



Local School Month End Procedures

MELANIE MAPLES & CONNIE WALLACE
HAPPILY RETIRED CSFOS

SEPTEMBER 2022

Local School Bookkeepers.....



End of Month Checklist

School: _____

For the Month of: _____

Month End Reports

*** All items are due to Keri by the 3rd of the month***

- 1 Clear Interfund Payables
- 2 Bank Statement
- 3 Missing Check Report
- 4 Verification Report
- 5 Trial Balance by Class 4 & Class 5 (One report)
- 6 Principal's Report (MUST BE SIGNED)
- 7 Encumbrance Report
- 8 Reconciliation Report (MUST BE SIGNED)
- 9 Receipts Report
- 10 Cash Receipts Journal
- 11 Cash Disbursement Audit Trail
- 12 Purchase Orders by PO Prefix
- 13 PO as of Date Selected 7101 & 7501 (One report)
- 14 Budget Analysis 7101 & 7501 (One report)
- 15 Account Number Detail Report
- 16 Explanations of each JE - including JE approval (except interest JE)
- 17 Export Report
- 18 Reports of Fundraising Activities

Bank Reconciliation

First step to closing out the month –
Download your Bank Statement

The screenshot displays the 'AP/PCRD: Check Reconciliation (v3.09)' software interface. At the top, there is a toolbar with icons for Enter, Default, Last, Delete, Save, Recon, Next, Back, Clear, Search, PrtScr, and Exit. Below the toolbar, the window title is 'AP/PCRD: Check Reconciliation (v3.09)'. The interface includes a 'Report by' section with radio buttons for 'Bank Code' (selected) and 'Account #'. The 'Bank Code' is set to 'AB05'. The 'Statement Ending Date' is '10/31/2019', and the 'Fiscal Year: 2020 Period: 1'. There is a 'Print Report' checkbox which is currently unchecked. Below these controls is a table with the following data:

Reconciliation Summary	Amounts
Statement Ending Balance	59,254.48
Outstanding Checks	0.00
Outstanding Other Reconciliable Items	295.00
Adjusted Statement Balance	59,549.48
Beginning Book Balance	51,506.44
Total Debits	16,799.21
Total Credits	8,756.17
Ending Book Balance	59,549.48
Statement And Book In Balance	0.00

Bank Reconciliation

Post Bank Interest

Post Bank Interest

Bank Code	AB05	Auburn Early Education Center
Posting Date	10/31/2019	Journal Code C/R
Fd-C-Func-Obj-CCTR-SFnd-Y-Prog-Spec		
Account Number	12-4-6810-000-0005-7101-0-0000-7201	
INTEREST		
Interest Amount	50.00	Post Type Credit
Reference	Oct Interest	
Comments	October Interest-Auburn Bank	

Post Cancel

Enter Information for Bank Interest Entry.
Click Post to Complete (Post to GL)

Reconciliation Report

- a. Select Accounts Payable menu
 - b. Select Bank Statement Reconciliation
 - c. Select Check Reconciliation
 - d. Check the statement ending date to make sure it is correct. If the statement date is incorrect, you will need to reconcile the bank code from the previous month.
 - e. Enter the ending bank balance (from bank statement) in the box titled End Balance
 - f. Place a check mark in the box beside each check cleared (including *reconcilable items*)
 - g. If there are new reconcilable items, click add; and add each item that appears on the bank statement.
 - i. NSF Checks – describe as NSF, last name and check number (Ex: NSF Jones Ck 1234).
Enter as a receipt.
 - ii. Bank Charges – use clear descriptions (example: bank charge – deposit slips)
- After all checks are cleared and reconcilable items are cleared or added, click save
 - Click Run Summary Report; Make sure you are in balance
 - If you are in balance, check the box titled print report
 - A new box will appear titled print journal entries, place a check next to this box
 - Click enter
 - Print report
 - Have Principal sign in designated spot

Always hit RECON each month after finish reconciling

Reconciliation tips when you don't balance

*Make sure you tie your cleared amount on your bank reconciliation to the bank accounts debits.

*On your payroll account, if you have a direct deposit payment to the bank, that amount will not show up on the cleared report so you have to remove that amount from the bank statement debits in order to tie. There may be some additional items that you have to reconcile to tie to that amount.

*Always make sure your debits and credits that show on your bank statement agree to your general ledger debits and credits for cash (function 0111). Sometimes you pull a report then make changes because the phone rings, someone comes in, etc.

