Wyoming Fiscal Data Validation

Authority
By authority of Chapter 8, Section 2(m) 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:


2. Enter User Name and Password (This is the same as WyEd user name and password.)

3. After successfully logging in, the district Data Validation Report page will reflect discrepancies that pertain to the WDE 100, 103, 160, 401, 600, and 601.

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

5. When exporting, we recommend an export to Word or Excel for ease of adding comments.
6. Once report has been downloaded, include comments, save document, and e-mail to leslie.zimmerschied@wyo.gov.

   \textbf{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.

7. Upon receipt at the WDE, the data steward will rerun the validation report and provide an updated report to the district if necessary.

8. \textbf{Note}: The new report will replace the existing report, so please ensure copies of all reports are maintained for audit purposes.

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

\textbf{Frequently Asked Questions}

\textbf{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.

\textbf{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.

\textbf{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.

\textbf{The amount reported on my WDE160 doesn’t match my WDE100.}

Please contact your County Treasurers’ office. You will need to work with them directly to get an updated WDE160.
Contact Info
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 or (307) 777-6000;

**Trystin Green**, regarding the *WDE103* or *WDE401*, at trystin.green@wyo.gov or (307) 777-6206;

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