

# Office of School Financial Services (OSFS) Updates



**Letitia Johnson**

Office of School Financial Services, Bureau Director

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

February 09, 2023



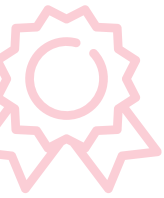
## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

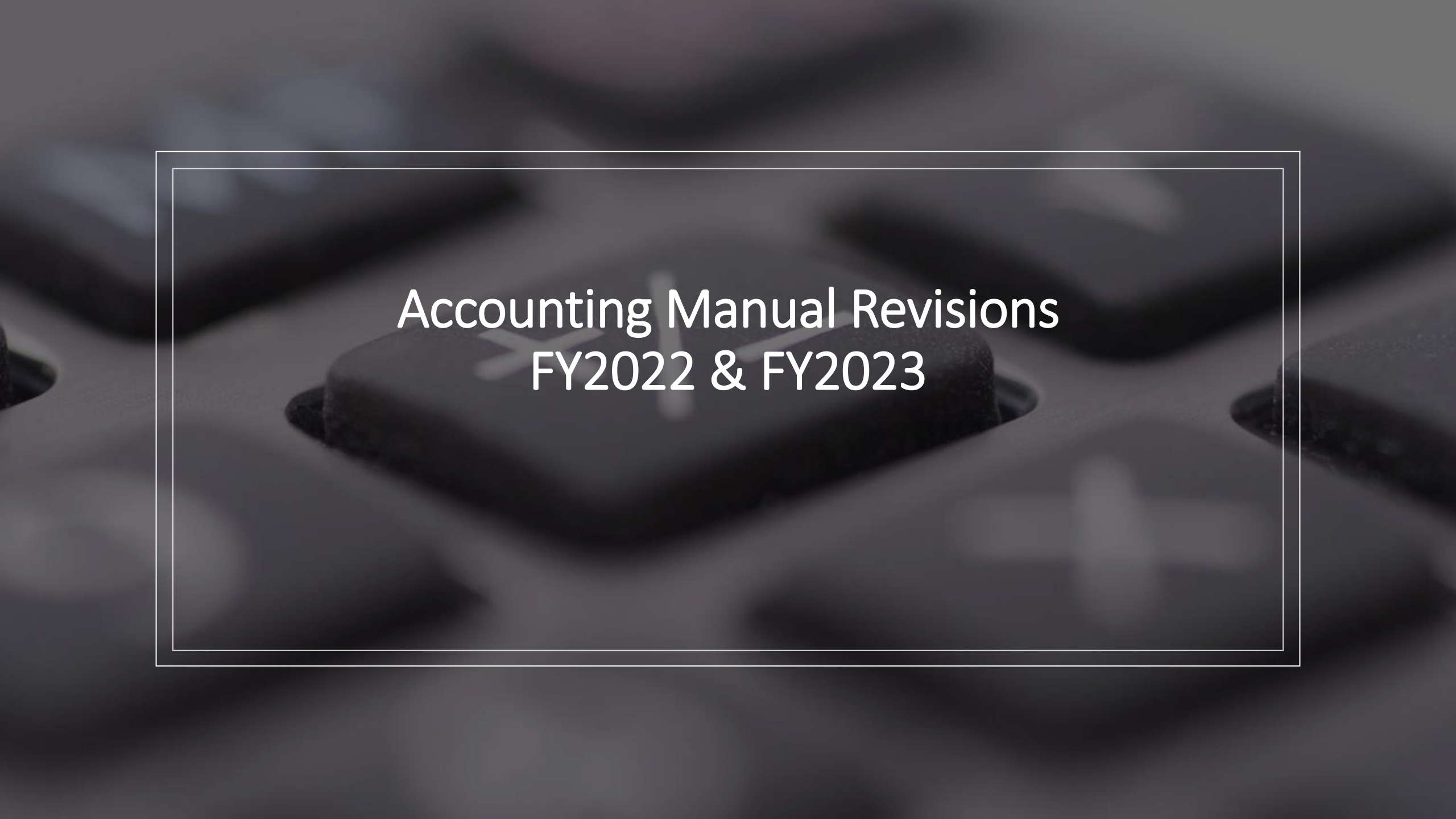
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**EVERY** School and District is Rated “C” or Higher

6





Accounting Manual Revisions  
FY2022 & FY2023

- A webinar was held on February 25, 2021, to discuss revisions
- In May 2021 revisions were made to the Accounting Manual, with an effective date of July 01, 2021 (FY22)
- The following slides display revisions implemented for FY22 and FY23
- The updated Accounting Manual is located via the OSFS website <https://www.mdek12.org/OSF/AccountingManual>
- The manual is updated in real time

## Section A-Basic Principles

- Updates to terminology
- Internal Control section added

## Section B-Miscellaneous Issues

- MS code section references added to sections
- Financial Reports to be submitted to the school board each month at the regular board meeting listed
- Bank Reconciliations requirement section added
- Terminology added to define change cash account



## Section B- Miscellaneous Issues (continued)

- Additional information was added to the following sections for simplicity:
  - Depositories
  - Forestry Escrow Fund
  - Ad Valorem Tax Request, Escrow and Shortfall Calculations
  - Capital Project Funds
  - Debt Service Funds

## Section C – Example Accounting Entries

- Updates to terminology
- Updates to leases sections
- Qualified School Construction Bonds (QSCB) Payable section added



## Section D - Purchasing

- Updates to include title names for code sections referenced

## Section E – Budgeting

- Updates to terminology
- MS code section references added





## Section F – Activity Funds

- Updates to terminology
- Updates to Fund Classification section

## Section G – Capital Assets

- Updates to terminology
- Updates to the capitalization historical cost of \$1,000 for assets
- Removed the term capital leases and replaced with finance leases



## Section H – Prescribed Coding System

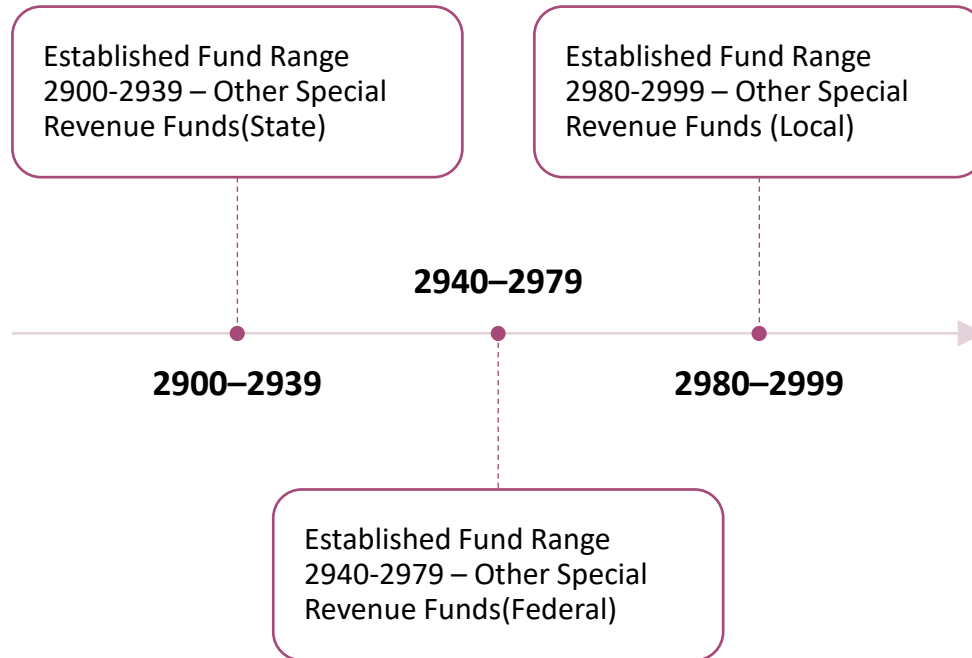
- The use of modifier codes and the definition of modifier codes was added. The use of modifier codes is optional
- Updates to terminology

