

NEO/FS – Getting Started

I. Login Procedure

Log into the financial system at:

<https://medmsfs.coreecs.com>

You will be asked to supply your NEO credentials; upon entering your NEO user name and password, you will be directed to the financial system home page, as shown below:

The screenshot shows the MEDMS home page for a user named 'Cornville Regional Charter School'. The page includes a navigation menu on the left, a main content area with a table of 'Latest File Submissions', and a table of 'Latest Code Extensions Submitted'. Callouts provide instructions on how to interact with these elements.

Navigation Menu:

- Home Page
- Financial Submissions
- Maintenance
- Reports

Callouts:

- Click to view Submenus (points to the menu items)
- Click to Hide Menu (points to the menu icon)
- Click to view Online Help (points to the Help button in the top right)
- Link to MEDMS Application (points to the MEDMS Application button in the top right)
- Click to Logoff (points to the Logout button in the top right)
- Click to Sort Column Data (points to the underlined 'Details' text in the table)
- Underlined text in Column data is a Hyperlink (points to the underlined 'Details' text in the table)

Latest File Submissions Table:

	Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted
<u>Details</u>	Blocked	Q4 2015	20			Actual - Revenue	6/16/2016 2:47:42 AM
<u>Details</u>	Blocked	Q4 2015	186			Actual - Expenditure	6/10/2016 2:25:18 AM
<u>Details</u>	Blocked	Q4 2015	20			Actual - Revenue	6/8/2016 6:37:11 AM
<u>Details</u>	Blocked	Q4 2015	20			Actual - Revenue	6/8/2016 6:33:55 AM
<u>Details</u>	Blocked	Q3 2016	1			Actual - Expenditure	5/31/2016 3:50:31 AM

Latest Code Extensions Submitted Table:

New Code	Code Type	Status	Title
054	Fund	Code Approved	54 Fund Code Extn
055	Fund	Code Approved	55 Fund Code Extn
1001	Program	Waiting For Approval	1001 Program Extn

Figure 1

The Menus available are:

- Home Page
- Financial Submissions
- Maintenance
- Reports
- Report Maintenance

To view the submenu, click one of the Menus.

