

# Checking Certifications in eReporting for your LEAs

Consultant Directions



# eReporting Login

1. Login to eReporting at

<https://www.k-12.state.tn.us/facts>



## AGREEMENT

By logging on and using this application, the user certifies:

All approval and transfer requests have received prior approval from the local board of education

All expenditures will be maintained by line item in the records and books of account of the local education agency.

All consolidated program activity is undertaken according to all applicable No Child Left Behind statutes, rules, regulations, and guidance.

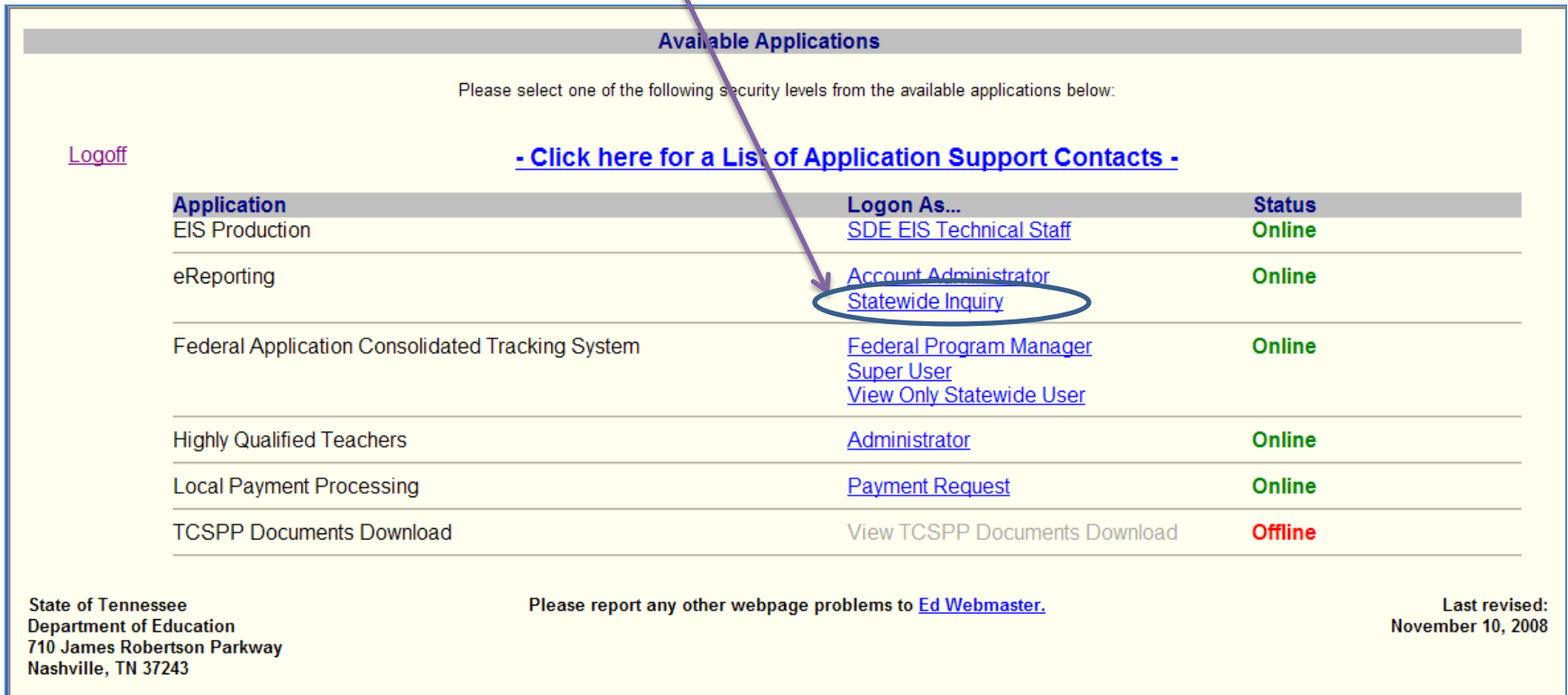
[Login](#)

# eReporting Login

2. Enter your CA # and password

3. Select Statewide Inquiry

OR



**Available Applications**

Please select one of the following security levels from the available applications below:

[Logoff](#)      [- Click here for a List of Application Support Contacts -](#)

Application	Logon As...	Status
EIS Production	<a href="#">SDE EIS Technical Staff</a>	Online
eReporting	<a href="#">Account Administrator</a> <a href="#">Statewide Inquiry</a>	Online
Federal Application Consolidated Tracking System	<a href="#">Federal Program Manager</a> <a href="#">Super User</a> <a href="#">View Only Statewide User</a>	Online
Highly Qualified Teachers	<a href="#">Administrator</a>	Online
Local Payment Processing	<a href="#">Payment Request</a>	Online
TCSPP Documents Download	<a href="#">View TCSPP Documents Download</a>	Offline

State of Tennessee  
Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

Last revised:  
November 10, 2008

# eReporting Login

1. Login to eReporting at

<https://www.k-12.state.tn.us/ereporting>



2. Enter your CA # (if necessary) and your password.

3. Select Statewide Inquiry

# eReporting Login

## 3. Select Statewide Inquiry

**Available Applications**

Please select one of the following security levels from the available applications below:

