USAS-R

2024 Fiscal Year-end

Closing Procedures

Pre-Closing Procedures

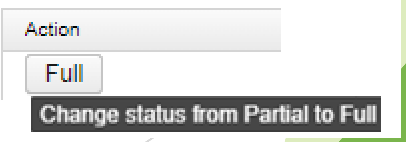
- **Items to consider prior to FYE**
  - Close Out all possible purchase orders
    - FAQ Purchase Orders
  - Review any old outstanding disbursements
    - FAQ Disbursements
  - Add/Customize Monthly Report Bundle
    - Scheduling a Custom Monthly Report Bundle - USAS Documentation - SSDT Confluence Wiki (atlassian.net)
  - Maintenance of Effort (MOE)
    - Budget Summary MOE

Why Close out Purchase Orders?

So that account encumbrances are not carried forward to the next fiscal year.

Depending on the Rules set at your district, there are different ways to close a purchase order.

1. If you have an open purchase order that has never been invoiced, you can Amend the purchase order and click on the Cancel button on the PO line item(s) to close the purchase order.
2. If the last partially paid invoice is in a closed or archived posting period and the rule is set to prevent opening a previously closed posting period, an AP Invoice can be created to cancel the remaining encumbrance amounts by selecting the remaining open PO item(s) and selecting the status ‘Cancel_Full’.
3. If the last partially paid invoice is in an open posting period, or if the posting period can be reopened, you can change the status on the previously paid invoice to 'full' to cancel the remaining encumbrance(s). Sort the AP invoice grid by the purchase order & date, navigate to the last paid invoice, click view to view the invoice. Click 'Full'. A helpful tool tip is provided when hovering over the Action button stating the action that will be taken if you click on it.



Maintenance of Effort

Why is it important ?

- Prior to funding, DEW 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
  - SSDT Account Filter: ssdt-moe

What can you do prior to FYE?

Verify Data

- District & Building information
- Accounts are valid
- OPUs for district

Prepare next year budgets & revenue estimates

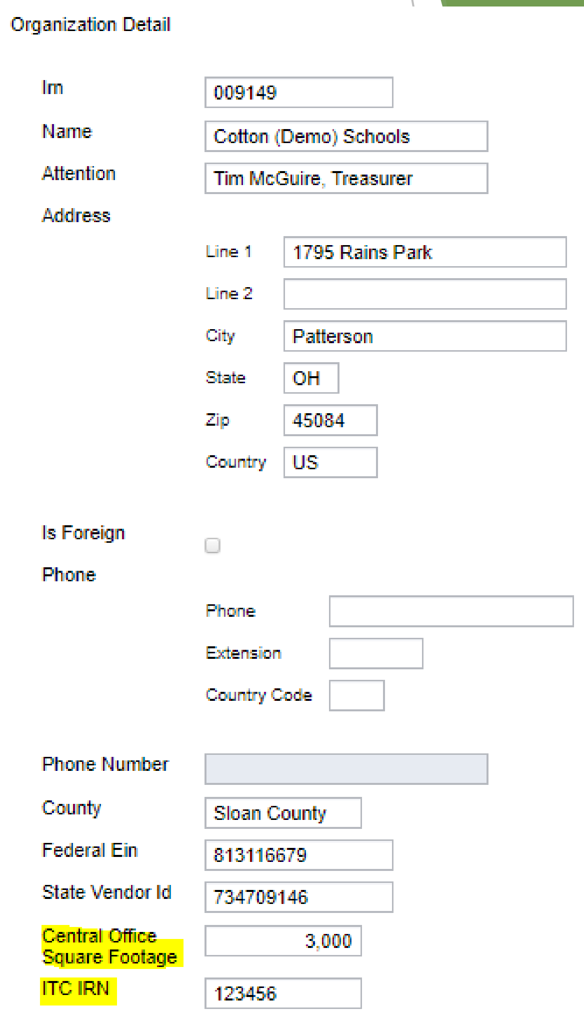
Prepare requisitions for next Fiscal Year

District/Building Financial Data

- **Organization Detail**
  - Used for Financial Reporting EMIS Period H for FY24.

