



## USAS Fiscal Year End Preparation 2009

Date

- \_\_\_\_\_ 1.\* Run VALACT to validate that your accounts are coded properly. If you need to change any accounts, use the ACTCHG program. This can be done anytime during the year. REVEDT will give you a listing of valid account codes. FNDCHG for changing invalid funds.
- \_\_\_\_\_ 2.\* Run APPROP to enter next year's proposed amounts – see back. This can be run as many times as necessary. BUDWRK/REVWRK will print the next year's proposed field. APPROP can be done now if so desired. APPROP/BUDWRK/REVWRK can be sorted the same way for easier cross referencing.
- \_\_\_\_\_ 3.\* Make sure the information is correct for your district and building profile records. (EMSGCN) This done in the EMIS 09N database. **Your EMIS coordinator may have taken care of this.**
- \_\_\_\_\_ 4.\* Make sure your IRN numbers/OPU numbers are correct in OPUEDT. (This impacts your EFM report and in turn your "report card".)
- \_\_\_\_\_ 5.\* Run a sample EFM\_LOCAL report using the U option.
- \_\_\_\_\_ 6.\* Options 2 through 9 of the AUD\_4502 can be done now.
- \_\_\_\_\_ 7.\* DELACT/DELVEN are two programs that can be run to get a listing of accounts/vendors that can be deleted.
- \_\_\_\_\_ 8.\* EMISFCAT – report for a listing of all cash accounts wither EMIS fund Category. Very EMIS Fund Categories and clean up as necessary.