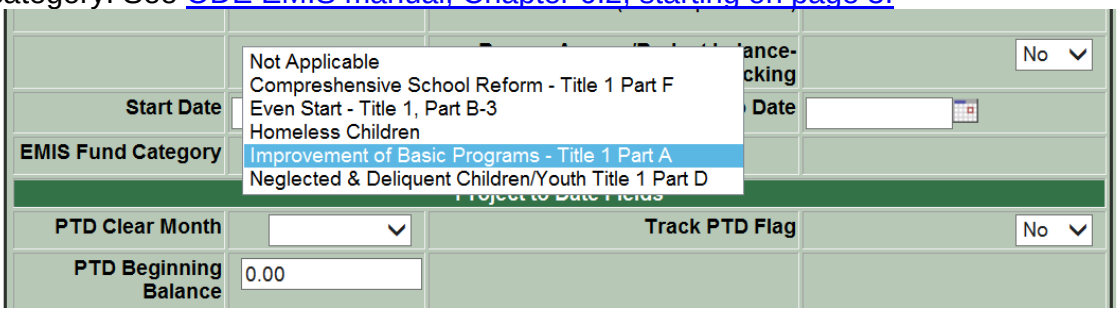
MVECA USAS EMIS FINANCIAL (H) REPORTING CHECKLIST

The following checklist outlines the steps to be followed when reporting financial fiscal yearend data to ODE.

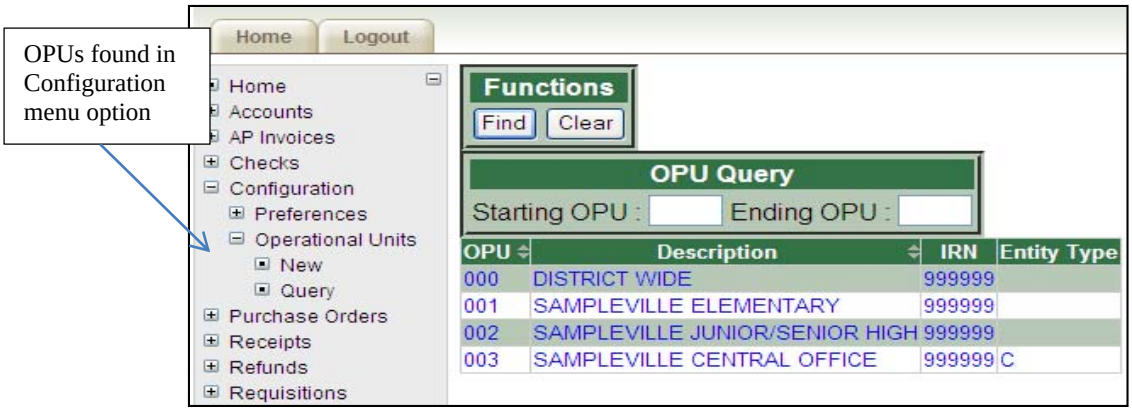
___1. Before closing USAS for the fiscal year, run the program **VALACT** to insure that no invalid accounts exist in the account master file. If invalid accounts do exist, they have to be eliminated before processing USAEMSEDT. Invalid accounts can be eliminated via **ACTCHG** or **FNDCHG** program by changing them to valid account codes.

___2. Enter EMIS Fund Categories for required funds. The category defines the FUND/SCC describing what type of fund it is for EMIS yearend financial data processing and is required for funds that have multiple sources of revenue as defined in the biennial budget. You may run an EMISFCAT report for a listing of all cash accounts with their EMIS fund category. See ODE EMIS manual, Chapter 6.2, starting on page 3.



IF NEEDED THE FOLLOWING STEPS CAN BE PERFORMED FROM THE USAS FISCAL YEAREND BACKUP, 4502HIST.

___3. **OPU -** Use USASWeb/ Operational Units to query all the OPUs; and make modifications if needed



The entity type is set to "C" if the OPU is set up to track central office expenses. Otherwise, the entity type is left blank. IRNs must belong to your district. The IRN used determines what building an expenditure will be reported. Run OPULST for a report of your OPUs, if needed.

