

The background features a light purple-to-blue gradient. In the upper left and lower right corners, there are several realistic water droplets of various sizes, some with highlights and shadows. A large, faint, light-colored circular graphic is centered in the background, partially overlapping the text.

USAS-R

FISCAL YEAR-END

CLOSING PROCEDURES

MAY 29, 2020

PRE-CLOSING PROCEDURES

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

DISTRICT/BUILDING FINANCIAL DATA

- The Central office square footage and ITC IRN information must be updated in '**ORGANIZATION**' under CORE.
- The district profile includes information to report the central office square footage for the district and the ITC IRN.

ACCESS 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/BUILDING FINANCIAL DATA

- The Building Profiles information is located 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 of the district.

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

100.00%

100.00%

Save Cancel

IRN

Description

Square Footage

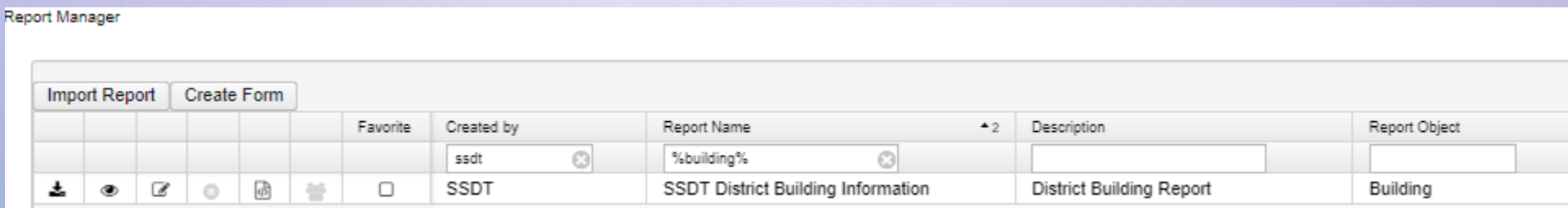
Transportation Percentage

Lunchroom Percentage

DISTRICT/BUILDING FINANCIAL DATA

There is a template report available called “SSDT District Building Information” that can be generated for the transportation and lunchroom percentages and building square footage

Reports>Report Manager>SSDT District building Information



The screenshot shows the 'Report Manager' window with two buttons at the top: 'Import Report' and 'Create Form'. Below these is a table with columns for 'Favorite', 'Created by', 'Report Name', 'Description', and 'Report Object'. The table contains one entry: 'SSDT' with 'SSDT District Building Information' as the report name and 'District Building Report' as the description. The 'Report Object' is 'Building'. There are also search and filter icons on the left side of the table.

						<input type="checkbox"/>	SSDT
							Created by
							Report Name
							Description
							Report Object
							ssdt
							%building%
							SSDT District Building Information
							District Building Report
							Building

ACCOUNT VALIDATION

- Run the **SSDT Account Validation Report** to ensure no invalid accounts exist. If invalid accounts do exist, they should be changed via the '**ACCOUNT CHANGE**' program under **UTILITIES**.
- NOTE: This report will only check for invalid dimensions. Some of the other warnings messages from classic VALACT (listed below) are validated during the Level 1/Level 2 Validation Reports in the data collector.
 - ODE warning regarding OPU to be entered for specified func/obj per EMIS guide
 - Function, Object and Receipt must be defined at a higher level of detail
 - ODE warning regarding SUBJ or IL to be entered for this func/obj in most cases
 - Valid EMIS category entered for this fund (see next slide)
- If the Level 1 or Level 2 reports contain fatal errors, (and the district has closed the fiscal year), the district can re-open June of the prior fiscal year and make any necessary changes.

EMIS FUND CATEGORIES

- The existing EMIS Fund Categories in Classic are not implemented in the Redesign. However, any existing EMIS Fund Categories a district had in Classic are imported over. We have been not been given any official word from ODE as to if the EMIS Fund Categories are still in use. Looking through the Level 2 Report Explanation as well as the General Issues guide on ODE's website, ODE doesn't appear to be issuing a fatal error for a missing EMIS fund category.
- If you would like to proceed with reviewing and/or updating your EMIS Fund Categories in the Redesign as a precautionary step, perform the following:
 - On the CASH grid, add the 'EMIS FUND CATEGORY' column to the grid (or do an advanced query). Filter by '<>' (space) to query all funds that contain an EMIS Fund Category.
 - ODE's current EMIS manual (section 6.2 Cash record), contains a listing of available EMIS Fund Categories. If an EMIS fund category is required but the list of options don't apply, enter an asterick * in the EMIS Fund Category field.

