



F-197 Training Manual

Last Updated
October 21, 2009

Logging `Into SAFS (All Users)

1. Open the EDS Login page.
2. Type your **User Name** and **Password**.
3. Click **Login**. The EDS Home page opens.

Note: The EDS Login address is:

<https://eds.ospi.k12.wa.us/Login.aspx>

Washington State
OSPI Office of Superintendent of Public Instruction

EDS

Home Help Feedback

Print Friendly

Please type your username and password to login.

Username:

Password:

Login

[Forgot your password? >>](#)

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4. Click on the **My Applications** tab. The **My Applications** page opens.

Washington State
OSPI Office of Superintendent of Public Instruction

EDS

Home Help Feedback

Home My Applications My Profile

Print Friendly Logout

This section allows you to manage your account information.

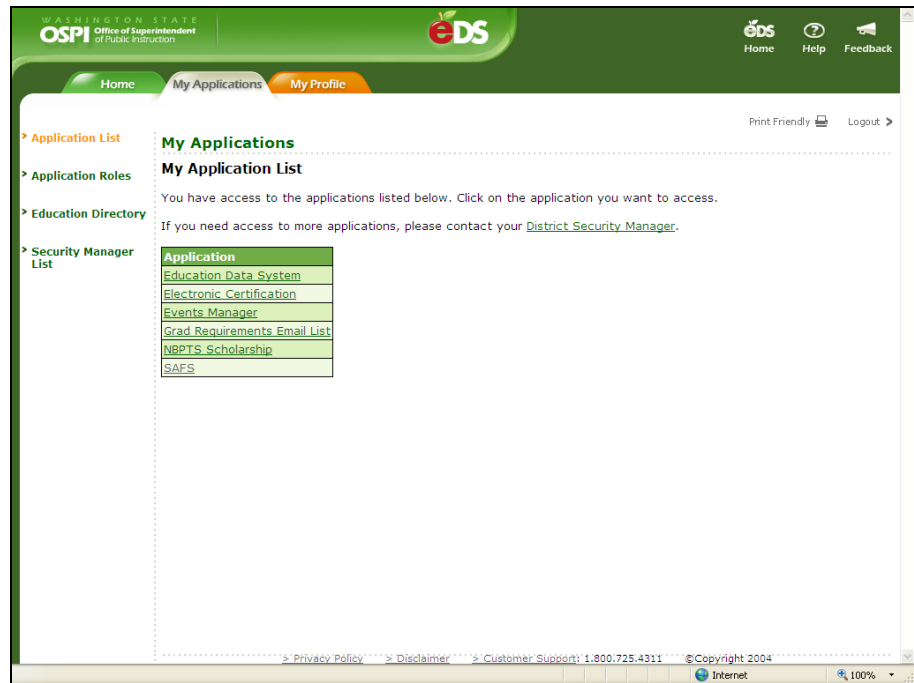
What would you like to do?

- [View my applications](#)
- [View my application permissions](#)
- [Edit my personal information](#)
- [Change password](#)
- [Search Education Directory](#)
- [View Security Managers](#)

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- Click on the **SAFS** link located in the **Applications** table. The **Info Center** page opens.

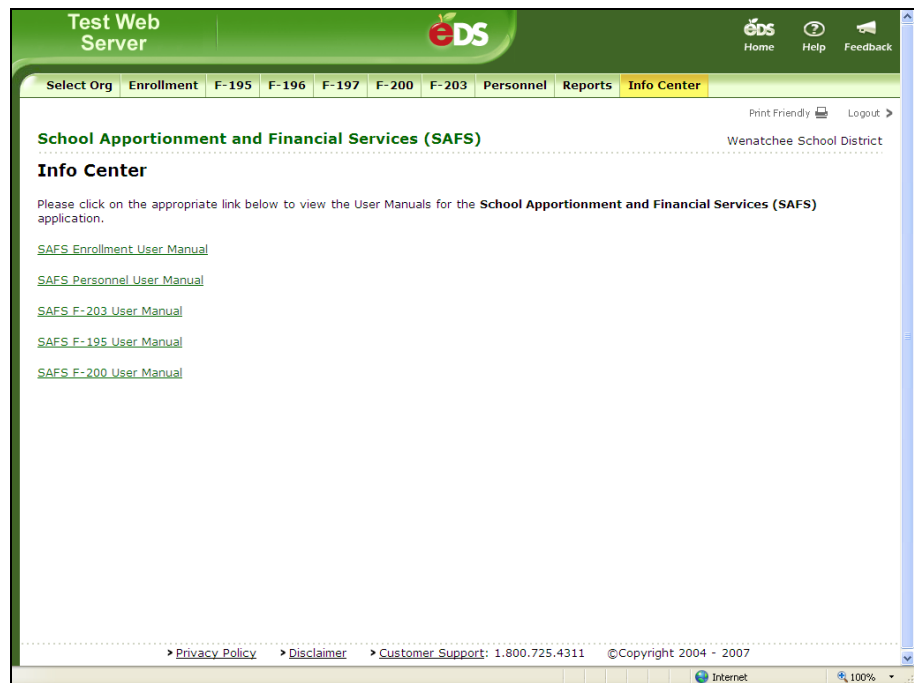
Note: Each user's Applications table will contain different links. If yours is missing the SAFS link, contact Customer Support at 1.800.725.4311.



- Click on the **F-197** tab in the menu bar located across the top of the screen. The **F-197 List Treasurer Reports** page opens.

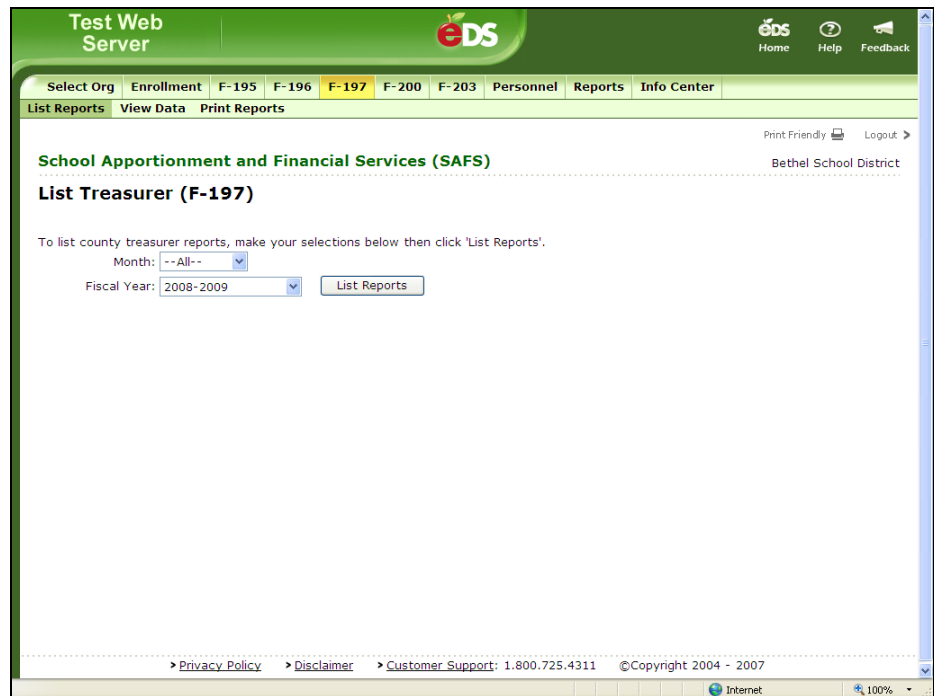
Note: The menu bar contents will vary by user; your view may contain different options than are shown here.

Note: The EDS application (including F-197) requires you to use Internet Explorer for your Web browser. See Appendix 1 for further details about browser settings.



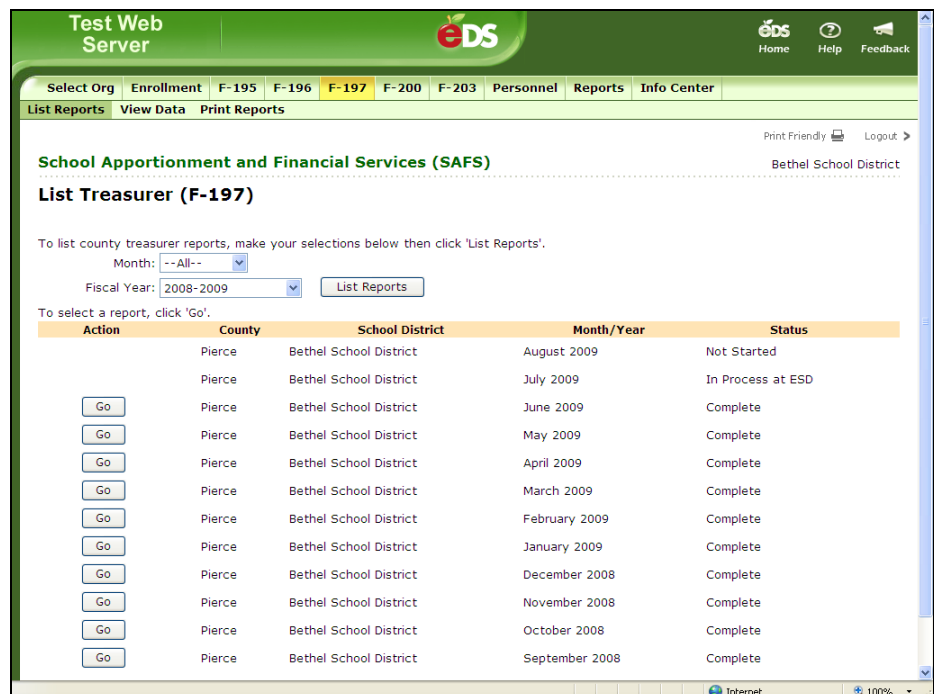
Listing County Treasurer Reports (School District-based Users)

1. On the **List Treasurer Reports** page you can list reports by month and fiscal year. To see a list of reports for your school district in the current fiscal year, select **All** for the month, select the current fiscal year, then click **List Reports**. The page repaints to display a list of reports.



2. To select a report, click the **Go** button located to the left of its listing. The initial **View Data** page opens.

Note: Only months that have a report with a status of **Complete** have Go buttons next to them.



Viewing Data (School District-based Users)

- Using the dropdown, select the fund for which you want to view data, then click the **Go** button. The page repaints to display the fund you selected.

The screenshot shows the 'View Data (F-197)' page for Bethel School District (June 2009). The page title is 'School Apportionment and Financial Services (SAFS)'. The navigation menu includes 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'Reports', and 'Info Center'. The 'View Data' tab is active. Below the navigation, there is a 'Go' button and a dropdown menu for 'Fund' currently set to '[Select Fund]'. The page footer includes links for 'Privacy Policy', 'Disclaimer', and 'Customer Support: 1.800.725.4311'.

As a School District-based user, you are welcome to view the data but cannot make any changes to it. Contact your ESD if you think an amount needs to be updated.

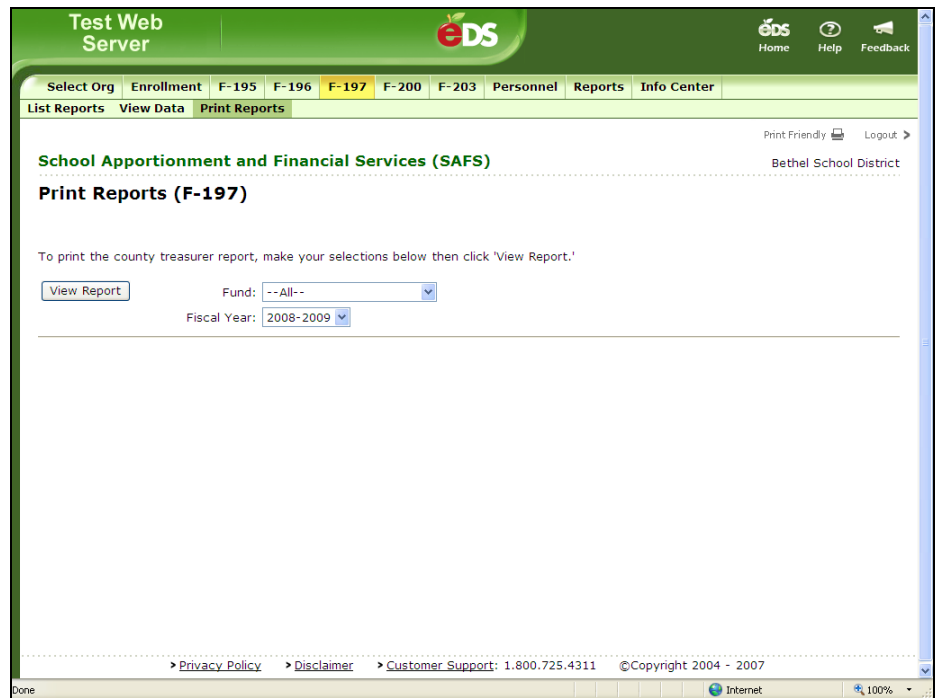
Note: Click on the **Schedule A** link to display a pop-up window showing **Schedule A** data.

