

**INSTRUCTIONS FOR ACCESSING THE
2001-2002 ANNUAL SCHOOL REPORT (ASR) – FINANCIAL SECTION**

A downloadable Excel file was created to facilitate the collection of financial data for the 2001-2002 ASR. All of the required forms for the 2001-2002 ASR including the revenue and expenditure sections, the full-time equivalent (FTE) position sheets and the supplemental schedules are contained in this Excel template. The Excel file 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.

Downloading Instructions for Netscape Users:

To download the Excel file using Netscape, click on the "Excel Template" cell located next to the heading labeled "2001-2002 ASR." 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 titled "DOE Offices," click on "Finance," click on "Budget Office," click on "Current Data Collections," and click on the "Excel Template" link for the 2001-2002 ASR.

Downloading Instructions for Internet Explorer Users:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the 2001-2002 ASR.
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.

After the 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 2001-2002 Annual School Report." This will open the sheet labeled "Contact Information." Select the division or regional center 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 center name. The division number and the contact information for the person(s) who completed the ASR last year will automatically be inserted into the sheet. If the contact information inserted by Excel needs to be changed, you may key the updated information into the appropriate cell(s). 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 2001-2002 Annual School Report – Financial Section must be submitted to the Department of Education by September 15, 2002 (or the next business day thereafter). Specific instructions for completing and submitting the report are contained in Attachments B through D.