

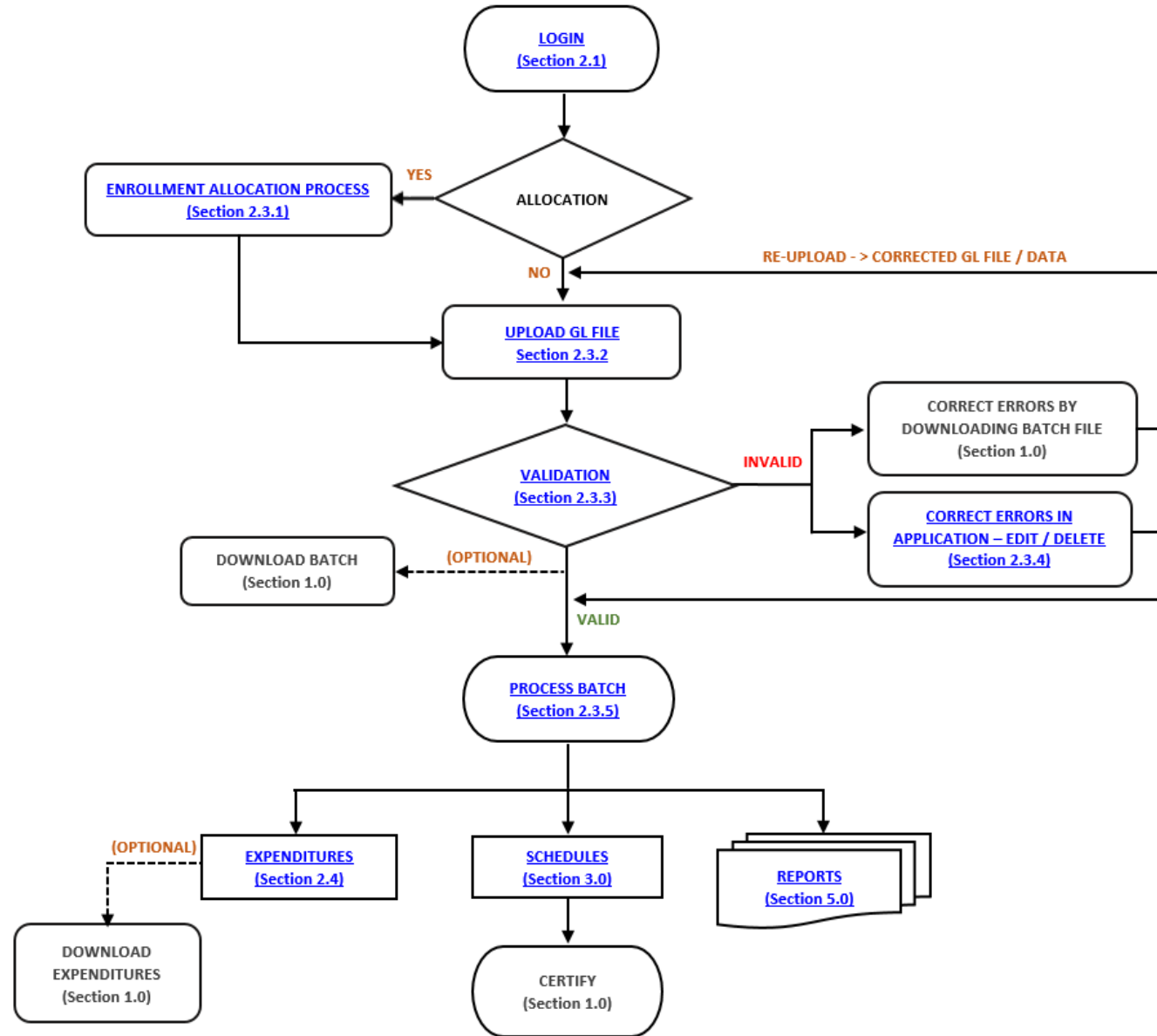
# Education Financial System (EFS)

Training – April 2018

## EFS Training Agenda

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

# EDUCATION FINANCIAL SYSTEM



# Login Slide 1

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



CT.gov State Of Connecticut Login

Authentication  
User Login

Username:

Password:

Login

## Login Slide 2

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



# EFS Home Page

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

Education Financial System   Home   Expenditures   Schedules   Reports   ChesTest

Cheshire School District   Fiscal Year 2016-2017

### GL File Upload

**Before you upload:**

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

**Select a CSV file**

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

Uploaded Files  Show all uploaded files

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

From the Home Page, you can:

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



# EFS Codes

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

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

PreK Flag	
Description	EFS PreK Code
Prek	Y
Non Prek	N

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

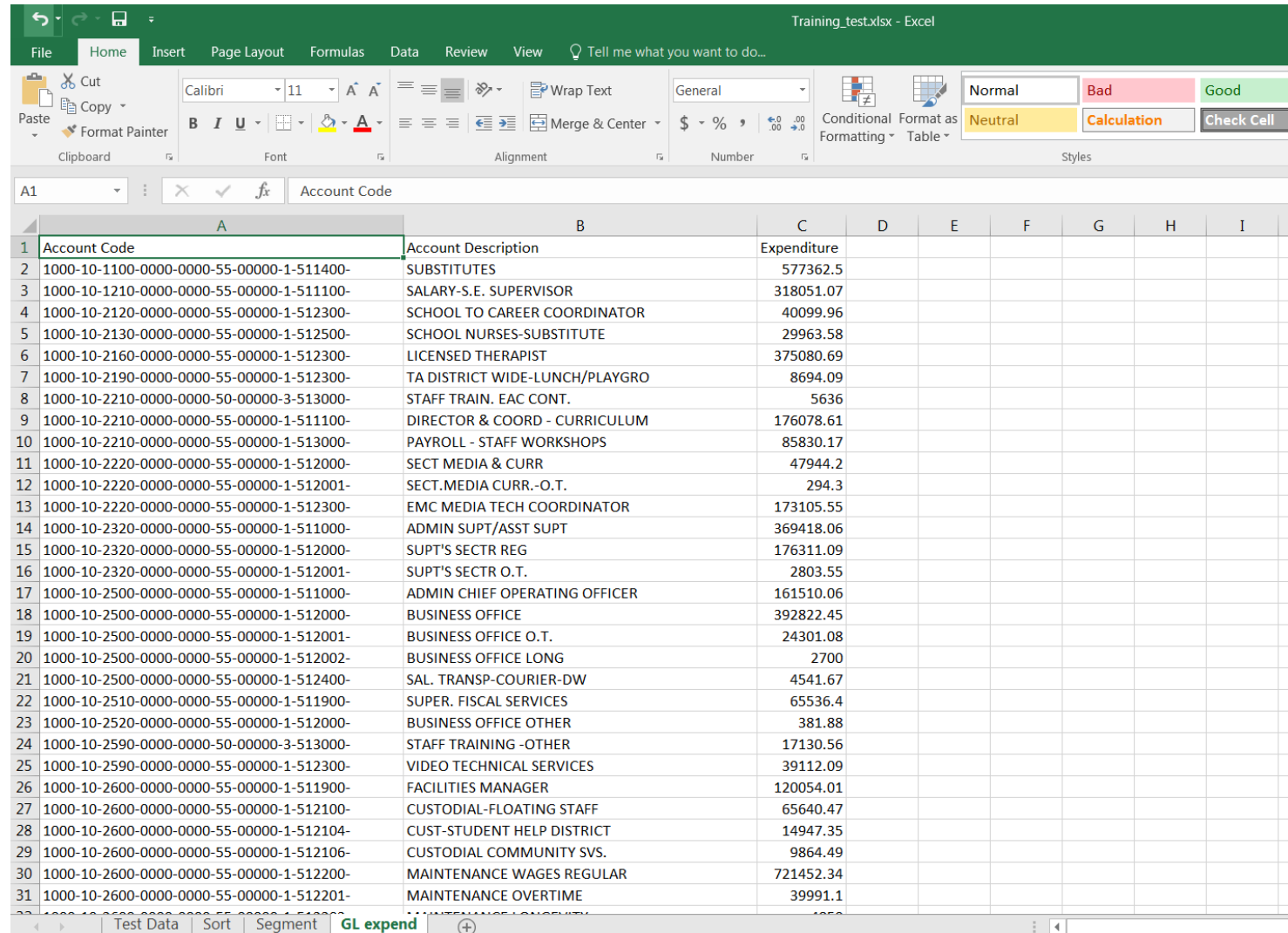
  

Funding Source	
Description	EFS Funding Source
Local Budget Appropriation	1
Federal Funds	2
State Funds Not In Local Appropriation	3
Private Funds	4
Medicaid Funds	5
Other Local Funds - Excess Cost Special Education Grant and/or State Agency Place	6
Other Local Funds - Additional Special Education Tuition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



# Upload File Prep – G/L Download

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



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

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

# Upload File Prep – Segment Accounts (optional)

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

The screenshot shows an Excel spreadsheet titled 'Training\_test.xlsx'. The formula bar at the top displays '=MID(A2,1,4)'. The spreadsheet contains a list of account codes and descriptions, with columns for expenditure and various EFS codes (E, F, G, H, I, J, K, L, M). The data is as follows:

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

# Upload File Prep – Assign EFS Codes

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

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

# Upload File Prep – Delete columns after J

Training\_test.xlsx - Excel

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

Cut Copy Paste Format Painter Clipboard

Calibri 11 A A

B I U

Wrap Text

General

Conditional Format as Formatting Table

Normal Bad Good Neutral Calculation Check Cell

Insert Delete

C15 B1

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

Test Data Sort Segment GL expend

Ready



# Allocation Slide 1

## **Allocation Code 1**

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

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

## **Allocation Codes 2-9**

### **Basis – school enrollment**

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

# Allocation Slide 2

From Home screen, click “allocation groups”.

GL File Upload

**Before you upload:**

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

**Select a CSV file**

No file selected

Only .csv file with size less than 10MB

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

Colchester School District
Fiscal Year 2016-2017

Enrollment Allocation Groups ?

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

# Upload Slide 1

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

**GL File Upload**

**Before you upload:**

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

**Select a CSV file**

No file selected.

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

Uploaded Files  Show all uploaded files

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

File name: EFS\_EastHartfordAllocation10132017.csv

Microsoft Excel Comma Separated Values

Uploaded Files  Show all uploaded files

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



# Upload Slide 2

Click “Upload” button

### GL File Upload ?

**Before you upload:**

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

**Select a CSV file**

Training\_test.csv

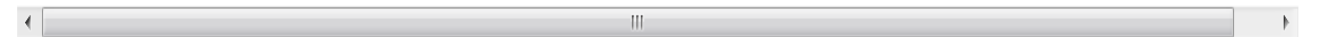
Only .csv file with size less than 5 MB is accepted.

# Upload Slide 3

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

## File Preview

EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description
1	1100	B1	1	N	0	280011	577362.5	1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTE
1	1210	B1	3	N	0	280011	318051.07	1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR
1	2120	B1	1	N	0	280011	40099.96	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR
1	2130	B1	1	N	0	280011	29963.58	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE



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

- This is not a row of data, please ignore it.
- This is a row of data, please include it.

[Load Data for Validation](#) [Cancel](#)

# Upload Slide 4

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

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

Colchester School District | Fiscal Year 2016-2017

### GL File Upload

**Before you upload:**

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

**Select a CSV file**

No file selected.

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

File has been uploaded successfully.

**Uploaded Files**  Show all uploaded files

Batch Id	File Name	Total Lines	Error Count	Uploaded Date	Processed Date	Status	
60	Training_test.csv	595	2	3/26/2018 4:34:50 PM		Validated with Errors	Details

# Data Validation and Errors - Slide 1

**Batch Id** 59  
**File Name** Book2.csv  
**Total Records** 595  
**Error Count** 2  
**Uploaded Date** 3/23/2018 10:53:29 AM  
**Uploaded By** EFS TesT  
**Status** Validated with Errors

[Download Batch](#)

Click on “Error Records” tab.

Two options at this point:

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

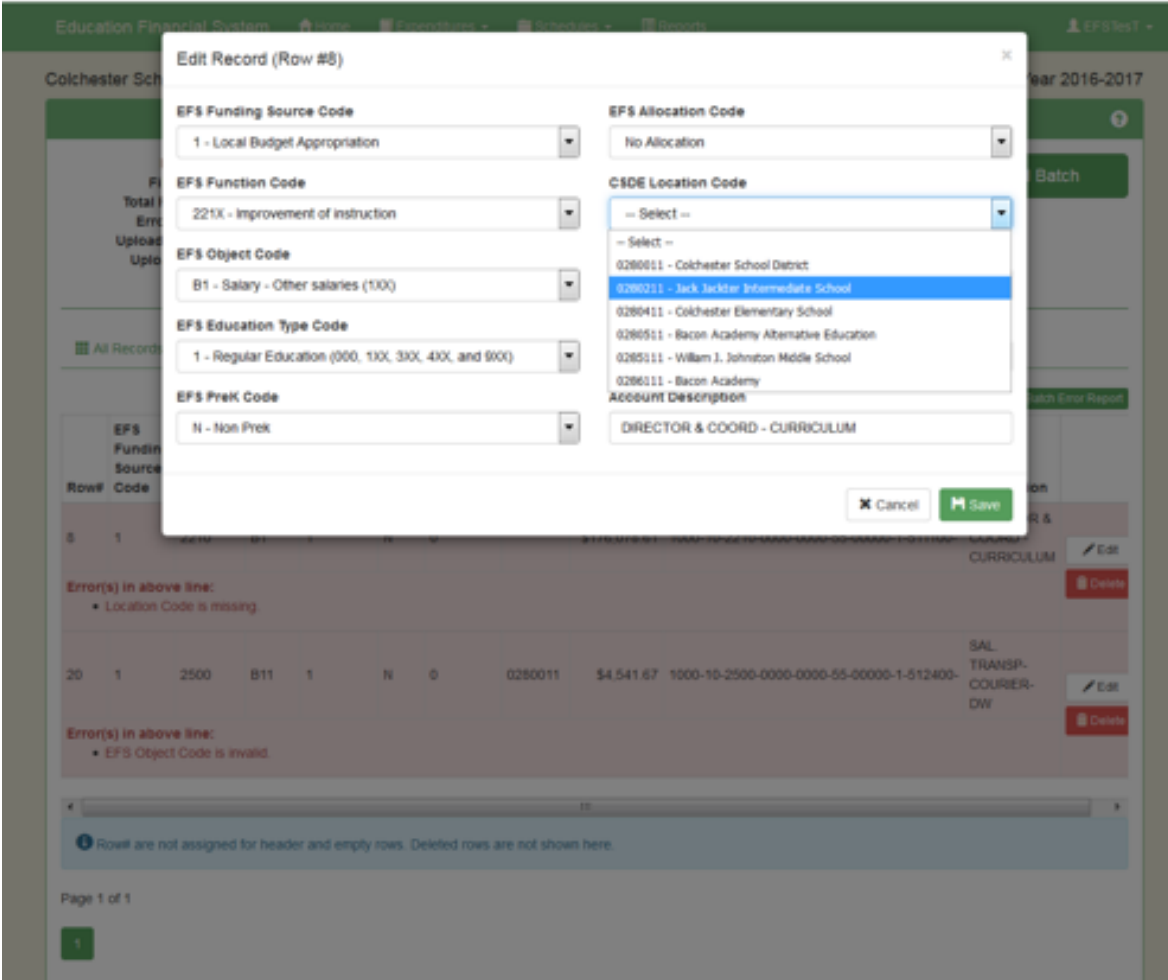
[All Records](#)
[Error Records](#)
[Duplicate Records](#)
[View Batch Error Report](#)

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description	
8	1	2210	B1	1	N	0		\$176,078.61	1000-10-2210-0000-0000-55-00000-1-511100-	DIRECTOR & COORD - CURRICULUM	<a href="#">Edit</a>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>• Location Code is missing.</li> </ul>											
20	1	2500	B11	1	N	0	0280011	\$4,541.67	1000-10-2500-0000-0000-55-00000-1-512400-	SAL. TRANSP-COURIER-DW	<a href="#">Edit</a>
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>• EFS Object Code is invalid.</li> </ul>											

[i](#) Row# are not assigned for header and empty rows. Deleted rows are not shown here.

# Data Validation and Errors - Slide 2

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



# Data Validation and Errors - Slide 3

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

Colchester School District | Fiscal Year 2016-2017

<b>Batch Id</b>	60
<b>File Name</b>	Training_test
<b>Total Records</b>	595
<b>Error Count</b>	0
<b>Uploaded Date</b>	3/26/2018 4
<b>Uploaded By</b>	EFSTesT
<b>Status</b>	Awaiting Validation

Download Batch | Revalidate Batch

All Records | Error Records | Duplicate Records

No Content Found

Once errors are cleared, click “Revalidate Batch”.

# Data Validation and Errors - Slide 4

More Errors! This is a 2<sup>nd</sup> stage error check that ensures that the combinations of codes used meet requirements, for example Row 13 where object S1 for Teacher Salary was used with Function 2320 for Central Administration.

Education Financial System [Home](#) [Expenditures](#) [Schedules](#) [Reports](#) EFSTesT

Colchester School District Fiscal Year 2016-2017

**File Details**

<p><b>Batch Id</b> 60</p> <p><b>File Name</b> Training_test.csv</p> <p><b>Total Records</b> 595</p> <p><b>Error Count</b> 3</p> <p><b>Uploaded Date</b> 3/26/2018 4:34:50 PM</p> <p><b>Uploaded By</b> EFSTesT</p> <p><b>Status</b> <span style="background-color: #ffc107; padding: 2px;">Validated with Errors</span></p>	<div style="background-color: #4CAF50; color: white; padding: 5px; display: inline-block;">  Download Batch                 </div>
---	--

All Records
Error Records
Duplicate Records

View Batch Error Report

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description	
13	1	2320	S1	1	N	0	0280011	\$369,418.06	1000-10-2320-0000-0000-55-00000-1-511000-	ADMIN SUPT/ASST SUPT	E
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>EFS Codes combination is invalid.</li> </ul>											
48	1	2702	B1	1	N	0	0280011	\$68,901.82	1000-10-2720-0000-0000-55-00000-1-512400-	TRANSPAIDES-SPEC. EDUC.	E
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>EFS Codes combination is invalid.</li> </ul>											
327	2	1210	S1	2	N		0280011	\$518,184.99	6400-10-1210-0000-2017-30-12060-1-511300-20977	I611F17-TEACHERS	E
<b>Error(s) in above line:</b> <ul style="list-style-type: none"> <li>Location code must be a school or an allocation code must be used.</li> </ul>											

## Data Validation and Errors - Slide 5

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

Education Programs System

Edit Record (Row #13)

EFS Funding Source Code: 1 - Local Budget Appropriation

EFS Allocation Code: No Allocation

EFS Function Code: 230X - Support services - General Administration (230X exe)

CSDE Location Code: 0280011 - Colchester School District

EFS Object Code: S1 - Salary - Teacher salaries (1X1 and 1X3)

Expenditure: \$ 309416.00

000-55-00000-1-511000-

UPT

Cancel Save

13 1 Error(s) in above • EFS Code

40 1 Error(s) in above • EFS Codes

327 2 Error(s) in above • Location co

Row(s) are not assigned for header and empty rows. Deleted rows are not shown here.



