



West Virginia DEPARTMENT OF
EDUCATION

HELPFUL RESOURCES

A QUICK REFERENCE GUIDE
OF WEBSITE LINKS

presented by Lori Elliott, Coordinator



West Virginia DEPARTMENT OF
EDUCATION

Office of School Finance
Home Page

Office of School Finance Home Page

- <https://wvde.us/finance-and-administration/school-finance/>

The screenshot shows the top navigation bar with the following items: Federal Programs & Support, Support & Accountability, Teaching & Learning, Data Management & Information Systems, School Operations & Finance (highlighted), and Technical and Adult Education. Below this is a dark blue header for "School Finance" with a breadcrumb trail: Home > Finance & Administration > School Finance. A red arrow points to the "Data" tab in a row of buttons, which also includes "Forms, Checklists & Templates", "Manuals & Policies", "Workshops", "Resources", and "Financial & Certified List Reports".

About Us

The Office of School Finance calculates and distributes legislative funding to the West Virginia school districts, including the state aid to schools through the Public School Support Program, provides guidance for the preparation of school district annual financial statements, promulgates rules concerning school finance issues, delivers professional learning and assists school district finance officers with countless questions each year.

Contact Us

- 📍 Building 6, Room 215
1900 Kanawha Boulevard East
Charleston, West Virginia 25309-0330
- 📞 Phone: 1-833-627-2833
- 📠 Fax: (304) 558-8867
- 📁 [Office Directory](#)



Office of School Finance Home Page Data tab

The screenshot shows the "Data" tab selected in the navigation menu, with a breadcrumb trail: Home > Finance & Administration > School Finance > Data. Below the header is a grid of eight circular icons, each containing a document symbol and a fiscal year label: 2010 - 2011, 2011 - 2012, 2012 - 2013, 2013 - 2014, 2014 - 2015, 2015 - 2016, 2016 - 2017, and 2017 - 2018.



Office of School Finance Home Page Data tab

2021-2022

🏠 > Finance & Administration > School Finance > Data > 2021-2022

State Aid (PSSP)

📄 [COMPS22](#)

State Salary Schedules

📄 [Comps Summary 22 Final](#)

County Salary Schedules

📄 [Detailed Comps Summary 22 Final](#)

Average Contracted Salaries

📄 [Comps on a Pct Basis 22 Final](#)

📄 [PSSP 22 Executive Summary – Final Comps](#)

📄 [PSSP Abbreviated Summary 22 – Final Comps](#)

📄 [MCVC22 Final Comps](#)

📄 [MCVC Allocation Factors 22 Final](#)

📄 [LOCAL SHARE 22 at 19.40 Final](#)



West Virginia DEPARTMENT OF
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Office of School Finance Home Page Data tab

2021-2022

🏠 > Finance & Administration > School Finance > Data > 2021-2022

State Aid (PSSP)

📄 [Service Salary Schedules by County 22](#)

State Salary Schedules

📄 [Service Salary Schedules \(Summary\) 22](#)

County Salary Schedules

📄 [Professional Salary Schedules by County 22](#)

Average Contracted Salaries

📄 [Professional Salary Schedules \(Summary\) 22](#)

📄 [Average of the Service Salary Schedules by County 22](#)

📄 [Average of the Professional Salary Schedules by County 22](#)



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Office of School Finance Home Page Forms, Checklists, & Templates

Forms, Checklists & Templates

🏠 > Finance & Administration > School Finance > Forms, Checklists & Templates

Budget Instructions and Forms

📄 [Budget Carryover Instructions and Tips \(5-21\)](#)

LEA Annual Financial Statement Instructions & Forms

📄 [Budget Revision Procedures – WOW](#)

School Financial Statements Forms

📄 [Bond-Excess Levy Rate Worksheet 23](#)

Treasurer's Monthly Financial Report Template

📄 [Levy Order and Rate Sheet 23](#)

PEIA Reallocation Estimate Template

📄 [Proposed Budget Calendar 23](#)

📄 [Proposed Budget Packet 23](#)



West Virginia DEPARTMENT OF
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Office of School Finance Home Page Forms, Checklists, & Templates

Forms, Checklists & Templates

🏠 > Finance & Administration > School Finance > Forms, Checklists & Templates

Budget Instructions and Forms

📄 [Signature Statement](#)

LEA Annual Financial Statement Instructions & Forms

📄 [MDA](#)

School Financial Statements Forms

📄 [Financial Statement Instructions](#)

Treasurer's Monthly Financial Report Template

📄 [Supplemental Schedule of Debt for Publication](#)

PEIA Reallocation Estimate Template

📄 [Financial Statement Template](#)

📄 [Financial Statement Template \(non GASB84\)](#)



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Office of School Finance Home Page Manuals & Policies

Manuals & Policies

Home > Finance & Administration > School Finance > Manuals & Policies

Manuals



Capital Asset Manual



Chart of Accounts



FLSA Compliance Guide



Record Retention
Schedule



State Compliance Audit
Supplement



West Virginia DEPARTMENT OF
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Office of School Finance Home Page Manuals & Policies

Policies



Policy 1224.1

Accounting Procedures Manual
for Public Schools in West Virginia



Policy 8100

Public School Finance (Handbook
for School Finance in West
Virginia)



Policy 8200

Purchasing Policies and
Procedures Manual for Local
Education Agencies (Official Copy)



Policy 8200

Purchasing Policies and
Procedures Manual for Local
Education Agencies (Searchable
Copy)



West Virginia DEPARTMENT OF
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Office of School Finance Home Page Workshops

Workshops

Home > Finance & Administration > School Finance > Workshops



2013



2014



2015



2016



2017



2018



2019



2020



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Office of School Finance Home Page Workshops

2021 Workshop

Home > Finance & Administration > School Finance > Workshops > 2021 Workshop

Certified List

The Finance Games

Spring ASBO

Fall ASBO

Documents

- [Certification Updates 8.5.21](#)
- [Certified List Edit Explanations](#)
- [Certified List Errors 2021-22](#)
- [Certified List](#)
- [CL_WoW](#)
- [Classroom Teachers Positions 22](#)
- [HMS UPDATE](#)
- [Professional Certified List Instructions 22](#)
- [Service Certified List Instructions 22](#)

Videos

- [Morning Session](#)
- [Afternoon Session](#)



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Office of School Finance Home Page Resources

