FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Program Cost Report System (Version 2.0)

2016 User's Guide

Telephone Support: 850-245-0405

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Contents

Preface

Introduction 1

Overview

Salary Attribution Base System (SATSY) 1
Attribution Tables 2
Cost Distribution 2
Features 2
Minimum Hardware Requirements 3
Minimum Software Requirements 3

Web Page Use and Navigation

Program Cost Report Status Page 4
Query Web Pages 5
Page Navigation 6
Input Web Pages 7
Upload Web Pages 8
Process/Report Web Pages 10
Report Manager 11

Administration Setup

Install Options 13
School Query 14
Table Query 15
Report Sequence Query 16
Florida Education Finance Program (FEFP)
(and Workforce Development) 17
Setup Reports 18

Data Requirements for SATSY

SATSY Upload 19

Phase 1 – SATSY

SATSY Processes and Reports 21
Edit Payroll File – Step 1 21
Create SATSY Work File – Step 2 22

Contents

Create SATSY Work File Workforce Development Information Services (WDIS) – Step 3 23
Process Space from FISH – Step 4 23
Process Space from Model – Step 5 24
Convert Work File to SATSY – Step 6 24
Load Payroll Data –Step 7 26
Payroll to SATSY Comparison – Step 8 26
WDIS SATSY Cleanup – Step 9 27
Staff Data Edit – Step 10 28
SATSY Input 30
Employee Profile Edit – Step 11 31
School District Summary – Step 12 32
Attribution 34
Load K-12 Student FTE – Step 13 34
Load WDIS Student FTE – Step 14 35
Attribution Base Edit – Step 15 36
Attribution Factors 37

Phase 2 - Cost Distribution

Cost Distribution Upload 38
Cost Distribution Processes and Reports 38
School/Program Table Input – Step 1 39
Entering Attribution Tables 40
Create School/Program Table – Step 2 42
School/Program Table Report – Step 3 42
Edit/Load Finance File – Step 4 43
Form 4A 45
Form 5 47
Control 7000 Descriptions 48
Form 6 49
Form 7 50
Summary of Input Data - Step 5 51
Cost Data Edit –Step 6 51
Cost Calculator – Step 7 52
Cost Table Report – Step 8 53
Functional Accounting – Step 9 53
PC 3 and PC 4 Report – Step 10 54

Contents

Cost as a Percentage of Revenue Report (CAPOR) – Step 11 . 55
Cost Analysis – Step 12 56
Edit/Load Charter School Data – Step 13 57

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Appendices

Rule 6A-1.014, Florida Administrative Code A-1

Local Payroll File for the Program Cost Report System . . . B-1

Local Finance File for the Program Cost Report System . . . C-1

Charter School File Specifications D-1

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Preface

Introduction

The Florida Department of Education (FDOE) makes this revised Program Cost Report System 2016 User's Guide available to school districts for use in meeting program cost reporting requirements of section 1010.20, Florida Statutes (F.S.). Cost data generated by the school districts are used to meet other statutory requirements as well, including those in section 1010.21, F.S., Indirect costs; section 1010.215, F.S., Educational funding accountability; and section 1011.69, F.S., Equity in School-Level Funding Act. Additionally, district program cost reports are published on the FDOE website for district-to-district and school-to-school comparisons.

The statutory requirements for program cost reporting are explained in *Financial and Program Cost Reporting for Florida Schools* (Red Book), Chapter 5, and in rule 6A-1.001, Florida Administrative Code (F.A.C). In addition, rule 6A-1.014, F.A.C., governs classification of costs (see Appendix A).

The steps described in this manual correspond to the steps identified in the Program Cost Report System's Process/Report tabs.

Overview

The Program Cost Report System includes two phases: Phase I – Salary Attribution Base System and Phase II – Cost Distribution.

Salary Attribution Base System (SATSY)

SATSY attributes teacher salaries to programs; computes the full-time equivalent (FTE) staff positions; and calculates time/space factors, by program, when assignment data (by period, annual salary data and days worked or hourly pay rates) are entered using teacher records, student records and payroll data.

Attribution Tables

The attribution factors (FTE students, staff and space) of all programs are used in the attribution tables to determine indirect costs for both school-level and district-level expenditures. Because these factors are not appropriate for reporting costs that are limited to certain schools and programs (Title I projects, Exceptional Student Education (ESE) projects, etc.), additional tables must be created.

Cost Distribution

The school/program table establishes the schools and programs within each school for attribution factor assignment, which is used in cost allocation. Calculations for each attribution factor are handled identically. District indirect costs applicable to all programs are distributed to all programs. Indirect costs applicable only to one program or to a subset of programs are distributed only to such program(s) through dedicated use of a school/program table.

Features

The Program Cost Report System (Version 2.0) is designed for use on servers rather than mainframe computers. The system mirrors the previous system, using the same data and creating similar reports. District information services personnel will need to use Appendices B and C to build interface formats of teacher payroll and year-end finance files.

The Program Cost Report System features include:

- Web-based system
- Graphic user interface techniques
- Integrated modular presentation
- Platform independence
- Plain-language error and warning messages
- Improved data file uploading
- Capability for file data extraction and import to Microsoft Excel
- Hyperlinked fields to allow access to input screens for modification
- Query data sort capability by column headers

Minimum Hardware Requirements

- Server: Dual or quad core processor of at least 2.00 Gigahertz (GHz) (example: Intel Xeon E5430 4 core 2.66 GHz processor)

- 2-4 Gigabyte (GB) memory for the software plus whatever is required for the Server Operating System (OS). Windows 7 usually requires at least 2 GB of memory and a Linux OS usually requires less. For a Windows server, the minimum memory required is 4-6 GB.

- 200+ GB of disk spaces

Note: Some districts may want to run the database and web application servers on separate hardware. If so, two servers with the specifications described above are required. Small to medium-sized districts can run the whole system on one server, especially if it is only going to be accessed by three to five users.

Minimum Software Requirements

- Client Browser Support – Chrome, Safari, Internet Explorer 7+
- Java – Oracle Java 8 or newer
- Web Application/Server – Apache Tomcat 8 or newer
- Database – MySQL 5.1 or newer

Web Page Use and Navigation

The Program Cost Report System has been developed as an integrated modular approach, with five functional areas defined as:

- SATSY
- Cost Distribution
- Set-up
- Progress and
- Report Manager

Within each functional area, embedded web pages consist of four types:

- Query
- Input
- Upload
- Process / Report

Program Cost Report Status Page

The Program Cost Report Status page has been developed to assist district staff in tracking their progress in completing the Program Cost Report. This will be the opening page, after log-in, each time the Program Cost Report software is accessed. The page display has been divided into the two system phases and the required steps within each phase. When each step is completed, the software will automatically update the Program Cost Report Status page by inserting a green checkmark next to each step number, indicating that the step is complete, along with the date, time and person completing the task. These green checkmarks will coincide with the checkmarks displayed on the respective phase's Process/Report web page. If a user performs a task in edit mode, a yellow checkmark will be displayed. The user must still perform the step in post mode and obtain a green checkmark before moving forward.

If the data is revised after a step has been completed, the software will automatically update this page by removing the checkmarks from the processing point that requires action.

Cost Report

SATSY | Cost Distribution | Set-up | Progress | Sign On Year: 2015 | Report Manager | Logout

Cost Report Progress

CSV

Show 25 entries

Search all columns:

Phase	Step	Status	Date	Time	User
Phase 1 - SATSY	Step 1 - Edit Payroll File	✓	08/31/2015	01:43:33 PM	Administrator
Phase 1 - SATSY	Step 2 - Create SATSY Work File	✓	08/31/2015	01:46:29 PM	Administrator
Phase 1 - SATSY	Step 3 - Create SATSY Work File WDIS	✓	08/31/2015	01:47:04 PM	Administrator
Phase 1 - SATSY	Step 4 - Process Space from FISH	✓	08/31/2015	01:47:27 PM	Administrator
Phase 1 - SATSY	Step 5 - Process Space from Model				
Phase 1 - SATSY	Step 6 - Work File Conversion to SATSY	✓	08/31/2015	01:48:15 PM	Administrator
Phase 1 - SATSY	Step 7 - Load Payroll Data	✓	08/31/2015	01:48:51 PM	Administrator
Phase 1 - SATSY	Step 8 - Payroll to SATSY Comparison	✓	08/31/2015	01:49:42 PM	Administrator
Phase 1 - SATSY	Step 9 - SATSY Cleanup	✓	08/31/2015	01:50:56 PM	Administrator
Phase 1 - SATSY	Step 10 - Staff Data Edit	✓	05/17/2016	01:15:30 PM	DOE 1
Phase 1 - SATSY	Step 11 - Employee Profile Edit	✓	05/17/2016	01:16:14 PM	DOE 1
Phase 1 - SATSY	Step 12 - School/District Summary	✓	05/17/2016	01:17:32 PM	DOE 1
Phase 1 - SATSY	Step 13 - Load K-12 Student FTE	✓	09/15/2015	01:57:26 PM	Administrator
Phase 1 - SATSY	Step 14 - Load WDIS Student FTE	✓	08/31/2015	05:35:41 PM	Administrator
Phase 1 - SATSY	Step 15 - Attribution Base Edit	✓	05/17/2016	01:18:00 PM	DOE 1
Phase 1 - SATSY					
Phase 2 - Cost Distribution	Step 1 - School/Program Table Input		09/18/2015	12:08:35 AM	Administrator
Phase 2 - Cost Distribution	Step 2 - Create School/Program Table		09/18/2015	12:09:30 AM	Administrator
Phase 2 - Cost Distribution	Step 3 - School/Program Table Report	✓	05/17/2016	02:54:38 PM	DOE 1
Phase 2 - Cost Distribution	Step 4 - Edit/Load Finance File	✓	08/31/2015	08:22:10 PM	Administrator
Phase 2 - Cost Distribution	Step 5 - Summary of Input Data	✓	05/17/2016	03:13:10 PM	DOE 1
Phase 2 - Cost Distribution	Step 6 - Cost Data Edit	✓	05/17/2016	03:13:38 PM	DOE 1
Phase 2 - Cost Distribution	Step 7 - Cost Calculator	✓	05/17/2016	03:14:20 PM	DOE 1
Phase 2 - Cost Distribution	Step 8 - Cost Table Report	✓	05/17/2016	03:15:07 PM	DOE 1
Phase 2 - Cost Distribution	Step 9 - Functional Accounting	✓	05/17/2016	03:16:39 PM	DOE 1
Search Phase	Search Step	Search Complete	Search Date	Search Time	Search User

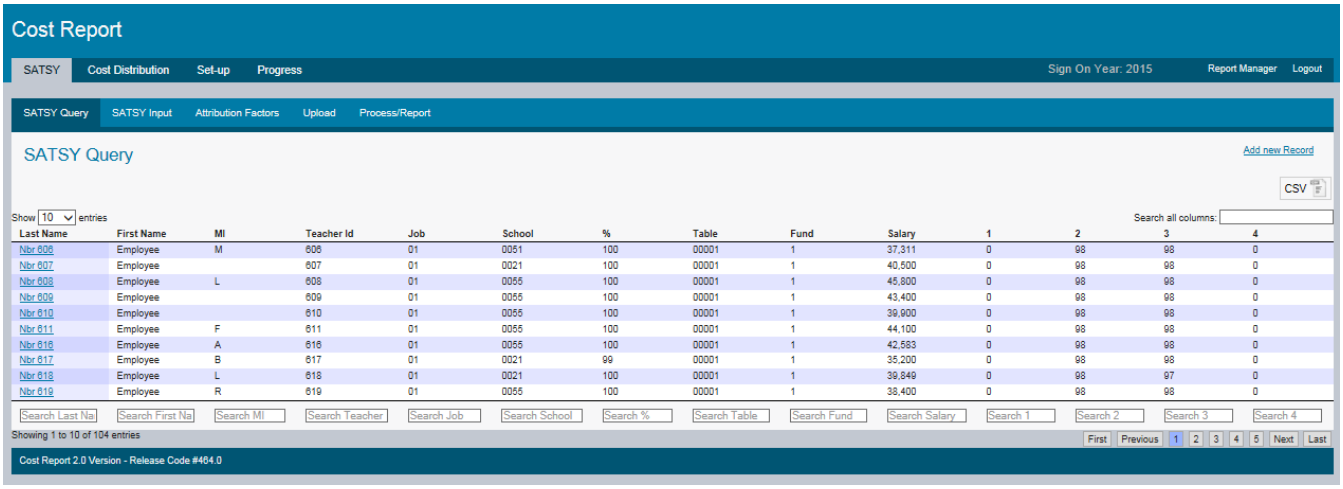
Showing 1 to 25 of 29 entries

First | Previous | 1 | 2 | Next | Last

Cost Report 2.0 Version - Release Code #464.0

Query Web Pages

The Query Web pages for the Program Cost Report allow the district to search for data in the Program Cost Report System. SATSY is Phase I of the Program Cost Report System. SATSY uses the K-12 student record surveys and the Workforce student record surveys, along with district payroll records for classroom teachers, to identify most teachers with schools and programs served. The system provides for entry of information for teachers not reported through surveys (e.g., co-teachers, resource teachers, team teachers, teachers not included in surveys due to employment timing).

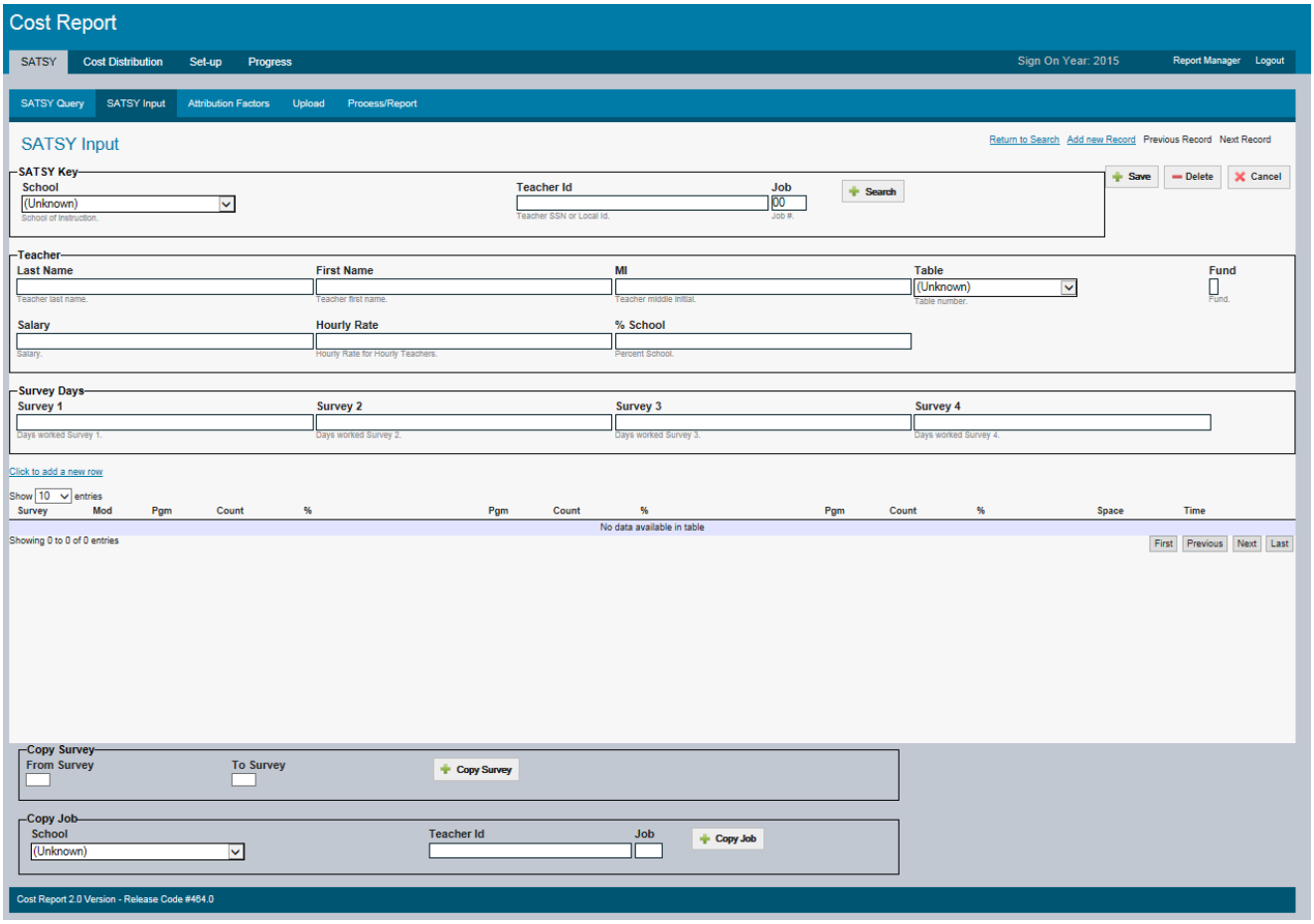


Page Navigation

- **Page Control Toolbar** – This line contains the functional area tabs on the left-hand side and page controls on the right-hand side.
    - **Report Manager** links to the Report Manager page to enable user to view and print reports.
    - **Logout** logs off the system.
- **Add New Record** – To add a new record, select the "Add new Record" hyperlink located in the upper right-hand corner of the screen and this will link you to the associated data entry page.
- **Show # entries** – The dropdown control box on the upper left-hand side of the page controls the number of entries displayed per page - 10, 25, 50 or 100. Select the dropdown box and select the number of entries you would like to display.
- **Search all columns** – The "Search all columns" search box provides a generic search capability. The box is used to enter information that can be searched for across all of the columns on the query page.
- **Comma-Separated Values (CSV) button** – Select the "CSV" button located on the upper right-hand side of the screen to create a CSV-delimited file based on whatever search criteria were used on the query page. An Excel pop-up window will be displayed to allow analysis and to save the file.
- **Column Sort** – The query page may be sorted by any column that appears in the window. This is a new feature of the system. Columns of data may be sorted in ascending or descending order by selecting the column heading.
- **Column search** – Each individual column may be searched using the search boxes at the bottom of each column.
- **Detail data** – To view detail data, click on the column data hyperlink on the query page.

Input Web Pages

The Input Web pages allow users to enter and update records.

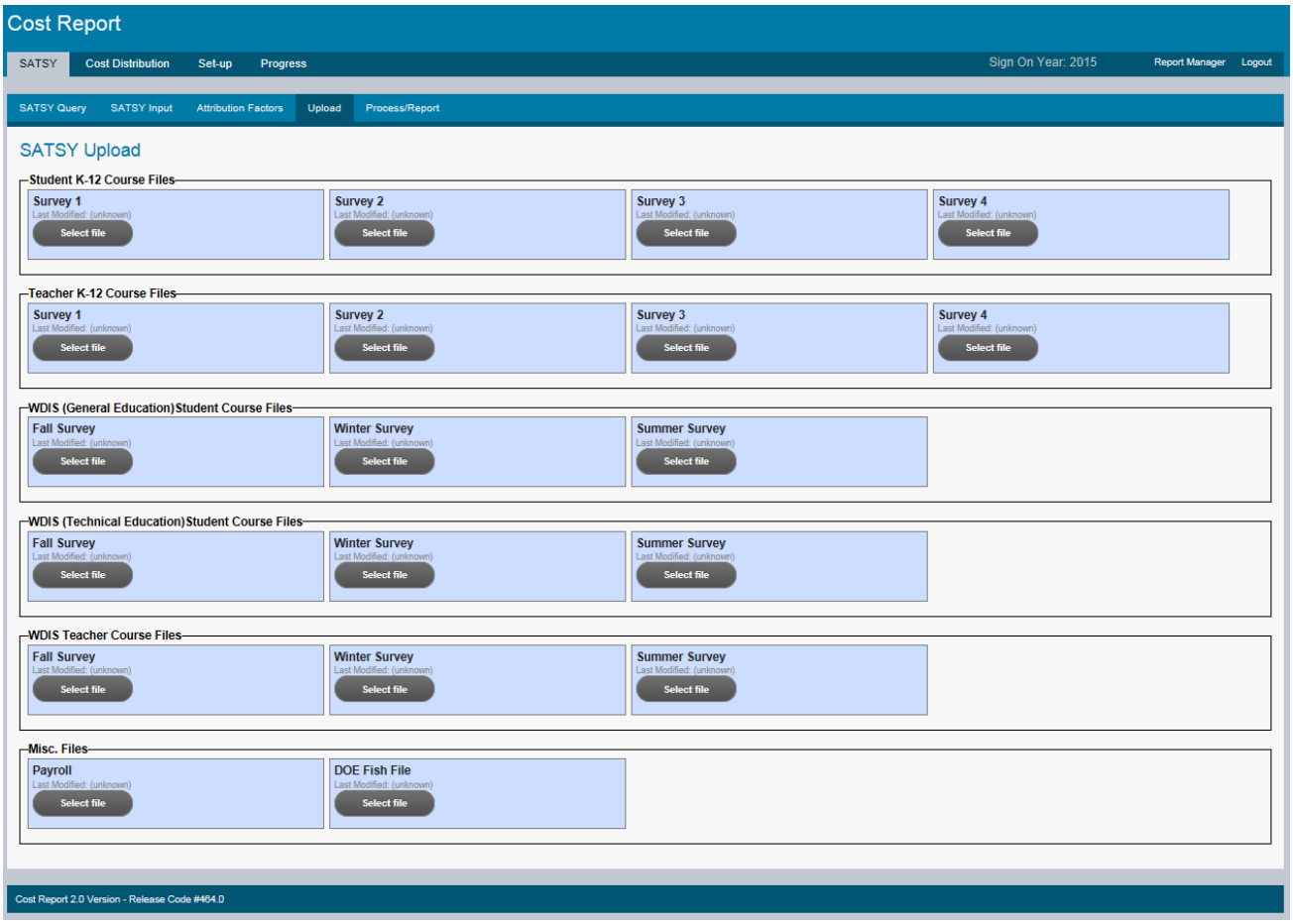


- **Return to Search** links back to the query screen.
- **Add a New Record** displays a blank page for data entry.
- **Previous Record** and **Next Record** allow scrolling through data records.
- **Data Entry** – There are two types of data entry boxes:
    - **Dropdown boxes** allow user to select data by identifying the desired item in a dropdown list.
    - **Text boxes** allow user to type text directly into the box.
- **Row Data Entry** – To add a new record, select the "Click to add a new row" link.
- **Save** – To save the data keyed, select the "Save" button in the upper right-hand corner of the page. ***IMPORTANT:** Be sure to always activate this button to save data.

