

SCHOOL'S FINANCIAL REPORT

This document is intended to be used as a guide when completing the School's Financial Report distributed by the Division of Fiscal Services via the Internet. Note that this guide uses screen shots for the 2006 – 2007 fiscal year. Make sure when entering data that the current fiscal year has been chosen. Before beginning the process of entering data it is beneficial to have all of the data in front of you. Use the hard copy provided in the principal's binder to facilitate this process or the worksheet available for download on the Archdiocese of Baltimore's Web Site.

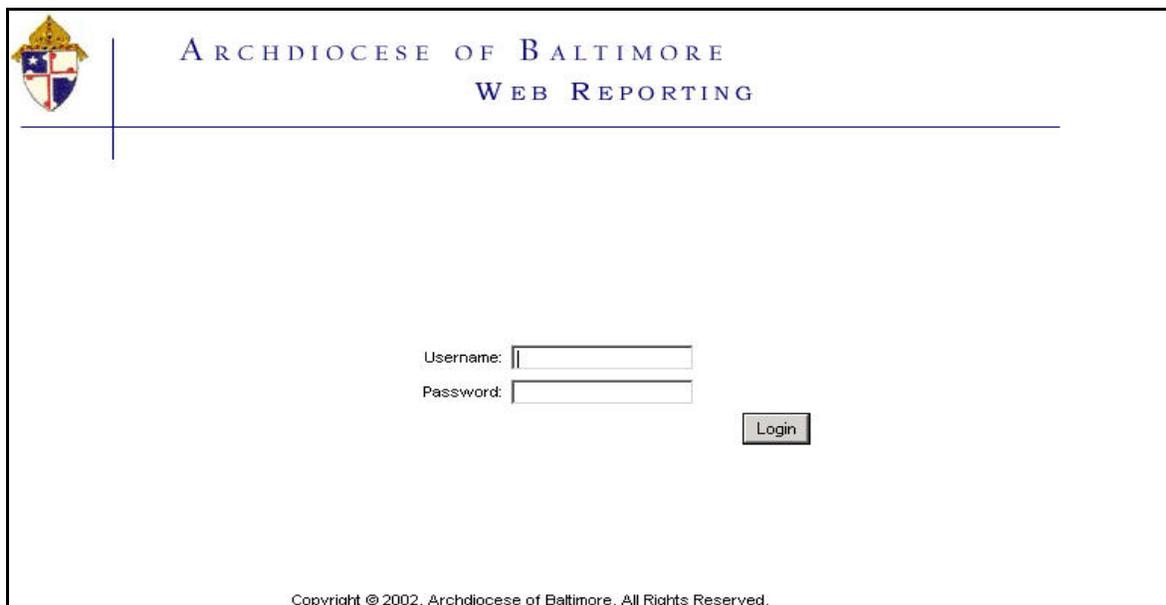
Data is entered through a series of web pages beginning with Contact Information and continuing through Inputting Accounts and Supplemental Information. After all data is entered, review pages will be available to check for incorrect entries before the final report is committed.

It is possible to enter data, save it, and return later to enter additional data. The report does not have to be entered at one time but **must** be saved prior to closing the website. There are save buttons located at the bottom of every page where data is entered. After all data has been entered and reviewed it must be committed. It is important to note that once the report is committed no changes can be made through the Internet. Any changes will have to be made by calling or emailing the Division of Information Technology at (410) 547-5305 or helpdesk@archbalt.org.

When you are ready to begin entering data, open your web browser and type the following URL: <https://www.archnet.archbalt.org>. This link will open the login page. The survey cannot be accessed without a valid username and password.

Logging on to the Report

The first web page that appears will be the Login screen.



ARCHDIOCESE OF BALTIMORE
WEB REPORTING

Username:

Password:

Login

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Enter the Username and Password that were supplied to you by Information Technology. Both Username and Password should be entered using lowercase letters. After entering your Username and Password click the **Login** button or hit the Enter key.

