VALACT - Accounts Validation Program

overview

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

- ❖ 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 or EMIS software.
    - ▪ It is the decision of the district whether they need to change the accounts that they are getting the warnings on.
- ❖ 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:
    - o R - Create Invalid Account Report E - Exit Program
    - o Enter Option <R>: _ <CR>
    - o ** 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>:
    - o _ <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.
    - o Report name is VALACT.TXT

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
```