USAS FYE 2025

mveca

Things to consider prior to FYE
District policies & procedures will vary

- **Closing out all possible purchase orders**
  FAQ Purchase Orders
- **Review old outstanding disbursements**
  FAQ Disbursements
- **Add/Customize Monthly Report Bundle**
  Scheduling a Custom Monthly Report Bundle
- **Maintenance of Effort** (MOE)

  Budget Summary MOE

Maintenance of Effort

Why important ?
– Prior to funding, ODE annually compares the district's local or state & local expenditures to ensure that the district budgets & expends at least the same amount of funds as the previous year.

SSDT Budget Summary MOE report
– You can review the expenditures <u>prior</u> to these being reported to EMIS by running this report

   • Run the SSDT Budget Summary MOE report in the report manager or,
   • Run the Budget Summary canned report and apply the filter: ssdt-moe

---

Things you can do now prior to FYE

• **Verify Data**
   • District & Building information
   • Accounts are valid/in-activate old USAS accounts
   • OPUs for district

• **Prepare next year budgets & revenue estimates**

• **Prepare requisitions for next Fiscal Year**

   – Posting Period must be open for July

   – July 2025 does NOT need to be current posting period

   ❖ **Optional (SETBAL):** Setting Estimate vs. Actual Variances to Zero

Pre-Closing Procedures

Organization Detail
- Used for Financial Reporting
- EMIS Period H for FY25.

Core > Organization
- Central Office Square Footage
- ITC's IRN – No longer required for EMIS extract

Organization Detail	
Irn	009149
Name	Cotton (Demo) Schools
Attention	Tim McGuire, Treasurer
Address	
Line 1	1795 Rains Park
Line 2	
City	Patterson
State	OH
Zip	45084
Country	US
Is Foreign	☐
Phone	
Phone	
Extension	
Country Code	
Phone Number	
County	Sloan County
Federal Ein	813116679
State Vendor Id	734709146
Central Office Square Footage	3.000
ITC IRN	123456

District's Building Profiles

- **Periodic Menu > Building Profiles**
- **Review & Update**
  - IRN number
  - Square footage
  - Transportation Percentage
  - Lunchroom Percentage

✔ Save	⊘ Cancel	
IRN	11111	
Description	High School	
Square Footage	25,000	
Transportation Percentage	13.00	
Lunchroom Percentage	35.00	

			IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
👁	✎	⚙	11111	High School	25,000	13%	35%
👁	✎	⚙	11114	West Elementary School	10,000	30%	19%
👁	✎	⚙	11112	Middle School	14,000	27%	29%
👁	✎	⚙	11113	East Elementary School	10,000	30%	17%

Verifying with Report

- **SSDT District Building Information Report**

			Favorite	Created by	Report Name	^2	Description
Report Manager							
Import Report	Create Form						
					%building%		
⬇ 👁 ✎ ⚙ ▤ ❖ ☐				SSDT	SSDT District Building Information		Produces a report of the data entered under the Periodic's Building Profile option.

Reporting Period: February 2021 (FY 2021)   3/23/21 2:08 PM

Cotton (Demo) Schools
District Building Report

IRN	Description	Square Footage	Transportation Percentage	Lunchroom Percentage
087654	Middle School	50,000	50.00 %	33.00 %
023456	Elementary School	99,654	50.00	25.00
092345	High School	55,555	50.00	75.00

Account Validation

- Run the **SSDT Account Validation Report** to ensure no invalid accounts exist prior to submitting your financial data through the data collector
  - Optional: Use the query option for active accounts only
- NOTE: This report will only check for invalid dimensions. Some of the other warnings messages from classic VALACT (listed below) are validated during the Level 1/Level 2 Validation Reports in the data collector.
  - ODE warning regarding OPU to be entered for specified func/obj per EMIS guide
  - Function, Object and Receipt must be defined at a higher level of detail
  - ODE warning regarding SUBJ or IL to be entered for this func/obj in most cases
  - Valid EMIS category entered for this fund (see next slide)
- If the Level 1 or Level 2 reports contain <u>fatal</u> errors, (and the district has closed the fiscal year), the district can re-open June of the prior fiscal year and make any necessary changes.

