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.
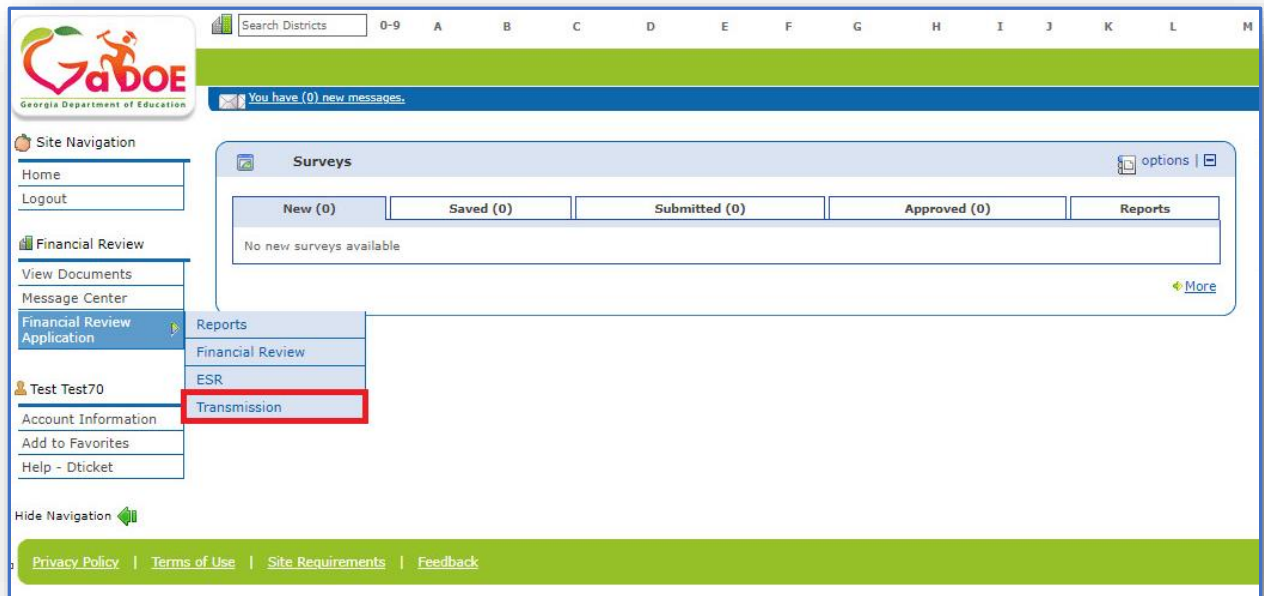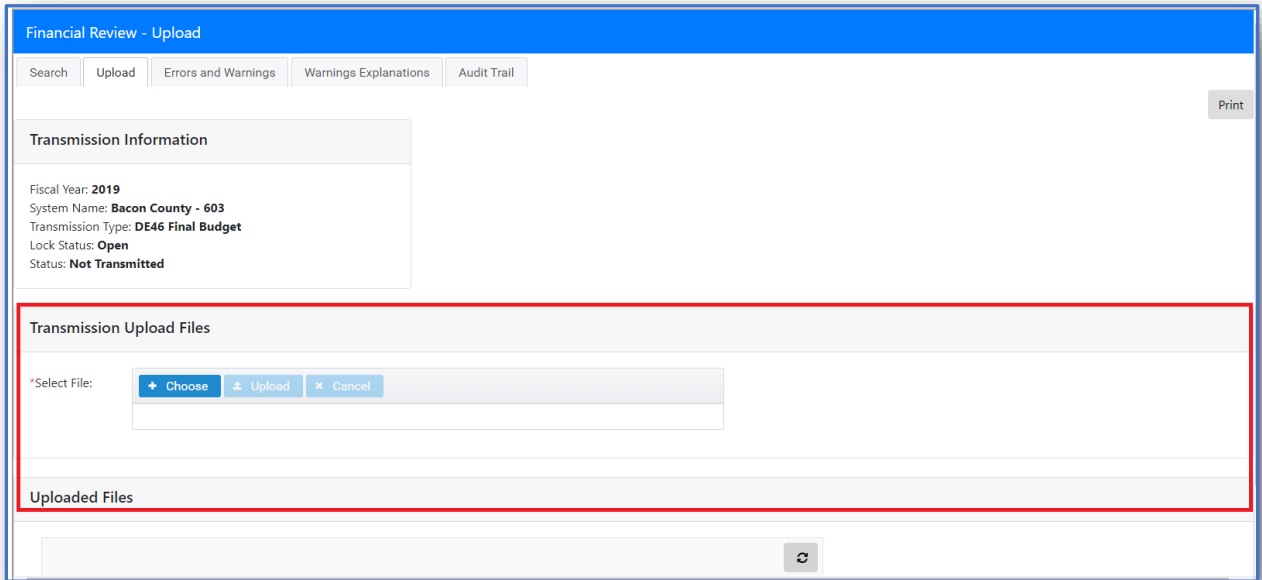
Uploading Files

