CBO Manual

SAN DIEGO COUNTY OFFICE OF EDUCATION

Spring 2016 SDCOE | 6401 LINDA VISTA ROAD, SAN DIEGO, CA 92111

Table of Contents

1	Up	datir	ng Contact Information & District Designee	4
	1.1	Boa	ard Resolutions for District Designee	4
	1.2	Cus	stodian of Records – Fingerprint Clearance (if applicable)	5
	1.3	Bar	nk Signature Cards	5
	1.4	Cat	egorical Program Website Access	5
2	Ac	coun	t Code Structure	6
	2.1	Sta	ndardized Account Code Structure	6
	2.2	Bas	sis of Accounting	6
	2.3	Aco	count Code Components	6
	2.3	.1	Fund (CSAM Procedure 305)	7
	2.3	.2	Resource (CSAM Procedure 310)	7
	2.3	.3	Goal (CSAM Procedure 320)	
	2.3	.4	Function (CSAM Procedure 325)	9
	2.3	.5	Object (CSAM Procedure 330)	9
	2.3	.6	School/Site (CSAM Procedure 335)	11
	2.3	.7	Project Year (optional) (CSAM Procedure 315)	11
3	LC	FF C	Calculator	
	3.1		at is the Local Control Funding Formula (LCFF)?	
	3.2	Ho	w to use the LCFF Calculator	
	3.3	Ad	ditional LCFF Resources	
4	Lo	cal C	Control Accountability Plan (LCAP)	
	4.1	Wh	at is the LCAP?	19
	4.2	Bus	siness Office Responsibility in LCAP	20
	4.2	.1	3A and 3B Calculations and how it is incorporated into the LCAP ?	
5	Ass	socia	ted student Body Accounting	
	5.1	Bes	st Practices	
	5.2	Sta	ying out of the news papers	
	5.3	Ade	ditional ASB Resources	
6	Pu	chas	sing requirements	
	6.1	Rec	quisition and Purchase Order Approval Process	

6.	1.1	Stores or Warehouse Items (requisition only)	
6.	1.2	Non-Stock Items (When a Purchase Order is Needed)	
6.	1.3	Purchase Orders	
6.2	Rev	volving Cash	
6.3	Gu	ide to Public Bidding	
6.	3.1	Bid Limits (Guide to Public Bidding Section I, A, 1-4)	
6.	3.2	Professional Services (Guide to Public Bidding Section I, B&C Vii)	
6.	3.3	Emergency Bidding (Guide to Public Bidding Section I, B 9)	
6.	3.4	Delegation of Authority (Guide to Public Bidding Section VIII)	
7 De	eadlir	ies	
7.1	SD	COE A Year at a Glance	
7.2	CD	E A Year at a Glance	
7.3	Imp	portant Calendar Dates	
7.4	An	nual Public Hearing and Adoptions	
7.4	4.1	Local Control Accountability Plan	
7.4	4.2	Budget Adoption and Hearings	
7.4	4.3	Disclosure of Ending Fund Balances	
7.4	4.4	Education Protection Account	
7.4	4.5	Instructional Materials	
7.5	Bu	dget Cycle	
7.:	5.1	Budget Adoption/Estimated Actuals	
7.:	5.2	1 st Interim	59
7.:	5.3	2 nd Interim	69
7	5.4	End of Year Projection Report/3 rd Interim (<i>if applicable</i>)	
7.:	5.5	Unaudited Actuals	
7.6	Hu	man Resources/Payroll Deadlines	
8 St	ate ar	nd federal grants	
8.1	Co	nsolidated Application (Con App)	
8.2	Chi	ild Nutrition	
(Cali	forni	a Department of Education, 2016)	
8.3	Ear	ly Childhood Development/Preschool	
8.4	G5	Impact Aid	
			2 Page

8	8.5	Fed	eral Cash Management System 10)4
9	Res	sourc	es and tools)5
9	9.1	Wh	o to Contact)5
9	.2	Qui	ck Links: Links to helpful tools and resources10)7
9	.3	Exc	el Tips and Tricks11	12
9	.4	Fina	ance	38
	9.4	.1	Favorite PeopleSoft Finance Queries	38
	9.4	.2	GL Trial Balance Tool	53
	9.4	.3	Revised Budget Summary Report	54
	9.4	.4	PeopleSoft Finance Tips and Tricks	57
	9.4	.5	Suspense	72
9	9.5	Hur	nan Resources/Payroll17	73
	9.5	.1	Favorite PeopleSoft HCM Queries	73
	9.5	.2	PeopleSoft HCM Most Common Mistakes 18	31
10	Exł	nibit	A – Budget Crosswalk 18	38
11	Exł	nibit	B – STRS on Behalf	€1
12	Exł	nibit	C – OPEB Calculation) 4
13	Exł	nibit	D – Revolving Cash Sample Documents 20)6
14	Exł	nibit	E – ASB Sample Documents	12
15	Exł	nibit	F – Clearing Payroll Suspense	30
16	Ref	eren	ces	35

1 UPDATING CONTACT INFORMATION & DISTRICT DESIGNEE

1.1 Board Resolutions for District Designee

Pursuant to various sections of the Education Code, it is necessary that the governing board pass a series of resolutions prior to the beginning of each fiscal year in order to maintain a current register of persons authorized to act on behalf of the school district.

It is recommended that the governing board take necessary action for completion of the attached resolutions by its first meeting in May. The following fiscal year is the normal effective period for each resolution; however, the resolution forms are designed so that midyear changes can be made. Additions and/or deletions must be made by submitting corrected resolutions to the County Office indicating on the form whether it is an addition or deletion.

Exact specimen signatures must be on the resolution forms as they will appear on the documents. Where facsimile (rubber stamp) signature is to be used, the resolution form must illustrate both the manual signature and facsimile. Additionally, only the mail addressee or authorized designee may pick up mail or warrants at the County Office of Education.

Please complete each resolution and return the originals to Marisa Pulido, Room 502.

*PLEASE NOTE: "The Resolution to Authorize the County Office of Education Credentials Department to Release Credentials Held Warrants to Employees"

This resolution allows the SDCOE Credentials Department to release "Credentials Held Warrants" to employees once they have presented the proper paperwork. Currently the school district has to provide a letter to the San Diego County Office of Education for each employee allowing them to pick up their own warrant OR the employee has to wait for the warrant to be sent to the School District for pick up. The purpose of this Resolution is to provide better service to School Districts and their employees by allowing the employees to pick up their own warrants from the Credentials Department once they have provided the proper paperwork.

If you have questions regarding resolutions 1, 2 or 3, or the requirements at the San Diego County Office of Education, please contact Marisa Pulido at (858) 292-3650.

If you have questions regarding resolution 4 or the procedures for changing revolving cash funds, please contact Guiselle Carreon at (858) 292-3602.

For resolution forms please visit the SDCOE website, Programs and Services, Business Services and Payroll Audit <u>http://www.sdcoe.net/business-services/payroll-audit/Pages/payroll-audit.aspx</u>. Forms are located to the right of the webpage.

1.2 Custodian of Records – Fingerprint Clearance (if applicable)

If you are designated by your district to be the Custodian of Records, you will have access to view background checks for employment purposes at your district. You will need to submit an application and go through the process to become the Custodian of Records through the Stat of California Department of Justice, Office of the Attorney General.

https://oag.ca.gov/fingerprints/agencies

1.3 Bank Signature Cards

If you are an authorized signor on district checks (commercial warrants, revolving cash, clearing account, ASB), you will need to contact your financial institution to update the districts signature cards.

1.4 Categorical Program Website Access

There are many different types of categorical programs that your district may or may not participate in. Check with your district on which programs you will need to gain access to. Below are just a few of the main categorical/grant websites you will probably need access to.

CARS/CAS – Consolidated Application (all state funded categoricals) http://www.cde.ca.gov/fg/aa/co/cars.asp

G5 – Federal Programs

https://www.g5.gov/ext/wps/portal?g5.parameters.errorcode=&g5.parameters.error=&g5.p arameters.username=unauthenticated

CNIPS – Child Nutrition Reporting <u>http://www.cde.ca.gov/ls/nu/cn/</u>

2 ACCOUNT CODE STRUCTURE

2.1 Standardized Account Code Structure

Section 41010 of the *Education Code* requires local educational agencies (LEAs) to follow the definitions, instruction and procedures in the *California School Accounting Manual* (*CSAM*). The manual provides accounting policies and procedures, as well as guidance in implementing those policies and procedures including: Basis of accounting, Revenue and expenditure recognition, Fund types, Types of transactions, Methods of posting transactions (including adjusting entries), Documentation required to substantiate certain transactions, and Year-end closing process, including the recording of accruals and deferrals (California State Board of Education, 2016).

2.2 Basis of Accounting

<u>Cash Basis</u> – Revenues are recorded when cash is received, and expenditures (or expenses) are recorded when cash is disbursed. LEAs never use the cash basis of accounting.

<u>Modified Accrual Basis</u> – Revenues are recognized in the period when they become available and measurable, and expenditures are recognized when a liability is incurred, regardless of when the receipt or payment of cash takes place. An exception is unmatured interest on general long-term debt, which is recorded when it is due. LEAs use the modified accrual basis in governmental funds.

<u>Accrual Basis</u> – Revenues are recorded when earned, and expenditures (or expenses) are recorded when a liability is incurred, regardless of when the receipt or payment of cash takes place. LEAs use the accrual basis in proprietary and fiduciary funds (California State Board of Education, 2016).

Fund Category	Fund Type	Basis of Accounting
Governmental Funds	General Fund	Modified Accrual
	Special Reserve Fund	
	Capital Projects Fund	
	Debt Service Fund	
	• Permanent Fund	
Proprietary Funds	Enterprise Fund	Accrual
	Internal Service Fund	
Fiduciary Funds	• Pension (and other employee benefit)	Accrual
	Trust Fund	
	 Private-Purpose Trust Fund 	
	Agency Fund	

2.3 Account Code Components

The California School Accounting Manual prescribes how the standardized account code structure (SACS) is to be used to identify a LEAs revenues, expenditures, balance sheet accounts and report the entity's financial position. SACS is comprised of seven different

components. Below are brief descriptions as prescribed by CSAM for each component. For more detailed information please refer the Section 300 Chart of Accounts, of the CSAM (California State Board of Education, 2016).

2.3.1 Fund (CSAM Procedure 305)

A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, all related liabilities, and residual equities and balances or changes therein. The fund identifies specific activities or defines certain objectives of an LEA in accordance with special regulations, restrictions, or limitations.

Example: General Fund, Child Development Fund, and Cafeteria Special Revenue Fund

Code	Description
01	General Fund
09-20	Special Revenue Funds
21-50	Capital Projects Funds
51-56	Debt Service Funds
61-70	Proprietary Funds
71-95	Fiduciary Funds

2.3.2 Resource (CSAM Procedure 310)

The resource field allows LEAs to account separately for activities funded with revenues that have restrictions on how the funds are spent (e.g. NCLB Title I) and for activities funded with revenues that have financial reporting or special accounting requirements (e.g., State Lottery).

Restricted revenues are those funds received from externals ources that are legally restricted or that are restricted by the donor to specific purposes. Unstrestricted revenues are those funds whose uses are not subject to specific constraints and hta may be used for any purposes not prohibited by law.

Code	Description
0000	Unrestricted
0001-0999	Unrestricted: Locally defined (resources in this category will all roll up to resource 0000)
1000-1999	Unrestricted: Reporting or Special Accounting Required
2000-2999	Restricted Revenue Limit Resources
3000-5999	Restricted Federal Resources

6000-7999	Restricted State Resources
8100	Routine Repair and Maintenance (RRRMF)
8150	Ongoing and Major Maintenance Account (Routine Restricted Maintenance – RRM)
9000-9999	Other Restricted Local: Locally defined (resources in this category will roll up to 9010)
9010	Other Restricted Local

2.3.3 Goal (CSAM Procedure 320)

The goal field provides the framework for charging instructional costs and support costs to the benefiting objectives. For example, both a special education teacher (an instruction function) and a special education counselor (a guidance and counseling function) would be charged to a Special Education goal.

The goal field applies primarily to expenditure accounts, but it may be used with revenue accounts. However, a 5xxx goal is required with both special education revenue and expenditure accounts.

Those expenditures in activities (functions) that are not directly assignable to a goal at the time of expenditure are charged to Goal 0000, Undistributed.

Examples: regular education K-12, continuation schools, migrant education and special education

Code	Description
0000	Undistributed
0001-0999	General Education, Pre-K
1000-1999	General Education, K-12
3000-3999	School Types (Alternative, Continuation, Juvenile, etc.)
4000-4749	General Education, Adult
4750-4999	Supplemental Education, K-12
5000-5999	Special Education
6000-6999	Regional Occupational Center/Program (ROCP)
7100-7199	Nonagency
8100-8199	Community Services
8500-8599	Child Care and Development Services

8600-8699	County Services to Districts
9000-9999	Other Goals – Locally Defined

2.3.4 Function (CSAM Procedure 325)

The function describes the activities or services performed to accomplish a set of objectives or goal. Most LEAs use all of the functions in the process of educating students or organizing the resources to educate students. For example, to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students, and provide health services. Each of these activities is a function.

Applies to expenditure accounts, but is optional for revenue

Examples: instruction, school administration, pupil transportation, general administration

Code	Description	
0000	Not Applicable (used with revenues and balance sheet transactions only)	
1000-1999	Instruction	
2000-2999	Instruction-Related Services	
3000-3999	Pupil Services	
4000-4999	Ancillary Services	
5000-5999	Community Services	
6000-6999	Enterprise	
7000-7999	General Administration	
8000-8999	Plant Services	
9000-9999	Other Outgo	
inst (CEAM Duese dung 220)		

2.3.5 Object (*CSAM Procedure 330*)

Classifies revenues by source and type (Local Control Funding Formula/LCFF, federal revenue, other state revenue, fees and contracts)

Classifies expenditures by type of commodity or service (certificated salaries, classified salaries, books and supplies, and services)

Classifies balance sheet accounts such as assets, liabilities, or fund balance.

Expenditures 1000-7999

<u>Code</u> <u>Description</u>

1000-1999	Certificated Salaries
2000-2999	Classified Salaries
3000-3999	Employee Benefits
4000-4999	Materials and Supplies
5000-5999	Services and Other Operating Expenditures
5000-5999 6000-6999	Services and Other Operating Expenditures Capital Outlay

Revenues and Other Financing Sources 8000-8999

Code	Description
8010 - 8019	LCFF Sources
8020-8079	Taxes
8080-8089	Miscellaneous Funds
8090-8099	LCFF Transfers
8100-8299	Federal Revenue
8300-8599	Other State Revenue
8600-8799	Other Local Revenue
8900-8999	Other Financing Sources

Balance Sheet 9000-9999

Code	Description
9100-9489	Assets
9490-9499	Deferred Outflows of Resources
9500-9689	Liabilities
9690-9699	Deferred Inflows from Resources
9700-9799	Fund Balance/Net Position

2.3.6 School/Site (CSAM Procedure 335)

Designates a specific, physical school structure or group of structures that form a campus as identified in the *California Public School Directory*. The field refers to the physical location of the school building or buildings where students attend class. It is a unit under a principal's responsibility for which a unique set of test scores is reported.

2.3.7 Project Year (optional) (CSAM Procedure 315)

The project year, or reporting year, refers to the on-year period for which grant funds are normally awarded and at the end of which an expenditure report is normally due. Nearly all grants, including those that allow carryover of unspent funds to the following year, have an initial project year corresponding to the LEA fiscal year of July 1 through June 30.

When the project year for a grant is the same as the LEA fiscal year, the project year code for that grant is always zero ("0"), the default. When the project year for a grant is different from the LEA fiscal year, the project year code is the last digit of the calendar year in which the project terminates. For example, a project year ending in October 2015 is represented by a "5."

The only time a project year code is needed is when a grant has a project year different from July 1 through June 30 *and* the LEA has the grant for two adjacent project years. When a project year code is needed, it serves essentially as a sub resource code. It distinguishes the activities of the grant project ending within the LEA fiscal year from the activities of the grant project beginning within that same LEA fiscal year.

