Revenues

The template needed to upload the revenues is located online on the School Finance webpage under the Accounting tab or found at:

http://opi.mt.gov/Portals/182/Page%20Files/School%20Finance/Accounting/TFS%20Expenditure%20and%20Revenue%20Upload/Copy%20of%20Revenue%20Upload%20Template.xlsx?ver=2018-05-18-113653-463

Step 1 – Format File

The MAEFAIRS Revenue File must be in *.csv format. The file may be opened and edited in Excel prior to saving. It is important to note that there are columns that require special formatting. Files that do not have proper formatting or are not in *.csv format will not upload. The files generated from software vendors should be in the correct format, and will not need further modification. The following is a description of each column and the method of formatting from Excel to *.csv.

	A LE	B StateFY	C FundCode	D Subfund	E RevenueCode	F ProjectReporterCode	G SubmittedAmount
35	0738	2018	15		6100	816	0.01
36	0738	2018	17		1111		19354.62
37	0738	2018	17		1112		167.76
38	0738	2018	17		1114		85.42
39	0738	2018	17		1190		49.96
40	0738	2018	17		1340		2450
41	0738	2018	17		1510		3.07
42	0738	2018	18		1311		6110
43	0738	2018	18		1510		1.21
44	0738	2018	18		3260		2447.23
45	0738	2018	20		1910		4098.25
46	0738	2018	21		1510		18.37
47	0738	2018	21		5300		5108.37
48	0738	2018	28		1111		39020.91
49	0738	2018	28		1112		466.32
50	0738	2018	28		1114		210.63
51	0738	2018	28		1190		134.15
52	0738	2018	28		1510		18.37
53	0738	2018	29		1510		196.55
54	0738	2018	50		1111		247362.11

- Column A (LE): This is the legal entity number for the district in 4-digit format (e.g., LE 401 must be formatted to 0401). To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click ok.

- <u>Column B (FY)</u>: The fiscal year (FY) must match the open FY in MAEFAIRS. You will only be able to upload the current year financial data.
- <u>Column C (Fund Code)</u>: The fund code must be valid for the FY entered in Column B, the subfund code entered in Column D, and the revenue code entered in Column E. The fund code must be in 2-digit format (e.g., General Fund (1) must be 01). To zero pad the column, right click on the column header (C) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 00). Click ok.
- <u>Column D (Subfund)</u>: The subfund is a new designation and allowed only in the Building Reserve Fund (61). All revenues in the Building Reserve Fund (61) require a subfund code. The subfund code must be valid for the FY entered in Column B, the fund code entered in Column C and the revenue code entered in Column E. All subfunds are 3 digits and require no zero padding.
- <u>Column E (Revenue Code)</u>: The revenue code must be valid for the FY entered in Column B, the fund code entered in Column C, and the subfund entered in Column D. All revenue codes are 4 digits and require no zero padding.
- <u>Column F (Project Reporter Code)</u>: The Project Reporter Code (PRC) must be valid for the FY entered in Column B. PRC's are entered manually for each year in Step 4 of the Trustees' Financial Summary (TFS). PRC's are required for all Revenues in the Miscellaneous Programs Fund (15) and Subfund 611 (Building Reserve Safety Subfund) in the Building Reserve Fund (61). The PRC must be in 3-digit format (e.g., PRC 18 must be 018). To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 000). Click ok.
- <u>Column G (Amount)</u>: The amount column must contain numbers without symbols (e.g., no dollar sign or comma). If the amount is negative, the revenue must be flagged to allow a negative revenue and a minus sign must indicate the negative amount. The amount cannot be blank or zero.

