USAS-R

2022 FISCAL YEAR-END

CLOSING PROCEDURES

Pre-Closing Procedures

Items to consider prior to FYE

- Close Out all possible purchase orders
  - FAQ - Frequently Asked Questions - USAS-R Documentation - SSDT Confluence Wiki (ssdt-ohio.org)

- Review any old outstanding disbursements
  - FAQ Disbursements

- Add/Customize Monthly Report Bundle
  - Scheduling a Custom Monthly Report Bundle

- Maintenance of Effort (MOE)
  - Budget Summary MOE

Pre-Closing Procedures

Maintenance of Effort

Why is it important ?
◦ Prior to funding, ODE annually compares the district's local or state & local expenditures to ensure that the district budgets & expends at least the same amount of funds as the previous year.

SSDT Budget Summary MOE report
◦ You can review the expenditures prior to these being reported to EMIS by running this report

Pre-Closing Procedures

What can you do prior to FYE?

Verify Data
- District & Building information
- Accounts are valid
- EMIS Fund categories
- OPUs for district
- Equipment Inventory

Prepare next year budgets & revenue estimates

Prepare requisitions for next Fiscal Year

District/Building Financial Data

- The Central office square footage and ITC IRN information may 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 USAEMSDB/DSTMNT

Organization Detail

Irn	009149
Name	Cotton (Demo) Schools
Attention	Tim McGuire, Treasurer
Address	
Line 1	1795 Rains Park
Line 2	
City	Patterson
State	OH
Zip	45084
Country	US
Is Foreign	☐
Phone	
Phone	
Extension	
Country Code	
Phone Number	
County	Sloan County
Federal Ein	813116679
State Vendor Id	734709146
Central Office Square Footage	3,000
ITC IRN	123456

District/Building Financial Data

- **Periodic Menu > Building Profiles**
- **Review & Update**
  - IRN number
  - Square footage
  - Transportation Percentage
  - Lunchroom Percentage

- **Classic's USAEMSDB/BLDMNT**

Building

✔ Save ⊘ Cancel

IRN	99999
Description	Sampleville Elementary
Square Footage	10,000
Transportation Percentage	50.00
Lunchroom Percentage	75.00

+ Create   Q Advanced Query   ⬇ Report   ⊞ More   ⟲ Reset

			IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
👁	✎	✕	11111	High School	25,000	13%	35%
👁	✎	✕	11114	West Elementary School	10,000	30%	19%
👁	✎	✕	11112	Middle School	14,000	27%	29%
👁	✎	✕	11113	East Elementary School	10,000	30%	17%

District/Building Financial Data

- **SSDT District Building Information Report**

Report Manager

						Favorite	Created by	Report Name	▲2	Description
								%building%		
⬇	👁	✎	⊗	📄	👥	☐	SSDT	SSDT District Building Information		Produces a report of the data entered under the Periodic's Building Profile option.

Reporting Period: February 2021 (FY 2021)   3/23/21 2:08 PM

Cotton (Demo) Schools
District Building Report

IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
087654	Middle School	50,000	50.00 %	33.00 %
023456	Elementary School	99,654	50.00	25.00
092345	High School	55,555	50.00	75.00

Account Validation

- **SSDT Account Validation Report**
  Ensure District has no invalid account dimensions prior to using the data collector to check for Level 1 and/or Level 2 errors

Cotton (Demo) Schools

Account Validation Report

Full Account Code	Description	Code validation Messages
494-9908		494 is not a valid fund code
504-9911		504 is not a valid fund code
504-9912		504 is not a valid fund code
532-932N		532 is not a valid fund code
532-932O		532 is not a valid fund code
001-2189-411-0000-000000-000-00-000	GENERAL INSTRUCTION SERVICES	2189 is not a valid function code
451-2225-640-9910-000000-000-00-000	DATA COMMUNICATION FUND EQUIPMENT	2225 is not a valid function code
451-2225-640-9911-000000-000-00-000	DATA COMMUNICATION FUND EQUIPMENT	2225 is not a valid function code
451-2964-447-9910-000000-000-00-000	DATA COMMUNICATION FUND INTERNET ACCESS SERVICE	2964 is not a valid function code

Account Validation

Other warning messages that are validated in the data collector.

- Function, Object and/or Receipt must be defined at higher level of detail
- ODE requires SUBJ or IL to be entered for this func/obj in most cases
- ODE requires OPU to be entered for this func/obj per EMIS Guide
- A Valid EMIS category should be entered for this fund

If district receives Level 1 or Level 2 <u>fatal</u> error(s) and has closed the fiscal year, June can be re-opened to make any necessary changes.

Account Validation Errors

Any accounts with Invalid account dimensions that have amounts in the reporting fiscal year must be cleaned up by using Account Change under Utilities.

EMIS Fund Categories

- The Cash Record is reported via EMIS with the Financial (H) Collection and the category defines the Fund/SCC describing what type of fund it is for EMIS.
- **ODE Brief Description (QC185)** Section 6.2 of the EMIS manual lists available EMIS Fund Categories that are part of the EMIS Financial Cash Records.

