



New Hampshire

# Department of Education

DISTRICT FINANCIAL REPORTING SYSTEM (DFRS)  
LOCAL EDUCATION AUTHORITY (LEA) USER HELP DOCUMENT

## WELCOME

**i** *Welcome to the District Financial Reporting System (DFRS). This document provides an overview and walkthrough for DFRS.*

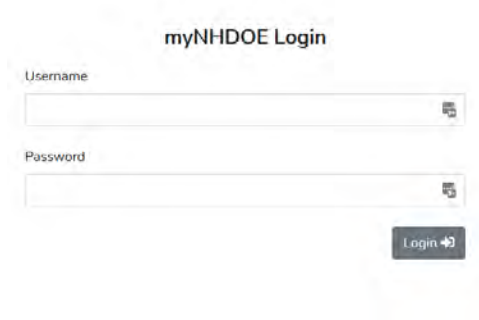
## OVERVIEW

**i** *DFRS provides a secure portal for you to work with the DOE-25 report. Giving you the ability to:*

- *identify business contacts for the DOE-25*
- *download the DOE-25 workbook template*
- *upload your DOE-25 workbook*
- *download your DOE-25 workbook*
- *upload/attach supporting documents*
- *send the DOE-25 workbook for Superintendent approval*
- *receive notifications as to the status for your DOE-25 workbook*

The NHDOE has built DFRS to improve the process for working with the DOE-25 workbook. The portal integrates with myNHDOE, unifying security and access management. You do not need to have 'another' username and password to manage. Your SAU Security Administrator can manage your permissions and access to DFRS. The myNHDOE portal is accessible here: <https://my.doe.nh.gov/>. Once you have permission to DFRS, you can access the system by logging into myNHDOE.

## MYNHDOE LOGIN



The image shows a login form titled "myNHDOE Login". It contains two input fields: "Username" and "Password". Below the password field is a "Login" button with a right-pointing arrow icon.

Provide your username and password at the myNHDOE login page. Successful login will lead you to the System/Role Listing.

## MYNHDOE SYSTEM/ROLE LISTING

# System/Role Listing

*ordered by the systems that you use most frequently*

[Click here if you have a New Hampshire Teacher Number \(EdID#\).](#)



DOE 25 Financial Reporting  
System

[SAU User - Concord SAU Office](#)



Educator Information System  
(EIS)

[New Applicant](#)

Please contact your SAU Security Administrator if you do not see the DOE-25 entry within your system/role listing.

**SAU Security Administrators: It is important to only assign SAU IDs to the roles for DFRS. DFRS will not work with assigned District or School IDs.**

Select/Click the DOE-25 Financial Reporting System to access the DFRS Portal. This will bring you to the DFRS welcome page.

# NH District Financial Reporting System

Welcome to the State of New Hampshire Department of Education District Financial Reporting System

## Welcome DFRS

SAU 8  
Concord SAU Office

## Financial Reports for 2020-2021

Report Type: DOE-25

Show 10 entries Search: Status: All Statuses

	District ID	District Name	Status	Created Date	Updated Date
<a href="#">Start</a>	111	Concord	Not Started		

Showing 1 to 1 of 1 entries Previous 1 Next

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The DFRS welcome page present you with a header and menu, a welcome panel, then the financial report listing for the current fiscal year. The menu lets you change fiscal years and look at prior year submissions for DOE-25. You can also navigate by to myNHDOE or log out of DFRS by clicking on the given menu items. The report listing indicates the current status within the workflow provided by DFRS.

## THE WORKFLOW

**i** *DFRS provides the tools for working with the DOE-25, primarily a solid workflow. The DFRS workflow is modeled from the Grant Management System, which processes thousands of grant projects per fiscal year.*

The DFRS Portal provides a workflow to manage the process for the DOE-25. Codes indicate the status of the process for your LEA. The workflow statuses are:

- Start – Indicates that the process has not started for your LEA
- Started – Indicates that your LEA has accessed the portal and initiated the upload process
- In Progress – Shows that a DOE-25 workbook has been uploaded to the system for your LEA
- Ready For Local Authorized Signature – Stages the DOE-25 for Superintendent approval
- Submitted – Sends the DOE-25 to the Department of Education (NHDOE)
- In Review – Flags the DOE-25 as received and in review by the NHDOE
- Approved – Marks the DOE-25 as approved and accepted by the NHDOE
- Returned – Sends the DOE-25 back to your LEA for revision/update

## START THE WORKFLOW

**i** *DFRS statuses will guide you through the workflow, from starting your upload for DOE-25 to submitting it for review and approval.*

The report listing will include statuses for all of the districts in your SAU. You can start the process for a district by clicking the Start hyperlink. You can sort the listing by clicking the table headers. You can search and filter by status. The Status dropdown list will populate based on the current statuses of the entries in your report list. Clicking the Start hyperlink will prompt you to verify that you want to start the report. Click OK to start the report.