The screenshot shows the 'View Data (F-197)' page for Bethel School District (June 2009) with the 'Fund' dropdown set to 'General'. Below the 'Go' button, there is a table of financial data. The table has columns for 'Action', 'Description', 'Item#', and 'Amount (to 2 decimals)'. The data is as follows:

Action	Description	Item#	Amount (to 2 decimals)
Return			
	CASH		
	School District Deposits Received In	001	910,473.92 +
	Investments Sold (exclude interest)	003	10,315,000.00 +
	Interfund Loan Proceeds	052	0.00 +
	Repayment of Interfund Loan Principal From Other Funds (exclude interest)	049	0.00 +
	Revenue Anticipation Notes Issued	015	0.00 +
	Total Schedule A Cash Increases	004	7,646,113.33 +
	Other Cash Increases (identify)	019	0.00 +
	Warrants Redeemed	005	11,230,053.16 -
	Warrant Interest Paid	006	0.00 -
	Investments Purchased	007	5,839,000.00 -
	Interfund Loans to Other Funds	013	0.00 -
	Repayment of Interfund Loan Principal to Other Funds (exclude interest)	008	0.00 -

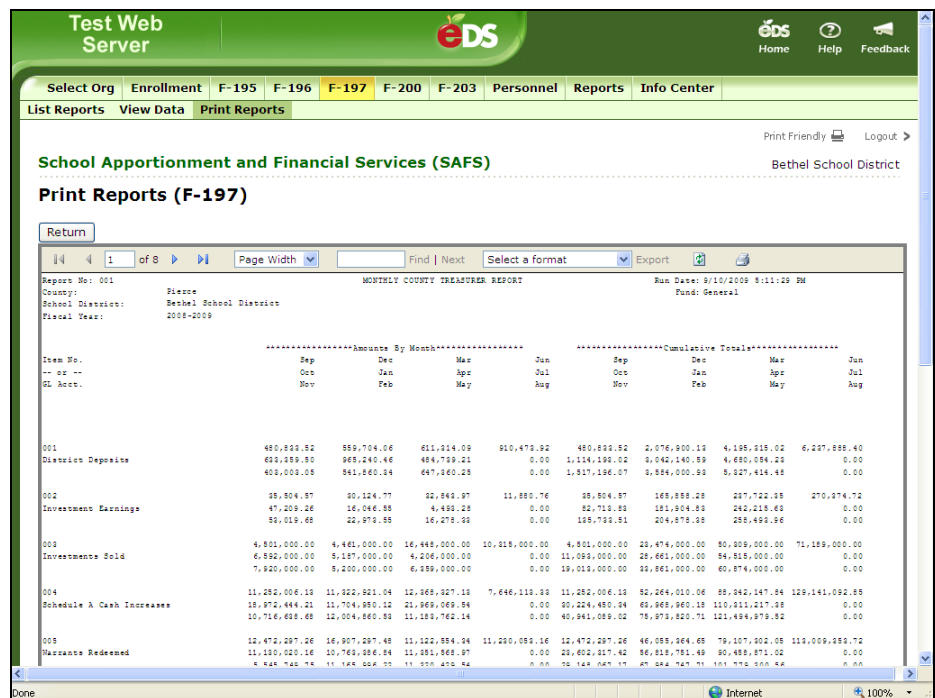
Printing Reports (School District-based Users)

1. To view or print a report, click the **Print Reports** tab in the lower menu bar. You can select reports by fund and fiscal year.

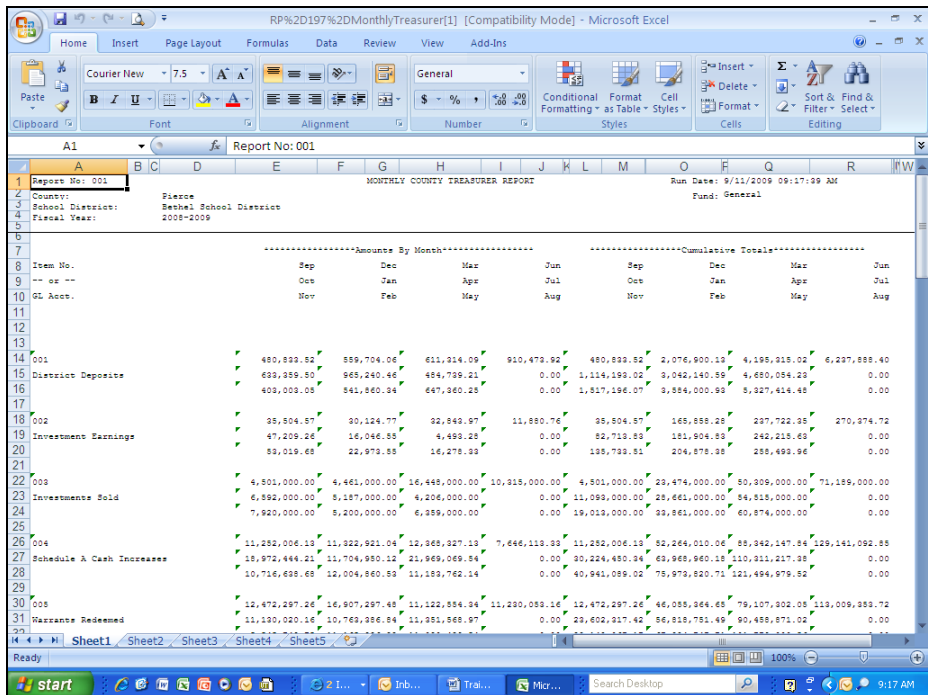


2. To view the county treasurer report for all funds, select **All** in the fund dropdown menu, then click **View Report**. The report is displayed in a special "frame", which has controls for navigating through the report, searching for terms or values, or exporting or printing the report.

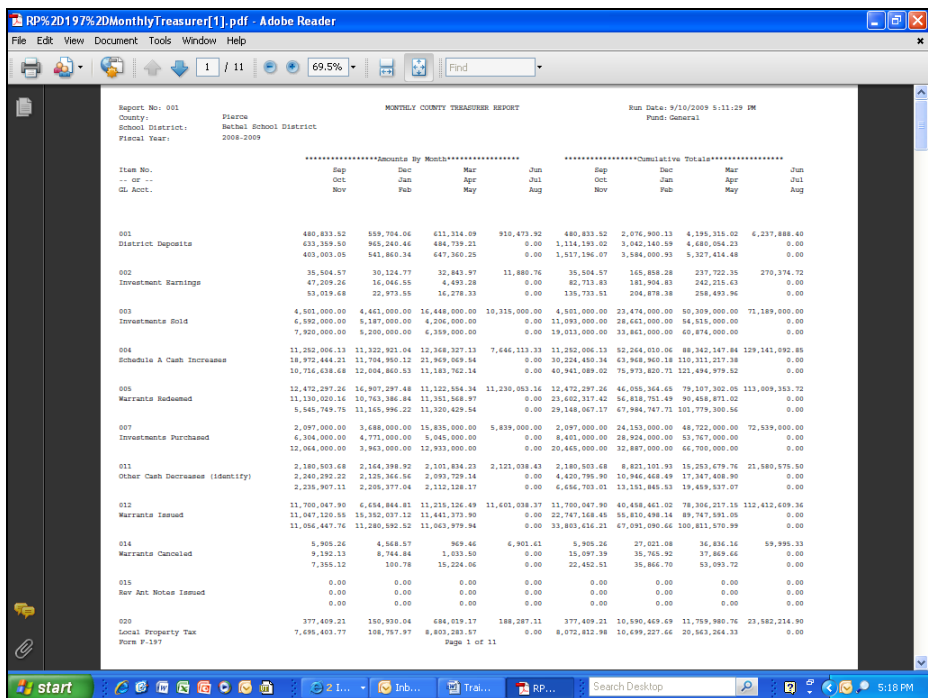
Note: The left half of the report shows data for each month. The right half shows the fiscal year's cumulative totals through, the current month.



- To export the report to Excel, click into the **Select a format** dropdown and select **Excel**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Excel.



- To export the report to a pdf file, which is optimized for printing, click into the **Select a format** dropdown and select **Acrobat (PDF) file**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Adobe Reader. To print, click the printer icon in the top left corner of the frame.



Listing County Treasurer Reports (ESD-based Users)

1. On the **List Treasurer Reports** page you can list reports by County, School District, Month and Fiscal Year. To see a list of reports for a given county and month, select the county and the month in the dropdowns, then click **List Reports**. The page repaints to display a list of reports.

The screenshot shows the 'List Treasurer (F-197)' page. The navigation bar includes 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'Reports', and 'Info Center'. The 'Reports' menu is active, showing 'List Reports', 'Input Data', 'Check Balances', 'Update Status', and 'Print Reports'. The page title is 'School Apportionment and Financial Services (SAFS) List Treasurer (F-197)'. Below the title, there are four dropdown menus: 'County: --All--', 'School District: --All--', 'Month: --All--', and 'Fiscal Year: 2008-2009'. A 'List Reports' button is located to the right of the Fiscal Year dropdown.

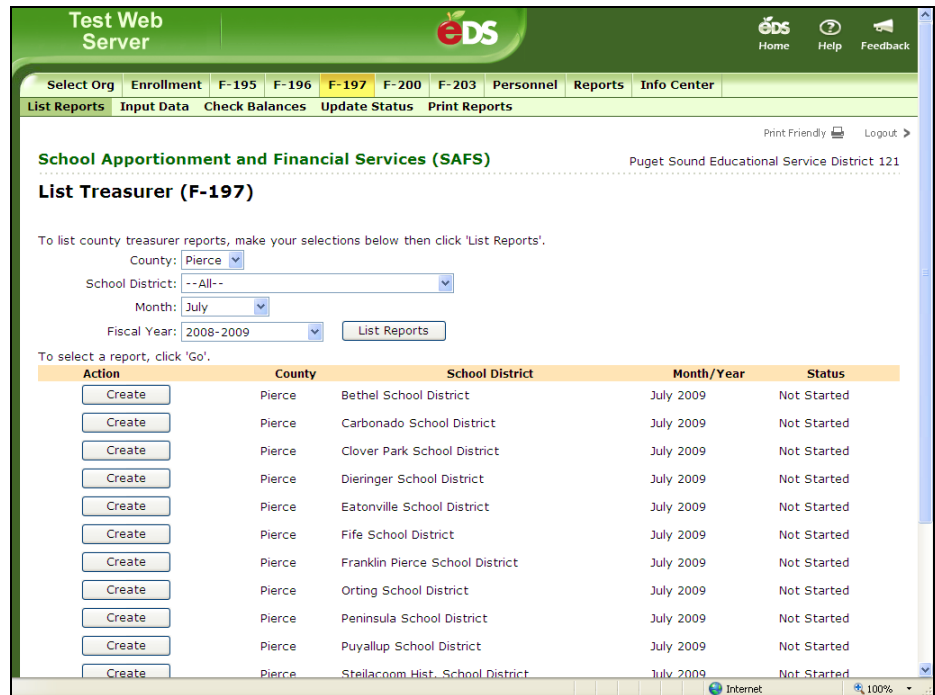
2. To select a report, click the **Go** button located to the left of its listing. The initial **View Data** page opens.

Note: Only months that have a report with a status of **In Process** or **Complete** have Go buttons next to them. You can update data for a report that is **In Process** or view data for a report that is **Complete**.

