

Ministry of Education

**EFIS 2.0 - User Guide First Nations
User**

Version 1.0

June 2015

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2. EFIS 2.0: Login

2.1. Logging inwith 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 need a Go Secure account.

If you have yet to register, please follow the instructions in the registration Guide: (EFIS_User_Registration_Instructions_Final_English).

The EFIS URL above will open the Go Secure login page. Please enter your **User ID** and **Password**.

By clicking on **Sign In button**, you will be directed into the EFIS 2.0 application.



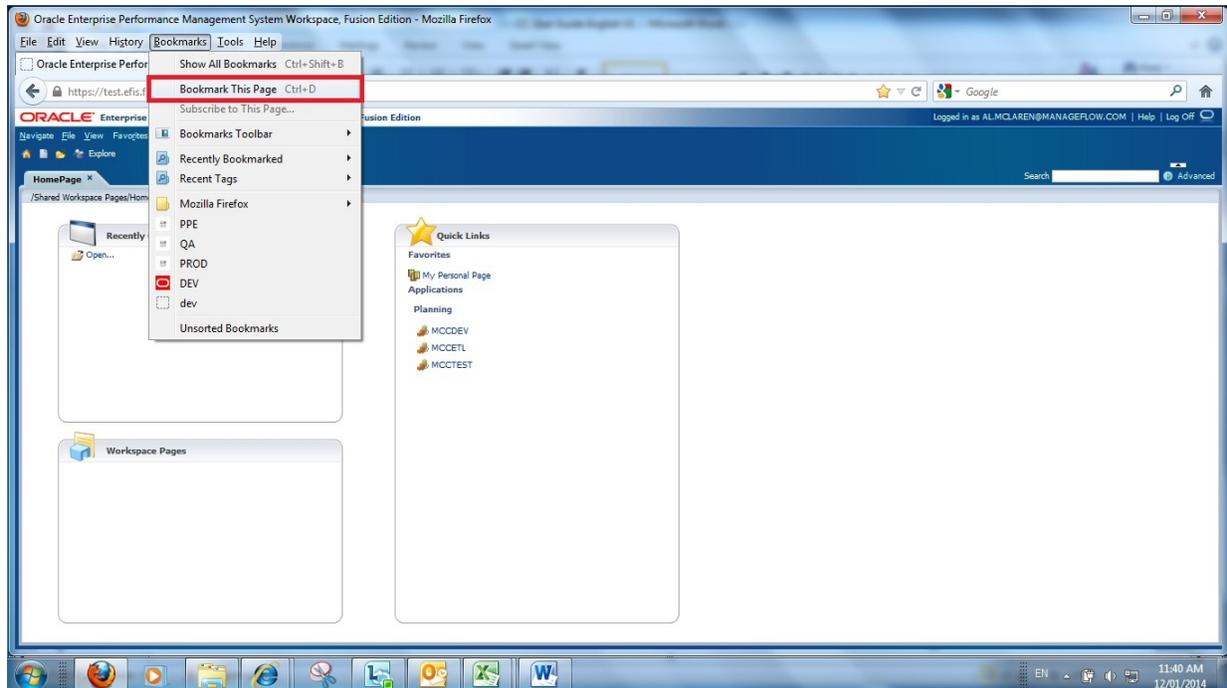
The screenshot shows the Go Secure Login page. At the top left is the Ontario logo, and at the top right is the text "Français". Below the header is a green gradient bar with "Environment: gdc" on the right. The main content area is divided into three sections. On the left is the "GO SECURE LOGIN" logo and text: "Providing secure online resources for individuals within the Ontario and Broader Public Sectors.", "GO Secure Profile (See your profile, change password or security questions)", and "GO Secure Login - Delegated Administration (For administrators of user access and resources)". In the center is the "Sign In" section with "GO Secure ID:" and "Password:" labels, each followed by a text input field, a "Sign In" button, and a link for "Forgot your ID or password?". On the right is a "Don't have an account?" section with a "Register Now" button. At the bottom, there is a footer with links for "CONTACT US", "ACCESSIBILITY", "PRIVACY", and "HELP", and copyright information: "© QUEEN'S PRINTER FOR ONTARIO, 2012 | IMPORTANT NOTICES | ENV ID: GDC SYSTEM ID: 1 LAST MODIFIED: 2014-01-23".

2.2. Bookmarking the EFIS 2.0 URL

Once you have successfully logged into EFIS 2.0, you can create a bookmark for easy access.

Follow these steps to create a bookmark:

- ### Rob to create the steps



3. User Set Up

At the beginning of **each** reporting cycle (the Interim Report and Financial Statements), you are required to set up your user preferences.

3.1. At the Start of a New Reporting Cycle

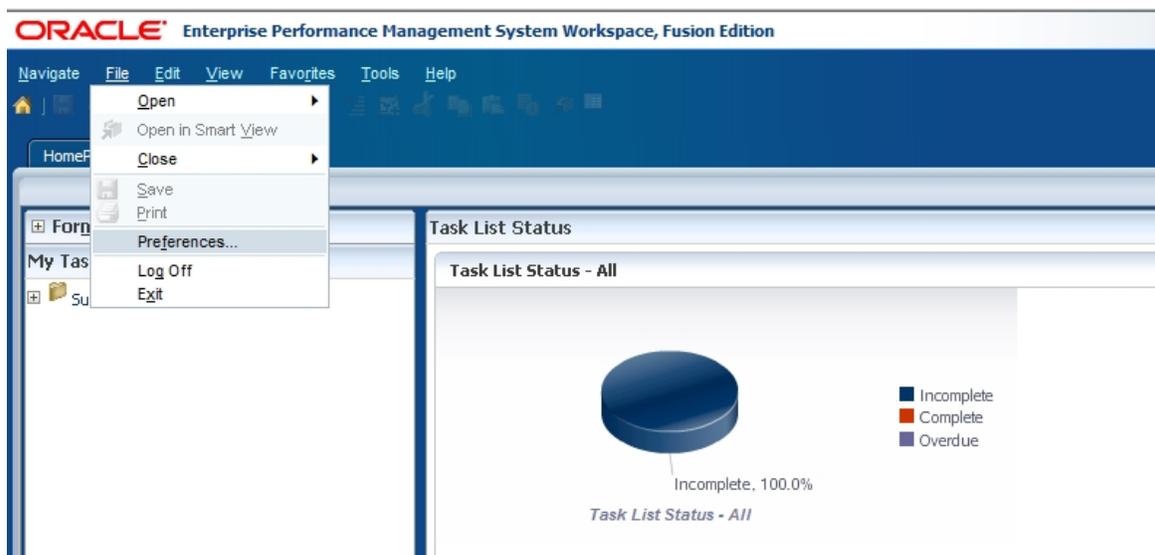
Whenever the Ministry releases a new reporting application, is a good practice to clear your Browser cache. This is done by selecting “clear recent history” from your browser menu and selecting “clear all”. Here are the steps for clearing the cache:

- ### Rob N: insert screen shots

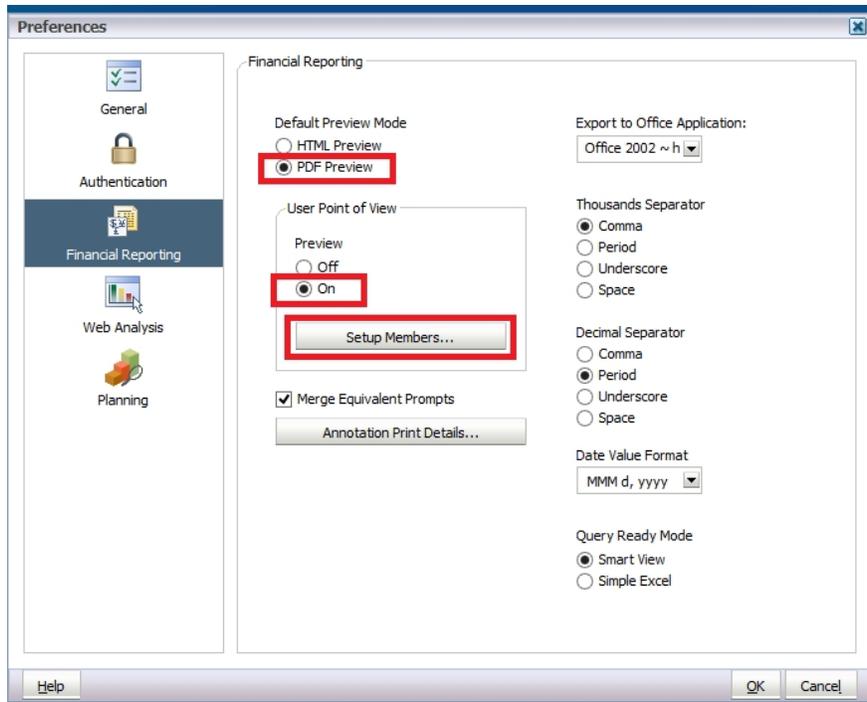
3.2. Reporting Settings

In order to generate reports, at the beginning of each reporting cycle, you will have to complete a **one-time setup** of the “User Point of View”:

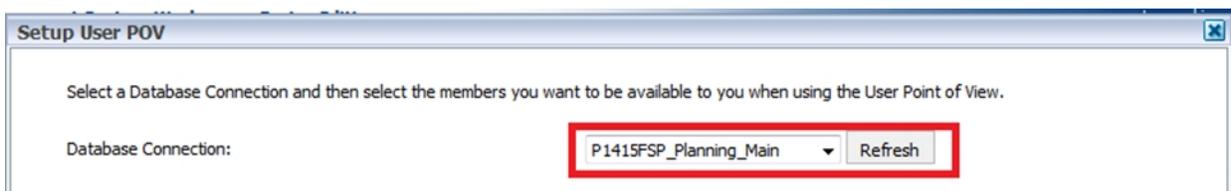
When you are logged into EFIS, select **File** then click on **Preferences**.



1. In the popup screen select **Financial Reporting** on the left hand side.
2. Under **Default Preview Mode** select **PDF Preview**.
3. In **User Point of View**, select “**On**” and click on **Setup Members**

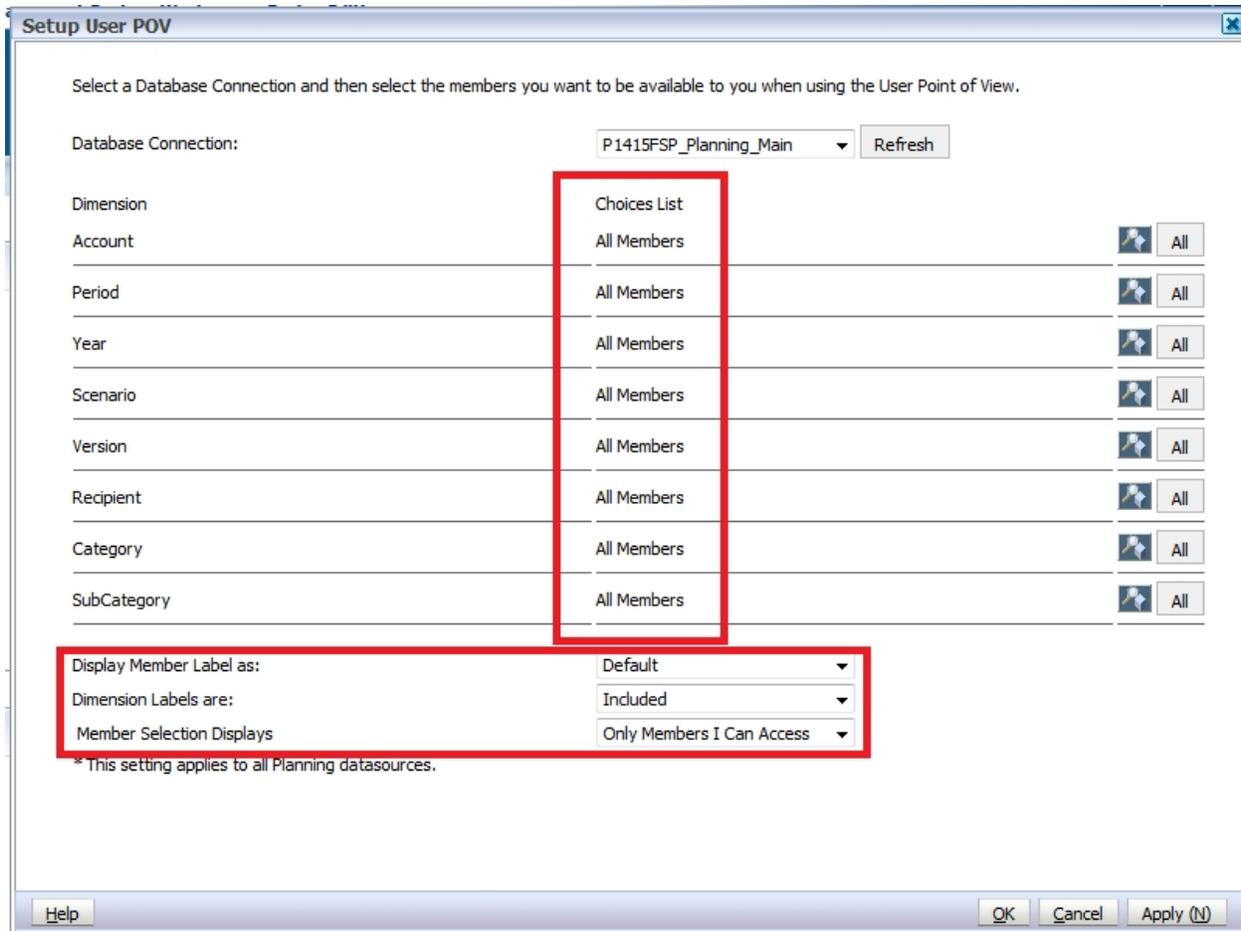


4. In the resulting **Setup User POV** pop-up screen, click on the **Database Connection** dropdown.
 5. For database connections, select the corresponding reporting cycle and then click `Refresh`.
 - a. For example, the name of the application is: **F1415FIS_Planning_Main**.
- ### SCREEN better screen shot – Rob N



After you have selected the correct database, it is important that you make the following selections and click **Apply**:

- For all dimensions, select: **All Members**
- For “*Display Member Label as*”, choose: **Default**
- For “*Dimension Labels are*”, choose: **Included**
- For “*Member Selection Displays*”, select: **Only Members I Can Access**



- Click **Apply** to save your changes.
- Click **OK** to close the Setup User POV dialog.
- Click **OK** to close the Preferences dialog.

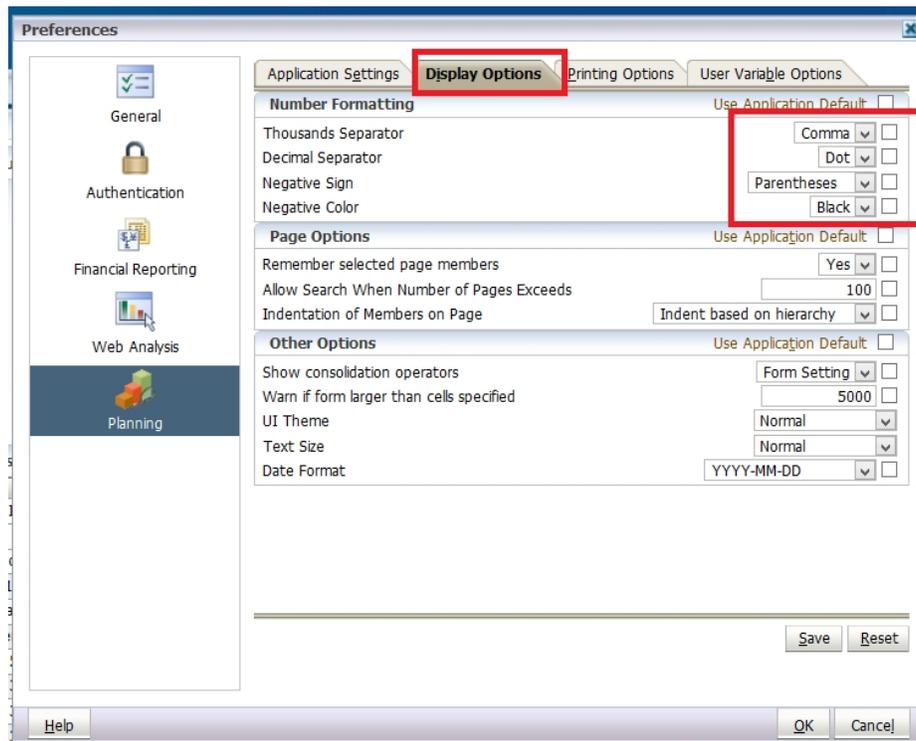
3.3. Display Options

Once you open a form for the first time to enter data, you should also set your display preferences. To set your display preferences, please select: **File** then click on **Preferences**.

On the Preferences screen:

1. Click on **Planning**
2. Then select **Display Options**
3. Select the desired **Number Formatting** from the dropdown list:

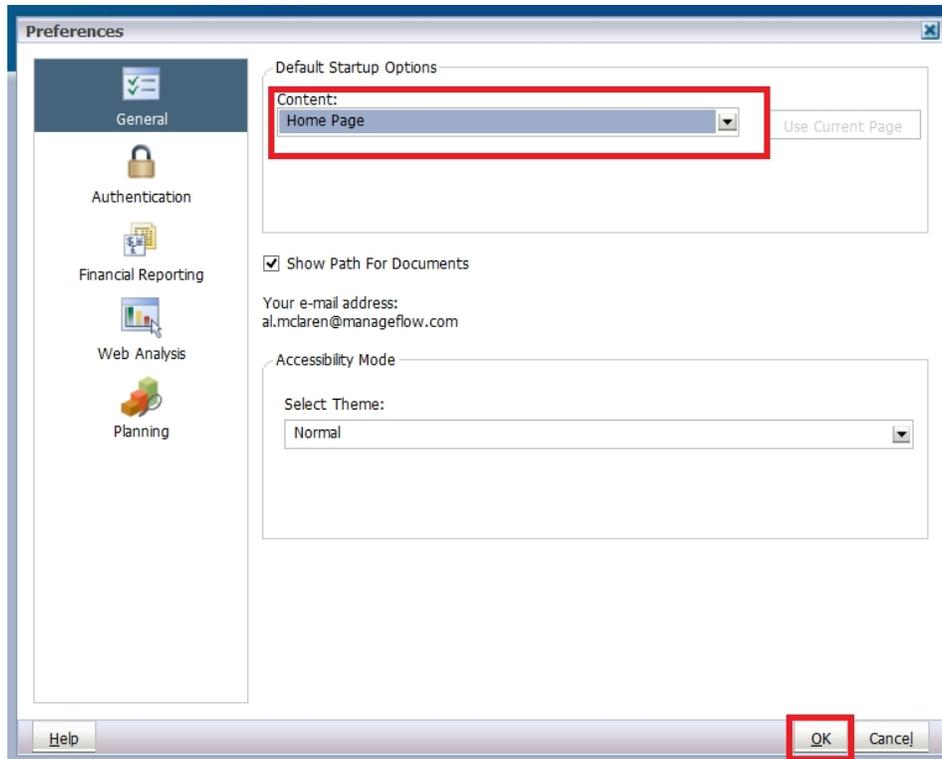
- **Thousands Separator** – Comma
 - **Decimal Separator** – Dot
 - **Negative sign** – Parentheses
 - **Negative Color** – black
4. First click on **Save** and then click **OK** to save your changes.
- ### Rob N – new screen shot to show the last 2 steps



3.4. Setup your Home Page

You can setup a home page to quickly access your applications.

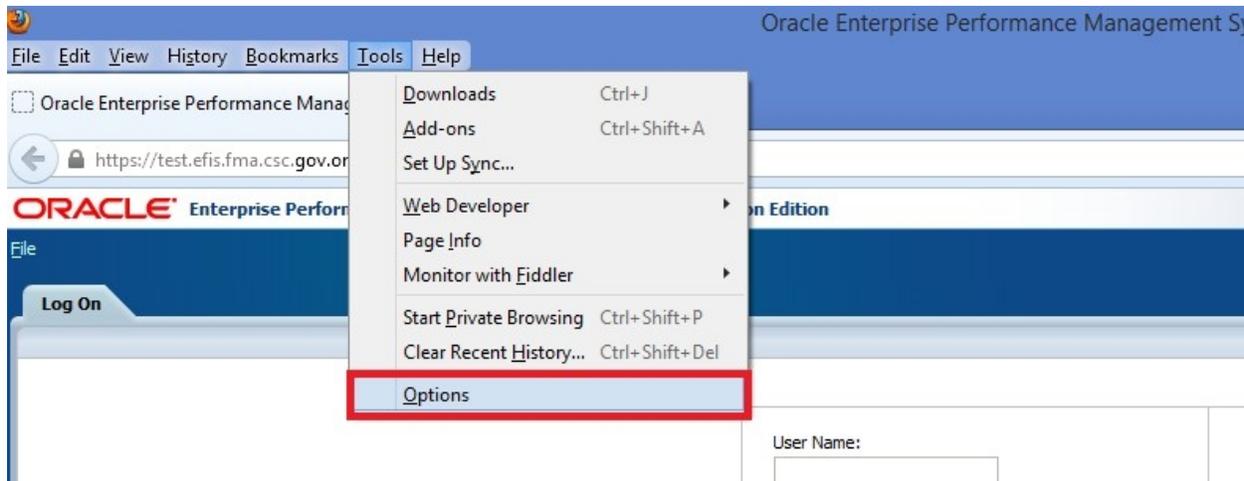
- Select File → Preferences → General
- From the content dropdown select Home Page then OK.



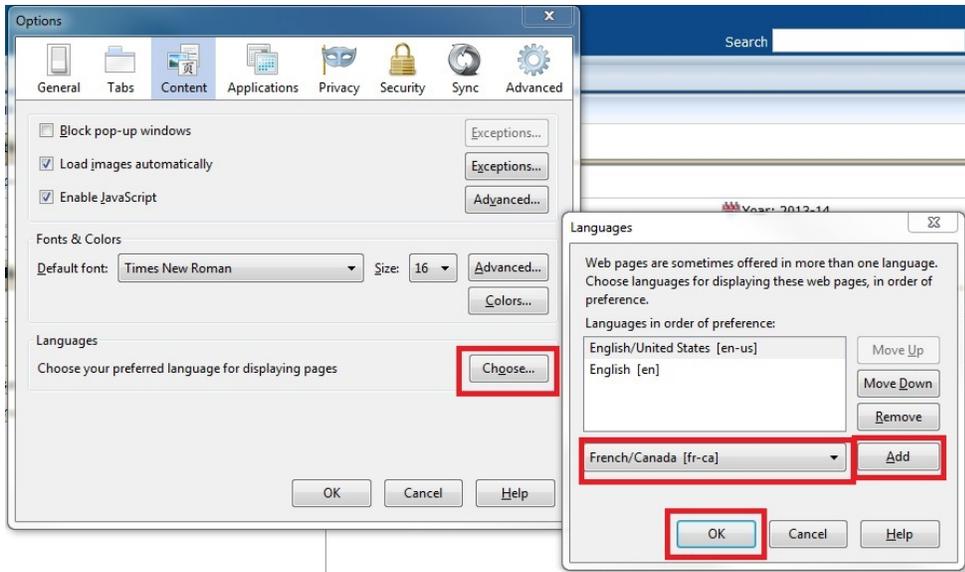
3.5. Change Language ### REMOVE the change language section

3.5.1. Firefox

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

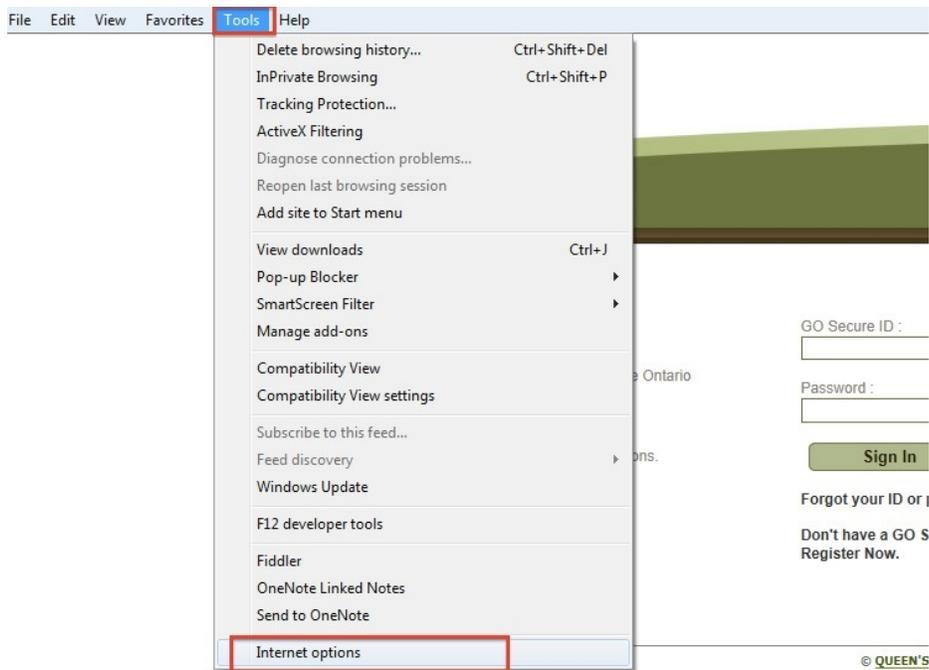


In the **Options** Screen in the Language section select the **Choose** button, **French/Canada** from the Language dropdown list, select **Add** then Select **OK**. You will need to restart the browser for these setting to take effect.