Resources

🏠 > Finance & Administration > School Finance > Resources

Current Excess Levies

-  [Berkeley BOE – 2025](#)
-  [Boone BOE – 2025](#)
-  [Brooke BOE – 2024](#)
-  [Cabell BOE – 2025](#)
-  [Calhoun BOE – 2022](#)
-  [Clay BOE – 2022](#)
-  [Harrison BOE – 2025](#)
-  [Jackson BOE – 2024](#)
-  [Jefferson BOE – 2025](#)
-  [Kanawha BOE Library – 2025](#)
-  [Kanawha BOE School – 2024](#)
-  [Mercer BOE – 2025](#)
-  [Mineral BOE – 2025](#)
-  [Mingo BOE – 2024](#)
-  [Monongalia BOE – 2022](#)
-  [Monroe BOE – 2025](#)
-  [Morgan BOE – 2023](#)



Office of School Finance Home Page Resources

Sourcebooks

-  [Source Book – 2008](#)
-  [Source Book – 2009](#)
-  [Source Book – 2010](#)
-  [Source Book – 2011](#)
-  [Source Book – 2012](#)
-  [Source Book – 2013](#)
-  [Source Book – 2014](#)



Office of School Finance Home Page Financial & Certified List Reports

Financial & Certified List Reports

🏠 > Finance & Administration > School Finance > Financial & Certified List Reports



Certified List of
Personnel Summary Form



Project Financial Report



Proposed Budget
Reported by County



Transmittal Inquiry by
Vendor



Transmittal Inquiry by
Grant



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West Virginia DEPARTMENT OF
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WVEIS Resources

WOW Resources – maintained by Kim Harvey

- <https://wveis.k12.wv.us/index.cfm>



West Virginia DEPARTMENT OF EDUCATION

About WVEIS	Calendar	Support	WVEIS Web	Contact Us
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Welcome to the all new WVEIS web site. In an effort to make our site easier to use for our visitors as well as West Virginia Department of Education staff, we have made many changes to our site. Over the next several weeks, you will begin to see more documentation and information about WVEIS appearing on these pages.

Watch for new things being added all the time. All feedback about our site is welcome!

For WVEIS Support call 1 (304) 957-1212 or Toll Free 1 (844) 657-6427

See links for other help desks below

Or Email the HelpDesk at: WVEIS-helpdesk@help.k12.wv.us

News Flashes

- [Signon to WVEIS On Web \(WOW\) Version 2](#)
- [Log onto ZoomWV!](#)
- [Obtain WVEIS Id](#)
- [Re-Enable WVEIS Id](#)
- [Student Internet Survey](#)



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WOW Resources – maintained by Kim Harvey

Home	Calendar	Support	WVEIS Web	Contact Us
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STUDENT SUPPORT PAGE

Welcome to the WVEIS Support Center. This section of the WVEIS Web is dedicated to providing answers to Frequently Asked Questions (FAQs), sharing ideas, distributing PC based software for use with WVEIS, and allowing end users of the WVEIS to submit enhancement requests and problem reports to state WVEIS staff.

Email WVEIS Helpdesk: WVEIS-helpdesk@help.k12.wv.us

Phone Toll Free: 844.657.6427

Custom Program Documentation
The PORTAL

Additional Program Documentation
[WV Adjusted Cohort Graduation Rates Guide](#)
[GED Option 1 Pathway Information](#)

[Finance Support Page](#)
[SEQUEL Support Page](#)
[Support Page update on 01/11/19](#)
Course Code Manual Updated 07/12/21
Course Code Information
SY21-22 COURSE CODE MANUAL



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WOW Resources – maintained by Kim Harvey

Home Calendar Support WVEIS Web Contact Us

FINANCE SUPPORT PAGE

Welcome to the WVEIS Finance Support Center. This section of the WVEIS Web is dedicated to providing answers to Frequently Asked Questions (FAQs), sharing ideas, distributing PC based software for use with WVEIS, training materials and documentation, and allowing end users of the WVEIS to submit enhancement requests and problem reports to state WVEIS staff. Many of the handouts were done in Power Point. When printing, be sure to print the Notes Pages to get the instructions along with the screen samples.

Finance Training Materials

[Office 365 WVEIS Finance Videos](#)
[1099 power point](#)
[1099 tips](#)
[ACA 1095C](#)
[W2 power point](#)
[W2 tips](#)
[Compensated Leave File](#)
[FMS Budgeting power point](#)
[FMS Budgeting tips](#)

Finance Documentation

[ACH DD for Vendors](#)
[CONTROL ACCOUNTS](#)
[Annual Retirement Reports](#)
[EARNED INCOME CREDIT](#)
[SICK LEAVE BANK](#)
[Invoice Carryover from Prior Year](#)
[PP Carryover of 2 Days](#)
[PP Carryover 3 Days](#)
[AQS 565 Download](#)
[download](#)
[PURGING VENDORS](#)

CIMS Release Manuals

Support Contact
WVDE School Finance,
 304-558-6300
Kim Harvey, WVEIS Finance Support
 419.202.9898

Federal Grant Award Acceptance Process

- <https://wveis.k12.wv.us/index.cfm>



West Virginia DEPARTMENT OF
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About WVEIS Calendar Support WVEIS Web Contact Us

Welcome to the all new WVEIS web site. In an effort to make our site easier to use for our visitors as well as West Virginia Department of Education staff, we have made many changes to our site. Over the next several weeks, you will begin to see more documentation and information about WVEIS appearing on these pages.

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News Flashes

[Signon to WVEIS On Web \(WOW\) Version 2](#)

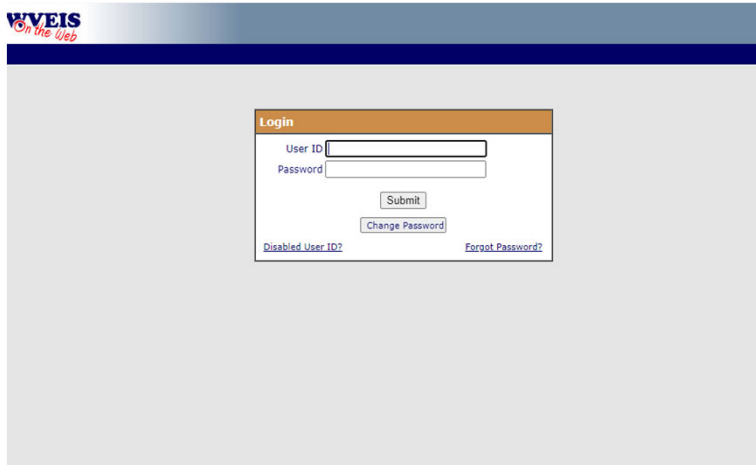
[Log onto ZoomWVet](#)

