

Reminder: Cash Reconciliation and Federal Assistance must be completed before extracting EMIS files.

Note: If the district has no Civil Proceedings to report, no record (with zero expenditures) you will only need to enter a record with \$0 and N/A.

| Save O Cano | cel | |
|----------------------|---------------|------|
| | | |
| Fiscal Year | 2021 | |
| Proceeding Number | 1 | |
| Court | N/A | |
| Case Number | 1 | |
| Board Role | Plaintiff 🗸 🗸 | |
| Total Expenses | | 0.00 |
| Fiscal Year Expenses | | 0.00 |
| Participant Role 1 | Defendant 🗸 | |
| Participant Name 1 | N/A | |
| | | |

Go to **Extracts > EMIS**. Make sure the correct fiscal year to be reported is displayed. Click on 'Generate Extract File' to create the .SEQ file to be uploaded into the Data Collector.

| SAS: Cotton (Demo) So | chools - admin | | | |
|-----------------------|---------------------|-------------------------------|----------|----------|
| Home Core - Trans | saction 🐱 Budgeting | Periodic | Report ~ | Extracts |
| EMIS Extract | | | | |
| Organization IRN: | 009149 | | | |
| Organization Name: | Cotton (Demo) Scho | ols | | |
| Fiscal year | 2023 🗸 | | | |
| | 🛓 Generate Extract | File | | |

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

| Messages | | + > |
|---------------|--|-----|
| ✓ Warning - N | lo Cash Reconciliation found for June 2020 | |
| ✓ Warning - U | Jser has not completed Civil Proceedings entry | |

The extract file will save to your downloads folder.

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. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data to ODE.

DATA COLLECTOR

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."

| Information Technology Center | For fficiency | | | н | ICC System St | atus Home Q | Search |
|---|------------------|-------------------------------------|----------------------------|----|--------------------------|--|------------------|
| | HCC Events | Student | Finance | пц | ibrary | Document Ma | anagemen |
| Accounting | | | | | Fina Accoun Change | nce Quick Lir Iting Login Links e Finance Password | 1 ks + |
| External Links: | Docu | mentation: | | | EMIS Li Fiscwel | inks b | + |
| IRS Publication 2108A – TIN Matching Programs | • (| JSAS FYE 2018 C EIS FYE 2018 Che | heckoff List ckoff List | | Payroll eSERS | Login Links Upgrade | + |

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

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



Your username and password are *not* the same as your login for Redesign, 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 using the Finance Quick Links -> Request Access Forms -> EMIS-R Access Form.

Upon login, the **Last Activity Within** field will default to "14 Days" and, unless you have already submitted your financial and/or fixed assets data within those last 14 days, you will not see **Financial (H) FY23 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 dobbs.t (Logout) Submitter: Deer Park | _ |
|---|---|----------|
| Collection Requests Collection Status Submissions Progress Files Archives Collection Requests Summary | Data Sources Agencies Se | ettings |
| Collection Requests Summary Refresh | Order Collections By OExpiration Date O A-Z | |
| Ohio Department of Education Use the choices below to filter the list of collection requests shown Collection Request: | Built-In Collections Use built-in collections for end-to-end testing of VRF, prior to a production data collection and submission. Image: State Sta | |
| 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. | 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. | |
| 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: Statu collection Add New Scheduled Collection | 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 | |

NOTE: If Status on the next screen displays Disconnected, call HCC at (513) 728-7999, so this can be reset for SIF 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 ga | thers data from SIF Zone(s) (and other data sources). The following | SIF Zone(s) are defined for data |
| collection. Deer Park | .,. | |
| collection. Deer Park Zone | URL | Status |

