

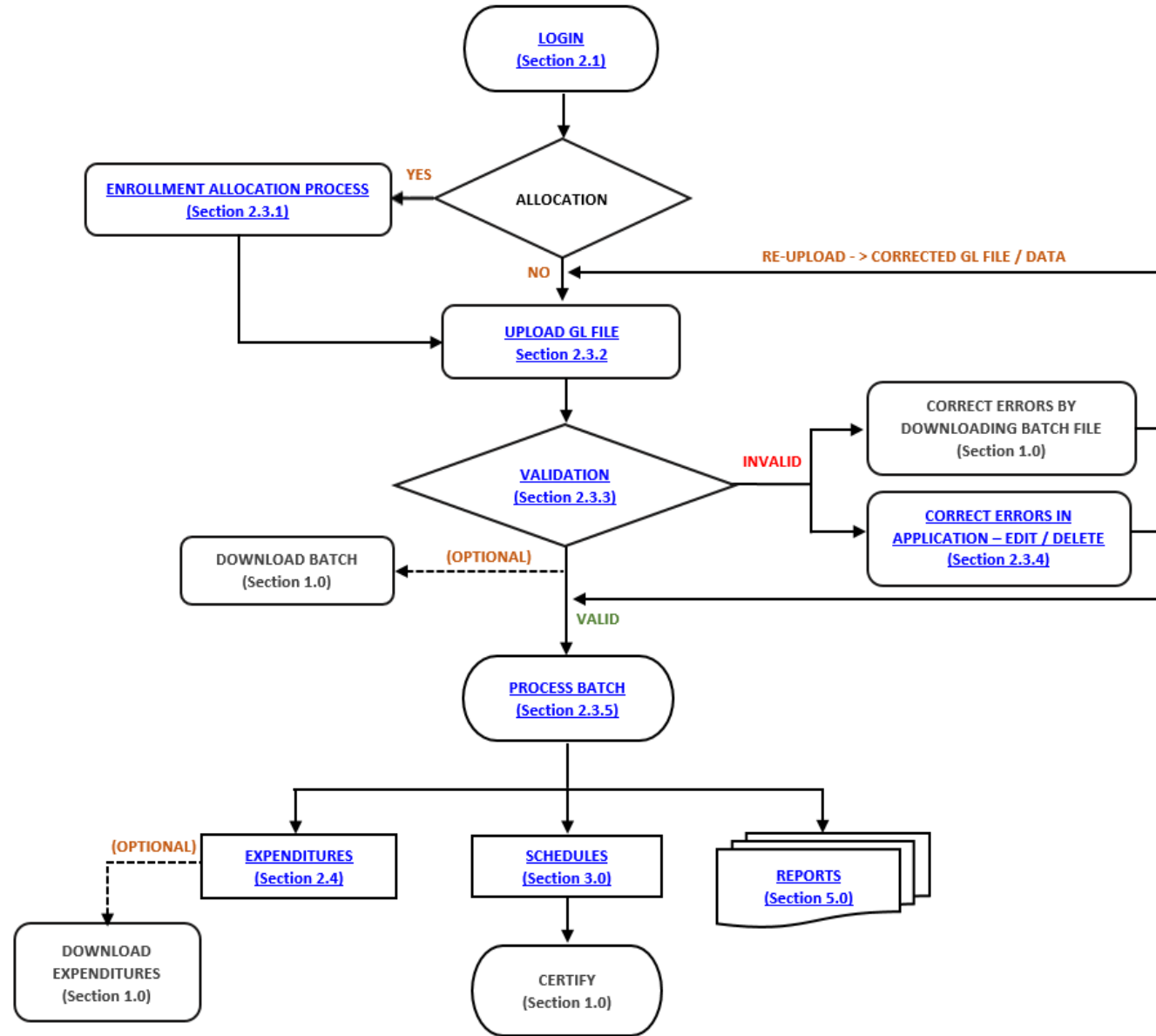
# Education Financial System (EFS)

RESC Training – May 2018

## EFS Training Agenda

- System flowchart
- Log In to the EFS
- Review upload template
- Prepare upload file
- Allocation
- Upload data
- Data validation and errors
- Process data
- Expenditure detail and summary
- Review EFS Schedules
- Review EFS Reports
- Review next steps to practice using EFS
- EFS reporting tips

# EDUCATION FINANCIAL SYSTEM



# Login Slide 1

Using Internet Explorer or Google Chrome, go to the <https://stg-csde.ct.gov> website. The system displays the State of Connecticut Login screen.



The screenshot shows the State of Connecticut Login screen. At the top left is the CT.gov logo. The main heading is "State Of Connecticut Login". Below this is a navigation bar with "Authentication" and "User Login" tabs. The "User Login" tab is selected. The form contains two input fields: "Username:" and "Password:". A "Login" button is located at the bottom right of the form.

## Login Slide 2

- If you only have access to EFS, the system displays the EFS Home page.
- If you have access to more than one application, the system displays the State Department of Education Home Page.
  - Select Education Financial System from the Application drop-down menu and click Continue. The system displays the EFS Home page.



# EFS Home Page

The screenshot displays the EFS Home Page for the Education Financial System. The top navigation bar includes 'Home', 'Expenditures', 'Schedules', and 'Reports'. The user is logged in as 'ChesTest'. The page title is 'Cheshire School District' and the fiscal year is '2016-2017'. The main content area is titled 'GL File Upload' and contains instructions for uploading a CSV file, a file selection button, and an 'Upload' button. Below this is a table of 'Uploaded Files' with one entry: Batch Id 23, File Name 25Cheshire\_\_TestFile.csv, Total Lines 595, Error Count 0, Uploaded Date 3/29/2018 9:19:14 AM, Processed Date 3/29/2018 9:23:37 AM, and Status Processed.

Education Financial System   Home   Expenditures   Schedules   Reports   ChesTest

Cheshire School District   Fiscal Year 2016-2017

### GL File Upload

**Before you upload:**

- Enter, adjust or review [allocation groups](#)
- You can download [empty file structure](#).
- For your reference, you can download [CSDE location codes](#).
- Make sure no extra columns are included in file.
- As this is a CSV file, if your data field contains comma, make sure the entire field is enclosed in double-quotes.

**Select a CSV file**

Only .csv file with size less than 5 MB is accepted.

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Uploaded Files  Show all uploaded files

Batch Id	File Name	Total Lines	Error Count	Uploaded Date	Processed Date	Status	
23	25Cheshire__TestFile.csv	595	0	3/29/2018 9:19:14 AM	3/29/2018 9:23:37 AM	Processed	<input type="button" value="Details"/>

From the Home Page, you can:

- Navigate to Allocation page.
- Select and upload data file.
- View status of uploaded files.
- View details of uploaded files.



# EFS Codes

Expense Function				Expense Object					
Description	Level	EFS Function Code	Note	Expense Category	NCES Object Code	Description	Level	EFS Object Code	
Instruction	Both	1XXX		Salary	1X1,1X3	Teacher salaries	School	S1	
Support services - students	School	21XX			1X2	Instructional aide salaries	School	S2	
Improvement of instruction	School	221X			1XX	Salaries of uncertified staff in certified positions	School	S3	
Library and media services	School	222X			1XX	Other salaries	Both	B1	
Support services - instruction	School	22XX	22XX except 221X and 222X	Benefits	2XX	Employee Benefits	Both	B2	
Support services - General Administration	District	23XX	23XX except 23X1		2XX	Benefits for uncertified staff in certified positions	School	S4	
Fundraising and Development	Charter District	23X1		Purchased Services	351,352,432,443,53X	Technology related purchased services	School	S5	
Support Services- School Based Administration	School	24XX			31X-34X,56X	Non-technology related purchased services	School	S6	
Central Services	District	25XX	25XX, 29XX are combined for all reporting		4XX except 432,443	Purchased property services	School	S7	
Other Support Services	District	29XX			44X except 443	Rent	Charter Both	C1	
Operation and Maintenance of Plant	Both	26XX			N/A	Whole school management services	Charter Both	C2	
Student Transportation Services	District	27XX	27XX except 27X1, 27X2, 27X3 and		54X	Advertising	Charter Both	C3	
Transportation to Out of Town Magnet Schools	District	27X1			54X,55X	Advertising and printing and binding	School	S8	
Special Education Transportation on Special Education Vehicle	District	27X2			3XX,4XX,5XX, except 5	Purchased services	Both	B3	
Regular transportation to out of town (non-magnet) schools	District	27X3			56X	Regional HS Assessment (applicable to regional member towns only)	District	D1	
Transportation other than to/from home	District	27X4			56X	Tuition-for Designated HS	District	D2	
Food Services - Current Year Student and Staff Meals	District	31X			56X	Tuition-for Private or Residential Facilities (including out of state)	District	D3	
Food Services - Current Year Reportable Student and Staff Meals	District	3121			56X	Tuition-for InterDistrict Magnet	District	D4	
Food Services - Prior Year	District	3122			56X	Tuition-for Interdistrict Cooperative HS	District	D5	
Enterprise operations	District	32XX			56X- All Others	Tuition	District	D6	
Facilities Acquisition and Construction	District	4XXX	4XXX except 4XX1		Supplies	61X,62X	General and Energy Supplies	School	S9
Minor School Construction	School	4XX1				64X	Books and Periodicals	School	S10
Debt Service	District	5XXX		65X		Technology Related Supplies	School	S11	
				6XX		Supplies	Both	B4	
	School		School-level only.	Property	734	Technology Related Hardware	School	S12	
	District		District-level only.		731,732,733	Non-Technology Related Hardware	School	S13	
	Both		School or district level based on location code.		735	Technology Software	School	S14	
	Charter District		Charter district-level only		739	Other Equipment	School	S15	
	Charter Both		Charter school or district level		7XX	Property	Both	B5	
				Other	81X	Dues and Fees	School	S16	
					89X	Misc.	School	S17	
					8XX and 9XX	Other	Both	B6	

Education Type (NCES Program)		
NCES Program Code	Description	EFS Education Type Code
000,1XX,3X	Regular Education	1
X,4XX,9XX	Special Education other	2
2XX	Special Education 10-76f	3
5XX	Nonpublic Education	4
6XX	Adult/Continuing Education	5
8XX	Community Services	6
N/A	Tuition-Based Summer School	7
N/A	Non-Elementary/Secondary Educational Services	8
N/A	Other Non-Reportable Expenditures	9

PreK Flag	
Description	EFS PreK Code
Prek	Y
Non Prek	N

Allocation	
Description	EFS Allocation Code
No allocation	0
Basis - salary expenditures (for fringe benefit allocation only)	1
Basis - student enrollment	2 - 3

Funding Source	
Description	EFS Funding Source
Local Budget Appropriation	1
Federal Funds	2
State Funds Not In Local Appropriation	3
Private Funds	4
Medicaid Funds	5
Other Local Funds - Excess Cost Special Education Grant and/or State Agency Place	6
Other Local Funds - Additional Special Education Tuition	7
Other Local Funds - Magnet School Transportation Grant	8
Other Local Funds - School Construction Progress Payment Grant for Minor Remodeling	9
Other Local Funds - Other	10
Unliquidated Encumbrances from Prior Year	11
Local Tax InKind	12
Federal InKind	13
State InKind	14
Private InKind	15
Medicaid InKind	16
Other Local InKind	17



# Upload File Prep – G/L Download

From your district's accounting program, download general ledger expenditures. Need Account Code, Account Description, and Expenditure amount.

