

EIS-R

INVENTORY
FISCAL YEAR-END
CLOSING PROCEDURES
2025



Pre-Closing Procedures

- Finish all current year processing.
 - Items received on or prior to June 30th, 2025 should be added to Inventory for FY2025.
 - Items received after June 30th can added to the Inventory pending file for FY2026.
 - If depreciation has been changed on several items so that it's necessary to completely recalculate the life-to-date (LTD) depreciation, you may select the desired items from the Items grid and select 'Depreciate'.
- NOTE: Recalculating depreciation will affect items that have had improvements (additional acquisitions added throughout the life of the item) causing items to lose their true depreciation history. Please refer to the Depreciation chapter in the Appendix or Depreciation Adjustments section of Items for further information on the depreciate option

Pre-Closing Procedures

•Ensure items that meet or exceed the entity's capitalization threshold are marked as 'capitalized'. On the Items grid, add the 'capitalized' column and filter using their capitalization threshold. If there are items that meet the threshold criteria but are marked false under capitalized, these items need to be looked into further as to why they are not capitalized.

- For example: the entity has a dollar threshold of \$5000 and a life expectancy of 1 year.

Tag Number ^	Description ^	Status ^	Capitalized ^	Original Cost ^	Life Expectancy ^
		a X		> 4999 X	> 0 X
000053	REFRIGERATOR/FREEZER REACH...	Active	true	8865.00	15
000055	KETTLE STEAM	Active	true	11032.00	15
000058	COOLER WALK-IN 10X6	Active	true	8865.00	15
000059	FREEZER WALK-IN 10X6	Active	true	12189.00	15

Item Organization Overview

•Item Groups

- Each item is designated a Fund, Function, and Asset Class






















Current Information		
Fund	Function	Asset Class
450 CLASSROOM FURNITURE	1290 OFFICE FURNITURE	0300 Furniture, Fixtures, and Equipment

These groupings are used to sort and group items on reports in the software

- Fund
- Function
- Asset Class

Item Organization Overview





- Core Menu- Where you can modify/review the fund/function/asset class codes
- The different options for each of these groups is defined in the Core menu. These are configured by the district so the setup and details will vary

Asset Classes		
+ Create Export Grid Items		
	Code ^	Description ▾
  	0100	Land and Improvements
  	0200	Buildings and Building Improvements
  	0300	Furniture, Fixtures, and Equipment
  	0400	Vehicles
  	0500	Infrastructure
  	0600	Books
  	0800	Construction in Progress

Item Organization Overview

Core > Funds

- Funds are used to define the item's current fund for **which an item is currently being used**.
- The fund code is not necessarily the source from which the item was purchased.*
- The Fund code is also attached to a fund Type: Governmental, Proprietary, Fiduciary

  	007	COMPUTER EQUIPMENT	Governmental
  	009	AGRICULTURE	Proprietary

Source vs. Fund Code

- Each item will only be linked to ONE fund code, regardless of how many acquisitions it could have been purchased from
- Most reports that sort by "Fund" are using the fund code from the item
- Exceptions to this are reports that reference "Source"
 - *Source reports will look at the acquisition account code from the PO*

Item Amounts

Original Costs

- The cost of the item as given on the purchase order(s) or the sum of all acquisition amounts for the tag number.
- This cannot be manually changed, this will always be the total of the existing acquisitions
- Part of what determines the Capitalization of the item

LTD Depreciation

- The Life-to-date depreciation. This is the total amount of depreciation for the item from the beginning depreciation date until the last fiscal year closed.

Fiscal Year-End Closing Procedures

- When all assets have been entered for the FY, district can run the recommended list of reports (this includes all necessary GAAP schedules).
- All recommended FYE reports are explained in the upcoming slides.

GAAP Reports

•GAAP Reports

- All GAAP reports are canned reports and are located under the Reports menu. They are generated in PDF format only. The reports contain separate sections for each fund type (governmental, proprietary, fiduciary).
- GAAP reports only show Items that meet certain criteria

❗ The GAAP reports *exclude*:

- items which do not meet capitalization criteria.
- items which have a status of: "disposed of", "inactive", or "old tag item".
- items coded as operating leases.

