

# ***Form 9 Supplemental Schedules***

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# Supplemental Schedules?

- Where can I find the schedules?
- What information is needed for each schedule?
- How do I fill out the schedules?
- What do I do if I don't have any data for the schedules?
- Are there any formatting or character limits for the schedules?
- How do I save my schedules?
- I'm getting errors, but my totals match. What do I do?
- I received a file from my vendor to upload, but I'm getting errors. What do I do?



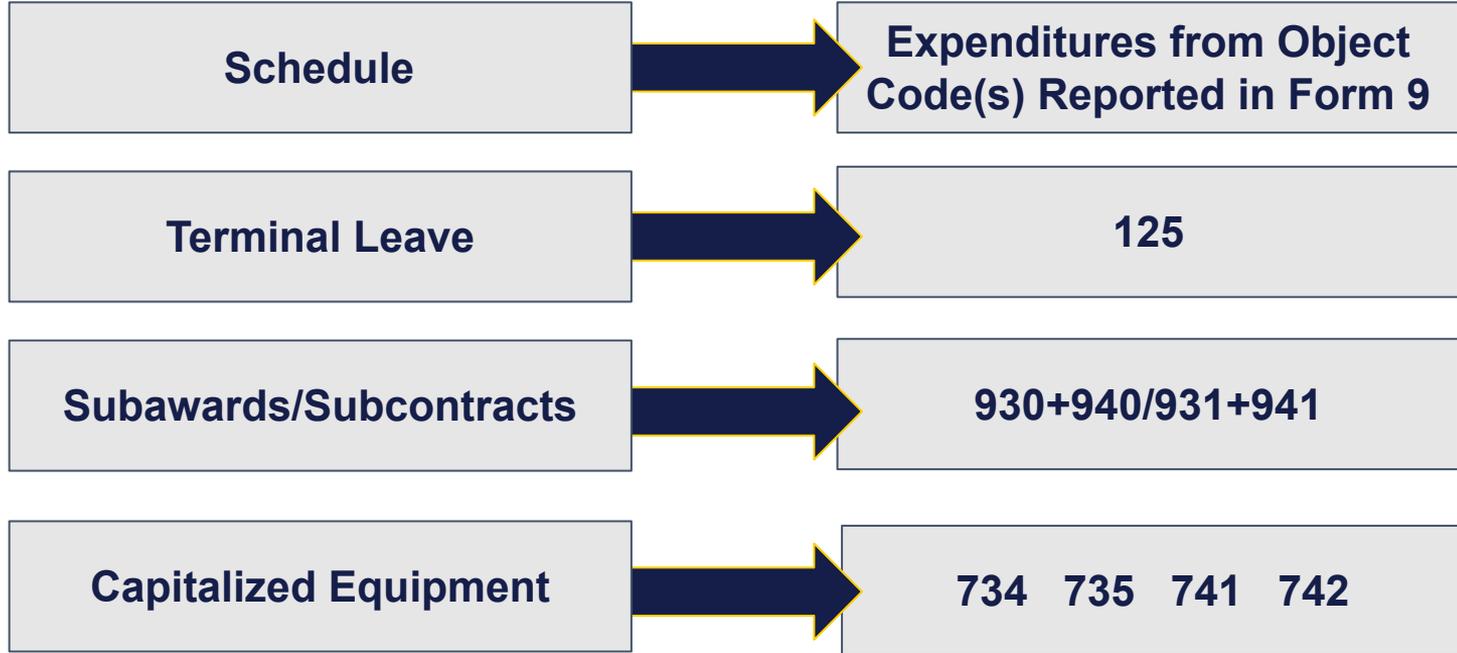
# Where can I find the schedules?

You can locate the schedules in [Moodle](#).

If you are not enrolled in the Public Finance Community, send [us](#) an email for information.

The Moodle logo is displayed on a light gray rectangular background that is tilted. The word "Moodle" is written in a stylized, 3D font with a blue-to-purple gradient.

