



# USAS Fiscal Year End Checklist

## Pre-Closing Procedures

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

\_\_\_1. The *Central office square footage* must be updated under **Core -> Organization**. The district profile includes information to report the central office square footage for your district. Please review for possible changes.

\_\_\_2. The *Building Profiles* information must be updated under **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. Please review for possible changes.

\_\_\_3. A Building Profiles report may be generated by running the '**SSDT District Building Information**' report under **Reports -> Report Manager** grid. Make sure Transportation Percentage and Lunchroom Percentage total to 100%.

\_\_\_4. Run the **SSDT Account Validation Report (formerly VALACT)** under the Report Manager to ensure no invalid accounts exist. If invalid accounts do exist, they should be changed via **Utilities -> Account Change** by changing them to valid account codes. This helps with eliminating Level 1 or Level 2 errors.

First time run as “true”, second time run as "false":

### SSDT Account Validation Report

Save and Recall

### Query Parameters

Exclude Accounts with Zero Amounts? (true/false) Leave blank to include all accounts



**Department of  
Education &  
Workforce**

*ODE is now DEW*

Per DEW: Department of Education & Workforce (formerly ODE) website, the ODE Brief Description is set to be removed for FY23 Financial report for Period H data collection. These were previously required. However, for the file format to be correct, the Description Crosswalk Code field still needs to have the CR code. “EMIS Fund Category” on Cash Accounts under Core -> Accounts, Cash tab is **no longer required** for EMIS reporting

as of FY23. USAS was updated in February, so that the Period H collection data pulled from the SIF will no longer include a value for the ODE Brief Description, but will appear as filler spaces.

DEW Website reference to where this was

removed: <https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1/Fiscal-Year-2023-Changes/23-86-Delete-ODE-Brief-Description-from-the-Cash-QC-Record.pdf.aspx?lang=en-US>

Standard Custom Fields

EMIS Fund Category



under Core -> Accounts, Cash Accounts, Standard Custom Fields section

\_\_\_\_5. Inactivate accounts which are not used anymore. Mass change or mass load functions can be used to do this. This is commonly used for accounts with prior year associated SCCs (i.e. 9020, 9021, etc.)

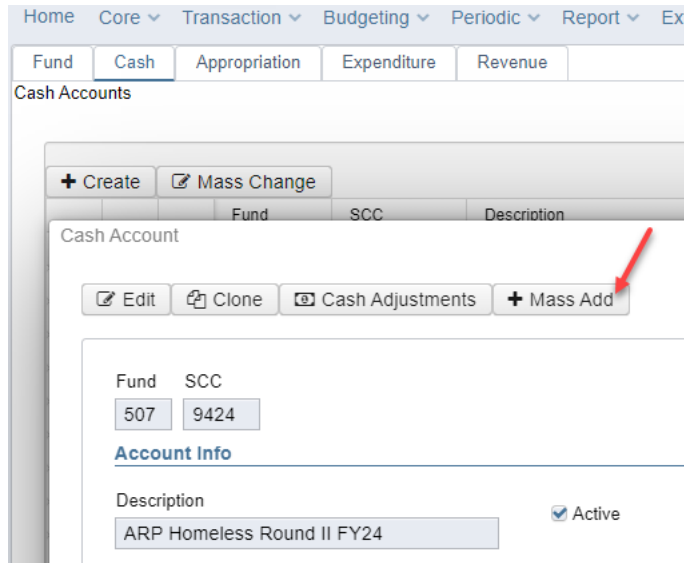
\_\_\_\_6. Run an '**SSDT OPU LISTING**' report under the **Report Manager** grid to review your OPUs to make sure your IRN numbers and Entity types are correct. Use **Core -> OPUs** to make any necessary changes. All OPUs must have an IRN within your district.

\_\_\_\_7. If you plan to use **Budgeting -> Scenarios** to enter your next year proposed budgets and revenue estimates, this may be completed before closing the fiscal year.

\_\_\_\_8. Close out all possible purchase orders – Prior year Purchase Order remaining encumbrances will appear as carryover encumbrances for new FY25 if left open.



