OSPI State of Washington
Superintendent of Public Instruction

School Apportionment & Financial Services

F-197 Training Manual

Last Updated
October 21, 2009

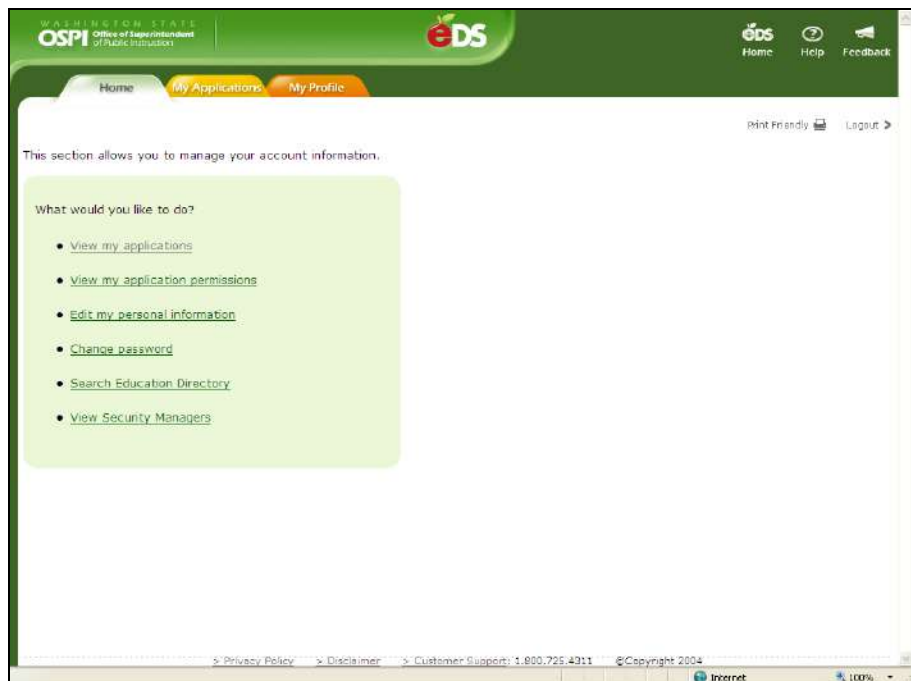## Logging `Into SAFS (All Users)

1. Open the EDS Login page.
2. Type your **User Name** and **Password**.
3. Click **Login**. The EDS Home page opens.

    Note: The EDS Login address is:
    https://eds.ospi.k12.wa.us/Login.aspx

4. Click on the **My Applications** tab. The **My Applications** page opens.

5. Click on the **SAFS** link located in the **Applications** table. The **Info Center** page opens.

   Note: Each user's Applications table will contain different links. If yours is missing the SAFS link, contact Customer Support at 1.800.725.4311.

6. Click on the **F-197** tab in the menu bar located across the top of the screen. The F-197 **List Treasurer Reports** page opens.

   Note: The menu bar contents will vary by user; your view may contain different options than are shown here.

   Note: The EDS application (including F-197) requires you to use Internet Explorer for your Web browser. See Appendix 1 for further details about browser settings.
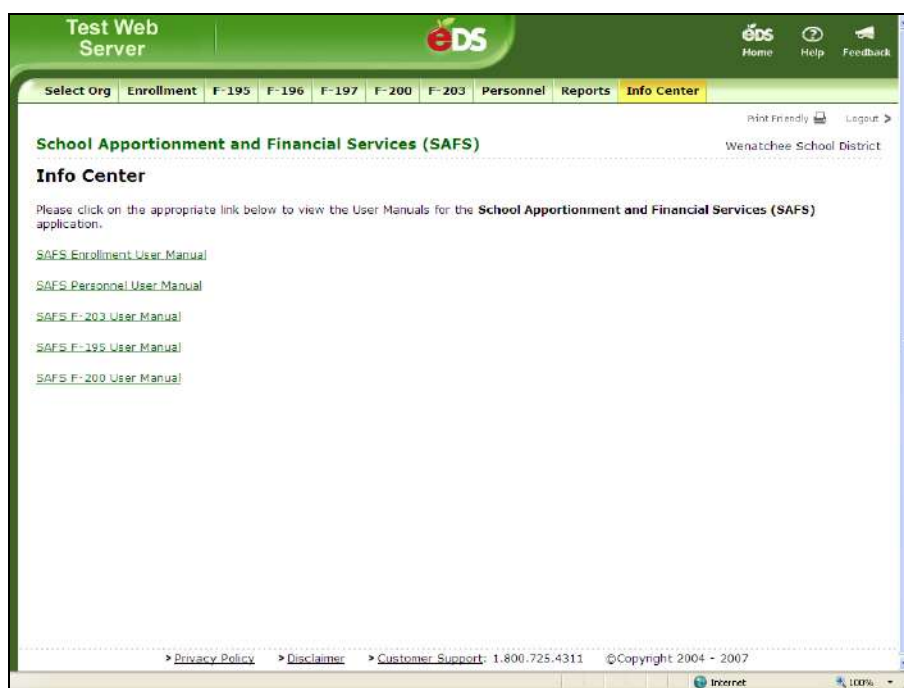
Listing County Treasurer Reports (School District-based Users)