GAAP REPORTS

•**Fixed Assets by Source**.....summary of the *original cost* of capitalized items by their source (or fund) the items were charged to on the purchase order

- Source means **"the fund the items were originally charged to when purchased"**
- uses the PO information from the acquisition record to identify the **source fund** used in purchasing the items.
- Report Filename: FixedAssetBySourceReport.pdf
- Fixed Assets by Source recording
- How are amounts included on the report:
<https://mcoecn.atlassian.net/wiki/spaces/ID/pages/1575774/GAAP+Reports#GAAPR+eports-Howamountsareincludedonthereport>:

GAAP Reports

•**Fixed Asset by Function and Class**....schedule of fixed assets by function and class.

- May generate up to three different report formats:
 - Schedule by Function & Class - displays original cost & book value
 - Schedule by Class - displays original cost & book value
 - Summary by Function and Class - choose to summarize by 2-digit function and may report on original cost or book value
 - For FYE, it is recommended to generate the report for all three formats
- Book Value is the Original Cost minus Total Depreciation
- Report Filename: FixedAssetByFuncClassReport.pdf
- Fixed Asset by Function and Class recording

GAAP Reports

•**Schedule of Change in Fixed Assets**

- Contains "changes" in capital assets during the current fiscal year
- Ability to generate a summary or detail report
- Ability to generate the report by asset class, fund or function.
 - For FYE, it is recommended to generate the report for all three types
- Report Name: ScheduleOfChangeReport.pdf
- Summary report lists the beginning balance, acquisitions, dispositions, transfers in/out, adjustments and the ending balance in column format.
- Detailed report lists individual tags that make up the acquisitions, dispositions, transfers, or adjustments amounts that happened in the year.
- Schedule of Change in Fixed Assets recording

Summary Schedule of Change in Fixed Assets By Class								
Asset Class	Description	Beginning Value	Acquisition Amount	Disposition Amount	Transfer In Amount	Transfer Out Amount	Adjustment Amount	Ending Balance
Governmental								
0100	LAND AND LAND IMPROVEMENTS	4,113,593.82	16,703.69	0.00	0.00	0.00	0.00	4,130,297.51
0200	BUILDINGS AND BUILDING IMPROVEMENTS	21,793,802.49	884,525.16	0.00	0.00	0.00	0.00	22,678,327.65
0300	FURNITURE, FIXTURES AND EQUIPMENT	3,657,404.73	102,571.06	7,463.10	0.00	0.00	0.00	3,752,512.69
0400	VEHICLES	1,885,858.39	291,663.00	175,536.26	0.00	0.00	0.00	2,001,985.13
Total for Governmental Funds		\$ 31,450,659.43	\$ 1,295,462.91	\$ 182,999.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,563,122.98
Grand Total For All Fund Types:		\$ 31,450,659.43	\$ 1,295,462.91	\$ 182,999.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,563,122.98

Detail Schedule of Change in Fixed Assets By Class							
Tag	Description	Acquisition Amount	Disposition Amount	Transfer In Amount	Transfer Out Amount	Adjustment Amount	
Governmental							
0100 LAND AND LAND IMPROVEMENTS							
9188Z	High School Facility Upgrades to water coolers-8 items	16,703.69	0.00	0.00	0.00	0.00	0.00
Total for 0100		\$ 16,703.69	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Beginning Balance:							\$ 4,113,593.82
Ending Balance:							\$ 4,130,297.51

GAAP Reports

- Totals on the
 - Fixed Assets by Source
 - Fixed Asset by Function and Class
 - Schedule of Change in Fixed Assets

Original Cost amounts should match when balancing out for the fiscal year-end.

