



Requesting Access to the Georgia Department of Education Portal

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Overview

Requesting Access to the Georgia Department of Education Portal

The Financial Review Data Collection application allows the Financial Review Coordinators and users to review and transmit financial and budget data to the Georgia Department of Education (GaDOE) via a web browser. To access all data collection information and to transmit data, you must have access to the GaDOE portal.

GaDOE Portal Access Request

- I. Go to the following GaDOE website (**MyGaDOE Portal**):

<https://portal.doe.k12.ga.us/Login.aspx?e=98>

- II. Select 'Or sign up for an account'

MyGaDOE

Please Log In


Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- [MyGaDOE Online Guide](#)
- [GaDOE Public Website](#)
- [Information Systems](#)
- [AYP & NCLB](#)
- [Georgia Standards](#)
- [Data Collections](#)
- [Financial Reports](#)
- [Report Card](#)

This website requires Cookies be enabled in your browser.

- III. Step 1 – Enter your information:

Requesting Access to the Georgia Department of Education Portal



Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

[GaDOE Public Website](#)

[Back to Login](#)

Step 1

Enter information about yourself:

First Name:

Last Name:

Email Address:

Confirm Email:

Teacher ID:

(TeacherID used for teacher verification only. Typically, SSN)

Next >>

IV. [Step 2 – Select District and Role:](#)

NOTE:

Georgia Department of Education
Financial Review Division
Request for GaDOE Portal Access

Requesting Access to the Georgia Department of Education Portal

- State Charter Schools will either select “State Charter Schools” or “State Charter Schools II” for the Organization.
- Once Organization is selected, the State Charter will have to select a “School”.

Apply for a GaDOE Account

STEP 1	STEP 2
Enter User Information	Select Districts And Roles

Step 2

Select an Organization:

To select a School, first choose a District

District State Charter Schools II

School Atlanta Heights Charter Schoo

To select a Dept, first choose an Agency
To select a Division, first choose a Dept

Agency

Department

Division


To see additional Organizations, first choose a Type

Other Type










For a list of District Organizational Role Descriptions, click [here](#).
To view Organization/Application Role Mapping, click [here](#).


Links for the following:

- A list of District Organizational Roles Descriptions
- Menu that details various Organization/Application Role Mappings

Click on a  to select that role.

Roles for Selected Organization:

-  Principal
-  Teacher
-  Security Officer
-  Administrator - School Admin
-  Staff
-  GTID Coordinator - GTID Coordinator
-  Special Ed Staff - Special Ed Staff
-  Counselor
-  School User - School User

Current Role Assignments (per Organization):
Click on a  to Remove that role.

<< Back

Step 2 continued – Organization/Application Role Mappings

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Select 'Financial Review' and the various organization roles that are associated with Financial Review will display.

Organization/Application Role Mapping

Application: Organization Role:

Organization Roles mapped to Application Roles for Application : Financial Review

Organization Roles	Application Roles			
	Administrator	District Coordinator	Help Desk	Superintendent
Administrator(Department)	X	X		X
Charter School Administrator(School)		X		X
Financial Administrator(Division)	X	X		X
Financial Review Coordinator(District)		X		X
Financial Review Coordinator(CEA)		X		
Help Desk(Department)			X	
Help Desk(Agency)			X	
Help Desk(Division)			X	
Superintendent(District)		X		X
Superintendent(CEA)				X

[Close](#)

Step 2 continued – Organization/Application Role Mappings

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Select **'Financial Review'** for **'Organization Role'** and the various application roles that are associated with that organization will display.

Or, select **'Charter School Administrator'** for **'Organization Role'** and the various organization roles that are associated with State Charter Schools will display.

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: Financial Review Coordinator (District)

- COPS - Financial
 - SystemUser - SystemUser
- Finance
 - School System User - Application functionality for their specific system/district
- Financial Review
 - District Coordinator - District Coordinator
 - Superintendent - Superintendent
- CSO Unit Builder
 - Unit Builder - Gives access to Unit Builder
- Portal
 - User - Portal User

[Close](#)

MyGaDOE Portal display if **'Financial Review'** is selected.

Step 2 continued – Organization/Application Role Mappings

Requesting Access to the Georgia Department of Education Portal

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: Charter School Administrator (School)

- 65 Percent
- AYP/NCLB
- CCRPI
- Consolidated Application
- COPS Planning
- CPI Legacy
- Document Management
- EOPA
- EOPA Reports
- Facility and School 2008
- Finance
 - School System User - Application functionality for their specific system/district
- Financial Review
 - District Coordinator - District Coordinator
 - Superintendent - Superintendent
- Free & Reduced Lunch
- Full Time Equivalent
- Grants Accounting
- Grants Net
- GUIDE
- Invoice Application
- Longitudinal Data System
- MIGRANT DTS
- PaymentsSQL
- Portal
- Post Secondary
- Pre Identify for Testing
- Pupil Transportation
- School Nutrition - Financial
- SE Applications Dashboard
- SE Continuation of Services
- SE Pre School
- SE PS Transition
- SE Timelines
- SECEIS
- Student Class Application
- Student Record

MyGaDOE Portal display if **'Charter School Administrator'** is selected.

