

PERIOD H REPORTING PROCESS

June 2020 – The Capital Asset File is no longer needed

REDESIGN FLAT FILE CREATION AND LOAD

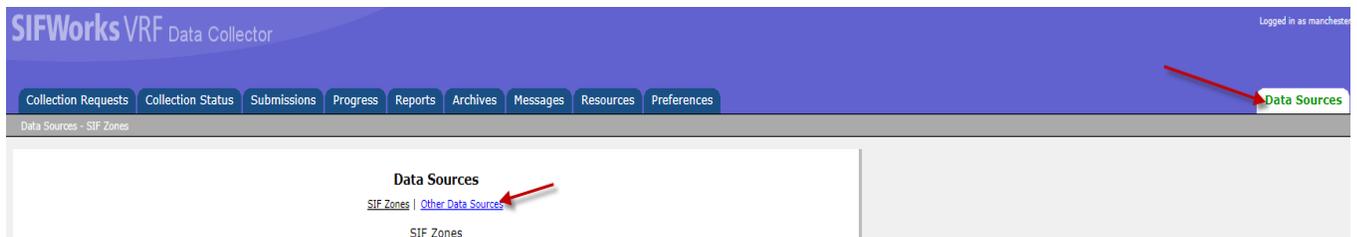
1. **Extracts>EMIS:** Create flat file in Redesign.
 - ***IMPORTANT** - Select the correct fiscal year.
 - *Click on “Generate Extract File”
 - *The extract file will be named: USAEMS_YYYY.SEQ (The fiscal year will be inserted into YYYY).
 - *The file will drop into “Downloads”.
2. Log into the Data Collector to load the USAEMS_YYYY.SEQ file.

SIFWorks® VRF® Data Collector

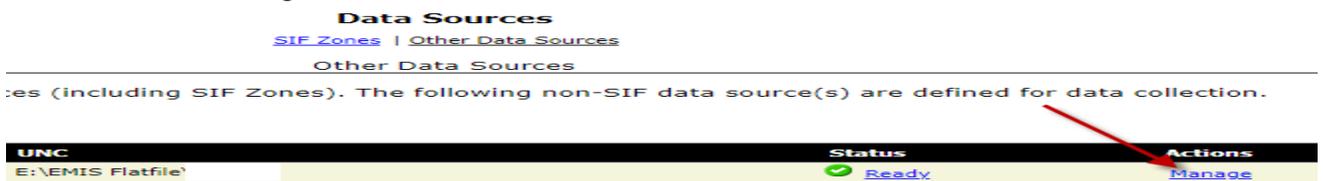


Use email alias (everything before @)
Use email password

3. Click on the “DATA Sources” tab.
4. Then click on the “Other Data Sources” link.



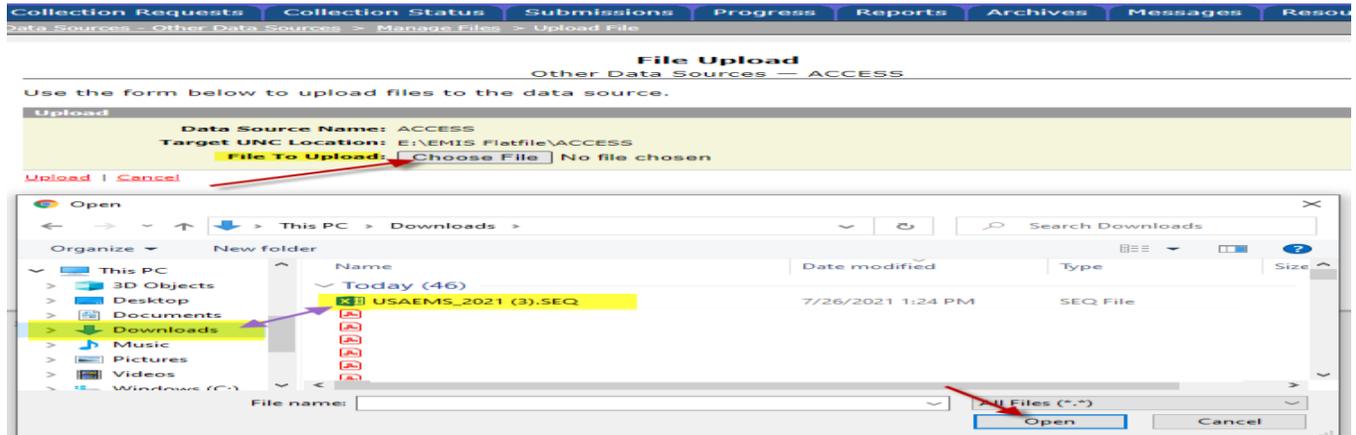
5. Click on “Manage”.



