

2011 PSAP Annual Report Instruction Manual

Report Due Date: **February 29, 2012**

The following is an instruction guide for completing the 2011 PSAP Annual Report. If at any point there are questions regarding these instructions, or in completing some aspect of the report, please contact [Dennis Kriesel](#) at the Local Collection Point Administrator (LCPA) for assistance.

- 1) **Downloading the Reporting Form:** The reporting form is a spreadsheet, and is available for [download here](#). Download the form to a location of your choice (where you can find it to work on it).
 - a. **NOTE:** The form requires Microsoft Excel 2003 or later to open and work properly. If you do not have a compatible version of Excel, you may use [OpenOffice](#), a free suite of software that is similar to Microsoft Office. OpenOffice Calc is capable of running this form, but not its button navigation. If you have questions on how to navigate within OpenOffice, please contact [Dennis Kriesel](#) at the LCPA for help.
 - b. **Macros:** Button navigation requires macros to be enabled. If the buttons are not functioning, and you are using Excel 2003 or later, follow Excel's instructions to enable macro use (instructions vary depending on the version of Excel).
- 2) **Open the report:** This should start you out on the **Information** page. Excel users can navigate the report via buttons, which will be explained in this guide, or through traditional spreadsheet means (if they prefer; those will not be covered here).
- 3) **Information:** This first page captures some very basic contact information about your PSAP. Once you fill it out, click the *Next Page* button to continue.
 - a. **NOTE:** At any time you can click the *Save* button to save your progress (it updates the file at the location you opened it), and the *Print* button to print off the current page's information.
- 4) **Revenues:** The Revenue page has three categories of revenue information for the 2011 period: Wireline/Wireless/VoIP (combine these), Grant Funds, and Interest earned. Fill in any that are applicable and then click on *Next Page*.
 - a. **NOTE:** A new button has appeared, *Previous Page*, which will allow you to go back to the previous page to review/revise what you've typed in.
- 5) **Non-Grant Expenditures:** This page is designed to capture detailed information on expenditures you made in 2011 via non-grant funding. There are four expenditure classifications provided (recurring costs/contracts, equipment, training, and other). Within each is the ability to type in a vendor, a description/explanation of the expense, select a category for the expense from a

drop-down listing of choices, and type in the amount expended. If you need more rows for any expenditure classification, just click on the *Click Here to Insert Another Row Above* button and a new row will appear at the bottom of the relevant classification. When done, click on *Next Page*.

a. The following categories are provided as drop-down choices for your non-grant expenditures:

- 1) Implementation of 911 services
- 2) Purchase of 911 equipment
- 3) Maintenance and license fees for 911 equipment
- 4) Training of personnel
- 5) Monthly recurring charges billed by service suppliers
- 6) Installation, service establishment and nonrecurring start-up charges billed by the service supplier
- 7) Charges for capital improvements and equipment or other physical enhancements to the 911 system
- 8) The original acquisition and installation of road signs designed to aid in the delivery of emergency services

6) Grant Expenditures: This page functions exactly the same way as the non-grant expenditures page did, but this page is specifically for grant funds that were expended. It also has additional categories in the drop-down. Beyond that, it is identical in form and function. Click *Next Page* when you are done.

a. The following Categories are provided as drop-down choices for your grant expenditures:

- 1) Implementation of 911 services
- 2) Purchase of 911 equipment
- 3) Maintenance and license fees for 911 equipment
- 4) Training of personnel
- 5) Monthly recurring charges billed by service suppliers
- 6) Installation, service establishment and nonrecurring start-up charges billed by the service supplier
- 7) Charges for capital improvements and equipment or other physical enhancements to the 911 system
- 8) The original acquisition and installation of road signs designed to aid in the delivery of emergency services
- 9) Projects involving the development and implementation of next generation 911 services
- 10) Costs associated with PSAP consolidation or cost-sharing projects

- 7) **END:** You are finished filling in the form. The ending page will let you print the entire report out via the *Print Entire Report* button, and provides a link to where the form must be submitted: <http://www.kansascounties.org/forms.aspx?FID=72>
- 8) **Submitting the Report:** Click on the above link. It will take you to a simple online form. Fill in the contact information and browse for your finished report spreadsheet. Attach it and submit. A confirmation screen will appear once the form is submitted.
- 9) **You're done!** That's all there is to it. The report is submitted. If you have any questions or concerns after you've submitted your report, contact [Dennis Kriesel](#) at the LCPA for assistance.