## Section I – Fund and Subsidiary Codes

- Old fund numbers that were no longer active were removed
- 2090-Extended School Year
- 2092- Workforce Enhancement Training Fund



## Section I – Fund and Subsidiary Codes (continued)



## Section I – Fund and Subsidiary Codes (continued)

- 2608 – Farm to School Grant ARP
- 2609 – ARP Homeless II



## Section I – Funds and Subsidiary Codes (continued)

### EHA (IDEA) Part B Set Aside Grant FY23

- 2630 Positive Behavior Specialist (PBS) – Federal ONLY
- 2631 Educational Interpreter (EI) – Federal ONLY
- 2632 Blended Pre-K – Federal ONLY
- 2633 State Systemic Improvement Plan (SSIP) Literacy Coaches – Federal ONLY
- 2634 Educator in Residence (EIR) – Federal ONLY

## Section I – Funds and Subsidiary Codes (continued)

### Public Health Emergency Response Funds

- 2650 School Nurse Workforce Development



## Section I – Fund and Subsidiary Codes (continued)

Coronavirus Aid, Relief, and Economic Security Act (CARES)

- See next slide

## Section J – Balance Sheet Coding

- Updates to terminology



# ESSER Fund, Revenue, and ALN Number

Fund	Fund Description	Revenue	ALN
Number	Coronavirus Aid, Relief, and Economic Security Act (CARES)	Function	Number
2590	Elementary and Secondary School Emergency Relief Grant (ESSER)	4477	84.425D
2591	Governor’s Emergency Education Relief Grant (GEERF)	4482	84.425C
2594	Elementary and Secondary School Emergency Relief Grant (ESSER II)	4477	84.425D
2595	Pre-K ESSER Grant	4477	84.425D
2596	School Nurse ESSER Grant	4477	84.425D
2597	CTE ESSER Grant	4477	84.425D
2598	Elementary and Secondary School Emergency Relief Grant (ARP ESSER)	4478	84.425U
2599	IDEA Part B, ARP Grant	4480	84.027X
2600	IDEA Part B, Preschool ARP Grant	4481	84.173X
2601	ARP Homeless Children & Youth I Grant (ARP-HCY)	4483	84.425W
2602	CTE ESSER II Equipment Grant	4477	84.425D
2603	PreK ESSER II Grant	4477	84.425D
2604	School Nurse ESSER Grant (Year 2)	4477	84.425D
2605	School Nurse ESSER Grant (ARP _ Year 3)	4478	84.425U
2606	High Quality Instructional Materials Grant (ARP ESSER)	4478	84.425U
2607	ARP Learn More Grant (ARP ESSER)	4478	84.425U
	New fund numbers added to the accounting manual 02/18/2022		
	New revenue functions added to the accounting manual 02/18/2022		

## Section K1– Revenue Coding

- Updates to terminology
- Old functions no longer used were removed
- Function 3220 and 4435 description changed to Career and Technical Education (CTE)

## Section KI – Revenue Coding (continued)

Assigned revenue functions:

- 3290 - School Recognition Program
- 3291 - Master Teacher
- 3298 - Teacher Pay Raise
- 4285 - School Based Administrative Claiming (SBAC)
- 4320 - R.O.T.C



## Section K1– Revenue Coding (continued)

- 4478 - Restricted ARP ESSER
- 4479 - Refund of Prior Year's Expenditures – Federal Only
- 4480 - Restricted ARPA IDEA Part B
- 4481 - Restricted ARPA Preschool
- 4482 - Restricted GEERF
- 4483 - Restricted ARP – HCY

## Section KI – Revenue Coding (continued)

- 4484 – Restricted COVID Funds
- 4487 – Restricted Farm to School
- 4489 – Restricted NSLP Equipment
- 6730 - Defined Transfers In





## Section M – Expenditure Object Code

- The following object codes were added/description revised:
  - 130-Supplemental Pay
  - 140-Sabbatical Leave for Certified Employees
  - 171- Description changed to Performance Based Salary Incentives
  - 172 - Other Salary Incentives

## Section M – Expenditure Object Code (continued)

- 173 – COVID-19 Incentive Payments
- 321-Educational Consultants
- 323-Professional/Education Substitution Services
- 324-Educational Virtual License
- 414 –Telephone/Communication



## Section M – Expenditure Object Code (continued)

- 591 – Services Purchased from Other LEAs or Educational Services Agencies (in state)
- 592- Services Purchase from Other LEAs or Educational Services Agencies(out of state)



## Section M – Expenditure Function

- Updates to terminology

The following functions were added:

- 1226 – University Based Programs Placement
- 2240-Academic Student Assessments
- 2835-Staff Health Services
- 2845-Network Support, Hardware Maintenance and Support

## Section M – Expenditure Function (continued)

- 2846-Professional Development for Non-Instructional Technology Personnel
- 3940 – COVID-19 Vaccination Incentive Program
- 5700-Improvements Other Than Buildings
- 6170-16<sup>th</sup> Section Principal Interest Repaid



## Section M – Expenditure Function (continued)

- 7130 ESSER Preceding Years  
Personal Services – Salaries & Employee  
Benefits
- 7131 ESSER Preceding Years  
Purchased Professional and Technical  
Services
- 7132 ESSER Preceding Years  
Purchased Property Services
- 7133 ESSER Preceding Years Other  
Purchased Services

## Section M – Expenditure Function (continued)

- 7134 ESSER Preceding Years  
Supplies
- 7135 ESSER Preceding Years Property
- 7136 ESSER Preceding Years Other  
Objects
- 7137 ESSER Preceding Years Other  
Uses of Funds



