

Identify Expenditures for School Report Card – FY18

Contents

Identify Expenditures for School Report Card FY18 Using YTD Budget Report.....	1
Table 1: Federal Funds – Personnel Expenditures.....	2
Table 2: Federal Funds – Non-Personnel Expenditures.....	7
Table 3: State/Local – Personnel Expenditures	12
Table 4: State/Local – Non-Personnel	16
Table 5: Federal Funds – Total Expenditures.....	22
Table 6: State/Local Funds – Total Expenditures.....	27
Table 7: All Funds – Total Expenditures.....	33

Identify FY18 Expenditures for School Report Card Using YTD Budget Report

The YTD Budget Report can be used to generate reports needed to identify expenditures to be reported on the FY18 School Report Card. These instructions are intended to be used in conjunction with additional guidance provided by the Division of District Support to calculate school level spending per student.

Financials >General Ledger Menu >Inquiries and Reports >YTD Budget Report

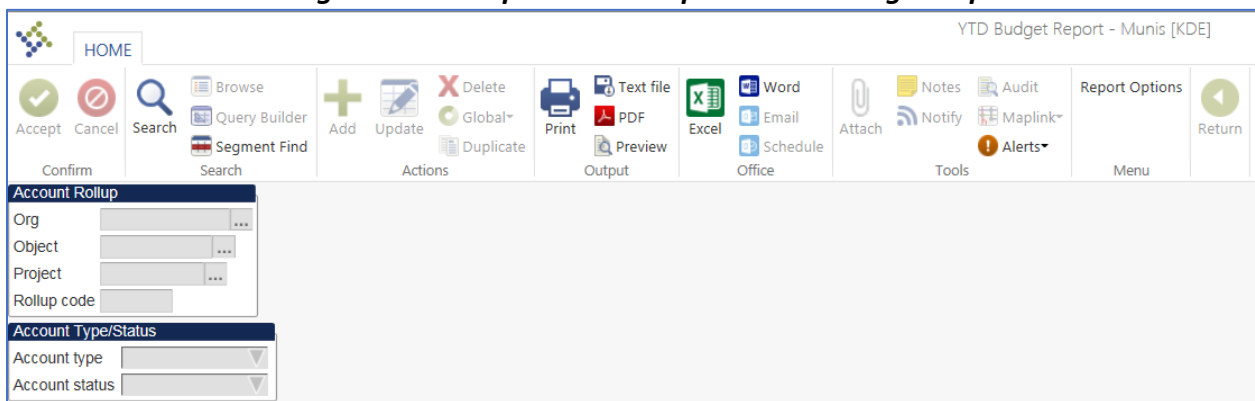


Table I: Federal Funds – Personnel Expenditures

Personnel Expenditures (Federal Funds)	Segments
Funds	2, 51
Expenditure functions	1000 – 3900 and NOT functions 33XX or 34XX
Object codes	0100 – 0299
Project codes	Starting with 2x, 3x, 4x, 5x, 6x

Report #1 – Fund 2, 51; All Function Codes in 1000-3900 range; Object Codes 0100-0299; Projects 2x, 3x, 4x, 5x, 6x

1. Select Segment Find from the YTD Budget Report screen
2. Enter criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **<0300**
 - Project: **[2-6]***
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

The screenshot shows a 'Find by Segments' dialog box with the following fields and values:

Fund	2 51	...
Unit		...
Function	1000..3900	...
Program		...
Inst Level		...
Character Code		...
Org		...
Object	<0300	...
Project	[2-6]*	...
Account type	Expense	
Account status		
Rollup Code		...

