FLORIDA DEPARTMENT OF EDUCATION

fldoe.org

Program Cost Report System Manual

(Version 2.0)

2016 Technical Documentation

For telephone support, please call: 850-245-0405

(Rev 08/16)

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Preface

Introduction

The Florida Department of Education (FDOE) makes this revised Program Cost Report System 2016 Technical Documentation guide available to school districts for use in meeting program cost reporting requirements of section 1010.20, Florida Statutes (F.S.). Cost data generated by the school districts are used to meet other statutory requirements as well, including those in section 1010.21, F.S., Indirect costs; section 1010.215, F.S., Educational funding accountability; and section 1011.69, F.S., Equity in School-Level Funding Act. Additionally, district program cost reports are published on the FDOE website for district-to-district and school-to-school comparisons.

The statutory requirements for program cost reporting are explained in *Financial and Program Cost Reporting for Florida Schools* (Red Book), Chapter 5, and in rule 6A-1.001, Florida Administrative Code (F.A.C). In addition, rule 6A-1.014, F.A.C., governs classification of costs.

Overview

This manual explains how to install and configure a server to run the Program Cost Report System, and is designed to be used by district technology staff familiar with loading software and server configurations to support the district's finance office. The manual describes a basic software installation for Windows, but the software also can be installed on any number of other platforms with only slight variations. The Program Cost Report System can be run on a district's Intranet, but additional changes/set-up may be required to meet district guidelines.

Technical

Software

The software has been developed in Java and is a "thin" browser-based client. Java was chosen as the platform because it is an industry-standard programming language with flexibility for being platform-independent. The user is required to have a standard browser found on all modern personal computers, tablets and portable devices.

Software Stack:

- Client Browser Support - Chrome, Safari, Internet Explorer 7+
- Java - Oracle Java 8 or newer
- Web Application/Server - Apache Tomcat 8 or newer
- Database - MySQL 5.1 or newer

Hardware

The hardware specifications will vary depending on the platform on which the district decides to run the software (i.e., mainframe, mid-range, PC servers) and the district size. Here are the general specifications based on PC servers:

- Dual or quad core processor of at least 2.00 space Gigahertz (GHz) (example: Intel Xeon E5430 4 core 2.66 GHz processor)
- 2-4 Gigabyte (GB) memory for the software plus whatever is required for the server operating system (OS) (Windows 7 usually requires at least 2 GB of memory and a Linux OS usually requires less memory. So, for a Windows server, the suggested memory would be 4-6 GB.)
- 200+ GB of disk spaces

Note: Some districts may want to run the database server and the web application server on separate hardware. If this is the case, then two servers with the specifications described above would be required. Small to medium-sized districts can run the whole system on one server, especially if it is only going to be accessed internally by three to five users.

Server Software Installation

Introduction

The installation process consists of the four following stages.

- Loading Java
- Loading Apache Tomcat
- Loading MySQL
- Loading MySQL Workbench

Loading Java

1. Districts that have previously installed Java Standard Edition (SE) 6 should upgrade their software to Java SE 8.

2. Open a browser and go to Oracle's Java download page from the server. http://www.oracle.com/technetwork/java/javase/downloads/index.html

3. Find the "Java SE 8 Update xx entry" in the download table and select "Download" under "JDK."

4. Accept the license agreement and then download the "Windows x64" version of the software.

Java SE Development Kit 8u92

You must accept the Oracle Binary Code License Agreement for Java SE to download this software.

◯ Accept License Agreement   🔵 Decline License Agreement

Product / File Description	File Size	Download
Linux x86	160.26 MB	jdk-8u92-linux-i586.rpm
Linux x86	174.94 MB	jdk-8u92-linux-i586.tar.gz
Linux x64	158.27 MB	jdk-8u92-linux-x64.rpm
Linux x64	172.99 MB	jdk-8u92-linux-x64.tar.gz
Mac OS X	227.32 MB	jdk-8u92-macosx-x64.dmg
Solaris SPARC 64-bit (SVR4 package)	139.47 MB	jdk-8u92-solaris-sparcv9.tar.Z
Solaris SPARC 64-bit	98.93 MB	jdk-8u92-solaris-sparcv9.tar.gz
Solaris x64 (SVR4 package)	140.35 MB	jdk-8u92-solaris-x64.tar.Z
Solaris x64	96.76 MB	jdk-8u92-solaris-x64.tar.gz
Windows x86	188.43 MB	jdk-8u92-windows-i586.exe
Windows x64	193.66 MB	jdk-8u92-windows-x64.exe

Note: If you are not on a 64-bit server (most districts are), you will have to download the "Windows x86" version of the Java Developers Kit.

5. Once the download is complete, find the "jdk-8uxx-windows-x64.exe" file on your server and double-click to begin installation.

6. The Java installer will guide you through the software installation.

Note: After installation, a browser window will pop up asking you to register your software with Oracle. This is optional and can be done later or not at all.

Loading Apache Tomcat

1. Open a browser and go to the Apache Tomcat download page from the server. http://tomcat.apache.org/download-80.cgi

2. Find the "32-bit/64-bit Windows Service Installer" link and select it to download the software.

3. Once the download is complete, find the "apache-tomcat-8.0.XX.exe" file on the server and double-click to begin software installation.

4. The Apache Tomcat installer will guide you through the software installation.

   a. Select "I agree" to accept the license agreement.

   b. Accept the default type of installation; then select "Normal," then "Next."

   c. On the "Configuration" page, change the "HTTP/1.1 Connector Port" value from 8080 to 80 and select "Next."
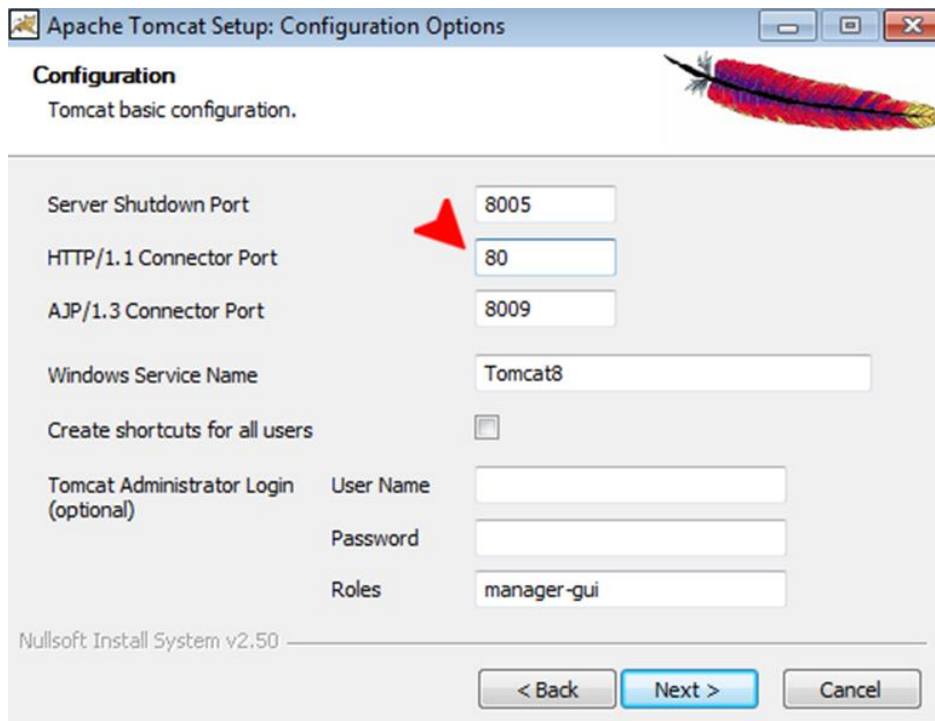
d. Select "Next" two more times to accept the default settings and wait for the software to install.
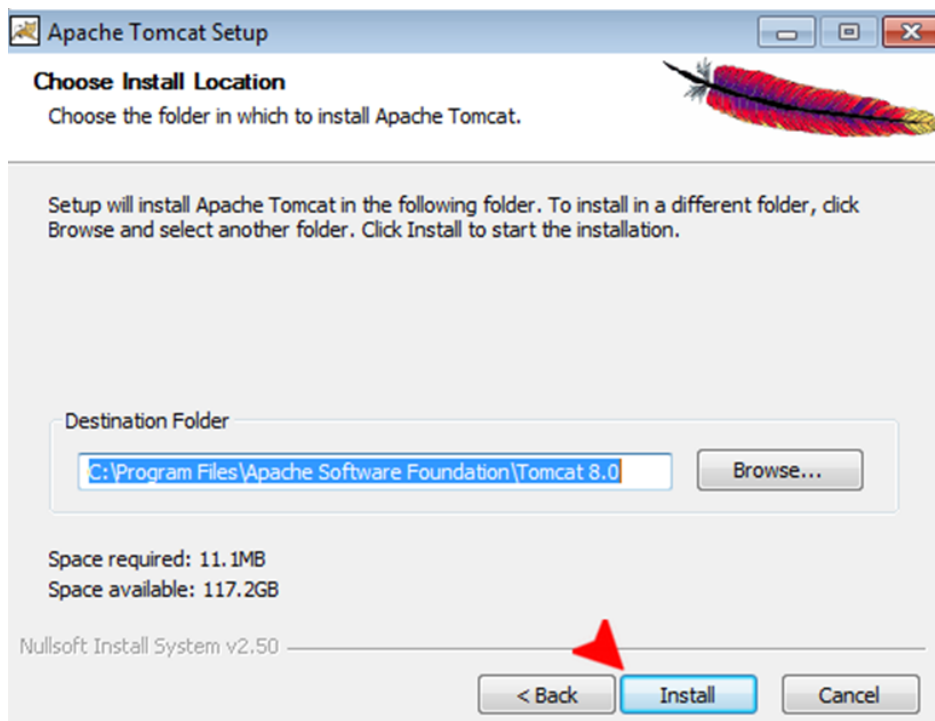
e. Once the installation is finished, you will see the completion page. Deselect the "Show Readme" option and select "Finish."
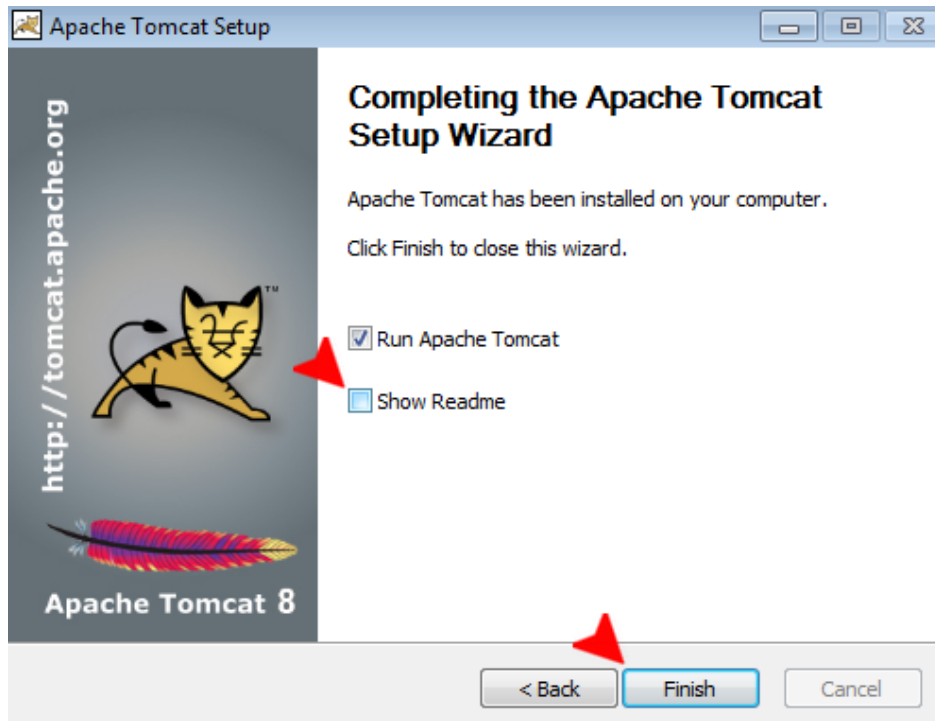
5. To test the installation, use browser to go to: http://localhost