UNC	Status	Actions
E:\EMIS Flatfile	✓ Ready	Manage

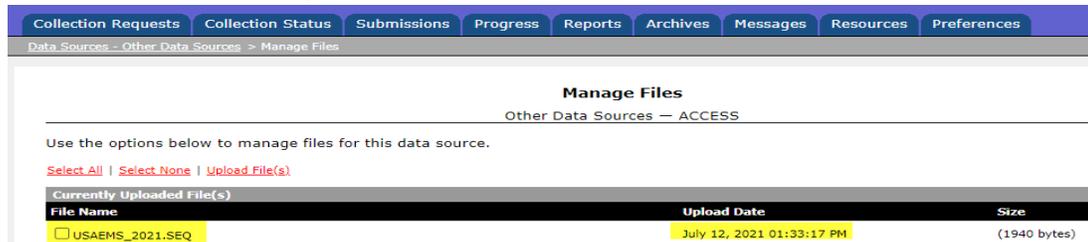
6. Click on “Upload Files”

7. Beside “File to Upload”, click on “Choose File”. Browse to the “Downloads” folder, locate & select the USAEMS_YYYY.SEQ file. Click on “Open”



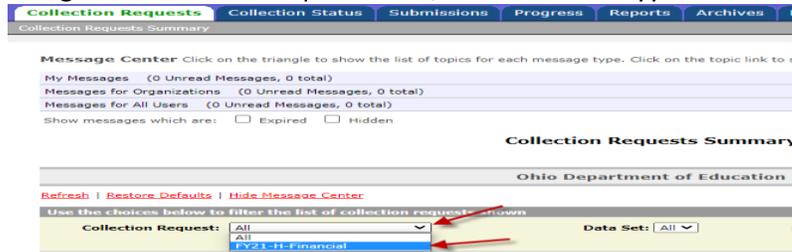
8. The file should now be the first in the list. Check to make sure the dates are current. The dates should reflect the day that the USAEMS_YYYY.seq file was loaded.

**** Please Note: Once this file is loaded, it does not need to be loaded again unless changes are made to the file. If a new file is loaded, delete the file that will not be used. Place a checkmark beside the inaccurate file, scroll to the bottom & click on “Delete Selected”**



9. To the far left, click on the “Collection Requests” tab.

10. Using the “Collection Request” field, filter for the “FYyy – H- Financial” manifest.



11. On the Financial Collection (FYxx) manifest, click on “Start Collection”. This will take you to the next screen.



12. Check both boxes showing – SIF Zone and EMIS Formatted Files.

The SIF Zone will go back to your “live” files & collect the following:

- Cash, Expenditure, Revenue Accounts
- Account Data
- Operational Units

The EMIS Formatted Files will look for the USAEMS_yyyy.SEQ file that was created in the Redesign and uploaded during Step #1. This is a partial file and contains the following:

- Cash Reconciliation
- Federal Assistance and Federal Detail
- Civil Proceedings
- District and Building Profile Information

13. Once both boxes are checked, click on “Start Data Collection for all items checked below”.

Financial Collection (FY21)
Start Collection – Submission Number 2 (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"/> ACCESS	<input checked="" type="checkbox"/> Connected	Not Started

EMIS Formatted Files	Availability	Collection Status
<input checked="" type="checkbox"/> ACCESS	<input checked="" type="checkbox"/> Ready	Not Started

Scope of execution

Perform: Collect Only Collect and Prepare

14. At this point, the second tab “Collection Status” can be used to monitor the progress of the collection. This process will take several minutes. While the collection is running, the icon will spin. In the screenshot below, the SIF zone is running, but the EMIS Formatted Files (Flat File) has completed.

