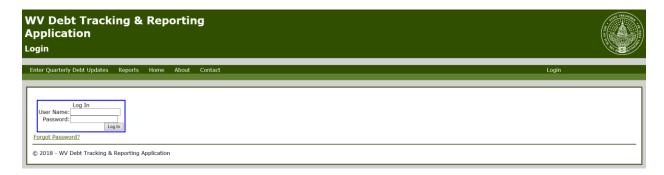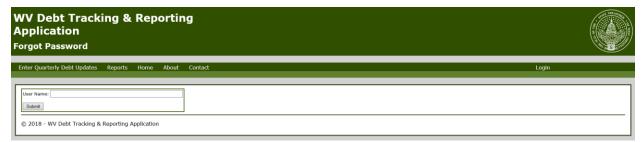# Debt Tracking Application

User's Guide

Logging In

The first step to using any modern business software application is to gain access. For the Debt Tracking application, this is accomplished by opening your browser, going to the URL for the application – https://apps.wvsto.com/DebtTracking, and logging in.

Enter your User Name (the email address you provided the Treasurer's Office when requesting access) and your password.

Forgot Password (Password Reset)

If you have forgotten your password, click the Forgot Password? link to initiate the password reset process. This will ask for your User Name (your provided email address) to send you a reset link when you click Submit.

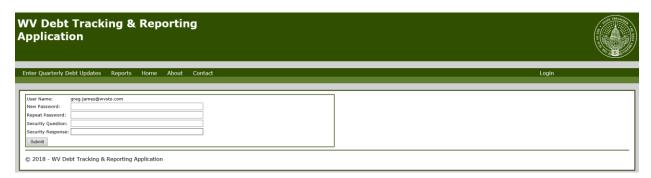You should receive an email similar to this one below:

Use the following link to complete the process of resetting your password:

https://apps.wvsto.com/DebtTracking/PwdReset.aspx?userid=2&rsttkn=0009467009645639

West Virginia State Treasurer's Office
Cash Management
322 70th Street, SE
Charleston, WV 25304

Before clicking the link, please shut down any previous web browser that is open to the Debt Tracking application to prevent confusing which session is which. Then click the link to go to the password reset page. A page similar to below should show. Enter the necessary information and click Submit.

The User Name should be populated already. If it is not, close all your browsers and click on the link again from the email.

Decide on and enter your new password in the New Password box and again in the Repeat Password box. Both of these must match or you won't be able to Submit the changes.

For the Security Question and Response, you decide what you wish to ask yourself the next time you need to reset your password and what response the system should expect in order to let you. Such as, "what is my favorite sports team?", "wv power".
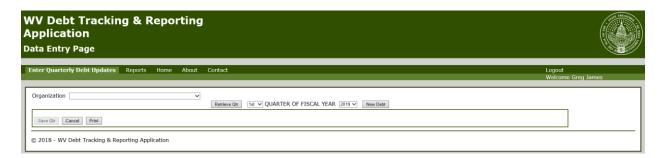
Once you have submitted the change successfully, you should be returned to the login prompt and be able to use your new password to log in. Once logged in you will see the screen below:
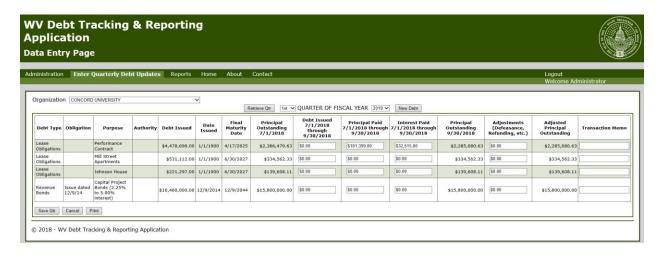
Transactions

