

Best Practices for Month End

Melynda Buck

Local School Finance Annual Conference

April 17, 2024

Topics To Be Discussed



- Local School Financial Responsibility
- Balance Internal Transfers
- Inventory Sheets
- Bank Reconciliation
- Open Purchase Orders
- Principals Report
- Ticket Reconciliation Reports
- Verification/Check and Balances



Bookkeeper-Job Description



REPORTS TO: Principal and Chief School Financial Officer

PERFORMANCE RESPONSIBILITIES:

- Maintains a positive and cooperative attitude toward students, staff, parents, and other visitors while maintaining strict confidentiality.
- Maintains a complete and systematic set of records of all financial transactions of the school on the designated computerized accounting system.
- Maintains purchase orders for local school funds and teachers' instructional funds for the Central Office.
- Ensures that school accounts maintain positive account balances.
- Prepares/Records daily cash receipts and deposit(s).
- Responsible for accounts payable, accounts receivable and monthly reconciliation of bank statements.
- Prepares monthly financial reports and submits to Board within established timelines.
- Responsible for preparing annual school budget, including amendments to the original budget.
- Responsible for online payment setup, maintenance, imports, and reconciliations.
- Responsible for athletic ticket sales and reconciliations.
- Traces errors and records adjustments to correct charges or credits posted to incorrect accounts.
- Willing to learn additional software, procedures, etc. as needed.
- Prepares records for annual audit.
- Responsive to suggestions from supervisors and auditors.
- Responsible for maintaining AASBO Local School Certification.
- Performs other duties as assigned by Principal, Chief School Financial Officer, and Assistant to CSFO.

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention,



Key Takeaways

- The month-end close process is a systematic way of maintaining financial records and involves reviewing and reconciling financial documents to prevent errors and get an overall picture of a schools financial health.
- While the month-end close process can take a lot of time, it's important to optimize the process steadily to keep errors at bay while reducing the closeout time.
- To improve the month-end closing process, the bookkeeper should address common challenges like errors in manual records, and difficulty tracking the status of missing documentation.

What is the month-end close process?

The month-end close process is a crucial process that is done at the end of each month to ensure accurate and timely financial reporting. It involves several steps, including balancing internal transfers, completing inventory entries/sheets, reconciling bank statements, reconciling open purchase orders, reviewing transactions, analyzing adjusting entries, and preparing financial reports for the principal /central office.

What are the steps in the accounting close process?

Collectively there are steps by steps to the month-end close process. These steps give a general overview of how the school reviews and reconciles their books at the end of every month:

- Collect the financial information
- Verify and reconcile the data
- Assess fixed assets
- Make financial statements
- Conduct a final review

May 1, 2024

Time to begin EOM for April



SUN	MON	TUE	WED	THU	FRI	SAT
			1 	2	3	4
5 <small>Cinco de Mayo</small>	6	7	8	9	10	11
12 <small>Mother's Day</small>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <small>Memorial Day</small>	28	29	30	31	

HOOVER CITY BOARD OF EDUCATION Monthly Financial Statement Checklist

	Public Funds	Non-Public Funds	Total Funds
Balance in Checking	\$ _____	_____	_____
Less Encumbrances	_____	_____	_____
Total Available	\$ _____	_____	_____

Bank Reconciliation Report

- _____ Scanned canceled checks for suspicious signatures and endorsements
- _____ Verified "reconciled balance" on Reconciliation Report equals "ending balance" on Bank Statement
- _____ Noted frequency of deposits (checks typically every 3 days; cash weekly)
- _____ Reviewed outstanding checks (discuss writing off checks more than 6 months old)
- _____ Noted outstanding deposits (if more than last two days of month, discuss with the bookkeeper)
- _____ Signed off on last page of Bank Reconciliation Report

Open AR List (includes NSF checks and uncollected debt from students)

- _____ Scanned list for employee names (if necessary, discuss with employee)
- _____ Notified payer goods/services to be withheld until payment received, if applicable (if repeat offender, must make all future payments with cash, cashier's check or money order)

Check Register/Accounts Payable Register

- _____ Verified legitimate vendors/payees (check for employee names, Cash)

General Journal Register

- _____ Reviewed journal entries for the unauthorized transfer of funds between activities
- _____ Verified supporting documentation attached

Principal's Activity Report

- _____ Scanned for negative balances (if negative balance and income is not anticipated, account must be cleaned up with other funds; negative balances are prohibited in non-public activities)
- _____ Scanned for large balances (remind teachers that state funds and course fees must be spent in year received)

Month

School

Bookkeeper Monthly Reconciliation Checklist

- Post MSFs that have hit bank through end of month reconciling
- Complete anything else outstanding from previous month
- DEPOSIT all money that has been received in the system.
(if you do not deposit you will be out of balance this amount)
- Process all Truist Statements
- Run the Object 491-499
- Run the Object 540-589
- Run the Object 923
- Run the Function 9230 report
- Make any corrections from the object reports
- Print bank statement
- Complete reconciliation in TES
- Post recon when you have done all of the above and receive a smiley face
- Print Reports
- Download to District, Print MCAI Report and all three Object Reports, the function report and scan all to Amanda and cc Jennifer. Keep documents in the monthly financial folder.
- Prepare monthly financial folder
Financial folder should have:
Bookkeeper Monthly Reconciliation Checklist (Bookkeeper and Principal Sign)
Bank Reconciliation Report
Original Bank Statement (Principal needs to sign this)
NSF List
Open AR List
YTD Balance Sheet
Receipt Register
Check Register
Deposit Register
GJ Register
Principal's Activity Report (YTD)
MCAI Download
- Have principal sign and review the financial folder

Bookkeeper Signature

Date



School: _____ Month: _____

END OF MONTH CLOSING PROCEDURES

Before closing out:

1. *Make sure all posting has been completed for the month (journal entries, purchase orders, deposits, offline checks, etc.)*
2. *Run your General Ledger to make sure you do not have a negative ending balance in any line item account number!*
3. *Check encumbrance amounts using instruction sheet.*
4. *Enter interest deposit journal entry.*

Return signed form with month-end reports. Reports are due by the 4th of the month.

Signature of Bookkeeper: _____ Date: _____

Print the following reports. Forward a copy of all items marked with an asterisk (*) to the Central Office: *Initial in () when you have printed report and sent to Central Office.*

- () * 1. Transfers (Print 4 separate reports: 9210, 9910-920, 9230, 9910-923)
(Note: 9210 and 9910-920 must balance.)
(Note: If you do not have anything to report, nothing will print.)
- () * 2. Equipment Purchases (Print 2 separate reports: 491-499 and 540-589)
(Note: If you do not have anything to report, nothing will print.)
- () * 3. Completed inventory sheets (if you had anything to print for equipment)
- () * 4. Reconciled Bank Statement with Journal Entries (must be signed by Principal)
- () * 5. Open Purchase Order Report
- () * 6. Principal's Report
- () * 7. Send copies of all Ticket Reconciliation Reports for the month.
- 8. Verification Report (Make sure you do not have an "Incorrect".)
- 9. Trial Balance (Run 2 separate reports: 7101 and 7501) (Make sure they balance.)
- 10. Balance Sheet
- 11. Month to Date Check Register (Make sure there are no missing checks.)
- 12. Accounts Payable Register (There should be nothing to print.)
- 13. Extract and Export Financial Data after everything balances. *Do not extract until you have run all your reports and made sure that everything is correct and in balance!*

Principal's Signature

Date

MAKE SURE THE FOLLOWING REPORTS BALANCE TO EACH OTHER:

Purchase Orders:	Balance on Open P.O. Report	_____
	Balance of Encum. On Balance Sheet	_____
	Balance of Encum. On Principal Report	_____

Before Closing Out

- Make Sure all posting has been completed for the month
 - Journal Entries
 - Purchase Orders
 - Deposits
 - Offline Checks
 - Post Accrued Interest
 - Chargeback Checks
 - Any bank fees
- Run your General Ledger to make sure you do not have a negative ending balances in all line item account numbers



Post Interest for the Month listed on Bank Statement
Accrued Interest April 1 – April 30, 2024



HOOVER CITY BOARD OF EDUCATION
████████████████████
2810 METROPOLITAN WAY
BIRMINGHAM AL 35243-2944

ACCOUNT # ██████████

Cycle 001
Enclosures 25
Page 0
1 of 8

PUBLIC FUNDS NET INTEREST CHECKING
March 1, 2024 through March 29, 2024

SUMMARY

Beginning Balance	\$ ██████████	Minimum Balance	\$ ██████████
Deposits & Credits	\$ ██████████ +	2024 YTD Interest	\$533.09
Net Interest Earned	\$128.31 +		
Withdrawals	\$20.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$895,796.99 -		
Ending Balance	\$ ██████████		

DEPOSITS & CREDITS

03/01	Quick Deposit - Thank You	3,473.18
03/01	Quick Deposit - Thank You	410.00
03/01	Quick Deposit - Thank You	55.00
03/01	Quick Deposit - Thank You	70.00
03/01	Quick Deposit - Thank You	20.00
03/01	Quick Deposit - Thank You	60.00
03/01	Quick Deposit - Thank You	20.00
03/01	Quick Deposit - Thank You	10.00
03/01	Quick Deposit - Thank You	128.00
03/01	Quick Deposit - Thank You	55.00
03/01	Quick Deposit - Thank You	202.50
03/01	Quick Deposit - Thank You	70.00
03/01	Quick Deposit - Thank You	727.35
03/01	Quick Deposit - Thank You	55.74
03/01	Heartland ACH Funds Hoover City Bo 7385363	5,339.00
03/01	Hrtland Pmt Sys Txns/Fees Hoover City SC 650000012001924	15,715.75
03/04	Quick Deposit - Thank You	45.00
03/04	Quick Deposit - Thank You	100.00
03/04	Quick Deposit - Thank You	35.00
03/04	Quick Deposit - Thank You	152.50
03/04	Quick Deposit - Thank You	175.00
03/04	Quick Deposit - Thank You	115.00
03/04	Quick Deposit - Thank You	208.75
03/04	Quick Deposit - Thank You	193.00
03/04	Quick Deposit - Thank You	60.00

AP/PCRD: Check Reconciliation (v3.14)