Cash Accounts

			Fund	SCC	Description	EMIS Fund Category
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="<"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	451	9007	DATA COMMUNICATION FUND	PC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	451	9009	DATA COMMUNICATION FUND	PC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	451	9010	DATA COMMUNICATION FUND	PC

OPERATIONAL UNITS

- Check Operational Units
 - View OPUs under Core or 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 a valid IRN
 - **NEW VALIDATION:** The IRN for the “000” OPU has to equal the reporting district IRN found in Core>Organization
 - The district IRN should also be checked as the “Central Office”

OPU

+ Create

			Code	Description	IRN #
			000	District Wide IRN	009149
			100	Elem School	833386
			200	High School	977971

✓ Save ✗ Cancel

Code

Description

IRN #

Central Office

APPROPRIATIONS

- Use the **SCENARIOS** option under **BUDGETING** to enter next year proposed budgets and revenue estimates
- *Please refer to the Budgeting Scenario steps on the SSdT WIKI for further information*
- *Appendix > Useful Procedures*
 - *Budgeting Scenario Steps for creating Proposed Amounts for the Next Fiscal Year*

The background features a light blue gradient that transitions from a pale lavender at the top to a deeper blue at the bottom. Scattered across this gradient are numerous water droplets of various sizes, each with a realistic highlight and shadow, giving them a three-dimensional appearance. The droplets are most concentrated in the top-left and bottom-right corners.

MONTH-END CLOSING

MONTH-END CLOSING

- Proceed with closing out for the month of June as normal.
 - Enter all transactions for the current month.
 - Attempt to Reconcile USAS records with your bank(s)
 - Perform Bank Reconciliation Procedure (link provided in FYE 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 detail report may be run for the month in order to compare MTD totals to the Cash Summary report. Totals should match.

MONTH-END CLOSING

- If prior steps are performed and totals agree, you are balanced and may proceed with the next step
- Manually run and review desired reports
- Month End Reports
 - Cash Reconciliation Report for the month
 - Cash-related Reports: Cash Summary Report and a Financial Detail Report for the month
 - Budget-related Reports:
 - Budget Summary/Budget Account Activity Report (for the month)
 - Appropriation Summary Report
 - Budget Summary MOE
 - Negative Budget Report; Negative Appropriation Account Report

MONTH-END CLOSING

- 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
- Invoice-related Reports: Outstanding Invoices by Vendor Name report
- Disbursement-related Reports: Disbursement Summary Report for the month; 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
- *The Monthly Report Bundle is now available and will automatically run when the Posting Period is closed.



