

GEORGIA DEPARTMENT OF EDUCATION

FINANCIAL REVIEW – DE046 TRANSMISSION USER GUIDE (DISTRICT)

Contents

Overview

The Financial Review Data Collection application allows Financial Review Coordinators to transmit financial data via a web browser to the Georgia Department of Education. This guide is designed to provide step-by-step instructions through the process of transmitting the Financial Review file (DE 046) for Error Checking.

Accessing the Application

From the menu select **Financial Review Application** > **Transmission**. The Search page appears.

Site Navigation	Surveys						5	options 🖃
Logout	New (0)	Saved (0)	Subn	itted (0)	Approve	ed (0)	Re	ports
🕼 Financial Review	No new surveys availab	le						
View Documents								More
Message Center								Winter -
Financial Review Application	Reports							
Track Track 70	ESR							
Account Information	Transmission							
Add to Favorites								

Uploading Files

- 1. The **Financial Review Search** page appears. The application defaults to the current Fiscal Year. Click the drop-down arrow to select a different Fiscal Year.
- The application displays your System and the Transmission Results in the grid. Click on a Transmission Type. Note: It is required to select a Transmission Type on the Search page to access the Upload page. You will receive a warning message.

arch Upload Errors and	nd Warnings Explanations	Audit Trail				Print
earch Transmission						
Fiscal Year:	2019 •		System:	Bacon Cou	inty - 603	·
Search Transmission Resu	lt					
System	Transmission Type	Transmission Status	Last Transmission Date	Lock Status	SignedOff By	SignedOff Date
System Bacon County - 603	Transmission Type DE46 Actual	Transmission Status Suptd. Signed Off	Last Transmission Date 08/28/2019 12:24:43 PM	Lock Status Open	SignedOff By	SignedOff Date 08/29/2019 04:18:20 PM
System Bacon County - 603 Bacon County - 603	Transmission Type DE46 Actual DE46 Final Budget	Transmission Status Suptd. Signed Off Not Transmitted	Last Transmission Date 08/28/2019 12:24:43 PM	Lock Status Open Open	SignedOff By	SignedOff Date 08/29/2019 04:18:20 PM
System Bacon County - 603 Bacon County - 603 Bacon County - 603	Transmission Type DE46 Actual DE46 Final Budget Error Checking	Transmission Status Suptd. Signed Off Not Transmitted Transmitted	Last Transmission Date 08/28/2019 12:24:43 PM 09/04/2018 11:14:52 AM	Lock Status Open Open Locked	SignedOff By	SignedOff Date 08/29/2019 04:18:20 PM

3. You are directed to the **Upload** page. Select a **file type** to upload.

		Prin
Transmission Information		
Fiscal Year: 2019		
Transmission Type: DE46 Final Budget		
Status: Not Transmitted		
Transmission Upload Files		
*Select File: + Choose + Upload	< Cancel	

4. Please note that **Error Checking** is the only **Transmission Type** that requires you to select a **Month**. **Note:** The system will display the current or previous months to select.

Financial Review -	Upload		
Search Upload	Errors and Warnings Warnings Explanat	ions Audit Trail	
			Print Refresh
Transmission Info	ormation		
Fiscal Year: 2019			
System Name: Stephe Transmission Type : Err	ns County - 727 ror Checking		
Lock Status: Open Transmission Status: Tr	ransmitted		
Transmission Uple	oad Files		
Month C	alact Manth		
Montin	electional		
*Select File:	Q Cancel		
	Select Month		
	January		
Uploaded Files			

5. Click the **Choose** + Choose

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button.