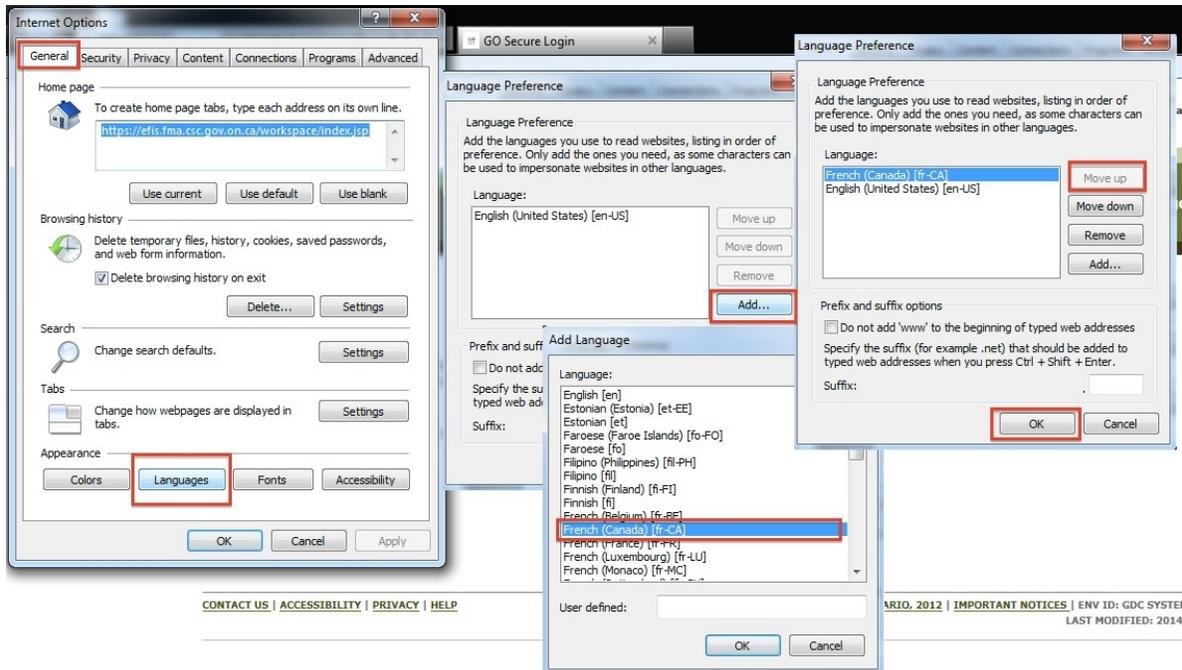


3.5.2. IE

IE users can change the IE page display to French Language by selecting, **Tools** → **Internet Options**

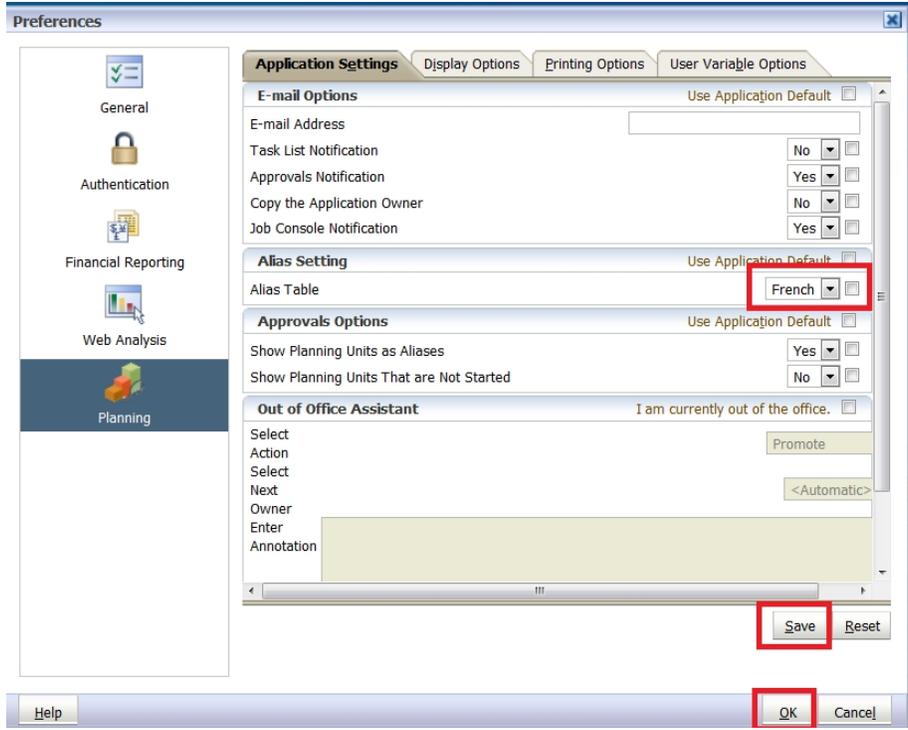


In the **General** Screen select **Language** and then add French/(Canada)[fr-CA] from the Language dropdown list then Select **OK**. You will need to restart the browser for these setting to take effect.



3.5.3. Set Language in Planning

To set the Language in Planning, go to **File** → **Preferences**. Select Planning on the **Preferences** screen select French as the Alias setting, select **Save** then Select **OK**.



4. Planning Navigation

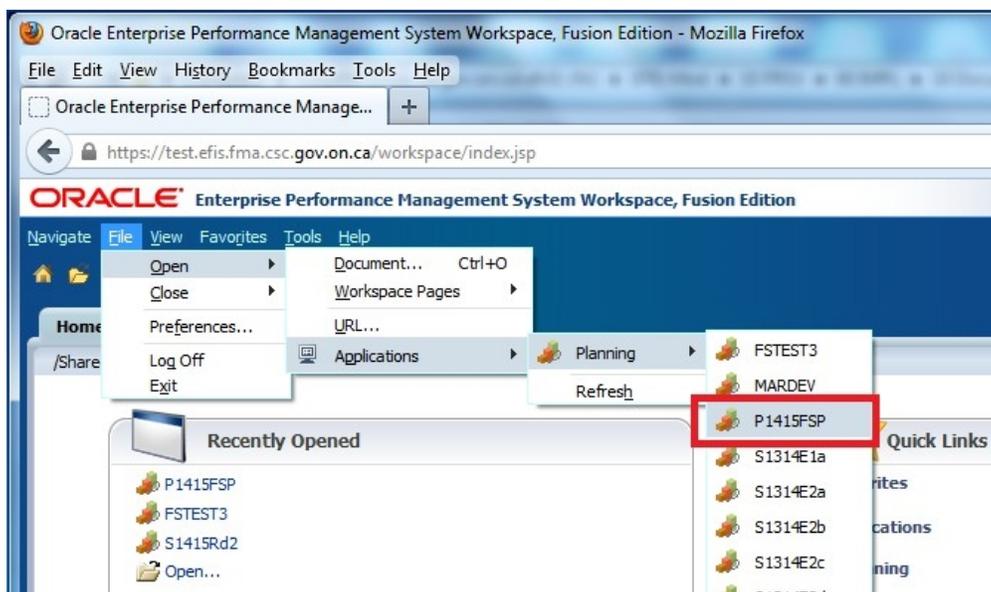
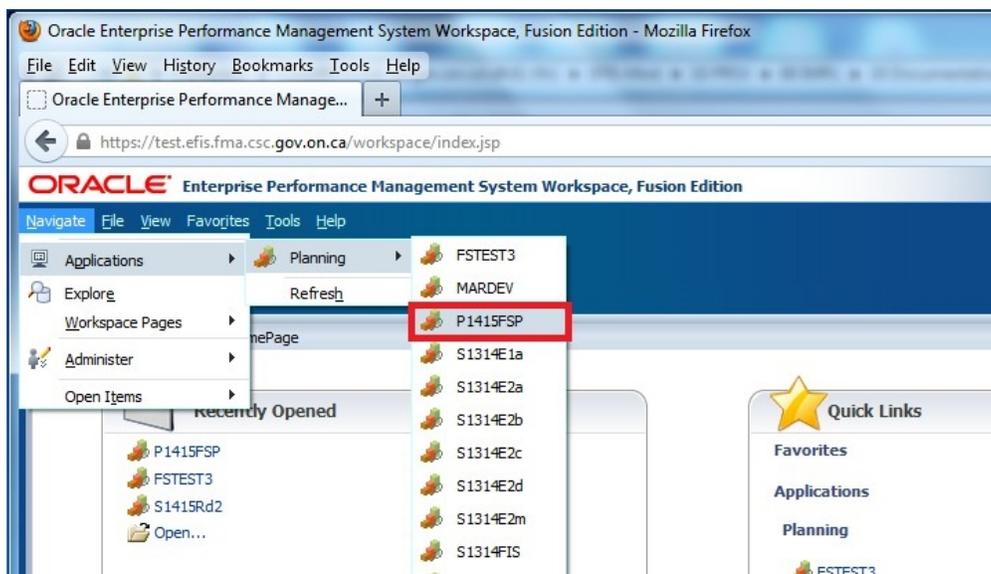
4.1. Selecting an Application (Doc Set)

An application in EFIS 2.0 can be opened using one of the following methods:

1. Using the Menu Bar, select: select:

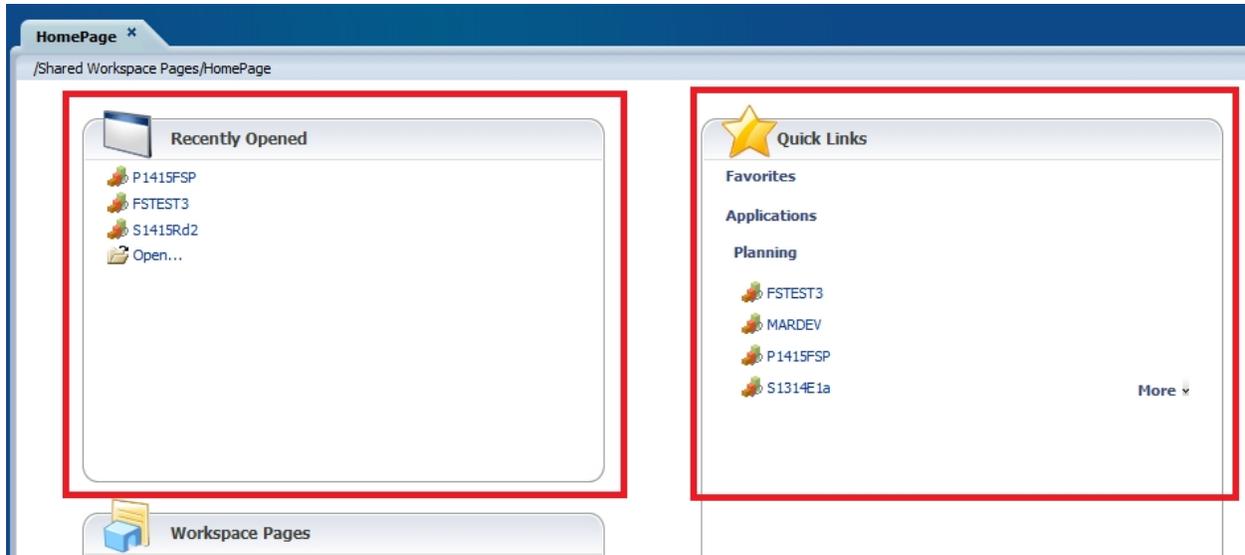
Navigate → Applications → Planning → application name OR select, File → Open → Applications → Planning → application name

SCREENS

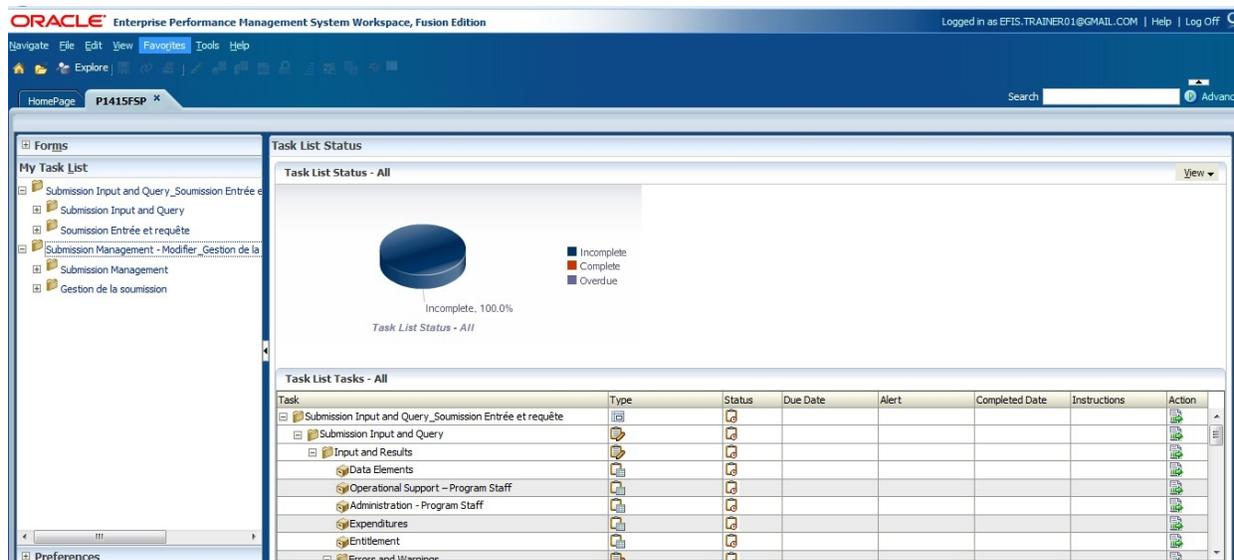


An alternative way to open applications in EFIS 2.0 is:

2. Using the Home Page: The application can be selected from either the **Recently Opened list** or the **Quick Links**.



Once you select the correct **Application** using one of the above methods, the **My Task List** will be displayed.



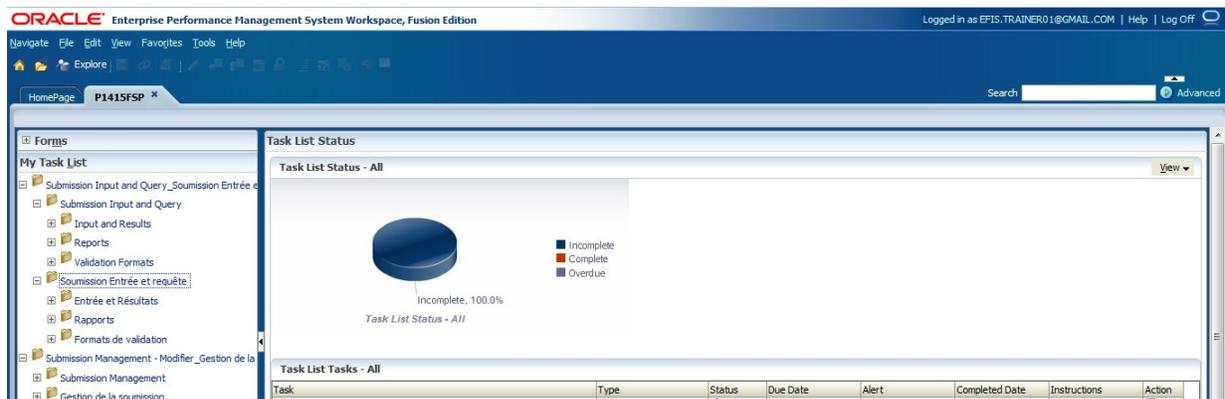
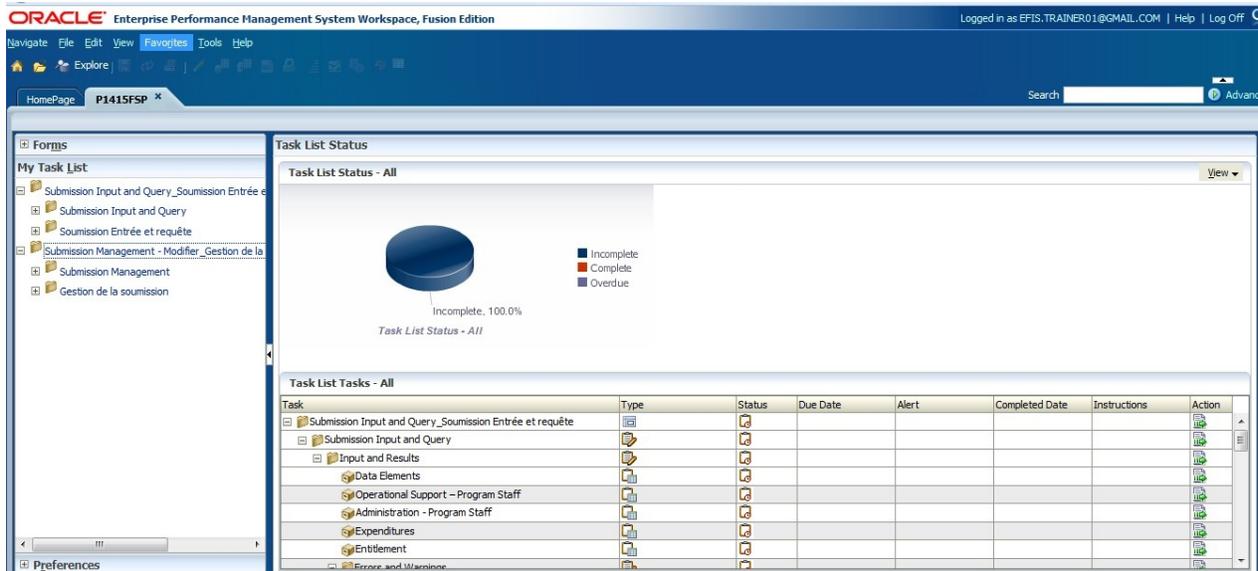
4.2. EFIS 2.0 Task List

The **Task List** allows you to access all forms, reports and workflow activities that are available to your user type. The Task List has been organized for you to follow a suggested order of data input.

You can drill down into lower levels of the Task List to reveal additional details and schedules.

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

SCREEN

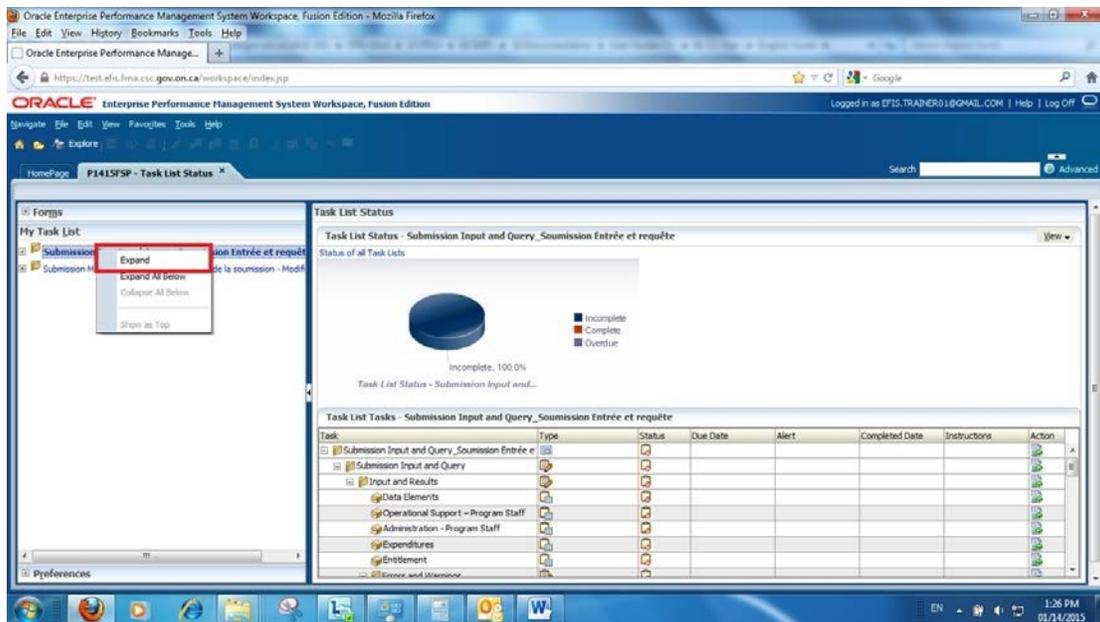
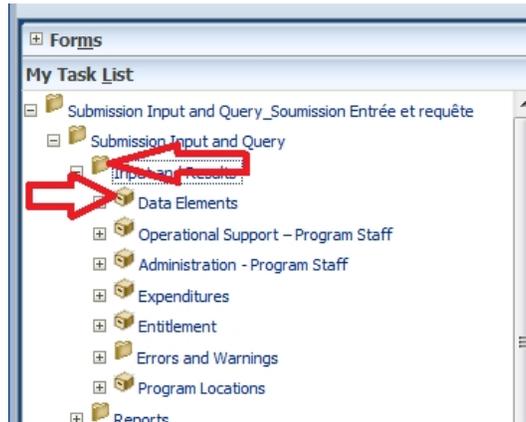


4.2.1. Expand and Collapse Task List

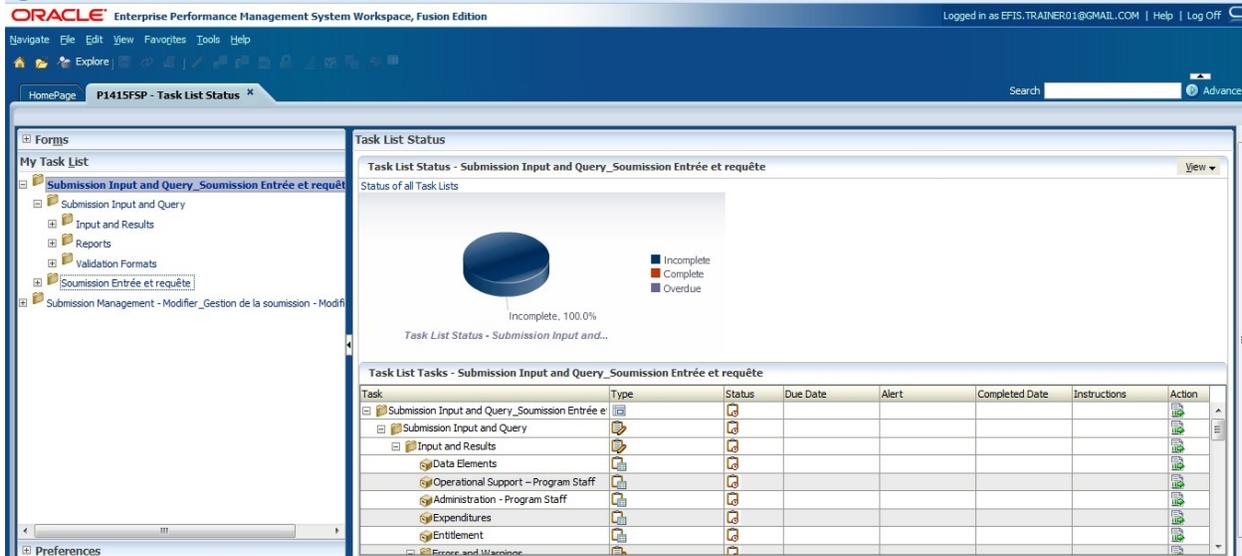
The Task List is organized into folders that contain cubes. To expand the folders, right-click on a folder and select **Expand**. Alternatively, click the [+] box next to the folder. To expand one level of folders select **Expand**. To expand all the folders below the selected folder select **Expand All Below**. To access the **Task** (Form, Report, etc.), click on the cube icon.

