



## Capital Asset FY19 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:

Go to the **EMISFFE** login screen.

Either go to the HCC website and click on EMIS Links for **EMIS Flat File Editor** or, copy/paste the link below into your browser.

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

**EMIS/FFE Version: 2.3-5**  
*EMIS Flat File Editor*  
This application allows importing of EMIS Detail Records ("Chapter 5 Layouts"), adding, updating or deleting of records and extraction to Detail format compatible with EMIS-R.

Please log in:

**Member sign in**

Username:

Password:

[Forgot password?](#)

*EMISFFE requires an account with the OECN IdM - Statewide Identity Management System. If you do not have a login account already, please email HCC or create a Cherwell Helpdesk ticket.*

After logging in, you should see your district name and IRN above the selections list. Click on the “**Capital Assets (QC)**” link near the bottom of the list to go to your capital assets data.

**EMIS/FFE Version: 2.3-5**

Hello alyssa@hccanet.org  **Log Out**  **Change Password**

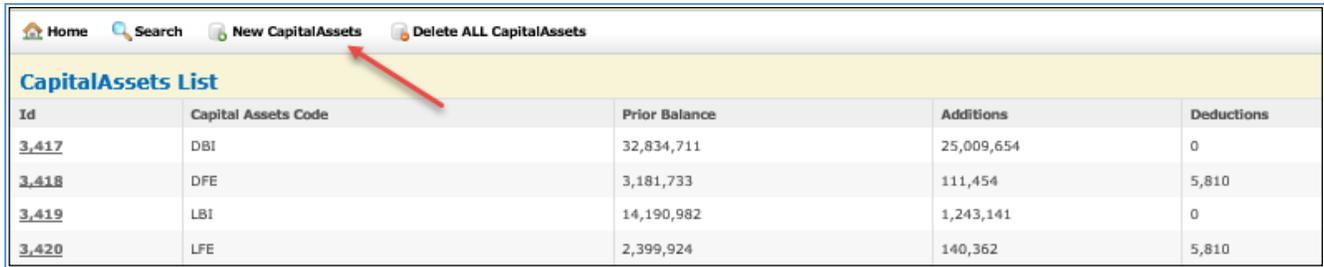
**District:** 046300 Batavia Local 



- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Course (GN)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Student Missing Override (FC)
- Student Summer Withdrawal (FL)
- Graduation Only (GP)
- CTE Workforce Development Follow-Up (GV)
- Student Contact (FF)
- Student Contact Address (FG)
- Student Transportation (FP)
- Staff Demographic (CI)
- Staff Employment (CK)
- Mapped Local Classroom Code (CM)
- Staff Course Master (CN)
- Staff Course (CU)
- Contractor Staff Employment (CJ)
- Contract Only Staff (CC)
- Staff Summer Employment Separation (CL)
- Staff Missing Override (CP)
- Career Technical Education Correlated Class (CV)
- Grade Schedule (DL)
- Organization General Information (DN)
- Yearend District CTE Tech Prep Consortium Mapping (DC)
- Yearend District Testing (DT)
- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- **Capital Assets (QC)** 
- Exhibit 1 - Cash Reconciliation (QC)

## Adding a NEW Capital Assets Category

To add a *new* record for FY2019 (ex: NDC Construction in Progress), click on “**NEW CAPITAL ASSETS,**” in the ribbon at the top of the screen.

