

Troubleshooting tips for using the MoEquity Tool

1. Use the Most Up-to-Date Tool
 - a. Updated on 11/15/22 and posted on MoEquity webpage
<https://www.maine.gov/doe/covid-19/fedrelief/equitydata> (right column)
 - b. As feedback comes in from SAUs, updates and revisions are made to the tool
2. Column Titles and Data need to align across tabs
 - a. Misaligned data can throw off the calculations in the populated tabs
3. Populated Tabs
 - a. The Year-to-Year Comparison (Gray), Year1 Budget_Refractor tab (orange/yellow) and Year 2 Budget_Refractor tab (orange/yellow) are populated by what is entered into the manual entry tabs (green and blue tabs),
 - b. No data or information is entered manually into the Year-to-Year Comparison (Gray), Year1 Budget_Refractor tab (orange/yellow) or Year 2 Budget_Refractor tab.
4. Manual Entry Tabs
 - a. Cost Center & Student Counts tab (Green), Year1 Budget Expenditures tab (blue), Year 2 Budget Expenditures tab (blue), Year1 Staff Data tab (Light Blue), and Year2 Staff Data (Light Blue) need to have data manually entered by the SAU
 - b. This manually entered data will populate the gray and orange/yellow tabs
5. School Codes
 - a. School Codes need to align across all the appropriate tabs
6. Receive ID is
 - a. Salary or
 - b. Stipend
7. Profile ID is Staff ID
8. Enrollment Type is
 - a. W2 or
 - b. Contractor
9. Cost Center & Student Counts Tab —
 - a. Grade Span Columns needs to align
 - b. Column D needs to align (be the same as) with Column N
10. Cost Centers need to align across the tabs
 - a. Make sure that the cost center listed for a school is the same for that school in each of the green and blue tabs
 - b. Cross check with the populated tabs
11. Tool will compare only 2 year's data at one time, a separate must be created to compare FY22 to FY21 data and FY23 to FY22 data.