



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. Make sure Transportation Percentage and Lunchroom Percentage total to 100%.

___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. This helps with eliminating Level 1 or Level 2 errors.

First time run as “true”, second time run as "false”:

SSDT Account Validation Report

Save and Recall

Query Parameters

Exclude Accounts with Zero Amounts? (true/false) Leave blank to include all accounts

Per ODE website, the ODE Brief Description is set to be removed for FY23 Financial report for Period H data collection. These were previously required.

___5. Inactivate accounts which are not used anymore. Mass change or mass load functions can be used to do this.

___6. 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.

___8. Close out all possible purchase orders – Prior year Purchase Order remaining encumbrances will appear as carryover encumbrances for new FY24 if left open.

Did You Know?

Options Available for Closing Purchase Orders

As the end of the fiscal year approaches, you have the option to close purchase orders that will no longer be used so that account encumbrances are not carried forward to the next fiscal year.

Depending on the Rules set at your district, there are different ways to close a purchase order.

- If you have an open purchase order that has never been invoiced, you can *Amend the purchase order and click on the Cancel button* on the PO line item(s) to close the purchase order.
- If the last partially paid invoice is in a closed or archived posting period and the rule is set to prevent opening a previously closed posting period, an *AP Invoice can be created to cancel the remaining encumbrance amounts by selecting the remaining open PO item(s) and selecting the status 'Cancel_Full'*.
- If the last partially paid invoice is in an open posting period, or if the posting period can be reopened, you can *change the status on the previously paid invoice to 'full' to cancel the remaining encumbrance(s)*. Sort the AP invoice grid by the purchase order & date, navigate to the last paid invoice, click  to view the invoice. Click 'Full'. A helpful tool tip is provided when hovering over the Action button stating the action that will be taken if you click on it.



___9. Review old outstanding disbursements – if left outstanding, these will need to be reconciled then refunded in the new FY.

___ 10. Add/Customize Monthly Report Bundles and Account Filters (9X23 SCCs to 9X24 SCCs)

___ 11. Maintenance of Effort (MOE) (SSDT filter = ssdt-moe) - SSDT Budget Summary MOE already contains this filter.

___ 12. You **CAN** open July 2023 Posting Period and create Requisitions and Purchase Orders with a **July** date. July should be open and **not** current.

Month-End Closing

___ 13. Enter all transactions for the current month.

___ 14. Attempt to reconcile USAS records with your bank(s)

- Perform [bank reconciliation procedure](#)
- Under the **Periodic -> Cash Reconciliation** enter your cash reconciliation information for the month. *[This must be completed for June.](#)*

___ 15. 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.

___ 16. If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.

___ 17. Make sure **all** open requisitions for the fiscal year have either been converted to P.O. or deleted.

___ 18. 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:

____19. Confirm the '**CASH RECONCILIATION**' for the current period (June) has been completed. **This has to be completed for EMIS.**

____20. 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.

____21. Select the '**FEDERAL ASSISTANCE DETAIL**' program and Clone/Create and update the necessary information for the current fiscal year. Create lines for each of your grants using the CFDA numbers.

Federal Assistance Detail

Create New
 Close

Federal Assistance Summary: 2023
 Line Number: 1
 CFDA: [Redacted]
 Grant Title: [Redacted]
 Cash Account: [Redacted]
 Account Filter: [Redacted]
 Federal Contributions Received: 0.00
 Federal Expenditures: 0.00

Tool tips for where to find CFDA numbers and Grant Titles

*Federal Assistance threshold is still \$750,000.00 per year. *For prior year grants, these can be cloned for the current fiscal year. *Can use an Account Filter to pull the received and expenditure amounts.

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). Please contact HCC for .json files of these reports, and we will be glad to send these to you for importing.

___22. Select the '**CIVIL PROCEEDINGS**' program and enter any existing civil proceedings. If the district does not have any civil proceedings, then enter this as a Case & Proceeding 1, "N/A" Court & Participant Name, with \$0 Expenses, then Save.

Civil Proceeding

Save Cancel

Fiscal Year 2022

Proceeding Number 1

Court N/A

Case Number 1

Board Role Plaintiff

Total Expenses 0.00

Fiscal Year Expenses 0.00

Participant Role 1 Plaintiff

Participant Name 1 N/A

Participant Role 2

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 **2023**, 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 has already established these when your district went live**).