Reconcile by: Bank Code Account #

Bank Code: 0005

Statement Ending Date: 02/29/2024

End Balance: 5,647,153.48

Ref#/Chk#	Date	Amount	Check Status	Comment	Trans Code
<input type="checkbox"/> 1	2024-02-29	15,715.75		HRTLAND CC DIT FEB	Receipt
<input type="checkbox"/> 2	2024-02-29	727.35		BPES DIT FEB24	Receipt
<input type="checkbox"/> 3	2023-11-30	105.00		HRTLAND CC Dep Error 11/15	Disburse
<input type="checkbox"/> 3	2024-02-29	127.00		GES DIT FEB24	Receipt
<input type="checkbox"/> 4	2023-11-30	40.00		HRTLAND CC Dep Error 11/16	Disburse
<input type="checkbox"/> 4	2024-02-29	3,473.18		HHS DIT FEB24	Receipt
<input type="checkbox"/> 5	2023-11-30	155.00		HRTLND CC Dep Error	Receipt
<input checked="" type="checkbox"/> 6	2024-01-31	15,588.00		HRTLND CC DIT	Receipt
<input checked="" type="checkbox"/> 7	2024-01-31	272.25		BPES Jan 24 DIT	Receipt
<input checked="" type="checkbox"/> 8	2024-01-31	412.35		RES Jan 24 DIT	Receipt
<input checked="" type="checkbox"/> 850	2024-02-16	930,037.19	Paid	Offline Check	

First Check #:

Last Check #:

Mark Cleared

Post Interest

Run Summary Report

Show Deposits and JE's



- Accounts Payable
- Bank Statement Reconciliation
- Check Reconciliation
- Enter Bank Code
- Click on – Post Interest (Preset GL# must be set up)
- Enter Accrued Interest (Look at Bank Statement)
- Post Type is always – Credit
- Reference – Interest Credit
- Comments – Accrued Interest 4/1 – 4/30/2024
- Click Post
- Then Save
- Print the Report For Journal Entry Log/Sheet

General Ledger Report

You do NOT want any negative line items

From the Main Menu

- General Ledger
- GL Reports
- General Ledger Reports
 - Select By GL Component
 - Accept Selection Criteria (do not enter anything here)
 - Check Summary
 - Uncheck Page Break on Primary Sort Component
 - Enter
 - You do NOT want any negative line items



General Ledger Report Search:DRPT

The screenshot shows a software menu window titled "Menu". On the left is a tree view of folders under "MCAI". On the right is a list of reports with columns for "Application or Transaction Name", "Ap", and "Tran". The "General Ledger Report" is highlighted in blue.

Application or Transaction Name	Ap	Tran
Data Value Reports		
General Ledger Report	GL	DR...
Trial Balance Report	GL	TB...
Balance Sheet Report	GL	BL...
Operations Report	GL	JRPT
Journal Entry Report	GL	JELR
Journal Entry Detail Report	GL	JE...
LSA Mnthly Financial Statement	GL	ML...
Cash Report	GL	CA...
Account Number Detail Report	GL	AN...
Account Number Report	GL	NL...
GL Account Master Report	GL	MR...
Summary Expenditure Report	GL	JSER
Summary Revenue Report	GL	JSRR

GL/DRPT: General Ledger Report (v3.05)

Select Report Type
 Detail Summary

Select By GL Component

Account Description
 Internal Description
 State/Auditor Description

Application ID: All
 Transaction ID: All

Suppress Zero Lines Print Comment
 Summarize Encumbrance Accounts
 Summarize Enc Accts by Journal Code
 Page Break on Primary Sort Component

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-N Setup

Select by Group

Group ...	Description
<input type="checkbox"/> CTO	CTO DEPARTME...
<input type="checkbox"/> MNT	MAINTENANCE D...

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

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2024
 Beginning Fiscal Period: April
 Ending Fiscal Year: 2024
 Ending Fiscal Period: April

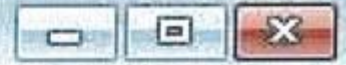
Component Name: Class Sort Order: 1 Beginning Value: 5 Ending Value: 5 Add Item

Component Contains: C
 Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Class	1	4	4
Class	1	5	5

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

GL/DRPT: General Ledger Report (v3.05)



Select Report Type

Detail Summary

Select By GL Component

Account Description

Internal Description
 State/Auditor Description

Application ID

All

Transaction ID

All

Suppress Zero Lines

Page Break on Primary Sort Component

All

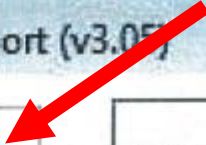
Report Destination

To Report Viewer To Grid To File

To Printer melanies printer (redirected) Setup

Select by Group

Group C...	Description
------------	-------------



<u>Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec</u>	<u>Description</u>	<u>BEGINNING BALANCE</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>ENDING BALANCE</u>
12-4-9230-000-0815-7101-0-0000-0000	OPERATING TRANSFERS IN-LS	0.00	0.00	82,170.00	82,170.00
12-4-9230-000-0820-7101-0-0000-0000	OPERATING TRANSFERS IN-LS	0.00	0.00	107,163.00	107,163.00
12-4-9230-000-6000-7101-0-0000-0000	OPERATING TRANSFERS IN-LS	0.00	0.00	63,777.00	63,777.00
12-4-9910-000-0010-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	0.00	330.00	330.00
12-4-9910-000-0070-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	150.00	300.00	150.00
12-4-9910-000-0080-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	5.00	441.99	436.99
12-4-9910-000-0350-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	0.00	529.30	529.30
12-4-9910-000-0365-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	0.00	662.00	662.00
12-4-9910-000-0400-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	0.00	1,040.00	1,040.00
12-4-9910-000-0425-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	0.00	184.00	184.00
12-4-9910-000-0820-7101-0-0000-0000	REFUNDS ON P/Y EXPENDITURES	0.00	0.00	270.20	270.20
12-5-1100-311-0410-7101-0-1200-0000	INSTRUCTION, STUDENT EDUCATIONAL SER	0.00	139.91	0.00	139.91
12-5-1100-311-0820-7101-0-1200-0000	INSTRUCTION, STUDENT EDUCATIONAL SER	0.00	150.00	0.00	150.00
12-5-1100-341-0070-7101-0-4400-0000	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	2,932.80	0.00	2,932.80
12-5-1100-341-0070-7101-0-4500-0000	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	4,781.47	0.00	4,781.47
12-5-1100-341-0080-7101-0-1200-0000	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	254.64	20.21	234.43
12-5-1100-341-0400-7101-0-4400-0000	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	1,139.90	0.00	1,139.90
12-5-1100-341-0400-7101-0-4500-0000	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	1,361.62	0.00	1,361.62
2-5-1100-341-0410-7101-0-8100-0003	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	99.00	699.95	-600.95
12-5-1100-341-0425-7101-0-1500-0000	INSTRUCTION, EQUIPMENT REPAIR & MAINT	0.00	968.00	0.00	968.00
12-5-1100-342-0360-7101-0-1200-0000	INSTRUCTION, EQUIPMT MAINTENANCE AGR	0.00	197.80	0.00	197.80
12-5-1100-342-0410-7101-0-8100-0000	INSTRUCTION, EQUIPMT MAINTENANCE AGR	0.00	499.00	0.00	499.00
12-5-1100-342-6000-7101-0-1500-0000	INSTRUCTION, EQUIPMT MAINTENANCE AGR	0.00	1,945.64	0.00	1,945.64
12-5-1100-344-0410-7101-0-1200-0000	INSTRUCTION, LEASES	0.00	750.00	0.00	750.00
12-5-1100-344-0415-7101-0-8100-0000	INSTRUCTION, LEASES	0.00	1,190.04	0.00	1,190.04
12-5-1100-344-0815-7101-0-1200-0000	INSTRUCTION, LEASES	0.00	2,515.70	0.00	2,515.70
12-5-1100-345-0810-7101-0-1200-0000	INSTRUCTION, RENTAL-EQUIPMENT	0.00	225.00	0.00	225.00
12-5-1100-381-0760-7101-0-1200-0000	INSTRUCTION, TRAVEL & TRAINING - LOCAL	0.00	95.00	0.00	95.00
12-5-1100-382-0010-7101-0-1500-0000	INSTRUCTION, TRAVEL & TRAINING - IN STAT	0.00	20,112.39	0.00	20,112.39
12-5-1100-382-0010-7101-0-4500-0000	INSTRUCTION, TRAVEL & TRAINING - IN STAT	0.00	21,966.68	0.00	21,966.68
12-5-1100-382-0070-7101-0-4500-0000	INSTRUCTION, TRAVEL & TRAINING - IN STAT	0.00	725.01	0.00	725.01

Open PO Report

- Purchase Order
- PO Reports
- Open PO Report by CCTR
- Select by GL Components
- Accept Selection Criteria(you will not enter anything)
- Click on PO Number
- Date Criteria (month working on)
- Enter (Traffic Light)
- Look at the bottom line amount



Menu

- Folder MCAI
 - Folder Allocation Tracking
 - Folder Local School Accounting
 - Folder Receipt Module
 - Folder **Purchase Order**
 - Folder Accounts Payable
 - Folder General Ledger
 - Folder GL Setup
 - Folder GL Reports
 - Folder GL Queries
 - Folder Budget Menu
 - Folder GL End of Year Menu
 - Folder GL Extracts (Import/Export)
 - Folder System Control

Application or Transaction Name	Ap	Tran
Folder PO Setup		
Folder PO Reports		
PO Entry/Maintenance	PO	EN...
Print Purchase Orders	PO	PR...
Purchase Order Query	PO	QRY

Menu		Application or Transaction Name	Ap	Tran
MCAI		Purchase Order by Vendor #	PO	VN...
Allocation Tracking		Purchase Orders by Journal #	PO	JN...
Local School Accounting		Purchase Order Control Listing	PO	CL...
Receipt Module		Expired Purchase Orders Report	PO	EX...
Purchase Order		Inquire/Print POs by Vendor	PO	VIRP
PO Setup		Open PO Report by CCTR	PO	OP...
PO Reports		Print Purchase Orders	PO	PR...
Accounts Payable		Purchase Order Approval Report	PO	AP...
General Ledger		Purchase Order by Cost Center	PO	CC...
GL Setup		Purchase Order Master Report	PO	MA...
GL Reports		Purchase Orders by Prefix	PO	PR...
GL Queries		POs As Of Date Selected	PO	AS...
Budget Menu		Print Enc Journal Entries	PO	PRJE
GL End of Year Menu				
GL Extracts (Import/Export)				
Custom Control 1				

- MCAI
 - Allocation Tracking
 - Local School Accounting
 - Receipt Module
 - Purchase Order
 - PO Setup
 - PO Reports**
 - Accounts Payable
 - General Ledger
 - GL Setup
 - GL Reports
 - GL Queries
 - Budget Menu
 - GL End of Year Menu
 - GL Extracts (Import/Export)

Application or Transaction Name	Ap	Tran
Purchase Order by Vendor #	PO	VN...
Purchase Orders by Journal #	PO	JN...
Purchase Order Control Listing	PO	CL...
Expired Purchase Orders Report	PO	EX...
Inquire/Print POs by Vendor	PO	VIRP
Open PO Report by CCTR	PO	OP...
Print Purchase Orders	PO	PR...
Purchase Order Approval Report	PO	AP...
Purchase Order by Cost Center	PO	CC...
Purchase Order Master Report	PO	MA...
Purchase Orders by Prefix	PO	PR...
POs As Of Date Selected	PO	AS...
Print Enc Journal Entries	PO	PRJE

