

EMIS FINANCIAL REPORTING PERIOD H



Agenda

- Processing Schedule
- EMIS Financial Reporting Checklist - USAS
- Capital Assets – EIS
- Capital Assets - FFE
- Data Collector
- Validations
- Reports in DC
- ODE Reports

14H Processing Schedule

FY14 EMIS Processing Schedule							
REPORTING PERIOD	CODE	FY DATA	OPEN DATE	END DATE	KEY DATES/COMMENTS	DATA SUBMISSION REQUIREMENTS	SIGN OFF DUE
Graduate	G	FY13	10/22/2013	12/4/2013		N	1/10/2014
5 Year Forecast	P	FY14	10/1/2013	8/22/2014	Data required by 10/31/2013 & 05/31/2014	N	10/24/2014
Casino Student Count	K	FY14	10/18/2013	12/26/2013	Snapshot of subset of main October submission	N	
October	K	FY14	10/18/2013	2/14/2014		Y	3/14/2014
March	D	FY14	2/14/2014	4/28/2014		Y	5/23/2014
Yearend	N	FY14	5/2/2014	7/30/2014		Y	9/19/2014
Yearend Non-LRC Supplemental	N	FY14	8/8/2014	8/27/2014		Y	9/19/2014
Graduate	G	FY14	5/23/2014	11/14/2014		Y	12/10/2014
Financials	H	FY14	5/2/2014	8/20/2014		Y	10/24/2014
Financials Non-LRC Supplemental	H	FY14	8/29/2014	9/30/2014		Y	10/24/2014

KEY SSID ACTION DATES

Last Day to Deactivate (K)	Friday, 1/24/2014
Resume Deactivation (K)	Friday, 2/7/2014
Last Day to Deactivate (N)	Wednesday, 7/23/2014
Resume Deactivation (N)	Wednesday, 8/6/2014

EMIS Financial Reporting Checklist

- Run VALACT (Valid Accounts Report)
 - New validations for functions that cannot have an 000 OPU. (from [AOS USAS manual appendix](#))
 - 2110 Direction of Support Services - Pupils
 - 2121 Service Area Direction
 - 2131 Service Area Direction
 - 2141 Service Area Direction
 - 2151 Service Area Direction
 - 2171 Service Area Direction
 - 2211 Service Area Direction
 - 2221 Service Area Direction
 - 2231 Service Area Direction
 - 2490 Other Administration Services

If these functions have an OPU designated as “C” – Central Office, expenditures are included in General Admin

If these functions have an OPU that is not the central office, expenditures are included in School Admin

EMIS Financial Reporting Checklist

□ VALACT errors

- Warning Message: "ODE requires SUBJECT or IL code to be entered for this func/obj in most cases." ODE wants a subject or instructional level on certain types of accounts.
- The general rule of thumb is that if it is a high school class, or middle/junior high where teachers teach specific courses, a subject code should be provided. If it is an elementary, then an instructional level should be provided. However, ODE has also said that there are cases where this doesn't apply and it is okay in those cases to not provide the subject or IL code, thus it is a warning only and is not enforced anywhere in the USAS software. It is the decision of the district.

- Valid accounts (con'd)
 - ▣ Fatal errors must be resolved.
 - ACTCHG if the accounts are in the same fund
 - Use FNDCHG if the accounts are different funds and the new fund does not exist on the account master
- Enter EMIS Fund Categories – EMIS Manual defines accounts that require a category (Chp 6.2)
 - ▣ EMISFCAT report will list cash account with EMIS Fund Categories
 - ▣ USASWEB will have a drop down for options

										No	
Start Date								Date			
EMIS Fund Category	<div> Not Applicable Comprehensive School Reform - Title 1 Part F Even Start - Title 1, Part B-3 Homeless Children Improvement of Basic Programs - Title 1 Part A Neglected & Delinquent Children/Youth Title 1 Part D </div>										
PTD Clear Month							Track PTD Flag			No	
PTD Beginning Balance	0.00										

EMIS Financial Reporting Checklist

- Run USAEMSDB (District/Building Profile) DN record
 - ▣ Option 1 – DSTMNT

EMIS DISTRICT YEAREND INFORMATION

Central Office Square Feet: _____
ITC IRN Number: 086488

ESC's should report
000000000

Central Office Square Footage (CENOFFSQFT) - Include the square footage of the central office space and also the square footage of any other facilities directed by the central office not already reported under a separate IRN.

Educational Service Centers (ESC's) should report 000000000 as the default value of this element

ITC IRN Number
(INFOTECIRN) – MVECA
086488

EMIS Financial Reporting Checklist

□ USAEMSDB (con'd)

■ Option 2 – BLDMNT

- If you processed previous year in LIVE then last year's data will be displayed. Update if needed.

Building IRN		Square Feet	Transportation Percentage	Lunchroom Percentage
<u>000135</u>	South Vienna Middle School Mid	<u>33908</u>	<u>17.00</u>	<u>16.00</u>
<u>000137</u>	Northridge Middle School Middl	<u>45650</u>	<u>7.00</u>	<u>17.00</u>
<u>027656</u>	Northeastern High School	<u>113470</u>	<u>15.00</u>	<u>14.00</u>
<u>061705</u>	Northridge Elementary School	<u>38490</u>	<u>6.00</u>	<u>10.00</u>
<u>061713</u>	South Vienna Elementary School	<u>51962</u>	<u>27.00</u>	<u>14.00</u>
<u>066407</u>	Rolling Hills Elementary Schoo	<u>58350</u>	<u>20.00</u>	<u>16.00</u>
<u>068577</u>	Kenton Ridge High School	<u>148290</u>	<u>8.00</u>	<u>13.00</u>

BLDSQFEET – JVSDs must report this element only

LUNCHRMPCT - Report the total number of meals served for this building divided by the total number of meals served in the district. Report zeroes if no positive value applies. Total percentages for all buildings must equal 100

TRANSPTPCT - Report the total number of students bused for this building divided by the total number of students bused in the district. Include the number of auxiliary service students bused. If the district is required to report this Attribute Name, report zeroes if no positive value applies. Total percentages for district must equal 100.

