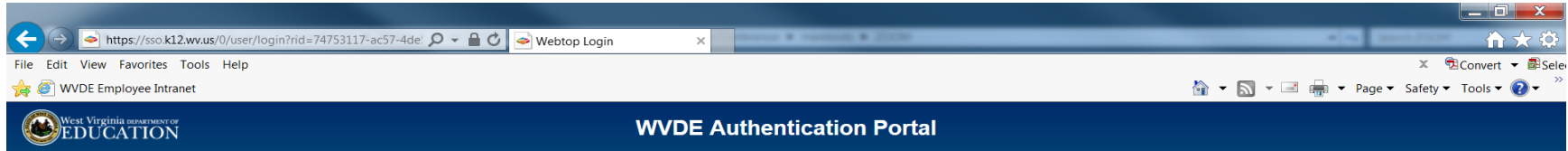


1. Log onto the following site:

<http://zoomwv.k12.wv.us/DashboardQA/portalHome.jsp>



Webtop Login

The application **ZoomWV** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:
Password:

[Forgot user name and/or password?](#)

The username is your k12 email address
The password is the same password you use for your email.

Access to this report is only available to individuals that have the approved and appropriate rights. ZoomWV-e rights are administered through WVEIS and are linked directly to the individual’s authority level within WVEIS. To view the following reports, an individual must obtain appropriate credentials/accounts through WVEIS and WEBTOP.

Contact zoomwv@help.k12.wv.us or the WVDE Data Governance unit at 304.558.7881 for questions related to logging into your account.

2. Locate and click on the "Financial" tab.

The screenshot shows the ZoomWV Edvantage Dashboard interface. At the top, there is a navigation menu with tabs for Metrics That Matter, A-F Report Card, District, School, Classroom, Assessments, CTE, **Financial**, and Student Search. The 'Financial' tab is highlighted with a red circle. Below the navigation menu, there is a 'Summary' section with various filters and a table of key statistics:

# Schools	# Teachers	# Students	% Att. YTD	# Incidents	% Chronically Absent
729	23,267	276,863	93.09%	224,871	19.96%

Below the summary table, there is a bar chart titled '# Currently Enrolled Students' showing enrollment by grade level (PK through 12, SS, 13, 14, 15, @ERR, PRJ). The highest enrollment is in grade 09 with 21,636 students.

On the right side, there is a 'Related Reports' section with links for School Report, District Report, and State Report.

At the bottom, there is a table titled 'Attendance YTD' showing attendance percentages for various schools:

School	% Attn.
A. T. Allison Elementary School	93.94%
Academy Of Careers And Technology	98.62%
Academy Programs	100%
Adamston Elementary School	92.36%
Alban Elementary School	94.8%
Alderson Elementary	93.85%
Altizer Elementary School	94.54%
Alum Creek Elementary School	94.29%
Anawalt Elementary School	92.33%
Andrew Jackson Middle School	93.33%
Andrews Heights Elementary School	94.24%

