**INSTRUCTIONS FOR ACCESSING THE
2006-2007 ANNUAL SCHOOL REPORT FINANCIAL SECTION (ASRFIN)**

A downloadable Excel file is provided to facilitate the
collection of the 2006-2007 Annual School Report Financial
Section (ASRFIN). All of the required forms for the 2006-2007
ASRFIN, including the revenue and expenditure sections, the
full-time equivalent (FTE) position sheets, and the supplemental
schedules, are contained in the ASRFIN Excel template. The
ASRFIN Excel template is located on the Virginia Department of
Education's Budget Office "Current Data Collections" Web page
and can be downloaded from the following address:

  http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html

To download the Excel file:
- Click on the "Excel Template" cell located next to the item
  titled "Annual School Report – Financial Section 2006-2007"
  under the column heading "Tool."

You may also access the template by logging onto the
department's Web site at http://www.doe.virginia.gov.
- From this home page, select the drop-down box in the top
  right hand corner of the page, titled "DOE Offices."
- Click on "Finance,"
- Then click on "Budget Office,"
- Then click on "Current Data Collections,"
- Then click on the "Excel Template" option for the "Annual
  School Report – Financial Section 2006-2007."

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 Excel file if you
use **Mozilla Firefox** or **Netscape** as your Internet browser:

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.

3. Please note that in order for the template to operate
   correctly, you must click on the "**ENABLE MACROS**" button.

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

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. 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.

4. Please note that in order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

5. Once the file is saved, close Internet Explorer and open the file using Excel.

When the ASRFIN Excel template is opened, a box will appear with a warning 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.

If you are not prompted with the "Enable Macros" button, or if you are prompted with a Microsoft **Visual Basic** error alerting you to disabled macros please follow these steps to reset your macro security level:

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
2. Select "Macro;" then select "Security."
3. Set the security level at "**Medium**." This will give you the option to disable or enable macros.
4. You must exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

After the Excel File has been downloaded:

The first sheet in the ASRFIN Excel template is labeled "Important Reminders." After reviewing the instructions provided on this sheet, click on the button labeled "Start 2006-2007 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 and number.

You will need to enter the contact information for the person(s) completing the 2006-2007 ASRFIN. Please note that the ASRFIN Excel template error check cannot be successfully run and you cannot generate your ASRFIN text file for upload to the department's Web-based system until this information has been completed. When you add information to this sheet, you must follow the formatting conventions that appear in the comment boxes within this sheet.

The 2006-2007 Annual School Report Financial Section (ASRFIN) is due on **September 15, 2007** as required by Section 22.1-81, Code of Virginia. Specific instructions for completing and submitting the report are contained in Attachments B through D.