

EMIS FINANCIAL REPORTING PERIOD H

Agenda

- ☐ Data Collector Manifest - Dates
- ☐ EMIS H reporting data elements
- ☐ EMIS Financial Reporting (15H) Checklist
- ☐ Capital Assets – EIS
- ☐ Capital Assets - FFE
- ☐ Reporting all elements in the FFE
- ☐ Data Collector
- ☐ Validations
- ☐ Reports in DC
- ☐ ODE Reports

Data Collector (DC) Manifest



Financial (H) FY15 Reporting Period

Collection required for all EMIS reporting entities. This financial 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 the appropriate EMIS format through the Data Collector Data Sources tab. Most accounting data may be collected via SIF in those districts using USAS.

Submissions: June 19, 2015 - September 30, 2015
Expiration Date: September 30, 2015 (in 76 days)
Collection Request: 2
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

EMIS H Cash Data Elements

ODE RECORD	ODE DATA ELEMENT	USAS SIF collection?	Data Collector reports
CASH (H6)	Transaction Indicator (*NOT submitted to ODE)	Collected to produce meaningful reports	QC2_Cash
	Fund (QC110)	Y	Fund_110
	Special Cost Center (QC120)	Y	SpecialCostCenter_120
	Account Description (*Not submitted to ODE)	Collected to produce meaningful reports	DistrictAcctDescription_190
	Fund Type (*NOT submitted to ODE)	G, F or P	Doesn't appear on a DC report
	ODE Brief Description (QC185)	Y	ODEBriefDescription_185
	Fund Class (QC200)	Y	FundClass_200
	July 1 Cash Balance (QC210)	Y	July1CashBalance_210
	Fiscal Year Receipts (QC220)	Y	FiscalYearReceipts_220
	Fiscal Year Expend (QC230)	Y	FiscalYearExpenditures_230
	Current Cash Encumbered (QC240)	Y	CurrentCashEncumbered_240
	Current Fund Balance (QC250)	Y	CurrentFundBalance_250
	Current Payables (QC260)	Y	CurrentPayables_260

Create Cash

Create

Fund *

Special Cost Center *

District Acct Description

Fund Class

July1 Cash Balance *

Fiscal Year Receipts *

Fiscal Year Expenditures *

Current Cash Encumbered *

Current Fund Balance *

Current Payables *

Ode Brief Description

Schedule Sequence AAE

Schedule Frequency *

Line Number *

Schedule Number CSH

District IRN

Cash Data Element Validations

- Previous year reporting is compared to current year
 - ▣ All funds with a non-zero fund balance in 14H must be reported in 15H
- Missing Data Report (comes from ODE placed in EMIS Reports area of our webpage)
 - ▣ Count of the number of fund codes reported in current year/count of non-zero funds from previous year

EMIS H- Expenditure Data Elements

ODE RECORD	ODE DATA ELEMENT	USAS SIF collection?	Data Collector reports
EXPENDITURE (H4)	Transaction Indicator (*NOT submitted to ODE)	Collected to produce meaningful reports	QC3_Expenditure
	Fund (QC110)	Y	Fund_110
	Special Cost Center (QC120)	Y	SpecialCostCenter_120
	Function (QC130)	Y	Function_130
	Object (QC140)	Y	Object_140
	Subject (QC150)	Y	Subject_150
	Operational Unit (QC160)	Y	OperationalUnit_160
	Instructional Level (QC170)	Y	InstructionalLevel_170
	Job (QC180)	Y	Job_180
	Prior Fiscal Year Encumbered (QC270)	N	PriorYearEncumbered_270
	Fiscal Year Total Appropriation (QC280)	Y	TotalAppropriation_280
	Fiscal Year Actual Expenditure (QC290)	Y	ActualExpenditures_290
	Current Encumbered (QC300)	Y	CurrentEncumbered_300
	Placeholder	N	GeneralFundDebt_305

