

TECHNOLOGY ACTIVITY REPORT in EERP

Office of Education Technology: Division of School Technology Services

Questions: eerp@education.ky.gov

Purpose

These instructions guide you through the creation of the **Technology Activity Report (TAR)**. The **TAR** reports technology purchases and employee pay associated with technology for the prior fiscal year. Accurate reporting is dependent upon the use and application of commodity codes on purchase orders created throughout the year. If commodity codes were used during the fiscal year but minor changes to the report are needed due to adjustments or errors, the changes can be made to the Excel file before submitting it to KDE.

If commodity codes were not used during the fiscal year, use the Technology Activity Report spreadsheet template to produce the report. Refer to the [KETS Offer of Assistance website \(https://education.ky.gov/districts/tech/kfun/Pages/KETS-Offers.aspx\)](https://education.ky.gov/districts/tech/kfun/Pages/KETS-Offers.aspx) for information related to [the manual spreadsheet](#). The manual report is to be emailed to Scott Kane (scott.kane@education.ky.gov).

To report payroll costs associated with technology, specific user defined codes must be added to the EERP payroll module. See the [KETS Payroll Coding Structure](#) section for a list of the codes. These codes are assigned to corresponding commodity codes and reported accordingly on the Technology Activity Report. Your CIO can help determine the employee's percentage or flat amount of the total salary to be reported. The gross salary for the fiscal year as reported in the EERP payroll accumulator tables is used as the salary basis.

Description

The **KETS (Kentucky Education Technology System) Technology Activity Report** is generated from a program written specifically for the Kentucky Department of Education (KDE). This program allows school districts to print a standard commodity report for technology purchases using the standard commodity codes for such items. The requirement is for the **Technology Activity Report** to be submitted by all school districts to KDE. The purpose is to report technology expenditures to fulfill the KETS Master Plan.

[Assigning User Defined Codes for Payroll Allocation](#)

Tyler added increased functionality in EERP v2019.1 to the codes used in the User Defined Fields. In Kentucky, these codes are used in the Employee Master for the payroll dollars reported in the KETS Unmet Need Report, also known as the Technology Activity Report (TAR). To continue using the payroll codes for the TAR report, a few simple updates are needed to the User Defined Codes. See [Appendix A](#).

Select: *Human Resources/Payroll >Payroll >Employee Maintenance >Employee Master*

1. Find the Employee to which the code is to be assigned.
2. Click on **Detail**.

Employee Master [KDE]

Employee Identification

Employee *	SSN *	Last Name *	First Name *	Middle Name	MI	Suffix	Status
626	123-15-0904	BISHOP	THOMAS	A	A		A - ACTIVE

Preferred Name

Main Dates Demographics Address Payroll Mail Sort Last Change User Defined Benefit FTEs Org Chart

Employee Information

Job Class *	0120	DIR OF DISTRICT-WIDE PROGRAMS	
Summary Job Class	0120	DIR OF DIST-WIDE PROGRAMS	
Location *	001	CENTRAL OFFICE	
Group/BU *	CERT	CERTIFIED PERSONNEL	
Pay Frequency *	S - SEMI-MONTHLY		
Org/Obj/Proj *	0011604	0110	
	CERTIFIED SERVICES		
Department			
Personnel Status *	FP - FULL TIME PERMANENT		
Check Location	001	CENTRAL OFFICE	
	<input type="checkbox"/> New Employee		

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3. Select **User Defined Fields** and **Accept**.

Employee Detail

Back Accept Search

Employee Master [KDE] > Employee Detail

USER DEFINED FIELDS

EMPLOYEE PAY

If you previously assigned commodity codes to this employee, a list of codes appears with assigned codes and values. Check codes for accuracy and make any adjustments necessary based on the documentation that follows.

From the list, select **Accept** to view individual records.

If this employee does not have a user-defined code assigned for technology reporting, add the Codes to the employee’s record (see [KETS PAYROLL CODING STRUCTURE](#) below).

Assign the code to be added and place it in the **Field ID Code**. The **Code** field is either **PCT** or **FLAT**. The **Value** field is a percent when the code is PCT and an amount when the code is FLAT. Use the table below to determine the proper coding.

Select **Search** and **Accept** to view all employees who have an Employee User Defined Field assigned. This may include other codes such as SBAC, etc.

Continue adding the KETS payroll codes to the appropriate individuals.