6. If everything is correct, then you will see a "Congratulations!" page.
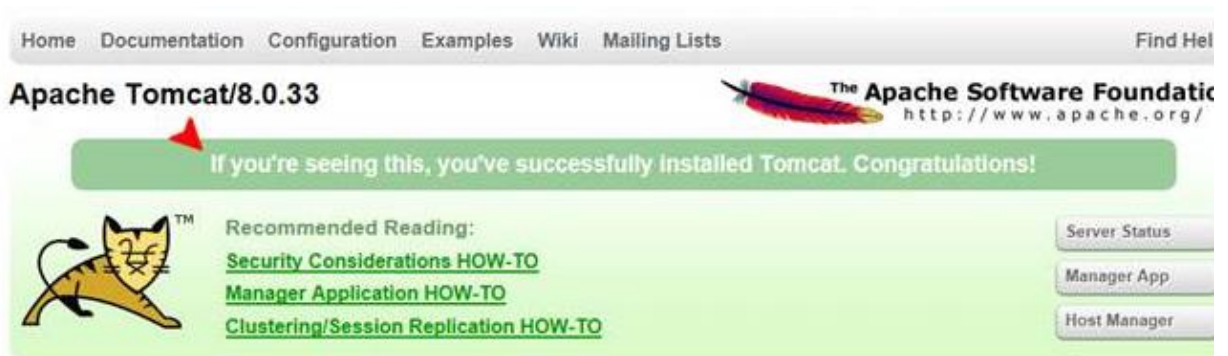
Loading MySQL

1. Use of newer versions of MySQL may result in changes to the following embedded screen shots or procedures.

2. Open a browser and go to the MySQL download page from the server: http://dev.mysql.com/downloads/mysql

3. Locate the "Windows (x86, 32-bit), MySQL Installer MSI" and select "download."
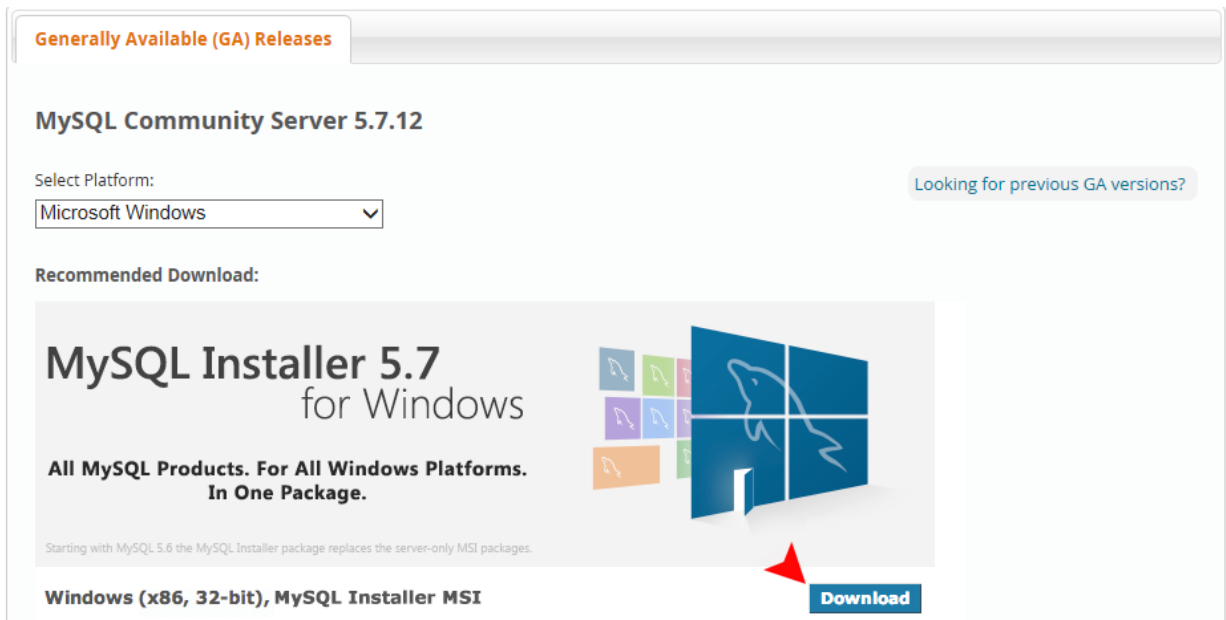
4. Select the "MySQL installer – community" option. Do not select the "MySQL installer web community" option.
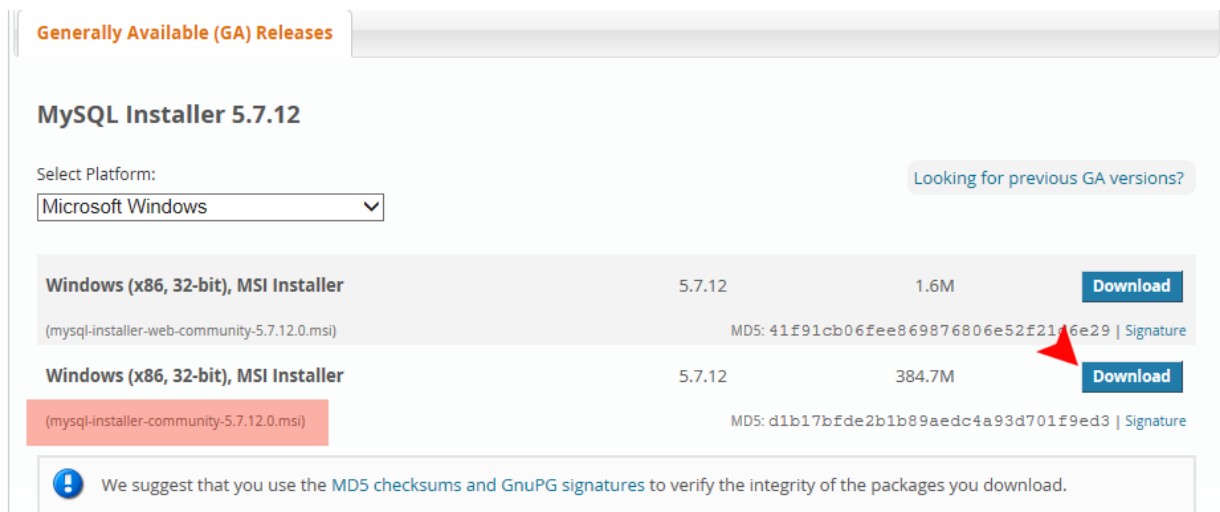
Note 1: The MySQL Installer is 32-bits, but depending on the Windows version selected, it will install either 32-bit or 64-bit binary files.
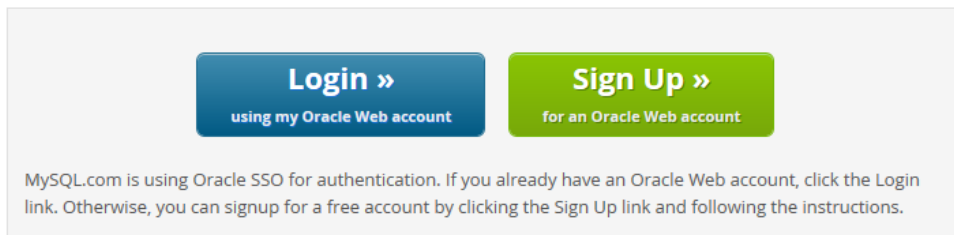
Note 2: When "Download" is selected, a MySQL registration page will open. Registration is optional and may be skipped by selecting the "No thanks, just start my download" link at the bottom of the page.

Begin Your Download - mysql-installer-community-5.7.12.0.msi

Login Now or Sign Up for a free account.

An Oracle Web Account provides you with the following advantages:

- Fast access to MySQL software downloads
- Download technical White Papers and Presentations
- Post messages in the MySQL Discussion Forums
- Report and track bugs in the MySQL bug system
- Comment in the MySQL Documentation

Login »
using my Oracle Web account

Sign Up »
for an Oracle Web account

MySQL.com is using Oracle SSO for authentication. If you already have an Oracle Web account, click the Login link. Otherwise, you can signup for a free account by clicking the Sign Up link and following the instructions.

**No thanks, just start my download.**

5. Once the software download is complete, locate the "MySQL-installer-community-5.*xx.xx.xx*.exe" file on the server and double-click to begin the software installation.

6. The MySQL installer will guide you through the software installation.

   a. Accept the license.

   b. Choose the "Server only" installation.

   c. When installation is complete, you will be asked to select the "Finish" option, which will take you into the Configuration Wizard.

