SUBMITTING 21H FINANCIAL DATA
Classic

21H Financial data is due to ODE by Aug. 31, 2021. It's recommended you submit by Friday, August 24.

➢ Account data and OPU data being pulled directly from the USAS files will be pulled either from the current year data or from account history data depending on the timing of when the EMIS-R Data Collection is ran.
With that being said, we strongly recommend districts hold off making any updates to their OPUs or accounts (i.e. ACTCHG/FUNCHG) in FY22 until AFTER they have completed their EMIS-R report for FY21 Period H.

1. The program FIN2DC was part of the USAS Fiscal Year End checklist and it loaded USAEMS.SEQ into the Data Collector. Login to the Data Collector to confirm.
   a. Click on Data Sources tab
   b. Click on Other Data Sources, middle of screen
   c. Click on Manage, right side
   d. Look for USAEMS.SEQ and confirm that it has the appropriate date, time and that the file size is greater than zero.
      i. If the file has an old date, or the size is zero, contact NOACSC.
      ii. If the file is correct, there is nothing further to do on this step. Continue with the next step.

2. Continue in the Data Collector
   a. Click on the Collection Requests tab
   b. In the dropdown box for 'Collection Request' click on 'FY21-H-Financial'.
   c. Under the Financial Collection (FY21), click on 'Start Collection'
   d. Click on the box below 'EMIS Formatted Files'.
   e. Click on 'Start Data Collection for all items checked below'
   f. Automatically returns you to Collection Requests Summary screen.
   g. Status will say 'Data Collection starting'
   h. Click on red 'Refresh' as needed
   i. When status says 'Data Collection completed successfully today at …', you will have additional Actions options.
   j. Click on Prepare
   k. Wait for message that says 'Preparation Complete'.
   l. If you have validation errors…
      i. Click on 'View Level 1 Validation Report'.
      ii. A table of Record Types will be displayed with a column for Fatal, Critical, Warning, Info and Total. Click on the Record Type for any that have an error count.
      iii. This will display a list of errors with Error Level, Message and Description.

- o The fatal QC.0016 error is generated when '000' is used to identify a building rather than the district (i.e. the entity IRN is different from the district IRN).
- o The critical error QC.0019 is generated when a specific combination of function code and object code is reported with a district OPU as opposed to a building-level OPU. The list of function/object combinations that trigger this error can be found in Section 6.3 of the EMIS Manual, Tables 3-20. An 'O' in any of the cells indicates that a building-level OPU should be reported for this combination of function code and object code. If you prefer to report these expenditures with your district OPU instead of a building OPU, you may ignore these messages.
- o The warning QC.0018 is generated for certain function codes that require a building-level OPU. These function codes are listed in the USAS Manual at https://ohioauditor.gov/publications/uniform_school_accounting_system_user_manual.pdf on page 171.
  - iv. Fatal errors must be corrected.
  - v. Call for help to fix errors in the correct database and to recreate the usaems.seq file.
  - vi. If there are no errors, continue.
- m. Click on the Collection Requests tab.
- n. For the Financial Collection (FY21), click on Preview
- o. Check Detail box, and CSV
- p. Click on Generate Preview
- q. Notice the number of Valid/Invalid/Total records for each file. You may review any file by clicking on it.
  - i. the last column indicates if Record is Valid
    - o evaluate any records that are not valid
- r. When your data is accurate…
  - i. Click on the Collection Requests tab
  - ii. For the Financial Collection (FY21), click on Certify & Submit
  - iii. Click on 'I certify this collection'
  - iv. Click on Certify & Submit
  - v. Click on the Collection Requests tab
  - vi. Click 'Refresh' as needed. Looking for Status to say 'The collection was submitted today at…' and Submission Status to say 'Pending Processing (today at…)'
- s. Logout of Data Collector