

Center for Educational Performance and Information

Financial Information Database Transportation Expenditure Report (SE-4094) User Guide

2022-23 Submission

Last Updated: 1/30/2023

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Index of Revisions

Revisions from the prior school year

The following section lists new changes since the last posting of the previous school year’s manual.

School Year	Section	Page Number(s)	Edits/Changes
2022-23			There are not substantive changes from the previous collection cycle for the SE-4094 collection. Updates to dates occur throughout the document.

Introduction

The Center for Educational Performance and Information is responsible for collecting and reporting data on Michigan’s K-12 public schools and students. The Financial Information Database application was developed to facilitate a streamlined method of financial data submission.

Chart of Accounts

FID supports submission of district financial data using account codes compliant with the Michigan School Accounting Manual Chart of Accounts. This submission process provides a level of financial data that facilitates compliance reporting and will facilitate informed decision-making at the school, state and federal levels.

[The Michigan Public School Accounting](#) manual contains the Chart of Accounts within the “[Appendix - Definitions for Accounting Codes](#),” located on the Manual page.

Your Account

If you do not have a MILogin account, the [MILogin User Guide](#) provides the initial guidance to obtain access to a MILogin Account. To become an authorized user, you must do the following:

1. Request access to the application through your [MILogin](#) account through the “Request Access” screen.
2. Send the appropriate security agreement form (Public schools and Nonpublic schools) to CEPI, signed by yourself and the district lead administrator. The form is posted on CEPI’s [Application Security Forms web page](#).

You will receive access to the application when both above steps have been completed and verified by CEPI. For more detailed information, please refer to the MILogin User Guide.

Logging In

To access the application, go to either the [FID Login page](#) or the [FID web page](#) then select the Go to FID option. For either option click the "Authorized User Login" button and enter your MILogin username and password.

Session Timeout

Please remember that your session is tracked. If your session has been inactive for longer than 20 minutes, the system will end your session and you must log in again.

Pop-Up Blockers

FID uses pop-up windows to display information to users. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers provide a configuration screen to allow pop-ups from certain websites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

Given the large number of pop-up blocker packages available, it is impossible to provide instructions for disabling each one. If you are unsure how to configure/disable your blocker, please check with the software vendor or your technical staff. Also, pop-up blocking is directly integrated into Internet Explorer.

Please consult the help function of your browser for more information on pop-up blockers.

Getting Started

Help and Resources

Before using FID, you should familiarize yourself with the help resources available. To download these resources, go to the [CEPI website](#). Click on "PreK-12 Applications" on the navigation bar. A submenu will appear. Click on "Financial Information Database." Be sure to check back, as you will always find the most up-to-date information on the [FID web page](#).

Entering FID for the First Time

If you are logging into FID for the first time, or you have not confirmed your user profile, the application will display your user profile details. This screen allows you to verify and update your profile information as required (this information is separate from your MILogin account). Should you need to change any of your

information in the future, this screen is in the Data Collection menu. Please note that this screen will continue to be displayed at log in until the User Profile information is confirmed.

Please update your information and click OK to save.

MI Login Account:	
Display Name:	
First Name:	
Last Name:	
Contact Phone:	
Contact Email:	

✓ OK × Cancel

Welcome Screen

If you have logged in to the FID before and confirmed your user profile, the application will display the Welcome Page. This screen displays a salutation with your display name as entered in the User Profile.

FID Welcome Page

Hello " "

Welcome to the FID (Financial Information Database) Application.

You can use the application by selecting options from the menu above.

If you wish to view or change your User Profile, please [click here](#).

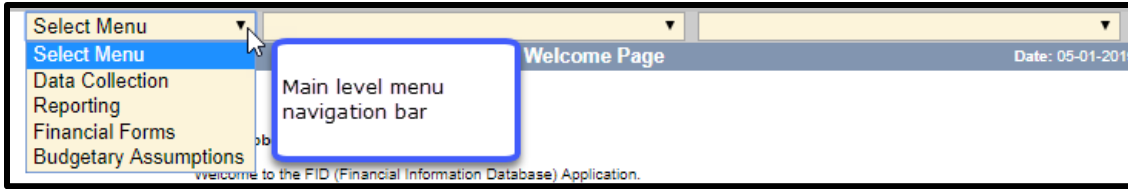
If you have any questions about the application, please contact CEPI Customer Support at 517-335-0505 or at CEPI@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact Customer Support.

