

BUDGET/ALLOCATION SYSTEM:

Sample Allocation Notice

VOCATIONAL & APPLIED TECHNOLOGY, 15849 - IBM Lotus Notes

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Allocation Notice

Allocation #: 89

APPROVED:

Amy Kunz, CFO, for Kathryn S. Matayoshi, Superintendent

07/30/2013

Date

VOCATIONAL & APPLIED TECHNOLOGY, 15849

Program: 15849, VOCATIONAL & APPLIED TECHNOLOGY
Program Manager: Iris Mizuguchi/CIB/HIDOE

A. AUTHORIZATION

1. Legal Provision
Act 134, SLH 2013

2. Resources Provided

a. Funding
G Appm: G010 BB

b. Character of Expenditure
Permanent FTE: 80.00
Temporary FTE: 0.00

	General	Federal	Special
A Personal Services	\$4,375,586	\$0	\$0
A1 Other Personal Services	\$257,372	\$0	\$0
B Other Current Expenses	\$788,361	\$0	\$0
C Equipment	\$73,184	\$0	\$0
M Motor Vehicles	\$0	\$0	\$0
Total	\$5,494,503	\$0	\$0

VOCATIONAL & APPLIED TECHNOLOGY, 15849 - IBM Lotus Notes

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B. ALLOCATION PROPOSAL

GENERAL FUND ALLOCATIONS ARE TENTATIVE. THE AMOUNTS ALLOCATED MAY BE REDUCED BY EXECUTIVE RESTRICTIONS AND/OR INTERNAL REDUCTIONS.

VOCATIONAL & APPLIED TECHNOLOGY, 15849

1. Purpose

The purpose of this program is to prepare high school students to graduate career- and college-ready with education and training for employment purposes and/or progression into post-secondary education. Career and Technical Education (CTE) programs will develop technical, academic, employability, and life skills in an integrated and holistic way.

Funds support the department's reform effort in moving away from the skill-based vocational program to career and technical education with a focus on preparing students for the high-performance workplace, including the development of high academic skills, thinking skills, and personal qualities. The program provides equitable educational opportunities for all students.

2. Rationale for Allocation

A. Personal Services:

\$4,375,586 in "A" funds are allocated to the Central Salary Account, ORG. ID. 468000 for the salaries of 80.00 PERM FTE teacher positions (off-ratio) at districts (8 positions) and schools (72 positions) to provide coordination of CTE programs and direct instruction to students.

B. Other Personal Services, Other Current Expenses and Equipment

1) Funds are being allocated in the "F" expenditure category for categories "A1", "B" and "C" expenditures. The Allocation of Resources section serves as a guide to expenditures. To ensure the breadth and depth of support for CTE program implementation and accountability, categories "A1", "B" and "C" expenditures should align with the approved SY 2013 - 2014 CTE One Year Plan.

2) \$28,000 is allocated to high schools with agriculture programs to provide agriculture students with work-based learning experiences.

3) \$814,797 is allocated to schools for educational costs to support and supplement Career and Technical Education programs. \$5,000 is allocated to every high school as a base allocation. An additional \$1000 is added to each neighbor island high school's base allocation to support inter-island travel expenses for teacher training or student related activities on Oahu. The balance is distributed to each high school based on the school's SY 2012-2013 total of CTE participant and completer counts @ \$21.00 per count.

4) \$122,700 is allocated to the districts to implement planned CTE activities documented in the approved CTE District One Year Plan as well as school and district workplace readiness programs.

5) \$153,420 is allocated to the Office of Curriculum, Instruction and Student Support (OCISS), Curriculum and Instruction Branch (CIB), School Literacy Improvement and Innovation (SLII) Section to provide support for the planning, implementation, and monitoring of school level CTE programs, and State level advisory and support of the Career and Technical Student Organizations (CTSO). This includes a funded part-time teacher position to assist the CTSSO State Director in executing program-related deliverables.

