

T2 Data Entry Instructions

Instructions for data entry on T-2 reports

6/9/2010

For the FY10 reporting year, a major upgrade has been installed in the T2 data reporting system. This document is provided to guide users through the new data entry process. In brief, you can now enter data through the use of excel spreadsheets that are created on your local desktop, and then uploaded to the SFPS T-2 application. This will ease data entry when lots of detail must be included, and will allow users to work on a desktop application without internet connectivity problems. Upon completion of the data entry in the excel spreadsheet, it can be uploaded to the T-2 application in one brief internet session. To accommodate this change as well as new data security systems in place, some changes were also made to the direct data entry methods.

1. Opening the correct fiscal year and determining the status of the report

After logging into SAFE and selecting the SFPS application, open the T-2 menu item. The following screen will be displayed, showing all fiscal years to-date, and the status of each report. A summary of the status codes is as follows:

- Saved..... Report has been opened, and data can be entered and edited.
- Signed..... Report has been signed by at least one administrator. Data is locked and cannot be changed unless it is unsigned.
- Submitted..... Report has been submitted to ODE. Data cannot be changed unless ODE places report on HOLD, and district unsigns the report.
- HELD..... Report has been returned to the district for editing or correction. The district will need to UNSIGN the report to return it to SAVED status for editing.
- Approved..... Report has been reviewed by ODE and is completed.

The screenshot shows the SFPS T-2 Reports interface. At the top right, there are text size controls ('Change Text Size: A A A') and a search bar with a 'Search' button and a link to 'advanced search'. Below the search bar is a 'Printer Friendly Version' link. The main content area is titled 'T2 Reports' and displays two tables: 'Current Report (Listed by Fiscal Year)' and 'Past Reports'. The 'Current Report' table shows the 2010 report is in 'Saved Status'. The 'Past Reports' table lists years from 2003 to 2009, with their respective statuses: 2009, 2008, 2007, 2006, 2005, 2004, and 2003 are in 'Approved Status', while 2003 is in 'Saved Status'. On the left side, a vertical navigation menu lists options like 'Back to SFPS Main', 'T-1', 'T1-S', 'T-2', 'Drivers', 'Add', 'Maintain', 'BMV Info', 'Suspend', 'Search Batch', 'T8', and 'T9'. The 'T-2' option is currently selected.

2. First T2 entry screen

After opening the report by selecting the correct year, the following screen is displayed. This is the first screen for the T2 data entry, and is where users will start when entering all costs for all types of transportation provided – both special education and regular education.

T2 Data Entry Instructions

The summary screen shows the total costs entered for each type of transportation. Data cannot be entered directly on this screen – it must be entered through either the upload control or the add/edit control.

Selecting “REFRESH” will refresh the data on the screen.

Selecting “NEXT” will move to the next T2 entry screen.

T-2 Summary

Brussels City School District (043661)
Medina County Fiscal Year 2010 Saved Status

[Instructions](#) [User Guide](#)

[T2 Completion Page](#)

In the action column, click on an icon to upload, edit, or view expenses.

* Note: The sum of Regular Education Staff Count and Special Education Staff Count may not equal Total Staff Count due to partial FTE's being rounded to a head count for purposes of totaling the individual staff count columns.

	Action							Regular Education Staff Count	Regular Education Dollars	Special Education Staff Count	Special Education Dollars	Total Staff Count	Total Dollars
	Upload	Edit/View											
Type I				Board owned and operated school buses				0	0	0	0	* 0	0
Type II				Contractor owned school buses				0	0	0	0	0	0
Type IA				Contracted with other district					0		0		0
	Upload	Add/Edit	View					Regular Education Dollars		Special Education Dollars		Total Dollars	
Type III				Public transit or taxi					0		0		0
Type IV				Payment in lieu of transportation (Regular Education only)					0				0
Type V				Board owned vehicles other than school bus					0		0		0
Type VI				Privately owned vehicles other than school bus					0		0		0
Total Transportation Expenses (Types I through VI)									0		0		0

[Refresh](#) [Next](#)

