



INTERNAL ACCOUNTS SURVEY

Due June 30th

Training Manual

5/6/2011

School Financial Services – Internal Accounts

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Completing the Internal Accounts Survey

Board Policy 08-0924-PO3 requires all schools with checking accounts to complete the annual Internal Accounts Survey.

The Internal Accounts Survey is due June 30th of each year.

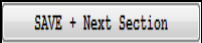





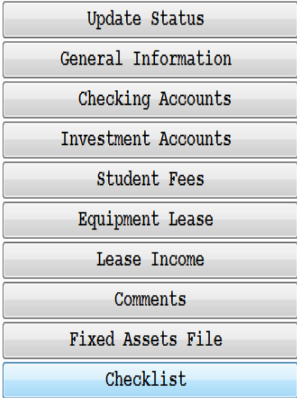
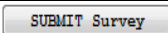

Schools that are closing or consolidating will need to complete the survey prior to the last day of school.

To assist you in completing the Internal Accounts Survey, below is a list of items that will be helpful to have available:

- . June 2010 Internal Accounts Reports
- . May 2011 Internal Accounts Reports
- . Summary Trial Balance for June 1, 2010 – May 31, 2011
- . Lease Agreements
- . Waivers
- . Fee Letters
- . Bank Statements (checking and investment)
- . Asset Register
- . Other Documentation that may pertain to Internal Accounts

Direct all questions to the Internal Accounts Hotline at (773) 553-IAS1 (4271) or email us at InternalAccounts@cps.k12.il.us.

Buttons in the Internal Account Survey

	Save and go to the Next Page
	Save data
Go to Survey Section...   	Go to Previous Page Go to Next Page Go to Menu
 <p>Bureau of General Accounting 2011 Internal Accounts Survey</p> 	<p><u>Menu</u></p> <p>The menu buttons will take the user directly to the desired page.</p>
	<p>The Submit button must be clicked once the survey is completed. If not clicked the survey will not be submitted to School Financial Services.</p>
	Logs out of the system

Login

Procedure

This tutorial will illustrate how to log into the Internal Accounts Survey.

The survey is located at: <https://intra.cps.k12.il.us/finance/IAS/IAS.html>.

CHICAGO PUBLIC SCHOOLS CPS

Bureau of General Accounting
Internal Accounts Survey

Enter your ORACLE Unit Number:

Enter your password:

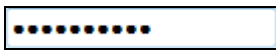
Sign In


QUESTIONS??
Contact Internal Accounts at (773) 553-7AS1 (4271)
or InternalAccounts@cps.k12.il.us

To assist you in completing the Internal Accounts Survey, below is a list of items that will be helpful to have available:

- . June 2010 Internal Accounts Reports
- . May 2011 Internal Accounts Reports
- . Summary Trial Balance
- . Lease Agreements
- . Waivers
- . Fee Letters
- . Bank Statements (checking and investment)
- . Asset Register
- . Other Documentation that may pertain to Internal Accounts

Step	Action
1.	Before logging into the Survey, notice the information you will need to complete the survey. You should have these documents in front of you since you will need to refer to them.
2.	Click in the Enter your Oracle Unit Number field and enter the Oracle Unit Number. <input type="text"/>

Step	Action
3.	<p>Click in the Enter your password: field and enter the password assigned to your unit.</p> <p>The password was sent to the principals in a memo from School Financial Services. If you cannot find the password, please contact the hotline at 773-553-4271.</p> 
4.	<p>Click on the Sign In button.</p> <p>The system will display the survey Home page. From this page you can start the survey or continue the survey from where you left off.</p>



Bureau of General Accounting
2011 Internal Accounts Survey

This program will assist you in completing your school's FY2011 Internal Accounts Survey. Please complete and submit the survey by June 30, 2011.

Should you have any additional questions, you may contact your Business Service Center or the Internal Accounts Survey Hotline at 773/553-1AS1 (4271).

