

Nonpublic Data System (NPDS) Auxiliary Services FER Instructions

The Auxiliary Services Final Expenditure Report (FER) will open to public school districts and nonpublic schools receiving direct payment on Monday, July 1, 2019. The Auxiliary Services FER closes on Friday, Nov. 15, 2019. Please follow the directions below to input data for the Auxiliary Services FER.

1. Sign in to the [OHID Portal](#).
2. Select: Nonpublic Data System from Applications (My Apps).
 - For public districts, only the treasurer and “Nonpublic Data Entry” person named in the Ohio Educational Directory System (OEDS) have access. Public district’s name appears.
 - For nonpublic schools, only the principal and the “Nonpublic Data Entry” person named in OEDS have access. The nonpublic school’s name appears.
3. Application Search Page Appears
 - Be sure “Nonpublic State FY 2019 – Federal FY 2020” has been selected.
 - After “Status” (right side), open drop-down box and click “Auxiliary Services.”
 - Click “Search” (lower left corner).
4. On the line that appears at the bottom, click the “Details” button at the end of the line.
5. Note tabs on the bar under the district/school name (for example, Overview, Program Selection, etc.)
 - Select “Aux Services.”
6. A page with Auxiliary Services payments for each nonpublic school appears.
 - Click “Started” in the status box (yellow).
7. When the “Started” status has been initiated, the Auxiliary Services box at the bottom will have a pencil after the words “Auxiliary Service.”
 - Click the pencil to update the Auxiliary Services expenditures.
8. In the Auxiliary Services worksheet that appears, enter the amounts for “Interest Earned” and expenditures.
 - Then, click “Save.”
9. The “Saved” worksheet has a status of “Started.” If the worksheet is complete, click the “Submitted” status.
10. The completed worksheet in “Submitted” status requires an additional approval.
 - For public districts, the treasurer must approve by clicking the “LEA Approved” status button.
 - For nonpublic schools, the principal must approve by clicking the “Principal Approved” status button.
11. Since this is the end of the second year of the biennium, any balance must be sent to the Ohio Department of Education. Make checks payable to Treasurer, State of Ohio and mail to:

Ohio Department of Education
Office of School Finance – Program Administrator
25 S Front St., MS G-04
Columbus, OH 43215