Menus



The gray toolbar under the CEPI banner contains links to help you navigate and access additional help resources.

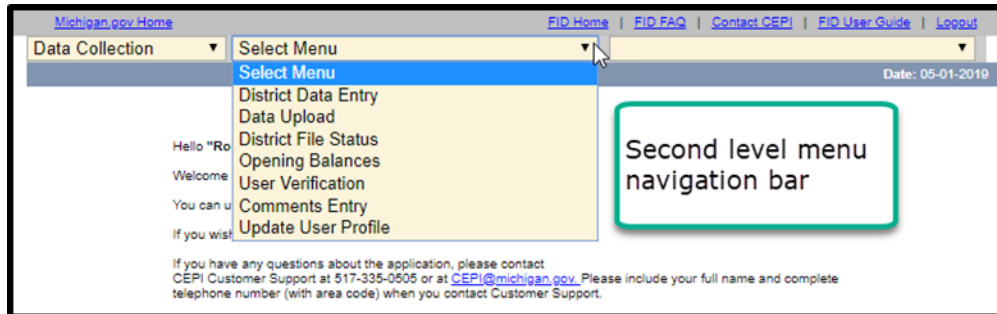
- **FID Home** – Return to welcome screen.
- **FID FAQ** – View Frequently Asked Questions for the FID Collection.
- **Contact CEPI** – Open a new page that lists CEPI contact information.
- **FID User Guide** – Open the FID User Guide.
- **Logout** – Use this link to log out of the FID application.



The menu bar located on the top of each screen is the application menu. Navigation through the application is accomplished through a series of drop-down menus, divided into hierarchical levels. Selection in one menu will determine which functions are presented in the next menu. At the main level, you will have multiple options to select. To select at this level, click on the down arrow and then highlight your selection. In the example below, "Data Collection" has been chosen.

The following are the options for the Main level menu bar.

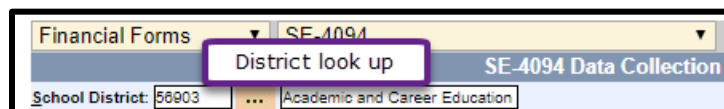
- Data Collection – Access data collection pages for the FID collection.
- Reporting – Access the SE-4094 and FID reports in the FID. See Report List on the CEPI FID page for extensive list of reports.
- Financial Forms – Access the SE-4094 and SE-4096.
- Budgetary Assumptions – Access the Budgetary Assumptions collections pages.



Once a function has been selected from the first drop-down list, the second drop-down list will become active. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details and instructions on each function.

School District Information

If you are a user with multiple districts, you can change the district selection by entering the district code in the School District box and clicking the tab key. Alternately, you can select the menu button and select the desired district from the choices presented.



SE-4094 District-Level Access

The financial forms function of FID is role based. This section of the User Guide describes functions available to district-level users of the SE-4094 form.

The electronic submission of the transportation expenditure report requires districts to enter data and submit the form to the ISD. A representative of the ISD then reviews the data, decides if changes are required, and when satisfied, completes the final submission to the state.

To access the SE-4094 form in the application, select "Financial Forms" from the first drop-down menu and "SE-4094" from the second drop-down menu. This enables the third drop-down menu from which you will select "Instructions" to begin your submission process.



Instructions Screen

The instruction screen provides the basic instructions for the submission of the transportation expenditure data and should be reviewed before data entry work begins. This screen also provides a reminder of the submission deadlines. When you have read the instructions and are ready to continue submitting your data, click on **Continue to Main Form**.

Submission Instructions:

District: Submit form to the Intermediate School District by Sunday, September 23, 2018.
Print a copy for your records.

ISD: Review the form and submit to State by Sunday, October 07, 2018.
Print a copy for your records.
Failure to submit the form by Sunday, October 07, 2018 will result in the withholding of the district's ENTIRE state aid payment.

