USAS Fiscal Year-End Closing Procedure

This procedure outlines the steps to be taken to close USAS for the month, quarter and fiscal year-end.

PRE-Closing Procedures – *the following procedures can be completed any time prior to starting fiscal year end closing.*

☐ **1)** The Building Profile, Central office square footage, and ITC IRN information must be entered in the **USAEMSDB** program. The building profile includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district. The district profile includes information to report the central office square footage for your district and the ITC IRN Number = **ACCESS's IRN (085563)**.

MENU>**USAEMSDB** – Last year's information will display. Update as needed.

○ **Option 1. DSTMNT** - EMIS District Info Maintenance - Central Office Square Footage and **ACCESS's IRN (085563)**

○ **Option 2. BLDMNT** - EMIS Building Info Maintenance - transportation and lunchroom percentages and correct square footage fields

➥ You can generate a building report by running option 3 **BLDRPT**

➥ Each column (Transportation & Lunchroom Percentage) should equal 100%. It is okay to leave a blank if services are not offered in a building. This will create a warning.

☐ **2)** Run the program **VALACT** - **IMPORTANT!!**

➥ This insures that no invalid accounts exist in your account master file. If invalid accounts do exist, they should be eliminated via the ACTCHG program by changing them to valid account codes. Fatal errors must be cleaned up. Fatal messages will prevent the USAEMS.seq file from being created. Warnings may show as critical errors in the data collector.

➥ All accounts will be validated, regardless of their active/inactive status or start/stop dates since they may have relevant amounts associated with them.

➥ Choose "Y" to exclude accounts with zero amounts. This will reduce the number of warnings on the report.

☐ **3)** Run **EMISFCAT** report to check the EMIS fund categories on your cash accounts. Make any necessary updates using ACTSCN or USASWeb/Accounts. A complete list can be found in the ODE EMIS Manual 6.2 Cash Record.

➜ The category defines the FUND/SCC describing what type of fund it is for EMIS year-end financial data processing and is required for funds that have multiple sources of revenue as defined in the biennial budget.

➜ Enter "Not Applicable" on the cash account if no appropriate code exists.

		ODE Brief Description	EMIS Fund Categories		
Fund	**USAS Fund Description**	**Program** USASweb	**QC185** ACTSCN Screen 2	**Appropriation Line Item/ CFDA**
450	School Net	Instructional Resources	IR	228-539
450	School Net	Ohio K-12 Network	OKN	228-539
450	School Net	Ohio School Net Plus	OSNP	Tobacco
450	School Net	Other School Net =Not applicable	*	

☐ **4)** Run OPULST to review your OPUs and make sure your IRN numbers and Entity types are correct. Use OPUEDT or USASWEB/Operational Units to make changes.

➜ All OPUs must have an IRN within your district

☐ **5)** If you planned to use the NYPMASS, NYPMNT, or NYPLOAD option of the APPROP program to enter your proposed budgets and revenue estimates, <u>this must be completed before running</u> ADJUST to close the fiscal year. Otherwise, you can use IABMASS, IABMNT, or IABLOAD option of the APPROP program once you have closed for the fiscal year.

Month-End Closing

☐ **6)** Enter all transactions for the current month

☐ **7)** Attempt to reconcile USAS records with your bank(s):

○ **A)** Perform bank reconciliation procedure as described in the "USAS Useful Procedures" section of the USAS User Guide.

◊ In the USAEMSEDT program, option 1, enter your cash reconciliation information. The Cash Reconciliation "Total Fund Balance" should balance "Current Fund Balance" on FINSUMM.

○ **B)** Run **BALCHK** , and Outstanding **PODETL** reports.

◊ Examine the MTD, YTD, and FYTD expenditure lines on BALCHK report (dollar amounts for cash, budget, & approp. accts should all be identical for each line on report)

◊ Examine the MTD, YTD, and FYTD revenue lines on BALCHK report (dollar amounts for cash and revenue accounts should be identical for each line on report)

◊ Compare Current Encumbered totals from the BALCHK and Outstanding PODETL reports. "Current encumbered" from BALCHK should balance with "Total Remaining Encumbrance" on the PODETL. They should be identical…….. *if not* execute the FIXENC to correct and regenerate BALCHK and compare totals. If the totals still do not balance contact your ITC for assistance.

○ **C)** Run FINSUMM, selecting "Y" to generate the FINDET report for comparison.

➤ This will cause the FINDET report to be generated with identical selection criteria as the FINSUMM and will determine if it balances with FINSUMM.

➤ The total will display on the screen when run is complete. Compare the total from the FINDET and FINSUMM, they should be identical. Figures on each are pulling from different areas. FINSUMM pulls amounts from the account file & FINDET pulls amounts from the transaction files.

If all above steps are performed and totals all agree, you are in balance and may proceed.

☐ **8)** ****** *Optional Step (SM1/SM2)* ****** On the **SM12** menu, run the **SM2CALC** program. This calculates the SM2 (Annual Spending Plan for the month). Print the resulting report. This step will automatically run when ADJUST is executed.

☐ **9)** Generate all needed month-end reports (may be done via the MONTHLYCD step below). The following is a listing of the MINIMUM report listings recommended for retention on a monthly basis for USAS users

◊ USARPT/BUDSUM using YTD (or split) Budget Summary – All funds

◊ USARPT/APPSUM using YTD (or split) Appropriation Summary – All funds

◊ USARPT/REVSUM using YTD option Revenue Summary – All funds

◊ Detailed PODETL – Purchase Order Detail Report for Outstanding Purchase Orders

◊ FINSUMM and FINDET reports

◊ RECLED Reports – all funds, all options

◊ Detailed Check Register for the Month

◊ Cash Reconciliation Report using the cash rec (option 1) of USAEMSEDT.

