

FIXED ASSETS

Fiscal Year-end Closing Procedures for Redesign

Please see additional documents:
FY21 EIS Fiscal Year End Procedures for Redesign

EIS Fiscal Year-End Closing Procedure

- **One-Time Setup** (Steps 1 & 2 of checklist)
 - 'EIS Classic Integration Module' must be turned on to export the Pending File to Classic. Contact fiscal.support@noacsc.org to get the module turned on.
 - Once the module is turned on, set up the pending threshold by going to System/Configuration/EIS Classic Integration Configuration.

EIS Fiscal Year-End Closing Procedure

- **Finish all current year processing** (Step 3 of checklist)
 1. Items received on or prior to June 30th, 2021 should be added to EIS for FY2021.
 2. Items received after June 30th should be added to the EIS pending file for FY2022.

EIS Fiscal Year-End Closing Procedure

- **Create Pending File Export File** (Steps 4 & 5 of checklist)
 - Run SSDT Inventory Pending Extract
 - Format should stay as CSV
 - Enter a Since Date

The screenshot shows a 'Generate Report' dialog box titled 'SSDT Inventory Pending Extract'. The dialog is divided into several sections:

- Save and Recall:** A dropdown menu set to 'Most Recent' with icons for save, print, and search.
- Report Options:**
 - Format:** A dropdown menu set to 'Comma Separated Values'.
 - Page Size:** A dropdown menu set to 'Letter'.
 - Orientation:** A dropdown menu set to 'Portrait'.
 - Name:** A text input field containing 'InventoryPendingFile'.
 - Summary Report
 - Show Report Options
- Query Parameters:**
 - Since Date:** An empty text input field.
 - Report for a specific posting period (blank means current period):** An empty text input field.
 - Generate Report:** A button with a download icon.
 - (unselected)

- Save the output file and FTP as ASCII to dkusas:[yourdistrict]
 - Example: dkusas:[wapakoneta]

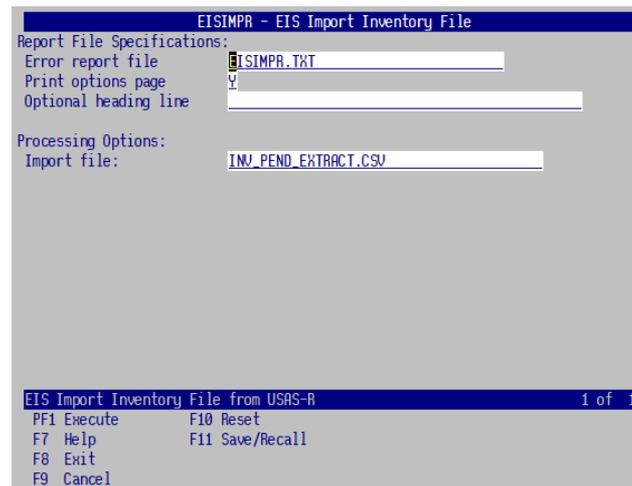
EIS Fiscal Year-End Closing Procedure

- **Upload Pending File into Classic** (Step 6 of checklist)
 - In Classic, go to #3 and at the MENU> type EISIMPR

```
EIS                               Equipment Inventory System
May 28 19                          EIS Main Menu
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1. EISCAP   Capitalization Criteria Change Program
2. EISIX    Import/Export Program Modules
3. EISMNT   Local Code Maintenance Modules
4. EISPND   Update Pending File Program
5. EISPRG   Audit File Purge Program
6. EISRPT   Report Modules
7. DSPLS2   List of Dispositions by Date with Item Data (UDMS)
8. DSPLST   List of Dispositions by Date (UDMS)
9. EIS101D  Detailed Breakdown of EIS101 (UDMS)
10. EISSCN  Item Maintenance Modules
11. EISCHG  EIS Mass change program
12. EISDEPR Re-calculate Life-to-Date Depreciation
13. EISEMS  EMIS Capital Assets Extraction Program
14. EISGAAP EIS GAAP Startup Program
15. EISCD   Archive EIS Fiscal Reports
Press <cr> for more...
Menu
Menu> 3
Menu> EISIMPR
```

EIS Fiscal Year-End Closing Procedure

- **Upload Pending File into Classic (continued)** (Step 6 of checklist)
 - Enter in your Import File name and execute the program



- Review the output file EISIMPR.TXT for errors
- View EISSCN/PENDING or run EIS501 to confirm items are now on the pending file
- Continue processing inventory as you normally would

EIS Fiscal Year-End Closing Procedure

- **Post disposition transactions** (Step 7 of checklist)

Fiscal Year-End Closing Procedure

- Run Report EIS103 – Schedule of Changes in Fixed Assets (Step 8 of the checklist)
- Run 3 times
 - Fund
 - Function
 - Asset Class

EIS103

Date: 04/14/15

Time: 1:39 pm

SAMPLEVILLE AREA SCHOOLS

Schedule of Changes in Fixed Assets by Class

Governmental Funds

Page: 1

(EIS103)