Instructions:

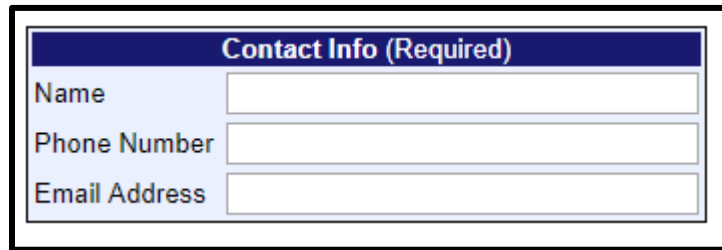
1. Every school district operating transportation services must file the SE-4094 Transportation Expenditure Report. Total necessary expenditures must agree with the official accounting records of the school district. File this form by the above due date. **If later audited figures change the data reported contact the Department to amend your submission.**
2. If your district does not offer transportation services, click the button "This district does not operate transportation services" on the Main Form.
3. Please review the [SE-4094 Instructions \(PDF\)](#) before completing the form.
4. Every school district operating specialized transportation services as defined in rule R388.371c for Section 52 pupils must complete the Special Education Section 52 column on the Transportation Expenditure Report (page 2). This column will be used in the formula to provide an additional payment under Section 51c for local districts and Section 51a(2) for intermediate school districts of the State School Aid Act. **"Specialized Transportation Services" means transportation services provided in vehicles for the exclusive use of special education pupils.**
5. Every school district operating specialized transportation services as defined in rule R388.371c for Section 53a eligible pupils as defined in the instructions must complete the Special Education Section 53a column on page 2. This column will be used for distribution of funds under Section 53a and must agree with the total reported on the SE-4096 Special Education Actual Cost Report.

[Continue To Main Form](#)

SE-4094 Form

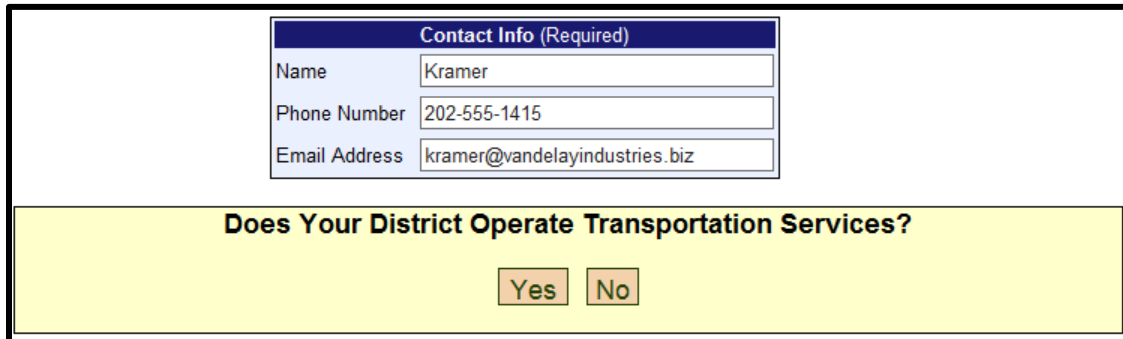
After clicking the **Continue to Main Form** button, users will be taken to the SE-4094 main form. The form can also be accessed directly through the menu by clicking on "Main Form" from the third drop-down window.

Contact Information: Located throughout the SE-4094 is a text box requesting the name, phone number and email address for the individual who should be contacted for questions concerning the form data. These are required fields and will produce an error message if you attempt to save with these data missing.



A screenshot of a form titled "Contact Info (Required)". It contains three input fields: "Name", "Phone Number", and "Email Address".

Does your district operate transportation services? Upon loading the main form for the first time during the submission process, districts will be prompted whether they operated transportation services during the school year.



A screenshot of the "Contact Info (Required)" form with the following data entered:

Contact Info (Required)	
Name	Kramer
Phone Number	202-555-1415
Email Address	kramer@vandelayindustries.biz

Below the form is a yellow box with the question: "Does Your District Operate Transportation Services?". There are two buttons: "Yes" and "No".

If your district **DID NOT** operate any transportation services during the school year and have no transportation expenditures to report, click **No**. You are not required to complete the form but must inform the state of this fact. A confirmation pop-up will display (as shown on the right). Click **Yes** to confirm that your district did not operate transportation services. Upon clicking **Yes**, the screen will be locked and the "no transportation services" indication will be submitted to the ISD. The "Submission Status" box will update to reflect this change. After your ISD has reviewed the information and completed the submission to the state, your status will be updated to reflect that change.

Please contact CEPI in order for the form to be rejected back to your district if you have mistakenly selected that your district does not operate transportation services. CEPI can then reject the file back to you in order for you submit data.

Are You Sure?

This action will report to the State that your district does not provide transportation services. This operation cannot be undone.

Are you sure you want to proceed?

Yes No

If your district **DID** operate transportation services during the school year, click **Yes**. The main form will load and will allow you to enter your data.