[Logoff](#)

[- Click here for a List of Application Support Contacts -](#)

Application	Logon As...	Status
EIS Production	<a href="#">SDE EIS Technical Staff</a>	Online
eReporting	<a href="#">Account Administrator</a> <a href="#">Statewide Inquiry</a>	Online
Federal Application Consolidated Tracking System	<a href="#">Federal Program Manager</a> <a href="#">Super User</a> <a href="#">View Only Statewide User</a>	Online
Highly Qualified Teachers	<a href="#">Administrator</a>	Online
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# eReporting Certifications

4. Select Report Certifications from the top bar.













**eReporting - State Of Tennessee - Department Of Education**

[Logout](#) [Report Certifications](#) [Reports](#)  
[Help](#)

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Financial Reporting Reports  
Business Not Assigned 3/24/2011 4:43:26 PM

Statewide Inquiry  
Brenda Staggs

Report	View	Edit
3% Fund Balance Test		
AFR (Annual Financial Report) Detail		
AFR (Summary Report)		
AFR Expenditures by Other Agencies		
AFR Expenditures for School Indebtedness		
AFR Non-Centralized Cafeteria Expenditures		
AFR School Indebtedness		



# eReporting Certifications

## 5. Select AFR Detail from the Report option (center dropdown bar)

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Financial Reporting: Business Not Assigned      Certifications: 3/24/2011 4:48:59 PM      Statewide Inquiry: Brenda Staggs

District Period: Alamo- 2010-2011 (2011)      Report: -- Any Report --      Application Role: -- Any Role --

Add	District	Year	Report Description	Role	Follows	Certification
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR (Annual Financial Report) Detail	District User		2Brad Davis - 3/11/2011
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR Expenditures by Other Agencies	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR Expenditures for School Indebtedness	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR Non-Centralized Cafeteria Expenditures	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR School Indebtedness	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR Student Activity Funds	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR Tuition	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	AFR USDA Commodities	District User		
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	Budget Detail Report	District User		Joy Cooke - 9/29/2010
<a href="#">Edit</a>	Alamo	2010-2011 (2011)	Trustee/Fiscal Agent Report	Trustee/Treasurer/Fiscal Agent		

Done Inter

# eReporting Certifications

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Financial Reporting  
Business Not Assigned

Certifications  
3/24/2011 5:11:52 PM

District Period	Report
Anderson County- 2010-2011 (2011)	AFR (Annual Financial Report) Detail
Alamo- 2006-2007	
Alamo- 2007-2008	
Alamo- 2008-2009 (2009)	
Alamo- 2009-2010 (2010)	
Alamo- 2010-2011 (2011)	
Alcoa - Any Period	
Alcoa- 2004-2005	
Alcoa- 2005-2006	
Alcoa- 2006-2007	
Alcoa- 2007-2008	
Alcoa- 2008-2009 (2009)	
Alcoa- 2009-2010 (2010)	
Alcoa- 2010-2011 (2011)	
Alvin C York Institute - Any Period	
Alvin C York Institute- 2009-2010 (2010)	
Alvin C York Institute- 2010-2011 (2011)	
Anderson County - Any Period	
Anderson County- 2004-2005	
Anderson County- 2005-2006	
Anderson County- 2006-2007	
Anderson County- 2007-2008	
Anderson County- 2008-2009 (2009)	
Anderson County- 2009-2010 (2010)	
Anderson County- 2010-2011 (2011)	
Athens - Any Period	
Athens- 2004-2005	
Athens- 2005-2006	
Athens- 2006-2007	
Athens- 2007-2008	
Athens- 2008-2009 (2009)	

Text
Data Entry Completed
Director Attestation
Locked since District Attested

6. Once the center restriction appears, select the System required (2010-2011) from the District Period (left drop-down option)

# eReporting Certifications

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[Help](#)

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Financial Reporting: Business Not Assigned      Certifications: 3/24/2011 4:52:41 PM      Statewide Inquiry: Brenda Staggs

District Period: Anderson County- 2010-2011 (2011)      Report: AFR (Annual Financial Report) Detail      Application Role: -- Any Role --

<a href="#">Add</a>	District	Year	Report Description	Role	Text	Follows	Certification
<a href="#">Edit</a>	Anderson County	2010-2011 (2011)	AFR (Annual Financial Report) Detail	District User	← Data Entry Completed	→	Julie Minton - 1/14/2011
<a href="#">Edit</a>	Anderson County	2010-2011 (2011)	AFR (Annual Financial Report) Detail	Superintendent or Director Of Schools	← Director Attestation	→ AFR (Annual Financial Report) Detail- eReporting- District User- Data Entry Completed	Larry M. Foster - 1/14/2011
<a href="#">Edit</a>	Anderson County	2010-2011 (2011)	AFR (Annual Financial Report) Detail	Account Administrator	← Locked since District Attested	→	Brenda Staggs - 1/19/2011

7. Check the names and dates on the right column for certification. Lines with missing information indicate no certification. Quarterly reports require District User and Director. My name indicates LEA file is locked and ready for our comparison.