
SCHOOL REPORT CARD FY23 PER STUDENT SPENDING

This document contains instructions for generating reports that can be used when calculating spending per student for the school report card.

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*****Important! Review 091X Object Codes*****

Verify that all 091X object codes containing FY22 activity are assigned to accounts with a Function of 5200. If any 091X object codes are linked to accounts with a function other than 5200 and that account has FY23 activity, make the necessary account changes before generating reports outlined in this document.

Use Account Inquiry to perform the following steps:

- Search
- Enter 091* in the object code field
- Accept
- Browse
- If you don't see the field that contains the full account number, right click on the header and check the Account box.
- Review the Account column to make sure 091X object codes with FY22 actuals are attached to a valid transfer org which contains function 5200. If an account was previously setup incorrectly but has no actuals, you don't have to perform account changes.

Example:

Record Number	Org	Object	Project	Account	2019 Actual
1	0001013	0910		1 -000-2230-100-00-0910 -	0.00
2	0001113	0910		1 -000-5200-470-00-0910 -	0.00
3	0002113	0910	0202	2 -000-5200-470-00-0910 -0202	0.00

This shows an account that was created and attached to the incorrect org (0001013-0910). However, there's no activity so no changes need to be made at this time.

If accounts exist with activity that are setup incorrectly, make the appropriate account changes before proceeding to the next section.

Refer to the document, *COA Changes*, in the *Budgets & General Ledger-Miscellaneous* section of the [KDE Munis Support & Guides](#) webpage for directions on performing account changes.

*****Proceed to the next page only after above verification and/or changes have been completed*****

Identify FY23 Expenditures for School Report Card

The YTD Budget Report can be used to generate reports needed to identify expenditures to be reported on the FY23 School Report Card.

These instructions are intended to be used in conjunction with additional guidance provided by the KDE Division of District and School Support to calculate school level spending per student.

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

The screenshot displays the 'YTD Budget Report - Munis [KDE]' interface. At the top, there is a 'HOME' button and a search icon. Below this is a toolbar with several groups of icons: 'Confirm' (Accept, Cancel), 'Search' (Search, Query Builder, Segment Find), 'Actions' (Add, Update, Delete, Global, Duplicate), 'Output' (Print, Text file, PDF, Preview), 'Office' (Excel, Word, Email, Schedule), 'Tools' (Attach, Notes, Audit, Notify, Maplink, Alerts), and 'Menu' (Report Options, Return). On the left side, there are two filter sections: 'Account Rollup' with fields for Org, Object, Project, and Rollup code; and 'Account Type/Status' with dropdown menus for Account type and Account status.

If verification of 091X object codes hasn't been completed, go back to the beginning of this document before proceeding.

Table I: Personnel (Federal)

Personnel Expenditures (Federal Funds)	Segments
Funds	2, 51
Expenditure functions	1000 – 3900; excluding 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**

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	...

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 **2023/13**

Print Options Tab:

Report Sequence			
Execute this report 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: FEDERAL FUNDS-PERSONNEL EXPENDITURES			

Print Options		Additional Options	
Report Options			
Include only accounts that used <input type="text" value="0"/> % or greater of budget			
Order accounts by	Org, Object, Project	Year/period	Within year/period 2019 / 13
Totals only	<input checked="" type="checkbox"/>	Carry forward	Totals (GAAP)
Account description	Full	Print MTD version	<input type="checkbox"/>
Print full GL account	<input type="checkbox"/>	Format type	Standard format
Roll projects to object	<input type="checkbox"/>	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	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	Fiscal year view
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>
From yr/per	2019 7		
To yr/per	2019 7		

5. Click Accept
6. Click Return
7. Select an output method for the report or export to Excel or export to Excel.
8. 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: **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		...

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 **2023/13**

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"/>	Year/period	Within year/period ▼ 2019 / 13
Account description	Full ▼	Carry forward	Totals (GAAP) ▼
Print full GL account	<input type="checkbox"/>	Print MTD version	<input type="checkbox"/>
Roll projects to object	<input type="checkbox"/>	Format type	Standard format ▼
Print report options	<input type="checkbox"/>	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.

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	Journal entries
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	Fiscal year view
		Amounts/totals exceed 999 million dollars <input type="checkbox"/>	
From yr/per	2019 7		
To yr/per	2019 7		

13. Select an output method for the report or export to Excel.

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**

Find by Segments	
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 **2023/13**
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 or export to Excel.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Table 2: Non-Personnel (Federal)

Non-Personnel Exp (Federal Funds)	Segments
Funds	2, 51
Expenditure functions	1000 – 3900; Excluding functions 33XX or 34XX
Object codes	0300 – 0998; Excluding 0710, 0720, 091X <i>*See note below regarding 091X.</i>
Project codes	Starting with 2x, 3x, 4x, 5x, 6x

**091X*-There should be no expenditures in 091X on this report. If there are expenditures showing on object code 091X, go back to the beginning of the document and perform the verification steps again and correct as needed.

