

## **SUBMITTING 21H FINANCIAL DATA**

### **\*Redesign\***

21H Financial data is due to ODE by Aug. 31, 2021. We recommend you submit by Friday, August 20.

1. In USAS-R, go to Extract/EMIS
  - a. Select the Fiscal Year and click 'Generate Extract'
  - b. Save file to your computer as USAEMS\_2021.SEQ
2. Load file into the Data Collector
  - a. Click on Data Sources tab
  - b. Click on Other Data Sources
  - c. Click Manage
  - d. Click Upload File(s), browse for file, and click Upload
3. 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 boxes for 'SIF' AND '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.
      - 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).
      - 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.

- 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](https://ohioauditor.gov/publications/uniform_school_accounting_system_user_manual.pdf) on page 181.
    - iv. Fatal errors must be corrected.
    - v. 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
      - 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
- 4. Reports sent to us from ODE will be copied to the web by Carolyn or Sheila, and an announcement email message will be sent.
  - a. Review these reports