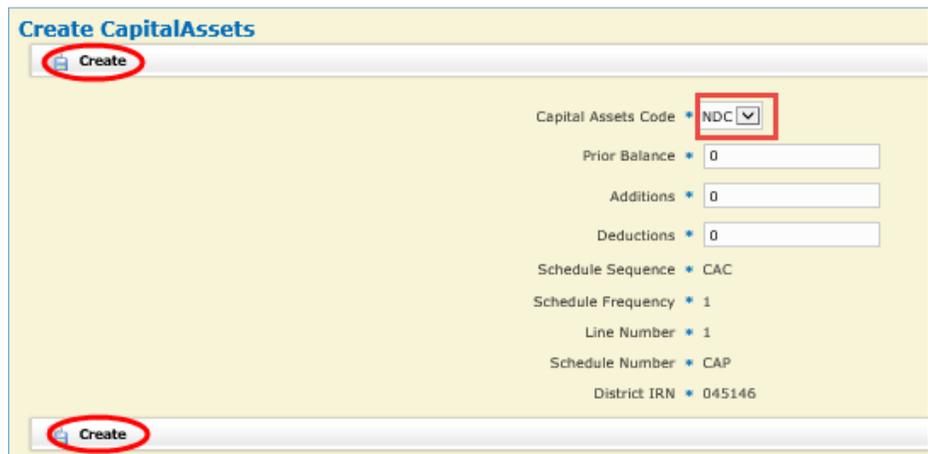


Id	Capital Assets Code	Prior Balance	Additions	Deductions
<a href="#">3,417</a>	DBI	32,834,711	25,009,654	0
<a href="#">3,418</a>	DFE	3,181,733	111,454	5,810
<a href="#">3,419</a>	LBI	14,190,982	1,243,141	0
<a href="#">3,420</a>	LFE	2,399,924	140,362	5,810

Then, select a code from the “**Capital Assets Code**” drop down menu. (See next page for a table of available codes with definitions).

Enter the **Prior Balance**, referencing either last fiscal year’s ending balance or this year’s beginning balance for the amount. Obviously, if this is a new code to be reported, the Prior Balance would be 0. Enter total amount of **Additions** (new acquisitions) and

**Deductions** (items disposed) during the fiscal year for this asset code. Click on “**CREATE**” when finished. Repeat for any additional new capital assets codes.



**Create CapitalAssets**

**Create**

Capital Assets Code \* NDC

Prior Balance \* 0

Additions \* 0

Deductions \* 0

Schedule Sequence \* CAC

Schedule Frequency \* 1

Line Number \* 1

Schedule Number \* CAP

District IRN \* 045146

**Create**

## Capital Assets Codes/Asset Categories

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

Please refer to the last page of this document for further explanation on these asset categories.

## Edit Existing Capital Assets Categories

An “Edit” option is available to modify a record that already exists. You must first select a record from the “Capital Assets List” by clicking on the “ID” number itself in order to edit it.

CapitalAssets List				
Id	Capital Assets Code	Prior Balance	Additions	Deductions
<a href="#">3,417</a>	DBI	32,834,711	25,009,654	0
<a href="#">3,418</a>	DFE	3,181,733	111,454	5,810
<a href="#">3,419</a>	LBI	14,190,982	1,243,141	0

Click on **EDIT**.

The screenshot shows the 'Show CapitalAssets' interface. At the top left, there are 'Edit' and 'Delete' buttons, with the 'Edit' button circled in red. The main area contains a table of asset details:

Capital Assets Code	DBI
Prior Balance	32,834,711
Additions	25,009,654
Deductions	0
Schedule Sequence	CAC
Schedule Frequency	1
Line Number	1
Schedule Number	CAP
District IRN	045146
Date created	2013-09-27 10:03:49 EDT
Last updated	2015-09-24 13:51:59 EDT

At the bottom left, there are another 'Edit' and 'Delete' buttons, with the 'Edit' button also circled in red.

Modifiable fields include the Capital Assets Code, Prior Balance, Additions and Deductions. The ending balance is a calculated field and is not displayed. Click on **“Update”** after entering all changes for the selected Capital Assets Code.

The screenshot shows the 'Edit CapitalAssets' interface. At the top left, there are 'Update' and 'Delete' buttons, with the 'Update' button circled in red. The main area contains a form with the following fields:

- Capital Assets Code: DBI (dropdown)
- Prior Balance: 32834711.00 (text input)
- Additions: 25009654.00 (text input)
- Deductions: 0.00 (text input)
- Schedule Sequence: CAC (dropdown)
- Schedule Frequency: 1 (dropdown)
- Line Number: 1 (dropdown)
- Schedule Number: CAP (dropdown)
- District IRN: 045146 (dropdown)

At the bottom left, there are another 'Update' and 'Delete' buttons, with the 'Update' button also circled in red.

**NOTE:** On this edit screen, you also have the option to DELETE a record, for example, NDC Construction in Progress, if a project was completed during the fiscal year, and the fixed asset value added to DBI Buildings.

When you are finished creating/updating your capital asset records, click on **“CAPITAL ASSETS LIST”** to review a listing of your capital asset data.