1. On the **List Treasurer Reports** page you can list reports by month and fiscal year. To see a list of reports for your school district in the current fiscal year, select **All** for the month, select the current fiscal year, then click **List Reports**. The page repaints to display a list of reports.

2. To select a report, click the **Go** button located to the left of its listing. The initial **View Data** page opens.

    Note: Only months that have a report with a status of **Complete** have Go buttons next to them.

Viewing Data (School District-based Users)

1. Using the dropdown, select the fund for which you want to view data, then click the **Go** button. The page repaints to display the fund you selected.

As a School District-based user, you are welcome to view the data but cannot make any changes to it. Contact your ESD if you think an amount needs to be updated.

Note: Click on the **Schedule A** link to display a pop-up window showing **Schedule A** data.

Printing Reports (School District-based Users)

1. To view or print a report, click the **Print Reports** tab in the lower menu bar. You can select reports by fund and fiscal year.

2. To view the county treasurer report for all funds, select **All** in the fund dropdown menu, then click **View Report**. The report is displayed in a special "frame", which has controls for navigating through the report, searching for terms or values, or exporting or printing the report.

   Note: The left half of the report shows data for each month. The right half shows the fiscal year's cumulative totals through, the current month.

3. To export the report to Excel, click into the **Select a format** dropdown and select **Excel**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Excel.

4. To export the report to a pdf file, which is optimized for printing, click into the **Select a format** dropdown and select **Acrobat (PDF) file**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Adobe Reader. To print, click the printer icon in the top left corner of the frame.

Listing County Treasurer Reports (ESD-based Users)

1. On the **List Treasurer Reports** page you can list reports by County, School District, Month and Fiscal Year. To see a list of reports for a given county and month, select the county and the month in the dropdowns, then click **List Reports**. The page repaints to display a list of reports.

2. To select a report, click the **Go** button located to the left of its listing. The initial **View Data** page opens.

   Note: Only months that have a report with a status of **In Process** or **Complete** have Go buttons next to them. You can update data for a report that is **In Process** or view data for a report that is **Complete**.

If a report is **Not Started** for the selected month and the report for the prior month is **Complete**, a Create button will be located to its left. You can create reports for the current month once the prior month's report is **Complete**.

If a report is **Not Started** for the selected month and the report for the prior month is **Not Started** or **In Process**, no Go button is displayed. You cannot begin work on a report until the prior months' reports are complete.

Importing Data (ESD-based Users)

1. If one or more of your counties send County Treasurer data in an electronic format, and those files meet OSPI specifications, you can ftp those files to the OSPI server and import the county data. To see if you have data files to import, click on the **Import Data** tab in the lower menu bar.

   Note: If there are no files available, the page displays a message saying **No files are available**. You cannot use the import feature.

2. To import data, check the month you want and click the Import County Data button for that county. A message displays after the import is complete.

