



ASCENDER GUIDES



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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
Finance	<ul style="list-style-type: none"><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. Excess Wealth 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.)
Payroll & Personnel	<ul style="list-style-type: none"><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.