DEPARTMENT OF EDUCATION

LEA ACCOUNTING

LEA Accounting

User Guide

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Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

Date	Version	Description	Owner
01/12/2015	1.0	LEA Accounting Application Guide	Barry Kachelhofer
04/10/2017	2.0	Added Personnel Upload and File Manager Information	Barry Kachelhofer
08/30/2017	3.0	Updated Grouping section and formatted screenshots	Barry Kachelhofer
02/07/2018	4.0	Added the Application Permissions and Creating an AIM Account sections. Updated the How Do I Get Started section.	Barry Kachelhofer

Application Permissions

The LEA Superintendent or designee is responsible for assigning LEA staff access to the LEA Accounting App through the Education Directory (Ed Dir). You can find a list of LEA Accounting application's Ed Dir roles below. All roles are LEA level and grant users the ability to see information for their district.

Roles with the System-wide access designation are LEA level and grant users the ability to see information for all schools in their district.

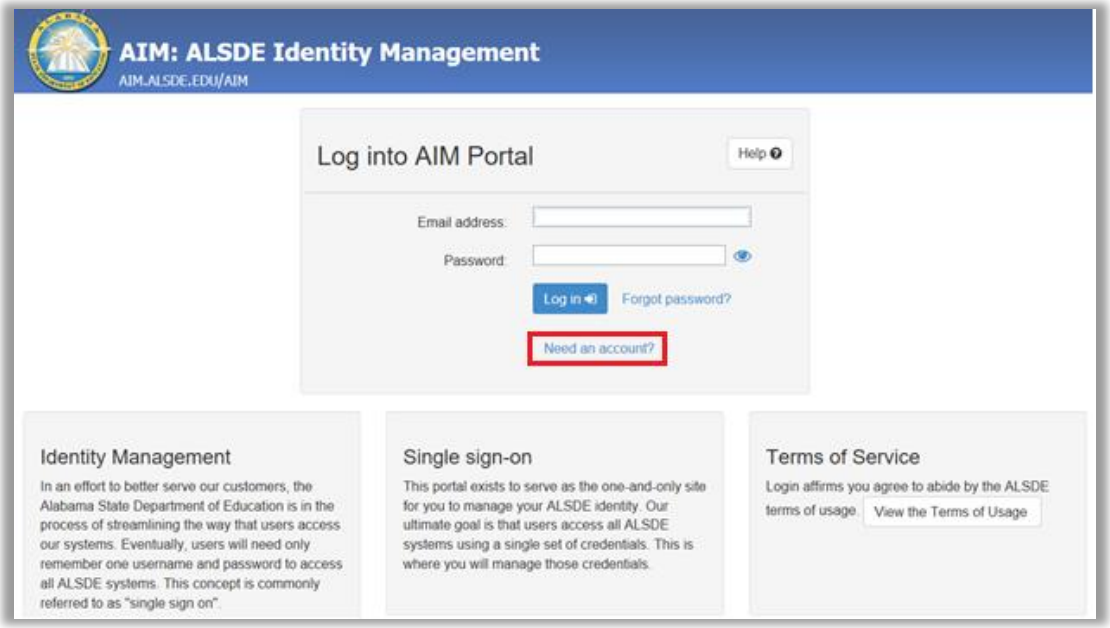
Roles with the School-only access designation are school level and only grant users access to see information for schools to which they are assigned. Adding a user to any of these roles will give the user access to that section of the application at the level assigned.

<u>Lea Accounting</u>
Chief School Financial Officer
LEA Accounting Upload - Program Key Contacts

Creating an AIM Account

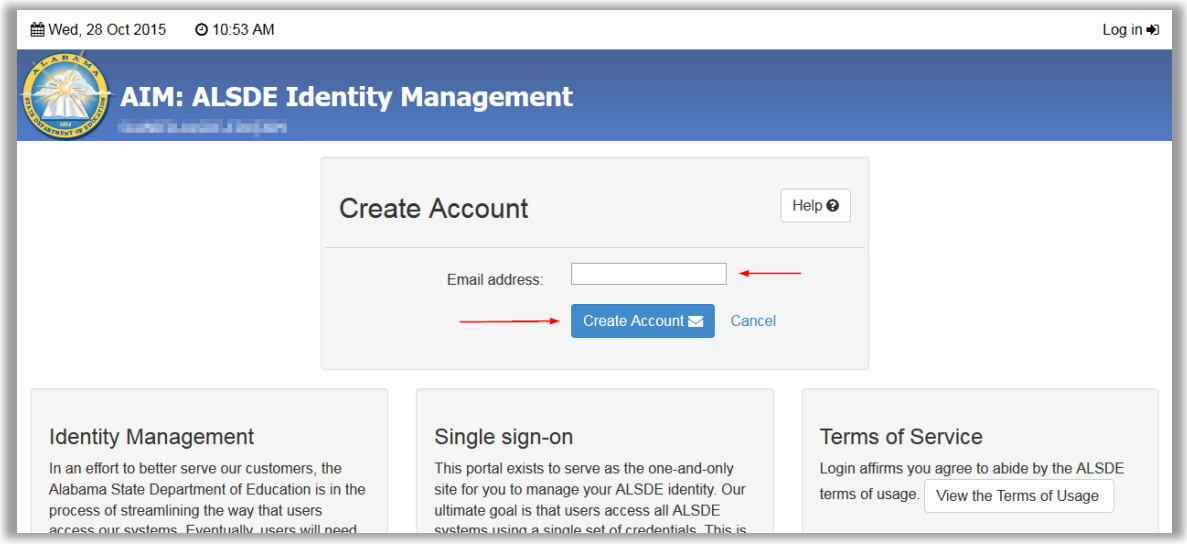
Navigate to ALSDE Identity Management (AIM) login page located at http://aim.alsde.edu.

Click the *Need an Account*? link just under the Log in button.

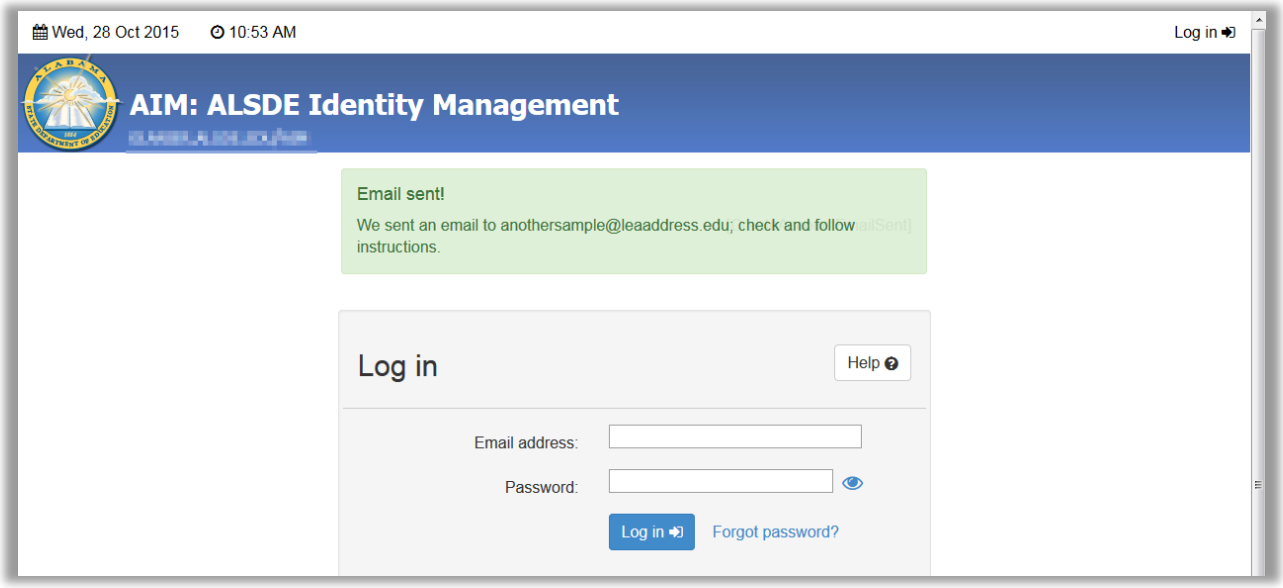


Enter your email address in the field provided. If you are already assigned to a position in the Education Directory, you must use the same email address.

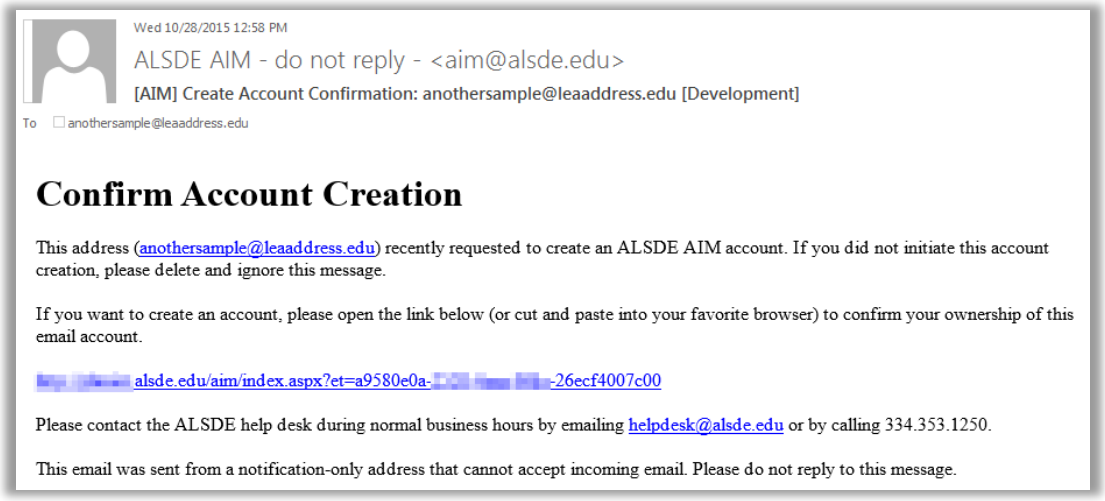
Select **Create Account** to begin the process of creating your account. You will receive an email with a link; follow the instructions in the email.