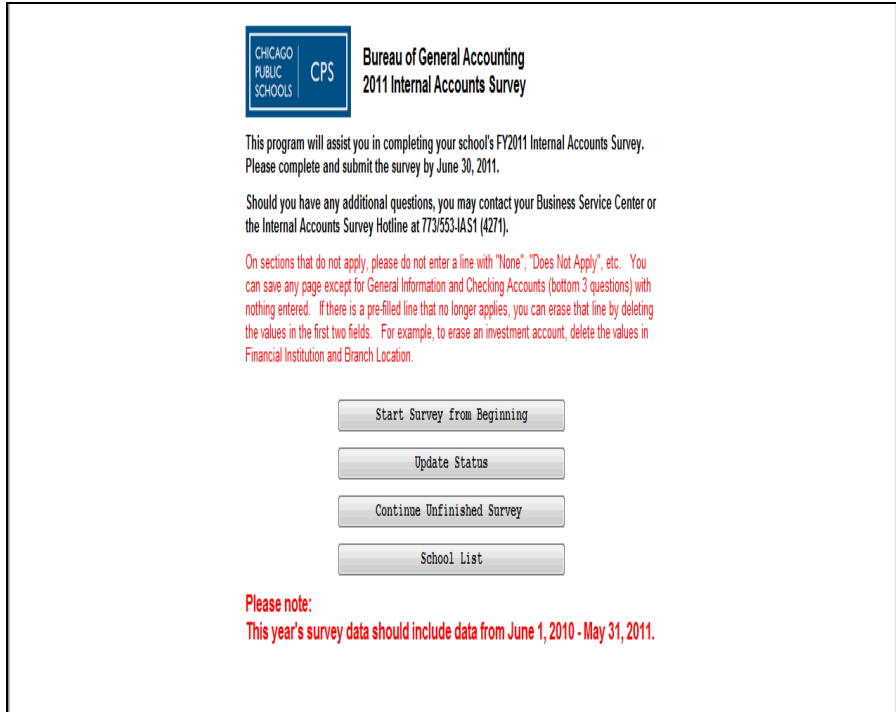
On sections that do not apply, please do not enter a line with "None", "Does Not Apply", etc. You can save any page except for General Information and Checking Accounts (bottom 3 questions) with nothing entered. If there is a pre-filled line that no longer applies, you can erase that line by deleting the values in the first two fields. For example, to erase an investment account, delete the values in Financial Institution and Branch Location.

5.	<p>You have successfully completed the tutorial on how to log into the Internal Accounts Survey.</p> <p>End of Procedure.</p>
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General Information

Procedure

This tutorial will demonstrate how to complete the General Information page in the Internal Accounts Survey.



Step	Action
1.	Go to the General Information Page .
2.	Notice that the Survey will automatically populate data from last year. Make sure you check all information for accuracy and update when necessary.

Internal Accounts Survey - General Information

Please enter general information about your school on this form.
Please enter N/A for any names/phone numbers that do not apply

Date:

School Name:

School Type:

Elementary High School

Middle School Alternative School

Child/Parent Center Other

Area:

Enrollment:

Principal's Last Name:

Principal's First Name:

Principal's Phone Number: (#-####)

Principal's E-Mail Address:

Assistant Principal's Last Name:

Assistant Principal's First Name:

Assistant Principal's Phone Number: (#-####)

Business Manager's Last Name:

Business Manager's First Name:

Business Manager's Phone Number: (#-####)

Done

Internet | Protected Mode: Off 100%

The screenshot shows a web-based survey form with the following fields:

- Payroll Clerk's Last Name:
- Payroll Clerk's First Name:
- Payroll Clerk's Phone Number: (# ####)
- School Clerk's Last Name:
- School Clerk's First Name:
- Name of Person Who Does Receipts: (First & Last Names)
- Name of Person Completing Survey: (First & Last Names)
- E-Mail Address: (@cps.k12.il.us or @cps.edu only)
- Phone Number: (# ####)

Callout 3 highlights the following section:

3. Do you report for other units? Yes No
If yes, what other unit(s) are reported by your school (e.g. CPC, alternative school, etc.)?
 Please list unit name(s) (separated by commas):
 Please list Oracle unit number(s) (separated by commas):

Callout 4 highlights the following section:

4. If your school uses a consultant to prepare your Internal Accounts:
 What is the name of the consulting firm?:
 Who is the contact person?:

The browser status bar at the bottom shows "Internet | Protected Mode: Off" and "100%".