Entering New Data

After logging in, you will be required to choose between viewing past year's financial data or adding new financial data.

The screenshot shows the Archdiocese of Baltimore School Financial Reporting interface. On the left is the Archdiocese of Baltimore logo. The main heading reads "ARCHDIOCESE OF BALTIMORE SCHOOL FINANCIAL REPORTING". A "Log Off" button is in the top right corner. The user's current session information is displayed: "Vicariate: Urban", "School Name: Test School", and "School Code: 9999". There are two rows of dropdown menus for selecting financial statement years, each with a "Go" button. The first row is for "View Completed Financial Statement For:" with "2004 - 2005" selected. The second row is for "Add/View New Financial Statement For:" with "2006 - 2007" selected. Below these are links for "Worksheets and User's Guides for Fiscal Year 2006 and Prior", including "User's Guide (in Acrobat Reader Format)", "Worksheet (in Acrobat Reader Format)", and "Worksheet (in Microsoft Excel Format)".

To Add new financial data, click the arrow to the right of “Add/View New Financial Statement For:” and choose a year from the available list. Then click **Go**. Only one year of financial data may be added at a time.

After clicking **Go** the Main Menu will be displayed.

Clicking the **Log Off** button in the top right corner will return the user to the login page.

Using the Main Menu to Navigate Through the Report

ARCHDIOCESE OF BALTIMORE
SCHOOL FINANCIAL REPORTING

Log Off

Vicariate: Urban
School Name: Test School
School Code: 9999
Report Date: 2006 - 2007

Report for School Year 2006 - 2007:
Sections in red **MUST** be completed before report can be submitted. Click on the sections below to enter data.

Contact Information (not complete)
Input Accounts (not complete)
Supplemental Information (not complete)

Cancel

The main menu is used to navigate through each page of the survey. The survey has been divided into three (3) sections and are displayed in **red** until data has been entered. Once data has been entered and saved, that section will be displayed in **blue** and “not complete” will change to “complete”.

After all sections of the survey have been completed, a **Preview** button will be displayed that will allow the user to review the information for accuracy and commit the data when complete.

Survey Sections

Contact Information: information about the person completing the survey

Input Accounts: all income statement and balance sheet accounts

Supplemental Information: investment accounts, accounting/payroll systems

The report may be completed in any order. This user’s guide will begin with Contact Information and provide instructions for each page in the menu order.

Clicking the **Cancel** button will return the user to the Add/View data page.

Other navigation buttons are available on each of the data entry pages. Note that these buttons work the same on each of the sections and are used as follows:

