

# Guide to Resolving Errors in the Annual Filing System



## Table of Contents

Introduction .....	4
What is a “required” error? .....	4
What is a “warning” error? .....	4
Contact us for additional assistance .....	4
Required Errors .....	5
Schedule 01 (Revenue and Expenditures) .....	5
Fund(s) Do Not Balance .....	5
Fund Number Has Multiple Names.....	5
Multiple General Funds.....	5
Invalid Object Code .....	6
Invalid BARS Code .....	6
Invalid BARS Code – Basis of Accounting.....	6
Invalid BARS Code for Your Government Type .....	7
Invalid Unassigned BARS Code.....	7
Invalid Negative Amount .....	7
Invalid BARS/Fund Relationship.....	7
Fund 699 Invalid.....	8
Invalid Fund Length.....	8
591 BARS Code Required (GAAP Proprietary Only) .....	8
594 BARS Code Required (GAAP Proprietary Only) .....	8
Balance Sheet Must Foot Within \$1,000 (GAAP Only) .....	9
Schedule 09 (Liabilities) .....	9
Invalid ID Number .....	9
Invalid Ending Balance .....	9
Maturity Date is Missing .....	10
ID No. 264.30 Required .....	10
Schedule 16 (Federal Awards).....	10
Other Award ID Number Is Required .....	10
Warning Errors .....	11
Schedule 01 (Revenue and Expenditures) .....	11
Beginning Balance(s) Do Not Foot .....	11
Fund Name Less Than 4 Characters .....	11

591 Amount Is \$0 (GAAP Proprietary Only) .....	11
594 Amount Is \$0 (GAAP Proprietary Only) .....	12
Schedule 09 (Liabilities) .....	12
Beginning Balances Do Not Match .....	12
Debt Proceeds Do Not Match .....	12
Principal Payments Do Not Match .....	13
Schedule 16 (Federal Awards) .....	13
Invalid ALN .....	13

## Introduction

The purpose of this guide is to help local governments resolve errors when filing their annual reports using SAO's annual filing system. We have included detailed descriptions of every required and warning error for Schedule 01, Schedule 09 and Schedule 16, including tips on how to resolve them. We have also provided direct links to applicable BARS Manual sections with additional guidance on specific errors.

### What is a "required" error?



Required errors (previously called "red flags") must be corrected before submitting the annual report. These errors cannot be bypassed by the report preparer or SAO staff. Evaluate all required errors in your report using the tips provided in this guide.

### What is a "warning" error?



Warning errors (previously called "yellow flags") identify possible errors in the annual report. These errors will not prevent you from submitting the report, but we recommend reviewing all of them to ensure accuracy in the report. There are few scenarios where a warning error would be acceptable and, in those cases, you may disregard the warning error.

### Contact us for additional assistance

If you need additional assistance resolving required and warning errors in your annual report, please submit a [Help Desk ticket](#) or contact us at [LGCSFeedback@sao.wa.gov](mailto:LGCSFeedback@sao.wa.gov).

