



Infinite**Visions**

Annual Financial Report

2007- 2008

User's Guide

Revised: 9/16/2008

Windsor Management Group

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Overview

This document describes the installation and preparation of the Annual Financial Report (AFR) for fiscal year 2007-08.



What's New for 2007-08

1. Tuition revenues cannot be entered in Soft Capital Allocation Fund 625. Columns 4-9 on page 1 have been shaded. Object codes 1350 and 1360 Tuition from other Government Sources Within/Outside Arizona and Object codes 1450 and 1460 Transportation Fees from other Government Sources Within/Outside Arizona have been added to page 1.
2. Function 2800 has been removed from all pages and calculations.
3. "Other" column description was changed to "Debt Service & Miscellaneous" on page 1 of 12, pages 1 and 3 of 3 on the Supplement, pages 1 and 2 of 3 on the Districtwide Desegregation Supplement and pages 1 and 2 of 3 on the School By School Desegregation Supplement.
4. Soft Capital Allocation (625) Object Code 6561 has been deleted from page 3 section I.
5. Other Interest is now Object Code 6850 on pages 4 and 7.
6. Redemption of Principal is now Object Code 6830 and Interest is now Object Codes 6840 and 6850 on pages 5 and 7 of 12, page 2 of 3 of the Supplement, and page 3 of 3 of the Desegregation Supplement.
7. Object 6830, 6840 "Interest" Column – Changed to Object 6830 "Redemption of Principal" and 6850 "Redemption of Principal" Column – Changed to Object 6850 "Other Interest" on page 6 of 12 page 3 of 3 on the Districtwide and School By School Desegregation Supplements.
8. Structured English Immersion 071, Joint Technological Education 596, and Permanent 750 Funds were added to page 9, the Summary and pages 11 or 12.
9. Function 2800 was deleted from the formula for Current Expenditures on line C.3. page 9. Function 2840 was removed from section D on page 9.
10. Fund 071 Structured English Immersion was added to page 11 and Fund 596 Joint Technological Education and Fund 750 Permanent were added to page 12. Page 12 now prints out on 2 pages.
11. Fund 071, Structured English Immersion section was added to page 3 of 3 on the Supplement.
12. The Results for Fund 013 was changed from one column to two columns on the Classroom Site Fund Narrative Results Summary Page 2. The new column names are "FY 2008 Salaries" and "FY 2008 Benefits".

13. The orientation changed from Landscape to Portrait on the Summary and Page 1, to allow for easier reading.
14. Removed the Optional School Reports button from the main menu and deleted the narrative for them in the User's Guide.
15. Removed the AFR By School button. School By School AFR reporting is no longer required.
16. All files, except the School-By-School Desegregation Supplements, will be exported into the ADE/Auditor General's Excel spreadsheets to be submitted to ADE.

General Notes

- Districts are required to report expenditures from the Classroom Site Fund (CSF) by school and prepare a narrative summary of CSF results at the district level. Funds 011 and 012 are direct expenditures and fund 013 is all expenditures. The Narrative Results Summary has scroll buttons to view all the contents of a box, when necessary. An out-of-balance message will appear, if your expenditures on the second page do not agree with page 4 of 12, line 48, and footnote 1. Data will have to be manually entered in all fields on this form.
- If your district sponsors a charter school(s) and the district handles their accounting, treat them as if they were a regular school in the district.
- Some county school offices combine beginning cash balances with revenues in State and Federal projects and report the total as revenues. Make the necessary adjustments, if this is the case for your district.
- Program 630 Other Instructional Programs, on page 2 of 12, line 12, is still reported on a separate line. It is combined with Programs 700, 800, and 900 Other Programs on the budget. Therefore, manual input will be required in the Budget column for lines 12 and 13.
- Page 9 of 12 Section D, Capital Expenditures will be imported from the general ledger.





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Using AFR

This section covers the following topics:

- Installing AFR
- Preparing Your Data for AFR
- Working with AFR



Installing AFR

1. Locate the Annual Financial Report 2007-08 link on the Infinite Visions web site, and download the file called AFR0708.exe to your hard drive.
2. Once you download the file, double-click it to begin the installation procedure. The default process installs AFR in C:\Program Files\Visions.

