ODE EMIS MANUAL

Section 6.2: Cash Record (QC)



Version 1.1 August 20, 2013



REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
1.1	8/20/2013	FY13H	1027	Added file layout content missed during conversion to new manual format.



6.2 CASH RECORD (QC)

To be provided for each Fund/Special Cost Center.

Required Reporting Periods

The Cash Record is to be reported for the July (H) reporting period.

General Guidelines

Data Element	Definition
Transaction Indicator -This	Numerical identifier to denote specific accounting transaction.
element is not submitted to ODE.)	
Fund (QC110)	Three-digit code assigned by the State Auditor's Office to assure
	money is spent for the purposes specified.
Special Cost Center (QC120)	Four-digit code that tracks costs for temporary or specific needs in
	defining funds.
Account Description	Description of account structure as maintained by State Auditor.
This element is not submitted to	
ODE.)	
Fund Type - This element is not	Funds shall be one of the following types: Governmental, Fiduciary,
submitted to ODE.)	or Proprietary.
ODE Brief Description (QC185)	Description of Fund/Special Costs Center based on a list found in 6.7
	Miscellaneous Financial Records.
Fund Class (QC200)	G - General Fund
	S - Special Revenue
	C - Capital Project
	D - Debt Service
	A - Agency
	E - Enterprise
	I - Internal Service
	P - Permanent
	R - Private Purpose Trust
	V - Investment Trust
	W - Pension Trust
July 1 Cash Balance (QC 210)	Beginning fiscal year available cash
Fiscal Year Receipts (QC220)	Receipts capable of being expended
Fiscal Year Expend (QC230)	Monies expended during fiscal year for goods or services.
Current Cash Encumbered	Monies encumbered for orders in process.
(QC240)	
Current Fund Balance (QC250)	Balance of particular fund at given time.
Current Payables (QC260)	Invoices for goods/services received and not yet (optional) paid.

	ODE Brief Description					
Fund	und USAS Fund Description Program			Appropriation		
				Line Item/		
				CFDA		
025	Computer Network - ITCs	Basic Subsidy	BASU	200-426		
025	Computer Network - ITCs	Nonpublic Communications	DANC	200-426		
025	Computer Network - ITCs	Other Non-OECN Related	ONOR	200-426		
025	Computer Network - ITCs	Other OECN Related	OOR	200-426		
025	Computer Network - ITCs	Public Communications-DS3	DAPD	200-426		



	ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA	
025	Computer Network - ITCs	Public Communications-other	DAPC	200-426	
025	Computer Network - ITCs	Union Catalog-INFOhio	UCIO	200-426	
025	Computer Network - ITCs	EMIS	EMIS	200-446	
025	Computer Network - ITCs	Third Frontier Network	TFN	200-446	
025	Computer Network - ITCs	Other Computer Network - ITCs	*		
401	Auxiliary Services	Auxiliary Services	AUX	200-511	
401	Auxiliary Services	Nonpublic Administrative Cost	NAC	200-532	
401	Auxiliary Services	Mobile Units	ASMU	200-659	
401	Auxiliary Services	Other Auxiliary Services	*		
414	Adult High School	Adult Basic Literacy	ABL	200-509	
414	Adult High School	ESOL	ESOL	200-509	
414	Adult High School	Other Adult High School	*		
416	Teacher Development	Educator Recruitment	ER	200-410	
416	Teacher Development	Local knowledge/skills-based	LKS	200-410	
416	Teacher Development	National Teacher Board Certification	NTBC	200-410	
416	Teacher Development	Ohio University Leadership Program	OULP	200-410	
416	Teacher Development	Profession Development - Literacy	PDL	200-433	
416	Teacher Development	Reading Recovery Training Network	RR	200-433	
416	Teacher Development	Reading/Writing Improvement	RWI	200-433	
416	Teacher Development	RPDC	RPDC	200-410	
416	Teacher Development	School districts in academic emergency	AE	200-410	
416	Teacher Development	Training School Administrators	TSA	200-410	
416	Teacher Development	Other Teacher Development	*		
431	Gifted Education	Gifted ID	GID	200-521	
431	Gifted Education	Gifted Units	MS	200-521	
431	Gifted Education	Research and Demonstration	RD	200-521	
431	Gifted Education	Summer Sch for Gifted	SSG	200-521	
431	Gifted Education	Summer Honors Inst	SHI	200-521	
431	Gifted Education	Other Gifted Education	*		
438	Early Learning Initiative program	Early Learning Initiative program Traditional	HDSTT	200-663	
438	Early Learning Initiative program	Early Learning Initiative program - Start Up	HDSTUP	200-449	
438	Early Learning Initiative program	Early Learning Initiative program - Support	HDSTSP	200-663	
438	Early Learning Initiative program	Early Learning Initiative program Plus	HDSTP	200-663	
447	DPIA	Breakfast	BREAK	200-520	
447	DPIA	DPIA	DPIA	200-520	
447	DPIA	School Choice	SC	200-520	
447	DPIA	Children's Hunger Alliance	CHA	200-520	
447	DPIA	Other DPIA	*	200 020	
450	School Net	Education Technology	ET	228-539	
450	School Net	Instructional Resources	IR	228-539	