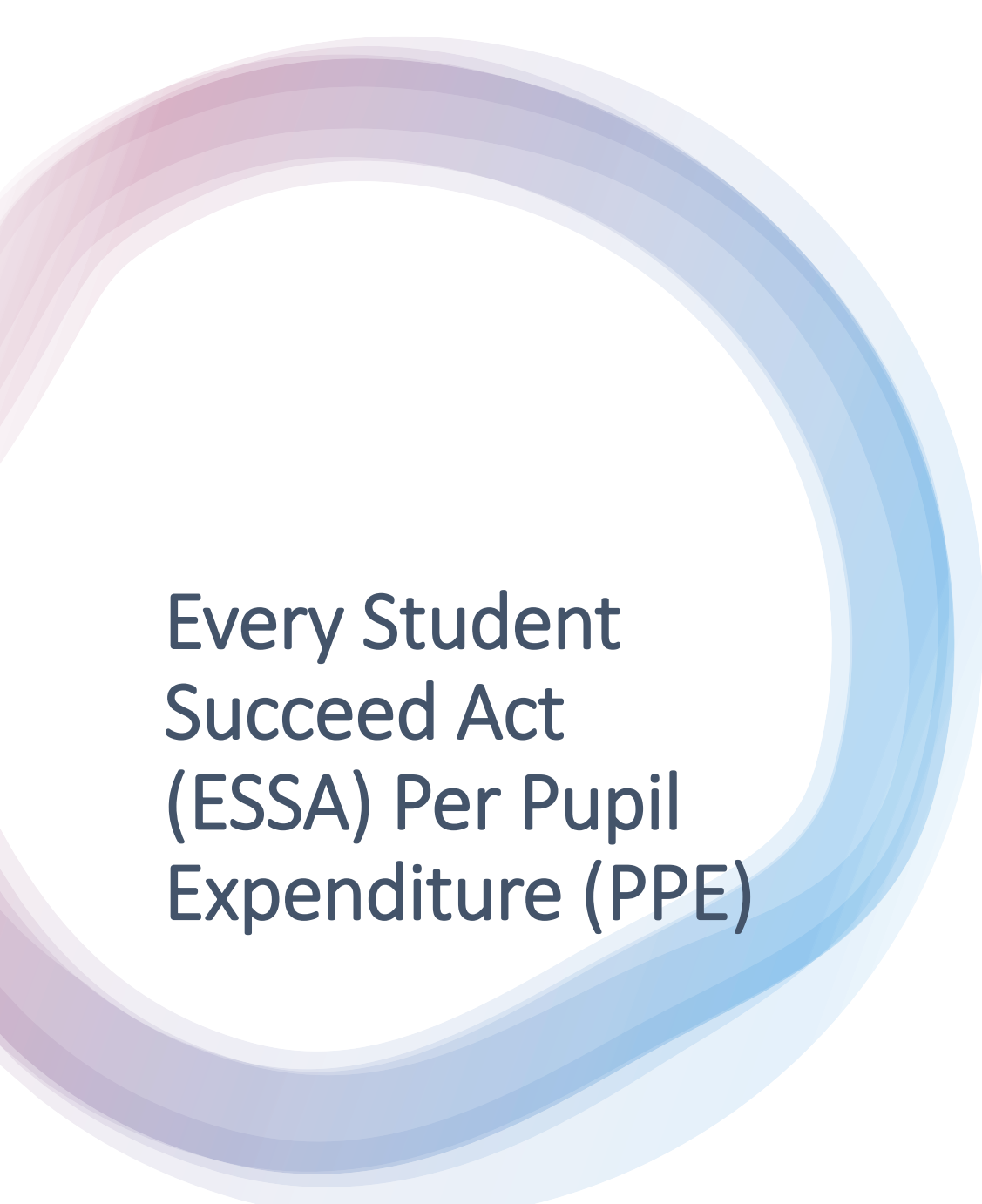
## Section N – Financial Statements (GASB 34)

- This entire section was added. For auditing purposes, Governmental Accounting Standards Board (GASB) 34 requires each school district to present their financial statements in accordance with the standards of this GASB.

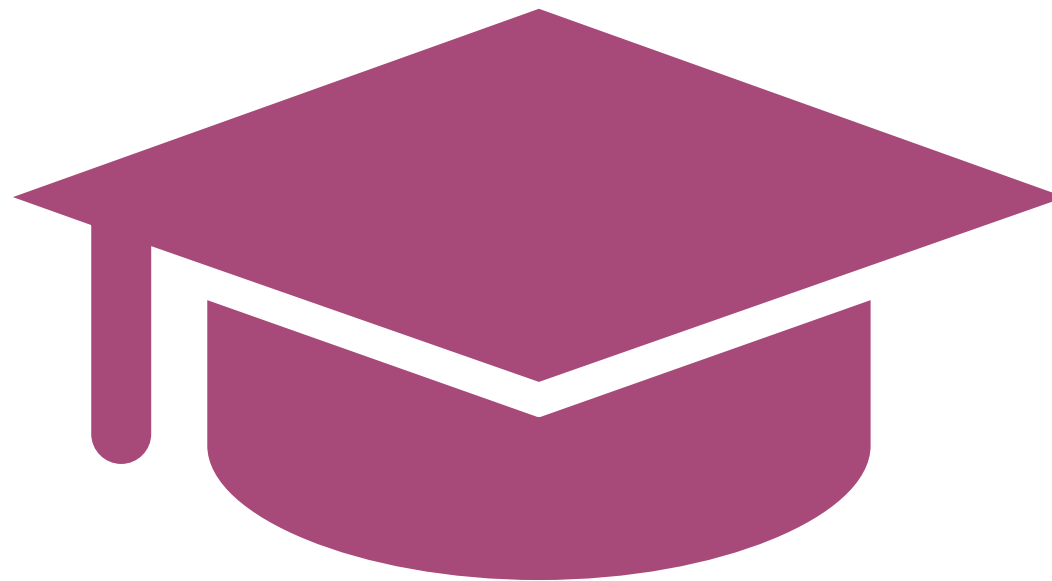
## Section O – Terminology

- Terminology was updated, with some modifications, from the November 2018 edition of the Governmental Accounting Standard Board's publication, *What You Should Know about Your School District's Finances – A Guide to Financial Statements*.





