

To complete the Compensation Expenditures Report: (See screenshot of an un-entered school on page 2)

IF YOUR DISTRICT HAS A DEDICATED SCHOOL ACCOUNTING SOFTWARE PACKAGE:

- Most software is programmed to create this report electronically, contact your software provider if you are not sure how/where to create the report.....they are all different.
- Log into MAEFAIRS
 - Data Entry
 - Compensation Expenditures
 - Browse (find where your software stored the file it created, double click or open the file)
 - “Import Compensation Expenditures” click on this blue button.
- Your file with either import or you will receive 2 types of screen errors:
 - “TOE records missing.....” send an e-mail to opiteams@mt.gov and ask that your 2013-14 TOE be opened then enter a record for the employee listed.
 - “**XX-XXX-XXXX-XXX is not a valid importable Compensation Expenditure account.**” If you get this message the accounting string is not allowed as per the O.P.I. chart of accounts, call me and we will discuss the correct combination of numbers.
 - Foxie Lady users should contact David for directions on how to change the codes.
 - All others contact me for directions on how to change the file you are trying to upload.
- Once you feel the errors have been addressed.
 - Browse and import the file again.
- If the file is accepted you will see employee names, accounting codes, and amounts on the screen.
- **If your district does not process unemployment and/or workers compensation through payroll, you need to manually enter the district’s total premiums:**
 - **Enter 0 in the SEID entry box.**
 - **Choose the fund, program, and function...the only options will be XX’s.**
 - **Choose either object 240 or 250.**
 - **Enter the total yearly premium amount.**
 - **Click Save.**
- Click on the “Print Validation Report” button at the top of the screen.
 - If you have any questions regarding any potential validations call me.
- Click on “Submit Compensation Report”.
- You can print an adobe copy of the report if you wish.

IF YOUR DISTRICT DOES NOT HAVE A DEDICATED SCHOOL ACCOUNTING SOFTWARE PACKAGE:

- The data discussed above will need to be entered manually.
- Enter an employee’s SEID number
 - If you get a message saying there is no TOE record, send an e-mail to opiteams@mt.gov and ask them to open the fiscal year in which you are working. When they send you a confirmation e-mail, go to the TEAMS/TOE site on the Office of Public Instruction website and enter the record(s) needed.
 - If there is no error message.....Enter the fund
 - Enter the program
 - Enter the function
 - Enter the salary object code
 - Enter the amount
 - Hit Save

- Enter that same employees SEID number
 - Repeat the same procedures for entering the fund, program, and function
 - Enter the appropriate benefit object code (210,220,230,240,250,260,270,or 280)
 - Everyone should at least have a 210 (social security) entry.
- If an employee is paid from multiple salary line items there would also normally be multiple benefit line items.
- To enter district wide payments for workers compensation premiums (object 250) and/or unemployment premiums (object 240) see the bullet point in red on the previous page.
- When you are done entering employee salaries and benefits
 - Click on the “Print Validation Report” button at the top of the screen.
 - If you have any questions regarding any potential validations call me
- Click on “Submit Compensation Report”
- You can print an adobe copy of the report if you wish.
- If any steps have been missed or you have any questions, call Steve Hamel at 406-444-0783

The screenshot shows a web browser window with the URL [https://apps.opi.mt.gov/Maefairs/\(F{MB4eVua_0xfA2dVsl7He6Ep0uO_7Nm0UYFXEKsJYPCM3TRcB8w-JJWP_1xgJTFgG](https://apps.opi.mt.gov/Maefairs/(F{MB4eVua_0xfA2dVsl7He6Ep0uO_7Nm0UYFXEKsJYPCM3TRcB8w-JJWP_1xgJTFgG). The browser tabs include MAEFAIRS - frm..., Montana Office of..., Montana Legislature, InSight Home, and LAWS Detailed Co... The page header features the OPI MAEFAIRS logo on the left and the Montana Office of Public Instruction logo on the right, with the text "Denise Juneau, State Superintendent" and "opi.mt.gov OPI Home".

Below the header is a navigation menu with buttons for Home, Data Entry, Reports, Views, Administration, Documentation, Instructions, and Logout. The main content area is titled "Compensation Expenditures". It includes a form with "Fiscal Year: 2014" and "LE: Alzada Elem - 0096". Below this are four buttons: "Print Report as PDF", "Print Report as Excel", "Print Validation Report", and "Submit Compensation Expenditures".

The "Compensation Expenditures Import File:" section contains a "Browse..." button and a link: "Click Browse to select the file to import your Compensation Expenditures by SEID." Below this is an "Import Compensation Expenditures" button. The form also includes fields for "SEID:", "Fund Code:", "Program Code:", "Function Code:", and "Object Code:", each with a dropdown menu. At the bottom of this section, there is an "Amount:" field, "Last Year's Amount: 0.00", and "Save", "Cancel", and "Delete" buttons.

The "Expenditures" section shows a red message: "There are no SEID expenditure records entered for this LE." At the bottom of the page, there is a footer: "If you have any questions about the expenditures, contact Steve Hamel at (406) 444-0783 or shamel@mt.gov."