USAS

FISCAL YEAR-END

CLOSING PROCEDURES

MAY 29, 2020

PRE-CLOSING PROCEDURES

THE FOLLOWING STEPS MUST BE COMPLETED PRIOR TO CLOSING FOR FISCAL YEAR-END.

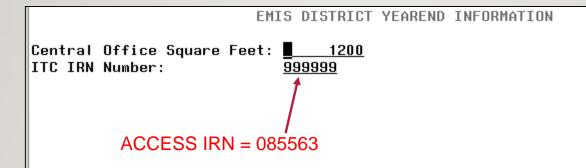# DISTRICT/BUILDING FINANCIAL DATA

- THE DISTRICT FINANCIAL GENERAL INFORMATION AND BUILDING FINANCIAL INFORMATION **MUST BE ENTERED THROUGH USAEMSDB**. THIS DATA WILL BE REPORTED UNDER FINANCIAL REPORTING PERIOD H FOR FY20.

```
USAEMSDB - EMIS District and Building Information
-------------------------------------------------------------------------
    1. DSTMNT      - EMIS District Info Maintenance
    2. BLDMNT      - EMIS Building Info Maintenance
    3. BLDRPT      - EMIS Building Info Report
    4. DBLOAD      - Load District & Building Info from EMIS
    5. EXIT        - Exit program
```

USAEMSDB - DSTMNT

Central Office Square Footage and ITC IRN are found in the USAEMSDB program option 1 - DSTMNT

```
               EMIS DISTRICT YEAREND INFORMATION

Central Office Square Feet: █    1200
ITC IRN Number:             999999



         ACCESS IRN = 085563








USADST     Maintenance program
```

USAEMSDB - BLDMNT

The transportation and lunchroom percentages and correct square footage fields are found on the USAEMSDB program option 2.

Find:			
Building IRN	**Square Feet**	**Transportation Percentage**	**Lunchroom Percentage**
111111	46,280	10.04	9.27
111112	56,600	11.66	12.56
111113	69,535	12.50	11.27
111114	218,770	30.36	30.19
111115	100,610	24.79	22.34
111116	67,360	10.65	14.37
		100.00	100.00

USABLD   Maintenance program

USAEMSDB - BLDRPT

A report can be generated for the transportation, lunchroom percentages and building square footage under USAEMSDB option 3 - BLDRPT

```
DATE: 04/24/12              SAMPLEVILLE LOCAL SCHOOLS              PAGE:      1
TIME:   2:02 pm           EMIS Building Information Report               (BLDRPT)
Building         Square       Percent              Percent
 IRN              Feet      Transportation        Lunchroom
 111111          46,280        10.04                9.27
 111112          56,600        11.66               12.56
 111113          69,535        12.50               11.27
 111114         218,770        30.36               30.19
 111115         100,610        24.79               22.34
 111116          67,360        10.65               14.37
```

VALACT – IMPORTANT!!

- SHOULD BE RUN TO CHECK FOR ANY INVALID ACCOUNTS THAT MAY NEED TO BE FIXED PRIOR TO CLOSING FOR THE FISCAL YEAR.

- THIS PROGRAM CREATES A REPORT OF INVALID ACCOUNTS WITH AN EXPLANATION AS TO WHY THE ACCOUNTS ARE CONSIDERED INVALID

  - WARNING MESSAGES WILL NOT CAUSE ANY PROBLEMS WHEN TRYING TO RUN YEAR-END PROGRAMS LIKE USAEMSEDT OR USAEMS

  - FATAL MESSAGES WILL PREVENT THE USAEMS SEQUENTIAL FILE FROM BEING CREATED

VALACT

- All accounts will be validated, regardless of their active/inactive status or any start/stop dates, since inactive accounts may still have relevant amounts associated with them.
- Accounts which have dollar amount fields that are all $0 will have their errors listed as **warnings**. If any amount field is non-zero, then the errors will be listed as **fatals**.

```
Accounts Validation Program
---------------------------

This program allows the user to obtain a report of invalid accounts.


** Main Menu Options: **

    R - Create Invalid Account Report
    E - Exit Program

Enter Option <R>: _


** Would you like to exclude accounts with all zero amounts?

    Y - Exclude accounts with all zero amounts
    N - Do not exclude accounts with all zero amounts

Enter Option <N>: _
```