Every Student  
Succeed Act  
(ESSA) Per Pupil  
Expenditure (PPE)



- The Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by Every Student Succeeds Act (ESSA), requires state educational agencies (SEAs) and their local educational agencies (LEAs) to prepare and publish annual report cards that contain specified data elements, including LEA and school-level per-pupil expenditures (PPE)
- The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual nonpersonnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year
- The Mississippi Department of Education (MDE) will calculate LEA-level and school-level PPE using the financial data submitted by the LEAs through the Financial Exchange Transaction System (FETS) submission. It is important to note that the law requires actual expenditures, not budgeted or estimated expenditures, be used in the PPE calculation

- For school-level PPE reporting, the per-pupil expenditure calculation will include expenditures charged directly to a school plus the school's share of expenditures that are charged centrally at the LEA level but that benefit the schools, i.e., central expenditures
- It is important to note that LEAs are afforded flexibility to determine which expenditures are charged directly to the school level versus those expenditures that remain at the central level and are ultimately allocated to individual schools based on a reasonable, consistent allocation methodology
- LEAs should ensure that, to the extent possible, school-level expenditures reflect costs that were actually incurred at the school site



### Comingled Funds

- If any nonfederal fund is used to report federal expenditures and the fund also contains revenue from state or local sources, the federal expenditure amounts must be shown with a program code **264**
  - Example of Comingled Funds: Fund 1120 – Disabled Assistance, SBAC, Fund 2711-Carl Perkins
  - Example of Coding: 1120-900-2510-**264**-111-06

### Private Participation

- Districts with expenditures for private participation of federal funds should use function 1295. These expenses are associated with students who are **not** enrolled in the district. An example may be the local private school, parochial school or Head Start program

### Private Placement

- Districts with expenditures for private placement of special education students should use function 1225 and object code 563. An example would be expenditures for Millcreek or Cares

# Questions for ESSA Review

Good morning,			
I am currently working on your ESSA report using FY2023 FETS data submitted by the district. Please answer the questions as it relates to your data:			
Number	Questions		District Response (Please respond to EACH question)
1.)	What is the following type of revenue?	1120-4290	Example: SBAC
	Which location(s) should the related expenditures be allocated to?	\$ 1,022.00	Example: Location 01
	What is the following type of revenue?	1130-4290	Example: Positive Behavior Specialist
	Which location(s) should the related expenditures be allocated to?	\$ 7,902.86	Example: Location 08
	What is the following type of revenue?	2711-4435	Example: CTE Carl Perkins
	Which location(s) should the related expenditures be allocated to?	\$ 66,970.71	Example: Locations 04, 20, and 28
2.)	Did the district receive ROTC funds?		Example: No
	Which location(s) should the related expenditures be allocated to?		Example: None
3.)	What is location 90?		Example: Vocational or CTE
	What school location(s) should expenditures be allocated to?		Example: Location 20
4.)	What is location 92?		Example: Alternative School
	What is location 92? What school location(s) should expenditures be allocated to?		Example: Locations 04, and 18
5.)	An operating transfer-in (revenue function 6720) has been posted to Fund 2211.		
	What fund(s) (Example: Fund 1120-District Maintenance, Fund 2511 Title II – A Effective Instruction, etc.) transferred revenue to this fund?		
	Which location(s) should the related expenditures be allocated to?		
6.)	Did you have private participation amounts in SPED (Fund 2610) or Title I (Fund 2211)?		
	If so, please provide the fund number(s), function(s), location(s), and amount(s) of expenditures.		
	<i>Private participation is an amount spent on students that are not enrolled in your district that are required to receive services, such as a private school, parochial school, or home school students.</i>		
<b>Please respond by January 13, 2024.</b>			

- Expenditures coded to location 001 will be distributed to all locations on a per pupil basis. Districts should handle special distributions through journal entries prior to submitting FETS
- Districts will be required to address all expenditures for locations such as Career and Technical Center(CTE) or Alternative School
- Ensure that all locations shown in MSIS for your district are shown with expenditures

# National Board Certification

Individuals are required to present any National Board Certificates of eligibility prior to February 15 to be eligible for a prorated salary supplement beginning with the second term of the school year (MS Code Section 37-19-7, 2(a)). Your district is currently being paid based upon the number of National Board teachers that were eligible in 2021-2022 school year.

Districts will have until February 15, 2023, to enter **ALL** National Board information for nationally certified employees into MSIS. Please review your master teacher/national board information entered in MSIS:

- The National Board Personnel report shows what your district has entered for each employee
- The National Board Payment report shows what MDE is calculating for each employee
- Compare the two reports and review the National Board Edits report also
- The total from the payment report multiplied by 1.2505 (to include fringe benefits of 7.65% for Social Security and 17.40% for PERS) will give you the amount your district will be receiving for FY2023

## IMPORTANT THINGS TO CHECK ARE:

- Be sure to enter **XX** in the reserved field of the applicable course code
  - The course code is very important. Please verify that the appropriate course code has been entered in MSIS. Codes to be used in MSIS on the General/Schedule Employee Entry screen are as follows:
- **902001** NBPTS (National Board for Professional Teaching Standards)
  - **902002** CCC (Certificate of Clinical Competence issued by American Speech & Hearing Association)
  - **902003** NCSC (National Certified School Counselor issued by the National Counselor's Association)
  - **902004** NCSN (National Certified School Nurse) – House Bill 530 during the 2022 Legislature Session removed limit of 35
  - **902008** CAT (Certified Athletic Trainer issued by the Board of Certification, Inc.)
  - **902010** CALT (National Certified Academic Language Therapist) – House Bill 530 during the 2022 Legislature Session removed limit of 20

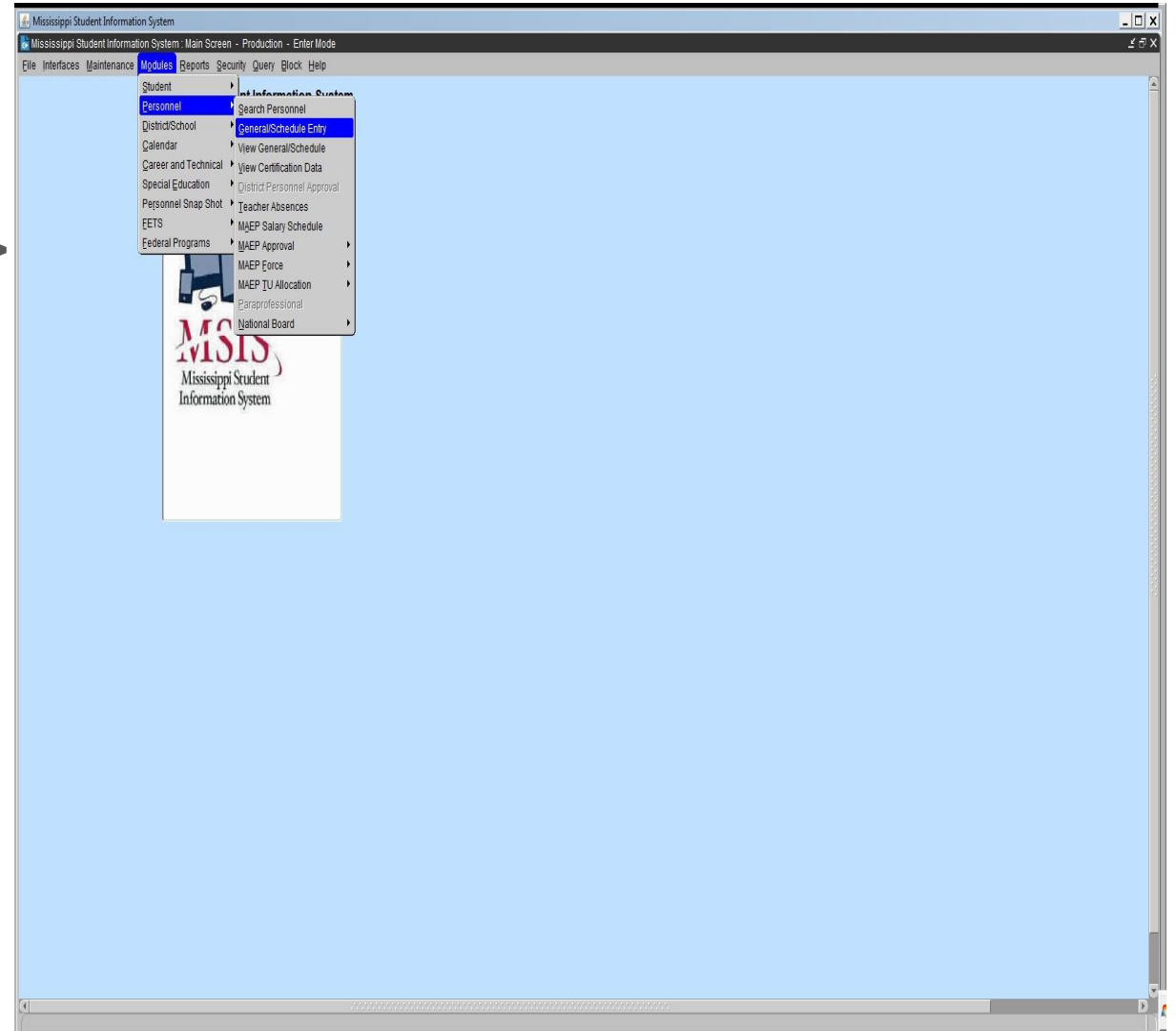
- The employee's general schedule information is very important. If the instructional minutes divided by the total minutes is not at least 50%, the employee will not be selected for funding
- the district percent of time field impacts the amount funded
- Pay close attention to the issue date and expiration date of the employee's certificate
- Review the issue and expiration dates that are entered in MSIS in conjunction with the ASHA-CCC endorsement. Teachers who have a certification from the American Speech & Hearing Association receive a new card annually, ex. 01/01/22 through 12/31/22. To ensure the full payment in MSIS, for recurring certification, **the original issue date should always be utilized in MSIS, and change made to the expiration date only**

