Preparing an Excel File for Uploading into ePlan

This process prepares a downloaded file for uploading into ePlan. This also gives instructions to give the file a specific name if multiple files are downloaded.

If column headings are not present, insert a row for eight column headings in the following order:
District Number; Reporting Year; Report; Account; Expenditure Object; Fund; Sub Fund; Amount. Use the exact wording.

1. Select the eight column headings.
2. Click on "Sort & Filter" in the top right-hand corner.
3. Click on "Filter" to add drop-down boxes to column headings.
4. Click on dropdowns to get rid of all 0's under Amount.
5. Sort "Smallest to Largest" and Highlight all rows with zero amounts.
6. Right Click and Delete all 0 lines.
7. Choose "File" "Save As", change Type to "Excel Workbook". Enter the file name as shown in the examples below. You may need to add the date to distinguish files.
   a) SDE FY2022 all funds
   b) SDE FY2022 141
   c) SDE FY2022 141 and 143
   d) SDE FY2022 142 summarized

You will be able to upload these files into ePlan, as needed.

For next steps, refer to the one pager resource, "Uploading data into the ePlan Final Expenditure Reports".