**FY17 Career Ed 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 a work in progress. When updates occur to the FTE Detail these directions will change.

Open your foundation funding report on the ODE website. Choose the period you want to reconcile such as Oct. Choose your district and click on three reports; 1) JVS SFPR Payment Report Detail 2) Open Enrollment 3) Other Adjustments.

Open your reconciliation workbook. It should open to the SFPR tab, if not, click on the SFPR tab. In cell B4 enter your IRN number. Make sure your District name shows up in cell C4!! Go to cell N4 and put the Month for the period you are reconciling. Enter the FTE’s from the ODE Foundation “Detail” report for cells N6, N8 to N13, N15 to N19, N21 to N23, and N25.

Go to the foundation funding report. Copy the Open Enrollment Data into the reconciliation workbook tab OE. Copy into cell A1 and do a text to column. Click on Data, Text to Columns, choose fixed width and then go through the steps. You may have to move the line separators around. The end result should look like below:



Sort Column “Type”, “Z-A” sort order. The CT’s will be at the bottom. Add three empty rows between the bottom JVSD and the first CT code. Then copy the heading in row one directly above the first row of the CTs. That section should look like this once you have finished copying.



Next go to cell A3 and sort the IRN smallest to largest. Copy the IRNs from this group into cell L1. Go to the Data tab and choose “Remove Duplicates”. A message box will pop and tell you “XX duplicate values found and removed; Y unique values remain”. The results will look like below.



Obviously everyone will have different numbers of duplicate values and unique values.

You will then copy the unique IRN values to the SFPR tab placing them beginning in cell B31 reserved for Open Enrolled In IRNs. Before you copy please make sure you have enough rows to accommodate the data you are moving. If there are not enough rows simply add the number that you need and copy the formulas sown that you need.

Next you will need to subtotal the open enrollment FTEs by IRN. Place your cursor in cell A4. Click on the Data tab and choose Subtotal on the far right. A box will open that should look like this:



Make sure that you choose the “Sum” function. The result should look like this:



You now need to enter the ADM/FTE into column N of the SFPR tab starting in cell N31. The easiest way to do this is by clicking on box 2 in the left hand corner next to column A and row 1. This will give you a total for each IRN and this should make it easier to copy each IRN total by holding the control key down while you copy each individual cell over to the SFPR tab.



The next step is “Other Adjustments”. The “Other Adjustments” is your special ed and vocational contract students. Some of you may not have this. If you do, you will want to copy that data over into the “Other” tab just like you did with the open enrollment data. Go to the data tab, click on text to columns, go through the steps and your result will look like this.



Sort the data by TYPE, Z to A. This will be your result.



Delete the rows with no STATUS, etc. Insert three rows between the last SE or OTH, TYPE code. Copy the first row label above the first CTA row. Sort column A, A to Z. Insert a new column in A and label it IRN. You will need to look up the IRN numbers in the IRN tab and enter them. You will need to sort this data a second time by IRN number. Copy the results to column J, click on data, then click on remove duplicates. Copy the unique IRN numbers to the first row under “VOED-Other In” beneath the “Other adjustments” in the SFPR tab. Copy the formulas down as far as you need. Go back to the Other tab and subtotal by IRN. Copy the FTE total by district to the SFPR tab, column N.

**Phase Two:**

Open your FTE Detail Report. It should have one tab, and in that tab columns A to AI. **Stop**. Was the last column AI. If the last column is not AI the reconciliation may not work. It means that the detail report has changed and the reconciliation may need to be modified.

Place your cursor in cell B3, 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 4,140 rows. Go to cell column P row 4,142 and put in the following formula =subtotal(9,p2:p4140). 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 O. You may be wondering why there are nine columns between D and L 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 “Regular/Other District and Regular JVSD”. Each cell from D5 to L5 has a description of the type of student being captured in that column. In most cases the columns with the highest FTE count will be RGJV.

Let’s look at the FTE detail report to see what column combinations created the FTEs. Currently there are 35 columns from A to AI. Of those 35 I am using some combination of eleven of them to populate the reconciliation spreadsheet. Those eleven are:



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 Q 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 adds the FTE amount in Column P of the FTE Detail.

Some cell calculations will only include FTE INCL CODE FULL or PART in column AB of the FTE detail, some will include both. If a cell calculation is only looking at FULL or PART only, it will reference column AB in the calculation.

Your special education (SFPR b1 – b6), Limited English Proficient “LEP” SFPR d1 – d3), and economically disadvantaged (SFPR e1 and e2), funding lines look at columns X (SPECED CAT CODE), Z (ECON DISADV FLAG), and AA (LEP CODE), in the FTE Detail tab respectively.

**CTE Reconciliation**

At this time the CTE reconciliation is not ready for distribution. When it is ready it will come out as a separate set of instructions but will be able to be loaded into the SFPR reconciliation.