



Fiscal Year End Accounting Procedures (Classic)

Revised May 2021

Use this checklist when closing Accounting (USAS)
(Additional Explanations for each step are attached)

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Fiscal Year End Accounting Procedures (Classic)

Pre-Closing Steps

Step 1 – Enter/Update District Info

- **Enter District and Building Financial Information through USAEMSDB.**
Note: Last year's data is there to update.
 - Option 1: **DSTMNT** – EMIS District Info Maintenance
 - Enter/update central office square footage and ITC IRN (088971).

Step 2 – Enter/Update Building Info

- USAEMSDB, Option 2: **BDMNT** – EMIS Building Info Maintenance
 - Enter/update transportation percentages, lunchroom percentages, and square footage fields for each building in the district.

Step 3 – Review Building Info Report

- USAEMSDB, Option 3: **BLDRPT** – EMIS Building Info Report
 - Generate report and verify the information. Make corrections in Option 2 (BDMNT) as necessary.

DATE: 04/24/12	SAMPLEVILLE LOCAL SCHOOLS			PAGE: 1
TIME: 2:02 pm	EMIS Building Information Report			(BLDRPT)
Building	Square	Percent	Percent	
IRN	Feet	Transportation	Lunchroom	
111111	46,280	10.04	9.27	
111112	56,600	11.66	12.56	
111113	69,535	12.50	11.27	

Step 4 – Correct any Invalid Accounts

- **Run the Account Validation Program (VALACT) for a list of invalid accounts.**
 - Inactive accounts and those with stop dates are verified since they may have current fiscal year amounts.
 - You can exclude accounts with all \$0 amounts to reduce warnings on report.
 - Accounts with dollar amount fields that are all \$0 will have their errors listed as warnings.
 - All warnings should be reviewed but will not prevent ability to complete year end programs.



- Fatal errors must be corrected before running USAEMS.
 - To fix errors, run **ACTCHG**.
 - See document on LACA website: [ACTCHG and FNDCHG Programs](#).
 - **No users can be in the accounting files so you may want to choose to update in a batch overnight. Send batch before 8:00 pm (20:00).**
- Lists warnings for funds that are missing a required EMIS category.
- See document on LACA website: [VALACT Messages](#).
- Refer to [Section 6.3 of EMIS Manual](#) for function/object code pairings that require OPU.

Step 5 – Update EMIS Fund Category Codes

- **Update EMIS Fund Category Codes using USASWeb or USASCN/ACTSCN in Reflection.**
 - Required for funds with multiple sources of revenue with the exception of Fund 598.
 - Run **EMISFCAT** for a list of funds and their associated EMIS fund categories.
 - Enter “*” or “Not Applicable” if no appropriate code exists.
 - Make updates in USASWeb/Accounts/Cash or USASCN/ACTSCN screen 2.
 - Valid options found by drop down in USASWeb or by clicking F7 in Reflection.

Cash Account			
Account #	Fund SCC	Month	Calendar Year
459	9901		
Description: OhioReads Volunteer Coord. Grant			
Status: Active			
Initial Cash	0.00		
+ Receipts	0.00	0.00	0.00
- Expenditures	0.00	0.00	0.00
= Fund Balance	0.00		
- Investments	0.00		
= Available	0.00		
- Encumbered	0.00		
= Unencumbered Balance	0.00		
- Future Encumbered	0.00		
= Remaining Balance	0.00		
Bypass Approp/Budget balance: No			
Start Date		Stop Date	
EMIS Fund Category	Ohio Reads - Ohio Reads Admin/Volunteer Support		
PTD Clear Month	Ohio Reads - Ohio Reads Admin/Volunteer Support		

Find: 00
Mask: 00 5
TI FND SPCC
00 599 901

Code	Description	Balance
IC	599 - Misc. 21st Century Community Learning Centers - Title	
CE	599 - Miscellaneous Character Education	
CS	599 - Miscellaneous Community Schools	
CS6	599 - Miscellaneous Community Service Grants Title IV Part	
ETT	599 - Miscellaneous Education Technology Title II, Part D	
RF	599 - Miscellaneous Federal - Reading First - Title I D	
RLI	599 - Misc. Federal - Rural & Low Income - Title VI - Part	

EMIS Fund Category: RLI

Unenc. Balance : 6,287.65
- Future Encumbered : 430.31
Unenc minus Future : 5,857.34
- Requisitioned Amt. : 7,142.66
Remaining Balance : 6,287.65

USER-DEFINED INFORMATION: Money
Code 1: Code 2: Date: / /

CASHSCN Cash Account Maintenance program Screen 2 of 2



- Refer to Section 6.2 of EMIS Manual for the fund category for each fund.
- VALACT will list errors for invalid fund categories and warnings for funds that need to have an EMIS fund category entered.