# Process Data – Slide 1

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

Education Financial System [Home](#) [Expenditures](#) [Schedules](#) [Reports](#) EFSTesT

Colchester School District Fiscal Year 2016-2017

### File Details ?

**Batch Id** 60  
**File Name** Training\_test.csv  
**Total Records** 595  
**Error Count** 0  
**Uploaded Date** 3/26/2018 4:34:50 PM  
**Uploaded By** EFSTesT  
**Status** Validated without Errors

Download Batch

Process Batch

---

All Records
Error Records
Duplicate Records

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description
1	1	1100	B1	1	N	0	0280011	\$577,362.50	1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTES
2	1	1210	B1	3	N	0	0280011	\$318,051.07	1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR
3	1	2120	B1	1	N	0	0280011	\$40,099.96	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR
4	1	2130	B1	1	N	0	0280011	\$29,963.58	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE
5	1	2160	B1	3	N	0	0280011	\$375,080.69	1000-10-2160-0000-0000-55-00000-1-512300-	LICENSED THERAPIST
6	1	2190	B1	1	N	0	0280011	\$8,694.09	1000-10-2190-0000-0000-55-00000-1-512300-	TA DISTRICT WIDE-LUNCH/PLAYGRO
7	1	2210	B1	1	N	0	0280011	\$5,636.00	1000-10-2210-0000-0000-50-00000-3-513000-	STAFF TRAIN. EAC CONT.
8	1	221X	B1	1	N		0280411	\$176,078.61	1000-10-2210-0000-0000-55-00000-1-511100-	DIRECTOR & COORD - CURRICULUM
9	1	2210	B1	1	N	0	0280011	\$85,830.17	1000-10-2210-0000-0000-55-00000-1-513000-	PAYROLL - STAFF WORKSHOPS

# Process Data – Slide 2

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

The screenshot shows the Education Financial System interface for Colchester School District, Fiscal Year 2016-2017. A warning dialog box is displayed in the center, stating: "Warning! Processing this batch will overwrite all previously processed expenditure data including manual entries (however non-expenditure schedule entries will be preserved). You are advised to download your existing EFS expenditure file and save for reference before overwriting with this batch. Do you want to process this batch anyway?" The dialog has "Cancel" and "Process Batch" buttons.

Below the dialog, a table of expenditure records is visible. The table has the following columns: Row#, EFS Funding Source Code, EFS Function Code, EFS Object Code, EFS Education Type Code, EFS PreK Code, EFS Allocation Code, CSDE Location Code, Expenditure, Account Code, and Account Description.

Row#	EFS Funding Source Code	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	EFS Allocation Code	CSDE Location Code	Expenditure	Account Code	Account Description
1	1	1100	B1	1	N	0	0280011	\$577,362.50	1000-10-1100-0000-0000-55-00000-1-511400-	SUBSTITUTES
2	1	1210	B1	3	N	0	0280011	\$318,051.07	1000-10-1210-0000-0000-55-00000-1-511100-	SALARY-S.E. SUPERVISOR
3	1	2120	B1	1	N	0	0280011	\$40,099.96	1000-10-2120-0000-0000-55-00000-1-512300-	SCHOOL TO CAREER COORDINATOR
4	1	2130	B1	1	N	0	0280011	\$29,963.58	1000-10-2130-0000-0000-55-00000-1-512500-	SCHOOL NURSES-SUBSTITUTE
5	1	2160	B1	3	N	0	0280011	\$375,080.69	1000-10-2160-0000-0000-55-00000-1-512300-	LICENSED THERAPIST
6	1	2190	B1	1	N	0	0280011	\$8,694.09	1000-10-2190-0000-0000-55-00000-1-512300-	TA DISTRICT WIDE-LUNCH/PLAYGRO
7	1	2210	B1	1	N	0	0280011	\$5,636.00	1000-10-2210-0000-0000-50-00000-3-513000-	STAFF TRAIN. EAC CONT.
8	1	221X	B1	1	N		0280411	\$176,078.61	1000-10-2210-0000-0000-55-00000-1-511100-	DIRECTOR & COORD - CURRICULUM

# Expenditure Detail

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

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

Cheshire School District | Fiscal Year 2016-2017

### Expenditure Detail

**Search Criteria**

Funding Source Code: -- All -- | PreK Code: -- All -- | Expenditure: \$

Education Type Code: -- All -- | Allocation Flag: -- All -- | Account Code:

Object Code: -- All -- | Is Manual Entry?: -- All -- | Account Description:

Function Code: -- All -- | CSDE Location Code: -- Select --

[Search](#)