# What information is needed for each schedule?



# What information is needed for each schedule?

## Let's talk about **SOFTWARE**:

**Generally, software costs (regardless of the purchased price) associated with licenses are NOT considered to be a capitalized asset (object 742) unless it has been internally developed and used for educational or administrative purposes.**

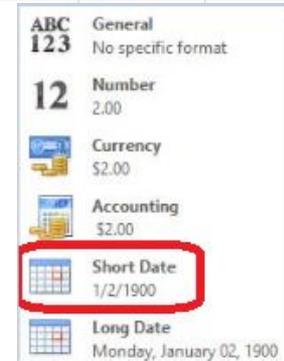
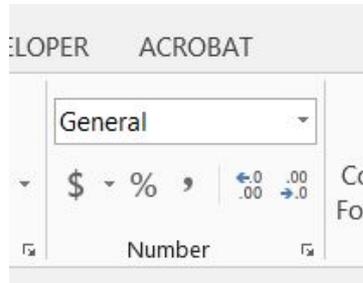


# How do I fill out the schedules?

## Terminal Leave Schedule:

| Employee Name                             | Job Title  | School ID   | Fund Number   | Expenditure Account   | Object Code  | Date of Payment  | Indirect Unused Leave Payment                       | Direct Unused Leave Payment |
|---|--|---|---|---|--|--|---|-----------------------------|
| Name of Employee;<br>25 character maximum | Position held by employee;<br>20 character maximum | Four-digit school id<br>used when this<br>expenditure was<br>reported in Form 9 | Three or four-digit<br>fund used when this<br>expenditure was<br>reported in Form 9 | Five-digit expenditure<br>account used when<br>this expenditure was<br>reported in Form 9 | Three-digit object<br>code used when this<br>expenditure was<br>reported in Form 9 | Date the<br>payment<br>was made;<br>Short Date<br>format | <b>Both of these cells must<br/>have an amount.</b> |                             |

Short Date



# How do I fill out the schedules?

## Capitalized Equipment Schedule:

| Equipment Type / Brief Description of the Equipment | Acquisition Date                                    | Fund Number  | Expenditure Account  | Object Code   | Payment Amount   | Per Unit Cost                  | Capitalized Threshold                                     | School ID  |
|---|---|--|--|---|--|--------------------------------|---|--|
| Equipment type; 25 character maximum                | Date the equipment was purchased; Short Date format | Three or four-digit fund used when this expenditure was reported in Form 9 | Five-digit expenditure account used when this expenditure was reported in Form 9 | Three-digit object code used when this expenditure was reported in Form 9 | The amount paid for the equipment using the fund/account/object listed to the left | The unit cost of the equipment | The lesser amount of the capitalized threshold or \$5,000 | Four-digit school id used when this expenditure was reported in Form 9 |



If there were multiple payments for one piece of equipment, list each payment separately.



# What do I do if I don't have any data for a schedule?



# Are there any formatting or character limits for the schedules?

## Terminal Leave

- Character limit in column A of 25
- Character limit in column B of 20
- All cells in columns H and I must have an amount (use 0 if no amount)
- No commas

## Subawards/Subcontracts

- Character limit in column A of 25
- No commas

## Capitalized Equipment

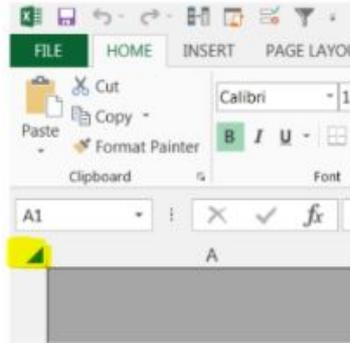
- Character limit in column A of 25
- No commas

Make sure you save the file as "General" format EXCEPT for dates. Save date columns as "Short Date".

