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**Here are some helpful tips for completing your Internal Accounts Survey and Fixed Asset register:**Internal Account Survey

- Checking account information is now available online.
- If you receive a website certificate error when attempting to access the Internal Accounts Survey site at <https://intra.csc.cps.k12.il.us/finance/IAS/IAS.html>, simply click the "Continue to site" link.
- When sending your MYOB file, include the Unit Number and School Name.
- Each fee should have a separate account and should be reported on the survey in the same manner.
- Once you've completed your Internal Accounts Survey and Fixed Asset Register, allow two days for processing before contacting the hotline regarding your status.
- Check your status by click the "Check Status" button on the IAS home page.

Fixed Assets

Although many of you have taken advantage of the Fixed Assets training, the following tips address many frequently asked questions:

- You must complete your physical inventory. Your purchasing information will be validated against your on-line Fixed Asset Register.
- Complete your Fixed Asset Registers within the on-line Oracle application.
- Asset registers will no longer be accepted in Excel.
- If you have not attended training, please see the FAA manuals including a 4-page quick reference guide posted at <http://www.quia.com/pages/internalaccounts/page2>.

System Access

If you do not have the necessary Oracle access, contact the Internal Accounts Hotline.

Contact Information

Internal Accounts Hotline: 773-553-4271 or 773-553-2750

Internal Accounts Fax Number: 773-553-2704

Consolidated Banking Hotline: 773-553-2766