

## Introduction

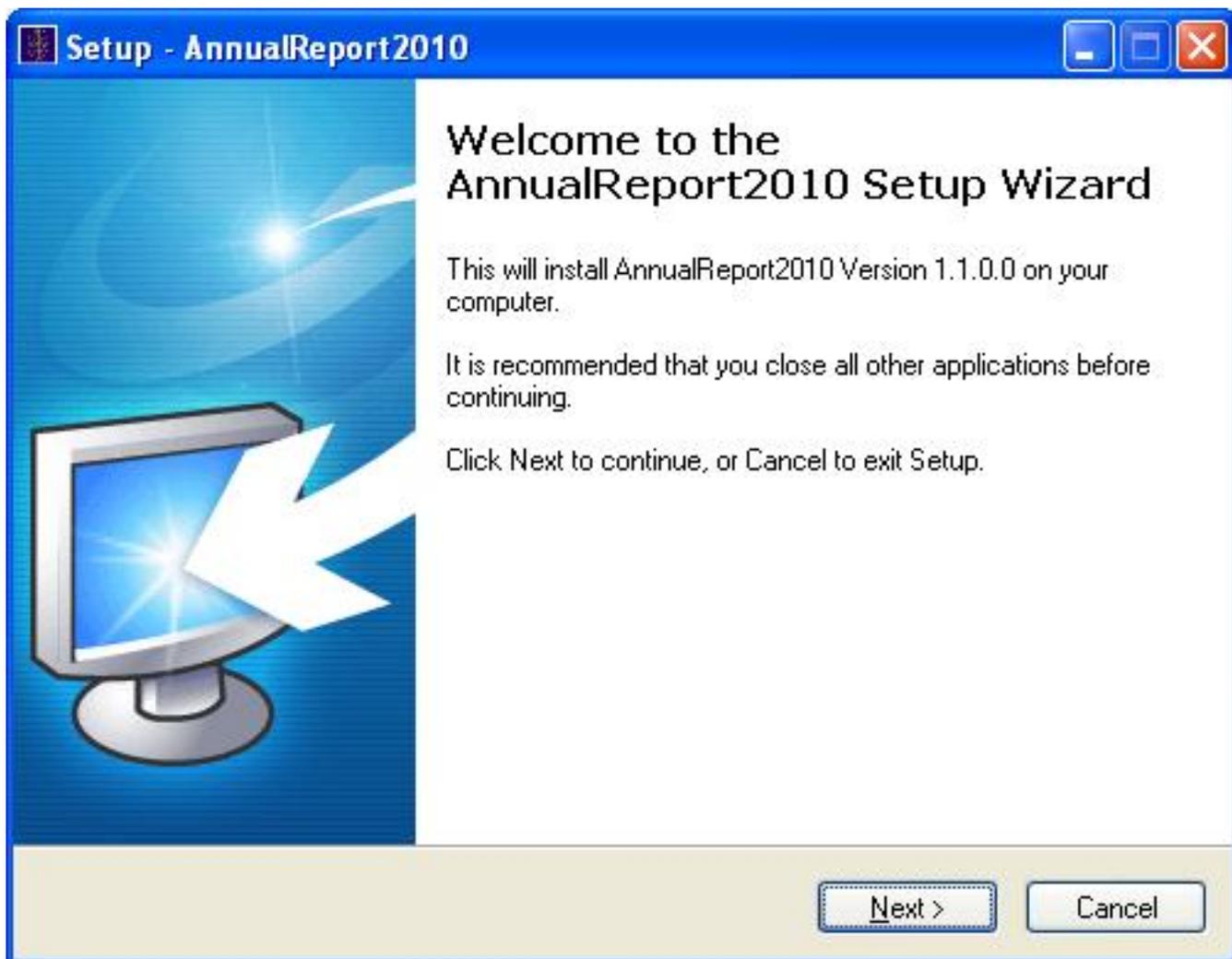
These instructions describe how to load the computer program and any special instructions for entering the data on the screen or printing out the reports. If this is the first time that you have used this computer program, it is recommended that you print and read the Help prior to starting. After the program is installed, go to the Help Menu, select the Table of Contents. Click on the section that you would like to read. Click on the printer icon, to print that section of the help.