Verify Statement and Book are in Balance

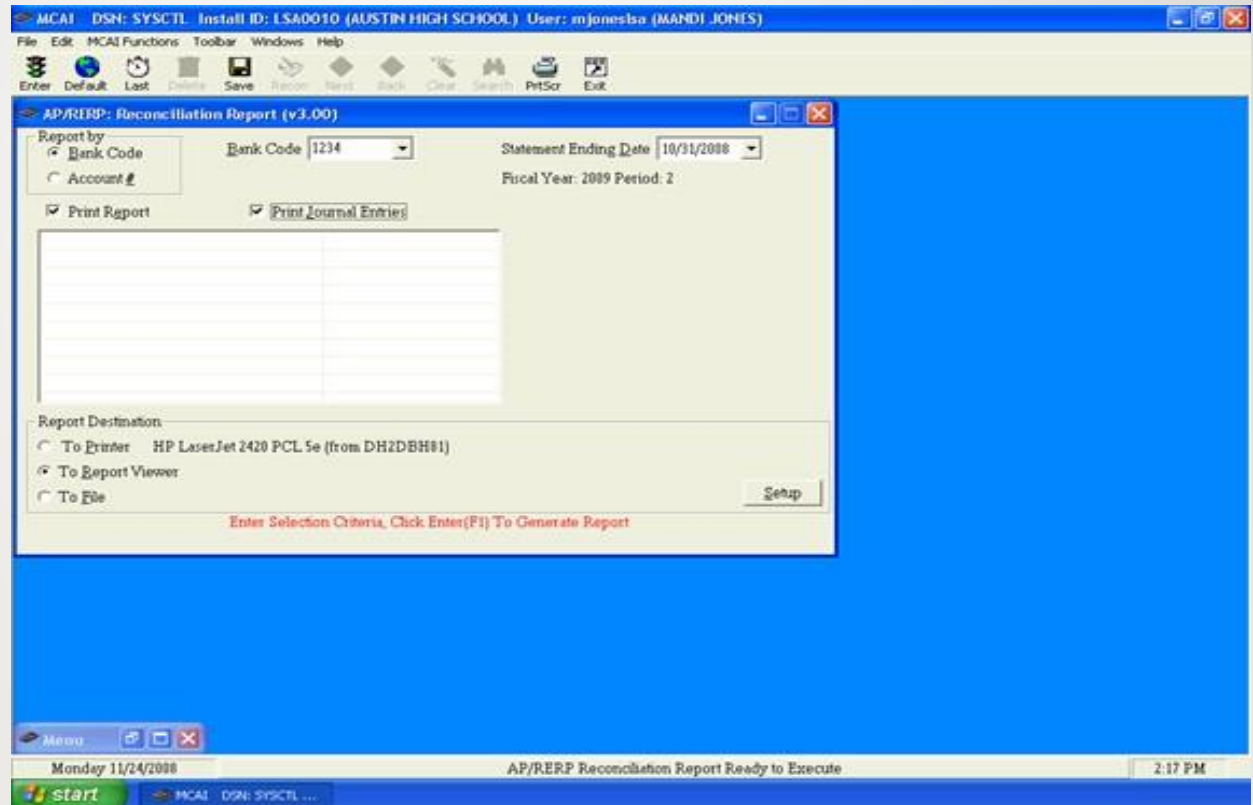
PERIOD / FISCAL YEAR : 01/2020 TO 01/2020

<u>Fd-C-Func-Obj-CContr-SFnd-Y-Prog-Spec</u>	<u>Description</u>	<u>BEGINNING BALANCE</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>ENDING BALANCE</u>	
*** END OF REPORT ***		GRAND TOTALS:	-44,191.82	1,441.55	16,799.21	-59,549.48

GRAND TOTAL OUTSTANDING:	
ADJUSTED STATEMENT BALANCE:	59,549.48
BEGINNING BOOK BALANCE:	51,506.44
PLUS DEBITS:	16,799.21
LESS CREDITS:	8,756.17
ENDING BOOK BALANCE:	59,549.48
***STATEMENT AND BOOK IN BALANCE:	0.00
NUMBER OF CHECKS OUTSTANDING:	0
NUMBER OF CHECKS CLEARED:	0
NUMBER OF CHECKS VOIDED/SPOILED:	0

