

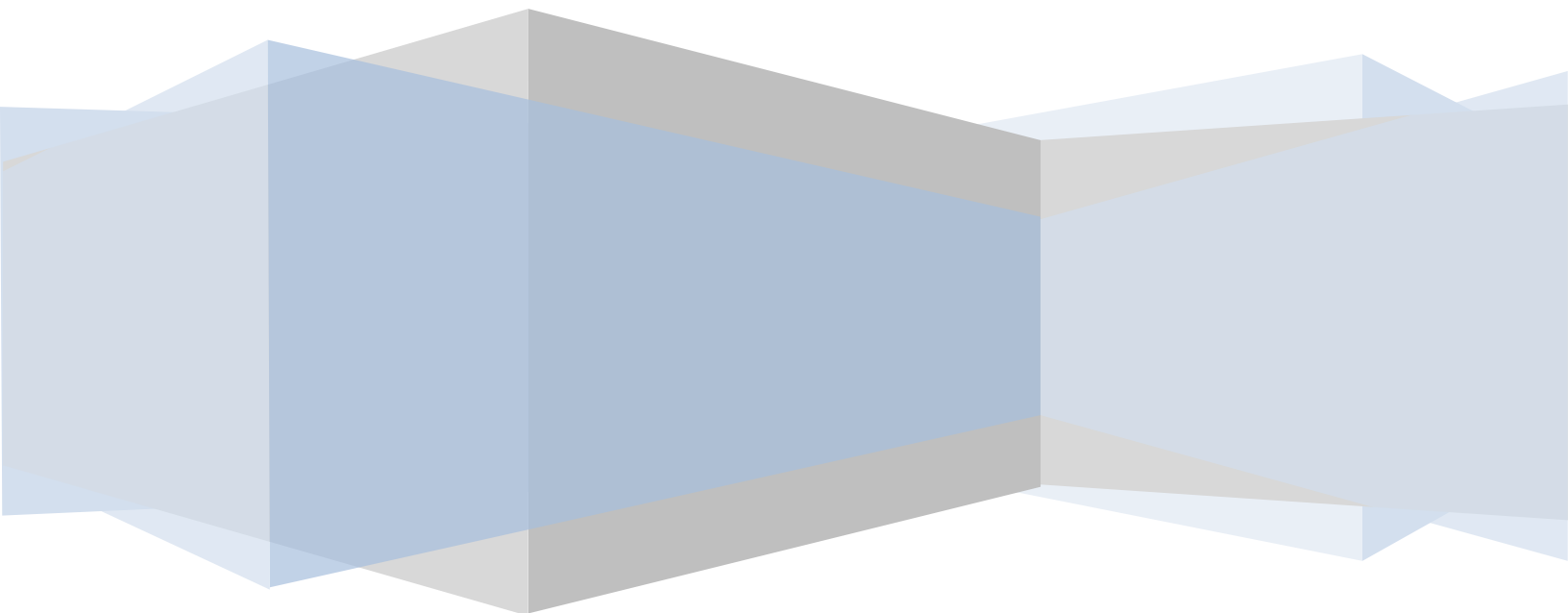
Specialized Data Systems, Inc.

# Web Financial Office

**Site Based Reporting**

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Revised Last: 8.2.20





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## ESSA School Level Reporting - Wisconsin

The WI Department of Public Instruction announced its site-based expenditure reporting initiative. This reporting requirement will begin with the 2018-19 school year data. The federal [Every Student Succeeds Act \(Title I, section 1111\)](#) introduced a new requirement for each local education agency (LEA) to report expenditures to their state education agency (SEA), which would in turn report that information to the U.S. Department of Education. Under this reporting requirement, expenditures are reported by school, by funding source (either with federal funds, state funds, or local funds) per-pupil. Its goal is to promote financial transparency and drive conversations about fairness and equity in resource allocation among schools. 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\_02.”

**Budget Master**

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

Save Changes	Delete Dimension	New Dimension Code	New Dimension Description	Add New Dimension
		Dim_01	Select Code	

Def?	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	D	Location	Y	Y	Y	N	N	N	Y	03
<input type="checkbox"/>	Dim_03	C	Object	Y	N	Y	N	N	Y	N	03
<input type="checkbox"/>	Dim_03	S	Source of Revenue	N	Y	N	N	N	N	N	04
<input type="checkbox"/>	Dim_04	B	Function	N	Y	Y	N	Y	N	N	06
<input type="checkbox"/>	Dim_04	M	Account Class	Y	N	N	Y	N	N	N	06
<input type="checkbox"/>	Dim_05	E	Project	Y	Y	Y	N	N	N	N	03
<input type="checkbox"/>	Dim_06	F	Fiscal Year	Y	Y	Y	N	N	N	N	01
<input type="checkbox"/>	Dim_07	G	Local Dimension	Y	Y	Y	N	N	N	N	02
<input type="checkbox"/>	Dim_08	H	Instructional Method Se	Y	Y	Y	N	N	N	N	01
<input type="checkbox"/>	Dim_09	I	General User 2	Y	Y	Y	N	N	N	N	04
<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	Job Classification	Y	Y	Y	N	N	N	N	0



## 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 Project Codes for Federal Programs

**NOTE:** The Project Code must be entered in Dim\_05. If you are currently using Dimension 5 for other purposes, please contact SDS support before proceeding.

1. The codes that are used for the Project code 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. From 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 “T1” then selected the enter button or the binocular button. This will change the sort at the bottom of the screen.
6. In “Dim 05”, enter the Project code needed for the Federal Programs that are on the screen. Select the “Save” button.



**Master File Horizontal Data Changes** Remember last opened Resources Online

Total Records Found: 59

Expense Other Field: Account\_Description Other Value: (Select a Value) T1

Save Page Rows Width First Field To Edit Sort By

Account\_Number Account\_Number Ascending Descending Concatenate Sort

State Account Number	Account Description	Fund	Location	Object	Function	Project
10-800-212-118600-000	T1 AIDE SALARIES - LF (GM)	10	100	212	118600	000
10-800-220-118600-000	T1 AIDE SALARIES - LF (FR)	10	100	220	118600	000
151111184	T1 RDG SALARIES - PA	10	100	111	118400	141
151111185	T1 MATH SALARIES - SK	10	100	111	118500	141
151111187	T1 SALARIES - CI	10	100	111	118700	141
151111189	T1 SALARIES - CI	10	100	111	118900	141
151211186	T1 AIDE SALARIES - LF	10	100	111	118600	141

- If any of the Dim\_05 fields are shown in Red after you save, the system is letting you know either that Project code is not in the state code area or the summary level of that code is not a "1" or "Full Code".