Core > Organization

- Central Office Square Footage
- ITC's IRN - No longer required for EMIS Extract


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's Building Profiles

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

Building

Save | Cancel

IRN: 99999

Description: Sampleville Elementary

Square Footage: 10,000

Transportation Percentage: 50.00

Lunchroom Percentage: 75.00

Create | 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%

Verifying with Report

- **SSDT District Building Information Report**

Report Manager

Import Report | Create Form

						Favorite	Created by	Report Name	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

Reporting Period: February 2021 (FY 2021) **3/23/21 2:41 PM**

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

Examples of EMIS Errors

- XXX is not a valid fund code
- XXXX is not a valid function code
- XXX is not a valid object code
- XXXXXX is not a valid subject code
- Receipt code XXXX is not at a valid level of detail
- Receipt code XXXX is invalid as of *(date)*

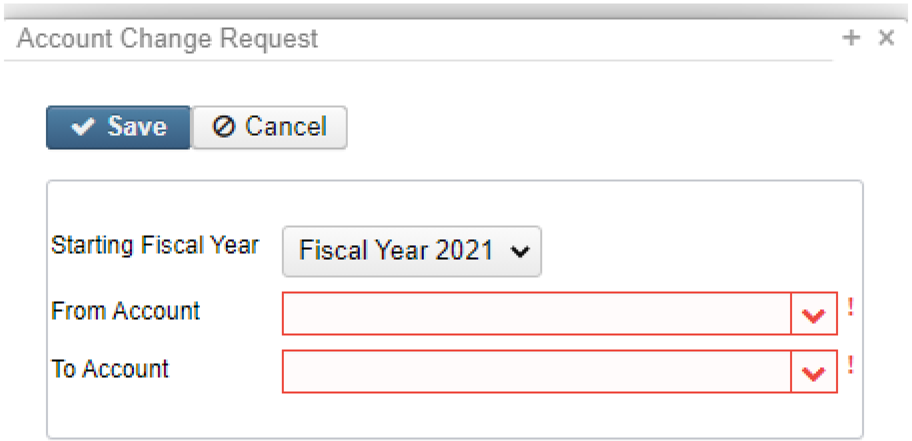
Level 1/Level 2 Validation Reports

- **Other warning messages that are validated in the data collector.**
  - Function, Object and/or Receipt must be defined at higher level of detail
  - DEW requires SUBJ or IL to be entered for this func/obj in most cases
  - DEW requires OPU to be entered for this func/obj per EMIS Guide

If district receives Level 1 or Level 2 <u>fatal</u> error(s) and has closed the fiscal year, June can be reopened 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.



Cash Records

- The Cash Record is reported via EMIS with the Financial (H) Collection.

6.2 CASH (QC) RECORD

To be provided for each Fund/Special Cost Center.

Per 6.2 Cash Record (ohio.gov), the DEW Brief Description was removed as of FY23 Financial reporting. These were previously referred to as the EMIS Fund Categories.

Cash Records

6.2 Cash (QC) Record

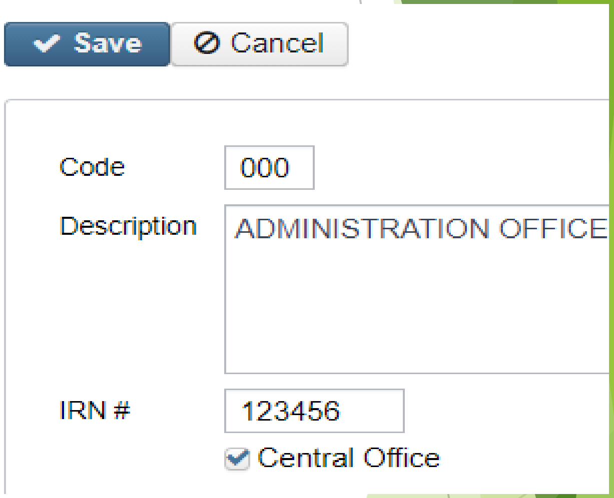
To be provided for each Fund/Special Cost Center.