*In most cases, there are no validations done within the FFE application. If bad data is inputted into a field, the record may be saved without error warnings. You won't find out about the bad data until you receive the validation reports from EMIS-R.*

## Export the Modified Capital Assets File to the Data Collector

From the Home menu, select **“Export Data”** (at the top of the list) to extract data into a flat file format.

The screenshot shows the EMIS/FFE Version: 2.3-5 user interface. At the top, it says 'Hello alyssa@hccanet.org' and has 'Log Out' and 'Change Password' buttons. Below that, there is a 'District:' dropdown menu set to '045146 Wyoming City'. A list of menu items is shown below:

- Export data (highlighted with a red arrow)
- Import data
- Five Year Forecast Spreadsheet Import
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)

On the next screen, select the fiscal year **2019** and the 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 that *only* the “QC Financial Data” record is checked** (see screenshot below).

Click on **Export File** at the bottom of the screen to begin the extraction process. Save the file to your computer using either the default file name or a name of your choosing. **The filename extension must be .SEQ.**

**Export Options**

**Fiscal Year:** 2017

**Reporting Period:** H - July/Financial

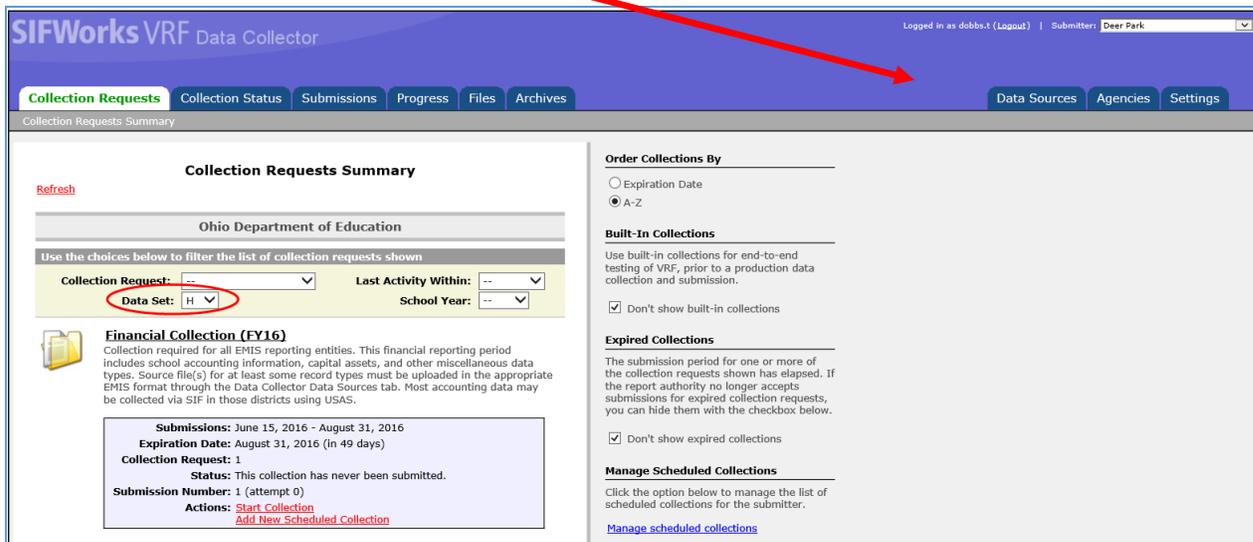
**Records to Export:**

- GI - Student Demographic
- GJ - Student Demographic Race Detail
- FD - Student Attributes - Effective Date
- FN - Student Attributes - No Date
- FS - Student Standing
- FA - Student Assessment
- FB - Student Acceleration
- GN - Student Course
- GQ - Student Program
- GE - Student Special Education
- FE - Student Special Education Graduation Requirement
- GG - Student Gifted Education
- GD - Student Discipline
- GP - Graduation Only
- GC - Student Graduation CORE Summary
- FC - Student Missing Override
- FL - Student Summer Withdrawal
- FF - Student Contact
- FG - Student Contact Address
- FP - Student Transportation
- GV - CTE Workforce Development Follow-up
- CI - Staff Demographic
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- CJ - Contractor Staff Employment
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- CM - Local Classroom Code Mapping
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- CP - Staff Missing Override
- CV - Career Technical Education Correlated Class
- DN - Organization General Information
- DL - Grade Schedule
- DT - Yearend District Testing
- DC - Yearend District CTE Tech Prep Consortium Mapping
- QC - Financial Data
- QF - Five-Year Forecast
- QN - Five-Year Forecast Notes/Assumptions

