USAS Fiscal Year-End Closing Procedure FY21

This procedure outlines the steps to be taken to close USAS for the month, quarter, and fiscal year-end.

PRE-Closing Procedures – *the following procedures can be completed any time prior to starting fiscal year-end closing.*

☐ **1)** The Building Profile and Central office square footage information and ITC IRN information must be entered in the USAEMSDB program. The building profile includes information to report the correct square footage, busing percentages, and lunchroom percentages for each building in your district. The district profile includes information to report the central office square footage for your district and your ITC IRN.

MENU>**USAEMSDB**

○ **Option 1. DSTMNT** - EMIS District Info Maintenance - Central Office Square Footage and your ITC IRN

➜ **NOACSC's IRN is**: 085639

○ **Option 2. BLDMNT** - EMIS Building Info Maintenance - transportation and lunchroom percentages and building square footage fields

➜ You can generate a building report by running option 3 **BLDRPT**

➜ Please verify the accuracy of your BLDMNT reports prior to closing month/fiscal year as you cannot correct BLDMNT once you have run ADJUST.

Reported with EMIS Reporting Period H

☐ **2)** Run the program VALACT

➜ This ensures that no invalid accounts exist in your account master file. If invalid accounts do exist, they should be eliminated via the ACTCHG program by changing them to valid account codes. (Invalid Funds, such as invalid grant funds, can be corrected using FNDCHG—**be very careful when using FNDCHG!**)

☐ **3)** Run EMISFCAT report to check the EMIS fund categories on your cash accounts. Make any necessary updates using ACTSCN or USASWeb/Accounts

➜ The category defines the FUND/SCC describing what type of fund it is for EMIS year-end financial data processing and is required for funds that have multiple sources of revenue as defined in the biennial budget.

☐ **4)** Run OPULST to review your OPUs and make sure your IRN numbers and Entity types are correct. Use OPUEDT or USASWEB/Operational Units to make changes.

➜ All OPUs must have an IRN within your district

☐ **5)** If you planned to use the NYPMASS, NYPMNT, or NYPLOAD option of the APPROP program to enter your proposed budgets and revenue estimates, this must be completed before running ADJUST to close the fiscal year. Otherwise, you can use IABMASS, IABMNT, or IABLOAD option of the APPROP program once you have closed for the fiscal year.

☐ **6)** Check the "Track accounts payable" flag in USASDAT/USACON and make sure it is set to "Y".

Make sure you enter correct received dates when processing invoices during the summer months. This will allow an accurate accounts payable (PAYABL) report to be generated later for GAAP reporting purposes.

Month-End Closing Procedures

☐ **7)** Enter all transactions for the current month.

☐ **8)** Reconcile USAS records with your bank(s):

➜ **A)** Perform bank reconciliation procedure as described in the "USAS Useful Procedures" section of the USAS User Guide.

o In the USAEMSEDT program, option 1, enter your cash reconciliation information.

B) Run BALCHK , and Outstanding PODETL reports

- Examine the MTD, YTD, and FYTD expenditure lines on the BALCHK report (dollar amounts for cash, budget, & appropriation accounts should all be identical for each line on report)
- Examine the MTD, YTD, and FYTD revenue lines on the BALCHK report (dollar amounts for cash and revenue accounts should be identical for each line on report)
- Compare Current Encumbered totals from the BALCHK and Outstanding PODETL reports. They should be identical-- *if not* execute **FIXENC** to correct and regenerate BALCHK and compare totals. If the totals still do not balance contact the ITC for assistance.
- ***Running BALCHK each month is recommended prior to monthly close!***

C) Run FINSUMM, selecting "Y" to generate the FINDET report for comparison.
- This will cause the FINDET report to be generated with identical selection criteria as the FINSUMM and will determine if it balances with FINSUMM.
- The total will display on the screen when run is complete. Compare the total from the FINDET and FINSUMM, they should be identical.

If all above steps are performed and totals all agree, you are in balance and may proceed.

☐ **9)** *******Optional Step (SM1/SM2)* ****** Run the SM2CALC program. The SM2CALC calculates the SM2 for the month, print the resulting report.

☐ **10)** Generate any needed monthly reports not created by MONTHLY CD.

