



MOE Procedure

Step 1

1. USAS / USAS_ANN
2. Select 12 (USAEMSED T)
3. Select 2 (Federal Assistance Programs Summary). This will allow you to change the FY. Additionally, HCC has made BUDSUM-MOE reports run as of July 2 in FISCWEB under the 'Treasurer Report' group.
 - If you are unclear about what information is being generated, please contact HCC.
4. Select 3 (Federal Assistance Programs – Detail for FY19)
5. Select R to run a report.
6. Go to your PTR and print this report. You will need this in future steps to input CFDA numbers.
7. After you have verified that you have the print out of the FEDDET, you will follow steps 1-3 again, but now select I to initialize (I).
8. Select Y to delete detail records.
9. Then select A to add the CFDA number for each line that you will need to fill in. CFDA numbers can also be found in the USAS manual.

Step 2

◊ Go to USAEMSED T - Federal Assistance Summary Option and enter "2019" in the fiscal year prompt.

NOTE: No other section of USAEMSED T needs to be completed for this collection & you do not need to be in balance.

◊ Run USAEMS – This will generate EMSERR.TXT (examine this in your PTR) plus 2 seq files, USAEMS.SEQ and USAEMS_EMISR.SEQ, which will not appear in your PTR.

NOTE: The EMSERR.TXT report will list this Warning, which can be ignored for this preliminary MOE submission:

WARN

Cash reconciliation does not balance

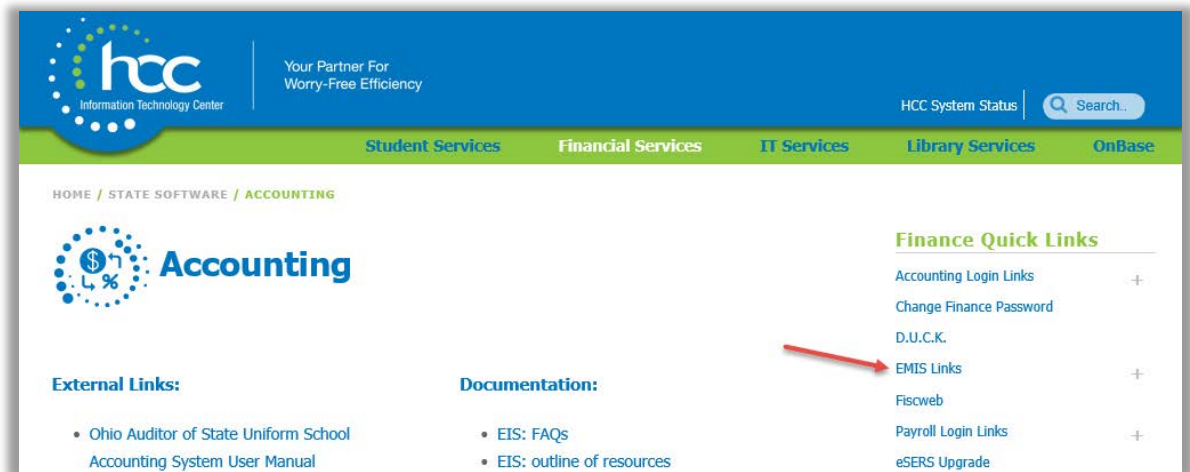
Step 3

FIRST, in PowerTerm, run the following processes to transfer both accounting and fixed assets .SEQ files to the Data Collector:

- USAS/USAS_LCL/TRANSUSAS USAEMS_EMISR.SEQ to EMIS-R

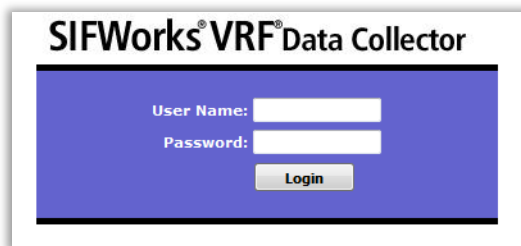
THEN, go to the Data Collector login by choosing **EMIS Data Collector** from the HCC website. On the Quick Links menus, the link is found under "[EMIS Links](#)" or "[EMIS Logins](#)."