3.	<p>Enter all information required for the school.</p> <p>Be sure to include any other "subunits" that are reported under your school (i.e. CPC, Branch, etc.)</p> <p>You will be required to enter the unit number(s) and name(s) of each subunit.</p>
4.	<p>If your school uses a Consultant to complete internal accounts reports and the Internal Accounts Survey, enter the Consultant firm, contact person and phone number.</p>

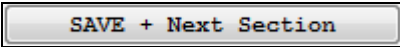
If your school uses a consultant to prepare your Internal Accounts:

What is the name of the consulting firm?:

Who is the contact person?:

What is their phone number?:

Go to Survey Section...

5.	Click the SAVE + Next Section button to save the data entered and move to the next page. 
6.	You have successfully completed the tutorial on completing the General Information page of the Survey. End of Procedure.

Checking Account Page

Procedure

This tutorial will demonstrate how to complete the Checking Account page in the Internal Accounts Survey.

Step	Action
1.	Go to the Checking Accounts page.

Internal Accounts Survey - Checking Accounts
 - View Only -

Schools **DO NOT COMPLETE** this page. School Financial Services will use Internal Accounts and checking account calculations to complete this page once the school has submitted the May reconciliation. The data will then be displayed for schools to review and check for accuracy.


If you have any questions about the data displayed, please contact the IAS Hotline at 773-553-4271.

#	Bank Name	Branch Location	Account Number <small>(NOTE: The value is masked - only the last 4 digits will be seen.)</small>	Account Type	(1) Beginning Book Balance (6/1/2010)	(2) Total Cash Receipts (Debits) - (6/1/2010 - 5/31/2011)	(3) Total Cash Disbursements/ Withdrawals (Credits) - (6/1/2010 - 5/31/2011)	(1 + 2) - (3) = Ending Book Balance 5/31/2011	Ending Balance on May's Bank Statement	Number of Checks Written in FY2011	Outstanding Check Balance as of 5/31/2011	Outstanding Deposit Balance as of 5/31/2011
1												

General Information Update Successful

Go to Survey Section...

[Printable Version \(Set Printer to Landscape\)](#)

Step	Action
2.	<p>View the Checking Account Data.</p> <p><i>Notice the Checking Account page is View Only!</i></p> <p>School Financial Services will pull in the Checking Account data from the Internal Accounts Management System (IAMS) to display after the the May Reconciliation is completed and submitted.</p> <p><u><i>Review this data for accuracy.</i></u></p> <p><u><i>If you find any discrepancies or data that does not appear to be correct, please contact the hotline at 3-2750.</i></u></p>
3.	<p>Click the Next button to move to the next page.</p> <p></p>
4.	<p>End of Procedure.</p>

Investment page

Procedure

This tutorial will demonstrate how to complete the Investment page.

Note: If the school does not have an investment account, continue to the next page – Student Fees.

Step	Action
1.	Go to the Investment Accounts page.

Internal Accounts Survey - Investment Accounts

Does your school have investment accounts?
Please give the beginning and ending book balances of your school's investment account(s) as well as the interest rate and the total amount of deposits and withdrawals to and from the account(s). Investment accounts are categorized as any account that allows your school to earn interest.

A copy of the last investment bank statement must be sent to School Financial Services.

Examples of investment accounts include:
Savings accounts, Certificates of Deposit (CDs), Money Market accounts, Treasury Notes, etc.
Please refer to the Internal Accounts Manual for complete list.

#	Financial Institution	Branch Location	(1) Beginning Book Balance (6/1/2010)	(Enter the school's acct. number. NOTE: The value is masked - only the last 4 digits will be seen.) Account Number	(2) Deposit Amount (6/1/2010 - 5/31/2011)	Number of Deposits	(3) Withdrawal Amount (6/1/2010 - 5/31/2011)	Number of With- drawals	Interest Rate as of 5/31/2011	(4) Total Interest Earned for Fiscal Year	(1 + 2 + 4) - (3) Ending Book Balance 5/31/2011	Type of Investment
example:	FirstBank	Hyde Park	1000.00	123-456789	200.00	52	100.00	25	.05	50.00	1150.00	CD
1												
2												

Go to Survey Section...

