

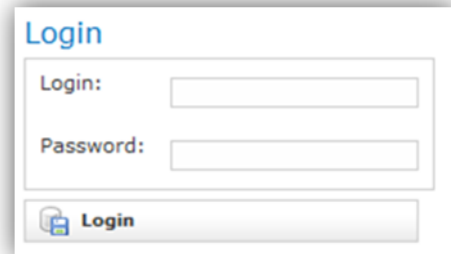
## Capital Asset Reporting for Non-EIS Districts

For those districts that **DO NOT USE EIS**, you will be required to use EMISFFE to enter your capital asset information. The steps to complete this are provided below:

### 1. Log into EMISFFE


<https://ssdt.esu.k12.oh.us/emisffe2/>


- EMISFFE requires users to have an account with the OECN IdM - Statewide Identity Management System. If you do not have a username and password already, please contact your ITC.



2. After logging in, it displays the main menu along with your district's IRN only (not the district name). **Click on the "Capital Assets (QC)" link** to add your capital asset data.

**District:**



- Export data
- Import data
- Pre Id Export
- Student Demographic (GI)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Financial Building Information (DM)
- 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)

**NOTE:** If the district entered their Capital Asset data in EMISFFE last year, it will retain last year's data. The district can select the "Delete All Capital Assets" option at the top screen to mass delete what is currently displayed and continue on with step 3 to add Capital Asset data for the current year or they can edit what is currently displayed. Please refer to the "Modify An Existing Record" section for further details.

### ADDING CAPITAL ASSET DATA

3. Click on "NEW CAPITAL ASSETS" to add a record.
  - On the "Capital Assets Code" box, select a code from the drop down list. A listing of available codes and their meanings are on the last page of this document
  - Enter the **prior year balance**. You will need to reference either last year's ending balance or this year's beginning balance for the amount for this code
  - Enter total amount of **additions** (items added) during the current year for this asset code
  - Enter total amount of **deductions** (items deleted) during the current year for this asset code

- Click on “**CREATE**” when finished and repeat step 3 if you need to enter additional capital asset codes. A screenshot of creating a capital asset record is displayed below:

Home CapitalAssets List

### Create CapitalAssets

Create

Capital Assets Code:

Prior Balance:

Additions:

Deductions:

Schedule Sequence: CAC

Schedule Frequency: 1

Line Number: 1

Schedule Number: CAP

District IRN: 000009

Date Created:

Last Updated:

Create

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 Improvement

LVE Accumulated Depreciation, Vehicles

NDC Capital Assets not being depreciated, Construction in Progress

NDL Capital Assets not being depreciated, Land

**NOTE:** Please refer to the last page of this document if you would like further explanation on the above asset categories.

### MODIFYING AN EXISTING RECORD

- An “Edit” option is available for records that already exist. You must first select a record from the “Capital Assets List” by clicking on the ID # of the record you want to edit.

Home Search New CapitalAssets Delete ALL CapitalAssets

### CapitalAssets List

Id	Capital Assets Code	Prior Balance	Additions	Deductions	Schedule Sequence	Schedule Frequency	Line Number
2,632,429	DBI	149,700	0	0	CAC	1	1
2,632,432	DFE	38,153	3,114	0	CAC	1	1
2,632,441	LBI	26,199	3,742	0	CAC	1	1
2,632,443	LFE	30,960	2,136	0	CAC	1	1

- Click on “Edit” to edit the existing record. Modifiable fields include Capital Assets Code, Prior Balance, Additions and Deductions. Click on “Update” to complete the changes.

Home CapitalAssets List New CapitalAssets

### Edit CapitalAssets

Update Delete

Capital Assets Code: DBI

Prior Balance: 999,999

Additions: 0

Deductions: 0

Schedule Sequence: CAC

Schedule Frequency: 1

Line Number: 1

Schedule Number: CAP

District IRN:

Date Created: 2010-09-20 12:15:50.199

Last Updated: 2012-10-18 15:56:50.331

Update Delete

**NOTE:** You also have the option to DELETE a record.

When you are finished creating/updating your capital asset records, you may click on “Capital Assets List” to review a listing of your capital asset data. **NOTE:** In most cases, there are no validations done within the FFE application. If bad data is put into a field, the record may be saved without error. You won’t find out about the bad data until you receive the validation reports from SIF (EMIS-R).

## EXPORTING FILE

- From the main EMISFFE menu, select “**Export Data**” to extract data into a flat file format
  - Select the correct fiscal year and reporting period “**H – July Financial**”. When the reporting period is selected, the record types that are valid for “H” are automatically checkmarked for exporting. **Make sure only the “QC Financial Data” record is checked.** Then click on **Export File** to begin extraction process.


**Export Options**

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**Fiscal Year:**

**Reporting Period:**

**Records to Export:**

- GI - Student Demographic
- FD - Student Attributes - Effective Date
- FN - Student Attributes - No Date
- DR - Yearend District Information
- DB - Yearend Building Information
- DT - Yearend District Testing
- DD - Financial District Information
- DM - Financial Building Information
- QC - Financial Data 

- Save the file to your computer using either the default file name or a name of your choosing. The **filename extension must be .SEQ.**

## LOADING THE FILE TO SIF (EMIS-R)

1. Click on the "Data Sources" tab.
2. Click on "Other Data Sources".

Collection Requests | Collection Status | Submissions | Progress | **1** → Data Sources

Data Sources - SIF Zones

**Data Sources**  
SIF Zones | Other Data Sources ← **2**

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

3. Click on "Manage"
4. Click on "Upload File"

Status	Actions
✓ Ready	<a href="#">Manage</a>

### Manage Files

Other Data Sources — MKES Flatfile

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> USAEMS_EMISR.SEQ	October 18, 2012 03:37:25 PM	(9966 bytes)

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

5. Browse to the file & click "Open".
6. Click "Upload"

### File Upload

Other Data Sources — Flatfile

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

**Upload**

Data Source Name: Flatfile

Target UNC Location: D:\EMIS Flatfile\

File To Upload:

[Upload](#) | [Cancel](#) ← **6**

The file should now be loaded to SIF (EMIS-R). Follow the Period H Processing procedure to complete.

## CAPITAL ASSET CATEGORIES

The following definitions determine the asset category in which an amount should be included for capital asset reporting (found in Chapter 4 of the EMIS User Manual).

- **Land** - A fixed asset account which reflects the acquisition value of the land owned by the school district. This account includes the purchase price and costs such as legal fees, filing and excavation costs, and other associated improvement costs incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at the time of acquisition.
- **Land Improvements** - A fixed asset account which reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at the time of acquisition.
- **Buildings and Building Improvements** - A fixed asset account which reflects the acquisition value of permanent structures, used to house persons and property owned by the school district. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and the fixtures attached to and forming a permanent part of such buildings. This account includes all building improvements. If buildings are acquired by gift, the account reflects their appraised value at the time of acquisition.
- **Furniture, Fixtures, and Equipment** - Tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. Examples are machinery, tools, furniture and furnishings.
- **Vehicles** – Examples are trucks, cars, and buses.
- **Infrastructure** – Example is sewage treatment plant.
- **Books** – Examples are textbooks and library books.
- **Construction in Progress** - The cost of construction work undertaken but not yet completed