

WYOMING DEPARTMENT OF EDUCATION  

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Fiscal Data Validation Guidebook

*Data Validation  
Guidebook*

## **Fiscal Data Validation Guidebook**

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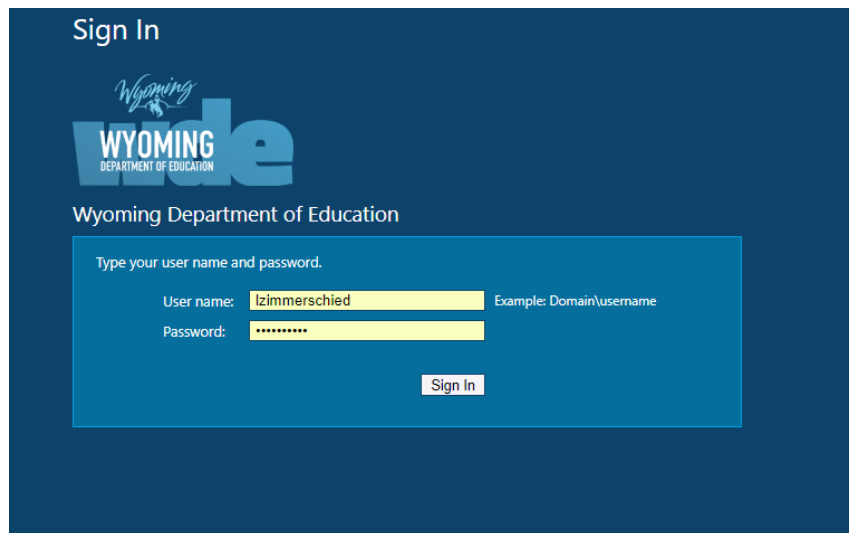
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By authority of Chapter 8, Section 4(n) of the Rules and Regulations for the School Foundation Program; the examination, analysis, testing, and verification of a school district's Foundation Program Report and system of student accounting by the Department or its representative (whether on-site at the school district, or in the form of a desk review at the offices of the Department) to confirm, verify, validate, and if necessary, correct the student attendance and membership statistics, school district financial data, reimbursement claims, estimates, and other representations appearing in the district's Foundation Program Report.

## Accessing the Report

The following steps outline how to access the Fiscal Data Validation Report:

1. Access the report at <https://portals.edu.wyoming.gov/Reports/View/wde-reports-2012/finance/fiscal-validation-no-filter>.
2. Enter User Name and Password (This is the same as Fusion user name and password. A future update by the WDE will eliminate this requirement when already logged into Fusion.)



The screenshot shows a 'Sign In' page for the Wyoming Department of Education. At the top, it says 'Sign In' and features the Wyoming Department of Education logo. Below the logo, it says 'Wyoming Department of Education'. The main content area is a light blue box with the text 'Type your user name and password.' It contains two input fields: 'User name:' with the value 'lzimmerschied' and an example 'Example: Domain\username', and 'Password:' with a masked password '\*\*\*\*\*'. A 'Sign In' button is located at the bottom right of the input area.

3. After successfully logging in, the district Data Validation Report page will reflect discrepancies that pertain to the WDE 100, 103, 160, 401, and 601.

# WDE Report Viewer

[Switch to Fixed Width](#)

[View/Refresh Report](#)

1 of 10 100% Find | Next

## Fiscal Data Validation Report

1201000 - Lincoln #1

School Year: 2011-12

Last modified: 9/6/2012

**Report Description:** Summary of district fiscal data that did NOT meet specified rules defined in the tests listed.  
PLEASE enter comments below to designate the actual form changed or provide explanation if no data change will be made.  
Reminder: When making corrections to district data, please check the forms containing similar information before resubmission.

