Division of
Local
Health

Office of Community Health Systems and Health Promotion
Bureau for Public Health
West Virginia Department of Health and Human Resources

Division of Local Health Financial Reporting Tool Desk Guide

Office of Community Health Systems and Health Promotion
Bureau for Public Health
West Virginia Department of Health and Human Resources

Table of Contents

I. Introduction 4

II. Overview 4

1. Local Health Department Information 4
2. Employee Information 4
3. Accounting Information 5

III. Financial Reporting Tool Menu Functions 5

A. Reporting Period Ending 6
B. Local Health Department 6
C. Software Version Number 6
D. Actions Submenu 6
E. Reports Submenu 6
F. Options Submenu 6
G. Help Screen 6
H. Exit 6
I. Local Health Department Information 6
J. Employee Information 6
K. Import Financial Data 6
L. Attempt Auto-Mapping COA 7
M. Import/Export COA 7
N. Chart of Account Mappings 7
O. Submit Data to State 7

IV. Submitting Data 8

1. Local Health Department Information 8
2. Employee Information 9
3. Import Financial Data 10
4. Add Accounting Data Manually 11
5. Auto-Mapping Chart of Accounts (COA) 11
6. Import/Export Chart of Accounts (COA) Mappings **NEW** 12

A. Total Accounts 12
B. Total Mapped Accounts 12
C. UnMap All Accounts 12
D. Import mappings 13
E. Export mappings 13
F. Help 13
7. Mapping Accounts – Manual Mapping 14
8. Mapping Accounts – Pooled Account Allocation 15
9. Submitting Data to the State 16

V. Technical Support 17

I. Introduction

The Division of Local Health designed, developed and installed the financial reporting tool for local health departments to use in FY 2008. This tool was created to provide an electronic method for local health departments to submit financial data to the State Health Department utilizing a newly implemented standardized Chart-of-Accounts. Each local health department is required to report their financial data to the Division of Local Health twice a year at the end of the reporting period.

The reporting periods are as follows:

1. **Mid-Year** – July 1st through December 31st
2. **End-of-Year** – July 1 through June 30th

At the end of each reporting period, the Division of Local Health notifies the local health departments of the deadline for report submission and sends the most recent version of the financial reporting tool desk guide to assist in the process.

II. Overview

The financial tool captures data that can be divided into three categories. These categories and data elements include the following:

1. **Local Health Department Information (County Demographics)**
   - Address
   - Phone Numbers
   - Key Contacts
   - Hours of Operation, etc.

2. **Employee Information**
   - Employee Name
   - Employee Number
   - Job Title
   - Classification
   - Wages

- Hours Worked

3. **Accounting Information**
   - Account number
   - Account title
   - Balance

Each local account must be matched (or “mapped”) to the corresponding state account. The mapping must be done before submission to the state. The **auto-map** feature allows the user to match county and state accounts by account number.

Since most local health department’s use an accounting software package to track their financial data, the financial tool allows the user to export data from their accounting software packages via a “CSV” file.

III. Financial Reporting Tool Menu Functions

When a local health department user opens the financial reporting tool, the **Actions** submenu will display as the **main** menu by default. The **Actions** submenu provides the user with access to all features of the tool. The screen shot below shows each feature with a corresponding letter located on the right side. The table below this screen shot includes a description of each feature.

