

# PERIOD H REPORTING PROCESS

## SIFWorks® VRF® Data Collector

User Name:   
 Password:

Use email alias (everything before @)  
 Use email password

1. Click on the "DATA Sources" tab.
2. Then click on the "Other Data Sources" link.



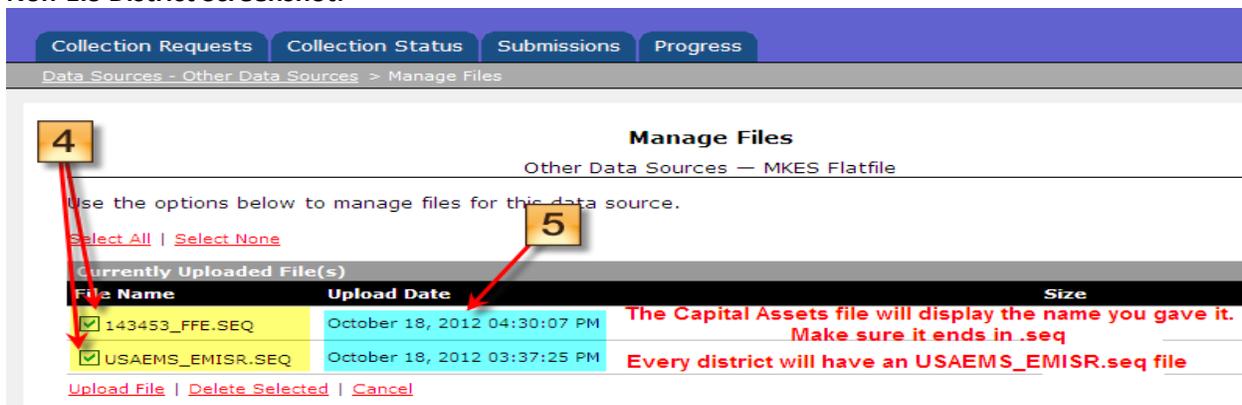
3. Click on "Manage".



\*\*At this point, both files should be loaded. If one they are missing, they can be loaded by using "Upload Files", choosing the file, & clicking "Upload".

4. Check the box next to the Capital Assets file that you named and the USAEMS\_EMISR.seq file. If you are an EIS district, your setup will be like the second screen shot.
5. Check to make sure the dates are current. The dates should reflect the day that the USAEMS\_EMISR.seq file or the Capital Assets file was loaded.

### Non-EIS District Screenshot:



**EIS DISTRICT Screenshot:**

**\*\*PLEASE NOTE: If your district is using EIS, then you will see a second file & BOTH will need to be selected. If your district is not using EIS, then you will need to load your information using the EMIS Flat File Editor (EMISFFE).\*\*\***

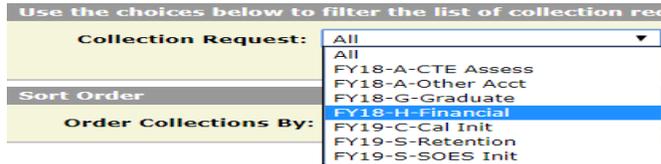
Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> EISEMS.SEQ	October 18, 2012 03:57:20 PM	(4832 bytes)
<input type="checkbox"/> USAEMS_EMISR.SEQ	October 18, 2012 03:24:40 PM	(18724 bytes)

District who uses EIS will see both files.

6. After the box is checked, move back to the "Collection Requests" tab.



\*The search for the manifest can be narrowed by selecting FY\*\*-H-Financial in the "Collection Request" box:



7. Click on "Start Collection". This will move you to the next screen.



**Financial Collection (FY )**

FY -H-Financial: Collection required for all EMIS reporting entities. This financial

**Submissions:** June 01, 2018 - August 31, 2018 (16 days till close)  
**Version:** 3  
**Status:** This collection has never been submitted.  
**Submission Number:** 1 (attempt 0)  
**Actions:** [Start Collection](#) [Add New Scheduled Collection](#) [Set Default Collection properties](#)

8. Check both boxes – SIF Zone & Data Sources. Once both boxes are checked, click on "[Start Data Collection for all items checked below](#)".

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

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

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

**Scope of execution**  
**Perform:**  Collect Only  Collect and Prepare

\*The system will take you back to the Collection Requests tab. Click on "Refresh" to see new prompts. The Status will change to "Data Collection is in progress".