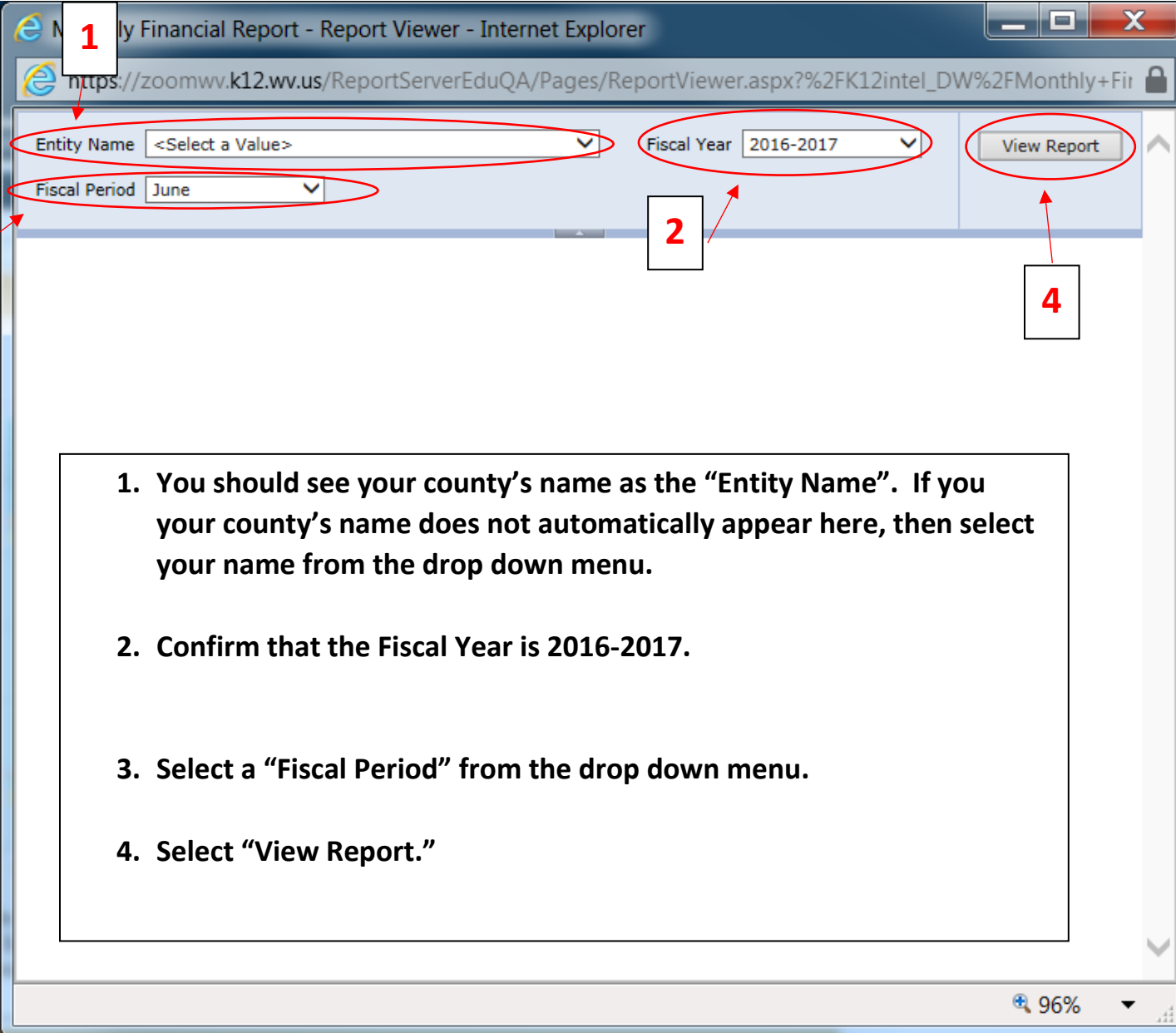
To the right of the attendance table is a line chart titled 'Daily Unexcused Absences for last 30 days' showing a sharp decline from 704 absences on 06/08/2017 to 28 absences on 06/09/2017, with a slight increase to 65 on 06/12/2017 and 37 on 06/13/2017.

3. Look on the left side of the screen for the Related Reports section. You should see an option for “Monthly Financial Report”

