Inventory Fiscal Year End Checklist

Software Update in Inventory

SSDT performed a software update which caused the Original Cost to be derived from the **total of the Acquisitions** instead of the **Original Cost field** on each **Item**. This resulted in Acquisition/Original Cost differences. Many of these Items are very old (from the 1960's or 1970's). SSDT developed the "Acquisition/Original Cost Mismatch Report" to assist with finding these differences and the Items affected.

I will need from each district the "Summary Schedule of Change in Fixed Assets by Class" from the end of the last fiscal year FY25 or the last year which was closed. This was a report which would have been emailed to the district when the Inventory Fiscal Year was closed.

I will compare last year's closing balances to the current year's beginning balances and verify which assets it affects (mostly the ones on the report previously referenced). Then I will need to add acquisitions to correct these. This is an Administrator level process (since the Acquisitions need to be added with a prior year date), so I will create a test instance in order to verify that I get this correct before applying it to your live instance. After analysis verification and district approval, I will add the Acquisition Adjustments to your Live Inventory instance.

Pre-Closing Procedures

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

- 1. **Add all new items for the fiscal year.** Please ensure all pending items received prior to June 30th are entered as **Items** for the fiscal year. If the PO items were ordered prior to June 30, but are not received until after June 30th, they should be added as assets in the next fiscal year. Items can be pulled into the pending file, even though they may not be posted in Inventory until next year, as needed.
- 2. **Enter Acquisitions and Dispositions** the occurred during the fiscal year.
- 3. **Enter Transfers** for Items which changed Fund, Function, or Asset Class.
- 4. If the depreciation data has been changed so that it is necessary to completely recalculate the life-to-date (LTD) depreciation for one or more items, you may select the desired items from Transactions ->Items grid and click 'Depreciate'. NOTE: Using Depreciate from Transactions>Items grid will affect items that have had improvements (additional acquisitions) added to them throughout the life of the asset causing them to lose their true depreciation history. Please refer to the Items documentation for more information.
- 5. Ensure items that meet or exceed the entity's capitalization threshold are marked as 'capitalized'. On the Transactions -> Items grid, add the 'capitalized' column and filter using the entity's capitalization threshold. For example, if their capitalization threshold contains both a dollar and life limit threshold, enter both and enter 'false' in the capitalized column. If the query contains items that meet or exceed the threshold amounts, but are listed as 'false' under the capitalized column, contact HCC for further assistance.
- 6. Generate and review the **Acquisition/Original Cost Mismatch Report** with *Status = Active + New Item*. If anything is on it, please contact HCC, so we can work through these items to add Acquisitions to total to the Original Cost on the correlating Item.

- 7. When all assets have been entered, run any fiscal year-end reports desired. The following are suggested:

  GAAP Reports (GAAP must be enabled to run these reports)

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    - **Fixed Asset By Source** (Classic's EIS101)
    - **Fixed Asset By Function/Class Report** (Classic's EIS102) - Recommended to run all three options
    - **Schedule of Change in Fixed Assets Report** (Classic's EIS103) **-** Recommended to run the following:
      - Schedule of Change in Fixed Assets by *asset class* (both summary & detail)
      - Schedule of Change in Fixed Assets by *function* (both summary & detail)
      - Schedule of Change in Fixed Assets by *fund* (both summary & detail)
    - **Schedule of Change in Depreciation Report** (Classic's EIS104) **-** Recommended to run the following:
      - Schedule of Changes in Depreciation by *asset class* (both summary & detail)
      - Schedule of Changes in Depreciation by *function* (both summary & detail)
      - Schedule of Changes in Depreciation by *fund* (both summary & detail)

  Non-GAAP Reports

    - **Audit Report** (Classic's EIS801): Run the official report
      - Recommend running the official option for ALL report types (leave 'Select Report Type' **blank** to include all of them) and enter a date range for the entire fiscal year (Start Date 07/01/xxxx and Stop Date 06/30/xxxx).

The Audit Report runs based on the **system dates (timestamp),** not transaction dates. Please take this into account when generating this report. If there was no activity that occurred within the dates of the fiscal year, or the date range is prior to migrating to Redesign, it is possible for this report to show No Data Returned. Further performance enhancements are planned on INV-488. If the report does not run for the full fiscal year dates, smaller date ranges can be used. Running this report manually is optional. A copy of this report is included in the FYE Report Bundle

    - **Asset Listing by Grant/Source** (Classic's EIS203)
    - **Book Value Report** (Classic's EIS305): Recommended to run the following using current Fiscal Year (2026) for the reporting date. The four reports should include capitalized items only and Status Codes of Active, New, Excess Asset Held for Sale, and Excess Asset Not in Use for the full reports, and Status Code Disposed for the disposition reports.
      - Book Value Report sorted by function
      - Book Value Report sorted by class
      - Depreciation for current FY dispositions by function
      - Depreciation for current FY dispositions by class
    - **Brief Asset Listing Report** (Classic's EIS304): Recommended to run the following: (the five reports should include capitalized items only and Status Codes of Active, New, Excess Asset Held for Sale, and Excess Asset Not in Use (with the exception of the disposition report)
      - Brief Asset Listing sorted by fund
      - Brief Asset Listing sorted by function
      - Brief Asset Listing sorted by asset class
      - Acquisitions for current fiscal year
      - Dispositions for current fiscal year
    - **Fiscal Year Ending Balances Report** (Classic's EISCLS report)
    - **Depreciation Posting Report** (Classic's EISCLS EISDEP projection report)