[Printable Version \(Set Printer to Landscape\)](#)

Step	Action
2.	<p>Complete the Investment Accounts page.</p> <p>NOTE: (1) If you have no investment account, click the Next button. (2) If the data was automatically populated from last year, you will need to update this information.</p>

Step	Action
3.	<p>Enter the following:</p> <ul style="list-style-type: none"> • Name of the Financial Institution. • Branch Location (this field is required). • Beginning Book Balance as of June 1, 2010. This information can be found on the Summary Trial Balance report and Ledger Account Detail report. • Investment Account Number - The deposit amount must be additional investments only. Do not include interest. Once the number is entered, the system will mask the account number so that only the last 4 digits will be displayed. • Deposit Amount from June 1, 2010 through May 31, 2011. • Number of Deposits - This information can be found on the Ledger Account Detail report. • Withdrawal Amount from June 1, 2010 through May 31, 2011 - This information can be found on the Summary Trial Balance report and the Ledger Account Detail report. • Number of Withdrawals - This is found on the Ledger Account Detail report. • The Interest Rate requires a calculation after the Total Interest Rate Earned for the Fiscal Year is entered.
	<ul style="list-style-type: none"> • Total Interest Earned for the Fiscal Year <u>first</u>. This is found on the Ledger Account Detail report (interest account). • Calculate the Interest Rate - Divide the Total Interest Earned for the Fiscal Year into the Beginning Book Balance. • Type of Investment (i.e. CD, Money Market, Savings, etc.)
4.	<p>Click the SAVE + Next Section button to continue.</p> <div data-bbox="440 1224 837 1268" style="border: 1px solid black; padding: 2px; text-align: center;"> <p>SAVE + Next Section</p> </div>
5.	<p>The system displays a Reminder to submit a copy of the May (or most recent) Investment Account statement.</p> <p>Click the OK button.</p> <p>End of Procedure.</p>

Student Fee

Procedure

This tutorial will demonstrate how to complete the Student Fee page in the Internal Accounts Survey.

Step	Action
1.	If you logged out, you will need to click the Continue Unfinished Survey button after logging back into the system.
2.	Click the Student Fee button.

Internal Accounts Survey - Student Fees

Please submit the amount of funds raised through the collection of student fees. Your student fees should fall into one of the following categories:

- Graduation Fees -**
For example: kindergarten, eighth grade, high school - all fees required for graduation i.e., cap and gown, diploma, luncheon, flowers, etc.
- Other Fees -**
For example: yearbooks, school newspapers, workbook copies, particular classes, specific clubs and organizations, lab fees, locker use, technology fees, etc.

Requirement #	Type of Fee (M=Mandatory, O=Optional)	Type of Fee (G=Grad. Fee, O=Other Fee)	Type of Graduation (If Graduation Fee)	Number of Students Graduating	Group Charged	(1) Number of Students PAID	(2) Fee Per Student	(1 * 2) Total Amount Collected	Number of Students Waived	How the Fee was Used
example:	M	G	8th Grade	332	Seniors	300	50.00	15,000.00	32	To help pay for high school graduation
1	M	G	8th Grade							
2			8th Grade							

Investment Accounts Update Successful

Go to Survey Section... More Student Fees...

[Printable Version \(Set Printer to Landscape\)](#)

Step	Action
3.	Complete the Student Fees page. <i>You will need the Fee Schedule to complete this page.</i>

Step	Action
4.	<p>Enter the following:</p> <ul style="list-style-type: none"> • Requirement - enter M for Mandatory or O for Optional. • Type of Fee – enter G for Graduation fee or O for Other fee • If fee is a Graduation fee, Select type of graduation from the dropdown arrow. (Select from 8th, 12, Middle or Other) • Number of Students Graduating. • Group Charged. • Number of Students Paid. • Fee Per Student. <p>The system will automatically calculate the Total Amount Collected.</p> <ul style="list-style-type: none"> • How the Fee was Used.

Internal Accounts Survey - Student Fees

Please submit the amount of funds raised through the collection of student fees. Your student fees should fall into one of the following categories:

- **Graduation Fees** -
For example: kindergarten, eighth grade, high school - all fees required for graduation i.e., cap and gown, diploma, luncheon, flowers, etc.
- **Other Fees** -
For example: yearbooks, school newspapers, workbook copies, particular classes, specific clubs and organizations, lab fees, locker use, technology fees, etc.