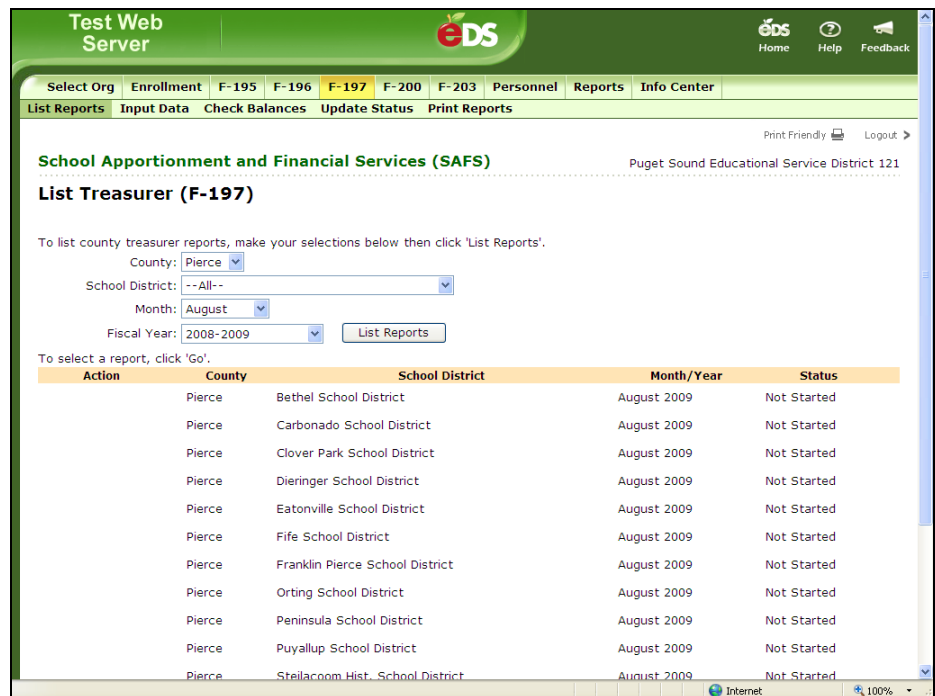
The screenshot shows the 'List Treasurer (F-197)' page with filters set to 'Pierce' for County and 'June' for Month. The 'List Reports' button is visible. Below the filters, a table lists reports with columns for Action, County, School District, Month/Year, and Status.

Action	County	School District	Month/Year	Status
Go	Pierce	Bethel School District	June 2009	Complete
Go	Pierce	Carbonado School District	June 2009	Complete
Go	Pierce	Clover Park School District	June 2009	Complete
Go	Pierce	Dieringer School District	June 2009	Complete
Go	Pierce	Eatonville School District	June 2009	Complete
Go	Pierce	Fife School District	June 2009	Complete
Go	Pierce	Franklin Pierce School District	June 2009	Complete
Go	Pierce	Orting School District	June 2009	Complete
Go	Pierce	Peninsula School District	June 2009	Complete
Go	Pierce	Puyallup School District	June 2009	Complete
Go	Pierce	Stellacom Hist. School District	June 2009	Complete

If a report is **Not Started** for the selected month and the report for the prior month is **Complete**, a **Create** button will be located to its left. You can create reports for the current month once the prior month's report is **Complete**.



If a report is **Not Started** for the selected month and the report for the prior month is **Not Started** or **In Process**, no **Go** button is displayed. You cannot begin work on a report until the prior months' reports are complete.



Importing Data (ESD-based Users)

1. If one or more of your counties send County Treasurer data in an electronic format, and those files meet OSPI specifications, you can ftp those files to the OSPI server and import the county data. To see if you have data files to import, click on the **Import Data** tab in the lower menu bar.

Note: If there are no files available, the page displays a message saying **No files are available**. You cannot use the import feature.

2. To import data, check the month you want and click the Import County Data button for that county. A message displays after the import is complete.

Note: If the monthly report is **Not Started**, the import will create the reports and populate data on the Input Data pages. If a monthly report is **In Process**, the import will overwrite any data already entered. If a monthly report is **Complete**, the import will not do anything.

The screenshot shows the 'Import Data' page for Educational Service District 113. The page title is 'School Apportionment and Financial Services (SAFS)'. The navigation bar includes 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197', 'F-200', 'F-203', 'Personnel', 'Reports', and 'Info Center'. The 'Import Data' tab is selected. Below the navigation bar, there is a section for 'Import Data' with a message: 'To upload data for a county, check the months to be uploaded then click 'Import County Data''. The table below has the following data:

Action	County	Month	File Date	File Name
Import County Data	Grays Harbor	<input type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Lewis	<input type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Mason	<input type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Pacific	<input type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Thurston	<input type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml

The screenshot shows the 'Import Data' page after a successful import. A message at the top reads: 'County data successfully imported for September, 2009'. The table below has the following data:

Action	County	Month	File Date	File Name
Import County Data	Grays Harbor	<input checked="" type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Lewis	<input checked="" type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Mason	<input checked="" type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Pacific	<input checked="" type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml
Import County Data	Thurston	<input checked="" type="radio"/> Sep 2009	10/13/2009 2:31:22 PM	F197113-2009-2010-Month-1.xml
		<input type="radio"/> Sep 2009	10/14/2009 1:39:19 PM	F197113-2009-2010-Month-2.xml

Creating Monthly Reports (ESD-based Users)

1. To create the monthly reports manually for a school district, go to the **List Reports** page. Select the county you will be working with and the month, and click **List Reports**. To create the monthly report, click **Create**.

The screenshot shows the 'List Treasurer (F-197)' page. At the top, there are navigation tabs: 'Select Org', 'Enrollment', 'F-195', 'F-196', 'F-197' (highlighted), 'F-200', 'F-203', 'Personnel', 'Reports', and 'Info Center'. Below these are sub-tabs: 'List Reports', 'Input Data', 'Check Balances', 'Update Status', and 'Print Reports'. The page title is 'School Apportionment and Financial Services (SAFS)' and 'List Treasurer (F-197)'. The user is logged in as 'Puget Sound Educational Service District 121'. The page contains a form with the following fields: County (Pierce), School District (--All--), Month (July), and Fiscal Year (2008-2009). A 'List Reports' button is visible. Below the form is a table with columns: Action, County, School District, Month/Year, and Status. The table lists 10 school districts in Pierce County, all with a status of 'Not Started' and a 'Create' button in the Action column.

Action	County	School District	Month/Year	Status
Create	Pierce	Bethel School District	July 2009	Not Started
Create	Pierce	Carbonado School District	July 2009	Not Started
Create	Pierce	Clover Park School District	July 2009	Not Started
Create	Pierce	Dieringer School District	July 2009	Not Started
Create	Pierce	Eatonville School District	July 2009	Not Started
Create	Pierce	Fife School District	July 2009	Not Started
Create	Pierce	Franklin Pierce School District	July 2009	Not Started
Create	Pierce	Orting School District	July 2009	Not Started
Create	Pierce	Peninsula School District	July 2009	Not Started
Create	Pierce	Puyallup School District	July 2009	Not Started
Create	Pierce	Steilacoom Hist. School District	July 2009	Not Started

2. The **List Treasurer Reports** page will repaint, changing the label of the button you just clicked to say **Go**. The record's status will change to **In Process** and a message at the top of the page will indicate the report has been created. To go to the report, click **Go**. The initial **Input Data** page displays.

The screenshot shows the 'List Treasurer (F-197)' page after a report has been created. A message at the top reads: 'Monthly report has been created.' The 'List Reports' button is now disabled. The table now shows the first school district, Bethel School District, with a status of 'In Process at ESD' and a 'Go' button in the Action column. The other 9 school districts remain with 'Not Started' status and 'Create' buttons.

Action	County	School District	Month/Year	Status
Go	Pierce	Bethel School District	July 2009	In Process at ESD
Create	Pierce	Carbonado School District	July 2009	Not Started
Create	Pierce	Clover Park School District	July 2009	Not Started
Create	Pierce	Dieringer School District	July 2009	Not Started
Create	Pierce	Eatonville School District	July 2009	Not Started
Create	Pierce	Fife School District	July 2009	Not Started
Create	Pierce	Franklin Pierce School District	July 2009	Not Started
Create	Pierce	Orting School District	July 2009	Not Started
Create	Pierce	Peninsula School District	July 2009	Not Started
Create	Pierce	Puyallup School District	July 2009	Not Started

Inputting Data (ESD-based Users)

- To enter data, select a fund from the dropdown and click **Go**. The page you selected displays.

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

Test Web Server

EDS Home Help Feedback

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

List Reports **Input Data** Check Balances Update Status Print Reports

School Apportionment and Financial Services (SAFS) Puget Sound Educational Service District 121

Input Data (F-197)

Bethel School District (July 2009)

To input financial data, select the page then click "Go".

Go Fund: [Select Fund]

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- On the **General Fund** page, enter data from the county for this fund.

Note: Use the **Tab** key to move forward through the page fields. Use **Shift+Tab** to move backward. Save data by pressing **Alt+S** or by using the **Save** button.

Test Web Server

EDS Home Help Feedback

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

List Reports **Input Data** Check Balances Update Status Print Reports

School Apportionment and Financial Services (SAFS) Puget Sound Educational Service District 121

Input Data (F-197)

Bethel School District (July 2009)

To input financial data, select the page then click "Go".

Go Fund: General

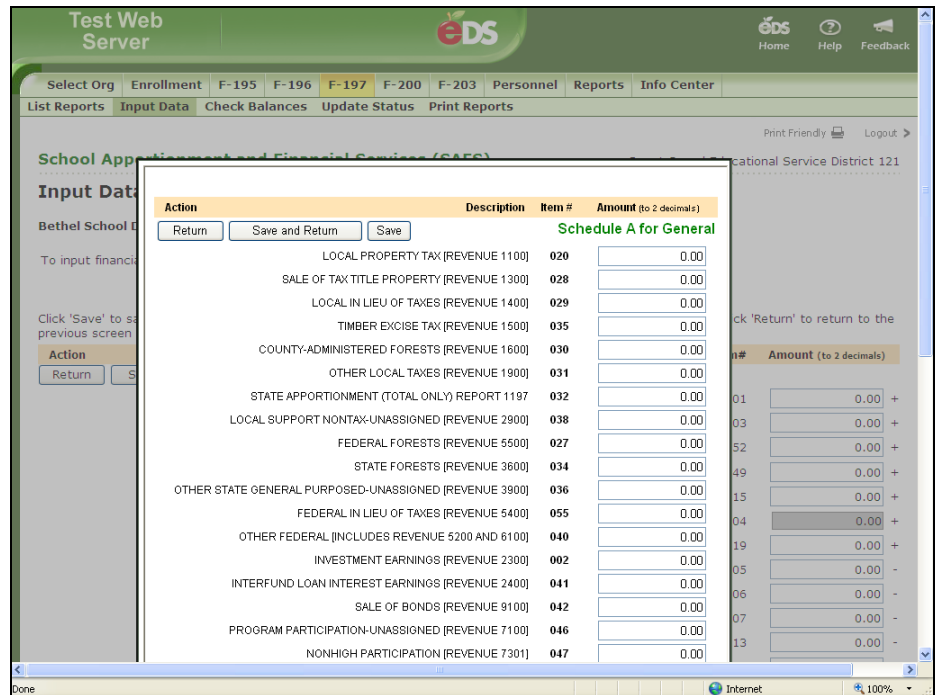
Click 'Save' to save your changes. Click 'Save & Return' to save your changes and return to the previous screen. Click 'Return' to return to the previous screen without saving your changes.

