

FY25 Monitoring General Ledger Upload TA

Office of Federal Programs

Compliance and Monitoring

mdek12.org



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DEPARTMENT OF
EDUCATION

November 19, 2024



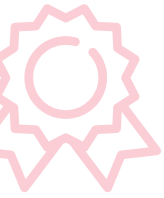
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



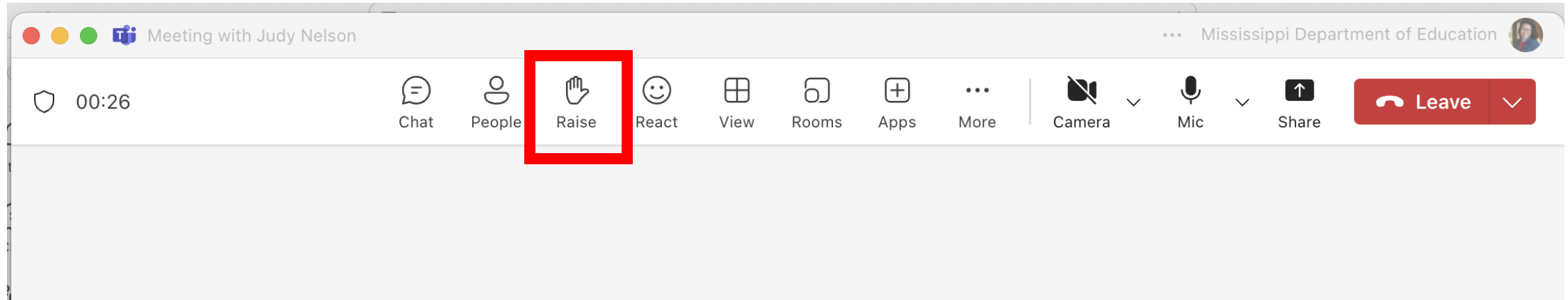
Microsoft Teams Reminders



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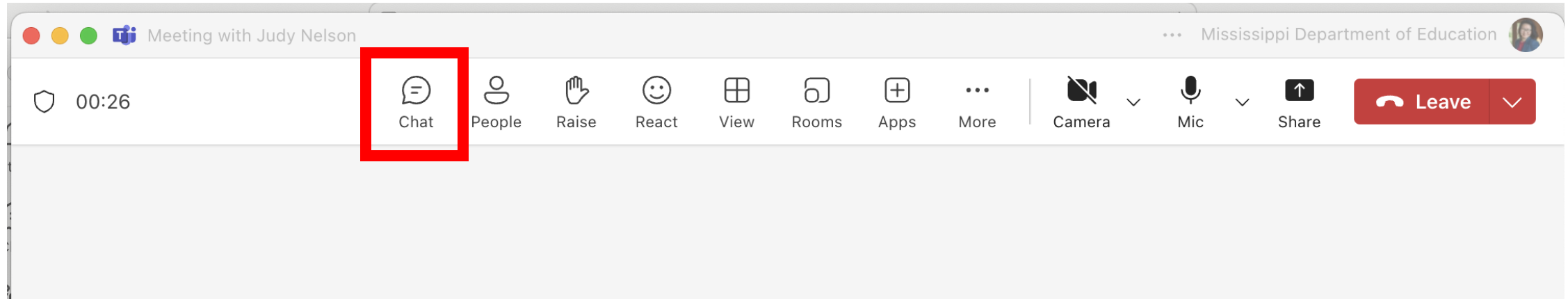
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth and reduce technical glitches
- Please ask questions throughout the presentation via “raise hand” or chat feature

“Raise Hand” Feature



To use the **raise hand** feature in Teams, simply click the “Raise” icon in the Teams meeting control bar and a staff member will recognize you.

“Chat” Feature



To use the **chat** feature in Teams, simply click the “Chat” icon in the Teams meeting control bar. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Presentation and recording will be updated in MCAPS→MDE Document Library → Monitoring-ESEA → FY25.