   Note: If the monthly report is **Not Started**, the import will create the reports and populate data on the Input Data pages. If a monthly report is **In Process**, the import will overwrite any data already entered. If a monthly report is **Complete**, the import will not do anything.
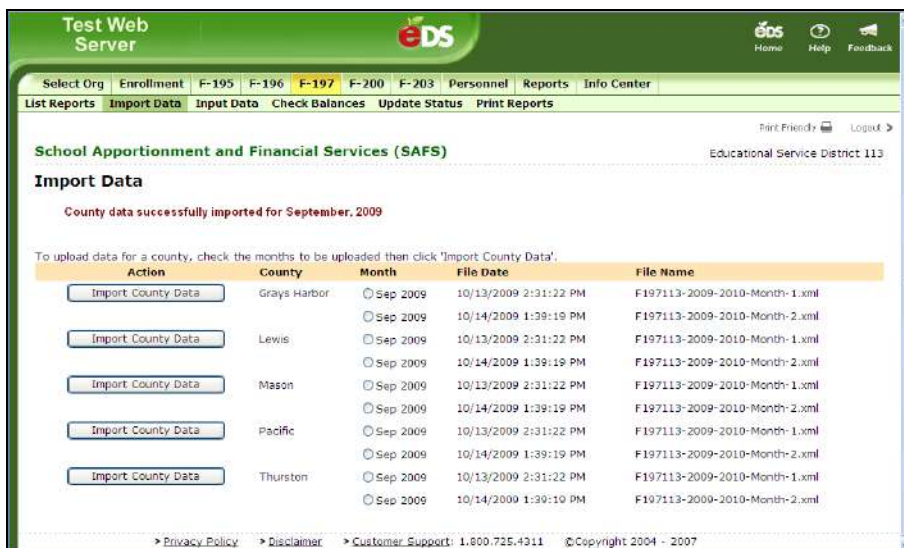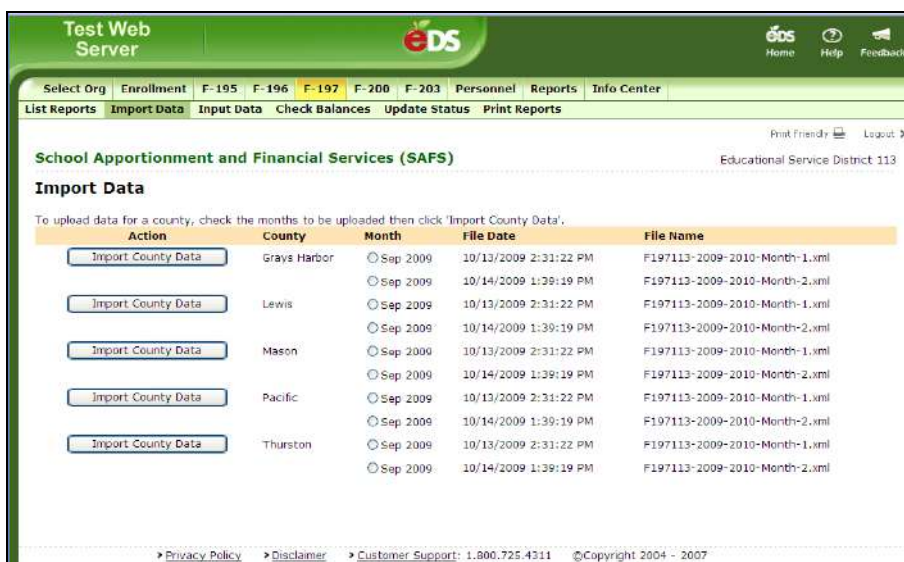
Creating Monthly Reports (ESD-based Users)

1. To create the monthly reports manually for a school district, go to the **List Reports** page. Select the county you will be working with and the month, and click **List Reports**. To create the monthly report, click **Create**.

2. The **List Treasurer Reports** page will repaint, changing the label of the button you just clicked to say **Go**. The record's status will change to **In Process** and a message at the top of the page will indicate the report has been created. To go to the report, click **Go**. The initial **Input Data** page displays.

Inputting Data (ESD-based Users)

2. To enter data, select a fund from the dropdown and click **Go**. The page you selected displays.

   Note: This user manual describes pages in the order they appear in the dropdown. You do not need to enter data in this order.

