

Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

*Dr. Nancy Kotowski
County Superintendent of Schools*

Auditing and Accounting Services

Finance and Business Services

Bulletin No. 12-006

TO: Chief Business Officials, Fiscal & Business Managers, and Business Office Staff
FROM: Ashraf Demian, Director of Auditing and Accounting AD
DATE: September 13, 2011
RE: New Automated Procedure for Processing Fund Transfers

Effective Wednesday, September 14, 2011, the Monterey County Office of Education (MCOE) will be implementing a new automated procedure to process the fund transfers in FMS. This procedure will significantly improve the effectiveness of the work (e.g.: processing the transfers in a timely manner and as accurate as possible, etc.) as well as improving the internal controls over the process (e.g.: restrict overriding the posting dates, reduce the inherent risk of processing the transfers, etc.). In addition, the process will substantially enhance the efficiency of the work at the districts level by ensuring that all copies of all fund transfers along with the supporting documentation are readily available in FMS, instantly upon finalizing the transfers, to all districts.

Furthermore, upon finalizing any fund transfer, FMS will send an automated email to the contact personnel (as predetermined by districts) of the districts affected by this fund transfer. The email would be for notification purposes only (i.e. informing districts that a fund transfer has been posted to their general ledger).

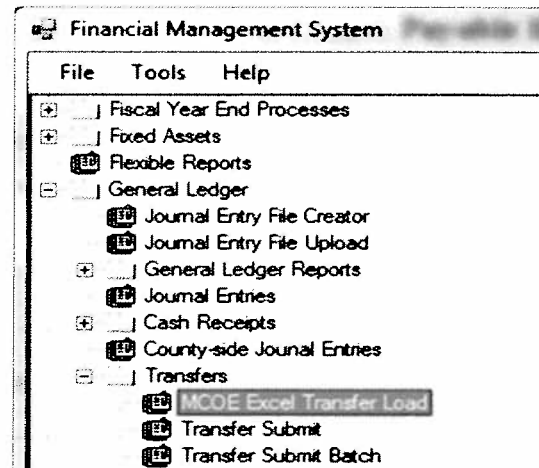
The detailed steps of viewing fund transfers and corresponding attachments from the districts end are presented in Exhibit (A). In addition, we will be presenting a demonstration of this procedure during the fiscal directors meeting on September 27, 2011.

If you have any additional questions, please contact me at 831-757-0304.

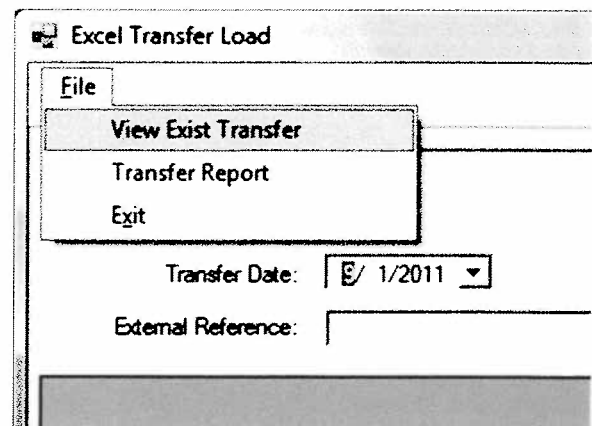
Detailed Steps of Viewing Fund Transfers and Corresponding Attachments

The detailed steps of viewing fund transfers and corresponding attachments from the districts end are as follows:

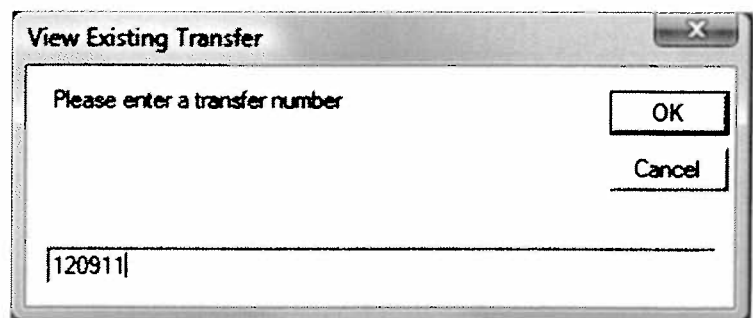
- Log in FMS, Year of Posting the Fund Transfer
- Expand General Ledger
- Expand Transfers Folder
- Double click on MCOE Excel Transfer Load.



