

USAS-R

2021 FISCAL YEAR-END
CLOSING PROCEDURES

Pre-Closing Procedures

The following steps MAY BE completed prior to closing for fiscal year-end:

- Enter July requisitions
- Close Out all possible purchase orders
- Void any old outstanding disbursements

District/Building Financial Data

- The Central office square footage and ITC IRN information must be updated in **Core/Organization**.
- The district profile includes information to report the central office square footage for the district and the ITC IRN.
- NOACSC IRN 085639
- Needs setup 1st year on Redesign
- Classic’s USAEMDB/DSTMNT

Organization Detail

Im

Name

Attention

Address

Line 1

Line 2

City

State

Zip

Country

Is Foreign

Phone

Phone

Extension

Country Code

Phone Number

County

Federal Ein

State Vendor Id

Central Office Square Footage

ITC IRN

District/Building Financial Data

- The Building Profiles information is located in **Periodic/Building Profiles**. The building profiles includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building of the district.
- This will need to be filled in during the first FY you are on Redesign. It will save after that.
- Classic's USAEMSDB/BLDMNT

Building Profiles

+ Create

	IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	111111	Sampleville High School	25,000	31%	75%
	99999	Sampleville Elementary	10,000	50%	75%

Building

✓ Save ✗ Cancel

IRN

Description

Square Footage

Transportation Percentage

Lunchroom Percentage

ACCOUNT VALIDATION

- Run the **SSDT Account Validation Report** to ensure no invalid accounts exist. If invalid accounts do exist, they should be changed via the '**ACCOUNT CHANGE**' program under **UTILITIES**.

NOTE: This report will only check for invalid dimensions. Some of the other warning messages from Classic's VALACT (listed below) are validated during the Level 1/Level 2 Validation Reports in the Data Collector.

- ODE warning regarding OPU to be entered for specified func/obj per EMIS guide
 - Function, Object and Receipt must be defined at a higher level of detail
 - ODE warning regarding SUBJ or IL to be entered for this func/obj in most cases
 - Valid EMIS category entered for this fund (see next slide)
- If the Level 1 or Level 2 reports contain fatal errors, (and the district has closed the fiscal year), the district can re-open June of the prior fiscal year and make any necessary changes.

EMIS Fund Categories

The existing EMIS Fund Categories in Classic are not implemented in the Redesign. However, any existing EMIS Fund Categories a district had in Classic are imported over. SSDT has not been given any official word from ODE whether the EMIS Fund Categories are still in use. Looking through the Level 2 Report Explanation as well as the General Issues guide on ODE's website, ODE doesn't appear to be issuing a fatal error for a missing EMIS fund category.

EMIS Fund Categories

If your district would like to proceed with reviewing and/or updating their EMIS Fund Categories in the Redesign as a precautionary step, you may perform the following:

- On the CASH grid, add the 'EMIS FUND CATEGORY' column to the grid (under Standard Custom Fields). Filter by '<> (space)' to query all funds that contain an EMIS Fund Category.
- ODE's current EMIS manual (section 6.2 Cash record), contains a listing of available EMIS Fund Categories. If an EMIS fund category is required but the list of options don't apply, enter an asterisk * in the EMIS Fund Category field.

Cash Accounts

+ Create						
		Fund	SO	Description	EMIS Fund Category	
			451	9007	DATA COMMUNICATION FUND	PC
			451	9009	DATA COMMUNICATION FUND	PC
			451	9010	DATA COMMUNICATION FUND	PC

Operational Units

Check Operational Units

- View OPUs under Core/OPUs or Run an '**SSDT OPU LISTING**' report under the Report Manager. Review OPUs to make sure your IRN numbers and Entity types are correct.
- Use **CORE/OPUs** to make any necessary changes. All OPUs must have a valid IRN
- The IRN for the “000” OPU has to equal the reporting district IRN

OPU

			Code	Description	IRN #
			000	District Wide IRN	009149
			100	Elem School	833386
			200	High School	977971

Appropriations

Use the **SCENARIOS** option under **BUDGETING** to enter next year proposed budgets and revenue estimates

Please refer to the Budgeting Scenario steps on the SSDT WIKI for further information

- *Appendix > Useful Procedures*
- <https://wiki.ssd-t-ohio.org/display/usasrdoc/Budgeting+Scenario+Steps>

Month-end Closing

Month-End Closing

- Proceed with closing out June as normal.
 - Enter all transactions for the current month.
 - Reconcile USAS records with your bank(s)
 - See 'USAS-R Month End Balancing Checklist' handout
 - Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
 - If you don't use 'Cash Reconciliation' every month, **it must be done in June** for Period H reporting
 - Generate the 'SSDT Cash Summary' report and the 'SSDT Financial Detail' report
 - The detail report may be run for the month in order to compare MTD totals to the Cash Summary report. Totals should match.