3. On the **General Fund** page, enter data from the county for this fund.

   Note: Use the **Tab** key to move forward through the page fields. Use **Shift+Tab** to move backward. Save data by pressing **Alt+S** or by using the **Save** button.

4. Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the General Fund. Click **Save and Return** to save the changes and return to the main page.

    Note: Totals are calculated whenever you save your work.

5. On the **Capital Projects Fund** page, enter data from the county for this fund.

6. Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the Capital Projects Fund.

7. On the **Debt Service Fund** page, enter data from the county for this fund.

8. Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the Debt Service Fund.

9. On the **ASB Fund** page, enter data from the county for this fund.

10. On the **Trust and Agency Fund** page, enter data from the county for this fund.

11. On the **Permanent Fund** page, enter data from the county for this fund.

12. On the **Transportation Vehicle Fund** page, enter data from the county for this fund.

13. Click the **Schedule A** hyperlink to enter data on the Schedule A pop-up page for the Transportation Vehicle Fund.

Checking Balances (ESD-based Users)

1. To check the year-to-date balances for GL 100, 240, 241, 450, and other GL accounts, click the **Check Balancess** tab in the lower menu bar.

   Note: The page shows cumulative year-to-date totals through the last month that has a status of **Complete** or **In Process**.

2. If data is updated on the **Input Data** page, the page will show revised totals. If these totals do not match the amounts you expect, go back to the **Input Data** pages, review what was entered, and make any necessary changes. Then return to this page to check the new balance.

Updating Status (ESD-based Users)

1. Once you have finished entering data for a monthly report, click the **Update Status** tab in the lower menu bar. The page displays a history of status changes for the monthly report – what the status was, the date the status was changed, and the name of the user who made the change.

2. To update the status, select **Complete** in the status dropdown then click the **Update** button. A new row displays with updated status information.

Printing Reports (ESD-based Users)

1. To print reports, click the **Print Reports** tab in the lower menu bar. You can view and print reports by county, school district, fund and fiscal year.

2. To view county treasurer reports for a given school district, make your selection in the **School District** dropdown, leave the **County** and **Fund** dropdown set to **All**, and click **View Report**. The report displays in a report viewer frame.

   Note: Data only displays for months that have a status of **Complete**.

3. To view county treasurer reports for a given county, make your selection in the **County** dropdown, leave the **School District** and **Fund** dropdown set to **All**, and click **View Report**. The report displays in a report viewer frame.

   Note: The report displays data (in alphabetical order) for each school district for which the couty you selected is their "home county".

4. To view county treasurer reports for a given fund, leave the ESD and School District at **All**, select the fund in the dropdown, and click **View Report**.

   Note: The report displays data (in alphabetical order)in the fund selected for each school district within the ESD.

5. To export the report to Excel, click into the **Select a format** dropdown and select **Excel**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Excel.

6. To export the report to a pdf file, which is optimized for printing, click into the **Select a format** dropdown and select **Acrobat (PDF) file**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Adobe Reader. To print, click the printer icon in the top left corner of the frame.

Running Queries (ESD-based Users)

1. You can query data using the bottom half of the **Print Reports** page. You can specify the County, School District, Fund and Fiscal Year, and Month, as well as the particular Item Number you wish to view.

2. To run a query, make selections in the dropdowns, enter up to seven item numbers, and click **View Query**. The results displays in the report viewer frame.

   Note: Use three digits when entering the item number.

Listing County Treasurer Reports (OSPI Users)

1. The first F-197 page visible to you is the **List Treasurer Reports** page. You can list reports by ESD, school district, month, and fiscal year. Make selections in the dropdowns and click **List Reports**.

    Note: The page also shows you through which month each ESD has completed reporting (i.e., ESDs for which all districts reports have a status of **Complete** for that month).

2. To list all reports for a school district, select **All** for the ESD or the school district you want, select **All** for the month, and click **List Reports**. The monthly reports for that school district displays.

    Note: A **Go** button will appear to the left of a monthly report only if its status is **Complete**.

Viewing Data (OSPI Users)

1. Click the **Go** button located next to the report you want to view. The **View Data** page displays for the report you chose. To view data, use the dropdown to select a **Fund**, and click **Go**.

