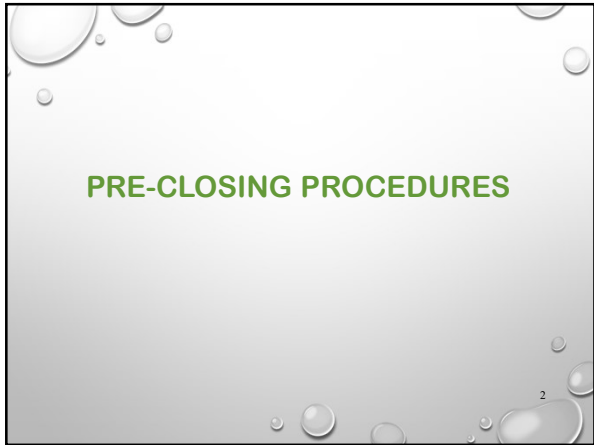
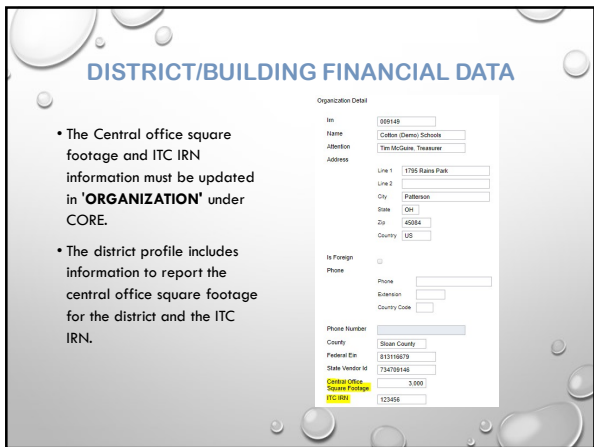




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EMIS FUND CATEGORIES

- The existing EMIS Fund Categories in Classic are not implemented in the Redesign. However, any existing EMIS Fund Categories a district had in Classic are imported over. We have been not been given any official word from ODE as to if the EMIS Fund Categories are still in use. Looking through the Level 2 Report Explanation as well as the General Issues guide on ODE's website, ODE doesn't appear to be issuing a **fatal** error for a missing **EMIS fund category**.
- Last year, I included steps to check the existing EMIS fund categories on the cash accounts. If your districts would like to proceed with reviewing and/or updating their EMIS Fund Categories in the Redesign as a precautionary step, they may perform the following:
 - On the CASH grid, add the 'EMIS FUND CATEGORY' column to the grid (or do an advanced query). Filter by '<>' (space) to query all funds that contain an EMIS Fund Category.
 - ODE's current EMIS manual (section 6.2 Cash record), contains a listing of available EMIS Fund Categories. If an EMIS fund category is required but the list of options don't apply, enter an asterick * in the EMIS Fund Category field.

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OPERATIONAL UNITS

- View OPU's under Core or Run an '**SSDT OPU LISTING**' report under the Report Manager grid to review your OPU's to make sure your IRN numbers and Entity types are correct.
- Use **OPUs** under **CORE** to make any necessary changes. All OPU's must have a valid IRN
- The IRN for the "000" OPU has to equal the reporting district IRN

Code	Description	IRN#
000	District Wide IRN	009140
100	Elem School	033356
200	High School	977971

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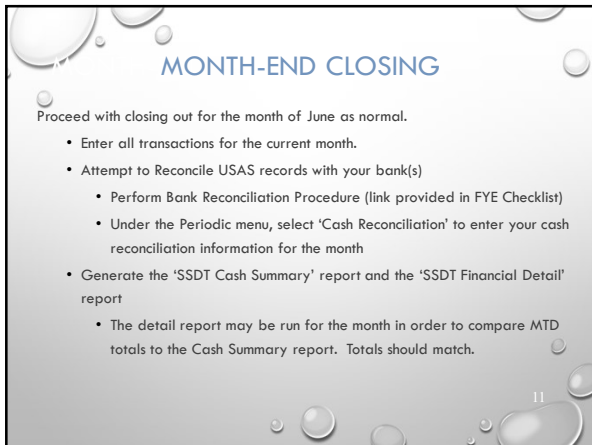
APPROPRIATIONS

