



USAS-R Fiscal Year End Closing Checklist

Revised May 2021

This procedure outlines the steps to be taken to close USAS for the fiscal year in the Redesign. This may/may not include your District's normal procedures as it was designed by State Software. Some ITC-specific steps or tips may have been added by LACA. As changes are made to the Redesign, please continue to check <https://wiki.ssd-t-ohio.org/display/usasrdoc/USAS-R+Fiscal+Year+End+Checklist> for any updates. Also note that there are many hyperlinks within this checklist that may be helpful for more detailed information.

Pre-Closing Procedures

The following pre-closing procedures can be completed any time prior to closing the fiscal year.

1. Enter/Update District Information.
 - Review and update **Central office square footage** and **ITC IRN** (088971).
 - Go to **Core/Organization** and update as needed.
2. Enter/Update Building Profile Information.
 - Review and update the **square footage**, **transportation percentage** and **lunchroom percentage** for each building IRN in your district.
 - Go to **Periodic/Building Profiles** and update as needed.
3. Generate and review the **SSDT District Building Information** report.
 - Go to **Report/Report Manager** and generate.
 - Review and make changes in **Periodic/Building Profiles** as needed.
4. Generate and review the **SSDT Account Validation Report**.
 - Go to **Report/Report Manager** and generate.
 - Ensure no invalid accounts exist.
 - This report will only check for invalid dimensions. Other warning messages can be reviewed on the Level 1/Level 2 Validation Reports in the **Data Collector**.
 - If invalid accounts exist, go to **Utilities/Account Change** and change them to valid account codes.
 - Errors on accounts with amounts in the fiscal year must be corrected.
 - If an account does not have an amount in this fiscal year, it can be ignored if desired.
 - When running the report, enter "true" to the query parameter "Exclude Accounts with Zero Amounts" to include only invalid accounts with amounts.
 - Refer to [Section 6.3 of EMIS Manual](#) for function/object code pairings that require OPU.
5. Verify the **EMIS fund categories** on your Cash Accounts.
 - The category defines the FUND/SCC describing what type of fund it is for EMIS year-end financial data processing.
 - ODE's current [EMIS Manual Section 6.2 Cash Record](#) contains a list of available EMIS Fund Categories.
 - Go to **Core/Accounts** and select the **Cash** tab.
 - Generate a report of [ALL](#) cash accounts to see if there are EMIS Fund Categories missing for accounts that require one.
 - Enter any that are missing.
 - If an EMIS fund category is required but the list of options do not apply, enter an "*" in the EMIS Fund Category field.

- Review EMIS Fund Categories that have been entered.
 - Add EMIS Fund Category to the grid using the More button (or do an advanced query).
 - Filter by "<> (space)" to query all funds that contain an EMIS Fund Category.
 - Make corrections as needed.
- 6. Generate and review the **SSDT OPU Listing** report.
 - Go to **Report/Report Manager** and generate.
 - Review your OPUs and ensure the **IRN** numbers and **Entity Types** are correct.
 - All OPUs must have an IRN within your district.
 - An OPU of 000 must be the reporting district IRN.
 - The OPU for Central Office expenditures should have "Central Office" checked.
 - Go to **Core/OPUs** to make corrections as needed.
- 7. Enter **next year proposed** budgets and revenue estimates.
 - Go to **Budgeting/Scenarios** to create, promote, and apply as desired.
 - See the Useful Procedures chapter in the Appendix of the USAS-R Manual for specific steps.
 - [Budgeting Scenario Steps for creating proposed amounts for the next fiscal year](#)
 - See LACA's Budgeting Training Video for additional information.
 - <https://www.youtube.com/watch?v=Ghr-vSvhffg&t=791s>
 - Once entered, verify the appropriations entered.
 - Go to **Report/Report Manager** and generate the **SSDT Appropriations & Receivables by Cash Account**.



If your district allows future requisitions to be entered now for next year, go to Core/Posting Periods to open the applicable months, but do not make them current.