**Financial Collection (FY18)**

FY18-H-Financial: Collection required for all EMIS reporting entities. This financial

**Submissions:** June 01, 2018 - August 31, 2018 (16 days till close)  
**Version:** 3  
**Status:** Data Collection is in progress.  
**Submission Number:** 1 (attempt 0)  
**Actions:** [Start/Stop Collection](#) [Cancel](#) [Add New Scheduled Collection](#) [Set Default Collection properties](#)

\*At this point, you can move to the "Collection Status" tab to watch the progress. The circle will spin while the collection is running.

SIF Zones					
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
▼ Financial Collection (FY18) 1.0	0	0	08/15 10:12 AM	00:03:54	In Progress
▶ <a href="#">ACCESS</a>	0	0	08/15 10:12 AM	00:03:54	0 of 3 Complete

Please note: this will take some time since the system is retrieving live data.

SIF Zones					
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
▼ Financial Collection (FY18) 2.0	166	3	08/15 10:34 AM	00:01:12	Complete
▶ <a href="#">DIST</a>	166	3	08/15 10:34 AM	00:01:12	3 of 3 Complete

- Once the collection is complete, the next step is to "Prepare". This is found on the "Collection Requests" tab. \*\*Status: messages change throughout process

**Financial Collection (FY 18)**

FY 18 -H-Financial: Collection required for all EMIS reporting entities. This financial reporting period inclu

**Submissions:** June 01, 2018 - August 31, 2018 (16 days till close)  
**Version:** 3  
**Status:** Data Collection completed with errors (or warnings) today at 10:35:38 AM.  
**Submission Number:** 2 (attempt 0)  
**Actions:** [Start/Stop Collection](#)  
[Prepare](#) ←  
[Cancel](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

- The system will send you to the Preparation Status page while it processes. Once it is complete, click on "OK". Level 1 Validation reports can be viewed here or on the Collection Requests tab.

**Preparation Status**

Complete

Preparation Complete (Elapsed Total Time: 00:00:02)

Found some validation exceptions: [View Level 1 Validations Report](#)

- Click on "Preview Prepared Data" to preview the data you are about to certify. Take a look at the Level 1 Validations report, if created.

**Financial Collection (FY 18)**

FY 18 -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:** Data Collection has been prepared today at 10:47:05 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](#)

**From ODE:** [Level 2 Reports](#)  
**Prepare Errors:** [None \(has other errors or warnings\)](#)  
**Prepare Output:** [Level 1 Validations](#)  
[Preview Prepared Data](#)

Level 1 Validations Report. "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
<a href="#">Cash Record (CSH)</a>	18	0	0	0	18	0	0
Cash and Fund Balance Reconciliation (EX1)	0	0	0	0	0	0	11
<a href="#">Expenditure Record (EXP)</a>	100	0	0	0	100	7	0
<a href="#">Operational Unit Description (OPU)</a>	2	0	0	0	2	0	0
Organization General Information(DN)	0	0	0	0	0	0	5
<a href="#">Receipt Record (RCT)</a>	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
<b>Total Counts:</b>	<b>152</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>152</b>	<b>7</b>	<b>17</b>

12. Click on "Generate Preview".

Include in CSV files:  Data only  
 Data and Fatal exceptions  
 Data and All exceptions

[Generate Preview](#)

The Preview will generate below. 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 corrected.** Each category can be opened by clicking on the [blue link](#) for any item as displayed below:

File	Submission 2			Sub 1
	Valid	Invalid	Total	Valid
<a href="#">Cash Record (CSH).csv</a>	70	0	70	69
<a href="#">Cash and Fund Balance Reconciliation (EX1).csv</a>	20	0	20	21
<a href="#">Expenditure Record (EXP).csv</a>	708	0	708	714
<a href="#">Operational Unit Description (OPU).csv</a>	23	0	23	23
<a href="#">Organization General Information(DN).csv</a>	17	0	17	
<a href="#">Receipt Record (RCT).csv</a>	113	0	113	117
<a href="#">Schedule of Capital Assets (CAP).csv</a>	0	0	0	0
<a href="#">Schedule of Civil Proceedings Description (STR).csv</a>	1	0	1	1
<a href="#">Schedule of Civil Proceedings Summary (STR).csv</a>	1	0	1	1
<a href="#">Schedule of Federal Assistance Detail (FAD).csv</a>	10	0	10	13
<a href="#">Schedule of Federal Assistance Summary (FAS).csv</a>	1	0	1	1
<b>Total counts:</b>	<b>964</b>	<b>0</b>	<b>964</b>	

13. If you like the preview, look to the right to find the "Cerify & Submit" link or click back to the "Collection Requests" tab & select "Certify & Submit".