3. Accept
4. Select Report Options and enter criteria as shown below:
 - Sequence 1: 03-Function Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

- **Print Options Tab:**

Report Sequence			
Execute this report <input type="text" value="Now"/>			
	Field #	Total	Page Break
Sequence 1	3 - Function	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>
Report title <input type="text" value="FEDERAL FUNDS-PERSONNEL EXPENDITURES"/>			
<input type="button" value="Print Options"/> <input type="button" value="Additional Options"/>			
Report Options			
Include only accounts that used <input type="text" value="0"/> % or greater of budget			
Order accounts by <input type="text" value="Org, Object, Project"/>		Year/period <input type="text" value="Within year/period"/> 2018 / 13	
Totals only <input checked="" type="checkbox"/>	Account description <input type="text" value="Full"/>	Carry forward <input type="text" value="Totals (GAAP)"/>	Print MTD version <input type="checkbox"/>
Print full GL account <input type="checkbox"/>	Roll projects to object <input type="checkbox"/>	Format type <input type="text" value="Standard format"/>	Double space <input type="checkbox"/>
Print report options <input type="checkbox"/>		Suppress zero bal accts <input type="checkbox"/>	Exclude YEC journals <input type="checkbox"/>

Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.

Print Options		Additional Options	
Additional Options			
Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	<input type="text" value="Journal entries"/>
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	<input type="text" value="Standard format"/>
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	<input type="text" value="Fiscal year view"/>
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>
From yr/per	<input type="text" value="2019"/> <input type="text" value="7"/>		
To yr/per	<input type="text" value="2019"/> <input type="text" value="7"/>		

5. Click Accept
6. Click Return
7. Select an output method for the report and identify whether or not there are expenditures in 3300-3499 Function codes.

Are expenditures reflected in Function codes 3300-3499 in the report above?

- If YES – **Generate Report #2.** Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Reproduce Report #1 as instructed in the next step.

Reproduce the report using the Sequence of Unit.

8. Select Segment Find from the YTD Budget Report screen
9. Enter criteria as shown below:

- Fund: **2|51**
- Function: **1000..3900**
- Object: **<0300**
- Project: **[2-6]***
- Account Type: **Expense**
- Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	<0300 ...
Project	[2-6]* ...
Account type	Expense
Account status	
Rollup Code	...

10. Accept

11. Select Report Options and enter criteria as shown below:

- Sequence 1: 02-Unit Totals: Y Page Break: N
- Click the **Totals only** box so that only totals are included in report.
- Change the Year/Period to **2018/13**

Report Sequence			
Execute this report Now			
	Field #	Total	Page Break
Sequence 1	2 - Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>
Report title YEAR-TO-DATE BUDGET REPORT			
Print Options Additional Options			
Report Options			
Include only accounts that used 0 % or greater of budget			
Order accounts by	Org, Object, Project		
Totals only	<input checked="" type="checkbox"/>		
Account description	Full		
Print full GL account	<input type="checkbox"/>		
Roll projects to object	<input type="checkbox"/>		
Print report options	<input type="checkbox"/>		
Year/period	Within year/period 2018 / 13		
Carry forward	Totals (GAAP)		
Print MTD version	<input type="checkbox"/>		
Format type	Standard format		
Double space	<input type="checkbox"/>		
Suppress zero bal accts	<input type="checkbox"/>		
Exclude YEC journals	<input type="checkbox"/>		

Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.

The screenshot shows the 'Additional Options' tab with the following settings:

- Include requisition amounts:
- Print Revenues-Version headings:
- Print revenue as credit:
- Print revenue budgets as zero:
- Include fund balance:
- Print journal detail:
- Include budget entries:
- Include encumb/liq entries:
- Sort option: Journal entries
- Detail format option: Standard format
- Include additional JE comments:
- Multiyear view: Fiscal year view (highlighted with a red box)
- Amounts/totals exceed 999 million dollars:
- From yr/per: 2019 7
- To yr/per: 2019 7

12. Select an output method for the report. This report will be used to calculate school level spending per student. Remember to deduct expenditures in Function 3300-3499 from each Unit if any were identified.