The screenshot shows an Excel spreadsheet titled "Training\_test.xlsx" with the following data:

Account Code	Account Description	Expenditure
1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTES	577362.5
1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR	318051.07
1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR	40099.96
1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE	29963.58
1000-10-2160-0000-0000-55-00000-1-512300-	LICENSED THERAPIST	375080.69
1000-10-2190-0000-0000-55-00000-1-512300-	TA DISTRICT WIDE-LUNCH/PLAYGRO	8694.09
1000-10-2210-0000-0000-50-00000-3-513000-	STAFF TRAIN. EAC CONT.	5636
1000-10-2210-0000-0000-55-00000-1-511100-	DIRECTOR & COORD - CURRICULUM	176078.61
1000-10-2210-0000-0000-55-00000-1-513000-	PAYROLL - STAFF WORKSHOPS	85830.17
1000-10-2220-0000-0000-55-00000-1-512000-	SECT MEDIA & CURR	47944.2
1000-10-2220-0000-0000-55-00000-1-512001-	SECT.MEDIA CURR.-O.T.	294.3
1000-10-2220-0000-0000-55-00000-1-512300-	EMC MEDIA TECH COORDINATOR	173105.55
1000-10-2320-0000-0000-55-00000-1-511000-	ADMIN SUPT/ASST SUPT	369418.06
1000-10-2320-0000-0000-55-00000-1-512000-	SUPT'S SECTR REG	176311.09
1000-10-2320-0000-0000-55-00000-1-512001-	SUPT'S SECTR O.T.	2803.55
1000-10-2500-0000-0000-55-00000-1-511000-	ADMIN CHIEF OPERATING OFFICER	161510.06
1000-10-2500-0000-0000-55-00000-1-512000-	BUSINESS OFFICE	392822.45
1000-10-2500-0000-0000-55-00000-1-512001-	BUSINESS OFFICE O.T.	24301.08
1000-10-2500-0000-0000-55-00000-1-512002-	BUSINESS OFFICE LONG	2700
1000-10-2500-0000-0000-55-00000-1-512400-	SAL. TRANSP-COURIER-DW	4541.67
1000-10-2510-0000-0000-55-00000-1-511900-	SUPER. FISCAL SERVICES	65536.4
1000-10-2520-0000-0000-55-00000-1-512000-	BUSINESS OFFICE OTHER	381.88
1000-10-2590-0000-0000-50-00000-3-513000-	STAFF TRAINING -OTHER	17130.56
1000-10-2590-0000-0000-55-00000-1-512300-	VIDEO TECHNICAL SERVICES	39112.09
1000-10-2600-0000-0000-55-00000-1-511900-	FACILITIES MANAGER	120054.01
1000-10-2600-0000-0000-55-00000-1-512100-	CUSTODIAL-FLOATING STAFF	65640.47
1000-10-2600-0000-0000-55-00000-1-512104-	CUST-STUDENT HELP DISTRICT	14947.35
1000-10-2600-0000-0000-55-00000-1-512106-	CUSTODIAL COMMUNITY SVS.	9864.49
1000-10-2600-0000-0000-55-00000-1-512200-	MAINTENANCE WAGES REGULAR	721452.34
1000-10-2600-0000-0000-55-00000-1-512201-	MAINTENANCE OVERTIME	39991.1

# Upload File Prep – Segment Accounts (optional)

To aid in sorting to assign EFS codes, it may be helpful to segment Account Codes. One way to do this is by using the “MID” excel function, see Instructions Appendix A.

The screenshot shows an Excel spreadsheet titled 'Training\_test.xlsx'. The formula bar displays the formula `=MID(A2,1,4)`. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Account Code	Account Description	Expenditure										
2	1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTES	577362.5		1000	10	1100	0000	0000	55	00000	1	511400
3	1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR	318051.07		1000	10	1210	0000	0000	55	00000	1	511100
4	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR	40099.96		1000	10	2120	0000	0000	55	00000	1	512300
5	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE	29963.58		1000	10	2130	0000	0000	55	00000	1	512500
6	1000-10-2160-0000-0000-55-00000-1-512300-	LICENSED THERAPIST	375080.69		1000	10	2160	0000	0000	55	00000	1	512300
7	1000-10-2190-0000-0000-55-00000-1-512300-	TA DISTRICT WIDE-LUNCH/PLAYGRO	8694.09		1000	10	2190	0000	0000	55	00000	1	512300
8	1000-10-2210-0000-0000-50-00000-3-513000-	STAFF TRAIN. EAC CONT.	5636		1000	10	2210	0000	0000	50	00000	3	513000
9	1000-10-2210-0000-0000-55-00000-1-511100-	DIRECTOR & COORD - CURRICULUM	176078.61		1000	10	2210	0000	0000	55	00000	1	511100
10	1000-10-2210-0000-0000-55-00000-1-513000-	PAYROLL - STAFF WORKSHOPS	85830.17		1000	10	2210	0000	0000	55	00000	1	513000
11	1000-10-2220-0000-0000-55-00000-1-512000-	SECT MEDIA & CURR	47944.2		1000	10	2220	0000	0000	55	00000	1	512000
12	1000-10-2220-0000-0000-55-00000-1-512001-	SECT.MEDIA CURR.-O.T.	294.3		1000	10	2220	0000	0000	55	00000	1	512001
13	1000-10-2220-0000-0000-55-00000-1-512300-	EMC MEDIA TECH COORDINATOR	173105.55		1000	10	2220	0000	0000	55	00000	1	512300
14	1000-10-2320-0000-0000-55-00000-1-511000-	ADMIN SUPT/ASST SUPT	369418.06		1000	10	2320	0000	0000	55	00000	1	511000
15	1000-10-2320-0000-0000-55-00000-1-512000-	SUPT'S SECTR REG	176311.09		1000	10	2320	0000	0000	55	00000	1	512000
16	1000-10-2320-0000-0000-55-00000-1-512001-	SUPT'S SECTR O.T.	2803.55		1000	10	2320	0000	0000	55	00000	1	512001
17	1000-10-2500-0000-0000-55-00000-1-511000-	ADMIN CHIEF OPERATING OFFICER	161510.06		1000	10	2500	0000	0000	55	00000	1	511000
18	1000-10-2500-0000-0000-55-00000-1-512000-	BUSINESS OFFICE	392822.45		1000	10	2500	0000	0000	55	00000	1	512000
19	1000-10-2500-0000-0000-55-00000-1-512001-	BUSINESS OFFICE O.T.	24301.08		1000	10	2500	0000	0000	55	00000	1	512001
20	1000-10-2500-0000-0000-55-00000-1-512002-	BUSINESS OFFICE LONG	2700		1000	10	2500	0000	0000	55	00000	1	512002
21	1000-10-2500-0000-0000-55-00000-1-512400-	SAL. TRANSP-COURIER-DW	4541.67		1000	10	2500	0000	0000	55	00000	1	512400
22	1000-10-2510-0000-0000-55-00000-1-511900-	SUPER. FISCAL SERVICES	65536.4		1000	10	2510	0000	0000	55	00000	1	511900
23	1000-10-2520-0000-0000-55-00000-1-512000-	BUSINESS OFFICE OTHER	381.88		1000	10	2520	0000	0000	55	00000	1	512000
24	1000-10-2590-0000-0000-50-00000-3-513000-	STAFF TRAINING -OTHER	17130.56		1000	10	2590	0000	0000	50	00000	3	513000
25	1000-10-2590-0000-0000-55-00000-1-512300-	VIDEO TECHNICAL SERVICES	39112.09		1000	10	2590	0000	0000	55	00000	1	512300
26	1000-10-2600-0000-0000-55-00000-1-511900-	FACILITIES MANAGER	120054.01		1000	10	2600	0000	0000	55	00000	1	511900
27	1000-10-2600-0000-0000-55-00000-1-512100-	CUSTODIAL-FLOATING STAFF	65640.47		1000	10	2600	0000	0000	55	00000	1	512100
28	1000-10-2600-0000-0000-55-00000-1-512104-	CUST-STUDENT HELP DISTRICT	14947.35		1000	10	2600	0000	0000	55	00000	1	512104
29	1000-10-2600-0000-0000-55-00000-1-512106-	CUSTODIAL COMMUNITY SVS.	9864.49		1000	10	2600	0000	0000	55	00000	1	512106
30	1000-10-2600-0000-0000-55-00000-1-512200-	MAINTENANCE WAGES REGULAR	721452.34		1000	10	2600	0000	0000	55	00000	1	512200
31	1000-10-2600-0000-0000-55-00000-1-512201-	MAINTENANCE OVERTIME	39991.1		1000	10	2600	0000	0000	55	00000	1	512201