V. Step 3 – Select Application and Roles:

Requesting Access to the Georgia Department of Education Portal

- Once you have selected ‘Organization’ in Step 2, you will select the various roles required. (See description of the roles on page 9).
- Once selected on left side of screen, the roles applied for will display on right side of screen.

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 3 To view Organization/Application Role Mapping, click [here](#).

Select an Application Role:

Click on a to see list of roles for that application.
Click on a to select that role.

- ARRA Reporting
- Chart of Accounts
- COA Admin - Edit, Add, View, Inactivate, Publish
- Financial Review
 - Administrator - Administrator
 - District Coordinator - District Coordinator
 - Superintendent - Superintendent
- School Nutrition - Financial

Current Application Role Assignments (per Application):

Click on a to Remove that role.

- COA Admin(Chart of Accounts)
- District Coordinator(Financial Review)

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Next >>

VI. Step 4 – Report Submissions Summary:

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- Review your application and click '**Submit**'.
- An email will be received from '**PortalSupport@doe.k12.ga.us**'. Click '***Certify this request***'.
- The district's IT or technology administrator must approve before the request is forwarded to GaDOE Application owners.

Financial Review Roles Required

Requesting Access to the Georgia Department of Education Portal

There are two organizational roles that should be requested to input, upload and/or receive reports and information from the Financial Review Division at GaDOE.

- For 'Finance Applications', select 'School System User'.
- For 'Financial Review', select 'Financial Review District Coordinator' or 'Financial Review Superintendent'.

NOTE: One individual cannot have both District Coordinator and Superintendent access.

Reports in the FINANCIAL REVIEW APPLICATION Portal

Requesting Access to the Georgia Department of Education Portal

The 'Financial Review Application' portal has numerous, detailed reports that are used by the roles of the School System User, Financial Review District Coordinator, and the Financial Review Superintendent. Once signed on to the portal, first select:

Finance Review Application → **Reports**

The screenshot shows the GaDOE portal interface. At the top left is the GaDOE logo. Below it is a 'Site Navigation' menu with 'Home' and 'Logout'. The 'Financial Review' section is expanded, showing a list of options: Consolidated Application, Data Collection, View Documents, Facility and School Registry, Finance Applications, Message Center, Grants Application, Security Administration, EOPA Reports, Financial Review Application, CLIP State Administration, and Professional Learning Opportunities (PLO). The 'Financial Review Application' item is selected, and its sub-menu is open, with 'Reports' highlighted. An arrow points from the text above to this 'Reports' option. The main content area shows a 'Surveys' section with tabs for 'New (0)', 'Saved (0)', 'Submitted (10)', 'Approved (10)', and 'Reports'. Below the tabs, it says 'No new surveys available' and has a 'More' link.

Requesting Access to the Georgia Department of Education Portal

Reports in the FINANCIAL REVIEW APPLICATION Portal

Once Financial Review Application → Reports is selected, the following reports and spreadsheets under Report Category can be viewed as indicated below.

Financial Review Application → **Reports** → **Report Category**

The screenshot displays the 'Financial Review - Reports' page. The page title is circled in orange. A dropdown menu for 'Report Category' is open, showing a list of report types: Analysis Reports, Basic Financial Reports, ESR Reports, Indirect Reports, Local Charter School Statements, MDCE Reports, Other Reports, and Web Reports. An orange arrow points from the 'View Report' button to the dropdown menu. The left sidebar contains navigation links like 'Home', 'Logout', 'Financial Review Application', and 'Account Information'.

