BUDGET DATA COLLECTION

REFRESHER TRAINING

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BUDGET DATA COLLECTION TRAINING

This training webinar will help guide you on how to:

- ✓ *PREPARE*
- ✓ *UPLOAD*
- ✓ *SUBMIT*
- ✓ *VERIFY*

award-winning clean financial data in ODE's Consolidated Collections.

BUDGET DATA COLLECTION DUE DATES

Due to ODE by **July 15** each year:

- ✓ School District/ESD Adopted Budget Document

E-Budget Submit to: ODE.SchoolFinance@ode.oregon.gov (PDF format)

Due to ODE by **August 15** each year:

- ✓ Budget Revenues Electronic Data Submission
- ✓ Budget Expenditures Electronic Data Submission

HOW TO PREPARE FOR DATA COLLECTION

Revenues Account Code Dimension	CSV File Column Header	Number of Digits
Fund Code	FundCd	3
Source Code	SrcCd	4
Amount	Amt	13

Expenditures Account Code Dimension	CSV File Column Header	Number of Digits
Fund Code	FundCd	3
Function Code	FuncCd	4
Object Code	ObjCd	3
Amount	Amt	13

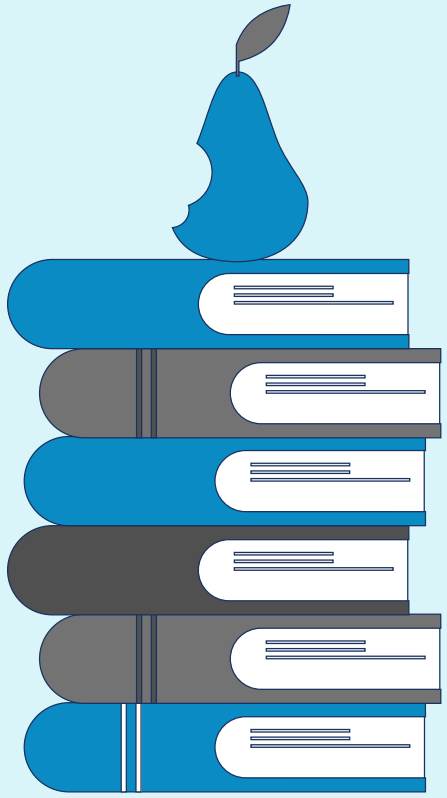
PLEASE INPUT THE AMOUNT WITH A DECIMAL POINT

transition to explicit decimal notes

CSV DATA FILE -- SAMPLE

BUDGET REVENUES DATA FILE

FundCd	SrcCd	Amt
100	1110	905000.00
100	1500	12200.00
100	1910	3500.00
100	1940	1650.00
100	1960	330.00
100	1980	16000.00
100	1990	9300.00
100	2101	6000.00
100	2102	173000.00
100	3101	3677769.94
100	3103	42654.14
100	3199	25000.00
100	3222	14300.00
100	4200	1400.00
100	5200	300.00



BUDGET EXPENDITURES DATA FILE

FundCd	FuncCd	ObjCd	Amt
100	1111	111	572756.81
100	1111	112	77452.84
100	1111	121	18045.13
100	1111	122	1932.34
100	1111	123	14.94
100	1111	124	10.47
100	1111	130	5778.67
100	1111	210	198629.29
100	1111	220	50020.31
100	1111	230	14129.69
100	1111	240	169357.35
100	1111	310	130.98
100	1111	320	2.97
100	1111	340	358.3
100	1111	350	6005.27

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District Home

Log In | Help

Data Enterprise | Training | Help

Welcome to the ODE District Web Site

This site hosts centralized data collection applications for all offices within the **Oregon Department of Education**. Among these pages, you will find the latest information and news regarding statewide implementation of finance and data collection systems, program documentation, and data loading instructions spanning most of ODE's web-based applications.

ODE SYSTEM USE NOTIFICATION

By accessing ODE information systems you agree to abide by state and federal privacy and security laws, executive orders, directives, policies, regulations, and standards and further understand the following:

1. Users are accessing a State Government information system;
2. Information system usage may be monitored, recorded, and is subject to audit;
3. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties; and
4. Use of the information system indicates consent to monitoring and recording.