Actions Submenu

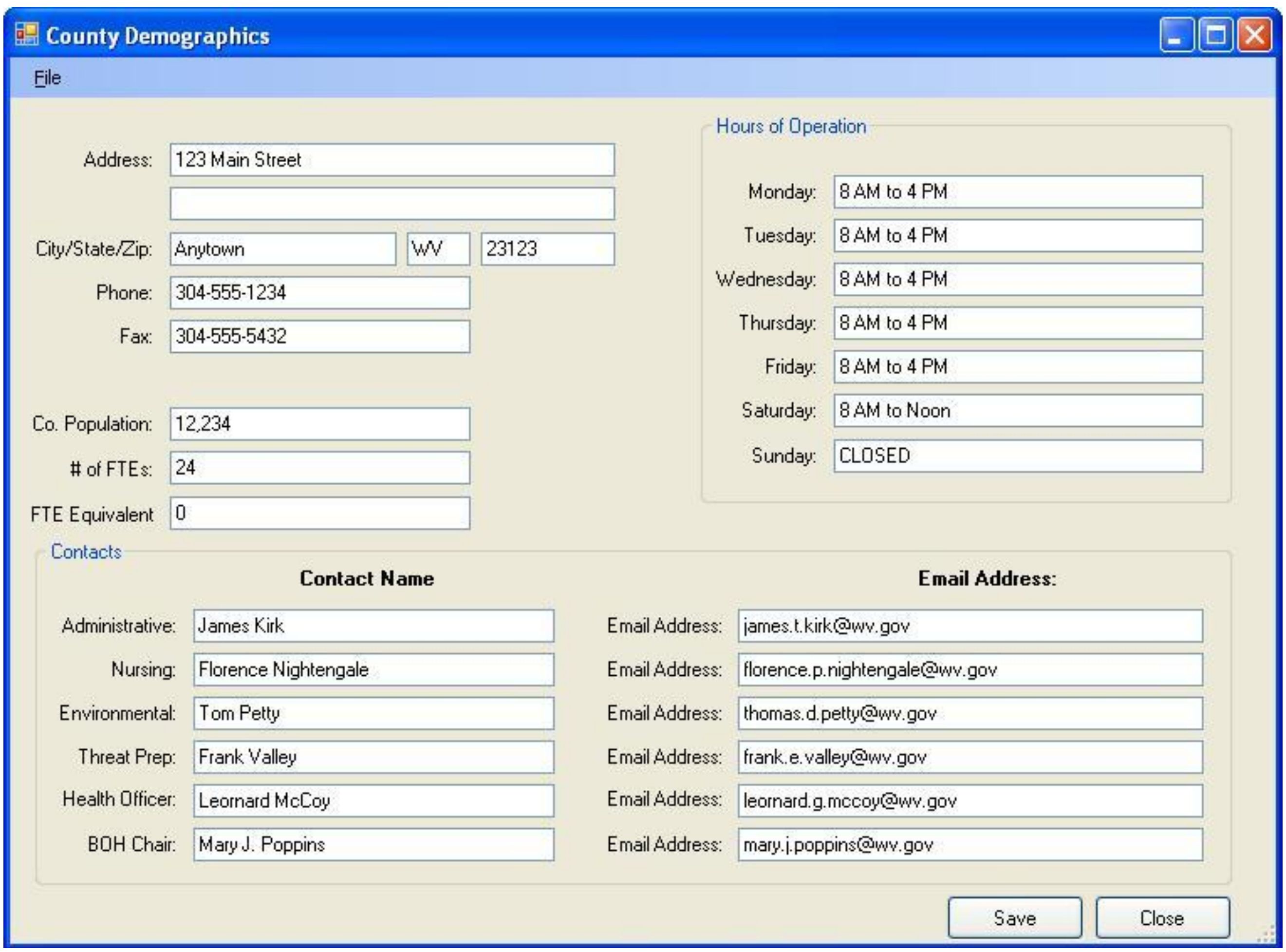
Actions Menu Features

Letter	Feature	Description
A	**Reporting Period Ending**	This field allows the user to select the appropriate reporting period. **Mid-Year** = 12/31/YY **End-of-Year** = 06/30/YY
B	**Local Health Department**	This field displays the local health department that is reporting data. If the health department name is displayed incorrectly contact technical support.
C	**Software Version Number**	This field displays the current version of the software.
D	**Actions submenu**	Clicking on the lightning bolt icon will display the actions menu.
E	**Reports submenu**	Clicking on the pie chart icon will display the reports menu.
F	**Options submenu**	Clicking on the gears icon will display the options menu which is password-protected. This screen should only be used when given specific instructions from the state.
G	**Help Screen**	Clicking on the question mark icon will display the help screen. The help screen includes contact information for technical support.
H	**Exit**	Clicking on the power button icon will exit the application. The system will display a prompt, asking the user if he/she really wants to quit.
I	**Local Health Department Information**	This feature is used to enter local health department information.
J	**Employee Information**	This feature is used to enter information about local health department employees. **Note**: The Division of Local Health only requires submission of employee information **once per year, during the End-of-Year reporting period.**
K	**Import Financial Data**	This feature imports data from the CSV file by exporting the data from the accounting software

