



**North Carolina
Department of Environment
and Natural Resources**

**Internal Operating
P O L I C Y**

Section: Office of the Controller

Number:

Subject: Validation Checking

Approved By: DENR Secretary

Eff. Date: July 7, 1995

Revised: August 6, 1997

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Policy

The Department's policy is to process validation requests within three days of receipt (on a properly completed and approved request form). Requests are handled on a first come, first serve basis in order to be fair to everyone. Proper budgeting and planning should alleviate the need to have a validation done in order to pay a bill. This request should be made before the expense is incurred.



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Validation Checking

Accounting distribution (company/account/center) combinations must be established on your company Chart of Accounts before you can use or maintain them. When entering data into NCAS, the system automatically checks for validation against DENR's Chart of Accounts as defined in the General Ledger.

A valid accounting distribution is made up of the *company*, *account*, and *center*. These valid accounting distributions are used when entering documents in the NCAS. An accounting distribution must be validated before it can be used.

In order to expedite your payments, purchase orders, journal vouchers, etc. you must verify that the accounting distribution has been validated prior to submitting the document to the Controller's Office for processing. If the accounting distribution is not valid, please complete the **Request for New Account/Center Combination** form and forward to the Controller's Office .

Validation Checking (Cont)

The following walkthrough shows you how to check in NCAS if a company/account/center combination is valid. (For signing on instructions - see Signon/Signoff procedures)

1. Type **.GL** in the Action field and press **ENTER** to access the *Online Processing (001)* screen.
2. Type **1** for your selection to access the *Accounting Inquiry (004)* screen.
3. Type **3** for your selection to access the *Center Information (14)* screen.

Note:

A shortcut for those who use the system frequently would be to type **014** in the **NEXT FUNCTION** field on the *Online Processing* screen. This will access the *Center Information* screen immediately.

4. Type in the following information for the combination you are checking::
 - ! Company
 - ! Account
 - ! Center

Press **ENTER**.

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MSA GL                                CNTR INFORMATION                                14
      GMP11  INVALID KEY - RECORD NOT FOUND
NEXT FUNCTION: 14                      ACTION: _____

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COMPANY: 1601
ACCOUNT: 533110                        GENERAL OFFICE SUPPLIES
CNTR:      11101011

STATUS:
ACTIVE DATE:
INACTIVE DATE:
RECONCILE CODE:

OVER/SHORT CODE:
PER-TO-DATE DAYS SHORT:
PER-TO-DATE DAYS OVER:
REQUIRED ENTRY:

PREV POST END BALANCE:
PREV YEAR END BALANCE:
AUTHORIZED CASH AMOUNT:

LAST ACTIVITY DATE:
PERCENT CHANGE LIMIT:

- BALANCE -          - TRANSACTION -

LOWER AMOUNT LIMIT:
UPPER AMOUNT LIMIT:

REPORT LEVELS:      1:                2:                3:
    
```

Validation Checking (Cont)

5. If the data entered is **valid**, the *title* for the company, account, and center will be indicated and the *status* will be a “0”. You are now able to proceed with your request. When the *status* is a “1”, the combination is inactive and unavailable for use. If the inactive date is on or before the current date, even if the status is “0”, the combination is also unavailable for use.

MSA GL	CNTR INFORMATION	14
NEXT FUNCTION: 14	ACTION: ____	

COMPANY: 1601	DEHNR-GENERAL FUND	
ACCOUNT: 533110	GENERAL OFFICE SUPPLIES	
CNTR: 156056020097	PUBLIC HLTH LAB/PHL SERVICES-STATE SUPPO	
STATUS: 0	OVER/SHORT CODE: 0	
ACTIVE DATE: 00/00/00	PER-TO-DATE DAYS SHORT: 00	
INACTIVE DATE: 99/99/99	PER-TO-DATE DAYS OVER: 00	
RECONCILE CODE: 0	REQUIRED ENTRY: 0	
PREV POST END BALANCE:	19.28	LAST ACTIVITY DATE: 07/29/96
PREV YEAR END BALANCE:	0.00	
AUTHORIZED CASH AMOUNT:	0.00	PERCENT CHANGE LIMIT: 0.00
	- BALANCE -	- TRANSACTION -
LOWER AMOUNT LIMIT:	0.00	0.00
UPPER AMOUNT LIMIT:	0.00	0.00
REPORT LEVELS: 1:	2: 11004300XXXX	3: 143001300XXX

If the company/account/center combination is **not valid**, you will receive the message:

GMP11 INVALID KEY - RECORD NOT FOUND.

If the combination was keyed correctly and the correct data was indicated, please complete the **Request for Account/Center Combination** form and forward to the Controller’s Office for validation.

Validation Checking (Cont)

If the title is missing on a combination, you will receive the message

TM700 INVALID KEY - RECORD NOT FOUND

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MSA GL                               CNTR INFORMATION                               14
      TM700  INVALID KEY - RECORD NOT FOUND
NEXT FUNCTION: 14                     ACTION: _____

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COMPANY: 1601
ACCOUNT: 533110                       GENERAL OFFICE SUPPLIES
CNTR:      176076210096

STATUS:      0                         OVER/SHORT CODE:      0
ACTIVE DATE: 00/00/00                   PER-TO-DATE DAYS SHORT: 00
INACTIVE DATE: 99/99/99                 PER-TO-DATE DAYS OVER: 01
RECONCILE CODE: 0                       REQUIRED ENTRY:      0

PREV POST END BALANCE:                  14,074.80  LAST ACTIVITY DATE: 07/15/96
PREV YEAR END BALANCE:                  14,062.59
AUTHORIZED CASH AMOUNT:                  0.00  PERCENT CHANGE LIMIT:      0.00

- BALANCE -                               - TRANSACTION -
LOWER AMOUNT LIMIT:                      0.00                               0.00
UPPER AMOUNT LIMIT:                      0.00                               0.00

REPORT LEVELS:      1:                    2: 11004300XXXX  3: 14300PPPPXXX
    
```

A missing title will not hold up the processing of a request, but it will not be shown on the reports identified correctly. However, a request should be sent indicating the correct title. Center titles should a combination of the Fund, RCC, and Program titles using abbreviations to complete the description in 40 characters allowing for spacing.

Validation Checking (Cont)

- D.** Send the completed form to your division fiscal officer for approval.
- E.** The division fiscal officer will forward the request to the Office of the Controller.
- F.** Upon completion, a copy of the form will be returned to the requestor.