



# **MAEFAIRS TFS Upload Instructions**

**Revenue, Expenditure and Additional  
Expenditure Uploads**

July 2026

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# A. Revenues

The template needed to upload the revenues is located online on the School Finance webpage under the Accounting tab or found at: [TFS Revenue Upload Template](#)

## Step 1 – Format File

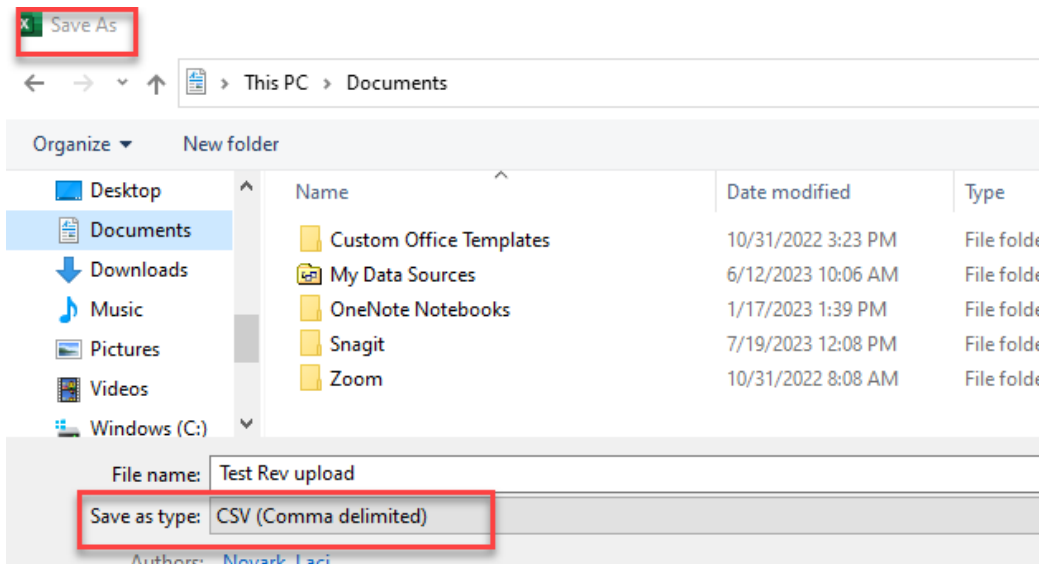
The MAEFAIRS Revenue File must be in \*.csv format. The file may be opened and edited in Excel prior to saving. It is important to note that there are columns that require special formatting. Files that do not have proper formatting or are not in \*.csv format will not upload. The files generated from software vendors should be in the correct format and will not need further modification. The following is a description of each column and the method of formatting from Excel to \*.csv.

	A	B	C	D	E	F	G
1	LE	FY	Fund Code	Subfund	Revenue Code	Project Reporter Code	Amount
2	0738	2024	15		6100	816	0.01
3	0738	2024	17		1111		19354.62
4	0738	2024	17		1112		167.76
5	0738	2024	17		1114		85.42
6	0738	2024	17		1190		49.96
7	0738	2024	17		1340		2450
8	0738	2024	17		1510		3.07
9	0738	2024	18		1311		6110
10	0738	2024	18		1510		1.21
11	0738	2024	18		3260		2447.23
12	0738	2024	20		1910		4098.25
13	0738	2024	21		1510		18.37
14	0738	2024	21		5300		5108.37
15	0738	2024	28		1111		39020.91
16	0738	2024	28		1112		466.32
17	0738	2024	28		1114		210.63
18	0738	2024	28		1190		134.15
19	0738	2024	28		1510		18.37
20	0738	2024	29		1510		196.55
21	0738	2024	50		1111		247362.11
22							

- **Column A (LE):** This is the legal entity number for the district in 4-digit format (e.g., LE 738 must be formatted to 0738. To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click Ok.
- **Column B (FY):** The Fiscal Year (FY) must match the open FY in MAEFAIRS. You will only be able to upload the current year financial data.

- **Column C (Fund Code):** The Fund Code must be valid for the FY entered in Column B, the Subfund code entered in Column D, and the Revenue Code entered in Column E. The Fund Code must be in 2-digit format (e.g., General Fund (1) must be 01). To zero pad the column, right click on the column header (C) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 00). Click Ok.
- **Column D (Subfund):** The Subfund is a new designation and allowed only in the Building Reserve Fund (61). All revenues in the Building Reserve Fund (61) require a subfund code. The Subfund must be valid for the FY entered in Column B, the Fund Code entered in Column C and the Revenue Code entered in Column E. All subfunds are 3 digits and require no zero padding.
- **Column E (Revenue Code):** The Revenue Code must be valid for the FY entered in Column B, the Fund code entered in Column C, and the Subfund entered in Column D. All revenue codes are 4 digits and require no zero padding.
- **Column F (Project Reporter Code):** The Project Reporter Code (PRC) must be valid for the FY entered in Column B. PRC's are entered manually for each year in Step 4 of the Trustees' Financial Summary (TFS). PRC's are required for all Revenues in the Miscellaneous Programs Fund (15) and the Building Reserve Fund (61), Building Reserve Safety subfund 611. The PRC must be in 3-digit format (e.g., PRC 18 must be 018). To zero pad the column, right click on the column header (F) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 000). Click Ok.
- **Column G (Amount):** The Amount column must contain numbers without symbols (e.g., no dollar sign or comma). If the amount is negative, the revenue must be flagged to allow a negative revenue and a minus sign must indicate the negative amount. The amount cannot be blank or zero.

