



Equipment Inventory System Fiscal Year End

Revised June 2021

The following sequence of steps should be completed at the end of each fiscal year. Even though Capital Assets are no longer reported to ODE as part of EMIS reporting period H, records should still be maintained for insurance, GAAP, financial statement, and/or other district purposes.

GAAP Reports

For items to appear on GAAP reports, they must be capitalized. For an item to be capitalized, the following fields must be completed: acquisition date, original cost, and life expectancy. The depreciation method should be set to straight line. Items must meet the Capitalization Criteria that is set in the EISMNT/DATSCN. The Item Status needs to be A, N, EH, or EN (Active, New Item, Excess Asset – Held for sale, or Excess Asset – Not in Use).

Pre-Closing Steps

- Finish all current year processing.
 - Enter all items received *on or before* June 30th.
 - Items received *after* June 30th will continue to be added to the pending file but cannot be posted to EIS until after closing this fiscal year.
 - Redesign districts should refer to the [Extract from Redesign and Import into EIS Pending](#) document on the LACA website for directions to populate the pending file.
- Verify items purchased in USAS/USAS-R with items added to equipment inventory.
 - Run BUDLED/SSDT Budget Account Activity Report for the fiscal year specifying the 6XX object.
 - Run EIS304 or EIS203 for acquisition date in current fiscal year.
 - Totals may not be an exact match but items can be compared.
 - Check board minutes to ensure all donated items have been added.
 - Check board minutes to ensure all disposed items have been posted.
- Verify Capitalized Items.
 - Verify items not capitalized but over the capitalization threshold.
 - Run EIS304 – Brief Asset Listing.
 - Select non-capitalized items, with status of A, N, EH, EN, with an original cost equal to or greater than the capitalization threshold specified in EISMNT/DATSCN.
 - Items not capitalized but over the capitalization threshold will be listed on the report.
 - Add required fields in order to capitalize items that should be capitalized.



- Verify all capitalized items should be capitalized.
 - Run EIS304 again. Select capitalized items, with status of A, N, EH, EN.
 - Verify all capitalized items should be capitalized.
 - Remove fields if items should not be capitalized.
- Verify fund and function.
 - Run EIS304 again and sort by FD, FC.
 - Verify all items have the correct fund and function.
 - Update fund and/or function as necessary using EISSCN/TRNTRN.
- Verify asset class.
 - Run EIS304 again and sort by AC, IC.
 - Verify all items have the correct asset class.
 - Update asset class as necessary.
- Run the following Balancing Reports:
 - EIS101, EIS102, EIS103
 - Totals by Fund Type on these reports should match.
 - Any errors listed on the EIS103E report should be resolved prior to closing the fiscal year.
 - EIS104 and EIS305
 - Depreciation totals on the EIS104 should balance with totals on the EIS305 when run for capitalized assets.
 - Beginning depreciation on EIS104 should equal the LTD depreciation on EIS305 including disposed of items.
 - Ending depreciation on EIS104 should equal the Total depreciation on EIS305 without disposed of items.
 - Note: Depreciation is calculated for the current year when LACA runs EISCLS, so LTD depreciation on EIS305 reflects accumulated depreciation as of the beginning of the current fiscal year.
 - Note: If depreciation data has changed so that it is necessary to completely recalculate the life-to-date (LTD) depreciation from the beginning for many items, you may need to run EISDEPR. However, if you have been tracking depreciation on these tags for some time, this program might cause problems. Consult LACA and your auditors before running this program.

Fiscal Year Closing

- If desired, update Replacement Cost and/or Insurable Values.
 - Run EIS401 Insurance Values Report.
 - This report lists current Replacement Cost and Insurable Value.
 - Update EISMNT/CATSCN Inflation Rate.
 - Consult insurance company, appraisal company, or IRS tables for rate.
 - Run EISCHG as desired to mass update items.



- Verify Land, Land Improvements, & Construction in Progress:
 - Verify 01xx Asset Class.
 - Designate subclasses for Land and Land Improvements, and verify assets are appropriately classified into each category.
 - For Land, Depreciation Method should be “N” (Capital Assets not being depreciated, Land).
 - For Land Improvements, Depreciation Method should be “S” (Depreciable Capital Assets, Land Improvements).
 - Verify 08xx class for Construction in Progress.
 - Depreciation Method should be “N” (Capital Assets not being depreciated, Construction in Progress).
- Run the EIS801 Audit Report, selecting the Official option.
 - Print and keep for auditor.

After GAAP Audit Has Been Completed

- Run the EISCD program to create fiscal year end reports to be placed on BeAR.
- Contact LACA, and we will:
 - Create a backup of your files
 - Run EISCLS to close the fiscal year
 - Clear the EIS audit files
 - Put your EIS files in CHGYR
 - Copy your EISCD reports to BeAR

Post Closing

- Print EISDEP.TXT and EISCLS.TXT for your records.
- Run an EIS103 for the new fiscal year.
 - Verify ending balance for year just closed equals beginning balance of new year.
- Clean out your pending file.
 - Delete any items that will not be added to inventory.