

Financial Review

User's Manual



Transmitting the DE 046

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 directions through the process of transmitting the Financial Review file (DE 046) and viewing the analyses of the financial information.

If you have questions concerning the rules or validations for the DE 046, contact Financial Review or the DOE Help Desk.

MyGaDOE



Please Log In

Username:
Password:
[I forgot my passphrase!](#)

- Helpful links**
- MyGaDOE Online Guide
 - GaDOE Public Website
 - Information Systems
 - AYP & NCLB
 - Georgia Standards
 - Data Collections
 - Financial Reports

[Or sign up for an account](#)

This website requires Cookies be enabled in y

Begin by Logging-In to the Portal

Welcome to the Georgia Department of Education - Windows Internet Explorer

Address bar: https://portal.doe.k12.ga.us/index.aspx?p_UserCode=6686E315-36D5-412D-ACEF-4DBD6C0277D7

File Edit View Favorites Tools Help

★ Favorites: Financial Review P... GA Voicemail GaDOE Portal Login GDOE - Admin Tec... GDOE A

Georgia Depa... DOE Portal O... Georgia Depa... Welcome t... x

ALERTS:

Search Districts: 0-9 A B C D E F G H I J K L

You have (0) new messages.

- Site Navigation**
- Home
 - Logout
- Financial Review**
- Alerts
 - Calendar
 - Consolidated Application
 - Change Manager
 - Data Collection
 - Documents
 - Facilities
 - Finance Applications**
 - Links
 - Other Legacy Applications
 - School Nutrition
 - Message Center
 - Grants Application
 - Request Approval
 - ITSET Survey
- Russell Swindle**
- Account Information
 - Add to Favorites
 - Help - Dticket

Headline News

Communications Update

Each month in the internal e-newsletter we will focus on a particular division of the GaDOE. Since this is the first internal e-newsletter, we thought it would be appropriate to begin with Communications since we are developing it. Also, since we have several new members of the team, we want you to know who to go to for what information.

Communications Team - Who We Are...

The ...

[More](#)

Select: Financial Applications

School Nutrition News

Headline

No School Nutrition News

[More](#)

Calendar

Daily Weekly Monthly

No Daily Events

[More](#)

ALERTS:

Search Districts 0-9 A B C D E F G H I J K L

You have (0) new messages.

Site Navigation

- Home
- Logout

Financial Review

- Alerts
- Calendar
- Consolidated Application
- Change Manager
- Data Collection
- Documents
- Facilities Services
- Finance Applications**
 - Financial Review Application
 - News
 - Links
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Russell Swindle

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Communications Team – Who We Are...

The ...

Select: Financial Review Application
This will take you to the Main Menu

Education News

Headline

News

Calendar

Daily Weekly Monthly

No Daily Events

The screenshot shows the Georgia Department of Education Financial Review System Main Menu. At the top, there are dropdown menus for 'Select Report to be Displayed', 'Select Indirect Cost Reports', and 'Fiscal Year'. The page title is 'Georgia Department of Education' and the subtitle is 'Dr. John D. Barge, State Superintendent of Schools'. Below this is the 'Main Menu' with links for 'Upload a Data File', 'Validation Routine (Actuals)', 'Reports', and 'Validation Routine (Budget)'. A callout box points to 'Upload a Data File' with the text 'Click Here to Upload a File'. Another callout box points to 'Reports' with the text 'Click Here to View Reports'. Below the menu, there is a status section showing '2011 Actuals: No Data Transmitted', '2012 Budget: No Data Transmitted', and '2011 Budget: No Data Transmitted'. A callout box points to this section with the text 'Current Status of the three types of data being collected'. Below the status section, there is a message dated '08-15-2011' with the text 'If you get the message "Navigation to webpage was cancelled", IE8 needs a setting changed. Click on MORE.' A callout box points to this message with the text 'Messages: Information Related to the Current Collection will be Displayed Here'. At the bottom of the screenshot, a large callout box contains the text 'Financial Review Application Main Menu'.

The First thing to do is upload a File.

Click on the Link above: Upload a Data File

You will be taken to the next screen.

Upload

Georgia Department of Education

Financial Review Upload Form for 601 Appling County

Send this file:

[Back to Menu](#)

Click on the Browse Button to navigate to the directory where the file is stored and double-click the file name. It will automatically be inserted into the Send this file: field.

Select the button File Upload.

File Transmitted For Processing

Your file has been transmitted for processing. Please view reports after the processing is completed.

[Upload](#) Another File
[Continue](#) to Main Menu.



After you select the File Upload button, you will be taken to this screen. Your File is being processed and you can either upload another file or return to the Main Menu. It should not take any longer than 5 minutes for your file to process. If it does, contact Financial Review for assistance.

