



Act 51 Distribution and Reporting System (ADARS)

Annual Financial Report Guide

Michigan Department of Transportation

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MDOT Bureau of Finance and Administration
Financial Operations Division
Financial/County Outreach Services Unit

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Chapter 1 – Overview

Act 51 Reporting System for Counties (Agencies)

Business Purpose

Recipients of Michigan Transportation Funds (MTF) are required to report their annual earnings and expenditures to the Michigan Department of Transportation (MDOT). The Act 51 Distribution and Reporting System (ADARS) is a Web-based computer application designed to facilitate this reporting.

- Michigan counties (agencies) use ADARS to complete the annual financial report.
 - MDOT reviews the annual financial reports submitted by agencies, and determines compliance with reporting requirements.
-

System Requirements

- Agencies must use one of the following Web browsers to access ADARS and complete the Annual Financial Report:
 - Internet Explorer 7 or 8
 - Firefox
 - Chrome
 - Adobe Acrobat Reader must be installed so that users can download the reports generated in ADARS.
 - A means of opening (unzipping) compressed (zipped) files is required. Microsoft WinZip and 7-Zip are examples.
-

About This User Guide

Intended Audience

This guide is written for financial report preparers.

Purpose

This guide provides brief training, reference, and help material for ADARS agency users.

Contents

The following table outlines user guide structure.

Title/Topic	Content Description
2. Getting Started	How to use the system: sign in, home page, menu bars, tools, links, general navigation, and common tasks.
3. Notices	How MDOT informs report preparers of requirements and deadlines.
4. Report Contacts	How to specify who is responsible for completing and submitting your report.
5. Complete and Submit the Annual Financial Report	How to use screen features that facilitate reporting.
6. Change Agency Fiscal Year	How to update your fiscal year end date.
7. Download Annual Reports	How to download already-approved reports.

Chapter 2 - Getting Started

Register to Use the Act 51 Distribution and Reporting System (ADARS)

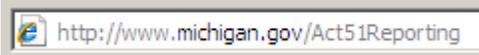
Registration is Required Users must register in the State of Michigan Single Sign On (SSO) system in order to get access to state applications in general. Then, in the Single Sign On system, users must request access to a specific application.

One Time Only The following procedures, which you do only one time for registration, provide you with data security and the ADARS user role(s) needed to do your job.

- *First Steps*
- *Register in SSO*
- *Change SSO Password*
- *Subscribe to ADARS in SSO*
- *Request a User Role*

After you have completed these procedures, use the *Access ADARS* procedure for business as usual.

First Steps

Step	Action
 Note:	Web browser requirements for using ADARS: Internet Explorer version 7.x, 8.x, or higher is recommended. Recent versions of Mozilla Firefox and Chrome also work.
1	Click to open your Web browser. <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div>
2	Enter the Michigan Transportation Reporting Portal address, www.michigan.gov/Act51Reporting , on the browser's address line. <div style="text-align: center; margin: 10px 0;">  </div> The portal screen is displayed. <div style="text-align: right; margin-top: 20px;"> See Next Page ⇒ </div>

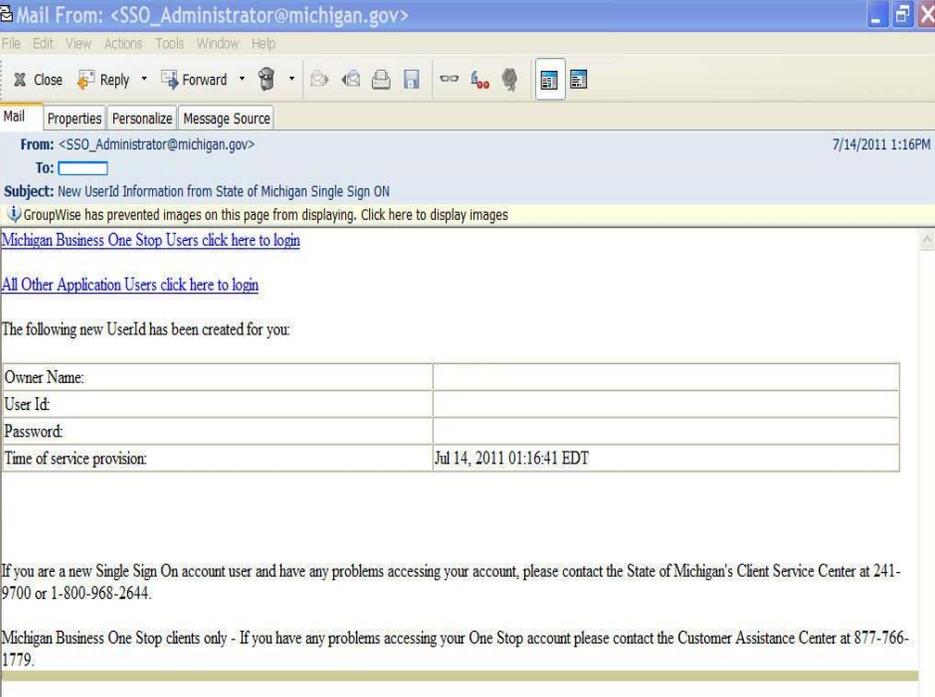
Step	Action
	
3	<p>Click the Go to ADARS Portal link to display the State of Michigan Single Sign On (SSO) screen.</p> 
4	Go on to the next procedure, <i>Register in SSO</i> .

Register in SSO

Use the following procedure to register in SSO.

Step	Action
1	<div data-bbox="540 436 1292 831" data-label="Image"> </div> <p data-bbox="401 850 737 884">Click the Register button.</p> <p data-bbox="401 905 977 938">The Registration - Step 1 screen is displayed.</p> <div data-bbox="540 953 1292 1390" data-label="Image"> </div>
2	<p data-bbox="401 1438 857 1472">Enter your name and email address.</p> <p data-bbox="1247 1520 1430 1545" style="text-align: right;">See Next Page ⇒</p>

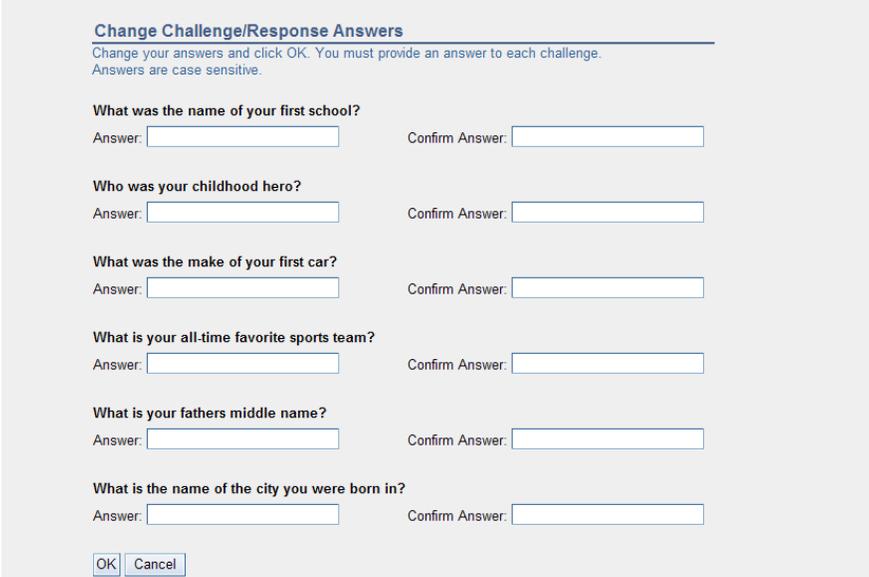
Step	Action
3	<p>Click the Continue button on the Registration - Step 1 screen. The User Registration Confirmation screen is displayed.</p> 
4	<ul style="list-style-type: none"> • If the information on the screen is not correct, click the Back button to return to the Registration - Step 1 screen. Repeat steps 2 and 3 to correct the information. • If the information on the screen is correct, click the Submit button. The following screen is displayed. 
5	<p>Click the Close button.</p> <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
6	<p>You will receive an email with your User Id and a temporary password.</p>  <p>When you receive the email, go on to the next procedure, <i>Change SSO Password</i>.</p>

Change SSO Password

When you receive an email with your User Id and temporary password, use the following procedure to change your password in SSO.

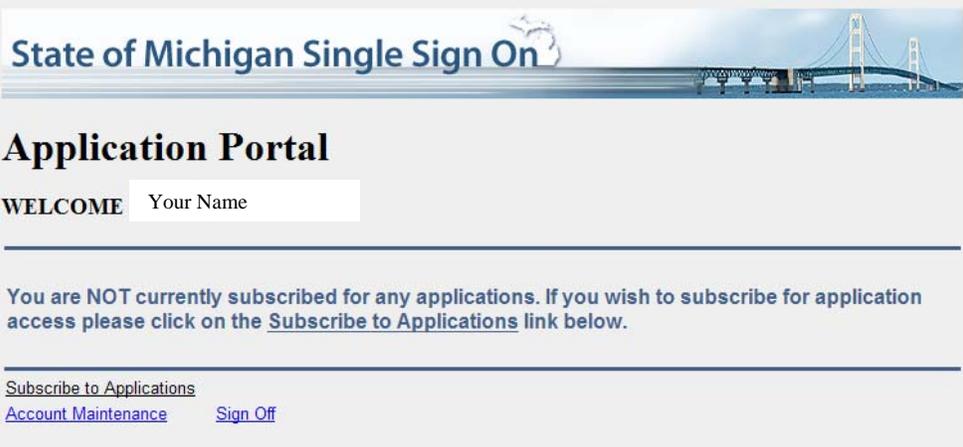
Step	Action
1	Go to the MI Transportation Reporting Portal at www.michigan.gov/Act51Reporting .
2	<p>On the portal screen, click the Go to ADARS Portal link to display the State of Michigan Single Sign On (SSO) screen.</p> 
3	Enter the User Id and temporary password from the email.
4	<p>Click the Login button.</p> <p>The change password screen is displayed.</p> 
5	<p>Fill in the three fields to change your password.</p> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>

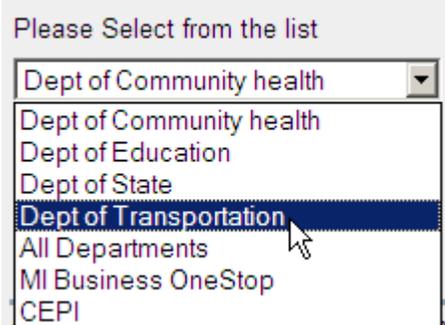
Step	Action
6	<p>Click the Change Password button.</p> <p>The Change Challenge/Response Answers screen is displayed.</p> 
7	Answer the questions on the screen.
 TIP:	Remember your answers. If you forget your password, you will be asked to provide them.
8	<p>Click the OK button.</p> <p>The following screen is displayed.</p>  <p style="text-align: right;">See Next Page ➔</p>

Step	Action
9	<p>Click the OK button.</p> <p>The SSO Application Portal screen is displayed.</p> Subscribe to Applications link below.' Another horizontal line follows. At the bottom, there are three links: 'Subscribe to Applications', 'Account Maintenance', and 'Sign Off'." data-bbox="261 171 874 386"/>
10	Go on to the next procedure, <i>Subscribe to ADARS in SSO</i> .