PO/OPRP: Open Purchase Order Report (93.23)

Select By GL Component →

Order By
 Vendor Name P_o Number Account Number

Page Break By Cost Center

Date Criteria
 Type None ≥ From 4 / 1 /2024 ≤ To 4 /15/2024

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-M237 PCLm-S (redirected) Setup

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

Enter Account Selection Criteria →

Accept Selection Criteria

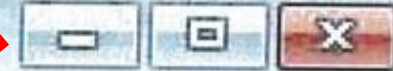
Component Name Fund Sort Order 1 Beginning Value Ending Value zz Add Item

Component Contains: Fd
 Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value

Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

PO/OPRP: Open Purchase Order Report (v3.23)



Select By GL Component

Order By

Vendor Name

Po Number

Account Number

Page Break By Cost Center

Date Criteria

Type None

≥ From 2 / 1 / 2024

≤ To 2 / 28 / 2024

Report Destination

To Report Viewer

To Grid

To File

To Printer melanies printer (redirected)

Setup

RUN DATE: 02/28/2024
RUN TIME: 10:21AM

MCAI BUDGETARY ACCOUNTING SYSTEM
REPORT OF OPEN PURCHASE ORDERS BY COST CENTER

COST CENTER: [REDACTED]

<u>PO NUMBER</u>	<u>PO DATE</u>	<u>VENDOR NAME</u>	<u>CCTR/</u> <u>REQ NUMBER</u>	<u>GENERAL LEDGER NUMBER</u>	<u>COMPLETED</u> <u>amount</u>	<u>ENCUMBERED</u> <u>amount</u>	<u>ORIG. PO</u> <u>TOTAL</u>
00-003550	10/04/2023	Mullins Building Products	6000-0	2090-12-5-1100-411-6000-7101-0-3800-0000	0.00	5,416.00	5,416.00
00-003618	01/11/2024	FCCLA	6000-0	1020-12-5-1100-411-6000-7101-0-3800-0000	0.00	54.00	54.00
00-003622	01/12/2024	Coco-Cola Bottling Company	6000-0	2004-12-5-9800-478-6000-7101-0-9600-0000	499.00	101.00	600.00
00-003630	01/30/2024	Sams Club	6000-0	2071-12-5-1100-411-6000-7101-0-3800-0000	0.00	107.29	107.29
00-003632	01/31/2024	AED Brands	6000-0	1009-12-5-1100-419-6000-7101-0-3800-0000	0.00	162.45	162.45
00-003634	02/02/2024	WAL MART	6000-0	1015-12-5-9800-478-6000-7101-0-9600-0000	0.00	128.55	128.55
00-003638	02/05/2024	VERIZON WIRELESS	6000-0	2001-12-5-3200-361-6000-7101-0-8320-0000	117.46	587.30	704.76
00-003639	02/06/2024	Sams Club	6000-0	2004-12-5-9800-478-6000-7101-0-9600-0000	0.00	500.00	500.00
00-003639	02/06/2024	Sams Club	6000-0	4009-32-5-9800-478-6000-7501-0-9600-0000	0.00	500.00	500.00
00-003641	02/07/2024	WAL MART	6000-0	3010-32-5-2190-393-6000-7501-0-4400-0000	0.00	199.41	199.41
00-003642	02/07/2024	WAL MART	6000-0	1009-12-5-1100-419-6000-7101-0-3800-0000	0.00	64.00	64.00
00-003645	02/07/2024	Sams Club	6000-0	3005-32-5-9800-478-6000-7501-0-9600-0000	0.00	130.00	130.00
00-003645	02/07/2024	Sams Club	6000-0	3015-32-5-9800-478-6000-7501-0-9600-0000	0.00	130.00	130.00
00-003652	02/08/2024	Food Outlet	6000-0	3007-32-5-9800-478-6000-7501-0-9600-0000	0.00	78.99	78.99
00-003655	02/09/2024	Sams Club	6000-0	4009-32-5-2190-393-6000-7501-0-4400-0000	0.00	67.76	67.76
00-003657	02/09/2024	QUILL	6000-0	2071-12-5-2310-471-6000-7101-0-8230-0000	69.34	329.96	399.30
00-003660	02/12/2024	Alabama FCCLA	6000-0	1020-12-5-1100-629-6000-7101-0-3800-0000	0.00	438.00	438.00
00-003661	02/13/2024	TA WEAR	6000-0	3010-32-5-1100-419-6000-7501-0-4400-0000	0.00	474.75	474.75
00-003668	02/15/2024	Amazon Capital Services	6000-0	2071-12-5-1100-411-6000-7101-0-3800-0000	0.00	470.38	470.38
00-003669	02/15/2024	SNAP ON TOOLS	6000-0	2020-12-5-1100-419-6000-7101-0-3800-0000	0.00	1,093.81	1,093.81
00-003671	02/16/2024	LOWE S	6000-0	3005-32-5-1100-419-6000-7501-0-4400-0000	0.00	162.16	162.16
00-003671	02/16/2024	LOWE S	6000-0	3015-32-5-1100-419-6000-7501-0-4400-0000	0.00	162.16	162.16
00-003673	02/20/2024	Amazon Capital Services	6000-0	1004-12-5-1100-419-6000-7101-0-3800-0000	0.00	166.70	166.70
00-003674	02/20/2024	Tallassee True Value	6000-0	1004-12-5-1100-419-6000-7101-0-3800-0000	0.00	1,155.48	1,155.48
00-003675	02/20/2024	Tallassee True Value	6000-0	3010-32-5-1100-419-6000-7501-0-4400-0000	0.00	1,350.71	1,350.71
00-003676	02/20/2024	Amazon Capital Services	6000-0	2001-12-5-1100-419-6000-7101-0-3800-0000	0.00	3.99	3.99
00-003677	02/21/2024	Sharp Electronic Corporation	6000-0	2001-12-5-2310-342-6000-7101-0-8230-0000	0.00	2,999.96	2,999.96
00-003678	02/27/2024	WAL MART	6000-0	1015-12-5-1100-419-6000-7101-0-3800-0000	0.00	28.26	28.26
00-003678	02/27/2024	WAL MART	6000-0	3014-32-5-9800-478-6000-7501-0-9600-0000	0.00	3.36	3.36
00-003679	02/27/2024	Pocket Nurse	6000-0	1008-12-5-1100-419-6000-7101-0-3800-0000	0.00	1,246.68	1,246.68
00-003680	02/27/2024	American Heart Association	6000-0	1009-12-5-1100-419-6000-7101-0-3800-0000	0.00	49.87	49.87
00-003681	02/27/2024	O REILLY AUTO PARTS	6000-0	1011-12-5-1100-419-6000-7101-0-3800-0000	0.00	182.94	182.94
00-003682	02/27/2024	O REILLY AUTO PARTS	6000-0	2071-12-5-1100-411-6000-7101-0-3800-0000	0.00	341.47	341.47

COST CENTER TOTAL ==>>>

685.80 18,887.39 19,573.19

GRAND TOTAL ==>>>

685.80 18,887.39 19,573.19

*** END OF REPORT ***

School: _____ Month: _____

END OF MONTH CLOSING PROCEDURES

Before closing out:

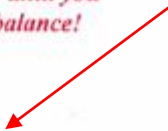
1. *Make sure all posting has been completed for the month (journal entries, purchase orders, deposits, offline checks, etc.)*
2. *Run your General Ledger to make sure you do not have a negative ending balance in any line item account number!*
3. *Check encumbrance amounts using instruction sheet.*
4. *Enter interest deposit journal entry.*

Print the following reports. Forward a copy of all items marked with an asterisk (*) to the Central Office: Initial in () when you have printed report and sent to Central Office.

- () * 1. Transfers (Print 4 separate reports: 9210, 9910-920, 9230, 9910-923)
(Note: 9210 and 9910-920 must balance.)
(Note: If you do not have anything to report, nothing will print.)
- () * 2. Equipment Purchases (Print 2 separate reports: 491-499 and 540-589)
(Note: If you do not have anything to report, nothing will print.)
- () * 3. Completed inventory sheets (if you had anything to print for equipment)
- () * 4. Reconciled Bank Statement with Journal Entries (must be signed by Principal)
- () * 5. Open Purchase Order Report
- () * 6. Principal's Report
- () * 7. Send copies of all Ticket Reconciliation Reports for the month.
- 8. Verification Report (Make sure you do not have an "Incorrect".)
- 9. Trial Balance (Run 2 separate reports: 7101 and 7501) (Make sure they balance.)
- 10. Balance Sheet
- 11. Month to Date Check Register (Make sure there are no missing checks.)
- 12. Accounts Payable Register (There should be nothing to print.)
- 13. Extract and Export Financial Data after everything balances. *Do not extract until you have run all your reports and made sure that everything is correct and in balance!*

MAKE SURE THE FOLLOWING REPORTS BALANCE TO EACH OTHER:

Purchase Orders:	Balance on Open P.O. Report	_____
	Balance of Encum. On Balance Sheet	_____
	Balance of Encum. On Principal Report	_____



Change Cash:

When change cash is needed for an event or activity at the school, the check must be charged (debited) to the Change Cash account, which is

12-1-0115-000-CCTR-7101-0-0000-0000.

The Principal must designate the individuals to whom the change cash checks can be written (the "payee"). Only the payee can go to the bank and cash the check.

Change Cash checks should not be written to or endorsed by the bookkeeper.

Do not use an expenditure account; this is only start up money. If you get a message "This is not an expense account. Do you want to re-enter?" Answer NO. This is not expenditure. This is simply "reclassifying" an asset from "cash" to "change cash."

TICKET SALES CASH RECONCILIATION REPORT

SCHOOL: _____ DATE: _____

EVENT: _____

1. Beginning Cash In Box (CHANGE FUND) \$ _____

Ticket Color	Beginning Ticket Number	Ending Ticket Number	# Tickets Sold	Individual Ticket Amt.	Total Ticket Sales

2. GRAND TOTAL ALL TICKETS SOLD \$ _____

3. Ending Cash Balance (#1+ #2) \$ _____

4. Actual Cash In Box \$ _____

5. Less Beginning Cash In Box (CHANGE FUND) \$ _____

6. Total Receipts From Event (Should equal #2) \$ _____

7. Difference (Over/Short) \$ _____

(If #6 and #2 do not equal, explain below)

Principal must sign if discrepancy is reported

Discrepancy Explanation: _____

Gatekeeper: _____ Date: _____

Gatekeeper: _____ Date: _____

Verified by Bookkeeper: _____ Date: _____

Reviewed by Principal: _____ Date: _____

Office Use Only:

Deposit Amount: _____ Bookkeeper Receipt # _____

Deposit Ticket # _____

JE # _____

When change cash is re-deposited after the event in the Cash/Checking account, it should be receipted (credited) to the Change Cash account using the Journal Entry Program with a C/R journal code.

