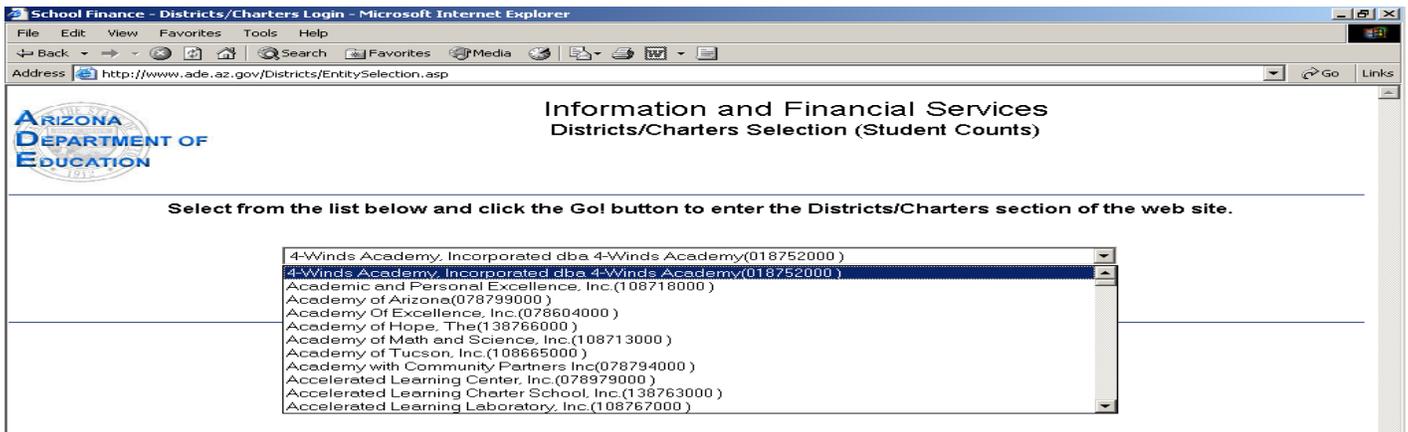


# Instructions for researching “Submitted File Status” (Districts and Charters)

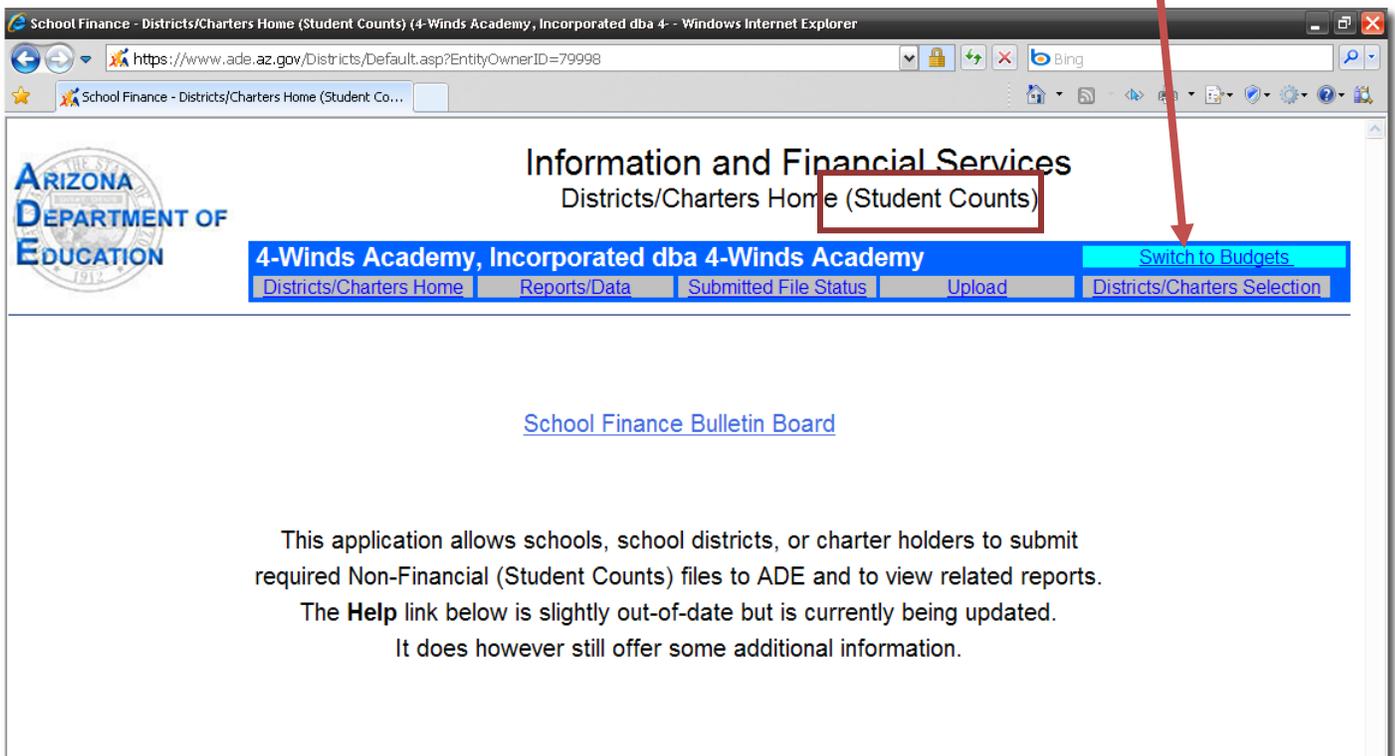
- 1) Go to the LEA’s ADE Submitted File Page at the following address.  
<http://www.ade.az.gov/Budget>