		into the financial reporting tool.
L	**Attempt Auto-mapping Chart of Accounts (COA):**	This feature links the local and state accounts by account number. This function will only work if the state and local chart of accounts use the same account number, and the account numbers match exactly. For example, 1234 doesn't match 1234A.
M	**Import/Export COA**	This feature allows the user to import, export, and clear the local mappings between the state COA and the local COA. 1. Importing allows the user to specify a mapping file between the local and state COA's. It will accept a CSV file. 2. Exporting allows the user to create a CSV file detailing the mappings that already exist in the system. This is useful for backups, documentation or moving to another computer. 3. Clearing all COA mappings feature will remove all links between the state and local COA's. This is useful if current mappings are off and a problem is encountered.
O	**Submit Data to State**	This feature takes the completed reporting data and submits it electronically to the state. **Note**: An **"always on"** connection to WV DHHR's network must be established when using this feature.
P	**Get Database Updates From State**	This pulls updates to the state level chart of accounts and other administrative data.

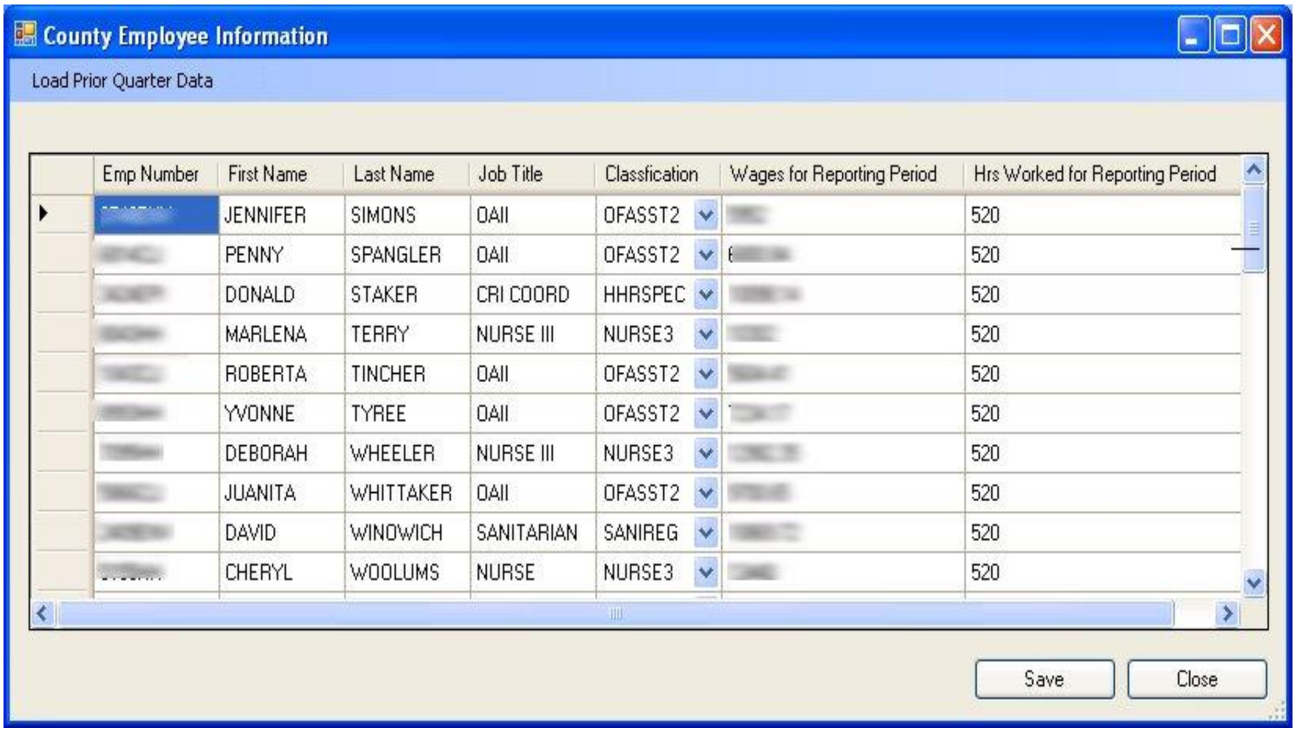
IV. Submitting Data

1. Local Health Department Information (County Demographics)



- Click on the **Local Health Department Information** link from the Actions menu.
- Complete the required information and click the save button.