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

| | Data Sources | | |
|--|---|-----------------------|-------------------|
| | SIF Zones Other Data Sources | | |
| | Other Data Sources | | |
| Data Collector gathers data fr lata collection. | rom data sources (including SIF Zones). The following | non-SIF data source(s | s) are defined fo |
| Select All Select None | | | |
| Winton Woods—Files | | | |
| Data Source | UNC | Status | Actions |
| Uploaded Files | \\VRFDC01\FlatFiles\WintonWoods | 🥝 <u>Ready</u> | Manage |
| DASL collection | \\jams\daslfiles\DataCollector\W0 | 📀 <u>Ready</u> | Manage |
| Five Year Forecast | \\VRFDC01\FlatFiles\WintonWoods\Fivef | 🥑 <u>Ready</u> | Manage |
| TearEnd | \\VRFDC01\FlatFiles\wintonwoods\YearEnd | 🥑 <u>Ready</u> | Manage |
| E Financial | \\VRFDC01\FlatFiles\wintonwoods\financial | 🥑 <u>Ready</u> | Manage |
| October (USPEMX) | \\VRFDC01\FlatFiles\wintonwoods\October | 🥑 <u>Ready</u> | Manage |
| | | | |

Uploading Files:

| | Other Data Sources — Financial | |
|---|--------------------------------|---------------|
| se the options below to manage file | es for this data source. | |
| elect All Select None Upload File(s) | | |
| Currently Uploaded File(s) | | |
| File Name | Upload Date | Size |
| USAEMS_EMISR.SEQ | July 07, 2016 03:48:20 PM | (14194 bytes) |
| EISEMS.SEQ | September 01, 2015 09:32:54 AM | (4832 bytes) |
| Inload File(s) Delete Selected Cancel | | |

Click Upload File(s) to upload the .SEQ file that was saved in your downloads folder.

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) FY23 Reporting Period** and then click on **Start Collection**.

| Collectio | n Requests Collection Status Submissions Progress File | s Archiv |
|----------------|--|--|
| ilection Req | Collection Requests Summary | |
| <u>Refresh</u> | | |
| | Ohio Department of Education | |
| Use the c | choices below to filter the list of collection requests shown | |
| Colle | ection Request: Last Activity Within: Data Set: H School Year: | • |
| | Financial Collection (FY16) Collection required for all EMIS reporting entities. This financial reporting perior school accounting information, capital assets, and other miscellaneous data type fiel(s) for at least some record types must be uploaded in the appropriate EMIS through the Data Collector Data Sources tab. Most accounting data may be colle SIF in those districts using USAS. | l includes as. Source format cted via |
| | 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...**

| | Start Collecti | on — Submission Number 2 (| (attempt 0) |
|---|--|--|--|
| | To start data collection, choos may exclude some of the data clicking the Start/Stop Collect | e the data sources from wh sources now and resume da on action on the Collection | iich to collect data. You ata collection later, by Requests Summary page |
| | Start Data Collection for all items of | hecked below | |
| | Great Oaks | | |
| | SIF Zone | Zone Status | Collection Status |
| | GOAK | Connected | Not Started |
| | All EMIS Formatted Files | | |
| | Data Sources | Availability | Collection Status |
| | DASL Collection | 📀 <u>Ready</u> | Not Started |
| | Uploaded Files | Ready | Not Started |
| | E Five Year Forcast | Ready | Not Started |
| | March | Ready | Not Started |
| | YearEnd | Ready | Not Started |
| - | 🖉 Financial | Ready | Not Started |
| | | Bondy | Not Started |

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

| | | | | | _ |
|----------------------------|----------------------|-------------|----------|-------|----|
| Collection Requests | Collection Status | Submissions | Progress | Files | |
| Collection Requests Summar | γ > Start Collection | | | | |
| | | | | | ī. |

| Collection Status | | | | | |
|--|----------------|---------------|------------------|-------------|-----------------------------|
| | | | | | |
| | 0 | | - | | |
| | Co | liection s | status | | |
| Collection activity by collection request. C | hoose filter (| criteria to i | narrow the scope | e of the co | ollection requests liste |
| Collection Request: All | | | ▼ Prog | ress: All | 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 |