Georgia Department of Education

Dr. John D. Barge, State Superintendent of Schools
 Financial Review System for 718 Quitman County
 Data Collection System
 Office of Technology Services

Main Menu

[Upload a Data File](#)

[Validation Routine \(Actuals\)](#)

[Reports](#)

[Validation Routine \(Budget\)](#)

2011 Actuals : [Error Pending](#)
 2012 Budget : No Data Transmitted
 2011 Budget : No Data Transmitted

The Main Menu will now show the results of the file upload. Click on the Error Pending Link to go directly to the Error Report or you can go to Reports and then click on the Error Report.

This is the view if you go to Reports first.

Georgia Department of Education

Dr. John D. Barge, State Superintendent of Schools
 Financial Review System for 601 Appling County
 Data Collection System
 Office of Technology Services

Reports Menu

[Back To Reports Menu](#)

General Reports :

[FIN001 Errors and Warning Summary](#)

[FIN002 Errors and Warning Detail](#)

Error Reports - Summary or Detail

Financial (Actuals) Reports For Fiscal Year Ending June 30, 2011 :

System Level Reports :

[FIN003 Financial Analysis Report](#)

DE046 Report - Actual (Amounts) - Current Year

Budget System Level Reports For Fiscal Year Ending June 30, 2012 :

System Level Reports :

[FIN010 Budget Analysis Report](#)

DE046 Report - Subsequent Year Budget

Budget System Level Reports For Fiscal Year Ending June 30, 2011 :

System Level Reports :

[FIN010 Budget Analysis Report](#)

DE046 Report - Current Year Budget

Other Reports:

[Basic Financial Reports](#)
[Minimum Direct Classroom Expenditure Reports](#)
[Financial Comparison Reports](#)
[FIN0100 Superintendent, Resa Director, Technical Institute Director Actual Salaries](#)
[FIN0101 Superintendent, Resa Director, Technical Institute Director Budgeted Salaries](#)
[FIN0102 DE046 School Nutrition comparison report](#)

Indirect Reports:

[Fin Indirect Reports Menu \(2010\)](#)
[Fin Indirect Reports Menu \(2011\)](#)
[Fin Indirect Reports Menu \(2012\)](#)

Indirect Cost Reports - Indirect Cost Rate & Calculation

Georgia Department of Education

Errors and Warning Report - Summary

Financial Review Data Collection System
 Errors and Warnings Summary - For Year Ending June 30, 2011

System: 602 Atkinson County
[click here to print](#)

Error Code	Error Description	Number of Errors
DE046A (2011)		
E2014	Program - Function Combination Not Valid for DE420	5
E931	Program Code not valid with Fund Code.	1
W2002	No budgeted expenses reported for this facility.	2
W2003	All open FTE-reporting facilities should report revenues.	4
W2004	No budgeted revenues reported for this facility.	6
W2009	Function 1000 Direct Instruction Funds reported at Central Office facility code 8010.	4
W2014	An explanation is Required for variances in FIN0102 DE046 School Nutrition Comparison Report	1
W2020	An expenditure amount must be reported for each Program Code that has earned revenue.	1
W2040	ARRA Program Expenditures Should be equal to or more than Earnings	1
W2051	Benefits reported in functions with no salaries.	1
W2052	Benefits exceed salaries for this function.	1
W2053	Negative balance in General Ledger A/P range 0471 - 0479 for the fund.	4
W2054	Object 890 expenditures exceed 10% of the function.	1
W2055	Negative balance in General Ledger Account	1
W2056	Negative expenditure for this Account.	7
W2058	Negative balance in revenue except 3140, 3124.	1
W2130	General Fund Unreserved Balance greater than 15% of General Fund Ex	1
W980	Fund Level Equity Account - 8000 Out of Balance	1
W981	No expenditures were reported for this facility.	3
W985	Total All Funds Equity Accounts - 8000 Out of Balance. Go to the main menu to enter written explanation for out-of-balance condition.	1
DE046B (2011)		
W2002	No budgeted expenses reported for this facility.	1
W2003	All open FTE-reporting facilities should report revenues.	4
W2004	No budgeted revenues reported for this facility.	1
W2009	Function 1000 Direct Instruction Funds reported at Central Office facility code 8010.	3
W2040	ARRA Program Expenditures Should be equal to or more than Earnings	1
W981	No expenditures were reported for this facility.	3
DE046B (2012)		
E981	Total All Funds Credits and Debits Out of Balance	1
W2001	All open FTE-reporting facilities should report budgeted expenses.	4
W2002	No budgeted expenses reported for this facility.	1
W2004	No budgeted revenues reported for this facility.	1
W2010	Superintendent Salary is Missing	1
W2511	Fund 500 and/or 705 is Required to be Reported	2
W981	No expenditures were reported for this facility.	11

Three Sections of the Report -
 One section for each type of
 data file submitted

The Error Code Column contains either Warnings or Errors.

Errors prevent you from obtaining the Supt Sign-off link and Must Be corrected (and a new file uploaded).

Warnings are additional information for you to review but do not have to be corrected and do not prevent you from obtaining sign-off.