Once all the columns are formatted correctly, convert the file to *.csv format (choose CSV (comma delimited) when saving the file from Excel). Please note that if the *.csv file is re-opened in Excel, all formatting will be lost. Files exported from a financial vendor should already be in *.csv format.
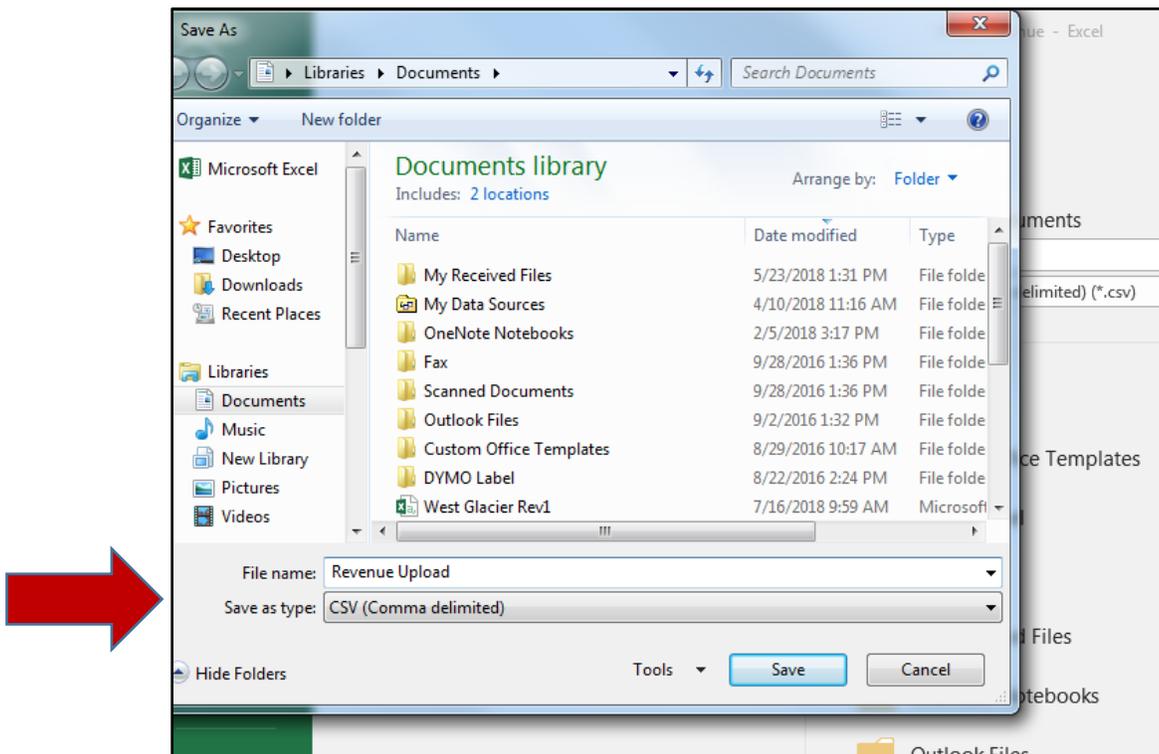
Step 2 – Upload File

It is important to note that the TFS is completed in sequential steps. Steps 1-5 should be completed prior to Step 6: Revenues. However, only Step 4: Project Reporter Codes (PRC) is required to be completed prior to uploading revenues.

In MAEFAIRS, under Trustee Financial Summary (TFS), go to Step 6: Revenues. Under Revenues Import File, click Browse and select the *.csv file to be uploaded. Click Import Revenues.

If there are any errors associated with the file, they will appear in red below the file import screen. All errors must be corrected before any data is written to the MAEFAIRS table. The errors do not identify a line number from the file, but they are written in a way to help you easily find the error in your file. Correct all the errors listed – both in your local source data (if applicable) and in the file, reformat the file (if necessary), and repeat the upload process.

Once the file is accepted, the words "File imported" will appear below the import screen. If no fund is currently selected, select a fund and/or subfund to view the uploaded records. At this point, additional records may be entered manually, but manual corrections may be made. However, it is important to note that any additional file uploads will over-write both previous uploads and any additional manual entries.

