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 in **Core/Organization**
   a. Reported with EMIS Period H
2. _____ Update Building Profiles in **Periodic/Building Profiles**
   a. The building profiles include information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district.
   b. Reported with EMIS Period H
3. _____ Run **SSDT District Building Information Report** - available in Report Manager
4. _____ 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**
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:
      i. [Creating-a-Budget.pdf (noacsc.org)](Creating-a-Budget.pdf)
      ii. [Cloning-a-Budget.pdf (noacsc.org)](Cloning-a-Budget.pdf)
      iii. *[Budgeting Scenario Steps for creating proposed amounts for the next fiscal year - USAS Documentation - SSDT Confluence Wiki (atlassian.net)]*

Month End Closing

7. _____ Enter all transactions for the current month.
8. _____ Reconcile USAS with your bank.
9. _____ Complete '**Cash Reconciliation**' under Periodic menu for the month of June
   a. To Clone: click 'View' on the prior month and 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.

NOTE: The SSDT Monthly Report Bundle will automatically run when the Posting Period is closed if it is enabled. A list of the included reports & descriptions can be found [here](#).

Fiscal Year End Closing

13. _____   Verify the '**Cash Reconciliation**' for June has been completed.
14. _____   Go to **Periodic/Civil Proceeding** and enter any existing civil proceedings.
15. _____   **Optional:** Enter info for **Periodic/Federal Assistance.** This is no longer required but may be desired to track the district's federal schedule.
16. _____   Go to **System/Configuration/EMIS SOAP Service Configuration** and enter 2025 as the Fiscal Year.
17. _____   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 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 DEW.
    c. As of FY2024, the Federal Assistance Summary and Detail are no longer required for DEW Period H reporting and **will not be contained in the EMIS extract**.
18. _____   Manually run any specific reports desired and not in the report bundle.
    a. The SSDT Fiscal Report Bundle will automatically run when the last Posting Period of the fiscal year is closed.
19. _____   Go to **Core/Posting Period** to close June – leave June Current
    a. Click on [📁] to 'Close' the current period.

    ******* PLEASE SEE STEP 20 AND PATIENTLY WAIT FOR REPORTS TO RUN ***************

    b. 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 (may need to create July if haven't already.)

You are now closed for the month and fiscal year, proceed with your next month's financial transactions.

Note: After the July posting period is open, please review any Pending Transactions in Transactions>Pending Transactions that are to be posted in July. Please post accordingly.

POST Fiscal Year End Closing

NOACSC will now schedule the AOS Extracts for each district. Below is the explanation of what NOACSC will do but the district does not need to do anything for step 22.

22. **Schedule Extracts for AOS**. The District Audit Job will 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. These reports will run July 30th.

    - 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.

23. _____ 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: **https://mcoecn.atlassian.net/wiki/spaces/GAAPD/overview**