- The goal of this session is to provide Federal Programs Directors and Business Managers an overview of the general ledger reports required for FY25 Monitoring (on-site and desk monitoring)
- The objective is to ensure 100% of LEAs upload the correct general ledger reports by the monitoring deadlines.

FY25 General Ledger Uploads

Upload the following General Ledger Reports for all open ESEA funds during the 2023-2024 School Year by December 13, 2024 (on-site monitoring) or January 17, 2025 (Title III desk monitoring):

- Title I, Part A
- Title I, Part A Neglected (if applicable)
- Title I, Part D (if applicable)
- Title II, Part A (if applicable)

- Title III, Part A (EL and Immigrant (if applicable))
- Title IV, Part A (if applicable)
- Title IV, Part B (21st CCLC) (if applicable)
- Title V, Part B (if applicable)
- McKinney Vento (if applicable)

FY21

July 1, 2020-July 30, 2021

July 1, 2021-June 30, 2022

July 1, 2022-June 30, 2023

July 1, 2023-June 30, 2024

FY23

July 1, 2022-July 20, 2023

July 1, 2023- June 30, 2024

FY22

July 1, 2021-June 30, 2022

July 1, 2022-June 30, 2023

July 1, 2023-June 30, 2024

FY24

July 1, 2023-June 30, 2024

July 1, 2024-September 30, 2024

i.e. 2211-900-xxx-xxx-xxx-xxx-xxx

Description	XXXX	XXX	XXXX	XXX	XXX	XXX	XXXX (if used)
Fund/Account	XXXX						
General Ledger		XXX					
Function			XXXX				
Program				XXX			
Object					XXX		
Operational Unit						XXX	
Modifier							XXXX

- The Account Code (i.e. 2211-900-XXX-XXX-XXX-XXX-XXX)
- Vendor Name
- Date (for example July 1, 2020, to September 30, 2024)
- Amount that was expended (Debit and Credit)
- Journal Method
- Prefer Excel, not PDF

Accounting Systems

	A	B	C	D	E	F	G	H	I	J	K	L
1	Account	Journal	Reference	Date	Description	Claim No	Check No	Beginning Balance	Debit	Credit	Balance	Ending Balance
2	2590-900											
3	2590-900											

1. Show debits (and credits) to every expenditure account and for any prior period adjustment credit for the specified period for the period of availability (July 1 through June 30 of each completed year).
2. Navigate to General Ledger and Select Reports
3. Select the Journal tab under Reports
4. Set for History Transaction GLC 900 through 999
 - (and GLC 800 through 899 for any Prior Period Adjustments)

