



ePlan and State Funds 2015 Spring Fiscal Workshops

Office of the Chief Financial Officer
Office of Local Finance

April and May, 2015

New for FY16



State funds

- State funds moving onto ePlan July 1, 2015
 - BEP funds
 - Salary equity funds
 - Career Ladder
 - Internet Connectivity
 - Family Resource Center
 - Drivers' Education
 - AP / Explore / PLAN
 - School Nutrition State Match
 - Arts Ticket Subsidies
 - Other miscellaneous payments from state funds

State funds

- State funds moving onto ePlan July 1, 2015
 - You will NOT have to enter a reimbursement request in order to receive payments
 - Funds will flow to your LEA just as they do from FACTS

State Funds

- Moving away from eReporting and FACTS
- Reporting of state funds moving onto ePlan July 1, 2015
 - FY16 Budgets – all funds
 - » Budgets will be entered into ePlan
 - » Upload capability IS available!
 - » Certifications will be in ePlan
 - Access necessary for Board Chair and County/City Clerk

Budgets in ePlan

- Districts' budgeted revenues and expenditures are separate in ePlan – “live” in different locations in ePlan
- Each fund is considered a separate “grant” in ePlan
- Revenues and expenditures for each fund must be uploaded separately
- Each LEA will only see the funds that it uses (e.g. Self-Insurance Fund)

State Funds in ePlan

- Sign into ePlan
- From Home Page choose 'Funding Applications'
- Choose 'FY2016'
- Choose 'State Funds'

State Funds in ePlan

Anderson County (010) Public District - FY 2016

Announcements

The National Center for Homeless Education Webinars (3/12/2015)
Visit the link [HERE](#) for information on webinars provided by the National Center of Homeless Education.

Funding Applications ←

Budget Summary

Last Page Visited

actions on how to:

- Change a Contact in your Consolidated Application
- Print from ePlan
- Create a Reimbursement Request

Additional ePlan training materials can be found in TDOE Resources under "ePlan Instructional & Reference Materials" or in project TDOE Resources section of ePlan.

ePlan Informational Video on iTunes (3/5/2014)
ePlan Overview
<https://itunes.apple.com/us/itunes-u/eplan-tennessee-consolidated/id642158348?mt=10&pageMode=overlay>

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ePlan Sign Out

Durski, Maryanne

Test Site

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00:59:53

State Funds in ePlan

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Funding Applications

Anderson County (010) Public District - FY 2016

2016 All Active Applications

Entitlement Funding Application

[CTE Perkins Basic](#)

[State Funds](#)

Competitive Funding Application

[CTE Perkins Reserve](#)

[Extended Learning - 21st CCLC / LEAPS](#)

[High Schools That Work](#)

[IDEA Discretionary](#)

[IDEA Preschool Discretionary Grant \(Ages 3-5\)](#)

[Math Science Partnership](#)

Durski, Maryanne

Test Site
Session Timeout
00:57:49

State Funds in ePlan

- Choose 'State Funds'
- You will see those funds that are used by your LEA
- Select the fund in which you wish to work

State Funds in ePlan

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Test Site

Session Timeout

00:56:20

Sections

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View TDOE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All	
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	141 - General Purpose
<input type="checkbox"/>	143 - Central Cafeteria
<input type="checkbox"/>	177 - Capital Projects
<input type="checkbox"/>	State Funds Checklist
	State Funds Checklist
All	



State Funds in ePlan

- Expand fund in which you wish to work (e.g. General Purpose)
- You will see Sections associated with that fund
- Choose where you want to start

State Funds in ePlan

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Durski, Maryanne

Test Site
Session Timeout
00:50:07

Sections

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0

Application Status: Draft Started

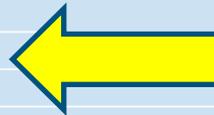
Change Status To: [Draft Completed](#)

[View TDOE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All	
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	141 - General Purpose
	Revenue
	Budget
	Budget Overview
	3% Fund Balance Test
	Plan Relationships
	Related Documents
<input type="checkbox"/>	143 - Central Cafeteria
<input type="checkbox"/>	177 - Capital Projects
<input type="checkbox"/>	State Funds Checklist
	State Funds Checklist
	All



State Funds in ePlan

- Expand category in which you wish to work (e.g. Revenue)
- You will see all available revenue codes associated with that fund
- Choose where you want to start

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Session Timeout
00:59:12

Revenue

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Save And Go To ▶

[Upload Revenue Data](#)

Account - Account Description (Expand All Collapse All)	Revenue Amount
+ 31000 - End of Year Equity (Reserve)	\$0.00
- 40400 - County Taxes	\$0.00
- 40100 - County Property Taxes	\$0.00
40110 - Current Property Taxes	\$0.00
40120 - Trustee's Collections - Prior Year	\$0.00
40130 - Circuit Clk./Clk. & Master Coll. - Prior Yrs.	\$0.00
40140 - Interest & Penalty	\$0.00
40150 - Pickup Taxes	\$0.00
40161 - Payments in Lieu of Taxes - T.V.A.	\$0.00
40162 - Payments in Lieu of Taxes - Local Utilities	\$0.00
40163 - Payments in Lieu of Taxes - Other	\$0.00
+ 40200 - County Local Option Taxes	\$0.00
+ 40300 - Statutory Local Taxes	\$0.00
+ 40800 - City/SSD Taxes	\$0.00
+ 41000 - Licenses and Permits	\$0.00
+ 43000 - Charges for Current Services	\$0.00
+ 44000 - Other Local Revenue	\$0.00
+ 46000 - State Revenues	\$0.00
+ 47000 - Federal Revenues	\$0.00
+ 48000 - Other Governments and Citizens Groups	\$0.00
+ 49000 - Other Sources	\$0.00
Total:	\$0.00