3. Guidelines for Implementation

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3. Guidelines for Implementation

A. The following criteria shall guide expenditures supporting CTE programs:

- 1) School and District funds must be used in accordance with their respective SY 2013 - 2014 approved CTE One Year Plans;
- 2) Coordination period(s) shall be used to directly support planning and implementation of the school's CTE One Year Plan.
- 3) School allocated funds shall be used at the high school level (grades 9 to 12).
- 4) Allocated funds may be used at the middle school level (grades 6 to 8) as a precursor for the high school level courses, **upon approval of the program manager.**
- 5) Funds can be used for direct support of any CTE ACCN course (including CTE courses not in a CTE Pathway); and
- 6) Funds may be used to support standards implementation and school reform activities that promote integration of CTE and academic program areas provided there is a written plan for the integration process in the school's approved CTE One Year Plan that includes measurable outcomes and assessments.

B. The 80.00 PERM FTE off-ratio teacher positions are over and above the regular allotment of teachers and are not to be included in the determination of pupil/teacher ratio counts. The off-ratio teachers positions can only be used to teach ACCN courses with course numbers beginning with "T" or for CTE Coordination (District CTE Resource Teacher or CTE Site Coordinator). These positions are provided to support coordination, instruction, and professional development in CTE programs. Wherever possible the CTE coordinator should have a career and technical education background.

C. Specific uses for the funds are as follows:

- 1) Funds may be used to supplement weighted student formula funds allocated to the CTE department. Approved purchases include CTE classroom educational supplies, CTE equipment, repair and maintenance of CTE equipment, and CTE classroom instructional materials. Priority should be given to funding safety related classroom needs.
- 2) Funds may also be used for transportation, lodging, subsistence, registration, and related costs for Career and Technical Education students and teachers to attend meetings, conferences, workshops, and other CTE activities, including the CTSO state convention and respective CTSO National Conventions. (See NOTE below regarding spending restrictions.)
- 3) Funds allocated under agriculture laboratory facility work based learning are subject to the following assurances:
 - a) Each student employed is enrolled in an agriculture education work based learning component of a DOE approved agriculture course;
 - b) Each student will work no more than the maximum of 17.5 hours in any week during the school year; and
 - c) Student compensation rates shall not exceed the State minimum hourly wage.
- 4) Funds allocated under the agricultural laboratory facility work-based learning program may also be used for CTE work-based learning programs in other CTE Pathway courses.
- 5) District funds may be used to implement CTE professional development activities, including classroom safety, workplace readiness and ACT 24 training, additional support to school CTE programs, District

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4. Allocation of Resources

ORG ID	SCHOOL NAME	SCHOOL ENROLLMENT	OFF-RATIO ALLOCATION (Secondary Teacher/ District Office Teacher)	WORKPLACE READINESS	CTE PARTICIPANT COUNT (11-12)	AG WORKSTUDY	BASE ALLOCATION	PARTICIPANT ALLOCATION	TOTAL ALLOCATION (A+1, B, C)
202	Aiea HS	1,150	1.00		443		\$ 5,000	\$ 9,303	\$14,303
103	Anuenue School	94	1.00		49	\$ 500	\$ 5,000	\$ 1,029	\$6,529
400	Baldwin HS	1,612	2.00		859	\$ 1,250	\$ 6,000	\$ 18,039	\$25,289
252	Campbell HS	2,768	2.00		1191	\$ 1,250	\$ 5,000	\$ 25,011	\$31,261
301	Castle High	1,247	2.00		808	\$ 500	\$ 5,000	\$ 16,968	\$22,468
106	Farrington HS	2,483	2.00		1410		\$ 5,000	\$ 29,610	\$34,610
402	Hana H & E	85	1.00		71	\$ 500	\$ 6,000	\$ 1,491	\$7,991
355	Hilo HS	1,207	2.00		691	\$ 500	\$ 6,000	\$ 14,511	\$21,011
360	Honokaa H & I	568	1.00		333	\$ 1,250	\$ 6,000	\$ 6,993	\$14,243
307	Kahuku H & I	1,030	2.00		749	\$ 1,250	\$ 5,000	\$ 15,729	\$21,979
309	Kaliua HS	853	2.00		480	\$ 500	\$ 5,000	\$ 10,080	\$15,580
115	Kaimuli HS	984	2.00		709		\$ 5,000	\$ 14,889	\$19,889
154	Kaiser HS	1,175	2.00		533		\$ 5,000	\$ 11,193	\$16,193
312	Kalaheo HS	628	2.00		494		\$ 5,000	\$ 10,374	\$15,374
119	Kalani HS	1,182	1.00		286	\$ 500	\$ 5,000	\$ 6,005	\$11,506
455	Kapea HS	1,045	2.00		577		\$ 6,000	\$ 12,117	\$18,117
282	Kapolei HS	2,054	2.00		1249	\$ 500	\$ 5,000	\$ 26,229	\$31,729
368	Kau H & E	265	1.00		182	\$ 500	\$ 6,000	\$ 3,822	\$10,322
456	Kauai HS	1,187	2.00		611	\$ 1,250	\$ 6,000	\$ 12,631	\$20,081
354	Keaau HS	915	1.00		375	\$ 500	\$ 6,000	\$ 7,875	\$14,375
392	Kealahou HS	1,541	2.00		725	\$ 1,250	\$ 6,000	\$ 15,225	\$22,475
435	Kekaulike HS	1,116	2.00		733	\$ 500	\$ 6,000	\$ 15,393	\$21,893
373	Kohala HS	266	1.00		124	\$ 1,250	\$ 6,000	\$ 2,604	\$9,854
374	Konawenena HS	686	2.00		450	\$ 1,250	\$ 6,000	\$ 9,450	\$16,700
414	Laheialuna HS	1,057	2.00		885	\$ 1,250	\$ 6,000	\$ 18,585	\$25,635
415	Lanai H & E	167	1.00		107		\$ 6,000	\$ 2,247	\$8,247
214	Leilehua HS	1,930	2.00		1055	\$ 1,250	\$ 5,000	\$ 22,155	\$28,405

