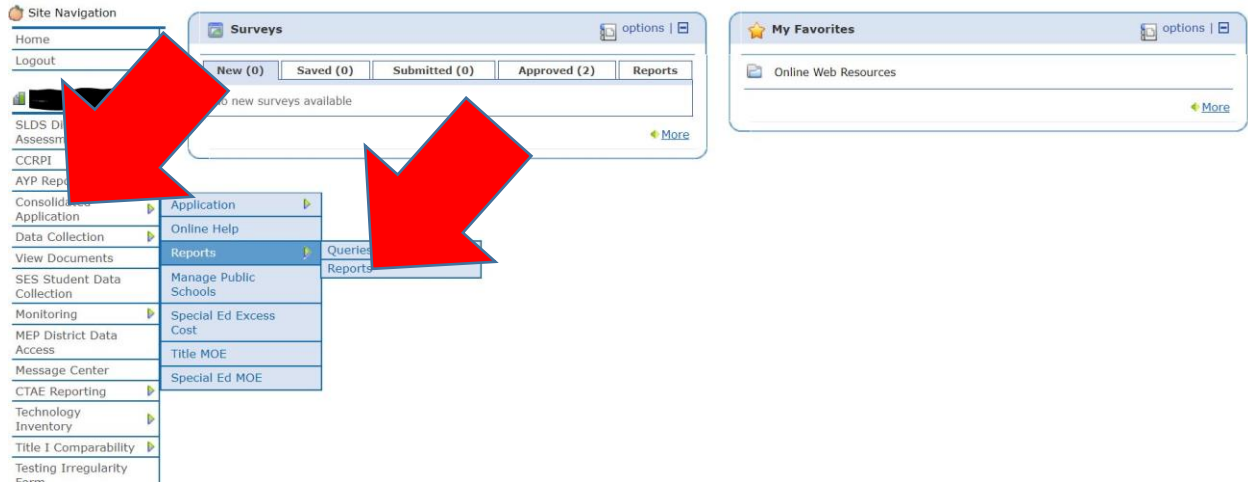


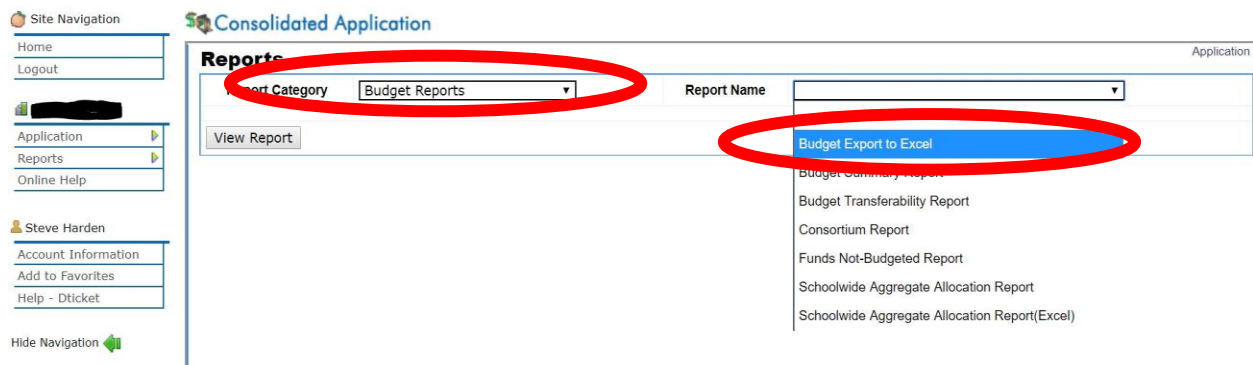
# Directions for Using the Reports Feature in the ConApp for Title I Budget

## Directions for downloading Title I budget into Excel:

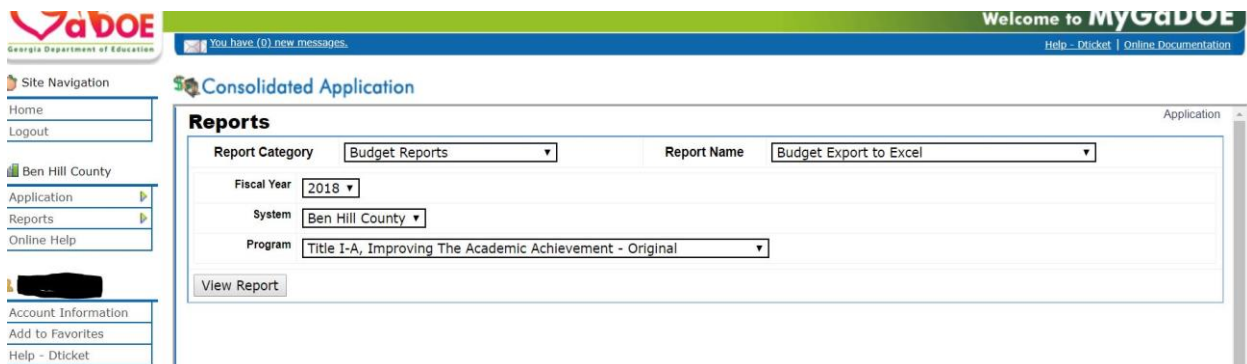
1. Login to Portal
2. Select Consolidated Application/Reports/Reports