Requirement #	Type of Fee (M=Mandatory, O=Optional)	Type of Graduation (If Graduation Fee)	Number of Students Graduating	Group Charged	(1) Number of Students PAID	(2) Fee Per Student	(1 * 2) Total Amount Collected	Number of Students Waived	How the Fee was Used	
example:	M	G	8th Grade	332	Seniors	300	50.00	15,000.00	32	To help pay for high school graduation
1	M	G	8th Grade	120	8th Grade Students	96	120	11520	0	To help pay for graduation.
2	M			889	All Students	889	15	13335		

Investment Accounts Update Successful

Go to Survey Section...
 More Student Fees...

[Printable Version \(Set Printer to Landscape\)](#)

Step	Action
5.	<p>Enter any other fee if necessary.</p> <p>If not, click the SAVE + Next Section button to continue.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="button" value="SAVE + Next Section"/> </div>
6.	End of Procedure.

Equipment Lease

Procedure

This tutorial will demonstrate how to complete the Equipment Lease page in the Internal Accounts Survey.

Internal Accounts Survey - Equipment Lease

Does your school currently lease any equipment?
A lease is a contract in which a school (the lessee) rents equipment from the lessor in exchange for fixed payments. For example, a school may sign a five-year lease with ABC Company to purchase a copier.

If your school holds any leases, please complete the following table.

- Do not include expired leases or service agreements.
- A copy of each lease must be submitted with internal accounts survey with the exception of leases processed through ITS from strategic source vendors Dell, Apple or Lenovo.

Reminder: As on all survey pages, to delete a line, erase the values in the first two fields (in this case, **Item Leased** and **Original Leasing Company**) and **SAVE**

#	Item Leased	Original Leasing Company	Address of Original Lessor	Company Receiving Payments	Address of Receiving Company	Contract Period	(1) Number of Periods	Percentage Rate (enter .125% as .125)	(2) Periodic Lease Amount	(1 * 2) Total Lease Amount	Total Payments through 5/31/2011	Amount Remaining on Lease as of 5/31/2011	Have you paid any late fees (Y/N)
	example: Copier	ABC Finance Company	200 S State St Chicago, IL 60603	XYZ Finance	1 W Monroe St Chicago, IL 60603	m/yy - m/yy	48	.125	200.00	9,600.00	8,400.00	1,200.00	Y
1													
2													

Student Fees Update Successful

Go to Survey Section... More Equipment Leases...

[Printable Version \(Set Printer to Landscape\)](#)

Step	Action
1.	<p>Complete the Equipment Lease page.</p> <p><i>Note: Do not include service agreements or expired leases.</i></p>

Step	Action
2.	<p>Enter the following:</p> <ul style="list-style-type: none"> • Item Leased. • Original Leasing Company. • Address of the Original Lessor. • Company Receiving Payments. • Address of the Company Receiving Payments • Contract Period (beginning and ending date) in the m/yy - m/yy format. Example, enter "4/2009 - 4/2013". • Number of Payment Periods – number of scheduled payments • Percentage Rate in decimal format. Example "02534". • Periodic Lease Amount - amount of lease payments. The system will automatically calculate the Total Lease Amount. • Total Payments through 5/31/2011. • Amount Remaining on Lease as of 5/31/2011. • If you have paid any late fees, enter Y for Yes or N for No. • If lease can be prepaid, enter Y for Yes or N for No. • If maintenance or insurance is included in the lease payments, enter Y for Yes or N for No. <ul style="list-style-type: none"> ○ If Yes entered, enter the dollar amount of maintenance or insurance. • If there is a Bargain or Purchase Price option, enter Y for Yes or N for No. • Funding Source • Current School Contact Name. • Current School Contact Phone number.
3.	<p>Enter any other fee if necessary.</p> <p>If not, click the SAVE + Next Section button to continue.</p> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">SAVE + Next Section</div>
4.	<p>You have successfully completed the tutorial on the Equipment Lease page.</p> <p>End of Procedure.</p>

Lease Income

Procedure

This tutorial will demonstrate how to complete the Lease Income page in the Internal Accounts Survey.

Internal Accounts Survey - Lease Income

Does your school currently lease or license any of its property for lease income?
For example, a school may rent its parking lot or classrooms, assembly hall, auditorium or gymnasium to churches or other institutions.
If yes, please complete the following table which requests information such as the type of property being leased, whether it's an ongoing lease or a single event lease, and how much your school received in lease income.