## System Requirements

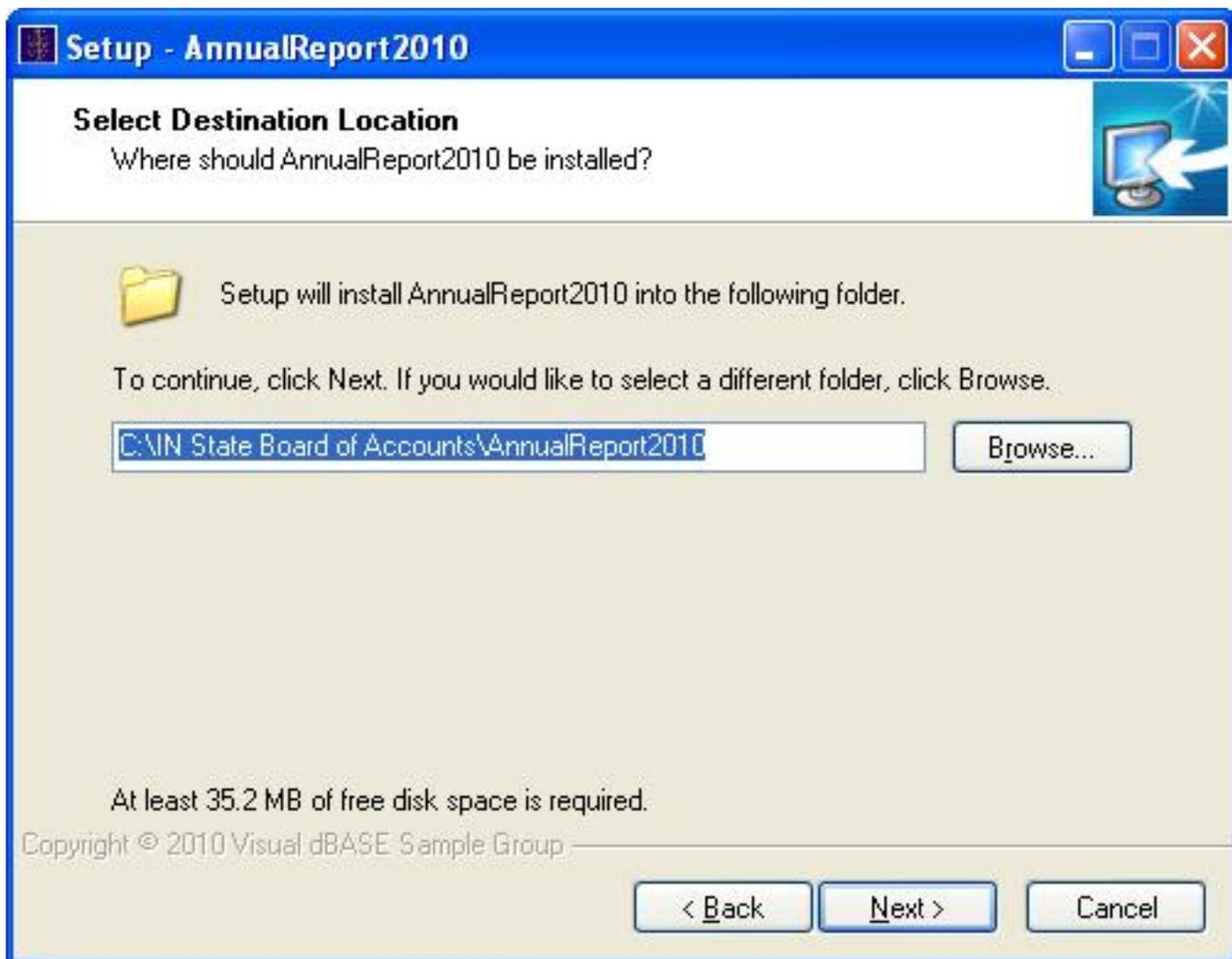
To run this system you must have an IBM compatible PC running Windows XP, Vista or Windows 7. You must have at least 35.4 MB of free disk space. You must have a floppy disk drive, a CD read/write drive, or an internet connection with an email account so that you can send your annual report to us.

