

Financial (Period H) Submission Checklist

EMIS-R Financial Reporting Checklist

The submission process will be under district control rather than NWOCA's control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the flat files before running the data collection process and submitting the data to ODE.

Data Source: Some of the data for financial reporting will be pulled directly from your live USAS data, while other portions will be pulled from what EMIS-R calls "flat files". The financial "flat files" include USAEMS_EMISR.SEQ, EISEMS.SEQ (or capital asset EMISFFE flat file) which contain the data in a predefined format. The following lists the data types reported for financial reporting, and where the data will come from for EMIS-R:

Cash, Expenditure, Revenue accounts:	USAS files ★
Operational Units:	USAS files ★
Cash Reconciliation:	Flat file (from USAEMS)
Federal Assistance Summary/Detail:	Flat file (from USAEMS)
Civil Proceedings:	Flat file (from USAEMS)
District/Building profile:	Flat file (from USAEMS)
Capital Assets:	Flat file (from EISEMS or EMIS-FFE)

★ Account data and OPU data being pulled directly from the USAS files will be pulled either from the current year data or from account history data depending on the timing of when the EMIS-R data collection is run.

With that being said, we strongly recommend districts hold off making any updates to their OPUs or accounts (i.e. ACTCHG/FNDCHG) in FY19 until AFTER they have completed their EMIS-R reporting for FY18 Period H.

Uploading a Flat File in EMIS-R Data Collector:

Step 18 of the USAS FYE closing has you email the USAEMS_EMISR.SEQ file as an attachment to yourself. You can forward the email to the district person responsible for uploading the file into EMIS-R. If you are responsible, save the attached file somewhere on your computer

Access and log into the EMIS-R data collector [website](#). If you are unsure or do not have an account, please contact our EMIS department for further information.

Once you are logged in, click on the **Data Sources Tab** at the top right-hand side of the screen.

Click on "**Other Data Sources**"



Locate the Data Source for the Financial period (may be named "Financial") and click on "**Manage**". The flat files from last year may be retained in the financial data source record. Please delete them before uploading your flat files for FY18.

C	Status	Actions
Financial	✓ Ready	Manage

Click "**Upload File**" to select the financial flat file currently stored on your computer (i.e. USAEMS_EMISR.SEQ or EISEMS.SEQ or EMISFFE capital asset file)

File Name	Upload Date	Size
Upload File Delete Selected Cancel		



Browse to the file on your computer you want to upload into EMIS-R and click **Open**. Then click on "**Upload**". You can only upload one file at a time. Please repeat the upload procedure to upload multiple files.

The financial files you will be uploading for period H include USAEMS_EMISR.SEQ and EISEMS.SEQ (or capital asset file from EMISFFE).

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: /FYE documents/usaems_emisr.seq

Upload | Cancel



This completes the uploading of a file into EMIS-R.

Collecting Financial Data in the EMIS-R Data Collector:

Click on the "**Collection Requests**" tab in the data collector and locate the Financial (period H) manifest. Use the 'Collection Request' drop down to filter on just Period H. Click on "**Start Collection**".

Collection Requests Summary

Ohio Department of Education

Refresh | Restore Defaults

Use the choices below to filter the list of collection requests shown

Collection Request: **FY18-H-Financial** Data Set: All School Year: All Last Activity

Show closed collections

Sort Order

Order Collections By: Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active

Financial Collection (FY18)

FY18-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information, capital...

Submissions: **June 01, 2018 - August 31, 2018 (88 days till close)**

Version: 1

Status: This collection has **1** submitted.

Submission Number: 1 (attempt 0)

Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

Make sure **both SIF Zone and correct data source (Financial)** are checked. Then 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.

Collection Requests Summary > Start Collection

Financial Collection (FY18)

Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#)

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

EMIS Formatted Files	Availability	Collection Status
<input type="checkbox"/> March	✔ Ready	Not Started
<input type="checkbox"/> Graduate	✔ Ready	Not Started
<input checked="" type="checkbox"/> Financial	✔ Ready	Not Started
<input type="checkbox"/> Forecast	✔ Ready	Not Started
<input type="checkbox"/> Staff-Course	✔ Ready	Not Started
<input type="checkbox"/> Student	✔ Ready	Not Started
<input type="checkbox"/> Tests	✔ Ready	Not Started
<input type="checkbox"/> Temp	✔ Ready	Not Started
<input type="checkbox"/> Calendar	✔ Ready	Not Started

Scope of execution

Click the **"Collection Status"** tab to check the status of your current collection

Collection Status

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

Filter Options

Collection Request: FY18-H-Financial Data Set: All School Year: All Last Activity Within: All

Progress: All Show closed collections

Refresh | Restore Defaults

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
Financial Collection (FY18) 1.2	3153	10	05/21 12:14 PM	00:05:52	Complete
District	3153	10	05/21 12:14 PM	00:05:52	3 of 3 Complete

EPMS Formatted Files

Collection / Record Type - File	Records	Start	Elapsed	Status
Financial Collection (FY18)	62	05/21 12:14 PM	00:00:04	Complete

Refresh | Restore Defaults

Once the collection is 'complete', click on the "Collection Request Tab" and then click on "Prepare" (under the Financial manifest) to prepare the collection for review.