Subscribe to ADARS in SSO

Use the following procedure to subscribe to ADARS in SSO.

Step	Action
<p>1</p> <p>→</p>	<p>With the SSO Application Portal screen displayed, click the Subscribe to Applications link.</p>  <p>The Subscription screen is displayed.</p>  <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
2	<p>On the SSO Subscription screen, click the dropdown arrow beneath "Please select from the list," and click to select Dept of Transportation.</p> 
3	<p>Click the dropdown arrow at Select App.</p> 
4	<p>Scroll down the list. Click to select MDOT ADARS - Act51 Distribution and Reporting System.</p> 
5	<p>Click the Next button on the SSO Subscription screen. The following screen is displayed.</p> 
6	<p>Click the Close button.</p>
7	<p>You will receive an email saying that you are approved for ADARS. When you receive the email, go on to the next procedure, <i>Request a User Role</i>.</p>

Request a User Role You will receive an email saying that you have been granted access to ADARS.

Use the following procedure to request an ADARS user role.

Step	Action
1	Go to the MI Transportation Reporting Portal at www.michigan.gov/Act51Reporting .
	
2	On the portal screen, click the Go to ADARS Portal link to display the State of Michigan Single Sign On (SSO) screen.  <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
3	Enter your User ID and Password.
4	Click the Login button. The SSO Application Portal screen is displayed showing that you are subscribed to ADARS. <p style="text-align: right;"><i>See Next Page</i> ⇒</p>

State of Michigan Single Sign On

Application Portal

WELCOME :

You are currently subscribed to the following applications:

- [MDOT ADARS - Act 51 Distribution and Reporting System](#)

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)
[Account Maintenance](#) [Sign Off](#)

See Next Page ⇒

Step	Action																																										
5	Click the MDOT ADARS - Act 51 Distribution and Reporting System link. The ADARS security screen is displayed.																																										
	<p>Name: These lines display the name, phone number, and email address you entered in SSO.</p> <p>Phone Number:</p> <p>Email Address:</p> <p>Please provide the following information:</p> <p>I represent:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> State of Michigan Agency <input type="radio"/> Local Government <input type="radio"/> County Road Association of Michigan and/or Michigan Municipal League 																																										
6	<p>Click to put a dot in the circle next to Local Government.</p> <p>Please provide the following information:</p> <p>I represent:</p> <p style="margin-left: 40px;">→ <input type="radio"/> Local Government</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> State of Michigan Agency <input type="radio"/> Local Government <input type="radio"/> County Road Association of Michigan and/or Michigan Municipal League 																																										
7	<p>Answer the following questions:</p> <p>Agency Type: <input checked="" type="radio"/> County <input type="radio"/> City/Village</p> <p>* Counties: NOTE: MDOT has sent the Agency Code to your agency.</p> <p>Please select an agency or agencies. For each agency selected, enter the Agency Code.</p> <table border="1" data-bbox="691 1146 1289 1572"> <thead> <tr> <th>Select</th> <th>Agency Name</th> <th>Agency Code</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Alcona</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alger</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allegan</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alpena</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Antrim</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Arenac</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Baraga</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Barry</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Bay</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Benzie</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Berrien</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Branch</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Calhoun</td><td></td></tr> </tbody> </table> <p>In ADARS I will:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Prepare, View, Submit and Print Report <input type="radio"/> View and Print Report Only <p style="text-align: right;">See Next Page ⇒</p>	Select	Agency Name	Agency Code	<input type="checkbox"/>	Alcona		<input type="checkbox"/>	Alger		<input type="checkbox"/>	Allegan		<input type="checkbox"/>	Alpena		<input type="checkbox"/>	Antrim		<input type="checkbox"/>	Arenac		<input type="checkbox"/>	Baraga		<input type="checkbox"/>	Barry		<input type="checkbox"/>	Bay		<input type="checkbox"/>	Benzie		<input type="checkbox"/>	Berrien		<input type="checkbox"/>	Branch		<input type="checkbox"/>	Calhoun	
Select	Agency Name	Agency Code																																									
<input type="checkbox"/>	Alcona																																										
<input type="checkbox"/>	Alger																																										
<input type="checkbox"/>	Allegan																																										
<input type="checkbox"/>	Alpena																																										
<input type="checkbox"/>	Antrim																																										
<input type="checkbox"/>	Arenac																																										
<input type="checkbox"/>	Baraga																																										
<input type="checkbox"/>	Barry																																										
<input type="checkbox"/>	Bay																																										
<input type="checkbox"/>	Benzie																																										
<input type="checkbox"/>	Berrien																																										
<input type="checkbox"/>	Branch																																										
<input type="checkbox"/>	Calhoun																																										

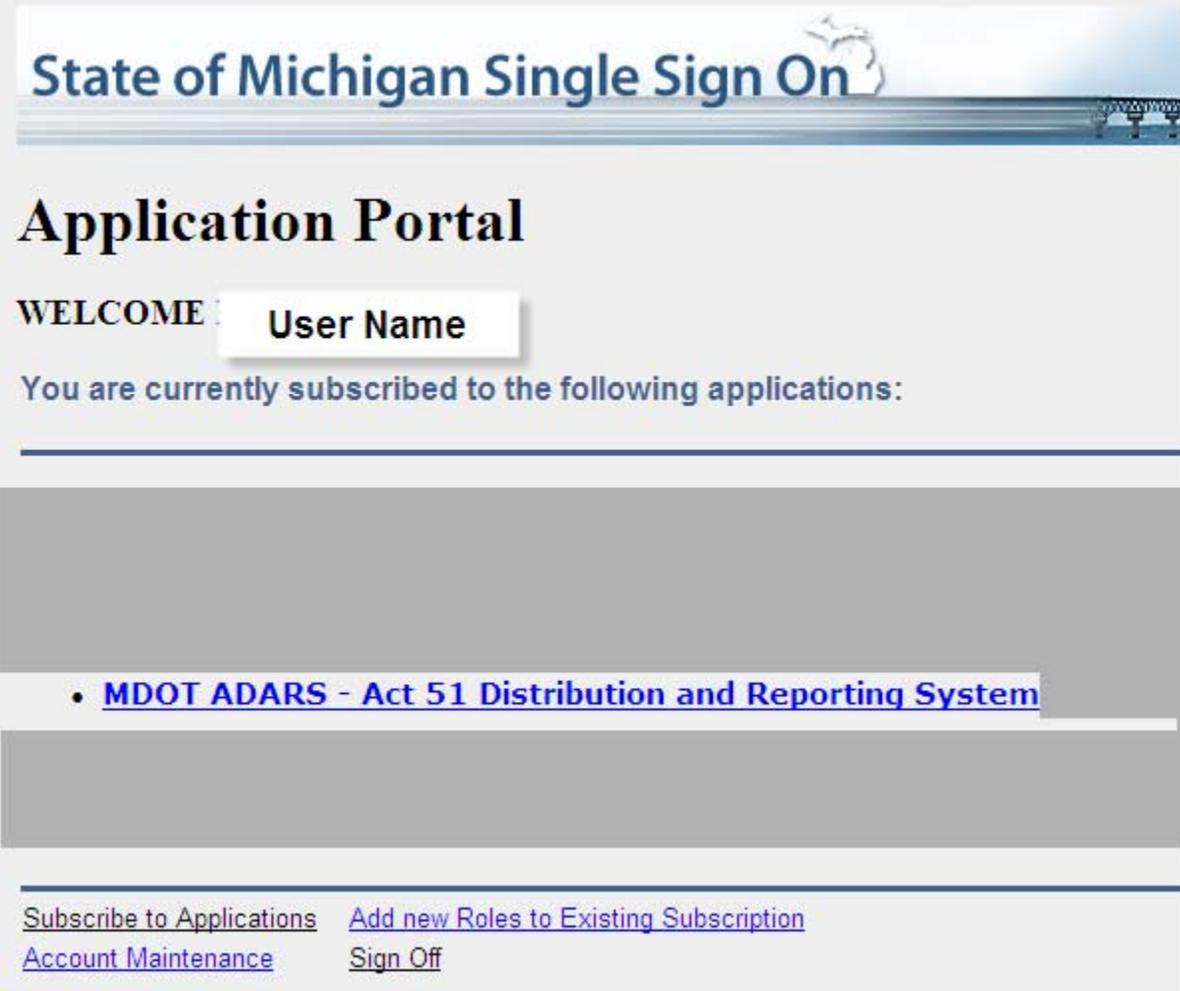
Step	Action
8	Click the Submit button. ADARS sends your request to the system administrator. You will receive a role-confirmation email within 3 business days. If you do not, contact the system administrator at MDOT-Outreach@michigan.gov .
9	After you receive the role confirmation email, you have completed the one-time-only registration procedures. For business as usual, use the next procedure, <i>Access ADARS</i> , to access the system.

