Released June 29, 2018

Document Owner: Documentation Services

This edition applies to Release 5.2 of the eFinancePLUS software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of PowerSchool Group, LLC or its affiliate(s).

Copyright © 2003-2018 PowerSchool Group, LLC and/or its affiliate(s). All rights reserved.

All trademarks are either owned or licensed by PowerSchool Group, LLC and/or its affiliates.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENTS ........................................................................</td>
<td>3</td>
</tr>
<tr>
<td>1: Prerequisite Processes ...............................................</td>
<td>4</td>
</tr>
<tr>
<td>2: Beginning the Fiscal Year-End Process ..........................</td>
<td>6</td>
</tr>
<tr>
<td>3: Budget Preparation System ..........................................</td>
<td>8</td>
</tr>
<tr>
<td>4: Human Resources: Payroll System ..................................</td>
<td>9</td>
</tr>
<tr>
<td>5: Warehouse Inventory System .......................................</td>
<td>12</td>
</tr>
<tr>
<td>6: Fixed Assets System ..................................................</td>
<td>14</td>
</tr>
<tr>
<td>7: Fund Accounting System .............................................</td>
<td>15</td>
</tr>
</tbody>
</table>
1: Prerequisite Processes

Texas Customers: Please refer to the Texas Fiscal-Year End Processing document.

At the end of the fiscal year, you need to complete a series of processes to close the old year and prepare the eFinancePLUS System for the new year. In general, fiscal year end processing involves:

- Generating reports to verify the accuracy of the past year’s data. You may also run additional reports at any given stage, but the ones mentioned are either essential or highly recommended.
- Setting up new records, updating existing records, and deleting ones that are no longer needed.
- Running options to carry forward required information.

The steps outlined throughout this guide are intended as a quick reference. Do not attempt to run the procedures mentioned using this document alone. For detailed instructions on any particular process, refer to the appropriate system manual.

**Important**
If you encounter an out-of-balance condition at any stage of the fiscal year-end process, contact PowerSchool for assistance.

**Prerequisites**

Before you begin fiscal year-end processing, complete the following steps:

1. You may choose to retain the last automated nightly backup until you have completed this process successfully.
2. If your organization encumbers payroll, review the Fund Accounting Profile to make sure the account numbers in the Enc Control, Pay Res For Enc, Res For Enc, and Pay Enc Cntrl fields are different.
3. Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance.
4. Run the following Fund Accounting > Reports > Audit Trails report options to verify your budget codes are in balance:
   - General Ledger Audit Trail
   - Expenditure Ledger Audit Trail
   - Revenue Ledger Audit Trail
   - Project Ledger Audit Trail (if applicable)
5. Run Payroll table reports by selecting Human Resources > Reference Tables > Payroll, selecting a table option, generating a list of table records, and then clicking (Print).
6. Run the Budget Preparation > Entry & Processing > Budget Preparation > Budget Administrator > Extract Information option to extract accounting data from the current fiscal year from Fund Accounting and build a new budget year work file in Budget Preparation. You can build a new budget year only once.

7. Add new organizations, accounts, and projects to the Budget Preparation System for the next fiscal year using the appropriate Budget Preparation > Reference Tables > Reference Tables options.

8. Add new ledgers to the Budget Preparation System using the Budget Preparation > Entry & Processing > Budget Preparation > Budget Entry option.
2: Beginning the Fiscal Year-End Process

After you complete the prerequisite steps outlined in the previous chapter, you can begin the fiscal year-end process. To summarize, the process:

- Starts in Fund Accounting’s Fiscal Year End Processing center.
- Continues with steps in other eFinancePLUS products you use.
- Returns to the Fiscal Year End Processing center at various stages.
- Concludes with a series of processes in Fund Accounting.

This section covers the procedures for starting the fiscal year-end process in Fund Accounting and if applicable, Budget Preparation.

Procedure

1. Use the Start New Year Procedures option in Fund Accounting > Periodic Routines > Year-End > Year End to reset the checkboxes in the Fiscal Year End Processing center.

   This option should only be run once a year. The following steps can be re-run as needed.