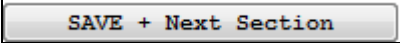
#	Type <small>LE=Lease LI=License</small>	Property Leased or Licensed	Group Leasing/Licensing Property	Ongoing/ Single Event <small>O=Ongoing S=Single</small>	Amount Received in Lease/ License Income <small>(6/1/2010 - 5/31/2011)</small>	Amount Incurred in Maintenance Expenses for the Leased/ Licensed Property	How the Profit was Spent	Contact for Lease/ License Name	Contact for Lease/ License Phone
ex:	LE	Parking Lot	Red Top Parking	O	5,000.00	3,000.00	Provided upgrades for the gymnasium	Jane Doe	535-9999
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Equipment Lease Update Successful

Survey Section: More Lease Income:

Printable Version (Set Printer to Landscape)

Step	Action
1.	<p style="color: red; font-weight: bold; margin: 0;">Complete the Lease Income page.</p> <p style="margin: 0;"><i>If your school receives income from leasing any part of the school property, this page must be completed.</i></p>

Step	Action
2.	<p>Enter the following:</p> <ul style="list-style-type: none"> • Type – Enter LE for Lease or LI for License. • Property that is Leased or Licensed. Example "School Tower". • Group Leasing/Licensing the Property. • If the Lease/License is Ongoing enter O or a Single event enter S. • Amount Received in Lease/License Income from 6-1-2010 through 5-31-2011. • Amount Incurred in Maintenance Expenses for the Leased/Licensed Property. • How the Profit was Spent • Staff person to Contact • Contact Person's Phone number.
3.	<p>Enter any additional Lease Income data, on the next row.</p> <p>To enter a third lease, click in UP button to insert a blank row.</p> 
4.	<p>Click the SAVE + Next Section button.</p> 
5.	<p>You have successfully completed the tutorial on the Lease Income page.</p> <p>End of Procedure.</p>

Comments

Procedure

This tutorial will demonstrate how to add Comments to the Internal Accounts Survey.

Internal Accounts Survey - Comments
 Chicago Public Schools
 Bureau of General Accounting
 Internal Accounts Survey


Please include any general comments in the space provided below about the 2011 Internal Accounts Survey process that might be helpful to all parties.

SAVE SAVE + Next Section

Lease Income Update Successful

Go to Survey Section... Prev Next Menu

Printable Version (Set Printer to Portrait or Landscape)

Step	Action
1.	Enter any general comments in the space provided.
2.	Click the SAVE + Next Section button. 
3.	You have successfully reviewed how to add Comments to the Internal Accounts Survey. End of Procedure.

Fixed Asset File

Procedure

The Fixed Asset File page will provide information on completing the Fixed Asset Physical Inventory and Asset Register.

Internal Accounts Survey - Fixed Asset File

Board Policy 04-0526-PO1 requires all schools to complete a physical inventory of all fixed assets and file the report with the Bureau of General Accounting by June 30 of each year.

Fixed assets consist of furniture and equipment purchased, leased or donated to a school at a value of \$500 or more with a useful life of at least a year. The Fixed Asset inventory also includes assets purchased or leased with federal funds (Title 1) at a value of \$50 or more and a useful life of at least a year.

All asset records must be maintained in the Oracle Fixed Asset System (FAS).

Significant upgrades and enhancements have been made to the Fixed Asset System to enable tracking and recording of more accurate information on each asset from acquisition to disposal. The FAS Phase 2 will be available to schools in April 2011.

Schools are required to complete the following tasks by June 30th:

- Conduct a walk-through of the entire building identifying each asset and its location.
- Add the Annual Physical Inventory Date and Name of Person who Completed the Physical Inventory to each asset record.
- Create asset records for new assets purchased through Internal Accounts or donated to the school.
- Update location of assets if necessary.
- Make sure each asset has an Asset Tag.
- Make sure all records are in "Complete" status by providing all information in Required Fields.
- Mark all Non-asset/duplicate records.
- Properly transfer and/or dispose of assets and update the asset record to reflect the transaction.

Access to Oracle FAS will automatically be granted to Principals. However, Principals can request access for additional school staff by contacting our hotline at 773-553-4271.

Training and Working Sessions will be available for school staff.

Please contact the Internal Accounts Help Desk (773-553-4271) if you have questions or require assistance.