12-1-0115-000-CCTR-7101-0-0000-0000.

(Attach a copy of the updated journal entry to the original check issued for change cash).

This should eliminate the balance in the Change Cash account. A balance in a Change Cash account indicates cash that has not been returned to the checking account after an event. The change cash should be re-deposited as soon as possible to eliminate the occurrence of theft and the possibility of the money being deposited into the wrong account.

File Edit Tools Toolbar Windows Favorites Help Idea Portal

Enter Add Change Property Save Inquire List Detail Favorites Search PrtScr Exit

Menu _ □ ×

- Folder MCAI
 - Folder Requisitions
 - Folder Accounts Payable
 - Folder Asset Inventory System
 - Folder General Ledger
 - Folder **Purchase Order**
 - Folder PO Setup
 - Folder PO Reports
 - Folder Receipt Module
 - Folder System Control

Application or Transaction Name	Ap	Tran	
Trial Balance Report	GL	TBAL	

GL/TBAL: Trial Balance Report (v3.03)

Select By GL Component

Account Description
 Internal State/Auditor

Amounts to Report
 Actual
 Original Budget
 Current Budget

Suppress Zero Lines
 Run GL Summary Report
 Run Fund Function Summary Report

Select Components to Summarize (Sort Order Must Be Zero)

Fund CCTR SpecUse
 Class SFund
 Function Y...
 Object Program

Function Summary Selection
 Do Not Print Print Only Summary Print Only Summary

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-M237 PC

Select by Group

Group ...	Description
<input type="checkbox"/> CTO	CTO DEPARTME...
<input type="checkbox"/> MNT	MAINTENANCE D...

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

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2024
 Beginning Fiscal Period: Beginning Balance

Ending Fiscal Year: 2024
 Ending Fiscal Period: February

Component Name	Sort Order	Beginning Value	Ending Value
Fund	2		zz

Component Contains: Fd
 Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Function	1	0115	0115

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

RUN DATE: 02/12/2024
RUN TIME: 11:59AM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
HOOVER CITY BOARD OF EDUCATION
FISCAL PERIOD/YEAR: 0/2024 THRU 5 /2024

Function: 0115
SFund: 7501 LOCAL SCHOOL NON-PUBLIC DEFAUL
CCTR: 0350 GREEN VALLEY ELEMENTARY SCHOOL

<u>Fd-C-Func-Obj-CCTR-SFnd-Y-Proq-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
32-1-0115-000-0350-7501-0-0000-0000	CHANGE CASH	101077	D	300.00	0.00
	CCTR 0350		SUBTOTAL	300.00	0.00
			DIFFERENCE:	300.00	
	SFund 7501		SUBTOTAL	300.00	0.00
			DIFFERENCE:	300.00	
	Function 0115		SUBTOTAL	300.00	0.00
			DIFFERENCE:	300.00	

Balance Internal Transfers

Journal Entry Detail Report:

General Ledger

General Ledger Reports

Journal Entry Detail Report

Select by GL Component

Enter Correct Month Under Fiscal Period

*Under Component Name – Activity should be populated

Click Accept Selection Criteria

Check Select by Posting Date – Enter Beginning and Ending Dates

Click Enter (Traffic Light)

*4 Separate Reports:

- Function 9210
- 9910 – 920 (object)
- 9230
- 9910 - 923 (object)



MCAI

- Allocation Tracking
- Local School Accounting
- Receipt Module
- Purchase Order
- Accounts Payable
- General Ledger**
- System Control

Application or Transaction Name	Ap	Tran
GL Setup		
GL Reports		
GL Queries		
Budget Menu		
GL End of Year Menu		
GL Extracts (Import/Export)		
Create Journal Entry	GL	CR...
GL Summary Inquiry	GL	JSF...
Account Status Inquiry	GL	ASIN

- 📁 MCAI
 - 📁 Allocation Tracking
 - 📁 Local School Accounting
 - 📁 Receipt Module
 - 📁 Purchase Order
 - 📁 Accounts Payable
 - 📁 General Ledger
 - 📁 GL Setup
 - 📁 **GL Reports**
 - 📁 GL Queries
 - 📁 Budget Menu
 - 📁 GL End of Year Menu
 - 📁 GL Extracts (Import/Export)
 - 📁 System Control

Application or Transaction Name	Ap	Tran
📁 Data Value Reports		
➤ General Ledger Report	GL	DR...
➤ Trial Balance Report	GL	TB...
➤ Balance Sheet Report	GL	BL...
➤ Operations Report	GL	JRPT
➤ Journal Entry Report	GL	JELR
➤ Journal Entry Detail Report	GL	JE...
➤ LSA Mnthly Financial Statement	GL	ML...
➤ Cash Report	GL	CA...
➤ Account Number Detail Report	GL	AN...
➤ Account Number Report	GL	NL...
➤ GL Account Master Report	GL	MR...
➤ Summary Expenditure Report	GL	JSER
➤ Summary Revenue Report	GL	JSRR

- MCAI
 - Allocation Tracking
 - Local School Accounting
 - Receipt Module
 - Purchase Order
 - Accounts Payable
 - General Ledger
 - GL Setup
 - GL Reports**
 - GL Queries
 - Budget Menu
 - GL End of Year Menu
 - GL Extracts (Import/Export)
 - System Control

Application or Transaction Name	Ap	Tran
Data Value Reports		
General Ledger Report	GL	DR...
Trial Balance Report	GL	TB...
Balance Sheet Report	GL	BL...
Operations Report	GL	JRPT
Journal Entry Report	GL	JELR
Journal Entry Detail Report	GL	JE...
LSA Mnthly Financial Statement	GL	ML...
Cash Report	GL	CA...
Account Number Detail Report	GL	AN...
Account Number Report	GL	NL...
GL Account Master Report	GL	MR...
Summary Expenditure Report	GL	JSER
Summary Revenue Report	GL	JSRR

 Select By GL ComponentJournal Code Status Select by Posting Date To Summarize Encumbrance Accounts Summarize Enc Accts by Journal Code Select Transaction Number Select Transaction Number Range

Report Destination

 To Report Viewer To Grid To File To Printer

melanies printer (redirected)

GL/JEDR: Journal Entry Detail Report (v3.05)

Select By GL Component

Journal Code

Status

Select by Posting Date To

Summarize Encumbrance Accounts Summarize Enc Accts by Journal Code

Select Transaction Number Select Transaction Number Range

Account Description
 Internal Description
 State/Auditor Description

Page Break on Primary Component

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-M237 PCLm-S (re

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

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year

Ending Fiscal Year

Fiscal Period

Ending Fiscal Period

Component Name Sort Order Beginning Value Ending Value

Component Contains: Fd

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

Function 9230 = Function 9910 Object 920

File Edit Tools Toolbar Windows Favorites Help Idea Portal

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

GL/JEDR: Journal Entry Detail Report (v3.05)

Select By GL Component

Journal Code All

Status All

Account Description

Internal Description

State/Auditor Description

Page Break on Primary Component

Select by Posting Date 04/15/2024 To 04/15/2024

Summarize Encumbrance Accounts Summarize Enc Accts by Journal Code

Select Transaction Number Select Transaction Number Range

Report Destination

To Report Viewer To Grid To File

To Printer HP LaserJet MFP M232-M237 PCLm-S (re Setup)

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

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year 2024 Fiscal Period April

Ending Fiscal Year 2024 Ending Fiscal Period April

Component Name Sort Order Beginning Value Ending Value

Function 1 9230 9230 Add Item

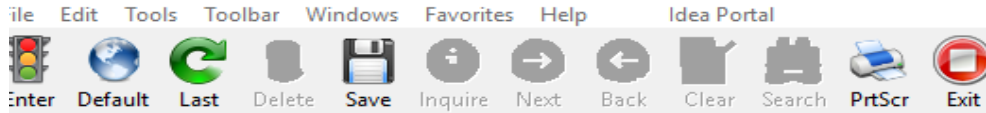
Component Contains: Func

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Function	1	9230	9230

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
Use the Add Item Button to Accept Components and Values
Click on the List to Change the Component, Double Click to Remove

Function 9230 = Function 9910 Object 920



GL/JEDR: Journal Entry Detail Report (v3.05)

Select By GL Component

Journal Code: All

Status: All

Account Description:

- Internal Description
- State/Auditor Description

Page Break on Primary Component

Select by Posting Date: 04/15/2024 To: 04/15/2024

Summarize Encumbrance Accounts Summarize Enc Accts by Journal Code

Select Transaction Number Select Transaction Number Range

Report Destination:

- To Report Viewer
- To Grid
- To File
- To Printer

 HP LaserJet MFP M232-M237 PCLm-S (re Setup)

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

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2024

Fiscal Period: April

Ending Fiscal Year: 2024

Ending Fiscal Period: April

Component Name: Object

Sort Order: 2

Beginning Value: 920

Ending Value: 920

Add Item

Component Contains: Obj

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Function	1	9910	9910
Object	2	920	920

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

Function 9230 :

Transfers received from Central Office or another school within your district

Function 9910 Object 923:

Check from your school transferring out to the Central Office and another school within your district.

