

A stylized landscape illustration featuring rolling green hills in various shades of green and brown. On the left, there is a green tree, a purple flower, and an orange butterfly. A small red bird is flying in the sky. The background consists of wavy blue lines representing the sky.

# USAS-R 2021 Fiscal Year End

May 21, 2021  
ACCESS

Welcome Back!



You did it!

# *Congratulations*



*ACCESS is the 1<sup>st</sup> ITC to have 100% of our districts migrated!!  
Thank you for your hard work!!*

Welcome to R-House – See you on June 16th

Elaborate

Collaborate

Communicate

BRAIN  
STORM!  
CHALLENGE

Commiserate

# EMIS Reporting Periods

- *Five Year Forecast is Due!!*
  - *5/31 is a holiday*
  - *Aim for 5/25 so posting can be verified*
- *Financial Collection FY22 = Period H*
  - *Capital Assets are no longer reported*  
*(Inventory program is coming!!)*
  - *Report immediately after closing the FY*

## Financial Collections

Financial Collection (FY22) (2022H0000)

Five Year Forecast - Initial Required (FY22) (2022P0000)

Five Year Forecast - Initial Optional (FY22) (2022P1OPT)

Five Year Forecast - Required Spring Update (FY22) (2022P2MAY)

Five Year Forecast - Final Optional (FY22) (2022P3OPT)

H	6/2/2022	8/31/2022
P	9/2/2021	11/30/2021
P	12/2/2021	3/30/2022
P	4/1/2022	5/31/2022
P	6/2/2022	8/31/2022

# Things to consider prior to FYE

- *Closing out all possible purchase order*
  - \* *Reason = so account encumbrances are not carried forward to the next fiscal year*
  - \**See “Options Available for Closing Purchase Orders*

**USASR-4414** the ability to select Amend date when cancelling PO line item.

- Until corrected, users should keep in mind that the Amend date is the date the encumbrances are reduced. Therefore, if you need to Amend/Cancel a PO line item, users will want to do this when the ACTUAL calendar date is still June. Once it is July, the user will have to create a cancel invoice.

## *Things to consider prior to FYE*

- Address any old outstanding disbursements*
- Add/Customize Monthly Report Bundle*
- Maintenance of Effort (MOE)*

# Maintenance of Effort

*Why is this important?*

- *Prior to funding, ODE annually compares the district's local or state & local expenditures to ensure that the district budgets & expends at least the same amount of funds as the previous year*

*SSDT Budget Summary MOE Report*

- *Run this report to review the expenditures prior to reporting to EMIS*



# Things to complete prior to FYE

- *Verify Data*
  - \**District & Building Information*
  - \**Accounts are valid*
  - \**EMIS Fund Categories*
  - \**OPU's for district*
  - \**Equipment Inventory*
- *Prepare next year budgets & revenue estimates*
- *Prepare requisitions for next Fiscal Year*

# Pre-Closing Procedure

- Core>Organization

- \* Used for Period H Financial Reporting

- \*Insert the Central Office Square Footage

- \*Insert the ITC IRN = 085563

Organization Detail	
Im	009149
Name	Cotton (Demo) Schools
Attention	Tim McGuire, Treasurer
Address	
Line 1	1795 Rains Park
Line 2	
City	Patterson
State	OH
Zip	45084
Country	US
Is Foreign	<input type="checkbox"/>
Phone	
Phone	
Extension	
Country Code	
Phone Number	
County	Sloan County
Federal Ein	813116679
State Vendor Id	734709146
Central Office Square Footage	3,000
ITC IRN	123456

# District's Building Profiles

- Periodic>Building Profiles

\*Review & Update

>IRN

>Square Footage

>Transportation Percentage

>Lunchroom Percentage

Save
Cancel

IRN

Description

Square Footage

Transportation Percentage

Lunchroom Percentage

Should =  
100%

+ Create			Q Advanced Query				Report	More	Reset
			IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage		
			11111	High School	25,000	13%	35%		
			11114	West Elementary School	10,000	30%	19%		
			11112	Middle School	14,000	27%	29%		
			11113	East Elementary School	10,000	30%	17%		

# Verifying with Report

- SSDT District Building Information Report

Report Manager

Import Report   Create Form

								Favorite	Created by	Report Name	Description
										%building%	
								<input type="checkbox"/>	SSDT	SSDT District Building Information	Produces a report of the data entered under the Periodic's Building Profile option.