☐ **10)** Execute the MONTHLYCD procedure.

➜ This procedure will generate a standardized set of monthly USAS financial reports which can be made available to registered users online via a secure web site and can be archived to CD-ROM if desired.

11) Please verify that the reports appear on the web page and are correct.

Fiscal Year-End Closing

☐ **12)** Complete the **USAEMSEDT** options.
➜ Important! Remember you must complete/enter each option 1-4 of the USAEMSEDT program even if you have no data for that particular section.

➜ Run the report for each option by selecting "R". Check to see what carried over. Enter new information, if needed.
♦ CSHREC.TXT ~ Cash Reconciliation – should balance with FINSUMM.
♦ When exiting program, look at screen! Balances must match.
Total Ending Balance = Cash Reconciliation totals
Total Fund Balance = FINSUMM Current Fund Balance.
♦ FEDSUM .TXT ~ Federal Assistance Summary
♦ FEDDET.TXT ~ Federal Assistance Detail – Create report first! Initalizing option deletes prior year's info & create new records for 5xx funds. CFDA # will need to be manually entered. Records for other funds will need to be entered. (Exp: 6xx).
CFDA #'s can be found in ODE EMIS Manual 6.2 Cash Record.
♦ CVLPRC.TXT ~ Civil Proceedings
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☐ **13)** Run the **USAEMS** program if you are satisfied with the accuracy of the reports. This extracts data from USAEMSEDT & USAEMSDB (#1 & #12 on checklist)

➡ Answer "N" to "Are you extracting for an Information Technology Center?" If no errors are encountered, two files will be created. The USAEMS_EMISR.SEQ file contains the necessary financial data for EMIS-R reporting and will need to be moved to the data collector.

The submission process for EMIS-R will be under district control rather than ACCESS's control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the flat file before running the data collection process and submitting the data to ODE.

Current ODE Processing Schedule for Period H:

EMIS Data Collection Calendar for 2018-19

Financial Collections

Financial FY19 Collection (2019H0000)	H	6/3/2019	8/30/2019
Financial Supplemental FY19 Collection (2019H0000)	H	9/3/2019	9/27/2019

☐ **14)** Run the **USASAUD** program

➡ Answer "Y" to the question "Send data to AOS now." This program will take information from the Account Master, Vendor, Check, and Receipt files and create 3 new data files, ACCTAUD.SEQ, VENDAUD.SEQ, and TRANAUD.SEQ. **Do not print these files.** These files, along with a FINSUMM report will be sent via email to the State Auditor's office where they may be used for help in the auditing process.

➡ Reports of this data will also be created called ACCTAUD.TXT, VENDAUD.TXT, and TRANAUD.TXT. These reports will detail the exact information that the auditor's office is receiving in the above files. They may be printed and kept on file if desired.

☐ **15)** Generate all fiscal year-end reports (may be done via the FISCALCD step below). Keep in mind that you should generate any additional reports required for GAAP that may be necessary.

☐ **16)** Execute the FISCALCD procedure.

➔ The procedure will generate a standardized set of fiscal USAS financial reports which can be made available to registered users online via a secure website and can be archived to CD-ROM if desired.

☐ **17)** Run USAS_FY

Create a helpdesk ticket and wait for response before proceeding

☐ **18)** Run **BACKUP** with everyone off the system.

☐ **19)** Enter ADJUST. Select option 1. Month-end processing

➔ The program will ask for which month (June), and you will confirm that you are indeed certain that you have completed all processing for that month.

☐ **20)** Run **ADJUST** choosing option 2 (year-end processing) and then select "FISCAL"

This completes all necessary steps to close USAS for the fiscal year. You may start processing transactions for the new fiscal year.

POST Fiscal Year-End Closing

☐ **21)** Compile your capital assets information before period H closes. **The manifest is available in EMIS-r.** Please refer to the EMIS Financial Period H document on our web page for complete instructions. http://www.access-k12.org/Page/102

○ Two files are needed for Period H processing:

USAEMS_EMISR.seq

EISEMS.seq (for EIS districts) or XXXXXX_FFE.seq (from EMISFFE)

○ EIS DISTRICTS

☐ Follow the EIS Closing procedures indicated on the Fiscal Webpage.

☐ Load the USAEMS_EMISR.seq & EISEMS.seq files to the data collector.

○ NON-EIS DISTRICTS

☐ Enter your capital asset information into EMIS-FFE

https://ssdt.esu.k12.oh.us/emisffe2/login/auth

☐ Export sequential file and upload the file into EMIS-R in order for it to be run through the data collection process and submitted to ODE for Period H reporting.

☐ Load the USAEMS_EMISR.seq & file created from EMISFFE into the data collector.

☐ **22)** The **GAAP_EXP** option of **USAEXP** should be run at this time, if you use the **Web-GAAP** system for GASB34 reporting.

Note to treasurers: Please see related documents on our webpage including the fiscal year-end GAAP checklist and instructions on how to open a new fiscal year in GAAP and how to import cash activity.

➜ GAAP_EXP will create the file necessary for uploading into the WEB_GAAP system and also allows you to enter the email address of the person you wish to send the export file to. Multiple addresses may be entered by separating them with commas.

➜ Reports have been added to the Web-GAAP program that are similar (but not identical to) to many of the 4502 exhibits and statements. These reports are called "Legacy Cash Reports". If the district wishes to use Web-GAAP an account will need to be set up if the district does not already have one.

For more information on Web-GAAP and legacy cash reports you can go to the GAAP Wiki
http://gaapwiki.oecn.k12.oh.us/index.php?title=Main_Page