Person Responsible for School Bus Operations: This is a required field and must contain the person at your district that is responsible for school bus operations. This person may or may not be the same as the contact person.

Person Responsible for School Bus Operations
(Required)

Name

Submission Status: Located on the top of the screen is an indicator that displays the current submission status of the form. Your submission status will fall into one of the categories listed below:

- | | |
|---------------------------------|---|
| • Incomplete | No data have been entered and saved. |
| • Data Saved | Data have been entered and saved. |
| • Submitted to ISD | Data have been submitted to the ISD for review. |
| • Submitted to State | ISD submitted district data to State. |
| • Returned to District by ISD | Indicates ISD user has unlocked the form to allow district user to make changes before submission can be completed. |
| • Returned to District by State | Indicates state user has unlocked the form to allow district user to make changes before submission can be completed. |

Submission Status: [Submitted to State](#)
As of 3/25/2019 5:02:17 PM by

At any point in the submission process, you can check on the status of your district's submission. In addition, holding the cursor over the submission status text will allow you to review the status history of the district's submission.

Status History	
Data Saved	4/4/2019
Submitted to ISD	4/4/2019
Submitted to State	4/4/2019
Returned to District by State	4/4/2019
Data Saved	5/1/2019

ISD User Access: Also located in the submission status box is a checkbox that, when checked, will allow the ISD-level user(s) for your ISD to edit the data. Granting this access is optional, and it is up to the local district user to determine whether this is appropriate. Once the box is checked, access will be granted immediately.

The screenshot shows the 'SE-4094 Data Collection' form. At the top, it displays 'Financial Forms', 'SE-4094', and 'Main Form'. Below this, it shows 'School District: 63010 Birmingham City School District', 'User: Barry', and 'Fiscal Year: 2008-2009'. A yellow box with a red 'X' in the top left corner contains the text 'Submission Status: Incomplete'. Below this box is a checkbox with the following text: 'By checking this box, you are allowing your ISD to edit and submit the data but you are still responsible. If you do not check this box, your ISD may only submit the data to the state exactly as you submit it to ISD.' To the left of this checkbox is a callout box that says 'OPTIONAL: Check here to allow your ISD's user to have the ability to edit your data.' To the right of the checkbox is a 'Print' button with a printer icon. Below the checkbox is a link 'View Allowable COA'. At the bottom, there is a 'Contact Info (Required)' section with input fields for Name, Phone Number, Email, and Address. To the right of this section is another callout box that says 'Click the Print button to generate a printer-friendly version of the form.'

Warning: Be sure to save any data entered before clicking this option. Clicking the button refreshes the screen and any unsaved data will be lost.

Transportation Expenditure Report Form (SE-4094)

LINE	Account Code Description #1	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
1000 - Salaries								
1	1160 Supervision	0.50	29766	0.00	234			30,000
2	1610 Bus Driver	12.09	303750	0.76	15425	0.00	0	319,175
3	1620 Contractual	0.00	0	0.00	0			0
4		0.00	0	0.00	0	0.00	0	0
5		0.00	0	0.00	0			0
6	TOTAL SALARIES	12.59	333,516	0.76	15,659	0.00	0	349,175
7	2000 Employee Benefits		262172		12310		0	274,482

Gray colored cells auto-calculate values based on your entries

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
3000/4000 - Purchased Services - Non-vehicle Related Costs								
8	32xx Local Expenses		0		0			0
9	34xx Telephone/Postage		0		0			0
10	38xx Other Utilities		0		0			0
11	31xx Purch Serv - Staff	0.00	0	0.00	0	0.00	0	0
12	Other Non-Veh Purch Serv		0		0			0
13	TOTAL NON-VEH RELATED PURCHASED SERVICES		0		0		0	0
		No of Veh		No of Veh		No of Veh		
14	3310 Pupil Trans Common Carrier	0	0	0	0	0	0	0
15	3310 Pupil Trans Common Carrier (black/yellow)	0	0	0	0	0	0	0
16	3330 Pupil Trans Family Veh Cost	0	0	0	0	0	0	0
17	3310 Pupil Trans Taxi Cab	0	0	0	0	0	0	0
18	3930 Pupil Trans Fleet Insurance	0	0	0	0	0	0	0
19	4230 Contracted/Leased Buses	0	0	0	0	0	0	0
20	4xxx Other Vehicle Related Costs		0		0		0	0
21	TOTAL VEHICLE RELATED PURCHASED SERVICES		0		0		0	0