[Obtain WVEIS Id](#)

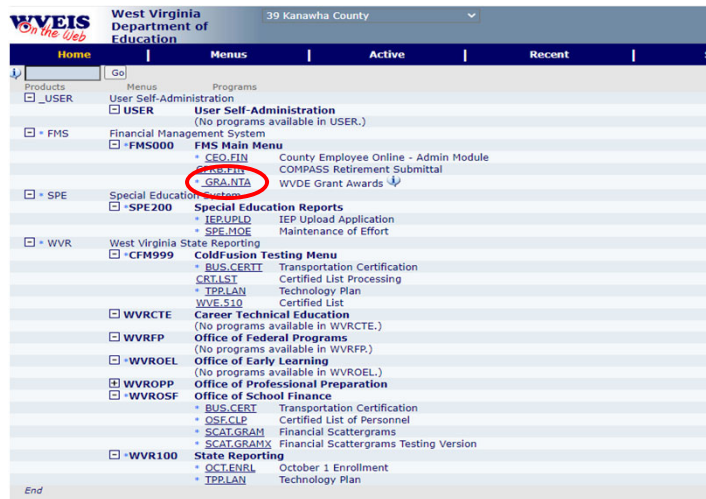
[Re-Enable WVEIS Id](#)

[Student Internet Survey](#)

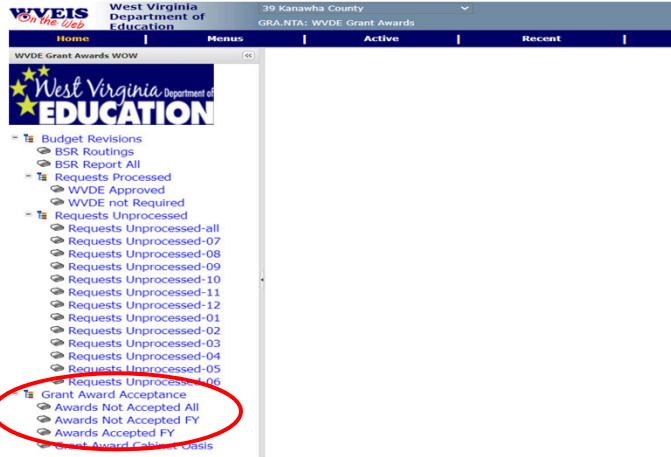
Federal Grant Award Acceptance Process



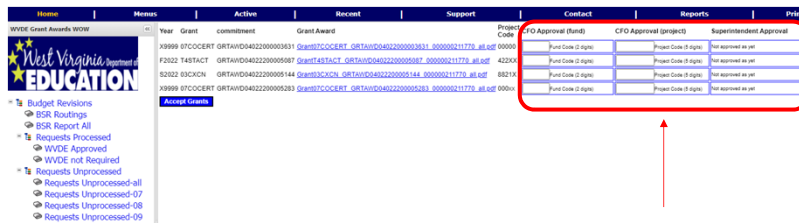
Federal Grant Award Acceptance Process



Federal Grant Award Acceptance Process



Federal Grant Award Acceptance Process



Enter the Fund and Project Number Here.

Federal Grant Award Acceptance Process

Click here to select a different fiscal year.

The screenshot shows the WVDE Grant Awards system interface. At the top, it displays 'West Virginia Department of Education' and '06 Boone County'. A dropdown menu for 'Fiscal Year' is set to '2018' and is circled in red. Below this is a navigation bar with tabs: Home, Menu, Active, Recent, Support, Contact, Reports, and Print. The main content area is a table of grant awards with columns for Year, Grant, Commitment, Grant Award, Project Code, CFA Approval, and Superintendent Approval. A left-hand navigation menu is visible, with 'Grant Award Acceptance' and 'Grant Award Cabinet Oasis' circled in red.



Federal Grant Award Cabinet

This screenshot shows the same WVDE Grant Awards system interface as above, but with the 'Grant Award Cabinet Oasis' menu item in the left-hand navigation menu circled in red. The rest of the interface, including the table of grant awards and the fiscal year dropdown, is identical to the previous screenshot.



Federal Grant Award Cabinet

Barbour County
 Berkeley County
 Boone County
 Braxton County
 Brooke County
 Cabell County
 Calhoun County
 Clay County
 Doddridge County
 Fayette County
 Gilmer County
 Grant County
 Greenbrier County
 Hampshire County
 Hancock County
 Hardy County
 Harrison County
 Jackson County
 Jefferson County
 Kanawha County
 Lewis County
 Lincoln County
 Logan County
 Marion County
 Marshall County
 Mason County
 McDowell County
 Mercer County

Mineral County
 Mingo County
 Monongalia County
 Monroe County
 Morgan County
 Nicholas County
 Ohio County
 Pendleton County
 Pleasants County
 Pocahontas County
 Preston County
 Putnam County
 Raleigh County
 Randolph County
 Ritchie County
 Roane County
 Summers County
 Taylor County
 Tucker County
 Tyler County
 Upshur County
 Wayne County
 Webster County
 Wetzel County
 Wirt County
 Wood County
 Wyoming County

EASTERN PANHANDLE
 INSTRUCTIONAL COOPERATIVE
 MOUNTAIN STATE EDUCATIONAL
 SERVICES COOPERATIVE
 Southern Educational Services Cooperative
 (Calhoun-Gilmer (Calhoun))
 Fred W. Eberle (Lipshur)
 James Rumsey (Berkeley)
 Mid-Ohio Valley (Pleasants)
 Roane-Jackson (Jackson)
 South Branch (Grant)
 United Tech Center (Harrison)
 RESA I (Raleigh)
 RESA II (Cabell)
 RESA III (Kanawha)
 RESA V (Nicholas)
 RESA V (Wood)
 RESA VI (Ohio)
 RESA VII (Harrison)
 RESA VIII (Berkeley)



West Virginia DEPARTMENT OF
EDUCATION

Federal Grant Award Cabinet

Barbour County
 Berkeley County
 Boone County
 Braxton County
 Brooke County
 Cabell County
 Calhoun County
 Clay County
 Doddridge County
 Fayette County
 Gilmer County
 Grant County
 Greenbrier County
 Hampshire County
 Hancock County
 Hardy County
 Harrison County
 Jackson County
 Jefferson County
 Kanawha County
 Lewis County
 Lincoln County
 Logan County
 Marion County
 Marshall County
 Mason County
 McDowell County
 Mercer County

