

# USAS-R Fiscal Year End Checklist

## Pre-Closing Procedures

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

### Amended Certificate

\_\_\_ Generate Amended Certificate – **Periodic > Certification Reports** (optional) to generate your certificate.

### Building/Central Office Profile Information

\_\_\_ **Core > ORGANIZATION** - The district profile includes information to report the central office square footage for your district and your ITC IRN. **(SPARCC's IRN is 095877)**

\* You can make changes for FY21 (the information from FY20 should be there).

\_\_\_ **Periodic > Building Profiles** - The building profiles includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district.

\_\_\_ **Report > Report Manager > SSdT District Building Information** to generate a Building Profiles report  
**Menu > Usasemsdb** in classic

### Valact

\_\_\_ **Report > Report Manager > SSdT Account Validation Report** to ensure no invalid accounts exist. If invalid accounts do exist, they should be changed under Utilities > **ACCOUNT CHANGE** changing them to valid account codes.

Review the warnings on required SUBJ or IL and the account - correct if appropriate.

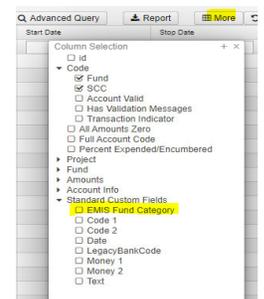
Warnings associated with accounts for an invalid account with zero amounts can be ignored. These accounts can be deleted if they are noted as such on the DELACT report. \*Verify that they are not new accounts.

\_\_\_ **Core > Accounts > Cash** - Check the EMIS fund categories on your cash accounts. Make any necessary updates. The category defines the FUND/SCC describing what type of fund it is for EMIS year-end financial data processing.

In the CASH grid, add the 'EMIS FUND CATEGORY' column to the grid (or do an advanced query).

In the Emis Fund Category - Filter by '<>' (space) to query all funds that contain an EMIS Fund Category. Generate a report of ALL cash accounts to see if there are EMIS Fund Categories missing for accounts that require one.

ODE's current EMIS manual (section 6.2 Cash record), contains a listing of available EMIS Fund Categories. If an EMIS fund category is required but the list of options don't apply, enter an \* in the EMIS Fund Category field.



— **Report > Report Manager > OPU LISTING** to review your OPUs to make sure your IRN numbers and Entity types are correct. Use **Core > OPU** to make any necessary changes.

\*\*\*All OPUs must have an IRN within your district.\*\*\*

— If you use the **Budgeting > Scenarios** to enter your next year proposed budgets and revenue estimates, this may be completed before **closing** the fiscal year.

- Additional steps included on the Appendix Useful Procedures: [Budgeting Scenario Steps for created proposed amounts for the next fiscal year](#)

## **Month-End Closing**

— Enter all transactions for the current month

— Attempt to reconcile USAS records with your bank(s)

Perform [bank reconciliation procedure](#) - **Periodic > Cash Reconciliation** enter your cash reconciliation information for the month

— Generate  the Cash Summary report and Financial Detail Report - **Report > Report Manager > SSDT Cash Summary** and **SSDT Financial Detail Report**

◇ The 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.

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

— **Periodic > Spending Plan** to create your spending plan. Upon completion, generate a report if desired. **Home > SSDT Spending Plan reports. This step is optional if you are not tracking the SM2 figures.**

— Manually run and review desired reports

The Monthly Report Bundle will automatically run when the Posting Period is closed. Reports included are:

Month End Report Bundle:

- Cash Reconciliation Report for the month
- Monthly Balance Report
- Cash-related Reports:
  - Cash Summary Report
  - Financial Detail Report for the month
  - Financial Summary by Fund
- Budget-related Reports:
  - Budget Summary and Budget Account Activity Report (for the month)
  - Budget Transactions Summarized by Appropriation and Appropriation Summary Report
  - Negative Budget Report and Negative Appropriation Account Report
  - Error Corrections and Supplies Distributions

- Revenue-related Reports: Revenue Summary and Revenue Account Activity report for the month
- PO-related Reports:
  - Purchase Order Detail Report for the month and Outstanding Purchase Order Detail Report
  - Transaction Ledger-Vendor Activity and Vendor Listing
- Disbursement-related Reports: Detailed Check Register and Outstanding Disbursement Summary Report
- Receipt-related Reports:
  - Receipt Ledger Report for the month
  - Reduction of Expenditure Ledger Report for the month
- Refund-related Reports:
  - Refund Ledger Report for the month
  - Void Refund Ledger Report
- Transfer Advance Summary
- Fund to Fund Transfer Ledger Report
- User Listing AOS Extract

## *Fiscal Year-End Closing*

Under the Periodic menu:

\_\_\_\_ **Periodic > Cash Reconciliation** - Confirm the '**CASH RECONCILIATION**' for the current has been completed.