# Upload File Prep – Assign EFS Codes

Copy and paste values from g/l download and any columns with account segments, onto a copy of the EFS template beginning in column H. Assign EFS codes in columns A-G. For example, code “02” in column L is my school code that corresponds to CSDE Location Code 280211.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditu	Account Number	Account Description									
2							280211	24787.87	1000-02-2130-0000-0000-55-00000-1-512500-	DA KDG-SCHOOL NURSE	1000	02	2130	0000	0000	55	00000	1	512500
3							280211	1500	1000-02-2220-0000-0000-55-00000-1-512300-	DARCEY MEDIA TECHNICIAN	1000	02	2220	0000	0000	55	00000	1	512300
4							280211	70361.5	1000-02-2400-0000-0000-55-00000-1-511200-	DA PRINCIPAL REGULAR	1000	02	2400	0000	0000	55	00000	1	511200
5							280211	31601.06	1000-02-2400-0000-0000-55-00000-1-512000-	DA KDG-SECT REG	1000	02	2400	0000	0000	55	00000	1	512000
6							280211	62.79	1000-02-2400-0000-0000-55-00000-1-512001-	DA KDG-SECT-OVERTIME	1000	02	2400	0000	0000	55	00000	1	512001
7							280211	550	1000-02-2400-0000-0000-55-00000-1-512002-	DA KDG-SECT-LONGEVITY	1000	02	2400	0000	0000	55	00000	1	512002
8							280211	34914.24	1000-02-2600-0000-0000-55-00000-1-512100-	DA KDG CUSTODIAL REGULAR	1000	02	2600	0000	0000	55	00000	1	512100
9							280211	541.66	1000-02-2600-0000-0000-55-00000-1-512101-	DA KDG CUSTODIAL O.T.	1000	02	2600	0000	0000	55	00000	1	512101
10							280211	330	1000-02-2600-0000-0000-55-00000-1-512102-	DA KDG-CUST-LONGEVITY	1000	02	2600	0000	0000	55	00000	1	512102
11							280211	70361.5	1000-02-1210-0000-0000-55-00000-1-511100-	DIR. EARLY INTERVENTION	1000	02	1210	0000	0000	55	00000	1	511100
12							280211	56657.43	1000-02-1210-0000-0000-55-00000-1-512000-	PS/ SECRETARIES	1000	02	1210	0000	0000	55	00000	1	512000
13							280211	214.17	1000-02-1210-0000-0000-55-00000-1-512001-	PS SECT OVERTIME	1000	02	1210	0000	0000	55	00000	1	512001
14							280211	24787.89	1000-02-2130-0000-0000-55-00000-1-512500-	P/S SCHOOL NURSE	1000	02	2130	0000	0000	55	00000	1	512500
15							280211	23276.16	1000-02-2600-0000-0000-55-00000-1-512100-	PS CUSTODIAL REGULAR	1000	02	2600	0000	0000	55	00000	1	512100
16							280211	361.09	1000-02-2600-0000-0000-55-00000-1-512101-	PS CUSTODIAN O.T.	1000	02	2600	0000	0000	55	00000	1	512101
17							280211	220	1000-02-2600-0000-0000-55-00000-1-512102-	PS CUSTODIAN LONGEVITY	1000	02	2600	0000	0000	55	00000	1	512102
18							280211	34724.9	1000-02-1210-0000-0000-32-00000-1-512000-	B TO 3-SECRETARIES-NOT BILLABL	1000	02	1210	0000	0000	32	00000	1	512000
19							280211	-383.12	1000-02-1210-0000-0000-32-00000-1-512300-	B TO 3-OTHER EARLY INTERVENTIO	1000	02	1210	0000	0000	32	00000	1	512300
20							280211	524.39	1500-02-3100-0000-0000-55-00000-1-512000-	DK - FNS SECRETARY WAGES	1500	02	3100	0000	0000	55	00000	1	512000
21							280211	18381.45	1500-02-3100-0000-0000-55-00000-1-512300-	DARCEY FOOD & NUTR WAGES	1500	02	3100	0000	0000	55	00000	1	512300
22							280211	640	3300-02-2100-0000-2017-33-PRIVA-1-511300-330	CCF 17 FACILITATORS WAGES	3300	02	2100	0000	2017	33	PRIVA	1	511300
23							280211	960	3300-02-2200-2213-2015-33-PRIVA-1-511400-330	CCF SUBSTITUTES FOR FACILITATO	3300	02	2200	2213	2015	33	PRIVA	1	511400
24							280211	18.22	1500-02-3100-0000-0000-85-00000-2-520200-	DARCEY LIFE INSURANCE	1500	02	3100	0000	0000	85	00000	2	520200
25							280211	1123.18	1500-02-3100-0000-0000-85-00000-2-520400-	DARCEY PENSION/RETIREMENT	1500	02	3100	0000	0000	85	00000	2	520400
26							280211	441.96	1500-02-3100-0000-0000-85-00000-2-520500-	DARCEY WORKERS COMPENSATION	1500	02	3100	0000	0000	85	00000	2	520500
27							280211	432.44	1000-02-2400-0000-0000-22-00000-3-559000-	DA KDG-STUDENT SERVICES	1000	02	2400	0000	0000	22	00000	3	559000
28							280211	116.28	1000-02-2580-0000-0000-51-00000-3-553000-	DA KDG-TELEPHONE SERVICE	1000	02	2580	0000	0000	51	00000	3	553000