SIF Zones		Records	Packets	Start	Elapsed	Status
Collection / SIF Zone / Request						
Financial Collection (FY21) 2.0		0	0	07/27 09:40 AM	00:00:05	In Progress
ACCESS		0	0	07/27 09:40 AM	00:00:05	0 of 3 Complete
Financial Records		0	0	07/27 09:40 AM	00:00:05	In Progress
FinancialClass		0	0	07/27 09:40 AM	00:00:05	In Progress
OPU Records		0	0	07/27 09:40 AM	00:00:05	In Progress

In Progress

EMIS Formatted Files		Records	Start	Elapsed	Status
Collection / Record Type - File					
Financial Collection (FY21)		8	07/27 09:40 AM	00:00:01	Complete
DN / USAEMS_2021.SEQ		2	07/27 09:40 AM	00:00:00	Complete
EX1 / USAEMS_2021.SEQ		6	07/27 09:40 AM	00:00:00	Complete

Completed

15. Once the collection completes, move back to the “Collection Requests” tab. Click on “Prepare”

Financial Collection (FY21)
 FY21-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe...
Submissions: June 03, 2021 - August 31, 2021 (35 days till close)
Version: 2
Status: Data Collection completed successfully today at 09:41:27 AM.
Submission Number: 2 (attempt 0)
Actions: [Start/Stop Collection](#)
[Prepare](#) ←
[Cancel](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

16. The system will move to the Preparation Status page as it processes. Once complete, click “OK”.

Preparation Status

Complete

Preparation Complete (Elapsed Total Time: 00:00:09)

[OK](#) ←

17. On the Collection Requests tab, review items under “Prepare Outputs”

Financial Collection (FY21)
 FY21-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe...
Submissions: June 03, 2021 - August 31, 2021 (35 days till close)
Version: 2
Status: Data Collection has been prepared today at 09:48:31 AM and is available for preview or certification.
Submission Number: 2 (attempt 1)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Certify & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

Prepare Outputs: [Level 1 Validations](#)
[Preview Prepared Data](#)

- Level 1 Validations contains data flagged as Fatal, Critical, Warning, & Info. “Fatal” errors will not move to ODE. Click on blue link to review.

Record Type	Fatal	Critical	Warning	Info	Total Lvl1Er	Depnd Invalid	Valid Recs
Cash Record (CSH)	18	0	0	0	18	0	0
Cash and Fund Balance Reconciliation (EX1)	0	0	0	0	0	0	11
Expenditure Record (EXP)	100	0	0	0	100	7	0
Operational Unit Description (OPU)	2	0	0	0	2	0	0
Organization General Information(DN)	0	0	0	0	0	0	5
Receipt Record (RCT)	32	0	0	0	32	0	0
Schedule of Capital Assets (CAP)	0	0	0	0	0	0	0
Schedule of Civil Proceedings Description (STR)	0	0	0	0	0	0	0
Schedule of Civil Proceedings Summary (STR)	0	0	0	0	0	0	0
Schedule of Federal Assistance Detail (FAD)	0	0	0	0	0	0	0
Schedule of Federal Assistance Summary (FAS)	0	0	0	0	0	0	1
Total Counts:	152	0	0	0	152	7	17

- “Preview Prepared Data” contains records that are about to be submitted to ODE.