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475	Oloana	92	0.00		53	\$ 500	\$ 5,000	\$ 1,113	\$6,613
383	Pahoa H & I	428	1.00		348	\$ 1,250	\$ 6,000	\$ 7,329	\$14,579
266	Pearl City HS	1,799	2.00		841	\$ 500	\$ 5,000	\$ 17,661	\$23,161
224	Radford HS	1,309	2.00		643		\$ 5,000	\$ 13,503	\$18,503
146	Roosevelt HS	1,426	2.00		605		\$ 5,000	\$ 12,705	\$17,705
389	Waialea HS	1,172	2.00		811	\$ 1,250	\$ 6,000	\$ 17,031	\$24,281
232	Waialea H & I	416	1.00		325		\$ 5,000	\$ 6,909	\$11,909
272	Waialea HS	1,743	2.00		1048	\$ 1,250	\$ 5,000	\$ 22,008	\$28,258
462	Waialea HS	618	2.00		421	\$ 500	\$ 6,000	\$ 8,841	\$15,341
277	Waipahu HS	2,463	2.00		1316	\$ 1,250	\$ 5,000	\$ 27,636	\$33,886
835	CA Campbell - Kapolei	1.00		\$ 25,008					\$25,008
952	CA East Hawaii	1.00		\$ 12,508					\$12,508
859	CA West Hawaii	1.00		\$ 9,379					\$9,379
917	CA Farrington - Kaiser - Kalani	1.00		\$ 17,372					\$17,372
922	CA Lelaehua - Milani - Waialea	1.00		\$ 18,138					\$18,138
942	CA Kailua - Kalaheo	1.00		\$ 10,417					\$10,417
962	CA Nana - Lahaina - Lanai	1.00		\$ 20,591					\$20,591
971	CA Kapaa - Kauai - Waialea	1.00		\$ 9,287					\$9,287
468	Central Salary								\$4,375,586
029	OCSS/ICB/SLI								\$153,420
	Total	51,091	\$ 80	\$122,700	27,657	\$ 28,000	\$234,000	\$ 580,797	\$5,494,503