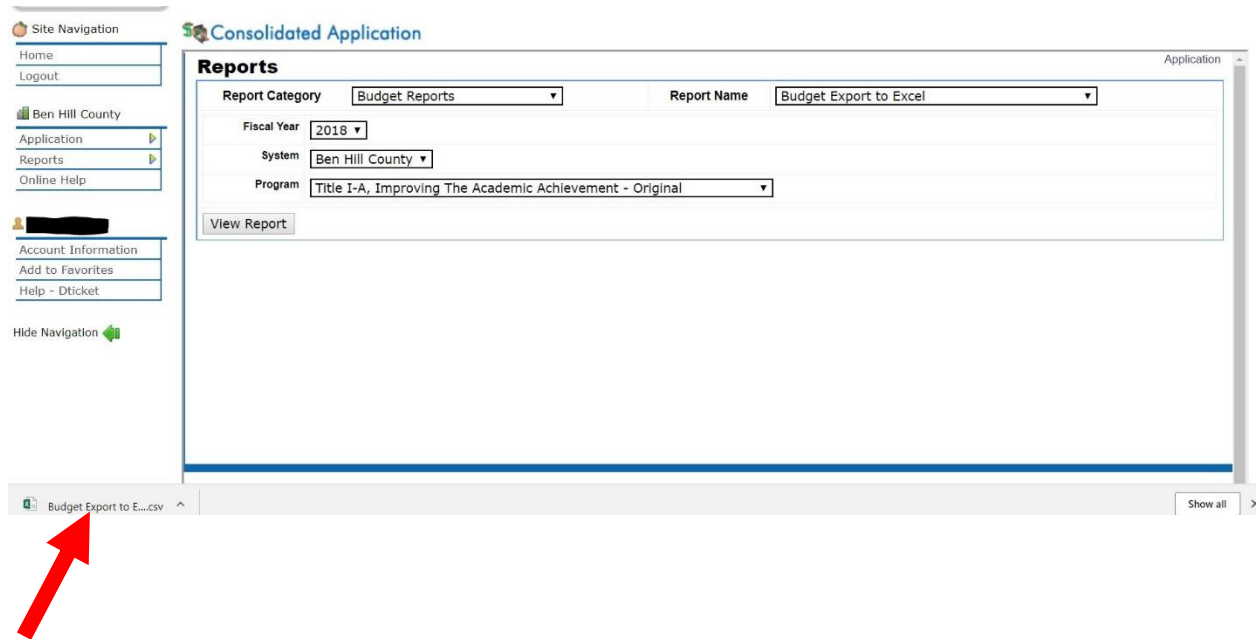
3. Drop Down Menu-Report Category/Budget Reports and Report Name/Budget Export to Excel



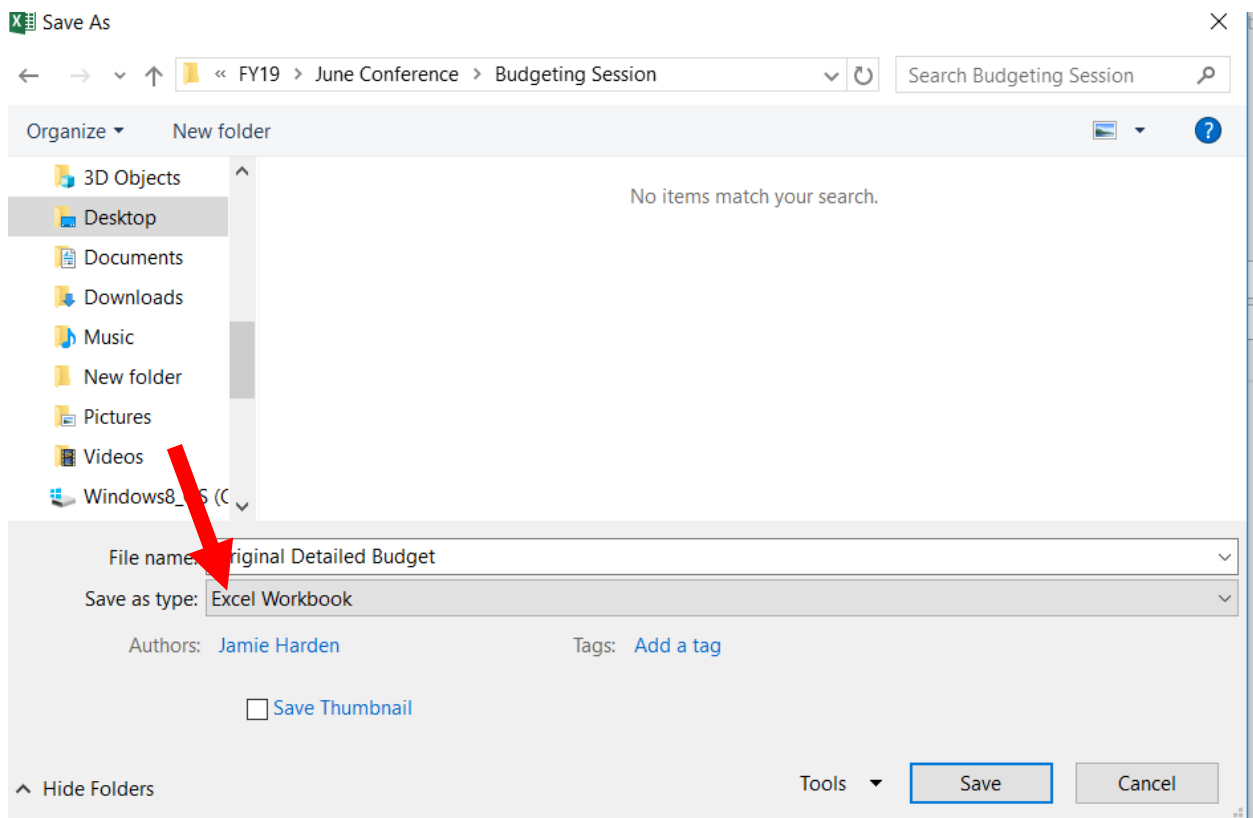
4. Select Fiscal Year/Program-Title I-A, Improving the Academic Achievement-Original or Current Budget Amendment/Select View Report