___4. The Building Profile, Central office square footage ***and ITC IRN*** information must be entered in the USAEMSDB program. The building profile includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building

in your district. The district profile includes information to report the central office square footage for your district.

MENU>**USAEMSDB**

- **Option 1. DSTMNT** - EMIS District Info Maintenance - Central Office Square Footage and ADD MVECA's IRN = 086488
  - Central Office Square Footage = Include the square footage of the central office space and any other facility directed by the central office not already reported under a separate IRN. ESCs should report all zeros (000000000)

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                              EMIS DISTRICT YEAREND INFORMATION

Central Office Square Feet: _________
ITC IRN Number:             086488
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- **Option 2. BLDMNT** - EMIS Building Info Maintenance - Previous year's values will be displayed. Update transportation and lunchroom percentages and correct square footage fields, if needed
  - Transportation and Lunchroom Percentages must total 100%

Building IRN		Square Feet	Transportation Percentage	Lunchroom Percentage
000000	Sampleville Elementary	33908	50	50
111111	Sampleville Middle	45650	25	25
222222	Sampleville High School	51962	25	25

___5. Run USAEMSEDT - Must enter all 4 options even if there is nothing to input.

- Cash Reconciliation – Exhibit 1 - enter bank ending blanaces, deposits in transit, outstanding check totals, adjusting entries, investment information and petty cash amounts. The total ending balance must equal the current fund balance on FINSUMM. Creates CSHREC.TXT. If the reconciliation doesn't balance, make corrections before proceeding. USAEMS will not run successfully if there is an error.

- Federal Assistance Programs Summary – Schedule of Federal Assistance Summary - Reports if distirct had more or less than $500,000 in Federal expenditures during the fiscal year. Update fiscal year. Creates FEDSUM.TXT

- Federal Assistance Programs Detail – Schedule of Federal Assistance Detail
  - Run the initialization option to delete all 5xx funds from previous year and creates a new record for non-zero figures for current fiscal year.
  - Add CFDA # to new records
  - Add /Update federal aid received on non 5xx funds
  - Districts with federal loans for Adult Ed programs see AOS Bulletin 2009-002. Non-federal fund numbers 022 and 012 need to be added to this detail.
  - ODE's webpage contains a summary report of federal contributions
  - Creates FEDDET.TXT

- Civil Proceedings – Statement R - If the district is involved as a plaintiff or defendant in any law suits, they should be disclosed here. CVLPRC.TXT

___6. Run USAEMS once satisfied with the accuracy of reports. Extracts USAEMSEDT and USAEMSDB data and creates USAEMS_EMISR.SEQ and USAEMS.SEQ.

- Answer 'N'o to "Are you extracting for an Information Technology Center?"
- Accounts extracted are based on the "SM1/SM2" flag on the cash account
- Will validate EMIS Fund Category and issue errors.
- Will check CSHREC (Cash Reconciliation) to see if it balances.

___7. Execute **USAEMS_FTP** to transfer the USAEMS_EMISR.SEQ file to the data collector

____8. Compile your capital assets information before Reporting period H closes.

- **EIS DISTRICTS**
  - Add current year capital assets
  - Execute EISEMS – This produces EISEMS.SEQ
  - Execute EISEMS_FTP – This transfers the file to the Data Collector Other Data Sources
- **NON-EIS DISTRICTS**
  - Enter your capital asset information into EMIS-Flat File Editor
  - Export sequential file and save it to your local drive.
  - Login to the Data Collector and upload this file to the Other Data Sources for reporting period H

___9. The manifest for the H reporting period will be both a SIF collection (Accounts, Receipts, Expenditures, and OPUs) and Other Data Source (USAEMS_EMISR.SEQ and EISEMS.SEQ or file from Flat File Editor). Login to the Data Collector and collect, prepare, **preview**, certify and submit your data to ODE

PROCESSING USAEMSEDT AFTER CLOSE OF USAS FISCAL YEAR

___1H. At the menu prompt execute the command 4502HIST

Menu>4502HIST

___2H. Process any steps that were not completed prior to closing USAS.

___3H Email helpfiscal@mveca.org to have a new backup created and to copy the USAEMSEDT reports out to FISCALCD.

___4H. Return to live files

Menu>4502live