Note: Revenues are uploaded for all funds in one file, so the selection of a fund is not required prior to uploading.

Step 3 – Validations and Reports

Once the file has been uploaded and any manual entries and/or corrections have been made, the data may be validated using the all the usual methods. From the data entry screen there is the option to Print Revenue Report and Print Validation Report. There is an additional report available under Reports/TFS (PDF format). Additional corrections are not required for the upload of raw data may be required before submission of the TFS.

Expenditures

**NEW: The Expenditures file may either be uploaded by single fund or by all funds. If a district uploads (or hand enters) a single fund, followed by all funds, what was uploaded (or hand entered) will be over-written. However, the district may upload all funds, then upload a single fund without removing what was uploaded (or hand entered) in another fund. To upload all funds, de-select the Fund Code prior to importing the file. To upload by single fund, select the Fund Code prior to uploading the file.

Template:
http://opi.mt.gov/Portals/182/Page%20Files/School%20Finance/Accounting/TFS%20Expenditure%20and%20Revenue%20Upload/Copy%20of%20Expenditure%20Upload%20Template.xlsx?ver=2018-05-18-113652-870

	LE	SC	FY	FundCode	Subfund	ProgramCode	FunctionCode	ObjectCode	ProjectReporterCode	SubmittedAmount	
1	LE	SC	FY	FundCode	Subfund	ProgramCode	FunctionCode	ObjectCode	ProjectReporterCode	SubmittedAmount	
2	0738		2018	01		1XX	1XXX	1XX		723883.39	
3	0738		2018	01		1XX	1XXX	2XX		130827.27	
4	0738		2018	01		1XX	1XXX	3XX		1788	
5	0738		2018	01		1XX	1XXX	4XX		1520.25	
6	0738		2018	01		1XX	1XXX	5XX		14156.42	
7	0738		2018	01		1XX	1XXX	6XX		37077.39	
8	0738		2018	01		1XX	1XXX		810	1500.58	
9	0738		2018	01		1XX	21XX	1XX		80316.95	
10	0738		2018	01		1XX	21XX	2XX		15925.39	
11	0738		2018	01		1XX	21XX	6XX		131.33	
12	0738		2018	01		1XX	21XX		810	50	
13	0738		2018	01		1XX	221X	6XX		37.95	
14	0738		2018	01		1XX	221X		810	125	
15	0738		2018	01		1XX	222X	1XX		50287.5	
16	0738		2018	01		1XX	222X	2XX		8536.41	
17	0738		2018	01		1XX	222X	6XX		4730.25	
18	0738		2018	01		1XX	23XX	1XX		87327.71	
19	0738		2018	01		1XX	23XX	2XX		17698.96	
20	0738		2018	01		1XX	23XX	5XX		116.25	

Step 1 – Format File

- **Column A (LE):** This is the legal entity number for the district in 4 digit format (e.g., LE 401 must be formatted to 0401). To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click ok.
- **Column B (SC):** The school code (SC) must be a valid SC associated with the LE in Column A and the FY in Column C in 4 digit format (e.g., SC 321 must be formatted to 0321). To zero pad the column, right click on the column header (B) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click ok.
- **Column C (FY):** The fiscal year (FY) must match the open FY in MAEFAIRS. You will only be able to upload the current year financial data.
- **Column D (Fund Code):** The fund code must be valid for the FY entered in Column C, the subfund code entered in Column E, and the expenditure string entered in Columns F, G and H. The fund code must be in 2 digit format

(e.g., General Fund (1) must be 01). To zero pad the column, right click on the column header (D) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 00). Click ok.

