

# **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 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](mailto: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<sup>th</sup>, they will need to be posted in the next fiscal year. You can continue to add items even though they may not be posted in EIS until next fiscal year.  
  
**NOTE:** 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 ASCII to dkusas:[district].
  
- \_\_\_\_\_ 6.     **Date / Time**  
Log into Classic. Go to #3 EIS, and at the MENU> prompt, 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,

select just capitalized items. The totals can be compared with the reports **EIS101** and **EIS102**.

\_\_\_\_\_ **11. Date / Time**

Run the report **EIS104** if desired. This report shows the changes in depreciation of fixed assets during the fiscal year.

\_\_\_\_\_ **12. Date / Time**

- Run the **EISEMS** program for Projection. Check for errors.
- Run the **EISEMS** program for Actual. This program creates the file EISEMS.seq that needs to be included in Period H reporting.

\_\_\_\_\_ **13. Date / Time**

- Run EIS2DC to transfer the EISEMS.SEQ file to the Data Collector.
  - The screen will display various messages.
    - The last line should say 'Process Complete'.
    - If you do not receive the 'Process Complete' message, contact NOACSC.
  - You will receive an email message.

\_\_\_\_\_ **14. Date / Time**

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.