The screenshot shows the Edvantage Dashboard interface. On the left-hand side, under the 'Related Reports' section, the 'Monthly Financial Report' link is highlighted with a red circle. A red arrow points from the text above to this link. The main dashboard area displays a 'State YTD Object Expenditures' chart, which is a stacked bar chart showing monthly expenditures from July to June, with a 'Year End' and 'Final' category. The y-axis represents 'Dollars (in thousands)' ranging from 0 to 350,000. The legend includes categories such as Expenditures-Fixed Charges-Employee Benefits, Expenditures-Other Items, Expenditures-Other Objects, Expenditures-Other Purchased Services, Expenditures-Personal Services, Expenditures-Property, Expenditures-Purchased Professional & Technical Services, Expenditures-Purchased Property Services, and Expenditures-Supplies. Below the main chart is a 'State YTD Object Expenditures Totals' chart, which is a single bar chart showing the total expenditure for the year, with a 'Grand Total: 3,020,748.71' displayed. The browser address bar at the top shows 'https://zoomwv.k12.wv.us/DashboardDev/portalHome.jsp'.

Clicking on the Monthly Financial Report will enable a pop-up window. Be patient! Populating the window options may take a while.

Creating the Report:



The screenshot shows a web browser window titled "Monthly Financial Report - Report Viewer - Internet Explorer". The address bar displays the URL: https://zoomww.k12.wv.us/ReportServerEduQA/Pages/ReportViewer.aspx?%2FK12intel_DW%2FMonthly+Fir. The interface includes several dropdown menus and a button:

- Entity Name:** A dropdown menu with the text "<Select a Value>".
- Fiscal Year:** A dropdown menu with the text "2016-2017".
- Fiscal Period:** A dropdown menu with the text "June".
- View Report:** A button labeled "View Report".

Four numbered callouts are present:

- 1:** Points to the Entity Name dropdown.
- 2:** Points to the Fiscal Year dropdown.
- 3:** Points to the Fiscal Period dropdown.
- 4:** Points to the View Report button.

Below the interface, a text box contains the following instructions:

1. You should see your county's name as the "Entity Name". If your county's name does not automatically appear here, then select your name from the drop down menu.
2. Confirm that the Fiscal Year is 2016-2017.
3. Select a "Fiscal Period" from the drop down menu.
4. Select "View Report."

The browser's status bar at the bottom right shows a magnifying glass icon and "96%".

Confirm that the information you selected is correct. Then proceed through the pages using the arrows at the top left.

Entity Name Fiscal Year View Report

Fiscal Period

1 of 2 ? 100%

COUNTY BOARD OF EDUCATION
Monthly Financial Report
on a Cash Basis for May, 2017

The beginning fund balances are only accurate if the county utilizes the Beginning Transaction Balance.

