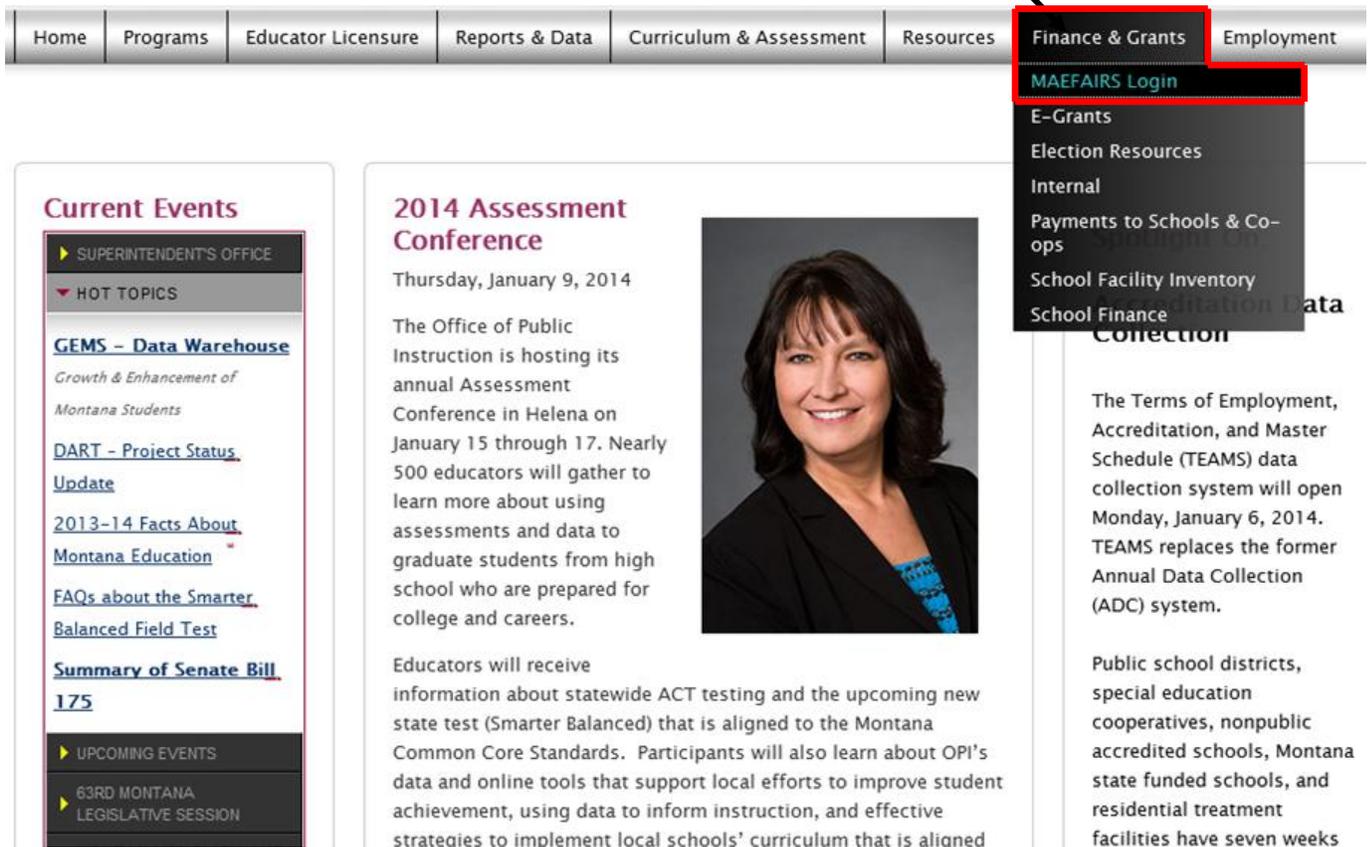


# Navigating in MAEFAIRS

Tip No. 1 – MAEFAIRS is a web-based application.

Access the MAEFAIRS Login screen from the OPI Home Page ([www.opi.mt.gov](http://www.opi.mt.gov)) by hovering over the 'Finance & Grants' heading, and then clicking on MAEFAIRS Login.