Code	Federal Project Year
0	2009-1 <u>0</u>
1	2010-1 <u>1</u>
2	2011-1 <u>2</u>
3	2012-1 <u>3</u>
4	2013-1 <u>4</u>
5	2014-1 <u>5</u>
6	2015-1 <u>6</u>
7	2016-1 <u>7</u>
8	2017-1 <u>8</u>
9	2018-1 <u>9</u>

Note that a project year code of zero ("0") represents a project year ending in zero (2010, for example), but also serves as the default for when a project year code is not needed.

3 LCFF CALCULATOR

3.1 What is the Local Control Funding Formula (LCFF)?

The local control funding formula (LCFF) was enacted in 2013–14, and it replaced the previous kindergarten through grade 12 (K–12) finance system which had been in existence for roughly 40 years. For school districts and charter schools, the LCFF establishes base, supplemental, and concentration grants in place of the myriad of previously existing K–12 funding streams, including revenue limits, general purpose block grants, and most of the 50-plus state categorical programs that existed at the time. For county offices of education (COEs), the LCFF establishes separate funding streams for oversight activities and instructional programs.

Original estimates provided by the Department of Finance (DOF) in 2013-14 indicated there would be an additional state cost of approximately \$18 billion, which included \$58 million for COEs. DOF estimated it would take eight years to fully phase in the new funding formula for school districts and charter schools, and it would take two years to fully phase in the new formula for COEs.

School District and Charter School LCFF Funding

Provides a uniform base grant for each school district and charter school per unit of average daily attendance (ADA), based on the grade span of the pupils, i.e. kindergarten through grade 3 (K-3), grades 4-6, grades 7-8 and grades 9-12.

Provides an adjustment of 10.4 percent on the base grant amount for K–3. As a condition of receiving these funds, school districts are required to make progress toward an average class enrollment of no more than 24 pupils in K-3 classes, unless the district has collectively bargained an annual alternative average class enrollment in those grades for each school site. Charter schools do not have to comply with this condition.

Provides an adjustment of 2.6 percent on the base grant amount for grades 9-12; there are no compliance requirements associated with this adjustment.

Provides a supplemental grant equal to 20 percent of the adjusted base grant multiplied by ADA and the unduplicated percentage of targeted disadvantaged pupils. Targeted pupils are those classified as English learners (EL), meet income requirements to receive a free or reduced-price meal (FRPM), foster youth, or any combination of these factors (unduplicated count).

Provides a concentration grant equal to 50 percent of the adjusted base grant multiplied by ADA and the percentage of targeted pupils exceeding 55 percent of a local educational agency's (LEA) enrollment.

Provides for additional "economic recovery target" funding for a small number of school districts and charter schools to ensure that virtually all districts and charters are at least restored to their pre-recession funding levels (adjusted for inflation).

Guarantees a minimum amount of state aid to school districts and charter schools based on the amount of state aid they received in 2012-13. The calculation is adjusted for changes in local revenue and ADA.

Maintains Home-to-School Transportation and Targeted Instructional Improvement Block Grant funding as add-ons to the adjusted base grants in the LCFF target, based on amounts received in 2012-13, and requires that 2012-13 expenditure levels continue to be maintained for Home-to-School Transportation.

A summary of the current LCFF target amounts, as well as other current funding information, can be seen at the <u>Funding Rates and Information, Fiscal Year 2015-16 Web</u> page.

Figure 1 provides a summary of the amounts provided to date to support implementation of the LCFF. Until full implementation, LEAs will receive roughly the same amount of funding they received in 2012–13 plus an additional amount each year to bridge the gap between prior funding levels and the new LCFF target levels.

Figure 1: Amounts provided in the Annual Budget to fund increased costs for LCFF
(dollars in billions)

Fiscal Year	Original Estimated Need to Fully Fund LCFF	Gap Appropriation	Remaining Need to Fully Fund LCFF*
2013-14	\$18.0	\$2.1	\$15.8
2014-15	N/A	\$4.7	\$11.3
2015-16	N/A	\$6.0	\$5.3 (estimated)

*Note: figures may not sum due to changes between years for growth and cost of living adjustments.

As of 2015-16, school districts and charter schools are receiving on average 90 percent of their LCFF targets, as indicated in Figure 2. On an individual LEA basis, however, there is a wide variation on how much of their full LCFF target funding individual school districts and charter schools are receiving. This variation is due to the fact that when LCFF implementation began, individual districts and charter schools were all at different distances from their LCFF targets. While some were close to or even already above their LCFF target, others were quite far away. Since all receive a set percentage of their need each year, some get a significant amount of gap funding each year during the phase in period while others get very little, and all should get to their LCFF target at about the same

time, with certain exceptions. Figure 3 shows the range in LCFF transition funding as a percentage of LCFF target entitlements received in 2014-15 by individual districts and charter schools.





Figure 3: 2014-15 Percent of Target that was Funded for Individual School Districts and Charter Schools

Percent of Target Funded,	Number of Districts and Charters
Funded at the Target	57
Funded between 90 and 100 percent of Target	116
Funded between 80 and 90 percent of Target	1,164
Funded between 72 and 80 percent of Target	766

Note: No district or charter was funded below 72 percent of its Target in 2014-15 (California Department of Education, 2016).

3.2 How to use the LCFF Calculator

Basic Information Needed to Complete the LCFF Calculator:

School District

- District Code (C<u>D</u>S)
- Property Tax Estimate/Amount
- Enrollment
- ADA
- Unduplicated Pupil Count (CalPADS 1.17 and 1.18)
- Estimated Expenses for MPP
- Estimated Class Size*
- Necessary Small School ADA*
- Charter ADA*

Charter School

- School Code (CD<u>S</u>)
- In Lieu of Property Tax
- Enrollment
- ADA
- Unduplicated Pupil Count & %
- Estimated Expenses for MPP

Italicized Tabs may or may not be necessary based on your district scenario.

Tabs available within the calculator

Red – MUST enter information * Blue – MAY need to enter information * Green – Results/Output

- Navigation
- Assumptions*
- Awards
- Awards New Charter
- District MYP Data
- Charter MYP Data
- District Class Size
- District NSS
- NSS Decision

*Tab prints best in landscape

Assumptions Tab

- District In-Lieu Taxes
- Calculator
- EPA*
- LCAP MPP
- Summary*
- Graphs*
- Local 1, 2, 3, 4 and 5 (Notes and other tools open tabs

		2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
1 1			ulator Universal A						
		My Sar	mple Elementar	(12345)					
LEA:	My Sample Elementary	12345	5 digit District code or 3	digit School code (from	the CDS code)				
	District		Did the CDS code						
		No	Was the school di	strict reorganized a	and retained th	e original CDS	code? If ye	s, which year:	N/A
		2013-14	First LCFF certifica	tion year					
		2014-15	Most recent LCFF	certification year					
	Projection Title:						Proj	ection Date:	03/22/16
		<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	COLA s calculated by the Department of Finance, DOF)		1.57%	0.85%	1.02%	0.47%	2.13%	2.65%	2.72%

CDS District Code – 5 digits
 0 12-12345-1234567



- o District code for School Districts
- *School* code for Charter Schools
- If you are a reorganized or newly operational charter from 2013-14 and 2014-15 use the drop down menu to select either "yes" or "no".
- Other Optional Fields:
 - Projection Title and Date
 - o Created By
 - o Email
 - o Phone

Awards Tab

Based on the district or school code you entered on the Assumptions tab this automatically populates the CDE certified "adjusted" 2012-13 historical data.

- Review this information and verify that it is correct
- The use of the adjustments column is VERY RARE

Awards - New Charter Tab (Charter Schools ONLY)

Generates the floor rate per ADA for newly operational charter schools beginning school operations in 2015-16 or later.

District MYP Data Tab

Property Taxes

- Prior Years will automatically populate based on actual property taxes received
- Current and Subsequent Years District will need to enter these fields based on their own calculations/estimates.

Enrollment, Unduplicated Pupil Count (UPC) and Average Daily Attendance

- Prior years will automatically populate based on CalPADS and Attendance reports submitted by District.
- Current and Subsequent Years District will need to enter these fields based on their own calculations/estimates.

Charter MYP Data Tab

Property Taxes

- Prior Years will automatically populate based on actual property taxes received
- Current and Subsequent Years Charter will need to enter these fields based on their own calculations/estimates.

Enrollment, Unduplicated Pupil Count (UPC) and Average Daily Attendance

- Prior Years will automatically populate based on CalPADS and Attendance Reports submitted by Charter
- Current and Subsequent Years Charter will need to enter these fields based on their own calculations/estimates.

District NSS

ONLY applicable to Necessary Small Schools

ADA and FTE

- Prior Year ADA will automatically populate based on Attendance Reports submitted to CDE
- Current and Subsequent Years District will need to enter ADA and FTE based on calculations/estimates.

Eligible?

- Data is entered by school site. If you have multiple NSS sites, you will list them individually down the spreadsheet (NSS #1, NSS #2, NSS #3, etc).
- If the eligibility results display as "Eligible" the best funding option will also be displayed below, either "LCFF" or "NSS". Should you want to change the funding method to see different scenarios you can simply select from the drop down either "LCFF" or "NSS".

NSS Decision

This is strictly an output tab. This displays the calculation behind the results displayed on the previous tab (District NSS).

District In-Lieu Taxes

Enter any RDA included in Property Taxes

- Enter New Charter Information
- Complete sections 2a or 2b based on whether the Charter <u>is</u> funded at Target in the prior year, or if the Charter <u>is not</u> funded at the target in the prior year.

Calculator

This tab displays the entire LCFF calculation for each fiscal year. This is strictly an output tab. There is no data entry.

<u>EPA</u>

This displays the Proposition 30 - Education Protection Account (EPA) calculation

LCAP MPP

District will need to enter the prior year expenditures for Unduplicated Pupils above what was spent on services for all pupils

At the bottom of the page there is a section "Summary Supplemental & Concentration Grant & MPP". This calculation will be used in your LCAP sections 3a and 3b. See Section 2.4 3A and 3B Calculations and how it is incorporated into the LCAP, below for more information.

<u>Summary</u>

This tab displays the LCFF Calculator in a much easier to read format. It is a one page look at the LCFF calculator for the current and subsequent years.

Graphs

The Graphs tab displays a variety of graphs that can be used in board presentations, stakeholder groups or general district use to explain the Districts LCFF calculation.

Local 1-5

These tabs are open tabs and are designed for the district to enter any type of information, notes, or other calculations on.

(Marisa Ploog, Andrea Dodson Alvarado, Shayleen Harte, 2015)

3.3 Additional LCFF Resources

West Ed LCFF Channel (Videos on LCFF implementation, LCAP and Evaluation Rubric)

http://lcff.wested.org/lcff-channel/lcff-implementation-videos/

CSBA LCFF Toolkit (Tools/resources for governance teams, including laws/regs)

http://csba.org/GovernanceAndPolicyResources/FairFunding/LCFFToolkit.aspx

CCSESA LCAP Approval Manual (Guide COE's use for approval process)

http://ccsesa.org/special-projects/lcap-approval-manual/

LCAP Watch (Education Trust-West site housing LCAPs)

http://lcapwatch.org/

CDE - LCFF Frequently Asked Questions

http://www.cde.ca.gov/fg/aa/lc/

LCAP: Education Code 52060-52077

FCMAT LCFF Calculator and Resource Page

http://fcmat.org/local-control-funding-formula-resources/ Information provided by FCMAT – www.fcmat.org

4 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

4.1 What is the LCAP?

In July 2013, California Governor Jerry Brown enacted a new funding model for schools, the Local Control Funding Formula (LCFF). Under the new formula, schools are given more flexibility with how dollars are spent, unlike the prior Revenue Limit and Categorical model where dollars came as "strings-attached". Because the new LCFF dollars are unrestricted, the State also devised the Local Control Accountability Plan (LCAP) to keep districts, COEs and charter schools accountable for how they were spending the dollars.

California Department of Education states that as part of the LCFF, school districts, COEs, and charter schools are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP) using a template adopted by the California State Board of Education (SBE). In addition, the SBE is required to adopt evaluation rubrics to assist LEAs and oversight entities in evaluating strengths, weaknesses, areas that require improvement, technical assistance needs, and where interventions are warranted on or before October 1, 2016. The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators.

Other LCFF accountability components include:

- The SBE must adopt regulations that govern the expenditure of the supplemental and concentration grant funding. These regulations will require school districts, COEs, and charter schools "to increase and improve" services for targeted students and will provide authority for school districts to spend funds "school-wide" when significant populations of those students attend a school.
- LEAs must obtain parent and public input in developing, revising, and updating LCAPs.
- County superintendents must review school district LCAPs and ensure alignment of projected spending, services, and goals. Charter school LCAPs will be reviewed by the chartering authority. COEs are required to provide technical assistance when they disapprove an LCAP.
- The State Superintendent of Public Instruction must review LCAPs of COEs, as well as intervene if a school district or charter school fails to show improvement across multiple subgroups in three out of four consecutive years.
- Implementing legislation for LCFF provided \$10 million to establish a new regional support network, called the California Collaborative for Educational Excellence, to advise and assist LEAs in achieving their LCAP goals.

• Implementing legislation for LCFF reduced subgroup size from 50 to 30 students and established foster youth and homeless youth as new subgroups, with a subgroup size of 15, for purposes of Academic Performance Index accountability.

(California Department of Education, 2016)

4.2 Business Office Responsibility in LCAP

The LCAP is designed to marry both curriculum and instruction, with business. Both departments within an educational agency will need to work together to complete the LCAP. While the LCAP is driven by increased or improved services to students, much of that has to happen with the resources (money) that they district is awarded. Because of this the business office at the educational agency becomes very important.

The business office is responsible for entering the financial resources next to each goal, action and service outlined in the LCAP. In addition the business office is also responsible for maintaining the LCFF calculator.

The LCFF calculator has several components that directly impact the LCAP. Firstly the LCFF calculator shows an educational entity how many dollars they will be receiving in totality under the LCFF model.

Secondly, within the calculation there are also Supplemental and Concentration dollars. Supplemental and Concentration dollars must be spent on unduplicated pupils at your district (Free and Reduced Meal Price, English Learners and Foster Youth). The supplemental and concentration dollars must be identified within your LCAP and Budget.

Lastly, there is an "MPP" tab. This tab calculates the educational agency's Minimum Proportionality Percentage (MPP). The MPP reflects the progress needed to be made by the district for supplemental and concentration funds until the educational agency reaches target, or full implementation of LCFF, whichever comes first. The MPP tab of the LCFF calculator drives section 3A and 3B of the LCAP. Once a district reaches target, or full implementation of LCFF, it is expected that they will then be spending 100% of supplemental/concentration dollars on the Unduplicated Pupils.

4.2.1 3A and 3B Calculations and how it is incorporated into the LCAP ?

Minimum Proportionality Percentage (MPP)

- MPP is a minimum, not a maximum
- MPP eligible services are funded with LCFF, NOT federal or other restricted funding
- Each MPP year calculates individually, additional years are calculated for transition planning
- MPP is not a maintenance of effort

MPP Tips

- Count all services being provided
- Best practice: develop a multiyear plan
 - Flexible implementation for when the gap % changes
 - Manages the message of growing or improving services till full LCFF implementation

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5 ASSOCIATED STUDENT BODY ACCOUNTING

The purpose of student body organizations is to promote the general welfare, morale and educational experiences of the student body. Associated Student Body organizations may be formed with the approval and under the supervision of the Board of Education (*Education Code* 48930).