Financial Reports for 2020-2021

Report Type: DOE-25

Show 10 entries Search:

District ID	District Name	Status	Created Date
<a href="#">Start</a>	111	Concord	Not Started

Showing 1 to 1 of 1 entries

Previous 1 Next

Are you sure that you want to start this report?

## STARTED

**i** *The Started status indicates to the NHDOE that you have accessed the system and have started the process of uploading your DOE-25 report.*

Starting your DOE-25 report will navigate you to the financial report page. It will include name of your district and the current status, Started. There are hyperlinks to upload, download, add attachments, manage contacts, and move to the next step in the workflow. A validation summary provides a high level indication of the information inside of your DOE-25 workbook. The full status history is presented, along with any notifications within the workflow. Attachments are listed at the bottom of the page.

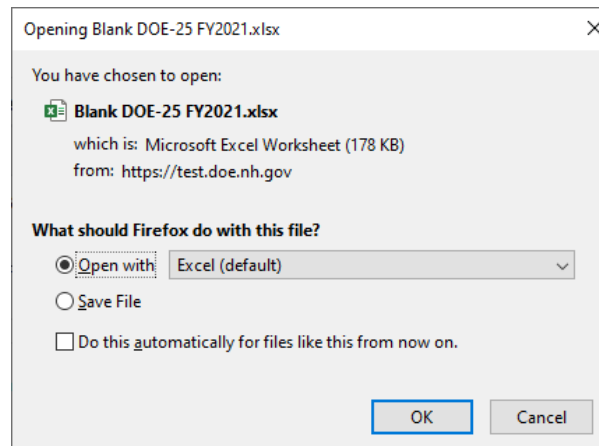
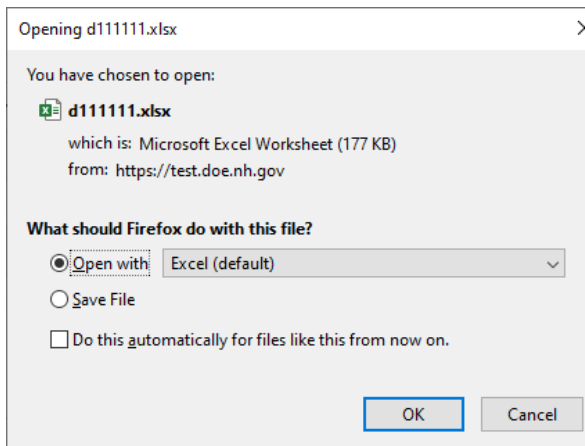
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## DOWNLOAD

**i** *The Download hyperlink lets you initially download a blank DOE-25 workbook.*

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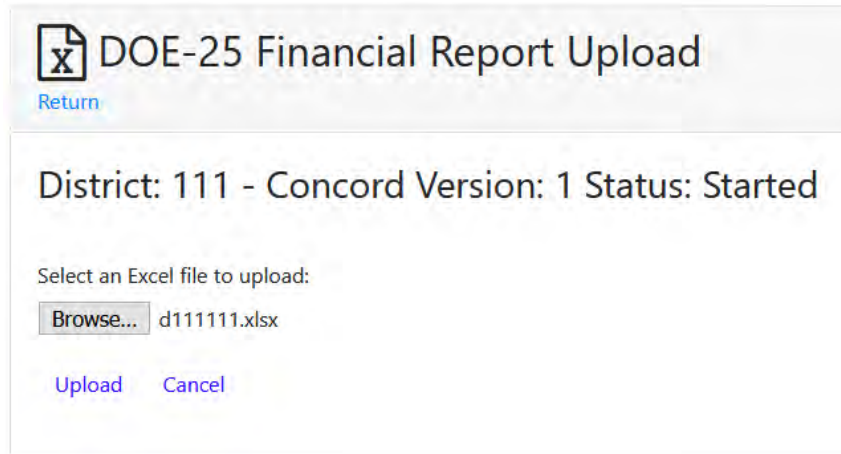
Once you complete your first workbook upload, the Download hyperlink will let you download the previously uploaded workbook.