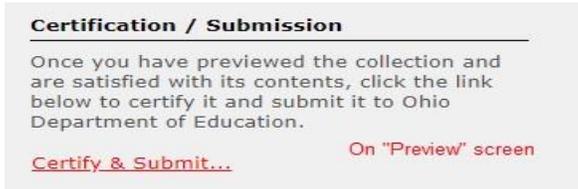
18. Click on “Preview Prepared Data”. Click on “Generate Preview”. Verify that the number of items looks correct. **The only zeros that you should see will be those categories that you have no information for. If any values display in the “Invalid” column, they should be researched/corrected.** Each category can be opened by clicking on the [blue link](#) for any item as displayed below:

[Generate Review Data](#)

File	Submission 3			Sub 2
	Valid	Invalid	Total	Valid
Cash Record (CSH).csv	91	0	91	91
Cash and Fund Balance Reconciliation (EX1).csv	12	0	12	12
Counts of DN Records Excluded.csv	0	0	0	0
Excluded Records.csv	0	0	0	0
Expenditure Record (EXP).csv	977	0	977	977
Missing Report - Organization Attribute (DN).csv	0	0	0	0
Operational Unit Description (OPU).csv	6	0	6	6
Organization General Information Record (DN).csv	10	1	11	10
Receipt Record (RCT).csv	133	0	133	133
Schedule of Civil Proceedings Description (STR).csv	0	0	0	0
Schedule of Civil Proceedings Summary (STR).csv	0	0	0	0
Schedule of Federal Assistance Detail (FAD).csv	14	0	14	0
Schedule of Federal Assistance Summary (FAS).csv	1	0	1	0
Total counts:	1244	1	1245	0

Look for values in all fields which should have values for the district.

19. Once all data is correct, click on “Certify & Submit”. “Certify & Submit” can be found off to the right on the Preview screen or on the Collection Requests tab.



20. Place a checkmark in the box beside “I certify this collection”. At the bottom, click on the “Certify & Submit” link.



**A second confirmation may be required if the record count is lower than before.

The record count is lower for one or more record types

4 record types have fewer valid records in this collection than in the previously Submitted collection:

- Receipt Record (RCT): has 0 valid records in the current collection, but had 16 in the prior submission
- Operational Unit Description (OPU): has 0 valid records in the current collection, but had 1 in the prior submission
- Expenditure Record (EXP): has 0 valid records in the current collection, but had 54 in the prior submission
- Cash Record (CSH): has 0 valid records in the current collection, but had 9 in the prior submission

Note that Ohio Department of Education will be notified that you have Submitted with a notably decreased record count.

I confirm I am Submitting this collection despite the lower record count.

21. **REVIEW PROCESS:** ODE will return “Level 2 Reports” after reviewing the submission. This could take a week to receive. The ODE reports can be accessed on the same manifest.

They can also be accessed from the “Reports” tab>Level 2 Reports>Collection Request = FYxxH_Financial

These reports should be checked!!

- Click on “Level 2 Reports”

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 (16 days till close)
Version: 3
Status: The collection was submitted July 13, 2018 at 10:37:59 AM by [redacted]
Submission Status: Processing Completed (July 13, 2018 at 10:38:00 AM)
Submission Number: 2 (attempt 1)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

From ODE: [Level 2 Reports](#)

Prepare Outputs: [Level 1 Validations](#)
[View submission 2 Data](#)

- On the Data Feedback Reports and Files screen, at the bottom, click on “Show Reports”. The parameters are already set to pull Period H reports for the entity.

- A list of reports will display:

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission	Help Page
(Total Count: 6)												
▼ Financial Collection (FY21) (2021H0000) (Count: 6)												
✓ (EXPD-001) Expenditure Detail Report		0	0	2175	228	2403	Financial	H	07/26/21 00:00	07/21/21 00:00	3 Unknown	Help ...
✓ (EXPD-002) Expenditure Summary Report by Category		0	0	0	22	22	Financial	H	07/26/21 00:00	07/21/21 00:00	3 Unknown	Help ...
✓ (EXPD-003) Expenditure Summary Report by Sub-Category		0	0	0	7	7	Financial	H	07/26/21 00:00	07/21/21 00:00	3 Unknown	Help ...
✓ (GNIS-445) Gen Issues - Financial - Percentage of Expected Receipts Currently Reported		0	0	0	1	1	Gen Issues	H	07/19/21 00:00	07/20/21 14:02	3 Unknown	Help ...
✓ (GNIS-446) Gen Issues - Financial - Percentage of Expected Expenditures Currently Reported		0	0	0	1	1	Gen Issues	H	07/19/21 00:00	07/20/21 14:02	3 Unknown	Help ...
✓ (GNIS-447) Gen Issues - Financial - Percentage of Expected Fund Codes Currently Reported in Cash Record		0	0	0	1	1	Gen Issues	H	07/19/21 00:00	07/20/21 14:02	3 Unknown	Help ...