Examples of EMIS Errors

- XXX is not a valid fund code

- XXXX is not a valid function code

- XXX is not a valid object code

- XXXXXX is not a valid subject code

- Receipt code XXXX is not at a valid level of detail

- Receipt code XXXX is invalid as of *(date)*

Level1/Level 2 Validation Reports

Other warning messages that are validated in the data collector.

- Function, Object and/or Receipt must be defined at higher level of detail
- DEW requires SUBJ or IL to be entered for this func/obj in most cases
- DEW requires OPU to be entered for this func/obj per EMIS Guide

- *If district receives Level 1 or Level 2 <u>fatal</u> error(s) and has closed the fiscal year, June can be reopened to make any necessary changes.*

Account Validation Errors

- **Any accounts with Invalid Validation Errors that have amounts in the reporting fiscal year must be cleaned**
  - **Use Account Change under Utilities**
  - **Distributions/Error correction under Transactions**

Cash Records

- The Cash Record is reported via EMIS with the Financial (H) Collection and the category defines the Fund/SCC describing what type of fund it is for EMIS.

- Per DEW website, the DEW Brief Description was removed as of FY23 Financial reporting. These were previously referred to as the EMIS Fund Categories. These were previously referred to as the EMIS Fund Categories.

Review Operational Units

- Review under **Core menu** or by running the **SSDT OPU Listing report** under Reports
- Verify **IRN numbers** and **Entity types** are accurate.

  - OPU of 000 must be the reporting district IRN.
  - All OPU's must have an IRN defined within your district.
  - The OPU for Central Office should be checked

✔ Save	⊘ Cancel

Code | 000
Description | ADMINISTRATION OFFICE

IRN # | 123456
☑ Central Office

USAS Accounts

Account Clean Up

Adobe Acrobat Document

- – Review USAS Chart of Accounts
- – **Post FYE** (Review updated USAS Chart of Accounts-To alleviate concerns about the implementation date for the predefined special cost centers being overly burdensome, the Ohio Auditor of State (AOS) and Department of Education and Workforce (DEW) are extending the required implementation date for schools to use the new "9XXX" Special Cost Centers (SCC) to account for restricted components of Foundation formula in the General Fund from July 1, 2025 (FY26) to July 1, 2026)
  - https://collaborate.oasbo-ohio.org/blogs/marnie-fredrickson/2025/05/07/usas-manual-special-cost-center-implementation-ext?_zs=wdeMa&_zl=WGuU4

Mass Add/Change New USAS Accounts

- Mass Add Cash Accounts
- Mass Load Accounts- Can be used to add expenditure and revenue accounts
- Mass Change Cash Accounts to in-active
- Distribution/Error Corrections: to re-assign expenditures originally charged to a different account
- Special Cost Centers in General Funds- Coming soon but can be added now with the alpha characters
- Fund Change (coming before the end of CYE) only when moving an entire fund to a new one that doesn't exist
- Changes to valid account codes will be updated near start of FY26

Appropriations

- Use the **BUDGETING > SCENARIOS** option to enter next year proposed Budgets and Revenue estimates.

- Refer to **Appendix > Useful Procedures** for steps
- Budgeting Scenario Steps for creating proposed amounts for the next Fiscal Year

  https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3573009/Budgeting+Scenario+Steps+for+creating+proposed+amounts+for+the+next+fiscal+year

---

Month End Closing

Proceed with closing out for the month of June
- Enter all transactions for the current month
- Attempt to reconcile USAS records with your bank(s)
  - Perform Bank Reconciliation Procedure
  https://mcoecn.atlassian.net/wiki/spaces/usasrdoc/pages/3572902/Cash+Reconciliation
  - Under Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
- Generate the **SSDT Cash Summary** report and the **SSDT Financial Detail** report
  - The detail report may be run for the month in order to compare MTD totals to the Cash Summary report for June. *Totals should match.*
- If totals agree . . . You are balanced and may proceed

Monthly Reports

- Manually run & review any desired reports not included in the Monthly Reports Archive.
- Monthly Reports Archive will automatically run when Period is closed.

- Wait until the bundle is complete before closing another month or making July the current month. The FYE bundle will take several minutes to generate.
- Reports can be viewed under Utilities>File Archive
- If you do NOT want report bundle to run for Posting Period
    - Navigate to Report > Reports Bundle
    - Disable bundle by clicking the checkbox

- USAS File Archive or Fil Archive Manager Roles, please email helpfiscal@mveca.org if you want this role added to any users

---

Fiscal Year End Closing

Under **PERIODIC** menu:

- Confirm the **CASH RECONCILIATION** for the current period has been completed.

