# Report for SPEDFRS Reporting – Nebraska

APTAFUND-3753

## Introduction

AptaFund has created a new grid report for Nebraska clients to aid in information gathering so multiple reports are no longer needed when preparing and reporting SPEDFRS.

The following Custom Fields have been configured for the NE region to support the SPEDFRS report:

- Employee
    - SPEDFRS License Number.
    - The existing 'NDE Staff ID' will be used to provide the export field with the same name.
- Employee Job
    - SPEDFRS Supervisory - Yes/No
    - The existing 'Assign Code' will be used to provide the Position Assignment export field.
- COA
    - SPEDFRS Age Group - A drop down with 3 hard-coded options
    - SPEDFRS Staff Type - A drop down with 7 hard-coded options
    - SPEDFRS SPI Code - A drop down with 3 hard-coded options

## The Set Up

To set up user chart of accounts to pull these account codes into the report appropriately, please go to the COA. Clients will have two options; Mass Update multiple accounts or update single accounts.

To Mass Update, in the COA screen choose multiple accounts with like attributes by checking the box next to the account number. Then go to the more menu. Choose Mass Update.
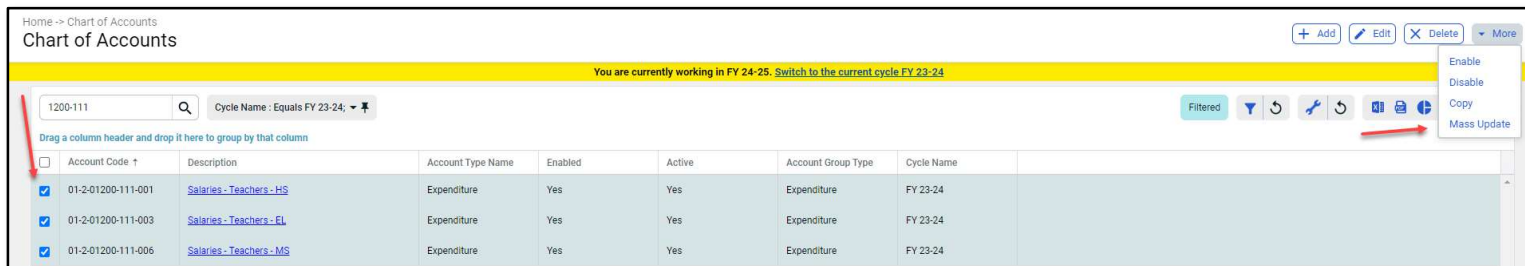


*Fig 1. Mass Update*

The Boxes with Age Group, Staff Type and SPI Code will then Populate. Each field has a drop down for users to select the appropriate value.
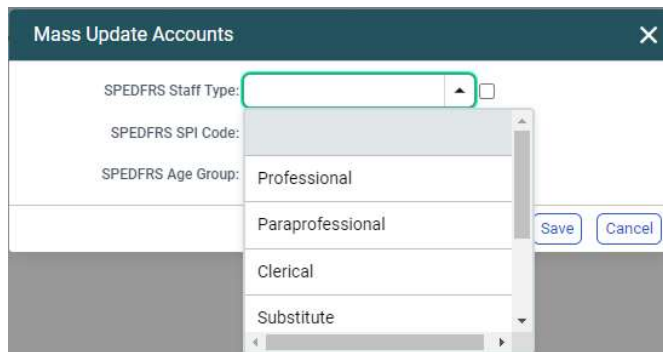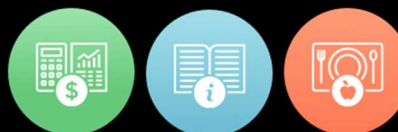