Running GL Report in Marathon

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Account	Journal	Reference	Date	Description	Claim No	Check No	Beginning Balance	Debit	Credit	Balance	Ending Balance
2590-900-1196-220-590-01	AJ	73857	07/31/2020	INSTRUCTURE	46672	62186	0.00	27,155.00	0.00	27,155.00	27,155.00
2590-900-1196-220-590-01	AJ	73858	07/31/2020	EDGENUITY, INC	46734	62177	27,155.00	34,625.00	0.00	61,780.00	61,780.00
2590-900-1196-220-590-01	AJ	73859	07/31/2020	USA TESTPREP LLC	46736	62234	61,780.00	24,750.02	0.00	86,530.02	86,530.02
2590-900-2130-220-610-07	AJ	73919	07/31/2020	AMAZON	46772	62148	0.00	129.84	0.00	129.84	129.84
2590-900-2130-220-610-07	GJ	210001	07/31/2020	CORR PO# 73919 - FUNC FR 2130 TO 2219			129.84	0.00	129.84	0.00	0.00
2590-900-2219-220-610-07	GJ	210001	07/31/2020	CORR PO# 73919 - FUNC FR 2130 TO 2219			0.00	129.84	0.00	129.84	129.84
2590-900-1196-220-590-01	GJ	210009	08/26/2020	CORR PO# 73858			86,530.02	0.00	34,625.00	51,905.02	51,905.02
2590-900-1196-220-590-01	GJ	210010	08/26/2020	CORR PO# 73859			51,905.02	0.00	24,750.02	27,155.00	27,155.00
2590-900-2220-220-611-01	GJ	210010	08/26/2020	CORR PO# 73859			0.00	24,750.02	0.00	24,750.02	24,750.02
2590-900-2220-220-611-04	GJ	210009	08/26/2020	CORR PO# 73858			0.00	19,493.87	0.00	19,493.87	19,493.87
2590-900-2220-220-611-07	GJ	210009	08/26/2020	CORR PO# 73858			0.00	15,131.13	0.00	15,131.13	15,131.13
2590-900-2130-220-114-01	PJ	202008310	08/31/2020	Payroll 08/31/20			0.00	3,000.52	0.00	3,000.52	3,000.52
2590-900-2130-220-220-01	PJ	202008310	08/31/2020	Payroll 08/31/20			0.00	221.51	0.00	221.51	221.51
2590-900-2130-220-230-01	PJ	202008310	08/31/2020	Payroll 08/31/20			0.00	522.09	0.00	522.09	522.09
2590-900-2130-220-260-01	PJ	202008310	08/31/2020	Payroll 08/31/20			0.00	207.34	0.00	207.34	207.34
2590-900-2130-220-610-01	AJ	73809	08/31/2020	ACE HARDWARE	46845	62243	0.00	77.89	0.00	77.89	77.89
2590-900-2130-220-610-01	AJ	73861	08/31/2020	ELKINS WHOLESALE INC	46802	62288	77.89	6,969.69	0.00	6,969.58	6,969.58
2590-900-2130-220-610-01	AJ	73897	08/31/2020	HALO BRANDED SOLUTIONS, INC.	46812	62294	6,969.58	3,855.14	0.00	10,824.72	10,824.72
2590-900-2130-220-610-01	AJ	73937	08/31/2020	ELKINS WHOLESALE INC	46783	62288	10,824.72	5,173.20	0.00	15,997.92	15,997.92
2590-900-2130-220-610-01	AJ	73939	08/31/2020	AMAZON	46889	62255	15,997.92	2,687.68	0.00	18,685.60	18,685.60
2590-900-2130-220-610-01	AJ	73949	08/31/2020	CENTRAL RESTAURANT PRODUCTS	46824	62284	18,685.60	17,122.00	0.00	35,807.60	35,807.60
2590-900-2130-220-610-01	AJ	73981	08/31/2020	AMAZON	46903	62259	35,807.60	118.35	0.00	35,925.95	35,925.95
2590-900-2130-220-610-01	AJ	73981	08/31/2020	AMAZON	46903	62259	35,925.95	83.99	0.00	36,009.94	36,009.94
2590-900-2130-220-610-01	AJ	73981	08/31/2020	AMAZON	46903	62259	36,009.94	206.94	0.00	36,216.88	36,216.88
2590-900-2130-220-610-01	AJ	73984	08/31/2020	NORTHERN SAFETY CO INC	46853	62320	36,216.88	621.48	0.00	36,838.36	36,838.36
2590-900-2130-220-610-01	AJ	73997	08/31/2020	NORTHERN SAFETY CO INC	46852	62320	36,838.36	11,970.00	0.00	48,808.36	48,808.36
2590-900-2130-220-610-01	AJ	73998	08/31/2020	AMAZON	46904	62263	48,808.36	2,018.58	0.00	50,826.94	50,826.94
2590-900-2130-220-610-01	AJ	73998	08/31/2020	AMAZON	46904	62263	50,826.94	1,409.86	0.00	52,236.80	52,236.80
2590-900-2130-220-610-01	AJ	74009	08/31/2020	NORTHERN SAFETY CO INC	46838	62320	52,236.80	7,996.00	0.00	60,232.80	60,232.80
2590-900-2130-220-610-01	AJ	74011	08/31/2020	CENTRAL RESTAURANT PRODUCTS	46780	62284	60,232.80	112.68	0.00	60,345.48	60,345.48
2590-900-2130-220-610-01	AJ	74036	08/31/2020	AMAZON	46901	62275	60,345.48	306.19	0.00	60,651.67	60,651.67
2590-900-2130-220-610-01	AJ	74039	08/31/2020	ELKINS WHOLESALE INC	46801	62288	60,651.67	18,140.35	0.00	78,792.02	78,792.02