Step 6 – Check Operational Units

- **Verify Operational Units in USASWeb/Configuration or OPUEDT in Reflection.**
 - Verify each OPU has the correct IRN and Entity Type.
 - OPU of 000 must be the reporting district IRN.

Step 7 – Next Year’s Proposed Appropriations

- **Alternate Ways of entering Appropriations**
 - Reflection’s **APPROP** program can be used *prior* to Fiscal Year End using:
 - **NYPINI** to clear any values currently in next year proposed fields,
 - **NYPMASS** to update ranges of accounts based on calculation method chosen,
 - **NYPMNT** to enter next year proposed amounts individually, or
 - **NYPLOAD** to upload a spreadsheet of next year proposed amounts.
 - **BUDWRK and REVWRK** (Reflection) can be exported to a spreadsheet, updated, and used as a starting point.
 - 3 years of history included by default, but can obtain up to 7 years.
 - Can include a signature line for sign off on the proposed budget (i.e. HS, MS, etc.).
 - Shows FYTD Appropriated, Amount Carried Over, FYTD Expendable, FYTD Actual, Percent Expended, Next Year Proposed blank, and Prior years’ history.
 - Reflection’s **APPROP** program can also be used *after* Fiscal Year End using:
 - **IABMASS** to mass change the Initial Account balances,
 - **IABMNT** to maintain the Initial Account balances,
 - **PABMNT** to maintain the Permanent account balances, or
 - **IABLOAD** to upload Initial Account amounts from a CSV or TAB-delimited file.
 - **GAAPSET** can be used to Mass Update GAAP Original Budget/Estimate fields.
 - **Safari** can be used to extract information in order to add/load budget figures using Reflection’s USALOAD/ACCLOAD program.
 - Enter **manually** into Reflection’s USASCN/ACTSCN or USASWeb/Accounts.
- **Further documentation is available on Appropriation maintenance:**
 - LACA’s website: [Appropriation Maintenance \(APPROP\)](#)
 - SSDT USAS reference manual
<https://wiki.ssd-t-ohio.org/display/usas/APPROP+-+Appropriation+Maintenance>



- **Verify Appropriations entered** using the following reports in Reflection:
 - **Appropriation/Receivables Report by Fund** provides a comparison of the appropriations to the Certificate of Available Balance amounts.
 - USAS_DTR/USAS_DTRAC/APPR_RCVBL
 - **Appropriations Compliance Verification Report**
 - USAS_LCL/APPCOM

Step 8 - Review Maintenance of Effort (MOE)

- **Review BUDSUMMOE** in BeAR for May.
 - This report is produced as part of the MONTHLYCD process that is run when you run BACKBUD each month.
 - This version of the budget summary report contains the accounts involved in the Maintenance of Effort (MOE).
- **Review & Submit** financial data to ODE via the Data Collector prior to closing the fiscal year in order to determine if MOE IDEA & ESEA requirements are met/on track or if errors need to be corrected.

Month End Processing

Step 9 – Review all Open POs, Outstanding Checks, & Enter All Transactions

- Review open POs.
 - If any remaining encumbrances on outstanding purchase orders are no longer expected to be expended, the purchase order can be invoiced with a CANCEL invoice while choosing the cancel option on each line item.
- Review Outstanding checks.
 - Refer to your District's policy for the timeline of voiding old outstanding checks. Generally checks that are 6 months or older will not be processed by banks.
 - Cannot void any check that crosses fiscal years.
 - Use **VOIDCK** in Reflection to void warrant checks and refund checks.
 - Use **CHKSTA** in Reflection to void payroll checks.
- Ensure all transactions for the month are entered (receipts, board retirement distributions, etc.).