The screenshot shows the OPI website navigation menu. The 'Finance & Grants' link is highlighted with a red box, and a dropdown menu is open below it. The dropdown menu contains the following items: MAEFAIRS Login (highlighted with a red box), E-Grants, Election Resources, Internal, Payments to Schools & Co-ops, School Facility Inventory, and School Finance Data Collection. Below the navigation menu, there are three main content areas: 'Current Events' with links to 'GEMS - Data Warehouse', 'DART - Project Status Update', '2013-14 Facts About Montana Education', 'FAQs about the Smarter Balanced Field Test', and 'Summary of Senate Bill 175'; '2014 Assessment Conference' featuring a photo of Denise Juneau and text about the conference on January 9, 2014; and 'Data Collection' with text about the TEAMS data collection system opening on January 6, 2014.

## Tip No. 2 – Your user name.

### User Name:

- Is typically your first initial, last name (i.e. jdoe).
- Is the same user name used for other web-based applications, such as: Pupil Transportation, Gifted and Talented, etc.



Forgot your password? You can **e-mail yourself a new one** by clicking on this link, and then entering your user name and email address.

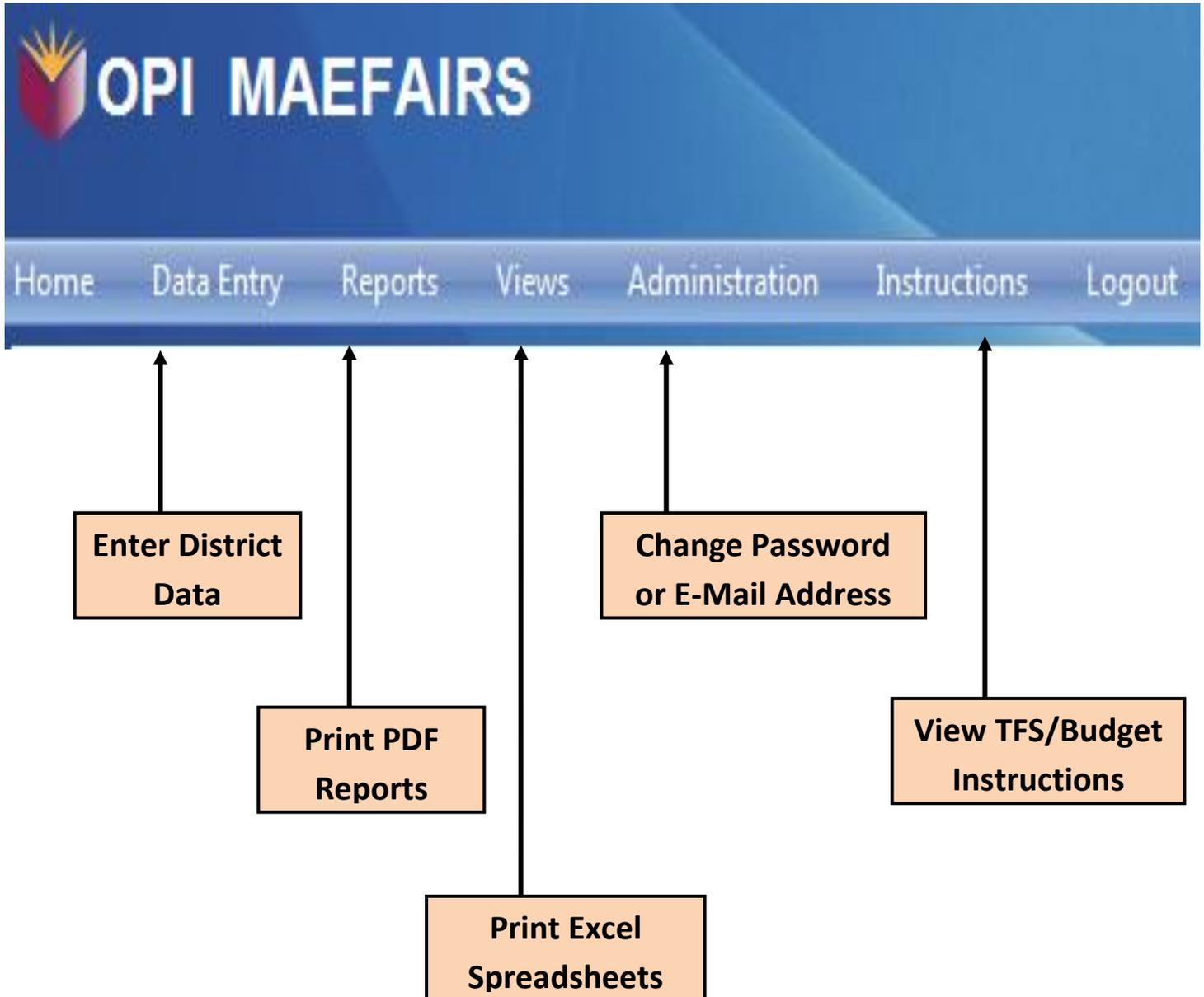
A screenshot of a web login form. The form has a blue header with the text "Log In". Below the header are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a blue "Log In" button. Below the "Log In" button is a blue hyperlink that says "Forgot your password?". An arrow points from the text box on the left to the "Forgot your password?" link.