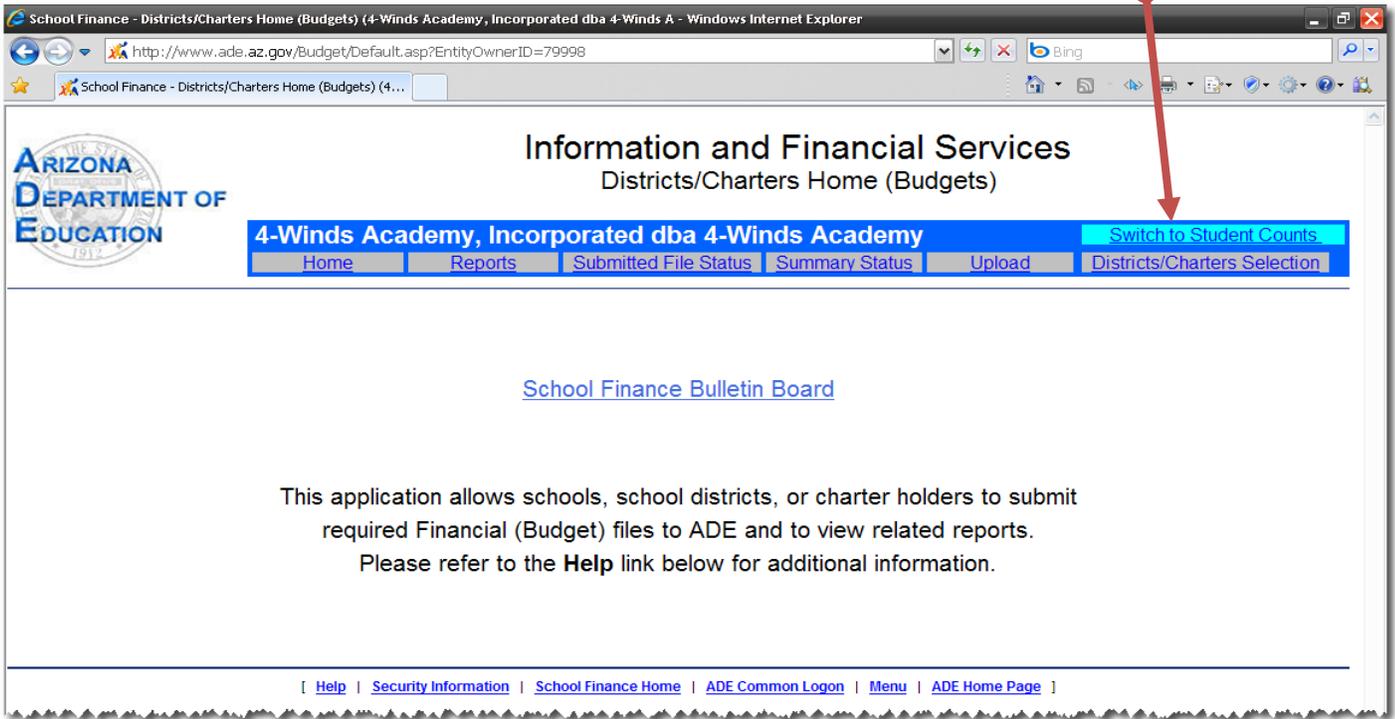
- 3) Click on the drop down list and select the district or charter you want to research



