5.2 Review the reports by highlighting any lines with the following statements: Could not read account *followed by a COMPLETE budget code;* Position # does not have

6.2 Payroll snapshot - generated in Escape.

6.3 Position/Per Diem Requisition - can be used to verify account codes.

7.0 RECORD RETENTION TABLE:

Identification	**Storage**	**Retention**	**Disposition**	**Protection**
Escape report	Local	One year	Discard as desired	Limited Access

8.0 REVISION HISTORY:

Date:	**Rev.**	**Description of Revision:**
11/12/04	A	Initial Release

* * * E n d o f p r o c e d u r e * * *