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

Funding Source Code	Function Code	Object Code	Education Type Code	PreK Code	Allocation Flag	Location Code	Expenditure	Account Code	Account Description	
1	1000	B1	1	N		0250011	\$577,362.50	1000-10-1100-0000-0000-55-00...	SUBSTITUTES	<a href="#">Edit</a> <a href="#">Delete</a>
1	1000	B1	3	N		0250011	\$318,051.07	1000-10-1210-0000-0000-55-00...	SALARY-S.E. SUPERVISOR	<a href="#">Edit</a> <a href="#">Delete</a>
1	21XX	B1	1	N		0250011	\$40,099.96	1000-10-2120-0000-0000-55-00...	SCHOOL TO CAREER COORDI...	<a href="#">Edit</a> <a href="#">Delete</a>
1	21XX	B1	1	N		0250011	\$29,063.58	1000-10-2130-0000-0000-55-00...	SCHOOL NURSES-SUBSTITUTE	<a href="#">Edit</a> <a href="#">Delete</a>
1	21XX	B1	3	N		0250011	\$375,080.69	1000-10-2160-0000-0000-55-00...	LICENSED THERAPIST	<a href="#">Edit</a> <a href="#">Delete</a>
1	21XX	B1	1	N		0250011	\$8,064.09	1000-10-2190-0000-0000-55-00...	TA DISTRICT WIDE-LUNCH/PL...	<a href="#">Edit</a> <a href="#">Delete</a>
1	221X	B1	1	N		0250011	\$5,636.00	1000-10-2210-0000-0000-55-00...	STAFF TRAIN. EAC CONT.	<a href="#">Edit</a> <a href="#">Delete</a>
1	221X	B1	1	N		0250111	\$176,078.61	1000-10-2210-0000-0000-55-00...	DIRECTOR & COORD - CURRI...	<a href="#">Edit</a> <a href="#">Delete</a>
1	221X	B1	1	N		0250011	\$85,830.17	1000-10-2210-0000-0000-55-00...	PAYROLL - STAFF WORKSHOPS	<a href="#">Edit</a> <a href="#">Delete</a>
1	222X	B1	1	N		0250011	\$47,944.20	1000-10-2220-0000-0000-55-00...	SECT MEDIA & CURR	<a href="#">Edit</a> <a href="#">Delete</a>
1	222X	B1	1	N		0250011	\$294.30	1000-10-2220-0000-0000-55-00...	SECT.MEDIA CURR.-O.T.	<a href="#">Edit</a> <a href="#">Delete</a>
1	222X	B1	1	N		0250011	\$173,105.55	1000-10-2220-0000-0000-55-00...	EMC MEDIA TECH COORDINA...	<a href="#">Edit</a> <a href="#">Delete</a>
1	23XX	B1	1	N		0250011	\$369,418.06	1000-10-2320-0000-0000-55-00...	ADMIN SUPT/ASST SUPT	<a href="#">Edit</a> <a href="#">Delete</a>
1	23XX	B1	1	N		0250011	\$176,311.09	1000-10-2320-0000-0000-55-00...	SUPT'S SECTR REG	<a href="#">Edit</a> <a href="#">Delete</a>
1	23XX	B1	1	N		0250011	\$2,803.55	1000-10-2320-0000-0000-55-00...	SUPT'S SECTR O.T.	<a href="#">Edit</a> <a href="#">Delete</a>
1	25XX	B1	1	N		0250011	\$181,510.06	1000-10-2500-0000-0000-55-00...	ADMIN CHIEF OPERATING OF...	<a href="#">Edit</a> <a href="#">Delete</a>
1	25XX	B1	1	N		0250011	\$392,822.46	1000-10-2500-0000-0000-55-00...	BUSINESS OFFICE	<a href="#">Edit</a> <a href="#">Delete</a>
1	25XX	B1	1	N		0250011	\$24,301.08	1000-10-2500-0000-0000-55-00...	BUSINESS OFFICE O.T.	<a href="#">Edit</a> <a href="#">Delete</a>
1	25XX	B1	1	N		0250011	\$2,700.00	1000-10-2500-0000-0000-55-00...	BUSINESS OFFICE LONG	<a href="#">Edit</a> <a href="#">Delete</a>
1	25XX	B1	1	N		0250011	\$4,541.67	1000-10-2500-0000-0000-55-00...	SAL. TRANSP-COURIER-DW	<a href="#">Edit</a> <a href="#">Delete</a>
							<b>Total Expenditure:</b>	\$45,736,766.87		

Page 1 of 198

«« « 1 2 3 4 5 6 7 8 9 10 ... » »»

# Expenditure Summary

- Elementary/Secondary Education section includes all expenditures that in the past would be included on ED001 Schedule 12 – total would tie to Line 1213/1.
- Reconciliation to Total Expenditures section adds back the expenditures not included in the upper section, to arrive at the total expenditures reported in the database.
- The “Total EFS Expenditures” line is the same amount as the total shown on the Expenditure Detail page.
- Use “Refresh” button to update this page for any changes to expenditures made while this page is open.

Education Financial System Home Expenditures Schedules Reports ChesTest

Cheshire School District Expenditure Summary Expenditure Detail Fiscal Year 2016-2017

### Expenditure Summary

#### Elementary/Secondary Education

Funding Source	Education Type			Total
	Regular Education	Special Education Other	Special Education 10-76f	
Local	\$27,769,156.10	\$920,570.58	\$14,645,659.86	\$43,335,386.54
Federal	\$193,339.27	\$827,283.35		\$1,020,622.62
State	\$13,569.92			\$13,569.92
Private/Misc	\$3,260.00	\$3,011.54		\$6,271.54
	<b>\$27,979,325.29</b>	<b>\$1,750,865.47</b>	<b>\$14,645,659.86</b>	<b>\$44,375,850.62</b>

#### Reconciliation to Total Expenditures

##### Non Elementary/Secondary Education

Education types other than regular/special education	\$581,073.53
Non-reportable food services <sup>1</sup>	\$779,842.72
Facilities acquisition and construction (except minor) <sup>1</sup>	
Debt service <sup>1</sup>	
Non-certified salary and benefits in certified positions <sup>1</sup>	
Unliquidated encumbrances <sup>1</sup>	
<b>Total EFS Expenditures</b>	<b>\$45,736,766.87</b>

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

Refresh

# Schedule Example – Special Education – Slide 1

- All amounts on this schedule are from EFS expenditure table. Any changes made here will change all affected schedules and reports.
- Two sections: “Other Special Education” and “Special Education per Section 10-76f of the Connecticut General Statutes” equivalent to old ED001 Columns 1 and 2.
- For training, and for the 2017-18 filing, prior year amounts are from 2016-17 Form ED001. Some of the lines don’t match the ED001 but totals should tie.

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

Cheshire School District | In-Kind | Fiscal Year 2016-2017

Food Services

Special Education

Line	Description		Last Year's Amount	Amount Change	Percent Change
SE101	Teacher salaries		75,421.00	(\$142,706.69)	-16.3%
SE102	Instructional aide salaries		N/A	\$221,995.43	N/A
SE103	Other salaries		91,256.00	(\$423,699.54)	-86.25%
SE104	Employee benefits		18,373.00	\$401,766.80	2186.72%
SE105	Purchased services		42,264.00	(\$12,248.73)	-5.06%
SE106	Special education tuition	\$ 63,898.32	\$70,369.00	(\$6,470.68)	-9.2%
SE107	Supplies	\$ 12,291.29	\$15,809.00	(\$3,517.71)	-22.25%
SE108	Property services	\$ 2,254.59	\$2,165.00	\$89.59	4.14%
SE109	Equipment	\$	\$0.00	\$0.00	N/A
SE110	All other expenditures	\$	\$0.00	\$0.00	N/A
SE199	Total	\$ 1,750,865.47	\$1,715,657.00	\$35,208.47	2.05%

Special Education per Section 10-76f of the Connecticut General Statutes

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
SE201	Teacher salaries	\$ 3,056,076.38	\$5,865,967.00	(\$2,809,890.62)	-47.9%
SE202	Instructional aide salaries	\$ 1,615,240.20	N/A	\$1,615,240.20	N/A
SE203	Other salaries	\$ 1,642,023.88	\$2,846,719.00	(\$1,204,695.12)	-42.32%
SE204	Employee benefits	\$ 4,833,879.58	\$2,282,597.00	\$2,551,282.58	111.77%
SE205	Purchased services	\$ 1,457,733.22	\$1,369,084.00	\$88,649.22	6.48%
SE206	Special education tuition	\$ 1,821,471.88	\$2,257,316.00	(\$435,844.12)	-19.31%
SE207	Supplies	\$ 207,843.49	\$207,239.00	\$604.49	0.29%
SE208	Property services	\$ 10,991.23	\$175,574.00	(\$164,582.77)	-83.74%

