




SUNERGI
Honors

**North Dakota School District
Financial Reports**

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If you have any questions, please call the Sunergi at 651-633-2223.

Publication date

September 2009

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Introduction

Sunergi Honors allows you to generate the financial data file needed for annual submission to the North Dakota State Department. You'll prepare for this report by crosswalking the accounts required for the North Dakota School District Financial Reports (NDSFARM) to the appropriate accounts in your Microsoft Dynamics GP chart of accounts.

What's in this manual

This information is intended to give you an overview of the NDSFARM features of Honors, and how they work with Microsoft Dynamics® GP. This documentation assumes that you are familiar with the basic features of Microsoft Dynamics GP General Ledger.

This documentation includes the following topics:

- *NDSFARM overview* on page 2
- Importing state account numbers on page 2
- *Assigning Microsoft Dynamics GP accounts to NDSFARM accounts* on page 3
- *Validating accounts* on page 5
- *Generating the annual submission file* on page 6
- Appendix A: Window Reference on page 8
- Appendix B: Sample Reports on page 14

Documentation conventions

This documentation uses the following formatting and conventions to indicate topics, navigation, and other information:

Convention	Description
<i>Selecting voucher transactions</i>	Italic text indicates the name of a topic.
NDSFARM Routines	Bold text indicates the name of an interface element—a window, field, button, menu, or menu item.
File > Print	The > symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or clicking a button in a window. This example directs you to go to the File menu and click Print .
TAB, ENTER	Small capital letters indicates a key or key combination.

Contacting support

If you need technical support, you can contact the Sunergi support department by email or telephone.

- For email support, send your request to support@sunergi.com.
- For telephone support, call 651-259-1408.

Note

We recommend contacting our support team by email. This method automatically generates a service ticket, ensuring a prompt response.

NDSFARM overview

The North Dakota Department of Public Instruction requires that local education agencies submit an annual financial report, which is used to compile statewide financial information about revenues and expenditures for K-12 education. The accounts in this report must be assigned to the following state-defined categories: Fund Balance, Revenue, and Expenditure.

Note

The NDSFARM features of Honors also allow you to assign accounts to two additional types—Asset and Liability. However, these are not included in the annual financial report.

In addition, the report requires that the accounts use a state-defined account number, consisting of the following segments: Fund Code, Program Code, Function Code, and Object Code. These are required for state reporting purposes.

The NDSFARM features of Sunergi Honors allows you to associate—or *crosswalk*—the accounts in your Microsoft Dynamics GP chart of accounts with the corresponding state-defined account numbers. This way, you can maintain your chart of accounts in a structure that meets your district's needs, and easily create the annual financial report in the format required by the Department of Public Instruction.

Importing state account numbers

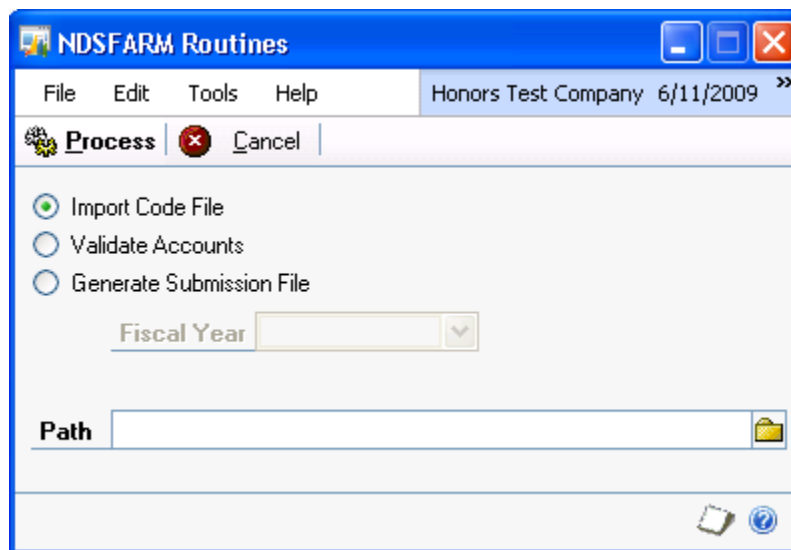
The first step in setting up the Sunergi Honors system to create the annual NDSFARM submission file is to import the list of state-defined account numbers that are used for generating the submission file. You'll use the **NDSFARM Routines** window to import these codes.