Month-End Closing

- If prior steps are performed and totals agree, you are balanced and may proceed with the next step
- Optional: Run a ‘Spending Plan Summary’ report
- Manually run and review desired reports
- Following reports will run with Monthly Report Bundle, when Posting Period is closed
 - Cash Reconciliation Report for the month
 - Cash-related Reports: Cash Summary Report, Financial Detail Report for the month, and Financial Summary by Fund
 - Budget-related Reports:
 - Budget Summary/Budget Account Activity Report (for the month)
 - Budget Transactions Summarized by Appropriation and the Appropriation Summary Report
 - Negative Budget Report; Negative Appropriation Account Report, and Error Corrections/Supplies Distributions

Month-End Closing

- Revenue-related Reports:
 - Revenue Summary and the Revenue Account Activity report for the month
- PO-related Reports:
 - Purchase Order Detail Report for the month
 - Outstanding Purchase Order Detail Report
 - Transaction Ledger-Vendor Activity
 - Vendor Listing
- Invoice-related Reports:
 - Outstanding Invoices by Vendor Name report
- Disbursement-related Reports:
 - Detailed Check Register and the Outstanding Disbursement Summary Report
- Receipt-related Reports:
 - Receipt Ledger Report for the month, Reduction of Expenditure Ledger Report for the month, Refund Ledger Report for the month, and Void Refund Ledger report
- Transfer Advance Summary
- Fund to Fund Transfer Ledger Report
- User Listing AOS Extract

Fiscal Year End Closing

Fiscal Year End Closing

Under PERIODIC menu:

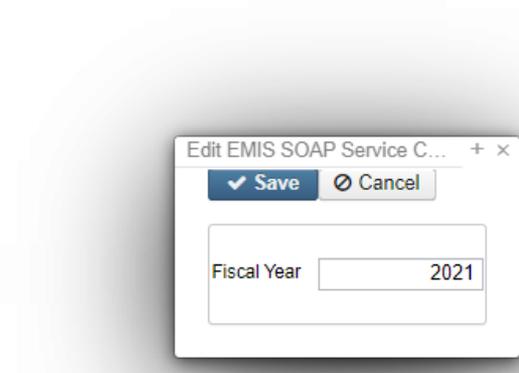
- Confirm the '**CASH RECONCILIATION**' for June has been completed.
- Select the '**FEDERAL ASSISTANCE SUMMARY**' program and enter the necessary information for the current fiscal year.
 - **NOTE:** The '**SUMMARY**' option must be completed before the '**DETAIL**' option in order to link them together.
- Select the '**FEDERAL ASSISTANCE DETAIL**' program and enter the necessary information for the current fiscal year
 - **TIP:** For 5xx funds, under CORE/ACCOUNTS, select the CASH tab and query all 5xx funds with a FYTD expended and FYTD received amounts >0. Select '**REPORT**' to generate a report of your query.
 - **Note:** May need to also enter any non-5xx fund that received federal assistance.
- Select the '**CIVIL PROCEEDINGS**' program to enter any existing civil proceedings

EMIS Extract

NOTE: Before generating the Extract file, make sure the 'EMIS SOAP Service Configuration' under SYSTEM/CONFIGURATION is updated to reflect the Fiscal Year the district is reporting for Period H.

	Description
<input checked="" type="checkbox"/>	Payable Module Configuration
<input checked="" type="checkbox"/>	Activity Ledger Configuration
<input checked="" type="checkbox"/>	Application Configuration
<input checked="" type="checkbox"/>	Authentication and Password Requirement Configuration
<input checked="" type="checkbox"/>	Classic Migration Configuration
<input checked="" type="checkbox"/>	Database Administration Configuration
<input checked="" type="checkbox"/>	Disbursement Configuration
<input checked="" type="checkbox"/>	EIS Classic Integration Configuration
<input checked="" type="checkbox"/>	EMIS SOAP Service Configuration
<input checked="" type="checkbox"/>	Email Configuration
<input checked="" type="checkbox"/>	Encumbrance Module Configuration
<input checked="" type="checkbox"/>	Expenditure Module Configuration
<input checked="" type="checkbox"/>	Filter Crosswalk Module Configuration
<input checked="" type="checkbox"/>	GL Journal Entry Module Configuration
<input checked="" type="checkbox"/>	IRS Form 1099 Submission Configuration
<input checked="" type="checkbox"/>	Import Utility Configuration
<input checked="" type="checkbox"/>	Revenue Module Configuration
<input checked="" type="checkbox"/>	Transaction Configuration

Fiscal Year



EMIS EXTRACT

Go to **Extract/EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the data collector.