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Reference	Sequence	Journal	TranDate	Debit	Credit	Description1	VendorID	VendorName	CheckDate	CheckNo	ReceiptN	Fund	GLC	Func	Pgm	Obj	Unit	Mod

1. Showing debits (and credits) to every expenditure account and for any prior period adjustment credit for the specified period for the period of availability (July 1 through June 30 of each completed year).
2. Navigate to General Ledger and Select Reports
3. Select the Journal tab under Reports
4. Set for Multiple Journals by Account GLC 900 through 999
- (and GLC 800 through 899 for any Prior Period Adjustments)

Reference	Sequence	Journal	TranDate	Debit	Credit	Description1	Description	VendorID	VendorName	CheckDate	CheckNo	ReceiptNo	Fund	GLC	Func	Pgm	Obj	Unit	Mod
6669	30	AK	8/13/2020		6183.88	APCKS-CLMS 59336-59493							2590	101		0	0	0	0
6674	22	AK	8/28/2020		2250	APCKS-CLMS 59507-59511							2590	101		0	0	0	0
6701	54	AK	9/10/2020		45182.22	APCKS-CLMS 59421-59625							2590	101		0	0	0	0
6729	22	AK	9/25/2020		4913	APCKS-CLMS 59633-59640							2590	101		0	0	0	0
4733	9	RC	9/30/2020	169420.5		SEPT 2020 EFT							2590	101		0	0	0	0
6764	38	AK	10/8/2020		31830.05	APCKS-CLMS 59528-59773							2590	101		0	0	0	0
1426	3	GN	10/14/2020		129420.5	REPAY INTERFUND LOAN							2590	101		0	0	0	0
6821	22	AK	11/6/2020		66463.11	APCKS-CLMS 59827-59870							2590	101		0	0	0	0
6837	30	AK	11/12/2020		9742.48	APCKS-CLMS 59672-59907							2590	101		0	0	0	0
60328	2	AC	11/12/2020	50278.8		VOID AP CHECK 48892				11/6/2020	48892		2590	101		0	0	0	0
6850	14	AK	11/20/2020		9236.3	APCKS-CLMS 59919-59924							2590	101		0	0	0	0
4787	6	RC	11/25/2020	119755.7		STATE OF MS PAYMODE	NOVEMER EFT						2590	101		0	0	0	0
1438	1	GN	11/30/2020		23106	RECORD REISSUED CK 48910							2590	101		0	0	0	0
6938	38	AK	2/11/2021		1136	APCKS-CLMS 60031-60287							2590	101		0	0	0	0
6987	22	AK	3/18/2021		9184.2	APCKS-CLMS 60278-60386							2590	101		0	0	0	0
1417	27	GN	10/14/2020		129420.5	Reverse prior year accrual							2590	123		0	0	0	0
60037	6	AP	8/5/2020		2159.7	CLAIM 059415		3327	EXTREME OUTDOOR AND RENTALS	8/13/2020	48619		2590	401		0	0	0	0
60133	4	AP	8/11/2020		1349.4	CLAIM 059468		768	MONT'S COMPANY	8/13/2020	48646		2590	401		0	0	0	0
60060	8	AP	8/12/2020		2674.78	CLAIM 059479		768	MONT'S COMPANY	8/13/2020	48646		2590	401		0	0	0	0
6669	25	AK	8/13/2020	6183.88		APCKS-CLMS 59336-59493							2590	401		0	0	0	0
60226	12	AP	8/27/2020		2250	CLAIM 059511		4324	SILLY SISTERS	8/28/2020	48684		2590	401		0	0	0	0
6674	17	AK	8/28/2020	2250		APCKS-CLMS 59507-59511							2590	401		0	0	0	0
6669	25	AK	8/13/2020	6183.88		APCKS-CLMS 59336-59493							2590	401		0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	BTNUM	JRNT	TRDAT	PONUM	TRNUM	NEAMT	ECAMT	VENDR	VENNM	DCKT#	FUND	GLCODE	FUNCTION	PROGRAM	OBJECT	DEPARTMENT	MODIFIER	DSCR
2										2590	101							

