

**Budget & Cash Flow Report Kiteworks Instructions**

**Contents**

Setting Up Your Kiteworks Account ..... 2

Uploading Documents to Kiteworks ..... 4

Downloading Documents from Kiteworks ..... 6

Frequently Asked Questions ..... 7

1) Can individuals other than the SNSP/Choice administrator have access to Kiteworks? ..... 7

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? ..... 7

3) How long will my documents remain in Kiteworks once they are uploaded to a folder? ..... 7

4) How do I confirm that DPI has received the Budget and Cash Flow Report and required attachments? ..... 7

5) What should I do if I do not see a Budget and Cash Flow Report folder in my SNSP school folder?7

6) Who should I contact if I have questions on the Budget and Cash Flow Report? ..... 7

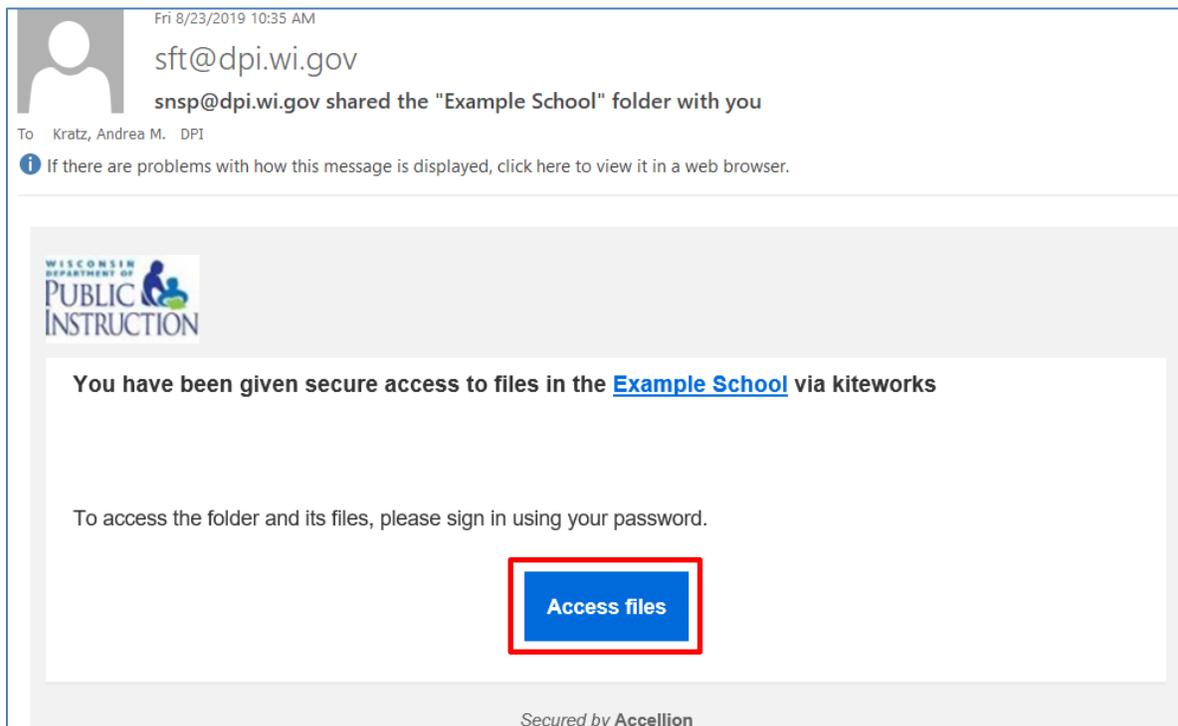
7) Do I need to load the Budget and Cash Flow Report and all of the required attachments into Kiteworks at once? ..... 8

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

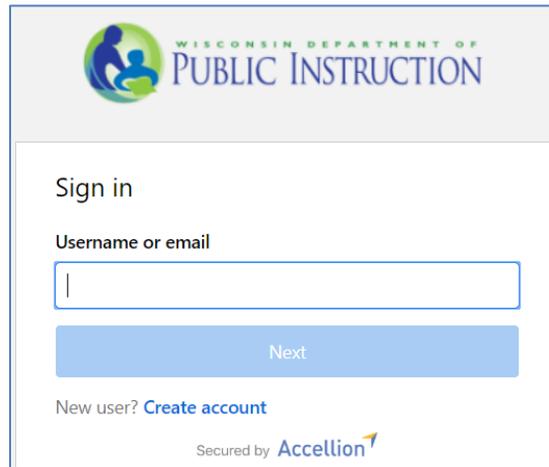
## Setting Up Your Kiteworks Account

- 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](mailto: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](mailto: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 [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov).