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.
2. 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.
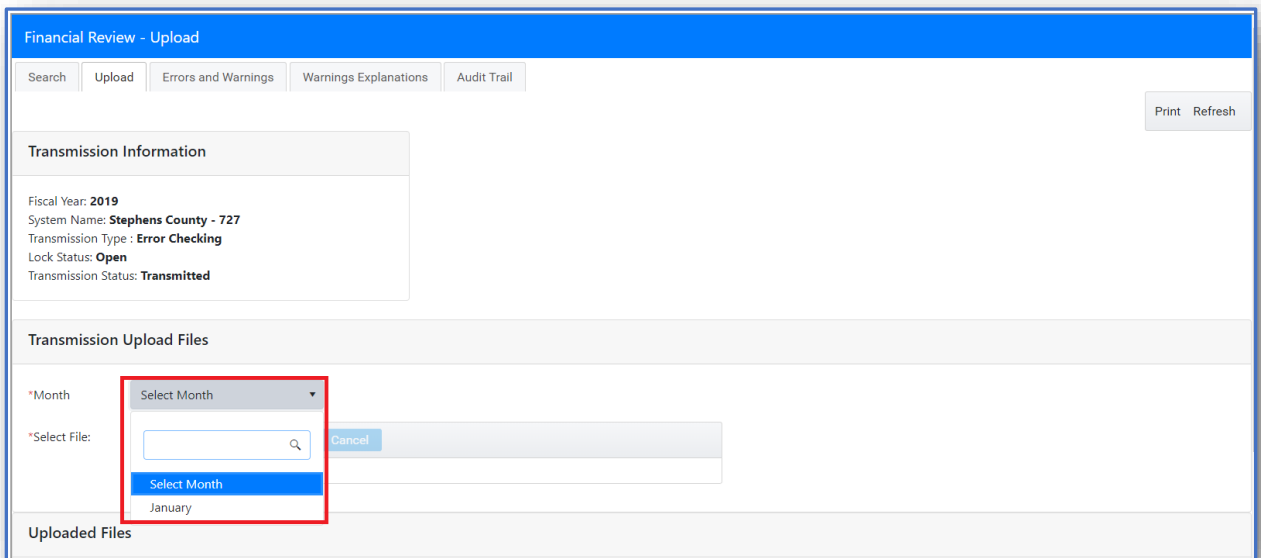
3. You are directed to the **Upload** page. Select a **file type** to upload.

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.
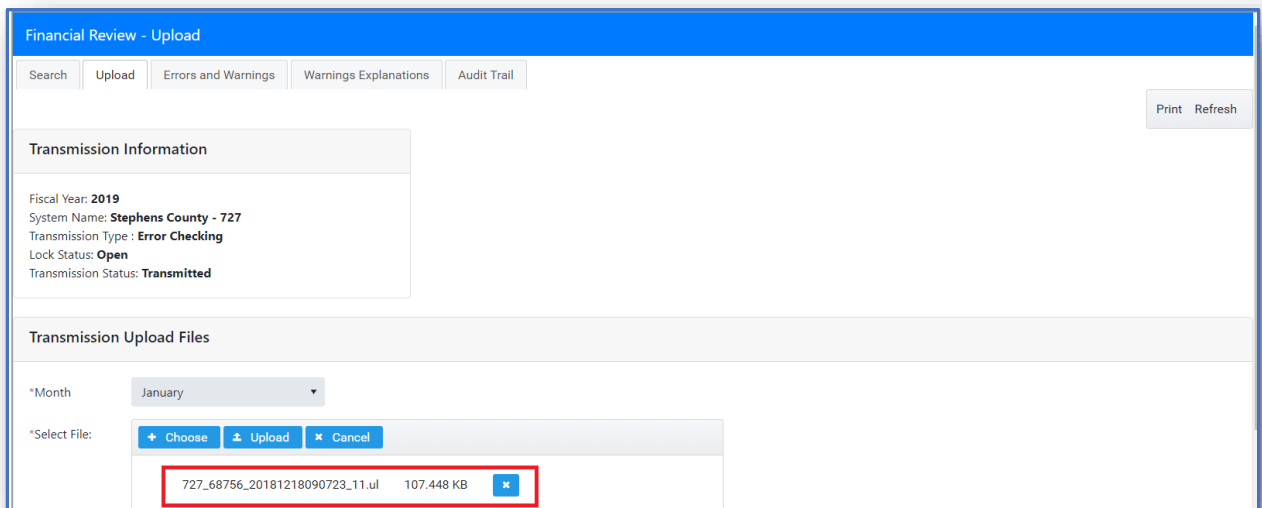