A. New Icons

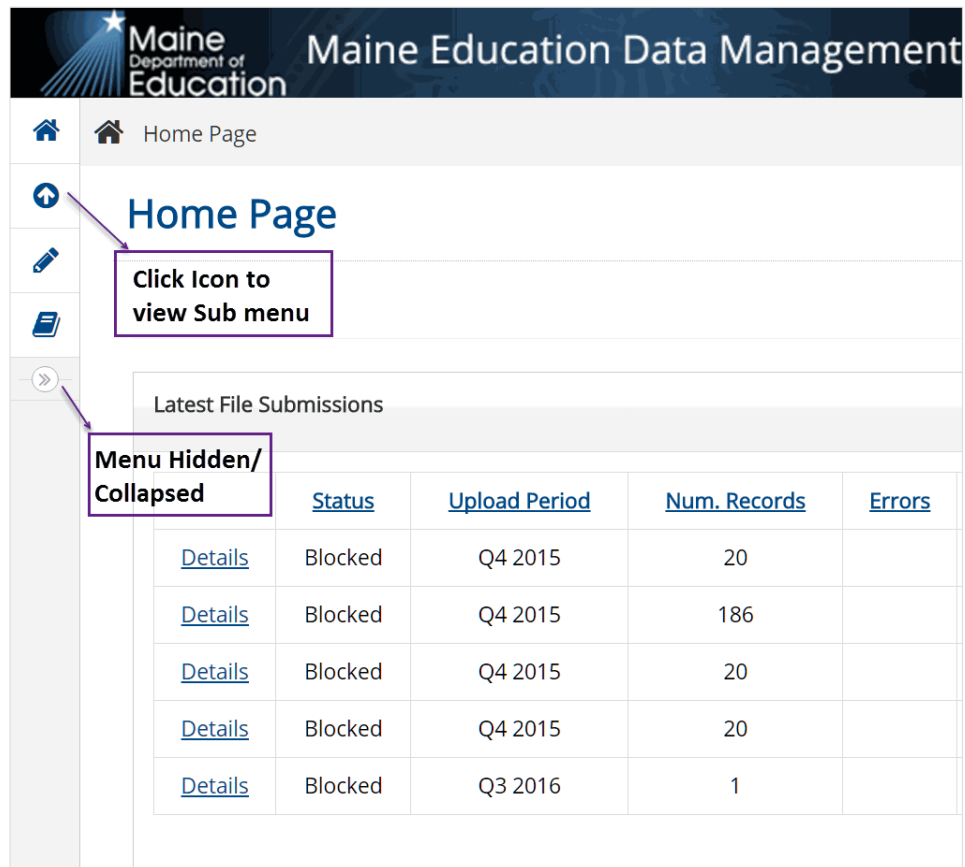









Figure 2

 When the Menu is hidden or collapsed, rolling-over the mouse on any menu icon displays the respective submenu. You can further click the submenu item to view it.

To access the Menu, click any of the **Menu Icons** on the left or click the required Menu option.

Icon	Description
	Home Page
	Financial Submissions
	Maintenance
	Reports
	Expand Menu
	Hide or Collapse Menu

II. Navigation through sub menu items

A. Maintenance

Used for the administrative settings and defines parameters and statewide constants for the data the user enters in MEDMS/FS.

The Maintenance Sub Menu includes the following:

- **User Management**
- **General Settings**
- **Hand Book Codes**
- **Hand Book Code Combinations**
- **Code Combination Validation**
- **Salary Benefit Matrix**

Maintenance sub-menu:

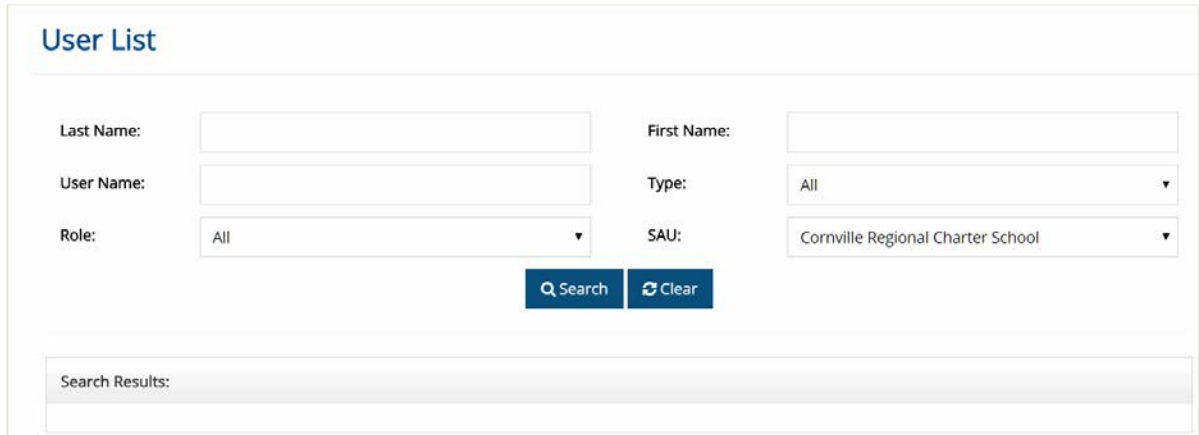
The screenshot displays the user interface of the Maine Education Data Management System. The top header features the Maine Department of Education logo and the text "Maine Education Data M". The left sidebar contains a navigation menu with the following items: Home Page, Financial Submissions, Maintenance (highlighted with a blue bar), Code Combination Exceptions, Code Combination Validation, General Settings, Handbook Code Combinations, Handbook Codes, Role Management, Salary Benefit Matrix, User Management, Warning Rejection Reasons, and Reports. The main content area shows the "Home Page" title and a section titled "Latest File Submissions" containing a table with five rows of data.

Latest File Submissions	
	Status
Details	Blocked
Details	Blocked
Details	Blocked
Details	Blocked
Details	Blocked

Figure 3

B. User Management

Click **Maintenance** → **User Management**. Here you can search and view user permissions for your school unit.



