

## Annual Report fixes / work-arounds:

1. Annual Report Form:
  - a. ISSUE: Not saving data after clicking “Save to Complete Later”.  
FIX: This has been fixed. The system will not perform a comprehensive error check of data if you “Save to Complete Later”, only when you “Save as Complete”.
  - b. ISSUE: Not saving my data after I exit.  
FIX: There is no auto save; therefore, you cannot exit without saving in the two possible ways. When you “Save to Complete Later”, the next tab will pop up. When you “Save as Complete”, you will see a pop-up dialogue box informing you that you are “successful” in saving your annual report. If neither of these occurs, then you have ERRORS. Check the document for red error messages and address them. Then click on your “Save” function choice and repeat as needed.
2. Excel Spreadsheet Template (Enrollment, Completion, Employment Report Form)
  - a. FIRST, schools are advised to use the “Add new record” link whenever possible, instead of the spreadsheet. While that may take a bit more time, the data will be more apt to be accepted via the automatic edit checks.
  - b. SECOND, every time you upload the Excel spreadsheet, it adds to any records that have already been entered or uploaded. It does NOT *replace* the previous spreadsheet that was uploaded.
  - c. ISSUE: DC is not on the spreadsheet’s State drop-down list.  
FIX: Do not include DC students on the Excel Template. Input them directly and individually online through the "Add new record" link.
  - d. ISSUE: SSNs beginning with zero are rejected.  
FIX#1: This appears to be sporadic, and not a consistent issue. If you have this problem, do not include students whose SSN begins with zero on the Excel Template. Input them directly online through the "Add new record" link.  
FIX#2: Download the most current version of the template from <http://www.mhec.state.md.us/career/pcs/index.asp> and copy your data into that spreadsheet. Be sure to maintain the formatting of the DESTINATION document.
  - e. ISSUE: Copying and pasting data from another spreadsheet.  
FIX: All schools must use either the direct online input for each student, or the new Excel template (only in its downloaded format). If you have fewer than 100 students, then it would be better to use the direct online input for each student. If you choose to cut'n'paste data from another spreadsheet, be sure to FIRST download a “clean” Excel Template from our website, and then maintain the formatting for the DESTINATION (receiving) spreadsheet/template. You may see two messages; if so, click “yes” to both.
  - f. ISSUE: Template row numbers versus Error message row numbers.

FIX: There is no fix for this until next year. Just note that when error messages reference a row number, it is two LESS THAN the actual spreadsheet template row number. The error messages ignore the first two header rows of the template.

- g. ISSUE: Invalid file format warning.  
FIX: The system is set to accept the template which is in .xlsx format. If you copied data from another spreadsheet that is NOT in that format (e.g., .xls), then chances are that the upload will tag it as an invalid format. Before you keep trying to change the spreadsheet, check to see if the student data really DID upload. If it did, then the student data will show up on the web page for Student Enrollment, Completion, Employment. If it did not upload, then download a clean, blank template, copy the data again, then try to upload another time.
3. Personnel Report
- a. ISSUE: There is no upload feature for a PDF of all new Personnel Forms.  
FIX: Redact all personally identifiable information from the forms, and then scan or combine all new hire Personnel Forms into one PDF. Email it to us at [pcsannualreport.mhec@maryland.gov](mailto:pcsannualreport.mhec@maryland.gov).
4. Uploading Financial Guarantee or Audited Financial Statements
- a. ISSUE: Must upload something for BOTH a financial guarantee and audited financial statements, or else you won't be able to open the final Affidavit tab.  
FIX: ONLY for this year's report:
    - i. If your school is required to maintain a financial guarantee, then upload that document (proof that you are maintaining your financial guarantee) under *both* upload requirements (financial guarantee AND audited financial statements). Yes, the same PDF will be uploaded for both.
    - ii. If your school is required to submit audited financial statements, then upload them under *both* upload requirements (financial guarantee AND audited financial statements). Yes, the same PDF will be uploaded for both.
5. No Addendum A input fields (Real Estate Schools only).
- a. This has been fixed. NOTE: There is no "edit" function for this page, so once you save, it's permanent.