During the month of February, staff in the Office of School Financial Services (OSFS) will generate the National Board Personnel and the National Board Payment reports to determine required adjustments, if any, to the payment you are currently receiving. School districts that have been overpaid YTD will have to submit a refund payment to the OSFS. Those impacted districts will be contacted individually and will be provided details on how to remit your refund payments. The National Board reconciliation that is performed in February will not impact the payment that you receive in the month of February. The adjusted amounts will be reflected in payments effective March through June.



## General Schedule Entry

- MSIS >Modules> Personnel> General /Schedule Entry



Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

### Mississippi Student Information System General/Schedule Employee Entry

District	Name	Last Name	First Name	MI	SSN	School Year
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2018-2019

[ Update District Employment Information ]

Major School	Name	
004	[Redacted]	
Status	Days Employed	Contracted Days for After Hours
Active	187	[Redacted]
Title / Bilingual?	District Time	
N	100	
Roll Employee	User Defined	
Y	SPEI	
Contract Employee	Receiving check from PERS??	
N/A	N	

Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

### Mississippi Student Information System General/Schedule Employee Entry

District: [Redacted] Name: [Redacted] Last Name: [Redacted] First Name: [Redacted] MI: [Redacted] SSN: [Redacted] School Year: 2018-2019

[Schedule]

Term / Semester	Period	Course	Minutes	School	Low Grade	High Grade	Students	Carnegie Units	Special Program	Schedule Type	Reserved	Time Frame Taught
S1	1	132002	30	004	62	02	11	000	5	Modified Version		ALL YEAR
S1	2	851001	30	004	52	05	0	000	5	Modified Version		ALL YEAR
S1	5	132002	30	004	01	02	5	000	5	Modified Version		ALL YEAR
S1	7	132002	30	004	01	01	7	000	5	Modified Version		ALL YEAR
S1	8	902002	30	001	52	12	0	000	0	Modified Version	XX	

[Course]

Title: CCG (AHSA) - SPEECH THERAPIST/AUDIOLOGIST

[Students Counts By Grade]

62	62	64	64	66	1st	2nd	3rd	4th	5th	6th	7th	8th	53	70	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



NA.TIONAL B().ARD  
for Professional Teaching Standards\*

Candidate ID: 03101079  
Certification Area: Literacy: Reading Language Arts-Early and Middle Childhood

December 11, 2021

I am pleased to inform you that you are a National Board Certified Teacher! On behalf of all of us at the National Board, congratulations on this significant achievement.

I want you to know that the National Board follows a comprehensive process to ensure all scoring decisions are valid, reliable and accurate before releasing score reports.

Your score report, below, provides details. I'm sure you'll look forward to receiving your certificate, which should reach you early next year. It will be valid for a period of five years from the date printed on this letter.

In the meantime, I want to welcome you to the growing ranks of National Board Certified Teachers (NBCTs) who are transforming the profession. To realize the dramatic improvements we all seek for students, Board certification must become the norm in teaching across the country. We hope that you embrace this vision and ask for your help advocating for supportive policies and programs in your district and state to enable more of your peers to follow in your footsteps. We also ask that you engage other educators and encourage them to pursue certification!

As an NBCT, many doors are open to you, whether it is the chance to serve as a candidate mentor, a curriculum writer, or perhaps a leadership position in your union or school district. I encourage you to see this milestone as part of your teacher leadership journey.

In addition, I hope you will stay in touch on Facebook and Twitter and consider joining or starting an NBCT Network in your area. You will soon receive our monthly e-newsletter (The Boardroom), as well as other emails with information on opportunities to learn and lead targeted especially for you. We look forward to hearing from you, too. Again, congratulations and thank you for your dedication to your students, to teaching, and to our nation's future.

Warm regards,



Peggy Brookins, NBCT  
Mathematics-AYA Certified 2004, Renewed 2013  
President and CEO  
@pbrookins44

- The National Board award letter confirming that the candidate is a National Board Certified teacher may be used until the certificate is received
- The date of the letter will be input as the issue date of certificate, the candidate id number will be input as the certificate number and the expiration date will be five years from the date printed on letter
- Once the employee receives the actual certificate they will need to submit to the district

### MS Code Section 37-19-7

(3)The following employees shall receive an annual salary supplement in the amount of Four Thousand Dollars (\$4,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

Effective July 1, 2016, if funds are available for that purpose, any licensed teacher who has met the requirements and acquired a Master Teacher Certificate from the National Board for Professional Teaching Standards and who is employed in a public school district located in one (1) of the following counties: [Claiborne](#), [Adams](#), [Jefferson](#), [Wilkinson](#), [Amite](#), [Bolivar](#), [Coahoma](#), [Leflore](#), [Quitman](#), [Sharkey](#), [Issaquena](#), [Sunflower](#), [Washington](#), [Holmes](#), [Yazoo](#) and [Tallahatchie](#). The salary supplement awarded under the provisions of this subsection (3) shall be in addition to the salary supplement awarded under the provisions of subsection (2) of this section.