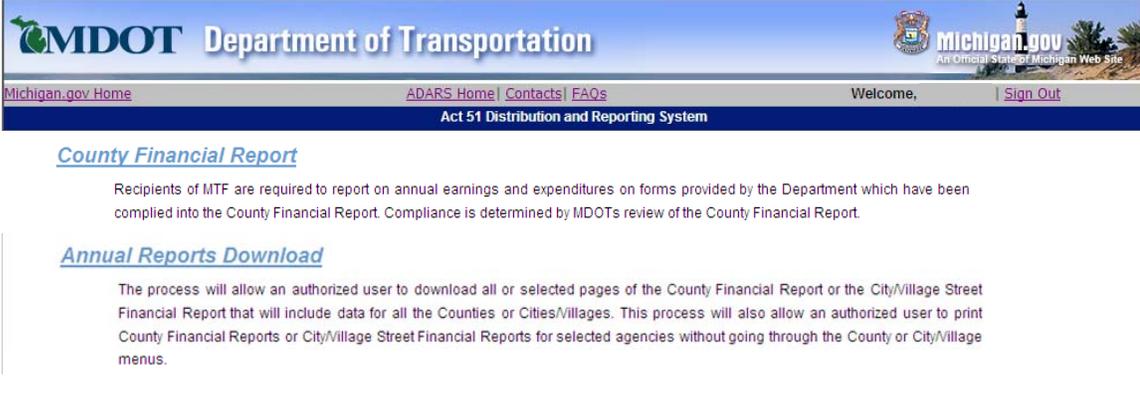
Access ADARS

Business as Usual

Before you can use this procedure, you must complete the one-time-only *Register to Use the Act 51 Distribution and Reporting System* procedures.

Step	Action
1	<p>Go to the Michigan Transportation Reporting Portal at www.michigan.gov/Act51Reporting.</p> 
2	<p>Click the Go to ADARS Portal link. The SSO sign in screen is displayed.</p>  <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
3	Enter your User ID and Password, and click the Login button. The SSO Application Portal screen is displayed.
	
4	Click the MDOT ADARS - Act 51 Distribution and Reporting System link. The ADARS home page is displayed. <p style="text-align: right;"><i>See Next Page</i> ⇒</p>

Step	Action
	 <p>County Financial Report</p> <p>Recipients of MTF are required to report on annual earnings and expenditures on forms provided by the Department which have been complied into the County Financial Report. Compliance is determined by MDOT's review of the County Financial Report.</p> <p>Annual Reports Download</p> <p>The process will allow an authorized user to download all or selected pages of the County Financial Report or the City/Village Street Financial Report that will include data for all the Counties or Cities/Villages. This process will also allow an authorized user to print County Financial Reports or City/Village Street Financial Reports for selected agencies without going through the County or City/Village menus.</p>

More Information about Act 51

More information about Act 51 and the annual financial report for counties is available at this link: www.michigan.gov/act51.

Data Security

Your user ID and password secure your report until you submit it to MDOT.

Features and Functions

The following topics describe features and functions available throughout ADARS. These are all designed to facilitate your reporting tasks.

Home Page

When you access ADARS, the home page is displayed.



[County Financial Report](#)

Recipients of MTF are required to report on annual earnings and expenditures on forms provided by the Department which have been compiled into the County Financial Report. Compliance is determined by MDOT's review of the County Financial Report.

[Annual Reports Download](#)

The process will allow an authorized user to download all or selected pages of the County Financial Report or the City/Village Street Financial Report that will include data for all the Counties or Cities/Villages. This process will also allow an authorized user to print County Financial Reports or City/Village Street Financial Reports for selected agencies without going through the County or City/Village menus.

Screens and Pages

In this document, screens are also called pages. The terms are used interchangeably.

Links

Underlined words are hyperlinks (or links). A link is a connection to a different section of a computer application. When you click a link, it displays the named item.

Home Page Links

The home page has the following links.

[County Financial Report](#)

[Annual Reports Download](#)

Links on Every Page

These links are on the gray bar between the MDOT banner and the Act 51 banner at the top of every page. They are also at the bottom of every page in ADARS.

Link	Function
Michigan.gov Home	Click to display the State of Michigan home page.
ADARS Home	Click to display the ADARS home page.
Contacts	Click to display a page of contact information.
FAQs	Click to display a list of commonly asked questions and answers about ADARS.
Help	Click to display a PDF of this user guide.
Sign Out	Click to exit ADARS.

Menu Bar

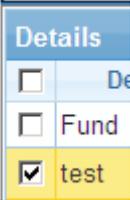
The menu bar is a line of tabs across the top of all ADARS screens (except the home page.)



Click Tabs to Navigate

Click the tabs to move between ADARS screens.

Data Formats The following table shows examples of data formats in ADARS.

Format	Description
<p>* = Required Fields</p> <p>* Actual Spent: [?] <input type="text"/></p>	<p>You must enter data into fields marked with a red asterisk.</p>
<p>Dropdown field:</p> <p>Agency Type: <input type="text" value="Select Agency Type"/></p>	<p>1) Click the dropdown arrow to display the list of options.</p> <p>2) Click an option to select it.</p> <p>The option you select will display in the field.</p>
<p>Read-only field:</p> <p>Beginning Fund Balance: [?] \$5,481,429.03</p>	<p>Data is system-supplied. You can't change or enter data in read-only fields.</p>
<p>Data-entry field:</p> <p>132 a. Primary To Local(50%): [?] <input type="text"/></p>	<p>Read the field label, and enter the correct information.</p>
<p>Pre-filled field:</p> <p>State: <input type="text" value="MI"/></p>	<p>You can change the data in a pre-filled field.</p>
<p>Checkbox:</p> 	<p>Click to select the item. Click the function button, for example, Update or Delete.</p> <p>To select all items in a list, click the checkbox at the top of the list. In this case, you would click the checkbox at the Details line.</p>
<p>Date field:</p> <p><input type="text"/>  (mm/dd/yyyy)</p>	<p>Enter the date in mm/dd/yyyy format OR click the calendar icon and select a date.</p>

Data Displays The following table describes options for managing data displays.

Feature	Description
	Click the up and down arrows to move through lines of data.
	Click to hide or show data.
	Click the up and down arrows to move through a text display or list.

Save Your Work Before you navigate to a different screen or exit ADARS, click the **Save** button to save the data you entered on the current screen.



Success Messages When you save data that ADARS is able to validate, a success message is displayed at the top left of the screen.



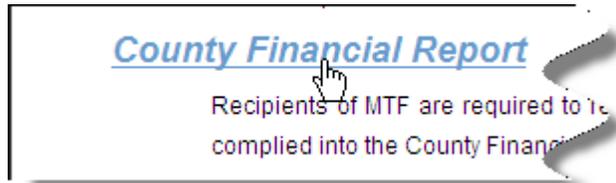
Error Messages If you click the **Save** button and ADARS cannot validate your data, field-specific error messages are displayed in red at the top of the page. Enter the correct data, and click the **Save** button again.



Chapter 3 - Notices

Notices about Reporting

Periodically, MDOT issues notices about Public Act (PA) 51 reporting. The notices are displayed on the Notices screen, which is displayed when you click the County Financial Report link on the ADARS home page.



Notices	Report Status	Report Contact	Verify/Submit Report	Change Agency FY
Report Notices				
Notice Date	Notice			
07/15/2011	Watch the Act 51 Web page for information about training.			
07/15/2011	Training information is on the Act 51 Web page.			

Next Steps

When you have read the notices, click any of the tabs on the menu bar to continue your work in ADARS.

Chapter 4 - Report Contacts

Update Your Contacts

When you click the Report Contact tab, the Report Contacts screen is displayed.

Use the following procedure to specify who is responsible for completing and submitting the annual financial report for your county.

Step	Action
 Note:	If ADARS displays a message saying that you are not assigned to any agencies, send an email to MDOT-Outreach@michigan.gov .
1	Click the dropdown arrow at the County Name field, scroll through the list, and click to select the name of your county. ADARS may populate some or all of the fields on this screen with data from the report you most recently submitted.
2	All the fields on this screen are required. You must validate or complete all fields before you can begin to work on the annual financial report.

See Next Page ⇒

Step	Action
3	If all the pre-filled data is accurate, click to put a check in the Validate Only box at the lower left of the screen.
4	Click the Save button at the bottom of the Report Contacts screen. A success message is displayed across the top of the screen.
5	Click any of the tabs on the menu bar to continue your work in ADARS.
	

Chapter 5 - Complete and Submit the Annual Financial Report

Accounting and ADARS

This chapter explains how to enter financial data into the annual financial report screens in ADARS.

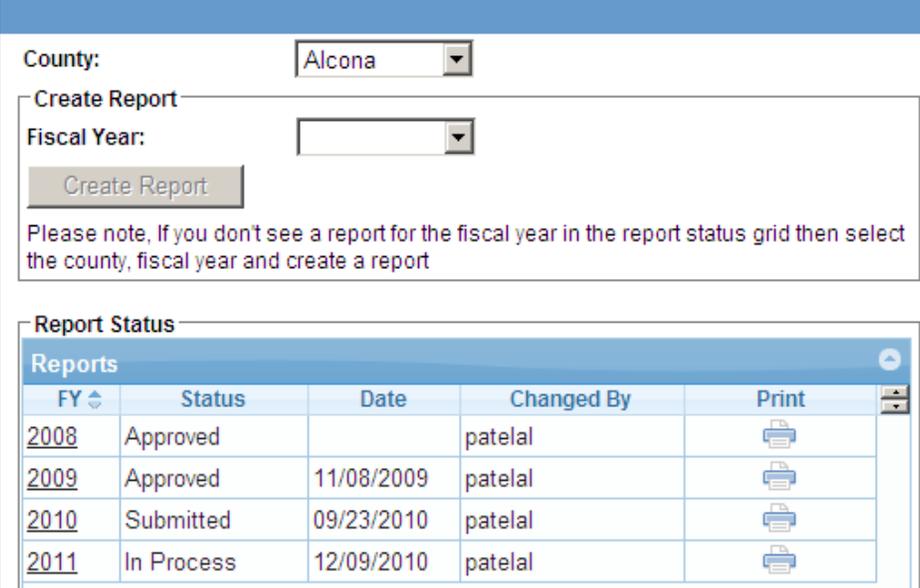
The standard reference for accounting practices related to Michigan Public Act 51 is the *Michigan Department of Treasury Accounting Manual, Uniform Chart of Accounts for Local Units of Government in Michigan*.

