

Capital Asset Non-EIS

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>

- 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.


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 towards the bottom 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 fiscal year for this asset code
 - Enter total amount of **deductions** (items deleted) during the fiscal year for this asset code. Click on "**CREATE**" when finished and repeat step 3 if you need to enter additional capital asset codes.

Create CapitalAssets

 **Create**

Capital Assets Code * DBI
Prior Balance * 0
Additions * 0
Deductions * 0
Schedule Sequence CAC
Schedule Frequency * 1
Line Number * 1
Schedule Number CAP
District IRN 047043

 **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

MODIFYING AN EXISTING RECORD

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 #" in order to edit it.


Home


Search


New Capital Assets



Delete ALL Capital Assets



CapitalAssets List

Id	Capital Assets Code	Prior Balance	Additions	Deductions
355	DBI	34,089,183.74	53,891	0
356	DBK	656,438.81	2,593,392.22	748,232
347	DFE	28,392,039.33	2,632	4,382.32
359	DLI	1,459,922.01	114,132.39	0

Click on EDIT to edit the existing record.

Modifiable fields include the Capital Assets Code, Prior Balance, Additions and Deductions. Click on "Update" to complete the changes

 Edit CapitalAssets

 Update  Delete

Capital Assets Code *

DBI

Prior Balance *

34089183.74

Additions *

53891.00

Deductions *

0.00

Schedule Sequence

CAC

Schedule Frequency *

1

Line Number *



1

Schedule Number

CAP

District IRN

000009

 Update  Delete

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.

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 errors. You won't find out about the bad data until you receive the validation reports from EMIS-R.

EXPORTING FILE

- 4. From the main EMISFFE menu, select "**Export Data**" to extract data into a flat file format
- Select the fiscal year **20XX** 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

Fiscal Year:

2016 ▼

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
- ☐ CK - Staff Employment
- ☐ CJ - Contractor Staff Employment
- ☐ CN - Staff Course Master
- ☐ CU - Staff Course
- ☐ CM - Local Classroom Code Mapping
- ☐ CC - Contract Only Staff
- ☐ CL - Staff Summer Employment Separation
- ☐ 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

- 5. Save the file to your computer using either the default file name or a name of your choosing.

The filename extension must be .SEQ. The file must then be uploaded into EMIS-R and run through the data collection and submission process for Period H reporting.

CAPITAL ASSET CATEGORIES

The following definitions determine the asset category in which an amount should be included for capital asset reporting (found in ODE's 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