Financial Review Application – REPORT NAME

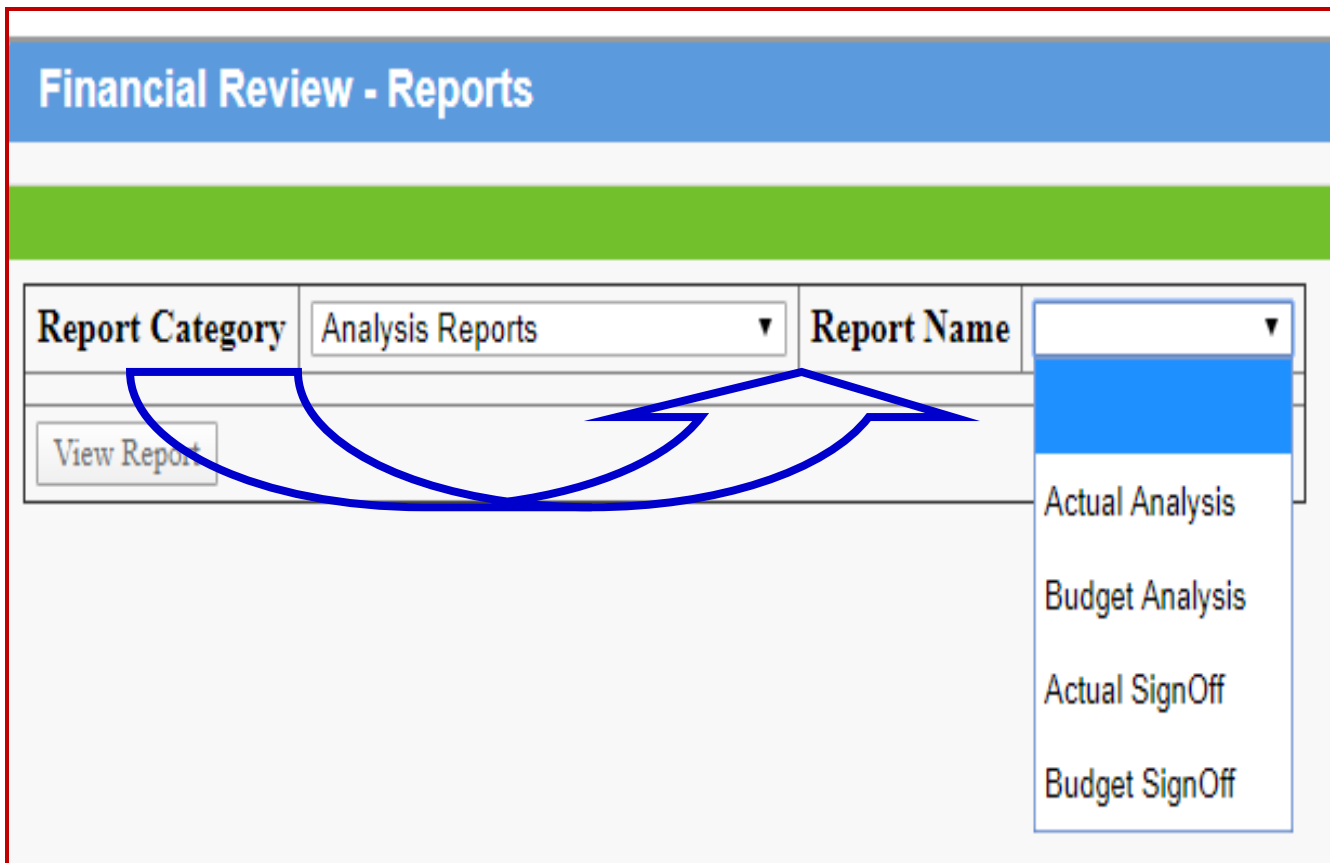
Requesting Access to the Georgia Department of Education Portal

Each report listed in the 'Report Category' (*Analysis Reports, Basic Financial Reports, ESR Reports, etc.*) has various detailed reports that can be accessed by selecting:

Reports → **Report Category** → **Report Name**

The illustration below and following pages display images of the types of documents found under 'Report Category → Report Name'.

- [ANALYSIS REPORTS](#) – Department of Education (DE) 46 reports for financials and budgets can be accessed from 'Analysis Reports'. Under 'Report Name', the Actual Analysis, Budget Analysis, Budget Signoff, and Actual Signoff can be retrieved.



The screenshot displays the 'Financial Review - Reports' interface. At the top, there is a blue header with the text 'Financial Review - Reports'. Below this is a green horizontal bar. The main content area features a form with two dropdown menus: 'Report Category' and 'Report Name'. The 'Report Category' dropdown is currently set to 'Analysis Reports'. The 'Report Name' dropdown is open, showing a list of options: 'Actual Analysis', 'Budget Analysis', 'Actual SignOff', and 'Budget SignOff'. A blue arrow points from the 'Report Category' dropdown to the 'Report Name' dropdown, and another blue arrow points from the 'Report Name' dropdown to the 'View Report' button. The 'View Report' button is located below the 'Report Category' dropdown.

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EXAMPLE – Report Name → ‘Actual Analysis’

The following is an example of the detailed Actual Analysis report (DE46 Actual) in the Financial Review Application portal.

Financial Review - Reports

Report Category	Analysis Reports ▾	Report Name	Actual Analysis ▾
------------------------	--------------------	--------------------	-------------------

Fiscal Year	2019 ▾	<div style="border: 2px solid blue; border-radius: 15px; padding: 5px; color: orange; font-weight: bold;"> The Analysis reports can be downloaded to various formats including Excel and PDF. </div>
System ID	Baker County - 604	
FundCode	ALL FUNDS ▾	
TransmissionType	DE46 Actual ▾	

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EDFR0180-R1 Transmission on 9/19/2019 8:31:21 AM for the month of June

