



Act 51 Distribution and Reporting System (ADARS)

Street Financial Report Guide

Michigan Department of Transportation

September 2011
MDOT Bureau of Finance and Administration
Financial Operations Division
Financial/County Outreach Services Unit

Contents

- CHAPTER 1 – OVERVIEW4**
- Act 51 Reporting System for Cities and Villages (Agencies).....4*
- Business Purpose4
- System Requirements.....4
- About This User Guide.....5*
- Intended Audience5
- Purpose5
- Contents5
- CHAPTER 2 - GETTING STARTED6**
- Register to Use the Act 51 Distribution and Reporting System (ADARS).....6*
- Registration is Required.....6
- One Time Only6
- First Steps6
- Register in SSO.....8
- Change SSO Password.....11
- Subscribe to ADARS in SSO.....14
- Request a User Role.....16
- Access ADARS.....20*
- Business As Usual.....20
- More Information about Act 51.....22*
- Data Security22*
- Features and Functions23*
- Home Page.....23
- Screens and Pages23
- Links23
- Home Page Links.....23
- Links on Every Page24
- Menu Bar24
- Click Tabs to Navigate.....24
- Data Formats.....25
- Data Displays.....26
- Save Button.....26
- Success Messages26
- Error Messages27
- CHAPTER 3 - NOTICES28**
- Notices about Reporting.....28
- Next Steps.....28
- CHAPTER 4 - REPORT CONTACTS.....29**
- Update Your Contacts.....29

CHAPTER 5 - COMPLETE AND SUBMIT THE STREET FINANCIAL REPORT	31
<i>Accounting and ADARS</i>	<i>31</i>
<i>If You Need an Extension</i>	<i>31</i>
<i>Open the Report You Want to Work On</i>	<i>32</i>
<i>Print Reports from the Report Status Screen</i>	<i>35</i>
<i>Navigate Between Screens</i>	<i>36</i>
Street Financial Report Tabs	36
Go to the Next Page	36
Click Menu Tabs to Navigate Between Pages	36
Save Your Work	37
<i>Features of Street Financial Report Screens</i>	<i>37</i>
Display Online Help	37
Highlight the Current Field	37
Move Between Fields	37
Enter Data Into Unshaded Fields	38
Shaded Fields on Report Pages	38
Use the Subledger	38
Read System Calculated Totals.....	42
Grids on Report Pages.....	43
Enter Information in a Grid.....	43
Shaded Fields in Grids	44
Edit Data in Grids	44
Delete Items from Grids.....	45
Save Your Work	45
Generate Reports.....	46
<i>Complete the Asset Management Page</i>	<i>47</i>
<i>Verify/Submit the Report.....</i>	<i>49</i>
Correct Errors and Warnings	49
CHAPTER 6 - CHANGE AGENCY FISCAL YEAR.....	51
<i>Change FY End Date</i>	<i>51</i>
CHAPTER 7 - ANNUAL REPORTS DOWNLOAD	53
Generate Excel	54
Generate PDF.....	57

Chapter 1 – Overview

Act 51 Reporting System for Cities and Villages (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 cities and villages (agencies) use ADARS to complete the Street Financial Report.
 - MDOT reviews the Street 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 Street 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 city/village street administrators and chief financial officers/treasurers.

Purpose This guide provides brief training, reference, and help material.

Contents Information is organized as follows.

Chapter/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 Street 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 access already-approved reports.

Chapter 2 - Getting Started

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




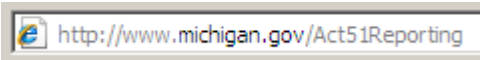
Registration is Required Users must register in the State of Michigan Single Sign On (SSO) system in order to get access to state applications in general. Then, in the Single Sign On system, users must request access to a specific application.



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: inline-block; margin: 0 20px;">  </div> <div style="display: inline-block;">  </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;"> <i>See Next Page</i> ⇒ </div>

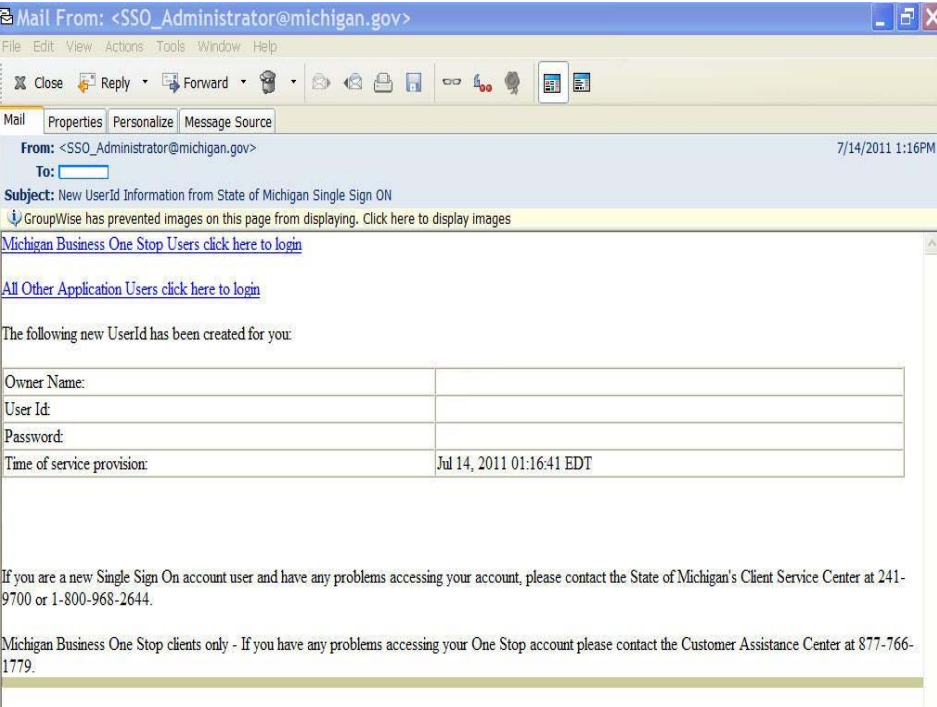
Step	Action
	
3	<p>Click the Go to ADARS Portal link to display the State of Michigan Single Sign On (SSO) screen.</p> 
4	<p>Go on to the next procedure, <i>Register in SSO</i>.</p>

Register in SSO

Use the following procedure to register in SSO.



Step	Action
1	 <p>Click the Register button.</p> <p>The Registration - Step 1 screen is displayed.</p> 
2	<p>Enter your name and email address.</p> <p style="text-align: right;">See Next Page ⇒</p>

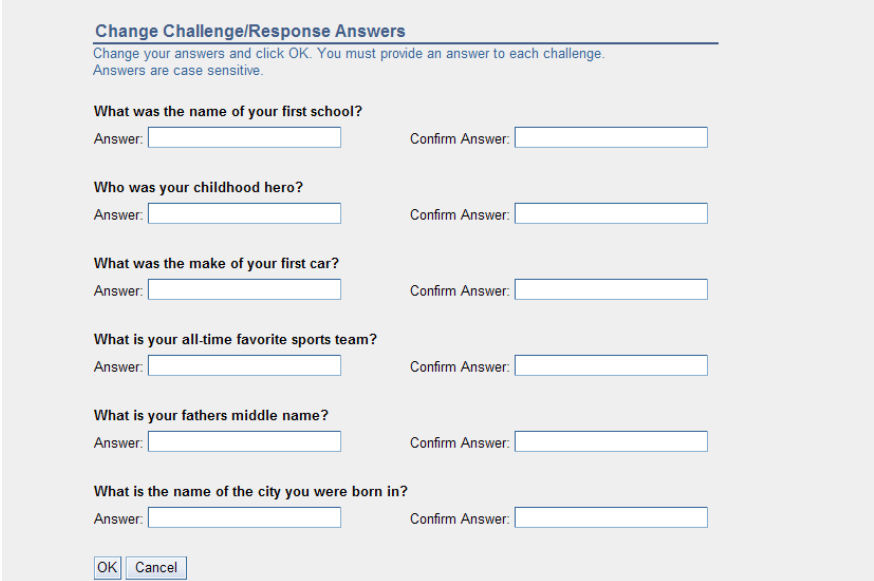


Step	Action
3	<p>Click the Continue button on the Registration - Step 1 screen. The User Registration Confirmation screen is displayed.</p> 
4	<ul style="list-style-type: none"> • If the information on the screen is not correct, click the Back button to return to the Registration - Step 1 screen. Repeat 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 screen.</p> 
3	Enter the User Id and temporary password from the email.
4	<p>Click the Login button.</p> <p>The SSO change password screen is displayed.</p> 
5	<p>Fill in the three fields to change your password.</p> <p style="text-align: right;">See Next Page ⇒</p>