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

GNIS-XXX Reports:

The data contained within the GNIS-XXX reports are a replacement for previously released General Issues Reports. Each report must be reviewed. This is where passage of the measure is determined. Each report should show “100” in the “Current Percentage Reported” column.

- Open each GNIS report. Review the value in the “Current Percentage Reported” column (G). This should state “100”. Any less means the measure has been missed.

GENERAL ISSUES DATA REPORTS (per column)

A - RPT DEST IRN = IRN of district receiving the report

B - LEVEL 2 REC TYPE CODE = Name of the report. Last three digits will match digits in Result code.

C - RESULT CODE = Result code. Last three digits will match last three digits of Level 2 Rec Type Code. D - RESULT CODE DESCR:

Result Code	Result Code Description	Description of Check	Business Owner	Contact Information	What to Check/Tips to Correct Issue	Collection
IS0445	% of receipts received	Displays the current percentage of expected receipts reported	School Finance	Jim Long, James.Long@education.ohio.gov	Check receipt record to verify accuracy, for any questions see EMIS documentation for further guidance-section H3	H
IS0446	% of expenditures received	Displays the current percentage of expected expenditures reported	School Finance	Jim Long, James.Long@education.ohio.gov	Check expenditure record to verify accuracy, for any questions see EMIS documentation for further guidance-section H4	H
IS0447	% of fund codes received	Displays the current percentage of expected fund codes in the cash record reported	School Finance	Jim Long, James.Long@education.ohio.gov	Check cash record to verify accuracy, for any questions see EMIS documentation for further guidance-section H6	H
IS0448	% of building records received	Displays the current percentage of expected building records reported	School Finance	Jim Long, James.Long@education.ohio.gov	Check building record to verify accuracy, for any questions see EMIS documentation for further guidance-section H7	H

E - ERR SEV CODE:

Table 1. Severity Codes

ERR SEV CODE	Description
F	Fatal
C	Critical
I	Informational
W	Warning

F - DATA CLCTN DATE = the date upon which the report is based.

G - ERROR MESSAGE

H - QUESTN CNTCT NAME = Data Manager contact name

I - CHECK DESCR = describes check and possible ways to review or correct data

EXPD-XXX Reports:

The data contained on the EXPD-XXX reports are used in the per-pupil expenditure calculations published on the Ohio Local Report Card.

(EXPD-001) Expenditure Detail Report:

Column Headings:

- OPU – Review records by OPU. District OPU’s should be reviewed to determine if the expenditures should be captured at the building level.
- Category Code – Review records coded as “NV” (Not Valid). Check the account structure against the AOS manual.
- Category Descr – Can be used to review records within each category.
- Alloc Type Descr – Review “Excluded” records. If expenditure should be counted in the per-pupil calculation, look at the rules of the account code.
- Alloc Type Descr – Review records that are included. Look for data that should not be included in the per-pupil calculation.

(EXPD-002) Expenditure Summary Report by Category:

- Summary of Total and General Fund expenditures by category.

(EXPD-003) Expenditure Summary Report by Sub-Category:

- Summary of Total and General Fund expenditures for the following sub-categories:
 - Classroom Instruction
 - Non-Classroom
 - Non-Operating
 - Not a Valid Code
 - Included (sum of Classroom Instruction, Non-Classroom, and Non-Operating)
 - Excluded
 - Grand Total