Georgia Department of Education

Financial Review Data Collection System

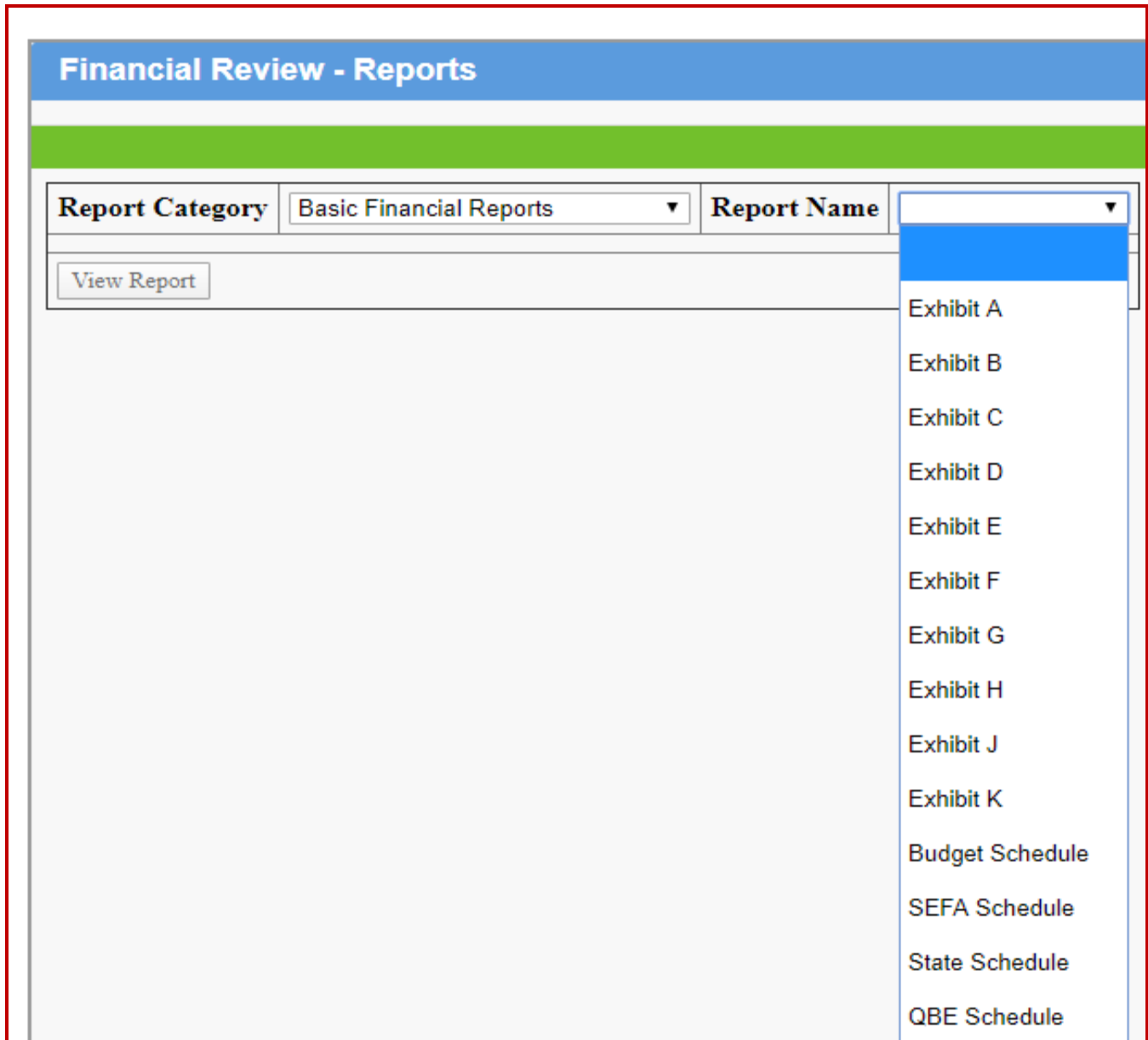
FINANCIAL ANALYSIS REPORT - For Year Ending June 30, 2019

SYSTEM	DESCRIPTION	AMOUNT
FUND	100 General Fund	
ACCOUNT		
0101	CASH IN BANK	\$2,851,635.99
0121	TAXES RECEIVABLE	\$33,117.31
0141	INTERGOVERNMENTAL ACCOUNTS RECEIVABLE - STATE	\$177,419.33
0100	TOTAL 06/30/2019 ASSETS	\$3,062,172.63
	TOTAL 06/30/2019 ASSETS AND DEFERRED OUTFLOW OF RESOURCES	\$3,062,172.63
0421	ACCOUNTS PAYABLE	\$20,356.09
0422	SALARIES AND BENEFITS PAYABLE	\$484,088.53

Requesting Access to the Georgia Department of Education Portal

Reports → Report Category → Report Name

- [BASIC FINANCIAL REPORTS](#) – The various Exhibits to begin the financial statement preparation is mapped from the Financial Analysis Report (DE46).
- See the descriptions of the various reports below on the following page.



The screenshot displays the 'Financial Review - Reports' interface. At the top, there is a blue header bar with the text 'Financial Review - Reports'. Below this is a green horizontal bar. The main content area contains a form with two dropdown menus: 'Report Category' and 'Report Name'. The 'Report Category' dropdown is currently set to 'Basic Financial Reports'. Below the dropdowns is a 'View Report' button. The 'Report Name' dropdown menu is open, showing a list of options: Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, Exhibit F, Exhibit G, Exhibit H, Exhibit J, Exhibit K, Budget Schedule, SEFA Schedule, State Schedule, and QBE Schedule.

**Requesting Access to the
Georgia Department of Education Portal**

Reports → Report Category → Report Name

Below is a description of the Basic Financial Reports.

BASIC FINANCIAL REPORTS

- **Exhibit A** - STATEMENT OF NET POSITION
- **Exhibit B** - STATEMENT OF ACTIVITIES
- **Exhibit C** - BALANCE SHEET
- **Exhibit D** - RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE NET POSITION
- **Exhibit E** – STATEMENT OF REVENUE, EXPENDITURES AND CHANGE IN FUND BALANCES, GOVERNMENTAL FUNDS
- **Exhibit F** - RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
- **Exhibit G** - STATEMENT OF NET POSITION, PROPRIETARY FUNDS
- **Exhibit H** - STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION, PROPRIETARY FUNDS
- **Exhibit J** - STATEMENT OF NET POSITION, FIDUCIARY FUNDS
- **Budget Schedule** - SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES, BUDGET AND ACTUAL
- **SEFA Schedule** - SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
- **State Schedule** - SCHEDULE OF STATE REVENUE (Including Direct Instructional revenue from QBE, categorical grants, Equalization, etc.
- **QBE Schedule** - GENERAL FUND - QUALITY BASED EDUCATION PROGRAM (QBE), ALLOTMENTS AND EXPENDITURES BY PROGRAM

NOTE: See an example of an Exhibit A report on the following page.