- Use the **SCENARIOS** option under **BUDGETING** to enter next year proposed budgets and revenue estimates
- Please refer to the *Budgeting Scenario steps on the SSDT WIKI* for further information
- Appendix > Useful Procedures
 - Budgeting Scenario Steps for creating Proposed Amounts for the Next Fiscal Year

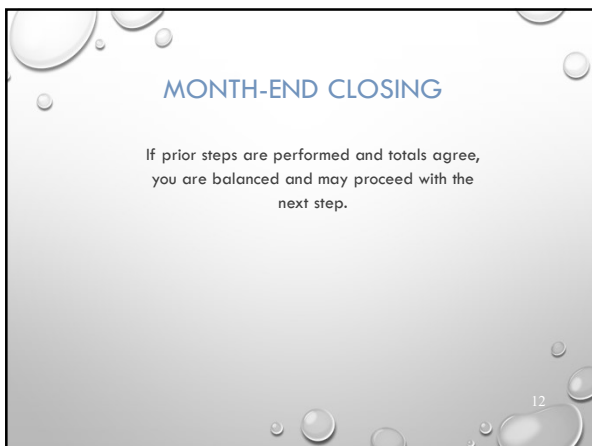
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MONTH-END REPORTS

Manually run and review desired reports

- Month End Reports
 - Cash Reconciliation Report for the month
 - Cash-related Reports: Cash Summary Report and a Financial Detail Report for the month
 - Budget-related Reports:
 - Budget Summary/Budget Account Activity Report (for the month)
 - Appropriation Summary Report
 - Budget Summary MOE
 - Negative Budget Report; Negative Appropriation Account Report

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MONTH-END REPORTS (continued)

- Revenue-related Reports: Revenue Summary/Revenue Account Activity report for the month
- PO-related Reports: Purchase Order Detail Report for the month; Outstanding Purchase Order Detail Report
- Invoice-related Reports: Outstanding Invoices by Vendor Name report
- Disbursement-related Reports: Disbursement Summary Report for the month; Outstanding Disbursement Summary Report
- Receipt-related Reports:
 - Receipt Ledger Report for the month
 - Reduction of Expenditure Ledger Report for the month
 - Refund Ledger Report for the month

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MONTH-END REPORTS (continued)

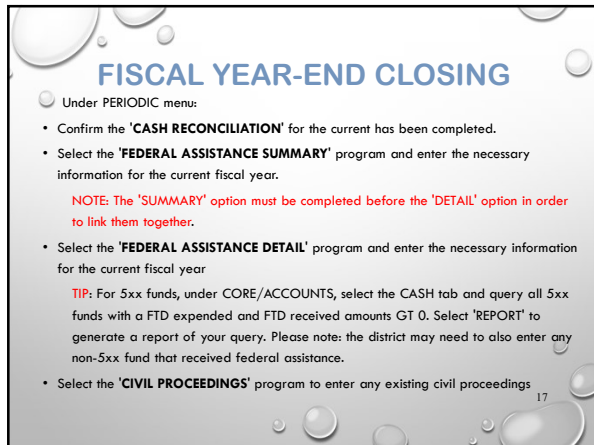
The Monthly Report Bundle is now available and will automatically run when the Posting Period is closed.

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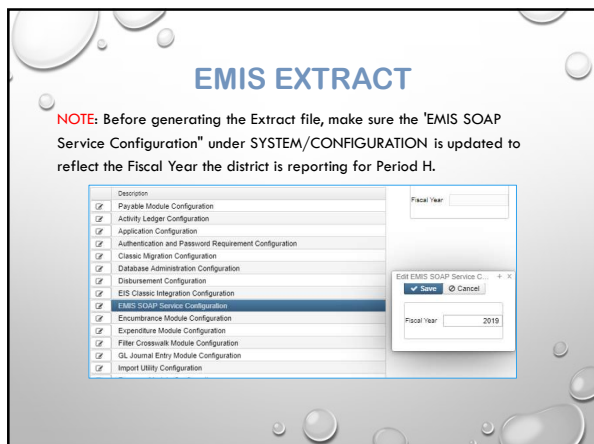
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EMIS EXTRACT

- Under the **Extract** menu, select **EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the data collector.