1. On command line check/change the Fiscal Year by typing “NEWYEAR” hit Enter
2. Change to the fiscal year for which GL is needed and hit enter
3. Go to Financial Reports and Inquiries menu by typing “FM30” on command line and hit enter
4. Once on the FM30 Menu, select option “4” General Ledger report and hit enter
5. Here you will select you GL print criteria using the TAB key to move around/down

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	BTNUM	JRntp	TRDAT	PONUM	TRNUM	NEAMT	ECAMT	VENDR	VENNM	DCKT#	FUND	GLCODE	FUNCTION	PROGRAM	OBJECT	DEPARTMENT	MODIFIER	DSCRp
2											2590	101						

- For Title I, enter Fund “2211” in the From and Through columns
- For all expenses, enter “9000000” and “9009999” in the From and Through columns
- If only want Payroll related, enter “100” and “300” in the From and Through columns
- If only want Non-payroll related, enter “300” and “999” in the From and Through columns

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	BTNUM	JRNT	TRDAT	PONUM	TRNUM	NEAMT	ECAMT	VENDR	VENNM	DCKT#	FUND	GLCODE	FUNCTION	PROGRAM	OBJECT	DEPARTMENT	MODIFIER	DSCR
2										2590	101							

- Place a “/” in the Print Details for the months spot
- Leave the “/” in the Include Encumbrance spot if you want Purchase Order information included
- Remove the “/” in the Print accounts with no transactions
- Key “06” representing month June in the Calendar month spot
- Hit Enter and the report will Print or will create an Adobe file dependent on Printer setup

BTNUM	JRNTF	TRDAT	PONUM	TRNUM	NEAMT	ECAMT	VENDR	VENNM	DCKT#	FUND	GLCODE	FUNCTION	PROGRAM	OBJECT	DEPARTMENT	MODIFIER	DSCRIP
31446	\$BD	220829		039972	90208.58	0				2590	101	0000	000	000	000	0000	CASH IN BANK
31446	\$BD	220829		039972	-90208.58	0				2590	800	4477	020	000	000	0000	ESSER REVENUE
31483	\$PO	220914		31483	-36290.25	-36290.25				2590	402	0000	000	000	000	0000	P.O. ENCUMBRANCE
31483	\$PO	220914	0480300	31483	596.38	596.38	488300	OFFICE DEPOT		2590	900	1120	020	610	001	0000	ESSER ELEM SUPPLIES
31483	\$PO	220914	0480500	31483	9807.66	9807.66	110750	CDWG		2590	900	1120	020	610	001	0000	ESSER ELEM SUPPLIES
31483	\$PO	220914	0480600	31483	1887	1887	290110	HOWARD TECHNOLOGY SOLUTIONS		2590	900	1120	020	610	001	0000	ESSER ELEM SUPPLIES
31483	\$PO	220914	0480800	31483	798	798	138050	COMPUTER INNOVATIONS		2590	900	1120	020	610	001	0000	ESSER ELEM SUPPLIES
31483	\$PO	220914	0480501	31483	12844	12844	110750	CDWG		2590	900	1140	020	610	001	0000	ESSER HS SUPPLIES
31483	\$PO	220914	0480700	31483	101.44	101.44	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	001	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480701	31483	347.86	347.86	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	012	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480702	31483	277.96	277.96	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	016	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480708	31483	277.96	277.96	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	022	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480703	31483	138.16	138.16	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	024	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480704	31483	277.96	277.96	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	026	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480705	31483	243.01	243.01	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	034	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480706	31483	6.58	6.58	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	036	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480707	31483	243.01	243.01	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	050	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480709	31483	6.58	6.58	080575	BRADY COMPANIES LLC		2590	900	2130	020	610	052	0000	ESSER HTH SERV SUPPLIES
31483	\$PO	220914	0480301	31483	301.38	301.38	488300	OFFICE DEPOT		2590	900	2330	020	610	001	0000	ESSER DIST ADM SUPPLIES
31483	\$PO	220914	0480900	31483	694.75	694.75	144200	RJ YOUNG COMPANY		2590	900	2330	020	610	001	0000	ESSER DIST ADM SUPPLIES