## Installation Instructions

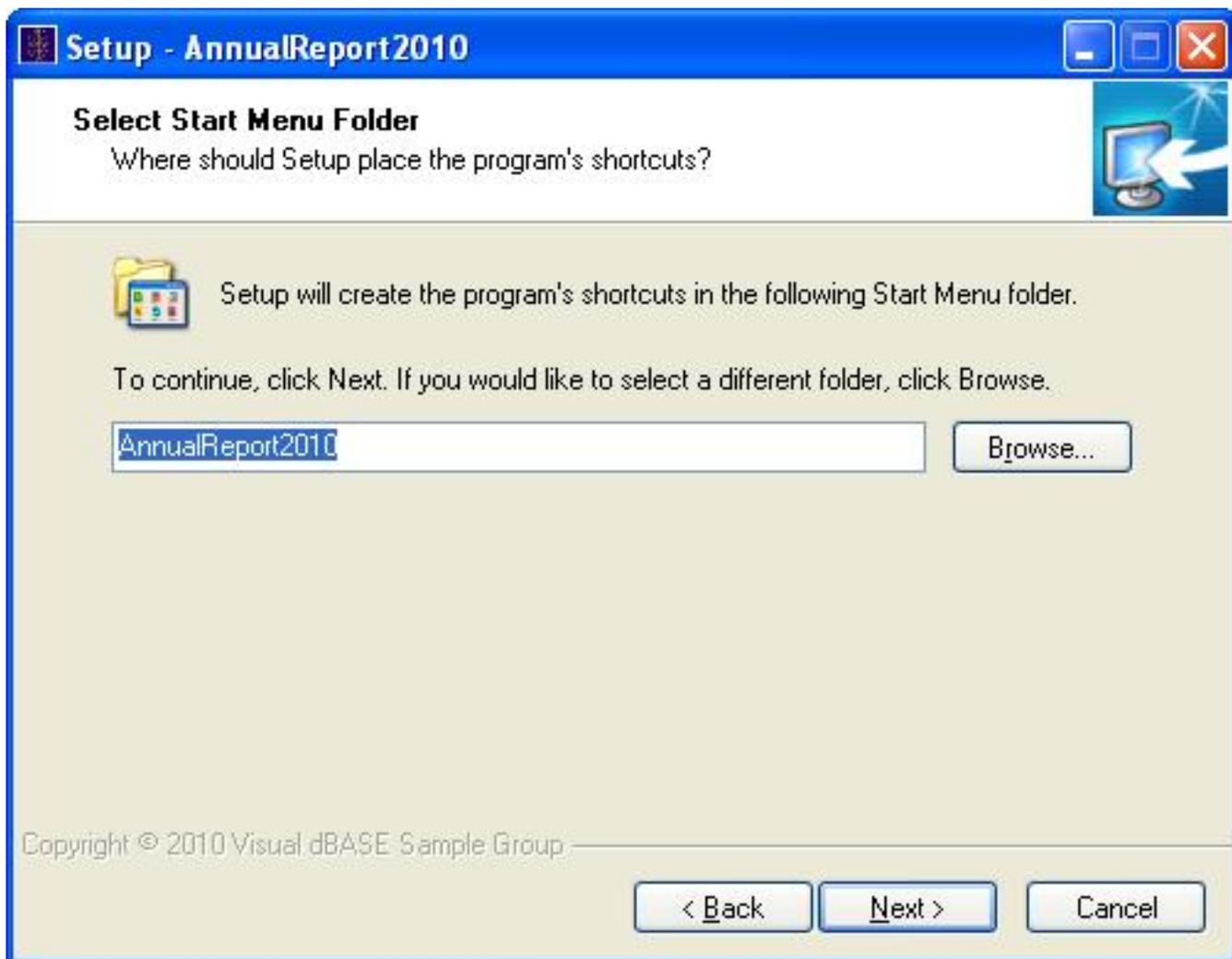
1. You must be an administrator on your computer to install software. The default setting is that the user is an administrator. If your computer is networked with other computers in your office, you may not be an administrator on your computer. Check with your IT staff.
2. To download the installation file, go to [www.in.gov/sboa](http://www.in.gov/sboa). Click on Annual Reports on the left hand navigation bar. Then click on your unit type. You will receive a dialog box asking, "Do you want to run or save this file"? Click "Run:". The installation file will begin downloading. You will receive a security warning asking "Are you sure you want to run this software"? Click "Run".
3. The installation will begin and you will see the Welcome screen. Click NEXT.