# School Financial Services Updates

- Updated Contract Template, effective January 05, 2023
- Accounting Manual Revisions FY24



## Senate Bill 2430

- Educational Facilities Revolving Loan Fund Program. Allows schools to use funds to pay indebtedness from bond or other notes used for capital improvement
- The maximum to be loaned is up to \$1,000,000.00 per school district
- The loans are interest free with repayment up to 10 years
- The loans **cannot** be used for athletic facilities
- The loans can be used to repay principal and interest on previously issued construction bonds (prior to 7/1/2022); up to \$500,000 per loan
- Districts must provide documentation of specifications, bids and documents that indicate that the loan will be used for critical infrastructure needs
- Virtual meeting was held on February 02, 2023
- Contact information Dr. Jason Dean [jdean@pathcompany.com](mailto:jdean@pathcompany.com) 601-668-8858 or MDE [efrlf@mdek12.org](mailto:efrlf@mdek12.org)

## FY2024 MAEP Calculation

- FY2024 MAEP Final (Full Funding) Base Student Cost (BSC) \$ 7,265.21
- Estimated full funding cost of \$2.9B has been submitted to legislators
- Full Funding Notices will be uploaded to SharePoint by February 28, 2023

## PERS Increase

- Current rate 17.40, effective October 1, 2023, rate 22.40 (effective date may be delayed based on 2023 proposed legislative bill)

## Life Insurance Increase

- Current rate 18 cent per \$1,000, effective January 1, 2023, rate 20 cent per \$1,000

### School Business Administrator (SBA) Course

- The Mississippi Department of Education(MDE) and Central Access Corporation have developed this certification program to provide professional development to new school business administrators
- This program is a requirement for all business managers with a provisional three (3) year non-renewable license to obtain a standard five (5) year license
- Solicitation for RFQ advertised January 10, 2023. All responses to solicitation were due February 08, 2023

## Inordinately Large Number of Absences

- 37-151-103(3) and State Board Policy Rule 48.7 provides for an allowance in the Average Daily Attendance(ADA) in the MAEP formula when an “inordinately large” number of absences occur due to epidemic or natural disaster
- The district should have notified the MDE in writing by December 1, 2022, of the decrease and the reason for the decrease
- MDE will then determine the percentage of ADA to Average Daily Membership(ADM) for the current year and compare that percentage to the last five years as reported into MSIS

### Extended School Year (ESY)

- Request for reimbursement should have been submitted to the Office of Special Education by September 30, 2022
- After approval, amounts are provided to OSFS
- Reimbursements are made in November (50%), March (25%), and May (25%)

## February

- 06 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 13 Request for Funds
- 15 Master Teacher Certification input into MSIS for pro-rated salary supplement

## March

- 06 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 13 Request for Funds

\* Upload to the district SharePoint folder

## April

- 01 FY2023 EEF Procurement Card spending deadline
- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 12 Request for Funds

## May

- 05 National Board Process Cost Fee/Moving Expense Reimbursement \*
- 05 Tax assessment information for FY2024 released for review
- 12 Request for Funds
- 23 EEF Procurement Card FY2024 Initial Count

\* Upload to the district SharePoint folder

## June

05 National Board Process Cost Fee/Moving Expense Reimbursement \*

12 Request for Funds

\*Upload to the district SharePoint folder



# School Payment Dates 2022- 2023

<b>2022-2023 Request for Funds Deadline</b>	<b>Transfer Date</b>
December 31, 2022	January 13, 2023
January 12, 2023	January 27, 2023
February 13, 2023	February 24, 2023
March 13, 2023	March 29, 2023
April 12, 2023	April 26, 2023
May 12, 2023	May 26, 2023
June 12, 2023	June 28, 2023



- To register for access to SharePoint, email [ljohnson@mdek12.org](mailto:ljohnson@mdek12.org) for instructions for registering
- Go to School Financial Services navigator [School Financial Services Navigator - Home \(sharepoint.com\)](#)
- Once you have successfully completed registration process. I will receive an email to approve request

## Introduction

Introducing guest user portal, this portal can be used to request access to various resources in SharePoint Online. For example, if you are a business manager and needs access to School Financial Services content in SharePoint Online. Another example could be, you are replacing the current business manager or SPED director or CTE director and needs access to the program office content in our SharePoint environment. By using guest User portal, not only you can request access to various resources, but you can raise tickets and report missing information not populating in request access form.

## Advantages

- No need to send emails to our Microsoft 365 MDE admin
- Reduction of tickets with Help Desk at MDE
- Automated process to self-service/request access to Program office document library such as Special Education, School Financial Services, CTE, SBAC, MIRC, Gifted Programs
- Reduction of errors, related to directory and user accounts, faced by guest users.

## How this works?

Getting access to Guest user portal works in 2 steps

Step 1: You are or need to be a registered guest user in our Microsoft 365 environment

Step 2: You need to be able to access site

<https://mdek12.sharepoint.com/sites/GuestUserPortal> and then you can fill up the various forms. Example: access request form

**In this document we will only cover step 1, the most important step.**

## Let us get started

Tip: We have tried our best to capture every click that is involved in the process to get access to guest user portal. Please follow along and read the instructions carefully. Each click is represented by a red box or a yellow pointer in the screenshots.

Please try to navigate to the URL <https://mdek12.sharepoint.com/sites/GuestUserPortal> and sign in with your work email and password.



## Step 2: How to request access to your Program Office data

This guide is a step-by-step instruction book for end users

02 Jul 2021

SBAC Business Managers,

During the review of quarterly payroll reports for the School Based Administrative Claiming (SBAC) program, it appears that the federal expenditure portion of funds that contain comingled (state and federal) revenues is not being properly identified. As a solution to identify the federal portion of expenditures included in comingled funds the Office of Healthy Schools is requesting that districts **assign program code 264 to federal expenditures included in comingled funds.**

This process is similar to the coding that the Office of School Financial Services has informed districts to use for Every School Succeed Act (ESSA) reporting purposes.

Please see the example below illustrating funds with comingled expenditures:

- **Example One:** Fund 1130 contains comingled revenue. Use program code 264 per employee payroll register to identify the portion of employee salary paid with federal funds.
- **Example Two:** Fund 2711 contains comingled revenue. Use program code 264 per employee payroll register to identify the portion of employee salary paid with federal funds.

Q4 22 detailed report and summary report should reflect changes.

If you have any questions, do not hesitate to let us know.