Warning messages may be issued if the cash reconciliation, federal assistance summary, federal assistance detail and civil proceedings programs have not been completed.

EMIS Extract

Organization ID#: 009149

Organization Name: Colton (Demo) Schools

Fiscal year: 2019

[Generate Extract File](#)

- The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It does not contain the 'full' (USAEMS.SEQ) file.
- The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R.

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AUDITOR EXTRACT REPORTS

Run the **SSDT USAS Auditor Extract Reports and Cash Summary** and save in CSV format. (AOS will accept CSV format). Attach the following files to an email addressed to AOS ISA-SchoolSW@auditor.state.oh.us

- SSDT USAS Auditor Extract - Account Report
- SSDT USAS Auditor Extract - Transaction Report
- SSDT USAS Auditor Extract - Vendor Report
- Cash Summary Report

Report Manager

Import Report	Create Form	Favorite	Created by	Report Name	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSDT	SSDT USAS Auditor Extract - Account	Account Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSDT	SSDT USAS Auditor Extract - Transaction	Activity/Ledger Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSDT	SSDT USAS Auditor Extract - Vendor	Vendor Report

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FISCAL YEAR-END REPORTS

Recommended Fiscal Year-end Reports to run manually & review include:

- Cash Reconciliation Report for the month
- Cash-related Reports:** Cash Summary Report, Financial Detail Report for the fiscal year, Monthly Balance Report for the fiscal year
- Budget-related Reports:** Budget Summary, Budget Account Activity Report (for the fiscal year), Appropriation Summary Report, Budget Summary MOE, Negative Budget Report; Negative Appropriation Account Report
- Revenue-related Reports:** Revenue Summary/Revenue Account Activity report for the fiscal year

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FISCAL YEAR-END REPORTS (continued)

- **PO-related Reports:** Purchase Order Detail Report for the fiscal year; Outstanding Purchase Order Detail Report
- **Invoice-related Reports:** Outstanding Invoices by Vendor Name report
- **Disbursement-related Reports:** Disbursement Summary Report for the fiscal year; Outstanding Disbursement Summary Report

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FISCAL YEAR-END REPORTS

- **Receipt-related Reports:**
 - Receipt Ledger Report for the fiscal year
 - Reduction of Expenditure Ledger Report for the fiscal year
 - Refund Ledger Report for the fiscal year
- Transfer Advance Summary Report for the fiscal year
- **Fiscal year-end related Reports:**
 - District Building Profile Report
 - Federal Assistance Detail Report
 - Federal Assistance Summary Report
 - Civil Proceeding Report

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CLOSE THE FISCAL YEAR

- To close the month of June, go to Core>Posting Periods
- Click to close June
- The Monthly and Fiscal report bundles will automatically run when the last posting period of the fiscal year is closed.
- Click on 'create' to create a new posting period. Select the month, enter the calendar year and checkmark the 'current' box to make the new posting period the current period
- **You are now closed for the month and fiscal year**

NOTE: If there are custom report bundles scheduled to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom bundles to complete before changing the current posting period to a new period.

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FINANCIAL DATA REPORTING

Data is to be reported to ODE via EMIS-R for reporting Period H

- Data types consist of:
 - Cash, Budget, and Revenue accounts } SIF zone
 - Operational Unit Codes } SIF zone
 - Data entered in PERIODIC } Flat Files
 - Capital Assets } Flat Files

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FINANCIAL REPORTING SPECIAL NOTES

- Districts only needs to upload the sequential file (from the EMIS EXTRACT) in the "financial" data source in EMIS-R. When they are ready to run a collection in the data collector, they will select the USAS SIF agent and the "financial" data source.
- The "EMIS Soap Service Configuration" tells the SIF if it should pull account information from the history records or the current account file

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PERIOD H

• ODE HAS **DRAFT** SCHEDULE POSTED ONLINE.

EMIS Data Collection Calendars

Education Management Information System (EMIS) Data Collection Calendars are available by fiscal year below. Each calendar includes the collection name and the collection's open date and close date. Those reporting EMIS data must submit their information as outlined in the schedules unless a waiver has been granted.