Mineral County
 Mingo County
 Monongalia County
 Monroe County
 Morgan County
 Nicholas County
 Ohio County
 Pendleton County
 Pleasants County
 Pocahontas County
 Preston County
 Putnam County
 Raleigh County
 Randolph County
 Ritchie County
 Roane County
 Summers County
 Taylor County
 Tucker County
 Tyler County
 Upshur County
 Wayne County
 Webster County
 Wetzel County
 Wirt County
 Wood County
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EASTERN PANHANDLE
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 RESA II (Cabell)
 RESA III (Kanawha)
 RESA IV (Nicholas)
 RESA V (Wood)
 RESA VI (Ohio)
 RESA VII (Harrison)
 RESA VIII (Berkeley)

Jackson County
SY F2014
 GR TAWD04021500001531 Project-4353X IDEA-SA Discretionary Accepted 10/20/2014
 GR TAWD04021500002815 Project-4541x Accepted 05/18/2015
 GR TAWD04021500003287 Project-4353X IDEA-SA Discretionary Accepted 01/27/2015
 GR TAWD04021500004029 Project-4353X IDEA-SA Discretionary Accepted 04/16/2015
 GR TAWD04021500004385 Project-4353X IDEA-SA Discretionary Accepted 09/18/2015
SY F2015
 GR TAWD04021500001037 Project-5051X Accepted 10/20/2014
 GR TAWD04021500001369 Project-43510 Accepted 10/07/2014
 GR TAWD04021500001373 Project-4352X Accepted 10/07/2014
 GR TAWD04021500001573 Project-6172x Accepted 01/27/2015
 GR TAWD04021500001665 Project-4353X IDEA-SA Discretionary Accepted 10/20/2014
 GR TAWD04021500001703 Project-4151X Accepted 11/05/2014
 GR TAWD04021500001770 Project-4051X Accepted 11/08/2014
 GR TAWD04021500001835 Project-5951X Accepted 01/05/2015
 GR TAWD04021600002824 Project-4363X IDEA-SA Discretionary Accepted 12/28/2015
 GR TAWD04021600004128 Project-4363X IDEA-SA Discretionary Accepted 03/03/2016
SY F2016
 GR TAWD04021500003895 Project-4174x Title I School Improvement 1003 (a) Accepted 12/28/2015
 GR TAWD04021600000279 Project-4371X Accepted 11/16/2015
 GR TAWD04021600000359 Project-4372X Accepted 11/16/2015
 GR TAWD04021600000438 Project-4161x Accepted 10/27/2015
 GR TAWD04021600000758 Project-4061X Accepted 03/03/2016
 GR TAWD04021600001094 Project-5071X Accepted 08/06/2015
 GR TAWD04021600001184 Project-5991X Accepted 12/21/2015
 GR TAWD04021600004211 Project-4373X IDEA-SA Discretionary Accepted 03/15/2016
 GR TAWD04021700003581 Project-4373X IDEA-SA Discretionary Accepted 01/23/2017
 GR TAWD04021700003649 Project-4373X Accepted 01/23/2017
 GR TAWD04021700005820 Project-6871X Accepted 06/26/2017

Search using Ctrl + F



West Virginia DEPARTMENT OF
EDUCATION

Requests Unprocessed – Budget Journal Entries

The screenshot displays the WVDE Grant Awards system interface. The top navigation bar includes 'Home', 'Menus', 'Active', 'Recent', 'Support', and 'Contact'. The main content area shows a table of Budget Journal Entries (JE) with the following columns: JE Month, JE Number, JE Title, and Balanced. The 'Balanced' column contains buttons for 'provide details' (in red) and 'update details' (in blue). A sidebar menu on the left lists various categories, with 'Requests Unprocessed' and its sub-items highlighted by a red circle.

JE Month	JE Number	JE Title	Balanced
0	20052		provide details
0	20054		provide details
2	10002		provide details
4	10012	SAFE SCHOOLS	update details
5	10000	CURRENT EXPENSE SUPPLEMENT PROJECTS	provide details
5	10001	CURRENT EXPENSE SUPPLEMENT	provide details
5	10002	FUND 41 011	provide details
5	10010	INNOVATION ZONES	provide details
5	10011	OSSAR PD	provide details
5	10012	LOCAL PROJECTS	provide details
5	10013	CHILD NUTRITION	provide details
5	10014	CHILD NUTRITION SUMMER PROGRAM	provide details
5	10015	OSSA MATH	provide details
5	10016	TITLE 4	provide details
5	10017	PRESCHOOL	provide details
5	10018	ADULT EDUCATION LOCAL	provide details
5	10019	REHAB GRANT	provide details
5	20000	CURRENT EXPENSE TRANSFERS	provide details
5	20001	CURRENT EXPENSE TRANSFERS STEP VII	update details

West Virginia DEPARTMENT OF EDUCATION

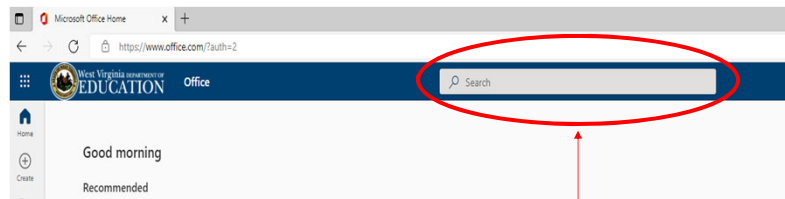
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West Virginia DEPARTMENT OF EDUCATION

Microsoft Stream
WVDE Financial Training Videos

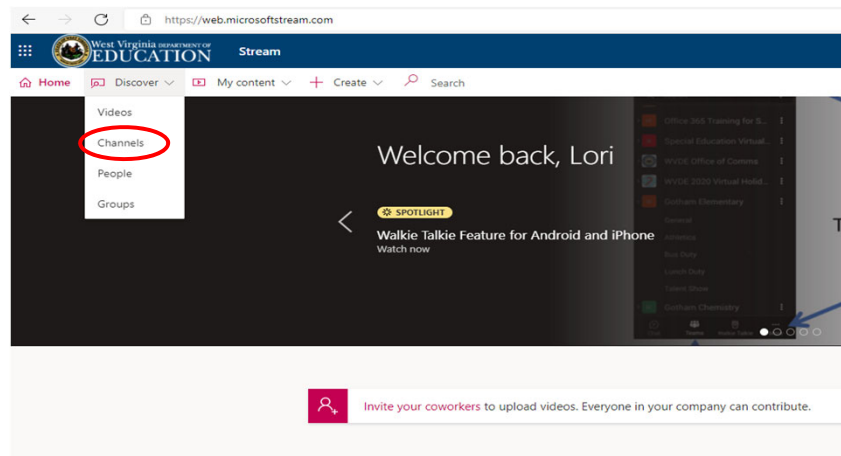
Microsoft Stream – WVEIS Financial Videos

- [Microsoft Office Home](#)



Type the word "stream"
in the search bar.