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

Total Records Found: 21

Expense Other Field: Account\_Description Other Value: (Select a Value) or Food

Save Page Rows Width First Field To Edit Sort By

Account\_Number Account\_Number Ascending Descending Concatenate Sort

State Account Number	Account Description	Account Description	Dim 01	Dim 02	Dim 03	Dim 04	Dim 05	Dim 06
10.100.1415.110000	FOOD SUPPLIES	SUPPLIES	10	100	415	110000	000	0
10.700.1415.135000	F/CE FOOD SUPPLIES	OOD SUPPLIES	10	700	415	135000	000	0
10.700.1415.161000	STUDENT ORG. FOOD SUPPLIES	INT ORG. FOOD SUPPLIES	10	700	415	161000	000	0
10.700.1415.162000	ATHLETIC FOOD SUPPLIES	TIC FOOD SUPPLIES	10	700	415	162000	000	0
10.800.1415.123000	GEN. FU/FOOD/SPANISH	U/FOOD/SPANISH	10	800	415	123000	544	0

- To add a new "Project" code, go to "Master File and Code Entry Options" and then to "Budget Master." Select "Dimension Code Add & Change" and select "Project" 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."

**Budget Master** Remember last opened Resources Online

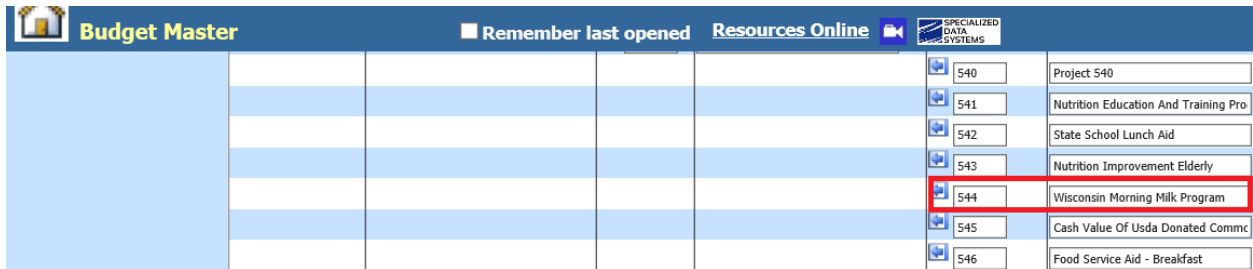
Account Dimensions: Project Save Code & Description change: New Code: 544 New Code Description: Wisconsin Morning Milk Program Record New Code & Description: Add New Code

Save Changes

Group (3) Hundredths	Description	Group (2) Ten's	Description	Group (1) Full Code	Description
0				N/A	
000				No Project	
001				Minimum Aid	



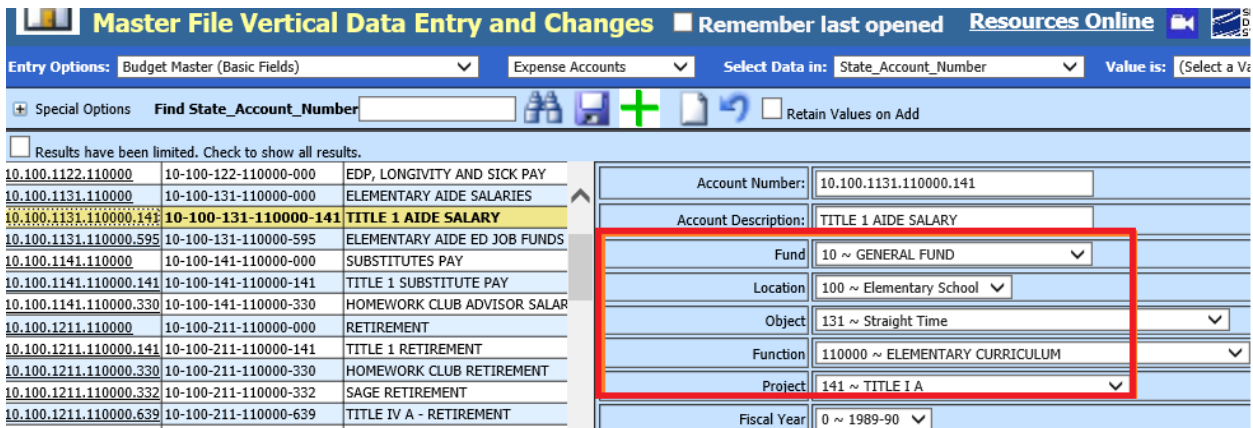
10. After entering in the new code, make sure it is in the “Group (1) Full Code” area so it will populate in “Dim 05” Project field.



## Insure that the Fund, Object and Function codes meet the WI Depart. Of Public Instruction Definition

1. The Fund, Object and Function numbers need to meet the requirements as they are defined by the WI DPI.
2. Select Master File and Code Entry Options
3. There are several ways to view the accounts.
  - a. Select Master File Vertical Data Entry, Master File Horizontal Data Changes, or Budget Master.

**Screen 1:** Select Master File Code Entry Options then Master File Vertical Data Entry and Changes. From the Entry Options drop down select: Budget Master (Basic Fields)



4. **Screen 2** Select Master File Code Entry Options then Master File Horizontal Data Changes View. From the Entry Options drop down select: Budget Master (Basic Fields)



**Master File Horizontal Data Changes**  Remember last opened [Resources Online](#)

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

Total Records Found: 1495

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

Save Page Rows Width First Field To Edit Sort By

Dim\_01 Account\_Number Ascending Descending

State Account Number	Account Description	Dim 01	Dim 02	Dim 03	Dim 04	Dim 05	Dim 06
10.100.1111.110000	ELEMENTARY TEACHER SALARIES	10	100	111	110000	000	0
10.100.1111.110000.141	TITLE I TEACHER SALARY	10	100	111	110000	141	0
10.100.1111.110000.332	SAGE TEACHER SALARY	10	100	111	110000	332	0
10.100.1111.110000.341	TITLE 1 SCHOOLWIDE SALARIES	10	100	111	110000	341	0
10.100.1111.110000.365	ELEMENTARY SALARIES TITLE 2A	10	100	111	110000	365	0
10.100.1121.110000.639	TITLE IV A SALARY	10	100	121	110000	639	0
10.100.1122.110000	EDP, LONGIVITY AND SICK PAY	10	100	122	110000	000	0

5. **Screen 3** Select Master File and Code Entry Options then Budget Master. Select Add / Edit Accounts.