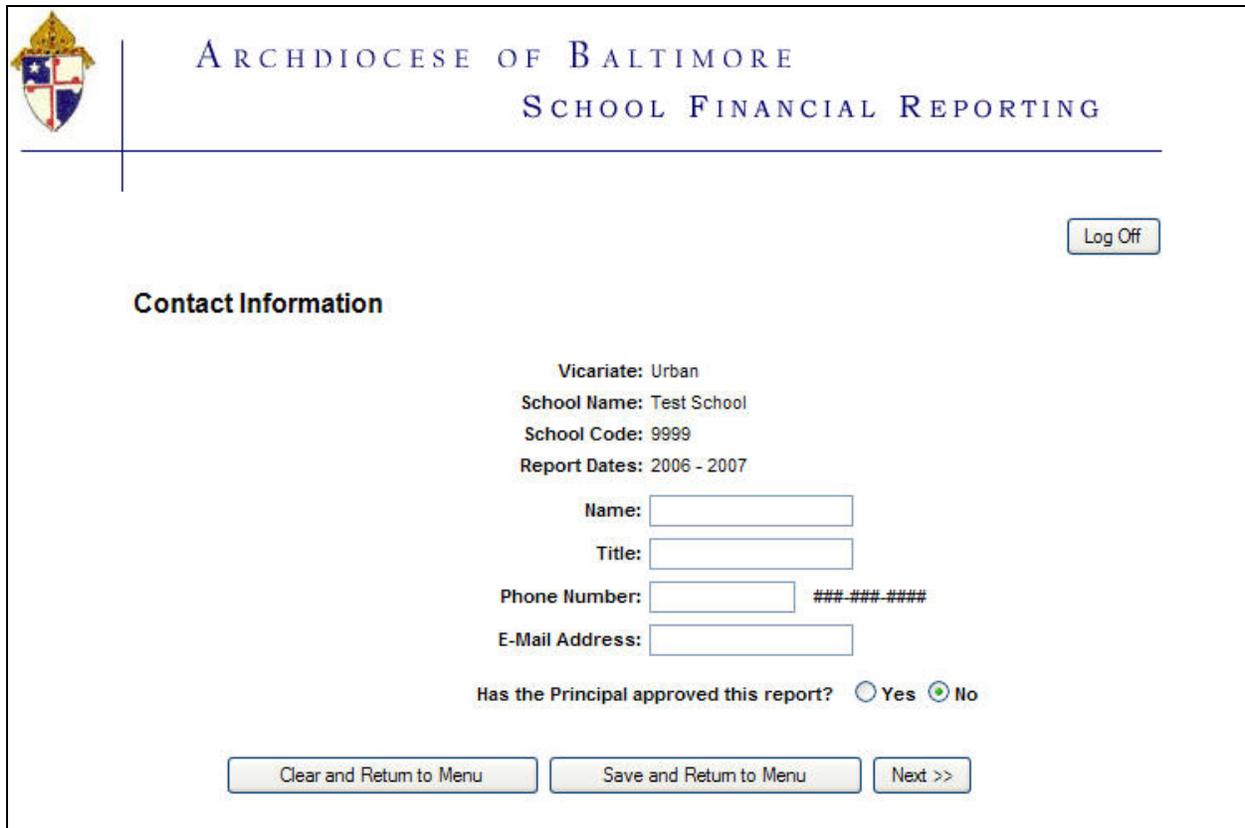
Clear and Return to Menu – clicking this button will delete data entered on the page and return the user to the main menu. If data has been previously entered and saved to the page, only new information entered will be cleared, existing data will be saved. To make changes to any data previously saved, overwrite the data and click either the **Save and Return to Menu** or **Next** buttons.

Save and Return to Menu – clicking this button will save any data entered (both new data and previously entered data) and return the user to the main menu. Once data has been saved by clicking this button it can only be changed by overwriting the previously entered data displayed on the page and clicking this or the **Next** button.

Next – clicking this button will save any data entered (both new data and previously entered data) and advance the user to the next page in the order of the main menu. Once data has been saved by clicking this button it can only be changed by overwriting the previously entered data displayed on the page and clicking this or the **Save and Return to Menu** button.

Log Off – clicking this button will delete data entered on the page and return the user to the login page. If data has been previously entered and saved to the page, only new information entered will be cleared, existing data will be saved.

Contact Information



The screenshot shows a web form titled "ARCHDIOCESE OF BALTIMORE SCHOOL FINANCIAL REPORTING". On the left is the Archdiocese of Baltimore logo. On the right is a "Log Off" button. The main heading is "Contact Information". Below this, the following information is displayed: Vicariate: Urban, School Name: Test School, School Code: 9999, and Report Dates: 2006 - 2007. There are input fields for Name, Title, Phone Number (with a format hint of ### ## ####), and E-Mail Address. A question "Has the Principal approved this report?" is followed by radio buttons for "Yes" and "No", with "No" selected. At the bottom are three buttons: "Clear and Return to Menu", "Save and Return to Menu", and "Next >>".

In the spaces provided, enter information about the individual completing the report. Name, title and phone number are required.

Note that telephone numbers should be entered in the 999-999-9999 format and email addresses entered in address@organization.org format.

Be sure to save data by clicking either the **Save and Return to Menu** or **Next** button.