7. The MySQL Server Instance Configuration Wizard will begin.

8. The MySQL Service Instance Configuration Wizard will default to the "Type and Networking" section. Select the "Server Machine" option in the "Config Type" dropdown box. Select "Next."
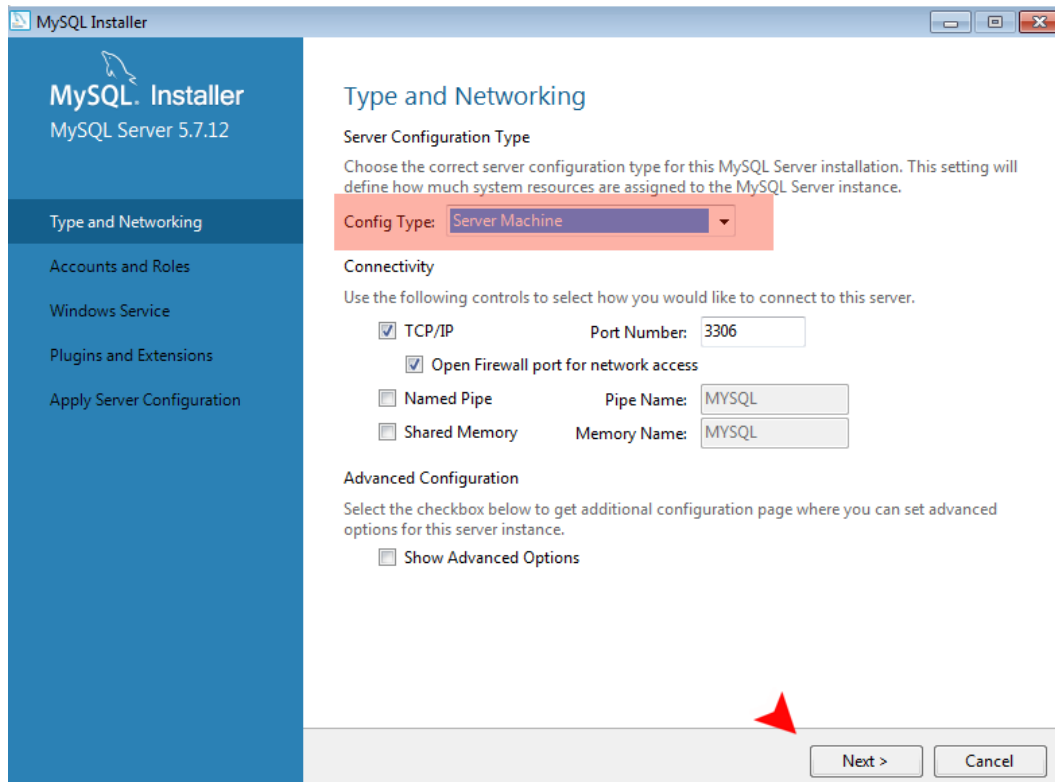
9. In the "Accounts and Roles" section, create a root password, then select "Next." Be sure to save this password, as it will be **required later** in the installation and for **future updates** to the Program Cost Report System. **Make sure this root password is not lost**.
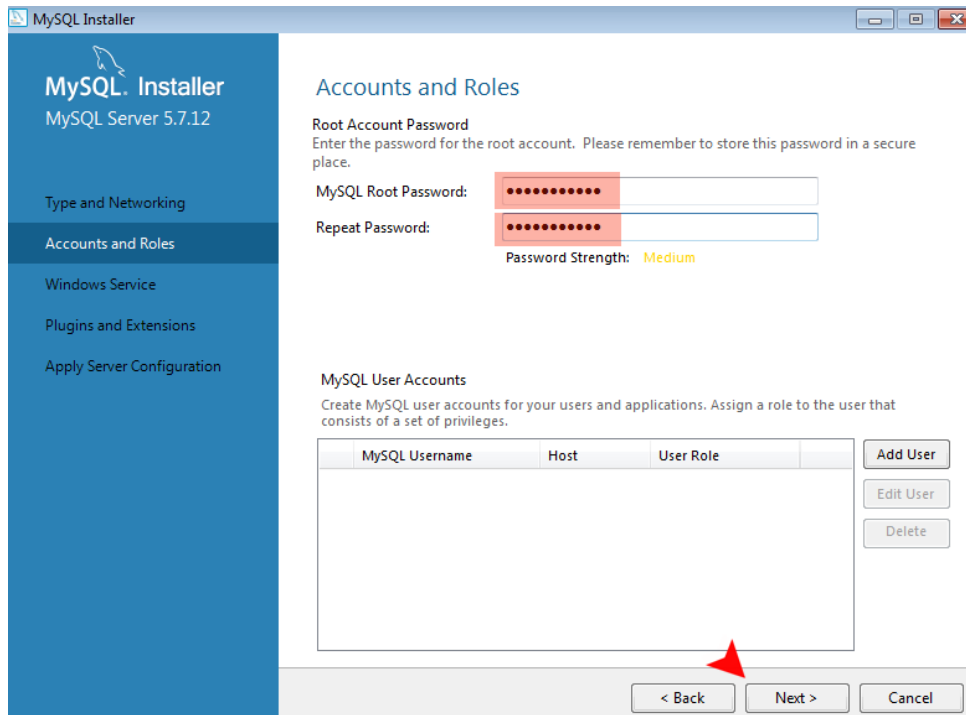
10. Accept the "Windows Service" defaults and select "Next."
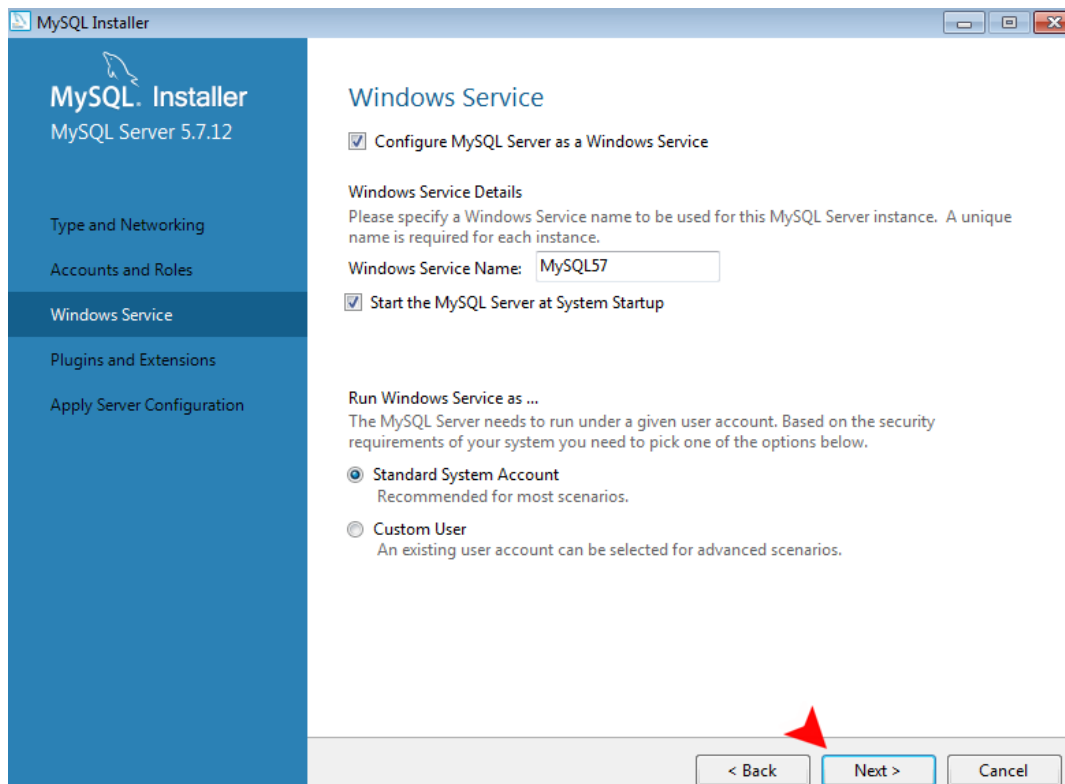
11. Accept the "Plugins and Extensions" defaults and select "Next."
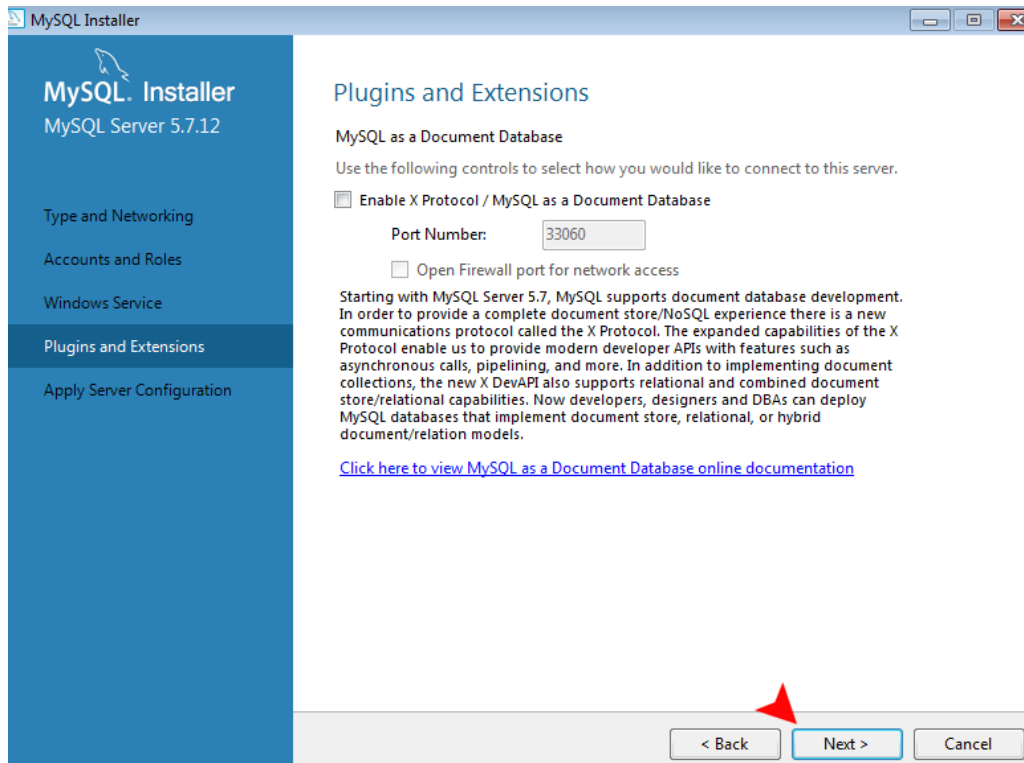
12. Select "Execute" to apply the server configuration.
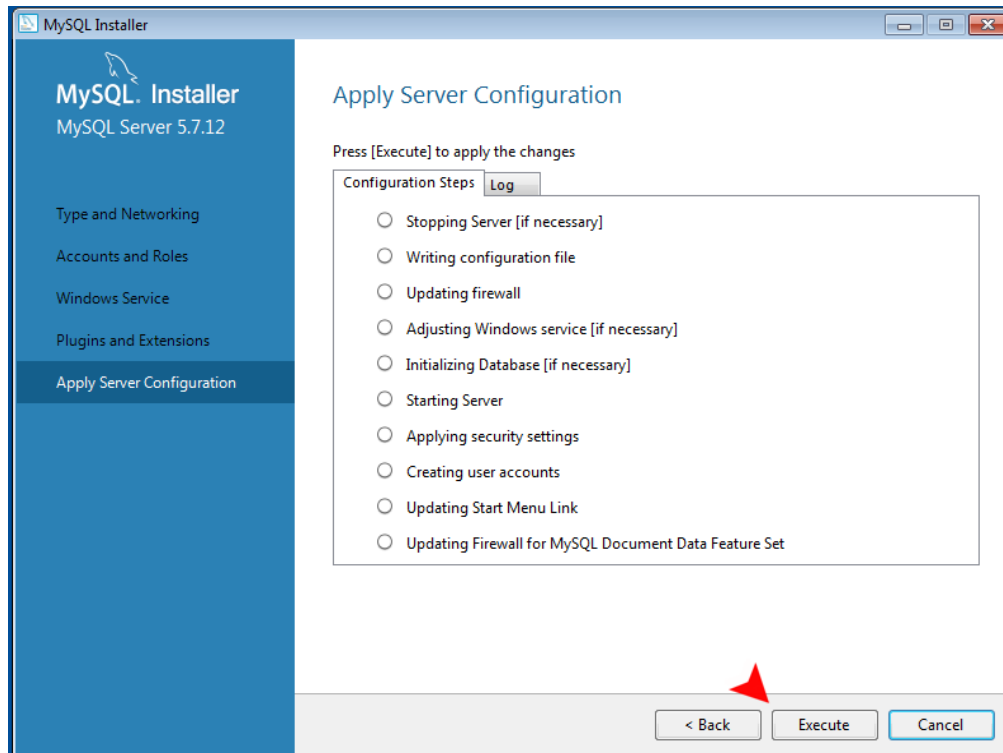
13. Once installation is complete, a confirmation message will display stating "Configuration of MySQL Server 5.7.*xx* has succeeded. Please click Finish to continue." Select "Finish."
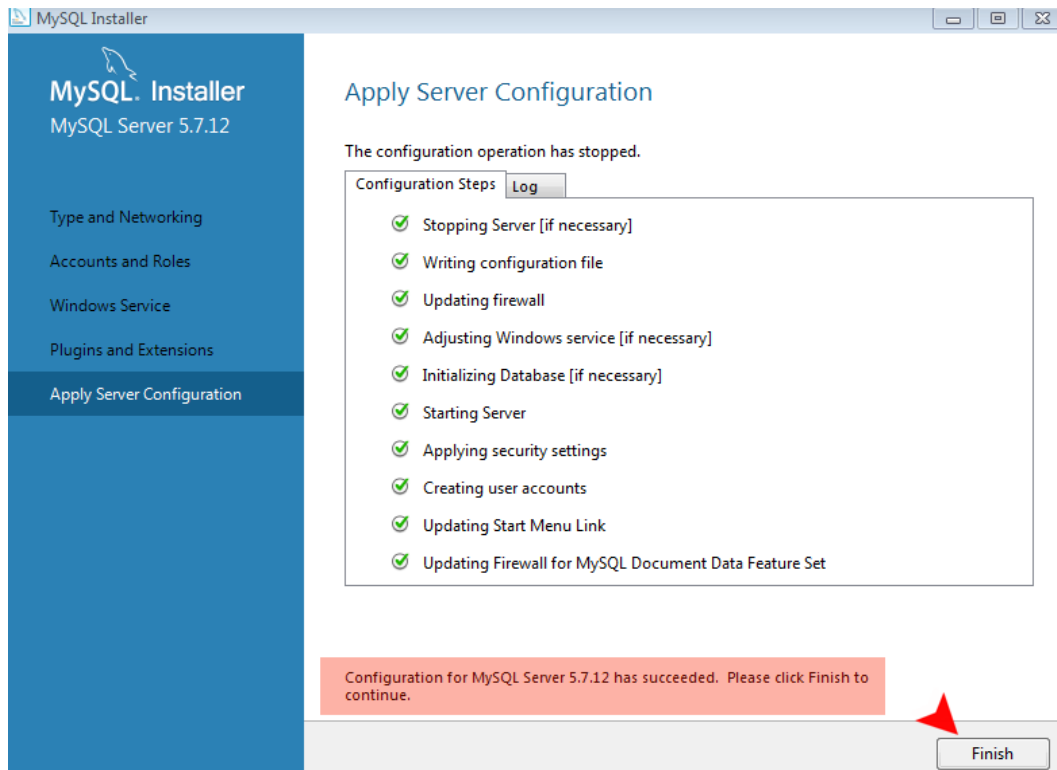
14. Accept the "Product Configuration" defaults, then select "Next."
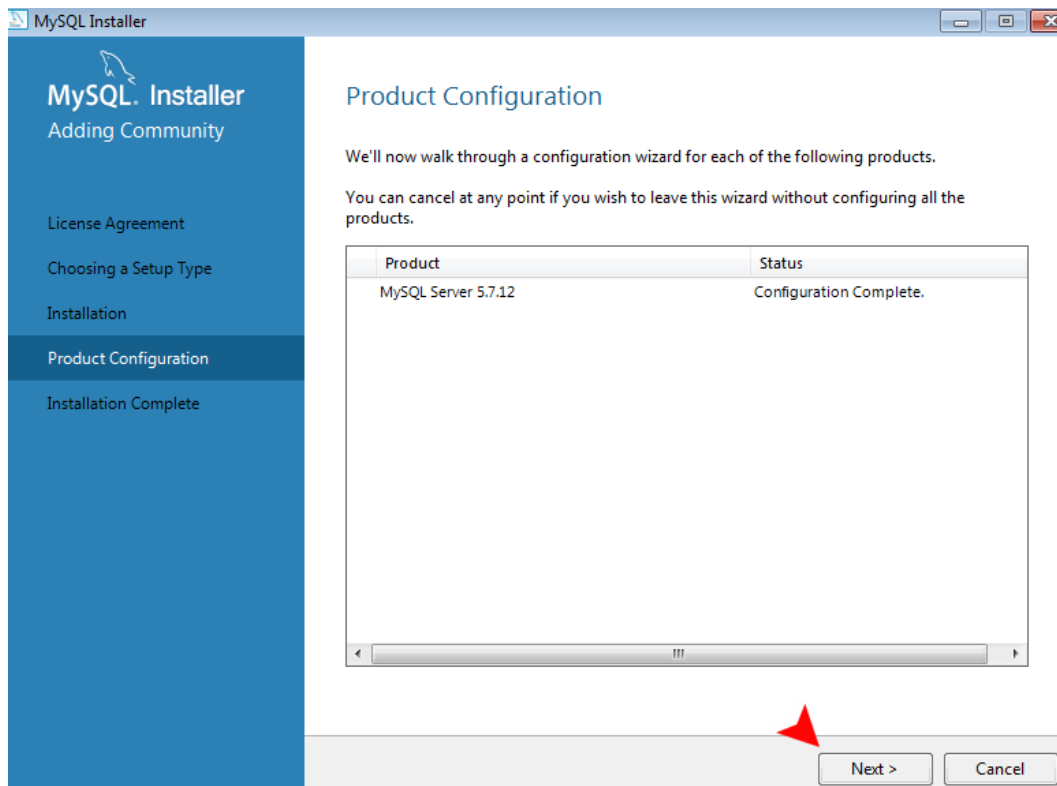
15. Select "Finish."
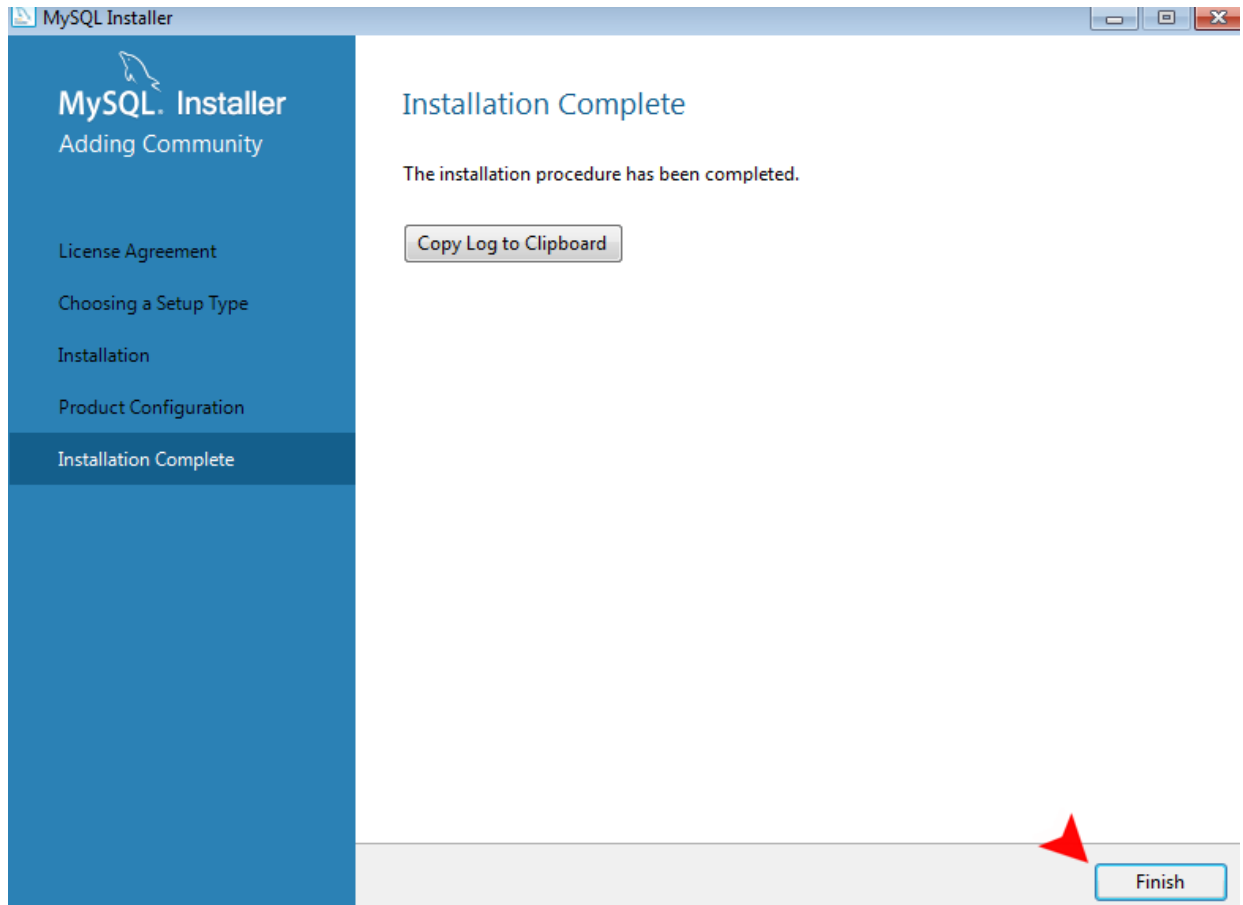
Loading MySQL Workbench

