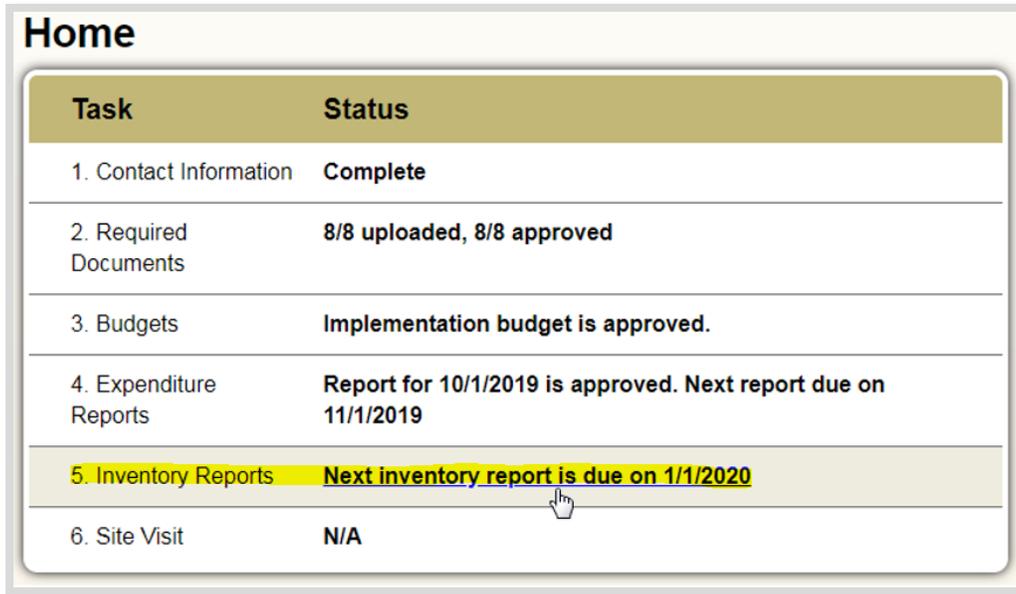


## CSP Grant Subrecipient Instructions for Submitting Inventory Reports

The instructions for completing an inventory report are below. All CSP grant recipients must submit an inventory report in the Charter Schools Project Tracking System ([www.flcsp.org](http://www.flcsp.org)) semi-annually during the implementation award period and no later than January 1<sup>st</sup> and July 1<sup>st</sup>. Semi-annual reporting of inventory is a compliance requirement. The Department retains authority to terminate, with written notice, a project that does not demonstrate progress toward opening and operating a high-quality charter school.

1. Log in to FLCSP ([www.flcsp.org](http://www.flcsp.org)) with your username and password.
2. Select the inventory report notification link.



Task	Status
1. Contact Information	Complete
2. Required Documents	8/8 uploaded, 8/8 approved
3. Budgets	Implementation budget is approved.
4. Expenditure Reports	Report for 10/1/2019 is approved. Next report due on 11/1/2019
5. Inventory Reports	<a href="#">Next inventory report is due on 1/1/2020</a>
6. Site Visit	N/A

3. On the Manage Inventory page, select New Report.



**Manage Inventory**

To create an inventory report, approved budgets and expenditure reports that have inventory within those budgets must exist first.

Implementation (4/9/2019 - 4/8/2020)

Budget
Created: 3/7/2019 Amount: \$549,946.00 status: Approved

Export

No report has been created

[New Report for 1/1/2020](#)

4. On the following page, verify the tag number, location, and status for each inventory item listed. Each item's information may be updated individually or all at once.

To update items individually, select the Edit button as pictured below.

**Inventory Report**  
for 1/1/2020  
[Back](#)

Submit Export Import

	Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078843	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078844	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078845	Building B	In Use	Adult Solid Hardwood Adult Rocking Chair

To update all inventory items at once, follow steps A-C below.

- A. Export the inventory report.

**Inventory Report**  
for 1/1/2020  
[Back](#)

Submit Export Import

	Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078843	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078844	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
Edit	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078845	Building B	In Use	Adult Solid Hardwood Adult Rocking Chair

- B. Update the information in Microsoft Excel. *Note: Do not edit the column headings. Editing the heading will cause an error with the import.*

Inventory.xlsx - Excel

	Inventory FunctionCode	ObjectCode	TagNumber	BudgetNarrative	Location	Status
1	Inventory status must be integer: 1 = Ordered, 2 = Delivered, 3 = InUse, 4 = Missing, 5 = Broken					
2	78843	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078843	Adult Solid Hardwood Adult Rocking Chair	Building A 3
3	78844	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078844	Adult Solid Hardwood Adult Rocking Chair	Building A 3
4	78845	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078845	Adult Solid Hardwood Adult Rocking Chair	Building B 3
5	78846	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078846	Adult Solid Hardwood Adult Rocking Chair	Building B 3
6	78847	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078847	Adult Solid Hardwood Adult Rocking Chair	Building B 3
7	78848	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078848	Adult Solid Hardwood Adult Rocking Chair	Building B 3

C. Import the updated file to the grant tracking system.

**Inventory Report**  
for 1/1/2020  
[Back](#)

Submit Export **Import**

	Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
<b>Edit</b>	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078843	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
<b>Edit</b>	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078844	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair

**Import Inventory**  
Back to inventory report

**Choose File** No file chosen **Import**

5. After completing the updates, select Submit.

**Inventory Report**  
for 1/1/2020  
[Back](#)

**Submit** Export **Import**

	Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
<b>Edit</b>	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078843	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
<b>Edit</b>	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078844	Building A	In Use	Adult Solid Hardwood Adult Rocking Chair
<b>Edit</b>	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2013-061-0000078845	Building B	In Use	Adult Solid Hardwood Adult Rocking Chair