

Specialized Data Systems, Inc.

Web Financial Office

Site Based Reporting

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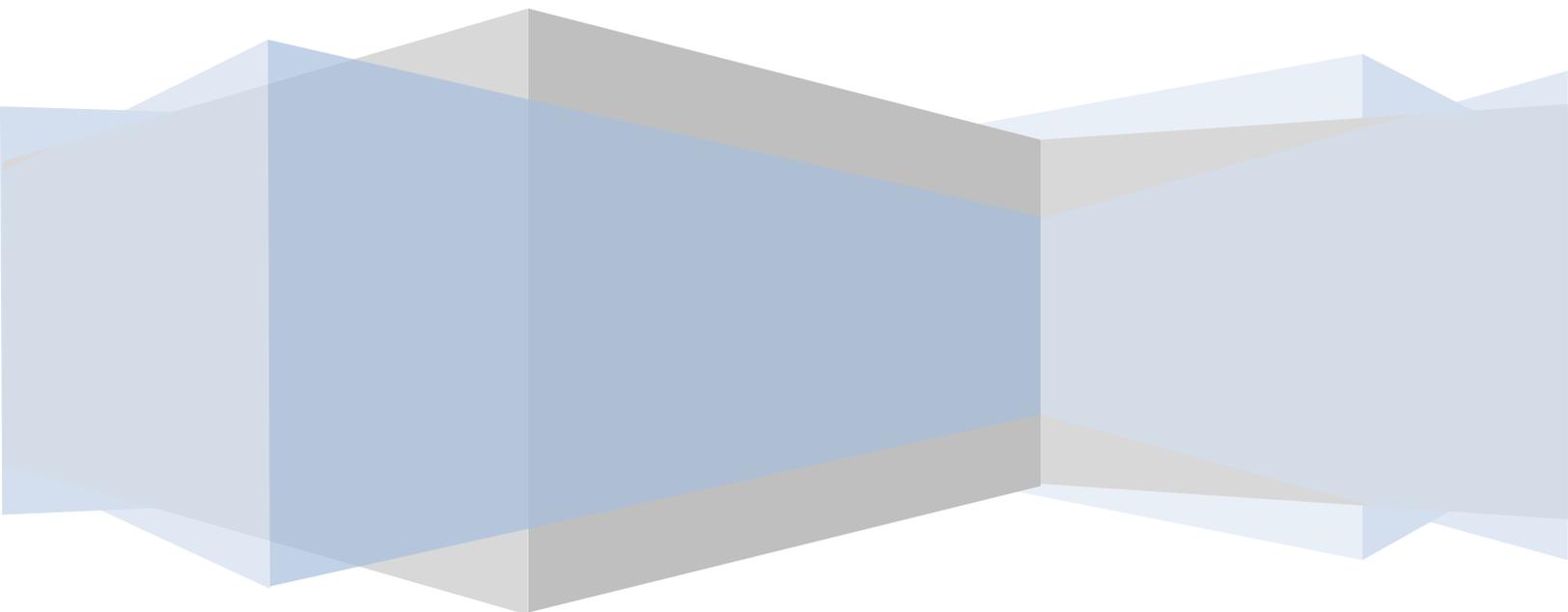




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Site Based Reporting - Illinois

The Illinois State Board of Education has announced its site-based expenditure reporting initiative. This reporting requirement will begin with the 2018-19 school year data. All school districts and other designated reporting entities will report per-pupil expenditure data at the district and at the school level, disaggregated by source of funds (federal vs. state/local).

We have determined several steps that will be needed to meet this reporting need. They consist of adjusting data currently in the system and running new reports. New accounts will not have to be added to your ledger. Changes will not have to be made to your payroll system.

Setting up the System for the Site Based Reports

Below are the steps that will take you through setting up your system for site based reporting.

Setting up the Location Indicator

1. Select Master Files and Code Entry Options
2. Select Budget Master
3. Select Account Structure Setup
4. Determine which Dimension is being used for your various school locations. Once that has been determined, change the Location field to a “Y” for that dimension. Then select “Save Changes.” For this example, the Location is in “Dim_04.”

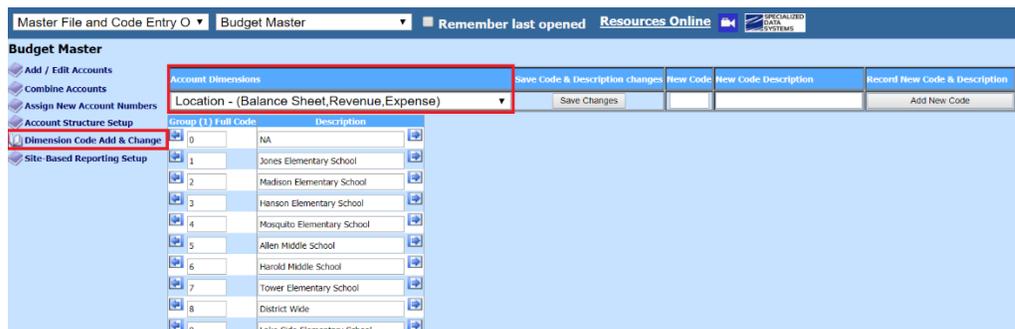
The screenshot shows the 'Budget Master' interface with the 'Account Structure Setup' option selected. A table lists dimensions from Dim_01 to Dim_12. The 'Location' column for Dim_04 is highlighted with a red box, and the 'Y' value in that cell is also highlighted with a red box.

Del?	Dimension	Dim Code	Description	Balance Sheet	Revenue	Expenditure	Liability	Function	Object	Location	Dimension Size
<input type="checkbox"/>	Dim_01	A	Fund	Y	Y	Y	N	N	N	N	02
<input type="checkbox"/>	Dim_02	B	Function	N	N	Y	N	Y	N	N	04
<input type="checkbox"/>	Dim_02	M	Account Class	Y	N	N	Y	N	N	N	03
<input type="checkbox"/>	Dim_02	S	Source of Revenue	N	Y	N	N	N	N	N	04
<input type="checkbox"/>	Dim_03	C	Object	Y	Y	Y	N	N	Y	N	04
<input type="checkbox"/>	Dim_04	D	Location	Y	Y	Y	N	N	N	Y	01
<input type="checkbox"/>	Dim_05	E	Subject Matter	Y	Y	Y	N	N	N	N	02
<input type="checkbox"/>	Dim_06	F	Job Classification	Y	Y	Y	N	N	N	N	02
<input type="checkbox"/>	Dim_07	G	Source of Funds	Y	Y	Y	N	N	N	N	06
<input type="checkbox"/>	Dim_08	H	General User 1	Y	Y	Y	N	N	N	N	03
<input type="checkbox"/>	Dim_09	I	General User 2	Y	Y	Y	N	N	N	N	05
<input type="checkbox"/>	Dim_10	J	General User 3	Y	Y	Y	N	N	N	N	0
<input type="checkbox"/>	Dim_11	K	General User 4	Y	Y	Y	N	N	N	N	02
<input type="checkbox"/>	Dim_12	L	Fiscal Year	Y	Y	Y	N	N	N	N	02



Setting up the Locations

1. Each location or school site needs to be setup in the system.
2. Select Master Files and Code Entry Options
3. Select Budget Master
4. Select Dimension Code Add & Change
5. Select the Location (or the dimension you are using for the Location) from the Account Dimensions dropdown menu.
6. Verify that the correct locations are in this area. You may need to add locations to your system.



7. To add a new location(s), enter the number in the “New Code” field and enter the description of the location in the “New Code Description” field. Select the “Add New Code” button.
8. To change the description of one of the locations, just change the location description and select the “Save Changes” option.

Setting up the Source of Funds for Federal Programs

NOTE: The Source of Funds must be entered in Dim_07. If you are currently using Dimension 7 for other purposes, please contact SDS support before proceeding.

1. The codes that are used for the source of Funds for the Federal Programs need to be entered into the system.
2. Select Master File and Code Entry Options
3. Select Master File Horizontal Data Changes
4. For the Entry Options, select one of the Budget Master Entry views.
5. There are several ways to search and find the accounts that are being used for Federal Programs. An example would be to search on the description. In the “Other Field” drop down, select “Account Description”. Then in the search area, type in a portion of the account description. For this example, I have entered in “Title” then selected the enter button or the binocular button. This will change the sort at the bottom of the screen.