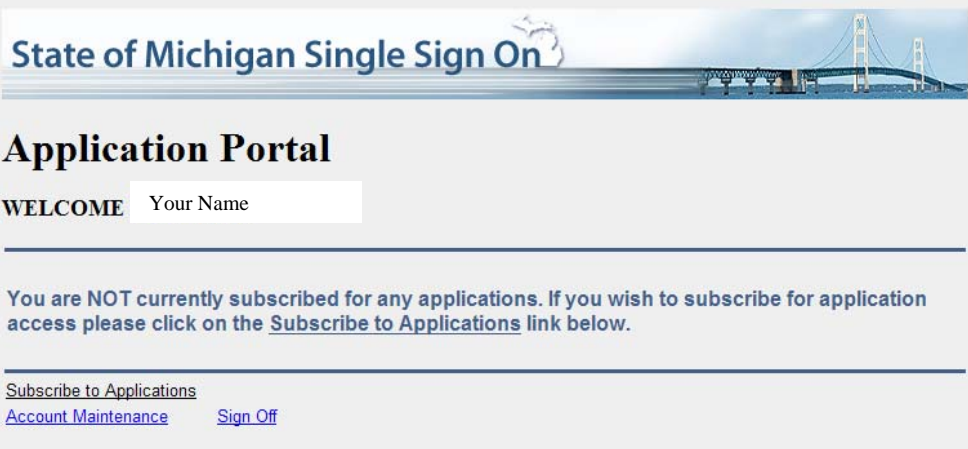

Step	Action
6	<p>Click the Change Password button.</p> <p>The Change Challenge/Response Answers screen is displayed.</p> 
7	Answer the questions on the screen.
 TIP:	Remember your answers. If you forget your password, you will be asked to provide them.
8	<p>Click the OK button.</p> <p>The following screen is displayed.</p> 

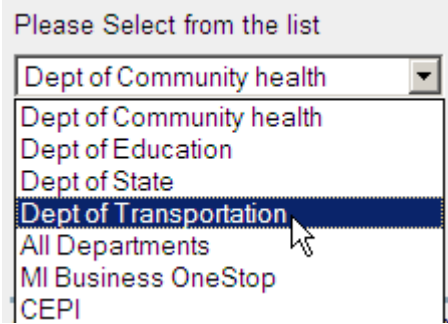
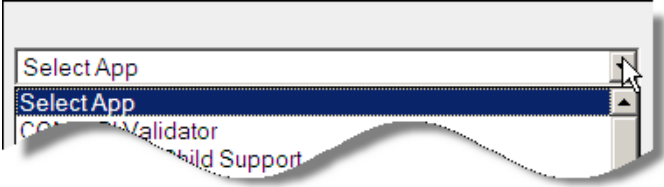
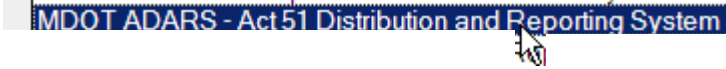
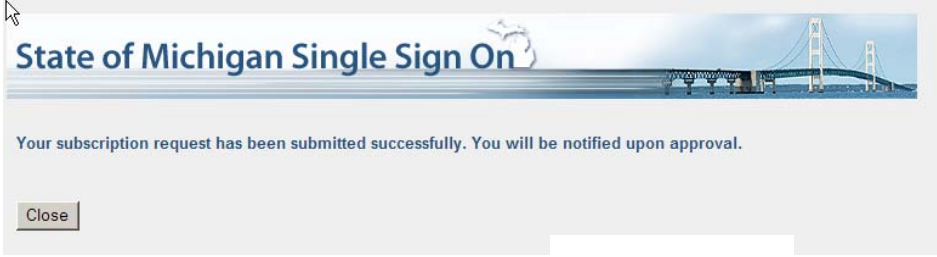
See Next Page ⇒

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="261 194 874 408"/>
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 SSO 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	<p>On the portal screen, click the Go to ADARS Portal link to display the State of Michigan Single Sign On screen.</p>  <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.

State of Michigan Single Sign On

Application Portal

WELCOME : **User Name**

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 type="radio"/> County <input checked="" type="radio"/> City/Village</p> <p>* City/Villages: 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="695 1220 1300 1654"> <thead> <tr> <th>Select</th> <th>Agency Name</th> <th>Agency Code</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Addison</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Adrian</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Ahmeek</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Akron</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alanson</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Albion</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Algonac</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allegan</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allen</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allen Park</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alma</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Almont</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alpena</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"/>	Addison		<input type="checkbox"/>	Adrian		<input type="checkbox"/>	Ahmeek		<input type="checkbox"/>	Akron		<input type="checkbox"/>	Alanson		<input type="checkbox"/>	Albion		<input type="checkbox"/>	Algonac		<input type="checkbox"/>	Allegan		<input type="checkbox"/>	Allen		<input type="checkbox"/>	Allen Park		<input type="checkbox"/>	Alma		<input type="checkbox"/>	Almont		<input type="checkbox"/>	Alpena	
Select	Agency Name	Agency Code																																									
<input type="checkbox"/>	Addison																																										
<input type="checkbox"/>	Adrian																																										
<input type="checkbox"/>	Ahmeek																																										
<input type="checkbox"/>	Akron																																										
<input type="checkbox"/>	Alanson																																										
<input type="checkbox"/>	Albion																																										
<input type="checkbox"/>	Algonac																																										
<input type="checkbox"/>	Allegan																																										
<input type="checkbox"/>	Allen																																										
<input type="checkbox"/>	Allen Park																																										
<input type="checkbox"/>	Alma																																										
<input type="checkbox"/>	Almont																																										
<input type="checkbox"/>	Alpena																																										

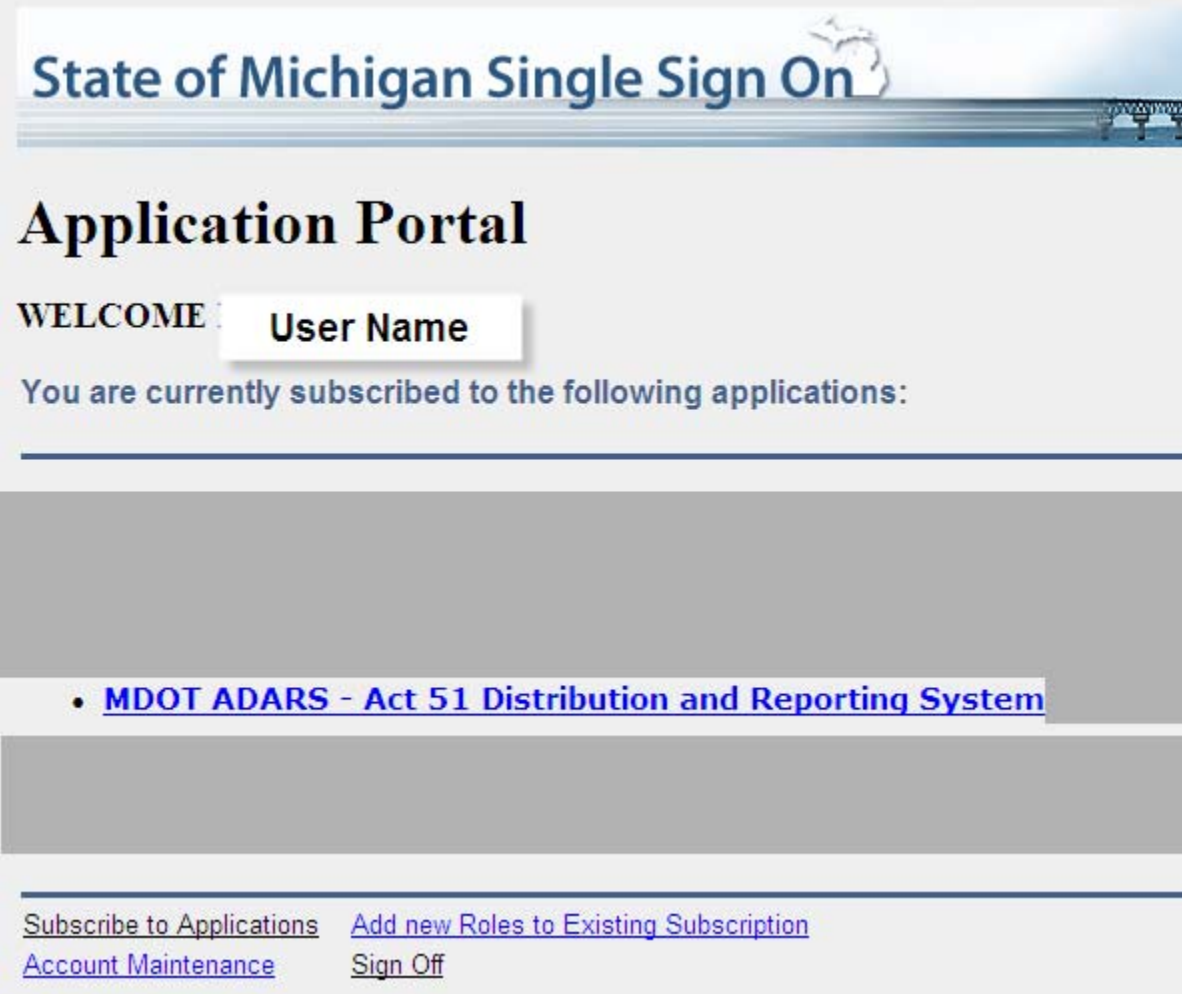
Step	Action
8	Click the Submit button. ADARS sends your request to the system administrator. You will receive a role-confirmation email within 3 business days. If you do not, contact the system administrator at MDOT-Outreach@michigan.gov .
9	After you receive the role confirmation email, you have completed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