In the screenshot below, the right arrow points to an example of the folder icon and the left arrow points to an example of the Cube icon.

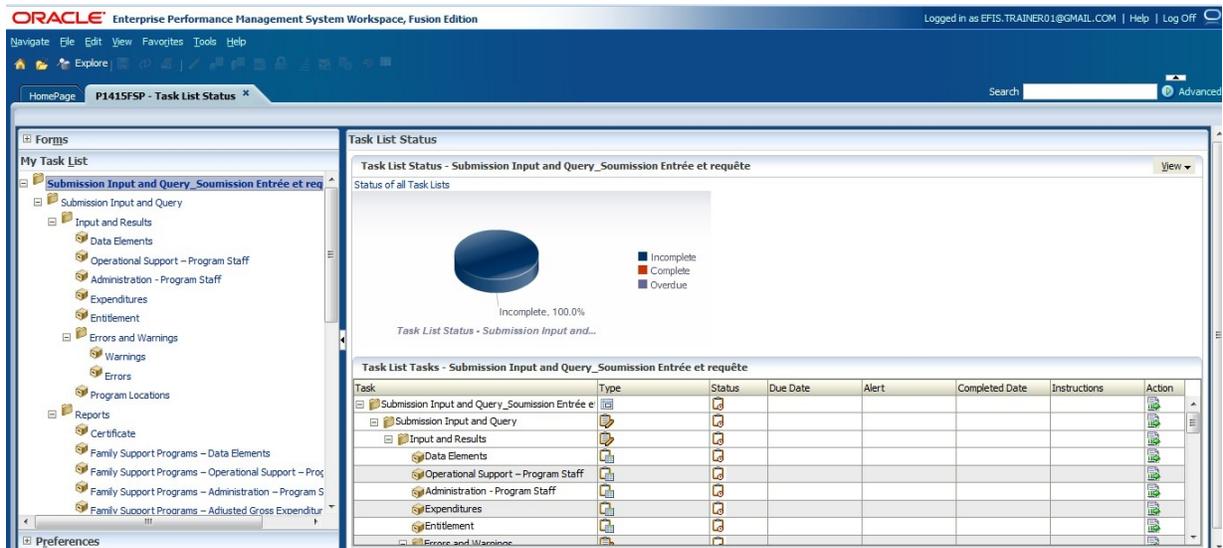
SCREEN



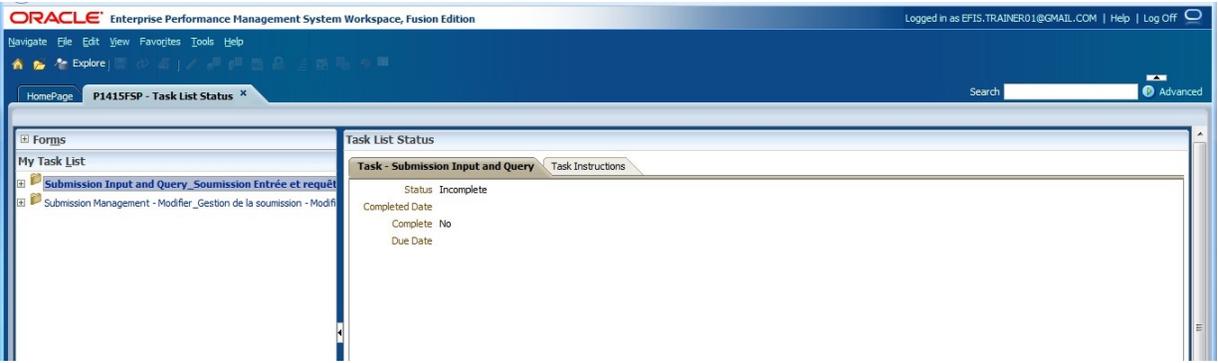
This is an example of right clicking on a folder and selecting **Expand** to drill down the selected item to the next level.



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



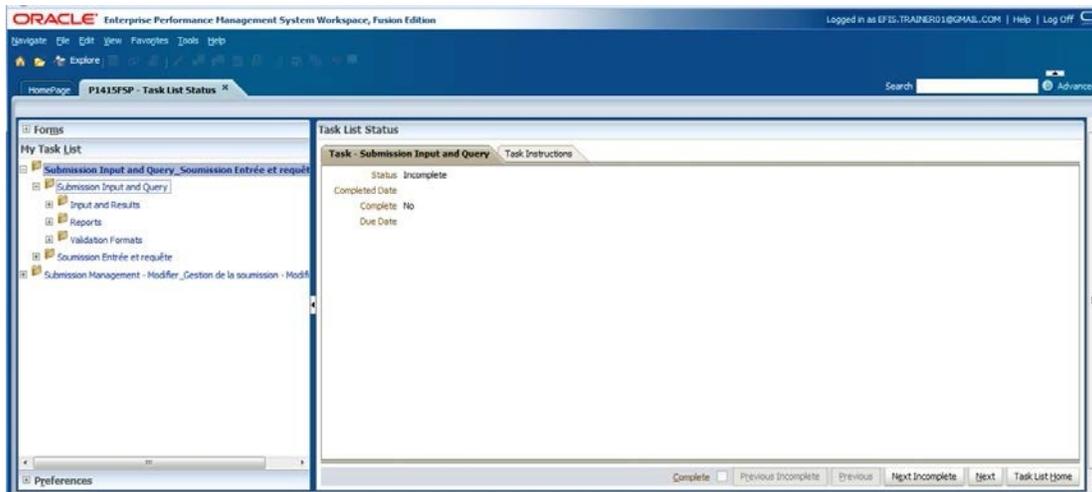
Right clicking on an expanded folder in the Task List and clicking **Collapse** or the [-] box next to the folder to collapse one level or click **Collapse All Below** will hide all of the levels below the selected folder.



4.3. How to Navigate in Planning using Task List

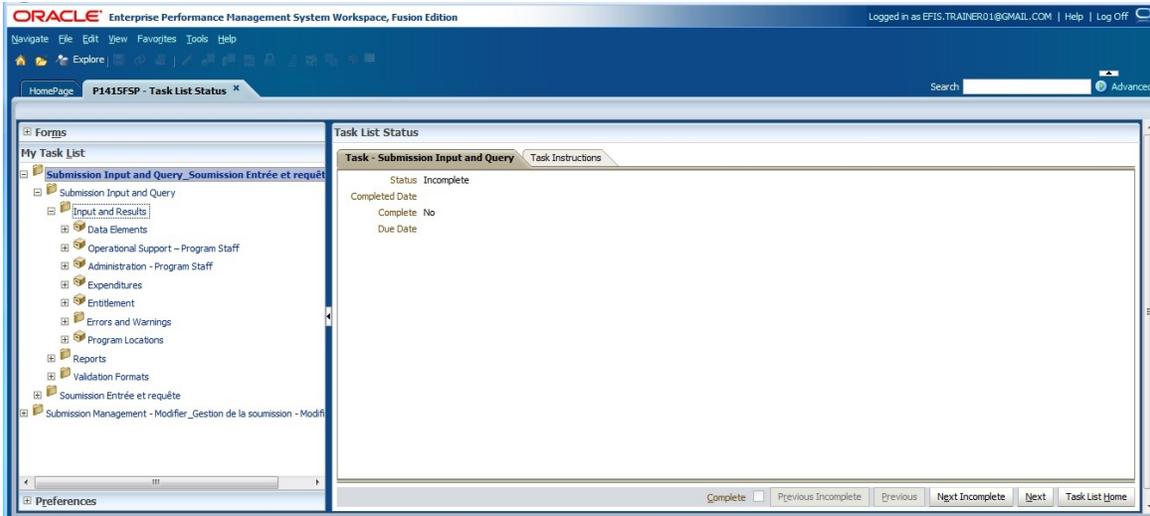
To expand any form in EFIS 2.0 Task List, click on the Expand icon [+] next to the desired Task List item. A list of folders/cubes for each area will be displayed. The 'Input and Results' folder contains all the data input forms. The 'Reports' folder contains reports for all Schedules and other EFIS2.0 reports. The 'Validation Formats' folder contains valid (allowable) data formats for all input forms. The 'Submission Management' folder contains all the tasks related to validation and promotion of your EFIS 2.0 submission.

SCREEN



4.3.1. Input and Results Data Navigation

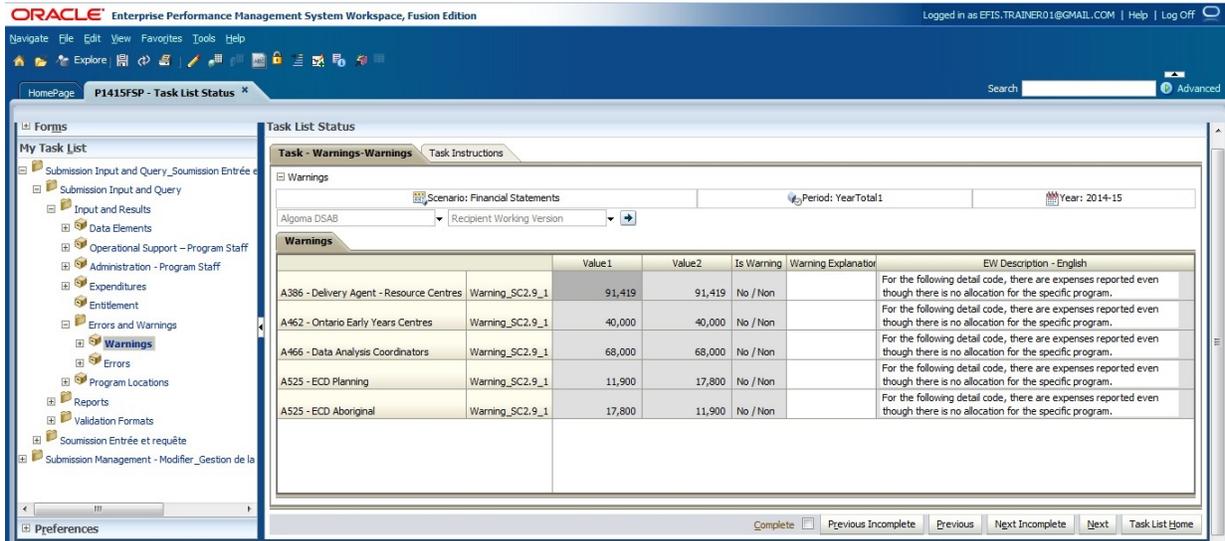
All data input forms are contained in the 'Input and Results' folder. To access the individual forms, **expand** the 'Input and Results' folder.



4.3.1.1. Errors and Warnings Navigation - Input

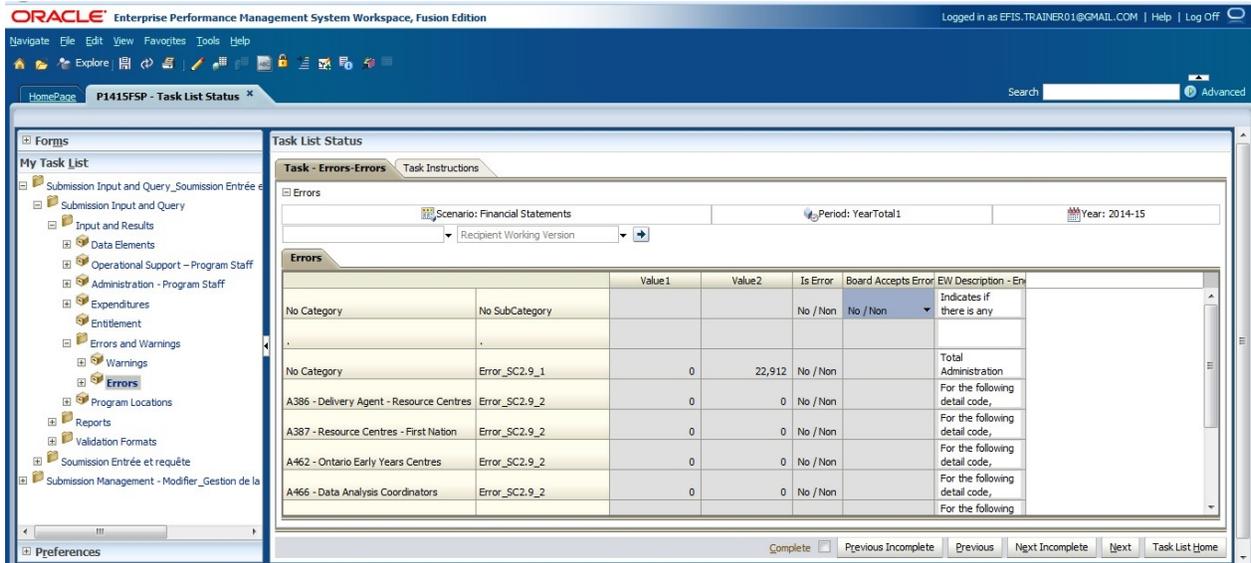
The Errors and Warnings have been separated into 2 input forms, one for errors and one for Warnings. The 'Warnings' form now includes a new field for Warning Explanations where you must enter an explanation for any warning messages that have a "Yes" value. (This replaces the additional excel report that was previously required.) A new Errors form prohibits the submission your file to the Ministry if there are any errors and/or if explanations have not been provided for your warnings.

Example of Warning Explanation Form



The 'Error' form now has a new 'Recipient Accepted Error Confirmation' dropdown that allows submission with outstanding errors as part of the Submit with Errors process. This functionality can only be used after consulting with the Ministry

If an explanation for a warning has not been provided, an ERROR will be generated in the Error form.



Tips

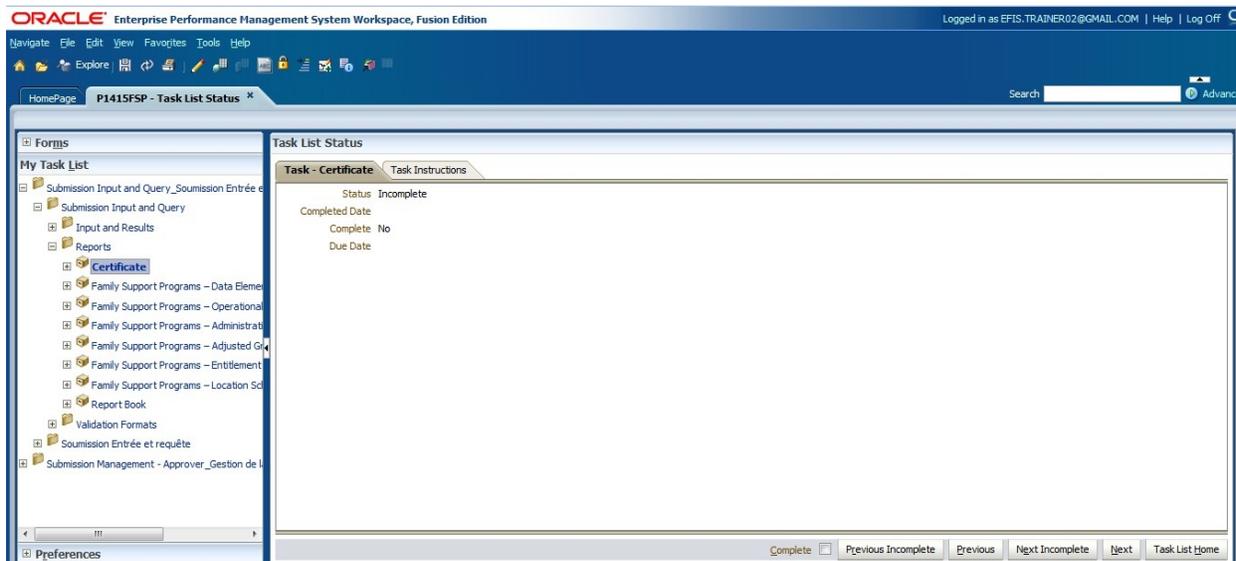
To view the full description of the Error or Warning, click and hold the bottom-right triangle of the cell, and drag the cell down to expand.

Rob N to enter screen shot

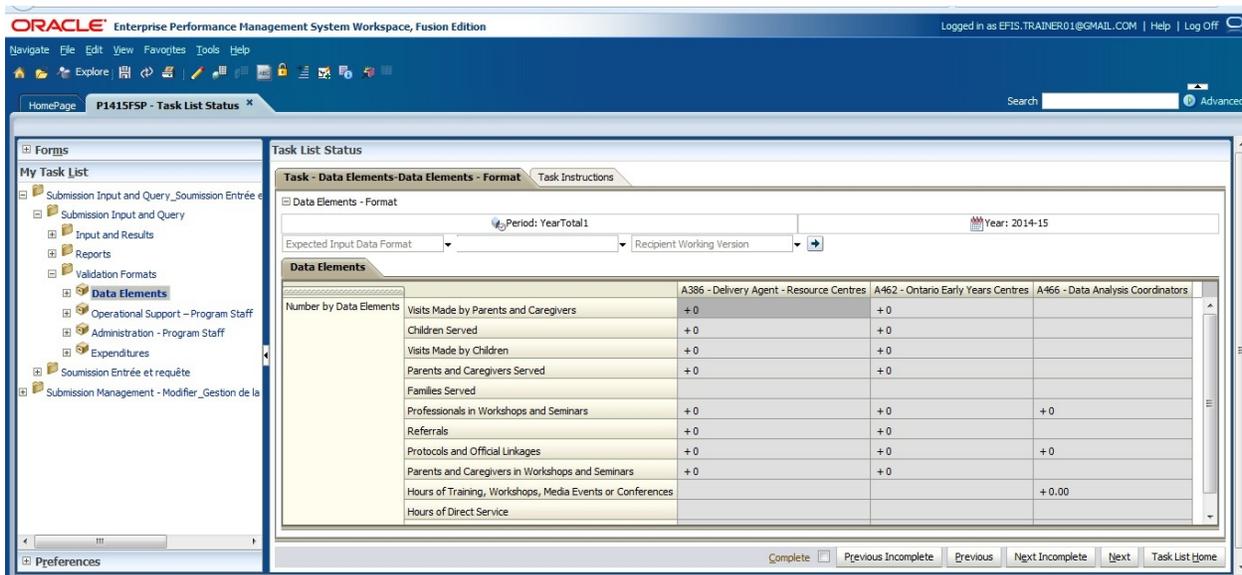
4.3.2. Reports Data Navigation

Reports that display your input and results for each form are found under the **Reports** folder. Reports have been grouped by Schedules and Errors and Warnings. To print a complete set of reports, select the Report Book folder.

Example of the Report Area folders



Each of the input cells requires valid (allowable) data formats to be entered before the data can 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

Description	Format Code
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

4.3.3. Submission Management Navigation

The **Submission Management** folder includes tasks that are used to perform Version Management and Promotion activities (to promote the Recipient Working Version to the Recipient Active Version). The **Version Description and Summary** form allows you to enter a description for the version you are currently working on, as well as keep track of the activities on different versions in the application.

Example of the Version Description and Summary form

- Forms**
- My Task List
 - Submission Input and Query_Soumission Entrée e
 - Submission Input and Query
 - Soumission Entrée et requête
 - Submission Management - Modifier_Gestion de la
 - Submission Management
 - Version Description and Summary**
 - Flag Submission for Approval
 - Validate and Promote for Approval
 - Gestion de la soumission
- Preferences

Task List Status

Task - Version Description and Summary-Submission Dashboard Task Instructions

Scenario: Financial Statements Period: YearTotal 1 Year: 2014-15 Category: No Category Sub-Category: No Sub-Category

Submission Status

Submission Status	Activation Date	Submission created by:	TP Activation Date	TP Process Complete
V10:Recipient Active Version	Not Active/Inactif			
V20:FA Active Version	Not Active/Inactif			

Version Description and Summary

Version Description	Activation Date	Version Description
V10W:Recipient Working Version		V10ERO:Recipient Error Override Version
V10D01:Recipient Draft 1		V10:Recipient Active Version
V10D02:Recipient Draft 2		V10101:Recipient Inactive Version 1
V10D03:Recipient Draft 3		V10102:Recipient Inactive Version 2
V10D04:Recipient Draft 4		

Complete Previous Incomplete

5. Data Input

5.1. Data Input and Results – 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 with cells for data input.

- White Cells are data input (you are allowed to enter data into these cells)
- Grey Cells are non-input cells (you are not allowed to enter data into these cells)
- 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 name of the form.

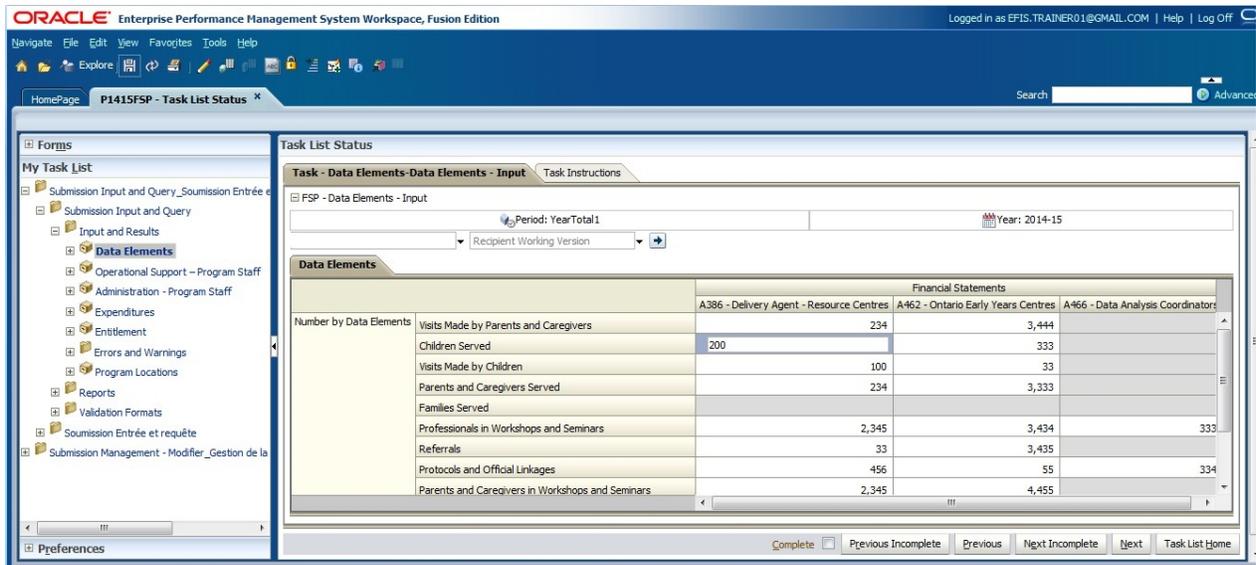
The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled 'Task List Status' and displays a form for 'Data Elements - Input'. The form includes a search bar, a 'Period: Year Total 1' dropdown, and a 'Year: 2014-15' dropdown. Below these are two tables: 'Data Elements' and 'Financial Statements'. The 'Data Elements' table has columns for 'Number by Data Elements' and 'A386 - Delivery Agent - Resource Centres'. The 'Financial Statements' table has columns for 'A462 - Ontario Early Years Centres' and 'A466 - Data Analysis Coordinators'. The data is as follows:

Number by Data Elements	A386 - Delivery Agent - Resource Centres	A462 - Ontario Early Years Centres	A466 - Data Analysis Coordinators
Visits Made by Parents and Caregivers	234	3,444	
Children Served	200	333	
Visits Made by Children	100	33	
Parents and Caregivers Served	234	3,333	
Families Served			
Professionals in Workshops and Seminars	2,345	3,434	333
Referrals	33	3,435	
Protocols and Official Linkages	456	55	334
Parents and Caregivers in Workshops and Seminars	2,345	4,455	
Hours of Training, Workshops, Media Events or Conferences			334

EFIS 2.0 displays the form for the task on the right side of the screen.