Requesting Access to the Georgia Department of Education Portal

Reports → **Report Category** → **Report Name**

- **INDIRECT REPORTS** – The Restricted and Non-Restricted Indirect Cost Reports can be retrieved for each LEA from Report Category ‘Indirect Reports’.

Financial Review - Reports

Report Category	Indirect Reports ▼	Report Name	Restricted ▼
Fiscal Year	2021 ▼		
System ID	All Systems		
<input type="button" value="View Report"/>			

EXAMPLE – Report Name → ‘Restricted’

Financial Review - Reports

Report Category	Indirect Reports ▼	Report Name	Restricted ▼
Fiscal Year	2021 ▼		
System ID		
<input type="button" value="View Report"/>			

RESTRICTED INDIRECT COST ALLOCATION PLAN FOR YEAR ENDING FY 2021
Bartow County - 608
SCHOOL SYSTEM/RESA

Account No.	Description	Total All Funds Expenditures	Expenditures Excluded (A)	Expenditures Not Allowable (B)	Expenditures Indirect (C)	Expenditures Direct (D)
1000 - 000	INSTRUCTION	94,794,820.87	19,594.50			94,775,226.37
2100 - 000	PUPIL SERVICES	4,810,582.90			18,694.50	4,791,888.40
2210 - 000	IMPROVEMENT OF INSTRUCTIONAL SERVICES	609,860.92				609,860.92
2213 - 000	INSTRUCTIONAL STAFF TRAINING	2,394,960.99				2,394,960.99
2220 - 000	EDUCATIONAL MEDIA SERVICES	2,015,990.14				2,015,990.14
2230 - 000	FEDERAL GRANT ADMINISTRATION	282,552.49				282,552.49
2300 - 000	GENERAL ADMINISTRATION	968,057.31	133,022.99	286,635.44	491,988.79	56,410.09
2400 - 000	SCHOOL ADMINISTRATION	9,457,548.39		9,440,342.39	17,206.00	
2500 - 000	SUPPORT SERVICES - BUSINESS	1,251,996.47			1,251,996.47	
2600 - 000	MAINTENANCE AND OPERATION OF PLANT SERVICES	11,002,635.91	93,794.41		11,140.79	10,897,700.71
2700 - 000	STUDENT TRANSPORTATION SERVICE	8,428,064.26	812,354.27		4,328.94	7,611,381.05
2800 - 000	SUPPORT SERVICES - CENTRAL	1,966,963.17			1,964,536.87	2,426.30

**Requesting Access to the
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Reports → Report Category → Report Name

- [MINIMUM DIRECT CLASSROOM EXPENDITURE](#) – O.C.G.A. Code Section 20-2-171

Financial Review - Reports

Report Category	MDCE Reports ▼	Report Name	▼
<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-bottom: 5px;">View Report</div>			<div style="background-color: #4a86e8; height: 20px; margin-bottom: 5px;"></div> District Expenditure Detail State Expenditure Summary Direct Classroom Expenditure Detail

Requesting Access to the Georgia Department of Education Portal

Reports → **Report Category** → **Report Name**

- **OTHER REPORTS** – The ‘School Nutrition Comparison Report’ compares the DE46 submission to the School Nutrition DE106 report, by school.

Report Category	Other Reports ▼	Report Name	DE46 School Nutrition comparison report ▼
Report Level	School ▼		
Fiscal Year	2019 ▼		
System ID ▼		
School	ALL ▼		
Transmission Type	DE46 Actual ▼		

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Find | Next

SN-DE46 Comparison Report

Financial Comparison Report For the Fiscal Year 2019 - School Level

System Name :

School Name : Elementary :

Report Type : Actual

Account Description	Account Codes	School Nutr.DE106 - June	Financial Rep DE46 - June	Variance
REVENUES				
Lunch	1611	\$0.00	\$0.00	\$0.00
Breakfast	1612	\$0.00	\$0.00	\$0.00
Snack	1613	\$0.00	\$0.00	\$0.00
Special Milk	1614	\$0.00	\$0.00	\$0.00
Non-Reimbursable Sales	1621	\$457.48	\$457.48	\$0.00
Adult Revenue	1622	\$3,161.12	\$3,161.12	\$0.00
Contracted Sales	1623	\$0.00	\$0.00	\$0.00
Investments	1500	\$0.00	\$0.00	\$0.00
All Other Local Revenue	1700-1999	\$0.00	\$0.00	\$0.00

Reports → **Report Category** → **Report Name**

Requesting Access to the Georgia Department of Education Portal

- **WEB REPORTS** – The selections under Report Name for the web Reports are ‘School System Expenditures’ and ‘School System Revenues’. These reports compare the DE46 submission to the School Nutrition DE106 report, by school.