5. Click the **Choose** button.

6. The **File Directory** displays. Select a file to upload.
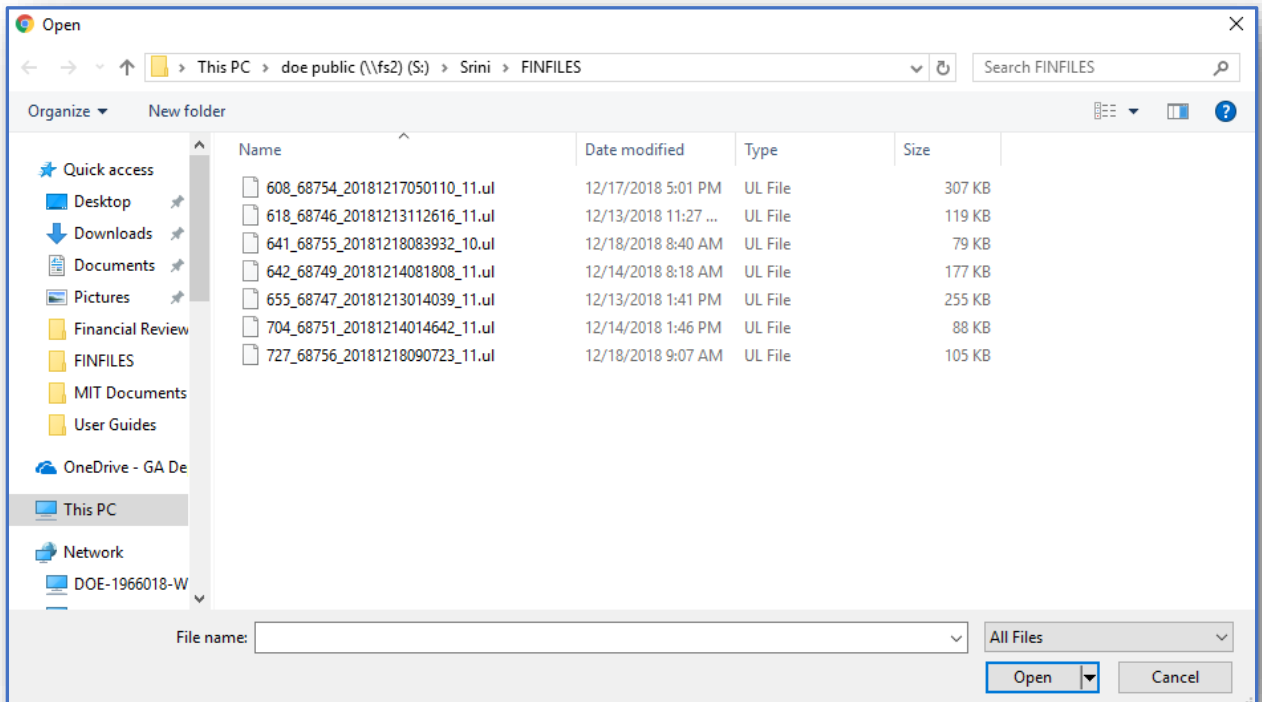
7. The selected file displays in the **Select File** field. Click the **X** or **Cancel** button to remove the file.

8. Click the **Upload** button.

9. 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**.
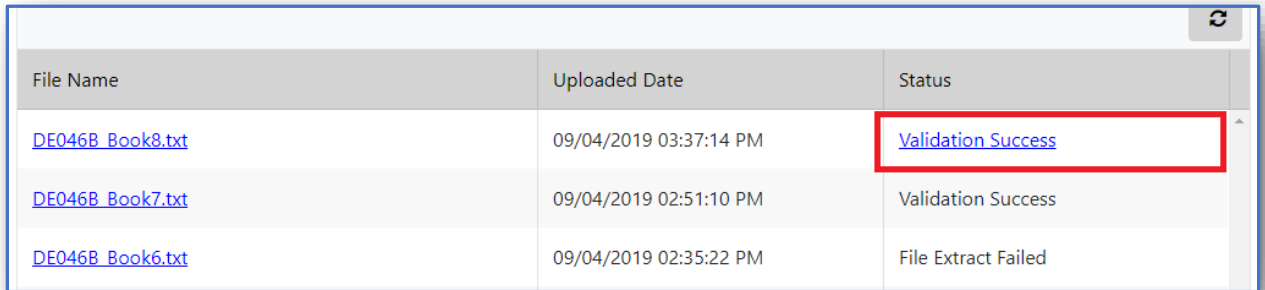
10. Click the **refresh** button to see the status of the file or wait until the status displays **Validation Success**. **Note:** The statuses are, **File Extract Success** and **Bulk Upload Success**.
11. If you receive the following statuses **File Extract Failed** or **Bulk Upload Failed**, check 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.

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.

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

Errors and Warnings

1. 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.