Line and column numbers are links that open instructional text

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		Expenditure		Expenditure		Expenditure		
		(1)	(2)	(3)	(4)	(5)	(6)	
5000 - Supplies								
22	5710 Gasoline/Fuel	61410		4631		0		66,041
23	5710 Oil/Grease	0		0		0		0
24	5720 Tires/Batteries	0		0		0		0
25	57xx Other Supplies/Repair Parts	690		52				742
26	5910 Office Supplies	1374		11				1,385
27	TOTAL SUPPLIES	63,474		4,694		0		68,168
28	7000 Other Expense/Adjustment	241		2		0		243
29	Bus Amortization	72336		0		0		72,336
30	TOTAL EXPENDITURES	897,966		39,756		0		937,722
31	Total Annual Miles	160657		12116		0		172,773
32	Total Riders Per Count Week	1234.0		9.6				
	(in	27384		2065				
	Click here to go to the Ridership Verification screen.	5.87		5.87				

Click "Save" to save the data entered. Click "Submit to ISD" when form has been completed.

Enter Sec. 53a Ridership Verification
Save
Submit To ISD

Completing the Form

Enter your district’s transportation expenditure data on the form, as applicable. You can navigate through cells by using the tab key or by selecting a specific cell with your mouse. Amounts should be rounded to the nearest dollar. Decimal amounts and the use of thousands separators (i.e., commas) will cause errors when you attempt to save or submit.

If your district has already submitted the FID collection, data that is applicable to the SE-4094 submission can be imported. You may do this by selecting “Import Expenditures from FID” at the top of the main form.

Data will then be imported, and you will overwrite any previously entered data in the 4094.

Please note the following:

- Your district’s FID collection must be in submitted status for the import to successfully complete. If your FID collection is not in submitted status, the system will generate an error and will not import any data.
- A specific list allowable cost code combination is available in Appendix A.
- After the import, you must carefully review the data that was imported prior to certifying your data. Inaccurate data will negatively impact funding.
- The following data cannot be imported from FID and must be manually entered:
 - FTE (each applicable line item)

- Reg/Voc Ed (each applicable line item)
- Line 10 Other Utilities
- Line 11 Purch Serv – Staff
- Line 14 Pupil Trans Common Carrier
- Line 15 Pupil Trans Common Carrier (black/yellow)
- Line 17 Pupil Trans Taxi Cab
- Line 22 Gasoline/Fuel
- Line 23 Oil/Grease
- Line 29 Bus Amortization
- Line 31 Total Annual Miles
- Line 32 Total Riders Per Count Week
- Line 33 Total Fuel Consumed (in gallons)
- Sec. 53a Ridership Verification

For the **Salaries** and **Vehicle Related Purchase Services** sections the application verifies that for expenditure amounts exceeding \$5,000, the corresponding full-time equivalent or vehicle number value has also been reported. Also, in these sections, if FTE or number of vehicles is greater than zero, a corresponding expenditure amount must also be reported.

Informational messages generated by the system will appear directly below the submission status window, as well as a link to a copy of the allowable Chart of Accounts document. Certain error messages will be followed by a set of numbers within parentheses. These numbers indicate the location of the error. The first number denotes the line number, and the second number denotes the column number.

Import Expenditures from FID Print

Contact name, phone number, email address, and person responsible for bus operations are required.
[View Allowable COA](#)

Contact Info (Required)	
Name	John Doe
Phone Number	269-409-9090
Email Address	johndoe@gmail.com

Person Responsible for School Bus Operations (Required)	
Name	

At any time, you can click on the line or column numbers to open a text box containing detailed line and column instructions. Program-related questions that cannot be answered through the provided support materials should be directed to the [MDE Office of Special Education](#).

Like an Excel worksheet, the SE-4094 form auto-calculates certain cells based on the data entered. These cells are colored gray for easier identification. Auto-calculated fields are also locked. If a result does not match what you expected, review the cells used in the calculation and make changes as applicable. On the SE-4094, the following fields are auto-calculated:

Total Salaries	Line 6	Sum of lines 1-5.
Total Non-Vehicle Related P/S	Line 13	Sum of lines 8-12.
Total Vehicle Related P/S	Line 21	Sum of lines 14-20.
Total Supplies	Line 27	Sum of lines 22-26.
Total Expenditures	Line 30	Sum of lines 6, 7, 13, 21, 27, 28 and 29.
Miles Per Gallon	Line 34	Total of line 31 divided by line 33.
Total Column	Column 7	Sum of columns 2, 4 and 6 for each line.

