



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 include information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district. Please review for possible changes (new buildings/construction projects which were completed for new schools in the district, etc.).

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. Review accounts which may have been changed on the **USAS Manual (Appendix A)** and update. Generate 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":

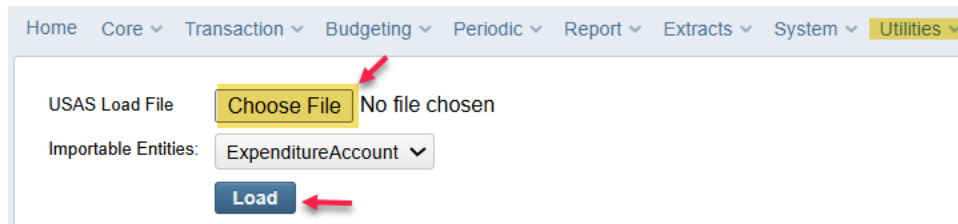
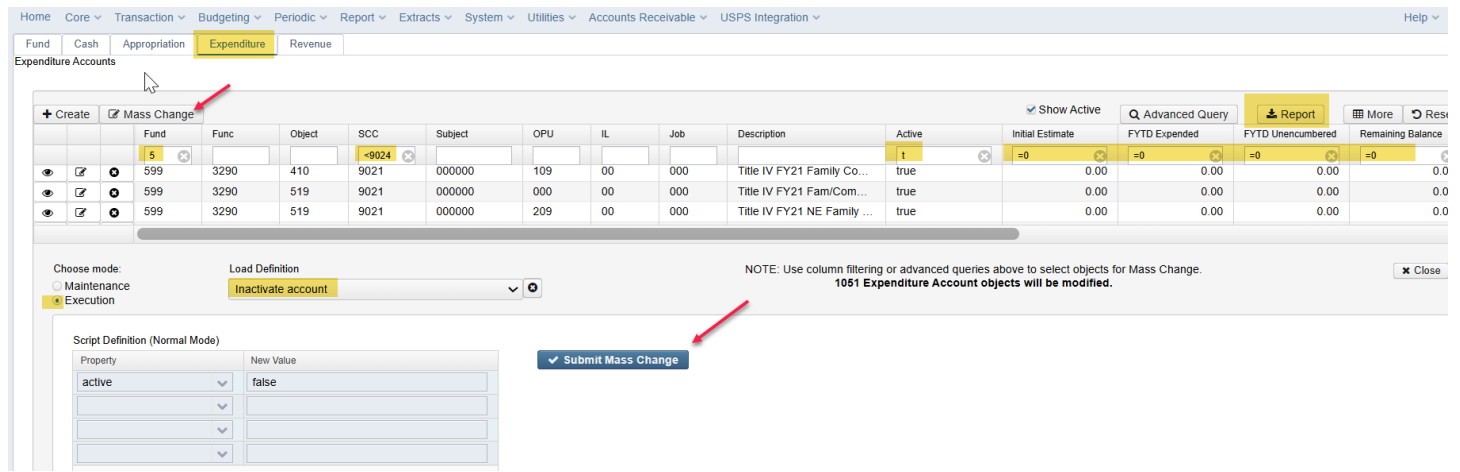
SSDT Account Validation Report

Save and Recall

Query Parameters

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

5. Inactivate accounts which are not used anymore. **Mass Change (Core -> Accounts)** or **Mass Load** functions can be used to do this (under **Utilities -> Mass Load** with a .csv template). This is commonly used for accounts with prior year associated SCCs (i.e. 9023, 9024, 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. We have a prior year recorded webinar and budgeting guide on HCC's website. Please reach out via Help Desk ticket, if you need further assistance with this process.