Schedule of Due Dates...*View All Due Dates*

Monday, May 23, 2022
Third Period Cumulative ADM 21-22 (Opened on 4/28/2022)

Friday, May 27, 2022
ESEA Title III: English Learner (Spring) 21-22 (Opened on 4/14/2022)

Friday, June 3, 2022
Physical Education Facilities 21-22 (Opened on 4/7/2022)
Physical Education Instructional Minutes 21-22 (Opened on 4/7/2022)

Monday, June 6, 2022
IDEA Annual Application for Federal Funds (paper) 22-23 (Opened on 4/21/2022)

QUICK LOGIN

User Name: malinowl
Password: ••••••••••••

LOGIN

Remember this device

Forgot/Reset Password?

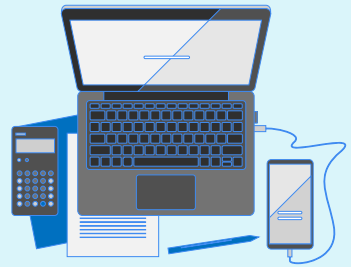
QUICK LINKS

Collection File Formats
Data Collection Committee
Data NEWSline
ODE Data Collection Partnership
Digital Learning Advisory Council
Find Security Administrator
Institutions Lookup
IT Managers
Free and Reduced Lunch
Secure File Transfer
EGrant Management System (EGMS)
ODE Public Site

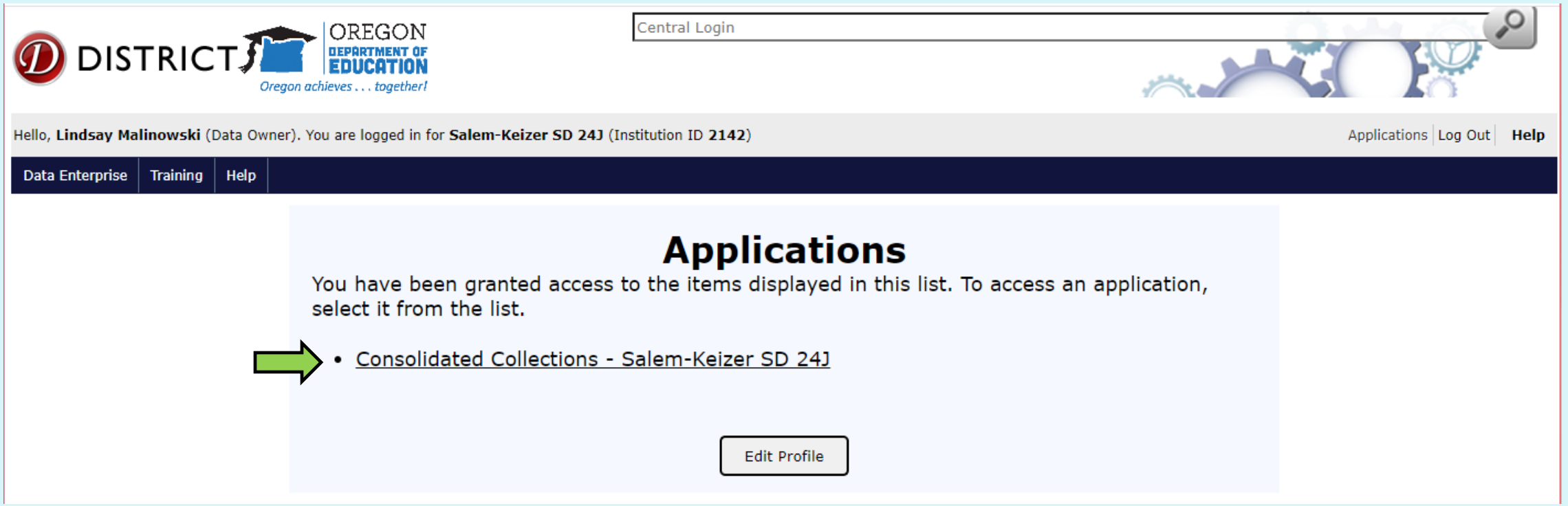
Privacy - Terms

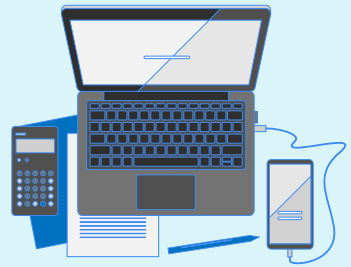
OREGON DEPARTMENT OF EDUCATION

https://district.ode.state.or.us/home/



HOW TO SUBMIT FOR DATA COLLECTION





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Consolidated Collections

Hello, **Lindsay Malinowski** (Data Owner). You are logged in for **Salem-Keizer SD 24J** (Institution ID **2142**)