KETS Payroll Coding Structure

Commodity Code	Job Description	EERP User Defined Code Paid from KETS	EERP User Defined Code Paid from Other
310-02-115	CIO	CIOK	CIOO
310-02-115	District Tech	DTCK	DTCO
310-02-115	School Tech	STCK	STCO
310-02-115	District TRT	DTRK	DTRO
310-02-115	School TRT	STRK	STRO
310-02-115	School Coord	SCTK	SCTO
310-02-115	Dist Network Admin	DNAK	DNAO

Commodity Code	Job Description	EERP User Defined Code Paid from KETS	EERP User Defined Code Paid from Other
310-02-115	School Network Admin	SNAK	SNAO
310-02-115	District Web Admin	DWAK	DWAO
310-02-115	District Web Master	DWMK	DWMO
310-02-115	School Web Admin	SWAK	SWAO
310-02-115	School Web Master	SWMK	SWMO
310-02-103	STLP	STPK	STPO
310-02-115	PD Stipends	PDSK	PDSO

Example:

Employee is Thomas Bishop. Thomas made a gross salary of \$60,000. He is the CIO, but he is also the DPP (which is not reported on the TAR). 50% of his time is allocated to the CIO job. However, 70% of that CIO job is paid by "KETS" and 30% of the CIO job is paid by "OTHER".

For his dollars to be reported on the Technology Activity Report, Thomas would have a user-defined code showing a CIOK code marked as 35% (70% times 50%) and a CIOO code marked as 15% (30% times 50%). 35% of his salary would be reported on the Technology Activity Report in the KETS column and 15% of his salary would be reported in the OTHER column.

Part of the total gross salary that Thomas receives includes a \$2,000 PD Supplement. Fifty percent of the \$2,000 is paid from KETS funds and fifty percent is paid from OTHER. Thomas would have a PDSK code with \$1,000 reported as a FLAT amount and a PDSO code reported as a FLAT amount. See the four screens below.

On the TAR, \$1,000 will show as KETS and \$1,000 for OTHER.

The remaining \$58,000 (\$60,000 less \$2,000) will be used to calculate the 35% and 15% allotments as KETS dollars and OTHER dollars.

Employee User Defined Fields [KDE]

Back | Search | Browse | Add | Update | Delete | Output | Print | Display | PDF | Save | Excel | Word | Email | Schedule | Attach | Global

Employee Master [KDE] > Employee Detail > Employee User Defined Fields [KDE]

Employee *	SSN	Last Name	First Name	MI	Status
626	123-15-0904	BISHOP	THOMAS	A	ACTIVE

Field ID Code *	CIOK - CIOK
Date	
Code	PCT - PERCENT OF PAY
Value	35

Employee User Defined Fields [KDE]

Back | Search | Browse | Add | Update | Delete | Output | Print | Display | PDF | Save | Excel | Word | Email | Schedule | Attach | Global

Employee Master [KDE] > Employee Detail > Employee User Defined Fields [KDE]

Employee *	SSN	Last Name	First Name	MI	Status
626	123-15-0904	BISHOP	THOMAS	A	ACTIVE

Field ID Code *	CIOO - CIOO
Date	
Code	PCT - PERCENT OF PAY
Value	15

Employee User Defined Fields [KDE]

Back | Search | Browse | Add | Update | Delete | Output | Print | Display | PDF | Save | Excel | Word | Email | Schedule | Attach | Global

Employee Master [KDE] > Employee Detail > Employee User Defined Fields [KDE]

Employee *	SSN	Last Name	First Name	MI	Status
626	123-15-0904	BISHOP	THOMAS	A	ACTIVE

Field ID Code *	PDSK - PDSK
Date	
Code	FLAT - FLAT AMOUNT
Value	1000

Employee User Defined Fields [KDE]

Employee Master [KDE] > Employee Detail > Employee User Defined Fields [KDE]

Employee * 626 SSN 123-15-0904 Last Name BISHOP First Name THOMAS MI A Status ACTIVE

Field ID Code * PDSO - PDSO
Date
Code FLAT - FLAT AMOUNT
Value 1000

Entering Commodity Codes on Purchase Orders

For technology purchases to be included in the TAR Report, a commodity code must be entered on the detail line item on the purchase order. A valid list of commodity codes can be found at the end of the document.

Line Items

Purchase Order Entry [KDE | TRAIN | 03/29] > Line Items

Purchase Order

Fiscal year 2025 Number 20251 Line 1
Vendor 2614 (DELL COMPUTER CORPORATION)
Contract

Detail

Quantity * 15.00
Commodity 310-02-100
Inventory Item
Location

Unit Price 1,099.00000
UOM EACH
Freight .00
Discount percent .00
Credit .00
Line Item total 16,485.00

Description * Basic End-User Workstations
Add'l Desc/Notes

If the commodity code is listed under the General Commodity code on the header of the purchase order it will not be reflected in the TAR Report. The code must be entered under the line items on

the purchase order. Multiple line items and multiple commodity codes can be assigned to one purchase order.