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FUND	FUNCTION	OBJECT	UNIT	ORG	PROJECT	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
2	2590												
3													

1. Navigate to the General Ledger Menu:
 - Go to Financials.
 - Select General Ledger.
2. Access Account Inquiry:
 - Click on Account Inquiry. This will allow you to search for specific accounts.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FUND	FUNCTION	OBJECT	UNIT	ORG	PROJECT	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
2	2590												
3													

3. Enter the Fund Number:

1. In the Account Inquiry screen, enter 2594 in the appropriate field. Run the Inquiry.
2. Click Search or Accept to run the inquiry. This will display the general ledger accounts associated with the specified fund number.

4. View or Export Results:

- Look for an Export or Excel button to download the information in a spreadsheet format.

FUND	FUNCTION	OBJECT	UNIT	ORG	PROJECT	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
2590	2330	9111	04	ER233004		2590-2330-04-000-000-00-00-9111 -	TEACHERS & PROF. PERSONNEL	E	20,730.34	12,271.60	0.00	8,458.74
		9111 Total							20,730.34	12,271.60		
2590	2134	9113	01	ER213401		2590-2134-01-000-000-00-00-9113 -	SALARY-CLERICAL	E	55,262.68	55,253.40	0.00	9.28
2590	2330	9113	04	ER233004		2590-2330-04-000-000-00-00-9113 -	SALARY-CLERICAL	E	10,375.00	5,562.23	0.00	4,812.77
2590	2134	9113	08	ER213408		2590-2134-08-000-000-00-00-9113 -	SALARY-CLERICAL	E	48,332.68	48,332.64	0.00	0.04
2590	2134	9113	14	ER213414		2590-2134-14-000-000-00-00-9113 -	SALARY-CLERICAL	E	47,837.68	47,837.64	0.00	0.04
2590	2134	9113	22	ER213422		2590-2134-22-000-000-00-00-9113 -	SALARY-CLERICAL	E	46,852.68	46,847.64	0.00	5.04
2590	2134	9113	28	ER213428		2590-2134-28-000-000-00-00-9113 -	SALARY-CLERICAL	E	46,352.68	46,352.64	0.00	0.04
2590	2134	9113	32	ER213432		2590-2134-32-000-000-00-00-9113 -	SALARY-CLERICAL	E	46,352.68	46,352.64	0.00	0.04
2590	2134	9113	38	ER213438		2590-2134-38-000-000-00-00-9113 -	SALARY-CLERICAL	E	46,352.68	46,290.67	0.00	62.01
2590	2134	9113	42	ER213442		2590-2134-42-000-000-00-00-9113 -	SALARY-CLERICAL	E	45,401.23	45,401.23	0.00	0.00





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