General Guidelines

Data Element	Definition
Transaction Indicator–This element is not submitted to the Department.	Numerical identifier to denote specific accounting transaction.
Fund (QC110)	Three-digit code assigned by the State Auditor's Office to assure money is spent for the purposes specified.
Special Cost Center (QC120)	Four-digit code that tracks costs for temporary or specific needs in defining funds.
Account Description–This element is not submitted to the Department.	Description of account structure as maintained by State Auditor.
Fund Type–This element is not submitted to the Department.	Funds shall be one of the following types: Governmental, Fiduciary, or Proprietary.
~~ODE Brief Description (QC185)~~	~~Description of Fund/Special Costs Center based on a list found in 6.7 Miscellaneous Financial Records.~~
Fund Class (QC200)	G - General Fund S - Special Revenue C - Capital Project D - Debt Service A - Agency E - Enterprise I - Internal Service P - Permanent R - Private Purpose Trust V - Investment Trust W - Pension Trust
July 1 Cash Balance (QC 210)	Beginning fiscal year available cash
Fiscal Year Receipts (QC220)	Receipts capable of being expended
Fiscal Year Expend (QC230)	Monies expended during fiscal year for goods or services.
Current Cash Encumbered (QC240)	Monies encumbered for orders in process.
Current Fund Balance (QC250)	Balance of particular fund at given time.
Current Payables (QC260)	Invoices for goods/services received and not yet (optional) paid.

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 - USAS Documentation - SSDT Confluence Wiki (atlassian.net)

- Creating-a-Budget.pdf (noacsc.org)
- Cloning-a-Budget.pdf (noacsc.org)

Prepare Requisitions

- **Requisitions can be entered for July 2024**
  - Posting Period must be **open** for July
  - July 2024 does <u>NOT</u> need to be current posting period

Reporting Period: May 2021 (FY 2021) **5/12/21 5:10 PM**

Cotton (Demo) Schools

Requisition Detail Report

	Date	Vendor #	Primary Name	PO #	Item Number	Quantity	Unit Price	Description	Amount	Full Account Code	Created User	Type
Requisition #:		**12312018**										
	7/1/2021	7673	Broxton Insurance		1	1.00	33,000.00	General Liability Insurance	$ 33,000.00	001-2740-423-0000-000000-101-00-000	admin	
Requisition #:		**12312019**										
	7/1/2021	57	Riverside Engineering		1	1.00	10,000.00	survey project 1	10,000.00		admin	
Requisition #:		**12312021**										
	7/1/2021	139	Holt, Isaac		1	10.00	100.00	Poles	1,000.00		admin	

Month-end Closing

Month-End Closing

- **Proceed with closing out for the month of June.**
  - Enter all transactions for the current month.
  - Reconcile USAS records with your bank(s)
    - Perform Bank Reconciliation Procedure
    - 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 for June. 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.

- Wait until the bundle is complete before closing another month

Reports can be viewed under Utilities>File Archive

- If you do NOT want report bundle to run for Posting Period
  - Navigate to Report > Reports Bundle
  - Disable bundle by clicking the checkbox

Month-End Closing

- **Spending Plan Reports -** Compare the current fiscal year estimates with actual figures

Estimated figures can be entered under the Periodic > Spending Plan option in USAS.

- Spending Plan Comparison - *Compares Estimated figures to Actual figures.* The report will print three lines per Five-Year Forecast line number: one for the estimated amount, one for the actual amount and the third line will print the difference between the estimated and actual amounts.
- Spending Plan Monthly - Lists *each monthly actual amount* for each line number and will include a FYTD total.
- Spending Plan Summary - List *the current period's actual amount* for each line number and will include a FYTD total.

Fiscal Year End Closing

Fiscal Year End Closing

Under **PERIODIC** menu:

- Confirm the '**CASH RECONCILIATION**' for June has been completed.
- Select the '**CIVIL PROCEEDINGS**' program to create/update civil proceedings.

