom, there are 'Save' and 'Return' buttons.

DS2: Revenues

12. On DS2: Revenues, enter or update the revenue amounts for the Debt Service Fund. Click Save.

Note: Amounts for Revenue Number 1100 and 1500 come from the Excess Levy Worksheet.

The screenshot shows the 'DS2: Revenues' page. It includes a navigation menu at the top with options like 'Select Org', 'Enrollment', and 'F-195'. Below the navigation, there are buttons for 'Expand All' and 'Collapse All'. The main content area is divided into three sections: LOCAL TAXES, LOCAL SUPPORT NONTAX, and STATE GENERAL PURPOSE. Each section has a table with columns for Description, Rev#, and Amount. The LOCAL TAXES section shows items like 'Local Property Tax' (Rev# 1100, Amount 0), 'Sale of Tax Title Property' (Rev# 1300, Amount 0), etc. The LOCAL SUPPORT NONTAX section shows 'Investment Earnings' (Rev# 2300, Amount 0), 'Rentals and Leases' (Rev# 2700, Amount 0), etc. The STATE GENERAL PURPOSE section shows 'State Forests' (Rev# 3600, Amount 0), 'Other State General Purpose, Unassigned' (Rev# 3900, Amount 0). At the bottom, there are 'Save' and 'Return' buttons.

DS3: Excess Levy Worksheet

- On DS3: Excess Levy Worksheet, enter the property tax levy amounts, collection percentages, and timber excise taxes. Click Save.

Local Property Tax Collections

	Excess Levy Amount	Estimated Timber Levy	Net Levy Amount	Collection %	Amount Budgeted
Fall 2019	0	0	0	0.00	0
Spring 2020	0	0	0	0.00	0
LOCAL PROPERTY TAX (1100)					0

Timber Excise Tax

	Timber Assessed Valuation	Dollars Per Thousand	Estimated Timber Levy	Collection %	Amount Budgeted
Fall 2019	0	0.000	0	0.00	XXXXXX
Spring 2020	0	0.000	0	100.00	0
TIMBER EXCISE TAX (1500)					0

DS4: Outstanding Bonds

- On DS4: Outstanding Bonds, enter details for any voted or non-voted bonds. Click the **Add Row** button to add a new row. Then enter the issue date, issue amount and outstanding balance. Click Save.

VOTED BONDS

Date of Issue (MM/DD/YYYY)	Amount of Original Issue	Estimated Amt. Outstanding Sept. 1, 2019
<input type="text"/>	0	0
VOTED BONDS TOTALS	0	0

NONVOTED BONDS

Date of Issue (MM/DD/YYYY)	Amount of Original Issue	Estimated Amt. Outstanding Sept. 1, 2019
<input type="text"/>	0	0
NONVOTED BONDS TOTALS	0	0

TOTAL ALL BONDS

Amount of Original Issue	Estimated Amt. Outstanding Sept. 1, 2019
0	0
TOTAL ALL BONDS	0

CP1-2: Summary of Capital Projects

15. On CP1-2: Summary of Capital Projects, enter any transfers and the beginning and ending fund balances for the Capital Projects fund. Click Save.

Note: Click the **Collapse All** button to quickly collapse screen to view only section titles so you may select the specific section you want to view by clicking on the '+' in front of the title. Click the **Expand All** button to expand and view all sections again.

CP1-2: Summary of Capital Projects

Section	Description	GL#	Amount
REVENUES	Total Revenues and Other Financing Sources		0
EXPENDITURES	Total Expenditures		0
	Transfers Out	536	0
	Other Financing Uses	535	0
	Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses		0
BEGINNING FUND BALANCE	Restricted for Other Items	810	0
	Restricted for Skill Center	825	0
	Restricted for Debt Service	830	0
	Restricted for Arbitrage Rebate	835	0
	Nonspendable Fund Balance-Inventory & Prepaid Items	840	0
	Restricted for Uninsured Risks	850	0
	Restricted from Bond Proceeds	861	0

CP3-4: Revenues

16. On CP3-4: Revenues, enter or update the revenue amounts for the Capital Projects fund. Click Save.

Note: Amounts for Revenue Number 1100 and 1500 come from the Excess Levy Worksheet.

CP3-4: Revenues

Section	Description	Rev#	Amount
LOCAL TAXES	Local Property Tax	1100	0
	Sale of Tax Title Property	1300	0
	Local in Lieu of Taxes	1400	0
	Timber Excise Tax	1500	0
	County-Administered Forests	1600	0
	Other Local Taxes	1900	0
	Total Local Taxes	1000	0
LOCAL SUPPORT NONTAX	Sales of Goods, Supplies and Services, Unassigned	2200	0
	Investment Earnings	2300	0
	Interfund Loan Interest Earnings	2400	0
	Gifts and Donations	2500	0
	Fines and Damages	2600	0
	Rentals and Leases	2700	0
	Insurance Recoveries	2800	0
	Local Support Nontax, Unassigned	2900	0

CP5: Excess Levy Worksheet

17. On CP5: Excess Levy Worksheet, enter the property tax levy amounts, collection percentages, and timber excise taxes. Click Save.

The screenshot shows the 'Input Data (F-195)' page for Battle Ground School District (06119). The page title is 'CP5: Excess Levy Worksheet'. It contains two main sections: 'Local Property Tax Collections' and 'Timber Excise Tax'.

	Excess Levy Amount	Estimated Timber Levy	Net Levy Amount	Collection %	Amount Budgeted
Fall 2019	0	0	0	0.00	0
Spring 2020	0	0	0	0.00	0
LOCAL PROPERTY TAX (1100)					

	Timber Assessed Valuation	Dollars Per Thousand	Estimated Timber Levy	Collection %	Amount Budgeted
Fall 2019	0	0.000	0	0.00	XXXXXX
Spring 2020	0	0.000	0	100.00	0
TIMBER EXCISE TAX (1500)					

Buttons: Save, Return. Footer: Privacy Policy Disclaimer, Customer Support: 1.800.725.4311, ©Copyright 2019 - 2021.

CP6: Description of Projects

18. On CP6: Description of Projects, update the data or click the **Add Row** button to add a new row. Enter a description for the project and its expenditures. Click Save.

Note: You do not need to enter a project number.

The screenshot shows the 'Input Data (F-195)' page for Battle Ground School District (06119). The page title is 'CP6: Description of Projects'. It features a table for project descriptions and expenditures.

Project Description	Total	Sites (10)	Buildings (20)	Equipment (30)	Instruction Technology (35)	Energy (40)	Sale & Lease Expend. (50)	Bond Iss. Expend. (60)	Debt Principal (91)	Debt Interest (92)	Arbitrage Rebate (93)
	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0

Buttons: Add Row, Save, Return. Footer: Privacy Policy Disclaimer, Customer Support: 1.800.725.4311, ©Copyright 2019 - 2021.

CP7-8: Salary Exhibits

19. On CP7-8: Salary Exhibits, enter salary details for the Capital Projects Fund. For certificated staff, use the *Duty Code/Title of Position* dropdown to select the duty code. Then enter FTE, High and Low Annual Salary Rates, and Total Annual Salary. When you click Save, the Average salary is auto calculated. Click the **Add Row** button to add a new row for the duty code. Click Save.

For classified staff, use the *Duty Code/Title of Position* dropdown to select the duty code. Then enter FTE, No. of Hours, High and Low Hourly Rates, and Total Annual Salary. When you click save the Average salary is calculated automatically. Click Save. Click the **Add Row** button to add a new row for entering data.

The screenshot shows the 'CP7-8: Salary Exhibits' page for Battle Ground School District. The page is titled 'Input Data (F-195)' and includes a navigation menu at the top. The main content area is divided into two sections: 'CERTIFICATED - ANNUAL SALARY RATES' and 'CLASSIFIED - HOURLY SALARY RATES'. Each section has a table with columns for Duty Code/Title of Position, FTE, High, Low, Average, Total Annual Salary, Annual State Salary, and Annual Local Salary. The 'Certificated Total' row shows FTE of 0.000 and Total Annual Salary of 0.000. The 'Classified Total' row shows FTE of 0.000 and Total Annual Salary of 0.000. There are 'Add Row', 'Save', and 'Return' buttons visible.

CERTIFICATED - ANNUAL SALARY RATES							
Duty Code/Title of Position	FTE	High	Low	Average	Total Annual Salary	Annual State Salary	Annual Local Salary
-- Select --	0.000	0	0	0.00	0	0	0
Add Row							
Certificated Total							
	0.000				0	0	0

CLASSIFIED - HOURLY SALARY RATES								
Duty Code/Title of Position	FTE	No. Hours	High	Low	Average	Total Annual Salary	Annual State Salary	Annual Local Salary
-- Select --	0.000	0.00	0.00	0.00	0.00	0	0	0
Add Row								
Classified Total								
	0.000					0	0	0

CP9: Long-term Financing

20. On CP9: Long-term Financing, enter any prior year or current year contracts. Click the **Add Row** button to add a row for data. Enter the Asset title, length of contract, and balances. Click Save.

TVF1-2: Summary of Trans. Vehicle

21. On TVF1-2: Summary of Trans. Vehicle, enter or update revenues, expenditures, and beginning and ending fund balances for the Transportation Vehicle Fund. Click Save.

Note: Amounts for Revenue Number 1100 and 1500 come from the Excess Levy Worksheet.

TVF3: Excess Levy Worksheet

22. On TVF3: Excess Levy Worksheet, enter the property tax levy amounts, collection percentages, and timber excise taxes. Click Save.

The screenshot shows the 'Input Data (F-195)' page for Battle Ground School District (06119). The page title is 'TVF3: Excess Levy Worksheet'. It contains two main sections: 'Local Property Tax Collections' and 'Timber Excise Tax'.

Local Property Tax Collections

	Excess Levy Amount	Estimated Timber Levy	Net Levy Amount	Collection %	Amount Budgeted
Fall 2019	0	0	0	0.00	0
Spring 2020	0	0	0	0.00	0
LOCAL PROPERTY TAX (1100)					0

Timber Excise Tax

	Timber Assessed Valuation	Dollars Per Thousand	Estimated Timber Levy	Collection %	Amount Budgeted
Fall 2019	0	0.000	0	0.00	XXXXXX
Spring 2020	0	0.000	0	100.00	0
TIMBER EXCISE TAX (1500)					0

At the bottom of the page, there are 'Save' and 'Return' buttons, and a footer with 'Privacy Policy Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2021'.

TVF4: Long-term Financing

23. On TVF4: Long-term Financing, enter any prior year or current year contracts. Click the **Add Row** button to add a row for data. Enter the Asset title, length of contract, and balances. Click Save.

The screenshot shows the 'Input Data (F-195)' page for Battle Ground School District (06119). The page title is 'TVF4: Long-Term Financing'. It contains two main sections: 'Assets Purchased in Prior Years' and 'New Contracts'.

Assets Purchased in Prior Years

Asset	Length of Contract (in months)	Outstanding Balance at Sept. 1, 2019	Principal Payments in FY 2019-2020	Interest Payments in FY 2019-2020	Outstanding Balance at Aug. 31, 2020
	0	0	0	0	0
Totals		0	0	0	0

New Contracts

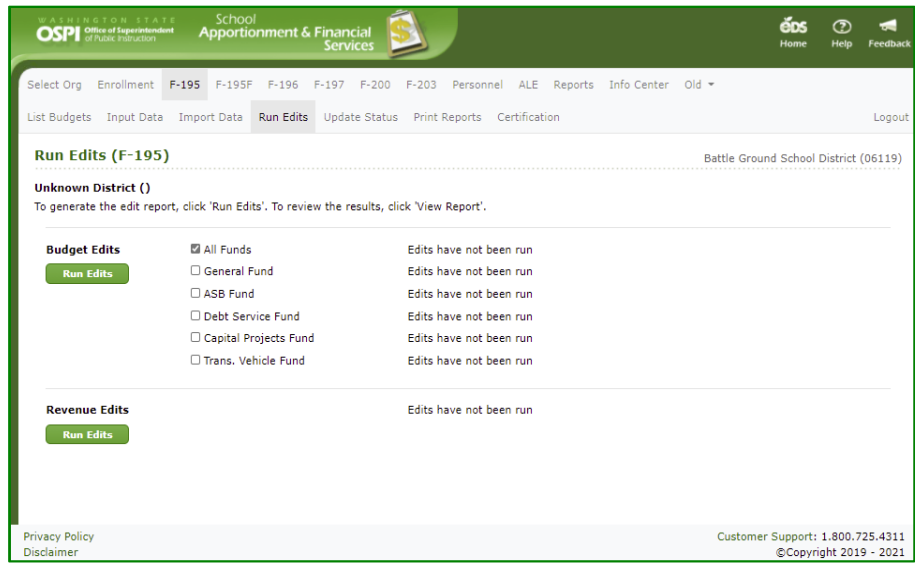
Asset	Length of Contract (in months)	Total Amount of Contract Purchase Less Down Pmts.	Down Pmts. & Prin. Pmts. in FY 2019-2020	Interest Payments in FY 2019-2020	Long-Term Financing Rev. Acct.9500
Totals		0	0	0	0

At the bottom of the page, there are 'Save' and 'Return' buttons, and a footer with 'Privacy Policy Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2021'.

Run Edits (SD Users)

1. After you have entered all the data, go to the Run Edits screen by clicking the **Run Edits** tab in the secondary navigation bar. You can run budget edits for all funds or for one or more individual funds. You can also run revenue edits.

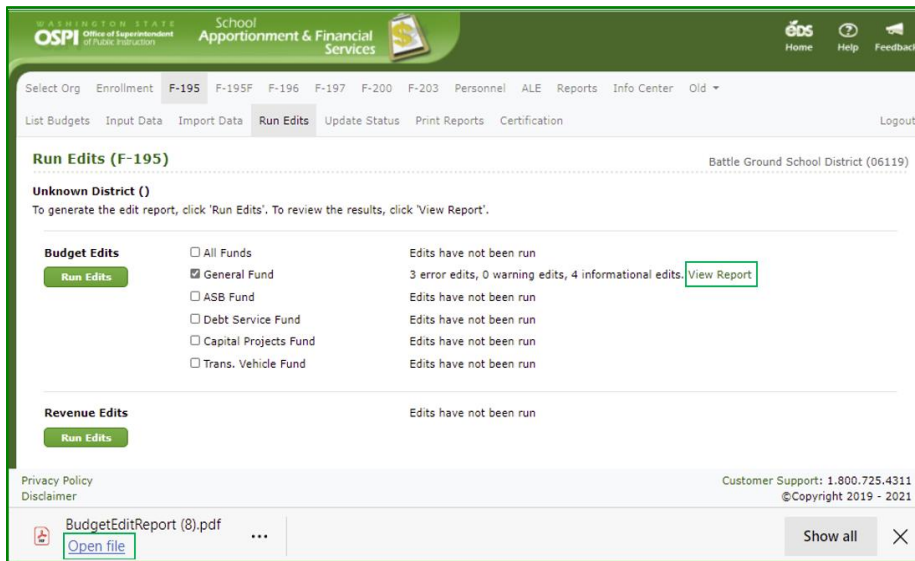
Note: You can run edits at any time. This can be done after importing data, or it can be done later.



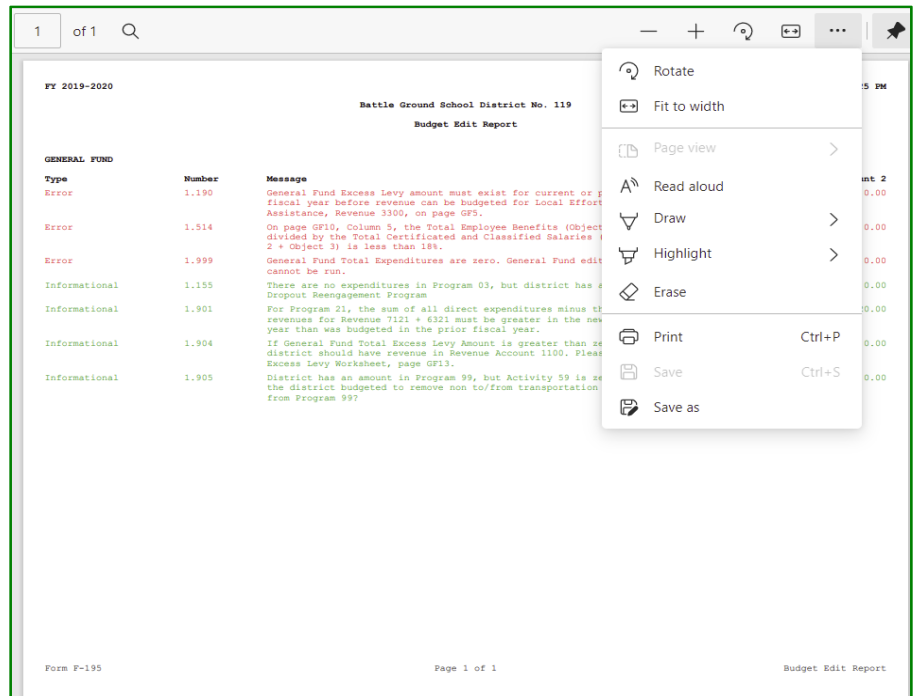
2. To run Budget Edits for the General Fund, check the box for *General Fund* and click the top **Run Edits** button. It may take a few seconds for edits to run. After they do, the status column will show the number of information and error edits found.

To see the results, click the View Report hyperlink. It may take another few seconds for the report to download. Click the Open File hyperlink to view.

Note: Whenever data has been changed in a budget, the Run Edits status will be set back to 'Edits has not been run' for that budget.



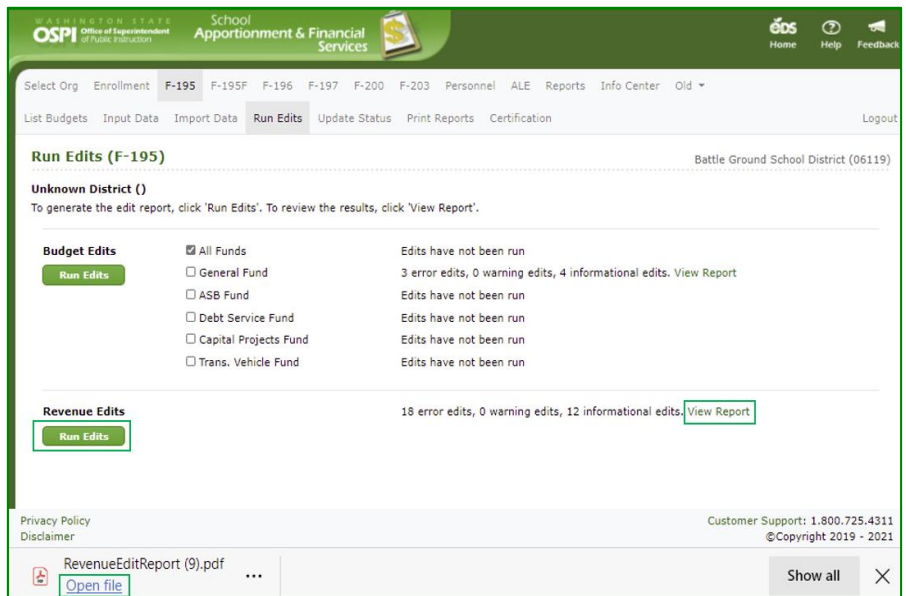
- The edit report opens as a PDF. You may save the report or print using the options by clicking the ellipse (...) in the upper right-hand corner of the PDF screen.