Action	Description	Item#	Amount (to 2 decimals)
Return	Save and Return	Save	
	CASH		
	School District Deposits Received In	001	0.00 +
	Investments Sold (exclude interest)	003	0.00 +
	Interfund Loan Proceeds	052	0.00 +
	Repayment of Interfund Loan Principal From Other Funds (exclude interest)	049	0.00 +
	Revenue Anticipation Notes Issued	015	0.00 +
	Total <u>Schedule A</u> Cash Increases	004	0.00 +
	Other Cash Increases (Identify)	019	0.00 +
	Warrants Redeemed	005	0.00 -
	Warrant Interest Paid	006	0.00 -
	Investments Purchased	007	0.00 -
	Interfund Loans to Other Funds	013	0.00 -
	Repayment of Interfund Loan Principal to Other Funds (exclude interest)	008	0.00 -

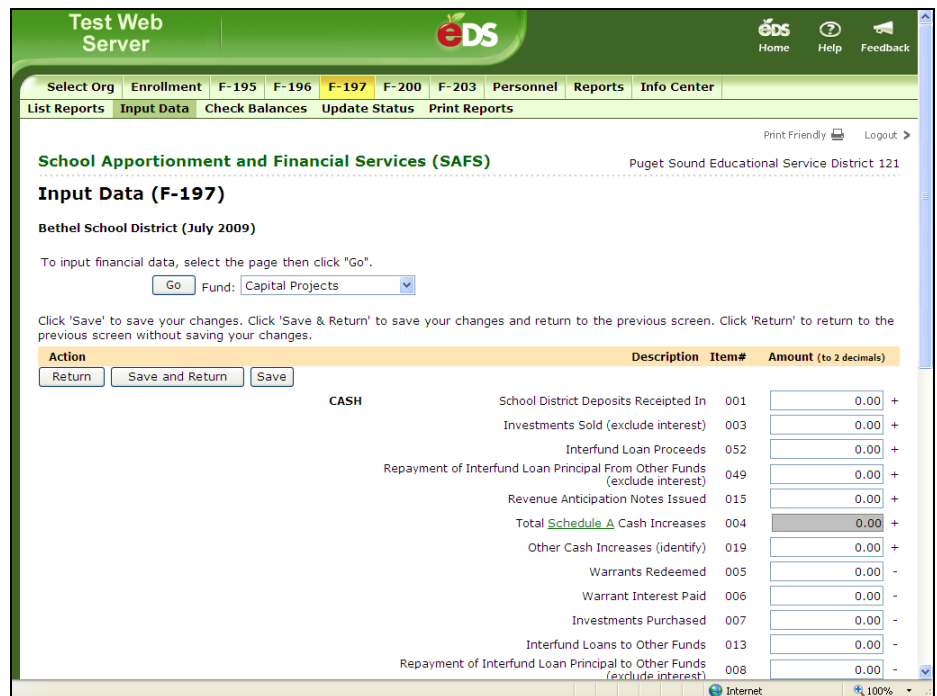
Internet 100%

- Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the General Fund. Click **Save and Return** to save the changes and return to the main page.

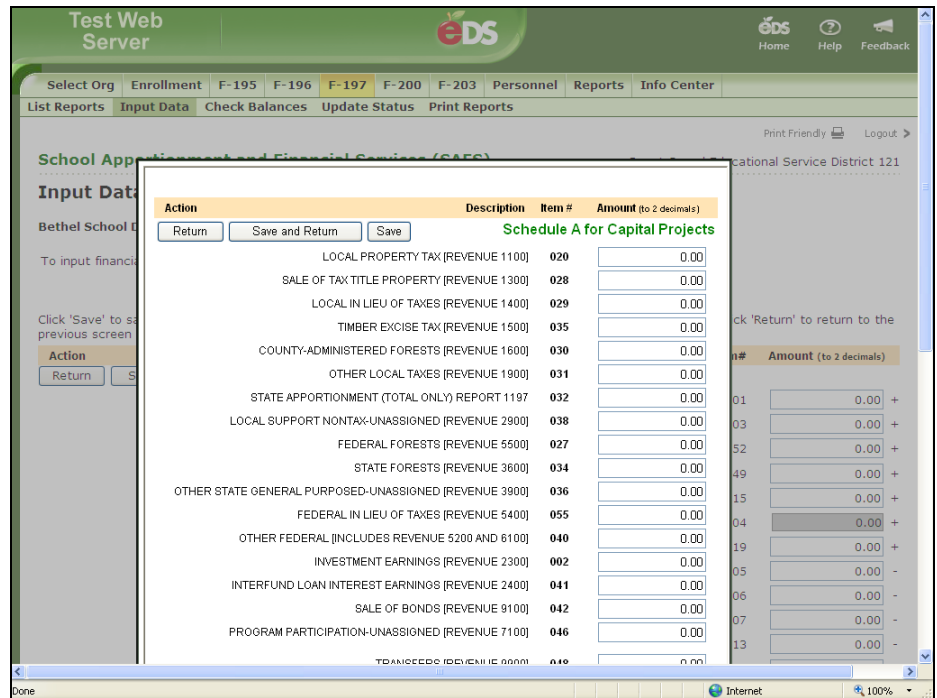
Note: Totals are calculated whenever you save your work.



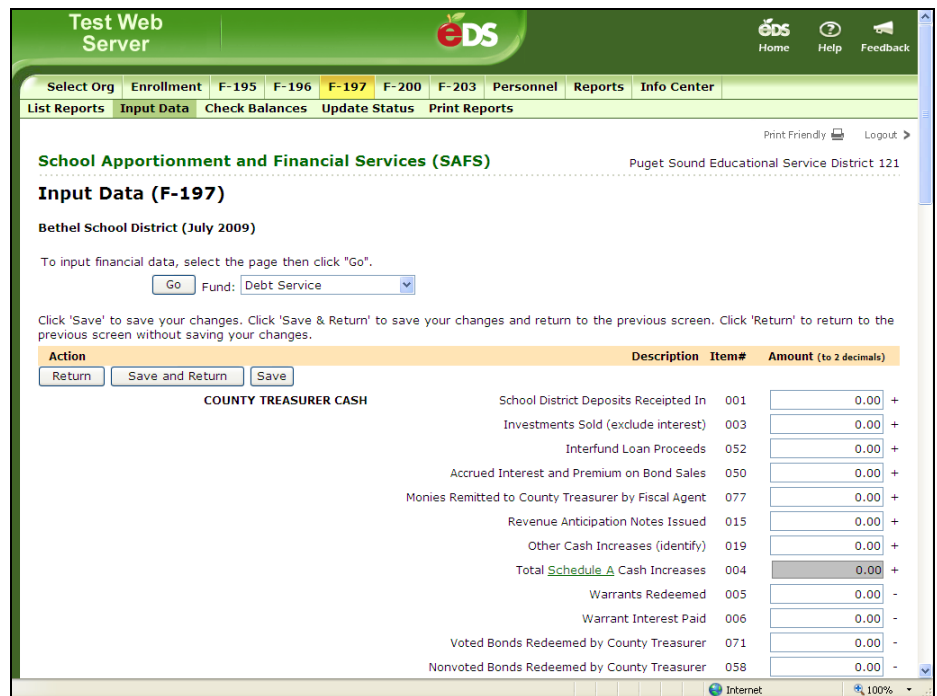
- On the **Capital Projects Fund** page, enter data from the county for this fund.



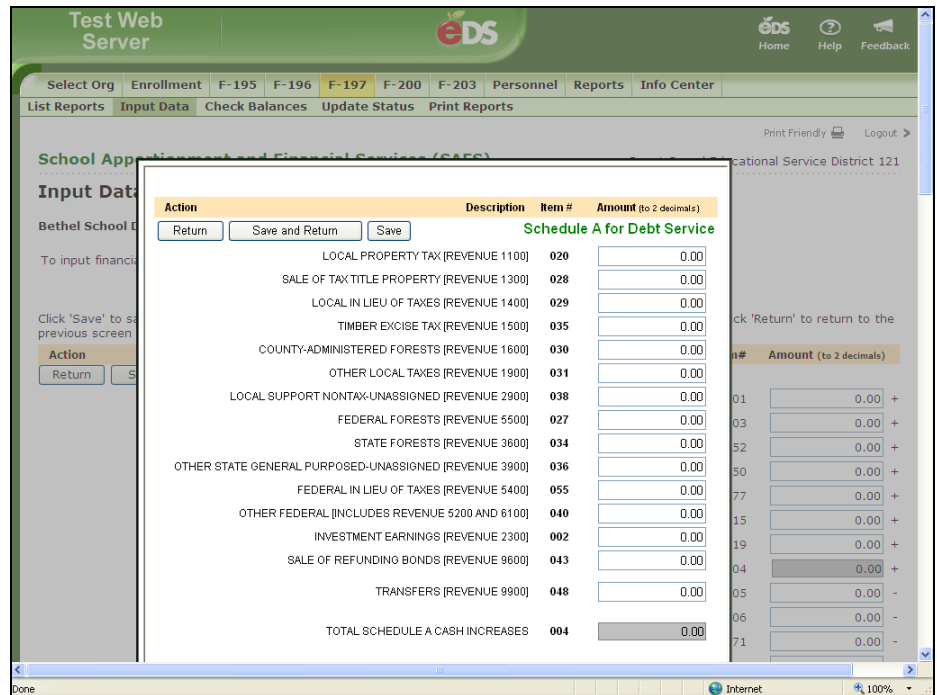
- Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the Capital Projects Fund.



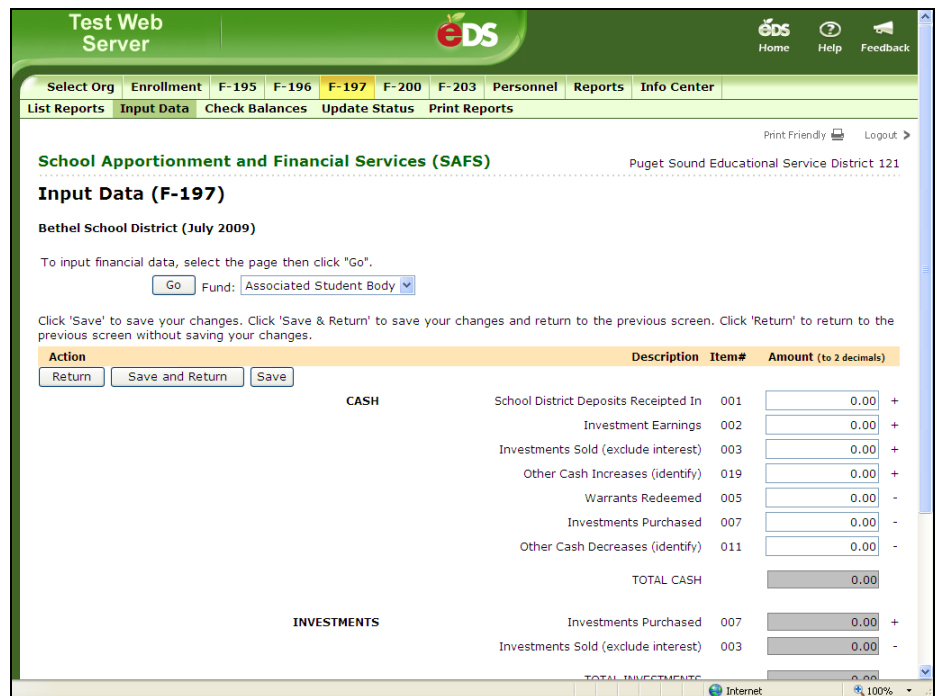
- On the **Debt Service Fund** page, enter data from the county for this fund.



- Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the Debt Service Fund.



- On the **ASB Fund** page, enter data from the county for this fund.



10. On the **Trust and Agency Fund** page, enter data from the county for this fund.

The screenshot shows the 'Input Data (F-197)' page for the 'Trust & Agency' fund. The page title is 'School Apportionment and Financial Services (SAFS)'. The user is logged in as 'Puget Sound Educational Service District 121'. The 'Fund' dropdown menu is set to 'Trust & Agency'. Below the instructions, there are three buttons: 'Return', 'Save and Return', and 'Save'. The main table lists various financial items with their descriptions, item numbers, and amounts. The 'CASH' section includes items like 'School District Deposits Received In', 'Investment Earnings', 'Investments Sold (exclude interest)', 'Other Cash Increases (identify)', 'Warrants Redeemed', 'Investments Purchased', and 'Other Cash Decreases (identify)'. The 'INVESTMENTS' section includes 'Investments Purchased' and 'Investments Sold (exclude interest)'. All amounts are currently set to 0.00.