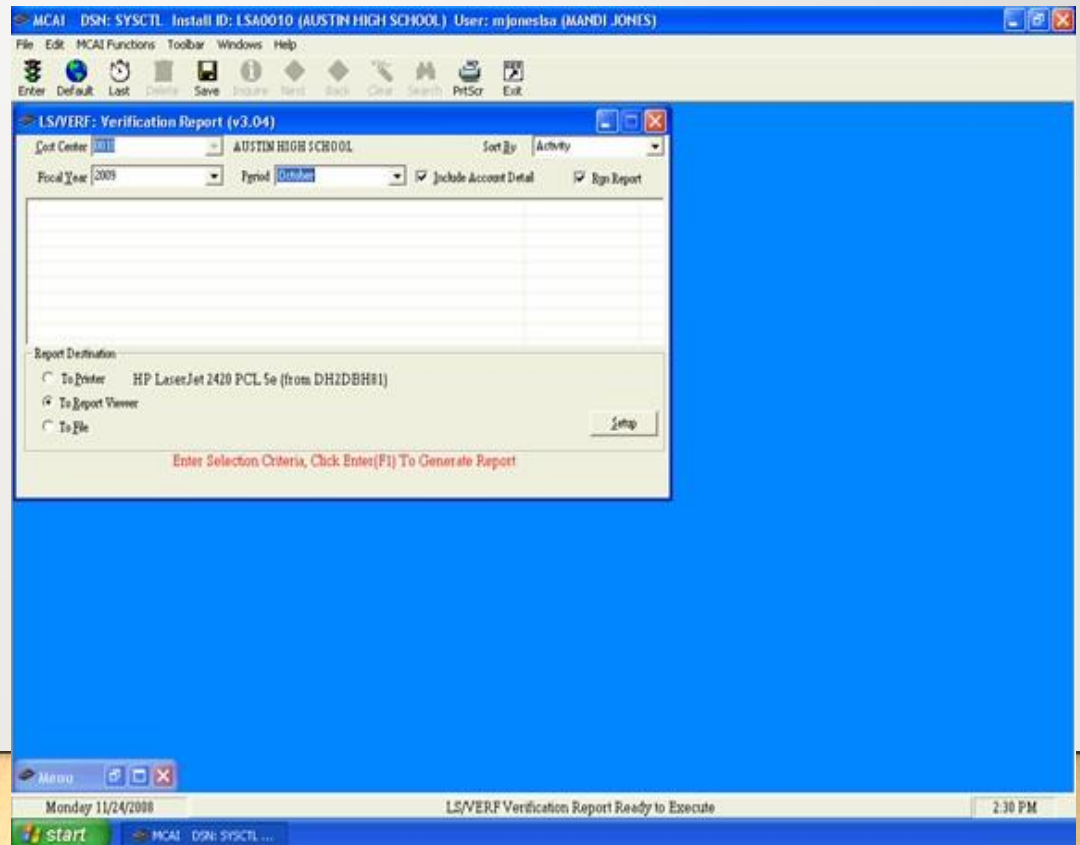
Bank Reconciliation

Print Report



Verification Report

- a. Go to Local School Accounting menu
- b. Select End of Month Reports
- c. Select Verification Report
 - i. Place a check next to Include Account Detail
 - ii. Make sure period shows the correct month
 - iii. Place a check next to Run Report
 - iv. Select Enter



Verification Report

RUN DATE: 08/01/2022
 RUN TIME: 08:41AM

MCAI BUDGETARY ACCOUNTING SYSTEM
 DETAIL VERIFICATION REPORT
 ELEMENTARY

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 LSVRF

8082 12-3-0350-000-0120-7101-0-0000-0000
 8082 12-3-0360-000-0120-7101-0-0000-0000
 8085 12-3-0350-000-0120-7101-0-0000-0000
 8085 12-3-0360-000-0120-7101-0-0000-0000
 8090 12-3-0350-000-0120-7101-0-0000-0000
 8090 12-3-0360-000-0120-7101-0-0000-0000

FISCAL PERIOD/YEAR: 10/2022
 UNRESERVED FUND BALANCE 372.07
 ADJUSTMENTS TO BEGINNING BAL 0.00
 UNRESERVED FUND BALANCE 0.00
 ADJUSTMENTS TO BEGINNING BAL 0.00
 UNRESERVED FUND BALANCE 0.00
 ADJUSTMENTS TO BEGINNING BAL 0.00
 TOTAL EQUITY 68,645.28
 TOTAL LIABILITIES AND EQUITY 68,645.28

IN BALANCE

VERIFY CONTROL ACCOUNTS WITH ACTIVITY ACCOUNTS

TOTAL ASSETS 67,422.45
 TOTAL LIABILITIES 0.00
 TOTAL EQUITY 68,645.28
 TOTAL OPERATIONS -1,222.83
 BALANCE 67,422.45

IN BALANCE

VERIFY ACTIVITY BALANCES WITH ASSETS AND LIABILITIES

Activity	Fd-C-Func-Obj-Cctr-SFnd-Y-Prog-Spec
0000	12-1-0111-000-0120-7101-0-0000-0000
0000	12-1-0115-000-0120-7101-0-0000-0000
0000	32-1-0111-000-0120-7501-0-0000-0000
0000	12-2-0251-000-0120-7101-0-0000-0000
0000	12-2-0261-000-0120-7101-0-0000-8001
0000	12-2-0261-000-0120-7101-0-0000-8002
0000	12-2-0261-000-0120-7101-0-0000-8003
0000	12-2-0261-000-0120-7101-0-0000-8006
0000	12-2-0261-000-0120-7101-0-0000-8007
0000	12-2-0261-000-0120-7101-0-0000-8009
0000	32-2-0251-000-0120-7501-0-0000-0000

AccountDesc	BALANCE
CASH IN BANK (OPERATING ACCT)	63,925.26
CHANGE CASH	0.00
CASH IN BANK (OPERATING ACCT)	3,497.19
TOTAL ASSETS	67,422.45
ACCOUNTS PAYABLE	0.00
INTERFUND PAYABLE	0.00
INTERFUND PAYABLE	0.00
INTERFUND PAYABLE	0.00
INTERFUND PAYABLE	0.00
INTERFUND PAYABLE	0.00
INTERFUND PAYABLE	0.00
INTERFUND PAYABLE	0.00
ACCOUNTS PAYABLE	0.00
TOTAL LIABILITIES	0.00

