

## Helpful Hints for Completing the School Level Expenditure Tab

### *Data preparation:*

1. Districts may wish to download an Excel spreadsheet from the AudSum program by clicking on the “Export Excel” button at the bottom of the School Level Expenditure tab. This spreadsheet will contain all of the relevant line items that need to be recorded at the school level.
2. This step is not required as a district can track the expenditure data in any manner they wish. Completing this step will be helpful for a district to ensure that their data is balanced when preparing the data entry into AudSum.
3. Columns A-D contain text fields for line number, title, subtitle and account for each line. Note there are no subtotal or total lines in this spreadsheet.
4. Column E “Amount from District-Wide Audit Summary” will populate from the data entry from the Certified Public Accountant. If the Certified Public Accountant has entered data on any line on the district wide screen, the amount will flow to the School Level Expenditure screen. Once the Certified Public Accountant certifies the district wide AudSum, all lines not containing an expenditure amount will be removed from the School Level Expenditure screen.
5. Column F, “Total of All Schools and Unallocated (Automatically Calculated) will not be summed in the Excel download file. The user can simply add to each cell in the column the formula “=Sum(Gx:Yx)” where x= line number and Y=the last column for which there is a district school reported. This column will calculate automatically within the AudSum program.
6. Column G, “Unallocated” is where a district can enter the amount of expenditure that is truly unable to be assigned to a school. Amounts entered in this column will be reported on the "School Level Expenditures Not Assigned to a School" line in the School-Level Per Pupil Expenditure Report. Careful consideration should be given to the amounts attributable to schools but left unallocated in this column.
7. Columns H-[last] are representative of each school building in the district.
8. Districts can upload data at any time, regardless of the certification status by the Certified Public Accountant. If the Certified Public Accountant has entered data but not certified the AudSum, then all available lines will appear on the report until the Certified Public Accountant's certification has been completed. If the Certified Public Accountant has certified the submission, only the lines which contained audited data will appear on the School Level Expenditure report. Any issues with data reporting on a certain line or cost center shall be addressed by the Certified Public Accountant and the district.

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### Data upload:

9. Expenditure data can populate into the School Level Expenditure table via manual data entry or via file uploaded to the table if properly formatted as a three-column comma delimited (.csv) file. An Excel worksheet can easily be converted to a .csv file through the 'save as' file function in Excel.
10. A properly formatted .csv file must be created in a very specific manner. Please see the AudSum manual (beginning on page 8) for general information on the .csv upload process. Data to be uploaded to the School Level Expenditure tab should be formatted as follows:
  - a. The first column is the numeric sequence of nine digits representing the county, district, and school code (CDS).
  - b. The second column must contain the AudSum line item.
  - c. The third column must contain the amount rounded to the nearest dollar with no formatting (no dollar sign, comma, decimal, etc.) of the number.
  - d. This file may not contain headers, subtotal, or total lines.
11. Below is a sample of a properly formatted .csv file for one school;

	A	B	C
1	25xxxx070	2080	162146
2	25xxxx070	2100	541248
3	25xxxx070	2120	37672
4	25xxxx070	2140	0
5	25xxxx070	2500	126
6	25xxxx070	2520	0
7	25xxxx070	2540	1255
8	25xxxx070	3000	111036
9	25xxxx070	3020	32284
10	25xxxx070	3060	27222
11	25xxxx070	3080	74606
12	25xxxx070	3100	25751
13	25xxxx070	3120	191
14	25xxxx070	6000	17031
15	25xxxx070	6020	6809
16	25xxxx070	6040	1999
17	25xxxx070	6100	70
18	25xxxx070	6500	130376
19	25xxxx070	6520	115538
20	25xxxx070	6600	378
21	25xxxx070	6640	148
22	25xxxx070	7000	423999

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12. Once you have selected the upload function you will be prompted to select the file for upload. Use the browse function to locate the .csv file you intend to upload from your computer.
13. If any lines are invalid, the upload file will need to be revised before the user attempts to upload the file again. Invalid lines include subtotals, incorrect line item references, subtotal lines and grand total lines, which will be identified during the validation process. Please be aware that initiating an upload will override the data that has been previously saved in our database, and that the overwritten data cannot be retrieved.
14. The upload .csv file can include data for multiple schools. Data can be reported in the same three columns as explained above, with one set of school data immediately following a different school's data. The CDS number in the first column identifies the school whose data is being reported.
15. The picture below shows rows 100-119 of a successful file upload (where '25' is the county code, 'xxxx' would be the district code, and '000' and '040' are school codes). The file transitions from the 25xxxx000 (unallocated district-wide amounts) to 25xxxx040 (school specific amounts) without any blank rows between entities in the data set.

100	25xxxx000	86140	17334
101	25xxxx000	88300	80468
102	25xxxx000	88302	12066
103	25xxxx000	88304	894
104	25xxxx000	88038	10233
105	25xxxx000	88310	223
106	25xxxx000	88334	113634
107	25xxxx000	88344	216477
108	25xxxx000	88346	95708
109	25xxxx000	88352	16550
110	25xxxx000	88362	450
111	25xxxx000	88368	7844
112	25xxxx040	2080	184257
113	25xxxx040	2100	615055
114	25xxxx040	2120	42809
115	25xxxx040	2140	0
116	25xxxx040	2500	143
117	25xxxx040	2520	0
118	25xxxx040	2540	1426
119	25xxxx040	3000	126177

16. Data can be prepared for upload for one school or for the entire table data set. Either way, it must be formatted in this manner. Again, please be aware that initiating an upload will override the data that has been previously saved in our database, and the overwritten data cannot be retrieved.