State Funds in ePlan

- Data may be entered manually or uploaded
- Categories of revenue will sub-total
 - NOTE: Sub-totals roll UP to major category line
- Grand total of revenues will calculate at bottom of page

State Funds in ePlan

- Choose 'Budget' to enter expenditures
- Data may be entered manually or uploaded
- Narrative box will appear for each line item – OPTIONAL
- Budgeted expenditures will be compared to budgeted revenues, NOT allocations (as in federal grants)

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Test Site

Session Timeout
00:55:19

Sections

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View TDOE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

All	
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	Allocations
	Allocations
<input type="checkbox"/>	141 - General Purpose
	Revenue
	Budget
	Budget Overview
	3% Fund Balance Test
	Plan Relationships
	Related Documents
<input type="checkbox"/>	143 - Central Cafeteria
<input type="checkbox"/>	177 - Capital Projects
<input type="checkbox"/>	State Funds Checklist
	State Funds Checklist
All	



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00:59:08

Budget

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Go To ▶

[Upload Budget Data](#)

	Account Number
Modify	71100 - Regular Instruction Program
Modify	71150 - Alternative Instruction Program
Modify	71200 - Special Education Program
Modify	71300 - Vocational Education Program
Modify	71400 - Student Body Education Program
Modify	71600 - Adult Education Program
Modify	72110 - Attendance
Modify	72120 - Health Services
Modify	72130 - Other Student Support
Modify	72210 - Regular Instruction Program
Modify	72215 - Alternative Instruction Program
Modify	72220 - Special Education Program
Modify	72230 - Vocational Education Program
Modify	72260 - Adult Education Program
Modify	72310 - Board of Education
Modify	72320 - Office of the Superintendent
Modify	72410 - Office of the Principal
Modify	72510 - Fiscal Services
Modify	72520 - Human Services (Resources)/Personnel
Modify	72610 - Operation of Plant
Modify	72620 - Maintenance of Plant
Modify	72710 - Transportation
Modify	72810 - Central and Other
Modify	73100 - Food Service
Modify	73300 - Community Services
Modify	73400 - Early Childhood Education
Modify	76100 - Regular Capital Outlay
Modify	82130 - Principal

State Funds in ePlan

- Choose 'Modify' next to the category where you want to enter budget amounts
- Choose 'Add Item' to add additional line items in the category
- Always save your data before you leave the page!

Budget Detail
Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Save Save and Return

71100 - Regular Instruction Program

Add Item

Total for 71100 - Regular Instruction Program	\$0.00
Total for all other Account Numbers	\$0.00
Total for all Account Numbers	\$0.00
Total Revenue	\$0.00
Remaining	\$0.00

Save Save and Return

Durski, Marvonne

Budget Detail
 Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Save Save and Return

71100 - Regular Instruction Program

Account Number	Line Item Number	Optional Program Code	Quantity	Cost	Line Item Total
71100 - Regular Instruction Program	116 - Teachers		1	\$0.00	\$0.00
Total for all other Account Numbers					\$0.00
Total for all Account Numbers					\$0.00
Total Revenue					\$0.00
Remaining					\$0.00

Save Save and Return

- Choose line item
 - Enter amount in 'Cost' column
 - Enter only whole numbers – No Cents!
 - Repeat for additional line items
 - Save!
-
- Remaining amount will calculate against budgeted revenues (not allocations)

State Funds in ePlan

- Budget Overview
 - Shows all budget categories for that fund
 - Can display only those budgeted or all categories
 - Displays a total by line item at far right of page
 - Request made to freeze columns at left – in process

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Durski, Maryanne

Test Site

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00:53:45

Budget Overview

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

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[Hide Unbudgeted Categories](#)

Account Number	71100 - Regular Instruction Program	71150 - Alternative Instruction Program	71200 - Special Education Program	71300 - Vocational Education Program	71400 - Student Body Education Program	71600 - Adult Education Program
Line Item Number						
101 - County Official/Administrative Officer						
103 - Assistant(s)						
104 - Principal(s)						
105 - Supervisor/Director						
113 - Internal Audit Personnel						
116 - Teachers	0.00	0.00	0.00	0.00		0.00
117 - Career Ladder Program	0.00	0.00	0.00	0.00		0.00
118 - Secretary to Board						
119 - Accountants/Bookkeepers						
120 - Computer Programmer(s)						
121 - Data Processing Personnel						

State Funds in ePlan

- Certifications
 - Will replace the old certifications in eReporting
 - Budget (for all funds) will be approved in the following order:
 - » User marks 'Draft Complete'
 - » LEA Fiscal Representative
 - » LEA Authorized Representative
 - » School Board Chair
 - » County Clerk
 - » TDOE State Funds Director
 - Each will be notified via email when preceding person approves

Uploading Revenues and Expenditures



Uploading Revenues and Expenditures

- Each upload replaces *everything* that is in ePlan already
 - Every upload is a complete upload
- Each fund is loaded separately, as is revenue and expenditures
 - Same file can be used for all uploads
 - ePlan ignores codes that do not apply
 - To load General Purpose, School Nutrition and Capital Projects would be 6 uploads

Uploading Revenues and Expenditures

- Must be an excel file
 - Template will be under TDOE Resources in State Funds folder
 - Column headings must be exactly as shown on the template
 - Local government will be asked to include those headings on their download from your local accounting system
 - Other vendors should be able to provide the download in the necessary format

