

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Financial Information Database (FID)

New to the FID?

Questions?

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New to the FID?

It is suggested that you print this document and use it as a guide to obtain access to the FID and as you browse the FID Web pages.

- What is the FID?
- Where do I start?
 - User support materials
 - Creating an MEIS account
 - Security access to the application
- How are data submitted to the FID?
 - FID online application
 - Michigan Public School Accounting Manual
 - Financial forms
- Where do I find help?
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What is the FID?

The Financial Information Database (FID) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is an agency within the Office of the State Budget and is responsible for the collection and reporting of data about Michigan's kindergarten-through-twelfth-grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The FID is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools/facilities. On behalf of other state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs).

The FID streamlines the process that school districts use to submit "Balance Sheet, Revenues, and Expenditures" financial data to the state of Michigan and provides various stakeholders with user-friendly financial information at the district and school levels. In order for districts to submit their data via the FID, they must be in compliance with the Michigan Public School Accounting Manual Chart of Accounts.

FID data are legislatively due to CEPI by November 15 of each year.

MEIS Overview

For an overview of the MEIS, go to the CEPI home page at www.michigan.gov/cepi. Click on “CEPI Applications” on the left-side navigation bar (see Figure 1). This page contains information about all CEPI applications, including the MEIS. Included in the documents on this page are resources for data submission dates, information on electronic mailing lists, and other information. Additionally on this page, there is a sub-menu under “CEPI Applications” on the left side of the page where each data set that CEPI manages can be accessed directly, including the FID, Michigan Student Data System, and Educational Entity Master.

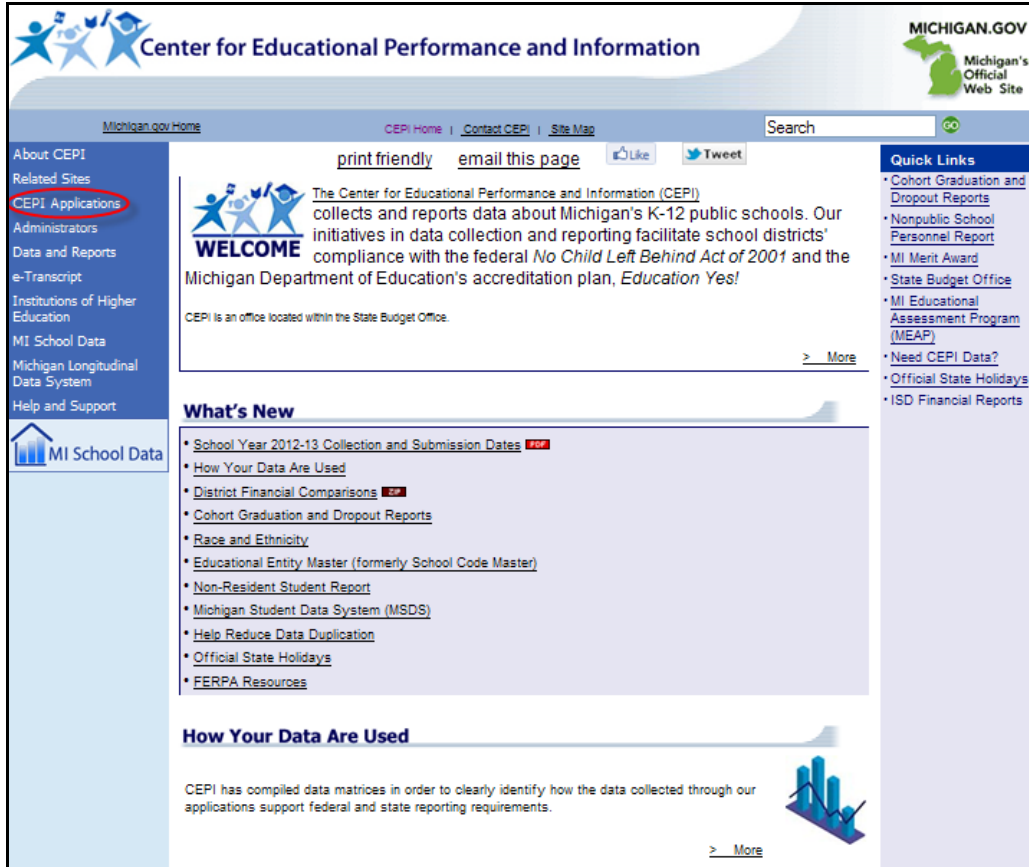


Figure 1

Also on this page are documents critical to creating user accounts. For example, in the “Help and Training Resources” box, click on the “New to the MEIS?” document (see Figure 2); this document will be of assistance in setting up a new MEIS account.

