FIXED ASSETS

Fiscal Year-end
Closing Procedures for *Redesign*

Please see additional documents:
FY2019 EIS Fiscal Year End Procedures for Redesign
Capital Asset Reporting for NON-EIS Districts

EIS Fiscal Year-End Closing Procedure

- One Time Setup   (Steps 1 & 2 of checklist)

  - 'EIS Classic Integration Module' must be turned on to export Pending File to Classic. Contact fiscal@noacsc.org to get the module turned on.
  - Once the module is turned on, setup the pending threshold by going to System/Configuration/EIS Classic Integration Configuration.

EIS Fiscal Year-End Closing Procedure

- Finish all current year processing (Step 3 of checklist)

  1. Items received on or prior to June 30th, 2019 should be added to EIS for FY2019.
  2. Items received after June 30th should added to the EIS pending file for FY2020.

EIS Fiscal Year-End Closing Procedure

- Create Pending File Export File (Steps 4 & 5 of checklist)
  - Run SSDT Inventory Pending Extract
    - Format should stay as CSV
    - Enter a Since Date

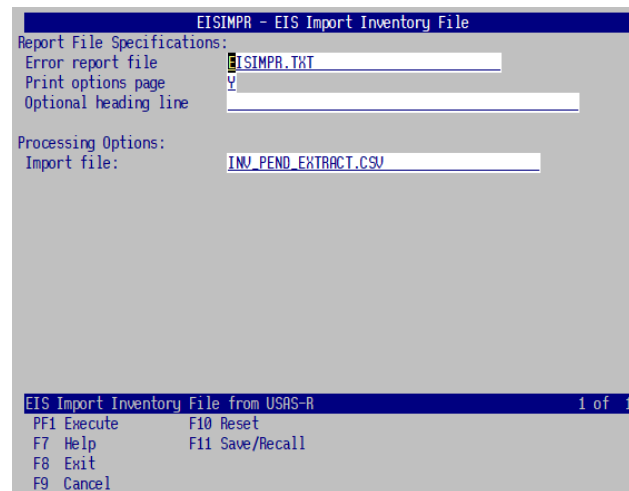 - Save the output file and FTP as ASCii to dkusas:[district]

EIS Fiscal Year-End Closing Procedure

- Upload Pending File into Classic (Step 6 of checklist)
  - In Classic, go to #3 and at the MENU> type EISIMPR

EIS Fiscal Year-End Closing Procedure

- Upload Pending File into Classic (continued) (Step 6 of checklist)
  - Enter in your Import File name and execute the program

  - Review the output file EISIMPR.TXT for errors
  - View EISSCN/PENDING or run EIS501 to confirm items are now on the pending file
  - Continue processing inventory as you normally would

EIS Fiscal Year-End Closing Procedure

- Post disposition transactions (Step 7 of checklist)

Fiscal Year-End Closing Procedure

- Run Report EIS103 – Schedule of Changes in Fixed Assets (Step 8 of the checklist)

- Run 3 times
  - Fund
  - Function
  - Asset Class

EIS103

Class/Description	Beginning Balance	Acquisitions	Dispositions	Transfers In	Transfers Out	Adjustments	Ending Balance
0100 Land and Improvements	2774,403.32	+ 13,459.43	- .00	+ .00	- .00	+ .00 =	2787,862.75
0200 Buildings and Building Impr	22379,080.12	.00	.00	.00	.00	.00	22379,080.12
0300 Furniture, Fixtures & Equip	4127,871.13	20,126.47	6,685.00	.00	.00	.00	4141,312.60
0400 Vehicles	1124,227.50	.00	.00	.00	.00	.00	1124,227.50
0500 Infrastructure	15,500.00	.00	.00	.00	.00	.00	15,500.00
0600 Books	258,783.27	3,742.59	.00	.00	.00	.00	262,525.86
Governmental Fund Totals:	30679,865.34	37,328.49	6,685.00	.00	.00	.00	30710,508.83

Fiscal Year-End Closing Procedure

- Run Reports EIS101 and EIS102 (Step 9 of checklist):

- **EIS101 – Schedule of Fixed Assets by Source**…..summary of the original cost of capitalized items by their source (or fund)
  - Source means "**the fund the items were originally charged to when purchased".**
  - Output file: EIS101.TXT
- **EIS102 – Schedule of Fixed Assets by Function and Class**
  - Can be generated by function and class, class, or a summary by function and class.
  - The Book Value on the report is the Original Cost minus the Total Depreciation
  - Output files: EIS102S.TXT and EIS102D.TXT
- **Use these reports to compare to the EIS304 report run in the next step.**

Fiscal Year-End Closing Procedure

- Run Report **EIS304** – Brief Asset Listing Report to make available for Auditors (Step 10 of Checklist.)
  - Run 3 times
    - Fund
    - Function
    - Asset Class
  - Select just the "active" status codes
  - Select Capitalized items
  - Compare Totals with the EIS101 And EIS 102 reports

EIS104 (step 11 of the checklist.)