- 8. Balancing GAAP Reports
  The GAAP reports exclude:
  Items that do not meet capitalization criteria.
  Items which have a status of: "disposed of", "inactive", or "old tag item."
  Items coded as operating leases.

  Original Cost amounts on the following should match when balancing for FYE:
  -Fixed Assets by Source
  -Fixed Assets by Function and Class - Original Cost
  -Schedule of Change in Fixed Assets - Ending Balance
  The Fixed Assets reports compile totals related to the items' original cost values. The Fixed Assets by *Source* pulls these values from the *Acquisitions*. The Fixed Assets by Function and Class pulls these values from the *Items*. Balancing these reports confirms all is in balance between the item and acquisition records.

  Schedule of Change in Fixed Assets
  This report confirms changes to the Original Cost/Beginning Value from the start to the end of the year. Confirm the *Beginning Value* matches to the *prior year Ending Balance*. Any differences should be identified.

  Schedule of Change in Depreciation
  This report confirms changes to the LTD Depreciation from the start to the end of the year. Confirm the *Beginning Depreciation* matches to the *prior year Ending Depreciation*. Any differences should be identified.

  Book Value Report
  This report is a Non-GAAP report but it can be helpful to review detail at the item level to compare to GAAP report totals.
  The Book Value Report can be generated for GAAP items using the following parameters:
  - Current year
  - Capitalized items only
  - Status Codes: Active, New, Excess Asset Held for Sale, and Excess Asset Not in Use

  Original Cost: Compares to *Ending Balance* on Summary Schedule of Change in Fixed Assets
  LTD Depr: Compares to *Beginning Depreciation* on Summary Schedule of Change in Depreciation
  Total Depr: LTD Depr + YTD Depr columns add to this total. Compares to *Ending Depreciation* on Summary Schedule of Change in Depreciation
  Book Value: Original Cost minus Total Depreciation

  This report generates for all items capitalized in the current year. Items that *became* capitalized during the current fiscal year will be included. The Book Value report *doesn't* separate the LTD Depreciation for newly capitalized items (and is not intended to). This may result in a difference when balancing LTD Depreciation totals to the Beginning Depreciation on a Summary Schedule of Change in Depreciation report. The amounts for those items will be reflected in the Adjustments column on the Schedule of Change report and should be taken into account when reconciling totals between the two reports.

- 9. **GAAP Audit** – It is advised that you do not close the fiscal year until after the GAAP auditor completes any edits or needed adjustments. The depreciation is not updated on the system until you close, but the GAAP reports give the fully depreciated amounts on the reports that the auditors use.
- 10. Under Core -> Fiscal Years, close the current fiscal period by clicking the **Close** icon.
  - The **Inventory FYE Report Bundle** will automatically generate when the posting period is closed. The bundle will be emailed in a zipped format to the email addresses listed under Core -> Configuration.-
  - NOTE: Once Document Management and Archival is implemented in Inventory, the report bundle will no longer be emailed. Instead, when the period closes, the bundle will be sent to the System ->

    Document Storage automatically, and the reports from the bundle will be accessible in this new archive option in the Inventory application.
        - Document Storage will be visible to users with INV_STANDARD role or higher. *FYE Bundle zip file will no longer be emailed.*
    - Closing the year will update the life-to-date depreciation amounts for the current fiscal year being closed and also update the fiscal year closed field in Core>Configuration. If GAAP is enabled, the program will also update the beginning balances for the new fiscal year.

> If you **do not close** a fiscal period and open the next period, please keep in mind, Beginning Balance and LTD depreciation figures in the new period will **not be accurate** until the prior period is closed. Any reports generated in the new period containing LTD depreciation or beginning balance figures will **not** be accurate until the prior period is closed.

- 11. Under Core -> Fiscal Years, click **Create** to create the new fiscal year period. The existing dollar and life limit thresholds will carry over to the new year. Click the open folder to open the new year and to make it the current period.
- 12. If GAAP is already enabled in Inventory, you are ready to begin processing for the new fiscal year.
    - If you are going to begin GAAP reporting in the new fiscal year, please contact HCC. HCC assistance is required in order to enable the GAAP flag. When GAAP is enabled:
        - The beginning balances will be set based on the prior fiscal year's transactions.
        - A summary report of beginning balances by fund, function/activity, and asset class will be generate.
        - The GAAP Reports, which are available from the Reports menu, will be available to generate.
        - Once enabled, you may begin processing for the new fiscal year.