- In "Dim 07", enter the Source of Funds code needed for the Federal Programs that are on the screen. Select the "Save" button.

Account Number	Account Description	Account Description	Dim 01	Dim 02	Dim 03	Dim 04	Dim 05	Dim 06	Dim 07	Dim 08
10-1100-110-8	10-1100-110-8	Title Iia Class Size Reduction	10	1110	110	8	0	0	400100	0
10-1100-210-8-01	10-1100-210-8-01	Title Iia Class Size Redu (t)	10	1110	210	8	0	0	400100	0
10-1110-110-8-03	10-1110-110-8-03	Title I Salary	10	1110	110	8	0	0	400100	0
10-1110-110-8-04	10-1110-110-8-04	Title I Literacy Salary C.s.	10	1110	110	8	0	0	400100	0
10-1110-110-8-06	10-1110-110-8-06	Title Iii Lipleps Salaries	10	1110	110	8	0	0	400100	0
10-1110-130-8	10-1110-130-8	Title Iv Drug Free	10	1110	130	8	0	0	400100	0

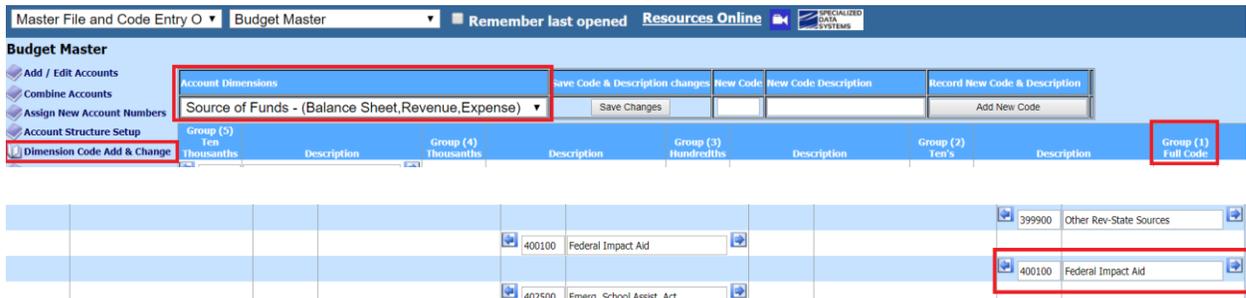
- If any of the Dim_07 fields are shown in Red after you save, the system is letting you know either that Source of Fund code is not in the state code area or the summary level of that code is not a "1" or "Full Code".

Account Number	Account Description	Account Description	Dim 01	Dim 02	Dim 03	Dim 04	Dim 05	Dim 06	Dim 07	Dim 08
10-2640-130-8	10-2640-130-8	Personnel Special Projects	10	2640	130	8	0	0	403000	0
10-2640-210-8	10-2640-210-8	Special Serv Admin Trs	10	2640	210	8	0	0	0	0

- To add a new "Source of Funds" code, go to "Master File and Code Entry Options" and then to "Budget Master." Select "Dimension Code Add & Change" and select "Source of Funds" from the Account Dimensions dropdown menu.
- If the code is not in this area, enter the number of the code in the "New Code" area and the description in the "New Code Description", then select "Add New Code."

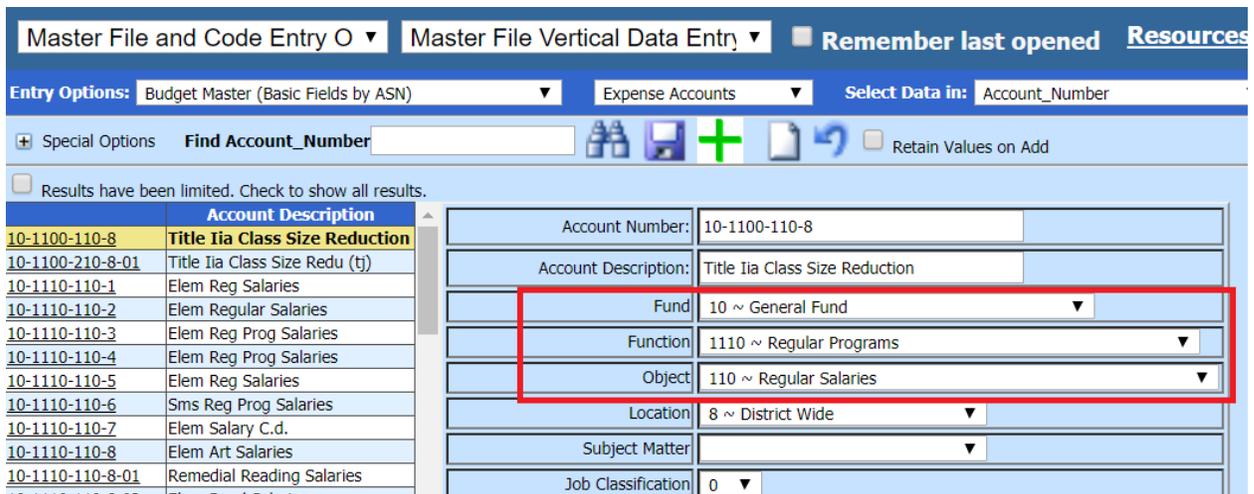


10. After entering in the new code, make sure it is in the “Group (1) Full Code” area so it will populate in “Dim 07” Source of Funds field.



Insure that the Fund, Function, and Object codes meet the ISBE Definition

1. The Fund, Function, and Object numbers need to meet the requirements as they are defined by the ISBE.
2. Select Master File and Code Entry Options
3. There are several ways to view the accounts.
 - a. Select either Master File Vertical Data Entry or Master File Horizontal Data Changes.
 - b. Budget Master (Basic Fields) view Budget Master
 - c. Add / Edit Accounts
4. **Screen 1** is the Master File Vertical View



5. **Screen 2** is the Master File Horizontal View



Master File and Code Entry O ▾ Master File Horizontal Data Cl ▾ Remember last opened Resources Online

Entry Options: Budget Master (Basic Fields by ASN) Show Inactive Accounts

Total Records Found: 1600

Expense ▾ Other Field: (Other Search Options) Other Value: ▾ or Concatenate Search Mass Chg

Save Page Rows Width First Field To Edit Sort By

Account_Description Account_Number Ascending Descending

Account Number	Account Description	Account Description	Dim 01 ▾	Dim 02 ▾	Dim 03 ▾	Dim 04 ▾	Dim 05 ▾	
10-1100-110-8	10-1100-110-8	Title Iia Class Size Reduction	Title Iia Class Size Reduction	10	1110	110	8	0
10-1100-210-8-01	10-1100-210-8-01	Title Iia Class Size Redu (tj)	Title Iia Class Size Redu (tj)	10	1110	210	8	0
10-1110-110-1	10-1110-110-1	Elem Reg Salaries	Elem Reg Salaries	10	1110	110	1	0
10-1110-110-2	10-1110-110-2	Elem Regular Salaries	Elem Regular Salaries	10	1110	110	2	0
10-1110-110-3	10-1110-110-3	Elem Reg Prog Salaries	Elem Reg Prog Salaries	10	1110	110	3	0
10-1110-110-4	10-1110-110-4	Elem Reg Prog Salaries	Elem Reg Prog Salaries	10	1110	110	4	0
10-1110-110-5	10-1110-110-5	Elem Reg Salaries	Elem Reg Salaries	10	1110	110	5	0
10-1110-110-6	10-1110-110-6	Sms Reg Prog Salaries	Sms Reg Prog Salaries	10	1110	110	6	0

6. Screen 3 is Budget Master – Add / Edit Accounts

Master File and Code Entry O ▾ Budget Master Remember last opened Resources Online

Budget Master

Add / Edit Accounts

Combine Accounts Assign New Account Numbers Account Structure Setup Dimension Code Add & Change Site-Based Reporting Setup

Add/Create a New Budget Master Account Account Display Based on Checked Account Di

Account Type Expense Accounts Page 1 Rows 30

Search Current / Selected Account ASN, State or Partial # for Search Delete Account

Account Number (ASN) 10-1110-110-8-02

Search Result Elem Band Salaries | 10-1110-110-8-02 | \$63,105.50

Save Save Selected Account with new Title and State Account Number

Current Account Title Elem Band Salaries

New Account Title Elem Band Salaries

Account Number	Account Description	Fund	Function	Object	Locat
10-1100-110-8	Title Iia Class Size Reduction	10	1110	210	8
10-1100-210-8-01	Title Iia Class Size Redu (tj)	10	1110	110	1
10-1110-110-1	Elem Reg Salaries	10	1110	110	2
10-1110-110-2	Elem Regular Salaries	10	1110	110	3
10-1110-110-3	Elem Reg Prog Salaries	10	1110	110	4
10-1110-110-4	Elem Reg Prog Salaries	10	1110	110	5

7. If your chart of accounts is not in line with the ISBE definitions, there is a program that will correct the account numbers. To run this program, go to “Master File and Code Entry Options” then “Budget Master.” Select “Dimension Code Add & Change.” On this screen is an option to “Update Illinois State Codes.” The system will have this option for you if it finds a “101” in the cash account class code.