5.1 Best Practices

While there is some guidance as to how Associated Student Body organizations should operate, there is also much that is not prescribed in law; however, should be used for good general business practices. FCMAT outlines good general business practices and internal controls in their <u>ASB Manual</u>. Below are good practices outlined by FCMAT:

- Good Business Practices for Bank Account Management
- Internal Controls
 - Segregation of duties
 - System of checks and balances
 - Staff cross training
 - o Use for pre-numbered documents
 - Asset security and restricted access
 - Timely reconciliations
 - o Inventory records
 - Management review and approval
 - Comprehensive annual budget
 - Same expectation that all staff, including administrators, will follow all internal controls
- Good Practice for Record Retention
- Temporary Loans
- Insurance
 - (Fiscal Crisis & Management Assistance Team, 2015)

5.2 Staying out of the news papers

Understanding the importance of best practices and proper internal controls should insure that your associated student body remains out of the newspaper. Make sure that someone at the district office is monitoring all associated student bodies. Your auditors should be auditing your ASBs annually. If you suspect fraud report it immediately.

For a listing of ASB sample documents see Section 14, Exhibit E: ASB Sample Documents.

(Fiscal Crisis & Management Assistance Team, 2015)

5.3 Additional ASB Resources

FCMAT – ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

http://fcmat.org/2015-asb-accounting-manual-fraud-prevention-guide-and-desk-reference/

6 PURCHASING REQUIREMENTS

The Commercial Warrant Unit at the San Diego County Office of Education processes and reports expenditures to the County Auditor's office for 38 K-12 school districts, three community college districts, seven charter schools, and five community facility districts. This represents a monthly average of 20,400 commercial warrants.

The unit also audits about half of the expenditures the school and community college districts make to vendors to ensure compliance with laws and regulations. As a Chief Business Official it is important that you have an understanding of the basics to public bidding. The full guide to public bidding can be found at <u>www.sdcoe.net</u> – Programs and Services – Business Services – District Financial Services – Commercial Warrants.

6.1 Requisition and Purchase Order Approval Process

The procurement of materials, supplies, equipment and services for use within the school district should be accomplished through a process of requisition and purchase orders. Using this procedure, supplies and equipment stored in a school district warehouse can be issued, or materials, supplies, equipment and/or services from vendors or contractors can be obtained. Larger districts may stock instructional, office, custodial, shop or maintenance, and food service supplies. There are several methods for acquiring supplies equipment and services. The requisition is the first step in the purchasing process.

6.1.1 Stores or Warehouse Items (requisition only)

This form is used by districts that operate a central warehouse. Standard school and office supplies are purchased at low prices and stored in bulk at the district's warehouse. The requisition should include, at a minimum, the following information:

- □ Originating school, department and requisitioner
- □ Type of materials ordered (i.e. instructional supplies, custodial supplies, etc.)
- \Box Date of requisition
- □ Requisition number
- □ Columns showing:
 - Catalog number
 - o Quantity
 - o Unit
 - Description
 - o Quantity issued
 - o Back-ordered items
 - Unit Price
 - \circ Extension
 - \circ Total requisition charge
- □ Official Approval (principal and/or department head and/or administrative budget approval)

6.1.2 Non-Stock Items (When a Purchase Order is Needed)

When the warehouse does not carry a desired item, the Purchasing department will order it from a vendor. This is the most common method of procurement. It is the function of the Purchasing department to ensure that the district's policies and procedures, and legal requirements, are met when purchasing for the district.

Each district should prepare a form to meet its own needs since standardization of this type of form is difficult. Purchase requisitions should be properly completed to expedite action and delivery. Computerized, on-line systems often include a requisition format. The requisition should be typed or printed legibly, and include the following information:

□ Requisition Number

□ Site

- □ Originator
- D PO Date
- Date Required/Needed
- □ Delivery Address
- □ Confirmation (indicate if the material or services have already been received. Consistent with good purchasing practices, no acquisition should occur without proper authorization from the purchasing department; however emergencies and immediate-need requirements do occur.)
- □ Prepay (indicate if prepayment is required by the vendor)
- □ Purpose
- □ Account Number
- □ Vendor
- □ Item Number
- □ Item Description
- □ Unit Price
- Total Item Cost
- □ Subtotal
- □ Tax
- □ Shipping
- □ Discount
- □ Approval

6.1.3 Purchase Orders

A purchase order is a legal contract between the district and a vendor. It is created from the information submitted on the purchase requisition. It should contain a clear description of each item listed and/or a statement to the effect that supplies, equipment and services furnished herewith shall be in accordance with specifications and conditions as per Bid No. XXXXX, quote number, catalog, price list, etc.

A purchase order should also include, at a minimum, the following information:

- □ Identification of Form (i.e., "Purchase Order")
- □ Name of school district
- □ School district address and telephone number
- □ Purchase order number
- □ Vendors name and address
- □ Provision for office information (i.e. requisition number, SACS account, warrant number, etc.)
- □ Columns for quantity, unit description, unit price and item total
- □ Space for authorized signature of district official
- □ Instruction for shipping, required delivery date, labeling and billing
- \Box Space for date and terms

An open purchase order should also include, at a minimum, the following information:

- □ Specifying or limiting the categories of material (for example, "no equipment")
- □ Naming those authorized to use the purchase order
- □ Limiting the total amount of the purchase order ("not to exceed \$XXX")
- □ Limiting the size of any single purchase (i.e., "no items in excess of \$499.99")
- □ Limiting total monthly purchases
- Defining the expiration date of the purchase order (usually at end of fiscal year)
- □ Requiring all material to be inspected and receipted for by a separate receiving person at its destination

6.2 Revolving Cash

A recording of the establishment and maintenance of a cash account for use of the chief accounting officer or other designated official of the LEA in accordance with *Education Code* sections 42800–42806, 42810, 42820, and 42821. This account is similar in use and control to accounts known as petty cash funds and includes petty cash funds. Once this account is established, it should be carried indefinitely in the general ledger and shown in all balance sheets and budgets until it is abolished. The amount recorded will vary only through increase or decrease in the total amount approved for the account. The revolving cash account is a reserve of cash in an already established fund and is not to be considered or accounted for as a separate fund or entity. (2) A sum of money, either in the form of currency or a special bank account, set aside for the purpose of making change or immediate payments of small amounts. The invoices for these payments are accumulated, and the account is reimbursed from the LEA's funds, thus maintaining the account at the predetermined amount. Checks drawn on a prepayment account may not be for more than \$1,000, including tax and freight (*Education Code* Section 42821).

See Section 15: Exhibit E: Revolving Cash Sample Documents, for sample board resolutions and policies to establish or change a revolving cash fund.

6.3 Guide to Public Bidding

http://www.sdcoe.net/business-services/financial-services/commercialwarrants/Documents/form/Guide%20to%20Bidding%20and%20Contracting-%20Final%202015_v2.pdf

The goal of this document is to provide districts with guidance and sample documents surrounding public contract bidding. Covered in sections 7.3.1 through 7.3.4 below, are just a few of the key items covered in <u>The Guide to Public Bidding</u> (CASBO San Diego-Imperial Section Professional Council, 2015).

6.3.1 Bid Limits (Guide to Public Bidding Section I, A, 1-4)

- School districts and community college districts are required to competitively bid any contracts for the lease or purchase of equipment, materials, supplies or services which do not constitute a "public project," which are no exempted from competitive bidding, and which involve an expenditure of more than \$50,000 as adjusted.
- Public projects are required to be competitively bid if they require an expenditure of more than \$15,000, again unless an exception applies.
- CUPPCA (California Uniform Public Construction Cost Accounting Act), raises the formal bid thresholds for public entities to \$175,000 and sets forth specific informal and formal bidding procedures. This means that a public entity that has affirmatively adopted CUPPCAA can use "informal bidding procedures," as defined by CUPPCAA, to award public projects between \$45,000 and \$175,000.

6.3.2 **Professional Services** (Guide to Public Bidding Section I, B&C; Vii)

- Exempt Services
- Non-Exempt Services

6.3.3 Emergency Bidding (Guide to Public Bidding Section I, B 9)

There are times inevitably when an emergency repair is warranted at a school district. Emergency is defined in Public Contract Code 1102 as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services". In an emergency, when any repairs, alterations, work or improvement is necessary to any facility of public schools to permit the continuance of existing school classes or to avoid danger to life or property, the governing board of a school district or a community college district by unanimous vote and with the approval of the county superintendent of schools may make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

6.3.4 Delegation of Authority (Guide to Public Bidding Section VIII)

The Board of Education may delegate authority to the District Superintendent to perform contracting duties. The superintendent can in turn delegate a district employee to perform such tasks.

7 DEADLINES

7.1 SDCOE A Year at a Glance

SAN DIEGO COUNTY OFFICE OF EDUCATION

BUSINESS ADVISORY SERVICES

All deadlines subject ot change based on SDCOE's schedule

1 2016-17 Original Budget & 2015-16	JULY 2016	AUGUST 2016	
Estimated Actuals Budget Report	S M T W TH F S	S M T W TH F S	
DUE	1 2	1 2 3 4 5 6	
1 Encumbrances removed (PS & FIS)	3 4 5 6 7 8 9	7 8 9 10 11 12 13	
5 Annual Attendance Report DUE			
	10 11 12 13 14 15 16	14 15 16 17 18 19 20	19 CBO Meeting
15 1516 Sped Exp Report 3 DUE	17 18 19 20 21 22 23	21 22 23 24 25 26 27	30 CDE Mandate Block Grand App
15 CALPADS EOY Certification DUE	24 25 26 27 28 29 30	28 29 30 31	
31 Cash Mgmt Data Collection DUE	31		
	SEPTEMBER 2016	OCTOBER 2016	
	S M T W TH F S	S M T W TH F S	
15 2015-16 Unaudited Actuals Budget	1 2 3	1	4 Finance Director's Meeting
Report DUE			5 CALPADS Census Day
16 CBO Meeting	11 12 13 14 15 16 17	9 10 11 12 13 14 15	15 1415 Sped Exp Report 7 DUE
19 Audit Adjustments to CALPADS	18 19 20 21 22 23 24	16 17 18 19 20 21 22	15 1516 Sped Exp Report 4 DUE
Data DUE	25 26 27 28 29 30	23 24 25 26 27 28 29	21 CBO Meeting
		30 31	26 Small School CBO Meeting
		+	
	NOVEMEBER 2016	DECEMBER 2016	
	SM TW THF S	S M T W TH F S	9 Finance Director's Meeting
	1 2 3 4 5	1 2 3	14 Small School CBO Meeting
	6 7 8 9 10 11 12	4 5 6 7 8 9 10	15 2016-17 First Interim Report DUE
18 CBO Meeting	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 Prior Year audit due to SDCOE
10 CBO Meeting			
	20 21 22 23 24 25 26	18 19 20 21 22 23 24	16 CBO Meeting
	27 28 29 30	25 26 27 28 29 30 31	
		FEBRUARY 2017	
4 P-1 Attendance Reports DUE	JANUARY 2017	FEDRUART 2017	
4 P-1 Attendance Reports DUE 15 1617 Sped Exp Report 1 DUE	JANUARY 2017 S M T W TH F S	S M T W TH F S	8 Small School CBO Meeting
			8 Small School CBO Meeting 15 1516 Sped Exp Report 5 DUE
15 1617 Sped Exp Report 1 DUE	S M T W TH F S	S M T W TH F S	-
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13	15 1516 Sped Exp Report 5 DUE
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 Image: Second se	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting 28 Consolidated App DUE
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 Image: Constraint of the state	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting 28 Consolidated App DUE 15 CBO Meeting
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 Image: Second se	15 1516 Sped Exp Report 5 <i>DUE</i> 19 CBO Meeting 28 Consolidated App <i>DUE</i>
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 Image: Constraint of the state	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting 28 Consolidated App DUE 15 CBO Meeting
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15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio 11 Districts Submit: Certification of Audit Findings Corrective Actions	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S M T W TH F S 1 1 2 3 4 5 6 7 8 9 10 11 12	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 0 0 0 0 0 0 0 7 8 7 W TH F 5 0 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 0	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting 28 Consolidated App DUE 15 CBO Meeting 15 1617 Sped Exp Report 2 DUE 25 P-2 Attendance Reports DUE
15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio 11 Districts Submit: Certification of Audit Findings Corrective Actions 15 2016-17 Second Interim Reports	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S M T W TH F S 4 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 10 11 12	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 0 0 0 0 0 0 0 7 8 7 W TH F 5 0 7 28 0	15 1516 Sped Exp Report 5 DUE 19 CBO Meeting 28 Consolidated App DUE 15 CBO Meeting 15 1617 Sped Exp Report 2 DUE 25 P-2 Attendance Reports DUE 26 Small School CBO Meeting
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 15 1617 Sped Exp Report 1 DUE 20 CBO Meeting 31 Prior Year District Audit Approval 31 Cash Mgmt Data Collection DUE 31 FIT Report 31 Administrator to Teacher Ratio 11 Districts Submit: Certification of Audit Findings Corrective Actions 15 2016-17 Second Interim Reports 18 CBO Meeting 24 Finance Director's Meeting 2 2 Return 2017-2018 Budget 	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S M T W TH F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 . . 20 21 22 23 24 25 26 27 28 29 30 31 . .	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 I I II 19 20 21 22 23 24 25 26 27 28 I I II II II II 5 M T W TH F S 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	15 1516 Sped Exp Report 5 <i>DUE</i> 19 CBO Meeting 28 Consolidated App <i>DUE</i> 15 CBO Meeting 15 1617 Sped Exp Report 2 <i>DUE</i> 25 P-2 Attendance Reports DUE 26 Small School CBO Meeting 30 Cash Mgmt Data Collection <i>DUE</i>
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7.2 CDE A Year at a Glance

CALIFORNIA DEPARTMENT OF EDUCATION

As of: June 6, 2016

School Fiscal Services Division

2016-17 Principal Apportionment At-A-Glance Calendar of Key Deadlines School Districts, County Offices of Education (COEs), Charter Schools



LEGEND: ADA – Average Daily Attendance; CALPADS – California Longitudinal Pupil Achievement Data System; LEA – Local Educational Agency; LCFF – Local Control Funding Formula; NSS Necessary Small School; P-1 – First Principal Apportionment; P-2 – Second Principal Apportionment; PENSEC – Pupil Estimates for New or Significantly Expending Charters; SELPA – Special Educational Local Plan Area; TBD – To Be Determined. NOTE: Due dates may be modified if necessary.
7.3 Important Calendar Dates

July 2016

Month Specific:

- □ Budget/Estimated Actuals Report due to SDCOE on or before July 1
- □ Prior Year Annual Attendance Reports Due to SDCOE
- □ <u>Cash Management Data Collection</u> (most federal programs) July 10 31
- □ CALPADS End of year (EOY) Certification July 15
- Prior Year 15-16 Special Education Expenditure Reports (*resource 33XX's*) Report 3 (April 1 June 30), due to SDCOE July 15

Monthly Occurrence:

- □ <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

August 2016

Month Specific:

□ Application for <u>Mandate Block Grant</u> – August 30

Monthly Occurrence:

- \Box <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

September 2016

Month Specific:

□ Prior Year Unaudited Actuals due to SDCOE on or before September 15.

- \Box <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

October 2016

Month Specific:

- CALPADS Fall 1 Census Day October 5 (always first Wednesday in October)
- □ <u>Cash Management Data Collection</u> (most federal programs) October 10 31
- Prior Year 14-15 Special Education Expenditure Reports (*resource 33XX's*) Report 7 (*June 1 September 30*), due to SDCOE October 15
- Prior Year 15-16 Special Education Expenditure Reports (*resource 33XX's*) Report 4 (*July 1 September 30*), due to SDCOE October 15

Monthly Occurrence:

- \Box <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

November 2016

Month Specific:

Monthly Occurrence:

 \Box <u>CNIPS</u>

- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

December 2016

Month Specific:

- □ First Interim Report due to SDCOE on or before December 15.
- District prior year audit due to SDCOE by December 15
- □ CALPADS Fall 1 Certification Due

- \Box <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

January 2017

Month Specific:

- □ P1 Attendance Report due to SDCOE
- □ <u>Consolidated Application</u> Update
- □ <u>Cash Management Data Collection</u> (most federal programs) January 10 31
- □ <u>FIT Report</u> (needed for SARC & Audit)
- Administrator to Teacher Ratio (in preparation for mid-year audit)
- <u>Current Year 16-17</u> Special Education Expenditure Reports (*resource 33XX's*) **Report** 1 (July 1 December 31), due to SDCOE January 15

Monthly Occurrence:

- \Box <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

February 2017

Month Specific:

Prior Year 15-16 Special Education Expenditure Reports (*resource 33XX's*) – Report 5 (October 1 – January 31), due to SDCOE February 15

Monthly Occurrence:

- \Box <u>CNIPS</u>
- $\Box \quad Child \ Development Preschool$
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

March 2017

Month Specific:

- \square 2nd Interim due to SDCOE on or before March 15
- □ Spring Audit (*typically in March or April up to district when they schedule*)

- \Box <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense

□ Cash Balances for month end – Do you need to temporarily loan any other funds cash for payroll/expense purposes?