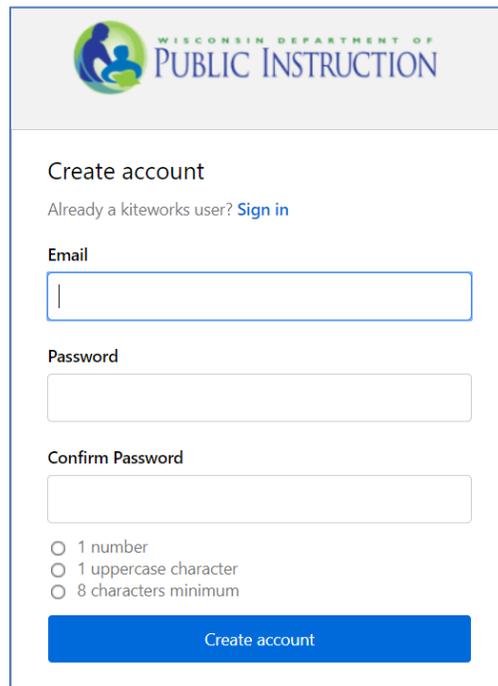


- 2) On the Kiteworks website, select “New user? Create account”



The screenshot shows the top of the Kiteworks website. At the top left is the logo for the Wisconsin Department of Public Instruction, featuring a stylized figure of a person and a child. To the right of the logo is the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the logo and text is a "Sign in" section. It includes a label "Username or email" above a text input field. Below the input field is a blue button labeled "Next". At the bottom of the sign-in section, there is a link "New user? Create account" and a small logo for "Secured by Accellion".

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

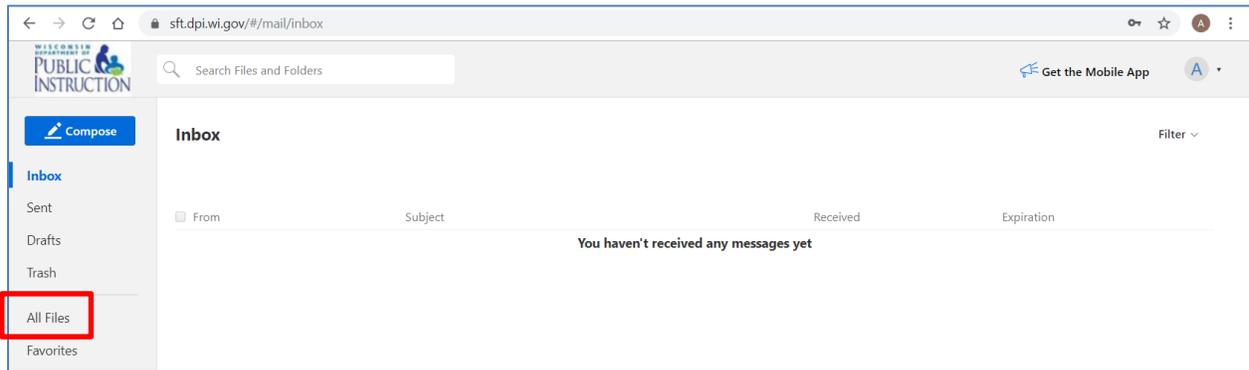


The screenshot shows the "Create account" page on the Kiteworks website. At the top left is the logo for the Wisconsin Department of Public Instruction. Below the logo is the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". The main heading is "Create account". Below the heading is a link "Already a kiteworks user? Sign in". There are three input fields: "Email", "Password", and "Confirm Password". Below the "Confirm Password" field are three radio button options: "1 number", "1 uppercase character", and "8 characters minimum". At the bottom of the form is a blue button labeled "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.