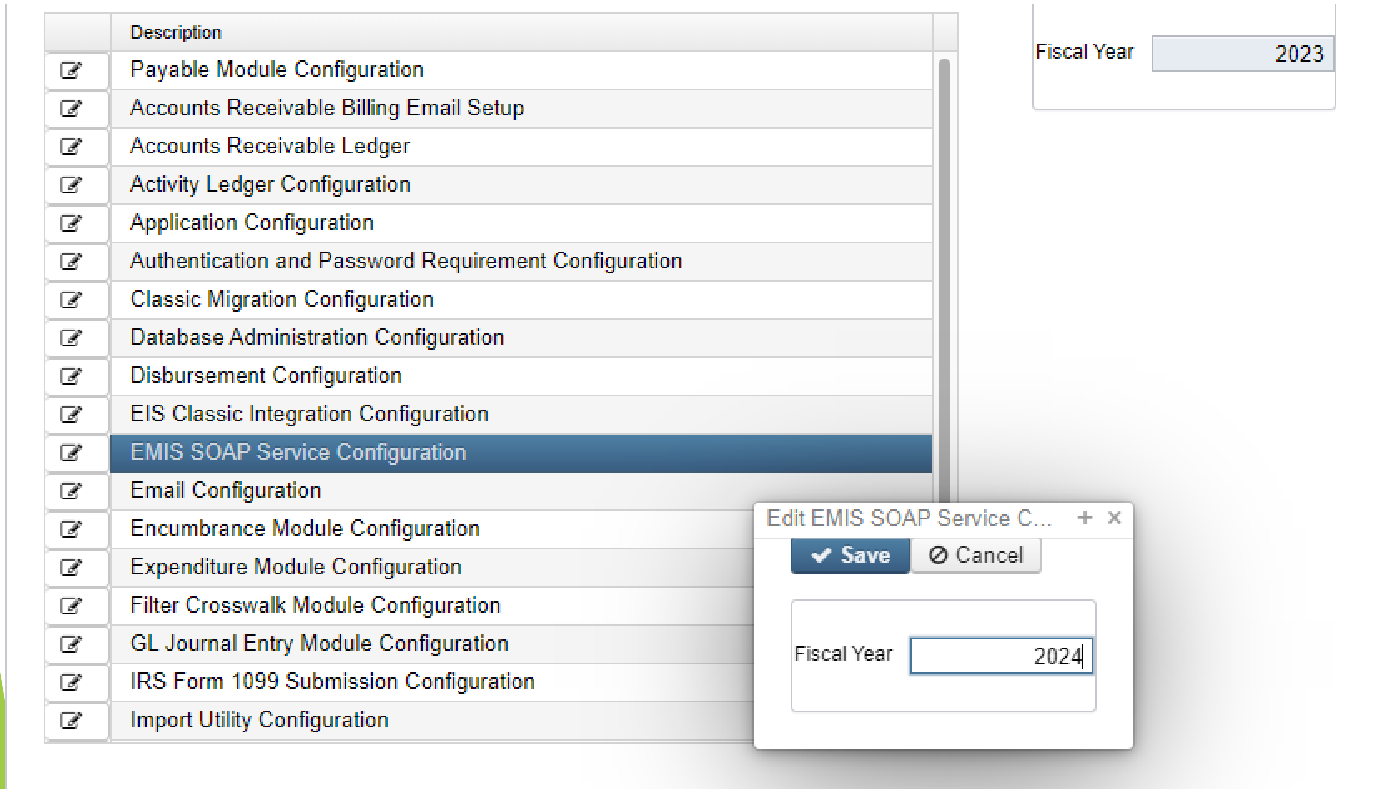
Fiscal Year End Closing

Under **PERIODIC** menu:

- Note: Periodic > Federal Assistance
  - **FEDERAL ASSISTANCE is no longer required for DEW EMIS Reporting. These steps are no longer needed prior to running the FYE Close or EMIS Extract**
  - However, after SSDT had reviewed this page for removal we received feedback that districts were using these pages to track their Federal Schedules for their auditors. These pages were added back to the software due to this request and are optional to use at the district's discretion.
  - When using the Federal Assistances pages, the Federal Assistance Summary must be entered first to indicate the Fiscal Year. Then, Detail records can be added to that year.