Choosing "Y" to exclude accounts with all $0 amounts may significantly reduce the number of warnings on your report

VALACT MESSAGE

"WARNING: ODE REQUIRES OPU TO BE ENTERED FOR THIS FUNC/OBJ PER EMIS GUIDE"
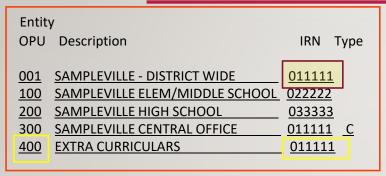
- FOR CERTAIN FUNCTION/OBJECT CODE PAIRINGS, A 000 OPU IS NOT ALLOWED. A WARNING IS ISSUED IF THE IRN RELATED TO THE OPU IS THE DISTRICT IRN

- THESE FUNCTION/OBJECT CODE PAIRINGS HAVE BEEN IN SECTION 6.3 OF THE EMIS GUIDE FOR YEARS BUT SINCE ODE IS VALIDATING THEM IN THE DATA COLLECTOR, THE SAME VALIDATIONS WERE IMPLEMENTED IN USAS AND APPEAR ON VALACT AS WARNINGS.

  - ALSO, THESE OPUS WARNINGS WILL ONLY BE GENERATED FOR TRADITIONAL DISTRICTS THAT HAVE MORE THAN 1 BUILDING REPRESENTED IN THEIR OPU MASTER FILE. THE OPU WARNINGS WILL NOT BE GENERATED FOR ESC'S, CAREER CENTERS, COMMUNITY SCHOOLS OR ANY OTHER ENTITIES THAT ARE NOT EITHER A CITY, LOCAL, OR EXEMPTED VILLAGE DISTRICT TYPE.

EXAMPLE

VALACT warning:

02 200 4111 891 9001 000000 400 00 000   Warning: ODE requires OPU to be entered for this func/obj per EMIS Guide.

ART CLUB - EXPENSES

Entity

OPU	Description	IRN	Type
001	SAMPLEVILLE - DISTRICT WIDE	011111	
100	SAMPLEVILLE ELEM/MIDDLE SCHOOL	022222	
200	SAMPLEVILLE HIGH SCHOOL	033333	
300	SAMPLEVILLE CENTRAL OFFICE	011111	C
400	EXTRA CURRICULARS	011111	

Table 18. Extracurricular Activities

Function Codes	Object Codes											
	111	112	141	1X0	45X	4X0	520	530	5X0	6X0	81X	8X0
	113	114	143	2X0			83X	7X0	82X			
	142											
	144											
4100	O	P	O	P	P	P	N/A	N/A	O	O	N/A	O

Chapter 6.3
41xx/8x0 must have
OPU defined

EMIS guide states 41xx function with object 8X0 must have OPU defined (meaning OPU must be tied to building IRN#). In OPUEDT 400 is tied to district IRN. Leave as is and it will prorate expenses, otherwise if ART club expenses are tied to high school, ACTCHG the OPU to 200 so expenses will be tied to HS building IRN#

EMIS FUND CATEGORIES

- VALACT
  - LISTS **ERRORS** FOR INVALID FUND CATEGORIES
- EMISFCAT REPORT
  - LISTS ALL FUNDS AND ASSOCIATED FUND CATEGORY
- ENTER "NOT APPLICABLE" ON THE CASH ACCOUNT IF NO APPROPRIATE CODE EXISTS