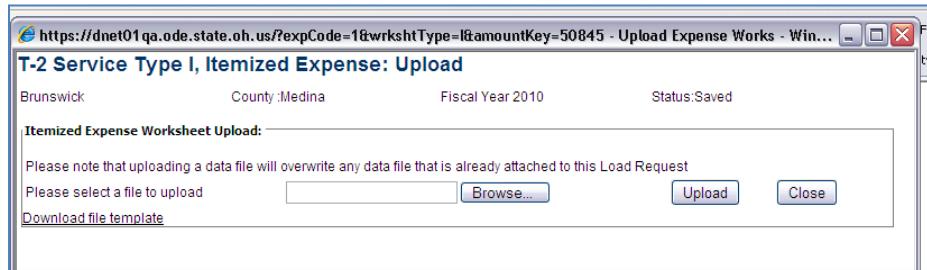
- a) Type I – you have 2 options for data entry for Type I service. You may enter all of the data in an excel spreadsheet and upload it to the T2, or you may enter the cost for each individual line item (lines 1-22) directly to the T2. The advantage of the excel upload is that you can use the excel sheet to itemize subunits of costs for each T2 report line – for example, if you have 3 supervisors, you can enter the name and cost of each supervisor, and detail the amount of special education and regular education cost you attribute to each individual. You can continue to itemize costs on each sub-line. You can also enter a single line of data for each T2 reporting line. Once all of your data entry in the excel sheet is complete, you then upload it to T2.

Further editing of the data, if needed, can be done in either the excel file followed by a new upload, or by selecting the edit/view control. Each upload of the excel file will overwrite all existing data.

To use the upload feature, you must use a preformatted excel file that is downloaded from SFPS.

Excel Upload instructions: Select the Upload icon. The following screen will be displayed:

T2 Data Entry Instructions



Select “Download file template” from the lower left of the screen. This will open an excel file that looks like the following:

A worksheet for each line in the T2 cost report has been setup in this excel file. Worksheets are selected from the bottom of the excel window

This excel file has been created with the correct column headings – do not change them. There is a worksheet (selected at the bottom of the page) for each of the lines (1-22) in the T-2 report. Select the worksheet for the line you are working on, enter a description (whatever helps you remember what the line is for) and then the regular education and special education cost. The program will only accept whole dollar amounts. Do not use dollar signs or decimal points. On any line where you have entered data in at least one field, you must also add a 0 in other fields. Blank fields will cause an error to occur.

You can enter as many lines on each worksheet as you need to summarize your data. You do not need to summarize or total the data, this will be done inside of the program once the data is uploaded.

Once you have completed your data entry, save the file under a new name. Make certain to save the file in an Excel 2003-2007 format (.xls format, not .xlsx format).

T2 Data Entry Instructions

To upload the data, go back to the T2 summary screen, and select the upload control for Type 1. This will reopen the following screen:

The screenshot shows a Windows application window titled "T-2 Service Type I, Itemized Expense: Upload". At the top, it displays "Brunswick", "County Medina", "Fiscal Year 2010", and "Status Saved". Below this, a message box contains the text: "Please note that uploading a data file will overwrite any data file that is already attached to this Load Request". It includes a "Browse..." button, an "Upload" button, and a "Close" button.

Click on the BROWSE control, and navigate to your saved excel file and select it. After the file name is displayed in the browse box on the above screen, select the UPLOAD control. This will move the data into the SFPS T2 file. After completing this, you can close the above screen, which will return you to the first T2 screen. If the newly uploaded data is not displayed, click on the REFRESH button to refresh your screen.

- b) Editing/Viewing your Type 1 information: Select the EDIT/VIEW control. This will open the following screen:

The screenshot shows a Windows application window titled "T-2 Service Type I, Itemized Expense". It displays "Brunswick City School District (043681)", "Medina County", "Fiscal Year 2010", and "Saved Status". Below this, there are links for "Instructions" and "User Guide". A message box says "Click on Add/Edit to add or edit data (This option is not available on signed reports). Click on the view icon to view data in your report." It includes "Prev", "Refresh", and "Finish" buttons. The main area is a table with columns: "Optional Worksheets", "Description of Expense", "Regular Education", "Special Education", and "Total". The "Regular Education" and "Special Education" columns have sub-columns "Staff Count" and "Amount". Each row has an icon in the "Optional Worksheets" column. The table rows are numbered 1 through 22, with a "Total" row at the bottom. The "Description of Expense" column lists various expenses like Supervisor, Secretary Clerk, Regular Driver Salaries, Substitue Driver Salaries, Bus Attendant Salaries, Mechanic, Mechanic Helper, Retirement, Worker's Compensation, Employee Insurance, Physical Exams and Drug Test (drivers), Certification and Licensing cost, Training (all), Maintenance and repairs, Tires and Tubes, Fuel, Bus Insurance, Maintenance Supplies, Facility Rent Cost, Utilities, Bus Lease cost, and Other.

