

Program Cost Report Question and Answers (Q&A)

1. Will the department be offering more basic level in depth trainings?
 - a. The department continues to evaluate a best practices approach to meet our external customer needs while minimizing the fiscal impact on either the department or our customers.

2. How are we to report space for a Virtual School which has a virtual learning lab?
 - a. There are several factors to consider in determining if space is applicable to a virtual school, such as: is the virtual school district operated or contracted; can the classes within the school be accessed from any location that has internet access; or, are students specifically required to be in a specific classroom at a set time. If it has been determined that the school does not warrant space assignment and you are using the Web version software, check the Non-District facility box under the School Set-Up tab and 0 space will be assigned.

3. How should unfunded summer students be handled in the Program Cost Report?
 - a. If you know the program(s) served with the actual headcount, they should be reported in Salary Attribution System (SATS) to ensure direct salary costs are accurately reflected. Otherwise, those amounts should be included on the control 7000 for that school on the Form 5; however, this approach will allocate the salary costs to all programs at the school.

4. I submitted an issue we have had with the web software, and it hasn't been fixed yet. Is there any timeframe for these to be fixed?
 - a. The department takes a continuous improvement approach where software modifications are evaluated on a priority implementation basis to ensure critical modifications that affect all districts are corrected first. There is not an end date for when all submitted software issues will be implemented.

5. What things should we be looking to do to make sure our payroll load is as clean as possible?
 - a. Remove any teacher who is not a district employee. Other examples would include having all teachers 100% scheduled for each job, if a teacher shares a space with another having the space divided between them.

6. I have a teacher who worked at 1 school for half the year, and then transferred to another school for the second half. How do we report this teacher?
 - a. The key thing to remember is that you are reporting a teacher's job, not a school. If your Job Code listing identifies a full-time K-12 teacher as teaching in surveys 2 and 3 as Job 01, this teacher's job has not changed. Both schools with the total days this teacher worked is to be reported in order that the job equals 100%. This includes inserting student information at each school for the survey the teacher was not at the school in order to maintain an accurate job accounting. Split the teacher's time using the "% School" field based on the number of days they truly worked at each school. The total

amount between the schools should always equal 100%. By not using this approach, the staff calculation and distributed salary will be understated.

7. I have a teacher who is an itinerant teacher. How do I list them to show the schools they worked at on our payroll file?
 - a. For help on the layout of the file, please call the Office of Funding and Financial Reporting at 850-245-0405 for a more in-depth answer. In general, itinerant teachers should be reported as mentioned in question 6 above.
8. When I choose a school under the “Set-Up” tab, can I check both the charter school box and the Non-District Facility box? If not, why do I check one over the other?
 - a. You can only check one of the two boxes when setting up this school. The “Charter School” checkbox is used if the school is a charter school. This will remove the charter school from allocation tables when it comes time to determine costs, and it needs to be listed on the Form 7. Use the “Non-District Facility” checkbox for non-charter schools where space assignment is to be excluded, examples include a contracted school, or virtual school where a student may take the course from a location other than a specifically assigned space. Do not use either box if this school is a traditional school that should be assigned space.
9. When we upload our data to the new Program Cost Report Website, will there be edits we are required to clear before DOE can receive our data, like when we submit our districts Annual Financial Report (AFR)/Budget online?
 - a. No, there will not be a list of edits that a district must clear to submit their Program Cost Report to DOE as all edits are embedded in the Program Cost Report software.
10. Which file format are we using when submitting to the new Program Cost Report Website?
 - a. The file format has not changed from the COBOL version.
11. Does the file have to have any particular name when submitting our data?
 - a. The file can be named whatever works best for the district. The upload process at DOE will handle the file as long as it is in the correct format.
12. In the past, districts submitted -charter files as separate files than traditional. Will there be a separate area to submit our charter school data, or will it be tied to our traditional data? If separate, is it submitted in the same location on the same upload site?
 - a. The charter and traditional data have always been received as one file regardless of the file name. The convention of using a separate file name was a direct result of permitting charter school submissions through Northwest Regional Data Center (NWRDC) after the traditional school program cost report system was closed. The two file system has been eliminated with our new internal processing that eliminates transmission through NWRDC. We will process a file if the district is open for traditional or charter.

13. During the presentation, there was a rule quoted about the deadline to submit our Program Cost Report as September 11th. Why was I told that September 12th/13th is ok?
 - a. If September 11th falls on a Saturday or Sunday, it has been practice that the AFR and all its components (the Program Cost Report is one of them) are due the next business day. If the following Monday has been a holiday, it has been practice to the due date would be that Tuesday.

14. I have a District administrator who fills in as a substitute teacher sometimes. How do we code their payroll?
 - a. If the substitute position is considered a short-term substitute, the instructional salary should be reported in the Control 7XXX salary amounts in the programs served or in the Control 7000 salary amount if the program(s) served cannot be ascertained. The amount of salary associated with the administrator position is an indirect cost, and should be split from the amount of salary spent under instruction. Therefore, we would expect districts to split that administrators salary between the indirect costs and control 7000 level based on the percent time doing both positions.

15. We have multiple teachers sharing the same room. Why should we split the space out between them?
 - a. There are multiple indirect costs which are allocated based on space. If your facility has a gymnasium, and both Physical Education teachers are listed with full amount of space, then the amount of indirect costs assigned to that school will be based on a space of your school having the equivalent of two gymnasiums, since their space adds together. This can skew costs to schools and programs when allocated out on tables.

16. We wish to sort our SATSY query by multiple criteria. Is this possible?
 - a. Yes, under SATSY query, click on the CSV button to download it into Excel. Then any sorting you wish to perform can be done on the Excel file.

17. How do we download reports?
 - a. Currently, the best method for this is to choose to run your reports as PDF in the install options. This will allow you to click on report manager and download the reports as PDFS. The ability to download reports as a CSV or text file may come in a future release, as it has been put on our list for upgrades. Otherwise, the process for downloading an HTML file is very technical, and requires the use of the database manager. If this is necessary, and the district is unfamiliar with this process, please contact the Office of Funding and Financial Reporting at 850-245-0405 and ask for assistance.