- **Delete** – To delete a record, select the "Delete" option in the upper right-hand corner of the page. A pop-up window will appear asking, "Are you sure? Yes or No." Select "Yes" to proceed or "No" to cancel.
- **Cancel** – The "Cancel" option takes the user back to the query page without saving any updates made since the last time the "Save" button was activated.
- **Row navigation** – Navigation buttons are located on the bottom right-hand side of the page and consist of:
    - **First** displays the first record on the first page.
    - **Previous** displays the first record on the previous page.
    - **Page numbers** display the first record on a specific page number.
    - **Next** displays the next page.
    - **Last** displays the last record on the page.

Upload Web Pages

The Upload Web pages allow for file uploads necessary for Program Cost Report processing.



The data required to run the Program Cost Report is derived primarily from two sources: FDOE and the district's local database. The following data files are required for the Program Cost Report:

(1) Student records prepared by the district and submitted to the FDOE for K-12 student funding using reported FTE student data. The head counts from these files are only used for Steps 1 - 12 of SATSY processing.

(2) Student records prepared by the FDOE for K-12 student funding using recalibrated FTE student data. These files should replace the reported files used once districts have completed Step 12 of SATSY processing and are used from Step 13 on SATSY in processing.

(3) Student records prepared by the district and submitted to FDOE for adult programs (Workforce Development Information Services [WDIS] surveys).

(4) District payroll data for classroom teachers (see file format in Appendix B).

(5) District finance file (see file format in Appendix C).

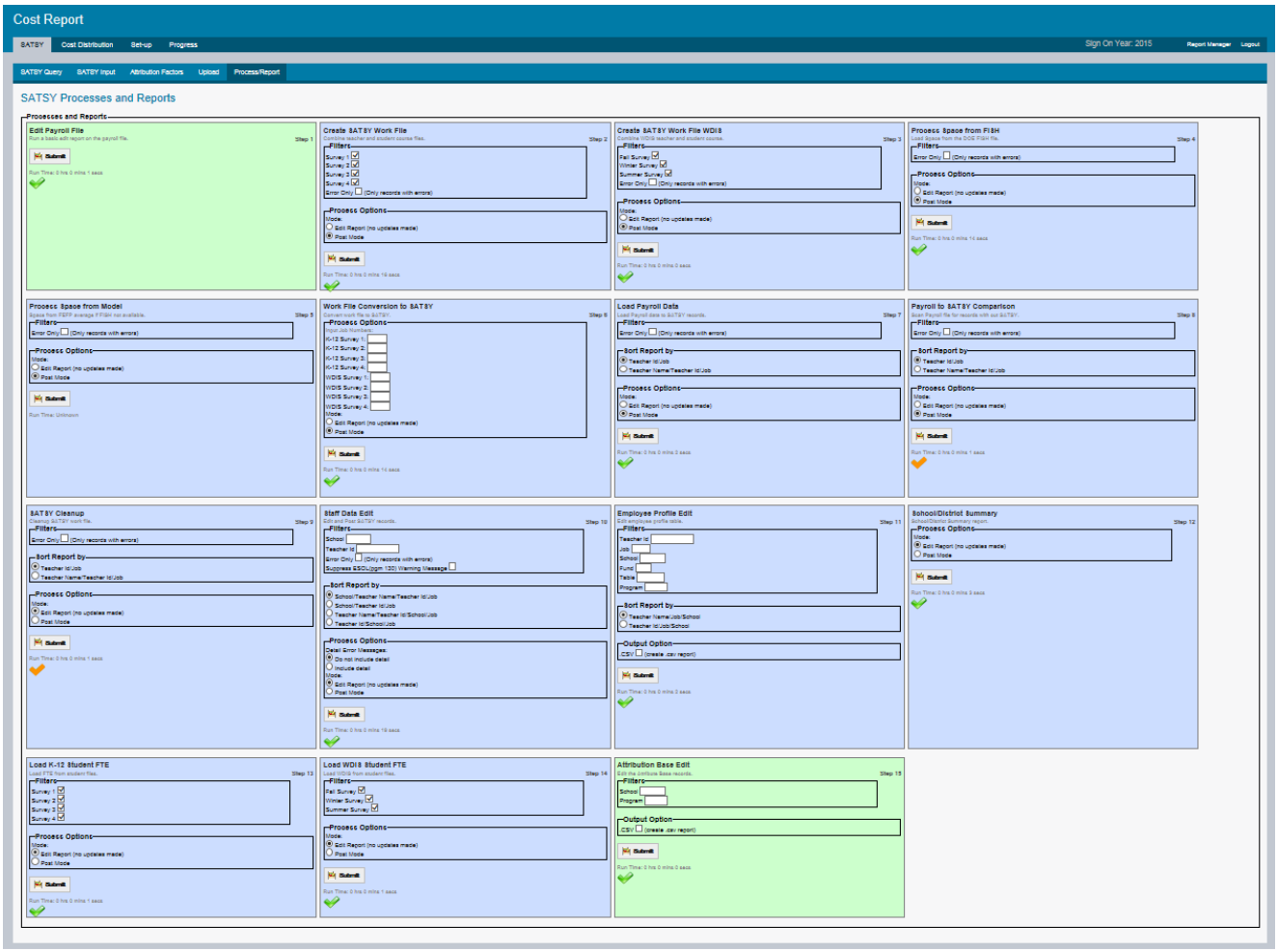
(6) Florida Inventory of School Houses (FISH) file for classroom spaces.

(7) Program revenue file furnished by FDOE for use in Cost as a Percentage of Revenue Report (CAPOR) analysis report.

The local data files may require modifications by the district's IT staff as outlined in Appendices B and C and the *Program Cost Report System Manual (Version 2.0) 2016 Technical Documentation*. Once the files are ready to be uploaded, use the "Select File" option to locate the desired file. A pop-up window will be displayed for local file navigation. Select the appropriate file and click "Upload." A percentage field will appear that allows the file upload to be monitored. The file upload is complete when the percentage field reaches 100 percent. When the page is refreshed, the "Last Modified: Date and Time Row count" field will appear with the upload date, time and the number of data rows uploaded. Multiple files may be uploaded simultaneously.

Process/Report Web Pages

The Process/Report web pages allow the district to customize reports through use of filters and sorting and processing mode options.



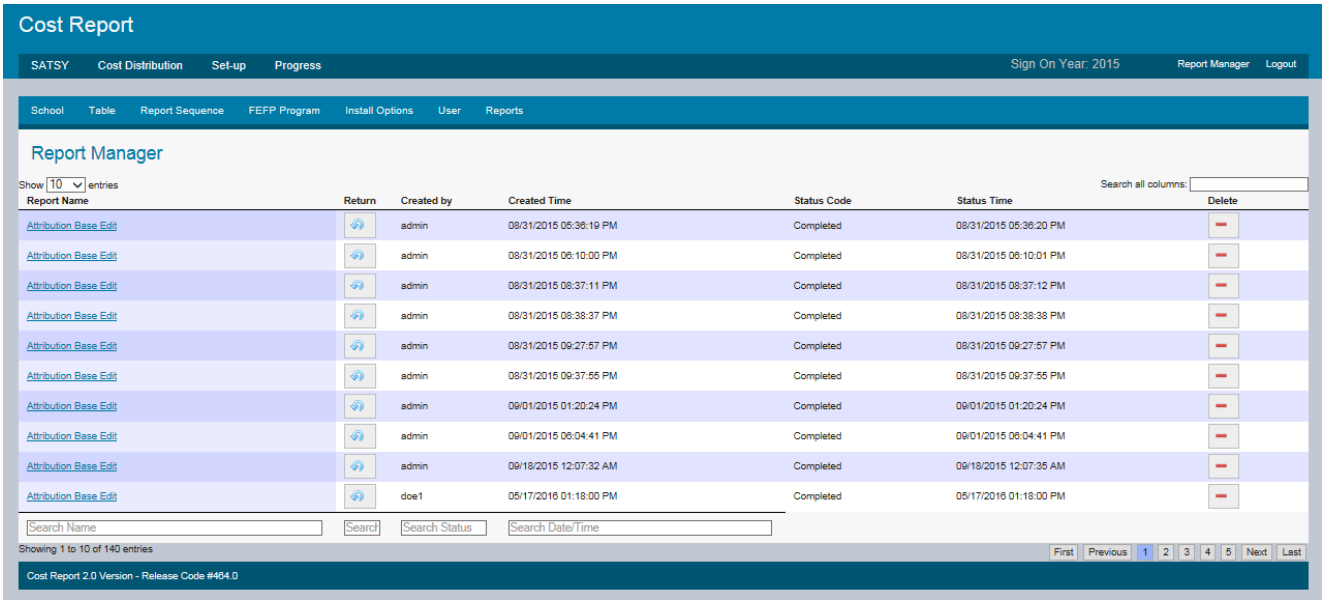
- **Filters** limit the data that appears on a report or in a file based on specific user-defined criteria. Check boxes allow users to identify specific detail. Text boxes enable user to filter specific schools, programs or tables to appear on a report. The errors-only check box will produce a report that contains only those records with errors.
- **Sort by** allows report to be sorted by specific user-defined criteria.
- **Process Options** may be used to determine program processing in either edit or post mode and to determine whether reports should contain detailed error messages.
- **CSV Output Options** allow exported CSV file reports to be downloaded for comparison with the Employee Profile and Attribution Base Edit reports.

Note: Selecting detailed error messages will lengthen the report. Detailed error reports should be viewed online prior to printing.

To run the report, select the "Submit" button. Under each Submit button is the run time of the last submission of this report, which lets the user know how long it should take for the program to run.

Report Manager

The Report Manager enables the user to view and manage reports.



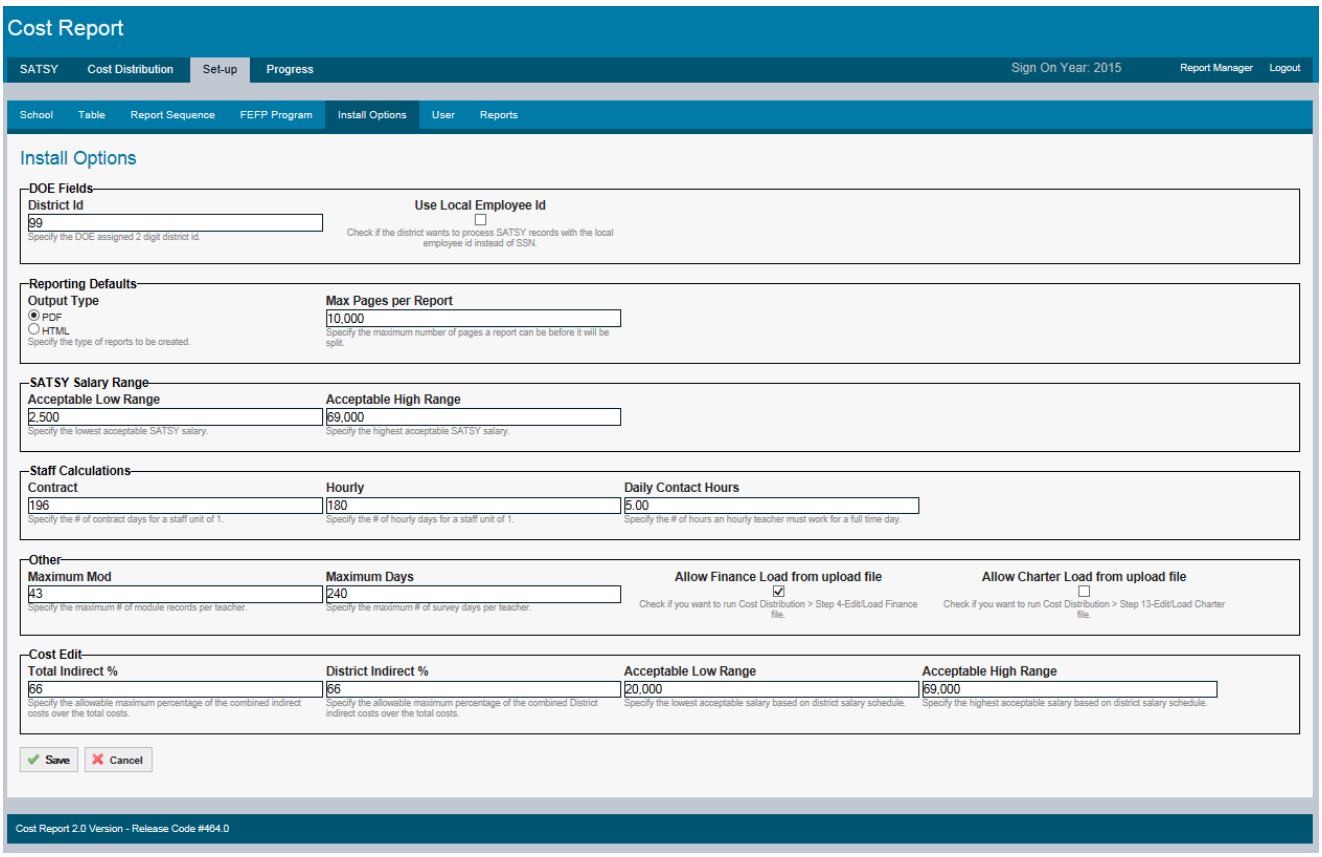
- **Show # entries** – The dropdown control box on the upper left-hand side of the page ("Show # entries") controls the number of entries displayed per page - 10, 25, 50 or 100.
- **Search all columns** – The "Search all columns" box provides a generic search capability. The box is used to enter information that can be searched for across all of the columns on the "Report Manager" page.
- **View Report** – To view report detail, click on the column data link. The report will appear in your browser where you may use your browser options to navigate and/or print the report. Once done viewing a report, use the browser back button to return to the "Report Manager" page.
- **Return (backward arrow)** – The return option links you back to the "Process/Report" page that was used to run the particular process or report.
- **Column Sort** – The report page may be sorted by any column that appears in the window. Simply click on the heading of the column that you wish to sort and it will sort from A to Z. Click the heading again and it will sort in reverse order from Z to A.
- **Column search** – Each individual column may be searched using the search boxes at the bottom of each column.

- **Row navigation** – The navigation buttons are on the far right-hand side at the bottom of the page. The “First” button displays the first record on the top row. The “Previous” button takes you back to the previous page. The “Page Number” buttons take you to specific pages. The “Next” button takes you to the next page. The “Last” button takes you to the last page.

Administration Setup

Install Options

Install options are used to set system-wide defaults. The values shown in the illustration are generally appropriate for all districts; however, this set-up screen allows for adjustments.

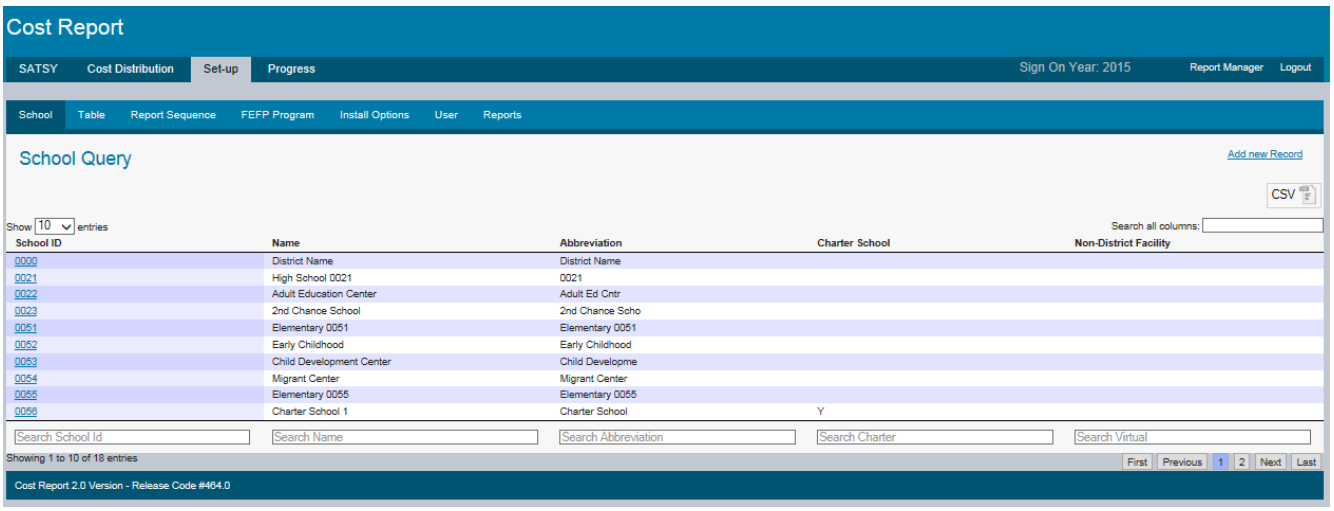


- **Reporting Defaults** determine whether the reports will be stored in HyperText Markup Language (HTML) or Portable Document Format (PDF).
- **Max Pages per Report** sets the maximum number of pages before a report will be split into sections, known as blocks.
- **SATSY Salary Range** – The "Acceptable Low Range" and "Acceptable High Range" fields are used to edit the teacher salary in SATSY based on the values defined in these fields.
- **Staff Calculations** – The contract days, hourly days and number of hours are all used to determine staff units in the Program Cost Report calculation.

- **Contract** – The value in this field must equal the number of days a contract teacher must work to be considered full-time or 1.0 staff unit. This value should be 196 days unless the district has adopted a longer contract for teachers.
- **Hourly** – The value in this field must equal the number of days that an hourly teacher must work to be considered full-time or 1.0 staff unit. This value should be 180 days.
- **Daily Contact Hours** – Must equal the number of hours required for a full day for an hourly teacher. This value should be five hours to equate to the hours worked by a regular classroom teacher.
- **Cost Edit** – The "Total Indirect %" and "District Indirect %" values represent the maximum percentage the total indirect costs can exceed the total costs and the district indirect costs can exceed total costs, respectively. The "Acceptable Low Range" and "Acceptable High Range" fields are used to edit the teacher salary based on 1.0 staff unit. These fields are used by the programming to calculate edit messages on Forms PC 3 and PC 4 and the Program Cost Analysis reports in editing indirect costs.
- **Allow Finance Data Load from upload files** – This field must be selected for a district to load financial data programmatically. This field is used to run Phase 2, Step 4 "Edit/Load Finance File," which would be skipped if the field were not selected.

School Query

The School Query page is used to add new schools, define charter schools, specify a school as a non-district facility and delete closed schools.



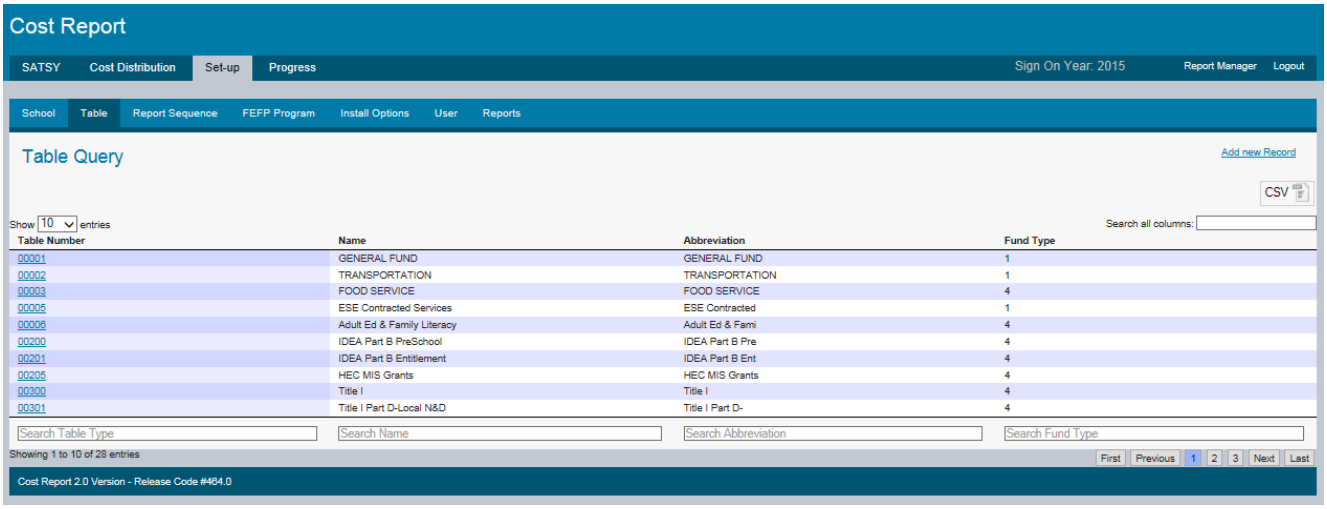
IMPORTANT:
Charter School – The "Charter School" box must be checked on all charter schools *prior* to running the Create SATSY Work file program to prevent allocation of school district costs to charter schools. Charter school costs are reported independently from the charter schools reports to the district (see Form 7 page 50 to transmit costs as reported by each charter school).

The valid schools for the district can be loaded from the FDOE's database (*Program Cost Report System Manual (Version 2.0) 2016 Technical Documentation*); however, the charter schools must still be flagged after the file is loaded.

Non-District Facility – The "Non-District Facility" box must be checked before running the Process Space from Model step or Process Space from FISH step to ensure that space will not be assigned to the school for allocating costs during Phase II of the Program Cost Report.

Table Query

The Table Query page is used to define attribution tables for the general and special revenue funds. The number of tables defined by a district will vary based on the programs served in the district's accounting system. Tables should be created for workforce development, federal projects and administrative costs for special programs (see page 5-4 of the Red Book). Each table serves as a map to track costs appropriately to school and programs.