	459 9901		
Description	OhioReads Volunteer Coord. Grant		Status Active
	Fiscal Year 2009	Month	Calendar Year
Initial Cash	0.00		
+ Receipts	0.00	0.00	0.00
- Expenditures	0.00	0.00	0.00
= Fund Balance	0.00		
- Investments	0.00	Payables	0.00
= Available	0.00	Bank Code	
- Encumbered	0.00	Fund Type	SpecialRevenue
= Unencumbered Balance	0.00		
- Future Encumbered	0.00	Future Year Encumbered	0.00
= Remaining Balance	0.00	Include on SM1/SM2	No
		Bypass Approp/Budget balance-checking	No
Start Date		Stop Date	
EMIS Fund Category	Ohio Reads - Ohio Reads Admin/Volunteer Support		
	Not Applicable		
	Ohio Reads - Ohio Reads Admin/Volunteer Support		
PTD Clear Month	Ohio Reads - OhioReads Community Match		
	Ohio Reads - Research Based Reading Mentoring		
	Ohio Reads Grants		

* Current ODE EMIS Manual - Section 6.2 Cash Record (QC)

EMIS Fund Category: _____

In Classic, use F7 to see list of available options for the account you are working on.

OPERATIONAL UNITS

- CHECK OPERATIONAL UNITS
  - CAN USE USASWEB/ OPERATIONAL UNITS TO QUERY ALL THE OPUS; AND MAKE MODIFICATIONS IF NEEDED
  - CAN ALSO USE OPUEDT
  - OPU OF 000 HAS TO EQUAL THE REPORTING DISTRICT IRN; THIS IS THE DISTRICT-WIDE OPU AND SHOULDN'T BE USED TO IDENTIFY A SPECIFIC BUILDING

APPROPRIATIONS

- NEXT YEAR ESTIMATED BUDGETS AND REVENUES MAY BE ENTERED INTO THE NEXT YEAR PROPOSED FIELDS THROUGH APPROP PRIOR TO RUNNING FISCAL YEAR-END ADJUST.

NOTE: ALTERNATIVELY, IABMASS, IABMNT, OR IABLOAD (ALSO PART OF APPROP) MAY BE USED AFTER CLOSING THE FISCAL YEAR

APPROPRIATIONS MENU>APPROP

- NYPINI…CLEARS OUT ANYTHING CURRENTLY IN THE NEXT YEAR PROPOSED FIELDS

- NYPMASS…ALLOWS RANGES OF ACCOUNTS TO BE MASS UPDATED BASED ON THE CALCULATION METHOD CHOSEN

- NYPMNT…ENTER NEXT YEAR PROPOSED AMOUNTS INDIVIDUALLY

- NYPLOAD…UPLOAD NEXT YEAR PROPOSED AMOUNTS VIA A SPREADSHEET FILE

```
APPROP - Appropriation Maintenance
-----------------------------------------------------------------
                    NEXT YEAR PROPOSED
  1. NYPINI     - Initialize Next Year Proposed Amounts
  2. NYPMASS    - Mass Change Next Year Proposed Amounts
  3. NYPMNT     - Next Year Proposed Maintenance Screen
  4. NYPLOAD    - Update Proposed Amounts from CSV/TAB file

                INITIAL/PERMANENT ACCOUNT BALANCES
  5. IABMASS    - Mass Change Initial Account Balances
  6. IABMNT     - Initial Account Balance Maintenance Screen
  7. PABMNT     - Permanent Account Balance Maintenance Screen
  8. IABLOAD    - Update Initial Balances from CSV/TAB file

                   GAAP ORIGINAL AMOUNTS
  9. GAAPSET    - Mass Update GAAP Original Budget/Estimate

  10. EXIT      - Exit program


  Menu: APPROP Option>       _____

KP-  Accept        F7  Help        F8  Exit        F10 Next
```

