USAS Fiscal Year-end Closing Checklist

This procedure outlines the steps to be taken to close the USAS fiscal year.

PRE-Closing Procedures

The following procedures can be completed any time prior to starting fiscal year end closing.

☐ 1. Run the program VALACT

```
MENU>VALACT
```

- ○ This insures that no invalid accounts exist in your master account file at this point. If invalid accounts do exist, they should be eliminated via the ACTCHG program by changing them to valid account codes.

> ⚠ Fatal messages will prevent USAEMS from generating the .SEQ output file so they MUST be cleaned up. Any accounts with $0 in all amount fields will be listed as a warning and may be ignored.

☐ 2. The Building Profile, Central office square footage and ITC IRN information must be entered in the USAEMSDB program. The building profile includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district. The district profile includes information to report the central office square footage for your district.

```
MENU>USAEMSDB
```

- ☐ DSTMNT - EMIS District Info Maintenance - Central Office Square Footage and ITC IRN (NWOCA IRN=**086496**)
- ☐ BLDMNT - EMIS Building Info Maintenance - transportation and lunchroom percentages and correct square footage fields
- ☐ You can generate a building report by running option 3 BLDRPT

☐ 3. Run EMISFCAT report to check the EMIS fund categories on your cash accounts. Make any necessary updates using ACTSCN or USASWeb/Accounts

```
MENU>EMISFCAT
```

- ○ The category defines the FUND/SCC describing what type of fund it is for EMIS year-end financial data processing and is required for funds that have multiple sources of revenue as defined in the biennial budget.

☐ 4. Run OPULST to review your OPUs and make sure your IRN numbers and Entity types are correct. Use USASWeb/Configuration - OPUS or OPUEDT to make changes.

```
MENU>OPULST
MENU>OPUEDT
```

> ✓ All OPUs must have an IRN within your district

> ⚠ **You have the option to run an early collection before closing June in order to validate accounts and for MOE**
>
> **Run an early collection of your financial data in EMIS-R with the option to submit to ODE**
>
> - Enter "2021" in the fiscal year prompt of the USAEMSEDT - Federal Assistance Summary Option
> - Run USAEMS and use UEMS_EMAIL to email the file to yourself. Upload into EMIS-R
> - Collect and prepare your data in the data collector to check for bad or missing values.
> - Optionally submit the data to ODE in order to receive reports back from ODE
> - Make any necessary corrections before closing out June

☐ 5. If you planned to use the NYPMASS, NYPMNT, or NYPLOAD of the APPROP program to enter your proposed budgets and revenue estimates, this must be completed before running ADJUST to close the fiscal year. Otherwise, you can use IABMASS, IABMNT, or IABLOAD of the APPROP program once you have closed for the fiscal year.

☐ 6. Check the "Track accounts payable" flag in USASDAT/USACON and make sure it is set to "Y".

> ✅ Make sure you enter correct received dates when processing invoices during the summer months. This will allow an accurate accounts payable (PAYABL) report to be generated later for GAAP reporting purposes.

Month-End Closing

☐ 7. Enter all transactions for the current month

☐ 8. Attempt to reconcile USAS records with your bank(s):

  ☐ Perform Bank Reconciliation Procedure

```
MENU>USAEMSEDT
```

  - In the USAEMSEDT program, option 1, enter your cash reconciliation information
  ☐ Run BALCHK , and Outstanding PODETL reports

```
MENU>BALCHK
MENU>PODETL
```

  ○ Examine the MTD, YTD, and FYTD expenditure lines on BALCHK report (dollar amounts for cash, budget, & approp. accts should all be identical for each line on report)
  ○ Examine the MTD, YTD, and FYTD revenue lines on BALCHK report (dollar amounts for cash and revenue accounts should be identical for each line on report)
  ○ Compare Current Encumbered totals from the BALCHK and Outstanding PODETL reports. They should be identical…….. *if not* execute the FIXENC to correct and regenerate BALCHK and compare totals. If the totals still do not balance contact NWOCA personnel for assistance.

  ☐ Run FINSUMM, selecting "Y" to generate the FINDET report for comparison.

```
MENU>FINSUMM
```

  ○ This will cause the FINDET report to be generated with identical selection criteria as the FINSUMM and will determine if it balances with FINSUMM.
  ○ The total will display on the screen when run is complete. Compare the total from the FINDET and FINSUMM, they should be identical

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

☐ 9. *****Optional Step (SM1/SM2)* ****** **From your *NORMAL** account, run the SM2CALC program. The SM2CALC calculates the SM2 for the month, print the resulting report.