Step 10 – Reconcile Bank Accounts

- **Follow your bank reconciliation process as normal.**
 - Balance to Fund total on FINSUMM report in Reflection.
- **State Software USAS User Guide can be referenced at:**
<https://wiki.ssd-t-ohio.org/display/usas/Useful+USAS+Procedures#UsefulUSASProcedures-Bank+ReconciliationProcedure>
- If desired, enter the cash reconciliation information into the Reflection program USAEMSED T Option 1.

Step 11 – Run NEGBUD & NEGAPP

- **Run NEGBUD and NEGAPP** in Reflection.
 - Review accounts with deficit balances.
- **Run ACTMOD or SETBAL** (optional program) in Reflection to edit and/or modify.
- **Additional documentation** is available on the LACA website: [SETBAL Program](#) (optional).

Step 12 - Balance FINSUMM to FINDET and USAEMSED T

- **FINSUMM** selecting “Yes” to create the **FINDET**
 - These reports pull figures from different files & should balance. FINSUMM pulls amounts from the account file, whereas FINDET pulls amounts from the detailed transaction files. If the two reports do not balance, something was not completely updated during processing.
 - Ensure both report totals (shown on screen when executed) are in balance. A warning will appear on the screen if they are not in balance.
- **Cash Reconciliation (USAEMSED T Option 1)**
 - The totals entered should balance with the fund total on FINSUMM.

If all above steps are performed & all totals agree, you are in balance and may proceed with the next step.

Step 13 – Run SM2CALC if tracking SM2 figures

- If desired, run **SM12/SM2CALC** in Reflection to calculate SM2 for June and verify report.



Step 14 – Balance & Review Reports using Reflection

- **Balance month as usual by running these recommended reports in Reflection:**
 - **BALCHK**
 - Verify that all MTD, YTD and FYTD figures are the same.
 - **PODETL**
 - Verify that the Current Encumbered totals from BALCHK match the amounts on PODETL.
 - BALCHK and PODETL pull from different files. If not in agreement, running **FIXENC** normally gets them back into balance.
 - **BUDSUM**
 - **APPSUM**
 - **REVSUM**
 - **RECLEL**
 - **CHEKPY** - detailed
- *These recommended reports will also be included on your FISCALCD and in BeAR.*
- Edit **MONTH_END.COM** and run **MOEND** for June if your district creates customized Month End reports for BeAR.
- See document on LACA website: [Month End Closing Procedures with BeAR Board Reports.](#)
- **Run BACKBUD in Reflection to create your backup and MONTHLYCD reports.**
 - If you elect to run now, everyone must be logged out of the system.
 - If you elect to run later, you must wait to proceed until the process completes.

**** Do Not Run Adjust for June at this Time ****

Fiscal Year End Closing Steps

Step 15 – Complete USAEMSED T - Option 1 in Reflection

- **Run the USAEMSED T program**
 - All 4 options *must* be entered and exited even if there is nothing to enter.
 - A report can be generated for each option to view last year's data entered.
- **Cash Reconciliation - Option 1**
 - Enter Data
 - Bank's beginning/ending cash balances
 - Any deposits in transit
 - Outstanding checks
 - Adjusting entries
 - Investments (bonds, CDs, securities, other)
 - Cash on hand (i.e. petty cash)



- Must balance with Current Fund Balance on FINSUMM
 - If not in balance, a message will be displayed when exiting option 1 and a warning will be generated by USAEMS.
- Output file = CSHREC.txt

Step 16 – Complete USAEMSED T - Option 2 in Reflection

- **Federal Assistance Summary - Option 2**
 - Update Data:
 - Fiscal Year
 - Total Federal Expenditures
 - Source: FINSUMM for federal funds only plus any other federal assistance received
 - Output file = FEDSUM.txt

Step 17 – Complete USAEMSED T - Option 3 in Reflection

- **Federal Assistance Detail - Option 3**
 - Initialization option deletes prior year info for 5xx funds and creates new records based on current year figures.
 - Note: Before initializing, run the report option so you will have your CFDA #s.
 - Enter Data:
 - Must enter CFDA # for each record.
 - If needed, enter/update records for funds other than 5xx.
 - Source:
 - ODE Website Summary Report of amount of Federal Contributions received
 - Section 6.2 of EMIS Manual for CFDA #s
 - Output file = FEDDET.txt

