

# 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, 2024. The Auxiliary Services FER closes on Friday, November 15, 2024. Please follow the directions below to input data for the Auxiliary Services FER.

1. Sign in to the [OH|ID Portal](#).
2. Select: Nonpublic Data System from Applications (My Apps).
  - For public districts, only the treasurer and “data entry – nonpublic program” person named in the Ohio Educational Directory System (OEDS) have access. Public district’s name appears.
  - For nonpublic schools, only the principal and the “data entry – nonpublic program” person named in OEDS have access. The nonpublic school’s name appears.
3. Application Search Page Appears
  - Be sure “Nonpublic State FY 2024 – Federal FY 2025” 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. If there is \$0 in interest income, please include a comment in the “Comment” tab as to why no interest was earned and/or allocated to the auxiliary services fund.
  - 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 first year of the biennium, any balance will be carried forward to FY2025.