- To run Revenue edits, click the **Run Edits** button for that section.

Note: You must have entered F-203 estimate data and the F-203 estimate must have a status of 'Ready for ESD Review' in order to run Revenue Edits.

- To view the results, click the View Report hyperlink. It may take another few seconds for the report to download. Click Open File to view.



When the PDF opens, as described above, you may save the report or print using the options by clicking the ellipse (...) in the upper right-hand corner of the PDF screen.

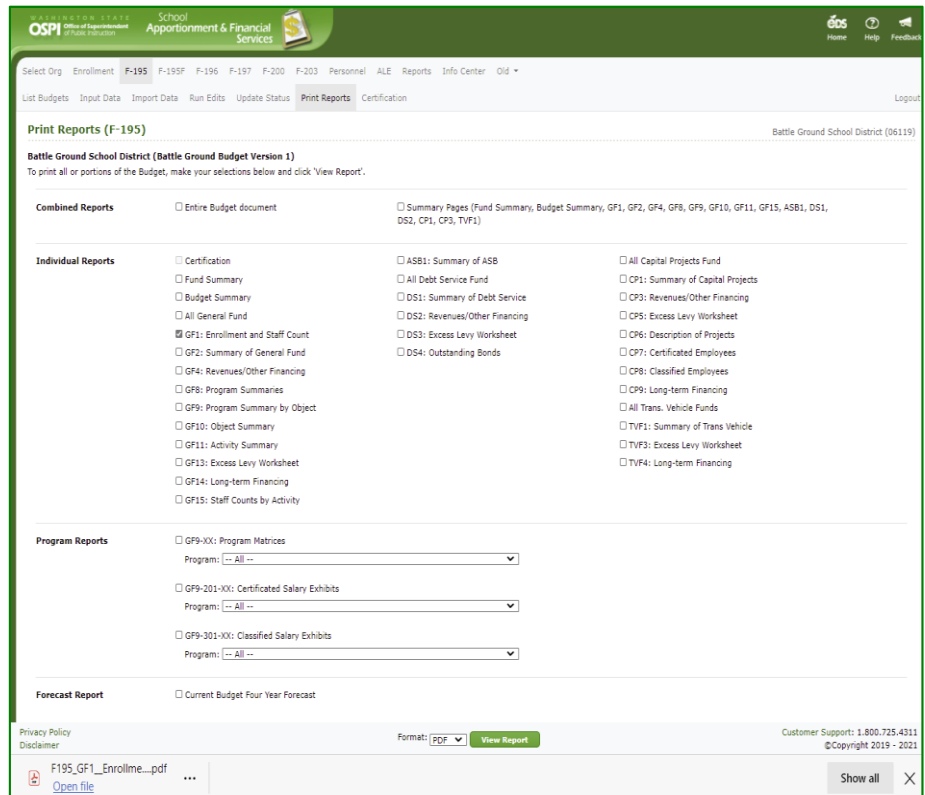
Print the Budget (SD Users)


- To print the budget, click the **Print Reports** tab in the secondary navigation bar. You can print the entire budget, the summary pages, or one or more individual pages. Check the box or boxes you want and click the **View Report** button.

It may take some time for the report to download.


Click Open File hyperlink to view the PDF report.

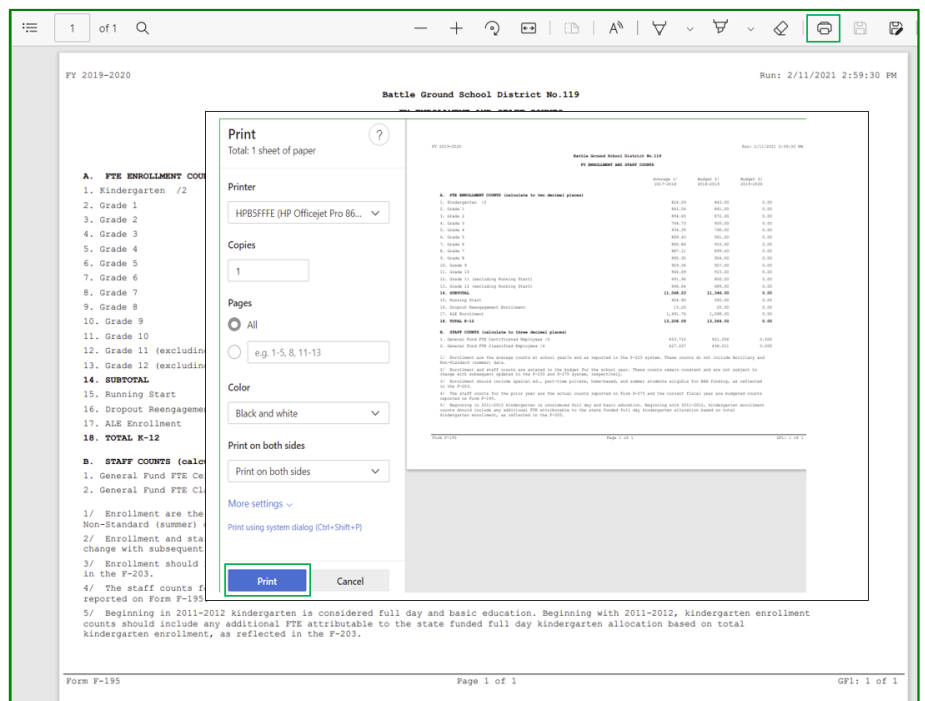
Note: The Certification page cannot be viewed or printed until the ESD has set the budget status to 'Ready for OSPI Review'.



- To print the report, click the print icon  at the top right of the PDF viewer frame. In the pop-up Print screen, you can select the printer, page range, and number of copies. Click **Print**.

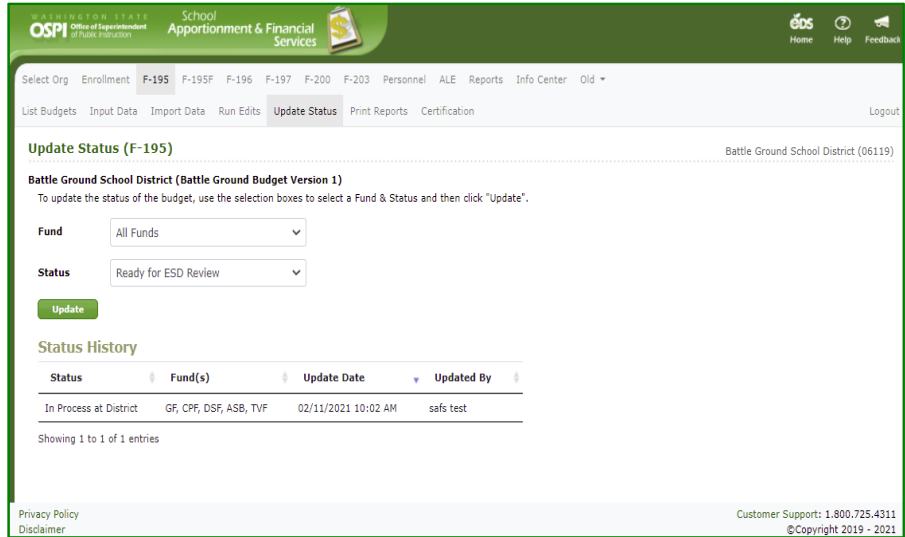
If multiple reports were selected, all reports will be displayed in one PDF report.

- To save the report, click the Save icon  at the top right of the PDF viewer.

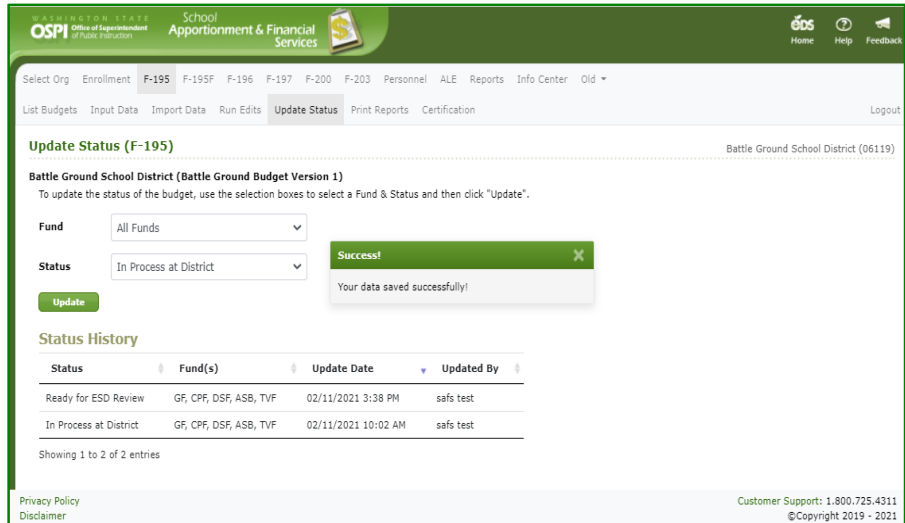


Update the Status (SD Users)

1. When you are ready for the ESD to review your budget, click the **Update Status** tab in the secondary navigation bar. The Status History section displays a separate row to show each prior status, the fund(s) changed to this status, the date the status was changed, and the name of the user who made the change.



2. To update the status, select the All Funds (or an individual fund) from the *Fund* dropdown, and select status from the *Status* dropdown. In this example, the only status choice available is 'Ready for ESD Review'. Click the **Update** button. After the status is updated, a success message appears, and new row displays in the Status History with this updated information.



Note: You can send an individual fund to the ESD for review while you continue working with other funds.

Select a Budget (SD Users)

1. After updating the status, you can return to the **List Budget** screen. The current status displays 'Ready for ESD Review'.

The screenshot shows the 'List Budgets' interface for the 'F-195' fund. The header includes the OSPI logo and navigation links for Home, Help, and Feedback. The main content area displays a table with the following data:

Action	Title	Budget Status	Certification Status	Fund(s)	Fiscal Year
Go Copy	Battle Ground Budget Version 1	Ready for ESD Review	Not Started	All	2019-2020

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. The footer contains a Privacy Policy Disclaimer and Customer Support information: 1.800.725.4311, ©Copyright 2019 - 2021.

2. To go back into the budget, click the Go button. If all funds are 'Ready for ESD Review' or higher status, the **View Data** screen will display. You can view the budget data but cannot make any changes.

Note: If you need to make a correction before the ESD begins its review, you must go back to the Update Status screen to change the status back to 'In Process at District'. After the change is made, then change the status back to 'Ready for ESD Review'.

The screenshot shows the 'View Data' interface for the 'F-195' fund. The header is consistent with the previous screenshot. The main content area displays the following information:

View Data (F-195) Battle Ground School District (06119)

Battle Ground School District (Battle Ground Budget Version 1)

To view budget data, select the page then click "Go".

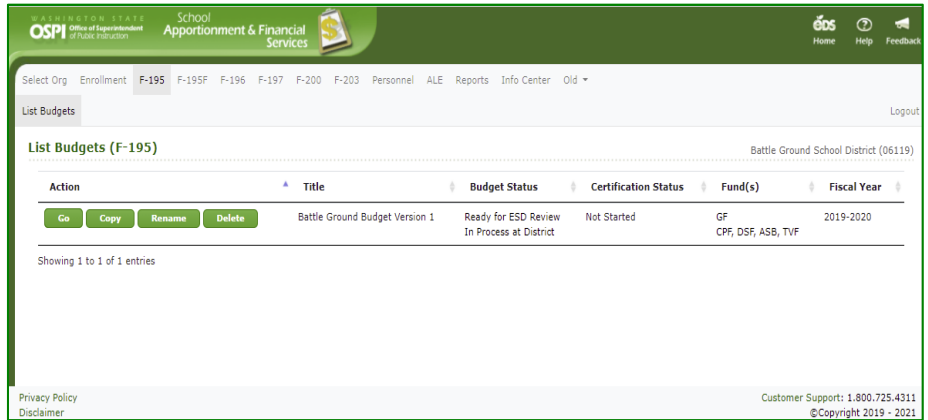
Page:

[Go](#)

The footer contains a Privacy Policy Disclaimer and Customer Support information: 1.800.725.4311, ©Copyright 2019 - 2021.

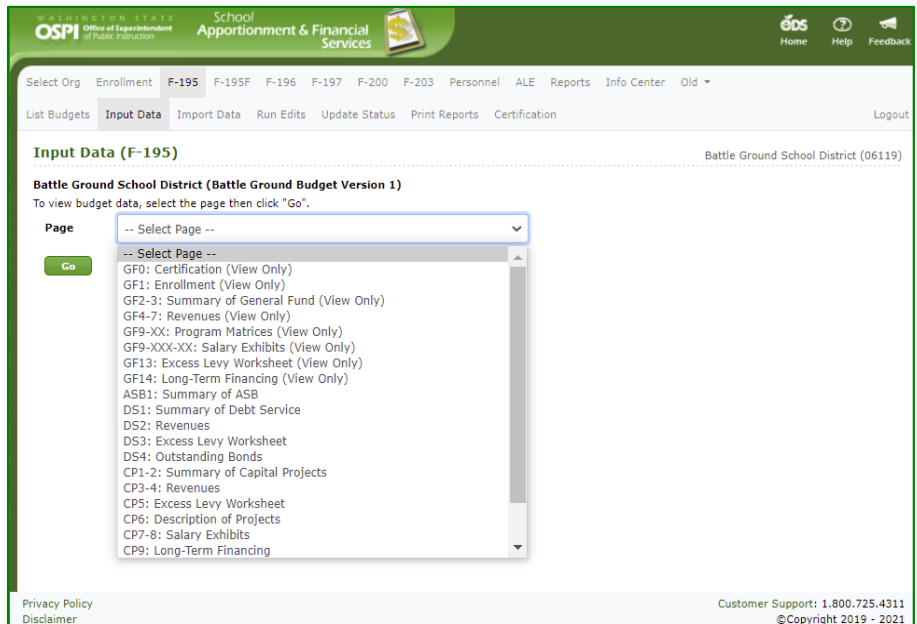
- If you have funds in different statuses, the List Budget screen will show the statuses and the funds in each status.

Note: You can have funds in different statuses so long as the status is not 'Ready for OSPI Review'.



- To go into the budget document, click the Go button. You will be taken to the **Input Data** screen. You will see the same list of input screens in the page dropdown, but for any fund that is not 'In Process at District' you will only be able to view data and not make any changes.

Note: The page dropdown will show you which screens are view only.



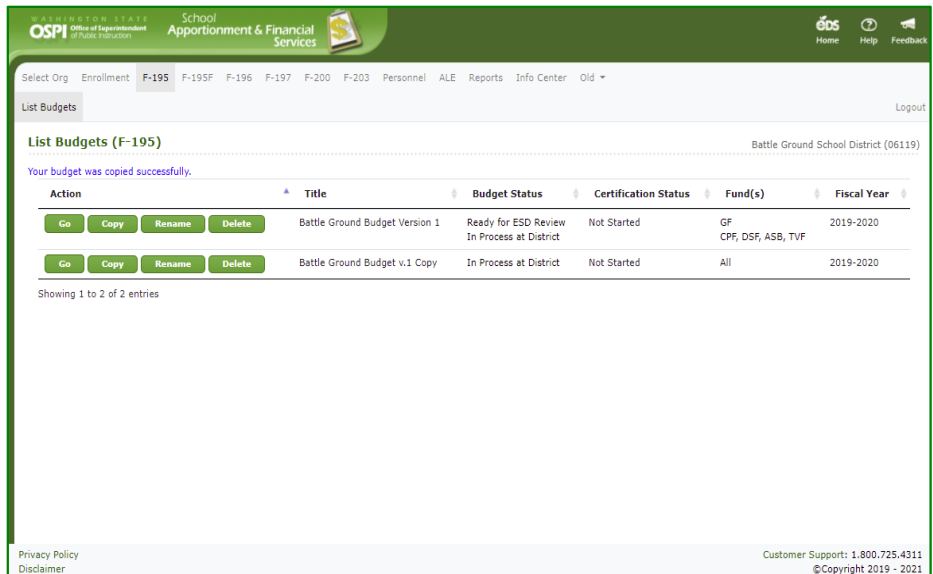
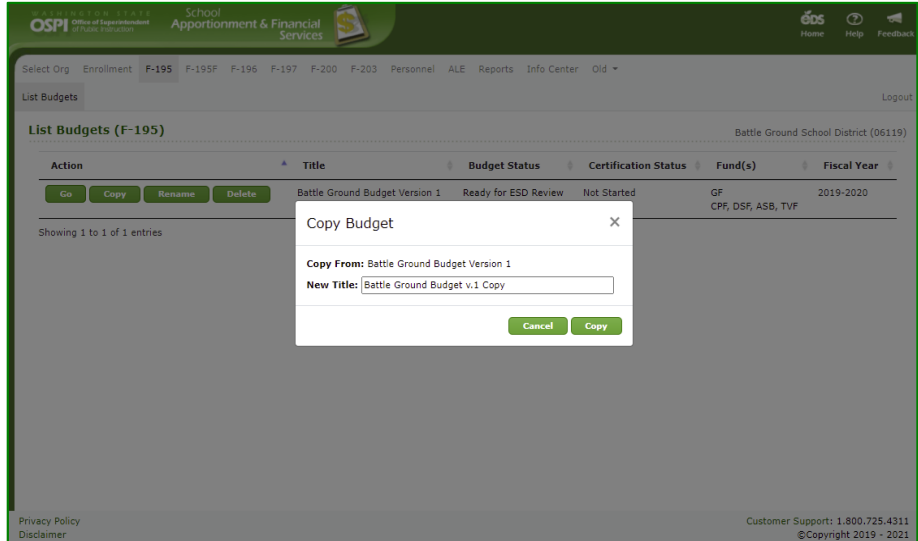
Copy a Budget (SD Users)

1. If you need to develop different versions of the budget, you can make a copy of an existing budget, as long as the status is not 'Ready for OSPI Review' or higher. To make a copy, click the **Copy** button for the budget document on the **List Budget** screen.
2. A Copy Budget pop-up window opens, enter the new title (it must be unique), then click the **Copy** button.