[MAEFAIRS Instructions](#)

### Password:

- NEVER allow your internet browser to 'remember' or 'save' your password for MAEFAIRS.
- Randomly generated passwords that are sent via e-mail can be difficult to manually key in.
- When you receive a new password, 'copy' it by highlighting the text with your mouse (hold down left click), and then pressing Ctrl-C on your keyboard (or right click on your mouse, choose copy) to copy the password.
- When logging in, 'paste' your random password in the password field by clicking inside the password field and pressing Ctrl-V on your keyboard (or right click on your mouse, choose paste) to paste it.
- Once successfully logged in, immediately change your password to something you can easily remember.

**Tip No. 3 – Get used to the menu headings at the top of your screen. Hovering over these headings will allow you to access everything in MAEFAIRS.**



**Tip No. 4 – Get used to using the “Data Entry” option. Hovering over it will access the Trustees’ Financial Summary (TFS) and Budget data entry screens.**

**Data Entry --- TFS --- Steps 1-15**

The screenshot displays the OPI MAEFAIRS website interface. At the top left is the OPI MAEFAIRS logo. Below it is a navigation menu with the following items: Home, Data Entry, Reports, Views, Administration, Instructions, and Logout. The Data Entry menu is open, showing a list of options: CSCT Match, Compensation Expenditures, Student Count For ANB, Sinking Fund, State Paid Tuition, Trustee Financial Summary (TFS), and Budget. The Trustee Financial Summary (TFS) option is highlighted with a red box, and its sub-menu is also highlighted with a red box. The sub-menu contains 15 steps: Step 1: Prefilled Data Verification (Districts Only), Step 2: Budget Amendments/Transfers, Step 3: Software, Step 4: Project Reporter Codes (PRC), Step 5: Balance Sheet, Step 6: Revenues, Step 7: Expenditures, Step 8: Detail Expenditures, Step 9: Fixed Assets, Step 10: Long-Term Liabilities, Step 11: Review Special Education Reversion, Step 12: SPED Excess Cost Calculator, Step 13: Expected Line Item Expenditures For SPED MOE, Step 14: TFS Validation, and Step 15: Submit TFS To OPI. The background of the website shows a large graphic with the text 'Montana of Public In' and a logo of a book with rays of light.

## Data Entry --- Budget --- Steps 1-10

The screenshot displays the OPI MAEFAIRS website interface. At the top left is the OPI MAEFAIRS logo. Below it is a horizontal navigation menu with the following items: Home, Data Entry, Reports, Views, Administration, Instructions, and Logout. A dropdown menu is open under the 'Data Entry' tab, listing several options: CSCT Match, Compensation Expenditures, Student Count For ANB, Sinking Fund, State Paid Tuition, Trustee Financial Summary (TFS), and Budget. The 'Budget' option is highlighted with a red box, and its own dropdown menu is open, listing ten steps: Step 1: Taxable Valuation, Step 2: Taxing Jurisdiction (Debt Service Only), Step 3: Bus Depreciation (Buses/Radios), Step 4: Building Reserve (Elections), Step 5: Debt Service (SIDs), Step 6: Debt Service (Bonds), Step 7: Technology Election Levy, Step 8: Budget, Step 9: Validation, and Step 10: Submit To OPI. Below the steps are three sub-options: Set Up A Bus/Radio Asset, Set Up A Building Reserve, and Set Up A Technology Election. The background of the website features a large graphic with the text 'Montana of Public In' and a link for general MAEFAIRS questions.