If You Need an Extension

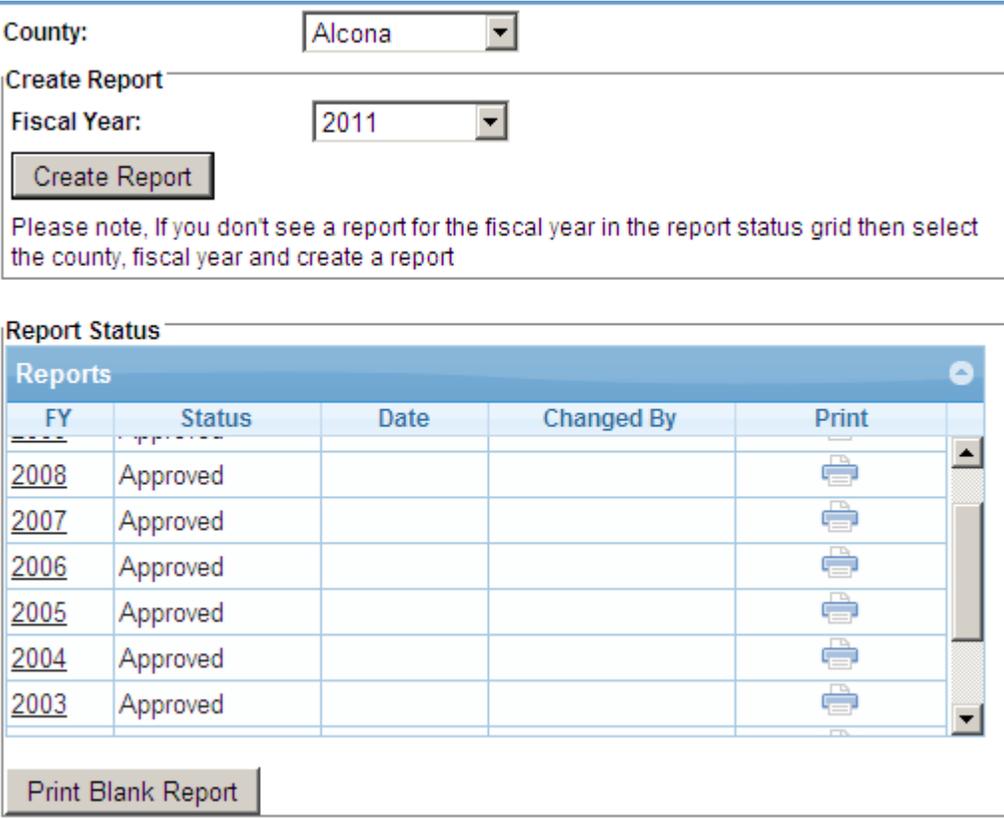
You can request a time extension for submitting a report. Send an email to <mailto:MDOT-Outreach@michigan.gov>.

Open the Report You Want to Work On

Step	Action						
1	<p>Click the County Financial Report link on the home page.</p> <p style="text-align: center;"> <u>County Financial Report</u>  Recipients of MTF are required to re complied into the County Financial R </p>						
	<p>The Notices screen is displayed by default.</p>						
	 <p>The screenshot shows a navigation bar with tabs: Notices, Report Status, Report Contact, Verify/Submit Report, and Change Agency FY. Below the navigation bar is a section titled 'Report Notices' containing a table with two columns: 'Notice Date' and 'Notice'.</p> <table border="1" data-bbox="337 856 1373 968"> <thead> <tr> <th data-bbox="337 856 537 888">Notice Date</th> <th data-bbox="537 856 1373 888">Notice</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 888 537 926">07/15/2011</td> <td data-bbox="537 888 1373 926">Watch the Act 51 Web page for information about training.</td> </tr> <tr> <td data-bbox="337 926 537 963">07/15/2011</td> <td data-bbox="537 926 1373 963">Training information is on the Act 51 Web page.</td> </tr> </tbody> </table>	Notice Date	Notice	07/15/2011	Watch the Act 51 Web page for information about training.	07/15/2011	Training information is on the Act 51 Web page.
Notice Date	Notice						
07/15/2011	Watch the Act 51 Web page for information about training.						
07/15/2011	Training information is on the Act 51 Web page.						
2	<p>Click the Report Status tab.</p> <p style="text-align: center;">  </p> <p>The Create Report/Report Status screen is displayed.</p> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>						

Step	Action																									
	 <p>County: <input type="text" value="Alcona"/></p> <p>Create Report</p> <p>Fiscal Year: <input type="text"/></p> <p>Create Report</p> <p>Please note, If you don't see a report for the fiscal year in the report status grid then select the county, fiscal year and create a report</p> <p>Report Status</p> <table border="1" data-bbox="391 590 1279 835"> <thead> <tr> <th>FY</th> <th>Status</th> <th>Date</th> <th>Changed By</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td>Approved</td> <td></td> <td>patelal</td> <td></td> </tr> <tr> <td>2009</td> <td>Approved</td> <td>11/08/2009</td> <td>patelal</td> <td></td> </tr> <tr> <td>2010</td> <td>Submitted</td> <td>09/23/2010</td> <td>patelal</td> <td></td> </tr> <tr> <td>2011</td> <td>In Process</td> <td>12/09/2010</td> <td>patelal</td> <td></td> </tr> </tbody> </table>	FY	Status	Date	Changed By	Print	2008	Approved		patelal		2009	Approved	11/08/2009	patelal		2010	Submitted	09/23/2010	patelal		2011	In Process	12/09/2010	patelal	
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3	Select your County name from the dropdown list.																									
4	Look in the Report Status grid for the year you want to work on.																									
	<p>Report Status is defined as follows:</p> <table border="1" data-bbox="375 1024 1382 1308"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>Report is created, but Report Contact information must be validated before report data can be entered.</td> </tr> <tr> <td>In Process</td> <td>Report is available for data entry.</td> </tr> <tr> <td>Submitted</td> <td>Report is completed and submitted to MDOT.</td> </tr> <tr> <td>Approved</td> <td>Report has been reviewed and approved by MDOT.</td> </tr> <tr> <td>Rejected</td> <td>MDOT identified an error that the report preparer/submitter must correct.</td> </tr> </tbody> </table>	Status	Description	New	Report is created, but Report Contact information must be validated before report data can be entered.	In Process	Report is available for data entry.	Submitted	Report is completed and submitted to MDOT.	Approved	Report has been reviewed and approved by MDOT.	Rejected	MDOT identified an error that the report preparer/submitter must correct.													
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4 a)	If the year you want to work on shows In Process or Rejected, click the FY link. The report will display.																									
4 b)	If the year you want to work on is not shown in the grid, select the year in the Fiscal Year field, and click the Create Report button. The new report will open.																									
 Notes:	<ul style="list-style-type: none"> If the status is New, you have to validate the information on the Report Contacts screen. Then the status will change to In Process and you can open the report. If the status is Submitted or Approved, you can open and view the report but you can't enter or change the data. 																									

Print Reports from the Report Status Screen

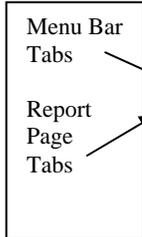
Step	Action																																								
1	<p>Click the County Financial Report link on the home page.</p>  <p style="text-align: center;"><u>County Financial Report</u></p> <p style="text-align: center;">Recipients of MTF are required to re-complied into the County Financial R</p>																																								
2	<p>Click the Report Status tab.</p>  <p>The Create Report/Report Status screen is displayed.</p>  <p>County: <input type="text" value="Alcona"/></p> <p>Create Report</p> <p>Fiscal Year: <input type="text" value="2011"/></p> <p><input type="button" value="Create Report"/></p> <p>Please note, if you don't see a report for the fiscal year in the report status grid then select the county, fiscal year and create a report</p> <p>Report Status</p> <table border="1"> <thead> <tr> <th colspan="5">Reports</th> </tr> <tr> <th>FY</th> <th>Status</th> <th>Date</th> <th>Changed By</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td><u>2008</u></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>2007</u></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>2006</u></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>2005</u></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>2004</u></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>2003</u></td> <td>Approved</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Print Blank Report"/></p>	Reports					FY	Status	Date	Changed By	Print	<u>2008</u>	Approved				<u>2007</u>	Approved				<u>2006</u>	Approved				<u>2005</u>	Approved				<u>2004</u>	Approved				<u>2003</u>	Approved			
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3	<p>Select your County name from the dropdown list.</p>																																								
4	<p>In the Report Status table, click the print icon  for the report you want to print.</p>																																								

Navigate Between Screens

Annual Financial Report Menu Bar

When you open an annual financial report, report page tabs are displayed across the top of the screen beneath the ADARS menu bar tabs. The highlighted tab is the name of the report page you are on.

For example, in this diagram, the Assets tab is highlighted and the Balance Sheet - Assets page is displayed.



Notices	Report Status	Report Contact	Verify/Submit Report	Change Agency FY	Approve Reject Report	County:	FY End: 12/31/10		
Assets	Liabilities	Capital Assets	Revenues	Expenditures	Fund Balance	Equipment	Fringe	Overhead	Construction
BALANCE SHEET - ASSETS						SUBLEDGER			
General Operating Fund						Subledger			
1. Cash: [?]				\$1,949,787.04		Account:			
2. Investments: [?]				\$1,306,542.25		Description:			
3. Accounts Receivable						Amount:			

Click Tabs to Navigate

The report page tabs are in three sections. Click the arrow at the beginning or end of a section to move between sections. Click a tab to display the screen you want to work on.

Assets	Liabilities	Capital Assets	Revenues	Expenditures	Changes	Equipment	Fringe	Overhead	Construction	▶
◀	Accounts Receivable	Capital Outlay	Maintenance	Non-Motorized	Indirect	Administrative	Forest Road	▶		
◀	Capacity Improvements	Township Mileage	Township Expenditures	Asset Management	▶					

Save Button

Before you navigate to a different screen or exit ADARS, click the **Save** button to save data you entered on the current screen. If you leave the screen without clicking the **Save** button, any information that you entered or changed will be lost.

Features of Annual Financial Report Screens

The ADARS annual financial report screens provide features that streamline reporting.

The topics in this section describe features that are common to the screens or appear on most of the screens.

Display Online Help

Hover your mouse over a [?] to display the definition of the line.



Highlight the Current Field

Click the mouse in a field. The field and label are shown in blue.



Move Between Fields

Tab to the next numeric field, or click in a field to make it the current field.

**Enter Data
Into Unshaded
Fields**

You may enter data directly into unshaded fields OR use the subledger.

**Shaded Fields
on Report
Pages**

Shaded fields are not editable except by using the subledger.