# Upload File Prep – Delete columns after J

Training\_test.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

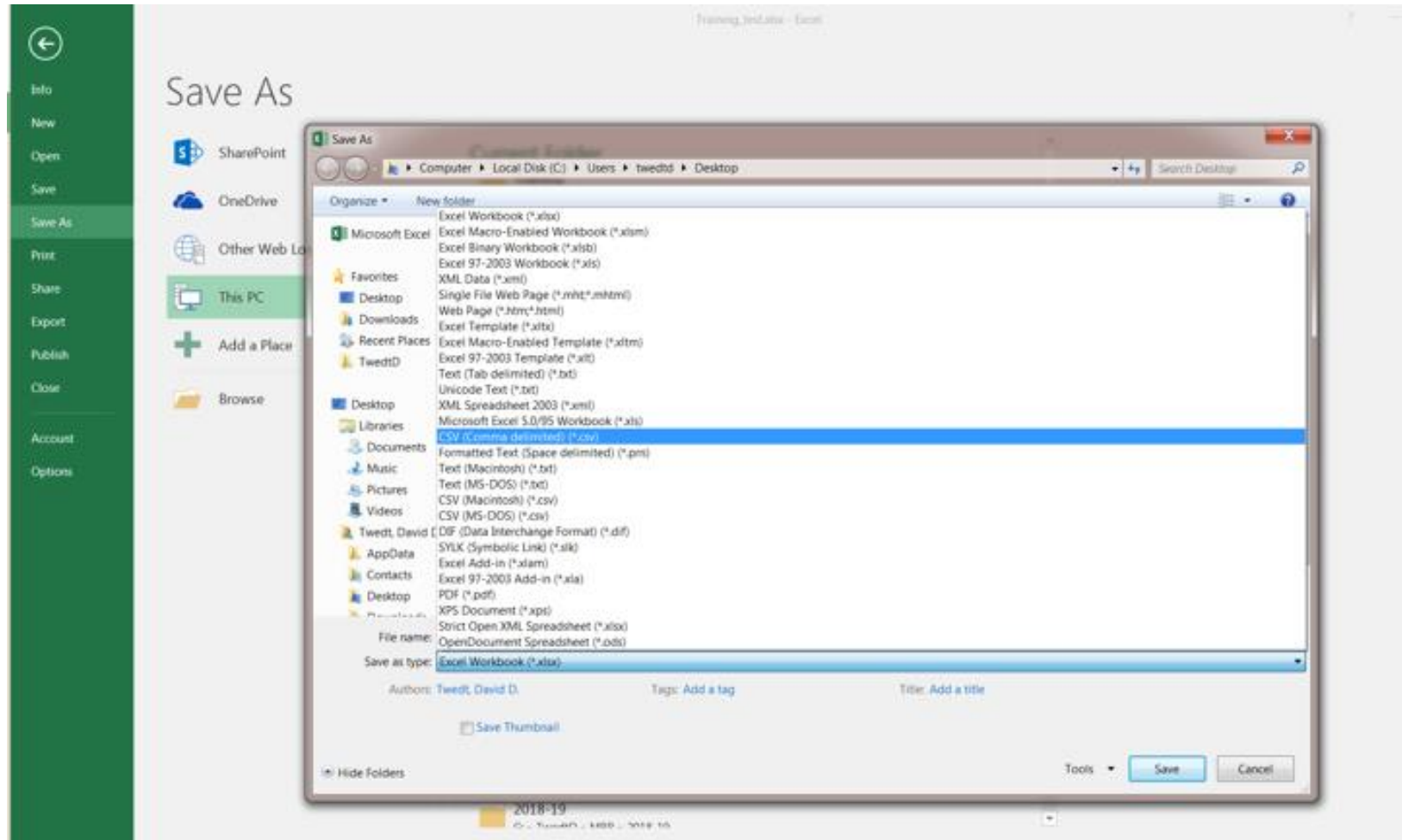
C15 B1

	A	B	C	D	E	F	G	H	I	J	K	L
1	EFS Fundin	EFS Functi	EFS Object	EFS Educat	EFS PreK C	EFS Alloca	CSDE Loca	Expenditure	Account Code	Account Description		
2	1	1100	B1	1	N	0	280011	577362.5	1000-10-1100-0000-0000-55-00000-1-5111400-	SUBSTITUTES		
3	1	1210	B1	3	N	0	280011	318051.07	1000-10-1210-0000-0000-55-00000-1-5111100-	SALARY-S.E. SUPERVISOR		
4	1	2120	B1	1	N	0	280011	40099.96	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR		
5	1	2130	B1	1	N	0	280011	29963.58	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE		
6	1	2160	B1	3	N	0	280011	375080.69	1000-10-2160-0000-0000-55-00000-1-512300-	LICENSED THERAPIST		
7	1	2190	B1	1	N	0	280011	8694.09	1000-10-2190-0000-0000-55-00000-1-512300-	TA DISTRICT WIDE-LUNCH/PLAYGRO		
8	1	2210	B1	1	N	0	280011	5636	1000-10-2210-0000-0000-50-00000-3-513000-	STAFF TRAIN. EAC CONT.		
9	1	2210	B1	1	N	0	280011	176078.61	1000-10-2210-0000-0000-55-00000-1-5111100-	DIRECTOR & COORD - CURRICULUM		
10	1	2210	B1	1	N	0	280011	85830.17	1000-10-2210-0000-0000-55-00000-1-513000-	PAYROLL - STAFF WORKSHOPS		
11	1	2220	B1	1	N	0	280011	47944.2	1000-10-2220-0000-0000-55-00000-1-512000-	SECT MEDIA & CURR		
12	1	2220	B1	1	N	0	280011	294.3	1000-10-2220-0000-0000-55-00000-1-512001-	SECT.MEDIA CURR.-O.T.		
13	1	2220	B1	1	N	0	280011	173105.55	1000-10-2220-0000-0000-55-00000-1-512300-	EMC MEDIA TECH COORDINATOR		
14	1	2320	S1	1	N	0	280011	369418.06	1000-10-2320-0000-0000-55-00000-1-511000-	ADMIN SUPT/ASST SUPT		
15	1	2320	B1	1	N	0	280011	176311.09	1000-10-2320-0000-0000-55-00000-1-512000-	SUPT'S SECTR REG		
16	1	2320	B1	1	N	0	280011	2803.55	1000-10-2320-0000-0000-55-00000-1-512001-	SUPT'S SECTR O.T.		
17	1	2500	B1	1	N	0	280011	161510.06	1000-10-2500-0000-0000-55-00000-1-511000-	ADMIN CHIEF OPERATING OFFICER		
18	1	2500	B1	1	N	0	280011	392822.45	1000-10-2500-0000-0000-55-00000-1-512000-	BUSINESS OFFICE		
19	1	2500	B1	1	N	0	280011	24301.08	1000-10-2500-0000-0000-55-00000-1-512001-	BUSINESS OFFICE O.T.		
20	1	2500	B1	1	N	0	280011	2700	1000-10-2500-0000-0000-55-00000-1-512002-	BUSINESS OFFICE LONG		
21	1	2500	B11	1	N	0	280011	4541.67	1000-10-2500-0000-0000-55-00000-1-512400-	SAL. TRANSP-COURIER-DW		
22	1	2510	B1	1	N	0	280011	65536.4	1000-10-2510-0000-0000-55-00000-1-511900-	SUPER. FISCAL SERVICES		
23	1	2520	B1	1	N	0	280011	381.88	1000-10-2520-0000-0000-55-00000-1-512000-	BUSINESS OFFICE OTHER		
24	1	2590	B1	1	N	0	280011	17130.56	1000-10-2590-0000-0000-50-00000-3-513000-	STAFF TRAINING -OTHER		
25	1	2590	B1	1	N	0	280011	39112.09	1000-10-2590-0000-0000-55-00000-1-512300-	VIDEO TECHNICAL SERVICES		
26	1	2600	B1	1	N	0	280011	120054.01	1000-10-2600-0000-0000-55-00000-1-511900-	FACILITIES MANAGER		
27	1	2600	B1	1	N	0	280011	65640.47	1000-10-2600-0000-0000-55-00000-1-512100-	CUSTODIAL-FLOATING STAFF		
28	1	2600	B1	1	N	0	280011	14947.35	1000-10-2600-0000-0000-55-00000-1-512104-	CUST-STUDENT HELP DISTRICT		
29	1	2600	B1	6	N	0	280011	9864.49	1000-10-2600-0000-0000-55-00000-1-512106-	CUSTODIAL COMMUNITY SVS.		
30	1	2600	B1	1	N	0	280011	721452.34	1000-10-2600-0000-0000-55-00000-1-512200-	MAINTENANCE WAGES REGULAR		
31	1	2600	B1	1	N	0	280011	39991.1	1000-10-2600-0000-0000-55-00000-1-512201-	MAINTENANCE OVERTIME		

Test Data Sort Segment GL expend

Ready

# Upload File Prep – Save as .csv



# Allocation Slide 1

## **Allocation Code 1**

### **Basis - salary expenditures (for fringe benefit allocation only)**

This allocation applies only to employee fringe benefits, EFS Object Code “B2”. The expenditure amount for a record identified with EFS Allocation Code “1” will be allocated to all EFS expenditure segments based on salary expenditures.

## **Allocation Codes 2-9**

### **Basis – school enrollment**

This allocation allows minor school-level expenditures not identified to individual schools on the district’s accounting records to be allocated to schools based on student enrollment.

# Allocation Slide 2

From Home screen, click “allocation groups”.

GL File Upload

**Before you upload:**

- Enter, adjust or review [allocation groups](#)
- You can download [empty file structure](#).
- For your reference, you can download [CSDE location codes](#).
- Make sure no extra columns are included in file.
- As this is a CSV file, if your data field contains comma, make sure the entire field is enclosed in double-quotes.

**Select a CSV file**

No file selected

Only .csv file with size less than 10MB

Check the boxes for the schools applicable to each allocation code used in the upload file.

Colchester School District
Fiscal Year 2016-2017

Enrollment Allocation Groups ?

School Information			Allocation Codes							
Location Code	School Name	Enrollment	2	3	4	5	6	7	8	9
0280211	Jack Jackter Intermediate School	498	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0280411	Colchester Elementary School	549	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0280511	Bacon Academy Alternative Education	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0285111	William J. Johnston Middle School	605	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0286111	Bacon Academy	808	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Upload Slide 1

From Home Screen, under “Select a CSV file” > click “Browse”

**GL File Upload** ?

**Before you upload:**

- Enter, adjust or review [allocation groups](#)
- You can download [empty file structure](#).
- For your reference, you can download [CSDE location codes](#).
- Make sure no extra columns are included in file.
- As this is a CSV file, if your data field contains comma, make sure the entire field is enclosed in double-quotes. ?

**Select a CSV file**

No file selected.

Only .csv file with size less than 5 MB is accepted.

Uploaded Files  Show all uploaded files

Locate where the .csv file was saved > select the file > click “Open”

File name: EFS\_EastHartfordAllocation10132017.csv

Microsoft Excel Comma Separated Values

Uploaded Files  Show all uploaded files

Status	
Validated with Errors	<input type="button" value="Details"/>



# Upload Slide 2

Click “Upload” button

### GL File Upload ?

**Before you upload:**

- Enter, adjust or review [allocation groups](#)
- You can download [empty file structure](#).
- For your reference, you can download [CSDE location codes](#).
- Make sure no extra columns are included in file.
- As this is a [CSV](#) file, if your data field contains comma, make sure the entire field is enclosed in double-quotes. ?

**Select a CSV file**

Training\_test.csv

Only .csv file with size less than 5 MB is accepted.

# Upload Slide 3

- If your csv file contains a header, select the first option to ignore first row.
- If the csv file has no header, select second option, first row is a data row.
- Click “Load data for validation”

## GL File Upload

**Before you upload:**

- Enter, adjust or review [allocation groups](#)
- You can download [empty file structure](#).
- For your reference, you can download [CSDE location codes](#).
- Make sure no extra columns are included in file.
- As this is a CSV file, if your data field contains comma, make sure the entire field is enclosed in double-quotes.

**Select a CSV file**

Only .csv file with size less than 5 MB is accepted.

---

**File Preview**

EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description
1	1100	B1	1	N	0	2450014	577362.5	1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTES
1	1210	B1	3	N	0	2450014	318051.07	1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR
1	2120	B1	1	N	0	2450014	40099.96	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR
1	2130	B1	1	N	0	2450014	29963.58	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE

Above are the first five lines of the file you uploaded. Is the first row (highlighted in yellow) a row of data to be submitted, or does it contain headers or other text that should be ignored?

This is a header row, please **ignore** it.

This is a row of data, please **include** it.

# Upload Slide 4

Status is “Validated with Errors”.  
Click on “Details” button.

### GL File Upload

**Before you upload:**

- Enter, adjust or review [allocation groups](#)
- You can download [empty file structure](#).
- For your reference, you can download [CSDE location codes](#).
- Make sure no extra columns are included in file.
- As this is a CSV file, if your data field contains comma, make sure the entire field is enclosed in double-quotes.

**Select a CSV file**

Only .csv file with size less than 5 MB is accepted.

File has been uploaded successfully.

**Uploaded Files**  Show all uploaded files

Batch Id	File Name	Total Lines	Error Count	Uploaded Date	Processed Date	Status	
47	RESC_test_file.csv	595	2	5/10/2018 2:52:27 PM		<span>Validated with Errors</span>	<input type="button" value="Details"/>

# Data Validation and Errors - Slide 1

File Details ?

**Batch Id** 47

**File Name** RESC\_test\_file.csv

**Total Records** 595

**Error Count** 2

**Uploaded Date** 5/10/2018 2:52:27 PM

**Uploaded By** Learntest1

**Status** Validated with Errors

Download Batch

---

All Records
Error Records
Duplicate Records

View Batch Error Report

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description	
37	1	2210	B1	1	N	0		\$176,078.61	1000-10-2210-0000-0000-55-00000-1-511100-	DIRECTOR & COORD - CURRICULUM	<div style="background-color: #4CAF50; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Edit</div>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>Location Code is missing.</li> </ul>											<div style="background-color: #C0392B; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Delete</div>
38	1	2500	B11	1	N	0	2450014	\$4,541.67	1000-10-2500-0000-0000-55-00000-1-512400-	SAL. TRANSP-COURIER-DW	<div style="background-color: #4CAF50; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Edit</div>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>EFS Object Code is invalid.</li> </ul>											<div style="background-color: #C0392B; color: white; padding: 2px; border-radius: 5px; display: inline-block;">Delete</div>

[Download spreadsheet for batch upload. Deleted rows are not shown here.](#)