Step 18 – Complete USAEMSED T - Option 4 in Reflection

- **Civil Proceedings pending - Option 4**
 - Enter data:
 - Civil Proceeding Number
 - Court
 - Case number
 - Board Capacity - Defendant (D) or Plaintiff (P)
 - Total expense
 - Fiscal Year expense
 - Plaintiffs/Defendants - can enter up to 5 each
 - Any lawsuits pending
 - Output file = CVLPRC.txt



Step 19 – Extract Financial Data into EMIS format

- The **USAEMS** program pulls data that was entered in Steps 15-18 (USAEMSEDТ) and Steps 1-3 (USAEMSDB) into file(s) formatted for the Data Collector for EMIS Reporting Period H.
- USAEMS also verifies that:
 - All necessary funds are coded with a valid EMIS Fund Category,
 - Cash Reconciliation balances,
 - All USAEMSEDТ options have been completed,
 - CFDA numbers are in the Federal Assistance Detail record, and
 - Current fiscal year is in the Federal Assistance Summary record.
- Run **USAEMS** in Reflection to create files for reporting to ODE:
 - **USAEMS_EMISR.SEQ** file (partial output file) - Districts load into the Data Collector
 - **USAEMS.SEQ** (full output file) - do not load into the Data Collector unless loading ITC data
- The partial output file (USAEMS_EMISR.SEQ) includes:
 - Cash Reconciliation, Federal Assistance Summary and Detail, Civil Proceedings, District and Building Profile Information, but
 - Will **exclude** the account and operational unit records.
 - This partial file will be loaded into the Data Collector to be used along with the USAS SIF Agent for collections.
 - The SIF Agent pulls the following data from LIVE USAS files:
 - Cash, Expenditure, and Revenue Accounts
 - The EMIS Reporting Year flag in USASDAT/USACON tells SIF if it should pull account information from the history records or the current account file.
 - Operational Units
- On USAS_LCL menu in Reflection, select **EMISEFMFTP** to transfer USAEMS_EMISR.seq file to the Data Collector.
- Log into the Data Collector to start, prepare, and submit the collection for the Financial Reporting Period H. This may be done by the treasurer or whomever is responsible for EMIS reporting.
 - Financial Data Reporting Deadline - August 31
 - Note: There is no longer a Supplemental Reporting Period

Step 20 – USAS Auditor Extraction Program

- **Run USASAUD** to create downloadable files for Auditor of State that include information from the account master, vendor, check, and receipt data files for auditing purposes.
 - Report Options:



- Enter Date Selection 7/1/2020 to *today or blank*
 - Include all FY21 transactions, even those made after June 30th while preparing to close.
- Answer “Y” (Yes) to the question “Send data to AOS now”
- If desired, enter an email address to send the files to yourself or other entities as well.
- Files Created: ACCTAUD.SEQ, VENDAUD.SEQ, TRANAUD.SEQ, & FINSUMM.TXT by fund. Text Files are created for each SEQ as well.

Step 21 – GAAP Reports & Reporting - Before Year End

- **Follow these steps IF your District compiles GAAP reporting After year end, please refer to the LACA website document [Fiscal Year End GAAP Checklist](#) for more steps.**
- **Ensure that you have copies of the following reports:**
 - POSUMM
 - FINSUMM (summary option)
 - USAEMSED - Cash Reconciliation, Federal Assistance Detail, Federal Assistance Summary, & Civil Proceedings
- **Run WORKCOMP or WORKOBJ programs in Reflection.**
 - Enter the projected rate for the current calendar year to project costs.
 - Typical selection criteria: fund 001 - 599, SCC 0000 - 9999, object 100 - 199.
 - Subtract section 125, 457 annuity, and dependent care deduction amounts.
 - Add 1099 Non-Employee Compensation (contractual services, etc.).
- **Generate Transfer/Advance Summary (TRANADV) in Reflection.**
 - The report lists amounts from accounts with 72XX and 74XX functions and 51XX and 52XX receipt codes.
 - Review to ensure the final net amounts are zero.
- **Run and save/print the following reports from USAS_LCL menu in Reflection:**
 - GAAP_SERS and GAAP_STRS
 - SERS_PAID and STRS_PAID
- If you are planning to use WebGAAP, run USAEXP/GAAP_EXP.
 - This will create the GAAPEXP.TXT file and send it to the email address entered, or multiple email addresses separated by commas.
 - This can be done now or after you close.
 - WebGAAP Wiki: http://gaapwiki.oecn.k12.oh.us/index.php?title=Main_Page
 - WebGAAP URL: <https://gasb34sys.auditor.state.oh.us/gaap>