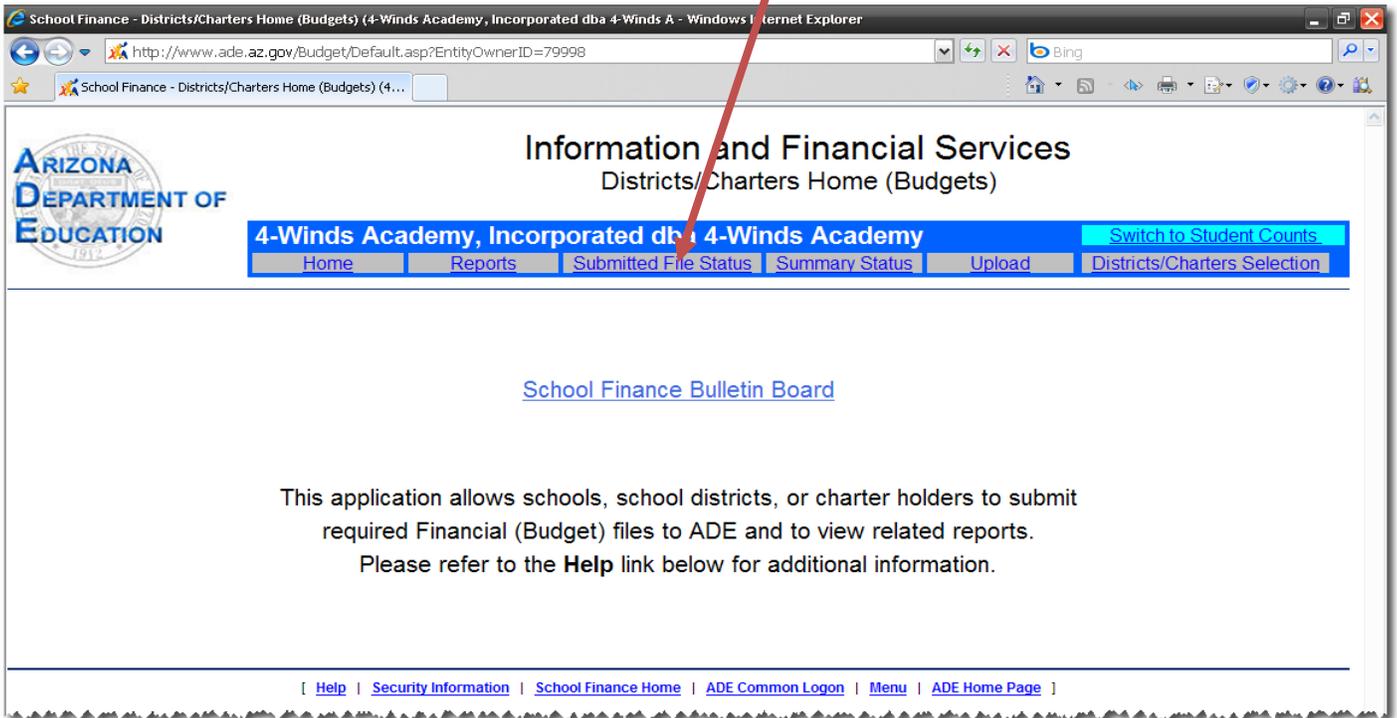
- 4) After selecting the entity, click the “GO” button.
- 5) Click the link in the upper right hand corner will enable navigation back and forth between the Budget and the Student Count System. When viewing Student Counts it will display “Switch to Budgets”.