Ohio | Department of Education

6.2 Cash (QC) Record

		ODE Brief Description		
Fund	USAS Fund Description	Program	QC185	Appropriation Line Item/ CFDA
431	Gifted Education	Gifted ID	GID	200-521
431	Gifted Education	Gifted Units	MS	200-521

However, when reviewing the Level 2 Report Explanations and General Issues guide on the ODE's website, ODE does not appear to be issuing a fatal error on these items if missing. Per ODE website, the ODE Brief Description is set to be removed for FY23 Financial reporting.

EMIS Fund Categories

- Fund Categories imported from Classic.
- Can be searched on Account grid with MORE button and using filter <>
- Codes not implemented in Redesign but can be updated if user chooses.
- Field to populate can be found under Standard Custom Fields on Cash record and codes found in EMIS manual section 6.2 Cash Record.
- If an EMIS fund category is required but the list of options doesn't apply, enter an asterisk * in the EMIS Fund Category field.

Review Operational Units

- Review under **Core menu** or by running the **SSDT OPU Listing report** under Reports

- Verify **IRN numbers** and **Entity types** are accurate.
  - OPU of 000 must be the reporting district IRN.
  - All OPU's must have an IRN defined within your district.
  - The OPU for Central Office should be checked

Appropriations

- Use the **BUDGETING > SCENARIOS** option to enter next year proposed Budgets and Revenue estimates.
- Refer to **Appendix > Useful Procedures** for steps
  Budgeting Scenario Steps for creating proposed amounts for the next Fiscal Year

Budgeting Scenario Steps for creating Proposed Amounts for the Next Fiscal Year

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 any desired reports not included in the Monthly Reports Archive.

- Monthly Reports Archive will automatically run when the Period is closed. Do Not close the period just yet.

Month-End Closing

27 Month End Reports are included in Bundle:

- Cash Reconciliation Report for the month

- Monthly Balance Report

- Cash-related Reports: Cash Summary Report / Financial Detail Report for the month / Financial Summary by Fund

- Budget-related Reports: Budget Summary / Budget Account Activity Report (for the month) / Budget Transactions Summarized by Appropriation / Appropriation Summary Report/ Negative Budget Report / Negative Appropriation Account Report / Error Corrections & Supplies Distributions

- Revenue-related Reports: Revenue Summary / 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

- Disbursement-related Reports: Detailed Check Register / 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 / 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
  - ◦ Create/Clone CFDA record & enter the necessary information
  - ◦ Once Cash Account is selected, FYTD revenues and expenditures will populate.
  - ◦ *NOTE: the district may need to also enter any non-5xx fund that received federal assistance (i.e. 006)*
  - ◦ 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.

EMIS EXTRACT

- Under the **Extracts** menu, select **EMIS** and click on **Generate Extract File** to create a **USAEMS_2022.SEQ** file to be uploaded into the data collector for Period H reporting.
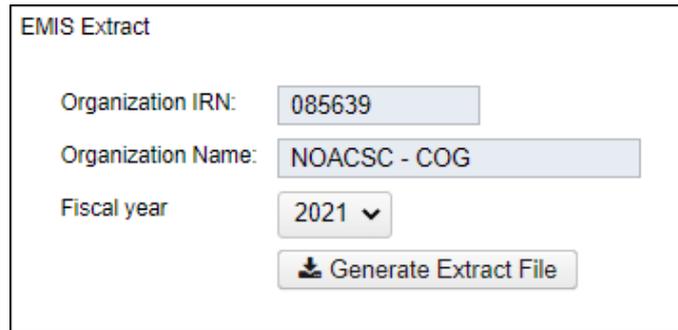
EMIS Extract	
Organization IRN:	085639
Organization Name:	NOACSC - COG
Fiscal year	2021 ⌄
	⬇ Generate Extract File

- Once the .SEQ file is uploaded into the Data Collector, it will be used along with the USAS SIF Agent for EMIS-R collections.

EMIS EXTRACT

- **EMIS Extract** contains the same data as Classic's <u>partial</u> file (USAEMS_EMISR.SEQ)
  - CASH RECONCILIATION
  - FEDERAL ASSISTANCE SUMMARY AND DETAIL
  - CIVIL PROCEEDINGS
  - DISTRICT AND BUILDING PROFILE INFORMATION
  - WILL EXCLUDE THE ACCOUNT AND OPERATIONAL UNIT RECORDS.

    EMIS Extract does <u>not</u> contain the full file (USAEMS.SEQ).

- **SIF Agent will pull other Period H files:**
  - CASH, EXPENDITURE, REVENUE ACCOUNTS
  - ACCOUNT DATA
  - OPERATIONAL UNITS

FISCAL YEAR-END REPORTS

- Manually run & review any desired reports not included in the Fiscal Year Reports Archive Bundle.

- Fiscal Year Reports Bundle will automatically run when Period is closed.

- Wait until the bundle is _complete_ before changing the current posting period to a new period if there are **custom report bundles scheduled** to run on the _PostingPeriodCloseCompleted_ or the _FiscalPeriodCloseCompleted_ event.

