

**Uniform School
Accounting System
USAS Version 6.1 Release
Notes
Release Date: 2009.06**

This document contains information about changes, enhancements and problems corrected with the 2009.06 release of USAS Version 6.1.

1 Functional Enhancements and Changes

1.1 GENERAL: Implement USAS code updates for fy 2010

Several USAS codes have been made available to begin using in fy 2010. These changes are:

- Added new functions 1133, 1230-1239, 1240-1249, 1280, 1920, 2822
- Function 1910 changed to Student Academic Intervention Services
- Added new receipts 1121 and 1122
- Receipt code 3211 changed to Poverty Based Assistance

In addition, changes were made to the five-year forecast rules to cause the new 1121 and 1122 receipt codes to appear on line 1.020 with the 1120 receipt codes.

Please see the AOS USAS Manual on the Auditor of State website for descriptions of these new codes.

1.2 GENERAL: Implement new requisitioning fields

A new question has been added to the USASDAT/USACON district configuration data to ask if the district is using a requisition approval system. If this is set to yes, an "approval status" field will appear in the requisition header in REQSCN. In addition, if the district is using a requisition approval system, a new question will appear in the USASDAT/USASEC user security profiles asking if the user is allowed to update the approval status. For these users, the new "approval status" field will be modifiable, while for all other users it will be display only. New requisitions will be defaulted to an approval status of "pending". If the flag is set that the district is using an approval system, then requisitions will not be allowed to be converted to purchase orders unless the approval status is set to "approved". Valid values for the flag are Pending, In Process, Approved, Rejected, and Canceled.

This update is intended primarily to support integrations with outside vendors where a workflow approval process is supported by the outside vendor. However, USAS users can also make use of this field if desired.

The approval status field will be available in USASWeb/Requisitions with the next release of USASWeb.

1.3 GENERAL: Implement fund type changes

Several changes have been made to update the fund types for fiscal year 2010. Fund 017 has been moved from an Agency fund type to Capital projects, fund 006 is now listed as either a Special Revenue or Enterprise fund, and fund 008 is now listed as either a Permanent fund or a Private Purpose fund.

Both funds 006 and 008 will now require districts to enter a fund type on the cash account when entering or modifying the account using USASCN/ACTSCN or USASWeb/Accounts, or creating the account using USALOAD/ACCLOAD. The VALACT program has also been updated to validate that a valid fund type is entered for these two funds.

Schools should use USASCN/ACTSCN or USASWeb/Accounts to update each 006 or 008 cash record to contain the correct fund type for your situation. This must be done prior to running the CERTIFICATE program or any other reports by fund type.

1.4 AUD_4502: Made optional for fy 2009

The AUD_4502 program has been renamed to OLD_4502 and will be an optional part of the fiscal year-end closing process for fiscal year 2009. This program will be removed from the USAS software for fiscal year 2010. Cash-basis reports very similar to many of the 4502 exhibits and statements are being made available to all districts via the WebGAAP system.

1.5 MONTHLYCD/FISCALCD: Transfer and Advance summary report added

The MONTHLYCD procedure has been updated to include the new TRANADV report from USARPT. This report shows the fiscal year-to-date amounts posted to transfer or advance accounts by Fund/SCC. This report will also be included when FISCALCD is run.

1.6 MONTHLYCD/FISCALCD: Replaced 4502 reports

The 4502 reports will no longer be included in MONTHLYCD or FISCALCD. The cash reconciliation report will however still be generated in both MONTHLYCD and FISCALCD but will be called CSHREC.PDF. In addition, reports from the USAEMSED Federal Assistance Summary, Federal Assistance Detail, and Civil Proceedings options will be included in the FISCALCD reports generated.

1.7 TRANADV: New transfer and advance summary report

A new report option has been added to the USARPT menu named TRANADV. The report generates a summary of fiscal year-to-date amounts posted to transfer or advance accounts by Fund/SCC.

1.8 USAEMS: Updated for fy 2009 EMIS requirements

The following 4502 data types will no longer be included in the USAEMS.SEQ file that gets loaded into EMIS:

- Bonds

- Long Term Notes
- Short Term Notes
- Debt Service Requirements to Maturity
- Memorandum Data
- Misc."Statement S" Data

The USAEMS program has also been updated to require that each option of the USAEMSEDT program has been run before USAEMS can be run. Running the corresponding option in OLD_4502 will also satisfy this requirement.