2. The **Transmission Errors and Warning** page appears. There are a few Errors and Warnings in this example. Click the **Expand All** Expand All button to see all the errors and warnings at once or click the **+ symbol** next to each **Error Name**. **Note:** The **Expand All** button is interchangeable. It changes to **Collapse All** Collapse All .
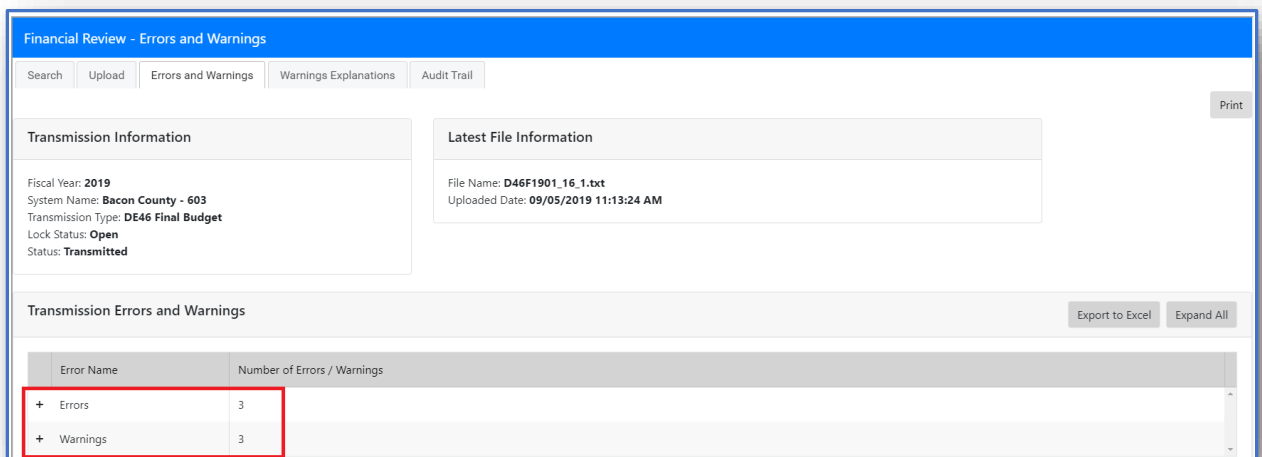
3. When **all** errors have been corrected, the Status will display, "**Waiting for Cord. To Submit (No WE)**."
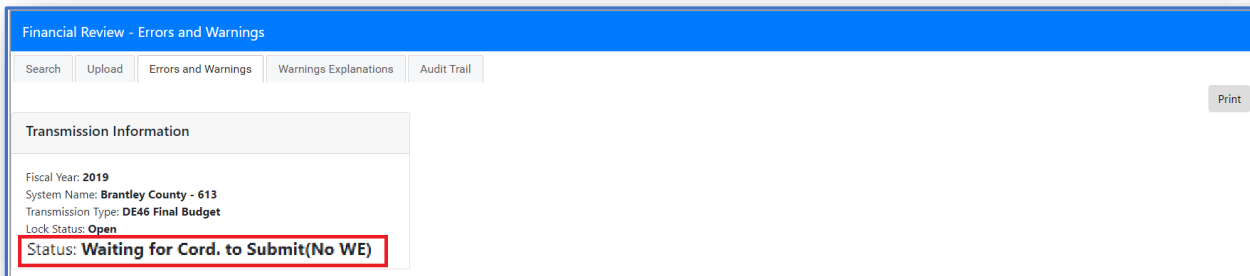
4. The Submit button is located on the Upload page. Click the **Submit** button to send to the Superintendent for approval.

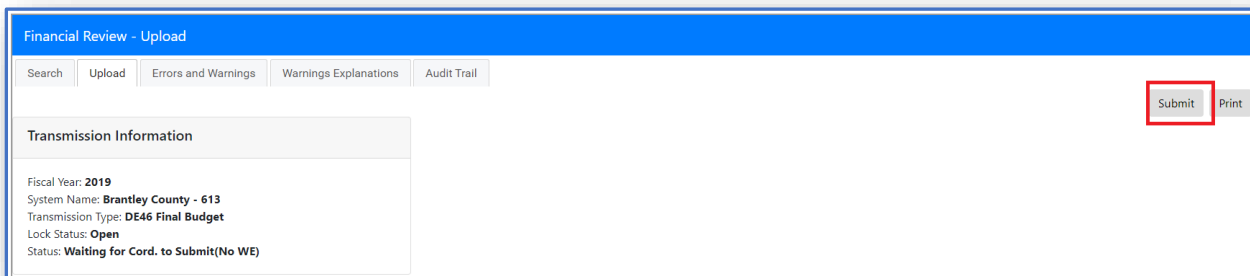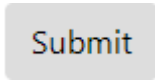5. The confirmation pop-up appears asking, **Are you sure you want to submit?** Click the **Yes** button.
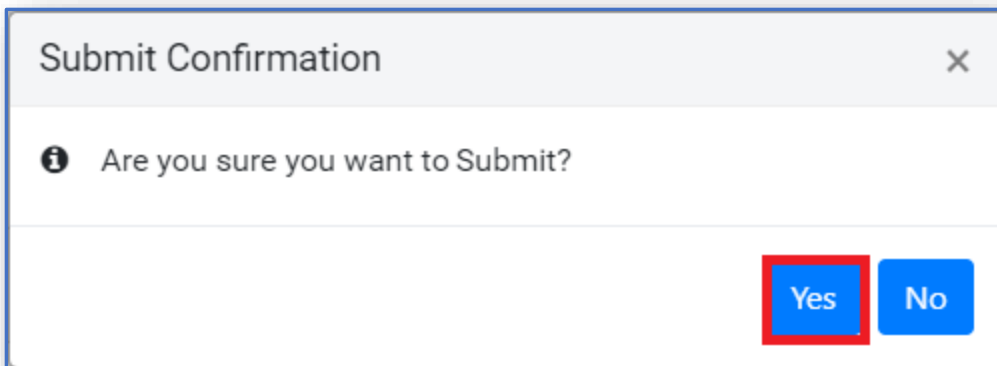
6. The system generates the message, **Submit done successfully**. The Status changes to "**Financial Cord. Signed Off (No WE)**". The Superintendent and Financial Administrator