Monthly Copy

☐ 10. **Log into your "B" account** and at the menu prompt enter the command:

```
MENU>MONTHEND
```

⊘

> ⊘ **BEWARE of anything the computer displays on your screen which contains the word "error"**
>
> %COPY-E-OPENIN, error opening NBA:[GLORE.TEST]ACCT.IDX;2 as input -RMS-E-FLK, file currently locked by another user
> *THIS IS AN ERROR CONDITION AND THE USER SHOULD INFORM NWOCA IMMEDIATELY*

Provided no messages appear in the form described above, the user may proceed

Monthly CD/Reports

☐ 11. **Log into your "B" account** and at the menu prompt enter the command:

```
Menu>MONTHLYCD
```

> ⓘ You will be prompted whether you want to generate the reports for NOW or LATER. (NOW would cause it to run immediately and LATER will run at night.) We recommend LATER to relieve load on the system during the day.

> ⓘ Please IGNORE the message at the end of the MONTHLYCD program that tells you to wait to run ADJUST until after MONTHLYCD has completed. This message is there for the benefit of the majority of the districts around the state who do not utilize monthly copy accounts. As long as you run MONTHLYCD from your "B" account you can set it run for later and still run ADJUST from your live account immediately

> ⚠ Upon completion of MonthlyCD you will receive an email message in your "B" account; the reports will be accessible via the following URL:
>
> www.nwoca.org/fiscdrom/xx
>
> -xx meaning the two character abbreviation used for your districts archive account

☐ 12. Please verify that the reports appear on the web page and are correct.

☐ 13. Generate any additional month-end reports from your "B" account

ADJUST

☐ 14. Log into your **NORMAL account** and run the ADJUST program.

```
MENU>ADJUST
```

☐ Indicate to the program that you desire to perform month end processing and you are indeed completed with processing for that month. The ADJUST program will also automatically calculate your SM2 for the month.

> ⊘ YOU MUST NOT BE RUNNING ANY OTHER PROGRAMS FROM YOUR NORMAL ACCOUNT DURING THIS PROCESS (THAT INCLUDES THE WEB AND PAYROLL PROGRAMS!)

Fiscal Year-End Closing

☐ 15. Run ADJUST from your **NORMAL account**

```
MENU>ADJUST
```

☐ Select the "Year-End" option and run for "FISCAL"

ⓘ

> (i) You will be preparing your fiscal year-end reports from your "B" account; therefore you may indicate to this program that you have already generated those reports.

> (i) Once you have completed the above steps, you have completely closed your NORMAL account for June and can begin processing for July.

☐ 16. Run the USAEMSEDT program - **from your "B" account**

```
MENU>USAEMSEDT
```

> ⊘ An update has been made to the USAEMSEDT program back in FY2016 per AOS bulletin 2015-004, the Single Audit threshold has been updated from $500,000 to $750,000 in the Federal Assistance Summary option. Be sure your Federal Assistance Summary record is set properly. Below is a screenshot of changing the flag on the Federal Assistance Summary record.
>
> ```
> Menu> usaemsedt
> This program allows entry of miscellaneous
> information required for EMIS reporting.
>
> *** Main Menu ***
>      1 - Cash Reconciliation
>      2 - Federal Assistance Programs - Summary
>      3 - Federal Assistance Programs - Detail
>      4 - Civil Proceedings
>      5 - Exit Program
>
> ***System Manager Only***
>      6 - Change flags
>
> Enter option < 5>: _
>                    2
>
> *** Federal Assistance Programs - Summary ***
>
> Enter Option (A/C/D/L/R/E/? <?>): _
>                                   c
>
> Federal Assistance Programs Summary
>  1. Entity              : SARA LOCAL SCHOOLS
>  2. County              : HENRY
>  3. Fiscal Year End     : 2019
>  4. Total Federal Expenditures
>        This Fiscal Period: Under $750,000
>  5. Comments:
>
> Enter field number to change or <CR> if no change: _
> Enter '9' to display record.                       4
>
> Total Federal Expenditures This Fiscal Period:
>
> Do you have $750,000 or more in Federal Expenditures
> this Fiscal Period (Y/N <N>):_
> ```

☐ Cash Reconciliation - 1
    ☐ Use the R option to create a report and review it
        • CSHREC.TXT - Cash Reconciliation
    ☐ If Updates are needed use option C - to change the record
    ☐ Use option A to add the record if one doesn't already exist
    ☐ Use the R option to create a report and verify changes

☐

- [ ] Federal Assistance Summary - 2
  - [ ] Use the R option to create a report and review it
    - FEDSUM .TXT - Federal Assistance Summary
  - [ ] Use option C to change the fiscal year and any other desired changes.
  - [ ] Use the R option to create a report and verify changes

- [ ] Federal Assistance Detail - 3
  - [ ] Use the R option to create a report and review it, making sure to keep for reference for CFDA #s and any other non 5xx funds.
    - FEDDET.TXT - Federal Assistance Detail
  - [ ] Use the I option to initialize the 5xx funds. This option will delete all detail records with a 5xx fund number from the Federal Assistance Detail and then create records for the 5xx cash accounts.
  - [ ] Use the C option modify the records and populate the CFDA #s and change any existing non 5xx funds in the program (if it applies)
  - [ ] Use the A option to add records
  - [ ] Use the D option to delete any records
  - [ ] Use the R option to create a report and verify changes