FISCAL YEAR-END CLOSING

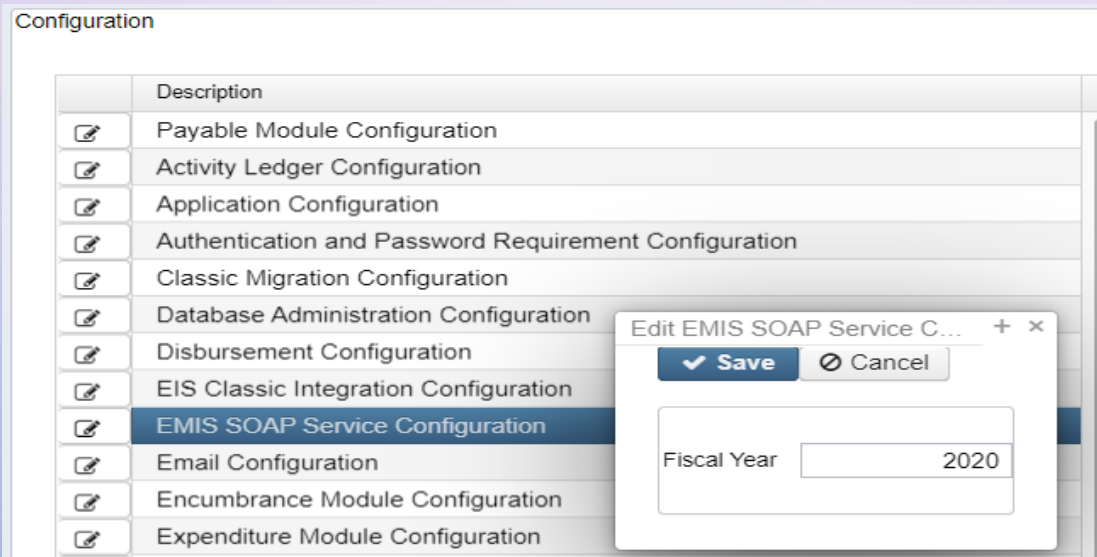
FISCAL YEAR-END CLOSING

Under PERIODIC menu:

- Confirm the '**CASH RECONCILIATION**' for the current 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 in order to link them together.
- Select the '**FEDERAL ASSISTANCE DETAIL**' program and enter the necessary information for the current fiscal year
 - **TIP:** For 5xx funds, under CORE/ACCOUNTS, select the CASH tab and query all 5% funds with a FTD expended and FTD received amounts >0. Select 'REPORT' to generate a report of your query. Please note: the district may need to also enter any non-5xx fund that received federal assistance.
- Select the '**CIVIL PROCEEDINGS**' program to enter any existing civil proceedings

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.



The screenshot shows a software interface with a 'Configuration' menu. The menu items are listed in a table with a 'Description' column and a pencil icon in the first column. The 'EMIS SOAP Service Configuration' item is selected and highlighted in blue. A dialog box titled 'Edit EMIS SOAP Service C...' is open over the selected item. The dialog box has a 'Save' button (with a checkmark) and a 'Cancel' button (with a circle and slash). Below the buttons is a text input field labeled 'Fiscal Year' with the value '2020' entered.

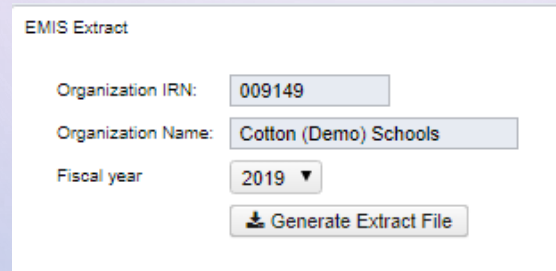
	Description
	Payable Module Configuration
	Activity Ledger Configuration
	Application Configuration
	Authentication and Password Requirement Configuration
	Classic Migration Configuration
	Database Administration Configuration
	Disbursement Configuration
	EIS Classic Integration Configuration
	EMIS SOAP Service Configuration
	Email Configuration
	Encumbrance Module Configuration
	Expenditure Module Configuration

Edit EMIS SOAP Service C... + x

Fiscal Year

EMIS EXTRACT

- 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, federal assistance summary, federal assistance detail and civil proceedings programs have not been completed.

A screenshot of a web form titled "EMIS Extract". The form contains three input fields: "Organization IRN:" with the value "009149", "Organization Name:" with the value "Cotton (Demo) Schools", and "Fiscal year:" with a dropdown menu showing "2019". Below these fields is a button labeled "Generate Extract File" with a download icon.

- The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It *does not* contain the 'full' (USAEMS.SEQ) file.
- The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R.

AUDITOR EXTRACT REPORTS

- Run the **SSDT USAS Auditor Extract Reports and Cash Summary** and save in Tab delimited format. (AOS will accept Tab delimited format). Attach the following files to an email addressed to AOS

ISA-SchoolSW@auditor.state.oh.us

- SSDT USAS Auditor Extract - Account Report
- SSDT USAS Auditor Extract - Transaction Report
- SSDT USAS Auditor Extract - Vendor Report
- Cash Summary Report

Report Manager

Import Report		Create Form							Favorite	Created by	Report Name	Description
<input type="checkbox"/>										SSDT	%AUDITOR%	
								<input type="checkbox"/>		SSDT	SSDT USAS Auditor Extract - Account	Account Report
								<input type="checkbox"/>		SSDT	SSDT USAS Auditor Extract - Transaction	ActivityLedger Report
								<input type="checkbox"/>		SSDT	SSDT USAS Auditor Extract - Vendor	Vendor Report