will receive a confirmation email.
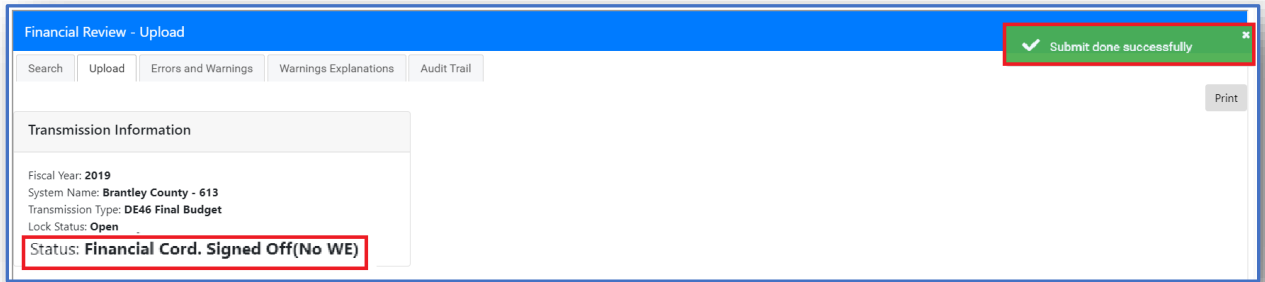
7. The Superintendent will either Approve or Request Revision.
8. If the **Superintendent approves**, the Status changes to "**Suptd. Signed Off (No WE)**."
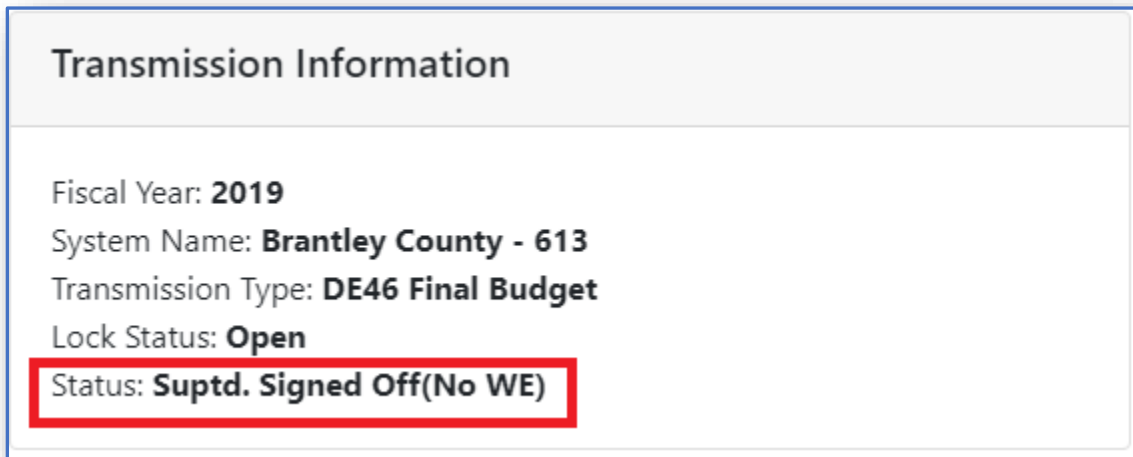
9. If the Superintendent Request Revision, the process will start over with the Financial Coordinator to apply updates and submit.

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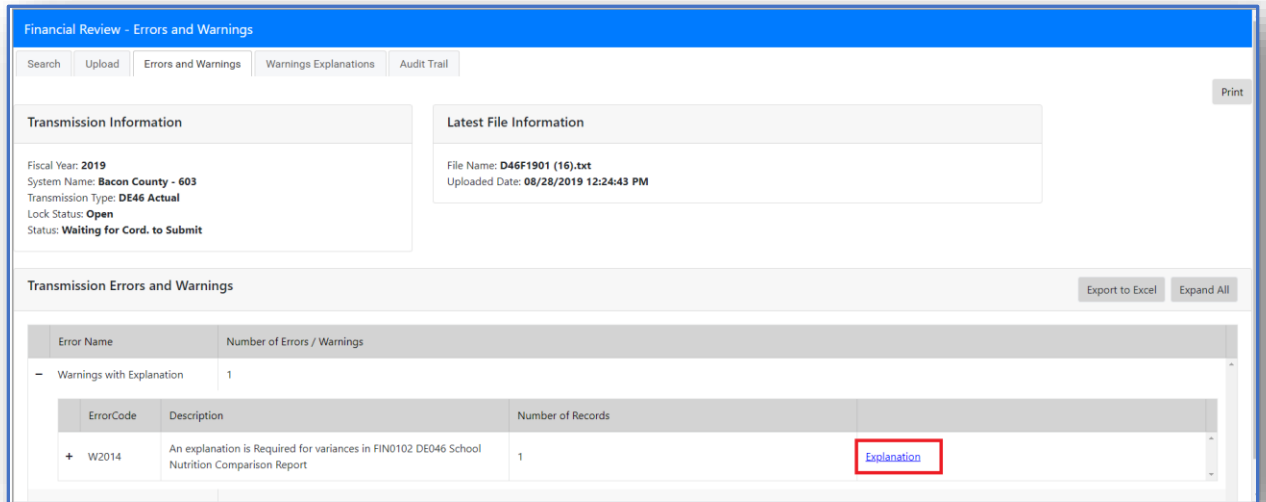
3. The **Warning Explanation** page appears. Scroll to the **Explanation** section on the page.