Reporting Period: February 2021 (FY 2021) 3/23/21 2:08 PM

**Cotton (Demo) Schools  
District Building Report**

IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
087654	Middle School	50,000	50.00 %	33.00 %
023456	Elementary School	99,654	50.00	25.00
092345	High School	55,555	50.00	75.00

# Account Validation

- *SSDT Account Validation Report*  
Ensures District has no invalid account dimensions prior to using the data collector to check for Level 1/2 errors

Reporting Period: February 2021 (FY 2021)		3/23/21 2:41 PM
<b>Cotton (Demo) Schools Account Validation Report</b>		
Full Account Code	Description	Code validation Messages
494-9908		494 is not a valid fund code
504-9911		504 is not a valid fund code
504-9912		504 is not a valid fund code
532-932N		532 is not a valid fund code
532-932O		532 is not a valid fund code
001-2189-411-0000-000000-000-00-000	GENERAL INSTRUCTION SERVICES	2189 is not a valid function code
451-2225-640-9910-000000-000-00-000	DATA COMMUNICATION FUND EQUIPMENT	2225 is not a valid function code
451-2225-640-9911-000000-000-00-000	DATA COMMUNICATION FUND EQUIPMENT	2225 is not a valid function code
451-2964-447-9910-000000-000-00-000	DATA COMMUNICATION FUND INTERNET ACCESS SERVICE	2964 is not a valid function code

## Examples of EMIS Errors

- *XXX is not a valid fund code*
- *XXXX is not a valid function code*
- *XXX is not a valid object code*
- *XXXXXX is not a valid subject code*
- *Receipt code XXXX is not at a valid level of detail*
- *Receipt code XXXX is invalid as of (date)*

**Code validation Messages**

990371 is not a valid subject code  
990371 is not a valid subject code  
990371 is not a valid subject code  
1370 is not a valid function code  
070904 is not a valid subject code

**Code validation Message**

001 is not a valid OPU code  
005 is not a valid OPU code  
. 001 is not a valid OPU code

# Level 1 / Level 2 Validation Reports

- **Other warning messages that are validated in the data collector.**
  - Function, Object and/or Receipt must be defined at higher level of detail
  - ODE requires SUBJ or IL to be entered for this func/obj in most cases
  - ODE requires OPU to be entered for this func/obj per EMIS Guide
  - A Valid EMIS category should be entered for this fund
- *If district receives Level 1 or Level 2 fatal error(s) and has closed the fiscal year, June can be re-opened to make any necessary changes.*

# Account Validation Errors

- Any accounts with Invalid Validation Errors that have amounts in the reporting fiscal year must be cleaned up by using Account Change under Utilities.

Account Change Request + x

✓ Save ⌵ Cancel

Starting Fiscal Year Fiscal Year 2021 ▾

From Account [Empty] ▾ !

To Account [Empty] ▾ !



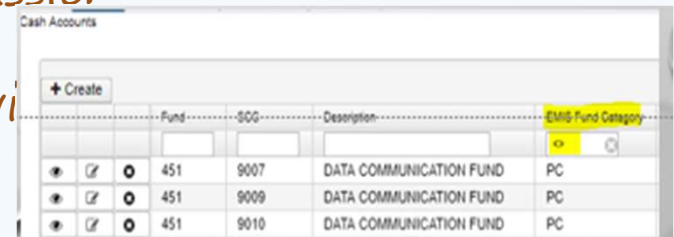
# EMIS Fund Categories

- The Cash Record is reported via EMIS with the Financial (H) Collection and the category defines the Fund/SCC describing what type of fund it is for EMIS.
- *ODE Brief Description (QC185)* Section 6.2 of the EMIS manual lists available EMIS Fund Categories that are part of the EMIS Financial Cash Records.
- However, when reviewing the Level 2 Report Explanations and General Issues guide on the ODE's website, ODE does not appear to be issuing a fatal error on these items if missing.