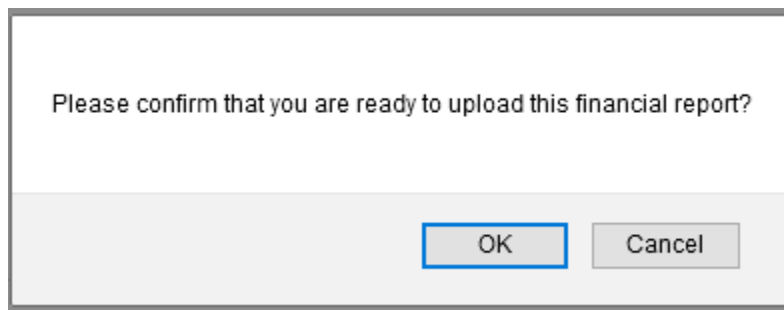
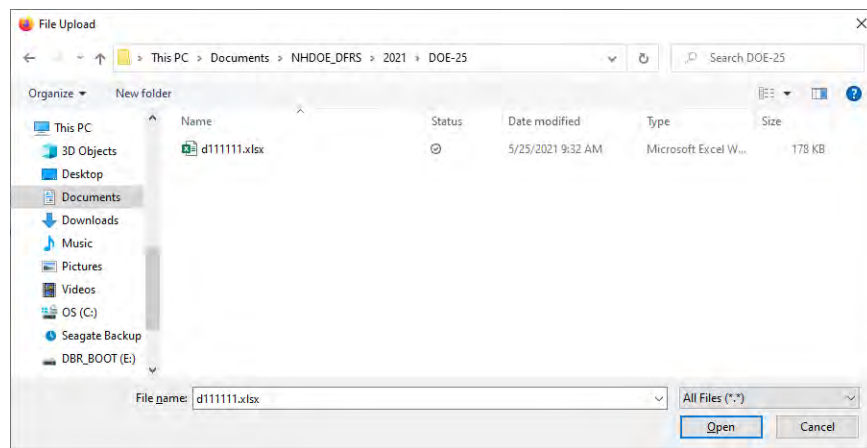
## UPLOAD

**i** The Upload hyperlink opens the upload page for you to upload your DOE-25 workbook

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


Click the Browse button to find and select your file. Once selected, click the Upload hyperlink to upload your file to DFRS. You will be prompted to confirm the upload for your financial report.



Click OK on the prompt to confirm your upload.

Successful upload for your DOE-25 will indicate with a success message and will navigate you back to the financial report page.

 **DOE-25 Upload Completed Successfully!**  
[Return](#)

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District: 111 - Concord Version: 1 Status: In Progress  
Please wait...

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The workflow will update to the In Progress status. You can also cancel the upload by clicking the Cancel hyperlink.


## IN PROGRESS

 *The In Progress status lets you supplement the DOE-25 with attachments and contacts.*

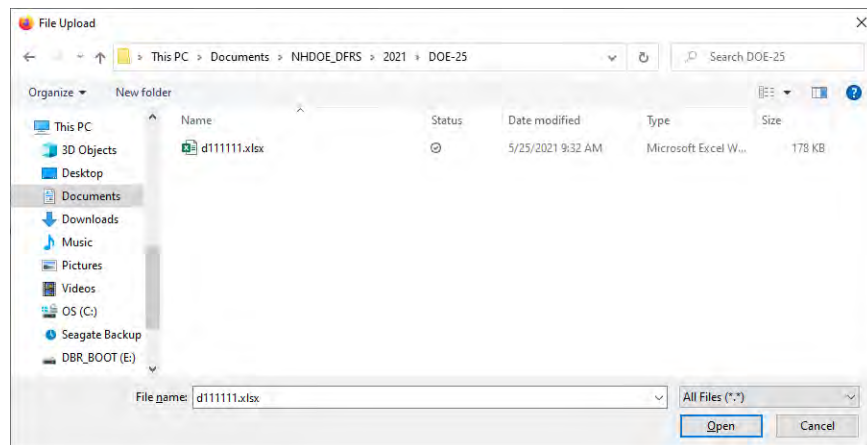
The In Progress status indicates to the NHDOE that you have uploaded your DOE-25 workbook. It provides you with hyperlinks to add supporting documents as attachments, and lets you manage the contacts for the DOE-25. At least one contact is required before you can move to the next step in the workflow, Send To Superintendent.

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## ADD ATTACHMENT


 *Add Attachment supplements the information provided with the DOE-25.*

The Attachment Upload page lets you indicate the type of attachment you are providing through a dropdown list, along with a browse button to find and attach your supporting documents and files.



Clicking the Upload hyperlink will prompt you to confirm that you want to upload the attachment and lets you upload the document/file to DFRS.

Successful upload of the attachment will navigate you back to the financial report page where you can see and download the attachment on demand by clicking the Download hyperlink.

 **DOE-25 Attachment Upload Completed Successfully!**  
[Return](#)


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District: 111 - Concord Version: 1 Status: In Progress  
Please wait...