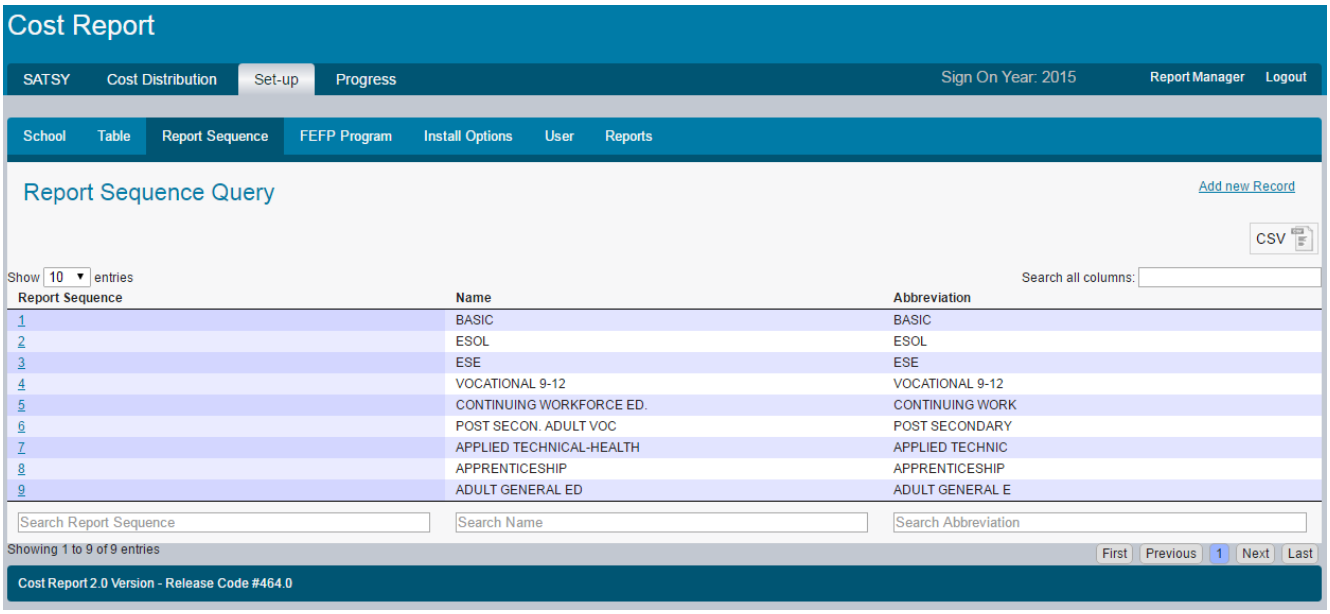


- **General Fund** – The following tables should be used as a minimum in order to track costs to appropriate schools and programs.
    - Table 00001 - This table is required for the General Fund expenditures not specified in other tables. This table is system-generated and should not be created.
    - Transportation - Includes all transportation expenditures.
    - ESE – Includes district administrative and support costs.
    - Career Education – Includes district administrative and support costs.
    - Workforce Development programs (adult vocational and general) – Includes district administrative and support costs.

- **Special Revenue Funds** – The following are sample tables that would be included in the Special Revenue Fund expenditures.
    - Food Service
    - Title I
    - Migrant Program
    - Career Education
    - Adult Vocational Education
    - Adult Basic Education
    - ESE (Federal Project)
    - Adults with Disabilities (Federal Project)

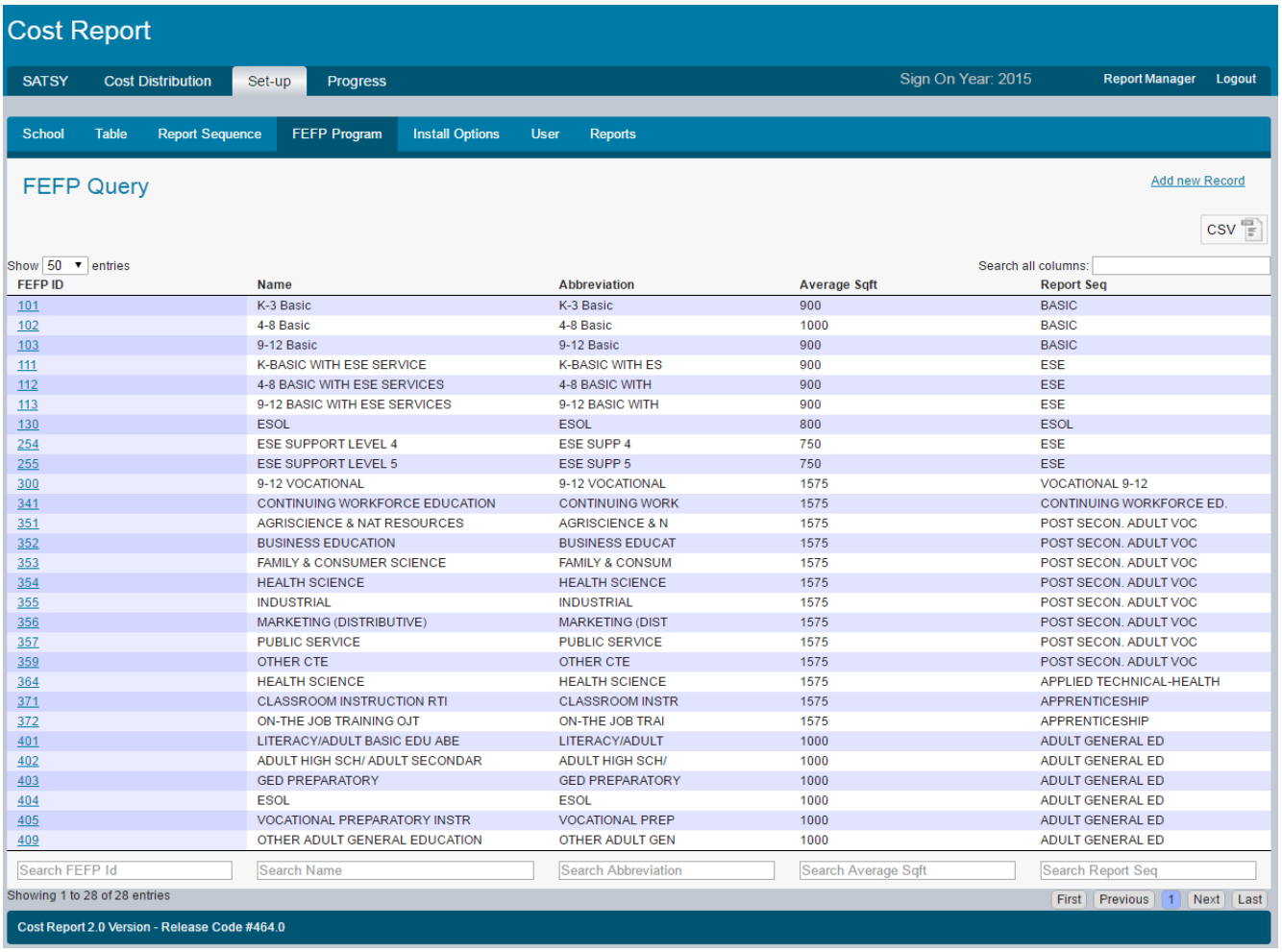
Report Sequence Query

The Report Sequence Query page is used to maintain a list of valid report sequences for FEFP programs. Every FEFP program will be assigned a report sequence. The report sequence is supplied to the district for input by the FDOE. The report sequence is used to group similar programs together for reporting. For example, FEFP programs 101, 102 and 103 are all grouped together with report sequence 1 for Basic.



FEFP Query (and Workforce Development)

The FEFP Query page is used to maintain valid programs. The FEFP and Workforce Development programs and their associated parameters are provided by FDOE to the districts for input each year. The only field that the districts must determine on this page is the "Average Square Foot Default."



FEFP ID	Name	Abbreviation	Average Sqft	Report Seq
101	K-3 Basic	K-3 Basic	900	BASIC
102	4-8 Basic	4-8 Basic	1000	BASIC
103	9-12 Basic	9-12 Basic	900	BASIC
111	K-BASIC WITH ESE SERVICE	K-BASIC WITH ES	900	ESE
112	4-8 BASIC WITH ESE SERVICES	4-8 BASIC WITH	900	ESE
113	9-12 BASIC WITH ESE SERVICES	9-12 BASIC WITH	900	ESE
130	ESOL	ESOL	800	ESOL
254	ESE SUPPORT LEVEL 4	ESE SUPP 4	750	ESE
255	ESE SUPPORT LEVEL 5	ESE SUPP 5	750	ESE
300	9-12 VOCATIONAL	9-12 VOCATIONAL	1575	VOCATIONAL 9-12
341	CONTINUING WORKFORCE EDUCATION	CONTINUING WORK	1575	CONTINUING WORKFORCE ED.
351	AGRISCIENCE & NAT RESOURCES	AGRISCIENCE & N	1575	POST SECON. ADULT VOC
352	BUSINESS EDUCATION	BUSINESS EDUCAT	1575	POST SECON. ADULT VOC
353	FAMILY & CONSUMER SCIENCE	FAMILY & CONSUM	1575	POST SECON. ADULT VOC
354	HEALTH SCIENCE	HEALTH SCIENCE	1575	POST SECON. ADULT VOC
355	INDUSTRIAL	INDUSTRIAL	1575	POST SECON. ADULT VOC
356	MARKETING (DISTRIBUTIVE)	MARKETING (DIST	1575	POST SECON. ADULT VOC
357	PUBLIC SERVICE	PUBLIC SERVICE	1575	POST SECON. ADULT VOC
359	OTHER CTE	OTHER CTE	1575	POST SECON. ADULT VOC
364	HEALTH SCIENCE	HEALTH SCIENCE	1575	APPLIED TECHNICAL-HEALTH
371	CLASSROOM INSTRUCTION RTI	CLASSROOM INSTR	1575	APPRENTICESHIP
372	ON-THE JOB TRAINING OJT	ON-THE JOB TRAI	1575	APPRENTICESHIP
401	LITERACY/ADULT BASIC EDU ABE	LITERACY/ADULT	1000	ADULT GENERAL ED
402	ADULT HIGH SCH/ ADULT SECONDAR	ADULT HIGH SCH/	1000	ADULT GENERAL ED
403	GED PREPARATORY	GED PREPARATORY	1000	ADULT GENERAL ED
404	ESOL	ESOL	1000	ADULT GENERAL ED
405	VOCATIONAL PREPARATORY INSTR	VOCATIONAL PREP	1000	ADULT GENERAL ED
409	OTHER ADULT GENERAL EDUCATION	OTHER ADULT GEN	1000	ADULT GENERAL ED

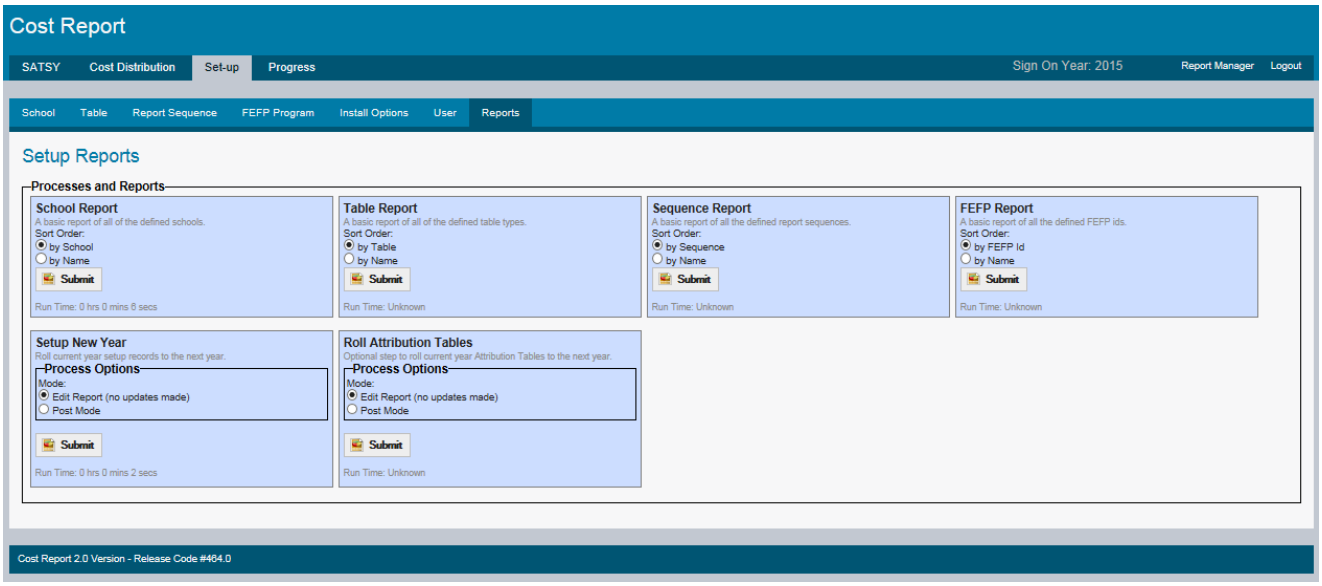
- **Average Square Foot Default** – The average square footage is used when loading space from the model using the Process Space from the Model Report, or when the actual square footage is unavailable from the FISH report when using the Process Space from the FISH report. The district must determine what the average square footage for classrooms should be for each program. The default value for this field is zero.

Note: Few programs would have a valid square footage of zero; however, Department of Juvenile Justice (DJJ) and virtual education programs, which are not required to be taught in a specific location, could have such a square footage. If an entire facility reports zero space, it should be noted by the "Non-District Facility" checkbox in the School tab of Set-Up. Physical education space (gyms) must be divided by the

number of teachers using the space during the same time period. Space will most likely require correction for each physical education teacher.

Setup Reports

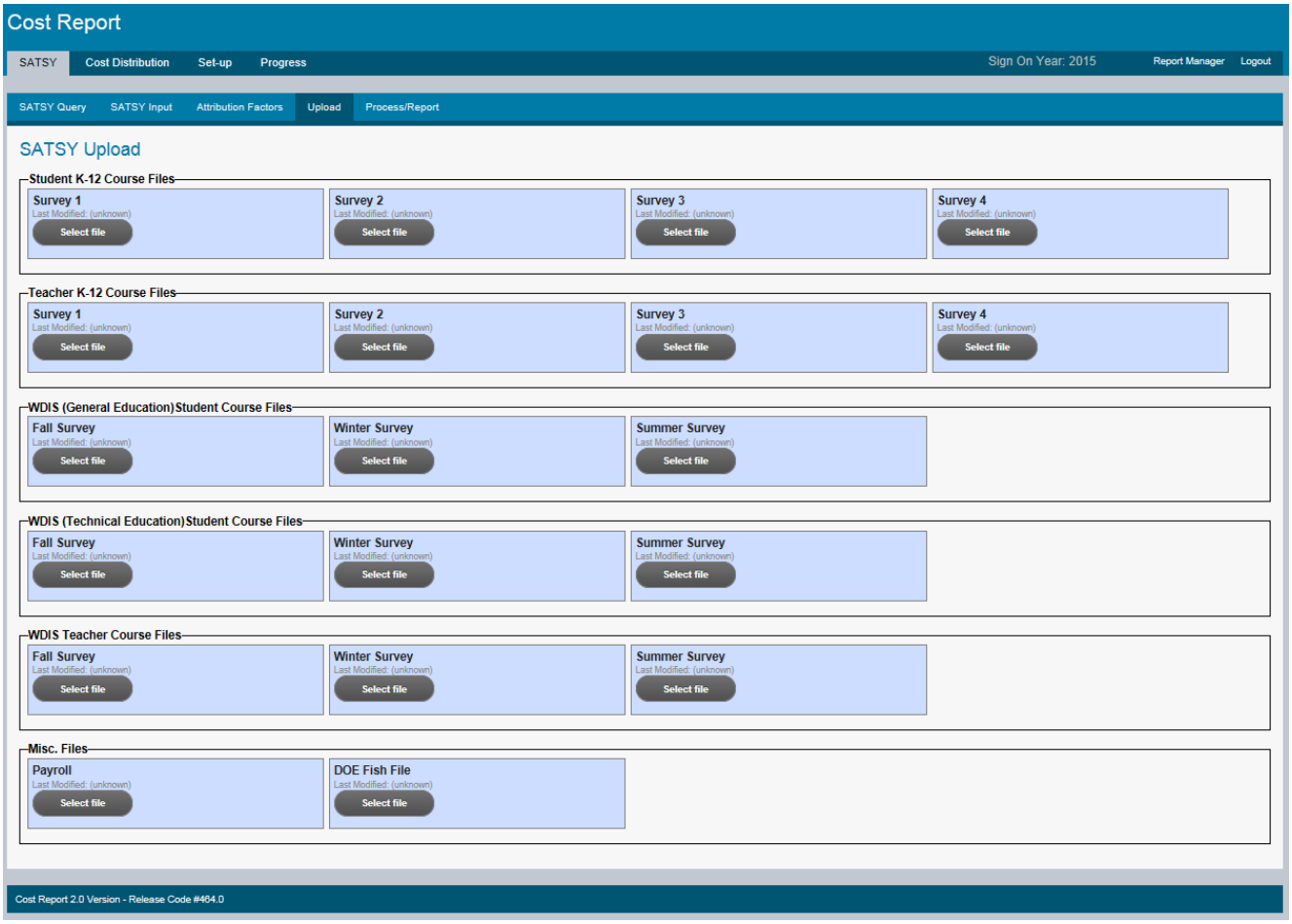
The Setup Reports page allows the district to run verification reports of the various schools, tables, sequences and FEFP programs defined in the system. The reports may be sorted in the desired format by using the "sort order" radio button. The reports are submitted by selecting the submit button. This page is also where a district creates the option to log into the next fiscal year upon signing in and rolls forward its attribution tables to the next fiscal year so it does not have to re-create the tables manually. The Roll Attribution Tables option should be run in post mode immediately after Setup New Year is run in post mode.



Data Requirements for SATSY

SATSY Upload

The data required to run the Program Cost Report System comes from the FTE student enrollment survey data reported to FDOE throughout the year for Student K-12 Course, Teacher K-12 Course, Workforce Development Information System (WDIS) General and Technical Education Student files, WDIS Teacher Course files and FISH reporting; and the district's payroll data for classroom teachers.



The following files may be requested from the FDOE prior to beginning SATSY:

- Student Course Schedule (annual surveys 1-4)
- Teacher Course (annual surveys 1-4)

- WDIS General Education Student Course (annual surveys F-W-S *only if district has WDIS programs)
- WDIS Technical Education Student Course (annual surveys F-W-S *only if the district has WDIS programs)
- WDIS Teacher Course (annual surveys F-W-S *only if the district has WDIS programs)
- FDOE Fish File (Only if the district has chosen to load the space from the FISH file rather than use the model)

The district's payroll data is uploaded for processing in SATSY. Only Function 5000 teacher salaries should be included in this file. The payroll file will require local modification in order to match the required format as outlined in Appendix B.

Once all files are ready to be uploaded, use the "Select File" button to find the desired file to upload and select the upload button. A percentage field will appear that allows the user to monitor the file upload process. The file upload is complete when the percentage field reaches 100 percent or when the "Last Modified: Date and Time" message appears as the date and time completed after refreshing the page. Multiple files may be uploaded simultaneously, as large files take a long time to upload.

Phase 1 - SATSY

SATSY Processes and Reports

SATSY Processes and Reports is a series of programs and reports that are used to create the SATSY records and to assist the district in correcting and editing the SATSY data for the Program Cost Report.

Edit Payroll File – Step 1 – The edit report generated in this step allows the district to review its entire teacher payroll file and identify errors before the file is loaded into SATSY. If errors are found, additional modifications to the district's local program may be required to extract the payroll information in the format needed for the Program Cost Report. Once the errors to the payroll file have been corrected, the payroll file will require reloading using the "SATSY Upload" page, and the edit program should be run again to ensure errors were corrected.

Problems with the payroll load may not be determined until later in the SATSY process when all input data has been merged.

- For example, the payroll file may contain ALL employees and not just those coded to function 5000, object 120 (classroom teachers). In this case, in the "Payroll to SATSY Comparison" Step 8 edit, all of the district's non-teacher employees would appear on the report because no match (teacher ID with students from FTE student membership surveys) would be found in the SATSY work file. The district would then research some employees and determine that the majority of employees included on that report were non-teachers, and thus, were not in the classroom. The district would have to create a new payroll file containing only classroom teachers, upload the payroll file and start over at Step 1.

- Sometimes problems with the payroll file are not determined until the district is correcting the "Staff Data Edit" Step 10. For example, the district may find that the days in survey are incorrect for surveys 1 and 4 on every record. The survey days come into the Program Cost Report through the payroll file, which must be formatted per Appendix B. It may be easier to fix the survey days in the payroll file and run everything again rather than manually correcting data for each teacher in SATSY with incorrect survey days.

Note: In many schools, student assistants are used in school offices, health clinics, media centers, libraries and other phases of operations. Student records require a certified person to be reported as the "teacher." Media specialists, assistant principals and others who are coded to functions other than 5000 and object 120 are sometimes reported as the "teacher" for these students. These student records should be deleted from the Program Cost Report. Additionally, unless a teacher has started late or is terminated early, the number of days for surveys 2 and 3 should equal 196 (98 days for each survey); otherwise, one survey program will be weighted more than the other.

IMPORTANT: The cleaner the payroll load, the cleaner the Staff Data Edit. Even though it may require time and effort for the district's local programming and finance staff, it is well worth the time saved to correct errors. Usually, once the local program to create a classroom teacher payroll file is "clean" for the Program Cost Report, there are few modifications from year to year unless the district's payroll system (e.g., new job numbers, new payroll system) has been upgraded.

Edit Payroll File

Report Created: 06/08/2012 09:21:37 AM

Employee Id	Job	Name	Fnd	Table	Pct	Fnd	Table	Pct	Fnd	Table	Pct	Salary	Hourly	S1	S2	S3	S4
	1		1	00001	60	4	00400	40				56,153	.00000	0	98	98	0
	1		1	00001	10	4	00400	90				41,879	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				3,192	.00000	0	14	0	0
	1		1	00001	10	4	00022	90				52,535	.00000	0	60	98	0
	1		1	00001	10	4	00022	90				17,190	.00000	0	64	70	0
	1		1	00001	10	4	00022	90				43,452	.00000	0	78	98	0
	1		1	00001	10	4	00022	90				15,690	.00000	0	82	98	0
	1		1	00001	10	4	00022	90				13,950	.00000	0	82	98	0
	1		1	00001	10	4	00022	90				41,041	.00000	0	82	98	0
	1	Sensitive Information	1	00001	10	4	00022	90				48,886	.00000	0	98	98	0
	1	not Displayed on Sample	1	00001	10	4	00022	90				57,132	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				57,132	.00000	0	98	98	0
	1		1	00001	50	4	00022	50				13,108	.00000	2	90	92	0
	1		1	00001	10	4	00022	90				33,315	.00000	2	94	98	2
	1		1	00001	10	4	00022	90				49,455	.00000	0	94	98	2
	1		1	00001	10	4	00022	90				62,964	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				62,964	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				59,914	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				46,935	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				62,964	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				62,964	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				62,964	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				49,557	.00000	0	98	98	0
	1		1	00001	10	4	00022	90				45,468	.00000	0	98	98	0

Page 1 of 455

Create SATSY Work File – Step 2 – The program used in this step reads the FDOE Student K-12 Course records and matches them with the FDOE Teacher K-12 Course records for the selected surveys (1-4) to create the SATSY work file. This program would most likely be run for all four surveys at once and, thus, all of the boxes for Surveys 1 through 4 should be checked. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit option. This report must be run in post mode before proceeding to Step 3. The generated report will include all records processed by survey, school of instruction, course and section. If "Error Only" is checked, only those records in which an error has occurred will appear on the report. For example, if there was no match between Teacher K-12 Course and Student K-12 Course, the course section may appear on the report stating "Unknown Teacher."