**Wisconsin SDS Administrator** **Budget Master**  Remember last opened [Resources Online](#)

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

Account Type Expense Accounts

Account Number (ASN) 10.800.1940.221200

Search Result ACCELERATED MATH & READING | 10.800.1940.221200 | \$0.00

Current Account Title ACCELERATED MATH & READING

New Account Title ACCELERATED MATH & READING

State Account # 10-800-940-221200-000

Add This New Account

Title for New Account ACCELERATED MATH & READING

Add Account # (ASN) 10-800-940-221200-000

Account Number	Account Description	Fund	Location	Object	Function	Project	Fiscal Year
10.800.1111.120000.352	TTCC GRANT STIPEND	10	800	111	120000	352	0
10.800.1111.122115	READING SPECIALIST SALARY	10	800	111	122115	000	0
10.800.1111.129000	VIRTUAL ED LEG	10	800	111	129000	000	0
10.800.1111.141000	HEALTH SALARIES	10	800	111	141000	000	0
10.800.1111.143000	PHY-ED SALARIES	10	800	111	143000	000	0
10.800.1111.154000	GEN. FU/PERM FULL TIME/G/T	10	800	111	154000	000	0
10.800.1111.155200	GEN. FU/PERM FULL TIME/EMH-HIG	10	800	111	155200	000	0
10.800.1111.157000	GEN. FU/PERM FULL TIME/LD	10	800	111	157000	000	0
10.800.1111.162313	GEN. FU/PERM FULL TIME	10	800	111	162313	000	0
10.100.1111.110000	ELEMENTARY TEACHER SALARIES	10	100	111	110000	000	0
10.100.1111.110000.141	TITLE I TEACHER SALARY	10	100	111	110000	141	0
10.100.1111.110000.332	SAGE TEACHER SALARY	10	100	111	110000	332	0
10.100.1111.110000.341	TITLE 1 SCHOOLWIDE SALARIES	10	100	111	110000	341	0
10.100.1111.110000.365	ELEMENTARY SALARIES TITLE 2A	10	100	111	110000	365	0

If you have any questions on any of these dimensions please put in an **x-connect** to talk to a support representative.



## 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.

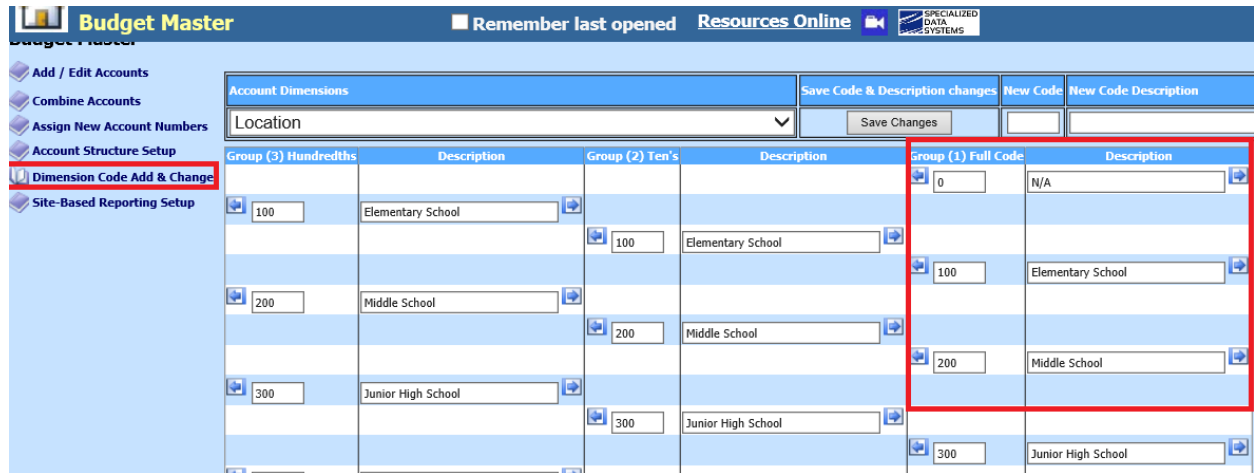
**Screen 1:** Enter the school location for each employee.

Emp Num	Employee Name	School Location	Pay Check Location	Pay
10860	Crist, Christopher T.	100	1	Y
12040	Cross, Brooke .	200	1	Y
10070	Cruz, Kyle A.	200	1	Y
12290	Curriculum	200	1	Y
10440	Curry, Dustin L.	200	1	Y
10870	Czap, Austin R.	200	1	Y
10880	Danz, Eric R.	700	1	Y
12640	Davis, Andrew C.	700	1	Y
11830	Davis, Chelsea K.	200	1	Y

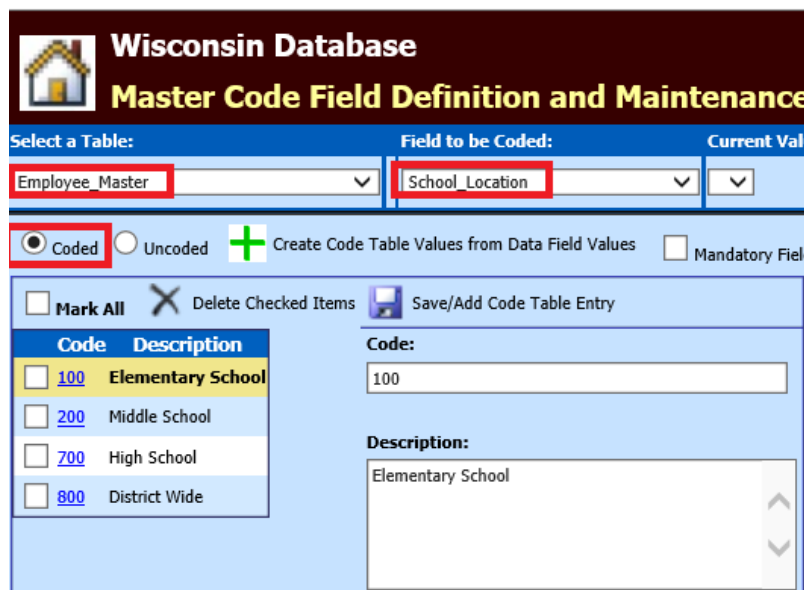




**Screen 2:** Select Master File and Code Entry Options then Budget Master. Select the view “Dimension Code Add & Change”. Under Account Dimensions select Location – (Balance Sheet, Revenue, Expense) option to see the locations.