2. Create the new year Organization Chart, Account List, and Project List by adding, updating, and deleting records as needed in the appropriate Fund Accounting > Reference Tables and Budget Preparation > Reference Tables options.

3. Create the Expenditure Ledger, Revenue Ledger, and Project Ledger (if needed) using one of the following options:
   - Fund Accounting > Periodic Routines > Year-End > Year End > Create New Year Ledgers
   - Budget Preparation > Entry & Processing > Budget Preparation > Budget Administrator > Post Budget > Create

   When you create your Expenditure Ledger, if your organization uses Purchasing’s Distribution Templates and the Rollover During Year-end Process checkboxes in the templates are selected, the templates will be created for the new year with the pre-defined accounting distributions.

4. Once the new year ledgers have been created, you can begin entering next year requisitions in Purchasing.
   - If approvals are required, the requisitions must first be approved.
   - You can also use the Purchasing > Entry & Processing > Requisition Processing > Next Year’s Requisitions > Copy option to create new year requisitions from existing requisitions.
   - If you use the Warehouse Inventory module, you can also enter warehouse requests in batch.
5. **Fund Accounting > Periodic Routines > Year-End > Year End Create New Year Ledgers > General Ledger option** to create General Ledger accounts with zero balances for the new fiscal year. When you run the option, processing is as follows:

- General Ledger accounts are created for all funds in the new year Organization Chart.
- Funds from the previous year that do not appear in the new year Organization Chart are documented on an error log.

You can correct errors and run this option as many times as needed to ensure that all new year General Ledger accounts are properly set up.

6. Once all new year General Ledger accounts are set up, you can enter purchase orders in the new fiscal year while still working in the old fiscal year.

- If next year requisitions have been entered, they can be converted to purchase orders. These purchase orders will be posted to Fund Accounting in Period 1 of the new fiscal year.
- If approvals are required, the purchase orders must first be approved.

- You can also use the **Purchasing > Entry & Processing > Purchase Order Processing > Next Year Purchase Orders > Copy option** to create new year purchase orders from existing purchase orders.
3: Budget Preparation System

Budget Preparation fiscal year-end processes include extracting the appropriate information from the Fund Accounting System and then completing your budget for the coming year. For detailed procedures on using the options mentioned, refer to the Budget Preparation manual.

Procedure

Ensure that the following Budget Preparation System processes are complete:

1. Run the 🔄 Budget Preparation > Entry & Processing > Budget Preparation > Budget Administrator > Extract Information option to extract data from Fund Accounting and create a work file for developing a budget for the new fiscal year.

2. Use the 🔄 Budget Preparation > Reference Tables options to update the Organization Chart, Account List, and Project List as needed.

3. Verify that the budgeting process is complete.

Note

Posting the budget is done after Fund Accounting fiscal year-end. The budget does not have to be approved to move forward; however, data will need to be in the approved column before posting.

4. Create the new year’s Organization Chart, Account List, and Project list, as well as the Expenditure, Revenue, and Project Ledgers in the Fund Accounting System. When you create the Expenditure Ledger, if your organization uses the Purchasing Distribution Templates and the Rollover During Year-End Process? checkbox in the templates is selected, the templates will be created for the new year.

To create the ledgers, use either:

骅 Budget Preparation > Entry & Processing > Budget Preparation > Budget Administrator > Post Budget > Create option

or

骅 Fund Accounting > Periodic Routines > Year-End > Year End > Create New Year Ledgers option

You can run the Create options as often as needed to update data from Budget Preparation to Fund Accounting.
4: Human Resources: Payroll System

The fiscal year end procedures for the Human Resources: Payroll System involve the following general functions:

- Generating reports for verification, auditing, and administrative purposes.
- Clearing accrual information from the previous year on earnings, deductions, and attendance.
- Updating tables for the new year relating to pay codes, deductions, taxes, salary schedules, and calendars.
- Updating employee pay rate and deduction information.
- Liquidating payroll encumbrances in the Fund Accounting System.
- Awarding leave accruals for fiscal leave banks.

For detailed procedures on using the options mentioned, refer to the Human Resources manual.

Procedure

Processing fiscal year end for Human Resources

1. Complete the final payroll for the current fiscal year. Perform all of the following steps before running the first payroll of the new fiscal year.