1. Verify that your system has C++ Redistribution and DotNetClient installed. MySQL Workbench will use these libraries. Installation of these libraries will be required prior to loading MySQL Workbench; otherwise, the user will be prompted to complete these installations during the software upload.

2. Open a browser and go to the following MySQL Workbench download page from the server at http://dev.mysql.com/downloads/workbench/.

3. Use of newer versions of MySQL Workbench may result in changes to the following embedded screen shots or procedures. Find the "Windows (x86, 32-bit), MSI Installer" or the "Windows (x86, 64-bit), MSI Installer" and select "Download" for the version that supports the district's server type.

Note: When you select "download," the browser will be taken to a MySQL registration page. This is optional and can be skipped by selecting "No thanks, just start my download" at the bottom of the page.

4. Once the software download is complete, find the "mysql-workbench-gpl-6.x.x-winxxx.msi" file on the server and double-click to begin the installation.

5. The MySQL Workbench installer will guide you through the software installation.

Application Software Installation

Introduction

This section takes you through loading the initial database and actual web application into Apache Tomcat.

The steps are:
- Loading the Database
- Loading the Web Application

Prerequisites:

- **CostReportDB_Install.zip,** which contains the database files
- **CostReportWar.zip,** which contains the web application

These zip files are located on the Rapid Solutions Group website for downloading (http://www.rapsg.com/costreport.html). The files must be unzipped and filed in a location where they can be easily accessed.