Enter Quarterly Debt Updates

The Data Entry Page is the screen for the transaction portion of the system. It is used to perform entry and edit of quarterly debt updates. Everything will be blank (as shown below) until you select the Organization with which you wish to work.
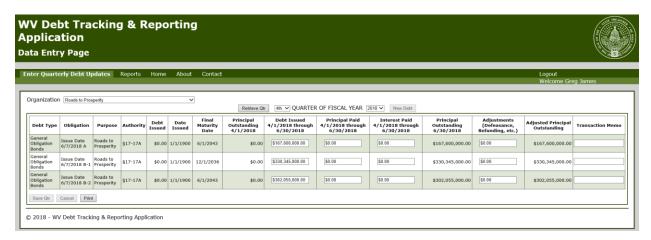

After selecting the organization from the dropdown, the data will be displayed for the current fiscal year and quarter, as shown below:

This will display the selected organization's open debts as currently defined in the system and allow input to the amounts. The user does not have to have the form completely filled out and verified before he/she can click the Save Qtr button, which saves **all** the data. It may be useful, particularly on large lists, to save several times while entering data so you don't get distracted and have an internet/browser session time out cause you to lose all your work. Please review the data for completeness and accuracy when finally done.

Data can only be entered during the given quarter and through the 16th of the month following the quarter. After that point, the screen will only be viewable and only an administrator can make changes to it. An example screen of the filled-in form with greyed-out buttons is below:

WV Debt Tracking & Reporting Application
Data Entry Page

| Enter Quarterly Debt Updates | Reports | Home | About | Contact | | Logout
Welcome Greg James |

Organization: Roads to Prosperity

[Retrieve Qtr] 4th ∨ QUARTER OF FISCAL YEAR 2018 ∨ [New Debt]

Debt Type	Obligation	Purpose	Authority	Debt Issued	Date Issued	Final Maturity Date	Principal Outstanding 4/1/2018	Debt Issued 4/1/2018 through 6/30/2018	Principal Paid 4/1/2018 through 6/30/2018	Interest Paid 4/1/2018 through 6/30/2018	Principal Outstanding 6/30/2018	Adjustments (Defeasance, Refunding, etc.)	Adjusted Principal Outstanding	Transaction Memo
General Obligation Bonds	Issue Date 6/7/2018 A	Roads to Prosperity	§17-17A	$0.00	1/1/1900	6/1/2043	$0.00	$167,600,000.00	$0.00	$0.00	$167,600,000.00	$0.00	$167,600,000.00	
General Obligation Bonds	Issue Date 6/7/2018 B-1	Roads to Prosperity	§17-17A	$0.00	1/1/1900	12/1/2036	$0.00	$330,345,000.00	$0.00	$0.00	$330,345,000.00	$0.00	$330,345,000.00	
General Obligation Bonds	Issue Date 6/7/2018 B-2	Roads to Prosperity	§17-17A	$0.00	1/1/1900	6/1/2043	$0.00	$302,055,000.00	$0.00	$0.00	$302,055,000.00	$0.00	$302,055,000.00	

[Save Qtr] [Cancel] [Print]

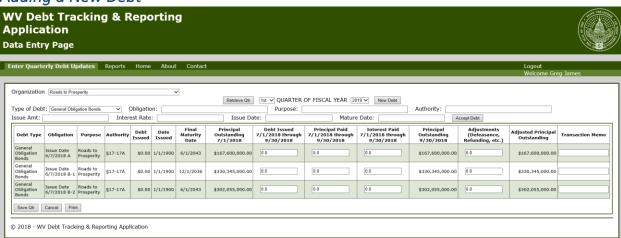© 2018 - WV Debt Tracking & Reporting Application

The user can retrieve previously saved quarters by selecting the fiscal year and quarter and clicking the Retrieve Qtr button. If any transactions for this given combination exist, the data will be selected and displayed.