April 2017

Month Specific:

- □ P-2 Attendance Report due to SDCOE
- □ Cash Management Data Collection (most federal programs) April 10 31
- <u>Current Year 16-17</u> Special Education Expenditure Reports (*resource 33XX's*) Report 2 (January 1 March 31), due to SDCOE April 15

Monthly Occurrence:

- □ <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

May 2017

Month Specific:

Monthly Occurrence:

- □ <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense
- □ Cash Balances for month end Do you need to temporarily loan any other funds cash for payroll/expense purposes?

June 2017

Month Specific:

- □ 3rd Interim Report (Qualified or Negative only), due to SDCOE on or before June 1
- □ <u>Consolidated Application</u> (final expenditure reports/new applications)
- Prior Year 15-16 Special Education Expenditure Reports (*resource 33XX's*) Report 6 (February 1 May 31), due to SDCOE June 15

- □ <u>CNIPS</u>
- □ Child Development Preschool
- □ Clear Suspense

□ Cash Balances for month end – Do you need to temporarily loan any other funds cash for payroll/expense purposes?

7.4 Annual Public Hearing and Adoptions

7.4.1 Local Control Accountability Plan Ed Code § 52060 et seq.

Required Sequence:

Each school district must adopt local policies and procedures to implement the statutory provisions on or before June 30, 2014.

Information regarding the Local Control and Accountability Plan requirements must be included in the annual notification to parents.

Before the governing board of a school district considers the adoption of a local control and accountability plan or an annual update to the local control and accountability plan, all of the following must occur:

(1) The superintendent of the school district must present the local control and accountability plan or annual update to the parent advisory committee established pursuant to Section 52063 for review and comment. The superintendent of the school district shall respond, in writing, to comments received from the parent advisory committee.

(2) The superintendent of the school district must present the local control and accountability plan or annual update to the English learner parent advisory committee established pursuant to Section 52063, if applicable, for review and comment. The superintendent of the school district shall respond, in writing, to comments received from the English learner parent advisory committee.

(3) The superintendent of the school district must notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the local control and accountability plan or annual update to the local control and accountability plan, using the most efficient method of notification possible. This does not require a school district to produce printed notices or to send notices by mail. However, all written notifications must be provided to parents in a language other than English when required by Education Code § 48985.

(4) The superintendent of the school district must review school plans submitted pursuant to Section 64001 for schools within the school district and ensure that the specific actions included in the local control and accountability plan or annual update to the local control and accountability plan are consistent with strategies included in the school plans submitted pursuant to Section 64001.

(5) The school district governing board must hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the local control and accountability plan or annual update to the local control and accountability plan. The public hearing must be held at the same meeting as the annual budget public hearing. (Education Code § 52062 (b)).

(6) The governing board must then hold a second public meeting, held after, but not on the same day as, the public hearing, to actually adopt a local control and accountability plan or annual update to the local control and accountability plan. This meeting must also be the same meeting as that during which the governing board of the school district adopts a budget pursuant to paragraph (2) of subdivision (a) of Section 42127.

When the school district governing board adopts the plan or annual update, the board must submit the Plan to the county superintendent of schools, within 5 calendar days. The county superintendent has until August 15 of each year to seek clarification, in writing, about the contents of the plan, and the school district governing board must respond to these requests within 15 days. Then, within 15 days of receiving the response from the governing board, the county superintendent may submit recommendations, in writing, for amendments to the plan, which the board must consider in a public meeting within 15 days of receiving the recommendations. The county superintendent of schools must approve the plan or update on or before October 8, conditioned on adherence with all statutory requirements.

If the county superintendent of schools does not approve a local control and accountability plan or annual update approved by the governing board of a school district, or if the governing board requests technical assistance, the county superintendent may provide technical assistance. Education Code § 52071.

Latest Date for Hearing to be held:

Because the board is required to adopt a Plan at a public meeting subsequent to the public hearing, it needs to allow time for both public meetings to be completed by July 1; so as a practical matter the Local Control and Accountability Plan / Budget Hearing should be held well before July 1.

Publication or Notice Requirements:

Public Notice and the Agenda for the hearing must be posted at least 72 hours before the hearing, and on the district Web site, and must include the location where the Plan will be available for public inspection. The Public Hearing on the Local Control and Accountability Plan must be held at the same meeting as the annual budget hearing.

District must post on its Internet Web site any local control and accountability plan approved by the governing board, and any updates or revisions. The county superintendent is also required to post the plans submitted by the school districts, or links to those plans on the county office of education Internet Web site.

Specific Actions Required:

The Local Control & Accountability Plan and annual updates must be prepared using a template adopted by the State Board of Education. The SBE must adopt the template by March 31, 2014.

Consequence of not following the requirements or holding the meeting/hearing:

Any person may file a complaint – even anonymously – alleging that the school district has failed to comply with the Local Control and Accountability Plan requirements, pursuant to the Uniform Complaint Procedures. Such complaint may be appealed to the State Superintendent. Remedies for all affected pupils, parents, and guardians may be provided.edu 52075.

Resources:

http://www.cde.ca.gov/fg/aa/lc/lcfffaq.asp#LCAP

7.4.2 Budget Adoption and Hearings

Ed Code § 42103, § 42127

Required Sequence:

1. Beginning with the 2014-15 fiscal year, budget cannot be adopted until the local control accountability plan is adopted or updated. As a practical matter this means that the public hearings for both the Local Control & Accountability Plan and the Budget Hearing, which must be held at the same meeting, should be held well before the board's actual adoption of the budget. Further, the budget cannot be adopted until after the Plan is adopted, and the Plan must be adopted at a public meeting after and separate from its public hearing.

2. The annual budget hearing should be scheduled at the same meeting as the Local Control & Accountability Plan hearing, in late May or during the month of June, but the budget must be adopted on or before July1.

3. The hearing must be scheduled no less than three working days following availability of the proposed budget for public inspection.

Latest Date for Hearing to be held:

However, because the board is required to adopt a Local Control and Accountability Plan at a public meeting held subsequent to the budget public hearing, it needs to allow time for both public meetings, so as a practical matter the Local Control and Accountability Plan and Budget Hearing should be held well before July 1. Both the public hearing and the subsequent adoption meeting for the Local Control and Accountability Plan and the Annual Budget must be held at the same two meetings.

Publication or Notice Requirements:

The County Superintendent of Schools must publish the notices of (1) the date and

location at which the proposed budget may be inspected by the public, and (2) the date, time, and location of the public hearing on the proposed budget, in a newspaper of general circulation specified by the district, no earlier than 45 days prior to July 1, but at least 10 days prior to the actual date set for the hearing. The cost of the publication is charged against the school district for which the publication is made.

The agenda for the hearing must be posted at least 72 hours before the public hearing and must include the location where the budget will be available for public inspection.

Specific Actions Required:

The hearing must be held "in a district facility, or some other place conveniently accessible to the residents of the district. At the hearing any resident in the district may appear and object to the proposed budget or any item in the budget." The Budget must be adopted on or before July 1.

The Budget must include the expenditures necessary to implement the local control and accountability plan or annual update; if it fails to do this the county superintendent must disapprove the budget.

Consequence of not holding the meeting/hearing:

Education Code § 42104 expressly provides that if either the governing board, or the county superintendent of schools, fails to follow the statutory process of §§ 42100 – 42105, the omission is punishable as a misdemeanor under Government Code § 1222.

Also, Education Code § 42128 provides that if the governing board neglects to make a school district budget, the county of superintendent shall not make any apportionment of state or county school money and shall not approve any warrants issued by the district.

If the school district does not submit a budget to the county superintendent, the county superintendent shall develop, at school district expense, a budget, and submit it to the school district board, and that budget shall be deemed adopted unless the county superintendent approves any modifications made by the school district governing board.

7.4.3 Disclosure of Ending Fund Balances Education Code § 42127

Required Sequence:

Beginning with the 2015-2016 fiscal year, disclosure of the district's ending fund balances must be disclosed at the adoption of the budget. The annual disclosure of ending fund balance hearing should be scheduled at the same meeting as the Budget public hearing, in late May or during the month of June.

Latest Date for Hearing to be Held:

The disclosure of ending fund balances should happen at the same meeting as the budget public hearing. As practical matter it could be a separate agenda item.

Specific Actions Required:

The annual disclosure of ending fund balances must include:

- "The minimum recommended reserve for economic uncertainties for each fiscal year identified in the budget."
- "The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve for economic uncertainties for each fiscal year identified in the budget."
- "A statement of reasons that substantiates the need for an assigned and unassigned ending fund balance that is in excess of the minimum recommended reserve for economic uncertainties for each fiscal year that the school district identifies an assigned and unassigned ending fund balance that is in excess of the minimum recommended reserve for economic uncertainties, as identified pursuant to clause (ii)."

Provide proof to the San Diego County Office of Education that the district held the public hearing. This can include the agenda, board minutes, sample document similar to the template below, power point slide on the subject.

Consequences of not holding the meeting/hearing:

If proof of public hearing is not provided to the San Diego County Office of Education, the county will either conditionally approve the district's budget, or disapprove the district's budget.

Resources:

Template Statement of Reasons for Excess Reserves

7.4.4 Education Protection Account Cal. Const. art. XIII, § 36 (Proposition 30)

Required Sequence:

A community college district, county office of education, school district, or charter school

shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body and shall not use any of the funds from the Education Protection Account for salaries or benefits of administrators or any other administrative costs. Each community college district, county office of education, school district, and charter school shall annually publish on its Internet Web site an accounting of how much money was received from the Education Protection Account and how that money was spent.

As a practical matter, the EPA spending plan should be approved by the board at the time the budget for each year is adopted. However, at the latest the determination should be made prior to expending funds from the account - i.e., June 30 of each year.

Latest Date for Hearing to be held:

By June 30 or prior to expending EPA funds for that fiscal year.

Publication or Notice Requirements:

At minimum, typical Brown Act agenda posting (72 hours before regular or 24 hours before special meeting) and on district Web site, but notice may be combined with budget hearing notice if held at the same meeting.

Specific Actions Required:

Board action taken during a public meeting must:

1. Approve a spending plan for funds received from the EPA. (Account funds cannot be used for salaries or benefits of administrators or any other administrative costs, except for annual audit).

2. Direct District Superintendent to publish on the district Web site an accounting of how much money was received from this EPA and how the funds were expended (includes a timetable for doing so).

Consequence of not holding the meeting/hearing:

Annual independent financial and compliance audit must verify whether the EPA funds have been properly disbursed and expended. If EPA funds are not expended in accordance with the requirements of Proposition 30, civil or criminal penalties could be incurred.

7.4.5 Instructional Materials

Ed. Code § 60119

Required Sequence:

Annually – early in the school year – the governing board of a school district must hold a public hearing or hearings at which the governing board encourages participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders, and shall make a determination, through a resolution, as to whether each pupil in each school in the school district has sufficient textbooks or instructional materials, or both, that are aligned to the academic content standards, that are consistent with the content and cycles of the curriculum framework adopted by the state board.

Latest Date for Hearing to be held:

The public hearing must be held on or before the end of the eighth week from the first day pupils attend school for that year. For districts that operate multi-track, year-round calendars, the hearing must be held on or before the end of the eighth week from the first day pupils attend school for that year on any tracks that begin a school year in August or September.

Time of Day:

The hearing must be scheduled at a time to encourage attendance of teachers, parents, & guardians. The hearing may not be held during or immediately after school hours.

Publication or Notice Requirements:

The district must provide a 10 day notice of the public hearing. The notice must contain the time, place, and purpose of the hearing and must be posted in three public locations within the school district.

Specific Actions Required:

Adopt a resolution determining whether or not pupils have sufficient textbooks or instructional materials. If it is determined there are insufficient textbooks or instructional materials, provide the percentage of pupils who lack sufficient textbooks or instructional materials and the reasons for the insufficiency in the resolution. In addition, action must be taken to ensure that each pupil has sufficient textbooks or instructional materials, within two months of the beginning of the school year.

Consequence of not holding the meeting/hearing:

The public hearing is a condition to receive funding from the Pupil Textbook and Instructional Materials Incentive Program.

7.5 Budget Cycle



7.5.1 Budget Adoption/Estimated Actuals

Budget adoption and estimated actuals serve a dual purpose: the adoption of the next fiscal year's budget and the projected year end totals for the current fiscal year.

In the past budget adoption has stood alone and only required a public hearing at a subsequent board meeting prior to the board meeting for the adoption. In 2013 with the adoption of the Local Control Funding Formula (LCFF), local education agencies (LEAs) were required to also adopt a Local Control Accountability Plan (LCAP). The LCAP was designed to provide a long term vision of the LEA and how that LEA would spend dollars in the current and future fiscal years. Because the LCAP was directly related to the budget, the LCAP must also have a public hearing at a subsequent board meeting prior to the board meeting for adoption. Districts should hold the public hearing for the LCAP first on the agenda, followed by the budget public hearing. For approval, the LCAP must be approved prior to the budget. It can be done at the same meeting; however, the LCAP item must be listed and approved prior to the budget listing and approval.

Estimated actuals reflect the LEAs "best guess" as to what the actual expenditures will be for the current fiscal year. Typically these reports are compiled in April/May, so an LEA should have a good idea of what the final expenditures and revenues should look like by June 30. Estimated actuals are still "estimated". In school finance the target is constantly changing. An LEA can still make adjustments to budget and actuals that are different than what was reflected in their estimated actuals.

Budget Adoption/Estimated Actuals Checklist

Budget Adoption

- □ Revenues and Expenditures entered
- $\hfill\square$ All resources balanced
- □ Contributions Balanced (Object 8980 8990 must equal "0" zero)
- □ Indirect Costs Balanced (Object 7310 must equal "0" zero)
- □ Transfers of Direct Costs Balanced (Object 5700 must equal "0" zero)
- □ Budget Journals *posted* on 07/01 as "**Original**" types

Estimated Actuals

- □ Budget Adjustments *posted* by 06/30 as "Adjustment"
- $\hfill\square$ All resources balanced
- □ Contributions Balanced (Object 8980 -8990 must equal "0" zero)
- □ Indirect Costs Balanced (Object 7310 must equal "0" zero)
- □ Transfers of Direct Costs Balanced (Object 5700 must equal "0" zero)
- □ Clear Suspense

Budget Adoption/Estimated Actuals

- □ LCFF projections for both current fiscal year, and next fiscal year
- □ Run cash flow projections
- □ Update Multi-Year Projections (MYP)
- Submit board-approved SACS file to the San Diego County Office of Education no later than June 30.
 - \circ $\,$ Budget Adoption is contingent on the approval of the LCAP $\,$

• In addition the LCAP and Proposed Budget must have had a Public Hearing at a prior Board Meeting

Budget Adoption

Budget Journals *posted* by 07/01 as "Original"

Use query FAR_BUDGET_COMPARE_REV_EXP to view your budget for July 01. Use the parameters below:

FAR_BUDGET_COMPARI	E_REV_EXP - Revenue & Expense Bdgt Interim
District %:	XXXXX
Fund %:	%
Resource From:	000000
Resource To:	9999999
Site %:	%
Fiscal Year:	201X
Accounting Period From:	0
Accounting Period To:	998
Op Unit %:	%
0=Og 1=Adjmt 2=Xfers %=Rev	ised: %

Make sure that you are entering the next fiscal year to view the next fiscal year's budget. Example: if you are currently in 2015-2016 school year, you would enter 2017 to see the budget that is entered for the next fiscal year's budget (2016-2017).