MONTH-END CLOSING

MONTH-END CLOSING

- FOLLOW NORMAL PROCESS OF CLOSING OUT FOR THE MONTH

    - AFTER ALL TRANSACTIONS HAVE BEEN ENTERED, RECONCILE USAS WITH THE BANK

    - BALCHK TOTALS SHOULD BE IN BALANCE

    - ENSURES ALL UNDERLYING ACCOUNTS ARE IN BALANCE WITH THE ASSOCIATED CASH ACCOUNT

    - CURRENT ENCUMBERED FROM BALCHK SHOULD BALANCE WITH PODETL

    - CASH RECONCILIATION FROM USAEMSEDT SHOULD BALANCE WITH FINSUMM

MONTH-END CLOSING

- FINSUMM NEEDS TO BALANCE WITH FINDET

Generate FINDET report for comparison? (Y,N)   Y

  - FIGURES ARE COMING FROM 2 COMPLETELY DIFFERENT AREAS
    - FINSUMM PULLS AMOUNTS FROM THE ACCOUNT FILE
    - FINDET PULLS AMOUNTS FROM THE DETAILED TRANSACTION FILES
  - IF THE 2 DO NOT BALANCE, MEANS SOMETHING DID NOT GET COMPLETELY UPDATED DURING PROCESSING

- RUN SM2 CALC OPTION IF TRACKING SM2 FIGURES
  - REVIEW REPORT FOR ACCURACY
  - OPTIONAL – ALSO RUNS AUTOMATICALLY AS PART OF ADJUST

MONTH-END CLOSING

- GENERATE ANY MONTH-END REPORTS DESIRED
- MINIMUM REPORTS RECOMMENDED ARE:
  - BUDSUM, APPSUM, AND REVSUM
  - DETAILED PODETL
  - FINSUMM & FINDET
  - RECLED
  - DETAILED CHEKPY
  - CASH RECONCILIATION (USAEMSEDT)
- GENERATE MONTHLYCD
  - GENERATES STANDARD SET OF MONTHLY REPORTS
  - CAN BE MADE AVAILABLE VIA SECURE WEB SITE
  - CAN BE ARCHIVED TO CDROM

Don't run ADJUST for the month yet.

FISCAL YEAR-END CLOSING

FISCAL YEAR-END CLOSING

- COMPLETE THE REST OF THE USAEMSEDT OPTIONS
  - EACH OPTION MUST AT LEAST BE ENTERED AND EXITED EVEN IF THERE IS NOTHING TO ENTER
  - EACH DATA ENTRY OPTION HAS THE ABILITY TO GENERATE A REPORT
    - CAN BE VERY USEFUL TO GENERATE THE REPORT TO SEE WHAT HAS BEEN CARRIED OVER FROM THE PRIOR YEAR FOR EACH OPTION

```
Enter Option (A/C/D/L/R/E/? <?>):  _
                                   ?

** Options: **

    A - Add Record
    C - Change Record
    D - Delete Record
    L - Look at Record
    R - Report
    E - Exit to Main Menu
    ? - Display Options
```

USAEMSEDT PROCESSING

```
This program allows entry of miscellaneous
information required for EMIS reporting.

*** Main Menu ***
     1 - Cash Reconciliation
     2 - Federal Assistance Programs - Summary
     3 - Federal Assistance Programs - Detail
     4 - Civil Proceedings
     5 - Exit Program



Enter option < 5>: _
```

OPTION 1 - CASH RECONCILIATION

- ENTER ALL BANK AND ENDING BALANCES

- ENTER ANY DEPOSITS IN TRANSIT

- ENTER OUTSTANDING CHECKS

- ENTER ANY ADJUSTING ENTRIES

- LIST INVESTMENTS
  - BONDS & NOTES
  - CD'S
  - SECURITIES
  - OTHER INVESTMENTS

- LIST CASH ON HAND
  (EX: PETTY CASH)

- OUTPUT FILE = CSHREC.TXT

OPTION 1 - CASH RECONCILIATION

- FIGURES ENTERED *MUST* BALANCE WITH THE CURRENT FUND BALANCE AS REPORTED ON THE FINSUMM
  - NOT IN BALANCE IF THE FOLLOWING IS DISPLAYED WHEN EXITING OPTION 1

```
Total Ending Balance does not equal Total Fund Balance!

Total Ending Balance:    1,008,282.27
Total Fund Balance  :      611,135.70
```