5.1.2. Enable Input Field

Input fields have a white background. To enable (or activate) an input field for input, click in the cell.



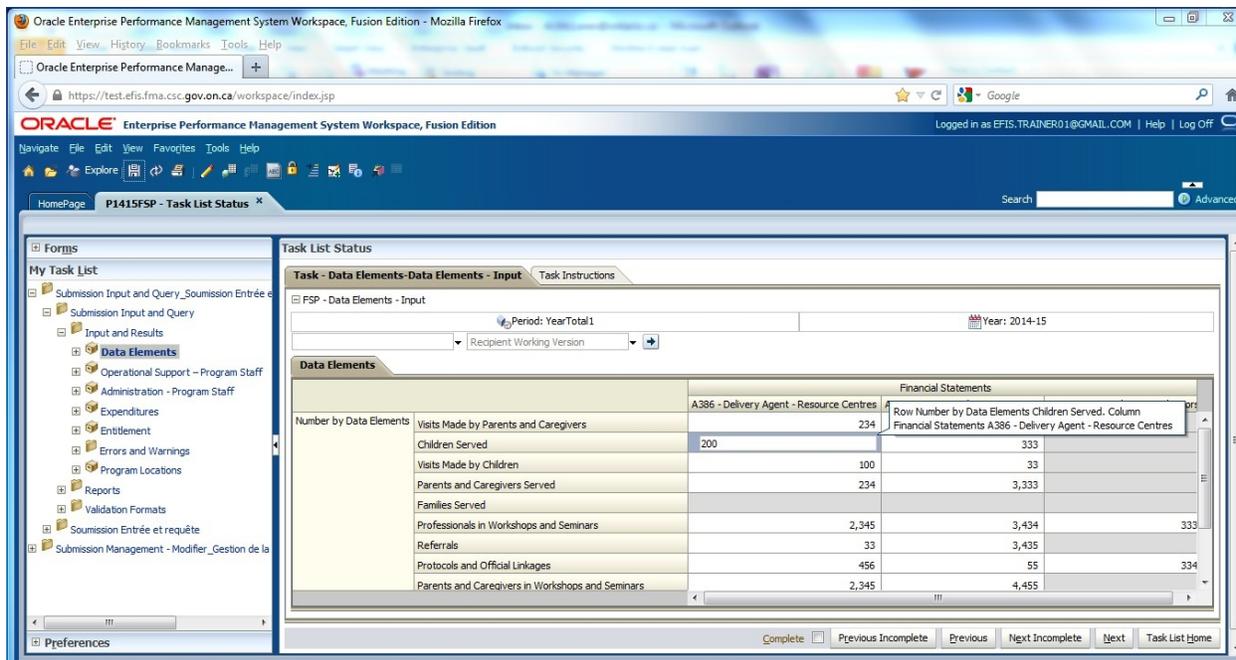
To move between cells, you can use your mouse or the following keys on your keyboard:

- Tab – to move horizontally from the selected cell over to the next cell
- Shift + Tab – to move backwards horizontally from the selected cell to the previous cell
- Enter – to move to the cell below the selected cell
- Shift + Enter – to move to the cell above the selected cell

5.1.3. Key in Input Field

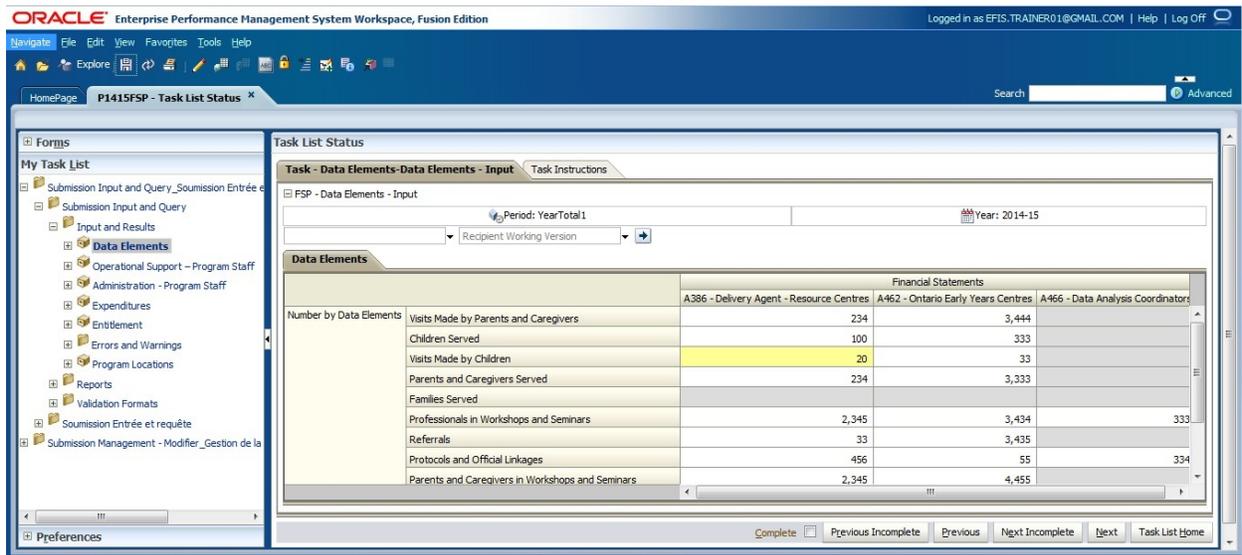
Once an input field is enabled (by clicking in the cell), you can enter a value into the cell. A dialog box will pop-up to show the description of the row and column.

Example of an input field that is enabled with a pop-up description:



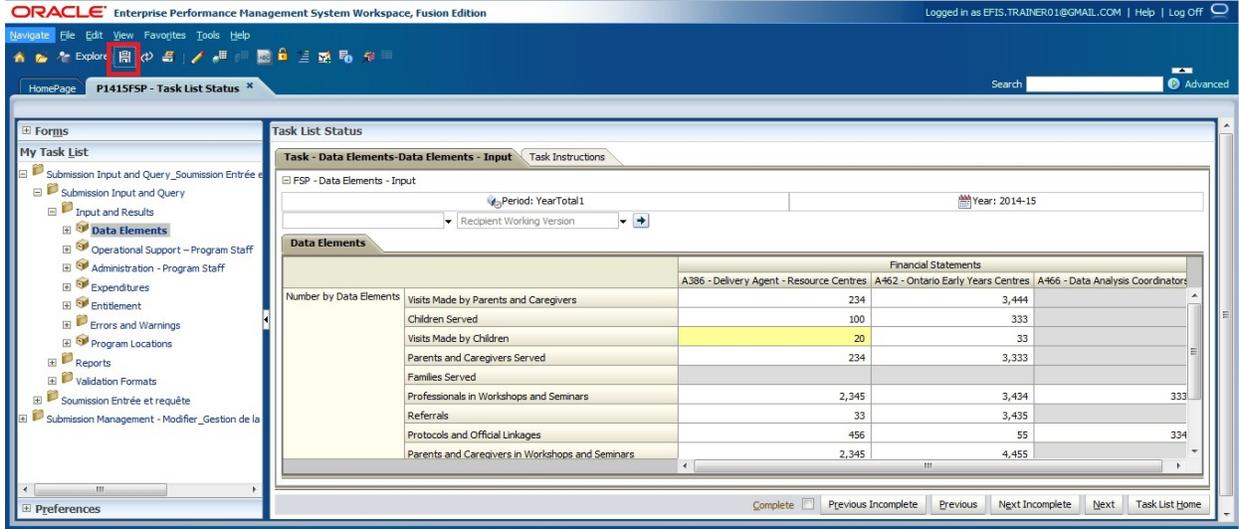
After you enter data into a cell and move to another cell, the system will highlight the cell in yellow. The cells are highlighted in yellow to help you keep track of the data you have entered and/or changed.

Once you save the form, the highlights will be removed. Example of a cell highlighted in yellow:

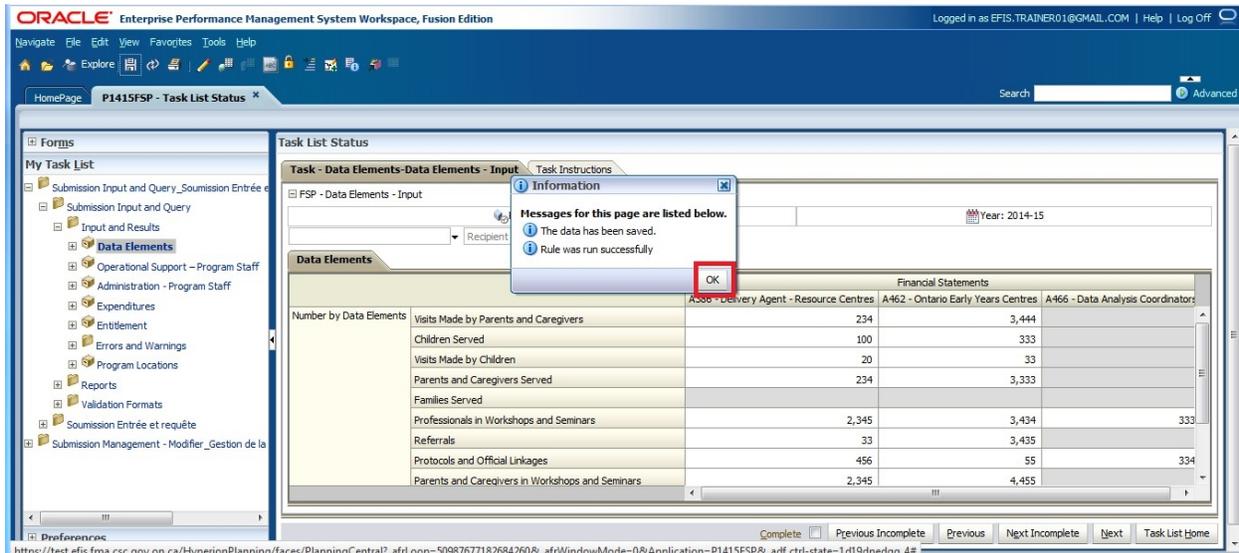


5.1.4. Save input field

To save the data you have entered into an input field, click on the Save icon or **File** → **Save**



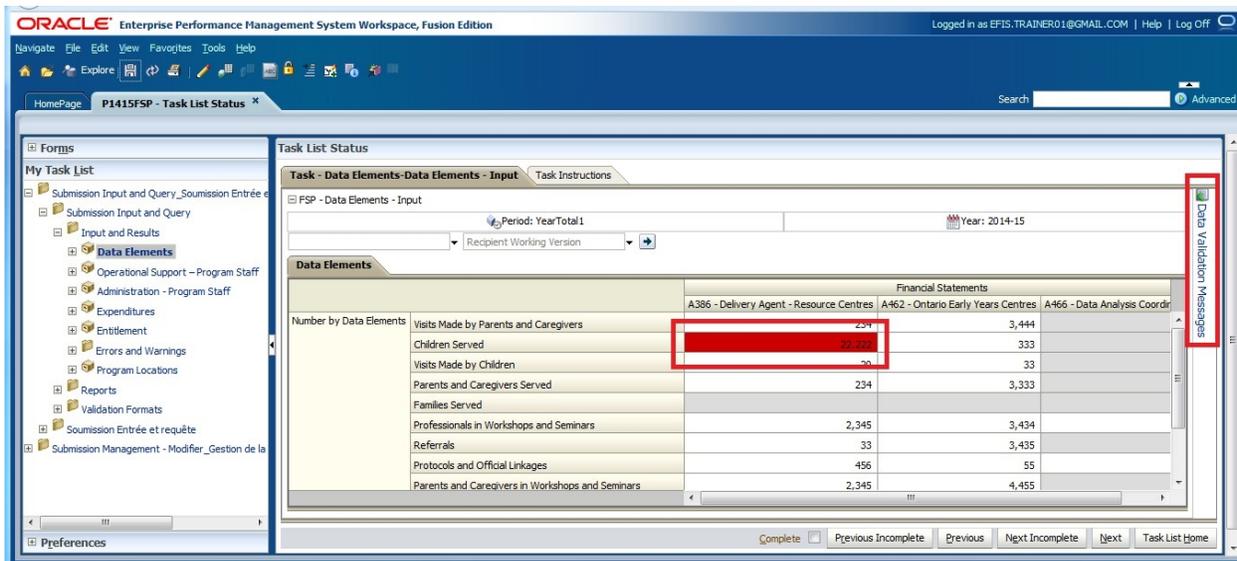
After you save the form, the system will confirm that the data has been saved.



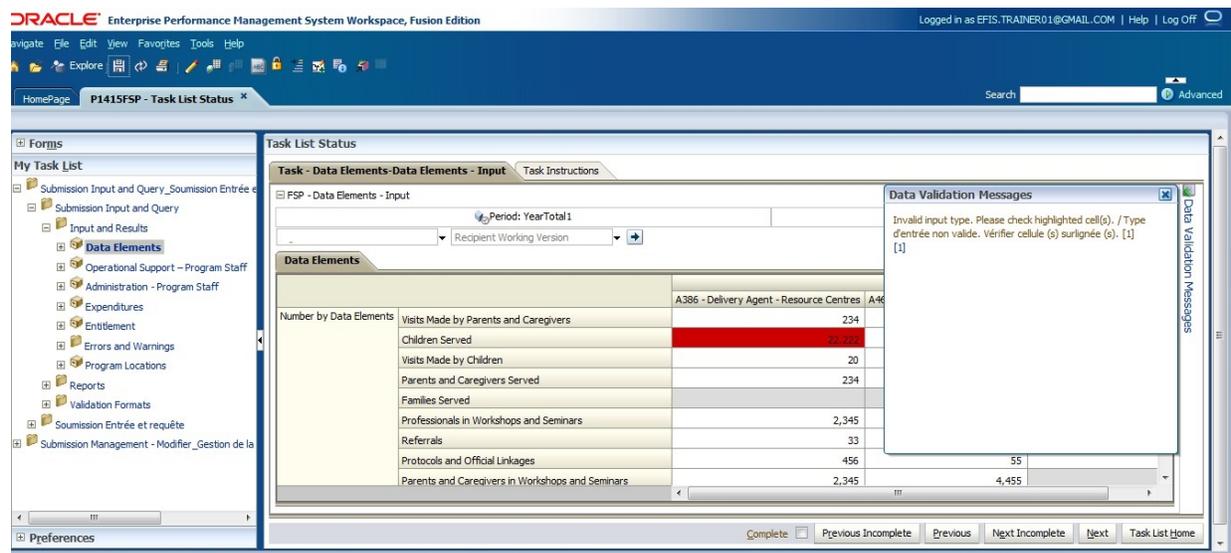
Click on **OK** to continue.

5.1.5. Invalid Data

When you enter and save data that is invalid (not accepted by the system), the cell will be highlighted in red and a Data Validation Message will be displayed on the right side of the form.



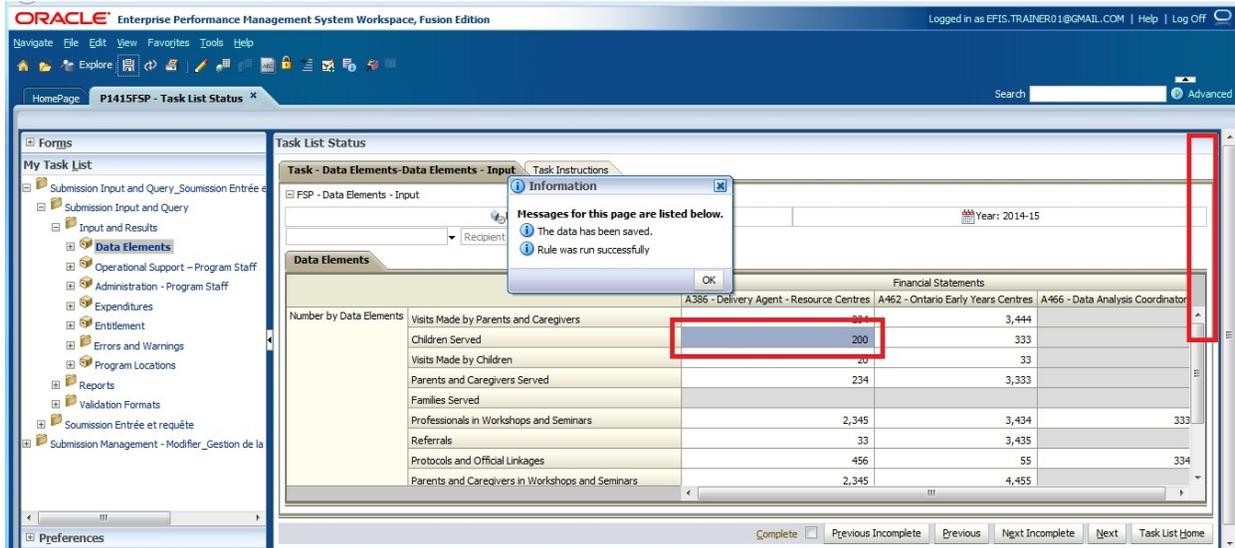
To see the Validation Error message, click on Data Validation Message bar to display the error message.



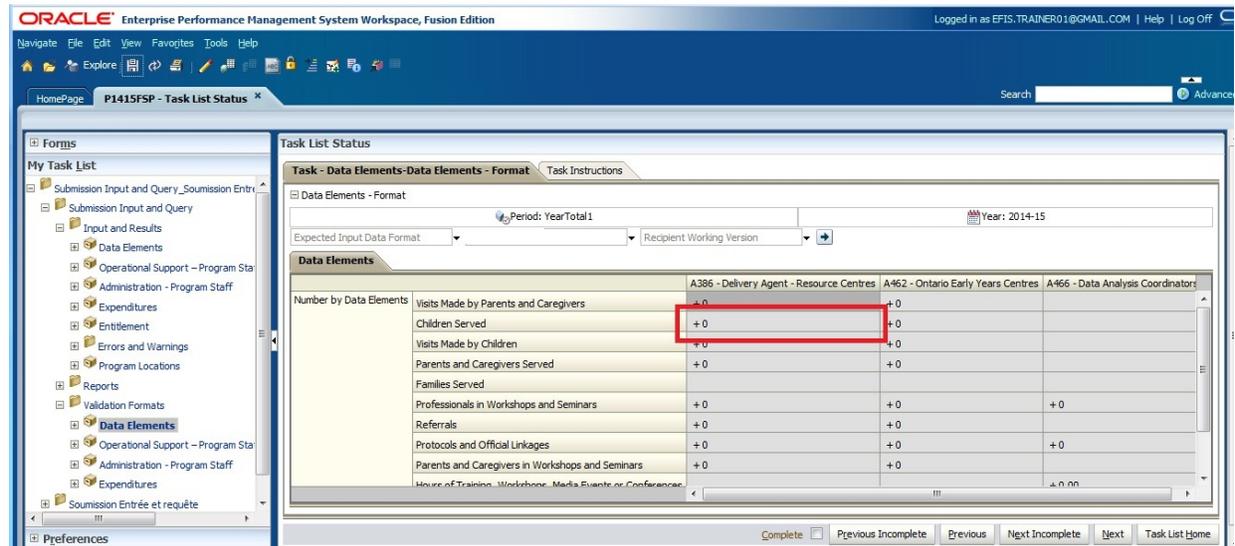
The Data Validation Message will describe the type of error and will provide you with a link that will take you directly to the cell that contains the error.

In order to correct the error, enter the correct value and save the data. After you have saved the data, you will get a confirmation message saying that the data has been

saved successfully. Once all the errors on the form have been corrected, the Data Validation Message will disappear from the the right side of the form..



If you are not sure what the cell format should be, expand the **Validation Formats** folder and open the same form to see the description for each cell.



If you enter a non-numeric value into a cell that only accepts numeric values, you will get an error message and will not be able to navigate away from that cell until it is corrected.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window displays the 'Task List Status' for 'FSP - Data Elements - Input'. The 'Data Elements' section is active, showing a table with the following data:

Number by Data Elements	Visits Made by Parents and Caregivers	Children Served
www	234	333
		33
	20	33
	234	3,333
	2,345	3,434
	33	3,435
	456	55
	2,345	4,455

An error dialog box is open, displaying the message: "Error: You have entered an invalid value. Please try again." The error message also includes: "Row Number by Data Elements Children Served. Column Financial Statements A386 - Delivery Agent - Resource Centres".

5.2. Reports

Reports provide you with the results of each form in a report format. Users can access individual reports or a Report Book that includes all reports.

The screenshot shows the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window displays the 'Task List Status' for 'Submission Input and Query_Soumission'. The 'Task - Input and Results' section is active, showing a table with the following data:

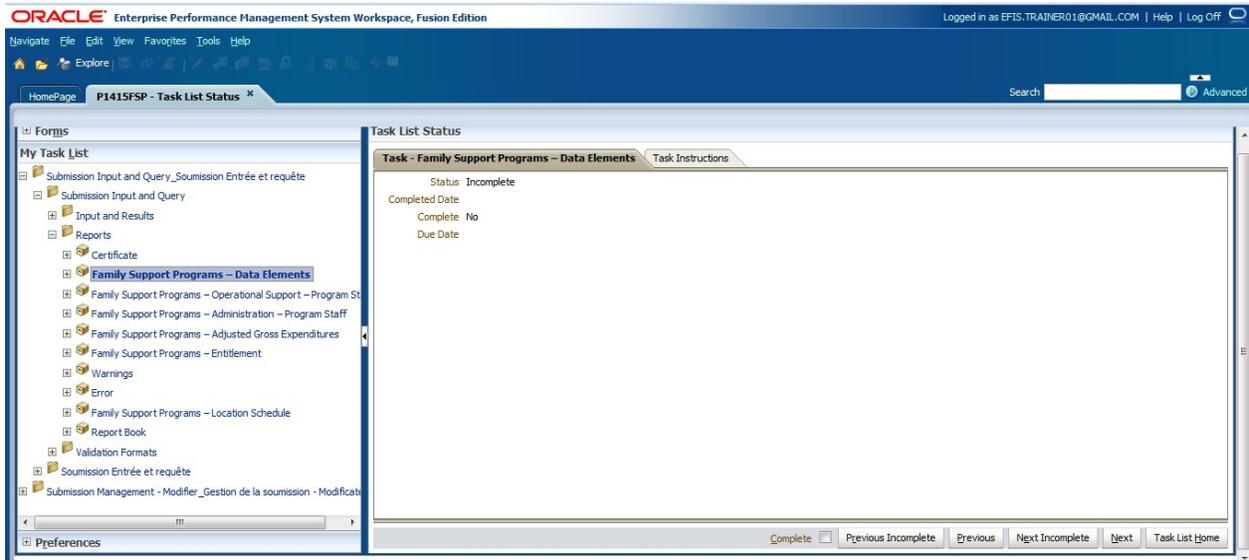
Status	Completed Date	Complete	Due Date
Incomplete		No	

Tips

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

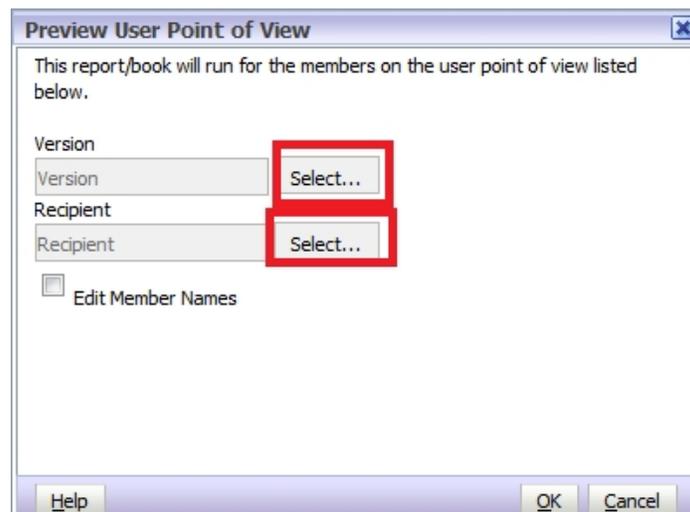
5.2.1. Running a Report

To run a report, select **Reports** from the Task List.