Step 22 – FISCALCD

- **Run FISCALCD** to create a standard set of .pdf and .txt files that will be placed in BeAR and burned on your fiscal year end CD.
 - If you elect to run now, everyone must be logged out of the system.
 - If you elect to run later, you must wait to proceed until the process completes.

Step 23 – Call LACA to Finish closing

- **LACA will perform the following:**
 - Backup your FYE accounting files.
 - LACA will be purging data prior to 6/30/12.
 - Burn reports created by MONTHLYCD and FISCALCD to a CD
 - Create FY21 directory and load district files for use in CHGYR
 - Run **ADJUST** for June & **ADJUST** for Fiscal Year
 - Call you back when finished!!!

Post Fiscal Year End Closing Steps

Step 24 – Processing for July

- Run **BALMON** and print if desired. This report will also be in BeAR.
- Process all **AUTOPOST** payroll, BRDDIS and/or future purchase order batch files.
- Run **APPROP** if not already done in Step 7.
 - Use IABMASS, IABMNT or IABLOAD to enter initial appropriations.
 - See Appropriation Maintenance (APPROP) Document on the LACA website.
- Run **BUDSUM, REVSUM and APPSUM** if required by your Auditor.

Step 25 – GAAP Reports & Reporting - AFTER Fiscal Year End

- *Please refer to the LACA website for the document: Fiscal Year End GAAP Checklist IF your District compiles GAAP reporting.*
- Continue with GAAP Checklist using steps labeled “After Closing Fiscal Year End”.

Step 26 – Compile your Capital Asset Information

- Capital asset information is no longer reported to ODE in Period H, but should still be maintained for insurance, GAAP, financial statement, and/or other district purposes.



- Follow the applicable set of instructions below based on whether or not your district maintains equipment inventory records in State Software EIS or a separate, third party software.
 - **EIS Districts**
 - Refer to the Equipment Inventory System Fiscal Year End Document on the LACA website.
 - **Non-EIS Districts**
 - Enter current fiscal year inventory additions and deletions in your third party software. Then balance and close the fiscal year per the software instructions.

Step 27 – ACTCHG / FNDCHG

- Delay making any updates to OPUs and accounts (i.e. ACTCHG/ FNDCHG) or deleting any accounts for FY22 until after FY21 Period H reporting is complete.
 - SIF Agent pulls OPU info from OPUEDT and account data from history files which are affected by these processes.

Step 28 – MOEND - End of July

- If you use the reports that are created and printed from the MOEND command in Reflection or if these reports are placed in BeAR for your Board members, remember when closing the month of July to update the fiscal year in MONTH_END.COM.
 - **In addition to the changes made to MONTH_END.COM on a monthly basis, also do the following:**
 - Press DO key (or shift F6)
 - At Command: REPLACE “FYyyyy” “FYyyyy”
 - Ex: REPLACE “FY2021” “FY2022”
 - Replace? ALL <cr>
 - If you get the message: Found in reverse direction. Go there? [Y]?
 - Press <cr>
 - Please note the number of changes made.
 - Press DO key (replace the fiscal year on the SM2M)
 - At Command: REPLACE >yyyy >yyyy, press return (numeric month)
 - Ex: REPLACE >2021 >2022
 - Replace? Y (for SM2M only), <cr>
 - If you get the message: Found in reverse direction. Go there?[Y]?
 - Press <cr>
 - Please note the number of changes made.
- See document on LACA website: Month End Closing Procedures with BeAR Board Reports.