West Virginia Department of
EDUCATION

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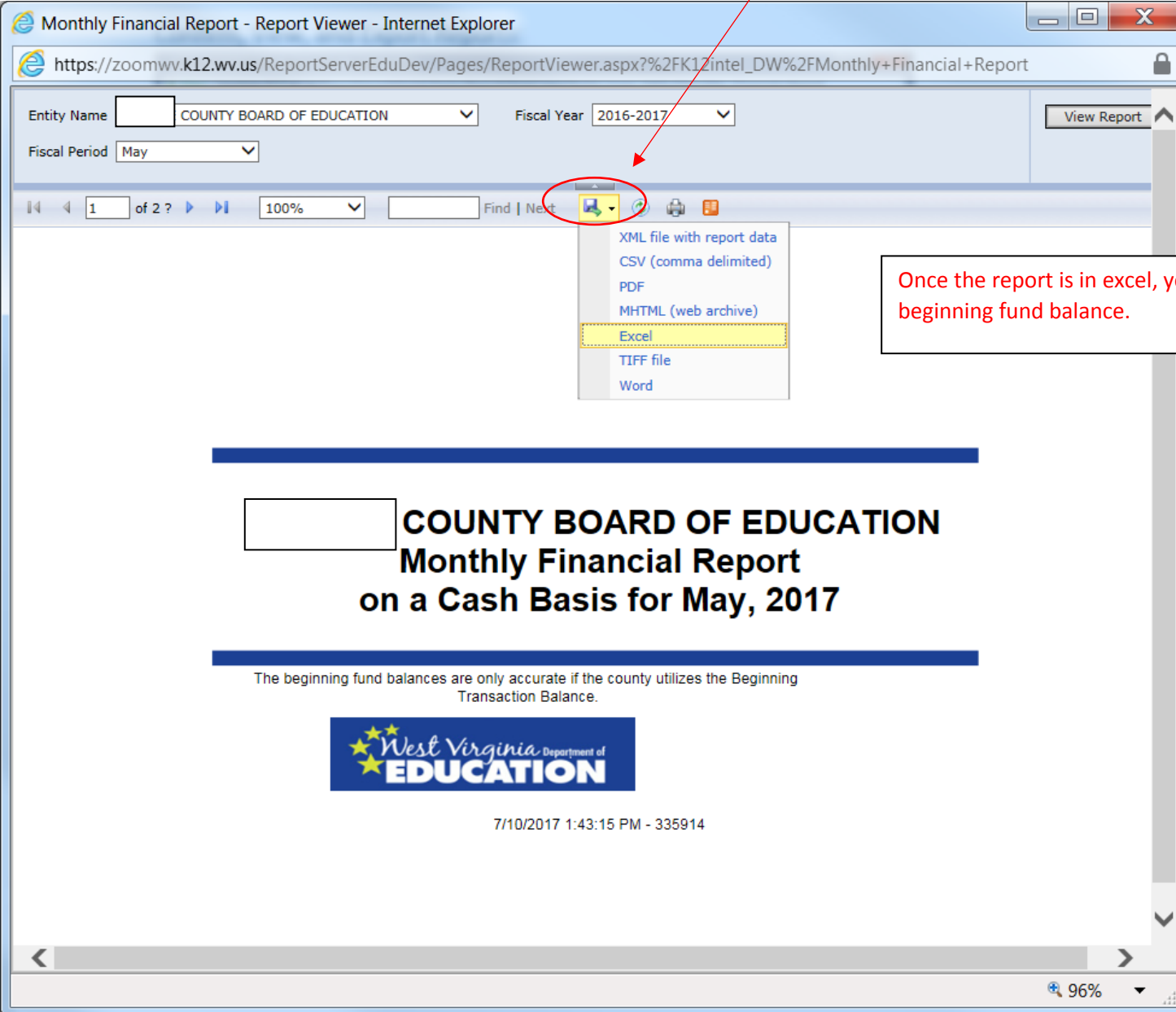
96%

IMPORTANT!!

Some Counties choose to use AJEs to enter their beginning balances each year. THIS IS OK!! Just know that the beginning balances will not calculate properly in this report unless you use the Beginning Transaction Balance field for the beginning balance each year.

Another option!!

You can export the report into a format of your choosing by selecting the export icon (which looks like an old floppy disk with a green arrow).




The screenshot shows a web browser window titled "Monthly Financial Report - Report Viewer - Internet Explorer". The address bar shows the URL: https://zoomwv.k12.wv.us/ReportServerEduDev/Pages/ReportViewer.aspx?%2FK12intel_DW%2FMonthly+Financial+Report. The interface includes several dropdown menus: "Entity Name" set to "COUNTY BOARD OF EDUCATION", "Fiscal Year" set to "2016-2017", and "Fiscal Period" set to "May". A "View Report" button is visible in the top right. Below the filters is a navigation bar with "1 of 2 ?" and "100%". An export icon (floppy disk with a green arrow) is circled in red, and a dropdown menu is open, listing export options: "XML file with report data", "CSV (comma delimited)", "PDF", "MHTML (web archive)", "Excel" (highlighted in yellow), "TIFF file", and "Word".

Once the report is in excel, you can key in the correct beginning fund balance.

COUNTY BOARD OF EDUCATION
Monthly Financial Report
on a Cash Basis for May, 2017

The beginning fund balances are only accurate if the county utilizes the Beginning Transaction Balance.



7/10/2017 1:43:15 PM - 335914

96%