Uploading Revenues and Expenditures

District Number	Reporting Year	Report	Account	Expenditure Object	Fund	Sub Fund	Amount	
10	2015	AFR	390001		141		368925.6	
10	2015	BUD	44990		141		922019	
10	2015	BUD	46511		141		54648309	
10	2015	BUD	46515		141		714251	
10	2015	BUD	47131		142	800	132349	
10	2015	BUD	47141		142	10	209996	
10	2015	BUD	47141		142	100	2380674	
10	2015	BUD	47143		142	900	748913	
10	2015	BUD	47143		142	910	6618	
10	2015	BUD	47189		142	10	15000	
10	2015	BUD	47189		142	200	252964	
10	2015	BUD	47311		142	560	5203633	
10	2015	BUD	47590		142	120	5742235	
10	2015	BUD	71100		116	141	4473000.35	
10	2015	BUD	71100		116	142	100	1082267.35
10	2015	BUD	71100		116	142	120	804386
10	2015	BUD	71100		163	141	111500	
10	2015	BUD	71100		163	142	100	200325.33
10	2015	BUD	71100		163	142	120	781384
10	2015	BUD	71100		188	142	200	25000
10	2015	BUD	71100		189	141	47000	
10	2015	BUD	71100		189	142	100	133944.3
10	2015	BUD	71100		189	142	120	493736.04
10	2015	BUD	71100		189	142	200	70780
10	2015	BUD	71100		195	141	233263	
10	2015	BUD	71100		201	141	284239	
10	2015	BUD	71100		201	142	100	85841.13
10	2015	BUD	71100		201	142	120	83242
10	2015	BUD	71100		201	142	200	5938
10	2015	BUD	71100		204	141	418924	
10	2015	BUD	71100		204	142	100	132333.78
10	2015	BUD	71100		204	142	120	153407
10	2015	BUD	71100		204	142	200	6067

Uploading Revenues and Expenditures

- File from Local Government is a text file – must be converted
 - Instructions will be on ePlan under TDOE Resources in State Funds folder
 - Work with other vendors to get the file needed to upload

- **Converting a text file produced by Local Government software for upload into Eplan**

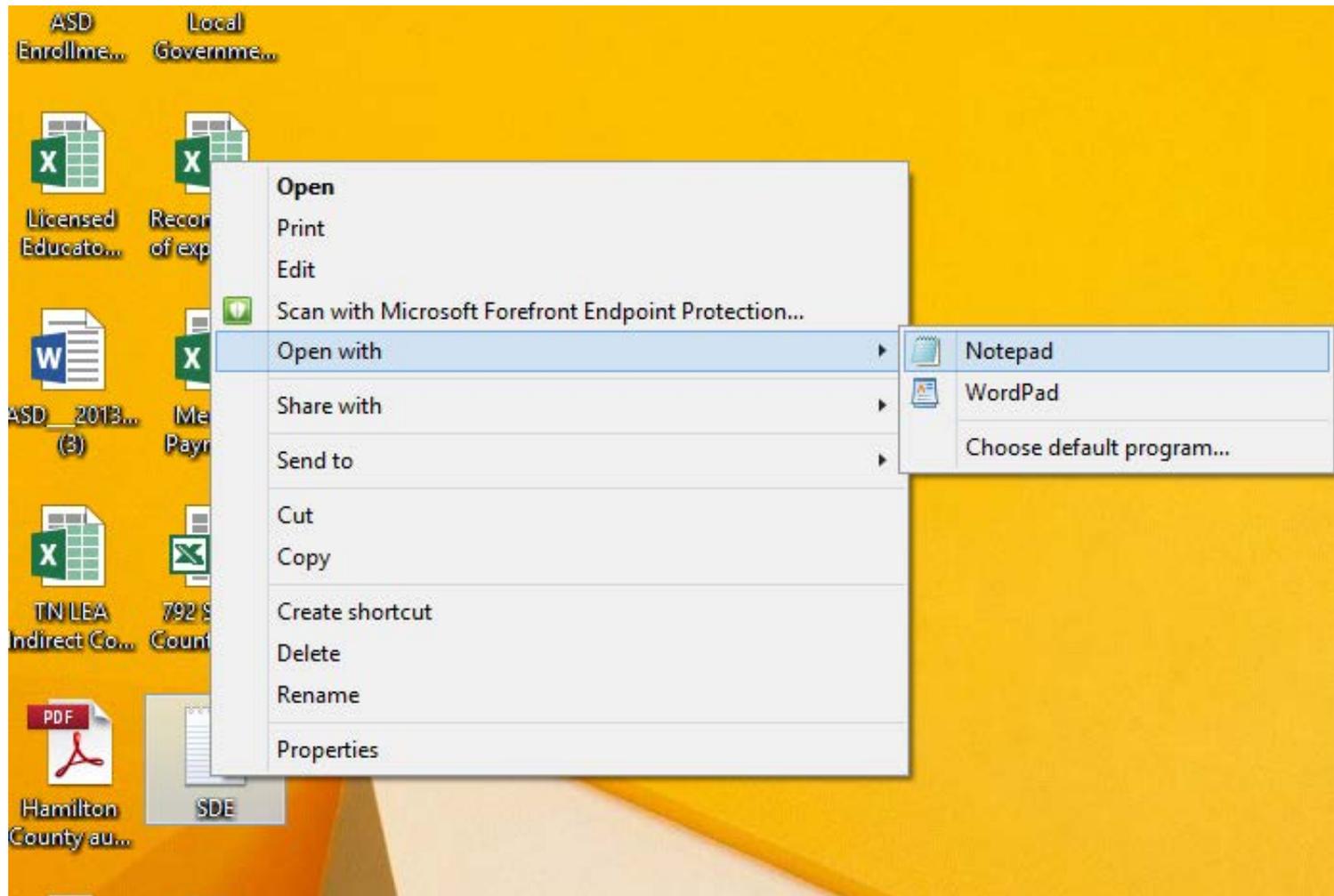
Step 1. Locate the **sde.txt** file that you created from either Flexgen, Nextgen, or other accounting software . This file may reside on your server or perhaps you can access it from your desktop. Generally the file is located in L:\files and is named **sde.txt**. In the example below, the **sde.txt** file is located in L:\gpfiles. The file location of **sde.txt** will be unique to your school district. Also, look under the date modified column to the right of the file name to ensure that the file was recently created. The **sde.txt** file on the next slide was created on 4/7/2015.