The screenshot shows a web interface titled "User List". It features a search form with the following fields and controls:

- Last Name:
- First Name:
- User Name:
- Type: (dropdown menu)
- Role: (dropdown menu)
- SAU: (dropdown menu)

Below the search fields are two buttons: "Search" (with a magnifying glass icon) and "Clear" (with a refresh icon). At the bottom of the form is a "Search Results:" label followed by a large, empty rectangular area for displaying the search results.

Figure 4

C. General Settings

Click **Maintenance** → **General Settings**. General Settings displays the submission date ranges for budget and actual data.

The General Setting displays the following for the current Fiscal Year:

- **Budget Data Submission Dates**
- **Actual Data Submission Dates**

D. Hand Book Codes

Click **Maintenance** → **Hand Book Codes**. Here you can search and view handbook codes.

Handbook Codes List

Code Level: All

Code Type: All

Code From:

Valid From: Fiscal Year

SAU: Cornville Regional Charter School

Title:

Code To:

Valid To: Fiscal Year

Search

Clear

Add Code Extension

Search Results:

Figure 5

E. Code Combination Validation

Click **Maintenance** → **Code Combination Validation**. Here you can search the validation rules between two codes and their combinations.

Home Page > Code Combination Validation List

Code Combination Validation List

Type: Function - Cost Center

Function From:

Cost Center From:

Valid From: Fiscal Year

Exclusion Rule: Both

To:

To:

To: Fiscal Year

Search

Clear

Add Validation

Search Results:

Figure 6

F. Hand Book Combination List

Click **Maintenance** → **Hand Book Combination List**. SAU users can search Hand Book Code Combinations and view their details.

Hand Book Code Combination List

Code Level:	<input type="text" value="All"/>	SAU:	<input type="text" value="Cornville Regional Charter School"/>
Type:	Expenditure		
Fund From:	<input type="text"/>	To:	<input type="text"/>
Program From:	<input type="text"/>	To:	<input type="text"/>
Function From:	<input type="text"/>	To:	<input type="text"/>
Object From:	<input type="text"/>	To:	<input type="text"/>
Cost Center From:	<input type="text"/>	To:	<input type="text"/>
Valid From:	<input type="text" value="Fiscal Year"/>	To:	<input type="text" value="Fiscal Year"/>
Expense Title:	<input type="text"/>		

Figure 7

G. Salary Benefit Matrix

Click **Maintenance** → **Salary Benefit Matrix**.

The Salary Benefit Matrix shows the relationship between what benefits codes must be reported along with which salary codes. A SAU user can search the Salary Benefits Codes and view their details.

Salary Benefit List

Salary From:	<input type="text"/>	To:	<input type="text"/>
Benefit From:	<input type="text"/>	To:	<input type="text"/>
Valid From:	<input type="text" value="Fiscal Year"/>	To:	<input type="text" value="Fiscal Year"/>
Required:	<input type="text" value="Both"/>		

Search Results:

Figure 8

H. Code Combination Validation Exception

Click **Maintenance** → **Code Combination Validation Exception**.

The Code Combination Validation Exception displays the Exception Rules that are applied on the code combinations. These combinations are comprised of three, four, or five codes.

The screenshot shows a web application interface for managing Code Combination Validation Exceptions. At the top, there is a breadcrumb trail: Home Page > Code Combination Validation Exception List. Below this is the main title, "Code Combination Validation Exception List".

The interface features a search form with the following fields:

- Fund From: [Text Input] To: [Text Input]
- Program From: [Text Input] To: [Text Input]
- Function From: [Text Input] To: [Text Input]
- Object From: [Text Input] To: [Text Input]
- Cost Center From: [Text Input] To: [Text Input]
- Valid From: [Text Input with placeholder "Fiscal Year"] To: [Text Input with placeholder "Fiscal Year"]

Below the search fields are three buttons: "Search" (with a magnifying glass icon), "Clear" (with a refresh icon), and "Add Exception" (with a plus icon).

A light blue note box contains the text: "Note: A blank column field means that the regular 2-level Code Combination rules apply for that code."

At the bottom, there is a section labeled "Search Results:" followed by a blank area for displaying the results.

Figure 9

III. Financial Submissions

Used for the administrative settings and defines parameters and statewide constants for the data the user enters in MEDMS/FS.

The **Financial Submissions** Menu deals with Financial Data Submissions, File Uploads and Search Submissions.