Report #2 – Perform the following steps if Report #1 contained expenditures in Function codes in 3300-3499. Skip if no expenditures were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **2|51**
 - Function: **3300..3499**
 - Object: **<0300**
 - Project: **[2-6]***
 - Account Status: **Leave Blank**

The 'Find by Segments' form contains the following data:

- Fund: 2|51
- Unit:
- Function: 3300..3499
- Program:
- Inst Level:
- Character Code:
- Org:
- Object: <0300
- Project: [2-6]*
- Account type: Expense
- Account status:
- Rollup Code:

3. Click Accept

4. Select Report Options and enter the criteria as shown below:
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Table 2: Federal Funds – Non-Personnel Expenditures

Non-Personnel Exp (Federal Funds)	Segments
Funds	2, 51
Expenditure functions	1000 – 3900 and NOT functions 33XX or 34XX
Object codes	0300 – 0998; NOT including 0710, 0720, 091X
Project codes	Starting with 2x, 3x, 4x, 5x, 6x

Report #1 – Fund 2, 51; Function Codes 1000-3900; Object Codes 0300-0998; Projects 2x, 3x, 4x, 5x, 6x

1. Select Segment Find from the YTD Budget Report screen
2. Enter criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **0300..0998**
 - Project: **[2-6]***
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

The screenshot shows a 'Find by Segments' dialog box with the following fields and values:

- Fund: 2|51
- Unit: (empty)
- Function: 1000..3900
- Program: (empty)
- Inst Level: (empty)
- Character Code: (empty)
- Org: (empty)
- Object: 0300..0998
- Project: [2-6]*
- Account type: Expense
- Account status: (empty)
- Rollup Code: (empty)

3. Accept
4. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 03-Function Totals: Y Page Break: N
 - Optionally enter the name of the report “Federal Funds Non-Personnel Expenditures”
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

5. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
6. Click Accept
7. Click Return
8. Select an output method for the report and identify whether or not there are expenditures in 3300-3400 Function codes.

Are Function codes 3300-3499 reflected in the report above?

- If YES – **Generate Report #2**. Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Proceed to the next step to reproduce the report using Sequence of Object Code.

Reproduce the report using the Sequence of Object Code.

9. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 11-Object Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

Are Object codes 0710, 0720, 071x reflected in the report above?

- If YES – **Generate Report #3**. Amounts in Report #3 must be deducted from Report #1 for each Unit (location).
- If NO – Report #3 doesn't need to be generated. Proceed to next step to reproduce Report #1 with Sequence of Unit.

Reproduce Report #1 using the Sequence of Unit.

10. Select Segment Find from the YTD Budget Report screen
11. Enter criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **0300..0998**
 - Project: **[2-6]***
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit
Function	1000..3900 ...
Program
Inst Level
Character Code
Org
Object	0300..0998 ...
Project	[2-6]* ...
Account type	Expense ▾
Account status	▾
Rollup Code

12. Accept
13. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
14. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
15. Select an output method for the report.
16. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710, 0720, 091x.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

Report #2 – Perform the following steps if Report #1 contained expenditures in Function codes 3300-3499. Skip this report if no expenditures were in this range on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **2|51**
 - Function: **3300..3499**
 - Object: **0300..0998**
 - Project: **[2-6]***
 - Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit
Function	3300..3499 ...
Program
Inst Level
Character Code
Org
Object	0300..0998 ...
Project	[2-6]* ...
Account type	Expense ▾
Account status	▾
Rollup Code

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Report #3 – Perform the following steps if Report #1 contained expenditures in Object Codes 0710, 0720, 091x. Skip this report if no expenditures for these object codes were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **0710|0720|0910|0913|0914|0915**
 - Project: **[2-6]***
 - Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0710 0720 091 ...
Project	[2-6] ...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

Table 3: State/Local – Personnel Expenditures

Personnel Expenditures (State/Local Funds)	Segments
Funds	1, 2, 21, 22, 51
Expenditure functions	1000 – 3900 and NOT functions 33xx or 34xx
Object codes	0100 – 0299
Project codes	NOT starting with 2x, 3x, 4x, 5x, 6x - except for Fund 1 which should include all project codes

Note: Unit/Location totals in Table 1-Federal Fund Personnel Expenditures will also be used to calculate the State/Local Personnel Expenditures for each Unit/Location.