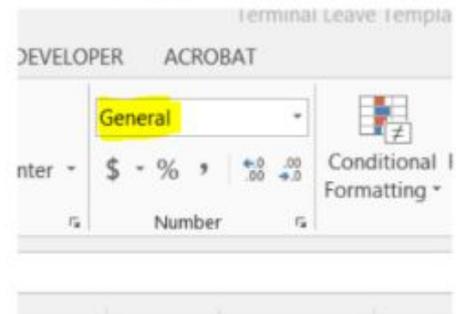


# How do I save my schedules?

1. Highlight your entire file by clicking on the green triangle shown here in yellow:

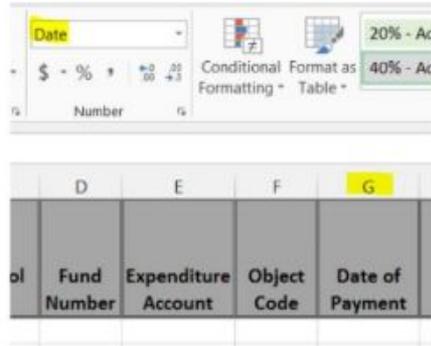


2. Format your data as "General".

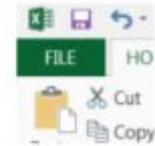


# How do I save my schedules?

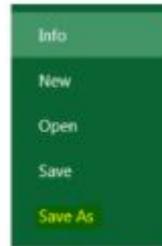
3. If the template has a "Date" column, highlight that column, then select "Short Date".



4. Click "File".



5. Click "Save As".

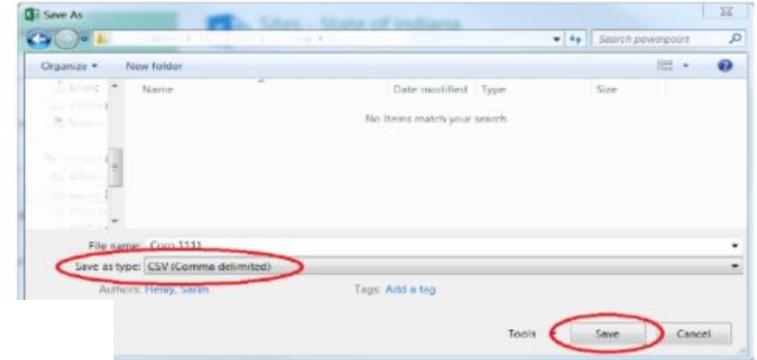


# How do I save my schedules?

6. Click the "Browse" icon.

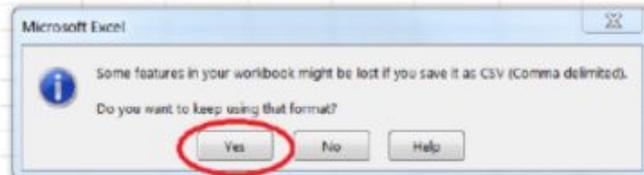


7. Click on the save as type drop-down box and select CSV (comma delimited) option. You can then rename the file if you like.



8. Save file.

9. Click on "Yes" to keep using the CSV format.



# I'm getting errors, but my totals match. What do I do?

If your file is giving errors:

1. Check to make sure there is a header
2. Check to make sure there are no commas
3. Check the character limits



How?

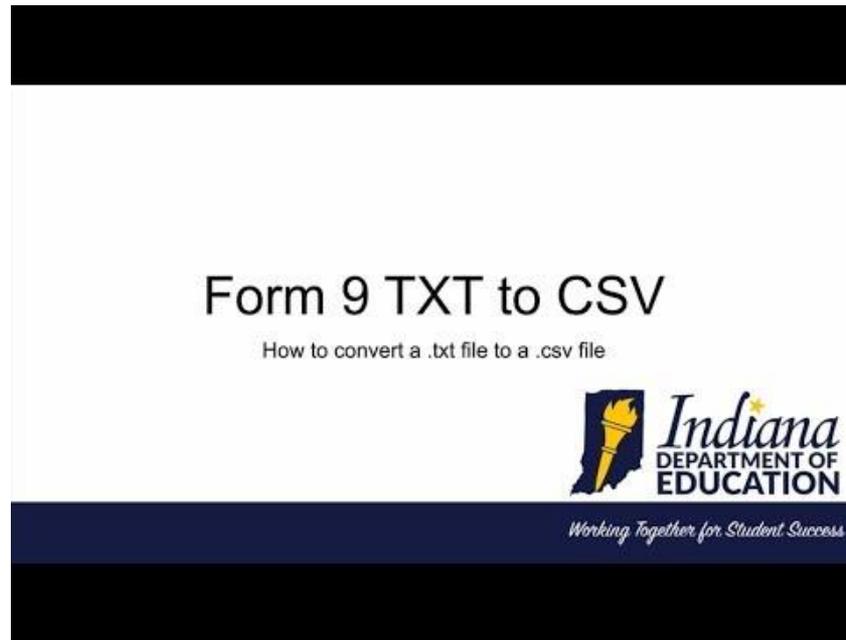
If the above checks are not the issue, it's time to compare your schedule against your Form 9 data file.