Determine if there are any changes.

Enter your changes on:

Main Menu – Commitment Control – Budget Journals – Enter Budget Journals

- Remember that your date must reflect <u>NO LATER than 07/01</u> and it <u>MUST have the "Original"</u> journal type selected, or it will not be reflected in your Adopted Budget/Estimated Actuals SACS file.
- All changes/corrections will need to be entered
- Once your Budget corrections have posted you can re-run FAR_BUDGET_COMPARE_REV_EXP to see your changes.

Main Menu – Commitment Control – Budget Journals – Import Budget Journals

- For full instructions and budget journal template please visit the CRC website: PeopleSoft Resources
- Importing Budget Journals (instructions) http://crc.sdcoe.net/resources/peoplesoft/guides/Importing%20Bud get%20Journals%20v1.0.pdf?attredirects=0&d=1
- Budget Journal Template http://crc.sdcoe.net/resources/peoplesoft/guides/BudgetJournalTem plate.xlsx?attredirects=0&d=1

• Macro –

http://crc.sdcoe.net/resources/peoplesoft/guides/MACRO_file.xlsm ?attredirects=0&d=1

Estimated Actuals

Budget Adjustments posted by 06/30

Use query FAR_BUDGET_COMPARE_REV_EXP to view your budget as of June 30. Use the parameters below:

FAR_BUDGET_COMPARI	E_REV_EXP - Revenue & Expense Bdgt Interim
District %:	XXXXX
Fund %:	%
Resource From:	000000
Resource To:	9999999
Site %:	%
Fiscal Year:	2016
Accounting Period From:	0
Accounting Period To:	998
Op Unit %:	%
0=Og 1=Adjmt 2=Xfers %=Rev	ised: %

 Make sure that you are entering the current fiscal year to view the current fiscal year's budget. Example: if you are currently in 2015-2016 school year, you would enter 2016 to see the current fiscal year budget.

Determine if there are any changes.

Enter your changes on:

Main Menu – Commitment Control – Budget Journals – Enter Budget Journals

- Remember that your date must reflect <u>NO LATER than 06/30</u> or it will not be reflected in your Adopted Budget/Estimated Actuals SACS file.
- All changes/corrections will need to be entered
- Once your Budget corrections have posted you can re-run FAR_BUDGET_COMPARE_REV_EXP to see your changes.

Clear Suspense (object 7999 and 8999)

Clear suspense using the FAR_GL_DETAILS query to see individual transactions in suspense.

FAR_GL_DETAILS - Details To All GL Postings			
Journal ID %:	%		
Source %:	%		
District # %:	XXXXX		
Object From:	7999000		
Object To:	7999999		
Fiscal Year:	2016		
Accounting Period From	1: 0		
Accounting Period To:	4		
Fund %:	%		
Resource From:	000000		
Resource To:	9999999		
Site %:	%		
Op Unit %:	%		
View Results			

For payroll suspense see Section 15, Exhibit F on Clearing Payroll Suspense.

Actuals/GL corrections posted on 06/30 as "Actual"

Although your SACS forms are not based on your actuals, it is important to make sure that all your actuals are being reported correctly.

You can use FAR_GL_ACTUALS_FULL_ACCOUNT to see net actuals by account string. Use the below parameters:

FAR_GL_ACTUALS_FULL_ACCOUNT - Actuals			
LEA/BU %:	XXXXX		
Fund %:	%		
RESOURCE FROM:	000000		
RESOURCE TO:	9999999		
OBJECT FROM:	0000000		
OBJECT TO:	9999999		
PERIOD FROM:	0		
PERIOD TO:	998		
Year:	2016		

If you need to see detailed transactions of the above query use FAR_GL_DETAILS with the parameters below:

FAR_GL_DETAILS -	Details To All GL Postings
Journal ID %:	%
Source %:	%
District # %:	XXXXX
Object From:	0000000
Object To:	9999999
Fiscal Year:	2016
Accounting Period From	n: 0
Accounting Period To:	998
Fund %:	%
Resource From:	0000000
Resource To:	9999999
Site %:	%
Op Unit %:	%

Clear any Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or before 06/30. Funds borrowed within the last 120 days of the fiscal year may be paid back in the following fiscal year.

Inter-fund temporary loans will need to be reversed going to

Main Menu – General Ledger – Journals – Journal Entry – Add/Update Journals

- Make sure that you process this transfer with a date on or before 06/30, otherwise it will not be reflected in your Budget Adoption/Estimated Actuals SACS file. Cut off for Auditors Transfers is June 29
- Make sure to select the "Source" as "AT" (Auditors Transfers) since it is between funds.

Header	Lines	Totals	Errors	Approval						
	Unit (04300			Journal ID N	EXT			Date 10	0/31/2015
		Long D	escription)							2
		*Led	lger Group	ACTUALS	Q	Adjusting Entry	Non-A	djusting E	Entry	v
			Ledger		Q	Fiscal Year		2016		
			*Source	AT	Q	Period		4		
		Reference	ce Number			ADB Date	10/31/2	2015		
		Jou	ırnal Class		۹,					
		Transad	ction Code	GENERAL	Q		🗆 Aut	to Genera	ate Lines	
							Sav Sav	ve Journa	al Incompl	ete Status
			SJE Type			¥	🗆 Aut	tobalance	e on 0 Am	ount Line
				Currency Def	aults: USD / CRRN	T / 1				
				Attachments	(0)					
				Reversal: Do	Not Generate Reve	rsal	Commi	itment Co	ontrol	
		E	Entered By	525595	1	Kristin Armatis				
		E	Entered On							
		Last U	pdated On							
🗟 Save	🖹 Notif	fy 🕄 R	lefresh						📑 Add	🔎 Update/Display
Header Line	es Totals	s Errors	Approval							

53 | P a g e

Clear accruals (if they can be)

Prior year accruals can be accessed using the following queries:

• To see the accrual balances still open use FAR_GL_ACTUALS_FULL_ACCOUNT

FAR_GL_ACTUA	ALS_FULL_ACCOUNT - A	ctuals		
LEA/BU %:	XXXXX			
Fund %:	%			
RESOURCE FROM	: 0000000			
RESOURCE TO:	9999999			
OBJECT FROM:	9201000			
OBJECT TO:	9202999			
PERIOD FROM:	0			
PERIOD TO:	998			
Year:	2016	1		
		a fuer la	1	
FAR_GL_ACTUR	ALS_FULL_ACCOUNT - A	cluais		
LEA/BU %:	XXXXX			Use Current
Fund %:	%			Use Current
RESOURCE FROM	: 0000000			Fiscal Year
RESOURCE TO:	9999999			
OBJECT FROM:	9510000			
		1		
OBJECT TO:	9511999			
OBJECT TO: PERIOD FROM:	9511999			

- The balances in the 9201 and 9202, or 9510 and 9511, objects for each resource should net zero. If there is a balance, then money is still owed, still needs to be paid, or the accrual needs to be cleared because it will not come to fruition.
 - Objects 9201 and 9510 are the accruals that were set up during closing of the prior fiscal year
 - Objects 9202 and 9511 are where the revenues or payables are posted to clear the accrual
- To see the detail of the accrual balances use FAR_GL_DETAILS

FAR GL DETAILS -	Details To All GL Postings		
Journal ID %: Source %:	%	1	
District # %:	XXXXX		Enter Prior Fiscal
Object From:	9201000		Year to view the
Object To:	9202999		I cal to view the
Fiscal Year:	2015		detail associated
Accounting Period From	. 0		
Accounting Period To:	998		with the accrual
Fund %:	%	L	
Resource From:	0000000		
Resource To:	9999999		
Site %:	%		
Op Unit %:	%		

54 | P a g e

• If you are looking for a particular resource you can change the parameters to reflect just that resource. The same principle applies to object code.

Budget Adoption/Estimated Actuals

Run cash flow projections

SDCOE Financial Accounting will prepare cash flow statements for each district and email them out. This is an estimate based on the budget you entered in the prior reporting period. It is still the districts responsibility to update the budget amounts to reflect the 2nd Interim budget. In addition the district also needs to determine if expenditures and revenues are being distributed in the correct months.

Food for Thought:

- Is your cash balance positive in June?
- Is the only reason your cash balance positive in June because you had to borrow?
- Is there a structural cash problem (not just because of deferrals/accruals)?
- Will I need to borrow funds in the next few months?
- If Yes, contact Financial Accounting for deadlines and details on borrowing options

Update Multi-Year Projections (MYP)

District will either need to enter the MYP directly on the SACS forms or provide the MYP in addition to the SACS forms.

Financial Accounting will prepare an MYP for your district if you return/submit an assumptions sheet. Financial Accounting will extract the data at a single point in time. Any modifications/budget adjustments after that point will need to be adjusted by the district.

Food for Thought:

- Am I meeting my reserve requirement in all three years?
- Is the district deficit spending?
- Is the deficit growing or shrinking?
- Is there a structural deficit?
- Are there any large variances from:

- 2nd Interim to Estimated Actuals/Budget Adoption? Explanation?
- Current year to 2nd Year? Explanation?
- 2nd Year to 3rd Year? Explanation?
- You may consider creating a budget crosswalk to illustrate the variances/budget adjustments. See Exhibit A – Budget Crosswalk.

SACS Forms to be completed

<u>Funds</u>

- \Box Fund 01
 - Open and Save
- \Box All other funds *may* be opened and reviewed, but do not need to be saved.

<u>Supplemental</u>

- \Box A Attendance
- □ CASH** Cashflow Worksheet (may be provided separately)
 - If you are providing the Cashflow separately DO NOT open this form.
- □ CEA Classroom Expenditures Actuals
- □ CEB Classroom Expenditures Budget
- \Box CHG** Change Order Form
 - This allows users to report problems with SACS or request enhancements to SACS.
- □ CB Certification of Budget Adoption
 - This form should always be completed last/after all Forms, Components of Ending Fund Balance, Criteria and Standards, and error-free TRC are completed.
 - Must have an original signature
- □ CC Worker's Compensation Certification
 - Must have an original signature
- \Box ICR Indirect Cost Rate
- L Lottery
- □ MYP Multiyear Projections General Fund (Fund 01)

- □ MYPIO Multiyear Projections Other Funds
 - Only complete this form if your district has a fund, other than 01, that has a projected negative ending fund balance.
- □ NCMOE No Child Left Behind Maintenance of Effort
- □ SEAS Special Education Revenue Allocations Setup (SELPA Selection)

Components of Ending Fund Balance

Once all budget forms are complete and your TRC is clean you will want to enter your Components of Ending Fund Balance.

Forms – Components of Ending Fund Balance/Net Position
You will need to enter the Reserve for Economic Uncertainties in

each of the reporting periods in Fund 01.

In addition any fund outside of 01 that contains an unrestricted resource AND an ending fund balance must have the fund balance assigned.

Criteria and Standards

This can be a time consuming portion of the SACS forms, please plan your timeline accordingly

If data in section is "Met" no explanation is needed

If data in section is "Not Met" and explanation will be required.

<u>TRC</u>

A TRC needs to be run for each of the budget/actual periods represented in the upper right corner.

If you run your TRC for "Exceptions Only", it will only produce errors. This can be helpful so you don't have so see every single check, rather just the ones that are flagging with errors.

The TRC that is submitted to the County must include ALL checks.

- Any (F) Fatal Errors MUST be corrected in order to do an "Official" Export
- Any (W) Warning Errors either need to be corrected, or an explanation must be provided

• Any (O) Warning Errors, review, but nothing needs to be done with them in SACS

SACS Help

Should you find that you are having difficulty completing any of the SACS forms, there is a resource guide. Simply go to the menu bar in SACS, click Help – SACS Help. And entire SACS guide will open on the screen with hyperlinks to all forms and sections of SACS.

Submit board-approved Official SACS file and below documents, to the San Diego County Office of Education no later than March 15th.

Documents needing to be emailed to finrep@sdcoe.net:

- □ Official SACS File
- □ Copies of complete TRC's (error free, or with explanations)
- \Box Cash Flow (if not in SACS)
- \square MYP (if not in SACS)
- □ Budget Crosswalk (optional)
- □ Board Presentation
- □ LCFF Calculator
- □ List of Budget Reductions if Negative/Qualified

Should you encounter problems with your TRC in SACS, please contact Financial Accounting:

Natalie Schuff (858) 292-3643 or nschuff@sdcoe.net

Should you encounter problems with your SACS file, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

Should you encounter problems emailing your files to finrep@sdcoe.net, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

7.5.2 1st Interim

Throughout the fiscal year LEAs are required to report their financial status to their board of education, the County Office of Education (COE) and the California Department of Education (CDE). The first of these financial reports is the 1st Interim.

The 1st Interim reflects actual expenditures through October 31 and budget as of the date of download into SACS. LEAs should reflect any budget adjustments or changes in actual transactions for this reporting period. In addition the LEA will be required to self-certify as positive, qualified or negative. A positive LEA will meet all financial obligations in the current and two subsequent fiscal years. A qualified LEA *may* not meet all financial obligations in the current and two subsequent fiscal years. A negative LEA *will* not meet its financial obligations in the current and/or two subsequent fiscal years.

LEAs will present this financial information to their board of education. The board of education is responsible for approving the financial report. Once approved by the LEAs board of education, it is submitted to the COE. The COE provides a financial review for each LEAs submittal. If needed, the COE may request additional information or clarification. Once the reviews are complete a data file is submitted to CDE for all LEAs in the county.

1st Interim Checklist

- □ Clear Suspense (object 7999 and 8999) *posted* by 10/31
- □ Actuals/GL corrections *posted* by 10/31
- \Box Clear accruals (if they can be)
- □ Balance Resources (budget)
- □ Indirect Costs Balanced (Object 7300's must equal "0" zero)
- □ Transfers of Direct Costs Balanced (Object 5700's must equal "0" zero)
- □ Budget Corrections *posted* by 10/31
- Clear and Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or before 10/31
- □ Run cash flow projections
- Complete LCFF Calculator (3A and 3B must be completed)
- □ Update Multi-Year Projections (MYP)
- □ Submit board-approved SACS file to the San Diego County Office of Education no later than December 15th.

Clear Suspense (object 7999 and 8999)

Clear suspense using the FAR_GL_DETAILS query to see individual transactions in suspense.

Journal ID %:	%
Source %:	%
District # %:	XXXXX
Object From:	7999000
Object To:	7999999
Fiscal Year:	2016
Accounting Period From	1: 0
Accounting Period To:	4
Fund %:	%
Resource From:	0000000
Resource To:	9999999
Site %:	%
Op Unit %:	%

For payroll suspense see Section 15, Exhibit F on Clearing Payroll Suspense.

Actuals/GL corrections posted by 10/31

Although your SACS forms are not based on your actuals, it is important to make sure that all your actuals are being reported correctly.

You can use FAR_GL_ACTUALS_FULL_ACCOUNT to see net actuals by account string. Use the below parameters:

FAR_GL_ACTU	ALS_FULL_ACCOUNT - Actua	ls	
LEA/BU %:	XXXXX		
Fund %:	%		
RESOURCE FROM	: 0000000		
RESOURCE TO:	9999999		
OBJECT FROM:	0000000		Enter Current
OBJECT TO:	9999999		Fiscal Year
PERIOD FROM:	0		riscal I cal
PERIOD TO:	4		
Year:	2016		

If you need to see detailed transactions of the above query use FAR_GL_DETAILS with the parameters below:

FAR_GL_DETAILS - I Journal ID %: Source %: District # %:	% % % % % XXXXX		Enter a specific range, or 0000000 to 9999999 for all
Object From:	0000000	-	
Object To:	9999999		
Fiscal Year:	2016		Enter Current Fiscal
Accounting Period From	0		Year
Accounting Period To:	4	l	
Fund %:	%		
Resource From:	0000000		Enter a specific range,
Resource To:	9999999		1 0,
Site %:	%		or 0000000 to
Op Unit %:	%		9999999 for all

• These parameters can be modified to narrow down your search criteria. The results that will display with the above criteria will capture all transactions from July 1 through October 31.

