

GASB 34 CONVERSION PROCESS

LOGON AND MENU SELECTION

1.1 Enter your assigned name, district number, password and fiscal year.

Note: Fiscal year defaults to the current fiscal year as indicated from the computer's date.

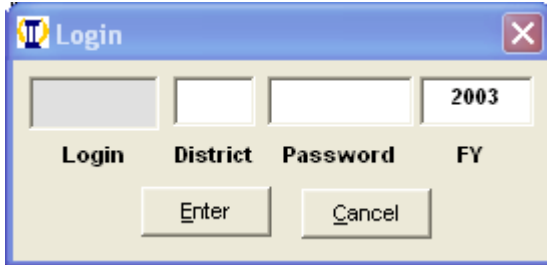


Illustration 1.1

1.2 Select the GASB 34 Conversion menu item to begin.

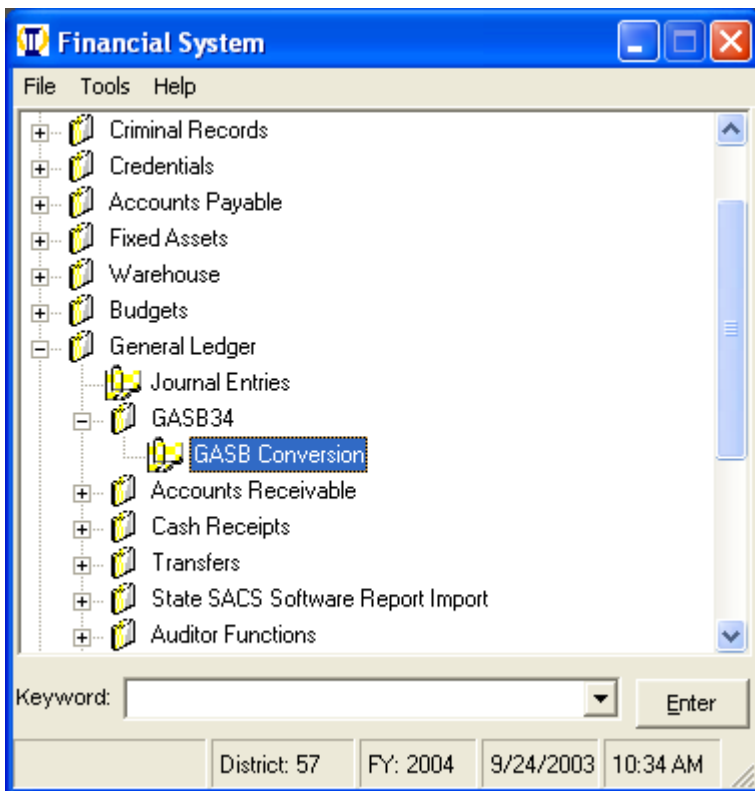


Illustration 1.2

GASB CONVERSION

2.1 Opening the conversion application will display a screen with three tabs across the top of it. This screen will allow the conversion of HP data to SACS using single or multiple criteria. The third tab allows the user to review the accounts with open items or that will not be accepted by the state software.

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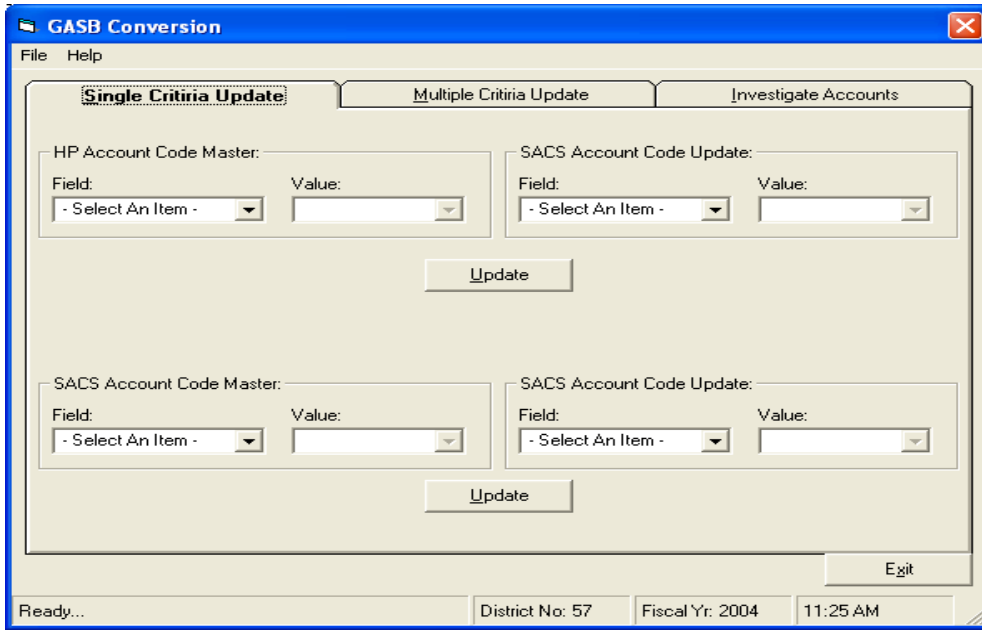


Illustration 2.1

- 2.2 Using the first tab, select the *Field* that you wish to use as criteria on the left side of the screen. The left *Value* will autofill with the values allowable for the field selected. In the right side of the screen choose the *Field* and *Value* that you wish to update. Click the **Update** button to finish.
- 2.3 The single updates may be done using the HP field and updating the SACS information, or selecting SACS data currently in the table, and changing it to other SACS accounts.
- 2.4 Multiple criteria may be selected on the second tab. This will allow the user to select Fund, Sub-fund, and Program or other combinations of HP or SACS data and update specific SACS fields based on those combinations. For example, the user may select HP Fund, HP Sub-fund and HP Program in the upper grid, and assign all accounts with that combination to the SACS resource 3010. This allows great flexibility in updating the account structure.

