

Year-End Ledger Reconciliation Report Q&A

1. What is the purpose of the “FIN102. Year-End Ledger Reconciliation” report?

After final data submission, all PSU-reported expenditures become part of DPI’s official record. Although PSUs will not have received cash for expenditures beyond their state and federal dollar allotments after the first and second zero out, DPI must still remove these excess expenditures to reconcile expenditures with cash.

The FIN 102 report shows the amounts and account codes DPI will use for these adjustments. PSUs should record the same transfers in their general ledger to align with DPI’s official year records.

2. Where can PSUs access the FIN102 report?

This report can be found in DART under the PSU drop down. The report is titled “FIN102. Year-End Ledger Reconciliation Report.”

3. What information is contained on the Excess Expenditures Report

The report includes three data tabs:

- **Zero-Out Details** — Contains reference information for the first and second zero-out processes.
- **PRC Details** — Summarizes each PRC allotment and associated excess expenditures, allowing PSUs to review the data used by DPI for ledger corrections.
- **Corrections** — Outlines how DPI will reallocate expenditures within the ledger to ensure proper alignment **between cash and the final entries. Please review this tab to find the entries we have made in Funds 1,2, and 3 to correct excess expenditures.**

4. How can PSUs use the excess expenditures report to ensure general ledger alignment with DPI’s final records?

PSUs should use the “Corrections” tab of the FIN102 report and mirror all corrections made on DPI’s ledger to ensure alignment between the PSU ledger and DPI.

5. Does this process apply to all PSUs?

This report/process applies to all LEAs and IPSs. However, if your PSU completed the necessary corrections prior to the final data file submission and maintained fully balanced records, the report will indicate that no additional corrections are required. It is recommended that all PSUs run the report for verification purposes, even if your records are believed to already be aligned.

6. Can PSUs preview the FIN102 Report?

Yes. For preview purposes only, the report has been activated for Reporting Period 11 following the second zero-out. By previewing the report now, PSUs can see an example of how this process would appear if RP11 had been the final data file submission for the fiscal year.