



# USAS-R

USAS-R

Fiscal Year-End

Closing Procedures

2019

# 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.

### Organization Detail

Im	<input type="text" value="009149"/>
Name	<input type="text" value="Cotton (Demo) Schools"/>
Attention	<input type="text" value="Tim McGuire, Treasurer"/>
Address	
Line 1	<input type="text" value="1795 Rains Park"/>
Line 2	<input type="text"/>
City	<input type="text" value="Patterson"/>
State	<input type="text" value="OH"/>
Zip	<input type="text" value="45084"/>
Country	<input type="text" value="US"/>
Is Foreign	<input type="checkbox"/>
Phone	
Phone	<input type="text"/>
Extension	<input type="text"/>
Country Code	<input type="text"/>
Phone Number	<input type="text"/>
County	<input type="text" value="Sloan County"/>
Federal Ein	<input type="text" value="813116679"/>
State Vendor Id	<input type="text" value="734709146"/>
Central Office Square Footage	<input type="text" value="3,000"/>
ITC IRN	<input type="text" value="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.

Building Profiles

[+ Create](#)

		IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		11111	Sampleville High School	25,000	31%	75%
		99999	Sampleville Elementary	10,000	50%	75%

Building

[✓ 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

Report Manager

Import Report   Create Form										
						Favorite	Created by	Report Name	Description	Report Object
							ssdt	%building%		
						<input type="checkbox"/>	SSDT	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.
- Last year, I included steps to check the existing EMIS fund categories on the cash accounts. If your districts would like to proceed with reviewing and/or updating their EMIS Fund Categories in the Redesign as a precautionary step, they may 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 asterisk\* in the EMIS Fund Category field.

Cash Accounts

+ Create						
			Fund	SCC	Description	EMIS Fund Category
						<>
			451	9007	DATA COMMUNICATION FUND	PC
			451	9009	DATA COMMUNICATION FUND	PC
			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
  - The IRN for the “000” OPU has to equal the reporting district IRN

OPU

<a href="#">+ Create</a>					
			Code	Description	IRN #
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			000	District Wide IRN	009149
			100	Elem School	833386
			200	High School	977971



# Appropriations

- Use the **SCENARIOS** option under **BUDGETING** to enter next year proposed budgets and revenue estimates
- *Please refer to the HCC Tips and Tricks that have been emailed regarding Budget Scenarios and best practices*

# **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
- Optional: Run a 'Spending Plan Summary' report
- Manually run necessary month-end reports.
  - Minimum month-end reports recommended:
    - 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

# **Fiscal Year-End Closing**

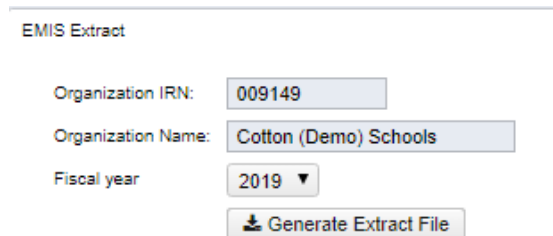
# Fiscal Year-end Closing

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 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 also enter any non-5xx fund that received federal assistance.
- Select the '**CIVIL PROCEEDINGS**' program to enter any existing civil proceedings

# 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.



The screenshot shows a web form titled "EMIS Extract". It 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 CSV format. (AOS will accept CSV format). Attach the following files to an email addressed to AOS [ISA-SchoolSW@auditor.state.oh.us](mailto: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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										