6. The **File Directory** displays. Select a file to upload.

ganize 🔻 🛛 New fold	ler				== -	
^	Name	Date modified	Туре	Size		
Quick access		12/17/2010 E-01 DM	10.53-	207 1/0		
🔜 Desktop 🛛 🖈		12/17/2018 3:01 PIVI	UL File	307 KB		
📕 Downloads 🖈	618_68/46_20181213112616_11.ul	12/13/2018 11:27	UL File	119 KB		
Documents	641_68755_20181218083932_10.ul	12/18/2018 8:40 AM	UL File	79 KB		
Distance A	642_68/49_20181214081808_11.ul	12/14/2018 8:18 AM	UL File	177 KB		
Pictures 💉	655_68747_20181213014039_11.ul	12/13/2018 1:41 PM	UL File	255 KB		
Financial Review	704_68751_20181214014642_11.ul	12/14/2018 1:46 PM	UL File	88 KB		
FINFILES	727_68756_20181218090723_11.ul	12/18/2018 9:07 AM	UL File	105 KB		
MIT Documents						
User Guides						
🖕 OneDrive - GA De						
This PC						
Network						
DOE-1966018-W						
File n	name:			✓ All File	;	~

7. The selected file displays in the **Select File** field. Click the **X** • or **Cancel** • Cancel button to remove the file.

arch Upload	Errors and Warnings	Warnings Explanations	Audit Trail		Print Refresh
ransmission In	formation				
scal Year: 2019 /stem Name: Step ansmission Type : ock Status: Open ansmission Status	hens County - 727 Error Checking Transmitted				
ransmission U	pload Files				
Nonth	January	•			
ielect File:	+ Choose 🗅 🛨 Upload	× Cancel			
	727_68756_201812	18090723_11.ul 107.4	48 KB 🗙		

8. Click the **Upload** ^{**±**} Upload</sup> button.

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 A message appears at the top right corner of the page "Attachment information saved successfully." The file appears in the grid under Uploaded Files, the status displays File Upload Success.

al Year: 2019 em Name: Stephens County - 727				successfully
smission Type: Error Checking : Status: Open				
us: Transmitted				
oaded Files				
			C	
File Name	Uploaded Date	Status	Month	
727 68756 20181218090723 11.ul	03/08/2019 12:03:52 PM	File Upload Success	February	
727 68756 20181218090723 11.ul	03/08/2019 10:31:40 AM	Validation Success	January	
727 68756 20181218090723 11.ul	01/17/2019 03:46:25 PM	Validation Success	January	
727 68756 20181218090723 11.ul	01/17/2019 02:50:22 PM	Validation Success	January	
727 68756 20181218090723 11.ul	01/10/2019 03:56:09 PM	Validation Success	January	
		ALC: NOT THE OWNER	Desember	

- 10. Click the **refresh** button to see the status of the file or wait until the status displays **Validation Success**. **Note:** The statuses are, **File Extract Success** and **Bulk Upload Success**.
- 11. If you receive the following statuses **File Extract Failed** or **Bulk Upload Failed**, check the file format. The file may contain a negative value and a few other things that is not accepted. Refer to the file layout instructions for further information.

ploaded Files			
			2
File Name	Uploaded Date	Status	
test.txt DE046B_Book2-corrected.txt	09/04/2019 03:57:25 PM 08/30/2019 03:26:16 PM	File Extract Failed Bulk Upload Fail	· · · · · · · · · · · · · · · · · · ·

12. When the status displays **Validation Success**, you're ready to review **Errors and Warnings**. Click the **Validation Success** link or the **Errors and Warnings** tab to go to the **Errors and Warnings** page.

		C
File Name	Uploaded Date	Status
DE046B Book8.txt	09/04/2019 03:37:14 PM	Validation Success
DE046B Book7.txt	09/04/2019 02:51:10 PM	Validation Success
DE046B_Book6.txt	09/04/2019 02:35:22 PM	File Extract Failed
1.		

Errors and Warnings

 The status displays Validation Success, the next step is to view the Errors and Warning. This page is accessed by clicking the Validation Success link or clicking the Errors and Warning tab.

