



USAS-R Fiscal Year End Checklist

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 must be updated under **Core -> Organization**. The district profile includes information to report the central office square footage for your district.

___2. The Building Profiles information must be updated under **Periodic -> Building Profiles**. 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 **Reports -> Report Manager** grid.

___4. Run the **SSDT Account Validation Report (VALACT)** under the Report Manager to ensure no invalid accounts exist. If invalid accounts do exist, they should be changed via **Utilities -> Account Change** by changing them to valid account codes.

___5. Check the EMIS fund categories on your cash accounts. Make any necessary updates via the **Cash** tab under **Core -> Accounts**. 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 **Core -> OPUs** to make any necessary changes. All OPUs must have an IRN within your district.

___7. If you plan to use **Budgeting -> Scenarios** to enter your next year proposed budgets and revenue estimates, this may be completed before closing the 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 -> Cash Reconciliation** to enter your cash reconciliation information for the month. [This must be completed for June.](#)

___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. Make sure all open requisitions for the fiscal year have either been converted to P.O. or deleted.

___13. Manually run and review desired reports.

The Monthly Report Bundle will automatically run when the Posting Period is closed.

Month End Reports:

- Cash Reconciliation Report for the month
- Monthly Balance Report
- Cash-related Reports:
 - Cash Summary Report
 - Financial Detail Report for the month
 - Financial Summary by Fund
- Budget-related Reports:
 - Budget Summary and Budget Account Activity Report (for the month)
 - Budget Transactions Summarized by Appropriation and Appropriation Summary Report
 - Negative Budget Report and Negative Appropriation Account Report
 - Error Corrections and Supplies Distributions
- Revenue-related Reports: Revenue Summary and Revenue Account Activity report for the month
- PO-related Reports:
 - Purchase Order Detail Report for the month and Outstanding Purchase Order Detail Report
 - Transaction Ledger-Vendor Activity and Vendor Listing
- Disbursement-related Reports: Detailed Check Register and Outstanding Disbursement Summary Report
- Receipt-related Reports:
 - Receipt Ledger Report for the month
 - Reduction of Expenditure Ledger Report for the month
- Refund-related Reports:
 - Refund Ledger Report for the month
 - Void Refund Ledger Report
- Transfer Advance Summary
- Fund to Fund Transfer Ledger Report
- User Listing AOS Extract

Fiscal Year-End Closing

Under the **Periodic** menu:

___14. Confirm the '**CASH RECONCILIATION**' for the current has been completed. **This has to be completed for EMIS.**

___15. Select the '**FEDERAL ASSISTANCE SUMMARY**' program and enter the necessary information for the current fiscal year. Hover over “Assistance Over Threshold” for the detail regarding selection.

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 greater than 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 (for example, food service 006).


___17. Select the '**CIVIL PROCEEDINGS**' program and enter any existing civil proceedings. If the district does not have any civil proceedings, then enter this as an Case 1, “N/A” proceeding, with \$0, and Save.

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. Visit this screen to verify that it states 2022, if not please update it.

Before running a collection in EMIS-R, an EMIS user account must be created in the district's instance under System->User with the “emis_sif” username. The EMIS SIF Agent Integration must be set up as well. Please refer to Configuring SOAP Service with USxS-R for further information. **(HCC should have already established these when your district went live).**

___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, and federal assistance detail programs have not been completed.

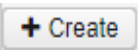
 The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It *does not* contain the 'full' (USAEMS.SEQ) file. The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An authorized 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. Manually run and review desired reports.


Fiscal Year-end Reports Bundle includes:

- Budget Account Activity Report (for the fiscal year)
- Disbursement Summary Report for the fiscal year;
- Financial Detail Report for the fiscal year


- Purchase Order Detail Report for the fiscal year;
- Receipt Ledger Report for the fiscal year
- Void Refund Ledger Report
- Fund to Fund Transfer Ledger Report
- Reduction of Expenditure Ledger Report for the fiscal year
- Refund Ledger Report for the fiscal year
- Error Corrections and Supplies Distributions
- Budget Transactions Summarized by Appropriation
- Transaction Ledger - Vendor Activity
- Revenue Account Activity
- Civil Proceeding Report
- Federal Assistance Summary Report
- Federal Assistance Detail Report
- USAS Auditor Extract - Account
- USAS Auditor Extract - Transaction
- USAS Auditor Extract - Vendor

____20. Under the Core->Posting Period menu, click on  to create the new posting period for July, if it has not already been created. Select the month, enter the calendar year, but **DO NOT** select the 'current' box to make the new posting period the current period.

____21. To close the month of June, go to **Core -> Posting Periods**.

- Click on  to 'Close' the current period.
- The Monthly and Fiscal report bundle will automatically run when the Posting Period is closed.

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.

____22. Click on  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.



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 2022 and you are now in August 2022, you may re-open June 2022 (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 2022 and you are now in August 2022, you will not be able to open June 2022 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 for the first payroll. Please post accordingly.

Post Fiscal Year-End Closing

____23. Schedule Extracts for AOS. The District Audit Job can be scheduled through the [Job Scheduler](#) to generate the following reports 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, this should be scheduled after July of the new fiscal year has been made current. This may be scheduled for the district's typical type of audit.

- SSdT USAS AUDITOR EXTRACT – ACCOUNT
- SSdT USAS AUDITOR EXTRACT – TRANSACTIONS
- SSdT USAS AUDITOR EXTRACT – VENDOR
- SSdT CASH SUMMARY
- GAAP Extract

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

____24. 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 Wiki http://gaapwiki.oecn.k12.oh.us/index.php?title=Main_Page