EMIS Financial Reporting Checklist

- Update OPUs if changes are needed
 - All OPUs must have an IRN that is assigned to your district in OEDS
 - Run OPULST to see your current configuration
 - The entity type is set to "C" if the OPU is set up to track central office expenses. Otherwise, the entity type is left blank.

The screenshot displays the EMIS Financial Reporting interface. On the left is a navigation menu with options: Home, Accounts, AP Invoices, Checks, Configuration (with sub-options: Preferences, Operational Units, New, Query), Purchase Orders, Receipts, Refunds, and Requisitions. The main area is titled 'Functions' and contains a 'Find' button and a 'Clear' button. Below this is the 'OPU Query' section, which includes input fields for 'Starting OPU' and 'Ending OPU'. A table below the input fields lists the current configuration of Operational Units (OPUs).

OPU	Description	IRN	Entity Type
000	DISTRICT WIDE	999999	
001	SAMPLEVILLE ELEMENTARY	999999	
002	SAMPLEVILLE JUNIOR/SENIOR HIGH	999999	
003	SAMPLEVILLE CENTRAL OFFICE	999999	C

EMIS Financial Reporting Checklist

- The following programs can be submitted in the current manifest but are not required until the supplemental manifest
- Run USAEMSED
 - ▣ Exhibit 1 - Cash and Fund Balance Reconciliation
 - ▣ Schedule of Federal Assistance Summary and Detail
 - ▣ Statement R – Civil Proceedings

USAEMSED

□ Exhibit 1 – Cash and Fund Balance Reconciliation

■ Designed to disclose the position of the school district as of the last day of the fiscal year

■ Cash Reconciliation – CSHREC.TXT

- Enter all Banks and ending balances
- Enter any deposits in transit
- Enter outstanding checks
- Enter any adjusting entries
- List Investments
- Bonds & Notes
- C D's
- Securities
- Other Investments
- List Cash on Hand (example: Petty Cash)
- Enter Other Bank Balances

Total Ending Balance: 7,874,225.14
Total Fund Balance : 7,879,225.14

Total entered in option 1

Total on the account file

USAEMSED

□ Schedule of Federal Assistance- Summary – FEDSUM.TXT

- Entity=School Name
- County
- Fiscal Year End
- Do you have \$500,000 or more in Federal Expenditures? Y/N

Federal Assistance Programs Summary

- 1. Entity : SAMPLE CITY SCHOOLS
- 2. County : HENRY
- 3. Fiscal Year End : 2005
- 4. Total Federal Expenditures
This Fiscal Period: Under \$500,000
- 5. Comments:

Enter field number to change or <CR> if no change: _
Enter '9' to display record.

USAEMSED

- Schedule of Federal Assistance- Detail – FEDDET.TXT
 - ▣ Run initialization option to delete all 5xx funds from previous year and creates a new record for non-zero funds for current fiscal year
 - ▣ Enter Federal Program Reference Number
 - ▣ Enter CFDA number (from CIP)
 - ▣ Grant Title
 - ▣ Fund/SCC
 - ▣ Amount of Federal Contribution Received
 - ▣ Amount of Federal Expenditure

Program Reference Number	:	2345
1. C.F.D.A. number	:	13.55
2. Grant Title	:	CHAPTER II
3. Fund/SCC	:	572 9098
4. Federal Contribution Received:		10,000.00
5. Federal Expenditures	:	10,000.00

USAEMSED

□ Schedule of Federal Assistance (Summary and Detail)

Data Element	Definition
Entity Name (QC360)	District or subdivision receiving funds
County Name (QC740)	County in which district is located
Fiscal Year Ending (QC750)	Fiscal year in which report is being made
Total Federal Receipt Group (QC760)	Federal agency that administers program
CFDA Number (QC780)	Five-digit number from grantor that identifies the program supplying federal monies
USAS Fund (QC110)	Fund which receives the federal monies
USAS Special Cost Center (QC120)	Special cost center for fund, if applicable
Federal Contribution Received in Current Fiscal Year (QC810)	All monies received and available for expenditures during the current fiscal year
Federal Expenditure during current Fiscal Year (QC820)	Amount of Expenditures of federal funds

USAEMSED

- Statement R - civil proceedings information sheet that contains all data pertaining to any civil proceedings pending in court involving the Board of Education – CVLPRC.TXT
 - ▣ Enter Civil Proceeding Number
 - ▣ Court
 - ▣ Case Number
 - ▣ BOE Plaintiff or Defendant? P/D
 - ▣ Total expenses incurred by BOE through fiscal year
 - ▣ Enter up to 5 plaintiffs or defedants
 - ▣ Description

```
Civil Proceeding Number : 3333
1. Court                 : SAMPLE CO COMMON PLEAS
2. Case Number           : 23445667
3. Board Capacity        : Defendant
4. Total Expense         :          10,000.00
5. Fiscal Year Expense   :          10,000.00
6. Plaintiffs/Defendants:
7. Description           :
    1) TEST CASE
```