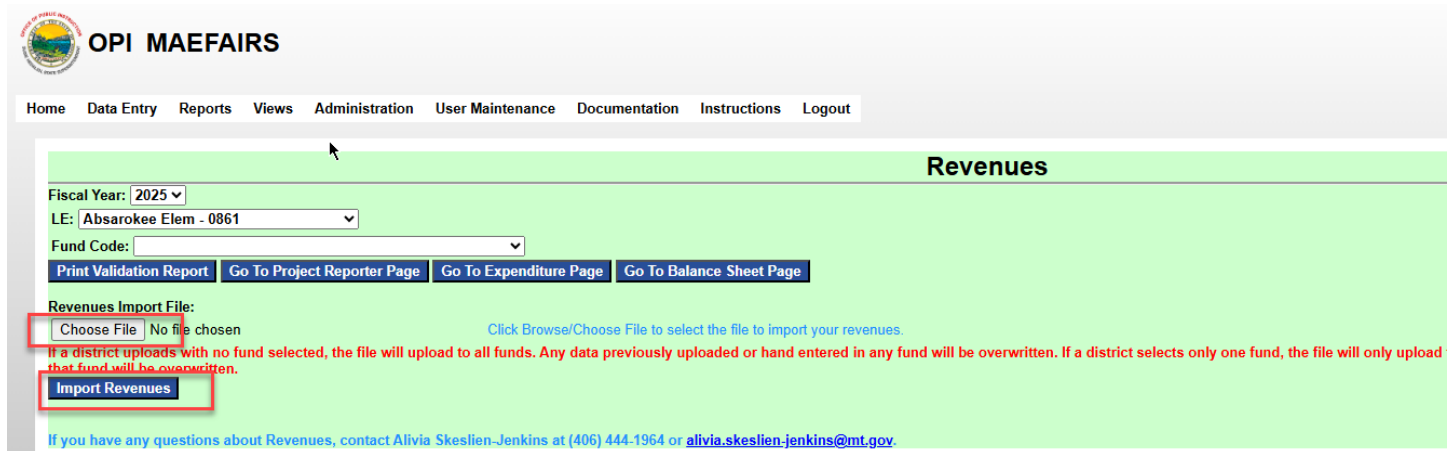
Once all the columns are formatted correctly, convert the file to \*.csv format (choose CSV (comma delimited) when saving the file from Excel). Please note that if the \*.csv file is re-opened in Excel; all formatting will be lost. Files exported from a financial vendor should already be in \*.csv format.