- Warning messages may be issued if the cash reconciliation, federal assistance summary, federal assistance detail and civil proceedings programs have not been completed.



The screenshot shows a web form titled "EMIS Extract". It contains three input fields: "Organization IRN" with the value "085639", "Organization Name" with the value "NOACSC - COG", and "Fiscal year" with a dropdown menu showing "2021". Below these fields is a button labeled "Generate Extract File" with a download icon.

- The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It does not contain the 'full' (USAEMS.SEQ) file.
- The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in the Data Collector.

Fiscal Year-End Reports

Manually run and review desired fiscal year reports

Fiscal Year End Bundle will save these reports to Utilities/File Archive:

1. Budget Account Activity Report (BUDLED)
2. Disbursement Summary Report (CHEKPY)
3. Financial Detail Report (FINDET)
4. Purchase Order Detail Report (PODETL)
5. Receipt Ledger Report (RECLD)
6. Void Refund Ledger Report (RECVOD)
7. Fund to Fund Transfer Ledger Report (RECTRN)
8. Reduction of Expenditure Report (RECEXP)
9. Refund Ledger Report (RECREP)
10. Error Corrections & Supplies Distributions (RECCOR)
11. Budgeting Transactions Summarized by Appropriation (RECAPP)
12. Transaction Ledger – Vendor Activity (TRNLED)
13. Revenue Account Activity (RECLD)
14. Civil Proceedings (USAEMSEDT)
15. Federal Assistance Summary (USASEMSEDT)
16. Federal Assistance Detail
17. USAS Auditor Extract – Account (USASAUD)
18. USAS Auditor Extract – Transaction (USASAUD)
19. USAS Auditor Extract – Vendor (USASAUD)

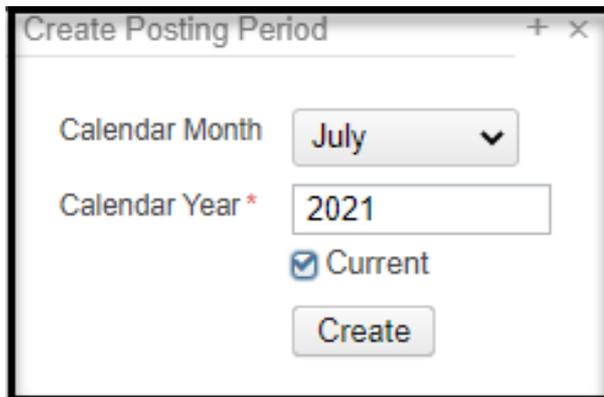
5/13/2021



Close the fiscal year

To close the month of June, under Core, click on 'Posting Periods'

- Click  to close June
- Monthly and Fiscal Year report bundles will run when June is closed
- Watch the Job Scheduler to make sure all report bundles have completed
- Click on 'create' to create a new posting period. Select the month, enter the calendar year and checkmark the 'current' box to make the new posting period the current period



Create Posting Period

Calendar Month

Calendar Year *

Current

- You are now closed for the month and fiscal year

Financial Data Reporting

Data is to be reported to ODE via the Data Collector

- Reporting period H
 - Data types consist of:
 - Cash, Budget, and Revenue accounts } SIF zone
 - Operational Unit Codes }
 - Data entered in PERIODIC } Flat File

Financial Reporting Special Notes:

- Upload the EMIS EXTRACT sequential file in the “financial” data source in the Data Collector.
- When ready to run a collection in the Data Collector, select the USAS SIF agent and the “financial” data source.
- The “EMIS Soap Service Configuration” tells the SIF if it should pull account information from the history records or the current account file

Period H

ODE HAS A **DRAFT** SCHEDULE POSTED ONLINE:

EMIS Data Collection Calendars

Education Management Information System (EMIS) Data Collection Calendars are available by fiscal year below. Each calendar includes the collection name and the collection's open date and close date. Those reporting EMIS data must submit their information as outlined in the schedules unless a waiver has been granted.