Su	School	Course	Section	Fro	To	Teacher	Pgm	Count	Minut	FTE	Message
1	9224	1000410	AS305	03	03		113	3	1350	0.0585	
1	9224	1000410	AS405	04	04		103	11	4950	0.2145	
1	9224	1000410	AS405	04	04		113	7	3150	0.1365	
1	9224	1001310	MS105	01	01		103	5	2250	0.0975	
1	9224	1001310	MS105	01	01		113	4	1800	0.1168	
1	9224	1001310	MS305	03	03		103	1	450	0.0195	
1	9224	1001310	MS305	03	03		113	5	2250	0.1363	
1	9224	1001310	MS405	04	04		103	7	3150	0.1365	
1	9224	1001310	MS405	04	04		113	4	1800	0.0780	
1	9224	1001340	MS105	03	03		103	5	2250	0.1363	
1	9224	1001340	MS205	04	04		103	1	450	0.0195	
1	9224	1001370	MS105	03	03		103	2	900	0.0778	
1	9224	1001370	MS205	04	04		103	1	450	0.0195	
1	9224	1001400	MS105	03	03			null	0	0	** -Teacher course is missing student records
1	9224	1001400	MS205	04	04		103	1	450	0.0195	
1	9224	1200300	MS405	03	03		113	1	450	0.0195	
1	9224	1200310	MS105	01	01		103	1	450	0.0195	
1	9224	1200310	MS105	01	01		113	2	900	0.0390	
1	9224	1200310	MS305	03	03		103	2	900	0.0390	
1	9224	1200310	MS305	03	03		113	3	1350	0.0973	
1	9224	1200310	MS405	04	04		113	2	900	0.0778	
1	9224	1200310	MS505	01	01		103	1	450	0.0195	
1	9224	1200380	0S105	01	01		113	2	900	0.0390	
1	9224	1200380	0S205	02	02		103	1	450	0.0195	
1	9224	1200380	0S405	04	04		113	1	450	0.0195	
1	9224	1200400	MS105	01	01		103	2	900	0.0390	
1	9224	1200400	MS205	02	02		103	5	2250	0.0975	
1	9224	1200400	MS205	02	02		113	1	450	0.0195	
1	9224	1200400	MS305	03	03		113	3	1350	0.0973	

Page 9 of 6144

Create SATSY Work File WDIS – Step 3 – This step is only run if the district has WDIS records. This step reads the FDOE WDIS General and Technical Student Course records and matches them with the FDOE WDIS Teacher Course records for the selected surveys (Fall, Winter, Summer surveys) to create the WDIS SATSY work file. This step would most likely be run for all three surveys at once, so all of the check boxes for the Fall, Winter and Spring surveys should be checked.

- WDIS survey F is processed as survey 1 (July-August).
- WDIS survey W is processed as survey 2 (Fall Term).
- WDIS survey S is processed as survey 3 (Summer Term).

WDIS survey S records will be automatically processed by the software for survey 4. The logic for duplicating WDIS survey S is that there is a high probability that teachers counted in this enrollment survey will continue in the same category for survey 4. The "WDIS SATSY Cleanup Step - 9" will purge any unmatched WDIS records for survey 4.

All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit button. This step must be run to completion in post mode before proceeding to Step 4 or Step 5. The generated report will include a list of all records processed by survey, school of instruction, course and section. If "Error Only" is checked, only those records in which an error has occurred will appear on the report. For example, if there was no match between Teacher Course and Student Course, the course section may appear on the report stating "Unknown Teacher."

Create SATSY Work File WDIS

Report Created: 06/08/2012 10:39:45 AM

Su	School	Course	Section	Fro	To	Teacher	Pgm	Count	Minut	FTE	Message
1	0071	9900004	A0051	99	99		401	29	335	0.3722	
1	0071	9900004	A0052	99	99		401	23	232	0.2577	
1	0071	9900004	A0053	99	99		401	17	151	0.1677	
1	0071	9900004	A0054	99	99		401	33	426	0.4733	
1	0071	9900004	A0055	99	99		401	9	308	0.3421	
1	0071	9900026	K0051	99	99		403	5	67	0.0745	
1	0071	9900026	K0052	99	99		403	7	86	0.0956	
1	0071	9900026	K0053	99	99		403	1	11	0.0122	
1	0071	9900026	K0054	99	99		403	5	36	0.0400	
1	0071	9900026	K0055	99	99		403	7	76	0.0845	
1	0871	9900004	A0040	99	99		401	7	60	0.0667	
1	0871	9900026	K0040	99	99		403	5	38	0.0422	
1	1591	9900040	A0001	99	99		404	3	400	0.4444	
1	1591	HCP0121	P0001	99	99		354	3	150	0.1666	
1	1591	HCP0121	P0002	99	99		354	19	750	0.8330	
1	1591	HCP0121	P0003	99	99		354	21	825	0.9163	
1	1591	HCP0121	P0004	99	99		354	21	825	0.9163	
1	1591	HSC0003	P0001	99	99		354	21	990	1.1000	
1	1591	HSC0003	P0002	99	99		354	23	1080	1.2000	
1	1591	HSC0003	P0003	99	99		354	25	1170	1.3000	
1	1591	HSC0003	P0004	99	99		354	19	900	1.0000	
1	1591	HSC0003	P0021	99	99		354	13	630	0.7000	
1	1591	HSC0003	P0041	99	99		354	29	1350	1.5000	
1	1591	PRN0091	P0002	99	99		354	1	300	0.3333	

Page 1 of 94

Process Space from FISH – Step 4 – This step is run only if the district has chosen to load space from the FDOE FISH file and not from the model. This step loads the classroom square footage based on the course section and the FDOE FISH file into the SATSY Work file. If the classroom square footage is not found, then the square footage will be loaded based on the space model, using the first FEFP program

assigned for that period. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit button. This step must be run in post mode before proceeding to Step 6 (Step 5 should be skipped if loading space from FISH). If "Error Only" is checked, only those records in which an error has occurred will appear on the report. If the FEFP program is not defined in the system, zeros will be used for the space and a warning message will be printed. If the FEFP has zeros as the "Average Square Foot Default" on the FEFP Program page in Setup, a warning message will be printed.

Process Space from Model Report – Step 5 – This step is run only if the district has chosen to load space from the model and not from the FDOE FISH file. The program loads the classroom square footage based on the model input in the "Average Square Foot Default" field on the "FEFP Program" page based on the first program listed for the course section for that period. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the "Submit" button. This step must be run to completion in post mode before proceeding to Step 6. If "Error Only" is checked, only those records in which an error has occurred will appear on the report. If the FEFP program is not defined in the system, zeros will be used for the space and a warning message will be printed. If the FEFP has zeros as the "Average Square Foot Default" on the FEFP Program page in Setup, a warning message will be printed.

Note that the Space must be loaded in post mode either using Step 4 (FISH) or 5 (model) before proceeding to Step 6.

School	Course	Section	Class ID	Pgm	Source	Sq/Ft	Message
9224	1000410	AS305		113	Pgm	1088	
9224	1000410	AS405		103	Pgm	1088	
9224	1000410	AS405		113	Pgm	1088	
9224	1001310	MS105		103	Pgm	1088	
9224	1001310	MS105		113	Pgm	1088	
9224	1001310	MS305		103	Pgm	1088	
9224	1001310	MS305		113	Pgm	1088	
9224	1001310	MS405		103	Pgm	1088	
9224	1001310	MS405		113	Pgm	1088	
9224	1001340	MS105		103	Pgm	1088	
9224	1001340	MS205		103	Pgm	1088	
9224	1001370	MS105		103	Pgm	1088	
9224	1001370	MS205		103	Pgm	1088	
9224	1001400	MS105		0		0	* Warning - No Space Model for FEFP program
9224	1001400	MS205		103	Pgm	1088	
9224	1200300	MS405		113	Pgm	1088	
9224	1200310	MS105		103	Pgm	1088	
9224	1200310	MS105		113	Pgm	1088	
9224	1200310	MS305		103	Pgm	1088	
9224	1200310	MS305		113	Pgm	1088	
9224	1200310	MS405		113	Pgm	1088	
9224	1200310	MS505		103	Pgm	1088	
9224	1200380	OS105		113	Pgm	1088	
9224	1200380	OS205		103	Pgm	1088	
9224	1200380	OS405		113	Pgm	1088	
9224	1200400	MS105		103	Pgm	1088	
9224	1200400	MS205		103	Pgm	1088	
9224	1200400	MS205		113	Pgm	1088	
9224	1200400	MS305		113	Pgm	1088	

Page 9 of 6194

Convert Work File to SATSY – Step 6 – This step converts the SATSY work file into the teacher header, time/space and mod/program SATSY records. The job numbers used for the Program Cost Report correspond to when the teacher worked rather than the type of job, as is usually the case in a payroll system. The job numbers entered to run the conversion are the Program Cost Report job numbers and

most likely do not match the job numbers the districts use in their local payroll systems. For example, a full-time teacher may have a job ID of 55 in the district's local payroll system. For Program Cost Report purposes, that same teacher might have a job ID of 01 in the payroll file for the Program Cost Report because he/she worked both in surveys 1 and 2 during the school year. The job numbers contained in the payroll file uploaded from the district must match the job numbers entered on this page when the conversion is run. The match between the Program Cost Report job numbers and the payroll file uploaded earlier is crucial (see *Program Cost Report Technical User Guide*). The following is a sample numbering scheme:

Survey		Job
K-12 Survey 1 (July-August summer)	=	02
K-12 Survey 2 (Regular Year)	=	01
K-12 Survey 3 (Regular Year)	=	01
K-12 Survey 4 (May-June summer)	=	02
WDIS Survey 1 (Fall Term)	=	09
WDIS Survey 2 (Winter Term)	=	09
WDIS Survey 3 (Summer Term)	=	09
WDIS Survey 4 (Summer Term)	=	09

The total number of records should be compared to last year's total for reasonableness. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit button. This report must be run in post mode before proceeding to Step 7.

Work File Conversion to SATSY

Report Created: 05/18/2016 05:50:50 PM in Post Mode

Messages
Total Program records created: 2,266
Total Time records created: 1,061
Total Base records created: 131

There were 3 messages printed on this report.

Page 1 of 1

Load Payroll Data – Step 7 – This step updates the SATSY teacher header record with the data provided in the local payroll file by the district. All programs should be run in edit mode first, reviewed and then run in post mode. To run the step, select the submit button. This step must be run in post mode before proceeding to Step 8. If "Error Only" is checked, only those records in which an error has occurred will appear on the report. If no employee name appears, that means the employee was not found on the payroll file and research is required to determine if corrective action is necessary.

Last Name	First Name	MI	Teacher Id	Job	School	Message #1	Message #2
Sensitive Information not Displayed on Sample	LINDSEY	M		01	1251		
	ELIZABET	J		01	1451		
	LAUREN	E		01	1181		
	JESSICA	Y		01	1821		
	NATASHA			01	1181		
	JEFFREY	L		01	0491		
	TERRENNA	M		01	1281		
	SILVIA	M		01	1791		
	ROBERTA	J		01	0321		
	SHELLY	J		01	0481		
	DIANE	M		01	0881		
	TRACY	L		01	1241		
	VENECIA	Y		01	0201		
	KELLI	J		01	0841		
	LISA	G		01	0401		
	ROBERT	W		01	0361		
	SHAQUITA	P		01	0933		
	DANIELLE	R		01	1041		
	DEBORAH	L		01	0101		
	JASON	M		01	0841		
	MARY	H		01	0331		
	PAMELA	H		01	0571		
	SARA	C		01	1762		
	SHERYL	J		01	0981		
	STELLA	M		01	0981		
	LUZ	V		01	1702		
	STACY	A		01	0061		
	LINNET	M		01	1611		
	RICHARD	A		01	1191		

Page 23 of 220

Payroll to SATSY Comparison – Step 8 – This step creates a report of teachers included in the payroll file who do not have a match in the SATSY file. If you post this step, it will create header records for all of those employees. Special attention should be paid when this program is run in edit mode to be sure only teachers who have had contact with students are on the report (i.e., no classroom aides or other staff). To run the program, select the submit button. This step must be run in post mode before proceeding to Step 9. If "Error Only" is checked, only those records in which an error has occurred will appear on the report.

Payroll to SATSY Comparison

Report Created: 06/08/2012 02:52:19 PM

Last Name	First Name	MI	Teacher Id	Job	School	Message #1	Message #2
Sensitive Information not Displayed on Sample	BRENDA	J	Sensitive Information not Displayed on Sample	01	0031		
	PAUL	R		01	0031		
	C	T		01	0031		
	TRACEY	L		01	0031		
	DENISE	M		01	0031		
	ANGELA	L		01	0031		
	FATIMA	I		01	0031		
	CINDY	L		01	0031		
	BARBARA	R		01	0031		
	KARL	R		01	0031		
	YVONNE	F		01	0031		
	NICOLASA			01	0031		
	ELVIRA			01	0031		
	OLGA	D		01	0031		
	DIANA	L		01	0031		
	JACKELIN	A		01	0031		
	SHANNAH	D		01	0031		
	VIRGINIA	D		01	0031		
	DEBBIE	D		01	0031		
	MONICA			01	0031		
	DENISE	M		01	0031		
	JUDITH			01	0031		
	BARBARA	A		01	0031		
	DANNY	W		01	0031		

Page 1 of 262

WDIS SATSY Cleanup – Step 9 – This step should only be run if the district has WDIS records. This step will purge WDIS survey S records if they do not match payroll data for survey 4. The match is done by looking at the number of days worked in the survey and the student records assigned to that survey. If a teacher has 0 days worked in a survey but has students in that survey, then the student survey records are deleted. This program assumes the "payroll survey days worked" values loaded correctly. Records annotated for deletion are identified with an "X" in the survey if a discrepancy exists. All programs should be run in edit mode first, reviewed and then run in post mode. To run this step, select the submit button. This step must be run in post mode before proceeding to Step 10. If "Error Only" is checked, only those records annotated for deletion will appear on the report.

Note: A message in the "Error" column indicates a database failure in deleting the record. Contact district IT support for correction.

Name	Employee Id	Job	School	Survey 1	Survey 2	Survey 3	Survey 4	Satsy	Error
Sensitive Data not Displayed on Sample		1	1881-WENDELL WATSON						
		1	0841-LENA VISTA						
		1	0621-LAKE SHIPP						
		1	0901-BARTOW SENIOR						
		1	1851-DR. NE ROBERTS						
		1	0601-FRED G. GARNER						
		1	0261-ROCHELLE SCHOOL OF						
		1	1131-MULBERRY SENIOR						
		1	0941-BARTOW ELEMENTARY						
		1	1908-SPESSARD L HOLLAND						
		1	0601-FRED G. GARNER						
		1	1801-FROSTPROOF						
		1	1681-SCOTT LAKE						
		1	0231-SOUTHWEST						
		1	1221-KATHLEEN						
		1	1761-LAKE GIBSON MIDDLE						
		1	0321-SHELLEY S. BOONE						
		1	1061-HIGHLAND CITY						
		1	0251-LINCOLN AVENUE						
		1	1271-SLEEPY HILL						
		1	0051-SOUTHWEST MIDDLE						
		1	0051-SOUTHWEST MIDDLE						
		1	0881-POLK CITY						
		1	0712-JEWETT SCHOOL OF						
		1	1931-GEORGE W. JENKINS						
		1	0811-AUBURNDALE SENIOR						
		1	1821-JAMES W. SIKES						
		1	1701-EAGLE LAKE						
		1	1051-TENOROC HIGH						

Page 15 of 202

Staff Data Edit – Step 10 – This step edits the SATSY file for errors and generates the staff data file. This program should be run in edit mode first, reviewed and corrected until SATSY is error-free, and then run in post mode. This report may be filtered by school or teacher ID. To run this step, select the submit button. This step must be run in post mode before proceeding to Step 11. When you post this step, it will create the staff data file. If "Error Only" is checked, only those records in which an error has occurred will appear on the report.

Note: If the "Detail Error Messages – Include Detail" radio button is selected, the details of each type of error on each SATSY record will appear on the report and this will result in a longer report. If the "Detail Error Messages - Do Not Include Detail" radio button is selected, the Staff Data Edit will appear, as always, with the errors underlined on the report. The report may be viewed online by going to the Report Manager and then selecting the Staff Data Edit. Once the report is open, move the mouse to the employee name and click. This will navigate user directly to the SATSY input page via a hyperlink to make any necessary corrections.

Staff Data Edit

Report Created: 05/17/2016 01:15:30 PM in Post Mode

School: 0021 High School 0021

Last Name	First Name	MI	Teacher Id	School	Job	Table	F	Salary	Hrly Rate	% Schl	1	2	3	4	Error
Nbr 607	Employee		607	0021	01	00001	1	40,500	0.00000	100	0	98	98	0	

Assign:	Survey	Mod	Pgm	Stdt	%	Pgm	Stdt	%	Pgm	Stdt	%	Space	Time	Error
	2	01	112	2	0.0	113	8	0.0	254	1	0.0	1102	16	
	2	03	112	2	0.0	113	7	0.0	254	1	0.0	1102	16	
	2	04	112	1	0.0	113	3	0.0	254	1	0.0	1102	16	
	2	05	112	2	0.0	113	6	0.0	254	1	0.0	1102	16	
	2	06	112	2	0.0	113	7	0.0	254	1	0.0	1102	16	
	2	07	112	2	0.0	113	4	0.0	254	1	0.0	1102	20	
	3	01	112	3	0.0	113	7	0.0	254	1	0.0	1102	16	
	3	03	112	2	0.0	113	6	0.0	254	1	0.0	1102	16	
	3	04	112	1	0.0	113	2	0.0	254	1	0.0	1102	16	
	3	05	112	3	0.0	113	6	0.0	254	1	0.0	1102	16	
	3	06	112	3	0.0	113	6	0.0	254	1	0.0	1102	16	
	3	07	112	3	0.0	113	3	0.0	254	1	0.0	1102	20	

Nbr 617	Employee	B	617	0021	01	00001	1	35,200	0.00000	99	0	98	98	0	

Assign:	Survey	Mod	Pgm	Stdt	%	Pgm	Stdt	%	Pgm	Stdt	%	Space	Time	Error
	2	01	103	2	0.0							1378	16	
	2	02	102	25	0.0	112	4	0.0				1378	16	
	2	03	102	29	0.0	112	3	0.0				1378	16	
	2	04	103	30	0.0							1378	16	
	2	05	103	1	0.0	113	1	0.0				1378	16	
	2	06	103	5	0.0							1378	20	
	3	01	103	6	0.0							1378	16	
	3	02	102	26	0.0	112	4	0.0				1378	16	
	3	03	102	27	0.0	112	3	0.0				1378	16	
	3	04	103	28	0.0	113	1	0.0				1378	16	
	3	05	102	1	0.0	103	1	0.0				1378	16	
	3	06	103	8	0.0							1378	20	

Nbr 618	Employee	L	618	0021	01	00001	1	39,849	0.00000	100	0	98	97	0	

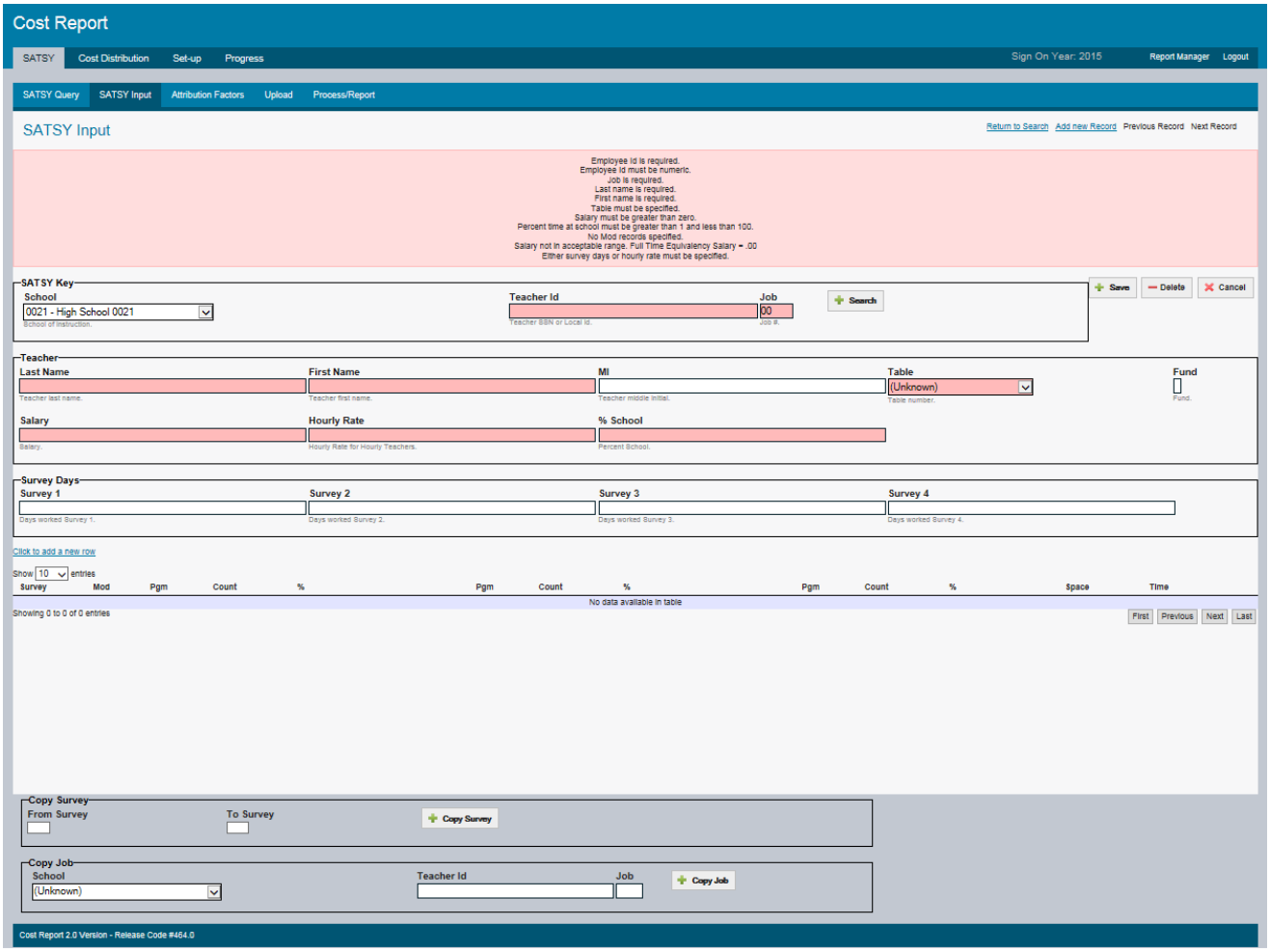
Assign:	Survey	Mod	Pgm	Stdt	%	Pgm	Stdt	%	Pgm	Stdt	%	Space	Time	Error
	2	02	102	5	0.0	103	3	0.0	112	5	0.0	768	16	

Page 1 of 42

SATSY Input

The SATSY Input page is used to correct and maintain the SATSY data. All of the errors identified on the Staff Data Edit report should be corrected on this page. This page shows detailed error messaging at the top of the page and the fields in error appear in red.

