

TECHNOLOGY ACTIVITY REPORT

Office of Education Technology: Division of School Technology Services

Questions: munis@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 is needed due to adjustments or errors, the changes can be made to the Excel file prior to submitting 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).

In order to report payroll costs associated with technology, specific user defined codes must be added to the Munis payroll module. See [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 Munis 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 the school districts to print a standard commodity report for the 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

Note: v2019.1

Tyler added increased functionality in Munis 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**.

The screenshot shows the 'Employee Master' application interface. At the top, there is a navigation bar with various icons, including a red 'Detail' button which is highlighted with a red arrow. Below the navigation bar, the 'Employee Identification' section contains fields for Employee ID (626), SSN (123-15-0904), Last Name (BISHOP), First Name (THOMAS), Middle Name (A), MI (A), and Status (IA - ACTIVE). Below this, there are tabs for MAIN, DATES, DEMOGRAPHICS, ADDRESS, PAYROLL, MAIL SORT, LAST CHANGE, USER DEFINED, BENEFIT FTES, and ORG CHART. The 'Employee Information' section includes fields for Job Class (0120), Summary Job Class (0120), Location (001), Group/BU (CERT), Pay Frequency (S - SEMI-MONTHLY), Org/Obj/Proj (0011604, 0110), Department, Personnel Status (FP - FULL TIME PERMANENT), Check Location (001), and State ID.

3. Select *User Defined Fields*.

The screenshot shows the 'Employee Detail' application interface. It features a navigation bar with 'Back', 'Accept', and 'Search' buttons. Below the navigation bar, there are three sections: 'USER DEFINED FIELDS', 'EMPLOYEE PAY', and 'EMPLOYEE DEDUCTIONS'. The 'USER DEFINED FIELDS' section is highlighted with a red box.

Select **Search**. 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 upon the documentation that follows.

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.

Continue adding these codes to the appropriate individuals.

HELPFUL HINT: Gather the employee numbers before adding these codes so that all individuals can be added while in the user-defined field screen.

KETS Payroll Coding Structure

Commodity Code	Job Description	Munis User Defined Code Paid from KETS	Munis User Defined Code Paid from Other
310-01-115	CIO	CIOK	CIOO
310-01-115	District Tech	DTCK	DTCO
310-01-115	School Tech	STCK	STCO
310-01-115	District TRT	DTRK	DTRO
310-01-115	School TRT	STRK	STRO
310-01-115	School Coord	SCTK	SCTO
310-01-115	Dist Network Admin	DNAK	DNAO

Commodity Code	Job Description	Munis User Defined Code Paid from KETS	Munis User Defined Code Paid from Other
310-01-115	School Network Admin	SNAK	SNAO
310-01-115	District Web Admin	DWAK	DWAO
310-01-115	District Web Master	DWMK	DWMO
310-01-115	School Web Admin	SWAK	SWAO
310-01-115	School Web Master	SWMK	SWMO
310-01-103	STLP	STPK	STPO
310-01-115	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 || 8/2 || 08/27] ⚙️

← Back 🔍 Search 📄 Browse ➕ Add 🔄 Update ✖ Delete 📄 Output 🖨 Print 🔍 Display 📄 PDF 💾 Save 📄 Excel 📄 Word ✉ Email 📅 Schedule 📎 Attach 🌐 Global

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

Field ID Code *	CIOK - CIOK
Date	<input type="text"/>
Code	PCT - PERCENT OF PAY
Value	35

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

← Back 🔍 Search 📄 Browse ➕ Add 🔄 Update ✖ Delete 📄 Output 🖨 Print 🔍 Display 📄 PDF 💾 Save 📄 Excel 📄 Word ✉ Email 📅 Schedule 📎 Attach 🌐 Global