5. Key Performance Indicators

- Increase the number of concentrators (students) who have met the proficient or advanced level on the Statewide high school reading/language arts assessment administered by the State under Section 1111(b)(3) of the ESEA as amended by the No Child Left Behind Act based on the scores that were included in the State's computation of adequate yearly progress (AYP) and, who, in the reporting year, left secondary education from the SY 2011 - 2012 baseline of 76.99% to 77.63% for SY 2012 - 2013 data.*
- Increase the number of concentrators who have met the proficiency or advanced level on the Statewide high school mathematics assessment administered by the State under Section 1111(b)(3) of the ESEA as amended by the No Child Left Behind Act based on the scores that were included in the State's computation of adequate yearly progress (AYP) and, who, in the reporting year, left secondary education from the SY 2011 - 2012 baseline of 41.33% to 41.65% for SY 2012 - 2013 data.*
- Increase the number of concentrators who passed technical skill assessments that are aligned with industry recognized standards, if available and appropriate, from the SY 2011 - 2012 baseline of 55.5% to 56.0% in SY 2012 - 2013.*

*Targeted outcomes reflect federally negotiated CTE accountability benchmarks. The data shows a one year lag which coincides with timelines for Carl D. Perkins CTE accountability reporting.

Report Required: Yes **Report Due Date:** 08/15/2014

LINK TO BUD3 AND TRANSFER INFORMATION:

[http://fms-srsr.k12.hi.us/ReportServer\\$SQL2005/Pages/ReportViewer.aspx?%2fBudget%2fDistAllocTransLog%2fDist_Transactions&rs%3aCommand=Render](http://fms-srsr.k12.hi.us/ReportServer$SQL2005/Pages/ReportViewer.aspx?%2fBudget%2fDistAllocTransLog%2fDist_Transactions&rs%3aCommand=Render)

Report Viewer - IBM Lotus Notes

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Back Forward > http://fms-srsr.k12.hi.us/ReportServer\$SQL2005/Pages/ReportViewer.aspx?%2fBudget%2fDistAllocTransLog%2fDist_Transactions&rs%3aCommand=Render

Budget Fiscal Year (BFY) 2013 Program ID 15849 - VOCATIONAL & APPLIED TECHNOLOGY

District 20 - CENTRAL DISTRICT Org ID 224000 - RADFORD HIGH

1 of 1 100% Find | Next Select a format Export

District Allocation Transaction Log by Program
BFY: 2013, Program ID: 15849 - VOCATIONAL & APPLIED TECHNOLOGY
District: 20, Org ID: 224000
As of 9/13/2013 3:48:51 PM

Prog ID	Dist	District	Org ID	Org Descript	Transaction Date	Char	Allocation	Username
15849	20	CENTRAL DISTRICT	224000	RADFORD HIGH	08/07/2013	F	2,000	BUD_BUD3
15849	20	CENTRAL DISTRICT	224000	RADFORD HIGH	08/12/2013	F	54	G_FMS_CARRY
15849	20	CENTRAL DISTRICT	224000	RADFORD HIGH	08/12/2013	F	-54	G_FMS_CARRY
15849	20	CENTRAL DISTRICT	224000	RADFORD HIGH	08/13/2013	F	54	G_FMS_CARRY
15849	20	CENTRAL DISTRICT	224000	RADFORD HIGH	09/03/2013	F	389	BUD_CA_LMW

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You have new mail on CA14R00TSERVER/HIDOE

FMS SYSTEM:

<http://fms.k12.hi.us/>

The screenshot shows a Mozilla Firefox browser window titled "FMS/Top - Mozilla Firefox". The address bar displays "http://fms.k12.hi.us/forms/". The page features a navigation bar with links: HOME, ABOUT US, mySCHOOL, SEARCH, and SITEMAP. The main heading is "Financial Management System (FMS)" with the subtitle "Hawaii Department of Education". Below this, there is a section for "FMS Help - Call Customer Service Desk - Dial 564-6000" and "Neighbor islands can call the toll-free HATS number 8-1-808-692-7250". A link for "WINFMS Application Help (Quick Reference, Walkthroughs, Troubleshooting, etc.)" is provided. There are also links for "Current FMS Status" and "Acceptable Use Policies". A "Web Application Portal" link is shown with a description: "(Local School, Fixed Assets Disposal, etc.)". A "Vendor Payments Charts (Mileage-Per Diem etc.)" link is also present. An "Important Not" section states: "All FMS users must change to a new VPN address and create a new password - The old VPN address will no longer work - Click on the link below for further instructions." A link for "Modification of FMS VPN Access and Use of Strong Passwords" is provided. A "FMS PCs" section states: "Schools wanting to purchase computers for use with FMS should refer to the DOE price list #E10-19 which has been posted to the Mandatory Price List Icon on Lotus Notes for prices and ordering instructions." At the bottom, there are two columns of links: "FMS Windows Workstation Information" and "FMS Reports on the Web".

