

Budget & Cash Flow Report Kiteworks Instructions

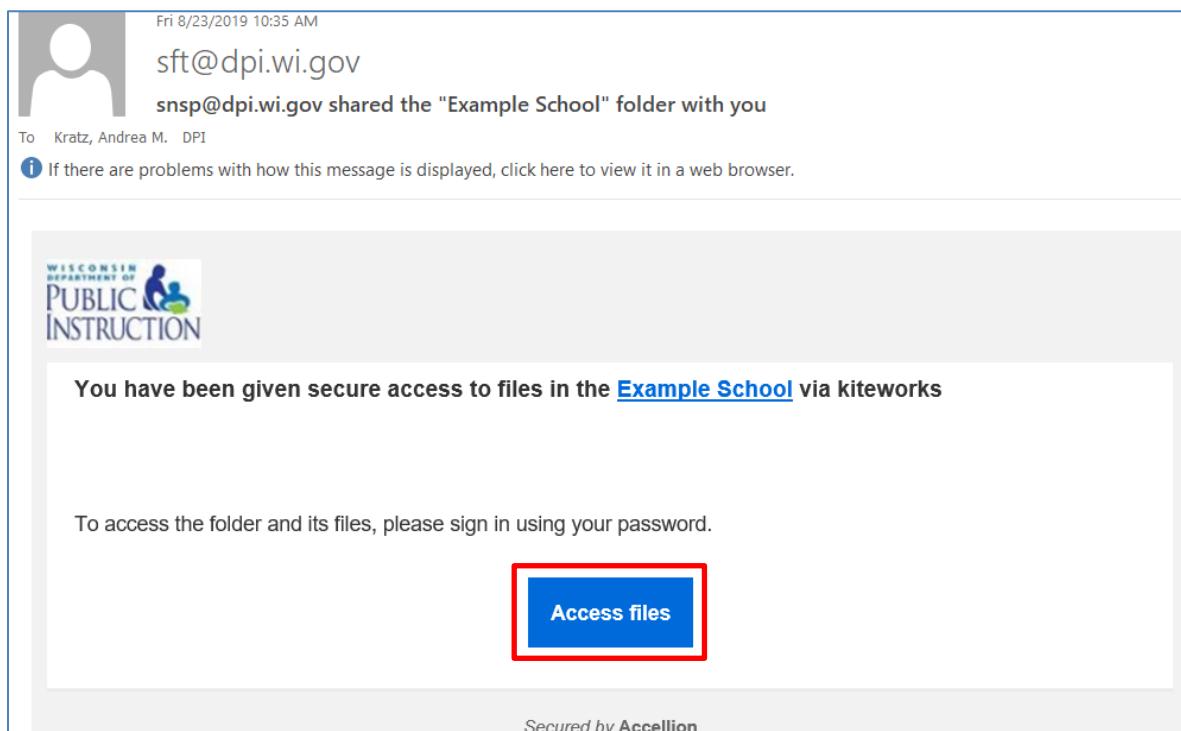
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Setting Up Your Kiteworks Account

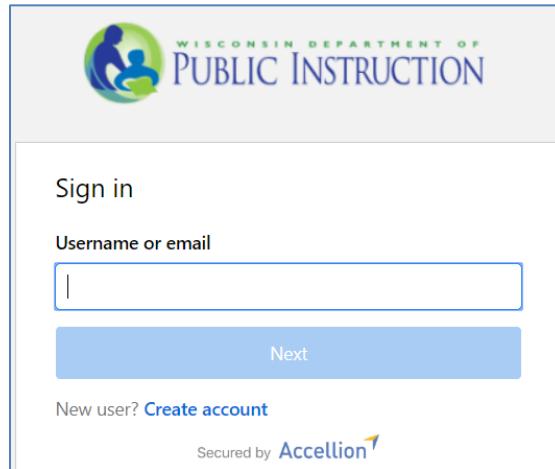
- 1) You will receive an email notification that you have been given secure access to a folder. This email will come from sft@dpi.wi.gov. Click on the “Access files” box in the email.

