

# Center for Educational Performance and Information (CEPI)

## *Financial Information Database (FID) Budgetary Assumptions User Guide*

**For Budget Year 2017-18**

**Last Updated: 3/22/2018**

### **Questions:**

Email: [cepi@michigan.gov](mailto:cepi@michigan.gov)

Phone: 517-335-0505 x3



## Contents

Introduction .....	3
Which districts are required to submit Budgetary Assumptions? .....	3
Logging In .....	3
Need a Username and Password? .....	4
Session Timeout.....	4
Getting Started.....	5
FID Help Resources .....	5
Entering the application for the first time.....	5
Welcome screen .....	5
Menus .....	5
School District Information .....	6
Browser and System Suggestions .....	6
Pop-Up Blockers .....	6
Budgetary Assumption (BA) Data Collection .....	8
Navigating to the Budgetary Assumptions Page.....	8
Entering Data: .....	8
Saving & Submitting the BA Collection .....	10
Printing your Data .....	10
Correcting your Data.....	10
For Authorizers of Public School Academies.....	10

## Introduction

The Center for Educational Performance and Information (CEPI) is responsible for collecting and reporting data on Michigan's K-12 public schools and students. CEPI oversees the Michigan Education Information System (MEIS), which serves as a comprehensive educational data repository for compiling information. In previous years, school districts submitted aggregated financial data (Form B) using the Education Data Network (EDN). The Financial Information Database (FID) application was developed to replace the EDN to facilitate a more streamlined method of financial data submission.

Public Act 109 of 2015 added Section 1219 to the [Revised School Code](#), which requires any district with a general fund balance under 5% to "submit to CEPI the budgetary assumptions used when adopting its annual budget pursuant to the uniform budgeting and accounting act, 1968 PA 2, MCL 141.421 to 141.440a". In order to comply with this statute, CEPI has created a Budgetary Assumptions Collection within the FID application. These data must be reported by each school district prior to July 7 of each year. This guide provides details for submitting your district's Budgetary Assumptions Collection.

The [FID web page](#) contains additional information about the FID application and reporting financial data.

## Which districts are required to submit Budgetary Assumptions?

Only districts who reported a general fund balance under 5% in one or both of the previous two fiscal years are required to submit this collection. The following calculation is used by the Michigan Department of Treasury to generate the list of required districts:

- Fund Balance: Balance Sheet Fund 11, Major Class 7xx
- Revenue:
  - Fund 11
  - Major Class Codes: 1xx (local); 211 (other); 311, 316, 318 (state unrestricted); 411, 412, 416, 418 and 419 (federal unrestricted); 51x, 52x (funds received through another district)
- Fund Balance as Percent of Revenue: Fund Balance divided by Revenue

## Logging In

To access the FID Application, go to the [FID web page](#) (<https://cepi.state.mi.us/FID>), or go to the [CEPI home page](#) (<http://www.michigan.gov/cepi>), click the "CEPI Applications" menu on the left, click the "Financial Information Database" menu on the left, and then click the "Go to FID" button. Type your MEIS username and password, and then click the "Log In" button.

## **Need a Username and Password?**

To become an authorized user of the FID Application, you must first obtain a MEIS account. If you do not have a MEIS account, click on Obtaining a MEIS Account on the FID login page and follow the on-screen instructions.

Once you have a MEIS account, you must complete and submit a security agreement for the application. The FID Security Agreement Form can also be found on the FID login page.

If you are replacing an authorized user, you may need to complete and return a [MEIS Authorized User Removal Request Form](#) to have that person's permissions to the FID and any other CEPI applications removed.

## **Session Timeout**

The login is needed to establish your identity and allow access rights to confidential financial data. Please remember that your session is tracked. If your session has been inactive for longer than 20 minutes, the system will end your session and you must log in again.

## Getting Started

### FID Help Resources

Before using FID, you should familiarize yourself with the help resources available. To download these resources, go to the [CEPI website](#). Click on "CEPI Applications" on the left-side navigation bar. A submenu will appear and click on "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information here.