Note: Click the **Cancel** button if you decide not to make a copy.

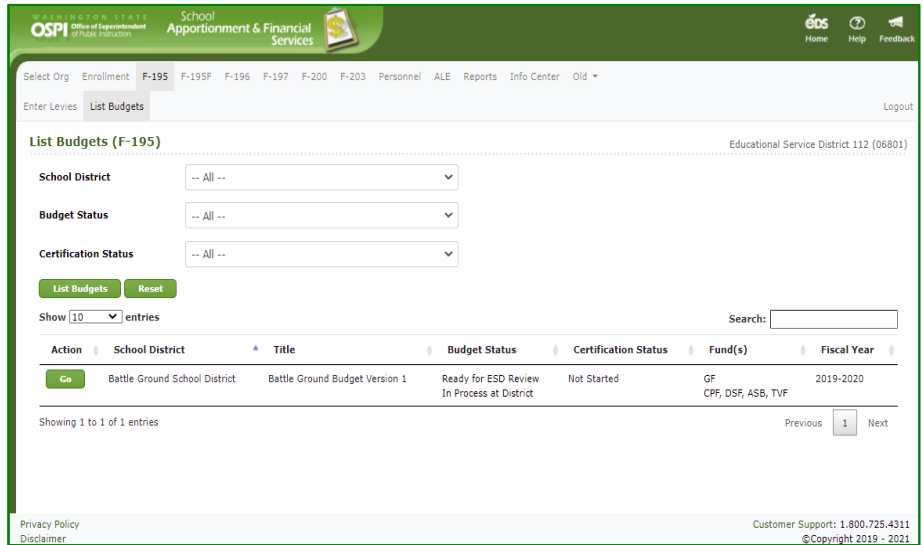
3. The new copy will display on the List Budget screen. Its status will still be 'In Process at District'. You can click the Go button to go into this version of the budget and make any changes necessary.

Note: Multiple copies may be made for any in-process budget, including other copies.

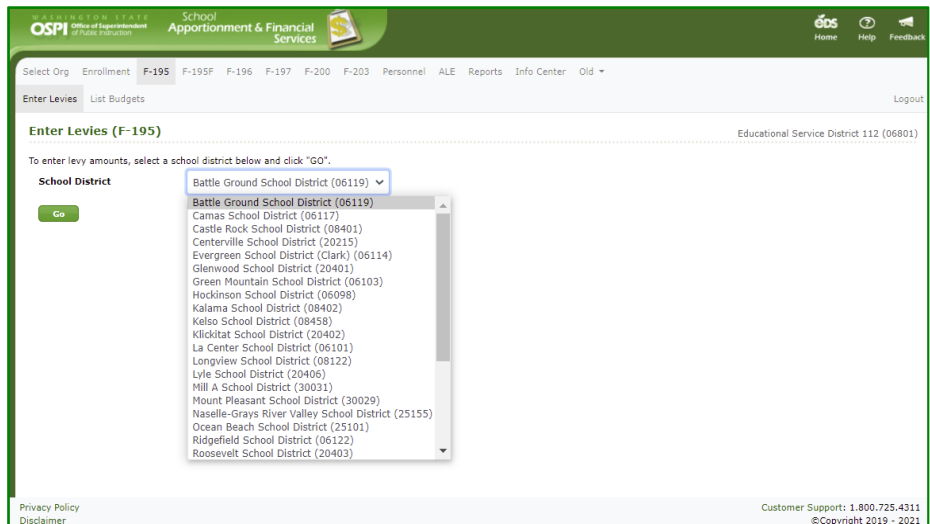


Enter Levy Data (ESD Users)

1. The first screen you see in the F-195 application is the List Budget screen.



2. To enter levy data, click on the **Enter Levies** tab in the secondary navigation bar. Select a school district from the *School District* dropdown and click Go. Only school districts within your ESD will display in the dropdown.



- Data will display for the school district you selected. If you have not entered any data yet, the fields will contain zeroes. If you have already entered data, you will see it on the screen.

The screenshot shows the 'Enter Levies (F-195)' page for Battle Ground School District (06119). The page title is 'Enter Levies (F-195)' and the user is logged in as 'Educational Service District 112 (06801)'. Below the school district dropdown, there is a 'Go' button. The main table has the following structure:

Description	Amount
General Fund 2019 Excess Levy	0
General Fund 2020 Excess Levy	0
Capital Projects Fund 2019 Excess Levy	0
Capital Projects Fund 2020 Excess Levy	0
Transportation Vehicle Fund 2019 Excess Levy	0
Transportation Vehicle Fund 2020 Excess Levy	0

At the bottom of the page, there are 'Save' and 'Return' buttons, and a footer with 'Privacy Policy Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2021'.

- Use your mouse to click in the first input field, *General Fund Fall Excess Levy*. Enter an amount then press the Tab key to move to the next field. After you have entered all the appropriate values, click Save.

Note: To enter data for another school district, select another district from the dropdown and click Go. Then repeat step 4.

The screenshot shows the 'Enter Levies (F-195)' page for Battle Ground School District (06119). The page title is 'Enter Levies (F-195)' and the user is logged in as 'Educational Service District 112 (06801)'. Below the school district dropdown, there is a 'Go' button. The main table has the following structure:

Description	Amount
General Fund 2019 Excess Levy	350,000
General Fund 2020 Excess Levy	420,000
Capital Projects Fund 2019 Excess Levy	0
Capital Projects Fund 2020 Excess Levy	0
Transportation Vehicle Fund 2019 Excess Levy	0
Transportation Vehicle Fund 2020 Excess Levy	0

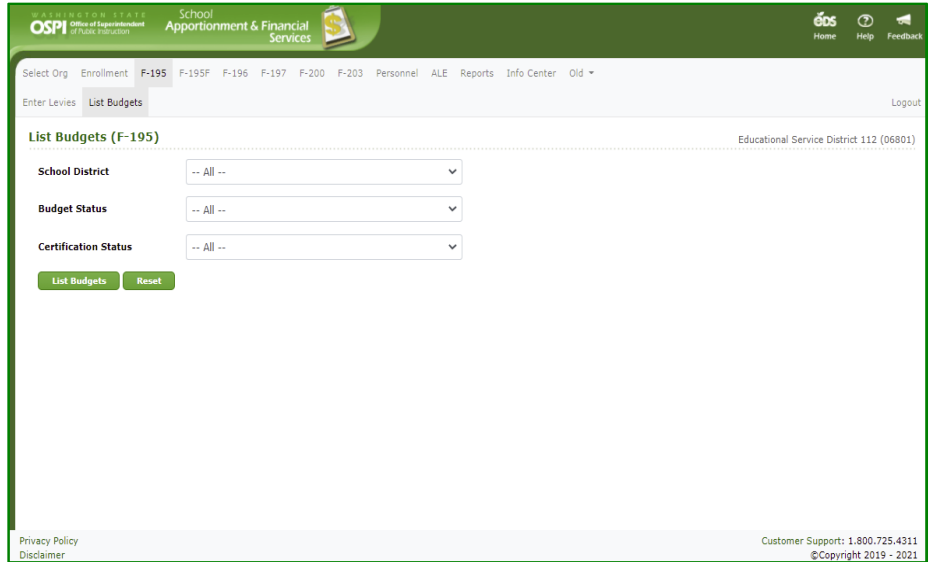
At the bottom of the page, there are 'Save' and 'Return' buttons, and a footer with 'Privacy Policy Disclaimer', 'Customer Support: 1.800.725.4311', and '©Copyright 2019 - 2021'.

Select a Budget (ESD Users)

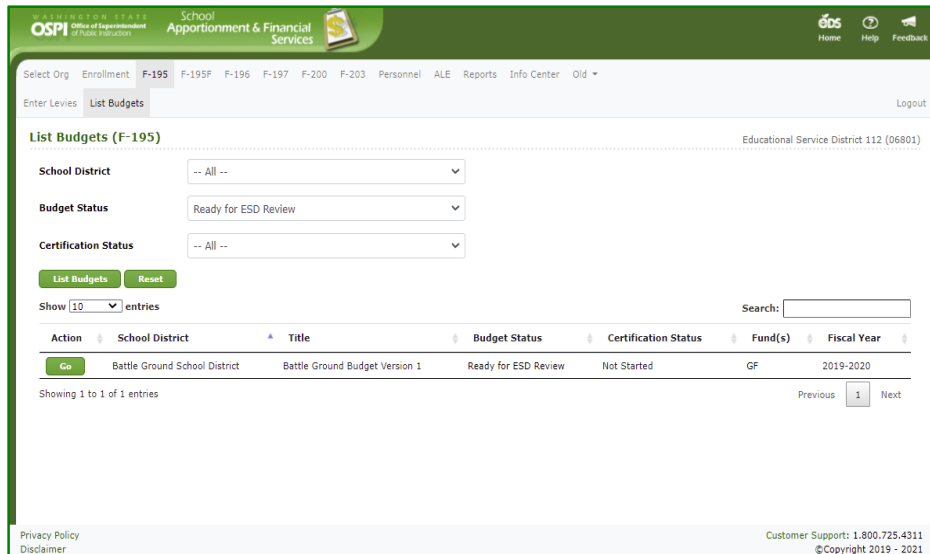
1. After a district user has set the status to 'Ready for ESD Review', ESD users can review the budget document. After logging in, click the F-195 tab in the top navigation bar, the List Budget screen is displayed.

To see documents for a specific *School District*, select it from the dropdown fields, then click **List Documents** button.

Note: Initial default for all three dropdowns is 'All'.

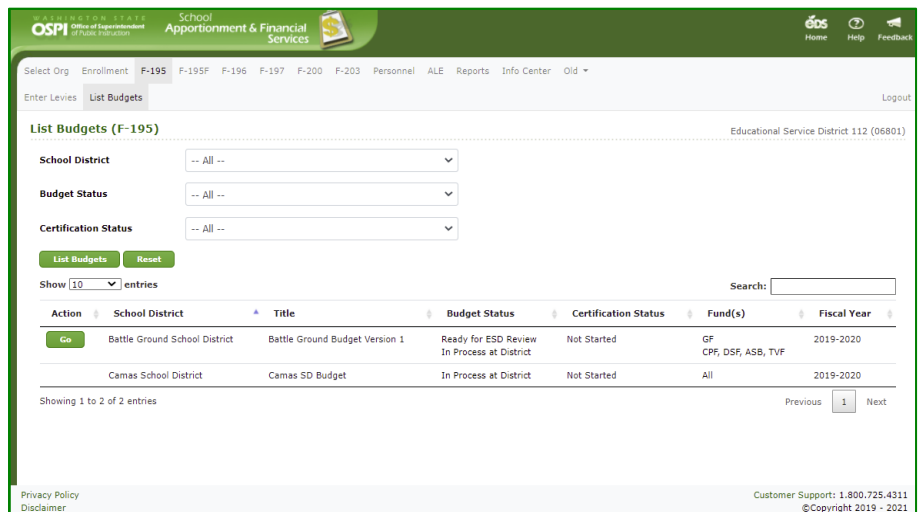


2. To see the budget documents ready for ESD review, select 'All' in the *School District* dropdown and select 'Ready for ESD Review' in the *Budget Status* dropdown. Click the **List Documents** button. The districts with budget documents in that status will display.



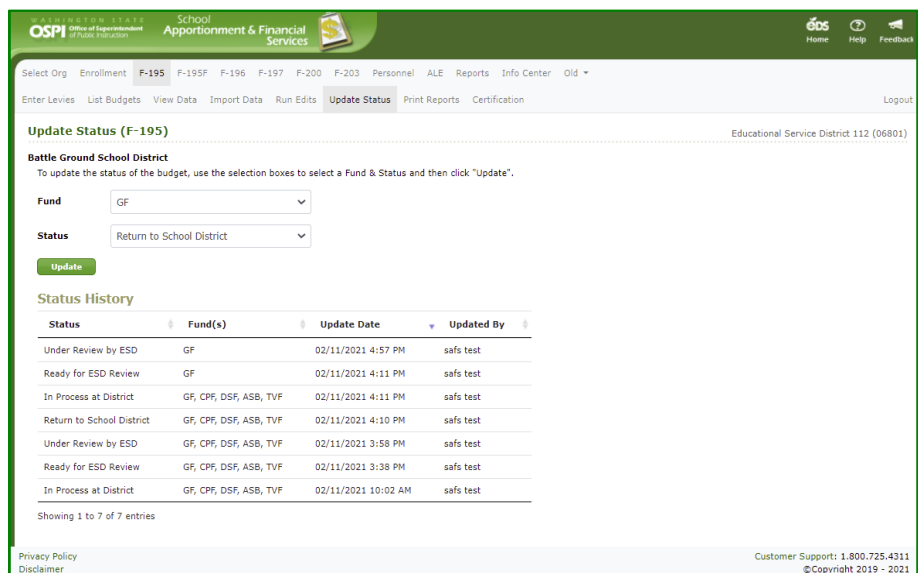
- To see the budget documents which have been started in your ESD, select 'All' in the *School District* dropdown and 'All' in the *Budget Status* dropdown. Click **List Budgets** button. To reset the filters for a new search, click the **Reset** button.

Note: You will see a Go button next to a budget document if the status is 'Ready for ESD Review' or higher.



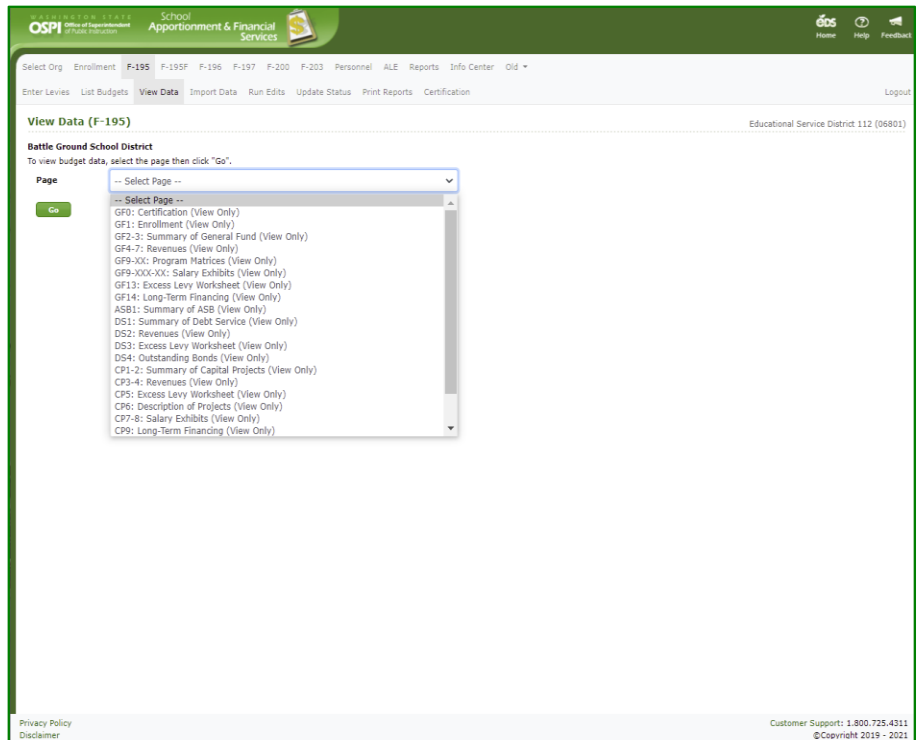
- To go into a given document, click the **Go** button for that district. You will be taken to the **View Data** screen. You can view data, run edits, update the status, and print the budget document.

When you go into a budget that is 'Ready for ESD Review', the status is automatically changed to 'Under Review by ESD'. In this status, the district cannot change the status back to 'In Process at District'.



View Data (ESD Users)

1. To view data that has been input by the district, use the *Page* dropdown to select the page, and click **Go**.



2. You will be taken to the page selected. The screen will look just like the screen used by the district. However, you cannot make any changes to the data.

Note: You can use the page dropdown and Go button to navigate to any other of the View Data screens.

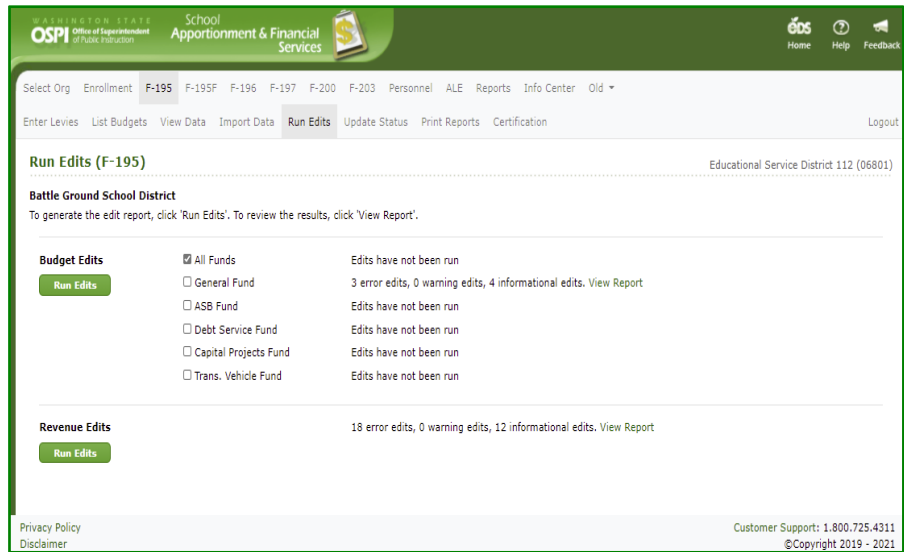
LOCAL TAXES			
Description	Rev#	Amount	
Local Property Tax	1100	0	
Sale of Tax Title Property	1300	0	
Local in Lieu of Taxes	1400	0	
Timber Excise Tax	1500	0	
County-Administered Forests	1600	0	
Other Local Taxes	1900	0	
Total Local Taxes	1000	0	

LOCAL SUPPORT NONTAX			
Description	Rev#	Amount	
Tuition and Fees - Unassigned	2100	0	
Special Education-Infants and Toddlers-Tuition and Fees	2122	0	
Secondary Vocational Education - Tuition and Fees	2131	0	
Skill Center - Tuition and Fees	2145	0	
Traffic Safety - Education Fees	2171	0	
Summer School - Tuition and Fees	2173	0	
Community School - Tuition and Fees	2186	0	

Run Edits (ESD Users)

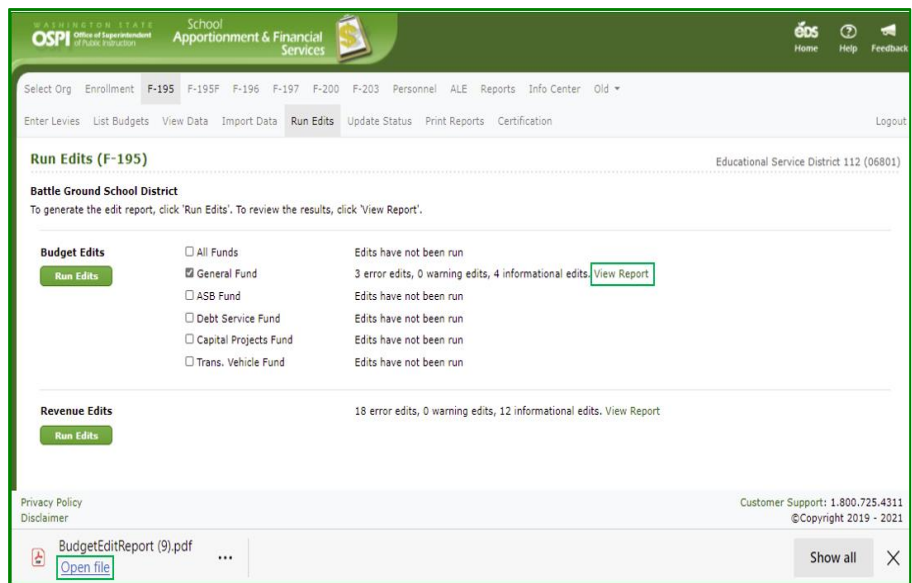
- 1. To run edits, click the **Run Edits** tab in the secondary navigation bar. This screen functions just like it does for the district user.