Preparing Your Data for AFR

Before you begin AFR and attach to the data file:

1. Attach Budget Vision 2007-08 to the GLAP0708.mdb data file.
2. From the main menu, click Global Information. In the lower right corner, verify that the type of budget figures to display is Adopted. **If not, change it to Adopted before performing the Update All Calculations procedure.** The Adopted column is the Budget column to be imported to AFR; therefore, it should be the column with data containing the latest 0708 revision.
3. Verify the fiscal years are set correctly. They should be 2005-06, 2006-07, and 2007-08 respectively.
4. If you are a 2.x SQL or Enterprise Accounting (IVEE) client:
 - Click the Global button under the Current Path section to set your SQL Database path.
 - Click the Machine Data Source tab. Highlight the FY0708 file and click OK. If the FY0708 file is not available for selection, contact your network technician to have an ODBC connection created.
 - Select the correct Accounting Version option (2.x or Enterprise Edition).
5. Assign Cell Numbers – From the main menu, click Accounts Data Budgeting. If cells need to be assigned, the Assign Cell Numbers screen displays. Click the Set Cell Numbers button to continue. If the Assign Cell Numbers screen does not display, exit the Accounts Data Budgeting screen to return to the main menu.
6. Update All Calculations.
 - For 2.x Access Users
 - ▶ From the main menu, click Utilities and select Update All Calculations. If you choose to update calculations for all schools, this may take a long period of time.
 - Calculations cannot be updated if cells were not set.
 - For 2.x SQL and Enterprise Accounting (IVEE) Users
 - ▶ **You must synchronize your data.** Verify the column containing your latest 0708 revision is set in the Adopted Column field in the **IVEE General Ledger** Default setting screen. This will allow the Adopted column to be synchronized correctly between IVEE and AFR.
 - ▶ From the main menu, click Utilities and select Synchronize with SQL Database.
 - ▶ From the Utilities menu, click Update All Calculations. If you choose to update calculations for all schools, this may take a long period of time.
 - Calculations cannot be updated if cells were not set.



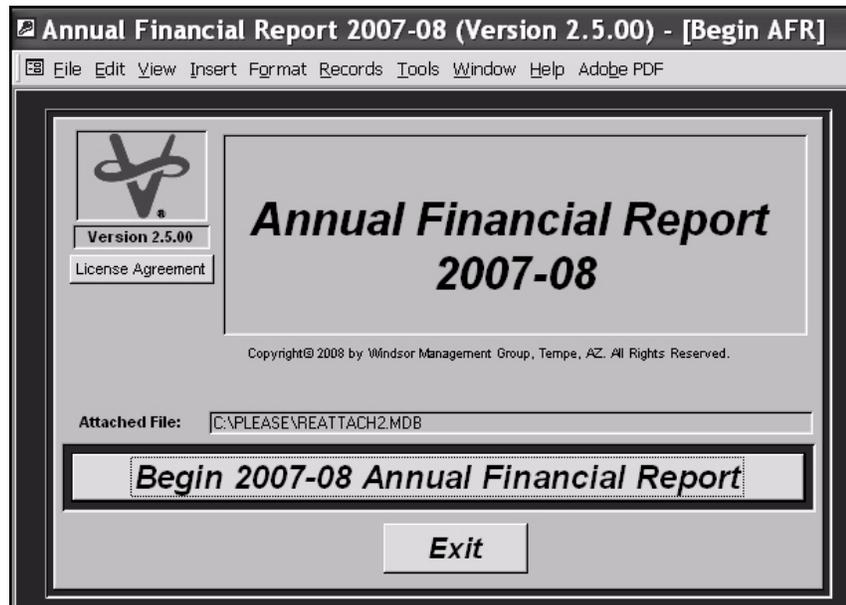
7. Verify the data by reviewing the budget pages.

Important: If cell numbers are not assigned in Budget Vision, manual entry of the budget fields is required in the AFR program.