## I'm getting errors, but my totals match. What do I do?

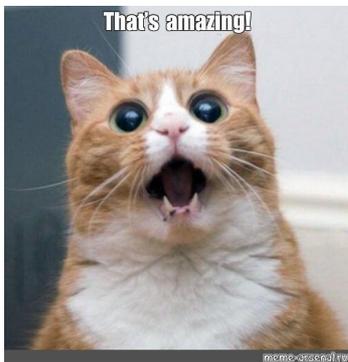
If your data file is in .txt format, please view our video on how to convert .txt to .csv.

You can find this video in Moodle under Form 9 Guidance.



# I'm getting errors, but my totals match. What do I do?

Now that your data in Excel format rather than numbers on a notepad, you can easily view and even edit your data.



|   | A    | B | C   | D     | E   | F        | G    | H |
|---|------|---|-----|-------|-----|----------|------|---|
| 1 | 1111 | 4 | 100 | 60100 | 910 | 1075465  | 0    | 0 |
| 2 | 1111 | 2 | 101 | 11100 | 110 | 151223.5 | 1073 | 0 |
| 3 | 1111 | 2 | 101 | 11100 | 110 | 326699.9 | 1075 | 0 |
| 4 | 1111 | 2 | 101 | 11100 | 120 | 26487.44 | 1073 | 0 |
| 5 | 1111 | 2 | 101 | 11100 | 120 | 38522.56 | 1075 | 0 |
| 6 | 1111 | 2 | 101 | 11100 | 135 | 130      | 1073 | 0 |
| 7 | 1111 | 2 | 101 | 11100 | 135 | 17417.5  | 1075 | 0 |
| 8 | 1111 | 2 | 101 | 11100 | 211 | 1963.17  | 1073 | 0 |
| 9 | 1111 | 2 | 101 | 11100 | 211 | 4212.76  | 1075 | 0 |

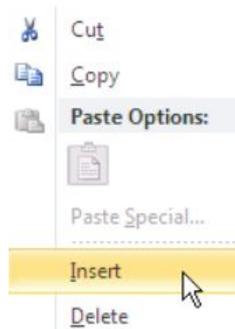


# I'm getting errors, but my totals match. What do I do?

|   | A    | B | C |
|---|------|---|---|
| 1 | 1111 | 4 | 1 |
| 2 | 1111 | 2 | 1 |

Insert a new, empty row

- Right click on "1"
- Select "Insert"



# I'm getting errors, but my totals match. What do I do?

Enter the following headers:

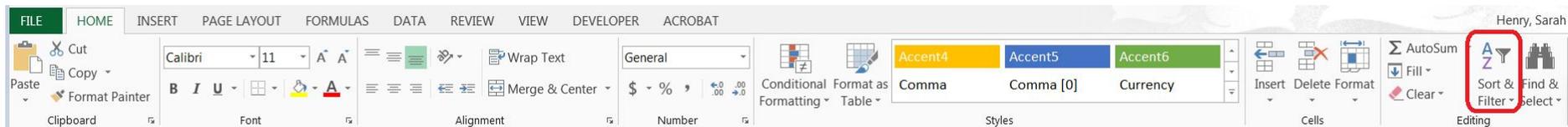
- a. Corp
- b. Section
- c. Fund
- d. Account
- e. Object
- f. Amount
- g. School ID
- h. Sub-Category