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

Description	Amount
De046 Amount	$3,313,037.16
De106 Amount	$3,224,294.63

* Explanation: * Entered By:

* Approval Comments: * Entered By:

5. Click the **Save** [Save] button.

* Explanation: * Entered By:

This is a test

* Approval Comments: * Entered By:

[Save]

6. The system generates the following message, **Comments Saved Successfully**.

7. Go to the **Upload** page to submit. Click the **Upload** tab.
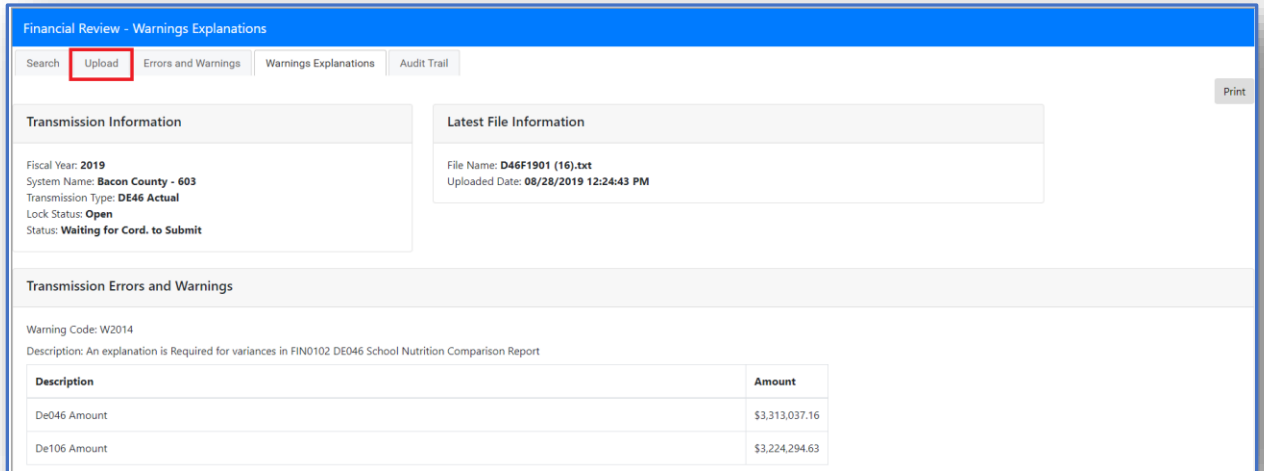
8. Click the **Submit** button.
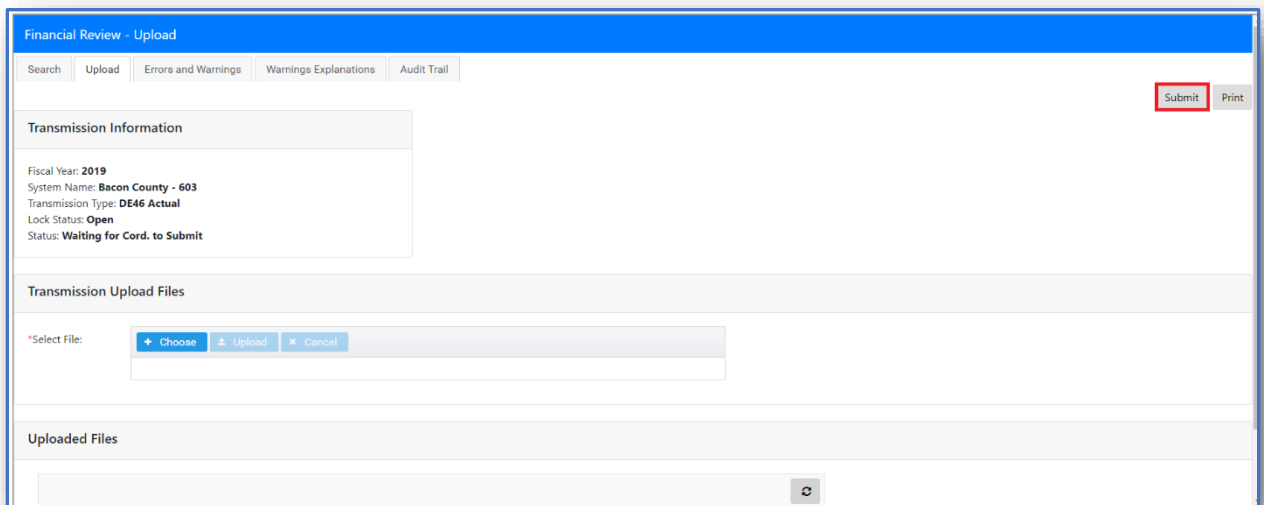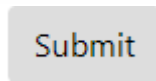
9. A confirmation window appears asking, **"Are you sure you want to submit?"** Click the

   Yes Yes button.

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.

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.
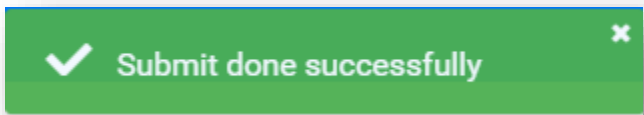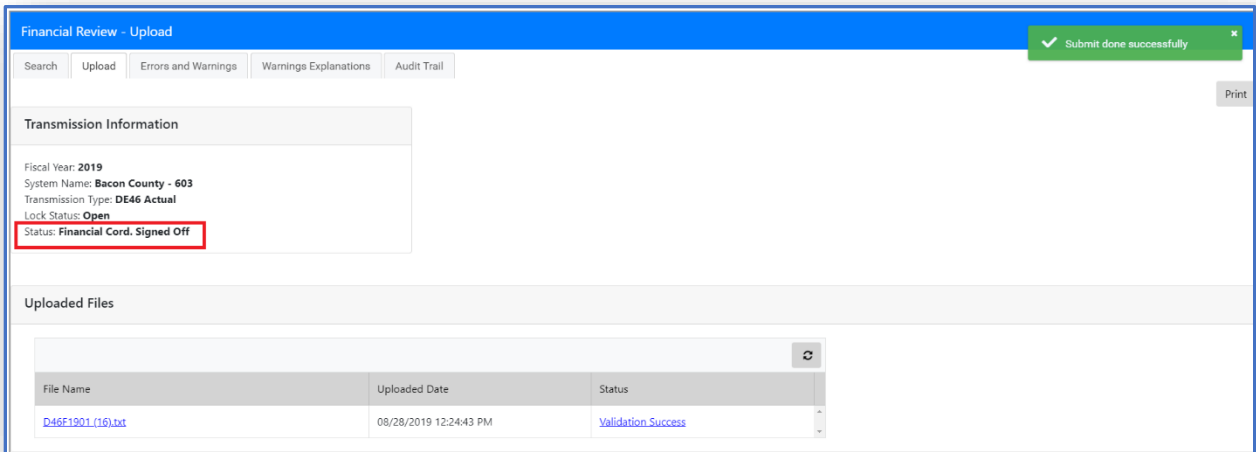   c. The Superintendent will have access to either approve the submission of the report or request a revision to the report. When the Superintendent approves the status changes to "**Suptd. Signed Off**."