Helpful Hint: If you do not receive this email, try checking your spam/junk folders. You could also add the sft@dpi.wi.gov email address to your safe sender and/or contact list, depending on the email product, to ensure emails from this address are not routed to the school’s spam, junk, or promotions email folders. If you are still not able to locate the email, send an email to dpchoiceauditreports@dpi.wi.gov.



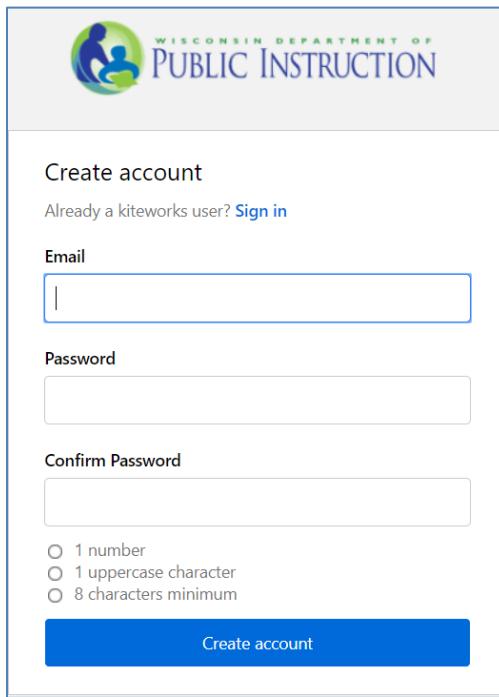
The screenshot shows an email message. At the top left is a placeholder user icon. To its right is the date and time: Fri 8/23/2019 10:35 AM. Below that is the recipient's email address: sft@dpi.wi.gov. Underneath the recipient's address is the subject line: sns@dpi.wi.gov shared the "Example School" folder with you. Below the subject line is the "To" field: Kratz, Andrea M. DPI. A link below the "To" field says: If there are problems with how this message is displayed, click here to view it in a web browser. The main body of the email features the Wisconsin Department of Public Instruction logo, which includes a stylized figure and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the logo, a bold statement reads: You have been given secure access to files in the [Example School](#) via kiteworks. A note below this states: To access the folder and its files, please sign in using your password. A blue rectangular button with the white text "Access files" is centered in the email body. This button is highlighted with a red rectangular border. At the bottom of the email, the text "Secured by Acceilion" is visible.

- 2) On the Kiteworks website, select “New user? Create account”



The image shows the sign-in page for the Wisconsin Department of Public Instruction. At the top is the department's logo, which features a stylized blue and green circular icon of two figures. To the right of the icon, the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" is written in a serif font. Below the logo, the word "Sign in" is centered. Underneath "Sign in" is a text input field labeled "Username or email". Below the input field is a blue rectangular button with the word "Next" in white. At the bottom of the page, there is a link "New user? [Create account](#)". Below this link is a small logo for "Secured by Accellion" with a yellow arrow icon.

- 3) Input the email address that you received the email message from. Input a password. Finally, select create account.