Step 4



OR, copy/paste the following link into the URL address block on your browser.

<https://emis.hccanet.org:7446/DCConsoleJSP/dc/Login.jsp>



Log into the data collector. Your username and password are *not* the same as your login for PowerTerm, however, they will be the same as a DASL login which you *may* have. If you do not have or do not remember your login information, please contact HCC.

Upon login, the **Last Activity Within** field will default to “14 Days” and, unless you have already submitted your financial data within those last 14 days, you will not see **Financial (H) FY19 Reporting Period** displayed in the list of open periods in the area below.

To then see/find that section, select **Data Set “H.”** Then, click the **Data Sources** tab at the top right of the screen.



SIFWorks VRF Data Collector

Logged in as user123 (Logout) | Submitter: Deer Park

Collection Requests | Collection Status | Submissions | Progress | Files | Archives | Data Sources | Agencies | Settings

Collection Requests Summary

Ohio Department of Education

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

Collection Request: [dropdown] Last Activity Within: [dropdown]
Data Set: **H** School Year: [dropdown]

Financial Collection (FY16)

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 15, 2016 - August 31, 2016
Expiration Date: August 31, 2016 (in 49 days)
Collection Request: 1
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

Order Collections By

Expiration Date
 A-Z

Built-In Collections

Use built-in collections for end-to-end testing of VRF, prior to a production data collection and submission.

Don't show built-in collections

Expired Collections

The submission period for one or more of the collection requests shown has elapsed. If the report authority no longer accepts submissions for expired collection requests, you can hide them with the checkbox below.

Don't show expired collections

Manage Scheduled Collections

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

Click **Other Data Sources** at the top. This will open up a list of submission files.

Data Sources

[SIF Zones](#) | [Other Data Sources](#)

SIF Zones

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

Zone	URL	Status
T0	https://10.241.0.138:7443/T0	<input checked="" type="checkbox"/> Connected

On the **Financial** line, click **Manage** at the far right.

Data Sources
[SIF Zones](#) | [Other Data Sources](#)

Other Data Sources

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

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

Winton Woods—Files

Data Source	UNC	Status	Actions
<input type="checkbox"/> Uploaded Files	\\VRFDC01\FlatFiles\WintonWoods	✓ Ready	Manage
<input type="checkbox"/> DASL collection	\\jams\dasfiles\DataCollector\W0	✓ Ready	Manage
<input type="checkbox"/> Five Year Forecast	\\VRFDC01\FlatFiles\WintonWoods\Fivef	✓ Ready	Manage
<input type="checkbox"/> YearEnd	\\VRFDC01\FlatFiles\wintonwoods\YearEnd	✓ Ready	Manage
<input type="checkbox"/> Financial	\\VRFDC01\FlatFiles\wintonwoods\financial	✓ Ready	Manage
<input type="checkbox"/> October (USPEMX)	\\VRFDC01\FlatFiles\wintonwoods\October	✓ Ready	Manage

[Add Data Source](#) | [Remove Selected](#)

After you have run USAS/USAS_LCL/TRANSUSAS, the next screen will list your USAEMS_EMISR.SEQ file with a *current* submission date. Once both the Financial files *have been submitted*, the **Manage Files** screen will list the district's .SEQ files, as in this example:

Manage Files
Other Data Sources — Financial

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

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)