Welcome to MyGaDOE

You have (2) new messages.
Help - Docket | Online Documentation

Financial Review - Reports

Print

Report Category	Web Reports	Report Name	School System Expenditures
Fiscal Year	2019		
System ID			School System Expenditures
			School System Revenues

Georgia Department of Education

School System Expenditures
Fiscal Year 2019 Financial Data Collection System

Please note: Systems marked with * received funds that followed students to other systems.
Legend at bottom of the page.

System ID	System Name	FTE Reported on 2019 QBE Allotment	Instruction	Per FTE Instruction	Pupil Services	Per FTE Pupil Services	Staff Services	Per FTE Staff Services	General Administration	Per FTE General Administration	School Administration	Per FTE School Administration	Transportation	Per FTE Transportation	Maintenance & Operation	Per FTE Maintenance & Operation	Total Expenditure
		23,084	148,285,912.60	6,423.75	11,238,894.55	486.87	20,434,264.27	885.21	16,746,587.97	725.46	17,095,700.93	740.59	10,541,609.38	456.66	21,183,475.05	917.67	245,526,4...

Financial Review Application → Financial Review

Requesting Access to the Georgia Department of Education Portal

In the Financial Review Application → Financial Review, LEAs can upload and view uploads from GaDOE.

See the screen print on the following page to access the 'Attachments' tab.

The screenshot displays the GaDOE portal interface. At the top left is the GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with letters 0-9 and A-L. A blue notification bar states 'You have (5) new messages.' Below this is a 'Site Navigation' menu with links for Home, Logout, and Financial Review. The 'Financial Review' section is expanded, showing a list of options: Consolidated Application, Data Collection, View Documents, Facility and School Registry, Finance Applications, Message Center, Grants Application, Security Administration, EOPA Reports, Financial Review Application (circled in orange), CLIP State Administration, and Professional Learning Opportunities (PLO). A sub-menu for 'Financial Review Application' is open, listing Reports, Financial Review (highlighted in blue), ESR, Transmission, and Financial Mapping. The main content area shows a 'Surveys' section with tabs for New (0), Saved (0), Submitted (10), Approved (10), and Reports. A message states 'No new surveys available' with a 'More' link.

Requesting Access to the Georgia Department of Education Portal

Financial Review Application → Financial Review → Attachments

Under the 'Attachments' tab, districts can upload required reports and view uploads from GaDOE such as: CAFR, SPLOST Audits, Excess Costs, Indirect Cost, etc. Below is an example of the documents that can be found on the Attachments tab.

Financial Review - Attachments

Attachments View Mappings InDirect

*Fiscal Year: 2019 System:

Attachments

*Select File: + Choose Upload Cancel

Attachment Name	Date Uploaded
BOE SPLOST Audit 2019.pdf	12/20/2019 02:46:21 PM
BOE CAFR 2019.pdf	12/20/2019 02:46:14 PM
County Indirect Cost Worksheet - FY 2019 (1).xlsx	12/17/2019 01:18:00 PM

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Financial Review Application → ESR (Efficiency Star Rating)

The Financial Efficiency Star Rating (FESR) portal provides the calculations that rate “...the indicators of the quality of learning by students, financial efficiency, and school climate for individual schools and for school systems” (per O.C.G.A. §20-14-33). The complete guide is on the Financial Review Division website:

<https://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Documents/2019%20FESR%20Calculation%20Guide%20FINAL.pdf#search=financial%20efficiency%20star%20rating>

The screenshot shows the GaDOE portal interface. At the top, there is a search bar for districts (0-9, A-L) and a notification for 2 new messages. The left sidebar contains a 'Site Navigation' menu with 'Home' and 'Logout', and a 'Financial Review' menu with various options. The 'Financial Review Application' option is circled in orange, and a dropdown menu is open, showing 'Reports', 'Financial Review', 'ESR', 'Transmission', and 'Financial Mapping'. The main content area displays a 'Surveys' section with a table showing counts for New (0), Saved (0), Submitted (9), and Approved (10) surveys. A message indicates 'No new surveys available'.

The following page is an example of a Financial Efficiency Star Rating report from the MyGaDOE portal.

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EXAMPLE – Financial Efficiency Star Rating (FESR)

Financial Review Application → **ESR – District View**

This section in the portal includes the details of the FESR that is published on the website for the public viewing. This location includes the FESR detail by district and by school. The ‘ESR - District View’ provides data for three fiscal years for the following:

- Actual/Federal/State/Local Expenditures
- Full-time equivalent (FTE)
- Per Pupil Expenditure (PPE)
- College and Career Ready Performance Index (CCRPI) Average

ESR - District View

District List | District View | Audit Trail | Manage Locks
Print

*Fiscal Year: 2019 System: **Appling County - 601** Status: **New**

District ESR View
Export to Excel | Expand All

CCRPI Avg	PPE Avg	PPE Percentile	Star Rating	Rating	Notes
–	76.7	\$9,437.61	54	3 ★★★★★	