ODE Brief Description					
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA	
450	School Net	Ohio K-12 Network	OKN	228-539	
450	School Net	Ohio School Net Plus	OSNP	Tobacco	
450	School Net	Other School Net	*		
451	OECN Communication	Public Communications	PC	200-426	
451	OECN Communication	Third Frontier Network	TFN	200-446	
451	OECN Communication	Other OECN Communication	*		
459	Ohio Reads	Ohio Reads Grants	ORG	200-566	
459	Ohio Reads	OhioReads Admin/Volunteer Support	ORAVS	200-445	
459	Ohio Reads	Research Based Reading Mentoring	RBRM	200-445	
459	Ohio Reads	OhioReads Comm Match	ORCM	200-445	
459	Ohio Reads	Other Ohio Reads	*		
460	Summer Intervention	Academic Emergency	AF	200-513	
460	Summer Intervention	Intervention Services	IS	200-513	
460	Summer Intervention	Read Baby Read	RBR	200-513	
460	Summer Intervention	Other Summer Intervention	*		
461	Career-Technical Education Enhancement	Career Development	CD	200-545	
461	Career-Technical Education Enhancement	Supplemental Equipment Funds	SEQ	200-545	
461	Career-Technical Education Enhancement	Fifth Quarter	FQ	200-545	
461	Career-Technical Education Enhancement	High Schools that Work	HSTW	200-545	
461	Career-Technical Education Enhancement	OCIS	OCIS	200-545	
461	Career-Technical Education Enhancement	JOGS	JOGS	3V0	
461	Career-Technical Education Enhancement	Tech Prep	TP	200-545	
461	Career-Technical Education Enhancement	Other CTE Enhancement	*		
463	Alternative Schools	Amer-I-Can	AIC	200-421	
463	Alternative Schools	Toledo Tech	TT	200-421	
463	Alternative Schools	Urban School Districts	USD	200-421	
463	Alternative Schools	Rural and Suburban	RSUB	200-421	
463	Alternative Schools	Ohio Alternative Educ Challenge Grant	OAEC	200-421	
463	Alternative Schools	Youth Opportunities United	YOU	200-421	
463	Alternative Schools	Other Alternative Schools	*	200-721	
464	School Improvement Models	Big City School Program	BCSP	200-431	
464	School Improvement Models	Early College High School	ECHS	200-431	
464	School Improvement Models	High School Transformation	HST	200-431	
464	School Improvement Models	IMPR Solutions Urban Students	IMPR	200-431	
464	School Improvement Models	Ohio's Rural Appalachia Leadership	ORAL	200-431	
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464	School Improvement Models	Southern State Community College SSCC 200-431			



	ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA	
464	School Improvement Models	Other School Improvement Models	*		
464	School Improvement Models	GRAD	GRAD	200-431	
464	School Improvement Models	LEAF	LEAF	200-431	
464	School Improvement Models	Technical Assistance	TA	200-431	
499	Miscellaneous State	Academic Standards	AS	200-427	
499	Miscellaneous State	American Sign Language	ASL	200-441	
499	Miscellaneous State	American Sign Language- Pilot Projects	ASLP	200-441	
499	Miscellaneous State	Child Care Licensing	CCL	200-442	
499	Miscellaneous State	Community Schools Start Up	CSS	200-455	
499	Miscellaneous State	Eddie Eagle Gun Safety Pilot Program.	EESGP	200-578	
499	Miscellaneous State	Emergency Loan Interest Subsidy	ELIS	200-558	
499	Miscellaneous State	GED Testing/Adult High School	GED	200-447	
499	Miscellaneous State	Miscellaneous	MISC		
499	Miscellaneous State	OGT Practice Test	OGT	200-437	
499	Miscellaneous State	Assessment	ASMT	200-437	
499	Miscellaneous State	Report Card Distribution	RCD	200-439	
499	Miscellaneous State	Safe and Supportive Schools	SSS	200-578	
499	Miscellaneous State	Safe School Center	SSC	200-578	
499	Miscellaneous State	Safe School Help Line	SSHL	200-578	
499	Miscellaneous State	Teaching Success Commission Initiatives	TSCI	200-452	
499	Miscellaneous State	Waterford Early Reading Program	WERP	200-433	
499	Miscellaneous State	Ohio Mathematics Academy Program	OMAP	200-433	
499	Miscellaneous State	Teachers On Loan	TOL	200-427	
499	Miscellaneous State	Jennings Ohio Learning First Alliance	JOLFA	200-615	
499	Miscellaneous State	Reggio Amelio Grant	RAG	200-615	
499	Miscellaneous State	National Assoc State Bds Grant	NASBG	200-615	
499	Miscellaneous State	Cleve Foundation Schools of Promise Network	CFSPN	200-615	
499	Miscellaneous State	Gund Schools of Promise Network	GSPN	200-615	
499	Miscellaneous State	Jennings Schools of Promise Network	JSPN	200-615	
499	Miscellaneous State	RJ Wean Foundation	RJWF	200-615	
499	Miscellaneous State	Interagcy Spt - Child Abuse Detection Tng	CADT	200-633	
499	Miscellaneous State	Motorcycle Safety	MOTOR		
499	Miscellaneous State	Guidance and Testing	GT	200-610	
499	Miscellaneous State	Adult High School	AHS	200-509	
499	Miscellaneous State	Bowling Green CSD Preschool	BG	200-540	
499	Miscellaneous State	Jason Project	JASON	200-427	
499	Miscellaneous State	Language & Literacy Intervention	LLI	200-540	
499	Miscellaneous State	Educational Media Centers	MEDIA	200-431	
499	Miscellaneous State	Ohio Science Institute	OSI	200-427	
499	Miscellaneous State	Project Lead The Way	PLTW	200-427	
499	Miscellaneous State	Other State Miscellaneous	*		
572	Comprehensive School Reform - Title I, Part F	Comprehensive School Reform - Title I, Part F	CSR	84.332	



	ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA	
572	Homeless Children	Homeless Children	HC	84.196	
572	Improvement of Basic Programs - Title I Part A	A	IBP	84.010	
572	Neglected & Delinquent Children/Youth Title I Part D	Neglected & Delinquent Children/Youth Title I Part D	NDCY	84.013	
572	Even Start	Title I, Part B-3	ESOLT	84.213	
572	Title I	Other Title I	*		
599	Miscellaneous Federal	21st Century Community Learning Centers-T IV-B	LC	84.287	
599	Miscellaneous Federal	Character Education	CE	84.215	
599	Miscellaneous Federal	Community Schools	CS	84.282	
599	Miscellaneous Federal	Community Service Grants Title IV Part A-2	CSG	84.184C	
599	Miscellaneous Federal	Education Technology Title II Part D	ETT	84.318	
599	Miscellaneous Federal	Reading First - Title 1-B	RF	84.357	
599	Miscellaneous Federal	Rural and Low Income - Title VI, Part B-2	RLI	84.358	
599	Miscellaneous Federal	Other Federal	*		
599	Miscellaneous Federal	Tchr Quality Enhancement	TQE	84.336	
599	Miscellaneous Federal	State Prog Improvement	SPI	84.323	
599	Miscellaneous Federal	Program Improvement	PGMI	84.330	
599	Miscellaneous Federal	Troops to Teachers - DOD	TOTD	12.630	
599	Miscellaneous Federal	Troops to Teachers - USDE	TOTUS	84.215K	
599	Miscellaneous Federal	Occupational & Employment Information - ACRN	OEI	84.346	
599	Miscellaneous Federal	Workforce Investment Act	WIA	17.258	
599	Miscellaneous Federal	Learn & Serve America	LSA	94.004	
599	Miscellaneous Federal	Math/Science Partnerships	MSP	84.366	
599	Miscellaneous Federal	State Homeland Security	SHS	16.007	
599	Miscellaneous Federal	Charter College	CCOLL	84.215K	
599	Miscellaneous Federal	Refugee Impact	RIM	93.576	
599	Miscellaneous Federal	Hurricane Relief	HKR	84.938	

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Cash Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Cash Record		Cash Receipts Fund	QC110
Casii Recolu		Special Cost Center	QC120



6.2 FINANCIAL RECORDS OVERVIEW FILE LAYOUT

Number Position		Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010 9-10		Sort Type	PIC X(2)
		Always "QC"	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2010	PIC X(4)
		(CCYY)	
QC030	16	Reporting Period	PIC X
		H - July	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
	1 36-37	Filler	PIC X(2 37)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC185	45-65	ODE Brief Description	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
QC210	153-164	July 1 Cash Balance	PIC S9(9)V99(s)
QC220	165-176	Fiscal Year Receipts	PIC S9(9)V99(s)
QC230	177-188	Fiscal Year Expenditures	PIC S9(9)V99(s)
QC240	189-200	Current Cash Encumbered	PIC S9(9)V99(s)
QC250	201-212	Current Fund Balance	PIC S9(9)V99(s)
QC260	213-224	Current Payables (optional)	PIC S9(9)V99(s)
	225-300	Filler	PIC X(76)