- Select the **CIVIL PROCEEDINGS** program to create/update civil proceedings.
    - ***If a district doesn't have civil proceeding nothing needs entered and when they close out the year they can click through to proceed without any civil proceedings
- **FEDERAL ASSISTANCE** is no longer required for DEW EMIS Reporting. These steps are no longer needed prior to running the FYE Close or EMIS Extract
- **Optional:**
    - Select the **FEDERAL ASSISTANCE SUMMARY** program and enter the necessary information for the current fiscal year. *NOTE: The 'SUMMARY' option must be completed before the 'DETAIL' option to link the records together.*
    - Select the **FEDERAL ASSISTANCE DETAIL** program
        - Create/Clone CFDA record & enter the necessary information
        - Once Cash Account is selected, FYTD revenues and expenditures will populate.
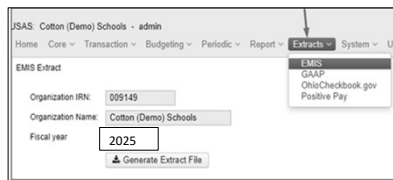
EMIS Extract

NOTE: Before generating the Extract file:

▶ Make sure the **EMIS SOAP Service Configuration** under

SYSTEM/CONFIGURATION is updated to reflect the Fiscal Year the

district is reporting for Period H.
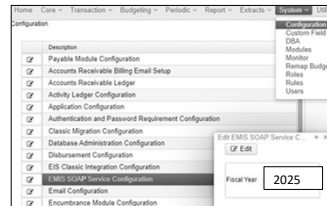
EMIS Extract

▶ Under the **Extracts** menu, select **EMIS** and click on **Generate Extract**

File to create a **USAEMS_2025.SEQ** file to be uploaded into the data

collector for Period H reporting.

▶ Once the .SEQ file is uploaded into the Data Collector, it will be used

along with the USAS SIF Agent for EMIS-R collections.

EMIS Extract

▶ **EMIS Extract**
- CASH RECONCILIATION
- CIVIL PROCEEDINGS
- DISTRICT AND BUILDING PROFILE INFORMATION
- WILL EXCLUDE THE ACCOUNT AND OPERATIONAL UNIT RECORDS.
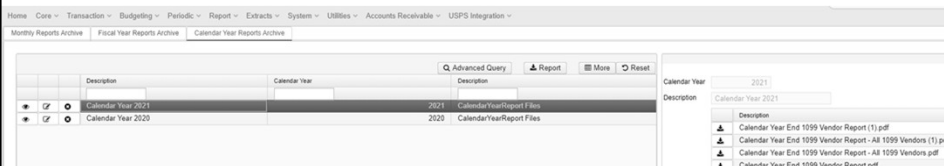 - *EMIS Extract does <u>not</u> contain the full file (USAEMS.SEQ).*

▶ **SIF Agent will pull other Period H files:**
- CASH, EXPENDITURE, REVENUE ACCOUNTS
- ACCOUNT DATA
- OPERATIONAL UNITS

Fiscal Year End Reports

- Reports can be viewed under Utilities > File Archive by clicking on row.

- Manually run & review any desired reports not included in the Fiscal Year Reports Archive Bundle.
- Fiscal Year Reports Bundle will automatically run when Period is closed.
- <u>Wait until the bundle is *complete* before changing the current posting period to a new period </u>if there are **custom report bundles scheduled** to run on the *PostingPeriodCloseCompleted* or the *FiscalPeriodCloseCompleted* event.

Close the Fiscal Year

▶ **Create July 2025 Posting Period**

- Click on CREATE, select **JULY**, enter **2025** and do not make current.

    To close June and the Fiscal Year, go to Core > Posting Periods

- Click ▇ to close June.
- Both the **Monthly Report Archive** and **Fiscal Report Archive** bundles will automatically run when the last posting period of the fiscal year is closed.