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



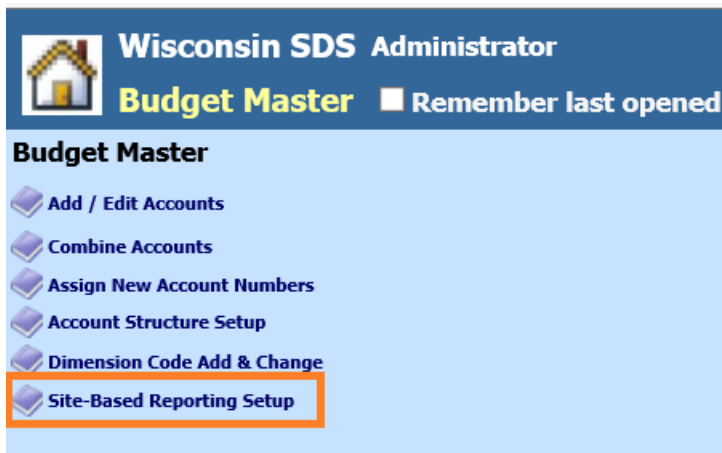


## Site Based Report Setup

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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

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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.



- 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 av Master screen.									
Site Cod	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
100	Elementary School	200	0	0	0	0	0	0	N
200	Middle School	250	0	0	0	0	0	0	N
700	High School	315	0	0	0	0	0	0	N
800	District-Wide	0	0	0	0	0	0	0	N
999	Location 999	0	0	0	0	0	0	0	N

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

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

- Select the “Setup / Reset Now button.



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

sdsstaff.schooloffice.com says

Reset all accounts to default Site-Based values. This is not reversable.

- 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

282 Selected Employees

Save Page Accounts Per Page Selected Employees

All  Active  Inactive

Mass Change Selected Employees

Site/Location Code(s)

From: Select Value to Replace

To or Append: Select New Value

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	Termination
<input checked="" type="checkbox"/>	10270	Vaughn, Zachary P.	100	100	100	100	Y
<input checked="" type="checkbox"/>	11140	Ventura, Viviana M.	700	100	700	700	Y
<input checked="" type="checkbox"/>	11650	Viles, Cristopher .	800	100	800	800	Y
<input checked="" type="checkbox"/>	10280	Von Zworowsky, Vera .	800	100	800	800	Y
<input checked="" type="checkbox"/>	11770	Vuskalns, Alise J.	800	100	800	800	Y
<input checked="" type="checkbox"/>	11780	Wagner, Cody J.	800	100	800	800	Y
<input checked="" type="checkbox"/>	12240	Walker, Michael J.	700	100	700	700	Y
<input checked="" type="checkbox"/>	10710	Warren, Autumn N.	700	100	700	700	Y
<input checked="" type="checkbox"/>	11310	Watson, Danielle M.	700	100	700	700	Y
<input checked="" type="checkbox"/>	12580	Weathers, Brice E.	800	100	800	800	Y
<input checked="" type="checkbox"/>	12510	Welch, Victor J.	800	100	800	800	Y

- 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

Wisconsin SDS Administrator

Financial Reports Remember last opened Resources Online

Reports and Processes (Version 10)

View Report View PDF Export to Excel **Design Options** Save Report Delete Report Show/Hide Your Documents Auto Export

Production and Design

1. Available Reports & Groups

Standard Individual Report

Report type: Account Line Items Report format: State Account Number on right Accounts to include: Balance Sheet

- Balance Sheet (BF)
- Detail Ledger
- Expenditure Report - With 12 Months
- Expenditure Report - With Last Year
- Expenditure Report - Year Over Year
- Revenue and Expenditure Report
- SAFR Annual Report (Select Date Range)

- 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.



Wisconsin SDS Administrator  
**Financial Reports** Remember last opened Resources Online

1. Available Reports & Groups  
 Standard Individual Report

Report type: Account Line Items | Report format: State Account Number on right | Accounts to include: Balance Sheet

5. Active Account Selection Options  
 Include only active accounts.

Advanced Account Selection Options  
 + Add the '>=' and '<=' settings in the Subtotal selection above with the Advance Selection below.  
 ⚙️ Activate the advance selection formula definition options.

Account selection formula

6. Save Report Definition | Sample financial reports  
 Note: the report name must be unique. | 11 Standard Reports 4 Charting Reports 5 Site-Based Reports

Report list (highlighted items):  
 - Site-Based Expenditure Report  
 - Site-Based Expenditure Summary Report  
 - Site-Based Per-Pupil Expenditures  
 - Site-Based Per-Pupil Expenditures and Total \$'s  
 - Site-Based Setup Evaluation Report

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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 Wisconsin SDS

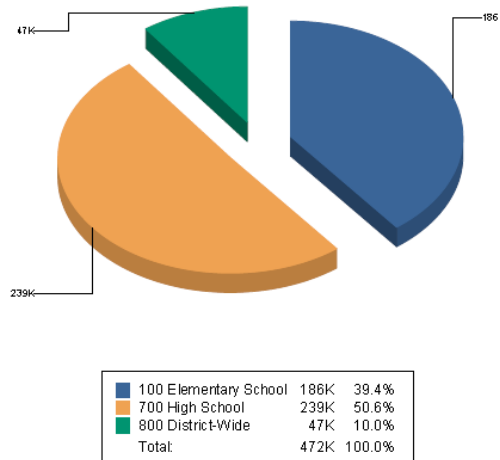
Page 18 of  
 Report as of: 9/30/2  
 Site-Based Re