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) FY23 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 |
| ▼ 🥝 <u>wo</u> | 10397 | 27 | 07/31 11:16 AM | 00:13:49 | 3 of 3 Complete |
| 📕 🥝 Financial Records | 10334 | <u>25</u> | 07/31 11:16 AM | 00:13:48 | Complete |
| SinancialClass | 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 |
| ► 🥶 <u>wo</u> | 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 |
| ▶ 🥝 <u>wo</u> | 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 |
| ▶ 🥝 <u>wo</u> | 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) EVES Reporting Period | | 73 | 07/31 11:16 AM | 00:00:02 | Complete |
| 🕨 🌝 Financial | | 73 | 07/31 11:16 AM | 00:00:02 | Complete |
| Craduation (C) EV12 Reporting Resid | | 4176 | 04/25 03:31 PM | 00.00.20 | Complete |

Once the Collection is COMPLETE, click the **Collection Requests** tab again at the top of the screen. Find the section for **Financial (H) FY23 Reporting Period** and click **Prepare**.

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



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) FY23 Reporting Period** section, choose **Preview Prepared Data**.

Financial Collection (FY20)

FY20-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe... 9



On the next screen, click Generate Preview.

| Select the options and | click on the Generate Preview link to create the preview. |
|------------------------|---|
| Last Prepared: 1 | 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 |
| | O HTML |
| Generate Preview | U HIML |

That will produce a list of CSV files.

| | S | ubmission | 1 | I | Sub 0 |
|--|-------|-----------|-------|---|-------|
| File | Valid | Invalid | Total | I | Valid |
| Cash Record (CSH).html | 114 | 0 | 114 | T | 0 |
| Cash and Fund Balance Reconciliation (EX1).html | 21 | 0 | 21 | 1 | 0 |
| Expenditure Record (EXP).html | 1175 | 0 | 1175 | 1 | 0 |
| Derational Unit Description (OPU).html | 9 | 0 | 9 | 1 | 0 |
| Organization General Information(DN).html | 11 | 0 | 11 | 1 | 0 |
| Receipt Record (RCT).html | 139 | 0 | 139 | 1 | 0 |
| Schedule of Capital Assets (CAP).html | 0 | 0 | 0 | 1 | 0 |
| Schedule of Civil Proceedings Description (STR).html | 1 | 0 | 1 | | 0 |
| Schedule of Civil Proceedings Summary (STR).html | 1 | 0 | 1 | 1 | 0 |
| Schedule of Federal Assistance Detail (FAD).html | 12 | 0 | 12 | 1 | 0 |
| Schedule of Federal Assistance Summary (FAS).html | 1 | 0 | 1 | 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**.

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

Then click the "I certify this collection" checkbox and then click Certify and Submit.

| slect the check box a | and click the link, to submit. |
|---|---|
| ubmission Details | |
| Collection Reques | ts: Financial Collection (FY16) |
| Date & Tin | ne: July 13, 2016 11:30:49 AM |
| tatement of Certificati | ion |
| contents. The collection is contact information. | will be submitted to the report authority and will include your name and |
| contents. The collection of contact information. I certify this collection Certified E comments (FOR YOUR | will be submitted to the report authority and will include your name and on By: No name id deermarks USE ONLY, maximum 255 characters) |

<u>Fund class error</u> – Go to the Core -> Accounts, Cash tab. Edit the Cash account indicated to add the "Fund Type".

<u>Possible errors can be OPU 000 error</u> - Several years ago, ODE implemented critical errors in the data collector on OPUs against certain function and object code pairings. What was implemented was for certain function and object codes (based on Chapter 6.3 expenditure record in the EMIS guide), the OPU should be tied to a specified building IRN# and a critical warning is issued if the IRN related to the OPU is the district-wide IRN. For some expenditure codes, if you look up the function/object code pairing in Chapter 6.3 of the EMIS manual, it requires an OPU. The chapter states 'If the letters S, O or I are shown, that detail is required'. The OPU reported must also be reported in the OPU description record (meaning it should be reported under a building OPU). However, it then states 'If the expenditure is district-wide in nature, then the OPU reported for the expenditure must be 000."

The districts OPU for 000, which is the district-wide IRN meaning the expenditure will be prorated among all buildings. Districts can choose to ignore critical messages in the data collector, if they really want the expenditure to be prorated amongst all buildings. They

are not considered fatals in either USAS or the data collector, critical is more of a warning message if you will and they can proceed.