



Guide for Making Adjustments from Audit Narrative to DS4061

1. Section I – Introduction and Section II – Results

Step	Action
1.	Log on with Auditor Profile.
2.	Select “Audit Narrative” from the Audit FTE menu.
3.	Select the School Year/Collection and the District, then click the “Go” button.
4.	Update the Section I – Introduction tab as follows: <ul style="list-style-type: none">• Add comments in the Additional Comments textbox.• If there is prior audit information in the database, the Date of Prior Field Audit column will reflect the date of the prior audit. Otherwise, type in the date of the last field audit.• Select the Audit Type and Auditor from the dropdown lists for each applicable building listed.• Enter the Audit Hours, Pop I, Pop II and Pop III fields for each applicable building listed.
5.	Click the “Save” button.
6.	Section II – Results tab <ul style="list-style-type: none">• Verify the Unaudited Count reflects the baseline numbers created at the end of week seven after the collection certification as of date.• Verify the Audited Count reflects the DS4120 counts, if it has been saved as 4120. If still in 4061 status, this column will show zeros.• Verify the Findings column reflects the findings in Section III.• Verify the Difference column is calculated correctly (difference between the Unaudited and Audit counts less the Findings).
7.	If Section II is in an “out of balance” condition, adjust the findings in Section III or make adjustments to the DS4061.

Making changes from the Audit Narrative to the DS4061

2. Section III – Specific Findings (Individual student changes)

Step	Action
1.	Click the “Section III – Specific Findings” tab. <i>The Specific Findings tab reflects any Mass Changes from the DS4061.</i>
2.	Add a new finding: <ul style="list-style-type: none">• Select a building from the dropdown list.• Select the Audit Type.• Select a finding.• Enter the number of Pupils affected.• Enter the total FTE to adjust for this finding (must enter a “-” when subtracting FTE).• Select the FTE Type.
3.	Click the “Students” button.
4.	Select the students affected using the filter options and the select boxes.
5.	Change the FTE for each individual student and click the “Save” button. If the Audit Form is in the DS4120 status, the following message is displayed: “Saving student changes will re-open the DS4061 for district 12345. Are you sure you want to continue?” Click the “OK” button.
6.	Click the “Close” button on the Student Details page.
7.	Click the “Comments” link (None, if a comment does not exist).
8.	Enter comments and click the “Save” button.
9.	Click the “Save” button for the row just entered.
10.	Access Section II – Results and click the “Refresh” button.

Making changes from the Audit Narrative to the DS4061

3. Section III – Specific Findings (Using the Mass Change)

Step	Action
1.	Click the “Section III – Specific Findings” tab.
2.	Select a building from the dropdown list and click the “Students” button.
3.	Select the students affected using the filter options and the select boxes.
4.	Click the “Mass Change” button.
5.	Complete the Mass Change form: <ul style="list-style-type: none">• Select whether the FTE change is per student or distributed over the selected students.• Select the FTE Type.• Enter the FTE Change (either per student or the amount to be distributed over the selected students)-must enter “-” if subtracting FTE.• Enter a finding (optional).• Enter a comment (optional).
6.	Click the “Save” button.
7.	Close the Student Details page.
8.	Click the “Refresh” button on the Section III tab. The following confirmation message is displayed: “Refreshing the data will overwrite any unsaved data. Are you sure you want to continue?”
9.	Click the “OK” button.
10.	Click the “Save” button for the row just entered.
11.	Access Section II – Results and click the “Refresh” button.

4. Section IV – General Findings

Step	Action
1.	Click the “Section IV – General Findings” tab.
2.	Add a new finding: <ul style="list-style-type: none">• Select a building from the dropdown list.• Select an Audit Type from the dropdown list.• Select a Finding from the dropdown list.• Enter a Comment.
3.	Click the “Save” button.

Making changes from the Audit Narrative to the DS4061

5. Section V – Appeal Process

Step	Action
1.	Click the “Section V – Appeal Process” tab.
2.	Change the first paragraph and click the “Save” button.
3.	Click the “Certify As Complete” button.
4.	Click the “OK” button.

6. Printing the Audit Narrative Report

Step	Action
1.	To view report with Student Detail, check the "Include Student Detail" box and then “View Report.” To view without student information, just click “View Report.” Report displays in .pdf format.
2.	Users have the option to open, save or cancel the report.

7. Update Section III – Delete Finding

Step	Action
1.	Click “Section III – Specific Findings” tab.
2.	Select the “Delete” button on the desired row.
3.	Click the “OK” button.
4.	Access Section II – Results and click the “Refresh” button.

8. Re-Open the Audit Narrative

Step	Action
1.	Log on with a profile that has a role associated with the Audit Narrative function
2.	Select “Audit Narrative” from the Audit FTE menu
3.	Select the School Year/Collection and the District and click the “Go” button.
4.	Click the “Re-Open” button.
5.	Click the “OK” button.