Step 1. Locating SDE.TXT

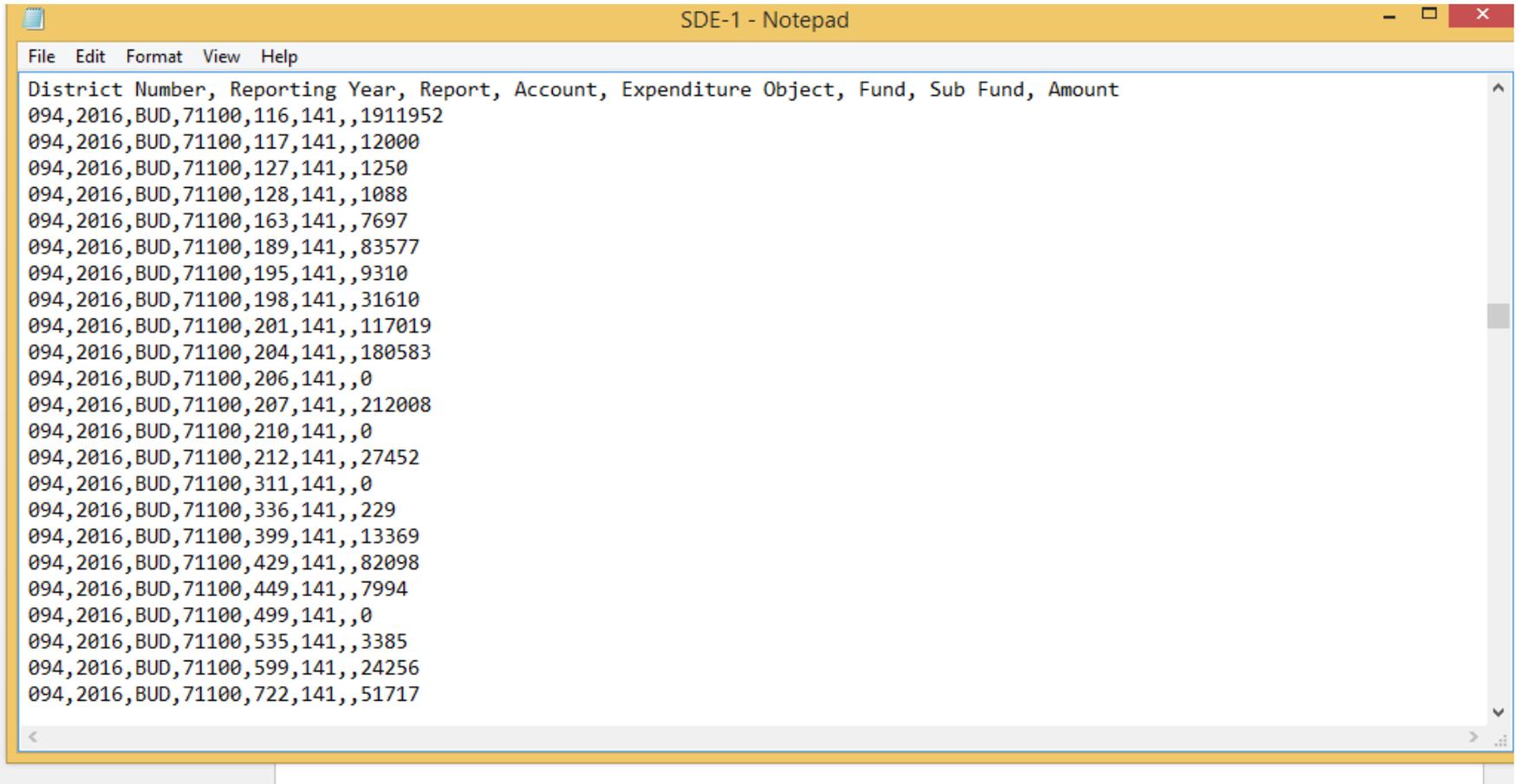
The screenshot shows a Windows Explorer window titled "L:\gpfiles". The address bar shows "L:\gpfiles". The left pane shows the folder tree with "gpfiles" expanded. The right pane shows a list of files and folders with columns for Name, Size, Type, Date Modified, and Attributes. The file "SDE.TXT" is highlighted in blue.

Name	Size	Type	Date Modified	Attributes
PYWW2009.FLE	268 KB	FLE File	1/19/2010 10:30 AM	
PYWW2010.FLE	271 KB	FLE File	1/19/2011 11:37 AM	
PYWW2011.FLE	274 KB	FLE File	1/18/2012 3:30 PM	
PYWW2013.FLE	255 KB	FLE File	1/24/2014 2:01 PM	
PYWW2014.FLE	246 KB	FLE File	1/26/2015 2:17 PM	
PYWW.FLE	246 KB	FLE File	1/26/2015 2:17 PM	
PYX1.FLE	1 KB	FLE File	1/22/2004 3:00 AM	
PYX100.FLE	1 KB	FLE File	3/14/2007 3:32 PM	
PYX101.FLE	1 KB	FLE File	3/24/2015 8:53 AM	
PYX103.FLE	1 KB	FLE File	2/26/2015 9:55 AM	
PYX105.FLE	1 KB	FLE File	5/29/2014 11:02 AM	
PYX106.FLE	1 KB	FLE File	1/24/2007 4:30 PM	
PYX107.FLE	1 KB	FLE File	10/31/2006 2:54 PM	
PYXA.TXT	170,673 KB	Text Document	3/24/2015 8:53 AM	
PYXL.FLE	1 KB	FLE File	2/14/2014 2:58 PM	
PYZIP.FLE	8 KB	FLE File	7/31/2000 3:00 AM	
revenue141.txt	16 KB	Text Document	11/10/2010 4:43 PM	
revenue142.txt	4 KB	Text Document	11/10/2010 4:46 PM	
revenue143156.txt	18 KB	Text Document	11/10/2010 4:47 PM	
REVENUES SUBFUNDS2013.TXT	65 KB	Text Document	11/12/2013 2:39 PM	
REVENUES SUBFUNDS.TXT	29 KB	Text Document	11/2/2012 9:50 AM	
SDE.TXT	12 KB	Text Document	4/7/2015 10:35 AM	A
SDEA.TXT	0 KB	Text Document	8/3/2005 3:00 AM	
SDEC.TXT	0 KB	Text Document	8/3/2005 3:00 AM	

- **Step 2.** Email or transfer the [sde.txt](#) file to your desktop. Right click on the file and open the file with Notepad.