- Reports can be viewed under Utilities > File Archive by clicking on row.

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 (RECLED)
6. Void Refund Ledger Report (RECVOD)
7. Fund to Fund Transfer Ledger Report (RECTRN)
8. Reduction of Expenditure Report (RECEXP)
9. Refund Ledger Report (RECREF)
10. Error Corrections & Supplies Distributions (RECCOR)
11. Budgeting Transactions Summarized by Appropriation (RECAPP)
12. Transaction Ledger – Vendor Activity (TRNLED)
13. Revenue Account Activity (RECLED)
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)

Close the fiscal year

Create July 2022 Posting Period

Click on CREATE, select **JULY**, enter **2022** and do not make current.

To close June and the Fiscal Year, go to Core > Posting Periods

Click ▄ to close June.

Both the **Monthly Report Archive** and **Fiscal Report Archive** bundles will automatically run when the last posting period of the fiscal year is closed.

*NOTE: If there are **custom report bundles scheduled** to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom bundles to <u>complete</u> before changing the current posting period to a new period.*

Once Report Bundles are complete, make July 2022 current.

You are now closed for the month and fiscal year ☺

Post-Closing Procedures

Schedule Extracts for AOS

- **Schedule District Audit Job**
  - SSDT USAS AUDITOR EXTRACT – ACCOUNT
  - SSDT USAS AUDITOR EXTRACT – TRANSACTIONS
  - SSDT USAS AUDITOR EXTRACT – VENDOR
  - SSDT CASH SUMMARY
  - GAAP Extract

NOACSC will set this up for each district to run.

Financial Data Reporting

Financial data Submission to ODE

- Process is done through EMIS-R.

- Responsibility of the District.

- Authorized person in district (i.e. EMIS Coordinator, Treasurer) will UPLOAD flat file, run the data collection process & submit the data to ODE

- Must be sent to ODE before Period H closes for fiscal year 2022

- Reminder: As of FY20, capital assets are no longer needed and are NOT to be included in the data collection.

Period H – Financial Reporting

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 2021-2022 (Posted 1/28/2022) 📄 *Draft*

- When?

Financial Collections

|			
Financial Collection (FY22) (2022H0000)	H	6/2/2022	8/31/2022
Five Year Forecast - Initial Required (FY22) (2022P0000)	P	9/2/2021	11/30/2021
Five Year Forecast - Initial Optional (FY22) (2022P1OPT)	P	12/2/2021	3/30/2022
Five Year Forecast - Required Spring Update (FY22) (2022P2MAY)	P	4/1/2022	5/31/2022
Five Year Forecast - Final Optional (FY22) (2022P3OPT)	P	6/2/2022	8/31/2022

Financial Data Reporting

- Districts only needs to upload the sequential file (from the EMIS EXTRACT) in the "financial" data source in EMIS-R. When you are ready to run a collection in the data collector, you will 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

- Data types consist of:
  - Cash, Budget, and Revenue accounts ⎤
  - Operational Unit Codes   ⎦ SIF zone
  - Data entered in PERIODIC ⎤⎦ Flat Files
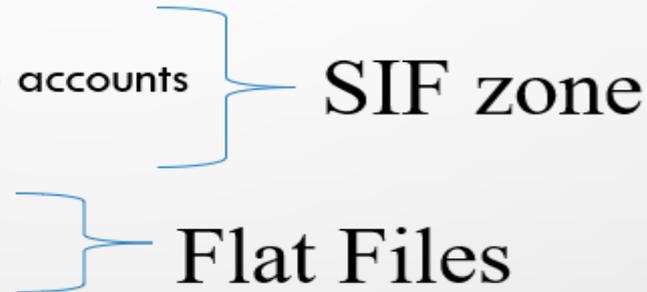
GAAP Extract

- Run **GAAP from Extracts menu** 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.
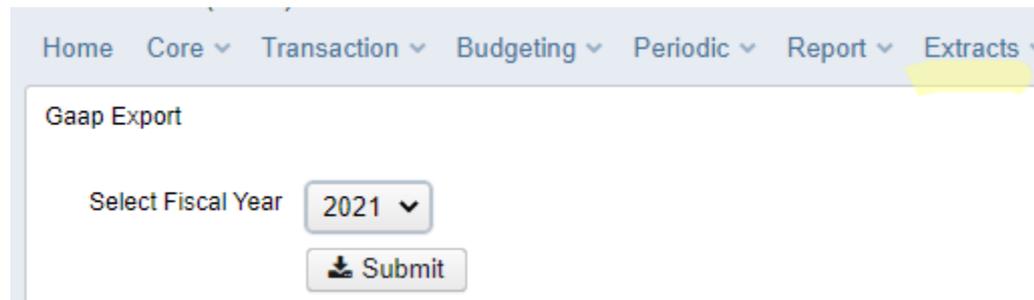
WEBGAAP

GAAP URL

HTTPS://GASB34SYS.AUDITOR.STATE.OH.US/GAAP

GAAP WIKI

HTTP://GAAPWIKI.OECN.K12.OH.US/INDEX.PHP?TITLE=MAIN_PAGE

Questions?