Create an Account – Email Address Entered



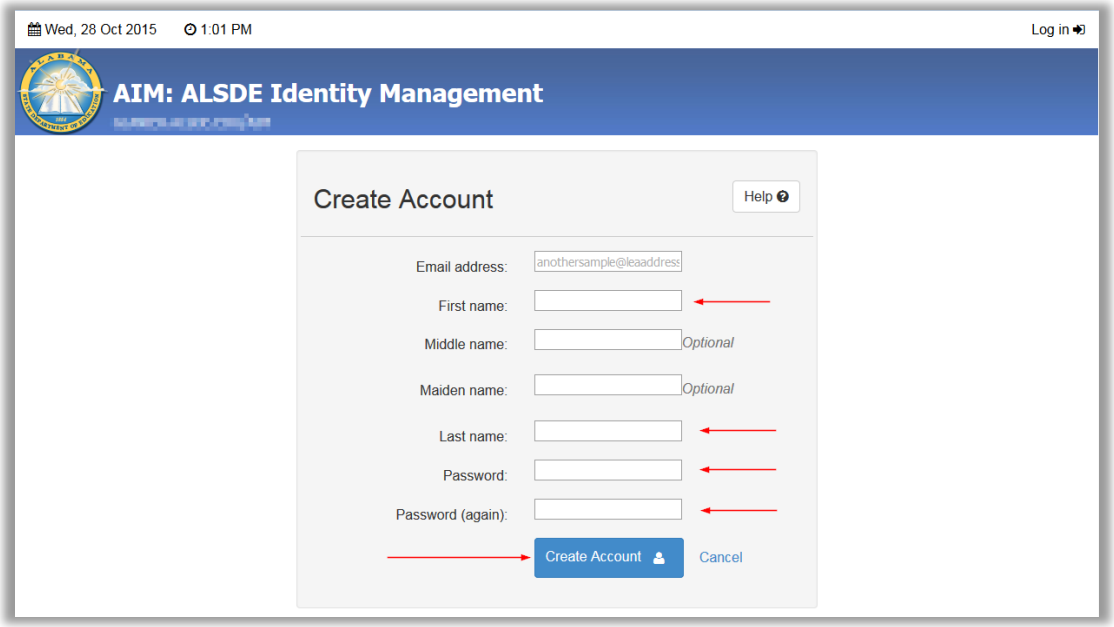
Create an Account – Email Received



You will receive this email if you attempt to create a new account. Open the link provided to complete the account creation process. This link is valid for two hours. If you attempt to access after two hours, you will receive a message that the token has expired. Please go back to **Create an account** to generate a new token.

When you follow the link, you should see the screen in ***Create an Account – Name and Password***.

Create an Account – Name and Password



Enter your first name in the **first name** field. Enter your last name in the **last name** field. If you would like, you may enter your middle name in the **middle name** field, and/or your maiden name in the **maiden name** field.

Enter your password in the **Password** field. Re-enter the same password in the **Password (again)** field. Please note that your password must be between 8 and 16 characters long. Your password must also include three of the four following conditions:

- a number
- an uppercase letter
- a lowercase letter
- a special character: .+@!^&*?|#$%-_

Select **Create account** to create your account. Once you successfully enter all required information, you should see the *Error! Reference source not found.* screen.

1. LEA Accounting Application Overview

The Alabama State Department of Education has developed a new LEA Accounting system. This system will replace the LEA Accounting Upload currently on the Schools website (schools.alsde.edu).

2. Definitions, Acronyms and Abbreviations

Error Type - The Error Type field on the Error Report can be either a C for Critical Error or a W for Warning.

Fiscal Year - The accounting year From October of one year through September of the following year.

Fiscal Period - The accounting month, with 1 being October and 12 being September. 00 is used as the Fiscal Month for the Initial Budget.

Pre-Process - The pre-process checks the file upload for coding errors only. Does not permanently transfer the data to ALSDE.

Process - Checks the file upload for coding errors first and then business rules if there are no critical coding errors (for original budget, budget amendment, and year-end financial statements). For monthly financial statement uploads (period 01 – 11), selecting process only checks the coding errors as we do not approve monthly financials and therefore do not have automated business rules based on desk review. A process will permanently transfer the data to ALSDE.

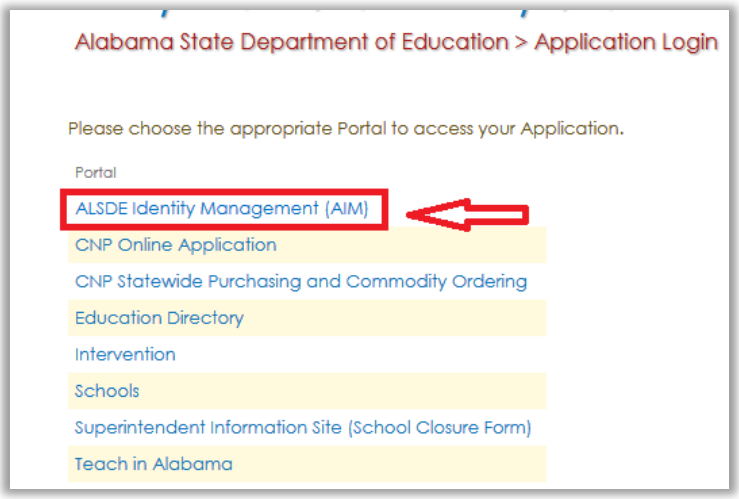
Processing Type - The Processing Type can be either Pre-Process or Process.

Statement Type - The Statement Type can be Budget Original, Budget Amendment or Financial Statement.

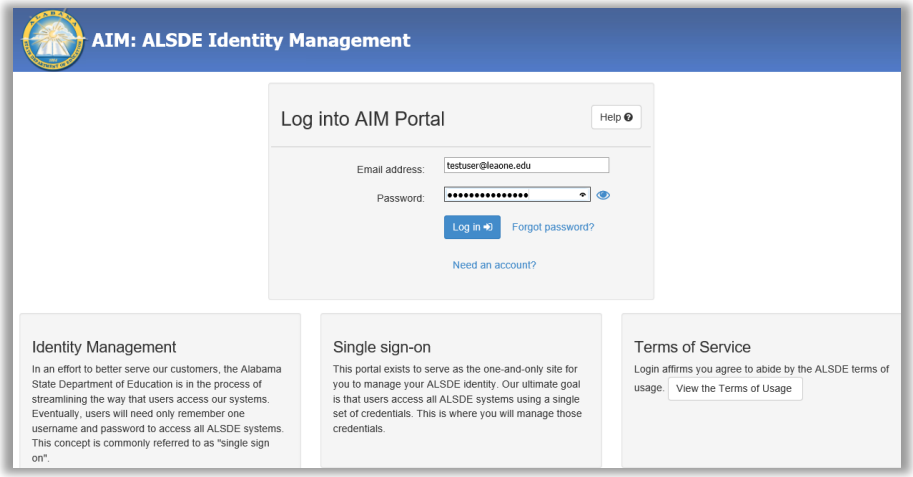
3. How Do I Get Started?

Go to the main ALSDE website (www.alsde.edu) and click the “Application Login” link.

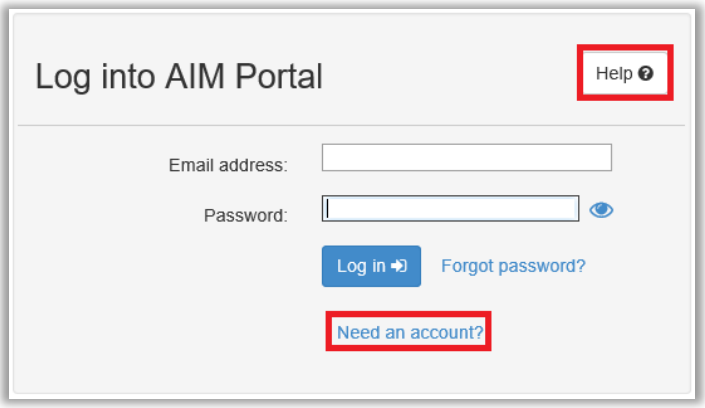
A page will display the available application portals. Select the “ALSDE Identity Management (AIM)” option.