Submissions are possible via two methods:

- 1) File Uploads
- 2) Manual Financial Data Submission

On submission, the file can have one of the following statuses:

Status	Description
Draft	This implies that the file is created online. It has not been finalized nor submitted.
Submitted	The file has successfully reached the State authority.
Pending	The file needs a review from the State Authority.
Blocked	If the file is submitted after the scheduled file accepting period, it is blocked and needs action by the State authority.
Blocked Override	The 'Block' preventing the submission from being processed has been removed. The file is now waiting to be picked up for processing.
Approved	The file contents have been verified and accepted by the State authority.
Rejected	The file has been rejected by the State authority.
Failed	The submission contained errors and must be corrected and resubmitted.
Completed	The file has been signed off by the SAU and is waiting to be migrated.
Migrated	The status at which a file is considered received by MDOE. The file has been migrated over to the data warehouse and the data is available for reporting.

A. Method I: Financial Submissions – File Uploads

The files that are uploaded by the SAU are:


- **ActualRevenue.txt**
- **BudgetRevenue.txt**
- **ActualBalanceSheet.txt**
- **ActualExpenditure.txt**
- **BudgetExpenditure.txt**

Further, the SAU can select one of following methods to upload files:

(a) Drag and Drop Files


This is a new feature added. Click **Financial Submissions > File Uploads**.

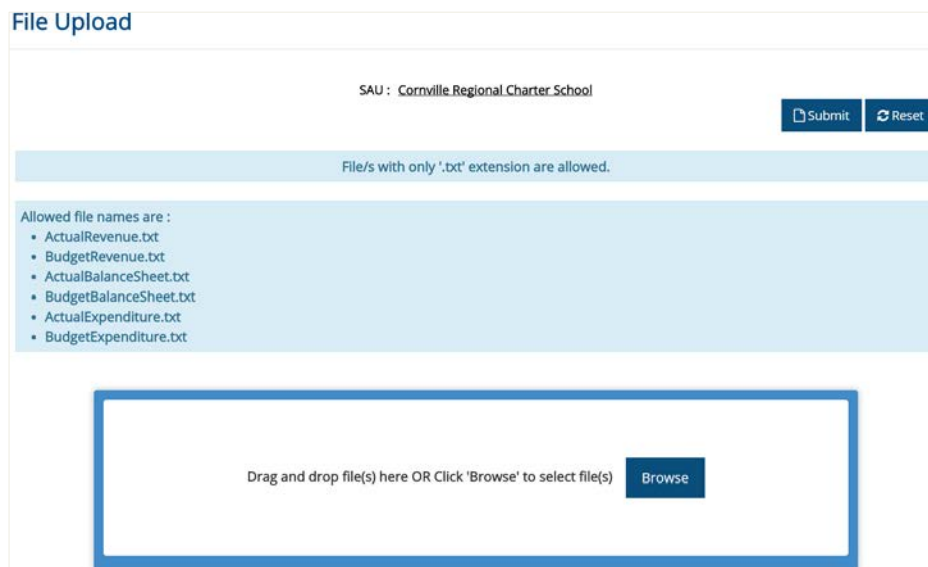
To upload any file, browse to the file location. Select the file and drag it to the 'Drag and Drop File(s) area. The selected file is then attached. Click **Submit** to upload the file(s).

 The SAU can 'drag and drop' multiple files at a time.

(b) Uploading the Files

Click **Financial Submissions > File Uploads**. To select any file, click **Browse** and navigate to the file location. Select the file and click **Open**. (The selected file is displayed). Click **Submit** to upload the file(s).

 The SAU can select multiple files at a time.



The screenshot shows a web interface for file uploads. At the top, it says "SAU : Cornville Regional Charter School" and has "Submit" and "Reset" buttons. A light blue banner states "File/s with only '.txt' extension are allowed." Below this, a list of allowed file names is shown: ActualRevenue.txt, BudgetRevenue.txt, ActualBalanceSheet.txt, BudgetBalanceSheet.txt, ActualExpenditure.txt, and BudgetExpenditure.txt. At the bottom, there is a large blue-bordered box containing the text "Drag and drop file(s) here OR Click 'Browse' to select file(s)" and a "Browse" button.

