USAS Fiscal 2020 Year-End Closing Procedure

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

Please always work off of the current year's checklist, not one from a prior fiscal year.

DO NOT RUN MONTHLYCD NOR ADJUST FOR JUNE.

HCC WILL RUN THE BACK UP PROCEDURES AS WELL AS

MONTHLY & FISCAL YEAR END ADJUST.

Pre-Closing Procedures - May be completed any time prior to starting fiscal year-end closing. Initiate each report from the USAS menu prompt, Menu>.

_____ 1) USAEMSEDB

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 your ITC IRN. This can be found under the USAS_ANN Program (USAS/USAS_ANN/USAEMSEDB).

Option 1. DSTMNT ~ EMIS District Info Maintenance ~ Central Office Square Footage and your ITC IRN (095869)

Option 2. BLDMNT ~ EMIS Building Info Maintenance ~ enter % of students transported to and served lunches at each building as well as square footage for each building. The totals of transportation and lunchroom percentages each must equal 100%.

- ◆ Generate a building report by running **Option 3 BLDRPT.**

- ◆ Some districts still have old IRN's defined on OEDS and some will have new IRN's not yet defined on OEDS. Compare USAEMSDB to information on:

    http://webapp2.ode.state.oh.us/oeds-r/query/

Go to www.ode.state.oh.us to log into OEDS, and see what areas may be corrected with simple editing. For IRN changes, contact ODE.

_____ 2) **VALACT** - Run <u>with the option</u> **"Y – Exclude accounts with all zero amounts"** for a report on only those account codes used in the *current* fiscal year. Ensure that no invalid accounts exist, no Fatal errors, in your account master file. If invalid accounts do exist, the errors should be eliminated using the ACTCHG program by changing them to valid account codes.

_____ 3) **PODETL** – Run for open purchase orders to identify & close aging PO's and any blanket PO's on which no further payments for current fiscal year obligations will be made.

_____ 4) **CHEKPY** – Run for unreconciled checks to identify aging checks that may need to be voided or reconciled, or to be researched with vendors.

> **NOTE:** **Checks issued in a prior fiscal year *cannot* be voided in USAS so, it will be preferable to identify those to be voided *before* closing the fiscal year. If you have prior fiscal year checks to "void," you will instead reconcile them and then receipt back in the amount of the check to a 5300 (Refund of Prior Year's Expenditures) receipt code.**

_____ 5) **EMISFCAT** - Use to check the EMIS fund categories on your cash accounts. This report lists all FUND/SCC's along with their EMIS Fund Categories as defined by ODE. Make any necessary updates using ACTSCN or USASWeb/Accounts.

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

_____ 6) **OPULST** - Review your OPU's, ensuring IRN numbers and Entity types are correct. Use OPUEDT or USASWEB/Configuration/Operational Units to make changes.

> All OPUs must have an IRN within your district.

> Your Auxiliary Schools MUST use <u>your</u> District IRN for reporting.

_____ 7) **APPROP** - If you planned to use the NYPMASS, NYPMNT, or NYPLOAD (spreadsheet upload) option of the APPROP menu program to enter your proposed budgets and revenue estimates, this must be completed *before* ADJUST is run to close the fiscal year. After FY close, use IABMASS, IABMNT, or IABLOAD (spreadsheet upload) option of the APPROP menu.

If you have Federal Projects, State Programs, and/or Grants that do not end on June 30th, use the APPROP/NYPMASS program for those funds. <u>Choose Option C-Fiscal YTD Unencumbered Balance</u>. This will set the unencumbered balance as the Initial Budget for FY20.

If using spreadsheet upload, feel free to call HCC for assistance.

Month-End Closing

_____6) **Enter all transactions for the current month, June 2020.**

_____ 7) Ensure that the "**Track accounts payable**" flag in USASDAT/USACON is set to "**Y**." Once set, it should not need to be reset in the future.

Make sure you enter correct received dates when processing invoices during the summer months. This will allow an accurate accounts payable (PAYABL) report to be generated later for GAAP reporting purposes.

To obtain your **Receivables** report of monies earned prior to June 30th but received after July 1st, add a 2-character prefix, such as **YY** or **20,** _to the item description_ of the receipt. An option in the RCPTSEL program will allow you to select just receipts matching that 2-character prefix. Go to **USAS/USAS_DTR/USAS_DTROT/RCPTSEL** or, type **RCPTSEL** at the menu prompt.

Sample RCPTSEL report:

```
Date:  6/01/2016                    Receipt Summary using Description Selections                          Page:      1
                                       Processing Month: December 2015                                        (RCPTSEL)
                                             SAMPLE SCHOOL DISTRICT



Rcpt # Item #          Description          Fnd Rcpt  Scc  Subj  Opu        Date          Amount               Status

261616  0001   YY BOY SCOUTS RENTAL FEB/MAR   001 1810 0000 000000 000    07/21/2014        274.51       Receipt
261602  0001   YY GRANT-BIO TECH TEACHER      001 1832 0000 130000 000    07/03/2014      2,346.52       Receipt
                       Sub Total for Receipt: 1800                                         2,621.03

261604  0001   YY HCESC INTERNET PRIOR YR     001 5300 0000 000000 000    07/03/2014     17,112.00       Receipt
261606  0001   YY SYSCO REBATE PRIOR          001 5300 0000 000000 000    07/09/2014        227.76       Receipt
261607  0001   YY SUSAN BRADFORD STRS PRIOR   001 5300 0000 000000 000    07/07/2014      2,878.17       Receipt
                       Sub Total for Receipt: 5300                                        20,217.93

                   Sub Total for Fund/SCC:  001 0000                                      22,838.96
```

★ For more information, use link on our website, Financial Services/Accounting, SSDT – USAS Reference.

