



Data Management and Clean-up



Daily Review

- **Trial Balance Review**

- **Previous Day Transactions**
 - Accrual Indicator
 - GL Code
 - Data Code Relationships
 - Batch Transaction Errors
 - Duplicate Records



Monthly Review

- Reconciliations
- Trial Balance Review
- Deleted Payables
- Closed Contracts
- Closed Projects
- Property Pending



Yearend Closing

■ **Statewide Financial Statement Compliance Checklist**

- Funds in Balance
- Intra-fund Balances and Transfers
- Inter-fund Balance and Transfers
- Cash in Balance
- Investment Balances
- Beginning Fund Balances
- Fund Balance Classifications
- Net Investment in Capital Assets
- Revenue and Expenditure Offsets
- Atypical Balances
- Invalid Balances

General Ledger Master File

- **Analysis and Cleanup**
 - Atypical
 - Invalid
 - Obsolete
 - Corrections
 - Agency Unique versus State Standard



Property Master File

■ Validation of Field Values

- Org Code
- Current Use Fund
- Location Code
- Class Code
- GL Code
- CID



Chart Field Values

- **Org Codes**
- **GL Codes**
- **Fund**
- **BE**
- **State Program**
- **Expansion Records**
- **Agency Unique or State Standard**