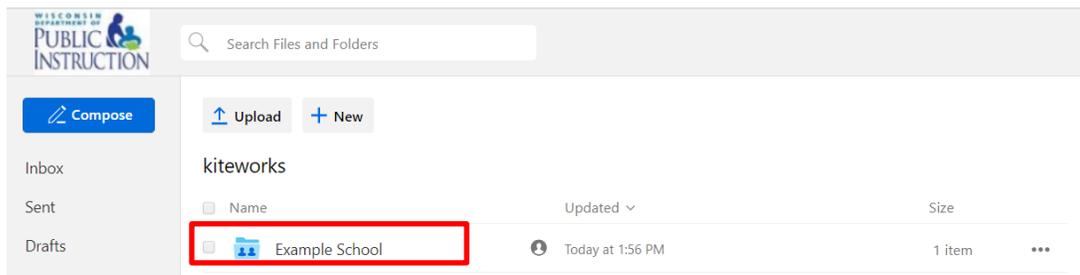
## Uploading Documents to Kiteworks

- 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.



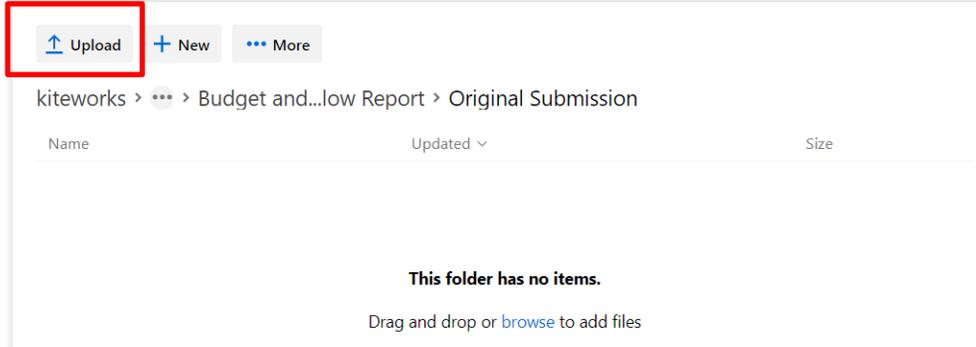
- 3) You will see a folder that has your school name. If you are the Choice/SNSP administrator for more than one school, you may see a school folder for each of your schools. Click on the school folder to upload the documents for the applicable school. In the folder, you will see a “Budget and Cash Flow 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 [snsdp@dpi.wi.gov](mailto:snsdp@dpi.wi.gov).



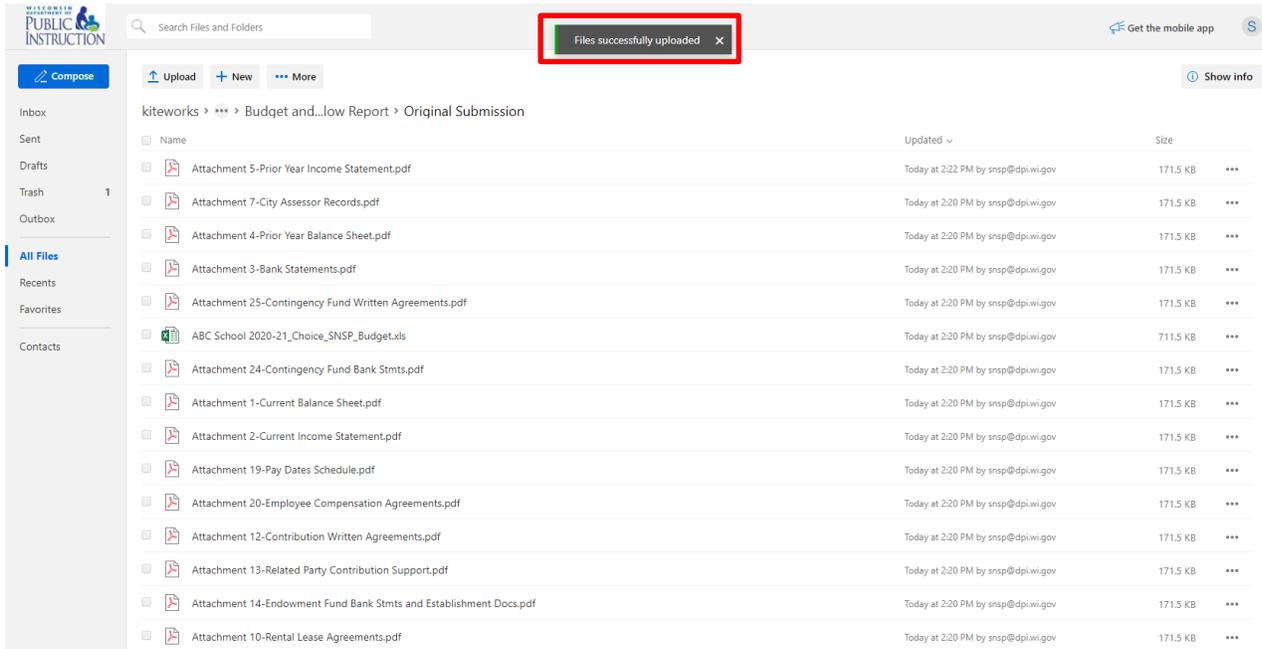
- 4) Complete a final review of the Budget and Cash Flow Report by completing the items in Step 16 of the “Instructions (cont)” tab of the report. As part of this final review, ensure that each attachment identified with a “Yes” in Column B of the “Required Attachments” tab of the Budget and Cash Flow 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.



