

**TASSCUBO 2016**

**USAS Year-End Processes**

**July 11, 2016**



# Discussion Topics

- USAS System Generated Preparation
- Deadlines
- Other Requirements
- Other Appropriations
- Where to Go for Help
- Questions



# System Generated Preparation

## 2016 USAS Profile Rollover

Profile rollover creates new profile records to be used in the next fiscal year (FY) and appropriation year (AY) based on existing profile records for the current FY and AY. Profiles are created for the new FY/AY unless one of the following conditions exists:

- FY/AY16 profile is inactive.
- FY/AY16 profile has an effective end date of (or prior to) Aug. 31, 2016.

The 2016 USAS Profile Rollover occurred on **June 18th**.



# System Generated Preparation

## 2016 USAS Profile Rollover

**Agency-Controlled Profiles** that rolled over include:

D03 – Organizational Code

D04 – Program Code

D11 – Agency Code

D23 – Fund

D25 – Agency Object Group

D37 – Other system Cost Center

22 – Cost Allocation

23 – Fixed Percent Allocation

24 – Index

25 – Agency Control

26 – Program Cost Account

30/30B – Contract/Contract Multi-Vendor



# System Generated Preparation

## 2016 USAS Profile Rollover

**Centrally-Controlled Profiles** that rolled over include:

D09 – Comptroller Source Group

D10 – Comptroller Object

D34 – NACUBO Source/Object

D54 – NACUBO Function Code

8C – Comptroller Object Relationship Edit

8D – Program Code Relationship Edit

8E – Organizational Code Relationship Edit

20/20B – Appropriation Number/Appropriation AFR T-Code/COBJ Profile



# System Generated Preparation continued...

## USAS Auto Lapse Program

The auto lapse program captures all AY14 and other expiring appropriations with balances and creates a lapse document in USAS.

- Auto lapse program will run on **August 22nd**



# Deadlines

## Fiscal Year-End Close

Fiscal 2016 USAS annual cash-basis close will occur at **7:00 p.m. on Wednesday, Aug. 31, 2016.**



# Deadlines

## Fiscal Year-End Close Dates of Interest

Date	Deadline
Aug. 18	Deadline for any documents or transactions relating to expiring appropriations. Agencies must coordinate entries with agency ACO after this date.
Aug. 19	Deadline for budget and journal transactions requiring central entry.
Aug. 19–29	The period to enter documents to be paid from AY16 funds. Also the period when journal vouchers can be entered to transfer cash to AY16 ensuring cash is available at the beginning of the new year.
Aug. 29	Deadline for online entry of invoices due Aug. 29–Sept. 1. Agencies can verify the date a voucher will pay using the USAS D61 screen.
Aug. 31	Deadline for treasury deposits is 2 p.m. for corrections impacting FY16, and timely online entry of invoices due Sept. 2. Pending transactions on the agency IT file (USAS 53 screen) should be kept to a minimum.
Sept. 1	USAS not available.
Sept. 2	USAS available for normal processing.





# Other Requirements

## ***Establishing Appropriations by Method of Finance, Rider and Capital Budget Schedules (FPP A.020)***

In preparation for entering the AY17 budget to USAS, complete the following schedules as needed:

- Method of Finance Allocation Schedule — Identifies the allocation of funding sources among strategies. All agencies and institutions of higher education must complete this schedule.
- Rider Appropriation Schedule — Identifies funding for riders that appropriate sum certain amounts (found in the GAA) and appropriations contained in statutes other than the GAA. Only agencies and institutions with sum certain riders from the GAA or appropriations from other legislation must complete this schedule.
- Capital Budget Allocation Schedule — Identifies the allocation of strategies and funding sources of the Capital Budget rider. Only agencies with Capital Budget riders must complete this schedule.



# Other Requirements

## *Establishing Appropriations by Method of Finance, Rider and Capital Budget Schedules (FPP A.020) continued...*

Enter the budget in USAS using:

- Current batch header date
- Document effective date of **Sept. 1**

Submit the completed allocation schedules and budget revision forms to your agency's ACO for approval.

All forms are due **July 29** and data entry should be completed on or before that date.



# Other Requirements

continued...

## ***USAS Balances for Imprest, Petty Cash & Travel Advance Accounts***

To ensure the fiscal year-end USAS balances for imprest, petty cash and travel advance accounts are correct, agencies must certify the balances on the Petty Cash Certification Web application.

- Reconciliations and certifications were due by **July 9**
- Enter all corrections in USAS by **July 30**

For more information, see [\*USAS Balances for Imprest, Petty Cash and Travel Advance Accounts \(FPP A.045\)\*](#).



# Other Requirements

continued...

## *Encumbrance Report and Lapsing of Appropriation (APS 018)*

Enter binding encumbrances and payables for the current AY within 30 days following each of the first three quarters of the fiscal year. Third quarter entry and certification was due **June 30**.

Annual entry and certification for all AYs is due **Oct. 30**.



# Other Requirements

**continued...**

## ***Salary Benefit Appropriations (APS 019)***

To establish benefit budgets for AY17, email the *Benefit Voucher Data* Excel spreadsheets to your ACO by **Sept. 15**.

Return excess benefit budgets for prior years using the same method no later than **Oct. 31**.



# Other Requirements

**continued...**

## ***Benefits Proportional by Fund (APS 011)***

Section 6.08 of the GAA requires payment of benefit costs to be proportional to the source of funding unless prohibited by another legal provision.