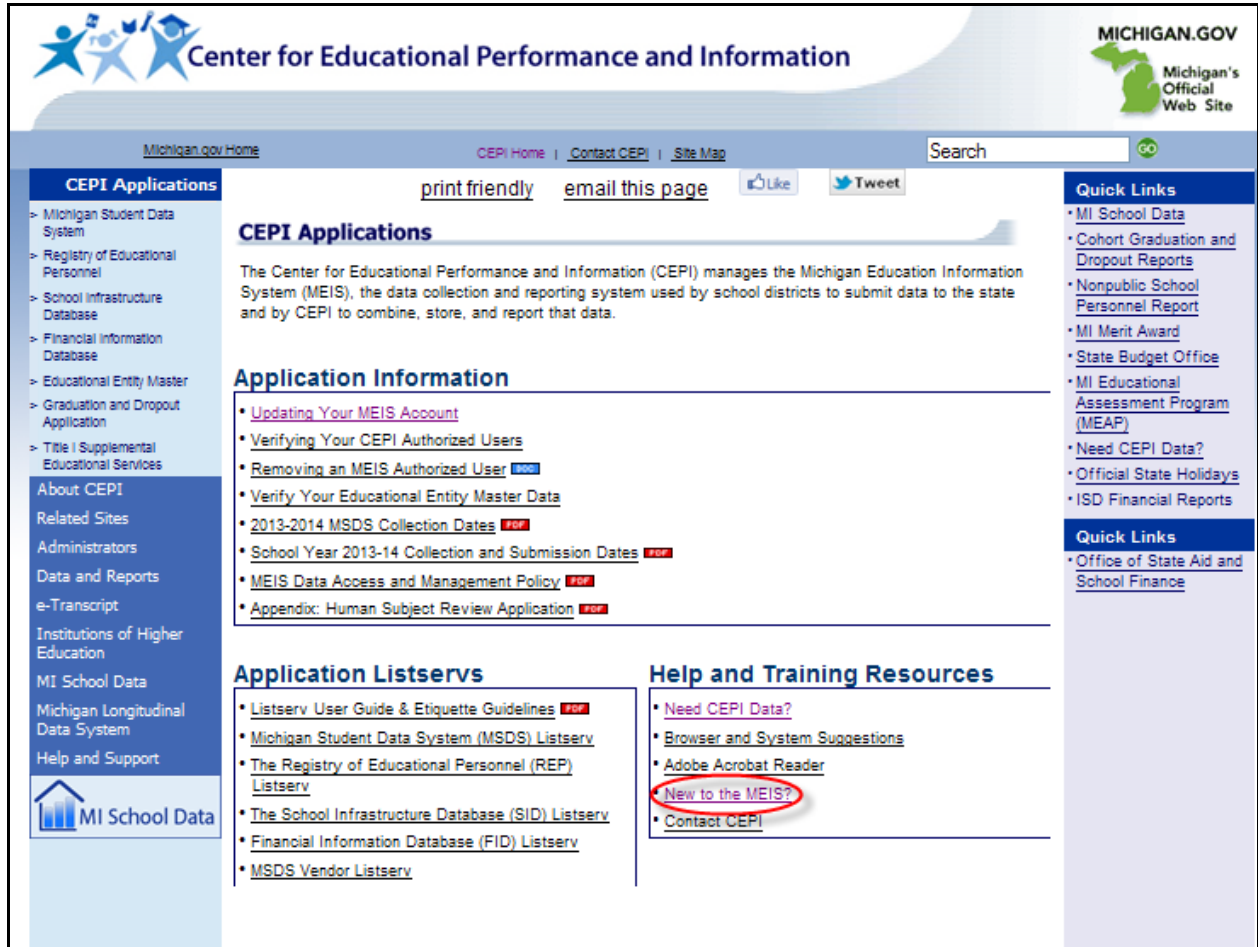


Figure 2

Where do I start?

