

# NWOCA-USAS Fiscal Year-End Closing Procedure

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) The Building Profile and Central office square footage information must be entered in the EMIS web software. The building profile includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district. The district yearend includes information to report the central office square footage for your district.

In order to access the EMIS web application, please enter the following:

URL: <https://webapp.nwoca.org/emisweb/home.do>

OR

Under the “Members Only” box on NWOCA’s homepage click on the EMIS Web reports link.

From here, click on the EMIS tab and select “EMIS Web App.” You will be prompted for your user login information, enter your NWOCA username and password. By default treasurers have access, if someone other than the treasurer will be entering in the information, please let NWOCA know ([mail\\_staff\\_fis@nwoca.org](mailto:mail_staff_fis@nwoca.org)) so we can set them up with the correct access. Once you log in, select LIVE DATABASE-CURRENT PERIOD.

- Central Office Square Footage is found on the “District Financial (DD)” option under the “District Data” tab.
- The transportation and lunchroom percentages and correct square footage fields are found on the “Building Financial (DM)” option under the “District Data” tab.

- 2) Run the program 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 \* Contact NWOCA personnel if you have any questions regarding any particular accounts.

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

➡ 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 OPUEDT to make changes.

➡ All OPUs must have an IRN within your district

- 5) Run the EFM\_LOCAL program to create sample EFM reports. Generate the EFM reports utilizing your USAS data files.

MENU>EFM\_LOCAL

➡ At this point you will be in the EFM\_LOCAL report program. Enter a “U” at the first question to generate the report using USAS data instead of EMIS data. Use the defaults for the rest of the responses, EXCEPT tab down and space out the lines for “Spreadsheet filename” and “Spreadsheet Type.” Press PF4 to actually generate the reports

➡ Print and review the resulting reports. If any corrections or account changes are necessary, these changes can be completed now before closing out the fiscal year.



The ADM figures may still be estimates at this point, depending upon how soon ODE makes actual June ADM figures available.

\*Contact NWOCA if you any questions or need assistance with this.

- 6) 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.

- 7) Set the “Track accounts payable” flag to “Y” in the normal account.  
(USASDAT/USACON)

## Month-End Closing

- 8) Enter all transactions for the current month
  
- 9) Attempt to reconcile USAS records with your bank(s):
  - A) Perform bank reconciliation procedure
    - ◇ In the 4502 or USAEMSED program, option 1, enter your cash reconciliation information
  
  - B) Run BALCHK , and Outstanding PODETL reports
    - ◇ 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.
  
  - C) Run FINSUMM, selecting “Y” to generate the FINDET report for comparison.
    - 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.

- 10) \*\*\*\*\* *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

- 11) 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”

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

## Monthly CD/Reports

- 12) 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](http://www.nwoca.org/fiscdrom/xx)

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

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



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

- 14) Generate any additional month-end reports from your “B” account

### ADJUST

- 15) Log into your NORMAL account and run the ADJUST program.

- 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*

- 16) Run ADJUST from your NORMAL account

Select the “Year-End” option and run for “FISCAL”

- 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.



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

**ALL FURTHER STEPS IN THIS PROCEDURE WILL BE EXECUTED**

**FROM YOUR “B” ACCOUNT**

**17)** Run the USAEMSEDT program - if you did not already complete this program in the pre-closing steps or you can run the 4502 program which is optional

➤ Remember you must complete/enter each option 1-4 of the USAEMSEDT program even if you have no data for that particular section.

➤ Create and check the report for each option

◆ CSHREC.TXT - Cash Reconciliation

◆ FEDSUM .TXT - Federal Assistance Summary

◆ FEDDET.TXT - Federal Assistance Detail

◆ CVLPRC.TXT - Civil Proceedings

**18)** Run the EISEMS program or enter your capital assets information via EMISWeb if you are ready at this time, if not this step can be completed in the post closing procedures section. (pg.9)

➤ **Completing this prior to USAEMS** will allow the capital assets data to be included in your EMIS submission and eliminate the need to re-submit later.

➤ The EIS information needs to be submitted to ODE during the 09H period

EMAIL [MAIL\\_STAFF\\_EMIS@nwoca.org](mailto:MAIL_STAFF_EMIS@nwoca.org) when you have completed this step and specify which way you are reporting your capital assets information either entered through EMISWeb or created EISEMS.SEQ . You will also want to state that you will be running USAEMS so the files can be processed together.

**19)** Run the USAEMS program if you are satisfied with the accuracy of the reports.

➤ Answer “N” to “Are you extracting for an Information Technology Center?” If no errors are encountered, a .SEQ file 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 warnings are encountered, the .SEQ file will still be created and the automated email sent. If corrections need to be made, notification should be sent the EMIS staff ([mail\\_staff\\_emis@nwoca.org](mailto:mail_staff_emis@nwoca.org)) indicating the file should not be loaded at that time, corrections can be made and USAEMS re-run to generate an updated file.

- NWOCA EMIS staff will load your data into EMIS and run validations on it. The EMIS staff will then contact the EMIS contact that you provided in the USAEMS program to review the validation reports and go over any discrepancies and correct the data as needed. Once the reports have been resolved **you will need to contact the EMIS staff and authorize them to submit your district's data to ODE.**

**20)** Run the USASAUD program from your “B” account

- 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.)

**21)** Perform Fiscal Year-End copy

Log into your “B” account at the menu prompt enter the command:

MENU>>**FISCOPY**

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.

**22)** 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](http://www.nwoca.org/fiscdrom/xx)

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

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

Send email to [mail\\_staff\\_fis@nwoca.org](mailto: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.

## POST Fiscal Year-End Closing



- 24) If you did not run **EISEMS** or enter your capital assets information via EMISWeb you need to do so before 09H closes. (Sept. 25<sup>th</sup>) You will need to notify the NWOCA EMIS staff upon completion and specify which way you are reporting your capital asset information either entered through EMISWeb or created EISEMS.SEQ. You will also want to state that USAEMS data has already been submitted.

\*\*\*\*\* (OPTIONAL) \*\*\*\*\*

- 25) 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.
- 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.
  - Reports have been added to the Web-GAAP program that are similar (but not identical to) to many of the 4502 exhibits and statements. These reports are called “Legacy Cash Reports”. CPA firms will be able to utilize these reports instead of the 4502. Districts are encouraged to use the Web-GAAP system if they wish to create any of these reports due to the 4502 report being taken out of USAS completely for FY2010. If the district wishes to use Web-GAAP an account will need to be set up if the district does not already have one.

For more information on Web-GAAP and legacy cash reports you can go to the GAAP Wikki [http://gaapwiki.oecl.k12.oh.us/index.php?title=Main\\_Page](http://gaapwiki.oecl.k12.oh.us/index.php?title=Main_Page)

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- 26) Fund Types for 006 and 008 were changed in AOS manual to allow different possibilities for FY10. You must enter in fund type into cash account record for each active 006 and 008 fund/SCC
- 006 – Either Special Revenue Fund or Enterprise Fund
  - 008 – Either Permanent Fund or Private Purpose Trust Fund