» [EMIS Data Collection Calendar for 2019-2020 \(Posted 4/22/2020\)](#)  **DRAFT**

- When?

Financial Collections

Financial Collection (FY21) (2021H0000)	H	6/3/2021	8/31/2021
Five Year Forecast - Initial Required (FY21) (2021P0000)	P	9/3/2020	11/30/2020
Five Year Forecast - Initial Optional (FY21) (2021P1OPT)	P	12/3/2020	3/26/2021
Five Year Forecast - Required Spring Update (FY21) (2021P2MAY)	P	4/1/2021	5/31/2021
Five Year Forecast - Final Optional (FY21) (2021P3OPT)	P	6/3/2021	8/31/2021



Post-Closing Procedures



→ DON'T
FORGET!

Capital Assets

Compile your capital assets information

- **Redesign districts that use EIS:**

- Use the “Inventory Extract and Importing into Classic” steps to extract 2021 data from Redesign to be uploaded into the pending file in EIS

EMIS Changes Noted on ODE Website; last updated 4/10/2020

Top	DATE SCHEDULED FOR RELEASE: MAY 21, 2020	
20-91	<p>Removing capital asset reporting (70809). Capital assets are no longer needed and will no longer be collected. This also means the supplemental collection is no longer needed (see change 20-179, also scheduled for May #2) and the financial appeal window can likely be moved up closer to the close of the Financial Collection.</p> <p>First posted: 2/27/20 Last updated: Completed:</p>	Other

Capital Assets

20-179

Delete Financial (H) Supplemental Collection. The purpose of the Financial (H) Supplemental Collection is for districts to report capital assets. As capital assets are no longer being reported to the Department via EMIS (see change #20-91), this collection is no longer necessary. The non-capital asset items that have been a part of the Supplemental Collection will need to be finalized and reported as part of the Financial (H) Collection that closes on August 31, 2020. The Financial appeal will likely be moved up to be closer to the close of the Financial Collection. When this has been scheduled, the dates on the webpage will be updated. Newflash reminders about this change will go out closer to the May #2 release date.

Other

First posted: 3/2/20

Last updated:

Completed:

Upcoming Releases

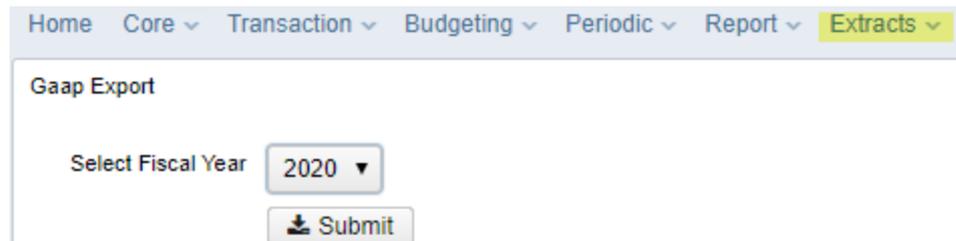
Fund Types changes for FY22

1. **Custodial Fund** – USASR-4228 - June
 - ‘Agency Fund’ is being renamed
 - 022 – District Custodial
 - 026 – Employee Benefits Custodial
 - 200 – Student Managed Activity Fund
2. **Fund 200 Student Managed Activity fund** - USASR-4565 -September
 - Fund type changed from Agency Fund to Special Revenue.
 - Scheduled to be released after Period H is closed.

GAAP Conversion

Run Extracts/GAAP to create necessary file for GAAP reporting

- Select the Fiscal Year and click on 'submit' to generate the GAAPEXPORT.TXT file
- Attach file in an email to person(s) responsible for uploading the file into WEBGAAP.



The screenshot shows a web application interface for generating GAAP reports. At the top, there is a navigation menu with the following items: Home, Core (with a dropdown arrow), Transaction (with a dropdown arrow), Budgeting (with a dropdown arrow), Periodic (with a dropdown arrow), Report (with a dropdown arrow), and Extracts (with a dropdown arrow and highlighted in yellow). Below the navigation menu, the page title is "Gaap Export". Underneath, there is a label "Select Fiscal Year" followed by a dropdown menu showing "2020" with a downward arrow. Below the dropdown menu is a "Submit" button with a download icon.

Questions?