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

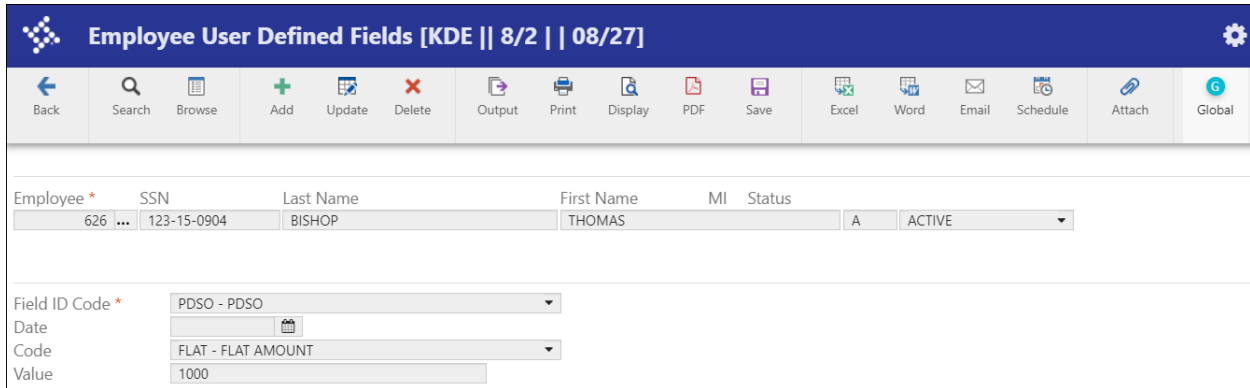
Field ID Code *	CIOO - CIOO
Date	<input type="text"/>
Code	PCT - PERCENT OF PAY
Value	15

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

← Back 🔍 Search 📄 Browse ➕ Add 🔄 Update ✖ Delete 📄 Output 🖨 Print 🔍 Display 📄 PDF 💾 Save 📄 Excel 📄 Word ✉ Email 📅 Schedule 📎 Attach 🌐 Global

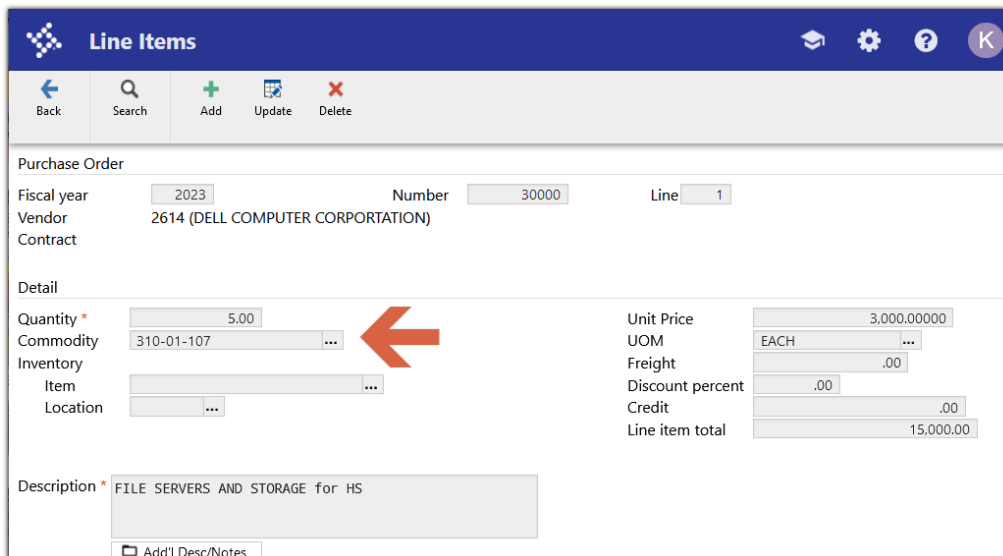
Employee *	SSN	Last Name	First Name	MI	Status
626 ...	123-15-0904	BISHOP	THOMAS		A ACTIVE

Field ID Code *	PDSK - PDSK
Date	<input type="text"/>
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.



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 | 06/27]

Purchase Order Details

Batch * 081222
 Dept/Loc BHS-1 BHS PRINCIPAL'S OFFICE GF
 GL effec date * 08/12/2022
 Fiscal year * 2023 Current Next Period 02 AUG
 PO number * 30000 41
 General commodity
 General description FILE SERVERS AND STORAGE

Entry 08/12/2022 Status 4 Allocated
 Needed by Buyer Kristin Lambert
 Expire
 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 * BHS HIGH SCHOOL
 201 CENTER STREET
 Frankfort KY 40601
 Email
 Reference

Line Items

Line	Qty	Unit Price	Line Total	Description	1st GL account	Totals
1	5.00	3,000.00000	15,000.00	FILE SERVERS AND STORAGE for HS		Batch 15,000.00 PO 15,000.00

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.