___23. Under the **Extract** menu, select **EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the data collector. Please see separate Period H Data Collector instructions.

- Warning messages may be issued if the cash reconciliation, federal assistance summary, and federal assistance detail programs have not been completed.

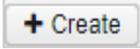
⚠ The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It *does not* contain the 'full' (USAEMS.SEQ) file. The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An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

___24. Manually run and review desired reports. The SSDT Fiscal Report Bundle will generate automatically and save to the File Archive under Fiscal Year End Reports when you close June.

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
- Budgeting 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

____25. 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 ***until you have closed June and report generation has completed in the File Archive***. If any other periods are still open, you will need to close those before you close June (give ample time to close other open periods before closing the next period...check the File Archive to make sure each period is completed before closing the next period). June will take longer to complete closing than other months, so it may be best to wait until the end of the day or a long break (lunch or meeting) to close June.

____26. 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.***

____27. Click on  to make July the current posting period

You are now closed for the month of June and fiscal year 2023, 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.

If you are a district which numbers your Purchase Orders with Fiscal Year starting numbers (i.e. 2400001 for FY24), you may need to adjust your System > Configuration > Transaction Configuration for your Highest Purchase Order number. In this example, you would adjust it from 2399999 to 2499999, then when you convert your first requisitions, enter the starting purchase order number as 2400001. After the first conversion of requisitions, the system should recognize the new numbering system and continue with the “24” Purchase Order numbering system.

If you have Utilities > Account Filters which have SCCs which are Fiscal Year specific, such as grants, you will need to update those Account Filters to include the accounts used for the new Fiscal Year (i.e. adding accounts to the filter with 9024).

If you are a district with a similar numbering for your Requisitions, then you will need to go to each requisition user to enter the new numbering for your requisition users in the Requisition Prefixes field. For example, the user below would need to be changed from “AD23” to “AD24”.

User

✓ Save ✕ Cancel

Username

Name

Title

Email

Assigned Roles

- ADMINISTRATOR
- AR_MANAGER
- AR_RO
- AR_STANDARD
- EMIS_SIF
- Mass Change

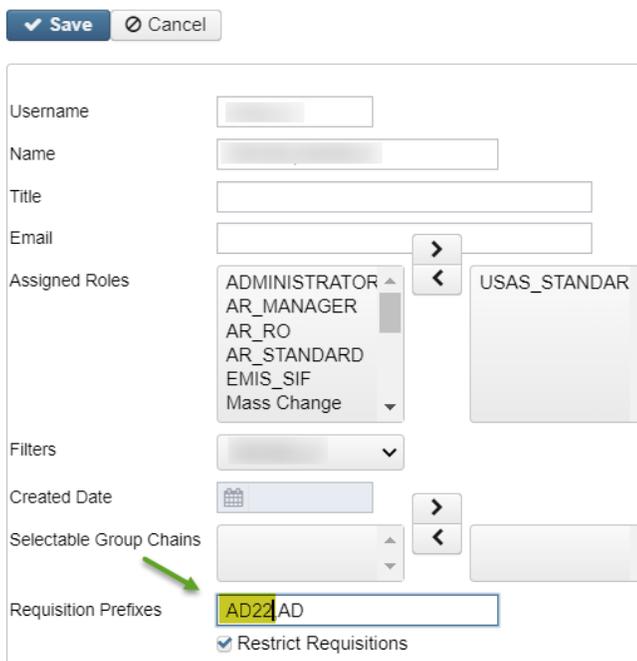
USAS_STANDAR

Filters

Created Date

Selectable Group Chains

Requisition Prefixes Restrict Requisitions



User

Save Cancel

Username

Name

Title

Email

Assigned Roles

ADMINISTRATOR
AR_MANAGER
AR_RO
AR_STANDARD
EMIS_SIF
Mass Change

USAS_STANDAR

Filters

Created Date

Selectable Group Chains

Requisition Prefixes

AD23 AD

Restrict Requisitions

Post Fiscal Year-End Closing

____28. Schedule Extracts for AOS. **HCC takes care of this for our districts** - The District Audit Job has been 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 has been 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 30.

____29. 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. You **DO NOT** have to have June as the current period to generate the GAAP EXTRACT.