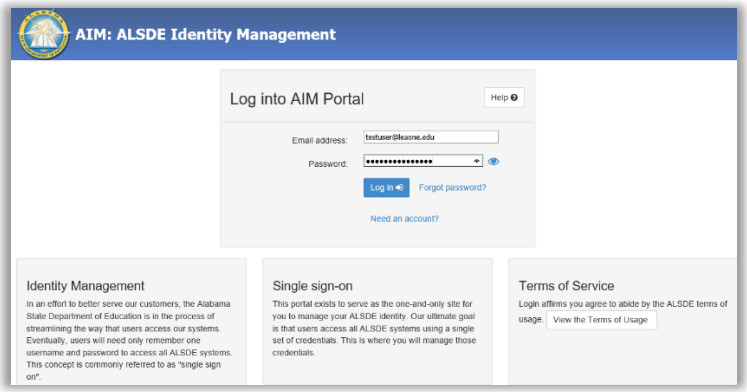
The AIM Login page will be displayed. In order to access the LEA Accounting application you must have an AIM account and permissions for the application assigned in the Education Directory. If these steps have been completed, enter your email address and password and click the Login button to access the application.



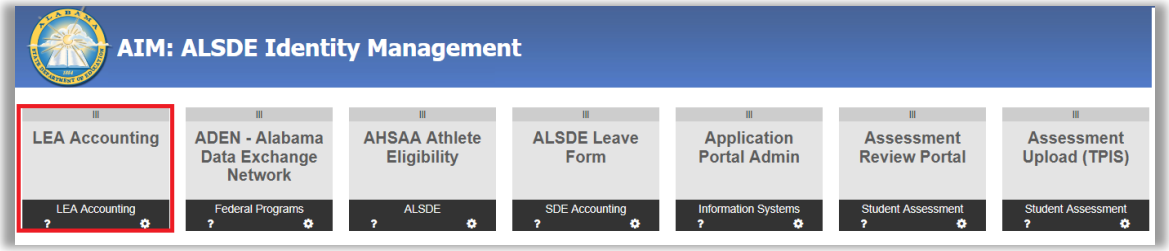
If you do not have an AIM account, click the *Need an Account?* link just under the Log In button and follow the steps for creating an account. For more detailed instructions on creating an AIM Account, scroll up to the **Creating an AIM Account** section of this document or click the Help button on the AIM screen.



Once you have an AIM account you must make sure that you are in an Education Directory (Ed Dir) group that has access to the application. Contact your Superintendent or their designee who is responsible for assigning LEA staff members roles in the Education Directory to assign the proper application access. After the AIM account has been created and permissions have been assigned in the Education Directory, you will be able to log in to the portal. Enter your email address and password and click the Login button to access the application.

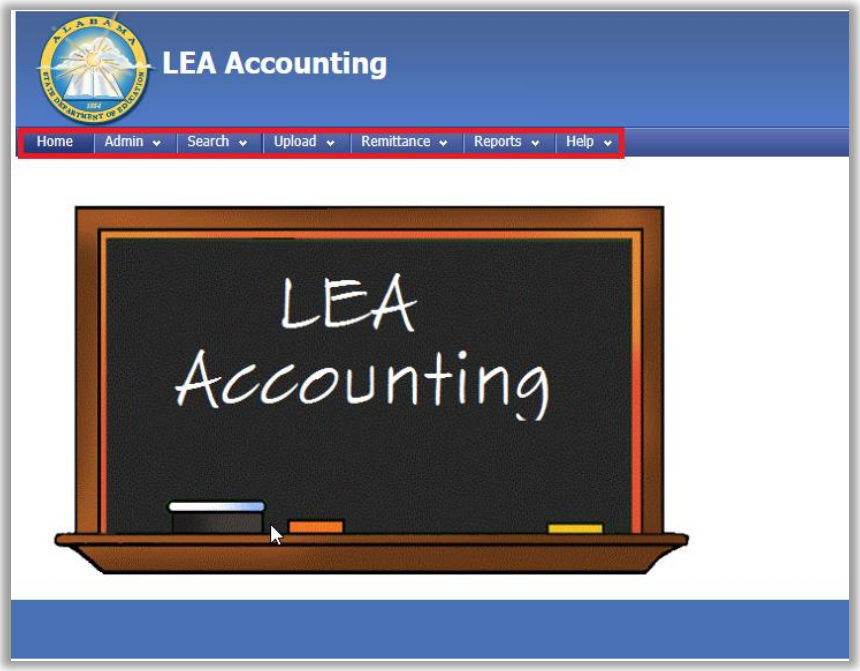


After you have successfully logged into the portal you will see the LEA Accounting application in your application list on the main home page. Click the LEA Accounting tile to open the application.



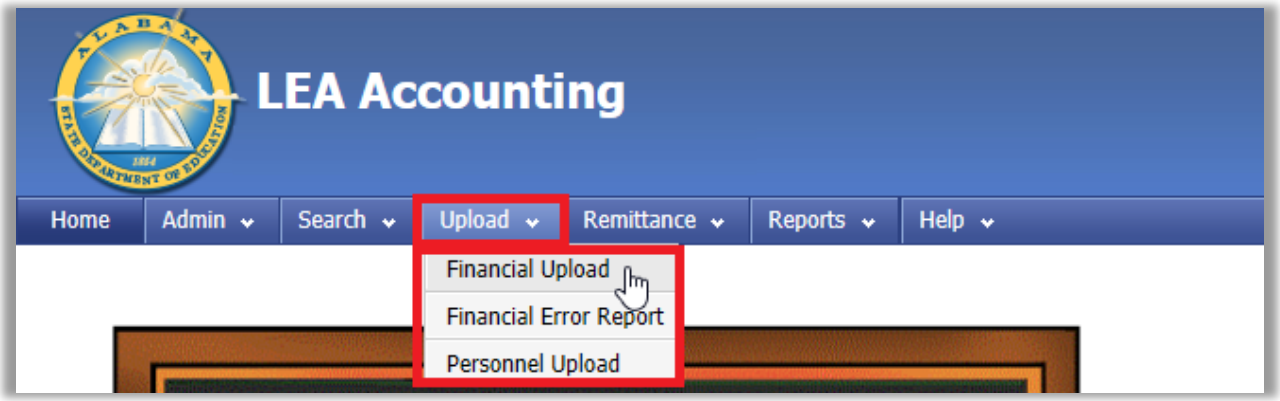
Navigating the Site

To navigate from one page to another within LEA Accounting, you will use the blue menu bar just under the ALSDE logo and application title. When you click on a blue heading, one or more pages will be listed in grey. Click on the grey page title to navigate to that page.