\_\_\_10. Add/Customize Monthly Report Bundles, Accounts, and Account Filters (9X24 SCCs to 9X25 SCCs). Use the Mass Add function under “View” Cash Account to add these.



add Accounts using Cash Account: 507-9424 + x

Fund	SCC
507	9424
New Fund	New SCC
507	<input type="text"/>
<input type="button" value="Submit"/>	

Creates all new Cash, Appropriation, Revenue, Expenditures accounts for the new SCC. You can Mass Load the new descriptions for these accounts, if there are many of them. Please let us know with a Help Desk ticket for assistance with this. Make sure you have budgeted for the new accounts.

\_\_\_11. Maintenance of Effort (MOE) (SSDT filter = ssdt-moe) - *SSDT Budget Summary MOE* already contains this filter.

\_\_\_12. You **CAN** open July 2024 Posting Period and create Requisitions and Purchase Orders with a **July** date. July should be open and **not** current.

\_\_\_13. Make sure **all** open requisitions for fiscal year 2024 have either been converted to P.O. or deleted.

## Month-End Closing

\_\_\_14. Enter all transactions for the current month.

\_\_\_15. Attempt to reconcile USAS records with your bank(s)

- Perform [bank reconciliation procedure](#)

- Under the **Periodic -> Cash Reconciliation** enter your cash reconciliation information for the month. [This must be completed for June.](#)

\_\_\_16. Generate  the 'SSDT Cash Summary' report and the '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.

\_\_\_17. If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.

\_\_\_18. Manually run and review desired reports.

The Monthly Report Bundle will automatically run when the Posting Period is closed.

## [Fiscal Year-End Closing](#)

Under the **Periodic** menu:

\_\_\_19. Confirm the 'CASH RECONCILIATION' for the current period (June) has been completed. [This has to be completed for EMIS.](#)

\_\_\_20. The 'FEDERAL ASSISTANCE SUMMARY' program is **not required for EMIS Extract**, but it is still available in USAS for those districts that use it for other purposes. If using, enter the necessary information for the current fiscal year. Hover over “Assistance Over Threshold” for the detail regarding selection.

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

\_\_\_21. If using, select the 'FEDERAL ASSISTANCE DETAIL' program and Clone/Create and update the necessary information for the current fiscal year. Create lines for each of your grants using the CFDA numbers. Only Federal grants need a CFDA number. State grants aren't included on the Federal Assistance Detail report.

Federal Assistance Detail

Create New     

Close

Federal Assistance Summary   2023   ▾

Line Number   1

CFDA   !

Grant Title   !

Cash Account   !  ▾

Account Filter   ▾

Federal Contributions Received   0.00

Federal Expenditures   0.00

Tool tips for where to find CFDA numbers and Grant Titles

\*Federal Assistance threshold has been raised from \$750,000 to \$1,000,000. \*For prior year grants, these can be cloned for the current fiscal year. \*You can use an Account Filter to pull the received and expenditure amounts.

Under **CORE->ACCOUNTS**, select the **CASH** tab and query all 5xx funds with a FTD expended and FTD received amounts greater than 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 (for example, food service 006). Please contact HCC for .json files of these reports, and we will be glad to send these to you for importing.

22. Select the **'CIVIL PROCEEDINGS'** program and enter any existing civil proceedings. If the district does not have any civil proceedings, then enter this as a Case & Proceeding 1, and enter "N/A" for Court & Participant Name, with \$0 Expenses, then Save.

Civil Proceeding

Save Cancel

Fiscal Year: 2022

Proceeding Number: 1

Court: N/A

Case Number: 1

Board Role: Plaintiff

Total Expenses: 0.00

Fiscal Year Expenses: 0.00

Participant Role 1: Plaintiff

Participant Name 1: N/A

Participant Role 2:

Before generating the Extract file, make sure you have edited the 'EMIS SOAP Service Configuration' under SYSTEM and entered the Fiscal Year you are reporting for Period H. Visit this screen to verify that it states **2024**, if not please update it.

23. Under the **Extract** menu, select **EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the data collector. Please see separate Period H Data Collector instructions.

- Warning messages may be issued if the cash reconciliation 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 to be 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.