Ohio   Department of Education		6.2 Cash (QC) Record		
ODE Brief Description				
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/CFDA
431	Gifted Education	Gifted ID	GID	200-521
431	Gifted Education	Gifted Units	MS	200-521

# EMIS Fund Categories

- Fund Categories imported from Classic.
- Can be searched on Account grid with MORE button and using filter <>
- Codes not implemented in Redesign but can be updated if user chooses.
- Field to populate can be found under Standard Custom Fields on Cash record and codes found in EMIS manual section 6.2 Cash Record.
- If an EMIS fund category is required but the list of options don't apply, enter an asterisk \* in the EMIS Fund Category field.

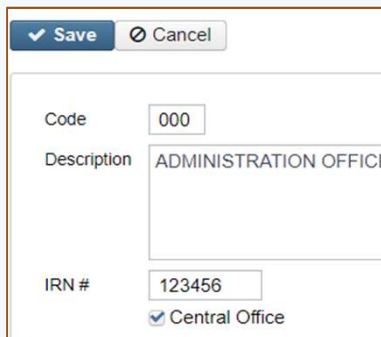


Cash Accounts					
+ Create					
	Fund	SOG	Description	EMIS Fund Category	
<input type="checkbox"/>					<input type="checkbox"/>
<input checked="" type="checkbox"/>	451	9007	DATA COMMUNICATION FUND	PC	
<input checked="" type="checkbox"/>	451	9009	DATA COMMUNICATION FUND	PC	
<input checked="" type="checkbox"/>	451	9010	DATA COMMUNICATION FUND	PC	

# Review Operational Units

*Review OPU's by one of these methods:*

- *Core>OPU*
- *Report Manager>SSDT OPU Listing report*
- *Verify IRN numbers and Entity types are accurate.*
  - *OPU of 000 must be the reporting district IRN.*
  - *All OPU's must have an IRN defined within your district.*
  - *The OPU for Central Office should be checked*



<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Code	<input type="text" value="000"/>
Description	<input type="text" value="ADMINISTRATION OFFICE"/>
IRN #	<input type="text" value="123456"/>
	<input checked="" type="checkbox"/> Central Office

# Appropriations

- Use the **BUDGETING > SCENARIOS** option to enter next year proposed Budgets and Revenue estimates.
- Refer to **Appendix > Useful Procedures** for steps Budgeting Scenario Steps for creating proposed amounts for the next Fiscal Year

*Budgeting Scenario Steps for creating Proposed Amounts for the Next Fiscal Year*

# Prepare Requisitions

## Requisitions can be entered for July 2021

- Posting Period must be open for July
- July 2021 does NOT need to be current posting period
- No budget yet? Requisitions do not require Account numbers – unless you have enabled the rule to prevent reqs from being created without an account number.

## Option to Assign Account numbers later

- Run SSDT Requisition Detail Report
  - Sort by Converted=F
  - Transaction Start date = 07/01/21

Reporting Period: May 2021 (FY 2021)										5/12/21 5:10 PM	
Cotton (Demo) Schools											
Requisition Detail Report											
Date	Vendor #	Primary Name	PO #	Item Number	Quantity	Unit Price	Description	Amount	Full Account Code	Created User	Type
Requisition #:	12312018										
7/1/2021	7673	Broxton Insurance			1	1.00	33,000.00 General Liability Insurance	\$ 33,000.00	001-2740-423-0000-000000-101-00-000	admin	
Requisition #:	12312019										
7/1/2021	57	Riverside Engineering			1	1.00	10,000.00 survey project I	10,000.00		admin	
Requisition #:	12312021										
7/1/2021	139	Holt, Isaac			1	10.00	100.00 Poles	1,000.00		admin	

