EIS Fiscal Year-End Procedure - Connect - 2019

* 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. Add these items (FY19) to the pending file for entry AFTER June 30, 2019 EISCLS.

1) EISEMS.seq MUST be created BEFORE EIS is closed for FY19. Run any fiscal year-end reports desired. The following are suggested:

   a. **GAAP Related**
      - **EIS101** Schedule By Source
      - **EIS102** Schedule by Function/Class - All Options (summary & detail)
      - **EIS103** Change Schedule: The following 103 reports are recommended
         - EIS103CL Schedule of Changes in Fixed Assets by asset class (summary & detail)
         - EIS103FC Schedule of Changes in Fixed Assets by function (summary & detail)
         - EIS103FD Schedule of Changes in Fixed Assets by fund (summary & detail)
      - **EIS104** Depreciation Change Schedule: The following 104 reports are recommended
         - EIS104CL Schedule of Changes in Depreciation by asset class (summary & detail)
         - EIS104FC Schedule of Changes in Depreciation by function (summary & detail)
         - EIS104FD Schedule of Changes in Depreciation by fund (summary & detail)

   b. **Non-GAAP Reports**
      - **EIS303** Master Listing - All Items with full detail. Excellent reference report
         - Report is very large and Connect does NOT recommend printing, may archive
      - **EIS304** Brief Asset Reports: 5 sorts are recommended choosing CAPITALIZED items only with codes “A, N, EH, and EN”
         - 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 Reports: Provides depreciation information. 4 sorts are recommended choosing CAPITALIZED items only
         - Status codes “A, N, EH, and EN”
         - Book Value Report sorted by function
         - Book Value Report sorted by class
         - Status Code “D”
         - Depreciation for current FY dispositions by function
         - Depreciation for current FY dispositions by class
      - **EIS401** Values for Insurance Report Current replacement cost and/or insurable values
      - **EIS801** Official Audits Report given to auditors
      - **DSPLST** List of Dispositions by DATE
      - **DSPLS2** List of Dispositions by Date with item data
2) Review & balance inventory based on reports
   a. EIS101, EIS102 and EIS103 reports balance to GAAP schedule
   b. ALL acquired assets are contained on the reports
   c. Construction in Process has been properly itemized
   d. All disposals have been recorded
   e. Capital items have been updated by any physical inventories performed
   f. Make any adjustments/corrections, transfers or disposals found during review
   g. Rerun reports if necessary and start review process again

You must have EISEMS.SEQ created/uploaded/submitted prior to closing your EIS for FY19

3) Run EISEMS program

EISEMS generates an EISEMS.SEQ output file that needs to be uploaded/collected/submitted via EMISR (Data Collector) for Period H EMIS submission prior to closing EIS. An EISEMS.TXT summary report is also generated.

Prior to running EISCLS please do the following steps:

1. Run the EISEMS_FTP program (this transfers the EISEMS.seq file to the Data Collector)
2. Go to the Data Collector and START and Prepare a collection
   a. EAST/Valley View districts - check the SIF Zones & ALL EMIS Formatted Files
   b. WEST/Elyria districts – check SIF Zones & ALL EMIS FORMATED FILES (Financial H 2018-2019 Flat Files)
3. Preview the Collection for any errors/omissions or corrections that need to be made
4. If any corrections need to be made or errors are found
   a. Cancel the Collection
   b. Go back to EIS, make the corrections
   c. Create the EISEMS file again
   d. Start at Step 1 EISEMS_FTP
   e. REPEAT steps 2-4 until satisfied with the results
5. If you are satisfied with the PREVIEW numbers and capital assets are included
   a. Certify and Submit (as indicated)

4) Run EISCLS
   a. Program has a Projection and Actual; Connect recommends running Projection first, review the reports and then Select Actual in EISCLS
   b. Program will run a routine to copy your inventory files
   c. Program will update the life-to-date depreciation for the current fiscal year
   d. EISDEP.TXT will be generated. Summary of the current depreciation by fund
   e. Program will update the fiscal year closed field on the EISMNT/DATSCN record
   f. GAAP districts will have updated beginning balances for the new fiscal year
   g. Program will generate the report EISCLS.TXT

5) Once EISCLS is complete, you may start entering capital assets for the new fiscal year.
EIS101---SCHEDULE OF FIXED ASSETS BY SOURCE

- Prints a summary of the original cost of fixed assets by their source.
- Separate page for each fund type (governmental, proprietary, fiduciary). Fund type is determined by looking up the fund type associated with the "current fund" on screen 1 of EISSCN/ITMSCN.
- Only items which meet capitalization limits and have a status of A, N, EH, or EN are included.
- Uses acquisition method and fund from the account code on the acquisition transaction to determine what line the item should fall on.
- Acquisition methods donated, leased, and other each have their own line.
- Purchased items are listed by the fund that they were purchased by (from the acquisition transaction).
- Also is line "Acquisitions Prior to System Start-up"---contains amounts for items with no acquisition records, or blank fund.