Optional Worksheets	Description of Expense	Regular Education		Special Education		Total	
		Staff Count	Amount	Staff Count	Amount	Staff Count	Amount
1 . Supervisor	0	0	0	0	0	0	
2 . Secretary Clerk	0	0	0	0	0	0	
3 . Regular Driver Salaries	0	0	0	0	0	0	
4 . Substitue Driver Salaries	0	0	0	0	0	0	
5 . Bus Attendant Salaries	0	0	0	0	0	0	
6 . Mechanic	0	0	0	0	0	0	
7 . Mechanic Helper	0	0	0	0	0	0	
8 . Retirement	0	0	0	0	0	0	
9 . Worker's Compensation	0	0	0	0	0	0	
10 . Employee Insurance	0	0	0	0	0	0	
11 . Physical Exams and Drug Test (drivers)	0	0	0	0	0	0	
12 . Certification and Licensing cost	0	0	0	0	0	0	
13 . Training (all)	0	0	0	0	0	0	
14 . Maintenance and repairs	0	0	0	0	0	0	
15 . Tires and Tubes	0	0	0	0	0	0	
16 . Fuel	0	0	0	0	0	0	
17 . Bus Insurance	0	0	0	0	0	0	
18 . Maintenance Supplies	0	0	0	0	0	0	
19 . Facility Rent Cost	0	0	0	0	0	0	
20 . Utilities	0	0	0	0	0	0	
21 . Bus Lease cost	0	0	0	0	0	0	
22 . Other	0	0	0	0	0	0	
Total	0	0	0	0	0	0	

For any line where there is data entered, you will see an icon in the VIEW column. This allows you to look at the data, regardless if the report is saved, signed, or submitted.

T2 Data Entry Instructions

Selecting the ADD/EDIT icon opens a new screen for just that line of the report, which can be used to add new data, edit existing data, or deleting data. The screen will look as follows:

Description	Regular Ed Count	Regular Ed Amt	Special Ed Count	Special Ed Amt	Regular Ed Pct	Special Ed Pct	Total Count	Total Amount
No rows found.								
Delete Selected								

The top of this screen will tell you which T2 line you are currently working on. Existing data is displayed in light blue rows. You may edit this data, or add additional data. Additional data is added in the blank line, and then is saved by selecting the SAVE control at the far right of the line. You may delete a line of data by clicking on the box to the left of the line and then selecting the DELETE SELECTED control.

Once you are finished working on this particular line item, select the EXIT control to return to the previous screen. (If your changes are not displayed, select the REFRESH control to refresh screen.)

Report this procedure for each of the report lines that you wish to enter, modify, or delete.

Once you are finished with the Type I cost summary, select the FINISH control button to return to the main T2 data screen.

- c) Entering Type 2 data – To enter data for Type 2, select the Edit/View button on the T2 entry screen. This will open a window that looks as follows:

Contractor	Transportation License Number	Regular Education Staff Count	Regular Education Dollars	Special Education Staff Count	Special Education Dollars	Total Staff Count	Total Dollars
asdfasdf	asdfasdf	1	1	22	22	23	23
Total		1	1	22	22	23	23

In this screen you will either enter a new contractor name or select a contract that you have entered previously. To enter a new contractor select the ADD control, and enter the information. To add T2 data for a contractor that is already in the table, select the EDIT icon for that contractor. This will open a new window as follows:

T2 Data Entry Instructions

T-2 Service Type II, Itemized Expense
Brunswick (043881)
Medina County Fiscal Year 2010 Saved Status

[Instructions](#) [User Guide](#)

Enter Service Type II expenses directly on this page, or click an icon in the Optional Worksheets Add column to enter expenses on a detailed worksheet. Click on an icon in the Optional Worksheets Edit column to edit or view an optional worksheet.