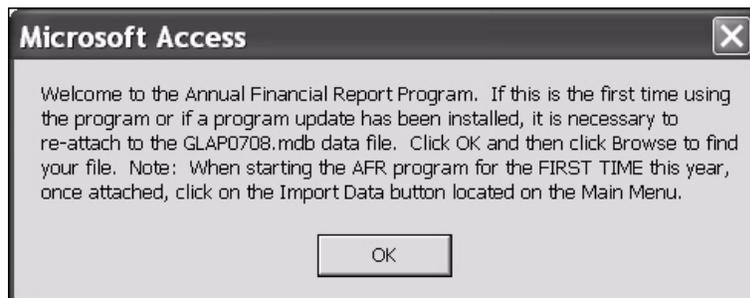
8. Exit Budget Vision 2007-08 and begin working with AFR.

Working with AFR

Open the AFR program (Start|Programs|Visions|AFR 2007-08) or double-click the AFR icon in the Visions Program Group.



From the main splash screen of the AFR program, click the Begin button. The system displays the following message.

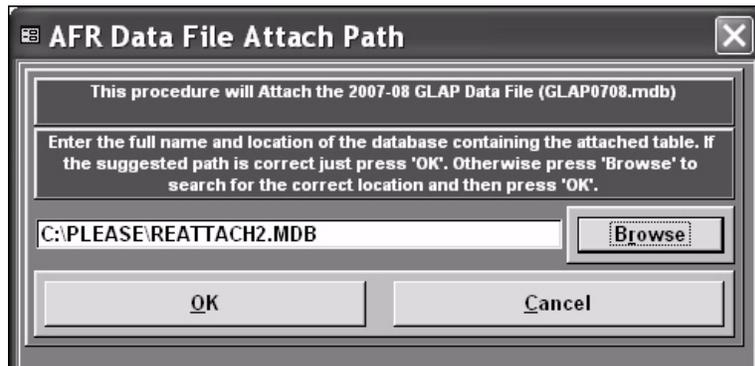


Click OK.



Attaching Data

When you first start the program or any time you install a program update, you need to attach to your GLAP0708.mdb file. The system displays the following screen.



1. Click Browse to locate your GLAP0708.mdb file.
2. When you locate the file, click Open. The system redisplay the AFR Data File Attach Path screen.

If you attempt to attach to the incorrect GLAP file, the system will display this message.



3. Verify the path displayed.
4. Click OK. The system displays this message.



5. Click OK. The system displays the AFR main menu.

Annual Financial Report 2007-08 (Version 2.5.00) - [Main Menu]

File Edit View Insert Format Records Tools Window Help Adobe PDF

I.V. AFR 2007-08 Ver 2.5.00 Attach Data File Import Data Create ADE Files Global Information Exit

04-Sep-08

ANNUAL FINANCIAL REPORT

Attached File: C:\Data\Visions\BV0708\GLAP0708.mdb

District AFR Cover Page, Pages 1-12, and Summary					Mandatory School Reporting	
Cover Page	Page 1	Page 2	Page 3	Page 4	Edit Schools	
Page 5	Page 6	Page 7	Page 8	Page 9	Classroom Site Fund Expenditures By School	
Page 10	Page 11	Page 12	Summary	Current Expenditures By School		
District AFR Supplement Pages 1-3					Desegregation Supplement By School	
Suppl Cover Page	Suppl Pg 1	Suppl Pg 2	Suppl Pg 3	Print all Districtwide AFR Forms		
Districtwide Desegregation Supplement Pages 1-3					Print AFR Cover Page, Pages 1-12, Food Svc Page 1, Suppl Cover & Suppl Pages 1-3, Districtwide Deseg Suppl Pages 1-3, AFR Summary & Narrative Results Pages 1-3	
Deseg Suppl Cover Page	Deseg Suppl Page 1	Deseg Suppl Page 2	Deseg Suppl Page 3	Reports		
CSF Narrative Results Pages 1-3			Food Svc Page 1 of 1		AFR Reports Menu	
Page 1	Page 2	Page 3	Food Svc - Page 1 of 1			

Setting Global Information

Next, enter your global information. From the main menu, click Global Information. The system displays the following screen.