Microsoft Stream – WVEIS Financial Videos



Microsoft Stream – WVEIS Financial Videos

West Virginia DEPARTMENT OF EDUCATION Stream

Home Discover My content Create Search

Videos Channels People Groups

Search for channels

wveis financial

Sort by Relevance

WVEIS Finance
Channel for WVEIS training and support documents and videos
Follow

WVEIS
This channel will host recordings of meetings, tutorials, and other updates for WVEIS
Follow

WVEIS Virtual Conf...
Welcome to the WVEIS Virtual Conference Channel! This channel will host the videos for each of the sessions ...

WVEIS 2.0 Training ...
Missed one of our public training sessions? Find them here!

If you click on “Follow” the WVEIS Finance channel will be easier to find later. It will show up under “My content” – “Followed Channels”

Microsoft Stream – WVEIS Financial Videos

WVEIS Finance ...
Channel for WVEIS training and support documents and videos
Following 18 23

Drag more files anywhere, or select more files to upload

Search for videos Search for videos Sort by Trending

Accounts Payable
48 0 0 2/22/2018 Kim Harvey

Employee Certification
25 0 0 2/22/2018 Kim Harvey

Position Inventory Control
27 0 0 2/22/2018 Kim Harvey



West Virginia DEPARTMENT OF EDUCATION

ZOOM WV Financial

ZOOM WV Financial

NOTE: You must be in the Google Chrome or the Firefox web browser to access this report.

Google Chrome



Firefox



- CSBO (108), Director/Coordinator Supportive Services (107), and Professional Accountant (308) position codes are setup to have district-level aggregate access to this ZoomWVe site.
- If you have forgotten your password, you can change it by going to <https://webtop.k12.wv.us/password/> and entering any of the emails associated with your account, including your k12 email.
- ➔ If you experience any issues or setbacks with getting logged into the site, please email the help desk at zoomwv@help.k12.wv.us

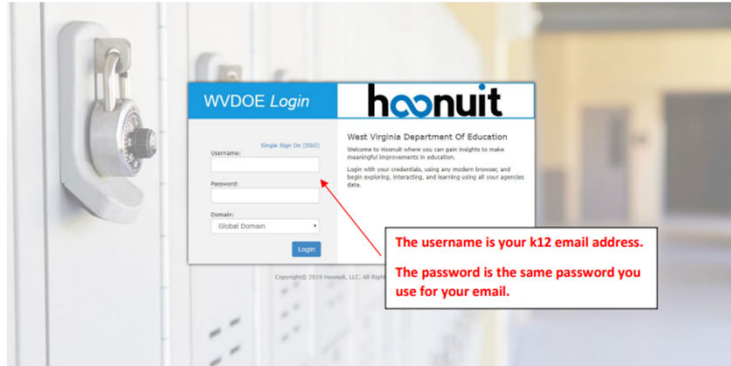
Access to this report is only available to individuals that have the approved and appropriate rights. ZoomWV-e rights are administered through WVEIS and are linked directly to the individual's authority level within WVEIS. To view the following reports, an individual must obtain appropriate credentials/accounts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



West Virginia DEPARTMENT OF EDUCATION

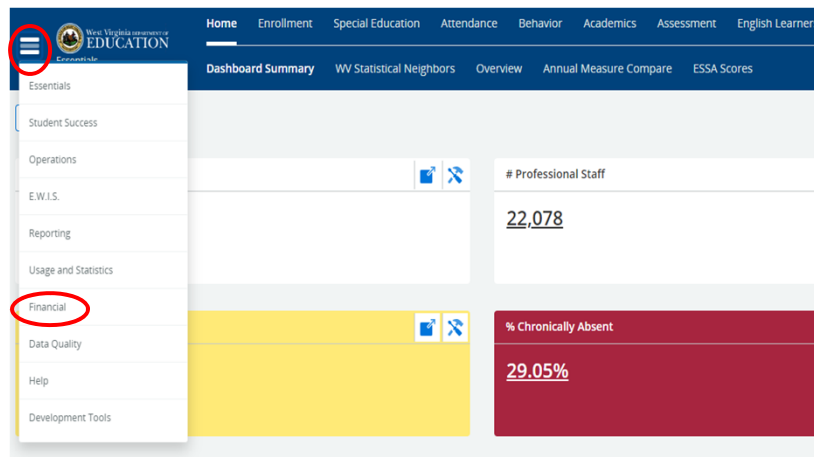
ZOOM WV Financial

- <https://zoomwv.k12.wv.us/educators/>



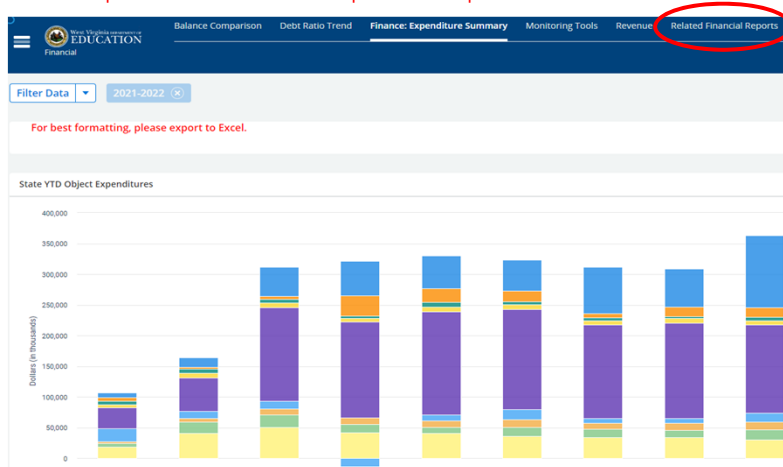
ZOOM WV Financial – Monthly Financial Reports

Locate the “hamburger” symbol and then click on the “Financial” tab.