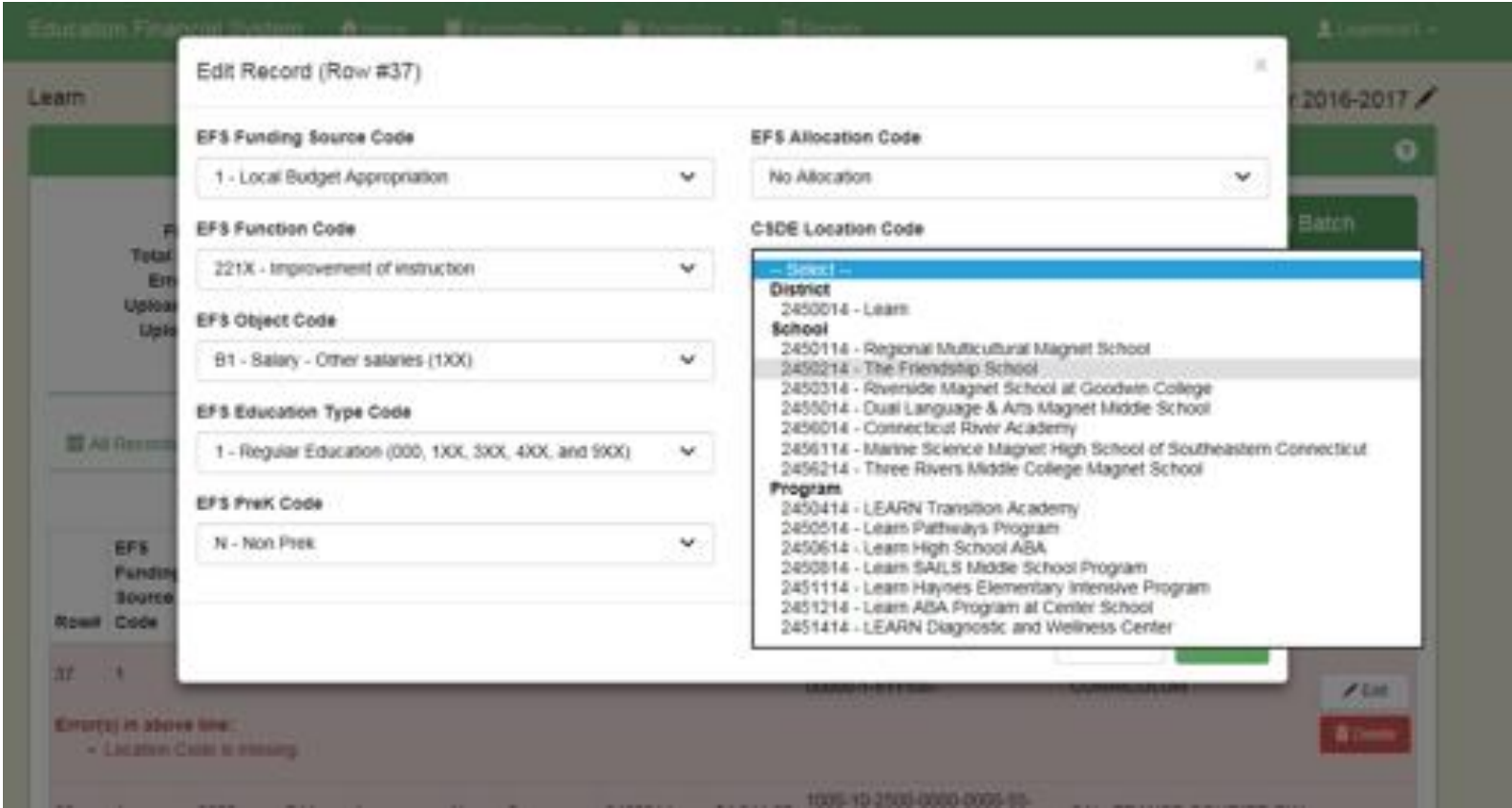
Click on “Error Records” tab.

Two options at this point:

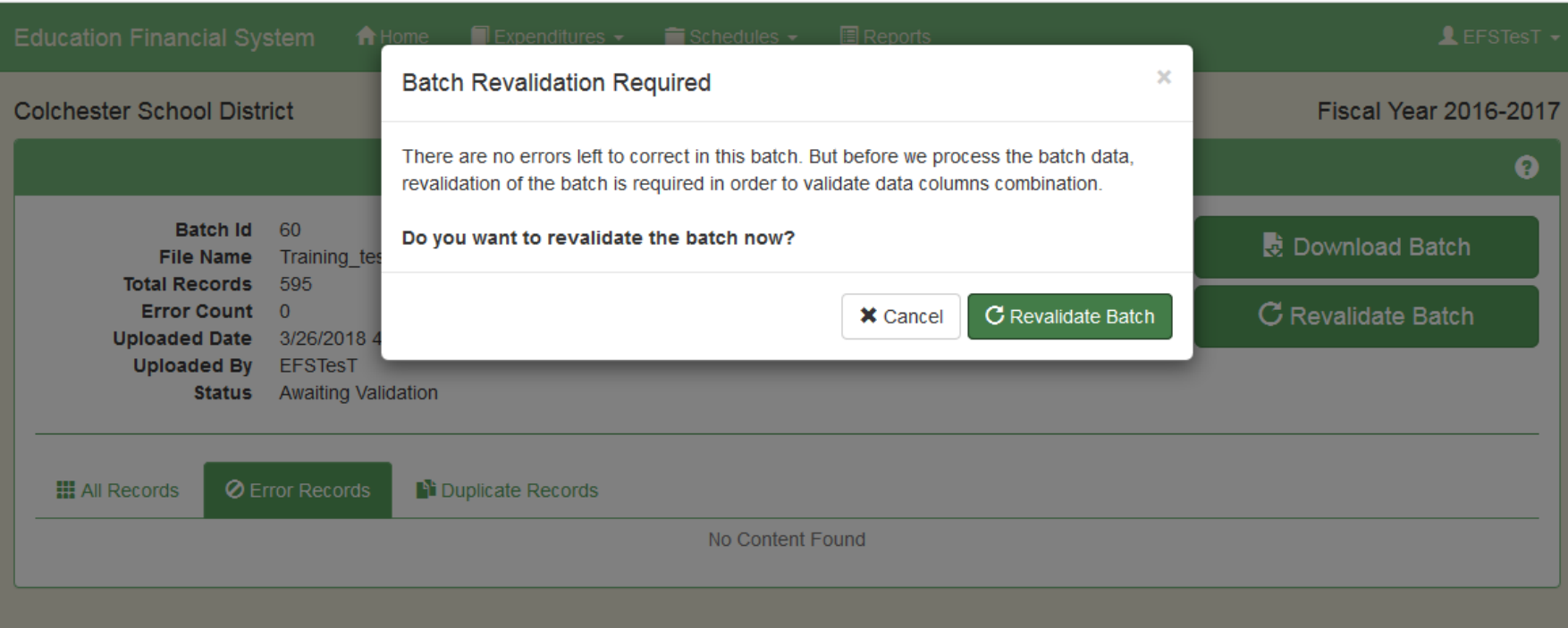
- Review errors, fix upload file and re-upload, or
- Click “Edit” button to fix each error record.

# Data Validation and Errors - Slide 2

Error was missing location code.  
Clicked “Edit” button, edit window appears. Select CSDE Location Code from dropdown, then click “Save”.



# Data Validation and Errors - Slide 3



Once errors are cleared, click “Revalidate Batch”.

# Data Validation and Errors - Slide 4

More Errors! This is a 2<sup>nd</sup> stage error check that ensures that the combinations of codes used meet requirements, for example Row 12 where object S1 for Teacher Salary was used with Function 2320 for Central Administration.

File Details ?

**Batch Id** 47

**File Name** RESC\_test\_file.csv

**Total Records** 595

**Error Count** 3

**Uploaded Date** 5/10/2018 2:52:27 PM

**Uploaded By** Learntest1

**Status** Validated with Errors

Download Batch

All Records
Error Records
Duplicate Records

View Batch Error Report

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description	
12	1	2320	S1	1	N	0	2450014	\$369,418.06	1000-10-2320-0000-0000-55-00000-1-511000-	ADMIN SUPT/ASST SUPT	<a href="#">Edit</a>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>EFS Codes combination is invalid.</li> </ul>											<a href="#">Delete</a>
48	1	2702	B1	1	N	0	2450014	\$68,901.82	1000-10-2720-0000-0000-55-00000-1-512400-	TRANSP.AIDES-SPEC. EDUC.	<a href="#">Edit</a>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>EFS Codes combination is invalid.</li> </ul>											<a href="#">Delete</a>
200	2	1210	S1	2	N		2450014	\$518,184.99	6400-10-1210-0000-2017-30-12060-1-511300-20977	I611F17-TEACHERS	<a href="#">Edit</a>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>Location code must be a school or an allocation code must be used.</li> </ul>											<a href="#">Delete</a>

# Data Validation and Errors - Slide 5

Use dropdown to revise Object Code to B1, then click "Save".

The screenshot shows a dropdown menu for selecting an Object Code. The menu is open, displaying a list of codes and their descriptions. The B1 option is highlighted. The background shows a table with columns for Line, Amount, Object Code, and Description. The table has two rows of data.

Line	Amount	Object Code	Description
1	2722	B1	1 N 0 2450014 \$55,901.82 1000-10-3720-0000-0000-55-00000-1-012490- TRANSP AIDES-SPEC EDUC.
2	1210	B1	2 N 2450014 \$218,184.38 6400-10-1210-0000-2017-30-12060-1-011000-20877 B11P17-TEACHERS



# Process Data – Slide 1

- Status is “Validated without Errors”. YOU ARE NOT DONE. Need to click “Process Batch” to perform the allocations and populate database and schedules.
- This process will create additional records if allocation codes were included in the upload file.

File Details ?

**Batch Id** 48

**File Name** RESC\_test\_file.csv

**Total Records** 595

**Error Count** 0

**Uploaded Date** 5/10/2018 3:20:15 PM

**Uploaded By** Learnest1

**Status** Validated without Errors

Download Batch

Process Batch

i After upload file is validated without errors, REMEMBER to Process Batch to update expenditure data and all schedules.

☰ All Records
🔍 Error Records
📄 Duplicate Records

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description
1	1	1100	B1	1	N	0	2450014	\$577,362.50	1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTES
2	1	1210	B1	3	N	0	2450014	\$318,051.07	1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR
3	1	2120	B1	1	N	0	2450014	\$40,099.96	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR
4	1	2130	B1	1	N	0	2450014	\$29,963.58	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE
5	1	2160	B1	3	N	0	2450014	\$375,080.69	1000-10-2160-0000-0000-55-00000-1-512300-	LICENSED THERAPIST

## Process Data – Slide 2

Warning that processing the batch will overwrite existing expenditure data. You may want to download and save the prior batch from “Expenditure Detail” screen. Then click “Process Batch”.