EIS102---SCHEDULE OF FIXED ASSETS BY FUNCTION AND CLASS

- Prints summaries of the original cost and/or book value of fixed assets by their function/activity and/or class.
- Separate page for each fund type (governmental, proprietary, fiduciary). Fund type is determined by looking up the fund type associated with the "current fund" on screen 1 of EISSCN/ITMSCN.
- Only items which meet capitalization limits and have a status of A, N, EH, or EN are included.
- Determines the appropriate line/column on the report by looking at the function/activity code and the asset class code on the 1st screen of EISSCN/ITMSCN.
- Report options are detailed report by function and class (will list all asset classes, including sub-asset classes), summary report by function and class (lists all functions but only major asset classes), and report by class (gives summary by class only).
- Items with blank function/activity or asset class codes will be listed as "unclassified".

EIS103---SCHEDULE OF CHANGES IN FIXED ASSETS

- Prints changes in fixed assets during the fiscal year, by fund, function/activity, or asset class.
- Separate page for each fund type (governmental, proprietary, fiduciary). Fund type is determined by looking up the fund type associated with the "current fund" on screen 1 of EISSCN/ITMSCN.
- Only items which meet capitalization limits and have a status of A, N, EH, or EN are included in the balances.
- Determines the appropriate line/column on the report by looking at the fund, function/activity, or asset class code on the 1st screen of EISSCN/ITMSCN, depending on which report is being run.
Columns:
1. Beginning Balance - Total original cost amount at the beginning of the year
2. Acquisitions - Acquisitions during the fiscal year
3. Dispositions - Dispositions during the fiscal year
4. Transfers In - Amount for items transferred into this code
5. Transfers Out - Amount for items transferred out of this code
6. Adjustments - Includes net amount of any transactions which have the error adjustment flag equal to "Y". Also includes amounts for items which switched capitalization status (see below).
7. Ending Balance - Total original cost amount at the end of the year

Items which were not capitalized at the beginning of the year but now are will have their total original cost shown in the adjustments column.

Items which were capitalized at the beginning of the year but now are not will have their total original cost shown as a negative amount in the adjustments column.

Items with blank fund, function/activity or asset class codes will be listed as "unclassified".

A detail report is also created showing all acquisitions, dispositions, transfers, and adjustments by tag number to back up the figures on the schedule.

EIS104---SCHEDULE OF CHANGES IN DEPRECIATION

Prints changes in depreciation for the current fiscal year by fund, function, or class.

Gives both a summary and a detail report.

Separate page for each fund type (governmental, proprietary, fiduciary). Fund type is determined by looking up the fund type associated with the "current fund" on screen 1 of EISSCN/ITMSCN.

Only items which meet capitalization limits and have a status of A, N, EH, or EN are included in the balances.

Columns:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg Depreciation</td>
<td>Value of life-to-date (LTD) depreciation for all items capitalized at the beginning of the FY.</td>
</tr>
<tr>
<td>Dep - Continuing Items</td>
<td>Fiscal-to-date (FTD) depreciation for items that were capitalized at the beg of the FY. Any portion for improvements (ie. for acquisition records dated in the current FY) will be reported in the column for &quot;Depreciation - Acquisitions&quot;.</td>
</tr>
<tr>
<td>Dep - Acquisitions</td>
<td>FTD depreciation for acquisitions received during the current FY. This is based on Acquisition records and not item records.</td>
</tr>
<tr>
<td>Dep - Dispositions</td>
<td>Value of LTD + FTD depreciation for all capitalized items that were disposed of during the current FY.</td>
</tr>
<tr>
<td>Dep - Transfers Out</td>
<td>LTD depreciation for items that were transferred out of this fund during the current FY.</td>
</tr>
<tr>
<td>Dep - Transfers In</td>
<td>LTD depreciation of items that were transferred into this fund during the current FY.</td>
</tr>
<tr>
<td>Dep - Adjustments</td>
<td>Net depreciation for acquisitions, dispositions, and transfer transactions coded with the error adjustment flag set to &quot;Y&quot;. Also contains LTD and FTD depreciation (+ or -) for items which have changed capitalization status during the current FY.</td>
</tr>
<tr>
<td>Ending Depreciation</td>
<td>(Beg Depreciation) + (Dep - Continuing Items) + (Dep - Acquisitions) - (Dep - Dispositions) - (Dep - Transfers Out) + (Dep - Transfers In) +/- (Dep - Adjustments)</td>
</tr>
</tbody>
</table>