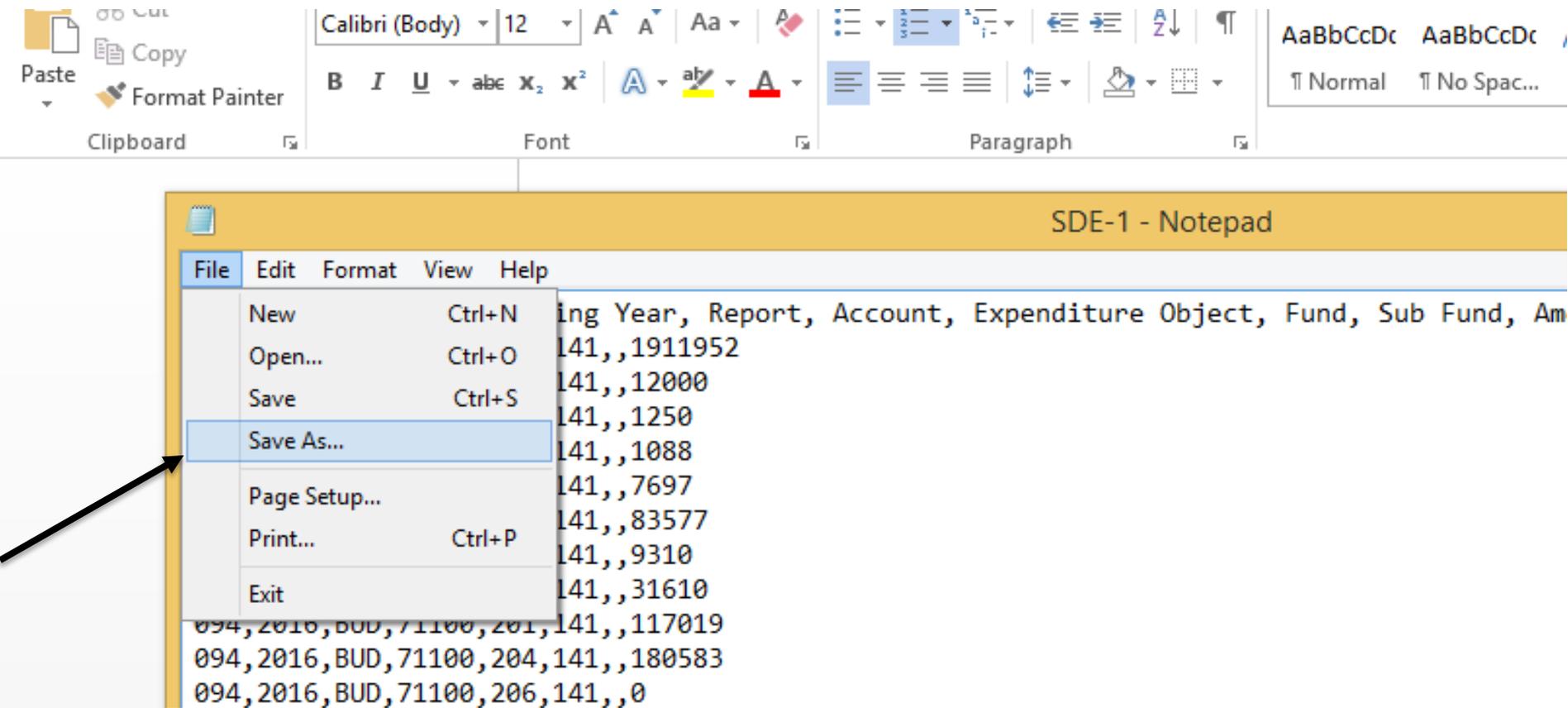


- **Step 3.** The file should look similar to the one below. Make sure it contains Column headings in the first row. If it does not contain Column Headings, contact Local Government or your software vendor.