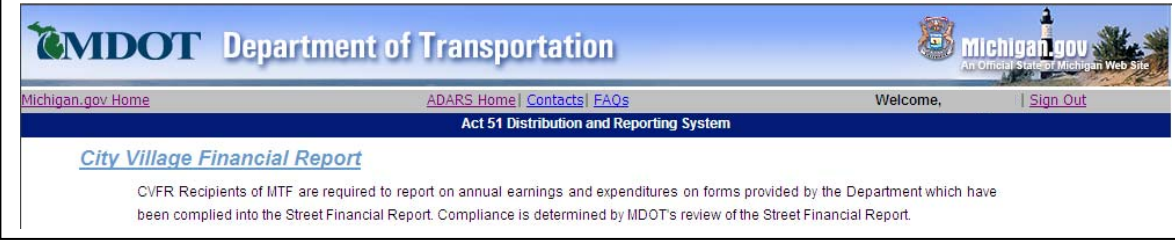
Access ADARS

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	Go to the Michigan Transportation Reporting Portal at www.michigan.gov/Act51Reporting .
	
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>City Village Financial Report</p> <p>CVFR Recipients of MTF are required to report on annual earnings and expenditures on forms provided by the Department which have been compiled into the Street Financial Report. Compliance is determined by MDOT's review of the Street 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 Street Financial Report for cities and villages is available at this link: www.michigan.gov/act51.

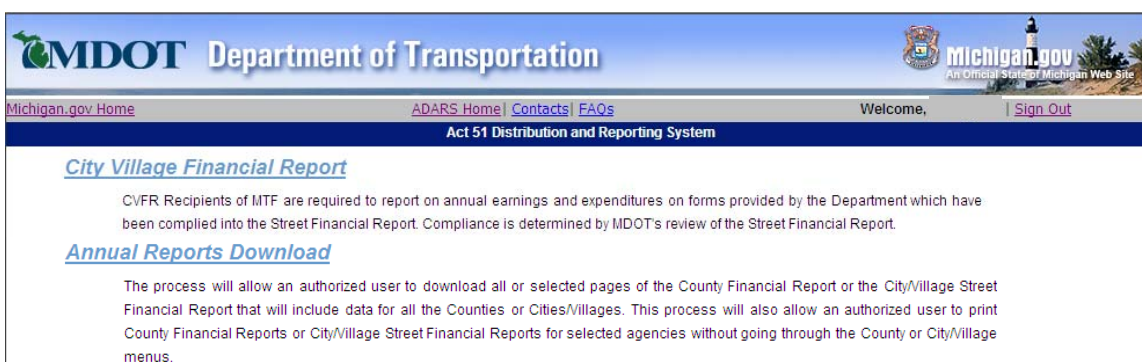
Data Security

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.



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.

[City Village Financial Report](#)

[Annual Reports Download](#)

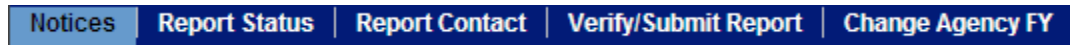
Links on Every Page

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

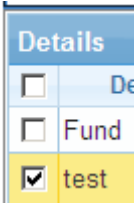

The menu bar is a line of tabs across the top of all ADARS screens (except the home page.)



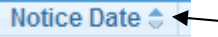
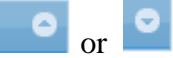

Click Tabs to Navigate

Click the tabs to move between ADARS screens.

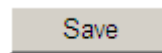
Data Formats The following table shows examples of data formats in ADARS.

Format	Description
<p>* = Required Fields</p> <p>* Actual Construction Cost: [?] <input type="text"/></p>	<p>You must enter data into fields marked with a red asterisk.</p>
<p>Dropdown field:</p> <p>City/Village Name: <input type="text" value="Select CityVillag"/></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>Total: [?] <input type="text" value="\$0.00"/></p>	<p>Data is system-supplied. You can't change or enter data in read-only fields.</p>
<p>Data-entry field:</p> <p>Planning/Education: [?] <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. And then 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 Button 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 across the top of the screen.



**Error
Messages**

If you attempt to perform an action that ADARS is unable to validate, one or more error messages will be displayed across the top of the screen.

Each message contains instructions for how to clear the specific error and continue your work.

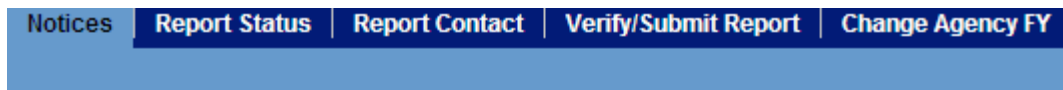
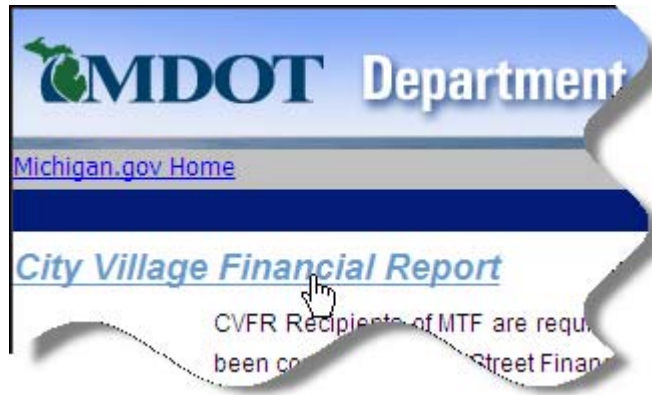
The procedures in this user guide assume that you will clear error conditions and return to the current procedure.



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 City Village Financial Report link on the ADARS home page.



Report Notices	
Notice Date ↕	Notice
07/13/2011	Watch the Act 51 Web page for information about training.
07/13/2011	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.

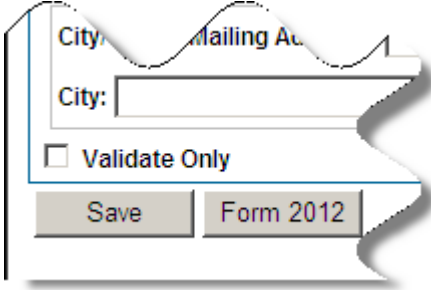

Chapter 4 - Report Contacts

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

Use the following procedure to specify who is responsible for completing and submitting the street financial report for your city or village.