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**.

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

3. The **Upload** page appears. Click the **Errors and Warnings** tab to view the comments from the Financial Administrator.
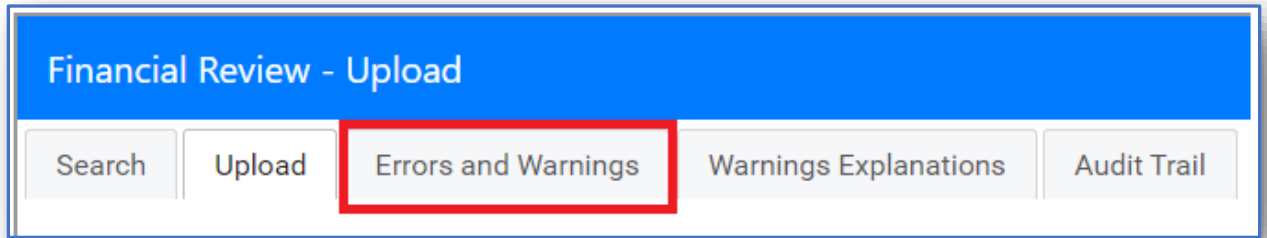
4. On the **Errors and Warning** page, click the plus [+] symbol next to the **Error Code** to expand the area.
5. Click the **Explanation** link.
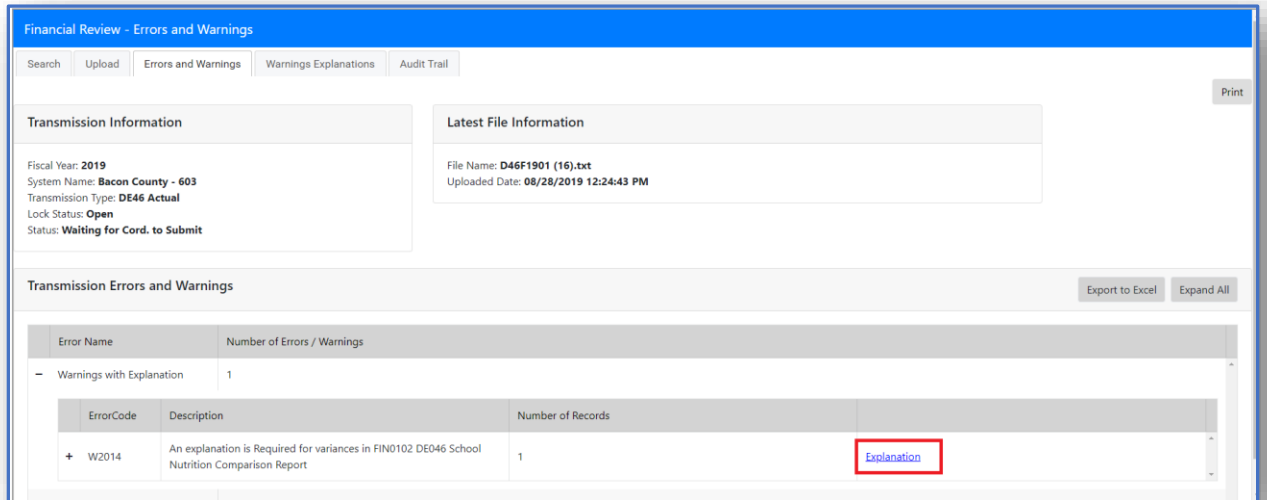
6. The **Warning Explanation** page appears. Scroll to the **Explanation** section on the page to view the Financial Administrator's comments.

7. Apply the changes, then go to the **Upload** page to submit.

8. On the **Upload** page, click the **Submit** button.

9. A confirmation pop-up appears asking, "**Are you sure you want to Submit?**" Click the **Yes** [Yes] button.

Submit Confirmation ✕

ⓘ Are you sure you want to Submit?

Yes   No

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

✓ 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.