Figure 10

B. Method II: Financial Data Submissions – Manual Entry

Click **Financial Submissions > File Data Submissions**. The File Submission List screen is displayed.

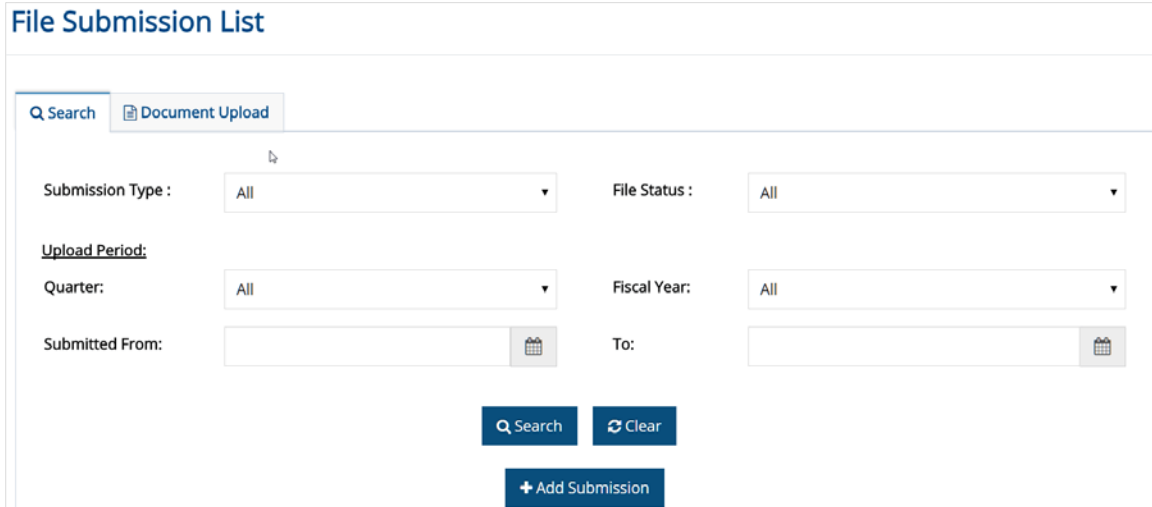


Figure 11

To submit a file, click **Add Submission**. The **File Submission Detail** Screen is displayed.

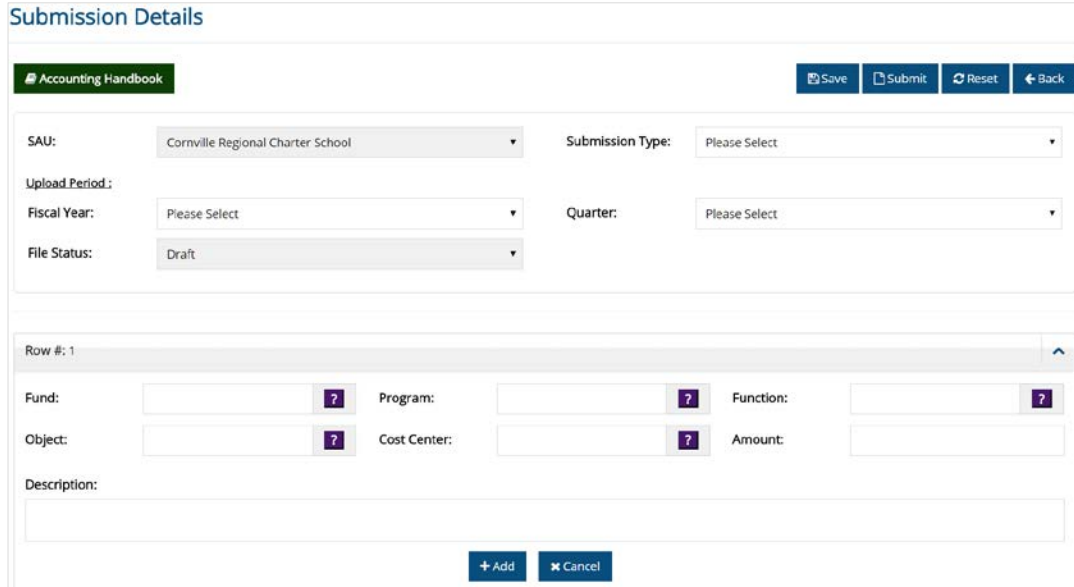



Figure 2

Now select the **Submission Type**, **Upload Period Quarter** and **Fiscal Year**.