# Month End Closing

## Proceed with closing out for the month of June

- Enter all transactions for the current month
- Attempt to reconcile USAS records with your bank(s)
  - Perform Bank Reconciliation Procedure (link is provided in the CYE checklist)
  - Under Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
- Generate the **SSDT Cash Summary** report and the **SSDT Financial Detail** report
  - The detail report may be run for the month in order to compare MTD totals to the Cash Summary report for December. Totals should match.
- If totals agree . . . You are balanced and may proceed 😊

# Monthly Reports

- Manually run & review any desired reports not included in the Monthly Reports Archive.
- Monthly Reports Archive will automatically run when Period is closed.
- Wait until the bundle is complete before closing another month
- Reports can be viewed under Utilities>File Archive
- If you do NOT want report bundle to run for Posting Period
  - Navigate to Report > Reports Bundle
  - Report Bundles can be disabled by ACCESS if needed
- Individual reports cannot be deleted- only entire monthly bundle

# Monthly Reports Archive

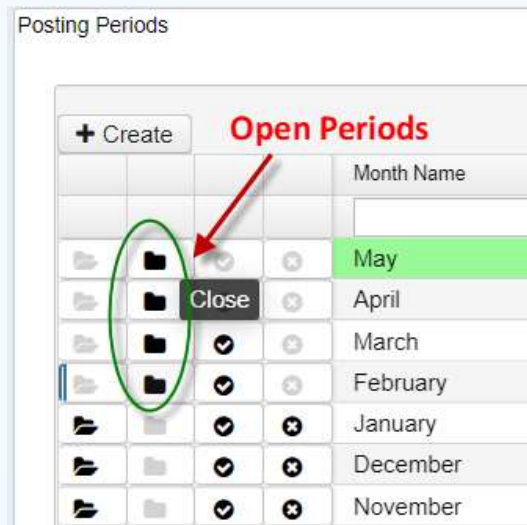
## 27 Month End Reports included in Bundle:

- Cash Reconciliation Report for the month
- Monthly Balance Report
- Cash-related Reports: Cash Summary Report / Financial Detail Report for the month / Financial Summary by Fund
- Budget-related Reports:
  - Budget Summary / Budget Account Activity Report (for the month)
  - Budget Transactions Summarized by Appropriation / Appropriation Summary Report
  - Negative Budget Report / Negative Appropriation Account Report / Error Corrections & Supplies Distributions
- Revenue-related Reports: Revenue Summary / Revenue Account Activity report for the month
- PO-related Reports: Purchase Order Detail Report for the month / Outstanding Purchase Order Detail Report / Transaction Ledger-Vendor Activity / Vendor Listing
- Disbursement-related Reports: Detailed Check Register / Outstanding Disbursement Summary Report
- Receipt-related Reports:
  - Receipt Ledger Report for the month / Reduction of Expenditure Ledger Report for the month
  - Refund Ledger Report for the month / Void Refund Ledger Report
- Transfer Advance Summary / Fund to Fund Transfer Ledger Report
- User Listing AOS Extract



# Posting Periods

- If multiple periods are open, close each but allow reports to run between closings.



# Fiscal Year End Closing

Under **PERIODIC** menu:

- Confirm the **CASH RECONCILIATION** for the current period has been completed.
- Select the **FEDERAL ASSISTANCE SUMMARY** program and enter the necessary information for the current fiscal year. *NOTE: The 'SUMMARY' option must be completed before the 'DETAIL' option to link the records together.*
- Select the **FEDERAL ASSISTANCE DETAIL** program
  - Create/Clone CFDA record & enter the necessary information
  - CFDA numbers can be retrieved from Classic, if needed
  - Once Cash Account is selected, FYTD revenues and expenditures will populate.*NOTE: the district may need to also enter any non-5xx fund that received federal assistance (i.e. 006)*
- Select the **CIVIL PROCEEDINGS** program to create/update civil proceedings.