\_\_\_\_ **Periodic > FEDERAL ASSISTANCE SUMMARY** program and enter the necessary information for the current fiscal year.

The '**SUMMARY**' option must be completed before the '**DETAIL**' option in order to link them together.

\_\_\_\_ **Periodic > FEDERAL ASSISTANCE DETAIL** program and enter the necessary information for the current fiscal year

Under **CORE > ACCOUNTS > CASH** tab and query all 5xx funds with a FTD expended and FTD received amounts GT 0. Select '**REPORT**' to generate a report of your query. Please note: the district may need to enter any non-5xx fund that received federal assistance.

* Create	Fund	DOC	Description	Active	Fund Code	Start Date	Stop Date	EMIS Fund Category	FTD Received	FTD Expended
•	507	9020	EDSER	True					40,999.50	40,999.50
•	510	9020	care	True					66,919.58	66,919.58
•	516	9020	IDEA PART B FY 20	True					146,192.78	65,709.43
•	516	9021	IDEA PART B FY 21	True					124,511.77	149,907.50
•	572	9020	TITLE I FY 20	True				CSR	45,232.16	27,303.95
•	572	9021	TITLE I FY 21	True				CSR	71,800.60	81,169.66
•	590	9020	TITLE IA FY 20	True					29,603.41	215.00
•	590	9021	TITLE IA FY 21	True					11,457.17	20,791.81
•	599	9021	TITLE IVA FY 21	True				CSO	0.00	2,822.42

Column Selection

- All
- Code
- All Amounts Zero
- Full Account Code
- Percent Expended/Encumbered
- Project
- Fund
- Amounts
  - Initial Cash
  - FYTD Received
  - FYTD Expended
  - Fund Balance
  - Encumbrance
  - Unencumbered Balance
  - FYTD Expensible
  - FYTD Unencumbered
  - MTD Expended
  - MTD Received

\_\_\_\_ **Periodic > CIVIL PROCEEDINGS** program and enter any existing civil proceedings

Before generating the Extract file, make sure you have edited the **System > Configuration > EMIS SOAP Service Configuration** and edit the Fiscal Year to report for Period H.

\_\_\_\_ **Extract > EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the data collector. **\*\*The ODE's dates for open/closing FY21 Period H are 6/1/2021 – 8/31/2021.**

- Warning messages are issued if the cash reconciliation, federal assistance summary, federal assistance detail and 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 used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data to ODE.

\_\_\_\_ **Report > Report Manager > SSDT USAS Auditor Extract Reports and Cash Summary** - save in Tab delimited format. Attach the following files to an email addressed to AOS

[ISA-SchoolSW@auditor.state.oh.us](mailto:ISA-SchoolSW@auditor.state.oh.us)

- SSDT USAS Auditor Extract - Account Report
- SSDT USAS Auditor Extract - Transaction Report
- SSDT USAS Auditor Extract - Vendor Report
- Cash Summary Report

\_\_\_\_ Manually run and review desired reports

\_\_\_\_ Fiscal Report Bundle will automatically run when the last Posting Period of the fiscal year is closed. A list of included reports are below:

Fiscal Year-end Reports include:

- Budget Account Activity Report (for the fiscal year)
- Disbursement Summary Report for the fiscal year;
- Financial Detail Report for the fiscal year
- Purchase Order Detail Report for the fiscal year;
- Receipt Ledger Report for the fiscal year
- Void Refund Ledger Report
- Fund to Fund Transfer Ledger Report
- Reduction of Expenditure Ledger Report for the fiscal year
- Refund Ledger Report for the fiscal year
- Error Corrections and Supplies Distributions
- Budget Transactions Summarized by Appropriation
- Transaction Ledger - Vendor Activity
- Revenue Account Activity
- Civil Proceeding Report
- Federal Assistance Summary Report
- Federal Assistance Detail Report
- USAS Auditor Extract - Account
- USAS Auditor Extract - Transaction
- USAS Auditor Extract - Vendor

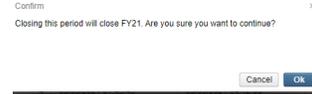
\_\_\_\_ Request a backup from Sparcc at [fiscal\\_help@sparcc.org](mailto:fiscal_help@sparcc.org)

\_\_\_\_ Received confirmation e-mail that backup completed successfully.