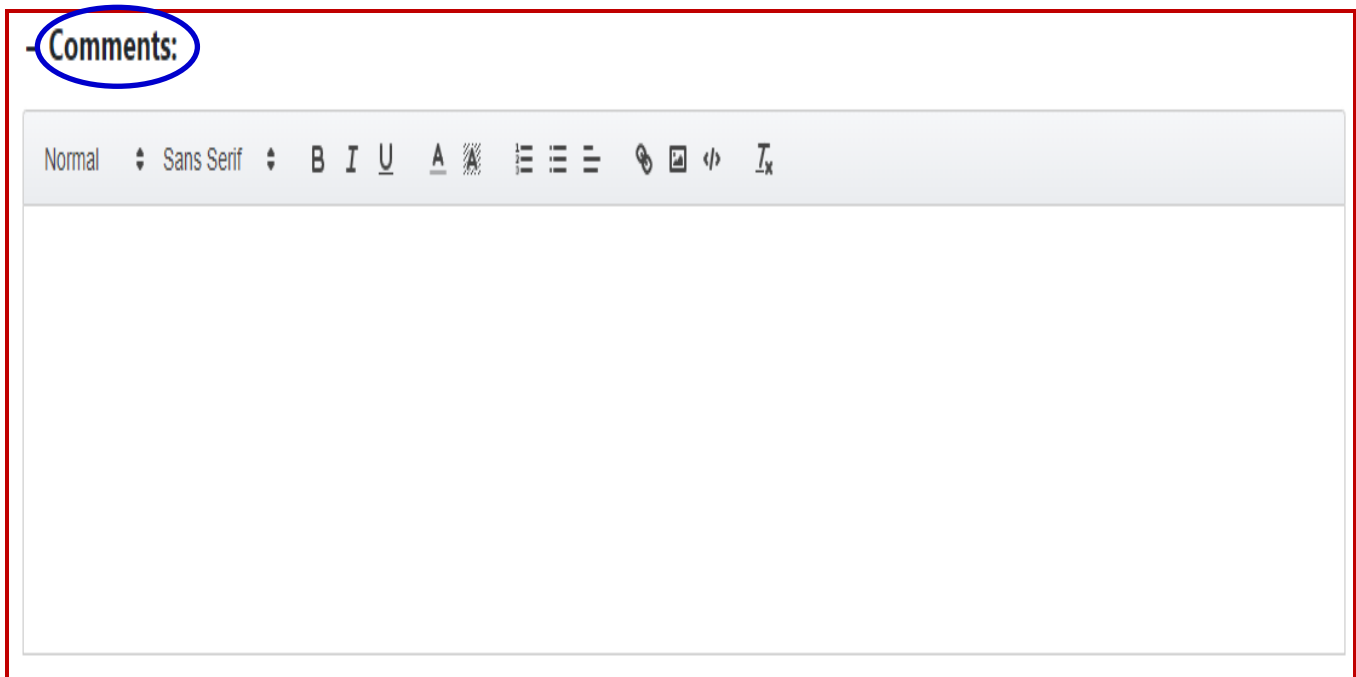
Year	Actual Expenditure	Federal Expenditure	State/Local Expenditure	FTE	Actual PPE	Federal PPE	State/Local PPE	CCRPI	Notes
2019	\$32,892,823.16	\$2,721,808.46	\$30,171,014.70	3,362	\$9,783.71	\$809.58	\$8,974.12	72.8	
2018	\$31,716,705.77	\$2,331,700.92	\$29,385,004.85	3,410	\$9,301.08	\$683.78	\$8,617.29	76.3	
2017	\$31,181,563.85	\$2,536,635.92	\$28,644,927.93	3,379	\$9,228.04	\$750.71	\$8,477.33	81.1	

– Comments:

Please see the following page regarding the ‘Comments’ section.

Requesting Access to the Georgia Department of Education Portal

[Financial Review Application](#) → [ESR - Comments](#)



The screenshot shows a web interface for entering comments. At the top left, the word "Comments:" is enclosed in a blue oval. Below this is a rich text editor toolbar with the following options: "Normal", "Sans Serif", "B", "I", "U", "A" (text color), a background color selector, bulleted and numbered list icons, a link icon, an image icon, a source code icon, and a link icon with a subscript. The main area below the toolbar is a large, empty white text box for entering comments.

The 'Comments' box is provided as a mechanism for districts to provide comments, explanations, etc. regarding the Financial Efficiency Star Rating score, and/or on the per-pupil expenditures reported at the District-level. The Comments should not include any reference to the district's CCRPI score or its respective components. In addition, management comments regarding the School-level ratings should be incorporated into the District-level management comment.

The Comments section is displayed on the district's public website. The remarks allow districts to explain the data to their constituents, and to identify any additional information that a consumer of these data should take into consideration.

[Financial Review Application](#) → [School ESR View](#)

Requesting Access to the Georgia Department of Education Portal

The 'School ESR View' provides the individualized data for each in school in the district. Management comments are not allowed for individual schools, but must be integrated into the District-level management comment.

The School ESR View displays the following for each school in the district:

- CCRPI Average
- PPE Average
- PPE Percentile
- Star Rating

School ESR View							
School ID	School Name	CCRPI Average	PPE Average	PPE Percentile	Star Rating	Rating	Notes
+	Elementary School	73.6	\$9,271.24	43	3	★★★★	
+	County Elementary School	74.4	\$9,535.58	51	3	★★★★	
+	County High School	80.5	\$9,001.15	35	4	★★★★	
+	County Middle School	76.1	\$8,400.41	18	4	★★★★	
+	County Primary School		\$11,917.00	88			
+	District Elementary School	78.8	\$9,526.28	51	3	★★★★	

Financial Review Application → Transmission

Requesting Access to the Georgia Department of Education Portal

The Financial Review Data Collection application allows Financial Review Coordinators to transmit financial data via the MyGaDOE portal to the Georgia Department of Education.