The **Preview User Point of View (POV)** screen will be displayed. The first time that reports are generated at the start of a reporting cycle, you must select a **Version** and the **Recipient** name. (Version: Recipient Working Version, Recipient: *The name of your First Nation*) This will become the default setting until you change the Version.

If an **error message** is displayed prior to the Point of View (POV) screen, check that the settings in **Section 3.1** have been applied.



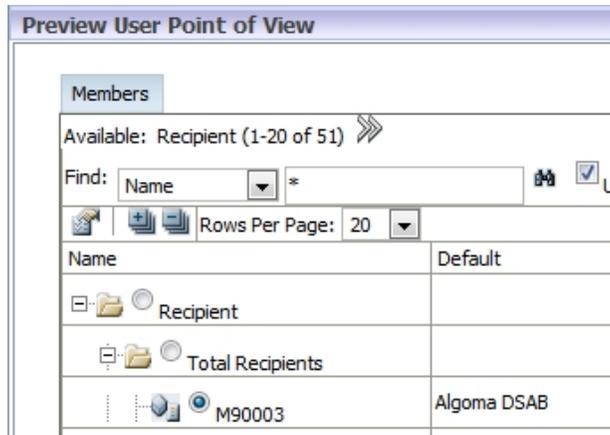
To select the Version, click the **Select** button beside Version to open the version selection screen, select the version then **OK**

Though the correct version may already be selected, we suggest unclicking the button and re-selecting the version to ensure that the EFIS registers the correct version.

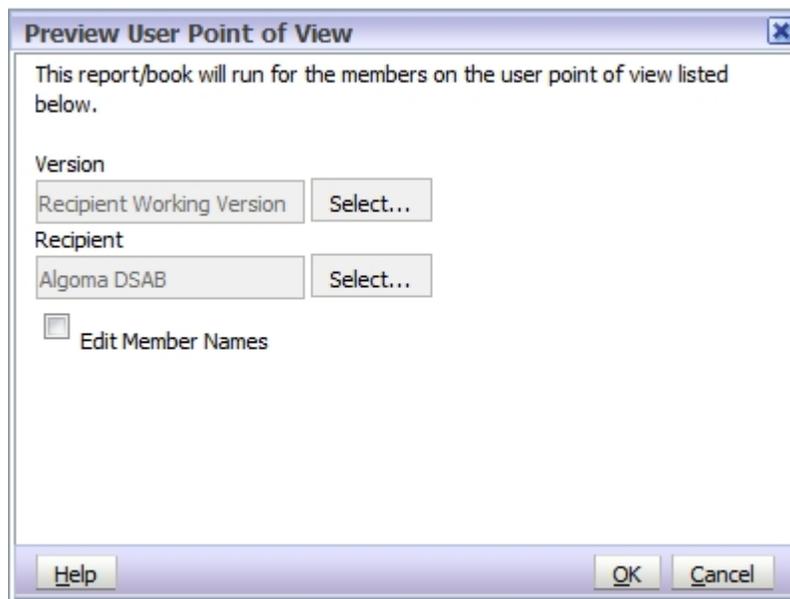
The screenshot shows a software interface titled "Preview User Point of View". At the top, there is a search bar with "Find: Name" and a dropdown arrow, followed by an asterisk and a "Use Wildcards" checkbox. Below the search bar is a toolbar with icons for home, refresh, and print, and a "Rows Per Page: 20" dropdown. The main content is a table with two columns: "Name" and "Default". The table lists various version types, including "Version", "Submission Versions", and "Recipient Versions". The "Recipient Versions" section is expanded, showing a list of versions from "V10W" to "V10FOVD03". The "V10W" row, which is "Recipient Working Version", is highlighted with a red rectangular box.

Name	Default
Version	
Submission Versions	
Recipient Versions	
V10W	Recipient Working Version
V10D01	Recipient Draft 1
V10D02	Recipient Draft 2
V10D03	Recipient Draft 3
V10D04	Recipient Draft 4
V10D05	Recipient Draft 5
V10D06	Recipient Draft 6
V10D07	Blank Template For Reset
V10FOV	Recipient FA Viewable Version
V10FOVD01	Recipient FA Viewable Draft Version 1
V10FOVD02	Recipient FA Viewable Draft Version 2
V10FOVD03	Recipient FA Viewable Draft Version 3

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



Once you have made the correct “**Point of View**” selections, click **OK** to run the report.



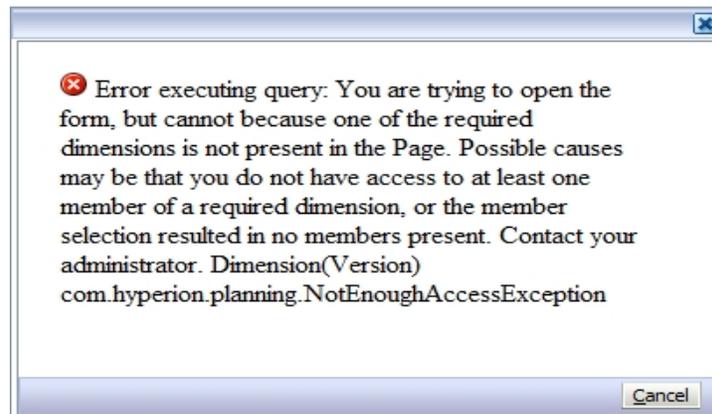
The report will generate in PDF format. You can view, save the file as a PDF or print the report. The headings on the report will tell you:

- what report you have generated
- the version you are in
- the fiscal reporting year and
- the reporting cycle

to change screen shot below to reflect a First Nation report

Family Support Programs - Data Elements - Total

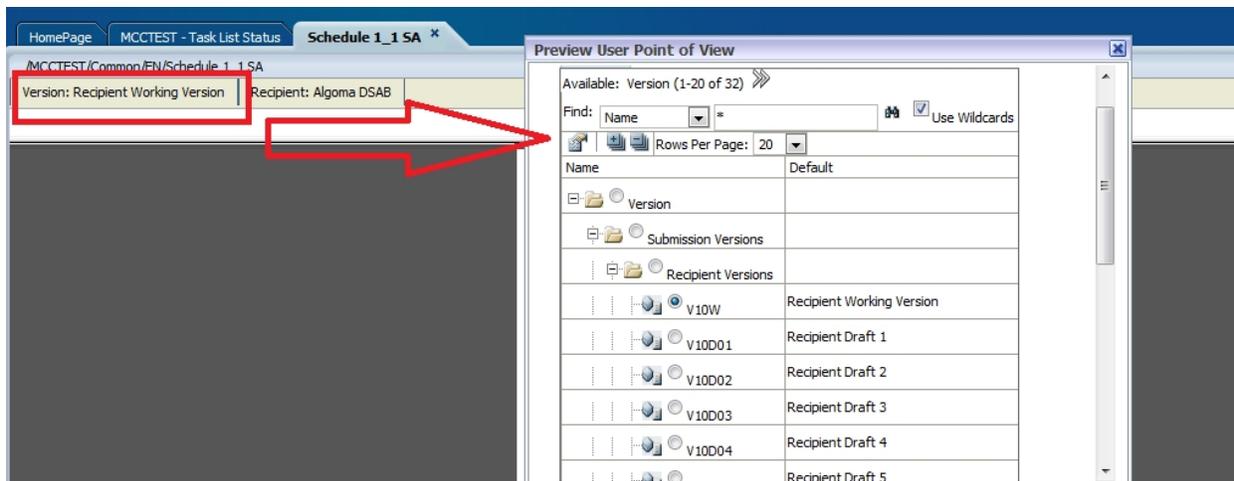
	A386 - Delivery Agent - Resource Centres	A462 - Ontario Early Years Centres	A466 - Data Analysis Coordinators
Visits Made by Parents and Caregivers	234.0	3,444.0	
Children Served	200.0	333.0	
Visits Made by Children	20.0	33.0	
Parents and Caregivers Served	234.0	3,333.0	
Families Served			
Professionals in Workshops and Seminars	2,345.0	3,434.0	333.0
Referrals	33.0	3,435.0	
Protocols and Official Linkages	456.0	55.0	334.0
Parents and Caregivers in Workshops and Seminars	2,345.0	4,455.0	
Hours of Training, Workshops, Media Events or Conferences			334.0
Hours of Direct Service			
Programs FTEs			-



Tips

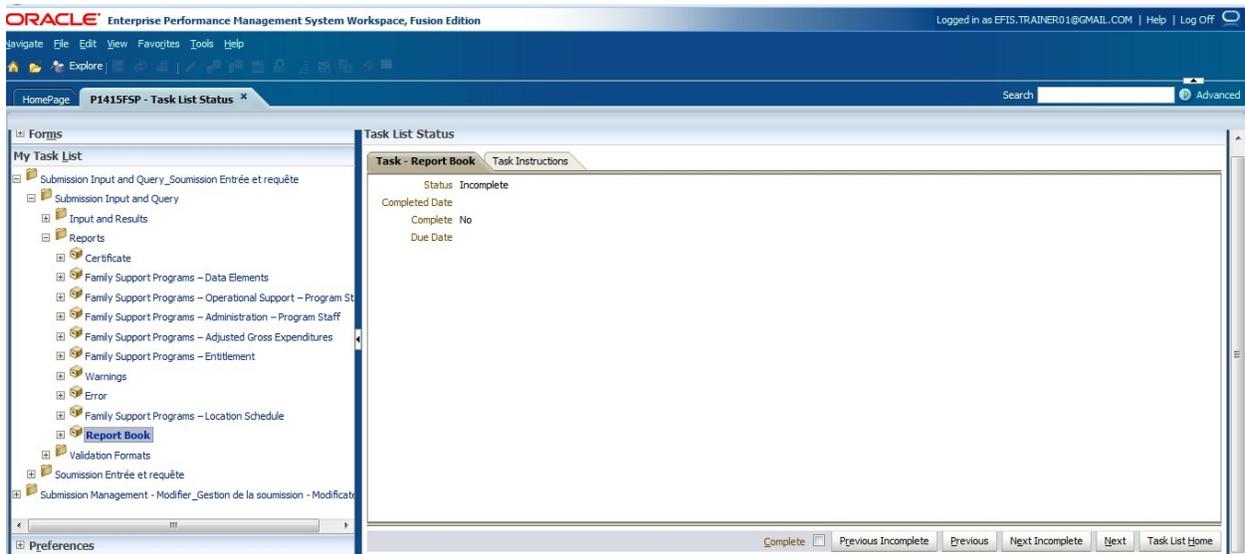
If you get the error message above, check that both the Version and Recipient have been selected.

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



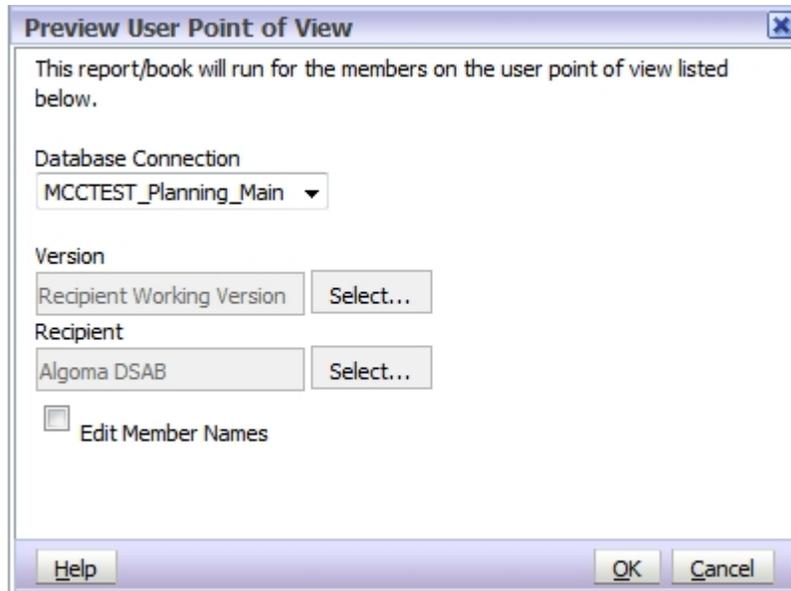
5.2.2. Generating Report Books

To generate a complete set of reports for all forms, select **Reports** → **Report Book**



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

to change screen shot to reflect First Nation user

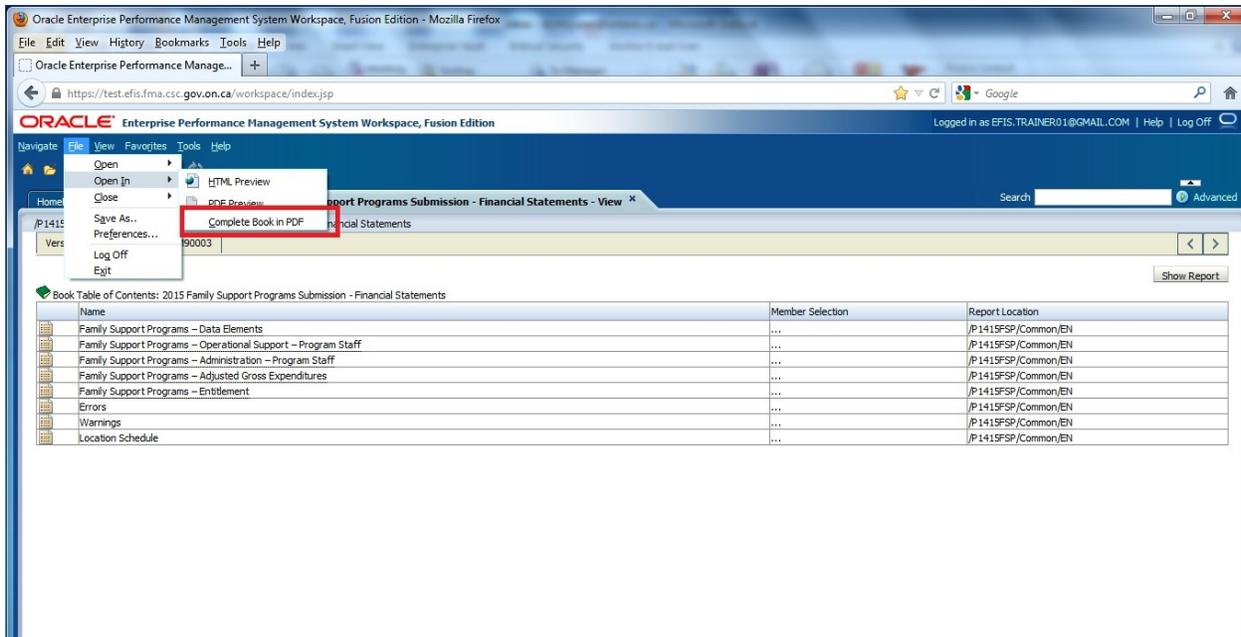


Tips

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.

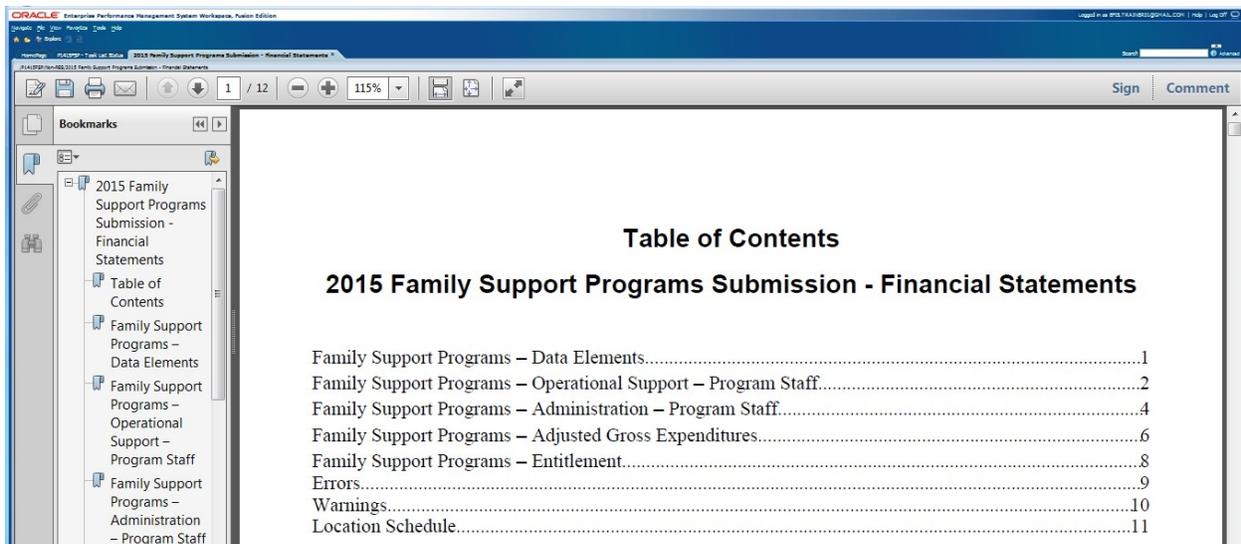
The report book will generate a Table of Contents in a new tab. You can open a single report by double-clicking the report ICON (📄) to the left of the report.

Alternatively, you can open **all the reports** in your submission by selecting **File → Open In → Complete Book in PDF**, in the upper tool bar.



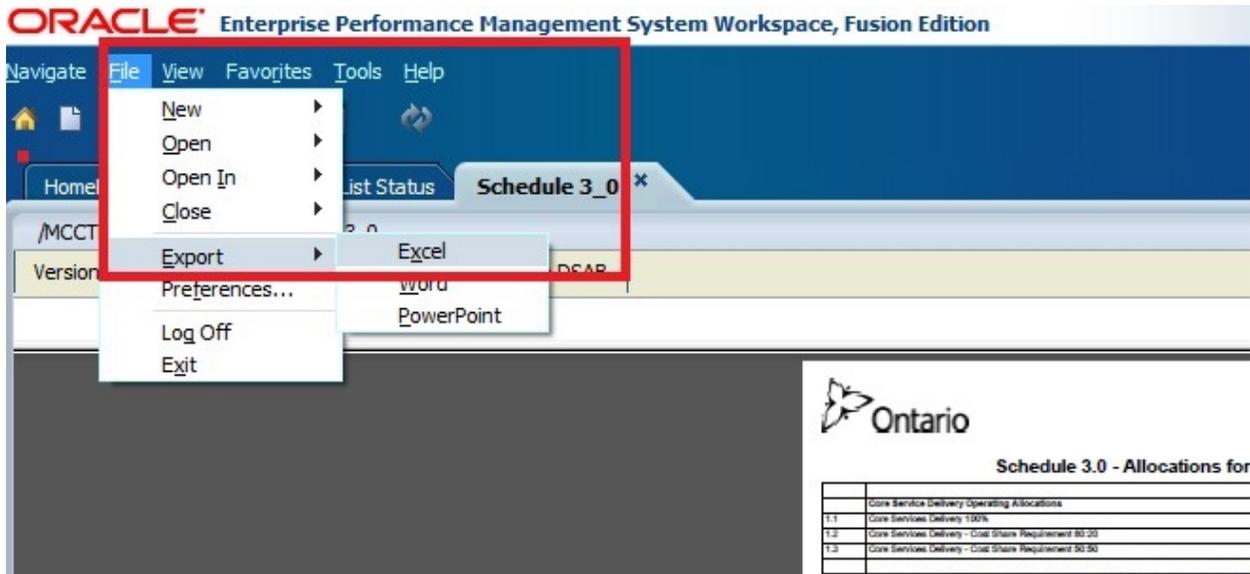
The full report will be generated as a PDF document with an interactive Table of Contents. Click on any of the reports listed in the table of contents to open that particular report.

To change screen shot to reflect First Nation User

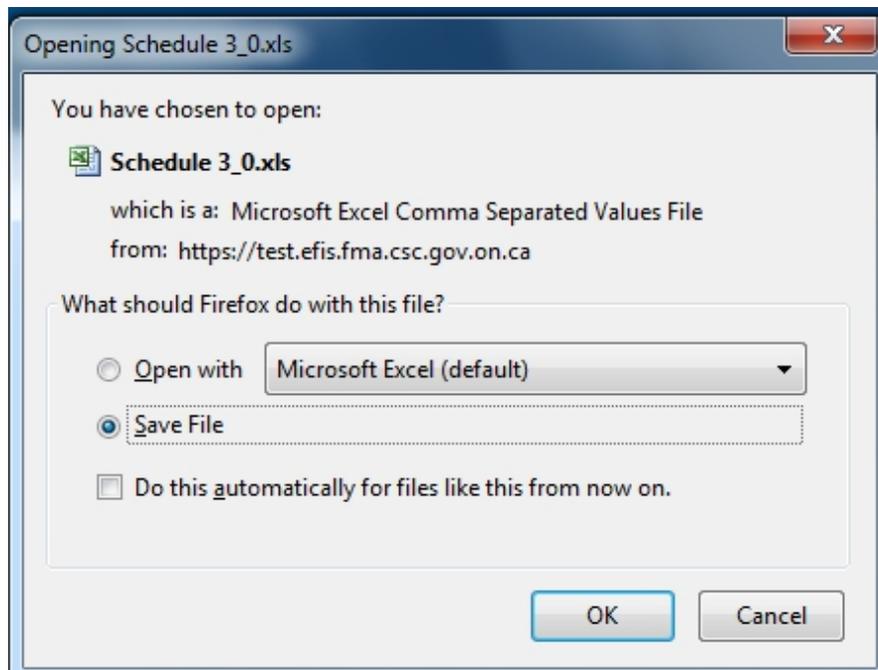


5.2.3. Opening a report in Excel

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



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



The PDF report will be exported to Excel where all the normal excel functionalities can be used.



Schedule 3.0 - Allocations for Operating and Other Purposes

Page: Recipient Working Version, Algoma DSAB

		Allocation
	Core Service Delivery Operating Allocations	
1.1	Core Services Delivery 100%	0
1.2	Core Services Delivery - Cost Share Requirement 80:20	1,416,942
1.3	Core Services Delivery - Cost Share Requirement 50:50	194,388
	Total Operating Sectors for Allocation Excluding TWOMO (100% Provincial Contribution)	
2.1	Language	110,450
2.2	Aboriginal	6,252
2.3	Cost of Living	55,181
2.4	Rural and Remote	1,787,509
2.5	FDK transition	89,644
2.6	Transformation	11,884
2.7	Capacity Building	11,785
2.8	Small Water Works	4,125
2.9	Repairs and Maintenance	4,872
2.10	Utilization Adjustment	312,702
2.11	Capping Adjustment	-55,226
	Total Operating Sectors for Allocation Excluding TWOMO	3,950,508
	Total Capital Sectors for Allocation	
4.1	Capital Retrofits	15,178
	Total Sectors for Allocation Excluding TWOMO	3,965,686
6.1	TWOMO	120,039
	Total Sectors for Allocation	4,085,725

6. Submission Management

6.1. Overview of Versions

Submission Management allows you (the “Recipient”) to manage the versions or submissions that you are working on. The tools provided in EFIS 2.0 give you the ability to copy data between versions and ultimately to promote the Recipient Working Version for approval (using the Workflow / Approvals Management process).

verify versions – still only FA viewable???