# Schedule Example – Special Education – Slide 2

**DRAFT**

## 3.6.2 Line instructions – Local and Regional School Districts

Line	Description	Data Entry Method	EFS Codes / Description						2016-17 ED001 Reference (Line, Col)
			EFS Funding Source ID	EFS Function Code	EFS Object Code	EFS Education Type Code	EFS PreK Code	CSDE Location Code	
<b>OTHER SPECIAL EDUCATION</b>									
SE101	Teacher salaries	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S1		2 All	School code	401, 1
SE102	Instructional aide salaries	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S2		2 All	School code	N/A
SE103	Other salaries	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B1		2 All	School or District code	402, 1
SE104	Employee benefits	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B2		2 All	School or District code	403, 1
SE105	Purchased services	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B3, S5, S6, S8		2 All	School or District code	sum of 404, 1 and 409, 1
SE106	Special education tuition	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	D1-D6		2 All	School or District code	405, 1
SE107	Supplies	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B4, S9-S11		2 All	School or District code	sum of 406, 1 and 407, 1
SE108	Property services	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S7		2 All	School or District code	408, 1
SE109	Equipment	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	S12-S15		2 All	School or District code	410, 1
SE110	All other expenditures	Expenditure Database	All except 11	All except 27XX, 27X1, 27X3, 27X4, 311X, 4XXX, 5XXX	B6, S16, S17		2 All	School or District code	411, 1
SE199	Total	Calculated by EFS					N/A		412, 1

Schedule line definitions, including reference to prior ED001 lines, are provided in the User Guide, under “Documents/Forms” at: <http://portal.ct.gov/SDE-EFS>.

# Schedule Example – Special Education – Slide 3

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

Cheshire School District Fiscal Year 2016-2017

### Special Education ?

**Other Special Education**

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
SE101 <span style="font-size: small;">▼</span>	Teacher salaries	\$ 732,714.31	\$875,421.00	(\$142,706.69)	-16.3%
SE102 <span style="font-size: small;">▲</span>	Instructional aide salaries	\$ 221,995.43	N/A	\$221,995.43	N/A

Funding Source	Function	Object	Ed Type	PreK	Location	Expenditure	Account Code	Account Description	
1	1XXX	S2	2	Y	0250111	\$17,790.50	1000-02-1210-0000-0000-32-00000-1-511600-	B TO 3-INST. ASSTS-SPEC. EDUC.	
1	1XXX	S2	2	Y	0250111	\$1,651.63	1000-02-1210-1214-0000-32-00000-1-511600-	BIRTH TO 3-SUMMER-INST.ASSTS	
2	1XXX	S2	2	Y	0250111	\$4,863.84	6500-02-1210-0000-2016-30-12060-1-511600-20983	619F16-P.S.INST.ASSTS	
2	1XXX	S2	2	Y	0250111	\$27,481.51	6500-02-1210-0000-2017-30-12060-1-511600-20983	619F17-P.S.INST.ASSTS	
2	21XX	S2	2	N	0250111	\$5,014.49	6400-10-2100-0000-2016-30-12060-1-511600-20977	611-16-INST.ASSTS	
2	21XX	S2	2	N	0250211	\$2,437.38	6400-10-2100-0000-2016-30-12060-1-511600-20977	611-16-INST.ASSTS	
2	21XX	S2	2	N	0255111	\$12,155.87	6400-10-2100-0000-2016-30-12060-1-511600-20977	611-16-INST.ASSTS	
2	21XX	S2	2	N	0250111	\$38,514.54	6400-10-2100-0000-2017-30-12060-1-511600-20977	611-17-INST.ASSTS	
2	21XX	S2	2	N	0250211	\$18,720.69	6400-10-2100-0000-2017-30-12060-1-511600-20977	611-17-INST.ASSTS	
2	21XX	S2	2	N	0255111	\$93,364.97	6400-10-2100-0000-2017-30-12060-1-511600-20977	611-17-INST.ASSTS	

+ Add

SE103 <span style="font-size: small;">▼</span>	Other salaries	\$ 67,556.46	\$491,256.00	(\$423,699.54)	-86.25%
SE104 <span style="font-size: small;">▼</span>	Employee benefits	\$ 420,139.80	\$18,373.00	\$401,766.80	2186.72%

# Schedule Example – Special Education – Slide 4

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

Edit Expense Record (Line - SE102) ✕

**EFS Funding Source Code**  
1 - Local Budget Appropriation ▼

**EFS Function Code**  
1XXX - Instruction ▼

**EFS Object Code**  
S2 - Salary - Instructional aide salaries (1X2) ▼

**EFS Education Type Code**  
2 - Special Education other (2XX) ▼

**EFS PreK Code**  
Y - Prek ▼

**EFS Allocation Code**  
No Allocation ▼

**CSDE Location Code**  
0250111 - Chapman School ▼

**Expenditure**  
\$ 1651.63

**Account Code**  
1000-02-1210-1214-0000-32-00000-1-511600-

**Account Description**  
BIRTH TO 3-SUMMER-INST.ASSTS

✕ Cancel Save



# Schedule Example – Transportation – Slide 1

- Expenditure amounts on this schedule are from EFS expenditure table. Any changes made to those lines will change all affected schedules and reports.
- Numbers of students, and debt service amounts, are manual entries made on the page. These amounts do not affect the EFS expenditure table.

Education Financial System Home Expenditures Schedules Reports ChesTest

### Out-of-Town Magnet School Transportation

Line	Description	In-Kind	Food Services	Special Education	Transportation	Percent Change
TR201	Number of students transported to out of town magnet school				Tuition and Transportation Revenues (Board of Education)	-100%
TR202	Transportation expenditures for students reported on line TR201				Tuition and Transportation Revenues (Town)	-100%
TR203	Transportation debt service for students reported on line TR201				Federal Funding	-100%
					State Funding	N/A
					Private/Miscellaneous Funding	
					Local Funding	
					Tuition Assessment	

### Special Education Students Transported on Special Education Vehicles

Line	Description	District Contact and Certification	Universal Service Fund Data	Land, Buildings, Capital Construction and Debt Service	Claim for Exceeding Statutory School Year	Percent Change
TR301	Number of special education students transported on special education vehicles					-100%
TR302	Transportation expenditures for students reported on line TR301					21.33%
		\$ 1,585,694.19	\$1,306,952.00	\$278,742.19		
TR303	Transportation debt service for students reported on line TR301					N/A
		\$	\$0.00	\$0.00		

### Out-of-Town Regular Transportation of Public School Students

Line	Description	Amount	Last Year's Amount <sup>1</sup>	Amount Change	Percent Change
TR401	Number of students transported out of town to/from home not including special education students transported on special education vehicles		26	-26	-100%
TR402	Transportation expenditures for students reported on line TR401	\$ 73,272.27	\$112,024.00	(\$38,751.73)	-34.59%
TR403	Transportation debt service for students reported on line TR401	\$	\$0.00	\$0.00	N/A

### Other Transportation of Public School Students

Line	Description	Amount	Last Year's Amount <sup>1</sup>	Amount Change	Percent Change
------	-------------	--------	---------------------------------	---------------	----------------

# Schedule Example – Transportation – Slide 2

- Manually entered “45” in Line TR401. Tab or click outside of that field to retain manual entry on screen.
- When finished making manual entries, Click “Save” button.