USAEMS

- ❑ RUN USAEMS- This IS required for the manifest that expires on 8/20. The DN record is required for LRC reporting
- ❑ Answer N to “Are you extracting for an Information Technology Center”
- ❑ Confirm your district IRN and Name
- ❑ Enter Fiscal Year
- ❑ Accounts extracted are based on the Cash record SM1/SM2 flag
- ❑ Validates the EMIS Fund Category and lists warnings or fatals on EMSERR.TXT. If fatal errors exist, the sequential files will not be created.
- ❑ An error message appears on the screen after execution

EMIS Financial Reporting Checklist

- USAEMS (cont'd)

- Produces 2 output files

- USAEMS_EMISR.SEQ – contains district/building data entered in USAEMSDB and USAEMSED- must use SIF Agent to collect cash, expenditures, receipts and operational unit information
 - USAEMS.SEQ – contains all record types – upload to DC/OTHER DATA SOURCES if not using SIF Agent

EMIS Financial Reporting Checklist

- ❑ Run USAEMS_FTP if you are ready to transfer the USAEMS_EMISR.SEQ file to the Data Collector
- ❑ If using the USAEMS.SEQ file instead of the SIF Agent, file transfer the file from the host to your local drive and then upload it into the Data Collector/Other Data Sources

USAS



- EFM_LOCAL was removed from the menu.
 - This program has not been functional since fy12. ODE no longer provides the ADM information
- Expenditure Standards replaced this report
 - Run BUDSUM
 - Sort and sub total options for CA-category and LN-line number
 - This report goes to MONTHLYCD monthly, BUDSUMCAT

Capital Assets EMIS Elements

□ Capital Asset Code (QC971)

- ▣ DBI Depreciable Capital Assets, Buildings and Building Improvements
- ▣ DBK Depreciable Capital Assets, Books
- ▣ DFE Depreciable Capital Assets, Furniture, Fixtures and Equipment
- ▣ DIN Depreciable Capital Assets, Infrastructure
- ▣ DLI Depreciable Capital Assets, Land Improvements
- ▣ DVE Depreciable Capital Assets, Vehicles
- ▣ LBI Accumulated Depreciation, Buildings and Building Improvements
- ▣ LBK Accumulated Depreciation, Books
- ▣ LFE Accumulated Depreciation, Furniture, Fixtures and Equipment
- ▣ LIN Accumulated Depreciation, Infrastructure
- ▣ LLI Accumulated Depreciation, Land Improvements
- ▣ LVE Accumulated Depreciation, Vehicles
- ▣ NDC Capital Assets not being depreciated, Construction in Progress
- ▣ NDL Capital Assets not being depreciated, Land

Capital Assets EMIS Elements

- Capital Assets Code Old Balance (QC972)
 - Starting balance, June 30 prior fiscal year for this particular Capital Assets Code
- Capital Assets Code Additions (QC973)
 - Amounts to be added for the current fiscal year to the starting balance
- Capital Assets Code Deduction (QC974)
 - Amounts to be subtracted for the current fiscal year from the starting balance

Capital Assets - EIS

□ 01xx Asset Class

- ▣ Have subclasses designated for land and land improvements and have assets appropriately classified into each category
- ▣ “Land” items should have Deprec. Method = “N”
 - will be reported under NDL “Capital Assets not being depreciated, Land”
- ▣ “Land Improvements” should have Deprec Method = “S”
 - reported under DLI “Depreciable Capital Assets, Land Improvements”

□ 08xx class for Construction in Progress

- ▣ Should have Deprec. Method = “N” so they will be reported under NDC “Capital Assets not being depreciated, Construction in Progress”

Capital Assets - EIS

- Capitalized items should all have accurate “Class”
 - ▣ Item amounts may be excluded or error generated if no or invalid Asset Class
 - ▣ Asset Class displayed on EISSCN/ITMSCN screen 1
 - ▣ To check asset class, run EIS304, sorting by AC,IC
- Governmental assets only are reported
 - ▣ Fund type = “G”
 - ▣ Check Fund types in EISMNT/FNDSCN

<u>001</u>	<u>GENERAL FUND</u>	<u>G</u>
<u>002</u>	<u>BOND RETIREMENT</u>	<u>G</u>
<u>003</u>	<u>PERMANENT IMPROVEMENT</u>	<u>G</u>
<u>004</u>	<u>BUILDING FUND</u>	<u>G</u>
<u>006</u>	<u>FOOD SERVICE</u>	<u>P</u>
<u>007</u>	<u>SPECIAL TRUST FUND</u>	<u>F</u>

Capital Assets - EIS

- Run EISEMS
 - ▣ Projection or Actual Mode
 - ▣ Include or Exclude Entities
 - ▣ Report created EISEMS.TXT
 - Sorted by Capital Asset Code

	Balance at 07/01/2008	Additions	Reductions	Balance at 06/30/2009
Governmental Activities				
Nondepreciable Capital Assets				
Land	0.00	0.00	0.00	0.00
Construction in Progress	461,488.77	0.00 (461,488.77)	0.00
Total Nondeprec Capital Asseets	461,488.77	0.00 (461,488.77)	0.00
Depreciable Capital Assets				
Land Improvements	681,063.00	0.00 (302,555.00)	378,508.00
Building and Building Improv	21,018,692.03	542,637.77 (4,396,152.95)	17,165,176.85
Furn, Fix, and Equipment	216,655.71	494,404.40	0.00	711,060.11
Vehicles	492,604.20	0.00 (72,281.93)	420,322.27
Infrastructure	0.00	0.00	0.00	0.00

Capital Assets - EIS


- EISEMS (con'd)
 - ▣ Produces EISEMS.SEQ
- Run EISEMS_FTP to transfer EISEMS.SEQ to the DC

Not using EIS?