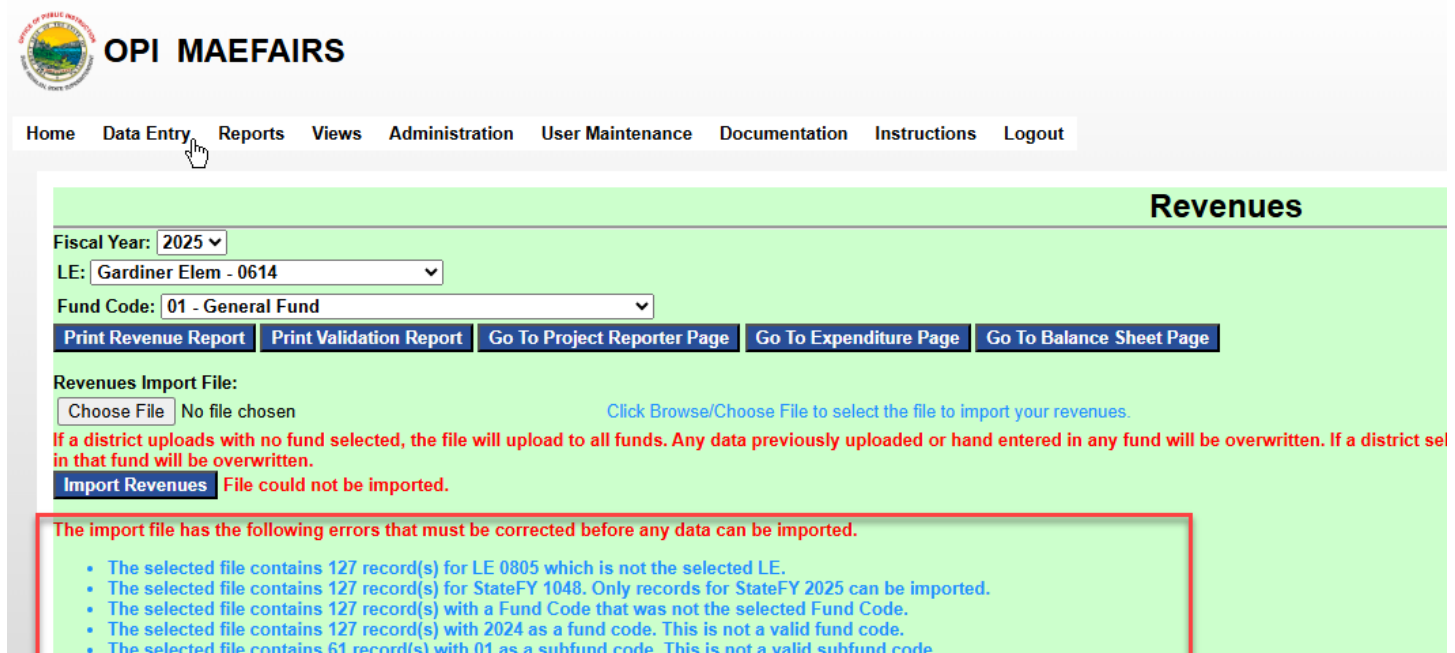
## Step 2 – Upload File

It is important to note that the TFS is completed in sequential steps. Steps 1-5 should be completed prior to Step 6: Revenues. However, only Step 4: Project Reporter Codes (PRC) is required to be completed prior to uploading revenues.

In MAEFAIRS, under Trustee Financial Summary (TFS), go to Step 6: Revenues. Under Revenues Import File, click Browse/Choose File and select the \*.csv file to be uploaded. Click Import Revenues.



If there are any errors associated with the file, they will appear below the import revenues button. All errors must be corrected before any data is written to the MAEFAIRS table. The errors do not identify a line number from the file, but they are written in a way to help you easily find the error in your file. Correct all the errors listed – both in your local source data (if applicable) and in the file, reformat the file (if necessary), and repeat the upload process.



Once the file is accepted, the words “File imported” will appear below the import screen. If no fund is currently selected, select a fund and/or subfund to view the uploaded records. At this point, additional records may be entered manually, but manual corrections may be made. However, it is important to note that any additional file uploads will over-write both previous uploads and any additional manual entries.

**OPI MAEFAIRS**

Home Data Entry Reports Views Administration User Maintenance Documentation Instructions Logout

**Revenues**

Fiscal Year: 2025  
LE: Absarokee Elem - 0861  
Fund Code:

Print Validation Report Go To Project Reporter Page Go To Expenditure Page Go To Balance Sheet Page

Revenues Import File:  
Choose File No file chosen [Click Browse/Choose File to select the file to import your revenues.](#)

If a district uploads with no fund selected, the file will upload to all funds. Any data previously uploaded or hand entered in any fund will be overwritten. If a district uploads with a fund selected, only that fund will be overwritten.

Import Revenues **File imported.**

If you have any questions about Revenues, contact Alivia Skeslien-Jenkins at (406) 444-1964 or [alivia.skieslien-jenkins@mt.gov](mailto:alivia.skieslien-jenkins@mt.gov).

**Note:** Revenues are uploaded for all funds in one file, so the selection of a fund is not required prior to uploading.

### Step 3 – Validations and Reports

Once the file has been uploaded and any manual entries and/or corrections have been made, the data may be validated using the all the usual methods. From the data entry screen there is the option to Print Revenue Report and Print Validation Report. There is an additional report available under Reports/TFS (PDF format). Additional corrections are not required for the upload of raw data may be required before submission of the TFS.

## B. Expenditures

**\*\*NEW:** The Expenditures file may either be uploaded by single fund or by all funds. If a district uploads (or hand enters) a single fund, followed by all funds, what was uploaded (or hand entered) will be over-written. However, the district may upload all funds, then upload a single fund without removing what was uploaded (or hand entered) in another fund. To upload all funds, de-select the fund prior to importing the file. To upload by single fund, select the fund prior to uploading the file.

Template: [TFS Expenditure Upload Template](#)

