

Select **Define**, enter **4** as the starting and ending position of the project code and enter the character that represents the year. In the example above the 4<sup>th</sup> position of each project will be changed to a **L** to reflect fiscal year 2025 projects.

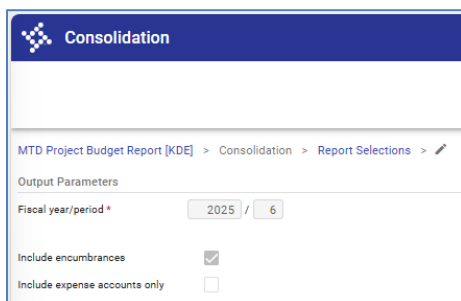
4. Select **Accept** and then **Process** after project codes have been added and/or updated.

**Note:** There are 50 fields available for project codes. However, if there are not enough fields for your district's projects, please submit one file with current year projects and a separate file containing prior year projects.

5. Select **Rpt Options** and verify that **Life-to-date** is chosen in the **Multiyear view** field:

**Note:** Change the **Summ objs to position** field to 5 if you have any projects that have object codes consisting of five digits.

6. Update the **Fiscal year/period**.



➤ **Note:** It is necessary under the No Child Left Behind Act of 2001 to include Revenue totals on this report. Please be sure the **Include expense account only** box is left blank.

8. Select **Save PDF** to save the report to your saved report directory or select the **PDF icon** to create the report in PDF format and save locally. The file that is submitted to KDE is created with a name of PSBddd####.pdf. The ddd represents your District Number and the last four digits (####) reflects the number of times the report has been generated.

## **TRANSFERRING FILES TO KDE**

Files should be submitted via email to the KDE CDIP Reports email account ([kdecdirpreports@education.ky.gov](mailto:kdecdirpreports@education.ky.gov)). Please include the district name in the subject line of the email and the quarter for which you are reporting. For example: Subject: Sample Co, 3<sup>rd</sup> Quarter 2025.

## **SUBMITTING REPLACEMENT ELECTRONIC FILES**

Each electronic file must have a unique file name if the Consolidated Plan Expenditure Report is submitted more than once to KDE. Therefore, each time the Consolidated Plan Expenditure Report spreadsheet files are generated, the last four digits of the file name are automatically incremented by 1. Repeat the processes described above to submit replacement electronic files.