



FYE Preparation Steps for Treasurers

Revised April 2018

1. Enter District and Building Financial Information through USAEMSDB. Note: Last year's data is there.

- a. Option 1: **DSTMNT** – EMIS District Info Maintenance
 - i. Enter Central Office Square Footage.
 - ii. Enter ITC IRN (088971).
- b. Option 2: **BLDMNT** – EMIS Building Info Maintenance
 - i. Enter transportation and lunchroom percentages.
 - ii. Update square footage fields for each building in district if necessary.
- c. Option 3: **BDRPT** – EMIS Building Info Report
 - i. Generates report of all information entered in option 2 BLDMNT.
 - ii. Verify the information.
 - iii. Make corrections in Option 2 (BLDMNT) as necessary.

2. Run VALACT.

- a. View or print report of invalid accounts.
- b. Use **ACTCHG** to correct.

3. Update EMIS Fund Category Codes in USASWeb or CASHSCN.

- a. You can run the **EMISFCAT** report which will list the cash accounts with their associated EMIS fund category.
- b. An "*" means an EMIS fund category is required.
- c. Make updates in USASWeb/Accounts/Cash or USASCN/ACTSCN screen 2. Valid options are available by dropdown in USASWeb or by clicking F7 in Reflection.

4. Check Operational Units in USASWeb or OPUEDT.

- a. Verify each OPU's associated IRN and Entity Type.
- b. OPU of 000 must be the reporting district IRN.

5. Enter Next Year's Proposed Amounts.

- a. Run BUDWRK/REVWRK.
 - i. Open in Excel and add budget figures.
 - ii. Use APPROP/NYPLOAD to load budget figures.
 1. Documentation on webpage.
- b. Use Safari to pull information into Excel.
 - i. Add budget figures.
 - ii. Use USALOAD/ACCLOAD to load budget figures.
- c. Enter directly into ACTSCN or USASWeb/Accounts.
- d. Verify the information entered using the following reports:
 - i. USAS_DTR/USAS_DTRAC/APPR_RCVBL
 1. Appropriations/Receivables Report by Fund



ii. USAS_LCL/APPCOM

1. Appropriations Compliance Verification Report

6. Create Future POs for July purchase orders as necessary.

- a. Have buildings enter requisitions now using a future date for the Requested PO Date.
- b. Run MASCNV using Requested PO Date to convert into future purchase orders.
- c. Warnings based on USASDAT/USASEC setup.
- d. If “Check Future Year Balances” is Y in USASDAT/USACON, must have Next Year Proposed amounts entered (see step 5).
- e. Note: Once USAS is in July, you will need to run AUTOPOST/FUTPO to post the future purchase orders to accounting.

7. Complete Step 4 of the EMIS Data Entry program, Civil Proceedings, now.

- a. Run the USAEMSED program selecting #4.
- b. Enter data for any law suits.