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## CONTACTS

 *DFRS requires you to provide at least one contact before you can send your DOE-25 to your Superintendent for their approval.*

DFRS requires at least one contact before your DOE-25 can be submitted to your Superintendent. The Contacts screen provides you with a list of existing contacts and a New hyperlink to add a contact.

 **DOE-25 Contacts**  
[New](#) [Return](#)

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District: 111 - Concord Version: 1 Status: Started

Please provide a contact for the DOE-25. At least one contact is required.

Name	Title	Phone	Email
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Click the New hyperlink to open the Add Contact page.



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## ADD CONTACT

 **DOE-25 Contact Add**  
[Return](#)

**District: 111 - Concord Version: 1 Status: Started**

Please provide the contact information, then press Save.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

Provide the contact information within the form and click the Save button. All fields are required except for Address 2 and Fax. You can also click the Return hyperlink to go back to the Contacts page.

## SEND TO SUPERINTENDENT

**i** *The DFRS workflow requires that your Superintendent provide their approval before the DOE-25 can be submitted to the Department.*


Once you have uploaded your DOE-25 workbook, attached supporting documents and provided at least one contact, you are ready to send them all to your Superintendent for their approval. The financial report page provides a Send To Superintendent hyperlink. Click the link to open the Change Status page.

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## CHANGE STATUS

**i** *DFRS requires you to provide at least one contact before you can send your DOE-25 to your Superintendent for their approval.*


The Change Status page will remind you that you need at least one contact before you can move through the workflow.

 DOE-25 Financial Report Change Status  
[Return](#)

District: 111 - Concord Version: 1  
Current Status: In Progress  
New Status: Ready For Local Authorized Signature

Please provide at least one contact before changing the status. [Contacts](#)

Once you have the contact requirement met, you will be able to change the status and send the DOE-25 to your Superintendent. The Change Status page lets you optionally include additional email addresses for the notification of the status change, along with a custom message that will be sent and recorded as part of the status history for your report. Clicking the Change Status button will prompt you to confirm the change. Click OK to confirm the change or Cancel to return from the dialog to the page. You can also cancel the status change by clicking the Cancel hyperlink.

 **DOE-25 Financial Report Change Status**  
[Return](#)

District: 111 - Concord Version: 1  
Current Status: In Progress  
New Status: Ready For Local Authorized Signature

You are changing the status to 'Ready For Local Authorized Signature'

To: [mailto:superintendent@doe.nh.gov](#)

Cc:

Please confirm that you are ready to change the status by clicking Ok.

Email Message:  
The DOE-25 financial report status for District 111 - Concord has been updated to 'Ready For Local Authorized Signature'.  
The financial report is available for review at <https://test.doe.nh.gov/myNHDOE/>.

Custom Message:

[Cancel](#)

## READY FOR LOCAL AUTHORIZED SIGNATURE

**i** *The Ready for Local Authorized Signature status indicates that your DOE-25 is ready for your Superintendents approval.*

Your Superintendent will need to provide their approval for the DOE-25. Once that happens, the status for your DOE-25 report changes to Submitted, the Department is notified of the report and takes over the process from there.

## SUBMITTED

**i** *The Submitted status notifies the Department that your DOE-25 report is ready for review and approval.*

The Submitted DOE-25 report is an indication to the Department that your documents are ready for review.

## IN REVIEW

**i** *The Department sets the status for submitted DOE-25 reports to In Review to notify you that they have received the documents and that a review is underway.*

The In Review status indicates that the Department has received your DOE-25 report. They will review and validate the data and attachments. If there are no errors, omissions, or issues with your report, they will set the status to Approved. Otherwise, they will return the report by setting the status to Returned. In each case, the contact identified for the DOE-25 report will be notified of the status change. The Returned status


## APPROVED

**i** *The Approved status indicates that the Department has validated and approved your DOE-25 report..*

The Approved status indicates that the Department has validated and approved your DOE-25 report and attachments, ending the workflow for the given fiscal year. Should a revision or change to your DOE-25 report be necessary, the Department can set the status to Returned which cycles the report back through the workflow.


*\*We cannot be responsible for cost overruns caused by client's failure to deliver materials by agreed-upon due dates.*

## RETURNED

 *The Returned status indicates that changes to your DOE-25 report is required.*

The DOE-25 can be returned in instances where there are errors, omissions or issues with the report and data. This status cycles the workflow so that you can correct the report, upload it to DFRS and send it to your Superintendent for their approval.

## CONCLUSION

 *The DFRS portal provides the processes, tools and workflow for working with your DOE-25 report.*

DFRS provides the tools and workflow for working with your DOE-25 report, streamlining the steps, communication and tracking of the process.