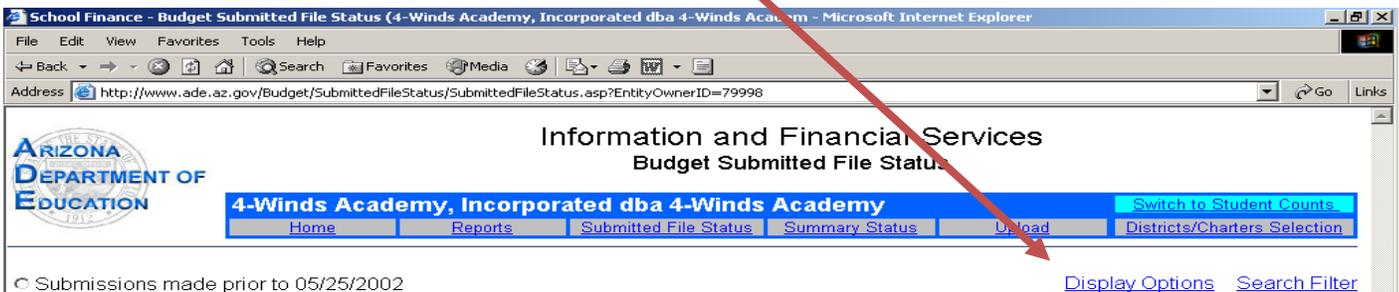
When viewing Budgets it will display “Switch to Student Counts”.



6) Click the link “Submitted File Status”



7) Select the “Display Options” Link.



8) Check boxes to display desired columns of detail and then click "Submit".

Select which columns you would like to display on the Budget Submitted File Status Screen:

Column Name	Display
School / District Name	<input checked="" type="checkbox"/>
CTDS	<input checked="" type="checkbox"/>
Uploaded Date	<input checked="" type="checkbox"/>
Uploaded Time	<input checked="" type="checkbox"/>
Fiscal Year	<input checked="" type="checkbox"/>
Submission Type	<input checked="" type="checkbox"/>
File Name	<input checked="" type="checkbox"/>
Submission Reference	<input checked="" type="checkbox"/>
Activity Description	<input checked="" type="checkbox"/>
Edit/Update Report Link	<input checked="" type="checkbox"/>
Submitter (User) Name	<input checked="" type="checkbox"/>
Updated Date	<input type="checkbox"/>
Updated Time	<input type="checkbox"/>

9) After clicking the SUBMIT button you will be sent back to the Submitted File Status web page.

Submissions made prior to 05/25/2002 [Display Options](#) [Search Filter](#)

Submissions made from 05/25/2002

Date Range :  Fiscal Year :  Type :  Rows / Page :

## Submitted file status screen

- (A) Select the Date Range (Default set to “All”),
- (B) Select the Fiscal Year that you are looking for (or leave it at the default "All Years" — if not sure which year you are looking for)

Note: This will normally create a list of several files unless a specific file type is Select as described in next step (C)

- (C) Select the Type of file you are looking for (if you do not know what file you are looking for leave at the default “All Types”)
- (D) Keep the radial button selected on “Submissions made from 05/25/2002”
- (E) Then click the “Go”