- 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.

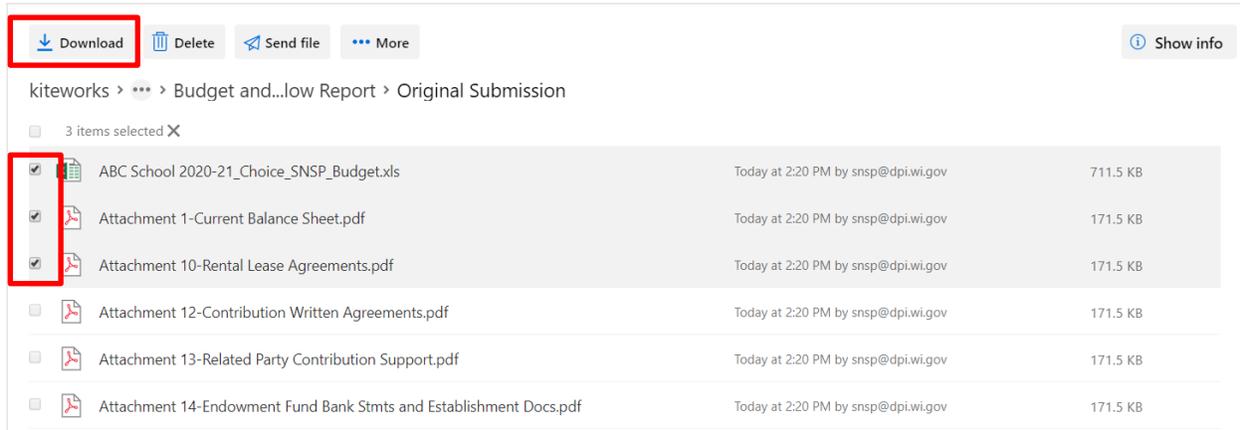
*Helpful Hint:* If you can see the reports and documents in the folder, they have been submitted to the DPI. The DPI is able to view them once you have uploaded the report and documents. **DPI does not send confirmations to the schools that the documents have been received.**



## 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 the Kiteworks interface for a folder named "Budget and...low Report" under "Original Submission". At the top, there are action buttons: "Download" (highlighted with a red box), "Delete", "Send file", and "More". A "Show info" button is on the right. Below the buttons, the breadcrumb path is "kiteworks > ... > Budget and...low Report > Original Submission". A selection bar indicates "3 items selected". The document list includes:

Document Name	Upload Date/Time	Upload By	File Size
<input checked="" type="checkbox"/> ABC School 2020-21_Choice_SNSP_Budget.xls	Today at 2:20 PM	snsnp@dpi.wi.gov	711.5 KB
<input checked="" type="checkbox"/> Attachment 1-Current Balance Sheet.pdf	Today at 2:20 PM	snsnp@dpi.wi.gov	171.5 KB
<input checked="" type="checkbox"/> Attachment 10-Rental Lease Agreements.pdf	Today at 2:20 PM	snsnp@dpi.wi.gov	171.5 KB
<input type="checkbox"/> Attachment 12-Contribution Written Agreements.pdf	Today at 2:20 PM	snsnp@dpi.wi.gov	171.5 KB
<input type="checkbox"/> Attachment 13-Related Party Contribution Support.pdf	Today at 2:20 PM	snsnp@dpi.wi.gov	171.5 KB
<input type="checkbox"/> Attachment 14-Endowment Fund Bank Stmt and Establishment Docs.pdf	Today at 2:20 PM	snsnp@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](mailto: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 [dpichoicedata@dpi.wi.gov](mailto:dpichoicedata@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 [snspsft@dpi.wi.gov](mailto:snspsft@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 [dpichoicedata@dpi.wi.gov](mailto:dpichoicedata@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.