- For districts who **DO NOT** use **EIS** for their capital assets, they will enter their capital asset information into **EMISFFE** (EMIS Flat File Editor).
- Please refer to the “**Capital Asset Reporting for Non-EIS Districts**” **handout** for more information.

Login

Login:	<input type="text"/>
Password:	<input type="password"/>

 Login

Authorization

The EMISFFE application requires a login to the "OECN IdM (Identity Management)" system with the appropriate role. If you need access to the EMISFFE application, please contact your local OECN ITC personnel. If your password has expired or you have forgotten your password, you can change and/or reset your password via the **Identity Management Administration Console**. Additional documentation on how to manage your account can be obtained from your local OECN ITC personnel.

Disclaimers

The EMISFFE (Flat File Editor) is an application hosted by the SSDT on behalf of ODE. The intention of the application is to permit manual updates and data entry for EMIS records for which there is no source system (SIF or flat file), and for "emergency" corrections which the source system can not resolve.

The EMISFFE application is meant to be a temporary storage area and is not intended to be a permanent storage or a substitute for a student information system.

By logging into this application and uploading or entering data, you are granting the SSDT permission to store and maintain your district's data on a temporary basis. You should only leave the data in this application for the period of time that corrections are being made. After exporting the data and verifying correct submission to ODE, you should remove the data from this system.

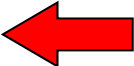

The SSDT will maintain the data in the system and limit access to personnel authorized by your OECN ITC. The EMISFFE application will not report data directly to ODE, nor do ODE personnel have access to the system.

Not using EIS

27

-
- Export data
 - Import data
 - Pre Id Export

•
•
•

- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- Capital Assets (QC) 
- Civil Proceedings (Stmt R) - Case (QC)
- Civil Proceedings (Stmt R) - Description (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Federal Assistance Programs - Detail (QC)
- Federal Assistance Programs - Summary (QC) 

Adding Capital Assets

- Click on “**NEW CAPITAL ASSETS**” to add a record for FY2014.
- On the “**Capital Assets Code**” box, select a code from the drop down list.
- Enter the **prior year balance**. You will need to reference either last year’s ending balance (FY2013) or this year’s beginning balance (FY2014) for the amount for this code
- Enter total amount of **additions** (items acquired) during FY2014 for this asset code
- Enter total amount of **deductions** (items disposed of) during FY2014 for this asset code
- Click on “**CREATE**” when finished and repeat if you need to enter additional capital asset codes.

The screenshot shows a web application interface for creating capital assets. At the top, there are navigation links for 'Home' and 'CapitalAssets List'. The main heading is 'Create CapitalAssets'. Below this is a 'Create' button. The form contains several input fields and a dropdown menu. The 'Capital Assets Code' field is set to 'DVE'. The 'Prior Balance' field is '503029', 'Additions' is '72930', and 'Deductions' is '44382'. The 'Schedule Sequence' is 'CAC', 'Schedule Frequency' is '1', 'Line Number' is '1', and 'Schedule Number' is 'CAP'. The 'District IRN' is '000009'. A dropdown menu is open on the right, showing a list of codes: DBI, DBK, DFE, DIN, DLI, DVE, LBI, LBK, LFE, LIN, LLI, LVE, NDC, and NDL. The 'DBI' option is currently selected.

Capital Assets Code *	DVE	DBI
Prior Balance *	503029	DBK
Additions *	72930	DFE
Deductions *	44382	DIN
Schedule Sequence	CAC	DLI
Schedule Frequency *	1	DVE
Line Number *	1	LBI
Schedule Number	CAP	LBK
District IRN	000009	LFE
		LIN
		LLI
		LVE
		NDC
		NDL

Modifying/Deleting Capital Assets

- An “Edit” option is available to modify a record that already exists. You must first select a record from the “Capital Assets List” by clicking on the ID # in order to edit it.
- Click on EDIT to edit the existing record. Modifiable fields include the Capital Assets Code, Prior Balance, Additions and Deductions. Click on “Update” to complete the changes.
- You also have the option to DELETE a specific record.

The screenshot shows a web application interface for editing capital assets. At the top, there are navigation links: Home, CapitalAssets List, and New CapitalAssets. The main heading is 'Edit CapitalAssets'. Below this, there are two buttons: 'Update' and 'Delete'. The form contains several fields with asterisks indicating required fields:

- Capital Assets Code * DBI (dropdown menu)
- Prior Balance * 3089183.74
- Additions * 23891
- Deductions * 0.00
- Schedule Sequence CAC
- Schedule Frequency * 1
- Line Number * 1
- Schedule Number CAP
- District IRN 000009

At the bottom of the form, there are two buttons: 'Update' and 'Delete'.

Exporting a File from EMISFFE

- ❑ From the main EMISFFE menu, select **“Export Data”** to extract data into a flat file format
- Select the fiscal year **2014** and reporting period **“H – July Financial”**. **Make sure only the “QC Financial Data” record is checked.** Then click on **Export File**
- Save the file to your computer using either the default file name or a name of your choosing. The **filename extension must be .SEQ.** Once you have saved the file, you will need to upload/collect/ submit the data via EMIS-R for Period H reporting.

