FY2021 EIS Fiscal Year-End Procedures

**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 is recommended to have this completed in time to make the records available for audit.

_____ 1.   Date / Time

The district should add any new items which have been acquired in **FY21.**

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 30th, they will need to be posted in the next fiscal year. You can continue to add items to the pending file even though they may not be posted in EIS until next fiscal year.

NOTE: The date of acquisition is the actual date the item was received; the invoice date may or may not coincide with this particular date of receipt. It's possible to have the items arrive at your building in June and not be billed until July, or sometimes invoices are sent in advance of delivery of an item and you could have an invoice sent to you on June 26 but the items not physically in your possession until July 20 (with the latter case meaning the items would be inventoried in FY22 rather than FY21). (USASWEB/Invoice)
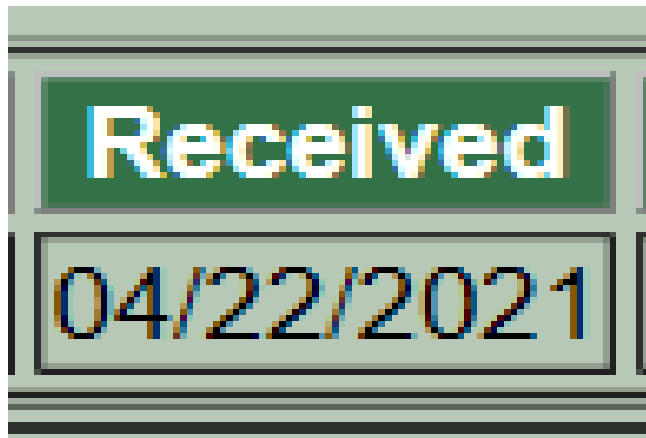
_____ 2.   **Date / Time**

The district should post disposition transactions to dispose of any items which have been disposed of the current fiscal year.

_____ 3.   **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.

_____ 4.   **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**.

_____ 5.   **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**.

_____ 6.   **Date / Time**

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

_____ 7.   **Date / Time**

When all processing is completed for **FY21** email **fiscal.support@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 email us, **WAIT** for an email. The message will tell you if there was an **ERROR** during the archive process 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 email us until you receive an email **WHICH GIVES YOU EXPLICIT INSTRUCTIONS TO CONTINUE!!!!**

_____ 8.   **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.

_____ 9.   **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.

You are finished with **FY21 EIS** closeout and may now begin processing **FY22** Pending data.