- 8. Review information for **Maintenance of Effort**.
 - Go to **Report/Report Manager** and generate the **SSDT Budget Summary MOE** to see accounts that pertain to MOE.
 - **Review & Submit** financial data to EMIS/ODE prior to closing to determine if MOE IDEA & ESEA requirements are on track.

Month-End Closing

- 9. Review all Open POs, Outstanding Checks, & Enter All Transactions
 - Review all **Open Purchase Orders**.
 - If any remaining encumbrances on outstanding purchase orders are no longer expected to be expended, the purchase order can be closed using one of the following options:
 - Option 1: Change the Status of the most recent Invoice from Partial to Full
 - Go to **Transaction/AP Invoices**
 - Filter the grid to see all invoices on the PO
 - View the newest invoice
 - Click the Full button on the open line items to change the status
 - Note: to use this option, the Posting Period of the Invoice Date must be Open.
 - Option 2: Amend the PO to cancel an unused line item
 - Go to **Transaction/Purchase Orders**
 - Filter the grid to see open POs (Invoiceable true)

- View the PO that you wish to close
 - Click the X next to the line item that needs to be cancelled.
 - Note: to use this option, the items being cancelled cannot have been invoiced.
 - Option 3: Enter a Cancel invoice against the PO
 - Go to **Transaction/AP Invoices**
 - Click Create
 - Enter the number of the PO you wish to close and click Create
 - Enter the details of the Cancel invoice, selecting the cancel option on each line item.
 - Note: The invoice date you are entering for the Cancel invoice must be in an open Posting Period.
 - Note: Zero dollar transactions are not recommended so they should only be entered if the other two options listed above are not possible.
 - Review any **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.
 - Go to **Transaction/Disbursements** in USAS-R to void accounts payable checks and/or refund checks.
 - Go to **Payments/Payee, Payments/Payroll, and Payments/Refund** in USPS-R to void payroll item, payroll, and refund checks, respectively.
 - Enter all transactions for the current month.
- 10. Attempt to **reconcile** USAS records with your bank(s).
 - Perform your bank reconciliation process as normal
 - See the [bank reconciliation procedure](#) in the USAS-R manual for further assistance.
 - Under the **Periodic** menu, select **Cash Reconciliation** to enter your cash reconciliation information for the month.
- 11. Review **Negative Account Balances**.
 - Go to **Report/Report Manager**
 - Run the **SSDT Negative Budget Report** and the **SSDT Negative Appropriation Account Report**
 - Review for deficit balances.
 - If adjustments need to be made:
 - Use **Budgeting Scenarios** to create a spreadsheet of adjustments, or
 - Go to **Core/Accounts** and make budget adjustments on accounts individually.
 - If you used SETBAL in Classic, please contact LACA to discuss mass change options.
- 12. Generate the **SSDT Cash Summary** report and the **SSDT Financial Detail Report** from the Report Manager.
 - The SSDT Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.
 - Compare the totals from reports... they should be identical.
 - The Cash Reconciliation from the Periodic Menu should also balance with the SSDT Cash Summary Report.

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

- 13. *Optional:* Run the **SSDT Spending Plan Summary** report from the Report Manager.

14. Manually run and review desired reports.



The Monthly Report Bundle will automatically run when the Posting Period is closed in Step 23. The bundle includes 27 SSDT Template reports. Reports can be found in File Archive under the Utilities menu.

- Recommended reports:
 - Budget Summary, Appropriation Summary, Revenue Summary
 - Budget Account Activity and Revenue Account Activity for the month
 - Purchase Order Detail for the month and Outstanding Purchase Order Detail
 - Outstanding Invoices by Vendor Name
 - Cash Summary and Financial Detail for the month
 - Receipt Ledger, Reduction of Expenditure Ledger and Refund Ledger, all for the month
 - Disbursement Summary for the month and Outstanding Disbursement Summary
 - Cash Reconciliation

Fiscal Year-End Closing

15. Confirm that your **Cash Reconciliation** has been completed for the month of June.

- Go to **Periodic/Cash Reconciliation** and create/update as needed.