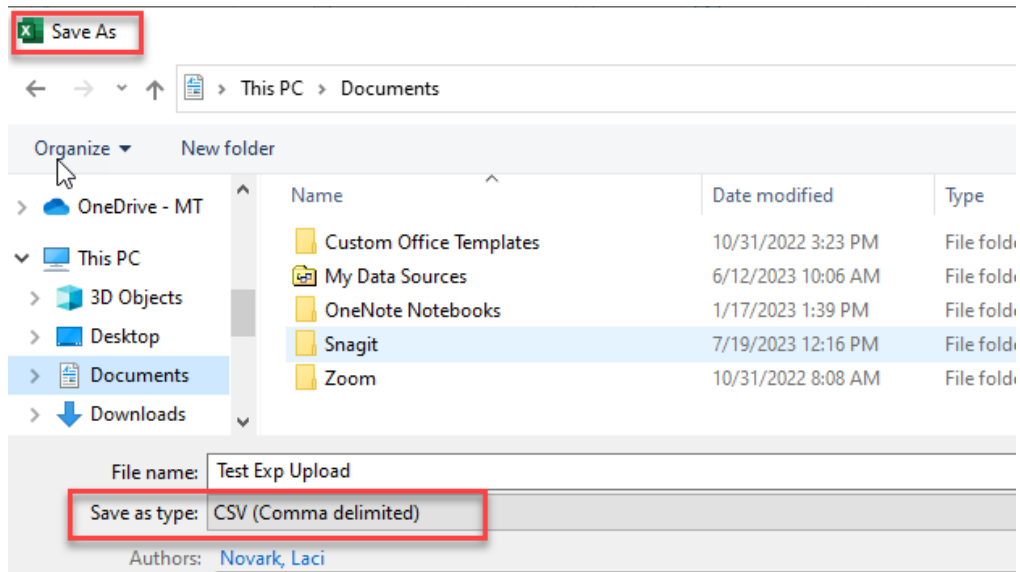
	A	B	C	D	E	F	G	H	I	J	K
1	LE	SC	FY	Fund Code	Subfund	Program Code	Function Code	Object Code	Project Reporter Code	Amount	
2	0861	0775	2024	01		1XX	1XXX	1XX		12353.00	
3	0861	0775	2024	01		1XX	1XXX	2XX		562.00	
4	0861	1125	2024	01		1XX	1XXX	3XX		100.00	
5	0861	1125	2024	01		1XX	1XXX	4XX		250.00	
6	0861	0775	2024	01		1XX	1XXX	5XX		25000.00	
7	0861	0775	2024	01		1XX	1XXX	6XX		15896.00	
8	0861	0775	2024	01		1XX	1XXX	810		4569.00	
9	0861	1125	2024	01		1XX	21XX	1XX		12554.00	
10	0861	1125	2024	01		1XX	21XX	2XX		1254.00	
11	0861	1125	2024	01		1XX	21XX	6XX		23.00	
12	0861	1125	2024	01		1XX	21XX	810		100.00	
13	0861	0775	2024	01		1XX	221X	6XX		2000.00	
14	0861	0775	2024	01		1XX	221X	810		5000.00	
15	0861	0775	2024	01		1XX	222X	1XX		2564.00	
16	0861	0775	2024	01		1XX	222X	2XX		1257.00	
17	0861	1125	2024	01		1XX	222X	6XX		12569.00	
18	0861	1125	2024	01		1XX	23XX	1XX		12483.00	
19	0861	0775	2024	01		1XX	23XX	2XX		5000.00	
20	0861	1125	2024	01		1XX	23XX	5XX		500.00	

### Step 1 – Format File

- **Column A (LE):** The Legal Entity (LE) number for the district must be in 4-digit format (e.g., LE 861 must be formatted to 0861). To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click Ok.
- **Column B (SC):** The school code (SC) must be a valid SC associated with the LE in Column A and the FY in Column C in 4-digit format (e.g., SC 775 must be formatted to 0775). To zero pad the column, right click on the column header (B) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click Ok.
- **Column C (FY):** The fiscal year (FY) must match the open FY in MAEFAIRS. You will only be able to upload current year financial data.

- Column D (Fund Code): The Fund Code must be valid for the FY entered in Column C, the Subfund code entered in Column E, and the expenditure string entered in Columns F, G and H. The Fund Code must be in 2-digit format (e.g., General Fund (1) must be 01). To zero pad the column, right click on the column header (D) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 00). Click Ok.
- Column E (Subfund): The subfund is a new designation and allowed only in the Building Reserve Fund (61). All expenditures from the Building Reserve Fund (61) require a subfund code. The subfund code must be valid for the FY entered in Column C, the Fund Code entered in Column D and the expenditure string entered in Columns F, G and H. All subfunds are 3 digits and require no zero padding.
- Column F (Program Code): The Program Code must be valid for the FY entered in Column C, the Fund Code entered in Column D, and the Subfund entered in Column E. The Program Code must also be paired with a valid Function Code (column G) and Object Code (column H). All Program Codes are 3 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up program codes (e.g., program code 100 does not roll up to 1XX).
- Column G (Function Code): The Function Code must be valid for the FY entered in Column C, the Fund Code entered in Column D, and the Subfund entered in Column E. The Function Code must also be paired with a valid Program Code (column F) and Object Code (columns H). All Function Codes are 4 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up function codes (e.g., function code 1000 does not roll up to 1XXX).
- Column H (Object Code): The Object Code must be valid for the FY entered in Column C, the Fund Code entered in Column D, and the Subfund entered in Column E. The Object Code must also be paired with a valid Program Code (column F) and Function Code (column G). All Object Codes are 3 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up object codes (e.g., object code 112 does not roll up to 1XX).
- Column I (Project Reporter Code): The Project Reporter Code (PRC) must be valid for the FY entered in Column C. PRC's are entered manually for each year in Step 4 of the Trustees' Financial Summary (TFS). PRC's are required for all Revenues in the Miscellaneous Programs Fund (15) and in the Building Reserve Fund (61), Building Reserve Safety subfund (611). The PRC must be in 3 digit format (e.g., PRC 18 must be 018). To zero pad the column, right click on the column header (I) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 000). Click Ok.
- Column J (Amount): The Amount column must contain numbers without symbols (e.g., no dollar sign or comma). The Amount cannot be negative, blank or zero.