|    | A    | B       | C    | D       | E      | F        | G         | H            |
|----|------|---------|------|---------|--------|----------|-----------|--------------|
| 1  | Corp | Section | Fund | Account | Object | Amount   | School id | Sub-Category |
| 2  | 1111 | 4       | 100  | 60100   | 910    | 1075465  | 0         | 0            |
| 3  | 1111 | 2       | 101  | 11100   | 110    | 151223.5 | 1073      | 0            |
| 4  | 1111 | 2       | 101  | 11100   | 110    | 326699.9 | 1075      | 0            |
| 5  | 1111 | 2       | 101  | 11100   | 120    | 26487.44 | 1073      | 0            |
| 6  | 1111 | 2       | 101  | 11100   | 120    | 38522.56 | 1075      | 0            |
| 7  | 1111 | 2       | 101  | 11100   | 135    | 130      | 1073      | 0            |
| 8  | 1111 | 2       | 101  | 11100   | 135    | 17417.5  | 1075      | 0            |
| 9  | 1111 | 2       | 101  | 11100   | 211    | 1963.17  | 1073      | 0            |
| 10 | 1111 | 2       | 101  | 11100   | 211    | 4212.76  | 1075      | 0            |
| 11 | 1111 | 2       | 101  | 11100   | 212    | 11037.18 | 1073      | 0            |
| 12 | 1111 | 2       | 101  | 11100   | 212    | 24107.97 | 1075      | 0            |
| 13 | 1111 | 2       | 101  | 11100   | 214    | 3760.85  | 1073      | 0            |
| 14 | 1111 | 2       | 101  | 11100   | 214    | 5226.95  | 1075      | 0            |
| 15 | 1111 | 2       | 101  | 11100   | 215    | 1023.03  | 1073      | 0            |
| 16 | 1111 | 2       | 101  | 11100   | 215    | 2028.07  | 1075      | 0            |
| 17 | 1111 | 2       | 101  | 11100   | 216    | 12360.86 | 1073      | 0            |
| 18 | 1111 | 2       | 101  | 11100   | 216    | 27220.89 | 1075      | 0            |
| 19 | 1111 | 2       | 101  | 11100   | 221    | 756      | 1073      | 0            |
| 20 | 1111 | 2       | 101  | 11100   | 221    | 1732.5   | 1075      | 0            |



# I'm getting errors, but my totals match. What do I do?

Now you are able to put a filter on your data.



Select "Filter"

Now your file should look similar to this:

|   | A    | B       | C    | D       | E      | F        | G      | H       |
|---|------|---------|------|---------|--------|----------|--------|---------|
| 1 | Corp | Section | Fund | Account | Object | Amount   | School | Sub-Cat |
| 2 | 1111 | 4       | 100  | 60100   | 910    | 1075465  | 0      | 0       |
| 3 | 1111 | 2       | 101  | 11100   | 110    | 151223.5 | 1073   | 0       |
| 4 | 1111 | 2       | 101  | 11100   | 110    | 326699.9 | 1075   | 0       |
| 5 | 1111 | 2       | 101  | 11100   | 120    | 26487.44 | 1073   | 0       |
| 6 | 1111 | 2       | 101  | 11100   | 120    | 38522.56 | 1075   | 0       |



# I'm getting errors, but my totals match. What do I do?

Select the dropdown arrow in column E - Object

|   | A      | B         | C      | D        | E       | F        | G        | H         |
|---|--------|-----------|--------|----------|---------|----------|----------|-----------|
| 1 | Corp ▾ | Section ▾ | Fund ▾ | Accoun ▾ | Objec ▾ | Amount ▾ | School ▾ | Sub-Cat ▾ |
| 2 | 1111   | 4         | 100    | 60100    | 910     | 1075465  | 0        | 0         |
| 3 | 1111   | 2         | 101    | 11100    | 110     | 151223.5 | 1073     | 0         |
| 4 | 1111   | 2         | 101    | 11100    | 110     | 326699.9 | 1075     | 0         |
| 5 | 1111   | 2         | 101    | 11100    | 120     | 26487.44 | 1073     | 0         |
| 6 | 1111   | 2         | 101    | 11100    | 120     | 38522.56 | 1075     | 0         |

Select the applicable object code(s) the schedule in which you are receiving the error.

Example: Select 125 if you are wanting to compare your Terminal Leave Schedule.