Action	Description	Item#	Amount (to 2 decimals)	
<input type="button" value="Return"/>				
<input type="button" value="Save and Return"/>				
<input type="button" value="Save"/>				
	CASH			
	School District Deposits Received In	001	0.00	+
	Investment Earnings	002	0.00	+
	Investments Sold (exclude interest)	003	0.00	+
	Other Cash Increases (identify)	019	0.00	+
	Warrants Redeemed	005	0.00	-
	Investments Purchased	007	0.00	-
	Other Cash Decreases (identify)	011	0.00	-
	TOTAL CASH		0.00	
	INVESTMENTS			
	Investments Purchased	007	0.00	+
	Investments Sold (exclude interest)	003	0.00	-
	TOTAL INVESTMENTS		0.00	

11. On the **Permanent Fund** page, enter data from the county for this fund.

The screenshot shows the 'Input Data (F-197)' page for the 'Permanent' fund. The page title is 'School Apportionment and Financial Services (SAFS)'. The user is logged in as 'Puget Sound Educational Service District 121'. The 'Fund' dropdown menu is set to 'Permanent'. Below the instructions, there are three buttons: 'Return', 'Save and Return', and 'Save'. The main table lists various financial items with their descriptions, item numbers, and amounts. The 'CASH' section includes items like 'School District Deposits Received In', 'Investment Earnings', 'Investments Sold (exclude interest)', 'Other Cash Increases (identify)', 'Warrants Redeemed', 'Investments Purchased', and 'Other Cash Decreases (identify)'. The 'INVESTMENTS' section includes 'Investments Purchased' and 'Investments Sold (exclude interest)'. All amounts are currently set to 0.00.

Action	Description	Item#	Amount (to 2 decimals)	
<input type="button" value="Return"/>				
<input type="button" value="Save and Return"/>				
<input type="button" value="Save"/>				
	CASH			
	School District Deposits Received In	001	0.00	+
	Investment Earnings	002	0.00	+
	Investments Sold (exclude interest)	003	0.00	+
	Other Cash Increases (identify)	019	0.00	+
	Warrants Redeemed	005	0.00	-
	Investments Purchased	007	0.00	-
	Other Cash Decreases (identify)	011	0.00	-
	TOTAL CASH		0.00	
	INVESTMENTS			
	Investments Purchased	007	0.00	+
	Investments Sold (exclude interest)	003	0.00	-
	TOTAL INVESTMENTS		0.00	

12. On the **Transportation Vehicle Fund** page, enter data from the county for this fund.

School Apportionment and Financial Services (SAFS)
Puget Sound Educational Service District 121

Input Data (F-197)
Bethel School District (July 2009)

To input financial data, select the page then click "Go".

Go Fund:

Click 'Save' to save your changes. Click 'Save & Return' to save your changes and return to the previous screen. Click 'Return' to return to the previous screen without saving your changes.

Action	Description	Item#	Amount (to 2 decimals)
<input type="button" value="Return"/>			
<input type="button" value="Save and Return"/>			
<input type="button" value="Save"/>			
	CASH		
	School District Deposits Received In	001	<input type="text" value="0.00"/> +
	Investments Sold (exclude interest)	003	<input type="text" value="0.00"/> +
	Interfund Loan Proceeds	052	<input type="text" value="0.00"/> +
	Revenue Anticipation Notes Issued	015	<input type="text" value="0.00"/> +
	Total Schedule A Cash Increases	004	<input type="text" value="0.00"/> +
	Other Cash Increases (Identify)	019	<input type="text" value="0.00"/> +
	Warrants Redeemed	005	<input type="text" value="0.00"/> -
	Warrant Interest Paid	006	<input type="text" value="0.00"/> -
	Investments Purchased	007	<input type="text" value="0.00"/> -
	Repayment of Interfund Loan Principal to Other Funds (exclude interest)	008	<input type="text" value="0.00"/> -
	Interfund Loan Interest Paid	009	<input type="text" value="0.00"/> -
	Revenue Anticipation Notes Redeemed	016	<input type="text" value="0.00"/> -

13. Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the Transportation Vehicle Fund.

School Apportionment and Financial Services (SAFS)
Puget Sound Educational Service District 121

Input Data (F-197)
Bethel School District (July 2009)

To input financial data, select the page then click "Go".

Go Fund:

Click 'Save' to save your changes. Click 'Save & Return' to save your changes and return to the previous screen. Click 'Return' to return to the previous screen without saving your changes.

Action	Description	Item#	Amount (to 2 decimals)
<input type="button" value="Return"/>			
<input type="button" value="Save and Return"/>			
<input type="button" value="Save"/>			
	CASH		
	School District Deposits Received In	001	<input type="text" value="0.00"/> +
	Investments Sold (exclude interest)	003	<input type="text" value="0.00"/> +
	Interfund Loan Proceeds	052	<input type="text" value="0.00"/> +
	Revenue Anticipation Notes Issued	015	<input type="text" value="0.00"/> +
	Total Schedule A Cash Increases	004	<input type="text" value="0.00"/> +
	Other Cash Increases (Identify)	019	<input type="text" value="0.00"/> +
	Warrants Redeemed	005	<input type="text" value="0.00"/> -
	Warrant Interest Paid	006	<input type="text" value="0.00"/> -
	Investments Purchased	007	<input type="text" value="0.00"/> -
	Repayment of Interfund Loan Principal to Other Funds (exclude interest)	008	<input type="text" value="0.00"/> -
	Interfund Loan Interest Paid	009	<input type="text" value="0.00"/> -
	Revenue Anticipation Notes Redeemed	016	<input type="text" value="0.00"/> -

Checking Balances (ESD-based Users)

1. To check the year-to-date balances for GL 100, 240, 241, 450, and other GL accounts, click the **Check Balances** tab in the lower menu bar.

Note: The page shows cumulative year-to-date totals through the last month that has a status of **Complete** or **In Process**.

Test Web Server | **EDS** | Home | Help | Feedback

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

List Reports | Input Data | **Check Balances** | Update Status | Print Reports

Print Friendly | Logout

School Apportionment and Financial Services (SAFS) | Puget Sound Educational Service District 121

Input Data (F-197)

Bethel School District (July 2009)

Cumulative balances to-date are shown for each fund. To update these calculated totals, use the Input Data screen.

Item #	General	ASB	Debt Service	Capital Projects	Trans. Vehicle	Trust & Agency	Permanent
Net Cash & Investment - 100	19,225,576.91	1,550,657.92	6,761,044.91	65,949,916.47	1,791,347.09	0.00	0.00
Cash on Deposit - 240	5,299,059.11	220,898.59	132,044.91	293,694.64	20,347.09	0.00	0.00
Warrants Outstanding - 241	5,083,482.20	201,240.67	0.00	149,778.17	0.00	0.00	0.00
Fiscal Agent Cash - 250			0.00				
Investment Balance - 450	19,010,000.00	1,531,000.00	6,629,000.00	65,806,000.00	1,771,000.00	0.00	0.00
Rev Ant Notes Out - 604	0.00		0.00	0.00	0.00		
Matured Bonds Out - 675			0.00				
Mat Nonvtd Bonds Out - 676			0.00				
Coupons Out - 685			0.00				
Nonvtd Coupons Out - 686			0.00				
Unmat Vtd Bonds Out - 690			194,485,000.00				
Unmat NVtd Bonds Out - 691			0.00				

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2. If data is updated on the **Input Data** page, the page will show revised totals. If these totals do not match the amounts you expect, go back to the **Input Data** pages, review what was entered, and make any necessary changes. Then return to this page to check the new balance.

Test Web Server | **EDS** | Home | Help | Feedback

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

List Reports | Input Data | **Check Balances** | Update Status | Print Reports

Print Friendly | Logout

School Apportionment and Financial Services (SAFS) | Puget Sound Educational Service District 121

Input Data (F-197)

Bethel School District (July 2009)

Cumulative balances to-date are shown for each fund. To update these calculated totals, use the Input Data screen.

Item #	General	ASB	Debt Service	Capital Projects	Trans. Vehicle	Trust & Agency	Permanent
Net Cash & Investment - 100	19,381,576.91	1,550,657.92	6,761,044.91	65,949,916.47	1,791,347.09	0.00	0.00
Cash on Deposit - 240	5,445,059.11	220,898.59	132,044.91	293,694.64	20,347.09	0.00	0.00
Warrants Outstanding - 241	5,078,482.20	201,240.67	0.00	149,778.17	0.00	0.00	0.00
Fiscal Agent Cash - 250			0.00				
Investment Balance - 450	19,014,000.00	1,531,000.00	6,629,000.00	65,806,000.00	1,771,000.00	0.00	0.00
Rev Ant Notes Out - 604	-1,000.00		0.00	0.00	0.00		
Matured Bonds Out - 675			0.00				
Mat Nonvtd Bonds Out - 676			0.00				
Coupons Out - 685			0.00				
Nonvtd Coupons Out - 686			0.00				
Unmat Vtd Bonds Out - 690			194,485,000.00				
Unmat NVtd Bonds Out - 691			0.00				

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Updating Status (ESD-based Users)

1. Once you have finished entering data for a monthly report, click the **Update Status** tab in the lower menu bar. The page displays a history of status changes for the monthly report – what the status was, the date the status was changed, and the name of the user who made the change.

School Apportionment and Financial Services (SAFS)
Input Data (F-197)
 Bethel School District (July 2009)

To change the status, make a selection below then click "Update".

Action	Status	Updated On	Updated By
<input type="button" value="Update"/>	[Select]		
	In Process at ESD	9/10/2009 12:09:26 PM	Milestone DevTeam
	Not Started	8/31/2009 2:26:59 PM	SYSTEM

2. To update the status, select **Complete** in the status dropdown then click the **Update** button. A new row displays with updated status information.

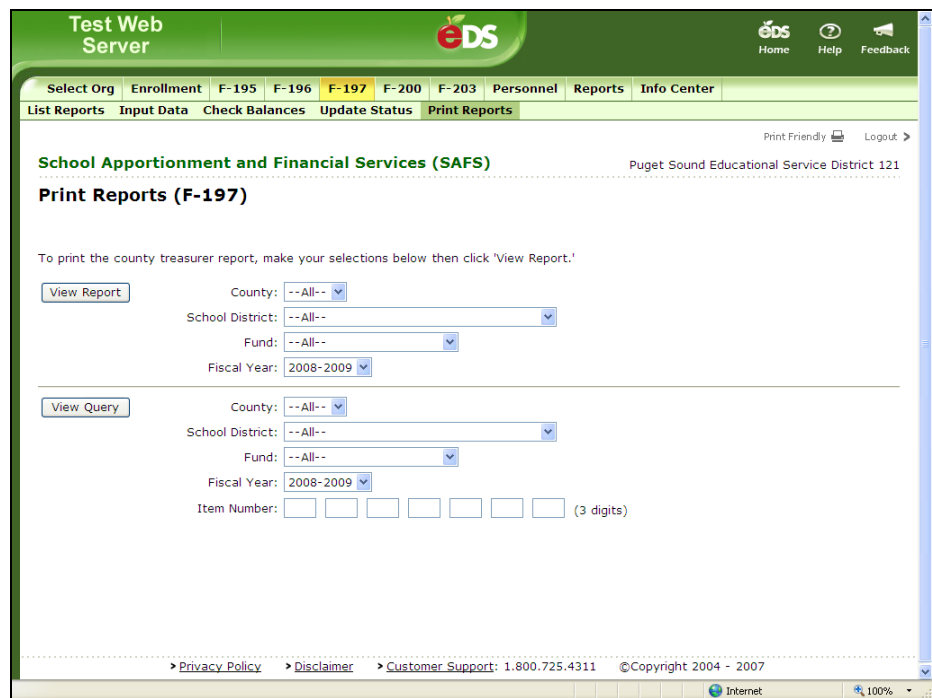
School Apportionment and Financial Services (SAFS)
Update Status
 Bethel School District (July 2009)

To change the status, make a selection below then click "Update".