2. Employee Information (County Employee Information)



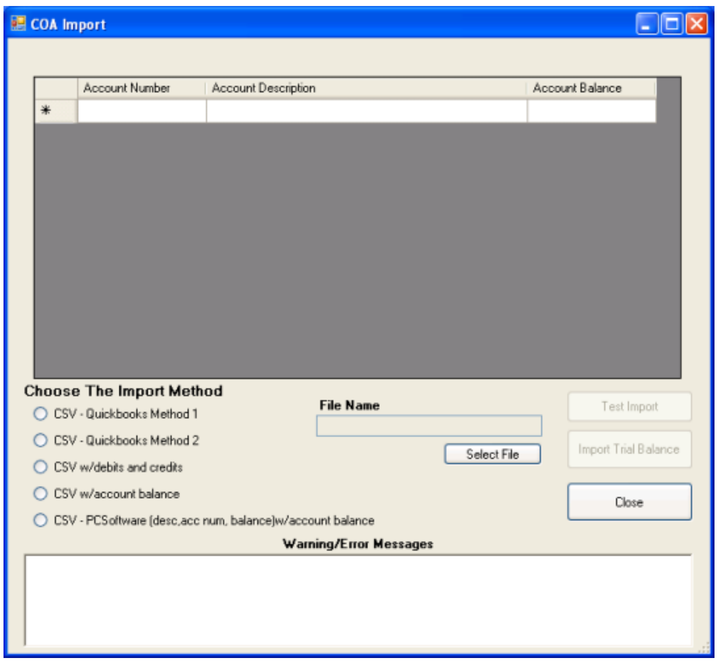
Emp Number	First Name	Last Name	Job Title	Classfication	Wages for Reporting Period	Hrs Worked for Reporting Period
[illegible]	JENNIFER	SIMONS	OAII	OFASST2	[illegible]	520
[illegible]	PENNY	SPANGLER	OAII	OFASST2	[illegible]	520
[illegible]	DONALD	STAKER	CRI COORD	HHRSPEC	[illegible]	520
[illegible]	MARLENA	TERRY	NURSE III	NURSE3	[illegible]	520
[illegible]	ROBERTA	TINCHER	OAII	OFASST2	[illegible]	520
[illegible]	YVONNE	TYREE	OAII	OFASST2	[illegible]	520
[illegible]	DEBORAH	WHEELER	NURSE III	NURSE3	[illegible]	520
[illegible]	JUANITA	WHITTAKER	OAII	OFASST2	[illegible]	520
[illegible]	DAVID	WINOWICH	SANITARIAN	SANIREG	[illegible]	520
[illegible]	CHERYL	WOOLUMS	NURSE	NURSE3	[illegible]	520

- Click on the **Employee Information** link from the Actions menu**.**
- Enter information in each field, pressing tab to reach the next column.
- Click the save button

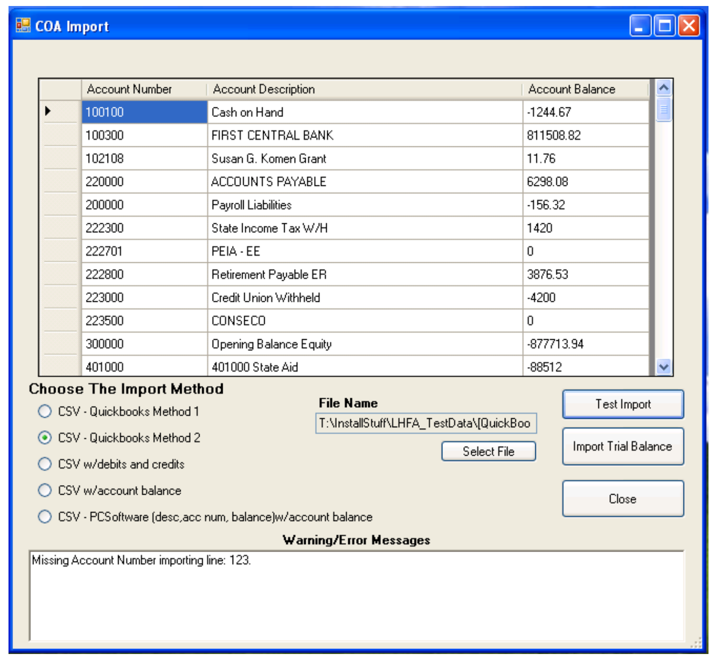
Note: The Division of Local Health only requires submission of employee information **once per year, during the End-of-Year reporting period.** This is the period ending 06/30/YY. To prevent confusion, the software disables the employee information link for all other periods.