Applications | Log Out | **Help**

Student Collections | Institution Collections | Staff Collections | Assessment Collections | Reports | Help

Status Tracking | Reports

Consolidated Collection Status Tracking

School Year : 2022-2023

	Due Date	Collection Name	Collection ID	Name	Verify Date	Verified Posted Records	Verified Error/ Warning Records
▸	06/11/2022	Budget Expenditures 22-23	2522				
▸	06/11/2022	Budget Revenues 22-23	2523				

1 | Page size: 10

2 items in **1** pages

Student Collections | Institution Collections | Staff Collections | Assessment Collections | Reports | Help

Status Tracking | Reports

Consolidated Collection Reports

Collection	Report Year	Report
Actual Expenditures	FallBudRev22-23	BUDGETS Ending Fund Balances
Actual Revenues	FallBudRev21-22	Lookup values for (FundCd - Fund Code)
Alternative Education Programs	FallBudRev20-21	Lookup values for (SrcCd - Source Code)
Assessment Collections	FallBudRev19-20	Production Download Report
Average Daily Membership (ADM)	FallBudRev18-19	REVENUE by Fund and Source
Biliteracy Seal	FallBudRev17-18	VERIFICATION Summary - File Submission Format
Budget Expenditures	FallBudRev16-17	
Budget Revenues	FallBudRev15-16	
Buildings	FallBudRev14-15	
Career and Technical Course Enrollment (Perkins)	FallBudRev13-14	
Career and Technical Student Data (Perkins)	FallBudRev12-13	
Certificated Staff	FallBudRev11-12	
Class Roster	FallBudRev10-11	
Class Size	FallBudRev09-10	
Cumulative Average Daily Membership (CumADM)	FallBudRev08-09	

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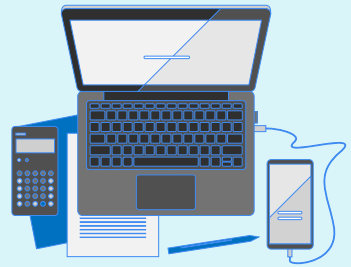
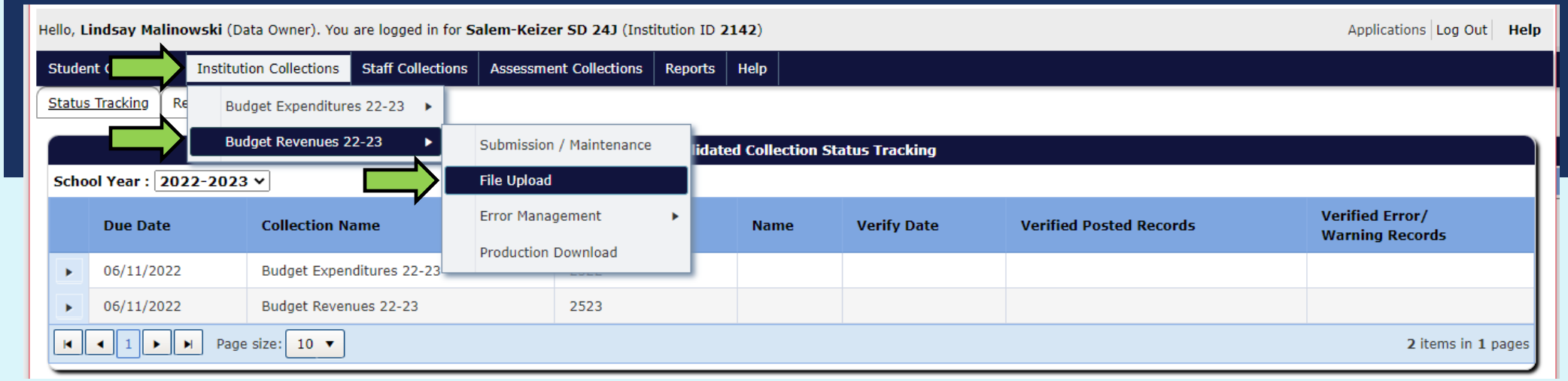
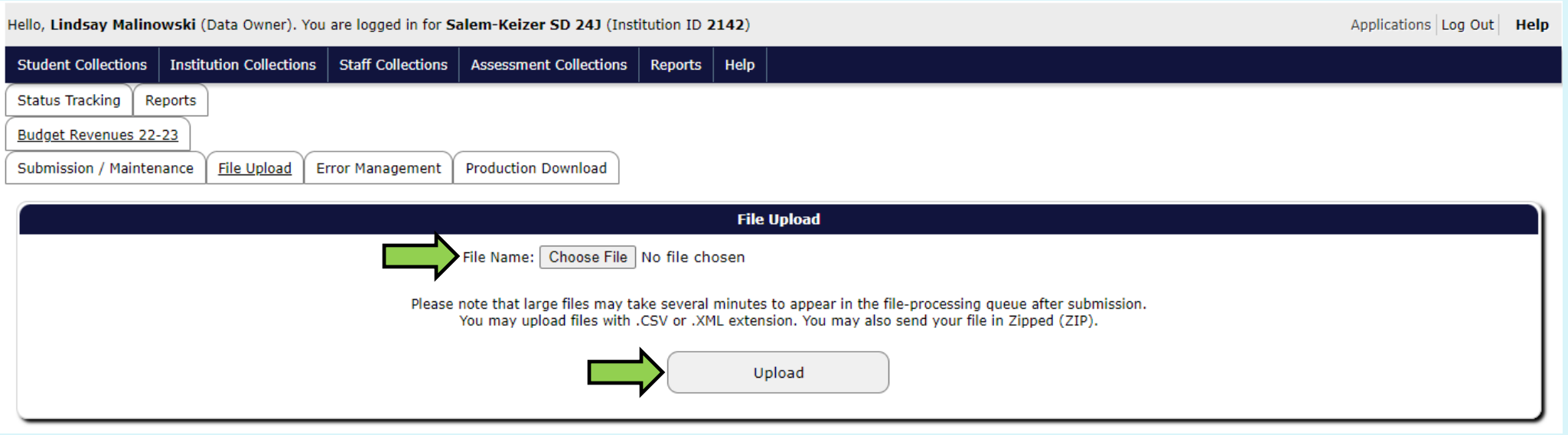