Recipient Versions			Versions Recipient User can write to
V10W	Recipient Working Version ***	<p>This version allows the Recipient 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.</p> <p>*** Once the submission has been promoted, the access to this version changes to <i>READ</i>, meaning that the version cannot be written or copied to</p>	
V10FOV	Recipient FA Viewable Version	<p>Version for review by FA. The FA does not have access to view Recipient Working Version. If a Recipient User needs the FA to review the data in that version for any reason, they would copy the data into "FA Viewable Version". This allows for the FA to review and give feedback to the Recipient User.</p>	
V10	Recipient Active Version	The final version which is submitted to the Ministry. Once the Recipient User promotes the Recipient Working Version, an approver is responsible for approving the data and promoting it to the Recipient Active Version.	
V10I01	Recipient Inactive Version 1	Versions used as a historical / audit record of previously active versions.	
V10I02	Recipient Inactive Version 2		
V10I03	Recipient Inactive Version 3		
V10I04	Recipient Inactive Version 4		
V10I05	Recipient Inactive Version 5		
V10I06	Recipient Inactive Version 6		
V10I07	Recipient Inactive Version 7		
V10I08	Recipient Inactive Version 8		
V10I09	Recipient Inactive Version 9		
FA Versions			Versions Recipient User can read from
V20	FA Active Version	The final version which is submitted by the Ministry for payout purposes.	

6.1.1. Copy Data from Working Version to FA Viewable Version

This functionality allows you to copy your current data into a file where your Financial Analyst will have the ability to go into the file to assist you with any issues you may be encountering. Please note that your Financial Analyst will **not** be able to change any of your data. He/She will simply be able to look at your entered data and guide you along to help you resolve your problem. You will then have to go back into your Working Version to make any necessary changes.

These are the steps to copying your data from Working Version to FA Viewable:

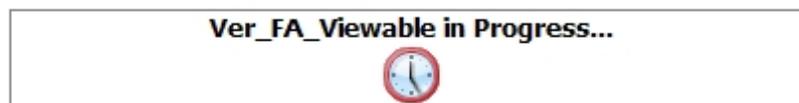
- Under My Task List, open the following task: **Submission Management – Modifier → Submission Management → Copy Data to Recipient FA Viewable Version**

The screenshot shows the 'Task List Status' window for the task 'Copy Data to Recipient FA Viewable Version-COPY_V10FOV'. The interface includes a 'Trainer Recipient' dropdown and a table with the following content:

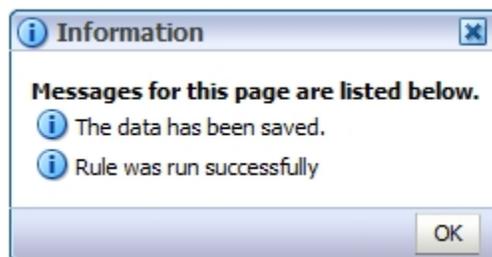
	No Category
THIS PROCESS WILL REPLACE ALL DATA IN 'Recipient FA Viewable Version'	
WITH DATA FROM 'Recipient Working Version'. PLEASE CONFIRM	
.	
CE PROCESSUS VA REMPLACER TOUTES LES DONNÉES dans la Version visible par AF	
AVEC LES DONNÉES de Version de travail de la destinataire. VEUILLEZ LE CONFIRMER	
.	
Are you sure you want to replace all data in FA Viewable Version?	
Latest copy date	2015/05/15

Click on the red cell beside **“Are you sure you want to replace all data in FA Viewable Version?”**

- and select **“Yes/Oui”** from the drop-down
- Click the Save button
- A new window will pop up stating that the calculation is in progress



- When the process completes the following message will appear

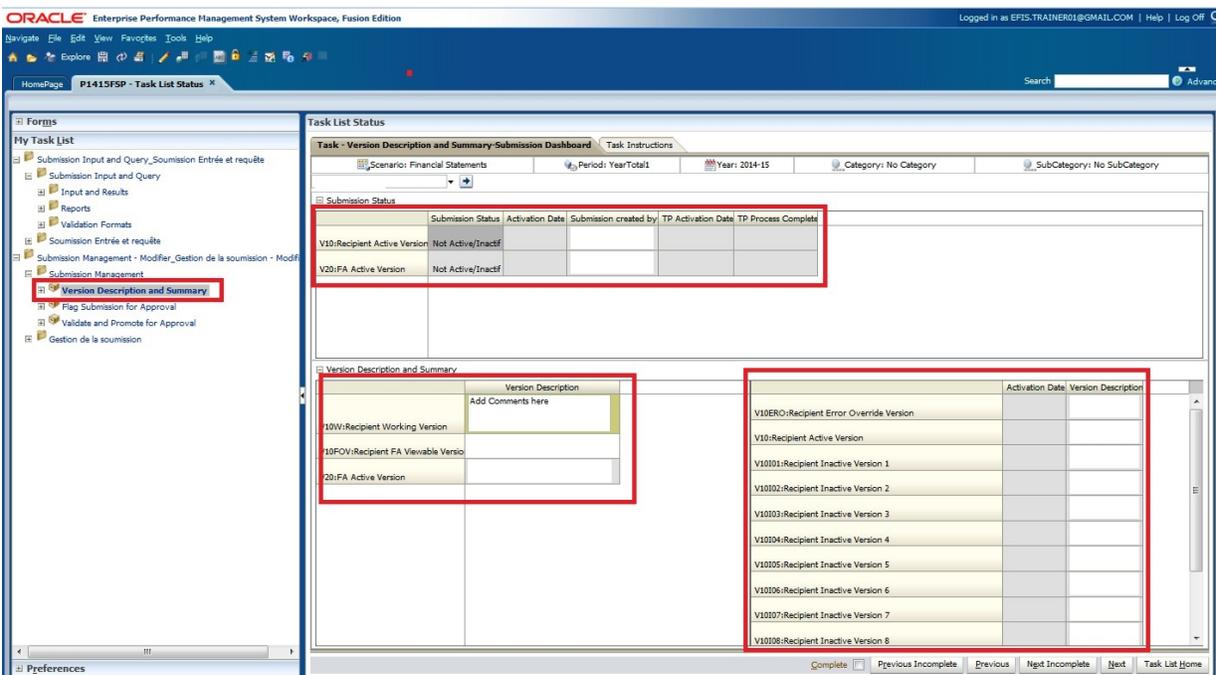


6. The “**Latest Copy Date**” cell will be updated with today’s date

Latest copy date	2015/05/15
------------------	------------

6.2.1. Version Description and Summary Dashboard in the task list

The **Version Description and Summary – Submission Dashboard** allows you to keep track of the versions you are working with. It is a place that allows you to see the current status of your submission (whether it is active or not) and allows you to add descriptions to each of the Draft versions available. This way, you can know where your data is currently stored/saved 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.



6.2. Approvals Process –Modifier

The Submission Management task list is used to manage sign-off and approvals as you complete the cycle. Once your submission is ready for approval, there are a number of steps to promote the submission.

The first requirement is that all the data that must be submitted must be in “Recipient Working Version”. This is the only version that can be promoted to the approvals process which starts off with the Validation of the file.

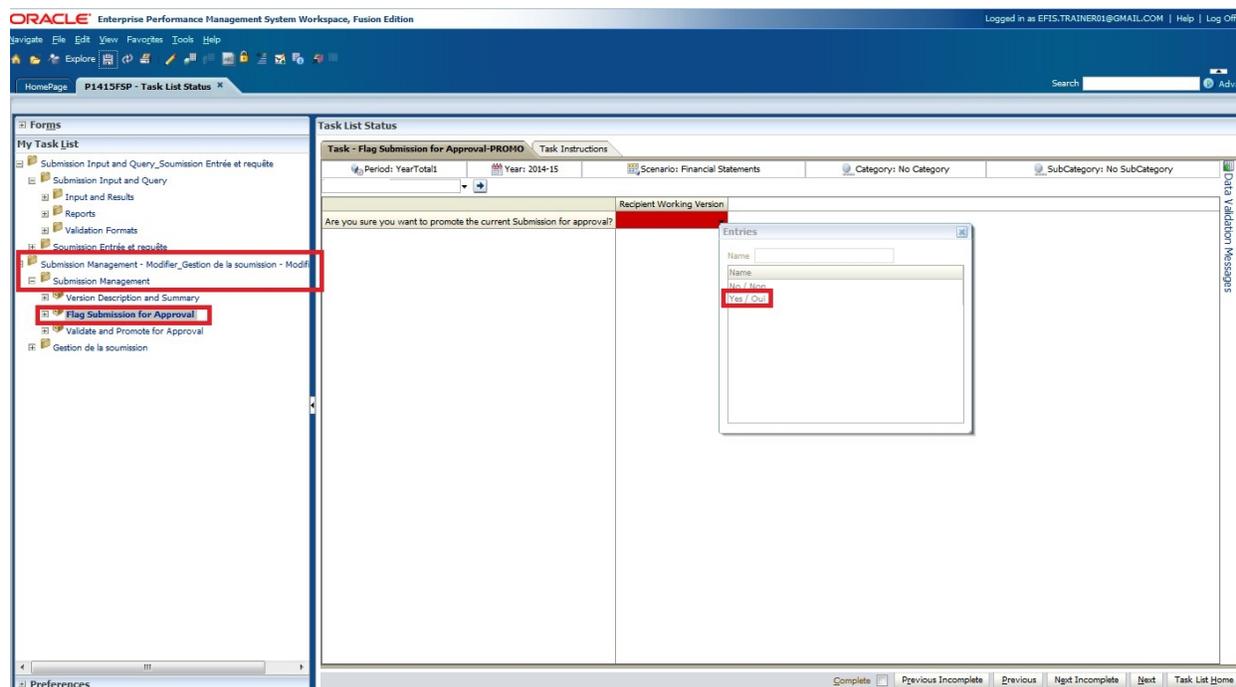
When all the data in the Recipient Working Version is ready, it is recommended that you first review and address any Errors and Warnings and Input Validation errors prior to beginning the Sign-off and Approvals process.

The file validation is initiated and completed by running the following steps:

6.2.1. Flag Submission for Approval

Select **Submission Management** → **Flag Submission for Approval** task. In the row “Are you sure you want to promote the current Submission for approval?” Select “Yes” from the dropdown menu and click the **Save** button.

It is very important to note that each time a change is made to your submission after you have already “flagged” the submission for approval for example you corrected invalid data, the flag must be re-flagged. This ensures that the most recent data is being validated.

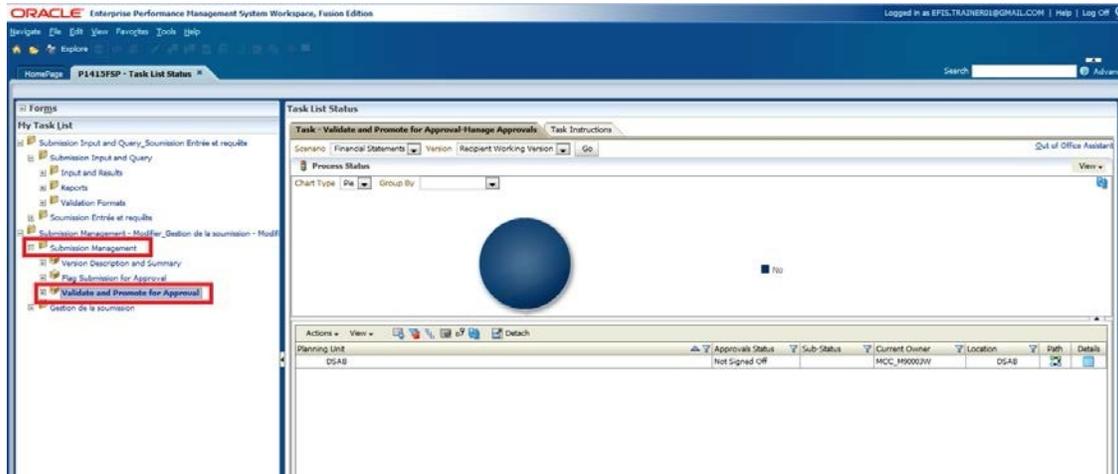


6.2.2. Validate Submission

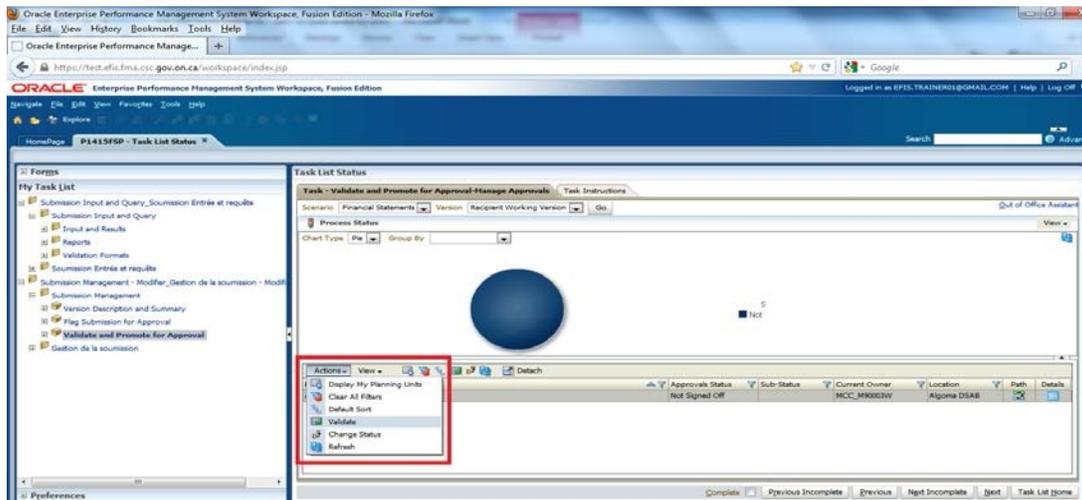
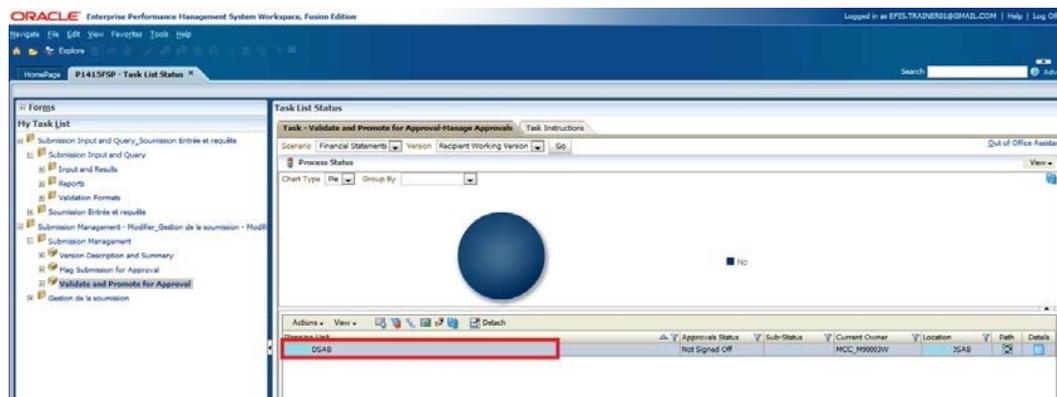
This process validates your entire file prior to submission. It is here that **all** remaining errors and warnings, which were not addressed earlier, will be captured and highlighted for you to go and correct.

If there are any errors found in your submission, you will not be able to submit your file to the Ministry. To validate your submission:

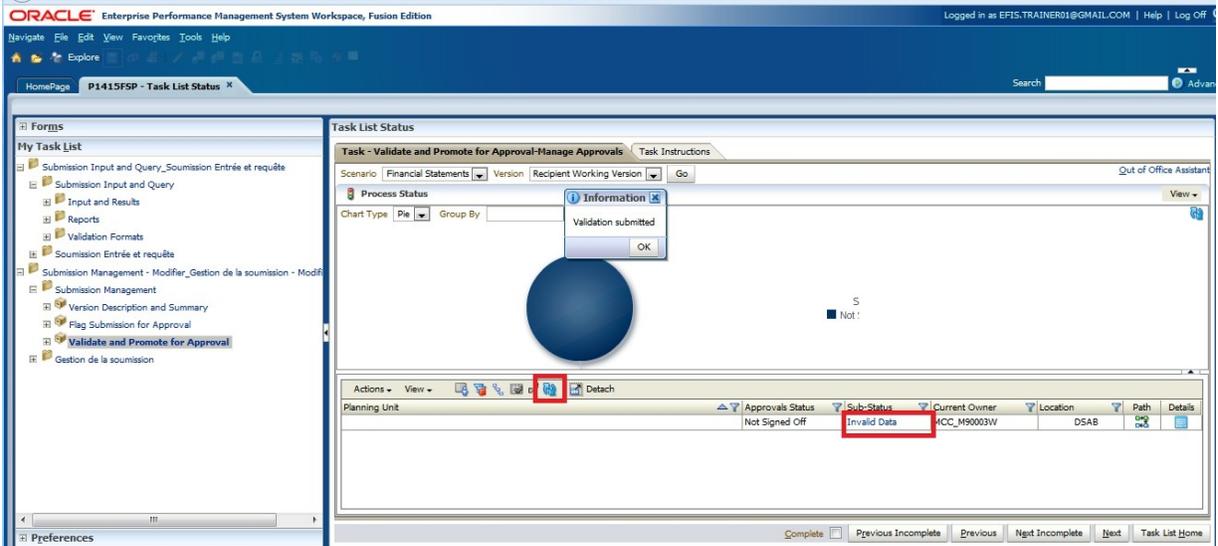
Select **Submission Management** and open the **Validate and Promote for Approval** task



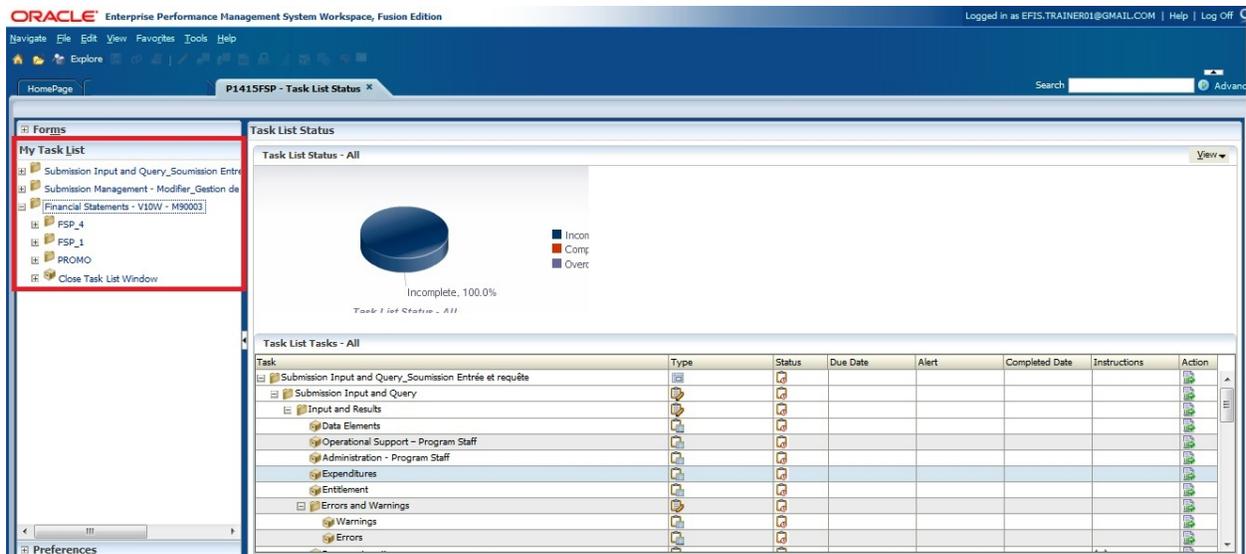
Select your Recipient name shown under **Planning unit** and click on **Actions** → **Validate**



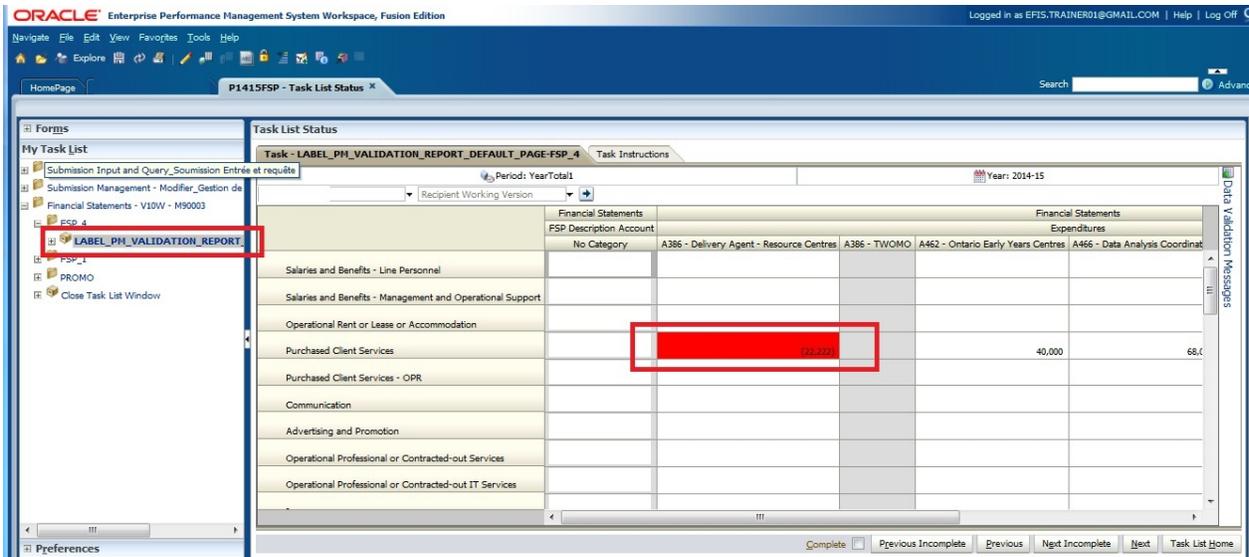
As the validation process takes a few moments, you can click on the Refresh button to refresh the process and see the results. If there are any errors found during the Validation process, the Sub-Status will be displayed as **Invalid Data**. When there are no more validation errors the Sub-Status will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



Select the **Invalid Data Hyperlink** and a new Task List will appear under My Task List and will outline all the forms that contain validation errors..