3. Import Financial Data (COA Import)

Before Test Import



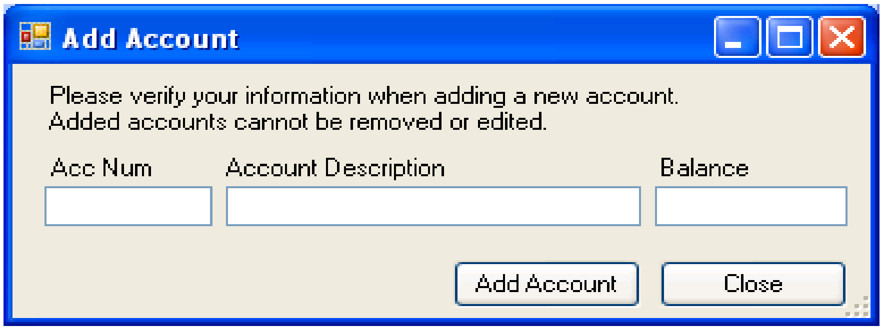
After Test Import



- Go into the accounting software and export the financial information for the reporting period. Export the data in a "**comma-separated value**" or "**CSV**" format. Remember where the exported data is located **(Hint: save it to your desktop to make it easy to find.)**
- Click on **Import Financial Data** from the Actions menu.
- **Choose the Import Method** that data will be imported from.
- Click the **Select File** button and locate the file that was saved in step one.
- Click the **Test Import** button.
- Validate that the data is correct and if no errors are received, click **Import Trial Balance**. This completes the importing process.

Note: The most common reason for error messages is due to selecting the wrong accounting package

4. Add Accounting Data Manually

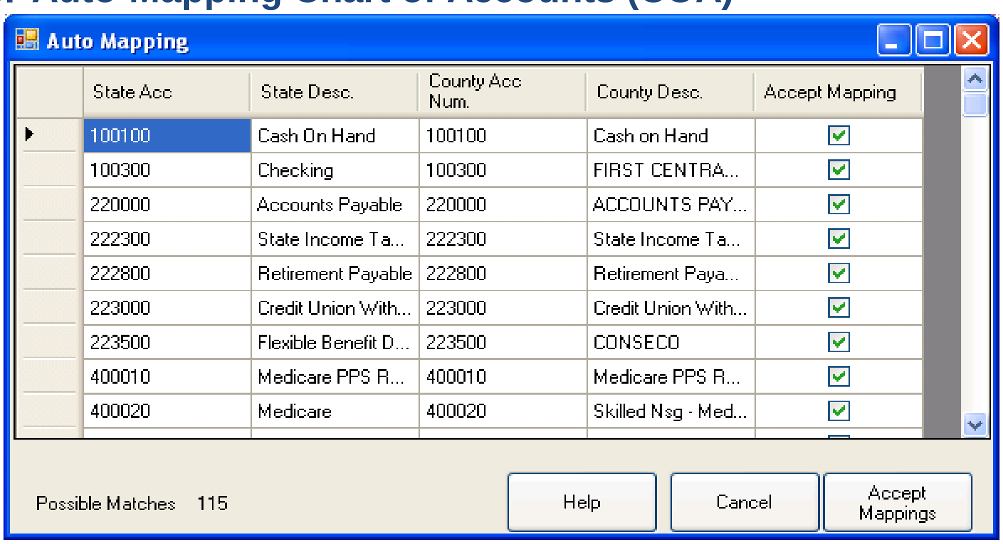


This feature allows the user to enter accounting data manually one account at a time.

- Click on **Chart of Account Mappings** from the Actions menu and then click on the **Add Account** menu located at the top left of the mapping screen.
- Add the account number, description and balance and click the **Add Account** button

Note: Once data has been added there is no way to remove or edit an account.

5. Auto-Mapping Chart of Accounts (COA)



- Click on Attempt **Auto-mapping COA** from the Actions menu.
- All suggested account matches will be displayed. (To be considered a match, the state and local account numbers must match.) Each row has an **Accept Mapping** column with a check mark. If the accounts match no action is required. If the accounts **do not** match, uncheck the box.
- Click on the **Accept Mappings** button and the accounts will be mapped.