Input Accounts

ARCHDIOCESE OF BALTIMORE
SCHOOL FINANCIAL REPORTING

Input Account Balances

Vicariate: Urban
School Name: Test School
School Code: 9999
Report Dates: 2006 - 2007

Please enter numbers without commas.

Account	(Period Ending June 30, 2007)		2007 - 2008
	Actual	Budget	Budget
1110 Operating Checking	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1120 Payroll Checking	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1130 Related Organizations' Check/Savings Accounts	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1145 Capital Campaign Checking	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1150 Savings/Money Market Bank Accounts	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1160 Certificated of Deposit	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1170 Cash on Deposit with the Interparish Loan Fund	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

When entering data into any of the schedules, the following information is essential:

- To navigate through the page use the Tab key. The Tab key moves from left to right (not down and up) across the page.
- If you have created sub accounts for internal reporting purposes, be sure to roll them up into the existing account structure before completing this report.
- Be sure that all boxes contain a number. You may enter decimals if desired (100.00) but do not enter dollar signs. (\$).
- If an account has a zero balance, leave a zero (0) in the box to avoid errors later on.

Accounts are listed in numerical order for ease of entering. The image above shows a partial listing of all account numbers.

Be sure to save data by clicking either the **Save and Return to Menu** or **Next** buttons.

Supplemental Information



ARCHDIOCESE OF BALTIMORE
SCHOOL FINANCIAL REPORTING

Log Off

Schedule C: Supplemental Information

Vicariate: Urban
 School Name: Test School
 School Code: 9999
 Report Dates: 2006 - 2007

Please enter interest rates on this form as decimal. For example, a rate of 5% would be entered as "0.05".

Cash and Short-Term Investments:

Name of Financial Institution	Type of Account	Account Used For	Account #	Interest Rate	June 30, 2007 Balance
Ex. Sample Institution	Ex. Mutual Fund	Ex. Emergencies	Ex. 1234567890	Ex. 0.05	Ex. 1500.00

Long-Term Investments:

Name of Financial Institution	Type of Account	Account Used For	Account #	Interest Rate	June 30, 2007 Balance
Ex. Sample Institution	Ex. Mutual Fund	Ex. Emergencies	Ex. 1234567890	Ex. 0.05	Ex. 1500.00

Other Information:

Accounting System:

If Computerized, please name the software:

Payroll System:

If Service Bureau, please name the software:

Tuition payment plan name:

Collection service:

Checking, savings and investments should be entered under Cash and Short Term or Long Term Investments appropriately.

Note that interest rates should be entered **without** using the “%” sign. For example, “5%” should be entered as “.05” not “5” or “5%”. Inserting the “%” sign will generate an error message and the page cannot be saved without removing the “%”.

The accounting and payroll systems used by the school are required (the name of the accounting system if computerized and the name of the payroll system if a service bureau are also required). The page cannot be saved without completing this information.

Be sure to save data by clicking the **Save and Return to Menu** button.

Reviewing Data

Once all data has been entered and saved, the data can be reviewed for accuracy. After completing “Schedule C: Supplemental Information” and clicking the **Save and Return to Menu** button, the user will return to the main menu.

ARCHDIOCESE OF BALTIMORE
SCHOOL FINANCIAL REPORTING

Log Off

Vicariate: Urban
School Name: Test School
School Code: 9999
Report Date: 2006 - 2007

Report for School Year 2006 - 2007:
Sections in red **MUST** be completed before report can be submitted. Click on the sections below to enter data.

[Contact Information](#) (complete)
[Input Accounts](#) (complete)
[Supplemental Information](#) (complete)

You must review this report before committing it. The report can only be committed from the last page in the Preview Report window.

Preview Report Cancel

Each section will now be blue and “complete”. A **Preview Report** button is available to view the data that has been entered. The **Cancel** button will return the user to the Add/View data page.

Click the **Preview** button.

The preview will begin at "Income and Expenses".