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 City/Village Name field, scroll through the list, and click to select the name of your city or village. ADARS may populate some or all of the fields on this screen with data from the report you most recently submitted.

See Next Page ⇒

Step	Action
2	All the fields on this screen are required. You must validate or complete all fields before you can begin to work on the street financial report.
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	If you change the Street Administrator field, you must complete, print, sign, and mail Form 2012:
4 a)	<p>Click the Form 2012 button at the bottom of the Report Contact screen.</p> <p>Form 2012, Resolution for Designation of Street Administrator, displays in a separate window.</p> 
4 b)	Click in each shaded field on the form to activate it for data entry.
4 c)	Enter complete and accurate information into the shaded fields on the form. (Signatures are handled in step 3 g) below.)
 Note:	If you need assistance with the form, send an email to MDOT-Outreach@michigan.gov .
4 d)	Save the form to your computer.
4 e)	Print the form.
4 f)	Close the Form 2012 window.
4 g)	Have the required officials sign the form.
4 h)	Mail the form to the address shown at the top of the form.
5	<p>Click the Save button at the bottom of the Report Contacts screen.</p> <p>A success message is displayed across the top of the screen.</p>
6	Click any of the tabs on the menu bar to continue your work in ADARS.
<div style="background-color: #003366; color: white; padding: 5px; display: flex; justify-content: space-between;"> Notices Report Status Report Contact Verify/Submit Report Change Agency FY </div>	

Chapter 5 - Complete and Submit the Street Financial Report

Accounting and ADARS

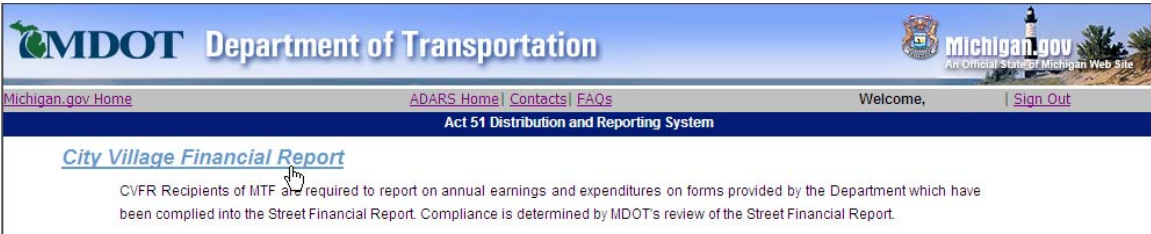

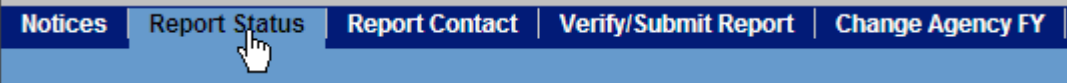
This chapter explains how to enter financial data into the street financial report screens in ADARS.

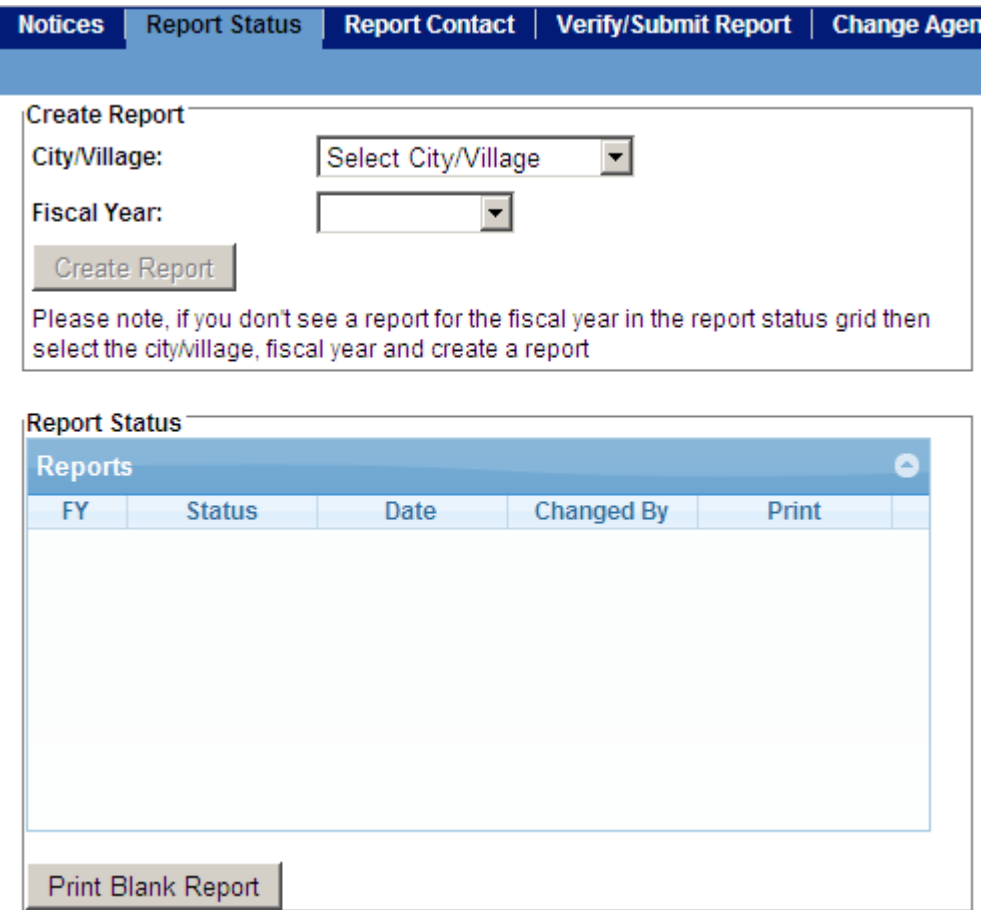
The standard reference for accounting practices related to Michigan Public Act 51 is the *Michigan Department of Treasury Accounting Manual, Uniform Chart of Accounts for Local Units of Government in Michigan*.


If You Need an Extension

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


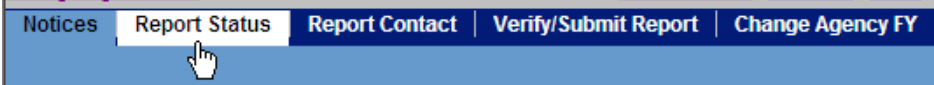
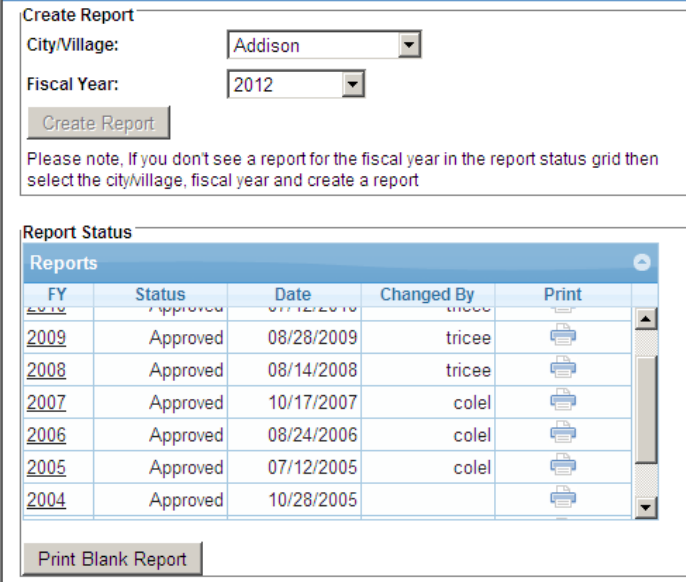

Open the Report You Want to Work On

Step	Action									
1	Click the City Village Financial Report link on the home page.									
	 <p>City Village Financial Report</p> <p>CVFR Recipients of MTF are required to report on annual earnings and expenditures on forms provided by the Department which have been compiled into the Street Financial Report. Compliance is determined by MDOT's review of the Street Financial Report.</p>									
	The Notices screen is displayed by default									
	 <table border="1"> <thead> <tr> <th data-bbox="337 1102 532 1150">Report Notices</th> <th data-bbox="337 1150 532 1192">Notice Date ↕</th> <th data-bbox="337 1192 532 1266">Notice</th> </tr> </thead> <tbody> <tr> <td data-bbox="532 1150 1372 1192"></td> <td data-bbox="532 1192 1372 1224">07/13/2011</td> <td data-bbox="532 1224 1372 1255">Watch the Act 51 Web page for information about training.</td> </tr> <tr> <td data-bbox="532 1255 1372 1266"></td> <td data-bbox="532 1266 1372 1297">07/13/2011</td> <td data-bbox="532 1297 1372 1325">Training information is on the Act 51 Web page.</td> </tr> </tbody> </table>	Report Notices	Notice Date ↕	Notice		07/13/2011	Watch the Act 51 Web page for information about training.		07/13/2011	Training information is on the Act 51 Web page.
Report Notices	Notice Date ↕	Notice								
	07/13/2011	Watch the Act 51 Web page for information about training.								
	07/13/2011	Training information is on the Act 51 Web page.								
2	Click the Report Status tab.									
										