Home Search

Export Options

Fiscal Year: 2014

Reporting Period: H - July/Financial

Records to Export:

- ☐ GI - Student Demographic
- ☐ GJ - Student Demographic Race Detail
- ☐ FD - Student Attributes - Effective Date
- ☐ FN - Student Attributes - No Date
- ☐ FS - Student Standing
- ☐ FA - Student Assessment
- ☐ FB - Student Acceleration
- ☐ GN - Student Course
- ☐ GQ - Student Program
- ☐ GE - Student Special Education
- ☐ FE - Student Special Education Graduation Requirement
- ☐ GG - Student Gifted Education
- ☐ GD - Student Discipline
- ☐ GP - Graduation Only
- ☐ GC - Student Graduation CORE Summary
- ☐ FC - Student Missing Override
- ☐ FL - Student Summer Withdrawal
- ☐ FF - Student Contact
- ☐ FG - Student Contact Address
- ☐ GV - CTE Workforce Development Follow-up
- ☐ CI - Staff Demographic
- ☐ CK - Staff Employment
- ☐ CJ - Contractor Staff Employment
- ☐ CN - Staff Course Master
- ☐ CU - Staff Course
- ☐ CM - Local Classroom Code Mapping
- ☐ CC - Contract Only Staff
- ☐ CL - Staff Summer Employment Separation
- ☐ CP - Staff Missing Override
- ☐ CV - Career Technical Education Correlated Class
- ☐ DN - Organization General Information
- ☐ DL - Grade Schedule
- ☐ DT - Yearend District Testing
- ☐ DC - Yearend District CTE Tech Prep Consortium Mapping
- ☒ QC - Financial Data
- ☐ QF - Five-Year Forecast
- ☐ QN - Five-Year Forecast Notes/Assumptions

Export File Uncheck All

Uncheck DN record if added in USASDB

EMIS_R

- Data Collector (DC) Review
- Terminology
 - ▣ Manifest- Request for data from ODE
 - ▣ Collection – pulling of data from SIF agent and flat files
 - ▣ SIF – Schools Interoperability Framework
 - ▣ Level 1- aggregations for district
 - ▣ There are no level 2 validations for H data
 - ▣ FFE- Flat File Editor
- **Username and password should be the same as USASDW**
 - ▣ May need to complete a Data Collector user access form.

SIF Agent vs. Flat Files

- USAS SIF Agent

- ▣ Pulls data directly out of USAS via USAS SOAP service

- Flat Files

- ▣ FFE converts data into format required for DC
 - ▣ Used for information not pulled directly out of USAS or if school doesn't use USAS
 - ▣ Files get uploaded into Data Collector/Other Data Sources depository

USAS SIF Agent

- Data is pulled directly from USAS using USAS SOAP
 - ▣ Accounts: Cash, Expenditures, Receipts
 - ▣ Operational Units
- Pulls from USAHIST.IDX if fiscal year closed
 - ▣ Dollar Amounts
 - ▣ Fund Type, Description
- Controlled by new “EMIS Reporting Year” in USASDAT/USACON

Current Fiscal Year : 2014
Month to Close Fiscal Year : 6
Comment line for USAS checks:

Changes when
adjust is
executed for
fiscal yearend

EMIS Reporting Year

Changes when
adjust is
executed for
calendar yearend

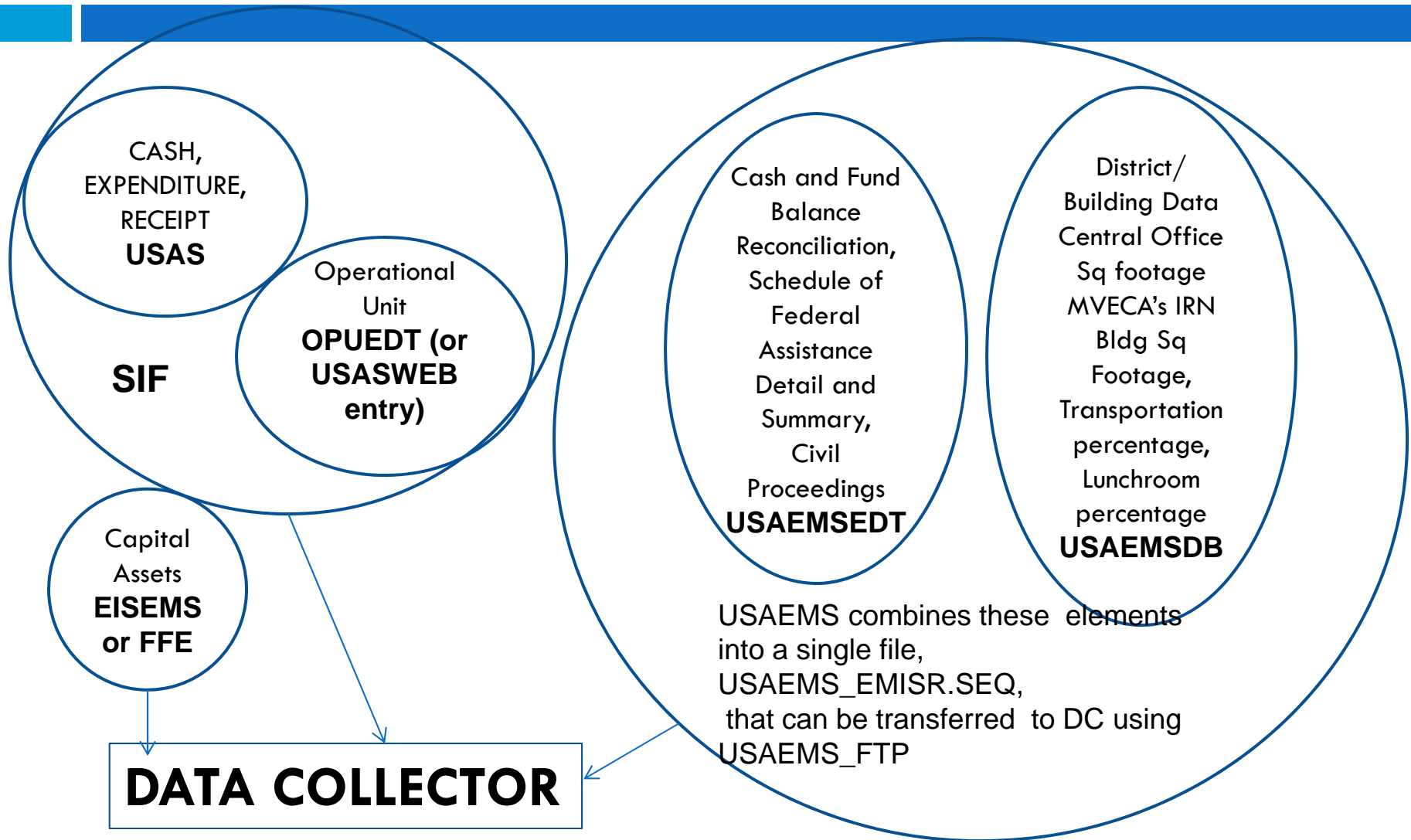
2014

Flat Files for Financial Reporting

- USAEMS_EMISR.SEQ
 - ▣ Cash Reconciliation
 - ▣ Federal Assistance Summary and Detail
 - ▣ Civil Proceedings
 - ▣ District and Building Profile information
- Execute USAEMS_FTP to transfer this file directly to the Data Collector

- EISEMS.SEQ or File exported from EMIS-FFE
 - ▣ Capital Assets
- Execute EISEMS_FTP to transfer this file directly to the Data Collector OR
- Follow steps to create the Capital Assets in the Flat File Editor

Financial Records for H Reporting



Required record types for 14H

- 2 Manifests for 14H Reporting on the Processing Schedule
- Current manifest expires on 8/20/14
 - Must send a complete data set
- New manifest will be published on 8/29 that will expire on 9/30
 - This will just collect flat files for the Miscellaneous Data Records that are non-LRC elements
 - Cash Reconciliation
 - Federal Assistance Summary and Detail
 - Civil Proceedings
 - Capital Assets

Data Collector Access

- Who in your district has access to DC?
 - ▣ Collector, Reviewer, Submitter
- Do you have a back up submitter?
 - ▣ Will the submitter be available in July when the manifest is published?

SIFWorks® VRF® Data Collector

User Name:

Password:

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The "SIF Certified" Logo is a trademark of the Schools Interoperability Framework Association

The SIFWorks® Vertical Reporting Framework is a Certified Product and meets the conformance requirements for a SIF 2 Enabled Application.



Uploading Flat Files (files created in FFE)

1. Click on the Data Sources tab
2. Click “Other Data Sources”
Locate Data Source (folder) for the financial period
3. Click “Manage”

The screenshot displays the SIFWorks VRF Data Collector web application. The top navigation bar includes tabs for 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. A 'Data Sources' tab is highlighted, with a red arrow and the number '1' pointing to it. Below this, the 'Data Sources' section is visible, with a red arrow and the number '2' pointing to the 'Other Data Sources' link. A table below shows a data source with the name 'Financial', a status of 'Ready' (indicated by a green checkmark), and an 'Actions' column with a 'Manage' link. A red arrow and the number '3' point to the 'Manage' link.

SIFWorks VRF Data Collector

Logged in as manchester

Collection Requests Collection Status Submissions Progress

Data Sources - SIF Zones

Data Sources

SIF Zones | Other Data Sources

C	Status	Actions
Financial	✓ Ready	Manage

Uploading Flat Files (files created in FFE)

4. Click on Upload File

File Name	Upload Date	Size
<input type="checkbox"/> TestFile9.txt	January 21, 2010 01:41:21 PM	(9 bytes)
<input type="checkbox"/> TestFile7.txt	January 21, 2010 01:41:21 PM	(9 bytes)

[Upload File](#) | [Delete Selected](#) | [Cancel](#)

4

5. Browse to the file you want to upload and click on “upload”. You can only upload 1 file at a time.

5

File Upload
Other Data Sources — Financial

Use the form below to upload files to the data source.

Upload	
Data Source Name:	Financial
Target UNC Location:	/data/SIFAgents/FlatFileUpload/Financial
File To Upload:	<input type="text" value="/FYE documents/usaems_emisr.seq"/> <input data-bbox="1381 1409 1507 1442" type="button" value="Browse..."/>

[Upload](#) | [Cancel](#)

Collecting the Data

6. Click on the “**Collection Requests**” tab in the data collector and locate the Financial (period H) manifest.
7. Click on “**Start Collection**”.

The screenshot displays the 'Collection Requests Summary' page within the Ohio Department of Education's data collector. The page features a navigation bar with tabs: 'Collection Requests' (highlighted), 'Collection Status', 'Submissions', and 'Progress'. Below the navigation bar, the page title 'Collection Requests Summary' is visible, along with a 'Refresh' button. The main content area is titled 'Ohio Department of Education' and contains a section for 'Financial (H) FY12 Reporting Period'. This section includes a description of the reporting period and a box with submission details. The details box lists: 'Submissions: yesterday - October 31, 2012', 'Expiration Date: October 31, 2012 (in 13 days)', 'Collection Request: 1', 'Status: This collection has never been submitted.', 'Submission Number: 1 (attempt 0)', and 'Actions: Start Collection' (highlighted) and 'Add New Scheduled Collection'.

Collection Requests Summary

[Refresh](#)

Ohio Department of Education

Financial (H) FY12 Reporting Period

Collection required for all EMIS reporting entities. The Yearend Financials reporting period includes school accounting information, capital assets, and other miscellaneous data types. Source file(s) for at least some record types must be uploaded in EMIS Chapter 5 format through the Data Collector Data Sources tab. Most accounting data may be collected via SIF in those districts using USAS.