- Column E (Subfund): The subfund is a new designation and allowed only in the Building Reserve Fund (61). All expenditures from the Building Reserve Fund (61) require a subfund code. The subfund code must be valid for the FY entered in Column C, the fund code entered in Column D and the expenditure string entered in Columns F, G and H. All subfunds are 3 digits and require no zero padding.
- Column F (Program Code): The program code must be valid for the FY entered in Column C, the fund entered in Column D, and the subfund entered in Column E. The program code must also be paired with valid function and object codes from Columns G and H. All program codes are 3 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up program codes (e.g., program code 100 does not roll up to 1XX).
- Column G (Function Code): The function code must be valid for the FY entered in Column C, the fund entered in Column D, and the subfund entered in Column E. The program code must also be paired with valid program and object codes from Columns F and H. All program codes are 4 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up program codes (e.g., function code 1000 does not roll up to 1XXX).
- Column H (Object Code): The object code must be valid for the FY entered in Column C, the fund entered in Column D, and the subfund entered in Column E. The program code must also be paired with valid program and function codes from Columns F and G. All object codes are 3 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up object codes (e.g., object code 112 does not roll up to 1XX).
- Column I (Project Reporter Code): The Project Reporter Code (PRC) must be valid for the FY entered in Column C. PRC's are entered manually for each year in Step 4 of the Trustees' Financial Summary (TFS). PRC's are required for all Revenues in the Miscellaneous Programs Fund (15) and Subfund 611 (Building Reserve Safety Subfund) in the Building Reserve Fund (61). The PRC must be in 3 digit format (e.g., PRC 18 must be 018). To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 000). Click ok.
- Column J (Amount): The amount column must contain numbers without symbols (e.g., no dollar sign or comma). The amount cannot be negative, blank or zero.

Once all the columns are formatted correctly, convert the file to *.csv format (choose CSV (comma delimited) when saving the file from Excel). Please note that if the *.csv file is re-opened in Excel, all formatting will be lost. Files exported from a financial vendor should already be in *.csv format.
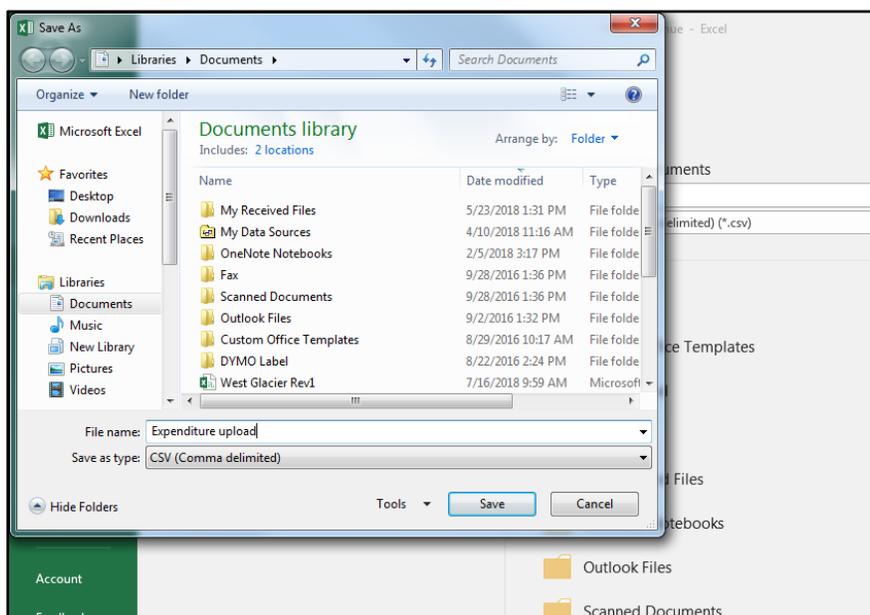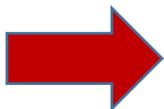
Step 2 – Upload File

It is important to note that the TFS is completed in sequential steps. Steps 1-6 should be completed prior to Step 7: Expenditures. However, only Step 4: Project Reporter Codes (PRC) is required to be completed prior to uploading expenditures.

In MAEFAIRS, under Trustee Financial Summary (TFS), go to Step 7: Expenditures. Under Expenditures Import File, click Browse and select the *.csv file to be uploaded. Click Import Expenditures.