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
High School 700										
10.800.1121.253000		CUSTODIANS SALARIES	61.17%	0.00	5,939.46	0.00	42,169.37	39,229.92	14.08	10-800-121-253000-000
10.800.1121.266000		TECHNOLOGY EXTRA TIME	61.17%	0.00	0.00	0.00	4,281.00	4,281.00	0.00	10-800-121-266000-000
10.800.1122.110000.621		SUMMER SCHOOL AIDE SALARIES	61.17%	0.00	0.00	0.00	611.70	611.70	0.00	10-800-122-110000-621
10.800.1122.213000		GUIDANCE SUMMER CONTRACT	61.17%	0.00	0.00	0.00	846.37	846.37	0.00	10-800-122-213000-000
10.800.1122.221200		CURRICULUM DEVELOPMENT SALARY	61.17%	0.00	0.00	0.00	902.26	902.26	0.00	10-800-122-221200-000
10.800.1122.221300		MENTORING	61.17%	0.00	0.00	0.00	1,871.80	1,871.80	0.00	10-800-122-221300-000
10.800.1122.241000		EXTRA TIME/SUB PAY	61.17%	0.00	0.00	0.00	1,223.40	1,223.40	0.00	10-800-122-241000-000
10.800.1122.253000		OPERATIONS EXTRA TIME	61.17%	0.00	0.00	0.00	1,346.74	1,346.74	0.00	10-800-122-253000-000
10.800.1122.266210		NOON ROUTE WAGES	61.17%	0.00	0.00	0.00	0.00	0.00	0.00	10-800-122-266210-000
10.800.1122.266240		PUPIL TRANSPORT ATHLETIC	61.17%	0.00	0.00	0.00	3,066.90	3,066.90	0.00	10-800-122-266240-000
10.800.1122.266270		PUPIL TRANSPORT TRIPS/COCURRI	61.17%	0.00	0.00	0.00	4,893.60	4,893.60	0.00	10-800-122-266270-000



**\_Site-Based Expenditure Report**

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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**

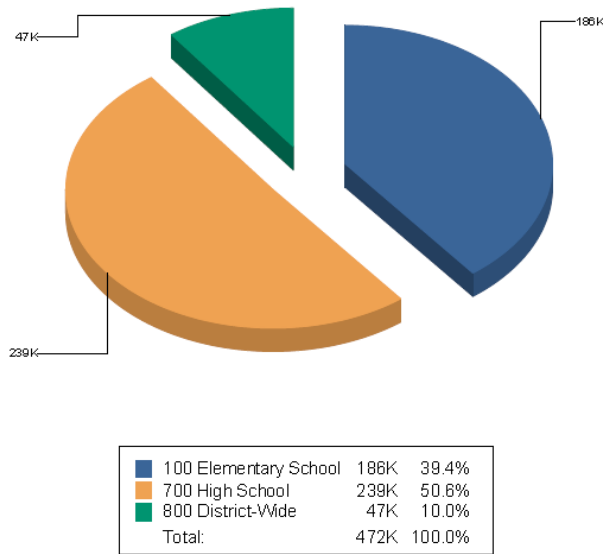
Chart type:

Chart column:

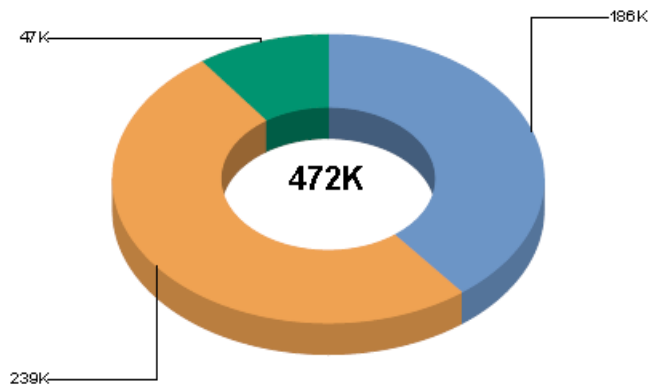
Chart Summary:

Elementary School 100									
Object	100	Salaries							
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
100	Salaries	0.00	162,165.82	0.00	854,162.28	691,996.46	18.99		
200	Employee Benefits	0.00	22,835.47	0.00	462,628.26	439,792.79	4.94		
300	Services	0.00	51.45	775.59	281,546.04	280,719.00	0.29		
400	Supplies	0.00	1,040.13	2,068.62	63,908.52	60,799.77	4.86		
500	Capitol Outlay	0.00	0.00	0.00	14,688.00	14,688.00	0.00		
600	Debt Retirement	0.00	0.00	0.00	194.15	194.15	0.00		
700	Insurance And Judgements	0.00	0.00	0.00	25,612.28	25,612.28	0.00		
800	Operating Transfers-Out	0.00	0.00	0.00	127,691.68	127,691.68	0.00		
900	Other Objects	0.00	0.00	327.61	24,924.54	24,596.93	1.31		
100	Elementary School	0.00	186,092.87	3,171.82	1,855,355.75	1,666,091.06	10.20	Location	

*Pie Chart*



*Doughnut Chart*



100 Elementary School	186K	39.4%
700 High School	239K	50.6%
800 District-Wide	47K	10.0%
Total:	472K	100.0%



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**

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Wisconsin SDS

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		
Elementary School	200	\$0.84	\$663.79	\$664.63	\$0.04	\$265.79	\$265.83	\$0.88	\$929.58	\$930.46		
High School	315	\$0.00	\$492.85	\$492.85	\$0.04	\$265.85	\$265.89	\$0.04	\$758.70	\$758.74		
District-Wide	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Total:</b>	515	\$0.33	\$620.07	\$620.40	\$0.04	\$265.83	\$265.87	\$0.37	\$885.90	\$886.26	\$15,879.19	\$472,304.98

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**

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Wisconsin SDS

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		
Elementary School	200	\$0.84	\$663.79	\$664.63	\$0.04	\$265.79	\$265.83	\$0.88	\$929.58	\$930.46		
		\$168.00	\$132,758.48	\$132,926.48	\$8.15	\$53,158.24	\$53,166.39	\$176.15	\$185,916.72	\$186,092.87		
High School	315	\$0.00	\$492.85	\$492.85	\$0.04	\$265.85	\$265.89	\$0.04	\$758.70	\$758.74		
		\$0.00	\$155,247.70	\$155,247.70	\$12.85	\$83,741.67	\$83,754.52	\$12.85	\$238,989.37	\$239,002.22		
District-Wide	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		\$0.00	\$31,330.70	\$31,330.70	\$0.00	\$0.00	\$0.00	\$0.00	\$31,330.70	\$31,330.70		
<b>Total:</b>	515	\$0.33	\$620.07	\$620.40	\$0.04	\$265.83	\$265.87	\$0.37	\$885.90	\$886.26	\$15,879.19	\$472,304.98
		\$168.00	\$319,336.88	\$319,504.88	\$21.00	\$136,899.91	\$136,920.91	\$189.00	\$456,236.79	\$456,425.79		