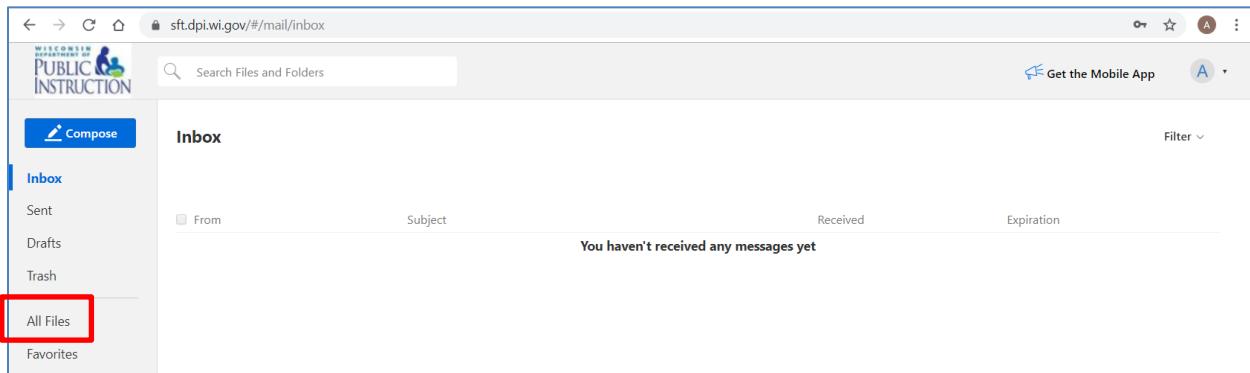


The image shows the "Create account" page for the Wisconsin Department of Public Instruction. At the top is the department's logo. Below it, the text "Create account" is centered. Underneath "Create account" is a link "Already a kiteworks user? [Sign in](#)". The page contains three text input fields: "Email", "Password", and "Confirm Password". Below the "Email" field is a note about password requirements: "○ 1 number", "○ 1 uppercase character", and "○ 8 characters minimum". At the bottom is a large blue rectangular button with the text "Create account".

- 4) You will receive an email with a subject of “Activate your kiteworks account” asking that you activate your account. Please note this email is sent immediately, so if you have not received it within 5 minutes of creating your account check your spam and junk folders for the email. Click on the button to activate your account once you receive this email.

Uploading Documents to Kiteworks

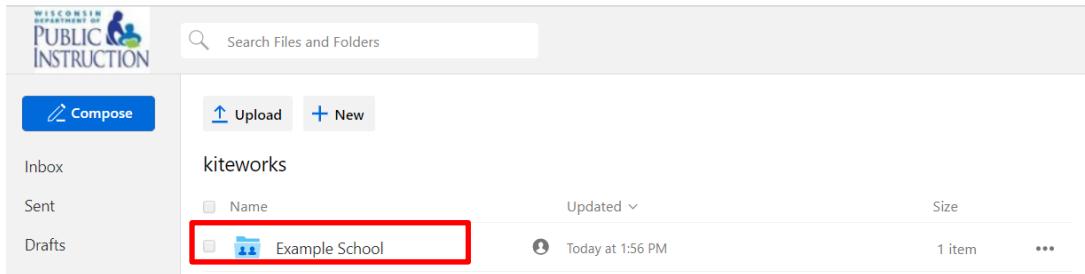
- 1) The Choice/SNSP administrator must log into Kiteworks at <https://sft.dpi.wi.gov/>.
- 2) In Kiteworks, click on “All Files” on the left hand tool bar menu.



The screenshot shows the Kiteworks inbox interface. On the left, there is a sidebar with navigation links: Compose, Inbox (which is selected and highlighted in blue), Sent, Drafts, Trash, All Files (which is highlighted with a red box), and Favorites. The main area is titled "Inbox" and displays a message: "You haven't received any messages yet". There are four columns for filtering: From, Subject, Received, and Expiration. At the top right, there is a "Get the Mobile App" button and a font size dropdown.

- 3) You will see a folder that has your school name. If you are the Choice/SNSP administrator for more than one school, you may see a school folder for each of your schools. Click on the school folder to upload the documents for the applicable school. In the folder, you will see a “Budget and Cash Flow Report” folder. Click on the folder and then click on the “Original Submission” folder if you are submitting the original submission of the report and attachments. If you are responding to an email from DPI for more information, use the folder referenced by DPI in the documentation request.

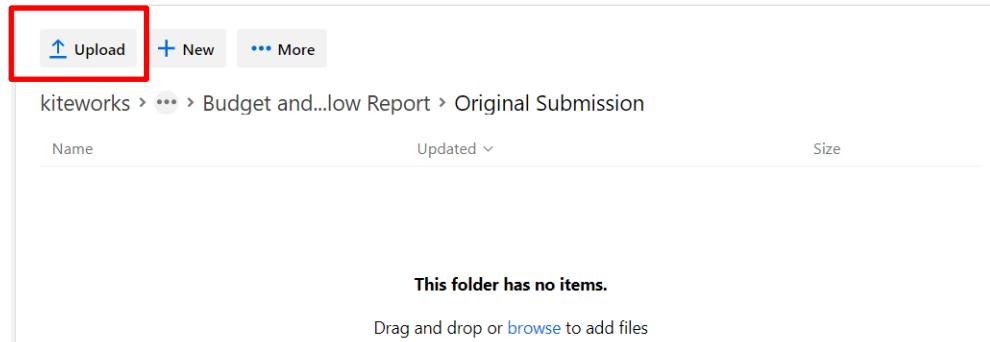
Note: If you are submitting the Budget and Cash Flow Report for the SNSP, you must first request that DPI create a Budget and Cash Flow Report folder for your school by sending a request to snsps@dpi.wi.gov.