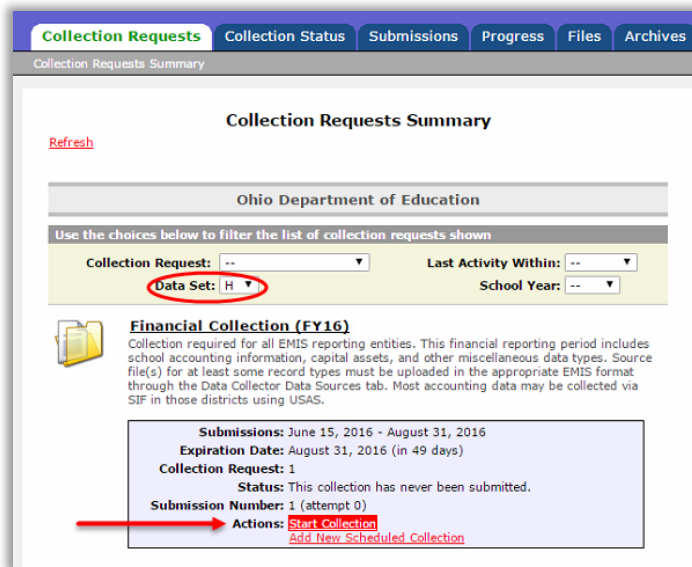
File Name	Upload Date	Size
<input checked="" type="checkbox"/> USAEMS_EMISR.SEQ	July 07, 2016 03:48:20 PM	(14194 bytes)
<input type="checkbox"/> EISEMS.SEQ	September 01, 2015 09:32:54 AM	(4832 bytes)

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

The screen will also list the previous fiscal year's submitted files, until you clear them. Click the check boxes to the left of the old files and then click **Delete Selected** below the file names, to leave *only* files for the current submission.

Once your screen contains only the current .SEQ files, then click the **Collection Requests** tab at the top of the screen. The checkboxes next to the filenames will be automatically checked by the system once the Collection is started, so there is no need to checkmark them on the Manage Files screen.

On the **Collection Requests** screen, select Data Set **H** to navigate to the **Financial (H) FY19 Reporting Period** and then click on **Start Collection**.



Collection Requests Summary

Ohio Department of Education

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

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

Financial Collection (FY16)
 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 15, 2016 - August 31, 2016
 Expiration Date: August 31, 2016 (in 49 days)
 Collection Request: 1
 Status: This collection has never been submitted.
 Submission Number: 1 (attempt 0)
 Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

On the next screen, click the checkboxes under **SIF Zone** and next to **Financial** in the list and then click **Start Data Collection for all items checked below...**

Financial (H) FY15 Reporting Period
 Start Collection — Submission Number 2 (attempt 0)

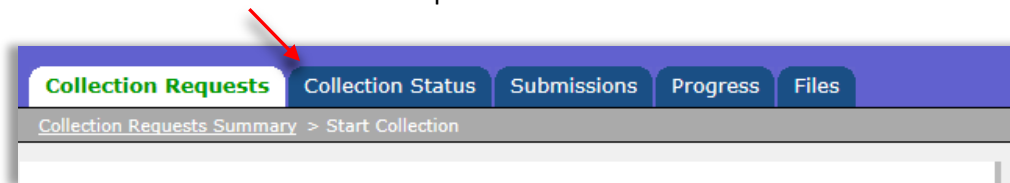
To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

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

Great Oaks		
SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> GOAK	✓ Connected	Not Started

All EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input type="checkbox"/> DASL Collection	✓ Ready	Not Started
<input type="checkbox"/> Uploaded Files	✓ Ready	Not Started
<input type="checkbox"/> Five Year Forecast	✓ Ready	Not Started
<input type="checkbox"/> March	✓ Ready	Not Started
<input type="checkbox"/> YearEnd	✓ Ready	Not Started
<input checked="" type="checkbox"/> Financial	✓ Ready	Not Started
<input type="checkbox"/> October (USPEMX)	✓ Ready	Not Started

Click on to the **Collection Status** tab at the top of the screen.



Collection Requests | **Collection Status** | Submissions | Progress | Files

Collection Requests Summary > Start Collection

In the example below, the collection is In Progress, i.e., is not yet completed.



