

Directions for
KEA Budget Summary pages
to include Title I & LCFF PD expenditures

- Step 1 Main KEA Menu
Enter option and Press RETURN to continue: **1**
(1. *MLF 37 –Budget Report*)
- Step 2 Enter Selection: **3**
(3. *Budget Detailed Activity*)
- Step 3 Enter Account Selections:
Examples below for Certificated Extra time for PD, PLC planning time, Conference & Travel, and Consultants.
Note: After you enter each account selection press **ENTER**, then enter 2nd account selection. When finished selecting accounts press ENTER twice.
- 0043- -1110- -1100-022-01
 - 0043- -1940- -1100-022-01
 - 3150- -1110- -1100-022-01
 - 3150- -1940- -1100-022-01
 - 0043- - - -5200-022-
 - 3150- - - -5200-022-
 - 0043- - - -5800-022-
 - 3150- - - -5800-022-
- Step 4 Enter Date Range: (...2/16/16): **100115..123115 ENTER**
Example for 2nd quarter
Note: If you don't enter a date range KEA will default to July 1- to current date.
To get quarter summary budget reports: **start date..end date ENTER.**
- Step 5 Do you wish to Print the Report Now (Y)es or (N)o?: **Y**
- Step 6 Do you want to print to (S)creen (P)rinter or (N)etwork printer? **P**