The screenshot shows the Kiteworks file list interface. On the left, there is a sidebar with navigation links: Compose, Upload (highlighted in blue), New, Inbox (selected), Sent, Drafts, and kiteworks. The main area shows a table of files. The first row is a header with columns: Name, Updated, and Size. Below it, there is a single entry: "Example School" (with a folder icon) was updated "Today at 1:56 PM" and is "1 item" in size. A red box highlights the "Example School" folder entry.

- 4) Complete a final review of the Budget and Cash Flow Report by completing the items in Step 16 of the “Instructions (cont)” tab of the report. As part of this final review, ensure that each attachment identified with a “Yes” in Column B of the “Required Attachments” tab of the Budget and Cash Flow Report is ready to be uploaded and is labeled with the attachment number and a brief description of the attachment. For example, Attachment 1 could be labeled, “Attachment 1-Current Balance Sheet”.

- 5) Click on the “Upload” icon at the top and select “Upload files”. Then, select your school’s completed report and attachments from your computer. You can also drag the files into the folder.

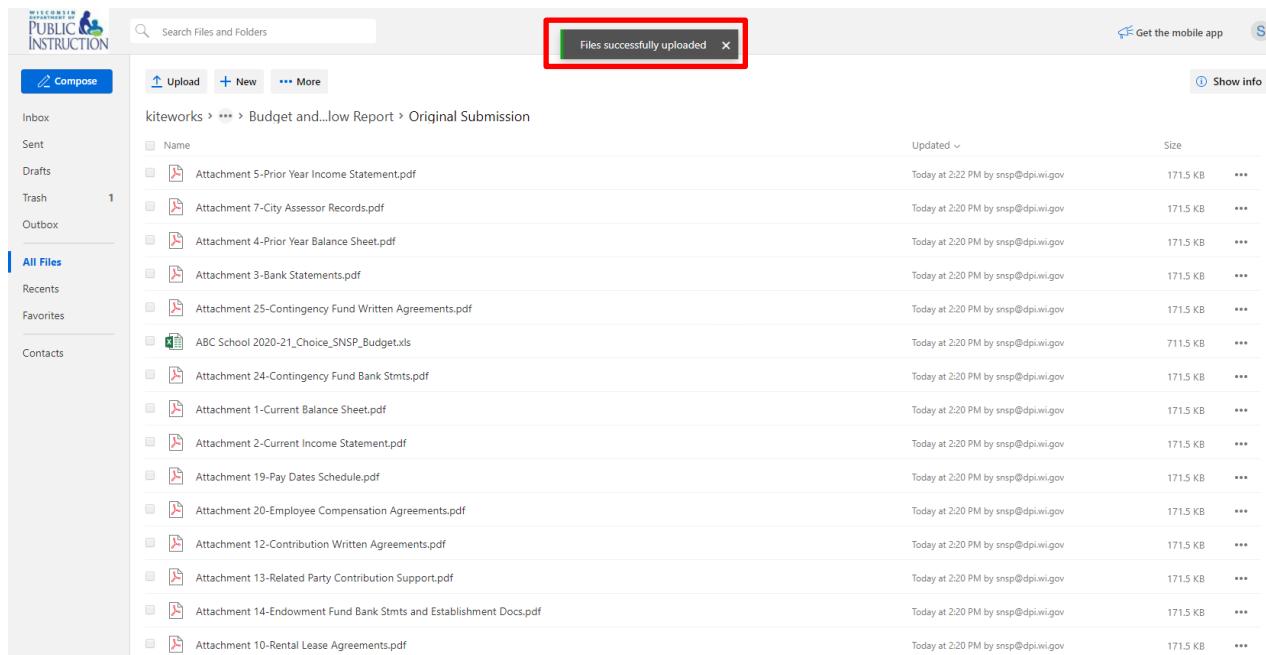


The screenshot shows a file management interface. At the top, there are three buttons: 'Upload' (highlighted with a red box), 'New', and 'More'. Below the buttons, the path 'kiteworks > *** > Budget and...low Report > Original Submission' is displayed. A table header with columns 'Name', 'Updated', and 'Size' follows. In the center, it says 'This folder has no items.' and 'Drag and drop or browse to add files'.

- 6) Once the documents are uploaded you should get a message that states “Files successfully uploaded”. The uploaded reports and attachments should be visible in the window. Please note that if you reload the document, it will replace the previously uploaded document. Please do not also email the reports or documents to DPI unless specifically requested by DPI staff.

