

USAS Month End Closing Procedures

The following checklist outlines the steps to be followed when closing out USAS for the Month

- _____ Enter all transactions for the current month

- _____ At your menu prompt to check for .batch files that may need to be processed type in:
dir disk\data:[xx.data]*.batch – (return) - .batch files will be listed.
xx = your district's initials (ie., AU,BE, etc)

- _____ Attempt to reconcile USAS records with your bank(s)

- _____ Perform the Bank Reconciliation Procedure as described in the USAS Users Manual (page 12-8)

- _____ Generate Cash Reconciliation using the cash reconciliation (**option 1**) of the **USAEMSED**T program, **FINSUMM**, **PODETL** (Outstanding PO's- No date range) and **BALCHK** reports

- _____ Examine the MTD, YTD and FYTD Expenditure lines on the **BALCHK** report. The dollar amounts for cash, budget and appropriation accounts should be identical for each line of the report

- _____ Examine the MTD, YTD and FYTD Revenue lines on **BALCHK** report. The dollar amounts for cash and revenue should be identical for each line of the report.

- _____ Compare Current Encumbered totals from the **BALCHK** and **PODETL** reports. They should be identical. If they are not, execute the program **FIXENC** to correct and regenerate **BALCHK** and compare totals. If they still do not agree, contact LGCA for assistance.

- _____ Run the **FINSUMM** report, selecting "Y" to "Generate **FINDET** for comparison" option. This will cause the **FINDET** report to be generated with identical selection criteria as the **FINSUMM** and will determine if it balances with **FINSUMM**.

- _____ When all of the above steps are performed and totals all agree, you are in balance and may proceed. If not, you will need to examine the reports, find errors, make corrections and begin the procedure again!

- _____ Run the **SM12** program. Choose the calculate option and provide the information requested. Upon completion generate a report if desired. This step may be skipped if you are not tracking the SM2 figures

- _____ Generate all needed month-end reports and verify balances. The following is a listing of the **MINIMUM** report listings recommended for retention on a monthly basis for USAS users.
 - USARPT/**ALLSUM** – will generate these first 3 reports - Appsum,Budsum,Revsum
 Summary & Detail of all if you prefer.
 - _____ USARPT/**BUDSUM** using YTD (or split) Budget Summary-All Funds
 - _____ USARPT/**APPSUM** using YTD (or split) Appropriation Summary-All Funds
 - _____ USARPT/**REVSUM** using YTD option Revenue Summary – All Funds

- _____ USARPT/**PODETL** Purchase Order Detail Report for Outstanding Purchase Orders
- _____ USARPT/**FINSUMM** and **FINDET** reports
- _____ USARPT/**RECLED** reports – All Funds, All Options
- _____ USARPT/**CHEKPY** Choose the option for a **Detailed** register for the month
- _____ Cash Reconciliation Report using the **Cash Reconciliation (Option 1)** of the **USAEMSED**T Program.

*Please note that the BUDSUM, APPSUM and REVSUM reports are recommended for retention. This is due to the fact that the data is sometimes valuable in tracking down errors while balancing Cash Reconciliation reports of the USAEMSED*T Program. *It is recommended that the above reports be stored permanently (on MonthlyCD or other source) until such time as the books have been audited or permanently on CD.*

- _____ **MONTHLYCD** Execute this procedure configured by LGCA. You must have **Write** access to the MonthlyCD. This procedure will generate a standardized set of monthly USAS financial reports which can be made available to registered users online via a secure web site and can be archived to CD-Rom is desired. You will receive an e-mail notifying you that this procedure has been completed. This program may be generated more than once, if needed.
- _____ Verify reports have been posted to the web (LGCA Fiscal Services > MonthlyCD > your District reports > your login/password).
- _____ Send an email to fiscal_help@lgca.org to create a ticket for LGCA to verify district month end reports.
- _____ **ADJUST** Run this program once the MonthlyCD has been completed and notice of completion has been received and report creation verified. ADJUST will zero out MTD fields or YTD fields in the master file according to your purpose for running it. Choose option “1” to clear month to date totals. Refer to SSDT Manual for further explanation of this procedure if needed.