	<p>The Create Report/Report Status screen is displayed.</p> <p style="text-align: right;">See Next Page ⇒</p>									

Step	Action												
													
3	Select your City/Village 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="0"> <thead> <tr> <th data-bbox="381 1396 527 1428">Status</th> <th data-bbox="933 1396 1096 1428">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 1438 446 1470">New</td> <td data-bbox="609 1438 1356 1501">Report is created, but Report Contact information must be validated before report data can be entered.</td> </tr> <tr> <td data-bbox="381 1501 519 1533">In Process</td> <td data-bbox="609 1501 1039 1533">Report is available for data entry.</td> </tr> <tr> <td data-bbox="381 1543 519 1575">Submitted</td> <td data-bbox="609 1543 1193 1575">Report is completed and submitted to MDOT.</td> </tr> <tr> <td data-bbox="381 1585 511 1617">Approved</td> <td data-bbox="609 1585 1274 1617">Report has been reviewed and approved by MDOT.</td> </tr> <tr> <td data-bbox="381 1627 495 1659">Rejected</td> <td data-bbox="609 1627 1372 1690">MDOT identified an error that the report preparer/submitter must correct.</td> </tr> </tbody> </table> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>	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.
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.												

Step	Action
4 a)	If the year you want to work on shows In Process or Rejected, click the FY link. The report will open.
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 City Village Financial Report link on the home page.</p> 
2	<p>Click the Report Status tab.</p>  <p>The Create Report/Report Status screen is displayed.</p> 
3	<p>Select your City/Village 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

Street Financial Report Tabs

When you open a 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 ASSETS - Page 1 is displayed.

Menu Bar
Tabs

Report
Page Tabs

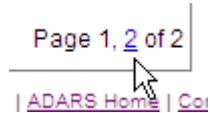
The screenshot shows the ADARS web application interface. At the top, there is a menu bar with tabs: Michigan.gov Home, ADARS Home, Contacts, FAQs, Help, Welcome, and Sign Out. Below this is a secondary menu bar with tabs: Notices, Report Status, Report Contact, Verify/Submit Report, Change Agency FY, Approve/Reject Report, C/V of, and FY End: 12/31/10. The main content area has a sub-menu bar with tabs: Assets (highlighted), Liabilities, Revenues, Expenditures, Other Financing, Non-Motorized, Capital Assets, Long Term Debt, and Asset Management. The main content area is titled 'BALANCE SHEET' and displays 'ASSETS - Page 1'. It features a table with columns for 'Major Street Fund' and 'Local Street Fund'. The table contains the following data:

	Major Street Fund	Local Street Fund
1. Cash: [?]	\$130,368.00	
2. Investments: [?]	\$210,416.00	\$165,961.00
3. Receivables		
a. Accounts: [?]		
b. Due From Other Governmental Units: [?]		
c. Special Assessments: [?]		
d. Interest: [?]		
e. Other: [?]	\$58,023.00	
4. Due From State		
a. Michigan Transportation Fund (MTF): [?]	\$133,356.00	\$40,827.00
b. Trunkline Preservation: [?]		
c. Road Projects: [?]		
d. Other: [?]		
5. Due From Federal Government		
a. Federal Highway Administration (FHWA): [?]		
b. Other: [?]		

At the bottom of the table, there are 'Save' and 'Generate Report' buttons. To the right of the table, there is a 'SUBLEDGER' section with fields for Subledger, Account, Description, and Amount, and an 'Add Subledger' button. Below that is a 'Details' section with a table header: Account, Description, Amount. At the bottom right, there are 'Delete Subledger' and 'Update Subledger' buttons. The page number 'Page 1, 2 of 2' is displayed at the bottom right.

Go to the Next Page

Click the link to go to the next page.

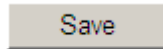


Click Menu Tabs to Navigate Between Pages

Click a tab to display the screen you want to work on.

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. If you leave the screen without clicking the **Save** button, any information that you entered or changed will be lost.

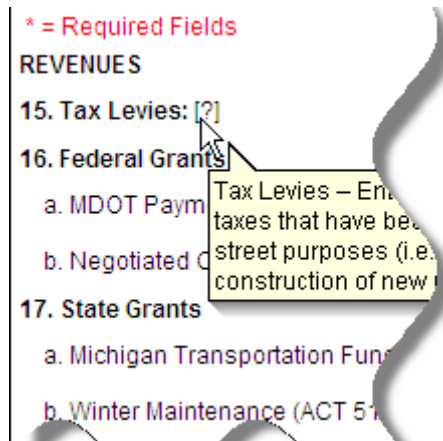


Features of Street Financial Report Screens

ADARS screens provide features that streamline reporting. The following topics describe features that are common to the street financial report 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.

Major Street Fund **Local Street Fund**

--	--

**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.

--	--

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

**Use the
Subledger**

SUB LEDGER

12. Other Liabilities e. Deferred Revenue - Local Street

Account:	
Description:	
Amount:	

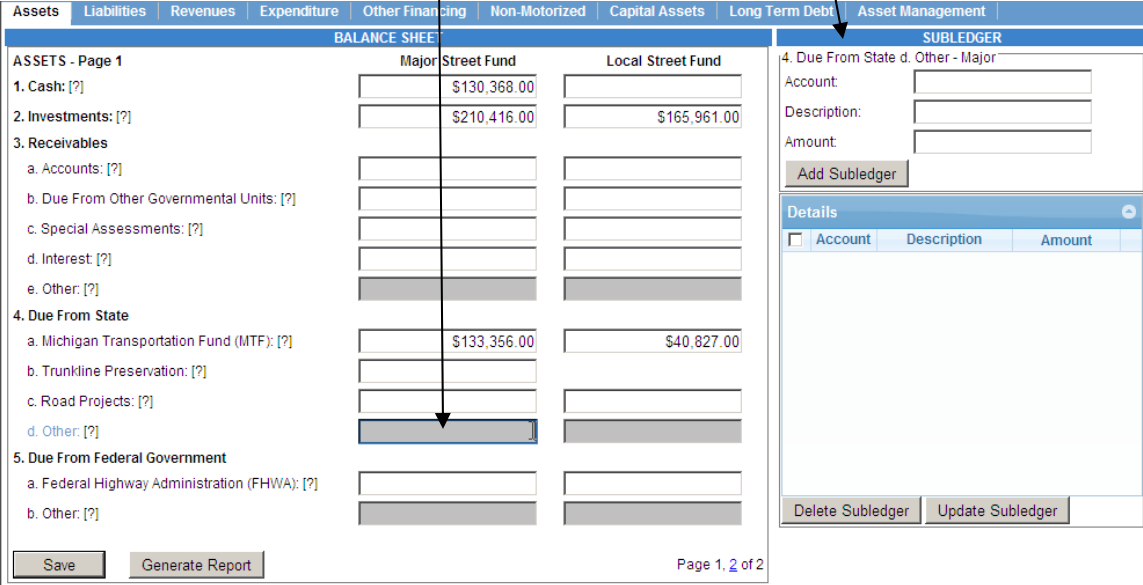

Add Subledger

- 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.

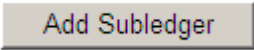
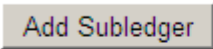
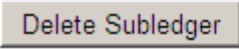
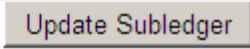
! Note: If you enter data in an unshaded field, access to the subledger is disabled. Enter data into the field OR into the subledger. If you have entered data into an unshaded field and then want to use the subledger for the field, delete the data in the field and start again.


