



Local Percentage Guide

How to pull reports
for MOE Test #2 on the Final AFR Maintenance of Effort Data form.

2022-23

Division of Elementary and Secondary Education

Updated 09-09-22



Reports to Calculate Local Percentage for MOE Test # 2

- Pull the following eFinance revenue reports to figure a percentage for “**Local funds only**” from the total amount of State and Local funds (minus Activity funds).
- The same report will be pulled twice; once for Local revenue and once for State revenue.
- Follow the screen shots exactly.
- Business Managers will need the screen shots.



Pulling the Local Revenue Report

Pull a *Summary Revenue Status Report* (Board Format) for local revenue account numbers. See screen shots below.



The screenshot shows the eFinancePLUS interface. At the top, there is a 'Menu' dropdown and a 'Quick Search' field. Below this is a vertical navigation menu with the following items: Fund Accounting (selected), Entry & Processing, Periodic Routines, Reports (highlighted with a green arrow), Reference Tables, and Custom. To the right of the navigation menu is a grid of report categories and their sub-items:

- Accounts Payable Reports**
 - Cash Requirements
 - Cash Requirements in Check Format
 - Check Register
 - Check Register w/System Voids
 - Use Tax Report
 - Vendor Payment History
 - Year to Date Discounts
- Audit Trails**
 - Expenditure Audit Trail
 - Expenditure Transaction Analysis
 - General Ledger Audit Trail
 - GL Transaction Analysis
 - Project Audit Trail
 - Project Transaction Analysis
 - Revenue Audit Trail
 - Revenue Transaction Analysis
- Balance Sheets**
 - Print Balance Sheets by Fund
 - Print Combining Balance Sheet
 - Print Consolidated Balance Sheet
- Budget Control Reports**
 - Budget Allocations
 - Budget Control Status
 - Budgets Exceeded
- Daily Transaction Listings**
 - Journal Entry Report
- Expenditure Comparison Reports**
 - Detail Exp Comparison Report
 - Expenditure Comparison Report
 - Summary Exp Comparison Report
- Expenditure Status Reports**
 - Detail Expenditure Status Report
 - Expenditure Status Report
 - GASB Detail Expenditure Status Report
 - GASB Expenditure Status Report
 - GASB Summary Expenditure Status Report
 - Summary Exp Status Report
- Financial Statements**
 - Cash Receipts
 - Encumbrance Activity Reports
 - Encumbrance Status Reports
 - Enterprise Fund Income Statement
 - Prior And Current Yr Cash Report
 - Receivable Status Reports
 - Trial Balance
- Project Status Reports**
 - Project Status Detail Report
 - Project Status Report
 - Project Summary Report
- Revenue Comparison Reports**
 - Detail Revenue Comparison Report
 - Revenue Comparison Report
 - Summary Rev Comparison Report
- Revenue Status Reports**
 - Detail Revenue Status Report
 - GASB Revenue Status Report
 - Revenue Status Report
 - Summary Revenue Status Report




The screenshot shows the eFinancePLUS main menu. At the top, there is a logo and the text 'eFinancePLUS'. Below this is a 'Menu' dropdown and a 'Quick Search' field. The main menu items are: Fund Accounting (highlighted with a green arrow), Purchasing, Human Resources, and e-Forms & Tools.



Screen Shot for the Local Revenue Report

Report Information

 This report will print a summary of the revenue status by fund.

Report Format

Format Type * **B - Board Format**



Report Criteria

Fund

FUNCTION

LOCATION

PROGRAM

SUBJECT

BUDGET UNIT

Account



[23458]* Fund: brackets



10000:19999

[Advanced Search](#)

Additional Criteria

Year * **2022**

Period * **13**





Local Revenue Report

ARKANSAS PUBLIC SCHOOL COMPUTER NETWORK
 DATE: 06/09/2021
 TIME: 08:30:32

SUMMARY REVENUE STATUS REPORT (BOARD FORMAT)

PAGE NUMBER: 1
 REVSTALL

SELECTION CRITERIA: orgn.fund like '[23458]%' and revledgr.account between '10000' and '19999'
 ACCOUNTING PERIOD: 13/22