Annual Financial Report 2007-08 (Version 2.5.00) - [Global Information]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Global Information

District and County Names District Name: Visions Unified School District County Name: Maricopa		County/Type/District (CTD) Numbers <table border="1"> <tr> <th>County</th> <th>Type</th> <th>District</th> </tr> <tr> <td>02</td> <td>03</td> <td>68</td> </tr> </table>		County	Type	District	02	03	68			
County	Type	District										
02	03	68										
District Contact Person Name: _____ Phone Number: _____ EMail Address: _____ Contact Title: _____		Average Daily Membership (ADM) <table border="1"> <tr> <th></th> <th>2006-2007</th> <th>2007-2008</th> </tr> <tr> <td>Attending:</td> <td>0.000</td> <td>0.000</td> </tr> <tr> <td>Resident:</td> <td>0.000</td> <td>0.000</td> </tr> </table>			2006-2007	2007-2008	Attending:	0.000	0.000	Resident:	0.000	0.000
	2006-2007	2007-2008										
Attending:	0.000	0.000										
Resident:	0.000	0.000										
Governing Board Titles Title 1: _____ Title 2: _____ Title 3: _____ Title 4: _____ Title 5: _____ Title 6: _____ Title 7: _____		A.F.R. was Approved by the Governing Board on _____										
		SQL Database _____										
Manually Enter CSF Exp By School <input type="radio"/> Yes <input checked="" type="radio"/> No		Manually Enter Current Expenditures By School <input type="radio"/> Yes <input checked="" type="radio"/> No										



1. The District Name, County Name, and CTD numbers default from your GLAP file. Review the information to be sure it's correct.
2. In the District Contact Person fields, fill in the Name, Phone Number, Email Address, and Title.
3. Fill in the Governing Board Titles as appropriate for your district.
4. If your district uses the Infinite Visions fund accounting software along with SQL Server, click  and browse to locate the appropriate SQL database.

If you need assistance locating your ODBC database, contact your network technician.

If you need to disconnect a SQL database, click .

SQL Users. Be sure and complete this step before importing data into AFR.

5. Click  when you are finished. The system redisplay the main menu.

Importing Data

Once attached, from the main menu of the program, click the Import Data button.

The Import Data procedure overwrites any imported data that you changed manually.

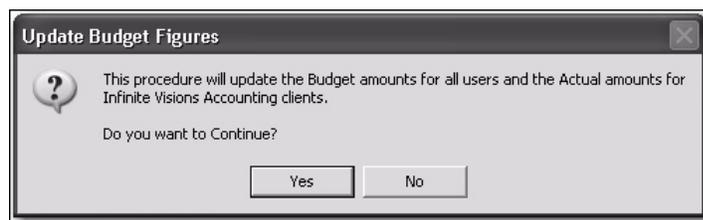
The system displays the following screen



1. In the *Budget/Actual Data* field, choose the option that applies to you. The default is **Infinite Visions Accounting Clients**.

Select the other option if you are a Budget Vision Only Client.

2. Click Import. The system displays the following message.



3. Click Yes to proceed. When complete, it displays the following message.



4. Click OK.

For Budget Vision Only and First Year Accounting

Users: At this point the system has imported all of your district budget information. You will need to enter everything else on all of the AFR pages to complete the AFR process.

For Infinite Visions Accounting Users: At this point the system has imported all of your district budget, prior year expenditure totals, and transaction information.