# I'm getting errors, but my totals match. What do I do?

You can now easily view your terminal leave expenditures.

|    | A      | B         | C      | D        | E        | F        | G        | H         |
|----|--------|-----------|--------|----------|----------|----------|----------|-----------|
| 1  | Corp ▾ | Section ▾ | Fund ▾ | Accoun ▾ | Object ▾ | Amount ▾ | School ▾ | Sub-Cat ▾ |
| 80 | 1111   | 2         | 101    | 21340    | 125      | 300      | 0        | 0         |
| 89 | 1111   | 2         | 101    | 22360    | 125      | 360      | 1069     | 0         |
| 99 | 1111   | 2         | 101    | 24100    | 125      | 1200     | 1069     | 0         |



# I'm getting errors, but my totals match. What do I do?

Make sure you compare not only the amount, but also the fund, account, object, and school id.



|    | A      | B         | C      | D         | E        | F        | G        | H         |
|----|--------|-----------|--------|-----------|----------|----------|----------|-----------|
| 1  | Corp ▾ | Section ▾ | Fund ▾ | Account ▾ | Object ▾ | Amount ▾ | School ▾ | Sub-Cat ▾ |
| 80 | 1111   | 2         | 101    | 21340     | 125      | 300      | 0        | 0         |
| 89 | 1111   | 2         | 101    | 22360     | 125      | 360      | 1069     | 0         |
| 99 | 1111   | 2         | 101    | 24100     | 125      | 1200     | 1069     | 0         |



## I'm getting errors, but my totals match. What do I do?

- If you are able to find a discrepancy, update the schedule and try uploading again.
- If you find that the error is in your data file, you are able to make the correction in the file and upload it in to DOE Online.
  - Uploading a new file will replace the file that has already been submitted.
  - Uploading a new file will “reset” steps four through eight.
- If you find no discrepancies, feel free to contact us at [form9@doe.in.gov](mailto:form9@doe.in.gov) for assistance.



# I received a file from my vendor to upload, but I'm getting errors. What do I do?

If your vendor-created file is giving errors:

1. Check to make sure there is a header
2. Check to make sure there are no commas
3. Check the character limits

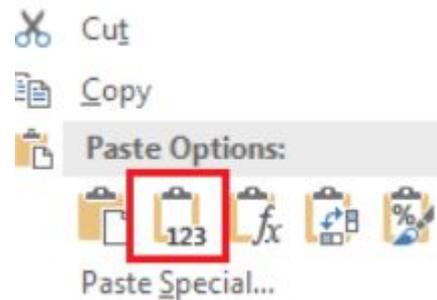
If the above checks are not the issue, copy your data(minus the header) from your schedule.

|   | A   | B                | C              | D                      | E              | F                 | G                | H                        | I         |
|---|---|------------------|----------------|------------------------|----------------|-------------------|------------------|--------------------------|-----------|
| 1 | Equipment Type /<br>Brief Description of<br>the Equipment | Acquisition Date | Fund<br>Number | Expenditure<br>Account | Object<br>Code | Payment<br>Amount | Per Unit<br>Cost | Capitalized<br>Threshold | School ID |
| 2 | car   | 7/2/2019         | 300            | 27400                  | 735            | 55115             | 55115            | 5000                     | 0         |
| 3 | mower   | 7/3/2019         | 300            | 47000                  | 742            | 32072.87          | 32072.87         | 5000                     | 0         |
| 4 | office desk   | 7/4/2019         | 300            | 47000                  | 742            | 11781.4           | 11781.4          | 5000                     | 0         |
| 5 | barbie doll   | 7/5/2019         | 300            | 47000                  | 742            | 21565.1           | 21565.1          | 5000                     | 0         |
| 6 | laminator   | 7/6/2019         | 300            | 47000                  | 742            | 5536.69           | 5536.69          | 5000                     | 0         |



# I received a file from my vendor to upload, but I'm getting errors. What do I do?

- Download the schedule from Moodle.
- Right click on cell 2-A.
- Select paste values.
- Save the schedule according to the previous instruction.
- Upload the new schedule.



If the new file is still giving any error(s), you will want to compare the entries listed in the schedule against your Form 9 data file.



# More Information

If you have any questions or would like additional assistance, please contact us at [form9@doe.in.gov](mailto:form9@doe.in.gov)