Financial Reporting System FMS/Top

Financial Management

http://fms.k12.hi.us/forms/

Financial Management Sy

HOME - ABOUT US - mySCHOOL - SEARCH - SITEMAP

Hawaii DOE

Financial Management System (FMS)

Hawaii Department of Education

FMS Help - Call Customer Service Desk - Dial 564-6000
Neighbor islands can call the toll-free HATS number 8-1-808-692-7250

WINFMS Application Help (Quick Reference, Walkthroughs, Troubleshooting, etc.)

Current FMS Status

Acceptable Use Policies

Web Application Portal
(Local School, Fixed Assets Disposal, etc.)

Vendor Payments Charts (Mileage-Per Diem etc.)

Important Not All FMS users must change to a new [VPN](#) address and create a new password - The old [VPN](#) address will no longer work - Click on the link below for further instructions.

[Modification of FMS VPN Access and Use of Strong Passwords](#)

FMS PCs: Schools wanting to purchase computers for use with FMS should refer to the DOE price list #E10-19 which has been posted to the Mandatory Price List Icon on Lotus Notes for prices and ordering instructions.

FMS Windows Workstation Information	FMS Reports on the Web
DOE ISSB Windows Software Site - WINFMS 1.42 available	How to View/Print FMS Reports on the Web
VPN Information and Updates	School/Office Reports
Listing of All Printers	Status of POs Marked for Batch Posting
Printer FAQ Please read before sending in printer requests or purchasing new printers.	Vendor Payments Reports
New Windows FMS PC	Central Accounting Reports
FMS FAQs (Frequently Asked Questions)	Grant Managers Reports
	Facilities Reports
	Cafeteria Managers Reports
	Reports Guide

<http://fms.k12.hi.us/forms>

Forms - Mozilla Firefox

Financial Reporting System

Financial Management Sy

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DOE Forms Available for [Download](#)

Hawaii Department of Education

[Requirements](#)
[Requests to FMS](#)
[Purchasing](#)
[PCard](#)
[Fixed Assets](#)
[Plan Adjustments](#)
[Purchasing Table Maintenance](#)
[Requests to Accounting](#)
[Adjustment/Journal Voucher](#)
[Travel](#)
[Payments\(Vouchering/Expenditure\)](#)
[Miscellaneous](#)

[Requests to FMS](#)

FMS-AT1 - Security Change Request Form	Sample
FMS-T2 - Batch Org Table Maintenance Form	Sample
FMS-T3 - School Sub Org Table Maintenance Form	Sample
Transfer of Funds	
District/District Representative	

Forms - Mozilla Firefox

Financial Reporting System

Financial Management Sy

[Adjustment/Journal Voucher](#)

FMS-AC4 - Request for Change of Accounting Codes and/or Amounts	Sample
General Fund Carryover Expenditure Transfer	Sample

[Payments\(Vouchering/Expenditure\)](#)

