

USAS-R Fiscal Year End Checklist

Draft

This page is a draft and may contain incomplete or inaccurate information

Individual ITC's may supply slightly different instructions depending on the policies and procedures of the ITC. Therefore, these procedures are intended to be general guidelines only.

Pre-Closing Procedures

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

- 1. The Central office square footage and ITC IRN information must be updated in the '**ORGANIZATION**' program under **CORE**. The district profile includes information to report the central office square footage for your district and your ITC IRN.
- 2. 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.
- 3. A Building Profiles report may be generated by running the '**SSDT District Building Information**' report under the Report Manager grid.
- 4. 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.
- 5. Check the EMIS fund categories on your cash accounts. Make any necessary updates via the '**CASH**' option of **ACCOUNTS** program under **CO RE**. The category defines the FUND/SCC describing what type of fund it is for EMIS year-end financial data processing.

In 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. You can also generate a report of ALL cash accounts to see if there are EMIS Fund Categories missing for accounts that require one. 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 "" in the EMIS Fund Category field.

- 6. 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.
- 7. 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](#)

Month-End Closing

- 8. Enter all transactions for the current month
- 9. Attempt to reconcile USAS records with your bank(s)
 - Perform [bank reconciliation procedure](#)
 - Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month

- 10. 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.

Compare the totals from reports... they should be identical.

- 11. If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.
- 12. Manually run and review desired reports

The Monthly Report Bundle is now available and will automatically run when the Posting Period is closed. A list of included reports can be found [here](#).

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
- **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

Fiscal Year-End Closing

Under the Periodic menu:

- 14. Confirm the '**CASH RECONCILIATION**' for the current has been completed.
- 15. Select the '**FEDERAL ASSISTANCE SUMMARY**' program and enter the necessary information for the current fiscal year.

The '**SUMMARY**' option must be completed before the '**DETAIL**' option in order to link them together.

- 16. Select the '**FEDERAL ASSISTANCE DETAIL**' program and enter the necessary information for the current fiscal year

Under CORE, ACCOUNTS, select the CASH tab and query all 5xx funds with a FTD expended and FTD received amounts GT 0. Select 'REPORT' to generate a report of your query. Please note: the district may need to enter any non-5xx fund that received federal assistance.

- 17. Select the '**CIVIL PROCEEDINGS**' program and enter any existing civil proceedings

Before generating the Extract file, make sure you have edited the 'EMIS SOAP Service Configuration' under SYSTEM and entered the Fiscal Year you are reporting for Period H.

Before running a collection in EMIS-R, an EMIS user account must be created in the district's instance. The EMIS SIF Agent Integration must be set up as well. Please refer to [Configuring SOAP Service with USxS-R](#) for further information.


- 18. 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.

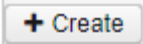
The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It *does not* contain the 'full' (USAEMS.SEQ) file. The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data to ODE.

- 19. Run the **SSDT USAS Auditor Extract Reports and Cash Summary** under the Report Manager grid 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
- 20. Manually run and review desired reports

The Fiscal Report Bundle is scheduled for the 7.42.0 release (Jira Issue USASR-4064) and will automatically run when the last Posting Period of the fiscal year is closed. A list of included reports can be found [here](#).

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
- 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
- 21. To close the month, under the Core menu, click on Posting Periods.
 - Click on  to 'Close' the current period.
 - The Monthly and Fiscal report bundle will automatically run when the Posting Period is closed.

- Click on  to create the new posting period. Select the month, enter the calendar year and checkmark the 'current' box to make the new posting period the current period.

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.

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

June of the prior fiscal year may be re-opened as long as it was not imported from Classic. For example, if you imported in the Redesign in May 2020 and you are now in August 2020, you may re-open June 2020 (as long as the rule to 'prevent opening of a previously closed posting period' is not enabled). However, if you imported in the Redesign in July 2020 and you are now in August 2020, you will not be able to open June 2019 because it was an imported (archived) period.

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

If you plan to use the Web-GAAP system for GASB34 reporting or to access the Legacy Cash Reports continue with step 24.

- 22. The **GAAP** program under the **EXTRACT** menu should 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 if the district does not already have one.

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