Inventory Reports

Object 491 – 499

Object 540 - 589



Enter Account Selection Criteria

Fiscal Year: 2024 Fiscal Period: April
Ending Fiscal Year: 2024 Ending Fiscal Period: April

Component Name: Fund Sort Order: 1 Beginning Value: Ending Value: zz

Component List:
Fund
Class
Function
Object
CCTR
SFund
Year
Program

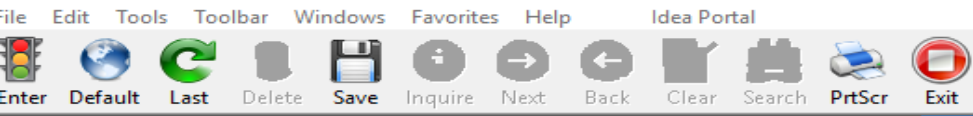
Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Sort Order	From Value	To Value

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
Use the Add Item Button to Accept Components and Values
Click on the List to Change the Component, Double Click to Remove

External Transfer Must Balance at the Central Office

Expenditure 5-9910-923 = Revenue 4-9230



GL/JEDR: Journal Entry Detail Report (v3.05)

Select By GL Component

Journal Code: All

Status: All

Account Description:

- Internal Description
- State/Auditor Description

Page Break on Primary Component

Select by Posting Date: 04/15/2024 To 04/15/2024

Summarize Encumbrance Accounts Summarize Enc Accts by Journal Code

Select Transaction Number Select Transaction Number Range

Report Destination:

- To Report Viewer
- To Grid
- To File
- To Printer

 HP LaserJet MFP M232-M237 PCLm-S (re Setup)

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

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2024 Fiscal Period: April

Ending Fiscal Year: 2024 Ending Fiscal Period: April

Component Name: Object Sort Order: 2 Beginning Value: Ending Value: zzz Add Item

Component Contains: Obj

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Function	1	9910	9910
Object	2	923	923

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

Equipment Purchases



Inventory Reports

- Object 491 – 499
- Object 540 – 589
- Complete Inventory Sheet

Enter Account Selection Criteria

Accept Selection Criteria

Fiscal Year: 2024
Fiscal Period: April
Ending Fiscal Year: 2024
Ending Fiscal Period: April

Component Name: Object | Sort Order: 1 | Beginning Value: 540 | Ending Value: 589 | Add Item

Component Contains: Obj
Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Object	1	491	499
Object	1	540	589

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
Use the Add Item Button to Accept Components and Values
Click on the List to Change the Component, Double Click to Remove

Check to Verify - Trail Balance

- Function 341-Reserve for Encumbrances and Function 358-Encumbrance Offset matches total for open PO's
- Verify trail balances for Fund 12 and Fund 32
 - Reimbursements may cause a credit balance in a debit account
 - Refund on prior year expenses
 - Verify that all revenues (class 4) have a credit balance and all expenditures (class 5) have a debit balance



Menu

- MCAI
 - Requisitions
 - Accounts Payable
 - Asset Inventory System
 - General Ledger
 - Purchase Order
 - Receipt Module
 - System Control

Application or Transaction Name	Ap	Tran
Trial Balance Report	GL	TBAL

Find Menu Application/Transaction

Find What tbal

OK Cancel

341 Reserve for Encumbrances = 358 Encumbrance Offset

The screenshot shows the 'GL/TBAL: Trial Balance Report (v3.03)' application window. The main interface includes a menu bar with options like 'nter', 'Default', 'Last', 'Delete', 'Save', 'Inquire', 'Next', 'Back', 'Clear', 'Search', 'PrtScr', and 'Exit'. Below the menu bar, there are several configuration sections: 'Select By GL Component', 'Account Description' (with 'Internal' selected), 'Amounts to Report' (with 'Actual' selected), 'Select Components to Summarize (Sort Order Must Be Zero)', 'Function Summary Selection' (with 'Do Not Print' selected), and 'Report Destination' (with 'To Report Viewer' selected). A 'Select by Group' table is visible, listing 'CTO' and 'MNT' groups. An 'Enter Account Selection Criteria' dialog box is overlaid on the right side of the main window. This dialog box contains fields for 'Beginning Fiscal Year' (2024), 'Beginning Fiscal Period' (Beginning Balance), 'Ending Fiscal Year' (2024), and 'Ending Fiscal Period' (March). It also has a table for selecting components with columns for 'Component Name', 'Sort Order', 'Beginning Value', and 'Ending Value'. The table currently shows 'Fund' with a sort order of 2 and 'zz' as the ending value. A red text box at the bottom of the dialog box provides instructions: 'Enter the Desired Fiscal Year(s) and Fiscal Period(s) Use the Add Item Button to Accept Components and Values Click on the List to Change the Component, Double Click to Remove'.

GL/TBAL: Trial Balance Report (v3.03)

Select By GL Component

Account Description
 Internal State/Auditor

Amounts to Report
 Actual
 Original Budget
 Current Budget

Suppress Zero Lines
 Run GL Summary Report
 Run Fund Function Summary Report

Select Components to Summarize (Sort Order Must Be Zero)

Fund CCTR SpecUse
 Class SFund
 Function Y...
 Object Program

Function Summary Selection
 Do Not Print Print Summary Print Only Summary

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-M237 PC

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

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2024
Beginning Fiscal Period: Beginning Balance
Ending Fiscal Year: 2024
Ending Fiscal Period: March

Component Name	Sort Order	Beginning Value	Ending Value
Fund	2		zz

Component Contains: Fd
Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Function	1	0341	0341
Function	1	0358	0358

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
Use the Add Item Button to Accept Components and Values
Click on the List to Change the Component, Double Click to Remove

RUN DATE: 03/09/2024

RUN TIME: 09:43PM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
HOOVER CITY BOARD OF EDUCATION
FISCAL PERIOD/YEAR: 0/2024 THRU 6 /2024

Page 1 of 3

GLTBAL

Function: 0341

<u>Fd-C-Func-Obj-C Ctr-SFnd-Y-Proq-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
11-3-0341-000-0000-1133-0-0000-0000	RESERVED FOR ENCUMBRANCES	300900	C	0.00	1,197.89
11-3-0341-000-0000-1240-0-0000-0000	RESERVED FOR ENCUMBRANCES	300017	C	0.00	5,284.00
11-3-0341-000-0000-1260-0-0000-0000	RESERVED FOR ENCUMBRANCES	300625	C	0.00	2,972.39
11-3-0341-000-0000-6001-0-0000-0000	RESERVED FOR ENCUMBRANCES	300057	C	0.00	1,737,755.03
12-3-0341-000-0000-4295-0-0000-0000	RESERVED FOR ENCUMBRANCES	300838	C	0.00	37,700.00
12-3-0341-000-0000-4298-0-0000-0000	RESERVED FOR ENCUMBRANCES	300822	C	0.00	22,625.00
14-3-0341-000-0000-2120-0-0000-0000	RESERVED FOR ENCUMBRANCES	300521	C	0.00	71,488.73
14-3-0341-000-0000-6001-0-0000-0000	RESERVED FOR ENCUMBRANCES	300125	C	0.00	496,320.00
	Function 0341		SUBTOTAL	0.00	2,375,343.04
			DIFFERENCE:		-2,375,343.04

RUN DATE: 03/09/2024

RUN TIME: 09:43PM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
HOOVER CITY BOARD OF EDUCATION
FISCAL PERIOD/YEAR: 0/2024 THRU 6 /2024

Page 2 of 3

GLTBAL

Function: 0358

<u>Fd-C-Func-Obj-CCtr-SFnd-Y-Proq-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
11-3-0358-000-0000-1133-0-0000-0000	ENCUMBRANCE OFFSET	300902	C	1,197.89	0.00
11-3-0358-000-0000-1240-0-0000-0000	ENCUMBRANCE OFFSET	300019	C	5,284.00	0.00
11-3-0358-000-0000-1260-0-0000-0000	ENCUMBRANCE OFFSET	300626	C	2,972.39	0.00
11-3-0358-000-0000-6001-0-0000-0000	ENCUMBRANCE OFFSET	300059	C	1,737,755.03	0.00
12-3-0358-000-0000-4295-0-0000-0000	ENCUMBRANCE OFFSET	300840	C	37,700.00	0.00
12-3-0358-000-0000-4298-0-0000-0000	ENCUMBRANCE OFFSET	300824	C	22,625.00	0.00
14-3-0358-000-0000-2120-0-0000-0000	ENCUMBRANCE OFFSET	300522	C	71,488.73	0.00
14-3-0358-000-0000-6001-0-0000-0000	ENCUMBRANCE OFFSET	300127	C	496,320.00	0.00
	Function 0358		SUBTOTAL	2,375,343.04	0.00
			DIFFERENCE:	2,375,343.04	

RUN DATE: 03/09/2024

RUN TIME: 09:43PM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
HOOVER CITY BOARD OF EDUCATION
FISCAL PERIOD/YEAR: 0/2024 THRU 6/2024

Page 1 of 3

GLTBAL

Function: 0341

<u>Fd-C-Func-Obj-Cctr-Sfnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
11-3-0341-000-0000-1133-0-0000-0000	RESERVED FOR ENCUMBRANCES	300900	C	0.00	1,197.89
11-3-0341-000-0000-1240-0-0000-0000	RESERVED FOR ENCUMBRANCES	300017	C	0.00	5,284.00
11-3-0341-000-0000-1260-0-0000-0000	RESERVED FOR ENCUMBRANCES	300625	C	0.00	2,972.39
11-3-0341-000-0000-6001-0-0000-0000	RESERVED FOR ENCUMBRANCES	300057	C	0.00	1,737,755.03
12-3-0341-000-0000-4295-0-0000-0000	RESERVED FOR ENCUMBRANCES	300838	C	0.00	37,700.00
12-3-0341-000-0000-4298-0-0000-0000	RESERVED FOR ENCUMBRANCES	300822	C	0.00	22,625.00
14-3-0341-000-0000-2120-0-0000-0000	RESERVED FOR ENCUMBRANCES	300521	C	0.00	71,488.73
14-3-0341-000-0000-6001-0-0000-0000	RESERVED FOR ENCUMBRANCES	300125	C	0.00	496,320.00
	Function 0341	SUBTOTAL		0.00	2,375,343.04
	DIFFERENCE:			-2,375,343.04	

RUN DATE: 03/09/2024

RUN TIME: 09:43PM

MCAI BUDGETARY ACCOUNTING SYSTEM
JOURNAL SUMMARY TRIAL BALANCE REPORT
HOOVER CITY BOARD OF EDUCATION
FISCAL PERIOD/YEAR: 0/2024 THRU 6/2024

Page 2 of 3

GLTBAL

Function: 0358

<u>Fd-C-Func-Obj-Cctr-Sfnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
11-3-0358-000-0000-1133-0-0000-0000	ENCUMBRANCE OFFSET	300902	C	1,197.89	0.00
11-3-0358-000-0000-1240-0-0000-0000	ENCUMBRANCE OFFSET	300019	C	5,284.00	0.00
11-3-0358-000-0000-1260-0-0000-0000	ENCUMBRANCE OFFSET	300626	C	2,972.39	0.00
11-3-0358-000-0000-6001-0-0000-0000	ENCUMBRANCE OFFSET	300059	C	1,737,755.03	0.00
12-3-0358-000-0000-4295-0-0000-0000	ENCUMBRANCE OFFSET	300840	C	37,700.00	0.00
12-3-0358-000-0000-4298-0-0000-0000	ENCUMBRANCE OFFSET	300824	C	22,625.00	0.00
14-3-0358-000-0000-2120-0-0000-0000	ENCUMBRANCE OFFSET	300522	C	71,488.73	0.00
14-3-0358-000-0000-6001-0-0000-0000	ENCUMBRANCE OFFSET	300127	C	496,320.00	0.00
	Function 0358	SUBTOTAL		2,375,343.04	0.00
	DIFFERENCE:			2,375,343.04	

Review Revenue (class 4) and Expenditures (class 5) on the Trial Balance

GL/TBAL: Trial Balance Report (v3.03)

Account Description: Internal State/Auditor

Select By GL Component: CTO MNT

Amounts to Report: Actual Original Budget Current Budget

Suppression Options: Suppress Zero Lines, Run GL Summary Report, Run Fund Function Summary Report