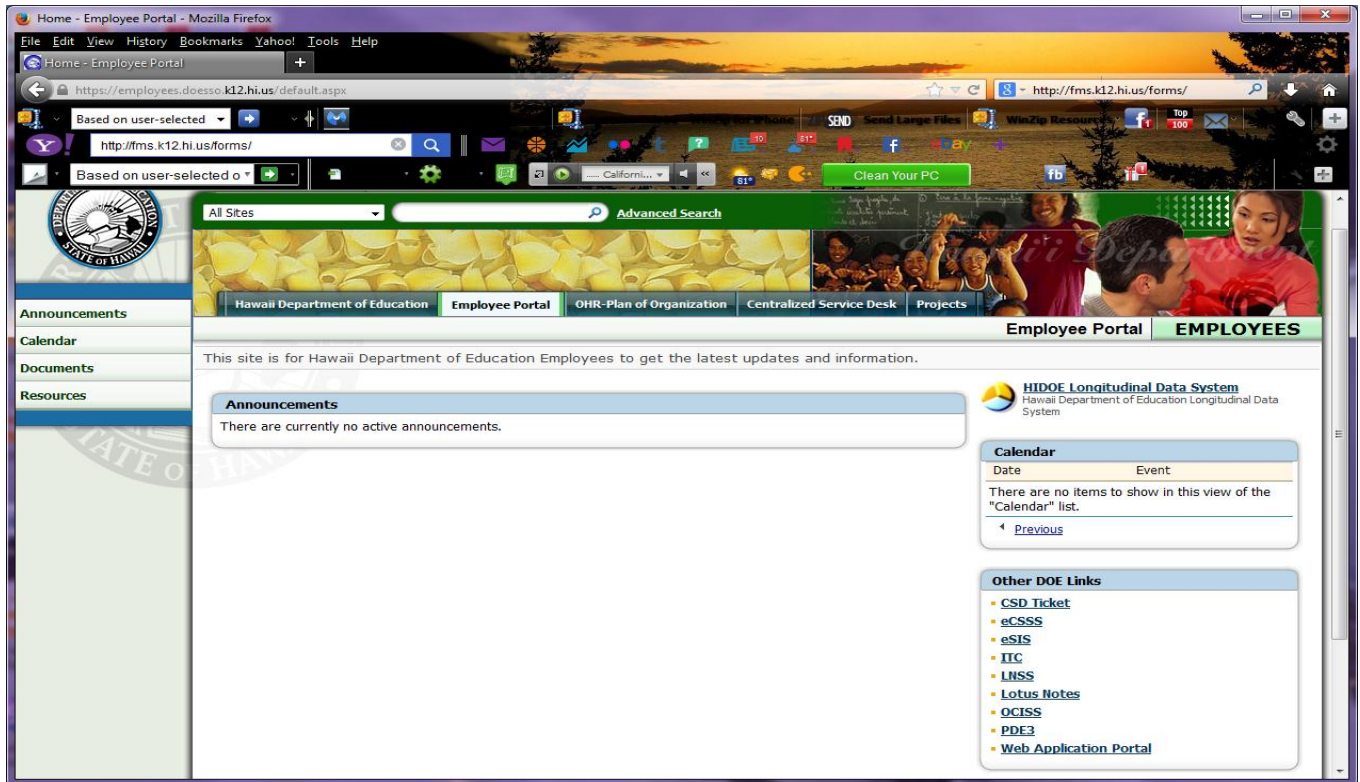
FMS-PY1 - Direct Payment/Invoice Form	Sample
FMS-PY2 - Personal Automobile Mileage Voucher (requires Excel)	Sample
FMS-PY2 - Personal Automobile Mileage Voucher Non-HGEA (use form above)	Sample
FMS-PY3 - Petty Cash Voucher	Sample
FMS-PY6 - Approval to Pay Report Log (requires Excel)	Sample
FMS-PY7 - Status of Payment Request	Sample
FMS-C1 - Revenue Refund Form	Sample
Interest Calculation Form (requires Excel)	
Interest Calculation Form Over 60 Days - Workers Comp (requires Excel)	

[Travel](#)

Out-Of-State Travel Guidelines rev 6-12	
Form 437B Out-of-State Travel Quotations Worksheet (requires Excel)	Sample
Travel Approval Form (rev. 6/12) - Instructions	Sample
Form TA-1 Adjustments to Approved Out of State Travel (rev. 1/12) - Instructions	Sample
Form 438 Statement of Out of State Travel Completed Report (rev. 4/12)	Sample