5. Budget Downloads into an Excel File-Bottom Left Corner of Screen-Click to Open Excel Document

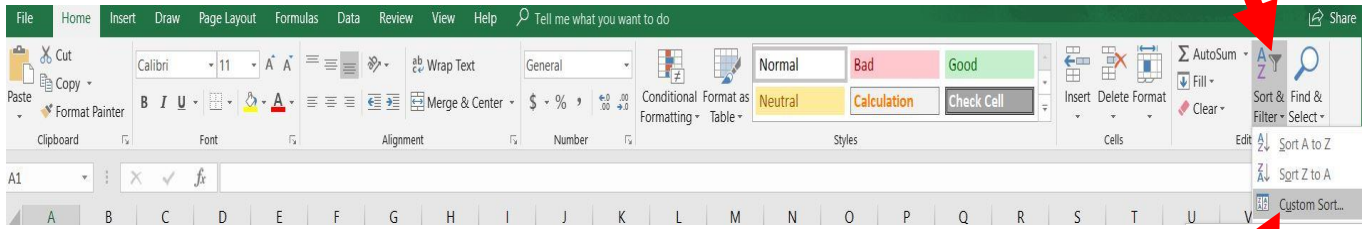


6. When the Excel document opens, save the file as an Excel Worksheet not as a CSV file.

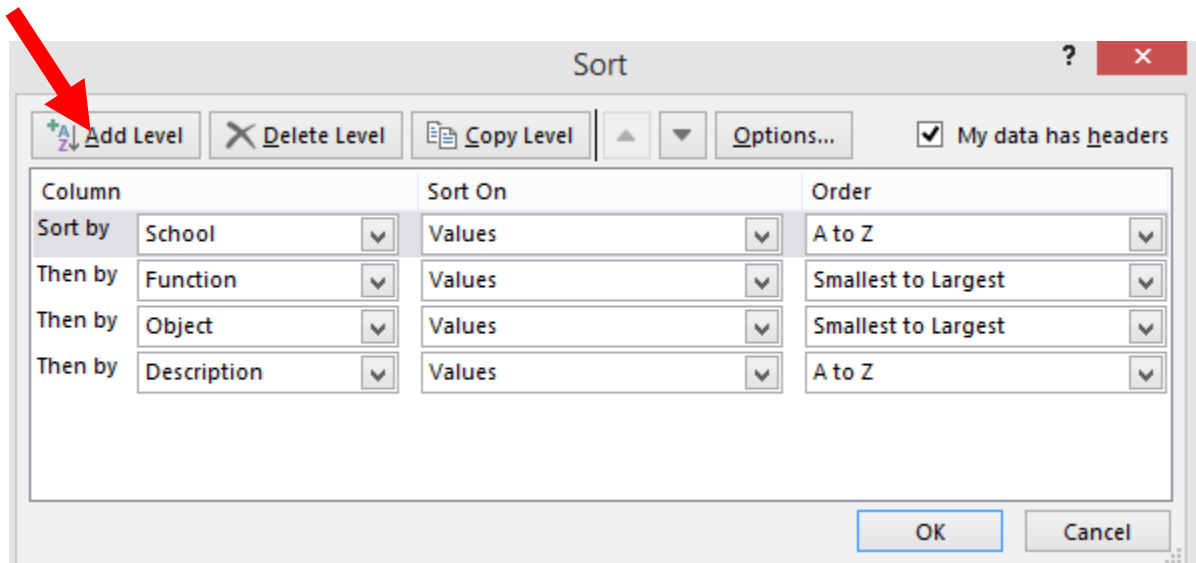


## The following steps can be used to sort the data by school/set asides:

1. Select the Sort & Filter Tab/Select Custom Sort



2. Sort by School/Select Add Level/Then by Function/Select Add Level/Then by Object/Select Add Level/Then by Description/Click Ok



3. Spreadsheet has been sorted based on the criteria in Step 2. This will be the entire Title I Budget.
4. At this point, check each school's allocation to ensure the detailed budget matches the school allocation tab.
5. Click and highlight the cells under the "Amount" column for each school. The amount budgeted to the school in the detailed budget can be found at the bottom of the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
1	Fiscal Year	From Prog School	Sub-Grant	To Prograr	Function	Object	Units	Price	Amount	Description													
2	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	110	1	98222	98222	Salary: Salaries for two 6-8th grade intervention teachers that will be teaching reading/ELA to the lowest performing stu												
3	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	113	1	1000	1000	Salary: Substitute salaries for Title I paid teachers at Ben Hill Middle School.												
4	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	210	1	22680	22680	Health insurance for two intervention teachers that are teaching reading/ELA and math to the lowest performing studer												
5	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	220	1	7514	7514	FICA for two Ben Hill Middle School intervention teachers that are teaching reading/ELA and math to the lowest perform												
6	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	230	1	16512	16512	TRS for two Ben Hill Middle School intervention teachers that are teaching reading/ELA and math to the lowest perform												
7	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	532	1	30489	30489	Subscriptions and licenses for software: Odysseyware IReady Mobile Device Management (MDM) NWEA (MAP) and A												
8	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	610	1	3794	3794	Supplies: File folders to create portfolios for students to better improve instruction.												
9	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	615	1	575	575	Equipment: Projector that will be used in 7th grade ELA/reading classroom. This projector will replace an existing projec												
10	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	2210	532	1	4312	4312	Subscriptions and licenses for software: Performance Matters. Instructional Coaches Administrators teachers and the												
11	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	2213	300	1	68190	68190	Salary: salary for one Instructional Coach at Ben Hill Middle School.												
12	2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	2213	300	1	2654	2654	Contracted Services: Salary for a contracted Pymarid Of Intervention coordinator (POI) at Ben Hill Middle School. The F												
13	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	110	1	117937	117937	Salary: Salaries for two Kindergarten - 2nd grade intervention teachers. These teachers will be teaching reading/ELA an												
14	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	113	1	1000	1000	Salary: Substitute salaries for Title I paid teachers at Ben Hill Primary School.												
15	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	210	1	22680	22680	Health insurance for two intervention teachers that are teaching reading/ELA and math to the lowest performing studer												
16	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	220	1	9023	9023	FICA for two Ben Hill Primary intervention teachers that are teaching reading/ELA and math to the lowest performing stu												
17	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	230	1	19826	19826	TRS for two Ben Hill Primary intervention teachers that will be teaching reading/ELA and math to the lowest performing stu												
18	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	321	1	3034	3034	Contracted Services: Extra teachers to work part time with the lowest performing students in reading/ELA and math.												
19	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	532	1	42491	42491	Subscriptions and licenses for software: Educational Software for Guiding Instruction (ESGI) Reflex Learning (math fluer												
20	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	610	1	3288	3288	Supplies: Numbers from 1 to 120 posters Counting the days pocket chart space saver calendar chart durable book and												
21	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	615	1	174	174	Equipment: Document cameras that will be utilized in a reading/ELA and math classrooms. These cameras will be used												
22	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	2210	532	1	4313	4313	Subscriptions and licenses for software: (Performanc Matters) Instructional Coaches Administrators teachers and the												
23	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	2213	199	1	138098	138098	Salary: Salary for one instructional Coach and one Pymarid Of Intervention coordinator (POI) at Ben Hill Primary. The P												
24	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	2213	210	1	22680	22680	Health Insurance for an Instructional Coach and Pymarid Of Intervntion Coordinator at Ben Hill Primary.												
25	2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	2213	220	1	10566	10566	FICA for a Instructional Coach and Pymarid Of Intervention Coordinator at Ben Hill Primary.												