ZOOM WV Financial – Monthly Financial Reports

Select the option for "Related Financial Reports at the top of the screen.



ZOOM WV Financial – Monthly Financial Reports

You will see a link to the "Monthly Financial Report" on the left-hand side of the screen.

The screenshot shows the West Virginia Department of Education Finance dashboard. The top navigation bar includes links for Related Assessment Reports, Related Financial Reports (underlined), Report Card Reports, and Dashboard Summary. Below the navigation bar is a 'Filter Data' dropdown set to '2021-2022' and 'July'. The main content area displays a 'Related Financial Reports Listing' section with a search bar labeled 'Available Reports'. A link for 'Monthly Financial Report' is circled in red.

ZOOM WV Financial – Monthly Financial Reports

Creating the report.

1. You should see your county's name as the "Entity Name". If you 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 correct.
3. Select a "Fiscal Period" from the drop down menu.
4. Must select "OK" to proceed. 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.
5. Select "View Report."

ZOOM WV Financial – Monthly Financial Reports

Confirm that the information you selected is correct. Proceed through the pages using the arrows at the top left of the report.

Related Financial Reports Listing

Available Reports

Monthly Financial Report

Entity Name | BARBOUR COUNTY SCHOOLS | Fiscal Year | 2021-2022 |

Fiscal Period | March | The beginning fund balances are only accurate if the county utilizes the Beginning Transaction Balance. | OK |

1 of 3

BARBOUR COUNTY SCHOOLS
Monthly Financial Report
on a Cash Basis for March. 2022

ZOOM WV Financial – Monthly Financial Reports

Another option: You can export the reports into a format of your choosing by selecting the export icon (floppy disk with a green arrow).

Related Financial Reports Listing

Available Reports

Entity Name: BARBOUR COUNTY SCHOOLS Fiscal Year: 2021-2022

Fiscal Period: March The beginning fund balances are only accurate if the county utilizes the Beginning Transaction Balance. OK

Monthly Financial Report

1 of 27

Export options:

- XML file with report data
- CSV (comma delimited)
- PDF
- HTML (web archive)
- Excel
- TIFF file
- Word

ZOOM WV Financial – Data Quality Edits

Locate the “hamburger” symbol and then select Data Quality

Home Enrollment Special Education Attendance Behavior Academics Assessment English Learners CTE

Dashboard Summary WV Statistical Neighbors Overview Annual Measure Compare ESSA Scores

Essentials

- Student Success
- Operations
- E.W.I.S.
- Reporting
- Usage and Statistics
- Financial
- Data Quality**
- Help
- Development Tools

Professional Staff

22,078

% Chronically Absent

29.05%



ZOOM WV Financial – Data Quality Edits

Select the link for the Financial Data Quality

West Virginia DEPARTMENT OF EDUCATION
Data Quality

Advanced Data Quality **Financial Data Quality**

Filter Data ▾

Errors  

318,989

Current Data Quality Index

ZOOM WV Financial – Data Quality Edits

You will see a selection screen. Filter the data for the information for your county.

West Virginia DEPARTMENT OF EDUCATION
Data Quality

Advanced Data Quality **Financial Data Quality**

Filter Data ▾ 2021-2022 ✕

Current Financial Audits

ENTITY GROUP	ENTITY	AUDIT DESCRIPTION
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type
CBE	BOONE COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.

ZOOM WV Financial – Data Quality Edits

Once you filter based on your particular criteria, simply click anywhere outside the filter option.

The screenshot shows the 'Advanced Data Quality' interface for 'Financial Data Quality'. A 'Filter Data' dropdown menu is open, showing a list of entities. 'BOONE COUNTY SCHOOLS' is selected with a blue radio button. The background shows a table with columns for 'ENTITY GROUP', 'ENTITY', 'AUDIT DESCRIPTION', and 'AUDIT NOTES'. The 'AUDIT DESCRIPTION' column contains text such as 'Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code'.

ZOOM WV Financial – Data Quality Edits

The Audit Description section and Audit Notes give brief summaries of the edit.

The screenshot shows the 'Current Financial Audits' section of the interface. The filter 'BOONE COUNTY SCHOOLS' is applied. A table displays the following data:

ENTITY GROUP	ENTITY	AUDIT DESCRIPTION	AUDIT NOTES
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code.	During fiscal year 2021-2
CBE	BOONE COUNTY SCHOOLS	Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code.	During fiscal year 2021-2
CBE	BOONE COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.	During fiscal year 2021-2
CBE	BOONE COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.	During fiscal year 2021-2

ZOOM WV Financial – Data Quality Edits

If you double click on either the Audit Description or Audit Note, you will see a partial account number and a dollar amount.

Filter Data | 2021-2022 | BOONE COUNTY SCHOOLS | CBE | BOONE COUNTY SCHOOLS

Account has a specific Balance Sheet Object code but not the corresponding Balance Sheet type account code. | During fiscal year 2021-

Clear All Filters

Current Financial Audits

Total of 1 row(s) with a row limit of 10000

PERIOD	ACCOUNT NUMBER	BUDGET POSTINGS	ENCUMBRANCE POSTINGS	EXPENDITURE POSTINGS	ENTITY GROUP
4	110000000473001000*****	0.00	0.00	-15.74	CBE



ZOOM WV Financial – Data Quality Edits

Examples

Current Financial Audits

ENTITY GROUP	ENTITY	AUDIT DESCRIPTION
CBE	BROOKE COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	CABELL COUNTY SCHOOLS	Account has a Project code that does not exist in the Chart of Accounts.
CBE	CABELL COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.
CBE	CABELL COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	CLAY COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.
CBE	CLAY COUNTY SCHOOLS	Account has an Expenditure Object code but is not a Program/Function type account.
CBE	CLAY COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	CLAY COUNTY SCHOOLS	Account is a Revenue Source type account with an invalid Object code.
CBE	DODDRIDGE COUNTY SCHOOD	Account has a Balance Sheet Object code but is not a Balance Sheet type account.
CBE	DODDRIDGE COUNTY SCHOOD	Account has a Balance Sheet Object code but is not a Balance Sheet type account.
CBE	DODDRIDGE COUNTY SCHOOD	Account has a Fund code that does not exist in the Chart of Accounts.



ZOOM WV Financial – Data Quality Edits

This is what you want to see!

Advanced Data Quality Financial Data Quality

Filter Data 2021-2022 BERKELEY COUNTY SCHOOLS CENTRAL OFFICE

Current Financial Audits

No Data Found.