Master File and Code Entry O ▾ Budget Master Remember last opened Resources Online

Budget Master

Add / Edit Accounts Combine Accounts Assign New Account Numbers Account Structure Setup Dimension Code Add & Change Site-Based Reporting Setup

Account Dimensions Save Code & Description changes New Code New Code Description Record New Code & Description Update Illinois State Codes

Account Class Save Changes Add New Code

Group (3) Hundredths	Description	Group (2) Ten's	Description	Group (1) Full Code	Description
100	Current Assets	100	Current Assets	100	Current Assets
		101	Cash	101	Cash

8. If the “Update Illinois State Codes” appears on your screen please put in a x-connect to talk to a support representative before processing this option.



Setting up the School Location Code for each Employee

1. The School Location Code needs to be setup for all your active employees.
2. Select Human Resources or Payroll Processing
3. Select Employee Demographics All Fields
4. Change the “First Field to Edit” to “School Location.”
5. The “School Location” for each employee must be the same location number that has been setup in the finance systems “Location” state code area. Please review the setup for the “**Setting up the Locations**” above in this documentation.

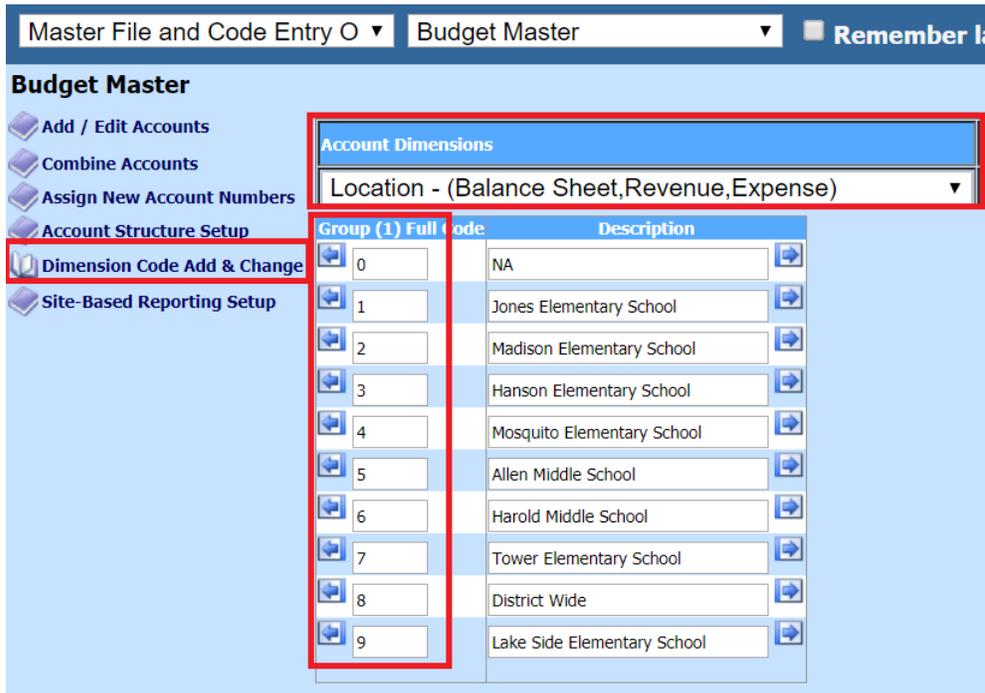
Screen 1: School location field for each employee

The screenshot shows a software interface for managing employee data. At the top, there are dropdown menus for 'Human Resources' and 'Employee Horizontal Data Ch'. Below these are 'Entry View Groups' and 'Entry Views' dropdowns. A row of circular icons (A through T) is visible. Below the icons are input fields for 'Name' and 'ID', and buttons for 'Find/Refresh', 'Search', 'Mass Chg', and 'Inactive?'. A toolbar contains buttons for 'Save', 'Page', 'Rows', 'Adjust Display Width', 'First Field To Edit' (set to 'School_Location'), and 'Sort By'. Below the toolbar, it says 'Total records found: 163'. A table with the following columns is shown: 'Emp Num', 'Employee Name', 'School Location', 'Pay Check Location', 'Pay', 'Category', and 'Account'. The 'School Location' column is highlighted with a red box. The table contains several rows of employee data.

Emp Num	Employee Name	School Location	Pay Check Location	Pay	Category	Account
49536	Anacker, Jessica .	2	K	Y	1	10-1110-120-8
35040	Apple, Christopher J.	9	G	Y	5	10-1110-110-9
36660	Arthur, Aaron G.	5	I	Y	1	10-2610-110-8
720	Arthur, Kasey D.	7	J	Y	1	20-2540-110-8-02
30040	Avila Hernandez, Jaime Nares	5	I	Y	1	10-2610-110-8-01
13940	Baca, Tereza .	1	L	Y	5	10-1110-110-7
28200	Bass, Alyssa L.	5	I	Y	1	10-2610-110-8-02



Screen 2: Location setup in the “Dimension Code Add & Change”



6. If the same number from the “School Location” in the state codes area are not available to use in the “School Location” field in the “Employee Demographics all Fields”, go to “Administrative Utilities” and “Master Code Field Definition and Maintenance.”
7. Select the table “Employee Master” from the drop down and from the “field to be Coded” select “School Location”.
8. In the “Code” field, enter in the school location number and in the “Description” field, enter in the school name.
9. Select “Save/Add Code Table Entry”



Administrative Utilities Master Code Field Definition

Select a Table: Employee_Master Field to be Coded: School_Location Current Value(s):

Coded Uncoded Create Code Table Values from Data Field Values Mandatory Field

Mark All Delete Checked Items

Code	Description
<input checked="" type="checkbox"/> 1	Jones Elementary School
<input type="checkbox"/> 2	Madison Elementary School
<input type="checkbox"/> 3	Hanson Elementary School
<input type="checkbox"/> 4	Mosquito Elementary School
<input type="checkbox"/> 5	Allen Middle School
<input type="checkbox"/> 6	Harold Middle School
<input type="checkbox"/> 7	Tower Elementary School
<input type="checkbox"/> 8	District Wide
<input type="checkbox"/> 9	Lake Side Elementary School

Code:
1

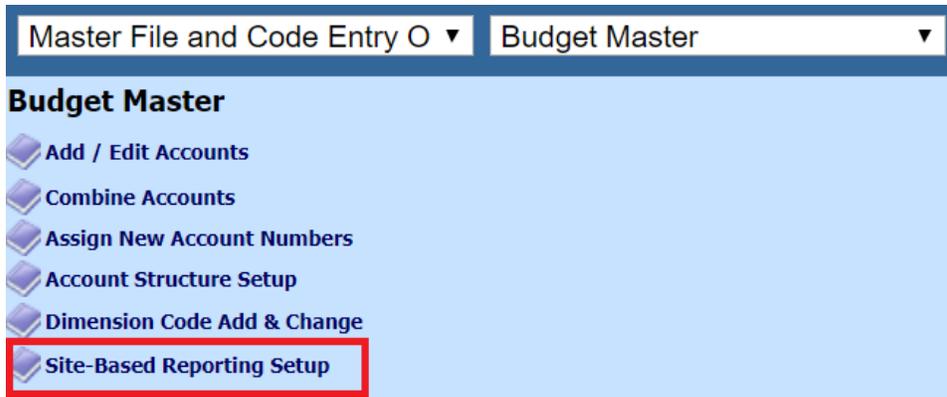
Description:
Jones Elementary School



Site Based Report Setup

Once all the above setup has been completed, you will be ready to start the steps in creating the reports that are required for the Site Based reporting.

