

# Report Completion and Submission

Once you have validated a building's data, the Complete button for that building will become active within the Building Status column. When you mark a building complete, an X will appear under the Building Status column to indicate that you have successfully submitted building data for review. Once you have completed a building, please notify your Fiscal Agency Authorized Official that it is ready for review.

**CTEIS Expenditure Review**

My School District							
	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
VALIDATE	99999	My School District	00001	My High School	X	X	
VALIDATE	99999	My School District	00002	My High School B	X		
VALIDATE	99999	My School District	00003	My High School C	<b>COMPLETE</b>		
VALIDATE	99999	My School District	00004	My High School D	<i>Please Validate</i>		