Helpful Hint: If you can see the reports and documents in the folder, they have been submitted to the DPI. The DPI is able to view them once you have uploaded the report and documents.

DPI does not send confirmations to the schools that the documents have been received.



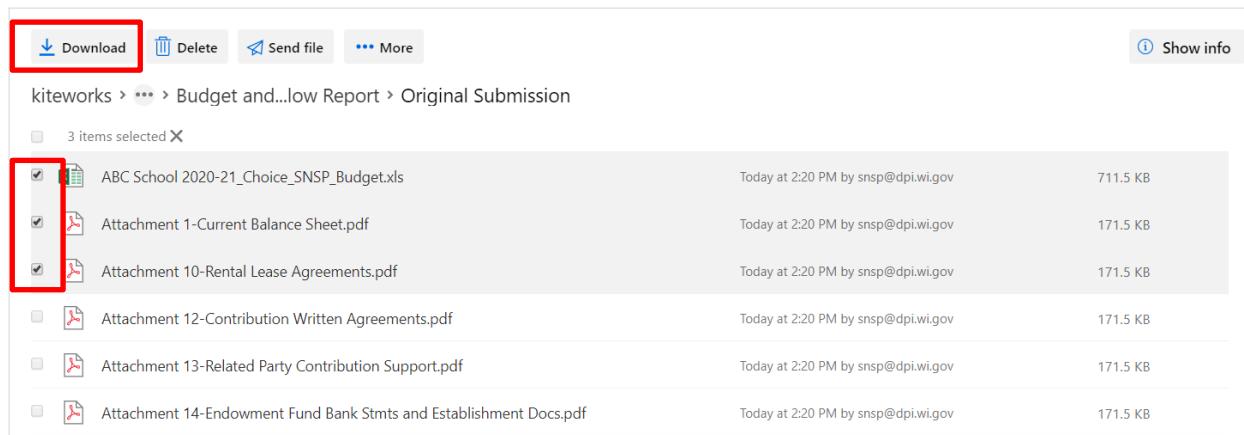
The screenshot shows the same file management interface after files have been uploaded. A green notification bar at the top right says 'Files successfully uploaded' with a close button. The file list below shows 17 attachments, each with a preview thumbnail, name, date uploaded, size, and a 'More' options menu. The attachments include various PDFs and an Excel file, all uploaded today at 2:20 PM by 'snsp@dpi.wi.gov'.

Name	Updated	Size
Attachment 5-Prior Year Income Statement.pdf	Today at 2:22 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 7-City Assessor Records.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 4-Prior Year Balance Sheet.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 3-Bank Statements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 25-Contingency Fund Written Agreements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
ABC School 2020-21_Choice_SNSP_Budget.xls	Today at 2:20 PM by snsp@dpi.wi.gov	711.5 KB
Attachment 24-Contingency Fund Bank Stmt.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 1-Current Balance Sheet.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 2-Current Income Statement.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 19-Pay Dates Schedule.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 20-Employee Compensation Agreements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 12-Contribution Written Agreements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 13-Related Party Contribution Support.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 14-Endowment Fund Bank Stmt and Establishment Docs.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 10-Rental Lease Agreements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB