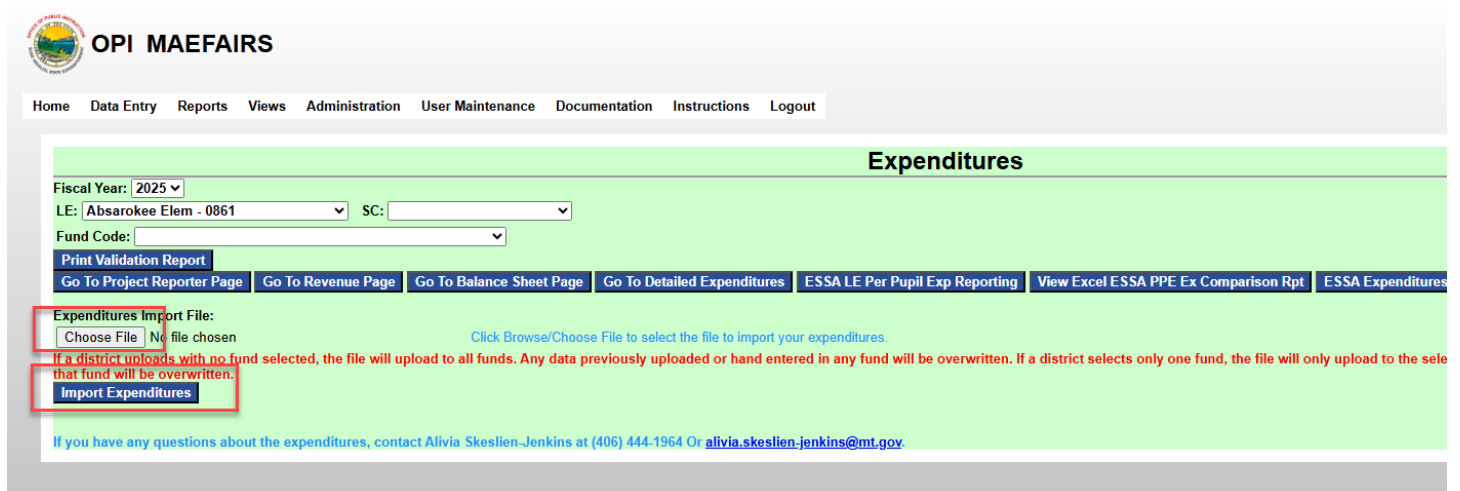
Once all the columns are formatted correctly, convert the file to \*.csv format (choose CSV (comma delimited) when saving the file from Excel). Please note that if the \*.csv file is re-opened in Excel, all formatting will be lost. Files exported from a financial vendor should already be in \*.csv format.



## Step 2 – Upload File

It is important to note that the TFS is completed in sequential steps. Steps 1-6 should be completed prior to Step 7: Expenditures. However, only Step 4: Project Reporter Codes (PRC) is required to be completed prior to uploading expenditures.

In MAEFAIRS, under Trustee Financial Summary (TFS), go to Step 7: Expenditures. Under Expenditures Import File, click Browse/Choose File and select the \*.csv file to be uploaded. Click Import Expenditures.



If there are any errors associated with the file, they will appear below the import expenditures button. All errors must be corrected before any data is written to the MAEFAIRS table. The errors do not identify a line number from the file, but they are written in a way to help you easily find the error in your file. Correct all the errors listed – both in your local source data (if applicable) and in the file, reformat the file (if necessary), and repeat the upload process.



### Expenditures

Fiscal Year: 2025  
 LE: Absarokee Elem - 0861 SC:  
 Fund Code:

- Print Validation Report
- Go To Project Reporter Page
- Go To Revenue Page
- Go To Balance Sheet Page
- Go To Detailed Expenditures
- ESSA LE Per Pupil Exp Reporting
- View Excel ESSA PPE Ex Comparison

Expenditures Import File:  
 Choose File No file chosen [Click Browse/Choose File to select the file to import your expenditures.](#)  
 If a district uploads with no fund selected, the file will upload to all funds. Any data previously uploaded or hand entered in any fund will be overwritten. If a district selects only one fund, the file that fund will be overwritten.  
 Import Expenditures File could not be imported.

The import file has the following errors that must be corrected before any data can be imported.

- The selected file contains 1 record(s) for LE 0790 which is not the selected LE.