Search	Upload	Errors and Warnings	Warnings Explanations	Audit Trail
			•	_

2. The Transmission Errors and Warning page appears. There are a few Errors and

Warnings in this example. Click the Expand All	Expand All bu	utton to see all the errors
and warnings at once or click the + symbol next	to each Error Na	ame. Note: The

Collapse All

Expand All button is interchangeable. It changes to Collapse All

inancial Review - Errors and Warnings				
Search Upload Errors ar	nd Warnings War	nings Explanations	Audit Trail	
				Print
ransmission Information			Latest File Information	
Fiscal Year: 2019 System Name: Bacon County - 603 Transmission Type: DE46 Final Budget			File Name: D46F1901_16_1.txt Uploaded Date: 09/05/2019 11:13:24 AM	
tatus: Open tatus: Transmitted				
ransmission Errors and W	Varnings			Export to Excel Expand All
Free Marra	Number of E	rrors / Warnings		
Error Name				*
+ Errors	3			

3. When **all** errors have been corrected, the Status will display, "**Waiting for Cord. To Submit (No WE)**."



4. The Submit button is located on the Upload page. Click the **Submit** button to send to the Superintendent for approval.

Search Upload Errors and Warnings Warnings Explanation	s Audit Trail	
ansmission Information		Submit
iscal Year: 2019		
Transmission Type: DE46 Final Budget		
Lock Status: Open Status: Waiting for Cord. to Submit(No WE)		

5. The confirmation pop-up appears asking, **Are you sure you want to submit?** Click the **Yes** button.



6. The system generates the message, **Submit done successfully**. The Status changes to "**Financial Cord. Signed Off (No WE)**". The Superintendent and Financial Administrator

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will receive a confirmation email.

ancial Review - Upload	. Wereless Sectors in a	a do Ta ad	✓ Submit done successful
rch Upload Errors and Warnings	Warnings Explanations A	udit I rail	
mission Information			
Year: 2019			
sin Name. Drancey county - 015			

- 7. The Superintendent will either Approve or Request Revision.
- 8. If the Superintendent approves, the Status changes to "Suptd. Signed Off (No WE)."

Transmission Information	
Fiscal Year: 2019	
System Name: Brantley County - 613 Transmission Type: DE46 Final Budget	
Lock Status: Open	
Status: Suptd. Signed Off(No WE)	

9. If the Superintendent Request Revision, the process will start over with the Financial Coordinator to apply updates and submit.

Warnings and Explanations

1. When the Errors are corrected, you can then enter the warnings and explanations.

There is an error code. Click the plus + symbol next to the **Error Code** to expand the area.

2. The Explanation link appears. Click the **Explanation** link.

ansmission Inform	ation	Latest File Information	
cal Year: 2019 stem Name: Bacon Cou nsmission Type: DE46 A	nty - 603 Actual	File Name: D46F1901 (16).txt Uploaded Date: 08/28/2019 12:24:43 PM	
ck Status: Open tus: Waiting for Cord.	to Submit		
ansmission Errors a	and Warnings		Export to Excel Expand
ansmission Errors a	and Warnings Number of Errors / Warnings		Export to Excel Expand.
Error Name Warnings with Expla	And Warnings Number of Errors / Warnings nation 1		Export to Excel Expand.
Error Name • Warnings with Expla	And Warnings Number of Errors / Warnings nation 1 Description	Number of Records	Export to Excel Expand.

3. The **Warning Explanation** page appears. Scroll to the **Explanation** section on the page.

4. Enter an explanation. Respond to **all** warnings and explanations before submitting is allowed.

5. Click the **Save** button.

* Explanation:	* Entered By:
Normal 🗘 Sans Serif	
This is a test	
* Approval Comments:	* Entered By:
Normal 🗘 Sans Serif	÷ BIUA ﷺ 目目 = % ■ ↔ T _x
	Save

Georgia Department of Education Financial Review – DE046 Transmission User Guide (District) 2020 Page **12** of **21** 6. The system generates the following message, **Comments Saved Successfully**.