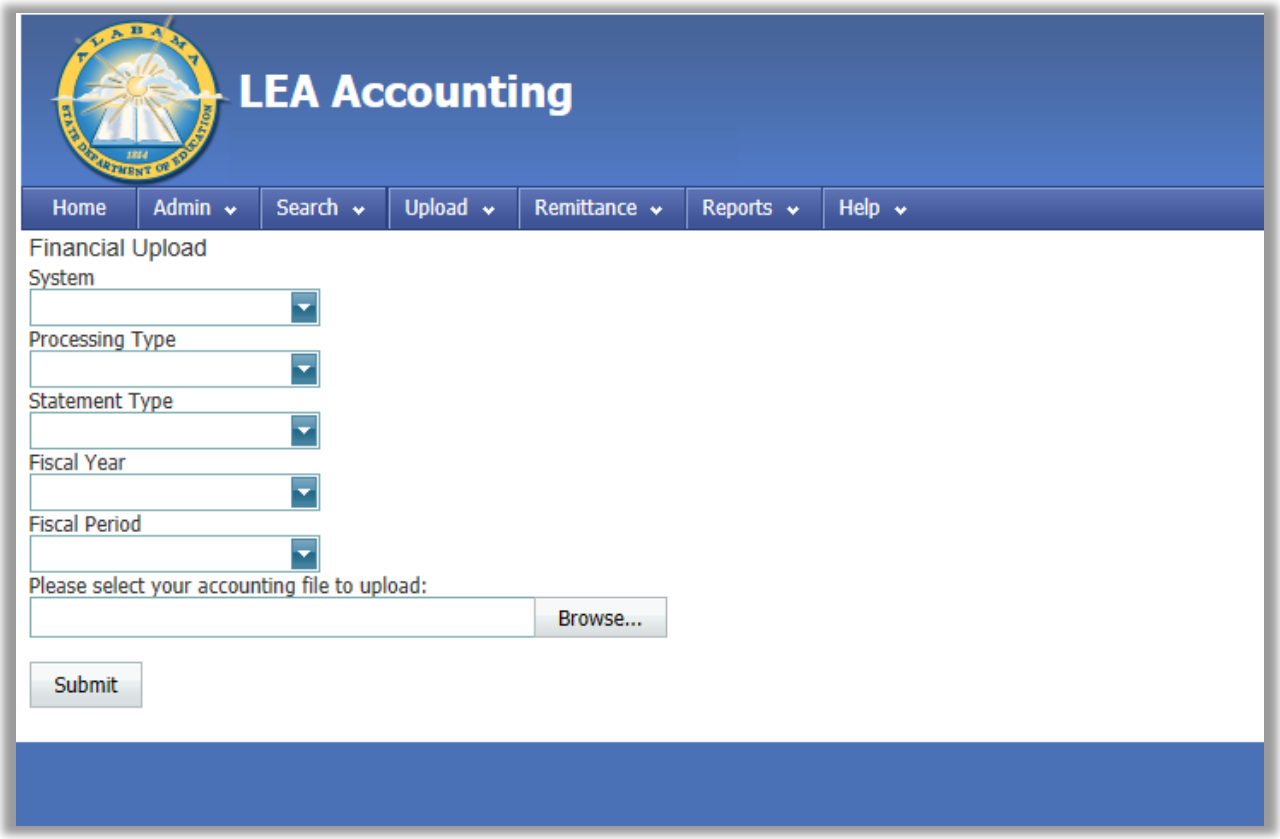


4. How Do I Upload Financial and Budget Files?

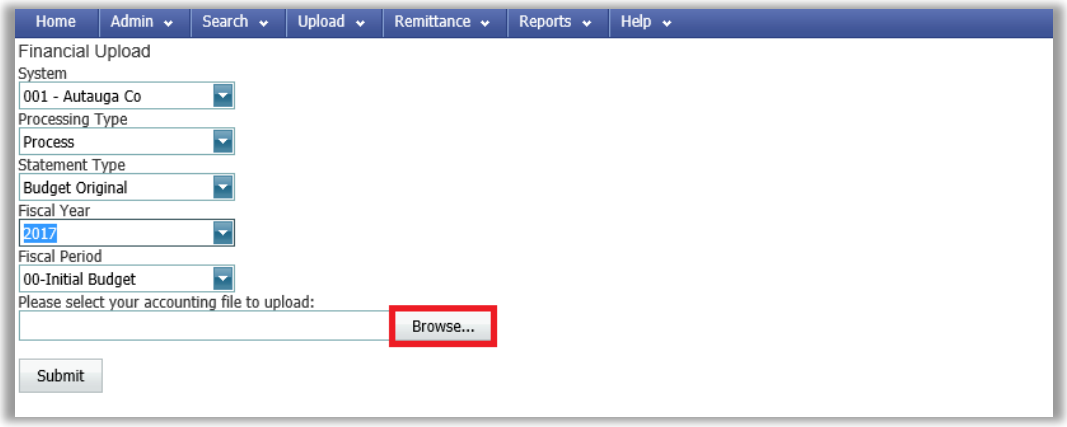
To upload a file, navigate to the “LEA Financial Upload” page, by clicking “Upload” and then “Financial Upload” in the menu per the “Navigating the Site” section of this document.



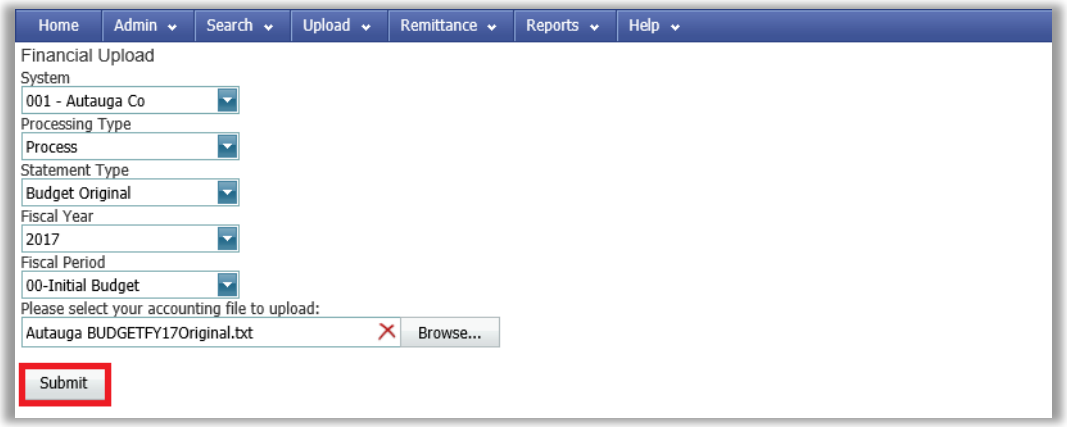
Once on the LEA Accounting Upload page, select the criteria for the file you wish to upload. Please note: if you are a LEA level user, your system will be the only system in the list.



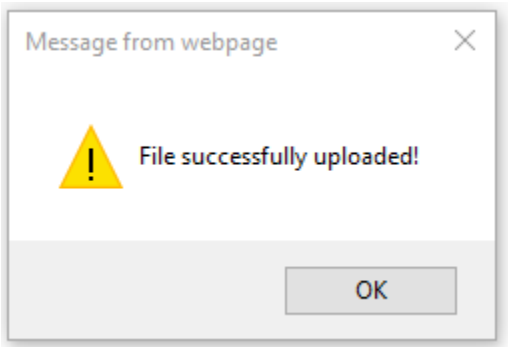
Once the criteria is entered, select “Browse” to select accounting .txt file to upload.



Then, click “Submit”. Once the submit button is clicked, the application will not let you submit another file until the current file is uploaded.



Once the file uploads successfully, the following message is displayed.

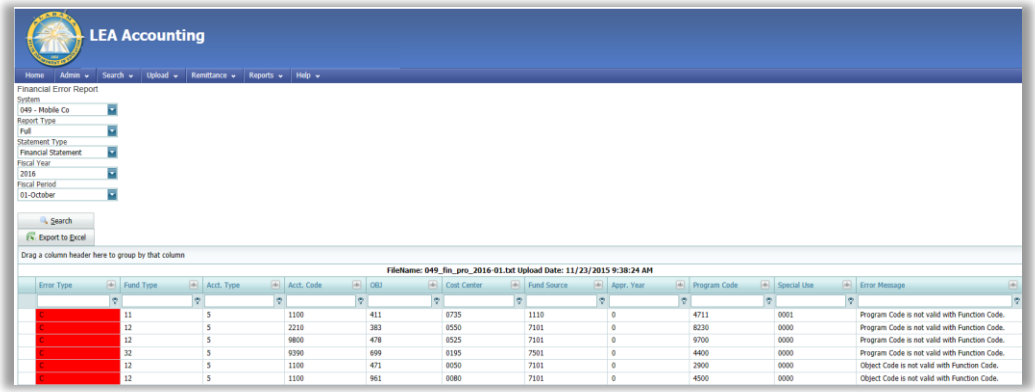


Click “OK” and the error report will display.

5. How Do I Access the Error Report?

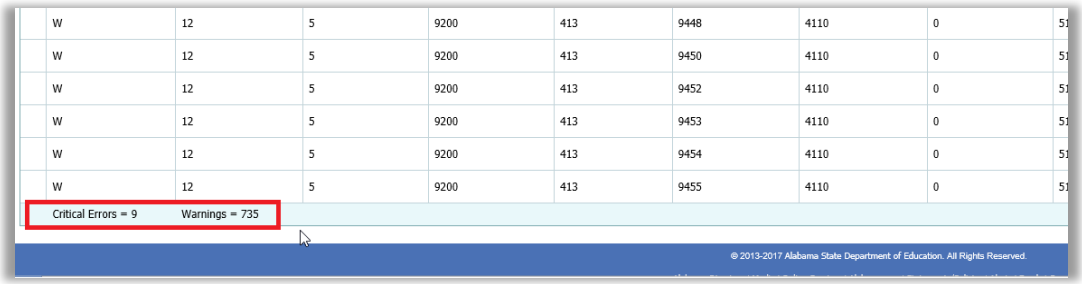
The Error Report for an uploaded file will automatically display after the file upload is completed. If you wish to view an Error Report without first uploading a file, instructions for that process can be found in the section “

How Do I View the Upload Error Report Without Uploading a File?”

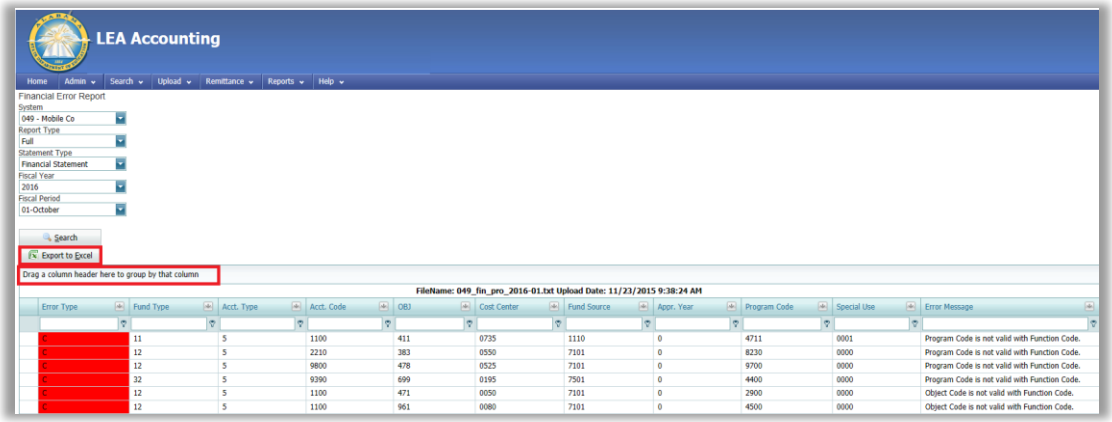


The filename, date, file type (pre-process/process) will show in the header.

The number of critical errors and the number of warnings will display at the bottom of the page.



At this point, you may choose to export the error report to Excel or you may sort, filter or group the errors on screen. For instructions on sorting, filtering and grouping the errors, see the section “How do I Group, Filter or Sort Items in the Error Report?”