The following access and save rules always apply:
1. A non-admin user may only view submitted data or add and edit data for organizations to which they currently have security access. Data for a given organization, year, and quarter may only be entered once the quarter has begun and up to the 16th of the month after the quarter has ended. After that point, only an administrator may change that quarter's data.
2. An admin user may edit submitted data or add new data through the transaction screen as long as the debt is still considered open. The system considers a debt closed once there are only historical transactions against it, nothing for the current year, and the remaining principal is $0.00 and the debt's completed flag is set. This flag must be set by an admin on request, so when a debt is fully completed please request for the specific debt to be permanently closed.
3. No transaction can be saved or submitted with invalid numbers in the numeric fields or negative values in the Debt Issued, Principal Paid or Interest Paid fields. Negative amounts are not allowed in those fields and must be handled through the Adjustments field (which accepts positive or negative values). A transaction memo is required any time the Adjustments field is non-zero.
4. During entry for a new quarter, the New Debt button can be used to add a new debt even if the form is completely blank. If multiple new debts are needed, simply enter one and click Accept Debt, then repeat as necessary. New debts added from the transaction screen are automatically assigned to the organization currently selected at the top, so make sure you are adding them to the correct organization.

Adding a New Debt

When clicking the New Debt button, the New Debt entry section will appear, as shown above. Fill in the data and press Accept Debt.

Type of Debt must be selected from the list. It is required.

Obligation should be entered to explain any details of the debt.

Purpose should be used to name the debt or describe its reason for being.

Authority should be used to enter the statute numbers and sub-section by which the debt can be authorized and paid. For this field (or any text field) you can enter the § section symbol by holding down the Alt key and typing 0167 on the numeric keypad of the keyboard, not the numbers across the top. The number must be typed fairly quickly.

Issue Amt must be the amount of the debt at time of issue and/or the maximum amount authorized by the debt if it is to be a rolling debt, where some of the debt is added and paid down, then more is added and paid down, etc.
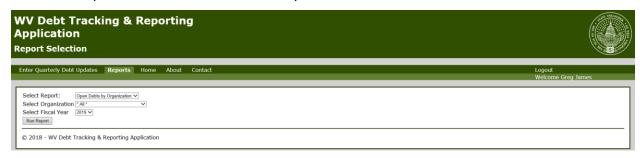
Interest Rate should be entered as the actual rate (such as 1.5), 100 if variable, or 101 if more details are in the descriptive fields Obligation and Purpose.

Issue Date should be filled in with the date the debt started. This must be a valid mm/dd/yyyy calendar date or left blank.

Maturity Date is the date when the debt is planned to be paid off or when the payoff is due. It also must be a valid mm/dd/yyyy calendar date or left blank.

Reporting

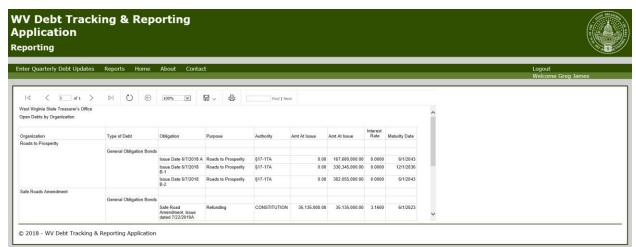All reports are available from the Reports selection of the main menu.

The available reports can be accessed by selecting the report desired from the drop down list and then supplying the required parameters.

The selected report above, "Open Debts by Organization", requires the Organization parameter. You can either leave it on * All * to pull a report of all open debts by all organizations (if not an admin, all organizations you have access to) or select a single organization.

Starting and ending dates are not required for all reports. When needed, they will appear and require that a date be selected. Use the calendar displays to select the date in each calendar to indicate the range. Note, the starting date will be set with a time of 00:00:00 and the ending date will be set with a time of 23:59:59 to insure that all records are including between the starting and ending date.

The results of the report will appear in a new tab or window, depending on how your browser is set up.

From here you can export the report to Excel, PDF, or Word by clicking the disk 🖫 ⌄ icon or print using the printer 🖶 icon as well as various viewing options on-screen.

Questions / Comments

Any questions or comments can be directed to Software IT: Greg James, cc: any others as needed or desired.