Last modified: 9/6/2012

**District ID:** 1201000 - Lincoln #1

<u>Form Number</u>	<u>Rule Number</u>	<u>Rule Type</u>	<u>Test Defined</u>
WDE100	4008	ERROR	Missing data from Voc Ed Student FTE worksheet

**School ID**

1201055

1201056

District Comments: (click here to make remarks)

<u>Form Number</u>	<u>Rule Number</u>	<u>Rule Type</u>	<u>Test Defined</u>
WDE100	4009	ERROR	Missing data from Voc Ed Teacher FTE worksheet

**School ID**

1201055

1201056

District Comments: (click here to make remarks)

4. At this point, the user may choose to change the size of the document by clicking on **Switch to Fixed Width**.

The screenshot shows the WDE Report Viewer interface. At the top, there is a navigation bar with a 'Switch to Fixed Width' button highlighted by a black arrow. To its right is a 'View/Refresh Report' button. Below the navigation bar, the report title 'Fiscal Data Validation Report' and 'School Year: 2011-12' are displayed. The report content includes a 'Last modified' date of 9/6/2012, a 'Report Description' section, and two data tables. The first table lists 'Form Number' WDE100, 'Rule Number' 4008, 'Rule Type' ERROR, and 'Test Defined' as 'Missing data from Voc Ed Student FTE worksheet'. The second table lists 'Form Number' WDE100, 'Rule Number' 4009, 'Rule Type' ERROR, and 'Test Defined' as 'Missing data from Voc Ed Teacher FTE worksheet'. Both tables include 'School ID' fields (1201055, 1201056) and a 'District Comments' section.

This screenshot shows the same WDE Report Viewer interface, but with a font size dropdown menu open. The dropdown menu is positioned over the 'Switch to Full Width' button and lists font sizes: X-Small, Small, Medium, Large, X-Large, and Huge. The 'X-Small' option is currently selected. The rest of the report content, including the report title, description, and data tables, remains visible in the background.

- To view additional pages, either enter the page number desired, or use the forward or back arrows.

WDE Report Viewer

X-Small Switch to Full Width View/Refresh Report

1 of 10

100%

Fiscal Data Validation Report

School Year: 2011-12

Last modified: 9/6/2012

Report Description: Summary of district fiscal data that did NOT meet specified rules defined in the tests listed. PLEASE enter comments below to designate the actual form changed or provide explanation if no data change will be made. Reminder: When making corrections to district data, please check the forms containing similar information before resubmitting.

Last modified: 9/6/2012

District ID: 1201000 - Lincoln #1

Form Number	Rule Number	Rule Type	Test Defined
WDE100	4008	ERROR	Missing data from Voc Ed Student FTE worksheet

School ID

1201055

1201056

District Comments: (click here to make remarks)

- To export report, click on the disk with green arrow.

WDE Report Viewer

Switch to Fixed Width View/Refresh Report

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100%

Form Number	Rule Number	Rule Type	Test Defined
WDE100	4015	ERROR	WDE100 reported amount does not match either the WDE601 reported amount or the recapture amount paid to WDE

WDE601 Amount	WDE100 Amount	WDE Amount
\$ -7,563,816.66	\$ 15,786.02	\$ 7,563,817.18

District Comments: (click here to make remarks)

Form Number	Rule Number	Rule Type	Test Defined
WDE103	4032	ERROR	WDE103 reported amount does not match WDE601 reported amount

Code	WDE103 Amount	WDE601 Amount	Difference
Natural Gas: 451	\$ 0.00	\$ 10,627.76	\$ 10,627.76
Purchases: 550	\$ 0.00	\$ 46,378.54	\$ 46,378.54
Leases: 551	\$ 396,603.65	\$ 38,489.77	\$ 358,113.88

District Comments: (click here to make remarks)

- When exporting, only export to Word for ease of adding comments.