## Required Errors

### Schedule 01 (Revenue and Expenditures)

Fund(s) Do Not Balance		
How to Resolve	<p>Review the “Fund Balance – Ending Check” report found on the Schedule 01 step under “Variance Checks”, and evaluate the totals displayed to confirm if they are accurate.</p> <p><b>Note:</b> We recommend first confirming that totals for revenues and expenditures are accurate. Duplicated and omitted activity is a common cause of balancing variance.</p>	
Background	<p>This error is the result of one or more reported fund(s) that do not balance within \$1,000. The filing system checks the footing for all reported funds and will indicate which fund(s) are out of balance and by how much. Funds with a variance greater than \$1,000 will need to be corrected in order to submit the report.</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 01 Instructions</a>	<a href="#">GAAP - Schedule 01 Instructions</a>
Fund Number Has Multiple Names		
How to Resolve	<p>Review and update line items for the identified fund number(s) with multiple fund names for consistency so that each fund number reported on Schedule 01 has the same fund name.</p>	
Background	<p>This error is the result of reporting multiple fund names with the same fund number on Schedule 01. The filing system will indicate which fund number(s) have multiple fund names under “General Errors” on the Schedule 01 step.</p> <p><b>Example:</b> An error message, “Fund 001 has multiple fund names” means there are multiple fund names reported to fund number 001 (e.g., some entered as “General” and others “General Fund”).</p> <p><b>Note:</b> This error will generate even if it is a minor typo in the fund name, such as transposed letters and additional spaces.</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 01 Instructions</a>	<a href="#">GAAP - Schedule 01 Instructions</a>
Multiple General Funds		
How to Resolve	<p>Review Schedule 01 and make necessary corrections to ensure only one fund number is used within the range of 001-099 for reporting the general fund.</p>	
Background	<p>This error is the result of reporting multiple general funds on Schedule 01. The fund number for the general fund is in the range of 001-099, and only one general can be reported on Schedule 01. It is common for governments to utilize managerial (sub) funds for internal accounting purposes; however, they must be rolled up to the appropriate reported fund when reporting to the State Auditor’s Office.</p> <p>For additional guidance on managerial funds and the roll-up process, see the BARS Manual sections linked below.</p>	
BARS Manual Link	<a href="#">Cash Basis - Managerial Funds</a>	<a href="#">GAAP - Managerial Funds</a>

Invalid Object Code		
How to Resolve	Utilize the object code sections linked below to find the appropriate object code based on definitions, and update the line item(s) individually or upload a revised Schedule 01 with valid object codes.	
Background	This error is the result of reporting an object code that is not valid with the BARS code(s) being reported on Schedule 01. The object code is the last two digits of the seven-digit expenditure BARS code. Some BARS codes require specific object codes, and some object codes can only be used with specific BARS codes (e.g., capital outlays and debt service).	
BARS Manual Link	<a href="#">Cash Basis - Object Codes</a>	<a href="#">GAAP - Object Codes</a>
Invalid BARS Code		
How to Resolve	Utilize the chart of accounts export linked below to find the appropriate valid BARS code based on definitions, and update the line item(s) individually or upload a revised Schedule 01 with valid BARS codes.  <b>Note:</b> If you are working on a prior-year report (e.g., amending reporting or filing a late submission) and need assistance with non-current codes/templates, please reach out to <a href="mailto:LGCSfeedback@sao.wa.gov">LGCSfeedback@sao.wa.gov</a> .	
Background	This error is the result of reporting BARS code(s) that are not valid based on the most current chart of accounts. This could be because the code is no longer valid, or there is an error in the prescribed digits used.	
BARS Manual Link	<a href="#">Cash Basis - Chart of Accounts Export</a>	<a href="#">GAAP - Chart of Accounts Export</a>
Invalid BARS Code – Basis of Accounting		
How to Resolve	Utilize the chart of accounts export linked below to download the chart of accounts for your government type and basis of accounting. Update the line item(s) individually or upload a revised Schedule 01 with valid BARS codes for your accounting basis.  <b>Note:</b> If you are working on a prior-year report (e.g., amending reporting or filing a late submission) and need assistance with non-current codes/templates, please reach out to <a href="mailto:LGCSfeedback@sao.wa.gov">LGCSfeedback@sao.wa.gov</a> .	
Background	This error is the result of reporting BARS code(s) that are not valid based on the government's basis of accounting. There are certain codes that are only allowable for cash basis governments or GAAP basis governments.	
BARS Manual Link	<a href="#">Cash Basis - Chart of Accounts Export</a>	<a href="#">GAAP - Chart of Accounts Export</a>