TOTAL ASSETS LESS TOTAL LIABILITIES 67,422.45

Verification Report

RUN DATE: 08/01/2022

RUN TIME: 08:41AM

MCAI BUDGETARY ACCOUNTING SYSTEM

DETAIL VERIFICATION REPORT

ELEMENTARY

FISCAL PERIOD/YEAR: 10/2022

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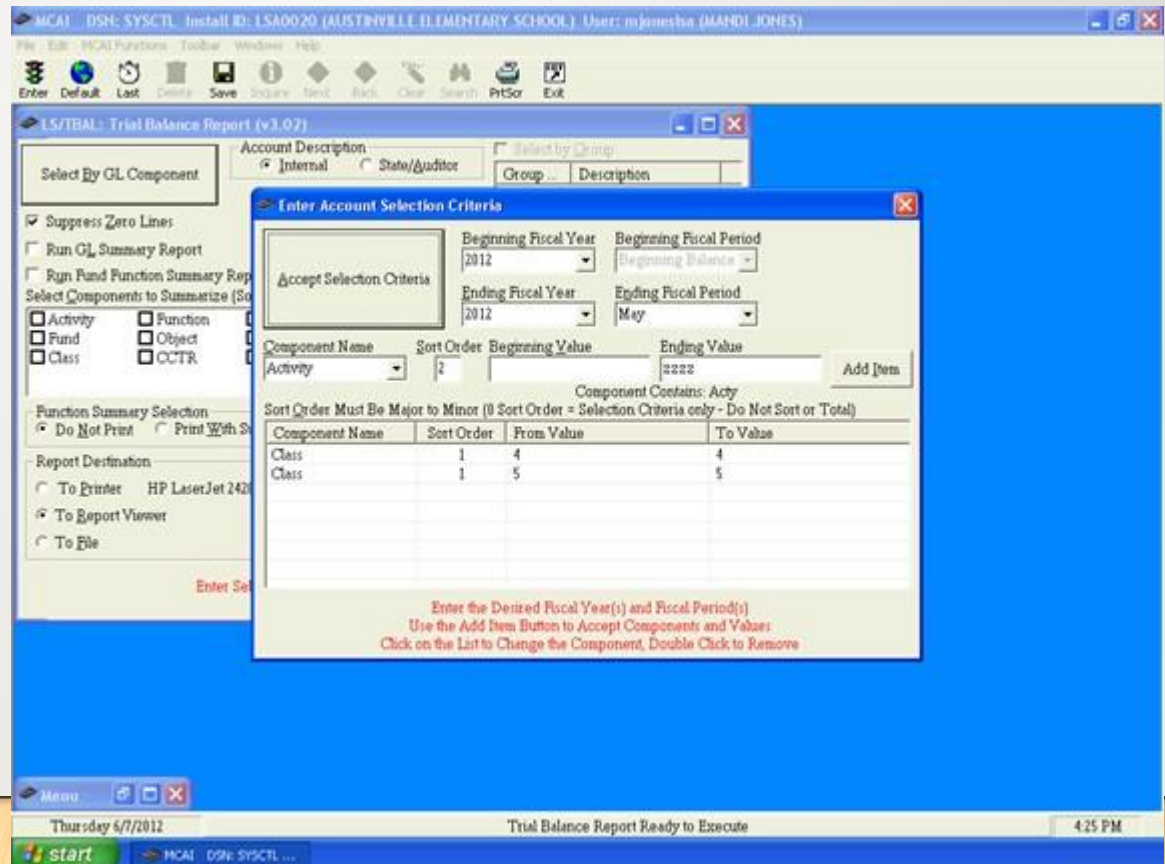
LSVERF

<u>Activity</u>	<u>ActivDesc</u>	<u>ACTIVITY BALANCE</u>
0000	Default Activity Value	0.00
2050	OFFICE	24,363.77
2070	SUPPLY STORE	0.00
2080	JUICE	21,243.88
2090	STUDENT INCENTIVES	0.00
2161	UNCOLLECTED CHARGED MEALS	0.00
2162	WORTHLESS CHECKS	0.00
2170	FACULTY VENDING	291.90
3085	CYBERCUBBIES	0.00
4070	MUSIC	0.00
4215	7 HABITS (Sat)	0.00
5072	SPACE CAMP	2,053.95
5085	PTA	0.00
5087	PTO	1,047.75
5090	MATH TEAM	0.00
7090	STUDENT COUNCIL	10,372.76
8012	ENVIRONMENTAL LEARNING	0.00
8030	FACULTY FUND	2,157.54
8040	FIELD TRIPS	1,888.74
8080	LIBRARY	3,630.09
8081	LIBRARY BOOK FAIR	0.00
8082	LIBRARY LOST BOOKS	372.07
8085	LITERACY DEMONSTRATION SITE	0.00
8090	LOST & DAMAGED TEXTBOOKS	0.00
	TOTAL ACTIVITY BALANCES	67,422.45

IN BALANCE

Trial Balance by Class 4 & 5 (One Report)

- a. Go to Local School Accounting menu
- b. Select End of Month Reports
- c. Select Trial Balance Report
 - i. Select by GL Component
 - ii. Ending fiscal period = month end
 - iii. Component name = Class
 - iv. Beginning value = 4
 - v. Ending value = 4
 - vi. Select Add Item
 - vii. Beginning value = 5
 - viii. Ending value = 5
 - ix. Select Add Item
 - x. Accept Selection Criteria
 - xi. Select Enter

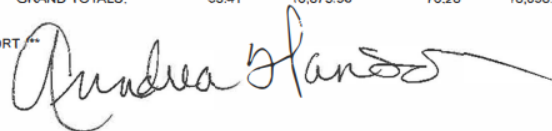


Principal's Report

- i. Make sure the period shows the correct month
- ii. Check "suppress zero balance inactive activities"
- iii. Select Enter
- iv. Have the principal to sign this report at the bottom of the report
- v. Include explanations for any over-encumbered activities