You should already have the code file—in Microsoft Office Excel® format—in a folder or network location available to the computer you complete this procedure on. This file is available from the Sunergi.

Note

If you have previously imported state account numbers, repeating this procedure will replace the existing account numbers with the new account numbers.

1. Open the **NDSFARM Routines** window.
(**Microsoft Dynamics GP > Tools > Routines > Financial > NDSFARM**)



2. Select the **Import Code File** option.
3. Click the **File** button on the **Path** field to open the **File Location** window. Browse to the location of the code file. Select the file and click **Open**.
4. In the **NDSFARM Routines** window, click **Process**.
5. A message will appear, stating that importing NDSFARM account numbers will delete existing accounts. Click **Continue** to import the state account numbers. A progress bar will appear on the bottom of the **NDSFARM Routines** window, showing the progress of the import process.
6. When the import process is complete, close the window.

Assigning Microsoft Dynamics GP accounts to NDSFARM accounts

After you have imported the NDSFARM account numbers, you must *crosswalk*—or associate—these account numbers with the

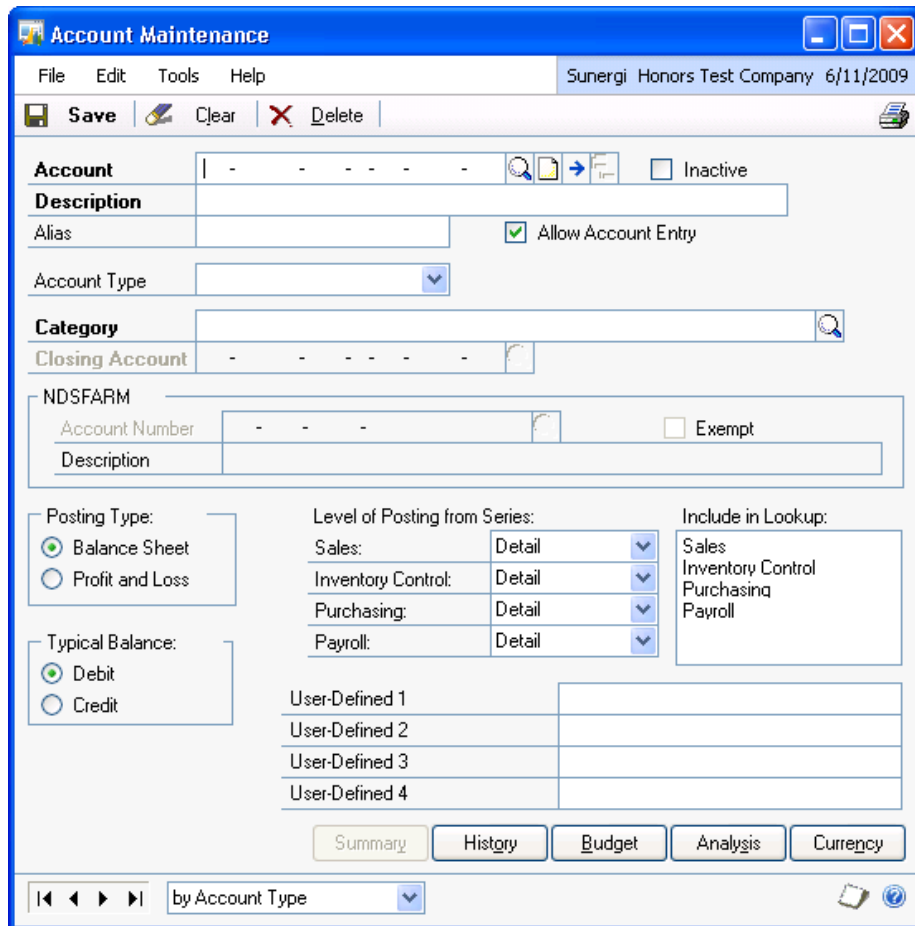
appropriate accounts in your chart of accounts. This ensures that, when you generate your annual submission file, the transactions in your General Ledger will be reported using the account structure required by the State of North Dakota.

Note

You can crosswalk a single NDSFARM account code to multiple accounts in your Microsoft Dynamics GP chart of accounts.

If you have GL accounts that you don't want to associate with an NDSFARM account number, and that should not be included in the annual submission file, you can mark these accounts as exempt.