The screenshot shows a software interface with a green header bar containing navigation links: Home, Expenditures, Schedules, and Reports. A modal dialog box titled "Warning!" is centered on the screen. The dialog text reads: "Warning! Processing this batch will overwrite all previously processed expenditure data including manual entries (however non-expenditure schedule entries will be preserved). You are advised to download your existing EFS expenditure file and save for reference before overwriting with this batch. Do you want to process this batch anyway?" Below the text are two buttons: "Cancel" and "Process Batch".

In the background, a table displays batch information:

Batch Id	48
Batch Name	RESC_test
Record Count	595
Created Date	5/10/2018 3
Created By	Learntest1
Status	Validated with

Below the table, a message states: "file is validated without errors, REMEMBER to Process Batch to update expenditure data and all schedules." At the bottom, there are links for "Error Records" and "Duplicate Records". A table header is visible at the very bottom:

EFS Function	EFS Object	EFS Education Type	EFS PreK	EFS Allocation	CSDE Location
--------------	------------	--------------------	----------	----------------	---------------

# Expenditure Detail

- Lists all processed expenditure records.
- Can search by each EFS segment and schedule line.
- Use page navigation at bottom to view additional records.
- Use buttons on the right side to edit or delete records.
- Use “Export as csv” button to export all records or the filtered set. These are “after allocation” records so may contain more records than in upload file.

Expenditure Detail

**Search Criteria**

Funding Source Code -- All --	PreK Code -- All --	Expenditure \$
Education Type Code -- All --	Allocation Flag -- All --	Account Code
Object Code -- All --	Is Manual Entry? -- All --	Account Description
Function Code -- All --	C8DE Location Code -- Select --	Schedule Line -- All --

[Search](#)

[+ Add Record](#)
[Export as CSV](#)

Funding Source Code	Function Code	Object Code	Education Type Code	PreK Code	Allocation Flag	Location Code	Expenditure	Account Code	Account Description	
1	1000	B1	1	N		2450014	\$577,362.50	1000-10-1100-0000-0000-55-00...	SUBSTITUTES	<a href="#">✎</a> <a href="#">✖</a>
1	1000	B1	3	N		2450014	\$318,051.07	1000-10-1210-0000-0000-55-00...	SALARY-S.E. SUPERVISOR	<a href="#">✎</a> <a href="#">✖</a>
1	2100	B1	1	N		2450014	\$40,099.96	1000-10-2120-0000-0000-55-00...	SCHOOL TO CAREER COORDI...	<a href="#">✎</a> <a href="#">✖</a>
1	2100	B1	1	N		2450014	\$29,963.58	1000-10-2130-0000-0000-55-00...	SCHOOL NURSES-SUBSTITUTE	<a href="#">✎</a> <a href="#">✖</a>
1	2100	B1	3	N		2450014	\$375,080.69	1000-10-2160-0000-0000-55-00...	LICENSED THERAPIST	<a href="#">✎</a> <a href="#">✖</a>
1	2100	B1	1	N		2450014	\$8,694.09	1000-10-2190-0000-0000-55-00...	TA DISTRICT WIDE-LUNCH/PL...	<a href="#">✎</a> <a href="#">✖</a>
10	311X	B1	1	N		2455014	\$127,049.77	1500-06-3100-0000-0000-55-00...	DODD FOOD & NUTR WAGES	<a href="#">✎</a> <a href="#">✖</a>
10	3200	B1	9	N		2455014	\$2,978.00	1800-06-3200-0000-0000-55-00...	DODD STUDENT ACTIVITY EM...	<a href="#">✎</a> <a href="#">✖</a>
10	3200	B1	9	N		2455014	\$15,000.00	2000-06-3200-0000-0000-55-00...	ATHLETIC DODD FEES-EDUC...	<a href="#">✎</a> <a href="#">✖</a>
1	2400	B1	1	N		2455014	\$1,050.00	1000-06-2400-0000-0000-55-00...	DO SECT LONG REG	<a href="#">✎</a> <a href="#">✖</a>
1	2600	B1	1	N		2455014	\$116,771.20	1000-06-2600-0000-0000-55-00...	DO CUSTODIAL REGULAR	<a href="#">✎</a> <a href="#">✖</a>
1	2600	B1	1	N		2455014	\$1,676.06	1000-06-2600-0000-0000-55-00...	DO CUSTODIAL O.T.	<a href="#">✎</a> <a href="#">✖</a>
1	2600	B1	1	N		2455014	\$550.00	1000-06-2600-0000-0000-55-00...	DO CUSTODIAL LONG.	<a href="#">✎</a> <a href="#">✖</a>
1	1000	B1	1	N		2455014	\$27,487.00	1000-06-3200-0000-0000-55-00...	DO EXTRA CURR. ACTIVITY	<a href="#">✎</a> <a href="#">✖</a>
10	311X	B1	1	N		2455014	\$11,488.01	1500-06-3100-0000-0000-55-00...	DO - FNS SECRETARY WAGES	<a href="#">✎</a> <a href="#">✖</a>
1	2100	B1	1	N		2455014	\$51,681.45	1000-06-2130-0000-0000-55-00...	DO - SCHOOL NURSE	<a href="#">✎</a> <a href="#">✖</a>
1	2100	B1	1	N		2455014	\$19,780.76	1000-06-2190-0000-0000-55-00...	DO AIDE LUNCH/PLAYGRND	<a href="#">✎</a> <a href="#">✖</a>
1	222X	B1	1	N		2455014	\$93,610.58	1000-06-2220-0000-0000-55-00...	DO MEDIA TECH	<a href="#">✎</a> <a href="#">✖</a>
1	2400	B1	1	N		2455014	\$286,506.00	1000-06-2400-0000-0000-55-00...	DO PRINCIPAL REGULAR	<a href="#">✎</a> <a href="#">✖</a>
1	2400	B1	1	N		2455014	\$86,285.40	1000-06-2400-0000-0000-55-00...	DO SECT REG	<a href="#">✎</a> <a href="#">✖</a>
<b>Total Expenditure:</b>							\$45,736,766.88			

Page 1 of 198

<< < 1 2 3 4 5 6 7 8 9 10 ... > >>

# Expenditure Summary

- Elementary/Secondary Education section includes all expenditures that in the past would be included on ED001R Schedule 12 Column 2– total would tie to Line 1215/2.
- Reconciliation to Total Expenditures section adds back the expenditures not included in the upper section, to arrive at the total expenditures reported in the database.
- The “Total EFS Expenditures” line is the same amount as the total shown on the Expenditure Detail page.
- Use “Refresh” button to update this page for any changes to expenditures made while this page is open.

Expenditure Summary <span style="float: right;">?</span>			
Elementary/Secondary Education			
Funding Source	Education Type		Total
	Regular Education	Special Education	
Local	\$26,145,913.42	\$10,014,372.56	\$36,160,285.98
Federal	\$193,339.27	\$827,283.35	\$1,020,622.62
State	\$13,569.92		\$13,569.92
Private/Misc	\$3,260.00	\$3,011.54	\$6,271.54
	<b>\$26,356,082.61</b>	<b>\$10,844,667.45</b>	<b>\$37,200,750.06</b>

Reconciliation to Total Expenditures	
Non Elementary/Secondary Education	
Education types other than regular/special education	\$3,135,517.04
Non-reportable food services <sup>1</sup>	\$741,515.59
Facilities acquisition and construction (except minor) <sup>1</sup>	
Debt service <sup>1</sup>	\$51,020.32
Non-certified salary and benefits in certified positions <sup>1</sup>	
Unliquidated encumbrances <sup>1</sup>	
<b>Total EFS Expenditures</b>	<b>\$41,128,803.01</b>

<sup>1</sup>Expenditures not included in prior lines

Refresh

# Schedule Example – Special Education – Slide 1

- All amounts on this schedule are from EFS expenditure table. Any changes made here will change all affected schedules and reports.
- For training, and for the 2017-18 filing, prior year amounts are from 2016-17 Form ED001R (combined columns 1 and 2) where applicable.

Education Financial System | Home | Expenditures | Schedules | Reports | Learnfest1

Learn | Fiscal Year 2016-2017

Special Education Expenditures

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RS101	Teacher salaries	0.01	\$3,222,037.00	\$296,913.01	9.20%
RS102	Instructional aide salaries	1.14	N/A	\$965,291.14	N/A
RS103	Other salaries	\$ 1,191,575.12	\$4,127,112.00	(\$2,935,536.88)	-71.13%
RS104	Employee benefits	\$ 1,815,862.03	\$2,141,617.00	(\$325,754.97)	-15.21%
RS105	Purchased Services	\$ 1,210,838.35	\$326,911.00	\$883,927.35	270.39%
RS106	Special education tuition	\$ 1,885,370.20	\$0.00	\$1,885,370.20	N/A
RS107	Supplies	\$ 220,134.78	\$124,563.00	\$95,571.78	76.73%
RS108	Property Services	\$ 13,245.82	\$342,752.00	(\$329,506.18)	-96.14%
RS109	Equipment	\$	\$153,230.00	(\$153,230.00)	-100%
No Expenditures Found					
RS110	All other expenditures	\$ 400.00	\$66,007.00	(\$65,607.00)	-99.53%
RS199	Total	\$ 10,844,667.45	\$10,524,229.00	\$320,438.45	3.04%

+ Add

Cancel Save

## Schedule Example – Special Education – Slide 2

### 3.6.4 Line instructions – RESCs

Schedule line definitions, including reference to prior ED001R lines, are provided in the User Guide, under “Documents/Forms” at:  
<http://portal.ct.gov/SDE-EFS>.