To correct an invalid coding, fix the issue in WVEIS and then resubmit the monthly financial data file. The next time ZOOM pulls in updated information (each Friday evening), the edits will no longer show on this screen.

ZOOM WV Financial – Dashboards

Locate the “hamburger” symbol and then click on the “Financial” tab.

Home Enrollment Special Education Attendance Behavior Academics Assessment English Learners

Dashboard Summary WV Statistical Neighbors Overview Annual Measure Compare ESSA Scores

Essentials

Student Success

Operations

E.W.I.S.

Reporting

Usage and Statistics

Financial

Data Quality

Help

Development Tools

Professional Staff

22,078

% Chronically Absent

29.05%

ZOOM WV Financial – Dashboards

After clicking on "Financial", you will see several options across the top of the screen.

- Balance Comparison – see over-expenditures and remaining balances by project, program, or object.
- Debt Ratio Trend – total debt in relation to total assets.
- Expenditure Summary – view expenditures by object and program.
- Revenue – see revenue by source.

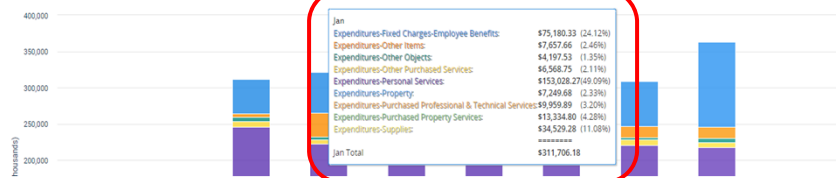
State YTD Object Expenditures



ZOOM WV Financial – Dashboards

You will also see graphs on this page. You can hover over any column and get a summary of data or double-click on the column and you get details.

State YTD Object Expenditures



ZOOM WV Financial – Dashboards

This is the detail you get when you double-click on a column in a graph.

State YTD Object Expenditures

Total of 25 row(s) with a row limit of 10000

ACCOUNT DESCRIPTION	PERIOD	OBJECT	FISCAL PERIOD	EXPENDITURE POSTINGS (THOUSANDS)
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Dental	Dec	2,197.58
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Health/Accident/Life	Dec	18,444.21
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Income Protection	Dec	178.26
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Optical	Dec	360.28
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Retiree Dental Premiums	Dec	21.85
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Retiree Health Premiums	Dec	192.63
--	2021-2022 - PER 6	Expenditures - Fixed Charges - Employee Benefits - Group Insurance - Retiree Vision Premiums	Dec	17.04



ZOOM WV Financial – Dashboards – Monitoring Tools

Select the Monitoring Tools option. Filter based on your particular criteria.

Balance Comparison Debt Ratio Trend Finance: Expenditure Summary **Monitoring Tools** Revenue Related Financials

Filter Data 2021-2022 July

For best formatting, please export to Excel.

Revenue Monitoring Tool

REVENUE SOURCE CODE	REVENUE SOURCE	CURRENT BUDGET	REVENUE RECEIVED
01111	Revenue from Local Sources-Aid Valorem Taxes-Regular Levy - Current Year	-508,465,991.91	-3,310,400.89
01112	Revenue from Local Sources-Aid Valorem Taxes-Excess Levies - Current Year	-558,714,317.00	-3,506,309.16
01113	Revenue from Local Sources-Aid Valorem Taxes-Supplemental - Regular Levy - Current Year	-6,049,649.88	-715,126.41



ZOOM WV Financial – Dashboards – Monitoring Tools

This is an example of a Revenue Monitoring Tool. You can export this data to Excel or PDF.

REVENUE SOURCE	CURRENT BUDGET	REVENUE RECEIVED	REMAINING REVENUE	ESTIMATE	DIFFERENCE	
Revenue from Local Sources-Ad Valorem Taxes-Regular Levy - Current Year	-596,960,993.39	-473,303,280.05	-123,656,704.60	-497,467,494.41	-24,154,214.31	
Revenue from Local Sources-Ad Valorem Taxes-Excess Levies - Current Year	-559,280,566.06	-491,413,893.39	-127,867,471.47	-666,067,139.05	-34,654,243.61	
Revenue from Local Sources-Ad Valorem Taxes-Supplemental - Regular Levy - Current Year	-5,489,689.00	-5,961,070.81	372,281.81	-5,409,026.17	1,653,656.64	-44.90%
Revenue from Local Sources-Ad Valorem Taxes-Supplemental - Excess Levy - Current Year	-5,854,624.33	-7,282,033.08	1,427,408.75	-4,879,853.61	2,403,179.47	-41.02%
Revenue from Local Sources-Ad Valorem Taxes-Regular Levy-Prior Years	-16,779,084.83	-21,007,628.31	4,319,546.48	-13,981,737.36	7,115,891.95	-42.41%
Revenue from Local Sources-Ad Valorem Taxes-Excess Levies - Prior Years	-14,079,305.62	-19,362,901.21	5,283,595.52	-11,732,754.74	7,630,146.47	-54.19%
Revenue from Local Sources-Ad Valorem Taxes-Sales Redeemptions	-595,602.61	-1,199,361.68	603,759.07	-697,168.84	703,192.84	-117.70%
Revenue from Local Sources-Ad Valorem Taxes-Delinquencies/Nonresident Lands	-41,500.00	-326,261.99	191,761.99	-35,416.67	199,845.32	-467.67%

ZOOM WV Financial – Dashboards – Monitoring Tools

This is an example of an Expenditure Monitoring Tool.