Input the data for **Fund, Program, Function, Object, Cost Centre, Amount**. Click **Add** to create a record.

 You can add multiple rows at a time.

In the following quarters when you would like to submit a file, the line items will be carried forward and you will only have to enter the amounts.

Submission Details

Accounting Handbook Save Submit Reset Back

SAU: Submission Type:

Upload Period:
 Fiscal Year: Quarter:

File Status:

Row #: 3

Fund: ? Program: ? Function: ?
 Object: ? Cost Center: ? Amount:

Description:

+ Add * Cancel





#	Fund	Program	Function	Object	Cost Center	Amount	Description	
1	100	1002	2300	1180	90	<input type="text" value="8000"/>	Secretary Salary	 
2	100	1003	2300	1184	90	<input type="text" value="10000"/>	Legal Fees	 

Figure 13

Home Page > File Submission List > File Submission Detail

File Submission Detail

Accounting Handbook [Allow](#) [Back](#)

Submission Details [^](#)

SAU :	Cornville Regional Charter School	Num. Records :	
Errors :		Submission Type :	Actual - Revenue
Warnings :		Status :	Blocked
Fiscal Year :	2015	<u>Upload Period</u>	
Submitted By :	Automation	Quarter :	4
		Date Submitted :	6/16/2016 2:47:42 AM

[Allow](#) [Back](#)

Figure 14

IV. File Warnings/Errors

A. Warnings

To view details of a warning, click the hyperlink in the **Warnings** column on the Home Page screen. The **File Submission Warning List** is displayed. Alternatively, click **File Submission List > File Submission Warning List**.

File Submission Warning List

[← Back](#)

Submission Details

SAU :	Cornville Regional Charter School	Num. Records :	
Submission Type :	Actual - Expenditure	Errors :	
Status :	Failed	Warnings :	3
Upload Period		Fiscal Year :	2016
Quarter :	4	Submitted By :	Automation
Date Submitted :	5/2/2016 6:58:56 AM		

Warning: [Search](#)

Submission Records


W402 - Description is different for the existing combination and is awaiting approval

Fund	Program	Function	Object	Cost Center	Amount	Title	Reason for Rejection
1000	0000	2220	2000	010	\$0.00	Librarian Stipend Benefits & Taxes	Description is different for the existing combination and is awaiting approval
1000	1100	1000	2230	010	\$2,586.41	Substitute SS & Medicare	Description is different for the existing combination and is awaiting approval
1000	1100	1000	6100	010	\$17,318.40	Supplies	Description is different for the existing combination and is awaiting approval

Figure 55

File Submission Statuses

- ✓ Files with warnings and no errors are assigned **Pending** status until they are approved or rejected by the state authority.
- ✓ Files with **Rejected** warnings must be corrected and resubmitted.
- ✓ Files with **Approved** warnings will be processed but all warnings must be corrected in the fourth quarter of the fiscal year.

 No action can be taken on warnings until all Errors in the file are fixed.

B. Errors

The **File Submission Error List** screen displays the details of the errors that occurred during the file upload process. The Home Page displays these errors.

To view details of a warning, click the hyperlink in the **Errors** column on the Home Page screen. The **File Submission Error List** is displayed. Alternatively, click **File Submission List > File Submission Error List**.



Note: Files with Errors must be corrected and resubmitted.

V. Supplementary Documents

Additional attachments in form of supplementary documents can be submitted from the **File Submission List** screen in support of the financial submissions as required by the Department of Education. Some examples of such supplementary documents include:

- **Budget articles**
- **Vote declarations**
- **Meeting minutes**

The financial system accepts various formats of the supplementary documents such as Word, PDF and Excel.

To submit a document, click **Browse** to attach the file. The **Choose File** dialog box is displayed, navigate and locate the file. Click **Open** (the selected file is displayed) and then click **Upload**.

VI. Completing File Submissions

The final step in submitting files is to complete the sign off procedure. An approved file must be signed off before it is considered received by MDOE. After sign off, the data becomes available for reporting.

Click **Financial Submissions > Financial Data Submissions**. Click **Search** to view the Submissions.