 Note: Using the subledger is mandatory for the shaded fields.

47. Other: [?]

Click in a shaded field. The subledger becomes active. The field name is shown at the top of the subledger.

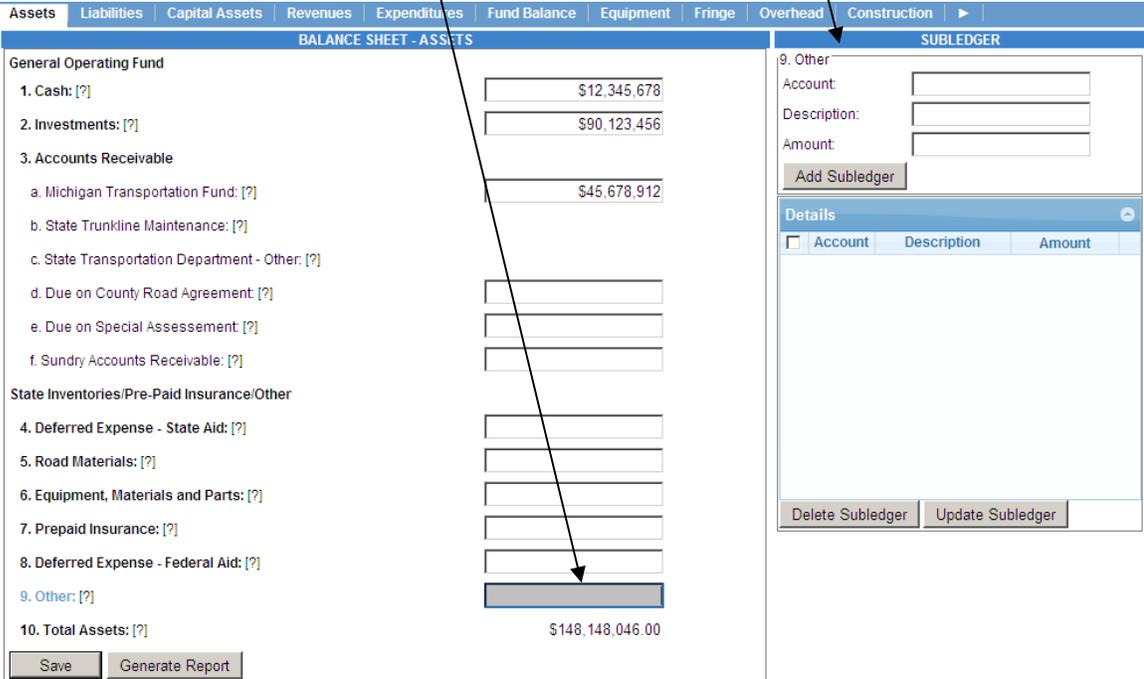
Use the Subledger

The screenshot shows a software interface titled "SUBLEDGER". At the top, it displays "47. Other" in a blue header. Below this, there are three input fields labeled "Account:", "Description:", and "Amount:". An "Add Subledger" button is positioned below these fields. A "Details" section follows, featuring a table with columns for "Account", "Description", and "Amount". A checkbox is located to the left of the "Account" column header. The table is currently empty. At the bottom of the interface, there are two buttons: "Delete Subledger" and "Update Subledger".

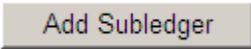
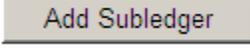
- When you click in a field to highlight it, the line name is shown at the top of the subledger.
 - Use of the subledger is mandatory for shaded fields and optional for unshaded fields.
- !** Note: If you enter data in an unshaded field, access to the subledger is disabled. Enter data into a field **OR** into the subledger. If you have entered data into an unshaded field and then want to use the subledger for the field, delete the data in the field and start again.

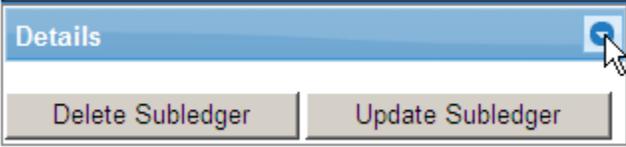
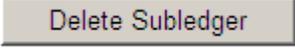
The following procedure explains how to use the subledger.

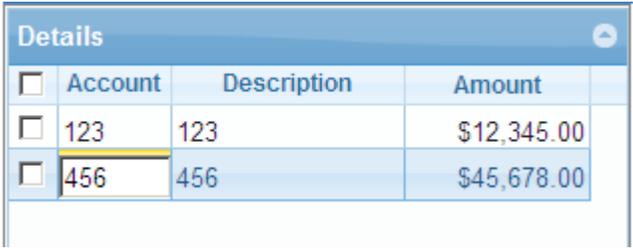
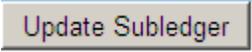
See Next Page ⇒

Step	Action
1	To add a subledger entry:
1 a)	Click in a field to highlight it and make the subledger active.
	 <p>The screenshot shows the ADARS software interface. The top navigation bar includes tabs for Assets, Liabilities, Capital Assets, Revenues, Expenditures, Fund Balance, Equipment, Fringe, Overhead, and Construction. The main window is titled 'BALANCE SHEET - ASSETS' and displays a list of asset categories with input fields and values. The '9. Other: [?]' field is highlighted. To the right, the 'SUBLEDGER' window is open, showing fields for Account, Description, and Amount, along with buttons for 'Add Subledger', 'Delete Subledger', and 'Update Subledger'. A 'Details' table is also visible in the subledger window.</p>
1 b)	Enter a maximum of eight characters in the Account field.
1 c)	Enter text of Description.
 Note:	ADARS saves your chart of accounts information (Account and Description) and displays it the next time you use the subledger for the selected field.
1 d)	Enter the Amount.

See Next Page ⇒

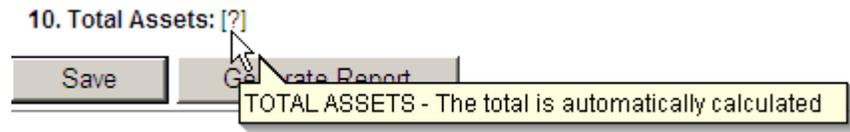
Step	Action								
1 e)	<p data-bbox="407 258 837 289">Click the Add Subledger button.</p> <div data-bbox="794 333 1045 382" style="text-align: center;">  </div> <p data-bbox="407 428 1357 499">The data is populated in the highlighted field and shown in the Details list below the subledger.</p> <div data-bbox="609 539 1235 989" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4F81BD; color: white; padding: 2px; text-align: center; font-weight: bold;">SUBLEDGER</div> <div style="border: 1px solid #4F81BD; padding: 5px;"> <p data-bbox="618 575 732 600">47. Other</p> <p data-bbox="618 617 711 642">Account: <input data-bbox="878 606 1183 653" type="text"/></p> <p data-bbox="618 674 751 699">Description: <input data-bbox="878 663 1183 709" type="text"/></p> <p data-bbox="618 730 711 756">Amount: <input data-bbox="878 720 1183 766" type="text"/></p> <div data-bbox="618 777 868 825" style="text-align: center;">  </div> </div> <div data-bbox="609 842 1235 989" style="border: 1px solid #4F81BD; padding: 5px; margin-top: 5px;"> <div style="background-color: #4F81BD; color: white; padding: 2px; text-align: center; font-weight: bold;">Details ⌵</div> <table border="1" data-bbox="609 884 1235 989" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Account</th> <th style="width: 40%;">Description</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>123</td> <td>test</td> <td>\$123,456.00</td> </tr> </tbody> </table> </div> </div>		Account	Description	Amount	<input type="checkbox"/>	123	test	\$123,456.00
	Account	Description	Amount						
<input type="checkbox"/>	123	test	\$123,456.00						
2	<p data-bbox="407 1010 967 1041">Repeat steps 1 a) through 1 e) as necessary.</p> <p data-bbox="1247 1068 1433 1094" style="text-align: right;">See Next Page ⇒</p>								

Step	Action																														
<p> Notes:</p>	<ul style="list-style-type: none"> The details for the selected field are displayed when you click the Add Subledger button. If the Details list is closed, click the arrow to open it.  <ul style="list-style-type: none"> When you click the Add Subledger button, the item is added to the Details table, and the item amount is added to the amount in the corresponding field. <div style="display: flex; justify-content: space-around;"> <table border="1" data-bbox="467 709 748 951"> <tr><td></td><td>\$1.00</td></tr> <tr><td></td><td>\$1.00</td></tr> <tr><td></td><td>\$1.00</td></tr> <tr><td></td><td>\$1.00</td></tr> <tr><td></td><td>\$1.00</td></tr> <tr><td></td><td>\$134,444.00</td></tr> </table> <table border="1" data-bbox="802 695 1370 961"> <tr><td colspan="3">Add Subledger</td></tr> <tr><td colspan="3">Details</td></tr> <tr><th><input type="checkbox"/></th><th>Account</th><th>Description</th><th>Amount</th></tr> <tr><td><input type="checkbox"/></td><td>1234</td><td>test</td><td>\$1,111.00</td></tr> <tr><td><input type="checkbox"/></td><td>789</td><td>test</td><td>\$133,333.00</td></tr> </table> </div>		\$1.00		\$1.00		\$1.00		\$1.00		\$1.00		\$134,444.00	Add Subledger			Details			<input type="checkbox"/>	Account	Description	Amount	<input type="checkbox"/>	1234	test	\$1,111.00	<input type="checkbox"/>	789	test	\$133,333.00
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<input type="checkbox"/>	789	test	\$133,333.00																												
3	To delete a subledger entry:																														
3 a)	<p>Click to put a check in the box at the left of the item.</p> <table border="1" data-bbox="618 1079 1219 1184"> <tr><td><input type="checkbox"/></td><td>333</td><td>3333</td><td>\$333,333.00</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>444</td><td>4444</td><td>\$444,444.00</td></tr> </table> <p>The item is highlighted in yellow.</p>	<input type="checkbox"/>	333	3333	\$333,333.00	<input checked="" type="checkbox"/>	444	4444	\$444,444.00																						
<input type="checkbox"/>	333	3333	\$333,333.00																												
<input checked="" type="checkbox"/>	444	4444	\$444,444.00																												
3 b)	<p>Click the Delete Subledger button.</p>  <p>The item is deleted from the subledger and the amount is subtracted from the amount in the field.</p> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>																														

Step	Action
4	To update a subledger entry:
4 a)	Click in a field. The field becomes editable. 
4 b)	Edit the field.
4 c)	Click the Update Subledger button.  The subledger and the field are updated

**Read System
Calculated
Totals**

Total lines are system calculated when you enter data. They are shown in bold, and can't be edited directly.