The screenshot shows a web browser window titled "School Finance - Budget Submitted File Status (4-Winds Academy, Incorporated dba 4-Winds Academ - Microsoft Internet Explorer)". The address bar shows the URL: <http://www.ade.az.gov/Budget/SubmittedFileStatus/SubmittedFileStatus.asp?EntityOwnerID=79998>. The page content includes the Arizona Department of Education logo and the title "Information and Financial Services Budget Submitted File Status". Below the title is a navigation bar for "4-Winds Academy, Incorporated dba 4-Winds Academy" with links for Home, Reports, Submitted File Status, Summary Status, Upload, and Districts/Charters Selection. A "Switch to Student Counts" link is also present. The main content area features two radio buttons: "Submissions made prior to 05/25/2002" (unselected) and "Submissions made from 05/25/2002" (selected). To the right of these buttons are links for "Display Options" and "Search Filter". Below the radio buttons are three dropdown menus: "Date Range" (set to "All"), "Fiscal Year" (set to "All Years"), and "Type" (set to "All Types"). To the right of these dropdowns is a "Rows / Page" dropdown set to "20". A "Go" button is located below the dropdowns. At the bottom of the page, there are links for "Help", "Security Information", "School Finance Home", "ADE Common Login", "Menu", and "ADE Home Page". The footer includes the email address "E-Mail: [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)" and the copyright notice "Copyright © 2002 Arizona Department of Education. All Rights Reserved." The taskbar at the bottom shows the Start button and several open applications including "Inbox...", "School...", "Creighton", "Budget...", "Acroba...", "creight...", "Welco...", "Document1 - Microsoft Word", and "Internet".

Annotations on the screenshot:

- A**: A red arrow points to the "Date Range" dropdown menu.
- B**: A green arrow points to the "Fiscal Year" dropdown menu.
- C**: A pink arrow points to the "Type" dropdown menu.
- D**: A purple arrow points to the "Submissions made from 05/25/2002" radio button.
- E**: A blue arrow points to the "Go" button.

\* You can select the “Rows/Page” to your own preference\*

10) This screen will give you the details you need to determine:

- A** What date the file was submitted,
- B** Upload time,
- C** Fiscal Year the report is for,
- D** Submission type (i.e. proposed budget, adopted budget, Annual Financial Report)
- E** The file name,
- F** the reference number for the upload,
- G** the activity description, if the file processed successfully, failed, or is being held for processing,
- H** and who submitted the file

Information and Financial Services  
Budget Submitted File Status

4-Winds Academy, Incorporated dba 4-Winds Academy

Submissions made prior to 05/25/2002  
Submissions made from 05/25/2002

Date Range: All Fiscal Year: All Years Type: All Types Rows / Page: 20

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>		<b>H</b>
School/District Name	CTDS	Upload Date	Upload Time	Fiscal Year	Submission Type	File Name	Ref.	Activity Description	Report Link	Submitter Name
4-Winds Academy, Incorporated dba 4-Winds Academy	018752000	2003/10/15	13:27	2003	Charter CSF Narrative - Actual	csfsum03.xls	17774	File Processed Successfully	<a href="#">Report</a>	Esther Davis
			13:23	2003	Charter Holders Annual Financial Report - Actual	af03.xls	17773	File Processed Successfully	<a href="#">Report</a>	Esther Davis
			12:55	2003	Charter School Annual Financial Report - Actual	AFR 2002-3.zip	17731	File Verification Failed		Esther Davis
			12:54	2003	Charter School Annual Financial Report - Actual		17730	Transmission Failed		Esther Davis
			12:51	2003	Charter School Annual Financial Report - Actual		17727	Transmission Failed		Esther Davis

To view a specific report that was uploaded, click on the blue link in the "File Name" column. **NOTE:** You can only do this if the file extension is (.xls) for Excel .

**Information and Financial Services**  
Budget Submitted File Status

**4-Winds Academy, Incorporated dba 4-Winds Academy** [Switch to Student Counts](#)

Home Reports Submitted File Status Summary Status Upload Districts/Charters Selection

Submissions made prior to 05/25/2002 [Display Options](#) [Search Filter](#)  
 Submissions made from 05/25/2002

Date Range:  Fiscal Year:  Type:  Rows / Page:

School/District Name	CTDS	Upload Date	Upload Time	Fiscal Year	Submission Type	File Name	Ref.	Activity Description	Report Link	Submitter Name
4-Winds Academy, Incorporated dba 4-Winds Academy	018752000	2003/10/15	13:27	2003	Charter CSF Narrative - Actual	<a href="#">csfsum03.xls</a>	17774	File Processed Successfully	<a href="#">Report</a>	Esther Davis
			13:23	2003	Charter Holders Annual Financial Report - Actual	<a href="#">af03.xls</a>	17773	File Processed Successfully	<a href="#">Report</a>	Esther Davis
			12:55	2003	Charter School Annual Financial Report - Actual	<a href="#">AFR 2002-3.zip</a>	17731	File Verification Failed		Esther Davis
			12:54	2003	Charter School Annual Financial Report - Actual		17730	Transmission Failed		Esther Davis
			12:51	2003	Charter School Annual Financial Report - Actual		17727	Transmission Failed		Esther Davis

- 11) After clicking the file link you will get a screen with a dialogue box that asked you if you want to update the link. Select “NO” **\*\*NOTE: you will not get this dialog box for the district revenue budgets.**

The screenshot shows a Microsoft Internet Explorer browser window displaying a webpage with a table of data. A Microsoft Excel dialog box is overlaid on the table, asking: "The workbook you opened contains automatic links to information in another workbook. Do you want to update this workbook with changes made to the other workbook?" The dialog box has two buttons: "Yes" and "No". A red arrow points to the "No" button. The table in the background has the following columns: School/District Name, CTDS, and Report Link. The data rows include information for 4-Winds Academy, Incorporated dba 4-Winds Academy, and Charter Holders Annual Financial Report - Actual, Charter School Annual Financial Report - Actual, and Charter School Annual Financial Report - Actual.

School/District Name	CTDS	Report Link	Submitter Name
4-Winds Academy, Incorporated dba 4-Winds Academy	018752006	<a href="#">Report</a>	Esther Davis
Charter Holders Annual Financial Report - Actual	13:23 2003	<a href="#">Report</a>	Esther Davis
Charter School Annual Financial Report - Actual	12:55 2003	File Verification Failed	Esther Davis
Charter School Annual Financial Report - Actual	12:54 2003	Transmission Failed	Esther Davis
Charter School Annual Financial Report - Actual	12:51 2003	Transmission Failed	Esther Davis

If you do not get this dialog box please check to see if you have any Excel files open. If you do please select the excel file and the above mentioned dialog box should appear. Please follow the above directions to finish viewing the file.

- 12) A new window will open with the selected excel file for you to review.

- 13) Click the link titled “District/Charter Selection” if you want to review a different district/charter reports. This will return you to the Internet window that has the submitted file status page. (Step 3)

Information and Financial Services  
Budget Submitted File Status

4-Winds Academy, Incorporated dba 4-Winds Academy

Home Reports Submitted File Status Summary Status Upload [Districts/Charters Selection](#) [Switch to Student Counts](#)

Submissions made prior to 05/25/2002 [Display Options](#) [Search Filter](#)  
 Submissions made from 05/25/2002

Date Range : All Fiscal Year : All Years Type : All Types Rows / Page : 20

Go!

School/District Name	CTDS	Upload Date	Upload Time	Fiscal Year	Submission Type	File Name	Ref.	Activity Description	Report Link	Submitter Name
4-Winds Academy, Incorporated dba 4-Winds Academy	018752000	2003/10/15	13:27	2003	Charter CSF Narrative - Actual	<a href="#">csfsum03.xls</a>	17774	File Processed Successfully	<a href="#">Report</a>	Esther Davis
			13:23	2003	Charter Holders Annual Financial Report - Actual	<a href="#">afr03.xls</a>	17773	File Processed Successfully	<a href="#">Report</a>	Esther Davis
			12:55	2003	Charter School Annual Financial Report - Actual	<a href="#">AFR 2002-3.zip</a>	17731	File Verification Failed		Esther Davis
			12:54	2003	Charter School Annual Financial Report - Actual		17730	Transmission Failed		Esther Davis
			12:51	2003	Charter School Annual Financial Report - Actual		17727	Transmission Failed		Esther Davis

- 14) Repeat steps 3 through 10