Action	Status	Updated On	Updated By
<input type="button" value="Update"/>	[Select]		
	Complete	9/11/2009 10:03:01 AM	ESD121User ESD121User
	In Process at ESD	9/10/2009 12:09:26 PM	Milestone DevTeam
	Not Started	8/31/2009 2:26:59 PM	SYSTEM

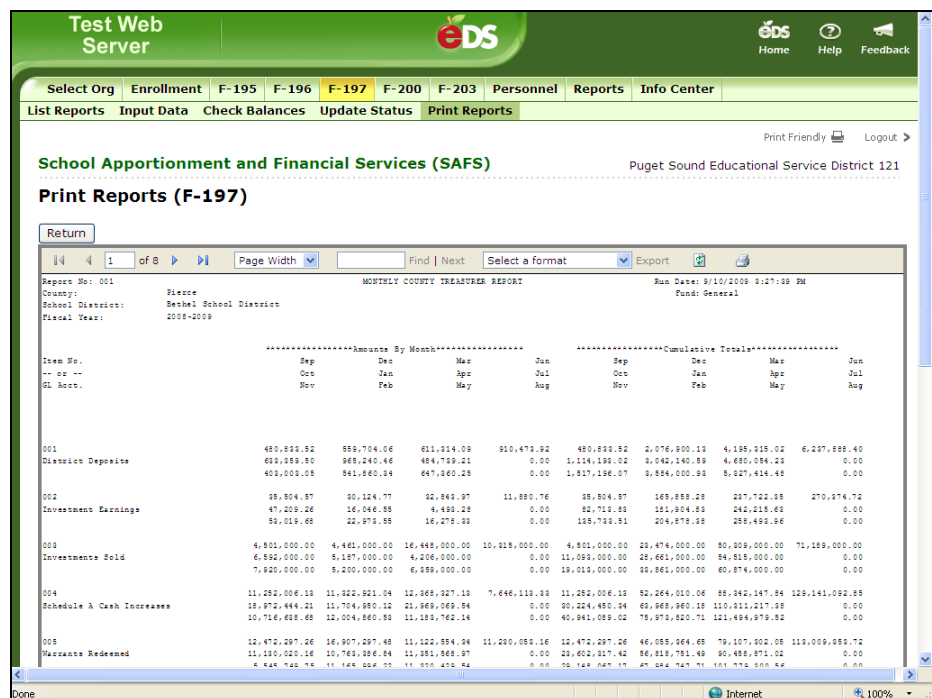
Printing Reports (ESD-based Users)

1. To print reports, click the **Print Reports** tab in the lower menu bar. You can view and print reports by county, school district, fund and fiscal year.



2. To view county treasurer reports for a given school district, make your selection in the **School District** dropdown, leave the **County** and **Fund** dropdown set to **All**, and click **View Report**. The report displays in a report viewer frame.

Note: Data only displays for months that have a status of **Complete**.



- To view county treasurer reports for a given county, make your selection in the **County** dropdown, leave the **School District** and **Fund** dropdown set to **All**, and click **View Report**. The report displays in a report viewer frame.

Note: The report displays data (in alphabetical order) for each school district for which the county you selected is their “home county”.

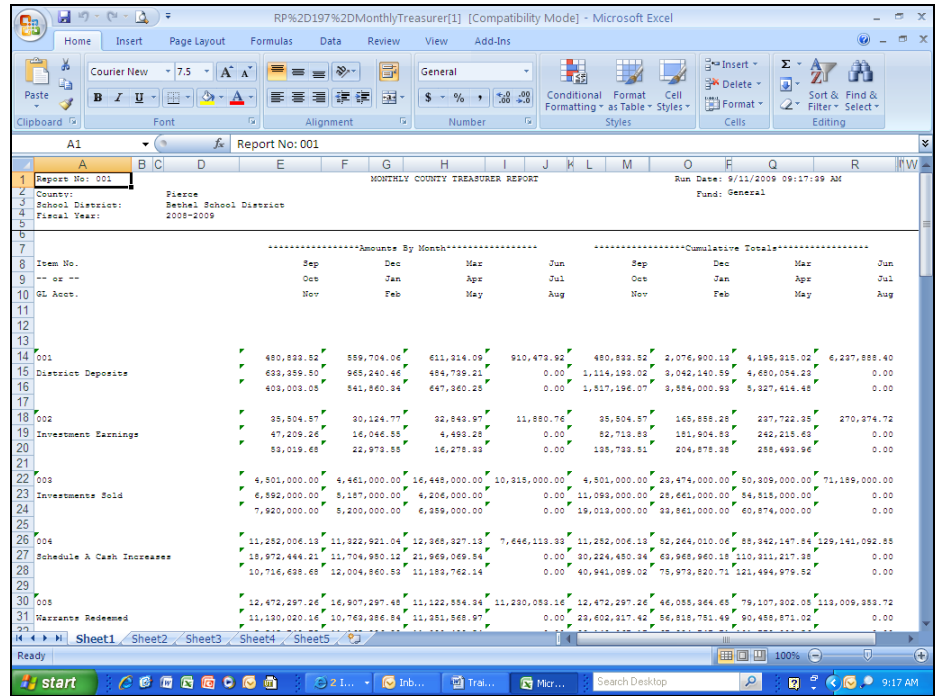
Item No.	*****Amounts By Month*****					*****Cumulative Totals*****				
	Sep	Oct	Nov	Dec	Jan	Sep	Oct	Nov	Dec	Jan
001 District Deposits	269,236.07	195,826.00	219,466.95	129,009.00	269,236.07	894,315.62	1,594,290.52	2,320,211.67	1,689,671.22	2,479,138.19
002 Investment Earnings	1,670.02	3,494.26	755.34	3,169.00	1,670.02	9,740.72	14,718.58	23,205.41	6,206.46	20,540.33
003 Investments Sold	200,000.00	0.00	119,000.00	1,000,000.00	200,000.00	1,200,000.00	2,200,000.00	3,200,000.00	800,000.00	4,000,000.00
004 Schedule & Cash Increases	2,440,086.24	2,922,289.69	2,732,189.16	1,800,147.70	2,440,086.24	12,239,759.19	20,249,047.01	29,619,789.24	4,876,289.14	32,497,310.32
008 Warrants Redeemed	3,014,990.78	3,192,289.81	1,856,996.91	3,949,876.10	3,014,990.78	12,969,412.97	20,741,990.31	32,857,012.99	0.00	32,857,012.99

- To view county treasurer reports for a given fund, leave the ESD and School District at **All**, select the fund in the dropdown, and click **View Report**.

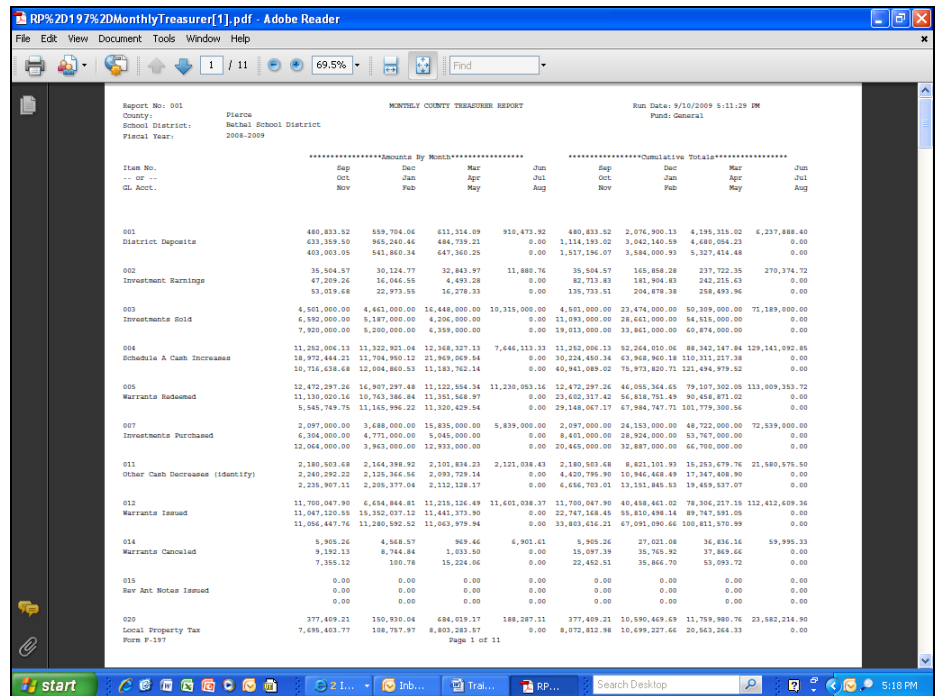
Note: The report displays data (in alphabetical order) in the fund selected for each school district within the ESD.

Item No.	*****Amounts By Month*****					*****Cumulative Totals*****				
	Sep	Oct	Nov	Dec	Jan	Sep	Oct	Nov	Dec	Jan
002 Investment Earnings	-7,208.91	2,102.43	1,406.99	891.02	-7,208.91	-970.10	4,471.99	6,892.87	1,999.95	1,422.93
004 Schedule & Cash Increases	675,737.03	2,921.29	4,999.30	499.64	675,737.03	897,094.98	707,131.29	718,921.99	18,380.98	718,921.99
008 Warrants Redeemed	0.00	116,240.99	242,999.99	0.00	0.00	419,396.71	1,098,618.09	1,098,618.09	802,196.92	844,085.73
010 Warrants Issued	0.00	116,240.99	242,999.99	0.00	0.00	116,240.99	892,499.76	892,499.76	0.00	892,499.76
019 Other Cash Increases (Identify)	-12,606.88	1,770.24	149.94	100.26	-12,606.88	-10,832.94	-10,499.99	-9,894.15	0.00	-9,894.15

- To export the report to Excel, click into the **Select a format** dropdown and select **Excel**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Excel.



- To export the report to a pdf file, which is optimized for printing, click into the **Select a format** dropdown and select **Acrobat (PDF) file**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Adobe Reader. To print, click the printer icon in the top left corner of the frame.



Running Queries (ESD-based Users)

1. You can query data using the bottom half of the **Print Reports** page. You can specify the County, School District, Fund and Fiscal Year, and Month, as well as the particular Item Number you wish to view.

2. To run a query, make selections in the dropdowns, enter up to seven item numbers, and click **View Query**. The results displays in the report viewer frame.

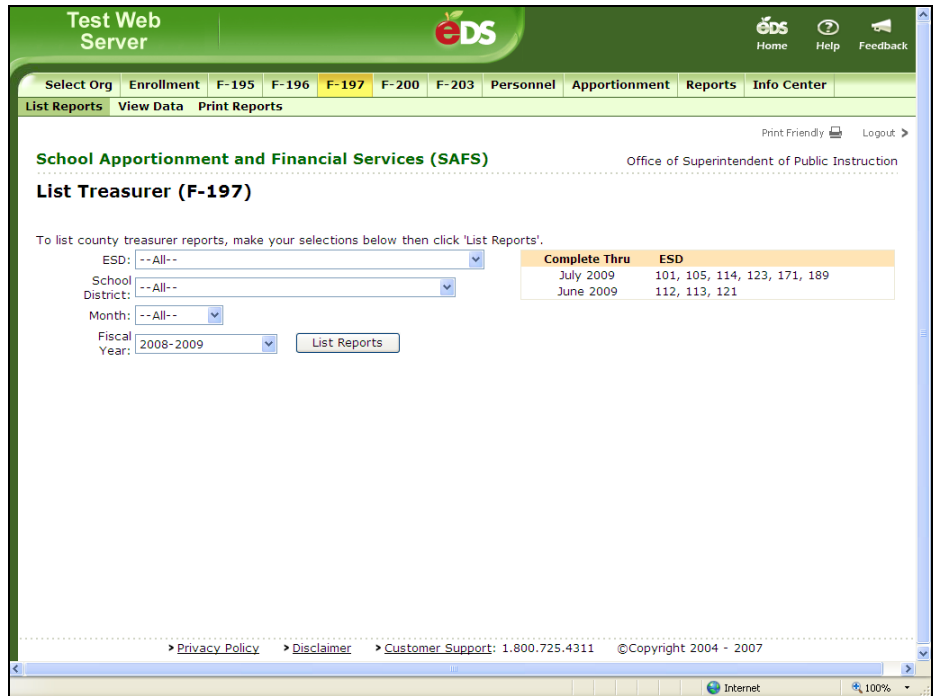
Note: Use three digits when entering the item number.