## Recent Updates to Federal Assistance Detail

- Can create a new record or go to View & Clone
- Tool tips were added to CFDA numbers
- Update as needed
- As long as the cash account is a 5\*\*, the expenditures would populate from the system
- For non 5\*\* funds, an account filter can be setup and used.  
Exp: 006 funds – Café Funds
- Pick the cash account 006
- Select the account filter to pull in the funds

# Federal Assistance Detail

Federal Assistance Summary: 2021

Line Number: 1

CFDA: [Redacted]

Grant Title: may not be null

Cash Account: [Redacted]

**CFDA tool tip**

For a current list of available CFDA numbers, please visit <https://beta.sam.gov>. Then, click the "Search Assistance Listings" link under Federal Assistance.

CFDA tool tip = URL for searching CFDA numbers  
<https://beta.sam.gov>

- Create an account filter to include any Cash Account outside of the 5\*\* funds.
- Use this filter to populate the funds on the Federal Assistance Detail Record
- All amounts associated with the filter will be pulled into the Federal Assistance Detail Received/Expenditure fields

Federal Assistance Detail

Create New

Close

Federal Assistance Summary: 2021

Line Number: 3

CFDA: 10.587

Grant Title: National Food Service Program

Cash Account: 006-0000 - FOOD SERVICE

Account Filter: Federal Asst

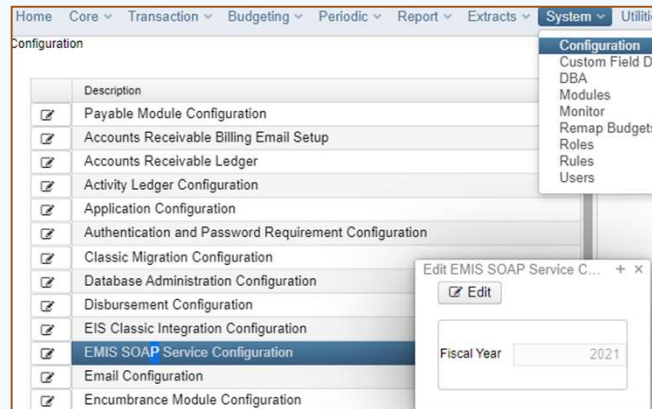
Federal Contributions Received: 260,383.75

Federal Expenditures: 297,188.79

# EMIS Extract

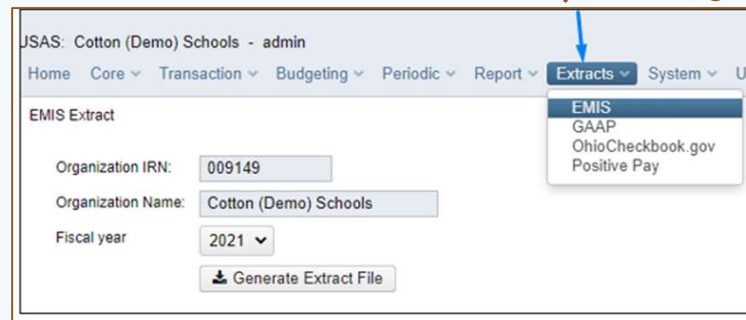
*NOTE: Before generating the Extract file:*

- Make sure the **EMIS SOAP Service Configuration** under **SYSTEM/CONFIGURATION** is updated to reflect the Fiscal Year the district is reporting for Period H.



# EMIS Extract

- Under the *Extracts* menu, select *EMIS* and click on *Generate Extract File* to create a *USAEMS\_2021.SEQ* file to be uploaded into the data collector for Period H reporting.



The screenshot shows the JSAS interface for 'Cotton (Demo) Schools - admin'. The navigation menu includes 'Home', 'Core', 'Transaction', 'Budgeting', 'Periodic', 'Report', 'Extracts', 'System', and 'Util'. The 'Extracts' menu is open, showing options: 'EMIS', 'GAAP', 'OhioCheckbook.gov', and 'Positive Pay'. A blue arrow points to the 'EMIS' option. Below the menu, the 'EMIS Extract' form contains the following fields: 'Organization IRN' with the value '009149', 'Organization Name' with the value 'Cotton (Demo) Schools', and 'Fiscal year' with the value '2021'. A 'Generate Extract File' button is located at the bottom of the form.

- Once the *.SEQ* file is uploaded into the Data Collector, it will be used along with the USAS SIF Agent for EMIS-R collections.

