

Mid-Year Clean Up 18: AP – outdated warrants (9515); (stale-dated checks):

Run a fiscal 03 or go to Finance....Fiscal..... Accounts and review object 9515. Balance should be zero when all checks have been re-issued or written off.

Fiscal99a Liability Account Snapshot

LIABILITY						Fiscal Year 2016/17
Trans Date	Description	Journal #	Reference #	Debit	Credit	Account Balance
01-0000-0 - -9515- - (Accts Payable -Unrestricted/no) Unrestricted (continued)						
November, 2016 (continued)						
11/18/16	CK #1454687	EX17-05030		16.34		1,536.88
11/18/16	CHECK # 5233902	EX17-05032		35.56		1,501.32
11/18/16	CK #1454694	EX17-05034		23.61		1,477.71
11/23/16	CHECK #5245821	EX17-05084		10.31		1,467.40
11/23/16	1	EX17-05140		85.23		1,382.17
11/23/16	44042	EX17-05144		772.59		609.58
11/23/16	6	EX17-05146		9.71		599.87
11/23/16	6	EX17-05152		110.82		489.05
11/23/16	67746	EX17-05197		475.94		13.11
December, 2016						
12/02/16	Apr 16 staledated Nov 16 AP	CT17-00780			224.00	237.11
January, 2017						
01/06/17	May 16 staledated Dec 16 AP	CT17-00989			13,377.88	13,614.99
				Totals	2,176.23	15,791.22
						13,614.99

Jot down the CT# that posts the transaction. In this case, the last entry is CT17-000989.

Go to Finance....fiscal....journal entries and enter the CT# in the search field, hit GO

The screenshot shows the Finance application's search interface. On the left is a navigation menu with 'Finance' selected, and 'Fiscal' expanded to show 'Accounts', 'Journal Entries', 'Budget/JE Approvals', and 'Requisitions'. The main window has a search bar with 'Go', 'Clear', 'New', and 'Favorites' buttons. A 'Search Criteria - Journal Entry' dialog box is open, showing '1 - Journal Entry Information' with the 'Journal Entry Number' field containing 'CT17-00989'. Other fields include Post Date, Transaction Date, Status, and Source.

From the list, open up the journal form and click on attachments. Open the attachment.

The screenshot shows the Finance application's journal entry form. The left navigation menu is the same as in the previous screenshot. The main window title is 'County JE # CT17-00989 - FY 2017 {2016/2017} - Stat'. Below the title are tabs for 'Journal Entry', 'Approvals', 'Attachments:1', 'Notes', and 'History:5'. There are 'Open', 'New', and 'Export' buttons. A table below shows the attachment details:

Description	Attached File	Type	Received Info	Received Via	Sent Info	Sent Via	Created
	05.2016.SCOE.APY.stale.pdf						1/6/2017

Find your district number and fund number in the far column – Highlighted are the checks that stale-dated.



May 2016 SCOE APY staledated December 2016

Number	Check Date	Payee Name	Issued Amount	Change	SCOE Dist/Fund	Dist/Fund Total
1485908	5/11/2016	J	8.00		12/9/2016 05/01	
1485909	5/11/2016	J	10.00		12/9/2016 05/01	18.00
1485964	5/11/2016	N	20.00		12/9/2016 19/62	20.00
1490411	5/27/2016	J	82.00		12/9/2016 20/03	82.00
1488407	5/20/2016	F	20.00		12/9/2016 21/09	20.00
1486947	5/13/2016	N	67.21		12/9/2016 23/62	67.21
1486111	5/11/2016	E	186.25		12/9/2016 34/03	186.25
1485325	5/6/2016	N	552.08		12/9/2016 38/01	
1489656	5/25/2016	T	91.43		12/9/2016 38/01	643.51
1489688	5/25/2016	T	500.00		12/9/2016 39/01	500.00
1484092	5/4/2016	L	10.00		12/9/2016 40/62	10.00
1489753	5/25/2016	S	749.86		12/9/2016 44/03	749.86
1484146	5/4/2016	N	100.00		12/9/2016 47/01	
1489769	5/25/2016	E	82.45		12/9/2016 47/01	
1489841	5/25/2016	F	163.65		12/9/2016 47/01	354.10
1486251	5/11/2016	C	31.97		12/9/2016 47/12	31.97
1489884	5/25/2016	L	250.00		12/9/2016 51/01	250.00
1487893	5/18/2016	S	347.34		12/9/2016 53/12	347.34
1484267	5/4/2016	N	238.98		12/9/2016 63/01	238.98
1490023	5/25/2016	E	12.04		12/9/2016 71/01	
1490088	5/25/2016	J	12.20		12/9/2016 71/01	24.24
1490642	5/27/2016	J	901.25		12/9/2016 81/01	901.25
1490180	5/25/2016	L	4.05		12/9/2016 84/13	4.05
1485708	5/6/2016	Watersavers Irrigation Inc.	849.88		12/9/2016 85/01	
1486571	5/11/2016	360 Degree Customer Inc	12,528.00		12/9/2016 85/01	13,377.88
1490693	5/27/2016	Ashley M. Tasselmyer	10.39		12/9/2016 85/06	10.39

Re-issued the highlighted checks in the APY system using the 01-0000-0- - 9515 code and it will clear the account.

REPEAT this process until you have found all your stale-dated checks. If you started out the year with a beginning balance, that means that you did not clear checks stale-dated in the prior year. You will need to repeat this entire process by choosing the prior year when running your fiscal03 or by entering the prior year in the account look up search box.

Follow district policy for writing off checks that have stale dated more than 1 time.

prepared 1/25/2017 by SCOE Accountants