Class/Description	Beginning Balance	Acquisitions	Dispositions	Transfers In	Transfers Out	Adjustments	Ending Balance
0100 Land and Improvements	2774,403.32	+ 13,459.43	- .00	+ .00	- .00	+ .00	= 2787,862.75
0200 Buildings and Building Impr	22379,080.12	.00	.00	.00	.00	.00	22379,080.12
0300 Furniture, Fixtures & Equip	4127,871.13	20,126.47	6,685.00	.00	.00	.00	4141,312.60
0400 Vehicles	1124,227.50	.00	.00	.00	.00	.00	1124,227.50
0500 Infrastructure	15,500.00	.00	.00	.00	.00	.00	15,500.00
0600 Books	258,783.27	3,742.59	.00	.00	.00	.00	262,525.86
Governmental Fund Totals:	30679,865.34	37,328.49	6,685.00	.00	.00	.00	30710,508.83

Fiscal Year-End Closing Procedure

- Run Reports EIS101 and EIS102 (Step 9 of checklist):
- **EIS101 – Schedule of Fixed Assets by Source**.....summary of the original cost of capitalized items by their source (or fund)
 - Source means “**the fund the items were originally charged to when purchased**”.
 - Output file: EIS101.TXT
- **EIS102 – Schedule of Fixed Assets by Function and Class**
 - Can be generated by function and class, class, or a summary by function and class.
 - The Book Value on the report is the Original Cost minus the Total Depreciation
 - Output files: EIS102S.TXT and EIS102D.TXT
- **Use these reports to compare to the EIS304 report run in the next step.**

Fiscal Year-End Closing Procedure

- Run Report **EIS304** – Brief Asset Listing Report to make available for Auditors (Step 10 of Checklist.)
 - Run 3 times
 - Fund
 - Function
 - Asset Class
 - Select just the “active” status codes
 - Select Capitalized items
 - Compare Totals with the EIS101 And EIS102 reports

EIS104 (step 11 of the checklist.)

- Contains changes in depreciation of fixed assets during the fiscal year
- The EIS104 creates two reports as listed below:
 - **EIS104S** is a summary report listing the beginning depreciation, continuing items, acquisitions, dispositions, transfers, adjustments and ending depreciation balance in column format.
 - **EIS104D** is a detailed schedule of changes listing individual tags that make up the acquisitions, dispositions, transfers or adjustments amounts.
 - Reports will page break on each fund type: fiduciary, governmental, proprietary and undefined
- May be used as a depreciation balancing tool with the EIS305.

Date: 04/14/15

Time: 1:44 pm

SAMPLEVILLE AREA SCHOOLS
 Schedule of Changes in Depreciation by class
 Governmental Funds

Page: 1
(EIS104)

Class/Description	Beginning Depreciation	Continuing + Items +	Acquisitions -	Dispositions +	Transfers + In/Out +	Adjustments =	Ending Depreciation
0100 Land and Improvement	933,077.85	96,670.59	1,602.25	.00	.00	.00	1,031,350.69
0200 Buildings and Buildi	10,431,842.07	499,264.89	.00	.00	.00	.00	10,931,106.96
0300 Furniture, Fixtures	1,380,719.50	63,032.52	1,324.66	6,685.00	.00	.00	1,438,391.68
0400 Vehicles	683,538.42	79,633.84	.00	.00	.00	.00	763,172.26
0500 Infrastructure	15,500.00	.00	.00	.00	.00	.00	15,500.00
0600 Books	204,791.20	.00	.00	.00	.00	.00	204,791.20
Governmental Fund Tot	13,649,469.04	738,601.84	2,926.91	6,685.00	.00	.00	14,384,312.79

Capital Asset Reporting

- | | Local
Class | Description |
|--|----------------|--------------------------|
| • 01xx Asset Class | | |
| • Not required but can have subclasses designated as land and land improvements | <u>0100</u> | <u>LAND</u> |
| | <u>0150</u> | <u>LAND IMPROVEMENTS</u> |
| • “Land” items should have Deprec. Method = “N” | | |
| • will be reported under NDL “Capital Assets not being depreciated, Land” in EISEMS | | |
| • “Land Improvements” should have Deprec Method = “S” | | |
| • reported under DLI “Depreciable Capital Assets, Land Improvements” in EISEMS | | |
| • 08xx class for Construction in Progress | | |
| • Should have Deprec. Method = “N” so they will be reported under NDC “Capital Assets not being depreciated, Construction in Progress” | | |

Capital Asset Reporting

- Capitalized items should all have accurate “Class”
 - Asset Class displayed on ITMSCN screen 1
 - To verify, run EIS304 on capitalized assets, sorting by AC,IC
Make sure all items contain an asset class and the appropriate asset class

Fiscal Year-End Closing Procedure

- **Send email to fiscal.support@noacsc.org** (Step 12 of the checklist.)
 - **We will archive your EIS files and run EISCD, which places the following year-end reports on the web:**
 - **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.

Fiscal Year-End Closing Procedure



- Wait for an EMAIL
- **You will receive an email to continue. Do not proceed until you receive the email.**

Fiscal Year-End Closing Procedure

- **Run EISCLS** (Step 13 of the checklist.)
 - Creates EISCLS.TXT which includes ending balances by Fund, Function and Asset Class. (These are the beginning balances for the next year)
 - Creates EISDEP.TXT which is a summary report of the current year's depreciation, posted by fund.
 - Advances EIS last FY closed flag in EISMNT/DATSCN by one year
 - Adds one year's worth of depreciation to LTD depreciation field
 - Updates beginning balance fields for new FY.

Fiscal Year-End Closing Procedure

- **Print EISCLS.txt** (Step 14 of the checklist.)
 - This report includes ending balances by Fund, Function, and Asset Class.
 - These will be your Beginning Balances for next year.
- **You are finished with EIS closeout and may process FY22 pending data**

Questions?