Comments Update Successful Go to Survey Section... Prev Next Menu

Step	Action
1.	<p>Read this page for information regarding the Fixed Asset file.</p> <p><i>This page is a reminder to complete the Fixed Asset Physical Inventory and Asset Register in the Oracle Fixed Asset Application.</i></p> <p>For access to Oracle Fixed Asset Application, principals must contact School Financial Services via hotline at 773-553-4271 or email at internalaccounts@cps.k12.il.us.</p>
2.	<p><u>For compliance:</u></p> <ul style="list-style-type: none"> (1) All active records must include a Physical Inventory Date and Person who completed the physical inventory. (2) All active records must be in Complete status. (3) All non-assets must be removed. (4) All transfer or disposal of assets must be properly processed. <p>For help, contact the hotline at 773-553-4271.</p>
3.	<p>You have reviewed the information on the Fixed Asset File.</p> <p>End of Procedure.</p>

Checklist & Submit

Procedure

The Checklist page is a reminder to make sure all data was entered and checked for accuracy, and all supporting documentation is ready to be submitted.

Internal Accounts Survey - FY2011 Checklist

Please print this checklist. Check the boxes of all items completed and submitted.
Sign and fax this checklist with Internal Accounts Survey documentation to (773) 553-2704.

INTERNAL ACCOUNTS SURVEY	Date Completed
■ Answered all questions in Internal Accounts Survey.	5-3-11
■ Checked pre-populated data.	5-3-11
■ Updated the General Information page.	5-3-11
■ Reviewed the Checking Account data for accuracy.	5-3-11
■ Entered data on Student Fees, Equipment Lease and Lease Income (if applicable).	5-3-11
■ Clicked the Submit button to send the Survey.	5-3-11

Faxed copies of support documentation to School Financial Services (773-553-2704):

■ May 2011 Investment Statement/Document	5-3-11
■ All Equipment Leases	5-3-11

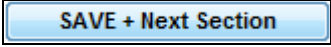
 Go to Survey Section...

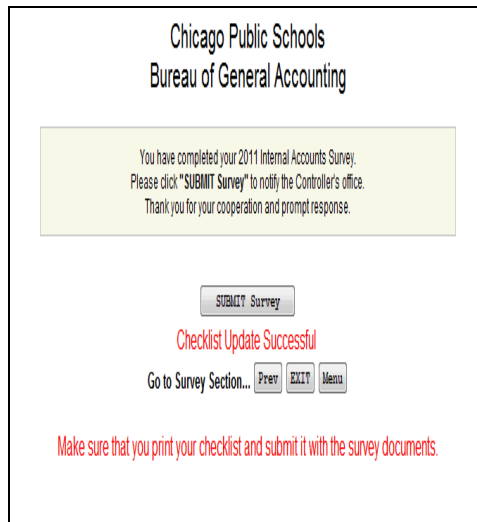
Signature and Date

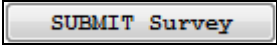
[Printable Version \(Set Printer to Portrait or Landscape\)](#)

School Financial Services Controllers Office GSR 125, 14th floor Contact: Willidean Tate	Fax: (773) 553-2704 Phone: (773) 553-4271 or (773) 553-2750 Email: InternalAccounts@cps.k12.il.us
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Step	Action
1.	The Checklist page requires a completion date to be entered for each task. <i>Note: You cannot enter a future date.</i> Click the SAVE + Next Section button.

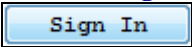
Step	Action
2.	Once you have entered a date for all of the tasks, click the SAVE + Next Section button to continue. 
3.	The system displays a message to print the Checklist and submit it with the survey documents. The Checklist and the supporting documentation must be faxed to 773-553-2704.



4.	Click the SUBMIT Survey button. Note: If you do not click the Submit button, the survey will not be sent. 
5.	You have successfully reviewed the Checklist and instructions on Submitting the Survey. End of Procedure.

Update Status

Procedure

Step	Action
1.	<p>Schools will be able to check the Internal Accounts and Fixed Asset status in the Internal Account Survey.</p> <p>Log in to the system by entering the unit number and password.</p> <p>Click the Sign In button.</p> 
2.	<p>Click the Update Status button on the menu.</p>


3.	<p>The Status page is displayed as "view only" to schools.</p> <p>School Financial Services will update this page to keep schools advised on their compliance status.</p>
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Internal Accounts Survey / Fixed Asset Register Status Page

Your school is compliant if Yes is checked in both the IAS Compliant and Fixed Asset Inventory Compliant status.