Hello, Lindsay Malinowski (Data Owner). You are logged in for Salem-Keizer SD 24J (Institution ID 2142)
Applications
Log Out
Help
Student C
Institution Collections
Staff Collections
Assessment Collections
Reports
Help
Status Tracking
Budget Expenditures 22-23
Budget Revenues 22-23
Submission / Maintenance
File Upload
Error Management
Production Download
idated Collection Status Tracking
School Year : 2022-2023
Due Date
Collection Name
Name
Verify Date
Verified Posted Records
Verified Error/ Warning Records
06/11/2022
Budget Expenditures 22-23
06/11/2022
Budget Revenues 22-23
2523
1
Page size: 10
2 items in 1 pages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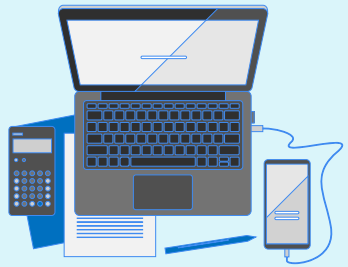
Reports
Budget Revenues 22-23
Submission / Maintenance
File Upload
Error Management
Production Download
File Upload
File Name:
Choose File
No file chosen
Please note that large files may take several minutes to appear in the file-processing queue after submission.
You may upload files with .CSV or .XML extension. You may also send your file in Zipped (ZIP).
Upload



OREGON DEPARTMENT OF EDUCATION

ODE Helpdesk | Lindsay.Malinowski@state.or.us

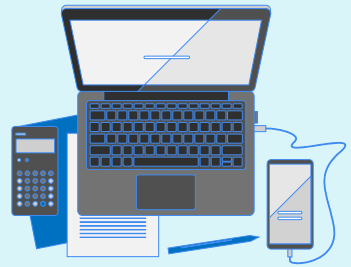
Process information on your data [TEST]

Hello Lindsay Malinowski -
Your data, from file TEST_20.21_SK_BUDEXP_w_Errors_2020060805042972.csv, has been processed

Institution: Salem-Keizer SD 24J (InstID=2142)
ODE Block ID: 330718

Collection: Budget Expenditures 20-21
There were 1167 records submitted.
There are 7 records with 7 pending errors
There were 1160 records without errors that were posted

If you need further assistance please contact the ODE Helpdesk at <mailto:ode.helpdesk@state.or.us> or 503-947-5715.