OPI MAEFAIRS

Home Data Entry Reports Views Administration Instructions Logout

CSCT Match  
Compensation Expenditures  
Student Count For ANB  
Sinking Fund  
State Paid Tuition  
Trustee Financial Summary (TFS)  
Budget

Step 1: Taxable Valuation  
Step 2: Taxing Jurisdiction (Debt Service Only)  
Step 3: Bus Depreciation (Buses/Radios)  
Step 4: Building Reserve (Elections)  
Step 5: Debt Service (SIDs)  
Step 6: Debt Service (Bonds)  
Step 7: Technology Election Levy  
Step 8: Budget  
Step 9: Validation  
Step 10: Submit To OPI  
Set Up A Bus/Radio Asset  
Set Up A Building Reserve  
Set Up A Technology Election

Montana  
of Public In

For general MAEFAIRS questions, contact [gov](#)

**Tip No. 5 – You must click on the *SAVE* button to create records (i.e. to make data entries). Do not try to create records by using the 'Enter' key on your keyboard.**

Example: You want to create a record for regular instructional salaries (1XX-1XXX-1XX). Using the dropdown lists, you must choose the Program code, Function Code, and Object Code. You then enter an amount, and select the *SAVE* button.

The screenshot shows a web form titled "Expenditures" with a light green background. At the top, it displays "Fiscal Year: 2010" and two dropdown menus: "LE: Absarokee Elem - 0861" and "Fund Code: 01 - General Fund". Below these are three blue buttons: "Print Expenditure Report", "Go To Project Reporter Page", and "Go To Revenue Page". The form contains several input fields: "Project Reporter Code:" (empty dropdown), "Program Code:" (1XX - Regular Education Programs - Elementary/Secondary), "Function Code:" (1XXX - Instruction), and "Object Code:" (1XX - Personal Services - Salaries). The "Amount:" field contains "700,000" and "Last Year's Amount: 652,201.39" is shown in blue text. To the right of the amount field are three buttons: "Save" (highlighted with a red border), "Cancel", and "Delete". At the bottom left, a red message box states "There are no expenditure records entered for this LE." An orange callout box with a black border and an arrow pointing to the "Save" button contains the text: "Create 'records' by selecting the *SAVE* button."

**Tip No. 6 – If you want to change a record that you have already saved, you must *SELECT* the existing record from the list of saved entries.**

For example, assume you want to change the record you just created (1XX-1XXX-1XX). You choose the Program code, Function Code, but the 1XX Object Code is no longer in the drop down list.

**Expenditures**

Fiscal Year: 2010 LE: Absarokee Elem - 0861 Fund Code: 01 - General Fund

Print Expenditure Report Go To Project Reporter Page Go To Revenue Page

Project Reporter Code: [dropdown]  
Program Code: 1XX - Regular Education Programs - Elementary/Secondary  
Function Code: 1XXX - Instruction  
Object Code: [dropdown]  
Amount: [input]  
Cancel Delete

Program Code	Function Code	Object Code
1XX	1XXX	1XX

2XX - Personal Services - Employee Benefits  
3XX - Purchased Professional and Technical Services  
4XX - Purchased Property Services  
5XX - Other Purchased Services  
6XX - Supplies and Materials  
7XX - Property and Equipment Acquisition  
810 - Dues and Fees  
8XX - Other Expenditures

**1XX-1XXX-1XX is not available, because you have already saved a record for it.**

The record shows below because it has already been saved. In order to edit the record, you must click on the *SELECT* button, make any changes to the amount and then select *SAVE* again.