Date Survey Submitted	<input type="text"/>
Last Upload Date	<input type="text"/>
Checking Account Data?	<input type="radio"/> Yes <input type="radio"/> No
Bank Statement on file?	<input type="radio"/> Yes <input type="radio"/> No
Investment Statement?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Date May Reconciliation Completed	<input type="text"/>
Does Reconciliation and Bank Statement data match the Survey data?	<input type="radio"/> Yes <input type="radio"/> No
Does Investment Statement match the Survey data?	<input type="radio"/> Yes <input type="radio"/> No
Equipment Lease?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Date Asset Register Submitted	<input type="text"/>
Asset Register Status	<input type="radio"/> Accepted <input type="radio"/> Rejected
Number of Incomplete Physical Inventory Records	<input type="text"/>
Number of Incomplete Asset Records	<input type="text"/>
Consultant Assigned	IA: <input type="text"/> FAR: <input type="text"/>
Included in External Audit?	<input type="radio"/> Yes <input type="radio"/> No
IAS COMPLIANT? (Survey, Bank statement, Investment Statement, Reconciliation, Lease Agreement)	<input type="radio"/> Yes <input type="radio"/> No
FIXED ASSET INVENTORY COMPLIANT?	<input type="radio"/> Yes <input type="radio"/> No

4.	<ol style="list-style-type: none">1. <u>Date Submitted</u> - date Survey was received.2. <u>Last Upload Date</u> - date the status page was updated.3. <u>Checking Account Data</u> - if Checking Account data was pulled from the submitted May Reconciliation.4. <u>Bank Statement on File</u> - Will be Yes since checking account statements are received directly from U.S. Bank.5. <u>Investment Statement</u> - if you entered investment information and a copy of the statement was received, this will be Yes. If you entered Yes and we have not received the investment statement, this will be No.6. <u>Date May Reconciliation Completed</u> - tracks the date the reconciliation was submitted in IAMS.7. <u>Does Reconciliation and Bank Statement data match the Survey data</u> - this should be Yes.8. <u>Does Investment Statement match the Survey data</u> - only applies if investment data was entered.9. <u>Equipment Lease</u> - if data entered on the Equipment Lease page, this should be Yes.10. <u>Date Asset Registered Submitted</u> - date asset records and physical inventory completed.11. <u>Asset Register Status</u> - Accepted = Completed. Rejected = Incomplete12. <u>Number of Incompleted Physical Inventory Records</u> - If Register was rejected, this field will provide the number of asset records that have no physical inventory date or person listed.13. <u>Number of Incomplete Asset Records</u> – If Register was rejected, this field will provide the number of asset records that have not been completed.14. <u>Consultant Assigned</u> - refers to consultants assigned by School Financial Services to help schools with Internal Accounts and/or Fixed Asset Register.15. <u>Included in External Audit</u> - tracks if schools were selected for the 2011 external audit.
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11.	<p>The last two sections states the Compliance status:</p> <p>16. IAS COMPLIANT - should be Yes if the survey and all documentation were received. Until received, the school is non-compliant.</p> <p>17. FIXED ASSET INVENTORY COMPLIANT - should be Yes if all active records are completed and the Physical Inventory information is recorded for each asset. Until records are completed, the schools is non-compliant.</p>
12.	<p>The IAS Rep is the name of the Internal Accounts person assigned to your school. This person will be reviewing your data and updating your status.</p> <p>Contact your IAS Rep if you have any questions about your Survey or Fixed Asset status or documentation.</p> <p>The Date Last Reviewed is the date the IAS Rep last updated the school's status.</p>
13.	<p>Click the Menu button to exit the Status page.</p> <p></p>
14.	<p>You have successfully reviewed how to check the Internal Accounts Survey and Fixed Asset status.</p> <p>End of Procedure.</p>

Contact Information

Please contact School Financial Services if you have any questions or need assistance. Training is also available and posted in CPS University.

Internal Accounts & Fixed Assets

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

Fax: 773-553-2704

Email: InternalAccounts@cps.k12.il.us

Website: <http://www.quia.com/pages/internalaccounts/iams>

