



Ministry of Education

EFIS 2.0 - User Guide

School Board User

Version 1.12

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1 Document History

Document History			
Version	Date	Changed by	Description of changes
1.0	April 23, 2014	FAAB	Final Version
1.1	August 20, 2014	Vlad Dragovic	Updated for FS Cycle
1.2	August 20, 2014	Al McLaren	Review of Updates
1.3	August 20, 2014	Vlad Dragovic	Facility- data distribution addon
1.4	Sept 02, 2014	Vlad Dragovic	Remove Appendix A
1.5	Sept 03, 2014	Vlad Dragovic	Add Appendix A- file distribution
1.6	Sept 04, 2014	Vlad Dragovic	Onsis updated
1.10	Sep. 16, 2015	Stevan Garic	PY Data updated
1.11	Feb 2, 2018	Stevan Garic	Submission Management Section updated
1.12	Mar 12, 2018	Aline Amaral	Updated the screenshots

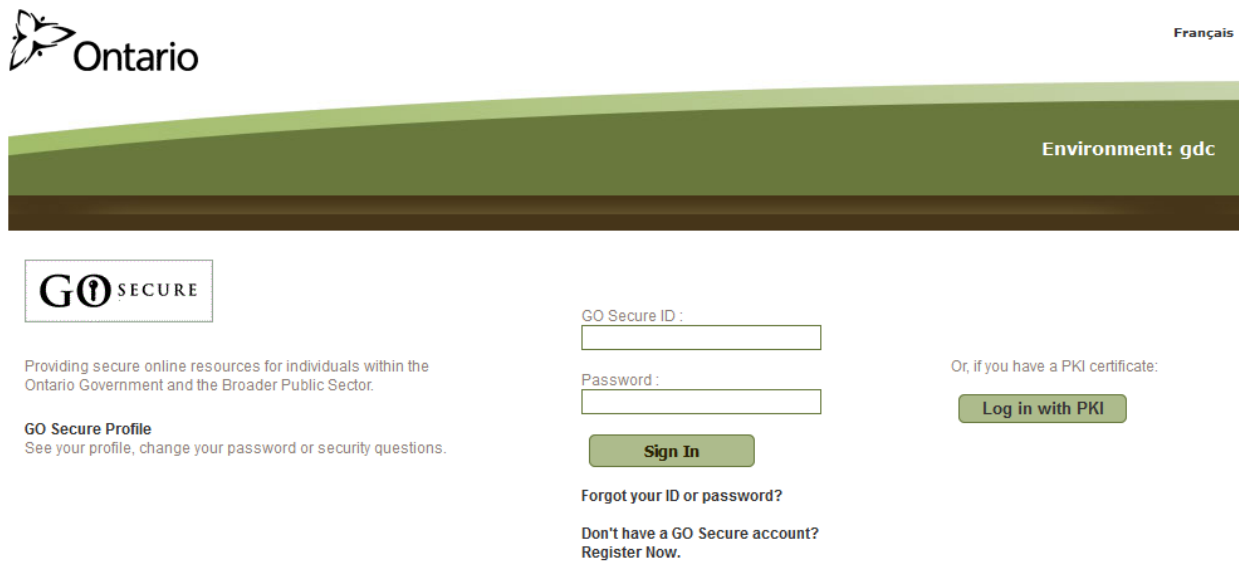
2 Logon to EFIS 2.0

2.1 Logging in through Go Secure

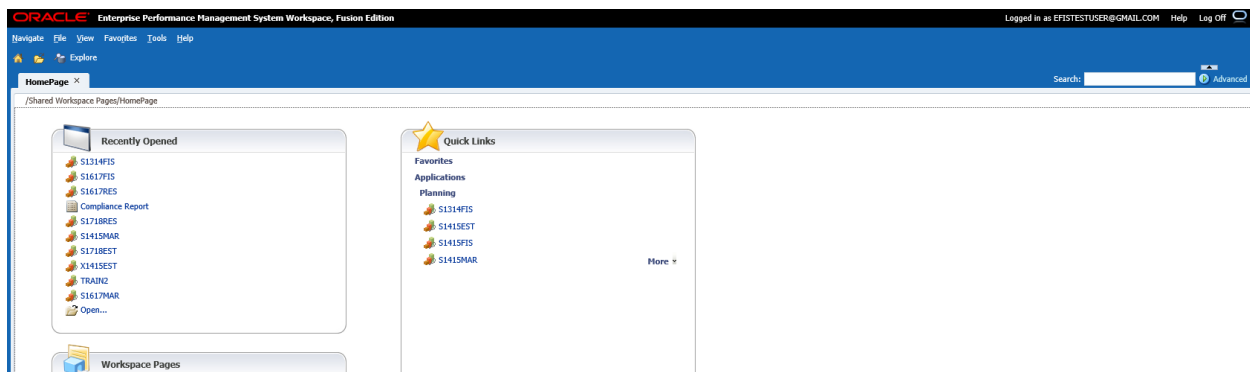
EFIS 2.0 URL: <https://efis.fma.csc.gov.on.ca/workspace/index.jsp>

In order to log into EFIS 2.0, you must be registered for Go Secure; if you have not yet registered please follow the instructions in the Registration Guide (EFIS_User_Registration_Instructions_Final_English).

The EFIS 2.0 URL link will redirect to a Go Secure login page. Enter your **GO Secure ID** and **Password**

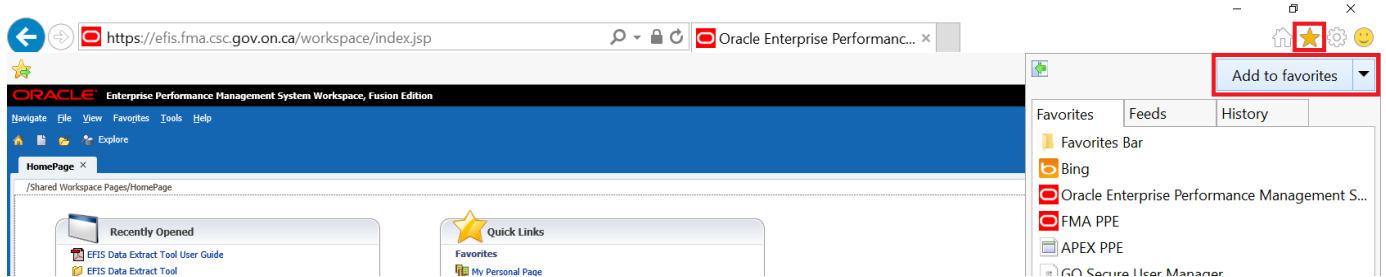


Once you click **Sign In** you will be directed to the EFIS 2.0 Home Page.



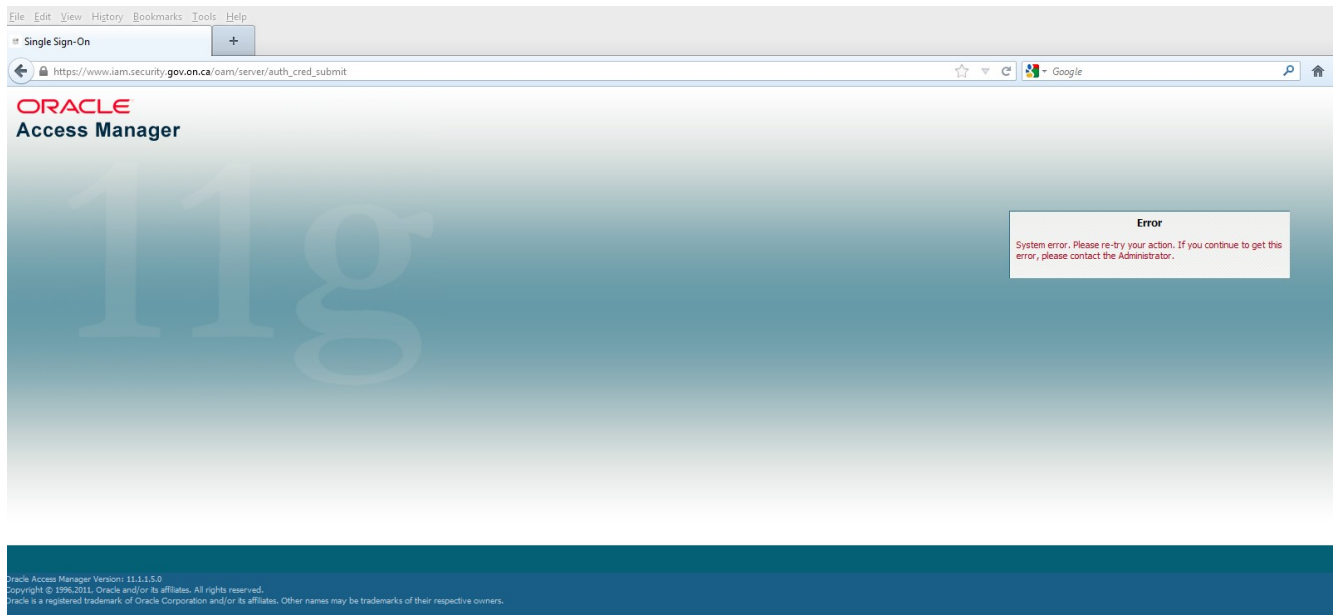
2.2 Bookmarking the EFIS 2.0 Page

To book mark the link to EFIS 2.0 you need to create the link once you are in the application and **NOT** when you are in the Go Secure screen.



If you get the error screen below check that the book mark to ensure it is **NOT** the following:

<https://www.iam.security.gov.on.ca/gold/access/index.jsp>



3 Planning User Set Up

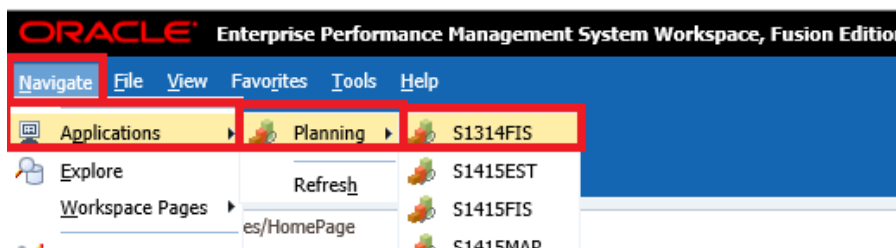
In order for the EFIS 2.0 application to work properly, there are a number of settings that need to be configured. There are two types of user preferences:

Global User Preferences

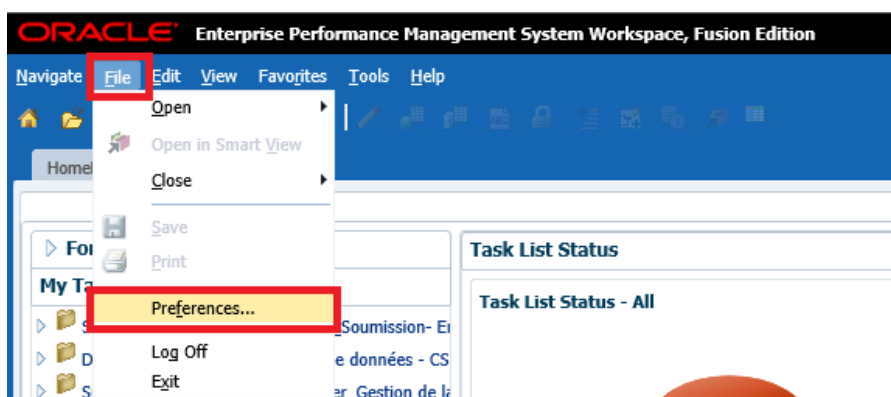
These preferences apply to applications in EFIS 2.0. In general these need to be set up only once

Application Specific User Preferences

In EFIS 2.0 every unique Year / Cycle combination is represented by a different “application”. User preferences must be set up for each application before the application can be used properly. To change **Application Specific** user preferences for an application, the application must be opened first. On the home page click on **Navigate** → **Applications** → **Planning** → **Application Name** (i.e. S1314FIS)

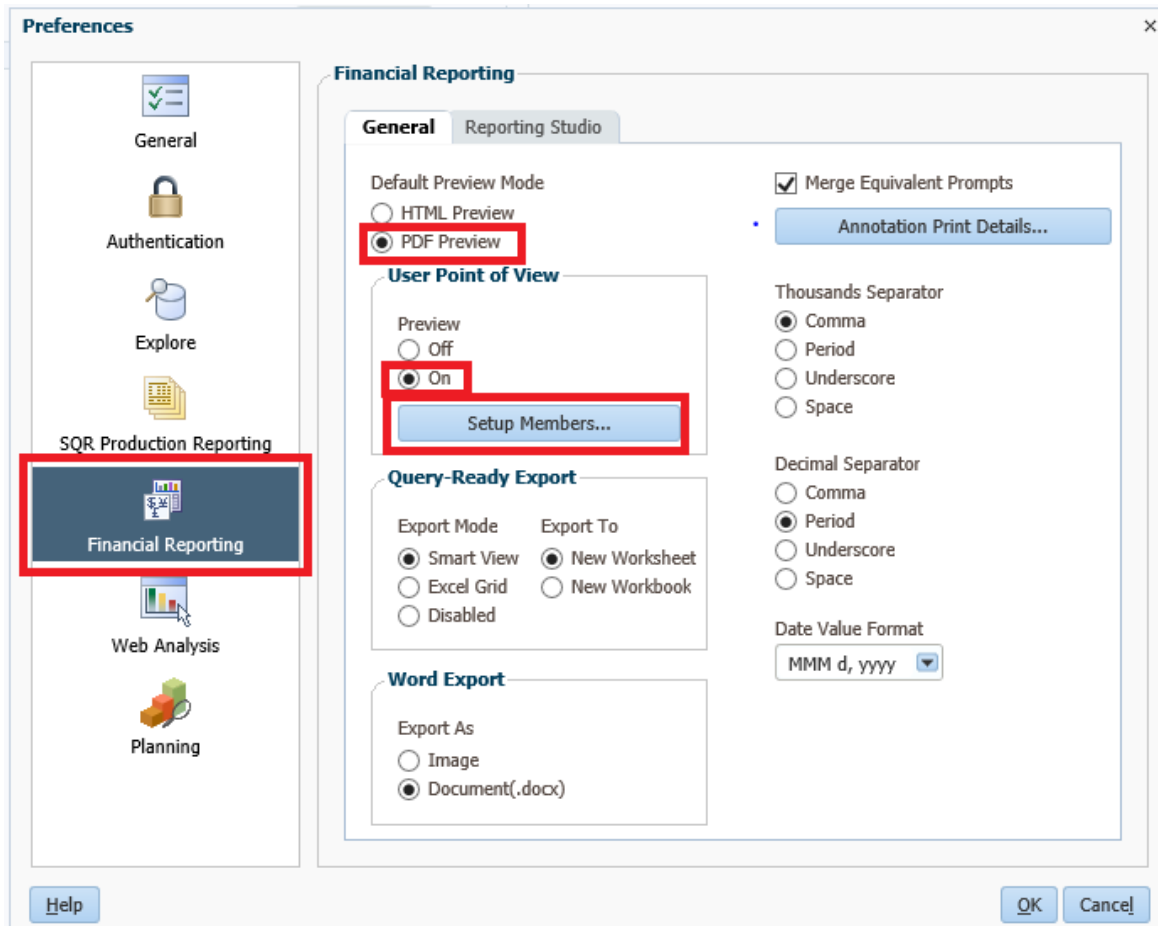


Once the application is open navigate to **File** → **Preferences**. Using this prompt a number of user preferences must be changed in order to make the selected application work as intended. The following section will describe the preferences in more detail.

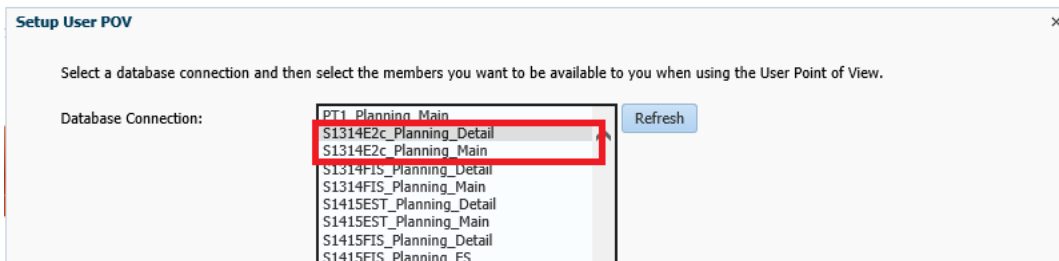


3.1 Reporting Settings – Application Specific

In order to generate reports, users are required to perform a simple one-time setup of User Point of View. In the popup dialogue, select **Financial Reporting** on the left hand side. Under **Default Preview Mode** select **PDF Preview**. Under **User Point of View** select **On** and click on **Setup Members**.



In the resulting Setup User POV dialog, click on the **Database Connection** dropdown. There are two connections for each Planning application, a “Main” one for the School Board level, and a “Detail” one for the School level.



Select the “Main” database connection. Make the following selections and click **Apply**:

- Choices List for all dimensions: **All Members**
- Display Member Label as: **Default**
- Dimension Labels are: **Included**
- Member Selection Displays: **Only Members I Can Access**

Setup User POV

Select a database connection and then select the members you want to be available to you when using the User Point of View.

Database Connection: S1314FIS_Planning_Main Refresh

Dimension	Choices List
Account	All Members
Period	All Members
Year	All Members
Scenario	All Members
Version	All Members
DSB	All Members
Category	All Members
SubCategory	All Members

Display Member Label as: Default

Dimension Labels are: Included

Member Selection Displays: Only Members I Can Access

* This setting applies to all Planning datasources.

Help OK Cancel **Apply (N)**

In the Database Connection dropdown, select the “**Detail**” connection. Make the following selections and click **Apply**:

- Choices List for all dimensions: **All Members**
- Display Member Label as: **Default**
- Dimension Labels are: **Included**
- Member Selection Displays: **Only Members I Can Access**

Setup User POV

Select a database connection and then select the members you want to be available to you when using the User Point of View.

Database Connection: S1314FIS_Planning_Detail Refresh

Dimension	Choices List	
Account	All Members	All
Period	All Members	All
Year	All Members	All
Scenario	All Members	All
Version	All Members	All
DSB	All Members	All
Category	All Members	All
SubCategory	All Members	All
Municipality	All Members	All
School_ID	All Members	All
Facility	All Members	All

Display Member Label as: Default

Dimension Labels are: Included

Member Selection Displays: Only Members I Can Access

* This setting applies to all Planning datasources.

Help OK Cancel Apply (N)

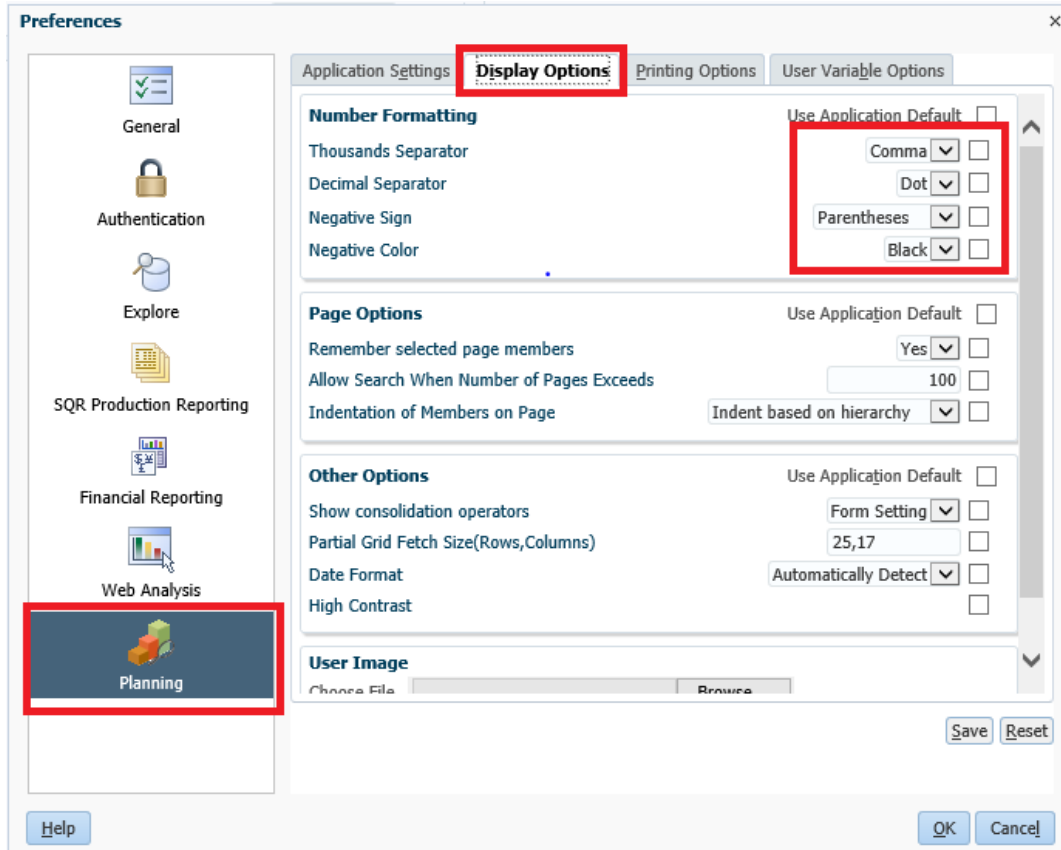
Click **OK** to close the Setup User POV dialog. Click **OK** to close the Preferences dialog



At the start of a new cycle or if you are having issues connecting to EFIS 2.0 it is good practice to clear the Browser cache, this is done by selecting the clear recent history from the browser menu and selecting clear all.

3.2 Display Options – Global

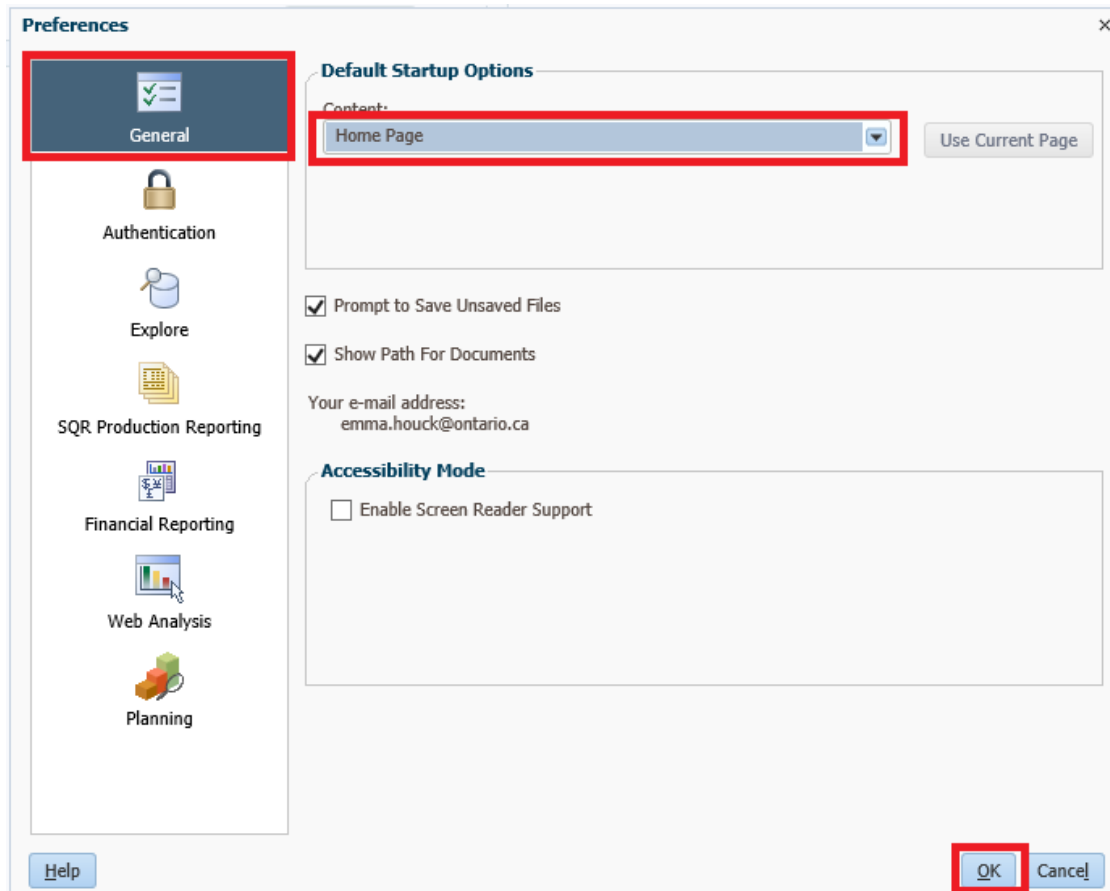
Display options dictate how data is displayed on web forms. On the Preferences screen, select **Planning** from the left hand panel and select **Display Options**. Select the desired **Number Formatting** from the dropdown lists and click **OK** on the Preferences screen.



3.3 Setup your Home Page – Global

The Home Page is the page that opens when the users first logs into EFIS 2.0. Even though the settings can be changed (i.e. have the current cycle “Application” load on log in) it is recommended that the user sets the home page to the default EFIS 2.0 “Home Page” as it contains a number of useful features which will be discussed in later sections.

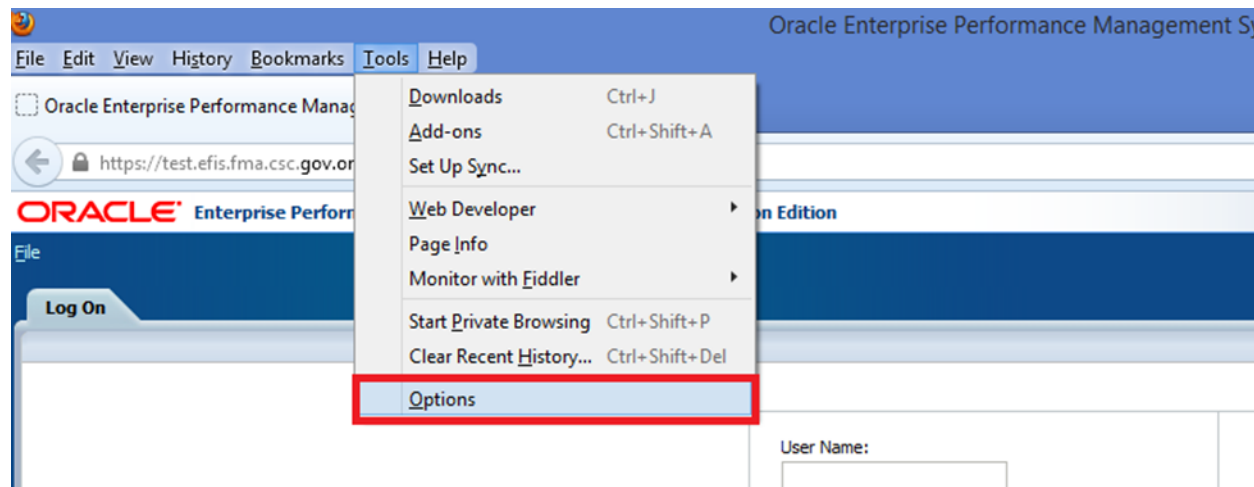
To set the “Home Page” as the default, open the Preferences screen, select **General** from the left hand panel and choose “Home Page” from the **Content** dropdown list. Click **OK** on the Preferences screen



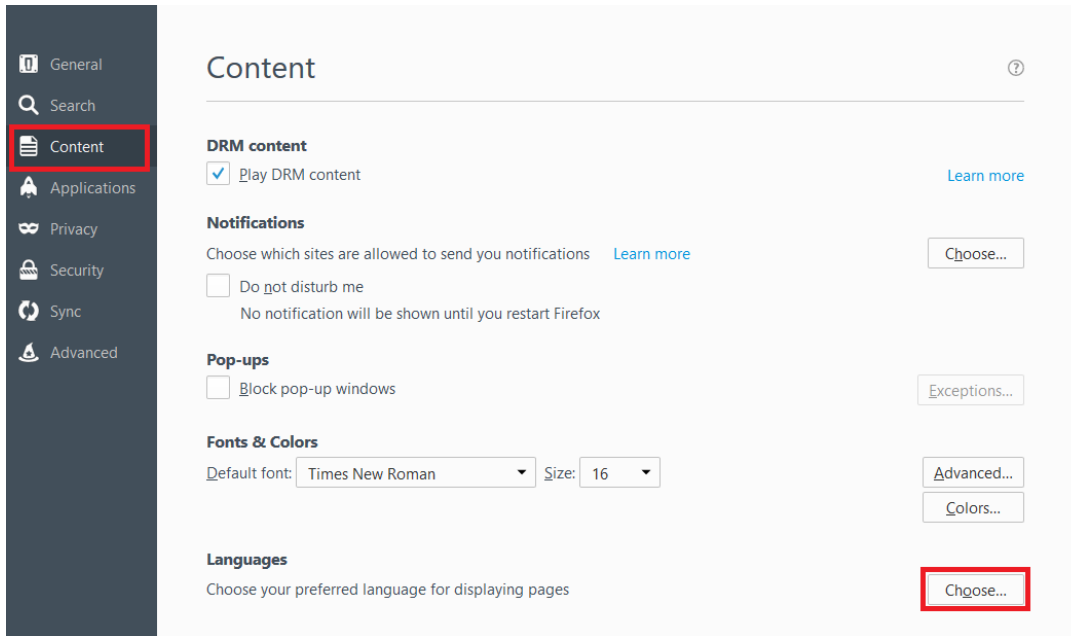
3.4 Change Language

3.4.1 Web Browser Language – Firefox – Global

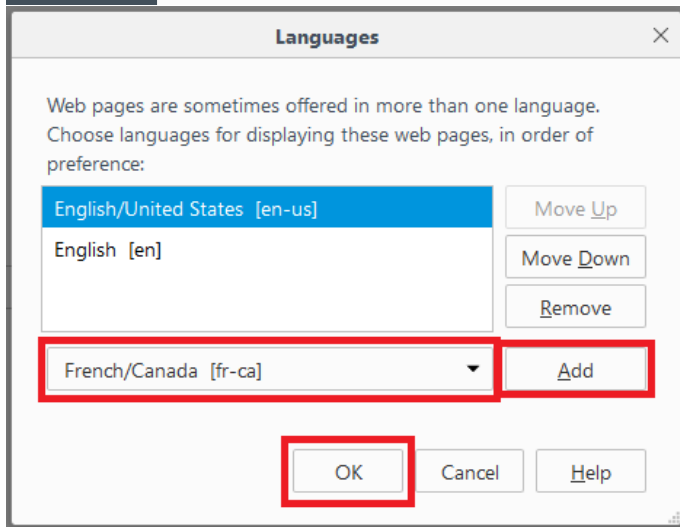
Firefox users can change the Firefox page display to French Language by selecting **Tools** → **Options**



In the **Options** Screen go to **Content** and under the Languages section select the **Choose** button. Select **French/Canada** from the Language dropdown list, click **Add** then click **OK**. You will need to restart the browser for these setting to take effect.



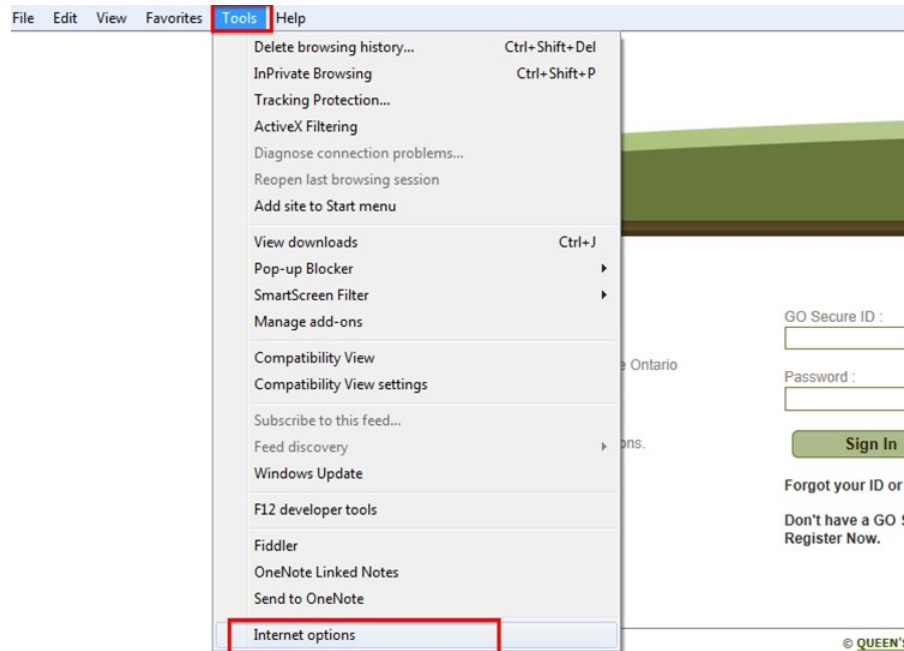
The screenshot shows the Firefox 'Content' settings page. On the left sidebar, the 'Content' option is highlighted with a red box. The main content area includes sections for DRM content, Notifications, Pop-ups, Fonts & Colors, and Languages. The 'Languages' section at the bottom has a 'Choose...' button highlighted with a red box.



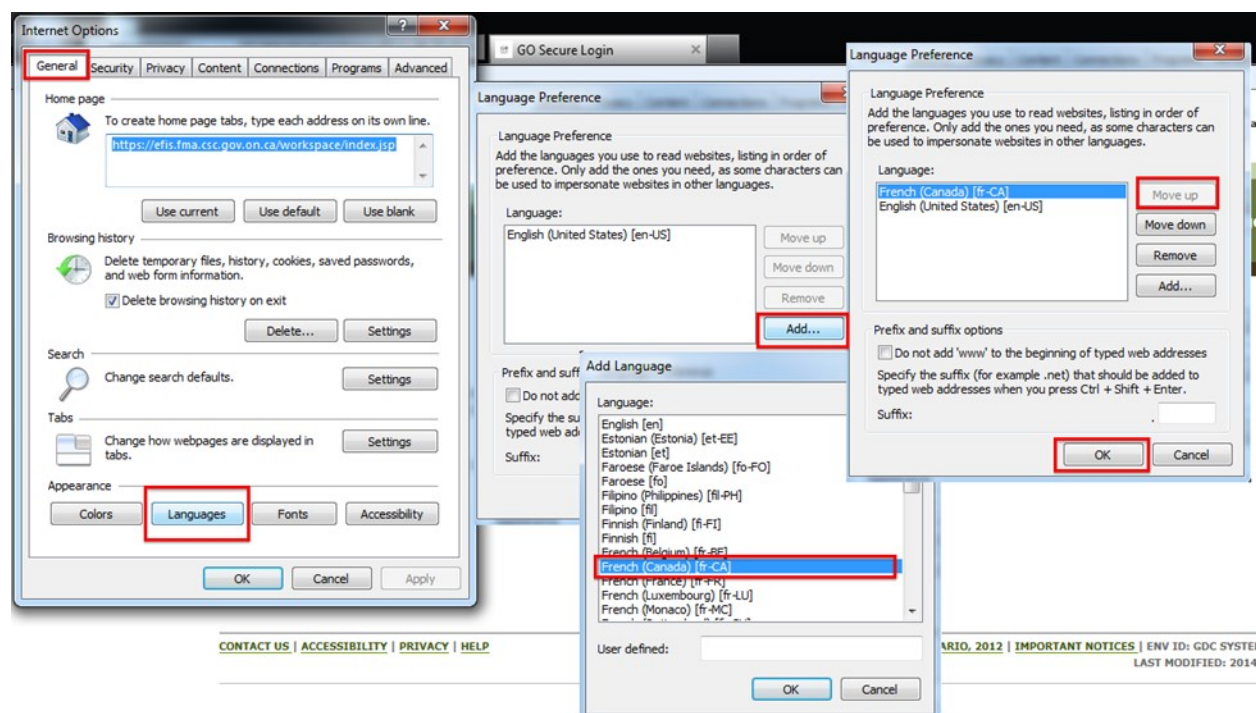
The screenshot shows the 'Languages' dialog box. It contains a list of languages with 'English/United States [en-us]' selected. Below the list, there is a dropdown menu showing 'French/Canada [fr-ca]' and an 'Add' button, both highlighted with red boxes. At the bottom, the 'OK' button is also highlighted with a red box.

Web Browser Language - Internet Explorer – Global

Internet Explorer users can change the language settings by selecting **Tools (Gear Icon) → Internet Options**

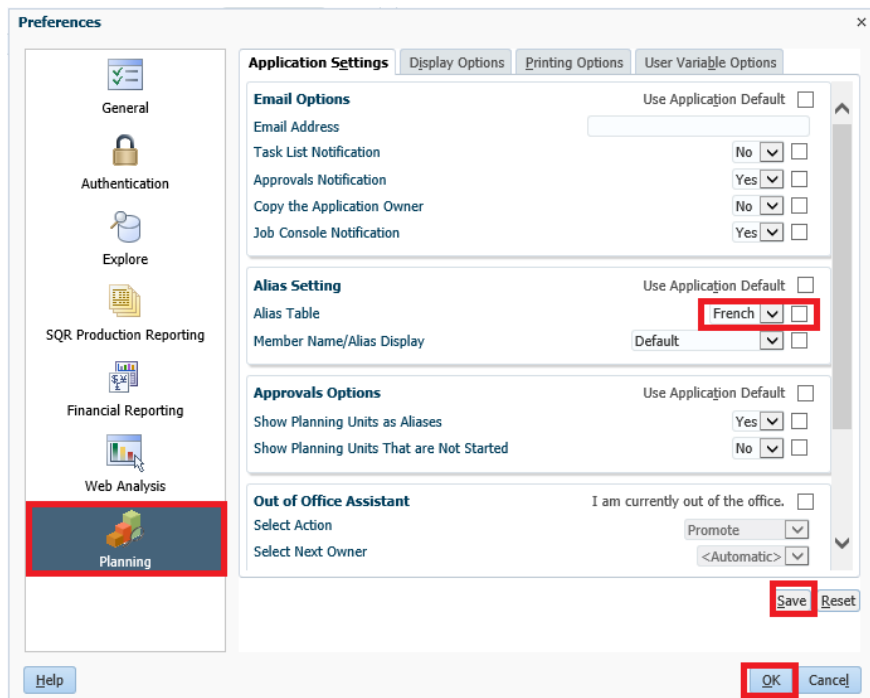


In the **General** tab click **Languages** and then click the **Add** button. Then select **French (Canada)** from the drop down menu provided. You will need to restart the browser for these settings to take effect.



3.4.2 Set Language in Planning – Application Specific

To set the Language in Planning, first open the application you wish to set up. Once the application is open navigate to **File → Preferences**. Select Planning on the left hand panel and under the **Application Settings** tab change the **Alias Settings**, selecting French as the Alias Table. Select **Save** then Select **OK**. Note: in order to set the language back to English, select the Default Alias Table

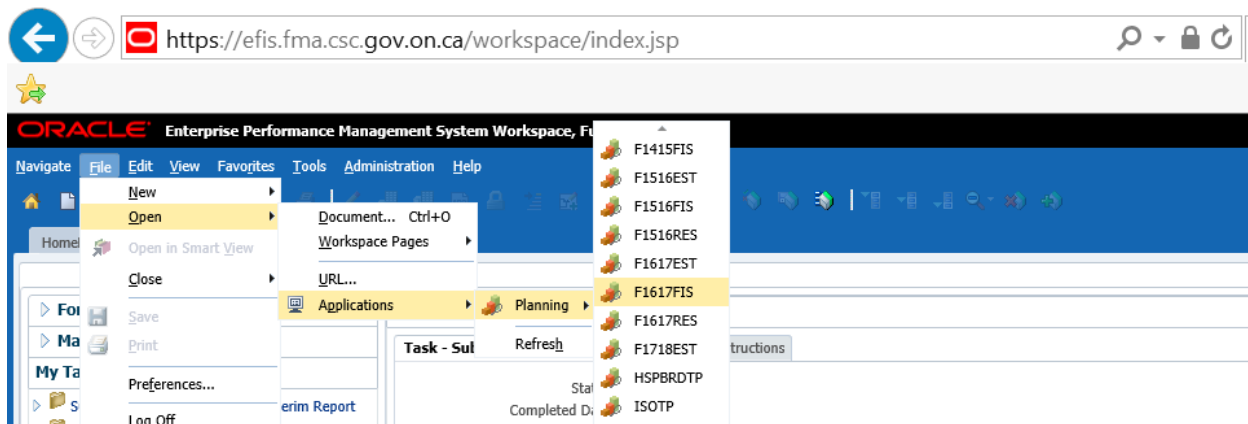
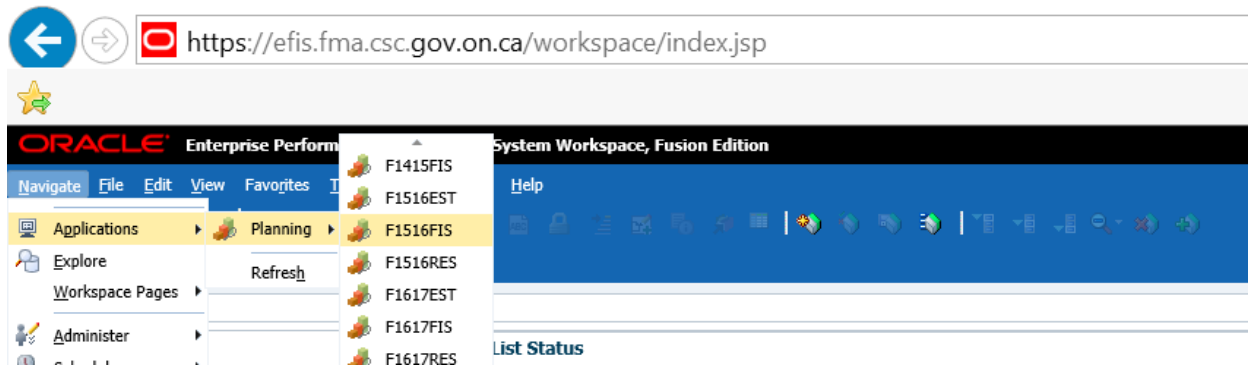


4 Planning Navigation

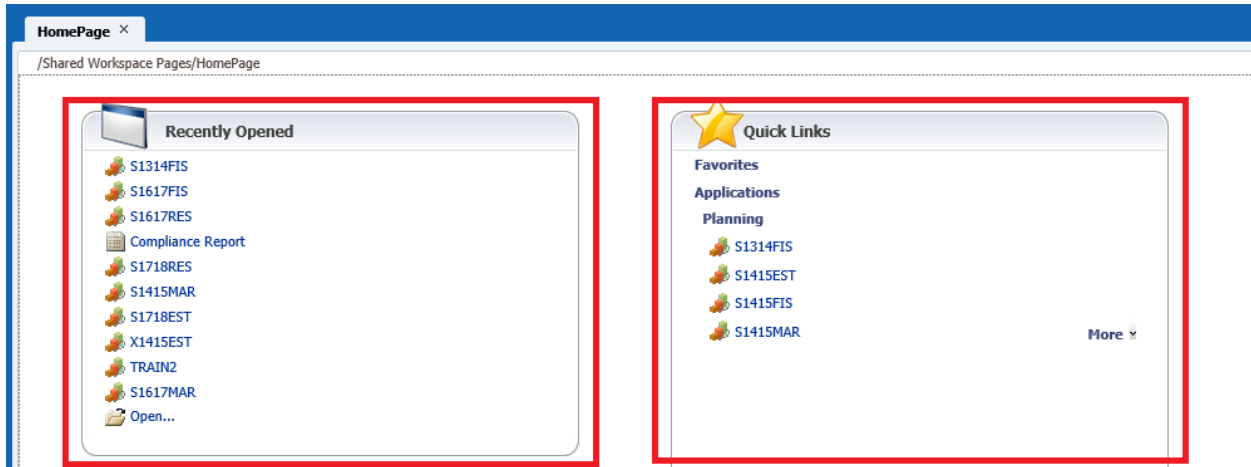
4.1 Selecting an Application (Doc Set)

The application can be opened using one of the following methods:

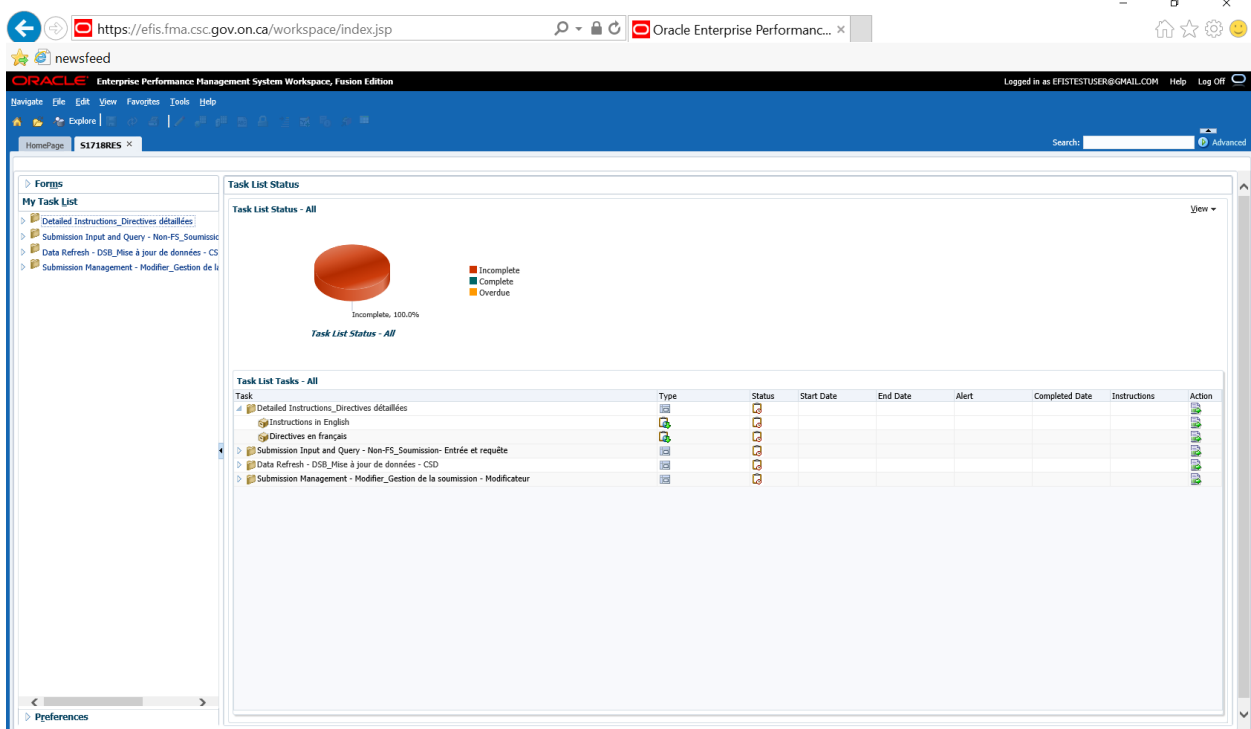
To open the application from the menu bar either select → **Navigate** → **Applications** → **Planning** → **application name** (where **application name** is the application you wish to open), or **File** → **Open** → **Applications** → **Planning** → **application name**



An alternative way to open applications is use a Home Page (see section 5.3 for setup). The application can be selected from either the **Quick Links** or the **Recently Opened** list.



Once the user selects the **Application** using one of the above methods the **My Task List** will be displayed. The user will have the choice of using either an English or a French Task List.



4.2 EFIS 2.0 Task List

The Task List provides a central access point to all forms, reports and workflow activities that are available to each user type. The Task List has been organized to follow a suggested order of data input.

The Task List is hierarchical. Users drill down into lower level tiers of the Task List to reveal additional detail.

The Task List, when fully expanded is grouped into Input, Reports, Results, Reference Data, Validation Formats and Submission Management folders.