Create Expenditure

Create

Fund *

Special Cost Center *

Function *

Object *

Subject *

Operational Unit *

Instructional Level *

Job Assignment *

Prior Fiscal Year Encumbered *

Total Appropriation *

Actual Expenditures *

Current Encumbered *

Debt Bond Retire Fund

Schedule Sequence AAL

Schedule Frequency *

Line Number *

Schedule Number EXP

District IRN

Expenditure Data Element Validations

- Total current year CASH beginning balances
+Total current year RECEIPTS
-Total Current CASH fund balances
=Expenditure total
- Missing Data Report
 - ▣ Percentage of Expenditure total/calculations above

EMIS H Receipt Data Elements

ODE RECORD	ODE DATA ELEMENT	USAS SIF collection?	Data Collector reports
RECEIPTS (H3)	Transaction Indicator (*NOT submitted to ODE)	Collected to produce meaningful reports	QC3_Expenditure
	Fund (QC110)	Y	Fund_110
	Special Cost Center (QC120)	Y	SpecialCostCenter_120
	Receipt (QC310)	Y	Receipt_310
	Subject (QC150)	Y	Subject_150
	Operational Unit (QC160)	Y	OperationalUnit_160
	Fiscal Year Estimated Revenue (QC320)	Y	EstimatedRevenue_320
	Fiscal Year Actual Receipts (QC330)	y	ActualReceipts_330
	Fiscal Year Receivable (QC340)	Calculated value	Receivables_340
	placeholder		GeneralFund_345

Create Receipt

Create

Fund *

Special Cost Center *

Receipt Code *

Subject Code

Operational Unit

Debt Retirement General Fund ☐

Estimated Revenue *

Actual Receipts *

Receivables *

Schedule Sequence AAP

Schedule Frequency *

Line Number *

Schedule Number RCT

Receipt Data Element Validations

- ❑ Sum of receipt codes 3xxx compared to the 3xxx distributions on district's settlement report
- ❑ Missing Data Report
 - ▣ Percentage of 3xxx receipts/most current settlement report receipt total

EMIS H Operational Unit Data Element

ODE RECORD	ODE DATA ELEMENT	USAS SIF collection?	Data Collector reports
Operational Unit (OPU) Description (H?)	Operational Unit Description	Y	OPU_160
		Y	EntityIRN_350
		Y	EntityName_360
		Y	EntityType_365

No OPU Validations

Create OperationalUnit

Create

Line Number *

0

Operational Unit *

Entity IRN

Entity Name

Entity Type

▼

Schedule Sequence

AAC

Schedule Frequency *

1

Schedule Number

OPU

EMIS H Capital Asset Data Elements

ODE RECORD	ODE DATA ELEMENT	USAS SIF collection?	Data Collector reports
Capital Assets (H2)	Capital Assets Code (QC971)	N – FFE or EISEMS	CAPTL_ASSETS_CODE
	Capital Assets Code Old Balance (QC972)	N – FFE or EISEMS	CAPTL_ASSETS_PRIOR_BALNC_AMT
	Capital Assets Code Additions (QC973)	N – FFE or EISEMS	CAPTL_ASSETS_ADITN_AMT
	Capital Assets Code Deduction (QC974)	N – FFE or EISEMS	CAPTL_ASSETS_DEDUCT_AMT

Create CapitalAssets

Create

Capital Assets Code * DBI ▼

Prior Balance * 0

Additions * 0

Deductions * 0

Schedule Sequence CAC

Schedule Frequency * 1

Line Number * 1

Schedule Number CAP

Capital Asset Data Element Validations

- Must have at least one capital asset record
- General Missing
 - If at least one capital assets code is reported/if required to report (all entities except OSB, OSD, & DYS are expected to have at least 1 code reported

EMIS H Miscellaneous Data Elements

- Cash and Fund Balance Reconciliation – End of Fiscal Year
- Schedule of Federal Assistance – Summary and Detail
- Civil Proceedings
- No Missing Data validations for Miscellaneous Data Elements

EMIS H Misc Data Elements

Cash and Fund Balance Reconciliation

RECORD		USAS SIF COLLECTION?	DATA COLLECTOR REPORTS
Cash on Hand	Petty Cash	N	
Total Balances, End of Year QC370 QC380	Sum of Depository Balances, Total Adjustments to bank balance, total investments and cash on hand	N	QCD_Deposits Spreadsheet Name_370 (bank) Amount_380 (bank balance)
Fund Balances		N	
Total Balances of all Cash and Investments, End of Year		N	
Other Depository Balances		N	