Note: Whenever data has been changed in a budget, the Run Edits status will be set back to 'Edits has not been run' for that budget.

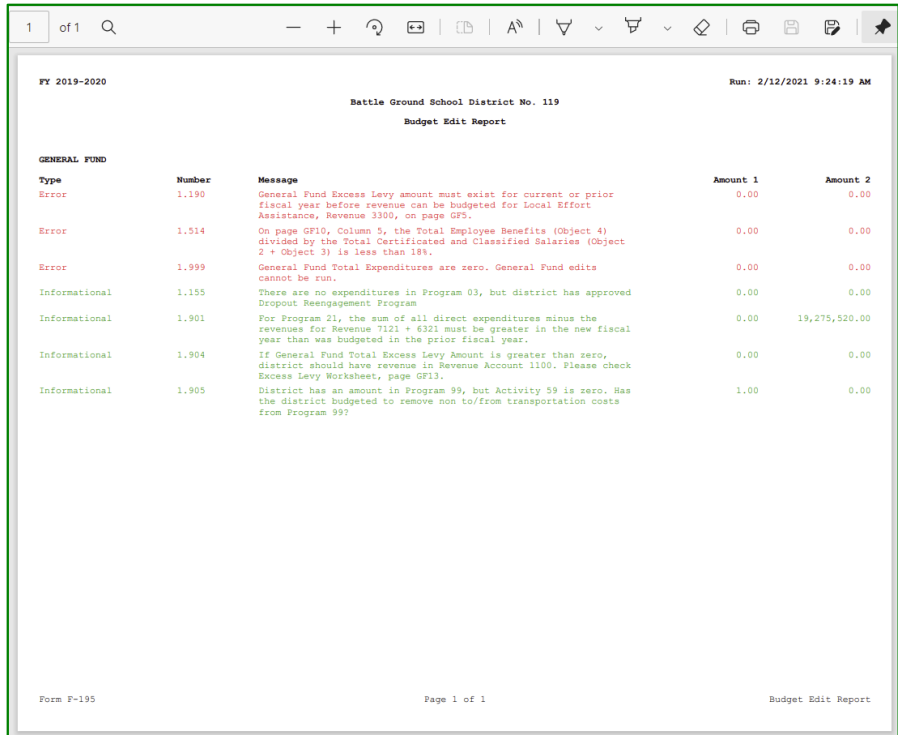


- 2. To run budget edits for the General Fund, check the box for *General Fund* and click the top **Run Edits** button. It may take a few seconds for edits to run. After they do, the status column will show the number of information and error edits found.

To see the results, click the View Report hyperlink. It may take another few seconds for the report to display. Click the Open File hyperlink to view.





- The edit report opens as a PDF. You may save  or print  the report by clicking on the icons in the upper right-hand corner of the PDF screen.

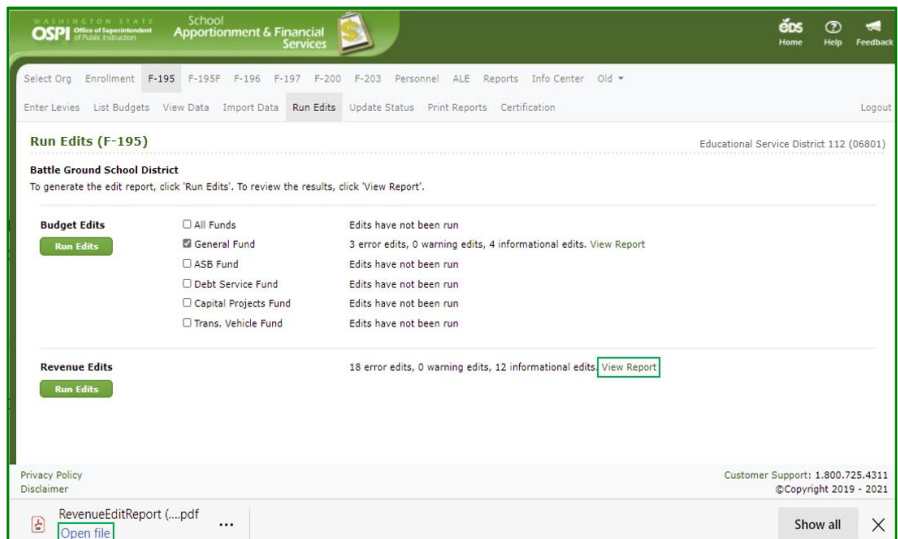


GENERAL FUND				
Type	Number	Message	Amount 1	Amount 2
Error	1.190	General Fund Excess Levy amount must exist for current or prior fiscal year before revenue can be budgeted for Local Effort Assistance, Revenue 3300, on page GFS.	0.00	0.00
Error	1.514	On page GF10, Column 5, the Total Employee Benefits (Object 4) divided by the Total Certificated and Classified Salaries (Object 2 + Object 3) is less than 18%.	0.00	0.00
Error	1.999	General Fund Total Expenditures are zero. General Fund edits cannot be run.	0.00	0.00
Informational	1.155	There are no expenditures in Program 03, but district has approved Dropout Reengagement Program	0.00	0.00
Informational	1.901	For Program 21, the sum of all direct expenditures minus the revenues for Revenue 7121 + 6321 must be greater in the new fiscal year than was budgeted in the prior fiscal year.	0.00	19,275,520.00
Informational	1.904	If General Fund Total Excess Levy Amount is greater than zero, district should have revenue in Revenue Account 1100. Please check Excess Levy Worksheet, page GF13.	0.00	0.00
Informational	1.905	District has an amount in Program 99, but Activity 59 is zero. Has the district budgeted to remove non to/from transportation costs from Program 99?	1.00	0.00

- To run Revenue edits, click the **Run Edits** button for that section.

To view the results, click the [View Report](#) hyperlink. It may take another few seconds for the report to download. Click [Open File](#) to view.

When the PDF opens, as described above, you may save  or print  the report by clicking on the icons in the upper right-hand corner of the PDF screen.



Run Edits (F-195) Educational Service District 112 (06801)

Battle Ground School District
To generate the edit report, click 'Run Edits'. To review the results, click 'View Report'.

Budget Edits	<input type="checkbox"/> All Funds	Edits have not been run
<input checked="" type="checkbox"/> General Fund		3 error edits, 0 warning edits, 4 informational edits. View Report
<input type="checkbox"/> ASB Fund		Edits have not been run
<input type="checkbox"/> Debt Service Fund		Edits have not been run
<input type="checkbox"/> Capital Projects Fund		Edits have not been run
<input type="checkbox"/> Trans. Vehicle Fund		Edits have not been run

Revenue Edits 18 error edits, 0 warning edits, 12 informational edits [View Report](#)

Update the Status (ESD Users)

1. After you have reviewed the budget and verified it is accurate, you are ready to update the budget status. Click the **Update Status** tab in the secondary navigation bar. The screen displays a separate row to show each prior status, the fund(s) changed to this status, the date the status was changed, and the name of the user who made the change.

Note: All funds must be Ready for OSPI Review in order to allow ESD to move the budget up to OSPI.

OSPI Office of Superintendent of Public Instruction | School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

Enter Levies List Budgets View Data Import Data Run Edits **Update Status** Print Reports Certification Logout

Update Status (F-195)

Educational Service District 112 (06801)

Battle Ground School District

To update the status of the budget, use the selection boxes to select a Fund & Status and then click "Update".

Fund: All Funds

Status: -- Select --

Update

Status History

Status	Fund(s)	Update Date	Updated By
Under Review by ESD	GF, CPF, DSF, ASB, TVF	02/11/2021 3:58 PM	safs test
Ready for ESD Review	GF, CPF, DSF, ASB, TVF	02/11/2021 3:38 PM	safs test
In Process at District	GF, CPF, DSF, ASB, TVF	02/11/2021 10:02 AM	safs test

Showing 1 to 3 of 3 entries

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2. To update the status, select the fund from the *Fund* dropdown and the status 'Ready for OSPI review' in the *Status* dropdown. Click the **Update** button. After the status is updated, a new row will display with this updated information.

Note: You can send all funds or an individual fund back to the district if changes are needed. To do so, select 'Return to School District' in the status dropdown.

OSPI Office of Superintendent of Public Instruction | School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

Enter Levies List Budgets View Data Import Data Run Edits **Update Status** Print Reports Certification Logout

Update Status (F-195)

Educational Service District 112 (06801)

Battle Ground School District

To update the status of the budget, use the selection boxes to select a Fund & Status and then click "Update".

Fund: All Funds

Status: -- Select --

Update



Status History

Status	Fund(s)	Update Date	Updated By
Under Review by ESD	GF, CPF, DSF, ASB, TVF	02/11/2021 3:58 PM	safs test
Ready for ESD Review	GF, CPF, DSF, ASB, TVF	02/11/2021 3:38 PM	safs test
In Process at District	GF, CPF, DSF, ASB, TVF	02/11/2021 10:02 AM	safs test

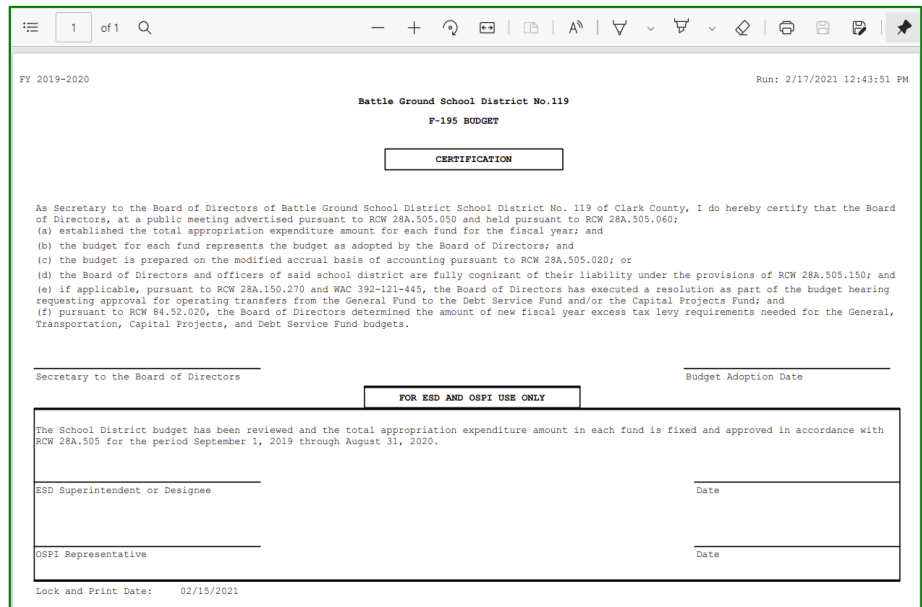
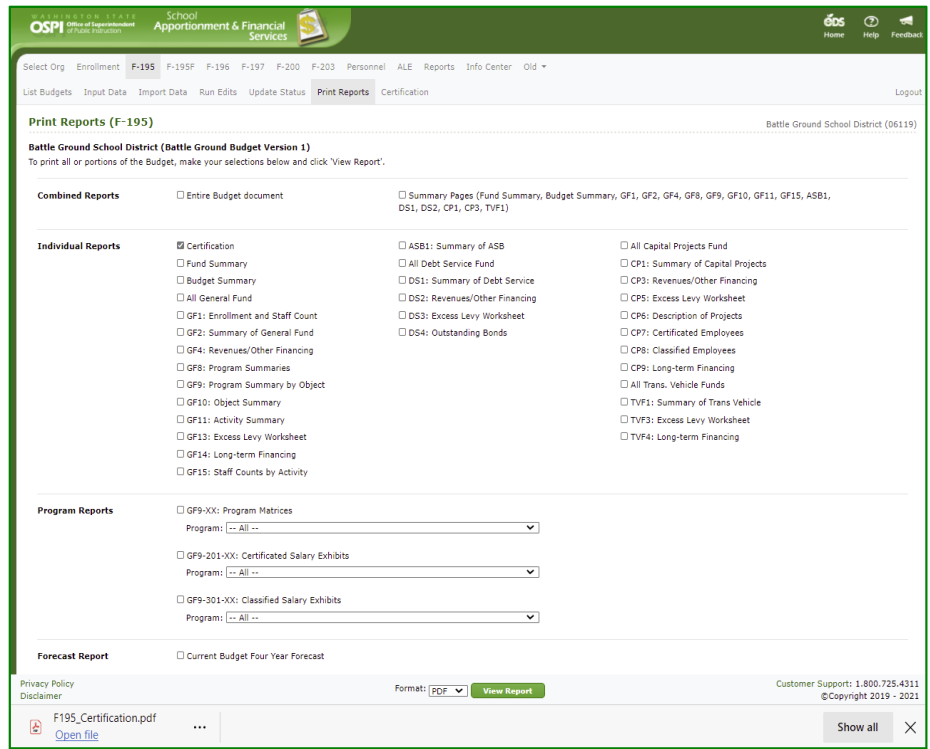
Showing 1 to 3 of 3 entries

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Print the Certification Page (All Users)

- Once the status of the budget document is 'Ready for OSPI Review', the Certification document can be printed. Go to the **Print Budget** screen, check the box for the Certification, then click **View Report** button.
- The document will download. To view the certificate document, click the Open File hyperlink.
- To print the report, click the print icon  at the top right of the PDF viewer frame. In the pop-up Print screen, you can select the printer, page range, and number of copies.
- To save the report, click the Save icon  at the top right of the PDF viewer.

Note: The Lock and Print Date is set when the status is changed to 'Ready for OSPI Review'. If the status is set back to 'Return to School District' and set again to 'Ready for OSPI Review', this date is updated.



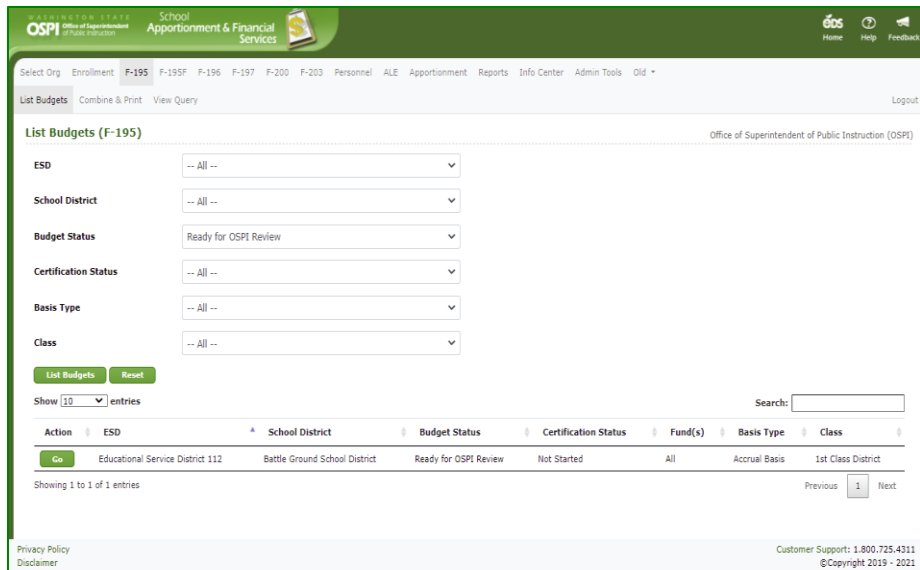
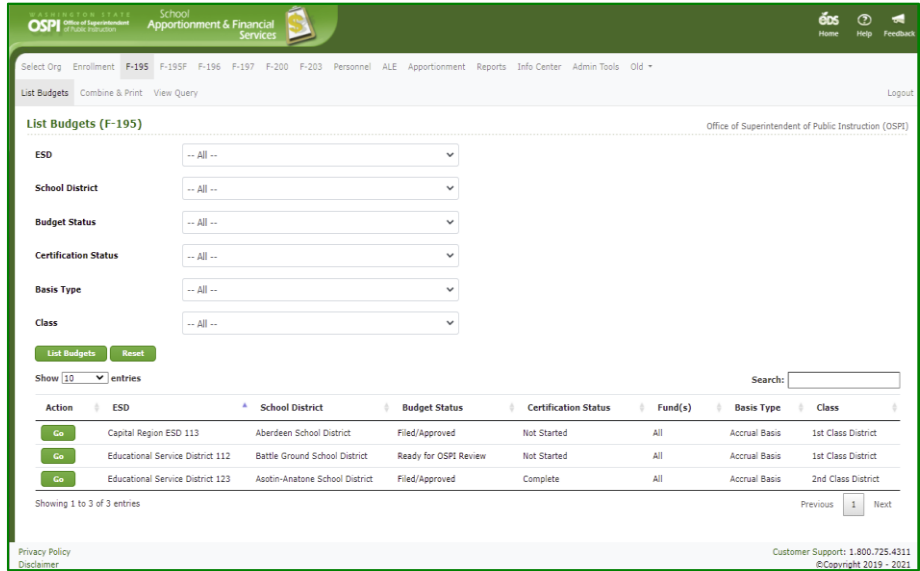
Select a Budget (OSPI Users)

- 1. When the Budget status has been moved up to 'Ready for OSPI Review', an OSPI user can review the budget document. After logging in, click the F-195 tab in the top navigation bar. The first screen you will see is the List Budget screen.

You will see a Go button next to a budget document if the status is 'Ready for ESD Review' or higher.