# EMIS Extract

- *EMIS Extract contains the same data as Classic's partial file (USAEMS\_EMISR.SEQ)*
  - CASH RECONCILIATION
  - FEDERAL ASSISTANCE SUMMARY AND DETAIL
  - CIVIL PROCEEDINGS
  - DISTRICT AND BUILDING PROFILE INFORMATION
  - WILL EXCLUDE THE ACCOUNT AND OPERATIONAL UNIT RECORDS.

*EMIS Extract does not contain the full file (USAEMS.SEQ).*
- *SIF Agent will pull other Period H files:*
  - CASH, EXPENDITURE, REVENUE ACCOUNTS
  - ACCOUNT DATA
  - OPERATIONAL UNITS

# Generate & Submit to AOS

- *Generate Reports under Report Manager*

*NOTE: AOS will accept only Tab delimited format*

- SSDT USAS AUDITOR EXTRACT – ACCOUNT
  - SSDT USAS AUDITOR EXTRACT – TRANSACTIONS
  - SSDT USAS AUDITOR EXTRACT – VENDOR
  - SSDT CASH SUMMARY
- *Attach reports (in Tab delimited format) and email AOS*
    - [ISA-SchoolSW@auditor.state.oh.us](mailto:ISA-SchoolSW@auditor.state.oh.us)



# Fiscal Year End Reports

- Manually run & review any desired reports not included in the Fiscal Year Reports Archive Bundle.
- Fiscal Year Reports Bundle will automatically run when Period is closed.
- Wait until the bundle is complete before changing the current posting period to a new period if there are custom report bundles scheduled to run on the *PostingPeriodCloseCompleted* or the *FiscalPeriodCloseCompleted* event.
- Reports can be viewed under Utilities > File Archive by clicking on row.

The screenshot shows a software interface with a navigation menu at the top: Home, Core, Transaction, Budgeting, Periodic, Report, Extracts, System, Utilities, Accounts Receivable, and USPS Integration. Below the menu are three tabs: Monthly Reports Archive, Fiscal Year Reports Archive, and Calendar Year Reports Archive. The main area contains a table with columns for Description, Calendar Year, and Description. The table lists two rows: Calendar Year 2021 and Calendar Year 2020, both with the description 'CalendarYearReport Files'. To the right of the table is a detailed view for the selected row (2021), showing a list of report files: Calendar Year End 1099 Vendor Report (1).pdf, Calendar Year End 1099 Vendor Report - All 1099 Vendors (1).pdf, Calendar Year End 1099 Vendor Report - All 1099 Vendors.pdf, and Calendar Year End 1099 Vendor Report.pdf.

# Fiscal Year Report Bundle



# Fiscal Year Report Bundle


1. Budget Account Activity Report (BUDLED)
2. Disbursement Summary Report (CHEKPY)
3. Financial Detail Report (FINDET)
4. Purchase Order Detail Report (PODETL)
5. Receipt Ledger Report (RECLEL)
6. Void Refund Ledger Report
7. Fund to Fund Transfer Ledger Report
8. Reduction of Expenditure Report
9. Refund Ledger Report
10. Error Corrections & Supplies Distributions

11. Budgeting Transactions Summarized by Appropriation
12. Transaction Ledger – Vendor Activity (TRNLED)
13. Revenue Account Activity (RECLEL)
14. Civil Proceedings (USAEMSEDT)
15. Federal Assistance Summary (USASEMSEDT)
16. Federal Assistance Detail
17. USAS Auditor Extract – Account (USASAUD)
18. USAS Auditor Extract – Transaction (USASAUD)
19. USAS Auditor Extract – Vendor (USASAUD)

**WAIT FOR REPORTS TO RUN BEFORE SWITCHING THE CURRENT POSTING PERIOD!!**

# Close the Fiscal Year

## *Create July 2021 Posting Period*

- *Click on CREATE, select JULY, enter 2021 and do not make current*
- *To close June and the Fiscal Year, go to Core > Posting Periods*
- *Click  to close June.*
- *Both the Monthly Report Archive and Fiscal Report Archive bundles will automatically run when the last posting period of the fiscal year is closed.*