8. **MOE (Maintenance of Effort)** – *SSDT Budget Summary MOE* report – review this prior to these being reported to EMIS by running this report. After Financial submission, this can be flagged if the district isn't making the 90% threshold. Reviewing before closing the FY will help with any needed updates before closing the June posting period (contains SSDT filter = ssdt-moe)

9. **Close out all possible purchase orders** – Prior year Purchase Order remaining encumbrances will appear as carryover encumbrances for the new fiscal year if left open. You can use the Report Manager report: **Outstanding Purchase Orders with Zero Remaining Encumbrance** or you can generate the **Canned Purchase Order Detail Report** and select the **Status = Outstanding**

Core -> Accounts -> Expenditure tab -> View an account

Amounts

	Fiscal Year	Month	Calendar
GAAP Original Budget	5,000.00		
Initial Budget	5,000.00		
+ Carryover Encumbered	16,504.64		
+/- Adjustments	0.00	0.00	
= Expendable	21,504.64		
- Actual Expended	0.00	0.00	0.00
- Encumbered	21,504.00		
= Unencumbered Balance	0.64	0%	
- Future Encumbered	0.00		
- Requisitioned Amount	0.00		
= Remaining Balance	0.64		

Canned Purchase Order Report for Outstanding Purchase Orders

Report ▾ Extracts ▾ System ▾ Utilities

- Report Bundles
- Report Manager
- Custom Report Creator
- Account Activity Report
- Account Payable Report
- Account Status Report
- Audit Report
- Budget Summary Report
- Disbursement Detail Report
- Financial Detail Report
- Financial Summary by Fund Report
- Purchase Order Detail Report**
- Vendor New Hire Report
- Revenues and Expenditures Report

Purchase Order Detail Report

Save and Recall: Most Recent

Status: **Outstanding**

Amended: ▾

Starting Purchase Order #:

Ending Purchase Order #:

Transaction Start Date:

Transaction End Date:

Created Start Date:

Created End Date:

Vendor #(s):

Full Account Code(s):

Fund Code (use % for wildcard):

Filter: ▾

Report Format: PDF (download)

Show Options

Summary Report

11. Add/Customize Monthly Report Bundles, Accounts, and adjust **Account Filters** (9X26 SCCs to 9X27 SCCs).

12. Use the “ + **Mass Add** “ function under **Core -> Accounts -> Cash Account “View”** to add these.

The screenshot shows the 'Cash Account' interface. At the top, there are buttons for 'Edit', 'Clone', 'Cash Adjustments', and 'Mass Add'. A green arrow points to the 'Mass Add' button. Below these buttons is a table with columns 'Fund' and 'SCC'. The 'Fund' column contains '518' and the 'SCC' column contains '9025'. Below the table is the 'Account Info' section, which includes a 'Description' field containing 'IDEA PART B' and a 'Locked' checkbox. To the right of the 'Account Info' section is a 'Fund Type' dropdown menu set to 'Special_Revenue'. A modal window titled 'Add Accounts using Cash Account: 518-9025' is open, showing fields for 'Fund' (518), 'SCC' (9025), 'New Fund' (518), and 'New SCC' (highlighted in yellow). A 'Submit' button is at the bottom of the modal. Green arrows point to the 'Submit' button and the 'New SCC' field.

Creates all new Cash, Appropriation, Revenue, Expenditure 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 in FY27.

12. You **CAN** open July 2027 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 2026 have either been converted to PO or deleted. Undeleted reqs will cause FYTD Unencumbered results on expenditure accounts.

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 MTD totals from these 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.

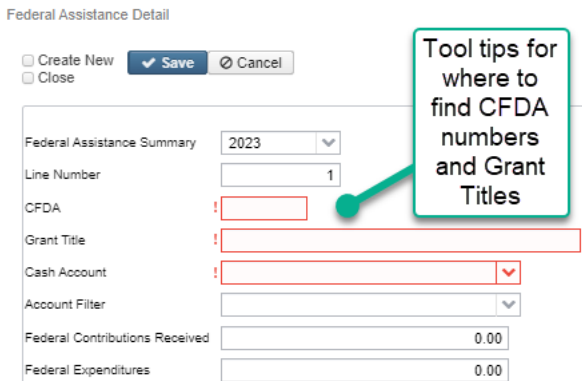
____ 21. If using, select the 'FEDERAL ASSISTANCE DETAIL' program and Clone/Create and update the necessary information for the current fiscal year. Create lines for each of your grants using the CFDA numbers. Only Federal grants need a CFDA number. State grants aren't included on the Federal Assistance Detail report.