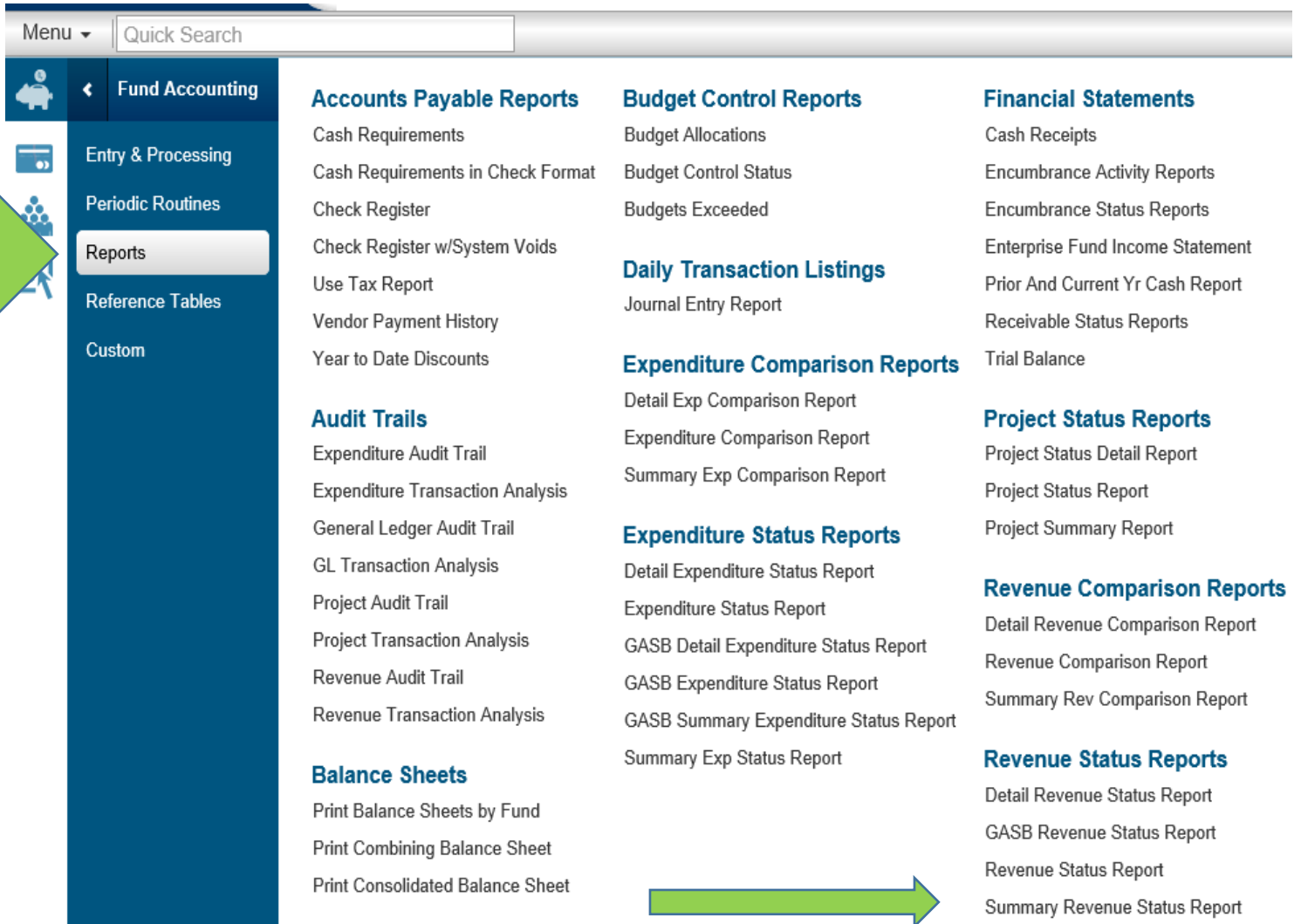
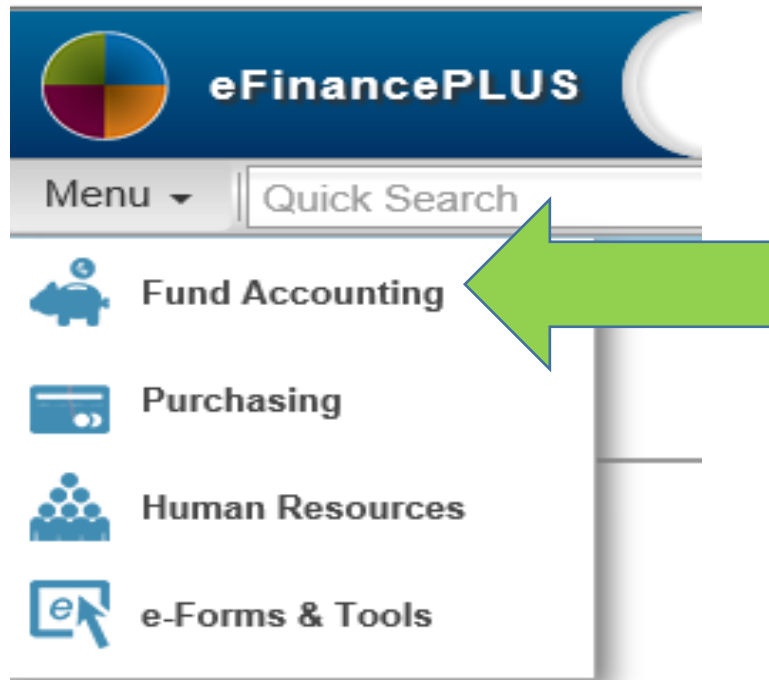


ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
11110	PROPERTY TAXES-CURRENT	2,645,000.00	.00	.00	2,456,117.99	188,882.01	92.86
11115	PROPERTY TAX RELIEF	150,000.00	.00	.00	194,402.38	-44,402.38	129.60
11120	PROPERTY TAX-40% BY 6/30	790,000.00	.00	.00	790,163.23	-163.23	100.02
11125	40% - RELIEF	535,000.00	.00	.00	567,255.85	-32,255.85	106.03
11140	PERSONAL TAX - DELINQUENT	168,000.00	.00	.00	119,252.01	48,747.99	70.98
11150	EXCESS COMMISSION	15,000.00	.00	.00	62,928.15	-47,928.15	419.52
11160	LAND REDEMPTION & DELINQU	118,462.00	.00	.00	103,887.58	14,574.42	87.70
11200	SALES AND USE TAX	.00	.00	.00	.00	.00	.00
11400	PENALTIES/INTEREST ON TAX	.00	.00	.00	.00	.00	.00
11500	INTEREST ON UNAPP PROP TA	.00	.00	.00	71.98	-71.98	.00
12800	REVENUE IN LIEU OF TAXES	20,000.00	.00	.00	18,993.78	1,006.22	94.97
13120	SUMMER SCHOOL	.00	.00	.00	.00	.00	.00
13210	REGULAR DAY SCHOOL	.00	.00	.00	.00	.00	.00
13290	OTHER PROGRAMS	.00	.00	.00	.00	.00	.00
15100	INTEREST ON INVESTMENTS	35,200.00	.00	.00	134,584.45	-99,384.45	382.34
16110	DAILY SALES	120,000.00	.00	.00	95,324.64	24,675.36	79.44
16300	SP FUNCTIONS - CONTRACT	165,000.00	.00	.00	136,264.45	28,735.55	82.58
16900	OTHER FOOD SVS REVENUE	2,000.00	.00	.00	1,350.00	650.00	67.50
19130	BLDGING RENTAL	20,000.00	.00	.00	16,700.00	3,300.00	83.50
19200	PRIVATE CONTRIBUTIONS	5,000.00	.00	.00	168,455.00	-163,455.00	3369.10
19300	SALES OF SUPPLIES & MATER	.00	.00	.00	.00	.00	.00
19400	TEXTBOOK SALES & RENTALS	.00	.00	.00	.00	.00	.00
19510	OTHER LEA WITHIN STATE	.00	.00	.00	.00	.00	.00
19800	REFUNDS OF PRIOR YR EXPEN	15,100.00	.00	.00	119,032.43	-103,932.43	788.29
19900	MISC REV FR LOCAL SOURCES	20,000.00	.00	.00	14,003.94	5,996.06	70.02
TOTAL REPORT		4,823,762.00	.00	.00	4,998,787.86	-175,025.86	103.63



Pulling the State Revenue Report

Pull a *Summary Revenue Status Report* (Board Format) for local revenue account numbers. See screen shots below.






Screen Shot for the **State** Revenue Report

Pull the *Summary Revenue Status Report* (Board Format) for State revenue account numbers. See Screen shots for account numbers.

Report Information

 This report will print a summary of the revenue status by fund.

Report Format

Format Type *

Report Criteria

Fund

FUNCTION

LOCATION

PROGRAM

SUBJECT

BUDGET UNIT

Account

Advanced Search

20000:32999

Additional Criteria

Year *

Period *



State Revenue Report



SELECTION CRITERIA: rev\ledgr.account between '20000' and '32999'
 ACCOUNTING PERIOD:
 13/22