   You may wish to retain last night’s backup until the process is complete and verified.

2. Generate all necessary reports before clearing any monthly, quarterly, or fiscal balances. The following reports are typically generated at fiscal year end, though others may be run as well:

   - Quarterly Salary Information
   - Salary and Deduction Information
   - Payroll File Totals

   In addition, be sure to run all relevant state reports as well as any reports you generate using third party software that include fiscal-to-date totals.

3. Run the Human Resources > Periodic Routines > Periodic Processing > Clear Monthly Totals and Clear Quarterly Totals options to clear month-to-date and quarter-to-date balances. Skip the Clear Quarterly Totals if your fiscal year end does not coincide with the start of a new quarter.

4. Run the Human Resources > Periodic Routines > Year End > Fiscal Process option to clear fiscal-to-date earnings and taxes, deduction/benefit amounts, and deduction salaries. This option also includes fields for purging terminated pay rates, if needed.

5. Verify attendance balances and rollover amounts by running the following reports:

   Employee Leave Balances
   Attendance Tracking
6. Run the Human Resources > Periodic Routines > Year End > Attendance Rollover option. In setting up leave records for certain accrual types, you can either reset leave banks or roll over leave banks based on parameters established in the Leave table.

7. Run the Human Resources > Periodic Routines > Year End > Fiscal Leave Accrual option to accrue leave for employees with an accrual type of F (fiscal).

8. Run the Human Resources > Periodic Routines > Year End > Summer Pay Fiscal Year Accruals > Load option, until you are satisfied with your records.

   Once you proceed with the fiscal year end for Human Resources, you should not run the load again.

   **Note**

   If you want your journal entries to be created for period 12, the Human Resources > Periodic Routines > Year End > Summer Pay Fiscal Year Accruals > Post option must be run before the Fund Accounting > Periodic Routines > Year-End > Year End > Update Ledgers option. If Summer Pay's Post option is run after Fund Accounting's Update Ledgers option, the journal entries will be created for period 13 of the prior year.

9. If your Organization Chart has changed for the new year, use the following Human Resources > Reference Tables > Payroll options to update account numbers:

   - Pay Code Table
   - Local Tax Table
   - Deduction Table
   - FICA/Medicare Table
   - Federal Tax Table
   - EIC Table
   - State Tax Table

   For updating taxes and deductions, you can also use the applicable Human Resources > Reference Tables > Future Changes options.

10. If your Organization Chart has changed for the new year, run the Human Resources > Periodic Routines > Year End > Payroll Distribution option to change account numbers in employee Pay Rate records.

11. Run the Human Resources > Entry & Processing > Employee > Employee Deductions > (Add New), Find, or (Delete) options to update employee deduction records as needed.

   For updating employee deductions, pay rates, and employee status, you can also use the applicable options through Human Resources > Periodic Routines > Periodic Processing > Effective Date Changes.

12. Run the Human Resources > Reference Tables > Payroll > Salary Schedules > (Add New) and Find options to create and update salary schedules for the new year.

   - You also can use Human Resources > Reference Tables > Future Changes > Salary Schedules > Import to load future salary schedule records into the Future Salary Schedule table.
   - If you use the Salary Negotiations System, complete all procedures for generating new year Salary Schedules in this system instead of in Human Resources.

13. Run the Human Resources > Reference Tables > Payroll > Calendars > (Add New) option to create calendars for the new year. You can also use the Calendar table’s Import option to import existing calendars or Copy option to copy calendar information to a new calendar.

14. Run the Human Resources > Reference Tables > Payroll > Job Classes > Find option to assign new year schedules and calendars to existing job classes.
15. Run Human Resources > Reference Tables > Payroll > Job Classes (Add New) option to set up new job classes for the near year, as needed.

16. Run the Human Resources > Periodic Routines > Year End > Update New Year Rates option to update Pay Rate records for employees in job classes that contain new or changed salary schedules as well as new or updated calendars.

17. Run the Human Resources > Periodic Routines > Periodic Processing > Liquidate Payroll Encumbrance to reset the following accounts in Fund Accounting to zero: Payroll Reserve for Encumbrance and Payroll Encumbrance Control.

18. Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance.

**Important**

If you encounter an out-of-balance condition at any stage of the fiscal year-end process, contact PowerSchool for assistance.

19. Minimally, run the following Fund Accounting > Reports > Audit Trails options to verify your budget codes are in balance:
   - General Ledger Audit Trail
   - Expenditure Ledger Audit Trail
   - Revenue Ledger Audit Trail
   - Project Ledger Audit Trail (if applicable)

20. If your organization uses the Recruitment System, run the Human Resources > Entry & Processing > Recruitment > Update Postings For New Year option. This step must be done after the fiscal year end processing for Fund Accounting has been completed.

**Note**

You may need to repeat certain processes over the course of the new year to update pay rates, contracts, attendance codes, and leave codes.
5: Warehouse Inventory System

Warehouse Inventory fiscal year-end processes includes maintaining records, running reports, clearing yearly totals, and updating the system year and period. For detailed procedures on using the options mentioned here, refer to the Warehouse Inventory manual.

Procedure

Complete the following steps in the Warehouse Inventory System:

1. Run the Warehouse Inventory > Reports > Warehouse Reports > Unfilled Requests option to review unfilled warehouse requests.
2. Process all back orders and unfilled requests. Only requests that are filled or denied are purged when you run the Year End Procedures option in Step 5.
3. Run the Warehouse Inventory > Entry & Processing > Periodic Routines > Process General Ledger Charges option to interface journal entry charges to department budgets in the Fund Accounting System. Charges are for filled requests, inventory adjustments, and stock returns.

   **Important**
   Charging must be completed before Fiscal Year-End processing is started in the Fund Accounting System.

4. Generate the following reports from the Warehouse Inventory > Reports > Warehouse Reports menu, as well as any other reports you feel are necessary.
   - Departmental Charge Summary
   - Inventory Transactions - Detail
5. Run the Warehouse Inventory > Entry & Processing > Periodic Routines > Year End Procedures option to:
   - Purge all transactions prior to the year being closed.
   - Purge filled and denied requests.
   - Reset the Year-To-Date Purchased and Used fields in the Inventory Catalog to zero.
   - Summarize usage information for usage history.
   - Update the Period and Year on the Warehouse Inventory Profile.
6. Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance.

   **Important**
   If you encounter an out-of-balance condition at any stage of the fiscal year-end process, contact PowerSchool for assistance.
7. Run the followingFund Accounting > Reports > Audit Trails options to verify your budget codes are in balance:
   - General Ledger Audit Trail
   - Expenditure Ledger Audit Trail
   - Revenue Ledger Audit Trail
   - Project Ledger Audit Trail (if applicable)
6: Fixed Assets System

Processing in the Fixed Assets System consists of verifying information in your asset records, depreciating assets for the current fiscal year, and then closing the fiscal year. For detailed procedures on using the options mentioned, refer to the Fixed Assets manual.

Procedure

Complete the following steps in the Fixed Assets System:

1. Run the Fixed Assets > Reports > Fixed Assets Reports > Detail Listing of Fixed Assets report option to verify the acquisition date of assets.

2. Use the Fixed Assets > Entry & Processing > Fixed Assets > Asset Information > search for assets > Depreciate option to process depreciation and post it to Fund Accounting.

3. Run the Fixed Assets > Entry & Processing > Periodic Routines > Year End Processing option.

4. Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance.

Important
If you encounter an out-of-balance condition at any stage of the fiscal year-end process, contact PowerSchool for assistance.

5. Run the following Fund Accounting > Reports > Audit Trails options to verify your budget codes are in balance:
   - General Ledger Audit Trail
   - Expenditure Ledger Audit Trail
   - Revenue Ledger Audit Trail
   - Project Ledger Audit Trail (if applicable)

6. Run any additional Fund Accounting > Reports options as needed.
7: Fund Accounting System

When you finish closing out Human Resources, Warehouse Inventory, and Fixed Assets, there are several processes involved in closing the old year in Fund Accounting and preparing the system to process transactions in the new year. For detailed procedures on using the options mentioned, refer to the Fund Accounting System manual.