1. Open the **Account Maintenance** window.
(Cards > Financial > Account)



2. Enter or select the first account that you want to crosswalk with a state account code.
3. In the **Account Type** field, select the appropriate account type. You can select one of the following:
 - Fund Balance
 - Revenue

- Expenditure
- Asset
- Liability

Note

*If this account has previously been crosswalked with a state account code, selecting a new account type will clear the information from the **NDSFARM Account Number** and **Description** fields.*

4. If selected Fund Balance, Revenue, or Expenditure as the account type and you want to crosswalk this account with an NDSFARM account number, in the **NDSFARM Account Number** field, enter or select the state account code you want to crosswalk this account to. (Asset and Liability accounts are not used for state reporting; therefore you don't need to crosswalk an NDSFARM account number to them.)

However, if you selected Fund Balance, Revenue, or Expenditure as the account type, but you want to exclude the account from state reporting and validation, do not enter a state account code. Instead, mark the **Exempt** option.

5. Click **Save** to save your changes.

Validating accounts

Use the NDSFARM Routines window to validate that your accounts have been properly set up for generating the annual submission file. This process checks for the following conditions:

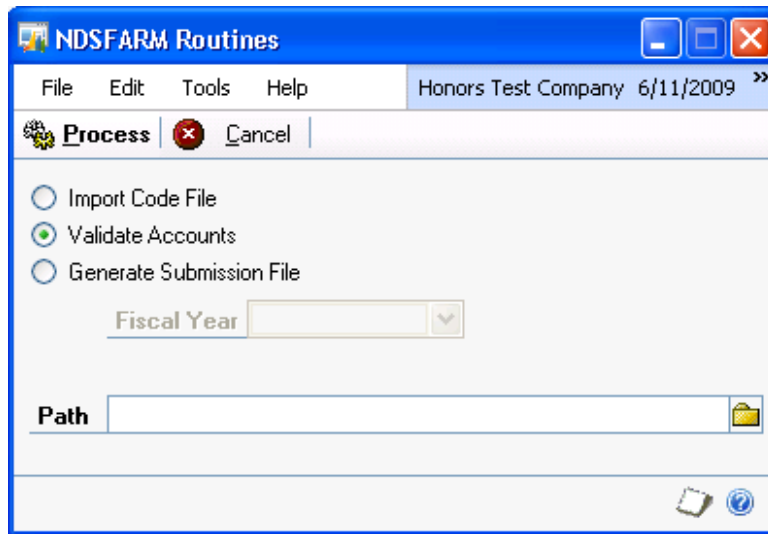
- Any Fund Balance, Revenue or Expense GP account that has not been crosswalked to an NDSFARM account.
- Any Fund Balance, Revenue or Expense GP account that has been crosswalked to an NDSFARM account, but that is no longer valid according to the file provided by the state.
- Any NDSFARM account that has an invalid account type.

If the system finds any of these conditions, the Account Validation Error Report will be generated, showing the invalid information.

If the process does not find any errors, it will check for the following:

- Any accounts that have been marked as exempt; if any are found, the NDSFARM Exempt Report will be generated.
- Any Fund Balance or Revenue accounts that have a debit balance, or any Expenditure account that has a credit balance; if any are found, the NDSFARM Exception Report will be generated.

1. Open the **NDSFARM Routines** window.
(**Microsoft Dynamics GP > Tools > Routines > Financial > NDSFARM**)

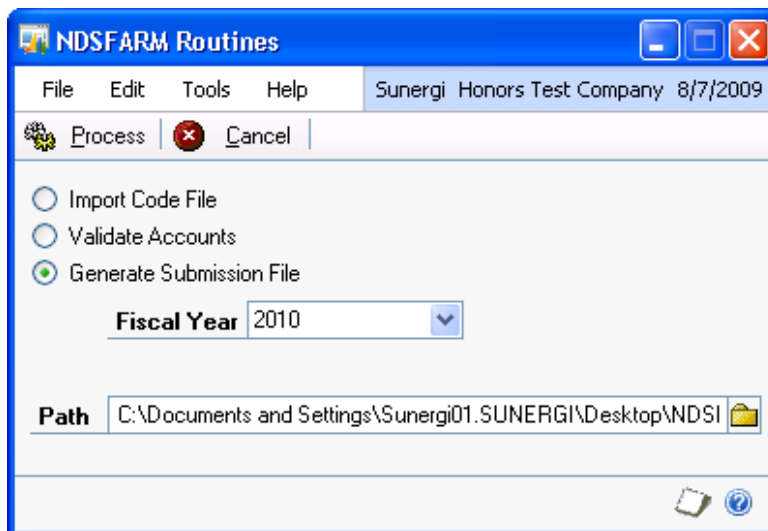


2. Select the **Validate Accounts** option.
3. Click **Process**. A progress bar will appear, displaying the progress of the validation process.
4. The system will check your accounts, and if necessary, generate the appropriate reports.