**Expenditures**

Fiscal Year: 2010 LE: Absarokee Elem - 0861 Fund Code: 01 - General Fund

Print Expenditure Report Go To Project Reporter Page Go To Revenue Page

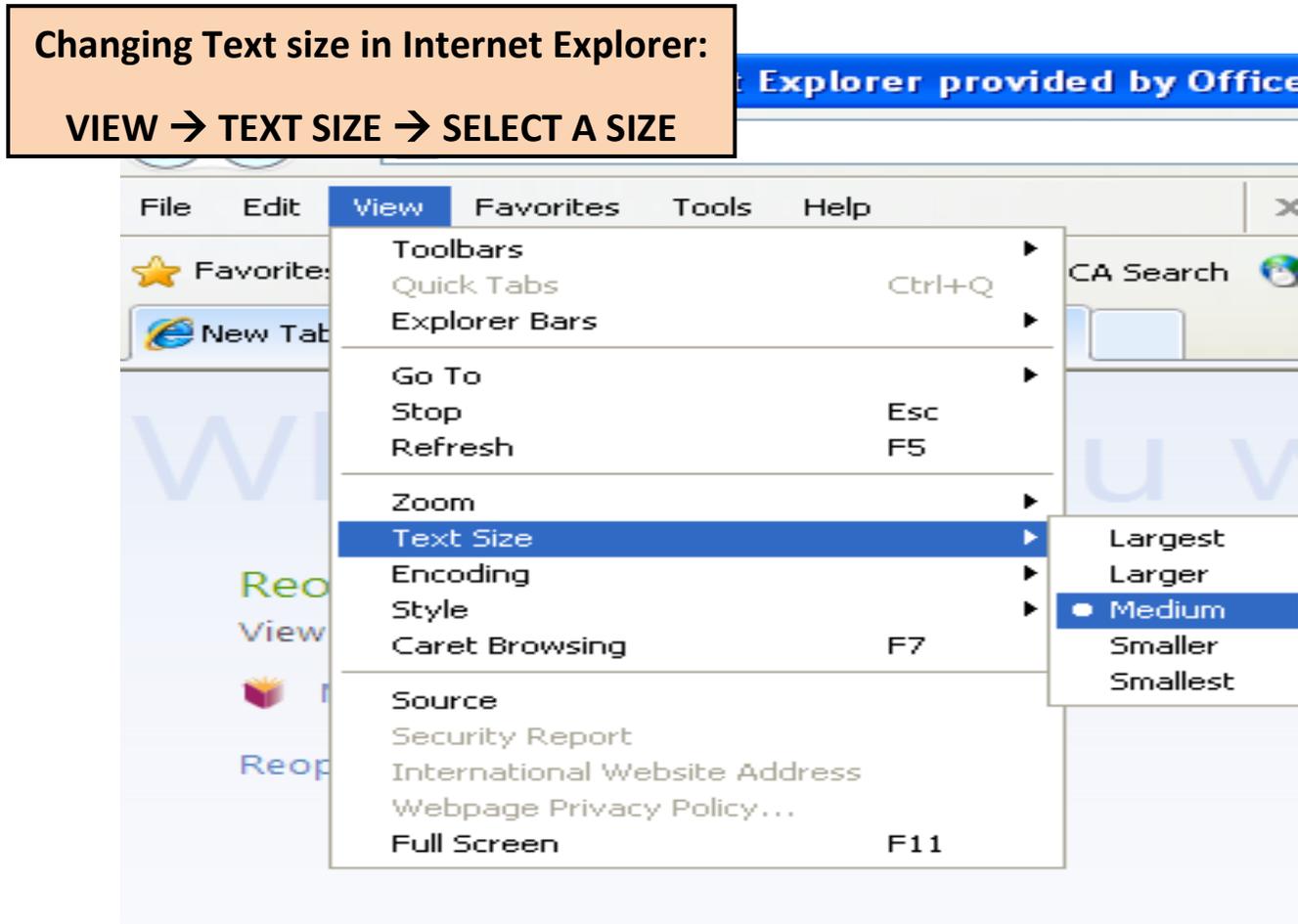
Project Reporter Code: [dropdown]  
Program Code: 1XX - Regular Education Programs - Elementary/Secondary  
Function Code: 1XXX - Instruction  
Object Code: 1XX - Personal Services - Salaries  
Amount: 700,000.00 Last Year's Amount: 652,201.39 Save Cancel Delete

Program Code	Function Code	Object Code	PRC	Amount	Action
1XX	1XXX	1XX		700,000.00	Select
				700,000.00	

**1. SELECT the saved record.  
2. Make necessary changes to the amount.  
3. Select SAVE again.**

**Tip No. 7 – You can change the size of the text inside MAEFAIRS using your web browser.**

You have the ability to change the text size in Internet Explorer. Keep in mind that this will affect all other web pages you view as well. Medium is the recommended text size.