Step One: Check out the FID Web page

The most up-to-date information regarding a FID submission is posted to the FID Web page on the CEPI Web site. From the CEPI home page, click on "CEPI Applications" and then on "Financial Information Database" (see Figure 3). The FID Web page is divided into sections of pertinent information regarding the FID submission and provides "Quick Links" to other sites with valuable information. Reading the documentation provides basic knowledge of what the FID submission encompasses.

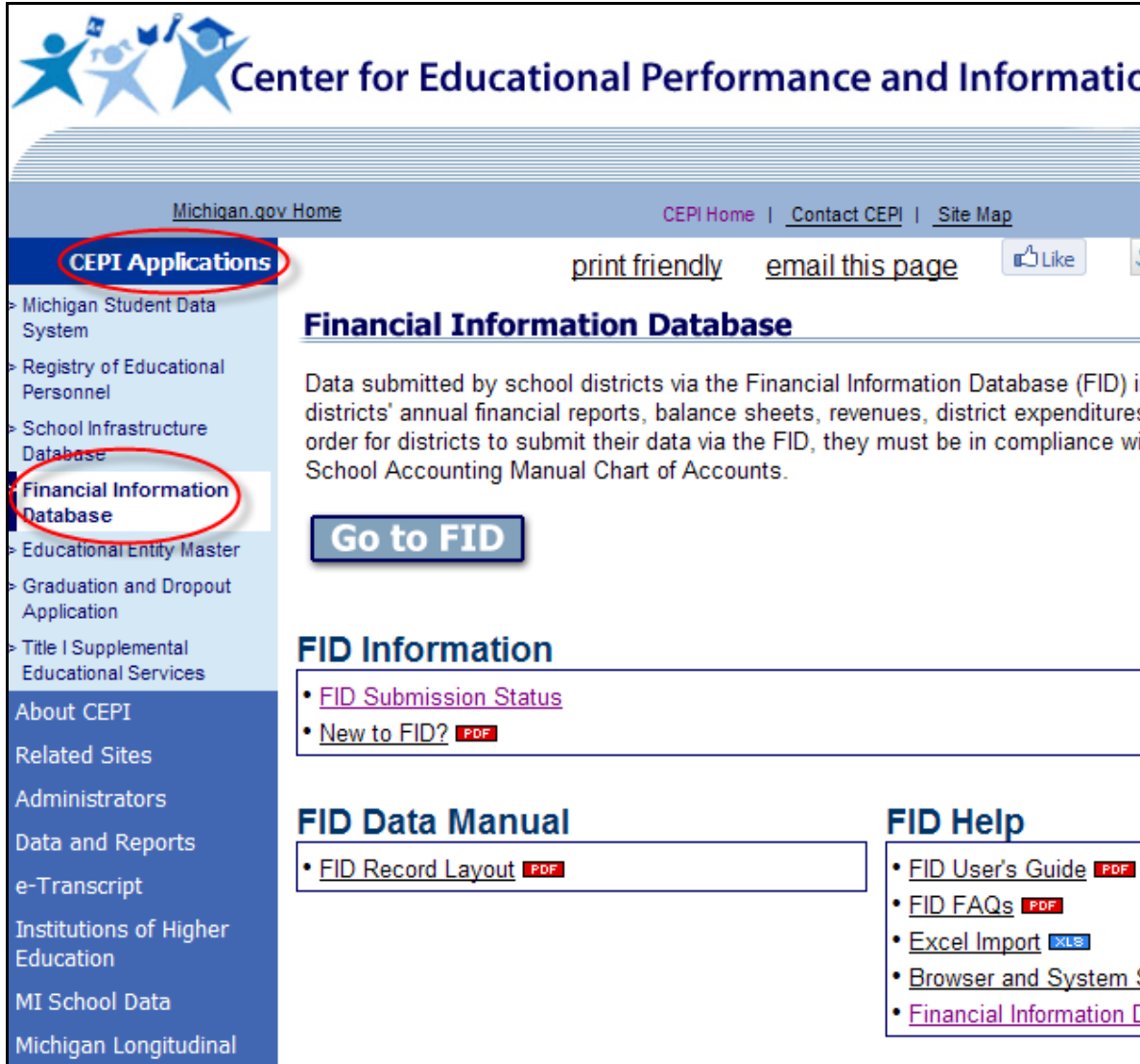


Figure 3

Step Two: Open an MEIS account

To become an authorized user of the FID, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain information about opening a new account at the MEIS Web site at www.michigan.gov/meis. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Step Three: Submit a FID Security Agreement

After you have established your MEIS account, download the FID Security Agreement from the Financial Information Database page on the CEPI Web site. From the CEPI home page, click on "CEPI Applications," and then on "Financial Information Database." Click on the document link titled "FID/SE-4094 Security Agreement."