Loading the Database

1. Bring up the MySQL Workbench.
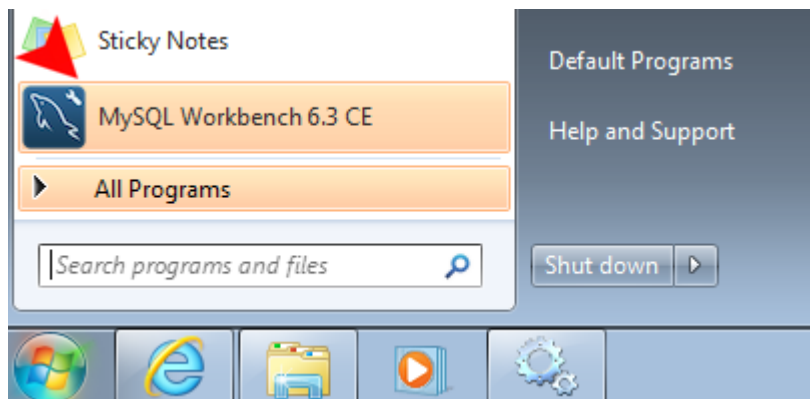
2. From the Workbench, select the "MySQL Connections Local Instance" to connect to the MySQL database.
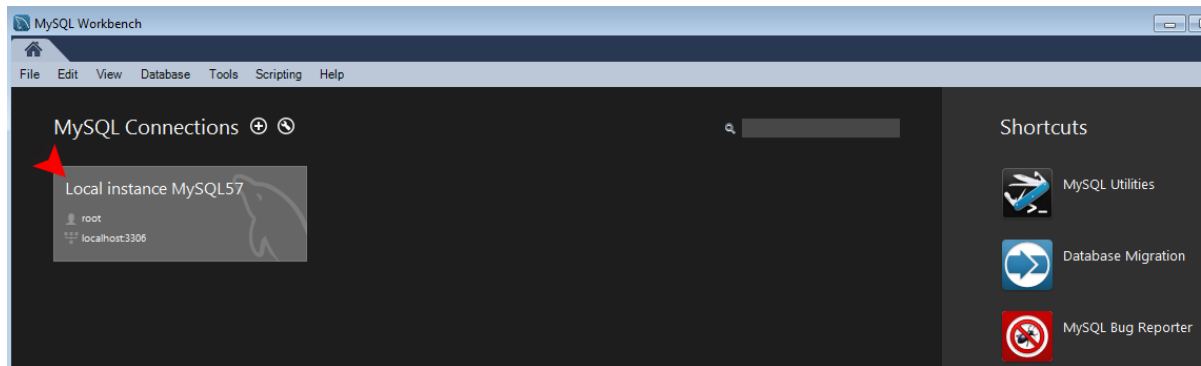
Enter your root password, which was created when you loaded the MySQL Database software. Select "OK" when you are done.
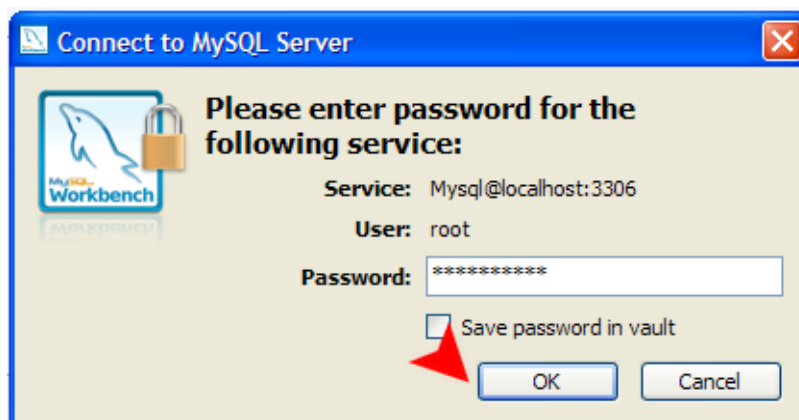
3. Select the "Data Import/Restore" option on the left-hand side of the navigation screen.
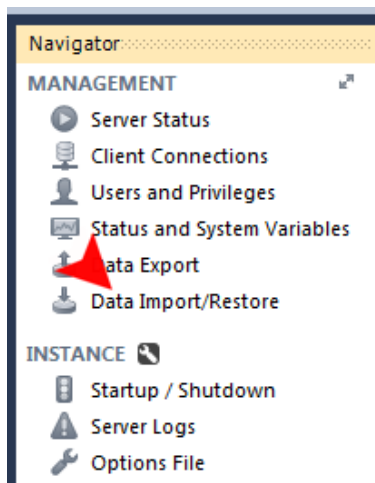
4. Find the location of the "CostReportDB_Install" folder in the pop-up box that appears by selecting the "..."option.
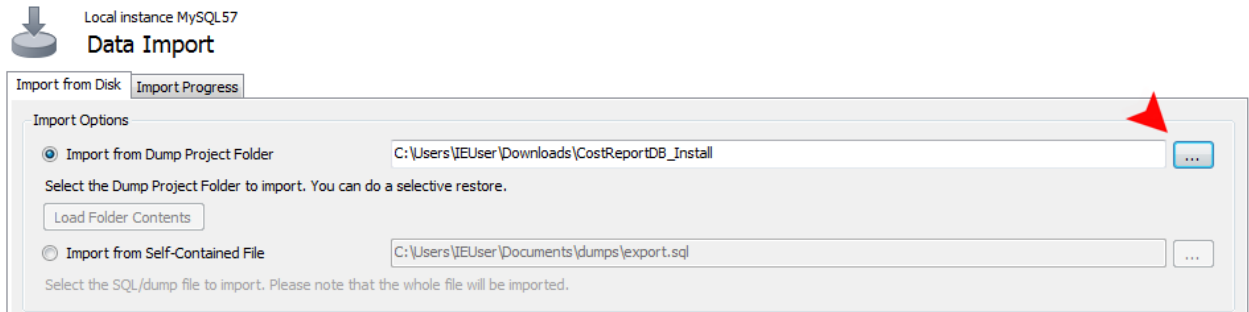
5. This will cause the "costreportdb" schema to show up in the list below. It should be checked. Next, select the "Start Import" button.
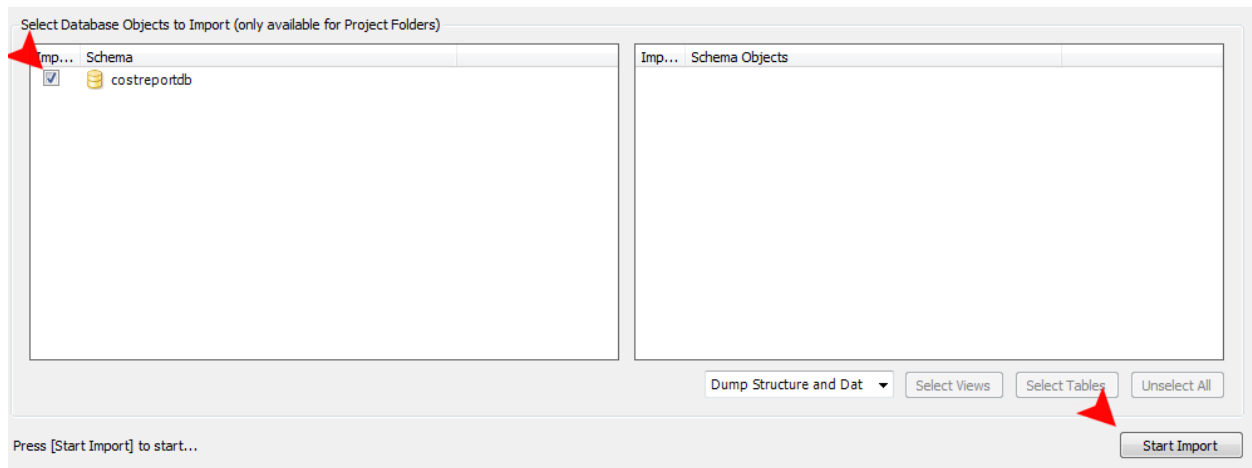
6. Once the import is done, you will see something like this.
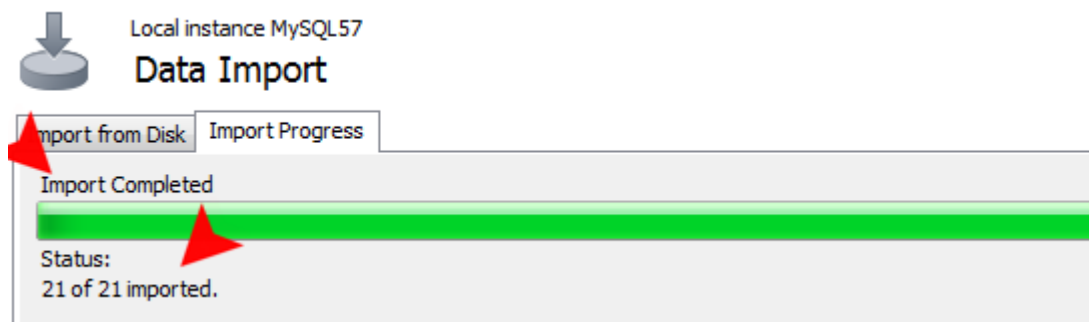
7. Now, select "Users and Privileges" under the "Security" header.
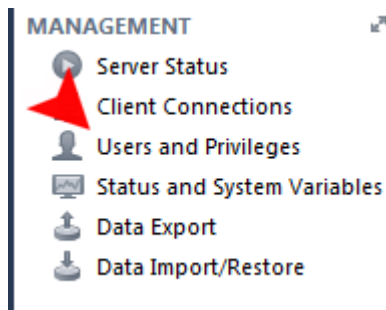
8. Now select "Add Account."

Enter "costreport" in the space for "Login Name."

Enter "f1c0strep0rt" in "Password" and "Confirm Password."

