MVECA GAAP FISCAL YEAR END PROCEDURES

USAS RELATED ITEMS

_____The **PAYABL** report can be produced during August for payable amounts as of June 30. The PAYABL report should be sorted by fund/function for Governmental funds and by object code for Proprietary funds. Only items that have a received date prior to the date entered on the options page (defaults to last fiscal year closed) 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 Selection" 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.

_____Generate a summary of accounts receivable by fund/function for all Governmental funds and by object code for all proprietary funds. If using ARF, use the ARRPT/**ARCVBL** report. If not using ARF, start using unique two character codes in the receipt descriptions for tracking receivables and deferred revenue as of 7/1/20YY. This will allow you to generate a report of these items by using the datatrieve report called **RCPTSEL.**

_____Generate an extra copy of the **PODETL** report.

_____*Generate a copy of **WORKCOMP** report sorted by fund/function/object code using the current calendar year projected rate. NOTE: You will need to manually adjust the report by the Board paid Retirement, Section 125 and, if any, Annuities.

_____Generate a report of outstanding interfund transactions. A report is needed to show all advances which have not been returned. This can be accomplished by running **RECLED** for all fund to fund transfers.

_____Generate an **APPSUM** report at the end of August to use to determine Compensated Absences. Select only the vacation and severance pay object codes and sort by fund/function

_____Check with your GAAP Auditors for additional report requests.

_____Run GAAP_BUD, GAAP_APP and GAAP_REV to see differences in original and expendable/recievable amounts

*Duplicate step; also included in USAS Fiscal Year End Closing Procedure

USPS RELATED ITEMS

_____Generate a **CHKSTS** report of all outstanding checks as of 6/30/20YY.

_____*Generate **WAGOBL**, totaled by fund/function/object. Review WAGEMP for large accrual amounts. If the pay unit is hourly, in error; but the rate is daily; the accrued wages will be inflated.

_____*Generate **BENOBL**

_____*Generate **SURCHG**

_____Generate **BIRTHHIRE**

*****Duplicate step; also included in USPS Fiscal Year End Closing Procedure

EIS RELATED ITEMS

- Generate the following EIS reports.

  EIS101- Schedule of Fixed Assets by Source
  EIS102- Schedule of Fixed Assets by Function and Object
  EIS103- Schedule of Changes in Fixed Assets
  EIS104- Schedule of Changes in Depreciation
  Generate 3 sorts: fund, function and asset class
  EIS305- Book Value Report
  Generate for all currently active capitalized assets- 2 sorts: function and asset class
  Generate for all capitalized items disposed of during the current fiscal year- 2 sorts: function and asset class

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