2. The page displays data for the fund selected. OSPI users can view data but cannot make any changes.

   Note: Click on the **Schedule A** hyperlink to display a pop-up window with data from Schedule A.

Printing Reports (OSPI Users)

1. To view or print a report, click the **Print Reports** tab in the lower menu bar. You can select reports by fund and fiscal year.

7. To view the county treasurer report for a given school district, select the school district in the dropdown, leave the **All** option in the county and fund dropdowns, and click **View Report**. The report is displayed in a special "frame", which has controls for navigating through the report, searching for terms or values, or exporting or printing the report.

2. To export the report to Excel, click into the **Select a format** dropdown and select **Excel**, then click the **Export** hyperlink. A dialog box opens, asking whether you want to Open or Save the file. Choose **Open**. The report displays in Excel.

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Running Queries (OSPI Users)

1. You can query data using the bottom half of the **Print Reports** page. You can specify the County, School District, Fund and Fiscal Year, and Month, as well as the particular Item Number you wish to view.

3. To run a query, make selections in the dropdowns, enter up to seven item numbers, and click **View Query**. The results displays in the report viewer frame.

   Note: Use three digits when entering the item number.

Appendix 1 - Adjusting the Browser Settings

1. To ensure that pages and reports display correctly, use Internet Explorer (IE) as your web browser. If necessary, you may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the **Tools** icon. In the drop-down list that displays, select **Internet Options**.
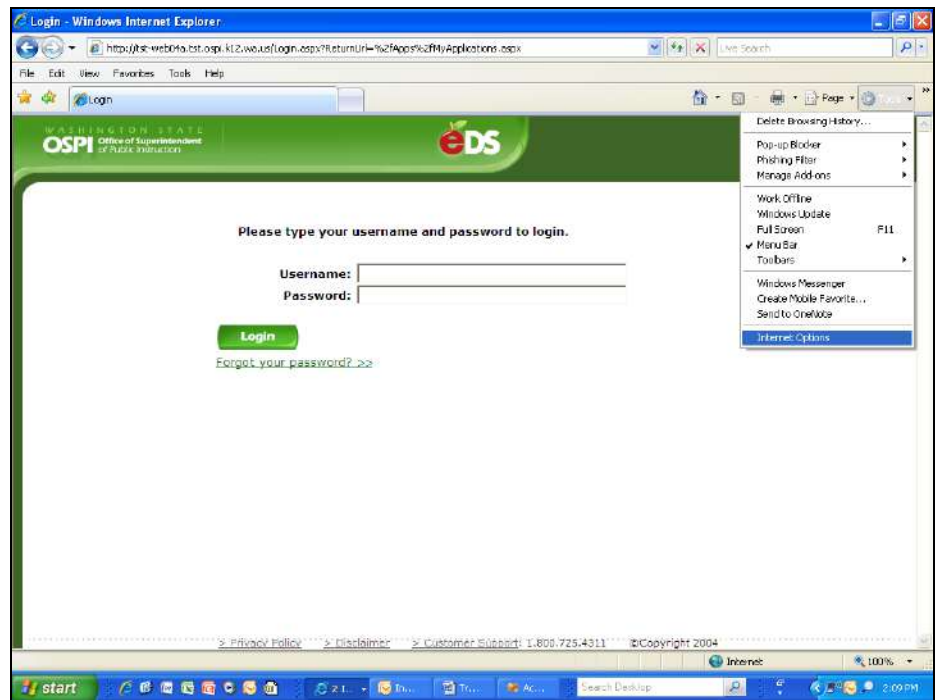
2. A window displays with Internet Options. On the **General** tab, under the heading **Browsing history** click the **Settings** button.
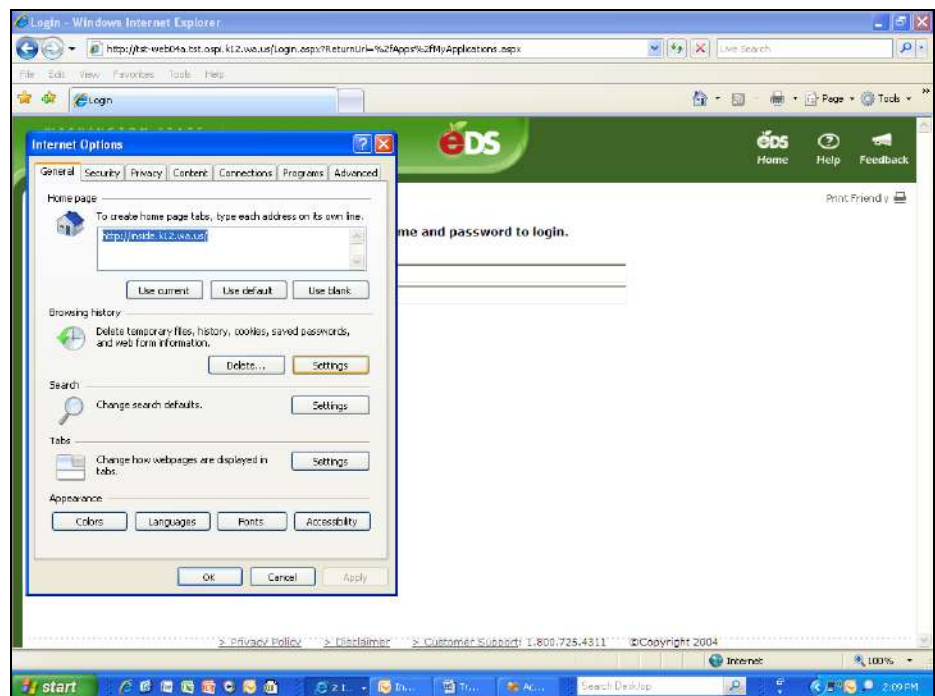
3. Another window displays with **Temporary Internet Files and History Settings**. Under the heading **Temporary Internet Files** select the first radio button: **Every time I visit the webpage**. Click **OK**.
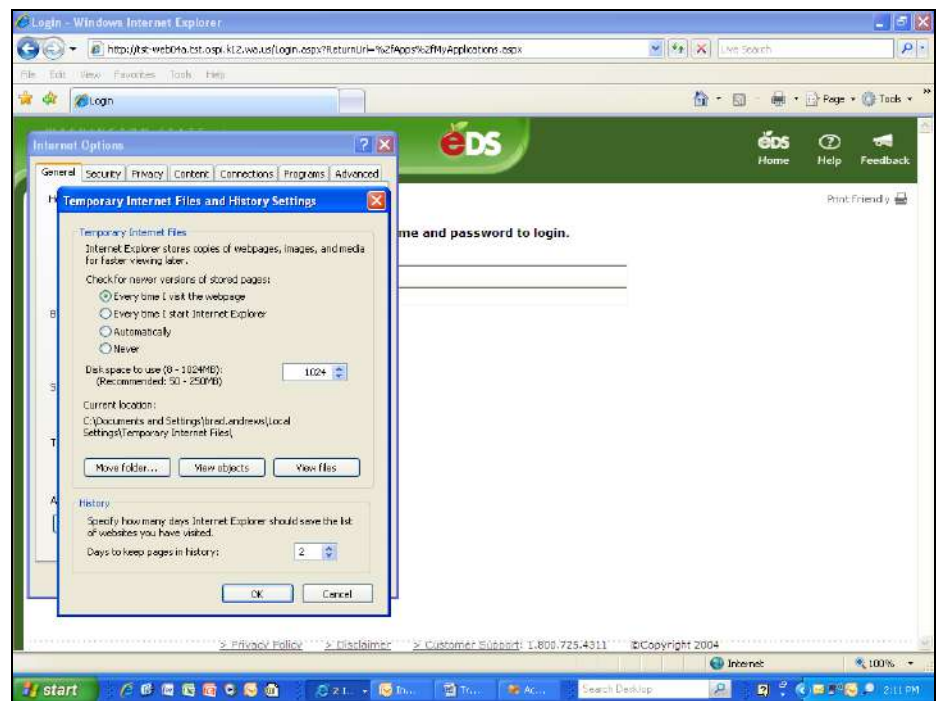
4. This window will close and the **Internet Options** window displays. Click **OK** again to close this window. Your browser settings will be adjusted. You only need to do this once and this will be the default each time you open the IE browser, *unless your local network administrator overrides them*.