Note: Each County account needs to be mapped to the State Chart of Accounts. This is accomplished by mapping accounts.

6. Import/Export Chart of Accounts (COA) Mappings NEW

Import/Export Features

Letter	Feature	Description
A	**Total Accounts**	Displays number of accounts in the selected reporting period
B	**Total Mapped Accounts**	Displays the total number of mapped accounts. This number must be less than or equal to the Total Accounts.
C	**UnMap All Accounts**	This feature removes all mapping information from the Chart of Accounts for the selected reporting period. If any errors are detected in an

		imported map, this feature will clear all mapping information so a corrected map may be imported.
D	**Import Mappings**	Imports a map between the County COA and the State COA
E	**Export Mappings**	Creates a CSV file containing the current map between the County and State COA's.
F	**Help**	Displays Help Information

- **Import Mappings**

  - **Purpose:** Allows local health departments whom do not use the State Chart-of-Accounts to import and map local accounts from their accounting software to the State Chart-of-Accounts.

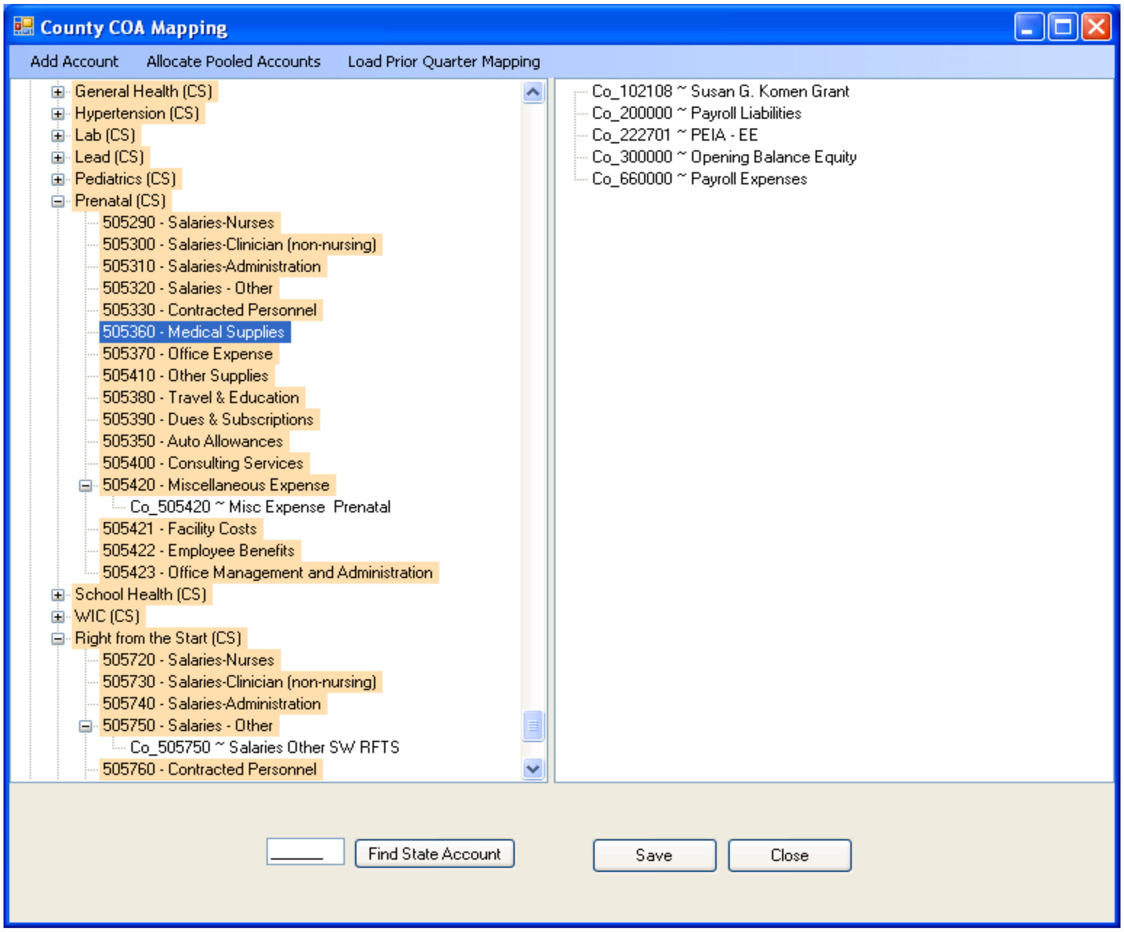
  - **Format:** The file must be in CSV format, have the State account number in the first column, and County account number in the second column. The file may have column headers, if so desired. There must be one line for each account.