5. Select the Import Prior Year Data button, if you were an Accounting client in 0607.

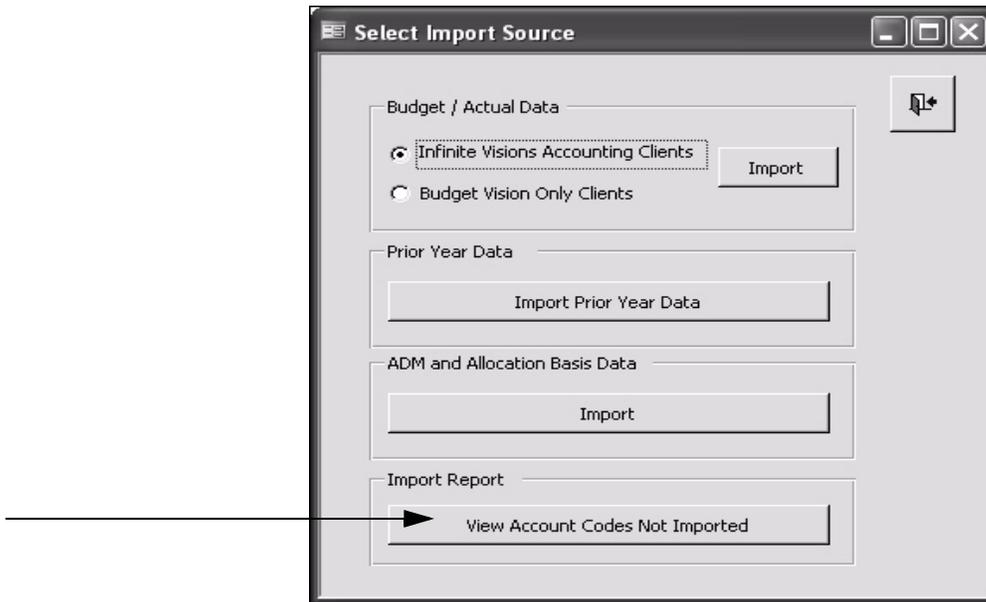
Attach to your final revised **GLAP0607.mdb**.

The system will import amounts from the total Expenditures column and bring them into the Prior Year Total column on AFR Pages 2, 4, and 5 of 12; as well as, the Districtwide Desegregation Supplement Pages 1-3.

6. The system may also display a report showing a list of account codes and dollar amounts that were not imported.

If the system displays this report, review the accounts and determine whether the amounts should be placed in the AFR. If so, you need to enter the information manually.

You can review this report at any time by clicking the Import Data button and then clicking the View Account Codes Not Imported button in the Import Report section.



The following report will be displayed.

The Following Account Code Dollar Amounts Were Not Imported

Account Number	Amount
001-000-0000-2220-000	(\$10.00)
001-430-1000-4300-500	\$1,014.00
001-430-1000-4400-500	\$1,017.00
001-430-1000-4700-500	\$1,018.00
001-430-1000-4400-500	\$1,019.00
001-430-1000-4300-500	\$1,020.00
001-430-2220-4310-100	\$1,021.00
001-430-3000-4300-200	\$1,024.00
001-430-3000-4400-200	\$1,025.00
001-430-3000-4700-200	\$1,026.00
001-430-3000-4400-200	\$1,027.00
001-430-3000-4300-200	\$1,028.00
001 Fund Total	\$11,231.00
011-000-0000-1110-000	(\$2.00)
011-000-0000-1220-000	(\$4.00)
011-000-0000-1300-000	(\$4.00)
011-000-0000-1320-000	(\$5.00)
011-000-0000-1400-000	(\$10.00)
011-000-0000-1700-000	(\$1,012.00)



Completing the Pages

1. Users need to complete AFR pages 1-12, Food Service page 1, District AFR Supplement pages 1-3, and Desegregation Supplements, if applicable.
2. Review and complete all district and school pages. If there are fields where you cannot enter data, it is because they are calculated fields or they come from another source that will be completed later.

Manually enter the figures on page 3, except Sections E and I.



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Mandatory School Reports

The following are mandatory reports:

- The Classroom Site Fund Expenditures by School
- School-By-School Desegregation Expenditures
- Current Expenditures on a School-By-School Basis



Classroom Site Fund Expenditures by School

The CSF Expenditures by School report data will be imported for the Accounting users. First time users will need to enter the expenditures on this form since no School by School data for the Classroom Site Fund was imported.

The Classroom Site Fund Expenditures By School report has been changed for districts that used unit 500 codes in the Classroom Site Fund 013. The state no longer requires that districts report by school, but they still require reporting the total CSF expenditures by school. There is no way to import from unit 500 to individual schools without an allocation system. The "Enter Fund 013 Detail Expenditures" button allows entering Fund 013 expenditures coded to unit 500.

Clicking the Classroom Site Fund Expenditures by School button displays the following screen.