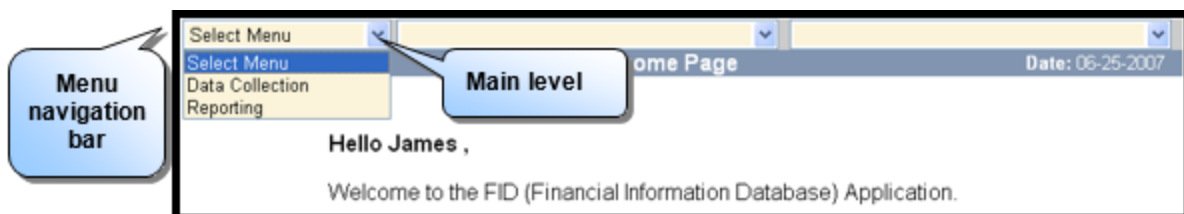
**Entering the application for the first time** - If you are logging in to the FID for the first time, or you have not confirmed your user profile, the application will display your user profile details. This screen allows you to verify and update your profile information as required (this information is separate from your MEIS account). Should you need to change any of your information in the future, this screen is located in the Data Collection menu. Please note that this screen will continue to be displayed at log in until the User Profile information is confirmed.

**Welcome screen** - If you have logged in to the FID before and confirmed your user profile, the application will display the "Welcome Page." This screen displays a salutation with your display name as entered in the User Profile.

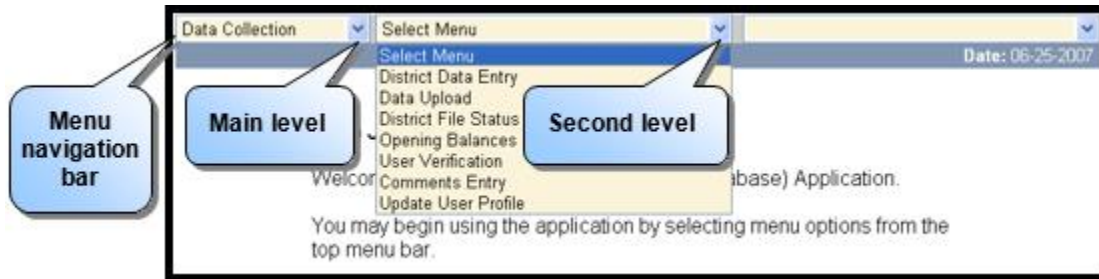
**Menus** - The gray toolbar located under the CEPI banner contains links to help you navigate and access additional help resources.

- **FID Home** - Use this link to return to welcome screen.
- **FID FAQ** - The FID Frequently Asked Questions document will open in a new window. (Acrobat Reader required)
- **Contact CEPI** - Use this link to open a new page that lists CEPI contact information.
- **FID User Guide** - The FID User's Guide will open in a new window. (Acrobat Reader required)
- **Logout** - Use this link to log out of the FID application.

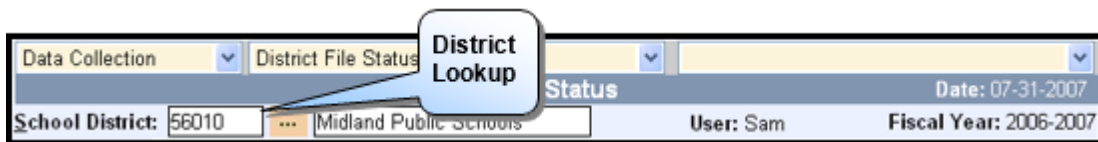
The menu bar located on the top of each screen is the application menu. Navigation through the application is accomplished through a series of drop-down menus, divided into hierarchical levels. Selection in one menu will determine which functions are presented in the next menu. At the main level, you will have multiple options to select. To make a selection at this level, click on the down arrow and then highlight your selection. In the example below, "Data Collection" has been chosen.



Once a function has been selected from the first drop-down list, the second drop-down list will become active. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details on each function and user instructions.



**School District Information** – If you are a user with multiple districts, you can change the district selection by entering the district code in the School District box and clicking the tab key. Alternately, you can select the menu button and select the desired district from the choices presented.



## Browser and System Suggestions

The most recent version of Internet Explorer is the preferred browser for all CEPI applications. While it is possible to use other browsers to access CEPI applications, please be advised that these applications do not function as well as they do in Internet Explorer.

For best performance, view the application with a monitor resolution of 800 x 600 or higher. Windows users can change the resolution of their monitors by going to the START button, selecting SETTINGS, then selecting CONTROL PANEL, and then selecting DISPLAY. You may also place your mouse pointer on the desktop, click the right mouse button and choose PROPERTIES.

