



# **USAS Fiscal Year-End Close Processes**

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**Fiscal 2019**

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**Accounting Policy Meeting  
Aug. 22, 2019**

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# USAS Year-End Processes Close



## Discussion Topics

- USAS System-Generated Preparation
- Agency Deadlines
- Other Agency Requirements
- Additional Things to Remember
- Where to Go for Help
- Questions



# USAS System-Generated Preparation

## USAS Expiring Year Lapse Program

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

- Auto lapse program runs after the regular USAS cycle on **Aug. 30.**
- Your agency's assigned appropriation control contact will notify you beforehand if your agency has any appropriations that will be affected by the lapse document.

# Agency Deadlines



## Year-End Close — Dates of Interest

- **Aug. 16** – Deadline for any documents or transactions relating to expiring appropriations. Must coordinate entries with your agency's assigned appropriation contact after this date.
- **Aug. 19** – Deadline for budget and journal transactions requiring central entry.

**Note:** Emergency transactions will be considered until noon on Friday, **Aug. 30**.

- **Aug. 28** – Deadline for online entry of invoices due Aug. 29 – Sept. 1. Verify the date a voucher will pay using the USAS D61 screen.
- Pending transactions on the Agency IT File (USAS 53 screen) should be minimal.



## Year-End Close – Dates of Interest (continued)

- **Aug. 30** – Deadline for treasury deposits, cash corrections impacting fiscal 2019, and timely online entry of invoices due Sept. 3.
- The fiscal 2019 USAS annual cash-basis close will occur **7 p.m. on Friday, Aug. 30, 2019.**
- **Aug. 31 – Sept. 2** – USAS will not be available.
- **Sept. 3** – USAS available for normal processing. First USAS cycle of fiscal 2020 begins at **7 p.m.**



## Other Agency Requirements

### Benefits Proportional by Method of Finance (APS 011)

- Section 6.08 of the GAA requires payment of benefit costs to be proportional to the Method of Finance unless prohibited by another legal provision.
- The [Benefits Proportional by Method of Finance Report Form](#) and all related accounting entries should be completed by **Nov. 19**.

### Salary Benefit Appropriation Allocations (APS 019)

To establish benefit budgets for AY20, email the *Benefit Voucher Data* Excel spreadsheets to your appropriation control contact by **Sept. 15**.

Return excess benefit budgets for prior years using the same method no later than **Oct. 30**.



## Additional Things to Remember

- **Review Agency IT File (USAS 53 screen)**
  - Correct any batches with errors.
  - Balance & release all batches before **Aug. 30.**
- **Clear Default Funds (9000 & 9001)**
  - Review the USAS 69 screen for fund balances.
  - Follow Profile Review and Cleanup Procedures (FPP A.031) to clear default fund balances.
  - Default balances are not rolled forward.
- **Cash Related Entries**
  - Do not back-date entries related to cash (GL0045). Any deposits, corrections or other cash-related entries to be reflected in fiscal 2019 must be entered before year-end close.
  - Deadline for fiscal 2019 cash entries is **Aug. 30 at 7 p.m.**
- **Statewide Cost Allocation Plan (SWCAP) FPP A.022**
  - Agencies that have chosen to make quarterly SWCAP payments — the fourth quarter reimbursement is due **Aug 30.**

## Where to go for help



All the information is available on FMX,  
Fiscal Management's website:

<https://fmx.cpa.texas.gov/fmx/index.php>

–OR–

If you have questions, contact your assigned  
appropriation control contact — available on  
FMX, from “Contacts” in the menu bar or go to:

<https://fmx.cpa.texas.gov/fm/contacts/fm.php?list=aco>





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# Questions?

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