    NOTE: *If there are **custom report bundles scheduled** to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom bundles to <u>complete</u> before changing the current posting period to a new period.*

▶ **Once Report Bundles are complete, make July 2025 current.**

▶ **You are now closed for the month and fiscal year**

POST CLOSING PROCEDURES

Scheduled Extracts for AOS

√√√**District Audit Job – _ALREADY SCHEDULED BY MVECA_**

- SSDT USAS AUDITOR EXTRACT – ACCOUNT
- SSDT USAS AUDITOR EXTRACT – TRANSACTIONS
- SSDT USAS AUDITOR EXTRACT – VENDOR
- SSDT CASH SUMMARY
- GAAP Extract

Utilities > Job Scheduler > Create+

- When this job runs, it will generate reports for the PREVIOUS Fiscal Year based on the current period.
- Once the current period has been changed to July 2025, then it can be scheduled to run when needed. This may be set for the district's typical time of audit.
- When the Audit Job runs, it will send reports to the File Archive Audit Reports
- section AND it will securely file transfer a copy of the reports directly to AOS.

FINANCIAL DATA REPORTING

Financial data Submission to DEW

- Process is done through EMIS-R.
- Responsibility of the District.
- Authorized person in district (i.e. EMIS Coordinator, Treasurer) will UPLOAD flat file (Using EMIS-Extract from Redesign), run the data collection process & submit the data to DEW
- Must be sent to DEW before Period H closes for fiscal year 2025

- Reminder: As of FY20, capital assets are no longer needed and are

NOT to be included in the data collection.

PERIOD H - Financial Reporting

ODE has DRAFT schedule posted online:

EMIS Data Collection Calendars

Education Management Information System (EMIS) Data Collection Calendars are available by fiscal year below. Each calendar includes the collection name and the collection's open date and close date. The document posted contains three versions of the calendar: the first page is divided by major data grouping, the second page is sorted by open date, and the third page is sorted by close date.

Those reporting EMIS data must submit their information as outlined in the schedules unless a waiver has been granted.

Note that these calendars are always posted as drafts as unforeseen circumstances can cause dates to be changed throughout the year. Such updates are always included in an EMIS Newflash.

» EMIS Data Collection Calendar for 2024-2025 🔺 *(posted 1/10/2025)* **Draft**
» EMIS Data Collection Calendar for 2023-2024 (Posted 4/23/2024) 🔺 **Draft**
» EMIS Data Collection Calendar for 2022-2023 (Posted 3/09/2023) 🔺 **Draft**

Check for updates on DEW's website, email announcements or newsletters for information on Period H Processing.

Financial Collections

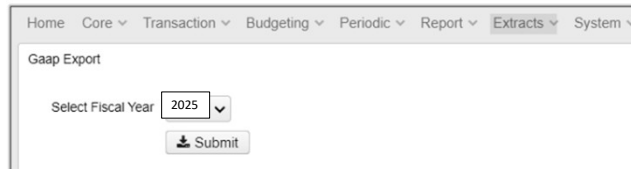|			
Financial Collection (FY25) (2025H0000)	H	6/5/2025	8/30/2025
Five Year Forecast - Initial Required (FY25) (2025P0000)	P	9/1/2024	11/30/2024
Five Year Forecast - Initial Optional (FY25) (2025P1OPT)	P	12/1/2024	3/31/2025
Five Year Forecast - Required Spring Update (FY25) (2025P2MAY)	P	4/1/2025	5/31/2025
Five Year Forecast - Final Optional (FY25) (2025P3OPT)	P	6/1/2025	9/30/2025

Financial Reporting Special Notes:

▶ Districts only needs to upload the sequential file (from the EMIS EXTRACT in USAS-R) in the "financial" data source in EMIS-R. When they are ready to run a collection in the data collector, they will select the USAS SIF agent and the "financial" data source.

▶ The EMIS Soap Service Configuration tells the SIF if it should pull account information from the history records or the current account file

- Data types consist of:
  - Cash, Budget, and Revenue accounts ⎤ SIF zone
  - Operational Unit Codes ⎦
  - Data entered in PERIODIC ⎤ Flat Files

GAAP EXTRACT

- Run **GAAP from Extracts menu** to create necessary file for GAAP reporting
  - Select the Fiscal Year and click on 'submit' to generate the GAAPEXPORT.TXT file
  - Attach file in an email to person(s) responsible for uploading the file into WEBGAAP.

WEBGAAP

GAAP URL

https://webgaap.ohioauditor.gov/webgaap/

GAAP WIKI

https://webgaapwiki.ohioauditor.gov/

FYE Checklist

https://www.mveca.org/Downloads/MVECA%20USAS%20FYE%202025%20CHECKLIST23.docx

mveca