**Certification / Submission**

Once you have previewed the collection and are satisfied with its contents, click the link below to certify it and submit it to Ohio Department of Education.

[Certify & Submit...](#) On "Preview" screen

**Financial Collection (FY )**

FY -H-Financial: Collection required for all EMIS reporting entiti

**Submissions:** June 01, 2018 - August 31, 2018 (16)

**Version:** 3

**Status:** Data Collection has been prepared to

**Submission Number:** 2 (attempt 1)

**Actions:** [Start/Stop Collection](#)  
[Prepare](#)  
[Certify & Submit](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

14. Put a checkmark in the box to certify the collection. **\*\*This must be done by the treasurer.**

**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

**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.

15. Click on "Certify & Submit" at the bottom. ODE will process daily.

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

16. All districts are required to certify & submit by the End Date on the EMIS Processing Schedule.

**\*\*REMEMBER: TWO FILES MUST BE SUBMITTED.\*\***

**All districts must submit the USAEMS\_EMISR.seq file along with the Period H Financial Records (either the EISEMS.seq pulled from Reflections or the Capital Assets file loaded from the Flat File Editor).\*\*\***

17. ODE will return “Level 2 Reports”. They can be accessed on the same manifest. They can also be accessed from the “Reports” tab>Level 2 Reports>Collection Request = FYxx-H\_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](#)

Click on “Show Reports” (since everything is set up to pull just Period H reports)

**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: Use IRN below [dropdown] | LEA IRN: 048348 | **Collection Request:** FY18-H-Financial | Show closed collections [checkbox] | Data Set: All | School Year: All | Category: All

Processed on or after: [text] (mm/dd/yyyy) | Last Activity Within: All | Last Updated on or after: [text] (mm/dd/yyyy)

With Data Only: [checkbox] Exclude reports with 0 rows | Report Name includes: [text]

**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](#)

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
▼ Financial Collection (FY18) (2018H0000) (Count: 7)											
✓ (EXPD-001) Expenditure Detail Report	POLA_048348	0	0	2308	304	2612	Financial	H	08/06/18 00:00	08/07/18 00:00	2 Unknown
✓ (EXPD-002) Expenditure Summary Report by Category	POLA_048348	0	0	0	22	22	Financial	H	08/06/18 00:00	08/07/18 00:00	2 Unknown
✓ (EXPD-003) Expenditure Summary Report by Sub-Category	POLA_048348	0	0	0	7	7	Financial	H	08/06/18 00:00	08/07/18 00:00	2 Unknown
✓ (GNIS-445) Gen Issues - Financial - Percentage of Expected Receipts Currently Reported	POLA_048348	0	0	0	1	1	Gen Issues	H	08/13/18 00:00	08/14/18 00:00	2 Unknown
✓ (GNIS-446) Gen Issues - Financial - Percentage of Expected Expenditures Currently Reported	POLA_048348	0	0	0	1	1	Gen Issues	H	08/13/18 00:00	08/14/18 00:00	2 Unknown
✓ (GNIS-447) Gen Issues - Financial - Percentage of Expected Fund Codes Currently Reported in Cash Record	POLA_048348	0	0	0	1	1	Gen Issues	H	08/13/18 00:00	08/14/18 00:00	2 Unknown
✓ (GNIS-448) Gen Issues - Financial - Percentage of Expected Building Records Currently Reported	POLA_048348	0	0	0	1	1	Gen Issues	H	08/13/18 00:00	08/14/18 00:00	2 Unknown

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

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

\*\*\*\*\*

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.

GENERAL ISSUES DATA REPORTS

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, <a href="mailto:James.Long@education.ohio.gov">James.Long@education.ohio.gov</a>	Check receipt record to verify accuracy, for any questions see <a href="#">EMIS documentation</a> for further guidance-section H3	H
IS0446	% of expenditures received	Displays the current percentage of expected expenditures reported	School Finance	Jim Long, <a href="mailto:James.Long@education.ohio.gov">James.Long@education.ohio.gov</a>	Check expenditure record to verify accuracy, for any questions see <a href="#">EMIS documentation</a> 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, <a href="mailto:James.Long@education.ohio.gov">James.Long@education.ohio.gov</a>	Check cash record to verify accuracy, for any questions see <a href="#">EMIS documentation</a> for further guidance-section H6	H
IS0448	% of building records received	Displays the current percentage of expected building records reported	School Finance	Jim Long, <a href="mailto:James.Long@education.ohio.gov">James.Long@education.ohio.gov</a>	Check building record to verify accuracy, for any questions see <a href="#">EMIS documentation</a> 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