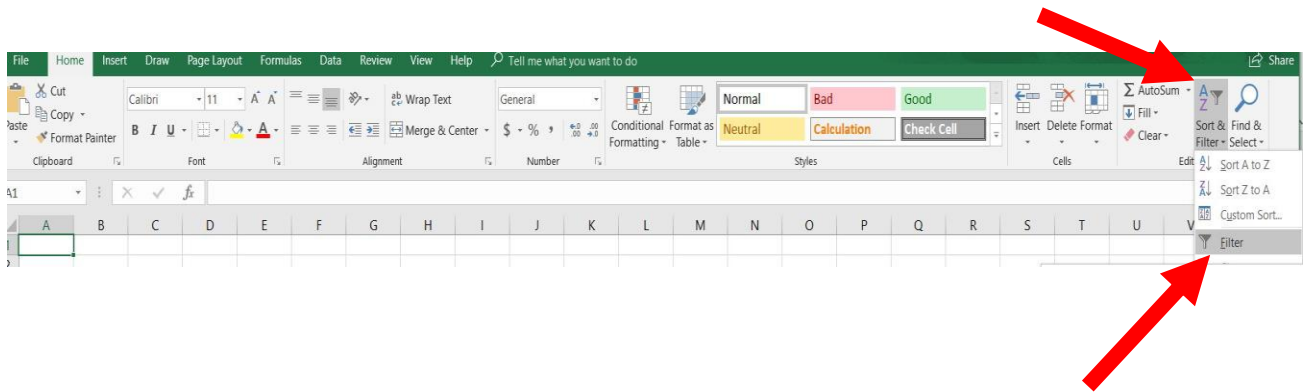
Average: 23267.45455 Sum: 255942

The sum of the highlighted cells.

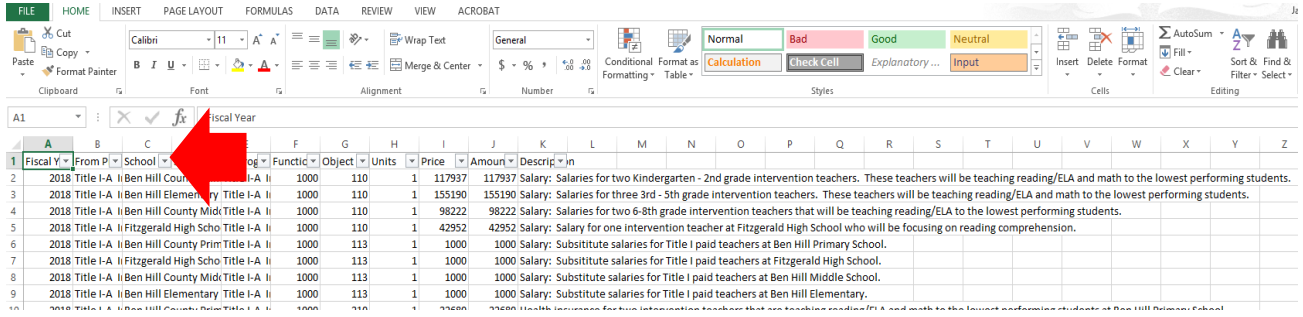
6. Set Asides can be checked the same way. Set asides will be sorted by School Column under the title Title I-A Improving the Academic Achievement, Function, Object, and Description. If you used the same beginning phrase for each of the set asides (Example: Administrative Set Aside or Required Parent Engagement Set Aside), the spreadsheet will be sorted with same phrases in the description together. Follow directions included in Step 5. This is helpful when checking the amounts on the set asides tab to the amounts in the detailed budget.

**The following directions can be used to filter the data from the detailed budget:**

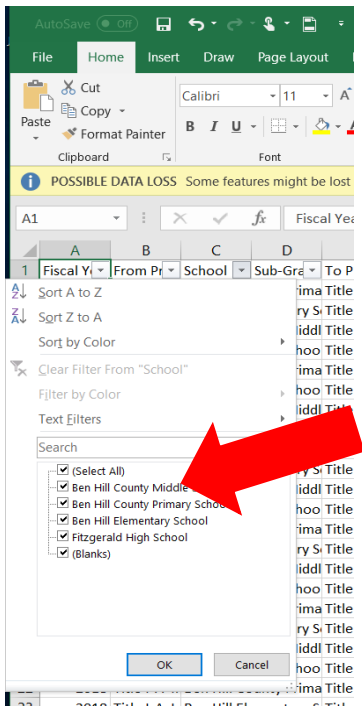
1. Download the detailed budget into an excel document (Use the steps provided above)
2. Click Sort & Filter Button/Select Filter