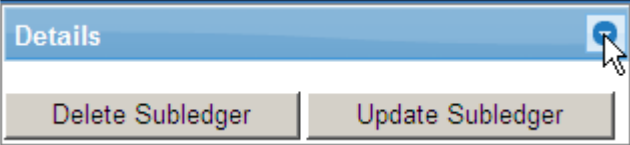
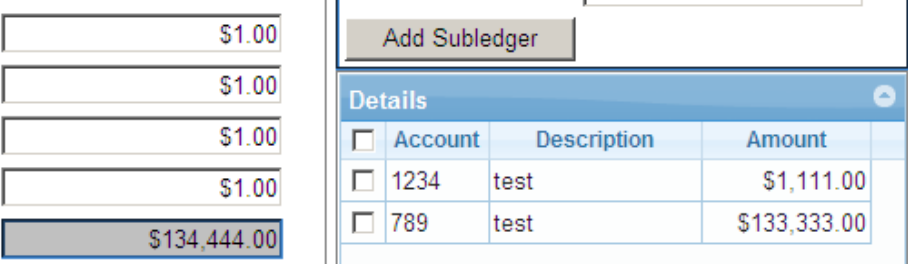
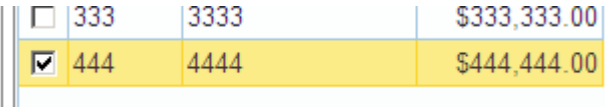
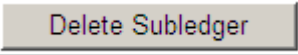
The following procedure explains how to use the subledger.

See Next Page ⇒

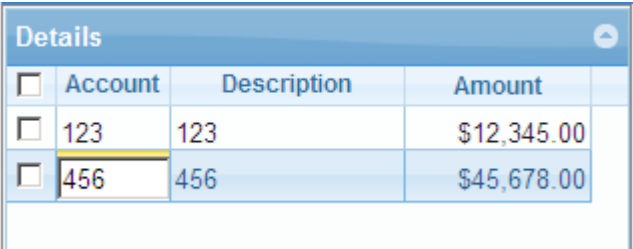
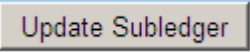
Step	Action
1	To add a subledger entry:
1 a)	Click in a field to highlight it and make the subledger active.
	 <p>The screenshot shows the ADARS software interface. On the left, there is a 'BALANCE SHEET' section with a table for 'ASSETS - Page 1'. The table has columns for 'Major', 'Street Fund', and 'Local Street Fund'. The 'Other' field under '4. Due From State' is highlighted with a blue border and a black arrow pointing to it from the instruction above. On the right, there is a 'SUBLEDGER' form with fields for 'Account', 'Description', and 'Amount'. Below these fields is a 'Details' table with columns for 'Account', 'Description', and 'Amount'. At the bottom of the interface, there are 'Save' and 'Generate Report' buttons, and a page indicator 'Page 1, 2 of 2'.</p>
OPTIONAL	Enter a maximum of eight characters in the Account field.
1 b)	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 c)	Enter the Amount.

See Next Page ⇒

Step	Action												
1 d)	<p>Click the Add Subledger button.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>The data is populated in the highlighted field and shown in the Details list below the subledger.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="background-color: #4F81BD; color: white; padding: 2px; text-align: center; font-weight: bold;">SUBLEDGER</div> <p style="margin: 0;">12. Other Liabilities e. Deferred Revenue - Local</p> <p style="margin: 0;">Account: <input style="width: 150px;" type="text"/></p> <p style="margin: 0;">Description: <input style="width: 150px;" type="text"/></p> <p style="margin: 0;">Amount: <input style="width: 150px;" type="text"/></p> <div style="text-align: center; margin-top: 5px;">  </div> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="background-color: #4F81BD; color: white; padding: 2px; text-align: center; font-weight: bold;">Details ▲</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30px;"><input type="checkbox"/></th> <th style="width: 150px;">Account</th> <th style="width: 150px;">Description</th> <th style="width: 100px;">Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1234</td> <td>test</td> <td style="text-align: right;">\$1,234.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>5678</td> <td>test</td> <td style="text-align: right;">\$5,678.00</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;">   </div> </div>	<input type="checkbox"/>	Account	Description	Amount	<input type="checkbox"/>	1234	test	\$1,234.00	<input type="checkbox"/>	5678	test	\$5,678.00
<input type="checkbox"/>	Account	Description	Amount										
<input type="checkbox"/>	1234	test	\$1,234.00										
<input type="checkbox"/>	5678	test	\$5,678.00										

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. 
3	To delete a subledger entry:
3 a)	<p>Click to put a check in the box at the left of the item.</p>  <p>The item is highlighted in yellow.</p>
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>


See Next Page ⇒

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

**Read System
Calculated
Totals**

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

9. Total Assets (Must agree with Total Liabilities & Fund Balance – line 14): [?]	\$244.00
--	-----------------

 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.

SCHEDULE OF CAPITAL ASSETS

Date of Purchase: [?] (mm/dd/yyyy) Description: [?]

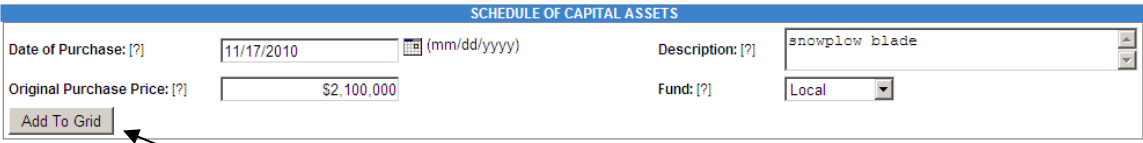
Original Purchase Price: [?] Fund: [?]

Current Year

Details								
<input type="checkbox"/>	Date of Purchase (MM/DD/YYYY) (1)	Description (2)	Fund M=Major L=Local (3)	Original Purchase Price (4)	Prior Years Depreciation (5)	Beginning Book Balance (6)	Depreciation Expense (7)	Ending Book Balance (8)
				Total: [?]	\$0.00	\$0.00	\$0.00	\$0.00

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.
	
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																											
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">SCHEDULE OF CAPITAL ASSETS</p> <p>Date of Purchase: [?] <input type="text"/> (mm/dd/yyyy) Description: [?] <input type="text"/></p> <p>Original Purchase Price: [?] <input type="text"/> Fund: [?] <input type="text"/></p> <p><input type="button" value="Add To Grid"/></p> <hr/> <p style="text-align: right;">Current Year</p> <p>Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 10%;">Date of Purchase (MM/DD/YYYY) (1)</th> <th style="width: 15%;">Description (2)</th> <th style="width: 5%;">Fund M=Major L=Local (3)</th> <th style="width: 10%;">Original Purchase Price (4)</th> <th style="width: 10%;">Prior Years Depreciation (5)</th> <th style="width: 10%;">Beginning Book Balance (6)</th> <th style="width: 10%;">Depreciation Expense (7)</th> <th style="width: 10%;">Ending Book Balance (8)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11/17/2010</td> <td>snowplow blade</td> <td>L</td> <td style="text-align: right;">\$2,100,000.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$2,100,000.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$2,100,000.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total: [?]</td> <td style="text-align: right;">\$2,100,000.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$2,100,000.00</td> <td style="text-align: right;">\$0.00</td> <td style="text-align: right;">\$2,100,000.00</td> </tr> </tbody> </table> <p><input type="button" value="Delete"/> <input type="button" value="Update Grid"/> <input type="button" value="Generate Report"/></p> </div>			Date of Purchase (MM/DD/YYYY) (1)	Description (2)	Fund M=Major L=Local (3)	Original Purchase Price (4)	Prior Years Depreciation (5)	Beginning Book Balance (6)	Depreciation Expense (7)	Ending Book Balance (8)	<input type="checkbox"/>	11/17/2010	snowplow blade	L	\$2,100,000.00	\$0.00	\$2,100,000.00	\$0.00	\$2,100,000.00	Total: [?]				\$2,100,000.00	\$0.00	\$2,100,000.00	\$0.00	\$2,100,000.00
	Date of Purchase (MM/DD/YYYY) (1)	Description (2)	Fund M=Major L=Local (3)	Original Purchase Price (4)	Prior Years Depreciation (5)	Beginning Book Balance (6)	Depreciation Expense (7)	Ending Book Balance (8)																				
<input type="checkbox"/>	11/17/2010	snowplow blade	L	\$2,100,000.00	\$0.00	\$2,100,000.00	\$0.00	\$2,100,000.00																				
Total: [?]				\$2,100,000.00	\$0.00	\$2,100,000.00	\$0.00	\$2,100,000.00																				
3	Repeat steps 1 and 2 as needed.																											