Follow the steps below to arrive at a total for ALL personnel expenditures then subtract the Federal Personnel Expenditures calculated in the Table 1 section of this guide.

Report #1 – Fund 1, 2, 21, 22, 51; Function Codes 1000-3900; Object Codes 0100-0299; All Project Codes.

1. Select Segment Find from the YTD Budget Report screen
2. Enter criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **1000..3900**
 - Object: **<0300**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	<0300 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Accept
4. Select Report Options and enter criteria as shown below:
 - Sequence 1: 03-Function Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
6. Click Accept
7. Click Return
8. Select an output method for the report and identify whether or not there are expenditures in 3300-3499 Function codes.

Are expenditures reflected in Function codes 3300-3499 in the report above?

- If YES – **Generate Report #2**. Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Reproduce Report #1 as instructed in the next step.

Reproduce the report using the Sequence of Unit.

9. Select Segment Find from the YTD Budget Report screen
10. Enter criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **1000..3900**
 - Object: **<0300**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	<0300 ...
Project	...
Account type	Expense
Account status	
Rollup Code	...

11. Accept
12. Select Report Options and enter criteria as shown below:
 - Sequence 1: 02-Unit Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
13. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
14. Select an output method for the report.

Note: Remember to deduct expenditures in Function 3300-3499 from each Unit if any were identified.

Report #2 – Perform the following steps if Report #1 contained expenditures in Function codes in 3300-3499. Skip if no expenditures were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **3300..3499**
 - Object: **<0300**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	3300..3499 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	<0300 ...
Project	...
Account type	Expense
Account status	
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below:
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from sum of **Report #1**.

Calculate total of State/Local Personnel Expenditures

In order to calculate only the State and Local personnel expenditures, use the amounts for each unit calculated in this section then subtract the expenditures for each Unit that were calculated in [Table 1-Federal Funds-Personnel Expenditures](#) section of this document.

Table 3 – Table 1 = State and Local Personnel Expenditures

Table 4: State/Local – Non-Personnel

Non-Personnel Exp (State/Local Funds)	Segments for Funds Other than Fund 2
Funds	1, 2, 21, 22, 51
Expenditure functions	1000 – 3900 and NOT functions 33xx or 34xx
Object codes	03xx – 0998; NOT including 0710, 0720, 091x
Project codes	NOT starting with 2x, 3x, 4x, 5x, 6x - except for Fund 1 which should include all project codes

Note: Unit/Location totals in Table 2-Federal Fund Non-Personnel Expenditures will also be used to calculate the State/Local Personnel Expenditures for each Unit/Location.

Follow the steps below to arrive at a total for all non-personnel expenditures that fit the criteria in the table above then subtract the Non-Federal Personnel Expenditures calculated in Table 2 section of this guide.

Report #1 – Fund 1, 2, 21, 22, 51; Function Codes 1000-3900; Object Codes 0300-0998; All Project Codes

1. Select Segment Find from the YTD Budget Report screen
2. Enter criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **1000..3900**
 - Object: **0300..0998**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0300..0998 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Accept
4. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 03-Function Totals: Y Page Break: N
 - Optionally enter the name of the report "Federal Funds Non-Personnel Expenditures"
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
6. Click Accept
7. Click Return
8. Select an output method for the report and identify whether or not there are expenditures in 3300-3400 Function codes.

Are Function codes 3300-3499 reflected in the report above?

- If YES – **Generate Report #2**. Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Proceed to the next step to reproduce the report using Sequence of Object Code.

Reproduce the report using the Sequence of Object Code.

9. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 11-Object Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

Are Object codes 0710, 0720, 091x reflected in the report above?

- If YES – **Generate Report #3**. Amounts in Report #3 must be deducted from Report #1 for each Unit (location).
- If NO – Report #3 doesn't need to be generated. Proceed to next step to reproduce Report #1 with Sequence of Unit.

Reproduce Report #1 using the Sequence of Unit.

10. Select Segment Find from the YTD Budget Report screen

11. Enter criteria as shown below:

- Fund: **1|2|21|22|51**
- Function: **1000..3900**
- Object: **0300..0998**
- Project: **Leave Blank**
- Account Type: **Expense**
- Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0300..0998 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

12. Accept

13. Select Report Options and enter criteria as shown below (screen shots included in first report example):

- Sequence 1: 02-Unit Totals: Y Page Break: N
- Click the **Totals only** box so that only totals are included in report.
- Change the Year/Period to **2018/13**

14. Click on the Additional Options tab and select Fiscal Year View in the Multiyear View field.

15. Select an output method for the report.

16. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710, 0720, 091x if applicable.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

Report #2 – Perform the following steps if Report #1 contained expenditures in Function codes 3300-3499. Skip this report if no expenditures were in this range on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **3300..3499**
 - Object: **0300..0998**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	3300..3499 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0300..0998 ...
Project	...
Account type	Expense
Account status	...
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.

9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Report #3 – Perform the following steps if Report #1 contained expenditures in Object Codes 0710, 0720, 091x. Skip this report if no expenditures for these object codes were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **1000..3900**
 - Object: **0710|0720|0910|0913|0914|0915**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3499 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0710 0720 091 ...
Project	...
Account type	Expense ▼
Account status	▼
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

Calculate Total of State/Local Non-Personnel Expenditures

In order to calculate only the State and Local non-personnel expenditures, use the amounts for each unit calculated in this section then subtract the expenditures for each Unit that were calculated in [Table 2-Federal Funds Non-Personnel Expenditures](#) section of this document.

Table 4 – Table 2 = State and Local Non-Personnel Expenditures

Table 5: Federal Funds – Total Expenditures

Total Expenditures (Federal Funds)	Segments
Funds	2, 51
Expenditure functions	1000 – 3900 and NOT functions 33xx or 34xx
Object codes	01xx – 0998; NOT including 0710, 0720, 091x
Project codes	Starting with 2x, 3x, 4x, 5x, 6x

Report #1 – Fund 2, 51; Function Codes 1000-3900; Object Codes 0100-0998; Projects 2x, 3x, 4x, 5x, 6x

1. Select Segment Find from the YTD Budget Report screen
2. Enter criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **0100..0998**
 - Project: **[2-6]***
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

The screenshot shows a 'Find by Segments' dialog box with the following fields and values:

- Fund: 2|51
- Unit: (empty)
- Function: 1000..3900
- Program: (empty)
- Inst Level: (empty)
- Character Code: (empty)
- Org: (empty)
- Object: 0100..0998
- Project: [2-6]*
- Account type: Expense
- Account status: (empty)
- Rollup Code: (empty)

3. Accept
4. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 03-Function Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

5. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
6. Click Accept
7. Click Return
8. Select an output method for the report and identify whether or not there are expenditures in 3300-3400 Function codes.

Are expenditures reflected in Function codes 3300-3499 in the report above?

- If YES – **Generate Report #2**. Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Proceed to next step.

Produce the report using the Sequence of Object Code.

9. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 11-Object Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

Are Object codes 0710, 0720, 071x reflected in the report above?

- If YES – **Generate Report #3**. Amounts in Report #3 must be deducted from Report #1 for each Unit (location).
- If NO – Report #3 doesn't need to be generated. Proceed to next step to reproduce the report using the Sequence of Unit.

