

How to Run the Expenditure Validation

When all expenditure information has been entered into CTEIS, you may use the provided validation tool to review your data. This is the final step in the reporting process before sending your entries to your Fiscal Agency Authorized Official for review. To validate your Expenditure data:

1. From the **Data Entry Expenditures** menu, choose **Expenditure Review**.
2. If necessary, select a district from the **Select District...** drop-down menu.
3. Within the grid of buildings, click the **Validate** button within a building row to review its expenditure entries. You may filter your view by removing the Building or PSN labels in the summary grid, or by dragging additional column labels into the blue table header row.

CTEIS Expenditure Review

My School District

	OANO	OA Name	OBNO	Bld Name	Building Status	Fiscal Status	Cepd Status
VALIDATE	99999	My School District	00001	My High School	Please Validate		

EXPORT TO EXCEL

↑ Building × ↑ PSN ×

Function Code	Object Code	PI	61a1	61b	61c	Local	Total	
CEPD No: 99 FA: 99999 My School District Bld: 00001 My High School								
							Total Students:3140	ACR:\$357,421.30
PSN:13579 CIP Code:52.0299 Business Admin Mgt & Operations								
							Total Students:3140	ACR:\$357,421.30
- Purchase Services								
271:Pupil Transportation	3310:Client/Pupil Transportation by Contract Carrier	Y	\$23,434.00	\$234.00	\$234.00	\$23,423.00	\$47,325.00	
			Total	\$23,434.00	\$234.00	\$234.00	\$23,423.00	\$47,325.00
- Planning, Research, Data & Eval.								
284:Non-Instructional Technology Services	3160:Purchased Services-Management Information Services	Y	\$343.00	\$4,342.00	\$234,234.00	\$234.00	\$239,153.00	
			Total	\$343.00	\$4,342.00	\$234,234.00	\$234.00	\$239,153.00
- Indirect Cost								
					\$12,632.00		\$34,003.04	
			Total	\$0.00	\$0.00	\$12,632.00	\$0.00	\$34,003.04
- Administration								
241:Office of Principal	1150:School Direction and Management (Principal)	N	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$3,000.00	
241:Office of Principal	1130:Administrative Assisant	N	\$455.00	\$555.00	\$555.00	\$555.00	\$2,120.00	
			Total	\$1,455.00	\$1,555.00	\$1,055.00	\$1,055.00	\$5,120.00