

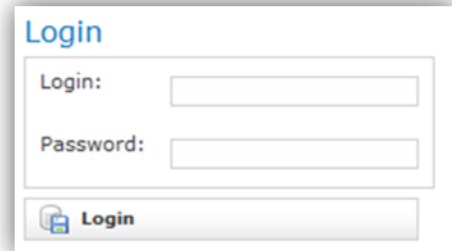
## Capital Asset Reporting for Non-EIS Districts

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/ffeUser/login>

- EMISFFE requires users to have an account with the OECN IdM - Statewide Identity Management System. If you do not have a username and password already, please contact your ITC.




**NOTE:** EMISFFE was upgraded to a new version this year. It also switched to a new database which prevented the data in the old version to be moved to the new version. Districts have the option of moving their capital asset data using an export from the old version and importing it into the new version. Please contact your ITC for further details. The other option is to re-enter your capital asset data in the new version.

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.

**District:**



- Export data
- Import data
- Pre Id Export
- Financial District Information (DD)
- Financial Building Information (DM)
- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- Capital Assets (QC) 
- Civil Proceedings (Stmnt R) - Case (QC)
- Civil Proceedings (Stmnt R) - Description (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Federal Assistance Programs - Detail (QC)
- Federal Assistance Programs - Summary (QC)

### ADDING CAPITAL ASSET DATA

3. Click on **"NEW CAPITAL ASSETS"** to add a record for FY2015.
- On the **"Capital Assets Code"** box, select a code from the drop down list. A listing of available codes and their meanings are on the last page of this document
  - Enter the **prior year balance**. You will need to reference either last year's (FY2013) ending balance or this year's (FY2015) beginning balance for the amount for this code
  - Enter total amount of **additions** (items added) during FY2015 for this asset code
  - Enter total amount of **deductions** (items deleted) during FY2015 for this asset code. Click on **"CREATE"** when finished and repeat step 3 if you need to enter additional capital asset codes. A screenshot of creating a capital asset record is displayed on the next page.

## 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:

000009

Date Created:

Last Updated:

Create

DBI

DBI

DBK

DFE

DIN

DLI

DVE

LBI

LBK

LFE

LIN

LLI

LVE

NDC




NDL

**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


**NOTE:** Please refer to the last page of this document if you would like further explanation on the above asset categories.



## 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				
Capital Assets List				
Id	Capital Assets Code	Prior Balance	Additions	Deductions
<a href="#">355</a>	DBI	34,089,183.74	53,891	0
<a href="#">356</a>	DBK	656,438.81	2,593,392.22	748,232
<a href="#">347</a>	DFE	28,392,039.33	2,632	4,382.32
<a href="#">359</a>	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 Capital Assets

 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

**NOTE:** 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. **NOTE:** 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 **2015** 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:** 2015

**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 Chapter 4 of the 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