Run this
Report weekly
for school
balances

RUN DATE: 08/01/2022		MCAI BUDGETARY ACCOUNTING SYSTEM							Page 1 of 1	
RUN TIME: 09:03AM		PRINCIPAL'S REPORT							LSPRIN	
COST CENTER: 0120		ELEMENTARY								
ELEMENTARY		FISCAL PERIOD: July 2022								
	RECEIPTS THIS MON	RECEIPTS TO DATE	PAYMENTS THIS MON	MONTH PAYMENTS TO DATE	BALANCE OPERATION PYA TO DATE	BALANCE BEGIN OF YEAR	BALANCE CURRENT MTD	ENC	ACT	
0000 Default Activity Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Default Activity						0.00		0.00		
2050 OFFICE	5.70	4,894.03	0.00	8,906.30	-4,012.27	28,376.04	24,363.77	3,510.84	20,852.93	
2070 SUPPLY STORE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2080 JUICE	0.00	4,528.00	0.00	2,020.04	2,507.96	18,735.92	21,243.88	0.00	21,243.88	
2090 STUDENT INCENTIVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2161 UNCOLLECTED CHARGED MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2170 FACULTY VENDING	27.71	269.60	0.00	30.00	239.60	52.30	291.90	0.00	291.90	
TOTAL General	33.41	9,691.63	0.00	10,956.34	-1,264.71	47,164.26	45,899.55	3,510.84	42,388.71	
4070 MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4215 7 HABITS (Sat)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Classes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5072 SPACE CAMP	0.00	0.00	0.00	0.00	0.00	2,053.95	2,053.95	0.00	2,053.95	
5087 PTO	0.00	570.00	0.00	80.00	490.00	557.75	1,047.75	0.00	1,047.75	
5090 MATH TEAM	0.00	182.00	0.00	182.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Accomodation	0.00	752.00	0.00	262.00	490.00	2,611.70	3,101.70	0.00	3,101.70	
7090 STUDENT COUNCIL	0.00	0.00	0.00	974.21	-974.21	11,346.97	10,372.76	0.00	10,372.76	
TOTAL Student Activities	0.00	0.00	0.00	974.21	-974.21	11,346.97	10,372.76	0.00	10,372.76	
8030 FACULTY FUND	0.00	468.75	0.00	94.98	373.77	1,783.77	2,157.54	0.00	2,157.54	
8040 FIELD TRIPS	0.00	508.00	0.00	928.55	-420.55	2,309.29	1,888.74	871.45	1,017.29	
8080 LIBRARY	0.00	5,455.57	76.28	4,882.70	572.87	3,057.22	3,630.09	302.52	3,327.57	
8082 LIBRARY LOST BOOKS	0.00	0.00	0.00	0.00	0.00	372.07	372.07	0.00	372.07	
TOTAL Other	0.00	6,432.32	76.28	5,906.23	526.09	7,522.35	8,048.44	1,173.97	6,874.47	
COST CENTER TOTALS: 0120	33.41	16,875.95	76.28	18,098.78	-1,222.83	68,645.28	67,422.45	4,684.81	62,737.64	
GRAND TOTALS:	33.41	16,875.95	76.28	18,098.78	-1,222.83	68,645.28	67,422.45	4,684.81	62,737.64	
*** END OF REPORT ***										



Purchase Order As Of Date Report

<u>Fd-C-Func-Obj-Ctr-SFnd-Y-Prog-Spec</u>	<u>PO NUMBER</u>	<u>PO DATE</u>	<u>ST</u>	<u>VENDOR NAME</u>	<u>COMP AMT</u>	<u>ENC AMT</u>	<u>ORIG AMT</u>
11-5-1100-411-0005-1110-0-8100-0001	05-1118	10/23/2019	R	SUNTRUST BANK	0.00	21,600.00	21,600.00
11-5-2120-489-0005-1110-0-8210-0001	05-1118	10/23/2019	R	SUNTRUST BANK	0.00	600.00	600.00
11-5-2180-411-0005-1110-0-2200-0001	05-1118	10/23/2019	O	SUNTRUST BANK	0.00	1,200.00	1,200.00
11-5-2220-489-0005-1110-0-8220-0001	05-1118	10/23/2019	R	SUNTRUST BANK	0.00	600.00	600.00
11-5-2310-419-0005-1110-0-8230-0001	05-1118	10/23/2019	R	SUNTRUST BANK	0.00	1,200.00	1,200.00
11-5-3200-441-0005-6001-0-8320-6000	05-1121	10/29/2019	O	ASSOCIATED PAPER OF	0.00	500.00	500.00
	05-1122	10/29/2019	O	AMERICAN OSMENT EQUIPMENT	0.00	200.00	200.00
					0.00	700.00	700.00
					0.00	25,900.00	25,900.00

11-5-3200-441-0005-6001-0-8320-6000 TOTAL:

GRAND TOTALS:

*** END OF REPORT ***

Verify open POs
are valid

The encumbrance
amount should
agree to the Trial
Balance
encumbrance
balance

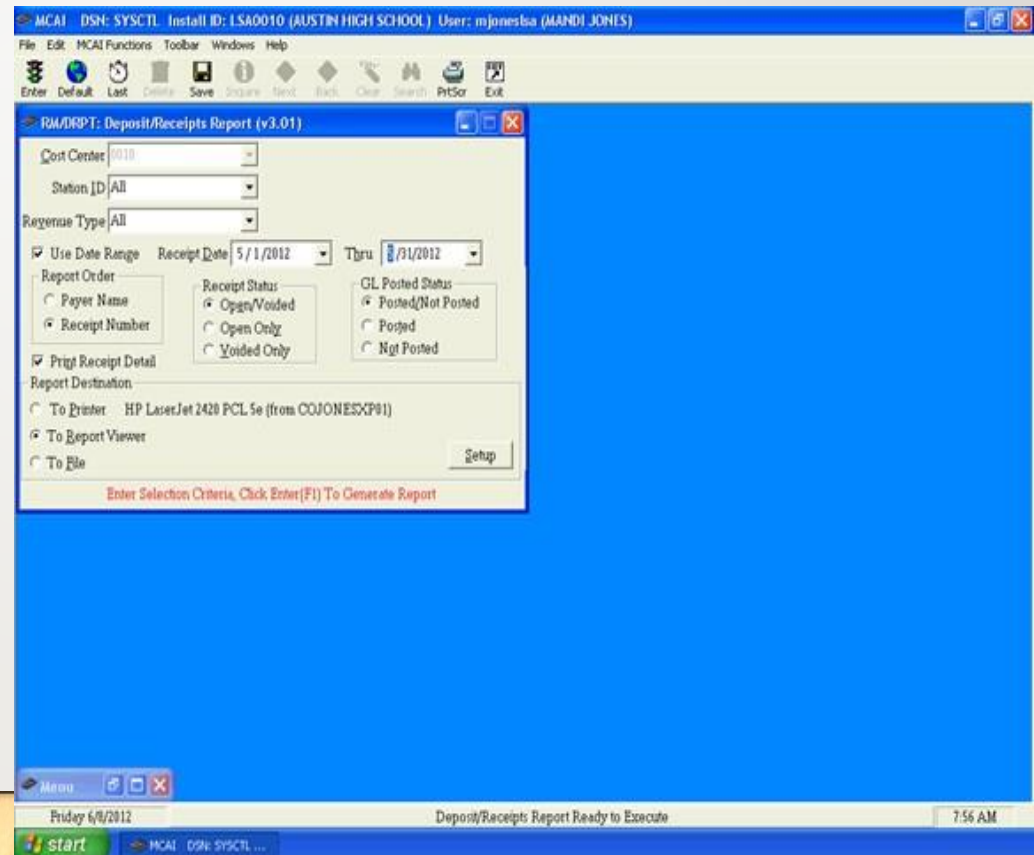
Budget Analysis Report

- ▶ Run monthly for all budgets
- ▶ Review Coding
- ▶ Have Principal review and sign

RUN DATE: 11/18/2019		MCAI BUDGETARY ACCOUNTING SYSTEM					Page 1 of 2	
RUN TIME: 09:16AM		BUDGET ANALYSIS REPORT					GLBARP	
		AUBURN CITY BOARD OF EDUCATION						
		THRU FISCAL YEAR-PERIOD-MONTH: 2019-2-November						
Description	2018	2018	2019	2019	2019	% OF		
<u>Fd-C-Func-Obj-Cctr-SFnd-Y-Prog-Spec</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>YTD ACT</u>	<u>YTD ENC</u>	<u>BUD</u>	<u>VAR</u>	
*** EXPENDITURES ***								
INSTRUCTION, STUDENT EDUCATIONAL								
11-5-1100-311-0005-6001-0-8100-6000	350.00	350.00	0.00	0.00	0.00	0.00	0.00	
INSTRUCTION, SUBSTITUTES								
11-5-1100-335-0005-6001-0-1200-6000	22,951.70	35,284.18	25,326.14	4,191.83	0.00	16.55	21,134.31	
INSTRUCTION, SUBSTITUTES								
11-5-1100-335-0005-6001-0-2200-6000	5,487.95	5,842.73	2,500.00	729.01	0.00	29.16	1,770.99	
INSTRUCTION, STUDENT CLASSROOM SU								
11-5-1100-411-0005-6001-0-1200-6000	0.00	0.00	3,123.39	0.00	0.00	0.00	3,123.39	
INSTRUCTION, OTHER INSTRUCTIONAL								
11-5-1100-419-0005-6001-0-8100-6000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
EDUCATIONAL MEDIA SE, SUBSTITUTES								
11-5-2220-335-0005-6001-0-8220-6000	893.01	1,068.64	579.00	0.00	0.00	0.00	579.00	
OTHER INSTRUCTIONAL, PRINTING AND BINDING								
11-5-2290-394-0005-6001-0-8220-6000	300.00	0.00	300.00	0.00	0.00	0.00	300.00	
OFFICE OF SCHOOL ADM, SOFTWARE MAINTENANCE								
11-5-2310-333-0005-6001-0-8230-6000	674.00	0.00	674.00	0.00	0.00	0.00	674.00	
OFFICE OF SCHOOL ADM, POSTAGE								
11-5-2310-364-0005-6001-0-8230-6000	412.00	246.30	412.00	0.00	0.00	0.00	412.00	
OFFICE OF SCHOOL ADM, OTHER COMMUNICATION								
11-5-2310-369-0005-6001-0-8230-6000	275.00	268.09	275.00	23.60	0.00	8.58	251.40	
OFFICE OF SCHOOL ADM, OFFICE SUPPLIES								
11-5-2310-471-0005-6001-0-8230-6000	7.82	0.00	1,322.91	0.00	0.00	0.00	1,322.91	
OFFICE OF SCHOOL ADM, OTHER GENERAL SUPPLI								
11-5-2310-479-0005-6001-0-8230-6000	657.00	568.16	657.00	0.00	0.00	0.00	657.00	
OFFICE OF SCHOOL ADM, OTHER DUES AND FEES								
11-5-2310-629-0005-6001-0-8230-6000	45.00	0.00	45.00	0.00	0.00	0.00	45.00	
BUILDING SERVICES, CUSTODIAL SUPPLIES								
11-5-3200-441-0005-6001-0-8320-6000	12,148.20	17,687.67	10,513.88	1,160.20	587.57	16.62	8,766.11	
*** TOTAL EXPENDITURES:	44,201.68	61,315.77	45,728.32	6,104.64	587.57	14.63	39,036.11	
*** GRAND TOTALS ***								
TOTAL REVENUES:						0.00	0.00	
TOTAL EXPENDITURES:	44,201.68	61,315.77	45,728.32	6,104.64	587.57	14.63	39,036.11	
DIFFERENCE:	-44,201.68	-61,315.77	-45,728.32	-6,104.64		14.63		