The screenshot displays the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The interface is titled "Task List Status" and "Task List Tasks - All".

Task List Status - All

A 3D pie chart shows the status of all tasks. The legend indicates: Incomplete (red), Complete (green), and Overdue (orange). The chart shows 100.0% Incomplete.

Task List Tasks - All

Task	Type	Status	Start Date	End Date	Alert	Completed Date	Instructions	Action
▶ Detailed Instructions_Directives détaillées		Incomplete						
▶ Instructions in English		Incomplete						
▶ Directives en français		Incomplete						
▶ Submission Input and Query - Non-FS_Soumission- Entrée et requête		Incomplete						
▶ Data Refresh - DSB_Mise à jour de données - CSD		Incomplete						
▶ Submission Management - Modifier_Gestion de la soumission - Modificateur		Incomplete						
▶ Training Material_Matériau de formation		Incomplete						

Task List Status

Task List Status - All

Incomplete, 100.0%

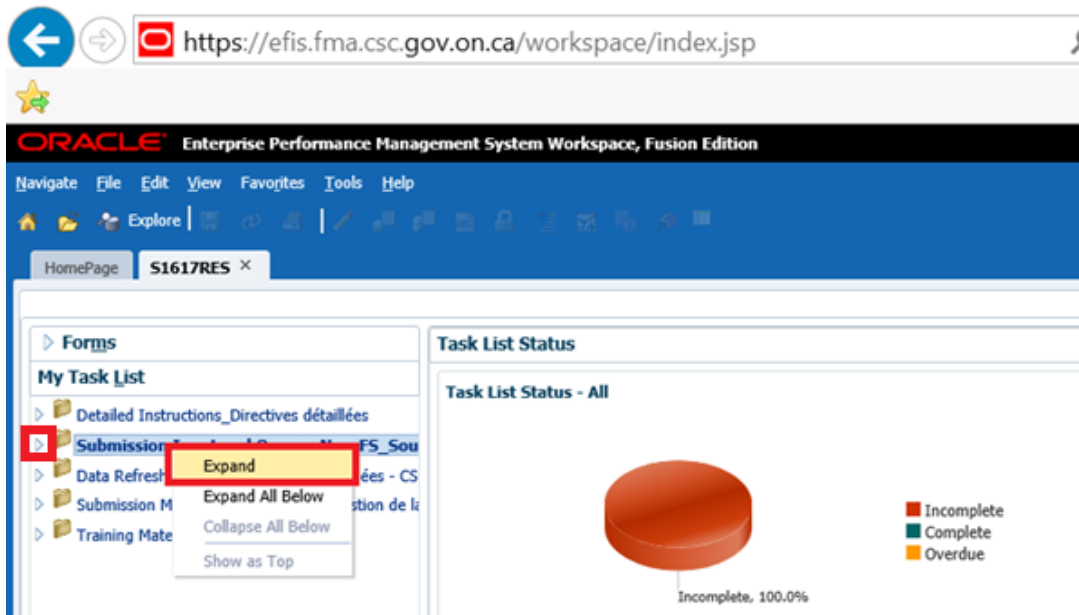
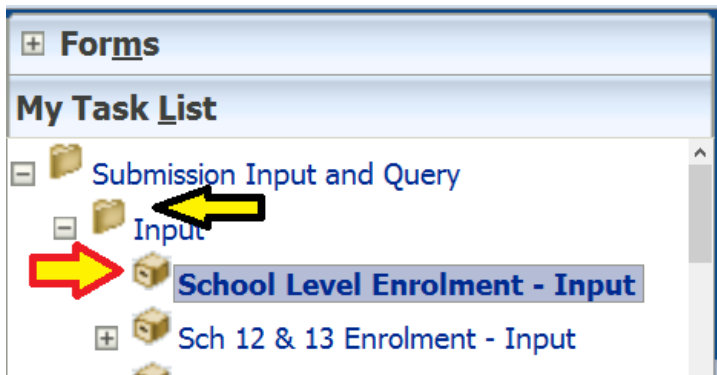
Task List Tasks - All

Task	Type	Status	Start Date	End Date	Alert	Completed Date	Instructions	Action
Detailed Instructions_Directives détaillées		Incomplete						
Instructions in English		Incomplete						
Directives en français		Incomplete						
Submission Input and Query - Non-FS_Soumission- Entrée et requête		Incomplete						
Data Refresh - DSB_Mise à jour de données - CSD		Incomplete						
Submission Management - Modifier_Gestion de la soumission - Modificateur		Incomplete						
Training Material_Matériel de formation		Incomplete						

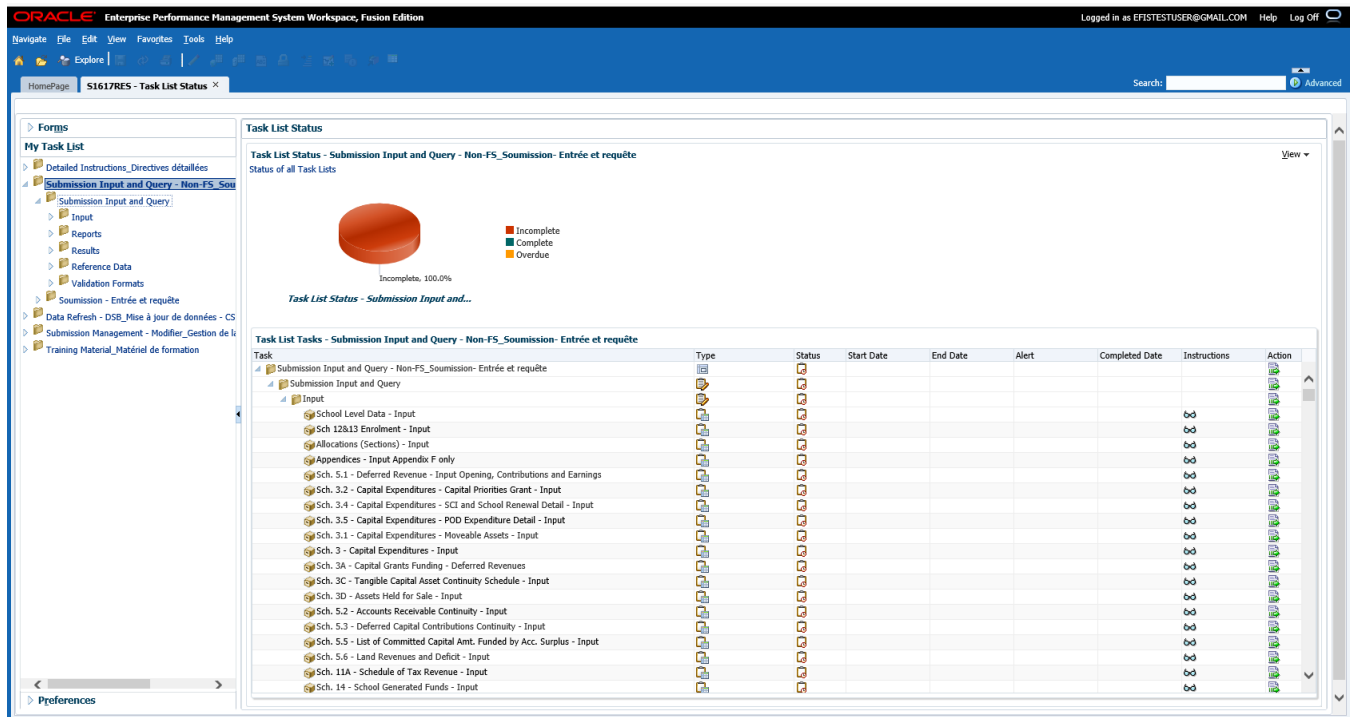
4.2.1 Expand and Collapse Task List

Task Lists are organized into folders that contain cubes, to drill down through folders the user navigates to the folder, right clicks and selects **Expand** or the + box next to the folder. To expand one level of folders select **Expand**, to expand all the folders below the selected folder select **Expand All Below**. To access the **Task** (Form, Report, etc.) the user will click on the Cube.

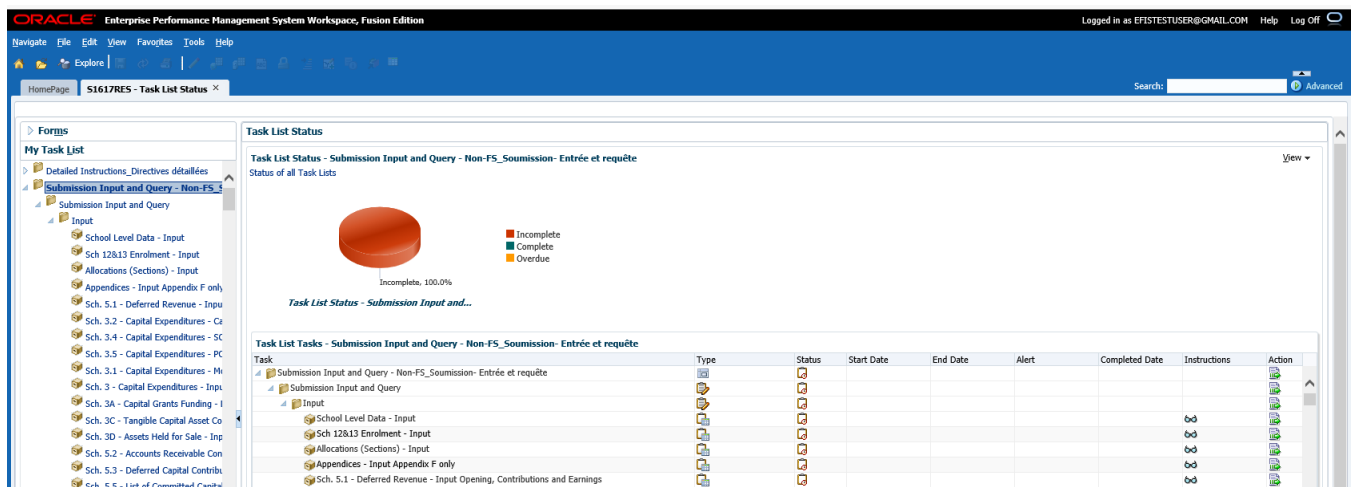
Black arrow points to an example of the folder Icon and the Red arrow points to an example of the Cube Icon.



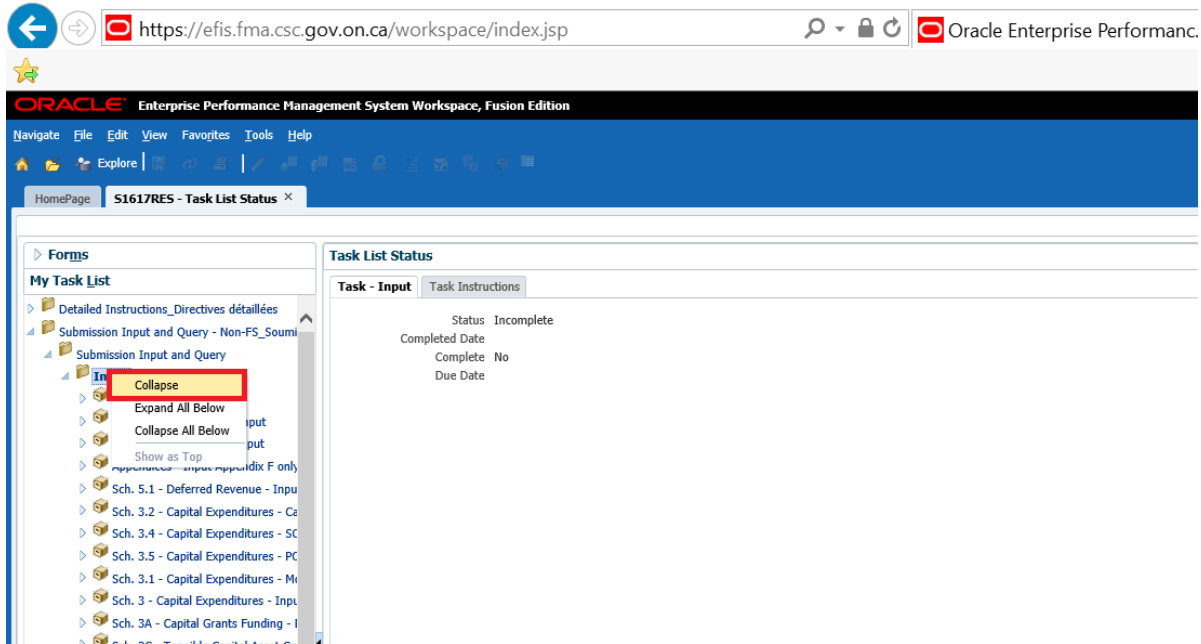
Example of right clicking on a folder and selecting **Expand** will drill down the selected item to the next level.



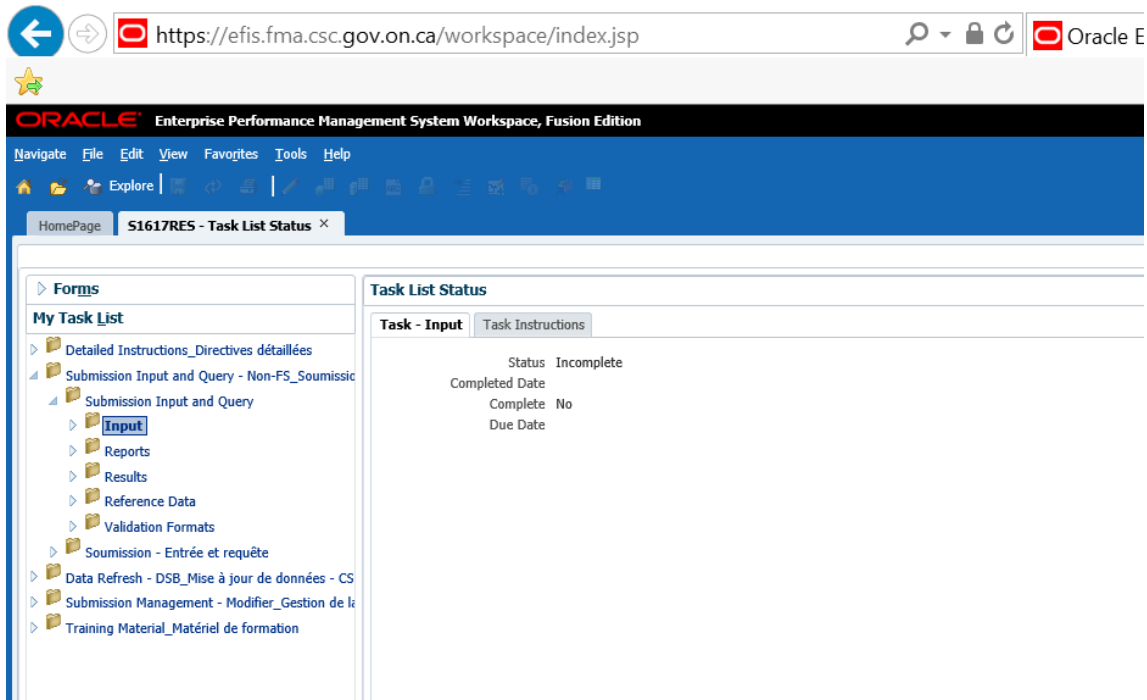
Example of right clicking on a folder and selecting **Expand All Below** will drill down the selected item to the next level.



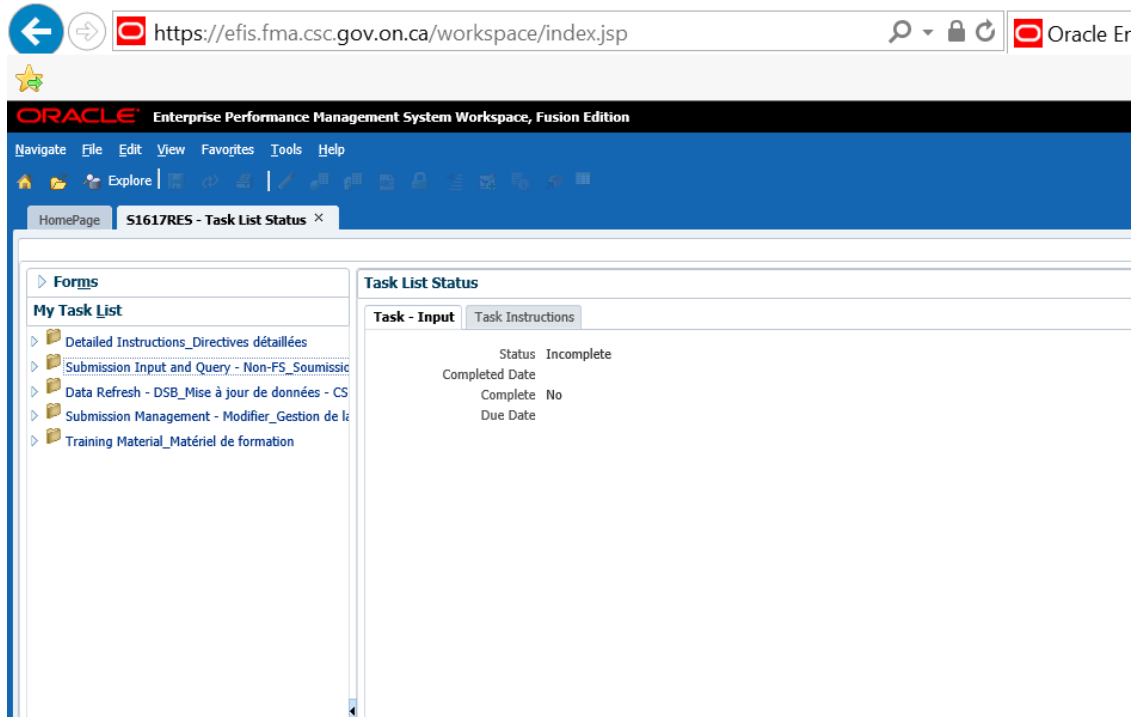
Right clicking on an expanded folder in the Task List and clicking ***Collapse*** or the - box next to the folder to collapse one level or click ***Collapse All Below*** will hide all of the levels below the selected folder.



Example of selecting ***Collapse***.



Example of selecting ***Collapse All***



4.3 How to Navigate in Planning using Task List

To drill down to any form in EFIS 2.0 Task List click on the Expand icon (+) next to desired Task List. A list of folders/cubes for each area will be displayed. The Input folder contains all the data input forms. The Reports folder contains reports for all Schedules, Allocation (Sections) and other EFIS 2.0 reports. The Results folder contains a set of forms that displays the calculation results for all Schedules, Allocation (Sections) and other EFIS 2.0 reports. The Reference Data folder contains all Benchmarks, Table Amounts as well as Summary of Reference Data Changes and Reference Data Variance Report and Results. The Validation Formats folder contains valid data formats for all input forms. The Submission Management folder contains tasks related to validation and promotion of the submission.

The screenshot displays the Oracle Enterprise Performance Management System Workspace. The main content area is titled 'Task List Status' and shows a pie chart for 'Task List Status - All' which is 100% incomplete. Below the chart is a table titled 'Task List Tasks - All' with the following data:

Task	Type	Status	Start Date	End Date	Alert	Completed Date	Instructions	Action
Detailed Instructions_Directives détaillées		🚩						
Instructions in English		🚩						
Directives en français		🚩						
Submission Input and Query - Non-FS_Soumission- Entrée et requête		🚩						
Data Refresh - DSB_Mise à jour de données - CSD		🚩						
Submission Management - Modifier_Gestion de la soumission - Modificateur		🚩						
Training Material_Matériau de formation		🚩						

4.3.1 Input Data Navigation

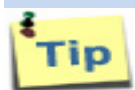
All data input forms are contained in the Input folder and are listed in the suggested order of data entry. To access the individual forms **expand** the Input folder.

The top screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The browser address bar displays <https://efis.fma.csc.gov.on.ca/workspace/index.jsp>. The page title is "S1617RES - Task List Status". The left sidebar shows a tree view of forms under "My Task List", with "Input" expanded to show a list of forms including "School Level Data - Input", "Sch 12813 Enrolment - Input", "Allocations (Sections) - Input", and various "Capital Expenditures" forms. The main content area shows "Task List Status" with a table of task information.

The bottom screenshot shows the "Task - Allocations (Sections) - Input" page. The page title is "S1617RES - Task List Status". The left sidebar shows the same tree view as the top screenshot. The main content area shows a table of financial data for "Sec. 2 Special Education". The table has columns for "Elementary", "Secondary", and "Total Day School". The table data is as follows:

	Revised Estimates		
	Elementary	Secondary	Total Day School
SEA Claim Based Amount	160,000	20,000	180,000
Approved SIP	1,108,000	54,000	1,162,000
Total DSENA Excluding SIP	5,697,997	1,899,332	7,597,329
Salary and Supplies in Approved Facilities	252,862	909,580	1,162,442
Furniture and Equipment in Approved Facilities			
Approved Costs for Facilities Amount			

On the right side of the table, there is a list of categories with a red box highlighting the "No Category" option.



In a complex input form, due to screen resolution sometimes you will not be able to see all of the forms listed in the tab. To see all of the forms click on the arrow to the right and select the form. Also if the list after clicking on the arrow is long, you need to select last form and then click on the arrow again to see the rest of the forms. See the example above.

4.3.1.1 School Level Data Navigation – Input

To access the data input form for School Level Data- Input (formerly Appendix C) expand on the Input folder. In EFIS 2.0 school level data entry is now integrated into the application. Shown below is the School Level Data input form with a tab for Elementary and one for Secondary.

Campus ID	Campus Type No Category	Adjusted On The Ground Capacity Per SFIS	October Enrolment				Full-Time Equivalent		
			Elementary	Junior Kindergarten (JK)	Senior Kindergarten (SK)	Grades 1 to 3	Grades 4 to 8	Total Elementary	Junior Kindergarten (JK)
Total Facility		8,710		447	584	1,763	3,102	5,896	447
Anna McCrear PS (BS019186-F00078)	SC0205345	Regular / Ordina...	342	20	16	46	86	168	20
Arthur Henderson PS (BS067679-F00271)	SC0205465	Distant / Éloignée	161	11	8	39	0	58	11
Ben R. McMullin PS (BS043362-F00174)	SC0205411	Regular / Ordina...	297	5	17	46	88	156	5
Blind River PS (BS054542-F00208)	SC0205428	Supported / App...	482	8	7	33	80	128	8
Central Algoma Elementary School (BS285552-F24624)	SC0208118	Supported / App...	127	8	7	27	71	113	8
Central Algoma SS (Intermediate) (BS137967-F24241)	SC0208118	Supported / App...	193	0	0	0	169	169	0
Central Avenue PS (BS093548-F00379)	SC0205543	Regular / Ordina...	331	6	23	53	143	225	6
Chapleau Elementary School (BS101214-F24336)	SC0205042	Supported / App...	156	0	5	17	34	56	0
East View PS (BS161276-F00682)	SC0205748	Regular / Ordina...	305	0	2	41	77	120	0
Echo Bay Central PS (BS165042-F00698)	SC0205760	Supported / App...	199	24	30	74	61	189	24
Esten Park Public School (BS186783-F00589)	SC0205684	Regular / Ordina...	230	9	18	39	63	129	9
FH Clergue French Immersion (BS202614-F14222)	SC0212284	Regular / Ordina...	743	81	118	238	198	635	81
Grandview PS (BS227331-F00955)	SC0205918	Regular / Ordina...	352	20	24	48	141	233	20
Greenwood PS (BS230561-F00969)	SC0205930	Regular / Ordina...	289	20	21	58	103	202	20
H M Robbins PS (BS237191-F00993)	SC0205946	Regular / Ordina...	240	17	17	64	137	235	17
Hornepayne JK-12 School (Elementary) (BS264750-F14497)	SC0218016	Supported / App...	138	3	4	11	27	45	3

4.3.1.2 Board Level Enrolment Navigation- Input

Board level enrolment information is input in Sch12-13 Enrolment-Input. An example of the board level data input form follows:

The screenshot shows the 'Task List Status' application interface. The main content area displays the 'Board Level Enrolment Input' form for the 'Task - Sch 12&13 Enrolment - Input'. The form includes a 'Period:YearTotal1' dropdown set to 'Year:2017-18'. Below this, there are tabs for 'Day School, Pupils of the Board', 'Day School, Other Pupils', 'Independent Study & Reg. 20-10', 'Cont. Ed, Summer School and PLAR', and 'Prior Year Enrolment'. The 'Day School, Pupils of the Board' tab is active, showing a table with enrolment data.

		Estimates		Estimates	
		Number of Full-Time Pupils	Number of Part-Time Pupils	FTE of Full-Time Pupils	FTE of Part-Time Pupils
October Enrolment	Junior Kindergarten (JK)	447		447	0
October Enrolment	Senior Kindergarten (SK)	584		584	0
October Enrolment	Grades 1 to 3	1,763		1,763	0
October Enrolment	Grades 4 to 8	3,102		3,102	0
October Enrolment	Total Elementary	5,896		5,896	0
October Enrolment	Elementary (21 years and over)				
October Enrolment	Grades 9 to 12	2,854	119	2,839	77.5
October Enrolment	Grades 9 to 12 High Credit			15	15
October Enrolment	Grades 9 to 12 (21 years and over)	44	6	44	3
March Enrolment	Junior Kindergarten (JK)	447		447	0
March Enrolment	Senior Kindergarten (SK)	584		584	0
March Enrolment	Grades 1 to 3	1,763		1,763	0
March Enrolment	Grades 4 to 8	3,102		3,102	0
March Enrolment	Total Elementary	5,896		5,896	0
March Enrolment	Elementary (21 years and over)				

4.3.1.3 Allocation (Sections) Navigation- Input

The Allocation (Sections) - Input folder contains a single data input form with individual tabs for each of the sections that require data input. In addition to the white data entry cells, prior year data cells have a blue background and can be updated and saved by the user. Gray cells are calculated or empty cells and cannot be updated by the user.

4.3.1.4 Schedules Navigation- Input

Each Schedule that requires data input has its own data input form, the example below is for Schedule 5.1. In this example there is one tab for operating and one tab for capital.

SubCategory	Description	Estimates Deferred Revenue - Balance at September 1 :	Estimates Deferred Revenue - Contributions Received	Estimates Deferred Revenue - Adjustment	Estimates Deferred Revenue - Earnings on Deferred Revenue	Estimates Deferred Revenue - Transferred to Revenue	Estimates Deferred Revenue - Balance at August 31
LEGISLATIVE GRANTS							
SUBVENTIONS GÉNÉRALES							
Special Education Allocation Excl. SEA Formula Based Funding		0	16,776,509			16,776,509	0
SEA Formula Based Funding		0	326,155			326,155	0
Distant Schools and Program Improvements		0					0
Internal Audit - Operating		0				0	0
Mental Health Leader		0	123,113			123,113	0
Library Staff		0	96,472			96,472	0
Student Achievement Envelope		0	988,621			988,621	0
Indigenous Education Per Pupil Amount		0	791,990			791,990	0
Legislative Grants - Operating		0	19,102,860			19,102,860	0
OTHER MINISTRY OF EDUCATION GRANTS							
AUTRES SUBVENTIONS DU MINISTÈRE DE L'ÉDUCATION							

4.3.1.5 Data Forms Navigation- Input

Data Forms B, C, D have been consolidated into one data entry form with multiple tabs, Data Form A2 – Enveloping is a separate form.

Example of Data Form B, C, D input form:

Category	Total Expense to Allocate Category	Revised Estimates Elementary
NTP Allocation to Expense		62,143
Staff Develop.		37,286
Board Administration and Governance		24,857
Total Operating Expense Category		62,143
Learning Opportunities Allocation to Expense		1,486,669
Classroom Teachers		
Supply Staff		124,434
Teacher Assistants		
Early Childhood Educator		
Textbooks and Supplies		
Computers		
Professionals Paraprofessionals and Technicians		148,667
Library and Guidance		99,904
Staff Develop.		74,333
Department Heads		
Principals and VPs		594,461
School Office		
Coordinators and Consultants		431,878
Continuing Education		
Transportation including Provincial Schools		12,992

Example of Data Form A2

Category	Number of Pupils	9	30	120	130
SPECIAL EDUCATION ENVELOPE					
ENVELOPPE DE L'EDUCATION DE L'ENFANCE EN DIFFICULTÉ					
SELF-CONTAINED CLASSES ENROLMENT FOR INCREMENTAL SR. EXP. ADJ. CALCULATION:					
EFFECTIF DES CLASSES ENTIEREMENT DISTINCTES POUR CALCUL DES DEP. SUPP.					
Special Education Self-Contained Classes Category		9	30	120	130
Number of Pupils					
Average Daily Enrolment		9	30	120	130
DATA TO CALCULATE INCREMENTAL SPECIAL EDUCATION EXPENSES:					
DONNÉES POUR CALCUL DES DEP. SUPP. À L'ÉDU. DE L'ENF. EN DIFF.					
Special Education Category					
Enveloping Net Strike Savings					
Special Education Expenses for Pupils who are not Pupils of the Board					
OTHER REVENUES SOURCES TO FUND SPECIAL EDUCATION EXPENSES:					
AUTRES SOURCES DE REV. POUR FINANCER LES DEP. À L'ÉDU. DE L'ENF. EN DIFFICULTÉ					
Other Revenue Sources - Special Education 1					
Description					
Enveloping Amount					
Other Revenue Sources - Special Education 2					
Description					
Enveloping Amount					
Other Revenue Sources - Special Education 3					
Description					
Enveloping Amount					

4.3.1.6 Appendices Navigation- Input

Most of the appendices have been consolidated into one data entry form with multiple tabs. Appendix F is a separate input form for the boards that need to input Daily and Weekly transportation.

Example of Appendices input form:

The screenshot shows a web application interface for 'S1617RES - Task List Status'. The main content area is titled 'Task - Appendices - Remainder of Forms - Input'. It features a navigation pane on the left with a 'My Task List' section containing various school-related tasks. The main table displays data for 'APPENDIX B1: TUITION FEES REVENUES' for the year 2016-17. The table has columns for 'Description', 'Revised Estimates No SubCategory', 'Revised Estimates Elementary Average Daily Enrollment', 'Revised Estimates Secondary Average Daily Enrollment', 'Revised Estimates Elementary Bare Fee Revenues', 'Revised Estimates Secondary Bare Fee Revenues', 'Revised Estimates Elementary Additional Fees', 'Revised Estimates Secondary Additional Fees', and 'PAC'. The data rows list various school boards and their corresponding enrollment and revenue figures.

Description	Revised Estimates No SubCategory	Revised Estimates Elementary Average Daily Enrollment	Revised Estimates Secondary Average Daily Enrollment	Revised Estimates Elementary Bare Fee Revenues	Revised Estimates Secondary Bare Fee Revenues	Revised Estimates Elementary Additional Fees	Revised Estimates Secondary Additional Fees	PAC
ANNEXE B1 - RECETTES DES DROITS DE SCOLARITÉ								
Government of Canada Students - Native Bands 1		91	34.5	1,101,565.92	496,510.2	12.8...	8,349	
Government of Canada Students - Native Bands 2		23	10.5	278,417.76	151,111.8	3,243	2,961	
Government of Canada Students - Native Bands 3	Chapleau Cree	7	4	84,735.84	57,566.4	987	1,128	
Government of Canada Students - Native Bands 4	Chapleau Ojibew							
Government of Canada Students - Native Bands 5	Constance Lake							
Government of Canada Students - Native Bands 6	Garden River	128	53.5	1,549,455.36	769,950.6	18.0...	15,087	
Government of Canada Students - Native Bands 7	Michipicoten	2	4	24,210.24	57,566.4	282	1,128	
Government of Canada Students - Native Bands 8	Mississauga	19	25.5	229,997.28	366,985.8	2,679	7,191	
Government of Canada Students - Native Bands 9	Serpent River	14	26.5	169,471.68	381,377.4	1,974	7,473	
Government of Canada Students - Native Bands 10	Thessalon	15	2	181,576.8	28,783.2	2,115	564	
Government of Canada Students - Native Bands 11								

Example of Appendix F

The screenshot shows a web application interface for 'S1617RES - Task List Status'. The main content area is titled 'Task - Appendices - Input Appendix F only'. It features a navigation pane on the left with a 'My Task List' section. The main table displays data for 'APP. F - Transportation' for the year 2016-17. The table has columns for 'Description', 'Prior Year Number of Pupils', 'Prior Year Transportation Expenses', 'Number of Pupils', and 'Transportation Expenses'. The data rows list various school boards and their corresponding transportation expenses and pupil numbers.

Description	Prior Year Number of Pupils	Prior Year Transportation Expenses	Number of Pupils	Transportation Expenses
Roberts School				
Daily Transportation				
Board & Lodging				
Other Provincial Schools Transportation Expenses				
Weekly Transportation				
Administration Cost				
E.C. Drury				
Daily Transportation				
Board & Lodging				
Other Provincial Schools Transportation Expenses				
Weekly Transportation				
Administration Cost				
Sir James Whitney				
Daily Transportation				
Board & Lodging				
Other Provincial Schools Transportation Expenses				
Weekly Transportation				
Administration Cost				
Centre Jules Leger				
Daily Transportation				
Board & Lodging				
Other Provincial Schools Transportation Expenses				
Weekly Transportation				

4.3.1.7 Errors and Warnings Navigation- Input

The Errors and Warnings have been separated into 2 input forms; however the results remain one form with 2 tabs. The new Warnings Explanation – Input form is where the boards now enter an explanation for any warning that message that has a “Yes” value. This has replaced the external excel report. A new warning has also been added that will not allow the submission to be submitted until all explanations been entered.

Example of Warning Explanation Form

The screenshot shows the 'Task List Status' application interface. On the left is a 'Forms' navigation pane with a tree view under 'My Task List'. The main area is titled 'Task List Status' and contains a 'Task - Warnings Explanation - Input' tab. At the top of the main area, there are filters for 'Period: YearTotal1', 'Year: 2017-18', 'Scenario: Estimates', and 'SubCategory: No SubCategory'. Below these filters is a table with the following columns: Value1, Value2, Warning?, Warning Explanation, and EW Description - English. The table contains several rows of warning data, with some cells in the 'Warning?' column highlighted in red to indicate 'Yes / No' status.

	Value1	Value2	Warning?	Warning Explanation	EW Description - English
Warning_DFD_2	1,936,567	(1,874,12...	Yes / No		The total of the variance for Data Form D variance (Col.1
Data Form D Warnings					
Warning_APP_B1_1	6,537,667	6,531,526	Yes / No		The total fees from the Government of Canada on Appen
Warning_APP_B1_2	0	0	No / Non		The total fees received for out of province and visa stude
Appendix B1 Warnings					
Warning_Detail_4	35.4	35.4	No / Non		The number of School Level Principals should be equal t
Warning_Detail_5	17.2	16.6	Yes / No	School Level VPS	The number of School Level Vice-Principals should be eg
Warning_Detail_6	53.9	53.5	Yes / No	School level Cleric	The number of School Level Clerical and Secretarial staff
Detail Data Warnings					
Warning_APP_D1&D2_1			N/A		(For Financial Statements Only) The sum of the amount i
Appendix D1 & D2 Warnings					
Warning_APP_F_1	0	0	No / Non		The total transportation to Provincial School expenses req
Appendix F Warnings					
Warning_APP_G_1			No / Non		The year grid for Elementary and Secondary teachers m
Appendix G Warnings					
Warning_APP_H_1	0	0	No / Non		If the eligible expenses exceed 10% of the total strike sa

A new Board Error Confirmation form that allows the boards to submit with outstanding errors as part of the Submit with Errors process has been added. This functionality is only used after consulting the Ministry. Warnings can also be viewed as a tab on this form.

The screenshot shows the 'Task List Status' application window. The main content area displays a table with columns for 'Value1', 'Value2', 'Error?', and 'Board Accepts Error'. The 'Error?' column contains 'No / Non' and the 'Board Accepts Error' column contains 'No / Non'. The 'EW Description - English' column contains detailed error messages. A red box highlights the 'Error?' and 'Board Accepts Error' columns for a row, and a red arrow points to the right edge of the description cell for that row.

	Value1	Value2	Error?	Board Accepts Error	EW Description - English
No Category			No / Non	No / Non	Indicates if there is any error in the submission and whether to proceed with submission regardless of error
Error_SC1_1			N/A		(For Financial Statements Only) The change in accumulated surplus/(deficit) on Schedule 1 should be equal to the net revenue
Error_SC1_2			N/A		(For Financial Statements Only) The total closing balance for accumulated surplus/(deficit) in Schedule 1 item 5 column 1 sho
Schedule 1 Errors					(For Financial Statements Only) The accumulated surplus/(deficit) amount for the current year in Schedule 1.1 item 3.3 colun
Error_SC1_1_1			N/A		(For Financial Statements Only) The accumulated surplus/(deficit) amount for the previous year in Schedule 1.1 item 3.3 colu
Error_SC1_1_2			N/A		(For Financial Statements Only) The accumulated surplus/(deficit) amount for the previous year in Schedule 1.1 item 3.3 colu
Error_SC1_1_3			N/A		(For Financial Statements Only) The accumulated surplus/(deficit) amount for the previous year in Schedule 1.1 item 3.3 colu
Schedule 1.1 Errors					(For Financial Statements Only) The net debt for the current year in Schedule 1.3 item 4.2 column 1 should equal Schedule 1
Error_SC1_3_1			N/A		(For Financial Statements Only) Schedule 1.3 - The Net financial assets / (net debt) at end of the prior year (Item 4.2, col 2):
Error_SC1_3_2			N/A		(For Financial Statements Only) Schedule 1.3 - The Net financial assets / (net debt) at end of the prior year (Item 4.2, col 2):
Schedule 1.3 Errors					The Minor TCA funding source must be fully utilized for moveable type assets before any unsupported spending on moveable
Error_SC3_1_1	2,258,233	0	No / Non		The Minor TCA funding source must be fully utilized for moveable type assets before any unsupported spending on moveable
Schedule 3.1 Errors					The closing balance of "School Condition Improvement Funding Source - Deferred Revenue" (Sch 5.1, item 2.6) must be zero

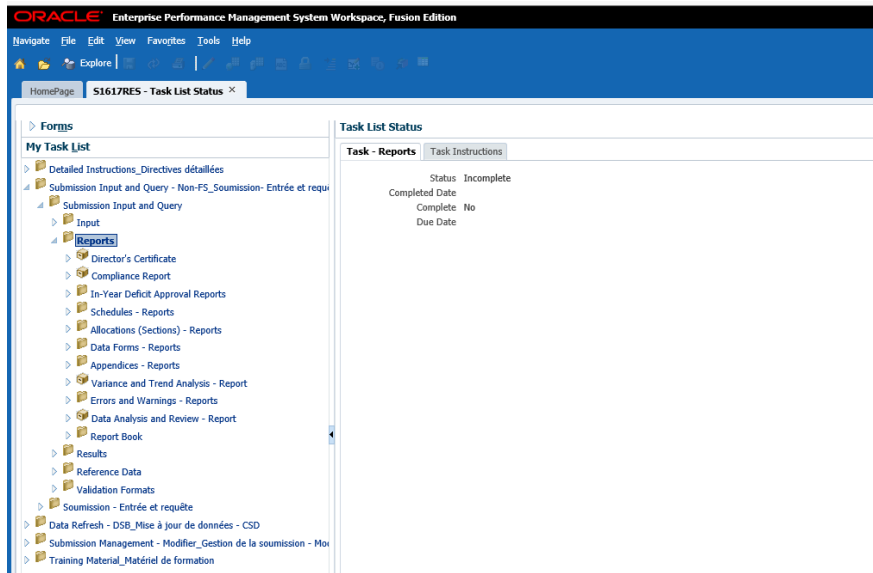


To view the complete description position the mouse pointer on the edge of the description cell and drag the cell to expand. See arrow above

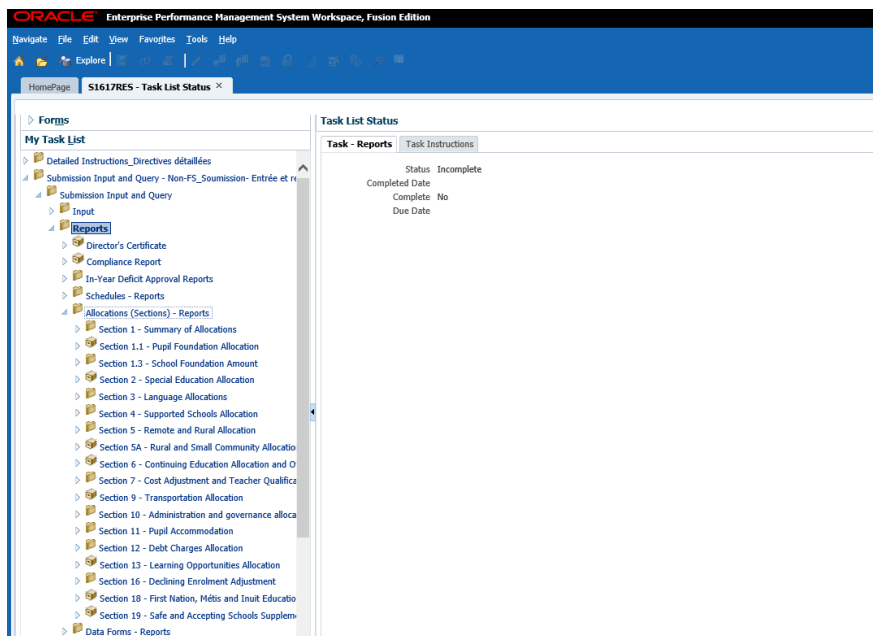
4.3.2 Reports Data Navigation

Reports displaying the input and results for each form are found under the **Reports** folder. Reports have been grouped into folders by the following areas: Directors Report, Compliance Report, Schedules, Allocations (Sections), Data Forms, Appendices, Errors and Warnings and Data Analysis and Review. To print a complete set of reports the user will select the Report Book folder.

Example of the Report Area folders



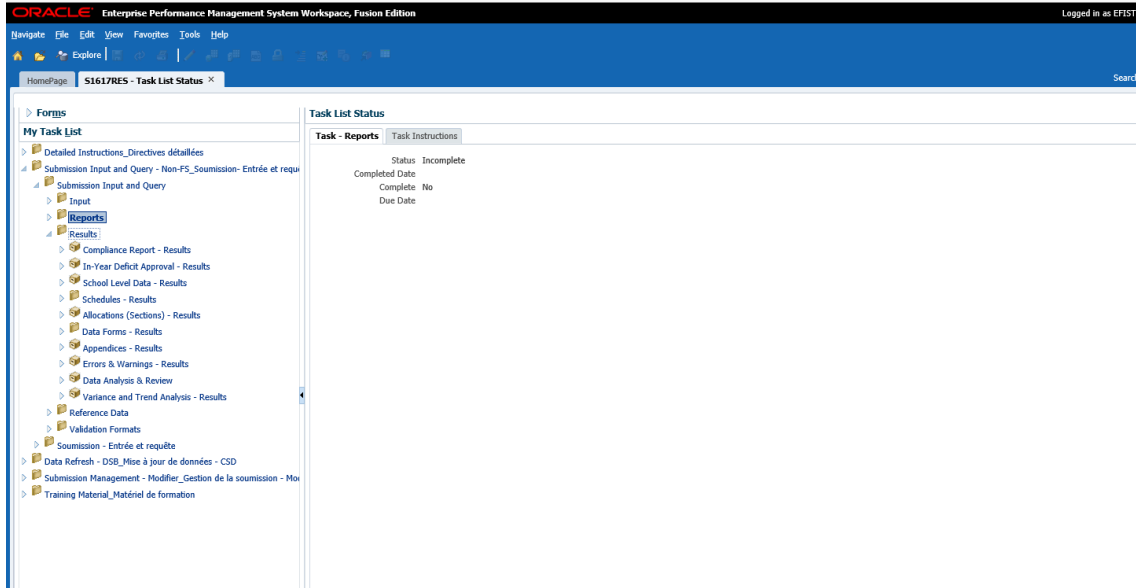
Example of the Allocation (Sections)- Reports folders



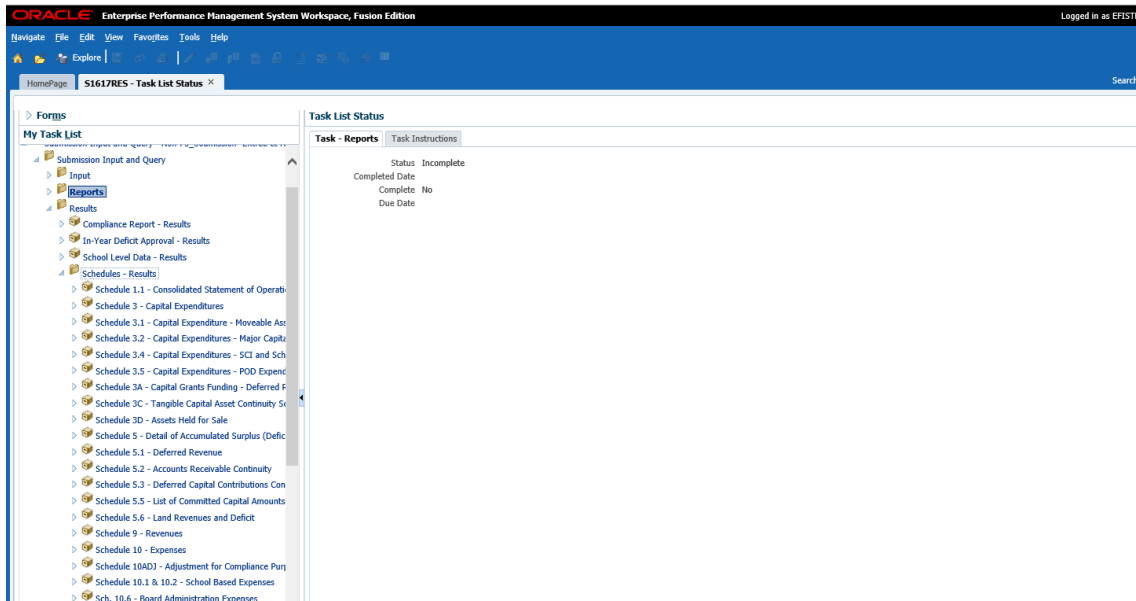
4.3.3 Results Data Navigation

Results can also be viewed in a form; the **Results** folder contains these forms. Review forms have been grouped into folders by the following areas: Compliance Report, Enrolment, Schedules, Allocations (Sections), Data Forms, Appendices, Errors and Warnings and Data Analysis and Review.

Example of Results Area folders.



Example of Schedule Results folders



4.3.4 Reference Data Navigation

The **Reference Data folder** contains forms that display **Benchmarks & Table Amounts** of the board, a **Summary of Reference Data Changes** that most recently have occurred during a submission cycle and a **Reference Data Variance Report** that displays the impact of that change on Allocations (Sections) in a form. A PDF report is also available.

Example of the Benchmark tab

The screenshot shows the Oracle Enterprise Performance Management System Workspace. The left-hand navigation pane is expanded to show the 'Forms' section, with 'Benchmarks & Table Amounts' selected. The main window displays the 'Task List Status' for 'Benchmarks & Table Amounts'. The 'Reference Data Review' section is active, showing a table of benchmark data for the year 2016-17. The table has columns for the benchmark name, category, and numerical values.

Benchmark Name	Category	No
Pupil Foundation Per Pupil Benchmark	JK - SK :	6,101.52
	Grades 1 to 3	5,576.56
	Grades 4 to 8	4,644.67
	Secondary	5,792.23
Enrolment range for Principal Start - Old Model	Default - Elem Range 1	0
	Default - Elem Range 2	0
	Default - Elem Range 3	50
	Default - Elem Range 4	300
Enrolment range for Principal End - Old Model	Sec Range 4	500
	Default - Elem Range 1	0
	Default - Elem Range 2	50
	Default - Elem Range 3	300
Principals Base Benchmark - FTE - Old Model	Sec Range 3	500
	Default - Elem Range 1	0
	Default - Elem Range 2	0.5
	Default - Elem Range 3	1
Enrolment range for Vice-Principal Start - Old Model	Default - Elem Range 4	2
	Default - Elem Range 1	0
	Default - Elem Range 2	250
	Default - Elem Range 3	500

Example of Benchmark Changes

The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The main content area is titled 'Task List Status' and contains a 'Task - Summary of Reference Data Changes'. The interface includes a navigation pane on the left with a 'My Task List' section. The main area displays a summary of reference data changes for the scenario 'Financial Statements' and period 'Year:2016-1'. A message states: 'There are no valid rows of data for this form.' Below this message, a dropdown menu is open, showing 'No Category Ref Data Update - Board Working Version'.