- Deadline dates are as follows:

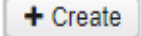
**Financial Collections**

Financial Collection (FY24) (2024H0000)	H	6/3/2024	8/30/2024
Five Year Forecast - Initial Required (FY24) (2024P0000)	P	9/1/2023	11/30/2023
Five Year Forecast - Initial Optional (FY24) (2024P1OPT)	P	12/1/2023	3/31/2024
Five Year Forecast - Required Spring Update (FY24) (2024P2MAY)	P	4/1/2024	5/31/2024
Five Year Forecast - Final Optional (FY24) (2024P3OPT)	P	6/1/2024	8/31/2024


\_\_\_\_24. Manually run and review desired reports. The SSDT Fiscal Report Bundle will generate automatically and save to the File Archive under Fiscal Year End Reports when you close June.

Fiscal Year-end Reports Bundle includes:


- 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
- Budgeting Transactions Summarized by Appropriation
- Transaction Ledger - Vendor Activity
- Revenue Account Activity
- Civil Proceeding Report
- USAS Auditor Extract - Account
- USAS Auditor Extract - Transaction
- USAS Auditor Extract - Vendor

\_\_\_\_25. Under the Core->Posting Period menu, click on  to create the new posting period for July, if it has not already been created. Select the month, enter the calendar year, but **DO NOT** select the '*current*' box to make the new posting period the current period **until you have closed June and report generation has completed in the File Archive**. If any other periods are still open, you will need to close those periods before you close June (give ample time to close other open periods before closing the next period...check the File Archive to make sure each period is completed before closing the next period). June will take *longer* to complete closing than other months, so it may be best to wait until the end of the day or a long break (lunch or meeting) to close June. *Remember*, the Fiscal Year reports generated when closing June are for the **ENTIRE YEAR**...these will take awhile to generate.

\_\_\_\_26. To close the month of June, go to **Core -> Posting Periods**.

- Click on  to 'Close' the current period.
- 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.

\_\_\_27. Click on  to make July the current posting period

You are now closed for the month of June and fiscal year 2024, proceed with your next month's financial transactions.



Re-opening June: You may re-open June 2024 (as long as the rule to 'prevent opening of a previously closed posting period' is not enabled).

**Reminder:**

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

If you are a district which numbers your Purchase Orders with Fiscal Year starting numbers (i.e. 2500001 for FY25), you may need to adjust your System > Configuration > Transaction Configuration for your Highest Purchase Order number. In this example, you would adjust it from 2499999 to 2599999, then when you convert your first requisitions, enter the starting purchase order number as 2500001. After the first conversion of requisitions, the system should recognize the new numbering system and continue with the “25” series Purchase Order numbering system.

If you have Utilities > Account Filters which have SCCs which are Fiscal Year specific, such as grants, you will need to update those Account Filters to include the accounts used for the new Fiscal Year (i.e. adding accounts to the filter with 9025).

If you are a district with a similar numbering for your Requisitions, then you will need to go to each requisition user to enter the new numbering for your requisition users in the Requisition Prefixes field. For example, the user below would need to be changed from “AD24” to “AD25”.