Purchase Order Entry [KDE | TRAIN | 03/29]

Purchase Order Details

Batch * 070124
 Depr/Loc
 GL effec date * 07/01/2024
 Fiscal year * 2025 Current Next Period 01 JUL Close at EOY
 PO number * 20251
 General commodity
 General description Basic End-User Workstations

Entry 04/29/2024 Status 4 Allocated
 Needed by
 Expire
 Buyer Super_Kristin Lamber
 Receive By Quantity Amount
 Approved [General Notes](#)

Vendor Details

Vendor number * 2614 Committed
 Name DELL COMPUTER CORPORATION
 PO mailing 0
 %DELL USA L.P.
 P.O. BOX 802816
 FRANKFORT KY 40601
 Delivery method Print Fax E-Mail
 Remit 0

Shipping Details

Ship to * BBE
 BOARD OF EDUCATION
 219 CENTER STREET
 Frankfort KY 40601
 Email
 Reference

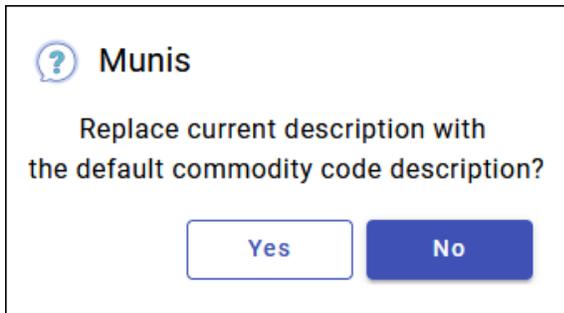
Line Items

Line	Qty	Unit Price	Line Total	Description	1st GL account	Batch	Totals
1	15.00	1,099.00000	16,485.00	Basic End-User Workstations			16,485.00
							PO 16,485.00

Entering Blanket Purchase Orders

Certain monthly technology expenses, such as telephone or internet expenses, can have a blanket Purchase Order entered at the beginning of the fiscal year to capture the information on the TAR report. The estimated amount of the annual expense would be entered on the Purchase Order and the invoice partially liquidated against the PO monthly. Districts also have the option of entering the PO monthly before processing the invoice so that the expense is captured on the TAR report.

For instance, a PO can be entered for the year with a quantity of 12 (for the months) and an estimated dollar amount for the year. When the invoice is entered against the PO, instead of fully liquidating the PO, the user can choose to partially liquidate the PO by selecting Modify and entering the received quantity (for example 1 if monthly) and then entering the invoice amount.



Press Enter and close the detail screen.

Select **Close PO** to re-close the purchase order.

Repeat the process above for each purchase order that needs to be updated.

Generate the TAR again and verify that only valid commodity codes are being reported.

Generating the Technology Activity Report

Select: Financials >General Ledger Menu >Inquiries and Reports >State Specific Reports >Kentucky Reports >KETS Unmet Need Report

1. Click **Define**.
2. Enter the **Starting year/period** and **Ending year/period**.
The default information will not need to be changed.
3. Click **Accept** to select all commodity code amounts.
4. Select **Print** or **Display** from the EERP ribbon and review the report to see if any changes are needed before saving and submitting the report to KDE. Payroll changes can be made by updating the *User Defined Fields* on the Employee Master file. See the section [Assigning User ID Codes for Payroll Allocation](#) to update the employee information. Generate the TAR again after changes have been made. Changes can be made to PO detail after the file has been converted to Excel and before submission to KDE.
5. After verification that payroll information has been reported correctly, Select **Print** or **Save** to save the electronic file. Note the name of the Spreadsheet file to submit to KDE.

Note: If the TAR does not appear to have pulled payroll information correctly, check the Terminations file to see if an employee has a flat amount on a User Defined Code. Delete the User Defined Code on any employee with a TAR code using a flat amount if that employee did not work during the year being reported.