Example of Variance Report Form

The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The main content area is titled 'Task List Status' and contains a 'Task - Reference Data Variance Results'. The interface includes a navigation pane on the left with a 'My Task List' section. The main area displays a variance report for the scenario 'Revised Estimates' and period 'Year:2016-17'. The report shows a comparison between 'Board Working Version' and 'Board Working Version Snapshot Before Data Change' for various allocation categories. The 'Ref Data Update - Board Working Version - Changes' column is currently empty.

	Board Working Version	Board Working Version Snapshot Before Data Change	Ref Data Update - Board Working Version - Changes
Pupil Foundation Allocation	47,815,898	47,815,898	
School Foundation Allocation	9,090,934	9,090,934	
Special Education Allocation	16,946,266	16,946,266	
Language Allocation	1,524,727	1,524,727	
Supported School Allocation	4,154,202	4,154,202	
Remote and Rural Allocation	6,398,346	6,398,346	
Rural and Small Community Allocation	6,849	6,849	
Learning Opportunities Allocation	2,359,714	2,359,714	
Continuing Education Allocation and Other Program	606,624	606,624	
Cost Adjustment and Teacher Qualification Allocation	9,760,140	9,760,140	
New Teacher Induction Program Allocation	65,330	65,330	
ECE Q&E Allocation	659,162	659,162	
Restraint Savings Allocation	(112,150)	(112,150)	
Transportation Allocation	8,340,426	8,340,426	
Administration and Governance Allocation	4,222,466	4,222,466	
School Operations Allocation	11,360,333	11,360,333	
Community Use of Schools Allocation	157,932	157,932	
Declining Enrolment Adjustment	882,227	882,227	
First Nation, Métis and Inuit Supplemental Allocation	1,422,863	1,422,863	
Safe and Accredited Schools Allocation	767,015	767,015	

Example of PDF Variance Report

	Board Working Version Current	Board Working Version Changes	Board Working Version Prior
Pupil Foundation Allocation	48,048,026	-	48,048,026
School Foundation Allocation	9,486,726	9,486,726	0
Special Education Allocation	15,173,757	-	15,173,757
Language Allocation	1,342,951	-	1,342,951
Supported School Allocation	3,262,647	3,262,647	-
Remote and Rural Allocation	6,620,444	-	6,620,444
Rural and Small Community Allocation	20,664	-	20,664
Learning Opportunities Allocation	2,041,929	-	2,041,929
Continuing Education Allocation and Other Program	673,692	45,640	628,051
Cost Adjustment and Teacher Qualification Allocation	7,748,979	-	7,748,979
New Teacher Induction Program Allocation	80,564	-	80,564
Restraint Savings Allocation	-112,150	-	-112,150
Transportation Allocation	7,832,630	-	7,832,630
Administration and Governance Allocation	4,047,192	21,750	4,025,442
School Operations Allocation	12,664,233	4,358,017	8,306,216
Community Use of Schools Allocation	188,321	-	188,321
Declining Enrolment Adjustment	876,152	-177,583	1,053,735
First Nations, Metis and Inuit Supplemental Allocation	1,005,181	0	1,005,181
Safe Schools Allocation	284,542	-	284,542
Permanent Financing of NPF	0	-	0
General Operating Allocation (Prior to Capital Adjustment)	119,284,480	16,997,197	102,287,283



School Board Name: First Training DSB
School Year: 2013-14
Cycle: Estimates

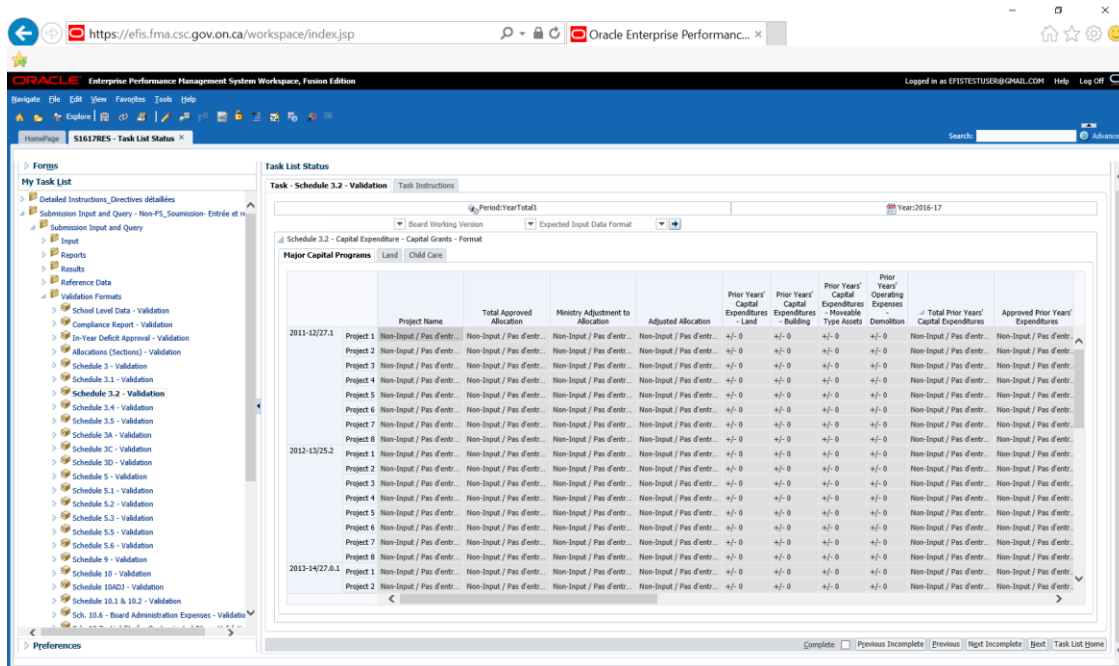
Reference Data Variance

The following report shows the changes to Allocations after Reference Data Versioning has been completed and Allocations Calculations have been re-run using the changed Reference Data.



4.3.5 Validation Formats Navigation

Each of the input cells requires valid data formats to be entered before the data will be saved to the system, the **Validation Formats** folder contains validation forms for each input form.



The chart below provides a listing of all input formats.

Description	Format Code
Non-Input Cell	Blank Cell
Non-Input Cell	Non-Input / Pas d'entrée
All Values, No Decimal	+/- 0
Positive Values, No Decimal	+ 0
Negative, No Decimal	- 0
Positive One Decimal	+ 0.0
Negative One Decimal	- 0.0
One Decimal	+/- 0.0
Positive Two Decimals	+ 0.00
Negative Two Decimals	- 0.00
Two Decimals	+/- 0.00
Positive Three Decimals	+ 0.000
Negative Three Decimals	- 0.000
Three Decimals	+/- 0.000
Positive Four Decimals	+ 0.0000
Negative Four Decimals	- 0.0000
Four Decimals	+/- 0.0000
Positive Five Decimals	+ 0.00000
Negative Five Decimals	- 0.00000
Five Decimals	+/- 0.00000
Positive Six Decimals	+ 0.000000
Negative Six Decimals	- 0.000000
Six Decimals	+/- 0.000000

4.3.6 Submission Management Navigation

The **Submission Management** folder contains tasks used to perform Version Management submission and promotion activities (promotion of the Board working version). The Version **Description and Summary** form is where the boards can enter a description for the version user is working on as well as follow the activities on different version in the application.

Example of the Version Description and Summary form

The screenshot displays the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The browser address bar shows the URL: https://efis.fma.csc.gov.on.ca/workspace/index.jsp. The user is logged in as EFSTESTUSER@GMAIL.COM.

The main content area is titled "Task List Status" and contains two tabs: "Task - Version Description and Summary" (selected) and "Task Instructions".

Under the "Active Flag" section, there is a table with the following data:

Submission Status	Submission Number	Activation Date	Submission created by:	TP Process Complete
V10:Board Active Version	Active/Actif	12/19/16	Rupam Shah	Yes / Oui
V20:FO Active Version	Active/Actif	4	5/24/17	

Below this is the "Version Description and Summary" section, which contains two tables side-by-side:

Version Description	Activation Date	Submission Number	Version Description
V10W:Board Working Version			V10E0:Board Error Override Version
V10D01:Board Draft 1			V10:Board Active Version
V10D02:Board Draft 2			V1001:Board Inactive Version 1
V10D03:Board Draft 3			V1002:Board Inactive Version 2
V10D04:Board Draft 4			V1003:Board Inactive Version 3
V10D05:Board Draft 5			V1004:Board Inactive Version 4
V10D06:Board Draft 6			V1005:Board Inactive Version 5
V10D07:Blank Template For Reset			V1006:Board Inactive Version 6
V10FOV:Board FO Viewable Version			V1007:Board Inactive Version 7
Ministry review is			V1008:Board Inactive Version 8

The bottom of the page shows navigation controls: Complete, Previous Incomplete, Previous, Next Incomplete, Next, Task List, Home.

4.4 Navigation Using Forms

An alternative way to access forms (Input, Results and Format) without using the Task List is to select **Forms** in the Planning Explorer window, then select the Schedule / Allocation (Sections) in the Form folder window, then select the form the user wants to access. The example below shows how to access the Input form for Schedule 3C. Unlike the Task List, the Input, Results and Format forms are grouped together. Reports cannot be accessed through Forms.

The screenshot shows the 'Forms' navigation pane on the left, with 'SC03C_Format' selected. The main window displays the 'SC03C_Format' data table for the period 'Year:2017-18' and 'SubCategory:No SubCategory'. The table has the following columns:

	Cost - Opening Balance September 1	Cost - Adjustments to Opening Balance	Cost - Transfers Between Asset Class	Cost - Additions and Betterments	Cost - Disposals-Deemed Disposals
Assets In Service - Land & Land Improvement with Infinite Lives	Non-Input / Pas d'entr...	+/- 0	+/- 0	+/- 0	+/- 0
Assets In Service - Land Improvements	Non-Input / Pas d'entr...	+/- 0	+/- 0	+/- 0	+/- 0
Assets In Service - Buildings - 40 years	Non-Input / Pas d'entr...	+/- 0	+/- 0	+/- 0	+/- 0
Assets In Service - Other Buildings	Non-Input / Pas d'entr...	+/- 0	+/- 0	+/- 0	+/- 0
Assets In Service - Portable Structures	Non-Input / Pas d'entr...	+/- 0	+/- 0	+/- 0	+/- 0
Assets In Service - Moveable Type Assets	Non-Input / Pas d'entr...	+/- 0	+/- 0	+/- 0	+/- 0
Total Assets In Service	Non-Input / Pas d'entr...	Non-Input / Pas d'entr...	Non-Input / Pas d'entr...	Non-Input / Pas d'entr...	Non-Input / Pas d'entr...
.					
Leasehold Improvements - Land Improvements	Non-Input / Pas d'entr...	+/- 0		+/- 0	+/- 0
Leasehold Improvements - Buildings	Non-Input / Pas d'entr...	+/- 0		+/- 0	+/- 0
Leasehold Improvements - Other	Non-Input / Pas d'entr...	+/- 0		+/- 0	+/- 0

5 Data Input

5.1 Data Input – Forms

All data to be entered into EFIS 2.0 is entered using the data input forms. As described above, each section has a form or set of forms for data input. White Cells are data input, Blue Cells are loaded with prior year data that can be updated, Gray Cells are non-input cells and Red Cells indicate a data validation error.

The section below explains how to input data into EFIS 2.0.

5.1.1 Opening a Form

To open a Form in the Task List click on the form's name.

	Revised Estimates		
	Elementary	Secondary	Total Day School
SEA Claim Based Amount	166,000	20,000	180,000
Approved SIP	1,108,000	54,000	1,162,000
Total DSENA Excluding SIP	5,697,997	1,899,332	7,597,329
Salary and Supplies in Approved Facilities	252,862	909,580	1,162,442
Furniture and Equipment in Approved Facilities			
Approved Costs for Facilities Amount			

EFIS 2.0 displays the form that applies to the particular task.

The Allocation (Sections) input form is a complex form with one tab per allocation. The Schedule input forms are either a single form (one tab) or a complex form (multiple tabs) depending of the amount of information to be entered.

5.1.2 Enable Input Field

Input fields are displayed with a white background, to enable an input field for input click in the cell. The selected input field is now enabled.

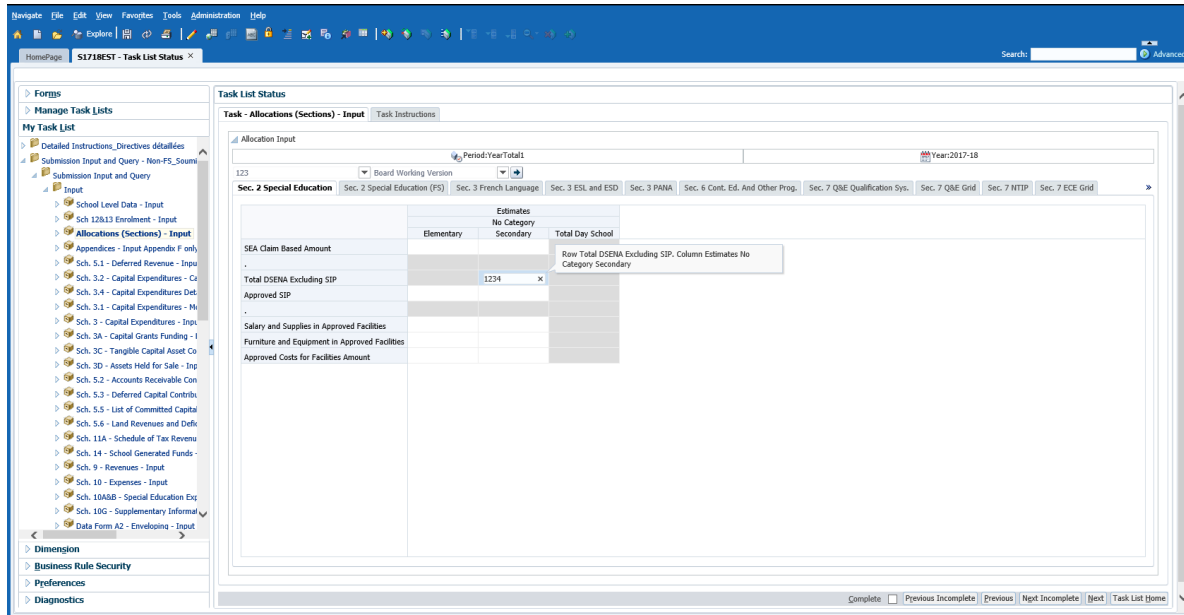
The screenshot shows the 'Task List Status' application interface. On the left is a navigation pane with a tree view of forms, including 'Allocations (Sections) - Input'. The main area displays a table titled 'Task - Allocations (Sections) - Input'. The table has columns for 'Elementary', 'Estimates No Category Secondary', and 'Total Day School'. A tooltip is visible over the 'Total DSENA Excluding SIP' cell, indicating it is an input field. The tooltip text reads: 'Row Total DSENA Excluding SIP. Column Estimates No Category Secondary'. The table also includes rows for 'SEA Claim Based Amount', 'Approved SIP', 'Salary and Supplies in Approved Facilities', 'Furniture and Equipment in Approved Facilities', and 'Approved Costs for Facilities Amount'.

To navigate between cells, in addition to mouse navigation, the keyboard can be utilized:

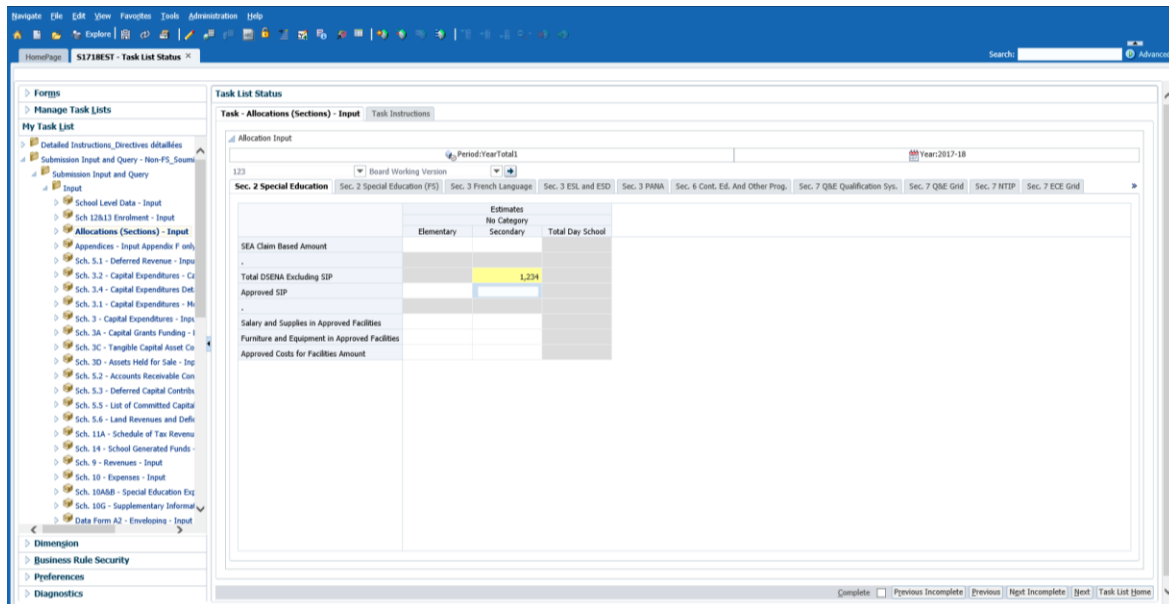
- Tab – move selected cell to next cell in horizontal order
- Shift + Tab – move selected cell backwards, in horizontal order
- Enter – move to the next cell
- Shift Enter – move back to last cell

5.1.3 Key in Input Field

Once an input field is enabled the user can key a value into the cell. A dialog box will be displayed indicating the EFIS 2.0 Cell Coordinates

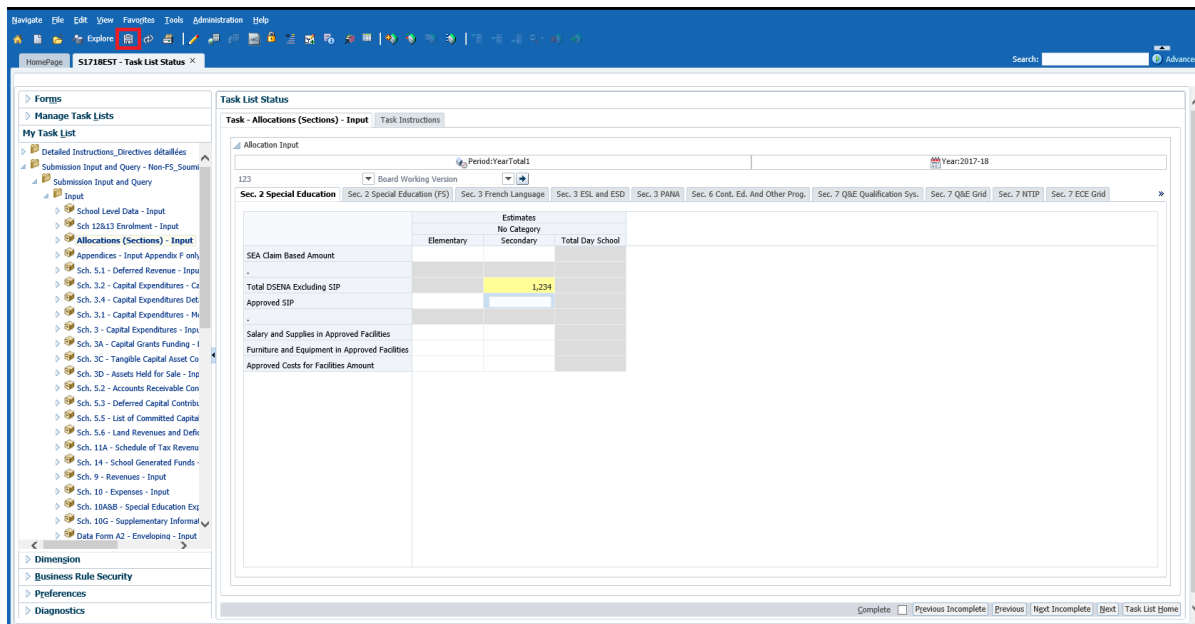


The system highlights input values in yellow until they are saved to the database.

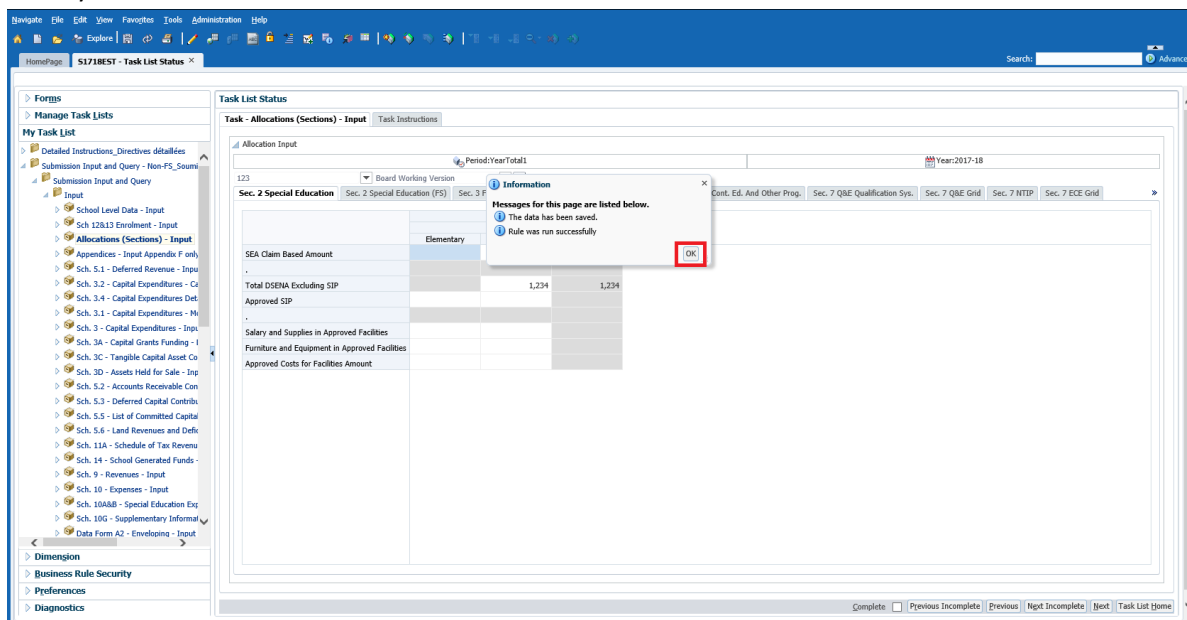


5.1.4 Save input field

To save data keyed in an input field click on the Save icon or **File** → **Save**



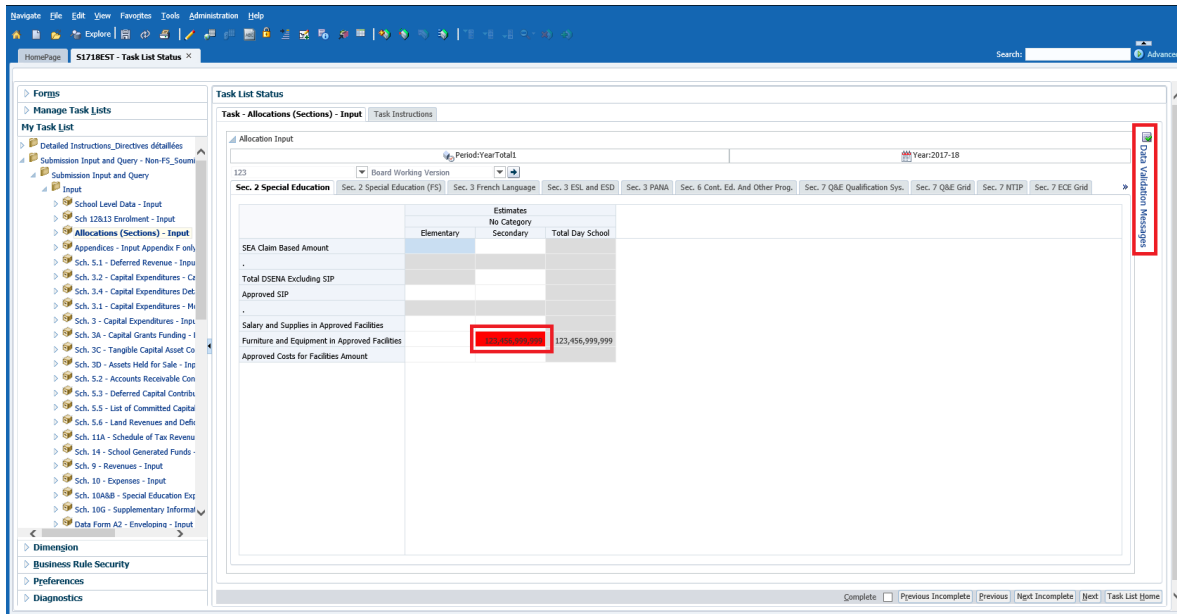
The system confirms that the data has been saved.



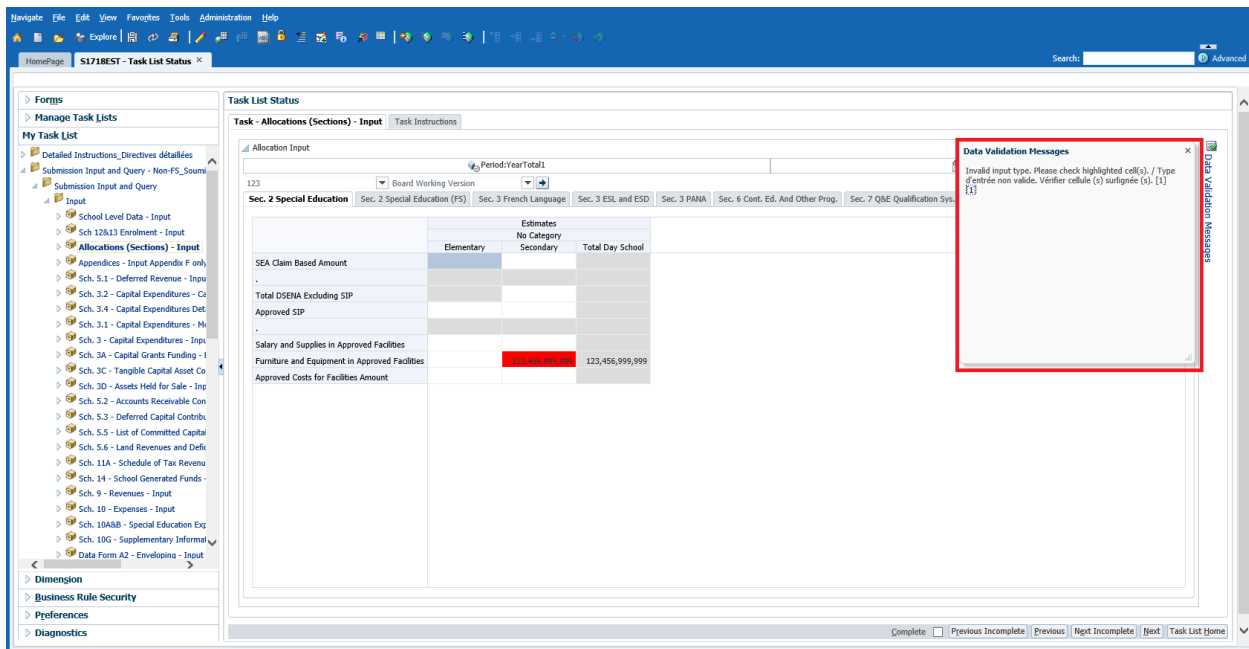
Click on **OK** to continue.

5.1.5 Invalid Data

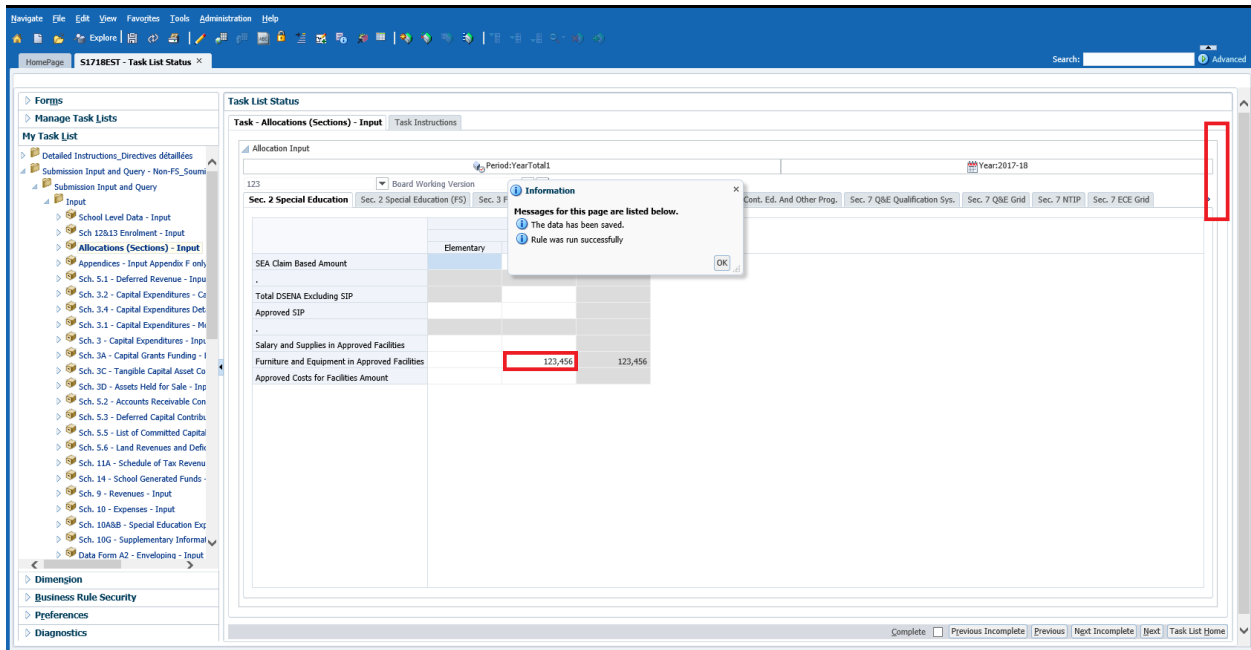
When the user enters and saves data that is invalid the invalid cell is highlighted in red and a Data Validation Message is displayed on the right side of the form.



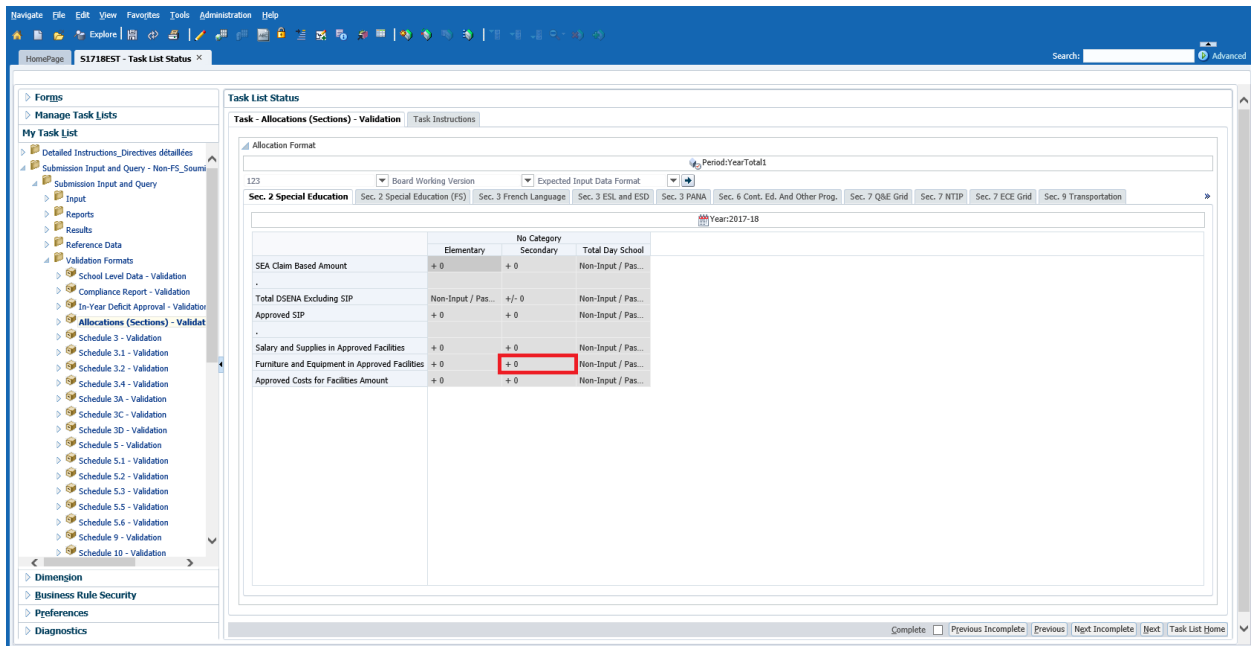
To see the Validation Error the user can click on Data Validation Message to displays the error message.



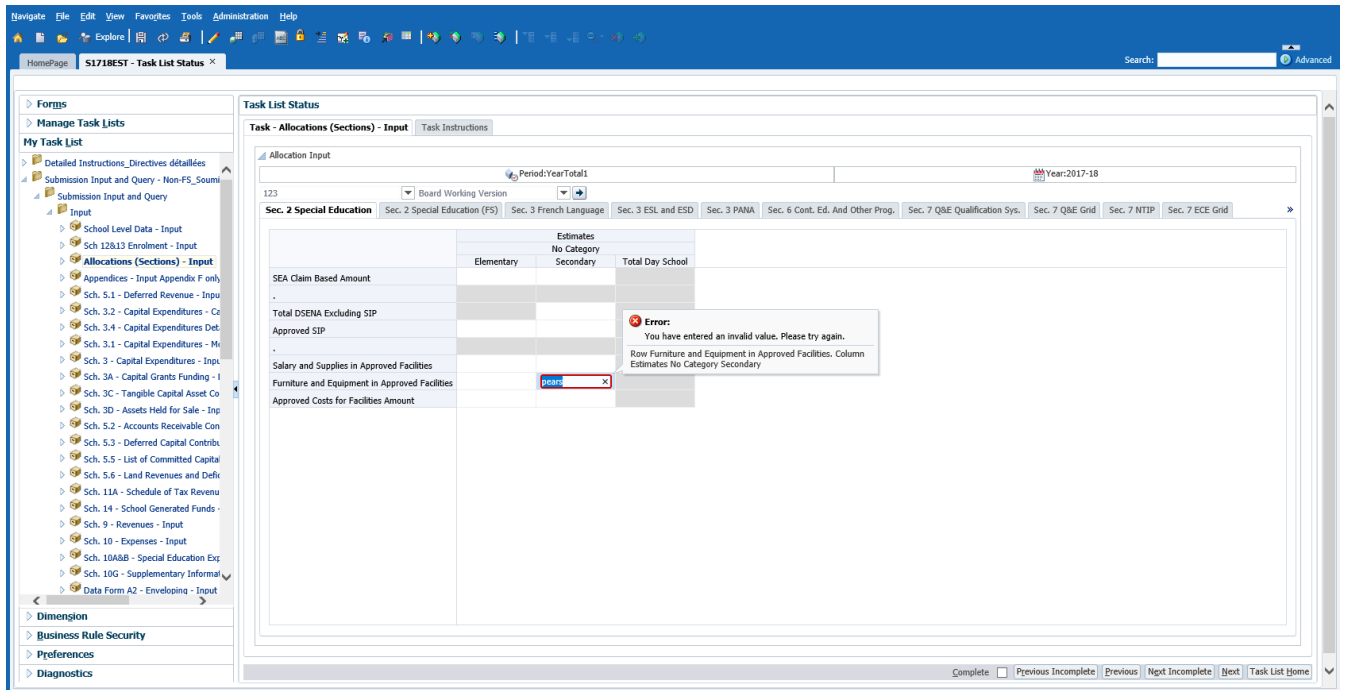
In order to correct the error, the user enters the correct value and saves the data. The confirmation message that the data is saved successfully is shown and if the data is now correct the validation message on the right side of the form disappears.



If the user is not sure what cell formatting should be different, the user can check the cell format by opening the same form in the **Validation Formats** folder and see the description for each cell.



If the user enters a non numeric value into a cell that is expecting numeric values an error will be displayed and the user will not be able to navigate away from that cell until it is corrected.



5.1.6 Prior Year Adjustment

Data cells that have been loaded from a prior year or cycle but and can be adjusted by the user are blue. To make an adjustment click on the cell, enter data and save. If invalid data is entered the cell will become Red.

The screenshots illustrate the process of adjusting data in the 'Task List Status' application. The top screenshot shows a table with a blue cell containing the value '1234' under the 'Full Day Kindergarten' column. A tooltip is visible over the cell. The bottom screenshot shows the same table after the value is saved, with an information dialog box overlaid on the screen.

Task - Sch. 3A - Capital Grants Funding - Deferred Revenues	Full Day Kindergarten	Capital Priorities - Major Capital Programs	Capital Priorities - Land	Child Care Capital	Child and Family Program Capital	New School Condition Improvement - Restricted (70%)	New Sch. Condition Improvement - Unrestricted (30%)
APPROVALS / ALLOCATIONS AVAILABLE							
MONTANTS APPROUVÉS/AFFECTATIONS DISPONIBLES							
Remaining Approved Amounts or Opening Deferred Revenue :	1234						
In-year Approvals and Allocations and Interest Earned on Deferred Revenues	No Category						
Amounts Used to Fund Eligible Operating	No Category						
Amounts Applied to Prior Years' Expenditures	No Category						
Capital Grants or Deferred Revenue Available	No Category						
ELIGIBLE CAPITAL EXPENDITURES							
DÉPENSES D'IMMOBILISATIONS ADMISSIBLES							
Eligible Capital Expenditure							

5.1.7 Input Form Types

For some forms, for example Schedule 10- Expenses, 2 types of input form type forms are available for the user, Option 1 provides a single column of data entry; Option 2 displays the regular checkerboard approach. Users can enter data into either of the forms and the resulting data entry will be saved to both

The screenshot shows the 'Task List Status' window for 'Sch. 10 - Expenses - Input'. The 'Option 1' view displays a table with the following data:

Salaries and Wages	Estimates
Classroom Teachers	61,403,556
Supply Staff	3,040,566
Teacher Assistants	6,863,151
Early Childhood Educator	1,487,504
Professionals Paraprofessionals and Technicians	2,773,010
Library and Guidance	1,876,751
Staff Develop.	416,000
Department Heads	153,398
Principals and VPs	6,330,454
School Office	2,203,708
Coordinators and Consultants	2,545,264
Continuing Education	712,317
Trustees	104,313
Directors and Supervisory Officers	750,128
Board Administration	1,719,987

The screenshot shows the 'Task List Status' window for 'Sch. 10 - Expenses - Input'. The 'Option 2' view displays a checkerboard table with the following data:

Account	Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Interest Charges on Capital	Rental Expense	Fees and Contract Services
INSTRUCTION							
Classroom Teachers	61,403,556	7,578,038		62,250			11,000
Supply Staff	3,040,566	224,573					
Teacher Assistants	6,863,151	2,350,506					
Early Childhood Educator	1,487,504	499,786					
Textbooks and Supplies				2,531,230			42,161
Computers				917,287			187,238
Professionals Paraprofessionals and Technicians	2,773,010	610,715		206,400			179,751
Library and Guidance	1,876,751	315,704		5,530			
Staff Develop.	416,000		342,657				
Department Heads	153,398	18,600					

5.1.8 Distribution of Elementary and Secondary Data

In EFIS 2.0 where data is required for both Elementary and Secondary, for example Schedule 10.1 and 10.2, data is now first entered at the total level (i.e Schedule 10) and the total amount is distributed to Elementary. To complete the distribution between Elementary and Secondary the user now enters the secondary amount only and the elementary amount will be calculated.

The screenshot shows the 'Task List Status' interface for 'Sch. 10.1 & 10.2 - School Based Expenses - Input'. The table displays various expense categories with columns for Salaries and Wages, Employee Benefits, Staff Development, Supplies and Services, Interest Charges on Capital, Rental Expense, Fees and Contract Services, Other Expenses, Transfer to Other Boards, and Total Expenses. The 'Elementary' and 'Secondary' categories are highlighted with red boxes.

		Salaries and Wages	Employee Benefits	Staff Development	Supplies and Services	Interest Charges on Capital	Rental Expense	Fees and Contract Services	Other Expenses	Transfer to Other Boards	Total Expenses
Elementary :	Classroom Teachers	37,336,947	4,655,462		40,863			11,000			42,044,272
	Supply Staff	1,624,300	123,759								1,748,059
	Teacher Assistants	5,548,848	1,954,149								7,502,997
	Early Childhood Educator	1,487,504	499,786								1,987,290
	Textbooks and Supplies				1,233,317			3,575	12,137		1,249,029
	Computers				609,947			125,845			735,792
	Professionals Paraprofessionals and Technicians	2,120,837	435,877		138,480			105,732	16,830		2,817,756
	Library and Guidance	366,490	107,066		870						474,426
	Staff Develop.	280,057		286,832							566,889
	Department Heads	0	0								0
	Principals and VPs	3,930,026	518,940	6,059	21,732						4,476,757
	School Office	1,188,495	429,301	6,459	133,088			25,459			1,782,802
	Total Instruction Expenses	53,883,504	8,724,340	299,350	2,178,297			271,611	28,967		65,386,069
Secondary :	Classroom Teachers	24,066,609	2,922,576		21,387						27,010,572
	Supply Staff	1,416,266	100,814								1,517,080

In the example below the user enters the amount of Secondary Total HNA Excluding SIP, then saves. The amount of Secondary Total HNA Excluding SIP is saved and the Elementary Total HNA Excluding SIP is recalculated to properly distribute the total amount between panels.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The user is logged in as EDU_80001_L_W. The main window is titled 'Task List Status' and displays a table of allocations for 'Year: 2013-14'. The table is organized by school level (Elementary and Secondary) and includes various categories such as SEA Claim Based Amount, Approved SIP, Salary and Supplies in Approved Facilities, Furniture and Equipment in Approved Facilities, and Approved Costs for Facilities Amount. The 'Total HNA Excluding SIP' for Elementary is 7,437,883 and for Secondary is 883. A red box highlights the Secondary Total HNA Excluding SIP value.

Category	Sub-Category	Estimates
Elementary	SEA Claim Based Amount	
	Approved SIP	
	Salary and Supplies in Approved Facilities	
	Furniture and Equipment in Approved Facilities	123,456
	Approved Costs for Facilities Amount	0
Secondary	SEA Claim Based Amount	
	Approved SIP	0
	Salary and Supplies in Approved Facilities	
	Furniture and Equipment in Approved Facilities	0
	Approved Costs for Facilities Amount	0
Total Day School	2012-13 High Needs Allocation before enrolment change adjustment :	8,158,761
Elementary	Total HNA Excluding SIP	7,437,883
Secondary	Total HNA Excluding SIP	883
Total Day School	Total HNA Excluding SIP	7,437,883

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The user is logged in as EDU_80001_L_W. The main window is titled 'Task List Status' and displays the same table of allocations as the previous screenshot. However, the 'Total HNA Excluding SIP' for Elementary is now 7,437,000 and for Secondary is 883. A red box highlights the Elementary Total HNA Excluding SIP value. An information dialog box is visible, stating 'Messages for this page are listed below. The data has been saved. Rule was run successfully.'

Category	Sub-Category	Estimates
Elementary	SEA Claim Based Amount	
	Approved SIP	
	Salary and Supplies in Approved Facilities	
	Furniture and Equipment in Approved Facilities	123,456
	Approved Costs for Facilities Amount	0
Secondary	SEA Claim Based Amount	
	Approved SIP	0
	Salary and Supplies in Approved Facilities	
	Furniture and Equipment in Approved Facilities	0
	Approved Costs for Facilities Amount	0
Total Day School	2012-13 High Needs Allocation before enrolment change adjustment :	8,158,761
Elementary	Total HNA Excluding SIP	7,437,000
Secondary	Total HNA Excluding SIP	883
Total Day School	Total HNA Excluding SIP	7,437,883

5.2 Cell Right Click Functionality

Hyperion Planning provides additional functionality to support data input. This functionality can be accessed by right clicking on an input cell. Functionality that is available in EFIS 2.0 includes:

- Edit
 - Cut
 - Copy
 - Paste
 - Clear
- Comments
- Supporting Detail
- Change History

5.2.1 Edit

Standard Cut, Copy, Paste, Clear functionality can be accessed by right clicking on a cell the select **Edit** → **Cut** will delete the value and save it to your clipboard, copy will copy the value to your clipboard, paste will copy in the value from the clipboard and Clear will delete the value in the cell.

The screenshot shows the 'Task List Status' window in Hyperion Planning. The main area displays a table with columns for 'Elementary', 'Secondary', and 'Total Day School' under the 'Estimates' section. A right-click context menu is open over the '160,000' value in the 'SEA Claim Based Amount' row. The menu items are: Edit, Adjust, Comments, Supporting Detail, Change History, Attachments, Lock/Unlock Cells, Analyze, New Ad Hoc Grid, Select All, Data Validation Messages, and Apply. The 'Edit' option is selected, and a sub-menu is visible showing 'Cut', 'Copy', 'Paste', and 'Clear' options, which are highlighted with a red border.

	Estimates		
	Elementary	Secondary	Total Day School
SEA Claim Based Amount	160,000		
Total DSENA Excluding SIP	5,764,158		
Approved SIP	1,108,000		
Salary and Supplies in Approved Facilities	395,137		
Furniture and Equipment in Approved Facilities			
Approved Costs for Facilities Amount			

5.2.2 Comments

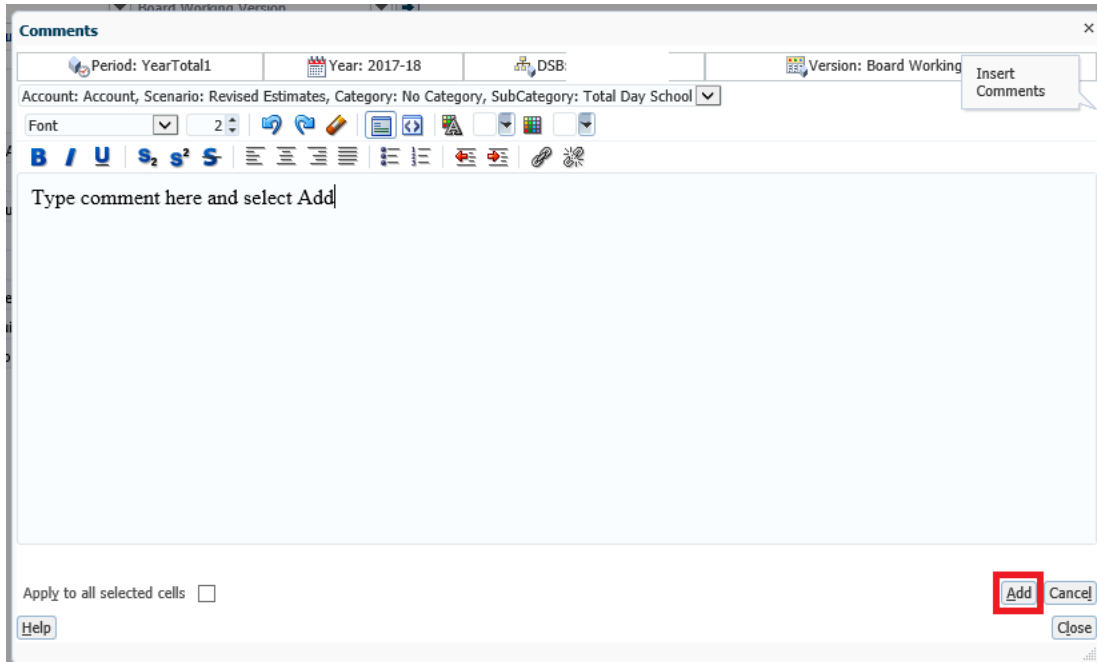
Users can attach a comment to a cell by right clicking on the cell and selecting **Comments**.