7. Go to the **Upload** page to submit. Click the **Upload** tab.

earch Upload Errors and Warnings Warnings Explain	Audit Trail		Prin
ransmission Information	Latest File Information		
iscal Year: 2019 ystem Name: Bacon County - 603 ransmission Type: DE46 Actual	File Name: D46F1901 (16).txt Uploaded Date: 08/28/2019 12:24:43 PM		
ock Status: Open tatus: Waiting for Cord. to Submit			
ransmission Errors and Warnings			
Varning Code: W2014 Rescription: An explanation is Required for variances in FIN0102 D	E046 School Nutrition Comparison Report		
Description		Amount	
De046 Amount		\$3,313,037.16	

8. Click the **Submit**

Submit button.

Search Upload Errors and Warnings Warnings Explanations	Audit Trail		Submit Print
Transmission Information			Source The
Fiscal Year: 2019 System Name: Bacon County - 603 Transmission Type: DE46 Actual Lock Status: Open Status: Waiting for Cord. to Submit			
Transmission Upload Files			
"Select File: Choose Upload Canoni Cononi			
Uploaded Files			
		0	

Georgia Department of Education Financial Review – DE046 Transmission User Guide (District) 2020 Page **13** of **21** 9. A confirmation window appears asking, "Are you sure you want to submit?" Click the

×
Yes No

10. A confirmation message appears, "Submit done successfully."



11. The status changes from **Waiting for Cord. To Submit** to **Financial Cord. Signed Off**. **Note:** The Financial Administrator will receive an email informing the Coordinator has signed off.

			× Submit done successfully
arch Upload Errors and Warnings Wa	arnings Explanations Audit Trail		
ansmission Information			Print
cal Year: 2019 tem Name: Bacon County - 603 nsmission Type: DE46 Actual k: Status: Open tus: Financial Cord. Signed Off			
		0	
	Uploaded Date	Status	
File Name			

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- 12. The Financial Administrator will review the explanation and either approve or request revision.
 - a. If all Warnings and Explanations are approved by the Financial Administrator, the status will change to Admin Approved.
 - b. A confirmation email is sent to the Financial Coordinator and Superintendent.
 - c. The Superintendent will have access to either approve the submission of the report or request a revision to the report. When the Superintendent approves the status changes to "**Suptd. Signed Off**."

Transmission Information	
Fiscal Year: 2019 System Name: Bacon County - 603 Transmission Type: DE46 Actual	
Lock Status: Open Status: Suptd. Signed Off	

- d. If the Financial Administrator request revision, the process will start over with the Financial Coordinator.
- e. If the Superintendent requests revision, the process will start over with the Financial Review Coordinator.
- f. Once an explanation has been submitted by the Financial Review Coordinator, the only way to submit a new file is to have a Revision Requested by the Financial Administrator or the Superintendent.

Request Revision

1. An email is sent from the Financial Administrator asking for additional information for the explanations and warnings. The status displays **Requested Revision**.

earch Upload Errors a	and Warnings Warnings Explanations	s Audit Trail					_
							P
earch Transmission							
iscal Year:	2019 🗸		System:	Bacon Co	unty - 603	•	
earch Transmission Resu	ult						
			Last Transmission				
System	Transmission Type	Transmission Status	Last Transmission Date	Lock Status	SignedOff By	SignedOff Date	
System Bacon County - 603	Transmission Type DE46 Actual	Transmission Status Request Revision	Last Transmission Date 08/28/2019 12:24:43	Lock Status Open	SignedOff By	SignedOff Date	
System Bacon County - 603	Transmission Type DE46 Actual	Transmission Status Request Revision	Last Transmission Date 08/28/2019 12:24:43 PM	Lock Status Open	SignedOff By	SignedOff Date	
System Bacon County - 603 Bacon County - 603	Transmission Type DE46 Actual DE46 Final Budget	Transmission Status Request Revision Not Transmitted	Last Transmission Date 08/28/2019 12:24:43 PM	Lock Status Open Open	SignedOff By	SignedOff Date	
System Bacon County - 603 Bacon County - 603 Bacon County - 603	Transmission Type DE46 Actual DE46 Final Budget Error Checking	Transmission Status Request Revision Not Transmitted Transmitted	Last Transmission Date 08/28/2019 12:24:43 PM 09/04/2018 11:14:52 AM	Lock Status Open Open Locked	SignedOff By	SignedOff Date	

