

Reporting Information Session

NCDPI: Information Analysis & Reporting Section

NCASBO Conference
February 18, 2009

UERS Reporting

Expenditures/Datafile

Monthly Reports

Financial Report Card

Account Codes/COA

MSA Training

UERS Duties

- General Reporting Issues, Chart of Accounts, MFR/AFR Issues.
- Zero-Out, Datafile, Sales Tax Refunds, MSA System, Invalid Code Errors, Monthly Expenditure Reports.
- Federal Expenditures & Adjustments.
- UERS Edit Compliance.
- State Expenditures & Adjustments, Disability Refunds.

REFRESHER

AND

REMINDERS

Monthly Calendar

- Month-End Closing - Build Data File and MFR File.
- Approximately the 2nd or 3rd working day of the month - Financial & MFR files picked-up.
- 4 working days after files are picked-up - Refunds & Adjustments for prior month can be processed.

Monthly Calendar

- 10th-15th of the month - **Cash Zero-Out** Posted & netviewed and **Monthly Reports** netviewed.
- 12th-18th of the month – **Financial Data Report Card & MFR** netviewed.
- 15th thru End of Month - Reconcile Monthly Reports.

Monthly Reports

- JHA351EG - State Allotment Reconciliation
- JHA856EG - State Cash Certification Summary
- JHA360EG – State Cash Zero-Out Report
- JHA356EG - Allotment Overdraft Report
- JHA305EG - Federal Budget Balance Reconciliation Report
- JHA314EG - Federal Cash Balance Report
- JHA903EG – Federal Cash Zero-Out Report
- LEA Monitoring Letter-Financial Data Report Card
- JHA899EG – DBS/MFR Match Report

Financial Data Report Card

"Monitoring Letter"

- Part 1: UERS Edit Compliance
- Part 2: Monthly Cash Zero-Out
- Part 3: Expenditure Code Errors

Part 1: UERS Edit Compliance

- UERS Compliance Edit - details errors - Payroll and/or General Expense
- UERS Compliance Edit Legend - Payroll and General Expense

Part 2: Monthly Cash Zero-Out

**SPSF GOAL = 1%
of Monthly Expenditures**

- **SPSF and School Tech - Zero-Out formula detail**

**(Beginning Bal + Monthly Certs -
Monthly Expenditures = Ending Bal)**

- **Ending positive balance (cash remaining)-results in a negative certification**
- **Ending negative balance (cash deficit)-results in a positive certification**

Part 3: Expenditure Code Errors

If Errors are Found:

- Invalid Codes reported in data.
- Valid Codes where expenditure was posted.
- Update LEA GL with Valid Codes, or
- Submit BUD UTR or form 202 to correct.
- If invalid expense needs to be refunded, contact DPI for instructions

Never Bypass Invalid Code Warning

Form 202: Correcting Invalid Codes

- Do not combine Federal & State codes on same 202 Form (use separate Form for each Fund)
- If code is valid, then process in BUD.
- If code is invalid; not in COA, then send paper 202
- Cannot send paper 202 as a refund without check
- Review LEA Report Card for corrections made by DPI
- If invalid code/expense needs to be refunded, contact DPI for instructions *(explain)

Sales Tax Refunds

Note: If the refund is for a current active Federal PRC, but the LEA does not have a current year allotment or budget, then the refund must be done manually with a check and a paper FPD202 form, no matter what year the refund is for.

Do not process thru the BUD system

Federal Overspent Projects

Note: If you are overspent in a federal program at year end, DPI will notify you via letter of the amount and PRC that is overspent. Federal overspent projects must be refunded with a manual check and paper 202.

Do not process thru the BUD system

Important Reminders:

Points to Remember.....

- BUD batches are now processed the last two working days of the month beginning FY2008, but no processing done on holidays.
- For a few days after files are picked-up, we are still processing for the previous month.
- When submitting refunds, attempt not to do at end of the month to ensure that all entries are posted in the same month.

Important Reminders:

MSA System Training(General Ledger):

- View Carry-over amounts & allotments
- View expenditures posted by PRC & account (payroll & general expense)
- View BUD entries (Refunds & Transfers)
- Verify cash certifications
- View zero-out entries
- Check funds/cash available to request

Important Reminders:

- July & August Installment Payments do not post to the Cash Account(11010000) until September.
- To determine the amount of federal funds available to draw/request, check the Authority to Draw(11210000) balance in MSA in 016 screen (period ending balances) for each PRC.
- **All Funds (State, Federal, Local) must use appropriate coding: Purpose/PRC/Object as identified in the Chart of Accounts.**
- **If the PRC is an Open Chart, the Purpose and Object codes must be valid and match.**

Important Reminders:

Finance Officers Newsletter:

- Includes items of interest, updates, and **vital** information from DPI sent weekly.
- Please contact Debby Jackson @ Debjacks@dpi.state.nc.us (919)807-3603.
- **Anyone in your finance office can be included to receive the newsletter.**

MSA Training Schedule

9:00am to 4:00pm
DPI-Education Building
Raleigh, NC

Dates will be forthcoming in the weekly Finance
Officers Newsletter

BUD training (see the website for dates) or
contact Gayle Richardson at (919)807-3240 or
grichard@dpi.state.nc.us

FBS Web Site

[www.ncpublicschools.org/fbs/
finance/reporting/](http://www.ncpublicschools.org/fbs/finance/reporting/)

QUESTIONS

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REMEMBER: If you have a question or are in doubt, please call or email us. We can resolve the issue by working together.