Invalid BARS Code for Your Government Type		
How to Resolve	<p>Utilize the chart of accounts export linked below to download the current chart of accounts for your government type, and update the line item(s) individually or upload a revised Schedule 01 valid BARS codes for your government type.</p> <p><b>Note:</b> If you are working on a prior-year report (e.g., amending reporting or filing a late submission) and need assistance with non-current codes/templates, please reach out to <a href="mailto:LGCSfeedback@sao.wa.gov">LGCSfeedback@sao.wa.gov</a>.</p>	
Background	<p>This error is the result of reporting BARS code(s) that are not valid based on your government type. Each government type has its own chart of accounts, and using outdated codes is a common source of this error</p>	
BARS Manual Link	<a href="#">Cash Basis - Chart of Accounts Export</a>	<a href="#">GAAP - Chart of Accounts Export</a>
Invalid Unassigned BARS Code		
How to Resolve	<p>Utilize the guidance linked below to identify the proper classification of each reported balance (cash and investments or fund balances), and update the line item(s) individually or upload a revised Schedule 01.</p>	
Background	<p>This error is the result of reporting a positive unassigned beginning and/or ending balance in a fund other than the general fund. Only the general fund (001-099) is allowed to report a positive unassigned balance. Outside of the general fund, the unassigned classification can only be used to report a negative balance.</p>	
BARS Manual Link	<a href="#">Cash Basis - Cash &amp; Investments Classifications</a>	<a href="#">GAAP - Classification of Fund Balances</a>
Invalid Negative Amount		
How to Resolve	<p>Utilize the classification guidance linked below which includes a section on how to report negative balances. Update the line item(s) individually or upload a revised Schedule 01.</p>	
Background	<p>This error is the result of reporting a negative beginning and/or ending balance in an account other than unassigned/unrestricted. Negative balances can only be reported as unassigned/unrestricted, and this should only occur if there are no positive balances reported as assigned/unassigned. We recommend reporting only one line item per classification for each fund; this error frequently occurs when governments are entering multiple Schedule 01 line items to “calculate” within the schedule—only final totals should be reported to summarize annual activity.</p>	
BARS Manual Link	<a href="#">Cash Basis - Cash &amp; Investments Classifications</a>	<a href="#">GAAP - Fund Balance/Net Position</a>
Invalid BARS/Fund Relationship		
How to Resolve	<p>Utilize the “Code to Funds” resource available on the chart of accounts export page linked below. Update the line item(s) individually or upload a revised Schedule 01 with the BARS codes that are valid for reported funds.</p>	
Background	<p>This error is the result of reporting BARS code(s) on Schedule 01 that is not allowable based on the fund number/fund type reported.</p>	
BARS Manual Link	<a href="#">Cash Basis - Chart of Accounts Export</a>	<a href="#">GAAP - Chart of Accounts Export</a>

Fund 699 Invalid		
How to Resolve	Utilize the BARS Manual links below for guidance on what fund numbers are associated with various fund types. Update the line item(s) individually or upload a revised Schedule 01 with the correct fund number(s).	
Background	This error is the result of fund number 699 being reported on Schedule 01 by government types other than counties. Only counties may report fund number 699, which is used for their external investment pool.	
BARS Manual Link	<a href="#">Cash Basis - Fund Accounting &amp; Fund Types</a>	<a href="#">GAAP - Fund Accounting &amp; Fund Types</a>
Invalid Fund Length		
How to Resolve	Utilize the BARS Manual links below for guidance on prescribed fund numbers and definitions of each fund type. Update the line item(s) individually or upload a revised Schedule 01 with the correct fund number(s).	
Background	This error is the result of reporting fund numbers other than three-digits, as required by the BARS manual when reporting to the State Auditor’s Office.	
BARS Manual Link	<a href="#">Cash Basis - Fund Accounting &amp; Fund Types</a>	<a href="#">GAAP - Fund Accounting &amp; Fund Types</a>
591 BARS Code Required (GAAP Proprietary Only)		
How to Resolve	Utilize the GAAP Schedule 01 instructions linked below for guidance on the reporting requirements for the 591 BARS codes. Add a new line item manually or upload a revised Schedule 01 template to include at least one 591 BARS code (required for all GAAP proprietary funds).	
Background	<p>This error is the result of omitting BARS code 591 for proprietary fund(s) reported on Schedule 01. The 591 codes are considered memorandum accounts for GAAP proprietary funds and are required to be reported, even if the amount is \$0. These codes are used to report financial activity related to debt that is not reported in the operating statements.</p> <p><b>Important:</b> Amounts reported to these memorandum account codes do not impact the balancing requirement of Schedule 01.</p>	
BARS Manual Link	<a href="#">GAAP - Schedule 01 Instructions</a>	
594 BARS Code Required (GAAP Proprietary Only)		
How to Resolve	Utilize the GAAP Schedule 01 instructions linked below for guidance on the reporting requirements for the 594 BARS codes. Add a new line item manually or upload a revised Schedule 01 to include the 594 BARS code (required for all GAAP proprietary funds).	
Background	<p>This error is the result of omitting BARS code 594 for proprietary fund(s) reported on Schedule 01. The 594 codes are considered memorandum accounts for GAAP proprietary funds and are required to be reported, even if the amount is \$0. These codes are used to report financial activity related to capital outlay that is not reported in the operating statements.</p> <p><b>Important:</b> Amounts reported to these memorandum account codes do not impact the balancing requirement of Schedule 01.</p>	
BARS Manual Link	<a href="#">GAAP - Schedule 01 Instructions</a>	