2. Click the **Transmission Type** link.

earch Upload Errors and Warni	ngs Warnings Explanations	Audit Trail Locks					F
earch Transmission							
iscal Year:	2019 🔻			System:	All Systems	•	
ansmission Type:	DE46 Actual	•		Transmission Status:	Financial Cord. S	Signed Off 🔹	
						Search	
earch Transmission Result						Export All Errors	and Warnings Export to Exce
System	Transmission Type		Transmission Status	Last Transmission Date	Lock Status	SignedOff By	SignedOff Date
Gilmer County - 661	DE46 Actual		Financial Cord. Signed Off	08/08/2019 11:42:20 AM	Open		

3. The **Upload** page appears. Click the **Errors and Warnings** tab to view the comments from the Financial Administrator.

Financial Review - Upload							
Search Upload	Errors and Warnings	Warnings Explanations	Audit Trail				

- 4. On the **Errors and Warning** page, click the plus + symbol next to the **Error Code** to expand the area.
- 5. Click the **Explanation** link.

rcn Upload Errors	and Warnings Warnings Explanations	Audit Trail			
nsmission Informatic	n	Latest File	Information		
al Year: 2019 em Name: Bacon County smission Type: DE46 Actu	- 603 al	File Name: D Uploaded D	046F1901 (16).txt ate: 08/28/2019 12:24:43 PM		
Status: Open us: Waiting for Cord. to S	ubmit				
nsmission Errors and	Warnings				Export to Excel Expand
Error Name	Number of Errors / Warnings				
Warnings with Explanati	on 1				
ErrorCode [Description		Number of Records		
+ W2014	An explanation is Required for variances in FIN0 Nutrition Comparison Report	102 DE046 School	1	Explanation	

6. The **Warning Explanation** page appears. Scroll to the **Explanation** section on the page to view the Financial Administrator's comments.

o moune		\$9/EE1/E91105
lanation:	* Entered By: load test43	
ial 🗢 Sans Serif 🗧 B I U 🔺 🏾	!≡ ≔ • ■ < <i>•</i> I _x	
; a test		
proval Comments:	* Entered By:	
ial 🗢 Sans Serif 🗧 B I U 🔺 🏾	≣ ≡ = % ⊒ < <i>Φ</i> <u>I</u> _x	
e the following		

- 7. Apply the changes, then go to the **Upload** page to submit.
- 8. On the **Upload** page, click the **Submit** button.

Financial Review - Opload			
Search Upload Errors and Warnings	Warnings Explanations	Audit Trail	Submit
Transmission Information			
Fiscal Year: 2019 System Name: Bacon County - 603 Transmission Type: DE46 Actual Lock Status: Open Status: Request Revision			
Transmission Upload Files			
Transmission Upload Files *Select File: + Choose Upload	× Cancel		
Transmission Upload Files *Select File: + Choose Upload Uploaded Files	× Cancel		

Georgia Department of Education Financial Review – DE046 Transmission User Guide (District) 2020 Page **18** of **21** 9. A confirmation pop-up appears asking, "Are you sure you want to Submit?" Click

the	Yes button.	
	Submit Confirmation	×
	• Are you sure you want to Submit?	
		Yes No

10. A confirmation message appears, "Submit done successfully."



11. The Status changes to **Financial Cord. Signed Off**. The Financial Admin will receive an email. **Note:** The Superintendent must Sign off after the Financial Admin approval.

ransmission Information				
scal Year: 2019				
rstem Name: Bacon County - 603 ansmission Type: DE46 Actual				
ock Status: Open				
atus: Financial Cord. Signed Off				
ploaded Files				
ploaded Files				
ploaded Files			2	
ploaded Files File Name	Uploaded Date	Status	3	
ploaded Files File Name D46F1901 (16).bxt	Uploaded Date 08/28/2019 12:24:43 PM	Status Validation Success	0	

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Audit Trail

Click the **Audit Trail** tab to see the Status, Comments, who made changes and when changes were made.