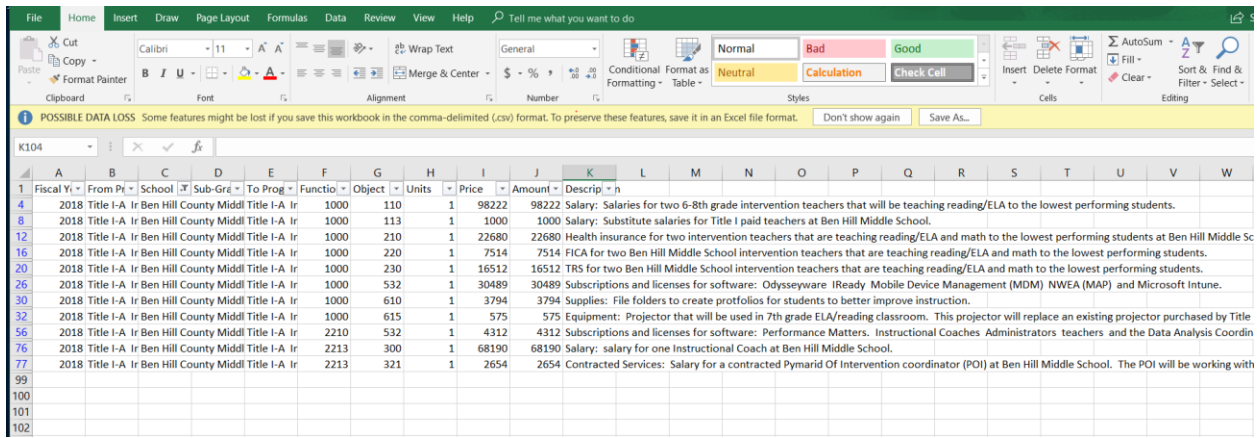
- Once the Filter has been activated, the column headers will have drop-down buttons. Using these buttons, you can set your filter options.



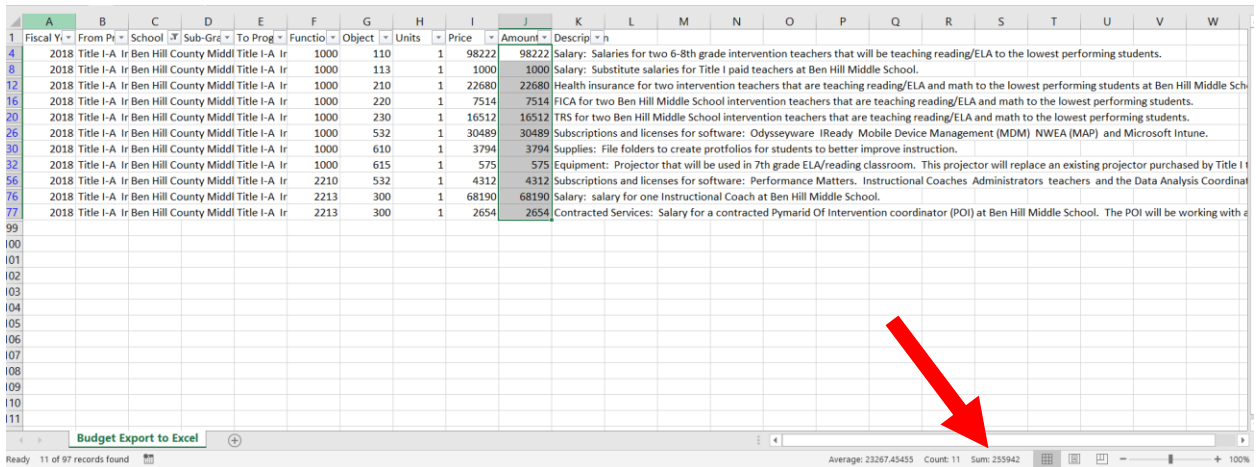
- The filter menu appears.
- Uncheck the boxes next to the data you don't want to view or uncheck the box next to Select All to quickly uncheck all.
- Check the box next to the school you want to view.



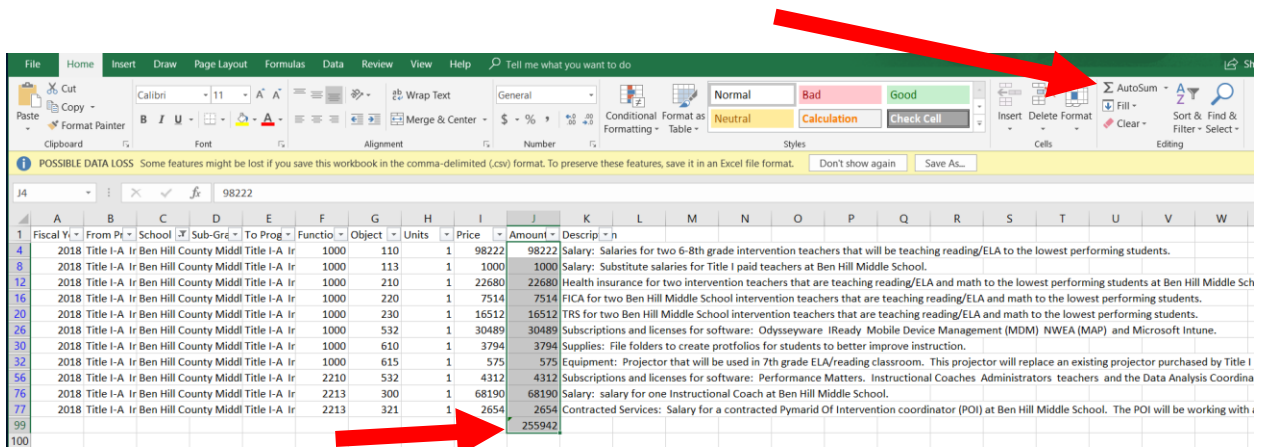
- Click Ok. All other schools will be filtered, or temporarily hidden. Only the school selected will be visible.
- Ben Hill Middle School was the only school selected. The other schools are hidden.



9. Click and highlight the cells under the “Amount” column for filtered school. The amount budgeted to the school in the detailed budget can be found at the bottom of the spreadsheet. This total should match the school’s allocation on the school allocation tab.

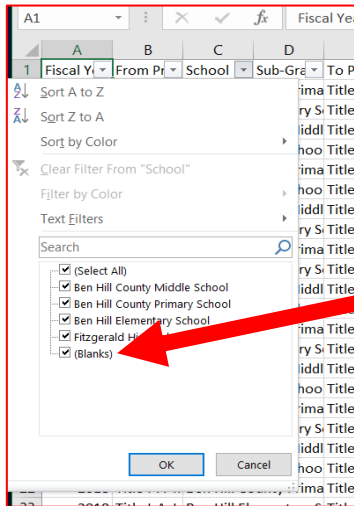


10. Another way to check the total of a column is to use the Auto Sum feature. Highlight all the cells under the “Amount” column and select AutoSum. The “total” for all the highlighted cells will appear in the last cell.





