

Tri-County Computer Services Association

EIS Fiscal Year End Closing Procedures - 2018

Version 1.1 - 6/13/2018



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This document outlines the steps to be taken to close EIS for the fiscal year.

- The following sequence of steps should be completed at the end of the EIS fiscal year.
- You should continue to add items received prior to July 1 to the system before using this procedure.
 - If items were ordered prior to June 30, but are not received until after June 30th, they will need to be posted in the next fiscal year.
 - You can continue to add items to the pending file even though they may not be posted in EIS until next year.
- **NOTE:** If the depreciation data has been changed so that it is necessary to completely recalculate the life-to-date (LTD) depreciation for several items, you may need to run EISDEPR.
 - Just note that running EISDEPR will affect items that have had improvements (additional ACQTRN's) added to them causing them to lose their true depreciation history.
 - Contact TCCSA for further assistance prior to running EISDEPR.
- Districts with a Dollar and Life Limit specified for the capitalization criteria may choose to run an EIS304 Brief Asset Listing to verify all items meeting the dollar and life limit capitalization criteria are on file as capitalized assets.
 - When running the EIS304, only non-capitalized items should be selected as well as selecting only items with an original cost equal or higher than the capitalization threshold.
 - The report will display a listing of items that currently are not capitalized but exceed the \$ threshold.
 - Review the tags in question to verify that the life expectancy is under the life limit threshold and therefore should not be capitalized.
 - If you find tags that meet or exceed the life limit, you may contact TCCSA to help determine why they aren't being capitalized.

Fiscal Year End Closing

- 1) Run any fiscal year end reports desired. The following are suggested:

GAAP Schedules

- EIS101 -- Schedule of Fixed Assets by Source
- EIS102 -- Schedule by Function/Class – All Options (summary and detail)
- EIS103 -- GAAP Change Schedule (Only if on GAAP): The following 103 reports are recommended:
 - EIS103CL - Schedule of Changes in Fixed Assets by asset class (summary and detail)
 - EIS103FC - Schedule of Changes in Fixed Assets by function (summary and detail)
 - EIS103FD – Schedule of Changes in fixed Assets by fund (summary and detail)
- EIS104 -- Depreciation Change Schedule (Only if on GAAP). The following 104 reports are recommended:
 - EIS104CL – Schedule of changes in Depreciation by asset class (summary and detail)
 - EIS104FC – Schedule of Changes in Depreciation by function (summary and detail)
 - EIS104FD – Schedule of Changes in Depreciation by fund (summary and detail)

Non-GAAP Schedules

- EIS303 – Master Listing – All Items
 - Provides you with an updated master list of your fixed assets. This report is an optional report and extremely large so we don't recommend printing out a hard copy of the report.
- EIS304 -- Brief Asset Listing Report
 - The following EIS304 reports are recommended. The five reports should include capitalized items only and status codes of "A, N, EH, and EN" (with the exception of the disposition report)
 - Brief Asset Listing sorted by Fund
 - Brief Asset Listing sorted by function

- Brief Asset Listing sorted by asset class
- Acquisitions for current fiscal year
- Dispositions for current fiscal year
- EIS305 -- Book Value Report
 - Provides you with necessary depreciation information. The date 06/xxxx (where xxxx is FY being closed) is used for the reporting date. The four reports should include capitalized items only. Enter Status Codes of “A, N, EH, and EN” for the full reports, and Status code “D” for the disposition reports
 - Book Value Report sorted by function
 - Book Value Report sorted by class
 - Depreciation for current FY dispositions by function
 - Depreciation for current FY dispositions by class
- EIS401 -- Insurance Value Report
 - Recommended if the district maintains current replacement cost and/or insurable values on the inventory records.
- EIS801 -- EIS Audit Report, to obtain an official audit report for the auditors.

2) After checking the EIS103 and EIS104, run the EISEMS program (Only if the EIS GAAP flag is turned on):

- MENU>EISEMS
- EISEMS generates an EISEMS.SEQ output file that needs to be uploaded/collected/submitted via EMISR for Period H EMIS submission.
- An EISEMS.TXT summary report is also generated.

3) Run EIS2EMIS to transfer the EISEMS.SEQ file to the EMIS-R data collector server.

- After EIS2EMIS is completed, the EISEMS.SEQ file will be on the data collector to be used during the EMIS Period H financial collection.

4) Execute the EISCD procedure

- This procedure will generate a standardized set of FYE EIS reports which can be made available to registered users online via a secure web site.

STOP!

**CREATE A TCCSA.FISCAL HELPDESK TICKET TO
REQUEST AN EIS BACKUP**

**EVERYONE MUST BE OUT OF EIS IN ORDER TO GET A
CLEAN BACKUP**

**DO NOT PROCEED UNTIL YOU ARE NOTIFIED THAT
TCCSA HAS A GOOD BACKUP**

5) Run the fiscal year closing program, EISCLS.

- This program will update the life-to-date depreciation for the current fiscal year being closed.
- A summary report, EISDEP.TXT, of the current year's depreciation posted by fund will be generated.
- The program will also update the fiscal year closed field on the EISMNT/DATSCN record.
- If the district is currently on GAAP, the program will also update the beginning balances for the new fiscal year and generate the report EISCLS.TXT.

If you were not previously using GAAP and are going to begin GAAP reporting for the coming fiscal year, contact TCCSA. TCCSA will run a one-time GAAP program which will set the GAAP flag to "Y" on the EISMNT/DATSCN record and set the beginning balances for the first GAAP year.

If the above paragraph applies to you, do NOT perform any additional processing until TCCSA has instructed you to continue.