All programs should be run in edit mode first, reviewed and then run in post mode.



- **Job** – Jobs beginning with "5X" are represented by system-generated job IDs for teachers who are split-funded across multiple tables.
- **% School** – If a teacher teaches at more than one school, the teacher's salary should be the total salary for the teacher for the job, the days worked in survey should be the total days worked for the job, and the "% School" should be adjusted to account for the amount of time the teacher spent at each school.

Note: An error that may occur in SATSY is failure to identify teachers through the student survey records despite including them in payroll as teachers (i.e., ESE paraprofessionals, consult teachers, co-teachers, teachers not in surveys due to employment timing). These teachers would have appeared on the "Payroll to SATSY Comparison" report in Step 8 without the program/mod and time/space information at the bottom of the page. If this happens, select "Add a new row" and enter the missing data from the student information. After all errors for the district that appear on the "Staff Data Edit" report have been corrected, run the "Staff Data Edit" in post mode (Step 10).

Employee Profile Edit – Step 11 – This step produces a report summarizing the job data and also calculates the staff units for each teacher. This report may be filtered by Teacher ID, Job, School, Fund, Table or Program. This step does not update any files. To run the step, click the submit button. Remember, a job in the Program Cost Report identifies when the teacher worked during the year. For example:

Survey			Job
K-12 Survey 1	(July-August summer)	=	02
K-12 Survey 2	(Regular Year)	=	01
K-12 Survey 3	(Regular Year)	=	01
K-12 Survey 4	(May-June summer)	=	02
WDIS Survey 1	(Fall Term)	=	09
WDIS Survey 2	(Winter Term)	=	09
WDIS Survey 3	(Summer Term)	=	09
WDIS Survey 4	(Summer Term)	=	09

Some teachers work at more than one school. If a teacher teaches all year during the regular school year, his/her staff units should total 1.000. If the teacher also teaches summer school from June through August, his/her staff units may be greater than 1.000. This report totals all staff units and, if any teacher has greater than 1.3 staff units or 130 percent, the report flags that teacher's staff units as an error because 1.3 staff units would be too high for teaching both the regular year and summer school. Such staff units would need to be researched and corrections made on the SATSY input page. If corrections are required on the SATSY Input page, then "Staff Data Edit" (Step 10) should be run in post mode again and "Employee Profile" (Step 11) should be run again. After all errors that appear on the "Employee Profile" report for the district have been reviewed and/or corrected, proceed to Step 12.

Employee Profile Report

Report Created: 05/17/2016 01:16:14 PM

Teacher Name	Employee Id	Job	School	Fund	Table	Pgm	Staff	Space	Salary	Message(s)
Nbr 606, Employee M	606	01	0051	1	00001	101	0.721	653	26,914	
						111	0.056	50	2,078	
						130	0.223	202	8,317	
						Total:	1.000	905	37,309	
Nbr 607, Employee	607	01	0021	1	00001	112	0.259	286	10,503	
						113	0.612	674	24,777	
						254	0.129	142	5,220	
						Total:	1.000	1,102	40,500	
Nbr 608, Employee L	608	01	0055	1	00001	101	0.922	770	42,210	
						111	0.078	66	3,590	
						Total:	1.000	836	45,800	
Nbr 609, Employee	609	01	0055	1	00001	101	0.833	780	36,167	
						130	0.167	156	7,233	
						Total:	1.000	936	43,400	
Nbr 610, Employee	610	01	0055	1	00001	101	0.489	83	19,521	
						102	0.393	66	15,686	
						111	0.083	14	3,322	
						112	0.030	5	1,200	
						254	0.004	1	172	
						Total:	0.999	169	39,901	
Nbr 611, Employee F	611	01	0055	1	00001	101	0.724	675	31,909	
						111	0.122	113	5,363	
						130	0.155	145	6,831	
						Total:	1.001	933	44,103	

Page 1 of 14

School District Summary – Step 12 – This step produces a report showing Staff, Space and Salary by FEFP program by school. It also generates the Attribution Base File and the Cost Data File, which are used later in the Cost Distribution phase of the Program Cost Report. The Staff and Space figures on the "Attribution Factors" page are created when this program is posted. The post also creates the 7xxx Salary (salaries by program) figures on Form 5 on the "Cost Distribution" tab. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit button. This report must be run in post mode before proceeding to Step 13.

School/District Summary

Report Created: 06/09/2016 07:23:25 PM in Edit Mode

School: 0000 1 of 1

		Attribution Factors		Direct Salaries				
	Pgm	Staff	Space	F-1 T-00001	F-4 T-00300	F-4 T-00201	F-4 T-00301	F-4 T-00304
	101	22.138	21,503	913,312	3,029			1,114
	102	26.346	24,532	1,123,023	29,807		3,553	
	103	11.864	12,330	539,385			2,445	
BASIC		60.348	58,365	2,575,720	32,836		5,998	1,114
	130	3.462	3,226	144,552	3,957			458
ESOL		3.462	3,226	144,552	3,957			458
	111	7.835	6,978	303,584	494	14,071		406
	112	7.371	6,933	289,537	21,006	5,638	4,091	
	113	2.749	2,770	113,984		1,353		
	254	0.935	907	38,667		587		
	255	0.039	35	1,850				
ESE		18.929	17,623	747,622	21,500	21,649	4,091	406
	300	1.056	824	49,439				
VOCATIONAL 9-12		1.056	824	49,439				
	401	0.096	68	3,546				
	403	0.039	28	1,449				
ADULT GENERAL ED		0.135	96	4,995				

Page 1 of 9

Attribution

Costs which are not directly identified with programs must be allocated to programs by the attributions described in the Red Book. Attribution of the Program Cost Report includes: loading the FTE for K-12 and WDIS; editing the attribution bases, including staff units, space and FTE; and creating the attribution tables.

Load K-12 Student FTE – Step 13 – This step totals the student FTE to the "Attribution Factors" page and produces a report displaying student FTE by FEFP program by school. The "Student FTE" figures on the "Attribution Factors" page are created when this step is posted. Any records that contain the FEFP program 999, non-FEFP funded, will not be included. Any school/program combination that is not currently in the Attribution Base File will be added and will appear on the report with the message "NEW" to the right of the student FTE total. The "NEW" line identifies that the district reported FTE in an FEFP program, but did NOT have teachers paid from the district payroll assigned to those students. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the "Submit" button. This report must be run in post mode before proceeding to Step 14.

IMPORTANT NOTE: This program should only be run in post mode once and only after ensuring that the K-12 Student upload files are the recalibrated FTE files. If the upload file is posted more than once, the FTE will be doubled. After posting, if SATSY corrections are required, K-12 Student FTE should not be reloaded.

School	Description	Program	Description	FTE	Message
0631	JOHN SNIVELY ELEMENTARY	101	K-3 Basic	228.5000	
0631	JOHN SNIVELY ELEMENTARY	102	4-8 Basic	91.0000	
0631	JOHN SNIVELY ELEMENTARY	111	K-BASIC WITH ESE SERVICE	19.0000	
0631	JOHN SNIVELY ELEMENTARY	112	4-8 BASIC WITH ESE SERVICES	16.5000	
0631	JOHN SNIVELY ELEMENTARY	130	ESOL	106.0000	
			0631 Total	461.0000	
0651	LAKE ALFRED ELEMENTARY	101	K-3 Basic	305.5000	
0651	LAKE ALFRED ELEMENTARY	102	4-8 Basic	122.5000	
0651	LAKE ALFRED ELEMENTARY	111	K-BASIC WITH ESE SERVICE	32.0200	
0651	LAKE ALFRED ELEMENTARY	112	4-8 BASIC WITH ESE SERVICES	32.5000	
0651	LAKE ALFRED ELEMENTARY	130	ESOL	86.0000	
0651	LAKE ALFRED ELEMENTARY	255	ESE SUPPORT LEVEL 5	1.0000	
			0651 Total	579.5200	
0661	KAREN M. SIEGEL ACADEMY	254	ESE SUPPORT LEVEL 4	19.0000	
0661	KAREN M. SIEGEL ACADEMY	255	ESE SUPPORT LEVEL 5	116.5000	
			0661 Total	135.5000	
0681	WAHNETA ELEMENTARY	101	K-3 Basic	227.5000	
0681	WAHNETA ELEMENTARY	102	4-8 Basic	106.0000	
0681	WAHNETA ELEMENTARY	111	K-BASIC WITH ESE SERVICE	15.5000	
0681	WAHNETA ELEMENTARY	112	4-8 BASIC WITH ESE SERVICES	11.0000	
0681	WAHNETA ELEMENTARY	130	ESOL	132.0000	
			0681 Total	492.0000	
0711	JEWETT MIDDLE ACADEMY	102	4-8 Basic	462.4843	
0711	JEWETT MIDDLE ACADEMY	112	4-8 BASIC WITH ESE SERVICES	114.0000	
0711	JEWETT MIDDLE ACADEMY	130	ESOL	1.5157	

Page 9 of 32

Load WDIS Student FTE – Step 14 – This step calculates WDIS FTE, posts the results to the "Attribution Factor" page and produces a report displaying WDIS FTE by program by school. The formula is 1.0 WDIS Student FTE = WDIS Student Instructional Hours/900. The "Student FTE" figures on the "Attribution Factors" page are created when this program is posted. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit button. This report must be run in post mode before proceeding to step 15.

IMPORTANT NOTE: This step should only be run in post mode once. If the calculation is posted more than once, the WDIS FTE will be doubled. After posting, if SATSY corrections are required, WDIS Student FTE should not be reloaded.

Load WDIS FTE

Report Created: 06/11/2012 07:03:46 PM

School	Description	Program	Description	FTE	Message
0071	WEST AREA ADULT	401	LITERACY/ADULT BASIC EDU	152.8379	
0071	WEST AREA ADULT	402	ADULT HIGH SCH/ ADULT	9.1811	
0071	WEST AREA ADULT	403	GED PREPARATORY	88.2810	
0071	WEST AREA ADULT	404	ESOL	119.1449	
0071	WEST AREA ADULT	409	OTHER ADULT GENERAL	2.1433	
			0071 Total	371.5882	
0871	EAST AREA ADULT SCHOOL	401	LITERACY/ADULT BASIC EDU	177.5642	
0871	EAST AREA ADULT SCHOOL	402	ADULT HIGH SCH/ ADULT	15.9885	
0871	EAST AREA ADULT SCHOOL	403	GED PREPARATORY	68.4525	
0871	EAST AREA ADULT SCHOOL	404	ESOL	154.8796	
0871	EAST AREA ADULT SCHOOL	409	OTHER ADULT GENERAL	0.2200	
			0871 Total	417.1048	
1591	MAYNARD CAREER CENTER	401	LITERACY/ADULT BASIC EDU	19.4500	
1591	MAYNARD CAREER CENTER	403	GED PREPARATORY	4.6000	
1591	MAYNARD CAREER CENTER	404	ESOL	29.5549	
1591	MAYNARD CAREER CENTER	405	VOCATIONAL PREPARATORY	43.8913	
			1591 Total	97.4962	
1691	RIDGE CAREER CENTER	403	GED PREPARATORY	1.0722	
1691	RIDGE CAREER CENTER	405	VOCATIONAL PREPARATORY	82.3416	
			1691 Total	83.4138	

Page 1 of 2

Attribution Base Edit – Step 15 – This step edits the Attribution Base File. The report generated in this step shows the attribution factors FTE, Staff and Space and the Student-to-Teacher (FTE/Staff) ratio. This report may be filtered by School or Program. This is a report only and does not update any files. FTE/Staff ratios that are significantly out of range require research and correction. These ratios will result in unrealistic costs per program and per-student costs in subsequent reports of the system and the resulting school reports published by FDOE. Corrections to both the attribution and cost file (teacher's salary) should be made at this point to minimize the impact of an error. The error exists in both the attribution and the cost file (teacher's salary). Corrections may involve modifications to the "SATSY Input" page and subsequent steps for recalculation of the program attribution factors and program salaries. To run the program, select the submit button. This report must be run before proceeding to the "Cost Distribution" tab.

Attribution Base Edit

Report Created: 06/09/2016 07:45:37 PM

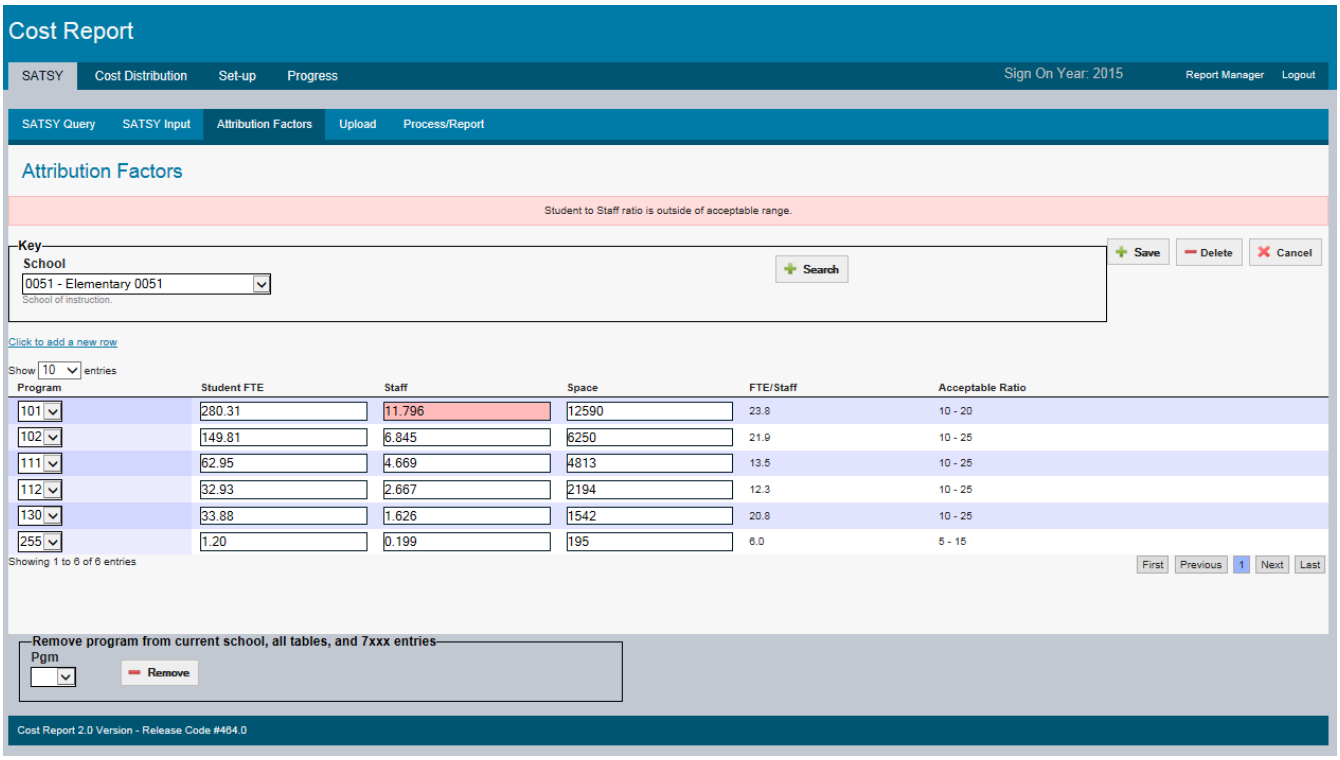
School: 0000

Pgm	Name	FTE	Staff	Space	FTE/Staff	Message(s)
101	K-3 Basic	365.10	22.468	21,593	16.20:1	
102	4-8 Basic	477.05	26.346	24,532	18.10:1	
103	9-12 Basic	177.81	11.864	12,330	15.00:1	
	BASIC	1,019.96	60.678	58,455	16.80:1	
130	ESOL	61.39	3.462	3,226	17.70:1	
	ESOL	61.39	3.462	3,226	17.70:1	
111	K-BASIC WITH ESE SERVICE	100.16	7.835	6,978	12.80:1	
112	4-8 BASIC WITH ESE SERVICES	79.11	7.371	6,933	10.70:1	
113	9-12 BASIC WITH ESE SERVICES	30.69	2.749	2,770	11.20:1	
254	ESE SUPPORT LEVEL 4	6.17	0.935	907	6.60:1	
255	ESE SUPPORT LEVEL 5	1.12	0.229	35	4.90:1	
		--------	--------		--------	*Error* 5 - 15 : 1
	ESE	217.25	19.119	17,623	11.40:1	
300	9-12 VOCATIONAL	21.68	1.056	824	20.50:1	
	VOCATIONAL 9-12	21.68	1.056	824	20.50:1	
401	LITERACY/ADULT BASIC EDU ABE	0.85	0.096	68	8.90:1	
		--------	--------		--------	*Error* 10 - 15 : 1
403	GED PREPARATORY	0.34	0.039	28	8.70:1	
		--------	--------		--------	*Error* 10 - 15 : 1
	ADULT GENERAL ED	1.19	0.135	96	8.80:1	
	School:0000	1,321.47	84.450	80,224	15.60:1	

Page 1 of 8

Attribution Factors

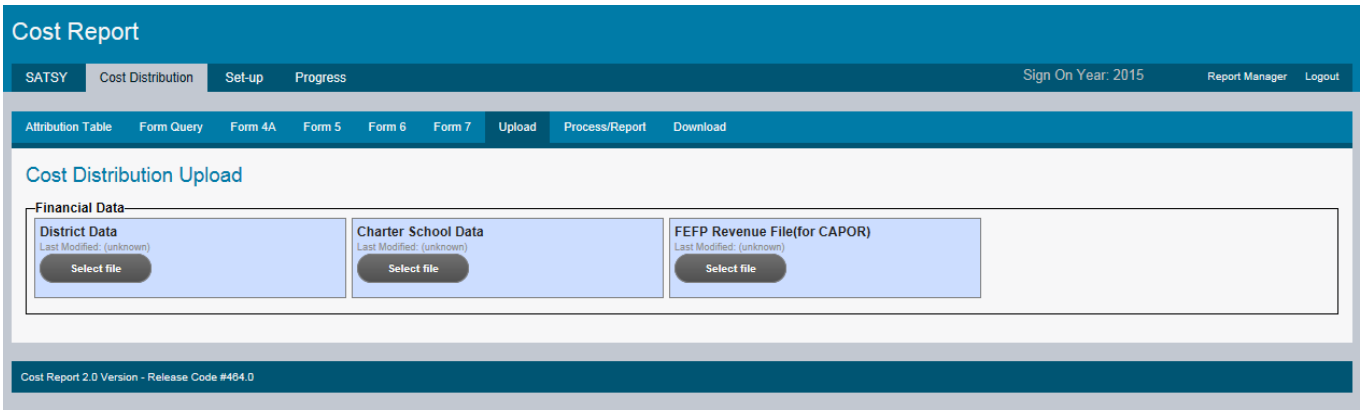
The Attribution Factors page is used to verify and correct the attribution factors (FTE, Staff Units and Space) for the Program Cost Report. The attribution factors are generated from the SATSY files when the "School/District Summary" report is posted. If a district elects not to use the automated calculation of FTE from the student records ("Load K-12 Student FTE" and "Load WDIS Student FTE"), the FTE may be entered manually on this page. If the district is manually entering the FTE, it should be based on the recalibrated FTE for that program. Staff units for contracted teachers may be added on this page. Caution should be used if adjusting staff factors for any other reason because this will introduce a discrepancy with teacher salaries calculated through SATSY unless an adjustment is made to program salaries for the school on the Form 5 page. Note that the FDOE file for survey 4 is estimated; it may be necessary to update with actual data if there are significant differences for individual programs. If a district has finished with SATSY processing and it is later determined that a program was listed in error, there is an option in the bottom left-hand corner of the screen to remove that program's Staff, Student FTE, Space and SATSY salary from all tables and forms where this program was listed. If the program to which the salary belongs can be easily identified, manual adjustments should be made in the "Cost Distribution" tab.



Phase 2 - Cost Distribution

Cost Distribution Upload

The data required for the Cost Distribution portion of the Program Cost Report comes from the district's chart of accounts, charter school data and the district's revenue file from the FDOE.



Data from the district's chart of accounts may be loaded onto the form pages programmatically or keyed in manually using Forms 4A, 5 and 6. If the district's financial data is to be loaded programmatically, only expenditures from the General Fund (Fund 1), Special Revenue Fund (Fund 4) and ARRA Funds (Funds 6 through 8) should be included in the Cost Distribution district data upload. If the district loads the financial data using the Program Cost Report programs provided, then the district Management Information System department must load the local finance data in the format expected by the Program Cost Report System (see *Program Cost Report Technical User Guide*). The district's charter school data may be loaded onto the form pages programmatically or keyed in manually using the Form 7 page. The charter school data will require local modification in order to match the required format for the Program Cost Report System (see *Program Cost Report Technical User Guide*). The district must request the revenue file from the FDOE and upload it onto the Program Cost Report System. If the district chooses to manually enter its financial data, it still needs to upload the revenue file from the FDOE before running the Cost as a Percentage Report (CAPOR).