Generating the annual submission file

Use the NDSFARM Routines window to generate the report file for submission to the North Dakota Department of Public Instruction.

1. Open the **NDSFARM Routines** window.
(**Microsoft Dynamics GP > Tools > Routines > Financial > NDSFARM**)



2. Select the **Generate Submission File** option, then select the fiscal year you're creating the submission file for.
 3. Click the **File** button on the **Path** field to open the **File Location** window. Browse to the location where you want to save the submission file, and enter the name of the submission file in the **File Name** field. Then click **Open**.
 4. In the **NDSFARM Routines** window, click **Process**. The system will validate your accounts and, if it does not encounter any errors, generate the submission file in the location you specified. A progress bar will display the progress of the validation process.
-

Note

If the system encounters errors during validation, the Account Validation Error Report will be generated, and the submission file will not be created. You must correct the errors listed in the report before you can create the submission file.

5. After the annual report submission file is created, submit it to the North Dakota Department of Public Instruction, following their submission instructions.

Appendix A: Window Reference

This part of the documentation includes descriptions of the following NDSFARM windows:

- NDSFARM Routines
- Account Maintenance
- NDSFARM Account Lookup

NDSFARM Routines

Microsoft Dynamics GP > Tools > Routines > Financial > NDSFARM

Use NDSFARM Routines window to perform the following procedures:

- Import the list of state-defined account numbers to be cross-walked to your chart of accounts.
- Validate your chart of accounts.
- Generate the annual submission file.

Fields

Fiscal Year

If you are generating the annual submission file, select the fiscal year you want to generate the file for.

Generate Submission File

Mark this option if you want to generate the annual submission file. For more information, see *Generating the annual submission file* on page 6.

Import Code File

Mark this option if you want to import the file containing the state-defined account numbers. For more information, see *Importing state* on page 2.

Path

If you are importing the code file, click the **File** button to navigate to the location of the code file; then select the file and click **OK**.

If you are generating the annual submission file, click the **File** button to navigate to the location where you want to save the file, and then click **OK**.

Validate Accounts

Mark this option if you want to check your chart of accounts for any errors in cross-walking the state-defined account numbers to your

chart of accounts. For more information, see *Validating accounts* on page 5.

Buttons

Cancel

Closes the window without starting any process.

Process

Launches the type of process you selected: importing the state code file, validating your chart of accounts, or generating the annual submission file.

Account Maintenance

Microsoft Dynamics GP > Cards > Financial > Account

Use the Account Maintenance window to set up, modify, inactivate or delete posting accounts. You can't delete accounts that have activity or history associated with them.

In addition, you'll use this window to crosswalk—or associate—accounts in your chart of accounts to the appropriate NDSFARM state account numbers.

Fields

Account

Enter a new or existing account.

Account expansion button

Opens the **Account Entry** window, where you can enter an account using an alias.

Organization button

Opens the **Organizational Structure Assignment** window, where you can assign the selected account to positions in the organizational structure. You can assign an account to more than one position in the organizational structure. See the System Setup instructions in the Microsoft Dynamics GP documentation for more information about organizational structure assignments.

Account Type

Select the account type for this account. You can select one of the following:

- Asset
- Expenditure
- Fund Balance

- Liability
- Revenue

Alias

Enter an account alias for the account you're setting up. You can enter an account alias instead of an entire account to speed data entry.

Allow Account Entry

Mark this option if you want to allow users to manually enter this account in transaction or distribution entry windows. If you unmark this option, you will not be able to manually enter this account in a transaction or distribution entry window.

Category

Enter or select an account category, which is used to group accounts on financial statements.

Closing Account

Enter or select the fund balance account that you want to use to close this account's net income or loss amounts to during the Year-End Close process.

Description

Enter a description for the account. This description will appear in windows where accounts appear, and also can be displayed on financial reports.

Exempt

Mark this option if you want to mark a Fund Balance, Revenue, or Expenditure account as being exempt from state reporting and validation.