Guidelines for determining if an agency is required to complete the Benefits Proportional by Fund Report Forms are as follows:

<b>Any state agency that is:</b>	<b>...must annually:</b>
Single funded and did not receive federal funds	Confirm its status by letter to both the Comptroller's office and the SAO by Nov. 19.
Funded from a single fund that includes federal receipts	Submit the Benefits Proportional by Fund Report Form (state agencies) by Nov. 19.
Funded from multiple appropriated funds or federal receipts	Submit the Benefits Proportional by Fund Report Form (state agencies) by Nov. 19.



# Other Appropriations

## *Hazlewood Reimbursements*

Appropriations are distributed in proportion to each institution's respective share of the aggregate cost to all institutions of the exemptions for students under the Legacy Program in Education Code, §54.341 (k), as determined by the Legislative Budget Board.

### **13009 – Hazlewood Reimbursements - TVC**

Appropriated to the Texas Veterans Commission for AY16 and 17. Transferred to institutions as a **fund 0001 Legislative Transfer**, no UB authority.

### **13127 – Military Veterans Exemption - Hazlewood**

Appropriated for AY16 and 17 and transferred to the institutions as an **Operating Transfer, fund 0210 with UB authority within the biennium.**



# Other Appropriations

continued...

## *B-on-Time Program Reimbursements*

With the elimination of the tuition set aside under Education Code, § 56.465 for the B-On-Time Program, \$65,324,057 of the unexpended balance is appropriated to institutions of higher education and \$63,432,308 is appropriated to the THECB for renewal awards at public institutions of higher education.

### **24838 – B-on-Time Program Reimbursement**

Appropriated to the Texas Higher Education Coordinating Board for AY16. Allocation to be made after approval of the LBB and the THECB board. **Currently planned to be an Operating Transfer, fund 5103.**





# Other Appropriations

continued...

## *TRB Appropriation*

Enacted legislation authorized tuition revenue bonds for institutions of higher education and \$240,000,000 was appropriated to the THECB for distribution to institutions for debt service on the authorized tuition revenue bonds for AY17. HB1, 84<sup>th</sup> Legislature, RS, Article III – 267, § 64. Contingency for House Bill 100.

An appropriation number will be created for THECB for AY17 for the TRB amount appropriated in § 64. Allocation will be made during AY17 after approval by the LBB and THECB board. **Currently planned to be a Legislative Transfer, fund 0001** from the THECB to institutions of higher education.



## Review IT File (USAS 53 screen)

- Correct any batches with errors
- Balance & release all batches before **Aug. 29**

## Clear Default Funds (9000 & 9001)

- Review the USAS 69 screen for fund balances
- Clear default fund balances

## Clear Correction Accounts (07738 & 93211)

- Review the USAS 62 screen for balances
- Clear the balances

## Cash-Related Entries

- Enter all deposits, corrections or other cash-related entries to be reflected in FY16 before fiscal year-end close.
- USAS cash entries need to be processed and error free prior to **August 31** in order to ensure the entries post to FY16. USAS cash entries cannot be backdated.



# Where to go for Help

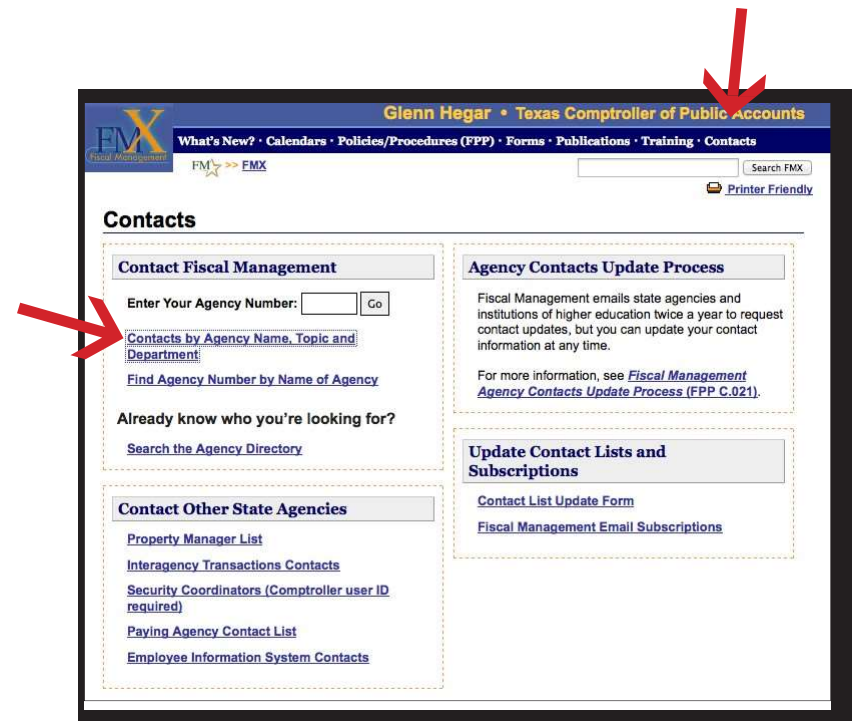


—OR—

All the information is available on [FMX](https://fmx.cpa.texas.gov/fmx/index.php), Fiscal Management's website:  
<https://fmx.cpa.texas.gov/fmx/index.php>

If you have questions, contact your ACO.

If you don't know your agency's assigned [ACO](#), click on FMX's [contacts](#) link or go to:  
<https://fmx.cpa.texas.gov/fm/contacts/fm.php?list=aco>



# Questions?



Please contact us if you have additional questions.

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