Financial Review - Upload

Search | Upload | Errors and Warnings | Warnings Explanations | Audit Trail

Print

Transmission Information

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

Uploaded Files

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File Name	Uploaded Date	Status
D46F1901 (16).txt	08/28/2019 12:24:43 PM	Validation Success
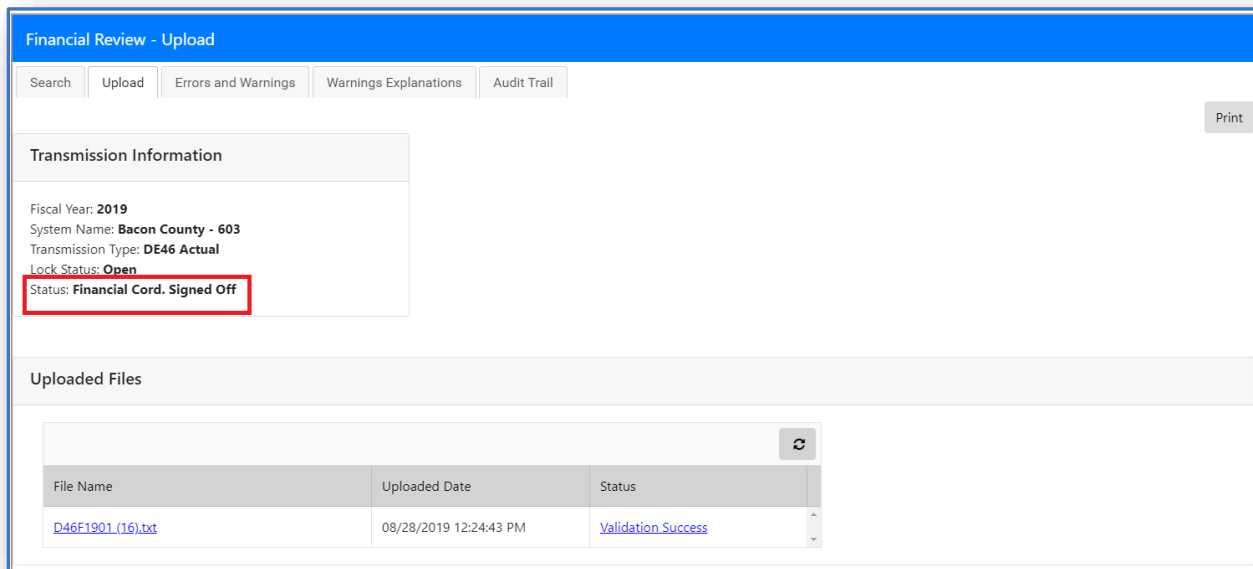
Audit Trail

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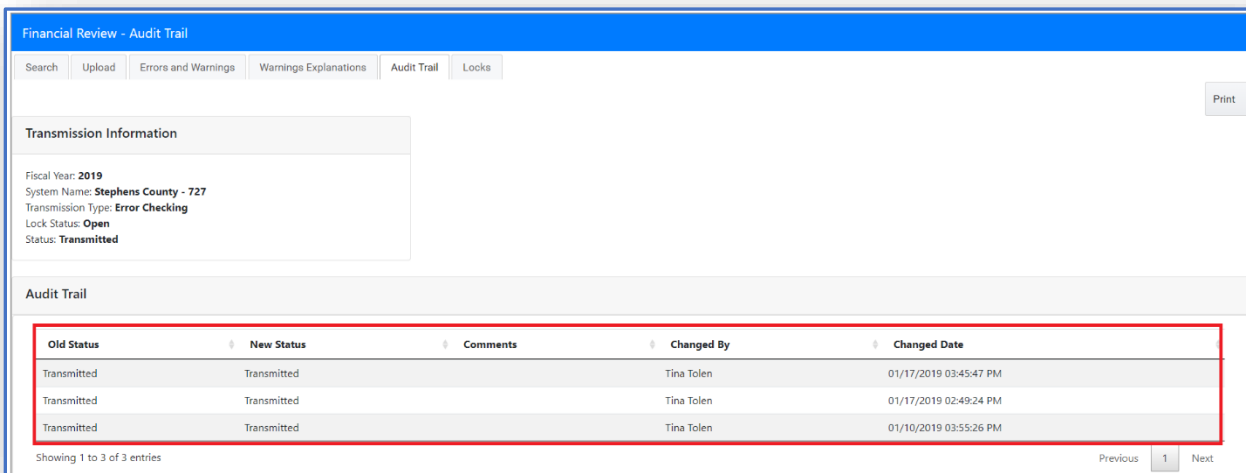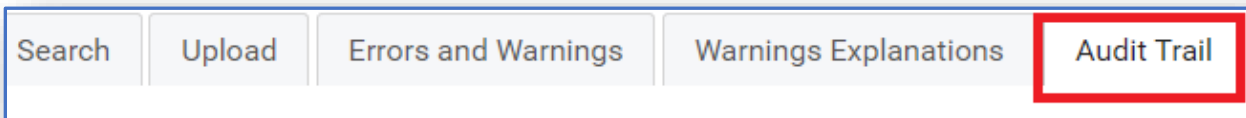
Status Definitions

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. When the DE 46 is in this status, a new file cannot be uploaded until the superintendent logs in and clicks on "Request Revision".

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.   When the DE 46 is in this status, a new file cannot be uploaded until the superintendent logs in and clicks on "Request Revision".

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. Additionally, the superintendent has the authority to request revision after warning explanations have been approved by Financial Administrator to allow Financial Review Coordinator to make changes and/or reupload the transmission file.

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.   When the DE 46 is in this status, a new file cannot be uploaded until the superintendent logs in and clicks on "Request Revision".

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.