Georgia Department of Education

Dr. John D. Barge, State Superintendent of Schools
 Financial Review System for 722 Rockdale County
 Data Collection System
 Office of Technology Services

Main Menu
[Upload a Data File](#) [Results](#)
[Validation Routine \(Actuals\)](#) [Validation Routine \(Budget\)](#)

2011 Actuals : [System is Ready To Signoff Financial](#)
 2012 Budget : [System is Ready To Signoff Budget \(2012\)](#) ←
 2011 Budget : [System is Ready To Signoff Budget \(2011\)](#)

When you have no more Errors, the Main Menu looks like this and the data is ready for the Superintendent electronic sign-off.

Both the Financial Review Coordinator and the Superintendent can click on these links and see the following report, but only the Superintendent ID will have the button at the bottom to sign-off on the data.

[Click here for PDF version of Signoff Report](#)

Financial Transmission Sign Off Report - DE046

The Sign-Off Report contains summary data by fund.

Financial Report For the Fiscal Year Ending June 30th, 2011
 System Name Rockdale County
 System Code 722
 Date Created 09/20/2011

FUND_CODE	DESCRIPTION	Beginning Fund Balance	Adjustments to Fund Balance	Revenues	Expenditures	Ending Fund Balance
100	GENERAL FUND	21,801,708.01	89,496.64	129,113,617.56	131,375,630.26	19,629,191.95
200	DEBT SERVICE FUND	14,823.54	0.00	552.83	0.00	15,376.37
500	CAPITAL PROJECTS FUND	23,060,202.53	0.00	18,465,298.26	14,228,271.43	27,297,229.36
400	SCHOOLWIDE SCHOOLS	0.00	0.00	0.00	0.00	0.00
402	TITLE I	0.00	0.00	2,528,700.45	2,528,700.45	0.00
404	SPECIAL EDUCATION	-136.36	0.00	2,557,084.90	2,556,948.54	0.00
406	VOCATIONAL EDUCATION-FEDERAL FUNDED	-6,254.30	0.00	130,849.22	124,594.92	0.00
414	TITLE II	0.00	0.00	759,814.94	759,814.94	0.00
432	EDUCATION OF HOMELESS CHILDREN	0.00	0.00	0.00	0.00	0.00
434	LEARN AND SERVE AMERICA	0.00	0.00	0.00	0.00	0.00
460	TITLE III	0.00	0.00	234,226.26	234,226.26	0.00
462	TITLE IV	0.00	0.00	49,477.52	49,477.52	0.00
464	TITLE V	0.00	0.00	32,504.08	32,504.08	0.00
500	PRINCIPAL ACCOUNTS-GOVERNMENTAL FUNDS	782,856.43	0.00	2,942,377.10	3,038,085.27	687,148.26
550	RESERVED FOR K-12 GRANTS FROM SOURCES OTHER THAN STATE OR FEDERAL (FOR LUA USE)	334,831.47	0.00	181,605.60	361,634.13	154,802.94
560	PRE-KINDERGARTEN (LOTTERY)	7,950.00	0.00	647,520.00	627,970.08	27,499.92
570	K-12 (LOTTERY)	14,779.03	0.00	0.00	0.00	14,779.03
589	GOVERNMENTAL FUNDS - OTHER	9,353.69	0.00	18,846.66	16,211.12	11,989.23
600	SCHOOL NUTRITION SERVICE FUND	861,030.15	92,035.13	8,274,832.93	8,193,745.86	1,034,152.35
700	TRUST AND AGENCY FUNDS	49,206.59	0.00	281,280.93	237,462.65	93,024.87
705	PRINCIPAL ACCOUNTS-ACTIVITY FUNDS	0.00	31,393.42	1,297,380.11	1,328,773.53	0.00
710	EXPENDABLE TRUST FUNDS	12,087.69	0.00	468.34	2,000.00	10,656.53
720	NONEXPENDABLE TRUST FUNDS	77,955.19	0.00	2,509.90	0.00	80,465.09
740	AGENCY FUNDS	0.00	-5,887.80	757,215.06	751,327.26	0.00
801	CAPITAL ASSETS - GOVERNMENTAL FUNDS	120,886,429.77	11,715,238.36	0.00	4,354,941.69	128,246,726.44
900	GENERAL LONG-TERM DEBT - GOVERNMENTAL FUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS		167,821,077.25	11,922,275.75	168,978,068.69	171,504,333.31	177,217,088.38
PRINT ALL FUNDS						

Superintendent

I certify that the information above, as well as the information on all other DE046 Financial Reports available on the Internet for this Financial Report Period, is accurate and complete.

The FY2011 Financial Report transmitted to the Georgia Department of Education was prepared in accordance with the applicable laws and State Board of Education Rules.

This is an example of the Sign-Off Report and the Summary Data that it contains. The Superintendent must be logged in under his/her ID click on the sign-off button.

The Superintendent is responsible for sign-off on accurate data. Please review the above report and any other reports necessary to ensure the accuracy of the data prior to sign-off.

The Superintendent is required to sign-off on three (3) separate reports:

- 1) Current Year Actual Data**
- 2) Current Year Final Budget**
- 3) Subsequent Year Initial Budget**