OBJECT CODE	OBJECT	CURRENT BUDGET	ENCUMBRANCES	EXPENDITURES	REMAINING	ESTIMATE	DIFFERENCE	VARIANCE
116	Expenditures - Personal Services - Salaries - Professional Personnel - Stipends	13,647.00	23.00	6,620.00	6,984.00	1,137.15	-5,327.51	-61.51%
115	Expenditures - Personal Services - Salaries - Professional Personnel - Extra Student Pay	65,000.00	0.00	0.00	65,000.00	2,436.47	5,416.47	8.33%
112	Expenditures - Personal Services - Salaries - Professional Personnel - Sick Leave Bonus	500,000.00	0.00	476,662.50	23,337.50	41,666.67	-434,995.83	-127.00%
119	Expenditures - Personal Services - Salaries - Professional Personnel - Other Compensation	1,760.00	0.00	1,760.00	0.00	145.00	-1,615.00	-91.78%
121	Expenditures - Personal Services - Service Personnel - Regular	19,517,963.01	0.00	481,472.03	19,036,490.98	1,628,832.00	1,148,340.02	5.97%
122	Expenditures - Personal Services - Service Personnel - Supplemental	610,501.00	0.00	174,724.44	435,776.56	50,884.58	-133,641.86	-20.20%
123	Expenditures - Personal Services - Service Personnel - Overtime	442,330.00	0.00	16,185.88	426,144.12	36,952.50	20,686.62	4.88%
126	Expenditures - Personal Services - Service Personnel - Stipends	0.00	0.00	0.00	0.00	0.00	0.00	-100.00%
127	Expenditures - Personal Services - Service Personnel - Sick Leave Bonus	200,000.00	0.00	278,587.50	-78,587.50	25,000.00	-303,587.50	-151.79%

ZOOM WV Financial – Dashboards – Monitoring Tools

Monitoring Tool Legend

Revenue Monitoring Tool:

Description
of column
headings.

- **Current Budget and Revenue Received columns** - These columns show the revenue listed by revenue source code. The information comes from the monthly data file that you submit by the 8th of the following month.
- **Remaining Revenue column** – Calculated as the difference between the Current Budget and the Revenue Received.
- **Estimate column (based on a straight line estimation)** – Calculated as the percentage of the year completed times the Current Budget.
- **Difference column** – The difference between the Revenue Received and the Estimated Revenue Received Based on Straight Line Percentage of Current Budget.
- **Variance column** – Calculated as the Difference column divided by the Current Budget amount.

Description
of highlights

- **Highlighting:**
 - A cell is highlighted in red in the Variance column any time the straight line projected variance exceeds 30% and \$10,000.
 - A cell is highlighted in yellow in the Variance column any time the straight line projected variance is between 15% and 30% and the Difference column is greater than \$10,000.



ZOOM WV Financial – Dashboards – Monitoring Tools

Expenditure Monitoring Tool:

Description
of column
headings.

- **Current Budget, Encumbrances, and Expenditures columns** - These columns show the expenditures and encumbrances listed by object code. The information comes from the monthly data file that you submit by the 8th of the following month.
- **Remaining column** – Calculated as the Current Budget less the Encumbrances and the Expenditures.
- **Estimate column (based on a straight line estimation)** – Calculated as the percentage of the year completed times the Current Budget.
- **Difference column** – The difference between the Encumbrances plus the Expenditures and the Estimated Expenditures Based on Straight Line Percentage of Current Budget.
- **Variance column** – Calculated as the Difference column divided by the Current Budget amount.

Description
of highlights

- **Highlighting:**
 - A cell is highlighted in red any time the current annual expenditure budget for an item has been exceeded (the Remaining column) or when the straight line projected variance exceeds 30% and \$10,000 (the Variance column).
 - A cell is highlighted in yellow in the Variance column any time the straight line projected variance is between 15% and 30% and the Difference column is greater than \$10,000.





West Virginia DEPARTMENT OF
EDUCATION

Other Helpful Links

WV Legislature / WV Code

- [West Virginia Legislature \(wvlegislature.gov\)](http://wvlegislature.gov)

Select
"West Virginia Code"

The screenshot shows the West Virginia Legislature website. The navigation bar includes links for SENATE, HOUSE, JOINT, BILL STATUS, STATE LAW (circled in red), REPORTS, EDUCATIONAL, and CONTACT. Below the navigation bar, there are sections for 'WELCOME TO THE WEST VIRGINIA LEGISLATURE', '2022 2ND SPECIAL SESSION', '2022 REGULAR SESSION', '2021 3RD SPECIAL SESSION', and '2022 INTERIMS'. A red arrow points from the text 'Select "West Virginia Code"' to the 'STATE LAW' menu item.



WV Legislature / WV Code

WEST VIRGINIA CODE

WV LEGISLATURE HOME PAGE LEGACY WV CODE SITE ENROLLED BILLS

CHAPTER 1. THE STATE AND ITS SUBDIVISIONS.

CHAPTER 1. THE STATE AND ITS SUBDIVISIONS.

ARTICLE 1. LIMITS AND JURISDICTION.

ARTICLE 2. APPORTIONMENT OF REPRESENTATION.


ARTICLE 3. CREATION OF NEW COUNTY; CHANGE IN COUNTY LINE.

ARTICLE 4. SEAT OF GOVERNMENT OF POLITICAL SUBDIVISIONS.

ARTICLE 5. ACQUISITION AND DISPOSITION OF REAL PROPERTY BY AND BETWEEN PUBLIC BODIES.

ARTICLE 6. STATE PURCHASE OF AMERICAN-MADE FLAGS.

ARTICLE 7. THE PROTECT OUR RIGHT TO UNITE ACT.



Search Hide

Search in all Chapters
Type search terms here...

SEARCH

Chapter... Article... Section...

GO TO

Searches are case insensitive.
Search for phrases with double quotes around the phrase like this: "claims commission"
Use a + symbol in front of a word to include it and use a - in front of a word to exclude it from searches like this: +railroad -sign
If you type multiple words without quotes or +/- symbols, the search will look for all results containing any of the words

WV Statewide Contracts

- [West Virginia Purchasing Division \(state.wv.us\)](http://state.wv.us)

WEST VIRGINIA PURCHASING DIVISION

STATEWIDE CONTRACTS

WV.gov | Administration | Purchasing | Contracts

  Translate (Must switch browser to Chrome or Firefox)
[Select Language](#)

Statewide Contracts
(Mandatory Contracts for State Agencies; Available to Local Governments)

Terms Agreements
(State-Negotiated Terms Agreements)

Specification Index
(Reference for State Agencies)

Contracts for Local Governments
(Reference for State Agencies)

Vendor Self-Service

- wvOASIS.gov

The screenshot shows the wvOASIS.gov website. At the top, there is a navigation bar with links for Home, Upcoming Events, Job Opportunities, VSS Training, and Contact Us. Below this is a section titled "myApps" which describes it as a one-stop shop for agency end users. A red-bordered box highlights a link titled "State Employees: How Do I Find My Paycheck Stub?" with a sub-link "How to Find My Paycheck Stub.pdf". Below this is a "myApps" button. Further down, there is a section for "The West Virginia Vendor Self Service (VSS) portal" with instructions on registration and a "VSS Portal" button circled in red.



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West Virginia DEPARTMENT OF
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Thank you!

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