Identifying and Correcting Program Code Errors

Program Code errors can occur in many different places. The report options listed below will help you find the majority of them that may exist for the Funds you have access to. For an understanding of Program codes and which ones you should be using, see the Program Codes document available from the Aurora Chart of Accounts page of the website.

The **FAST** reports you generate using the options listed below will list how many different Programs have been used in your Unit or Grant. In the majority of cases, you should only have expenses or revenue against one Program code per report. Any activity against any incorrect program codes will need to be corrected with a journal entry.

To check Program Codes used for Expenditures against your specific Operating or Grant Fund:

1. From the **FAST** Main Menu, enter the following parameters:
    - **Fund:** Your Fund code
    - **Orgn**: Your Organization code
    - **Desired Report**: Expenditures Only Report (for Operating funds) or Grant Expenditures Report (for Grants).
2. Select **ENTER**.
3. Select **Prog** in the **By:** drop-down menu at the top of the screen.

To check Program Codes used for Revenue against your specific Operating or Grant Fund:

1. From the **FAST** Main Menu, enter the following parameters:
    - **Fund:** Your Fund code
    - **Orgn**: Your Organization code
    - **Desired Report**: Revenues Only Statement (for Operating funds) or Grant Revenues Report (for Grants).
2. Select **ENTER**.
3. Select **Prog** in the **By:** drop-down menu at the top of the screen.

To check Program Codes against all Funds of a particular Fund Type:

1. From the FAST Main Menu, enter the following parameters:
    - **Orgn**: Your Organization code
    - **Fund Type**: 10 (for all Operating funds), 28 (for all Special Purpose funds) or 30 (for Grants)
    - **Desired Report**: Expenditures Only Report (to query expenses) or Revenues Only Statement (to query revenue).
2. Select **ENTER**.
3. Select **Prog** in the **By:** drop-down menu at the top of the screen.

If you have any questions, problems or concerns with identifying and correcting Program Code errors please contact:

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