Produce the report using the Sequence of Unit. This report will be used to calculate school level spending. If Function codes 3300-3499 and/or Object codes 0710, 0720, 091x are included in the report, those expenditures will need to be deducted from each unit.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

10. Select Segment Find from the YTD Budget Report screen
11. Enter criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **0100..0998**
 - Project: **[2-6]***
 - Account Type: **Expense**

- Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0100..0998 ...
Project	[2-6]* ...
Account type	Expense ▼
Account status	▼
Rollup Code	...

12. Accept
13. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
14. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
15. Select an output method for the report.
16. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710, 0720, 091x.

Report #2 – Perform the following steps if Report #1 contained expenditures in Function codes 3300-3499. (Skip this report if no expenditures were in this range on the report.)

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **2|51**
 - Function: **3300..3499**
 - Object: **0100..0998**
 - Project: **[2-6]***
 - Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit	...
Function	3300..3499 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0100..0998 ...
Project	[2-6] ...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Report #3 – Perform the following steps if Report #1 contained expenditures in Object Codes 0710, 0720, 091x. Skip this report if no expenditures for these object codes were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **2|51**
 - Function: **1000..3900**
 - Object: **0710|0720|0910|0913|0914|0915**
 - Project: **[2-6]***
 - Account Status: **Leave Blank**

Find by Segments	
Fund	2 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0710 0720 091 ...
Project	[2-6] ...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

Table 6: State/Local Funds – Total Expenditures

Total Expenditures (State/Local Funds)	Segments for Funds Other Than Fund 2
Funds	1, 2x, 51
Expenditure functions	1000 – 3900 and NOT functions 33xx or 34xx
Object codes	01xx – 0998; NOT including 0710, 0720, 091x
Project codes	NOT starting with 2x, 3x, 4x, 5x, 6x - except for Fund 1 which should include all project codes

Note: Unit/Location totals in Table 5-Federal-Total Expenditures will also be used to calculate the State/Local Total Expenditures for each Unit/Location.

Follow the steps below to arrive at a total for expenditures that fit the criteria in the table above then subtract the Federal-Total Expenditures calculated in Table 5 section of this guide.

Report #1 – Fund 1, 2, 21, 22, 51; Function Codes 1000-3900; Object Codes 0100-0998; All Project Codes

1. Select Segment Find from the YTD Budget Report screen
2. Enter criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **1000..3900**
 - Object: **0100..0998**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0100..0998 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Accept
4. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 03-Function Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept
7. Click Return
8. Select an output method for the report and identify whether or not there are expenditures in 3300-3400 Function codes.

Are expenditures reflected in Function codes 3300-3499 in the report above?

- If YES – **Generate Report #2**. Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Proceed to next step.

Produce the report using the Sequence of Object Code.

9. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 11-Object Totals: Y Page Break: N
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**

Are Object codes 0710, 0720, 071x reflected in the report above?

- If YES – **Generate Report #3**. Amounts in Report #3 must be deducted from Report #1 for each Unit (location).

- If NO – Report #3 doesn't need to be generated. Proceed to next step to reproduce the report using the Sequence of Unit.

Produce the report using the Sequence of Unit. This report will be used to calculate school level spending. If Function codes 3300-3499 and/or Object codes 0710, 0720, 091x are included in the report, those expenditures will need to be deducted from each unit.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

10. Select Segment Find from the YTD Budget Report screen

11. Enter criteria as shown below:

- Fund: **1|2|21|22|51**
- Function: **1000..3900**
- Object: **0100..0998**
- Project: **Leave Blank**
- Account Type: **Expense**
- Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0100..0998 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

12. Accept

13. Select Report Options and enter criteria as shown below (screen shots included in first report example):

- Sequence 1: 02-Unit Totals: Y Page Break: N
- Click the **Totals only** box so that only totals are included in report.
- Change the Year/Period to **2018/13**

14. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.

15. Select an output method for the report.

16. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710, 0720, 091x, if applicable.