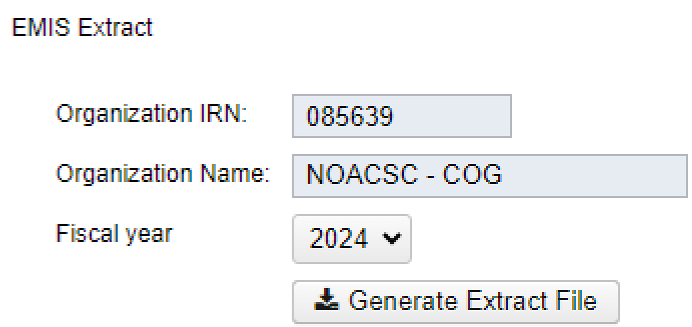
EMIS Extract

- 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_2024.SEQ** file to be uploaded into the data collector for Period H reporting.



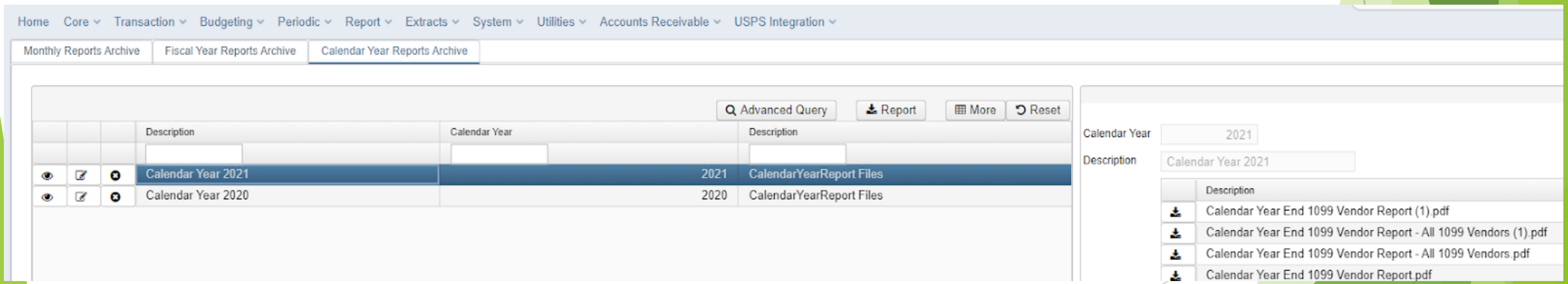
- Once the .SEQ file is uploaded into the Data Collector, it will be used along with the USAS SIF Agent for EMIS-R collections.

EMIS EXTRACT

- **EMIS Extract** contains the same data as Classic's <u>partial</u> file (USAEMS_EMISR.SEQ)
  - CASH RECONCILIATION
  - 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 REPORT BUNDLE

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 2024 Posting Period**
- Click on CREATE, select **JULY**, enter **2024** 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 2024 current.**
- **You are now closed for the month and fiscal year** ☺

Post-Closing Procedures

District Audit Job 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
- **Utilities > Job Scheduler > Create+**
  - When this job runs, it will generate reports for the PREVIOUS Fiscal Year based on the current period.
  - Once the current period has been changed to July 2024, then it can be scheduled to run when needed. This may be set for the district's typical time of audit.
  - When the Audit Job runs, it will send reports to the File Archive Audit Reports section AND it will securely file transfer a copy of the reports directly to AOS.

NOACSC has set this up for each district to run.

Financial Data Reporting

Financial data Submission to DEW

- 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 DEW
- Must be sent to DEW before Period H closes for fiscal year 2024
- 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 2023-2024 (Posted 4/23/2024) ***Draft***

Financial Collections

Financial Collection (FY24) (2024H0000)	H	6/3/2024	8/30/2024
Five Year Forecast - Initial Required (FY24) (2024P0000)	P	9/1/2023	11/30/2023
Five Year Forecast - Initial Optional (FY24) (2024P1OPT)	P	12/1/2023	3/31/2024
Five Year Forecast - Required Spring Update (FY24) (2024P2MAY)	P	4/1/2024	5/31/2024
Five Year Forecast - Final Optional (FY24) (2024P3OPT)	P	6/1/2024	8/31/2024

Shading indicates date or other changes from prior version of schedule

Last Updated 04/22/2024

Check for updates on DEW's website, email announcements or newsletters for information on Period H Processing.

