

USAS-R Fiscal Year End Checklist

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

Pre-Closing Procedures

The following pre-closing procedures can be completed any time prior to closing the fiscal year.

1. _____ Update Central Office square footage and ITC IRN information in **Core/Organization**
 - a. NOACSC's IRN = **085639 (This is no longer needed but may be entered.)**
 - b. Reported with EMIS Period H

2. _____ Update Building Profiles in **Periodic/Building Profiles**
 - a. **SSDT District Building Information Report** is available in Report Manager
 - b. Reported with EMIS Period H

3. _____ Run **SSDT Account Validation Report**
 - a. Verify no invalid accounts exist
 - b. If invalid accounts do exist, they should be changed by going to **Utilities/Account Change**

4. _____ Check EMIS fund categories on Cash Accounts by going to **Core/Accounts, 'Cash'** option
 - a. Add 'EMIS FUND CATEGORY' to the grid from the option of More>Standard Custom Field
 - b. Filter by '<> (space)' to query all funds that contain an EMIS Fund Category
 - c. Can generate a report of ALL cash accounts to see if there are EMIS Fund Categories missing for accounts that require one
 - d. ODE's current EMIS manual (section 6.2 Cash record), contains a listing of available EMIS Fund Categories
 - i. If an EMIS fund category is required but the list of options don't apply, enter an asterisk (*) in the EMIS Fund Category field

5. _____ Run an **SSDT OPU Listing Report** to review OPUs to make sure IRN number and Entity types are correct
 - a. Make necessary changes by going to Core/OPUs
 - b. All OPUs must have an IRN within your district

6. _____ Create Next Year Proposed Amounts for Budget and Revenue by going to **Budgeting/Scenarios**
 - a. Additional Documentation can be found here: [Budgeting Scenario Steps for creating Proposed Amounts for the Next Fiscal Year](#)

Month End Closing

7. _____ Enter all transactions for the current month

8. _____ Reconcile USAS with your bank

9. _____ Complete '**Cash Reconciliation**' under Periodic for the month
 - a. Click 'View' on the prior month, to Clone

10. _____ Compare **SSDT Cash Summary and SSDT Financial Detail Report** totals
 - a. The Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report
 - b. Compare the totals from the reports, they should be identical.

11. _____ OPTIONAL: Run **Spending Plan Summary Report**

12. _____ Manually run and review desired reports

Fiscal Year End Closing

13. _____ Verify the 'Cash Reconciliation' for June has been completed

14. _____ Go to **Periodic/Federal Assistance Summary** and enter necessary information for the current fiscal year
 - a. NOTE: The 'Summary' option must be completed before the 'Detail' option

15. _____ Go to **Periodic/Federal Assistance Detail** and enter the necessary information for the current fiscal year
 - a. TIP: Go to **Core/Accounts**, 'Cash' tab and query all 5xx fund with FTD expended and FTD received amounts greater than 0. Generate report for a copy of your query. Also, may need to enter any non-5xx fund that received federal assistance.

16. _____ Go to **Periodic/Civil Proceeding** and enter any existing civil proceedings

17. _____ Go to **System/Configuration/EMIS SOAP Service Configuration** and enter 2022 as the Fiscal Year

18. _____ Go to **Extracts/EMIS** and click on 'Generate Extract File' to generate .SEQ file to upload into the Data Collector
 - a. Warning messages may be issued if the Cash Reconciliation, Federal Assistance Summary, Federal Assistance Detail, and Civil Proceedings have not been completed
 - b. NOTE: 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 EMIS-R. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data to ODE.

19. _____ Go to **Core/Posting Period** to close June – leave June Current
 - a. This will cause Monthly, Fiscal Year End, Graphs, and Custom Report Bundles to run

20. _____ Go to **Utilities/Job Scheduler** and wait for Monthly, Fiscal Year End, Graphs, and Custom Report Bundles to have a status of 'Completed'. Will need to refresh the screen to re-check the status.

21. _____ Go to **Core/Posting Period** to make July Open and Current

POST Fiscal Year End Closing

NOACSC will now schedule the AOS Extracts for each district. Here is the explanation but the district doesn't need to do anything.

Schedule Extracts for AOS. The District Audit Job can be scheduled through the **Job Scheduler** to generate the following reports for the *previous* fiscal year based on the current period. The reports will be sent to the Audit Reports section of the **File Archive** and they will be sent **via SFTP directly to AOS** when the job runs. Since this generates reports for the previous fiscal year, this will be scheduled after July of the new fiscal year has been made current. This may be scheduled for the district's typical type of audit.

- SSDT USAS AUDITOR EXTRACT – ACCOUNT
- SSDT USAS AUDITOR EXTRACT – TRANSACTIONS
- SSDT USAS AUDITOR EXTRACT – VENDOR
- SSDT CASH SUMMARY
- GAAP Extract

NOTE: If you plan to use Web-GAAP system for GASB34 reporting or to access the Legacy Cash Report continue with next step.

22. _____ Go to **Extract/GAAP** and create the file necessary for uploading into WEB_GAAP system
 - a. For more information on Web-GAAP and the Legacy Cash Report you can go to the GAAP Wiki: http://gaapwiki.oecn.k12.oh.us/index.php?title=Main_Page