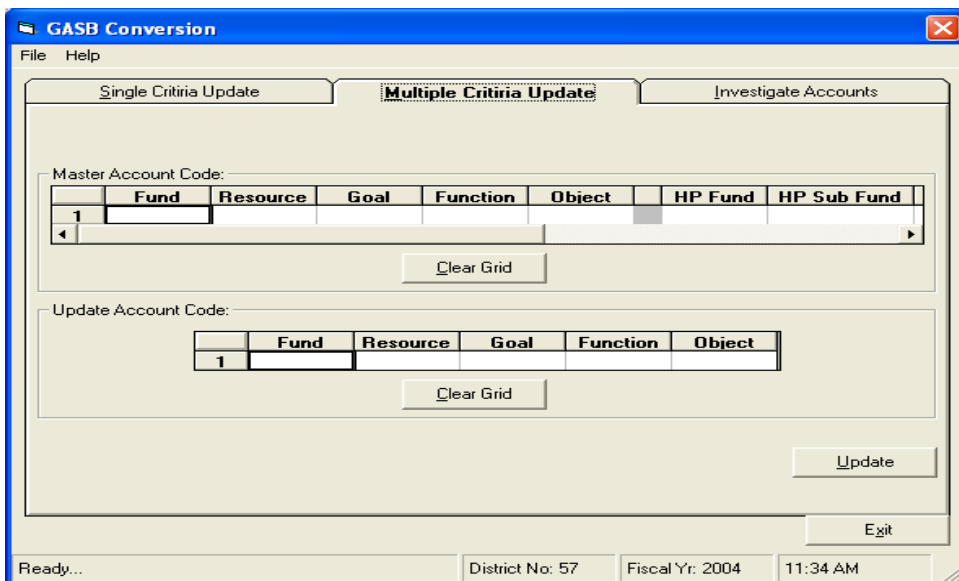


Illustration 2.4

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2.5 Lastly, the third tab provides the user with the ability to verify that the accounts into which the HP data has been converted are correct according to structure and combinations.

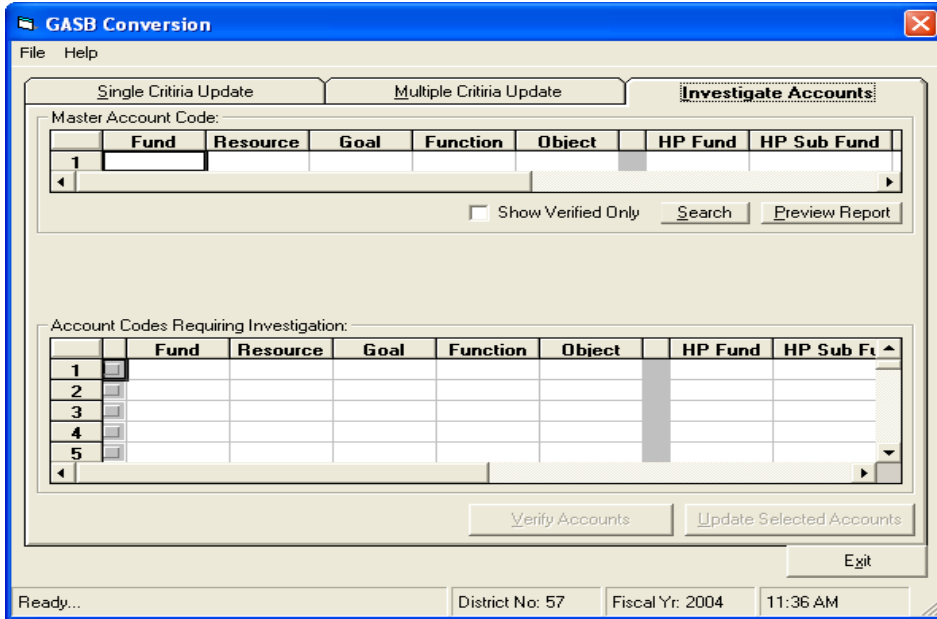


Illustration 2.5

2.6 The user may choose to view the verified accounts (check the Show Verified Only box), or use the default which is all other (unverified) accounts. Accounts with errors will be highlighted in yellow, and the corresponding HP account is displayed to the right of it.

2.7 Accounts may be changed in this grid. When an account is changed, the gray box to the left of the item should be checked. This enables the **Update Selected Accounts** button and will allow the items to be saved with their changes.

2.8 The Verify Accounts button may be used at any time to run the combination of Fund-resource-goal-function-object through the automatic account check. Those accounts that do not pass will once again be highlighted in yellow.

EXPORTING

3.1 Upon completion of the conversion, the accounts must be exported and transferred over to the State SACS Software where the process of preparing the GASB 34 reports will continue. Please refer to the CASBO GASB 34 presentation along with the State SACS Software Manual for more detailed instructions on how to proceed past this point.