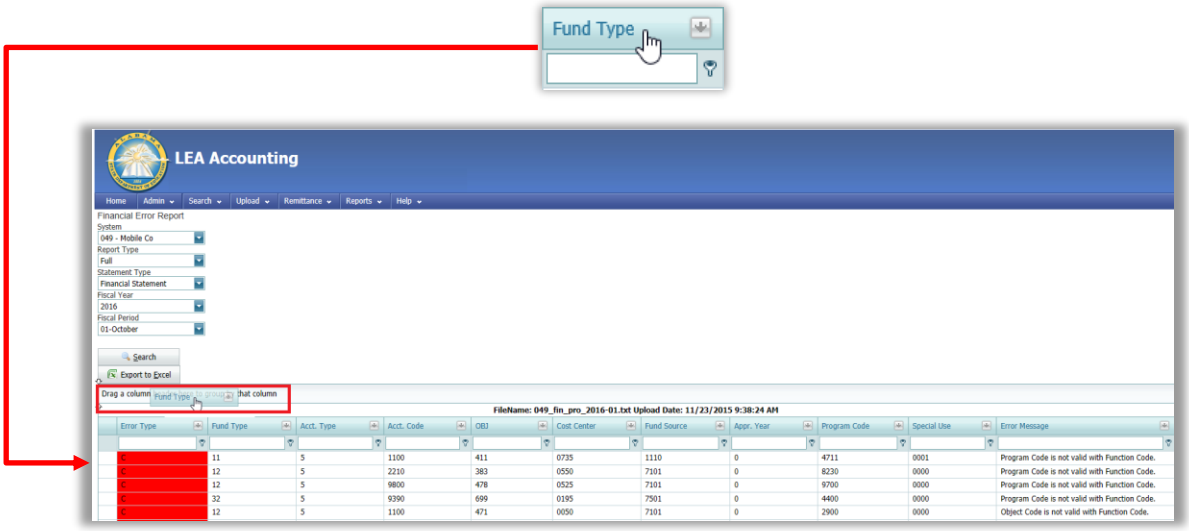


6. How do I Group, Filter or Sort Items in the Error Report?

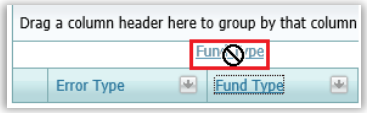
You may sort, filter and group the error report on the web page. Changes you make on the web page will carry forward when exporting to Excel.

Grouping

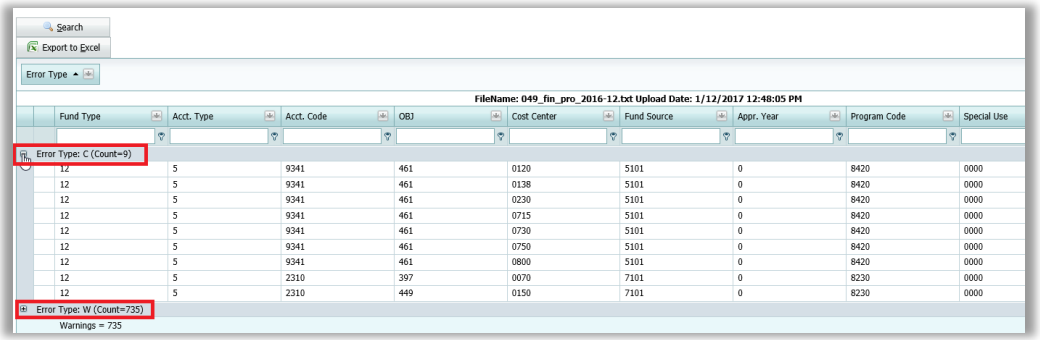
To group records, click on the column you wish to group by and drag the column to the grey bar labeled “Drag a column header here to group by this column”. When dragging a column, be sure to click in the empty area to the right of the column name. This ensures that the grouping function works properly.



If you click on the actual column name and attempt to drag the column to the grouping area, you will see a visual similar to the one below and the grouping function will fail.

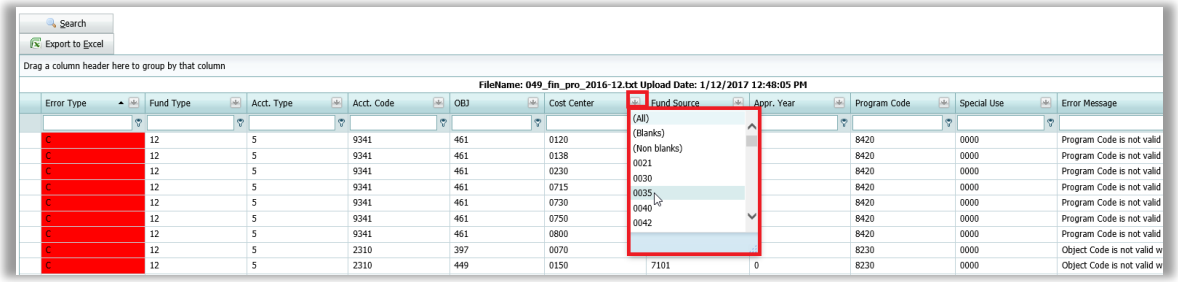


After completing the grouping step, the records in the grid will be grouped by the selected column with a plus sign to the left. To expand a group, click the plus sign.

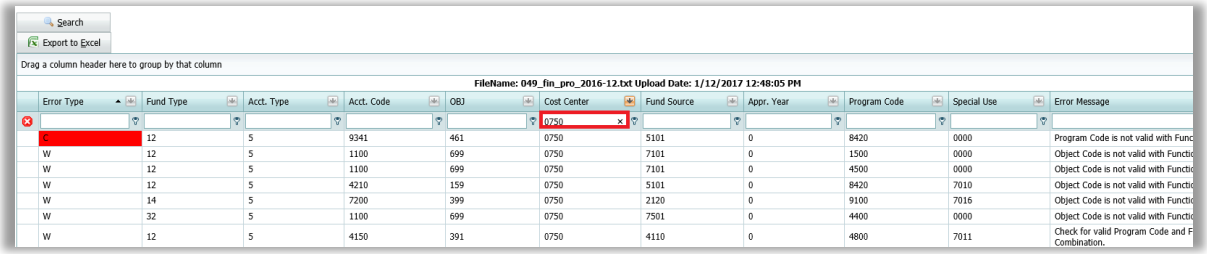


Filtering

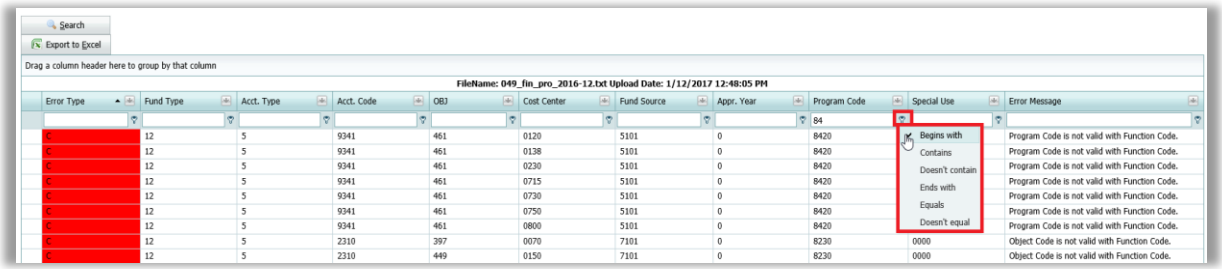
To filter the records on an Error Report, click on the arrow to the right of a column name to select from a list of values within that column.



Alternately, enter the value of the column you wish to filter by in the text field directly below the column and hit “Enter”. You may filter by more than one field.

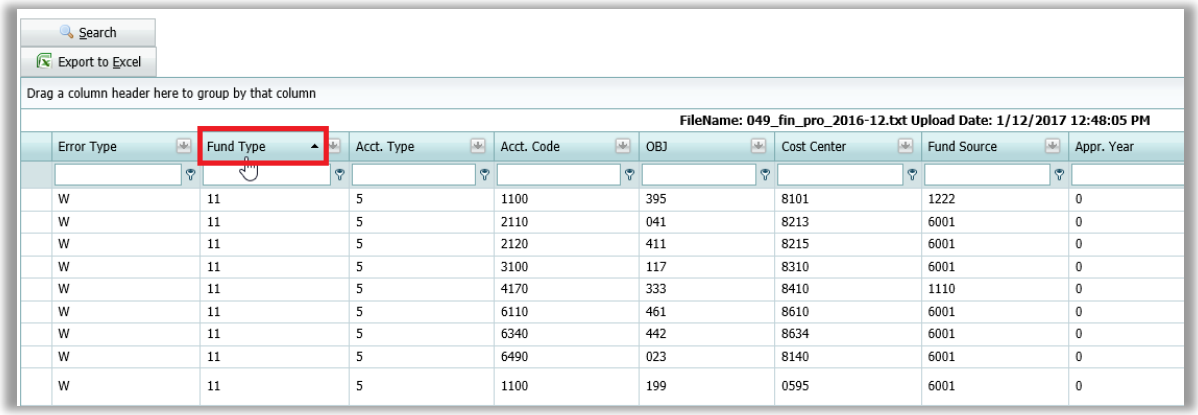


For more advanced filtering, click the key shaped icon to the right of the field you are filtering on and make a selection from the menu.



Sorting

To sort the records on the Error Report, click on the column name to sort the column ascending/descending order.