1. Select Master Files and Code Entry Options
2. Select Budget Master
3. Select Site-Based Reporting Setup



4. The "Processing Options: for Site Based Reporting will be displayed.



Site/Location Allocation Values and Reset

There are a several options available that can be used to allocate the expenses in your system. Some examples of possible allocations might be: student enrollment, site square footage, route miles, or number of buses used for each site. You can also use other allocation methods as needed.

The example that we will go through is just using student enrollment for the allocation. This is the simplest method of allocation and would meet the state requirement for Site Based Reporting. Each District will need to decide which allocation method(s) would best tell the story of what it costs to educate a student at each site.

1. For each of the Locations, enter in the “Site Enrollment” for each.

Processing Options

- Site/Location Allocation Values and Reset**
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

Save	New Code	New Location Code Description	Record New Location code and description						
Save Changes			Add New Location		Codes may only be deleted using the Dimension Code Add & Change available from the main Budget Master screen				
Site Code	Description	Site Enrollment	Site Square Footage	Other Allocate #1	Other Allocate #2	Other Allocate #3	Other Allocate #4	Other Allocate #5	Y=Centralized, N=Site Level
0	NA	0	0	0	0	0	0	0	N
1	Jones Elementary School	250	0	0	0	0	0	0	N
2	Madison Elementary School	275	0	0	0	0	0	0	N
3	Hanson Elementary School	300	0	0	0	0	0	0	N
4	Mosquito Elementary School	325	0	0	0	0	0	0	N
5	Allen Middle School	400	0	0	0	0	0	0	N
6	Harold Middle School	420	0	0	0	0	0	0	N
7	Tower Elementary School	350	0	0	0	0	0	0	N
8	District Wide	0	0	0	0	0	0	0	N
9	Lake Side Elementary School	375	0	0	0	0	0	0	N

2. After the student enrollment has been entered for each location select the “Save Changes” button.
3. Next, select the box “Activate Setup/Reset for All Site-Based Settings”.

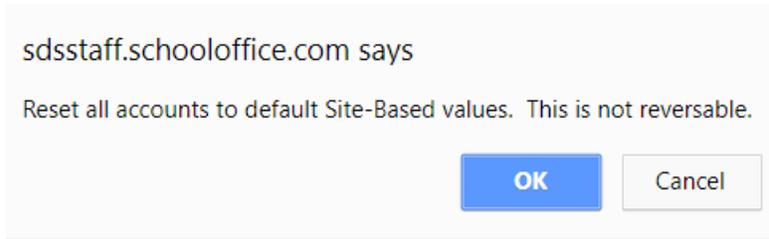
<input type="checkbox"/> Activate Setup/Reset for ALL Site-Based Settings	Show Processing Formulas
--	--------------------------

4. Select the “Setup / Reset Now button.

<input checked="" type="checkbox"/> Activate Setup/Reset for ALL Site-Based Settings
<input type="button" value="Setup/Reset Now"/>
 ILLINOIS



- You will receive the message below once this has been selected.



- During the “Setup / Reset”, the system will adjust your ledger accounts and the employees. This process will only affect information that is related to Site – Based reporting. It **does not** affect regular processing or reporting. To see some of the adjustments that are made, select the bullet “Adjust Employee Site Allocation Settings” or the “Adjust Site – Based Account Settings.”

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings**
- Adjust Site-Based Account Settings

2773 Selected Employees									
Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location	Employee Master Pay Check Location	Pay_Y/N	Termination		
<input checked="" type="checkbox"/> 13340	Abbitt, Zachary C.	6	100	6	F	N			
<input checked="" type="checkbox"/> 41480	Abbott, Andrea M.	4	100	4	D	N			
<input checked="" type="checkbox"/> 23800	Abdullah, Karim I.	2	100	2	K	N			
<input checked="" type="checkbox"/> 42240	Abel, Allison N.	2	100	2	K	N	6/12/2011		
<input checked="" type="checkbox"/> 49553	Abel, Joseph A.	2	100	2	K	N			
<input checked="" type="checkbox"/> 49352	Abell, Diana .	9	100	9	G	N	6/8/2012		
<input checked="" type="checkbox"/> 7420	Abercrombie, Brian A.	5	100	5	K	N			
<input checked="" type="checkbox"/> 39280	Abrams, Bailey P.	2	100	2	K	N			

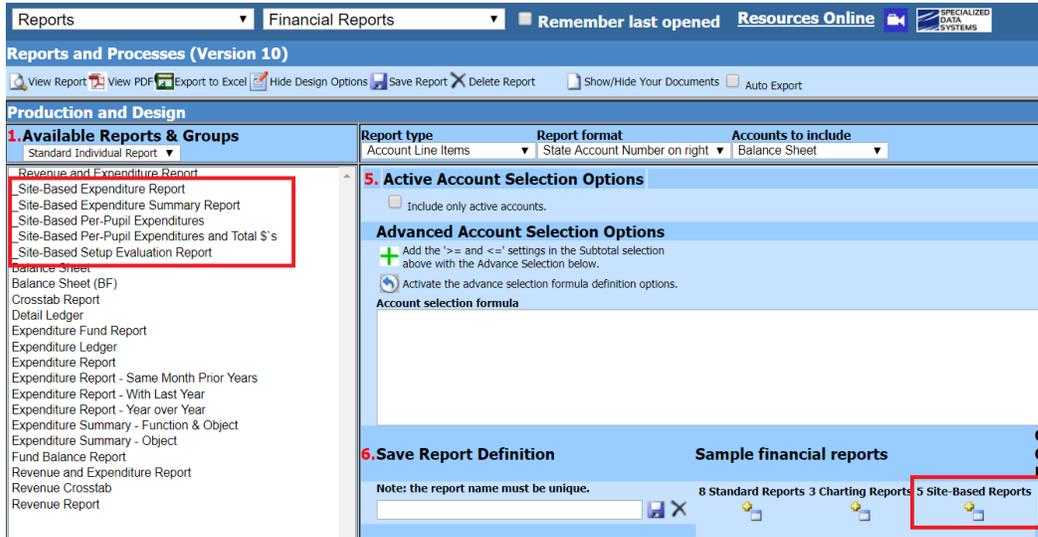
- These two bullets will be discussed more in this documentation in the following sections. **“Adjust Employee Site Allocation Settings”** and **“Adjust Site – Based Account Settings.”**
- After selecting the “Setup / Reset Now” button, as stated above, the system has gotten the basic setup for this reporting process done. At this point, you can run Site-Based reports. The basic setup is the best place to start. After reviewing the reports, you can determine if you want to adjust the employees and the accounts more.
- To run the reports, select “Reports” and then “Financial Reports.”
- Select Design Options

Production and Design

1. Available Reports & Groups	Report type	Report format	Accounts to include
Standard Individual Report	Account Line Items	State Account Number on right	Balance Sheet
<ul style="list-style-type: none"> _Revenue and Expenditure Report _Site-Based Expenditure Report _Site-Based Expenditure Summary Report _Site-Based Per Pupil Expenditure 			



11. Scroll down to the bottom of the screen and select the option under “5” to add the “Site-Based Reports”. Once this option has been selected, you will have in the “Available Reports & Groups”, five new reports for Sited – Based reporting.



12. The first report “_Site-Based Expenditure Report” is setup to show the expenses for each site by object. This report lists each account that is in the system. It will also show the allocation, by location, for each account that is being split between multiple locations and percentage from the base district wide account. Each account that has an allocation to a different location will be on the report in each of the locations.