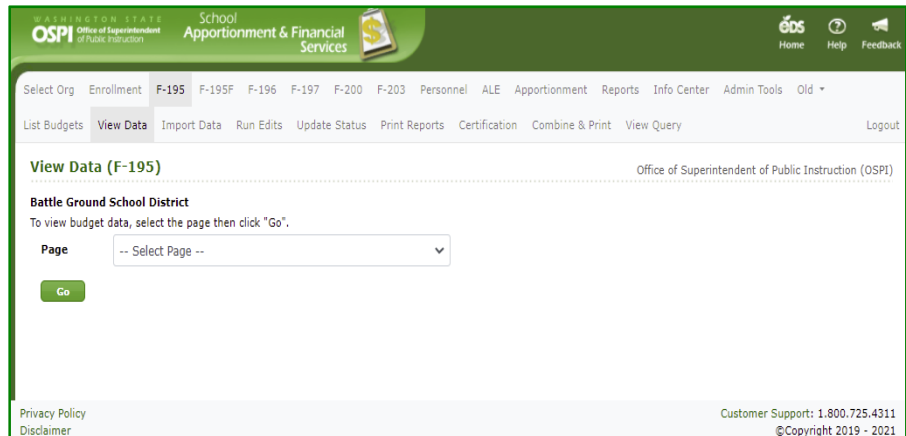
Note: Default for all fields dropdowns is 'All', and system will display only those budget documents that have been started.

- 2. To see the budget documents ready for OSPI to review, select 'Ready for OSPI Review' in the *Budget Status* dropdown and select 'All' for the other dropdowns. Click **List Budgets**. The districts with budget documents in the selected status will display.



3. To open a budget document, click the Go button for that district's budget. You will be taken to the **Input Data** screen. You can review data, run edits, update the status, and print the budget.

Note: When you go into a budget that is 'Ready for OSPI Review', the status is changed automatically to 'Under Review by OSPI'.



Update Status (OSPI Users)

1. After you have reviewed the budget and verified it is accurate, you are ready to update the budget status. Click the **Update Status** tab in the secondary navigation bar. In the Status History section, a separate row is displayed for each prior status, the fund(s) changed to this status, the date the status was changed, and the name of the user who made the change.

Update Status (F-195) Office of Superintendent of Public Instruction (OSPI)

Battle Ground School District

To update the status of the budget, use the selection boxes to select a Fund & Status and then click "Update".

Fund All Funds

Status -- Select --

Update

Status History

Status	Fund(s)	Update Date	Updated By
Under Review by OSPI	GF, CPF, DSF, ASB, TVF	02/15/2021 4:41 PM	safs test
Ready for OSPI Review	GF, CPF, DSF, ASB, TVF	02/15/2021 4:33 PM	safs test
Under Review by ESD	GF, CPF, DSF, ASB, TVF	02/15/2021 4:33 PM	safs test
Ready for ESD Review	GF, CPF, DSF, ASB, TVF	02/15/2021 4:32 PM	safs test
In Process at District	GF, CPF, DSF, ASB, TVF	02/15/2021 4:31 PM	safs test

Showing 1 to 5 of 5 entries

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2. To update the status, select 'Filed/Approved' in the *Status* dropdown, the 'All Funds' selection is the only option for the *Fund* dropdown, then click the **Update** button. After the status is updated, a new row will display with this updated information.

Note: You can send the budget back to the ESD if changes are needed. To do so, select 'Return to ESD' in the status dropdown.

Update Status (F-195) Office of Superintendent of Public Instruction (OSPI)

Battle Ground School District

To update the status of the budget, use the selection boxes to select a Fund & Status and then click "Update".

Fund All Funds

Status Filed/Approved

Update

Status History

Status	Fund(s)	Update Date	Updated By
Under Review by OSPI	GF, CPF, DSF, ASB, TVF	02/15/2021 4:41 PM	safs test
Ready for OSPI Review	GF, CPF, DSF, ASB, TVF	02/15/2021 4:33 PM	safs test
Under Review by ESD	GF, CPF, DSF, ASB, TVF	02/15/2021 4:33 PM	safs test
Ready for ESD Review	GF, CPF, DSF, ASB, TVF	02/15/2021 4:32 PM	safs test
In Process at District	GF, CPF, DSF, ASB, TVF	02/15/2021 4:31 PM	safs test

Showing 1 to 5 of 5 entries

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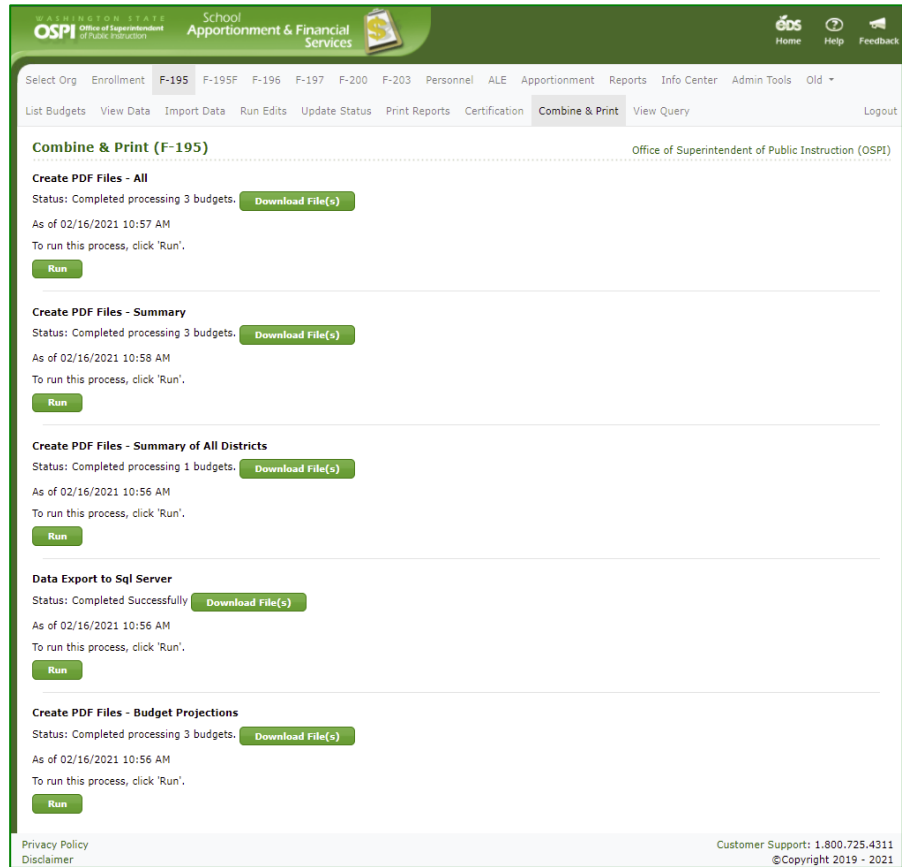
Combine and Print (OSPI Users)

1. Once all budgets have a status of 'Filed/Approved', you can perform the final combine and print process. Click the **Combine and Print** tab in the secondary navigation bar. This screen is used to create pdf files to post to the OSPI Internet and to create txt files to import into an Access database.

Note: If you click one of the buttons on this screen to create these files and not all budgets have a status of 'Filed/Approved' you will get an error message.

2. To create pdf files for all school districts with all pages of the budget, click the **Run** button for *Create PDF Files – All*.
3. To create pdf files for all school district with the summary pages, click the **Run** button for *Create PDF Files – Summary*.
4. To create pdf files for a summary of all districts, click the **Run** button for *Create PDF Files – Summary of All Districts*.

Note: These processes may take a few hours to run. You will receive an email notification when it is completed.



5. To create txt files of budget data for all school districts, click the **Run** button for *Data Export to Sql Server*.

Note: This process may take a few hours to run. You will receive an email notification when it is completed.

6. To create pdf files for the budget projections for all districts, click the **Run** button for *Create PDF Files – Budget Projections*. This is a static report, meaning the data is updated nightly, so the data is only current to the prior evening’s update.

Note: These processes may take a few hours to run. You will receive an email notification when it is completed.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction

School Apportionment & Financial Services

Home Help Feedback

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Apportionment Reports Info Center Admin Tools Old

List Budgets View Data Import Data Run Edits Update Status Print Reports Certification **Combine & Print** View Query Logout

Combine & Print (F-195)

Office of Superintendent of Public Instruction (OSPI)

Create PDF Files - All
Status: Completed processing 3 budgets. [Download File\(s\)](#)
As of 02/16/2021 10:57 AM
To run this process, click 'Run'.
[Run](#)

Create PDF Files - Summary
Status: Completed processing 3 budgets. [Download File\(s\)](#)
As of 02/16/2021 10:58 AM
To run this process, click 'Run'.
[Run](#)

Create PDF Files - Summary of All Districts
Status: Completed processing 1 budgets. [Download File\(s\)](#)
As of 02/16/2021 10:56 AM
To run this process, click 'Run'.
[Run](#)

Data Export to Sql Server
Status: Completed Successfully [Download File\(s\)](#)
As of 02/16/2021 10:56 AM
To run this process, click 'Run'.
[Run](#)

Create PDF Files - Budget Projections
Status: Completed processing 3 budgets. [Download File\(s\)](#)
As of 02/16/2021 10:56 AM
To run this process, click 'Run'.
[Run](#)

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View Query (OSPI Users)

1. To run a query for specific Item Numbers, click the **View Query** tab in the secondary navigation bar. The **Query Data** screen opens, defaulted to current School Year.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction
School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Apportionment Reports Info Center Admin Tools Old

List Budgets View Data Import Data Run Edits Update Status Print Reports Certification Combine & Print **View Query** Logout

Query Data (F-195) Office of Superintendent of Public Instruction (OSPI)

School District -- All --

Fund -- All --

School Year 2019-2020

Item Number [][][][][][] (4 Digits)

View Query

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2. To see data for a specific *School District*, select it from the dropdown field. Enter the *Item Numbers* you want to view, then click **View Query** button. Click [Open File](#) hyperlink to view the Excel report.
3. To see data for a specific fund, select it from the *Fund* dropdown, enter the Item Numbers, then click **View Query** button.

WASHINGTON STATE
OSPI Office of Superintendent of Public Instruction
School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Apportionment Reports Info Center Admin Tools Old

List Budgets Combine & Print **View Query** Logout

Query Data (F-195) Office of Superintendent of Public Instruction (OSPI)

School District Battle Ground School District (06119)

Fund -- All --

School Year 2019-2020

Item Number 1000 [][][][][] (4 Digits)

View Query

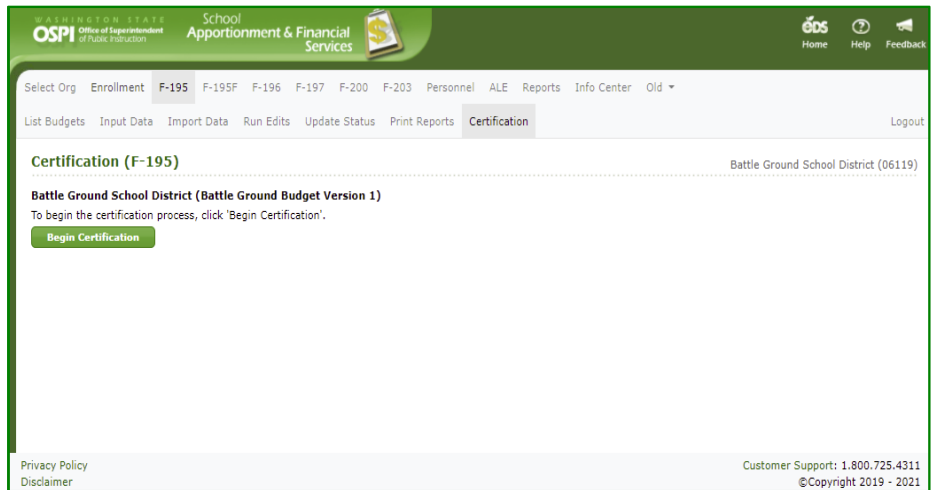
Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021

QueryData (5).xlsx Open file Show all X

Use DocuSign to Approve Certifications (SD)

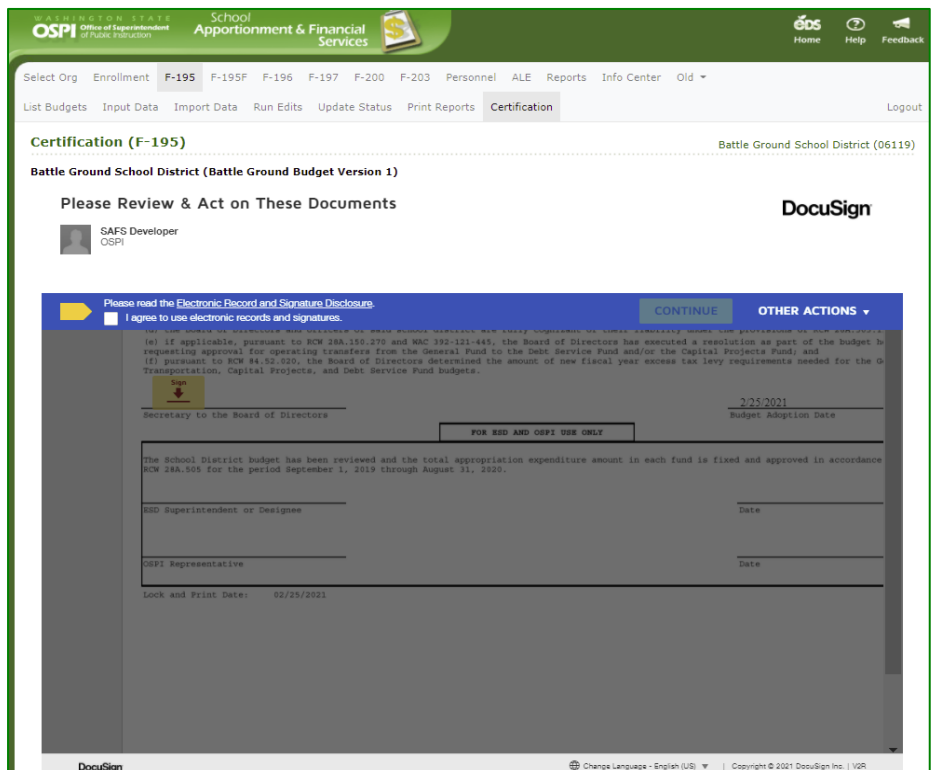
- Once the ESD has moved the budget status to 'Ready for OSPI Review', SD will be notified that the Certification is ready for signing. Click on the **Certification** tab on the navigation bar to open the Certification page.

Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.

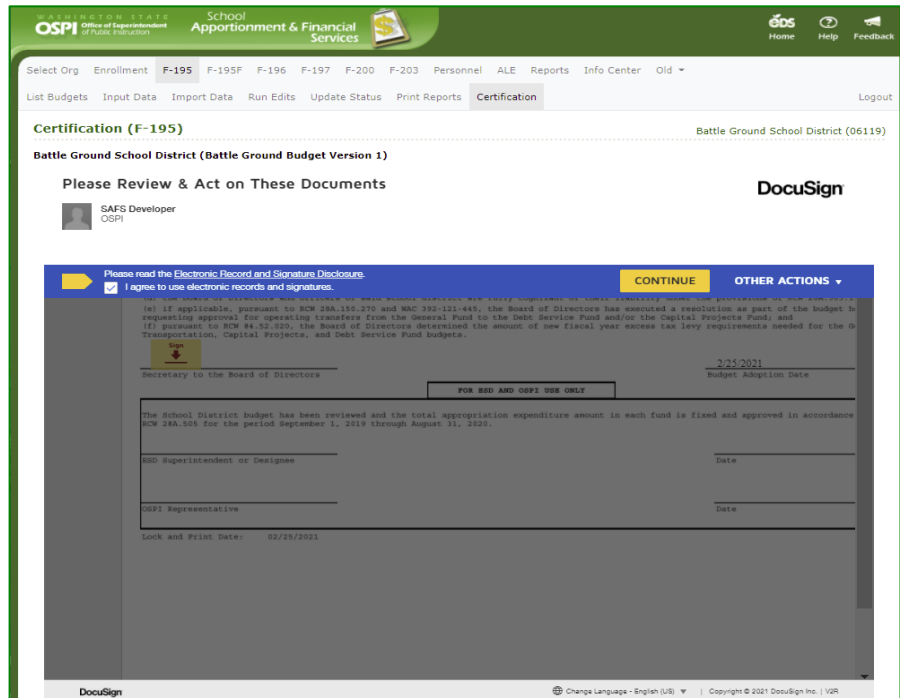


- Click the **Begin Certification** button. After a few moments, the DocuSign frame will appear within the screen. Once the DocuSign window opens, read the Electronic Record and Signature Disclosure, and click the required check box to continue, 'I agree to use electronic records and signatures.'

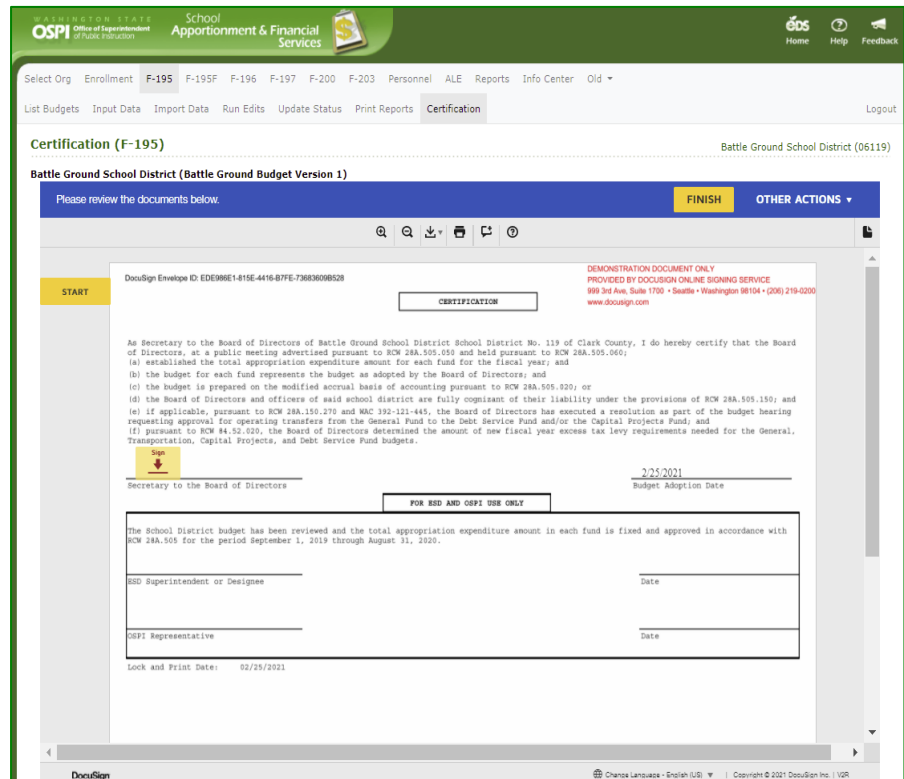
Note: This disclosure consent will only appear the first time you open DocuSign for certification.