Finally, an error check has been added to USAEMS which will cause an error to be included on the error report and no sequential file to be created if the cash reconciliation does not balance.

1.9 USAEMSEDT: New program

A new program has been added to allow entry of miscellaneous financial data that is required to be reported to ODE via EMIS. This program currently has the following options:

- Cash Reconciliation
- Federal Assistance Summary
- Federal Assistance Detail
- Civil Proceedings

These options are exactly the same as the corresponding options in the AUD_4502 program (now called OLD_4502). The information can be entered into either program, it does not need to be entered into both programs.

1.10 USASAUD: Modified submission files

USASAUD was modified to remove the 4502 exhibits 2 & 3 from being generated and submitted to AOS. The ACCTAUD.SEQ & VENDAUD.SEQ files were added to the submission, as well as a FINSUM.TXT report.

2 Problems Corrected

2.1 USASDAT/USACON: New flag not audited

Changes to the new option in USASDAT/USACON for "Allow PO Deletions?" were not being audited to the audits report. This has been fixed so that any changes to this option after this release is installed will be correctly audited.

2.2 **USASWeb/Receipts,Refunds: Error updating transaction number**

The RCDESC records were not being correctly updated when changing the receipt/refund number. This would cause an error when attempting to use the old number again. It would not allow this to be done saying that the number was already on file. This has been corrected.

2.3 **VERINV: Disallow future PO date**

VERINV has been modified to not allow the purchase order date to be changed to one that is in a future fiscal year. In this case, the purchase order must be deleted and re-entered with the future year date in order to be correctly handled as a future purchase order and not included in the carryover encumbrances.

3 **Technical Enhancements and Changes**

3.1 **GENERAL: Implemented requisition workflow support**

In addition to the approval status, an internal workflow context field was added to the requisition file. This field can only be updated via the USAS Soap service and is intended for use by third-party software integrations.

A new "transmission status" field was also added to the pohist.idx file. This field will also be used only if the new district configuration flag is set to indicate the district is using requisition approvals. At this time it can only be updated via the USAS Soap service, and will contain Y or N to indicate whether the purchase order was already transmitted to the vendor by the third-party software.

Changes to the Soap service to implement all of these new fields will be included on the next release of the Soap service.

4 **Modifications to Menu Files**

4.1 **AUD_4502 renamed to OLD_4502**

The AUD_4502 option has been renamed to OLD_4502 in the menu.

4.2 **TRANADV added to USAS_RPT**

A new report has been added to the USAS_RPT menu named TRANADV. The report generates a summary of fiscal year-to-date amounts posted to transfer or advance accounts by Fund/SCC.

4.3 **USAEMSED added to USAS_ANN**

The new USAEMSED program has been added to the USAS_ANN menu. This program allow entry of miscellaneous data needed for EMIS reporting.

5 Documentation

The documentation is maintained by the SSDT and can be found in the OECN\$ROOT:[USAS.V6P1.DIST] distribution directory.

5.1 Documentation Changes

5.1.1 New Chapters added to the USAS Reference Manual

Two chapters have been added to the Reference Manual, TRANADV and USAEMSED. This will cause the page numbers and chapters to be re-sequenced. The addition of the two chapters will affect chapter 96 and any chapter there after.

5.2 Documentation Summary

The following are documentation files for the Uniform School Accounting System (USAS) package. Below is a brief description of the contents and the intended audience of the document.

Table 1 Documentation Summary

Document File	Revision Date	Description
USAS_REFERENCE_MANUAL	May, 2009	USAS Reference Manual
USAS_REFERENCE_MANUAL_UPDATE	May, 2009	Contains Updates to the Documentation for the USAS Reference Manual
USAS_USER_GUIDE	December, 2007	USAS User's Guide
USAS_USER_GUIDE_UPDATE	December, 2007	Contains Updates to the Documentation for the USAS User Guide
USAS_SYSMAN_MANUAL	March, 2008	USAS System Manager Manual
USAS_SYSMAN_MANUAL_UPDATE	March, 2008	Contains Updates to the Documentation for the USAS System Manager Manual
USASAUD_SPEC	March, 1999	System Manager Documentation for the File Structures Used by the USASAUD Program.
AR_CUST_SPECS	September, 1996	System Manager Documentation describing how to write an interface between the USAS/AR system and other databases. This interface allows ARF to access customer numbers, names and addresses in non-state software files.
AUTOPOST_SPEC	May, 2005	System Manager Documentation for the File Structures Used by the AUTOPOST Program.
ACCLOAD_SPEC	May, 1999	System Manager Documentation for the File Structures Used by the ACCLOAD Program.
VENLOAD_SPEC	December, 2002	System Manager Documentation for the Fixed File Structures Used by the USALOAD/VENLOAD Program.
CONVERSION61_SPEC	September, 1998	System Manager Documentation for implementing USAS V6.1 in order to prepare the programs for the next millennium.