Site-Based Expenditure Report

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Specialized Data Systems - Test Data

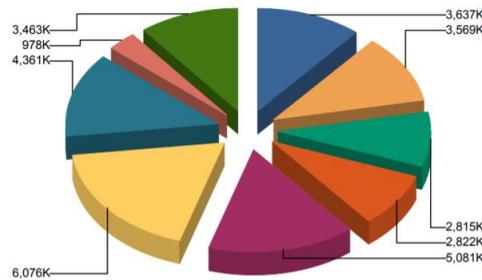
Page
Report as of: 2
Site-Base

Jones Elementary School 1										
Object 100 Salaries		% of Base Account	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
Salaries										
10-1110-110-3	Elem Reg Prog Salaries	9.28%	6,765.00	98,464.02	0.00	162,008.38	63,544.36	60.78	10-1110-110-3	
10-1110-110-4	Elem Reg Prog Salaries	9.28%	5,558.41	84,963.96	0.00	134,048.39	49,084.43	63.38	10-1110-110-4	
10-1110-110-5	Elem Reg Salaries	9.28%	9,538.65	147,928.84	0.00	232,001.76	84,072.92	63.76	10-1110-110-5	
10-1110-110-7	Elem Salary C.d.	96.47%	94,973.92	1,384,020.20	0.00	2,315,763.31	931,743.11	59.77	10-1110-110-7	
10-1110-110-8	Elem Art Salaries	9.28%	2,065.39	30,708.69	0.00	49,903.01	19,194.32	61.54	10-1110-110-8	



Site-Based Expenditure Report

Printed: 04/10/2018 10:01:27AM
Specialized Data Systems - Test Data



1 Jones Elementary School	3,637K	11.1%
2 Madison Elementary School	3,569K	10.9%
3 Hanson Elementary School	2,815K	8.6%
4 Mosquito Elementary School	2,822K	8.6%
5 Allen Middle School	5,081K	15.5%
6 Harold Middle School	6,076K	18.5%
7 Tower Elementary School	4,361K	13.3%
8 District Wide	978K	3.0%
9 Lake Side Elementary School	3,463K	10.6%
Total:	32,801K	100.0%

13. The second report “_Site Based Expenditure Summary Report” is setup as a summary report for each site by object. You can create this and other reports to have a chart. Below this report is an example of how a pie chart or a doughnut chart would look. The type of chart can be selected with the dropdown of “Chart type” under the “Charting definition.” Using charts with the reports can help with the interpretation process of the financial information.

Charting definition

Chart type: Pie Chart ▼

Chart column: Y.T.D. Activity ▼

Chart Summary: Location ▼



Site-Based Expenditure Summary Report

Report :

Printed: 04/05/2018 10:27:15AM
Specialized Data Systems - Test Data

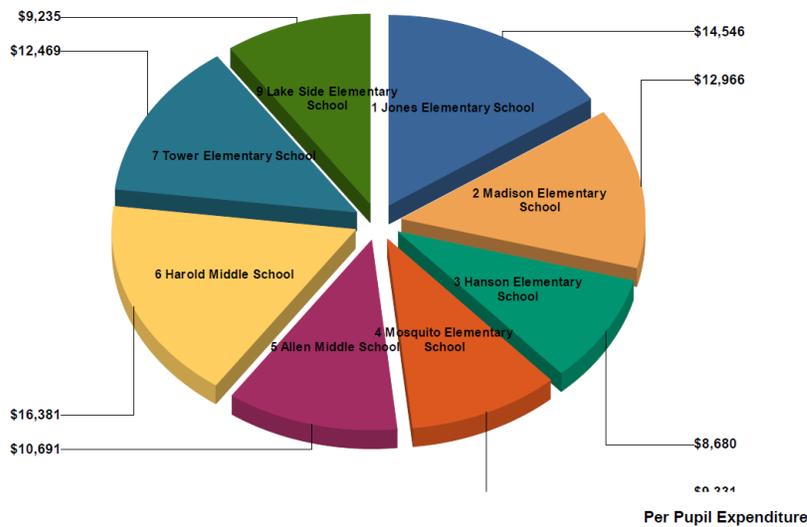
Jones Elementary School 1								
Object	100	Salaries						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account
100	Salaries	172,833.04	2,533,296.05	0.00	4,214,860.60	1,681,564.55	60.10	
200	Employee Benefits	6,457.96	357,207.44	0.00	685,953.04	328,745.60	52.07	
300	Purchased Services	208.22	261,955.54	2,387.09	608,957.60	344,614.97	43.41	
400	Supplies And Materials	1,705.63	177,496.09	3,403.69	324,848.99	143,949.21	55.69	
500	Capital Outlay	2,107.49	112,844.14	6,181.90	299,465.79	180,439.75	39.75	
600	Other Objects	0.00	168,023.77	0.00	383,530.89	215,507.12	43.81	
700	Non-Capitalized Equipment	0.00	19,519.44	922.17	61,948.17	41,506.56	33.00	
800	Termination Benefits	0.00	0.00	0.00	139,200.00	139,200.00	0.00	
1	Jones Elementary School	183,312.34	3,630,342.47	12,894.85	6,718,765.08	3,075,527.76	54.22	Location

Pie Chart

Site-Based Per-Pupil Expenditures

Page 2 of 2
Report as of 2/28/2018

Printed: 04/09/2018 11:37:36AM
Specialized Data Systems - Test Data



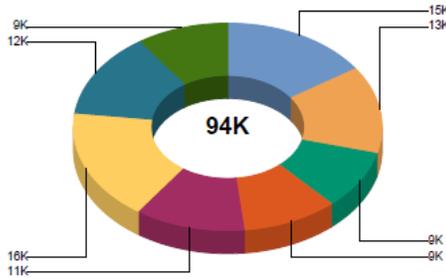


Doughnut Chart

_Site-Based Per-Pupil Expenditures

Printed: 04/09/2018 11:41:16AM
Specialized Data Systems - Test Data

Page 2 of 2
Report as of: 2/28/2018



1 Jones Elementary School	15K	15.4%
2 Madison Elementary School	13K	13.8%
3 Hanson Elementary School	9K	9.2%
4 Mosquito Elementary School	9K	9.9%
5 Allen Middle School	11K	11.3%
6 Harold Middle School	16K	17.4%
7 Tower Elementary School	12K	13.2%
8 District Wide	0K	0.0%
9 Lake Side Elementary School	9K	9.8%
Total:	94K	100.0%

Y.T.D. Activity

14. The third report “_Site-Based Per-Pupil Expenditures” is setup to closely resemble the ISBE sample report. This report has each location and the per pupil cost for the Site Level and the District Centralized Cost with a third section of the overall totals.

_Site-Based Per-Pupil Expenditures

Printed: 04/09/2018 9:17:12AM
Specialized Data Systems - Test Data

Page 1 of
Report as of: 2/28/201

Sites	Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			Exclusions	Total
		Federal	State and Local	Subtotal	Federal	State and Local	Subtotal	Federal	State and Local	Subtotal		
Jones Elementary School	250	\$12.69	\$9,719.74	\$9,732.43	\$151.28	\$4,862.34	\$4,813.60	\$163.96	\$14,382.08	\$14,546.04		
Madison Elementary School	275	\$0.00	\$8,156.47	\$8,156.47	\$151.14	\$4,858.89	\$4,809.83	\$151.14	\$12,815.16	\$12,966.30		
Hanson Elementary School	300	\$0.00	\$3,899.07	\$3,899.07	\$151.18	\$4,859.83	\$4,811.01	\$151.18	\$8,528.00	\$8,880.08		
Mosquito Elementary School	325	\$0.00	\$4,518.94	\$4,518.94	\$151.21	\$4,860.79	\$4,812.01	\$151.21	\$9,179.74	\$9,330.95		
Allen Middle School	400	\$0.00	\$4,001.24	\$4,001.24	\$151.18	\$6,538.46	\$6,889.64	\$151.18	\$10,539.70	\$10,690.88		
Harold Middle School	420	\$0.00	\$9,778.26	\$9,778.26	\$151.26	\$6,451.39	\$6,602.65	\$151.26	\$16,229.66	\$16,380.91		
Tower Elementary School	350	\$0.00	\$7,656.49	\$7,656.49	\$151.24	\$4,881.62	\$4,812.88	\$151.24	\$12,318.11	\$12,469.35		
Lake Side Elementary School	375	\$0.00	\$4,425.08	\$4,425.08	\$151.15	\$4,858.99	\$4,810.14	\$151.15	\$9,084.07	\$9,235.23		
Total:	2,695	\$1.18	\$6,437.43	\$6,438.61	\$151.20	\$5,218.22	\$5,369.42	\$152.38	\$11,655.65	\$11,808.03	\$978,365.39	\$32,801,010.03

15. The fourth report “_Site Based Per-Pupil Expenditures and Total \$’s” is an expansion of the third report. It shows the amount per pupil as well as the total expenses for each location.



