T2 Data Entry Instructions

Instructions for data entry on T-2 reports

This document is provided to guide users through the 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.
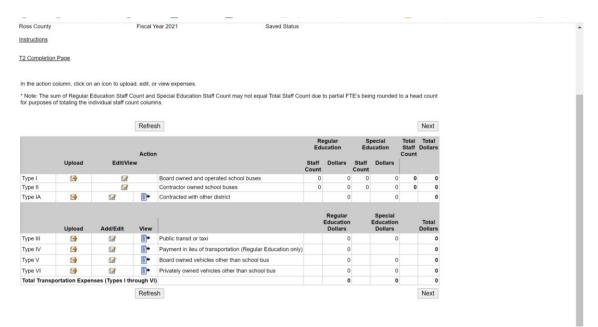   Approved...................... Report has been reviewed by ODE and is completed.

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.

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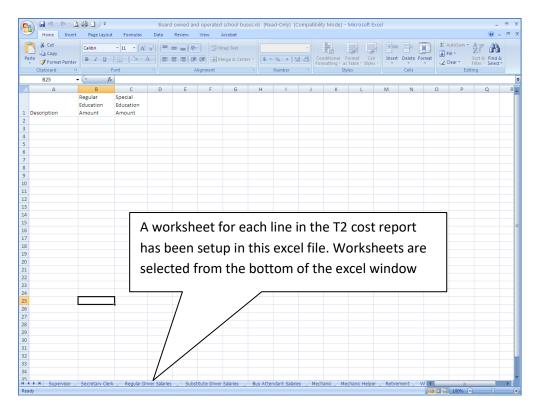
Further editing of the data, if needed, can be done in either the excel file followed by a new upload, or by selecting the edit/view control. Each upload of the excel file will overwrite all existing data.

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:

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
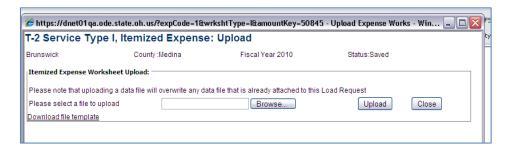
This excel file has been created with the correct column headings – do not change them. There is a worksheet (selected at the bottom of the page) for each of the lines (1-22) in the T-2 report. Select the worksheet for the line you are working on, enter a description (whatever helps you remember what 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.
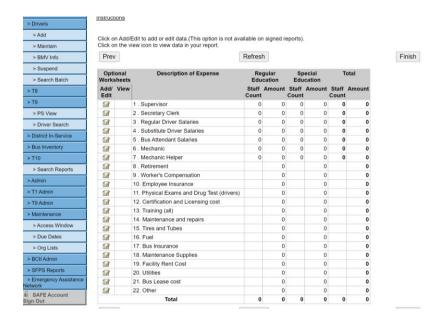
Once you have completed your data entry, save the file under a new name. Make certain to save the file in an Excel 2003-2007 format (.xls format, not .xlsx format).

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:

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:

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 of the report being saved, signed, or submitted.

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:

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:

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:

T-2 Service Type II, Itemized Expense
Brunswick (043661)
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	View	Description of Expense	Regular Education Staff Count	Regular Education Amount	Special Education Staff Count	Special Education Amount	Total Staff Count	Total Amount
		1 . Supervisor	1	1	22	22	23	23
		2 . Secretary Clerk	0	0	0	0	0	0
		3 . Regular Driver Salaries	0	0	0	0	0	0
		4 . Substitute 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
		9 . Worker's Compensation		0		0		0
		10. Employee Insurance		0		0		0
		11. Physical Exams and Drug Test (drivers)		0		0		0
		12. Certification and Licensing cost		0		0		0
		13. Training (all)		0		0		0
		14. Maintenance and repairs		0		0		0
		15. Tires and Tubes		0		0		0
		16. Fuel		0		0		0
		17. Bus Insurance		0		0		0
		18. Maintenance Supplies		0		0		0
		19. Facility Rent Cost		0		0		0
		20. Utilities		0		0		0
		21. Bus Lease cost		0		0		0
		22. Other		0		0		0
		Total	1	1	22	22	23	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.
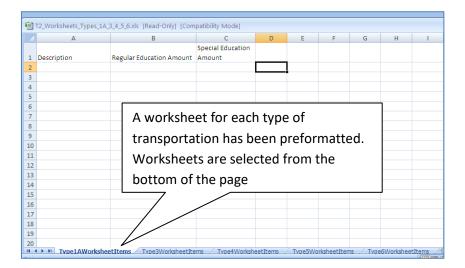
Further editing of the data, if needed, can be done in either the excel file followed by a new upload, or by selecting the edit/view control. Each upload of the excel file will overwrite all existing data for that transportation type.

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:

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).

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.
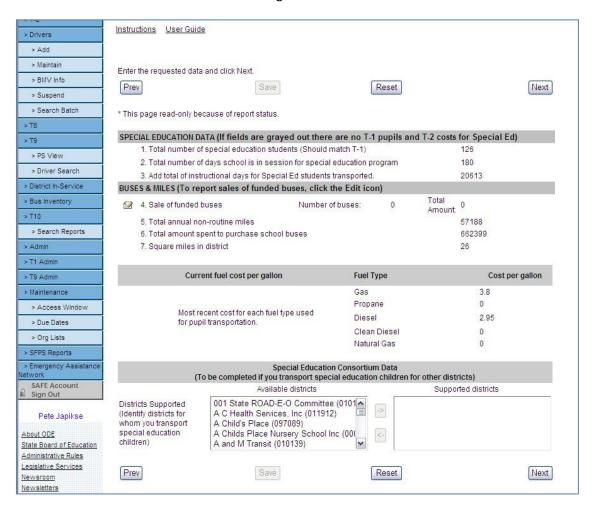
Uploading is done through the following screen:

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

Once completed, select the EXIT control.

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:

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

- Treasurer <u>and</u> Superintendent must view <u>both</u> T-2 Regular Ed Audit Report and T-2 Special Ed Audit Report
    - o If caution(s) exist in the report, a comment must be placed on the previous page under Report Comments (New Comment) the reason for the variance from the previous year.
- Once both reports are viewed the sign button will populate
- Select the sign button
- Submit the report