A/C # Account Name		Period ending June 30, 2007				2007 - 2008 Budget		
		Actual	Budget	\$\$\$	%	Budget	\$\$\$	%
Income and Expenses		Test School, 9999						
School Year 2006 - 2007								
Principal Approval: No								
School Operating Income								
4010	Tuition	0	0	0	0.0	0	0	0.0
4020	Past Year's Tuition	0	0	0	0.0	0	0	0.0
4222	Partners in Excellence	0	0	0	0.0	0	0	0.0
4223	Children's Scholarship Fund	0	0	0	0.0	0	0	0.0
4231	CLA Tuition Assistance	0	0	0	0.0	0	0	0.0
4233	LCSSF Tuition Assistance	0	0	0	0.0	0	0	0.0
4234	Foundation Tuition Assistance	0	0	0	0.0	0	0	0.0
4236	Parish Tuition Assistance	0	0	0	0.0	0	0	0.0
4237	Other Tuition Assistance	0	0	0	0.0	0	0	0.0
Tuition and Financial Aid Income		0	0	0	0.0	0	0	0.0
4110	Book Use Fee	0	0	0	0.0	0	0	0.0
4120	Registration Fee	0	0	0	0.0	0	0	0.0
4130	Other Fees	0	0	0	0.0	0	0	0.0
4140	Student Service Fees - Archdiocesan	0	0	0	0.0	0	0	0.0
Fee Income		0	0	0	0.0	0	0	0.0
4210	Annual Appeal/Annual Gifts	0	0	0	0.0	0	0	0.0
4221	Grant Income	0	0	0	0.0	0	0	0.0
4230	Parish Subsidy	0	0	0	0.0	0	0	0.0
4250	Unrestricted Gift, Donation and Bequest Income	0	0	0	0.0	0	0	0.0
4260	Fundraiser Income, Net	0	0	0	0.0	0	0	0.0
Development and Grant Income		0	0	0	0.0	0	0	0.0
4410	Interest & Div Income - Operating Accounts	0	0	0	0.0	0	0	0.0
4430	Interest & Div Income - School Endowment	0	0	0	0.0	0	0	0.0
Operating Income from Investments		0	0	0	0.0	0	0	0.0
4271	Contributed Services of Religious Employee	0	0	0	0.0	0	0	0.0
4272	In-Kind Contributions	0	0	0	0.0	0	0	0.0
4300	Library Income	0	0	0	0.0	0	0	0.0
4500	Rental Property Income	0	0	0	0.0	0	0	0.0
4600	Miscellaneous Income	0	0	0	0.0	0	0	0.0
Other Operating Income		0	0	0	0.0	0	0	0.0
4910	Sale of Books	0	0	0	0.0	0	0	0.0
4920	Sale of Stationary and Supplies	0	0	0	0.0	0	0	0.0
4930	Cafeteria Income	0	0	0	0.0	0	0	0.0
4935	Government Milk/Lunch Program Income	0	0	0	0.0	0	0	0.0
4940	Student Transportation Income	0	0	0	0.0	0	0	0.0
4950	Athletic Program Income	0	0	0	0.0	0	0	0.0
4970	Before/After School Care Income	0	0	0	0.0	0	0	0.0
4980	Other Student Services Income	0	0	0	0.0	0	0	0.0
4999	Field Trip Fee Income	0	0	0	0.0	0	0	0.0
Student Services Income		0	0	0	0.0	0	0	0.0
Total Operating Income		0	0	0	0.0	0	0	0.0

If all data has been entered correctly, click the **Next** button to go to “School Balance Sheet”. If there are any errors, click the **Cancel** button at the bottom of the page.