Collection Requests **Collection Status** Submissions Progress Files Archives

Collection Status

Collection Status

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

Collection Request: Progress: [Refresh](#)

SIF Zones					
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
▶ Final Staff and Course Collection (FY16) 5.1	0	0		00:00:00	
▶ Financial Collection (FY16) 1.0	0	0	07/13 11:10 AM	00:00:10	In Progress
▶ First Staff and Course Collection (FY16) 9.1	670	2	04/08 01:04 PM	00:00:41	Complete

EMIS Formatted Files					
Collection / Record Type - File	Records	Start	Elapsed	Status	
▶ Beginning of Year Student Collection (FY16)	8198	01/15 01:51 PM	00:00:01	Complete	
▶ Calendar Collection - Final (FY16)	875	06/27 02:27 PM	00:00:01	Complete	
▶ Calendar Collection - Initial (FY16)	679	10/28 02:33 PM	00:00:01	Complete	

NOTE: This SIF Zone Collection may take as long as 45 minutes to 2 hours, depending on the size of the district. It is very important that you allow it to complete – do not stop or cancel the process.

Do not be concerned about other Submission sections on the screen, only the **Financial (H) FY19 Reporting Period** sections, whether under the **SIF Zone** or under **EMIS Formatted Files**.


The Collection, as in the sample below, is complete if you see **all** of the following:

- Status** all 3 (areas Financial Records, FinancialClass, OPU Records) of 3 Complete
- Records** contains numbers greater than 0 for each record type
- Packets** contains numbers greater than 0 for each record type

SIF Zones						
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status	
▼ Financial (H) FY13 Reporting Period 1.0	10397	27	07/31 11:16 AM	00:13:49	Complete	
▼ W0	10397	27	07/31 11:16 AM	00:13:49	3 of 3 Complete	
Financial Records	10334	25	07/31 11:16 AM	00:13:48	Complete	
FinancialClass	4	1	07/31 11:16 AM	00:13:49	Complete	
OPU Records	59	1	07/31 11:16 AM	00:13:48	Complete	
▼ Submissions Closed- Review Only- Yearend (N) FY12 Reporting Period 13.1	1287	3	07/24 01:19 PM	00:01:56	Complete	
▶ W0	1287	3	07/24 01:19 PM	00:01:56	2 of 2 Complete	
▼ Submissions Closed- Review Only-October (K) FY13 Reporting Period 20.1	1150	3	03/19 10:45 AM	00:01:38	Complete	
▶ W0	1150	3	03/19 10:45 AM	00:01:38	2 of 2 Complete	
▼ Submissions Closed- Review Only-Yearend (N) FY13 Reporting Period 13.1	1391	3	07/18 04:59 PM	00:01:10	Complete	
▶ W0	1391	3	07/18 04:59 PM	00:01:10	2 of 2 Complete	
EMIS Formatted Files						
Collection / Data Source	Records	Start	Elapsed	Status		
▼ Financial (H) FY13 Reporting Period	73	07/31 11:16 AM	00:00:02	Complete		
▶ Financial	73	07/31 11:16 AM	00:00:02	Complete		
▼ Graduation (G) FY12 Reporting Period	4176	04/25 03:31 PM	00:00:20	Complete		


Once the Collection is COMPETED, click the **Collection Requests** tab again at the top of the screen. Find the section for **Financial (H) FY19 Reporting Period** and click **Prepare**.

Submission Number: 1 (attempt 0)

Actions: [Start/Stop Collection](#)
[Prepare](#) ← 
[Cancel](#)
[Add New Scheduled Collection](#)

The preparation status and elapsed time will appear on the screen.

Preparation Status



Preparation Complete (Elapsed Total Time: 00:00:06)

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

When complete, click **OK**. A message will pop up if your data contains any Level 1 errors. Then, click the **Collection Requests** tab and, in the same **Financial (H) FY19 Reporting Period** section, choose **Preview**.

Submission Number: 1 (attempt 1)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Certify & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)

On the next screen, click **Generate Preview**.