The screenshot shows the 'Task List Status' application interface. On the left is a navigation pane with a tree view under 'My Task List' containing various categories like 'School Level Data - Input' and 'Allocations (Sections) - Input'. The main area displays a table with columns for 'Elementary', 'Secondary', and 'Total Day School'. A right-click context menu is open over the 'Total DSENA Excluding SIP' row, with the 'Comments' option highlighted in yellow. Other menu items include 'Edit', 'Adjust', 'Supporting Detail', 'Change History', 'Attachments', 'Lock/Unlock Cells', 'Analyze', 'New Ad Hoc Grid', 'Select All', and 'Data Validation Messages'.

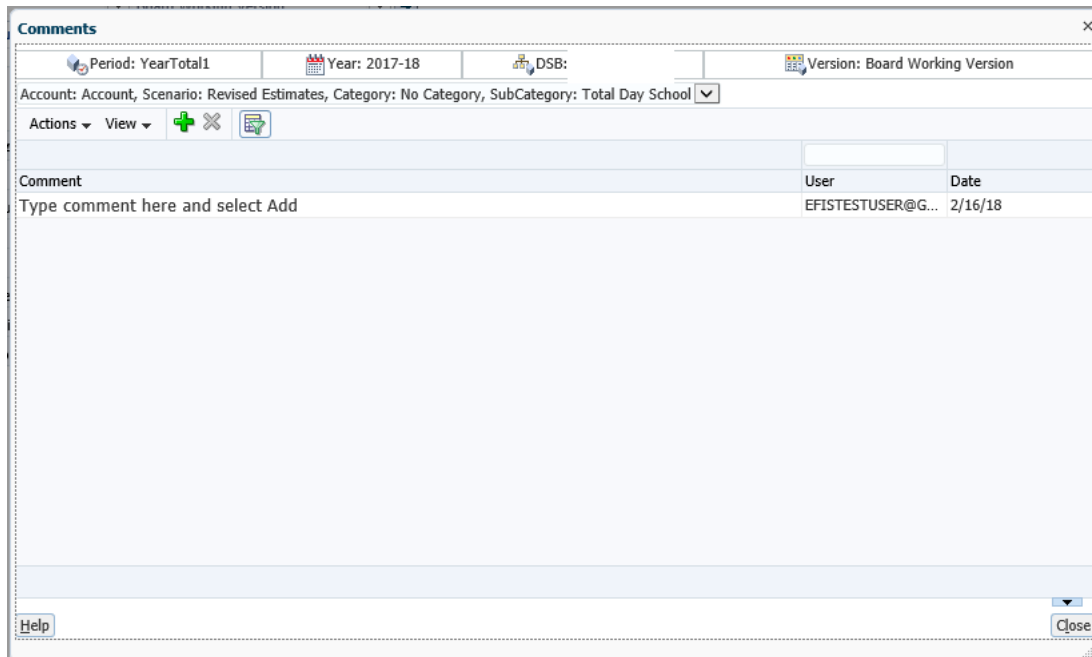
In the comment box that is displayed select either the **+** or **Actions** → **Add** to enter a comment

The screenshot shows the 'Comments' dialog box. At the top, it displays 'Period: YearTotal1', 'Year: 2017-18', 'DSB:', and 'Version: Board Working Version'. Below this, it shows the account and category information: 'Account: Account, Scenario: Revised Estimates, Category: No Category, SubCategory: Total Day School'. A toolbar contains 'Actions', 'View', and a plus sign icon. The 'Add' button, which includes a plus sign icon and the text 'Add Ctrl+M', is highlighted with a red box. Below the toolbar is a table with columns for 'User' and 'Date', and a message 'No data to display'.

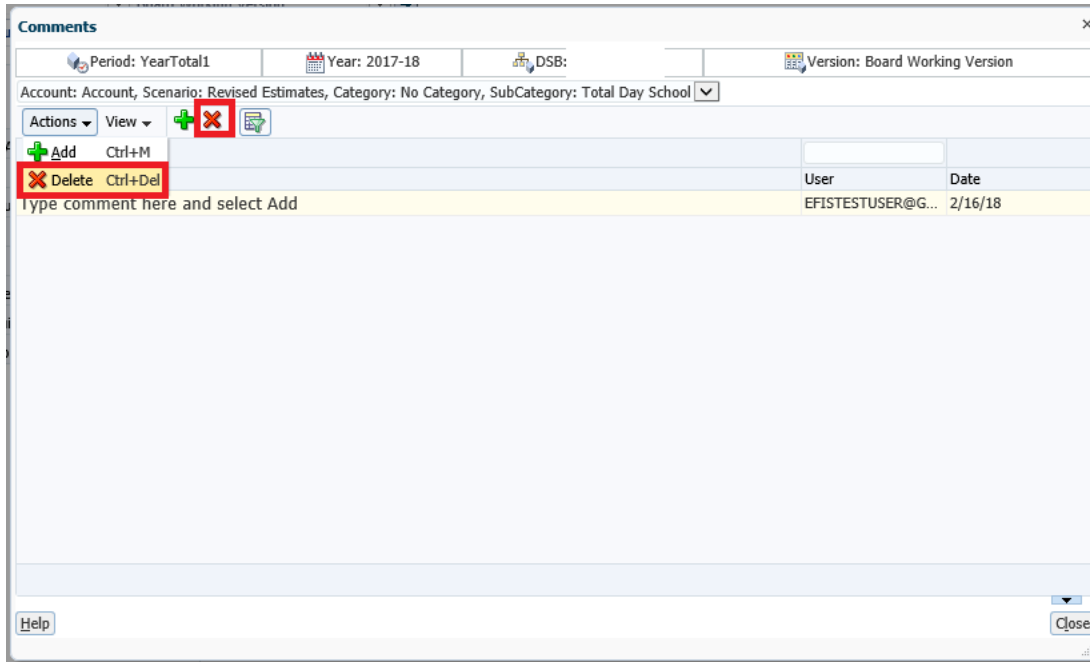
When the Comments window opens enter the comment and select **Add**.



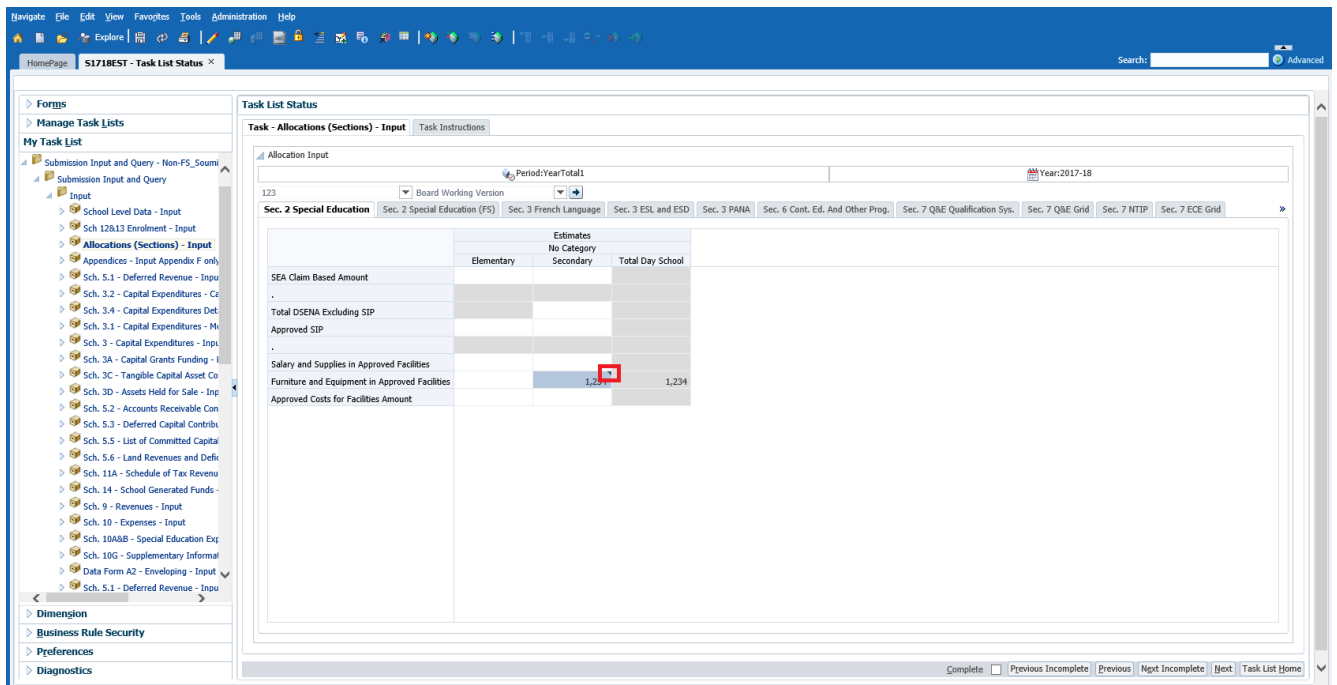
Comments are saved with the user name and date. Comments cannot be edited once they have been saved.



To remove a comment select the comment then either the **X** or **Actions** → **Delete**

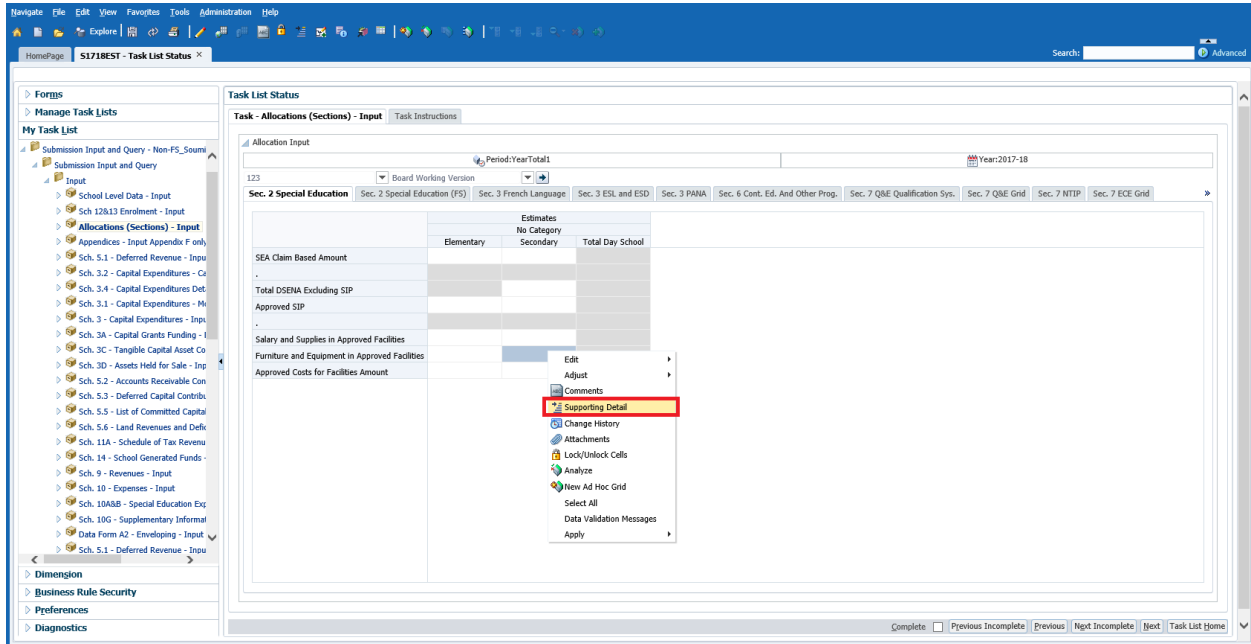


Cells that have comments will have a triangle in the top left corner of the cell.

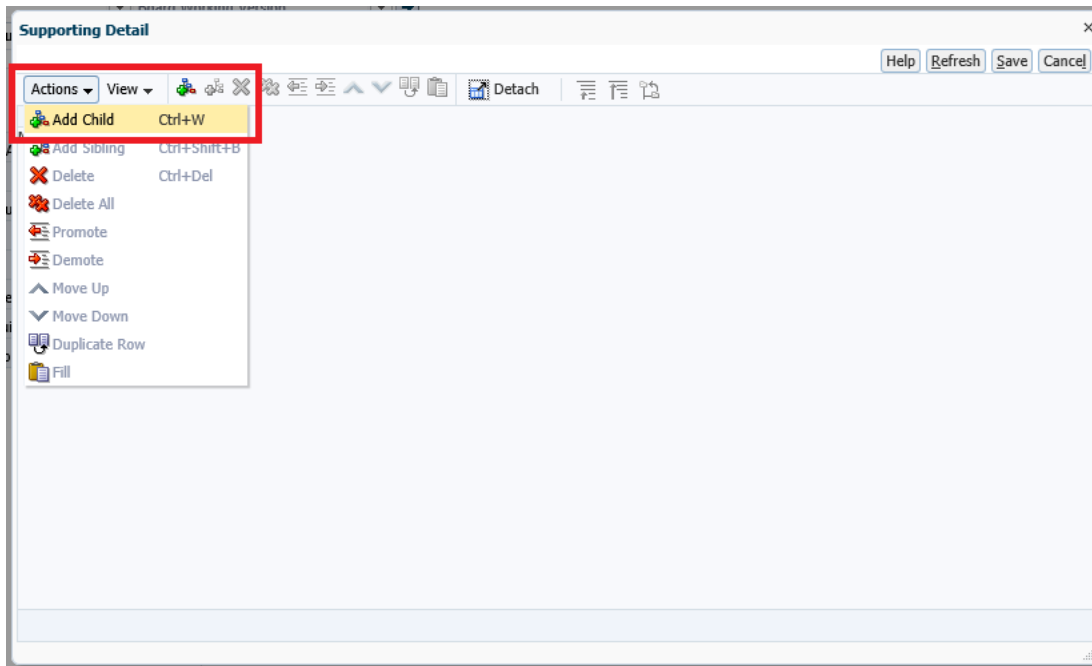


5.2.3 Supporting Details

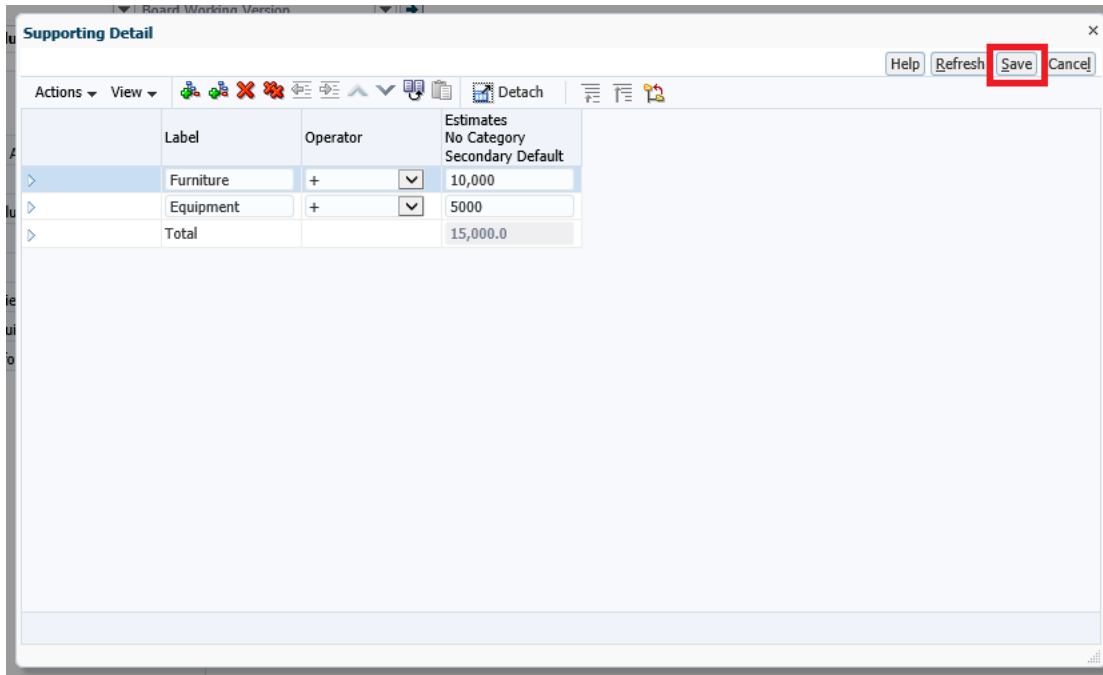
The user can add supporting details to an input cell by right clicking on the cell and selecting **Supporting Detail**.



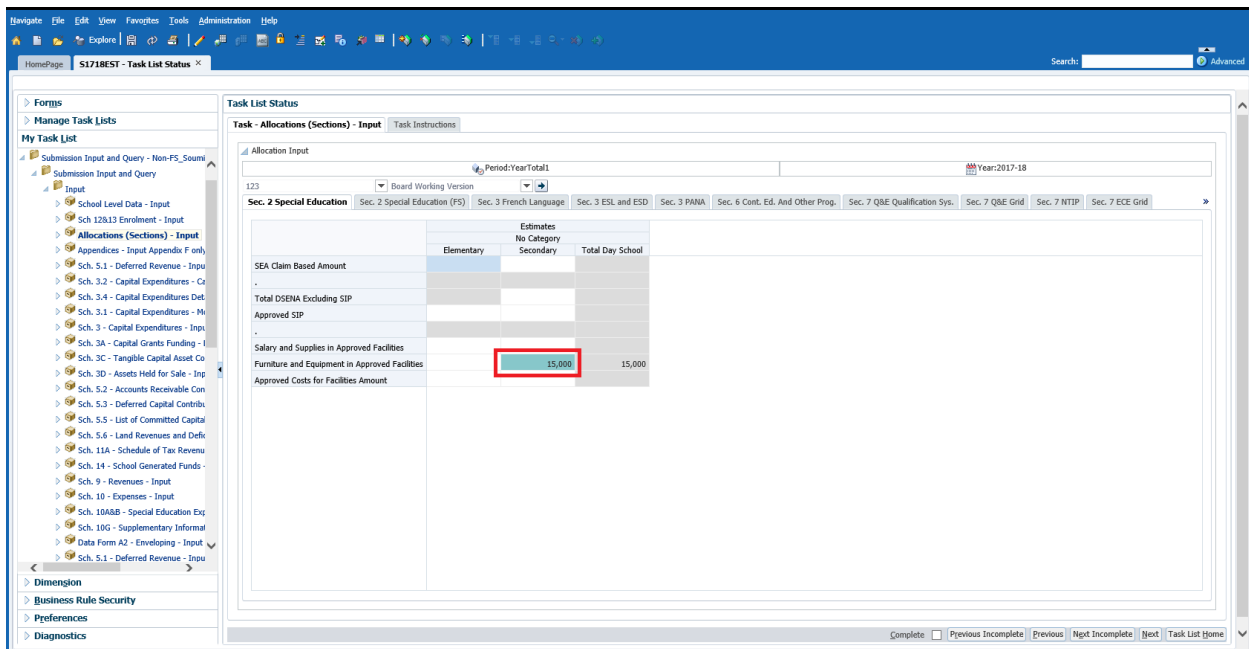
To enter data select **Action** → **Add Child or Add Sibling** depending on how the user wants to display the information.



The example below shows how the user can provide the detailed split between Equipment and Furniture. Enter the detailed amounts and labels and select **Save**.

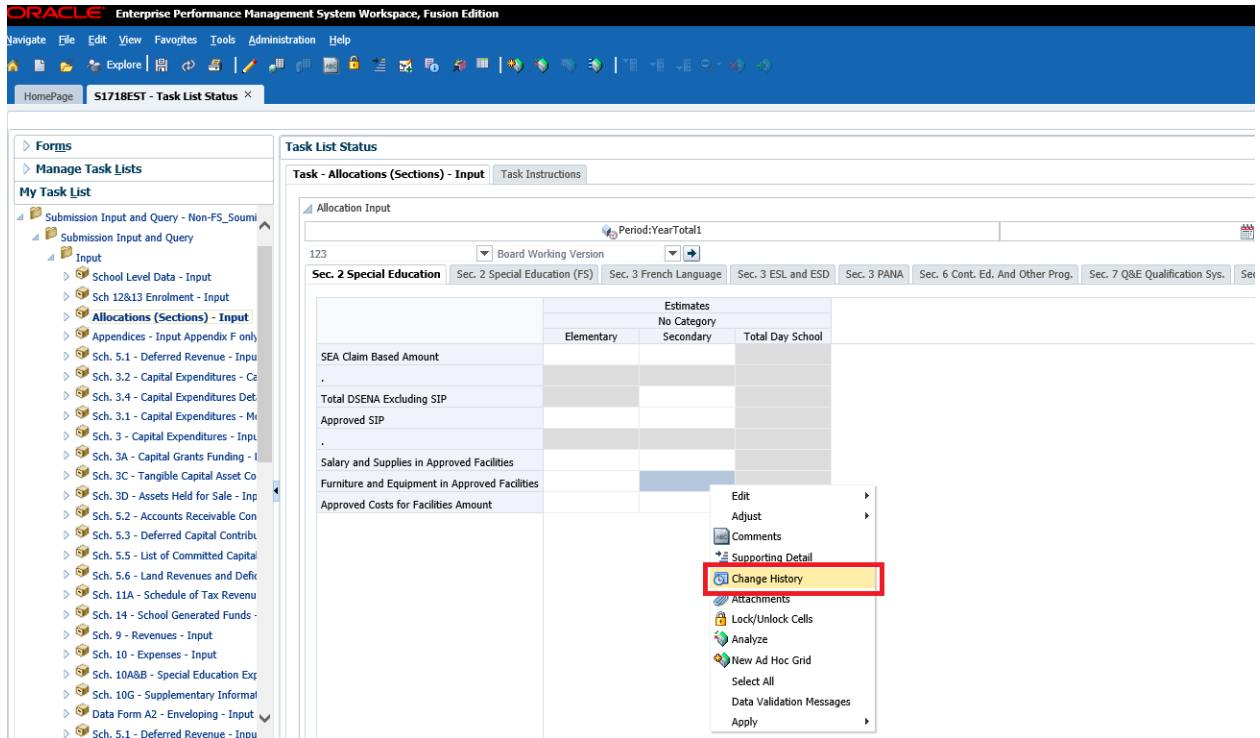


The total of the supporting details will be calculated and stored in the cell. The colour of the cell will change to dark blue to indicate that there is supporting detail



5.2.4 Show Change History

Each time the value in a cell is changed a record on the changes is kept in the database. To access the list of changes right clicking on the cell and selecting **Change History**,

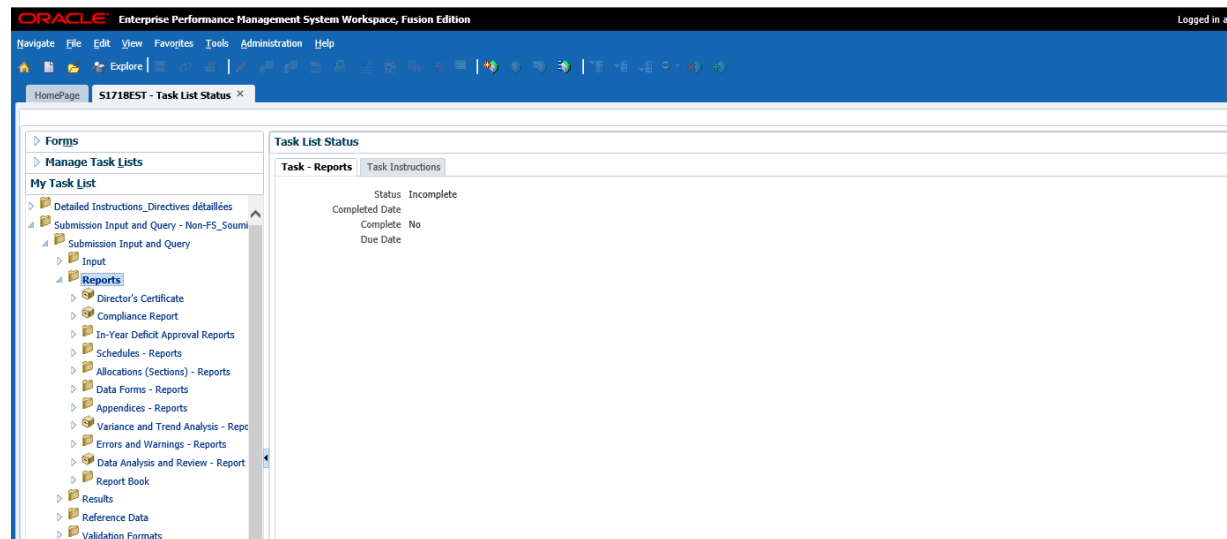


The Change History screen will be displayed and identifies that user, the date, and the values that were changed.

User	Date	Old Value	New Value
	2/16/18 11:07 AM	#missing	1234569999
	2/16/18 11:17 AM	123456999999	123456.0
	2/16/18 11:22 AM	123456.0	#missing
	2/20/18 10:25 AM	#missing	1234.0
	2/20/18 10:52 AM	15000.0	#missing
	2/20/18 10:29 AM	1234.0	#missing
	2/20/18 10:49 AM	#missing	15000.0

5.3 Reports

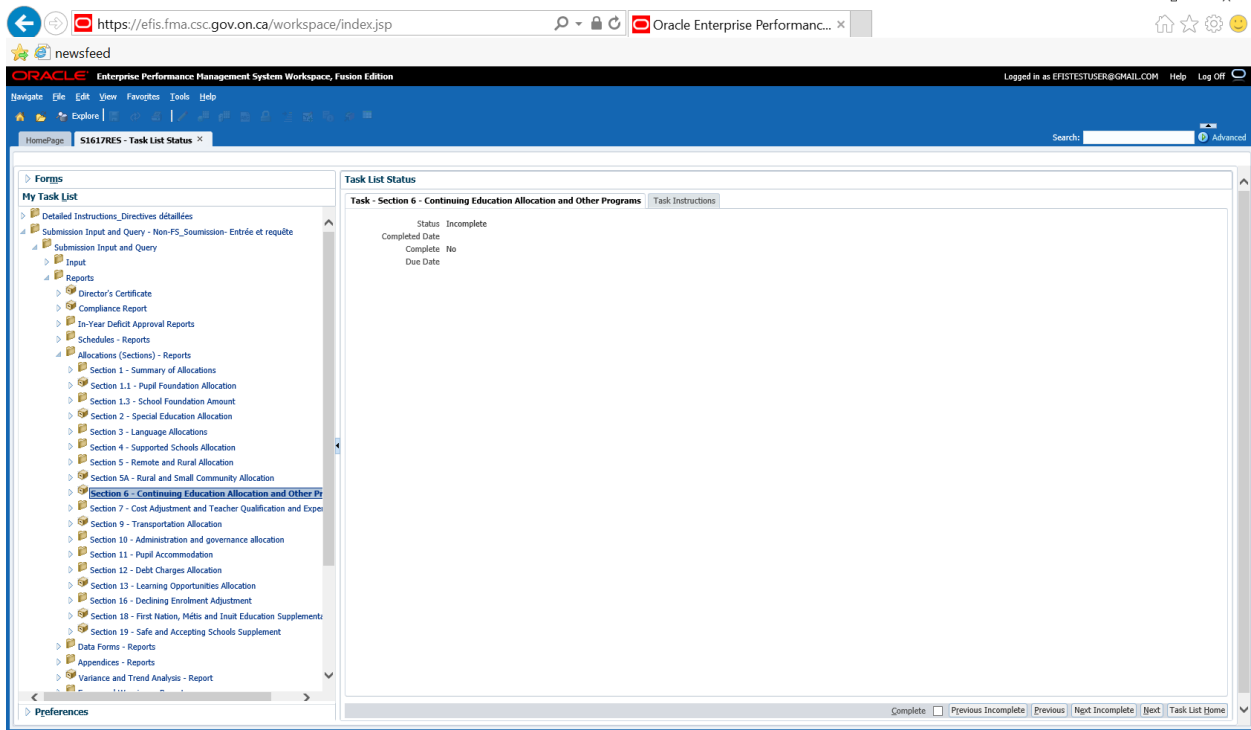
Reports provide the user with the results of each of the sections in a report format. Users can access individual reports or a Report book that contains all reports.



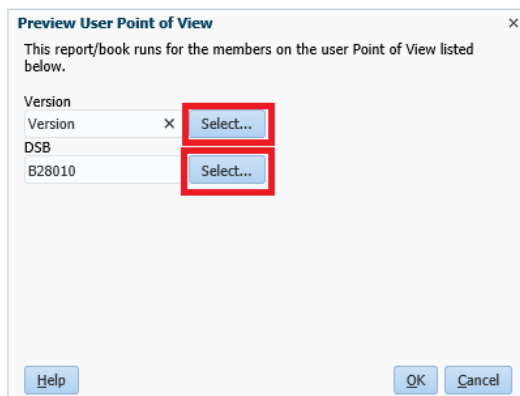
In order to simplify the reports process, users need to perform a simple one-time **Preference** set-up at the start of each new cycle. Please refer to **Section 3.1** for detailed instructions.

5.3.1 Running a Report

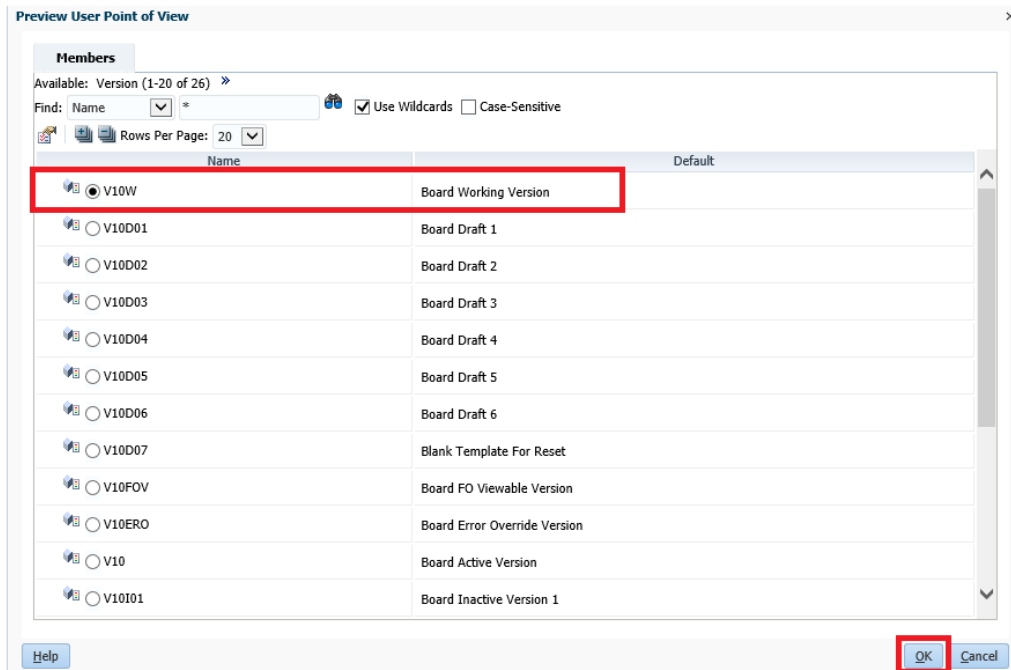
To run a report the user selects the report from the Task List.



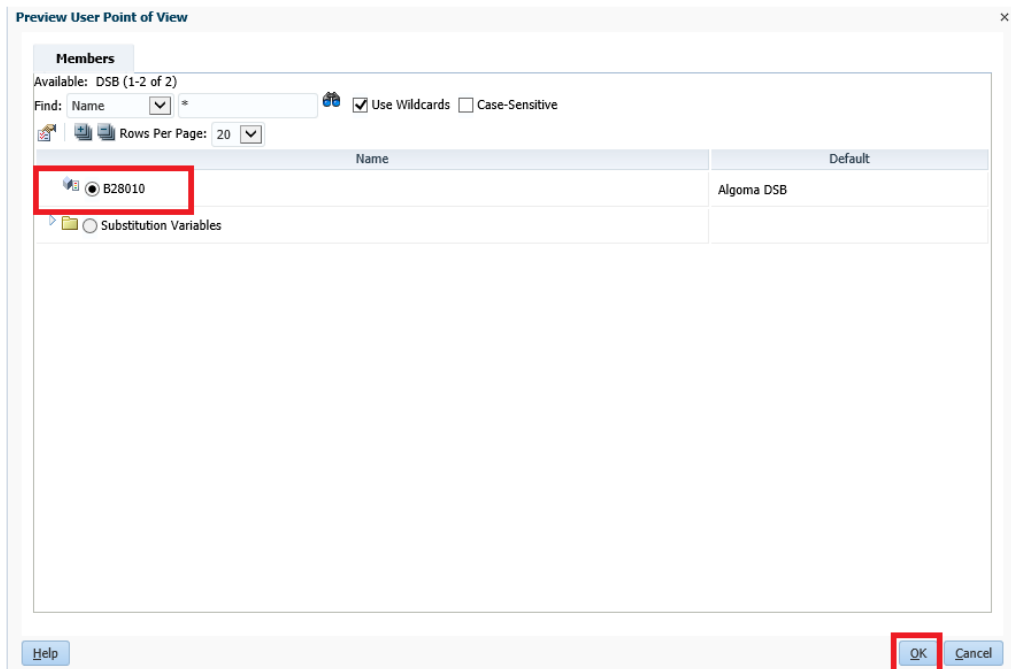
The Preview User Point of View screen will be displayed. The first time reports are run each cycle the user must select a version and the DSB, This will become the default setting until the user changes the Version. If an **error message** is displayed prior to the POV screen check that the settings in **Section 3.1** have been applied



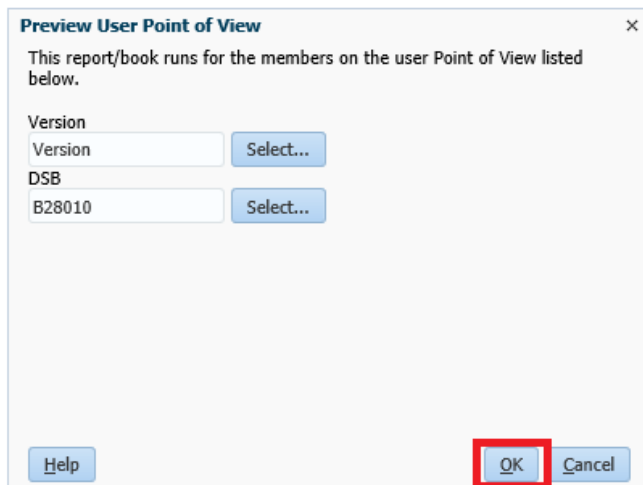
To select the Version click the **Select** button beside Version to open the version selection screen, select the version then **OK**



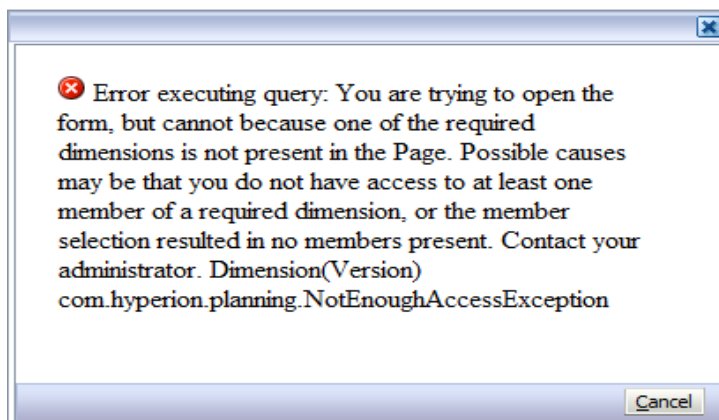
To select the DSB click the **Select** button beside DSB to open the DSB selection screen, select the DSB then **OK**



The POV screen will now have a version and the DSB selected. Select **OK** to run the report



The report will generate in PDF. The user can view, save or print. Reports will contain detail similar to the reports that were available in EFIS 1.0



If an error above occurs, check that the Version and DSB have been selected



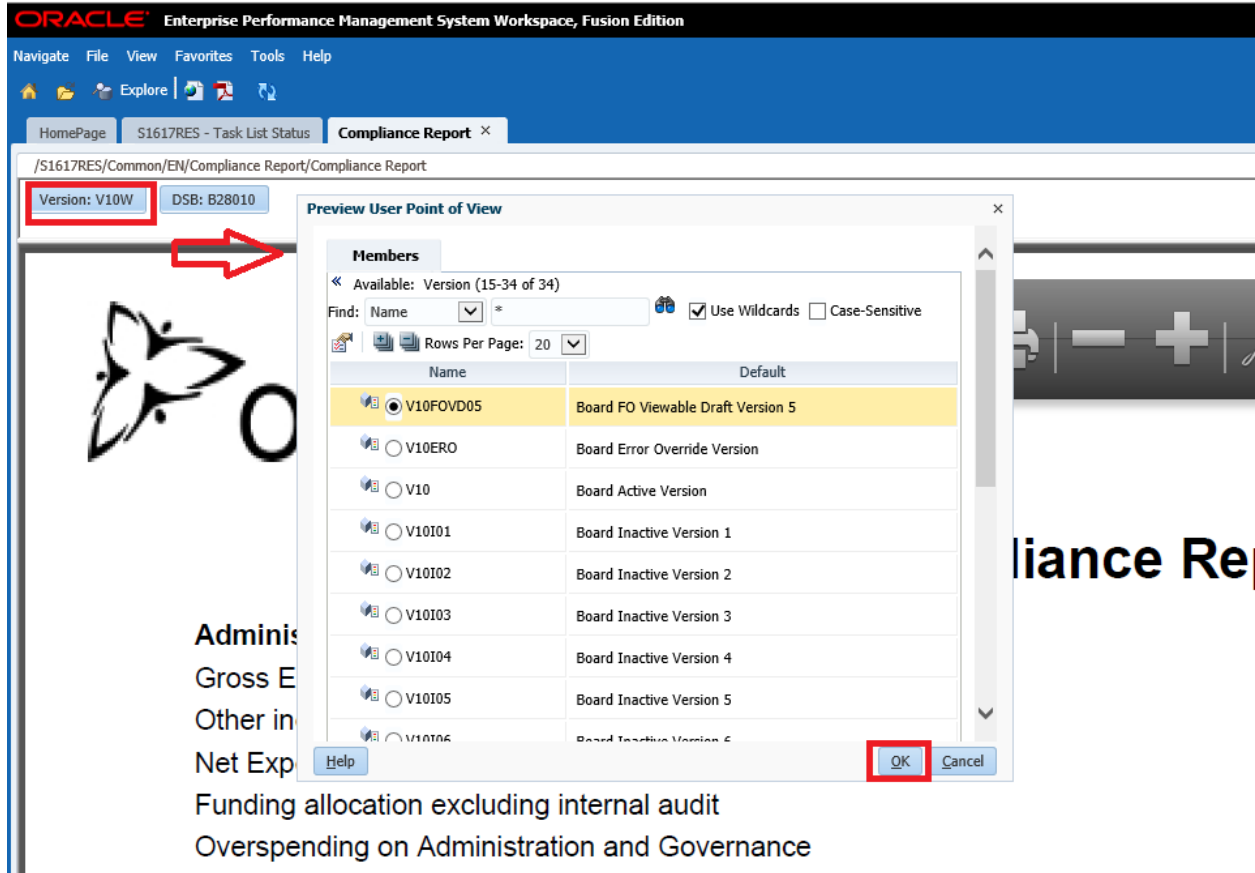
Submission Version: Board Working Version
 School Board Name: First Training DSB
 School Year: 2013-14
 Cycle: Estimates

Section 6 - Continuing Education Allocation and Other Programs

Adult Education, Continuing Education and Summer School		Benchmark	ADE	Allocation
6.1	Total Adult Day School Allocation	3,306.00	36.50	120,669
6.2	Total High Credit Allocation	3,306.00	0.00	0
6.3	Total Continuing Education Allocation	3,306.00	139.40	460,856
6.4	Total Summer School Allocation	3,306.00	21.58	71,343
6.5	Adult Education, High Credit, Continuing Education and Summer School Allocation			652,869
((Item 6.1 Benchmark x ADE) + (Item 6.2 Benchmark x ADE) + (Item 6.3 Benchmark x ADE) + (Item 6.4 Benchmark x ADE))			
International Languages - Elementary				
6.6	International Language Course enrolment			90
6.7	International Language Number of classes			3
6.8	International Language Average class size			30.0
(Item 6.6/Item 6.7)			
6.9	International Language Number of hours			166.00
		Hourly Rate		
6.10	International Allocation before small class size adjustment	54.47		9,042
(Item 6.9 x Hourly Rate)			
		Max Class Size	Reduction per Hour	
6.11	Adjustment for Small Class Size	23	1	0
If Max Class Size is greater than item 6.8, then the adjustment is equal to (Max Class Size - Item 6.8) x Reduction per Hour x Item 6.9, otherwise the adjustment is zero.			
6.12	International languages allocation			9,042
(Item 6.10 - Item 6.11)			
		PLAR Equivalent Assessment Amount	PLAR Completed Challenges Grade 11-12	
6.13	PLAR Allocation	119	358	11,781
(Item 3.1 + Item 3.2 Schedule 12) X PLAR Equivalent Assess. Amt.) + (Item 3.3, Schedule 12 X PLAR Completed Challenges Grade 11-12)			
6.14	Continuing Education Allocation and Other Program			673,692
(Item 6.4 + Item 6.12 + Item 6.13)			

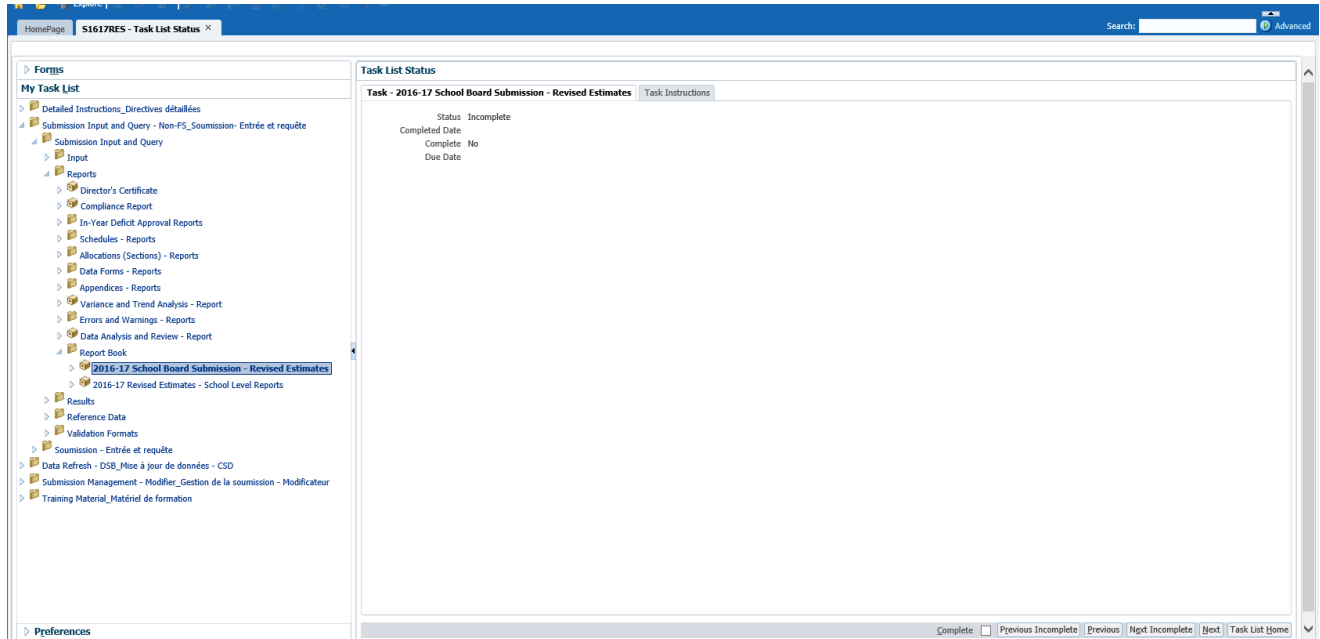


To change the Version selection without regenerating the report, the user can select the Version screen by selecting the **Version** tab in the top left of side of the report. Select the new version then select **OK** and the report will refresh with the new data.

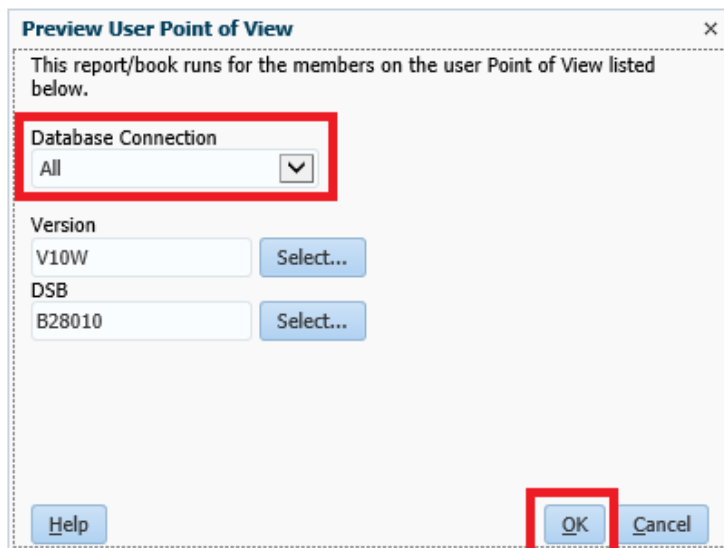


5.3.2 Generating Report Books

To generate a complete set of reports for all forms the user selects **Reports** → **Report Book** → **2013-14 School Board Submission – Estimates** (or the cycle you are running your report on)



The Preview User Point of View dialog will appear. Select the Version that is to be run. In the **Database Connection** ensure **All** is selected and then select **OK** to generate the Report Book.



Tip

When creating the Report Book, your planning screen will go blank for some time until the report is created. During this time you can perform some other tasks in the Planning until your report is created.