! Note: Total lines in grids are calculated after you click the **Save** button.

Grids on Report Pages

Some report pages have Details tables that are called grids. The following diagram is an example. Grids enable you to make multiple entries on a schedule.

The screenshot shows a web form titled "FOREST ROAD PROJECTS". At the top, it states "This information is required by ACT 231, P.A. of 1987, as amended". Below this, there are four required fields: "Road Name: [?]", "Location: [?]", "Actual Spent: [?]", and "Type: [?]" (with a dropdown menu showing "Select Project Type"). An "Add To Grid" button is located below the input fields. Below the form is a table with columns for "Road Name", "Location", "Actual Spent", and "Type". At the bottom left of the table area, it says "246. Total: [?]" and "\$0.00". At the bottom of the page are three buttons: "Delete", "Update Grid", and "Generate Report".

Enter Information in a Grid

Use the following procedure with any grid in ADARS.

Step	Action
1	Enter information in the description fields on the top part of the screen.
	<p>The screenshot shows the same form as above, but with example data entered: "Road Name: County Line", "Location: White Feather Township", "Actual Spent: \$123,456", and "Type: Gravel Surfacing". An arrow points from the "Add To Grid" button to the text in step 2.</p>
2	<p>Click the Add To Grid button.</p> <p>The information you entered in the fields is transferred to the grid.</p> <p>The description fields at the top of the screen are cleared so that you can enter additional items.</p> <p style="text-align: right;">See Next Page ⇒</p>

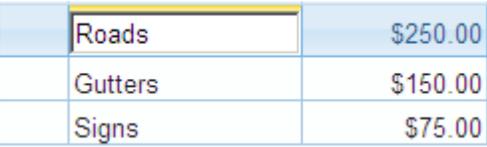
Step	Action										
	<p>✓ Record added successfully</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #4F81BD; color: white; margin: 0;">FOREST ROAD PROJECTS</p> <p style="font-size: small; margin: 0;">This information is required by ACT 231, P.A. of 1987, as amended</p> <p style="font-size: x-small; margin: 0;">* = Required Fields</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>* Road Name: [?] <input type="text"/></p> <p>* Actual Spent: [?] <input type="text"/></p> </div> <div style="width: 45%;"> <p>* Location: [?] <input type="text"/></p> <p>* Type: [?] <input type="text" value="Select Project Type"/></p> </div> </div> <p style="font-size: x-small; margin: 0;"><input type="button" value="Add To Grid"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;"><input type="checkbox"/></th> <th style="width: 30%;">Road Name ↕</th> <th style="width: 20%;">Location</th> <th style="width: 10%;">Actual Spent</th> <th style="width: 10%;">Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>County Line</td> <td>White Feather Township</td> <td style="text-align: right;">\$123,456.00</td> <td>Gravel Surfacing</td> </tr> </tbody> </table> <p style="font-size: x-small; margin: 0;">246. Total: [?] \$123,456.00</p> <p style="font-size: x-small; margin: 0;"><input type="button" value="Delete"/> <input type="button" value="Update Grid"/> <input type="button" value="Generate Report"/></p> </div>	<input type="checkbox"/>	Road Name ↕	Location	Actual Spent	Type	<input type="checkbox"/>	County Line	White Feather Township	\$123,456.00	Gravel Surfacing
<input type="checkbox"/>	Road Name ↕	Location	Actual Spent	Type							
<input type="checkbox"/>	County Line	White Feather Township	\$123,456.00	Gravel Surfacing							
3	Repeat steps 1 and 2 as needed.										

Shaded Fields in Grids Shaded fields are not editable.

Shipping Locations*	Total
\$99,708.86	\$272,227.16
\$0.00	\$13,043.01
\$61,189.75	\$174,084.53
\$126,761.58	\$1,619,686.28
\$0.00	\$2,116.78
\$18,855.53	\$2,871,173.64
\$20,012.32	\$64,665.95
1,153,291.43	\$10,881,011.98

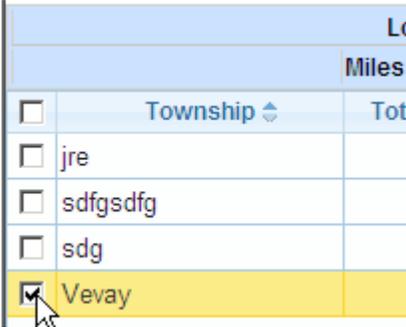
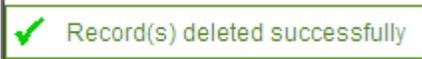
Edit Data in Grids

Use the following procedure to edit data in a grid.

Step	Action
1	Click in a field to activate it. 
2	Enter the changes.
3	Click the Update Grid button.

Delete Items from Grids

The following procedure explains how to use the **Delete** button.

Step	Action
1	Click to put a check in the box at the left of the item you want to delete.  <p>The item is highlighted in yellow.</p>
2	Click the Delete button.  <p>A success message is displayed across the top of the page.</p> 

Save Your Work

Click the **Save** button to save data you have entered. A success message is displayed across the top of the screen.

✓ Liabilities Save/Update Successful

✓ Record added successfully

✓ AccountsReceivable Save/Update Successful

Generate Reports

When you click the **Generate Report** button on any of the financial report screens, the following dialog box is displayed.

Generate Report [X]

Generate entire report with sub ledger report
 Generate entire report without sub ledger report
 Generate selected page only
 Generate selected page sub ledger report only
 Generate blank report
 Generate Attest Form only

Select the report you want, and click the **Generate Report** button in the dialog box.

The report opens in a separate window.

Report Date: 2/28/2011 Page 1 of 1

Year Ended - **2011**
 Start: 01/2011 End 28/2011

Liabilities and Fund Balances

<u>Liabilities</u>	
11. Accounts Payable	0.00
12. Notes Payable (Short Term	0.00
13. Accrued Liability	0.00
14. Advances	0.00
15. Deferred Revenue - Special Assessment District	0.00
16. Deferred Revenue - EDF Forest Rd.(E)	0.00
17. Deferred Revenue	0.00
18. Other (Identify)	235,689.00
<u>Fund Balances</u>	
19. Primary Road Fund	5,096.81
20. Local Road Fund	124,591.19
21. County Road Commission Fund	60.00
22. Total Fund Balances	129,748.00
23. TOTAL LIABILITIES AND FUND BALANCES	365,437.00

Complete the Asset Management Page

The Asset Management page is included with the ADARS annual financial report by cooperative arrangement between the MDOT Financial Operations Division and the Transportation Asset Management Council.

No Data/Project Exist for the Reporting Period

*** = Required Fields**

MDOT Job Number: [?]	<input type="text"/>	* Work Type: [?]	<input type="text" value="Select Work Type"/>
Agency Job ID: [?]	<input type="text"/>	* Number Of Lanes Treated: [?]	<input type="text"/>
* PR Version: [?]	<input type="text"/>	* PR Number: [?]	<input type="text"/>
* Begin Mile Point: [?]	<input type="text"/>	* End Mile Point: [?]	<input type="text"/>
* Date Open to Traffic: [?]	<input type="text" value="(mm/dd/yyyy)"/>	* Pavement Type: [?]	<input type="text" value="Select Pavement Type"/>

<input type="checkbox"/>	MDOT Job #	Work Type	Agency Job ID	Number of Lanes Treated	PR Version	PR Number	Begin Mile Point	End Mile Point	Date Open To Traffic	Pavement Type
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The data required for completing the Asset Management page in ADARS is contained in the Investment Reporting Tool (IRT) report, *ADARS - Asset Management Project Data*.

ADARS - Asset Management Project Data



Jurisdiction: Village of Hersey

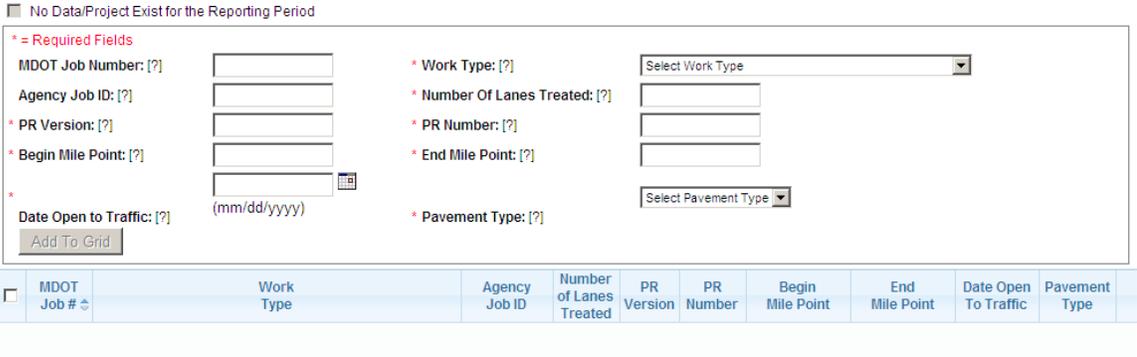
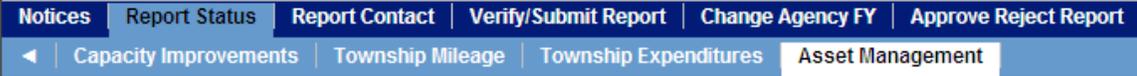
MDOT Job #	Work Type	Agency JobID	Number of Lanes Treated	PR Version	PR Number	Begin Mile Point	End Mile Point	Date Open To Traffic	Pavement Type
	Reconstruct Non Freeway		2	9b	1291810	2.427	2.648	02/01/2011	Comp
852123	Fog Seal	1237	2	9b	1291905	0.072	0.221	02/23/2011	Asphalt
852123	Fog Seal	1237	2	9b	1291908	0.148	0.211	02/23/2011	Asphalt
875432	Bit Resurf & Bit Shiders		2	9b	1290408	5.517	5.998	07/11/2011	Seal
875432	Bit Resurf & Bit Shiders		2	9b	3670506	0.000	0.015	07/11/2011	Seal

The county engineering staff is responsible for providing the IRT report (shown above) to the county report preparer. The county report preparer completes the Asset Management page in ADARS.