Submissions: yesterday - October 31, 2012
Expiration Date: October 31, 2012 (in 13 days)
Collection Request: 1
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#) [Add New Scheduled Collection](#)

Collecting the Data

8. If using **USAEMS_EMISR.SEQ**, make sure both **SIF Zone** and correct data source (**Financial**) are checked. Click on “**Start Data Collection for all items checked below**”. Remember your **SIF Zone** contains your cash, expenditure, revenue and operational unit data. The **Financial** data source contains the data from USAEMS_EMISR.SEQ, EISEMS.SEQ or EMISFFE capital asset file.

Start Data Collection for all items checked below

8

All connected zones in (1 zones / 1 connected)		
SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> District	<input checked="" type="checkbox"/> Connected	Not Started

All EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input type="checkbox"/> District December	<input checked="" type="checkbox"/> Ready	Not Started
<input type="checkbox"/> District October	<input checked="" type="checkbox"/> Ready	Not Started
<input checked="" type="checkbox"/> District Financial	<input checked="" type="checkbox"/> Ready	Not Started
<input type="checkbox"/> District FiveYrForecast	<input checked="" type="checkbox"/> Ready	Not Started

Collecting the Data

If using USAEMS.SEQ, make sure **only the financial data source** is checked. (not the SIF zone). Click on “**Start Data Collection for all items checked below**”. The **Financial** data source contains the data from USAEMS.SEQ and EISEMS.SEQ or EMISFFE capital asset file.

Start Data Collection for all items checked below 

Data Sources		Availability	Collection Status
<input type="checkbox"/>	District December	✓ Ready	Not Started
<input type="checkbox"/>	District October	✓ Ready	Not Started
<input checked="" type="checkbox"/>	District Financial	✓ Ready	Not Started
<input type="checkbox"/>	District FiveYrForecast	✓ Ready	Not Started

Data Collection Status

You may click the “**Collection Status**” tab to check the status of your current collection

Collection Requests **Collection Status** Submissions

Collections by Collection Request

Collection Status

Collections by Collection Request

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

Collection Request: Progress: [Refresh](#)

SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
▼ Financial (H) FY12 Reporting Period	0	0	03/16 03:17 PM	00:01:16	In Progress
▶ District	0	0	03/16 03:17 PM	00:01:16	0 of 3 Complete

CHS Formatted Files

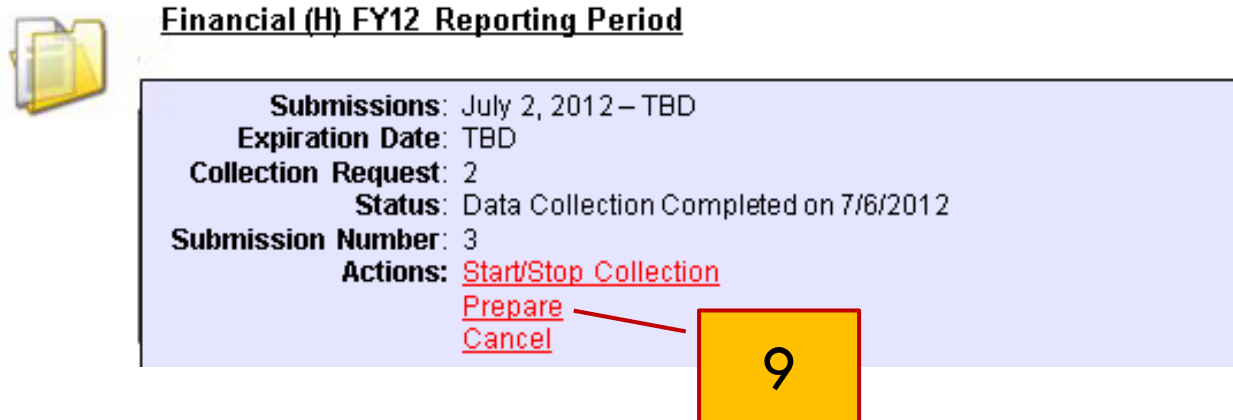
Collection / Data Source	Records	Start	Elapsed	Status
▼ Financial (H) FY12 Reporting Period	1477	03/16 02:48 PM	00:00:06	Complete
▶ District Financial	1477	03/16 02:48 PM	00:00:06	Complete

Level 1 Validations

- OPUs
- Additional function checks

Preparing the Reports

9. Once the collection is 'complete', click on the **“Collection Request Tab”** and then click on **“Prepare”** to prepare the collection for review.



The system will display a Preparation Status page while it processes. Once complete, click on “OK”.

Previewing the Reports

If the collected data encountered errors/warnings, a message will display with a direct link to the **Validation Report**. If the errors warrant changes to be made in the source system, you will need to start the process over with uploading the corrected file and then re-collecting the data.