5.3 Training Manuals

A training manual for the Accounts Receivable Facility (ARF) is available. It is located in TRAINING:[ARF] which contains a AAAREADME.1ST file and a set of data files along with the manual.

A beginner and an advanced training manual for the USASCN program are available. Included in the Beginner USASCN manual are POSCN, REQSCN, VENSCN, and OPTSCN. The beginner manual introduces the USASCN program and includes basic features such as creating requisitions/purchase orders and adding vendors. Included in the Advanced USASCN manual are ACTSCN, REQSCN, POSCN, BRDRET and the USASEC program which is located under USASDAT. The advanced manual is for users with USASCN experience. It includes advanced features such as adding/modify/deleting accounts in ACTSCN, modifying purchase orders, combining items in requisitions and purchase orders, creating future purchase orders, posting board's share of retirement and restricting the use of certain account codes. The beginner and advanced USASCN training manuals are located in TRAINING:[USASCN] which contains a AAAREADME.1ST file and one set of data files designed to accompany both manuals.

All documentation produced for these manuals was developed with a Digital product called VAX Document. This product enables us to provide three versions of the documentation for various types of printers. The version which has an extension of .LN03 can be printed on a laser printer; while version with the extension of .PS is to be printed on a ScriptPrinter.

Table 2 Documentation Summary

Document File	Revision Date	Description
ARF_TRAINING_GUIDE	May, 2003	Training Manual for the ARF Software.
USAS_BEGIN_MANUAL	March, 2003	Uniform School Accounting System Training Guide.
USASCN_BEG_MANUAL	January, 2003	Beginner Training Manual for the USASCN Software.
USASCN_ADV_MANUAL	November, 2002	Advanced Training Manual for the USASCN Software.

5.4 Documentation _UPDATE Files

The users have the ability to print the updates to the documentation manuals since the previous release, without having to print the entire documentation manuals. The updates are contained in a separate file which uses the same naming convention as the normal manual with "_UPDATE" appended. The update files are available in .LN03 and .PS versions. You will find updates to both the user and system manager manuals if changes have taken place.

The update files will include **ONLY** the modified chapters of the documentation manual, a new table of contents, and an index if one exists in the documentation manual. Updated documentation is also included in the normal documentation manuals. Therefore, if you plan to print the newest version of the entire user or system manager manual, it will **NOT** be necessary to print the update file.

It should be noted that even though the purpose of the update files is to allow the users to print only the updates, there may be cases when it would be more practical to print the entire documentation manual, rather than trying to use the update file. For instance, if a new chapter is added at the very beginning of the manual, the numbering for all subsequent chapters will change as well (the size of the update file could be almost as large as the normal documentation manual). SSDT will advise you in the release notes when the changes are so numerous that we recommend that you print the entire documentation manual.

There will only be one `_UPDATE` file provided each release for every manual. We do not plan to distribute updates for previous releases, as we do for the release notes.

SSDT strongly advises that you print new documentation manuals before you try to utilize the `_UPDATE` files.

If you print a `.PS` version of the entire documentation manual, be sure to print the `.PS` version of the `_UPDATE` files. The `_UPDATE` pages will not fit into the manual properly if you try to mix the various documentation formats.

If there are no changes in the documentation manuals, no `_UPDATE` file will exist on the release.

6 Package Installation and Logicals

Installing USAS involves first using the `OECN_INSTALL` procedure to unpack the savesets into the `OECN$ROOT:[USAS.V6P1.DIST]`. After the distribution directories have been prepared, `INSTALL_PACKAGE` is used to transfer the package from the distribution directory into the user execution directory. See the `VAXMGR_HANDBOOK` in `OECN$ROOT:[DOCUMENT.DIST]` for more information about `OECN_INSTALL` and `INSTALL_PACKAGE`.