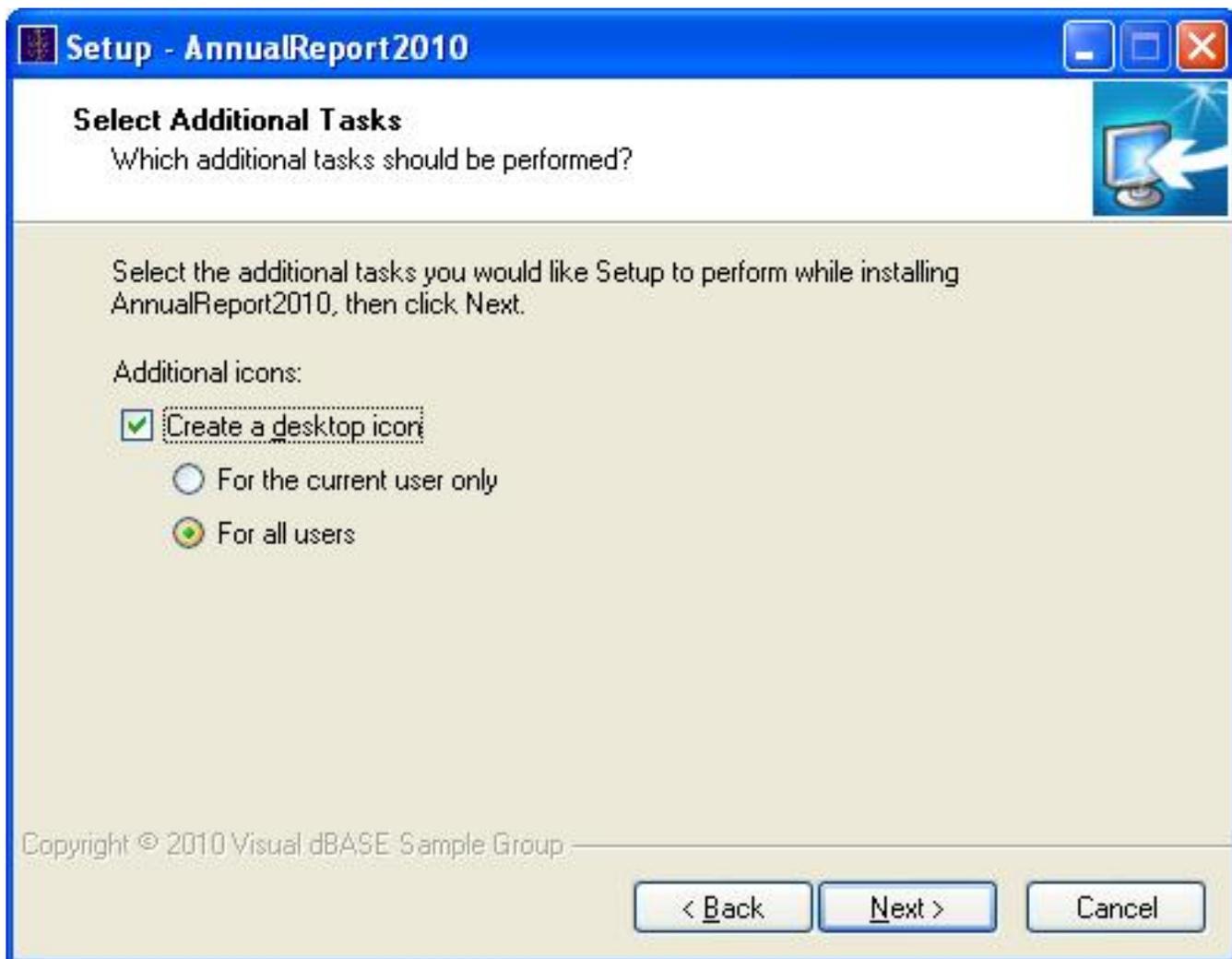
1. Click NEXT to accept the destination directory. This is where the system is going to be installed on your computer.