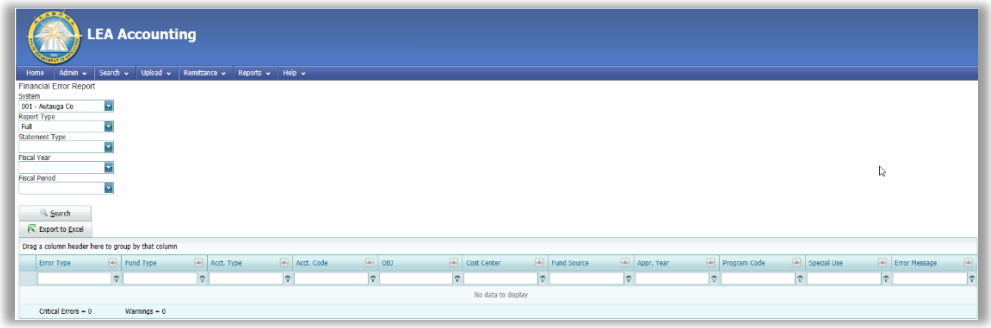


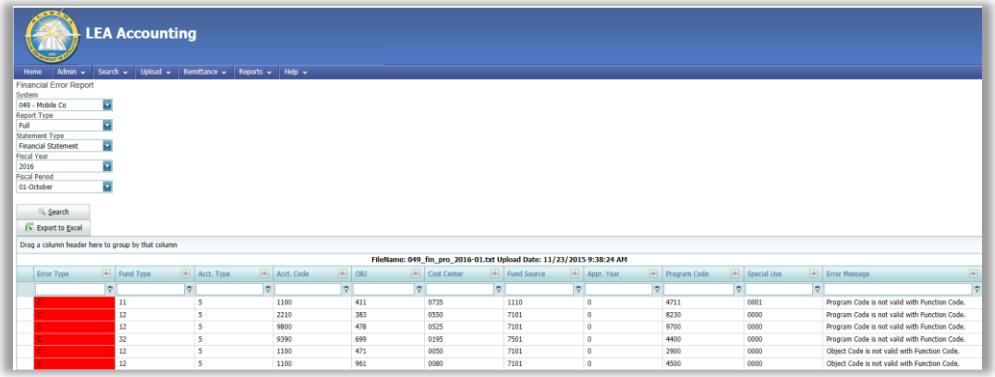
Error Type	Fund Type	Acct. Type	Acct. Code	OBJ	Cost Center	Fund Source	Appr. Year
W	11	5	1100	395	8101	1222	0
W	11	5	2110	041	8213	6001	0
W	11	5	2120	411	8215	6001	0
W	11	5	3100	117	8310	6001	0
W	11	5	4170	333	8410	1110	0
W	11	5	6110	461	8610	6001	0
W	11	5	6340	442	8634	6001	0
W	11	5	6490	023	8140	6001	0
W	11	5	1100	199	0595	6001	0

7. How Do I View the Upload Error Report Without Uploading a File?

To view the error report without uploading a file, navigate to the “Error Report” page, by clicking “Upload” and then “Error Report” in the menu per the Navigating the Site section of this document.

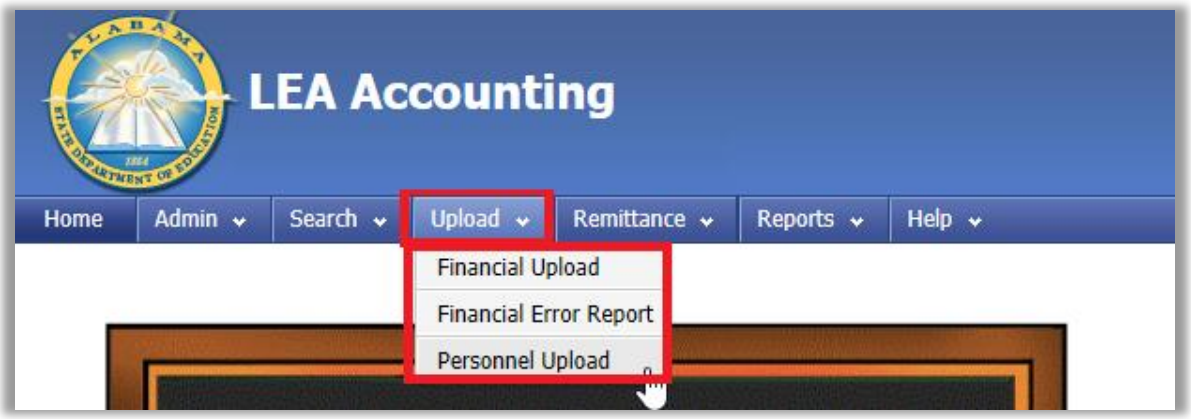
Once on the Error Report page, enter the criteria for the error report you want to pull. Please note, if you are a LEA level user, your system will be the only system in the list.



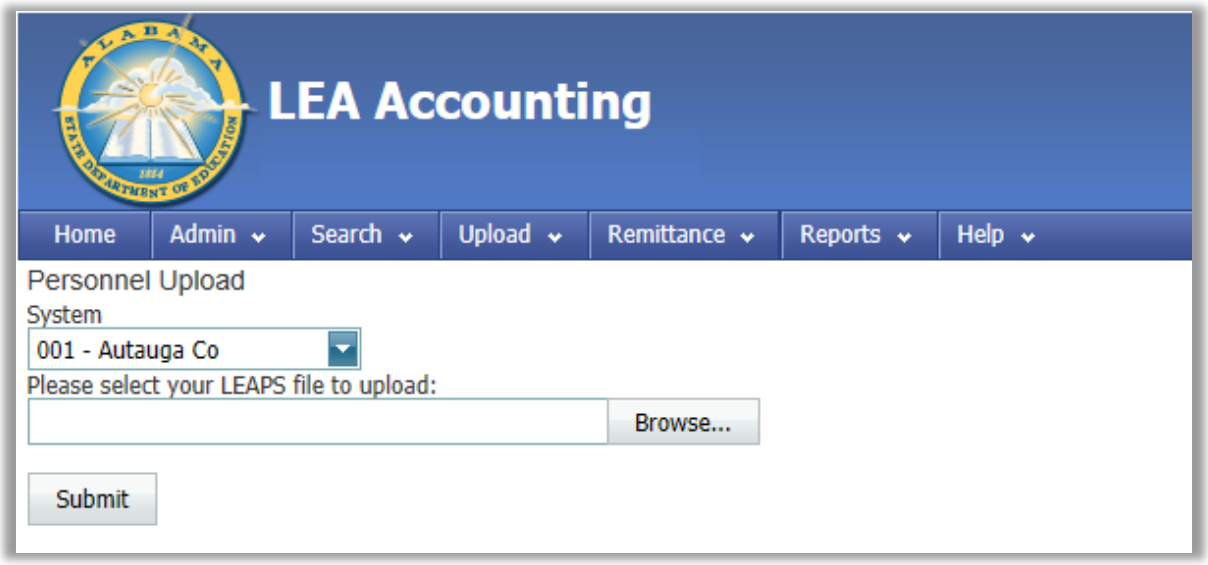


8. How Do I Upload Personnel Files?

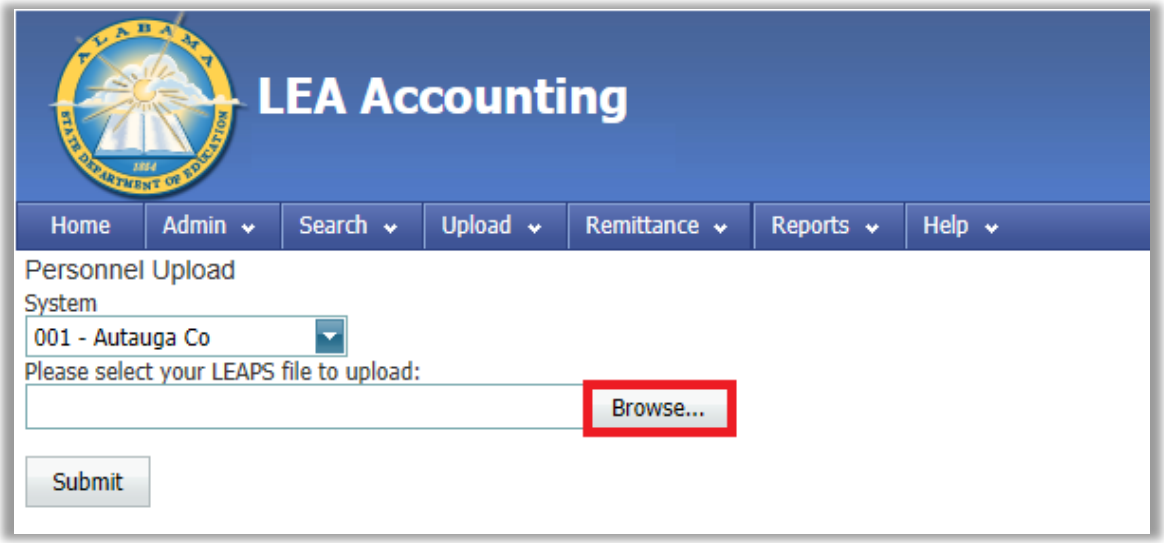
To upload a file, navigate to the “Personnel Upload” page, by clicking “Upload” and then “Personnel Upload” in the menu per the “Navigating the Site” section of this document.