Budget Corrections *posted* by 10/31

Use query FAR_BUDGET_COMPARE_REV_EXP to view your budget through October 31. Use the parameters below:

FAR_BUDGET_COMPARE_ District %: Fund %: Resource From: Resource To:	REV_EXP - Revenue & Expense Bdgt Interim XXXXX % 0000000 9999999	Enter a specific range, or 0000000 to 9999999 for all
Site %: Fiscal Year: Accounting Period From: Accounting Period To: Op Unit %: 0=Og 1=Adjmt 2=Xfers %=Revise	% 2016 0 4 % 6	Enter Current Fiscal Year

Determine if there are any changes.

Enter your changes on:

Main Menu - Commitment Control - Budget Journals - Enter Budget Journals

- Remember that your date must reflect NO LATER than 10/31, or it will not be reflected in your 1st Interim SACS file.
- All changes/corrections will need to be entered
- Once your Budget corrections have posted you can re-run FAR_BUDGET_COMPARE_REV_EXP to see your changes.

<u>Clear any Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or before 10/31</u>

Inter-fund temporary loans will need to be reversed going to

Main Menu – General Ledger – Journals – Journal Entry – Add/Update Journals

- Make sure that you process this transfer with a 10/31 date, otherwise it will not be reflected in your 1st Interim Actuals.
- Make sure to select the "Source" as "AT" (Auditors Transfers) since it is between funds.

Header Lines Totals Errors	Approval	
Unit 04300	Journal ID NEXT	Date 10/31/2015
Long Description		2
*Ledger Group	ACTUALS Adjusting Entr	ny Non-Adjusting Entry
Ledger	Siscal Yes	ar 2016
*Source	AT Q Perio	d 4
Reference Number	ADB Da	te 10/31/2015
Journal Class		
Transaction Code	GENERAL 🔍	Auto Generate Lines
		Save Journal Incomplete Status
SJE Type		Autobalance on 0 Amount Line
	Currency Defaults: USD / CRRNT / 1	
	Attachments (0)	
	Reversal: Do Not Generate Reversal	Commitment Control
Entered By	525595 Kristin Armatis	
Entered On		
Last Updated On		
🔚 Save 🖹 Notify 🔗 Refresh		📑 Add 🖉 Update/Display
Header Lines Totals Errors Approval		

Clear accruals (if they can be)

Prior year accruals can be accessed using the following queries:

• To see the accrual balances still open use FAR_GL_ACTUALS_FULL_ACCOUNT

LEA/BU %: Fund %:	XXXXX			
Funa %: RESOURCE FROI	%			
RESOURCE FROM				
	9999999			
OBJECT FROM:	9201000			
OBJECT TO:	9202999			
PERIOD FROM:	0			
PERIOD TO:	998			
Year:	2016	• I		
			I	
				Use Current

FAR_GL_ACTU	ALS_FULL_		
LEA/BU %:	XXXXX		Use Current
Fund %:	%		
RESOURCE FROM	V: 0000000		Fiscal Year
RESOURCE TO:	9999999		
OBJECT FROM:	9510000		
OBJECT TO:	9511999		
PERIOD FROM:	0		
PERIOD TO:	998		
Year:	2016	J	

- The balances in the 9201 and 9202, or 9510 and 9511, objects for each resource should net zero. If there is a balance, then money is still owed, still needs to be paid, or the accrual needs to be cleared because it will not come to fruition.
 - Objects 9201 and 9510 are the accruals that were set up during closing of the prior fiscal year
 - Objects 9202 and 9511 are where the revenues or payables are posted to clear the accrual
- To see the detail of the accrual balances use FAR_GL_DETAILS



• If you are looking for a particular resource you can change the parameters to reflect just that resource. The same principle applies to object code.

Run cash flow projections

SDCOE Financial Accounting will prepare cash flow statements for each district and email them out. This is an estimate based on the budget you entered in the prior reporting period. It is still the districts responsibility to update the budget amounts to reflect the 1st Interim budget. In addition the district also needs to determine if expenditures and revenues are being distributed correctly in each month.

Food for Thought:

• Is your cash balance positive in June?

- Is the only reason your cash balance is positive in June, because you had to borrow?
- Is there a structural cash problem (not just because of accruals, allocations, disbursements)?
- Will my district need to borrow funds in the next six months?
 - If Yes, contact Financial Accounting for deadlines and details on borrowing

Update Multi-Year Projections (MYP)

District will either need to enter the MYP directly on the SACS forms or provide the MYP in addition to the SACS forms.

Financial Accounting will prepare an MYP for your district if you return/submit an assumptions sheet. Financial Accounting will extract the data at a single point in time. Any modifications/budget adjustments after that point will need to be adjusted by the district.

Food for Thought:

- Am I meeting my reserve requirement in all three years?
- Is the district deficit spending?
- Is the deficit growing or shrinking?
- Is there a structural deficit?
- Are there any large variances from
 - Budget Adoption to 1st Interim? Explanation?
 - Current year to 2nd Year? Explanation?
 - \circ 2nd Year to 3rd Year? Explanation?

You may consider creating a budget crosswalk to illustrate the variances/budget adjustments. See Section 10, Exhibit A – Budget Crosswalk.

SACS Forms to be completed

<u>Funds</u>

- □ Fund 01
 - Open and Save
- \Box All other funds may be opened and reviewed, but do not need to be saved.

Supplemental

- \Box AI Attendance
- □ CASH** Cashflow Worksheet (may be provided separately)
 - $\circ~$ If you are providing the Cashflow separately DO NOT open this form.
- \Box CHG** Change Order Form
 - This allows users to report problems with SACS or request enhancements to SACS.
- □ CI Interim Certification
 - This form should always be completed last/after all Forms, Components of Ending Fund Balance, Criteria and Standards, and error-free TRC are completed.
- □ ICR Indirect Cost Rate
- □ MYPI Multiyear Projections General Fund (Fund 01)
- □ MYPIO Multiyear Projections Other Funds
 - Only complete this form if your district has a fund, other than 01, that has a projected negative ending fund balance.
- □ NCMOE No Child Left Behind Maintenance of Effort
- □ SEAS Special Education Revenue Allocations Setup (SELPA Selection)
- □ SIAI Summary of Inter-fund Activities Projected Year Totals
 - Only complete this form if there are inter-fund activities. Upon opening this form the software will automatically generate the report.

Components of Ending Fund Balance

Once all budget forms are complete and your TRC is clean you will want to enter your Components of Ending Fund Balance.

- □ Forms Components of Ending Fund Balance/Net Position
- You will need to enter the Reserve for Economic Uncertainties in each of the reporting periods in Fund 01.
- □ In addition any fund outside of 01 that contains an unrestricted resource AND an ending fund balance must have the fund balance assigned.

Criteria and Standards

This can be a time consuming portion of the SACS forms, please plan your timeline accordingly

- If data in section is "Met" no explanation is needed
- If data in section is "Not Met" and explanation will be required.

<u>TRC</u>

A TRC needs to be run for each of the budget/actual periods represented in the upper right corner.

If you run your TRC for "Exceptions Only", it will only produce errors. This can be helpful so you don't have so see every single check, rather just the ones that are flagging with errors.

- The TRC that is submitted to the county must include ALL checks.
- Any (F) Fatal Errors MUST be corrected in order to do an "Official" Export
- Any (W) Warning Errors either need to be corrected, or an explanation must be provided
- Any (O) Warning Errors, review, but nothing needs to be done with them in SACS

SACS Help

Should you find that you are having difficulty completing any of the SACS forms, there is a resource guide. Simply go to the menu bar in SACS, click Help – SACS Help. And entire SACS guide will open on the screen with hyperlinks to all forms and sections of SACS.

Submit board-approved Official SACS file and below documents, to the San Diego County Office of Education no later than December 15th.

Documents needing to be emailed to finrep@sdcoe.net:

- □ Official SACS File
- □ Copies of complete TRC's (error free, or with explanations)
- $\Box \quad \text{Cash Flow (if not in SACS)}$
- $\Box MYP (if not in SACS)$
- □ Budget Crosswalk (optional)
- □ Board Presentation
- □ LCFF Calculator

□ List of Budget Reductions – if Negative/Qualified

Should you encounter problems with your TRC in SACS, please contact Financial Accounting:

Natalie Schuff (858) 292-3643 or nschuff@sdcoe.net

Should you encounter problems with your SACS file, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

Should you encounter problems emailing your files to finrep@sdcoe.net, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

7.5.3 2nd Interim

The second set of financial reports that a district must complete is their 2nd Interim. The 2nd Interim reflects actuals as of January 31 and budget as of the date of the SACS extract. It is important for LEAs to understand that this is the last financial report you will submit before your budget adoption/estimated actuals (unless the district certifies as qualified or negative).

LEAs should reflect any budget adjustments or changes in actual transactions for this reporting period. In addition the LEA will be required to self-certify as positive, qualified or negative. A positive LEA will meet all financial obligations in the current and two subsequent fiscal years. A qualified LEA *may* not meet all financial obligations in the current and two subsequent fiscal years. A negative LEA *will* not meet its financial obligations in the current and/or two subsequent fiscal years.

LEAs will present this financial information to their board of education. The board of education is responsible for approving the financial report. Once approved by the LEAs board of education, it is submitted to the COE. The COE provides a financial review for each LEAs submittal. If needed, the COE may request additional information or clarification. Once the reviews are complete a data file is submitted to CDE for all LEAs in the county.

2nd Interim Checklist

- □ Clear Suspense (object 7999 and 8999)
- □ Actuals/GL corrections *posted* by 01/31
- \Box Clear accruals (if they can be)
- □ Balance resources (budget)
- □ Indirect Costs Balanced (Object 7300's must equal "0" zero)
- □ Transfers of Direct Costs (Object 5700's must equal "0" zero)
- □ Budget Corrections *posted* by 01/31
- Clear and Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or before 01/31
- □ Complete LCFF Calculator (make sure that 3A and 3B are also completed)
- □ Run cash flow projections
- □ Update Multi-Year Projections (MYP)
- □ Submit board-approved SACS file to the San Diego County Office of Education no later than March 15th.
Clear Suspense (object 7999 and 8999) on or before 01/31

Clear suspense using the FAR_GL_DETAILS query to see individual transactions in suspense.



For payroll suspense see Section 15, Exhibit F on Clearing Payroll Suspense.

Actuals/GL corrections posted by 01/31

Although your SACS forms are not based on your actuals, it is important to make sure that all your actuals are being reported correctly.

You can use FAR_GL_ACTUALS_FULL_ACCOUNT to see net actuals by account string. Use the below parameters:



If you need to see detailed transactions of the above query use FAR_GL_DETAILS with the parameters below:

FAR_GL_DETAILS -	Details To All GL Postings
Journal ID %:	%
Source %:	%
District # %:	XXXXX
Object From:	0000000
Object To:	9999999
Fiscal Year:	2016
Accounting Period From	0
Accounting Period To:	7
Fund %:	%
Resource From:	0000000
Resource To:	9999999
Site %:	%
Op Unit %:	%
View Results	

Budget Adjustments posted by 01/31

Use query FAR_BUDGET_COMPARE_REV_EXP to view your budget through January 31. Use the parameters below:

District %:	XXXXX
Fund %:	%
Resource From:	000000
Resource To:	9999999
Site %:	%
Fiscal Year:	2016
Accounting Period From:	0
Accounting Period To:	7
Op Unit %:	%
0=Og 1=Adjmt 2=Xfers %=Rev	ised: %
View Results	

Determine if there are any changes.

Enter your changes on:

Main Menu - Commitment Control - Budget Journals - Enter Budget Journals

- Remember that your date must reflect NO LATER than 01/31, or it will not be reflected in your 2nd Interim SACS file.
- Once your Budget corrections have posted you can re-run
 - FAR_BUDGET_COMPARE_REV_EXP to see your changes.
- All changes/corrections will need to be entered

<u>Clear any Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or before 01/31</u>

Inter-fund temporary loans will need to be reversed going to

Main Menu – General Ledger – Journals – Journal Entry – Add/Update Journals

Make sure that you process this transfer with a 01/31 date, otherwise it will not be reflected in your 2^{nd} Interim Actuals.

Make sure to select the "Source" as "AT" (Auditors Transfers) since it is between funds.

Header	Lines	Totals	Errors	<u>A</u> pproval			
	Unit	04300			Journal ID NEX	г	Date 01/31/2016
		Long D	escription				<u>,</u> ,
		*Led	ger Group	ACTUALS	Q	Adjusting Entry	Non-Adjusting Entry
			Ledger		Q	Fiscal Year	2016
			*Source	AT		Period	7
		Referenc	e Number			ADB Date 0	1/31/2016
		Jou	rnal Class		Q		
		Transac	tion Code	GENERAL	Q	(Auto Generate Lines
							Save Journal Incomplete Status
			SJE Type			v	Autobalance on 0 Amount Line
				Currency De	efaults: USD / CRRNT /	1	
				Attachments	s (O)		
				Reversal: D	o Not Generate Reversal	L C	ommitment Control
		E	ntered By	525595	Kris	tin Armatis	
		E	ntered On				
		Last U	pdated On				
🔚 Save	🔛 Noti	fy 📿 R	efresh				📑 Add 🖉 Update/Display
Header Lin	es Totals	Errors A	Approval				

Clear accruals (if they can be) on or before 01/31

Prior year accruals can be accessed using the following queries:

• To see the accrual balances still open use FAR_GL_ACTUALS_FULL_ACCOUNT

FAR_GL_ACTU	ALS_FULL_ACCOUNT - A	ctuals	
LEA/BU %:	XXXXX		
Fund %:	%		
RESOURCE FROM	1: 0000000		
RESOURCE TO:	9999999		
OBJECT FROM:	9201000		
OBJECT TO:	9202999		
PERIOD FROM:	0		
PERIOD TO:	998		
Year:	2016	1	
			Use Current
			Fiscal Year

FAR_GL_ACTU	ALS_FULL_A	CCOUNT - Ad	tuals	
LEA/BU %:	XXXXX			Use Current
Fund %:	%			
RESOURCE FROM	N: 0000000			Fiscal Year
RESOURCE TO:	9999999			
OBJECT FROM:	9510000			
OBJECT TO:	9511999			
PERIOD FROM:	0			
PERIOD TO:	998			
Year:	2016			

- The balances in the 9201 and 9202, or 9510 and 9511, objects for each resource should net zero. If there is a balance, then money is still owed, still needs to be paid, or the accrual needs to be cleared because it will not come to fruition.
 - Objects 9201 and 9510 are the accruals that were set up during closing of the prior fiscal year
 - Objects 9202 and 9511 are where the revenues or payables are posted to clear the accrual
- To see the detail of the accrual balances use FAR_GL_DETAILS



• If you are looking for a particular resource you can change the parameters to reflect just that resource. The same principle applies to object code.

Run cash flow projections

SDCOE Financial Accounting will prepare cash flow statements for each district and email them out. This is an estimate based on the budget you entered in the prior reporting period. It is still the districts responsibility to update the budget amounts to reflect the 2nd Interim budget. In addition the district also needs to determine if expenditures and revenues are being distributed in the correct months.

Food for Thought:

• Is your cash balance positive in June?

- Is the only reason your cash balance is positive in June, because you had to borrow?
- Is there a structural cash problem (not just because of accruals, disbursements, allocations)?
- Will I need to borrow funds in the next six months?
 - If Yes, contact Financial Accounting for deadlines and details on borrowing

Update Multi-Year Projections (MYP)

District will either need to enter the MYP directly on the SACS forms or provide the MYP in addition to the SACS forms.

Financial Accounting will prepare an MYP for your district if you return/submit an assumptions sheet. Financial Accounting will extract the data at a single point in time. Any modifications/budget adjustments after that point will need to be adjusted by the district.