Submission / Maintenance | File Up | Error Management | Production Download

Review Qu | Review Email | Review Errors | House Keeping | Download Errors

Review Emails

	File Name	SMFBlock_ID	Date Received	Time Received	Email Subject
▼	TEST_20.21_SK_BUDEXP_w_Errors_2020060805042972.csv	330718	06/08/2020	17:05:00 PM	Process information on your data [TEST]

Email Message 2618 Reads:

Hello Lindsay Malinowski -
Your data, from file TEST_20.21_SK_BUDEXP_w_Errors_2020060805042972.csv, has been processed

Institution: Salem-Keizer SD 24J (InstID=2142)
ODE Block ID: 330718

Collection: Budget Expenditures 20-21
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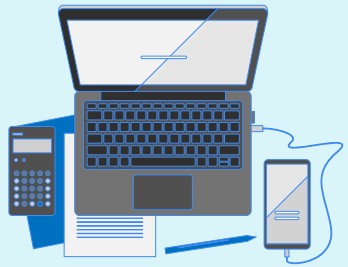


Status Tracking | Reports

Budget Expenditures 20-21

Submission / Maintenance | File Up | Error Management | Production Download

Review Queue | Review E | Review Errors | House Keeping | Download Errors

Review Errors

	Error Count	Error Type	Error Description
▶	1	Function Code is Not Valid	Function Code is Not Listed as an Active Acceptable Value for this Collection
▶	1	Fund Code is Not Valid	Fund Code is Not Listed as an Active Acceptable Value for this Collection.
▶	5	Object Code is Not Valid	Object Code is not listed as an active acceptable value.

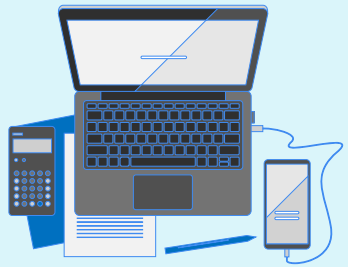
⏮ ◀ 1 ▶ ⏭ Page size: All ▼ **3** items in **1** pages

Download Errors

Select the type of file to download:

- (●) **CSV** = A **Comma Separated Values File** or your basic spreadsheet.
- ( ) **XML** = An **Extensible Markup Language File** for advanced users.

Submit | Reset



Status Tracking | Reports

Budget Expenditures 20-21

Submission / Maintenance | File Up | Error Management | Production Download

Review Queue | Review E | Review Errors | House Keeping | Download Errors

Review Errors

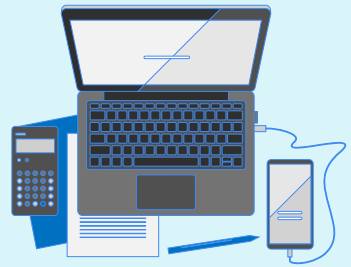
	Error Count	Error Type	Error Description
▼	1	Function Code is Not Valid	Function Code is Not Listed as an Active Acceptable Value for this Collection

Fix	Error Value	Column Name	Delete
✔	1288	FuncCd	✖

|◀ ◀ 1 ▶ ▶| Page size: All ▼ 1 items in 1 pages

▶	1	Fund Code is Not Valid	Fund Code is Not Listed as an Active Acceptable Value for this Collection.
▶	5	Object Code is Not Valid	Object Code is not listed as an active acceptable value.

|◀ ◀ 1 ▶ ▶| Page size: All ▼ 3 items in 1 pages



Budget Expenditures

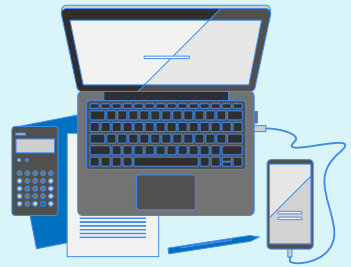
Save | Cancel

Validation Errors

Field Name	Field Value	Brief Description	Description	SMF Block ID
FuncCd	1288	Function Code is Not Valid	Function Code is Not Listed as an Active Acceptable Value for this Collection	330718

Fund Code	100 - General Fund
Function Code	1288 - WRONG CODE
Object Code	360 - Charter school payments
Amount	5868000.00