- [ ] Civil Proceedings - 4
  - [ ] Use the R option to create a report and review it
    - CVLPRC.TXT - Civil Proceedings
  - [ ] Use the C option to change records
  - [ ] Use the D option to delete records
  - [ ] Use the A option add records
  - [ ] Use the R option to create a report and verify changes

- [ ] 17. Run the USAEMS program if you are satisfied with the accuracy of the reports. **From your "B" account**

```
MENU>USAEMS
```

  - [ ] Answer "N" to "Are you extracting for an Information Technology Center?" If no errors are encountered, two .SEQ files will be created containing the necessary financial data for EMIS reporting. An email message will also be automatically sent to the EMIS staff as well as the Fiscal staff indicating the file has been created and is ready to be loaded.

- If no errors are encountered, the USAEMS_EMISR.SEQ file will be created containing the necessary financial data for EMIS-R reporting.

> ⚠ NWOCA does not validate/load your financial data into EMIS. EMIS-R is used to submit financial data and is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.), with the correct EMIS-R role, uploads the financial data into EMIS-R, runs the data collection process, and submits the financial data to ODE.

- [ ] 18. Run the UEMS_EMAIL **from your "B" account**

```
MENU>UEMS_EMAIL
```

> ⓘ This program will email the USAEMS_EMISR.SEQ file to your email. Since you are running this procedure from the B account, it will prompt you to enter your email address which would be the email address you normally use (i.e. exchange email address). Once you receive the file, you will either forward it onto the person designated to upload files into EMIS-R or you will download it to your computer to be uploaded at a later time.

- [ ] 19. Run the USASAUD program **from your "B" account**

```
MENU>USASAUD
```

  - [ ] Answer "Y" to the question "Send data to AOS now." This program will take information from the Account Master, Vendor, Check, and Receipt files and create 3 new data files, ACCTAUD.SEQ, VENDAUD.SEQ, and TRANAUD.SEQ, do not print. It will also generate and send a summary FINSUMM by fund. (.TXT files of this data will also be generated.)

- [ ] 20. Perform Fiscal Year-End copy **from your "B" account**

○ Log into your "B" account at the menu prompt enter the command:

```
MENU>FISCOPY
```

STOP

Due to the importance of securing a copy of the USAS files, once the fiscal copy procedure is complete you will receive an automated email message indication that you are **NOT to proceed** with the next step in this procedure until notified by NWOCA.

NWOCA staff will respond to you via email with instructions to continue with the procedure. **Wait until this message is received from NWOCA before proceeding.**

☐ 21. Log into **your "B" account** and at the menu prompt enter the command:

```
MENU>FISCALCD
```

ⓘ You will be prompted whether you want to generate the reports for NOW or LATER. (NOW would cause it to run immediately and LATER will run at night.) We recommend LATER to relieve load on the system during the day.

ⓘ Please IGNORE the message at the end of the FISCALCD program that tells you to wait to run ADJUST until after FISCALCD has completed. This message is there for the benefit of the majority of the districts around the state who do not utilize monthly copy accounts.

⚠ Upon completion of FISCAL CD you will receive an email message in your "B" account; the reports will be accessible via the following URL:

www.nwoca.org/fiscdrom/xx

-xx meaning the two character abbreviation used for your districts archive account

☐ 22. Please verify that the reports appear on the web page and are correct.

☐ 23. **Optional** Send email to mail_staff_fis@nwoca.org if you would like the reports from the MONTHLYCD and/or FISCALCD placed on CDROM.
　　○ Please specify if you would like ONLY your FISCALCD reports placed on CDROM or BOTH your MONTHLYCD and FISCALCD reports to be placed on CDROM.

　　　ⓘ There is an additional cost to have your monthlyCD/fiscalCD burnt to CDROM. Majority of districts have moved away from burning a CD of the information as it is available online and will be migrated into the Redesign for districts on State Software.

☐ 24. The GAAP_EXP option of USAEXP should be run at this time from your **NORMAL account**, if you use the **Web-GAAP** system for GASB34 reporting.

```
MENU>USAEXP
```

ⓘ GAAP_EXP will create the file necessary for uploading into the WEB_GAAP system and also allows you to enter the email address of the person you wish to send the export file to. Multiple addresses may be entered by separating them with commas.

ⓘ For more information on Web-GAAP and legacy cash reports you can go to the GAAP Wiki

☐ 25. Submit your financial data via EMIS-R.

✅ Please refer to the NWOCA Financial Checklist for more information on submitting your data via EMIS-R