The report will return the Table of Contents; the user can open a single report by selecting the **ICON** to the left of the report or open the complete report by selecting **File → Open In → Complete Book in PDF**

Name	Member Selection	Report Location
Certificate of Director of Education	...	/S1617RES/Common/EN/Compliance Report
Compliance Report	...	/S1617RES/Common/EN/Compliance Report
Sch. 1.1 Consolidated Statement of Operations	...	/S1617RES/Common/EN/Schedules
Sch. 3 Capital Expenditures	...	/S1617RES/Common/EN/Schedules
Sch. 3.1 Capital Expenditures - Moveable Type Assets	...	/S1617RES/Common/EN/Schedules
Sch. 3.2 Capital Priorities Grant - Major Capital Programs	...	/S1617RES/Common/EN/Schedules
Sch. 3.2 Capital Priorities Grant - Land	...	/S1617RES/Common/EN/Schedules
Sch. 3.2 Child Care Capital Projects	...	/S1617RES/Common/EN/Schedules
Sch. 3.4 Capital Expenditure - SCI & School Renewal Detail	...	/S1617RES/Common/EN/Schedules
Sch. 3.5 Capital Expenditure - POD Expenditure Detail	...	/S1617RES/Common/EN/Schedules
Sch. 3A Capital Grants Receivable / Deferred Revenues	...	/S1617RES/Common/EN/Schedules
Sch. 3C Tangible Capital Asset Continuity - Gross Book Value	...	/S1617RES/Non-FS/EN/Schedules
Sch. 3C Tangible Capital Asset Continuity - Accum. Amortization	...	/S1617RES/Non-FS/EN/Schedules
Sch. 3C Tangible Capital Asset Continuity - NBV and POD	...	/S1617RES/Non-FS/EN/Schedules
Sch. 3D Assets Held for Sale	...	/S1617RES/Common/EN/Schedules
Sch. 5 Detail of Accum. Surplus (Deficit)	...	/S1617RES/Common/EN/Schedules
Sch. 5.1 Deferred Revenue - Operating	...	/S1617RES/Common/EN/Schedules
Sch. 5.1 Deferred Revenue - Capital	...	/S1617RES/Common/EN/Schedules
Sch. 5.2 Accounts Receivable - Approved Capital	...	/S1617RES/Common/EN/Schedules
Sch. 5.2 NPP Allocation Previously Flowed	...	/S1617RES/Common/EN/Schedules
Sch. 5.3 Deferred Capital Contributions Continuity	...	/S1617RES/Common/EN/Schedules
Sch. 5.5 Committed Capital Projects Funded by Accum. Surplus	...	/S1617RES/Common/EN/Schedules
Sch. 5.5 Committed Sinking Fund Interest Earned	...	/S1617RES/Common/EN/Schedules

The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The 'File' menu is open, and the user has navigated to 'Open In' > 'Complete Book in PDF'. The background shows the same Table of Contents as the previous screenshot.

Report will be generated in PDF.

Table of Contents

2017-18 School Board Submission - Estimates

Certificate of Director of Education.....

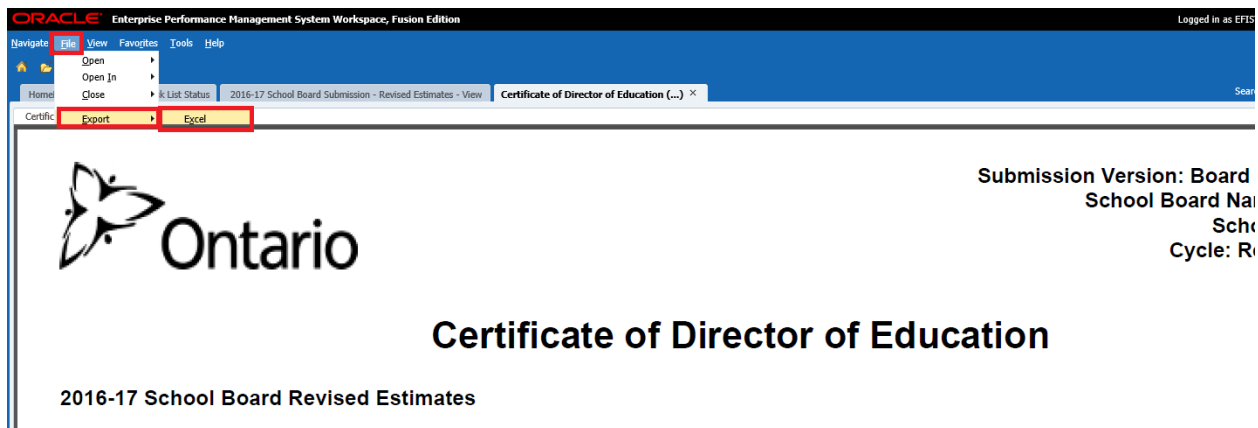
Compliance Report.....

Sch. 1.1 Consolidated Statement of Operations.....

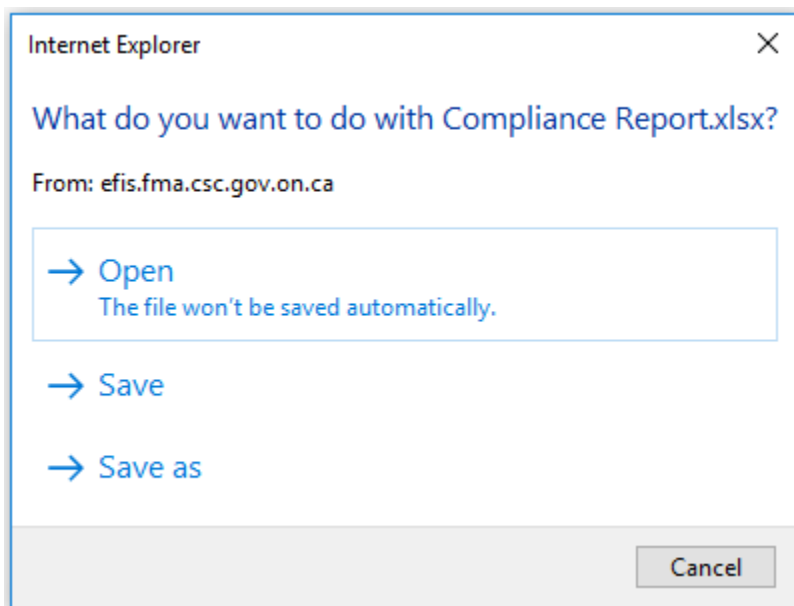
Sch. 3 Capital Expenditures.....

5.3.3 Opening a report in Excel

Reports that have been generated in PDF can also be exported and saved in Excel format. To export a report to Excel select **File** → **Export** → **Excel**



Select **Open with** or **Save**



Report will be exported to Excel

Section 1A [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Smart View QuickBooks


Clipboard Font Alignment Number Styles

Normal Bad Good Neutral Calculation

Check Cell Explanatory... Followed Hy... Hyperlink Input

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 Ontario

Submission Version: Board Working Version
School Board Name: First Training DSB
School Year: 2013-14
Cycle: Estimates

Section 1A - Summary of Allocations

Page: V10W, 800001

OPERATING ALLOCATION

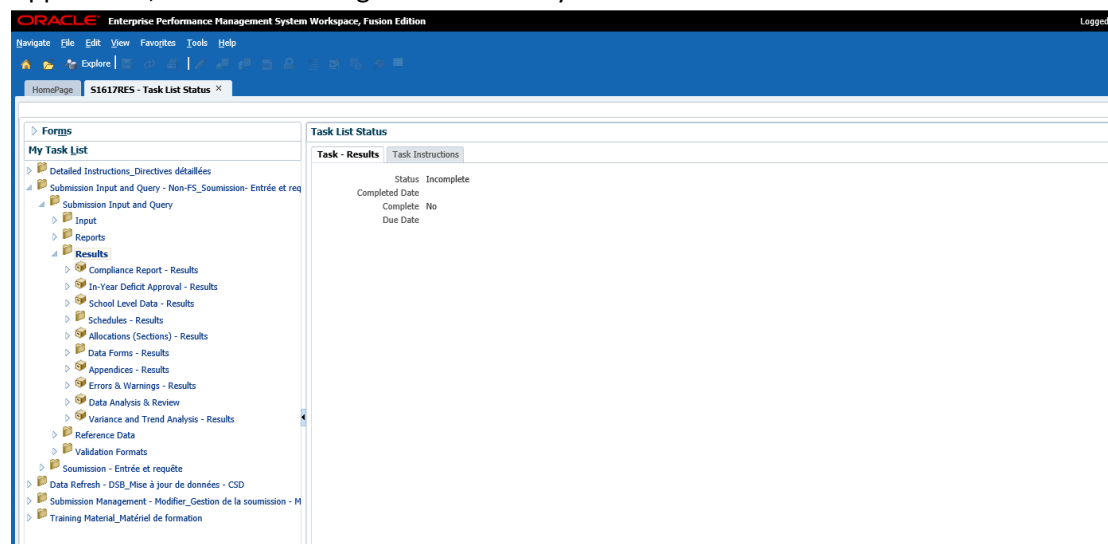
1.1	General Operating Allocation (Prior to Capital Adjustment and Interest Portion)	
1.1.1	Pupil Foundation Allocation	46,046,026
1.1.1	School Foundation Allocation	9,486,726
1.2	Special Education Allocation	15,173,757
1.3	Language Allocation	1,342,951
1.4	Supported School Allocation	3,262,647
1.5	Remote and Rural Allocation	6,620,444
1.5.1	Rural and Small Community Allocation	20,664
1.6	Learning Opportunities Allocation	2,041,929
1.7	Continuing Education Allocation and Other Program	673,692
1.8	Cost Adjustment and Teacher Qualification Allocation	7,748,979
1.8.1	New Teacher Induction Program (NTIP)	80,564
1.8.2	Restraint Savings Allocation	-112,150
1.9	Transportation Allocation	7,832,630
1.10	Administration and Governance Allocation	4,047,192
1.11	School Operations Allocation	12,664,233
1.12	Community Use of Schools Allocation	188,321
1.13	Declining Enrolment Adjustment	676,152
1.14	First Nations, Metis and Inuit Supplemental Allocation	1,005,181
1.15	Safe Schools Allocation	284,542
1.16	Permanent Financing of NPF	0
1.17	General Operating Allocation (Prior to Capital Adjustment)	119,284,480
(Sum of items 1.1 to 1.16)	
1.18	Minor Tangible Capital Assets Capital Adjustment (Calculated as 2.5% of item 1.17)	2,982,112
1.19	Temporary Accommodation - Relocation and Leasing (Schedule 5.1 Deferred Revenue Capital, item 2.5, col.6)	0
1.19.1	FDK - portable relocation and leasing (Section 11, item 11.90.14.10)	0
1.20	Total Operating Allocation (Before Savings From Strike or Lock-Out)	116,302,368
	...Item 1.17 less item 1.18 plus items 1.19 and 1.19.1	

Section 1A

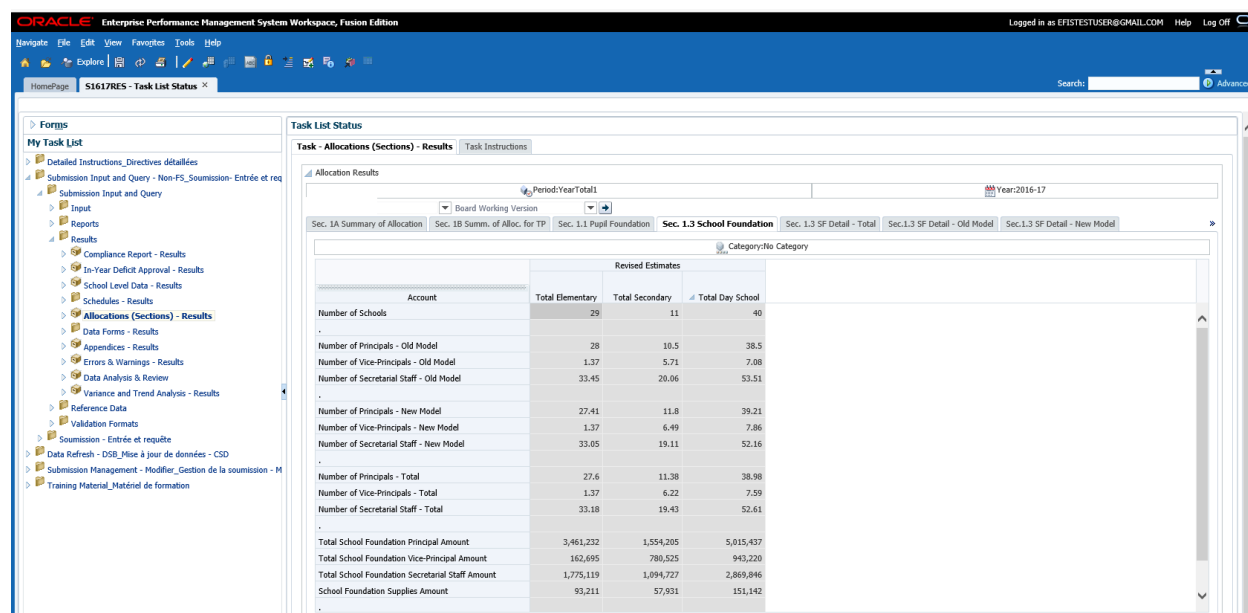
5.4 Results

5.4.1 Viewing Results in a Form

To access and view the result forms, select the **Results** folder in the Task bar. Results are grouped into following areas: Compliance Report, School Level Data, Schedules, Allocations (Sections), Data Forms, Appendices, Errors & Warnings and Data Analysis & Review.



Select a form to view the results. Below is an example of the Allocation (Sections) Results form. Similar to the Allocations Input form, all allocations has been combined into one form with multiple tabs. Both Board Level and School Level results are available for review.



5.4.2 Viewing Results in Excel

Results forms can also be viewed and saved in Excel. To open a Results form in Excel select **Tools** → **Export as Spreadsheet**

The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. The 'Tools' menu is open, and the 'Export as Spreadsheet' option is highlighted. The main window displays the 'Task List Status' for 'Sec. 1.3 School Foundation' with a table of 'Revised Estimates'.

	Revised Estimates		
	Total Elementary	Total Secondary	Total Day School
Number of Schools	29	11	40
Number of Principals - Old Model	28	10.5	38.5
Number of Vice-Principals - Old Model	1.37	5.71	7.08
Number of Secretarial Staff - Old Model	33.45	20.06	53.51
Number of Principals - New Model	27.41	11.8	39.21
Number of Vice-Principals - New Model	1.37	6.49	7.86
Number of Secretarial Staff - New Model	33.05	19.11	52.16
Number of Principals - Total	27.6	11.38	38.98
Number of Vice-Principals - Total	1.37	6.22	7.59
Number of Secretarial Staff - Total	33.18	19.43	52.61
Total School Foundation Principal Amount	3,461,232	1,554,205	5,015,437
Total School Foundation Vice-Principal Amount	162,695	780,525	943,220
Total School Foundation Secretarial Staff Amount	1,775,119	1,094,727	2,869,846
School Foundation Supplies Amount	93,211	57,931	151,142

Select **Open with** or **Save**

The screenshot shows a Firefox dialog box titled 'Opening HspWebGrid.xls'. It asks 'What should Firefox do with this file?' and provides three options: 'Open with' (selected), 'Save File', and 'Do this automatically for files like this from now on.' The 'Open with' option is set to 'Microsoft Excel (default)'. Buttons for 'OK' and 'Cancel' are at the bottom.

Results Form will open in Excel.

	A	B	C	D	E	F
		First Training DSB	Board Draft 1	YearTotal1	2013-14	No Category
		Estimates	Estimates	Estimates		
		Total Elementary	Total Secondary	Total Day School		
	Number of Schools	33	10	43		
	Number of Principals	31.5	10	41.5		
	Number of Vice-Principals	1.08	6.64	7.72		
	Number of Secretarial Staff	36.39	20.74	57.13		
	School Foundation Principal Amount	3926388	1359387	5285775		
	School Foundation Vice-Principal Amount	127509	827052	954561		
	School Foundation Secretarial Staff Amount	1930391	1158968	3089359		
	School Foundation Supplies Amount	99484	57547	157031		
	School Foundation Allocation	6083772	3402954	9486726		

5.5 Reference Data

In EFIS 2.0 users are able to view Table amounts and Benchmarks related to their school board in one place. Table amount and Benchmarks are grouped under Reference Data. School Boards will be able to view changes to reference data as well.

All **Benchmarks & Table Amounts** data has been consolidated into one form with multiple tabs.

Generic Benchmarks		No Category
Pupil Foundation Per Pupil Benchmark	JK - SK :	6,101.52
	Grades 1 to 3	5,576.56
	Grades 4 to 8	4,644.67
	Secondary	5,792.23
Enrolment range for Principal Start - Old Model	Default - Elem Range 1	0
	Default - Elem Range 2	0
	Default - Elem Range 3	50
	Default - Elem Range 4	300
	Sec Range 4	500
Enrolment range for Principal End - Old Model	Default - Elem Range 1	0
	Default - Elem Range 2	50
	Default - Elem Range 3	300
	Sec Range 3	500
Principals Base Benchmark - FTE - Old Model	Default - Elem Range 1	0
	Default - Elem Range 2	0.5
	Default - Elem Range 3	1
	Default - Elem Range 4	2
Enrolment range for Vice-Principal Start - Old Model	Default - Elem Range 1	0
	Default - Elem Range 2	250
	Default - Elem Range 3	500

Information included on this form includes

- Generic Benchmarks
- ESL and PANA Weighted factors
- Teacher Qualification Category
- Notional Shares – Elementary
- Notional Shares – Secondary
- Table Amounts
- Approved Amounts

During a reporting cycle Reference data (Benchmarks, Table Amounts) may change. EFIS 2.0 has added a set of forms to allow the user to view changes to Benchmarks and Table Amounts. There are 3 forms in the Reference Data Versioning folder and a report

During a cycle changes may occur that affect the Reference Data. To provide the users with information about what has changed the **Summary of Reference Data Changes** form is available and displays changes that have been made to specific reference data

Task List Status

Task - Summary of Reference Data Changes

Scenario: Estimates | Period: YearTotal1 | Year: 2017-18

Toronto DSB

Teacher Qualification Category | ECE Q&E Factors | School Foundation Benchmarks | Notional Shares - Elementary | Notional Shares - Secondary | **Table Amounts** | Approved Amounts

Category: No Category

	Ref Data Update - Board Working Version - Current	Ref Data Update - Board Working Version - Change	Ref Data Update - Board Working Version - Prior
Additional Compensation for Principals and Vice Principals	Total Day School, 2,091,333	282,266	1,809,067
Benefits Funding - Crown Contribution Amount	Total Day School, 25,431,775	620,254	24,811,521
Benefits Funding - Stabilization Adjustment Amount	Total Day School, 8,633,648	444,331	8,189,317
Local Priorities Fund	Total Day School, 26,557,214	470,083	26,087,131

To view the impact of changes on the boards Allocations a **Reference Data Variance Results** form and the corresponding report are available. To view the changes in a form select **Reference Data Variance Results**. To view, save or print a report in a PDF select the **Reference Data Variance Report**.

Task List Status

Task - Reference Data Variance Results

Period: YearTotal1 | Year: 2016-17 | Scenario: Revised Estimates

No Category SubCategory

	Board Working Version	Board Working Version Snapshot Before Data Change	Ref Data Update - Board Working Version - Changes
Pupil Foundation Allocation	47,815,898	47,815,898	
School Foundation Allocation	9,090,934	9,090,934	
Special Education Allocation	16,946,266	16,946,266	
Language Allocation	1,524,727	1,524,727	
Supported School Allocation	4,154,202	4,154,202	
Remote and Rural Allocation	6,398,346	6,398,346	
Rural and Small Community Allocation	6,849	6,849	
Learning Opportunities Allocation	2,359,714	2,359,714	
Continuing Education Allocation and Other Program	606,624	606,624	
Cost Adjustment and Teacher Qualification Allocation	9,760,140	9,760,140	
New Teacher Induction Program Allocation	65,330	65,330	
ECE Q&E Allocation	659,162	659,162	
Restraint Savings Allocation	(112,150)	(112,150)	
Transportation Allocation	8,340,426	8,340,426	
Administration and Governance Allocation	4,222,466	4,222,466	
School Operations Allocation	11,360,333	11,360,333	
Community Use of Schools Allocation	157,932	157,932	
Declining Enrolment Adjustment	882,227	882,227	
First Nation, Métis and Inuit Supplemental Allocation	1,422,863	1,422,863	
Safe and Accredited Schools Allocation	267,015	267,015	

6 Smart View

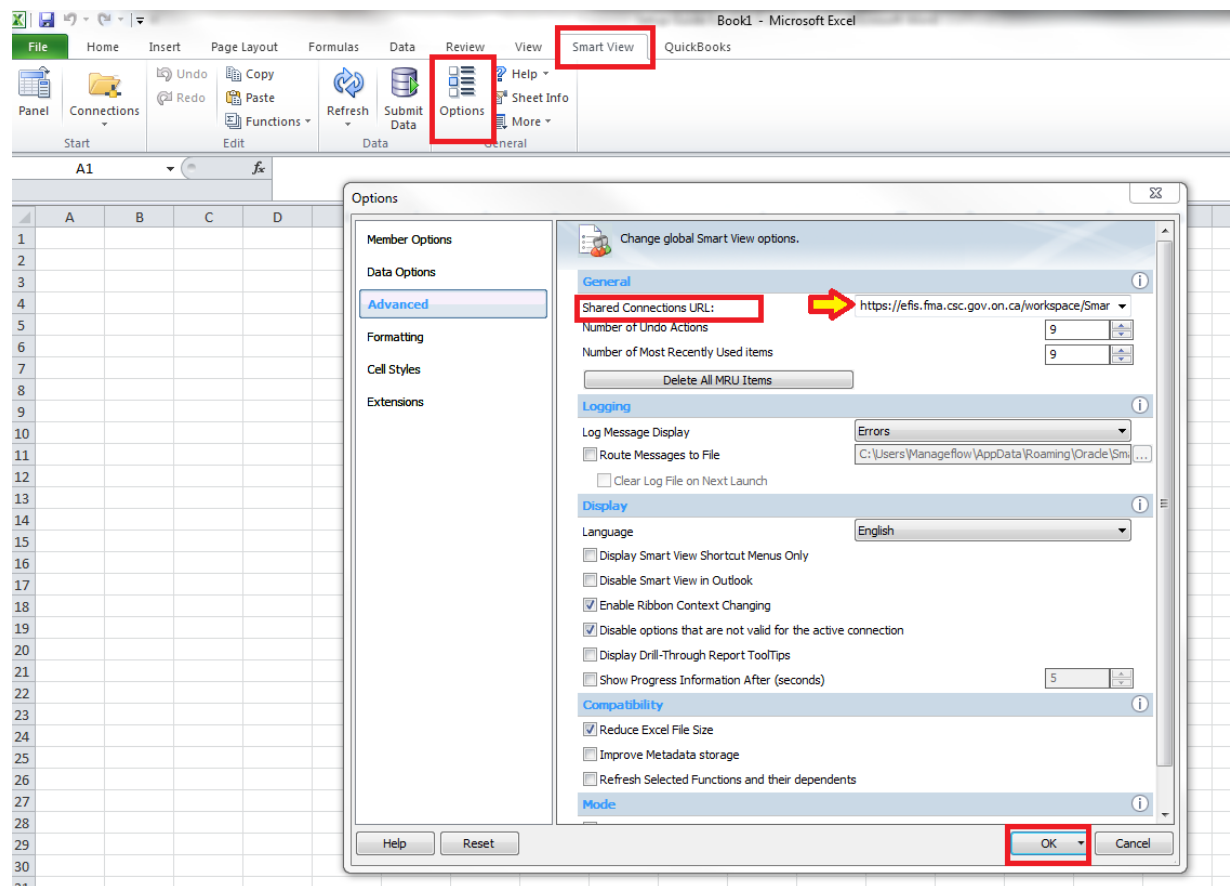
6.1 Smart View User Set Up

The Smart View is an Excel add-on that allows user to enter data into EFIS 2.0. Web forms or Smart view have same functionality. In order to use Smart View (add-in for Oracle Hyperion EPM products), the add-in needs to be installed on users workstation. Please refer to **EFIS 2.0 – User Set Up Guide** for detailed instructions.

6.1.1 Setting up the Connection

In Smart View, go to **Options**, Click on **Advanced** and specify the shared Connections URL, then select **OK**

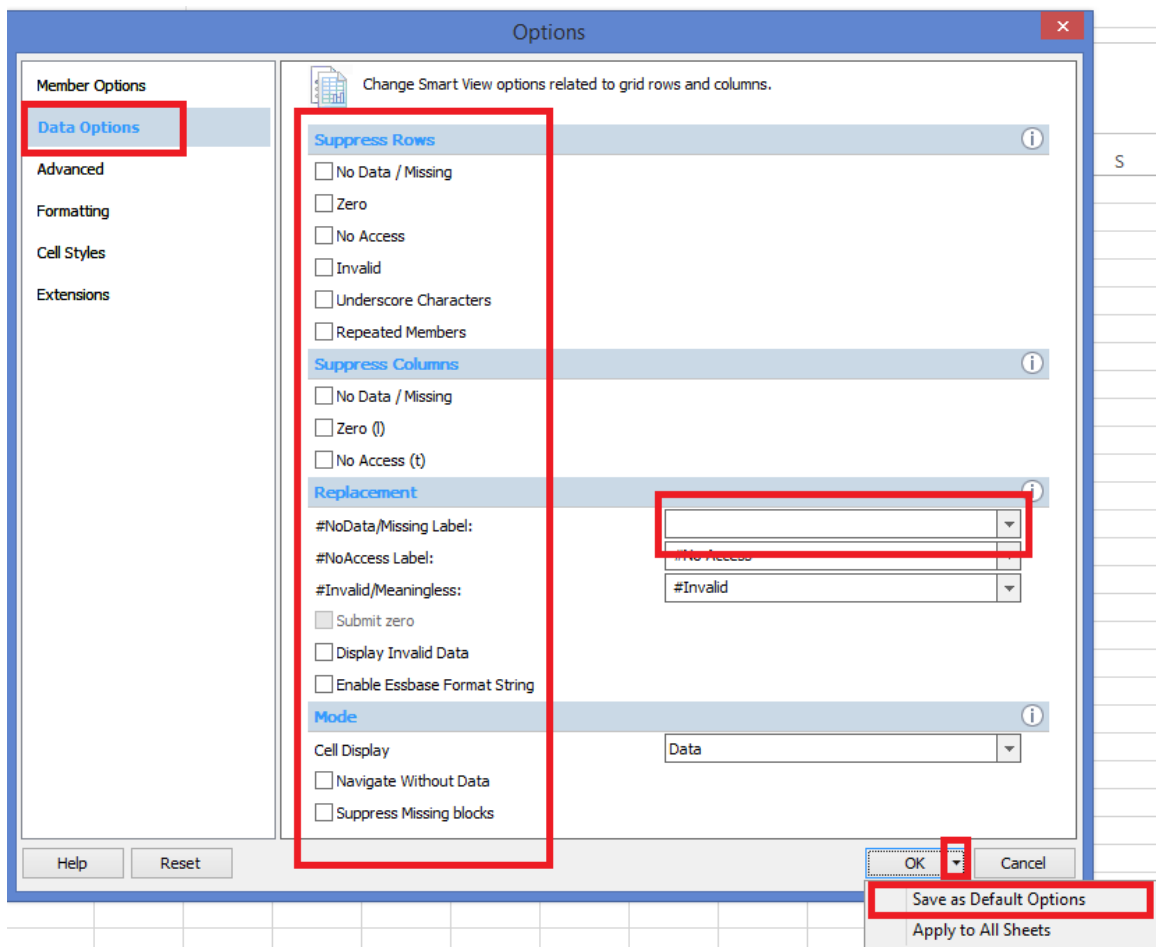
<https://efis.fma.csc.gov.on.ca/workspace/SmartViewProviders>



6.1.2 Setting up Smart View Options

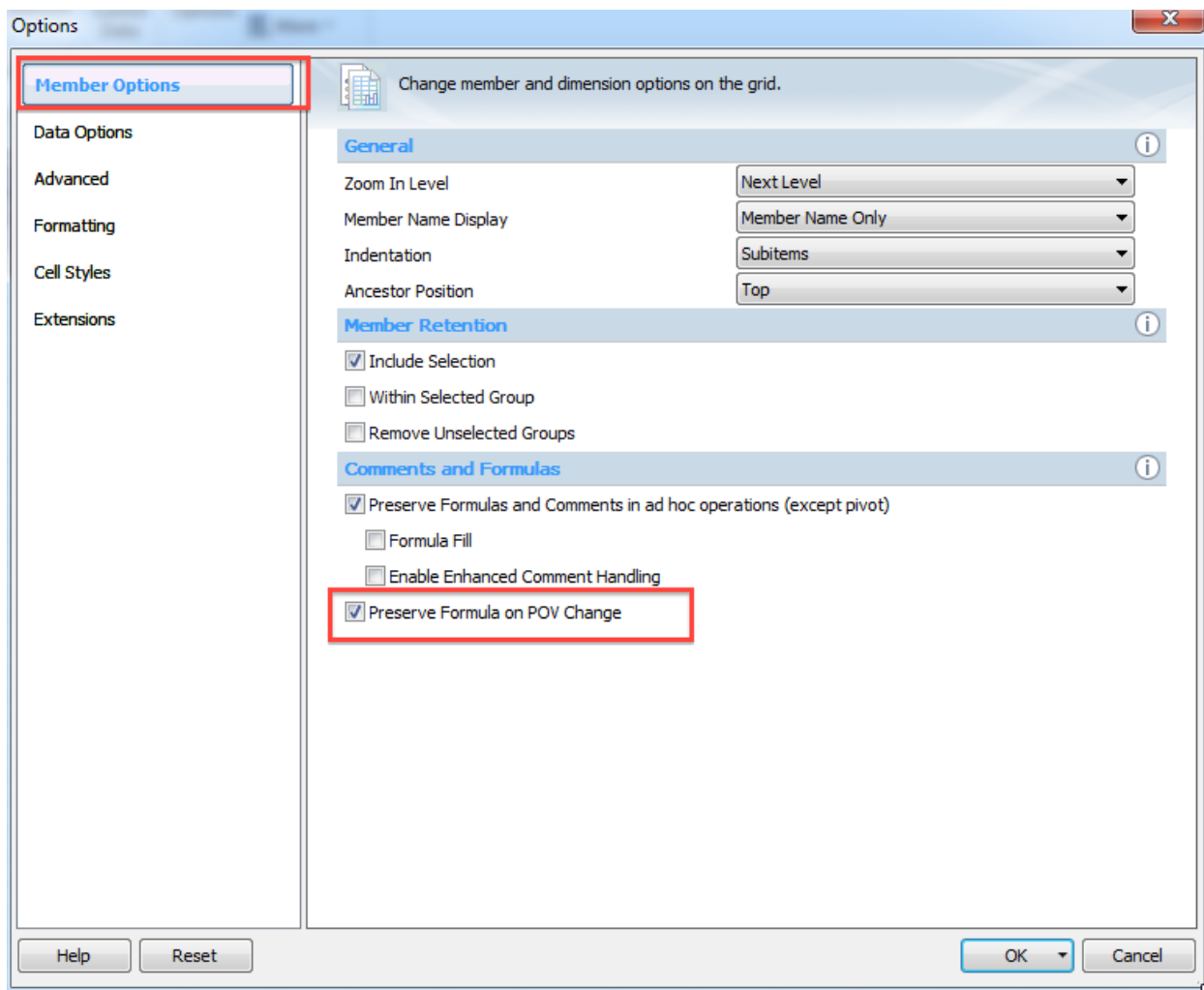
6.1.2.1 Data Options

In Smart View, go to **Options**, Click on **Data Options**. Check to make sure that no boxes are checked, clear the **#NoData/Missing Label**: to be blank, select the arrow on the right of the **OK** button and select **Save as Default Options**



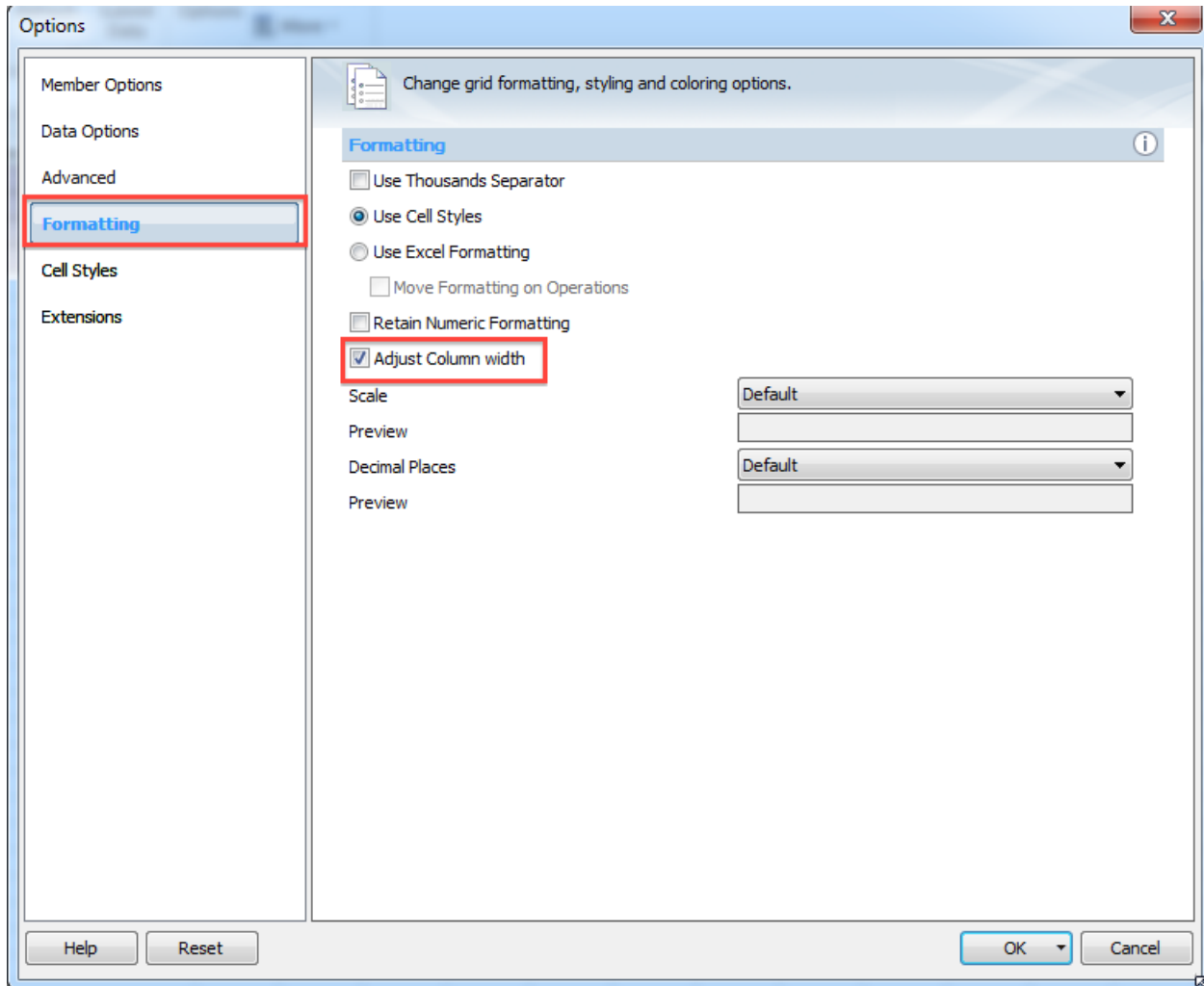
6.1.2.2 Member Options

To retain formulas that have been added to a Smart View form when moving between versions, it is recommended that the **Preserve Formula on POV Change** is checked



6.1.2.3 Formatting

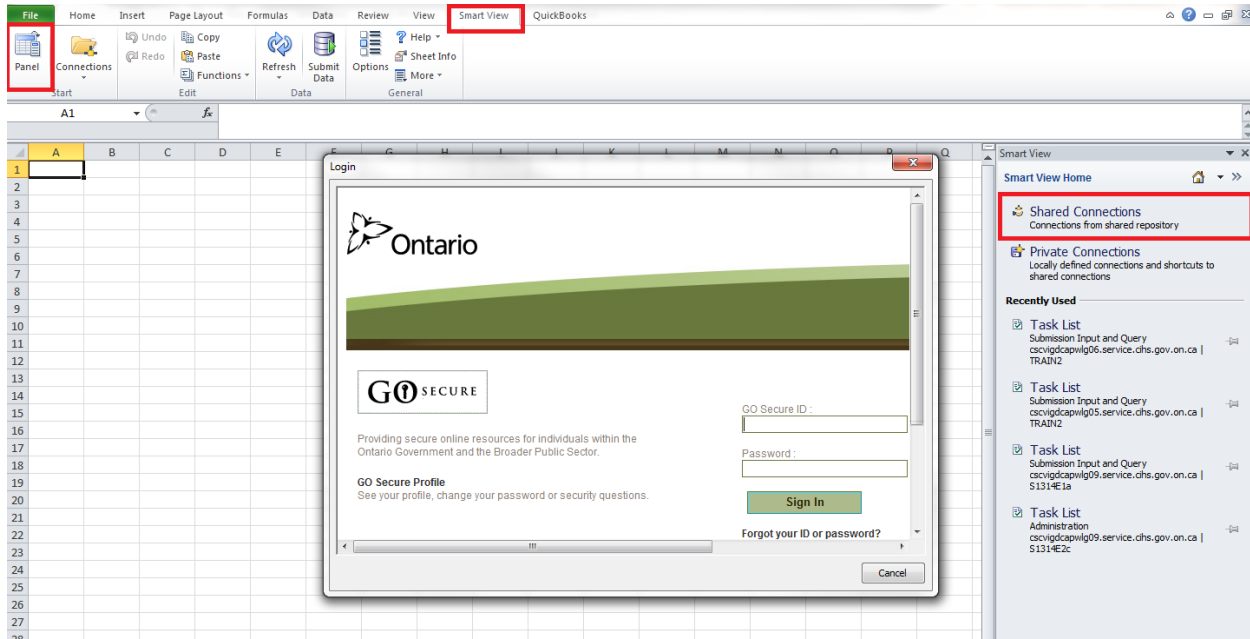
In order to format columns and rows user needs to set the formatting as per below example



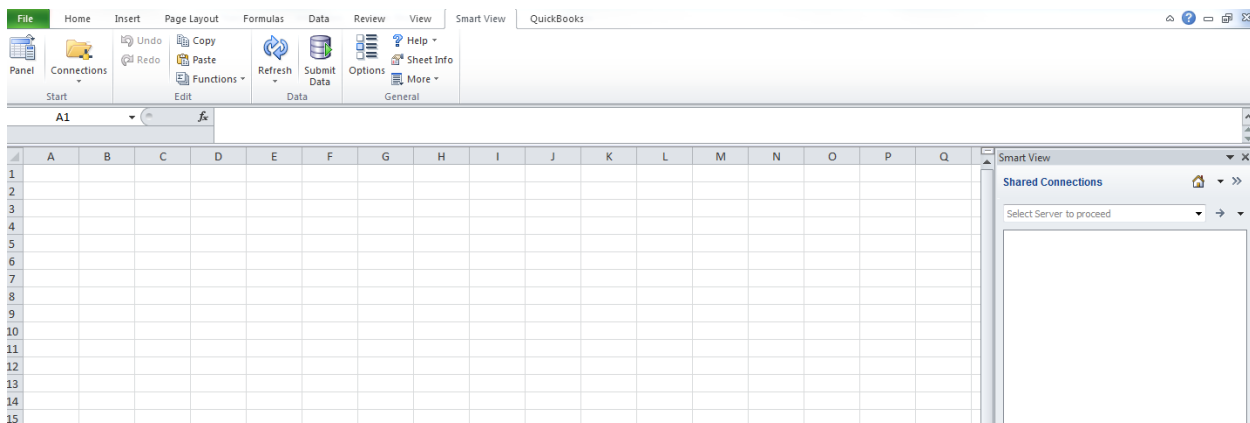
Select the arrow on the right of the **OK** button and select **Save as Default Options**.

6.1.3 Connecting Smart View to Database

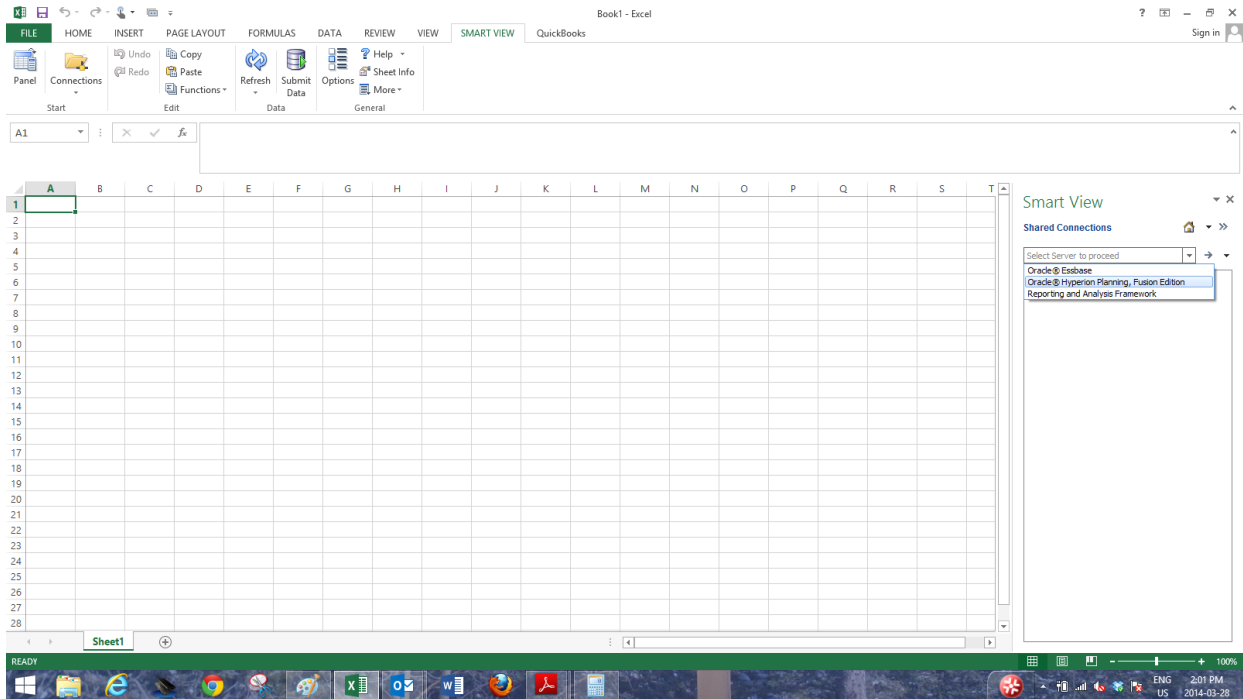
To access forms in the Smart View open a new session of Excel and click on **Smart View** tab. Select **Panel** and **Shared Connections**. The Go Secure Login screen will be displayed, enter your **user name** and **password** and select **Sign In**.



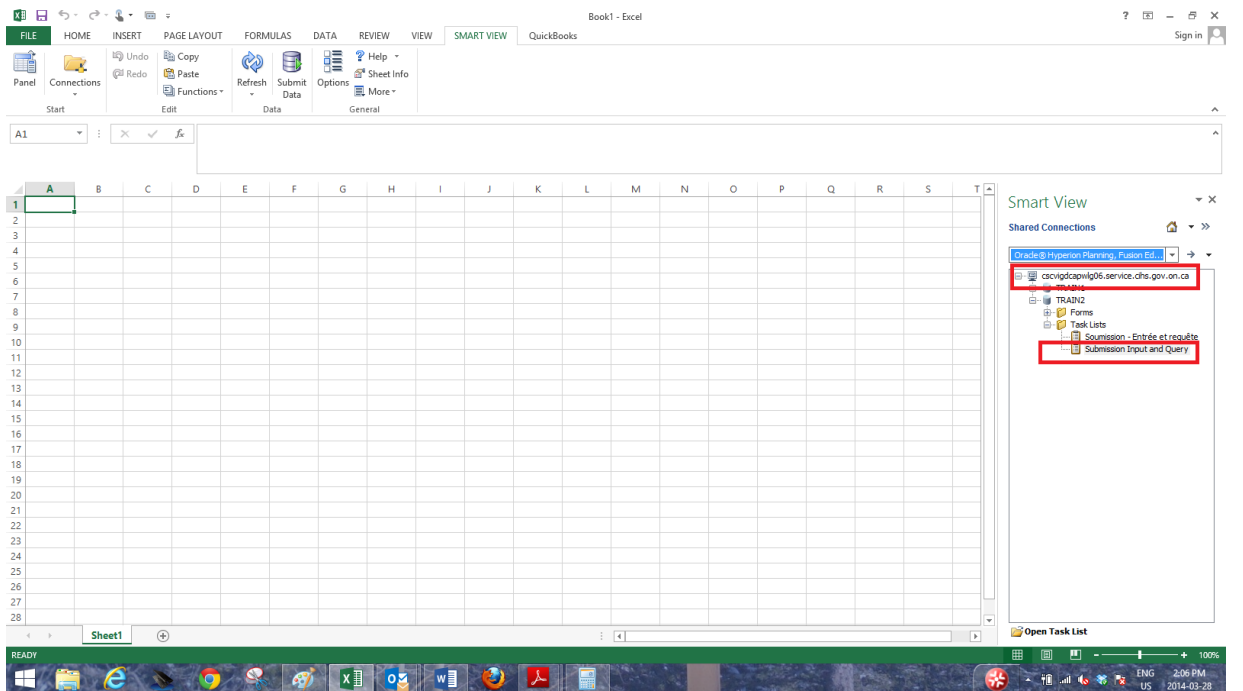
When the user has successfully connected to the database the following will be displayed.