Federal Assistance Detail

Create New Save Cancel
 Close

Federal Assistance Summary	2023	▼
Line Number	1	
CFDA		
Grant Title		
Cash Account		▼
Account Filter		▼
Federal Contributions Received		0.00
Federal Expenditures		0.00

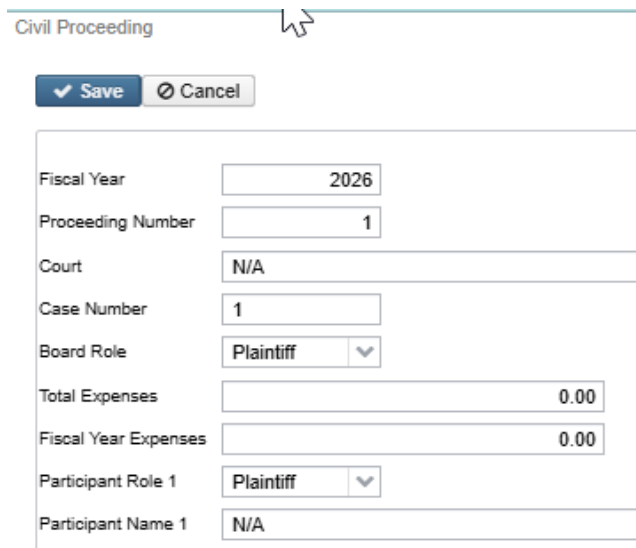
Tool tips for where to find CFDA numbers and Grant Titles

A screenshot of the 'Federal Assistance Detail' form. The form has a header with 'Federal Assistance Detail' and a toolbar with 'Create New', 'Save' (checked), 'Cancel', and 'Close'. Below the toolbar are several input fields: 'Federal Assistance Summary' (dropdown menu showing '2023'), 'Line Number' (text box with '1'), 'CFDA' (text box), 'Grant Title' (text box), 'Cash Account' (dropdown menu), 'Account Filter' (dropdown menu), 'Federal Contributions Received' (text box with '0.00'), and 'Federal Expenditures' (text box with '0.00'). A green callout box with a white background and a green border points to the 'CFDA' field. The callout box contains the text 'Tool tips for where to find CFDA numbers and Grant Titles'.

*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 2026

Proceeding Number 1

Court N/A

Case Number 1

Board Role Plaintiff

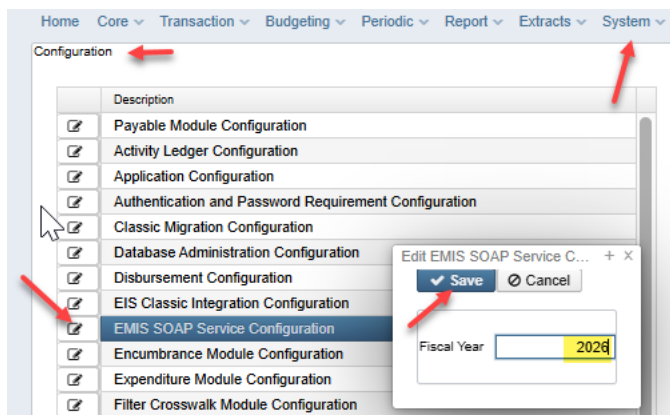
Total Expenses 0.00

Fiscal Year Expenses 0.00

Participant Role 1 Plaintiff

Participant Name 1 N/A

Before generating the Extract file, make sure you have edited the 'EMIS SOAP Service Configuration' under SYSTEM -> CONFIGURATION and entered the Fiscal Year you are reporting for Period H. Visit this screen to verify that it states **2026**, if not please update it.



Home Core Transaction Budgeting Periodic Report Extracts System

Configuration

Description

- Payable Module Configuration
- Activity Ledger Configuration
- Application Configuration
- Authentication and Password Requirement Configuration
- Classic Migration Configuration
- Database Administration Configuration
- Disbursement Configuration
- EIS Classic Integration Configuration
- EMIS SOAP Service Configuration**
- Encumbrance Module Configuration
- Expenditure Module Configuration
- Filter Crosswalk Module Configuration

Edit EMIS SOAP Service C... + X

Save Cancel

Fiscal Year 2026

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.