The screenshot shows the 'KETS Unmet Need Report [KDE | TRAIN | 03/29]' web application. At the top, there is a navigation bar with icons for Close, Output, Print, Display, Save, and Define. Below this is the main report title and an 'Options' section. The 'Options' section includes fields for 'Starting year/period *' and 'Ending year/period *', each with two input boxes. There are also 'Commodity code range' and 'Department code range' fields, each with two input boxes and a 'to' label. Below these are several radio button options: 'Capital asset' (All, Yes Only, No Only), 'Current or next year PO's' (Current, Next Year), 'Report in' (Detail, Summary), and 'Output file options' (Paper/Spool only, Mag-Media and Spreadsheet, Both Paper and Mag-Media/Spreadsheet). The 'Records Processed' section has two input boxes for 'Records processed' and 'Payroll records processed'. The 'Output Paths and Filenames' section has three input boxes for 'Commodity code', 'Magnetic media', and 'Spreadsheet'.

Converting the File to Excel

While the magnetic media and spreadsheet files are created, ***only the spreadsheet file*** (KETS file) is required to be submitted to KDE. The file will be submitted using the KDE Web Application found at this link: [KY TAR Submission](#) or https://applications.education.ky.gov/TAR_Upload/login.aspx.

The spreadsheet file was generated when the “Save” function was performed in the previous section.

Select: Departmental Functions > My Saved Reports

Find the KETS file that was created in the previous step. Sample filename: KETSDDD####.txt – DDD represents the district number and #### represents the file number.

Saved Reports [KDE | TRAIN | 03/29]

Back Accept Search Delete Print Display PDF Word Mass Delete Reports Display Reports Text as PDF Print Reports Output List Open File

Purchase Order Entry [KDE | TRAIN | 03/29] > Saved Reports [KDE | TRAIN | 03/29]

Mode
-- LIST MODE --

Choose one of the menu options or use the toolbar to act on the highlighted file.
NOTE: You can also highlight a file and double-click or press <ENTER> to preview.

User ID	Report File Name	Report Title	Date Time	Pages
Super_Kristin	KETS0320001.txt	KETS Unmet - SPREADSHEET	2024/04/29 12:36	2
Super_Kristin	KETS0320002.txt	KETS Unmet - MAG MEDIA	2024/04/29 12:37	2

1. Click on the KETS file then select **Open File**.
2. The file will open in text format.
3. Select File > Save As.
4. Navigate to the folder on your computer where you want to save the file.
5. Change the file extension to .xls



6. Select Save and close the file. **Note:** If you need to open the file to make changes, Excel may indicate the file may be corrupt. Click **Yes** to proceed with opening the file. Make changes then close the file.
7. Rename the file following the naming convention for the Technology Activity Report below. If your file does not follow this naming convention, you will not be able to upload it. "KETSZZZ0.OX"
 - a. The file must begin with "KETS"
 - b. ZZZ = your district's three-digit number followed by a zero.
 - c. The ".OX" represents the version of the TAR being submitted. Example – the TAR is being submitted for a second time due to revisions being made, this number would be a ".02".
8. **IMPORTANT:** Make any additional corrections to the Excel file for the units, dollar amounts, or commodity codes before submitting the report to KDE.
9. Once all corrections have been made, navigate to the following web page:
10. [KY TAR Submission](https://applications.education.ky.gov/TAR_Upload/login.aspx) or https://applications.education.ky.gov/TAR_Upload/login.aspx.

Kentucky.gov KY Agencies | KY Services

Kentucky Department of
EDUCATION

Technology Activity Report Online submission

This Web site is available only to authorized school personnel for the secure transmission of sensitive data to the Kentucky Department of Education. Any information submitted through this site is secure and will only be viewed by KDE. Please log in with the User ID and password given to you.

Username

Password

Login

Kentucky
UNBRIDLED SPIRIT

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11. Login using the credentials that have been supplied to you via email. Contact your Regional KETS Engineer, CFO, scott.kane@education.ky.gov, or Caprice.Robinson@education.ky.gov if you don't have the login credentials information.
12. Enter the three-digit district number, your name, and your e-mail address.
13. Confirm name, e-mail, and district, and select "OK".
14. Select the "Browse" button to locate the file to be uploaded and click "upload". The system will generate an e-mail confirmation that will be sent to the person who uploaded the file.
15. Click "Logout" in the upper right-hand portion of the page to exit the system.

If you need any additional help submitting the report contact your KETS Engineer, Scott Kane scott.kane@education.ky.gov at 502-564-2020 ext. 2214 or Caprice Robinson Caprice.Robinson@education.ky.gov at 502-564-2020 ext. 2251.