FISCAL YEAR-END REPORTS

- Manually run and review desired fiscal year reports
- Recommended Fiscal Year-end Reports include:
 - Cash Reconciliation Report for the month
 - Cash-related Reports: Cash Summary Report, Financial Detail Report for the fiscal year, Monthly Balance Report for the fiscal year
 - Budget-related Reports: Budget Summary, Budget Account Activity Report (for the fiscal year), Appropriation Summary Report, Budget Summary MOE, Negative Budget Report; Negative Appropriation Account Report
 - Revenue-related Reports: Revenue Summary/Revenue Account Activity report for the fiscal year
 - PO-related Reports: Purchase Order Detail Report for the fiscal year; Outstanding Purchase Order Detail Report
 - Invoice-related Reports: Outstanding Invoices by Vendor Name report
 - Disbursement-related Reports: Disbursement Summary Report for the fiscal year; Outstanding Disbursement Summary Report

FISCAL YEAR-END REPORTS

- PO-related Reports: Purchase Order Detail Report for the fiscal year; Outstanding Purchase Order Detail Report
- Invoice-related Reports: Outstanding Invoices by Vendor Name report
- Disbursement-related Reports: Disbursement Summary Report for the fiscal year; Outstanding Disbursement Summary Report
- Receipt-related Reports:
 - Receipt Ledger Report for the fiscal year
 - Reduction of Expenditure Ledger Report for the fiscal year
 - Refund Ledger Report for the fiscal year
- Transfer Advance Summary Report for the fiscal year
- Fiscal year-end related Reports:
 - District Building Profile Report
 - Federal Assistance Detail Report
 - Federal Assistance Summary Report
 - Civil Proceeding Report

CLOSE THE FISCAL YEAR

- To close the month of June, under Core, click on 'Posting Periods'
 - Click  to close June
 - The Monthly and Fiscal report bundles will automatically run when the last posting period of the fiscal year is closed.
 - Click on 'create' to create a new posting period. Select the month, enter the calendar year and checkmark the 'current' box to make the new posting period the current period
 - **You are now closed for the month and fiscal year**
- 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.

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 } SIF zone
 - Operational Unit Codes } SIF zone
 - Data entered in PERIODIC } Flat Files

FINANCIAL REPORTING SPECIAL NOTES:

- Districts only needs 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

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**

- WHEN?

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



The background features a vertical gradient from light purple at the top to light blue at the bottom. Scattered throughout are numerous water droplets of various sizes, some with soft shadows, giving a fresh and clean aesthetic.

POST-CLOSING PROCEDURES



→ DON'T
FORGET!

EMIS-R

- The Financial data submission process is done via EMIS-R and is the responsibility of the district. 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

CAPITAL ASSETS REPORTING CHANGES FOR FY20



- [EMIS CHANGES](#) NOTED ON ODE WEBSITE; LAST UPDATED 4/10/20

Top	DATE SCHEDULED FOR RELEASE: MAY 21, 2020	
20-91	<p>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.</p> <p>First posted: 2/27/20 Last updated: Completed:</p>	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.

Other

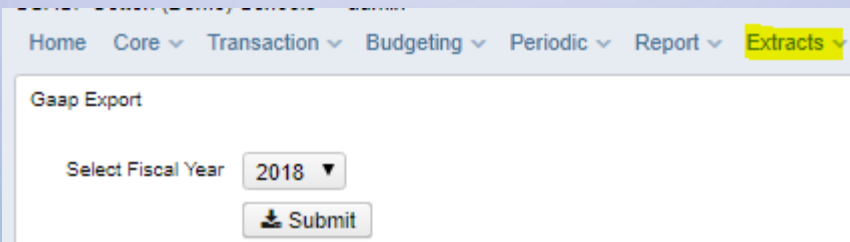
First posted: 3/2/20

Last updated:

Completed:

GAAP CONVERSION

- 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.



The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Core', 'Transaction', 'Budgeting', 'Periodic', 'Report', and 'Extracts'. The 'Extracts' menu item is highlighted in yellow. Below the navigation menu, the page title is 'Gaap Export'. There is a form with a label 'Select Fiscal Year' and a dropdown menu showing '2018'. Below the dropdown is a 'Submit' button with a download icon.

QUESTIONS?

Relax And Take it Easy!