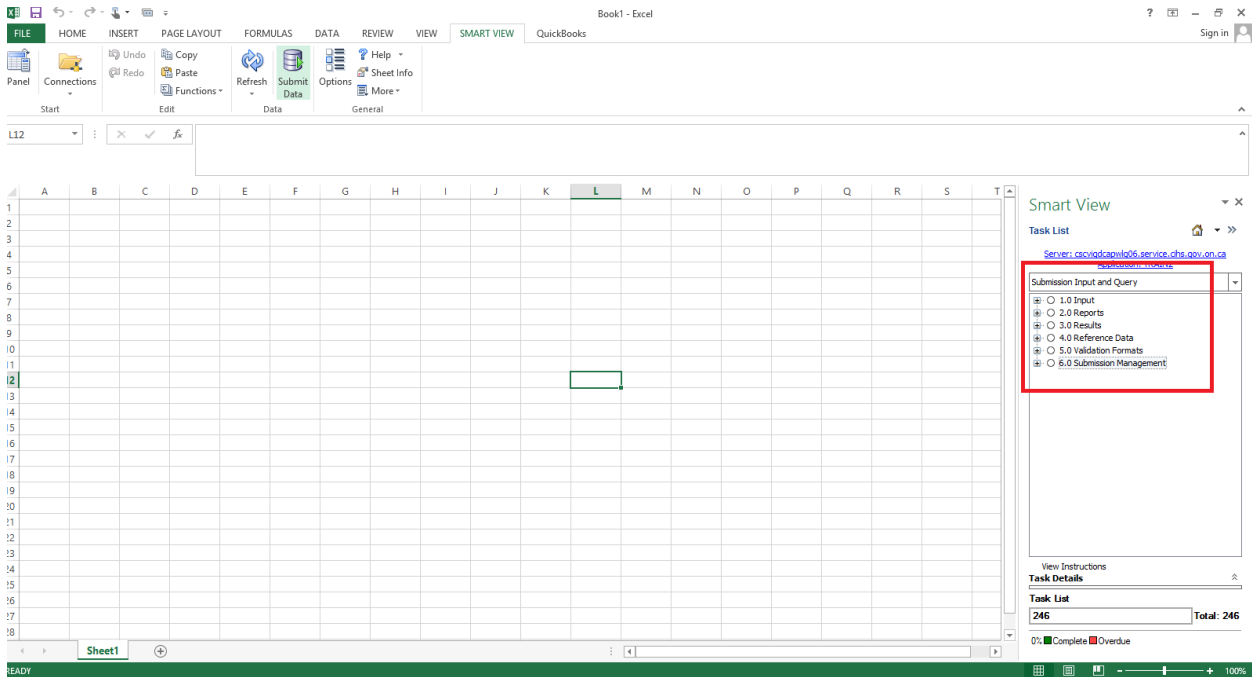
To navigate to the Task List to access forms select **Oracle Hyperion Planning Fusion Edition** from the Shared Connections drop down list



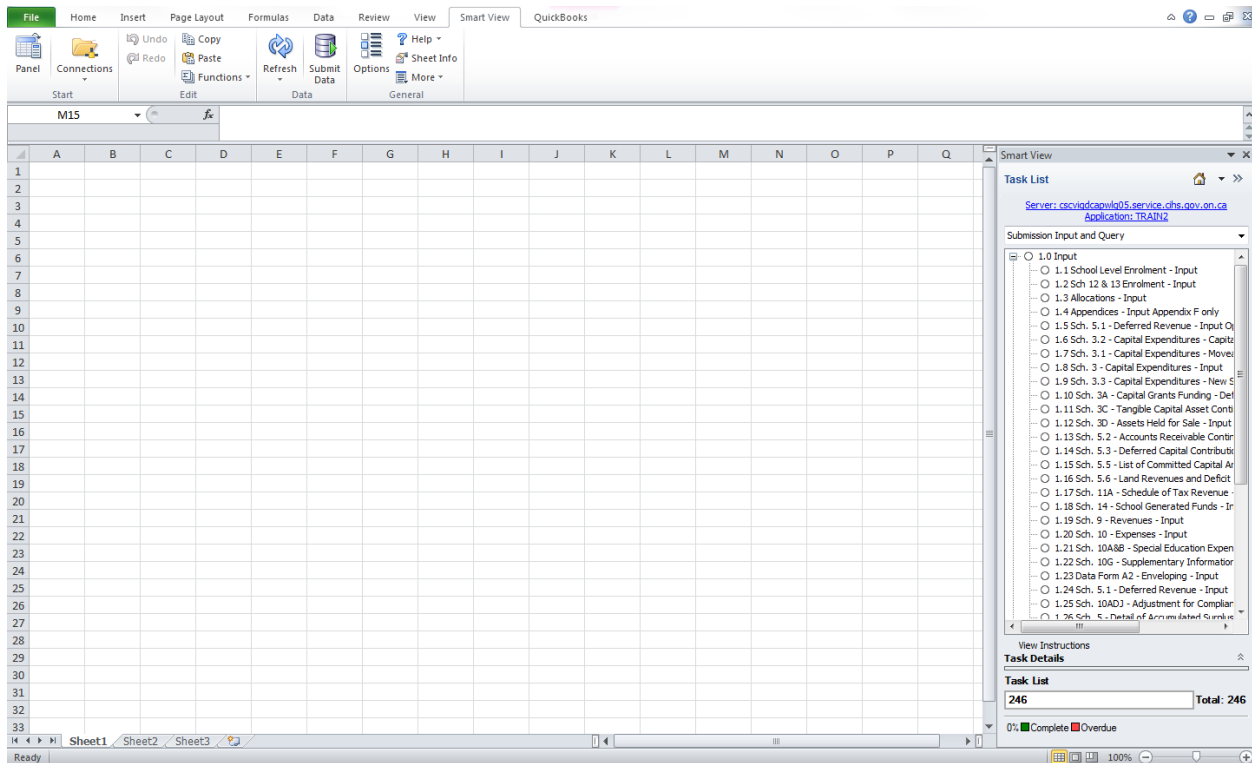
Expand the Database, expand the Application to access (i.e. Train2), expand the Task List, and then double click on the Task List to display tasks



The Task List is displayed and forms can be accessed by expanding the Task List. Reports cannot be run from within Smart View. The user must return the Planning Application to generate reports.



Example of expanded Task List

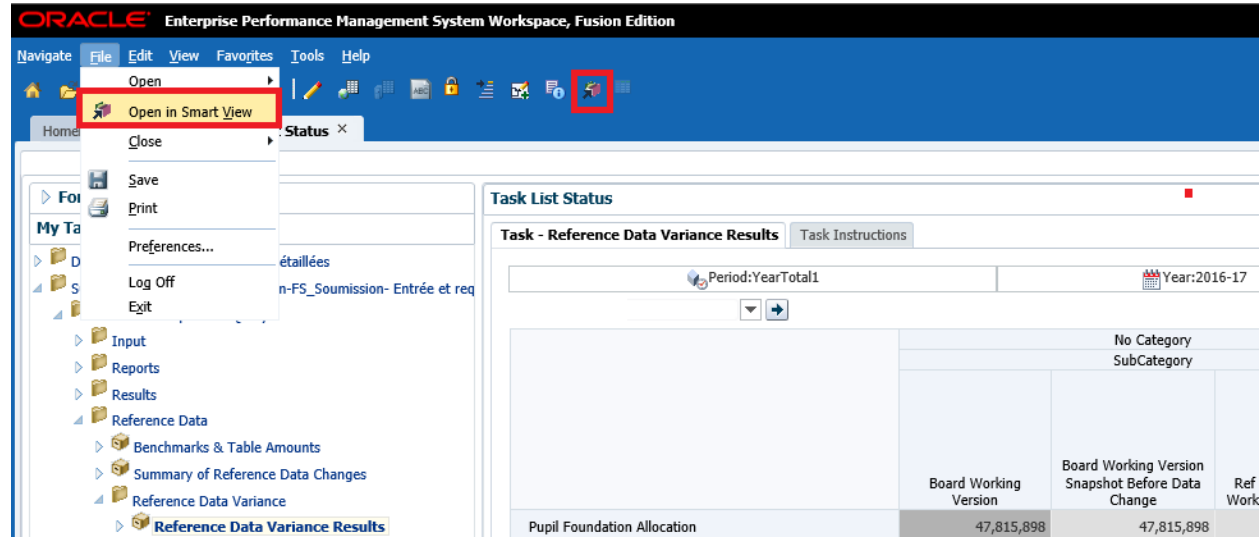


6.1.4 Alternative way to open Smart View form via planning application

In the planning application user can open the form directly into the Smart View.

To do so user needs to be in the form that wants to export in the Smart View. Next step is to click on

File → Open in Smart View, or user can click on the toolbar icon for Smart View



When opening Smart View via planning, security settings can force browser to display the question if you want to proceed with opening. In the Firefox click **Continue**. Also see the Appendix A to see some additional settings in Firefox

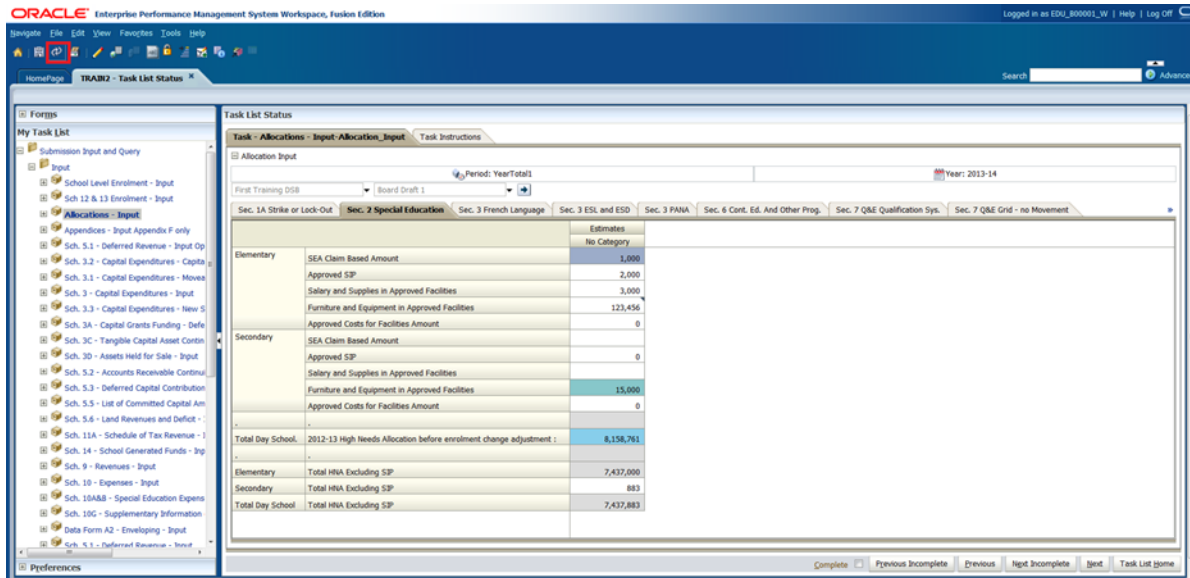
6.2 Data Input

Select the form from the Task List and enter data. The system highlights input values in yellow until they are saved to the database.

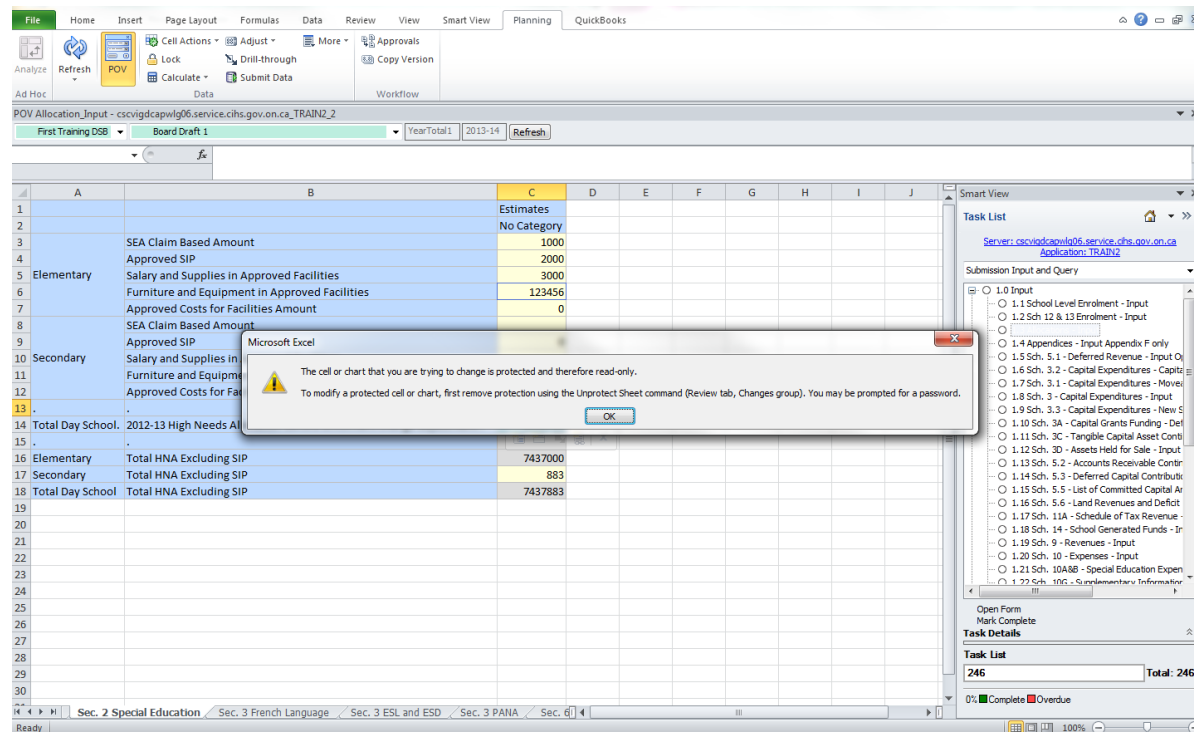
	A	B	C	D	E	F	G	H	I	J
1			Estimates							
2			No Category							
3		SEA Claim Based Amount	1000							
4		Approved SIP	2000							
5	Elementary	Salary and Supplies in Approved Facilities	3000							
6		Furniture and Equipment in Approved Facilities	123456							
7		Approved Costs for Facilities Amount	0							
8		SEA Claim Based Amount	0							
9		Approved SIP	0							
10	Secondary	Salary and Supplies in Approved Facilities	15000							
11		Furniture and Equipment in Approved Facilities	0							
12		Approved Costs for Facilities Amount	0							
13										
14	Total Day School	2012-13 High Needs Allocation before enrolment change adjustment :	8158761							
15										
16	Elementary	Total HNA Excluding SIP	7437000							
17	Secondary	Total HNA Excluding SIP	883							
18	Total Day School	Total HNA Excluding SIP	7437883							

Select **Submit Data** icon and a saving message screen is displayed.

To see the saved data in a Web Form, open the same allocation in Web Form. If the Web Form is already open select the **Refresh** button.



If a user tries to enter data into gray cell following message is displayed:



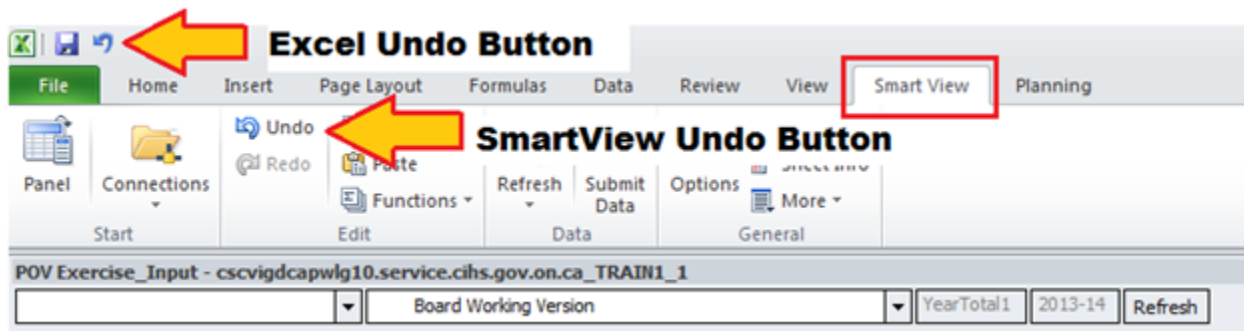
6.3 Input data validation

Data validation for Smart View work the same way as for Web forms. The cells in red are the cells with incorrect data. Cells that have invalid data will be listed on the bottom right panel.

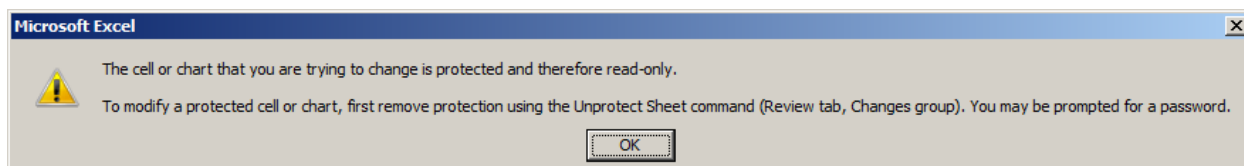
	A	B	C	D	E	F	G	H	I	J
1			Estimates							
2			No Category							
3		SEA Claim Based Amount	1							
4		Approved SIP	2							
5	Elementary	Salary and Supplies in Approved Facilities	3,000							
6		Furniture and Equipment in Approved Facilities	123,456							
7		Approved Costs for Facilities Amount	0							
8		SEA Claim Based Amount	0							
9		Approved SIP	0							
10	Secondary	Salary and Supplies in Approved Facilities	15,000							
11		Furniture and Equipment in Approved Facilities	15,000							
12		Approved Costs for Facilities Amount	0							
13		.								
14	Total Day School.	2012-13 High Needs Allocation before enrolment change adjustment :	8,158,761							
15		.								
16	Elementary	Total HNA Excluding SIP	7,437,000							
17	Secondary	Total HNA Excluding SIP	883							
18	Total Day School	Total HNA Excluding SIP	7,437,883							
19										

6.4 Advanced Smart View Functionality

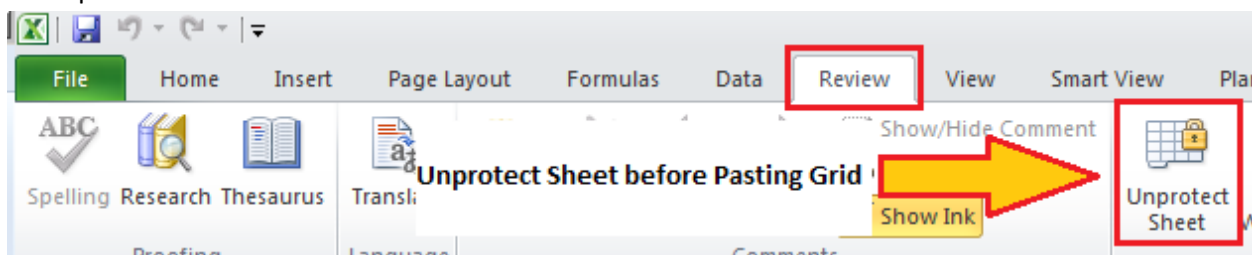
To undo data entry in Smart View, the **undo button** in the **Smart View ribbon** must be used, the Excel menu undo button will **not** perform this function.



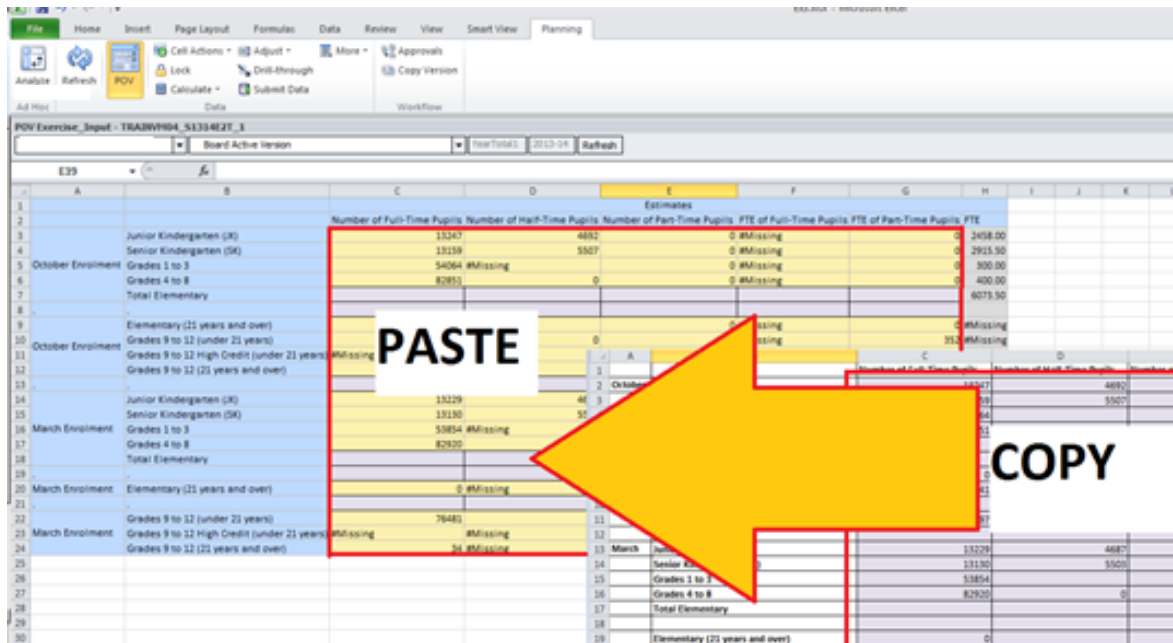
When attempting to paste a data grid without unprotecting the worksheet the following error will be displayed, to allow the data to be copied the user must select the **Review- Unprotect Sheet button**



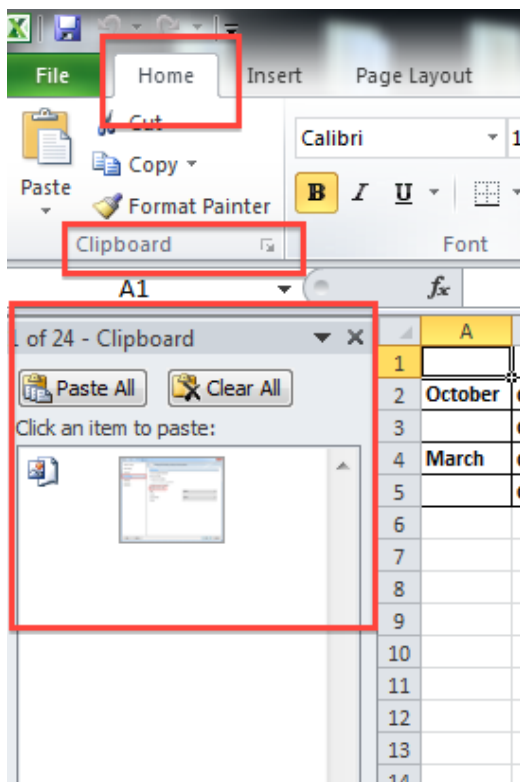
To Unprotect Sheet



Once the sheet is unprotected data in the form of a grid can be copied and pasted into the Smart View form.



User can use Clipboard functionality to Copy/Paste. To turn on please click on the expand arrow.



Formulas can be added to any input cell on a Smart View form

The screenshot shows the Oracle Hyperion Planning interface. The top ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Smart View, and Planning. The main window displays a spreadsheet titled "POV Exercise_Input - TRAINVM04_S1314E2T_1". The formula bar for cell C17 shows the formula $=C6*1.05$, with a red arrow pointing to it and the text "Excel Formula". The spreadsheet data is as follows:

	A	B	C
13	.	.	
14	.	Junior Kindergarten (JK)	105.00
15	.	Senior Kindergarten (SK)	210.00
16	March Enrolment	Grades 1 to 3	315.00
17		Grades 4 to 8	420.00
18		Total Elementary	1050.00
19	.	.	
20	March Enrolment	Elementary (21 years and over)	#Missing
21	.	.	
22	.	Grades 9 to 12 (under 21 years)	#Missing
23	March Enrolment	Grades 9 to 12 High Credit (under 21 years)	#Missing
24		Grades 9 to 12 (21 years and over)	#Missing
25			
26			
27			
28			

The Smart View interface on the right shows "Shared Connections" for "Orade® Hyperion Planning, Fusion Edition" and a tree view for "TRAINVM04" including "S1314_GB", "S1314E2T", "Forms", "Task Lists", "EDUDt", "EDUFS", "EDUMain", and "S1314EST". The "Document" section shows "Planning Connection" and "Smart View - Current Document". The "Smart View" section is expanded to show "Current Document", "Sheet1", "All Connections", and "TRAINVM04 | S1314E2T". A red arrow points to the "Current Document" entry.

Data can be linked in from other Excel Workbooks

The screenshot shows the Oracle Hyperion Planning interface. The top ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Smart View, and Planning. The main window displays a spreadsheet titled "POV Exercise_Input - TRAINVM04_S1314E2T_1". The formula bar for cell C14 shows the formula $=C:\Users\Admin\Dropbox\EDU Phase 1\70 Training\Board Training Documents\05 Ex. :$, with a red arrow pointing to it. The spreadsheet data is as follows:

	A	B	C	D
13	.	.		
14	.	Junior Kindergarten (JK)	4809.00	
15	.	Senior Kindergarten (SK)	5625.00	
16	March Enrolment		315.00	
17			420.00	
18			1050.00	
19	.	.		
20	March Enrolment	Elementary (21 years and over)	#Missing	
21	.	.		
22	.	Grades 9 to 12 (under 21 years)	#Missing	
23	March Enrolment	Grades 9 to 12 High Credit (under 21 years)	#Missing	
24		Grades 9 to 12 (21 years and over)	#Missing	
25				
26				
27				
28				

The Smart View interface on the right shows "Shared Connections" for "Orade® Hyperion Planning, Fu" and a tree view for "TRAINVM04" including "S1314_GB", "S1314E2T", "Forms", "Task Lists", "EDUDt", and "EDUFS". The "Document" section shows "Planning Connection" and "Smart View - Current Document". The "Smart View" section is expanded to show "Current Document", "Sheet1", "All Connections", and "TRAINVM04 | S1314E2T". A red arrow points to the "Current Document" entry.

Formula for linking data from other Excel Workbooks

Smart View workbooks can be saved and the data can be submitted at a later point

Saved Workbook

Connection Re-established upon re-opening

	B	C
1		
2		Number of Full-Time Pupils
3	Junior Kindergarten	100.00
4	Senior Kindergarten	200.00
5	Grades 1 to 3	300.00
6	Grades 4 to 8	400.00
7	Total Elementary	1000.00
8	.	
9	Elementary (21 years and over)	#Missing
10	Grades 9 to 12 (under 21 years)	#Missing

7 Submission Management

7.1 Overview of Versions

Submission management allows board users to manage the versions or submissions that they are working on. The tools provided give the user the ability to copy data between versions (such as the working version and the drafts) and to promote the version for review as needed (using the Workflow / Approvals Management process). The chart below lists all versions

Board Versions			
V10W	Board Working Version ***	This version allows the Board User to work on their submission by entering data and running calculations. Although data can be copied to and from this version, this is the only version which can be verified and promoted in the Approvals module. *** Once the submission has been promoted, the access to this version changes to <i>READ</i> , meaning that the version cannot be copied to.	Versions Board User can write to
V10D01	Board Draft 1	Draft versions are also versions that the user can manipulate data in. They are used during the submission process to manage data changes and keep back-ups when needed. However, if a draft version is the final version that the user wishes to submit, they must copy the data into Board Working Version	
V10D02	Board Draft 2		
V10D03	Board Draft 3		
V10D07	Blank Template for Reset ***	Used as a blank draft that can be used to clear or reset data in a version)	
V10FOV	Board FO Viewable Version	Version for review by FO. The FO does not have access to view Board Working Version. If a Board User needs the FO to review the data in that version for any reason, they would copy the data into "FO Viewable Version". This allows for the FO to review and give feedback to the Board User.	
Board Versions			
V10ERO	Board Error Override Version	Used at the point where Approver submits data that has errors but is tagged as "Error Override"	Versions Board User can read from
V10	Board Active Version	The final version which is submitted to the Ministry. Once the Board User promotes the Board Working version, an approver is responsible for approving the data and promoting it to the Board Active Version.	
V10I01	Board Inactive Version 1	Versions used as a historical / audit record of previously active versions.	
V10I02	Board Inactive Version 2		
V10I03	Board Inactive Version 3		
V10I04	Board Inactive Version 4		
V10I05	Board Inactive Version 5		
V10I06	Board Inactive Version 6		
V10I07	Board Inactive Version 7		
V10I08	Board Inactive Version 8		
V10I09	Board Inactive Version 9		
FO Versions			
V20	FO Active Version	The final version which is submitted by the Ministry for payout purposes.	
Release Management Versions			
V10WDC	Board Working Version Snapshot Before Data Change	Used to store a snapshot / backup during a reference data change process	
Variance Versions			
V10WDV	Board Working Version - Changes	Shows the difference between the Current Board Working Version (V10W) and the Prior Board Working Version (Snapshot)	
V10W_Cur	Board Working Version - Current	Shows the data from the Current Board Working Version (V10W)	
V10WDC_Cur	Board Working Version - Prior	Shows the data from the Prior Board Working Version (V10WDC / Snapshot)	

The user is able to write to all the versions in the list that are coloured purple. The data can then be copied from one version to another as need be (i.e. if the user wants to create a “backup” of a certain version they can copy it to a draft or when the user needs to push data into the FO Viewable version for an FO to review it). However, only the data in Board Working Version can be promoted during the approval process. When the user is ready to submit the data they must make sure that the correct data sits in Board Working Version. Any data management and movement are done by using the Copy Version process.

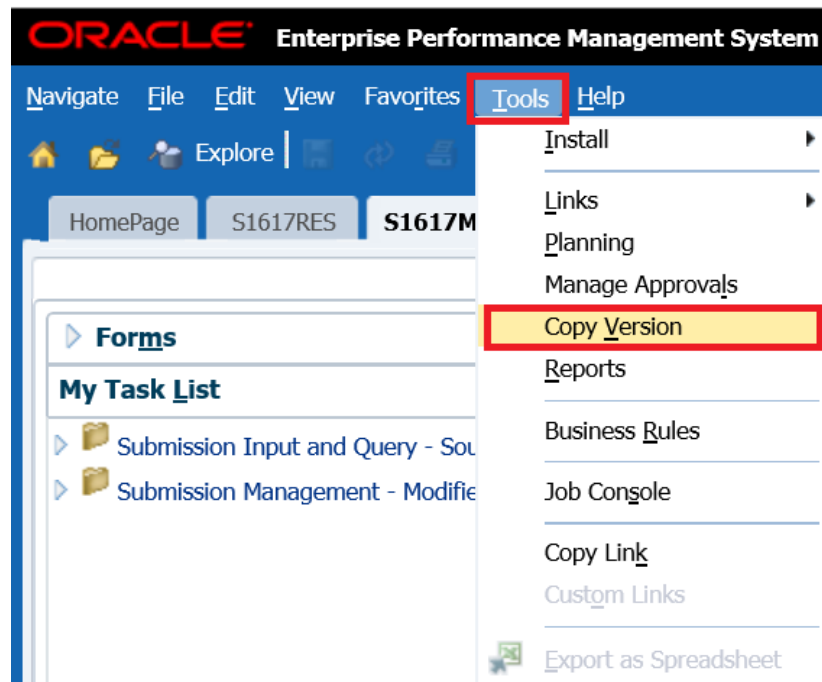
7.1.1 Copy Data Between Versions

The Copy Version functionality can be used to copy data between different versions in the application. Some common uses of the Copy Version functionality are:

- Data Backup – i.e. copy data from Board Working Version into Board Draft 1 for backup
- What-if Analysis – i.e. copy data from Board Working Version into Board Draft 1, and make changes in Board Draft 1 to see how those changes affect the overall submission
- Copy data into FO Viewable – i.e. copy data from Board Working Version into FO Viewable Version in order for the Financial Officer / Financial Analyst to review the data

Note: Version copy is NOT a part of the Submission / Promotion / Activation process and should only be used in situations similar to ones described above.

To copy data between versions, navigate to **Tools** → **Copy Version**



The following Copy Version screen is displayed

The screenshot shows the 'Copy Version' interface. At the top, it says 'Copy Version'. Below that is the 'Planning Units' section with the instruction: 'Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.' There are three dropdown menus: '* Scenario' (set to 'Financial Statements'), '* Copy From' (set to '<Select Version>'), and '* Copy To' (set to '<Select Version>'). Below these are two empty boxes: 'Available Entities' and 'Selected Entities', with arrows between them for moving items. At the bottom left are four checkboxes: 'Copy Account Annotations', 'Copy Comments', 'Copy Documents', and 'Copy Supporting Details'. A 'Copy Data' button is at the bottom right.

Select the **Scenario** related to the application (Cycle) the user is working in. (Although other cycles may be shown in the drop down box they are not applicable and nothing will be copied if one of them is selected).

This screenshot is similar to the previous one but with the '* Scenario' dropdown menu open. The menu is highlighted with a red box and shows the following options: '<Select Scenario>', 'Financial Statements', 'Estimates', 'Financial Statements', 'No Scenario', and 'Revised Estimates'. The 'Financial Statements' option is currently selected. The rest of the interface remains the same as in the previous screenshot.

Select **Copy From** Version (Board User sees list of scenarios they have read access to)

Copy Version

Planning Units
Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.

* Scenario: Financial Statements | * Copy From: <Select Version> | * Copy To: <Select Version>

Available Entities

- Copy Account Annotations
- Copy Comments
- Copy Documents
- Copy Supporting Details

Copy From dropdown list:

- <Select Version>
- V10:Board Active Version
- V10D01:Board Draft 1
- V10D02:Board Draft 2
- V10D03:Board Draft 3
- V10D07:Blank Template For Reset
- V10ERO:Board Error Override Version
- V10FOV:Board FO Viewable Version
- V10I01:Board Inactive Version 1
- V10I02:Board Inactive Version 2
- V10I03:Board Inactive Version 3
- V10I04:Board Inactive Version 4
- V10I05:Board Inactive Version 5
- V10I06:Board Inactive Version 6
- V10I07:Board Inactive Version 7
- V10I08:Board Inactive Version 8
- V10W:Board Working Version**
- V10W_Chng:Ref Data Update - Board Working Version - Changes
- V10W_Cur:Ref Data Update - Board Working Version | V10W:Board Working Version
- V10W_Pr:Ref Data Update - Board Working Version - Prior

Copy To dropdown list:

- <Select Version>

Buttons: Copy From, Copy To, Copy Data

Select **Copy To** Version (Board User sees list of scenarios they have write access to)

Copy Version

Planning Units
Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.

* Scenario: Financial Statements | * Copy From: V10W:Board Working Version | * Copy To: <Select Version>

Available Entities

Selected Entities

- Copy Account Annotations
- Copy Comments
- Copy Documents
- Copy Supporting Details

Copy To dropdown list:

- <Select Version>
- V10D01:Board Draft 1
- V10D02:Board Draft 2
- V10D03:Board Draft 3
- V10FOV:Board FO Viewable Version
- V10W:Board Working Version**

Buttons: Copy To, Copy Data

Click the **GO**  button.

Under **Available Entities** you will see the school board that user is responsible for.

Copy Version

Planning Units
Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.

* Scenario Financial Statements * Copy From V10W:Board Working Version * Copy To V10FOV:Board FO Viewable Version Go

Available Entities
B29025: ~~Account Annotations~~ DSB

Selected Entities

Copy Account Annotations
 Copy Comments
 Copy Documents
 Copy Supporting Details

Copy Data

Select your school board and click the **Move** or **Move All** button to move the Entity into the **Selected Entities** box. Check off all of the options for copying additional information that has been attached to the version. Click the **Copy Data** button to run the copy process

Copy Version

Planning Units
Select a scenario, source version, and destination version. Then click Go to retrieve the list of entities.

* Scenario: Financial Statements * Copy From: V10W:Board Working Version * Copy To: V10FOV:Board FO Viewable Version

Available Entities

Selected Entities
B29025 [redacted] DSB

Copy Account Annotations
 Copy Comments
 Copy Documents
 Copy Supporting Details

Copy Data

A window will pop up to confirm that the user wants to run the copy process and override all data in the “Selected Entities” for the “Copy To” version.

Please note: This process is not reversible and will cause ALL DATA in the “Copy To” version to be replaced with the data in the “Copy From” version.

Copy Version

You are about to copy versions, which could change your current data values. Do you want to continue?

OK Cancel

Once the process completes a window will pop up to inform the user that the copy was successful

Information

The version has been successfully copied.

OK

7.1.1.1 Copy to FO Viewable

If a Board User wants the FO to preview data before submitting it, they have to copy a version into the FO Viewable Version. The reason for this is that the FO does not have access to any of the Board versions until they are set to active or FO Viewable. This would be done using the Copy Version process.



7.1.2 Version Description and Summary Dashboard in the task list

The Version Description and Summary – Submission Dashboard allows users to keep track of the versions they are working with. It is a place that allows the user to see the current status of their submission (whether it is active or not) as well as the status of the FO Version updated by ministry staff. It also allows users to add descriptions to each of the versions available. This way the user can know where their data currently sits and can easily work on promoting the correct data as part of the Sign-off and Approvals process. The right hand panel shows the history of the versions that were activated over time. Every time a new version is activated, the former Active version is copied into the next Inactive Version.

The screenshot displays the 'Task List Status' dashboard. On the left is a navigation pane with 'Forms' and 'My Task List' sections. The 'My Task List' section includes items like 'Detailed Instructions_Directives détaillées', 'Submission Input and Query - Non-FS_Soumission', 'Data Refresh - DSB_Mise à jour de données - CSC', 'Submission Management - Modifier_Gestion de la...', and 'Submission Management'. The 'Version Description and Summary' item is highlighted with a red box.

The main content area is titled 'Task List Status' and has two tabs: 'Task - Version Description and Summary' (selected) and 'Task Instructions'. Below the tabs are filters for Scenario (Revised Estimates), Period (YearTotal 1), Year (2017-18), and Category (No Category). There is also a 'DSB' dropdown menu.

The 'Active Flag' section contains a table with the following data:

	Submission Status	Submission Number	Activation Date	Submission created by:	TP Process Complete
V10:Board Active Version	Active/Actif	2	1/22/18		Yes / Oui
V20:FO Active Version	Active/Actif	1	12/15/17		Yes / Oui

The 'Version Description and Summary' section contains two tables. The left table lists various version descriptions:

Version Description	
V10W:Board Working Version	
V10D01:Board Draft 1	
V10D02:Board Draft 2	
V10D03:Board Draft 3	
V10D07:Blank Template For Reset	
V10FOV:Board FO Viewable Version	
V20:FO Active Version	Updated base for 2017-18 Revised

The right table shows a history of activated versions:

	Activation Date	Submission Number	Version Description
V10ERO:Board Error Override Version			
V10:Board Active Version	1/22/18	2	
V10I01:Board Inactive Version 1	12/14/17	1	
V10I02:Board Inactive Version 2			
V10I03:Board Inactive Version 3			
V10I04:Board Inactive Version 4			
V10I05:Board Inactive Version 5			
V10I06:Board Inactive Version 6			
V10I07:Board Inactive Version 7			

7.2 Approvals Process – Board Modifier

The Submission Management task list is used to manage sign-off and approvals as the cycle moves along. Board users would use the Input task lists to enter all necessary data and calculate the submission. Once the submission is ready for final validation and promotion, they would enter the Submission Management task list and run through a number of steps to promote the submission.

As mentioned before, the data which is ready to be validated or promoted must be stored in the Board Working Version (the Version Copy process outlines this in more detail). It is recommended that the user first review and address any Errors and Warnings and Input Validation errors prior to beginning the Sign-off and Approvals process.

The validation and promotion functionality is done by running the following steps:

7.2.1 Validate Submission

Select **Submission Management - Modifier** → **Submission Management** and open the **Validate and Promote for Approval** task

The screenshot displays the 'Task List Status' interface. On the left, a navigation pane shows a tree structure under 'Forms' > 'My Task List'. The 'Submission Management - Modifier' folder is expanded, and the 'Validate and Promote for Approval' task is highlighted with a red box. The main content area shows the task details for 'Validate and Promote for Approval'. It includes a 'Scenario' dropdown set to 'Revised Estimates' and a 'Version' dropdown set to 'Board Working'. Below this is a 'Process Status' section with a 'Chart Type' dropdown set to 'Pie' and a 'Group By' dropdown. A large blue pie chart represents the status, with a label 'Under Review, 100.0%' below it. At the bottom, there is an 'Actions' menu, a 'View' dropdown, and a table for 'Approvals Status'. The table has a header row with 'Planning Unit' and 'Approvals Status', and a data row for 'DSB' with the status 'Under Review'.

Select the your DSB shown under **Planning unit** and click on **Actions** → **Validate**

The screenshot shows the 'Task List Status' interface for the task 'Validate and Promote for Approval'. The 'Process Status' section displays a pie chart and a legend for 'Status' (Under Review). Below the chart, there is a table with columns for 'Planning Unit', 'Approvals Status', 'Sub-Status', 'Current Owner', 'Location', and 'Total Value'. The 'DSB' entry is highlighted, and its 'Sub-Status' is 'Under Review'. A red box highlights the 'Validate' button in the 'Process Status' section, and another red box highlights the 'Refresh' button in the 'Actions' menu. A third red box highlights the 'DSB' entry in the table.

As the validation process takes a few moments you can click on the **Refresh** button to refresh the process and see the results. If there are any errors found during the Validation process, the Sub-Status will be displayed as **Invalid Data**. When there are no more validation errors the Sub-Status will display **No Additional Approval Required**.

The screenshot shows the 'Task List Status' interface for the task 'Validate and Promote for Approval'. The 'Process Status' section displays a pie chart and a legend for 'Status' (Under Review). Below the chart, there is a table with columns for 'Planning Unit', 'Approvals Status', 'Sub-Status', 'Current Owner', 'Location', 'Total Value', 'Path', and 'Details'. The 'DSB' entry is highlighted, and its 'Sub-Status' is 'Invalid Data'. A red box highlights the 'Invalid Data' sub-status in the table.

Select the **Invalid Data Hyperlink** and a new tab will open. In this tab a Task List will appear under My Task List and will outline all the forms that contain validation errors in them.

Task List Status

Task List Status - Revised Estimates - V10W - B29025
Status of all Task Lists

Incomplete, 100.0%

Task List Tasks - Revised Estimates - V10W - B29025

Task	Type	Status	Action
Revised Estimates - V10W - B29025		Incomplete	
SE03_j1		Incomplete	
LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE		Incomplete	
Errors		Incomplete	
LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE		Incomplete	
Erreurs		Incomplete	
LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE		Incomplete	
Close Task List Window		Complete	

In the case shown here, the validation error appears in two different forms: Section 3 (i.e. SE03_i1) and the Errors page (i.e. Errors), which can be seen by the folder names highlighted.

Task List Status - Revised Estimates - V10W - B29025
Status of all Task Lists

Incomplete, 100.0%

Task List Tasks - Revised Estimates - V10W - B29025

Task	Type	Status	Action
Revised Estimates - V10W - B29025		Incomplete	
SE03_j1		Incomplete	
LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE		Incomplete	
Errors		Incomplete	
LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE		Incomplete	
Erreurs		Incomplete	
LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE		Incomplete	
Close Task List Window		Complete	

In order to open each of the web forms and see the validation error, follow the page link with the “task” icon (small cube), labelled LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE under each of the web form names. This can be done by clicking either the label from the left hand side in the task list or clicking the arrow under the Action column on the right hand side task lists, as shown below:

HomePage | S1718Rd1 - Task List Status | **S1718Rd1 - Task List Status** x


Forms

My Task List

- ▶ Detailed Instructions_Directives détaillées
- ▶ Submission Input and Query - Non-FS_Soumission
- ▶ Submission Input and Query - FS_Soumission-Ent
- ▶ Data Refresh - DSB_Mise à jour de données - CSC
- ▶ Submission Management - Modifier_Gestion de la :
- ▶ **Revised Estimates - V10W - B29025**
 - ▶ SE03_j1
 - LABEL_PM_VALIDATION_REPORT_DEFAULT**
 - ▶ Errors
 - LABEL_PM_VALIDATION_REPORT_DEFAULT**
 - ▶ Erreurs
 - LABEL_PM_VALIDATION_REPORT_DEFAULT
- ▶ Close Task List Window

Task List Status

Task List Status - Revised Estimates - V10W - B29025
Status of all Task Lists



Incomplete, 100.0%

Task List Status - Revised Estimates - ...

- Incomplete
- Complete
- Overdue

Task List Tasks - Revised Estimates - V10W - B29025

Task	Type	Status	Action
▶ Revised Estimates - V10W - B29025			
▶ SE03_j1			
▶ LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE			
▶ Errors			
▶ LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE			
▶ Erreurs			
▶ LABEL_PM_VALIDATION_REPORT_DEFAULT_PAGE			
▶ Close Task List Window			

Opening the task in the Task list will take the user to the web form which contains the error that needs to be corrected. In the example below, the user is directed to the Section 3 input Form indicating there is an invalid input type error.

The user must locate and correct all validation errors before the Submission can be successfully promoted.

Once the validation errors have been corrected, the user can either rerun the **Validation** process to ensure they have not missed any errors or move directly to the **Promote** process.

When the Submission passes the validation, the sub status will be updated to **No Additional Approval Required** and the **Error Task List** will be removed. The submission is now ready to be **Promoted**.

7.2.2 Promote Submission

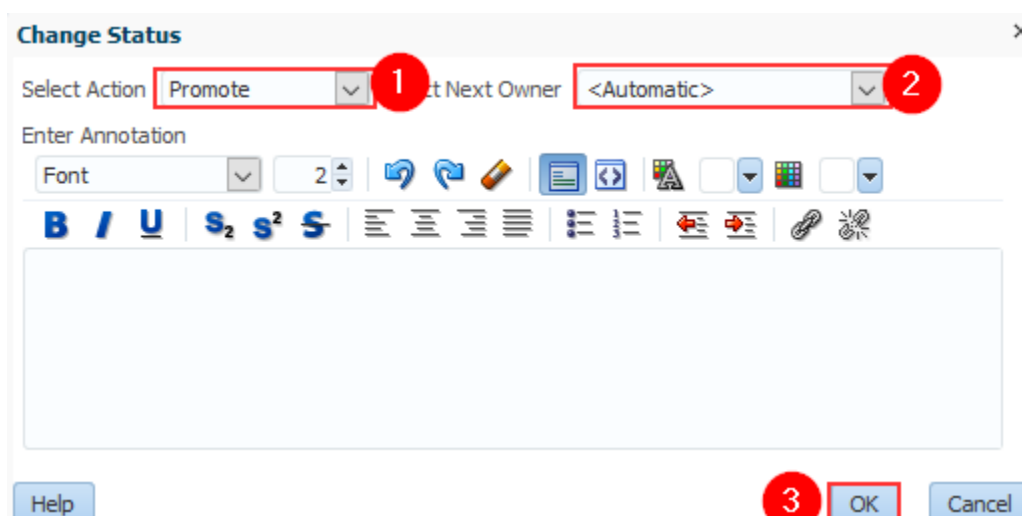
To promote the submission to the Board Approver select **Submission Input and Query** → **Submission Management** → **Validate and Promote for Approval** and select your DSB under the Planning Unit.

The screenshot shows the 'Task List Status' interface. On the left, the 'My Task List' sidebar contains a tree view of tasks, with 'Validate and Promote for Approval' highlighted in red. The main content area is titled 'Task - Validate and Promote for Approval'. It includes a 'Scenario' dropdown set to 'Revised Estimates', a 'Version' dropdown set to 'Board Working Version', and a 'Go' button. Below this is a 'Process Status' section with a 'Chart Type' dropdown set to 'Pie' and a 'Group By' dropdown. A large blue pie chart represents the status, with a label 'Under Review, 100.0%' below it. At the bottom, there is an 'Actions' menu and a 'Planning Unit' table. The table has one row: 'Mississauga-Caledon DSB' (highlighted in red) with a status of 'Under Review'.

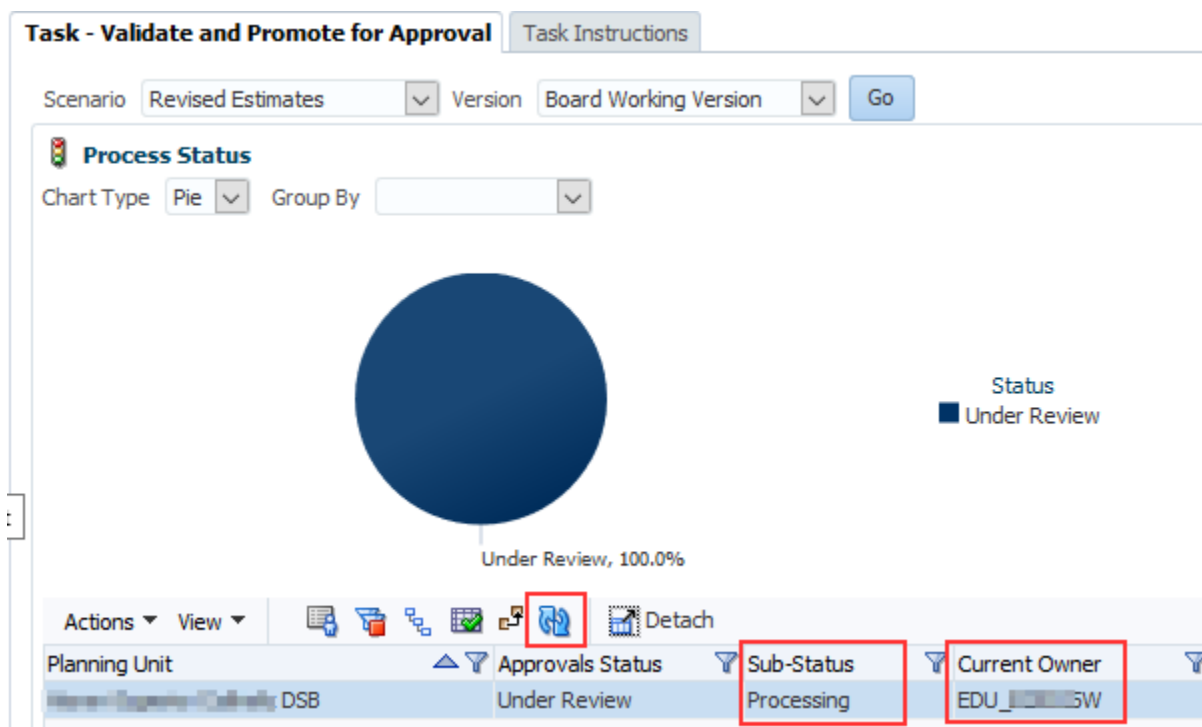
Once the DSB under planning Unit is selected select **Actions** → **Change Status**.