Balance Sheet Must Foot Within \$1,000 (GAAP Only)		
How to Resolve	<p>Review the “Balance Sheet Check (GAAP)” report found on the Schedule 01 step under “Variance Checks,” and evaluate the totals displayed.</p> <p><b>Note:</b> We recommend comparing those totals to your financial statements to the Schedule 01 ending balance and the balance sheet codes (800 BARS code series).</p>	
Background	<p>This error is the result of a mathematical balancing error with the ending fund balance/net position and the 800 BARS codes in one or more reported funds. The filing system checks the footing between the balance sheet codes (800 BARS code series) and the ending fund balance/net position; if there is a variance greater than \$1,000, it will result in this error.</p> <p><b>Note:</b> The calculation used for this check is: <math>\text{current assets} = \text{current liabilities} + \text{fund balance/net position}</math>.</p>	
BARS Manual Link	<a href="#">GAAP - Balance Sheet</a>	<a href="#">GAAP - Schedule 01 Instructions</a>

## Schedule 09 (Liabilities)

Invalid ID Number		
How to Resolve	<p>Utilize the Schedule 09 instructions linked below to identify the correct ID number to use based on the liability you are reporting. Update the line item(s) individually or uploading a revised Schedule 01 with the correct ID number.</p>	
Background	<p>This error is the result of reporting an invalid liability code (ID number) on Schedule 09. This could be caused by formatting issues if using the template or using an ID number that is no longer valid or does not exist currently.</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 09 Liabilities</a>	<a href="#">GAAP - Schedule 09 Liabilities</a>
Invalid Ending Balance		
How to Resolve	<p>Review the beginning balances, additions, reductions, and ending balance reported on the Schedule 09 to confirm it balances exactly. (There is no variance allowance on this Schedule; therefore, a variance of \$1 or more will result in this error.</p>	
Background	<p>This error is the result of a mathematical balancing error on a line item. If manually entering Schedule 09 data, the ending balance will automatically calculate after inputting the beginning balance, additions, and reductions. If uploading a completed template, the filing system will check that each line item is calculated correctly.</p> <p><b>Note:</b> The calculation used for this check is: <math>\text{ending balance} = \text{beginning balance} + \text{additions} - \text{reductions}</math>.</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 09 Liabilities</a>	<a href="#">GAAP - Schedule 09 Liabilities</a>

Maturity Date is Missing		
How to Resolve	Utilize the Schedule 09 instructions linked below for a list of ID numbers that are excluded from the requirement to report the maturity date. Update the line item(s) by individually or upload a revised Schedule 09 to include required maturity date(s).	
Background	<p>This error is the result of omitting the maturity date (due date) from liability codes requiring one on the Schedule 09.</p> <p><b>Note:</b> Some liability codes do not require a maturity date to be reported (e.g., pension, OPEB, compensated absences, etc.).</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 09 Liabilities</a>	<a href="#">GAAP - Schedule 09 Liabilities</a>
ID No. 264.30 Required		
How to Resolve	Utilize the pension liabilities instructions linked below, which walks you through how to do the calculation and where to find the information needed from DRS. Add a new line item individually or upload a revised Schedule 09 to include the pension liability to the correct ID number (264.30).	
Background	This error is the result of omitting pension liabilities (ID No. 264.30) on the Schedule 09. If your government has been identified as paying into retirement with the Department of Retirement System (DRS), your government is required to report its calculated net pension liability on the Schedule 09.	
BARS Manual Link	<a href="#">Cash Basis - Pension Liabilities</a>	<a href="#">GAAP - Pensions</a>