Save | Cancel



Validation Errors

Field Name	Field Value	Brief Description	Description	SMF Block ID
FuncCd	1288	Function Code is Not Valid	Function Code is Not Listed as an Active Acceptable Value for this Collection	330718

Fund Code: 100 - General Fund

Function Code: 1288 - WRONG CODE

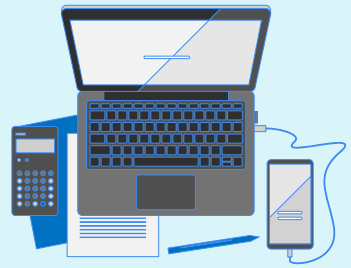
Object Code

Amount

Save

Cd	Name
1271	Remediation
1272	Title I
1280	Alternative Education
1291	English Second Language Programs

Edit	Fund Cd	Fund Name	Func Cd	Function Name	Obj Cd	Object Name	Amount	Delete
✔	100	General Fund	1280	Alternative Education	360	Charter school payments	5868000.00	✘



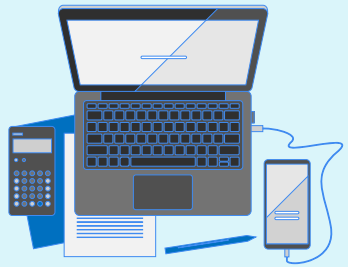
Status Tracking | Reports

Budget Expenditures 20-21

Submission / Maintenance | File Upload | Error Management | Production Download

Edit	Fund Cd	Fund Name	Func Cd	Function Name	Obj Cd	Object Name	Amount	Delete
✔	100	General Fund	1111	Elementary, K-5 or K-6	111	Licensed Salaries	57804766.00	✖
✔	100	General Fund	1111	Elementary, K-5 or K-6	112	Classified Salaries	7232303.00	✖
✔	100	General Fund	1111	Elementary, K-5 or K-6	121	Substitutes – Licensed	1760503.00	✖
✔	100	General Fund	1111	Elementary, K-5 or K-6	122	Substitute - Classified	188522.00	✖

Add New Record



HOW TO VERIFY FOR DATA COLLECTION

OREGON DEPARTMENT OF EDUCATION

Student Collections | Institution Collections | Staff Collections | Assessment Collections | Reports | Help

Status Tracking | Reports

Consolidated Collection Status Tracking

School Year : 2022-2023

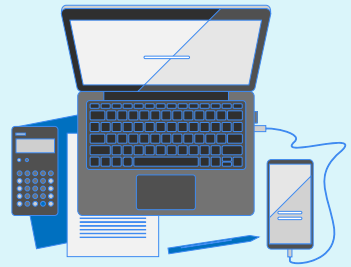
	Due Date	Collection Name	Collection ID	Name	Verify Date	Verified Posted Records	Verified Error/ Warning Records
▸	06/11/2022	Budget Expenditures 22-23	2522				
▾	06/11/2022	Budget Revenues 22-23	2523				

Verify Submission | Remove Verification

Count of Records Posted	Date of Last Posted Record Update	Count of Errors and/or Warnings	Date of Last Error/Warning Update
0		0	

1 | Page size: 10

2 items in 1 pages



FRIENDLY REMINDERS

- ✓ Please be sure to use a decimal in the amount field.
- ✓ Utilize the Reports: Production Download, Revenues by Fund and Source, Expenditures by Fund and Function, and Expenditures by Fund and Object.
- ✓ Duplicate record errors are best corrected by deleting errors in Error Management and adding a new consolidated record to Submission/Maintenance.

FREQUENTLY ASKED QUESTIONS

Q: Does ODE need a hard bound paper copy of the budget?

A: No, please submit one pdf copy with resolutions via email to:

ODE.SchoolFinance@ode.oregon.gov

Q: What account codes are allowed in the budget data collections?

A: Please refer to the Lookup Values Reports for rolled-up and accepted codes. Budget Revenue and Expenditure data can be rolled-up to Fund 200.

Q: There are too many errors to delete manually?

A: Please contact us to clear out the data for a fresh and clean upload.

WE LOOK FORWARD TO WORKING WITH YOU!

Kylee Burks
Financial Reporting Analyst
Kylee.Burks@ode.oregon.gov

Lindsay Malinowski, SFO
Operations and Policy Analyst
Lindsay.Malinowski@ode.oregon.gov