(**Note:** Both Login Name and Password are case-sensitive.) Select "Apply."
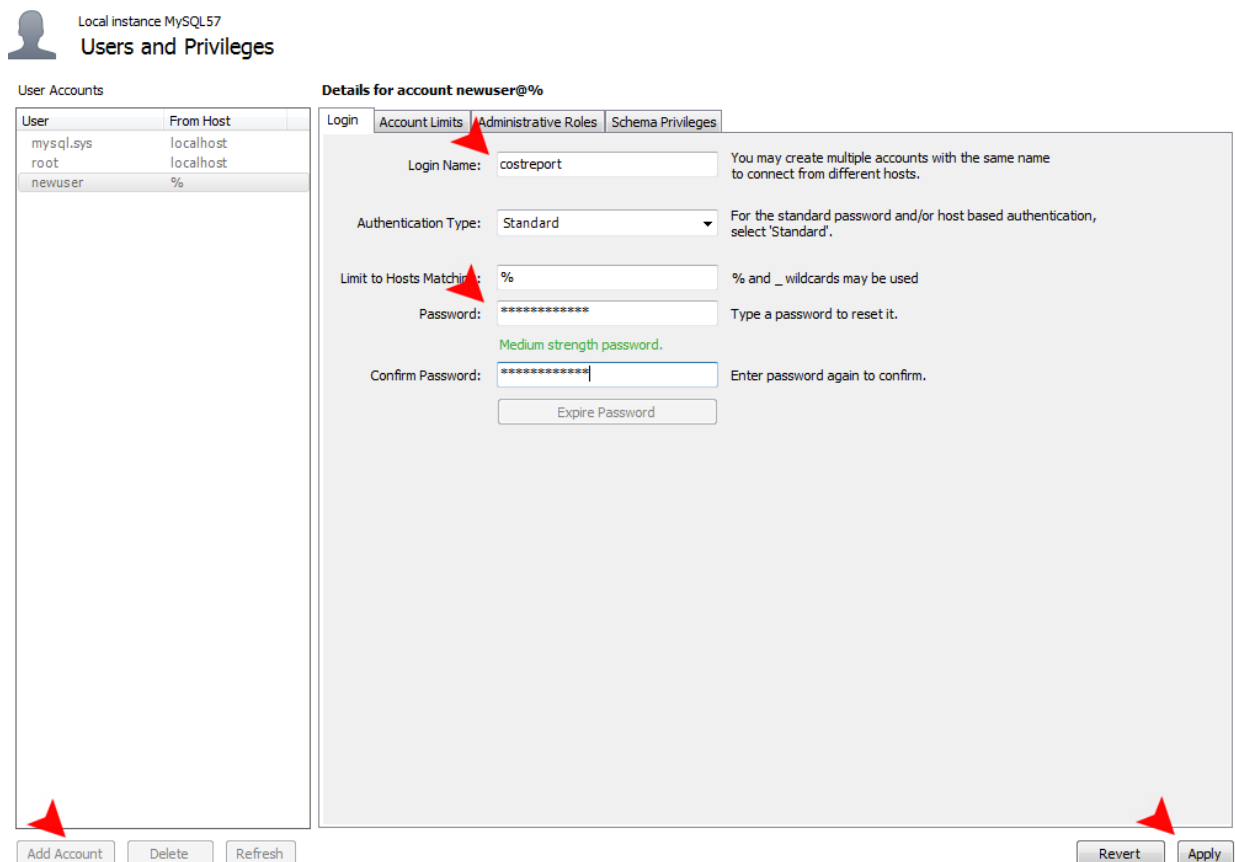
9. Select the "costreport" user and then select the "Schema Privileges" tab.
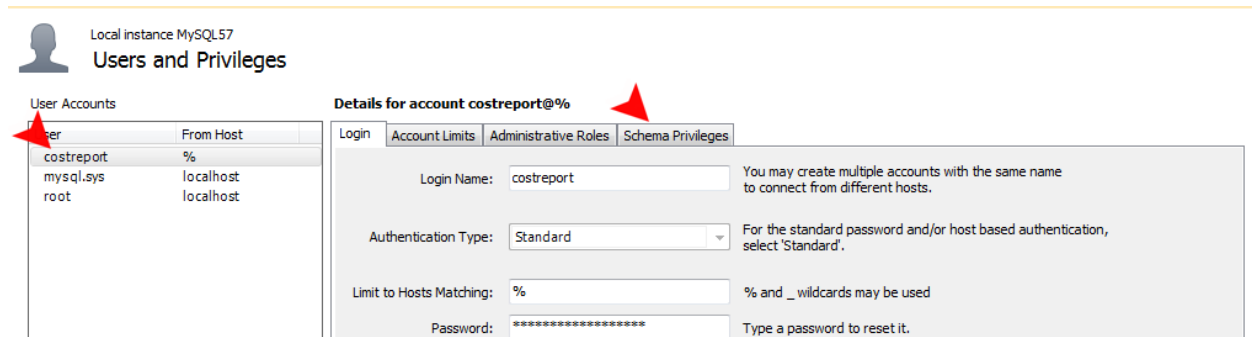
10. Select the "Add Entry..." option.
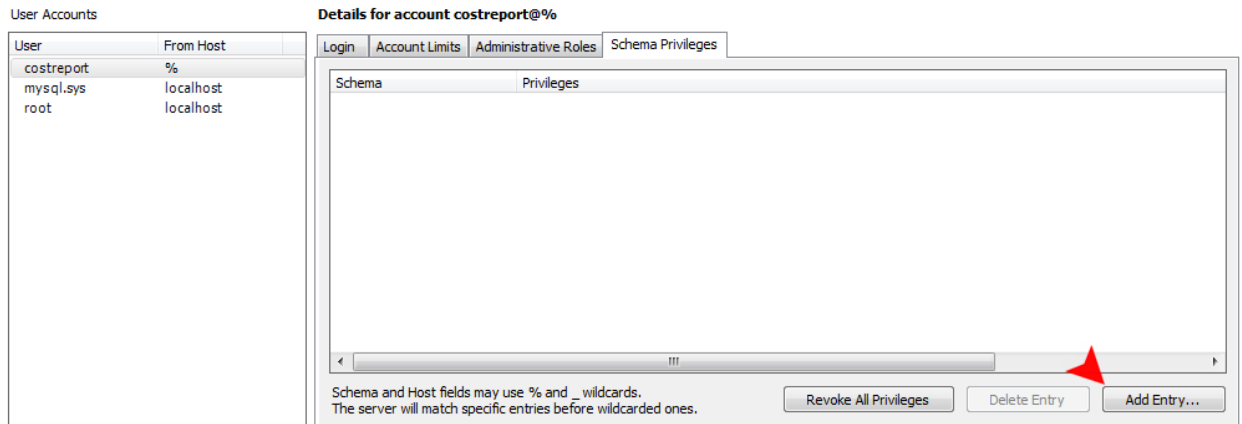
11. Select the "Selected schema" radio button in the Schema group and then select the "costreportdb" schema. Then select "OK."
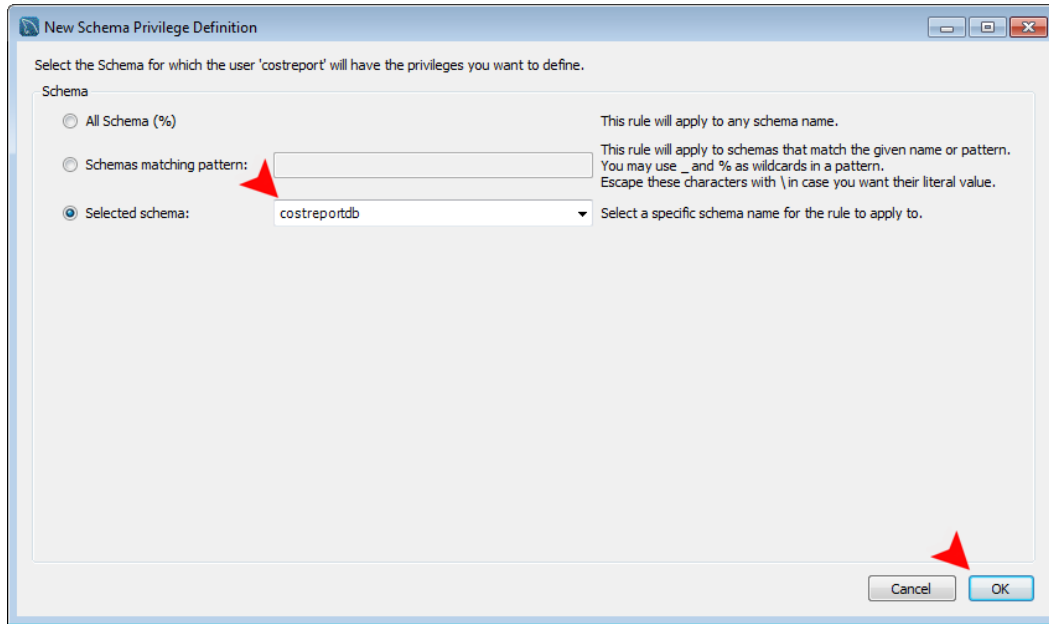
12. Select all of the boxes in the "Object Rights" group and then select the "Apply" option.
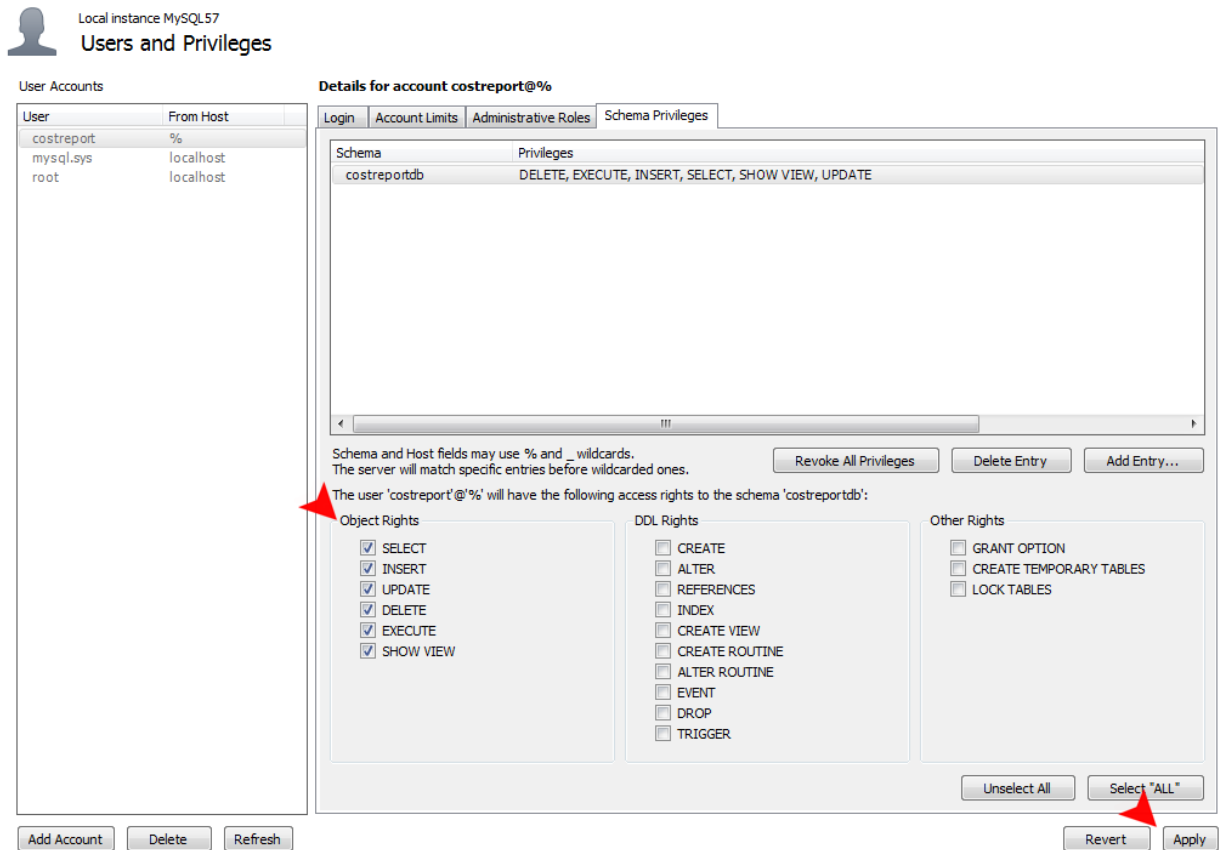
13. You can now close the workbench. This stage is installed.

Loading the Web Application

1. When upgrading the web application from Tomcat 6.0 to Tomcat 8.0, the following steps may be required:

    a. Disable Tomcat 6.0.

    b. Enable Tomcat 8.0 by setting it to "automatic."

    c. Delete the "CostReport.war" file from the Tomcat 6.0 folder.

    d. Complete steps 3-7 below.

2. For new installs, open Windows Explorer (the file system explorer, not the browser) and open the folder in which Apache Tomcat was installed. Usually it is in: C:\Program Files\Apache Software Foundation.
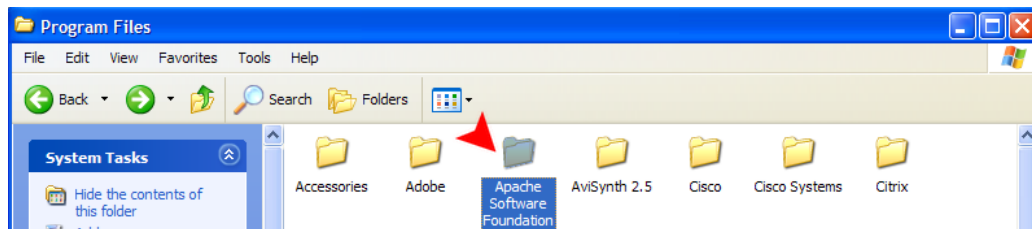
3. Open the "Tomcat 8.0" folder.
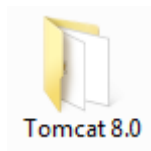
4. Open the "webapps" folder.
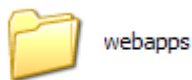
5. Drag the "CostReport.war" file into the "webapps" folder. The "CostReportWar.Zip" file was extracted as part of the prerequisites at the beginning of this chapter.

6. Apache Tomcat should be active. If it is, you will see a little green "go" arrow on top of a red feather in the system tray.

If Apache Tomcat is running correctly, you will see a "CostReport" folder show up in the directory after a few seconds.

7. To test the installation, use a web browser to go to the following address: http://localhost/CostReport/SignOn

8. Sign in using "admin" as a user ID and "admin" as a password. Then select "Login."

9. You should see a page that is similar to this.

10. If you successfully signed on, then the system is configured and ready for use. If sign-on is unsuccessful, database operability verification is required.

Deploy to Users

At this point, the district staff who will be using Program Cost Report Web will need to be notified that the system is active, and will need to be provided the URL (web address) to get to the application and access the "Cost Report User Documentation" document.

The URL can be customized by the district Information Technology (IT) staff, but the default is: http://{internal server IP}/CostReport/SignOn

The internal server Internet Protocol (IP) is an address. For example: http://10.12.1.49/CostReport/SignOn

Modifying Memory Accessible by Apache Tomcat

By default Apache Tomcat will have access to 128 Megabytes (MB) of memory, which may be increased to 256 MB. Larger districts may require the default memory to be adjusted, while small to medium-sized districts should find the initial set-up acceptable. The following steps detail how to modify the memory accessible by Apache Tomcat.

1. Select the Apache Tomcat properties tool from the Windows system tray.
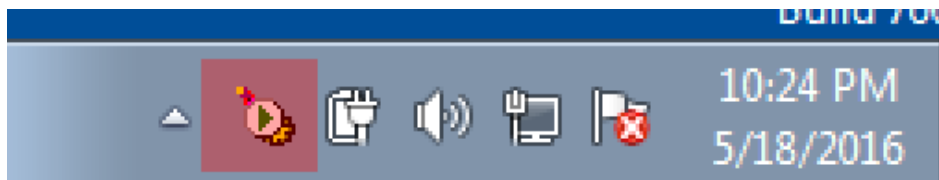
2. If the Apache Tomcat properties tool is not located in the Windows system tray, it will be found in your system drive "Local Disk (C)." Select "Program Files."