Shaded Fields in Grids Shaded fields are not editable.

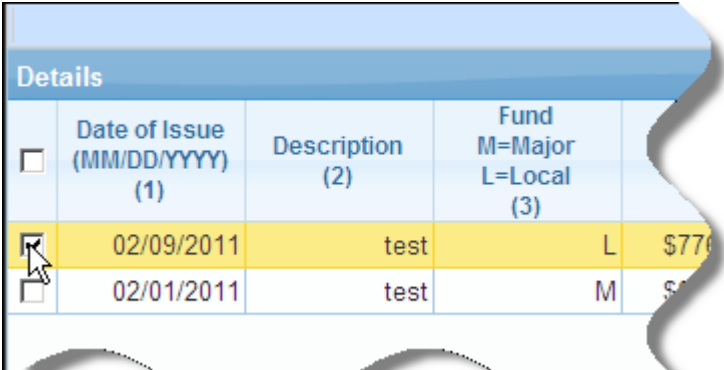

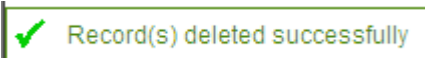
	Prior Years Depreciation (5)	Beginning Book Balance (6)	Depreciation Expense (7)	Ending Book Balance (8)
)0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
)0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00

Edit Data in Grids Use the following procedure to edit data in a grid.

Step	Action						
1	Click in a field to activate it. <div style="margin-left: 100px;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 50px;">Roads</td> <td style="width: 100px; text-align: right;">\$250.00</td> </tr> <tr> <td>Gutters</td> <td style="text-align: right;">\$150.00</td> </tr> <tr> <td>Signs</td> <td style="text-align: right;">\$75.00</td> </tr> </table> </div>	Roads	\$250.00	Gutters	\$150.00	Signs	\$75.00
Roads	\$250.00						
Gutters	\$150.00						
Signs	\$75.00						
2	Enter the changes.						
3	Click the Update Grid button.						

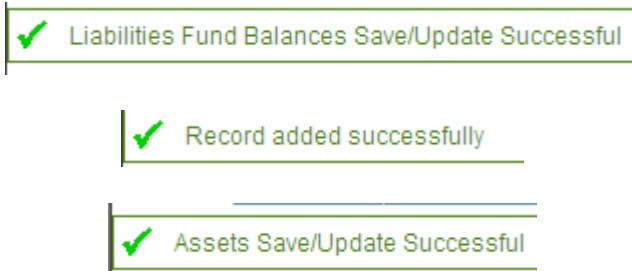
Delete Items from Grids

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

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

Save Your Work

Click the **Save** button to save data that you have entered on any page in the street financial report. A success message is displayed across the top of the page. Some examples are shown here.



Generate Reports

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

Generate Report

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

Generate Report Cancel

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

The report opens in a separate window.

Report Date: 2/23/2011 City or Village of: Addison Page
ACTS1 Fiscal Year - 2011
CITY/VILLAGE STREET FINANCIAL REPORT Start: 03/02/2011 End: 04/07/2011

BALANCE SHEET

ASSETS	MAJOR STREET FUND	LOCAL STREET FUND
1. Cash	\$ 1,996.00	\$ 2,222.00
2. Investments	1.00	1.00
3. Receivables		
a. Accounts	1.00	1.00
b. Due From Other Governmental Units	1.00	1.00
c. Special Assessments	1.00	1.00
d. Interest	1.00	1.00
	1.00	134,444.00

Complete the Asset Management Page

The Asset Management page is included with the ADARS street 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: [?]

Agency Job ID: [?]

* PR Version: [?]

* Begin Mile Point: [?]

* Date Open to Traffic: [?] (mm/dd/yyyy)

* Work Type: [?]

* Number Of Lanes Treated: [?]

* PR Number: [?]

* End Mile Point: [?]

* 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

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 Shlders		2	9b	1290408	5.517	5.998	07/11/2011	Seal
875432	Bit Resurf & Bit Shlders		2	9b	3670506	0.000	0.015	07/11/2011	Seal

The city/village engineering staff is responsible for providing the IRT report (shown above) to the city/village report preparer. The city/village 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.

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

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.

3	If there is data for the reporting period, it is contained in the Investment Reporting Tool (IRT) report shown in the following diagram.
---	--

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 Shlders		2	9b	1290408	5.517	5.998	07/11/2011	Seal
875432	Bit Resurf & Bit Shlders		2	9b	3670506	0.000	0.015	07/11/2011	Seal

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 street 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
17	City Revenues MTF is empty	You must enter the Michigan Transportation Fund (MTF) amount that you earned for the current fiscal year. If you are in doubt about what this amount should be please contact MDOT.	19	City Revenues Zero/Blank Interest Found	Interest should not be blank or zero. Please review the instructions for this field.	
9	Total City Assets Not Equal to Total City Liabilities	Total Assets (Line 9) must be equal to Total Liabilities and Fund Balance (Line 14). You must correct this error before submitting your report.	17	City Revenues MTF is NOT within \$50 of the Calculated MTF Distributions	The amount you have entered differs by more than \$50 from the calculated MTF distributions in the Act 51 system. Please review the instructions for this line.	
14	Total City Liabilities Not Equal to Total City Assets	Total Liabilities and Fund Balance (line 14) must be equal to Total Assets (line 9). You must correct this error before submitting your report.				

Correct Errors and Warnings Use the following procedure to correct errors and warnings before submitting the report.

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 ⇒

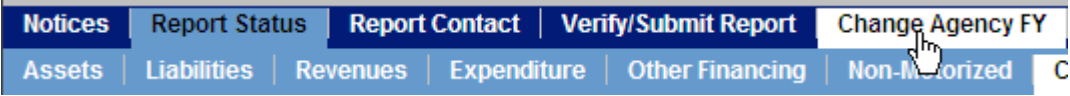
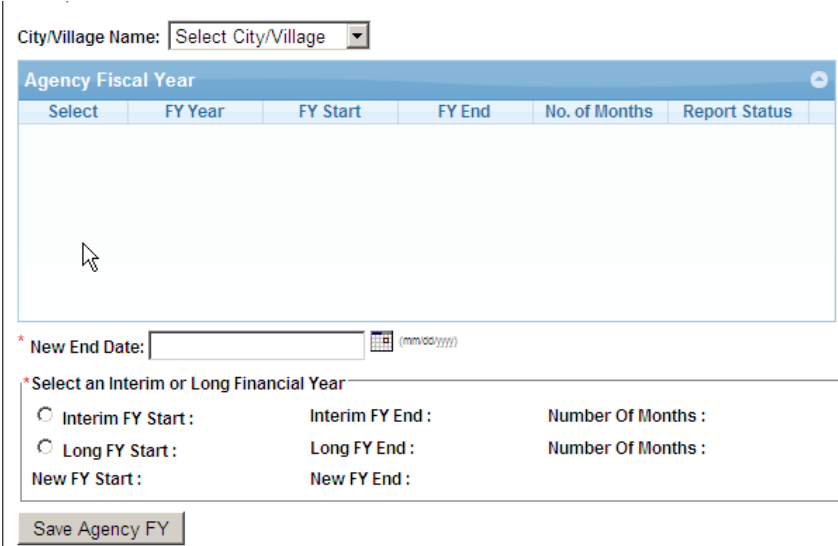
Step	Action
6	You cannot submit a report with an active error. If your report has an error that you cannot correct, send an email to mailto:MDOT-Outreach@michigan.gov .
7	You can submit a report with active warnings, but you must enter an Explanation for each one.
8	Click the Submit Report button at 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	Click the Change Agency FY tab.
	
	<p>The following screen is displayed.</p> 
2	<p>Click the City/Village Name dropdown arrow, and click to select the name of your city or village.</p> <p>The Agency Fiscal Year table is populated with your current fiscal year information.</p> <p style="text-align: right;"><i>See Next Page</i> ⇒</p>

Step	Action
 Note:	You can change the fiscal year for the financial report you currently have In Process in ADARS (and moving forward).
3	Click the circle in the Select column to select the fiscal year you want to change.
4	Enter the New (fiscal year) 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.