WDE Report Viewer

Switch to Fixed Width View/Refresh Report

2 of 10 100% Find | Next

Form Number	Rule Number	Rule Type	Test Defined
WDE100	4015	ERROR	WDE100 reported amount does not match WDE601 reported amount or the recapture amount paid to WDE
	<b>WDE601 Amount</b>	<b>WDE100 Amount</b>	<b>WDE Amount</b>
	\$ -7,563,816.66	\$ 15,786.02	\$ 7,563,817.18


District Comments: (click here to make remarks)

XML file with report data  
 CSV (comma delimited)  
 PDF  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word

Form Number	Rule Number	Rule Type	Test Defined	
WDE103	4032	ERROR	WDE103 reported amount does not match WDE601 reported amount	
	<b>Code</b>	<b>WDE103 Amount</b>	<b>WDE601 Amount</b>	<b>Difference</b>
	Natural Gas: 451	\$ 0.00	\$ 10,627.76	\$ 10,627.76
	Purchases: 550	\$ 0.00	\$ 46,378.54	\$ 46,378.54
	Leases: 551	\$ 396,603.65	\$ 38,489.77	\$ 358,113.88

District Comments: (click here to make remarks)

8. Once report has been downloaded, include comments, save document, and e-mail to [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov).

 **Note:** If your district's data needs to be corrected, please make the appropriate revisions to the collection(s) and resubmit to the WDE. In addition, make a comment in the document attached explaining your data change;

**OR**

If your district's data does not need to be corrected, please provide a brief explanation for the difference in the attached document.

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**Fiscal Data Validation Report**
1201000 - Lincoln #1

**School Year: 2011-12**

Last modified: 9/6/2012

**Report Description:** Summary of district fiscal data that did NOT meet specified rules defined in the tests listed.  
PLEASE enter comments below to designate the actual form changed or provide explanation if no data change will be made.  
Reminder: When making corrections to district data, please check the forms containing similar information before resubmission.

Last modified: 9/6/2012

District ID: 1201000 - Lincoln #1

Form Number	Rule Number	Rule Type	Test Defined
WDE100	4008	ERROR	Missing data from Voc Ed Student FTE worksheet

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School ID

1201055

1201056

**District Comments:** (click here to make remarks) \*\*\*\*\* Add comments here, save file and e-mail to WDE Finance personnel\*\*\*\*\*

Form Number	Rule Number	Rule Type	Test Defined
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- Upon receipt at the WDE, the data steward will rerun the validation report and provide an updated report to the district if necessary.



**Note:** The new report will replace the existing report, so please ensure copies of all reports are maintained for audit purposes.

- The district will receive a closeout notice when the data validation process has been completed.

## Frequently Asked Questions:

How do I find the correct federal project ids for my district?

Login to GMS. Go to the Reports Menu, then under Financial Reports pull up the Grant Master by LEA report. The information included on this report is listed by fiscal year. If you need to look up a specific payment, go to the Payments by Date report from the Reports Menu. The project ids are listed on both reports.

My 6 mill amount is different from the WDE's. Do I need to change my WDE100 to what the WDE's amount?

Yes, the WDE uses the August certified valuations from the State Board of Equalization which may be different to what you reported, since the amounts they certify were determined after your WDE100 submission. The August amounts are the most accurate and should be used.



## Do I need to make corrections for WARNINGS?

You need to review the warning and make sure that the data causing it is reported accurately. Add a comment in the comments section that you reviewed the error and no changes are required, if applicable.

For assistance regarding forms or with content questions, please contact one of the following School Foundation Program staff:

**Kim Morrow**, regarding the *WDE100* or *WDE100 Voc Ed Worksheets* at [kimberly.morrow@wyo.gov](mailto:kimberly.morrow@wyo.gov) or [\(307\) 777-6000](tel:3077776000);

**Trystin Green**, regarding the *WDE103* or *WDE401*, at [trystin.green@wyo.gov](mailto:trystin.green@wyo.gov) or [\(307\) 777-6206](tel:3077776206);

**Leslie Zimmerschied**, regarding the *WDE160*, *WDE600*, *WDE601*, *District Debt Service Schedule* or *Data Validation Report*, at [leslie.zimmerschied@wyo.gov](mailto:leslie.zimmerschied@wyo.gov) or [\(307\)777-5808](tel:3077775808).