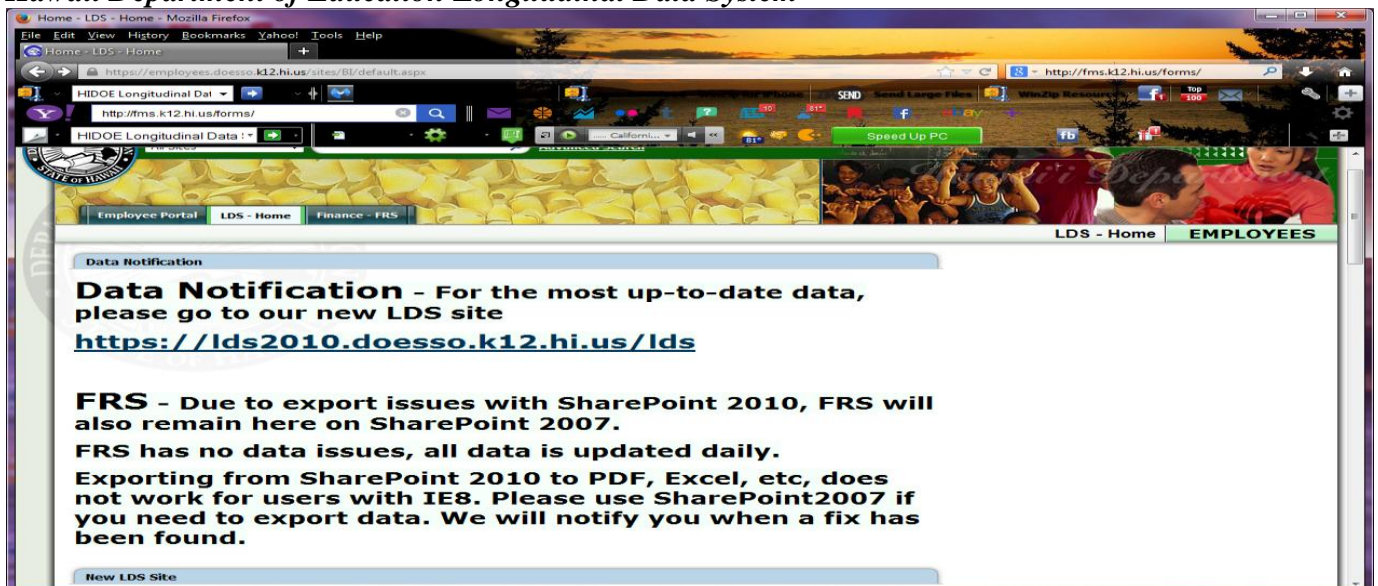
FRS SYSTEM:

<http://employees.doesso.k12.hi.us/default.aspx>



[HIDOE Longitudinal Data System](http://employees.doesso.k12.hi.us/sites/lds/default.aspx)

Hawaii Department of Education Longitudinal Data System



<http://lds2010.doesso.k12.hi.us/lds>

LDS Home Welcome

Confidentiality of Information

The confidentiality of information contained in longitudinal data system(s) is protected by certain federal and state laws, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), and other applicable Department of Education rules, regulations, policies, and/or procedures.

Accessing or seeking to gain access to confidential information by employees, except in the course of fulfilling job responsibilities, is prohibited. Furthermore, disclosing, using and/or altering any such information without proper authorization is also prohibited.

Announcements

New Report Available: Daily Teacher Dashboard

On September 13, 2013, the *Daily Teacher Dashboard* will be available in the LDS.

This report was developed as a way for teachers to see an overview of their classes (e.g., student count, student risk, etc.), as well as the ability to drill down to details on their students from the overview.

Users may access the report from the *Operations* tab.

Changes to IEP and FRL labels in the LDS

IEP and FRL labels in the LDS are being changed to more accurately reflect the data to which they refer.

IEP has changed to SPED.

FRL has changed to SES (Socio-Economic Status).

Only the labels have been changed. The data remain the same.

[Finance - FRS](#)

Financial Reporting System

Finance data in this system includes:

Latest Accounting period closed month	August
Non-payroll Costs	Data is updated up to September 12, 2013
Payroll Costs	Data is updated up to August 20, 2013
Preliminary Payroll Costs	Data is updated up to August 20, 2013
Budget Data	Data is updated up to September 12, 2013

1.0: Federal Grant - Detail

This report displays key information for a federal grant for a specific state fiscal year. The report includes five tables: [1] Table 1-Grant Summary, provides important dates and cumulative financial totals from grant award inception to current; [2] Table 2A-Current BFY (by Prog ID), provides financial activity (see NOTE) for the current budget fiscal year by program ID; [3] Table 2B-Current BFY (by Prog ID and Org), provides same information as Table 2A with further detail by Org ID; [4] Table 3A-Prior BFYs (by prog ID), provides financial activity (see NOTE) for the prior budget fiscal years by program ID; [5] Table 3B-Prior BFYs (by Prog ID and Org), provides same information as Table 3A with further detail by Org ID. NOTE: Financial activity includes Budget System data (including carryovers, adjustments, new allocations, difference, expenditure plan, etc.) and FMS System data (allotment, expenditures, encumbrance balance, available allotment).