If you have any questions about the expenditures, contact Alivia Skeslien-Jenkins at (406) 444-1964 Or [alivia.skeslien-jenkins@mt.gov](mailto:alivia.skeslien-jenkins@mt.gov).

Once the file is accepted, the words "File imported" will appear beside the import expenditures button. If no fund is currently selected, select a fund, subfund and/or SC to view the uploaded records. At this point, additional records may be entered manually, and manual corrections may be made. However, it is important to note that any additional file uploads may over-write both previous uploads and any additional manual entries.



### Expenditures

Fiscal Year: 2025  
 LE: Absarokee Elem - 0861 SC:  
 Fund Code:

- Print Validation Report
- Go To Project Reporter Page
- Go To Revenue Page
- Go To Balance Sheet Page
- Go To Detailed Expenditures
- ESSA LE Per Pupil Exp Reporting
- View Excel ESSA PPE Ex Comparison

Expenditures Import File:  
 Choose File No file chosen [Click Browse/Choose File to select the file to import your expenditures.](#)  
 If a district uploads with no fund selected, the file will upload to all funds. Any data previously uploaded or hand entered in any fund will be overwritten. If a district selects only one fund, the file that fund will be overwritten.  
 Import Expenditures File imported. Select fund to view expenditures.

If you have any questions about the expenditures, contact Alivia Skeslien-Jenkins at (406) 444-1964 Or [alivia.skeslien-jenkins@mt.gov](mailto:alivia.skeslien-jenkins@mt.gov).

### Step 3 – Validations and Reports

Once the file has been uploaded and any manual entries and/or corrections have been made, the data may be validated using the all the usual methods. From the data entry screen there is the option to Print Expenditure Report and Print Validation Report. There is an additional report available under Reports/TFS (PDF format). Additional corrections not required for the upload of raw data may be required before submission of the TFS.

## C. Additional Expenditures (ESSA LE Per Pupil Exp Reporting Fund 12/15/82)

The Additional Expenditures upload is for expenditures made by a district on behalf of another district or entity. These expenditures are subtracted from the total expenditures of the district. The template needed to upload the Additional Expenditures is located online on the School Finance webpage under the Accounting tab or found at: [TFS Additional Expenditure Upload Template](#)

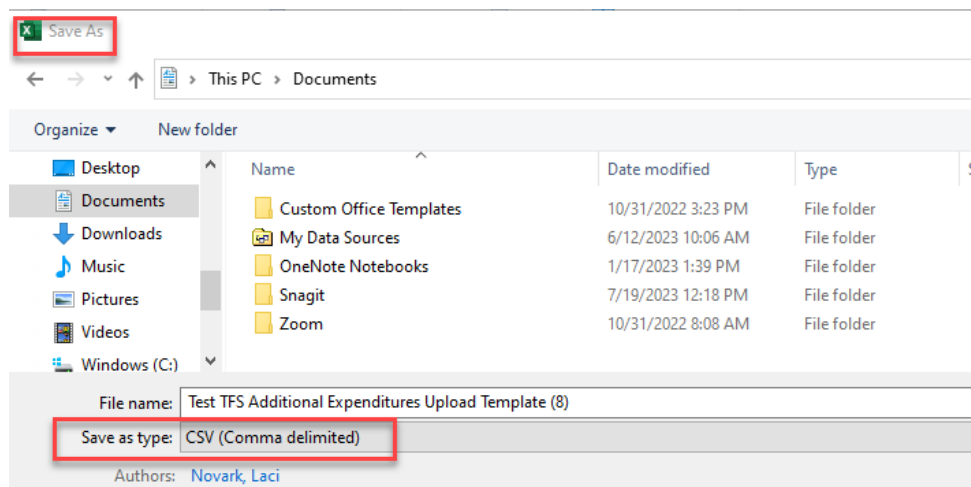
	A	B	C	D	E	F	G	H	I	J	K
1	LE	FY	LE Assigned	SC Assigned	Fund Code	Program Code	Function Code	Object Code	Project Reporter Code	Amount	
2	0861	2024	0862	0126	15	420	1XXX	1XX	241	21900	
3	0861	2024	0862	0126	15	420	1XXX	1XX	318	11000	
4	0861	2024	0862	0126	15	420	1XXX	1XX	319	26904.43	
5	0861	2024	0862	0126	15	420	1XXX	2XX	319	18989.25	
6	0861	2024	0862	0126	15	420	1XXX	6XX	319	166.98	
7											