Downloading Documents from Kiteworks

- 1) Go to the school folder as explained in 1-3 in the Uploading Documents to Kiteworks section.
- 2) Check the box next to the document(s) you would like to download. Once you have selected the document(s) you would like to download, click the “Download” button. If you download one document at a time, they will download as separate documents. If you check the box next to more than one document and then click “Download” they will download as a zip file. Please note that the documents are no longer available in Kiteworks 180 days (6 months) after they are loaded to Kiteworks. As a result, if you would like to retain the final documents provided to DPI, you must ensure that you download them before they are no longer available or ensure the documents are saved to your computer prior to submitting them.

Helpful Hint: Please note that if you click on the document name, it will show you the document as a pdf. If the document was an Excel document, this will not allow you to change it to an Excel document or download it as an Excel document. You must follow the instructions above to download the document as an Excel document.



The screenshot shows a list of attachments in the Kiteworks interface. At the top, there are buttons for Download, Delete, Send file, More, and Show info. Below this, the path is shown: kiteworks > ... > Budget and...low Report > Original Submission. A message indicates 3 items selected. The attachments listed are:

Attachment Name	Last Modified	Size
ABC School 2020-21_Choice_SNSP_Budget.xls	Today at 2:20 PM by snsp@dpi.wi.gov	711.5 KB
Attachment 1-Current Balance Sheet.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 10-Rental Lease Agreements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 12-Contribution Written Agreements.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 13-Related Party Contribution Support.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB
Attachment 14-Endowment Fund Bank Stmt and Establishment Docs.pdf	Today at 2:20 PM by snsp@dpi.wi.gov	171.5 KB

Frequently Asked Questions

1) Can individuals other than the SNSP/Choice administrator have access to Kiteworks?

Only the SNSP/Choice administrator has access to Kiteworks because the report must be submitted by the program administrator. As a result, other individuals are not given access to the Kiteworks folder.

2) What should I do if I did not receive the email from Kiteworks that I have been given access to the folder or the verification email?

If you are not receiving emails from Kiteworks, try checking your spam/junk folders. You could also add the sft@dpi.wi.gov email address to your safe sender and/or contact list, depending on the email product, to ensure emails from this address are not routed to the school's spam, junk, or promotions email folders. If you are still not able to locate the email, send an email to dpchoiceauditreports@dpi.wi.gov.

3) How long will my documents remain in Kiteworks once they are uploaded to a folder?

Documents in Kiteworks are available for 180 days (6 months) from the date they are uploaded.

4) How do I confirm that DPI has received the Budget and Cash Flow Report and required attachments?

If you can see the documents in the school's Kiteworks folder, they have been submitted to the DPI. The DPI is able to view the documents once you have uploaded them. DPI does not send email confirmations that the Budget and Cash Flow Report and required attachments were received from the school.

5) What should I do if I do not see a Budget and Cash Flow Report folder in my SNSP school folder?

If you are submitting the Budget and Cash Flow Report for the SNSP, you must first request that DPI create a Budget and Cash Flow Report folder for your school by sending a request to snsnsp@dpi.wi.gov.

6) Who should I contact if I have questions on the Budget and Cash Flow Report?

Questions on the Budget and Cash Flow Report should be emailed to dpchoiceauditreports@dpi.wi.gov. If your question is related to resolving an error or the Excel document does not appear to be working correctly, please include the Budget and Cash Flow Report Excel document in your email.

7) Do I need to load the Budget and Cash Flow Report and all of the required attachments into Kiteworks at once?

No, you do not need to load the Budget and Cash Flow Report and all of the required attachments to Kiteworks at once. However, the Budget and Cash Flow Report and the required attachments must all be loaded to the Kiteworks folder by the due date of the report. See the Instructions tab of the report for the due date.

8) If I revise the Budget and Cash Flow Report or attachments, how do I load a new document to the Kiteworks folder?

If you load a revised document to a folder that has the same name as a document already in the folder, it will replace the previous version of that document. In order to confirm the correct one is loaded, ensure the updated date reflects the date that the revised document was uploaded.