Component Selection: Fund, Class, Function, Object, CCTR, SFund, Y..., Program, SpecUse

Function Summary Selection: Do Not Print, Print Only Summary, Print Only Summary

Report Destination: To Report Viewer, To Grid, To File, To Printer

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

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2024, Beginning Fiscal Period: Beginning Balance

Ending Fiscal Year: 2024, Ending Fiscal Period: April

Component Name	Sort Order	Beginning Value	Ending Value
Class	1	5	5

Component Contains: C

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
Class	1	4	4
Class	1	5	5

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
Use the Add Item Button to Accept Components and Values
Click on the List to Change the Component, Double Click to Remove

Revenues (Class 4) have Credit Balances

RUN DATE: 03/09/2024
 RUN TIME: 09:34PM

MCAI BUDGETARY ACCOUNTING SYSTEM
 JOURNAL SUMMARY TRIAL BALANCE REPORT
 HOOVER CITY BOARD OF EDUCATION
 FISCAL PERIOD/YEAR: 0/2024 THRU 6 /2024

Page 3 of 29
 GLTBAL

SFund: 7101 LOCAL SCHOOL PUBLIC DEFAULT

<u>Fd-C-Func-Obj-C Ctr-SFnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
12-4-6921-000-0425-7101-0-0000-0000	CHARGES FOR SERVICES	400933	C	0.00	2,901.25
12-4-6921-000-0760-7101-0-0000-0000	CHARGES FOR SERVICES	401192	C	0.00	875.00
12-4-6930-000-0010-7101-0-0000-0000	FEE S	400756	C	0.00	6,150.55
12-4-6930-000-0070-7101-0-0000-0000	FEE S	400750	C	0.00	4,329.19
12-4-6930-000-0080-7101-0-0000-0000	FEE S	401091	C	0.00	550.00
12-4-6930-000-0350-7101-0-0000-0000	FEE S	401092	C	0.00	1,518.05
12-4-6930-000-0360-7101-0-0000-0000	FEE S	401095	C	0.00	815.00
12-4-6930-000-0365-7101-0-0000-0000	FEE S	400816	C	0.00	613.80
12-4-6930-000-0380-7101-0-0000-0000	FEE S	400811	C	0.00	1,438.60
12-4-6930-000-0400-7101-0-0000-0000	FEE S	400766	C	0.00	8,588.45
12-4-6930-000-0410-7101-0-0000-0000	FEE S	400812	C	0.00	941.89
12-4-6930-000-0415-7101-0-0000-0000	FEE S	400764	C	0.00	4,389.44
12-4-6930-000-0420-7101-0-0000-0000	FEE S	400982	C	0.00	1,055.05
12-4-6930-000-0425-7101-0-0000-0000	FEE S	400754	C	0.00	4,281.66
12-4-6930-000-0760-7101-0-0000-0000	FEE S	400817	C	0.00	2,354.01
12-4-6930-000-0810-7101-0-0000-0000	FEE S	401093	C	0.00	175.00
12-4-6930-000-0815-7101-0-0000-0000	FEE S	400765	C	0.00	427.90
12-4-6930-000-0820-7101-0-0000-0000	FEE S	400826	C	0.00	1,719.45
12-4-7110-000-0010-7101-0-0000-0000	ADMISSIONS	400331	C	0.00	81,948.96
12-4-7110-000-0070-7101-0-0000-0000	ADMISSIONS	400332	C	0.00	23,688.76
12-4-7110-000-0400-7101-0-0000-0000	ADMISSIONS	400333	C	0.00	403,020.83
12-4-7110-000-0410-7101-0-0000-0000	ADMISSIONS	400758	C	0.00	2,703.75
12-4-7110-000-0415-7101-0-0000-0000	ADMISSIONS	400334	C	0.00	42,589.00
12-4-7110-000-0425-7101-0-0000-0000	ADMISSIONS	400335	C	0.00	35,959.00
12-4-7180-000-0070-7101-0-0000-0000	CONCESSIONS	400336	C	0.00	8,086.58
12-4-7180-000-0400-7101-0-0000-0000	CONCESSIONS	400641	C	0.00	2,741.52
12-4-7180-000-0425-7101-0-0000-0000	CONCESSIONS	400339	C	0.00	8,323.92
12-4-7220-000-0010-7101-0-0000-0000	COMMISSIONS	400340	C	0.00	524.63
12-4-7220-000-0070-7101-0-0000-0000	COMMISSIONS	400341	C	0.00	2,600.24
12-4-7220-000-0080-7101-0-0000-0000	COMMISSIONS	400342	C	0.00	2,571.80
12-4-7220-000-0350-7101-0-0000-0000	COMMISSIONS	400343	C	0.00	2,737.79
12-4-7220-000-0360-7101-0-0000-0000	COMMISSIONS	400553	C	0.00	846.81
12-4-7220-000-0365-7101-0-0000-0000	COMMISSIONS	400344	C	0.00	1,123.03
12-4-7220-000-0380-7101-0-0000-0000	COMMISSIONS	401188	C	0.00	4,587.32
12-4-7220-000-0400-7101-0-0000-0000	COMMISSIONS	400345	C	0.00	4,280.69
12-4-7220-000-0410-7101-0-0000-0000	COMMISSIONS	400346	C	0.00	3,478.68
12-4-7220-000-0420-7101-0-0000-0000	COMMISSIONS	401031	C	0.00	2,459.30
12-4-7220-000-0425-7101-0-0000-0000	COMMISSIONS	400348	C	0.00	547.82
12-4-7220-000-0760-7101-0-0000-0000	COMMISSIONS	400320	C	0.00	12.00
12-4-7220-000-0810-7101-0-0000-0000	COMMISSIONS	401096	C	0.00	549.17
12-4-7220-000-0815-7101-0-0000-0000	COMMISSIONS	400349	C	0.00	2,928.23
12-4-7220-000-0820-7101-0-0000-0000	COMMISSIONS	400547	C	0.00	1,147.04

Expenditure (Class 5) have Debit Balances

RUN DATE: 03/09/2024
 RUN TIME: 09:34PM

MCAI BUDGETARY ACCOUNTING SYSTEM
 JOURNAL SUMMARY TRIAL BALANCE REPORT
 HOOVER CITY BOARD OF EDUCATION
 FISCAL PERIOD/YEAR: 0/2024 THRU 6 /2024

Page 10 of 29
 GLTBAL

SFund: 7101 LOCAL SCHOOL PUBLIC DEFAULT

<u>Fd-C-Func-Obj-Ctr-SFnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
12-5-1100-411-0080-7101-0-4400-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	521749	D	316.30	0.00
12-5-1100-411-0350-7101-0-1100-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509533	D	137.04	0.00
12-5-1100-411-0350-7101-0-1100-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509534	D	772.39	0.00
12-5-1100-411-0350-7101-0-1100-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527737	D	8,074.85	0.00
12-5-1100-411-0350-7101-0-1200-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509535	D	5,867.02	0.00
12-5-1100-411-0350-7101-0-1200-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509536	D	5,046.73	0.00
12-5-1100-411-0350-7101-0-2300-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509537	D	28.09	0.00
12-5-1100-411-0350-7101-0-2300-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509538	D	570.49	0.00
12-5-1100-411-0350-7101-0-2300-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527736	D	835.19	0.00
12-5-1100-411-0350-7101-0-2800-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	528024	D	276.49	0.00
12-5-1100-411-0350-7101-0-8100-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509541	D	190.80	0.00
12-5-1100-411-0350-7101-0-8100-0003	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509542	D	2,258.31	0.00
12-5-1100-411-0360-7101-0-1100-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509543	D	2,116.68	0.00
12-5-1100-411-0360-7101-0-1100-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527744	D	446.25	0.00
12-5-1100-411-0360-7101-0-1200-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509544	D	3,760.82	0.00
12-5-1100-411-0360-7101-0-1200-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509545	D	6,611.69	0.00
12-5-1100-411-0360-7101-0-1200-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527743	D	5,579.77	0.00
12-5-1100-411-0360-7101-0-2300-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509546	D	625.57	0.00
12-5-1100-411-0360-7101-0-2300-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	528002	D	2,115.83	0.00
12-5-1100-411-0360-7101-0-2800-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509547	D	1,319.64	0.00
12-5-1100-411-0360-7101-0-2800-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527742	D	17.38	0.00
12-5-1100-411-0360-7101-0-8100-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509548	D	53.87	0.00
12-5-1100-411-0365-7101-0-1100-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509551	D	899.41	0.00
12-5-1100-411-0365-7101-0-1200-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509552	D	2,171.90	0.00
12-5-1100-411-0365-7101-0-1200-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509553	D	3,254.93	0.00
12-5-1100-411-0365-7101-0-1200-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527745	D	5,970.44	0.00
12-5-1100-411-0365-7101-0-2300-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509556	D	739.13	0.00
12-5-1100-411-0365-7101-0-4400-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	519602	D	3,658.78	0.00
12-5-1100-411-0365-7101-0-8100-0003	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509559	D	1,695.92	0.00
12-5-1100-411-0380-7101-0-1100-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	510317	D	1,002.28	0.00
12-5-1100-411-0380-7101-0-1100-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509560	D	2,148.46	0.00
12-5-1100-411-0380-7101-0-1100-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527751	D	1,149.99	0.00
12-5-1100-411-0380-7101-0-1200-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509561	D	27,467.48	0.00
12-5-1100-411-0380-7101-0-1200-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509562	D	6,107.60	0.00
12-5-1100-411-0380-7101-0-1200-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527750	D	5,674.46	0.00
12-5-1100-411-0380-7101-0-2300-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527749	D	776.59	0.00
12-5-1100-411-0380-7101-0-8100-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	510316	D	587.00	0.00
12-5-1100-411-0380-7101-0-8100-0003	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509565	D	1,100.70	0.00
12-5-1100-411-0400-7101-0-1500-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509566	D	53,301.07	0.00
12-5-1100-411-0400-7101-0-1500-0001	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	509567	D	27,992.16	0.00
12-5-1100-411-0400-7101-0-1500-0019	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	527753	D	20,569.76	0.00
12-5-1100-411-0400-7101-0-8100-0000	INSTRUCTION, STUDENT CLASSROOM SUPPLIES	510768	D	2,637.36	0.00

What are the examples of account reconciliation & what is their purpose?