- Contains changes in depreciation of fixed assets during the fiscal year
- The EIS104 creates two reports as listed below:
  - **EIS104S** is a summary report listing the beginning depreciation, continuing items, acquisitions, dispositions, transfers, adjustments and ending depreciation balance in column format.
  - **EIS104D** is a detailed schedule of changes listing individual tags that make up the acquisitions, dispositions, transfers or adjustments amounts.
  - Reports will page break on each fund type: fiduciary, governmental, proprietary and undefined
- May be used as a depreciation balancing tool with the EIS305.

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Schedule of Changes in Depreciation by class

Governmental Funds

Class/Description	Beginning Depreciation	+ Continuing Items	+ Acquisitions	- Dispositions	Transfers +- In/Out	+ Adjustments	= Ending Depreciation
0100 Land and Improvement	933,077.85	96,670.59	1,602.25	.00	.00	.00	1,031,350.69
0200 Buildings and Buildi	10,431,842.07	499,264.89	.00	.00	.00	.00	10,931,106.96
0300 Furniture, Fixtures	1,380,719.50	63,032.52	1,324.66	6,685.00	.00	.00	1,438,391.68
0400 Vehicles	683,538.42	79,633.84	.00	.00	.00	.00	763,172.26
0500 Infrastructure	15,500.00	.00	.00	.00	.00	.00	15,500.00
0600 Books	204,791.20	.00	.00	.00	.00	.00	204,791.20
Governmental Fund Tot	13,649,469.04	738,601.84	2,926.91	6,685.00	.00	.00	14,384,312.79

Capital Asset Reporting
Items to check prior to running EISEMS

```
 ____
Local
Class              Description
-----------------------------------
 0100      LAND
 0150      LAND IMPROVEMENTS
```

- 01xx Asset Class
  - Not required but can have subclasses designated land and land improvements
  - "Land" items should have Deprec. Method = "N"
    - will be reported under NDL "Capital Assets not being depreciated, Land" in EISEMS
  - "Land Improvements" should have Deprec Method = "S"
    - reported under DLI "Depreciable Capital Assets, Land Improvements" in EISEMS
- 08xx class for Construction in Progress
  - Should have Deprec. Method = "N" so they will be reported under NDC "Capital Assets not being depreciated, Construction in Progress"

Capital Asset Reporting
Things to check prior to running EISEMS

- Capitalized items should all have accurate "Class"
  - Item amounts may be excluded or error generated in EISEMS if no or invalid Asset Class
  - Asset Class displayed on ITMSCN screen 1
  - To verify, run EIS304 on capitalized assets, sorting by AC,IC Make sure all items contain an asset class and the appropriate asset class
- Governmental assets only are reported to ODE
  - Fund type = "G"
  - Check Fund types in EISMNT/FNDSCN

Fiscal Year-End Closing Procedure

- **Run EISEMS program** (Step 12 of the checklist.)

- An output file will be generated called EISEMS.SEQ

  - EISEMS.SEQ file must be uploaded/collected/submitted via EMIS-R for Period H reporting

Fiscal Year-End Closing Procedure

- **Run EIS2DC program** (Step 13 of the checklist.)

  - **Transfers the EISEMS.SEQ file to the Data Collector.**
  - **You will receive an email message.**

Fiscal Year-End Closing Procedure

- **Send email to fiscal@noacsc.org** (Step 14 of the checklist.)
  - **We will archive your EIS files and run EISCD, which places the following year-end reports on the web:**
    - **EIS001** .... for all codes
    - **EIS101** .... schedule of fixed assets by source (all entities)
    - **EIS102** .... schedule of fixed assets by function and class (all entities/all schedules/original cost)
    - **EIS103** .... schedule of changes in fixed assets (all entities/by function)
    - **EIS103** .... schedule of changes in fixed assets (all entities/by asset class)
    - **EIS103** .... schedule of changes in fixed assets (all entities/by fund)
    - **EIS104** .... schedule of changes in depreciation (all entities)
    - **EIS303** .... master listing by tag number (all items/status codes/portions/entities)
    - **EIS305** .... book value for capitalized items only (all items/funds/fund types/status codes)
    - **EIS501** .... pending file report
    - **EIS801** .... official audit report
    - **FAFUND** items by fund, asset class, and date.

Fiscal Year-End Closing Procedure

- Wait for an EMAIL

- **You will receive an email to continue. Do not proceed until you receive the email.**

Fiscal Year-End Closing Procedure

- Run **EISCLS** (Step 15 of the checklist.)
  - Creates EISCLS.TXT which includes ending balances by Fund, Function and Asset Class. (These are the beginning balances for the next year)
  - Creates EISDEP.TXT which is a summary report of the current year's depreciation, posted by fund.
  - Advances EIS last FY closed flag in EISMNT/DATSCN by one year
  - Adds one year's worth of depreciation to LTD depreciation field
  - Updates beginning balance fields for new FY.