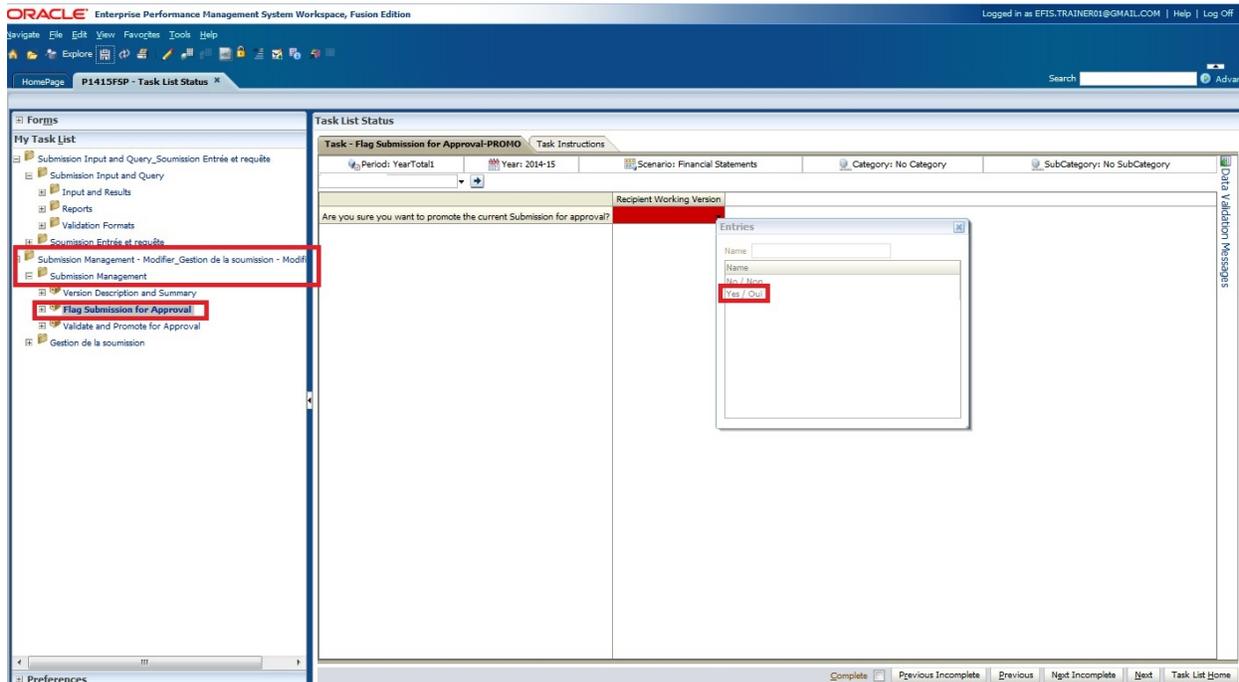
Selecting the error task in the Task list will take you to the error that needs to be corrected. In the example below, the user is directed to an Error Form indicating there is an error on Schedule 2.3. The user must navigate to Schedule 2.3 to remove the error.



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

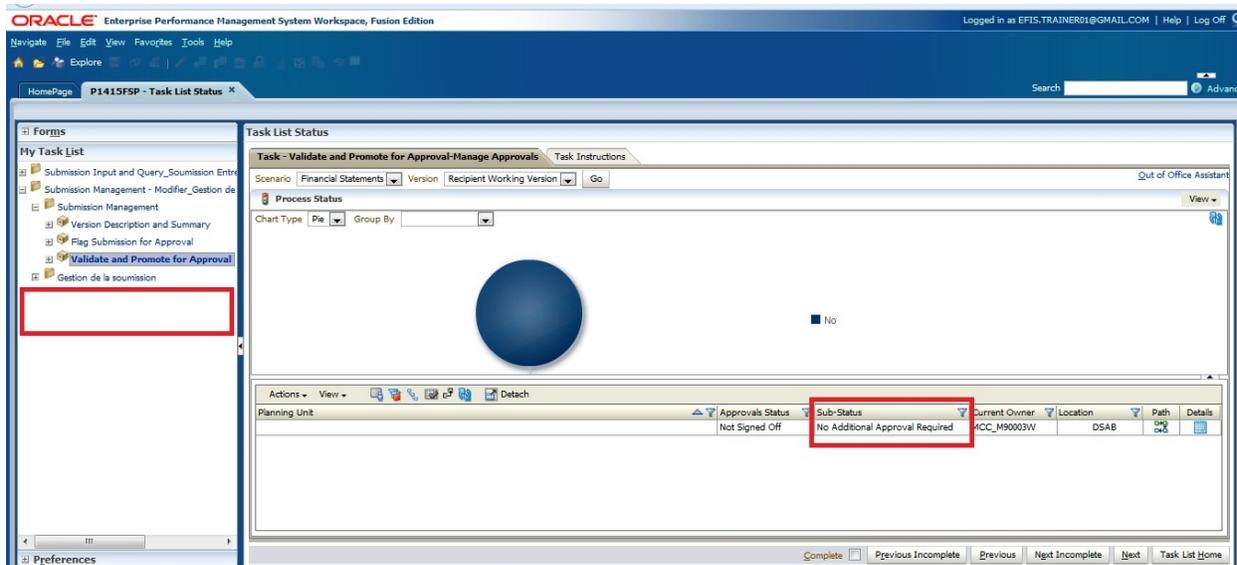
Once the validation errors have been corrected, you can either rerun the **Validation** process to ensure you have not missed any errors or you can move directly to the Promote process.

NOTE: To continue on with the submission process, after any errors or warnings have been corrected, you **must re-set the *Flag Submission for Approval* to Yes.**



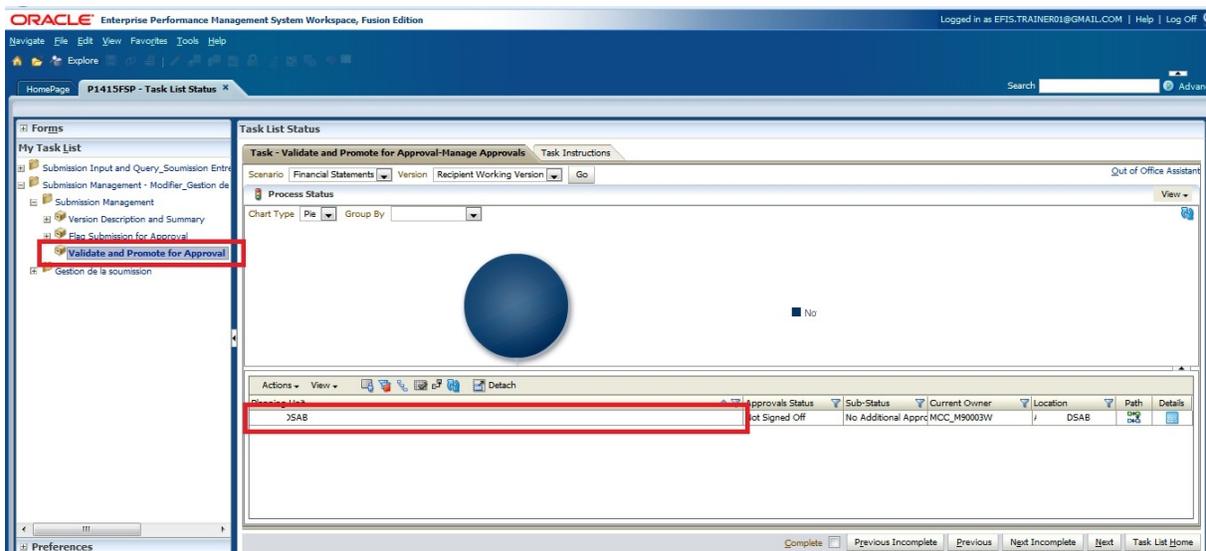
When the Submission passes the validation, the Sub-Status will be updated to **No Additional Approval Required** and the **Error Task List** will be removed.

The submission is now ready to be **Promoted**.

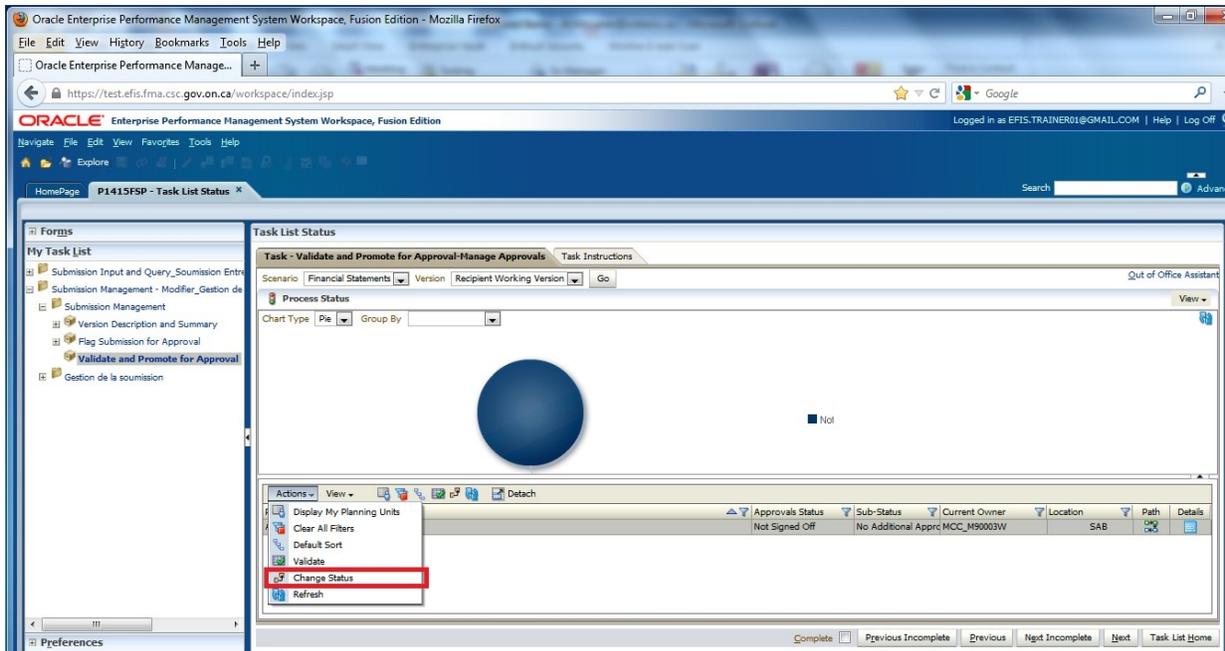


6.2.3. Promote Submission

To promote the submission to the Recipient Approver, select **Submission Management** → **Validate and Promote for Approval**, and select your Recipient name under the Planning Unit.

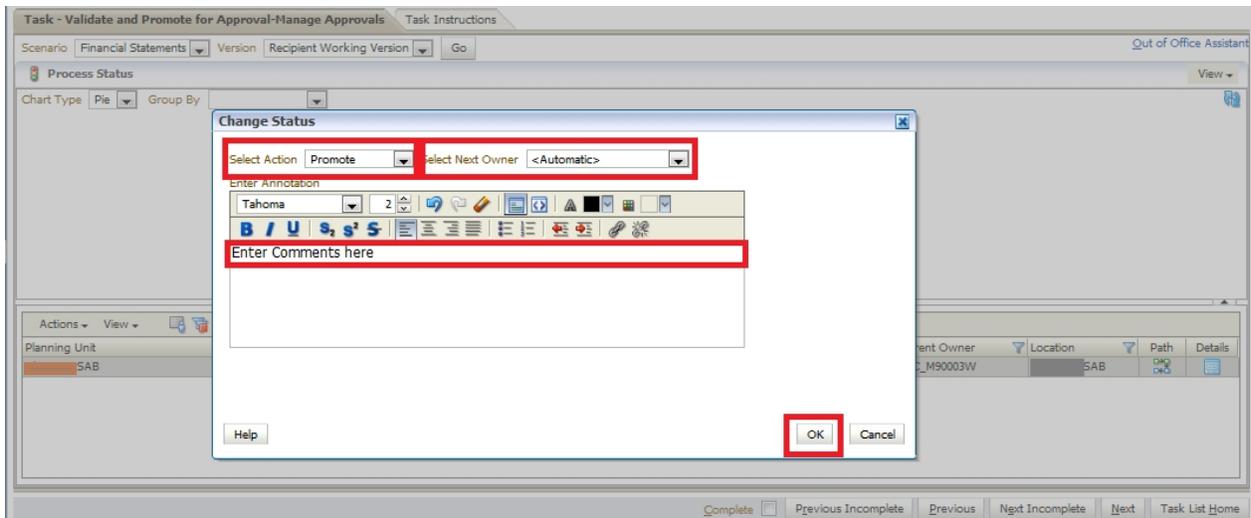


Once the Recipient name under the Planning Unit is selected, select **Actions** → **Change Status**.

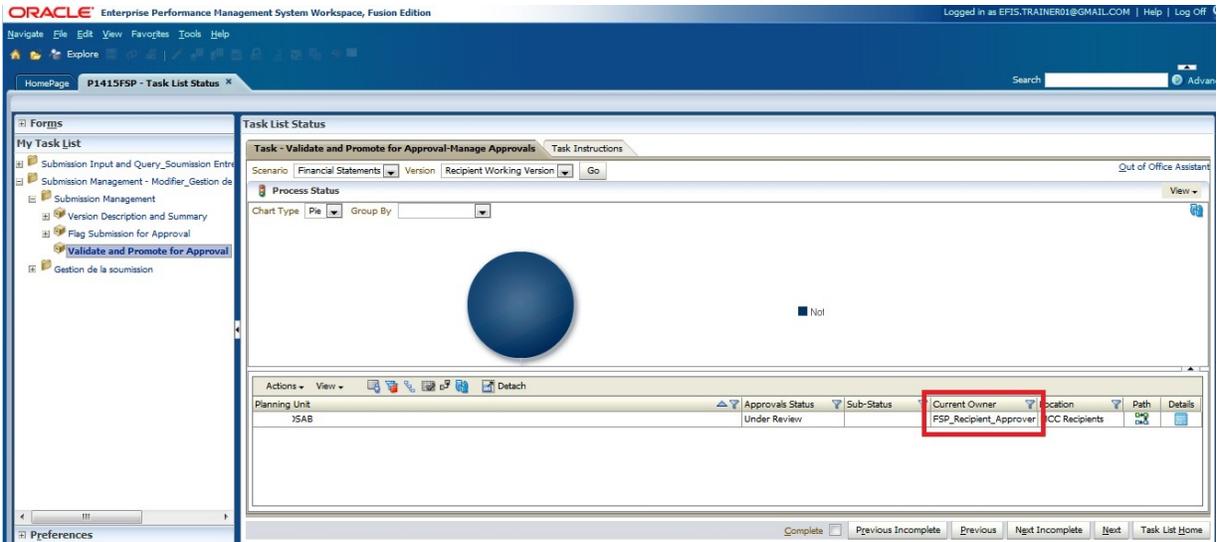


The Change Status screen will appear. Select **Promote** from the **Select Action** list.

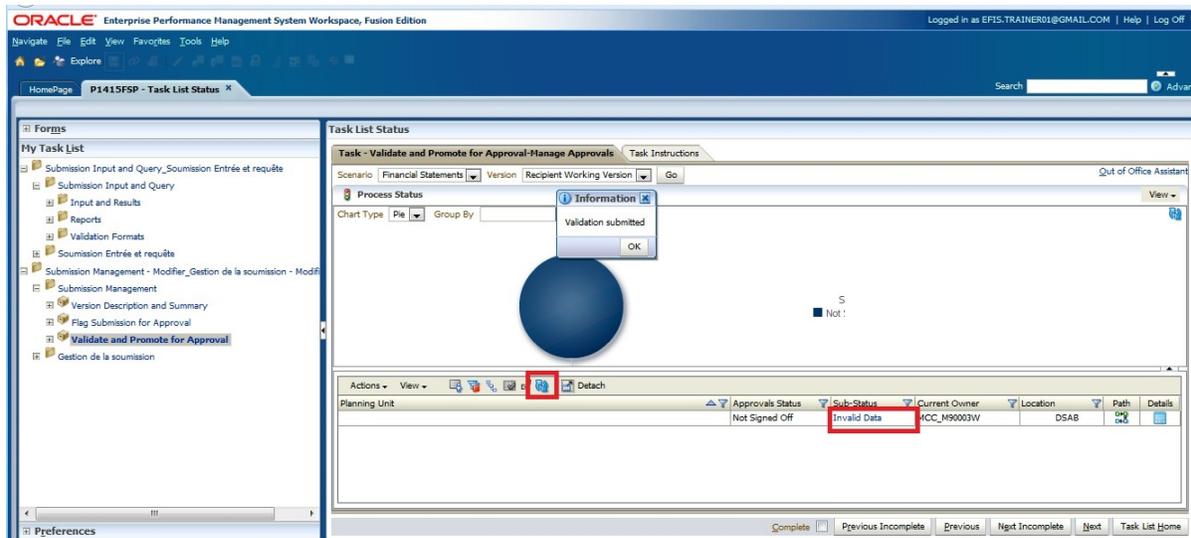
“Select **Next Owner**” will be pre-populated with **Automatic** and should remain as is. Enter comments, if required, then click **OK**



The submission will be promoted to your Approver and the Recipient Working Version will now be changed to a “Read Only” file, that is, you will not longer be able to make any changes to the file.



Please note that if you attempt to promote a submission when there are validation errors, the Sub- Status will be displayed as **Failed: Invalid Data**. You will be required to correct the validation errors and then re-do the Promote process.



6.3. Manage Approvals –Approver

Once a submission has been promoted by the Modifier, the 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:

1. Continue on with the sign-off process of the submission or

2. Reject the submission

If the Approver decides to reject the submission, the submission returns back to the Modifier to make any necessary adjustments.

If the Approver continues with the sign-off process and approves of the file, the data is automatically copied from the Recipient Working Version to the Recipient Active Version.

At this point, you have officially submitted your EFIS file to the Ministry and the status of the submission is changed to “Active”. Your Financial Analyst will then start the review process.

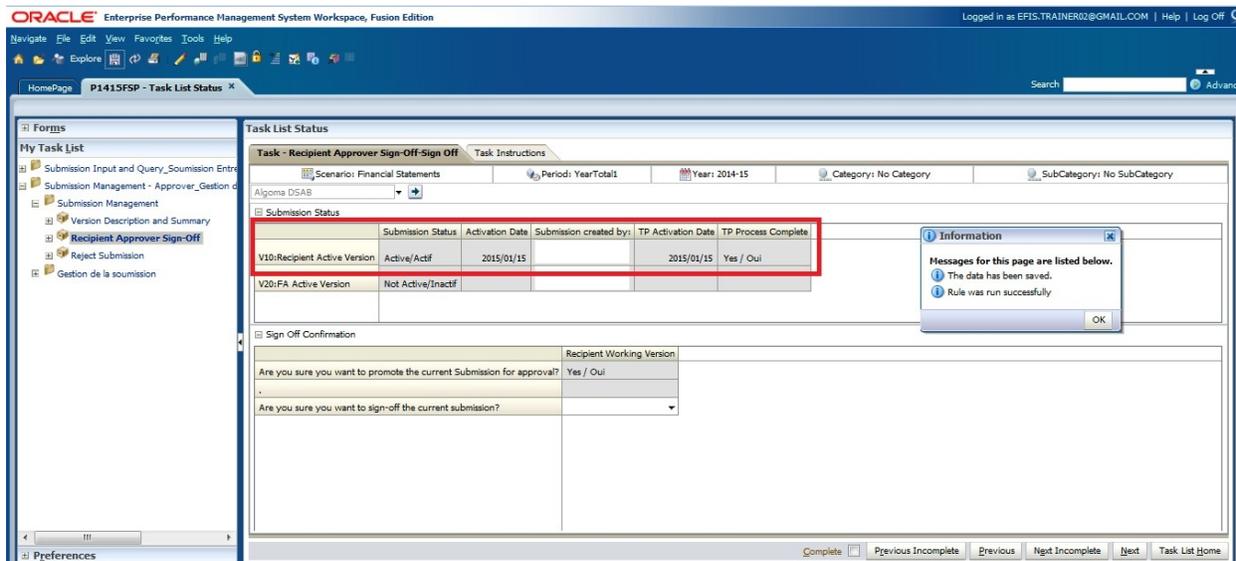
6.3.1. Approve and Sign-off

Select **Submission Management** → **Recipient 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 select **Save**.

The screenshot displays the Oracle Enterprise Performance Management System Workspace, Fusion Edition. The main window is titled "Task List Status" and shows a form for "Task - Recipient Approver Sign-Off-Sign Off". The form includes a table for "Submission Status" and a "Sign Off Confirmation" section. The "Sign Off Confirmation" section contains the question "Are you sure you want to sign-off the current submission?" with a dropdown menu. The dropdown menu is open, showing options "No / Non" and "Yes / Oui". The "Yes / Oui" option is highlighted with a red box. The "Submission Status" table has the following data:

Submission Status	Submission Status	Activation Date	Submission created by:	TP Act
V10:Recipient Active Version	Not Active/Inactif			
V20:FA Active Version	Not Active/Inactif			

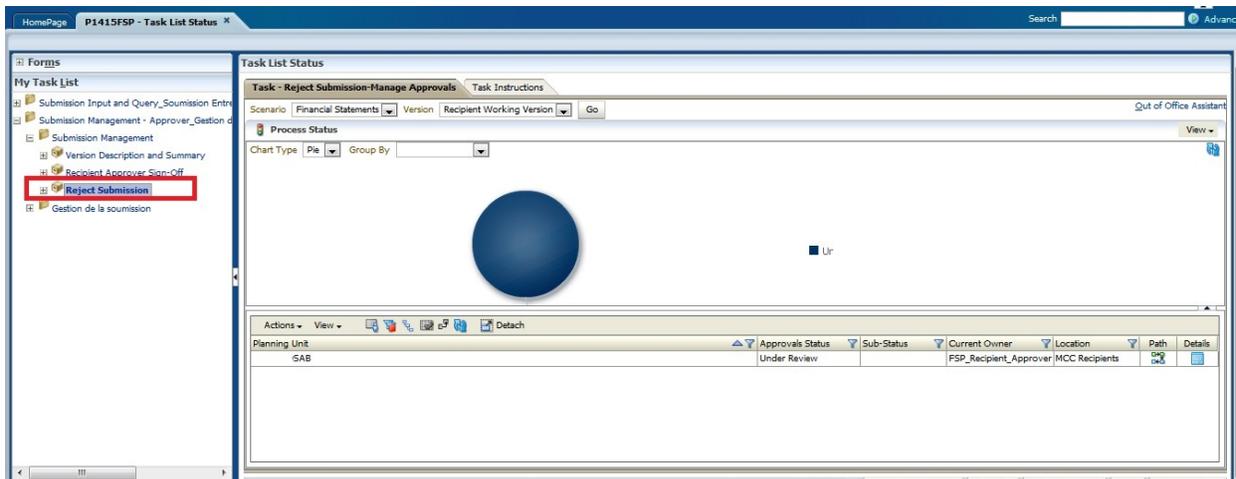
The status of the Submission will be changed to Active and the Activation date will be updated.



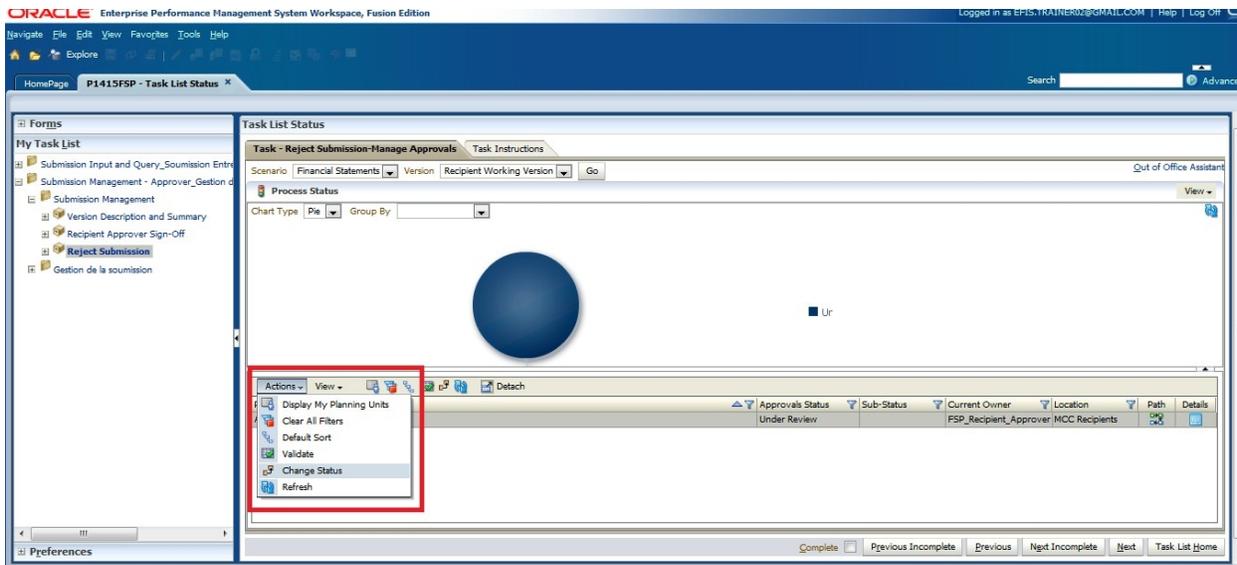
6.3.2. Reject and return submission to the Modifier

If the Approver decides that the submission is not acceptable and not ready for sign-off, the approver can return the submission to the Modifier.

