



SETBAL Program Documentation (Optional)

Revised June 2019

From the Menu> type **SETBAL**

This program will set FYTD Balance Receivable or FYTD Unencumbered Balance equal to zero.

Do you wish to continue? (Y/N) <N> : _ Enter option

P – Projection only

U – Update file

Enter P/U <P>

Select the **projection option** first to verify what the program is actually going to do.

B – Set FYTD Unencumbered Balance equal to zero for BUDGET

R – Set FYTD Balance Receivable equal to zero for REVENUE

E – End the Program

Enter B/R/E _ Enter option

Do you want to include those accounts with zeros balance? (Y/N) <Y> _ Enter option

A – All funds

S – Single fund

R – Range of funds

G – Group of funds

O – Alpha funds only

E – All funds except alpha funds

Enter A/S/R/G/O/E <A> _ Enter option

Review the report. **Please note that this program is not recommended by AOS because they do not interpret Ohio statutes to say that appropriation variances must be set to zero at the end of the fiscal year.** If you wish to proceed, re-run SETBAL with option “U” to update the budget or revenue accounts. Print the final report and save for your records.

If modifications were made to the budget accounts, you **MUST run BUDLNK** to update the appropriations.

Run **USACERT/AMDCERT** program to generate an amended Appropriations Resolution to record the modifications. Print and save your report.

Have both reports formally approved by your Board of Education.

File the Appropriations Resolution with the county auditor.