3. Select "Apache Software Foundation."

4. Select "Tomcat 8.0."

5. Select "bin."

6. Select "Tomcat8w.exe." by double-clicking the file to execute the program.
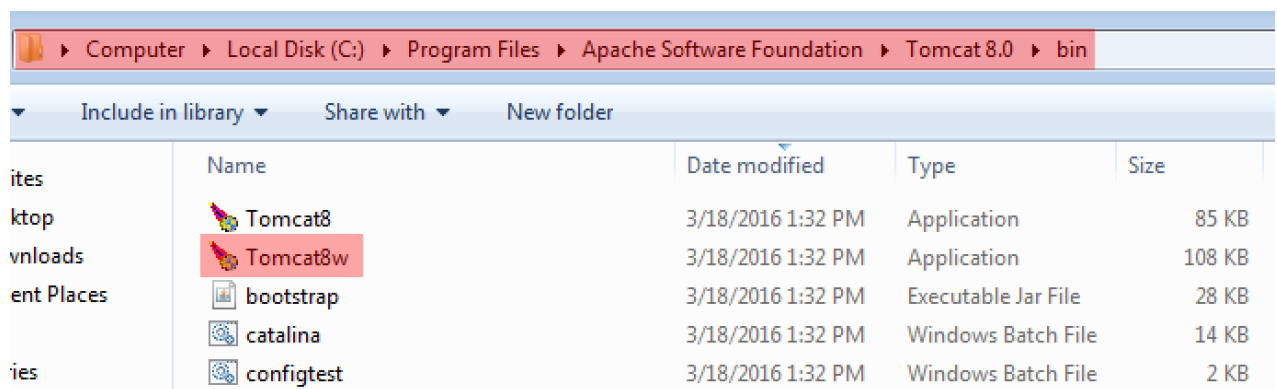
7. In the "Apache Tomcat 8.0 Tomcat8 Properties" folder, select "Java."

8. Change "Maximum memory pool" to read "2048 MB."

9. Select "Apply."
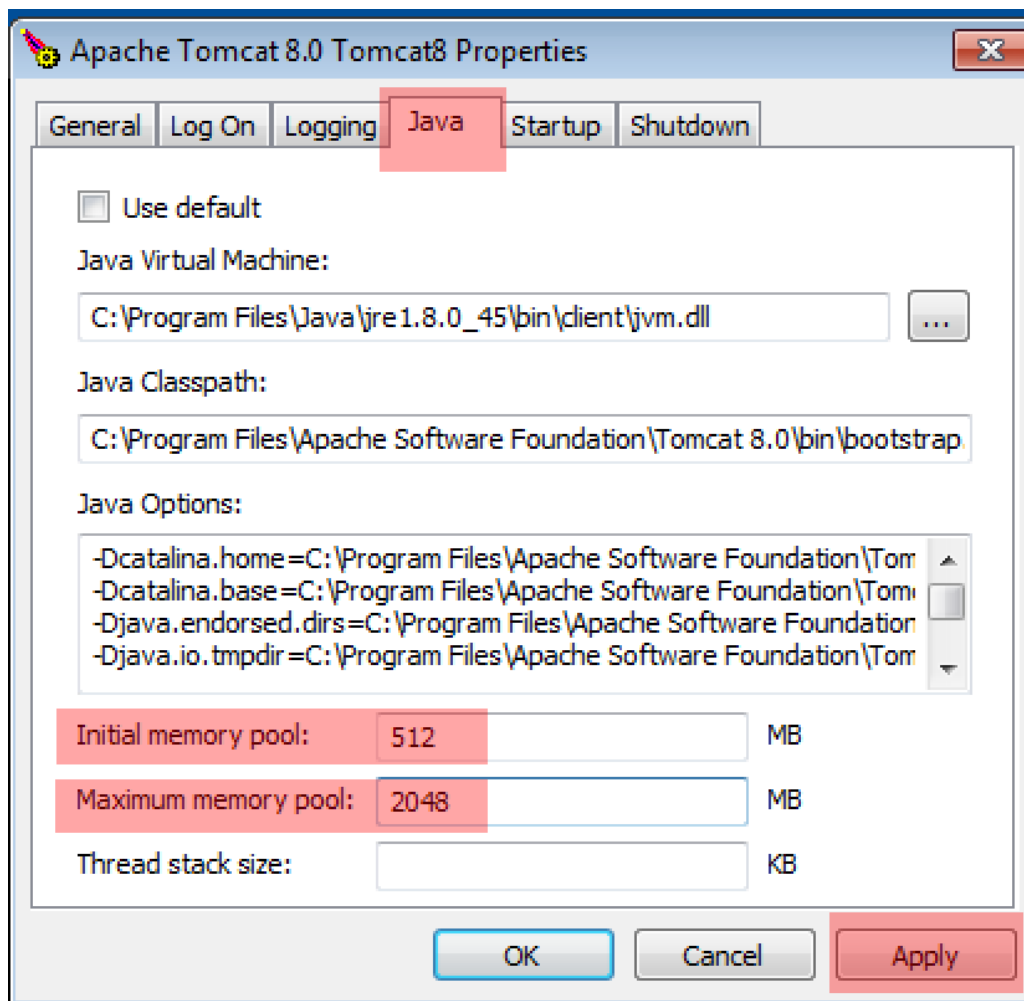
Import and Export Files

Downloading Schools from the FDOE Website

This section describes how to download the district schools from the FDOE website. For small school districts, it will be easier to just enter the schools directly to the Schools page in the Set-up tab. The following steps detail how to download the list of schools and then use the MySQL workbench to upload the schools.

1. Go to http://doeweb-prd.doe.state.fl.us/EDS/MasterSchoolID/index.cfm.

2. Select "Download files."

3. Select "Download Active Schools" and save Excel file to your PC.

4. Open Excel document.

5. Remove all rows not pertaining to your district. Keep the header line that describes the columns. Remove all columns except: DISTRICT_NAME, SCHOOL, SCHOOL_NAME_LONG, SCHOOL_NAME_SHORT, CHARTER_SCHOOL_STAT

6. Update CHARTER_SCHOOL_STAT Column

    a. Not a Charter school -> space

    b. Regular, Conversion and Technical Charter schools -> Y

7. Search and replace all apostrophes in school names with a space. School names must not contain apostrophes.

8. Format column B (School) as 0000 (meaning school ID should be four numbers). To format in Excel, highlight the column, select "Format Cells," and, under the "Number" tab, select "Custom." In the "Type" field, enter "0000" and select "OK."

9. Save document as Upload-MSID.CSV.

10. Execute the following script in MySQL using the MySQL Workbench. (**Note:** Replace the text below that reads C:/Users/Admin/Documents/tempfolder/Upload-MSID.csv with the location of the CSV file on your PC).

    a. The SQL command below will load schools to Fiscal Year 2016. If you want schools for a year other than 2016, the "set year" field must be modified.

b. Execute the following command: LOAD DATA LOCAL INFILE 'C:/Users/Admin/Documents/tempfolder/Upload-MSID.csv' REPLACE INTO TABLE `costreportdb`.`school` FIELDS TERMINATED BY ',' LINES TERMINATED BY '\n' IGNORE 1 LINES (@dummy, id, @var1, @var2, @var3) set year = "2016", name = substr(@var1,1,30), abbr = substr(@var2,1,15), charter = substr(@var3,1,1), update_date = CURRENT_TIMESTAMP.

c. After executing the above command, a warning message will indicate "Data Truncated," which can be ignored.

11. After the schools have been loaded, they should be reviewed in the Program Cost Report System.

Map of K-12 and Workforce Development Information System (WDIS) File Names, FDOE to Program Cost Report

This section maps the FDOE File Names to the File Names of the Program Cost Report

F60776 → Reported Full-Time Equivalent (FTE) Student K-12 Course Files

F71450 → Recalibrated FTE Student K-12 Course Files

F60777 → Teacher K-12 Course Files

F63417 → WDIS General Education Student Course Files

F63442 → WDIS Technical Education Student Course Files

F63432 → WDIS Teacher Course Files

F70393 → FDOE FISH File

Local Payroll File for the Program Cost Report System

Summary: This document describes the CSV file that each district needs to produce for uploading to the Program Cost Report System. This file will be used, along with the student records, to build the SATSY file.

Audience: Technical staff familiar with the Program Cost Report finance forms and the district's finance system.

Field Descriptions:

General Notes:

- The file should ONLY be populated with instructional jobs.

- Most software packages will not load the CSV file with leading 0s when building numeric fields with leading 0s. Therefore, table 00001 will appear in the file as 1, with the leading 0s stripped out. This will look odd to most of the Program Cost Report users because they are used to seeing table 1 as 00001. The Program Cost Report System will insert the leading 0s for these fields.

- The "Job #" field is VERY important. The job number assigned in the Program Cost Report is set based on the following criteria: survey and type of student (K-12 and Adult Ed). It is unlikely that a district's payroll system will use the same scheme as the Program Cost Report System for assigning job numbers. When building this payroll file, you will need to map the local job numbers to match the numbers used by the Program Cost Report. For instance, most districts will set up their Program Cost Report to assign Job # 01 to the teacher's regular K-12 job. "Regular" refers to the job the teacher had for surveys 2 and 3 instructing K-12 students. In the local payroll system, this same teacher may have Job # 03 as his/her surveys 2 and 3 K-12 instructional job, or job numbers may not be an element within the local payroll system.

- The Fund, Table and Percentage fields appear three times in the payroll layout below. All teachers should have at least the first set of Fund, Table and Percentage fields completed for each record. These fields describe the funding source/table attribution used to pay a teacher for a given job. A teacher may have multiple funding sources for a single job and the program provides availability for up to three funding sources.

- The three funding percentages should always total 1.00, or 100 percent. For example, a teacher may have one fund source for 1.00, or there may be three funding sources split into 0.33, 0.33 and 0.34. The percentages must always equal 1.00.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of payroll records. Example: The calendar year that spans 2015-16 would be 2016.
3	Employee ID or Employee SSN	10	Numeric	It is recommended that you use the local employee ID instead of the employee SSN. The district must have reported its teacher course records with the optional local employee ID field populated.
4	Job #	2	Numeric	This is the Program Cost Report Job #, not the district's local Job #. See General Notes section on page 30.
5	Last Name	20	Alphanumeric	Teacher's last name.
6	First Name	15	Alphanumeric	Teacher's first name.
7	Middle Initial	1	Alphanumeric	Teacher's middle initial.
8	Fund 1	1	Numeric	Valid values: 1 = General Fund or 4 = Special Revenue Fund.
9	Table 1	5	Numeric	Attribution table associated with funding source. See General Notes section on page 30.
10	Percentage 1	4	Numeric (9.99)	Percentage of salary associated with Table 1. 50% = 0.50.
11	Fund 2	1	Numeric	Valid values: 1 = General Fund, 4 = Special Revenue Fund, or space if not used.
12	Table 2	5	Numeric	Attribution table associated with funding source. See General Notes section on page 30.
13	Percentage 2	4	Numeric (9.99)	Percentage of salary associated with Table 2. 50% = 0.50.
14	Fund 3	1	Numeric	Valid values: 1 = General Fund, 4 = Special Revenue Fund, or space if not used.
15	Table 3	5	Numeric	Attribution table associated with funding source. See General Notes section on page 30.
16	Percentage 3	4	Numeric (9.99)	Percentage of salary associated with Table 3. 50% = 0.50.
17	Salary	6	Numeric	Total salary paid for this job.

18	Hourly Rate	10	Numeric (9999.99999)	This field should be equal to 0 unless for an hourly teacher.
19	Survey 1 Days	3	Numeric	Number of days worked in Survey 1. Should be set to 0 if hourly rate is specified.
20	Survey 2 Days	3	Numeric	Number of days worked in Survey 2. Should be set to 0 if hourly rate is specified.
21	Survey 3 Days	3	Numeric	Number of days worked in Survey 3. Should be set to 0 if hourly rate is specified.
22	Survey 4 Days	3	Numeric	Number of days worked in Survey 4. Should be set to 0 if hourly rate is specified.
23	Primary School of Instruction	4	Numeric	The school of instruction is dictated by the student records reported by the teacher. If a teacher is listed in this payroll file but does not have students reported, then the system will use the school specified here to build a SATSY record for the teacher without any students attached. The teacher record will then have to be researched manually to identify the students.

Local Finance File for the Program Cost Report System

Summary: This document describes the CSV file that can be used to upload finance data (Forms 4A, 5 and 6) to the Program Cost Report System. This file is optional; some districts may find it easier to enter the financial data by hand.

Audience: Technical staff familiar with the Program Cost Report finance forms and the district's local finance system.