Education Financial System Home Expenditures Schedules Reports ChesTest

TR301	Number of special education students transported on special education vehicles		162	-162	-100%
TR302	Transportation expenditures for students reported on line TR301	\$ 1,585,694.19	\$1,306,952.00	\$278,742.19	21.33%
TR303	Transportation debt service for students reported on line TR301	\$	\$0.00	\$0.00	N/A

### Out-of-Town Regular Transportation of Public School Students

Line	Description	Amount	Last Year's Amount <sup>1</sup>	Amount Change	Percent Change
TR401	Number of students transported out of town to/from home not including special education students transported on special education vehicles	45	26	19	73.08%
TR402	Transportation expenditures for students reported on line TR401	\$ 73,272.27	\$112,024.00	(\$38,751.73)	-34.59%
TR403	Transportation debt service for students reported on line TR401	\$	\$0.00	\$0.00	N/A

### Other Transportation of Public School Students

Line	Description	Amount	Last Year's Amount <sup>1</sup>	Amount Change	Percent Change
TR501	Transportation expenditures other than to/from home (field trips etc.)	\$ 41,689.50	\$271,708.00	(\$230,018.50)	-84.66%
TR502	Transportation debt service other than to/from home (field trips etc.)	\$	\$0.00	\$0.00	N/A

### Total Transportation of Public School Students

Line	Description	Amount	Last Year's Amount <sup>1</sup>	Amount Change	Percent Change
TR901	Total public school students transported (Sum of lines TR101, TR201, TR301, and TR401)	45	3,915	-3,870	-98.85%
TR902	Total public school transportation expenditures (Sum of lines TR102, TR202, TR302, TR402, and TR501)	\$ 3,011,915.65	\$3,955,160.00	(\$943,244.35)	-23.85%
TR903	Total public school transportation debt service (Sum of lines TR103, TR203, TR303, TR403, and TR502)	\$	\$0.00	\$0.00	N/A

### Non-Public School Transportation

Line	Description	Amount	Last Year's Amount <sup>1</sup>	Amount Change	Percent Change
TR601	Number of non-public school students transported		155	-155	-100%
TR602	Transportation expenditures for students reported on line TR601	\$ 215,425.36	\$225,344.00	(\$9,918.64)	-4.4%

<sup>1</sup>Note that for 2017-18, expenditures shown for Last Year's Amount are from the 2016-17 Form ED001, which are from local funds only; current year EFS expenditures shown may also include funds from other sources. Therefore these amounts may not be equivalent.

Cancel Save

# Schedule Example – Federal Funding – Slide 1

- Lines FF101-FF103 are grant details, similar to entries on Form ED001 Schedule 8.
- Lines FF101 and FF102 are filled from the Prepayment Grants System – Form ED141. So ED141s need to be complete before finishing this schedule (same also for State and Private/Miscellaneous Funding Schedules).
- Total federal expenditures listed on this schedule need to match the total of federal funds for elementary and secondary education in EFS expenditure database. In other words, you need to include federal expenditures in your upload file or by manual entry, coded with proper EFS Codes. Variance in Line FF905 needs to be zero before certifying.

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

Cheshire School District | Fiscal Year 2016-2017

### Federal Funding

**Federal Grants Passed Through CSDE**

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FF101	Total From ED141	\$ 1,049,136.00	\$1,156,143.00	(\$107,007.00)	-9.26%
FF102	Your portion of services/expenditures from consortium grant payment arrangement	\$ 133.00	\$0.00	\$133.00	N/A
FF103	Other (list below):	\$	N/A	\$0.00	N/A
	<input type="text" value="Description"/>	\$			

**Direct Federal Grants**

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FF201	List below:	\$	\$0.00	\$0.00	N/A
	<input type="text" value="Description"/>	\$			

**Federal Grants Passed Through Non-CSDE Agencies**

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FF301	List below:	\$	\$0.00	\$0.00	N/A
	<input type="text" value="Description"/>	\$			

**Total Federal Expenditures Reconciliation**

Line	Description	Amount	Last Year's Amount	Amount Change	Percent Change
FF901	Total Federal Funding (sum of lines above)	\$ 1,049,269.00	\$1,156,143.00	(\$106,874.00)	-9.24%
FF902	Federal Funds per EFS Expenditure Table	\$ 1,020,622.62	N/A	\$1,020,622.62	N/A
FF903	Federal Inkind per EFS Expenditure Table	\$	N/A	\$0.00	N/A
FF904	Total (FF902 plus FF903)	\$ 1,020,622.62	\$1,156,143.00	(\$135,520.38)	-11.72%
FF905	Variance (FF901 minus FF904)	\$ 28,646.38	\$0.00	\$28,646.38	N/A

# Reports – Slide 1

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

Education Financial System Home Expenditures Schedules Reports EFSTesT

Colchester School District Fiscal Year 2016-2017

### Reports

District Level Reports

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

School Level Reports

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

# Reports – Slide 2

Education Financial System

Navigation icons: Home, Back, 1 of 1, Forward, Refresh, Previous, 100%, Save, Print, Find | Next

- District-Level Report similar to ED001 Schedule 12.

- Click on any amount to see detail.