DISTRICT	FUND	ITEM 001	ITEM 002	ITEM 003	ITEM 004
27001 Shelascoom Mtn. School District	1	964,049.09	39,728.22	29,159,700.00	29,950,459.26
27003 Puyallup School District	1	5,942,032.72	128,921.81	382,380,000.00	156,381,928.09
27010 Tacoma School District	1	12,236,396.17	812,526.77	274,376,980.00	286,677,952.19
27019 Carbonado School District	1	30,509.41	6,704.82	3,649,000.00	1,588,808.17
27083 University Place School District	1	2,975,000.00	108,742.10	47,917,000.00	40,061,808.98
27320 Sumner School District	1	4,889,904.06	49,776.28	33,940,000.00	39,349,927.08
27343 Dieringer School District	1	800,021.16	6,092.19	9,249,000.00	10,275,924.13
27344 Orosing School District	1	882,188.82	7,214.89	10,989,800.00	15,426,602.99
27400 Clover Park School District	1	22,139,998.16	117,694.24	188,840,000.00	97,970,492.08
27401 Peninsula School District	1	2,447,680.91	71,408.62	48,879,800.00	67,864,123.97
27402 Franklin Pierce School District	1	2,796,711.39	29,379.81	29,849,800.00	35,227,894.90

Listing County Treasurer Reports (OSPI Users)

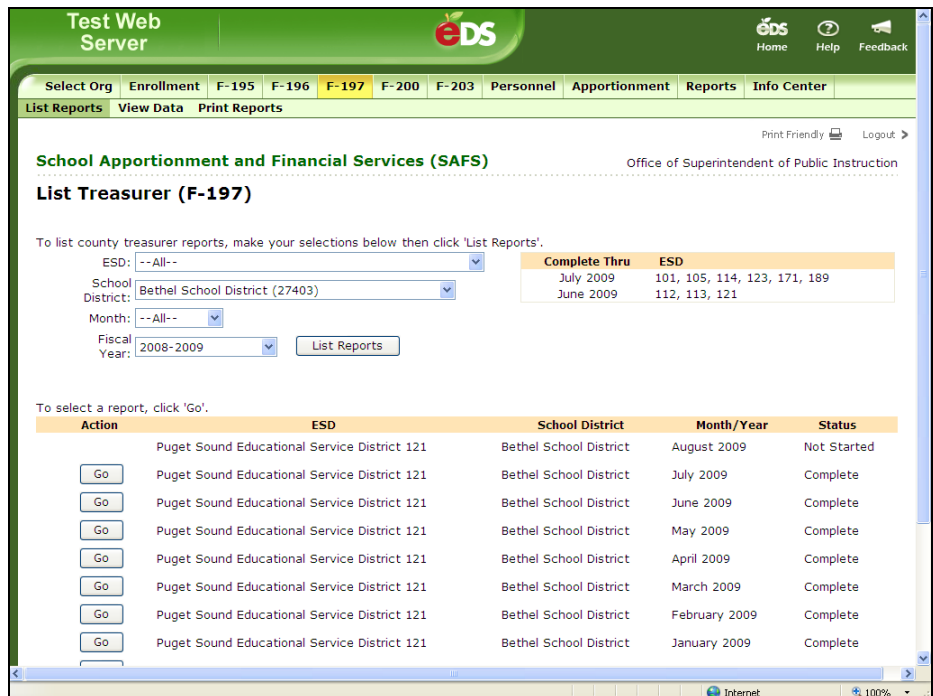
1. The first F-197 page visible to you is the **List Treasurer Reports** page. You can list reports by ESD, school district, month, and fiscal year. Make selections in the dropdowns and click **List Reports**.

Note: The page also shows you through which month each ESD has completed reporting (i.e., ESDs for which all districts reports have a status of **Complete** for that month).



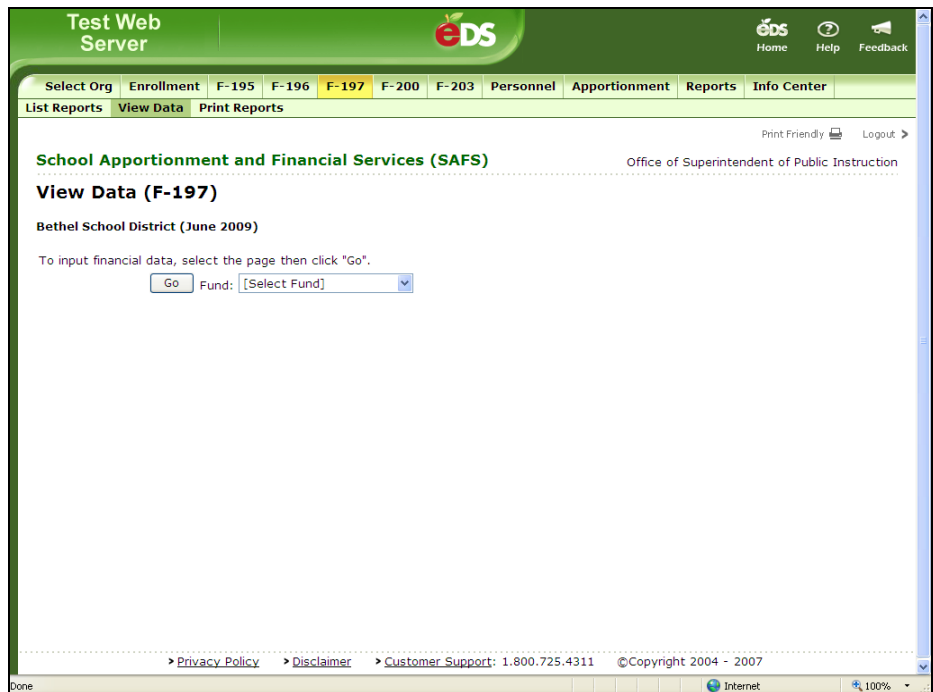
2. To list all reports for a school district, select **All** for the ESD or the school district you want, select **All** for the month, and click **List Reports**. The monthly reports for that school district displays.

Note: A **Go** button will appear to the left of a monthly report only if its status is **Complete**.



Viewing Data (OSPI Users)

1. Click the **Go** button located next to the report you want to view. The **View Data** page displays for the report you chose. To view data, use the dropdown to select a **Fund**, and click **Go**.



2. The page displays data for the fund selected. OSPI users can view data but cannot make any changes.

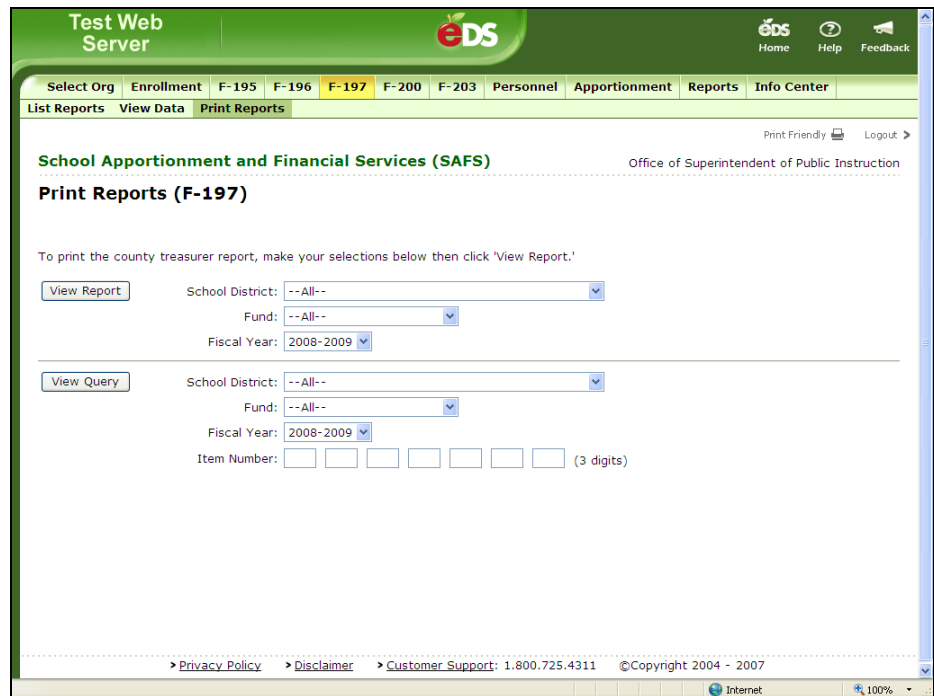
Note: Click on the **Schedule A** hyperlink to display a pop-up window with data from Schedule A.

The screenshot shows the 'View Data (F-197)' page with the 'Fund' dropdown set to 'General'. Below the dropdown, there is a 'Return' button and a table of financial data. The table has the following columns: Action, Description, Item#, and Amount (to 2 decimals). The data is as follows:

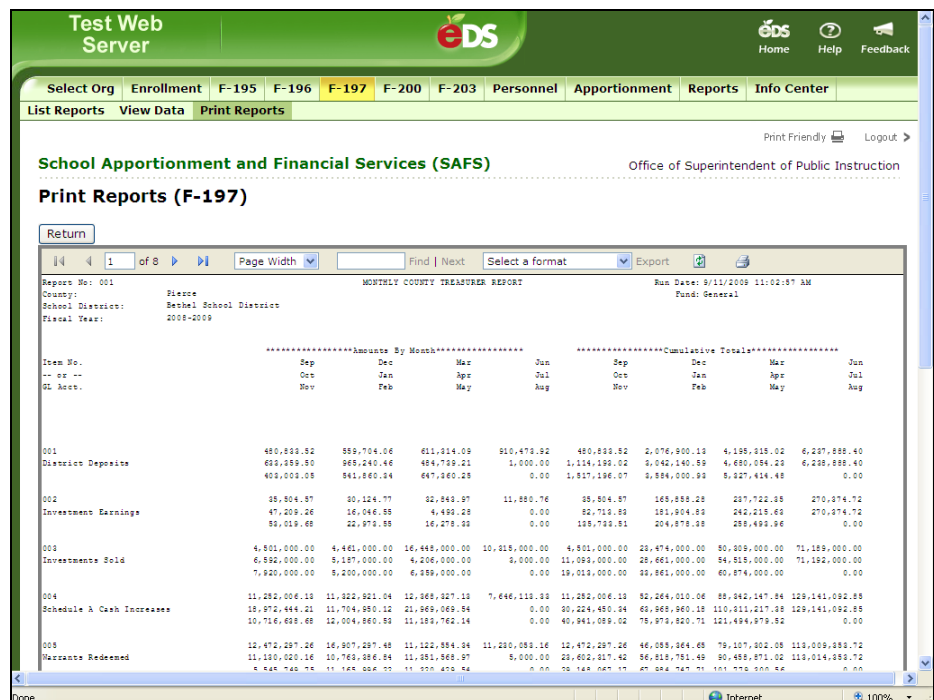
Action	Description	Item#	Amount (to 2 decimals)
	CASH		
	School District Deposits Received In	001	910,473.92 +
	Investments Sold (exclude interest)	003	10,315,000.00 +
	Interfund Loan Proceeds	052	0.00 +
	Repayment of Interfund Loan Principal From Other Funds (exclude interest)	049	0.00 +
	Revenue Anticipation Notes Issued	015	0.00 +
	Total Schedule A Cash Increases	004	7,646,113.33 +
	Other Cash Increases (identify)	019	0.00 +
	Warrants Redeemed	005	11,230,053.16 -
	Warrant Interest Paid	006	0.00 -
	Investments Purchased	007	5,839,000.00 -
	Interfund Loans to Other Funds	013	0.00 -
	Repayment of Interfund Loan Principal to Other Funds (exclude interest)	008	0.00 -

Printing Reports (OSPI Users)

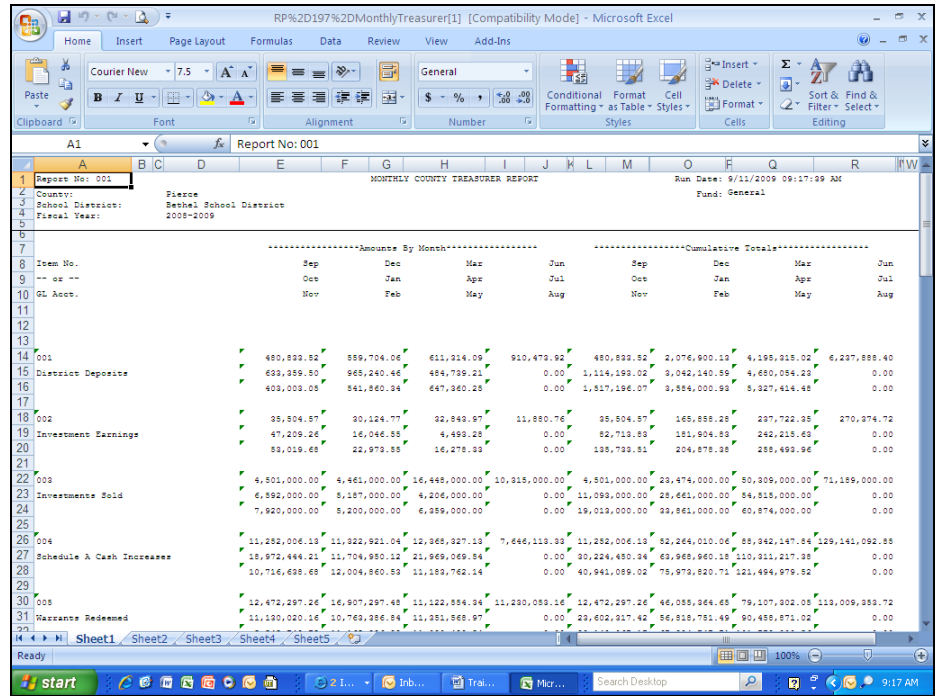
1. To view or print a report, click the **Print Reports** tab in the lower menu bar. You can select reports by fund and fiscal year.