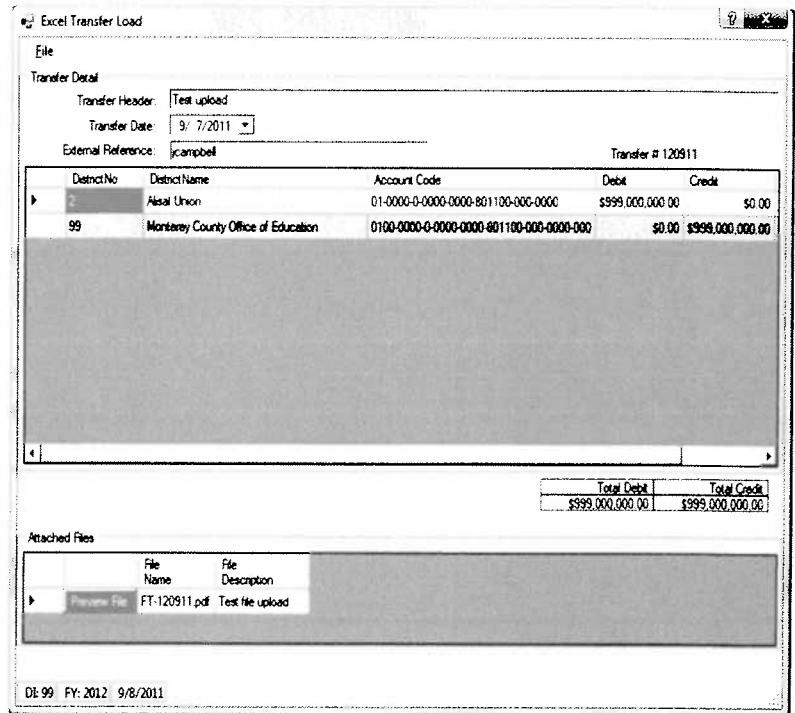
- MCOE Excel Transfer Load window will appear.
- At the top of this window, click on File.
- Click on View Existing Transfer.



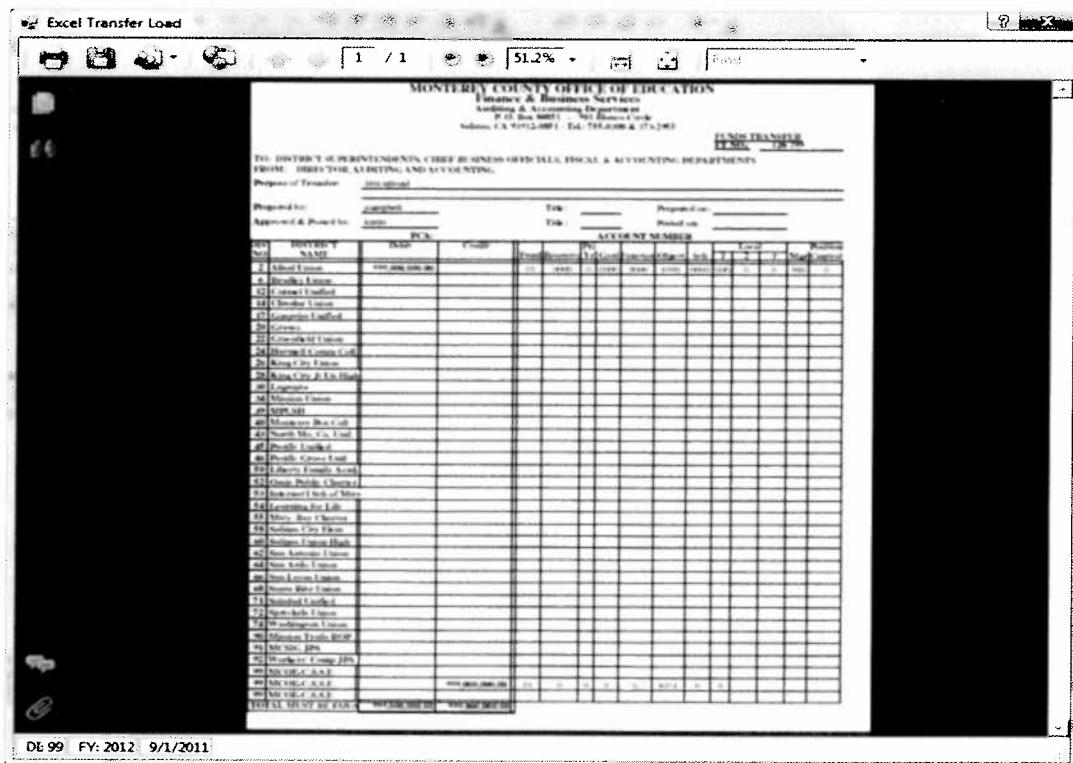
- Type in the Fund Transfer number and click the OK button.