Importing from FID

This import feature is optional. You may continue to manually enter data in the SE-4094 as in the past.

In the main form of the 4094 there is an "Import Expenditures from FID" button. Clicking this button will import any relevant data that has already been supplied in the main FID collection. Please see Appendix A for FID accounting combinations that will be imported during this process.

The screenshot shows a software interface with a button labeled "Import Expenditures from FID" circled in red. To the right is a "Print" button. Below these is a link "View Allowable COA". At the bottom is a form titled "Contact Info (Required)" with three input fields: "Name", "Phone Number", and "Email Address".

If you choose to use the import feature, please note the following:

- Your FID collection must be in "submitted" status. The deadline for the 4094 collection is approximately three weeks prior to the deadline for the FID collection.
- Your district may need to report FID expenditure data at a higher level of specificity than is currently required. Please see MDE's [Transportation Allowable Expenditures](#) for object codes used in the 4094.

Ridership Verification

If your district indicates Section 53a transportation costs by entering a value in the "Total Riders Per Count Week" cell (line 32, column 6), the names of the students claimed must be provided. To enter this data, click on the **Enter Sec. 53a Ridership Verification** button in the left corner of the screen. This will take you to the Ridership Verification screen as shown in the picture to the right. Enter last and first names for each student. When you have completed your entries, click **Save** and then **Previous** to return to the SE-4094 screen. The application will check to ensure that the number of students entered meet, at a minimum, the entry in the "Total Riders..." cell. Data cannot be submitted to the ISD until this qualification has been met.

This screen can be accessed directly by selecting Ridership Verification from the third drop-down menu.

Section 53a Ridership Verification

To claim Section 53a transportation costs on both the SE-4094 Transportation Expenditure Report and the SE-4096 Special Education Actual Cost Report, list the names of the pupils claimed as Section 53a riders as of the October 2020 Pupil Count Week. [Enter a first and a last name; minimum 2 characters each.]

<u>Last Name</u>	<u>First Name</u>

[<< Previous 10 Names](#) [Next 10 Names >>](#)

Saving/Submitting Data: Click the **Save** button to save data in order to leave the application and return to complete your submission later. When data entry has been completed, submit the data to the ISD for review by clicking the **Submit to ISD** button. Upon clicking the **Submit to ISD** button, the form is locked. No changes can be made unless an ISD user releases the form back to the district. However, you will still be able to view and print your form at any time even after the collection has closed.

Reminder: If your account has been inactive for more than 20 minutes (the application does not recognize cell entry or tabbing as activity), your session will time out and you must log in to the application again. Any unsaved data

will be lost. Therefore, we highly recommend that you periodically save your data.

Your submission is not complete until the data have been submitted to the state by the ISD. The ISD user responsible for your district will review the data as submitted. Once the data have been submitted, we recommend that users save a copy of the report for their records. To enable the form to print within the page margins, select the "print preview" option from the printer menu in Internet Explorer. When the preview window opens, select "Shrink to Fit" from the print size drop-down menu.

SE-4094 ISD-Level Access

The financial forms function of FID is role-based. This section of the User Guide describes functions available to ISD-level users of the SE-4094 form.

The ISD-level role of the SE-4094 form comprises two functions. Like a district-level user, an ISD user can enter and submit the ISD's transportation expenditure data. ISD-level users also have the added ability of reviewing the data entries of their constituent districts and, if satisfied, completing the districts' submissions to the state.

Status List

Unique to ISD-level users is the status list function available from the third drop-down menu. From this screen, ISD-level users can view the current submission status of all their constituent districts and complete the final submissions to the state. An example of the status screen is shown below:

SE-4094 Data Status by District Date: 06-27-2007

School District: 04000 ... Alpena User: Mary Fiscal Year: 2005-2006

Code	District Name	Status	Submitted to ISD
01010	Alcona Community Sc	View Form	<input type="checkbox"/>
04000	Alpena-Montmorency-A	View Form	<input type="checkbox"/>
04010	Alpena Public Schools	View Form	<input type="checkbox"/>
04077	Happy Valley Schools	View Form	<input type="checkbox"/>
04901	Bingham Academy	View Form	<input type="checkbox"/>
60010		View Form	<input type="checkbox"/>
60020		View Form	<input type="checkbox"/>

Callouts:

- The submission status for each district is provided as hyperlinks. Click on the link to view a status history.
- Click here to view (and edit, if permission has been granted) a district's SE-4094 form.
- Check here to select the district(s) you wish to Reject or Submit. Then click the applicable button below.