16. Enter your **Federal Assistance Summary** for the current fiscal year.

- Go to **Periodic/Federal Assistance Summary** and create/update as needed.
- Note: The Federal Assistance Summary must be completed before the Federal Assistance Detail in order to link the two records together.

17. Enter your **Federal Assistance Detail** for the current fiscal year.

- Go to **Periodic/Federal Assistance Detail** and create/clone/update as needed.
- For CFDA #s, see Section 6.2 of EMIS Manual.
- To obtain the current fiscal year figures:
 - If selecting a 5xx fund, the current fiscal year received and expended amounts will populate when the Federal Assistance Detail record is saved.
 - You will also need to enter any non-5xx fund that received federal assistance.
 - In order for current fiscal year figures to populate when the Federal Assistance Detail record is saved, you must create and select an Account Filter.
 - Alternatively, the current fiscal year figures can be found by going to Core/Accounts, selecting the Cash tab, and filtering the grid to include the desired fund(s) with FYTD Expended > 0 and FYTD Received > 0. Click Report to generate a report of your query results.

18. Enter any existing **Civil Proceedings**.

- Go to **Periodic/Civil Proceedings** and create/update as needed.

19. Generate the **Extract File for EMIS Reporting** and **Submit Period H** in the Data Collector.

- Go to System/Configuration/EMIS SOAP Service Configuration and verify that it reflects the current Fiscal Year for Period H reporting.
- Go to **Extract/EMIS**, select the desired Fiscal year, and click Generate Extract File.
 - Note: Warning messages may be issued if the Cash Reconciliation, Federal Assistance Summary, Federal Assistance Detail, & Civil Proceedings programs have not been completed.
 - 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 the Data Collector.
 - The SIF Agent pulls the following data from LIVE USAS files:
 - Cash, Expenditure, and Revenue Accounts
 - The EMIS Reporting Year in System/Configuration/EMIS SOAP Service Configuration tells SIF if it should pull account information from the history records or the current account file.
 - Operational Units
- Save the .SEQ file to your computer and upload it into the **Data Collector** under **Data Sources/Other Data Sources/Manage/Upload File(s)**.
- Once the file has been uploaded, return to the Collection Requests tab and run the data collection process (start, prepare, and submit) for the Financial Reporting Period H. This may be done by the treasurer or whomever is responsible for EMIS reporting.
 - Review any warnings or errors.
 - Make corrections in USAS-R and repeat Step 19 as needed.
 - Once all errors have been resolved, **Certify and Submit** the data to ODE.
 - Financial Data Reporting Deadline - August 31
 - Note: There is no longer a Supplemental Reporting Period

20. Generate and submit required reports to AOS.

- Go to **Report/Report Manager** and generate the **SSDT USAS Auditor Extract Reports** and the **SSDT Cash Summary** in Tab delimited format (AOS will accept Tab delimited format).
- Attach the following files to an email addressed to AOS ISA-SchoolSW@auditor.state.oh.us
 - SSDT USAS Auditor Extract - Account Report
 - SSDT USAS Auditor Extract - Transaction Report
 - SSDT USAS Auditor Extract - Vendor Report
 - SSDT Cash Summary Report
- AOS subject line of the email must be defined as: "999999_YEAR_USAS-R"
 - 999999 = district IRN
 - YEAR = 4 digit fiscal year end

21. Run additional reports for GAAP as desired and Generate GAAP Extract if applicable.

- See Step 25 for more information.

22. Manually run and review desired reports.

 The Fiscal Year End Report Bundle will automatically run when the last Posting Period of the fiscal year is closed in Step 23. The bundle will include 19 SSDT Template reports. Reports can be found in File Archive under the Utilities menu on the Fiscal Year Reports Archive tab.