Complete the Security Agreement, obtain the proper signature(s) and fax the form to the number at the bottom of the page. Alternately, you may also scan and e-mail the form to CEPI@michigan.gov. When you have been given access to the FID, you will receive an e-mail message stating that you are now an authorized user of the FID.

How are FID data submitted to CEPI?

Data are submitted via the FID through a multiple-file upload process. Data submitted must conform to specifications outlined in the Chart of Accounts, as well as those in the FID Record Layout requirements. The FID File Layout document can be found at the FID web site. Click on "CEPI Applications" and then on "Financial Information Database." This document is located in the box titled "FID Data Manual." This information is also available in the Appendices of the User's Guide.

Once the files are uploaded, the system performs an error check process to identify possible errors in order to allow district users to make corrections to ensure data accuracy and validity before the submission window closes.

Michigan Public School Accounting Manual

School districts in the state are required to follow the *Generally Accepted Accounting Principles* for Governmental Entities, which are accounting rules used to prepare, present, and report financial statements. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

The Chart of Accounts (COA) is a listing of standardized accounting codes and related definitions districts must use when reporting financial data in the FID. These codes are necessary to assure that financial data reported to the state of Michigan is consistent and comparable from district to district.

The current COA can be found on the MDE Michigan Public School Accounting Manual website. A link to the COA can be found on the FID Web page in the "Quick Links" on the left side of the main page. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes" located on the Manual page.

Financial Forms

Beginning in fall 2007, the FID was expanded to include financial forms that are used by other state departments to collect financial data that cannot be derived from the regular FID collection. The financial forms section of the application is entirely separate from your regular FID submission.

Although regular FID users can have their permissions amended to include the Financial Forms section, it is not required that they do so. Districts can elect to have a different user be responsible for the financial forms collection.

MEIS/Financial Infrastructure Database (FID)/New to the FID?

At the present time, the only financial form housed in the FID is the Transportation Expenditure Report (SE-4094). If, in the future other forms are added, authorized Financial Forms users will be granted access without the need to complete additional agreements.

Where do I find help?

User Support Materials

User support materials are available on the FID Web page, located in the section titled "**FID Help**." User's Guides are posted for each submission cycle for the FID. In addition, other helpful resources are available, such as the Frequently Asked Questions (FAQs), Excel Importer, and instructions for joining the FID Listserv.

The **Excel Importer** has been provided as a tool for districts to use when making corrections to their data files by providing for easy importing of plain text files into Excel. Many district users have experienced frustration importing files into Excel as the program removes leading zeros by default and can sometimes lead to confusion regarding the required file layout. The Excel Importer contains macros that will import users' files while maintaining all necessary data, check for most illegal characters, and present the file in a user-friendly format while maintaining the proper file layout.

The **FID Listserv** functions as a communication link for district personnel to ask and/or discuss questions concerning the FID submission. The listserv also functions as a tool for CEPI to communicate updates and other important information to the districts. To become a member of the FID Listserv, go to "FID Help" and click on "How to Join the FID Listserv." Follow the directions, or send an e-mail message to listserv@listserv.michigan.gov with no subject line and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe CEPI-FID.

To unsubscribe from the listserv, send an e-mail message to listserv@listserv.michigan.gov with the following in the body of the message (no other text): signoff CEPI-FID.

CEPI Customer Support

For MEIS account access or application concerns, please e-mail CEPI Customer Support at cepi@michigan.gov. E-mail provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. In your email, please include: your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question(s). If e-mail is not an option, you may call CEPI Customer Support at 517-335-0505.

Questions specific to the Chart of Accounts, or other accounting related questions, should be directed to Glenda Rader with the Michigan Department of Education, at 517-335-0524 or raderg@michigan.gov.