Buttons: Reject Submit To CEPI

Data submissions will fall into one of the following statuses:

- Incomplete Indicates that no data have been entered and saved. Default.

- Data Saved Indicates data have been entered and saved.
- Submitted to ISD Indicates data have been submitted to the ISD for review.
- Submitted to State Indicates ISD submitted district data to State.
- Returned to District by ISD Indicates ISD user has unlocked the form to allow district user to make changes before submission can be completed.
- Returned to District by State Indicates state user has unlocked the form to allow district user to make changes before submission can be completed.

The district code, district name, and status columns on this screen are sortable by clicking on the column heading. Clicking on the **View Form** link adjacent to the district name will take you to the main form for that district in order to review what has been completed. You may also review the status history for a given district by clicking the status link adjacent to the **View Form** link.

By default, a red "x" is populated in the final column. This is an indication that the district submission has not been submitted to the ISD/State. At this point, there is no action for the ISD user to make. When the district has submitted to the ISD, the red "x" will change to a checkbox.

When a district's submission is in "Submitted to ISD" status, the ISD user can either reject the submission or finalize the submission to the State. When a district user submits the data to the ISD, the form is locked to prevent future changes.

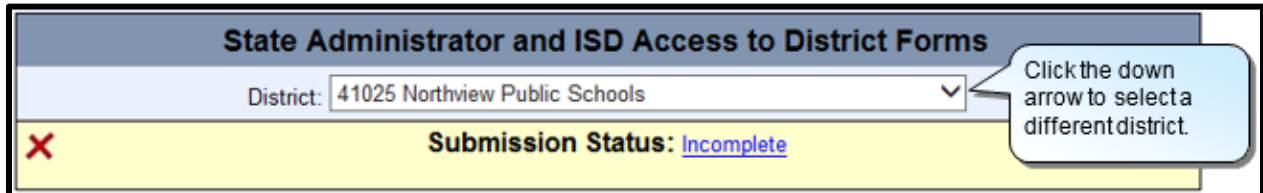
If the ISD user discovers an issue with the data, the user may choose to reject the form back to the district. This will unlock the form for the district user for the necessary corrections to be made. If the district user enabled the ISD edit option on the form, the ISD user may also modify the data. Otherwise, the ISD user will have to reject the form so that the district user can submit the necessary changes.

If the ISD user determines that a district's data are accurate, the user can submit the form to the state. When the "Submit to State" button is selected for a district, the status will change, and the checkbox will become a green checkmark. When all the districts on the status screen have green checkmarks, the submission process is complete.

To reject or submit a form, select the checkbox for a district, and then click on the appropriate button on the bottom of the screen. Multiple districts can be selected if the ISD user prefers to submit or reject files in bulk. Click the "Select All" option in column header row if you wish to reject or submit all district files simultaneously.

SE-4094 Form (ISD View)

ISD users have view access to the forms of their own district and each of their constituents, which can be accessed through the status list screen as described previously, or by selecting "main form" from the third drop-down menu. The form itself is the same for both district- and ISD-level users; the difference lies in the functionality available to ISD users.



The screenshot shows a web interface titled "State Administrator and ISD Access to District Forms". It features a dropdown menu for "District:" with "41025 Northview Public Schools" selected. Below this is a yellow box with a red "X" icon and the text "Submission Status: [Incomplete](#)". A callout bubble points to the dropdown arrow with the text "Click the down arrow to select a different district."