This screenshot shows the same interface as the previous one, but with the 'Actions' menu open. The 'Change Status' option is highlighted with a red box and a red circle labeled '3'. The 'Actions' menu is also highlighted with a red box and a red circle labeled '2'. The 'Mississauga-Caledon DSB' row in the 'Planning Unit' table is highlighted with a red box and a red circle labeled '1'. The 'Process Status' pie chart and other elements remain the same.

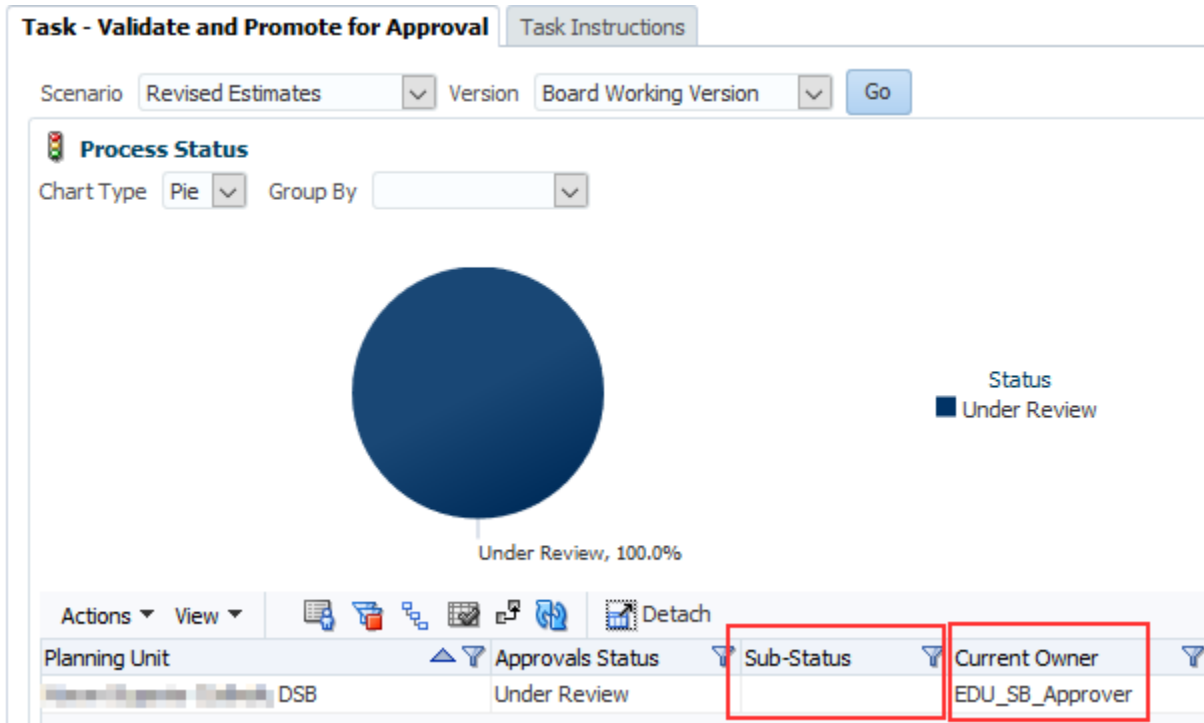
The Change Status screen will appear. Select **Promote** from the **Select Action** list and leave **Select Next Owner** as <Automatic>. Click **OK**.



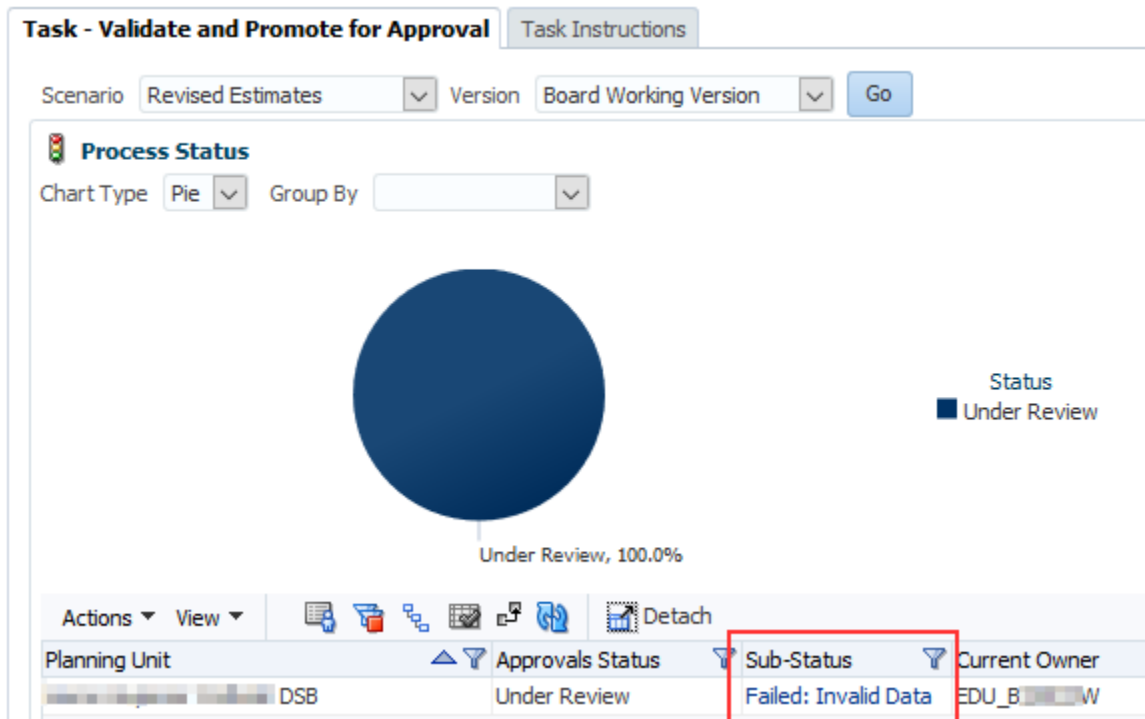
This will start the promotion process, which should take over one minute to complete. To get the updated status, make sure to refresh by selecting **Action** → **Refresh** or clicking the blue **Refresh** button. While processing, the Sub-Status will indicate **Processing**, and the Current Owner will be EDU_BxxxxxW (dependant on your board number)



When the promotion process completes, the Sub-Status will become blank and the Current Owner will change to EDU_SB_Approver. The submission is now promoted to the Board Approver and the Board Working Version will now be changed to Read Only.



If a user attempts to promote a submission when there are validation errors the Sub-Status will be displayed as **Failed: Invalid Data**. The user will be required to correct the validation errors and then re-do the Promote process.



7.3 Manage Approvals – Board Approver

Once a submission has been promoted by the Board Modifier, the Board Modifier no longer has write access to the Working Version and the next user in line is the Approver. The Approver is responsible for reviewing the submission and deciding how to proceed with it. The Approver has two choices: running the sign-off process on the submission or rejecting the submission. If the Approver decides to reject the submission, the submission is back in the hands of the Board Modifier.

Once approved, the data is automatically copied from the Board Working Version to the Board Active Version as well as the FO Working Version. At this point the status of the submission is set to “Active” and the FO is responsible for continuing the process.

7.3.1 Approve and Sign-off

Select **Submission Management - Approver** → **Board Approver Sign-Off**. Within the form click the dropdown beside “Are you sure you want to sign-off the current submission?” and select **Yes** then click **Save**.

The screenshot shows the 'Task List Status' form. On the left, the 'My Task List' sidebar has 'Board Approver Sign-Off' highlighted with a red box and a red circle containing the number 1. The main form area has a title bar 'Task - Board Approver Sign-Off' and a 'Task Instructions' tab. Below this, there are fields for 'Scenario: Revised Estimates', 'Period: YearTotal1', and 'Year: 2017-18'. A dropdown menu shows 'Huron-Superior Catholic DSB'. The 'Active Flag' section contains a table with the following data:

	Submission Status	Submission Number	Activation Date	Submission created by:	TP Process Complete
V10:Board Active Version	Not Active/Inactif				
V20:FO Active Version	Not Active/Inactif				

Below the table is the 'Sign Off Confirmation' section, which includes a dropdown menu for 'Are you sure you want to sign-off the current submission?' with 'Yes / Oui' selected. This dropdown is highlighted with a red box and a red circle containing the number 2.

The status of the Submission will be changed to Active and the Activation date will be updated.

Task List Status

Task - Board Approver Sign-Off Task Instructions

Scenario: Revised Estimates Period: YearTotal1 Year: 2017-18

Huron-Superior Catholic DSB

Active Flag Category: No Category

	Submission Status	Submission Number	Activation Date	Submission created by:	TP Process Complete
V10:Board Active Version	Active/Actif	1	1/25/18		Yes / Oui
V20:FO Active Version	Not Active/Inactif				

7.3.2 Reject and return submission to the Board Modifier

If the approver decides that the submission is not satisfactory and not ready for further sign-off, the approver can return the submission to the original owner (Board Modifier).

To reject a submission select **Submission Management - Approver** → **Submission Management** → **Reject Submission**

Task List Status

Task - Reject Submission Task Instructions

Scenario Revised Estimates Version Board Working Version Go

Process Status

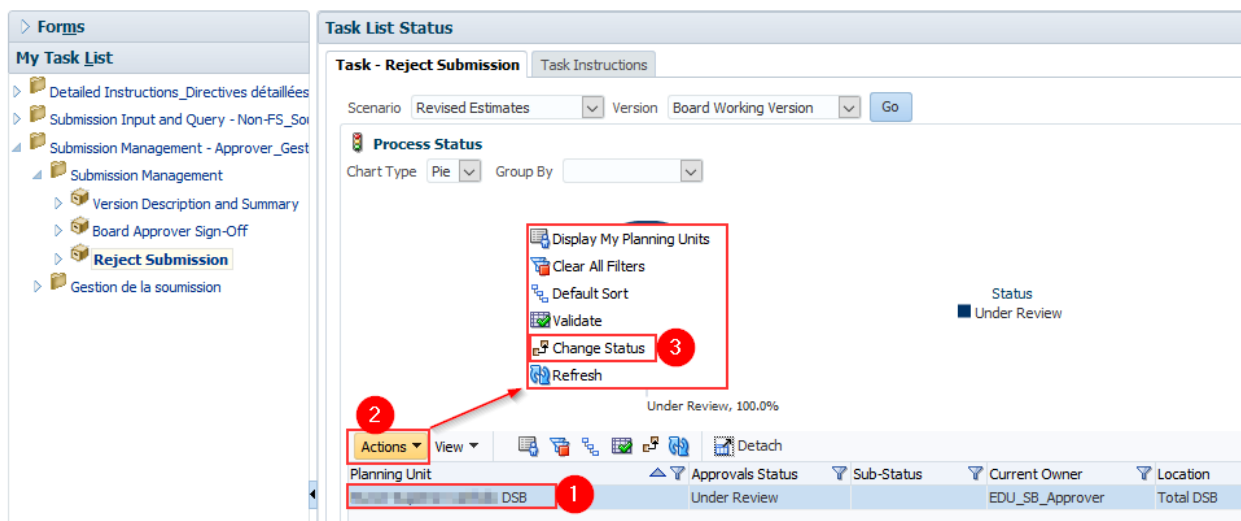
Chart Type Pie Group By

Under Review, 100.0%

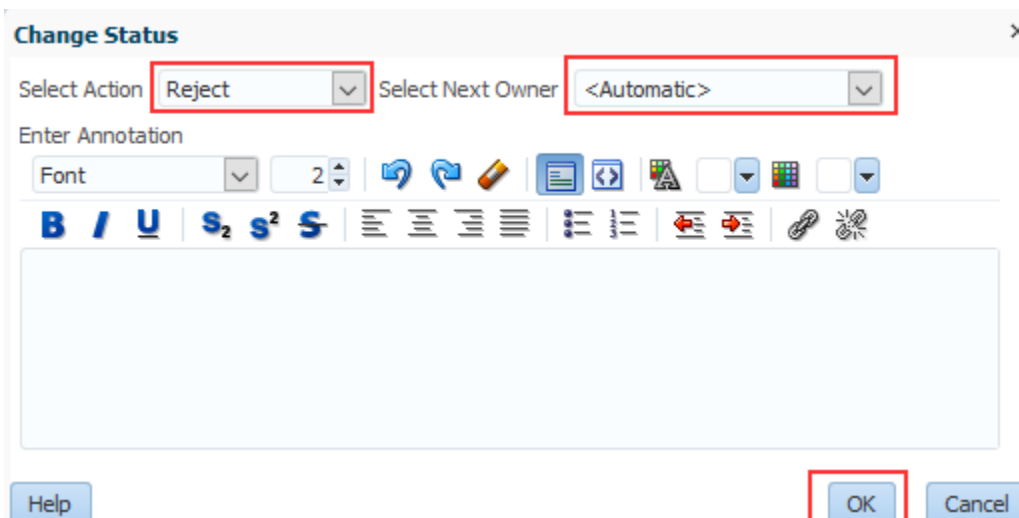
Actions View [Icons] Detach

Planning Unit	Approvals Status	Sub-Status	Current Owner	Location	To
DSB	Under Review		EDU_SB_Approver	Total DSB	

Once the DSB under planning Unit is selected select **Actions** → **Change Status**.



The Change Status screen will appear. Select **Reject** from the **Select Action** list, **<Automatic>** from the **Select Next Owner** list and click **OK**



The Approvals status will change to **Not Signed off**. The Owner will revert back to the Board Modifier and Board Working version of the submission is no longer read only and changes can be made.

Task - Reject Submission Task Instructions

Scenario Revised Estimates Version Board Working Version Go

Process Status

Chart Type Pie Group By

Under Review, 100.0%

Status
■ Under Review

List

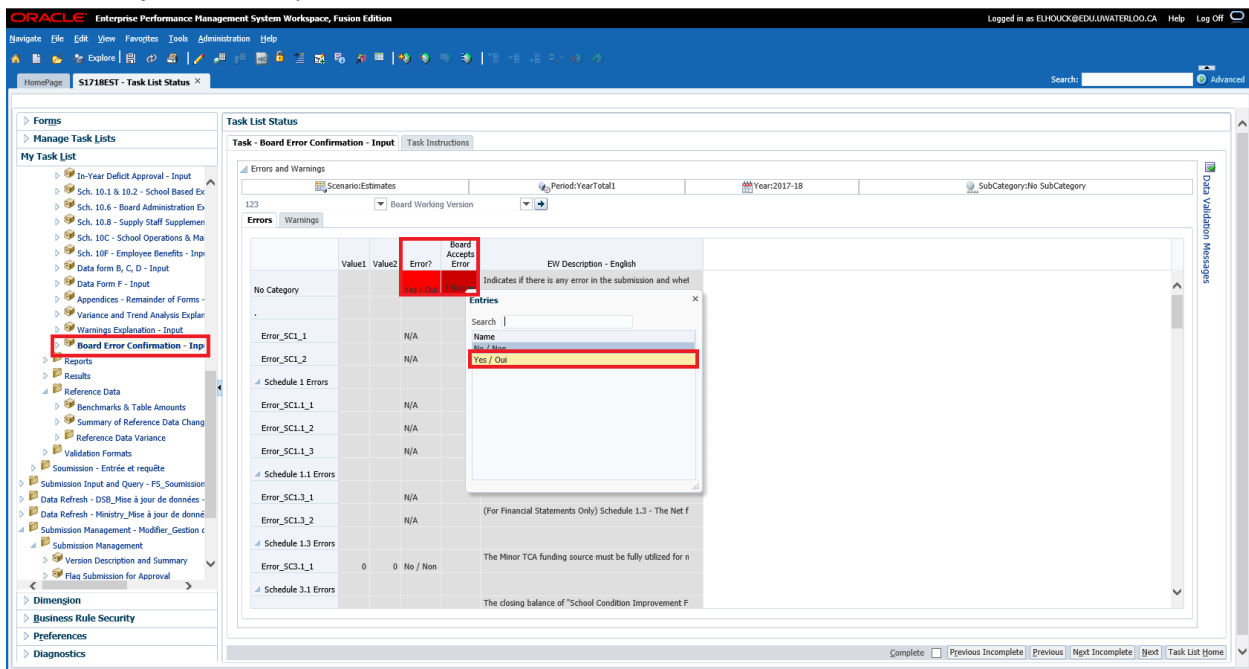
Actions View

Planning Unit	Approvals Status	Sub-Status	Current Owner
DSB	Not Signed Off		EDU_B...W

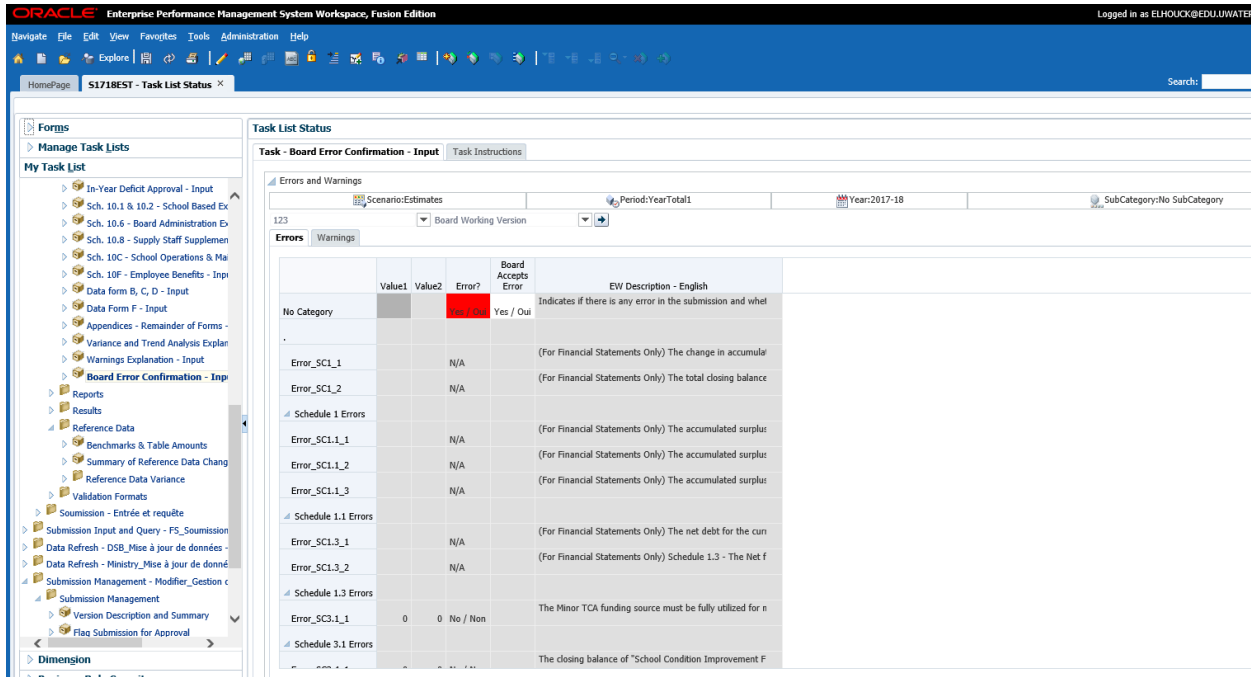
7.3.3 Submission with Error Override

Under special circumstances a Board may need to promote a Submission that contains errors. In these rare instances, the Board Modifier will set the Board Accepts Error Flag to **Yes** then follow the normal submission process. In this case the data is automatically copied from the Board Working Version into the Board Error Override Version. From the perspective of the Approver the process follows the exact same steps as outlined in the previous section for a submission containing no errors. After the sign-off by Approver, the data still sits in the School Board Error Override Version. At this point, additional steps will be required by Ministry personnel. The Ministry needs to confirm activation of submission with errors. Upon successful completion of this step, the data is copied from Board Error Override into Board Active Version and FO Working Version. Please note that once you have promoted the version with errors you need to contact the Ministry in order for them to perform the additional steps required.

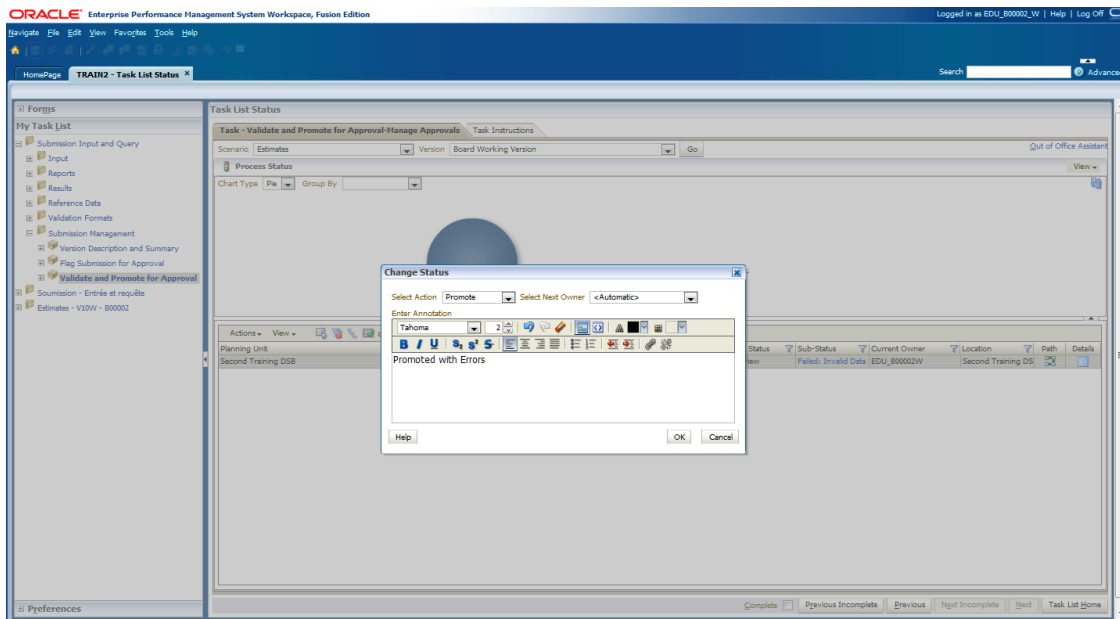
Select **Submission Input and Query** → **Input** → **Board Error Confirmation – Input** select **Yes** from the **Board Accepts Error** drop down list and select **Save**



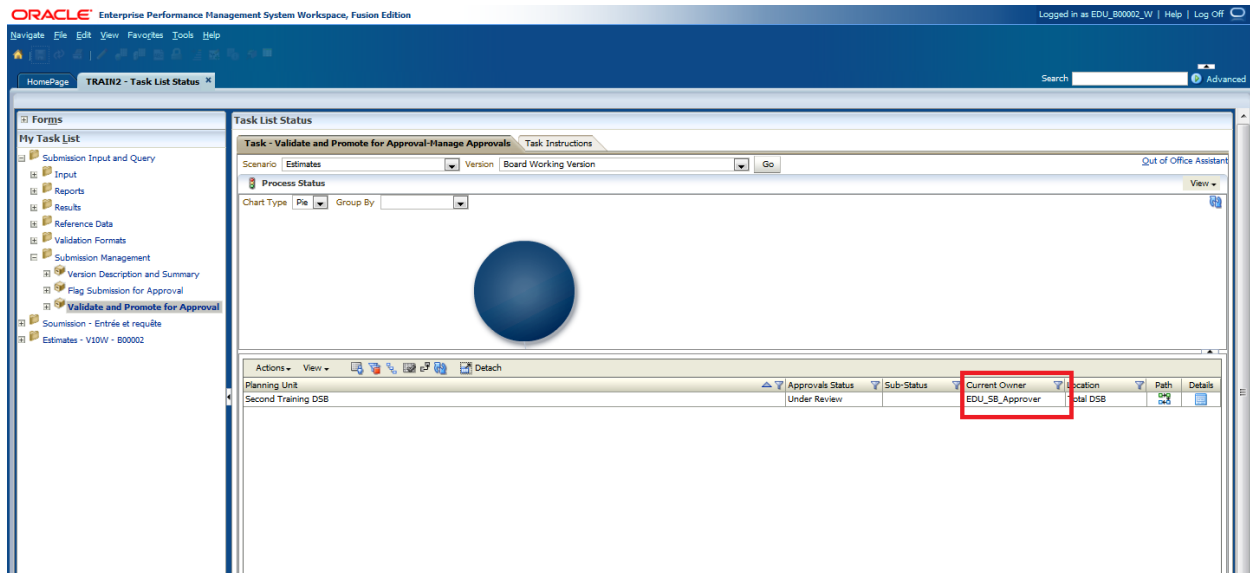
The **Board Accepts Error** flag is set to **Yes**



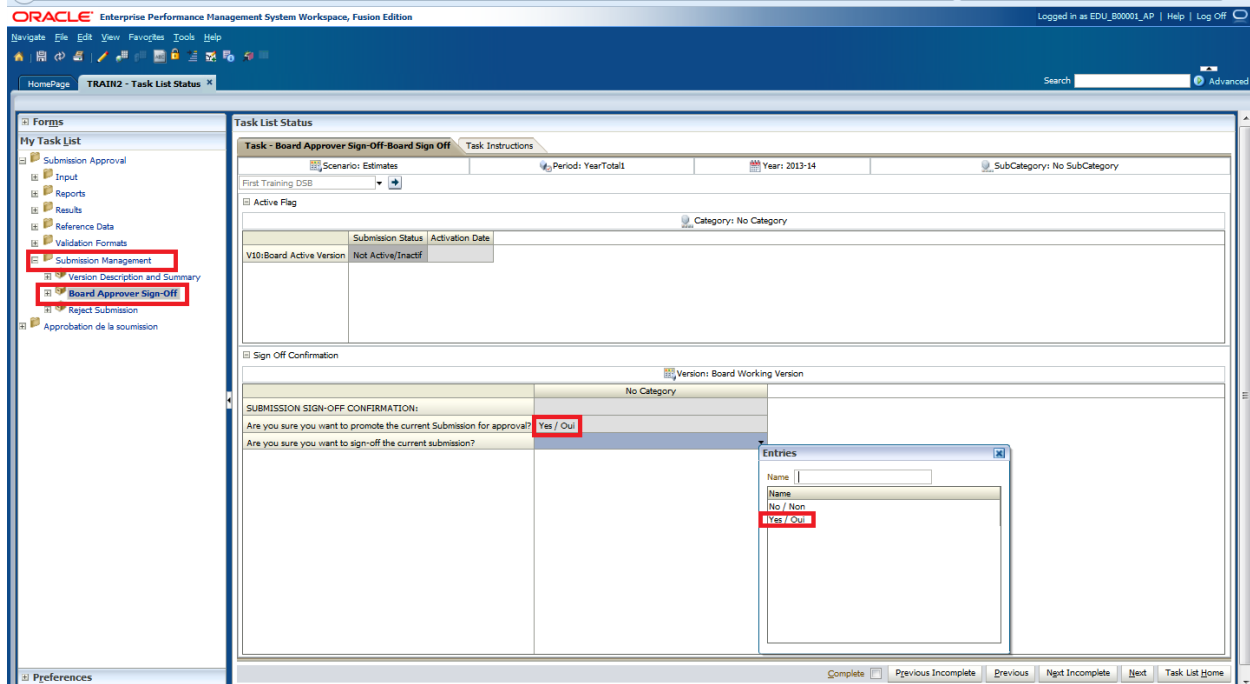
Board Modifier follows the normal Promotion process.



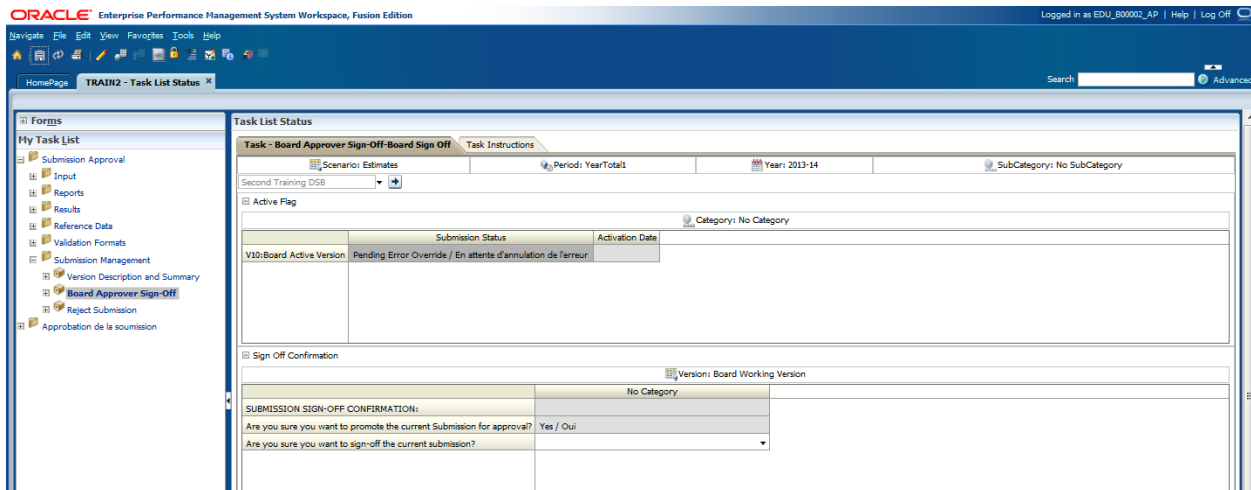
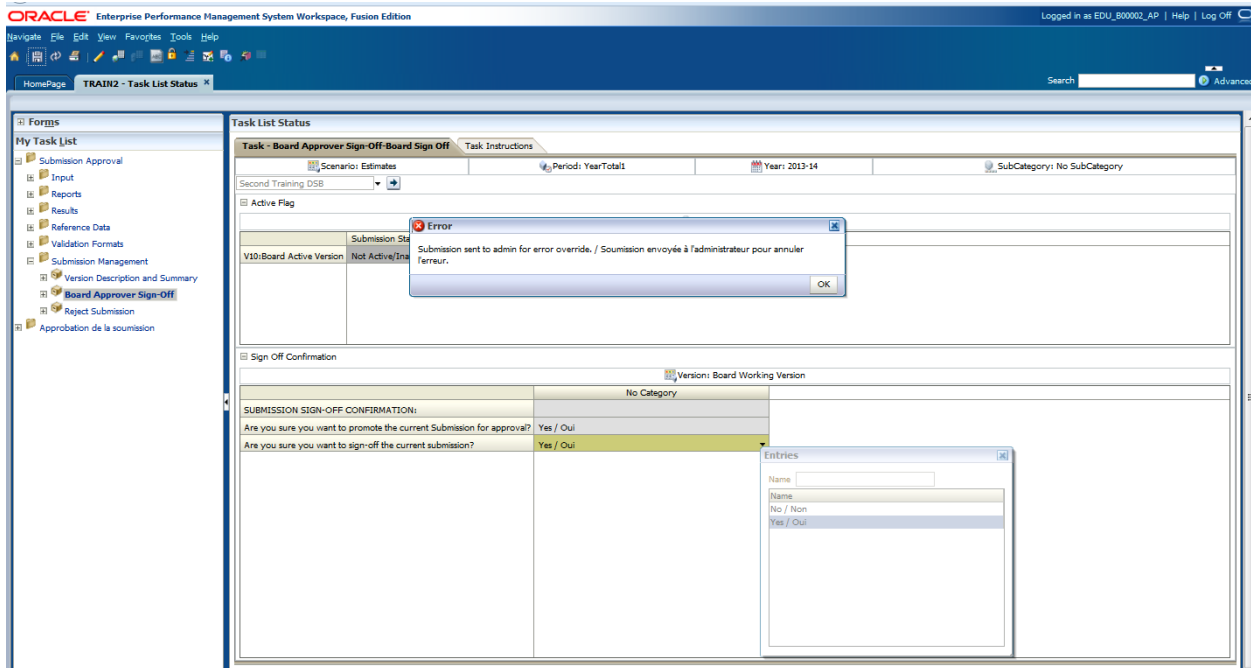
The submission owner is now the Board Approver and the Board Working version is changed to read only



Board Approver follows the normal sign-off process



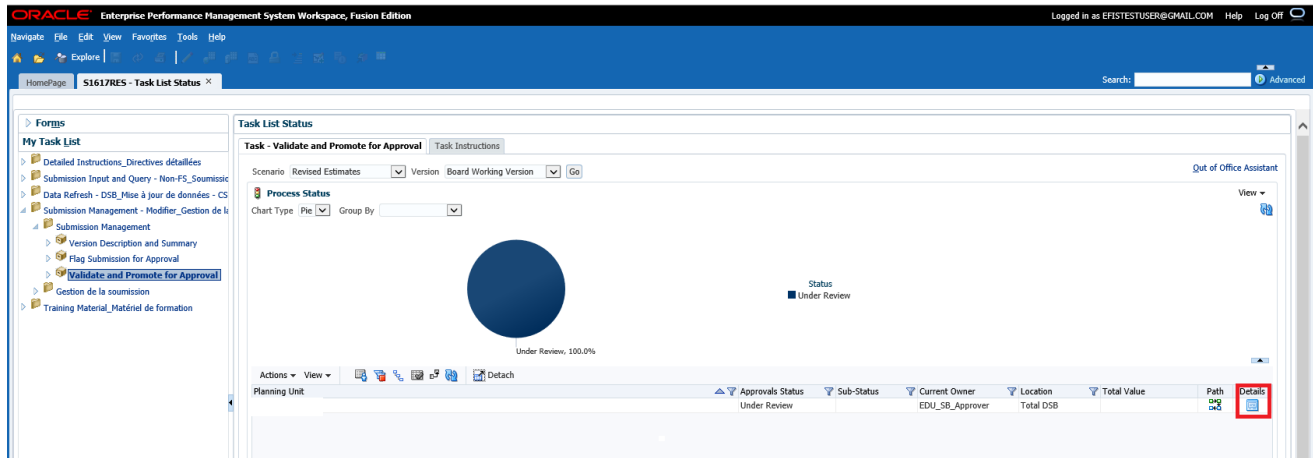
The Board Approver will receive the message that the Submission has been sent to the Administrator (Ministry) for error override and the submission status will become Pending Error Override.



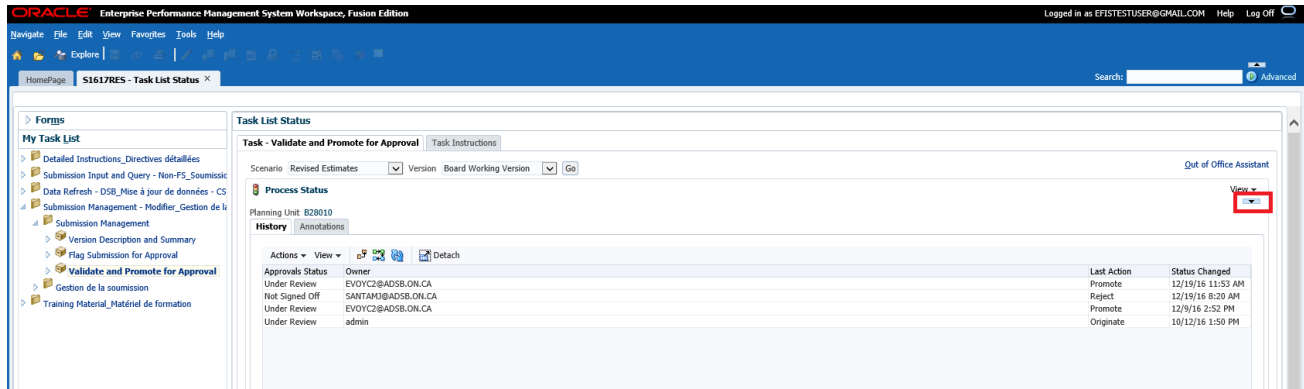
Board must contact the Ministry to initiate the over-ride approval.

7.3.4 Checking the Submission History

Users will be able to view the submission's history as well as any annotations the Board Approver has made by selecting **Validate and Promote for Approval** and clicking the **Details** button.



Status history and comments will be displayed, to view status changes collapse the pie chart by selecting the arrow in the right corner



8 Facility Data Management

8.1 Process Overview

Facility data is loaded from SFIS at the start of the submission cycle to the Board Working and all Board Draft versions. During the cycle an hourly process is run to compare the facility data in SFIS to the facility data in EFIS 2.0. If differences are found in the facility data during the comparison process, the new facility data is loaded into the **SFIS Data Management** forms in EFIS 2.0 to allow the boards the ability to review and updated the data if required.

When a change is required to **On The Ground Capacity (OTG)** the changes will be first made in SFIS then the comparison process with update the SFIS Data Management form.

8.2 SFIS Data Management Form

Select **Data Refresh → SFIS** from the task list to open the **SFIS Data Management** form.

When new data has been loaded the **Is there updated SFIS data?** Flag will be set to **Yes** and the New SFIS Data tab will be populated with the data changes. **Note:** only data values that have changed will be displayed.

The screenshot displays the SFIS Data Management interface. On the left, the 'My Task List' sidebar shows 'Data Refresh - DSB' and 'SFIS' highlighted. The main content area is titled 'Task List Status' and shows the 'Task - SFIS' details. The 'New SFIS Data Confirmation' form includes the following information:

- Scenario: Financial Statements
- Period: YearTotal1
- School_ID: No Campus ID
- Facility: No

The confirmation form contains the following questions and options:

- Is there updated SFIS data? (Yes / Oui)
- DISTRIBUTE NEW SFIS DATA TO ALL BOARD VERSIONS
- DISTRIBUER LES NOUVELLES DONNÉES SIIS À TOUTES LES VERSIONS DU CONSEIL
- Do you want to use new SFIS data?

Below the confirmation form is the 'New SFIS Data' section, which includes a table for 'On The Ground Capacity':

	On The Ground Capacity	
	Elementary Board Data Load Variance Version	Secondary Board Data Load Variance Version
(BS966753-F24401) SC6119401		84
(BS111532-F16239) SC6117105	95	

To review the facility data that has changes select the **Comparison Board Working** tab. All current values are displayed in the **Board Working** column and all values that have changed will be displayed in the **Board Data Load Variance Version** column and be highlighted in Purple.

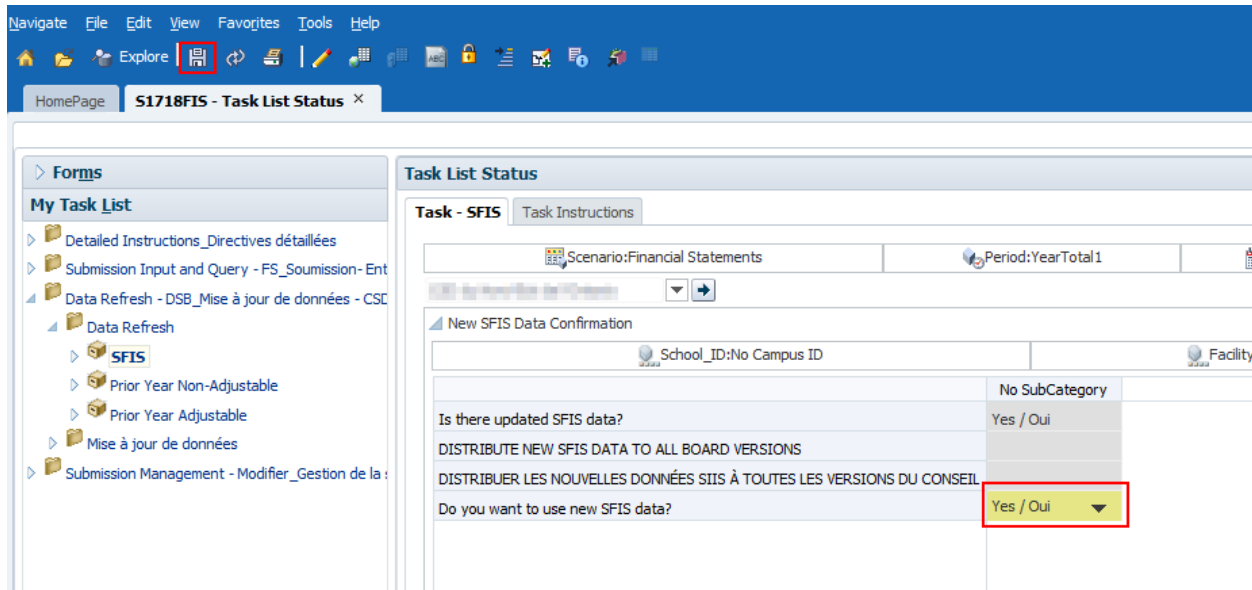
The screenshot shows the 'Task List Status' window for 'Task - SFIS'. The 'New SFIS Data Confirmation' section contains a form with the following questions and options:

- Is there updated SFIS data? Yes / Oui
- DISTRIBUTE NEW SFIS DATA TO ALL BOARD VERSIONS
- DISTRIBUER LES NOUVELLES DONNÉES SIIS À TOUTES LES VERSIONS DU CONSEIL
- Do you want to use new SFIS data?

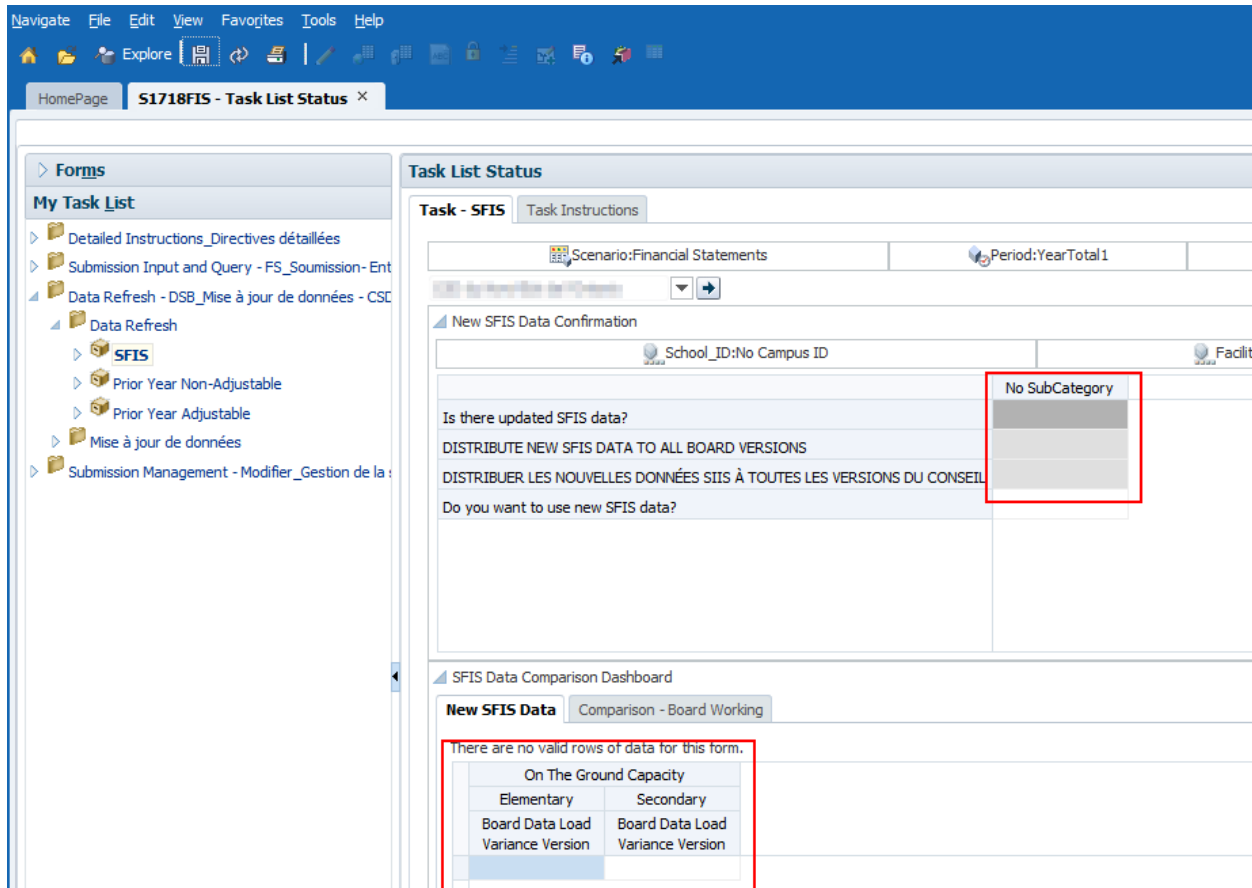
The 'SFIS Data Comparison Dashboard' section shows a table with the following data:

	SC#	On The Ground Capacity			
		Elementary		Secondary	
		Board Working Version	Board Data Load Variance Version	Board Working Version	Board Data Load Variance Version
SC6111266	SC6111266			441	
SC6105007	SC6105007			126	
SC6108837	SC6108837	375			
SC6112019	SC6112019	481			
SC6108706	SC6108706	257			
SC6119312	SC6119312	372			
SC6117105	SC6117105	118	95		

The Board can choose to either use the new SFIS data in their submission or continue to work with the existing data. To update the new SFIS to the Board Versions select **Yes** from the **Do you want to use new SFIS data?** dropdown list, and select **Save**



The data has been saved message will be displayed, the **New SFIS Data Confirmation** flags will be set to **Blank**, and the **New SFIS Data Tab** will become empty of data, select **OK**. The Board Working and all Draft Versions will be recalculated using the new facility data.



On the Comparison – Board Working Tab the **Board Working Version** column will be updated with the new data and the **Board Data Load Variance** column will be **Blank**.

The screenshot shows the 'Task List Status' application window. The main content area is titled 'Task List Status' and contains a 'Task - SFIS' section. Below this, there is a 'New SFIS Data Confirmation' section with a dropdown menu set to 'No SubCategory'. The main part of the dashboard is the 'SFIS Data Comparison Dashboard' with a 'Comparison - Board Working' tab. It features a table with columns for 'Board Working Version' and 'Board Data Load Variance Version' for various schools. A red box highlights these two columns for several rows.

		On The Ground Capacity			
		Elementary		Secondary	
		Board Working Version	Board Data Load Variance Version	Board Working Version	Board Data Load Variance Version
SC6111266				441	
SC6105007				126	
SC6108837		375			
SC6112019		481			
SC6108706		257			
SC6119312		372			
SC6117105		95			
SC6112018		288			

If the user selects **No** from the dropdown the data will NOT be updated to Board Versions and the following message will be displayed.

The screenshot shows an error message dialog box with a red 'X' icon. The text inside the dialog reads: "Messages for this page are listed below." followed by two items: "Please confirm that you want to use the new School Attribute data. / Veuillez confirmer que vous désirez utiliser les nouvelles données d'attribut de l'école." and "The data has been saved." An "OK" button is located at the bottom right of the dialog.

9 Prior Year Data Management

9.1 Prior Year Data Overview

Prior Year data is loaded at the start of each cycle. During a submission cycle data can be changed in a prior year’s submission, which may impact the current submission. During the cycle a nightly process is run to load the data from Prior Submissions and compare it to the Prior Year data that is being used in the Current Submission. If differences are found in the data during the comparison process, the updated data is loaded into the **Prior Year Data Management** forms in EFIS 2.0 to allow the boards the ability to review and update the data as required.

9.2 Adjustable Prior Year Data

Prior year data that is available to be adjusted by the user is shown in **blue** cells in the Input web forms under the Input task lists. The data can be adjusted directly in the blue cells, and is reflected in the submission for the selected Version after the user saves the data.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window displays the 'Task List Status' for 'Sch. 5.1 - Deferred Revenue - Input'. The table below shows the data for this task list, with several cells in the 'Revised Estimates' column highlighted in blue, indicating adjustable data.