Site-Based Per-Pupil Expenditures and Total \$`s

Printed: 04/09/2018 9:22:46AM
Specialized Data Systems - Test Data

Page 1 of
Report as of: 2/28/201

Sites	Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			Exclusions	Total
		Federal	State and Local	Subtotal	Federal	State and Local	Subtotal	Federal	State and Local	Subtotal		
Jones Elementary School	250	\$12.69	\$9,719.74	\$9,732.43	\$151.26	\$4,662.34	\$4,813.60	\$163.96	\$14,382.08	\$14,546.04		
		\$3,173.54	\$2,429,934.93	\$2,433,108.47	\$37,815.52	\$1,165,585.12	\$1,203,400.64	\$40,989.06	\$3,595,520.05	\$3,636,509.11		
Madison Elementary School	275	\$0.00	\$8,156.47	\$8,156.47	\$151.14	\$4,658.69	\$4,809.83	\$151.14	\$12,815.16	\$12,966.30		
		\$0.00	\$2,243,028.95	\$2,243,028.95	\$41,564.48	\$1,281,138.95	\$1,322,703.43	\$41,564.48	\$3,524,167.90	\$3,565,732.38		
Hanson Elementary School	300	\$0.00	\$3,869.07	\$3,869.07	\$151.18	\$4,659.83	\$4,811.01	\$151.18	\$8,528.90	\$8,680.08		
		\$0.00	\$1,160,721.93	\$1,160,721.93	\$45,354.18	\$1,397,948.57	\$1,443,302.75	\$45,354.18	\$2,558,670.50	\$2,604,024.68		
Mosquito Elementary School	325	\$0.00	\$4,518.94	\$4,518.94	\$151.21	\$4,660.79	\$4,812.01	\$151.21	\$9,179.74	\$9,330.95		
		\$0.00	\$1,468,655.90	\$1,468,655.90	\$49,143.89	\$1,514,758.37	\$1,563,902.26	\$49,143.89	\$2,983,414.27	\$3,032,558.16		
Allen Middle School	400	\$0.00	\$4,001.24	\$4,001.24	\$151.18	\$6,538.46	\$6,689.64	\$151.18	\$10,539.70	\$10,690.88		
		\$0.00	\$1,600,496.23	\$1,600,496.23	\$60,472.24	\$2,615,384.29	\$2,675,856.53	\$60,472.24	\$4,215,880.52	\$4,276,352.76		
Harold Middle School	420	\$0.00	\$9,778.26	\$9,778.26	\$151.26	\$6,451.39	\$6,602.65	\$151.26	\$16,229.66	\$16,380.91		
		\$0.00	\$4,106,869.93	\$4,106,869.93	\$63,528.51	\$2,709,585.52	\$2,773,114.03	\$63,528.51	\$6,816,455.45	\$6,879,983.96		
Tower Elementary School	350	\$0.00	\$7,656.49	\$7,656.49	\$151.24	\$4,661.62	\$4,812.86	\$151.24	\$12,318.11	\$12,469.35		
		\$0.00	\$2,679,771.43	\$2,679,771.43	\$52,933.57	\$1,631,568.08	\$1,684,501.65	\$52,933.57	\$4,311,339.51	\$4,364,273.08		
Lake Side Elementary School	375	\$0.00	\$4,425.08	\$4,425.08	\$151.15	\$4,658.99	\$4,810.14	\$151.15	\$9,084.07	\$9,235.23		
		\$0.00	\$1,659,406.15	\$1,659,406.15	\$56,682.58	\$1,747,121.78	\$1,803,804.36	\$56,682.58	\$3,406,527.93	\$3,463,210.51		
Total:	2,695	\$1.18	\$6,437.43	\$6,438.61	\$151.20	\$5,218.22	\$5,369.42	\$152.38	\$11,655.65	\$11,808.03	\$978,365.39	\$32,801,010.03
		\$3,173.54	\$17,348,885.45	\$17,352,058.99	\$407,494.97	\$14,063,090.68	\$14,470,585.65	\$410,668.51	\$31,411,976.13	\$31,822,644.64		

16. The fifth report “_Site-Based Setup Evaluation Report” shows the setup for the report that can be found in the “Site Based Setup” under the bullet “Adjust Site-Based Account Settings”. This report if first sorted on “Report Category” which is either, District Centralized, Site Level or Exclusions. Then it is sorted on “Account Category” which is either Federal or State Funding. The third sort is on “Allocation Method” which is, Staff, Enrollment or other method that you used to allocate the general ledger accounts to.

Site-Based Setup Evaluation Report

Printed: 04/05/2018 10:38:33AM
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Report as of: 2/28/2018

District Centralized 1		Federal Staff						
Category	1	Federal	Staff					
Allocation	1							
Account	Description	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	

Federal

Staff

10-1100-110-8	Title Iia Class Size Reduction	8,220.24	0.00	84,600.00	76,379.76	9.72	10-1110-110-8-400100
10-1110-110-8-03	Title I Salary	57,906.29	0.00	110,798.00	52,891.71	52.26	10-1110-110-8-400100-03
10-1110-110-8-04	Title I Literacy Salary C.s.	69,484.94	0.00	79,601.85	10,116.91	87.29	10-1110-110-8-400100-04
10-1110-110-8-06	Title Iii Lipleps Salaries	0.00	0.00	0.00	0.00	0.00	10-1110-110-8-400100-06
10-1110-130-8	Title Iiv Drug Free	0.00	0.00	0.00	0.00	0.00	10-1110-130-8-400100
10-1110-130-8-03	Title Iii lep Salaries	0.00	0.00	0.00	0.00	0.00	10-1110-130-8-400100-03
10-1110-130-8-05	Title Iii lep Salaries	3,173.54	0.00	9,127.83	5,954.29	34.77	10-1110-130-8-400100-05



Adjust Employee Site Allocation Settings

This section of the Site Based Reporting process will allow you to adjust the distribution of the employee’s salary and benefit accounts. During the first part of the site-based process, the system brought the school location data from each employee into this screen. If all your employees work only at one location, you will not need to make any adjustments in this screen. If you have employees that work at more than one location, you can adjust the screen as needed if you so desire to.

1. When you first come into this screen, change the “Selected Employees” option (left side of the screen) to “Active.” Then change the “Selected Employees” (center of the screen) to the maximum amount of “250”. This will give you the least number of pages for the employees you have that are active. **NOTE:** Any work you do in this area has to be done on a per page basis.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings**
- Adjust Site-Based Account Settings

162 Selected Employees

Save Page Accounts Per Page Selected Employees

Active 250

Mass Change Selected Employees

Site/Location Code(s)

From: Select Value to Replace

To or Append: 5 - Allen Middle School

Percent(s)

From: Select Value to Replace

To: Select New Value

Mass Change and Save

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location	Employee Master Pay Check Location	Pay_Y/N
49536	Anacker, Jessica .	2	100	2	K	Y
35040	Apple, Christopher J.	9	100	9	G	Y
36660	Arthur, Aaron G.	5	100	5	I	Y
720	Arthur, Kasey D.	7	100	7	J	Y
30040	Avila Hernandez, Jaime Naresh	5	100	5	I	Y
13940	Baca, Tereza .	1	100	1	L	Y
28200	Bass, Alyssa L.	5	100	5	I	Y
20440	Bentley, Jour'd N K.	6	100	6	F	Y
18720	Bolton, Tyler .	7	100	7	J	Y
36800	Bradley, Stephon D.	6	100	6	F	Y

2. The field “Allocation Site/Location Codes(s) is the information that is from the employee’s location field. Please review the setup for the employee location information in this documentation titled **“Setting up the School Location Code for each Employee.”**
3. The codes in this field must match the codes in the state code setup in the “Location” dimension.
4. To change the Site allocation on your employees that work in more than one location, there are two options to make the changes.
 - A. **Option 1:** You can manually change each employee. If you have an employee that works in location 2 and in location 7 you can change the “Allocation Site / Location Code(s)” to read 2,7. Then, in the “Allocation Percent(s) column, you can change the percentage for this employee to be the percentage for each location. For this example, I will use 80,20. This will then tell the system that this employee’s salary and benefit accounts will need to be divided between Location 2 and 7 based on an 80/20 split when these expenditures are distributed along the site-based lines.
5. This process can be continued for all your employees on an individual basis.



Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings**
- Adjust Site-Based Account Settings

162 Selected Employees		Save	Page	Accounts Per Page	Selected Employees		
<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Inactive							
Site/Location Code(s)	Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location		
From: Select Value to Replace	<input checked="" type="checkbox"/> 49536	Anacker, Jessica .	2,7	80, 20	2		
To or: Select New Value	<input checked="" type="checkbox"/> 35040	Apple, Christopher J.	9	100	9		
Append	<input checked="" type="checkbox"/> 36660	Arthur, Aaron G.	5	100	5		
Percent(s)	<input checked="" type="checkbox"/> 720	Arthur, Kasey D.	7	100	7		
From: Select Value to Replace	<input checked="" type="checkbox"/> 30040	Avila Hernandez, Jaime Naresh	5	100	5		
To: Select New Value	<input checked="" type="checkbox"/> 13940	Baca, Tereza .	1	100	1		
Mass Change and Save	<input checked="" type="checkbox"/> 28200	Bass, Alyssa L.	5	100	5		
	<input checked="" type="checkbox"/> 20440	Bentley, Jourd' N K.	6	100	6		

B. **Option 2:** Instead of making changes on an individual basis, these changes can be done in mass. If all or most of your employees in location 5 also work in location 6, you can change the “Allocation Site/Location Code(s)” to be 5,6.

1. To change a code in mass, select the check box next to “Site / Location Code(s)”. Next, in the “From” dropdown box, select the number 5 code. The screen will change to only show the number of employees that have location 5. For this example, there are 30 employees.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings**
- Adjust Site-Based Account Settings

30 Selected Employees		Save	Page	Accounts Per Page	Selected Employees		
<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Inactive							
Site/Location Code(s)	Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)			
From: 5 - Allen Middle School	<input checked="" type="checkbox"/> 36660	Arthur, Aaron G.	5	100			
To or: Select New Value	<input checked="" type="checkbox"/> 30040	Avila Hernandez, Jaime Naresh	5	100			
Append	<input checked="" type="checkbox"/> 28200	Bass, Alyssa L.	5	100			
Percent(s)	<input checked="" type="checkbox"/> 22360	Brown, Cody W.	5	100			
From: Select Value to Replace	<input checked="" type="checkbox"/> 19900	Burkman, Morgan D.	5	100			
To: Select New Value	<input checked="" type="checkbox"/> 29480	Cannon, Bradan A.	5	100			
Mass Change and Save	<input checked="" type="checkbox"/> 39960	Capps, Zachary A.	5	100			
	<input checked="" type="checkbox"/> 18660	Conaway, Kelsi R.	5	100			
	<input checked="" type="checkbox"/> 19860	Courtnev, Loan T.	5	100			

2. Select the “Append” option and then select the number 6.



Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings**
- Adjust Site-Based Account Settings

30 Selected Employees Save Page Accounts Per Page Selected Employees

All Active Inactive 250

Mass Change Selected Employees

Site/Location Code(s)

From 5 - Allen Middle School

To or 6 - Harold Middle School

Append

Percent(s)

From Select Value to Replace

To Select New Value

Mass Change and Save

	Number	Employee Name	Allocation Site/Location Code(s)
<input checked="" type="checkbox"/>	36660	Arthur, Aaron G.	5
<input checked="" type="checkbox"/>	30040	Avila Hernandez, Jaime Naresh	5
<input checked="" type="checkbox"/>	28200	Bass, Alyssa L.	5
<input checked="" type="checkbox"/>	22360	Brown, Cody W.	5
<input checked="" type="checkbox"/>	19900	Burkman, Morgan D.	5
<input checked="" type="checkbox"/>	29480	Cannon, Bradan A.	5
<input checked="" type="checkbox"/>	39960	Capps, Zachary A.	5
<input checked="" type="checkbox"/>	18660	Conaway, Kelsi R.	5
<input checked="" type="checkbox"/>	19860	Courtney, Logan T.	5
<input checked="" type="checkbox"/>	30000	Cyprus, Demetrius B.	5

- Then select the “Mass Change and Save” button. What will happen in the system is the allocation column will change from a 5 to a 5,6. The append option will add the 6- location value to the 5 value that is already in this field.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings**
- Adjust Site-Based Account Settings

30 Selected Employees Save Page Accounts Per Page Selected Employees

All Active Inactive 250

Mass Change Selected Employees

Site/Location Code(s)

From 5, 6 - From Employee Values

To or 6 - Harold Middle School

Append

Percent(s)

From Select Value to Replace

To Select New Value

Mass Change and Save

	Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percentage
<input checked="" type="checkbox"/>	36660	Arthur, Aaron G.	5, 6	100
<input checked="" type="checkbox"/>	30040	Avila Hernandez, Jaime Naresh	5, 6	100
<input checked="" type="checkbox"/>	28200	Bass, Alyssa L.	5, 6	100
<input checked="" type="checkbox"/>	22360	Brown, Cody W.	5, 6	100
<input checked="" type="checkbox"/>	19900	Burkman, Morgan D.	5, 6	100
<input checked="" type="checkbox"/>	29480	Cannon, Bradan A.	5, 6	100
<input checked="" type="checkbox"/>	39960	Capps, Zachary A.	5, 6	100
<input checked="" type="checkbox"/>	18660	Conaway, Kelsi R.	5, 6	100
<input checked="" type="checkbox"/>	19860	Courtney, Logan T.	5, 6	100
<input checked="" type="checkbox"/>	30000	Cyprus, Demetrius B.	5, 6	100

- When the “Mass Change and Save” is first selected, the screen that lists the employees will be blank. To see the change you just made, you will need to change the “From” selection to 5, 6. When you do that, you will see the list of employees that were changed to a 5, 6.
- To change a location number to another location number in mass, you can select the Mass Change change Employees in the “From” dropdown. The option to show “Site / Location Code(s)” can be selected as well so that only the codes in the “From” dropdown show on the screen. Then select from the dropdown in “To” option the location code you want to change to. An example of this would be to change the location code of a 3 to a 4.



Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

10 Selected Employees

Save Page Accounts Per Page Selected Employees

All Active Inactive

Mass Change Selected Employees

Site/Location Code(s)

From 3 - Hanson Elementary School

To or 4 - Mosquito Elementary School

Append

Percent(s)

From Select Value to Replace

To Select New Value

Mass Change and Save

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)
39420	Brooks, Dylan A.	3	100
32300	Hizer, Anthony G.	3	100
33380	Johnson, Lorece M.	3	100
21360	Johnson, Richard A.	3	100
2400	Pope, Joseph A.	3	100
43320	Santana, Jose A.	3	100
47120	Sylvia, Lillian M.	3	100
17060	Thomas, Benjamin J.	3	100
49518	Vanmeter, Josiah W.	3	100
11460	Weathers, Brice E.	3	100

6. Select the “Mass Change and Save” button. The Location 3 codes will be changed to a 4. After the “Mass Change and Save” button is selected, the employee list will be blank until you change the “From” dropdown selection to a 4.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

15 Selected Employees

Save Page Accounts Per Page Selected Employees

All Active Inactive

Mass Change Selected Employees

Site/Location Code(s)

From 4 - Mosquito Elementary School

To or 4 - Mosquito Elementary School

Append

Percent(s)

From Select Value to Replace

To Select New Value

Mass Change and Save

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location
39420	Brooks, Dylan A.	4	100	3
17800	Gray, Brian A.	4	100	4
32300	Hizer, Anthony G.	4	100	3
10560	Holmes, Jarad M.	4	100	4
33380	Johnson, Lorece M.	4	100	3
21360	Johnson, Richard A.	4	100	3
16800	Jordan, Christopher S.	4	100	4
2400	Pope, Joseph A.	4	100	3
43320	Santana, Jose A.	4	100	3
18160	Small, Charmaine .	4	100	4
47120	Sylvia, Lillian M.	4	100	3
17060	Thomas, Benjamin J.	4	100	3
49518	Vanmeter, Josiah W.	4	100	3
11460	Weathers, Brice E.	4	100	3
18100	Willhoite, Brian J.	4	100	4