*Fig 2. Mass Update Dropdowns*

To update individual accounts within your COA, simply click the hyperlink on the description or check the box next to the account number then select edit in the upper right corner of the screen. This will produce an Edit Account Code screen which will give the user more options for editing but also contains the SPEDFRS specific custom column selections.
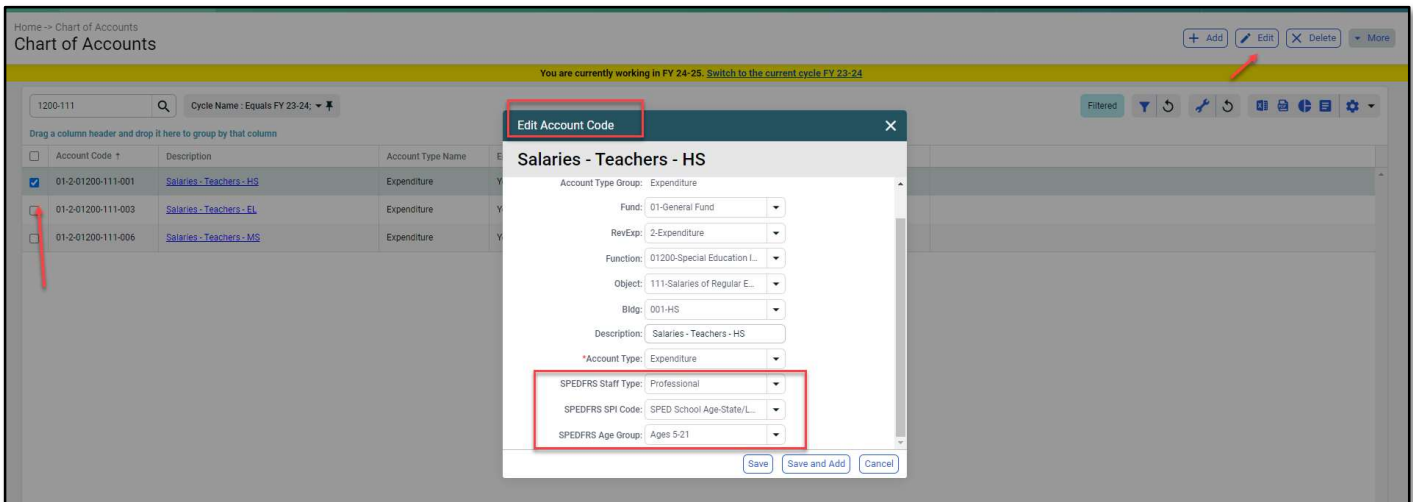


*Fig 3. Edit Account Code Box*

The Following Custom Fields are required for the report:
- NDE Staff ID: Located on Employee Record
- License Number: Located on Employee Record
- Position Assignment: Use Assignment code located on the Job Record
- Supervisory: Located on the Job Record

A new "Nebraska SPEDFRS Supplementary Report of Expenditures" Report to Grid style report has been added and has a single parameter – Accounting Cycle

The results are generated with:

- All payments made on non-voided paychecks from all payroll registers in the accounting cycle that are in the Paid state.
- Employee Job payments and Employer-side deduction amounts (no employee-side deduction amounts).
- Payments to GL Accounts that have a the 'SPEDFRS SPI Code' value in the COA screen.
- Payments to GL Accounts that have a the 'SPEDFRS Staff Type' value in the COA screen.

A result row is created for each unique combination of:

- The Employee - (Name, SPEDFRS License Number, and NDE Staff ID).
- The value of the 'SPEDFRS Age Group' on the Employee Job.
- The value of the 'SPEDFRS SPI Code' on the COA.

One row will always represent one employee, but that one employee may appear in multiple rows if they have multiple jobs – when this happens – a single job will be selected based on the job with the highest salary.

The initial state of the result grid shows all data retrieved from AF that is expected to be sent to the NDE for this report. The user is allowed to add, delete, and edit rows from the grid for manual adjustments. All exported fields are editable by the user. Fields manually edited by the user are highlighted in yellow.

Note that the FTE value is always taken from the full value entered onto the job.

# The Grid

The grid is consistent with standard AptaFund grid reports, the user will first start at the Reports screen and select a single parameter.



*Fig 4. Report Parameters*

Per standards users can choose to report to grid, or if it has already been created for a period and users would like to continue work, they may choose Continue with Previous editing.

# The Editability

Due to the fact that not all Nebraska Clients report their Substitutes and Bus Drivers the same way (some combine and some line item each employee), we have made this grid completely editable for all fields. Lines may even be deleted if an employee was errantly included, or they may be added if an employee was errantly excluded. Bus driver and Subs individual lines may be deleted in lieu of one line with all 8's or 9's in the staff ID for reporting if that is district policy and practice. The goal was maximum flexibility in reporting.



*Fig 5. Reporting Grid*

# The Editability Continued

To edit employee records within the record ONLY and clear validation errors users will check the box next to their name where a box will populate with all editable fields. To edit an employee to clear record and maintain employee record, users may leave the report, change the employee records or edit COA custom columns and choose the delete and regenerate option to see if all errors have now been corrected.



*Fig 6. Edit SPEDFRS reporting record*

# The Export

The Export button will put the results into a CSV file formatted for the NDE. Note that most system will automatically open CSV files in MS Excel, but this may hide or change their original formatting. Open these files with Notepad or other text editor to see the true raw data.