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD/ BUD
22000	RESTRICTED GRANTS IN AID	.00	.00	.00	.00	.00	.00
31101	FOUNDATION FUNDING	24,795,913.00	.00	.00	24,795,913.00	.00	100.00
31103	98% TAX COLLECT GUARANTEE	.00	.00	.00	66,957.00	-66,957.00	.00
31450	STUDENT GROWTH	.00	.00	.00	1,597,485.00	-1,597,485.00	.00
31460	DECLINING ENROLLMT	.00	.00	.00	.00	.00	.00
31900	OTHER	.00	.00	.00	.00	.00	.00
32232	SCH RECOGNITION AWARDS	.00	.00	.00	25,236.22	-25,236.22	.00
32250	PQE INDUCTION/MENTORING	.00	.00	.00	.00	.00	.00
32251	CWIP GRANT	.00	.00	.00	.00	.00	.00
32252	TESS AND LEADS	.00	.00	.00	.00	.00	.00
32256	PROFESSIONAL DEVELOPMENT	145,005.00	.00	.00	145,005.00	.00	100.00
32260	ACT 799-GAME & FISH COMM	.00	.00	.00	.00	.00	.00
32290	OTHER GRANTS-REG ED	.00	.00	.00	.00	.00	.00
32310	HAND CHILD-SUPV/EXTEND YR	22,000.00	.00	.00	24,411.32	-2,411.32	110.96
32314	SPEX EXT SCH YR	5,000.00	1,277.56	.00	6,975.56	-1,975.56	139.51
32330	NON-HAND-RESID TREATMENT	.00	.00	.00	.00	.00	.00
32340	HAND-RESIDENT TREATMENT	.00	.00	.00	.00	.00	.00
32355	SPEC ED-CATASTROPHIC OCC	90,000.00	.00	.00	103,124.78	-13,124.78	114.58
32360	EXCEPTIONAL CHILD GRANT	.00	.00	.00	.00	.00	.00
32361	AP INCENTIVE	.00	.00	.00	11,070.93	-11,070.93	.00
32370	ALTERNATIVE LEARNING	411,805.00	.00	.00	411,805.00	.00	100.00
32371	LIMITED ENGLISH PROFICIEN	71,656.00	.00	.00	76,050.00	-4,394.00	106.13
32381	NSLA STATE AID	1,164,038.00	.00	.00	1,164,038.00	.00	100.00
32382	NSL MATCH GRANT	.00	.00	.00	3,012.83	-3,012.83	.00
32415	SEC VOC CNTR	153,562.50	.00	.00	153,562.52	-.02	100.00
32480	VOC NEW PGM START-UP	.00	.00	.00	13,969.54	-13,969.54	.00
32520	MATCHING (STATE)	13,483.00	.00	.00	14,499.81	-1,016.81	107.54
32710	AR BETTER CHANCE(ABC)GRNT	84,000.00	.00	.00	89,578.56	-5,578.56	106.64
32912	GENERAL FACILITIES	.00	.00	.00	.00	.00	.00
32913	GROWTH FACILITY FUNDINGS	.00	.00	.00	.00	.00	.00
32915	DEBT SERV SUPPLEMENT	229,500.00	.00	.00	229,500.00	.00	100.00
32924	FACILITIES PARTNERSHIP	.00	.00	.00	768,662.74	-768,662.74	.00
32941	GOV COMP SCIENCE GRANT	.00	.00	.00	.00	.00	.00
32990	OTHER GRNTS/AID FRM STATE	.00	.00	.00	.00	.00	.00
TOTAL REPORT		27,185,962.50	1,277.56	.00	29,700,857.81	-2,514,895.31	109.25



YTD Revenue Total

Locate the YTD Revenue column in both reports. Add the two totals together to get a total revenue amount.

Local Revenue	4,998,787.86
State Revenue	29,700,857.81
Total	34,699,645.67



Finding the Local Percentage

- Divide the **Local** revenue YTD total by the **Total** revenue amount from both revenue reports.
- Set the calculator decimal for 4 places.
- This should give you a percentage with 4 places past the decimal point.
- **DO NOT ROUND**

$$4,998,787.86 / 34,699,645.67 = 14.4059\%$$

Use the
Percentage key



MOE Test #2 Local Percentage

- Enter the Local Percentage (example) into MOE Test #2 of the 2021-22 AFR Data form in MYSPEd.
- Users must enter all 4 numerals past the decimal point for the form to calculate correctly. **Do Not Round.**
- When the Local Percentage is entered, the remainder of the MOE Tests will prepopulate and calculate.

TEST #2

Note: After calculating the Local only Percentage, enter the percentage in the box below(99.9999%). For information on calculating the Local Percentage please refer to the October 1 Amendment Power Point.

<http://www.arkansased.gov/divisions/learning-services/special-education/funding-finance/finance-training-material>

2020-21 Local Percentage (%): 33.3768

2021-22 Local Percentage (%): * (99.9999) DO NOT ROUND