Field Descriptions:

General Notes:
- The "Control" field described in the following pages is very important. It communicates to the software where to upload data (form and line). Because each control line represents different data, each has its own field description table, described later in this document. The valid control values are:
  - 1000 – Form 4A
  - 2000 – Form 4A
  - 2001 – Form 4A
  - 2002 – Form 4A
  - 2003 – Form 4A
  - 3000 – Form 4A
  - 3001 – Form 4A
  - 3002 – Form 4A
  - 3003 – Form 4A
  - 6000 – Form 5
  - 6001 – Form 5
  - 6002 – Form 5
  - 6003 – Form 5
  - 7000 – Form 5
  - 7xxx – Form 5 (where xxx is a valid FEFP number defined on the Set-up ➔ FEFP Program page)
  - 8000 – Form 6

- If a duplicate Table/Fund/Control record is encountered, only the first occurrence will be uploaded.

- Each time the Finance Load program is run to upload this file, it overlays any finance data currently in the Program Cost Report System. Salaries uploaded to the Form 5, 7xxx control lines from the School/District Summary report are the only exceptions to this rule.

- Most software packages will not load the CSV file with leading 0s when building numeric fields with leading 0s. Table 00001 will appear in the file as 1, with the leading 0s removed. This will look odd to most of the current Program Cost Report users because their AS400 or mainframe displays the table as 00001. The Program Cost Report System will insert the leading 0s for these fields.

- All records should have all the columns described below in the "Generic Control Data," even if the column is left blank. After the Generic Finance Data is described, each control number will be described.

- All field sizes are shown in tables below as their maximum size.

- All dollar amounts are presented as whole numbers and without commas.

- **The Control 7xxx record contains salary data at the table/school/program level. This field should only contain teacher aide salaries that will be added by the system to the teacher salaries produced by SATSY.**

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Corresponds to the Program Cost Report finance form and row.
4	Table	5	Numeric	Attribution table associated with fund. See General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All ARRA fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Amount 1	11	Numeric	This field's value varies based on the control.
8	Amount 2	11	Numeric	This field's value varies based on the control.
9	Amount 3	11	Numeric	This field's value varies based on the control.
10	Amount 4	11	Numeric	This field's value varies based on the control.
11	Amount 5	11	Numeric	This field's value varies based on the control.
12	Amount 6	11	Numeric	This field's value varies based on the control.
13	Amount 7	11	Numeric	This field's value varies based on the control.
14	AFR Total	11	Numeric	This field is only used with Control 8000 and is always the AFR total for the fund.
15	Percentage Method	1	Alphanumeric	This field is used only with Controls 1000 and 7000. The field is prepopulated to distribute benefits on a percentage-of-salaries basis. Delete the "P" from both the Control 1000 and 7000 fields to override this methodology and assign benefits by dollar amount.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = "1000."
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Salaries	11	Numeric	Total for table.
8	Benefits	11	Numeric	Total for table.
9	Purchased Services	11	Numeric	Total for table.
10	Material & Supplies	11	Numeric	Total for table.
11	Other	11	Numeric	Total for table.
12	Capital Outlay	11	Numeric	Total for table.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	1	Alphanumeric	This field is used only with Control 1000 and 7000. The field is prepopulated to distribute benefits on a percentage-of-salaries basis. Delete the "P" from both the Control 1000 and 7000 fields to override this methodology and assign benefits by dollar amount.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2000.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 6100	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Function 6200	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
9	Function 6300	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
10	Function 6400	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2001.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 6500	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Function 7300	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
9	Function 7400	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
10	Function 7600	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 2002

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2002.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field Blank.
7	Function 7700	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Function 7800	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
9	Function 7900	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
10	Function 8100	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 2003.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 8200	11	Numeric	Total School Indirect Cost not already attributed directly to a school on Form 5.
8	Amount 2	N/A	N/A	Leave field blank.
9	Amount 3	N/A	N/A	Leave field blank.
10	Amount 4	N/A	N/A	Leave field blank.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3000.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank
7	Function 6100	11	Numeric	Total District Indirect Cost.
8	Function 6200	11	Numeric	Total District Indirect Cost.
9	Function 6300	11	Numeric	Total District Indirect Cost.
10	Function 6400	11	Numeric	Total District Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3001.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 6500	11	Numeric	Total District Indirect Cost.
8	Function 7100	11	Numeric	Total District Indirect Cost.
9	Function 7200	11	Numeric	Total District Indirect Cost.
10	Function 7400	11	Numeric	Total District Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3002.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 7500	11	Numeric	Total District Indirect Cost.
8	Function 7600	11	Numeric	Total District Indirect Cost.
9	Function 7700	11	Numeric	Total District Indirect Cost.
10	Function 7800	11	Numeric	Total District Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 3003.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	N/A	N/A	Leave field blank.
7	Function 7900	11	Numeric	Total District Indirect Cost.
8	Function 8100	11	Numeric	Total District Indirect Cost.
9	Function 8200	11	Numeric	Total District Indirect Cost.
10	Amount 4	N/A	N/A	Leave field blank.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6000.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 6100	11	Numeric	Total School Indirect Cost.
8	Function 6200	11	Numeric	Total School Indirect Cost.
9	Function 6300	11	Numeric	Total School Indirect Cost.
10	Function 6400	11	Numeric	Total School Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6001.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 6500	11	Numeric	Total School Indirect Cost.
8	Function 7300	11	Numeric	Total School Indirect Cost.
9	Function 7400	11	Numeric	Total School Indirect Cost.
10	Function 7600	11	Numeric	Total School Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6002.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 7700	11	Numeric	Total School Indirect Cost.
8	Function 7800	11	Numeric	Total School Indirect Cost.
9	Function 7900	11	Numeric	Total School Indirect Cost.
10	Function 8100	11	Numeric	Total School Indirect Cost.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Control 6003

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 6003.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Function 8200	11	Numeric	Total School Indirect Cost.
8	Amount 2	N/A	N/A	Leave field blank.
9	Amount 3	N/A	N/A	Leave field blank.
10	Amount 4	N/A	N/A	Leave field blank.
11	Amount 5	N/A	N/A	Leave field blank.
12	Amount 6	N/A	N/A	Leave field blank.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 7000.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➔ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Salaries	11	Numeric	Total for table and school.
8	Benefits	11	Numeric	Total for table and school.
9	Purchased Services	11	Numeric	Total for table and school.
10	Material & Supplies	11	Numeric	Total for table and school.
11	Other	11	Numeric	Total for table and school.
12	Capital Outlay	11	Numeric	Total for table and school.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	1	Alphanumeric	This field is prepopulated to distribute benefits on a percentage-of-salaries basis as determined by Form 4A. This field should be left blank, except when the district has determined that a specific benefits amount is required.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 7xxx, where xxx is a valid FEFP program number.
4	Table	5	Numeric	Attribution table associated with fund. See the General Notes section on page 33.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund (Note: All Stimulus (ARRA) fund tables should be assigned to Fund 4).
6	School	4	Numeric	School number as assigned by the FDOE.
7	Salaries	11	Numeric	***NOTE: Teacher aides only!! Object 150. Teacher salaries coming from SATSY will already be loaded by School/District Summary report.**
8	Benefits	11	Numeric	Total for table, school and program.
9	Purchased Services	11	Numeric	Total for table, school and program.
10	Material & Supplies	11	Numeric	Total for table, school and program.
11	Other	11	Numeric	Total for table, school and program.
12	Capital Outlay	11	Numeric	Total for table, school and program.
13	Amount 7	N/A	N/A	Leave field blank.
14	AFR Total	N/A	N/A	Leave field blank.
15	Percentage Method	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 8000.
4	Table	N/A	N/A	Leave field blank.
5	Fund	1	Numeric	This value must match the fund assigned to the Set-up ➜ Table page and it must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
6	School	N/A	N/A	Leave field blank.
7	Other Instructional	11	Numeric	Total for fund.
8	Pre-Kindergarten	11	Numeric	Total for fund.
9	Non-Program Capital Outlay	11	Numeric	Total for fund.
10	Community Service	11	Numeric	Total for fund.
11	Debt Service	11	Numeric	Total for fund.
12	Federal Indirect	11	Numeric	Total for fund.
13	Charter Schools	11	Numeric	Total for fund.
14	AFR Total	11	Numeric	Total for fund.
15	Percentage Method	N/A	N/A	Leave field blank.

Charter School File Specifications

Summary: This section of the manual describes the CSV file that can be used to upload Charter School Financial Data (Form 7) to the Program Cost Report System. This file is optional; districts may find it easier to enter the charter school data manually.

Audience: Technical staff familiar with the Program Cost Report finance forms and the district's local finance system.

Field Descriptions:

General Notes:

- The Control field described in the following pages is important. It tells the software where to load the data (form and line). Each Control Line represents different data and each has its own field description table, shown later in this document. The valid Control values are:

    - 4000 – Form 7 School Indirect Cost

    - 4001 – Form 7 School Indirect Cost

    - 4002 – Form 7 School Indirect Cost

    - 4003 – Form 7 School Indirect Cost

    - 5xxx – Form 7 Program Direct & Indirect Cost (where xxx is a valid FEFP number defined on the Set-up ➔ FEFP Program page)

- If a duplicate Fund/Control record is encountered, only the first occurrence will be loaded.

- Each time the Charter Load program is run to load this file, it overlays any charter data currently in the Program Cost Report.

- Most software packages will not load the CSV file with leading 0s when building numeric fields with leading 0s. Table 00001 will appear in the file as 1, with the leading 0s removed. This will look odd to most of the Program Cost Report users because their AS400 or mainframe displays table 1 as 00001. The Program Cost Report System will insert the leading 0s for these fields.

- All records should have all the columns described below in the "Generic Control Data," even if the column is blank. After the Generic Finance Data is described, each Control number will be described.

- All field sizes are shown in the tables below as their maximum size.

- All dollar amounts are presented as whole numbers and without commas.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Corresponds to the Program Cost Report finance form and row.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Amount 1	11	Numeric	This field's value varies based on the control.
7	Amount 2	11	Numeric	This field's value varies based on the control.
8	Amount 3	11	Numeric	This field's value varies based on the control.
9	Amount 4	11	Numeric	This field's value varies based on the control.
10	Amount 5	11	Numeric	This field's value varies based on the control.
11	Amount 6	11	Numeric	This field's value varies based on the control.
12	Amount 7	11	Numeric	This field's value varies based on the control.

Control 4000

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 4000.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Function 6100	11	Numeric	Total School Indirect Cost.
7	Function 6200	11	Numeric	Total School Indirect Cost.
8	Function 6300	11	Numeric	Total School Indirect Cost.
9	Function 6400	11	Numeric	Total School Indirect Cost.
10	Amount 5	N/A	N/A	Leave field blank.
11	Amount 6	N/A	N/A	Leave field blank.
12	Amount 7	N/A	N/A	Leave field blank.

Field Number	Field Name	Max Size	Format	Description
1	District	2	Numeric	Number assigned to district by the FDOE.
2	Fiscal Year	4	Numeric	Fiscal year of finance records. Example: The calendar year that spans 2015-16 would be 2016.
3	Control	4	Numeric	Value = 4001.
4	Fund	1	Numeric	This value must be one of the following values: 1 = General Fund 4 = Special Revenue Fund 6 = Targeted ARRA Stimulus Fund 7 = Other ARRA Stimulus Grants 8 = Race to the Top
5	School	4	Numeric	School number as assigned by the FDOE.
6	Function 6500	11	Numeric	Total School Indirect Cost.
7	Function 7100	11	Numeric	Total School Indirect Cost.
8	Function 7200	11	Numeric	Total School Indirect Cost.
9	Function 7300	11	Numeric	Total School Indirect Cost.
10	Amount 5	N/A	N/A	Leave field blank.
11	Amount 6	N/A	N/A	Leave field blank.
12	Amount 7	N/A	N/A	Leave field blank.