Prior to executing `INSTALL_PACKAGE` it is necessary to define several system logicals required by the package. The table below lists the logicals which should be defined prior to executing `INSTALL_PACKAGE` for USAS:

Table 3 System Logicals

Logical	Description
<code>OECN\$BUD_61</code>	Shared directory. Contains executables and files shared by all USAS
<code>OECN\$CDD_BUD_61</code>	CDD path name (optional, see next section)

Table 3 (Cont.) System Logicals

Logical	Description
OECN\$MENU\$FILES ¹	Location for menu files
OECN\$HELP ¹	Location of VMS help libraries

¹Also used by other packages

Note: USAS also requires components from the OECN and CSSR packages. These packages should be installed prior to installation of this package.

6.1 Installing CDD/DTR Definitions

The USAS distribution contains optional CDD and DTR definitions that are acceptable for use with DTR, 20/20 and other products that are integrated with DEC CDD/Repository. Data names for COBOL are provided in the record definitions. The CDD definitions are optional and are not necessary to successfully install and utilize the base USAS package. However, there are a few "supported" DTR reports. If you wish to be able to use these reports, you must install the CDD definitions.

The INSTALL_PACKAGE procedure in OECN\$UTL will load the CDD definitions into the CDD when either the "CDD" or "FULL" option is used to install USAS. INSTALL_PACKAGE is the only supported method for installation of CDD definitions for USAS Version 6.1.

The USAS CDD definitions for USAS Version 6.1 will be loaded into the CDD path referenced by the OECN\$CDD_BUD_61 logical. This logical must be defined prior to executing INSTALL_PACKAGE and should be defined as a system logical. SSDT recommends that the USAS definitions be placed in a separate CDD directory from other CDD definitions. This increases the efficiency of the CDD, allows the USAS definitions to be treated as a 'database' from 20/20, and simplifies security maintenance. For example:

```
$ DEFINE/SYSTEM OECN$CDD_BUD_61 CDD$TOP.OECN.USAS61
```

After defining the OECN\$CDD_BUD logical, the INSTALL_PACKAGE may be executed. Below is sample run of the CDD installation:

```
$
$ @OECN$UTL:INSTALL_PACKAGE CDD OECN$ROOT:[USAS.V6P1.DIST]
OECN INSTALL_PACKAGE (V1.1-010) Copyright © 1991, Ohio Dept of Ed, IMS
%OECNINS-I-BEGIN, Begin CDD installation for USAS Version 6.1 on NWOC00::
at 14-MAR-1994 15:09:36.41
%OECNINS-I-CDD, Loading CDD definitions to CDD$TOP.OECN.USAS61
OECN INSTALL_CDD (V1.0-001) Copyright © 1994, Ohio Dept of Ed, IMS
%OECNINS-I-START, Starting CDD install for USAS Version 6.1
%OECNINS-I-RECORD, Processing record OECN$CDD_BUD.PERMANENT_4502_REC
.
.
.
```

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UDMS Dictionary Implementation

USAS contains a dictionary for use with the UDMS Report Writer product. The dictionary will be installed automatically when OECN\$UTL:INSTALL_PACKAGE is executed with either the FULL or UDMS option. If a version of the dictionary has already been installed, INSTALL_PACKAGE will merge the updated version into the local copy. Thus, reports and additional views developed locally will be preserved.

USAS also contains a sharable image which is used by UDMS. The sharable image provides 3GL functions which are used in calculated fields by the UDMS dictionary. To make this image available to UDMS, you must define the following logical during system startup:

```
$ DEFINE/SYSTEM OECN$USAS_SHR OECN$BUD:USASSHR.EXE
```

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Implementation of this Release

Please implement this release as soon as possible. It is difficult for the SSDT to provide assistance to your problems if you are not utilizing the current version of the software supplied.

Please refer to the documentation files contained on the release tape to obtain a history of the modifications the software has gone through. The release documentation files are named in the format of "RELyymm.DOC" where yymm is the release date.

Should you experience any problems, or have any questions, concerning the OpenVMS/Alpha version of the USAS Version 6.1 software please feel free to contact SSDT for assistance using one of the following options:

Visit the OECN Public Forum at
<http://forums.oecn.k12.oh.us/forums/oecn/>
DAS restricted Forum at <http://forums.oecn.k12.oh.us/forums/das/>
SSDT Home Page at <http://ssdt.oecn.k12.oh.us/>

End of Documentation for USAS Version 6.1 Release: 2009.06