A/C # Account Name		For the Periods Ended		Change	
		June 30, 2007	June 30, 2006	Change	Percentage
Assets					
1110	Operating Checking	0	0	0	0.0
1120	Payroll Checking	0	0	0	0.0
1130	Related Organizations' Check/Savings Accounts	0	0	0	0.0
1145	Capital Campaign Checking	0	0	0	0.0
1150	Savings/Money Market Bank Accounts	0	0	0	0.0
1160	Certificated of Deposit	0	0	0	0.0
1170	Cash on Deposit with the Interparish Loan Fund	0	0	0	0.0
1190	Petty Cash	0	0	0	0.0
	Cash and Marketable Securities	0	0	0	0.0
1210	Tuition and Fee Receivable	0	0	0	0.0
1220	Loans Receivable	0	0	0	0.0
1260	Accounts Receivable	0	0	0	0.0
1290	Reserve for Uncollectable Accounts	0	0	0	0.0
	Receivables	0	0	0	0.0
1310	Prepaid Assets	0	0	0	0.0
1315	Deposits	0	0	0	0.0
	Prepaid Assets & Deposits	0	0	0	0.0
1401	Long-Term Investment - Capital	0	0	0	0.0
1402	Long-Term Investment - Other	0	0	0	0.0
	Long - Term Investments	0	0	0	0.0
1501	Catholic Family Foundation Endowment	0	0	0	0.0
1502	Endowments - Other	0	0	0	0.0
	Endowment Investments	0	0	0	0.0
1610	Land	0	0	0	0.0
1615	Building and Land Improvements	0	0	0	0.0
1620	Buildings	0	0	0	0.0
1640	Computers & Computer Equipment	0	0	0	0.0
1650	Furniture and Equipment	0	0	0	0.0
1660	Fine Arts	0	0	0	0.0
1670	Vehicles	0	0	0	0.0
1720	Accumulated Depreciation - Building (35 yrs)	0	0	0	0.0
1730	Accumulated Depreciation - Building & Land Improvements (15 yrs)	0	0	0	0.0
1740	Accumulated Depreciation - Computers & Copmputer Equipment (3 yrs)	0	0	0	0.0
1750	Accumulated Depreciation - Furniture & Equipment (8 yrs)	0	0	0	0.0
1770	Accumulated Depreciation - Vehicles (5 yrs)	0	0	0	0.0
	Property, Plant and Equipment	0	0	0	0.0
1910	Other Assets	0	0	0	0.0
	Other Assets	0	0	0	0.0
	Total Assets	0	0	0	0.0

If all data has been entered correctly, click the **Next** button to go to “Supplemental Information”. If there are any errors, click the **Cancel** button at the bottom of the page.



ARCHDIOCESE OF BALTIMORE

SCHOOL FINANCIAL REPORTING

Schedule C: Supplemental Information
School Year 2006 - 2007

Test School, 9999
renee

Principal Approval: No

Cash and Short-Term Investments

Name of Financial Institution	Type of Account	Account Used For	Account #	Interest Rate	June 30, 2007 Balance
Bank of America	Checking	Payroll	12365-9	0.10	25,000.00
Total					25,000.00

Long-Term Investments

Name of Financial Institution	Type of Account	Account Used For	Account #	Interest Rate	June 30, 2007 Balance
Bank of America	CD	Savings	25698-85	0.04	100,000.00
Total					100,000.00

Other Information

Accounting System: Computerized (QuickBooks)

Payroll System: Service Bureau (ADP)

Tuition payment plan name: Tuition Payment Plan

Collection service: Collection Service

Please be sure all pages have been reviewed. Data cannot be edited once it has been submitted.

Clicking the **Cancel** button will return the user to the main menu. From the main menu:

- Click the link for the pages that needs to be updated
- Make any necessary changes
- Click the **Save and Return to Menu** button (to return to the main menu)
- Click the **Preview** button

Your changes will now be visible. Continue the steps above until data is correct (it is quicker to make all changes at once). Print a copy of each page (click the printer icon on the tool bar, change the print margins to ½” on the left and right) and then click **Next** to move to the next page. Each page must be printed separately.

Note the **Commit** button. The **Commit** will save the report for the final time. Once committed, changes cannot be made to a report without contacting the Division of Information Technology to have the report re-opened. The helpdesk can be reached at (410) 547-5305 or helpdesk@archbalt.org.

Once data is committed, the user will return to the View/Add page.