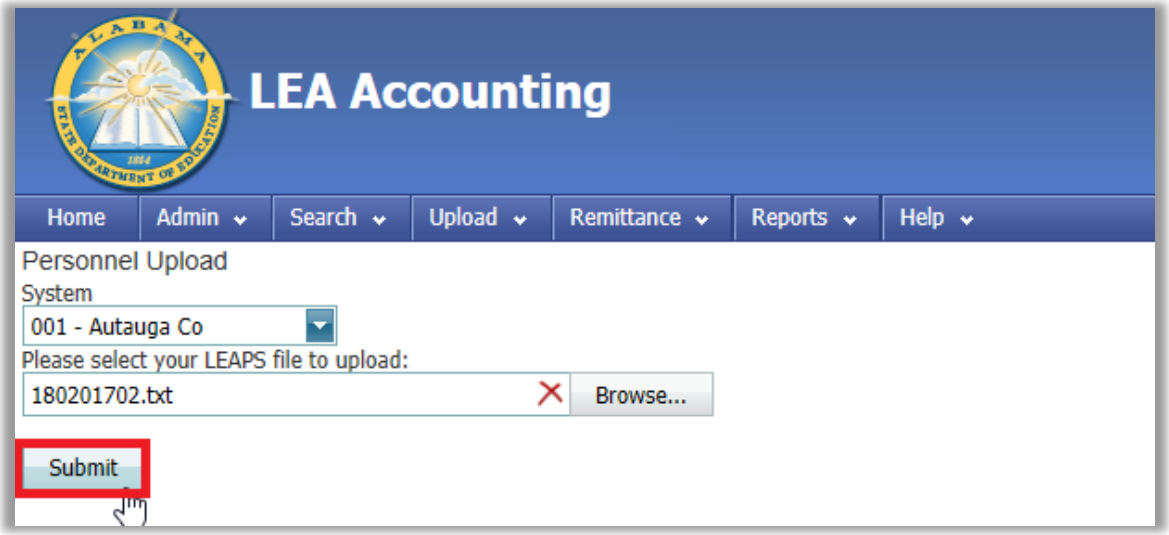
Once on the Personnel Upload page, select the system for the file you wish to upload. Please note: if you are a LEA level user, your system will be the only system in the list.



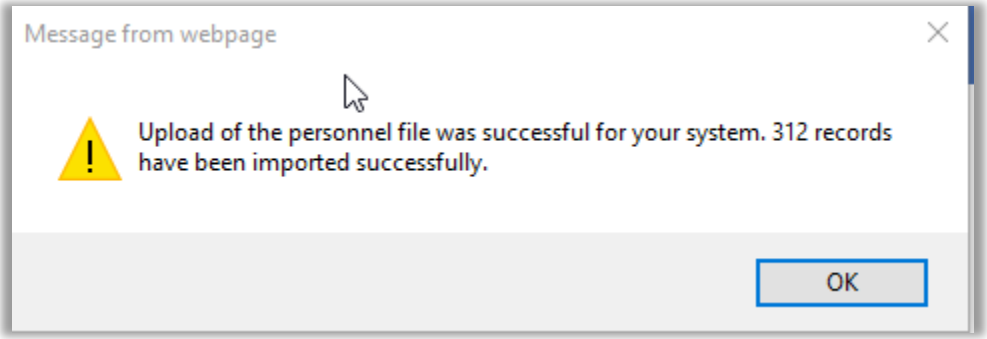
Select “Browse” to select .txt file to upload.



Then, click “Submit”.



Once the file uploads successfully, the following message is displayed.

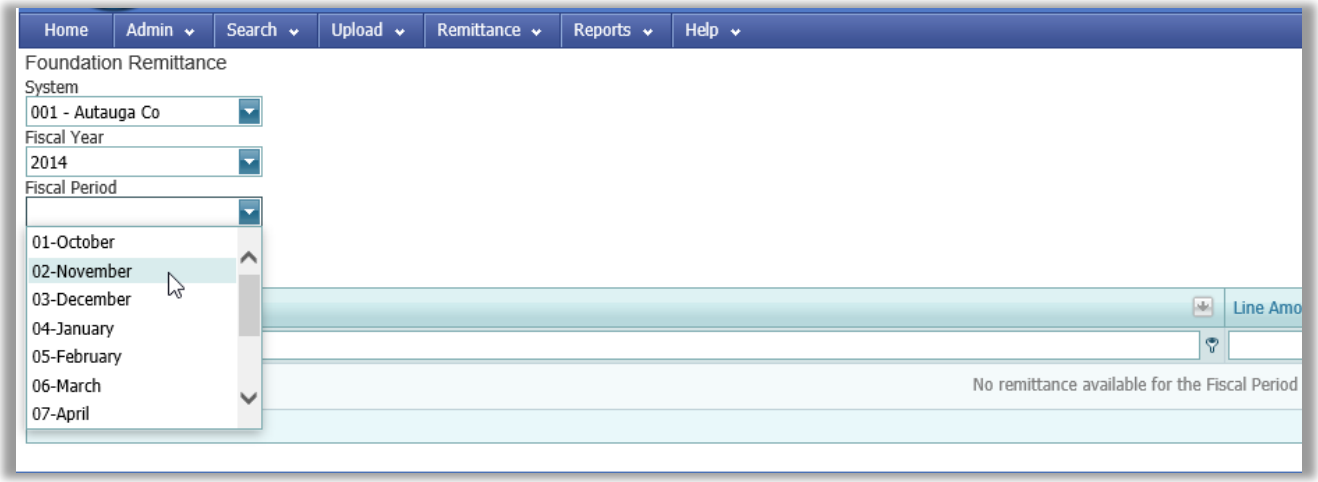


Click “OK”. The application will return to the home page.

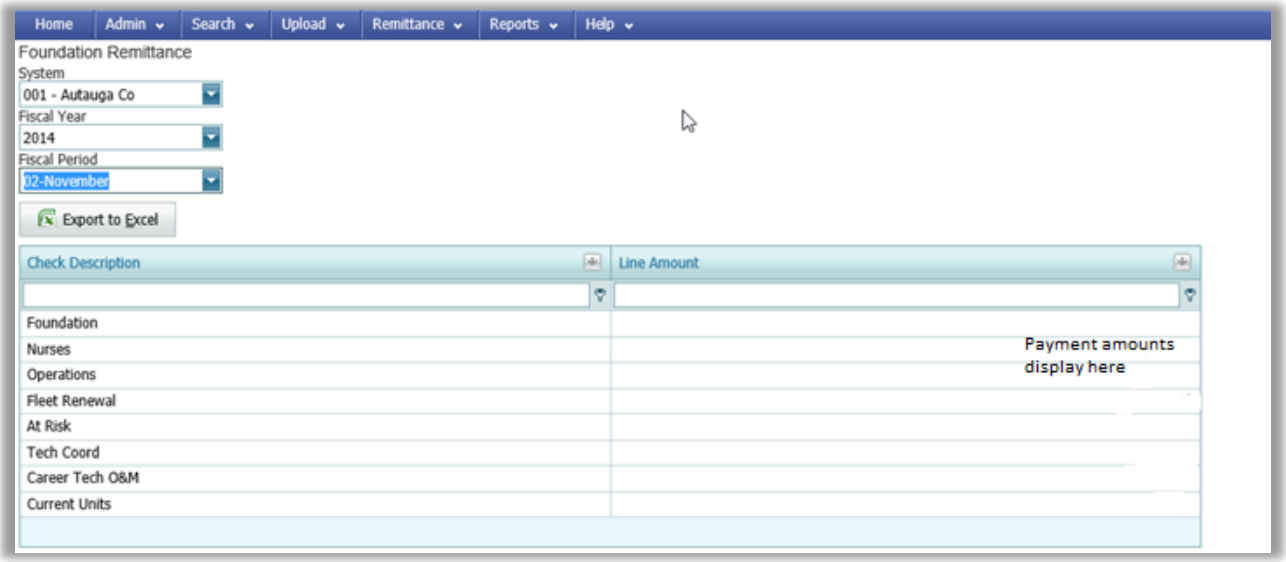
9. How Do I View Foundation Remittance Information?

To view a Foundation Payment Remittance, navigate to the “Foundation Remittance” page, by clicking “Remittance” and then “Foundation Remittance” in the menu per the “Navigating the Site” section of this document.

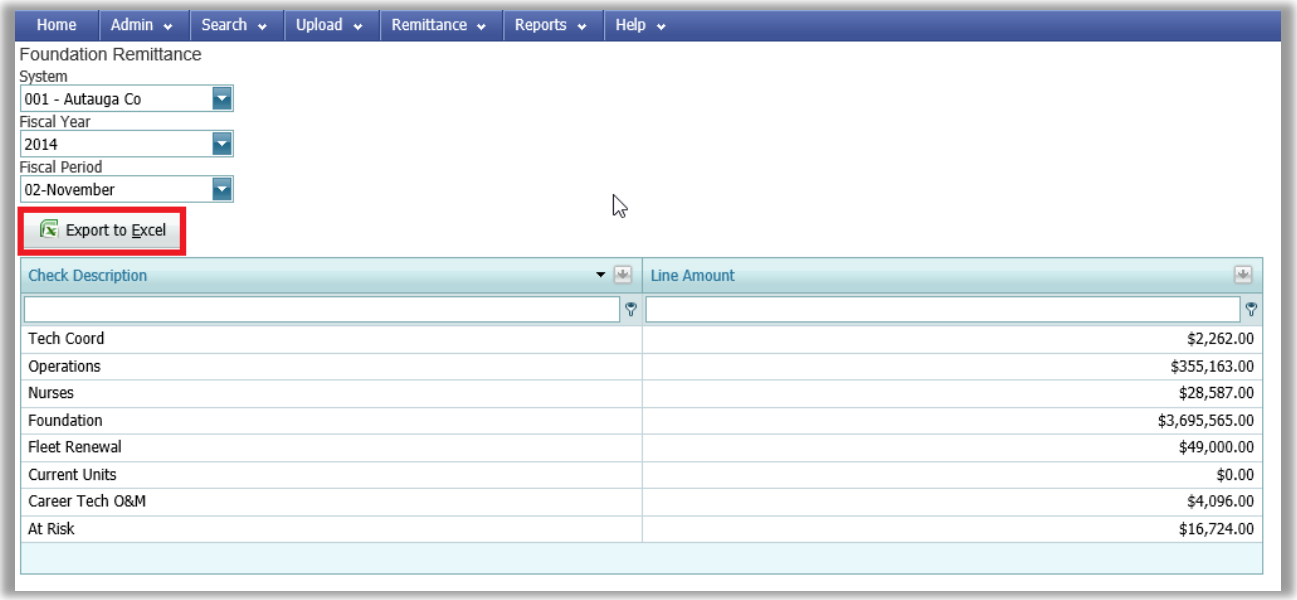
Once on the Personnel Upload page, select the system, Fiscal Year and Fiscal Period for the remittance you wish to view. Please note: if you are a LEA level user, your system will be the only system in the list.