# FISCAL YEAR-END REPORTS

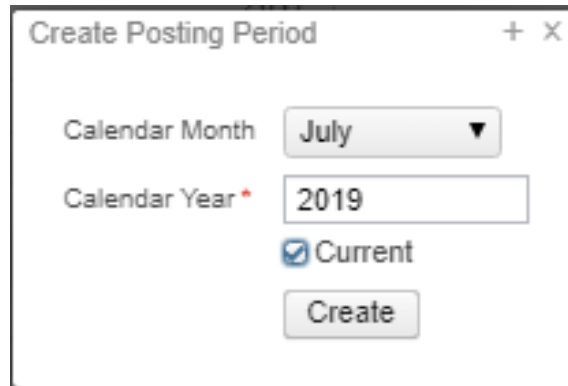
- Generate all fiscal year-end reports manually
- Classic's FISCALCD is not available in the Redesign so **fiscal year-end reports will need to be run manually**. Issue #[USASR-607](#) will implement month and fiscal year-end report archival process
- Recommended Fiscal Year-end Reports include:
  - 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

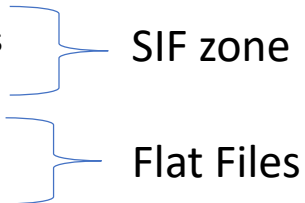
- To close the month of June, under Core, click on 'Posting Periods'
  - Click  to close June
  - Click on 'create' to create a new posting period. Select the month, enter the calendar year and checkmark the 'current' box to make the new posting period the current period



A screenshot of a 'Create Posting Period' dialog box. The dialog has a title bar with a '+' and 'X' icon. Inside, there are two labels: 'Calendar Month' and 'Calendar Year \*'. The 'Calendar Month' is a dropdown menu showing 'July'. The 'Calendar Year \*' is a text input field containing '2019'. Below these is a checkbox labeled 'Current' which is checked. At the bottom is a 'Create' button.

- You are now closed for the month and fiscal year

# Financial Data Reporting

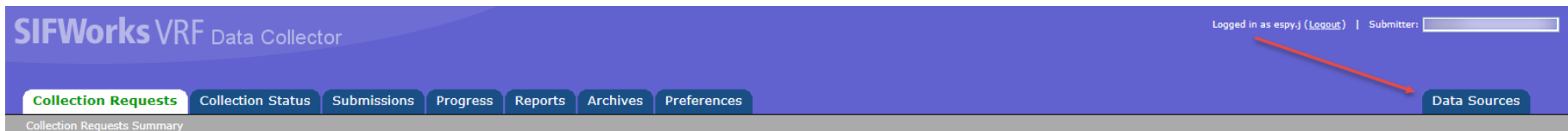
- Data is to be reported to ODE via EMIS-R
    - Reporting period H
      - Data types consist of:
        - Cash, Budget, and Revenue accounts
        - Operational Unit Codes
        - Data entered in PERIODIC
        - Capital Assets
- 
- The diagram uses blue curly braces to group the data types. The first two items, 'Cash, Budget, and Revenue accounts' and 'Operational Unit Codes', are grouped by a brace pointing to the label 'SIF zone'. The next two items, 'Data entered in PERIODIC' and 'Capital Assets', are grouped by a brace pointing to the label 'Flat Files'.

# Financial Reporting Special Notes:

- Districts only needs to upload the sequential file (from the EMIS EXTRACT) along with their capital asset file in the “financial” data source in EMIS-R. When you 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

# Uploading the EMIS Extract:

- Log in to the Data Collector
- Select 'Data Sources'



- Select 'Other Data Sources' and then 'Manage'

**Data Sources**

[SIF Zones](#) | [Other Data Sources](#)