Description	Revised Estimates	Revised Estimates	Revised Estimates
LEGISLATIVE GRANTS			
SUBVENTIONS GÉNÉRALES			
Special Education Allocation Excl. SEA Formula Based Funding		0	
SEA Formula Based Funding		0	
Distant Schools and Program Improvements		0	
Internal Audit - Operating		0	
Mental Health Leader		0	
Library Staff			
Student Achievement Envelope		0	
First Nation, Métis and Inuit Per Pupil Amount			

To assist the user in managing the data, the values which are loaded nightly are also shown in the **Prior Year Adjustable** web form under **Data Refresh - DSB → Data Refresh → Prior Year Adjustable**. This form shows all adjustable prior year data in one place. Depending on the cycle, the web form can contain one or two tabs:

Financial Statements Cycle:

- Adjustable PY Data – adjustable board-level data

The screenshot shows the 'S1617FIS - Task List Status' web form. On the left is a 'Forms' navigation pane with 'My Task List' containing items like 'Detailed Instructions_Directives détaillées', 'Submission Input and Query - FS_Soumission- Et', 'Data Refresh - DSB_Mise à jour de données - CS', 'Data Refresh', 'SFIS', 'Prior Year Non-Adjustable', 'Prior Year Adjustable', 'Mise à jour de données', 'Submission Management - Modifier_Gestion de la', and 'Training Material_Matériel de formation'. The 'Prior Year Adjustable' item is selected. The main content area is titled 'Task List Status' and has two tabs: 'Task - Prior Year Adjustable' (selected) and 'Task Instructions'. Below the tabs is a section for 'Adjustable Prior Year Data' with a 'Period:YearTotal1' dropdown. A red box highlights the 'Adjustable PY Data' tab. Below this is a table with one row: 'APPENDICES/ANNEXES D1'.

Non-Financial Statements Cycle (i.e. Estimates, Revised Estimates):

- Adjustable PY Data – adjustable board-level data
- Adjustable PY Enrolment – adjustable school-level enrolment data

The screenshot shows the 'S1617RES - Task List Status' web form. The navigation pane is similar to the previous screenshot, with 'Prior Year Adjustable' selected. The main content area is titled 'Task List Status' and has two tabs: 'Task - Prior Year Adjustable' (selected) and 'Task Instructions'. Below the tabs is a section for 'Adjustable Prior Year Data' with a 'Period:YearTotal1' dropdown. A red box highlights the 'Adjustable PY Data' and 'Adjustable PY Enrolment' tabs. Below this is a table with two rows: 'SCHEDULES/TABLEAU 10G' and 'Early Retirement Incentive Plans (ERIP) EARSL Adjusted'.

As mentioned earlier, these web forms show all prior year adjustable data in one place. In the example below we can see that there are two columns:

Landing Version: The data contained in **Landing Version** is the latest data loaded into the system the night before. This data is in the landing area and is currently not being used in the submission. If cell is highlighted pink it means that the latest data load is different from what was loaded into the system initially – at the beginning of the submission. The data shown in this column does not have to match what is in the Board Working Version column and is used as a reference.

Task List Status

Task - Prior Year Adjustable Task Instructions

Adjustable Prior Year Data

Period:YearTotal1

DSB

Adjustable PY Data Adjustable PY Enrolment

			Landing Version	Board Working Version
			Estimates	Estimates
SCHEDULES/TABLEAU 10G	.	.		
Early Retirement Incentive Plans (ERIP)	EARSL Adjusted	No SubCategory	0	0
Early Retirement Incentive Plans (ERIP)	Employee Future Benefits Opening Balance on September 1:	No SubCategory	0	0
Retirement Gratuity Plans	EARSL Adjusted	No SubCategory	5.1	5.1
Retirement Gratuity Plans	Employee Future Benefits Opening Balance on September 1:	No SubCategory	29,205,821	29,205,501
Retirement, Health, Dental, Life etc. - School Board Plans	Amortization Period Adjusted	No SubCategory	5	5
Retirement, Health, Dental, Life etc. - School Board Plans	Employee Future Benefits Opening Balance on September 1:	No SubCategory	98.703	98.703

Board Working Version: This column shows the data that is currently being used in the **Board Working Version** of the submission. This is exactly the same value as the one on the input web form, under Board Working Version. The user can adjust the data directly in this form. Once the user clicks “Save” the data is saved into the database, and the **Board Working Version** submission is recalculated using the newest number (same functionality as the Input form).

Task List Status

Task - Prior Year Adjustable Task Instructions

Adjustable Prior Year Data

Period:YearTotal1

DSB

Adjustable PY Data Adjustable PY Enrolment

			Landing Version	Board Working Version
			Estimates	Estimates
SCHEDULES/TABLEAU 10G	.	.		
Early Retirement Incentive Plans (ERIP)	EARSL Adjusted	No SubCategory	0	0
Early Retirement Incentive Plans (ERIP)	Employee Future Benefits Opening Balance on September 1:	No SubCategory	0	0
Retirement Gratuity Plans	EARSL Adjusted	No SubCategory	5.1	5.1
Retirement Gratuity Plans	Employee Future Benefits Opening Balance on September 1:	No SubCategory	29,205,821	29,205,501
Retirement, Health, Dental, Life etc. - School Board Plans	Amortization Period Adjusted	No SubCategory	5	5
Retirement, Health, Dental, Life etc. - School Board Plans	Employee Future Benefits Opening Balance on September 1:	No SubCategory	98.703	98.703

At that point, the submission will be updated to reflect the newly saved value.

Task List Status

Task - Sch. 5 - Detail of Accumulated Surplus (Deficit) - Input-SC05_i Task Instructions

Period: YearTotal1 Year: 2013-14 SubC

DSB Board Working Version

	Description	Accumulated Surplus (Deficit) - Balance at September 1
AVAILABLE FOR COMPLIANCE - UNAPPROPRIATED		
AUX FINS DE CONFORMITÉ		
Operating Accumulated Surplus		2,999,999
Available for Compliance - Unappropriated		2,999,999

9.3 Non Adjustable Prior Year Data

Non-Adjustable Prior year data is used in the submission but cannot be updated by the user directly in any web forms. Using the Data Refresh web forms, the user has the ability to update ALL prior year non-adjustable data into all board versions.

To assist the user in managing the data, the values which are loaded nightly are also shown in the **Prior Year Non-Adjustable** web form under **Data Refresh - DSB → Data Refresh → Prior Year Non-Adjustable**. This form shows all non-adjustable prior year data in one place. The form is made up of two major sections:

Top section: Contains two rows with a different flag in each:

- **Is there updated prior year data?**
 - This flag indicates whether the data loaded most recently (the night before) is different from the data contained in **Board Working Version** (and all board drafts)
 - If any of the Prior Year cells in the submission are different this flag will be red and display “Yes/Oui”
 - If the data matches the data in **Board Working Version** (and all board drafts) the flag will be gray and blank
- **Do you want to push the prior year data change?**
 - This cell allows the user to confirm that they want to push the updated prior year data into all Board Versions – this will be described in more detail in later paragraphs

The screenshot shows a web form titled "Task - Prior Year Non-Adjustable" with a "Task Instructions" button. Below the title, there is a "Scenario: Revised Estimates" section with a dropdown menu and a refresh icon. The main section is "Prior Year Non Adjustable Data" with a "Category: No Category" label. A table is displayed with two columns: "Board Working Version" and "Is there updated prior year data?". The "Board Working Version" column has a red box around it, and the "Is there updated prior year data?" row has a red box around the "Yes / Oui" text. Below the table, there is a row for "Do you want to push the prior year data change?".

Bottom section: Contains all the non-adjustable prior year data organized by section, with three columns:

- **Landing Version**
 - Shows the latest non-adjustable prior year data loaded into the system
- **Board Working Version**
 - Shows the data which is currently being used in all Board versions in the submission
- **Board Data Load Variance Version**
 - If highlighted pink, this indicates that there is a difference between the data in Landing Version and Board Working Version – in this case the value displayed in the cell will be used if the user chooses to push the data into the submission versions
 - If gray with no value in it, this indicates that there is no difference between the data in Landing Version and Board working version – in this case there will be no changes to the data if the user chooses to push the data into the submission versions

			Landing Version	Board Working Version	Board Data Load Variance Version
Compliance - 1% or Operating Allocation	2016-17 Estimates	No SubCategory	1,257,431	1,257,431	
Compliance - Prior Year Accumulated Surplus Available	2016-17 Estimates	No SubCategory	11,411,828	11,411,828	
Compliance - Lesser of 1% and Prior Year Accumulated Surplus	2016-17 Estimates	No SubCategory	1,257,431	1,257,431	
COMPLIANCE / CONFORMITE	.	.			
Compliance - Amount of Ministerial Approval Received.	No Category	No SubCategory	322,434	322,434	
VARIANCE AND TREND ANALYSIS	.	.			
1516FIS					
	Residential Taxes Calendar Year 2015	Variance and Tren	11,246,117		11,246,117
	Business Taxes Calendar Year 2015	Variance and Tren	8,394,362		8,394,362
	Payments in Lieu of Taxes Calendar Year 2015	Variance and Tren	75,380		75,380
	Residential Taxes before Growth	Variance and Tren	11,246,117		11,246,117
	Residential Taxes % Growth	Variance and Tren			

Depending on the cycle, different data can be adjustable / non-adjustable. Therefore, the bottom section of the form can contain one or two tabs:

Financial Statements Cycle:

- Non-Adjustable PY Data – non-adjustable board-level data
- Non-Adjustable PY Enrolment – non-adjustable school-level enrolment data

My Task List

- ▶ Detailed Instructions_Directives détaillées
- ▶ Submission Input and Query - FS_Soumission- E
- ▶ Data Refresh - DSB_Mise à jour de données - CS
 - ▶ Data Refresh
 - ▶ SFIS
 - ▶ **Prior Year Non-Adjustable**
 - ▶ Prior Year Adjustable
 - ▶ Mise à jour de données
- ▶ Submission Management - Modifier_Gestion de la
- ▶ Training Material_Matériel de formation

Task - Prior Year Non-Adjustable | Task Instructions

Scenario: Financial Statements

Prior Year Non Adjustable Data

Category: No Category

	Board Working Version
Is there updated prior year data?	No / Oui
Do you want to push the prior year data change?	

Board Level | **School Level**

Municipality: No

ADE : 2015-2016			ADE : 2015-2016		
Elementary			Secondary		
Landing Version	Board Working Version	Board Data Load Variance Version	Landing Version	Board Working Version	Board Data Load Variance Version

Non-Financial Statements Cycle (i.e. Estimates, Revised Estimates):

- Non-Adjustable PY Data – non-adjustable board-level data

Task List Status

Task - Prior Year Non-Adjustable

Scenario: Revised Estimates

Period: YearTotal1

Prior Year Non Adjustable Data

Category: No Category

SubCategory

Is there updated prior year data?	Yes / No
Do you want to push the prior year data change?	

Landing Version

Board Working Version

Board Data Load Variance Version



To demonstrate how the Prior Year Non-Adjustable forms work we will use Schedule 3C as an example. In Schedule 3C, TCA Gross Book Value (**Submission Input and Query** → **Input** → **Sch. 3C - Tangible Capital Asset Continuity Schedule - Input**) we have a number of Opening Balance cells that contain Prior Year data. We will focus on the three cells highlighted below:

- **Assets In Service - Portable Structures**
- **Assets In Service - Equipment - 10 years**
- **Assets In Service - First-time Equipping - 10 years**

The three cells are coloured grey, therefore are not open for input/adjustment directly on the form. These cells are controlled by the Prior Year Data Refresh process.

TCA Gross Book Value		Financial Statements
		Cost - Opening Balance September 1 C
Assets In Service - Land & Land Improvement with Infinite Lives		30,650,865.2500
Assets In Service - Land Improvements		5,128,886.4800
Assets In Service - Buildings - 40 years		735,832,750.7500
Assets In Service - Other Buildings		
Assets In Service - Portable Structures		9,699,684
Assets In Service - Equipment - 5 years		207,419
Assets In Service - Equipment - 10 years		3,306,202
Assets In Service - Equipment - 15 years		0
Assets In Service - First-time Equipping - 10 years		6,937,975
Assets In Service - Furniture		482,618
Assets In Service - Furniture & Equipment - Subtotal		10,934,214

If we navigate back to the **Prior Year Non-Adjustable** web form (**Data Refresh - DSB** → **Data Refresh** → **Prior Year Non-Adjustable**) we will see that there is currently an update to the prior year data (indicated by the red flag)

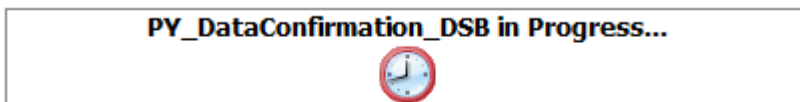
Task - Prior Year Non-Adjustable-FS_Prior Year Non Adjustable - D	
Scenario: Financial Statements	
DSB	
Prior Year Non Adjustable Data	
Category: No Category	
Is there updated prior year data?	Yes / Oui
Do you want to push the prior year data change?	

If we scroll through the rows of the bottom section, we can find which cells have changed. The flag indicates that there is data changed in either the Board Level (Non-Adjustable PY Data) or the School Level (Non-Adjustable PY Enrolment in applicable cycles). It is always a good practice to check both tabs and review all the changed data. If we scroll towards the middle of the first tab, we will find data pertaining to Schedule 3C. From here we can see that two of the three rows have a pink highlight in them, meaning that the newest prior year data is different from what is currently being used in the submission.

Non-Adjustable PY Data			Landing Version	Board Working Version	Board Data Load Variance Version
SCHEDULES/TABLEAU 3C					
Cost - Opening Balance September 1	Assets In Service - Portable Structures	No SubCategory	9,999,999	9,699,684	9,999,999
	Assets In Service - Equipment - 5 years	No SubCategory	207,419	207,419	
	Assets In Service - Equipment - 10 years	No SubCategory	3,306,202	3,306,202	
	Assets In Service - Equipment - 15 years	No SubCategory	0	0	
	Assets In Service - First-time Equipping - 10 years	No SubCategory	6,999,999	6,937,975	6,999,999
	Assets In Service - Furniture	No SubCategory	482,618	482,618	
	Assets In Service - Computer Hardware	No SubCategory	11,935,479	11,935,479	

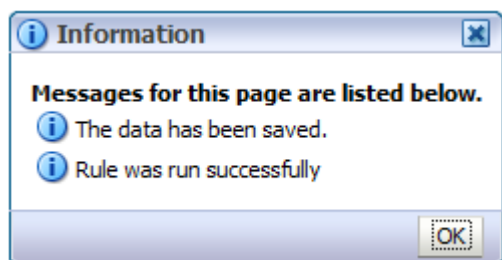
In order to update the submission with the latest data for Schedule 3C, we must also update all other non-adjustable prior year data which has changed. It is always a good practice to review *all* data in the web form before proceeding. Once we have confirmed all data changes and are ready to push all the changed data into Board Working Version and all the Draft Versions, we would click on the white cell next to **“Do you want to push the prior year data change?”** and choose **“Yes/Oui”** from the drop down. Next we would click **“Save”**

After clicking “Save”, a new window will pop up indicating: “PY_DataConfirmation_DSB in Progress...”

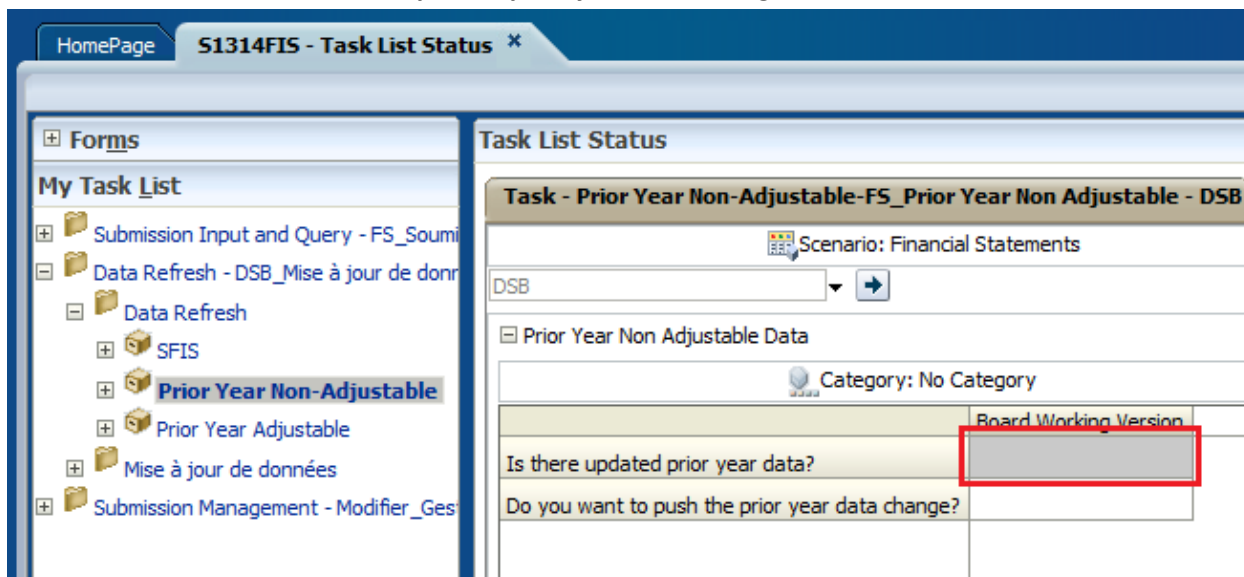


Once the process has completed, a window will pop up indicating two things:

- “The data has been saved”
- “Rule was run successfully”



At this point the process has taken the data from the **Landing Version** in the Prior Year Non-Adjustable data form(s) and copied it into **Board Working Version, Board Draft 1, Board Draft 2** and **Board Draft 3**. The submission has also been re-calculated to reflect the new numbers. Since all data has been updated into the submission the “**Is there updated prior year data?**” flag has been reset and is now blank.



If we scroll down to Schedule 3C in the bottom section of the form, we will see that the data for our updated rows has changed and the pink highlighting is no longer there. The data in the **Board Working Version** column now matches the data in the **Landing Version** column.

Comparison - Board Working		Landing Version	Board Working Version	Board Data Load Variance Version
SCHEDULES/TABEAU 3C				
Cost - Opening Balance September 1	Assets In Service - Portable Structures	No SubCategory	9,999,999	9,999,999
	Assets In Service - Equipment - 5 years	No SubCategory	207,419	207,419
	Assets In Service - Equipment - 10 years	No SubCategory	3,306,202	3,306,202
	Assets In Service - Equipment - 15 years	No SubCategory	0	0
	Assets In Service - First-time Equipping - 10 years	No SubCategory	6,999,999	6,999,999
	Assets In Service - Furniture	No SubCategory	482,618	482,618
	Assets In Service - Computer Hardware	No SubCategory	11,935,479	11,935,479
	Assets In Service - Computer Software	No SubCategory	2,787,701	2,787,701
	Assets In Service - Vehicles under One Ton	No SubCategory	939,448	939,448
	Assets In Service - Vehicles over One Ton	No SubCategory	87,511	87,511

If we navigate back to Schedule 3C, TCA Gross Book Value (**Submission Input and Query** → **Input** → **Sch. 3C - Tangible Capital Asset Continuity Schedule - Input**) we see that the Opening Balance data has been updated for the Prior Year rows which changed.

TCA Gross Book Value	TCA Acc. Amort	TCA NBV & POD	Financial Statements
			Cost - Opening Balance September 1
Assets In Service - Land & Land Improvement with Infinite Lives			30,650,865.2500
Assets In Service - Land Improvements			5,128,886.4800
Assets In Service - Buildings - 40 years			735,832,750.7500
Assets In Service - Other Buildings			
Assets In Service - Portable Structures			9,999,999
Assets In Service - Equipment - 5 years			207,419
Assets In Service - Equipment - 10 years			3,306,202
Assets In Service - Equipment - 15 years			0
Assets In Service - First-time Equipping - 10 years			6,999,999
Assets In Service - Furniture			482,618
Assets In Service - Furniture & Equipment - Subtotal			10,996,238

9.4 Prior Year Data Warning

As prior year data is updated on a nightly basis, the Warnings module contains a warning to ensure that the board uses the latest prior year data in a submission. If for any reason, the board chooses not to accept the prior year data changes, an explanation must be entered in the **Warnings Explanation - Input (Submission Input and Query → Input → Warnings Explanation – Input)** page. If no explanation is entered, the submission will not be able to be promoted.

The screenshot displays the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled 'Task List Status' and shows a table of warnings. The left-hand navigation pane is open, showing a tree view of tasks. The 'Warnings Explanation - Input' task is highlighted with a red box. The table below shows the details of the warnings, with the 'Warning_PYData' row highlighted in red.

Warning	Value1	Value2	Warning?	Warning Explanation	EW Description - English
Warning_APP_B1_1	6,015,323	6,015,323	No / Non		
Warning_APP_B1_2	0	0	No / Non		The total fees received for out of province and visa students on Append
Appendix B1 Warnings					
Warning_Detail_4	34.3	34.3	No / Non		The number of School Level Principals should be equal the October FTE
Warning_Detail_5	15.8	15.8	No / Non		The number of School Level Vice-Principals should be equal the October
Warning_Detail_6	53.9	53.4	Yes / Out	The total clerical f	The number of School Level Clerical and Secretarial staff should equal ti
Detail Data Warnings					
Warning_APP_D1&D2_1			N/A		(For Financial Statements Only) The sum of the amount financed from f
Appendix D1 & D2 Warn					
Warning_APP_F_1	0	0	No / Non		The total transportation to Provincial School expenses reported on Appe
Appendix F Warnings					
Warning_APP_G_1			No / Non		The year grid for Elementary and Secondary teachers must be reported
Appendix G Warnings					
Warning_APP_M_1	0	0	No / Non		If the eligible expenses exceed 10% of the total strike savings, please p
Appendix M Warnings					
Warning_PYData			Yes / Out	PY opening balan	Please explain why the latest prior year data are not being used.

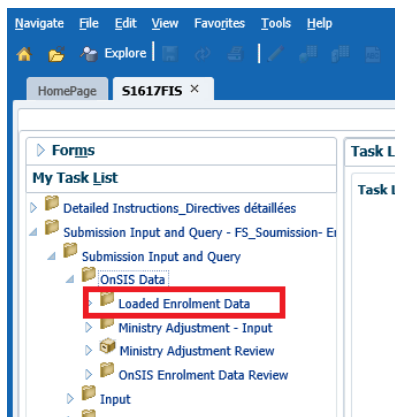
10 OnSIS Data

In the EFIS2.0 Financial Statement reporting cycle, Enrolment data will be loaded directly from the ON SIS system. Boards will update all changes to enrolment data in ON SIS and EFIS 2.0 will load data from ON SIS on a nightly basis. Boards will be able to view detailed data in the ON SIS viewing area similar to the current Enrolment Verification Application. For schools (BSID) that belong to more than 1 facility, a process will be available to allow the Board to allocate the enrolment between the individual facilities. Financial Officers and Administrators will have the ability to adjust school level data prior to making FO Active Version.

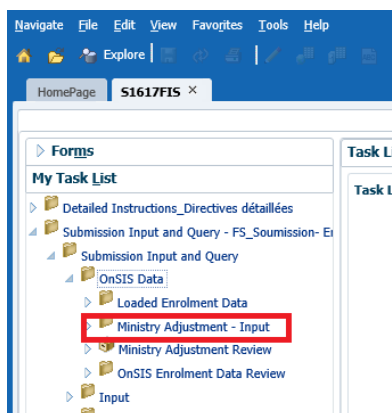
10.1 Data Viewing Area

To view and review the OnSIS data in the EFIS 2.0, the following tabs are available.

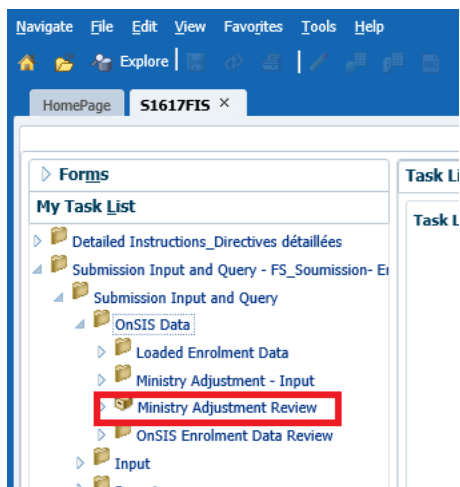
Loaded data from the OnSIS will go into *Submission Input and Query/OnSIS Data/Loaded Enrolment Data* Tab.



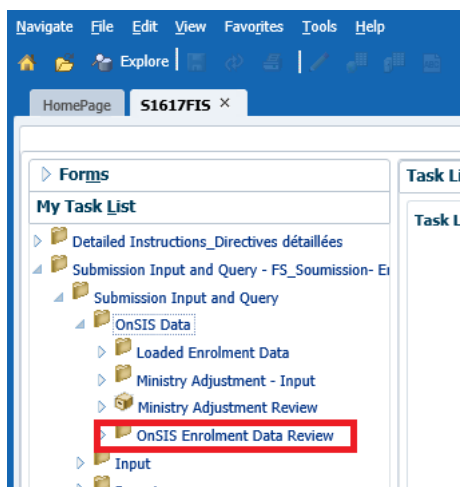
Ministry can make the updates and changes directly in the EFIS 2.0, Boards can view the changes under the *Ministry Adjustment- Input* tab



All the changes to the adjustment are to be reviewed in the **Ministry Adjustment-Review** tab

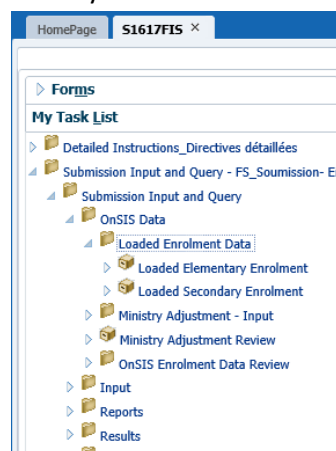


When the OnSIS load updates the records in the EFIS 2.0, user can review all the records that have been updated under **OnSIS Enrolment Data Review** tab

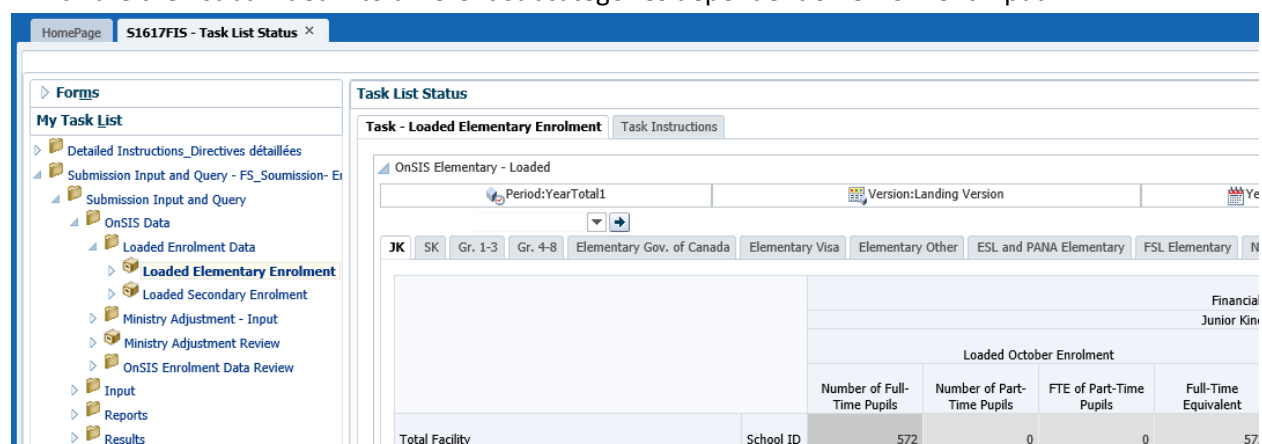


10.1.1 Loaded Enrolment Data Tab

Loaded Enrolment Data tab under *Submission Input and Query/OnSIS Data/* contains the data loaded directly from OnSIS that is read only for all users. The form is separated into Elementary and Secondary,

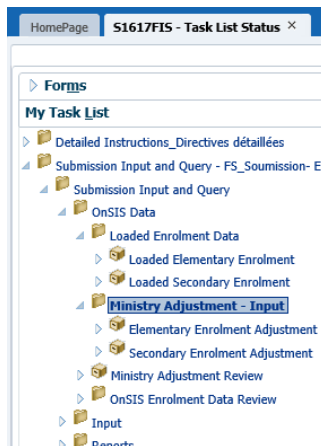


Which are then subdivided into different subcategories dependent on enrolment input

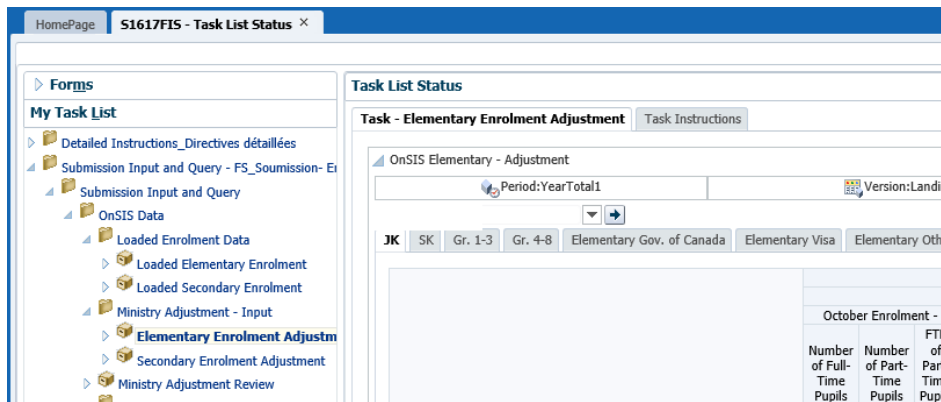


10.1.2 Ministry Adjustment-Input (Ministry user only)

Before promoting to FO Active, FO/FA can make adjustment to the OnSIS load directly in the EFIS2.0 under *Submission Input and Query/OnSIS Data/ Ministry Adjustment-Input* The form is separated into Elementary and Secondary,

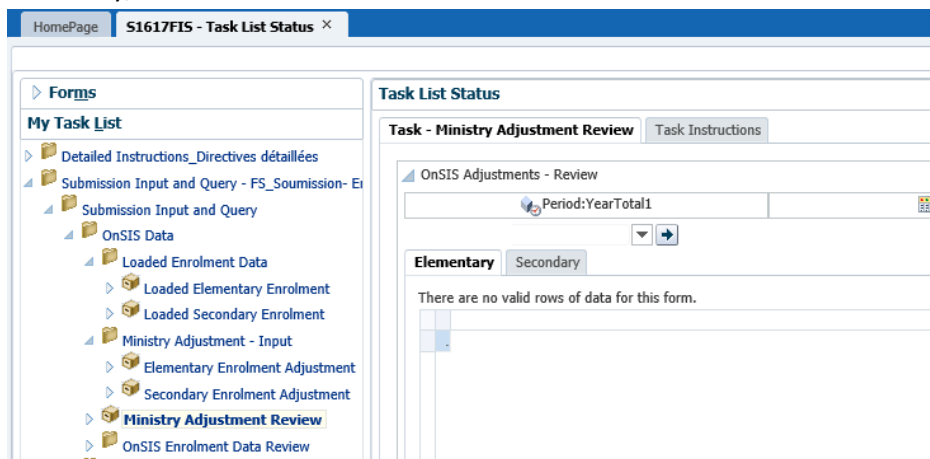


Which are then subdivided into different subcategories dependent on enrolment input



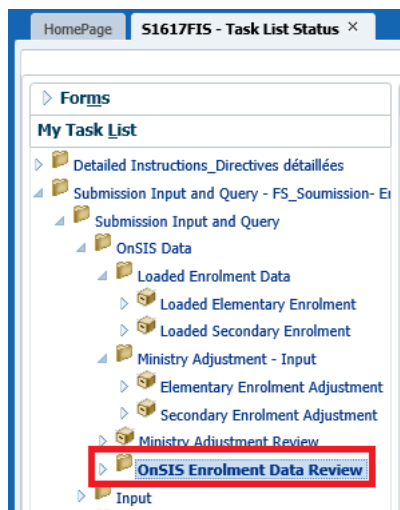
10.1.3 Ministry Adjustment Review

After FO/FA makes the adjustment, the changes can be reviewed under *Submission Input and Query/OnSIS Data/Ministry Adjustment Review* tab. The form is separated into Elementary and Secondary,



10.1.4 OnSIS Enrolment Data Review

After initial load, if there are changes in the OnSIS, the OnSIS process will load those changes into EFIS2.0. User can review all the records that have been updated under *Submission Input and Query/OnSIS Data/ OnSIS Enrolment Data Review* tab



The Records are read only and cannot be changed. All the changes regarding OnSIS have to be performed in the OnSIS application which will, through the nightly upload, update the EFIS2.0 records.

10.2 Multiple BSID

To accommodate the situation where records for multiple BSIDs are loaded to a single Facility/School_ID combination, a read-only text field will display a list of all applicable BSIDs that are mapped to the loaded record. This relationship must be specified in the staging area before the ONSIS data file is loaded. This process will be generated by admin.

Elementary

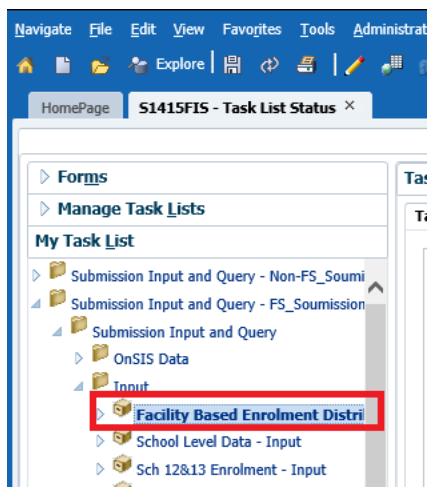
Financial Statements Junior Kindergarten (JK)												
School ID	Loaded October Enrolment				Loaded March Enrolment				Financial Statements			
	FTE of Full-Time Pupils	Number of Part-Time Pupils	FTE of Part-Time Pupils	Full-Time Equivalent	FTE of Full-Time Pupils	Number of Part-Time Pupils	FTE of Part-Time Pupils	Full-Time Equivalent	No Category	ONSIS Child BSIDs		
Vocal Music Academy at Ryerson CS (B5491997)	S1400131											
Wardenburg Jr PS (B5579092-F08914)	S1400377	0	0	0	20	43	0	0	0	21.5		
Walter Perry Jr PS (B5586374-F08916)	S1400379	0	0	0	21.5	41	0	0	0	20.5		
Warden Avenue PS (B5586765-F08917)	S1400380	0	0	0	20.5	44	0	0	0	22		
Warren Park Jr PS (B5587028-F08749)	S1400287	0	0	0	19	38	0	0	0	19		
Wedgewood JS (B5591050-F08693)	S1400251	0	0	0	36.5	74	0	0	0	37		
Wellesworth JS (B5593915-F08694)	S1400252	0	0	0	11	22	0	0	0	11		
West Glen JS (B5595608-F08696)	S1400253	0	0	0	21	44	0	0	0	22		
West Hill PS (B5596256-F08927)	S1400390	0	0	0	16.5	32	0	0	0	16		
West Humber JMS (B5596388-F08696)	S1400255	0	0	0	24.5	48	0	0	0	24		

Secondary

Financial Statements Grades 9 to 12												
School ID	Loaded October Enrolment				Loaded March Enrolment				Financial Statements			
	FTE of Full-Time Pupils	Number of Part-Time Pupils	FTE of Part-Time Pupils	Full-Time Equivalent	FTE of Full-Time Pupils	Number of Part-Time Pupils	FTE of Part-Time Pupils	Full-Time Equivalent	No Category	ONSIS Child BSIDs		
Total Facility	School ID	77,242.72	758	371.6100	77,614.3300	74,864	74,095.9600	1,192	576.8300	74,672.7900		
A Y Jackson SS (B5890227-F09040)	S1400478	835.63	5	2.5	838.13	809	790	13	5.5	795.5		
ALPHA II Alternative School(Sec) (B5901908-F13796)	S1400161	52	0	0	52	53	53	0	0	53		
ASE 1 (B5892475-F08840)	S1400319	143.98	1	0.57	144.5500	136	98.31	2	1.1400	99.45		
Agnocourt CI (B5890723-F08833)	S1400313	1,358.04	2	0.6	1,358.6400	1,243	1,328.64	8	4.98	1,333.6200		
Albert Campbell CI (B5890880-F08837)	S1400316	1,414.57	0	0	1,414.57	1,390	1,376.56	1	0.5	1,377.06		
Avondale Alt SS (B5890120-F09040)	S1400483	71	0	0	71	65	64.11	4	1.81	65.92		
Bendale BTT (B5894621-F08846)	S1400324	397.51	0	0	397.51	353	351.2	9	4.32	355.52		
Birchmount Park CI (B5895016-F08853)	S1400330	942.02	2	0.76	942.78	869	866.76	2	0.76	867.52		
Bloor CI (B5895407-F08358)	S1400161	518.64	4	2.24	520.88	498	496.2	11	6.13	502.33		
Burnhamthorpe CI (B5897485-F08996)	S1400197	317.2	5	2	319.2	339	306.23	3	0.8	307.0300		

10.3 Facility- Based Data Distribution

Boards can have one school that has multiple facilities. However, in the ONSIS system there is only one BSID number and as a result the total enrolment for both facilities is reported as one school. For GSN purposes the Board is required to allocate manually the enrolment between the 2 facilities. Form to distribute the facility is to be found under Submission Input and Query/ Input/ Facility Based Enrolment Distribution.



In the example below the data is loaded into the second facility under the “Loaded October Enrolment” column. The second column, “October Enrolment – Distribution” is open for input and allows the user to enter the distribution values.

OnSIS Enrolment Redistribution

Period: YearTotal1 Year: 2014-15

Board Working Version

Elementary Secondary

		Financial Statements Full-Time Equivalent								
		Junior Kindergarten (JK)		Senior Kindergarten (SK)		Grades 1 to 3		Grades 4 to 8		Total
		Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment
Thessalon PS (Annex- Federation St) (BS551660-F02300)	S0200054	18		18		61		66		
Thessalon PS (BS551660-F06288)	S0200054									

Boards will allocate the enrolment by entering a negative amount for one of the facilities and a positive amount for the other. Any allocation that has been made will be retained each time there is new data loaded, and if the allocation needs to be changed the boards will be required to change the amount of the allocation. Distributions are only applicable to facilities that belong to multiple BSIDs. Distributions are required to be zero sum adjustments for each School ID; if not, a validation error will be triggered to prevent promotion of the current Submission.

An example of the data being improperly distributed between two facilities (the sum of the two distributed amounts does not equal to zero). The non-zero total is highlighted in red.

OnSIS Enrolment Redistribution

Period: YearTotal1 Year: 2014-15 Municipality: N

Board Working Version

	Financial Statements Full-Time Equivalent									
	Junior Kindergarten (JK)		Senior Kindergarten (SK)		Grades 1 to 3		Grades 4 to 8		Total Elementary	
	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution
Thessalon PS (Annex- Federation St) (BS551660-F02300)	S0200054	18	8	18		61		66		8
Thessalon PS (BS551660-F06288)	S0200054		(7)							(7)
BS551660	No School ID		1							1

An example of the data being properly distributed between two facilities

OnSIS Enrolment Redistribution

Period: YearTotal1 Year: 2014-15 Municipal

Board Working Version

	Financial Statements Full-Time Equivalent									
	Junior Kindergarten (JK)		Senior Kindergarten (SK)		Grades 1 to 3		Grades 4 to 8		Total Elementary	
	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution
Thessalon PS (Annex- Federation St) (BS551660-F02300)	S0200054	18	8	18		61		66		8
Thessalon PS (BS551660-F06288)	S0200054		(8)							(8)
BS551660	No School ID		0							0

The distributions are version specific, so distribution changes are retained within the version in which they were made. Below we can see that since the distribution in the above example was made in Board Working Version, the Board Draft 1 version was not changed.

OnSIS Enrolment Redistribution

Period: YearTotal1 Year: 2014-15 Munic

Board Draft 1

	Financial Statements Full-Time Equivalent									
	Junior Kindergarten (JK)		Senior Kindergarten (SK)		Grades 1 to 3		Grades 4 to 8		Total Elementary	
	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution	Loaded October Enrolment	October Enrolment - Distribution
Thessalon PS (Annex- Federation St) (BS551660-F02300)	S0200054	18		18		61		66		
Thessalon PS (BS551660-F06288)	S0200054									

Result of the distribution can be seen in the School Level Enrolment forms, under Board Working Version.

School Level Enrolment Before:

School Level Enrolment

Period:YearTotal1 Year:2014-15

Board Working Version

Elementary Secondary OTG Adjustment

	Financial Statements			October Enrolment					Full-Time Eq
	School Type	School Not Eligible for Top-up	Adjusted On The Ground Capacity Per SFIS						
	No Category	No Category	No Category	Junior Kindergarten (JK)	Senior Kindergarten (SK)	Grades 1 to 3	Grades 4 to 8	Elementary	
	Elementary	Elementary	Elementary						
Pinewood PS (BS442054-F01804)	S0200032	No / Non	228	13	28	70	92		
Queen Elizabeth PS (BS462616-F01909)	S0200034	No / Non	262	23	29	74	105		
R M Moore PS (BS468339-F01946)	S0200035	Rural	219	32	24	81	113		
River View PS (BS485497-F01995)	S0200036	No / Non	266	14	16	55	80		
Rockhaven TR School (BS677523-F03010)	S0200042	Supported / Appu...	69	1	1		24		
Rosedale PS (BS490822-F02035)	S0200037	No / Non	392				373		
Sir James Dunn P.S. (BS515396-F07600)	S0200050	Supported / Appu...	343	10	8	34	84		
St Joseph Island Central S (BS530603-F02219)	S0200039	Rural	251	8	18	36	37		
Superior Heights Community Education (BS672610-F23899)	S0200001	Yes / Oui	36				29		
Superior Heights Intermediate School (BS106913-F17559)	S0200001	Yes / Oui	138				105		
Tarentorus PS (BS548413-F02279)	S0200040	Rural	242	25	24	57	110.67	21	
Thessalon PS (Annex- Federation St) (BS551660-F02300)	S0200054	Rural	138	18	18	61	66		
Thessalon PS (BS551660-F06288)	S0200054	Rural	161						

School Level Enrolment After:

School Level Enrolment

Period:YearTotal1 Year:2014-15

Board Working Version

Elementary Secondary OTG Adjustment

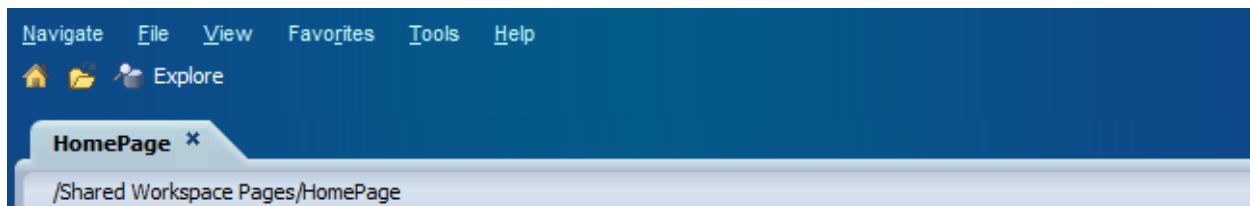
	Financial Statements			October Enrolment					Full-Time Eq
	School Type	School Not Eligible for Top-up	Adjusted On The Ground Capacity Per SFIS						
	No Category	No Category	No Category	Junior Kindergarten (JK)	Senior Kindergarten (SK)	Grades 1 to 3	Grades 4 to 8	Total Elementary	
	Elementary	Elementary	Elementary						
Pinewood PS (BS442054-F01804)	S0200032	No / Non	228	13	28	70	92	203	
Queen Elizabeth PS (BS462616-F01909)	S0200034	No / Non	262	23	29	74	105	231	
R M Moore PS (BS468339-F01946)	S0200035	Rural	219	32	24	81	113	250	
River View PS (BS485497-F01995)	S0200036	No / Non	266	14	16	55	80	165	
Rockhaven TR School (BS677523-F03010)	S0200042	Supported / Appu...	69	1	1		24	26	
Rosedale PS (BS490822-F02035)	S0200037	No / Non	392				373	373	
Sir James Dunn P.S. (BS515396-F07600)	S0200050	Supported / Appu...	343	10	8	34	84	136	
St Joseph Island Central S (BS530603-F02219)	S0200039	Rural	251	8	18	36	37	99	
Superior Heights Community Education (BS672610-F23899)	S0200001	Yes / Oui	36				29	29	
Superior Heights Intermediate School (BS106913-F17559)	S0200001	Yes / Oui	138				105	105	
Tarentorus PS (BS548413-F02279)	S0200040	Rural	242	25	24	57	110.67	216.6700	
Thessalon PS (Annex- Federation St) (BS551660-F02300)	S0200054	Rural	138	10	18	61	66	155	
Thessalon PS (BS551660-F06288)	S0200054	Rural	161	8				8	

11 Appendix A

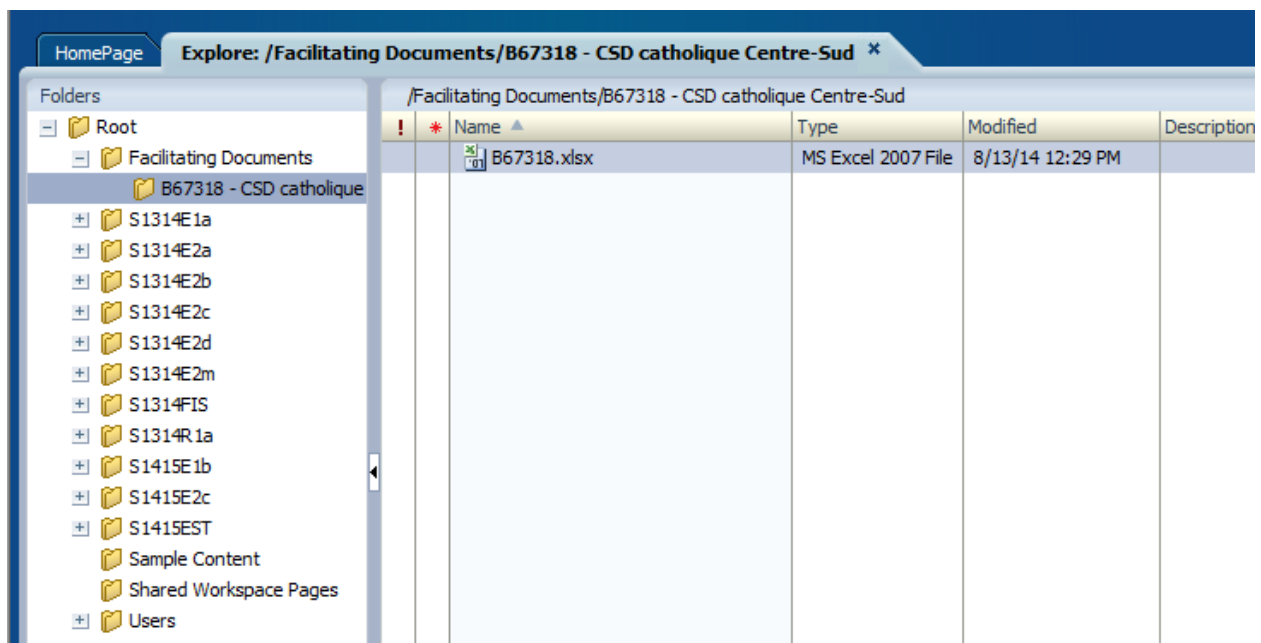
11.1 Accessing files as a Board User

Ministry will upload files for Boards to download. To access and download the files please follow the steps below

1. Log into Planning system



2. Go to Explore > Facilitating Documents > DSB folder



3. Open the desired document to begin download process