When the files are ready to be uploaded, use the select button to find the desired file to upload and activate the upload button. A percentage field will appear that allows you to monitor the file upload process. The file upload is complete when the percentage field reaches 100 percent or when the "Last Modified" date and time entry appears is displayed as the date and time the upload is completed. Multiple files may be uploaded simultaneously, although this may take a great deal of time as some files can be large.

Cost Distribution Processes and Reports

Cost Distribution Processes and Reports is a series of programs and reports that are used to create the Program Cost Report to be sent to the FDOE. The Cost Distribution Process includes: loading the district's financial expenditures from its end of year report to Forms 4A, 5 and 6 either programmatically

or by entering the data on the form pages; attributing the costs among schools and programs; and reconciling the data from the cost calculator to the Annual Financial Report.

School/Program Table Input – Step 1 – This step creates Table 00001 for the district based on the schools and programs of the district using the SATSY and FTE student data. It also produces a report that can be copied and used to create additional tables. All additional tables will be created from Table 00001. This step must be run before proceeding to "Entering of Attribution Tables." Additional tables are needed to attribute costs to the schools and programs benefited by certain sets of expenditures.

School/Program Table Input

Report Created: 05/18/2016 06:31:07 PM

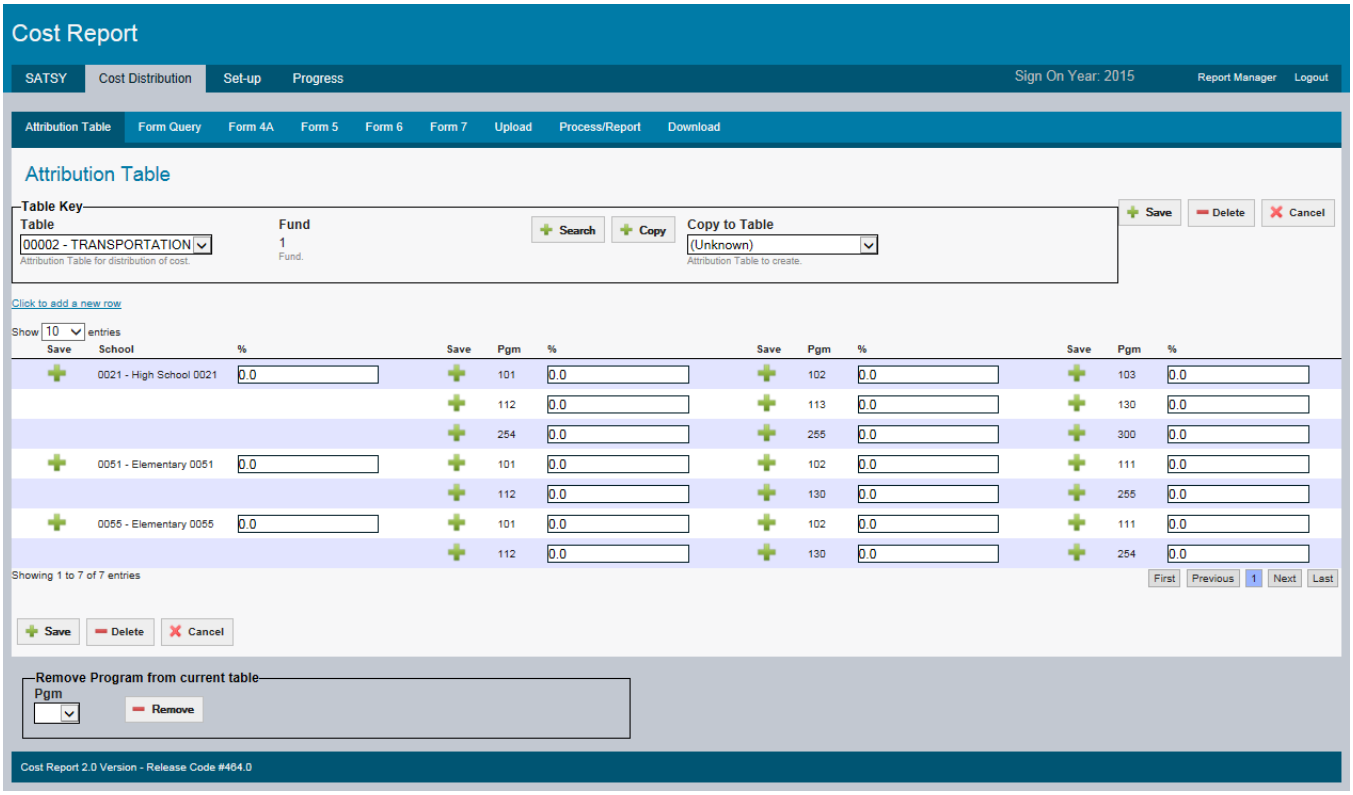
Fund: ____ Table: _____ _____

School		%Part	Pgm	%PTC	Pgm	%PTC	Pgm	%PTC
0021	High School 0021	_____.___	101	_____.___	102	_____.___	103	_____.___
			112	_____.___	113	_____.___	130	_____.___
			254	_____.___	255	_____.___	300	_____.___
0022	Adult Education Center	_____.___	401	_____.___				
0051	Elementary 0051	_____.___	101	_____.___	102	_____.___	111	_____.___
			112	_____.___	130	_____.___	255	_____.___
0052	Early Childhood	_____.___	111	_____.___				
0055	Elementary 0055	_____.___	101	_____.___	102	_____.___	111	_____.___
			112	_____.___	130	_____.___	254	_____.___
0059	ESE Center	_____.___	111	_____.___				
7001	Virtual Instruction Pgm	_____.___	102	_____.___				

Page 1 of 2

Entering Attribution Tables

The "Attribution Table" page is used to verify and enter additional school/program tables needed for the Program Cost Report. This page shows all of the schools and programs associated with a particular attribution table.



Viewing and Copying a Table

- **Viewing a Table** – Using the "Table" dropdown box, select the attribution table you wish to view. Use the "Search" option to ensure the table is the one that you would like to view.
- **Copying a Table** – Using the "Table" dropdown box, select the attribution table you would like to copy. Use the "Search" option to ensure the table is the one that you would like to copy. Using the "Copy to Table" dropdown box, select the table that you wish to create. Select the "Copy" option and the "Copy Successful" message should appear. You have now successfully copied a table. Remember that only tables with existing data may be copied and only tables without existing data may be copied to or created.

Edit a Table

Table 00001 may not be deleted or modified in any way because it is generated by the system based on the SATSY data.

- **Deleting a table** – To delete a table, use the "Delete" option on the upper right-hand side of the page. A dialog box will ask you if you are sure you want to delete the table. Select "yes." The entire table will be deleted.
- **Deleting a school** – To delete a school, select the plus sign (+) next to the school until it becomes a minus sign (-). Use the "Save" button on the upper right-hand side of the page.
- **Deleting a program from a specific school** – To delete a program, select the plus (+) sign next to the FEFP program until it becomes a minus sign (-). Use the "Save" button on the upper right-hand side of the page.
- **Deleting a program from all schools on a table** – To delete a program from all schools on a table, select the program number from dropdown box on the lower left-hand side of the page and use the "Remove" button.
- **Adding a school** – To add a school, select "Click to add a new row." A row with a blank school and programs will appear. Use the dropdown boxes to select the desired school and associated programs for the table. Use the "Save" button on the upper right-hand side of the page.
- **Adding a program** – Use the program dropdown box to select the desired program. Use the "Save" button on the upper right-hand side of the page.
- **Deleting all instances of a program** – To delete all instances of a program from a single table, choose the program that needs to be removed by selecting it from the dropdown box in the lower left-hand corner of the page. Next, use the "Remove" button to remove all instances of the chosen program from the table. Save the results by using the "Save" button on the upper right-hand side of the page.

Note: The % participation fields should always be left blank, unless it is necessary to override the FTE, staff and space attribution factors in the system.

IMPORTANT: If costs of the table are recorded for schools and programs not included in the table, these costs will be found in error on the "Cost Data Edit" report. If these errors are not corrected, the costs may be lost to the program or allocated among all programs at a school. Districts should review end-of-year expenditure records to ensure that tables include costs recorded to the program level and intended for entry in the Program Cost Report System at the 7xxx level on the Form 5 page. Some of the costs found in error may be the result of miscoding the original expenditure data and, in that case, changes to the table may not be appropriate. The miscoded amounts would have to be altered on the Form 5 page. Mismatched amounts at the program level will be allocated to all programs at the school unless the amount is moved to another program.

After all tables are created or modified, go to Step 2.

Create School/Program Table – Step 2 – This step creates all of the other school program tables except Table 00001, which was created in Step 1, for the district's Program Cost Report. Each table serves as a map to indicate which programs and schools should be charged for which expenditures. For example, Transportation would include all schools and programs included in Table 00001, except those not using transportation services (i.e., Adult Centers). The program also produces a report that includes Table 00001 for all tables and their associated schools and programs (Table 00001 is created by the system and should not be entered by input). This program must be run whenever modifications are made to the "Attribution Table" page and must be run before proceeding to Step 3.

Create School/Program Tables

Report Created: 05/18/2016 06:32:41 PM

Fund: 1 Table: 00001 GENERAL FUND

School		%Part	Pgm	%PTC	Pgm	%PTC	Pgm	%PTC
0021	High School 0021		101		102		103	
			112		113		130	
			254		255		300	
0022	Adult Education Center		401					
0051	Elementary 0051		101		102		111	
			112		130		255	
0052	Early Childhood		111					
0055	Elementary 0055		101		102		111	
			112		130		254	
0059	ESE Center		111					
7001	Virtual Instruction Pgm		102					

Page 1 of 17

School/Program Table Report – Step 3 – This step creates a report of all tables, schools and associated programs for the district. This report is for verification. This step may be run before uploading the district's financial data via "Cost Distribution Upload" or entering the financial data on Forms 4A, 5, 6 and 7.

School/Program Table Report

Report Created: 05/17/2016 02:54:38 PM

Table: 00001 GENERAL FUND Fund: 1

School		Programs								
0021	High School 0021	101	102	103	112	113	130	254	255	300
0022	Adult Education Center	401								
0051	Elementary 0051	101	102	111	112	130	255			
0052	Early Childhood	111								
0055	Elementary 0055	101	102	111	112	130	254			
0059	ESE Center	111								
7001	Virtual Instruction Pgm	102								
7004	Virtual Franchise	103								

Page 1 of 16

Edit/Load Finance File – Step 4 – If you choose not to load the financial data programmatically, you may skip this step and begin entering data on Forms 4A, 5 and 6. The edit report generated in this step allows the district to review its finance expenditure file for errors before it is loaded into the cost data file. Data errors require either manual intervention or correction through modification of the district's local financial interface programs. Modification of the district's local financial interface programs provides a long-term solution for the district. Once the local modifications are complete, the district must upload the finance file again using the "Cost Distribution Upload District Data" page and run the edit program again to ensure that all file errors were corrected.

IMPORTANT: The more accurate the financial data, the more accurate the Cost Data Edit. Even though it may require time and effort for the district's local programming and finance staff, it is more efficient in the long run to correct errors programmatically. All programs should be run in edit mode first, reviewed and then run in post mode. To run the program, select the submit option. This step must be run in post mode before proceeding to Step 5.

Edit Finance File

Report Created: 06/13/2012 01:26:44 AM

Dist	Year	Control	Table	F	School	Amount	Amount 2	Amount 3	Amount 4	Amount 5	Amount 6	Amount 7	Total	P
22	2010	1000	00001	1		1,000.00	500.000	300.000	40.000	50.000	60.000			P
22	2010	2000	00001	1		15,212	155	1,652	4,554					
22	2010	2001	00001	1		11,025	2,150	2,315	1,154					
22	2010	2002	00001	1		574	4,578	1,421	8,584					
22	2010	2003	00001	1		1,515	1,552							
					Error Description									
					Amount 2 should not be specified for this Control.									
22	2010	3000	00001	1		2,115	2,215	2,223	1,154					
22	2010	3001	00001	1		1,125	3,325	4,452	1,124					
22	2010	3002	00001	1		2,359	1,125	4,512	752					
22	2010	3003	00001	1		505	300	225						
22	2010	6000	00001	1	0031	60	60	60	60					
22	2010	6001	00001	1	0031	61	61	61	61					
22	2010	6002	00001	1	0031	62	62	62	62					

Page 1 of 2

Form 4A

The Form 4A page is used to enter cost data associated with the table. This data may be uploaded programmatically or keyed into the system using this page.

Cost Report

SATSY | Cost Distribution | Set-up | Progress | Sign On Year: 2015 | Report Manager | Logout

Attribution Table | Form Query | Form 4A | Form 5 | Form 6 | Form 7 | Upload | Process/Report | Download

Form 4A

Form Key

Table: (Unknown)
Attribution Table for distribution of cost.

Fund
Fund.

Search

Save | Delete | Cancel

Control 1000 - Direct Costs

Salary	P	Benefits	Purchased Services	Material - Supply	Other	Capital
Total School Salaries of $0.			Total School Purchased Services of $0.	Total School Materials - Supplies of $0.	Total School Other expenses of $0.	Total School Capital of $0.

Control 200x - School Indirect Costs

2000	6100	6200	6300	6400
2001	6500	7300	7400	7600
2002	7700	7800	7900	8100
2003	8200			

Control 300x - District Indirect Costs

3000	6100	6200	6300	6400
3001	6500	7100	7200	7400
3002	7500	7600	7700	7800
3003	7900	8100	8200	

Cost Report 2.0 Version - Release Code #464.0

Three types of costs are entered on this page:

- **Control 1000** – The aggregate direct costs of all schools for the table. This means these fields must contain the total of functions 5100, 5200, 5300 and 5400 by object (1xx for Salary, 2xx Benefits, etc.) for the costs associated with this table. The total direct costs for the table (Control 1000) must equal or exceed the direct costs assigned to the schools on the Form 5 Control 7000 lines (discussed later in this document). The total (Control 1000) must be equal or greater than the detail (Control 7000s). If the total (Control 1000) exceeds the detail (Control 7000s), which is likely, then this difference is called the residual amount. This amount is distributed among all schools and all programs for the assigned table.

  Note: Benefits have been predetermined to be distributed on a percentage basis from Function 5000 salaries and a "P" has been prepopulated on Form 4A, Control 1000. This percentage will

be applied to all salary object amounts on the assigned Form 5s and to the residual salary amount on Form 4A. If the district knows the benefits by program at each school, the percentage method may be overridden by deleting the "P" from Form 4A and leaving the field on Form 5 of this table blank. This would be a rare situation – probably a grant involving one school and one program – and is otherwise not recommended.

- **Control 2000** – This control contains school-level indirect costs accounted for on a district basis to be attributed to all schools and programs for the assigned table. These costs are indirect costs that should be associated with the schools, but were recorded in the district accounting system at the district level. In other words, the costs were recorded to a district department instead of a school, but were school indirect costs as defined by rule 6A-1.014, F.A.C (Appendix A).

- **Control 3000** – This control contains district-level indirect costs to be attributed to all schools and programs for the assigned table.

- Notice that some functions are included in both School Indirect Control 2000 and District Indirect Control 3000. The district must determine what percentage of the expenditures should be school-level and what should be district-level indirect costs. For example, Maintenance of Plant should be a relatively large amount in Control 2000 for service to schools and a much smaller amount in Control 3000 for administration and maintenance of non-school sites (see Appendix A).

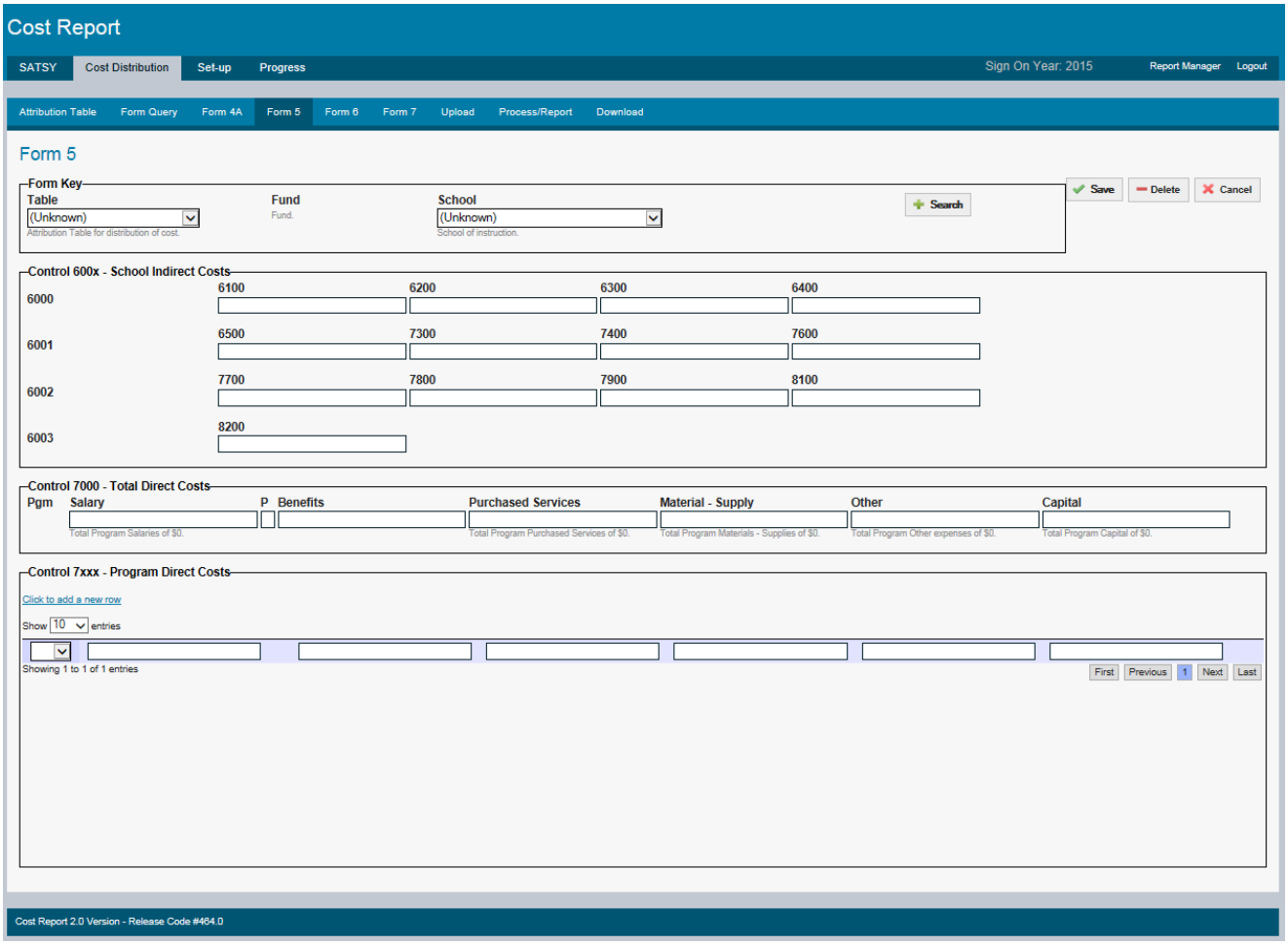
If the table and fund are highlighted, be sure to check the "Table" page and the "Attribution Table" pages to be sure the table is defined there. If it is not defined, you must enter it into the system on those pages and run the "Create School/Program Table" program again.

Note: If a district wishes to manually key data into Form 4A, it must choose the table and activate the search option prior to entering data, or the data that has been entered will be deleted.

Form 5

The Form 5 page is used to enter cost data associated with the table and school. This data may be uploaded programmatically or keyed into the system using this page.

Important: In order to key data, the district must choose the table and school and activate the search option prior to entering any data, or the amounts will not be saved.



The school data forms are used to enter expenditure data accounted for at the school level.
Three types of costs are entered on this page:

- **Control 6000** – This control contains school indirect costs, which are distributed against all programs in the school to which the table is assigned. These costs are indirect costs assigned directly to the school in the district's accounting system.

- **Control 7000** – This control contains aggregate program direct costs by school for the table. These totals are also included in the Control 1000 totals on Form 4A. The difference between the 7000 control record (one per school) and the sum of the 7xxx (one per program assigned to the

school) control records is the school residual amount for each object of direct cost. This amount will be distributed among all programs assigned to the school.

Note: This line cannot exceed the Control 1000 totals on Form 4A.

- **Control 7xxx** – This control contains the program direct costs, including individual program salaries from the SATSY salary data. These totals should include classroom paraprofessionals exclusively used for the program. The dollar amount of the paraprofessionals' salaries should be added to the SATSY salary on this form.

  Note: This total salary should not exceed the Control 7000 salary figures. If this does occur, it may be because the salary dollars were not charged correctly through the payroll system during the year.

Control 7000 Descriptions

- **Salaries** – Includes expenditures coded to function 5000 object 100 for the school in this table. This amount must be greater than or equal to the sum of amounts entered for each program category at this school (Control 7xxx). Any school residual amounts at the 7000 control level will be distributed on a staff basis. Note that local recording of itinerant teachers may cause differences in that SATSY uses student records to determine schools and programs served by individual teachers. SATSY salary amounts by program should be adjusted for paraprofessional salaries when the paraprofessionals are identified to specific program(s).

  Note: The 7xxx should not be used to prorate regular teachers' salaries. The program category of regular classroom teachers must be determined in accordance with the requirements of the Red Book, and those requirements are met in the SATSY process. The amount determined for this program through teacher data input and the processing of SATSY is entered automatically through this process. Only additional amounts for classroom paraprofessionals may be entered in this field.

- **Benefits** – The program default is to distribute benefits as a percentage of each program's salaries. The percentage is calculated as each table's Control 1000 salaries divided into benefits. Districts may override this option; however, overriding this method is rarely appropriate because it is generally not practical to track benefits on such a detailed level.

- **Purchased Services** – Includes function 5000 object 300 and 400 expenditures for each school Control 7000 and school and program expenditures (Control 7XXX).