Food for Thought:

- Am I meeting my reserve requirement in all three years?
- Is the district deficit spending?
- Is the deficit growing or shrinking?
- Is there a structural deficit?
- Are there any large variances from
 - \circ 1st Interim to 2nd Interim? Explanation?
 - \circ Current year to 2nd Year? Explanation?
 - \circ 2nd Year to 3rd Year? Explanation?

You may consider creating a budget crosswalk to illustrate the variances/budget adjustments. See Section 10, Exhibit A – Budget Crosswalk.

SACS Forms to be completed

<u>Funds</u>

□ Fund 01

• Open and Save

 \Box All other funds may be opened and reviewed, but do not need to be saved.

Supplemental

- \Box AI Attendance
- □ CASH** Cashflow Worksheet (may be provided separately)
 - If you are providing the Cashflow separately DO NOT open this form.
- \Box CHG** Change Order Form
 - This allows users to report problems with SACS or request enhancements to SACS.
- □ CI Interim Certification
 - This form should always be completed last/after all Forms, Components of Ending Fund Balance, Criteria and Standards, and error-free TRC are completed.
- □ ICR Indirect Cost Rate Worksheet
- □ MYPI Multiyear Projections General Fund (Fund 01)
- □ MYPIO Multiyear Projections Other Funds
 - Only complete this form if your district has a fund, other than 01, that has a projected negative ending fund balance.
- □ NCMOE No Child Left Behind Maintenance of Effort
- □ SEAS Special Education Revenue Allocations Setup (SELPA Selection)
- □ SIAI Summary of Interfund Activities Projected Year Totals
 - Only complete this form if there are interfund activities. Upon opening this form the software will automatically generate the report.

Components of Ending Fund Balance

Once all budget forms are complete and your TRC is clean you will want to enter your Components of Ending Fund Balance.

Forms - Components of Ending Fund Balance/Net Position

You will need to enter the Reserve for Economic Uncertanties in each of the reporting periods in Fund 01. In addition any fund outside of 01 that contains an unrestricted resource
AND an ending fund balance must have the fund balance assigned.

Criteria and Standards

This can be a time consuming portion of the SACS forms, please plan your timeline accordingly

- If data in section is "Met" no explanation is needed
- If data in section is "Not Met" and explanation will be required.

<u>TRC</u>

A TRC needs to be run for each of the budget/actual periods represented in the upper right corner.

If you run your TRC for "Exceptions Only", it will only produce errors. This can be helpful so you don't have so see every single check, rather just the ones that are flagging with errors.

- The TRC that is submitted to the county must include ALL checks.
- Any (F) Fatal Errors MUST be corrected in order to do an "Official" Export
- Any (W) Warning Errors either need to be corrected, or an explanation must be provided
- Any (O) Warning Errors, review, but nothing needs to be done with them in SACS

SACS Help

Should you find that you are having difficulty completing any of the SACS forms, there is a resource guide. Simply go to the menu bar in SACS, click Help – SACS Help. And entire SACS guide will open on the screen with hyperlinks to all forms and sections of SACS.

Submit board-approved Official SACS file and below documents, to the San Diego County Office of Education no later than March 15th.

Documents needing to be emailed to finrep@sdcoe.net:

- □ Official SACS File
- □ Copies of complete TRC's (error free, or with explanations)
- □ Cash Flow (if not in SACS)

 \square MYP (if not in SACS)

□ Budget Crosswalk (optional)

□ Board Presentation

□ LCFF Calculator

□ List of Budget Reductions – if Negative/Qualified

Should you encounter problems with your TRC in SACS, please contact Financial Accounting:

Natalie Schuff (858) 292-3643 or nschuff@sdcoe.net

Should you encounter problems with your SACS file, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

Should you encounter problems emailing your files to finrep@sdcoe.net, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

7.5.4 End of Year Projection Report/3rd Interim (*if applicable*)

In the event that a district certifies as qualified or negative, the LEA will be required to submit an End of Year Projection Report, otherwise known as a 3rd Interim Report.

A 3^{rd} interim financial report is a more condensed version of the 1^{st} and 2^{nd} Interim reports. 3^{rd} Interim will reflect actuals as of April 30 and budget as of the date uploaded to SACS. LEAs will need to make sure that all budget and actual adjustments are reflected prior to April 30. At this point it time an LEA should have a plan to bring itself back to fiscal solvency. Some LEAs may have implemented a portion of that plan by this point, those adjustments should be reflected in the budget and MYP. If there are still portions of the plan that are in process, a listing of the remaining plan should be provided along with the 3^{rd} Interim.

There is no certification of positive, qualified or negative at 3rd interim. The 3rd interim is just another measurement for districts who are in financial distress.

The 3rd interim too, will be reported to the board of education, COE and CDE. The report must be submitted to the COE by May 15th.

End of Year Projection Report/3rd Interim Checklist

(Only if district certified as Qualified or Negative)

- □ Clear Suspense (object 7999 and 8999)
- □ Actuals/GL corrections *posted* by 04/30
- □ Clear accruals (if they can be)
- □ Balance resources (budget)
- □ Indirect Costs Balanced (Object 7300's must equal "0" zero
- □ Transfers of Direct Costs Balanced (Object 5700's must equal "0" zero)
- □ Budget Adjustments *posted* by 04/30
- Clear and Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or before 04/30
- □ Complete LCFF Calculator (make sure that 3A and 3B are also completed)
- □ Run cash flow projections
- □ Update Multi-Year Projections (MYP)
- □ Submit board-approved SACS file to the San Diego County Office of Education no later than May 15th.

Clear Suspense (object 7999 and 8999) on or before 04/30

Clear suspense using the FAR_GL_DETAILS query to see individual transactions in suspense.

FAR_GL_DETAILS -	Details To All (GL Postings		FAR_GL_DETAILS -	Details To All GL Postings
Journal ID %:	%			Journal ID %:	%
Source %:	%			Source %:	%
District # %:	XXXXX			District # %:	XXXXX
Object From:	7999000	7999 – Expense Sus	pense	bject From:	8999000
Object To:	7999999	8999 – Revenue Sus	pense	bject To:	8999999
Fiscal Year:	2016	Current Fiscal Y	'ear	Fiscal Year:	2016
Accounting Period From	: 0			Accounting Period From	: 0
Accounting Period To:	10			Accounting Period To:	10
Fund %:	%			Fund %:	%
Resource From:	0000000			Resource From:	0000000
Resource To:	9999999			Resource To:	9999999
Site %:	%			Site %:	%
Op Unit %:	%			Op Unit %:	%

For payroll suspense see Section 15, Exhibit F on Clearing Payroll Suspense.

Actuals/GL adjustments posted by 04/30

Although your SACS forms are not based on your actuals, it is important to make sure that all your actuals are being reported correctly.

You can use FAR_GL_ACTUALS_FULL_ACCOUNT to see net actuals by account string. Use the below parameters:

FAR_GL_ACTUA	LS_FULL_ACCOUNT - Actuals	
LEA/BU %:	XXXXX	
Fund %:	%	
RESOURCE FROM:	000000	
RESOURCE TO:	9999999	
OBJECT FROM:	000000	
OBJECT TO:	9999999	
PERIOD FROM:	0	
PERIOD TO:	10 Curre	ent Fiscal Year
Year:	2016	

If you need to see detailed transactions of the above query use FAR_GL_DETAILS with the parameters below:

FAR_GL_DETAILS -	Details To All GL Postings	
Journal ID %:	%	
Source %:	%	
District # %:	XXXXX	
Object From:	0000000	
Object To:	9999999	
Fiscal Year:	2016	 Current Fiscal Year
Accounting Period From	: 0	
Accounting Period To:	10	
Fund %:	%	
Resource From:	0000000	
Resource To:	9999999	
Site %:	%	
Op Unit %:	%	
View Results		

Budget Adjustments posted by 04/30

Use query FAR_BUDGET_COMPARE_REV_EXP to view your budget through April 30. Use the parameters below:

FAR_BUDGET_COMPARE_F	REV_EXP - Revenue & Expense Bdgt Interim]	
District %:	XXXXX		
Fund %:	%		
Resource From:	000000		
Resource To:	9999999		
Site %:	%		
Fiscal Year:	2016		Current Fiscal Year
Accounting Period From:	0		
Accounting Period To:	10		
Op Unit %:	%		
0=Og 1=Adjmt 2=Xfers %=Revised	l: %		
View Results			

Determine if there are any changes.

Enter your changes on:

Main Menu - Commitment Control - Budget Journals - Enter Budget Journals

- Remember that your date must reflect NO LATER than 04/30, or it will not be reflected in your 3rd Interim SACS file.
- Once your Budget corrections have posted you can re-run FAR_BUDGET_COMPARE_REV_EXP to see your changes.
- All adjustments will need to be entered

<u>Clear any Temporary Loans/Inter-fund Borrowing that will reach the 90 day marker on or</u> <u>before 04/30</u>

Inter-fund temporary loans will need to be reversed going to

Main Menu – General Ledger – Journals – Journal Entry – Add/Update Journals

- Make sure that you process this transfer with a 04/30 date, otherwise it will not be reflected in your 3rd Interim Actuals.
- Make sure to select the "Source" as "AT" (Auditors Transfers) since it is between funds.

Header Lines Totals Errors Approv	al	· · · ·
Unit 04300	Journal ID NEXT	Date 04/30/2016
Long Description		2
*Ledger Group ACTUA	_S 🔍 Adjusting Entry	Non-Adjusting Entry
Ledger	Second Se	2016
*Source AT	Period	10
Reference Number	ADB Date	04/30/2016
Journal Class		
Transaction Code GENER	AL 🔍	Auto Generate Lines
		Save Journal Incomplete Status
SJE Type	¥	Autobalance on 0 Amount Line
Currency	/ Defaults: USD / CRRNT / 1	
Attachm	ents (0)	
Reversa	l: Do Not Generate Reversal	Commitment Control
Entered By 525595	Kristin Armatis	
Entered On		
Last Updated On		
🔚 Save 🔄 Notify 🔗 Refresh		Add Display
Header Lines Totals Errors Approval		

Clear accruals (if they can be) on or before 04/30

Prior year accruals can be accessed using the following queries:

• To see the accrual balances still open use FAR_GL_ACTUALS_FULL_ACCOUNT

FAR_GL_ACTU	ALS_FULL_ACCOUNT - A	ctuals	
LEA/BU %:	XXXXX		
Fund %:	%		
RESOURCE FROM	: 0000000		
RESOURCE TO:	9999999		
OBJECT FROM:	9201000		
OBJECT TO:	9202999		
PERIOD FROM:	0		
PERIOD TO:	998		
Year:	2016		
			Use Current
			Fiscal Year

FAR_GL_ACTU	ALS_FULL_ACCO	UNT - Actuals]	
LEA/BU %:	XXXXX			Use Current
Fund %:	%			
RESOURCE FROM	A: 0000000			Fiscal Year
RESOURCE TO:	9999999			
OBJECT FROM:	9510000			
OBJECT TO:	9511999			
PERIOD FROM:	0			
PERIOD TO:	998			
Year:	2016			

- The balances in the 9201 and 9202, or 9510 and 9511, objects for each resource should net zero. If there is a balance, then money is still owed, still needs to be paid, or the accrual needs to be cleared because it will not come to fruition.
 - Objects 9201 and 9510 are the accruals that were set up during closing of the prior fiscal year
 - Objects 9202 and 9511 are where the revenues or payables are posted to clear the accrual
- To see the detail of the accrual balances use FAR_GL_DETAILS



Run cash flow projections

SDCOE Financial Accounting will prepare cash flow statements for each district and email them out. This is an estimate based on the budget you entered in the prior reporting period. It is still the districts responsibility to update the budget amounts to reflect the 3rd Interim budget. In addition the district also needs to determine if expenditures and revenues are being distributed in the correct months.

Food for Thought:

- Is your cash balance positive in June?
- Is the only reason your cash balance positive in June because you had to borrow?
- Is there a structural cash problem (not just because of deferrals/accruals)?

- Will I need to borrow funds in the next few months?
 - If Yes, contact Financial Accounting for deadlines and details on borrowing

Update Multi-Year Projections (MYP)

District will either need to enter the MYP directly on the SACS forms or provide the MYP in addition to the SACS forms.

Financial Accounting will prepare an MYP for your district if you return/submit an assumptions sheet. Financial Accounting will extract the data at a single point in time. Any modifications/budget adjustments after that point will need to be adjusted by the district.

Food for Thought:

- Am I meeting my reserve requirement in all three years?
- Is the district deficit spending?
- Is the deficit growing or shrinking?
- Is there a structural deficit?
- Are there any large variances from
 - o 2nd Interim to 3rd Interim? Explanation?
 - Current year to 2nd Year? Explanation?
 - \circ 2nd Year to 3rd Year? Explanation?

You may consider creating a budget crosswalk to illustrate the variances/budget adjustments. See Section 10, Exhibit A – Budget Crosswalk.

SACS Forms to be completed

<u>Funds</u>

□ Fund 01

- $\circ \quad \text{Open and Save} \quad$
- \Box All other funds may be opened and reviewed, but do not need to be saved.

Supplemental

 \Box AI – Attendance

□ CASH** - Cashflow Worksheet (may be provided separately)

- If you are providing the Cashflow separately DO NOT open this form.
- \Box CHG** Change Order Form
 - This allows users to report problems with SACS or request enhancements to SACS.
- □ MYPI Multiyear Projections General Fund (Fund 01)
- □ MYPIO Multiyear Projections Other Funds
 - Only complete this form if your district has a fund, other than 01, that has a projected negative ending fund balance.

Components of Ending Fund Balance

Once all budget forms are complete and your TRC is clean you will want to enter your Components of Ending Fund Balance.

Forms - Components of Ending Fund Balance/Net Position

- You will need to enter the Reserve for Economic Uncertanties in each of the reporting periods in Fund 01.
- □ In addition any fund outside of 01 that contains an unrestricted resource AND an ending fund balance must have the fund balance assigned.

<u>TRC</u>

A TRC needs to be run for each of the budget/actual periods represented in the upper right corner.

If you run your TRC for "Exceptions Only", it will only produce errors. This can be helpful so you don't have so see every single check, rather just the ones that are flagging with errors.

- The TRC that is submitted to the county must include ALL checks.
- Any (F) Fatal Errors MUST be corrected in order to do an "Official" Export
- Any (W) Warning Errors either need to be corrected, or an explanation must be provided
- Any (O) Warning Errors, review, but nothing needs to be done with them in SACS

SACS Help

Should you find that you are having difficulty completing any of the SACS forms, there is a resource guide. Simply go to the menu bar in SACS, click Help – SACS Help. And entire SACS guide will open on the screen with hyperlinks to all forms and sections of SACS.

Submit board-approved Official SACS file and below documents, to the San Diego County Office of Education no later than June 1st.

Documents needing to be to finrep@sdcoe.net:

- □ Official SACS File
- □ Copies of complete TRC's (error free, or with explanations)
- □ Cash Flow (if not in SACS)
- □ MYP (if not in SACS)
- □ Budget Crosswalk (optional)
- □ Board Presentation
- □ LCFF Calculator
- □ List of Budget Reductions if Negative/Qualified

Should you encounter problems with your TRC in SACS, please contact Financial Accounting:

Natalie Schuff (858) 292-3643 or nschuff@sdcoe.net

Should you encounter problems with your SACS file, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

Should you encounter problems emailing your files to finrep@sdcoe.net, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

7.5.5 Unaudited Actuals

Unaudited Actuals are a districts end of fiscal year financial reports. These reports detail all actual financial transactions July 1 through June 30. These reports no longer reflect budget, rather they reflect the "actual" expenditures the district made through June 30 of that fiscal year. The reason why they are termed "unaudited" actuals, is because district finish closing out their fiscal year through July and August. Most district do not have their final audit until September or October. During this audit in the fall, the district's auditors will audit all their transactions from July 1 through June 30 of the prior fiscal year.

In addition to a districts financial position, the district will also be required to complete all the government wide reporting forms. These include statement of net position, statement of activities and special education maintenance of effort reports.

