The following checklist outlines the steps recommended prior to districts converting from Classic state software to the Redesign state software. These steps are intended to help districts clean up classic software to reduce adjustments needed at conversion and streamline the balancing process from the classic to redesign import process.

PRE FYE 2021

___1. Run PODETL and close out FY21 PO's with a remaining encumbrance

- If the amount paid on the PO item is less than the amount issued for that item, you can make the correction using the program USASWEB/Invoice and indicating that you wish to process the PO containing the item in question. This will require that you use a new Invoice Number. When the item incorrectly flagged as "Partially Paid" is displayed, you should indicate that it is to be processed for payment. When prompted for the item amount you should enter the difference between the item issue amount and the item paid amount, (i.e.-- the amount of the remaining encumbrance). When prompted for the status, you MUST indicate "C" for Cancellation. This will cause the computer to cancel the item, and clear the remaining encumbrance. It will not cause a check to be generated for this amount.
- However, if the amount paid on the PO item is greater than or equal to the amount the item was originally issued for, you MUST enter in $0.00 when prompted for the item amount. When prompted for the status, you MUST indicate "C" for Cancellation. This will cause the computer to flag the PO as closed.
- If you still need a PO opened for the vendor you can clone the PO and in the description notate the prior PO number it was cloned for and note you are opening a new PO for the new fiscal year

Performing the PO clean up will help reduce differences in Carry Over Encumbrances in the redesign which require manual encumbrance impacts and budget adjustments, in the link below is the documentation that explains how to identify classic carry over encumbrance differences and reasons to explain why the differences occur.

https://wiki.ssdt-ohio.org/display/usasrdoc/Differences+in+Carry+Over+Encumbrances

___2. Run DELVEL

DELVEN will list vendors with no activity. Vendors are considered deletable if:

- YTD and FYTD amounts equal 0.
- There are no transactions on file that are associated with the vendor (POs, invoices, etc).

We recommend not deleting old vendors since this might destroy an audit trail. If the vendor is deleted, and then down the line, used again, reports from prior fiscal years will not match current vendor information. We recommend changing the status of the vendor from "active" to "inactive". An "inactive" status will restrict USAS programs from using this vendor.

A DELVEN error report will be generated at the end of the run if any errors were found. The DELVEN will contain vendor numbers found in transaction files (PO, invoices, investments) that do not exist on the master vendor file.

Post FYE

___3. Run DELACT

DELACT will generate a report listing accounts that have no current activity. Accounts listed on the DELACT report may be deleted from the system using ACTSCN (refer to the ACTSCN chapter in the USAS Reference Manual for further details on how to delete one account or mass-delete accounts).

The best time to use DELACT is at the beginning of the fiscal year in order to remove obsolete accounts but you can use it any time of the year when you would like to delete an account.

If any transactions are found relating to the account, the account WILL NOT appear on the DELACT report. This means any transactions from the current year or prior fiscal years (as many years as you have on your system).
Deleting accounts in ACTSCN that DO NOT appear in the DELACT report will generate an error report the next time DELACT is run.

The program also prompts the user for the number of years of historical amounts the user would like to check on the history record. The minimum number DELACT will search for is 3 years because of the 5-year forecast, which requires 3 years of history for general fund and related account. The accounts with history in the past three years (that are otherwise deletable) will show up in DELACT with an asterisk * next to them. The user may then decide whether to delete it or keep it on file for historical info. Accounts not used for at least 3 years will show up as deletable without the asterisk *.

Listed below are frequently asked questions on the DELACT program:

- How come my account isn't showing up on the DELACT report?* There could be several reasons but the most popular include:

    - The account is found in the EIS acquisition record. This situation can be avoided by selecting the option in DELACT to exclude the search of the accounts on the EISACQ.IDX file. No need to worry, if you delete the account, no damage is done to the EIS files.
    - The account is found on the USPS payroll side as a pay account or is referenced by current or future payroll records or a payroll .BATCH file.
    - There are no transactions posted to an account, but money was appropriated and later deducted from one or more budget accounts.

- What does the DELACT error report mean? It means accounts were deleted that should not have been Such as:

    - Transactions (REQs, POs, etc) were still on file for an account that was deleted.
    - Orphaned account - budget and appropriation accounts still exist for a cash account that was deleted.

Additional SSDT Pre-Extract Procedures (perform prior to going live in the redesign):

https://wiki.ssdt-ohio.org/display/usasrdoc/Pre+Data+Extract+Procedures