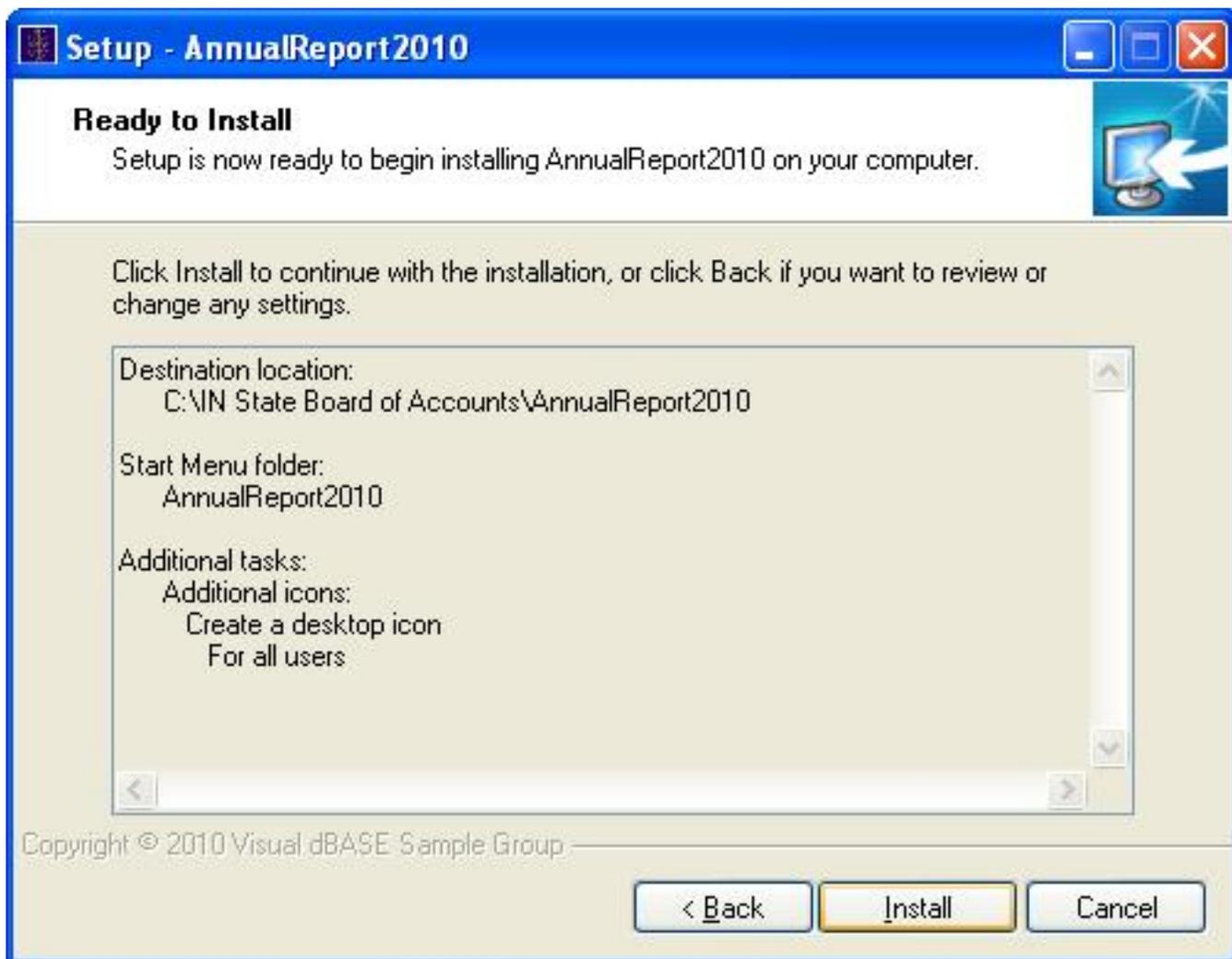
2. Click NEXT to accept the Start Menu Folder.



