

Stale Dated Warrants - Object Code 9515

Object Code 9515 is used for stale dated warrants and should be reviewed and reconciled.

The Fiscal03a report can be used to assist with the review and analysis of any balances. Balance should be zero after all checks have been either reissued or funds journaled to the original account or revenue account.

We recommend to create a report Favorite for this and schedule to send monthly or quarterly for review.

Go to Finance – Report – Fiscal – Fiscal03

Create Report Favorite and schedule with attachment

Request	
1 - Report	
Report Number	Fiscal03
Description	Account Balance Transaction Detail by Object
Report Sample	Fiscal03
Report Favorite ID	
2 - User Options	
Fiscal Year	
Start Date	7/1/2022 {BFY}
End Date	6/30/2023 {EFY}
Unposted JEs?	No - Do Not Include unposted JE
Ref#?	Yes - Show Ref#
3 - Account Selection	
Assets and Liabilities?	Yes - Include all account types
Restricted?	Yes - Include restricted accounts
Acct Num	
Fund	
Resource	
Year	
Goal	
Function	
Object	9515 {Accts Payable - Outdate Warrmt}
School	
Management	

Use Mnemonics for dates to use year after year

- **Start Date:** BFY
- **End Date:** EFY
- **Assets and Liabilities?:** Yes – Include all account types
- **Object:** 9515
- **Click Go** to Generate Report to review it's as expected
- **If the Balance is 0.00, then you are good to go!**
 - If there is a balance, then need to review the account detail

Create Favorite and Schedule

- Click on Favorite
 - Select Manage

Manage Report Favorites - Request/Report

Report Favorites

- 1 By Resource
- 2 Class Summer Asst
- 3 New Favorite

Details

Favorite Id: Public

Description:

Schedule

None Daily Weekly Monthly Yearly

Day of every month(s)

The of every month(s)

Report Format: Attach Report to Email Notification:

Start: End: Time:

Values

Fiscal Year =
Start Date = BFY
End Date = EFY
Unposted JEs? = No - Do Not Include unposted JE
Ref#? = Yes - Show Ref#
Assets and Liabilities? = Yes - Include all account types
Restricted? = Yes - Include restricted accounts

+ Add Remove Replace

Undo Redo

Cancel Change Apply Change

Cancel Save

- Click +Add to create the Favorite
- Favorite Id: Stale Dates
- Description: Stale Date Warrants
- Schedule: Select Monthly
- Day: Select Day
- Report Format: PDF
- Attach Report to Email Notification Click in Box
- Click on Apply Change
- Save
- Now you have the report favorite that will be email each month

Example Report for Stale Dates 9515

The account balance will need to be reviewed. A check can be reissued out of 9515 or a journal entry to the expense or revenue account.

Fiscal03a		Account Transaction Detail by Object-Balance						
Detail for Dates 07/01/2022 through 06/30/2023							Fiscal Year 2022/23	
Ref#	Pay To Name	Journal #	Description	Trans Date	Debit	Credit	Account Balance	
Fund 01 - General Fund								
01-0000-0-	-9515-	Accts Payable -,Unrestric						
		CT23-00074	DECEMBER 21 SCOE COMM ST	07/20/22		95.95	95.95	
		CT23-00075	DECEMBER 21 SCOE PR STALE	07/20/22		183.95	279.90	
		CT23-00075	DECEMBER 21 SCOE PR STALE	07/20/22		22.40	302.30	
		CT23-00075	DECEMBER 21 SCOE PR STALE	07/20/22		9.00	311.30	
		Account Total		06/30/23		.00	311.30	
		Total for Org 047 and Fund General Fund				.00	311.30	

Review Journal Entry Details

The County Transfer has an attachment with details of the stale dated warrant for each District.

Go to Finance – Fiscal – Journal Entries

Search

Go Clear New Favorites

Search Criteria - Journal Entry

1 - Journal Entry Information	
Journal Entry Number	CT23-00074
Post Date	
Transaction Date	

- Enter the Journal Entry Number: CT
- Click Go to review

From the list, Go to Open Attachments field, click on the quick link to open the attached or open the Form to open.

Reference	Link #	Transaction	Total Amount	Item Count	Status	Source	JE Type	Batch #	Comment	Open Attachments
CT23-00074	200003865	7/20/2022	95.95	2	Posted	County	County		DECEMBER 21 SCOE COMM STALE DATED JULY 2022	1 attachment available

An excel spread sheet will open. Review the Org Number to see the details with Check Number, Issue Date, Amount Issued, Payee Name. Determine if the check will be reissued or a journal entry to move to the expense or revenue account base on the Districts practices and procedures.

Sonoma County Treasury Department Bank Reconciliation Report Issued Checks Report Date: 7/15/2022													
Org	Check Number	Issue Date	Amount Issued	Payee Name	Bank Cleared Date	Amount Paid	Cancel Date	Cancel Status	Other Date	Other Status	Other Amount	Status Change Reason	Account
	2	1871142	12/15/2021	178.78			7/15/2022	STOP				STALE DATED	62-0000-0 - -9515 -
	6	1870526	12/10/2021	352.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	6	1872055	12/17/2021	6.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	11	1869723	12/8/2021	287.23			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	15	1869753	12/8/2021	3,150.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	18	1869773	12/8/2021	119.64			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	19	1871313	12/15/2021	37.18			7/15/2022	STOP				STALE DATED	62-0000-0 - -9515 -
	34	1871410	12/15/2021	5,285.58			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	34	1871413	12/15/2021	6.50			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	38	1869213	12/3/2021	13.11			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	38	1872731	12/22/2021	40.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	38	1872737	12/22/2021	13.80			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	38	1872738	12/22/2021	17.45			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	38	1872747	12/22/2021	20.35			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	47	1872842	12/22/2021	95.95			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	48	1872229	12/17/2021	37.18			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	52	1870023	12/8/2021	82.88			7/15/2022	STOP				STALE DATED	62-0000-0 - -9515 -
	52	1870759	12/10/2021	250.00			7/15/2022	STOP				STALE DATED	62-0000-0 - -9515 -
	52	1871563	12/15/2021	1,822.50			7/15/2022	STOP				STALE DATED	62-0000-0 - -9515 -
	63	1869348	12/3/2021	21.99			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	63	1869349	12/3/2021	3.47			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	63	1869357	12/3/2021	57.79			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	63	1870092	12/8/2021	108.03			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	63	1872334	12/17/2021	445.02			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	63	1872347	12/17/2021	104.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	71	1873004	12/22/2021	39.20			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	81	1868873	12/1/2021	55.22			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	82	1870219	12/8/2021	28.68			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	82	1873066	12/22/2021	289.41			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	82	1873100	12/22/2021	73.23			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	85	1870310	12/8/2021	290.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	88	1869600	12/3/2021	20.00			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	88	1873232	12/22/2021	44.75			7/15/2022	STOP				STALE DATED	01-0000-0 - -9515 -
	97	1869616	12/3/2021	8.01			7/15/2022	STOP				STALE DATED	08-0000-0 - -9515 -
	97	1870486	12/8/2021	500.00			7/15/2022	STOP				STALE DATED	08-0000-0 - -9515 -
	97	1872498	12/17/2021	35.90			7/15/2022	STOP				STALE DATED	08-0000-0 - -9515 -
	97	1873402	12/22/2021	123.48			7/15/2022	STOP				STALE DATED	08-0000-0 - -9515 -
	37	TOTALS		\$ 14,064.31	Journal # 276807								

NOTE: If the check will be reissued, be sure to use the 9515 Object and correct fund.