- Once you select the disclosure check box, the yellow CONTINUE button will appear. Click the CONTINUE button.



- The certification displays within a frame inside your Certification screen. Review the document and its content.



Sign Document

- When you are ready to approve the certification, click the yellow **START** button. The **SIGN** arrow will move to the signature line. Click on the yellow Sign icon to add your signature. Click the yellow **FINISH** button at top of document to complete the approval signing.

Note: You can always come back to sign later when you have the documents ready. See [Finish Signing Later](#) section.

Washington State OSPI Office of Superintendent of Public Instruction School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budgets Input Data Import Data Run Edits Update Status Print Reports Certification Logout

Certification (F-195) Battle Ground School District (06119)

Battle Ground School District (Battle Ground Budget Version 1)

Please review the documents below. **FINISH** OTHER ACTIONS

DocuSign Envelope ID: AC3E19AB-8149-476A-B1FC-F10EAB33A48

DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCSIGN ONLINE SIGNING SERVICE 360 3rd Ave, Suite 1700 - Seattle - Washington 98104 - (206) 219-0200 www.docusign.com

START **CERTIFICATION**

An Secretary to the Board of Directors of Battle Ground School District School District No. 119 of Clark County, I do hereby certify that the Board of Directors, at a public meeting advertised pursuant to RCW 28A.505.050 and held pursuant to RCW 28A.505.060;

(a) established the total appropriation expenditure amount for each fund for the fiscal year; and

(b) the budget for each fund represents the budget as adopted by the Board of Directors; and

(c) the budget is prepared on the modified accrual basis of accounting pursuant to RCW 28A.505.020; or

(d) the Board of Directors and officers of said school district are fully cognizant of their liability under the provisions of RCW 28A.505.150; and

(e) if applicable, pursuant to RCW 28A.195.070 and RCW 392.120.045, the Board of Directors has executed a resolution as part of the budget hearing requesting approval for operating transfers from the General Fund to the Debt Service Fund and/or the Capital Projects Fund; and

(f) pursuant to RCW 44.52.020, the Board of Directors determined the amount of one fiscal year excess tax levy requirements needed for the General, Transportation, Capital Projects, and Debt Service Fund budgets.

2/16/2021
Secretary to the Board of Directors Budget Adoption Date

FOR ADD AND ODFPI USE ONLY

The School District budget has been reviewed and the total appropriation expenditure amount in each fund is filed and approved in accordance with RCW 28A.505 for the period September 1, 2019 through August 31, 2020.

SDO Superintendent or Designee Date

ODS Representative Date

Lock and Print Date: 02/15/2021

DocuSign Change Language - English (US) Copyright © 2021 DocuSign Inc. | VQR

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- Once you have signed the certification, a **View Document** button appears on the Certification page allowing you to view the certification.

Note: The signatures do not appear on the certification until OSPI signs the certification.

Washington State OSPI Office of Superintendent of Public Instruction School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budgets Input Data Import Data Run Edits Update Status Print Reports Certification Logout

Certification (F-195) Battle Ground School District (06119)

Battle Ground School District (Battle Ground Budget Version 1)

Your certification has been updated with a status of Signed By District.

View Document

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- The Budget document now has a Certification Status of 'Signed by District' on the List Budget screen.

Washington State OSPI Office of Superintendent of Public Instruction School Apportionment & Financial Services

Select Org Enrollment **F-195** F-195F F-196 F-197 F-200 F-203 Personnel ALE Reports Info Center Old

List Budgets Logout

List Budgets (F-195) Battle Ground School District (06119)

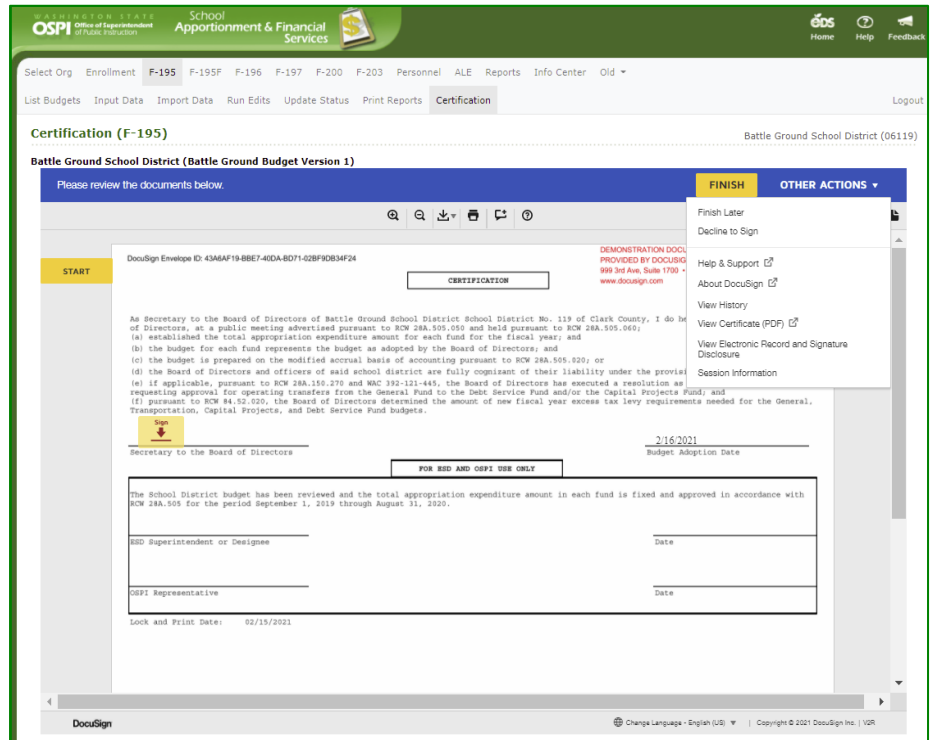
Action	Title	Budget Status	Certification Status	Fund(s)	Fiscal Year
Go	Battle Ground Budget Version 1	Filed/Approved	Signed By District	All	2019-2020

Showing 1 to 1 of 1 entries

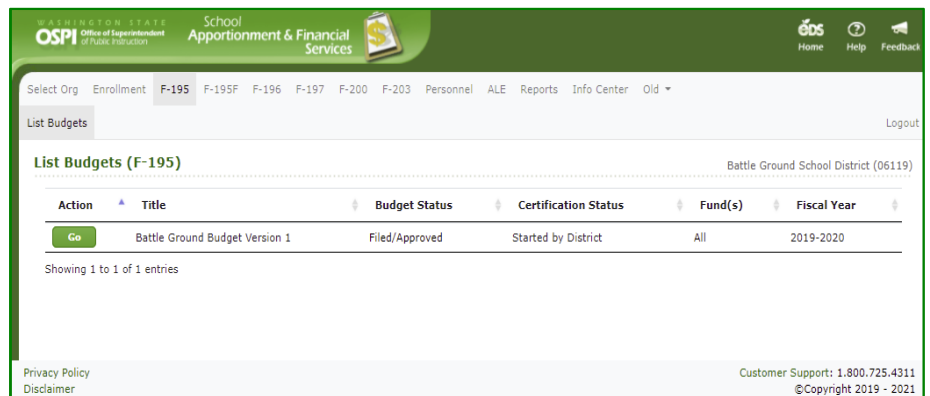
Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021

Finish Signing Later

1. There may be a time when you need to come back to review and complete the signing. To stop the DocuSign process, click the **OTHER ACTIONS** button at top of document, and select the **Finish Later** option. The DocuSign window will close, and the Certification screen will display, 'Your certification has begun', and a **Sign Document** button.

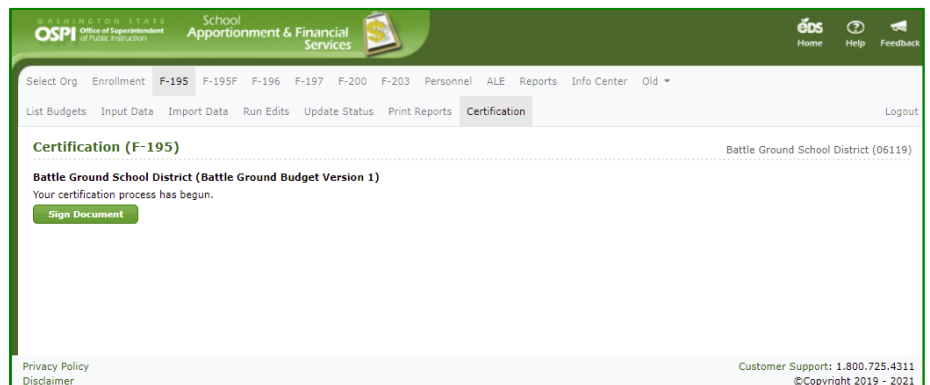


2. Once you open the DocuSign certification window, the *Certification Status* is automatically changed to 'Started by District' on the List Budget page.



Return to Sign Document

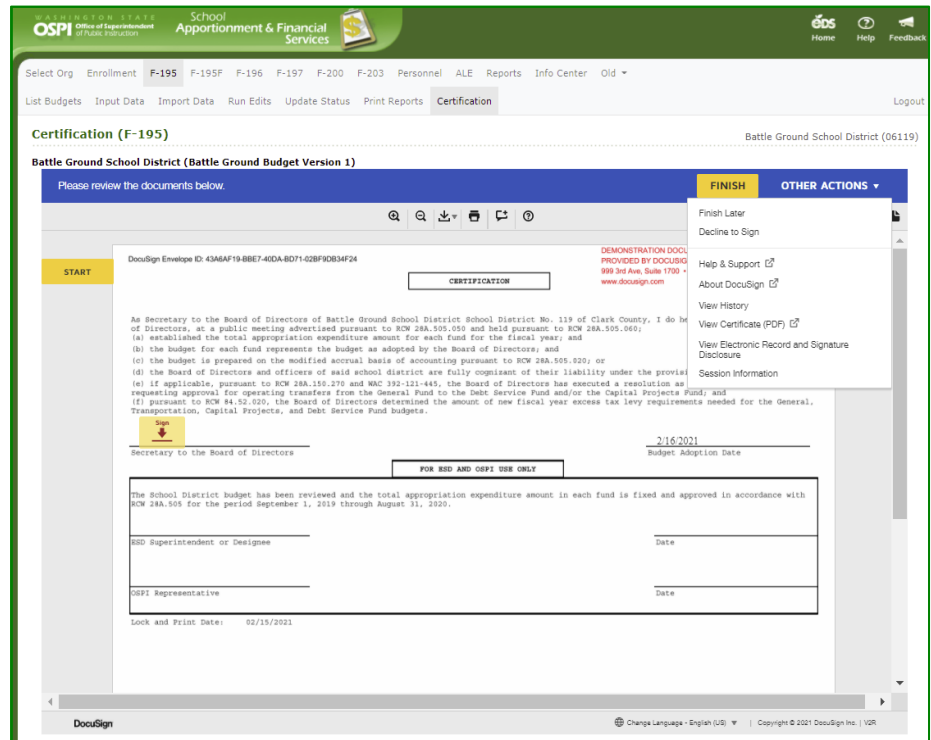
1. When you go back into the Certification tab again, the Certification screen will display a Sign Document button. Just click the **Sign Document** button to sign the document.



Decline Document

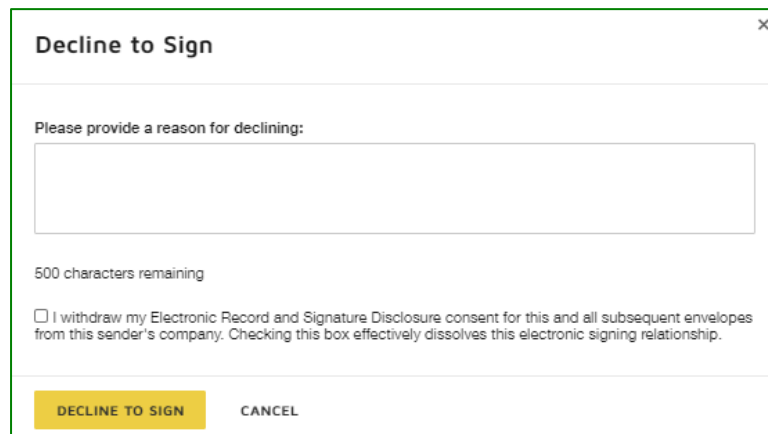
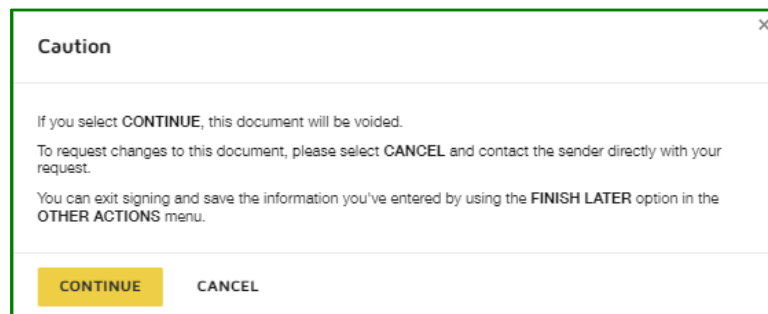
1. If you decide that the certification document is incorrect and needs to be voided, then click the **OTHER ACTIONS** button, at top of document, and then select the **Decline to Sign** option.

Note: The Decline to Sign option always sets the *Certification Status* back to 'Not Started'. It will not change the Budget Status. If you need to change the budget status, contact your ESD.



2. In the pop-up Caution window, click the yellow **CONTINUE** button. If you decide you do not want to decline, click the **CANCEL** button.
3. Enter the reason for declining in the Decline to Sign window text box, then click the yellow **DECLINE TO SIGN** button.

Note: Do not check the box at bottom. *DocuSign requires for this language to be displayed.* If selected, it will display the disclosure consent check box again when log back into DocuSign.



Use DocuSign to Approve Certifications (ESD)

- Once the SD has signed the Certification, an email is sent to the ESD notifying that the certification is ready for signing. Navigate to the SD budget document.

Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.

- Click on the **Certification** tab on the navigation bar to open the Certification page. To begin the approval, click the **Sign Document** button.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The navigation bar includes 'Select Org', 'Enrollment', and various fund codes (F-195, F-195F, F-196, F-197, F-200, F-203, Personnel, ALE, Reports, Info Center, Old). The 'List Budgets' tab is active. Below the navigation, there are filters for 'School District' (set to 'All'), 'Budget Status' (set to 'All'), and 'Certification Status' (set to 'All'). A 'List Budgets' button and a 'Reset' button are present. A search bar is also visible. The main content area shows a table with columns: Action, School District, Title, Budget Status, Certification Status, Fund(s), and Fiscal Year. One entry is shown: 'Battle Ground School District' with 'Battle Ground Budget Version 1', 'Filed/Approved', 'Signed By District', 'All', and '2019-2020'. A 'Go' button is next to the entry. The page footer includes 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

The screenshot shows the OSPI School Apportionment & Financial Services interface. The navigation bar is the same as in the previous screenshot. The 'Certification' tab is active. Below the navigation, there are filters for 'School District', 'Budget Status', and 'Certification Status'. The main content area shows the 'Certification (F-195)' page for 'Battle Ground School District'. It states 'The document has been signed by the district.' and includes a 'Sign Document' button. The page footer includes 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

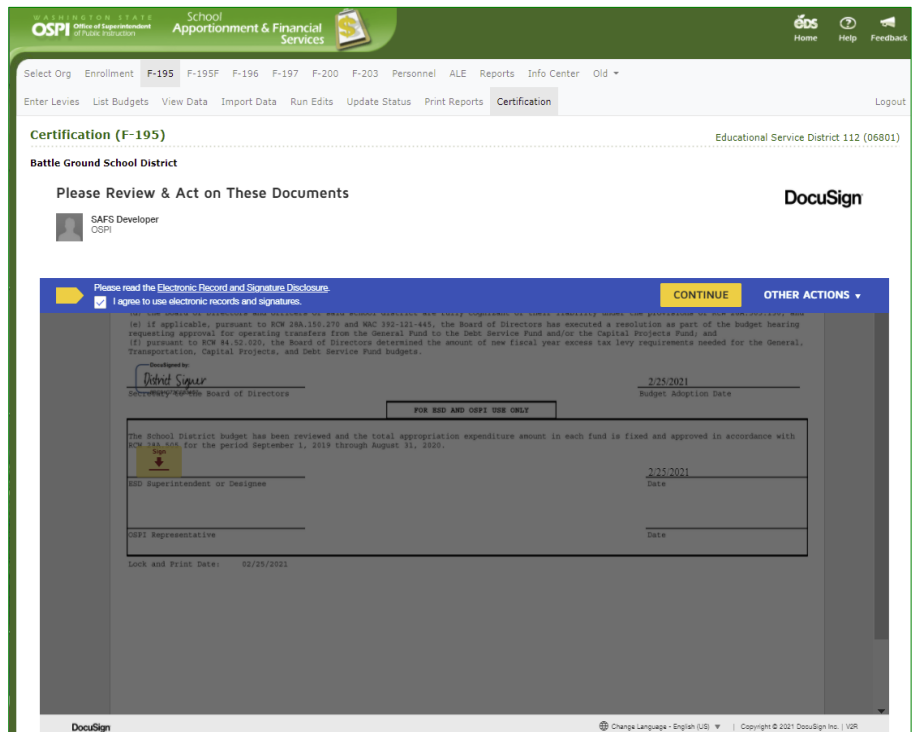
Sign Document

- After a few moments, the DocuSign frame will appear within the screen. Once the DocuSign window opens, read the Electronic Record and Signature Disclosure, and click the required check box to continue, 'I agree to use electronic records and signatures.'

Note: This disclosure consent will only appear the first time you open DocuSign for certification.