Receipts Report (from Receipt Module)

- Go to Receipt Module menu
- Select RM Reports
- Select Receipt Report
 1. Station id = All
 2. Rev type = All
 3. Place a check beside “use date range”
 4. Change the date to reflect the month you are closing
 5. Receipt Order = select receipt number
 6. Receipt Status= open/voided
 7. GL Posted Status = Posted/Not Posted
 8. Check “print receipt detail”
 9. Select Enter



Cash Receipt Journal

- a. Go to Local School Accounting menu
- b. Select End of Month Reports
- c. Select Cash Receipts Journal
 - i. Select Search by Posting Date
 - ii. Enter the month range
 - iii. Click Enter

Enter Default Last Delete Save Inquire Next Back Clear Search PrtScr Exit

LS/CRPT: Cash Receipts Journal (v3.05)

Bank Code 1234 Search By
 Year/Period
 Posting Date

Posting Date 07/01/2019
To 07/31/2019

Deposit #

Cash Receipts #

Account Description
 Internal State/Auditor

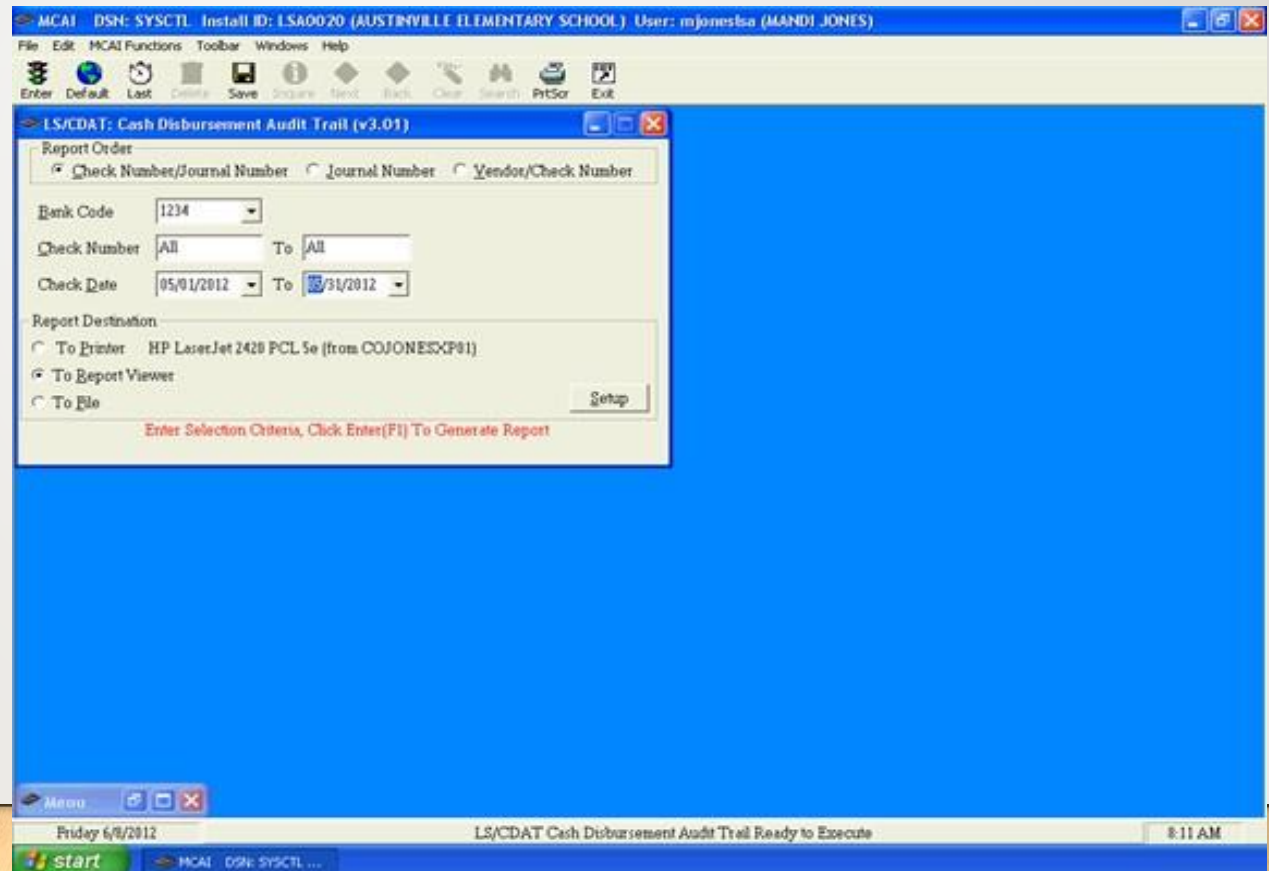
CCTR 0023 To 0023 Group by CCTR

Report Destination
 To Report Viewer To Grid To File
 To Printer Canon D530/D560 UFR II LT (redirected) Setup

Enter Selection Criteria, Click Enter(F1) To Generate Report

Cash Disbursement Audit Trail

- a. Go to Local School Accounting menu
- b. Select End of Month Reports
- c. Select Cash Disbursement Audit Trail
 - i. Change the check dates to show the correct month Click Enter



Other Helpful NexGen Reports

Activity Listing - The Activity Listing will show all activities for your school. This report is also helpful to determine if an activity is public or nonpublic.