## Schedule 16 (Federal Awards)

Other Award ID Number Is Required		
How to Resolve	Update the line item(s) individually or upload a revised Schedule 16 that includes the other award ID number for indirect awards. If it is unknown, input "N/A" into this field.	
Background	<p>This error is the result of omitting the other award ID number for indirect awards on Schedule 16. The other award ID number is required for all indirect awards. Indirect awards are indicated by a pass-through agency reported on Schedule 16.</p> <p><b>Caution:</b> If the award is direct, be sure the field for pass-through agency is completely blank.</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 16 (SEFA)</a>	<a href="#">GAAP - Schedule 16 (SEFA)</a>

## Warning Errors

### Schedule 01 (Revenue and Expenditures)

Beginning Balance(s) Do Not Foot		
How to Resolve	<p>Review the “Fund Balance – Beginning Check” report found on the Schedule 01 step under “Variance Checks,” and evaluate the funds with a variance greater than \$1,000. Identify the cause of the variance, and make any necessary corrections by manually editing the applicable line item(s) individually or uploading a revised Schedule 01.</p> <p><b>Note:</b> The filing system will also display this error if it cannot compare the previous year’s data (e.g., the prior year annual report is unlocked <b>or</b> has not been submitted).</p>	
Background	<p>This error is the result of one or more funds reporting a beginning balance on Schedule 01 that does not match the corresponding prior year ending balance. These balances should always match assuming the prior year report has been submitted. One exception is if the government changed its basis of accounting, it may result in this error. In that case, you may disregard the error.</p>	
BARS Manual Link	<a href="#">Cash Basis - Schedule 01 Instructions</a>	<a href="#">GAAP - Schedule 01 Instructions</a>
Fund Name Less Than 4 Characters		
How to Resolve	<p>Review the Schedule 01 to identify the fund names with fewer than four characters. Update the Schedule 01 by editing the line item(s) individually or uploading a revised Schedule 01.</p>	
Background	<p>This error is the result of one or more fund names that have fewer than four characters. Governments occasionally use acronyms for fund names, but they should use a name that properly describes the main activity.</p>	
BARS Manual Link	<a href="#">Cash Basis - Fund Accounting &amp; Fund Types</a>	<a href="#">GAAP - Fund Accounting &amp; Fund Types</a>
591 Amount Is \$0 (GAAP Proprietary Only)		
How to Resolve	<p>Utilize the GAAP Schedule 01 instructions linked below for guidance on the reporting requirements for the 591 BARS codes. If the amount is truly \$0 and the government did not have amounts to report for debt/liability principal payments, you may disregard this error. If an amount should be reported (non-zero value), update the Schedule 01 by editing the line item(s) individually or uploading a revised Schedule 01.</p>	
Background	<p>This error is the result of reporting \$0 to the principal payments BARS code (591) for GAAP proprietary fund(s) reported on Schedule 01. This warning error is meant to encourage local governments to double-check that reporting \$0 for principal payments is accurate.</p>	
BARS Manual Link	<a href="#">GAAP - Schedule 01 Instructions</a>	

594 Amount Is \$0 (GAAP Proprietary Only)	
How to Resolve	Utilize the GAAP Schedule 01 instructions linked below for guidance on the reporting requirements for the 594 BARS codes. If the amount is truly \$0 and the government did not have expenses related to capital outlay activities, you may disregard this error. If an amount should be reported (non-zero value), update the Schedule 01 by editing line item(s) individually or uploading a revised Schedule 01.
Background	This error is the result of reporting \$0 to the capital outlay BARS code (594) for GAAP proprietary fund(s) reported on Schedule 01. This warning error is meant to encourage local governments to double-check that reporting \$0 for capital outlay activities is accurate.
BARS Manual Link	<a href="#">GAAP - Schedule 01 Instructions</a>

