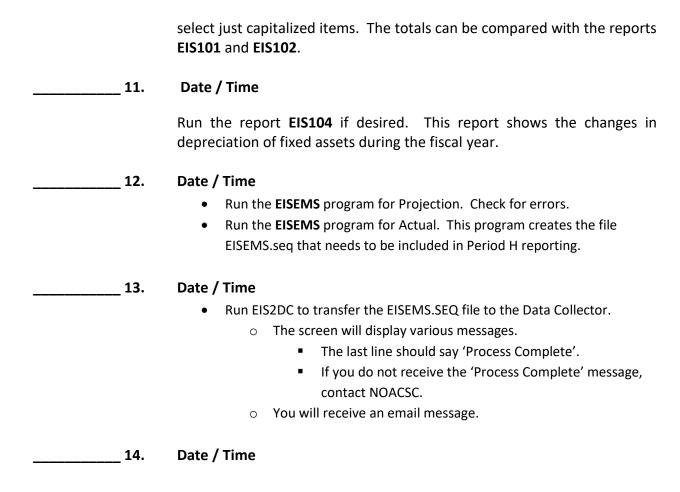
FY2019 EIS Fiscal Year End Procedures for Redesign

PLEASE READ OVER ALL INSTRUCTIONS BEFORE BEGINNING

This procedure can be completed before or after fiscal year end closeout for Uniform School Accounting System (USAS). It must be completed through step 8 (Running EIS2DC), before the ODE EMIS Period H deadline.

One Time S	Setup
1.	Date / Time The 'EIS Classic Integration Module' must be turned on by NOACSC Fiscal. It should be turned on when the district goes live on Redesign. Contact fiscal@noacsc.org if you have questions.
2.	Date / Time Verify the pending thresholds by going to System/Configuration/EIS Classic Integration Configuration.
Processing	
3.	Date / Time
	The district should add any new items which have been acquired in FY19.
	Please continue to add items received prior to July 1 to the system before using this procedure. If items were ordered prior to June 30, but are not received until after June 30 th , they will need to be posted in the next fisca year. You can continue to add items even though they may not be posted in EIS until next fiscal year.
	<u>NOTE</u> : Invoice date will determine the date of acquisition. Any items with an invoice date in FY19 or before should be entered before closeout. (Transactions/Invoice)

 4.	Date / Time
	Run SSDT Inventory Pending Extract. Format should stay as CSV. Enter a
	Since Date.
5.	Date / Time
	Save the output file. Using FTP, transfer the file as ACSII to
	dkusas:[district].
6.	Date / Time
	Log into Classic. Go to #3 EIS, and at the MENU> promt, type EISIMPR.
	Enter in your Import file name and execute the program. Review the
	output file EISIMPR.TXT for any errors. All the invoice items contained on
	the extract from Redesign should now be on the EIS Pending file. View
	EISSCN/PENDING or run an EIS501 report to confirm the items are now
	on the pending file. Continue processing inventory as you normally
	would, pulling the items from the EIS pending file.
 7.	Date / Time
	The district should post disposition transactions to dispose of any items which have been disposed of the current fiscal year.
 8.	Date / Time
	Run the report EIS103 . This is a change schedule report that you need to run. You will need to run this report 3 times, once for fund, once for function and the third time for asset class.
9.	Date / Time
	Run the report EIS101 and EIS102 . EIS101 is the Schedule of Fixed Assets
	by Source and the EIS102 is the Schedule of Fixed Assets by Function/Class.
	Use these reports in the next step to compare to the EIS304 .
 10.	Date / Time
	Run the report EIS304 , brief asset listing report, to make available for the auditors. Run three times, sorting first by fund, sorting next by function and lastly by class. Use just the "active" status codes: A (active), N (new item), EH (excess asset held for sale) and EN (excess asset not in use). Also,



When all processing is completed for **FY19** email **fiscal@noacsc.org.** We will archive your EIS files and run EISCD, which places the following fiscal year-end reports on the web:

EIS Fiscal Year End Procedures

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.



After you enter the ticket, **WAIT** for an email message. The message will tell you if there was an **ERROR** or if you may proceed. If the message indicates there were **NO** errors, **THEN**, and **ONLY THEN**, may you go on to the next step. **DO NOT DO ANYTHING** between the time you post the ticket until you receive an email **WHICH GIVES YOU EXPLICIT INSTRUCTIONS TO CONTINUE!!!!**

 15.	Date / Time
	Run the EISCLS fiscal closing program. This program will update the life-to-date depreciation to record the depreciation for the current year being closed. A summary report of the current year's depreciation posted by fund will be generated.
 16.	Date / Time
	Print EISCLS.txt report generated in previous step. This report includes ending balances by Fund, Function, and Asset Class. These will be the beginning balances for next year.
 17.	Date / Time
	You are finished with FY19 EIS closeout and may now begin processing FY20 Pending data.