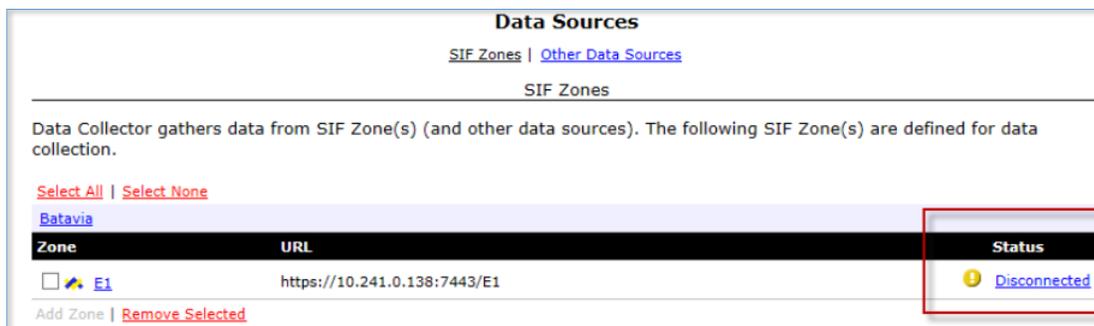
**Export File** **Uncheck All**

## Upload the File to the Data Collector

The file must then be uploaded into EMIS-R, the Data Collector, and run through the data collection and submission processes for Period H reporting. To then see/find that section, select **Data Set "H."** Then, click the **Data Sources** tab at the top right of the screen.



**NOTE:** If Status on the next screen displays **Disconnected**, call HCC at 728-7999, so this can be reset for SIF Collections.



Zone	URL	Status
Batavia	https://10.241.0.138:7443/E1	Disconnected

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

**Data Sources**

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

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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
Deer Park		
T0	https://10.241.0.138:7443/T0	<a href="#">Connected</a>

Click **Manage** at the right on the Financial line.

**Data Sources**

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

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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](#)

Batavia—Files

Data Source	UNC	Status	Actions
<input type="checkbox"/> <a href="#">Uploaded Files</a>	\\vrfdc02\FlatFiles\Batavia	Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">DASL_collection</a>	\\jams-prod\dasifiles\DataCollector\E1	Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">Five Year Forecast</a>	\\vrfdc02\FlatFiles\Batavia\Fivef	Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">YearEnd</a>	\\vrfdc02\FlatFiles\Batavia\YearEnd	Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">Financial</a>	\\vrfdc02\FlatFiles\Batavia\Financial	Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">USPEMX Files</a>	\\vrfdc02\FlatFiles\Batavia\USPEMX	Ready	<a href="#">Manage</a>

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

Then click **Upload File(s)** at the lower left.

**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 type="checkbox"/> USAEMS_EMISR.SEQ	August 17, 2016 11:30:07 AM	(14798 bytes)
<input type="checkbox"/> 045146_FFE.SEQ	August 17, 2016 11:28:34 AM	(2406 bytes)

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

Browse for your file. Once the name of your .SEQ file appears in the upload field, click **Upload** at the lower left.

The **Manage Files** screen will then list your .SEQ file with today's date as the submission date. Once both the Financial and Fixed Assets files *have been submitted (uploaded) to the Data Collector*, the **Manage Files** screen will list both of the district's .SEQ files.

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.

**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: \\vrfdc02\FlatFiles\wyoming\financial  
File To Upload:

Once your screen contains only the current fiscal year's .SEQ files (BOTH fixed assets AND financials), then click the **Collection Requests** tab at the top of the screen.

Continue on Page 4 of the **Data Collector FY 2019 Instructions** document, available on our website.

## 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 ODE's EMIS User Manual).

**NOTE:** If any land, land improvement, building, furniture, vehicles, etc. is obtained by gift, its value will reflect the appraised value at the time of acquisition.

**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.

**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.

**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.

**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 a new roadway.

**Books** – Examples are textbooks and library books.

**Construction in Progress** - The cost of construction work undertaken but not yet completed.