**FY17 Community School FTE detail to SFPR reconciliation**

There is not a required way to use the FTE detail report. This is one suggestion on how to reconcile it to your SFPR. Please use as best meets your need. CTE reconciliation is still a work in progress and when it comes out will be a separate set of instructions.

**Phase One:**

This document is not a finished product. It is a work in progress. When updates occur to the FTE Detail these directions will change. This method can work in any size district in Ohio.

Open your foundation funding report on the ODE website. Choose the period you want to reconcile such as Oct #1. Choose your district and click on Community School Detail Payment Report. Open your reconciliation workbook. It should open to the SFPR tab, if not, click on the SFPR tab. You may want to hide columns D through G, and column I to make entering the base data easier. In cell B4 enter your IRN number. Make sure your District name shows up in cell C4!! Go to cell H4 and put the Month you are reconciling. Enter the FTE’s from the ODE Foundation “Detail” report for cells H7 and H8, H10 to H15, H17 to H21, and H23 to H27.

**Phase Two:**

Open your FTE Detail Report. It should have one tab, and in that tab columns A to AA. **Stop**. Was the last row AA. Sometimes the report drops the column with the middle name of the student. If that happens to you place your curser on column G (LEA IRN) and insert a column. You should now have an empty column between F and H. Label cell G1 Middle Name. The last column with data should now be AA and in cell AA1 you should see “SRC DATA”.

Click on Sort and Filter and choose filter. Click on the “VIEW” menu at the top of the spreadsheet. Click on Freeze panes and choose “Freeze Top Row”. Now scroll to the very last row of this worksheet. Let’s say there are 1,140 rows. Go to cell column O row 1,142 and put in the following formula =subtotal(9,o2:o1140). Format the results, comma. You can now filter any criteria you want and the number of Adj FTE’s for that criteria will subtotal. You are now going to copy the FTE detail report into the “FTE Detail” tab in the reconciliation workbook. Once you do that save the original FTE Detail report. I would recommend saving it in an FTE detail report folder and name it the date that you created it.

The reconciliation workbook should have populated with the FTE details. Variances between the FTE detail and the SFPR should be showing up in column I. You may be wondering why there are three columns between D and F and some have numbers and some don’t. If you hover your mouse over D5 there is a comment in that cell that will read “Community School”. Each cell from D5 to F5 has a description of the type of student being captured in that column.

Each cell being calculated at the minimum looks at the IRN in cell B4 of the SFPR tab to find a match in column A, H, or M of the FTE Detail tab. It then matches the Fund pattern code in row 5 of the SFPR to column L in the FTE Detail. If there is a match it includes the FTE amount in Column O of the FTE Detail.