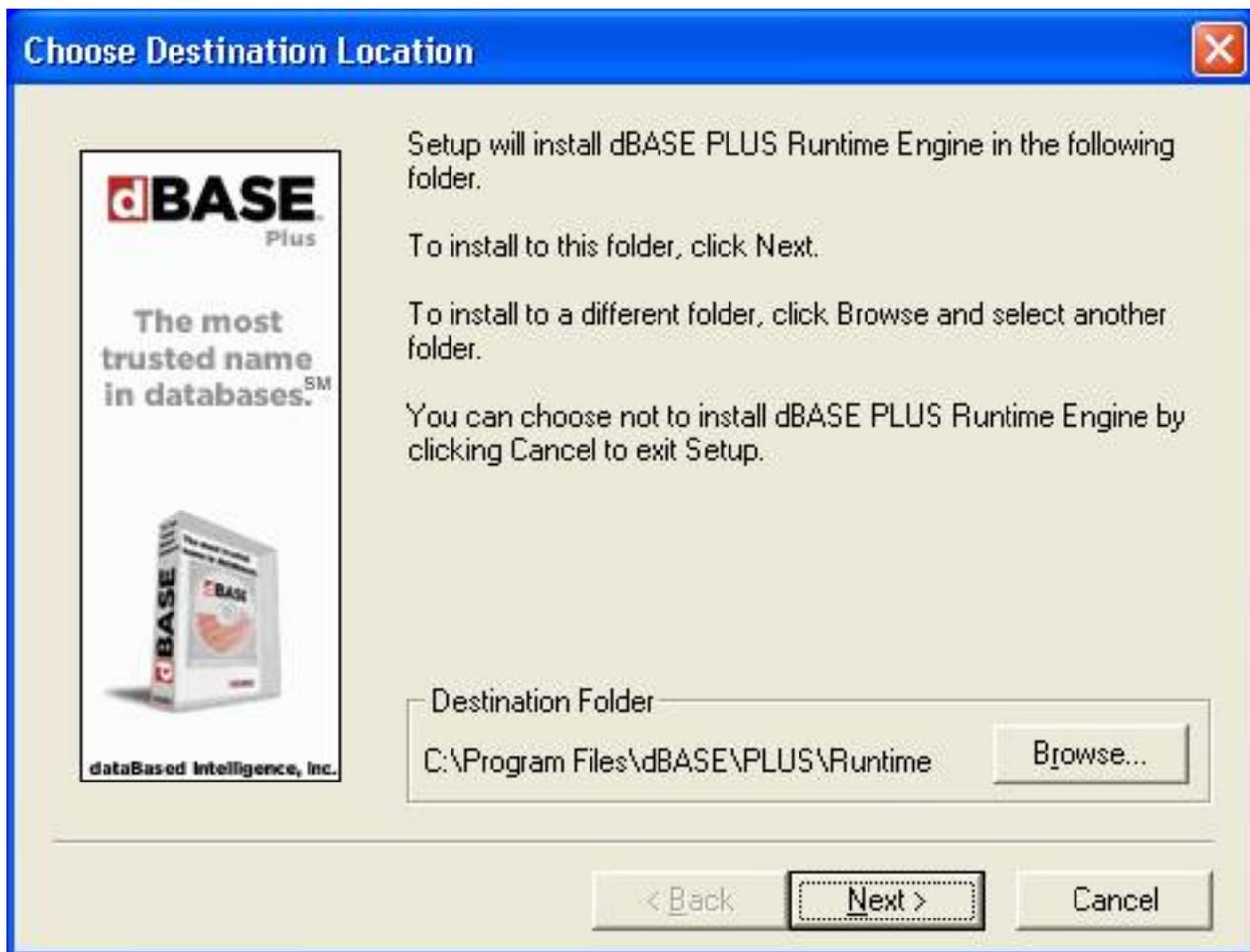
3. Click NEXT to setup the desktop icon.



