MVECA USAS FYE 2026 CHECKLIST

Things that can be completed prior to FYE

☐ 1. Prepare next year's budget & revenue estimates

- Ensure you have created all your new accounts per the AOS changes

Budgeting Scenario Steps for created proposed amounts for the next fiscal year

☐ 2. Prepare requisitions for next Fiscal Year

- Ensure you July 2026 posting period is open (Does not need to be current)
- Optional: Set FYTD Receivable and FYTD Unencumbered Variances to zero (SETBAL)
  - Setting Estimate vs. Actual Variances to Zero

Pre-Closing Procedures

The following pre-closing procedures can be completed any time prior to closing the fiscal year.

☐ 3. The Central office square footage must be populated in the '**ORGANIZATION' program under CORE**. The district profile includes information to report the central office square footage for your district.

☐ 4. The Building Profiles information must be updated in the '**BUILDING PROFILES' program under PERIODIC.** The building profiles includes information to report the correct square footage, bussing percentages, and lunchroom percentages for each building in your district.

☐ 5. A Building Profiles report may be generated by running the '**SSDT District Building Information**' report under the Report Manager grid.

☐ 6. Run the **SSDT Account Validation Report** under the Report Manager to ensure no invalid accounts exist. If invalid accounts do exist, they should be changed via the '**ACCOUNT CHANGE**' program under **UTILITIES** by changing them to valid account codes.

☐ 7. Run an '**SSDT OPU LISTING**' report under the Report Manager grid to review your OPUs to make sure your IRN numbers and Entity types are correct. Use **OPUs** under **CORE** to make any necessary changes. All OPUs must have an IRN within your district.

☐ 8. Ensure the Budget and Revenues for the next Fiscal year have been promoted and applied

- ☐ To double check run a BUDSUM or REVSUM using an as of July date for the up-coming Fiscal Year
- ☐ Once the budget/revenues are promoted the new amounts will shows in the next year proposed field when viewing an account

☐ 9. Under System/Configuration update the EMIS SOAP Service Configuration year

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Month-End Closing

- [ ] 10. Enter all transactions for the current month
- [ ] 11. Attempt to reconcile USAS records with your bank(s)
    - Perform bank reconciliation procedure
    - Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month
- [ ] 12. Manually run and review desired reports
  The SSDT Monthly Report Bundle will automatically run when the Posting Period is closed if it is enabled. A list of the included reports & descriptions can be found here.
- [ ] 13. Generate the 'SSDT Cash Summary' report and the 'SSDT Financial Detail Report'.
    - The Financial Detail Report may be run for the month only to compare MTD totals to the Cash Summary Report.
    - Compare the totals from reports... they should be identical.
- [ ] 14. If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.

Fiscal Year-End Closing

Under the Periodic menu:

- [ ] 15. Confirm the '**CASH RECONCILIATION**' for the current has been completed.
- [ ] 16. Select the '**CIVIL PROCEEDINGS**' program and enter any existing civil proceedings
- [ ] 17. Under the **Extract** menu, select **EMIS** and click on 'Generate Extract File' to create a .SEQ file to be uploaded into the data collector.

    Before generating the Extract file, make sure you have edited the 'EMIS SOAP Service Configuration" under SYSTEM and entered the Fiscal Year you are reporting for Period H.

    - Warning messages may be issued if the cash reconciliation and civil proceedings programs have not been completed. You can bypass the warning for the civil proceedings if the district does not have any
    - As of FY2024, the Federal Assistance Summary and Detail are no longer required for DEW Period H reporting and will not be contained in the EMIS Extract. Based on district feedback, these pages remain in the software as an optional tool that may be used for entering and reporting on Federal Schedule information.

    The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It *does not* contain the 'full' (USAEMS.SEQ) file. The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data to DEW.
- [ ] 18. Under the Core menu, click on Posting Periods. Click on 'Create' to create new July Posting Period leaving June as Current period.

☐ 19. To close the June and Fiscal Year, under the Core menu, click on Posting Periods.

☐ Click on to 'Close' the current period.

- The SSDT Monthly and Fiscal report bundles will automatically run when the Posting Period is closed.
- Please allow the report bundles to complete before making July current, at FYE it does take additional time for the bundles to run

If there are custom Report Bundles scheduled to run on the PostingPeriodCloseCompleted or the FiscalPeriodCloseCompleted event, users should allow the custom Report Bundles to complete before changing the current posting period to the new period.

☐ 20. Click on to make July the current posting period (After your FYE report bundles are completed).

You are now closed for the month and fiscal year, proceed with your next month's financial transactions.

Reminder

After the July posting period is open, please review any Pending Transactions in Transactions>Pending Transactions that are to be posted in July. Please post accordingly.

Post Fiscal Year-End Closing

☑ ~~21. Review or Schedule Extracts for AOS.~~

NOTE: Should show in the job scheduler as this was scheduled by MVECA and it will show the next run of May 19th for the SOC1 job and 7/27 for the district job

The reports will be sent to the Audit Reports section of the **File Archive** and they will be sent **via SFTP directly to AOS** when the job runs. Since this generates reports for the previous fiscal year, this should be scheduled after July of the new fiscal year has been made current. This may be scheduled for the district's typical type of audit

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

If you plan to use the Web-GAAP system for GASB34 reporting or to access the Legacy Cash Reports continue with the next step.

☐ 22. The **GAAP** program under the **EXTRACT** menu can be run if you use the **Web-GAAP** system for GASB34 reporting. It will create the file necessary for uploading into the WEB_GAAP system. If the district user wishes to use Web-GAAP, an account will need to be set up if the district does not already have one.

For more information on Web-GAAP and legacy cash reports you can go to the GAAP Wiki

☐ 23. Set a reminder or submit your Financial (H) Collection in the data collector before the EMIS Collection Close Date