Site-Based Expenditure Reporting: Vendor-Specific User Directions

Each year, the Illinois State Board of Education (ISBE) Site-Based Expenditure Reporting (SBER) team considers how to improve the annual reporting process for districts. We strive for efficiency and accuracy in our data collection and individualized service to districts that need support. In the fiscal year 2022 collection window, the SBER team introduced a questionnaire on the start page to direct users to the reporting approach best suited to their context. Three reporting approaches are available to districts in the ISBE Web Application Security (IWAS) system:

1. ISBE's IWAS Online Tool: This requires the upload of an expenditure report and assists districts in calculating site-level expenditures within IWAS.
2. Vendor-Calculated Report: Some vendors produce a Site-Based Expenditure Report or provide tools to assist users in performing the calculations. Depending on the size of the district, data may need to be transferred into an upload template before the report can be uploaded and submitted to ISBE.
3. District-Calculated Report: Some districts have their own process for performing the calculations.

Based on the reporting approach selected by the district, IWAS can provide vendor-specific instruction to users, including directions for downloading the report or file they need to complete the Site-Based Expenditure Report. We have noticed in the past that some district officials struggle to identify the most appropriate file to expedite the upload process, and some districts are not fully aware of vendor-specific tools to calculate expenditures. Providing these instructions to users directly within IWAS can facilitate a more efficient annual reporting process.

An example of where these vendor-specific instructions will be presented is below. (See the yellow "Tips" bar.) **If you would like instructions for your system to appear in IWAS, please take a few moments to complete the [Site-Based Expenditure Vendor Survey.](#)** You may also reach out to the SBER team at site-based@isbe.net with questions.

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
« Back	2022	0	0	–	–	$0.00	**Next »**

GETTING STARTED

Reset ⌃

Your responses to the questions below will help us guide you through Site-Based Expenditure Reporting. Once enabled, the *Next »* button above will walk you through the steps needed to submit your report. As always, in-depth explanation of all things site-based can be found in the Site-Based Expenditure Reporting Guidance 🗎.

Need help? Click the floating ❓ button below to send us a question at any time.

Select the option below that best describes how you are calculating and compiling your FY 2022 site-based expenditure data.

- ● **RECOMMENDED** I would like to use the ISBE online tool to calculate my site-based per-pupil expenditures. *This option replaces the ISBE Excel calculation workbook.*
- ○ My accounting software/vendor calculates site-based per-pupil expenditures.
- ○ I use an off-sheet (custom) approach following ISBE reporting guidance.

Which accounting software/vendor provides your ledger/expenditure reports? *This will be needed for your ISBE online calculations.*

○ Chalkable	○ PMA	○ Software Unlimited Inc. (SUI)
● Skyward	○ Specialized Data Systems (SDS)	○ Computer Information Concepts / Infinite Campus
○ Power School	○ Tyler Technology / Vision / SisFin	○ Rycor Software
○ Forecast 5 Analytics	○ Kirtley Tech - CIMS Weidenhammer EMS FMS Alio	○ Other: Please specify other software/vendor...

Looks like you are ready to access the ISBE online calculation tool. In the next step, we will upload your expenses. *Click the button below to continue.*

Tips : Vendor Instructions Here

▦
CALCULATE

Proceed to online calculation »

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