Fiscal-Year-End Closing Procedures

☐ **11)** Run the USAEMSEDT program

➔ **Remember you must complete/enter each option 1-4 of the USAEMSEDT program even if you have no data for that particular section.**

➔ Create and check the report for each option:

♦ CSHREC.TXT - Cash Reconciliation *(Recommended you do this each month even if you use a spreadsheet for reconciling)*

- ♦ FEDSUM .TXT - Federal Assistance Summary

- ♦ FEDDET.TXT - Federal Assistance Detail

- ♦ CVLPRC.TXT - Civil Proceedings

☐ **12)** Run the USAEMS program if you are satisfied with the accuracy of the reports.

- ♦ Answer "N" to "Are you extracting for an Information Technology Center"

- ♦ Select Fiscal Year 2021

- ♦ If errors are encountered, please make corrections and rerun. An example of an error would be, "User has not completed Cash Reconciliation entry."

- ♦ If no errors are encountered, the USAEMS_EMISR.SEQ and USAEMS.SEQ files will be created.

☐ **13) Run the FIN2DC program**

- • This program will transfer the USAEMS.SEQ file into 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.

- • Please review your Period H Financial Submission instructions and submit your Period H financial information via the Data Collector after you are closed.

☐ **14)** Run the USASAUD program

☐ Answer "Y" to the question "Send data to AOS now." This program will take information from the Account Master, Vendor, Check, and Receipt files and create 3 new data files, ACCTAUD.SEQ, VENDAUD.SEQ, and TRANAUD.SEQ, **do not print these files**. These files, along with a FINSUMM report will be sent via email to the State Auditor's office where they may be used for help in the auditing process.

☐ Reports of this data will also be created called ACCTAUD.TXT, VENDAUD.TXT, and TRANAUD.TXT. These reports will detail the exact information that the auditor's office is receiving in the above files. They may be printed and kept on file if desired.

☐ **15)** Execute the MONTHLYCD procedure.

- This procedure will generate a standardized set of monthly USAS financial reports which can be made available to registered users online via a secure website and can be archived to CD if desired.

☐ **16)** **Please verify** the reports at http://reports.noacsc.org/monthlycd/

☐ **17)** Execute the FISCALCD procedure.

- The procedure will generate a standardized set of fiscal USAS financial reports which can be made available to registered users online via a secure website and can be archived to CD if desired.

☐ **18)** **Please verify** the reports at http://reports.noacsc.org/monthlycd/

STOP!

The next two procedures must either be run 1) first thing in the morning, or 2) only after we have copied your files. DO NOT PROCEED without either starting fresh in the morning or after having your files copied.

☐ **19)** Run USASFISC - NO USERS CAN HAVE ACCESS WHEN YOU RUN USASFISC....BE SURE TO CALL OR EMAIL TO VERIFY EVERYONE IS OUT OF THE SYSTEM!

- This process will archive your files.

- After giving the USASFISC command, wait for an EMAIL message. Verify that the message tells you to proceed. **Do NOT process in USAS until this message is received.**

☐ **20)** Run ADJUST indicating your desire to perform month-end processing (BE SURE ALL USERS ARE STILL OUT OF THE SYSTEM)

- The program will ask for which month (June), and you will confirm that you are indeed certain that you have completed all processing for that month.

- At this point, please run BALMON and print the report. June numbers will not appear on BALMON until ADJUST for month-end has been run.

☐ **21)** Run ADJUST choosing option 2 (year-end processing) and then select "FISCAL". (BE SURE ALL USERS ARE STILL OUT OF THE SYSTEM)

☐ **22)** **Optional – Run GRAPHS**

This completes all necessary steps to close USAS for the fiscal year. You may start processing transactions for the new fiscal year for the very last time in Classic!

POST Fiscal Year-End Closing

If you plan to use the Web-GAAP system for GASB34 reporting, or to access the Legacy Cash Reports, continue with step 24. We STRONGLY urge you to process this step!

☐ **24)** The GAAP_EXP option of USAEXP should be run at this time if you use the **Web-GAAP** system for GASB34 reporting.

➡ GAAP_EXP will create the file necessary for uploading into the WEB_GAAP system and also allows you to enter the email address of the person you wish to send the export file to. Multiple addresses may be entered by separating them with commas; it is suggested you include your own email address as well.

➡ Reports have been added to the Web-GAAP program that are similar (but not identical) to many of the 4502 exhibits and statements. These reports are called "Legacy Cash Reports".

➡ For more information on Web-GAAP and legacy cash reports you can go to the GAAP Wiki **http://gaapwiki.oecn.k12.oh.us/index.php?title=Main_Page**