Once all criteria are selected, the remittance information will show in the grid.

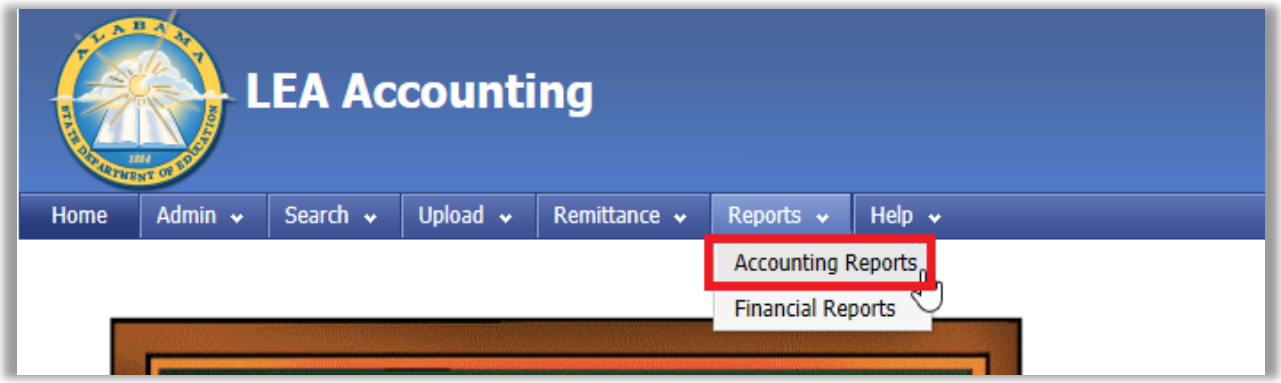


At this point, you may choose to export the remittance to Excel.

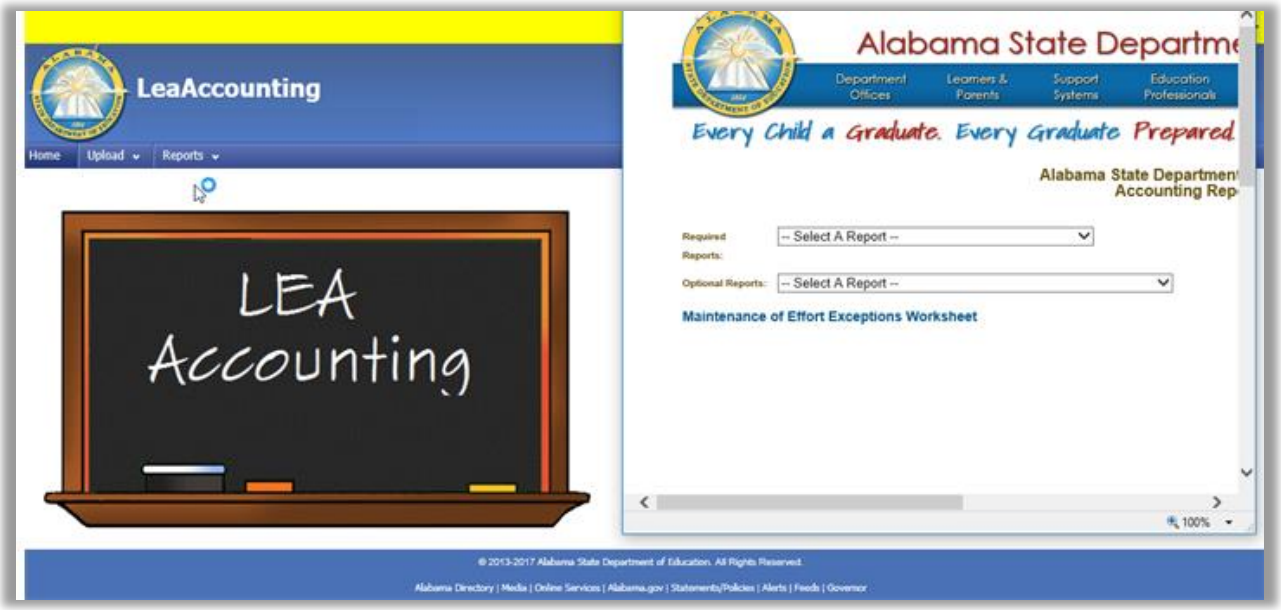


10. How do I access Accounting Reports?

To view the ALSDE Reports, navigate to the “ALSDE Reports” page, by clicking “Reports” and then “Accounting Reports” in the menu per the “Navigating the Site” section of this document.

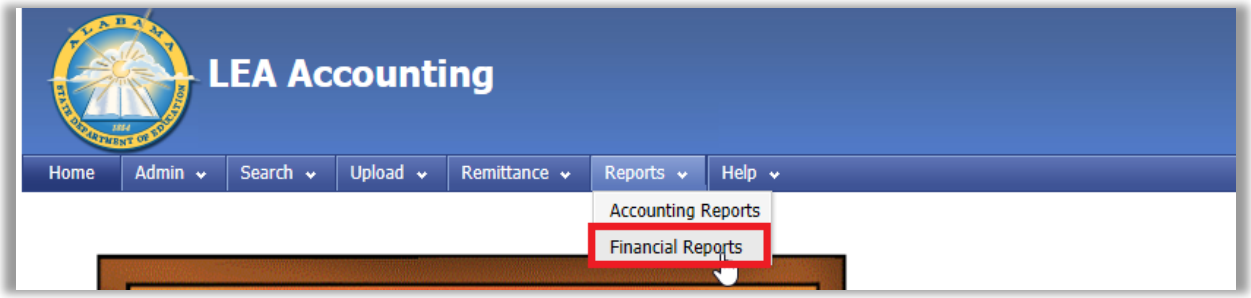


A new window or tab will display the ALSDE Reports link.

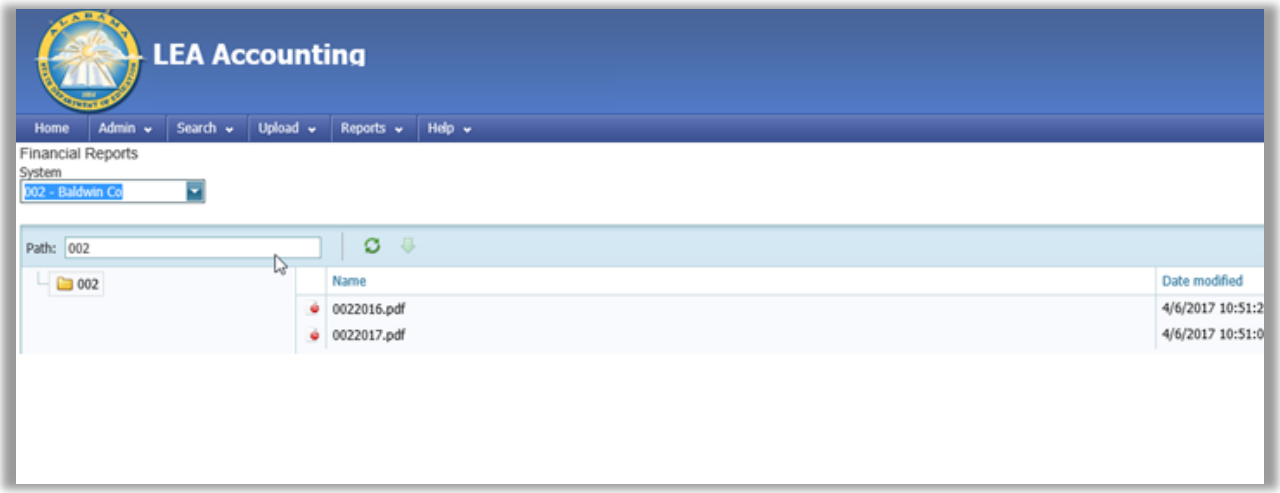


11. How Do I View Financial Reports?

To view Financial Report files, navigate to the “Financial Report” page, by clicking “Reports” and then “Financial Report” in the menu per the “Navigating the Site” section of this document.



Once on the Financial Report page, select the system you wish to view. Please note: If you are a LEA level user, your system will be the only system in the list. Available files will be listed on the right side of the File window.



At this point, you may download a file by right-clicking on the file and choosing “download”. Alternately, you may select the file by left-clicking, and then download by clicking the download option (down arrow) in the light blue file window header.