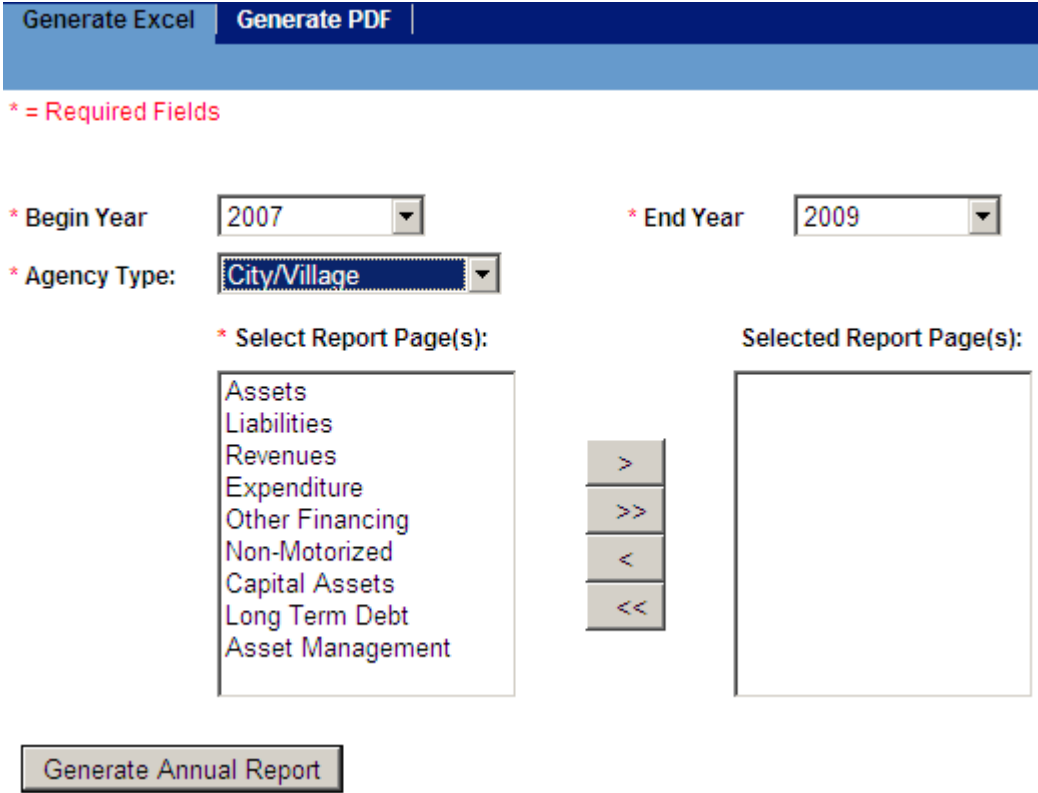
Chapter 7 - Annual Reports Download

The Annual Reports Download function enables users to download data from approved Act 51 Street Financial Reports.





These procedures describe the annual reports download options:

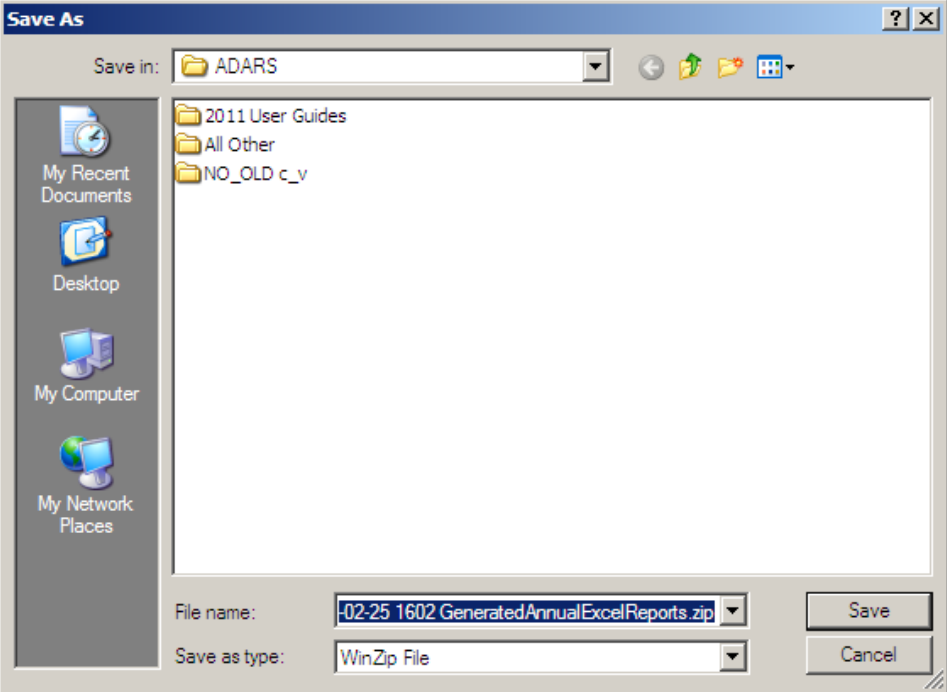

- The Generate Excel option enables download of selected data from approved annual financial reports to an Excel format.
 - The Generate PDF option enables download of one entire approved annual financial report to a PDF format (not editable).
-

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

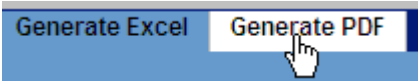
Step	Action
1	<p>Click the Annual Reports Download link on the ADARS main menu.</p> <p style="text-align: center;"><u>Annual Reports Download</u></p> <p>The Generate Excel tab is displayed.</p>
	
! Note:	If you want data from only one year, enter the same year in both Year fields.
2	Select Begin Year 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.

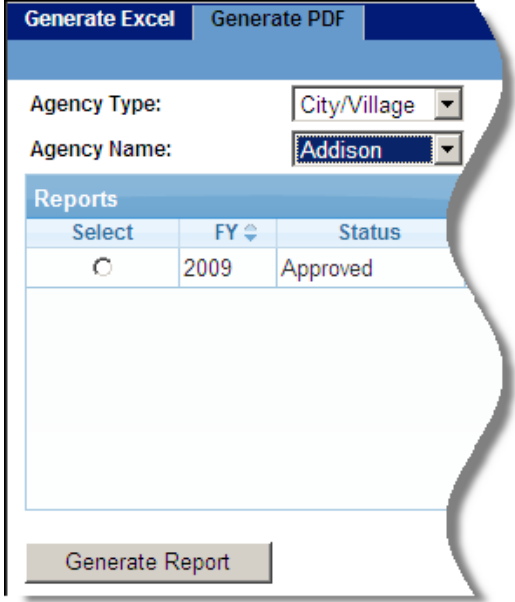
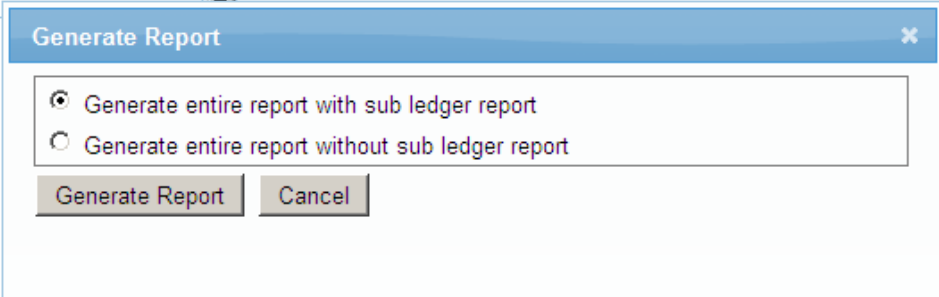
See Next Page ⇒

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 1129 1325 1549" data-label="Image"> </div> <p style="text-align: right;">See Next Page ⇒</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;"><i>Annual Reports Download</i></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: 5px;"> <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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="background-color: #003366; color: white;">Reports</th> </tr> <tr> <th style="width: 10%;">Select</th> <th style="width: 10%;">FY</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Changed By</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="height: 150px;"> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Generate Report"/></p> </div>	Reports					Select	FY	Status	Date	Changed By					
Reports																
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>