## Pop-Up Blockers

CEPI applications utilize pop-up windows to display information to users. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers provide a configuration screen to allow pop-ups from certain websites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

Given the large number of pop-up blocker packages available, it is impossible to provide instructions for disabling each one. If you are unsure how to configure/disable your blocker, please check with the software vendor or your technical staff. Also, pop-up blocking is directly integrated into Internet Explorer.

Please consult the help function of your browser for more information on pop-up blockers.

## Budgetary Assumption (BA) Data Collection

### Navigating to the Budgetary Assumptions Page

Upon logging into FID, you will see the welcome screen shown below. To go to the Budgetary Assumptions screen, click on the left hand menu, and choose "Budgetary Assumptions", then select "Data Collection" from the center menu.

Center for Educational Performance & Information

Michigan.gov

Michigan.gov Home | FID Home | FID FAQ | Contact CEPI | FID User Guide | Logout

Select Menu  
Data Collection  
Reporting  
Financial Forms  
Budgetary Assumptions

FID welcome Page

Date: 06-19-2015

HELLO "Jaci Leonard"

Welcome to the FID (Financial Information Database) Application.

You can use the application by selecting options from the menu above.

If you wish to view or change your User Profile, please [click here](#).

If you have any questions about the application, please contact CEPI Customer Support at 517-335-0505 or at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Please include your full name and complete telephone number (with area code) when you contact Customer Support.

[Michigan.gov Home](#) | [FID Home](#) | [FID FAQ](#) | [Contact CEPI](#) | [State Web Sites](#)  
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

### Entering Data

The Budgetary Assumptions screen will load as shown below, and you will be able to submit the required data.



Contact Info (Required)	
Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text"/>

Print

Budgetary Assumptions for School Year 2016-2017	
Projected Foundation Allowance	<input type="text"/>
Projected Student Membership	<input type="text"/>
Expenditure Per Pupil for School Year 2015-2016	<input type="text"/>
Projected Expenditure Per Pupil for School Year 2016-2017	<input type="text"/>

Save

Submit To CEPI

Data will not be saved unless all fields on the screen are populated.  
Please note the application times out after 20 minutes of inactivity. At that time, the user will be logged out.  
Note that the application does not recognize cell entry or tabbing as activity.

In the "Contact Info" block in the center of the screen, enter the name, phone number, and email address of the person from the district who should be contacted by the Michigan Department of Treasury should they have follow up questions.

Please note: the contact person may be someone other than the person entering the data. Please confirm that the correct information is reported.

Below the contact information, four additional fields are required to be completed:

- **Projected Foundation Allowance:** This is the projected per-pupil foundation allowance the school district or public school academy used by its governing body when adopting the entity's budget for the upcoming fiscal year.
- **Projected Student Membership:** The projected membership of the school district or public school academy used when adopting the budget for the entity for the upcoming fiscal year.
- **Expenditure per Pupil for School Year 2017-2018:** The estimated expenditures per pupil for the school district or public school academy for the

immediately preceding fiscal year, calculated by dividing the total general fund operating expenditures during the fiscal year by the student membership for the school district or public school academy reported by the Michigan Department of Education in the most recent State Aid Financial Status report for the month of May.

- **Projected Expenditure per Pupil for School Year 2018-2019:** The projected expenditures per pupil for the school district or public school academy for the new fiscal year. To calculate, take the total general fund expenditures for the entity authorized by its governing body when adopting the budget for the new fiscal year, and divide it by the projected membership used by the governing body of the entity in determining its budget for the new fiscal year.

## **Saving & Submitting the BA Collection**

The “Save” button will keep your data so you can exit the application and come back later to complete the submission. Saving your data does **not** officially submit the BA Collection to CEPI. When you have completed entering the data and have confirmed that it is accurate, complete the submission by selecting the “Submit to CEPI” button. Be sure to print a copy of your collection.

## **Printing your Data**

Please print a copy of the data you submitted to keep for your records.

## **Correcting your Data**

Data that has already been submitted to CEPI can be modified before the due date. To modify data that have already been submitted, please contact CEPI Customer Support for further assistance.

## **For Authorizers of Public School Academies**

An authorizing body (authorizer) of a public school academy may submit this data on behalf of their public school academy(ies). The authorizer should contact CEPI Customer Support to get security access to the FID.