The Transportation Asset Management Council reviews the data for compliance.

Use the following procedure to complete the Asset Management page in ADARS.

See Next Page ⇒

Step	Action																																																												
1	When you click the Asset Management tab, the page is displayed.																																																												
	 <p>The screenshot shows a form with a checkbox for "No Data/Project Exist for the Reporting Period". Below it are several required fields: MDOT Job Number, Agency Job ID, PR Version, Begin Mile Point, Date Open to Traffic, Work Type, Number of Lanes Treated, PR Number, End Mile Point, and Pavement Type. An "Add To Grid" button is also present. Below the form is a table with columns: MDOT Job #, Work Type, Agency Job ID, Number of Lanes Treated, PR Version, PR Number, Begin Mile Point, End Mile Point, Date Open To Traffic, and Pavement Type.</p>																																																												
2	If there is no data for the reporting period:																																																												
2 a)	Click to check the No Data box on the top line of the screen. A success message is displayed across the top of the screen.																																																												
2 b)	Click a tab to display the next screen you want to work on.																																																												
 <p>The screenshot shows a navigation menu with tabs: Notices, Report Status, Report Contact, Verify/Submit Report, Change Agency FY, Approve Reject Report, Capacity Improvements, Township Mileage, Township Expenditures, and Asset Management (highlighted).</p>																																																													
3	If there is data for the reporting period, it is contained in the Investment Reporting Tool (IRT) report shown in the following diagram.																																																												
<div data-bbox="272 1138 1409 1560"> <p>ADARS - Asset Management Project Data</p>  <p>Jurisdiction: Village of Hersey</p> <table border="1"> <thead> <tr> <th>MDOT Job #</th> <th>Work Type</th> <th>Agency JobID</th> <th>Number of Lanes Treated</th> <th>PR Version</th> <th>PR Number</th> <th>Begin Mile Point</th> <th>End Mile Point</th> <th>Date Open To Traffic</th> <th>Pavement Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>Reconstruct Non Freeway</td> <td></td> <td>2</td> <td>9b</td> <td>1291810</td> <td>2.427</td> <td>2.648</td> <td>02/01/2011</td> <td>Comp</td> </tr> <tr> <td>852123</td> <td>Fog Seal</td> <td>1237</td> <td>2</td> <td>9b</td> <td>1291905</td> <td>0.072</td> <td>0.221</td> <td>02/23/2011</td> <td>Asphalt</td> </tr> <tr> <td>852123</td> <td>Fog Seal</td> <td>1237</td> <td>2</td> <td>9b</td> <td>1291908</td> <td>0.148</td> <td>0.211</td> <td>02/23/2011</td> <td>Asphalt</td> </tr> <tr> <td>875432</td> <td>Bit Resurf & Bit Shiders</td> <td></td> <td>2</td> <td>9b</td> <td>1290408</td> <td>5.517</td> <td>5.998</td> <td>07/11/2011</td> <td>Seal</td> </tr> <tr> <td>875432</td> <td>Bit Resurf & Bit Shiders</td> <td></td> <td>2</td> <td>9b</td> <td>3670506</td> <td>0.000</td> <td>0.015</td> <td>07/11/2011</td> <td>Seal</td> </tr> </tbody> </table> </div>		MDOT Job #	Work Type	Agency JobID	Number of Lanes Treated	PR Version	PR Number	Begin Mile Point	End Mile Point	Date Open To Traffic	Pavement Type		Reconstruct Non Freeway		2	9b	1291810	2.427	2.648	02/01/2011	Comp	852123	Fog Seal	1237	2	9b	1291905	0.072	0.221	02/23/2011	Asphalt	852123	Fog Seal	1237	2	9b	1291908	0.148	0.211	02/23/2011	Asphalt	875432	Bit Resurf & Bit Shiders		2	9b	1290408	5.517	5.998	07/11/2011	Seal	875432	Bit Resurf & Bit Shiders		2	9b	3670506	0.000	0.015	07/11/2011	Seal
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3 a)	Using the grid data-entry procedures provided earlier in this chapter, enter the data from each line of the IRT report into the matching fields on the screen.																																																												
3 b)	Click a tab to display the next screen you want to work on.																																																												

Verify/Submit the Report



Note:

Submit annual financial reports one at a time, oldest first. Click the Report Status tab and review the Status column in the table. Reports for previous years must be in Submitted or Approved status.

When you have completed the annual financial report, click the Verify/Submit Report tab.

ADARS validates the data you entered in the report, and displays the Errors and Warnings screen.

Active Errors			Active Warnings			
Line No	Field Label	Error Description	Line No	Field Label	Warning Description	Explanation
23	TotalAssets	Assets does not match Liabilities	82	InterestEarned	Interest Earnings should be prorated to beginning fund balances restated	
38	EquityTotal	Line 38 Total Equities must equal line 36 Total Assets	98	CCIRoadsT	Required 20% expenditures of MTF for Winter Maintenance, Construction and Debt Service have not been met	
59	UrbanRoad	Urban Road amounts are required for both Primary and Local Road Fund	132	OTPrimaryToLoc	Primary to Local Optional Transfer exceeds 30% of Primary MTF	
60	Allocation	Allocation amounts are required for both Primary and Local Road Fund	162	PercentOfTotal	This line should equal 100%.	
114	WinterMaintenance	Winter Maintenance expenditures are required for both Primary and Local Road Fund				
136	BeginningFundBalance	Beginning Fund Balance are required for Primary, Local, and County Road Fund				
210	TotalChargesM	This total does not match the				

Correct Errors and Warnings

Step	Action
OPTIONAL	To print a list (PDF) of the report's errors and warnings, click the Print Errors/Warnings button at the bottom of the Errors and Warnings screen.
1	Read the Error or Warning Description.
2	Use the <i>Open the Report You Want to Work On</i> procedure.
3	Correct the error or warning.
4	Click the Verify/Submit Report tab.
5	Repeat steps 1 through 4 as necessary.

See Next Page ⇒

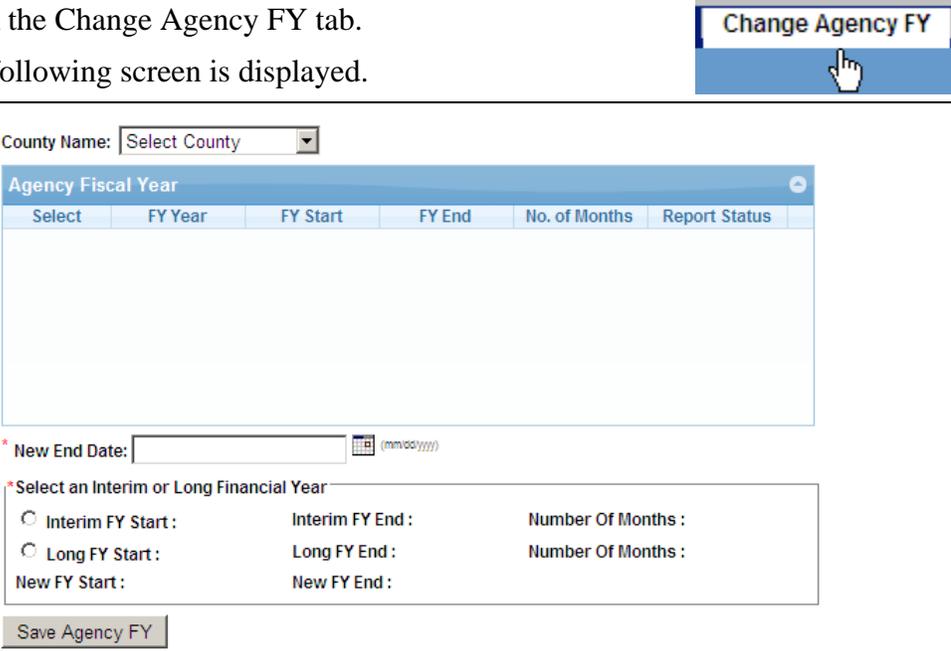
Step	Action
6	You cannot submit a report with an active error. If your report has an error that you cannot correct, send an email to mailto:MDOT-Outreach@michigan.gov .
7	You can submit a report with active warnings, but you have to enter Explanation text for each one.
8	Click the Submit Report button at the bottom of the Errors and Warnings screen.

Chapter 6 - Change Agency Fiscal Year

! Notes:

- You cannot change the fiscal year for financial reports that are already in Approved status.
- You can request a time extension for submitting a report. Send an email to <mailto:MDOT-Outreach@michigan.gov>.

Change FY End Date

Step	Action
1	<p>Click the Change Agency FY tab. The following screen is displayed.</p>  <p>The screenshot shows a 'Change Agency FY' button with a hand cursor. Below it is a form titled 'Agency Fiscal Year' with a 'County Name' dropdown set to 'Select County'. The form contains a table with columns: Select, FY Year, FY Start, FY End, No. of Months, and Report Status. Below the table are fields for 'New End Date' (with a calendar icon and '(mm/dd/yyyy)' format), and a section for selecting an interim or long financial year with radio buttons and input fields for 'Interim FY Start/End' and 'Long FY Start/End', each with a 'Number Of Months' field. A 'Save Agency FY' button is at the bottom.</p>
2	<p>Click the County Name dropdown arrow, and click to select the name of your county. The Agency Fiscal year table is populated with your current fiscal year information.</p>
<p>! Note:</p>	<p>You can change the fiscal year for the financial report you currently have In Process in ADARS (and moving forward).</p>
3	<p>Click the circle in the Select column to select the fiscal year you want to change.</p> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>

Step	Action
4	Enter the New End Date, or click the calendar icon and select it. The system populates the fields in the Interim and Long FY area of the screen.
5	Click to select Interim FY or Long FY. The system populates the New FY Start and New FY End dates.
6	Click the Save Agency FY button to save the change. The system displays the new data in the Agency Fiscal Year table on the screen.