Appendix A- Update User Defined Codes

Only the codes used for TAR reporting will need to be updated. The codes are listed in [Appendix B](#).
Select: *Human Capital Management > Human Resources > Personnel Setup > User Defined Fields*

1. Select **Search** and **Accept** to view all defined codes.
2. Select a code from the list in [Appendix B](#) and select **Update** from the ribbon.
3. In the **Value Data Type Field** select “**DECI – DECIMAL**”.
4. Navigate to the **Available Codes** section and highlight “**FLAT – FLAT AMOUNT**” and select the right-pointing arrow to select the code.
5. Highlight “**PCT – PERCENT OF PAY**” and select the right-pointing arrow to select the code.
6. Select **Accept** to save and repeat for the other codes on the list.

Note: Some codes may already have FLAT or PCT selected, but typically not both.

User Defined Fields [KDE || 8/2 || 08/27]

Back Accept Cancel Search

Field Code * CIOK
Field Label * CIOK
Description * CIOK
Security Category * EMPLOYEE MASTER MAIN
 Date Enabled
 Code Enabled
 Value Enabled
 ExecuTime

Entry Restrictions
Value Data Type DECI - DECIMAL
 Entry Must be Unique

Available Codes

Code	Description
!!!!	USER DEFINED
DEP	EMPLOYEE AND DEPENDENT
END	SBAC END DATE
FAM	EMPLOYEE, SPOUSE, AND CHILDREN
FLAT	FLAT AMOUNT
SING	SINGLE COVERAGE
SPOU	EMPLOYEE AND SPOUSE
STRT	SBAC START DATE

Selected Codes

Code	Description
PCT	PERCENT OF PAY

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Example of updated User Defined Code:

Appendix B – TAR Report User Defined Codes

Codes from both columns (28 total) must be updated.

Job Description	EERP User Defined Code Paid from KETS	EERP User Defined Code Paid from Other
CIO	C10K	C100
District Tech	DTCK	DTCO
School Tech	STCK	STCO
District TRT	DTRK	DTRO
School TRT	STRK	STRO
School Coord	SCTK	SCTO
Dist Network Admin	DNAK	DNAO
School Network Admin	SNAK	SNAO
District Web Admin	DWAK	DWAO
District Web Master	DWMK	DWMO
School Web Admin	SWAK	SWAO
School Web Master	SWMK	SWMO
STLP	STPK	STPO
PD Stipends	PDSK	PDSO

Commodity Codes – Fiscal Year 2025+

CODE	Description	Detailed Descriptions
310-02-100	Basic End-User Workstations	Basic - low-cost, commodity devices primarily used for access to web-based tools, resources, and content for students, teachers, and/or staff (includes manufacturer standard warranty for 1-3 years).
310-02-101	Assistive and Adaptive Technology	Hardware that permits a computer to be used by a special needs teacher/student/staff, while not restricting use by others. (per IEP)
310-02-102	Software, Apps, and Digital Content	(Includes Software, Apps & Digital Content) Examples includes: School efficiency, Library, Transportation (bus) substitute finder, school nutrition, LMS, Microsoft EES, Formative Assessment, Digital Content/E-Textbooks
310-02-103	STLP Leadership & Services	All costs associated with an STLP program.
310-02-104	Classroom Instructional Technology	Interactive Classroom - Includes whiteboard, flat panel televisions, projector, document cameras interactive student response system, computing devices, with 4 year warranty (Smart Classroom).
310-02-105	Advanced End-User Workstations	Advanced - defined as enterprise or business-class devices generally used for advanced access to administrative systems or media creation by students, teachers, and/or staff (includes a 3-year warranty).
310-02-106	School and District Printing Services	Printing Services is based on TAR data reflecting the purchase, lease, and maintenance for all print/copy services for a school district.

CODE	Description	Detailed Descriptions
310-02-107	File Servers and Storage	Server or storage hardware for instructional, administrative, web applications, file and print.
310-02-108	School and District Voice Systems	System providing phone services throughout school. Provides dial tone and voice service to school sites. This reflects both the phone system and the telco voice lines.
310-02-110	Financial Accounting System (EERP)	Annual maintenance paid by districts for Financial Accounting System
310-02-111	Student Information System (Infinite Campus)	District Expenditures for Infinite Campus
310-02-112	School and District Network Components	Wire runs, patch cables, connectors, faceplates, conduit, cable trays, labels, wiring closet, closet interconnections, & labor to provide wired and/or wireless data, voice or video connectivity. Includes network switch ports, transceivers, etc., for all devices & district fiber connections district wide.
310-02-114	School to Kentucky K12 District Internet Hub Fiber Connection	Provides service from district hub to school sites.
310-02-115	People Side of Education Technology and Professional Development	This accounts for a fully loaded staffing allocation based upon the published model. It also includes external professional development needed required by districts to stay abreast of emerging technologies.