Inactive

Mark this option to inactivate this account. An unmarked checkbox indicates that the account is active. You might want to inactivate accounts if they are used for a branch of your business that closed during the year. At the end of the year, inactive accounts will be included on closing reports. Inactive accounts that don't have a balance, that aren't included on any saved, open, or historical transactions, and that are not distribution accounts for allocation accounts will be deleted.

Include in Lookup

Select the product series where you expect to use this account. The account will appear in all lookup windows for the selected series. Select the series you're using now, and those you plan to use in the future.

Level of Posting from Series

Specifies how much detail to post to General Ledger from each series—Sales, Inventory Control, Purchasing, and Payroll—if the transaction origin is set up to use account settings. Select Detail to post detailed information about each line item for a group of transactions. Select Summary to post a summarized total for a group of transactions for this account.

NDSFARM Account Number

If this account is a Fund Balance, Revenue, or Expenditure account, enter or select the state account code that this account should be crosswalked to.

NDSFARM Description

Displays the description of the state account that you selected to crosswalk this account to.

Posting Type

Mark whether the account should be closed to a closing account at the end of the year, or have a balance brought forward to the next year.

Balance Sheet

Mark this option to bring forward the account's balance at the end of the year. Use this option if you're setting up an asset, liability, or owners' equity account.

Profit And Loss

Mark this option to close the account's balance to a closing account at the end of the year. Use this option if you're setting up a revenue or expense account.

Typical Balance

Mark whether this account has a debit balance or a credit balance. When you enter transactions for this account, the insertion point moves automatically to the column you indicate here.

The option you mark also determines how the account is displayed on financial statements; if the account typically has a debit balance, but currently has a credit balance, the account balance would be shown in parenthesis.

User-Defined 1 - 4

Enter additional information about the account you're setting up. The information also will appear on the Posting Accounts List and the Accounts List beneath the headings that correspond to the field labels displayed in this window. The user-defined field labels were entered in the General Ledger Setup window.

Buttons

Analysis

Opens the **Account Analysis Defaults** window, where you can assign analysis groups to accounts.

Budget

Opens the **Single-Account Budget Maintenance** window, which can be used to calculate or modify budget amounts for individual accounts.

Clear

Clears the entries you've made and allows you to continue working in this window.

Currency

Opens the **Select Account Currencies** window, if you're using Multicurrency Management. Use this window to select the currencies that can be used with multicurrency transactions using each account, select accounts that will be revalued when the revaluation procedure is performed, and specify a financial statement translation method and an optional historical exchange rate for each multicurrency posting account.

If you're not using Multicurrency Management, this button isn't available.

Delete

Deletes the account if it has a zero balance, no year-to-date transactions, is not part of an allocation account, and has no history records. You can't delete an account if it's assigned to a transaction in a batch in the **Transaction Entry** window, **Clearing Entry** window, or **Quick Journal Entry** window, or if the account has unposted **Multidimensional Analysis** records.

History

Opens the **Account History** window, which displays historical-year summary information for the selected account. You must mark **Maintain Account History** in the **General Ledger Setup** window for this button to be active.

Save

Saves the changes you've made in this window.

Summary

Opens the **Account Summary** window, which displays summary information for the selected account for an open year.

NDSFARM Account Lookup

Microsoft Dynamics GP > Cards > Financial > Account > Click the Lookup button on the NDSFARM Account Number field

Use the NDSFARM Account Lookup window to select the NDSFARM account that you want to crosswalk to the account selected in the Account Maintenance window.

Fields

Account Number

This column displays all of the state-defined accounts of the type displayed in the **Find by Account Type** field. Click the account you want to crosswalk to the GL account displayed in the **Account Maintenance** window, and click **Select**.

Description

This column displays descriptions for each of the state-defined accounts displayed in the list.

Find by Account Type

Displays the account type of the GL account displayed in the **Account Maintenance** window.

Buttons

Cancel

Closes the window without selecting a state-defined account.

Select

Updates the **NDSFARM Account Number** and **Description** fields in the **Account Maintenance** window with the state-defined account that you selected.

Appendix B: Sample Reports

Posting Accounts List

The Posting Accounts List displays information about the posting accounts in your chart of accounts.

This list includes information about the NDSFARM accounts that an account is crosswalked to.