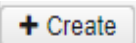
- Deadline dates are as follows:

Financial Collections			
Financial Collection (FY26) (2026H0000)	H	6/4/2026	8/29/2026
Budget and Three Year Forecast - Initial Required (FY26) (2026P0000)	P	9/1/2025	10/24/2025
Budget and Three Year Forecast - Initial Optional (FY26) (2026P1OPT)	P	10/27/2025	1/31/2026
Budget and Three Year Forecast - Required Update (FY26) (2026P2FEB)	P	2/1/2026	2/28/2026
Budget and Three Year Forecast - Final Optional (FY26) (2026P3OPT)	P	3/1/2026	7/31/2026

24. Manually run and review desired reports. The SSDT Fiscal Report Bundle will generate automatically and save to the File Archive or Document Storage under “Fiscal Year End Reports” when you close June posting period.

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 a while 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. You can check these under Utilities -> Job Scheduler.*

___27. Click on  to make July the current posting period

You are now closed for the month of June and fiscal year 2026, proceed with your next month's financial transactions.



Re-opening June: You **may** re-open June 2026 (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. 2700001 for FY27), you may need to adjust your **System -> Configuration -> Transaction Configuration** for your Highest Purchase Order number. In this example, you would adjust it from 2699999 to 2799999, then when you convert your *first* requisitions, **enter** the starting purchase order number as 2700001. After the first conversion of requisitions, the system should recognize the new numbering system and continue with the “27XXXXXX” 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 9027). An easy way to figure out what Account Filters need updating is to review the **Account Filters Report w/filter** report in the Report Manager and scan for SCCs or other items needing editing.

If you are a district with a similar numbering for your Requisitions, then you will need to go to each requisition user (**System -> Users**) 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 “AD26” to “AD27”.

User

Save Cancel

Username: swanton_bn

Name: Nelson,Becky

Title:

Email:

Assigned Roles: ADMINISTRATORS, AR_MANAGER, AR_RO, AR_STANDARD, EMIS_SIF, SYSMAN_USER, USAS_REQ

Filters:

Created Date:

Selectable Group Chains:

Requisition Prefixes: AD27

Restrict Requisitions:

Balance Checking:

Allow Negative Appropriation:

Allow Negative Budget:

Warn on Negative Amounts:

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, you can go [here](#).

[New Fiscal Year](#)

Periodic -> Certification Reports, Certificate of Available Balances (Summary and Detail)

The screenshot shows a web application interface with a navigation menu at the top: Home, Core, Transaction, Budgeting, Periodic, Report, Extracts, System, Utilities. The main content area is titled 'Certification/Appropriation Reports'. It features a 'Select Report' dropdown menu currently set to 'Certificate of Available Balances Detail Report'. Below this is an 'Excluded Fund/SCC' section with a text input field 'Enter Fund/SCC to exclude from this report.' and a table with columns 'Fund' and 'SCC'. A '+' button is located at the bottom of the table.

The screenshot shows a web application interface with a navigation menu at the top: Home, Core, Transaction, Budgeting, Periodic, Report, Extracts, System, Utilities, Accounts. The main content area is titled 'Certification/Appropriation Reports'. It features a 'Select Report' dropdown menu currently set to 'Amended Certificate of Estimated Resources Detail Report'. Below this is a 'Tax Options' section with a text input field 'Values included as Taxes by default, select below to override and include as Other.' and a list of radio buttons for 'Property Tax Allocations' (3131, 3132, 3133, 3134, 3135, 3139), 'Income Tax', and 'Other Taxes'. Below the tax options is an 'Excluded Fund/SCC' section with a text input field 'Enter Fund/SCC to exclude from this report.' and a table with columns 'Fund' and 'SCC'. A '+' button is located at the bottom of the table.

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.

Account Filters

If you did not do this on step #11, now is a good time to 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.

Job Scheduler

Review scheduled jobs under the **Utilities -> Job Scheduler** to make sure your scheduled jobs aren't "Failed" or "Rejected" status, and validate the emails which the jobs are being sent to.

The screenshot shows the 'Job Scheduler' interface. On the left, a table lists scheduled jobs with columns for Type, Name, Username, Status, and Last Run. Two jobs are highlighted in yellow: 'Food Service|STEMP|732cd...' and 'SSDT Monthly Reports|STE...', both with a 'Rejected' status. A red arrow points to the 'Rejected' status of the second job. On the right, the 'Job Handle' configuration window is open, showing fields for Archive Type, Report Bundle Name, Username, Name, Title, Last Login, Account Expiration, Password Expiration, Account Expired, Password Expired, Enabled, Locked, Two Factor Authentication, External Authentication, Failed Attempt, and Send To Address. The 'Send To Address' field is highlighted in yellow and contains the email 'rhonda@mail.hc', with a red arrow pointing to it. The 'Job Identity' section shows Type as 'User', Name as 'Food Service|STEMP|732cdd91-3e1c-45b0-8ef4-1768e029a00c', and Description as 'ReportBundleEventJob:JobId(USER, Food)'. The 'Save' button in the Job Handle window is also highlighted with a red arrow.