16. The fifth report “\_Site-Based Setup Evaluation Report” shows the setup for the report. This setup for this report can be found under Master File and Code Entry Options/Budget Master. Select the “Site Based Setup” under the bullet “Adjust Site-Based Account Settings”. This report is 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**

Report

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District Centralized 1								
Category	1	Federal						
Allocation	1	Staff						
Account	Description	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
<b>Federal</b>								
<b>Staff</b>								
10.800.1121.110000.621	SUMMER SCHOOL TEACHER SALARIES	0.00	0.00	14,500.00	14,500.00	0.00	10-800-121-110000-621	
10.800.1122.110000.621	SUMMER SCHOOL AIDE SALARIES	0.00	0.00	1,000.00	1,000.00	0.00	10-800-122-110000-621	
10.800.1131.256210.621	SUMMER SCHOOL ROUTES	0.00	0.00	2,900.00	2,900.00	0.00	10-800-131-256210-621	
10.800.1212.256210.621	RETIREMENT	0.00	0.00	104.00	104.00	0.00	10-800-212-256210-621	
10.800.1214.110000.621	SUMMER SCHOOL RETIREMENT	0.00	0.00	933.00	933.00	0.00	10-800-214-110000-621	
10.800.1222.110000.621	SOCIAL SECURITY	0.00	0.00	1,000.00	1,000.00	0.00	10-800-222-110000-621	
10.800.1222.256210.621	SOCIAL SECURITY	0.00	0.00	200.00	200.00	0.00	10-800-222-256210-621	
<b>1 Staff</b>		0.00	0.00	20,637.00	20,637.00	0.00	** Allocation	
<b>Enrollment</b>								
10.200.1411.122000.707	ENGLISH SUPPLIES	21.00	0.00	200.00	179.00	10.50	10-200-411-122000-707	
10.200.1411.122000.718	MS ENGLISH SUPPLIES	0.00	0.00	100.00	100.00	0.00	10-200-411-122000-718	
10.200.1411.127000.707	MS SOCIAL STUDIES SUPPLIES	0.00	0.00	100.00	100.00	0.00	10-200-411-127000-707	
10.200.1411.127000.718	MS SOCIAL STUDIES SUPPLIES	0.00	0.00	100.00	100.00	0.00	10-200-411-127000-718	
10.200.1411.127000.727	MS SOCIAL STUDIES SUPPLIES	0.00	0.00	100.00	100.00	0.00	10-200-411-127000-727	
10.200.1434.122000.718	MS ENGLISH MAG/PERIODICALS	0.00	0.00	350.00	350.00	0.00	10-200-434-122000-718	
10.800.1471.126000.660	SCIENCE TEXTBOOKS	0.00	0.00	17,060.00	17,060.00	0.00	10-800-471-126000-660	
10.800.1940.110000.621	SUMMER SCHOOL FEES	0.00	0.00	1,500.00	1,500.00	0.00	10-800-940-110000-621	
<b>2 Enrollment</b>		21.00	0.00	19,510.00	19,489.00	0.11	** Allocation	
<b>1 Federal</b>		21.00	0.00	40,147.00	40,126.00	0.05	* Category	
<b>State_or_Local</b>								
<b>Staff</b>								

**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.



Wisconsin SDS Blanche
Budget Master
Remember last opened
Resources Online
SPECIALIZED DATA SYSTEMS

**Processing Options**

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

282 Selected Employees		Save	Page	Accounts Per Page	Selected Employees			
<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Inactive			1	250				
Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location	Employee Master Pay Check Location	Pay Y/		
<input checked="" type="checkbox"/>	12801 Amber, Kimberly	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11450 Arthur, Matthew	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11060 Arthur, Randy L.	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11380 Atherton, Cody M.	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11430 Baca, Tereza .	100	100	100	100	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 these changes.
  - A. **Option 1:** You can manually change each employee. If you have an employee that works in location 100 and in location 700 you can change the "Allocation Site / Location Code(s)" to read 100,700. 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 100 and 700 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.
6. Save after adjusting.

**Processing Options**

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

282 Selected Employees		Save	Page	Accounts Per Page	Selected Employees			
<input type="radio"/> All <input checked="" type="radio"/> Active <input type="radio"/> Inactive			1	250				
Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location	Employee Master Pay Check Location	Pay Y/		
<input checked="" type="checkbox"/>	12801 Amber, Kimberly	100,700	80,20	100	100	Y		
<input checked="" type="checkbox"/>	11450 Arthur, Matthew	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11060 Arthur, Randy L.	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11380 Atherton, Cody M.	100	100	100	100	Y		
<input checked="" type="checkbox"/>	11430 Baca, Tereza .	100	100	100	100	Y		
<input checked="" type="checkbox"/>	10010 Baker, Brooklynn N.	100	100	100	100	Y		



- 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 100 also work in location 700, you can change the “Allocation Site/Location Code(s)” to be 100,700.
- 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 100 code. The screen will change to only show the number of employees that have location 100. For this example, there are 115 employees.

**Processing Options**

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

115 Selected Employees

Save Page Accounts Per Page Selected Employees

A  Active  Inactive

Mass Change Selected Employees

Site/Location Code(s)

From 1 - From Employee Values

To or  Append  
 Append

Percent(s)

From Select Value to Replace

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location	Employee Master Pay Check Location	Pay Y
<input checked="" type="checkbox"/>	12680 Gabbard, Douglas M.	1	100	700	700	Y
<input checked="" type="checkbox"/>	12050 Gardner, Charles D.	1	100	100	100	Y
<input checked="" type="checkbox"/>	11520 Garrard, Richard W.	1	100	100	100	Y
<input checked="" type="checkbox"/>	12060 Garrett, Jennifer M.	1	100	100	100	Y
<input checked="" type="checkbox"/>	12690 Garrett, Samuel N.	1	100	100	100	Y
<input checked="" type="checkbox"/>	10490 Gates, Ashley N.	1	100	200	200	Y

- Select the “Append” option and then select the number 700.