System: 6/24/2009 4:56:29 PM		POSTING ACCOUNTS LIST				Page: 1	
User Date: 6/24/2009		Honors Test Company General Ledger				User ID: Suneraj	
Ranges: From: 10-00111-000-0-C		To: 10-00141-970-7-5		Sorted By: Fund			
Account Description: First		Last		Include:			
Account	Description	Alias	Category	Active	Account Type	Posting Type	Typical Balance
User-Defined 1 Account Type	User-Defined 2 NDSDFARM Account	User-Defined 3 NDSDFARM Account Description	User-Defined 4				
10-00111-000-0-00-0000-0	GF-Admin Sal		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	01-000-2320-100	Exec. Admin - A Salaries				1.00.0.00.0000.0000.00111	
10-00111-000-0-00-0000-1	GF-Admin SalMusic		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	---					1.00.0.00.0000.1120.00111	
10-00111-000-0-00-0000-1	GF-Admin SalBilingual		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	---					1.00.0.00.0000.1160.00111	
10-00111-000-0-00-0000-2	GF-Admin SalInst-Cur Dev		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	---					1.00.0.00.0000.2212.00111	
10-00111-000-0-00-0000-2	GF-Admin SalSch Library		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	U1-UUU-ZZZU-1UU	Inst Media Services - A Salaries				1.00.0.00.0000.2222.00111	
10-00111-000-0-00-0000-2	GF-Admin Sal - Ge-DGene -Comp Instr		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Fund Balance	---					1.00.0.00.0000.2225.00111	
10-00111-000-0-00-0000-2	GF-Admin Sal - Ge-DGene -		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Fund Balance	---					1.00.0.00.0000.2295.00111	
10-00111-000-0-00-0000-2	GF-Admin SalSupt Off		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	U1-UUU-ZZZU-1UU	Exec. Admin - A Salaries				1.00.0.00.0000.2321.00111	
10-00111-000-0-00-0000-2	GF-Admin SalAS Business		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	01-000-2320-100	Exec. Admin - A Salaries				1.00.0.00.0000.2322.00111	
10-00111-000-0-00-0000-2	GF-Admin SalAS Instruct		Salaries Expense	Yes	Posting Account	Profit and Loss	Debit
Expenditure	01-000-2320-100	Exec. Admin - A Salaries				1.00.0.00.0000.2323.00111	

Options:

- Sort by:
 - Segment ID
 - Account Description
 - Category
- Include Inactive Accounts
- Ranges:
 - Segment ID
 - Account Descriptions
 - Category

Columns:

- Account
- Description
- Alias
- Category
- Active
- Account Type
- Posting Type

- Typical Balance
- User-Defined 1 – 4
- Account Type*
- NDSFARM Account
- NDSFARM Account Description

*The second Account Type column displays the NDSFARM account type assigned to this account.

Account Validation Error Report

The Account Validation Error Report displays the Microsoft Dynamics GP accounts in your chart of accounts that meet the following criteria:

- Any Fund Balance, Revenue or Expense GP account that has not been crosswalked to an NDSFARM account.
- Any Fund Balance, Revenue or Expense GP account that has been crosswalked to an NDSFARM account, but that is no longer valid according to the file provided by the state.
- Any NDSFARM account that has an invalid account type.

Date: 6/19/2009	Account Validation Error Report	Page: 1 of 119
	Honors Test Company	User ID: Sunergi

Restricted ID: 9001

Dynamics GP Account Number	Account Type	NDSFARM Account	Error Message
10-00111-000-0-00-0000-0000		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-1120		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-1160		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2212		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2225		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2295		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2331		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2334		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2336		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-0000-2530		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-1000-1250		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-2120-1190		---	GP account has not been crosswalked to an NDSFARM account
10-00111-000-0-00-2800-1190		---	GP account has not been crosswalked to an NDSFARM account

Columns:

- Dynamics GP Account Number
- Account Type
- NDSFARM Account
- Error Message

NDSFARM Exception Report

The NDSFARM Exception Report displays the Microsoft Dynamics GP accounts in your chart of accounts that meet the following criteria:

- Any Fund Balance or Revenue accounts that have a debit balance.
- Any Expenditure account that has a credit balance.

Date: 7/6/2009

NDSFARM Exception Report
Honors Test Company

Page: 1 of 1
User ID: Sunergi

Restricted ID: 9001

Account Type	NDSFARM Account Great Plains Account	Overall Amount	Message
Expenditure	01 -000-2320 -100	-1000.00	Expenditure account has a credit balance
	10-00111-000-0-00-0000-0000	-1000.00	

Columns:

- Account Type
- NDSFARM Account
- Overall Amount
- Message
- Dynamics GP Account

NDSFARM Exempt Report

The NDSFARM Exempt Report displays the Microsoft Dynamics GP accounts in your chart of accounts that have been marked as exempt in the **Account Maintenance** window.