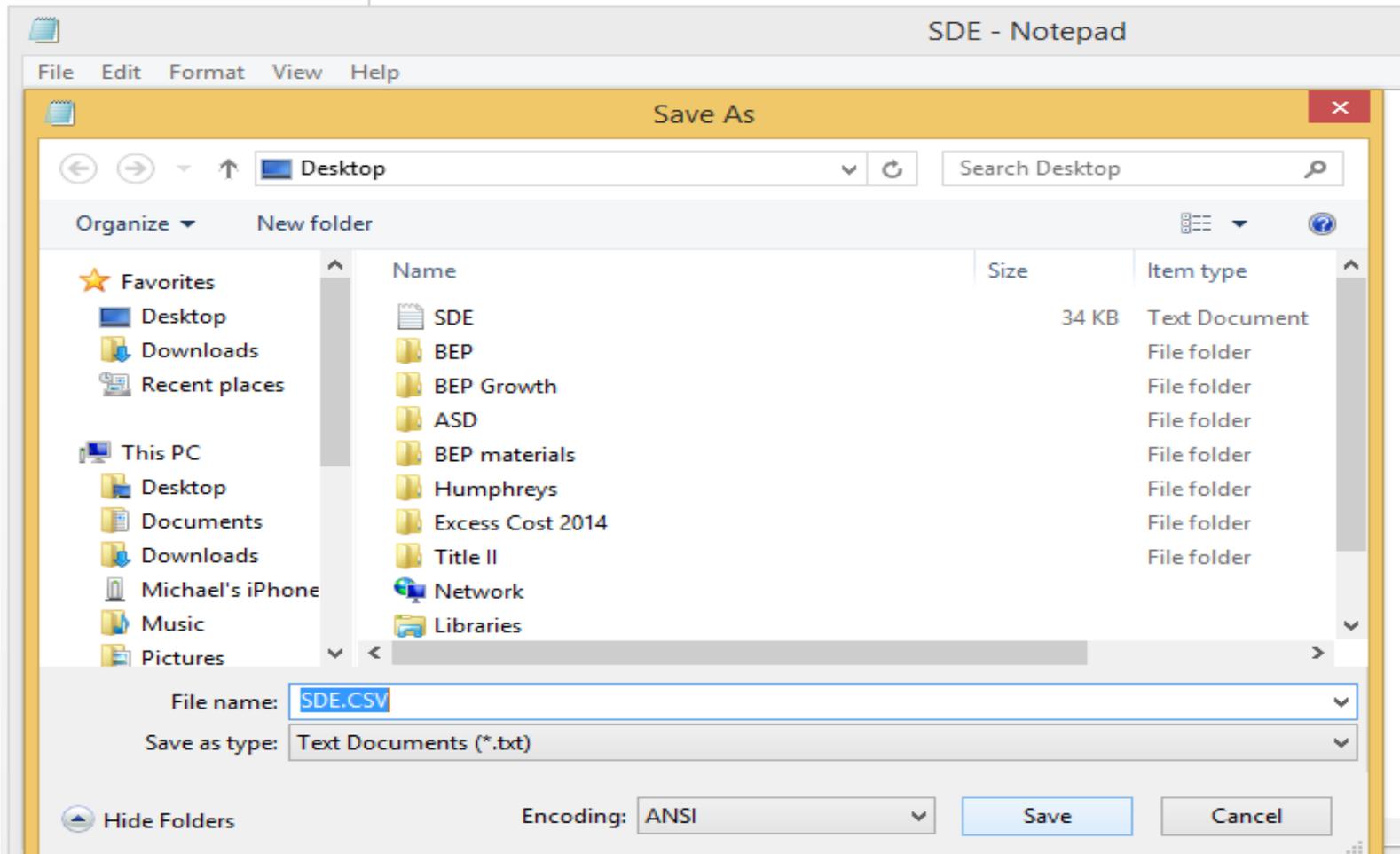


```
File Edit Format View Help
District Number, Reporting Year, Report, Account, Expenditure Object, Fund, Sub Fund, Amount
094,2016,BUD,71100,116,141,,1911952
094,2016,BUD,71100,117,141,,12000
094,2016,BUD,71100,127,141,,1250
094,2016,BUD,71100,128,141,,1088
094,2016,BUD,71100,163,141,,7697
094,2016,BUD,71100,189,141,,83577
094,2016,BUD,71100,195,141,,9310
094,2016,BUD,71100,198,141,,31610
094,2016,BUD,71100,201,141,,117019
094,2016,BUD,71100,204,141,,180583
094,2016,BUD,71100,206,141,,0
094,2016,BUD,71100,207,141,,212008
094,2016,BUD,71100,210,141,,0
094,2016,BUD,71100,212,141,,27452
094,2016,BUD,71100,311,141,,0
094,2016,BUD,71100,336,141,,229
094,2016,BUD,71100,399,141,,13369
094,2016,BUD,71100,429,141,,82098
094,2016,BUD,71100,449,141,,7994
094,2016,BUD,71100,499,141,,0
094,2016,BUD,71100,535,141,,3385
094,2016,BUD,71100,599,141,,24256
094,2016,BUD,71100,722,141,,51717
```

- Step 4. Click File **save as**.



- **Step 5.** The file must first be saved as a csv file to enable conversion to an Excel file. Thus, in the file name text box, change the file name to **sde.csv** You can save this file onto your Desktop for easy access. When finished click the **Save** button.