**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

A  Active  Inactive

Mass Change Selected Employees

Site/Location Code(s)

From 200 - From Employee Values

To or  Append  
 Append

Percent(s)

From Select Value to Replace

Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)
<input checked="" type="checkbox"/>	11600 Reid, Lorige .	200	100
<input checked="" type="checkbox"/>	10260 Vallieres, Joseph L.	200	100
<input checked="" type="checkbox"/>	11640 Vanover, Douglas M.	200	100
<input checked="" type="checkbox"/>	12360 Widmann, Tanya-Jeanne R.	200	100
<input checked="" type="checkbox"/>	10290 Wiley, Sonney K.	200	100

- Then select the “Mass Change and Save” button. What will happen in the system is the allocation column will change from a 200 to a 200,700. The append option will add the 700-location value to the 200 value that is already in this field.



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

**10 Selected Employees**
Save    Page    Accounts Per Page

All  Active  Inactive







250

**Mass Change Selected Employees**

**Site/Location Code(s)**

From

To or

Append

Percent(s)

From

To

<input checked="" type="checkbox"/>	Number	Employee Name	Allocation Site/Location Code(s)
<input checked="" type="checkbox"/>	11600	Reid, Loriage .	200, 700
<input checked="" type="checkbox"/>	10260	Vallieres, Joseph L.	200, 700
<input checked="" type="checkbox"/>	11640	Vanover, Douglas M.	200, 700
<input checked="" type="checkbox"/>	12360	Widmann, Tanya-Jeanne R.	200, 700
<input checked="" type="checkbox"/>	10290	Wiley, Sonney K.	200, 700
<input checked="" type="checkbox"/>	11720	Williams, Marquis A.	200, 700
<input checked="" type="checkbox"/>	11680	Williams, Raven C.	200, 700
<input checked="" type="checkbox"/>	12430	Williams, Zachary D.	200, 700
<input checked="" type="checkbox"/>	11440	Yeary, Robert A.	200, 700
<input checked="" type="checkbox"/>	10320	Zook, Daijya L.	200, 700

4. 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 200,700. When you do that, you will see the list of employees that were changed to a 200,700.
5. To change a location number to another location number in mass, you can select the code to change 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 1 to a 100.



**Processing Options**

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

---

7 Selected Employees

All  Active  Inactive

Save Page Accounts Per Page

<< < 1 > >>

---

**Mass Change Selected Employees**

Site/Location Code(s)

From

To or   
 Append

Percent(s)

From

To

---

<input checked="" type="checkbox"/>	Number	Employee Name	Allocation Site/Location Code(s)
<input checked="" type="checkbox"/>	12801	Amber, Kimberly	1
<input checked="" type="checkbox"/>	11450	Arthur, Matthew	1
<input checked="" type="checkbox"/>	11060	Arthur, Randy L.	1
<input checked="" type="checkbox"/>	11380	Atherton, Cody M.	1
<input checked="" type="checkbox"/>	11430	Baca, Tereza .	1
<input checked="" type="checkbox"/>	10010	Baker, Brooklynn N.	1
<input checked="" type="checkbox"/>	11460	Ball, Katie .	1

6. Select the “Mass Change and Save” button. The Location 1 codes will be changed to a 100. After the “Mass Change and Save” button is selected, the employee list will be blank until you change the “From” dropdown selection to a 100.



**Processing Options**

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

---

243 Selected Employees

All  Active  Inactive

Save Page Accounts Per Page

**Mass Change Selected Employees**

Site/Location Code(s)

From: 100 - Elementary School

To or  
 Append

To: 100 - Elementary School

Percent(s)

From: Select Value to Replace

To: Select New Value

<input checked="" type="checkbox"/>	Number	Employee Name	Allocation Site/Location Code(s)
<input checked="" type="checkbox"/>	12801	Amber, Kimberly	100
<input checked="" type="checkbox"/>	11450	Arthur, Matthew	100
<input checked="" type="checkbox"/>	11060	Arthur, Randy L.	100
<input checked="" type="checkbox"/>	11380	Atherton, Cody M.	100
<input checked="" type="checkbox"/>	11430	Baca, Tereza .	100
<input checked="" type="checkbox"/>	10010	Baker, Brooklynn N.	100
<input checked="" type="checkbox"/>	11460	Ball, Katie .	100
<input checked="" type="checkbox"/>	12480	Barger, Matthew L.	100

- 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.
- 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.



- 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

All  Active  Inactive
 

 1 250

**Mass Change Selected Employees**

Site/Location Code(s)

From: 200, 700 - From Employee Values

To or: Select New Value

Append:

Percent(s)

From: 100%

To: 50, 50 - From Employee Values

Mass Change and Save

✓	Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location
<input checked="" type="checkbox"/>	11600	Reid, Loriage .	200, 700	50, 50	200
<input checked="" type="checkbox"/>	10260	Vallieres, Joseph L.	200, 700	100	200
<input checked="" type="checkbox"/>	11640	Vanover, Douglas M.	200, 700	100	200
<input checked="" type="checkbox"/>	12360	Widmann, Tanya-Jeanne R.	200, 700	100	200
<input checked="" type="checkbox"/>	10290	Wiley, Sonney K.	200, 700	100	200
<input checked="" type="checkbox"/>	11720	Williams, Marquis A.	200, 700	100	200
<input checked="" type="checkbox"/>	11680	Williams, Raven C.	200, 700	100	200
<input checked="" type="checkbox"/>	12430	Williams, Zachary D.	200, 700	100	200
<input checked="" type="checkbox"/>	11440	Yeary, Robert A.	200, 700	100	200
<input checked="" type="checkbox"/>	10320	Zook, Daijya L.	200, 700	100	200

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

- Adjust Employee Site Allocation Settings
- Adjust Site-Based Account Settings

10 Selected Employees
Save Page Accounts Per Page Selected

All  Active  Inactive
 

 1 250

**Mass Change Selected Employees**

Site/Location Code(s)

From: 200, 700 - From Employee Values

To or: Select New Value

Append:

Percent(s)

From: 100%

To: 50, 50 - From Employee Values

Mass Change and Save

✓	Number	Employee Name	Allocation Site/Location Code(s)	Allocation Percent(s)	Employee Master School Location
<input checked="" type="checkbox"/>	11600	Reid, Loriage .	200, 700	50, 50	200
<input checked="" type="checkbox"/>	10260	Vallieres, Joseph L.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	11640	Vanover, Douglas M.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	12360	Widmann, Tanya-Jeanne R.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	10290	Wiley, Sonney K.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	11720	Williams, Marquis A.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	11680	Williams, Raven C.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	12430	Williams, Zachary D.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	11440	Yeary, Robert A.	200, 700	50, 50	200
<input checked="" type="checkbox"/>	10320	Zook, Daijya L.	200, 700	50, 50	200



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 “Project” code that is in “Dim\_05”. If the “Project” code starts with a number of “4” or higher than it will be a Federal Funded account otherwise is 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.