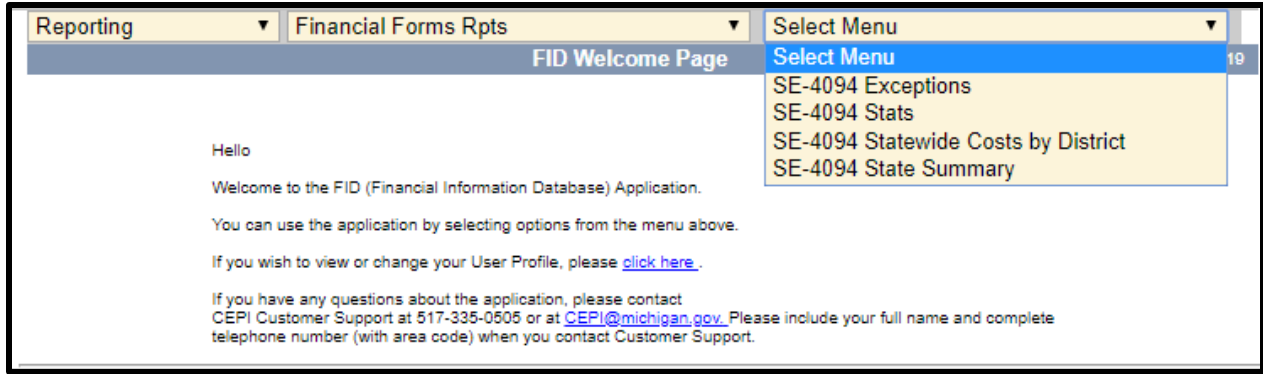
The SE-4094 form for ISD users contains a district indicator, which is a drop-down menu that allows you to navigate through all the ISD's district forms easily without having to go back to the status list screen. If a district indicated no transportation services, the message "This district does not operate transportation services" will appear instead of the form.

District users can grant edit privileges to the ISD by highlighting an indicator box within the submission status box. If the ISD does not have edit access to a form, this will be indicated directly below the submission status box as shown above. Without this permission, an ISD cannot edit a constituent form. Please refer to the district-level instructions for guidelines on entering data.

The ISD-level form contains buttons on the bottom of the screen from which a user can individually reject a form back to the district user or, if satisfied, submit the form to State. The district user must be contacted by the ISD user if a form requires revisions.

Reporting

The SE-4094 has a variety of reports that are generated from data in the system and provide users with the opportunity to view and analyze data. To access the Reporting section of the application, select "Reporting" from the first drop-down menu, then "Financial Forms Rpts" from the second drop-down menu. This enables the third drop-down menu from which you will select the desired report.



For a complete list of the available reports, as well as a detailed description of what each report provides, please review the FID Report List which can be found under the Help and Training section of the [FID web page](#).

Appendix A: SE-4094 Import Allowable Combinations

The following combinations of Function Codes, Object Codes, Grant Codes and Program Codes may be imported from the FID if a district has already certified its FID submission:

Line	Function Code	Object Codes	Grant Code	Program Code
1: Supervision	271	1160 1170	Sec. 52: 202 Sec. 53: 203	099 or blank
2: Bus Driver	271	1610	Sec. 52: 202 Sec. 53: 203	099 or blank
3: Secretarial/Clerical	271	1620	Sec. 52: 202 Sec. 53: 203	099 or blank
4: Aides	271	1630	Sec. 52: 202 Sec. 53: 203	099 or blank
5: Other Support	271	1550 1670 1860	Sec. 52: 202 Sec. 53: 203	099 or blank
7: Employee Benefits	271	2100 2410 2800 2920	Sec. 52: 202 Sec. 53: 203	099 or blank
8: Local Expenses	271	3210 3220	Sec. 52: 202 Sec. 53: 203	099 or blank
9: Telephone/Postage	271	3410 3430	Sec. 52: 202 Sec. 53: 203	099 or blank

Line	Function Code	Object Codes	Grant Code	Program Code
12: Other Non-Veh Purch Serv	271	3450	Sec. 52: 202 Sec. 53: 203	099 or blank
16: Pupil Trans Family Veh Cost	271	3320 3330	Sec. 52: 202 Sec. 53: 203	099 or blank
18: Pupil Trans Fleet Insurance	271	3930	Sec. 52: 202 Sec. 53: 203	099 or blank
19: Contracted/Leased Buses	271	4230	Sec. 52: 202 Sec. 53: 203	099 or blank
20: Other Vehicle Related Costs	271	4130 4220	Sec. 52: 202 Sec. 53: 203	099 or blank
24: Tires/Batteries	271	5720	Sec. 52: 202 Sec. 53: 203	099 or blank
25: Other Supplies/Repair Parts	271	5730 5790	Sec. 52: 202 Sec. 53: 203	099 or blank
26: Office Supplies	271	5910	Sec. 52: 202 Sec. 53: 203	099 or blank
28: Other Expense/Adjustment	271	7410	Sec. 52: 202 Sec. 53: 203	099 or blank