- Back to filtering the schools, select the filter option under the school column. Unselect the previous school and select the next school on the list. The data will be filtered to include only the data for the selected school. Select the first cell under the “Amount” column and highlight the cells. The amount budgeted to the school in the detailed budget can be found at the bottom of the spreadsheet. Continue this process until all school allocations have been checked.



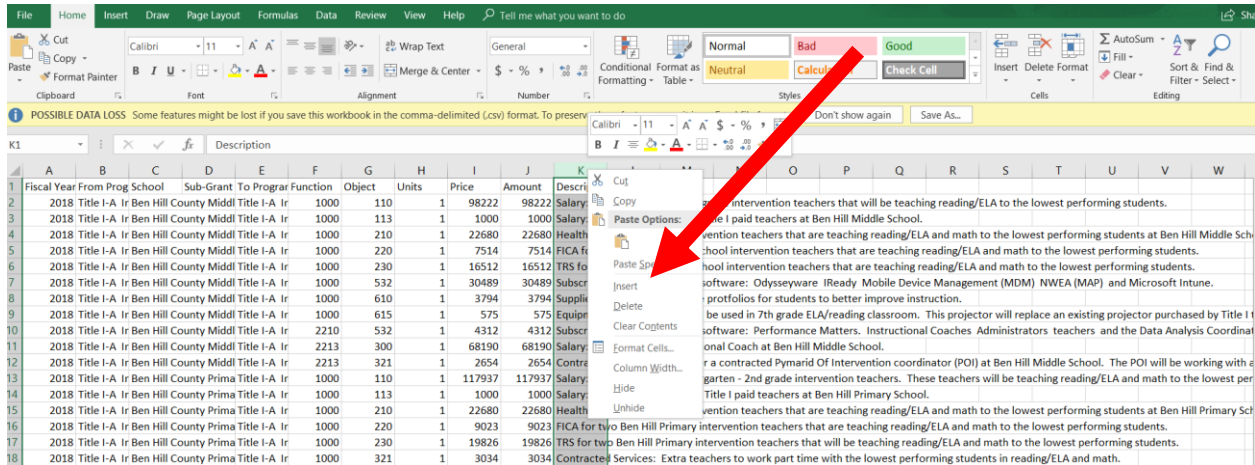
Set Asides

## Next Steps: Tracking Budget Amendment-How to add a column for your amendment.

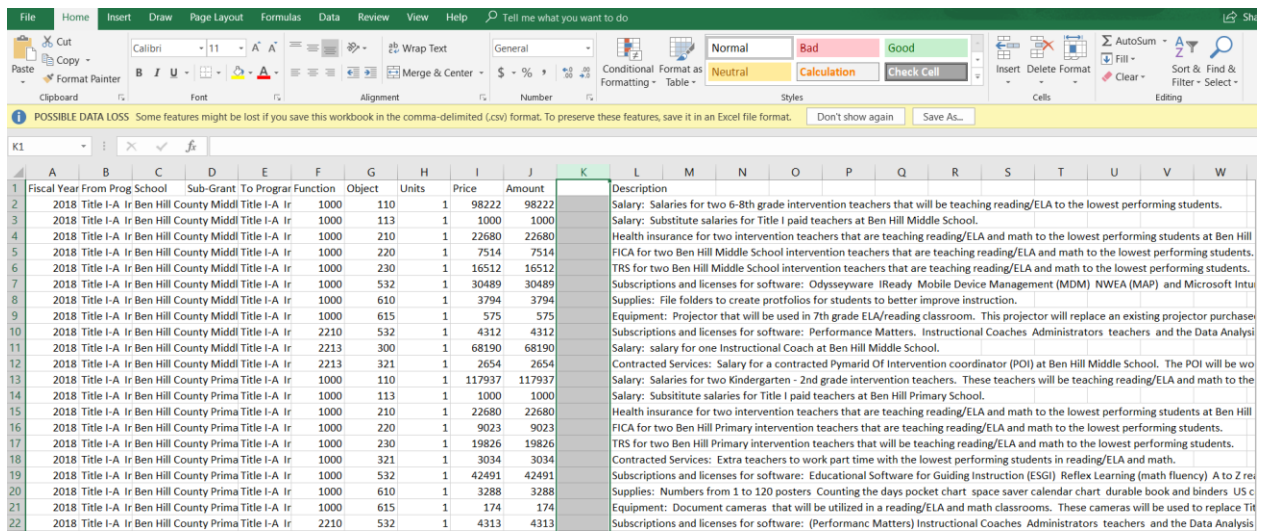
- Download a copy of the district’s budget using steps 1-6. Sort the spreadsheet by school.