Report #2 – Perform the following steps if Report #1 contained expenditures in Function codes 3300-3499. (Skip this report if no expenditures were in this range on the report.)

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **3300..3499**
 - Object: **0100..0998**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	3300..3499 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0100..0998 ...
Project	...
Account type	Expense ▼
Account status	▼
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Report #3 – Perform the following steps if Report #1 contained expenditures in Object Codes 0710, 0720, 091x. Skip this report if no expenditures for these object codes were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|51**
 - Function: **1000..3900**
 - Object: **0710|0720|0910|0913|0914|0915**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 51 ...
Unit	...
Function	1000..3900 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0710 0720 091 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Note: Don't subtract the expenditures in 0710, 0720, 091x that fall within 3300-3499 functions. Those expenditures will already be deducted when subtracting amounts from Report #2.

Calculate Total of State/Local - All Expenditures

In order to calculate only the State and Local-All Expenditures, use the amounts for each unit calculated in this section then subtract the expenditures for each Unit that were calculated in [Table 5-Federal Funds – All Expenditures](#) section of this document.

Table 6 – Table 5 = State and Local All Expenditures

Table 7: All Funds – Total Expenditures

Total Expenditures All Funds	Segments
Funds	1, 2, 21, 22, 310, 320, 360, 400, 51
Expenditure functions	1000 - 5100
Object codes	0100 – 0998 and not 091X
Project codes	All Project Codes

1. Select Segment Find from the YTD Budget Report Screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|310|320|360|400|51**
 - Function: **1000..5100**
 - Object Codes: **0100..0998**
 - Project Codes: **Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

The screenshot shows a 'Find by Segments' dialog box with the following fields and values:

- Fund: 320|360|400|51
- Unit: (empty)
- Function: 1000..5100
- Program: (empty)
- Inst Level: (empty)
- Character Code: (empty)
- Org: (empty)
- Object: 0100..0998
- Project: (empty)
- Account type: Expense
- Account status: (empty)
- Rollup Code: (empty)

3. Click Accept.
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 11-Object Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.

6. Click Accept.
7. Click Return.
8. Select an output method for the report.

Are Object codes 091x reflected in the report above?

- If YES – **Generate Report #2.** Amounts in Report #2 must be deducted from Report #1 for each Unit (location).
- If NO – Report #2 doesn't need to be generated. Proceed to next step to reproduce the report using the Sequence of Unit.

Produce the report using the Sequence of Unit. This report will be used to calculate school level spending. If there are 091x object codes included in the report, those expenditures will need to be deducted from each unit.

9. Select Segment Find from the YTD Budget Report screen
10. Enter criteria as shown below:
 - Fund: **1|2|21|22|310|320|360|400|51**
 - Function: **1000..5100**
 - Object Codes: **0100..0998**
 - Project Codes: **Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	320 360 400 51 ...
Unit	...
Function	1000..5100 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	0100..0998 ...
Project	...
Account type	Expense ▾
Account status	▾
Rollup Code	...

11. Accept
12. Select Report Options and enter criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: N

- Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
13. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
 14. Select an output method for the report.
 15. Deduct expenditure amounts in object codes 091x, if applicable.

Report #2 – Perform the following steps if Report #1 contained expenditures in Object Codes 091x. Skip this report if no expenditures for these object codes were on the report.

1. Select Segment Find from the YTD Budget Report screen
2. Enter the criteria as shown below:
 - Fund: **1|2|21|22|310|320|360|400|51**
 - Function: **1000..5100**
 - Object: **091***
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**

Find by Segments	
Fund	1 2 21 22 310 320 360 400 51 ...
Unit	...
Function	1000..5100 ...
Program	...
Inst Level	...
Character Code	...
Org	...
Object	091* ...
Project	...
Account type	Expense
Account status	
Rollup Code	...

3. Click Accept
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 02-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2018/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept.
7. Click Return.
8. Select an output method for the report.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.