

**INSTRUCTIONS FOR ACCESSING THE
2010-2011 ANNUAL SCHOOL REPORT FINANCIAL SECTION (ASRFIN)**

A downloadable Excel file is provided to facilitate the collection of the 2010-2011 Annual School Report Financial Section (ASRFIN). All of the required forms for the 2010-2011 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/info_management/data_collection/finance/index.shtml.

To download the Excel file:

- Click on the "Excel Template" option for the "Annual School Report – Financial Section (ASRFIN) 2010-2011."

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 "Information Management" from the list along the lower left side of the page.
- Select "Data Collection" from the list of activities along the right side of the Web page.
- Next, click on "Finance," found along the right side of the page.
- Finally, click on the "Excel Template" option for the "Annual School Report – Financial Section (ASRFIN) 2010-2011."

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. After the dialog box is opened, please save using a **.XLS or .XLSM extension**. If you are using Excel 2003, the default file type is .XLS. If you are using Excel 2007 or later, after the dialog box has opened, make sure that *Microsoft Office Excel 97-2003 Worksheet* is the format selected in the "Save as type" section of the dialog box. The "File name" section of the dialog box

should default to save the file with a .XLS extension. This will ensure that the template has been saved with the .XLS extension.

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

The Excel template that you downloaded to your computer was written using Excel 2003. There are a number of divisions that are using Excel 2007. The procedures for accessing the Excel Template will be explained for both versions below.

For **Excel 2003 users**, please use the following instructions:

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.

For **Excel 2007 users**, please use the following instructions:

Before opening the Excel template, the following macro set-up needs to be completed.

1. Open Excel 2007.
2. Select the "Office Button" in the upper left hand corner of the window.
3. At the bottom of the window, select the "Excel Options" button.
4. On the "Excel Options" window, select the "**Trust Center**" from the selections along the left of the page.
5. Then, select the "Trust Center Settings..." button near the center of the page.
6. On the "Trust Center" window, select "Macro Settings" along the left of the window.
7. Under the "Macro Settings" section, select "**Enable all macros.**"
8. Select "OK" to close the "Trust Center" window, then "OK" again to close the "Excel Options" window.
9. You can now open the Excel template and begin entering your ASRFIN data using Excel 2007.

After the Excel file has been downloaded, set up according to the instructions above, and the template opened, proceed with the actions described in the next several paragraphs.

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 2010-2011 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 2010-2011 ASRFIN. Please note that the ASRFIN Excel template error check cannot be successfully run and your ASRFIN Excel file cannot be uploaded 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 2010-2011 Annual School Report Financial Section (ASRFIN) is due on **September 15, 2011**, 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.