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**
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 **2023/13**
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 or export to Excel.
9. 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.

10. 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 **2023/13**

Are Object codes 0710 and 0720 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.

11. Select Segment Find from the YTD Budget Report screen

12. Enter criteria as shown below:

- Fund: **2|51**
- Function: **1000..3900**
- Object: **0300..0998**
- Project: **[2-6]***
- Account Type: **Expense**
- Account Status: **Leave Blank**

13. Accept

14. 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 **2023/13**

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

16. Select an output method for the report or export to Excel.

17. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710 and 0720.

Note: Don't subtract the expenditures in 0710 and 0720 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**
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 **2023/13**
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 or export to Excel.
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 and 0720. 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**
 - Project: **[2-6]***

- Account Status: **Leave Blank**
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 **2023/13**
 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 or export to Excel.
 9. Amounts for each Unit (location) must be subtracted from **Report #1**.

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

Table 3: Personnel (State/Local)

Personnel Expenditures (State/Local Funds)	Segments
Funds	1, 2, 21, 22, 23, 51
Expenditure functions	1000 – 3900 Excluding functions 33xx or 34xx
Object codes	0100 – 0299
Project codes	NOT starting with 2x, 3x, 4x, 5x, 6x

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, 23,51; 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|23|51**
 - Function: **1000..3900**
 - Object: **<0300**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**
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 **2023/13**
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 or export to Excel.
9. 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.

10. Select Segment Find from the YTD Budget Report screen
11. Enter criteria as shown below:
 - Fund: **1|2|21|22|23|51**
 - Function: **1000..3900**
 - Object: **<0300**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**
12. Accept
13. 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 **2023/13**
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 or export to Excel.
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|23|51**
 - Function: **3300..3499**
 - Object: **<0300**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**
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 **2023/13**
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 or export to Excel.
 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: Non-Personnel (State/Local)

Non-Personnel Exp (State/Local Funds)	Segments for Funds Other than Fund 2
Funds	1, 2, 21, 22, 23, 25, 51
Expenditure functions	1000 – 3900 – Excluding functions 33xx or 34xx
Object codes	03xx – 0998; Excluding 0710, 0720, 091x <i>*See note below for 091x</i>
Project codes	NOT starting with 2x, 3x, 4x, 5x, 6x

**091X*-There should be no expenditures in 091X on this report. If there are expenditures showing on object code 091X, go back to the beginning of the document and perform the verification steps again and correct as needed.

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, 23, 25, 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|23|25|51**
 - Function: **1000..3900**
 - Object: **0300..0998**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**
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 **2023/13**
- 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 or export to Excel.
- 9. 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.

10. 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 **2023/13**

Are Object codes 0710 and 0720 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.

11. Select Segment Find from the YTD Budget Report screen
12. Enter criteria as shown below:
 - Fund: **1|2|21|22|23|25|51**
 - Function: **1000..3900**
 - Object: **0300..0998**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**

13. Accept

14. 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 **2023/13**
15. Click on the Additional Options tab and select Fiscal Year View in the Multiyear View field.
16. Select an output method for the report or export to Excel.
17. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710 and 0720, if applicable.

Note: Don't subtract the expenditures in 0710 and 0720 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|23|25|51**
 - Function: **3300..3499**
 - Object: **0300..0998**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**
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 **2023/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Select Accept then Return.
7. Select an output method for the report or export to Excel.
8. 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 and 0720. 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|23|25|51**
 - Function: **1000..3900**
 - Object: **0710|0720**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**
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 **2023/13**
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 or export to Excel.
9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Note: Don't subtract the expenditures in 0710 and 0720 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: Total Expenditures (Federal)

Total Expenditures (Federal Funds)	Segments
Funds	2, 51
Expenditure functions	1000 – 3900 – Excluding functions 33xx or 34xx
Object codes	01xx – 0998; Excluding 0710, 0720, 091x <i>*See note below for object code 091x</i>
Project codes	Starting with 2x, 3x, 4x, 5x, 6x

**091X*-There should be no expenditures in 091X on this report. If there are expenditures showing on object code 091X, go back to the beginning of the document and perform the verification steps again and correct as needed.

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**
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 **2023/13**
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 or export to Excel.
9. 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.

10. 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 **2023/13**

Are Object codes 0710 and 0720 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 and 0720 are included in the report, those expenditures will need to be deducted from each unit.