### Schedule 09 (Liabilities)

Beginning Balances Do Not Match		
How to Resolve	<p>Review the “Debt – Beginning Outstanding Check” report under “Variance Checks” on the Schedule 09 step to identify the liabilities with a variance. Update the Schedule 09 by editing the line item(s) individually or uploading a revised Schedule 09.</p> <p><b>IMPORTANT:</b> If there were any changes to the description or ID number from the prior year, the variance report may display the same liability on two separate lines. This error may be disregarded if this is only a correction to the name/ID, as the balancing (dollar variance) should not be impacted..</p>	
Background	This error is the result of one or more beginning balances on Schedule 09 not matching the prior year ending balance(s). These balances should match, with possible exceptions of 1) the year implementation, <b>or</b> 2) a re-structure in calculations of liabilities, such as leases, SBITA, etc. This variance would only occur in the first year of corrected reporting.	
BARS Manual Link	<a href="#">Cash Basis - Schedule 09 Liabilities</a>	<a href="#">GAAP - Schedule 09 Liabilities</a>
Debt Proceeds Do Not Match		
How to Resolve	<p>Review the “Debt – Proceeds Check” report under “Variance Checks” on the Schedule 09 step to identify the liabilities with a variance and determine if it is an error on the Schedule 01 and/or Schedule 09. Make necessary corrections to the applicable schedule by editing the line item(s) individually or uploading a revised schedule.</p> <p><b>Note:</b> <i>Refunding debt issued with a discount or premium may generate this warning error; in this case, you may disregard this error.</i></p>	
Background	This error is the result of one or more additions on Schedule 09 not matching the debt proceeds reported on Schedule 01. The filing system compares the debt proceeds BARS codes (391 & 393) from Schedule 01 to additions reported on Schedule 09. Certain liability codes are exuded from this check (259.12, 263.12-22, 263.72, 263.93-94, 263.98-99, and 264.30-40. Cash basis also excludes 263.51-57).	
BARS Manual Link	<a href="#">Cash Basis - Schedule 09 Liabilities</a>	<a href="#">GAAP - Schedule 09 Liabilities</a>

Principal Payments Do Not Match		
How to Resolve	Review the “Debt – Principal Payments Check” report under “Variance Checks” on the Schedule 09 step to identify the liabilities with a variance, and determine if it is an error on the Schedule 01 and/or Schedule 09. Make necessary corrections to the applicable schedule by editing the line item(s) individually or uploading a revised schedule.	
Background	This error is the result of one or more reductions on Schedule 09 not matching the debt proceeds reported on Schedule 01. The filing system compares the principal payments BARS codes (using object code 70) from Schedule 01 to reductions reported on Schedule 09. Certain liability codes are excluded from this check (259.12, 263.12-22, 263.72, 263.93-94, 263.98-99, and 264.30-40).	
BARS Manual Link	<a href="#">Cash Basis - Schedule 09 Liabilities</a>	<a href="#">GAAP - Schedule 09 Liabilities</a>

### Schedule 16 (Federal Awards)

Invalid ALN		
How to Resolve	Utilize the links below for guidance on reporting federal awards with either an unknown ALN or an invalid ALN. If the ALN is unknown or invalid, confirm that the federal agency and program name are accurate and complete, since it will not automatically populate from the database.	
Background	This error is the result of reporting an inactive or unknown ALN on Schedule 16. This <b>does not</b> mean the ALN is incorrect, only that the ALN is <i>not active in the filing system database</i> . This error may be disregarded if an entity is receiving residual funding from an inactivated federal program or a program with an unknown ALN.	
BARS Manual Link	<a href="#">Cash Basis - Schedule 16 (SEFA)</a>	<a href="#">GAAP - Schedule 16 (SEFA)</a>