

**INSTRUCTIONS FOR ACCESSING THE
2003-2004 ANNUAL SCHOOL REPORT (ASR) – FINANCIAL SECTION**

A downloadable Excel file is provided to facilitate the collection of financial data for the 2003-2004 ASR. All of the required forms for the 2003-2004 ASR including the revenue and expenditure sections, the full-time equivalent (FTE) position sheets, and the supplemental schedules are contained in the ASR Excel template. The Excel template is located on the department's Web site and can be downloaded from the following address:

<http://www.pen.k12.va.us/VDOE/Finance/Budget/cdc/index.html>

This address brings you to the budget office's "Current Data Collections" Web page.

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Downloading Instructions for Netscape Users:

To download the Excel file, click on the "Excel Template" cell located next to the option titled "Annual School Report – Financial Section 2003-2004." You may also access the template by logging onto the department's Web site at <http://www.pen.k12.va.us>. From this home page, select the drop-down box in the top right hand corner of the page, titled "DOE Offices." From this option, click on "Finance," then click on "Budget Office," then click on "Current Data Collections," and then click on the "Excel Template" option for the "Annual School Report – Financial Section 2003-2004."

You must use Microsoft Excel version 97 or later to use all of the features contained in this file. If you do not have Excel 97 or later, please contact the budget office staff at (804) 225-2025 for assistance. Please follow the steps below to access the file from the Web site:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. **Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

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Downloading Instructions for Internet Explorer Users:

Follow the steps outlined in the first paragraph under "Downloading Instructions for Netscape Users." To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link.

2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop down box. Make sure you do not change the file name assigned to your file.)
3. Once the file is saved, close Internet Explorer and open the file using Excel.

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After the Excel File has been Downloaded:

After you have opened the Excel template, a box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. **In order for the template to operate correctly, you must click on the "ENABLE MACROS" button.**

The first sheet in the Excel template is labeled "Important Reminders." After reviewing the instructions provided on this sheet, click on the button labeled "Start 2003-2004 Annual School Report." This will open the sheet labeled "Contact Information." Select the division or regional program name and number using the drop-down box located at the top of this sheet. To do this, click on the down arrow next to "Select Division," scroll down the list and then click on the appropriate division or regional program name. You will need to enter the contact information for the person(s) who is completing the ASR. Please note that the ASR error check cannot be successfully run and you cannot generate your ASR text file for upload to the department's Web-enabled system until this information has been completed. If you do make changes or add information to this sheet, you must follow the formatting conventions that appear in the comment boxes within this sheet.

Per Section 22.1-81, Code of Virginia, the 2003-2004 Annual School Report – Financial Section must be submitted to the Department of Education by September 15, 2004. Specific instructions for completing and submitting the report are contained in Attachments B through D.