## EDUCATION FINANCIAL SYSTEM

State of Connecticut  
Department of Education

### District-level Function/Object Report

Fiscal Year: 2016-2017

#### 028 - Colchester School District

NCES Function		NCES Object Code/Description							
		1XX	2XX	3XX, 4XX, 5XX	56X	6XX	7XX	8XX, 9XX	
Code	Description	Salaries	Employee benefits	Purchased services	Tuition	Supplies	Property	Other	Total
1XXX	Instruction	\$14,954,725	\$8,123,510	\$73,871	\$1,984,609	\$536,314			\$25,673,029
21XX	Support services - students	\$2,605,925	\$1,014,762	\$702,642		\$24,883		\$1,251	\$4,349,463
22XX	Support services - instruction	\$1,107,208	\$431,153	\$215,770		\$71,422	\$367,522	\$8,730	\$2,201,805
23XX	Support services - general administration	\$548,533	\$213,602	\$304,816				\$33,577	\$1,100,528
24XX	Support Services - school based administration	\$891,561	\$347,179	\$207,940		\$22,902		\$4,127	\$1,473,709
25XX, 29XX	Central and other support services	\$755,077	\$294,031	\$627,577		\$61,258	\$169,441		\$1,907,384
26XX	Operation and maintenance of plant	\$1,349,665	\$525,567	\$1,960,014		\$276,433	\$546,255		\$4,657,934
27XX	Student transportation services	\$512,731	\$349,249	\$1,983,618		\$166,357			\$3,011,955
31XX	Food services								
32XX	Enterprise operations								
4XX1	Minor school construction								
<b>Total</b>		<b>\$22,725,425</b>	<b>\$11,299,053</b>	<b>\$6,076,248</b>	<b>\$1,984,609</b>	<b>\$1,159,569</b>	<b>\$1,083,218</b>	<b>\$47,685</b>	<b>\$44,375,807</b>

# Reports – Slide 3

Education Financial System

1 of 1 100% Find | Next

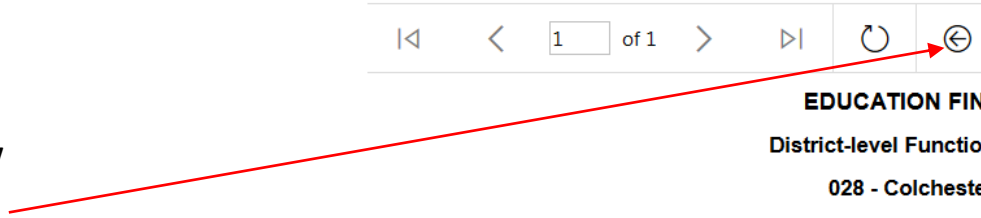
**EDUCATION FINANCIAL SYSTEM**  
**District-level Function/Object detail Report**  
**028 - Colchester School District**

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

**Function Category:** Student transportation services      **Object Category:** Supplies

Function Code	Object Code	Is Prek	Ed Type Code	Funding Source Code	Location Code	Allocation Code	Account Code	Account Description	Amount
27X2	B4	N	3	1	0280011		1000-10-2700-0000-0000-45-00000-6-562703-	UNLEADED-BLIND LOCAL PAID	\$1,726.16
27X2	B4	N	3	1	0280011		1000-10-2700-0000-0000-45-00000-6-562703-	UNLEADED-OUT OF TOWN	\$53,094.03
27X2	B4	N	3	1	0280011		1000-10-2700-0000-0000-45-00000-6-562703-	UNLEADED-SPED IN TOWN	\$18,412.42
27X2	B4	N	3	1	0280011		1000-10-2700-0000-0000-45-00000-6-562700-	VEH.MAINT-BLIND-LOCAL PD	\$4,000.00
27X2	B4	N	3	1	0280011		1000-10-2700-0000-0000-45-00000-6-562700-	VEHIC MAINT & SUPPL-S.E. IN-TO	\$30,634.55
27XX	B4	N	1	1	0280011		1000-10-2700-0000-0000-45-00000-6-562702-	DIESEL-ELEM & MIDDLE-CONTRACTO	\$58,489.38
<b>Total</b>									<b>\$166,357</b>

Click on back arrow to return to summary report.



# Reports – Slide 4

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

Education Financial System

Navigation: 1 of 3, 100%, Find | Next

Document Map:
 

- Function\_Object\_SummarybySchool
  - Colchester Elementary School
  - Jack Jackter Intermediate School
  - William J. Johnston Middle School

**EDUCATION FINANCIAL SYSTEM**  
**School-level Function/Object Report**  
**028 - Colchester School District**

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

---

**School Name: 0280411 - Colchester Elementary School**

NCES Function Code	Description	NCES Object Code/Description								Total
		1X1, 1X3	1X2	1XX	2XX	3XX, 4XX,	6XX	7XX	8XX, 9XX	
		Teacher Salaries	Instructional Aide Salaries	Other Salaries	Employee benefits	Purchased services	Supplies	Property	Other	
1XX	Instruction	\$4,433,272	\$415,931	\$46,452	\$1,906,396	\$1,074	\$195,572			\$6,998,697
21XX	Support services - students	\$454,818	\$77,966	\$134,684	\$259,916	\$179,799	\$11,616		\$416	\$1,119,215
221X	Improvement of instruction	\$51,366		\$176,079	\$88,568	\$3,849	\$15,585			\$335,447
222X	Library and media services	\$139,407		\$69,522	\$81,358	\$2,227	\$15,375	\$122,137		\$430,026
22XX	Support services - instruction					\$51,207	\$1,864		\$2,901	\$55,972
24XX	Support Services - school based administration			\$376,361	\$146,557	\$66,622	\$13,927		\$114	\$603,581
26XX	Operation and maintenance of plant			\$117,520	\$45,763	\$774,801	\$219,350	\$546,255		\$1,703,689
4XX1	Minor school construction									
<b>Total</b>		<b>\$5,078,863</b>	<b>\$493,897</b>	<b>\$920,618</b>	<b>\$2,528,558</b>	<b>\$1,079,579</b>	<b>\$473,289</b>	<b>\$668,392</b>	<b>\$3,431</b>	<b>\$11,246,627</b>

Page 1 of 3 Printed at: 3/29/2018 4:46:51 PM

## EFS Next Steps for Districts

- Review the User Guide and other EFS materials under “Documents/Forms” at: <http://portal.ct.gov/SDE-EFS>
- Try creating a 2016-17 test file from your general ledger and uploading.
- Become familiar with EFS schedules and reports.
- Eventually your 2016-17 EFS data should agree with 2016-17 ED001 data shown on the EFS schedules.
- Plan on submitting 2017-18 expenditures using EFS by September 1, 2018.
- Please send any issues or questions to our mailbox at [SDE.efs@ct.gov](mailto:SDE.efs@ct.gov).



## EFS Tips – File Uploads

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

## EFS Tips – Function Codes

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

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

- For the most part, the level is driven by the defined level of the function.
- If function is district-level, use the location code for your central office (XXX0011 for local districts, XXX0012 for regions).
- If function is school-level, use a school location code (XXXXX11 or XXXXX12) or if it needs to be allocated to schools use the central office code along with an allocation code.
- Expenditures for staff assigned to one school may not be allocated; must be identified to the proper school using the school location code.
- If function level is “both”, school or district level is determined by object level.