Type	Name	Username	Status	Last Run	Next
System	Scheduler cleanup job		Completed	05/15/2026 03:15:00 AM	05/15/2026 03:15:00 AM
User	Food Service STEMP 732cd...	admin	Rejected	05/15/2026 02:59:37 PM	
User	SSDT Monthly Reports STE...	SSDT	Rejected	05/15/2026 02:59:37 PM	

Future Requisitions

Thinking it would be nice to have all your standard requisitions entered now for FY27...you can!

Once a future posting period is opened for July, users can enter future requisitions by using a future date (i.e. July 1, 2026). By default, users may enter a requisition without an account number. The account number would then need to be entered prior to the approval and conversion to a purchase order.

Entering future requisitions works well with the Requisition Approval Workflow in USAS. For example, the user can create a 7/1/26 requisition for supplies for the next school year and even submit the requisition for approval prior to the 7/1/26 date. The system will still convert the requisition using the requested date of 7/1/26 after final approval. The encumbrances on the expenditure accounts would be posted upon conversion in July 2026 (FY27).

For those districts 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 FY27 quote for services, or the office supply order form can be attached and later viewed on the requisition.

HCC is currently 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.

Account Payable Report

This report generates a report listing all accounts payable. This report is particularly useful in determining all payable amounts as of the last day of the fiscal year (necessary for GAAP reporting).

Invoice

Save Cancel

Invoice #

Date 5/15/26

Vendor Invoice Date

Payment Due

PO # 2820700

Vendor 4842-Baker, Francis/1433 Washington T

Original Vendor

Created Date

Amounts

Invoice Total 0.00

Cancelled Total 0.00

Enter Received Date for Account Payable report

Mark as EIS for Inventory

Items

Line Number	Quantity	Original	Remaining	Payable	Description	Amount	Item Status	Check Number	Received	Account	Inventory
1	5,000	50.00	45.00	5.00	Post-it Notes	0.00				001-1110-512-0000-000000-101-00-000	EIS
2	1,000	5.00	0.00	0.00	Post-it Notes	0.00				001-1110-511-0000-000000-101-04-000	EIS

The Account Payable Report field defaults to June 30 of the last fiscal year closed. You have the option of overriding the default date. This date, along with the **received date** entered in AP Invoice, and the payment date are then used in determining what items will be reported as payable amounts. Only items that have a *received date prior to the date entered and a paid date after the date entered*, or have not yet been paid, will be reported. For example, when determining payable amounts as of the end of a fiscal year, the "Date" would be set to June 30, XXXX. The report would then display any items that have been invoiced with a **received date prior** to June 30 but have not yet been paid or the paid date is after June 30.

- **Date:** defaults to June 30 of the last fiscal year closed.
- **Flag items as not encumbered as of this date?:** If running the report for outstanding purchase orders after the end of a fiscal year and the report should show the actual amount which was encumbered as of June 30th then this should be left checked. Otherwise, uncheck this option.
- **Include invoice date in selection?:** Leaving this unchecked will cause the report to select items with received dates prior *or equal* to the user specified date. Checking this option will cause the report to select items with both received and invoice dates prior to the user specified date.
- **Sort Options**
- **Subtotal Options**
- **Format:** Select format for output report. Defaults to PDF.
- **Generate Report:** Generates a current version of the report.