    If more than one County account maps to a single State account, there must be one row for each County account. Likewise, if more than one state account maps to a single County account, there must be one row for each State account. CSV files can be created easily in Microsoft Excel™ and any other program. In Excel™, click on "Save As" then "CSV (MS-DOS) (*.CSV)".

- **Export Mappings**

  - **Purpose:** Exporting the Chart of Account mapping allows you to back-up the mappings for safe keeping, or for review in other software such as Microsoft Excel™.

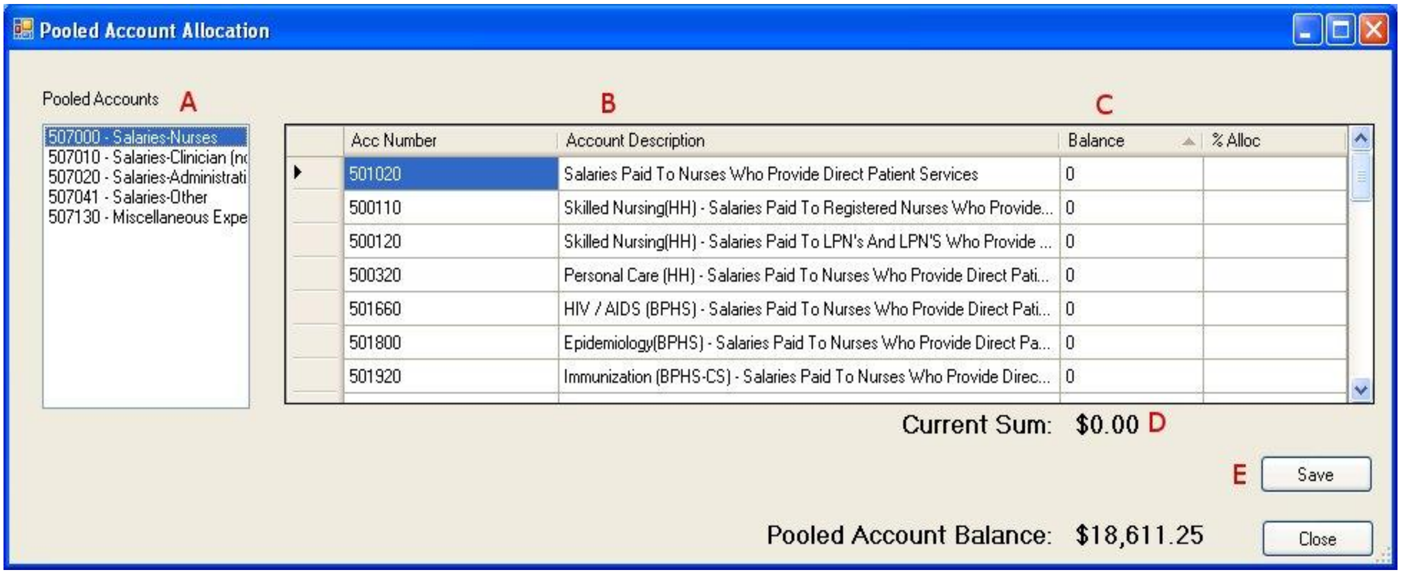
7. Mapping Accounts – Manual Mapping



- Click on **Chart of Account Mappings** from the Actions menu.
- Drag the unmapped County account and drop it on top of the matching State account on the left.

Note: The State accounts are listed on the left side and the unmapped County accounts are listed on the right side. Notice that the State account 505420, *Miscellaneous Expense*, has an account under it. This is a matched county account.

8. Mapping Accounts – Pooled Account Allocation



Even if all accounts were mapped by the auto-mapping feature, pooled accounts still need to be allocated. Pooled accounts are expense accounts that do not correspond with a particular program or program code.

Example: Salary account - If all nurse's salaries are posted to a Salaries-Nurses account, how the funds are allocated by program will need to be determined.

Pooled account allocation can be located by clicking on the "Chart of Account Mappings" from the Actions menu, then clicking on the "Allocate Pooled accounts" menu item at the top of mapping screen.