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 12:34:42 PM

Preview Types

Detail

Output Options

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

File Format: CSV
 HTML

[Generate Preview](#)

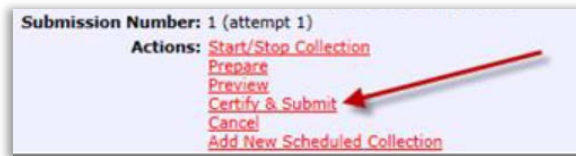
That will produce a list of CSV files.

File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
Cash Record (CSH).html	114	0	114	0
Cash and Fund Balance Reconciliation (EX1).html	21	0	21	0
Expenditure Record (EXP).html	1175	0	1175	0
Operational Unit Description (OPU).html	9	0	9	0
Organization General Information(DN).html	11	0	11	0
Receipt Record (RCT).html	139	0	139	0
Schedule of Capital Assets (CAP).html	0	0	0	0
Schedule of Civil Proceedings Description (STR).html	1	0	1	0
Schedule of Civil Proceedings Summary (STR).html	1	0	1	0
Schedule of Federal Assistance Detail (FAD).html	12	0	12	0
Schedule of Federal Assistance Summary (FAS).html	1	0	1	0
Total counts:	1484	0	1484	

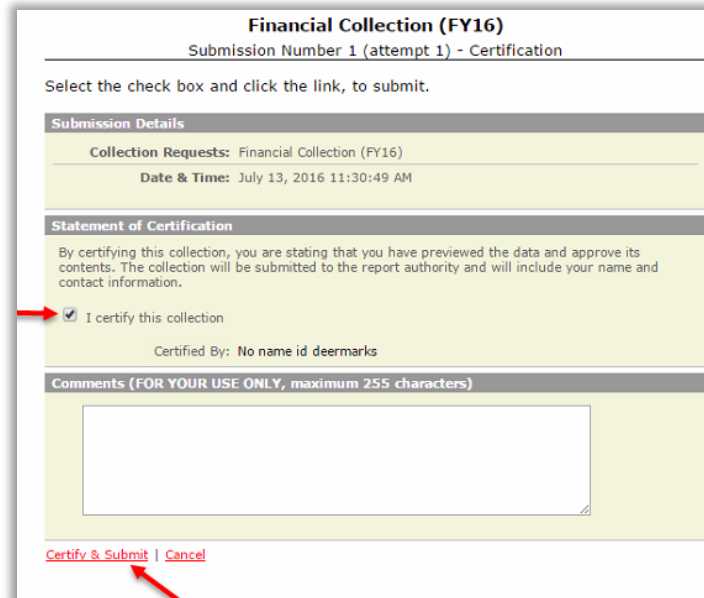
Click on the name of each file, to automatically open in Excel and review the data. An invalid record indicates a Level 1 error report. Clean up any errors if possible. Contact HCC if you have any questions.

NOTE: Rounding errors, which are common, cannot be cleared.

Once you are ready to submit, click the **Collection Requests** tab and click **Certify and Submit**.



Then click the “I certify this collection” checkbox and then click **Certify and Submit**.



Financial Collection (FY16)
 Submission Number 1 (attempt 1) - Certification

Select the check box and click the link, to submit.

Submission Details
 Collection Requests: Financial Collection (FY16)
 Date & Time: July 13, 2016 11:30:49 AM

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
 Certified By: No name id deermarks

Comments (FOR YOUR USE ONLY, maximum 255 characters)
 [Empty text box]

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

Note: All data needs to be re-collected each time a collection/submission is done. If the SIF agent was used to collect the Financial data, then they will need to select the SIF Zone again when collecting data.

Note: It is possible that you will see the below box during the above process. If so, this is because you are submitting a different amount of records than previous submissions. Because all submission periods have a different number of records, you do not need to be alarmed by this.

The record count is lower for one or more record types

1 record type has fewer valid records in this collection than in the previously Submitted collection:

- **Cash and Fund Balance Reconciliation (EX1): has 21 valid records in the current collection, but had 24 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.

Step 5

Be sure to check the CCIP website to see results of the submission.