

Illinois- Site Based Reporting

The Illinois State Board of Education has announced its Site-Based Expenditure Reporting initiative. This reporting requirement began with the 2018-19 school year and required all school districts and other designated reporting entities to report per-pupil expenditure data at the district and at the school level, disaggregated by source of funds (federal vs. state/local).

ISBE has worked with SDS to simplify the pulling of the information.

Please follow these steps to produce the needed report:

1. Reports/Financial Reports
2. 1. Select standard Expenditure Report
3. Report Format – Account Left State Right
4. 2. Calendar date – final day of most recent fiscal year
5. 3. Report Columns – leave as 5 columns just like screen print below
6. 4. Subtotal Definition – leave as is
7. 5 Active Account Selection Options – check mark Any Activity and Account Status= A.
8. Select Export to Excel

Reports and Processes (Version SB-APP)

Display Expenditure Report View PDF Export to Excel Design Options Save Report Delete Report Show/Hide Your Documents Auto Export

2. Activity Date Settings
Report as of: 5/30/2023

1. Available Reports & Groups
Standard Individual Report

3. Report Columns
M.T.D. Activity Y.T.D. Activity Open Encumb. Current Budget Budget Balance

Add % of budget column to this report. Activate column heading change.

4. Subtotal Definition

Sort/Total report by	Total based upon	If greater or equal	If less or equal	Page advance on change
Fund	Full Code	No Lower Boundary	No Upper Boundary	<input checked="" type="checkbox"/>
Function - (Expense)	Thousands (1000)	No Lower Boundary	No Upper Boundary	<input type="checkbox"/>
Function - (Expense)	Full Code	No Lower Boundary	No Upper Boundary	<input type="checkbox"/>
Object	Hundredths (1200)	No Lower Boundary	No Upper Boundary	<input type="checkbox"/>

Print report total on separate page.

5. Active Account Selection Options

Include only active accounts.

Current YTD <= 0 Last YTD <= 0 Any Activity Account_Status = 'A'

9. Open Excel file and save as. Please name it like this: district name.xlsx

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Total	Acct_Num	Account_C	MPlusTPlu	YPlusTPlus	Open_Enci	Current_B	Budget_Be	Acct_Type	State_Acc	State_Cod	Description	Required	Percent									
	10.1100.1	Nat'l Boar	0	88.4	0	519	430.6	X	10-1100-1	10	Education	1	1000	Instructor	4	1100	Regular K-	2	100	Salaries	3	17.03
	10.1100.1	Line Title II	4421.21	57239.24	0	57533.22	293.98	X	10-1100-1	10	Education	1	1000	Instructor	4	1100	Regular K-	2	100	Salaries	3	111.02
	10.1102.1	JRH Inst'l S	66121.02	811709.2	0	692055.4	-119654	X	10-1102-1	10	Education	1	1000	Instructor	4	1100	Regular K-	2	100	Salaries	3	129.28

**Make sure that you see State Budget Number in Column J.

10. Upload to State.