Total entered in option 1

Total on the account file

OPTION 2 – SUMMARY FEDERAL ASSISTANCE PROGRAMS

FEDSUM.TXT

- FEDERAL ASSISTANCE SUMMARY
- ASKS THE FOLLOWING INFORMATION:

```
Federal Assistance Programs Summary
 1. Entity                  : SAMPLEVILLE SCHOOLS
 2. County                  : HENRY
 3. Fiscal Year End         : 2019
 4. Total Federal Expenditures
        This Fiscal Period: Under $750,000
 5. Comments:

Enter field number to change or <CR> if no change: _
Enter '9' to display record.
```

- SOURCE DOCUMENT – FINSUMM FOR FEDERAL FUNDS ONLY, PLUS ANY OTHER FEDERAL ASSISTANCE RECEIVED

OPTION 3 – DETAIL FEDERAL ASSISTANCE PROGRAMS

FEDDET.TXT

- CONTAINS AN INITIALIZATION OPTION
  - DELETES PRIOR YEAR INFORMATION FOR 5XX FUNDS
  - CREATES NEW RECORDS BASED ON CURRENT YEAR FIGURES FOUND ON THE ACCOUNT FILE FOR 5XX FUNDS
  - CFDA # FOR EACH RECORD CREATED WILL NEED TO BE ENTERED
  - RECORDS FOR ANY FUNDS OTHER THAN 5XX WILL ALSO NEED TO BE MANUALLY ENTERED OR UPDATED

OPTION 3 – DETAIL FEDERAL ASSISTANCE PROGRAMS

- SUGGESTED SOURCE DOCUMENTS
    - ODE WEB SITE SUMMARY REPORT OF AMOUNT OF FEDERAL CONTRIBUTIONS RECEIVED FROM ODE
    - CFDA #'S ARE LISTED ON THE PRINTOUT FROM THE ODE WEBSITE AND ARE IN AOS USAS MANUAL

```
Program Reference Number              : 2345
 1. C.F.D.A. number                   : 13.55
 2. Grant Title                       : CHAPTER II
 3. Fund/SCC                          : 572 9098
 4. Federal Contribution Received:         10,000.00
 5. Federal Expenditures              :     10,000.00
```

OPTION 4 – CIVIL PROCEEDINGS

CVLPRC.TXT

- ENTER DATA FOR ANY LAW SUITS DURING REPORTING PERIOD

- Must be entered & exited even if you have nothing to report

```
Civil Proceeding Number   : 3333
 1. Court                 : SAMPLE CO COMMON PLEAS
 2. Case Number           : 23445667
 3. Board Capacity        : Defendant
 4. Total Expense         :       10,000.00
 5. Fiscal Year Expense   :       10,000.00
 6. Plaintiffs/Defendants :
 7. Description           :
        1) TEST CASE
```

FINANCIAL DATA REPORTING

- DATA IS TO BE REPORTED TO ODE VIA EMIS-R

  - REPORTING PERIOD H

    - DATA TYPES CONSIST OF:

      - CASH, BUDGET, AND REVENUE ACCOUNTS
      - OPERATIONAL UNIT CODES
      - DATA ENTERED IN USAEMSEDT
      - DATA ENTERED IN USAEMSDB

USAEMS

- EXTRACTS DATA FROM THE USAEMSEDT AND USAEMSDB PROGRAMS AND STORES IT IN A FLAT-FILE LAYOUT TO BE LOADED INTO EMIS-R
  - CHECKS ALL NECESSARY FUNDS ARE CODED WITH A VALID EMIS FUND CATEGORY
  - CHECKS ALL USAEMSEDT OPTIONS HAVE BEEN COMPLETED
    - WARNING MESSAGE ISSUED IF CASH RECONCILIATION NOT IN BALANCE OR CONTAINS ERRORS
    - WARNINGS MESSAGES ISSUED IF ANY OF THE OPTIONS AREN'T COMPLETED
    - FATAL MESSAGE ISSUED IF FEDERAL ASSISTANCE DETAIL RECORD DOES NOT CONTAIN CFDA NUMBERS
    - FATAL MESSAGE ISSUED IF FEDERAL ASSISTANCE SUMMARY RECORD'S FISCAL YEAR IS NOT THE CURRENT FISCAL YEAR
  - CREATES TWO OUTPUT FILES:
    - USAEMS_EMISR.SEQ (PARTIAL OUTPUT FILE) *DISTRICTS LOADS INTO EMIS-R*
    - USAEMS.SEQ (FULL OUTPUT FILE) *DO NOT LOAD INTO EMIS-R*