The cash balance in the ledger and bank account

Accounts payable

Accounts receivable

Expenses paid in advance

Accrued liabilities

Inter-company transactions

Assets sold and bought

Investments



- Folder MCAI
 - Folder Requisitions
 - Folder Accounts Payable
 - Folder AP Setup
 - Folder Vendor Reports
 - Folder Invoice Processing
 - Folder Invoice Reports
 - Folder Cash Disbursement
 - Folder Check Processing
 - Folder Check Reports
 - Folder **Bank Statement Reconciliation**
 - Folder 1099 Processing
 - Folder Asset Inventory System
 - Folder General Ledger
 - Folder Purchase Order
 - Folder Receipt Module
 - Folder System Control

Application or Transaction Name	Ap	Tran
Bank Code Maintenance	AP	BANK
Check Reconciliation	AP	PCRD
Reconciliation Report	AP	RERP
Export New Checks Issued	AP	OCRP
Copy Magnetic Media File	AP	CMMF
Import Auto Check Reconcile	AP	ACRE

- Select your Bank Code
- Post Interest
- Clear checks
- Add Other Reconcilable Items
 - Add-Enter Information-Save

This dialog box is used to add new reconcilable items. It contains the following fields and controls:

- Bank Code:** 0009
- Reference Number:** Next (with a 'Next' button next to the input field)
- Transaction Date:** 02/29/2024
- Amount Of Item:** (empty text box)
- Transaction Code:** (empty dropdown menu)
- Transaction Type:** (empty dropdown menu)
- Description Of Item:** (empty text box)
- Buttons:** Save, Exit

The main window displays the check reconciliation interface. At the top, there is a menu bar (File, Edit, Tools, Toolbar, Windows, Favorites, Help) and a toolbar with icons for Enter, Add, Change, Delete, Save, Inquire, Next, Back, Clear, Search, PrtScr, and Exit. The main area is divided into several sections:

- Reconcile by:** Radio buttons for **Bank Code** (selected) and **Account #**.
- Bank Code:** A dropdown menu showing a list of codes: 0001, 0002, 0003, 0004, 0005, 0007, 0009, 0975.
- Statement Ending Date:** 03/09/2024
- End Balance:** (empty text box)
- Table:** A table with columns: Ref#/Chk#, Date, Amount, Check Status, Comment, Trans Code.
- Bottom Section:**
 - First Check #:** (empty text box, with a red arrow pointing to it)
 - Last Check #:** (empty text box)
 - Buttons:** Post Interest, Mark Cleared, Run Summary Report, Show Deposits and JE's

AP/PCRD: Check Reconciliation (v3.14)

Reconcile by

- Bank Code
- Account #

Bank Code
0009

Statement Ending Date
02/29/2024

End Balance
17,695,111.68

Ref#/Chk#	Date	Amount	Check Status	Comment	Trans Code
<input checked="" type="checkbox"/> 1	2024-01-31	13,526,530.26		DIT 01312024	Receipt
<input checked="" type="checkbox"/> 2	2024-01-31	67,994.06		DIT 01292024	Receipt

First Check #

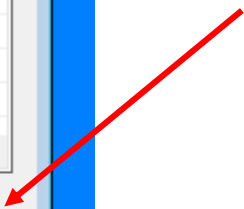
Last Check #

Mark Cleared

Post Interest

Run Summary Report

Show Deposits and JE's



File Edit Tools Toolbar Windows Favorites Help Idea Portal

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

AP/PCRD: Check Reconciliation (v3.10)

Report by
 Bank Code
 Account #

Bank Code

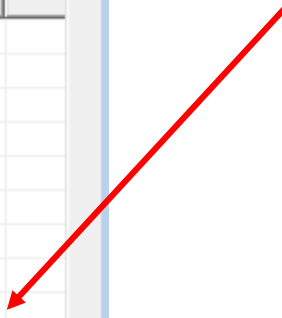
Statement Ending Date

Fiscal Year: 2024 Period: 5

Print Report

Reconciliation Summary	Amounts
Statement Ending Balance	17,695,111.68
Outstanding Checks	0.00
Outstanding Other Reconciliable Items	0.00
Adjusted Statement Balance	17,695,111.68
Beginning Book Balance	33,963,107.93
Total Debits	53,761,456.82
Total Credits	70,029,453.07
Ending Book Balance	17,695,111.68
Statement And Book In Balance	0.00

Click the Recon Button to Reconcile this Bank Statement Period



Month-To-Date Check Register:

Accounts Payable

AP Reports

Month to Date Check Register

Bank Code – Select ALL

Under Check Date – Select Beginning and
Ending Dates (1st and last of month)

Click Enter (traffic light)

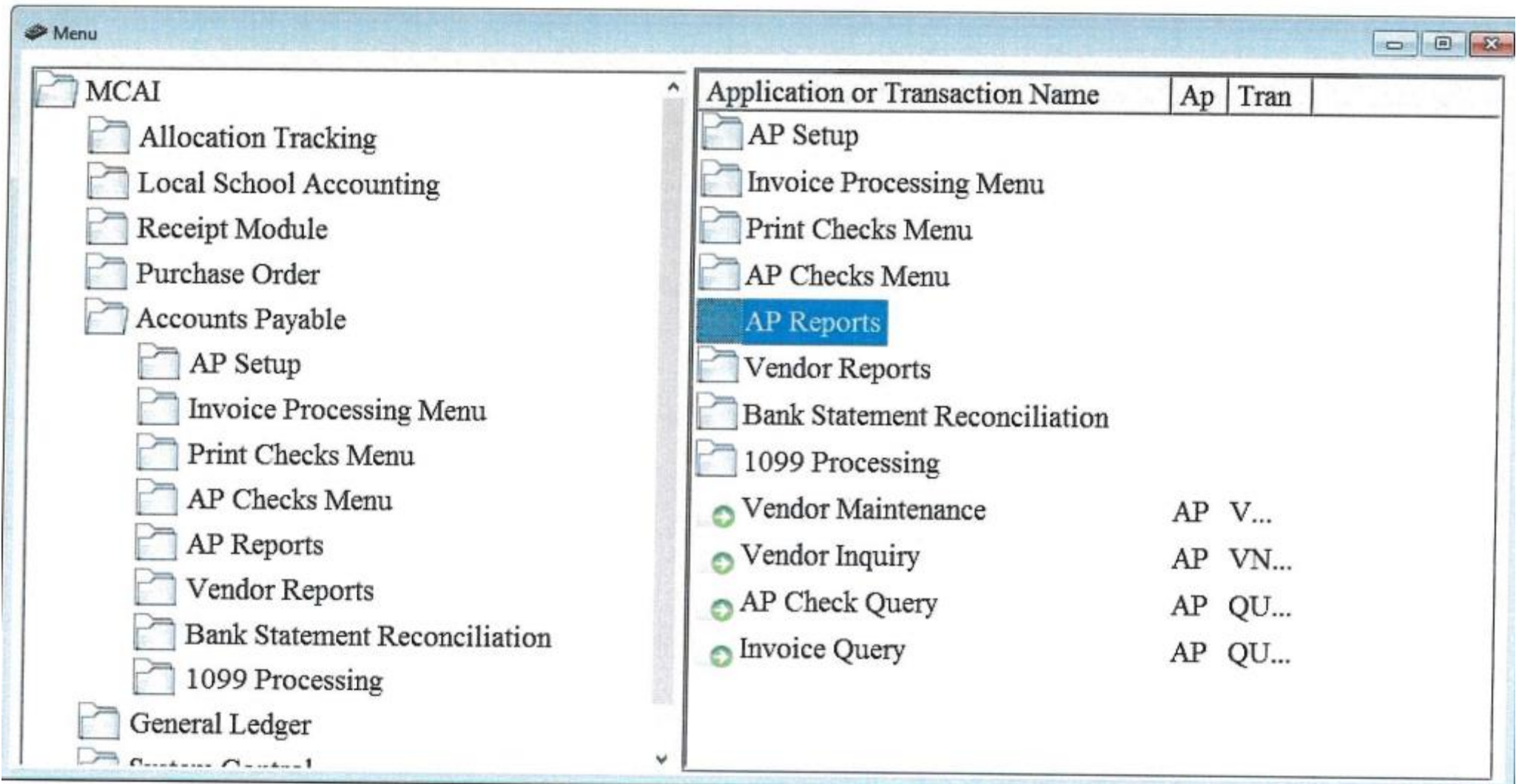
Make sure you have not missed any check #'s
and the next Check # should be in your
drawer on top!

Menu

MCAI

- Allocation Tracking
- Local School Accounting
- Receipt Module
- Purchase Order
- Accounts Payable
- AP Setup
- Invoice Processing Menu
- Print Checks Menu
- AP Checks Menu
- AP Reports
- Vendor Reports
- Bank Statement Reconciliation
- 1099 Processing
- General Ledger
- Custom Control

Application or Transaction Name	Ap	Tran
AP Setup		
Invoice Processing Menu		
Print Checks Menu		
AP Checks Menu		
AP Reports		
Vendor Reports		
Bank Statement Reconciliation		
1099 Processing		
Vendor Maintenance	AP	V...
Vendor Inquiry	AP	VN...
AP Check Query	AP	QU...
Invoice Query	AP	QU...



Menu

- MCAI
 - Allocation Tracking
 - Local School Accounting
 - Receipt Module
 - Purchase Order
 - Accounts Payable
 - AP Setup
 - Invoice Processing Menu
 - Print Checks Menu
 - AP Checks Menu
 - AP Reports
 - Vendor Reports
 - Bank Statement Reconciliation
 - 1099 Processing
 - General Ledger

Application or Transaction Name	Ap	Tran
Check Master List Report	AP	CM...
Check Status Report	AP	CS...
Checks Audit Log Report	AP	CA...
Invoice by Journal # Report	AP	IJNR
Invoice by Vendor Report	AP	IN...
Vendor Activity Register	AP	VA...
Account Payables Register	AP	AP...
Cash Disbursement Audit Trail	AP	CD...
Month To Date Check Register	AP	M...
Detail Invoice Report	AP	DIRP
Fixed Assets Invoice Report	AP	FAIR
Invoice by Vendor/PO # Report	AP	IN...
Invoice CCTR/Account # Report	AP	IC...
Reconciliation Report	AP	RE...