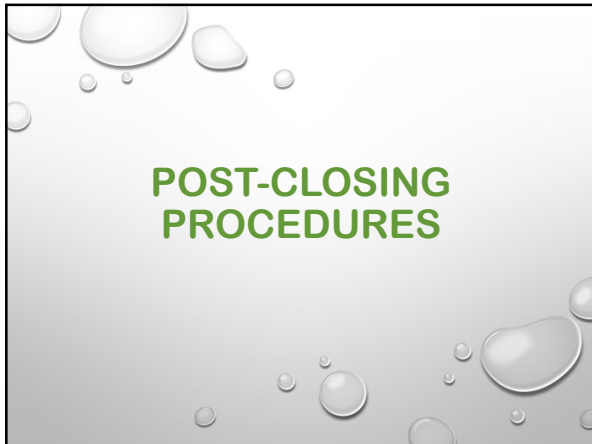
* EMIS Data Collection Calendar for 2019-2020 (Posted 4/22/2020) **DRAFT**

WHEN?

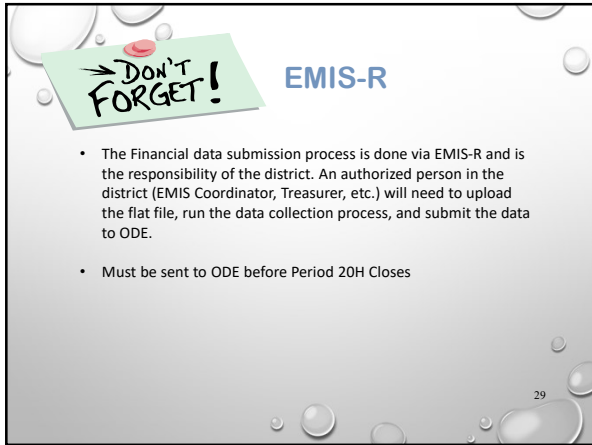
Financial Collections				
Financial Collection (FY20) (2020H0000)	H	6/1/2020	8/31/2020	
Financial Collection - Supplemental (FY20) (2020H0000)-	H	9/4/2020	9/30/2020	

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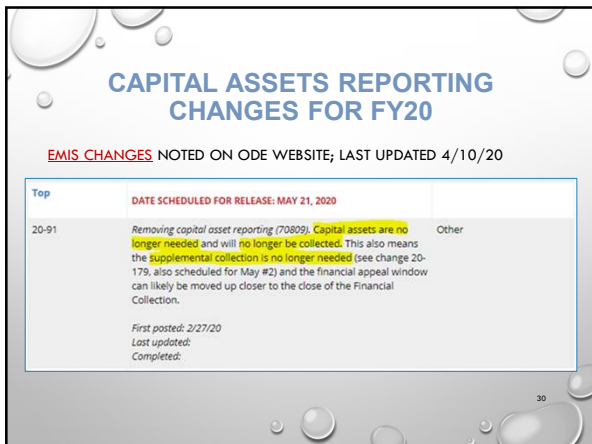
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CAPITAL ASSETS REPORTING CHANGES FOR FY20

20-179 Other

Delete Financial (H) Supplemental Collection. The purpose of the Financial (H) Supplemental Collection is for districts to report capital assets. As capital assets are no longer being reported to the Department via EMIS (see change #20-91), this collection is no longer necessary. The non-capital asset items that have been a part of the Supplemental Collection will need to be finalized and reported as part of the Financial (H) Collection that closes on August 31, 2020. The Financial appeal will likely be moved up to be closer to the close of the Financial Collection. When this has been scheduled, the dates on the webpage will be updated. Newflash reminders about this change will go out closer to the May #2 release date.

*First posted: 3/2/20
Last updated:
Completed:*

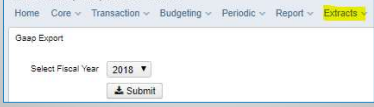
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GAAP CONVERSION

Run GAAP from Extracts menu to create necessary file for GAAP reporting

- Select the Fiscal Year and click on 'submit' to generate the GAAPEXPORT.TXT file
- Attach file in an email to person(s) responsible for uploading the file into WEBGAAP.



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QUESTIONS?

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