7. Changes to the “Allocation Percent(s)” field can be done using the same methods as discussed for changing the “Allocation Site / Location Codes(s)”. To make a manual change on the first employee, simply enter 50,50 or 30,70. Just make sure that the total of the percentage equals 100.
8. After the first employee’s record has been changed, you can then use that to mass change other percentages. Select the location codes you would like to adjust. Make



- sure in the “To” option in the “Site / Location Code(s)” to have the selection of “Select New Value.” **Note:** If you have a value selected in this area you will end up changing the “Allocation Site / Location Code(s)” when you don’t want to have that happen.
- Then in the “Percent(s)” select in the “From” the percent to change and in the “To” the percent you want the codes to become.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master Sch Location
36660	Arthur, Aaron G.	5, 6	50, 50	5
30040	Avila Hernandez, Jaime Naresh	5, 6	100	5
28200	Bass, Alyssa L.	5, 6	100	5
22360	Brown, Cody W.	5, 6	100	5
19900	Burkman, Morgan D.	5, 6	100	5
29480	Cannon, Bradan A.	5, 6	100	5
39960	Capps, Zachary A.	5, 6	100	5
18660	Conaway, Kelsi R.	5, 6	100	5
19860	Courtney, Logan T.	5, 6	100	5

- Select the “Mass Change and Save” button. The percentages are now 50,50.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master Sch Location
36660	Arthur, Aaron G.	5, 6	50, 50	5
30040	Avila Hernandez, Jaime Naresh	5, 6	50, 50	5
28200	Bass, Alyssa L.	5, 6	50, 50	5
22360	Brown, Cody W.	5, 6	50, 50	5
19900	Burkman, Morgan D.	5, 6	50, 50	5
29480	Cannon, Bradan A.	5, 6	50, 50	5
39960	Capps, Zachary A.	5, 6	50, 50	5
18660	Conaway, Kelsi R.	5, 6	50, 50	5
19860	Courtney, Logan T.	5, 6	50, 50	5



Adjust Site – Based Account Setting

This area shows the allocation for each expense account in your system. When the “Activate Setup/Reset for All Selected Site – Based Setting” is first selected the “Report Category”, “Account Category,” and “Allocation Method” will be filled in for you.

1. The Report Category determines if the expense account is a “District Centralized”, “Site Level” or “Exclusions” account. This is determined by the location number of the account.
2. The Account Category determines if the account is a Federal or State funded account. This is determined by the “Funding Source” code that is in “Dim_07”. If the “Funding Source” code starts with a number of “4” or higher than it will be a Federal Funded account otherwise it will be a State Funded account.
3. The Allocation Method determines if the account has been allocated by student enrollment, staff, square footage, or other allocation method.

Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

1600 Selected Accounts		Save Page Accounts Per Page		Selected Accounts											
<input type="radio"/> All Accounts <input checked="" type="radio"/> Active <input type="radio"/> Inactive		250													
Account Number	Account Description	Report Category	Account Category	Allocation Method	Site Codes	Allocation Percentages	Dim_01	Dim_02	Dim_03	Dim_04	Dim_05	Dim_06	Dim_07	Dim_08	Dim_09
<input checked="" type="checkbox"/>	10-1110-110-1	Elem Reg Salaries	Site Level	State_or_Local	Staff		10	1110	110	1	0				
<input checked="" type="checkbox"/>	10-1110-110-2	Elem Regular Salaries	Site Level	State_or_Local	Staff		10	1110	110	2	0				
<input checked="" type="checkbox"/>	10-1110-110-3	Elem Reg Prog Salaries	Site Level	State_or_Local	Staff		10	1110	110	3	0				
<input checked="" type="checkbox"/>	10-1110-110-4	Elem Reg Prog Salaries	Site Level	State_or_Local	Staff		10	1110	110	4	0				
<input checked="" type="checkbox"/>	10-1110-110-5	Elem Reg Salaries	Site Level	State_or_Local	Staff		10	1110	110	5	0				
<input checked="" type="checkbox"/>	10-1110-110-6	Sms Reg Prog Salaries	Site Level	State_or_Local	Staff		10	1110	110	6	0				
<input checked="" type="checkbox"/>	10-1110-110-7	Elem Salary C.d.	Site Level	State_or_Local	Staff		10	1110	110	7	0				
<input checked="" type="checkbox"/>	10-1110-110-8	Elem Art Salaries	District Centralized	State_or_Local	Staff		10	1110	110	8	0				
<input checked="" type="checkbox"/>	10-1110-110-8-01	Remedial Reading Salaries	District Centralized	State_or_Local	Staff		10	1110	110	8	0				
<input checked="" type="checkbox"/>	10-1110-110-8-02	Elem Band Salaries	District Centralized	State_or_Local	Staff		10	1110	110	8	0				
<input checked="" type="checkbox"/>	10-1110-110-8-05	Summer Band Salaries	District Centralized	State_or_Local	Staff		10	1110	110	8	0				
<input checked="" type="checkbox"/>	10-1110-110-8-07	Lead Facilitator Salary	District Centralized	State_or_Local	Staff		10	1110	110	8	0				

4. To view the accounts that will be reported, select the “active” option and then change the “accounts per page” to “250”. This allows you to see more accounts at one time.
5. To view the various categories or allocation method’s, you can use the selection option on the left side of the screen.
6. If you want to change or add to this screen from the selection made, you can use the “Mass Change Selected Accounts” option.



Processing Options

- Site/Location Allocation Values and Reset
- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

8 Selected Accounts

Save Page Accounts Per Page Selected Accounts

All Accounts Active Inactive

Mass Change Selected Accounts.

Report Category

From Site Level

To Site Level

Account Category

From Federal (F)

To Federal (F)

Allocation Method

Account Number	Account Description	Report Category	Account Category	Allocation Method	Site Codes	Allocation Percentages	Dim_01	Dim_02	Dim_03	Dim_04	Dim_05	Dim_06	Dim_07	Dim_08
10-1110-130-8-05	Title III Iep Salaries	Site Level	Federal	Staff			10	1110	130	8	0	0	400100	0
10-2220-430-1	Title V - Home	Site Level	Federal	Enrollment			10	2220	430	1	0	0	400100	0
10-2220-430-2	Title V-Abe	Site Level	Federal	Enrollment			10	2220	430	2	0	0	400100	0
10-2220-430-3	Title V-Horse Trails	Site Level	Federal	Enrollment			10	2220	430	3	0	0	400100	0
10-2220-430-4	Title V- Johnson	Site Level	Federal	Enrollment			10	2220	430	4	0	0	400100	0
10-2220-430-5	Title V-Jay Stream	Site Level	Federal	Enrollment			10	2220	430	5	0	0	400100	0
10-2220-430-6	Title V - Orrendale	Site Level	Federal	Enrollment			10	2220	430	6	0	0	400100	0
10-2220-430-9	Title V-Land	Site Level	Federal	Enrollment			10	2220	430	9	0	0	400100	0

- To a view a group of accounts that you would like to work with, you can also go the right side of the screen and select these accounts from the “Account Dimension Selection” area.

Account Dimension Selection

From / To

Fund: 10 - General Fund

99 - Agency Fund or Fund Group

Function: 1100 - Regular K-12 Programs

8190 - Other Uses

Object: 000 - Object 000

810 - Tuition

Location: 0 - NA

9 - Lake Side Elementary School

Subject Matter: 01 - Agriculture

89 - No Subject

Job Classification: 0 - 0

98 - 98

- If you make any changes to this area, make sure to select the “Save” option.

1600 Selected Accounts

Save Page Accounts Per Page

All Accounts Active Inactive

Mass Change Selected Accounts.

Report Category

Account Number	Account Description	Site
10-1110-110-1	Elem Reg Salaries	Site
10-1110-110-2	Elem Regular Salaries	Site

- Once changes are made to this area and you want to start the process over or have the screen revert back to the default process, you can reset a whole section or just a certain field. This can be done by going to the “Site / Location Allocation Values and Reset” option. If you want to reset just the “Report Category” than only have that option selected and deselect the other items.