For more information on Web-GAAP and legacy cash reports you can go to the [GAAP Wiki](https://wiki.ssd-t-ohio.org/display/GAAPD)
<https://wiki.ssd-t-ohio.org/display/GAAPD>

[New Fiscal Year](#)

____30. Periodic -> Certification Reports, Certificate of Available Balances (Summary and Detail)

Home Core Transaction Budgeting Periodic Report Extracts System Utilities

Certification/Appropriation Reports

Select Report **Certificate of Available Balances Detail Report**

Excluded Fund/SCC

Enter Fund/SCC to exclude from this report.

Fund	SCC
------	-----

+

Home Core Transaction Budgeting Periodic Report Extracts System Utilities Accounts

Certification/Appropriation Reports

Select Report **Amended Certificate of Estimated Resources Detail Report**

Tax Options

Values included as Taxes by default, select below to override and include as Other.

Property Tax Allocations

3131 3132 3133 3134 3135 3139

Income Tax

Other Taxes

Excluded Fund/SCC

Enter Fund/SCC to exclude from this report.

Fund	SCC
------	-----

+

The Certification/Appropriation Reports allows the user to generate an Amended Certificate of Estimated Resources summary or detail report or a Certificate of Available Balances summary or detail report. The Certificate reports will be based on the fiscal year for the current period and the Amended Certificate reports will be based on the current period.

[Certificate of Available Balances](#)

The Certificate of Available Balances program produces a report which is to be *submitted to the county auditor at the beginning of the fiscal year*. The reports will include amounts based on the fiscal year of the current posting period. The program offers both detail and summary report options. By default, all funds will be reported at the

Fund/SCC level. However, you can choose to enter ranges of fund numbers and specify a reporting level of either Fund or Fund/SCC.

[Amended Official Certificate of Estimated Resources](#)

The "Amended Official Certificate of Estimated Resources" report is to *be submitted to the county auditor when there have been changes made to estimated resources* and will be run for the current posting period. By default, all funds will be reported at the Fund/SCC level. However, you can choose to enter ranges of fund numbers and specify a reporting level of either Fund or Fund/SCC. Please refer to the [Fund Levels for Reporting](#) section for further information.

Tax Options

- By default, values listed will be included in the "Taxes" column on the report unless you place a checkmark next to the Property Tax Allocation (3131, 3132, 3133, 3134, 3135, 3139), Income Tax (1130) or Other Taxes (1190) options.

[Mass Add Your New Grant Accounts](#)

When you are setting up new special cost centers within the same fund, the Mass Add feature allows you to copy **all** Appropriation, Expenditure and Revenue accounts found under an existing **Cash Account** to a new Special Cost Center within that same fund. The process even sets up the new Cash Account!

- Navigate to Core>Accounts>Cash to find the cash account you want to Mass Add from
- Click on the View icon  next to the existing Cash account
- Click on **+ Mass Add**
- Enter the New Special Cost Center (SCC) number
- Click **Submit**
- A pop-up window will appear with all the accounts that were added

[Account Filters](#)

Please review your account filters under Utilities -> Account Filters and update them to include the new special cost centers. There is a report which will assist you with this: Account Filters Report w_filter.json. Please submit a help desk ticket to financesupport@mail.hccanet.org and we will be glad to load that into your Report Manager.

[Future Requisitions](#)

Thinking it would be nice to have all your standard requisitions entered now for FY24, so you can plan your vacation? You can!

Once a future posting period is opened, users can enter future requisitions by using a future date (i.e. July 1, 2023). By default, users may enter a requisition without an account number. The account number would then need to be entered prior to the approval & conversion to a purchase order.

Entering future requisitions works well with the Requisition Approval Workflow in USAS too. For example, the user can create a 7/1/23 requisition for supplies for the next school year and even submit the requisition for approval prior to the 7/1/23 date. The system will still convert the requisition using the requested date of 7/1/23 after final approval. The encumbrances on the expenditure accounts would be posted upon conversion in July 2023 (FY24.)

For those district which have this established, using the Requisition Approval Workflow, there is also a default message "Please Submit a July 1 PO" button available, which can be used to reject a requisition that should be dated in the new fiscal year but was entered using a current date (in June for example). This default message will be sent to the user that submitted the requisition for approval, so that they can edit and resubmit the requisition for approval.

Just a reminder that requisitions can also have **attachments!** For example, the FY24 quote for services, or the office supply order form can be attached and later viewed on the requisition.

HCC is starting to implement **Requisition Approval Workflow** for our districts. If this is something which you would like to find out more about, please contact our finance team.



That was easy! Now it is time to get outside in the sunshine!