- General Ledger
- GL Reports & Queries
- GL Master Reports
- Activity Listing
- This report will show up at the bottom of the screen with an Excel icon.

Available GL Accounts Listing - The General Ledger Account Listing will show all active accounts.

- General Ledger
- GL Reports & Queries
- GL Master Report
- Account Number Report
- Enter (traffic light)

LSA Activity Detail Report - The activity detail report will show the balance of an activity and all the debits and credits for a specific activity for a specified date range.

- Local School Accounting
- LSA Reports
- Activity Report (Detail)
- Enter the Activity Number
- Change the period to the range you are wanting to view
- Enter (traffic light)

Accounts Payable Register - The Accounts Payable Register report will show any open invoices.

- Accounts Payable
- Invoice Reports
- Accounts Payable Register
- This should tie to your Accounts Payable account on the Trial Balance

File Submission

- ▶ CSFO Submits a data file to the State Department of Education (SDE)
- ▶ The coding database checks the data for errors and generates an edit report
- ▶ Edits are communicated to you or corrected by your CSFO
- ▶ Once the correction is made the file can be resubmitted
- ▶ Any account numbers that result in a critical error should be inactivated

File Submission Edits

- ▶ Critical errors
 - ▶ Must be corrected prior to year end
 - ▶ The final file will not be approved until the critical errors are cleared up
- ▶ Warnings
 - ▶ Potential error
 - ▶ Review to verify correct coding
 - ▶ Will need to be explained in the year end desk review

FileName: 110_fin_pro_2019-10.txt UploadDate: 8/6/2019 11:15:19 AM Report: Full

Error Type	Fund Type	Acct. Type	Acct. Code	OBJ	Cost Center	Fund Source	Appr. Year	Program Code	Special Use	Error Message
C	38	2	0239	000	0000	0000	0	0000	9127	Account Code is invalid.
C	38	2	0226	100	0000	0000	0	0000	9044	Invalid Object of Expenditure Code.
C	38	2	0227	300	0000	0000	0	0000	9112	Invalid Object of Expenditure Code.
C	38	2	0230	200	0000	0000	0	0000	9121	Invalid Object of Expenditure Code.
C	38	2	0239	000	0000	0000	0	0000	9127	Account Type is not valid with the Account Code.
W	11	5	2180	091	0005	1110	0	4712	0000	Check for valid Program Code and Function Code Combination.
W	11	5	2180	210	0005	1110	0	4712	0000	Check for valid Program Code and Function Code Combination.
W	11	5	2180	220	0005	1110	0	4712	0000	Check for valid Program Code and Function Code Combination.
W	11	5	2180	230	0005	1110	0	4712	0000	Check for valid Program Code and Function Code Combination.
W	11	5	2180	240	0005	1110	0	4712	0000	Check for valid Program Code and Function Code Combination.
W	11	5	2180	250	0005	1110	0	4712	0000	Check for valid Program Code and Function Code Combination.
W	11	5	2120	147	0010	6001	0	8210	0000	Object Code is not valid with Function Code.
W	11	5	2120	147	0020	1110	0	8210	0000	Object Code is not valid with Function Code.
W	11	5	2310	419	0005	1110	0	8230	0001	Object Code is not valid with Function Code.
W	11	5	2310	419	0010	1110	0	8230	0001	Object Code is not valid with Function Code.
W	11	5	2310	419	0020	1110	0	8230	0001	Object Code is not valid with Function Code.
W	11	5	2310	419	0045	1110	0	8230	0001	Object Code is not valid with Function Code.
W	11	5	2310	419	0050	1110	0	8230	0001	Object Code is not valid with Function Code.
W	11	5	2310	419	0055	1110	0	8230	0001	Object Code is not valid with Function Code.
W	11	5	2310	419	0060	1110	0	8230	0001	Object Code is not valid with Function Code.

File Submission – Types of Coding Edits

- Invalid components – Not listed in the Accounting Manual
 - Account Code is invalid
 - Invalid Object of Expenditure Code
 - Invalid Program Code
- Invalid combinations
 - Object Code is not valid with Function Code
 - Program Code is not valid with Function Code

Invalid Coding Combinations

Instructional vs Non - Instructional

Function 1100 cannot be used with Object Codes:

- 341-349 Property Services
- 412 Staff Training Supplies
- 441 Custodial Supplies
- 471 Office Supplies
- 478 Items for Resale
- 479 Other General Supplies

Function 2300-2399 School Admin Services &
Function 3000-3999 Operation & Maintenance Services
cannot be used with Instructional Object Codes:

- 411 Student Classroom Supplies
- 414 Instructional Software
- 491 Instructional Equipment

End of Month Checklist

Fixed Asset Reports	
*** All items are due to Carolyn by the 3rd of the month***	
1	Inventory change/disposal request
2	Equipment Log (purchases with local school money)
3	No equipment purchased during the month; send an email
4	Inventory worksheet & invoices for purchases during the month
5	General Ledger Report (Must agree to inventory worksheet)

Questions