Need to Change a Commodity Code or Failed to Enter a Code?

Purchasing >Purchase Order Processing >Purchase Order Change Orders

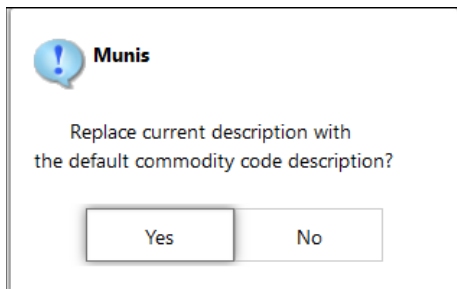
Find the PO that needs to be modified.

Select **Re-Open PO** then select **Line Items**. The following screen will appear:

Select update and enter the Year, Period, Effective Date, and Description for the change.

Note: The date will have to be set to the current year/period as prior year PO changes are not permitted in Munis. Even though the year/period will be set to the current year, the commodity code will be accurately reflected on the prior year’s Technology Activity Report (TAR).

Tab to the Commodity field and enter the correct commodity code and press enter. The message below will appear, make the appropriate selection. (Selecting **Yes** will replace the description with the default commodity code description. Selecting **No** will leave the description that is currently in the PO Detail Description field.)



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 **Text File** from the Munis 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, repeat step 4 if any changes were made. 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.

Options	
Starting year/period *	<input type="text"/> <input type="text"/>
Ending year/period *	<input type="text"/> <input type="text"/>
Commodity code range	<input type="text"/> ... to <input type="text"/> ...
Department code range	<input type="text"/> ... to <input type="text"/> ...
Capital asset	<input type="radio"/> All <input type="radio"/> Yes Only <input type="radio"/> No Only
Current or next year PO's	<input type="radio"/> Current <input type="radio"/> Next Year
Report in	<input type="radio"/> Detail <input type="radio"/> Summary
Output file options	<input type="radio"/> Paper/Spool only <input type="radio"/> Mag-Media and Spreadsheet <input type="radio"/> Both Paper and Mag-Media/Spreadsheet
Records Processed	
Records processed	<input type="text"/>
Payroll records processed	<input type="text"/>
Output Paths and Filenames	
Commodity code	<input type="text"/>
Magnetic media	<input type="text"/>
Spreadsheet	<input type="text"/>

Converting the File to Excel

The magnetic media and spreadsheet files are created. However, ***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 district number and #### represents file number.

Saved Reports [KDE || 8/2 || 08/27]

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

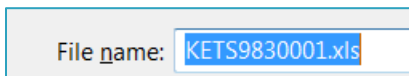
Mode

-- 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
983klamb	KETK0320003.txt	KETS Unmet - MAG MEDIA	05/25/2021	15:15	1
983klamb	KETS0320003.txt	KETS Unmet - SPREADSHEET	05/25/2021	15:15	1
983klamb	pokycomm0003.txt	KETS Unmet Need Report	05/25/2021	15:15	1

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:
[KY TAR Submission](#) or https://applications.education.ky.gov/TAR_Upload/login.aspx.

The screenshot shows the login page for the Technology Activity Report Online submission. At the top, there is a navigation bar with the Kentucky Department of Education logo and the text "Kentucky Department of Education" and "Technology Activity Report Online submission". Below the navigation bar, there is a disclaimer: "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." In the center, there is a login form with two input fields labeled "Username" and "Password", and a "Login" button. At the bottom, there is a footer with the text "Copyright © 2013 Kentucky Department of Education Privacy | Disclaimer | Contact Us | Help" and "Site Compatibility".