Other Data Sources

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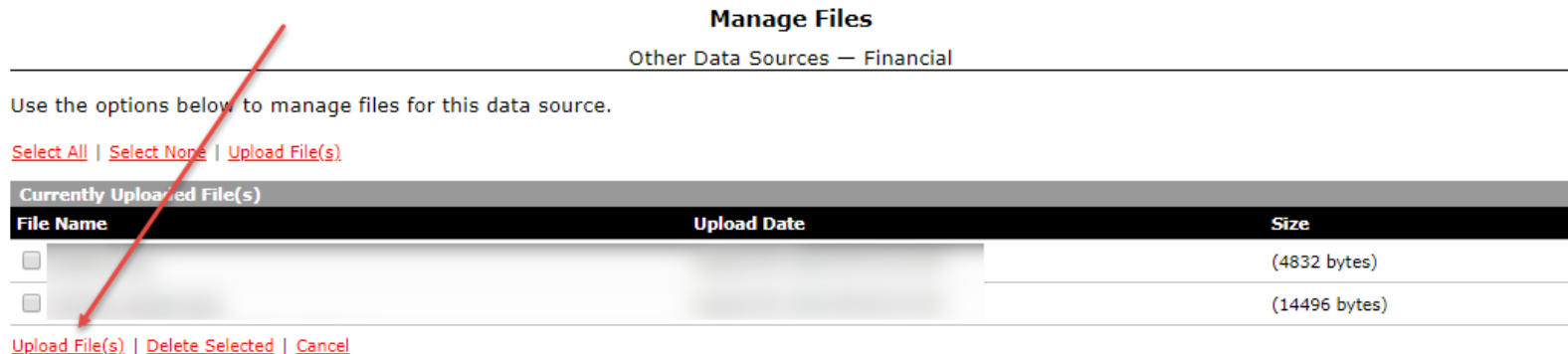
Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

Batavia—Files

Data Source	UNC	Status	Actions
Uploaded Files		✓ Ready	<a href="#">Manage</a>
DASL collection		✓ Ready	<a href="#">Manage</a>
Five Year Forecast		✓ Ready	<a href="#">Manage</a>
YearEnd		✓ Ready	<a href="#">Manage</a>
Financial		✓ Ready	<a href="#">Manage</a>
USPEMX Files		✓ Ready	<a href="#">Manage</a>

# Uploading the EMIS Extract:

- Select 'Upload File(s)' and select the EMIS Extract file from USAS-R



**Manage Files**  
Other Data Sources — Financial

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> [Redacted]	[Redacted]	(4832 bytes)
<input type="checkbox"/> [Redacted]	[Redacted]	(14496 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

- Run the Period H collections, and be sure to select 'SIF zone' as well to capture both sets of required data.



# 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 2018-2019 \(Posted 4/29/2019\)](#)  **DRAFT**

- When?

### ***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

# **Post-Closing Procedures**



→ DON'T  
FORGET!

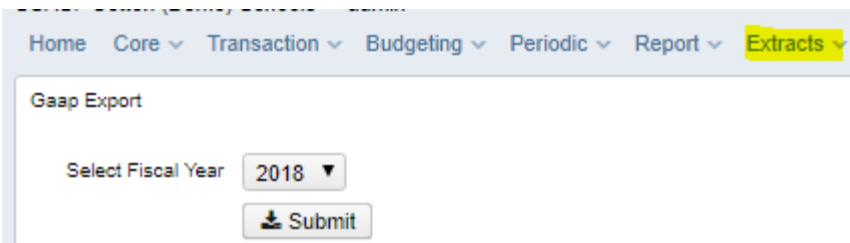
# Capital Assets

- Compile your capital assets information
  - **Redesign districts still use EIS in Classic**
    - Use the “Inventory Extract and Importing into Classic” steps to extract 2019 data from Redesign to be uploaded into the pending file in EIS
    - Follow the Classic “EIS Closing Procedures” handout through at least step 3 – running EISEMS and upload the EISEMS.SEQ file into EMIS-R
  - **NON-EIS DISTRICTS**
    - Enter your capital asset information into EMIS-FFE
    - <https://ssdt.esu.k12.oh.us/emisffe2/>
    - Export the data from EMISFFE and upload it into EMIS-R

Must be to ODE before 19H period closes!

# 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 for 'Gaap Export'. At the top, there is a navigation bar with several menu items: 'Home', 'Core', 'Transaction', 'Budgeting', 'Periodic', 'Report', and 'Extracts'. The 'Extracts' menu is highlighted in yellow. Below the navigation bar, the page title 'Gaap Export' is displayed. Underneath, there is a label 'Select Fiscal Year' followed by a dropdown menu showing '2018'. Below the dropdown is a 'Submit' button with a small icon of a document with an arrow pointing to it.

Questions?