From the menu select **Financial Review Application > Transmission**.

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE logo. A search bar for districts is visible, with filters for 0-9 and letters A through L. A notification bar indicates 10 new messages. The left sidebar contains a 'Site Navigation' menu with 'Home' and 'Logout', and a 'Financial Review' menu with items like 'Consolidated Application', 'Data Collection', 'View Documents', 'Facility and School Registry', 'Finance Applications', 'Message Center', 'Grants Application', 'Security Administration', 'EOPA Reports', 'Financial Review Application', 'CLIP State Administration', and 'Professional Learning Opportunities (PLO)'. The 'Financial Review Application' item is circled in orange, with an arrow pointing to the 'Transmission' sub-item in a dropdown menu. The main content area shows a 'Surveys' section with a table of counts: New (0), Saved (0), Submitted (10), Approved (10), and Reports. A message states 'No new surveys available' with a 'More' link.

Financial Review Application → Transmission

Requesting Access to the Georgia Department of Education Portal

On the Transmission page displays interactive data regarding the uploading of the following files:

DE46 Initial Budget – Subsequent Year

DE46 Actual Analysis – Current Year

DE46 Final Budget – Current Year

Error Checking – Summary or Detail

The first step on the 'Transmission' portal is to upload a File. Once a file is uploaded, select 'Search' to view the available options.

Financial Review - Search

Search Upload Errors and Warnings Warnings Explanations Audit Trail Locks Print

Search Transmission

*Fiscal Year: 2019 System: All Systems

Transmission Type: DE46 Actual Transmission Status: Select Transmission Status

Search Transmission Result

Export to Excel

System	Transmission Type	Transmission Status	Last Tra Date
		Not Transmitted	
		Suptd. Signed Off(No WE)	
		Admin Approved	
		Suptd. Signed Off	
		Financial Cord. Signed Off	

Financial Review Application → Transmission → Error Checking

Requesting Access to the Georgia Department of Education Portal

LEAs should upload a DE 46 Financial Analysis Report to the **Error Checking** monthly. The Error Checking upload will report the same errors and warnings that are generated through the fiscal year end reporting process. Utilizing Error Checking allows school districts to correct possible errors prior to closing the fiscal year.

Financial Review - Search

Search Upload Errors and Warnings Warnings Explanations Audit Trail Locks

Print

Search Transmission

*Fiscal Year: 2019 System: All Systems

Transmission Type: Select TransmissionType Transmission Status: Select Transmission Status

Search

Search Transmission Re

Select TransmissionType

DE46 Initial Budget

DE46 Actual

DE46 Final Budget

Error Checking

System	Transmission Status	Lock Status	SignedOff By	SignedOff Date
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Financial Review Application → Transmission → Error Checking

Requesting Access to the Georgia Department of Education Portal

Below are some common errors and warnings that are received when a DE 46 Financial Analysis file is uploaded. The complete list of Errors and Warnings with possible causes and resolutions is available on the Financial Review Website link below.

<https://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Documents/Manuals%20and%20Guides/FY%2019%20DE46%20Errors%20and%20Warning%20Resource%20Guide%20-%20Updated%208.12.19.pdf>

CODE	Title	Explanation
E979	Fund Level Equity Accounts – 700 Out of Balance	Control Record 0004 for Total Ending Fund Equity does not equal total of all 07XX accounts - These totals MUST equal
E2014	QBE Program Code not valid with Function Code	Example: Program Code 3011 (CTAE) is not valid with Function 2400. It is valid for Function 1000 (Direct Instruction) only.
W2001	All open FTE-reporting facilities should report budgeted expenses	Schools may have closed or facility code changed from construction.
W2054	Object 890 expenditures exceed 10% of the function	Use object 890 for limited, miscellaneous items only.

Summary

Requesting Access to the Georgia Department of Education Portal

The Financial Review Application portal provides flexibility and detailed data on the reports that are used by the roles of the School System User, Financial Review District Coordinator and the Financial Review Superintendent. Please see the contact information on the following page for questions or technical issues.

Contact Information

Technology

Requesting Access to the Georgia Department of Education Portal

Questions regarding the GaDOE website or technical issues, please contact the DOE Help Desk by email or telephone:

- helpdesk@doe.k12.ga.us
- (404) 651-9503 (Metropolitan Atlanta Area) or (800) 869-1011 (Statewide).

Financial Review

Questions regarding the Financial Review reports, please contact any member of the Financial Review staff:

Amy Rowell, Director, Financial Review 404-710-6239 arowell@doe.k12.ga.us	
Viola Darrington (Atlanta) 404-651-8176 vdarrington@doe.k12.ga.us	Debara Montgomery (Atlanta) 404-656-2344 dmontgomery@doe.k12.ga.us
Steve Lyle (Atlanta) 404-656-6769 style@doe.k12.ga.us	Russ Swindle (Atlanta) 404-463-0513 rswindle@doe.k12.ga.us
Rhonda Metts (Valdosta) 229-241-9915 rmetts@doe.k12.ga.us	Chris Toles (Rome) 404-556-7376 ctoles@doe.k12.ga.us