Create Exhibit1

Create

Line Number * 0

Depository Name

Deposit Amount * 0

Schedule Sequence: AAZ

Schedule Frequency * 1

Schedule Number: EX1

Create CivilProceedingsCase

Create

Schedule Frequency * 0

Case Number

Court Name

Plaintiff Defendant Type1

Plaintiff Defendant Name1

Plaintiff Defendant Type2

Plaintiff Defendant Name2

Plaintiff Defendant Type3

Plaintiff Defendant Name3

Plaintiff Defendant Type4

Plaintiff Defendant Name4

Plaintiff Defendant Type5

Plaintiff Defendant Name5

Capacity Of Board

Total Expense For Proceedings * 0

Current Exp For Proceedings * 0

Schedule Sequence: 282

Line Number * 1

Schedule Number: 578

Create CivilProceedingsDescription

Create

Schedule Frequency * 1

Line Number * 1

Case Number

Description Of Case

Schedule Sequence: 282

Schedule Number: 578

EMIS H Misc Data Elements

Schedule of Federal Assistance

□ 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

Create FederalAssistanceSummary

Create

Entity Name:
County Name:
Fiscal Year Ending:
Federal Receipt Group:
Comments:
Schedule Sequence: YAZ
Schedule Frequency: * 1
Line Number: * 1
Schedule Number: FAS

Create FederalAssistanceDetail

Create

Schedule Frequency: *
CFDA Number: *
Grant Title:
Fund:
Special Cost Center:
Fed Contribution Rcvd Cur Fy: *
Fed Expenditure Current Fy: *
Schedule Sequence: ZAZ
Line Number: * 1
Schedule Number: FAD

EMIS H Building General Information- Financial Data Elements

H7

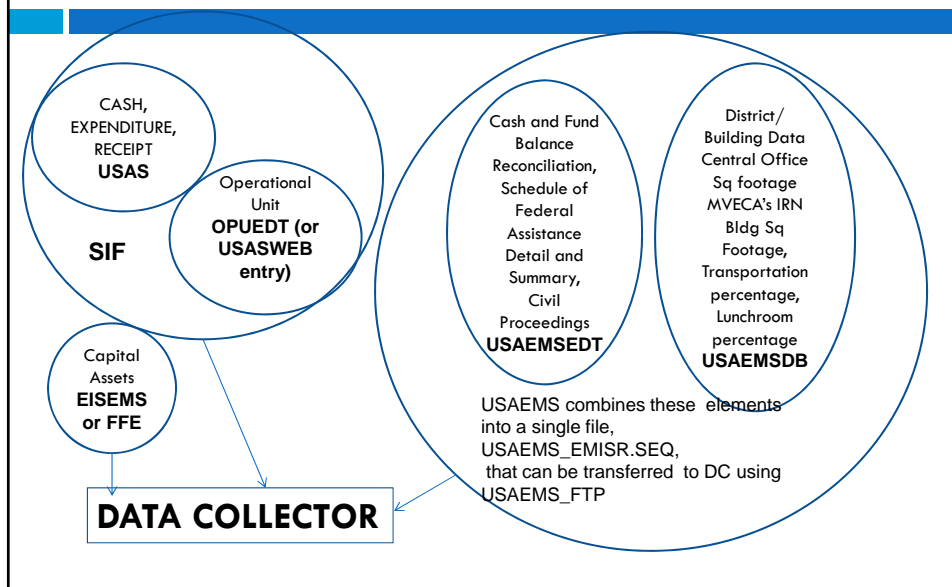
BLDGSQFEET	Building Square Feet
LUNCHRMPCT	Lunchroom Percentage
TRANSPCT	Transportation Percentage
CENOFFSQFT*	Central Office Square Feet

Information Technology Center Group
INFOTECIRN*

Building General Information Data Element Validations

- Counts the number of required records for district and building data
- General Missing
- Count of required building and district records/Count of the required records at the district level during the financial reporting period plus Count of required records at the building level during the financial reporting period times the number of buildings open in the current fiscal year.