[Prev](#) [Save](#) [Reset](#) [Finish](#)

Contractor's Name: asdfasdf
Transportation License Number: asdfasdf
Terminal Manager Name: asdfasdf

Optional Worksheets Add/ Edit	Description of Expense	Regular Education		Special Education		Total	
		Staff Count	Amount	Staff Count	Amount	Staff Count	Amount
	1. Supervisor	1	22	22	23	23	
	2. Secretary/Clerk	0	0	0	0	0	
	3. Regular Driver Salaries	0	0	0	0	0	
	4. Substitute Driver Salaries	0	0	0	0	0	
	5. Bus Attendant Salaries	0	0	0	0	0	
	6. Mechanic	0	0	0	0	0	
	7. Mechanic Helper	0	0	0	0	0	
	8. Retirement	0	0	0	0	0	
	9. Worker's Compensation	0	0	0	0	0	
	10. Employee Insurance	0	0	0	0	0	
	11. Physical Exams and Drug Test (drivers)	0	0	0	0	0	
	12. Certification and Licensing cost	0	0	0	0	0	
	13. Training (all)	0	0	0	0	0	
	14. Maintenance and Repairs	0	0	0	0	0	
	15. Tires and Tubes	0	0	0	0	0	
	16. Fuel	0	0	0	0	0	
	17. Bus Insurance	0	0	0	0	0	
	18. Maintenance Supplies	0	0	0	0	0	
	19. Facility Rent Cost	0	0	0	0	0	
	20. Utilities	0	0	0	0	0	
	21. Bus Lease cost	0	0	0	0	0	
	22. Other	0	0	0	0	0	
	Total	1	1	22	22	23	

[Prev](#) [Save](#) [Reset](#) [Finish](#)

Enter your contractor T2 data directly in the screen displayed above. Once completed, select the SAVE control, and then the FINISH control to return to the T2 summary screen.

- d) Entering Data for Types 1a, 3, 4, 5, or 6: You have 2 options for data entry for these types of service. You may enter all of the data in an excel spreadsheet and upload it to the T2, or you may enter the cost for each Type directly to the T2. The advantage of the excel upload is that you can use the excel sheet to itemize subunits of costs for each Type – for example, if you want to list each of the districts in a Type 1a agreement and their cost, you can enter the name and cost of each district, and detail the amount of special education and regular education cost you attribute to each contract.

Further editing of the data, if needed, can be done in either the excel file followed by a new upload, or by selecting the edit/view control. Each upload of the excel file will overwrite all existing data for that transportation type.

To use the upload feature, you must use a preformatted excel file that is downloaded from SFPS.

Excel Upload instructions: Select the Upload icon. The following screen will be displayed:

T2 Data Entry Instructions

T-2 Service Type IA, Itemized Expense: Upload

Brunswick City School District County: Medina Fiscal Year 2010 Status: Saved

Itemized Expense Worksheet Upload:

Please note that uploading a data file will overwrite any data file that is already attached to this Load Request

Please select a file to upload

[Download file template](#)

You must select “Download the template” in the lower left of the window. This will open an excel spreadsheet that has been formatted for Types 1a, 3, 4, 5, and 6. (This is a different template than used for Type 1 transportation).

T2_Worksheets_Types_1A_3_4_5_6.xls [Read-Only] [Compatibility Mode]								
A	B	C	D	E	F	G	H	I
1 Description	Regular Education Amount	Special Education Amount						
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

A worksheet for each type of transportation has been preformatted. Worksheets are selected from the bottom of the page

Select the appropriate worksheet tab at the bottom of the screen, and enter the data for whatever transportation type you are currently working on. Once completed, save the file in Excel 2003-2007 format (.xls) on your computer. Repeat this process for each Transportation Type for which you have data. As in the Type I process, for any line in which you have entered some data, you must also enter 0's in the remaining cells. Blank cells will cause an error.

Once you have completed the data entry, you can upload the data to SFPS T2. You will need to upload the file to each transportation type for which you have data – the system will only pull in data from the worksheet tab that matches the data type you are uploading. If you have data in Type 1a, Type 3, and Type IV, you will need to upload the file into each of those types.