10. After preparing the reports, click on “Preview” to preview the data you are about to certify.

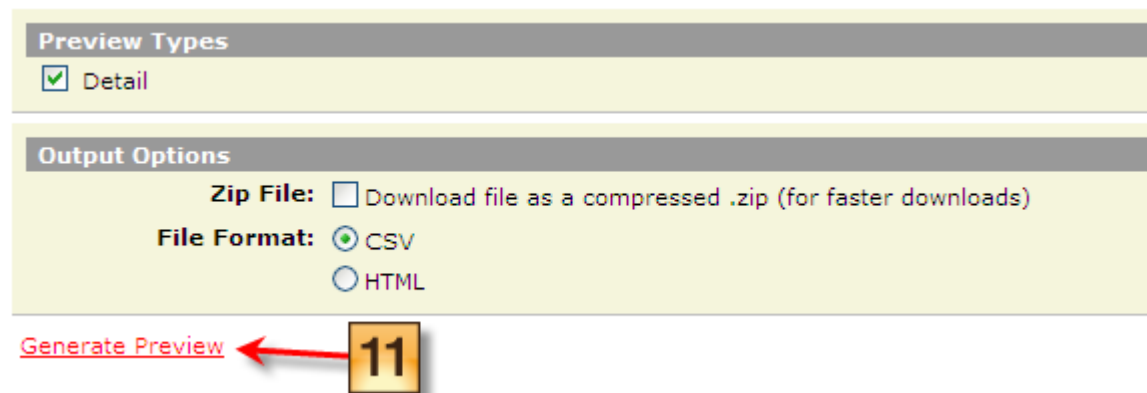


Submissions: yesterday - October 31, 2012
Expiration Date: October 31, 2012 (in 13 days)
Collection Request: 1
Status: Data Collection has been prepared today at 05:09:20 PM and is available for preview or certification.
Submission Number: 1 (attempt 2)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Certify & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)

A red arrow points from a yellow box containing the number 10 to the [Preview](#) link in the Actions list.

Previewing the Reports

11. Recommend checkmarking the Detail and Missing (optional) boxes and a File Format of “CSV”. Click on ‘Generate Preview’.



The screenshot shows a web interface for configuring report previews. It consists of two main sections: 'Preview Types' and 'Output Options'. In the 'Preview Types' section, the 'Detail' checkbox is checked. In the 'Output Options' section, the 'Zip File' checkbox is unchecked, and the 'File Format' is set to 'CSV' (selected with a radio button). Below these options is a red 'Generate Preview' link. A red arrow points from a yellow box containing the number '11' to the 'Generate Preview' link.

Preview Types

☒ Detail

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ☒ CSV
☐ HTML

[Generate Preview](#)











11

Previewing the Reports

The Preview will display a list of the records included in the collection. Scan the “invalid” column for any records with invalid data. If you double-click on a record type listed, it will display the details of the record via EXCEL.

When viewing a record type via EXCEL, a column labeled “Record is Valid” indicates whether or not the record will be included in the submission

[Generate Preview](#)

File	Valid	Invalid	Total
 Cash Record (CSH).csv	0	0	0
 Cash and Fund Balance Reconciliation (EX1).csv	20	0	20
 Expenditure Record (EXP).csv	0	0	0
 Operational Unit Description (OPU).csv	0	0	0
 Organization General Information(DN).csv	11	0	11
 Receipt Record (RCT).csv	0	0	0
 Schedule of Capital Assets (CAP).csv	0	0	0
 Schedule of Civil Proceedings Description (STR).csv	0	0	0
 Schedule of Civil Proceedings Summary (STR).csv	0	0	0
 Schedule of Federal Assistance Detail (FAD).csv	15	0	15
 Schedule of Federal Assistance Summary (FAS).csv	1	0	1
Total counts:	47	0	47

Submitting the Data to ODE

12. Click back to the “Collection Requests” tab and select “Certify and Submit”



Financial (H) FY12 Reporting Period

Collection required for all EMIS reporting entities. The Yearend Financials reporting period includes school accounting information, capital assets, and other miscellaneous data types. Source file(s) for at least some record types must be uploaded in EMIS Chapter 5 format through the Data Collector Data Sources tab. Most accounting data may be collected via SIF in those districts using USAS.

Submissions: yesterday - October 31, 2012

Expiration Date: October 31, 2012 (in 13 days)

Collection Request: 1

Status: Data Collection has been prepared today at 05:09:20 PM and is available for preview or certification.

Submission Number: 1 (attempt 2)

Actions: [Start/Stop Collection](#)

[Prepare](#)

[Preview](#)

[Certify & Submit](#)

[Cancel](#)

[Add New Scheduled Collection](#)

12

Submitting the Data to ODE

13. Checkmark the “I certify this collection” box. Add any comments if desired.
14. Click on “Certify & Submit” at the bottom left-hand side of the screen. The data will then be submitted to ODE.

Submission Details

Collection Requests: Financial (H) FY12 Reporting Period

Date & Time: October 18, 2012 05:27:36 PM

Statement of Certification

By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

☐ I certify this collection

Certified By:

Comments (FOR YOUR USE ONLY)

[Certify & Submit](#) | [Cancel](#)

Review Submission



To review the status of your submission, click on the “Submission” tab. Click on the arrow to the left of the Financial reporting period to display the current status of the submissions you processed.

- A ‘Preparing Submission’ status indicates the data collector is preparing to submit the data to ODE.
- A ‘Transmission Completed’ status indicates the submission has been received but has not yet been processed by ODE

ODE Reports

- EXPND_AMT_BY_CAT_yyyymmdd (.csv or .pdf)
 - [Report explanation](#) on ODE's website
 - These reports provide districts with information on how expenditures related to the education of students are organized into a new series of classroom, non-classroom, and non-operating categories. Expenditures assigned to a specific category are used in the per-pupil expenditure calculations that determine rankings.
 - Expenditures displayed in both the CSV file and text report are actual amounts as submitted by districts and not adjusted on a per-pupil basis. The text report also provides districts with information on how expenditures are organized by the legacy categories used in the previous Expenditure Flow Model.
- MISSING DATA – Missing Data Report – Shows data submission requirement goals

A horizontal bar at the top of the slide, composed of a light blue square on the left and a longer dark blue rectangle on the right.

Questions?