USAEMS_EMISR.SEQ

- **PARTIAL OUTPUT FILE** THAT INCLUDES:

  - CASH RECONCILIATION

  - FEDERAL ASSISTANCE SUMMARY AND DETAIL

  - CIVIL PROCEEDINGS

  - DISTRICT AND BUILDING PROFILE INFORMATION

  - WILL **EXCLUDE** THE ACCOUNT AND OPERATIONAL UNIT RECORDS.

- MUST BE UPLOADED INTO THE DATA COLLECTOR **TO BE USED ALONG WITH THE USAS SIF AGENT FOR EMIS-R COLLECTIONS.**

- **USAS SIF AGENT PULLS THE FOLLOWING FROM LIVE USAS DATA:**

  - CASH, EXPENDITURE, REVENUE ACCOUNTS

  - ACCOUNT DATA WILL BE PULLED EITHER FROM THE CURRENT YEAR DATA OR FROM ACCOUNT HISTORY DATA DEPENDING ON THE TIMING OF WHEN THE EMIS-R DATA COLLECTION IS RUN.

  - OPERATIONAL UNITS

USAEMS.SEQ

- **FULL** FILE CONTAINING <u>ALL</u> RECORD TYPES NEEDED FOR EMIS-R REPORTING
- DISTRICTS **SHOULD NOT** BE UPLOADING USAEMS.SEQ FILE. INSTEAD, THEY SHOULD BE UPLOADING THE PARTIAL FILE (USAEMS_EMISR.SEQ). THEN WHEN COLLECTING THE DATA, THEY WILL SELECT THE "FINANCIAL" DATA SOURCE ALONG WITH THE USAS SIF AGENT.

USAEMS

USAEMS - Extract financial data into EMIS-R detail file format.

Are you extracting for an Information Technology Center? (Y,N,?) <N> _

District IRN: 123456
District Name: SAMPLEVILLE SCHOOLS

Is this correct? (Y,N,?) <Y> _

Enter Fiscal Year: <2020> _____

Continue, Re-enter, or Exit? (C,R,E,?) <C> _

Processing, please wait!

Full output file is USAEMS.SEQ

Partial output file is USAEMS_EMISR.SEQ

Processing Completed!

USASAUD

- RUN THE USAS AUDITOR EXTRACTION PROGRAM
  - ANSWER "Y" TO "SEND DATA TO AOS NOW"; SENDS ACCTAUD.SEQ, VENAUD.SEQ, TRANAUD.SEQ AND FINSUMM
  - EXTRACTS INFORMATION FROM THE ACCOUNT, VENDOR, CHECK, AND RECEIPT DATA FILES FOR AUDITING PURPOSES
    - CREATES ACCTAUD.SEQ, VENAUD.SEQ,TRANAUD.SEQ FILES, AND FINSUMM (SORTED BY FUND)
  - ALSO CREATES ACCTAUD, VENAUD, TRANAUD AND FINSUMM TEXT FILES
    - DETAILS INFORMATION SENT TO AOS VIA THE SEQUENTIAL FILE


```
USASAUD - USAS Auditor Extraction Program

Fiscal Year of extraction 2020
Date Selection: From 07/01/2019 To 06/30/2020

Send data to AOS now? Y

You may also send this data to an additional email address as well, such
as a CPA firm or outside auditor.  If you wish to send to an additional
email address, please enter the full email address below:
ACCOUNTANT@BUSINESS.ORG
```

FISCAL YEAR-END REPORTS

- GENERATE ANY FISCAL YEAR-END REPORTS DESIRED

  - EXECUTE FISCALCD

    - GENERATES STANDARD SET OF FISCAL YEAR REPORTS

    - CAN BE MADE AVAILABLE VIA SECURE WEB SITE

    - CAN BE ARCHIVED TO CDROM

IMPORTANT!! Make sure the FISCALCD link shows up on MonthlyCD

- April
- May
- June
- Fiscal Year End (full year)

FISCAL YEAR-END COPY

- Run USAS_FY to make a copy of your files.
- Create a helpdesk ticket by emailing: fiscal@access-k12.org
- Wait for the response from ACCESS before proceeding

- Once ACCESS has reviewed your files and has given you the confirmation to continue,
  Run BACKUP. Everyone must be off the system to do this.