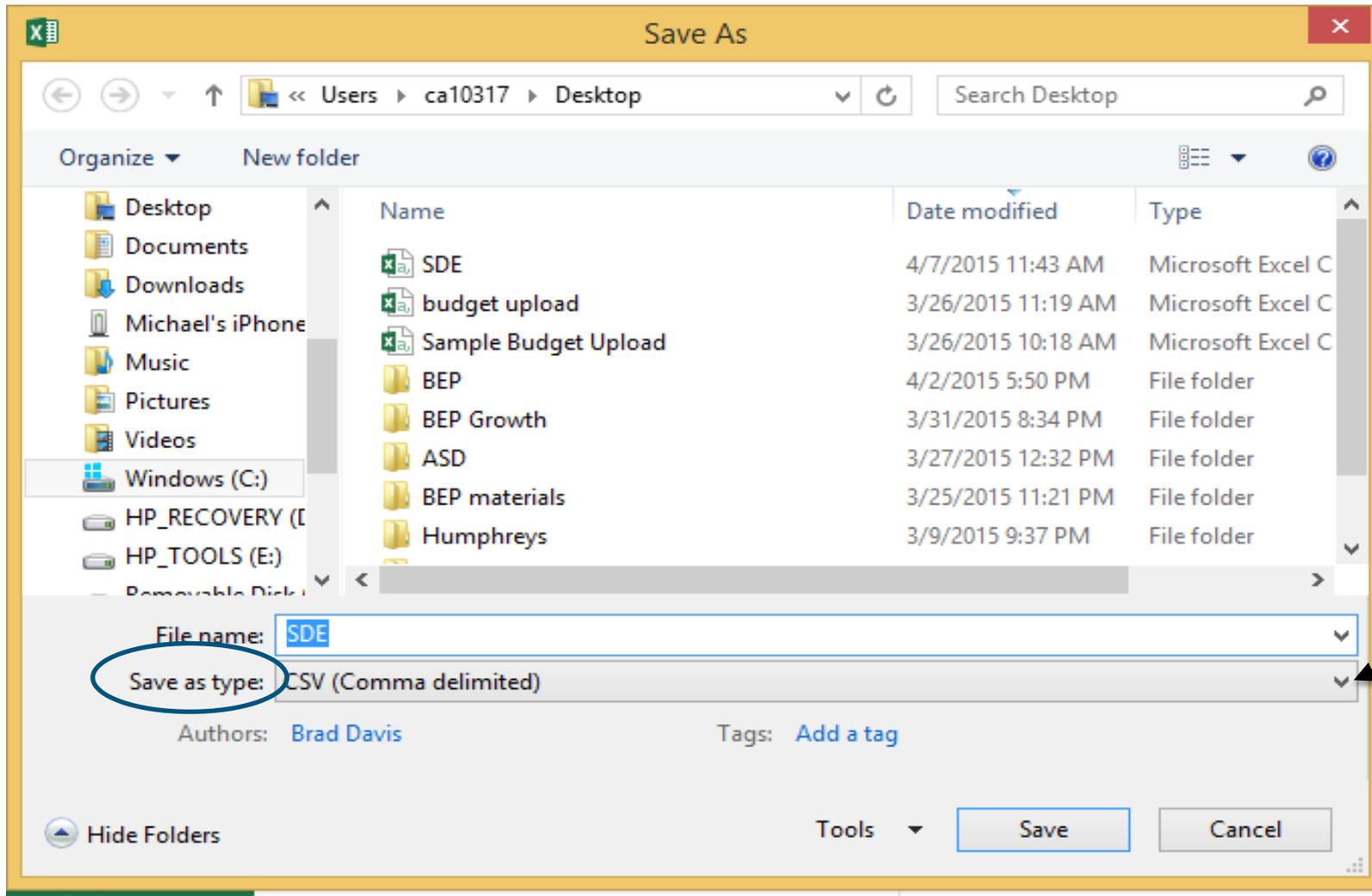
Step6. Locate the [sde.csv](#) on your desktop. Double-click to open.



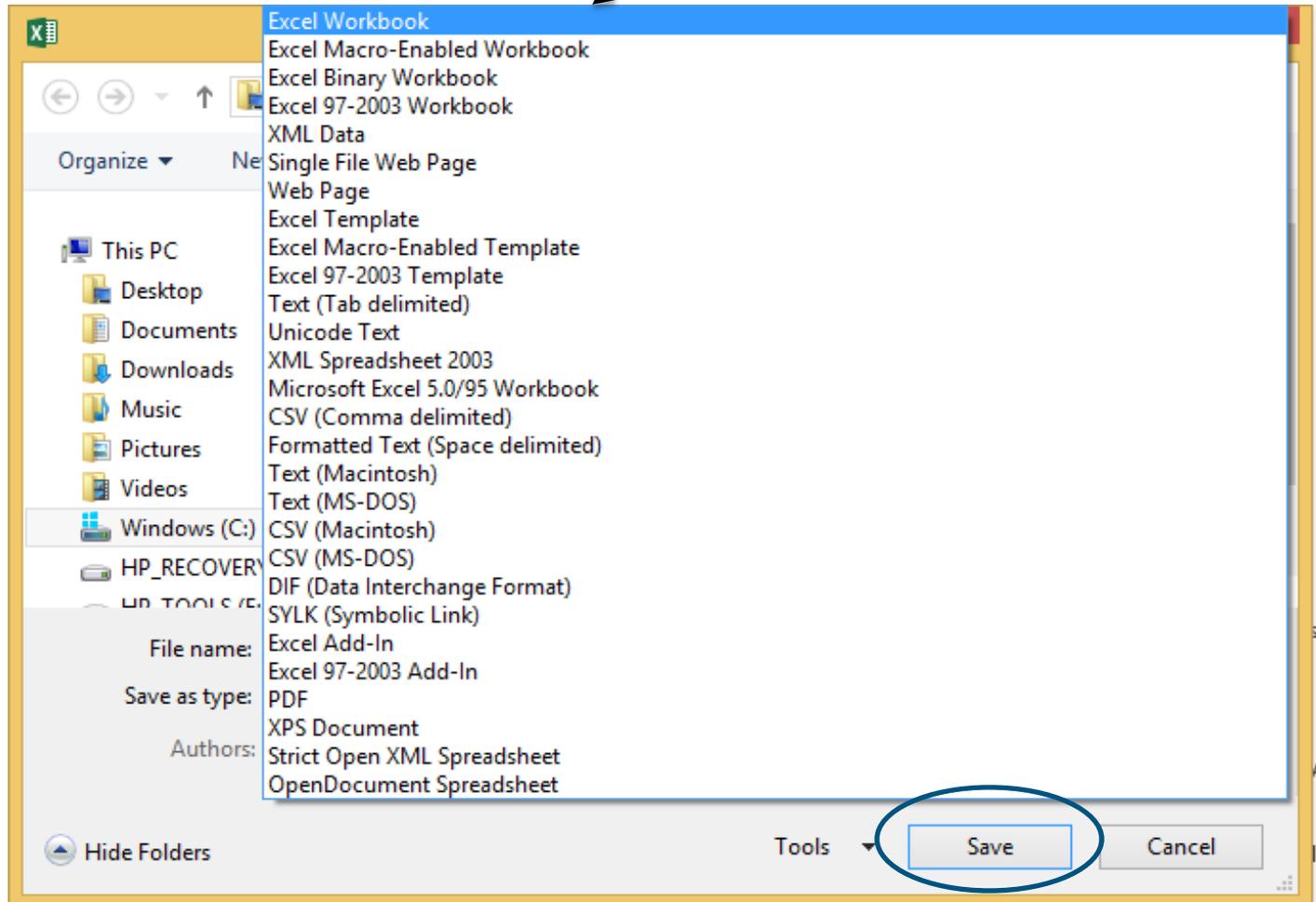
Step 7. The file will now open in Excel and should look similar to the file below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	District Number	Reporting	Report	Account	Expenditure	Fund	Subfund	Amount					
2	94	2016	BUD	71100	116	141		1911952					
3	94	2016	BUD	71100	117	141		12000					
4	94	2016	BUD	71100	127	141		1250					
5	94	2016	BUD	71100	128	141		1088					
6	94	2016	BUD	71100	163	141		7697					
7	94	2016	BUD	71100	189	141		83577					
8	94	2016	BUD	71100	195	141		9310					
9	94	2016	BUD	71100	198	141		31610					
10	94	2016	BUD	71100	201	141		117019					
11	94	2016	BUD	71100	204	141		180583					
12	94	2016	BUD	71100	206	141		0					
13	94	2016	BUD	71100	207	141		212008					
14	94	2016	BUD	71100	210	141		0					
15	94	2016	BUD	71100	212	141		27452					
16	94	2016	BUD	71100	311	141		0					