Date: 6/24/2009

NDSFARM Exempt Report
Honors Test Company

Page: 1 of 157
User ID: Sunergi

Restricted ID: 9001

Account Type	Account Number
Fund Balance	10-00111-000-0-00-0000-2225
Fund Balance	10-00111-000-0-00-0000-2295
Fund Balance	10-00111-000-0-00-0000-2331
Fund Balance	10-00111-000-0-00-0000-2334
Fund Balance	10-00111-000-0-00-0000-2336
Fund Balance	10-00111-000-0-00-1000-1250
Fund Balance	10-00111-000-0-00-2120-1190
Fund Balance	10-00111-000-0-00-2800-1190
Fund Balance	10-00111-024-0-00-0000-1160
Fund Balance	10-00111-028-7-00-6000-3340
Fund Balance	10-00111-030-0-00-2300-1190
Fund Balance	10-00111-032-0-00-2300-1190
Fund Balance	10-00111-033-7-00-6300-3340

Columns:

- Account Type
- Account Number

NDSFARM Summary Report

The NDSFARM Summary Report displays a summary of the information in your annual submission file.

System: 9/8/2009

NDSFARM Summary Report
Honors Test Company

Page: 1 of 116
User ID: sa

Restricted ID: 9001

Fiscal Year: 2000

Type: Fund Balance

NDSFARM Account					
Great Plains Account	Description	Beginning Balance	YTD Debit	YTD Credit	Ending Balance
01 -000-0000 -000					
10-77100-000- ---		4,512,460.19	0.00	1,673,515.08	6,185,975.27
15-77100-000- ---		-269,446.86	154,101.54	0.00	-423,548.40
01 -000-0000 -000	Total:	4,243,013.33	154,101.54	1,673,515.08	5,762,426.87
03 -000-0000 -000					
30-77100-000- ---		873,261.16	0.00	0.00	873,261.16
03 -000-0000 -000	Total:	873,261.16	0.00	0.00	873,261.16
04 -000-0000 -000					
40-77100-000- ---		-7,445,766.56	0.00	0.00	-7,445,766.56
49-77100-009- ---		11,949,214.55	0.00	0.00	11,949,214.55
49-77100-010- ---		3,875.16	0.00	0.00	3,875.16
49-77100-011- ---		11,477.48	0.00	0.00	11,477.48
49-77100-012- ---		-900.50	0.00	0.00	-900.50
04 -000-0000 -000	Total:	4,517,900.13	0.00	0.00	4,517,900.13
05 -000-0000 -000					
50-77100-000- ---		558,591.88	0.00	0.00	558,591.88
05 -000-0000 -000	Total:	558,591.88	0.00	0.00	558,591.88
07 -000-0000 -000					
70-77100-000- ---		549,770.42	561,505.40	34,548.28	22,813.30
70-77100-406- ---		0.00	0.00	375.00	375.00
70-77100-505- ---		0.00	0.00	748.00	748.00
70-77100-743- ---		0.00	0.00	20.54	20.54

Columns:

- NDSFARM Account
- Dynamics GP Account
- Description
- Beginning Balance
- YTD Debit
- YTD Credit
- Ending Balance

NDSFARM Submission File

This text file contains the financial data you are required to submit to the North Dakota Department of Public Instruction, formatted in the state's layout standards.

```
99-999,2002,1,01,000,0000,000,150.00
99-999,2002,1,02,000,0000,000,8957.84
99-999,2002,1,03,000,0000,000,6007.94
99-999,2002,1,04,000,0000,000,31486.59
99-999,2002,1,05,000,0000,000,0.00
99-999,2002,1,06,000,0000,000,500.00
99-999,2002,1,07,000,0000,000,139680.67
99-999,2002,2,01,000,1110,000,0.00
99-999,2002,2,01,000,1131,000,0.00
99-999,2002,2,01,000,1132,000,0.00
99-999,2002,2,01,000,1133,000,0.00
99-999,2002,2,01,000,1134,000,1467259.93
99-999,2002,2,01,000,1135,000,0.00
```

Columns:

- District Number
- School Year
- Account Type
- Fund Code
- Program Code
- Function Code
- Object Code
- Amount