# USAS Fiscal Year End Checklist

# Pre-Closing Procedures

**The following pre-closing procedures can be completed any time prior to closing the fiscal year.**

* Close out all possible purchase orders [FAQ Purchase Orders](https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573389/FAQ+-+Frequently+Asked+Questions#FAQ-FrequentlyAskedQuestions-PurchaseOrders)
* Review old outstanding disbursements [FAQ Disbursements](https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573389/FAQ+-+Frequently+Asked+Questions#FAQ-FrequentlyAskedQuestions-Disbursements)
* Complete the Maintenance of Effort [Budget Summary MOE](https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3572019/SSDT+Template+Reports#Budget-Summary-MOE)
* The Central office square footage must be populated in the '**ORGANIZATION' program under CORE**.  The district profile includes information to report the central office square footage for your district.
* The Building Profiles information must be updated in the '**BUILDING PROFILES' program under PERIODIC.**  The building profiles includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district.
* A Building Profiles report may be generated from the grid or by running the '**SSDT District Building Information**' report under the Report Manager grid.
* Run the **SSDT Account Validation Report** under the Report Manager to ensure no invalid accounts exist.  If invalid accounts do exist, they should be changed via the '**ACCOUNT CHANGE**' program under **UTILITIES** by changing them to valid account codes.
* Run an '**SSDT OPU LISTING**' report under the Report Manager grid to review your OPUs to make sure your IRN numbers and Entity types are correct. Use **OPUs** under **CORE** to make any necessary changes.  All OPUs must have an IRN within your district.
* If you plan to use the **SCENARIOS** option under **BUDGETING** to enter your next year proposed budgets and revenue estimates, this may be completed before closing the fiscal year
  + Additional steps included on the Appendix Useful Procedures: [Budgeting Scenario Steps for created proposed amounts for the next fiscal year](https://mcoecn.atlassian.net/wiki/display/usasrdoc/Budgeting+Scenario+Steps+for+creating+proposed+amounts+for+the+next+fiscal+year)
* Prepare your Requisitions/Purchase Orders for next year. July must be OPEN, but does not need to be CURRENT

**Month-End Closing**

* Enter all transactions for the current month
* Attempt to reconcile USAS records with your bank(s)
* Perform [bank reconciliation procedure](https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573113/USAS+Month+end+Balancing+Checklist)
* Under the 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 Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.
* Totals from reports should balance.
* If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.
* Manually run and review desired reports

**Fiscal Year-End Closing**

Under the **PERIODIC** menu:

* Confirm the '**CASH RECONCILIATION**' for the current month has been completed
* Select the '**CIVIL PROCEEDINGS**' program and enter any existing civil proceedings
* If you use the **FEDERAL ASSISTANCE SUMMARY AND DETAIL** to track your Federal Schedules the Summary must be entered first before your Detail can be added

Under the **EXTRACT** menu:

* Select **EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the Data Collector
* Warning messages may be issued if the cash reconciliation or civil proceedings programs have not been completed. If you do NOT have any Civil Proceedings, you may ignore the warning and proceed
* As of FY2024, the Federal Assistance Summary and Detail are no longer required for Period H Reporting and **will not be contained in the EMIS Extract.** Based on district feedback, these pages remain in the software as an optional tool that may be used for entering and reporting on Federal Schedule information
* If you use the **FEDERAL ASSISTANCE SUMMARY AND DETAIL** to track your Federal Schedules the Summary must be entered first before your Detail can be added

The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data.

* Manually run and review desired reports
* To close the Fiscal Year, under the Core menu, click on Posting Periods
* Click to close the June posting period. This will close the *Month and Fiscal Year.*
* The SSDT Monthly and Fiscal report bundles will automatically run when the Posting Period is closed
  + **The SSDT Monthly Report Bundle will automatically run when the Posting Period is closed. A list of the included reports & descriptions can be found** [**here**](https://mcoecn.atlassian.net/wiki/display/usasrdoc/Report+Bundles#ReportBundles-MonthlyReportsIncluded)**.**
  + **The SSDT Fiscal Report Bundle will automatically run when the last Posting Period of the Fiscal Year is closed.  A list of the included reports & descriptions can be found** [**here**](https://mcoecn.atlassian.net/wiki/display/usasrdoc/Report+Bundles#ReportBundles-FiscalYearEndReportsIncluded)**.**

If there are custom Report Bundles scheduled to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom Report Bundles to complete before changing the current posting period to the new period.

Click to make July the current posting period.

**You are now closed for the month and fiscal year, proceed with your next month's financial transactions.**

### Reminder

After the July posting period is open, please review any Pending Transactions in Transactions>Pending Transactions that are to be posted in July.   Please post accordingly.

**Post Fiscal Year-End Closing**

* AOS Extracts

**ACCESS has already scheduled the AOS Audit Job to run annually, therefore the job does not need to be scheduled again.**

* The following reports will run **automatically** on July 24 for the previous fiscal year based on the current period. The reports will be sent to the Audit Reports section of the **File Archive** and they will be sent **via SFTP directly to AOS** when the job runs. Since this generates reports for the *previous fiscal year*, you should try to be closed by this date and have made FY26 current.
  + SSDT USAS AUDITOR EXTRACT-ACCOUNT
  + SSDT USAS AUDITOR EXTRACT-TRANSACTIONS
  + SSDT USAS AUDITOR EXTRACT-VENDOR
  + SSDT CASH SUMMARY
  + GAAP EXTRACT
* Submit Period H prior to its closing on 8/30/2025

 If you plan to use the Web-GAAP system for GASB34 reporting or to access the Legacy Cash Reports continue with the next step.

* The **GAAP** program under the **EXTRACT** menu can be run if you use the **Web-GAAP** system for GASB34 reporting.  It will create the file necessary for uploading into the WEB\_GAAP system. If the district user wishes to use Web-GAAP, an account will need to be set up