# Integrity Report

	A	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Name	Step	Func	GLC	Func	Pgm	Obj	Uni	Budg	Salaries	Health	Life	Fica	Medi	Ret	WComp	Other Fringe	Total	BENEFITS	
5	<b>BO Total</b>									\$14,117.64	\$1,261.00	\$28.00	\$860.34	\$201.21	\$2,456.46	\$33.87	\$0.00	\$18,958.52	\$4,840.88	
6	BOW	26	2620	900	2150	23	111	1	4376.75	\$1,094.19	\$0.00	\$0.00	\$67.14	\$15.69	\$190.26	\$2.64	\$0.00	\$1,369.92	\$275.73	
7	BOW	0	2620	900	2150	23	210	1	4776.92	\$0.00	\$88.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88.27	\$88.27	
8	<b>BOW Total</b>									\$1,094.19	\$88.27	\$0.00	\$67.14	\$15.69	\$190.26	\$2.64	\$0.00	\$1,458.19	\$364.00	
9	CRA	14	2290	900	2330	23	111	1	42400	\$10,600.00	\$0.00	\$0.00	\$591.43	\$138.32	\$1,844.40	\$25.44	\$0.00	\$13,199.59	\$2,599.59	
10	CRA	0	2290	900	2330	23	210	1	2497	\$0.00	\$630.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$630.50	\$630.50	
11	CRA	0	2290	900	2330	23	215	1	54	\$0.00	\$0.00	\$14.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00	\$14.00	
12	<b>CRA Total</b>									\$10,600.00	\$630.50	\$14.00	\$591.43	\$138.32	\$1,844.40	\$25.44	\$0.00	\$13,844.09	\$3,244.09	
13	GA	21	2711	900	2120	0	111	90	61951.88	\$15,487.98	\$0.00	\$0.00	\$858.13	\$200.68	\$2,694.90	\$37.17	\$0.00	\$19,278.86	\$3,790.88	
14	GA	0	2711	900	2120	0	210	90	5144	\$0.00	\$1,261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,261.00	\$1,261.00	
15	GA	0	2711	900	2120	0	215	90	108	\$0.00	\$0.00	\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00	\$28.00	
16	<b>GA Total</b>									\$15,487.98	\$1,261.00	\$28.00	\$858.13	\$200.68	\$2,694.90	\$37.17	\$0.00	\$20,567.86	\$5,079.88	
17	JA	29	2711	900	1142	0	111	90	32607.67	\$8,151.91	\$0.00	\$0.00	\$438.78	\$102.61	\$1,418.43	\$19.56	\$0.00	\$10,131.29	\$1,979.38	
18	JA	29	2711	900	1142	264	111	90	31492.33	\$7,873.08	\$0.00	\$0.00	\$423.76	\$99.11	\$1,369.92	\$18.90	\$0.00	\$9,784.77	\$1,911.69	\$9,784.77
19	JA	0	2711	900	1142	0	210	90	5144	\$0.00	\$1,261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,261.00	\$1,261.00	
20	JA	0	2711	900	1142	0	215	90	108	\$0.00	\$0.00	\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00	\$28.00	
21	<b>JATotal</b>									\$16,024.99	\$1,261.00	\$28.00	\$862.54	\$201.72	\$2,788.35	\$38.46	\$0.00	\$21,205.06	\$5,180.07	
22	MC	15	2600	900	2142	22	111	1	2113.66	\$342.07	\$0.00	\$0.00	\$18.97	\$4.44	\$59.47	\$0.88	\$0.00	\$425.83	\$83.76	
23	MC	15	2610	900	2142	23	111	1	42518.84	\$10,642.17	\$0.00	\$0.00	\$592.04	\$138.46	\$1,851.75	\$25.53	\$0.00	\$13,249.95	\$2,607.78	
24	MC	15	2620	900	2142	23	111	1	923.4	\$417.19	\$0.00	\$0.00	\$23.23	\$5.44	\$72.53	\$0.95	\$0.00	\$519.34	\$102.15	
25	MC	15	2630	900	2142	0	111	1	6848.9	\$1,659.24	\$0.00	\$0.00	\$92.33	\$21.59	\$288.78	\$3.99	\$0.00	\$2,065.93	\$406.69	
26	MC	0	2610	900	2142	23	210	1	262.2	\$0.00	\$882.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$882.70	\$882.70	
27	MC	0	2610	900	2142	23	215	1	56.64	\$0.00	\$0.00	\$13.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.37	\$13.37	
28	MC	0	2620	900	2142	23	210	1	948.8	\$0.00	\$63.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.05	\$63.05	
29	MC	0	2620	900	2142	23	215	1	24.36	\$0.00	\$0.00	\$7.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.63	\$7.63	
30	<b>MC Total</b>									\$13,060.67	\$945.75	\$21.00	\$726.57	\$169.93	\$2,272.53	\$31.35	\$0.00	\$17,227.80	\$4,167.13	

# Central Access Report

Fund Code 2711 was flagged but only the federal portion of "Jasper and Smith" should be reported in the "Total Federal column"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Name	Position	Fund	GLC	Func	Pam	Obj	Unit	Mod	Salary	Ins	Ins	Ins	SS/Fica	Medi	Ret	Comp	Benefits	Benefits	Funds
2	Jasper, K	SECRETARY	2711	900	2410	264	113	90	0	8,706.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,706.27	Yes
3	Jasper, K		2711	900	2410	264	210	90	0	0.00	1,167.00	0.00	0.00	0.00	0.00	0.00	0.00	1,167.00	1,167.00	Yes
4	Jasper, K		2711	900	2410	264	215	90	0	0.00	0.00	9.72	0.00	0.00	0.00	0.00	0.00	9.72	9.72	Yes
5	Jasper, K		2711	900	2410	264	220	90	0	0.00	0.00	0.00	0.00	509.82	119.22	0.00	0.00	629.04	629.04	Yes
6	Jasper, K		2711	900	2410	264	230	90	0	0.00	0.00	0.00	0.00	0.00	0.00	1,514.88	0.00	1,514.88	1,514.88	Yes
7	Jasper, K		2711	900	2410	264	260	90	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.49	50.49	50.49	Yes
8	Jasper, K Total									8,706.27	1,167.00	9.72	0.00	509.82	119.22	1,514.88	50.49	3,371.13	12,077.40	
9	Roberts, M	TEACHER SECONDARY	2711	900	1142	0	111	7	0	11,185.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,185.00	No
10	Roberts, M		2711	900	1142	0	210	7	0	0.00	1,167.00	0.00	0.00	0.00	0.00	0.00	0.00	1,167.00	1,167.00	No
11	Roberts, M		2711	900	1142	0	215	7	0	0.00	0.00	23.49	0.00	0.00	0.00	0.00	0.00	23.49	23.49	No
12	Roberts, M		2711	900	1142	0	220	7	0	0.00	0.00	0.00	0.00	649.53	151.89	0.00	0.00	801.42	801.42	No
13	Roberts, M		2711	900	1142	0	230	7	0	0.00	0.00	0.00	0.00	0.00	0.00	1,946.19	0.00	1,946.19	1,946.19	No
14	Roberts, M		2711	900	1142	0	260	7	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.86	64.86	64.86	No
15	Roberts, M Total									11,185.00	1,167.00	23.49	0.00	649.53	151.89	1,946.19	64.86	4,002.96	15,187.96	
16	Smith, P	TEACHER VOCATIONAL	2711	900	1142	264	111	90	0	6,128.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,128.50	Yes
17	Smith, P		2711	900	1142	264	220	90	0	0.00	0.00	0.00	0.00	379.97	88.86	0.00	0.00	468.83	468.83	Yes
18	Smith, P		2711	900	1142	264	230	90	0	0.00	0.00	0.00	0.00	0.00	0.00	1,066.35	0.00	1,066.35	1,066.35	Yes
19	Smith, P		2711	900	1142	264	260	90	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	291.72	291.72	291.72	Yes
20	Smith, P Total									6,128.50	0.00	0.00	0.00	379.97	88.86	1,066.35	291.72	1,826.90	7,955.40	
21	Copeland, D	COUNSELOR	2711	900	2120	0	111	90	0	13,781.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,781.28	No
22	Copeland, D		2711	900	2120	0	210	90	0	0.00	1,167.00	0.00	0.00	0.00	0.00	0.00	0.00	1,167.00	1,167.00	No
23	Copeland, D		2711	900	2120	0	220	90	0	0.00	0.00	0.00	0.00	825.66	193.11	0.00	0.00	1,018.77	1,018.77	No
24	Copeland, D		2711	900	2120	0	230	90	0	0.00	0.00	0.00	0.00	0.00	0.00	2,397.93	0.00	2,397.93	2,397.93	No