Collection Requests Summary

Ohio Department of Education

Refresh | Restore Defaults

Use the choices below to filter the list of collection requests shown

Collection Request: FY18-H-Financial Data Set: All School Year: All Last Activity Within: All

Show closed collections

Sort Order

Ord: District Submission Close Date A-Z Z-A A-Z on Short Name Z-A on Short Name Most recently active

Financial Collection (FY18)

FY18-H-Financial: Collection required for all EPMS reporting entities. This financial reporting period includes school accounting information, capital...

Submissions: April 23, 2018 - August 31, 2018 (88 days till close)

Version: 1

Status: Data Collection completed successfully today at 03:18:27 PM.

Submission Number: 1 (Attempt 0)

Actions: [Start/Stop Collection](#) [Process](#) [Cancel](#) [Add New Scheduled Collection](#) [Set Default Collection properties](#)

Refresh | Restore Defaults

The system will display a "preparation status page" while it processes. Once complete, click on "OK". If the collected data encountered errors/warnings, a message will display with a direct link to the **Level 1 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.

Preparation

Prepare Complete

Level one exception has occurred: [View Level 1 Validation Report](#)

OK

Click on the "Collection Request" tab and then click on 'Preview' to view the data collected.

Checkmark the Detail, a File Format of "CSV" and an 'Include in CSV Files' option. Click on 'Generate Preview'.

It will display a list of the records included in the collection. Scan the valid column to ensure all the correct data types are being reported for your district. 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.

Submitting the Financial Data to ODE

Once you determine the data is ready to be submitted to ODE, click on the "Collection Requests" tab and then click on "Certify and Submit".

Checkmark the "I certify this collection" box. Add any comments if desired.

Click on "Certify & Submit" at the bottom left-hand side of the screen. The data will then be submitted to ODE.

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.

Post Submission Status

The 'Submission Status' can be viewed at any time under the "Collection Requests" tab to show what has happened to the submission at the state level after ODE's report collector has received it. Here is a list of possible Submission Status':

- **Not Started**—this status appears between when the Data Collector submits a submission and when the Report Collector receives it.
- **Received**—this status confirms that the Report Collector received the submission.
- **Report processing failed**—this status indicates that the Report Collector encountered errors, and not all the data in the submission was able to reach its final destination.
- **Pending Acceptance**—this status indicates that the submitted data is about to undergo Level 2 validation. It means that all of the data in the submission successfully reached its final destination.
- **Processed with Errors**—this status indicates that a Level 2 validation was run, and some Level 2 validation errors were found. Please review the report for any possible FATAL errors.
- **Processed Successfully**—this status indicates that a Level 2 validation was run, and no Level 2 validation errors were found

Once the submission has been 'processed successfully', click on the "View Submission Results" link under the Collection Requests tab to view detailed information about the report processing, including the final status for each of your submissions.

Be sure to check any and all reports that are returned from ODE in regards to Period H submissions. They will be available on a "Level 2 Validation" link on the Financial Manifest. You can also access the 'Reports' tab in the data collector, click on "Level 2 Reports" link, filter for FY18-H-Financial and click on 'show reports' to generate and review the reports from ODE. There is a guide under ODE's [EMIS Validation and Report Explanations](#) page called "Expenditure Detail Report (EXPD-001)" that explains the below reports in more detail.

Reports

[Level 1 Reports](#) | [Level 2 Reports](#) | [Received Files](#)

Level 2 Reports

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to Generate a single .zip file for all reports (.csv), you must select a single Collection Request, or a single Category (and select a single LEA).

Filter Options

LEA: Collection Request: Data Set: School Year: Category:

LEA IRN: Show closed collections Last Activity Within:

Processed on or after: (mm/dd/yyyy) Last Updated on or after: (mm/dd/yyyy)

With Data Only: Exclude reports with 0 rows Report Name includes:

Display Options

Group By: Collection Request LEA Level 2 Report Category Data Set None File Format: CSV HTML

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

Report Name	Fatal	Critical	Warning	Info	Total	Process Date
<input checked="" type="checkbox"/> (EXPD-001) Expenditure Detail Report	0	0	579	1382	1961	07/12/17 00:00
<input checked="" type="checkbox"/> (EXPD-002) Expenditure Summary Report by Category	0	0	0	22	22	07/12/17 00:00
<input checked="" type="checkbox"/> (EXPD-003) Expenditure Summary Report by Sub-Category	0	0	0	2	2	07/12/17 00:00
Total Counts:	0	0	579	1411	1990	

[Generate Full Validation Report](#) 