ADJUST

- RUN ADJUST TWICE!

- 1 - RUN ADJUST SELECTING MONTH-END OPTION

- 2 - RUN ADJUST AGAIN SELECTING YEAR-END AND FISCAL OPTIONS

- NOW READY TO BEGIN PROCESSING FOR JULY!

FISCAL YEAREND ADJUST

- ACCOUNTS
  - AMOUNTS MOVED TO USAHIST FILE
  - CURRENT FUND BALANCE MOVED TO JULY 1ST CASH BALANCE
  - FUTURE YEAR ENCUMBERED ADDED TO FUTURE ENCUMBERED THEN CLEARED
  - FUTURE YEAR REQUISITIONED ADDED TO REQUISITIONED AMT THEN CLEARED
  - NEXT YEAR PROPOSED MOVED TO INITIAL BUDGET/REV. AND THEN CLEARED
  - CURRENT ENCUMBRANCES MOVED TO CARRYOVER ENCUMBRANCES
  - FISCAL-TO-DATE AMOUNTS CLEARED
  - CALCULATED FIELDS RECALCULATED
  - GAAP ORIGINAL FIELDS SET TO NEW EXPENDABLE/RECEIVABLE

FISCAL YEAREND ADJUST

- VENDORS
  - FISCAL-TO-DATE AMOUNT CLEARED

- USASDAT/USACON
  - CURRENT FISCAL YEAR UPDATED
  - SM2/ADJUST MONTHLY ACCESS FLAGS CLEARED

FINANCIAL REPORTING SPECIAL NOTES:

- DISTRICTS SHOULD NOT UPLOAD USAEMS.SEQ FILE. THEY ONLY NEED TO UPLOAD THE USAEMS_EMISR.SEQ FILE IN THE "FINANCIAL" DATA SOURCE IN EMIS-R. WHEN THEY ARE READY TO RUN A COLLECTION, THEY WILL SELECT THE USAS SIF AGENT AND THE "FINANCIAL" DATA SOURCE.

- THERE IS AN "EMIS REPORTING YEAR" FLAG IN USASDAT/USACON THAT TELLS THE SIF IF IT SHOULD PULL ACCOUNT INFORMATION FROM THE HISTORY RECORDS OR THE CURRENT ACCOUNT FILE

- WE STRONGLY RECOMMEND DISTRICTS HOLD OFF MAKING ANY UPDATES TO THEIR OPUS, ACCOUNTS (I.E. ACTCHG/FNDCHG) OR DELETING ACCOUNTS **IN FY21** UNTIL AFTER THEY HAVE COMPLETED THEIR EMIS-R REPORTING FOR FY20 PERIOD H.

POST-CLOSING PROCEDURES

EMIS-R

- THE FINANCIAL DATA SUBMISSION PROCESS IS DONE THROUGH EMIS-R AND IS **UNDER DISTRICT CONTROL** RATHER THAN ITC CONTROL. AN AUTHORIZED PERSON IN THE DISTRICT (EMIS COORDINATOR, TREASURER, ETC.) WILL NEED TO UPLOAD THE FLAT FILE, RUN THE DATA COLLECTION PROCESS, AND SUBMIT THE DATA TO ODE.

- MUST BE SENT TO ODE BEFORE PERIOD 20H CLOSES

PERIOD H

ODE HAS **DRAFT** SCHEDULE POSTED ONLINE. -

EMIS Data Collection Calendars

Education Management Information System (EMIS) Data Collection Calendars are available by fiscal year below. Each calendar includes the collection name and the collection's open date and close date. Those reporting EMIS data must submit their information as outlined in the schedules unless a waiver has been granted.