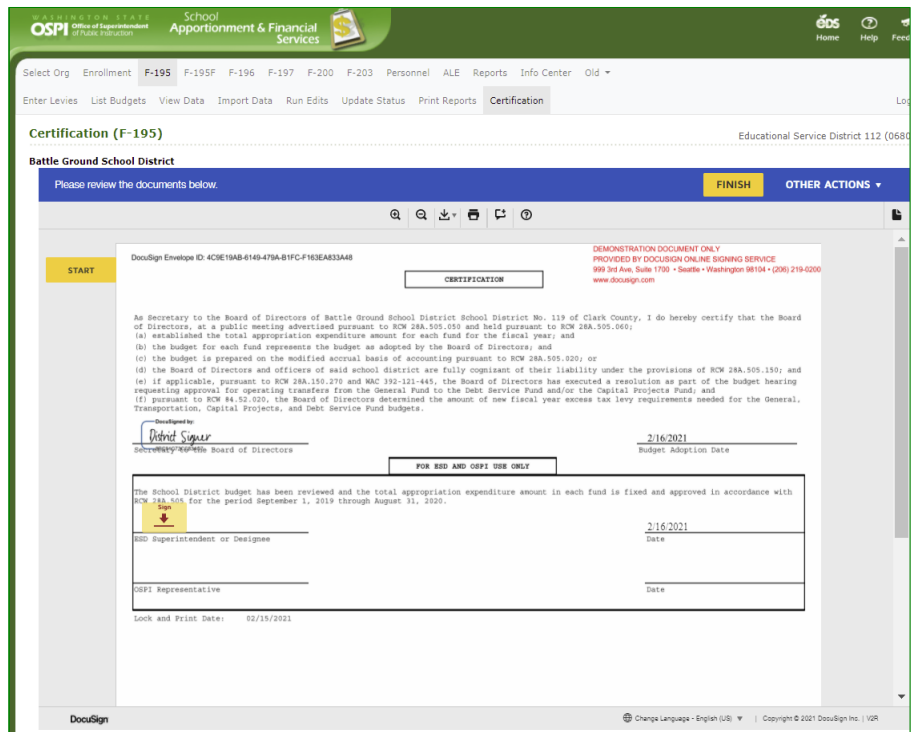
The screenshot shows the OSPI School Apportionment & Financial Services interface. The navigation bar is the same as in the previous screenshots. The 'Certification' tab is active. Below the navigation, there are filters for 'School District', 'Budget Status', and 'Certification Status'. The main content area shows the 'Certification (F-195)' page for 'Battle Ground School District'. It displays the 'Please Review & Act on These Documents' section, which includes a disclosure about electronic records and signatures. The disclosure text reads: 'Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures.' Below the disclosure, there are fields for 'District Signer' (set to 'SAFS Developer OSPI'), 'Budget Adoption Date' (set to '2/25/2021'), and 'OSPI Representative' (set to 'Date'). A 'Sign Document' button is visible. The page footer includes 'Privacy Policy Disclaimer' and 'Customer Support: 1.800.725.4311 ©Copyright 2019 - 2021'.

- Once you select the disclosure check box, the yellow CONTINUE button will appear. Click the CONTINUE button. Review the document and its content.



- The certification displays within a frame inside your Certification screen. Click the yellow START button. The SIGN arrow will move to the signature line. Click on the yellow Sign icon to add your signature. Click the yellow FINISH button at top of document to complete the approval signing.

Note: You can always come back to sign later when you have the documents ready. See [Finish Signing Later](#) section.

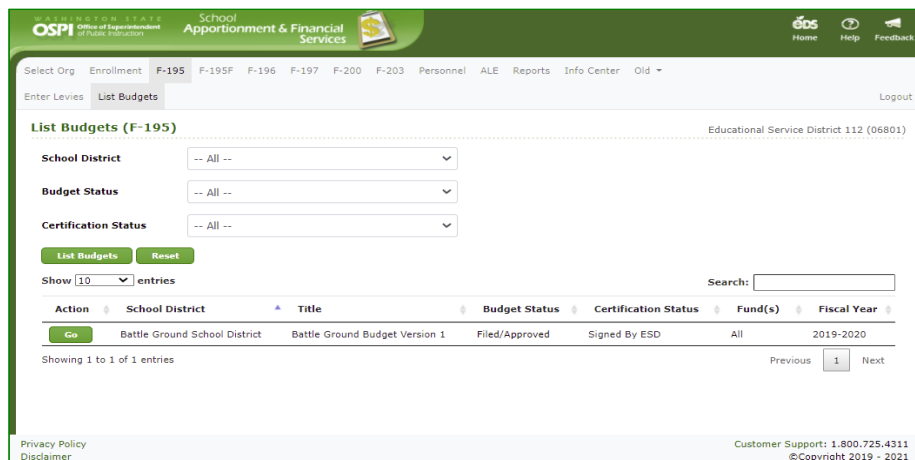


- Once you have signed the certification, a **View Document** button appears on the Certification page allowing you to view the certification.

Note: The signatures will not appear on the certification until OSPI signs the certification.

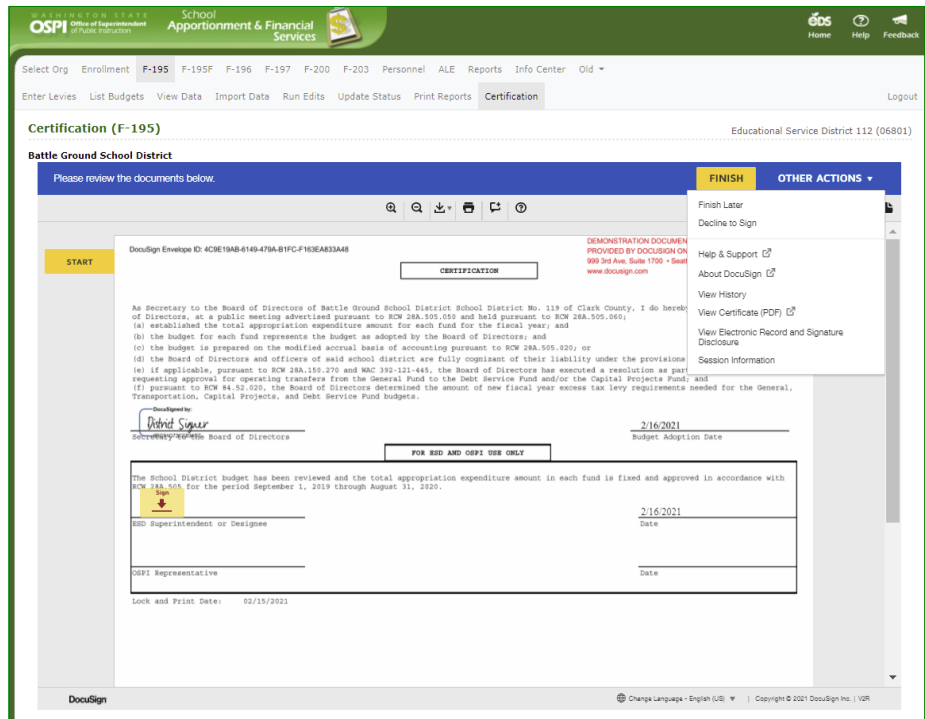


- The Budget document now has a **Certification Status** of 'Signed by ESD' on the List Budget screen.

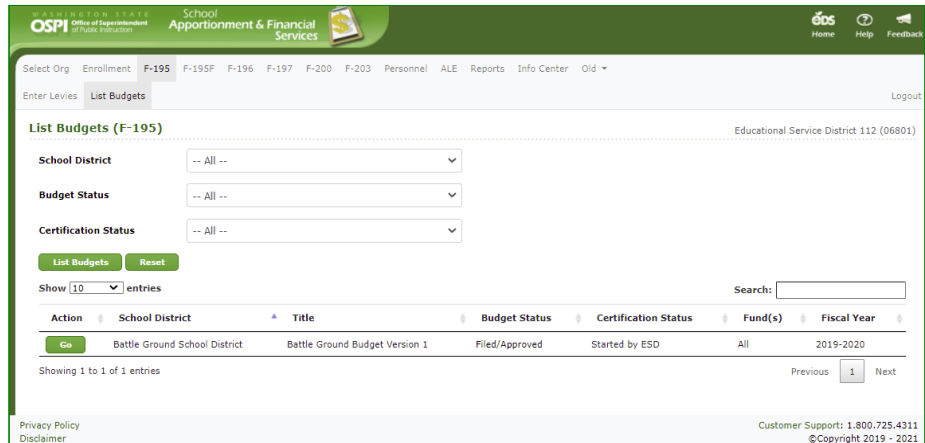


Finish Signing Later

1. There may be a time when you need to come back to review and complete the signing. To stop the DocuSign process, click the **OTHER ACTIONS** button, at top of document, and then select the **Finish Later** option. The DocuSign window will close, and the Certification screen will display, “Your certification process has begun”, with a Sign Document button.

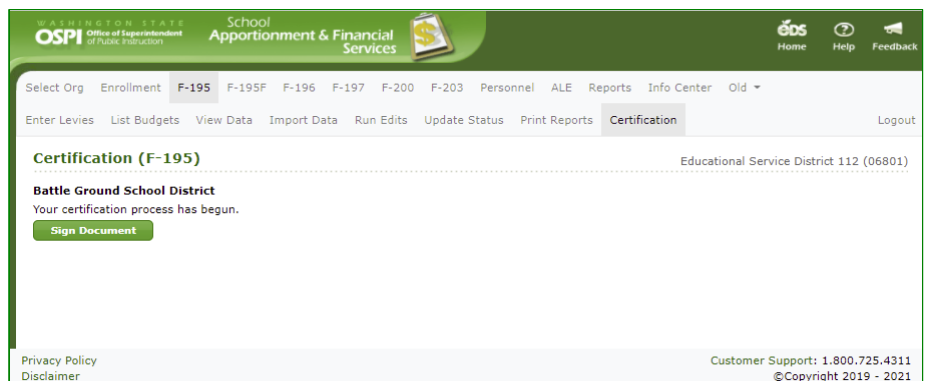


2. Once you open the DocuSign certification window, the **Certification Status** is changed to ‘Started by ESD’ on the List Budget page.



Return to Sign Document

1. When you go back into the **Certification** tab again, the Certification screen will display, “Your certification process has begun”. Click the **Sign Document** button to sign the document.



Decline Document

1. If you decide that the certification document is incorrect and needs to be voided, then click the **OTHER ACTIONS** button, at top of document, and then click the **Decline to Sign** option.

Note: The Decline to Sign option always sets the **Certification Status** back to 'Not Started'. It will **not** change the Budget Status; you will need to manually change it. See [ESD Update Status](#) section in this manual.

2. In the pop-up Caution window, click the yellow **CONTINUE** button. If you decide you do not want to decline, click the **CANCEL** button.

3. Enter the reason for declining in the Decline to Sign window text box, then click the yellow **DECLINE TO SIGN** button.

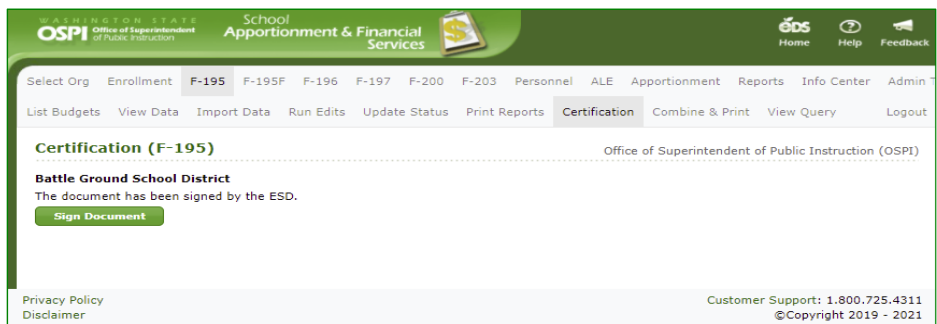
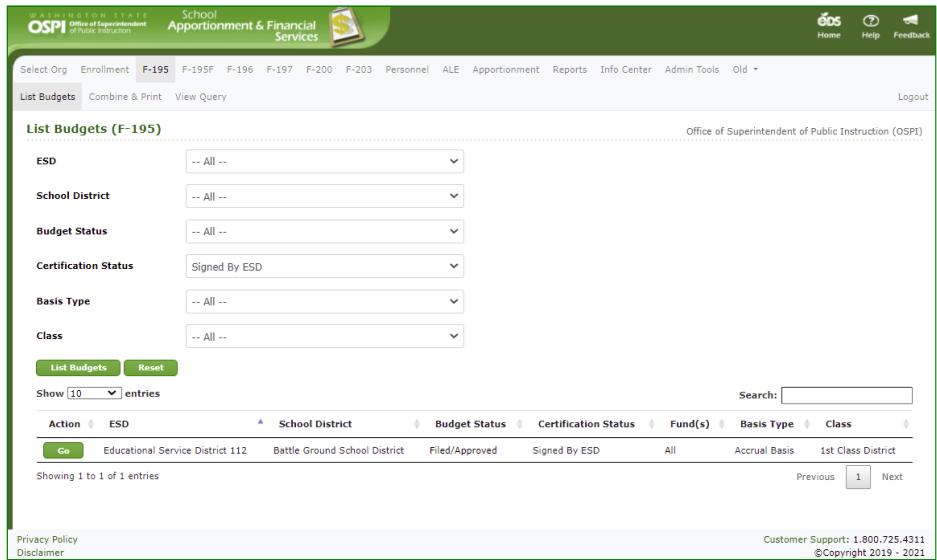
Note: Do not check the box at bottom. *DocuSign requires for this language to be displayed.* If selected, it will display the disclosure consent check box again when log back into DocuSign.

Use DocuSign to Approve Certifications (OSPI)

- Once the ESD has signed the Certification, OSPI may go into the certification to review and approve. OSPI users do **not** receive an email notification when the certification is ready for signing. You will need to filter in the List Budgets screen for *Certification Status* of 'Signed by ESD'.

Note: The budget must be in 'Ready for OSPI Review' or higher in order for the certificate to be enabled for signing.

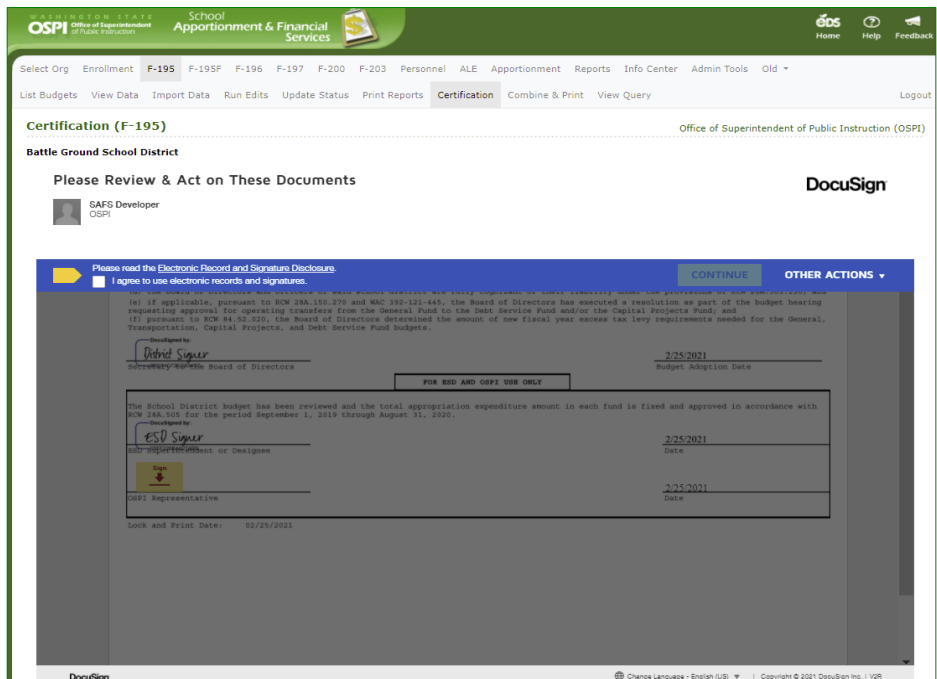
- Navigate to the SD Budget document and click on the **Certification** tab on the navigation bar to open the Certification page. To begin the approval, click the **Sign Document** button.



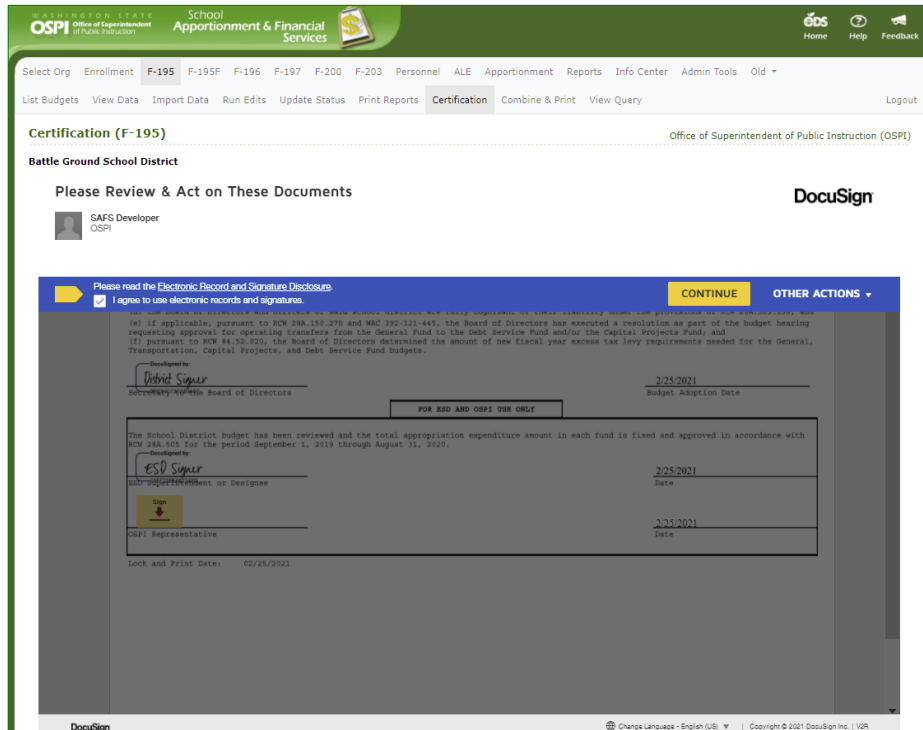
Sign Document

- After a few moments, the DocuSign frame will appear within the screen. Click the yellow **CONTINUE** button to review the document. Once the DocuSign window opens, read the Electronic Record and Signature Disclosure, and click the required check box to continue, 'I agree to use electronic records and signatures.'

Note: This disclosure consent will only appear the first time you open DocuSign for certification.