**Important**
If you encounter an out-of-balance condition at any stage of the fiscal year-end process, contact PowerSchool for assistance.

**Procedure**
Complete the following steps after all data entry for the current fiscal year has been completed.

1. If you do not want to roll specific prior year encumbrances forward into the new year, use the Fund Accounting > Periodic Routines > Periodic Processing > Close Purchase Orders option to liquidate these encumbrances.
   
   or
   
   If you want to roll encumbrances forward to a liability or equity account, add the account and its offset account to the Balance Sheet.

2. Run the following reports:
   - Fund Accounting > Reports > Audit Trails options for Period 12 of the current fiscal year.
   - Fund Accounting > Reports > System Maintenance > Check Ledger Balances. Users must be out of the database when you run this report.

3. Run reports for each batch in the following Fund Accounting > Entry & Processing batch options by selecting the option, highlighting the batch from the list, and then clicking (Print):
   - General Ledger > Batch Journal Entries
   - Budget Ledgers > Batch Budget Adjustments
   - Budget Ledgers > Batch Budget Transfer
   - Payable Entry > Batch Accounts Payable
   - Vendor Checks > Batch Manual Checks
   - Receipts > Batch Receipts
   - Receipts > Batch Receivables
   - Encumbrances > Batch Encumbrances
4. Run the 💻 Fund Accounting > Reports > Accounts Payable Reports > Cash Requirements option to determine if any payments should be processed. Then process the payments as needed.

5. Run the 💻 Fund Accounting > Reports > Financial Statements > Encumbrance Status Reports option to determine if encumbrances should be closed, paid, or left open. Then process the encumbrances as needed.

6. Run a set of balance sheets for each of the following 💻 Fund Accounting > Reports > Balance Sheets options:
   - Print Balance Sheets by Fund
   - Print Combining Balance Sheet
   - Print Consolidated Balance Sheet

7. Run any other reports your organization wants for retaining a record of prior year information.

8. Complete entries in the old fiscal year and rerun reports as needed to retain documentation of the system’s data.

9. If you want the entries to be recorded on Day 1 of the new fiscal year, select 💻 Fund Accounting > Periodic Routines > Periodic Processing > Change System Date to set the transaction date to the appropriate date of the new fiscal year.

10. Run the 💻 Fund Accounting > Periodic Routines > Year-End > Year End > Create New Year Ledgers option and select General Ledger to create General Ledger accounts with zero balance for the new fiscal year. We highly recommended that all checkboxes in the Create New Year Ledgers option be selected and rerun. With this option, the following processes are run:
    - General Ledger accounts are created for all funds in the new year Organization Chart.
    - Funds from the previous year that do not appear in the new year Organization Chart are documented on an error log.

    You can correct errors and run this option as many times as needed to ensure that all new year General Ledger accounts are properly set up.

    Although the Create General Ledger option was run previously during FYE processing, you must run it again before using the Update Ledgers option in the next step.

11. Run the 💻 Fund Accounting > Periodic Routines > Year-End > Year End > Update Ledgers option to:
    - Update the Fund Accounting Profile to Period 1 of the new fiscal year.
    - Roll the old year’s Period 12 balances to the new year.
    - Roll the old year’s expenditure control and revenue control balances into the fund balance of the new year.
    - Roll the old year’s reserve for encumbrance and encumbrance control balances into the fund balance of the new year.
    - Roll the old year’s budget expenditure control and budget revenue control balances into the budget fund balance of the new year.
    - Create a balance sheet report for the new year.
    - Creates a project ledger for the new year for all open projects.
    - Sets the fiscal year-to-date paid amounts on vendor and payer lists to zero.