*NOTE: If there are custom report bundles scheduled to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom bundles to complete before changing the current posting period to a new period.*

*Once Report Bundles are complete, make July 2021 current.*

*You are now closed for the month and fiscal year 😊*

# POST CLOSING PROCEDURES



## Period H - Financial data Submission to ODE

- Process is done through EMIS-R.
- Authorized person in district (i.e. EMIS Coordinator, Treasurer) will UPLOAD flat file, run the data collection process & submit the data to ODE
- Must be sent to ODE before Period H closes for fiscal year 2021
- **Reminder:** As of FY20, capital assets are no longer needed and are NOT to be included in the data collection.

# PERIOD H – Financial Reporting

- ODE has **DRAFT** schedule posted online:

EMIS Data Collection Calendar for 2020-2021			
<u>By Major Data Grouping</u>	<u>Data Set</u>	<u>Open Date</u>	<u>Close Date</u>
<b>Financial Collections</b>			
<u>Financial Collection (FY21) (2021H0000)</u>	H	6/3/2021	8/31/2021
Five Year Forecast - Initial Required (FY21) (2021P0000)	P	9/3/2020	11/30/2020
Five Year Forecast - Initial Optional (FY21) (2021P1OPT)	P	12/3/2020	3/26/2021
Five Year Forecast - Required Spring Update (FY21) (2021P2MAY)	P	4/1/2021	5/31/2021
Five Year Forecast - Final Optional (FY21) (2021P3OPT)	P	6/3/2021	8/31/2021

- Check for updates on ODE's website, email announcements or newsletters for information on Period H Processing.

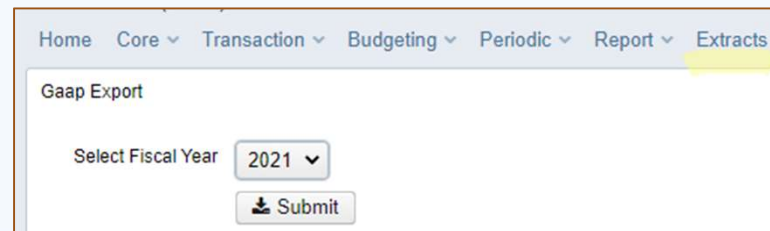
## Financial Reporting Special Notes:

- *Districts only need to upload the sequential file (from the EMIS EXTRACT) in the “financial” data source in EMIS-R. When they are ready to run a collection in the data collector, they will select the USAS SIF agent and the “financial” data source.*
- *The “EMIS Soap Service Configuration” tells the SIF if it should pull account information from the history records or the current account file*

- Data types consist of:
    - Cash, Budget, and Revenue accounts
    - Operational Unit Codes
    - Data entered in PERIODIC
- SIF zone
- Flat Files
- 
- A diagram within a light gray box. It lists three data types: 'Cash, Budget, and Revenue accounts', 'Operational Unit Codes', and 'Data entered in PERIODIC'. A blue bracket on the right groups the first two items under the label 'SIF zone'. Another blue bracket on the right groups the third item under the label 'Flat Files'.

# GAAP EXTRACT

- Run GAAP from Extracts menu to create necessary file for GAAP reporting
  - Select the Fiscal Year and click on 'submit' to generate the GAAPEXPORT.TXT file
  - Attach file in an email to person(s) responsible for uploading the file into WEBGAAP.

A screenshot of a web application interface for generating a GAAP export. The interface has a navigation bar at the top with the following items: Home, Core (with a dropdown arrow), Transaction (with a dropdown arrow), Budgeting (with a dropdown arrow), Periodic (with a dropdown arrow), Report (with a dropdown arrow), and Extracts (with a dropdown arrow and highlighted in yellow). Below the navigation bar, the page title is "Gaap Export". There is a label "Select Fiscal Year" followed by a dropdown menu showing "2021" with a downward arrow. Below the dropdown menu is a "Submit" button with a download icon to its left.