- After the file loads, click on the Preview File button of the Attached Files Grid to view the fund transfer form and the backup documents.



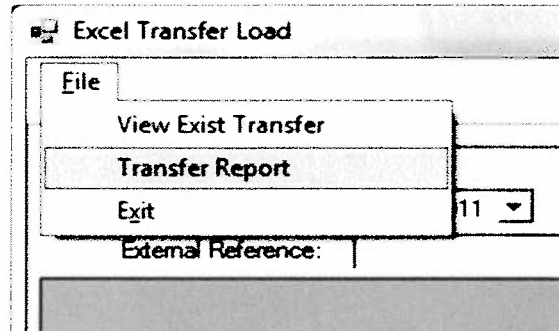
- Previewed attachments are presented with the Adobe Acrobat Viewer. This viewer must be installed on your computer in order to preview attached files.



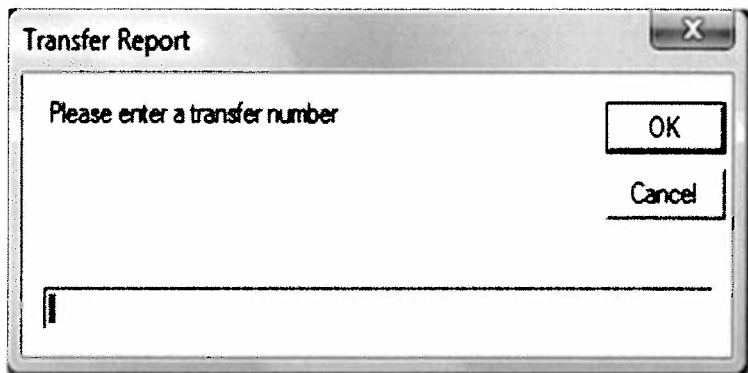
Reports

To view a transfer report for any specific fund transfer:

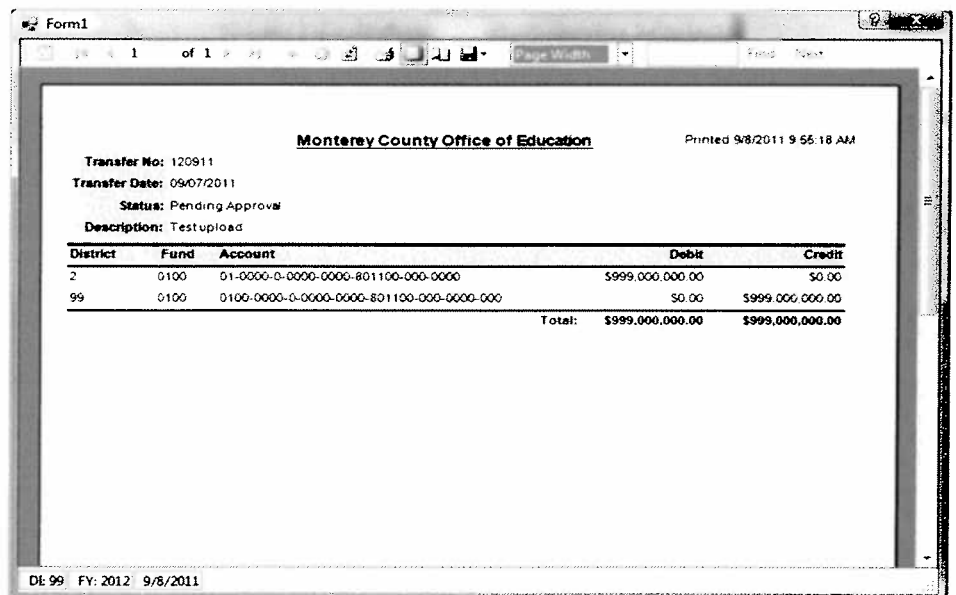
- Click on File → Transfer Report



- The transfer report is designed to generate a printout of a single transfer. Begin by entering the transfer number. Click the OK button to generate the report.



- A detailed report about that specific fund transfer will appear.



Form1

1 of 1 Page Width Find Next

Monterey County Office of Education Printed 9/8/2011 9:55:18 AM

Transfer No: 120911
Transfer Date: 09/07/2011
Status: Pending Approval
Description: Testupload

District	Fund	Account	Debit	Credit
2	0100	01-0000-0-0000-0000-801100-000-0000	\$999,000,000.00	\$0.00
99	0100	0100-0000-0-0000-0000-801100-000-0000-000	\$0.00	\$999,000,000.00
Total:			\$999,000,000.00	\$999,000,000.00

Di: 99 FY: 2012 9/8/2011