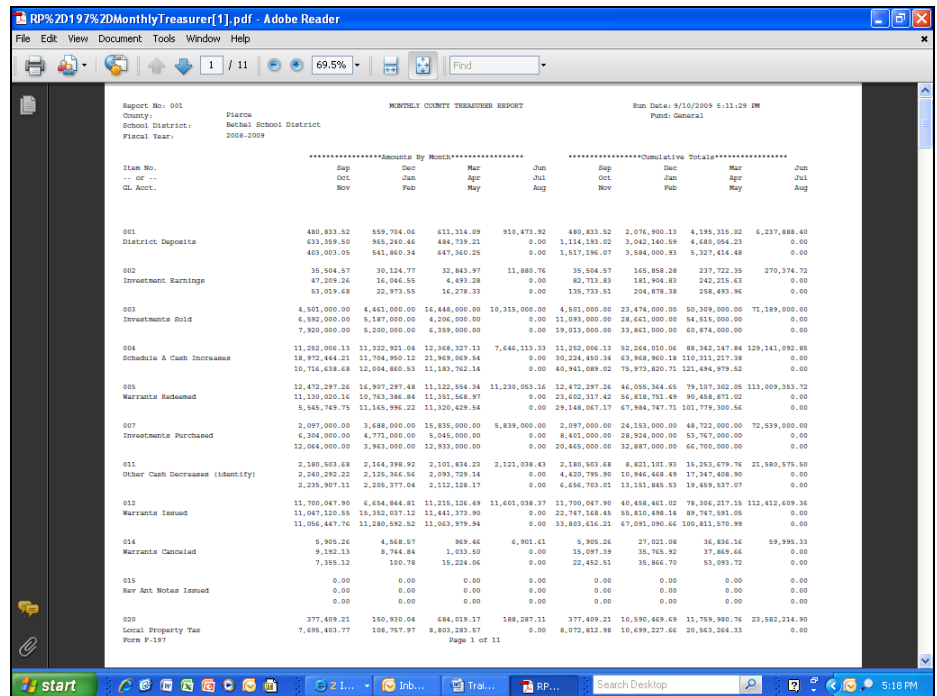
7. To view the county treasurer report for a given school district, select the school district in the dropdown, leave the **All** option in the county and fund dropdowns, and click **View Report**. The report is displayed in a special “frame”, which has controls for navigating through the report, searching for terms or values, or exporting or printing the report.



- To export the report to Excel, click into the **Select a format** dropdown and select **Excel**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Excel.



- To export the report to a pdf file, which is optimized for printing, click into the **Select a format** dropdown and select **Acrobat (PDF) file**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Adobe Reader. To print, click the printer icon in the top left corner of the frame.



Running Queries (OSPI Users)

1. You can query data using the bottom half of the **Print Reports** page. You can specify the County, School District, Fund and Fiscal Year, and Month, as well as the particular Item Number you wish to view.

The screenshot shows the 'Print Reports (F-197)' page. The 'View Query' section is active, showing dropdown menus for 'School District' (set to '--All--'), 'Fund' (set to '--All--'), and 'Fiscal Year' (set to '2008-2009'). Below these are six input boxes for 'Item Number' followed by '(3 digits)'. A 'View Query' button is visible to the left of the dropdowns.

3. To run a query, make selections in the dropdowns, enter up to seven item numbers, and click **View Query**. The results displays in the report viewer frame.

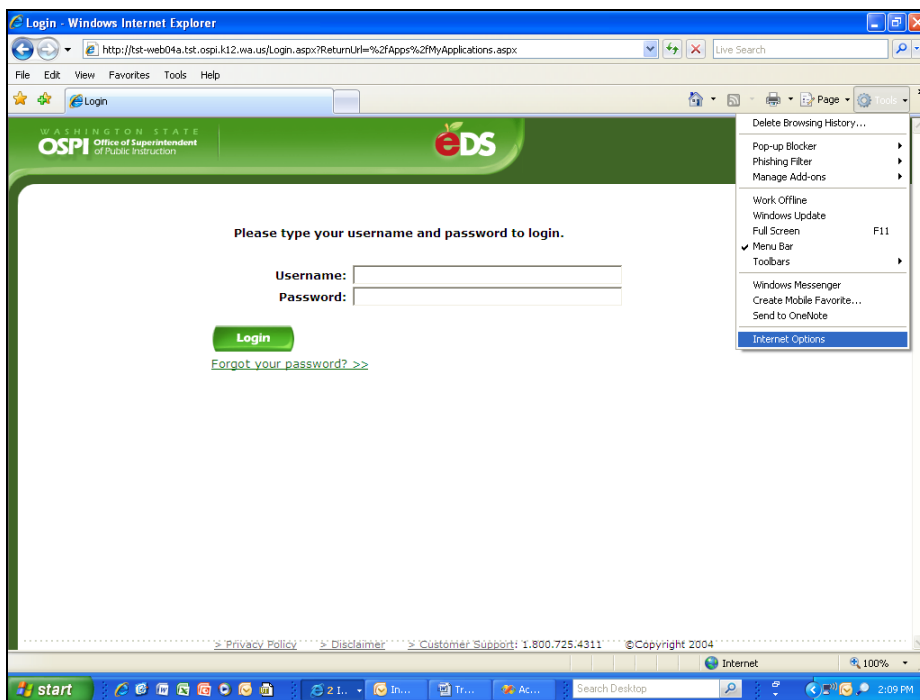
Note: Use three digits when entering the item number.

The screenshot shows the results of a query in a report viewer frame. The report is titled 'CASH INQUIRY REPORT' and is for Report No: 002, Fiscal Year: 2008-2009. The table below shows the results:

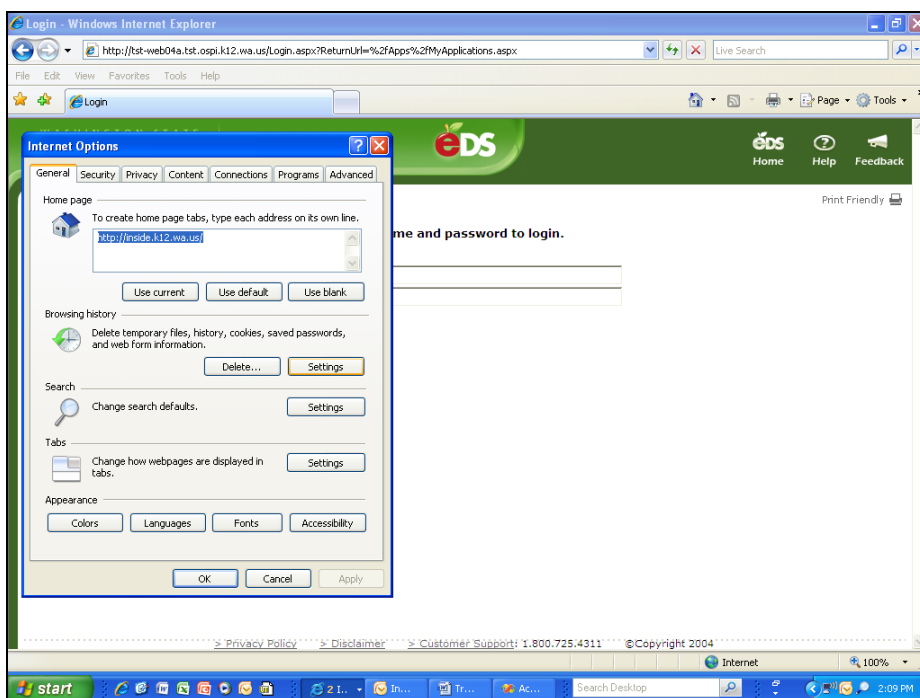
	DISTRICT	FUND	ITEM 001	ITEM 002	ITEM 004	ITEM 000
01109	Washouena School District	1	66,360.00	8,948.80	1,841,886.18	180,737.26
01109	Washouena School District	2	0.00	0.00	0.00	0.00
01109	Washouena School District	3	0.00	0.00	0.00	0.00
01109	Washouena School District	4	29,229.29	226.60	0.00	0.00
01109	Washouena School District	7	294.00	2.18	0.00	0.00
01109	Washouena School District	8	0.00	0.00	0.00	0.00
01109	Washouena School District	9	20,000.00	1,829.86	107,948.19	0.00
01122	Benge School District	1	1,540.91	2,281.98	368,345.84	29,833.98
01122	Benge School District	2	0.00	0.00	0.00	0.00
01122	Benge School District	3	0.00	0.00	0.00	0.00
01122	Benge School District	4	0.00	0.00	0.00	0.00

Appendix 1 - Adjusting the Browser Settings

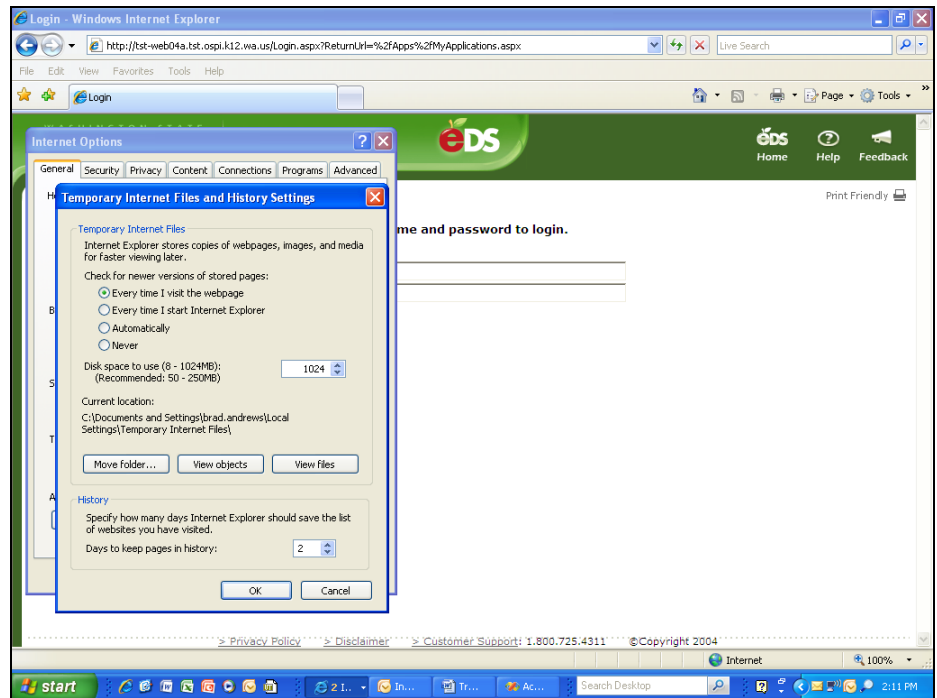
1. To ensure that pages and reports display correctly, use Internet Explorer (IE) as your web browser. If necessary, you may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the **Tools** icon. In the drop-down list that displays, select **Internet Options**.



2. A window displays with Internet Options. On the **General** tab, under the heading **Browsing history** click the **Settings** button.



3. Another window displays with **Temporary Internet Files and History Settings**. Under the heading **Temporary Internet Files** select the first radio button: **Every time I visit the webpage**. Click **OK**.



4. This window will close and the **Internet Options** window displays. Click **OK** again to close this window. Your browser settings will be adjusted. You only need to do this once and this will be the default each time you open the IE browser, *unless your local network administrator overrides them*.