### Step 1 – Format File

- **Column A (LE):** The Legal Entity (LE) number for the district must be in 4-digit format (e.g., LE 861 must be formatted to 0861). To zero pad the column, right click on the column header (A) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click Ok.
- **Column B (FY):** The fiscal year (FY) must match the open FY in MAEFAIRS. You will only be able to upload current year financial data.
- **Column C (LE Assigned):** The Legal Entity (LE) Assigned must be in 4-digit format (e.g., LE 862 must be formatted to 0862). To zero pad the column, right click on the column header (C) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click Ok.
- **Column D (SC Assigned):** The school code (SC) Assigned must be a valid SC associated with the LE Assigned in Column C and the FY in Column B in 4-digit format (e.g., SC 126 must be formatted to 0126). To zero pad the column, right click on the column header (D) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 0000). Click Ok.
- **Column E (Fund Code):** The Fund Code must be 12, 15 or 82 only.
- **Column F (Program Code):** The Program Code must be valid for the FY entered in Column B and the Fund Code entered in Column E. The Program Code must also be paired with a valid Function Code (column G) and Object Code (column H). All Program Codes are 3 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up program codes (e.g., program code 100 does not roll up to 1XX).
- **Column G (Function Code):** The Function Code must be valid for the FY entered in Column B and the Fund Code entered in Column E. The Function Code must also be paired with a valid Program Code (column F) and Object Code (columns H). All Function Codes are 4 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up function codes (e.g., function code 1000 does not roll up to 1XXX).

- **Column H (Object Code):** The Object Code must be valid for the FY entered in Column B and the Fund Code entered in Column E. The Object Code must also be paired with a valid Program Code (column F) and Function Code (column G). All Object Codes are 3 digit and require no zero padding. It is important to note that MAEFAIRS does not roll up object codes (e.g., object code 112 does not roll up to 1XX).
- **Column I (Project Reporter Code):** The Project Reporter Code (PRC) must be valid for the FY entered in Column B. PRC's are entered manually for each year in Step 4 of the Trustees' Financial Summary (TFS). PRC's are required for all Revenues in the Miscellaneous Programs Fund (15). The PRC must be in 3 digit format (e.g., PRC 18 must be 018). To zero pad the column, right click on the column header (I) and select Format Cells. Under Number and Category, select Custom. In the Type field, enter the number of zeros required for formatting (in this case, 000). Click Ok.
- **Column J (Amount):** The Amount column must contain numbers without symbols (e.g., no dollar sign or comma). The Amount cannot be negative, blank or zero.

Once all the columns are formatted correctly, convert the file to \*.csv format (choose CSV (comma delimited) when saving the file from Excel). Please note that if the \*.csv file is re-opened in Excel, all formatting will be lost. Files exported from a financial vendor should already be in \*.csv format.



## Step 2 – Upload File

It is important to note that the TFS is completed in sequential steps. Steps 1-7 should be completed prior to Step 9: ESSA LE Per Pupil Exp Reporting Fund 12/15/82. However, only Step 4: Project Reporter Codes (PRC) is required to be completed prior to uploading Additional Expenditures.

In MAEFAIRS, under Trustees' Financial Summary (TFS), go to Step 9: ESSA LE Per Pupil Exp Reporting Fund 12/15/82. Under LE Per Pupil Exp Reporting – 12/15/82 Import File, click Browse/Choose File and select the \*.csv file to be uploaded. Click Import LE Per Pupil Exp Reporting – 12/15/82.



### ESSA LE Per Pupil Exp Reporting - Fund 12/15/82

Use this Step ONLY to report expenditures made on behalf of another district (LE) or entity. Expenditures for the selected LE should be made in Step 7.

Fiscal Year: 2025

LE: Absarokee Elem - 0861

Fund Code: 12 - School Food Services Fund

View Excel ESSA PPE Ex Comparison Rpt ESSA Expenditures from Other Districts View Excel ESSA PPE Ex Details Print Validation Report Go To Expenditures

LE Per Pupil Exp Reporting- 12/15/82 Import File:

Choose File No file chosen

Click Browse to select the file to import your LE Per Pupil Exp Reporting- 12/15/82 records.

Import LE Per Pupil Exp Reporting- 12/15/82

Importing a File will Require the District to Include All Applicable Fund Entries on the Import.

Assigned LE: Assigned SC:

Project Reporter Code:

If there are any errors associated with the file, they will appear below the import LE Per Pupil Exp Reporting-12/15/82 button. All errors must be corrected before any data is written to the MAEFAIRS table. The errors do not identify a line number from the file, but they are written in a way to help you easily find the error in your file. Correct all the errors listed – both in your local source data (if applicable) and in the file, reformat the file (if necessary), and repeat the upload process.



### ESSA LE Per Pupil Exp Reporting - Fund 12/15/82

Use this Step ONLY to report expenditures made on behalf of another district (LE) or entity. Expenditures for the selected LE should be made in Step 7.

Fiscal Year: 2025

LE: Absarokee Elem - 0861

Fund Code: 15 - Miscellaneous Programs Fund

View Excel ESSA PPE Ex Comparison Rpt ESSA Expenditures from Other Districts View Excel ESSA PPE Ex Details Print Validation Report Go To Expenditures

LE Per Pupil Exp Reporting- 12/15/82 Import File:

Choose File No file chosen

Click Browse to select the file to import your LE Per Pupil Exp Reporting- 12/15/82 records.