Fiscal Year	From Pr	School	Sub-Gr	To Progr	Function	Object	Units	Price	Amount	Description
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	110	1	98222	98222	Salary: Salaries for two 6-8th grade intervention teachers that will be teaching reading/ELA to the lowest performing students.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	113	1	1000	1000	Salary: Substitute salaries for Title I paid teachers at Ben Hill Middle School.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	210	1	22680	22680	Health insurance for two intervention teachers that are teaching reading/ELA and math to the lowest performing students at Ben Hill Middle Sch
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	220	1	7514	7514	FICA for two Ben Hill Middle School intervention teachers that are teaching reading/ELA and math to the lowest performing students.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	230	1	16512	16512	TRS for two Ben Hill Middle School intervention teachers that are teaching reading/ELA and math to the lowest performing students.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	532	1	30489	30489	Subscriptions and licenses for software: Odysseyware iReady Mobile Device Management (MDM) NWEA (MAP) and Microsoft Intune.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	610	1	3794	3794	Supplies: File folders to create portfolios for students to better improve instruction.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	1000	615	1	575	575	Equipment: Projector that will be used in 7th grade ELA/reading classroom. This projector will replace an existing projector purchased by Title I
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	2210	532	1	4312	4312	Subscriptions and licenses for software: Performance Matters. Instructional Coaches Administrators teachers and the Data Analysis Coordinat
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	2213	300	1	68190	68190	Salary: salary for one Instructional Coach at Ben Hill Middle School.
2018	Title I-A	Ir Ben Hill County Middl	Title I-A	Ir	2213	321	1	2654	2654	Contracted Services: Salary for a contracted Pymarid Of Intervention coordinator (POI) at Ben Hill Middle School. The POI will be working with a
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	110	1	117937	117937	Salary: Salaries for two Kindergarten - 2nd grade intervention teachers. These teachers will be teaching reading/ELA and math to the lowest per
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	113	1	1000	1000	Salary: Substitute salaries for Title I paid teachers at Ben Hill Primary School.
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	210	1	22680	22680	Health insurance for two intervention teachers that are teaching reading/ELA and math to the lowest performing students at Ben Hill Primary Sch
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	220	1	9023	9023	FICA for two Ben Hill Primary intervention teachers that are teaching reading/ELA and math to the lowest performing students.
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	230	1	19826	19826	TRS for two Ben Hill Primary intervention teachers that will be teaching reading/ELA and math to the lowest performing students.
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	321	1	3034	3034	Contracted Services: Extra teachers to work part time with the lowest performing students in reading/ELA and math.
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	532	1	42491	42491	Subscriptions and licenses for software: Educational Software fo Guiding Instruction (ESGI) Reflex Learning (math fluency) A to Z reading (read
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	610	1	3288	3288	Supplies: Numbers from 1 to 120 posters Counting the days pocket chart space saver calendar chart durable book and binders US coin accents
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	1000	615	1	174	174	Equipment: Document cameras that will be utilized in a reading/ELA and math classrooms. These cameras will be used to replace Title I funded
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	2210	532	1	4313	4313	Subscriptions and licenses for software: (Performanc Matters) Instructional Coaches Administrators teachers and the Data Analysis Coordinat
2018	Title I-A	Ir Ben Hill County Prima	Title I-A	Ir	2213	199	1	138098	138098	Salary: Salary for one Instructional Coach and one Pymarid Of Intervention coordinator (POI) at Ben Hill Primary. The POI will be working with a
2018	Title I-A	Ir Ben Hill Countv Prima	Title I-A	Ir	2213	210	1	22680	22680	Health Insurance for an Instructional Coach and Pymarid Of Intervention Coordinator at Ben Hill Primarv.

- Click column K. All cells in Column K will be highlighted. Right click on Column K and select Insert.

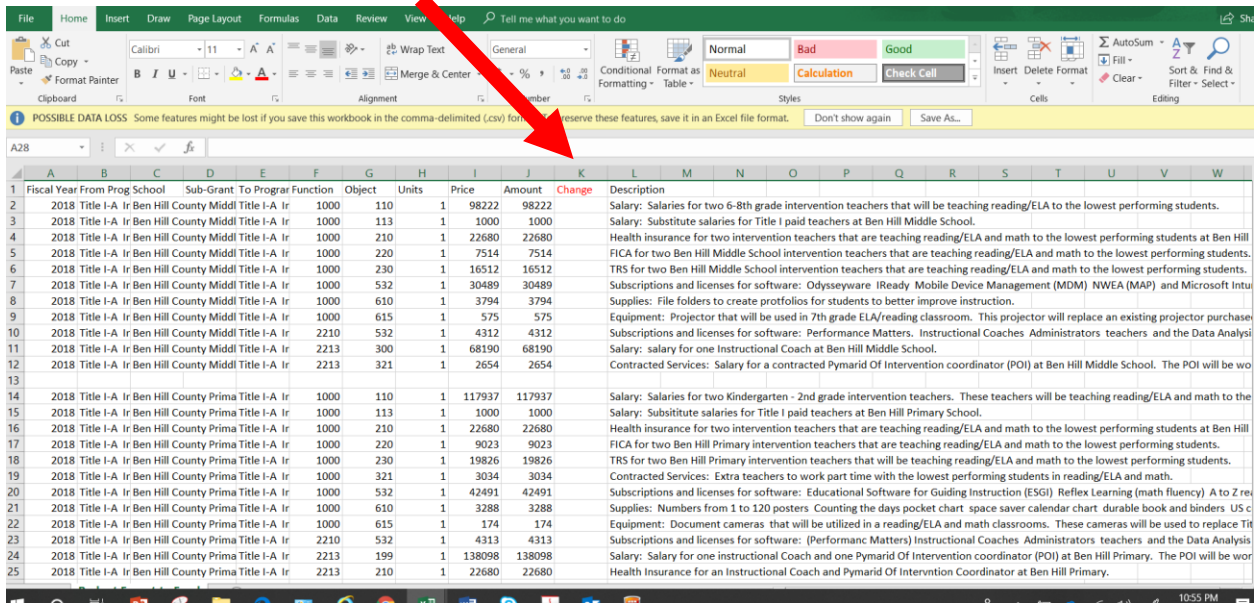


- A column has been inserted into the spreadsheet.