12. Run the 💻 Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance. Users must be out of the database when you run this report.
13. Minimally, run the following Fund Accounting > Reports > Audit Trails options to verify your budget codes are in balance:
   - General Ledger Audit Trail
   - Expenditure Ledger Audit Trail
   - Revenue Ledger Audit Trail
   - Project Ledger Audit Trail (if applicable)

14. Re-run the following Fund Accounting > Reports > Balance Sheets options and compare the balance sheets with those created in Step 6 to review changes in the General Ledger accounts:
   - Print Balance Sheets by Fund
   - Print Combining Balance Sheet
   - Print Consolidated Balance Sheet

15. Run Fund Accounting > Reports > Financial Statements > Trial Balance option and verify the new ledgers.

16. Create and post approved budgets to the Fund Accounting System. Although the Create options been run previously during the FYE processing, you must still run them again before running the Post options. This can be done in either:
   - Budget Preparation > Entry & Processing > Budget Preparation > Budget Administrator > Post Budget. You must select the appropriate boxes in the Create option first, then click OK and return to the Post option.
   - or
   - Fund Accounting > Periodic Routines > Year-End > Year End > Create New Year Ledgers. Select the checkboxes for the Expenditure Ledger, Revenue Ledger, and Project Ledger only. Do not select the checkbox for the General Ledger. Then select Post Ledgers to post the budget.

17. Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance. Users must be out of the database when you run this option.

18. Minimally, run the following Fund Accounting > Reports > Audit Trails options to verify your budget codes are in balance:
   - General Ledger Audit Trail
   - Expenditure Ledger Audit Trail
   - Revenue Ledger Audit Trail
   - Project Ledger Audit Trail (if applicable)

19. Update the following fields in the Fund Accounting Profile, if needed: Next Req Number, Next PO Number, Next JE Number, Next Vendor Number, and Next Budget Transfer Number.


21. Run the Fund Accounting > Reports > Financial Statements > Encumbrance Status Reports and Encumbrance Activity Reports options to retain a record of prior year information.

22. Use the Fund Accounting > Periodic Routines > Year-End > Year End > Roll Prior Year Encumbrances option to roll encumbrances from the old year to the new year. You can run this option multiple times. Processing is as follows:
• You can roll encumbrances into the same account, a liability or equity account, or an “R” account. If the budget unit for an encumbrance record is not found in the new year’s Organization Chart, the encumbrance is not rolled.

• The rollover liquidates encumbrances from the Expenditure and Expenditure Budget ledgers in Period 13 of the prior year, creates a new encumbrance record in the new year (transaction code 17), and enters a change encumbrance transaction record in the prior year (transaction code 18).

• The system also deletes the original purchase orders. To maintain copies of the purchase orders in the prior year, select the Retain Rolled PO’s checkbox. This rolls over the purchase orders, but preserves the originals and prevents them from being processed.

23. Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance. Users must be out of the database when you run this option.

24. Minimally, run the following Fund Accounting > Reports > Audit Trails options to verify your budget codes are in balance:
   • General Ledger Audit Trail
   • Expenditure Ledger Audit Trail
   • Revenue Ledger Audit Trail
   • Project Ledger Audit Trail (if applicable)

25. Run Fund Accounting > Periodic Routines > Year-End > Year End > Interim Close option to roll the balance of Period 13 general ledger, project, and revenue and expenditure control transactions from the prior year to Period 1 of the new year. You can run the Interim Close option multiple times.

26. Complete the following in preparation for your final close:
   • Make sure all transactions to Period 13 of the prior year are entered and your audit is complete.
   • Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances and Fund Accounting > Reports > Audit Trails options. Review the reports to ensure that all funds and accounts are in balance.
   • Run the Fund Accounting > Reports > Balance Sheets options as needed to retain a record of prior year information.
   • Run the Fund Accounting > Reports > Project Status Reports options to retain project information.

27. Run Fund Accounting > Periodic Routines > Year-End > Year End > Final Close option to do a final close for the prior year. Processing is as follows:
   • In the new year, the Fund Balance account is updated with Period 13 revenue transactions minus expenditure transactions.
   • The new year’s Budgetary Fund Balance account is the Budget Revenue Control ledger minus the Budget Expenditure Control ledger.

28. Verify balances as follows:
   • Run the Fund Accounting > Reports > Balance Sheets options as needed to review changes in the fund balances, budget fund balances, and general ledger balances.
   • Run the Fund Accounting > Reports > Audit Trails > General Ledger Audit Trails and Expenditure Audit Trail options.
Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances > Per Fund option to verify that all funds are in balance. Users must be out of the database when you run this option.

29. If you need to change the control account numbers in the Fund Accounting Profile, contact PowerSchool for assistance.