# Innovak Report

1	ENAME	CKNUM	CKDATE	GROSS	FUNF	GLCOD	FUNC	PROGM	OBJC	DEPN	MODF	Column1
2	Edwards	159582	07/29/22	6,072.22	2711	900	1142	264	111	90	0000	federal portion
3	Edwards	159583	07/29/22	7,098.67	2711	900	1142	264	111	90	0000	federal portion
4	Edwards	159584	08/31/22	7,098.67	2711	900	1142	264	111	90	0000	federal portion
5	Edwards	159585	09/30/22	7,098.67	2711	900	1142	264	111	90	0000	federal portion
6	Sanders	159595	07/29/22	3,911.67	1130	900	2152	000	111	024	0000	
7	Sanders	159596	08/31/22	4,347.92	1130	900	2152	000	111	024	0000	
8	Sanders	159597	09/30/22	4,347.92	1130	900	2152	000	111	024	0000	
9	Sanders	159598	07/29/22	500.00	1130	900	2152	264	130	024	6015	federal portion
10	Sanders	159599	08/31/22	500.00	1130	900	2152	264	130	024	6015	federal portion
11	Sanders	159600	09/30/22	500.00	1130	900	2152	264	130	024	6015	federal portion

# Harris Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	W
1	Name	Position	Fun	GL	Fun	Pg	Cl	Ur	Salari	Health In	Life In		Other In		SSFi	Me	Re	Work Co	Total Bene	Total Salary / Bene	Federal Fur	
15	Jasper	VOCATIONAL TEACHER-190	2711	900	1142	21	111	90	8,178.86	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	8,178.86	Yes	Federal / co-mingle
16	Jasper	NURSE-187	1145	900	2130	0	111	28	3,470.83	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	3,470.83	No	
17	Jasper		2598	900	2130	21	111	28	1,650.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	1,650.00	Yes	
18	Jasper		2598	900	2130	21	220	28	0.00	0.00	0.00		0.00		102.30	23.92	0.00	0.00	126.22	126.22	Yes	
19	Jasper		2598	900	2130	21	230	28	0.00	0.00	0.00		0.00		0.00	0.00	287.10	0.00	287.10	287.10	Yes	
20	Jasper		2598	900	2130	21	260	28	0.00	0.00	0.00		0.00		0.00	0.00	0.00	9.57	9.57	9.57	Yes	
21	Jasper		2711	900	1142	0	210	90	0.00	824.00	0.00		0.00		0.00	0.00	0.00	0.00	824.00	824.00	No	
22	Jasper		2711	900	1142	0	215	90	0.00	0.00	21.42		0.00		0.00	0.00	0.00	0.00	21.42	21.42	No	
23	Jasper		2711	900	1142	0	220	90	0.00	0.00	0.00		0.00		504.58	118.00	0.00	0.00	622.58	622.58	No	
24	Jasper		2711	900	1142	0	230	90	0.00	0.00	0.00		0.00		0.00	0.00	1,423.12	0.00	1,423.12	1,423.12	No	
25	Jasper		2711	900	1142	0	260	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	47.44	47.44	47.44	No	
26	Jasper		1145	900	2130	0	210	28	0.00	412.00	0.00		0.00		0.00	0.00	0.00	0.00	412.00	412.00	No	
27	Jasper		1145	900	2130	0	215	28	0.00	0.00	9.36		0.00		0.00	0.00	0.00	0.00	9.36	9.36	No	
28	Jasper		1145	900	2130	0	220	28	0.00	0.00	0.00		0.00		215.19	50.33	0.00	0.00	265.52	265.52	No	
29	Jasper		1145	900	2130	0	230	28	0.00	0.00	0.00		0.00		0.00	0.00	603.92	0.00	603.92	603.92	No	
30	Jasper		1145	900	2130	0	260	28	0.00	0.00	0.00		0.00		0.00	0.00	0.00	20.13	20.13	20.13	No	
31	<b>Jasper Total</b>								13,299.69	1,236.00	30.78	0	0.00	0	822.07	192.25	2,314.14	77.14	4,672.38	17,972.07		
32	House	VOCATIONAL TEACHER-190	2711	900	2120	21	111	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	No	federal / co-mingle
33	House		2711	900	2120		210	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	No	
34	House		2711	900	2120	0	215	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	No	
35	House		2711	900	2120	0	220	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	No	
36	House		2711	900	2120	0	230	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	No	
37	House		2711	900	2120	0	260	90	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	No	
38	<b>House Total</b>								0.00	0.00	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00		
39	Jackson	TEACHER-ELEM-187	1130	900	2150	0	111	8	12,320.87	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	12,320.87	No	
40	Jackson	TEACHER-ELEM-187	2620	900	2150	23	111	8	1,875.66	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	1,875.66	Yes	
41	Jackson	NATIONAL BOARD	1120	900	1930	0	111	1	1,500.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	1,500.00	No	
42	Jackson	TEACHER-ELEM-187	2620	900	2150	22	111	8	880.31	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	880.31	Yes	
43	Jackson	TEACHER-ELEM-187	2610	900	2150	23	111	8	772.34	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	772.34	Yes	
44	Jackson	TEACHER-ELEM-187	2610	900	2150	22	111	8	362.48	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	362.48	Yes	
45	Jackson	CERTIFIED EMPLOYEES	1130	900	2150	21	111	1	83.33	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	83.33	Yes	federal / co-mingle

- If you are interested in contracting out services for the district Child Nutrition program, please contact the Office of Child Nutrition



# Letitia Johnson

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[mdek12.org](http://mdek12.org)



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