

# Department of Education

## 2016 Annual Financial Reporting Guide

Below are instructions to submit the Teacher Compensation Data, DOE Annual Financial Report, Monthly Cash Balance and Long Term Debt survey data.

If you have any questions or problems in this process feel free to contact us:

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Log into the DOE Annual Financial Report via the below website:

<http://www.doe.sd.gov/ofm/schfinance.aspx>

### Log into the application:

- 1) Click on the link provided to access the DOE Annual Financial Report Login Screen.
- 2) Type in your Login Name.
- 3) Enter your password. (Note: if you don't remember your password, contact DOE)
- 4) Click on Submit.
- 5) Find Applications on the Launchpad menu and click on **DE58AnnualFinancialReport**.
- 6) You are now logged into the Annual Financial Report System.

### Submitting Teacher Compensation data:

See Complete Instructions at: <http://www.doe.sd.gov/ofm/schfinance.aspx>

Look for the link under the Annual Report Documents section

### Submitting the Annual Report Fiscal data:

- 1) After the annual report file has been generated from your vendor software, you may upload that file into our database.
- 2) Click on **Actions**.
- 3) Click on **Financial Report Upload**.
- 4) Click on the **Browse...** button provided.
- 5) Navigate to the location your file is saved, select the file, click on the **Open** button.
- 6) Click on the **Upload File** button.
- 7) A summary of the data contained in the file will display.
- 8) The last row of the summary displays the number of errors in the file.
- 9) If the file contains any errors, the file must be corrected and uploaded again.
- 10) To view the known errors in the file, click on the **Show Errors** link.
- 11) The **Show Errors** link provides a description of each error in the file.
- 12) Each error must be corrected in your software by either editing the file or manual journal entries, depending on the type of error.
- 13) The upload process may be repeated after the errors are corrected. See steps 3 - 6.
- 14) If the number of errors shows zero, click on the **Import Records** button. Data will now be available to view on screen and in the report menu.
- 15) You will receive an import complete message after the successful import.

View data by clicking on **Revenue, Expenditure, Balance Sheet & Fund Summary** menu items.

Viewing Revenue:

1. Click on the dropdown arrow by **Year**, 2016 should be selected. Click on the dropdown arrow by **Fund**, select the fund you would like to view, funds highlighted in red contain data.
2. Data displayed is at the most summary level. Click on the plus **+** symbols to expand all or part of the revenue data.

View data by clicking on **Revenue, Expenditure, Balance Sheet & Fund Summary** menu items.

Viewing Expenditures:

1. You may switch to view the expenditure data for the fund selected by clicking on the **Expenditure** menu option or choose another fund from the dropdown. Again funds highlighted in red contain data.
2. Data displays at the summary function level. Click on the plus  symbol to expand the function.
3. Click on the paper/pencil  symbol at the lowest function level to view the object and supplemental data.

Viewing Balance Sheets:

1. Click on the **Balance Sheet** menu option to view balance sheet data. Click on the plus  symbols to expand the data. Choose the fund from the list, funds highlighted in red contain data.

### Submitting Long Term Debt Survey data:

- 1) Click on the **Long Term Debt Survey** menu option.
- 2) Continuing debt projects have been rolled forward, please update as necessary.
- 3) Click on the **ADD** button if new debt projects must be submitted.
- 4) Choose the appropriate type of long term debt to be reported.
- 5) Encode the data for the debt selection and click on **Save** at the bottom of the screen.
- 6) Repeat steps 3 and 4 until all long term debt has been reported.

### Submitting Monthly Cash Balance Survey data:

- 1) Click on the **Cash Balance Survey Upload** menu option.
- 2) Click on the **Browse...** button provided.
- 3) Navigate to the location your file is saved, select the file, click on the **Open** button.
- 4) Click on the **Upload File** button.
- 5) If no upload is available, a district may encode the data (tab key works best for data entry), click on **Save** at the bottom of the screen.
- 6) Monthly Cash Balance data should reflect General Ledger cash account numbers 101-108 & 180.

### Report Options:

There are a number of report options to view/print your data.

1. Choose **Reports** from the menu and choose **District** in the Report Group. The listing of reports available to your district will then display.
2. Select a report by clicking on the paper/pencil  symbol.
3. Complete the report parameters for the report type chosen.
4. Click on **view report**. The reports will display in a PDF format, click on the printer icon to print a copy of the selected report.
5. **The Data Verification Reports (Report - DVR - All Reports) should be reviewed before final submission of your annual report data.**

### Finalizing your submission:

After all data has been submitted and reviewed, you must "Sign Off" on your submission, to let DOE staff know your annual report is ready to be reviewed.

1. Click on the **Signoff** menu option.
2. Type in your name and best contact number.
3. Click on the **Submit** button. Changes to surveys or additional uploads will no longer be allowed unless you contact DOE staff to unlock your data.
4. You may check back on the Sign-Off Screen to see the status of your annual report submission.
5. If you are not contacted or your status on the sign off page has not been updated within 2 business days, please contact DOE staff.