

NWOCA EIS Fiscal Year-End Procedure

The following sequence of steps should be completed at the end of the EIS fiscal year. New reporting requirement for FY09 requires capital asset information to be included in the Period H reporting period (Open July 2 – September 25).

You should continue to add items received prior to July 1 to the system before using this procedure. If items were ordered prior to June 30, but are not received until after that date, they may properly be posted in the next fiscal year. You can continue to add items to the pending file even though they may not be posted until later.



NOTE: If the depreciation data has been changed so that it is necessary to completely recalculate the life-to-date (LTD) depreciation from the beginning for a number of items, you may need to run the program EISDEPR. However, if you have been tracking depreciation for some time, then this program might cause problems. *Contact NWOCA for further assistance”.

Steps for Fiscal Year-End Procedure

- 1)** Districts with a Life Limit specified for the capitalization criteria may choose to run an EIS304 Brief Asset Listing to verify all items meeting the dollar capitalization criteria also have a valid Life Limit and are on file as capitalized assets. Only non-capitalized items should be selected as well as selecting only items with an original cost higher than the capitalization threshold. Items not meeting both of the capitalization limits will not be capitalized; therefore, this procedure will produce a listing of any items on file that currently are not capitalized that most likely should be.

- 2)** Run the EIS103 and EIS104 reports. Both programs will generate detailed and summary reports and the EIS103 may also generate an error report. Please review them carefully and correct any errors. The data on these reports will be included in the next step (EISEMS).

- 3)** If on GAAP, run EISEMS.

MENU>EISEMS

EISEMS generates an EISEMS.SEQ file that must be included in Period H submission. It will also generate an EISEMS.TXT report for your review.

- 4) After running EISEMS, please send an email message to MAIL_STAFF_EMIS@NWOCA.ORG stating you have generated the EISEMS.SEQ file and to please submit the period H data to ODE on your behalf (submission includes both the USAEMS and EISEMS data as well as any period H data entered in EMISWEB).

EIS CD

***For the list of reports that are generated by this program, see pages 4 -6. If you need any other reports that are not listed, you will have to generate these manually.

- 5) Enter the command:

MENU>EISCD

- If you are using ENTITY ID's to eliminate bulk items from the GAAP reports, be sure to select the option to exclude those entities. EISCD will ask you the following:

This procedure will generate a standard set of fiscal year-end EIS reports for later archival on CD-Rom.

Continue? (Y/N <Y>): Y

Fiscal Year being closed in form YYYY: 20XX

You may now choose to include or exclude specific entity ID codes. These selections will only be applicable to the EIS101, EIS102, EIS103, EIS104, EIS304, and EIS305 reports.

Do you want to INCLUDE specific entities? (Y/N <N>) N

Do you want to EXCLUDE specific entities? (Y/N <N>) Y

Enter entity id to EXCLUDE: NOGAAP

Enter entity id to EXCLUDE:

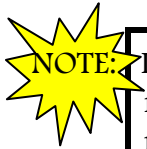
Start NOW or LATER? <LATER>

Upon completion of EISCD you will receive an email message in your account; the reports will be accessible via the following URL:

www.nwoca.org/eisdrom/xx

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

- 6) Please verify that the reports appear on the web page and are correct.



If the user would like hard copies of the year-end reports, it is **STRONGLY** recommended that the user generate and print the majority of the large reports at night via the QUEBATCH system EISFYEND, otherwise, please use the EISCD program

EIS Year-End copy

- 7) Enter the command:

MENU>>EISFYXX

xx-is the fiscal year being closed

BEWARE of anything the computer displays on your screen which contains the word “error”

The following is an example of an 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

- 8) Run the fiscal year-end closing program EISCLS

MENU>>EIS

MENU>>EISCLS

- This program will update the life-to-date depreciation for the current fiscal year being closed. A summary report, EISDEP.TXT, of the current year’s depreciation posted by fund will be generated. The program will also update the fiscal year closed field on the EISMNT/DATSCN record. If the district is currently on GAAP, the program will also update the beginning balances for the new fiscal year and generate the report EISCLS.TXT

- 9)** If you are going to begin GAAP reporting for the coming fiscal year contact NWOCA, **OTHERWISE you are ready to begin processing for the new fiscal year.**

- For those beginning on GAAP, NWOCA will run a one-time GAAP program which will set the GAAP flag to “Y” on the EISMNT/DATSCN record and set the beginning balances for the first GAAP year.

EIS REPORTS~ These reports are included on the EISCD and may also be selected to print on EISFYEND quebatch:

GAAP SCHEDULES

- **EIS101** Schedule By Source
- **EIS102** Schedule by Function/Class - All Options (summary & detail)
- **EIS103** Reports: The following 103 reports are recommended and are automatically generated in EISCD and prompted for in EISFYEND quebatch.
 - EIS103CL Schedule of Changes in Fixed Assets by asset class (summary & detail)
 - EIS103FC Schedule of Changes in Fixed Assets by function (summary & detail)
 - EIS103FD Schedule of Changes in Fixed Assets by fund (summary & detail)
- **EIS104** Reports: The following 104 reports are recommended and are automatically generated in EISCD and prompted for in EYSFYEND quebatch.
 - EIS104CL Schedule of Changes in Depreciation by asset class (summary & detail)
 - EIS104FC Schedule of Changes in Depreciation by function (summary & detail)
 - EIS104FD Schedule of Changes in Depreciation by fund (summary & detail)
- **EISEMS** Report: The EISEMS program generates a sequential file (EISEMS.SEQ) that needs to be included with the Period H submission to ODE. It will also create an EISEMS.TXT which is included in EISCD but not prompted for in EISFYEND quebatch.

Non-GAAP Reports

➤ **EIS203** Asset Listing by Grant/Source

- Provides you with a listing of acquisition transactions by source account code and/or by a grant identifier. This is an optional report and contains much of the information found on the acquisition transaction record plus the location of the asset.

➤ **EIS303** Master Listing - All Items

- Provides you with an updated master list of your fixed assets. This report is an optional report and extremely large so we don't recommend printing out a hard copy of the report.

➤ **EIS304** Brief Asset Reports: The following EIS304 reports are recommended and are automatically generated in EISCD and prompted for in EISFYEND. The five reports include capitalized items only and Status Codes of "A, N, EH, and EN" (with the exception of the disposition report).

- EIS304ACQ Acquisitions for current fiscal year
- EIS304CL Brief Asset Listing by asset class
- EIS304DSP Dispositions for current fiscal year
- EIS304FC Brief Asset Listing by function
- EIS304FD Brief Asset Listing by fund

➤ **EIS305** Book Value Reports: Provides you with necessary depreciation information. The date 06/xxxx (where xxxx is FY being closed) is used for the reporting date. The four reports include capitalized items only and Status Codes of "A, N, EH, and EN" (with the exception of the disposition reports).

- EIS305CL Book Value Report by class
- EIS305DSPCL Depreciation for current FY dispositions by class
- EIS305DSPFC Depreciation for current FY dispositions by function
- EIS305FC Book Value Report by function

➤ **EIS401** Values for Insurance Report

- Recommended if the district maintains current replacement cost and/or insurable values on the inventory item records.

➤ **EIS801** Official Audits Report

- Recommended. Select the Official Audit Report to be kept on file for the auditors

➤ **EISCLS** Reports: The following reports are included in EISCD but are not prompted for in EISFYEND quebatch.

- EISCLS EIS Closing Projection – Ending Balances by Fund
- EISDEP EIS Closing Projection – Depreciation Posting Report