Step 8. Click on **File Save As**. Expand the **Save As Type** dropdown.



Step 9. Choose **Excel Workbook** from the dropdown. Click **Save**.



Step 10. The file should now be named [sde.xlsx](#)

- Budgeted expenditures and revenues must be uploaded separately within Eplan. In addition, funds including 141, 143, 144, 156, and 177 must be uploaded separately from each other. If you have created a file that contains both the revenues and expenditures for all your funds with the exception of fund 142, then you can use the file converted in steps 1-10 of this guide to upload budgeted revenues and expenditures within the various state funds within Eplan. You would use this [.xlsx](#) file multiple times to upload within the applicable state fund section--including the revenue section and budget section within each state fund.
- In conclusion, if initially you create a text file including the budget for all funds you use, you would need only convert this file to [.xlsx](#) format and then use this file multiple times within Eplan to upload your budget for all state funds.

Uploading Revenues and Expenditures

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00:59:46

Revenue

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Save And Go To ▶

[Upload Revenue Data](#) 

Account - Account Description ([Expand All](#) [Collapse All](#))

<input type="checkbox"/>	31000 - End of Year Equity (Reserve)
<input type="checkbox"/>	40400 - County Taxes
<input type="checkbox"/>	40800 - City/SSD Taxes
<input type="checkbox"/>	41000 - Licenses and Permits
<input type="checkbox"/>	43000 - Charges for Current Services
<input type="checkbox"/>	44000 - Other Local Revenue
<input type="checkbox"/>	46000 - State Revenues
<input type="checkbox"/>	47000 - Federal Revenues
<input type="checkbox"/>	48000 - Other Governments and Citizens Groups
<input type="checkbox"/>	49000 - Other Sources

Uploading Revenues and Expenditures

- Choose file to upload – just like attaching a document to an email
- Click 'Create' and upload file will be created within ePlan

Uploading Revenues and Expenditures

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- Administer ▶
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- Reimbursement Requests
- Project Summary
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- Address Book
- TDOE Resources
- Help for Current Page
- Contact TDOE
- ePlan Sign Out

Durski, Maryanne

Test Site

Session Timeout

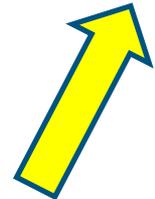
00:58:45

Create Revenue Upload

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Please select a file to upload

Upload Data File: Copy of Sample Budget Upload - Anderson.xlsx



Uploading Revenues and Expenditures

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Revenue Upload

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

[Process Revenue Upload](#)
[Delete Revenue Upload](#)

Revenue Upload Functions	Description
View Messages	View validation errors with the revenue upload file.
Preview Changes	View the changes that will be made to the grant revenue.
Upload Data File	Upload a new revenue file to replace the current one.
View Data File	View the current revenue file.

[Return to Revenue](#)

Uploading Revenues and Expenditures

- Check validation messages – if errors, must correct
- Preview changes – shows what will be uploaded
- Upload data file – replaces current file with a new one
- View data file – shows current file to be uploaded
- When ready – click 'Process Revenue Upload'

Uploading Revenues and Expenditures

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Durski, Maryanne

Test Site

Session Timeout

00:57:55

Revenue

Anderson County (010) Public District - FY 2016 - State Funds - Rev 0 - 141 - General Purpose

Save And Go To ▶

[Upload Revenue Data](#)

Account - Account Description (Expand All Collapse All)	Revenue Amount
+ 31000 - End of Year Equity (Reserve)	\$368,925.60
+ 40400 - County Taxes	\$0.00
+ 40800 - City/SSD Taxes	\$0.00
+ 41000 - Licenses and Permits	\$0.00
+ 43000 - Charges for Current Services	\$0.00
+ 44000 - Other Local Revenue	\$922,019.00
+ 46000 - State Revenues	\$55,362,560.00
+ 47000 - Federal Revenues	\$0.00
+ 48000 - Other Governments and Citizens Groups	\$0.00
+ 49000 - Other Sources	\$0.00
	\$56,653,504.60

State Funds in ePlan

- Coming Attractions
 - State Checklist - feedback regarding budget submissions
 - Budget download into excel
 - Annual Financial Report
 - Other year-end reports

Questions

Not sure why I even ask

OF COURSE you have questions!!!



FRAUD, WASTE or ABUSE

Citizens and agencies are encouraged to report fraud, waste or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>