To reject a submission, select **Submission Management** → **Reject Submission**

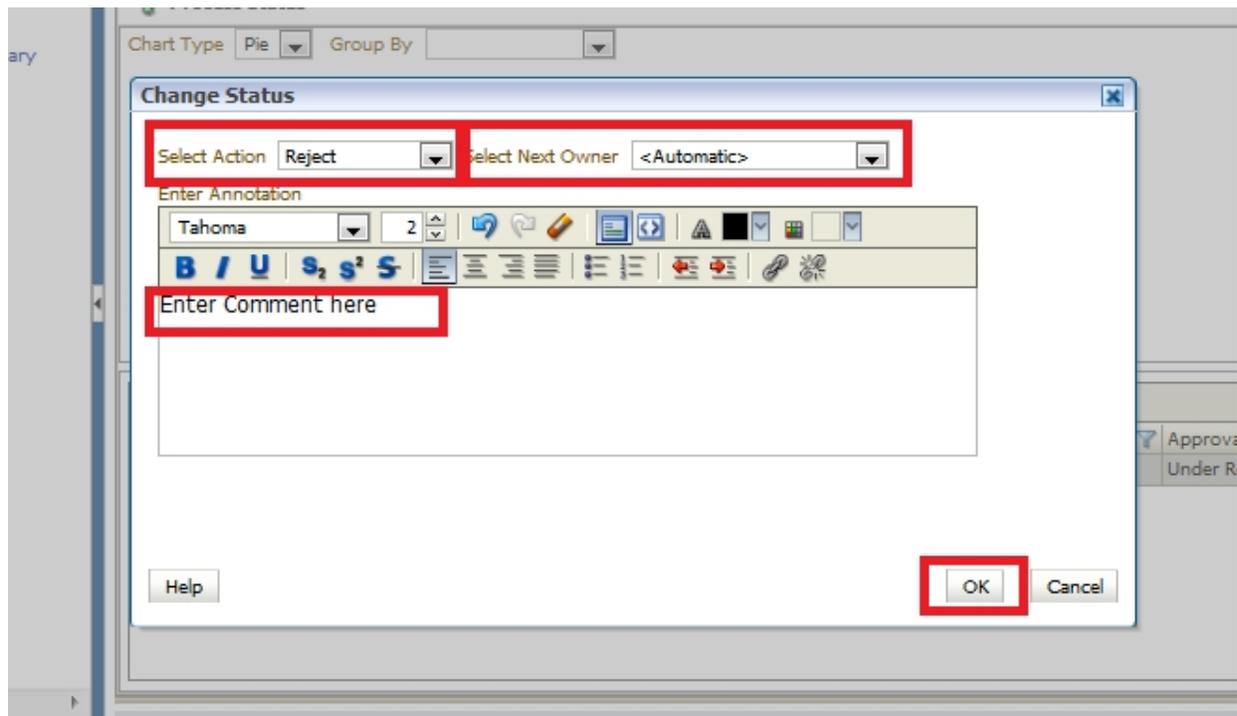


Once the Recipient name under Planning Unit is selected, select Actions Change Status.



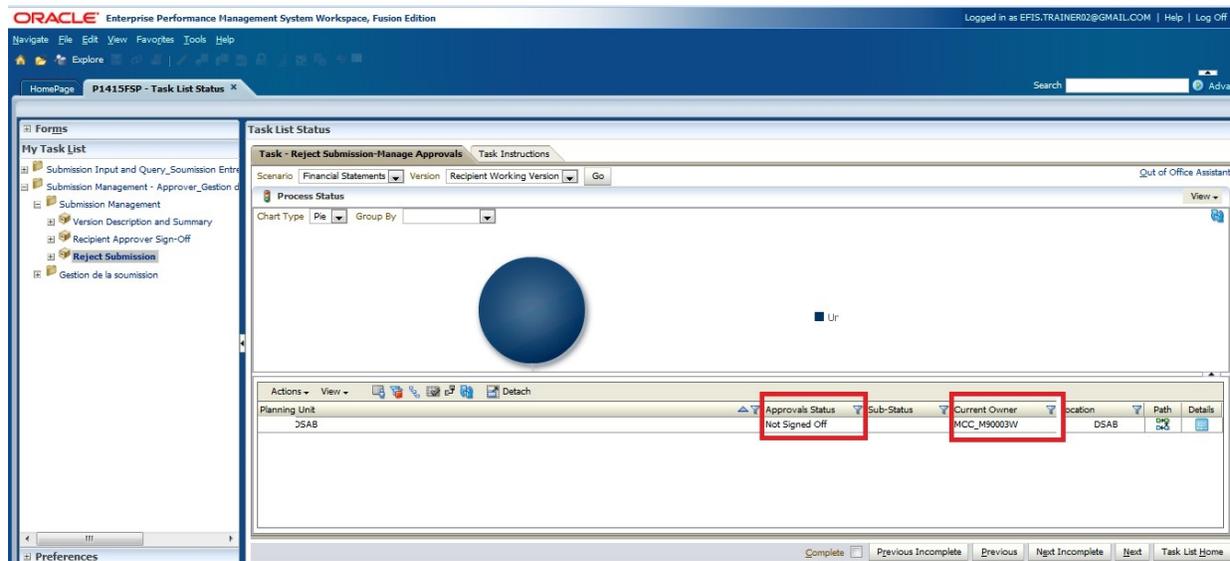
The Change Status screen will appear, select **Reject** from the **Select Action** list.

Select Next Owner should be populated with **Automatic**. If necessary, enter comments, then select **OK**.



The Approvals status will change to **Not Signed Off**.

The Owner will revert back to the Modifier and the Recipient Working Version will no longer be read- only, so changes can be made.



6.3.3. Submission with Error Override

Under special circumstances a Recipient may need to promote a Submission that contains errors. In these rare instances, the Modifier in the Errors Tab, will set the **Recipients Accepts Error Flag to Yes** then follow the normal submission process. In this case, the data is automatically copied from the Recipients Working Version into the Recipients 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 Recipients 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 Recipients Error Override into Recipients Active Version and FA 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 → Errors and Warnings Error → Errors and Warnings **select** Yes from the **Recipient Accepts Error** drop down list and click **Save**

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS.TRAINER01@GMAIL.COM | Help | Log Off

HomePage P1415FSP - Task List Status

My Task List

- Submission Input and Query
- Input and Results
- Data Elements
- Operational Support - Program Staff
- Administration - Program Staff
- Expenditures
- Entitlement
- Errors and Warnings
- Warnings
- Errors**
- Program Locations
- Reports
- Validation Formats
- Soumission Entrée et requête
- Submission Management - Modifier Gestion d...

Task - Errors-Errors Task Instructions

Scenario: Financial Statements Period: YearTotal1 Year: 2014-15

Algonia DSAB Recipient Working Version

Errors	Value1	Value2	Is Error	Board Accepts Error	Description - Error
No Category			Yes / Oui	No / Non	
No Category	100,000	22,912	Yes / Oui		
A386 - Delivery Agent - Resource Centres	0	0	No / Non		
A462 - Ontario Early Years Centres	0	0	No / Non		
A466 - Data Analysis Coordinators	0	0	No / Non		

Complete Previous

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Logged in as EFIS.TRAINER01@GMAIL.COM | Help | Log Off

HomePage P1415FSP - Task List Status

My Task List

- Submission Input and Query
- Input and Results
- Data Elements
- Operational Support - Program Staff
- Administration - Program Staff
- Expenditures
- Entitlement
- Errors and Warnings
- Warnings
- Errors**
- Program Locations
- Reports
- Validation Formats
- Soumission Entrée et requête
- Submission Management - Modifier Gestion d...

Task - Errors-Errors Task Instructions

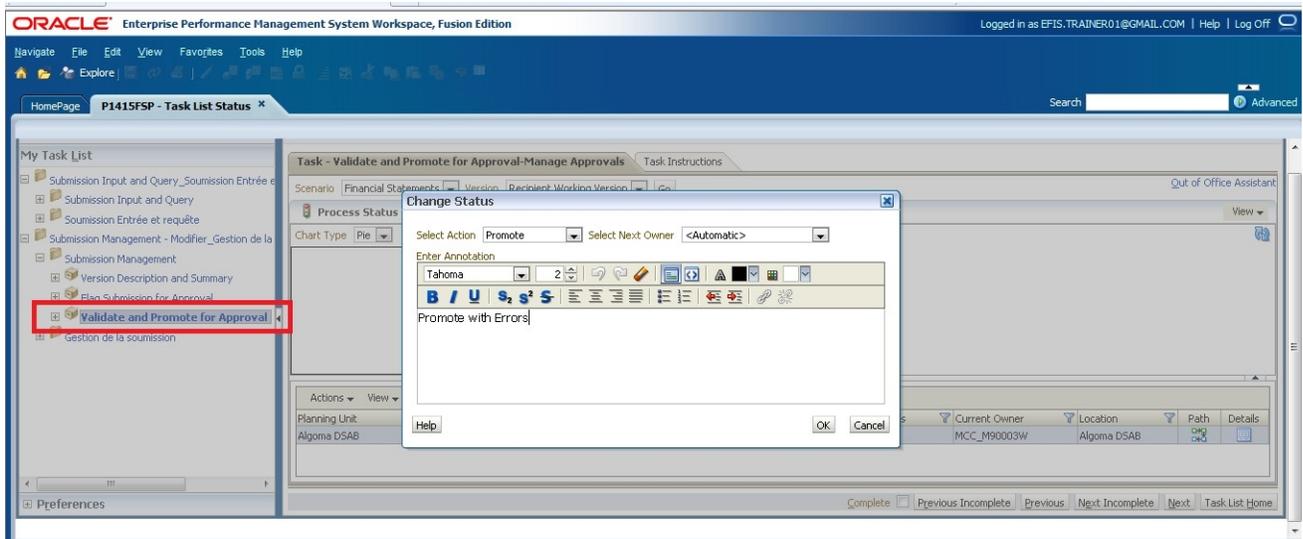
Scenario: Financial Statements Period: YearTotal1 Year: 2014-15

Algonia DSAB Recipient Working Version

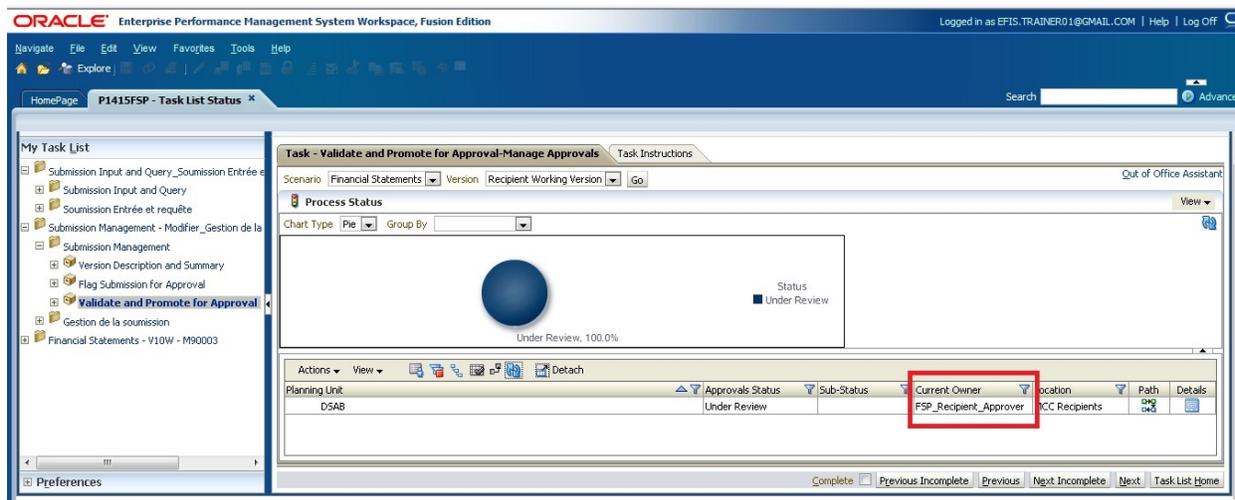
Errors	Value1	Value2	Is Error	Board Accepts Error	Description - Error
No Category			Yes / Oui	Yes / Oui	
No Category	100,000	22,912	Yes / Oui		Total Administration For the following detail
A386 - Delivery Agent - Resource Centres	0	0	No / Non		For the following detail
A462 - Ontario Early Years Centres	0	0	No / Non		For the following detail
A466 - Data Analysis Coordinators	0	0	No / Non		For the following detail

Complete Previous Incomplete Previous Next Incomplete Next Task List Home

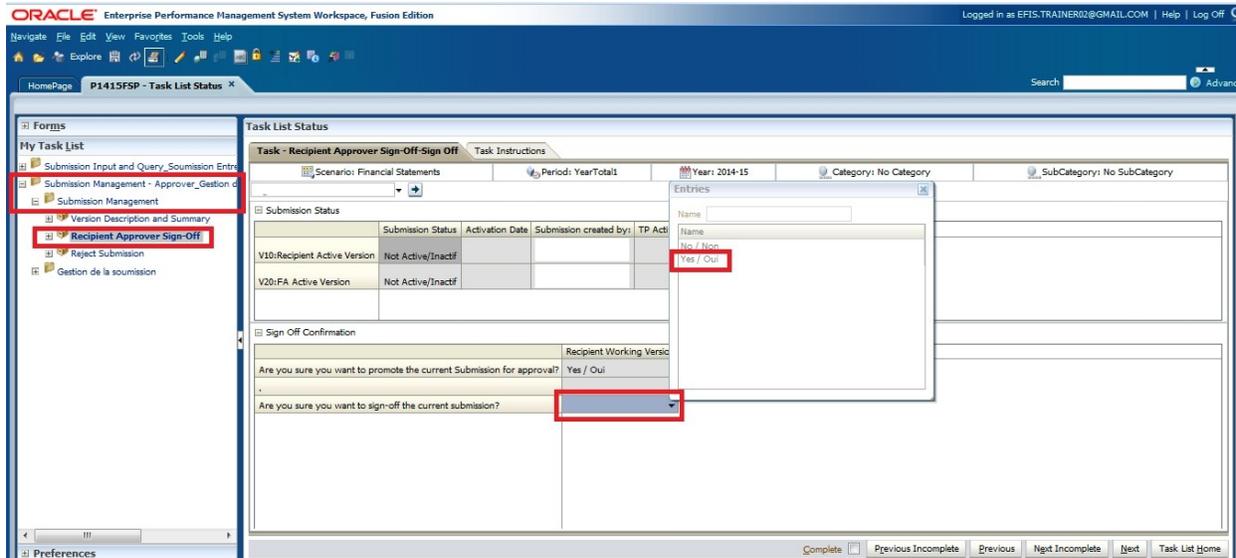
Modifier follows the normal Promotion process.



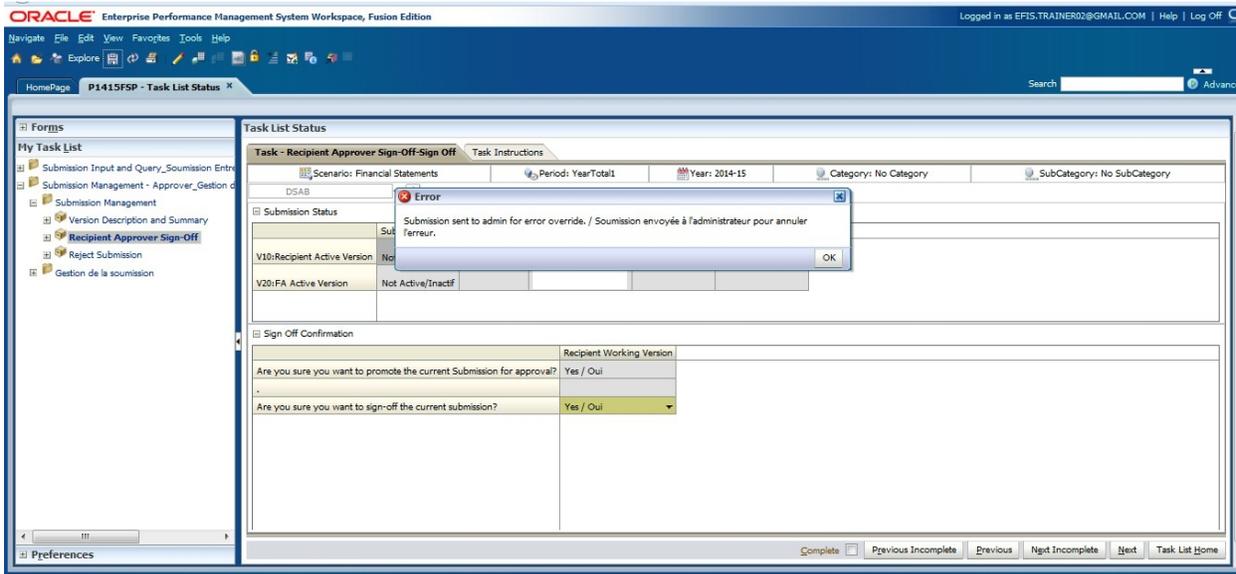
The submission owner is now the Approver and the Recipient Working version is changed to read only

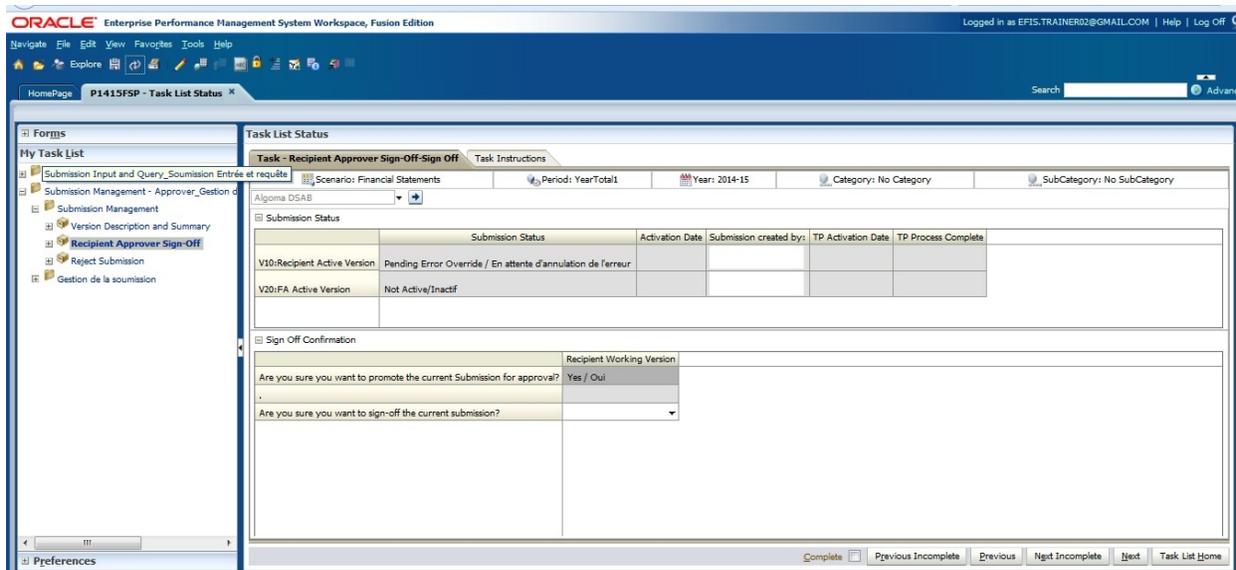


The Approver follows the normal sign-off process



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

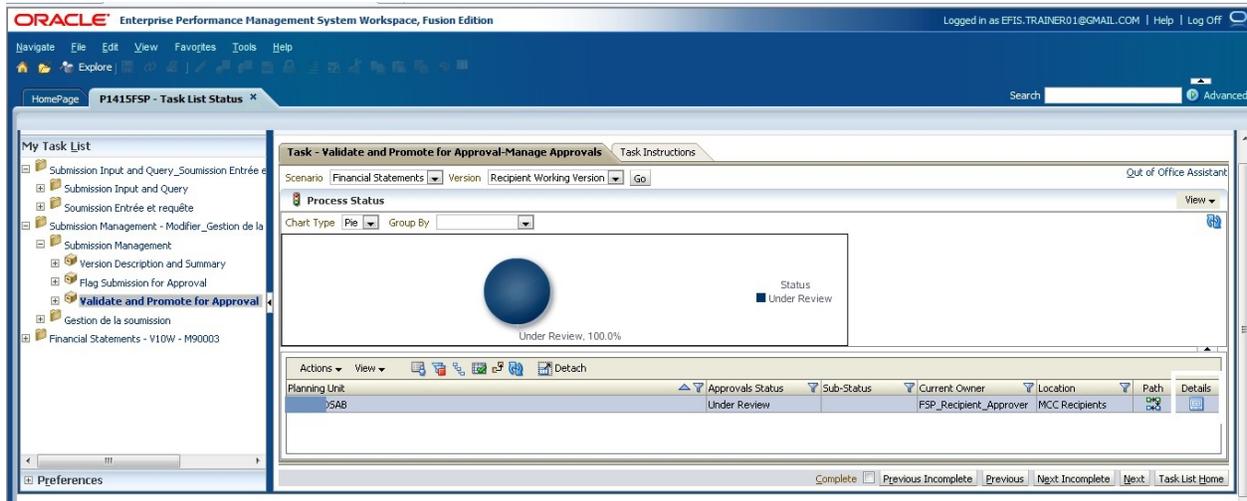




The Recipient must contact the Ministry to request the over-ride approval.

6.3.4. Checking the Submission History

In this section you will be able to view the your submission's history. Select: **Validate and Promote for Approval** and click 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.

Forms

My Task List

- Submission Input and Query_Soumission Entrée e
- Submission Input and Query
- Soumission Entrée et requête
- Submission Management - Modifier_Gestion de la
- Submission Management
 - Version Description and Summary
 - Flag Submission for Approval
 - Validate and Promote for Approval**
 - Gestion de la soumission
- Financial Statements - V10W - M90003

Preferences

Task List Status

Task - Validate and Promote for Approval- Manage Approvals Task Instructions

Scenario: Financial Statements | Version: | Recipient Working Version: | Go Out of Office Assistant

Process Status

Planning Unit: M90003

Actions View Detach

Approvals Status	Owner	Last Action	Status Changed
Under Review	EFIS.TRAINER01@GMAIL.COM	Promote	2015/01/15 12:06...
Under Review	HAA@ECONOMICS.CA	Originate	2015/01/15 11:57...
Under Review	EFIS.TRAINER01@GMAIL.COM	Promote	2015/01/15 11:51...
Not Signed Off	EFIS.TRAINER02@GMAIL.COM	Reject	2015/01/15 11:47...
Under Review	EFIS.TRAINER01@GMAIL.COM	Promote	2015/01/15 11:29...
Not Signed Off	EFIS.TRAINER02@GMAIL.COM	Reject	2015/01/14 2:20 PM
Under Review	EFIS.TRAINER01@GMAIL.COM	Promote	2015/01/13 3:59 PM

Existing Annotations

Title: Change Status - Not Signed Off
Author: EFIS.TRAINER02@GMAIL.COM
Date: 2015/01/15 11:47 AM
Text: Enter Comment here

Title: Change Status - Under Review
Author: EFIS.TRAINER01@GMAIL.COM
Date: 2015/01/15 11:29 AM
Text: Enter Comments here

Done

Complete Previous Incomplete Previous Next Incomplete Next Task List Home