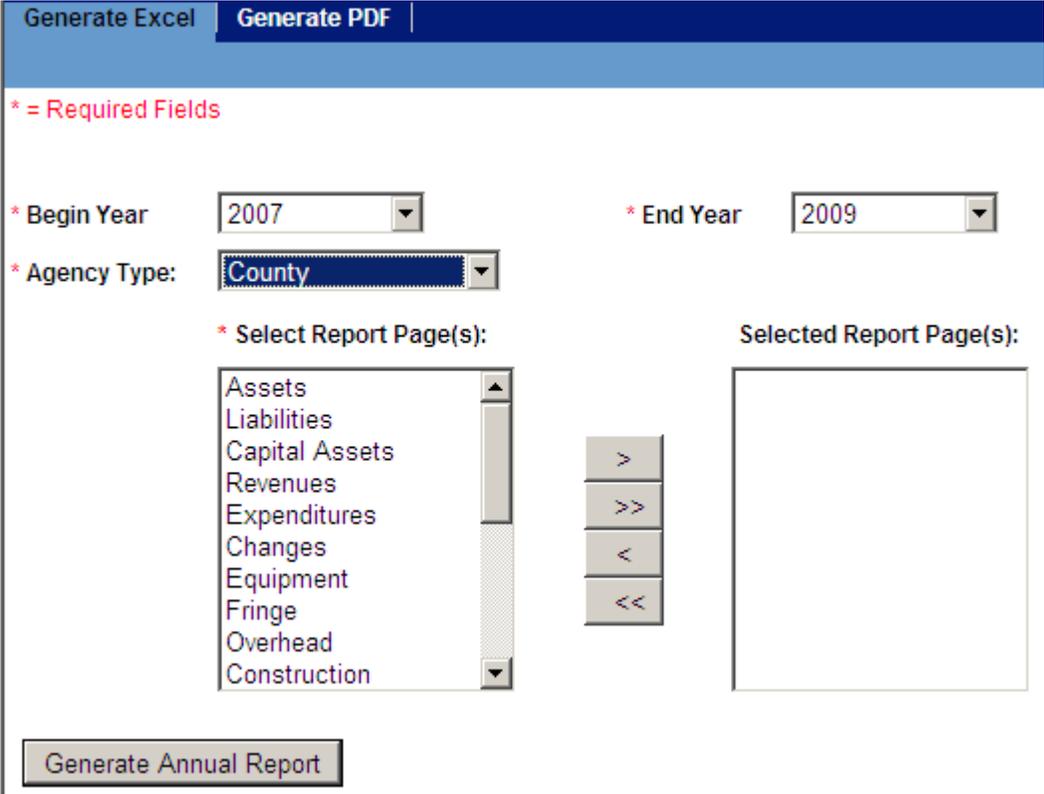
Chapter 7 - Annual Reports Download

The Annual Reports Download function enables users to download data from approved Act 51 financial reports.

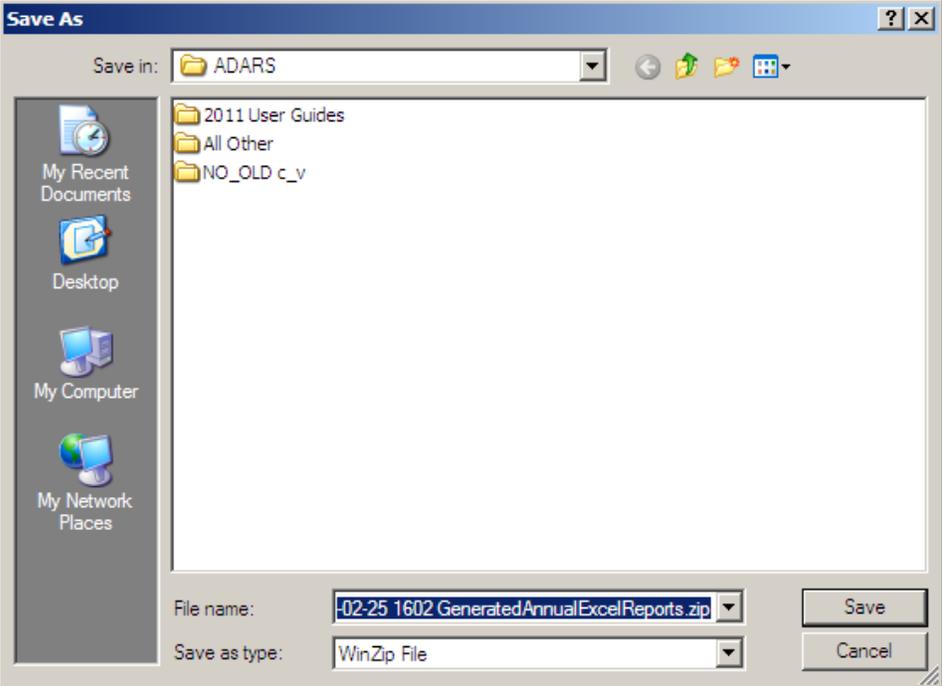
These procedures describe the annual reports download options:

- The Generate Excel option enables download of selected data from approved annual financial reports to an Excel format.
 - The Generate PDF option enables download of one entire approved annual financial report to a PDF format (not editable).
-

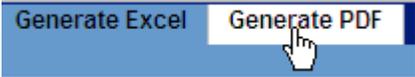
Generate Excel When you click the Annual Reports Download link, the default is Generate Excel. Use the following procedure.

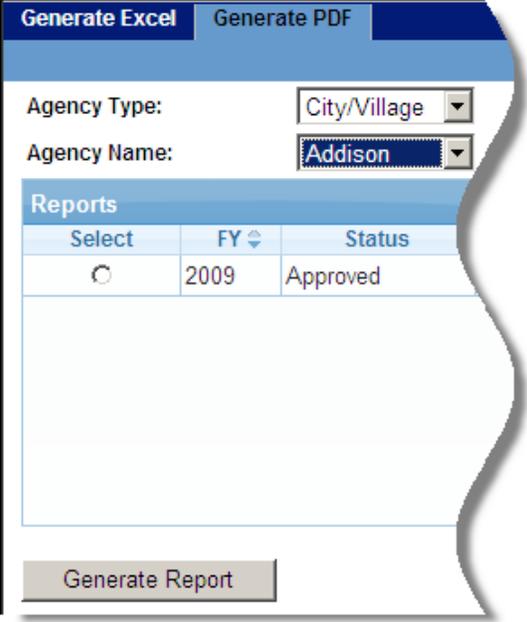
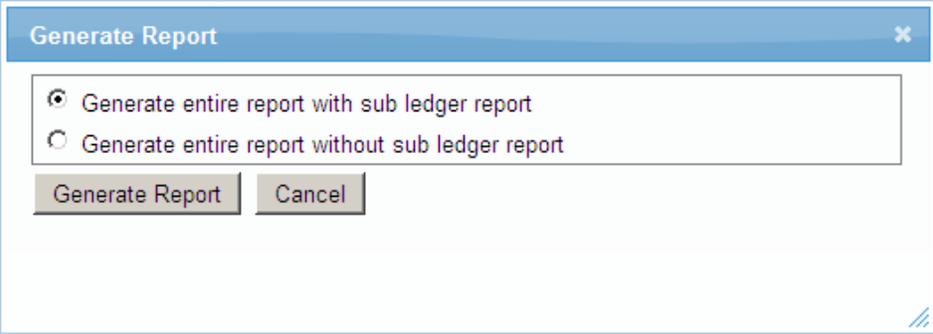
Step	Action
1	Click the Annual Reports Download link on the ADARS main menu. <p style="text-align: center;"><u>Annual Reports Download</u></p> The Generate Excel tab is displayed.
	
 Note:	If you want data from only one year, enter the same year in both Year fields.
2	Select Begin Year and End Year.
3	Click the Agency Type dropdown arrow, and select City/Village or County. The Select Report Pages panel lists the pages in the financial report.
 Note:	Do either step 4 or step 5. <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
4	If you want all the pages, click the right double arrow  . The page names move to the Selected Report Pages panel.
5	If you want specific pages:
5 a)	Click to highlight (select) the name of a page you want.
5 b)	To select an additional page or pages, hold the Ctrl key and click the page name(s).
5 c)	Click the right arrow  to move the selected page(s) to the Selected Report Pages panel.
OPTIONAL	<ul style="list-style-type: none"> To remove a page or pages from the Selected panel, select the page or pages, and click the left arrow . <p>OR</p> <ul style="list-style-type: none"> To remove all pages from the Selected panel, click the left double arrow .
6	<p>When the pages that you want are listed in the Selected Report Pages panel, click the Generate Annual Report button.</p> <p>The File Download dialog box is displayed.</p> <div data-bbox="516 1079 1325 1499" data-label="Image"> </div> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>

Step	Action
7	<p>Click the Save button in the File Download dialog box.</p> <p>The Save As dialog box is displayed.</p> 
8	Navigate to where you want to save the file.
Optional	Rename the file.
! Note:	You can't change the file type, WinZip File, or the file extension, .zip.
9	Click the Save button in the Save As dialog box.

Generate PDF Use the following procedure.

Step	Action										
1	<p>Click the Annual Reports Download link on the ADARS main menu.</p> <p style="text-align: center;"><u>Annual Reports Download</u></p> <p>The Generate Excel tab is displayed.</p>										
2	<p>Click the Generate PDF tab.</p> <div style="text-align: center;">  </div> <p>The Generate PDF tab is displayed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #003366; color: white; padding: 2px;"> Generate Excel Generate PDF </div> <p>Agency Type: <input type="text" value="County"/></p> <p>Agency Name: <input type="text" value="Select Count"/></p> <div style="border: 1px solid #003366; padding: 5px;"> <p>Reports</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Select</th> <th style="width: 10%;">FY</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Date</th> <th style="width: 35%;">Changed By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Generate Report"/></p> </div>	Select	FY	Status	Date	Changed By					
Select	FY	Status	Date	Changed By							
3	<p>Click the Agency Type dropdown arrow, and click to select City/Village or County.</p> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>										

Step	Action
4	<p>Click the Agency Name dropdown arrow, and click to select the name of the city/village or county for which you want to print an annual financial report.</p> <p>The Reports table shows the reports available for download.</p> 
5	<p>Click to put a dot in the Select circle at the left of the report you want to download.</p>
6	<p>Click the Generate Report button.</p> <p>The Generate Report dialog box is displayed.</p> 
7	<p>Click to put a dot in the circle at the left of the report format you want.</p>
8	<p>Click the Generate Report button.</p> <p>The report is displayed in a separate window.</p>