Fiscal Year-End Closing Procedure

- Print **EISCLS.txt** (Step 16 of the checklist.)

  - This report includes ending balances by Fund, Function, and Asset Class.
  - These will be your Beginning Balances for next year.

- You are finished with EIS Closeout and may Process FY20 Pending Data

Not using EIS?

- For districts who **DO NOT use EIS** for their capital assets, they will enter their capital asset information into **EMISFFE** (EMIS Flat File Editor).

- Please refer to the **"Capital Asset Non-EIS" handout** for additional information.

EMIS/FFE Version: 2.3-7

EMIS Flat File Editor

This application allows importing of EMIS Detail Records ("Chapter 5 Layouts"), addi...
extraction to Detail format compatible with EMIS-R.

Please log in:

Member sign in

Username:

Password:

Forgot password?

Log In

Hello **Sampleville Schools**   ⊖ Log Out   📋 Change Password

District: [12345 Sampleville ▼]   🔍 Search

- **Export data**
- **Import data**

•
•
•

- **Cash (QC)**
- **Expenditure (QC)**
- **Operational Unit (QC)**
- **Receipt (QC)**
- **Capital Assets (QC)** ⬅
- **Exhibit 1 – Cash Reconciliation (QC)**
- **Civil Proceedings (Stmt R) – Case (QC)**
- **Civil Proceedings (Stmt R) – Description (QC)**
- **Federal Assistance Programs – Summary (QC)**
- **Federal Assistance Programs – Detail (QC)**
- **Five-Year Forecast (QF)**
- **Forecast Assumptions (QN)**

Modifying/Deleting Capital Assets

- The "Edit" option will modify a record that already exists. <u>Records from the prior year will be available to edit</u>. First select a record from the "Capital Assets List" by clicking on the ID # in order to edit it.

- Click on EDIT to edit the existing record. Modifiable fields include the Capital Assets Code, Prior Balance, Additions and Deductions. Click on "Update" to complete the changes.

- You also have the option to DELETE a specific record.

Adding Capital Assets

- Click on "**NEW CAPITAL ASSETS**" to add a record for FY2019.
  - On the "**Capital Assets Code**" box, select a code from the drop down list.
  - Enter the **prior year balance**. You will need to reference either last year's ending balance (FY2018) or this year's beginning balance (FY2019) for the amount for this code
  - Enter total amount of **additions** (items acquired) during FY2019 for this asset code
  - Enter total amount of **deductions** (items disposed of) during FY2019 for this asset code
  - Click on "**CREATE**" when finished and repeat if you need to enter additional capital asset codes.

Exporting a File from EMISFFE

- From the main EMISFFE menu, select "**Export Data**" to extract data into a flat file format

- Select the fiscal year **2019** and reporting period "**H – July/ Financial**". **Make sure only the "QC Financial Data" record is checked**. Then click on **Export File**

- Save the file to your computer using either the default file name or a name of your choosing. The **filename extension must be .SEQ.** Once you have saved the file, you will need to upload/collect/submit the data via EMIS-R for Period H reporting.

Export Options

| Fiscal Year: | 2017 ▼ |
| Reporting Period: | H – July/Financial ▼ |

Records to Export:

- ☐ GI - Student Demographic
- ☐ GJ - Student Demographic Race Detail
- ☐ FD - Student Attributes - Effective Date
- ☐ FN - Student Attributes - No Date
- ☐ FS - Student Standing
- ☐ FA - Student Assessment
- ☐ FB - Student Acceleration
- ☐ GN - Student Course
- ☐ GQ - Student Program
- ☐ GE - Student Special Education
- ☐ FE - Student Special Education Graduation Requirement
- ☐ GG - Student Gifted Education
- ☐ GD - Student Discipline
- ☐ GP - Graduation Only
- ☐ GC - Student Graduation CORE Summary
- ☐ FC - Student Missing Override
- ☐ FL - Student Summer Withdrawal
- ☐ FF - Student Contact
- ☐ FG - Student Contact Address
- ☐ FP - Student Transportation
- ☐ GV - CTE Workforce Development Follow-up
- ☐ CI - Staff Demographic
- ☐ CK - Staff Employment
- ☐ CJ - Contractor Staff Employment
- ☐ CN - Staff Course Master
- ☐ CU - Staff Course
- ☐ CM - Local Classroom Code Mapping
- ☐ CC - Contract Only Staff
- ☐ CL - Staff Summer Employment Separation
- ☐ CP - Staff Missing Override
- ☐ CV - Career Technical Education Correlated Class
- ☐ DN - Organization General Information
- ☐ DL - Grade Schedule
- ☐ DT - Yearend District Testing
- ☐ DC - Yearend District CTE Tech Prep Consortium Mapping
- ☑ QC - Financial Data
- ☐ QF - Five-Year Forecast
- ☐ QN - Five-Year Forecast Notes/Assumptions

Export File   **Uncheck All**

Questions?