AP/MDCR: Month To Date Check Register (v3.02)



Bank Code

Batch Type

Check Date

To

Report Destination

To Report Viewer

To Grid

To File

To Printer

melanies printer (redirected)

Setup

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

Checks Dated 2/1/2024 Thru 2/28/2024

Checks Numbered 0 Thru 999999999

<u>BANK</u>	<u>CHK #</u>	<u>CHK/VOID DT</u>	<u>CHK BCH CHK TYPE</u>	<u>VENDOR Name</u>	<u>CHKAMT</u>	<u>1099 AMT</u>	<u>CHK STATUS GROSS</u>	<u>DISC</u>	<u>FWH</u>	<u>NET</u>
FCB	4121	02/06/2024	1924 Regular	495 Alabama HOSA	140.00	0.00	140.00 Paid	0.00	0.00	140.00
FCB	4122	02/06/2024	1924 Regular	48 Amazon Capital Services	319.08	0.00	319.08 Paid	0.00	0.00	319.08
FCB	4123	02/06/2024	1924 Regular	119 O REILLY AUTO PARTS	119.90	0.00	119.90 Paid	0.00	0.00	119.90
FCB	4124	02/06/2024	1924 Regular	307 VERIZON WIRELESS	117.46	0.00	117.46 Paid	0.00	0.00	117.46
FCB	4125	02/12/2024	1925 Regular	495 Alabama HOSA	140.00	0.00	140.00 Paid	0.00	0.00	140.00
FCB	4126	02/12/2024	1925 Regular	236 LOWE S	23.98	0.00	23.98 Paid	0.00	0.00	23.98
FCB	4127	02/12/2024	1925 Regular	42 Sams Club	1,768.86	0.00	1,768.86 Paid	0.00	0.00	1,768.86
FCB	4128	02/12/2024	1925 Regular	43 WAL MART	109.49	0.00	109.49 Paid	0.00	0.00	109.49
FCB	4129	02/15/2024	1926 Regular	348 AED Brands	60.00	0.00	60.00 Paid	0.00	0.00	60.00
FCB	4130	02/15/2024	1926 Regular	48 Amazon Capital Services	2,207.51	0.00	2,207.51 Paid	0.00	0.00	2,207.51
FCB	4131	02/15/2024	1926 Regular	569 Coco-Cola Bottling Company	888.20	0.00	888.20 Paid	0.00	0.00	888.20
FCB	4132	02/15/2024	1926 Regular	480 QUILL	732.38	0.00	732.38 Paid	0.00	0.00	732.38

Trial Balance

Make sure Public and Non-Public Balance

- General ledger
 - GL Reports
 - Trial Balance
 - Select by GL Components
 - Enter Correct Month Under Ending Fiscal Period
 - Component Name-Select SFUND
 - Tab to Beginning value-enter 7101
 - Tab to Ending value-enter 7101
 - Click Add Item
 - Accept Selection Criteria
 - Suppress Zero Lines-Should already be checked
 - Click Enter (Traffic Light)
- Run 2nd report
- Select by GL Components
 - Component Name-Select SFUND
 - Tab to Beginning value-enter 7501
 - Tab to Ending value-enter 7501
 - Click Add Item
 - Accept Selection Criteria
 - Click Enter (Traffic Light)

Menu

Application or Transaction Name	Ap	Tran
➤ Trial Balance Report	GL	TBAL

MCAI

- Requisitions
- Accounts Payable
- Asset Inventory System
- General Ledger
- Purchase Order
- Receipt Module
- System Control

Find Menu Application/Transaction

Find What tbal

OK Cancel

GL/TBAL: Trial Balance Report (v3.03)

Select By GL Component

Account Description
 Internal State/Auditor

Amounts to Report
 Actual
 Original Budget
 Current Budget

Suppress Zero Lines
 Run GL Summary Report
 Run Fund Function Summary Report

Select Components to Summarize (Sort Order Must Be Zero)

Fund CCTR SpecUse
 Class SFund
 Function Y...
 Object Program

Function Summary Selection
 Do Not Print Print Summary Print Only Summary

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-M237 PC Setup ec

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

Select by Group

Group ...	Description
<input type="checkbox"/> CTO	CTO DEPARTME...
<input type="checkbox"/> MNT	MAINTENANCE D...

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2024
 Ending Fiscal Year: 2024

Beginning Fiscal Period: Beginning Balance
 Ending Fiscal Period: March

Component Name: SFund Sort Order: 1

Beginning Value: 7101
 Ending Value: 7101

Component Contains: SFnd

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

Sfund 7101

Debits = Credits

RUN DATE: 03/09/2024
 RUN TIME: 10:15PM

MCAI BUDGETARY ACCOUNTING SYSTEM
 JOURNAL SUMMARY TRIAL BALANCE REPORT
 HOOVER CITY BOARD OF EDUCATION
 FISCAL PERIOD/YEAR: 0/2024 THRU 6 /2024

Page 28 of 29
 GLTBAL

SFund: 7101 LOCAL SCHOOL PUBLIC DEFAULT

<u>Fd-C-Func-Obj-C-Ctr-SFnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
12-5-9910-923-0010-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509932	D	61,787.92	0.00
12-5-9910-923-0070-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	510223	D	15,925.40	0.00
12-5-9910-923-0080-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	510242	D	6,076.99	0.00
12-5-9910-923-0080-7101-0-9700-0003	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	528207	D	480.00	0.00
12-5-9910-923-0350-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509933	D	11,453.37	0.00
12-5-9910-923-0360-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509934	D	5,164.13	0.00
12-5-9910-923-0365-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509935	D	4,243.89	0.00
12-5-9910-923-0380-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509936	D	9,838.49	0.00
12-5-9910-923-0400-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509937	D	76,469.10	0.00
12-5-9910-923-0410-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509938	D	35,040.25	0.00
12-5-9910-923-0415-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509939	D	28,261.17	0.00
12-5-9910-923-0420-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	516892	D	9,792.10	0.00
12-5-9910-923-0425-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509940	D	15,105.90	0.00
12-5-9910-923-0760-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509344	D	13,328.53	0.00
12-5-9910-923-0810-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509941	D	3,105.18	0.00
12-5-9910-923-0815-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	510399	D	4,287.34	0.00
12-5-9910-923-0820-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	509942	D	6,094.28	0.00
12-5-9910-923-6000-7101-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCH	522393	D	2,606.03	0.00
	SFund 7101		SUBTOTAL	14,367,009.46	14,367,009.46

GL/TBAL: Trial Balance Report (v3.03)

Select By GL Component

Account Description
 Internal State/Auditor

Suppress Zero Lines
 Run GL Summary Report
 Run Fund Function Summary Report

Amounts to Report
 Actual
 Original Budget
 Current Budget

Select by Group

Group ...	Description
<input type="checkbox"/> CTO	CTO DEPARTME...
<input type="checkbox"/> MNT	MAINTENANCE D...

Select Components to Summarize (Sort Order Must Be Zero)
 Fund CCTR SpecUse
 Class SFund
 Function Y...
 Object Program

Function Summary Selection
 Do Not Print Print with Summary Print Only Summary

Report Destination
 To Report Viewer To Grid To File
 To Printer HP LaserJet MFP M232-M237 PC ec

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

Enter Account Selection Criteria

Accept Selection Criteria

Beginning Fiscal Year: 2024
 Ending Fiscal Year: 2024
 Beginning Fiscal Period: Beginning Balance
 Ending Fiscal Period: April

Component Name	Sort Order	Beginning Value	Ending Value
SFund	1	7501	7501

Component Contains: SFnd

Sort Order Must Be Major to Minor (0 Sort Order = Selection Criteria only - Do Not Sort or Total)

Component Name	Sort Order	From Value	To Value
SFund	1	7501	7501

Enter the Desired Fiscal Year(s) and Fiscal Period(s)
 Use the Add Item Button to Accept Components and Values
 Click on the List to Change the Component, Double Click to Remove

Sfund 7501

Debits = Credits

RUN DATE: 04/08/2024
 RUN TIME: 03:48PM

MCAI BUDGETARY ACCOUNTING SYSTEM
 JOURNAL SUMMARY TRIAL BALANCE REPORT
 HOOVER CITY BOARD OF EDUCATION
 FISCAL PERIOD/YEAR: 0/2024 THRU 7/2024

Page 6 of 7
 GLTBAL

SFund: 7501 LOCAL SCHOOL NON-PUBLIC DEFAULT

<u>Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec</u>	<u>DESC</u>	<u>ASN</u>	<u>TYPE</u>	<u>DEBIT</u>	<u>CREDIT</u>
32-5-9800-478-0425-7501-0-4500-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	514803	D	5,518.50	0.00
32-5-9800-478-0425-7501-0-9600-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	510024	D	1,311.43	0.00
32-5-9800-478-0760-7501-0-9600-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	511866	D	18,104.28	0.00
32-5-9800-478-0810-7501-0-9600-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	510025	D	45.32	0.00
32-5-9800-478-0815-7501-0-9600-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	510390	D	4,389.97	0.00
32-5-9800-478-0820-7501-0-9600-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	510026	D	5,744.00	0.00
32-5-9800-478-6000-7501-0-9600-0000	OTHER EXPENDITURES, ITEMS FOR RESALE	524289	D	356.07	0.00
32-5-9800-489-0400-7501-0-4500-0000	OTHER EXPENDITURES, OTH NON-INSTRUCTIONAL SUPPLB18853		D	2,565.00	0.00
32-5-9800-489-0400-7501-0-9600-0000	OTHER EXPENDITURES, OTH NON-INSTRUCTIONAL SUPPLB14835		D	500.00	0.00
32-5-9800-959-0400-7501-0-9600-0000	OTHER EXPENDITURES, OTHER REFUNDS	519507	D	385.00	0.00
32-5-9910-920-0010-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10174		D	127,598.27	0.00
32-5-9910-920-0350-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS14432		D	500.00	0.00
32-5-9910-920-0365-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10612		D	7,934.29	0.00
32-5-9910-920-0380-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10290		D	52,237.85	0.00
32-5-9910-920-0400-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10748		D	79,949.60	0.00
32-5-9910-920-0410-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS11441		D	26,185.00	0.00
32-5-9910-920-0415-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10532		D	29,350.06	0.00
32-5-9910-920-0420-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS16930		D	27,875.00	0.00
32-5-9910-920-0425-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10327		D	19,253.46	0.00
32-5-9910-920-0760-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10775		D	19,450.00	0.00
32-5-9910-920-0810-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10660		D	10,603.92	0.00
32-5-9910-920-0815-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10389		D	24,175.00	0.00
32-5-9910-920-0820-7501-0-9700-0000	INTERFUND TRANSFER OUT, OPERATING TRANSFERS OUTS10422		D	21,620.00	0.00
32-5-9910-923-0010-7501-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCHS10173		D	22,080.81	0.00
32-5-9910-923-0070-7501-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCHS10220		D	480.96	0.00
32-5-9910-923-0380-7501-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCHS10289		D	290.00	0.00
32-5-9910-923-0400-7501-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCHS10030		D	10,336.82	0.00
32-5-9910-923-0425-7501-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCHS10031		D	2,138.25	0.00
32-5-9910-923-0820-7501-0-9700-0000	INTERFUND TRANSFER OUT, TRANSFERS OUT-LOCAL SCHS10536		D	102.05	0.00
SFund 7501	SUBTOTAL			3,790,678.19	3,790,678.19

We Did It!



Your job is an essential component to the flow of your school and your district.



Maintain a positive and cooperative attitude toward students, staff, parents, and other visitors while maintaining strict confidentiality.





ALL ROADS
LEAD TO
Learning

Melynda Buck

Hoover City Board of Education

mbuck@hoover.k12.al.us

205-439-1011



Be The Hero of the District!