Change the text size in other web browsers:

Firefox: Increase: Hold Ctrl and press +

Decrease: Hold Ctrl and press -

Chrome: Increase: Hold Ctrl and press +

Decrease: Hold Ctrl and press -

Safari: View → Make Text Bigger

Decrease: View → Make Text Smaller

Opera: View → Zoom → Choose a %

Decrease: View → Zoom → Choose a %

**Tip No. 8 – When you print a report, you can control the information you include. Then use the *PRINT TO PDF* function.**

This creates a PDF file that you can save on your computer and then print copies.

Make sure that you have the most up to date version of Adobe Reader installed on your computer.

Example: The 'Budget' report screen is shown below.

The screenshot shows a web application interface for generating reports. At the top is a navigation bar with links: Home, Data Entry, Reports (highlighted with a red box), Views, Administration, Instructions, and Logout. Below the navigation bar is a main content area with a light green background. In the top left of this area is a button labeled 'Print To PDF' (highlighted with a red box). To its right is a callout box labeled 'Select Report Sections.' with an arrow pointing to the 'Select Report Section(s)' section. Below the 'Print To PDF' button is a 'Fiscal Year:' dropdown menu set to '2011'. The 'Select Report Section(s)' section contains four checked checkboxes: 'Cover Page', 'Summary', 'General Fund Worksheet', and 'Fund'. Below these is a button labeled 'Unselect All Sections'. To the left of this section is the 'Select Report Type:' section with three radio buttons: 'Blank Report', 'Current Report' (selected), and 'Report As Submitted'. Below this is a callout box labeled 'Select District(s).' with an arrow pointing to the 'Select District(s):' section. The 'Select District(s):' section has a text input field with the placeholder 'Type District To Highlight' and a list box containing 'Absarokee Elem - 0861' and 'Absarokee H S - 0862'. Below the list box is a button labeled 'Select All Districts'. To the right of the 'Select District(s)' section is the 'Select Fund(s):' section, which has a list box containing various fund codes and names: '01 - General Fund', '10 - Transportation Fund', '11 - Bus Depreciation Fund', '13 - Tuition Fund', '14 - Retirement Fund', '17 - Adult Education Fund', '19 - Non-Operating Fund', and '28 - Technology Fund'. Below the list box is a button labeled 'Unselect All Funds'. To the right of the 'Select Fund(s)' section is a callout box labeled 'Select Fund(s).' with an arrow pointing to the list box.

**Tip No. 9 – When there are multiple data entries in a list, the lower left numbers indicate more than one 'page' of data.**

Example: Saved records in TFS Step 4: Project Reporter Code Screen (5 entries per 'page'):

PRC	Program Title	Program Type	Project Number	CFDA #		
169	Title IV, Part A, Safe & Drug-Free	FEDERAL	0480861160900	84.186A	Select	Delete
229	Title VI, Part B, Subpart 1, Small Rural Schools(SRS)	FEDERAL	S358A040550	84.358A	Select	Delete
309	State OTO Capital Invest & Deferred Maintenance	STATE	STATE	state	Select	Delete
319	Title I, Part A, Improving Basic Programs	FEDERAL	0480861310900	84.010A	Select	Delete
329	Jobs for Montana Graduates	STATE	STATE	State	Select	Delete
<b>1 2 3</b>						

**3 'Pages' of project reporter code records. Click on page numbers to see other saved records.**

Example: Saved records in TFS Step 6: Revenues (10 entries per 'page'):

Revenue Code	PRC	Amount	Calculated	
1110 - District Tax Levy		500,000.00	No	Select
1117 - District Levy - Distn of Pr Yr's Prot/Dlq Taxes		175,000.00	No	Select
1310 - Individual Tuition		2,000.00	No	Select
1510 - Interest Earnings		5,000.00	No	Select
3110 - Direct State Aid		468,361.26	Yes	
3111 - Quality Educator		54,196.27	Yes	
3113 - Indian Education For All		4,039.20	Yes	
3115 - State Spec Ed Allowable Cost Pymt to Districts		33,310.39	Yes	
3120 - State Guaranteed Tax Base Aid		98,515.00	Yes	
3444 - State School Block Grant		119,920.53	Yes	
		<b>1,494,976.34</b>		
<b>1 2</b>				

**2 'Pages' of TFS Revenue records. Click on page numbers to see other saved records.**