✓ Save    ✕ Cancel

Username

Name

Title

Email

Assigned Roles

- ADMINISTRATOR ▲
- AR\_MANAGER
- AR\_RO
- AR\_STANDARD
- EMIS\_SIF
- Mass Change ▼

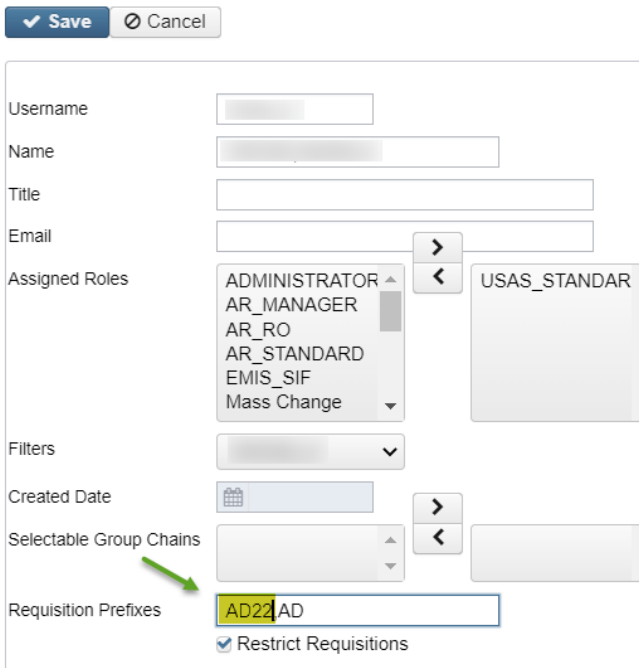
USAS\_STANDAR

Filters

Created Date

Selectable Group Chains

Requisition Prefixes   Restrict Requisitions



✓ Save    ✕ Cancel

Username

Name

Title

Email

Assigned Roles

- ADMINISTRATOR ▲
- AR\_MANAGER
- AR\_RO
- AR\_STANDARD
- EMIS\_SIF
- Mass Change ▼

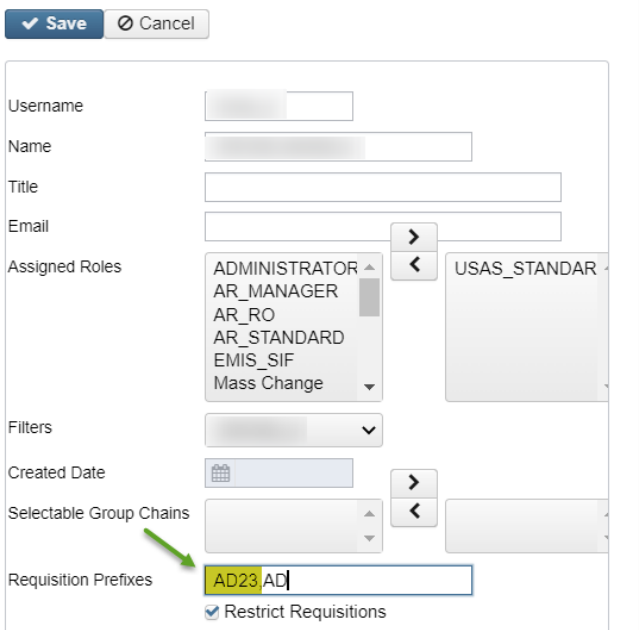
USAS\_STANDAR

Filters

Created Date

Selectable Group Chains

Requisition Prefixes   Restrict Requisitions



## Post Fiscal Year-End Closing

\_\_\_\_28. Schedule Extracts for AOS: **HCC takes care of this for our districts** - The District Audit Job has been scheduled through the [Job Scheduler](#) to generate the following reports for the *previous* fiscal year based on the current period. The reports will be sent to the Audit Reports section of the **File Archive** and they will be sent **via SFTP directly to AOS** when the job runs. Since this generates reports for the previous fiscal year, this should be scheduled after July of the new fiscal year has been made current. This has been scheduled for the district's typical type of audit.

- SSdT USAS AUDITOR EXTRACT – ACCOUNT
- SSdT USAS AUDITOR EXTRACT – TRANSACTIONS
- SSdT USAS AUDITOR EXTRACT – VENDOR
- SSdT CASH SUMMARY
- GAAP Extract

If you plan to use the Web-GAAP system for GASB34 reporting or to access the Legacy Cash Reports continue with step 29.

\_\_\_\_29. The **GAAP** program under the **EXTRACT** menu should be run if you use the **Web-GAAP** system 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. You **DO NOT** have to have June as the current period to generate the GAAP EXTRACT.

For more information on Web-GAAP and legacy cash reports you can go to the [GAAP Wiki](#)  
<https://wiki.ssd-t-ohio.org/display/GAAPD>

## New Fiscal Year

\_\_\_\_30. Periodic -> Certification Reports, Certificate of Available Balances (Summary and Detail)

Home Core Transaction Budgeting **Periodic** Report Extracts System Utilities

Certification/Appropriation Reports

Select Report **Certificate of Available Balances Detail Report**

Excluded Fund/SCC

Enter Fund/SCC to exclude from this report.