If there are any errors associated with the file, they will appear in red below the file import screen. All errors must be corrected before any data is written to the MAEFAIRS table. The errors do not identify a line number from the file, but they are written in a way to help you easily find the error in your file. Correct all the errors listed – both in your local source data (if applicable) and in the file, reformat the file (if necessary), and repeat the upload process.

Once the file is accepted, the words "File imported" will appear below the import screen. If no fund is currently selected, select a fund and/or subfund to view the uploaded records. At this point, additional records may be entered

manually, and manual corrections may be made. However, it is important to note that any additional file uploads will over-write both previous uploads and any additional manual entries.

Note: Expenditures are uploaded for all funds in one file, so the selection of a fund is not required prior to uploading.

Step 3 – Validations and Reports

Once the file has been uploaded and any manual entries and/or corrections have been made, the data may be validated using the all the usual methods. From the data entry screen there is the option to Print Expenditure Report and Print Validation Report. There is an additional report available under Reports/TFS (PDF format). Additional corrections not required for the upload of raw data may be required before submission of the TFS.

How Do I?

Q. I received errors when uploading my TFS report to MAEFAIRS. How do I fix those errors?
A. The error report identifies the errors associated with the upload. Locate the errors in the file and make the necessary corrections. The errors should be corrected first in your source data, then in the TFS. The district has the option to recreate the upload file, then upload again, fix the error in the *.csv file, then upload again, or delete the record from the *.csv file, then upload again, and fix the error manually in MAEFAIRS. Be advised that if the file is uploaded again, any records previously entered, either by upload or manually, will be deleted.

Q. I have my TFS records entered, but I need to adjust 280 expenditures. How do I make corrections to the TFS?
A. Adjustments to TFS records should first be made in the district's source data, then in the TFS. The district has the option to recreate the upload file, then upload again, fix the error in the *.csv file, then upload again, or delete the record from the *.csv file, then upload again, and fix the error manually in MAEFAIRS. Be advised that if the file is uploaded again, any records previously entered, either by upload or manually, will be deleted.

Q. I coded an expenditure record to one school code, but it should have been coded to another. How do I fix that in MAEFAIRS?
A. Once an expenditure record has been assigned a school code in MAEFAIRS, that coding cannot be changed. To fix the coding error, first delete the incorrect record, then create a new record, with the correct school and fund selected.

Q. I assigned a school code to a record that is not included in the ESSA per-pupil expenditure report. How do I fix it?

A. The district has the option to delete the expenditure record and create a new one without the assigned school code, or to just leave the expenditure record as is. When the OPI creates the report cards, only those expenditure records that are required to have a school code will be included.

Q. I created my TFS upload file in Excel. How do I get it into *.csv format?
A. With the file open in Excel, select File and choose Save As. Under Save as type, select CSV (comma delimited). Once the file is saved in *.csv format, if it is re-opened in Excel, the file will need to be reformatted.

Q. My file does not contain zero padding. How do I fix it?
A. Select the column by clicking the column letter. Right click and select Format Cells. Choose General and type the number of zeros required for the field. Click Ok. Repeat for each column requiring zero padding.

Q. My district enrollment is less than 1,000. How do I complete the MAEFAIRS TFS upload?
A. Districts with less than 1,000 in enrollment are not required to upload by school code for the 2018 fiscal year. The school code field may simply be left blank. If the district chooses to upload by school code, they have that option.

Q. I have uploaded my revenue records. How do I upload the expenditure records without deleting the revenue records?
A. The revenue and expenditure uploads are separate functions. Uploading the revenue records will not delete any expenditure records and vice-versa. Uploading (or re-uploading) the revenue file will only delete any previously uploaded or manually entered revenue records. Similarly, uploading (or re-uploading) the expenditure file will only delete any previously uploaded or manually entered revenue records.