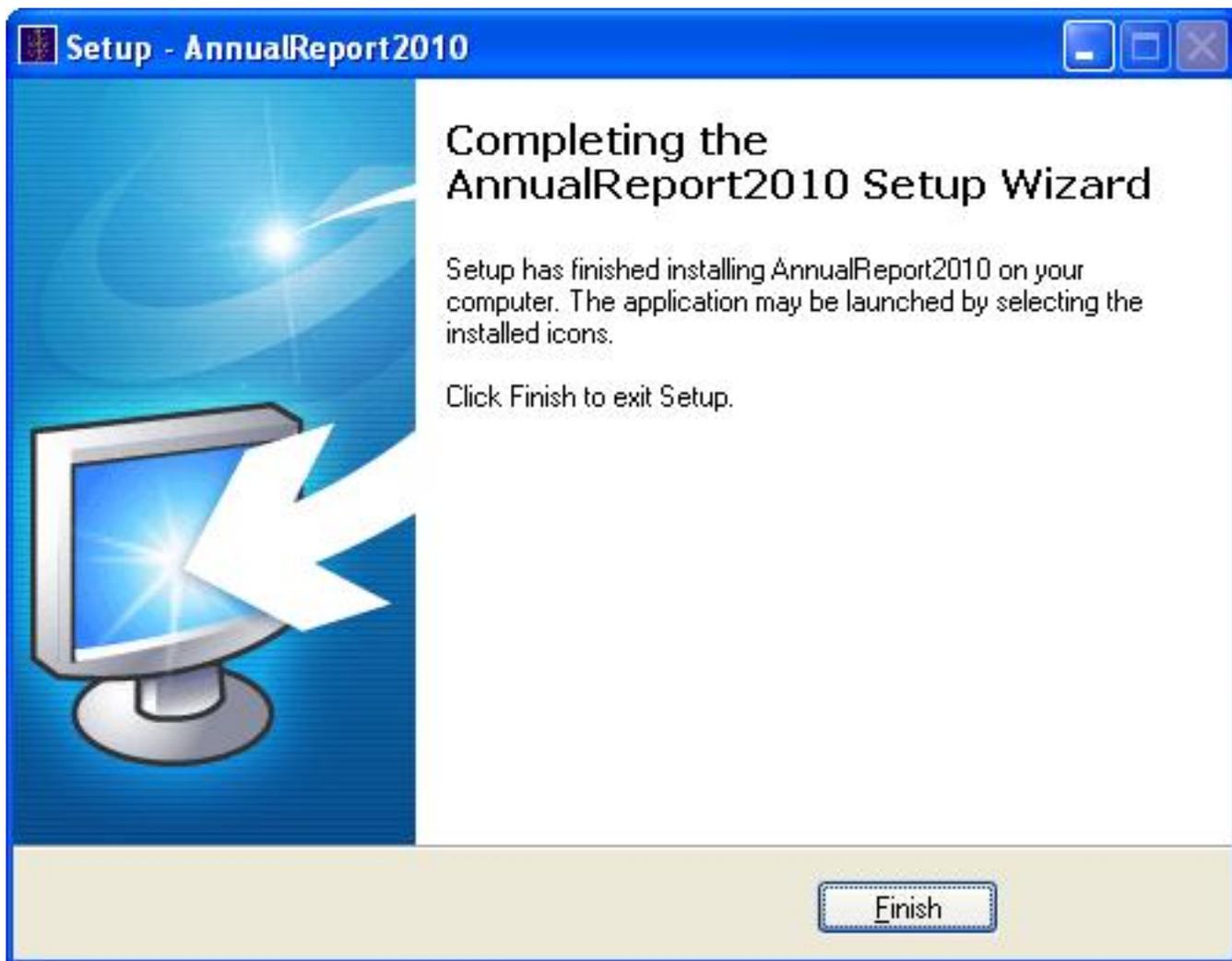
4. Click BACK if the settings displayed on the screen need to be changed. Click INSTALL if information is correct.



5. Click NEXT to install dBASE PLUS Runtime Engine.



6. The files will begin installing on your computer.
7. Click FINISH to complete the installation. The AnnualReport2010 shortcut icon should then be displayed in a window. Copy the shortcut to your desktop.



**Network Installation:** Install the annual report software on your network drive and then make a shortcut to the program (lgdb.exe) on the network drive so the program and data would be on the network drive. There are some files (runtime engine, etc) that need to be installed on the workstation or PC also for it to work correctly. In order to do this, install the program on the PC also. This will not only install the application, but a Borland database engine (BDE) and the runtime. After the application is installed on the PC, you can delete the folder where the application was installed, and the data files (defaults to C:\IN State Board of Accounts\AnnualReport2010). They are not needed because you will be using the application and the data files on the network server. That will still leave the BDE and runtime in other folders on the PC. The runtime installs on the PC at: (C:\Program Files\ldBASE\PLUS\Runtime).

## Error Messages

If you get an error message when printing a report or in a form that says "invalid subscript", then you need to check the BDE settings on your computer. To do this you need to open the Control Panel. In Windows XP, to find the Control Panel, go to the Start Button, Settings, Control Panel. Open the Control Panel. Look for the BDE Administrator. If you don't see the BDE Administrator, click on "Switch to classic view" on the

left hand side of the screen. After you find the BDE Administrator, then double click on it to open. Then click on the Configuration Tab. Click on Drivers, Native, Dbase. On the right hand side, the level should be 7. If it is not, then change it by typing over it. Close the window and save changes. Then try to run the report again and it should work without getting an error message.