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

11. Select Segment Find from the YTD Budget Report screen

12. Enter criteria as shown below:

- Fund: **2|51**
- Function: **1000..3900**
- Object: **0100..0998**
- Project: **[2-6]***
- Account Type: **Expense**
- Account Status: **Leave Blank**

13. Accept

14. 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 **2023/13**

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

16. Select an output method for the report or export to Excel.

17. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710 and 0720.

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**
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 **2023/13**
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 or export to Excel.
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 and 0720. 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**
 - Project: **[2-6]***
 - Account Status: **Leave Blank**
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 **2023/13**
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 or export to Excel.
 9. Amounts for each Unit (location) must be subtracted from **Report #1**.

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

Table 6: Total Expenditures (State/Local)

Total Expenditures (State/Local Funds)	Segments for Funds Other Than Fund 2
Funds	1, 2x, 51
Expenditure functions	1000 – 3900 – Excluding functions 33xx or 34xx
Object codes	01xx – 0998; Excluding 0710, 0720, 091x <i>*See note below for object code 091x</i>
Project codes	NOT starting with 2x, 3x, 4x, 5x, 6x

***091X**-There should be no expenditures in 091X on this report. If there are expenditures showing on object code 091X, go back to the beginning of the document and perform the verification steps again and correct as needed.

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, 23, 25, 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|23|25|51**
 - Function: **1000..3900**
 - Object: **0100..0998**
 - Project: **Leave Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**
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 **2023/13**
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 or export to Excel.
9. 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.

10. 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 **2023/13**

Are Object codes 0710 and 0720 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 and 0720 are included in the report, those expenditures will need to be deducted from each unit.

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

11. Select Segment Find from the YTD Budget Report screen

12. Enter criteria as shown below:

- Fund: **1|2|21|22|23|25|51**
- Function: **1000..3900**
- Object: **0100..0998**
- Project: **Leave Blank**
- Account Type: **Expense**
- Account Status: **Leave Blank**

13. Accept

14. 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 **2023/13**
15. Click on the **Additional Options** tab and select **Fiscal Year View** in the Multiyear View field.
16. Select an output method for the report or export to Excel.
17. Deduct expenditure amounts in Function 3300-3499 and/or expenditures in Object codes 0710 and 0720, 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|23|25|51**
 - Function: **3300..3499**
 - Object: **0100..0998**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**
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 **2023/13**
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 or export to Excel.
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 and 0720. 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|23|25|51**
 - Function: **1000..3900**
 - Object: **0710|0720**
 - Project: **Leave Blank**
 - Account Status: **Leave Blank**
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 **2023/13**
 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 or export to Excel.
 9. Amounts for each Unit (location) must be subtracted from **Report #1**.

Note: Don't subtract the expenditures in 0710 and 0720 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: Total Expenditures (All Funds)

Total Expenditures All Funds	Segments
Funds	1, 2, 21, 22, 23, 25, 310, 320, 360, 400, 51
Expenditure functions	1000 - 5100
Object codes	0100 – 0998 and not 091X <i>*See note below for object code 091X</i>
Project codes	All Project Codes

***091X**-There should be no expenditures in 091X on this report. If there are expenditures showing on object code 091X, go back to the beginning of the document and perform the verification steps again and correct as needed.

Report #1 – Fund 1, 2, 21, 22, 23, 25, 51, 310, 320, 360, 400, 51; Function Codes 1000-3900; Object Codes 0100-0998; 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|23|25|310|320|360|400|51**
 - Function: **1000..3900**
 - Object Codes: **0100..0998**
 - Project Codes: **Blank**
 - Account Type: **Expense**
 - Account Status: **Leave Blank**
3. Click Accept.
4. Select Report Options and enter the criteria as shown below (screen shots included in first report example):
 - Sequence 1: 2-Unit Totals: Y Page Break: Y
 - Click the **Totals only** box so that only totals are included in report.
 - Change the Year/Period to **2023/13**
5. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
6. Click Accept then Return.
7. Select an output method for the report or export to Excel.

Are Object codes 091x reflected in the report above?

- If YES – Go back to beginning of document and identify 091X accounts and make corrections then generate report again.
- If NO – proceed to next step.

Report #2 – Fund 1, 2, 21, 22, 23, 25, 51, 310, 320, 360, 400, 51; Function Codes 4000-5100; Object Codes 0100-0998; 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|23|25|310|320|360|400|51**
 - Function: **4000..5100**
 - Object: **0100..0998**
 - Project: **Leave Blank**
 - Account Type: **Leave Blank**
 - Account Status: **Leave Blank**
3. Click Accept.
4. Click Return.
5. 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 **2023/13**
6. Click on the **Additional Options** tab and select **Fiscal year view** in the Multiyear view field.
7. Click Accept.
8. Click Return.
9. Select an output method for the report or export to Excel.
10. Total Expenditures on this report will be combined, pro-rated by location and added to **Report #1.**