If the **Search Results** table generates more than 10 records, the next 10 records are put in the second page giving a hyperlink to that page shown below the total number of record count to proceed to the next or previous 10 pages, click the ellipses.



To view the record details, click the hyperlink provided within the Columns.

File Submission List

Q Search
Document Upload

Submission Type :

Upload Period:

Quarter:

Submitted From:

File Status :

Fiscal Year:

To:

Search Clear

+ Add Submission

Search Results: 42 record(s) found.

Submissions

1 2 3 4 5

	Status	Upload Period	Num. Records	Errors	Warnings	File Type	Date Submitted	Confirmation Code	
Details	Failed	Q3 2016	3	5	0	Budget - Revenue	6/22/2016 2:20:08 AM	NA	
Details	Draft	Q3 2007				Budget - Revenue	6/21/2016 2:34:00 PM	NA	
Details	Draft	Q1 2009	1			Actual - Balance Sheet	6/18/2016 8:21:52 AM	NA	
Details	Draft	Q1 2010	0			Budget - Balance Sheet	6/18/2016 7:54:18 AM	NA	
Details	Draft	Q1 2010	1			Budget - Balance Sheet	6/18/2016 7:23:38 AM	NA	
Details	Failed	Q4 2016	20	2	0	Actual - Revenue	6/16/2016 2:50:05 AM	SAU-F4350	
Details	Blocked	Q4 2015	20			Actual - Revenue	6/16/2016 2:47:42 AM	SAU-1E614	
Details	Approved	Q1 2012	1	0	-1	Budget - Expenditure	6/11/2016 6:29:39 AM	NA	
Details	Approved	Q3 2009	0	0	0	Actual - Expenditure	6/11/2016 6:28:26 AM	NA	
Details	Failed	Q1 2009	1	1	0	Actual - Balance Sheet	6/11/2016 6:00:58 AM	NA	

1 2 3 4 5

+ Add Submission

Search Results: 11 record(s) found.

Supplementary Documents

1 2

	File Name	Description	Fiscal Year	Submission Type	Date Submitted	Submitted By	
View File			2099	Actual - Balance Sheet	6/8/2016 3:59:52 PM	SAU	
View File	3210.zip	- Search section - this section has the parameters used in filtering the submission list displayed. Unlike the Home Page, which only shows the latest submission, these screens can be used to display	2001	Budget - Revenue	6/23/2016 9:09:39 AM	SAU	

Figure 66

In the **Submissions** table, select the file you want to complete by clicking the **Details** hyperlink. The **File Submission Detail** screen is displayed.

The screenshot shows the 'File Submission Detail' page. At the top left is a green 'Accounting Handbook' button. At the top right are 'Complete Submission' and 'Back' buttons. The 'Submission Details' section contains the following information:


SAU :	Cornville Regional Charter School	Num. Records :	1
Submission Type :	Budget - Expenditure	Errors :	
Status :	Approved	Warnings :	-1
Upload Period		Fiscal Year :	2012
Quarter :	1	Submitted By :	SAU
Date Submitted :	6/11/2016 6:29:44 AM		

Below this is a 'Submission Records' section with a table:

Fund Code	Program Code	Function Code	Object Code	Cost Center	Amount	Title
1000	1000	2190	3000	950	\$5,000.00	5000 Desc

Below the table is an 'Amount Total' field showing '\$5,000.00'. At the bottom right are 'Complete Submission' and 'Back' buttons.

Figure 17


 The submission must be in **Approved Status** in order to be completed.

Click **Complete Submission**. The **File Submission Detail Sign Off** screen is displayed.

The screenshot shows the 'File Submission Detail Sign Off' page. At the top left is a green 'Accounting Handbook' button. At the top right are 'Sign Off' and 'Back' buttons. The 'Submission Details' section contains the same information as Figure 17. Below this is a green box with the text: 'I certify that the information contained herein is accurate to the best of my knowledge and belief. agree to the above statement.' At the bottom right are 'Sign Off' and 'Back' buttons.

Figure 78

Click the '**I agree to the above statement**' check box and then click **Sign Off**. The screen refreshes and displays '**The submission has been completed**'.

 You may also complete File Submission tasks from the **Home Page**.