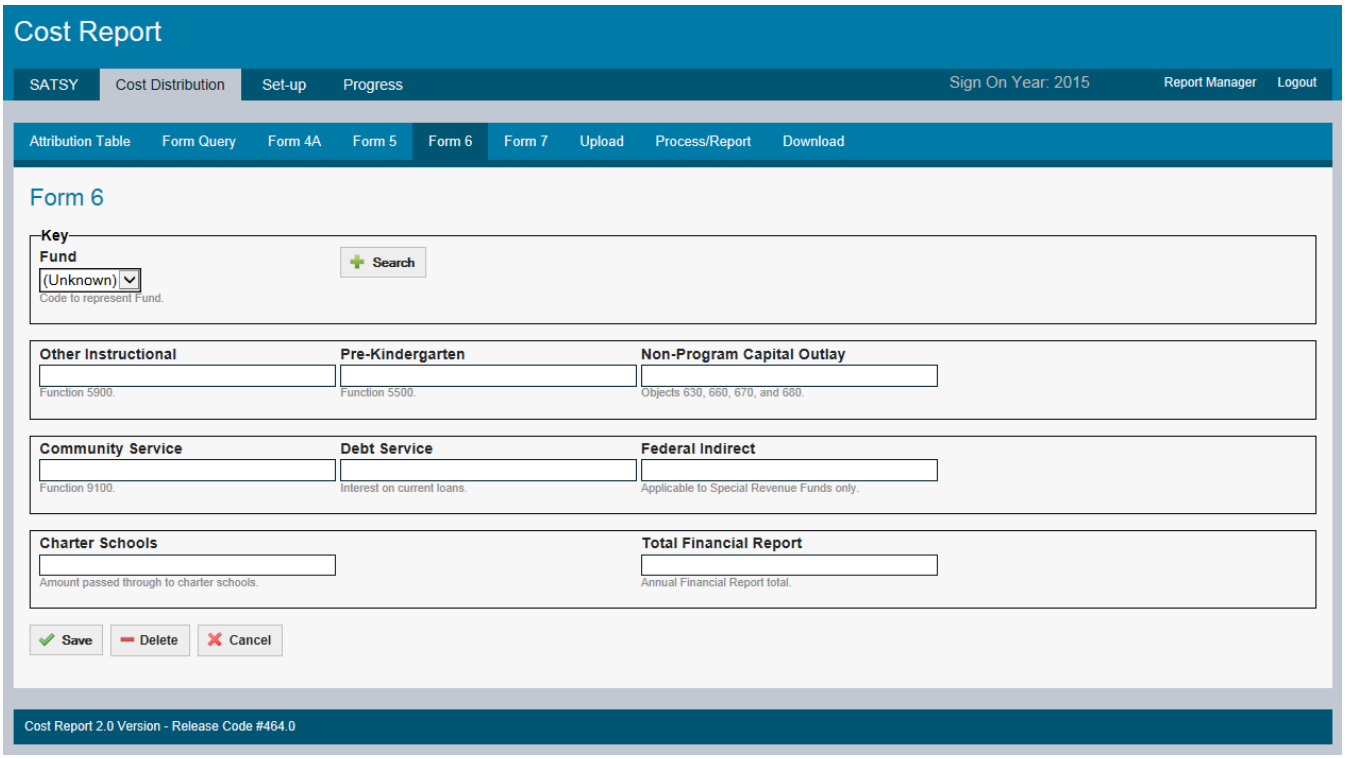
- **Materials and Supplies** – Includes function 5000 object 500 expenditures for school (Control 7000) and program expenditures (Control 7XXX).

- **Other Expenses** – Includes function 5000 object 700 expenditures for school (Control 7000) and program expenditures (Control 7XXX).

- **Program Capital Outlay** – Includes function 5000 objects 610, 620, 640, 650 and 690 expenditures for school (Control 7000) and program expenditures (Control 7XXX).

Form 6

The Form 6 page is used to enter cost data not related to FEFP programs, which are indicated as below-the-line expenditures. This data may be uploaded programmatically or keyed into the system using this page.



The Form 6 page is used to enter below-the-line expenditures that are excluded from the Program Cost Report calculations but are necessary to balance to the Annual Financial Report.

IMPORTANT: Transfers are not reported as part of the reconciliation because transfers are not expenditures. The "Total Financial Report" amount represents the total expenditures for a specific fund, not including transfers. The amount reported in "Charter Schools" is the amount that the district paid to the charter school(s) from the specified fund, not the amount reported exclusively by the charter school(s) as total expenditures. Charter school expenditures are reported exclusively on Form 7.

Cost Edit Criteria – Negative amounts and non-numeric data indicate errors and are unacceptable.

Form 7

The Form 7 page is used to enter expenditure data for charter schools. This form does not apply to those districts that do not have charter schools. Data may be loaded programmatically or manually keyed into the system using this input page.

Cost Report

SATSY | Cost Distribution | Set-up | Progress | Sign On Year: 2015 | Report Manager | Logout

Attribution Table | Form Query | Form 4A | Form 5 | Form 6 | Form 7 | Upload | Process/Report | Download

Form 7

School Indirect by Function(Excluding 7600 & 7800) of $464,947 should equal Program Indirect total of $465,017.

Form Key

Fund: Fund 1 (Code to represent Fund.)

School: 0057 - Charter School 2 (School of Instruction.)

Search | Save | Delete | Cancel

Control 400x - School Indirect Costs

	6100	6200	6300	6400
4000	48,865	51,824	24,592	3,223
	6500	7100	7200	7300
4001	12,603	84,206	0	134,393
	7400	7500	7600	7700
4002				
	7800	7900	8100	8200
4003	10,459	91,841	13,400	0

Control 500x - Program Costs

Click to add a new row

Show 10 entries

Pgm	Salaries	Benefits	Purch Srv	Mtrl&Sup	Other	Capital	School Ind	Cost per FTE
102	500,647	126,151	17,589	69,066	0	22,243	286,102	7,210
112	313,082	78,889	10,999	43,191	0	13,909	178,915	10,494

Showing 1 to 2 of 2 entries

First | Previous | 1 | Next | Last

Cost Report 2.0 Version - Release Code #464.0

Form 7 is the charter school's equivalent of Form 5. The district receives this financial information directly from the assigned charter schools. It is important to understand that the Program Cost Report System does not perform any calculations using the data on the Form 7; however, two analysis edits have been included: one to ensure that the school indirect costs at the program levels equal school indirect costs by function, except for functions 7600 and 7800, and one that notes when costs per FTE student at a charter school are the same for all programs. Additionally, if the school field is highlighted, ensure that the Charter School box has been checked on the School page under the Set-up tab.

Indirect costs should be allocated to programs by staff (number of full-time equivalent teachers). The equivalent Control 5000 line (direct program expenditures) for the charter school will be what is recorded for objects 100 (Salaries) through 600 (Capital Outlay).

Form 7 does not allocate costs when the cost calculator is executed. Warning messages are displayed at the top of the form and Cost per FTE student will be displayed for each program. If costs are changed on the Form 7 to correct errors, the cost calculator must be run in order to save the changes.

Summary of Input Data – Step 5 – The edit report generated in this step allows the district to review and verify its data on Forms 4A and 5 only and does not update any files. It is important to use this report to compare the financial data uploaded into the Program Cost Report with the financial data in the district's accounting system. This report may be filtered by Fund, Table or School. To run the program, use the submit option. This report must be run and reviewed before proceeding to Step 6.

Summary of Input Data

Report Created: 05/17/2016 03:13:10 PM

Fund: 1 Table: 00000 Total Page School: 9999 Total Page

Func	Name	Ctrl 1000	Ctrl 7000	Ctrl 200x	Ctrl 600x	Ctrl 300x	Total
5000	Instruction:						
	Salaries	4,335,179	4,335,089				4,335,179
	Employee Benefits	1,158,140					1,158,140
	Purchased Services	255,231	249,491				255,231
	Materials and Supplies	293,103	286,115				293,103
	Other Expenses	760					760
	Capital Outlay	264,953	264,953				264,953
	Subtotal Instruction	6,307,366	5,135,648				
6100	Pupil Personnel				427,712		427,712
6200	Instructional Media				190,605		190,605
6300	Instruction and Curriculum			4,398	230,336	776	235,510
6400	Instructional Staff Training			3,621	42,861	639	47,121
6500	Instructional Related Tech.			55,830	12,077	9,853	77,760
7100	Board					343,895	343,895
7200	General Administration					210,865	210,865
7300	School Administration			3,800	726,074		729,874
7400	Facilities Acq. and Const.			39,116		6,903	46,019
7500	Fiscal Services					219,818	219,818
7600	Food Services			1,755		309	2,064
7700	Central Services			9,095	32,103	1,606	42,804
7800	Pupil Transportation			469,087	1,277	40,790	511,154
7900	Operation of Plant			141,013	1,013,604	24,884	1,179,501

Page 1 of 45

Cost Data Edit – Step 6 – This step generates an edit report that displays errors in the financial data entered on Forms 4A, 5 and 6 by checking the totals of these forms against the associated tables defined on the Attribution Table page. No files are updated in this step. This report may be filtered by Fund, Table or School. To run the report, select the submit option. Errors are underlined on the report and error messages are printed in detail and require corrective action prior to proceeding to the Cost Calculator by returning to Forms 4A, 5 and 6. The error conditions found in this step were also highlighted with messages on Forms 4A, 5 and 6. This report must be run and all errors corrected before proceeding to Step 7.

Cost Data Edit

Report Created: 05/17/2016 03:13:38 PM

Fund: 1 Table: 00001 GENERAL FUND School: 0000 District Name

---Program Direct Expenditures This School/Program Table---

Ctrl	Salaries	Pct	Benefits	Purchased Services	Materials Supplies	Other Expenses	Capital Outlay
1000	4,335,179	P	1,158,140	29,089	292,020	760	264,953

---Amounts To Be Converted To School Level Costs This School/Program Table---

Ctrl	Func	Amount	Func	Amount	Func	Amount	Func	Amount
2000	6100		6200		6300	4,398	6400	3,621
2001	6500	55,830	7300	3,800	7400	39,116	7600	1,755
2002	7700	9,095	7800		7900	141,013	8100	227,540
2003	8200	86,631						

---Indirect Amounts To Be Atrributed To All Programs This School/Program Table---

Ctrl	Func	Amount	Func	Amount	Func	Amount	Func	Amount
3000	6100		6200		6300	776	6400	639
3001	6500	9,853	7100	343,895	7200	210,865	7400	6,903
3002	7500	219,818	7600	309	7700	1,606	7800	
3003	7900	24,884	8100	40,154	8200	15,288		

Page 1 of 50

Cost Calculator – Step 7 – This program distributes costs that were manually entered or programmatically uploaded to Forms 4A and 5 based on the school/program tables to create the report work file that will be used for the analysis reports. To run the program, select the submit option. This report must be in post mode before proceeding to Step 8.

IMPORTANT: This step must be run to incorporate changes to Form 7, regardless of whether the expenditure data was manually entered on Form 7 or loaded programmatically using Step 13.

Cost Calculator

Report Created: 05/17/2016 03:14:20 PM in Post Mode

Message Level	Message(s)
	Total report work file records generated = 228
	*** Calculator completed normally. ***

Page 1 of 1

Cost Table Report – Step 8 – This step generates an optional report that shows school total indirect costs by function for each Fund and Table. If the district does not run this report, continue to Step 9. The Cost Table Report may be filtered by Fund, Table or School, and does not update any files. To run the program, select the submit option.

Note: This report uses the report work file created by the Cost Calculator in Step 7, so if the Cost Calculator is run again, this report will need to be run again as well.

Cost Table Report

Report Created: 05/17/2016 03:15:07 PM

Fund: 1 Table: 00001 GENERAL FUND School: 0000 District Name

Function		Amount	Amount
5000	Instructions		
	Salaries	4,335,179	
	Employee Benefits	1,158,140	
	Purchased Services	29,089	
	Materials and Supplies	292,020	
	Other Expenses	760	
	Capital Outlay	264,953	
	Subtotal Instruction		6,080,141
6100	Pupil Personnel		427,712
6200	Instructional Media		190,605
6300	Instructional and Curriculum Development		235,510
6400	Instructional Staff Training		47,121
6500	Instruct Technology		77,760
7100	Board		343,895
7200	General Administration		210,865
7300	School Administration		729,874
7400	Facilities Acquisition and Construction		46,019
7500	Fiscal Services		219,818
7600	Food Services		2,064
7700	Central Services		42,804
7800	Pupil Transportation		0
7900	Operation of Plant		1,179,501
8100	Maintenance of Plant		267,694
8200	Admin Technology Service		127,877
	School 0000 Total Expenditures		10,229,260

Page 1 of 63

Functional Accounting – Step 9 – This step generates a report that is critical to the balancing of the Program Cost Report with the Annual Financial Report. This report displays financial data by function for each table and an aggregate total for each fund. The information is broken down by direct and indirect school costs and district indirect costs, just like the Summary Input Data. This report may be filtered by Fund, Table or School. It may also be summarized by table and fund totals. The amounts on this report are after the cost calculator has distributed costs and must be compared with the Summary Input Data report. This report should also be compared to the prior year's report, and the district should research any significant increases or decreases in costs by function. This is a report only and does not update any files. To run the program, select the submit option. This report may be run before proceeding to Step 10.

Note: This report uses the report work file created by the Cost Calculator in Step 7, so if the Cost Calculator is run again, this report would need to be run again as well.

Functional Accounting

Report Created: 05/17/2016 03:16:39 PM

Fund: 1 Table: 00000 Total Page School: 0000 District Name

		Direct		School Indirect		District Indirect		
Func	Name	Amount	Pct	Amount	Pct	Amount	Pct	Total
5000	Instruction:							
	Salaries	4,335,179	39.53					
	Employee Benefits	1,158,140	10.56					
	Purchashed Services	255,231	2.33					
	Materials and Supplies	293,103	2.67					
	Other Expenses	760	.01					
	Capital Outlay	264,953	2.42					
	SubTotal Instruction	6,307,366	57.51					6,307,366
6100	Pupil Personnel			427,712	3.90			427,712
6200	Instructional Media			190,605	1.74			190,605
6300	Instruction and Curriculm			234,734	2.14	776	.01	235,510
6400	Instructional Staff Training			46,482	.42	639	.01	47,121
6500	Instruction Related			67,907	.62	9,853	.09	77,760
7100	Board					343,895	3.14	343,895
7200	General Administration					210,865	1.92	210,865
7300	School Administration			729,874	6.65			729,874
7400	Facilities Acqusistion and			39,116	.36	6,903	.06	46,019
7500	Fiscal Services					219,818	2.00	219,818
7600	Food Services			1,755	.02	309		2,064
7700	Central Services			41,198	.38	1,606	.01	42,804

Page 1 of 68

PC 3 and PC 4 Report – Step 10 – This step generates a report that displays all costs by program and, when run in post mode, creates the file for submission to FDOE. The file name is export.txt and should be submitted to FDOE (See *Cost Report Technical User Guide*). This report breaks down costs by program and may be filtered by Fund or School. Be sure to look for the AFR rounding difference on the report because, if the difference is too large, it may indicate a problem with the AFR cost reconciliation. This report should be run in edit mode first, reviewed and, when it is error-free, it should be run in post mode. To run the report, select the submit option. This report must be run in post mode before proceeding to Step 11. To run the program, select the submit option. This report uses the work file created by the Cost Calculator in Step 7, so if the Cost Calculator is run again, this report will need to be run again as well.

PC - 3/4 Report

Report Created: 06/09/2016 08:18:19 PM in Edit Mode

Fund: 1 General Fund School: 0000

Category	Nbr	Salaries	Benefits	Purchased Services	Material Supplies	Other Expenses	Capital Outlay	Total Direct	School Indirect	School Cost	District Indirect	Total
K-3 Basic	101	1,030,385	267,657	9,233	76,419	801		1,384,495	759,159	2,143,654	241,981	2,385,635
4-8 Basic	102	1,302,457	338,332	14,557	88,923	998		1,745,267	963,690	2,708,957	282,839	2,991,796
9-12 Basic	103	679,100	176,406	9,278	42,954	532		908,270	571,608	1,479,878	128,845	1,608,723
BASIC		3,011,942	782,395	33,068	208,297	2,331		4,038,033	2,294,457	6,332,490	653,665	6,986,155
ESOL	130	162,788	42,287	1,366	11,886	124		218,451	115,871	334,322	37,169	371,491
ESOL		162,788	42,287	1,366	11,886	124		218,451	115,871	334,322	37,169	371,491
K-BASIC WITH	111	337,873	87,767	181,420	23,652	278		630,990	228,857	859,847	83,747	943,594
4-8 BASIC WITH	112	335,089	87,044	51,863	25,601	273		499,870	259,981	759,851	79,212	839,063
9-12 BASIC	113	146,357	38,018	3,318	9,953	123		197,769	130,561	328,330	29,754	358,084
ESE SUPP 4	254	44,652	11,599	6,156	3,147	35		65,589	34,223	99,812	10,080	109,892
ESE SUPP 5	255	3,061	795	1,912	835	8		6,611	4,815	11,426	2,253	13,679
ESE		867,032	225,224	244,669	63,187	718		1,400,830	658,437	2,059,267	205,046	2,264,313
9-12	300	61,875	16,073	826	3,823	47		82,644	44,949	127,593	11,153	138,746
VOCATIONAL		61,875	16,073	826	3,823	47		82,644	44,949	127,593	11,153	138,746
LITERACY/ADUL	401	4,993	1,297	4,117	1,101	3		11,511	594	12,105	1,006	13,111
GED	403	2,037	529	1,673	447	1		4,687	244	4,931	409	5,340
ADULT		7,029	1,826	5,790	1,548	5		16,198	837	17,035	1,415	18,450
Total FEFP		4,110,666	1,067,804	285,719	288,742	3,225		5,756,156	3,114,552	8,870,708	908,448	9,779,156
Food Service									8,003		222	
Transportation									440,374		38,076	

Page 1 of 26

Cost as a Percentage of Revenue Report (CAPOR) – Step 11 – The report generated in this step uses the general fund financial data from the Program Cost Report, FTE data from the Program Cost Report, the FEFP revenue file from FDOE, and the Food Service and Transportation amounts entered on the CAPOR report and processes page. Two aggregate reports are produced: (1) a summary of school reports and (2) the district summary adjusted for student transportation and the allowed food service amount. In accordance with rule 6A-1.014, F.A.C, the district needs to insert transportation (school and district costs) and allowable food service costs (amount of state supplement in Fund 410, account numbers 3337 and 3338, and any transfer to Fund 410, account number 3610 from the General Fund) into the input fields to calculate the adjusted summary. The calculated percentages by program showing unrealistic percentages and the "FTE to Staff" ratios provide an additional edit that may indicate reporting errors. This is a report only and does not update any files. To run the report, select the submit option. If the Revenue column on the report is empty, this indicates that the FDOE revenue file was not updated. This report may be run before proceeding to Step 12.

Note: This report uses the report work file created by the Cost Calculator in Step 7, so if the Cost Calculator is run again, this report needs to be run again as well.

IMPORTANT: Remember that the revenue file from FDOE includes estimated FTE data for survey 4. The FTE that appears on the report may not agree with the actual FTE for survey 4. Revenue is not included for Workforce Development, Adults with Disabilities and other programs not funded through the FEFP.

School: 0000

Nbr	Description	FTE	Direct Costs	School Costs	Total Costs	Dir. %	Schl %	Total %	Adjusted Revenue	Cost per FTE	FTE to Staff	
101	K-3 Basic	365.10	1,384,495	2,143,654	2,385,635					6,534	16.25	
102	4-8 Basic	477.05	1,745,267	2,708,957	2,991,795					6,271	18.11	
103	9-12 Basic	177.81	908,270	1,479,878	1,608,724					9,047	14.99	
	BASIC	1,019.96	4,038,032	6,332,489	6,986,154					6,849	16.81	
130	ESOL	61.39	218,451	334,323	371,492					6,051	17.73	
	ESOL	61.39	218,451	334,323	371,492					6,051	17.73	
111	K-BASIC WITH ES	100.16	630,990	859,847	943,594					9,421	12.78	
112	4-8 BASIC WITH	79.11	499,870	759,850	839,062					10,606	10.73	
113	9-12 BASIC WITH	30.69	197,770	328,332	358,086					11,668	11.16	
254	ESE SUPP 4	6.17	65,589	99,812	109,891					17,811	6.60	
255	ESE SUPP 5	1.12	6,612	11,427	13,680					12,214	4.89	
	ESE	217.25	1,400,830	2,059,267	2,264,313					10,423	11.36	
300	9-12 VOCATIONAL	21.68	82,644	127,593	138,747					6,400	20.53	
	VOCATIONAL 9-12	21.68	82,644	127,593	138,747					6,400	20.53	
401	LITERACY/ADULT	.85	11,511	12,105	13,111					15,425	8.85	5,000-15,000
403	GED PREPARATORY	.34	4,687	4,931	5,340					15,706	8.72	5,000-15,000
	ADULT GENERAL	1.19	16,198	17,036	18,451					15,505	8.81	
	School 0000	1,321.47	5,756,156	8,870,708	9,779,156					7,400	15.65	

Page 2 of 9

Cost Analysis – Step 12 – The report generated in this step shows the salary/staff FTE salary, indirect costs versus total costs, and district indirect versus school indirect costs. Each of the three areas is compared with the valid ranges set for them on the "Install Options" page. The annualized "Staff to Salary" data appearing on the report is compared to the acceptable salary range data at the bottom of the "Install Options" page. The total indirect costs for both the school and district as a percentage of the total cost is then compared to the "Total Indirect %" at the bottom of the "Install Options" page. The total district indirect costs as a percentage of the total costs is then compared to the "District Indirect %" at the bottom of the "Install Options" page. This step does not update any files. To run the program, select the submit option. After this report is run, the Program Cost Report file created in the PC 3 and PC 4 can be transmitted to the FDOE.

