VALACT - Accounts Validation Program

overview

This program creates a report of invalid accounts with an explanation of why the accounts are considered invalid.

All accounts will be validated, regardless of their active/inactive status or any start/stop dates, since inactive accounts may still have relevant amounts associated with them. Accounts which have dollar amount fields that are all $0 will have all of their errors listed as warnings on the report. If any amount field is non-zero, then the errors will be listed as FATAL errors. The user has the option to exclude the accounts which have all $0 amounts from the report completely if they wish to do so. Doing so may significantly reduce the number of warnings on the report, but might also exclude new accounts which have not yet been used on any transactions.

Error Messages:

- The majority of the error messages you may receive are related to invalid account dimensions. Invalid fund, function, object, instructional level, and receipt code errors are based on the list of valid codes from the Auditor of State's USAS Manual. Invalid subject code errors are based on the list of valid subject codes from the EMIS Manual. Keep in mind that using only the 2-digit subject area for financial accounts is allowed and will help significantly to eliminate errors each year as ODE changes the list of valid subject codes. Invalid OPU errors are based on the district's list of valid OPU's from the OPUEDT program.

  In most cases when an invalid account dimension error is received and it is a FATAL error, the ACTCHG program should be used to change the account to a valid account. In some circumstances, the district may need to also create additional new accounts and reassign expenditures as needed. In the case of an invalid fund number, the FNDCHG program should be used. In some cases a FATAL error may be generated on an account that the district considers an old account, indicating that there are non-zero dollar amounts on the account. One common reason for this is the presence of Project-To-Date amounts which the district did not clear out when the project ended. In this case it is recommended that the ADJUST program be used to clear the Project-To-Date fields and then the VALACT report be re-run. If an invalid account dimension warning is received and the account is an old account, it is not necessary to do anything with the account. These warnings should just be ignored. Please keep in mind that accounts should not be deleted without first running the DELACT report to see if the account is deleteable.

- You may receive the following Warning Message: "ODE requires SUBJECT or IL code to be entered for this func/obj in most cases." According to EMIS requirements, ODE wants a subject or instructional level on certain types of accounts. The general rule of thumb is that if it is a high school class, or middle/junior high where teachers teach specific courses, a subject code should be provided. If it is an elementary, then an instructional level should be provided. However, ODE has also said that there are cases where this doesn't apply and it is okay in those cases to not provide the subject or il code, thus it is a warning only and is not enforced anywhere in the USAS software. It is the decision of the district whether they need to change the accounts that they are getting the warnings on.

- You may receive the following Warning Message: "Warning: ODE requires OPU to be entered for this func/obj per EMIS Guide." According to the Expenditure Chapter in ODE's EMIS guide, ODE wants an OPU for particular function/object combinations. If the district does not provide the expenditure data to the building level, ODE will prorate the amount to the buildings, which may not accurately reflect building costs. This warning will not appear if the function or object are invalid.

- Warnings or errors may also be generated for funds that are required to have an EMIS fund category code. The warning will read as follows: "Warning: A valid EMIS category should be entered for this fund." These warnings have been implemented to remind you to check to see if there is a valid fund category entered. Most of the time the warning is generated when an asterisk * is entered because none of the codes available pertain to the fund. The error will read as follows: "EMIS category entered not valid". This is considered an error and you must enter a valid EMIS fund category through ACTSCN/CASHSCN. If none of the codes available pertain to the fund, enter an asterisk * in the EMIS Fund Category field. If an EMIS fund category code or asterisk * is not entered for a fund that requires an EMIS code, you will receive fatal errors when running USAEMS at the end of the fiscal year.

- Warnings or errors may also be issued if the fund type is invalid or if it is left blank for an 007 cash account. A warning will be issued if the cash account has all zero dollar amounts, otherwise a fatal error will be issued.

accessing the program

The program may be executed by typing:

```
$ RUN OECN$BUD:VALACT
```

at the $ prompt or in the menu system type:

```
Menu>VALACT
```

sample run

```
    ** Main Menu Options: **

        R - Create Invalid Account Report
        E - Exit Program

    Enter Option <R>: _
                      <CR>

    ** Would you like exclude accounts with all zero amounts?

        Y - Exclude accounts with all zero amounts
        N - Do not exclude accounts with all zero amounts

    Enter Option <N>: _
                      <CR>

    Searching accounts master file, please wait...

    ** NOTE:  There was 1 invalid account record found on file.
              There was 1 account with warnings found on file.

    Report name is VALACT.TXT.

    Processing completed!
```

sample report

VALACT.TXT Report

```
DATE:  7/18/98                 SAMPLE CITY SCHOOLS                    PAGE   1
TIME: 11:01             REPORT OF INVALID USAS ACCOUNTS              (VALACT)

TI FND FC/R OBJ SPCC SUBJCT OPU IL JOB  ERROR MESSAGE(S)
-- --- ---- --- ---- ------ --- -- ---  ----- ----------

02 018 1100 113 9005 000000 200 00 000  Warning: ODE requires SUBJ or IL to be entered
H.S. ACTIVITY - SALARIES                        for this func/obj in most cases.


02 300 4500 640 9500 000000 005 00 000  Function must be defined at a higher level of
detail.
ATHLETICS - CAPITAL OTLAY
```