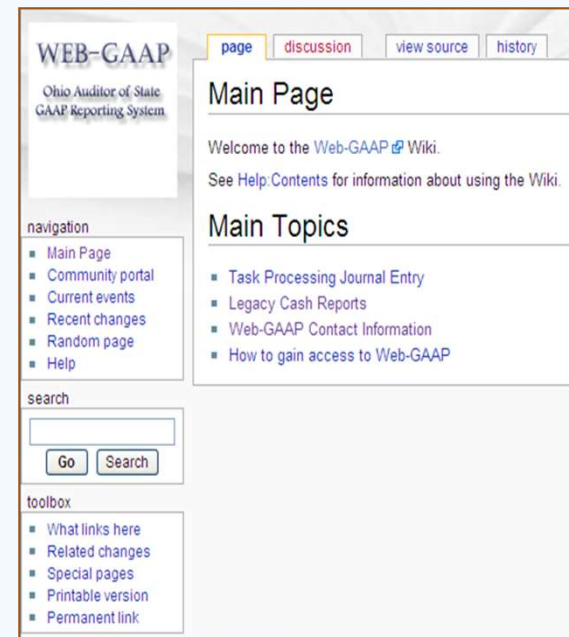
# WEBGAAP

## GAAP URL

[HTTPS://GASB34SYS.AUDITOR.STATE.OH.US/GAAP](https://gasb34sys.auditor.state.oh.us/gaap)

## GAAP WIKI

[HTTP://GAAPWIKI.OECN.K12.OH.US/INDEX.PHP?TITLE=MAIN\\_PAGE](http://gaapwiki.oecn.k12.oh.us/index.php?title=Main_Page)



# Recent Release Changes

- Ability to add attachments to requisitions

\*Note: These attachments will **NOT** move to RAM

- Appropriation Recap report – summarized by fund or fund/scc. Found as the last page of the Appropriation Resolution

Appropriation Recap Report		Total Appropriation
<b>Governmental Fund Type</b>		
<b>General Fund</b>		
001 GENERAL		\$ 15,597,882.17
<b>Total for General Fund</b>		<b>\$ 15,597,882.17</b>
<b>Debt Service</b>		
002 BOND RETIREMENT		\$ 1,173,035.50
<b>Total for Debt Service</b>		<b>\$ 1,173,035.50</b>
<b>Capital Projects</b>		
003 PERMANENT IMPROVEMENT		\$ 721,500.00
<b>Total for Capital Projects</b>		

Appropriation Recap Report		Total Appropriation
<b>Governmental Fund Type</b>		
<b>General Fund</b>		
001 0000 GENERAL		\$ 15,597,882.17
<b>Total for General Fund</b>		<b>\$ 15,597,882.17</b>
<b>Debt Service</b>		
002 9001 BOND RETIREMENT		\$ 966,989.25
002 9101 BOND RETIREMENT		\$ 206,046.25
<b>Total for Debt Service</b>		<b>\$ 1,173,035.50</b>
<b>Capital Projects</b>		
003 0000 PERMANENT IMPROVEMENT		\$ 721,500.00
<b>Total for Capital Projects</b>		<b>\$ 721,500.00</b>

# Upcoming Releases

- *Requisition Approval Workflow – beta release Aug 2021, Production release Sep 22,2021*
- *Purchase Order Approval Workflow will follow*
- *Fund Type changes*
  1. *Custodial Fund – ‘Agency Fund’ is being renamed*
    - *022 – District Custodial*
    - *026 – Employee Benefits Custodial*
    - *200 – Student Managed Activity Fund*
  2. *Fund 200 Student Managed Activity fund*
    - *Fund type changed from Agency Fund to Special Revenue.*

## *Import Features*

- *Ability to import Purchase Orders, AP Invoices, & Receipts via spreadsheet import.*
- *Use the Import button on the grid.*
- *Template spreadsheets are available*

# Upcoming Releases

- *Inventory program*
  - \*Separate Application*
  - \*Color Scheme & Screen formats will be different*
  - \*Beta Release on July 16<sup>th</sup>*
  - \*Production Release on August 16<sup>th</sup>*

# Questions?