Annual Financial Report 2007-08 (Version 2.5.00) - [Classroom Site Fund Expenditures By School]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Replace and Generate School Totals DISTRICT NAME Visions Unified School District

CTDS NUMBER 02 03 68 000

FISCAL YEAR 2008 CLASSROOM SITE FUND EXPENDITURES BY SCHOOL

Rev. 8/88 F.Y. 2007-08 (6/07) As required by A.R.S. §15-977(J), this report provides an accounting of the District's Classroom Site Fund expenditures by school.

Enter Fund 013 Detail Expenditures

School Name	CTDS Number	Classroom Site Funds			Total
		Fund 011 Base Salaries	Fund 012 Performance Pay	Fund 013 Other	
		\$0	\$0	\$0	\$0
Total					

5/26/2008 1:35:41 PM Page 1 of 1

To the right on this screen is the Enter Fund 013 Detail Expenditures button.

Clicking the Enter Fund 013 Detail Expenditures button allows you to enter Fund 013 Districtwide Funds into a new column.

Annual Financial Report 2007-08 (Version 2.5.00) - [Classroom Site Fund Expenditures By School]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Calculate

Fund 013 Detail of Expenditures Replace and Generate School Totals

School Name	CTDS Number	Classroom Site Fund 013 Expenditure Detail		
		Fund 013 School Expenditures	Fund 013 Districtwide Expenditures	Total Fund 013 Expenditures (to CSF Exp By School Form)
ELEMENTARY 100	010201104	\$0	\$0	\$0
HIGH SCHOOL 200	010201205	\$0	\$0	\$0
		\$0	\$0	\$0
Total		\$0	\$0	\$0

The total on this detail form will then be returned to the Fund 013 column on the Classroom Site Fund Expenditures By School form.

Accounting clients who wish to manually enter data on this form, need to set the “Manually Enter CSF Exp By School” option in the Global Information screen to “Yes”.



Other AFR Reports

For the Current Expenditures, AFR By School, and Desegregation Supplement By School reports, data will be imported for the Accounting users. First time users will need to enter the expenditures, since there is no school data to import.

The school names used in the School-By-School reports come from the Chart of Accounts in your General Ledger and are imported to the Edit Schools Information Table and the Classroom Site Fund school report. Adding a school will require a change to the Chart of Accounts, except for the Classroom Site Fund report, which can be edited manually by going to Global and choosing Yes under the Manually Enter CSF Exp By School section. You can change the CTDS number in the Edit Schools table. To keep a school from showing on the reports, enter nine zeros in the CTDS field.

The School-By-School Current Expenditures form is for all funds. It includes Unit Codes 100-400 and remaining expenditures will be allocated by Attending ADM plus Tuition Out. The program will do all the allocations, but it will be necessary to input all the school Attending ADM's plus Tuition Out per the AFR Instructions.

The Desegregation reports will not include Unite Code 500, so no allocation is necessary.



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Creating Electronic Files for ADE

Once you are sure the AFR is complete, open and review each of the following pages for one last check before creating the files.

- District AFR Pages 1-12 and District Summary
- Food Service Page 1
- District AFR Supplement Pages 1-3
- Districtwide Desegregation Supplement Pages 1-3
- Classroom Site Fund (CSF) Narrative Results Summary Pages 1-3
- Current Expenditures By School
- Classroom Site Fund Expenditures By School
- All School's Desegregation Supplement Pages 1-3

Repair and Compact Database

Have all users exit the AFR 2007-08 program to insure there are no users attached to the GLAP0708.mdb file.