1.1: Federal Grant - Summary

Based on user-selected options, this report shows an overview of the entire financial activity for a specified federal grant, by month, year, and DOE-assigned (financial system) grant number, with associated grant title. The report shows lapse dates; federal grant award number; expendable budget (total grant award amount); expenditures; encumbrances; revenues; federal drawdowns; and grant cash balances, by grant fiscal year (GEY), not by

Announcements

Modified

7/1/2013 2:21 PM

Welcome to the new Financial Reporting System

- Report names on links have been shortened
- Navigation to reports has changed
- Report filters/parameters are now on the right
- View Report button is now called Apply
- Close report filters/parameters by clicking on grey bar
- Print and Export are now under Actions

"Financial Reporting System on SharePoint 2010.pdf" under

Financial Reporting System - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

Financial Reporting System

https://ids2010.doesso.k12.hi.us/ids/FRS/Pages/Default.aspx

http://fms.k12.hi.us/forms/

HIDOE Longitudinal Data

http://fms.k12.hi.us/forms/

HIDOE Longitudinal Data

Speed Up PC

Sherilyn Lau

"variance". This report is intended to be available to users who wish to use this data to upload into Excel or other tables for analysis or presentation.

3.7: Budget vs. Actual Oper Exp - Summary

Based on user-selected options, this report shows budgeted versus actual expenditures; variances; and available balances as of the user-selected date, by major expenditure category.

3.8: Budget vs. Actual Oper Exp - Detail

Based on user-selected options, this report shows detailed budget versus actual expenditures; variances; and available balances, by each expenditure object code, within major expenditure category shown on report 3.7.

3.9: Budget vs. Actual Oper Exp - 8 Views

Based on user-selected options, this report compares monthly and year-to-date financial activity for various funding sources; appropriations; expense categories; organizational levels; complex area; organization (school or office); and program ID. The report includes a vertical bar chart per month of budget-to-actual financial results.

3.10: Yr-to-Yr Oper Exp - Summary

Based on user-selected options, this report shows monthly, year-to-date and full-year actual expenditures and encumbrances, by expense category, for the current-selected fiscal year compared to the prior fiscal year.

3.11: Yr-to-Yr Oper Exp - Detail

In a similar but more detailed format to Report 3.10, based on user-selected options, this report shows monthly, year-to-date and full-year actual expenditures and encumbrances, by specific object code within the expense category shown in Report 3.10, for the current-selected fiscal year compared to the prior fiscal year.

3.13: Special & Trust Funds - Cash Status

Based on user-selected options, this report shows the cash and allotment status of special and trust funds. For cash status, it reports beginning cash, receipts, expenditures, encumbrances, and ending cash. For allotment status, it reports current year allotment, expenditures, encumbrances, and available allotment. A summarized breakdown by source and object codes are also provided on the report, with drill-down to transactional detail available. Examples of special fund include: school food service, A+ program; summer school; driver education; and adult education. Examples of trust funds include: school athletic funds; foundations and other (non-federal) grants; donations and gifts; and joint venture education forum.

4.0: Encumbrances

Based on user-selected options, this report shows all unpaid encumbrances, including both purchase order (claims) and contract encumbrances, as of a month and year selected, for a specific Program ID.

5.0: Preliminary Payroll

Based on secure, authorized access to specific organizational users as defined by Financial Reporting System administration, this report shows payroll-

DOE_FRS_Phase_2_-_End_User_Training_Document_v2.4

List of Changes, v2.4

DOE_FRS_Phase_2_-_End_User_Training_Document_v2.3

Links

URL

There are no items to show in this view of the "Links" list.