Uploading is done through the following screen:

T-2 Service Type IA, Itemized Expense: Upload

Brunswick City School District County: Medina Fiscal Year 2010 Status: Saved

Itemized Expense Worksheet Upload:

Please note that uploading a data file will overwrite any data file that is already attached to this Load Request

Please select a file to upload

[Download file template](#)

Select the BROWSE control, navigate to the saved data file, and then select UPLOAD.

Once completed, select the EXIT control.

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- 2) Second T2 entry screen – once you have completed all of the cost data in screen one, select the NEXT control to advance to the following screen:

The screenshot shows the second page of the T2 Data Entry Instructions. The left sidebar contains a navigation menu with items like Drivers, Add, Maintain, BMV Info, Suspend, Search Batch, T8, T9, PS View, Driver Search, District In-Service, Bus Inventory, T10, Search Reports, Admin, T1 Admin, T9 Admin, Maintenance, Access Window, Due Dates, Org Lists, SFPS Reports, Emergency Assistance Network, SAFE Account, and Sign Out. The user is logged in as Pete Japikse.

The main content area has the following sections:

- Instructions User Guide**: A link to the user guide.
- Enter the requested data and click Next.**: A placeholder text.
- Prev Save Reset Next**: Navigation controls.
- * This page read-only because of report status.**: A note indicating the page is read-only.
- SPECIAL EDUCATION DATA (If fields are grayed out there are no T-1 pupils and T-2 costs for Special Ed)**:
 - 1. Total number of special education students (Should match T-1) 126
 - 2. Total number of days school is in session for special education program 180
 - 3. Add total of instructional days for Special Ed students transported. 20613
- BUSES & MILES (To report sales of funded buses, click the Edit icon)**:
 - 4. Sale of funded buses Number of buses: 0 Total Amount: 0
 - 5. Total annual non-routine miles 57188
 - 6. Total amount spent to purchase school buses 662399
 - 7. Square miles in district 26
- Current fuel cost per gallon Fuel Type Cost per gallon**:

Current fuel cost per gallon	Fuel Type	Cost per gallon
	Gas	3.8
	Propane	0
	Diesel	2.95
	Clean Diesel	0
	Natural Gas	0

Most recent cost for each fuel type used for pupil transportation.
- Special Education Consortium Data (To be completed if you transport special education children for other districts)**:

Available districts	Supported districts
<ul style="list-style-type: none">001 State ROAD-E-O Committee (0101)A C Health Services, Inc (011912)A Child's Place (097089)A Childs Place Nursery School Inc (00)A and M Transit (010139)	<ul style="list-style-type: none">><

Bottom navigation controls: Prev, Save, Reset, Next.

- a) Enter the special education data in the top section. This section is very important – if you are transporting special education students and do not complete this section, you will not receive transportation funding in the next school year.
 - b) Enter the data in the second section. (Square miles data is preloaded based upon predetermined data for your district)
 - c) Enter your most recent fuel costs
 - d) Special Education Consortium Data: You only need to complete this section if you operate a consortium service for other districts for special education transportation. If you provide consortium service, select the districts for which you provide transportation in the listing on the left, and move them to the listing on the right by selecting the arrow.
 - e) Once completed with this screen, select the NEXT control to advance to the last page.
- 3) The completion page of the T-2 is used to sign and submit the report. The report may be signed by the transportation administrator. It MUST be signed by both the superintendent and treasurer. Signing is done by selecting the SIGN REPORT control button. Once all required signatures are in

T2 Data Entry Instructions

place, a SUBMIT button will appear. The report is submitted to ODE by selecting the SUBMIT button.

Transportation Expense (T-2) - Completion

Brunswick (043661)
Medina County Fiscal Year 2010 Saved Status

[Instructions](#) [User Guide](#)

[Prev](#)

[T2 Transportation Expense Report](#) [T2 Expense Detail Worksheets \(All\)](#)

This report data indicates that your reported transportation cost per student for this fiscal period is:
\$25.00 for Special Education student transported, \$2.00 for Regular education student transported.

[T-2 Regular Ed Audit Report](#) [T-2 Special Ed Audit Report](#)

Required Signatures
■ Superintendent
■ Treasurer

Optional Signatures
■ Transportation
Admin

Report Signatures

[Sign Report](#)

Report Status
Saved

Report Comments

New Comment:

[Add](#)

Send Comment to Transportation Staff