



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**