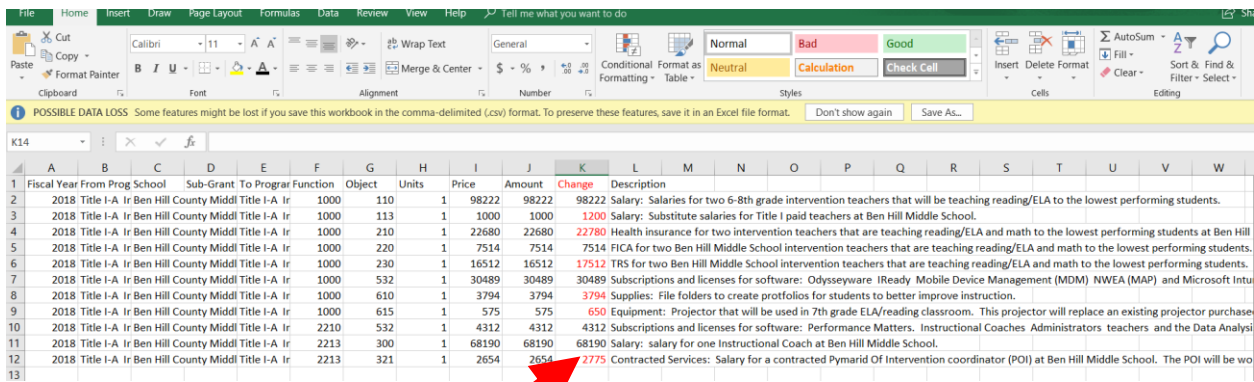




4. Name column K “Change” or “Amendment #1” or “Amendment #2”



5. Any changes to the school’s budget can be changed to the spreadsheet prior to making the changes in the ConApp. Using this method is an easy way to track any changes to the budget.



It helps to make the font red to indicate any changes in the budget. Once the changes have been completed in the ConApp, download a new spreadsheet to check the totals on the School Allocation Tab with the detailed budget.

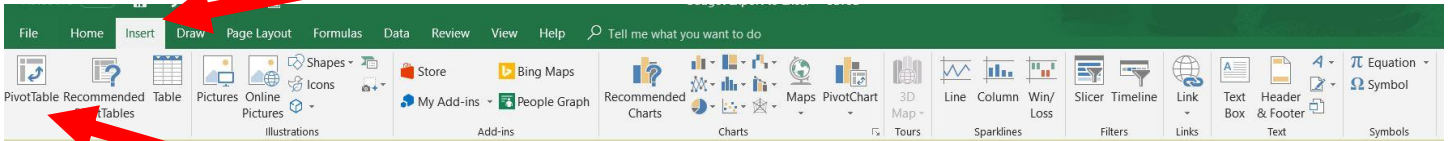
This spreadsheet can be sent to the Area Specialist to highlight changes in the budget amendment to expedite the approval process.

## Pivot Table Instructions

Below are instructions for converting a Title I budget that is in an Excel format into a Pivot Table. Pivot Tables can make it easier to check budget totals if set up correctly.

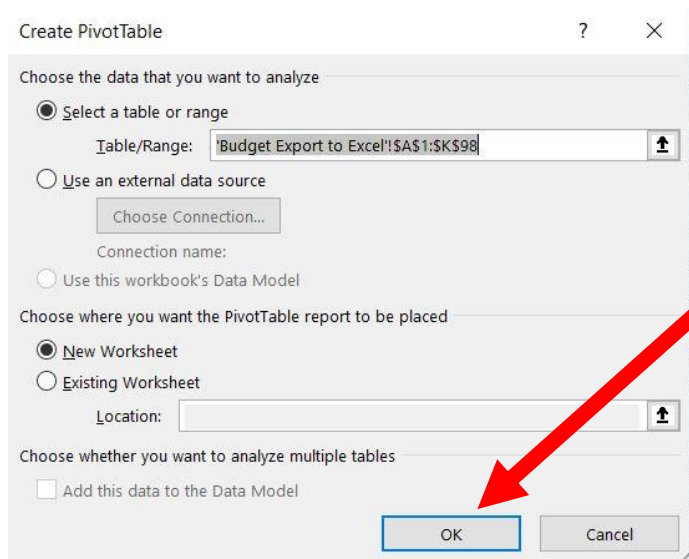
Convert a Title I Budget to an Excel spreadsheet (see page 1).

Click the Insert tab.



Click the Pivot Table tab (far left on the tool bar)

1. Pop up screen “Create Pivot Table” will appear – Click “OK”



Right side of the Pivot Table screen you will see “Pivot Table Fields”

1. Move “School” to the “Rows” box
  - Left click “School” and hold down
  - While holding down, move “School” to the “Rows” box and release left click
2. Move “Amount” to “Values” box (to move, follow the directions stated for moving “School” above)
  - This should display each school’s total allocation
  - The “blank” amount should be the total Set-Aside amount
3. Move “Function” into the “Columns” box
4. Move “Object” into the “Columns” box
  - This should display the totals for each function and object code
  - The “(blank)” line item represents the LEA’s Set Aside amounts by function/object codes

File Home Insert Draw Page Layout Formulas Data Review View Help Analyze Design Tell me what you want to do

PivotTable Name: Active Field: Sum of Amount  
 PivotTable2 Sum of Amount  
 Options Field Settings  
 PivotTable Drill Down Drill Up Expand Field Collapse Field  
 Group Selection Ungroup Group Field Group

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

Sum of Amount

Row Labels	110	113	210	220	230	321	532	610	615	616	642	1000 Total	2100	2100 Total	2210										
Ben Hill County Middle School	98222	1000	22680	7514	16512	30489	3794	575				180786													
Ben Hill County Primary School	117937	1000	22680	9023	19826	3034	42491	3288	174			219453													
Ben Hill Elementary School	155190	1000	34020	11873	26088	9300	33021	1510		500		272502		458	458										
Fitzgerald High School	42952	1000	11340	3286	7221	48987	1000	2950	35000			153736													
(blank)													44924	3437	500	500	750	5000	22000	2000	1500	500	81111	22342	458
<b>Grand Total</b>	<b>414301</b>	<b>4000</b>	<b>90720</b>	<b>31696</b>	<b>69647</b>	<b>12334</b>	<b>154988</b>	<b>9592</b>	<b>3699</b>	<b>35000</b>	<b>500</b>	<b>826477</b>	<b>44924</b>	<b>3437</b>	<b>500</b>	<b>500</b>	<b>750</b>	<b>5458</b>	<b>22000</b>	<b>2000</b>	<b>1500</b>	<b>500</b>	<b>81569</b>	<b>22342</b>	<b>458</b>

PivotTable Fields

Choose fields to add to report:

Search

- From Program
- School
- Sub-Grant
- To Program
- Function
- Object
- Units
- Price

Drag fields between areas below:

Filters Columns

Function Object

Rows Values

School Sum of A...