Line	Description	Data Entry Method	EFS Funding Source ID	EFS Codes / Description					2016-17 ED001R Reference (Line, Col)
				EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	CSDE Location Code	
<b><u>SPECIAL EDUCATION EXPENDITURES</u></b>									
RS101	Teacher salaries	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S1	2 or 3	All	School code	sum of 401,1 and 401,2
RS102	Instructional aide salaries	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S2	2 or 3	All	School code	N/A
RS103	Other salaries	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B1	2 or 3	All	School or District code	sum of 402,1 and 402,2
RS104	Employee benefits	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B2	2 or 3	All	School or District code	sum of 403,1 and 403,2
RS105	Purchased Services	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B3, C2, C3, S5, S6, S8	2 or 3	All	School or District code	sum of 404,1, 404,2, 409,1 and 409,2
RS106	Special education tuition	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	D1-D6	2 or 3	All	School or District code	sum of 405,1 and 405,2
RS107	Supplies	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B4, S9-S11	2 or 3	All	School or District code	sum of 406,1, 406,2, 407,1 and 407,2
RS108	Property Services	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	C1, S7	2 or 3	All	School or District code	sum of 408,1 and 408,2
RS109	Equipment	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S12-S15	2 or 3	All	School or District code	sum of 410,1 and 410,2
RS110	All other expenditures	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B6, S16, S17	2 or 3	All	School or District code	sum of 411,1 and 411,2
RS199	Total	Calculated by EFS			N/A				sum of 412,1 and 412,2

# Schedule Example – Special Education – Slide 3

- To view expenditure records for a line, click the down arrow next to the line number.
- Edit or delete a record using the buttons on the right side.

Special Education									
Special Education Expenditures									
Line	Description	Amount		Last Year's Amount	Amount Change	Percent Change			
RS101	Teacher salaries	\$	3,520,950.01	\$3,222,037.00	\$298,913.01	9.28%			
Funding Source	Function	Object	Ed Type	PreK	Location	Expenditure	Account Code	Account Description	
1	1XXX	S1	3	N	2455014	\$768,496.00	1000-06-1210-0000-0000-55-00000-1-511300-	DD TCH L.D.	
1	21XX	S1	3	N	2455014	\$115,155.35	1000-06-2110-0000-0000-55-00000-1-511300-	DD SOCIAL WKRS/PSYCHOL.	
1	1XXX	S1	3	N	2450214	\$502,276.00	1000-04-1210-0000-0000-55-00000-1-511300-	HI TCH L.D.	
1	1XXX	S1	2	Y	2450114	\$118,760.06	1000-02-1210-0000-0000-32-00000-1-511300-	B TO 3-TEACHER SPECIAL INSTR.	
1	1XXX	S1	3	N	2450114	\$50,906.00	1000-02-1210-0000-0000-55-00000-1-511300-	DA KDG-SP.ED TEACHERS	
1	1XXX	S1	3	Y	2450114	\$304,997.94	1000-02-1210-0000-0000-55-00000-1-511300-	PS/ CERT.TEACHERS	
1	1XXX	S1	3	Y	2450114	\$7,380.00	1000-02-1210-0000-0000-55-00000-1-511304-	P/S TEACHER SUMMER SCH	
1	1XXX	S1	3	Y	2450114	\$89,967.00	1000-02-1210-1221-0000-55-00000-1-511300-	TEACHER-DISCREET TRIAL INSTRUC	
1	21XX	S1	3	Y	2450114	\$42,605.50	1000-02-2150-0000-0000-55-00000-1-511300-	P/S SPEECH CLINICIAN	
2	1XXX	S1	2	N	2450214	\$518,184.99	6400-10-1210-0000-2017-30-12060-1-511300-20977	I611F17-TEACHERS	
««   «   1   2   3   »   »» <span style="float: right;">+ Add</span>									
RS102	Instructional aide salaries	\$	986,291.14	N/A	\$986,291.14	N/A			
RS103	Other salaries	\$	1,191,575.12	\$4,127,112.00	(\$2,935,536.88)	-71.13%			
RS104	Employee benefits	\$	1,815,862.03	\$2,141,617.00	(\$325,754.97)	-15.21%			
RS105	Purchased Services	\$	1,210,838.35	\$326,911.00	\$883,927.35	270.39%			

## Schedule Example – Special Education – Slide 4

- Edit record by choosing from dropdown or retyping expenditure amount or local account code or description. Click “Save” when done.
- Dropdowns for EFS codes include only the codes that apply to the line being edited. Changes to other EFS codes may be made on the Expenditure Detail screen.

The screenshot shows a web-based financial system interface. A modal dialog box titled "Edit Expense Record (Line - RS101)" is open, allowing for the modification of an expense record. The dialog box contains the following fields:

- EFS Funding Source Code:** 1 - Local Budget Appropriation
- EFS Allocation Code:** No Allocation
- EFS Function Code:** 1XXX - Instruction
- CSDE Location Code:** 2455014 - Dual Language & Arts Magnet Middle School
- EFS Object Code:** S1 - Salary - Teacher salaries (1X1 and 1X3) (highlighted)
- Expenditure:** \$ 768496.00
- EFS Education Type Code:** 3 - Special Education 10-76f (2XX)
- Account Code:** 1000-06-1210-0000-0000-55-00000-1-511300-
- EFS PreK Code:** N - Non Prek
- Account Description:** DD TCH L.D.

At the bottom right of the dialog box, there are "Cancel" and "Save" buttons. The background shows a table of expenditure records with columns for line number, EFS codes, amounts, and descriptions.

Line	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	Amount	Account Code	Description
1	1XXX	S1	3	Y	\$89,987.00	1000-02-1210-1221-0000-55-00000-1-511300-	TEACHER-DISCREET TRIAL INSTRUC
1	21XX	S1	3	Y	\$42,605.50	1000-02-2150-0000-0000-55-00000-1-511300-	P/S SPEECH CLINICIAN
2	1XXX	S1	2	N	\$518,184.99	6400-10-1210-0000-2017-30-12060-1-511300-20977	I811F17-TEACHERS



# Schedule Example – Transportation – Slide 1

- Expenditure amounts on this schedule are from EFS expenditure table. Any changes made to those lines will change all affected schedules and reports.
- Numbers of students, and debt service amounts, are manual entries made on the page. These amounts do not affect the EFS expenditure table.
- Magnet School Transportation: Separate sections for total (includes transportation provided for other district’s schools) and RESC’s own schools.

Transportation					
<b>Out of Town Magnet School Transportation - Total Expenditures</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT101	Number of students transported to out of town magnet schools	<input type="text"/>	N/A	N/A	N/A
RT102	Transportation expenditures for students reported on line RT101	\$ 672,886.00	N/A	\$672,886.00	N/A
RT103	Transportation debt service for students reported on line RT101	\$ <input type="text"/>	N/A	\$0.00	N/A
<b>Regular Transportation of Public School Students - RESC School District</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT201	Number of students transported to/from home not including special education students transported on special education vehicles	27	N/A	N/A	N/A
RT202	Transportation expenditures for students reported on line RT201	\$ 616,049.55	N/A	\$616,049.55	N/A
RT203	Transportation debt service for students reported on line RT201	\$ 412.55	N/A	\$412.55	N/A
<b>Out of Town Magnet School Transportation - RESC School District</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT301	Number of students transported to out of town magnet schools	15	N/A	N/A	N/A
RT302	Transportation expenditures for students reported on line RT301	\$ 399,134.00	N/A	\$399,134.00	N/A
RT303	Transportation debt service for students reported on line RT301	\$ 865.15	N/A	\$865.15	N/A
<b>Special Education Students Transported On Special Education Vehicles - RESC School District</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT401	Number of special education students transported on special education	7	N/A	N/A	N/A





## Schedule Example – Transportation – Slide 2

- Manually entered “124” in Line RT101. Tab or click outside of that field to retain manual entry on screen.
- When finished making manual entries, Click “Save” button.

Transportation					
<b>Out of Town Magnet School Transportation - Total Expenditures</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT101	Number of students transported to out of town magnet schools	124 X	N/A	N/A	N/A
RT102	Transportation expenditures for students reported on line RT101	\$ 672,886.00	N/A	\$672,886.00	N/A
RT103	Transportation debt service for students reported on line RT101	\$	N/A	\$0.00	N/A
<b>Regular Transportation of Public School Students - RESC School District</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT201	Number of students transported to/from home not including special education students transported on special education vehicles	27	N/A	N/A	N/A
RT202	Transportation expenditures for students reported on line RT201	\$ 616,049.55	N/A	\$616,049.55	N/A
RT203	Transportation debt service for students reported on line RT201	\$ 412.55	N/A	\$412.55	N/A
<b>Out of Town Magnet School Transportation - RESC School District</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
RT301	Number of students transported to out of town magnet schools	15	N/A	N/A	N/A
RT302	Transportation expenditures for students reported on line RT301	\$ 399,134.00	N/A	\$399,134.00	N/A
RT303	Transportation debt service for students reported on line RT301	\$ 865.15	N/A	\$865.15	N/A
<b>Special Education Students Transported On Special Education Vehicles - RESC School District</b>					

# Schedule Example – Federal Funding – Slide 1

- Upper section Lines FR101-FR505 relate to total federal expenditures, similar to ED001R Schedule 8 Column 1.
- Lower section Lines FR601-FR905 relate to federal expenditures for free elementary and secondary education, similar to ED001R Schedule 8 Column 2.
- Lines FR101-FR402 and FR601-FR803 are grant details, similar to entries on Form ED001R Schedule 8.
- Lines FR301, FR302 and FR801 are filled from the Prepayment Grants System – Form ED141. So ED141s need to be complete before finishing this schedule.

Federal Funding					
<b>Direct Federal Grants - Total Expenditures</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FR101	List below:	\$ <input type="text"/>	\$4,358,657.00	(\$4,358,657.00)	-100%
	<input type="text" value="Description"/>	\$ <input type="text"/>			
<a href="#">+ Add</a>					
<b>Federal Grants Passed Through Non-CSDE Agencies - Total Expenditures</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FR201	List below:	\$ <input type="text"/>	N/A	\$0.00	N/A
	<input type="text" value="Description"/>	\$ <input type="text"/>			
<a href="#">+ Add</a>					
<b>Federal Grants Passed Through CSDE - Total Expenditures</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FR301	Total From ED141	\$ 510,905.00	\$469,919.00	\$40,986.00	8.72%
FR302	Your portion of services/expenditures from consortium grant payment arrangement	\$ <input type="text"/>	\$0.00	\$0.00	N/A
FR303	Other (list below):	\$ <input type="text"/>	\$679,101.00	(\$679,101.00)	-100%
	<input type="text" value="Description"/>	\$ <input type="text"/>			
<a href="#">+ Add</a>					
<b>Non-Prek Through 12 Federal Grants - Total Expenditures</b>					
Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FR401	Total From ED141	\$ 63,482.00	N/A	\$63,482.00	N/A
FR402	Other (list below):	\$ <input type="text"/>	N/A	\$0.00	N/A
	<input type="text" value="Description"/>	\$ <input type="text"/>			
<a href="#">+ Add</a>					

## Schedule Example – Federal Funding – Slide 2

- Total federal expenditures, and RESC School District federal expenditures listed on this schedule need to match the corresponding amounts reported in the EFS expenditure database. In other words, you need to include federal expenditures in your upload file or by manual entry, coded with proper EFS Codes. Variance in Lines FR505 and FR905 needs to be zero before certifying.
- The State and Private/Miscellaneous Funding Schedules follow the same process.