1495 Selected Accounts		Save Page Accounts Per Page			Selected Acco			
<input type="radio"/> All Accounts <input checked="" type="radio"/> Active <input type="radio"/> Inactive		Page 1 of 1 Accounts Per Page 250						
Mass Change Selected Accounts.		Account Number	Account Description	Report Category	Account Category	Allocation Method	Site Codes	Allocat Percent
Report Category <input type="checkbox"/> From: Select Value to Replace To: Select New Value		<input checked="" type="checkbox"/>	10.100.1111.110000	ELEMENTARY TEACHER SALARIES	Site Level	State_or_Local		
Account Category <input type="checkbox"/> From: Select Value to Replace To: Select New Value		<input checked="" type="checkbox"/>	10.100.1111.110000.141	TITLE I TEACHER SALARY	Site Level	State_or_Local		
Allocation Method <input type="checkbox"/> From: Select Value to Replace		<input checked="" type="checkbox"/>	10.100.1111.110000.332	SAGE TEACHER SALARY	Site Level	State_or_Local		
		<input checked="" type="checkbox"/>	10.100.1111.110000.341	TITLE 1 SCHOOLWIDE SALARIES	Site Level	State_or_Local		
		<input checked="" type="checkbox"/>	10.100.1111.110000.365	ELEMENTARY SALARIES TITLE 2A	Site Level	State_or_Local		
		<input checked="" type="checkbox"/>	10.100.1121.110000.639	TITLE IV A SALARY	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1122.110000	EDP, LONGIVITY AND SICK PAY	Site Level	State_or_Local		
		<input checked="" type="checkbox"/>	10.100.1131.110000	ELEMENTARY AIDE SALARIES	Site Level	State_or_Local		

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.

79 Selected Accounts		Save Page Accounts Per Page			Selected Acco			
<input type="radio"/> All Accounts <input checked="" type="radio"/> Active <input type="radio"/> Inactive		Page 1 of 1 Accounts Per Page 250						
Mass Change Selected Accounts.		Account Number	Account Description	Report Category	Account Category	Allocation Method	Site Codes	Allocat Percent
Report Category <input checked="" type="checkbox"/> From: Site Level To: Site Level		<input checked="" type="checkbox"/>	10.100.1121.110000.639	TITLE IV A SALARY	Site Level	Federal		
Account Category <input checked="" type="checkbox"/> From: Federal (F) To: Federal (F)		<input checked="" type="checkbox"/>	10.100.1131.110000.595	ELEMENTARY AIDE ED JOB FUNDS	Site Level	Federal		
Allocation Method <input type="checkbox"/> From: Select Value to Replace To: Select New Value		<input checked="" type="checkbox"/>	10.100.1211.110000.639	TITLE IV A - RETIREMENT	Site Level	Federal		
Sites Codes <input type="checkbox"/>		<input checked="" type="checkbox"/>	10.100.1212.110000.595	RETIREMENT ED JOBS FUND	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1212.110000.639	TITLE IV A RETIREMENT	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1213.110000.639	TITLE IV A SALARY (TE)	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1214.110000.639	TITLE IV A SALARY (TR)	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1222.110000.595	SOCIAL SECURITY ED JOBS FUND	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1222.110000.639	TITLE IV A SOCIAL SECURITY	Site Level	Federal		
		<input checked="" type="checkbox"/>	10.100.1411.110000.621	SUMMER SCHOOL SUPPLIES	Site Level	Federal		





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

Account Dimension Selection

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From / To

<b>Fund</b>	10 - GENERAL FUND <input type="button" value="v"/>
	99 - COOPERATIVE PROGRAM FUND <input type="button" value="v"/>
<b>Location</b>	100 - Elementary School <input type="button" value="v"/>
	800 - District-Wide <input type="button" value="v"/>
<b>Object</b>	000 - N/A <input type="button" value="v"/>
	999 - Other Miscellaneous <input type="button" value="v"/>
<b>Function</b>	000000 - Function 000000 <input type="button" value="v"/>
	999990 - Function 999990 <input type="button" value="v"/>
<b>Project</b>	000 - Project 000 <input type="button" value="v"/>
	819 - ARRA PRESCHOOL <input type="button" value="v"/>
<b>Fiscal Year</b>	0 - 1989-90 <input type="button" value="v"/>
	9 - 1998-99 <input type="button" value="v"/>
<b>Local Dimension</b>	99 - Not Applicable <input type="button" value="v"/>
	99 - Not Applicable <input type="button" value="v"/>

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

<b>79 Selected Accounts</b>	<b>Save</b>	<b>Page</b>	<b>Accounts Per Page</b>												
<input type="radio"/> All Accounts <input checked="" type="radio"/> Active <input type="radio"/> Inactive	1 <input type="button" value="v"/>		250 <input type="button" value="v"/>												
<div style="background-color: #0056b3; color: white; padding: 5px;"> <b>Mass Change Selected Accounts.</b> </div>															
<b>Report Category</b> <input checked="" type="checkbox"/>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Account Number</th> <th style="width: 40%;">Account Description</th> <th style="width: 20%;">Report Category</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>10.100.1121.110000.639</td> <td>TITLE IV A SALARY</td> <td>Site Level</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>10.100.1131.110000.595</td> <td>ELEMENTARY AIDE ED JOB FUNDS</td> <td>Site Level</td> </tr> </tbody> </table>					Account Number	Account Description	Report Category	<input checked="" type="checkbox"/>	10.100.1121.110000.639	TITLE IV A SALARY	Site Level	<input checked="" type="checkbox"/>	10.100.1131.110000.595	ELEMENTARY AIDE ED JOB FUNDS	Site Level
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- 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.