



## ASCENDER GUIDES



# July



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The following Business processes should be started or in progress:

- ☐ [Finance EOY Process](#)
- ☐ [Moving 11-, 12-, or 13-month Employees from NY Payroll to CY Payroll Checklist](#)

The following business tasks have been identified for the month of July. Use the checklist below to ensure that the tasks are addressed, if applicable.

Application(s)	Task
<b>Finance</b>	<input type="checkbox"/> Enter campus activity (fund 461) and student activity balances (fund 865), if needed.  <input type="checkbox"/> Begin audit preparations.  <input type="checkbox"/> Review records for retention and filing.  <input type="checkbox"/> Fiscal agents should send the estimate of Mid-Year PEIMS 033 records to LEAs to use in reviewing the IDEA_B MOE compliance status. Chapter 41 districts make the sixth payment.  <input type="checkbox"/> Set up any new grants as approval notifications are received.  <input type="checkbox"/> File transportation services route services report. (Due August 1st.)  <input type="checkbox"/> Update budget and template estimates for certified values. (Due by July 25th from CAD.)
<b>Payroll &amp; Personnel</b>	<input type="checkbox"/> Update leave on service records.  <input type="checkbox"/> Second quarter payroll reports for 941 and unemployment.  <input type="checkbox"/> Report new contracts to TRS.  <input type="checkbox"/> Payoff any terminations.  <input type="checkbox"/> Update leave on the current year service records if already created.