Please note the red letters on the image above.

Pooled Account Allocation

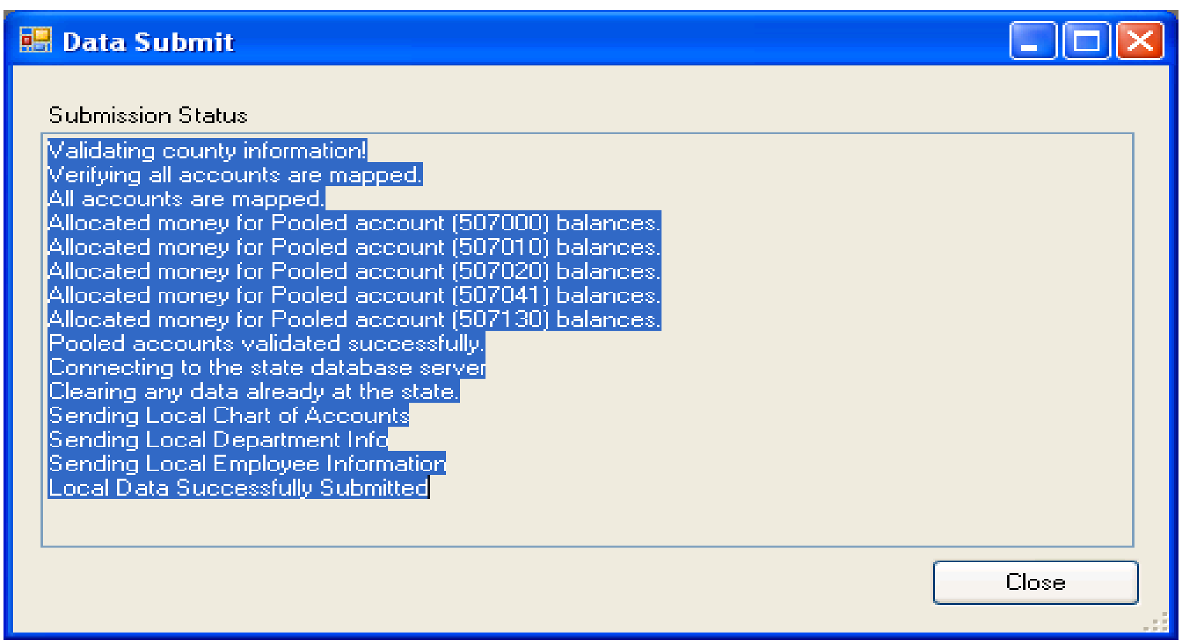
Letter	Feature	Description
A	**Pooled Accounts**	This is the pooled account from which we will allocate to different programs.
B	**State Master COA**	This is the State Master Chart of Account that corresponds to the selected pooled accounts.

C	**Balance**	The column below this letter is where you enter the dollar amount of the allocation for this account.
D	**Current Sum**	This is the current total of all allocations made for this account.
E	**Save**	Save Button

- Select the pooled account from section 'A'
- For each State account in section 'B' that applies, enter the amount of allocation in column 'C'.

Note: If you do not click the 'Save' button, you will lose all the allocations if you change the pooled account.

9. Submitting Data to the State



- Click on **Submit Data to State**
- **Note**: You ***MUST*** be connected to the WV DHHR network (i.e., the "executive domain") in order to submit data to the state.

- The submission will take place, and the results will be displayed. If there is a problem with submission, please note the error messages displayed.

V. Technical Support

For troubleshooting and updates, you may visit the following website:
http://www.wvdhhr.org/bph/hsc/localhealthsupport/Downloads.asp

For **technical questions**, please contact:

Andrew Neely, Programmer
West Virginia Vital Registration Office
350 Capitol Street, Room 165
Charleston, WV 25301-3701
304-558-1765
Andrew.m.neely@wv.gov

For **non-technical questions**, please contact:

Lisa Brightwell, Public Health Financial Coordinator
Division of Local Health
350 Capitol Street, Room 515
Charleston, WV 25301
304-558-7130
Lisa.m.brightwell@wv.gov

Kristen Childress, Associate Director
Division of Local Health
350 Capitol Street, Room 515
Charleston, WV 25301
304-558-8872
Kristen.m.childress@wv.gov