Current Schedule

Financial Data Reporting

- Districts only need 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

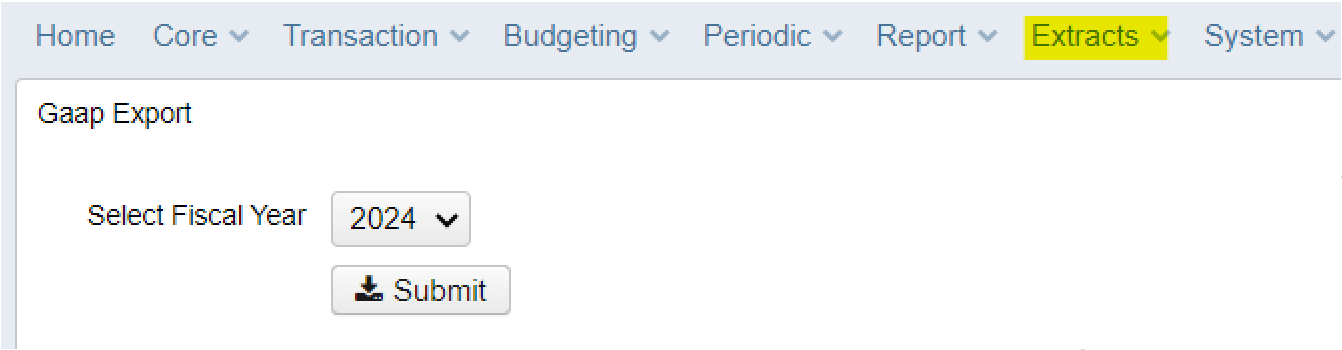
- Data types consist of:
  - Cash, Budget, and Revenue accounts
  - Operational Unit Codes
  - Data entered in PERIODIC

SIF zone: Cash, Budget, and Revenue accounts; Operational Unit Codes

Flat Files: Data entered in PERIODIC

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.



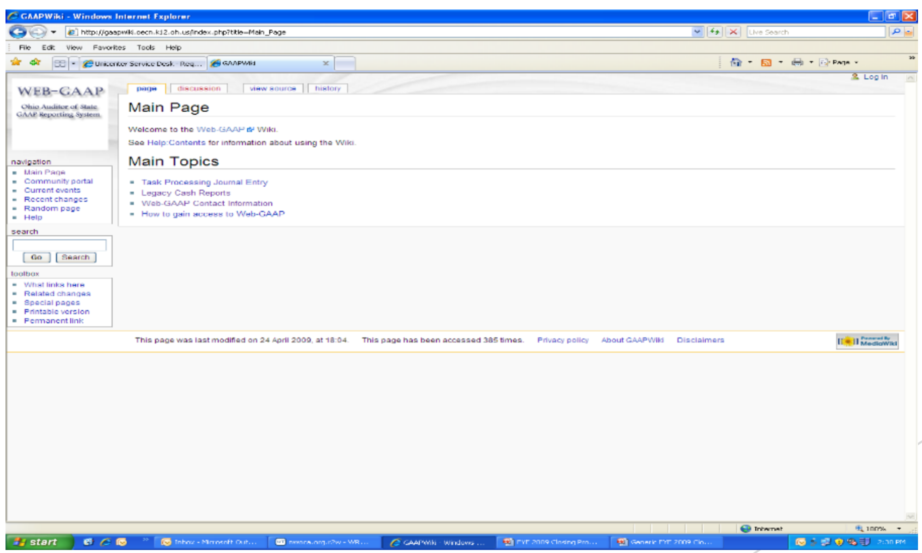
WEBGAAP

- **GAAP URL**

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

- **GAAP WIKI**

- https://mcoecn.atlassian.net/wiki/spaces/GAAPD/overview

- 

Questions?