## Starting the System

To start the system, double-click on the Annual Report icon on the desktop or go to Start, Programs, AnnualReport2010, AnnualReport2010. The Open Form dialog box is displayed on the screen. Select the correct annual report and click OK. Click yes to verify this is the correct form.

If this is the first time you have opened the annual report or you have not entered any data yet, a welcome screen will be displayed. To read the instructions, click the button "Click here to go to the Table of Contents Now". Click the link to the section that you wish to read. Click the Print button to print the section of the instructions that you are reading. Click the Back or Table of Contents buttons to return to the Table of Contents. When are you finished, click the close button (X) in the upper right-hand corner of the form.

To begin entering data into the annual report, go to the File Menu, and select Open Form, to display the open form listbox.

The sections of the Annual Report are shown in a listbox. Highlight the form that you wish to open by clicking on it. Click OK to open the form. You can open more than one form at a time by clicking (highlighting) the first form and then press CTRL + Left Click to highlight the other forms. You can also open the form by double-clicking on it. The Title Page must be entered before any of the other sections can be entered.

## Overview of the System

First, enter the information on the Title Page. Then open each form and enter the information for that part. When you have entered the information on each form, print the Annual Report from the Reports Menu. The Annual Report prints on letter (8.5 by 11) size paper. You may print all pages at one time or print a part at a time. Check the forms for accuracy. Make any corrections or changes that are needed. For more information on printing the annual report, go to the Help Menu, Table of Contents, Pull Down Menus, Reports Menu.

When the forms are accurate and ready to send to SBOA, you MUST send it to SBOA on a floppy disk, compact disc (CD) or by email. Do NOT copy the icon from the desktop and send it to SBOA. Do NOT copy the entire annual report folder. Do NOT send SBOA the annual report in Excel or any other format. See IC 5-11-1-4.

To send SBOA the annual report by disk, put a blank data disk that is labeled properly with your unit name, county, and the year of the report in the floppy disk drive or CD drive. Select the "Download Data to Send to SBOA" option from the System Menu. Click the appropriate button for the media you are using. This will copy the files that are needed to the floppy disk or CD. For more information on this option, go to the Help Menu, Table of Contents, System Menu, Download Data to Send to SBOA. Mail the disk to: Indiana State Board of Accounts, 302 W. Washington St, Room E418, Indianapolis, IN 46204. Do NOT mail the disk to the Census Bureau or another state agency.

To send SBOA the annual report by email and you use Microsoft Outlook (not Outlook Express), go to the System Menu, and click on "Email Data Files to SBOA using Outlook". For more information on this option, go to the Help Menu, Table of Contents, System Menu, Email Data Files to SBOA using Outlook. If you do not use Microsoft Outlook for your email and you still want to email the annual report, do the option above to save the data on a disk. Then open your email program, attach the files that were saved to the disk to the email and send it to [annualrpt@sboa.in.gov](mailto:annualrpt@sboa.in.gov).

The due date for all units has been changed to 60 days after year end.

If you have any questions, contact Linda Baker of the Indiana State Board of Accounts at (317)232-4958.

## New for 2010

The following changes have been made to the annual report:

- Last year there were 3 steps for copying the prior year data. This has been combined. To copy the prior year data, go to the System Menu, and select Copy Prior Year's Files.
- An edit check was added to the Import Data files function. If you import data from your vendor, it will check to see if you have data already entered, if so you will receive a warning message and processing will stop.
- Corrected a "bug" on the receipts screen when using the scroll wheel on the mouse to scroll through the receipt grid.
- The part 1 for the enterprise funds was not sorting correctly for one of the sort options. This has been corrected.
- The transfer in and transfer out reports have been combined into one report. The enterprise fund transfers were also added. To see this report, go to the Reports Menu, and select Transfers.
- An advertising report has been added that you can use to print the information that you need to advertise. To see this report, go to the Reports Menu, and select Advertising, Cash Fund Balances. This is the same as the Part 1 Cash Fund Balances Report, except the subtotals and lines that do not need to be advertised have been removed to reduce the cost of the advertising.
- The Function of Government has been added back to the Part 1 Cash Fund Balances screen. It is read only and cannot be changed, but you will be able to see what function is assigned to that

fund. If you add a new fund, you will be able to (and should), select the proper function. (This does not apply to Libraries).