» EMIS Data Collection Calendar for 2019-2020 (Posted 4/22/2020) *DRAFT*

- NOTE HIGHLIGHTED CHANGES

Financial Collections

Financial Collection (FY20) (2020H0000)	H	6/1/2020	8/31/2020
Financial Collection - Supplemental (FY20) (2020H0000)	H	9/4/2020	9/30/2020

CAPITAL ASSETS REPORTING CHANGES FOR FY20

- EMIS Changes noted on ODE website; last updated 4/10/20

Capital Assets are NO longer being reported!!

Top	DATE SCHEDULED FOR RELEASE: MAY 21, 2020	
20-91	*Removing capital asset reporting (70809).* Capital assets are no longer needed and will no longer be collected. This also means the supplemental collection is no longer needed (see change 20-179, also scheduled for May #2) and the financial appeal window can likely be moved up closer to the close of the Financial Collection. *First posted: 2/27/20* *Last updated:* *Completed:*	Other

CAPITAL ASSETS
REPORTING CHANGES FOR FY20

20-179

Delete Financial (H) Supplemental Collection. The purpose of the Financial (H) Supplemental Collection is for districts to report capital assets. As capital assets are no longer being reported to the Department via EMIS (see change #20-91), this collection is no longer necessary. The non-capital asset items that have been a part of the Supplemental Collection will need to be finalized and reported as part of the Financial (H) Collection that closes on August 31, 2020. The Financial appeal will likely be moved up to be closer to the close of the Financial Collection. When this has been scheduled, the dates on the webpage will be updated. Newflash reminders about this change will go out closer to the May #2 release date.

First posted: 3/2/20
Last updated:
Completed:

Other

GAAP CONVERSION

- RUN USAEXP'S GAAP_EXP OPTION TO CREATE NECESSARY FILES FOR GAAP REPORTING
  - CAN BE RUN EITHER BEFORE OR AFTER CLOSING OUT
  - CREATES FILE (GAAPEXP.TXT) TO BE UPLOADED INTO WEBGAAP
  - EMAILS GAAPEXP.TXT TO SPECIFIED EMAIL ADDRESS FOR UPLOADING INTO WEBGAAP

USAEXP'S GAAP_EXP

USAEXP – GAAP/GASB Data Export

This program extracts USAS Account information into a tab-delimited file. This is intended to be used in conjunction with the GAAP/GASB data upload function. However, the resulting file is also suitable for loading into Excel, Access, etc.

Output file GAAPEXP.TXT
Include field Names? Y
Fiscal year selection: 2020

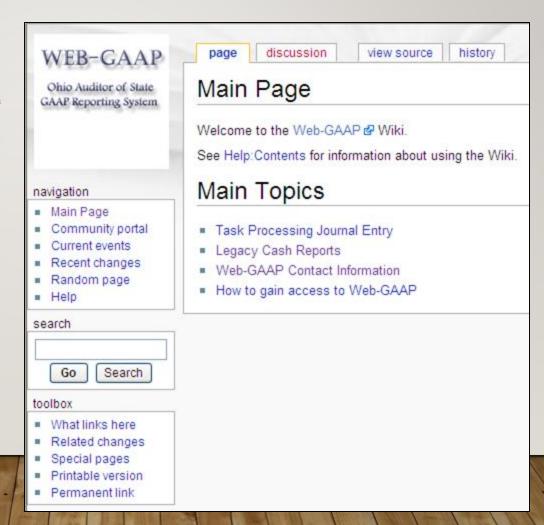Send Export file via E-mail to:
ACCOUNTANT@BUSINESS.ORG

WEBGAAP

- GAAP URL

HTTPS://GASB34SYS.AUDITOR.STATE.OH.US/GAAP

- GAAP WIKI

HTTP://GAAPWIKI.OECN.K12.OH.US/INDEX.PHP?TITLE=MAIN_PAGE

QUESTIONS?