Financial Records for H Reporting



15H Checklist

- ☐ Did you execute USAEMS prior to FYE closing?
 - ☐ If yes, were all EMIS elements updated prior to USAEMS?
 - ☐ If yes, your data is in the DC
 - ☐ If no, go to 4502HIST to complete all data elements

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.

EMIS Financial Reporting Checklist

- 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

Start Date	Not Applicable Comprehensive School Reform - Title 1 Part F Even Start - Title 1, Part B-3 Homeless Children	Balance- checking Date	No
EMIS Fund Category	Improvement of Basic Programs - Title 1 Part A Neglected & Delinquent Children/Youth Title 1 Part D		
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:	ESC's should report 000000000
ITC IRN Number: 086488	
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 (ESCs) 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
000135	South Vienna Middle School Mid	33908	17.00	16.00
000137	Northridge Middle School Middl	45650	7.00	17.00
027656	Northeastern High School	113470	15.00	14.00
061705	Northridge Elementary School	38490	6.00	10.00
061713	South Vienna Elementary School	51962	27.00	14.00
066407	Rolling Hills Elementary Schoo	58350	20.00	16.00
068577	Kenton Ridge High School	148290	8.00	13.00

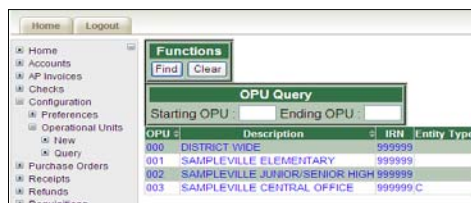
BLDSQFEET - JVSDs must report this element only

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

TRANSPCT - 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.



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

- 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

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

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 Assets	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:

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

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- 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.

Home CapitalAssets List

Create CapitalAssets

Create

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 LDK

District IRN 000009 LFE

LLI

LVE

NDC

NDL

Create

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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.

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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.

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 : 2014

Changes when
adjust is
executed for
calendar yearend

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

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:

[Login](#)

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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"



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.

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/SIFAssets/FlatFileUpload/Financial

File To Upload: [Browse...](#)

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

5

Collecting the Data

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

Collection Requests | Collection Status | Submissions | Progress

Collection Request Summary

[Refresh](#)

6

Collection Requests Summary

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](#)

7

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 

☐ All connected zones in (1 zones / 1 connected)


SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> District	Connected	Not Started

☐ All EMIS Formatted Files

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

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 / 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

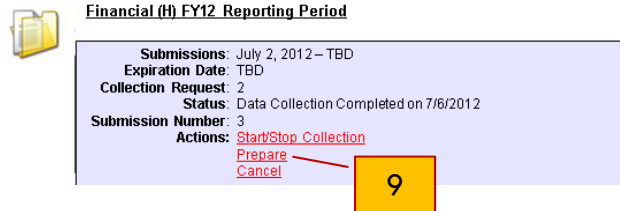
Collection / Data Source	Records	Start	Elapsed	Status
Financial (H) FY12 Reporting Period	1477	03/16 02:48 PM	00:00:06	Complete
District Financial	1477	03/16 02:48 PM	00:00:06	Complete

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.

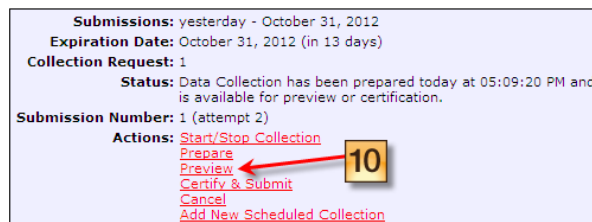


The system will display a Preparation Status page while it processes. Once complete, click on "OK".

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.



Previewing the Reports

11. Recommend checkmarking the Detail and Missing (optional) boxes and a File Format of "CSV". Click on 'Generate Preview'.

Preview Types

☒ Detail

Output Options

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

File Format: ☒ CSV ☐ HTML

[Generate Preview](#)

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](#) **12**
[Cancel](#)
[Add New Scheduled Collection](#)

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 **13**

Certified By:

Comments (FOR YOUR USE ONLY)

14

[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