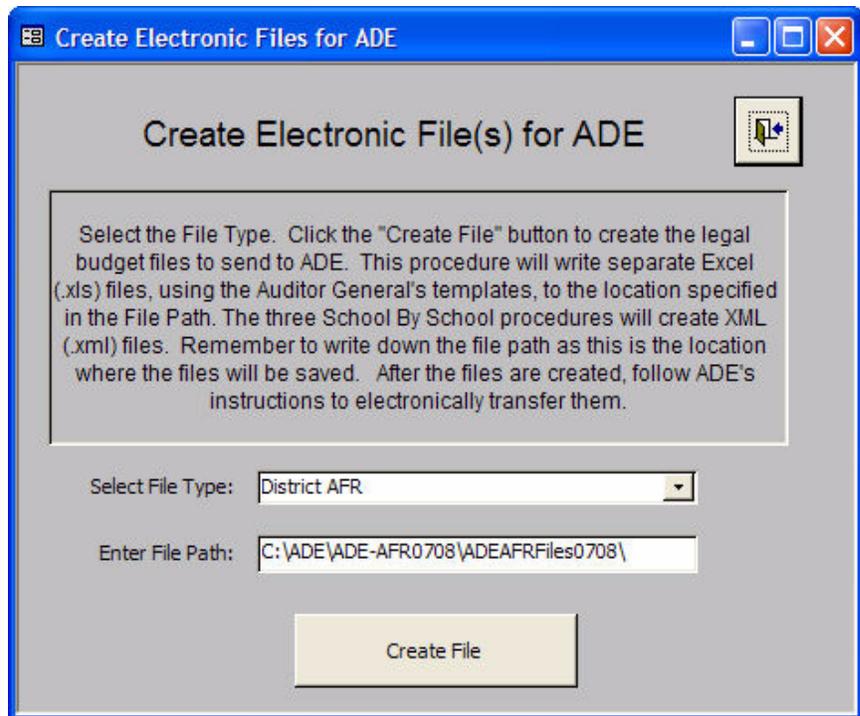
1. Click Start | Programs | Visions | Check-up.
2. On the first blank line, click the *Set Path* button.
3. In the *Look-in* box, locate and select your GLAP0708.mdb data file.
4. Click Open.
5. Click the *Check-up* button to the left of the path you just created.

When the process is complete, you will receive this message "File has been Compacted...".

6. Click OK to continue.
7. Click Exit to exit the Check-up program.

Create ADE Files

When the data is ready to send to ADE, click the Create ADE Files button on the main menu. The system displays the following screen:



1. In the *Select File Type* field, start with the default, **District AFR** and complete the rest of the steps to make the seven AFR files.

You will use this field to select each of the files you need to create.

2. In the *Enter File Path* field, review the path to the location where the system will place the files. The default is the same as the GLAP file location. The path should look something like this: C:\VDATA\FY0708\ADEAFRFiles0708\. You can change it as needed, but it is not recommended, and it must be a directory that already exists.

Important: Write down the location. You will need it when sending the files to ADE.

3. Click *Create File*. The system begins to prepare the file and places it in a new directory called ADEAFRFiles0708 inside your FY0708 directory. If you changed the path, the file will be located in the ADEAFRFiles0708 folder at the location you specified.

Important: The data file must be named GLAP0708.mdb in order for this process to work correctly.

When complete, the system displays the following message:



4. Click OK.
5. Repeat steps 1 through 4 for each of the files in the *Select File Type* field drop-down list. A total of seven files will need to be made and sent to ADE.
6. Once all seven files have been made, click  to return to the main menu.

Remember: By default your files can be found, using your Windows Explorer in a directory called ADEAFRFiles0708, at the same file location as the GLAP (for example, C:\VDATA\FY0708\ADEAFRfiles0708), or whatever directory you selected.



The files are named as follows:

File Type	File Name
District AFR	BV_CCTTDD_2008_AFR.xls
Classroom Site Fund Narrative Results – Pages 1 - 3	BV_CCTTDD_2008_CSF_Narrative_Results.xls
Food Service – Page 1	BV_CCTTDD_2008_Food_Service_AFR.xls
Districtwide Deseg Supplement	BV_CCTTDD_2008_Deseg_AFR.xls
Current Expenditures By School	BV_CCTTDD_2008_CurExpBySchl.xml
School Deseg Supplement	BV_CCTTDD_2008_SBSDeseg_AFR.xml
Classroom Site Fund Exp By School	BV_CCTTDD_2008_CSF_By_School.xml

(where **CCTTDD** represents the district's 9 digit County/Type/District number)

7. Exit the AFR 2007-08 program and make a backup copy of the GLAP0708.mdb file.

Send Files to ADE

After you create the files, you need to upload them to ADE via their web site: <https://www.ade.az.gov/commonlogon/>

Check with ADE for additional information about uploading files.