- Recommended reports:
 - Cash Reconciliation Report for the month
 - Cash-related Reports: Cash Summary Report, Financial Detail Report for the fiscal year,

- Monthly Balance Report for the fiscal year
- Budget-related Reports: Budget Summary, Budget Account Activity Report (for the fiscal year), Appropriation Summary Report, Budget Summary MOE, Negative Budget Report; Negative Appropriation Account Report
- Revenue-related Reports: Revenue Summary and Revenue Account Activity reports for the fiscal year
- PO-related Reports: Purchase Order Detail Report for the fiscal year; Outstanding Purchase Order Detail Report
- Invoice-related Reports: Outstanding Invoices by Vendor Name report
- Disbursement-related Reports: Disbursement Summary Report for the fiscal year; Outstanding Disbursement Summary Report
- Receipt-related Reports: Receipt Ledger Report for the fiscal year; Reduction of Expenditure Ledger Report for the fiscal year; Refund Ledger Report for the fiscal year; Transfer Advance Summary Report for the fiscal year
- Fiscal year-end related Reports: District Building Profile Report; Federal Assistance Detail Report; Federal Assistance Summary Report; Civil Proceeding Report

23. Request a Backup & Change Posting Periods

- **Call LACA to request a backup of your files.** Do not continue until LACA calls you back.
- Create July Posting Period (if not already created previously).
 - Under the Core menu, click on **Posting Periods**.
 - Click **Create**, then choose the **Month**, type the **Year**, do **NOT** checkmark the “current” box, & click **Create**
- To close the month of June, under the Core menu, click on **Posting Periods**.
 - Click on if you would like to Close the current period.



The Monthly and Fiscal Year-End Report Bundles will automatically run now. Verify that your reports are complete in File Archive under the Utilities menu. Changing the current period before the reports finish will impact the data pulled into the reports.



If there are custom Report Bundles scheduled to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, verify that they are complete as well before changing the current posting period to the new period.

- Click on to make July the current posting period.

You are now closed for the month and fiscal year.




If a Posting Period is re-opened, the Monthly Report Bundle **will** automatically run again when the period is closed. If a Monthly Report Bundle already exists in the archive, a second copy of the reports will be added to the existing Monthly reports. If you would like to keep both versions of the reports in the File Archive, no intervention is needed. However, if you only want one version of the reports, contact LACA before re-closing the period.

Post Fiscal Year-End Closing

24. Begin July processing.

- Go to **Transaction/Pending Transactions**. Post any Pending Transactions (i.e. payroll files) for July.
- Enter **current year proposed** budgets and revenue estimates if not already done.
 - Go to **Budgeting/Scenarios** to create, promote, and apply as desired.
 - See the Useful Procedures chapter in the Appendix of the Manual for specific steps.
 - [Budgeting Scenario Steps for creating proposed amounts for the next fiscal year](#)
 - See LACA's Budgeting Training Video for additional information.
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 If you are in July processing & want to generate reports containing prior fiscal year-end amounts, you can search the File Archive, use the "As of Period" on account-based reports, or temporarily change the Current Period.

If you do not plan to use WebGAAP for GASB34 reporting, continue to Step 26.

25. Go to **Extracts/GAAP**, select the desired fiscal year, and click submit to create the file necessary for uploading into WebGAAP.

- GAAP URL: <https://gasb34sys.auditor.state.oh.us/gaap>
- For more information, see the GAAP wiki: http://qaapwiki.oec.n.k12.oh.us/index.php?title=Main_Page
- Please refer to the LACA website for the document: [Fiscal Year End GAAP Checklist](#) IF your District compiles GAAP reporting.
 - Similar reports/information will need to be gathered from USAS-R and USPS-R.
 - Reports are available on the Report menu, in the Report Manager, and in the Public Reports Library.

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.
- EIS Districts
 - Refer to the following documents on the LACA website:
 - [Equipment Inventory Fiscal Year End Closing Checklist](#)
 - [Extract from Redesign and Import into EIS Pending](#)
- 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.