

IMPORTING EXPENDITURE DATA

CTEIS provides an import feature to facilitate the entry of expenditure records. Import files are formatted as detailed by the FID and defined by the CEPI Financial Information Database Uploading Files document, available at:

www.michigan.gov/documents/FIDLAYOUT_76742_7.pdf.

Expenditure import files should be generated as single-tab Microsoft Excel spreadsheets containing the information shown in the following table:

Column Name	Type	Definition
FundCode	Alpha	Use 11 for now
FunctionCode	Alpha	Describes the activity for which a service or material is acquired (see function code examples in 4033 Guidance Spreadsheet)
ObjectCode	Alpha	Describes the service or commodity obtained as the result of a specific expenditure (see object code examples in 4033 Guidance Spreadsheet)
ProgramCode	Alpha	CIP Code
GrantCode	Alpha	Possible values: 61a1, 61b, 61c, Other (defaults to 61a1 if left blank)
School (OBNO)	Alpha	OBNO - five digit building number
Other(Type)	Alpha	Program Type, possible values: REG, EMC (defaults to REG if left blank)
Amount	Numeric	Dollar amount of Expenditures

*To Import Expenditures into a contracted Building: In the "School" field, enter Operating District followed by 00000. ex: 1234500000.

To import expenditure data, carry out the following steps:



1. From the **Data Entry** → **Expenditures** menu, choose **Expenditure Import**.
2. Beneath the **Import Expenditures** header, click the **Choose File...** link and locate your import file.

Import Expenditures

Choose File...

Load Records

3. Click the **Load Records** button to upload your file. Error-free records are displayed with a green bar beneath their rows in the temporary table created on the resulting screen. Warnings are displayed in a yellow message bar, and errors are displayed within a red message bar.
4. To correct any errors, adjust your import file, then upload the file again.
5. Click the **Import Records** button above the grid to import your expenditures.

Import Expenditures

Choose File...

Load Records

Import Records

Fund Code	Function Code	Object Code	Program Code (CIP)	Grant Code	School (OBNO)	Other (REG/EMC)	Amount	Found PSN
Status:								
11	127	1240	51.0000	61a1	00001	REG	1000	99999
11	127	1240	51.0000	61b	00001	REG	2000	99999
11	127	1240	51.0000	61c	00001	REG	3000	99999
11	127	1240	51.0000	61a1	00001	REG	4000	99999
Grant code defaulted to 61a1.								
11	127	1240	51.0000	61a1	00001	REG	5000	99999
11	226	1170	11.0901	61b	00001	REG	5000	88888
Fund Code defaulted to 11.								