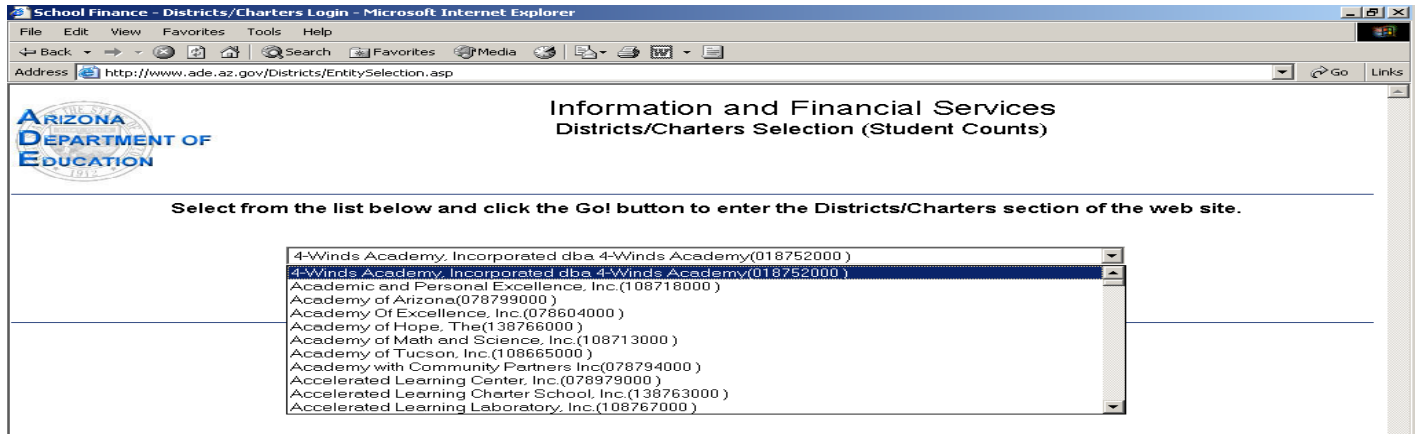


Instructions for researching "Submitted File Status" (Districts and Charters)

1) CLICK

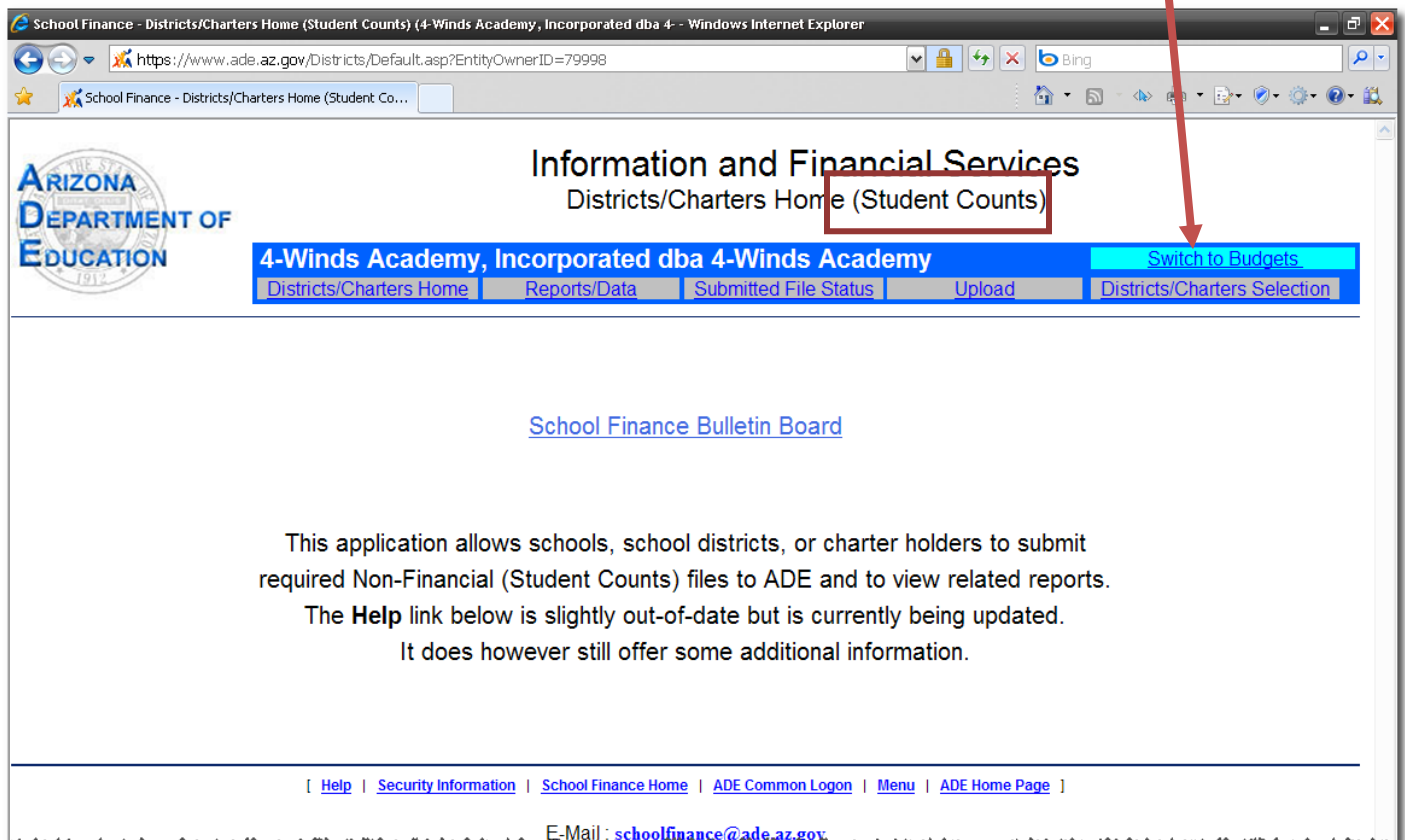
<http://www.ade.az.gov/Budget/EntitySelection.asp>