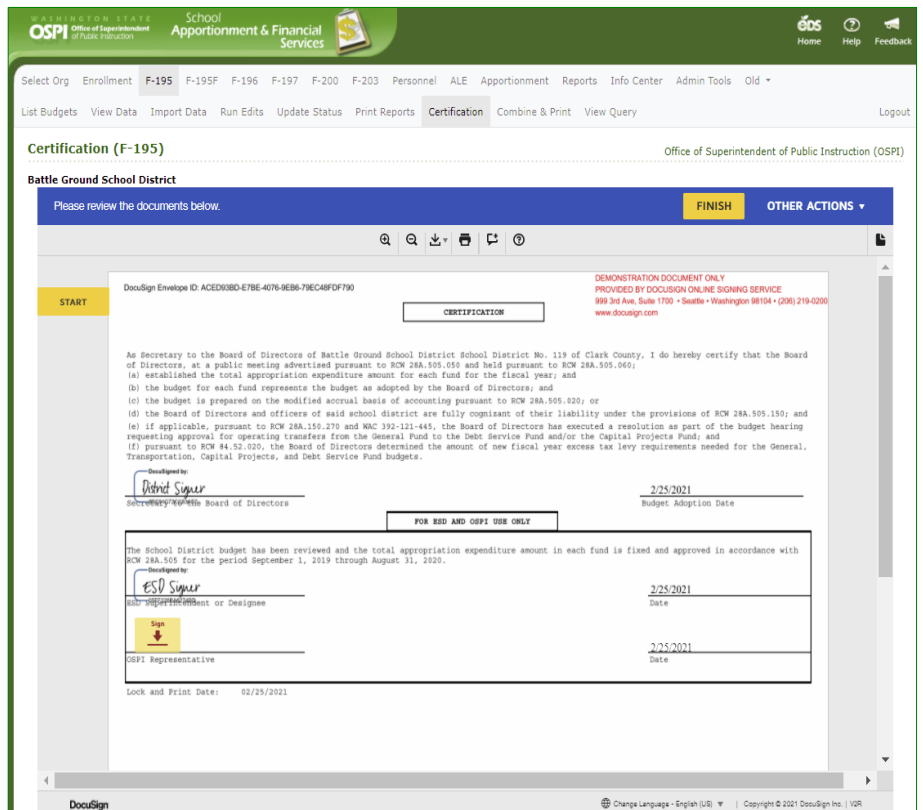


- Once you select the disclosure check box, the yellow CONTINUE button will appear. Click the CONTINUE button. Review the document and its content.



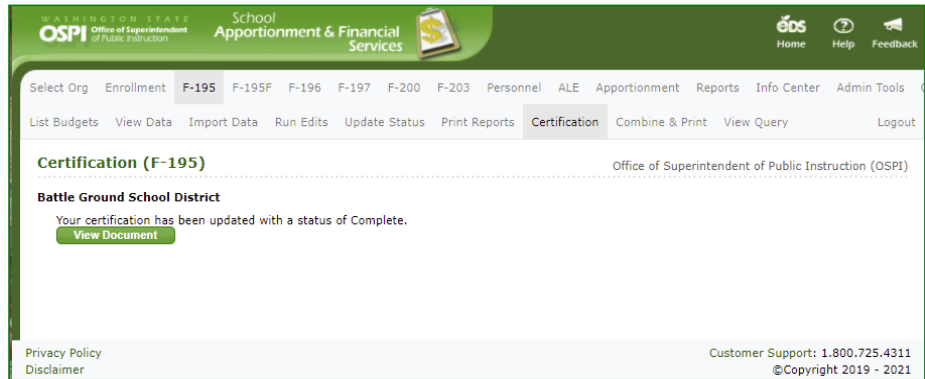
- When you are ready to approve the certification, click the yellow START button. The SIGN arrow will move to the signature line. Click on the yellow Sign icon to add your signature. Click the yellow FINISH button at top of document to complete the approval signing.

Note: You can always come back to sign later when you have the documents ready. See [Finish Signing Later](#) section.

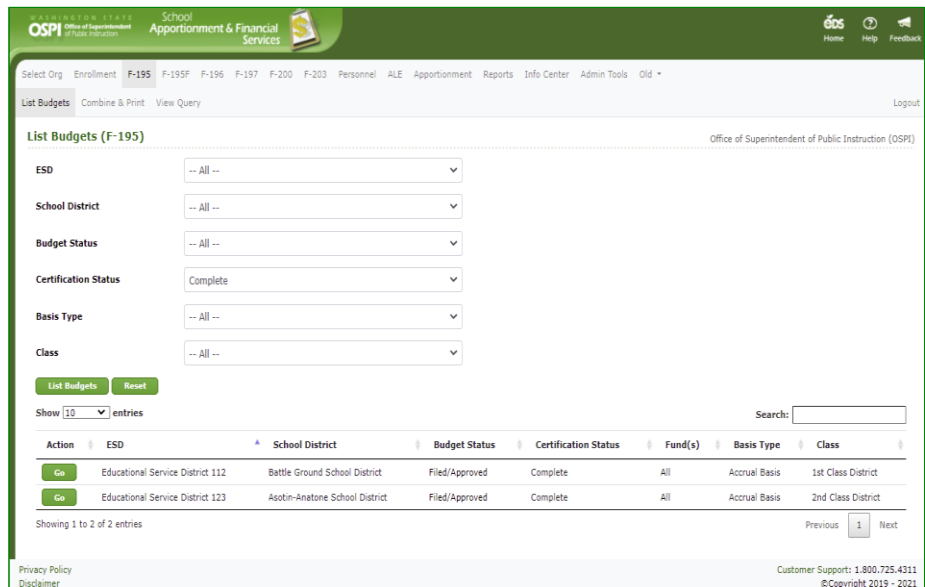


- Once you have signed the certification, a **View Document** button appears on the Certification page allowing you to view the certification.

Note: The signatures only appear at this stage when OSPI has signed the certification.



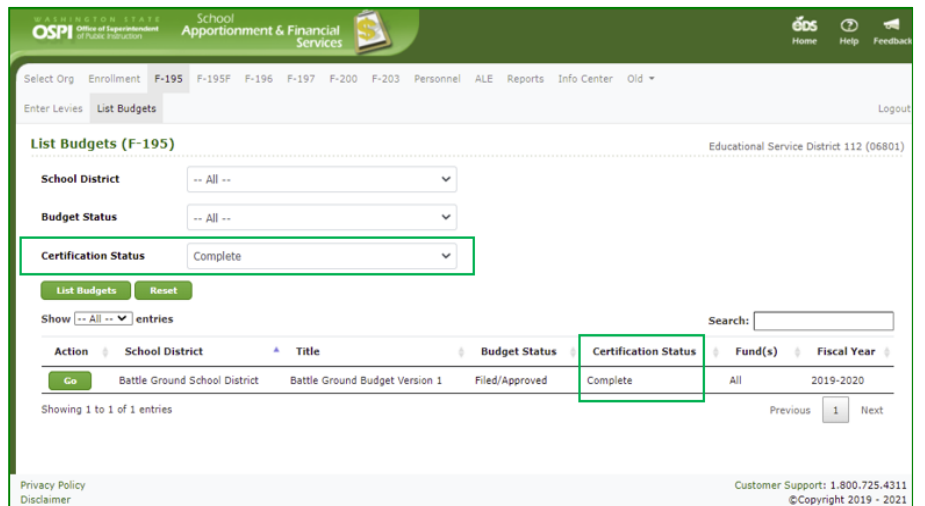
- The Budget document now has a **Certification Status** of 'Complete' on the List Budget screen.



- Once OSPI signs the certification, an email is *not* sent to the SD or ESD notifying them that the certificate has been approved by OSPI.

The SD and ESD will need to go to their List Budgets screen to view the **Certification Status** for the budget.

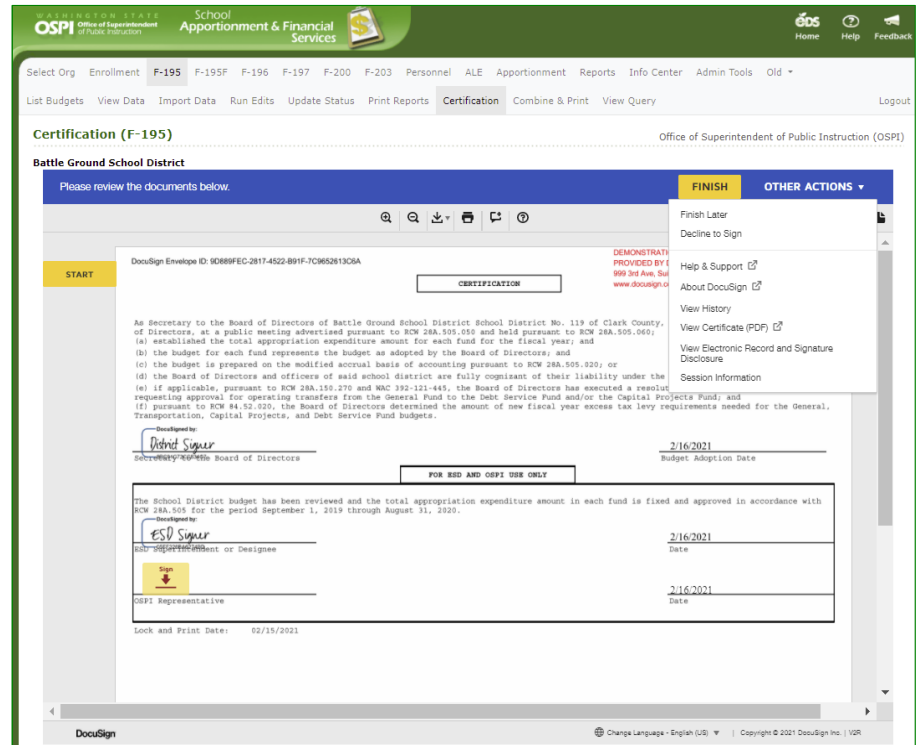
The ESD can filter using the *Certification Status* dropdown for 'Complete' on the List Budgets screen



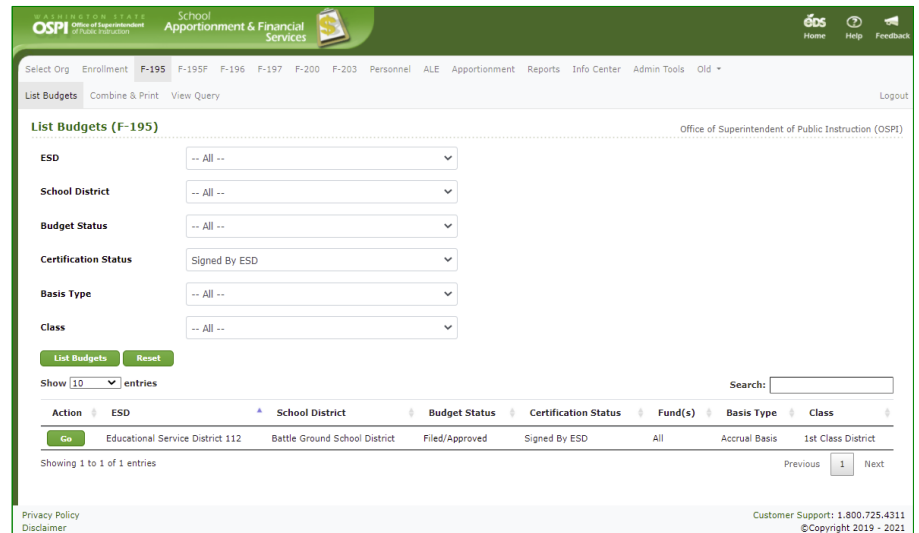
Finish Signing Later

1. There may be a time when you need to come back to review and complete the signing. To stop the DocuSign process, click the **OTHER ACTIONS** button, at top of document, and then click the **Finish Later** option.

The DocuSign window will close, and the Certification screen will appear saying, “The document has been signed by the ESD”, with a Sign Document button.

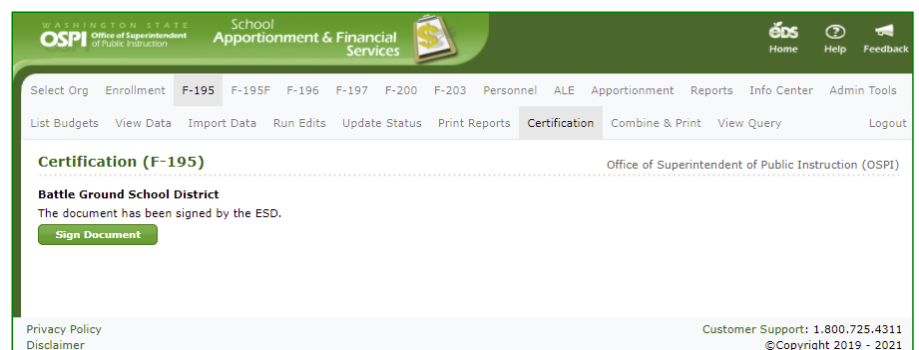


2. On the List Budget page, the **Certification Status** still displays ‘Signed by ESD’.



Return to Sign Document

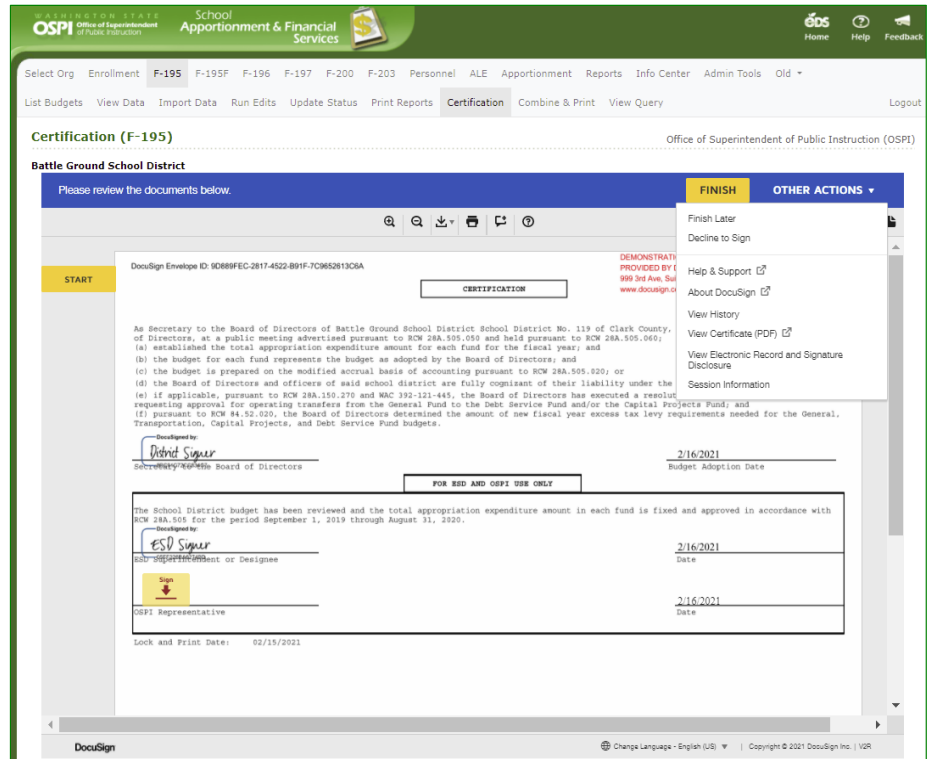
1. When you go back into the **Certification** tab again, the Certification screen will display “The document has been signed by the ESD”. Click the **Sign Document** button to sign.



Decline Document

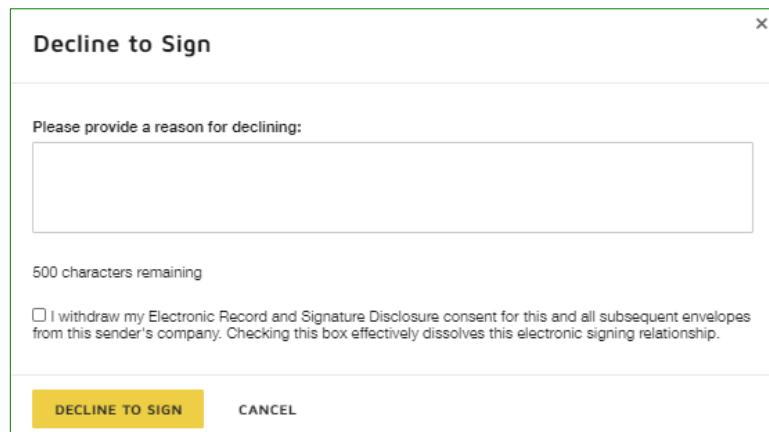
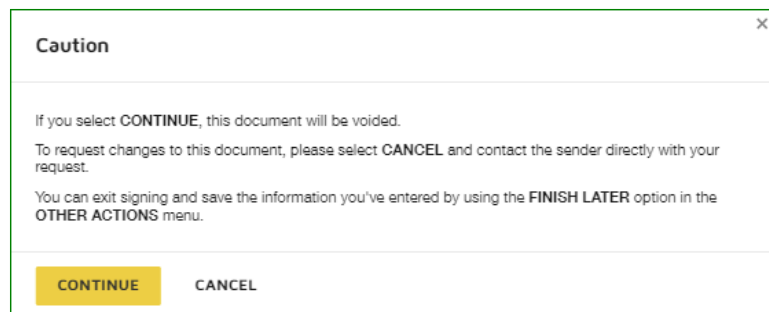
1. If you decide that the certification document is incorrect and needs to be voided, then click the **OTHER ACTIONS** button, at top of document, and then click the **Decline to Sign** option.

Note: The Decline to Sign option always sets the Certification Status back to 'Not Started'. It will not change the Budget Status; you will need to manually change it. See [OSPI Update Status](#) section in this manual.



2. In the pop-up Caution window, click the yellow **CONTINUE** button. If you decide you do not want to decline, click the Cancel button.
3. Enter the reason for declining in the Decline to Sign window text box, then click the yellow **DECLINE TO SIGN** button.

Note: Do not check the box at bottom. *DocuSign requires for this language to be displayed.* If selected, it will display the disclosure consent check box again when log back into DocuSign.



Appendix 1 – Import Data / Input Data Manually

The following chart shows you which screens are populated by imported data files and which screens are manually input. If you do not import any data files, all screens will need to be manually input.

<p>These screens will be populated if you import salary data:</p> <ul style="list-style-type: none">• GF9-XX-XX: Salary Exhibits (Certificated and Classified)
<p>These screens will be populated if you import budget data:</p> <ul style="list-style-type: none">• GF2-3: Summary of General Fund• GF4-7: Revenues• GF9-XX: Program Matrices• ASB1: Summary of ASB• DS1: Summary of Debt Service• DS2: Revenues• CP1-2: Summary of Capital Projects• CP3-4: Revenues• TVF1: Summary of Trans. Vehicle
<p>This screen will be populated if you import estimate data:</p> <ul style="list-style-type: none">• GF1: Enrollment
<p>These screens are always manually input:</p> <ul style="list-style-type: none">• GF0: Certification• GF13: Excess Levy Worksheet• GF14: Long-Term Financing• DS3: Excess Levy Worksheet• DS4: Outstanding Bonds• CP5: Excess Levy Worksheet• CP6: Description of Projects• CP7-8: Salary Exhibits• CP9: Long-Term Financing• TV3: Excess Levy Worksheet• TVF4: Long-Term Financing