	PO#	Invoice#	Item #	Description	PO Item Date	Invoice Date	Received Date	Paid Date	Check #	Vendor	Account Charged	Payable Amount
001-0000												
1100												
I	2400	82667232	6		7/3/2023	7/10/2024	5/25/2024	7/15/2024	22956		001-1110-425-0000-000000-018-00-621	\$ 863.49
	57								1			
	2400	82667232	4		7/3/2023	7/10/2024	5/25/2024	7/15/2024	22956		001-1110-425-0000-000000-013-00-621	647.50
	57								1			

Ohio Checkbook

The Online Checkbook extract option will create a CSV extraction file containing all expenditure data that meets the requirements for participation in the Treasurer of State (TOS) Transparency project, also referred to as the [OhioCheckbook.gov](https://ohiocheckbook.gov). The extracted data will include warrant checks, memo checks, payroll clearance checks, reductions of expenditures, and distributions for a date range specified by the user. You **can't balance the extract against other reports** (like the financial detail). The Cash Summary will also pull **in transfers but the Ohio Checkbook will not** so that may account for a difference in report amounts. This is an extract written in the format required by TOS in order for it to be uploaded into the Ohio Checkbook website. The district may optionally choose to exclude expenditures from specific fund/scc combinations.

Care must be taken when extracting and submitting the file to ensure that the **correct date ranges are used**, in order to **prevent duplicate data from being submitted**. Failure to follow this may result in **duplicated information** within the Online Checkbook application. For the initial extraction, it is anticipated that a district will extract 3-5 years of data.

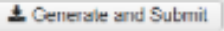
Before submitting the initial extraction file, the district should **contact the Treasurer of State (TOS)**. As part of the initial program registration, the district will receive an **Intake Form** to provide TOS with the information needed before the data can be loaded. After the initial load is completed, the district may submit subsequent files periodically, with quarterly submissions recommended.

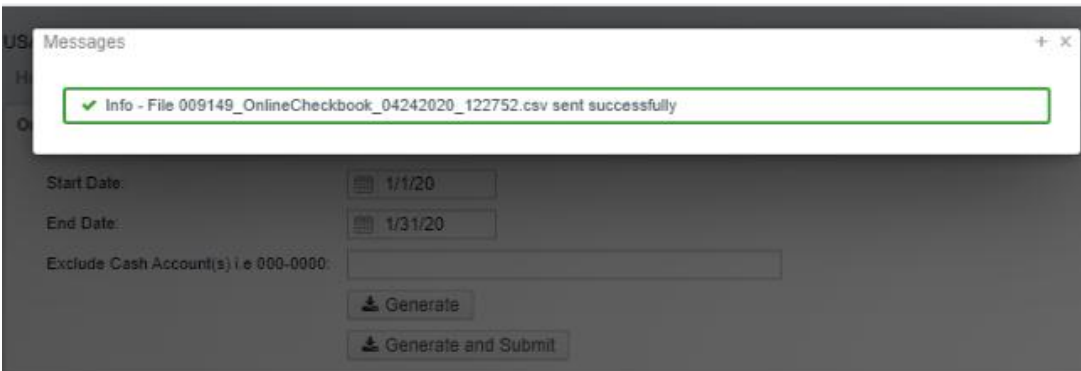
Date Selection: Enter the beginning and ending transaction date for this extraction.

Exclude Cash Account(s): Optional field used to exclude transactions associated with a specific cash account from the extract. If multiple cash accounts are to be excluded, they can be entered into the field separated by commas.

If you would like to review the extracted data before submitting to TOS, click on **Generate** to create the CSV-formatted extraction file.

Once you have reviewed the extracted data and are ready to submit to TOS, click on **Generate and Submit**. The CSV-formatted extraction file will be automatically sent to TOS via FSTP (secure file

transfer). When clicking , it will display an informational message stating the CSV file was sent successfully. The filename includes the IRN, file creation date, and time.



Output fields

- District IRN
- District Name
- Fiscal Year
- Period (month)
- Fund
- Fund Description
- Function/Receipt
- Function/Receipt Description
- Object
- Object Description
- SCC
- Subject
- OPU
- IL
- Job
- OPU IRN - the IRN from Core > OPUs page
- IRN Name - the building or district name associated with the OPU IRN
- Transaction Type - Expenditure, Void, Reduction of Expenditure, or Distribution
- Transaction ID
- Transaction Item #
- Transaction Date
- Check No
- Amount - will be negated when appropriate
- Vendor No

- Vendor Name
- Vendor City
- Vendor State
- Vendor Zip Code
- Description - the line item description from the purchase order, reduction of expenditure, or distribution transaction
- Function Area Description - description for two-digit function code, e.g., 1100
- Object Area Description - description for one digit object code, e.g., 100