Import LE Per Pupil Exp Reporting- 12/15/82 File could not be imported.

Importing a File will Require the District to Include All Applicable Fund Entries on the Import.

The import file has the following errors that must be corrected before any data can be imported.

- The selected file contains 1 record(s) with an Assigned SC that is not valid for the Assigned LE.
- The selected file contains 1 record(s) with 1115 as a function code. This is not a valid function code.

LE Per Pupil Exp Reporting- 12/15/82 Expenditures Show 5 items per page

There are no LE Per Pupil Exp Reporting- 12/15/82 records entered for this LE.

If you have any questions, contact Andrea Mohammadi at (406) 444-1960 or andrea.mohammadi@mt.gov or contact Laci Novark at (406) 444-4401 or laci.novark@mt.gov.

Once the file is accepted, the words "File imported" will appear beside the import LE per pupil ex reporting button. If no fund is currently selected, select a fund to view the uploaded records. At this point, additional records may be entered manually, and manual corrections may be made. However, it is important to note that any additional file uploads will over-write both previous uploads and any additional manual entries.



### ESSA LE Per Pupil Exp Reporting - Fund 12/15/82

Use this Step ONLY to report expenditures made on behalf of another district (LE) or entity. Expenditures for the selected LE should be made in Step 7.

Fiscal Year: 2025

LE: Absarokee Elem - 0861

Fund Code: 15 - Miscellaneous Programs Fund

[View Excel ESSA PPE Ex Comparison Rpt](#) [ESSA Expenditures from Other Districts](#) [View Excel ESSA PPE Ex Details](#) [Print Validation Report](#) [Go To Expenditures](#)

LE Per Pupil Exp Reporting- 12/15/82 Import File:

Choose File No file chosen

Click Browse to select the file to import your LE Per Pupil Exp Reporting- 12/15/82 records.

[Import LE Per Pupil Exp Reporting- 12/15/82](#) **File imported.** Select fund to view expenditure per pupil reporting records.

Importing a File will Require the District to Include All Applicable Fund Entries on the Import.

Assigned LE: Assigned SC:

### Step 3 – Validations and Reports

Once the file has been uploaded and any manual entries and/or corrections have been made, the data may be validated using the all the usual methods. From the data entry screen there is the option to View Excel ESSA PPE Ex Comparison Rpt, ESSA Expenditures from Other Districts, and View ESSA PPE Ex Details. These reports are also available under Reports/TFS. Additional corrections not required for the upload of raw data may be required before submission of the TFS.

## **D. FAQ - How Do I?**

**Q.** I received errors when uploading my TFS report to MAEFAIRS. How do I fix those errors?

**A.** The error report identifies the errors associated with the upload. Locate the errors in the file and make the necessary corrections. The errors should be corrected first in your source data, then in the TFS. The district has the option to recreate the upload file, then upload again, fix the error in the \*.csv file, then upload again, or delete the record from the \*.csv file, then upload again, and fix the error manually in MAEFAIRS. Be advised that if the file is uploaded again, any records previously entered, either by upload or manually, may be deleted.

**Q.** I have my TFS records entered, but I need to adjust 280 (special education) expenditures. How do I make corrections to the TFS?

**A.** Adjustments to TFS records should first be made in the district's source data, then in the TFS. The district has the option to recreate the upload file, then upload again, fix the error in the \*.csv file, then upload again, or delete the record from the \*.csv file, then upload again, and fix the error manually in MAEFAIRS. Be advised that if the file is uploaded again, any records previously entered, either by upload or manually, may be deleted.

**Q.** I coded an expenditure record to one school code, but it should have been coded to another. How do I fix that in MAEFAIRS?

**A.** Once an expenditure record has been assigned a school code in MAEFAIRS, that coding cannot be changed. To fix the coding error, first delete the incorrect record, then create a new record, with the correct school, and/or subfund selected.

**Q.** I assigned a school code to a record that is not included in the ESSA per-pupil expenditure report. How do I fix it?

**A.** The district has the option to delete the expenditure record and create a new one without the assigned school code, or to just leave the expenditure record as is. When the OPI creates the report cards, only those expenditure records that are required to have a school code will be included.

**Q.** I created my TFS upload file in Excel. How do I get it into \*.csv format?

**A.** With the file open in Excel, select File and choose Save As. Under Save as type, select CSV (comma delimited). Once the file is saved in \*.csv format, if it is re-opened in Excel, the file will need to be reformatted.

**Q.** My file does not contain zero padding. How do I fix it?

**A.** Select the column by clicking the column letter. Right click and select Format Cells. Choose General and type the number of zeros required for the field. Click Ok. Repeat for each column requiring zero padding.

**Q.** I have uploaded my revenue records. How do I upload the expenditure records without deleting the revenue records?

**A.** The revenue and expenditure uploads are separate functions. Uploading the revenue records will not delete any expenditure records and vice-versa. Uploading (or re-uploading) the revenue file will only delete any previously uploaded or manually entered revenue records.