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# Data needed to run this tool

Two .csv files of school district expenditures. Each file must be named with the NCIS id of the school district (for example ‘408520.csv’). The files must contain a column named ‘Code’ that contains the budget codes and a column named ‘Transactions’ that contains the expenditure amounts. The below steps will give direction on where to save these files.

# Run the district budget comparison tool from a mac

Step 1: installing git

* Click the search icon in the top right corner of your computer screen and type in “terminal”
* Something like what is below will pop up

**Text

Description automatically generated**

* Type “git --version" and hit enter
* If you don’t already have git installed it will prompt you to install it

Step 2: getting the tool

* Go to <https://github.com/apinestealth/district-comparison>
* Find the green “code” button on the right hand side and click on it
* Make sure “HTTPS” is selected and then click the clipboard icon to copy the link

A screenshot of a computer

Description automatically generated with low confidence

* Click the search icon in the top right corner of your computer screen and type in “terminal”
* type “cd Desktop” and hit enter
* type “git clone” and then paste the saved link and hit enter

Step 3: installing all the necessary packages

* go to this link <https://bootstrap.pypa.io/get-pip.py> and right click and save as the page as “get-pip.py” on your desktop
* go back to your terminal window and type “python get-pip.py” and hit enter
* next type “pip install pandas” and hit enter
* type “pip install PIL” and hit enter
* type “pip install fpdf” and hit enter
* \*if you run into errors installing these packages, generally follow the suggestions that are printed on your screen

Step 4: adding the user inputs & data

* open up finder and navigate to the district\_comparison folder on your desktop
* in the “scripts” folder you will see a file named “main.py”
* double click it to open and fill in all of the missing data/inputs
* move the input csv files with correct name and content formatting into the “processed” folder inside of the “data” folder

Step 5: run the tool

* go back to your terminal and type “pwd” to make sure that the end of the info that is printed on your screen says “/Desktop”
* if it does not say that exit out of terminal and go back in and type “cd Desktop”
* next, type “cd district\_comparison” in terminal and hit enter
* type “cd scripts” and hit enter
* type “python main.py” and hit enter
* you should see “all done” printed on the screen after a minute or so

Step 6: see your output

* go into the districts\_comparison folder in your files
* navigate to the “reports” folder

# Run the district budget comparison tool from a pc

Step 1: installing git

* go to <https://git-scm.com/download/win> and the download will start automatically

Step 2: getting the tool

* Go to <https://github.com/apinestealth/district-comparison>
* Find the green “code” button on the right hand side and click on it
* Make sure “HTTPS” is selected and then click the clipboard icon to copy the link

A screenshot of a computer

Description automatically generated with low confidence

* Type "command prompt" into the Start menu and open the app

Graphical user interface, application, Teams

Description automatically generated

* type “cd Desktop” and hit enter
* type “git clone” and then paste the saved link and hit enter

Step 3: installing necessary packages

* go to this link <https://bootstrap.pypa.io/get-pip.py> and right click and save as the page as “get-pip.py” on your desktop
* go back to your terminal window and type “py get-pip.py” and hit enter
* next type “pip install pandas” and hit enter
* type “pip install PIL” and hit enter
* type “pip install fpdf” and hit enter
* \*if you run into errors installing these packages, generally follow the suggestions that are printed on your screen

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* move the input csv files with correct name and content formatting into the “processed” folder inside of the “data” folder

Step 5: run the tool

* go back to your terminal and type “pwd” to make sure that the end of the info that is printed on your screen says “/Desktop”
* if it does not say that exit out of terminal and go back in and type “cd Desktop”
* next, type “cd district\_comparison” in terminal and hit enter
* type “cd scripts” and hit enter
* type “py main.py” and hit enter
* you should see “all done” printed on the screen after a minute or so

Step 6: see your output

* go into the districts\_comparison folder in your files

# Alternative to putting the tool on your desktop

It is very easy to save this tool in any folder you choose instead of your desktop. Instead of typing “cd Desktop” on step #2, use commands to navigate to the folder of your choosing. [This article](https://www.macworld.com/article/221277/command-line-navigating-files-folders-mac-terminal.html) is useful for mac users and [this article](https://www.computerhope.com/issues/chusedos.htm) is useful for people using windows.