Balancing Reports recording

GAAP Reports

•Schedule of Changes in Depreciation

- Contains "changes" in depreciation of capital assets during the current fiscal year
- Ability to generate a summary or detail report
- Ability to generate the report by asset class, fund or function
 - For FYE, it is recommended to generate the report for all three types
- Report Name: ScheduleOfChangeInDepreciationReport.pdf
- Summary report lists the beginning depreciation, continuing items, acquisitions, dispositions, transfers, adjustments and ending depreciation balance in column format.
 - Detailed report lists individual tags that make up the acquisitions, dispositions, transfers or adjustment amounts.
 - Schedule of Change in Depreciation recording and Balancing Depreciation Reports

Summary Schedule of Change in Depreciation By Class

Asset Class	Description	Beginning Depreciation	Continuing Items	Acquisition	Disposition	Transfer In	Transfer Out	Error Adjustment	Ending Depreciation
Governmental									
0100	LAND AND LAND IMPROVEMENTS	2,100,973.89	288,589.33	13,919.18	0.00	0.00	0.00	0.00	2,403,482.40
0200	BUILDINGS AND BUILDING IMPROVEMENTS	7,072,498.08	682,332.07	16,046.06	0.00	0.00	0.00	0.00	7,770,876.21
0300	FURNITURE, FIXTURES AND EQUIPMENT	819,842.22	193,561.79	5,197.10	653.03	0.00	0.00	0.00	1,017,948.08
0400	VEHICLES	1,070,116.89	134,461.00	5,869.16	174,892.33	0.00	0.00	0.00	1,035,554.72
Total for Governmental Funds		\$ 11,063,431.08	\$ 1,298,944.19	\$ 41,031.50	\$ 175,545.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,227,861.41
Grand Total For All Fund Types:		\$ 11,063,431.08	\$ 1,298,944.19	\$ 41,031.50	\$ 175,545.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,227,861.41

Detail Schedule of Change in Depreciation By Class

Tag Number	Description	Acquisition	Disposition	Transfer In	Transfer Out	Error Adjustment
Governmental						
0100 LAND AND LAND IMPROVEMENTS						
9188Z	High School Facility Upgrades to water coolers-8 items	13,919.18	0.00	0.00	0.00	0.00
Total for 0100 Asset Class		\$ 13,919.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Suggested Non-GAAP Reports

- **Asset Listing by Grant/Source**....listing of acquisition transaction data by source account code and/or grant identifier
- **Brief Asset Listing**..... brief listing (one line per item) of all assets or a subset of them.
 - Recommended 5 versions of the Brief Asset generated at FYE
 - 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 by fund
 - Brief Asset Listing by function
 - Brief Asset Listing by asset class
 - Acquisitions for current fiscal year
 - Dispositions for current fiscal year

Suggested Non-GAAP Reports

- **Book Value Report**.....displays depreciation information listing original cost, salvage value, book value, % of depreciation, and last year of useful life.
 - The current FY is used for the reporting date.
 - Recommended 4 versions generated at FYE
 - 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 reports below).
 - Book Value Report by function
 - Book Value Report by class
 - Depreciation for current FY dispositions by function
 - Depreciation for current FY dispositions by class

Suggested Non-GAAP Reports

- **Audit Report**

- Tracks changes made in the application

- **Depreciation Posting Report**

- Contains the projected FTD depreciation and Book Value amounts, sorted and subtotaled by asset fund with a grand total at the bottom of the report

- **Fiscal Year Ending Balances Report**

- Contains the projected ending (original cost) balances for the current fiscal year (displayed in 'Current Fiscal Year' field).

Fiscal Year-End Closing Procedure

- Close the current fiscal year by clicking the Close Icon in Core>Fiscal Years
 - Advances EIS last FY closed date in Core>Configuration by one year
 - Adds one year's worth of depreciation to LTD depreciation field
 - Updates beginning balance fields for new FY
- Generates **Inventory FYE Bundle**
 - Generates the necessary reports and the reports will be stored/visable in the document storage grid-coming soon!

Fiscal Year-End Closing Procedure

- In Core>Fiscal Years, create FY2026, open the year and make it current to start processing inventory for the new year.
- If GAAP flag is not enabled and the entity would like to start on GAAP for the next fiscal year, please email helpfiscal@mveca.org
 - Once the GAAP flag is enabled, entity may start entering inventory for the new fiscal year.

Questions?



EIS FYE CHECKLIST

<https://mcoecn.atlassian.net/wiki/spaces/ID/pages/1575814/Inventory+Fiscal+Year+End+Checklist>