Distribution Table Explanation

A distribution table is used to "distribute" or spread the cost of an expenditure across more than one PSN.

E**xamples:**

- If your building has a counselor and you want to spread the counselor's salary across all the PSNs in your building, you could create a distribution table.
- If you "bundle" your CTE teacher travel time and want to spread that expense across all applicable PSNs, you could create a distribution table.

Once you create a distribution table, you can use it to enter a single expenditure to be applied to multiple programs. The table will use the percentages you have selected to calculate the amounts to apply to each program. Remember, the sum of the percentages used in your table must equal 100, or your total funds will not be properly distributed. Please see the following example:

Distribution Table: "Travel"	
PSN	**Amount to Report (Must total 100%)**
07703	25%
14038	25%
17755	50%

If you enter a travel expenditure of $1,000 into the above table, CTEIS will assign $250 in travel expenses to PSN 07703, $250 to PSN 14038, and $500 to PSN 17755.

CREATING A DISTRIBUTION TABLE

To create a distribution table within CTEIS:

1. From the D**ata Entry tab, click Expenditures**, and choose **Distribution Tables.**

2. If necessary, select a district from the **S**elect **District...** drop-down menu.

3. Select a building from the **Select Building...** drop-down menu.

4. Select the programs you would like to include in the distribution table by clicking the checkboxes on the left side of the grid. You may use the checkbox in the column header row to quickly select every program within the grid.

5. In the C**reate Distribution Table** panel, enter a name for the table in the **Distribution Table Name** field. This can be anything that helps you recall the table's purpose.

6. Choose whether you would like CTEIS to automatically weight the expenditures you will enter this table based on student enrollment, to divide expenditures equally across all selected programs, or to include custom calculations:

   a. Student Enrollment % — The expenditures are distributed based on student enrollments within a program (PSN).

   b. Even — The expenditures will be divided equally among the selected PSNs.

   c. Custom — The CTEIS user enters specific percentages for spreading the expenditures across PSNs.

7. Click on the **Create Distribution Table** button. Upon successful creation, your distribution tables will appear in a panel at the bottom of the screen, allowing you to edit or delete them at any time.