Search Upload	Errors and Warnings	Warnings Explanations	Audit Trail
ancial Review - Audit Trail			
arch Upload Errors and Warnings Warnings Explan	ations Audit Trail Locks		Print
ansmission Information			
scal Year: 2019 •rstem Name: Stephens County - 727 ansmission Type: Error Checking ock Status: Open			
atus: Transmitted			
Audit Trail			

Changed By

Tina Tolen

Tina Toler

Tina Tolen

Changed Date

01/17/2019 03:45:47 PM

01/10/2019 03:55:26 PM

Status Definitions

Old Status

mitted

ng 1 to 3 of 3 entrie

ransmitted

Not Transmitted – There has been no attempt at a file upload.

Suptd. Signed off (No WE) – The transmission process is complete. No Warnings with Explanations were generated that needed approval. Superintendent has signed off.

Admin Approved - Warnings with Explanations have been entered by the district/LUA and a member of the Financial Review Team has reviewed and approved the explanation. <u>When the DE 46 is in this status, a new file cannot be uploaded until the superintendent logs in and clicks on "Request Revision".</u>

Supt. Signed Off - The transmission process is complete. Warnings with Explanations have been approved by Financial Review Team and superintendent has signed off. The report is now "locked", and no changes or uploads can be made. If errors are discovered before the final due date, please contact the Financial Review Team for assistance.

Financial Cord. Signed Off - The LUA Financial Coordinator has signed off on an error free DE 46 report and is awaiting approval of explanations by the Financial Review team of Warnings with Explanations. <u>When the DE 46 is in this status, a new file cannot be uploaded until the superintendent logs in and clicks on "Request Revision".</u>

Transmitted - The LUA has successfully uploaded a DE46 file at least once. The DE 46 Report contains errors and warnings. Please review the Errors and Warnings and the Analysis Reports.

Request Revision - A Financial Review Team member has reviewed a Warning with Explanation and has rejected the explanation and sent back for revision. <u>Additionally, the</u> <u>superintendent has the authority to request revision after warning explanations have been</u> <u>approved by Financial Administrator to allow Financial Review Coordinator to make changes</u> <u>and/or reupload the transmission file.</u>

Waiting for Cord. To Submit - The LUA has successfully uploaded a DE46 file at least once And the DE file is submitted without errors but there are warnings needing explanations and approval by a Financial Review team member before Superintendent Signoff/submit.

Financial Cord. Signed Off (No WE) - The LUA Financial Coordinator has signed off on an error free DE 46 report and there are no warning needing explanations. The report is now ready for Superintendent Sign off. <u>When the DE 46 is in this status, a new file cannot be uploaded</u> <u>until the superintendent logs in and clicks on "Request Revision".</u>

Waiting for Cord. To Submit (No WE) - The LUA has successfully uploaded a DE46 file at least once And the DE file is submitted without errors and no warnings needing explanations. The report can be "submitted" by the Financial Review Coordinator for Superintendent Signoff/Submit.

Request Revision (No WE) - A Financial Review Team member has reviewed the DE 46 and there are no warnings needing approval; however, a Financial Review Team member has requested a revision to the report. The Financial Review Team member will enter the reason in the comment box provided. Additionally, the superintendent has the authority to request revision to allow Financial Review Coordinator (Finance Director) to make changes and/or reupload the transmission file.