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



3) After selecting the entity, click the "GO" button.

4) 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".



5) Click the link "Submitted File Status"

School Finance - Districts/Charters Home (Budgets) (4-Winds Academy, Incorporated dba 4-Winds A - Windows Internet Explorer

http://www.ade.az.gov/Budget/Default.asp?EntityOwnerID=79998

ARIZONA DEPARTMENT OF EDUCATION

Information and Financial Services

Districts/Charters Home (Budgets)

4-Winds Academy, Incorporated dba 4-Winds Academy

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

Switch to Student Counts

[School Finance Bulletin Board](#)

This application allows schools, school districts, or charter holders to submit required Financial (Budget) files to ADE and to view related reports. Please refer to the **Help** link below for additional information.

[[Help](#) | [Security Information](#) | [School Finance Home](#) | [ADE Common Logon](#) | [Menu](#) | [ADE Home Page](#)]

7) Select the "Display Options" Link.

School Finance - Budget Submitted File Status (4-Winds Academy, Incorporated dba 4-Winds Academy - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.ade.az.gov/Budget/SubmittedFileStatus/SubmittedFileStatus.asp?EntityOwnerID=79998

ARIZONA DEPARTMENT OF EDUCATION

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

[Display Options](#) [Search Filter](#)

Submissions made prior to 05/25/2002

Submissions made from 05/25/2002

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

Go!

[[Help](#) | [Security Information](#) | [School Finance Home](#) | [ADE Common Logon](#) | [Menu](#) | [ADE Home Page](#)]

E-Mail : schoolfinance@ade.az.gov

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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 :

E-Mail : schoolfinance@ade.az.gov

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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 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 search filters: "Submissions made prior to 05/25/2002" (unselected) and "Submissions made from 05/25/2002" (selected). Below these are dropdown menus for "Date Range" (set to "All"), "Fiscal Year" (set to "All Years"), and "Type" (set to "All Types"). A "Rows / Page" dropdown is set to "20". A "Go" button is located below the filters. At the bottom of the page, there are links for Help, Security Information, School Finance Home, ADE Common Login, Menu, and ADE Home Page, along with an E-Mail address: schoolfinance@ade.az.gov. The footer contains the copyright notice: Copyright © 2002 Arizona Department of Education. All Rights Reserved.

* 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 [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 :

Go!

	A	B	C	D	E	F	G	H		
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	Report	Esther Davis
			13:23	2003	Charter Holders Annual Financial Report - Actual	afr03.xls	17773	File Processed Successfully	Report	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

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

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	Report	Esther Davis
			13:23	2003	Charter Holders Annual Financial Report - Actual	af03.xls	17773	File Processed Successfully	Report	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

- 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.

Microsoft Excel

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?

- To update all linked information, click Yes.
- To keep the existing information, click No.

Yes No

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.

To View Another District or Charter

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

The screenshot shows a web browser window with the URL <http://www.ade.az.gov/Budget/SubmittedFileStatus/SubmittedFileStatus.asp>. The page title is "Information and Financial Services Budget Submitted File Status". The navigation bar includes links for Home, Reports, Submitted File Status, Summary Status, Upload, and Districts/Charters Selection. A red arrow points to the "Districts/Charters Selection" link. Below the navigation bar, there are filters for "Submissions made prior to 05/25/2002" and "Submissions made from 05/25/2002", a "Date Range" dropdown set to "All", a "Fiscal Year" dropdown set to "All Years", a "Type" dropdown set to "All Types", and a "Rows / Page" dropdown set to "20". A "Go!" button is located below the filters. The main content area displays a table with the following data:

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	Report	Esther Davis
			13:23	2003	Charter Holders Annual Financial Report - Actual	afr03.xls	17773	File Processed Successfully	Report	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

2. Repeat steps 3 through 10