10. 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.gay@education.ky.gov if you don't have the login credentials information.
11. Enter the three-digit district number, your name, and your e-mail address.
12. Confirm name, e-mail, and district and select "OK".
13. 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.
14. 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 Gay (caprice.gay@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	Munis User Defined Code Paid from KETS	Munis User Defined Code Paid from Other
CIO	CIOK	CIOO
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 2019+

CODE	Short Description	Long Description	Detailed Descriptions
310-01-100	STUDENT WORKSTATIONS	STUDENT WORKSTATIONS	Any device a student has in hand and/or in front of them, along with associated maintenance costs
310-01-101	ASSISTIVE AND ADAPTIVE TECHNOLOG	ASSISTIVE AND ADAPTIVE TECHNOLOGY	Hardware that permits an instructional device or workstation to be used by a special needs teacher/student/staff, while not restricting use by others, along with associated maintenance costs.
310-01-102	SOFTWARE, APPS, & DIGITAL CONT	SOFTWARE, APPS, AND DIGITAL CONTENT	Software Licenses, digital subscriptions, instructional digital content, applications (not MUNIS or IC), etc.
310-01-103	STLP LEADERSHIP & SERVICES	STLP LEADERSHIP & SERVICES	All expenditures related to STLP activities and projects other than STLP Coach stipends.
10-01-104	CLASSROOM INSTRUCTIONAL TECH	CLASSROOM INSTRUCTIONAL TECHNOLOGY	Technology hardware e.g., projectors/displays, smart boards, classroom response systems, document cameras, along with associated maintenance costs.
310-01-105	FACULTY/STAFF WORKSTATIONS	FACULTY/STAFF WORKSTATIONS	Any device that faculty/staff has in hand and/or in front of them, along with associated maintenance costs.
310-01-106	SCHOOL & DIST PRINT SERVICES	SCHOOL AND DISTRICT PRINTING SERVICES	Managed print services (copier leases), copiers, and printers, along with associated maintenance costs. Not including consumables e.g., paper, toner, print cartridges
310-01-107	FILE SERVERS AND STORAGE	FILE SERVERS AND STORAGE	Any district or school servers/file storage on-premise or cloud-based (including virtualization software and other server-specific utilities), along with any associated maintenance costs.
310-01-108	SCHOOL & DIST PHONE SYSTEM	SCHOOL AND DISTRICT PHONE SYSTEM	Hardware and Software that runs phone system (hosted or on-prem, including handsets, voicemail, etc.), along with associated maintenance costs.

CODE	Short Description	Long Description	Detailed Descriptions
310-01-109	SCHOOL & DIST TELCO VOICE LINE	SCHOOL AND DISTRICT TELCO VOICE LINES	PRIs, POTS, VoIP, any voice service, monthly hosted VoIP, etc.
310-01-110	FINANCIAL ACCT SYSTEM (MUNIS)	FINANCIAL ACCOUNTING SYSTEM (MUNIS)	MUNIS annual payments or other services (i.e. customization services, add-on applications, etc.) that enhance MUNIS for district use.
310-01-111	STUDENT INFO SYSTEM (IC)	STUDENT INFORMATION SYSTEM (INFINITE CAMPUS)	IC annual payments or other services (i.e. customization services, add-on applications, etc.) that enhance IC for district use.
310-01-112	SCHOOL & DIST NETWORK WIRING	SCHOOL AND DISTRICT NETWORK WIRING	All voice, data, video wiring (copper or fiber); all racks, patch panels, patch cables, connectors, along with associated maintenance costs.
310-01-113	SCHOOL & DIST NETWRK COMPONENT	SCHOOL AND DISTRICT NETWORK COMPONENTS (LAN, WAN, WIRED, WIRELESS)	All wired and wireless Networking equipment e.g., switches, routers, WAPS, mounts, antennas, cards, adapters, GBICs, and any associated maintenance costs.
310-01-114	INTERNET HUB FIBER CONNECTION	SCHOOL TO KENTUCKY K12 DISTRICT INTERNET HUB FIBER CONNECTION	Fiber WAN services, dark fiber lease, lit fiber leases, any WAN service for school connectivity, along with associated maintenance costs.
310-01-115	PEOPLE SIDE OF EDUCATION TECH	PEOPLE SIDE OF EDUCATION TECHNOLOGY	All costs associated with technology personnel; CIO/DTC, Digital Learning Coaches, STLP Coordinators and associated stipends, Technicians, etc.
310-01-116	PROFESSIONAL DEVELOPMENT	PROFESSIONAL DEVELOPMENT - TEACHER, SCHOOL, AND DISTRICT	Costs associated with providing Professional Development for teachers, staff and administrators.