Cost Analysis

Report Created: 05/17/2016 05:42:27 PM

Fund: 1 General Fund School: 0000 District Name

Pgm	Salaries	Benefits	Purchased Services	Material Supplies	Other Expenses	Capital Outlay	School Indirect	District Indirect	Total	Staff	Staff to Salary	Tot Ind	Dist Ind	Err
101	1,238,441	330,849	5,139	56,600	219	86,868	835,772	252,047	2,805,935	25.34	48,869	38	8	
102	1,348,697	360,304	8,446	90,339	231	77,607	980,693	265,352	3,131,669	27.08	49,804	39	8	
103	616,574	164,717	7,600	73,582	101	26,712	609,128	117,632	1,616,046	11.89	51,857	44	7	
111	404,538	108,072	182,739	15,020	80	29,095	257,325	91,777	1,088,646	8.78	46,091	32	8	
112	302,586	80,836	37,712	19,337	54	20,805	227,636	61,729	750,695	6.31	47,953	38	8	
113	141,550	37,815	6,274	18,270	24	6,414	149,081	28,349	387,777	2.86	49,580	45	7	
130	168,258	44,950	708	7,703	30	11,810	113,778	34,005	381,242	3.46	48,573	38	8	
254	28,441	7,598	3,344	2,265	5	1,321	22,128	5,850	70,952	.59	47,880	39	8	
255	10,074	2,691	1,564	396	2	1,003	7,735	2,203	25,668	.22	44,973	38	8	
300	76,020	20,309	944	9,140	13	3,318	68,140	14,335	192,219	1.48	51,469	42	7	
401			759	451	1		959	1,402	3,572	.14		66	39	ERR
Tota									10,454,421	88.16				

Page 1 of 20

Edit/Load Charter School Data – Step 13 – The district enters data supplied by its charter school(s) on Form 7(s).

Note: If the district elects to load the charter school data programmatically, refer to Appendix D for the proper layout. The edit report generated in this step allows the district to review its charter school data file before it is loaded into the cost data file. All reports should be run in edit mode first, reviewed and then run in post mode. To run the report, select the submit option. This report must be run in post mode in order populate the data on the Form 7 page.

IMPORTANT: After the charter school data is loaded, the "Cost Calculator" and "PC 3 and PC 4 Report" must be run again in post mode in order to include the data in the export file that must be sent to FDOE.

Edit Charter File

Report Created: 06/14/2012 12:47:27 AM

Dist	Year	Control	F	School	Amount 1	Amount 2	Amount 3	Amount 4	Amount 5	Amount 6	Amount 7
22	2010	4000	1	8142	40.001	40.002	40.003	40.004			
22	2010	4001	1	8142	40.011	40.012	40.013	40.014			
22	2010	4002	1	8142	40.021	40.022	40.023	40.024			
22	2010	4003	1	8142	40.031	40.032	40.033	40.034			
22	2010	5102	1	8142	100.000	80.000	30.000	40.000	50.000	60.000	70.000
22	2010	4000	1	8143	40.001	40.002	40.003	40.004			
22	2010	4001	1	8143	40.011	40.012	40.013	40.014			
22	2010	4002	1	8143	40.021	40.022	40.023	40.024			
22	2010	4003	1	8143	40.031	40.032	40.033	40.034			
22	2010	5102	1	8143	100.000	80.000	30.000	40.000	50.000	60.000	70.000

There were 10 finance records edited on this report.

Page 1 of 1

6A-1.014 Expenditure of Funds in Programs and Schools Where Generated.
Compliance with the expenditure requirements as set forth in Section 1010.20, F.S., shall be measured by the criteria set forth in subsections (1), (2) and (3) of this rule:

(1) Revenue generated by membership represents the product of the following six (6) factors and any adjustments by the Department for program ceilings or prior year adjustments:

(a) The number of full-time equivalent students for each program funding category;

(b) The cost factor for each program funding category;

(c) The base student allocation;

(d) The district cost differential;

(e) Other components as funded by the annual appropriations item for the Florida Education Finance Program (FEFP); and,

(f) The proration factor, if it is necessary to prorate program earnings to available revenue.

(2) Eligible expenditures as used herein include all school level direct and indirect expenditures of the general fund exclusive of expenditures for recreational and enrichment programs, community services not funded under the FEFP, land, land improvement, buildings, and remodeling. Eligible expenditures are also to include expenditures for food services in the special revenue funds. Eligible expenditures for food services shall be limited by the amount of state and local tax support for food services.

(3) The identification of cost is based on the dimensions of fund, function, object, and facility. School level costs are distinguished from district level costs as follows:

(a) School level costs:

1. Salaries and fringe benefits of teachers;
2. Salaries and fringe benefits of other instructional personnel;
3. Salaries and fringe benefits of substitutes;
4. Salaries and fringe benefits of principals and other administrative personnel;
5. Salaries and fringe benefits of pupil personnel staff working with pupils;
6. Salaries and fringe benefits of other support staff in the school;
7. School staff travel;
8. Supplies and materials used in the school center;
9. Maintenance for the school;
10. Utilities for the school;
11. Equipment, audio visual materials and library books for the school;
12. Library and audio visual materials, processing and film rentals;
13. Educational television for instructional purposes;
14. Staff training for school level instructional and non-instructional personnel;
15. Data processing for student oriented applications;
16. Curriculum coordinators assigned to the school;
17. School building related insurance;
18. Printing of instructional and other school use materials;
19. Warehousing and distribution of materials used at the school;
20. Transportation costs other than district level administration of the activity;
21. Food service costs other than district level administration of the activity; and,
22. All other costs of a school level nature.

(b) District level costs:

1. Board expense;
2. Salaries and fringe benefits of superintendent and staff;
3. Salaries and fringe benefits of other district staff including subject matter and grade level coordinators, consultants, or supervisors, as well as the district level supervisors or directors of transportation, food service, maintenance and operations;

4. Salaries and fringe benefits of other district support personnel;
5. Travel of district level personnel;
6. Supplies and materials used in district offices;
7. Bonds and general liability insurance;
8. Maintenance for district offices;
9. Utilities for district office;
10. Equipment for district level services; and,
11. All other costs of a district level nature.

Rulemaking Authority 1001.02(1) FS. Law Implemented 1010.20 FS. History–New 7-20-74, Amended 9-5-74, Repromulgated 12-5-74, Amended 4-14-76, 7-12-77, Formerly 6A-1.14, Amended 6-10-87.

Local Payroll File for the Program Cost Report System

Summary: This document describes the CSV file that each district needs to produce for uploading to the Program Cost Report System. This file will be used, along with the student records, to build the SATSY file.

Audience: Technical staff familiar with the Program Cost Report finance forms and the district's finance system.

Field Descriptions:

General Notes:

- The file should ONLY be populated with instructional jobs.
- Most software packages will not load the CSV file with leading 0s when building numeric fields with leading 0s. Therefore, table 00001 will appear in the file as 1, with the leading 0s stripped out. This will look odd to most of the Program Cost Report users because they are used to seeing table 1 as 00001. The Program Cost Report System will insert the leading 0s for these fields.
- The "Job #" field is VERY important. The job number assigned in the Program Cost Report is set based on the following criteria: survey and type of student (K-12 and Adult Ed). It is unlikely that a district's payroll system will use the same scheme as the Program Cost Report System for assigning job numbers. When building this payroll file, you will need to map the local job numbers to match the numbers used by the Program Cost Report. For instance, most districts will set up their Program Cost Report to assign Job # 01 to the teacher's regular K-12 job. "Regular" refers to the job the teacher had for surveys 2 and 3 instructing K-12 students. In the local payroll system, this same teacher may have Job # 03 as his/her surveys 2 and 3 K-12 instructional job, or job numbers may not be an element within the local payroll system.
- The Fund, Table and Percentage fields appear three times in the payroll layout below. All teachers should have at least the first set of Fund, Table and Percentage fields completed for each record. These fields describe the funding source/table attribution used to pay a teacher for a given job. A teacher may have multiple funding sources for a single job and the program provides availability for up to three funding sources.
- The three funding percentages should always total 1.00, or 100 percent. For example, a teacher may have one fund source for 1.00, or there may be three funding sources split into 0.33, 0.33 and 0.34. The percentages must always equal 1.00.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of payroll records. Example: The calendar year that spans 2015-16 would be 2016.
3	Employee ID or Employee SSN	10	Numeric	It is recommended that you use the local employee ID instead of the employee SSN. The district must have reported its teacher course records with the optional local employee ID field populated.
4	Job #	2	Numeric	This is the Program Cost Report Job #, not the district's local Job #. See Appendix B General Notes section.
5	Last Name	20	Alphanumeric	Teacher's last name.
6	First Name	15	Alphanumeric	Teacher's first name.
7	Middle Initial	1	Alphanumeric	Teacher's middle initial.
8	Fund 1	1	Numeric	Valid values: 1 = General Fund or 4 = Special Revenue Fund.
9	Table 1	5	Numeric	Attribution table associated with funding source. See Appendix B General Notes section.
10	Percentage 1	4	Numeric (9.99)	Percentage of salary associated with Table 1. 50% = 0.50.
11	Fund 2	1	Numeric	Valid values: 1 = General Fund, 4 = Special Revenue Fund, or space if not used.
12	Table 2	5	Numeric	Attribution table associated with funding source. See Appendix B General Notes section.
13	Percentage 2	4	Numeric (9.99)	Percentage of salary associated with Table 2. 50% = 0.50.
14	Fund 3	1	Numeric	Valid values: 1 = General Fund, 4 = Special Revenue Fund, or space if not used.
15	Table 3	5	Numeric	Attribution table associated with funding source. See Appendix B General Notes section.
16	Percentage 3	4	Numeric (9.99)	Percentage of salary associated with Table 3. 50% = 0.50.
17	Salary	6	Numeric	Total salary paid for this job.
18	Hourly Rate	10	Numeric (9999.99999)	This field should be equal to 0 unless for an hourly teacher.
19	Survey 1 Days	3	Numeric	Number of days worked in Survey 1. Should be set to 0 if hourly rate is specified.

20	Survey 2 Days	3	Numeric	Number of days worked in Survey 2. Should be set to 0 if hourly rate is specified.
21	Survey 3 Days	3	Numeric	Number of days worked in Survey 3. Should be set to 0 if hourly rate is specified.
22	Survey 4 Days	3	Numeric	Number of days worked in Survey 4. Should be set to 0 if hourly rate is specified.
23	Primary School of Instruction	4	Numeric	The school of instruction is dictated by the student records reported by the teacher. If a teacher is listed in this payroll file but does not have students reported, then the system will use the school specified here to build a SATSY record for the teacher without any students attached. The teacher record will then have to be researched manually to identify the students.

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Local Finance File for the Program Cost Report System

Summary: This document describes the CSV file that can be used to upload finance data (Forms 4A, 5 and 6) to the Program Cost Report System. This file is optional; some districts may find it easier to enter the financial data by hand.

Audience: Technical staff familiar with the Program Cost Report finance forms and the district's local finance system.

Field Descriptions:

General Notes:

- The "Control" field described in the following pages is very important. It communicates to the software where to upload data (form and line). Because each control line represents different data, each has its own field description table, described later in this document. The valid control values are:
  - 1000 – Form 4A
  - 2000 – Form 4A
  - 2001 – Form 4A
  - 2002 – Form 4A
  - 2003 – Form 4A
  - 3000 – Form 4A
  - 3001 – Form 4A
  - 3002 – Form 4A
  - 3003 – Form 4A
  - 6000 – Form 5
  - 6001 – Form 5
  - 6002 – Form 5
  - 6003 – Form 5
  - 7000 – Form 5
  - 7xxx – Form 5 (where xxx is a valid FEFP number defined on the Set-up ➔ FEFP Program page)
  - 8000 – Form 6
- If a duplicate Table/Fund/Control record is encountered, only the first occurrence will be uploaded.
- Each time the Finance Load program is run to upload this file, it overlays any finance data currently in the Program Cost Report System. Salaries uploaded to the Form 5, 7xxx control lines from the School/District Summary report are the only exceptions to this rule.
- Most software packages will not load the CSV file with leading 0s when building numeric fields with leading 0s. Table 00001 will appear in the file as 1, with the leading 0s removed. This will look odd to most of the current Program Cost Report users because their AS400 or mainframe displays the table as 00001. The Program Cost Report System will insert the leading 0s for these fields.
- All records should have all the columns described below in the "Generic Control Data," even if the column is left blank. After the Generic Finance Data is described, each control number will be described.

- All field sizes are shown in tables below as their maximum size.
- All dollar amounts are presented as whole numbers and without commas.
- **The Control 7xxx record contains salary data at the table/school/program level. This field should only contain teacher aide salaries that will be added by the system to the teacher salaries produced by SATSY.**

Generic Control Data

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Corresponds to the Program Cost Report finance form and row.
4	Table	5	Numeric	Attribution table associated with fund. See Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All ARRA fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Amount 1	11	Numeric	This field's value varies based on the control.
8	Amount 2	11	Numeric	This field's value varies based on the control.
9	Amount 3	11	Numeric	This field's value varies based on the control.
10	Amount 4	11	Numeric	This field's value varies based on the control.
11	Amount 5	11	Numeric	This field's value varies based on the control.
12	Amount 6	11	Numeric	This field's value varies based on the control.
13	Amount 7	11	Numeric	This field's value varies based on the control.
14	AFR Total	11	Numeric	This field is only used with Control 8000 and is always the AFR total for the fund.
15	Percentage Method	1	Alphanumeric	This field is used only with Controls 1000 and 7000. The field is prepopulated to distribute benefits on a percentage-of-salaries basis. Delete the "P" from both the Control 1000 and 7000 fields to override this methodology and assign benefits by dollar amount.

Control 1000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = "1000."
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Salaries	11	Numeric	Total for table.
8	Benefits	11	Numeric	Total for table.
9	Purchased Services	11	Numeric	Total for table.
10	Material & Supplies	11	Numeric	Total for table.
11	Other	11	Numeric	Total for table.
12	Capital Outlay	11	Numeric	Total for table.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	1	Alphanumeric	This field is used only with Control 1000 and 7000. The field is prepopulated to distribute benefits on a percentage-of-salaries basis. Delete the "P" from both the Control 1000 and 7000 fields to override this methodology and assign benefits by dollar amount.

Control 2000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2000.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 6100	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Function 6200	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
9	Function 6300	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
10	Function 6400	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 2001

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2001.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 6500	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Function 7300	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
9	Function 7400	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
10	Function 7600	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 2002

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2002.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field Blank.
7	Function 7700	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Function 7800	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
9	Function 7900	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
10	Function 8100	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 2003

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2003.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 8200	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Amount 2	N/A	N/A	Leave field blank.
9	Amount 3	N/A	N/A	Leave field blank.
10	Amount 4	N/A	N/A	Leave field blank.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 3000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3000.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank
7	Function 6100	11	Numeric	Total District Indirect Cost.
8	Function 6200	11	Numeric	Total District Indirect Cost.
9	Function 6300	11	Numeric	Total District Indirect Cost.
10	Function 6400	11	Numeric	Total District Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 3001

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3001.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 6500	11	Numeric	Total District Indirect Cost.
8	Function 7100	11	Numeric	Total District Indirect Cost.
9	Function 7200	11	Numeric	Total District Indirect Cost.
10	Function 7400	11	Numeric	Total District Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 3002

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3002.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 7500	11	Numeric	Total District Indirect Cost.
8	Function 7600	11	Numeric	Total District Indirect Cost.
9	Function 7700	11	Numeric	Total District Indirect Cost.
10	Function 7800	11	Numeric	Total District Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 3003

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3003.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 7900	11	Numeric	Total District Indirect Cost.
8	Function 8100	11	Numeric	Total District Indirect Cost.
9	Function 8200	11	Numeric	Total District Indirect Cost.
10	Amount 4	N/A	N/A	Leave field blank.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 6000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6000.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 6100	11	Numeric	Total School Indirect Cost.
8	Function 6200	11	Numeric	Total School Indirect Cost.
9	Function 6300	11	Numeric	Total School Indirect Cost.
10	Function 6400	11	Numeric	Total School Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 6001

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6001.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 6500	11	Numeric	Total School Indirect Cost.
8	Function 7300	11	Numeric	Total School Indirect Cost.
9	Function 7400	11	Numeric	Total School Indirect Cost.
10	Function 7600	11	Numeric	Total School Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 6002

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6002.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 7700	11	Numeric	Total School Indirect Cost.
8	Function 7800	11	Numeric	Total School Indirect Cost.
9	Function 7900	11	Numeric	Total School Indirect Cost.
10	Function 8100	11	Numeric	Total School Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 6003

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6003.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 8200	11	Numeric	Total School Indirect Cost.
8	Amount 2	N/A	N/A	Leave field blank.
9	Amount 3	N/A	N/A	Leave field blank.
10	Amount 4	N/A	N/A	Leave field blank.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 7000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 7000.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Salaries	11	Numeric	Total for table and school.
8	Benefits	11	Numeric	Total for table and school.
9	Purchased Services	11	Numeric	Total for table and school.
10	Material & Supplies	11	Numeric	Total for table and school.
11	Other	11	Numeric	Total for table and school.
12	Capital Outlay	11	Numeric	Total for table and school.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	1	Alphanumeric	This field is prepopulated to distribute benefits on a percentage-of-salaries basis as determined by Form 4A. This field should be left blank, except when the district has determined that a specific benefits amount is required.

Control 7xxx

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 7xxx, where xxx is a valid FEFP program number.
4	Table	5	Numeric	Attribution table associated with fund. See the Appendix C General Notes section.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Salaries	11	Numeric	**<u>*NOTE: Teacher aides only!! Object 150. Teacher salaries coming from SATSY will already be loaded by School/District Summary report.</u>**
8	Benefits	11	Numeric	Total for table, school and program.
9	Purchased Services	11	Numeric	Total for table, school and program.
10	Material & Supplies	11	Numeric	Total for table, school and program.
11	Other	11	Numeric	Total for table, school and program.
12	Capital Outlay	11	Numeric	Total for table, school and program.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 8000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 8000.
4	Table	N/A	N/A	Leave field blank.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
6	School	N/A	N/A	Leave field blank.
7	Other Instructional	11	Numeric	Total for fund.
8	Pre-Kindergarten	11	Numeric	Total for fund.
9	Non-Program Capital Outlay	11	Numeric	Total for fund.
10	Community Service	11	Numeric	Total for fund.
11	Debt Service	11	Numeric	Total for fund.
12	Federal Indirect	11	Numeric	Total for fund.
13	Charter Schools	11	Numeric	Total for fund.
14	AFR Total	11	Numeric	Total for fund.
15	Percentage Method	N/A	N/A	Leave field blank.

Charter School File Specifications

Summary: This section of the manual describes the CSV file that can be used to upload Charter School Financial Data (Form 7) to the Program Cost Report System. This file is optional; districts may find it easier to enter the charter school data manually.

Audience: Technical staff familiar with the Program Cost Report finance forms and the district's local finance system.

Field Descriptions:

General Notes:

- The Control field described in the following pages is important. It tells the software where to load the data (form and line). Each Control Line represents different data and each has its own field description table, shown later in this document. The valid Control values are:
    - 4000 – Form 7 School Indirect Cost
    - 4001 – Form 7 School Indirect Cost
    - 4002 – Form 7 School Indirect Cost
    - 4003 – Form 7 School Indirect Cost
    - 5xxx – Form 7 Program Direct & Indirect Cost (where xxx is a valid FEFP number defined on the Set-up ➔ FEFP Program page)
- If a duplicate Fund/Control record is encountered, only the first occurrence will be loaded.
- Each time the Charter Load program is run to load this file, it overlays any charter data currently in the Program Cost Report.
- Most software packages will not load the CSV file with leading 0s when building numeric fields with leading 0s. Table 00001 will appear in the file as 1, with the leading 0s removed. This will look odd to most of the Program Cost Report users because their AS400 or mainframe displays table 1 as 00001. The Program Cost Report System will insert the leading 0s for these fields.
- All records should have all the columns described below in the "Generic Control Data," even if the column is blank. After the Generic Finance Data is described, each Control number will be described.
- All field sizes are shown in the tables below as their maximum size.
- All dollar amounts are presented as whole numbers and without commas.

Generic Control Data

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Corresponds to the Program Cost Report finance form and row.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Amount 1	11	Numeric	This field's value varies based on the control.
7	Amount 2	11	Numeric	This field's value varies based on the control.
8	Amount 3	11	Numeric	This field's value varies based on the control.
9	Amount 4	11	Numeric	This field's value varies based on the control.
10	Amount 5	11	Numeric	This field's value varies based on the control.
11	Amount 6	11	Numeric	This field's value varies based on the control.
12	Amount 7	11	Numeric	This field's value varies based on the control.

Control 4000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 4000.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Function 6100	11	Numeric	Total School Indirect Cost.
7	Function 6200	11	Numeric	Total School Indirect Cost.
8	Function 6300	11	Numeric	Total School Indirect Cost.
9	Function 6400	11	Numeric	Total School Indirect Cost.
10	Amount 5	N/A	N/A	Leave field blank.
11	Amount 6	N/A	N/A	Leave field blank.
12	Amount 7	N/A	N/A	Leave field blank.

Control 4001

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 4001.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Function 6500	11	Numeric	Total School Indirect Cost.
7	Function 7100	11	Numeric	Total School Indirect Cost.
8	Function 7200	11	Numeric	Total School Indirect Cost.
9	Function 7300	11	Numeric	Total School Indirect Cost.
10	Amount 5	N/A	N/A	Leave field blank.
11	Amount 6	N/A	N/A	Leave field blank.
12	Amount 7	N/A	N/A	Leave field blank.

Control 4002

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 4002.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Function 7400	11	Numeric	Total School Indirect Cost.
7	Function 7500	11	Numeric	Total School Indirect Cost.
8	Function 7600	11	Numeric	Total School Indirect Cost.
9	Function 7700	11	Numeric	Total School Indirect Cost.
10	Amount 5	N/A	N/A	Leave field blank.
11	Amount 6	N/A	N/A	Leave field blank.
12	Amount 7	N/A	N/A	Leave field blank.

Control 4003

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 4003.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Function 7800	11	Numeric	Total School Indirect Cost.
7	Function 7900	11	Numeric	Total School Indirect Cost.
8	Function 8100	11	Numeric	Total School Indirect Cost.
9	Function 8200	11	Numeric	Total School Indirect Cost.
10	Amount 5	N/A	N/A	Leave field blank.
11	Amount 6	N/A	N/A	Leave field blank.
12	Amount 7	N/A	N/A	Leave field blank.

Control 5xxx

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 5xxx, where xxx is a valid FEFP program number.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Salaries	11	Numeric	Total for school and program.
7	Benefits	11	Numeric	Total for school and program.
8	Purchased Services	11	Numeric	Total for school and program.
9	Material & Supplies	11	Numeric	Total for school and program.
10	Other	11	Numeric	Total for school and program.
11	Capital Outlay	11	Numeric	Total for school and program.
12	School Indirect	11	Numeric	Total for school and program.