\_\_\_\_ Close the month – **Core > Posting Periods**.

- Click on  to create the July posting period. Select the month, enter the calendar year.

- Click on  to 'Close' the current period.
- Click OK – Will take a few minutes
- The Monthly and Fiscal report bundle will automatically run when the Posting Period is closed.



If there are custom Report Bundles scheduled to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom Report Bundles to complete 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, proceed with your next month's financial transactions.**

June of the prior fiscal year may be re-opened as long as it was not imported from Classic. For example, if you imported in the Redesign in May 2021 and you are now in August 2021, you may re-open June 2021 (as long as the rule to 'prevent opening of a previously closed posting period' is not enabled). However, if you imported in the Redesign in July 2021 and you are now in August 2021, you will not be able to open June 2020 because it was an imported (archived) period.

### **Reminder**

After the July posting period is open, please review any Pending Transactions in **Transactions > Pending Transactions** that are to be posted in July. Please post accordingly.

## *Post Fiscal Year-End Closing*

If you plan to use the Web-GAAP system for GASB34 reporting or to access the Legacy Cash Reports continue with the next step.

— **EXTRACT > GAAP** for GASB34 reporting. It will create the file necessary for uploading into the WEB\_GAAP system. If the district user wishes to use Web-GAAP, an account will need to be set up if the district does not already have one.

For more information on Web-GAAP and legacy cash reports you can go to the GAAP Wiki [http://gaapwiki.ocn.k12.oh.us/index.php?title=Main\\_Page](http://gaapwiki.ocn.k12.oh.us/index.php?title=Main_Page)

— **Periodic > Certification Reports** - Generate the Certificate of Available Balances

— Beginning in FY2016, superintendents and treasurers will complete the EMIS Data Review and Verification process via an electronic system developed behind SAFE. Review the instructions on ODE's website below.  
<http://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification>

### **NOTE for FY21:**

- **The "Expenditure Crosswalk" document on ODE's website. The link below will take you to ODE website to review the Expenditure Per Pupil Rankings documents.**

<http://education.ohio.gov/Topics/Finance-and-Funding/Finance-Related-Data/Expenditure-and-Revenue/Expenditure-Per-Pupil-Rankings>

The link below is ASO Uniform School Accounting Manual:

[https://ohioauditor.gov/publications/uniform\\_school\\_accounting\\_system\\_user\\_manual.pdf](https://ohioauditor.gov/publications/uniform_school_accounting_system_user_manual.pdf)

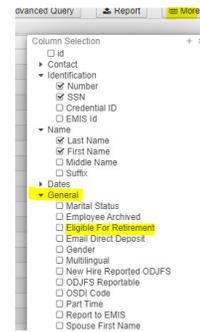
**REMINDER USAS:**

Begin using unique two character codes in the receipt descriptions for tracking receivables and deferred revenue as of 7/1/21.

**REMINDER USPS:**

There are several reports that your payroll department can generate for you that will be helpful for GAAP reporting. These are as follows:

- \_\_\_ WAGOBL Found under Reports > Wage Obligation by Account
- \_\_\_ BENOBL Found under Reports > Benefit Obligation by Account
- \_\_\_ ELIRET Found under Core > Employee > More > Eligible for Retirement = true
- \_\_\_ GAAP\_SERS Found under Reports > Sers Surcharge Report
- \_\_\_ GAAP\_STRS Found under Reports > Strs Advance Report



**Helpful Links**

**Redesign Sparcc Documentation**

[https://drive.google.com/drive/u/0/folders/1Pif-zKhvG6ltHA3RIM6prl3n\\_9IeNkcg](https://drive.google.com/drive/u/0/folders/1Pif-zKhvG6ltHA3RIM6prl3n_9IeNkcg)