_____ 8) Reconcile USAS records with your bank statement(s).

★   See link on our website, Financial Services/Accounting, SSDT – Useful USAS Procedures.

Run **BALCHK** and **PODETL** for Outstanding PO's.

◆ 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. They should be identical. **If not,** execute the FIXENC to correct, regenerate BALCHK and compare totals again.

If the totals still do not balance, please feel free to contact HCC for assistance.

Run **FINSUMM**, selecting "Y – Generate FINDET report for comparison." This will cause the FINDET report to be generated with identical selection criteria as the FINSUMM.

The totals will display on the screen when run is complete and should be identical.

```
┌─────────────────────────────Program Execution─────────────────────────────┐
│                                                                            │
│Total fund balance from FINDET report:   18,774,600.82                      │
│                                                                            │
│Output file is FINDET.TXT                                                   │
│                                                                            │
│Total available balance in selected funds:   18,774,600.82                  │
│                                                                            │
│Output file is FINSUMM.TXT                                                  │
│                                                                            │
│FINSUM balances with FINDET.                                                │
│                                                                            │
│Processing Completed!                                                       │
│                                                                            │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
```

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

____ 9) USAEMSEDT - Use an Excel version of USAEMSEDT to test balances. When finished, then go to PowerTerm and enter the same figures into the Cash Reconciliation. That will save you time and effort. HCC can provide an Excel template for this purpose.

In the **USAEMSEDT** program (USAS/USAS_ANN/USAEMSEDT), choose each option and update as needed. Run reports and review in your PTR.

1 - Cash Reconciliation - choose "C - Change Record" to enter your cash reconciliation information. Choose "R – Report" to create the report: CSHREC.TXT where Total Balances must equal Total Fund Balance.

2 – Federal Assistance Programs – Summary: FEDSUM.TXT

3 – Federal Assistance Programs – Detail: FEDDET.TXT

4 – Civil Proceedings: CVLPRC.TXT

Remember you must enter each option 1-4 of the USAEMSEDT program even if you have no data to add or modify for that particular section.

____ 10) *******Optional (SM1/SM2)* ****** **SM2CALC** - This will calculate the SM2 for the month. Print the resulting report.

____ 11) *****Optional***** **WORKCOMP** - Located under the USAS_LCL menu, this program must be run before the back-up. Also copy this report to the District PTR so, it can be included in the backup files.

____ 12) Generate all needed month-end reports you may desire that are **not** included in the MonthlyCD.

____13) Verify in **AUTOPOST t**hat there are <u>no outstanding files for current fiscal year</u> to be posted, by pressing the F7 key with your cursor placed on the "Files to process" line for ALL options (LEVPRO, PAYROLL, VOID, UNVOID). This step is also mentioned in the USPS Fiscal Year-End closing.

Fiscal Year-End Closing

____ 14) USAEMS - Run when satisfied with the accuracy of all other reports.

> Answer "**N**" to "Are you extracting for an Information Technology Center?" If no errors are encountered, the USAEMS_EMISR.SEQ file will be created containing the necessary financial data for EMIS-R reporting.

> Go to **USAS_LCL** and choose #16 **TRANSUSAS** to transfer your file to the Data Collector.

_____15) USASAUD - 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 to be used for audit.

> Answer "**Y**" to the question "Send data to AOS now."

> Text reports 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 .seq files. These may be printed and kept on file if desired.

____16) Generate any desired fiscal year-end reports **not** included in **MONTHLYCD** (*HCC will run MonthlyCD*).

____17) FISCALCD – Run from menu prompt, this generates a standardized set of fiscal USAS financial reports, which are posted on the MonthlyCD. <u>Please verify these reports have been generated and appear on the HCC website.</u>

____18) Create a Helpdesk Ticket confirming that all the above steps have been completed, all users are logged off, and requesting HCC to back up and close your FY20 files, <u>specifying</u> <u>either</u> <u>USAS</u> <u>or</u> <u>USPS</u>.

> *Please make sure users do not log back into the system during this HCC procedures.*

> **HCC**

> **WILL CREATE BACKUP AND RUN**

> **MONTHLY & FISCAL YEAR END ADJUST.**

> After the backup is complete, HCC staff will notify you by phone & by Helpdesk reply email.

This completes all necessary steps to close USAS for the fiscal year. You may start processing transactions for the new fiscal year after you receive the go ahead from HCC.

Have a great 2021 Fiscal Year!!!

BUT…

there's more…

POST Fiscal Year-End Closing

____ 19) Create **Web-GAAP** (*needed by Auditors*) for GASB34 reporting and access to the Legacy Cash Reports.

> Menu> USAEXP

> Choose: GAAP_EXP

GAAP_EXP will create the file necessary for uploading into the WEB_GAAP system. Enter the fiscal year and email addresses of the person(s) you wish to send the export file to (example: auditor). Multiple email addresses may be entered, separated by commas.

Reports will be added to the Web-GAAP program and are called "Legacy Cash Reports." If the district wishes to access Web-GAAP, an account will need to be set up if the individual does not already have one. Use an HCC user access form to request access.

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

____ 20) **APPROP**

Any figures not entered during Pre-Closing can be entered using IABMASS, IABMNT, or IABLOAD options of the APPROP menu.

If using spreadsheet upload, feel free to call HCC for assistance.