### Reconciliation - Total Federal Expenditures

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FR501	Total Federal Expenditures (sum of lines FR101 through FR402)	\$ 574,387.00	\$5,507,677.00	(\$4,933,290.00)	-89.57%
FR502	Federal Funds Per EFS Expenditure table	\$ 1,037,795.42	N/A	\$1,037,795.42	N/A
FR503	Federal Inkind Per EFS Expenditure table	\$	N/A	\$0.00	N/A
FR504	Total (FR502 plus FR503)	\$ 1,037,795.42	\$5,507,677.00	(\$4,469,881.58)	-81.16%
FR505	Variance (FR501 minus FR504)	\$ -463,408.42	\$5,507,677.00	(\$5,971,085.42)	-108.41%

### Reconciliation - RESC School District Federal Expenditures

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FR901	RESC School District Federal Expenditures (sum of lines FR601 through FR803)	\$ 361,938.00	\$3,255,330.00	(\$2,893,392.00)	-88.88%
FR902	Federal Funds Per EFS Expenditure table	\$ 1,020,622.62	N/A	\$1,020,622.62	N/A
FR903	Federal Inkind Per EFS Expenditure table	\$	N/A	\$0.00	N/A
FR904	Total (FR902 plus FR903)	\$ 1,020,622.62	\$3,255,330.00	(\$2,234,707.38)	-68.65%
FR905	Variance (FR901 minus FR904)	\$ -658,684.62	\$0.00	(\$658,684.62)	N/A

# Reports – Slide 1

- Choose District or School-Level Function Object Summary Report
- We expect to add other reports in the future.

Education Financial System | Home | Expenditures | Schedules | Reports | Learn | Learnest1 | Fiscal Year 2016-2017

### Learn

#### Reports

**District Level Reports**

Report Name	
Function/Object Summary Report	<a href="#">View Report</a>

**School Level Reports**

Report Name	
Function/Object Summary Report	<a href="#">View Report</a>

# Reports – Slide 2

Navigation controls: back, forward, page 1 of 1, refresh, zoom (100%), save, print, search (Find | Next)

**EDUCATION FINANCIAL SYSTEM**  
**District-level Function/Object Report**  
**245 - Learn**

State of Connecticut  
 Department of Education  
 Fiscal Year: 2016-2017

- District-Level Report shows similar expenditures as on ED001R Schedule 12 Column 2.
- Click on any amount to see detail.

NCES Function		NCES Object Code/Description							Total
		1XX	2XX	3XX, 4XX, 5XX	56X	6XX	7XX	8XX, 9XX	
Code	Description	Salaries	Employee benefits	Purchased services	Tuition	Supplies	Property	Other	Total
1XXX	Instruction	\$13,317,935	\$3,880,828	\$73,871	\$1,984,609	\$536,314			\$19,793,557
21XX	Support services - students	\$2,605,925	\$739,785	\$225,732		\$24,883		\$1,251	\$3,597,576
22XX	Support services - instruction	\$1,107,208	\$314,321	\$215,770		\$71,422	\$367,522	\$8,730	\$2,084,973
23XX	Support services - general administration	\$548,533	\$155,721	\$304,816				\$33,577	\$1,042,647
24XX	Support Services - school based administration	\$891,561	\$253,102	\$207,940		\$22,902		\$4,127	\$1,379,632
25XX, 29XX	Central and other support services	\$759,619	\$215,645	\$627,577		\$56,716	\$169,441		\$1,828,998
26XX	Operation and maintenance of plant	\$1,349,665	\$383,151	\$1,960,014		\$276,433	\$546,255		\$4,515,518
27XX	Student transportation services	\$512,731	\$295,146	\$1,709,866		\$166,357			\$2,684,100
31XX	Food services								
32XX	Enterprise operations								
4XX1	Minor school construction								
<b>Total</b>		<b>\$21,093,177</b>	<b>\$6,237,699</b>	<b>\$5,325,586</b>	<b>\$1,984,609</b>	<b>\$1,155,027</b>	<b>\$1,083,218</b>	<b>\$47,685</b>	<b>\$36,927,001</b>

# Reports – Slide 3

## Education Financial System

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**EDUCATION FINANCIAL SYSTEM**  
**District-level Function/Object detail Report**  
**245 - Learn**

State of Connecticut  
 Department of Education  
**Fiscal Year: 2016-2017**

Click on back arrow to return to summary report.

Function Category: Central and other support services								Object Category: Supplies	
Function Code	Object Code	Is Prek	Ed Type Code	Funding Source Code	Location Code	Allocation Code	Account Code	Account Description	Amount
25XX	B4	N	1	1	2450014		1000-10-2500-0000-0000-50-00000-6-561000-	CO SUPPLIES	\$55,314.93
25XX	B4	Y	2	10	2450114		3300-02-2560-0000-2015-33-PRIVA-6-563000-33000	CCF FOOD SUPPLIES FOR PARTICIP	\$298.59
25XX	B4	Y	2	10	2450114		3300-02-2560-0000-2017-33-PRIVA-6-561100-33000	CCF17SUPPLCT COMUN.FOUNDATION	\$1,102.41
<b>Total</b>									<b>\$56,716</b>

# Reports – Slide 4

School-level report is similar to district-level, except contains only school-level expenditures that were identified or allocated to each school.

Education Financial System

1 of 3
100%
Find | Next

Document Map

- Function\_Object\_SummarybySchool
  - Dual Language & Arts Magnet Middle School
  - Regional Multicultural Magnet School
  - The Friendship School

**EDUCATION FINANCIAL SYSTEM**

**School-level Function/Object Report**

**245 - Learn**

State of Connecticut  
Department of Education

**Fiscal Year: 2016-2017**

---

**School Name: 2455014 - Dual Language & Arts Magnet Middle School**

NCES Function		NCES Object Code/Description								Total
		1X1, 1X3	1X2	1XX	2XX	3XX, 4XX,	6XX	7XX	8XX, 9XX	
Code	Description	Teacher Salaries	Instructional Aide Salaries	Other Salaries	Employee benefits	Purchased services	Supplies	Property	Other	Total
1XXX	Instruction	\$4,846,571	\$254,473	\$121,921	\$1,482,726	\$40,456	\$122,643			\$6,868,790
21XX	Support services - students	\$458,013	\$29,054	\$103,981	\$167,790	\$7,941	\$1,348		\$155	\$768,282
221X	Improvement of instruction	\$19,142			\$5,434	\$1,434				\$26,010
222X	Library and media services	\$98,744		\$93,611	\$54,607	\$830	\$17,033	\$45,515		\$310,340
22XX	Support services - instruction					\$19,083	\$2,130		\$1,081	\$22,294
24XX	Support Services - school based administration			\$375,075	\$106,478	\$34,035	\$6,198		\$4,013	\$525,799
26XX	Operation and maintenance of plant			\$118,997	\$33,782	\$450,864	\$45,274			\$648,917
4XX1	Minor school construction									
<b>Total</b>		<b>\$5,422,470</b>	<b>\$283,527</b>	<b>\$813,585</b>	<b>\$1,850,817</b>	<b>\$554,643</b>	<b>\$194,626</b>	<b>\$45,515</b>	<b>\$5,249</b>	<b>\$9,170,432</b>

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## EFS Next Steps for Districts

- Review the User Guide and other EFS materials under “Documents/Forms” at: <http://portal.ct.gov/SDE-EFS>
- Try creating a 2016-17 test file from your general ledger and uploading.
- Become familiar with EFS schedules and reports.
- Eventually your 2016-17 EFS data should agree with 2016-17 ED001R data shown on the EFS schedules.
- Plan on submitting 2017-18 expenditures using EFS by September 1, 2018.
- Please send any issues or questions to our mailbox at [SDE.efs@ct.gov](mailto:SDE.efs@ct.gov).

## EFS Tips – File Uploads

- We recommend doing at least one test upload with a portion of your g/l template to see if what types of errors you receive, if any, before uploading your entire file. Note that subsequent uploads will overwrite prior processed expenditure data.
- After your file is uploaded with status “Validated without errors” you need to “Process Batch”. Only the processed data appears on the “Expenditures” tab, schedules, or reports.
- Although EFS does accept records with expenditures of zero, we recommend deleting these from your file before uploading to minimize the number of records in the database.

## EFS Tips – Function Codes

- The EFS Function Codes include “X” as a wild card; you may use any digit in these cases.
- The EFS function codes are similar to the NCES function codes, but there are some differences, for example NCES function code 3100 for Food Services needs a little more detail for EFS. In general 3110 is the code to use for most food service expenditures. Only the portion funded by the local budget to cover an operating deficit should use functions 3121 or 3122.
- Some districts use function codes in their general ledger beyond those defined by NCES (for which 5000 is the highest). Many districts use 2100 on their books for Special Ed – that’s not currently an NCES code. For Special Ed you need to use the appropriate function code along with EFS Education Type 2 or 3.

## EFS Tips – School vs. District-Level Expenditures

- For the most part, the level is driven by the defined level of the function.
- If function is district-level, use the location code for your central office (XXX0014 for RESCs).
- If function is school-level, use a school location code (XXXXX14) or if it needs to be allocated to schools use the central office code along with an allocation code.
- Expenditures for staff assigned to one school may not be allocated; must be identified to the proper school using the school location code.
- If function level is “both”, school or district level is determined by object level.