Fund	SCC
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+

Home Core Transaction Budgeting Periodic Report Extracts System Utilities Accounts

Certification/Appropriation Reports

Select Report: Amended Certificate of Estimated Resources Detail Report

Tax Options: Values included as Taxes by default, select below to override and include as Other.

Property Tax Allocations

3131  3132  3133  3134  3135  3139

Income Tax

Other Taxes

Excluded Fund/SCC: Enter Fund/SCC to exclude from this report.

Fund	SCC

+

The Certification/Appropriation Reports allows the user to generate an Amended Certificate of Estimated Resources summary or detail report or a Certificate of Available Balances summary or detail report. The Certificate reports will be based on the fiscal year for the current period and the Amended Certificate reports will be based on the current period.

### [Certificate of Available Balances](#)

The Certificate of Available Balances program produces a report which is to be *submitted to the county auditor at the beginning of the fiscal year*. The reports will include amounts based on the fiscal year of the current posting period. The program offers both detail and summary report options. By default, all funds will be reported at the Fund/SCC level. However, you can choose to enter ranges of fund numbers and specify a reporting level of either Fund or Fund/SCC.

### [Amended Official Certificate of Estimated Resources](#)


The "Amended Official Certificate of Estimated Resources" report is to *be submitted to the county auditor when there have been changes made to estimated resources* and will be run for the current posting period. By default, all funds will be reported at the Fund/SCC level. However, you can choose to enter ranges of fund numbers and specify a reporting level of either Fund or Fund/SCC. Please refer to the [Fund Levels for Reporting](#) section for further information.

#### **Tax Options**

- By default, values listed will be included in the "Taxes" column on the report unless you place a checkmark next to the Property Tax Allocation (3131, 3132, 3133, 3134, 3135, 3139), Income Tax (1130) or Other Taxes (1190) options.

### [Mass Add Your New Grant Accounts](#)

When you are setting up new special cost centers within the same fund, the Mass Add feature allows you to copy **all** Appropriation, Expenditure and Revenue accounts found under an existing **Cash Account** to a new Special Cost Center within that same fund. The process even sets up the new Cash Account!

- Navigate to Core>Accounts>Cash to find the cash account you want to Mass Add from
- Click on the View icon  next to the existing Cash account
- Click on **+ Mass Add**
- Enter the New Special Cost Center (SCC) number
- Click **Submit**
- A pop-up window will appear with all the accounts that were added

## Account Filters

Please review your account filters under Utilities -> Account Filters and update them to include the new special cost centers. There is a report which will assist you with this: Account Filters Report w\_filter.json. Please submit a help desk ticket to financesupport@mail.hccanet.org and we will be glad to load that into your Report Manager.

## Future Requisitions

Thinking it would be nice to have all your standard requisitions entered now for FY24, so you can plan your vacation? You can!

Once a future posting period is opened, users can enter future requisitions by using a future date (i.e. July 1, 2024). By default, users may enter a requisition without an account number. The account number would then need to be entered prior to the approval & conversion to a purchase order.

Entering future requisitions works well with the Requisition Approval Workflow in USAS too. For example, the user can create a 7/1/24 requisition for supplies for the next school year and even submit the requisition for approval prior to the 7/1/24 date. The system will still convert the requisition using the requested date of 7/1/24 after final approval. The encumbrances on the expenditure accounts would be posted upon conversion in July 2024 (FY25.)

For those district which have this established, using the Requisition Approval Workflow, there is also a default message "Please Submit a July 1 PO" button available, which can be used to reject a requisition that should be dated in the new fiscal year but was entered using a current date (in June for example). This default message will be sent to the user that submitted the requisition for approval, so that they can edit and resubmit the requisition for approval.

Just a reminder that requisitions can also have **attachments!** For example, the FY25 quote for services, or the office supply order form can be attached and later viewed on the requisition.

HCC is implementing **Requisition Approval Workflow** for our districts. If this is something which you would like to find out more about, please contact our finance team.



That was easy! Now it is time to get outside in the sunshine!