Districts do not certify positive, qualified or negative for Unaudited Actuals, although board approval is required.

Unaudited Actuals Checklist

- □ Clear Suspense (object 7999 and 8999) by 06/30
- \Box Auditors Transfers (AT's) must be *posted* by 6/29 to be reflected.
- □ After 6/29 you will have to set up Due To/Due Froms
- □ Actuals/GL adjustments *posted* by 06/30
- □ OPEB Calculation
- □ STRS On Behalf
- □ Clear ALL remaining prior year accruals
- □ Establish new current year accruals
- □ Clear 9910's
- □ Budget Adjustments *posted* by 06/30
- □ Balance Resources
- □ Indirect Costs Balanced (Object 7300's must equal "0" zero)
- □ Transfers of Direct Costs Balanced (Object 5700's must equal "0" zero)
- □ Clear and Temporary Loans/Inter-fund Borrowing (must be cleared by 06/30)
- □ Complete Closing Checklist
- □ SACS Forms/Software
- □ Submit board-approved Official SACS file to the San Diego County Office of Education no later than September 15th.

Clear Suspense (object 7999 and 8999) on or before 06/30

Clear suspense using the FAR_GL_DETAILS query to see individual transactions in suspense.

FAR_GL_DETAILS - Details To All GL Postings			FA	R_GL_DETAILS - D	etails To	All GL Postings	
Journal ID %:	%			Jo	urnal ID %:	%	
Source %:	%			So	ource %:	%	
District # %:	XXXXX			Di	strict # %:	XXXXX	
Object From:	7999000	7999 – Expense Su	ispens	se	ject From:	8999000	
Object To:	7999999	8999 – Revenue S			ject To:	8999999	
Fiscal Year:	2016	Current Fisca	ıl		cal Year:	2016	
Accounting Period From	: 0	*7		_	counting Period From:	0	
Accounting Period To:	998			A	counting Period To:	998	
Fund %:	%			Fu	ind %:	%	
Resource From:	0000000			Re	esource From:	0000000	
Resource To:	9999999			Re	esource To:	9999999	
Site %:	%			Si	te %:	%	
Op Unit %:	%			O	o Unit %:	%	

For payroll suspense see Section 15, Exhibit F on Clearing Payroll Suspense.

Actuals/GL adjustments posted by 06/30

Although your SACS forms are not based on your actuals, it is important to make sure that all your actuals are being reported correctly.

You can use FAR_GL_ACTUALS_FULL_ACCOUNT to see net actuals by account string. Use the below parameters:

FAR_GL_ACTUA	LS_FULL_ACCOUNT - Actuals	
LEA/BU %:	XXXXX	
Fund %:	%	
RESOURCE FROM:	000000	
RESOURCE TO:	9999999	Period 0 – Beginning Balance Roll-
OBJECT FROM:	000000	in (July 1)
OBJECT TO:	9999999	in (bury 1)
PERIOD FROM:	0	Period 998 – Year End Closing
PERIOD TO:	998	- ·
Year:	2016	
View Results		Current Fiscal Year

If you need to see detailed transactions of the above query use FAR_GL_DETAILS with the parameters below:

		_
FAR_GL_DETAILS -	Details To All GL Postings	
Journal ID %:	%	-
Source %:	%	
District # %:	XXXXX	
Object From:	000000	
Object To:	9999999	
Fiscal Year:	2016	Current Fiscal Year
Accounting Period From	n: 0	
Accounting Period To:	998	
Fund %:	%	
Resource From:	000000	
Resource To:	9999999	
Site %:	%	
Op Unit %:	%	
View Results		

OPEB Calculation (if applicable to district)

The GL Journal Entry will need to be booked by 06/30 for OPEB. Please refer to Exhibit C for more information in calculating the OPEB Calculation.

STRS On Behalf

The GL Journal Entry has to be booked by 06/30 for STRS On Behalf. Please refer to Exhibit B for more information regarding the calculation and journal entry.

Budget Adjustments posted by 06/30

Use query FAR_BUDGET_COMPARE_REV_EXP to view your budget through June 30. Use the parameters below:



Determine if there are any changes.

Enter your changes on:

Main Menu - Commitment Control - Budget Journals - Enter Budget Journals

- Remember that your date must reflect NO LATER than 06/30/20XX, or it will not be reflected in your Unaudited Actuals SACS file.
- Once your Budget corrections have posted you can re-run FAR_BUDGET_COMPARE_REV_EXP to see your changes.
- All adjustments will need to be entered

Temporary Loans/Inter-fund Borrowing MUST be cleared on or before 06/30

**NOTE: Financial Accounting has a cut-off date for AT's at Year End. Please check with Financial Accounting for the exact last date for AT's in June.

Inter-fund temporary loans can be reversed going to

Main Menu - General Ledger - Journals - Journal Entry - Add/Update Journals

- Make sure that you process this transfer with a 06/30 date (or the last date AT's can be entered in June per Financial Accounting), otherwise it will not be reflected in your Unaudited Actuals.
- Make sure to select the "Source" as "AT" (Auditors Transfers) since it is between funds.

Header Lines Totals Errors Approval		
Unit 04300	Journal ID NEXT	Date 06/28/2016
Long Description		2
*Ledger Group ACTUALS	Adjusting Entry N	on-Adjusting Entry
Ledger	Fiscal Year	2016
*Source AT	Q Period	12
Reference Number	ADB Date 06	5/28/2016
Journal Class		
Transaction Code GENERAL		Auto Generate Lines
	×.	Save Journal Incomplete Status
SJE Type	T	Autobalance on 0 Amount Line
Currency E	efaults: USD / CRRNT / 1	
Attachmen	ts (0)	
Reversal:	Do Not Generate Reversal Co	ommitment Control
Entered By 525595	Kristin Armatis	
Entered On		
Last Updated On		
Save Notify C Refresh		Add 🖉 Update/Display
Header Lines Totals Errors Approval		

Clear accruals - All outstanding prior year accruals need to be cleared on or before 06/30

Prior year accruals can be accessed using the following queries:

• To see the accrual balances still open use FAR_GL_ACTUALS_FULL_ACCOUNT

FAR_GL_ACTO	ALS_FULL	_ACCOUNT - /	Actuals		
LEA/BU %:	XXXXX				
Fund %:	%				
RESOURCE FROM	N: 0000000				
RESOURCE TO:	9999999				
OBJECT FROM:	9201000				
OBJECT TO:	9202999				
PERIOD FROM:	0				
PERIOD TO:	998				
Year:	2016		_		
FAR_GL_ACTU	ALS_FULL	_ACCOUNT -	Actuals		
FAR_GL_ACTU	IALS_FULL	_ACCOUNT -	Actuals	Use	
		_ACCOUNT -	Actuals	Use	
LEA/BU %:	XXXXX %	_ACCOUNT -	Actuals	Use Current	
LEA/BU %: Fund %:	XXXXX %	_ACCOUNT -	Actuals		
LEA/BU %: Fund %: RESOURCE FROM	XXXXX % M: 0000000	_ACCOUNT -	Actuals		
LEA/BU %: Fund %: RESOURCE FROI RESOURCE TO:	XXXXX % M: 0000000 9999999	_ACCOUNT -	Actuals		
LEA/BU %: Fund %: RESOURCE FROM RESOURCE TO: OBJECT FROM:	XXXXX % M: 0000000 9999999 9510000	_ACCOUNT -	Actuals		
LEA/BU %: Fund %: RESOURCE FROM RESOURCE TO: OBJECT FROM: OBJECT TO:	XXXXX % 9999999 9510000 9511999	_ACCOUNT -	Actuals		

- The balances in the 9201 and 9202, or 9510 and 9511, objects for each resource should net zero. If there is a balance, then money is still owed, still needs to be paid, or the accrual needs to be cleared because it will not come to fruition.
 - Objects 9201 and 9510 are the accruals that were set up during closing of the prior fiscal year
 - Objects 9202 and 9511 are where the revenues or payables are posted to clear the accrual
- To see the detail of the accrual balances use FAR_GL_DETAILS

FAR_GL_DETAILS - Details To All GL Postings Journal ID %: % Source %: % District # %: XXXXX Object From: 9201000	Enter a specific range, or 0000000 to 99999999 for all transactions
Object To: 9202999 Fiscal Year: 2015 Accounting Period From: 0 Accounting Period To: 998 Fund %: % Resource From: 0000000	Enter <u>Prior Fiscal Year</u> to view the detail associated with the accrual transactions
Resource To: 9999999 Site %: % Op Unit %: %	Enter a specific range, or 0000000 to 99999999 for all transactions

Establish New Accruals for Current Fiscal Year on or before 06/30

Accruals (if any) should be established in

- 9201 Receivables
- 9510 Payables
- 9311/9611 Due To/Due From

Clear 9910's to 9510

STRS, PERS & SUI Auditor Transfers (AT's) are part of post cash process. Because the cash process will not run until the cash is actually sent to various agencies the district will need to accrue the balances in 9910 at fiscal year-end. With PeopleSoft you have the ability to set up the 9910 accrual with an auto-reverse. This will allow you to set up the accrual in the current fiscal year and it will automatically reverse the transaction in the following fiscal year.

To set up your 9910 accruals you will need to run the below query on or after June 30, to determine the balance in each of the 9910 accounts:

FAR_GL_ACTUALS_FULL_ACCOUNT



Balances displayed on this query will need to be set up as a 9510. Below is an example of the transfer:

Accounting

	<u>Debit</u>	Credit
0100-0000000-0000-0000-9910000-000	\$500	
0100-0000000-0000-0000-9510000-000		\$500

PeopleSoft

	<u>Amount</u>
0100-0000000-0000-0000-9910000-000	+\$500
0100-000000-0000-0000-9510000-000	- \$500

Go to Main Menu – General Ledger – Journals – Journal Entry – Create/Update Journal Entries

Make sure that the date is reflected as 06/30/2016 and "Adjusting Entry", period 998 is selected.

To set up the auto reversal click the "Reversal: Do Not Generate Reversal" hyperlink.

Header	Lines	Totals	Errors	Approval			
Unit 04300			Journal ID NEXT		Date 06/14/2016		
		Long D	escription				7
		*Led	ger Group	ACTUALS	<u>م</u> ۸۵	ljusting Entry	Adjusting Entry
			Ledger			Fiscal Year	2016
			*Source	DO		Period	998
		Reference	e Number			ADB Date	06/14/2016
		Jou	rnal Class		Q		
		Transac	tion Code	GENERAL	Q		Auto Generate Lines
							Save Journal Incomplete Status
			SJE Type		▼		Autobalance on 0 Amount Line
				Currency Def	aults: USD / CRRNT / 1		
				Attachments	(0)		
			Г	Reversal: Do	Not Generate Reversal	C	Commitment Control
		E	Intered By	525595	Kristin Armat	is	
		E	ntered On				
		Last U	pdated On				
📳 Save	🖃 Noti	fy 📿 R	efresh				📑 Add 🕖 Update/Display
Header Lin	es Totals	Errors /	Approval				

Select, or specify, the date you would like the reversal to take place.



Click "OK".

Continue on with your journal lines and process the transfer as you normally would.

On the date specified for the reversal PeopleSoft should automatically reverse the transaction.

SACS Forms to be completed

<u>Funds</u>

□ Fund 01

o Open and Save

 \Box All other funds may be opened and reviewed, but do not need to be saved.

Supplemental

- □ 76A Changes in Assets and Liabilities (Warrant/Pass-Through)
- □ 95A Changes in Assets and Liabilities (Student Body)
- \Box A Attendance
- □ ASSET Schedule of Capital Assets
- □ CA Unaudited Actuals Certification
- □ CAT Schedule of Categoricals (optional)
- CEA Current Expense Formula/Minimum Classroom Comp. Actuals

- \Box CHG** Change Order Form
 - This allows users to report problems with SACS or request enhancements to SACS.
- □ DEBT Schedule of Long-Term Liabilities
- □ GANN Appropriations Limit Calculations
- □ ICR Indirect Cost Rate Worksheet
- \Box L Lottery Report
- □ NCMOE No Child Left Behind Maintenance of Effort
- D PCR Program Cost Report
- D PCRAF Program Cost Report Schedule of Allocation Factors
- □ SEAS Special Education Revenue Allocations Setup (SELPA Selection)
- □ SIAA Summary of Interfund Activities Actuals
 - Only complete this form if there are interfund activities. Upon opening this form the software will automatically generate the report.

Components of Ending Fund Balance

Once all budget forms are complete and your TRC is clean you will want to enter your Components of Ending Fund Balance.

Forms - Components of Ending Fund Balance/Net Position

- □ You will need to enter the Reserve for Economic Uncertainties in each of the reporting periods in Fund 01.
- □ In addition any fund outside of 01 that contains an unrestricted resource AND an ending fund balance must have the fund balance assigned.

Criteria and Standards

This can be a time consuming portion of the SACS forms, please plan your timeline accordingly

- If data in section is "Met" no explanation is needed
- If data in section is "Not Met" and explanation will be required.

A TRC needs to be run for each of the budget/actual periods represented in the upper right corner.

If you run your TRC for "Exceptions Only", it will only produce errors. This can be helpful so you don't have so see every single check, rather just the ones that are flagging with errors.

- The TRC that is submitted to the county must include ALL checks.
- Any (F) Fatal Errors MUST be corrected in order to do an "Official" Export
- Any (W) Warning Errors either need to be corrected, or an explanation must be provided
- Any (O) Warning Errors, review, but nothing needs to be done with them in SACS

Government Wide Reporting (Reports – Government-Wide Reporting)

Some district prefer to have their auditors do their conversion entries. For those who don't you will enter them here.

Special Education MOE Reports (Reports – Special Education MOE)

- □ SEMA Special Education MOE Actual vs. Actual Comparison
- □ SEMB Special Education MOE Budget vs. Actual Comparison

SACS Help

Should you find that you are having difficulty completing any of the SACS forms, there is a resource guide. Simply go to the menu bar in SACS, click Help – SACS Help. And entire SACS guide will open on the screen with hyperlinks to all forms and sections of SACS.

Submit board-approved Official SACS file and below documents, to the San Diego County Office of Education no later than September 15th.

Documents needing to be emailed to finrep@sdcoe.net:

- □ Official SACS File
- □ Copies of complete TRC's (error free, or with explanations)
- □ Budget Crosswalk (optional)
- Board Presentation
- □ LCFF Calculator

TRC

 \Box Cash Flow

Should you encounter problems with your TRC in SACS, please contact Financial Accounting:

Natalie Schuff (858) 292-3643 or nschuff@sdcoe.net

Should you encounter problems with your SACS file, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

Should you encounter problems emailing your files to finrep@sdcoe.net, please contact Financial Accounting:

Joe Bandala (858) 292-3713 or jbandala@sdcoe.net

Patricia Fogliano (858) 292-3663 or pfogliano@sdcoe.net

7.6 Human Resources/Payroll Deadlines

Both the SDCOE Payroll Deadlines and the PeopleSoft Payroll Deadlines can be found at <u>http://www.sdcoe.net/business-services/payroll-audit/Pages/payroll-audit.aspx</u>. Located in the right hand column. Look for the current fiscal year calendars.

Please be sure that the following is completed prior to the first Pre-Pay running each payroll:

- □ All time on the time sheet is <u>entered</u> AND <u>approved</u>
- □ All absence events are <u>entered</u> AND <u>approved</u>
- □ Any paysheet adjustments entered
- □ All employees have the Workers Compensation deduction assigned
- □ All Health and Welfare benefits enrolled/waived
- □ A Department Budget Table exists for the all positions being paid
- □ The budget strings exist on the finance side for all salary and benefit lines associated with each employee. If an account string doesn't exist it will be charged to suspense.

PeopleSoft Guides for Payroll:

- Monthly Payroll Processing in PeopleSoft
- Monthly Payroll Queries and Reports
- PR1 Payroll Guide

8 STATE AND FEDERAL GRANTS

Prior to July 2013, districts were funded using the Revenue Limit funding formula. Under Revenue Limit, districts received their state funding on a per pupil basis. These funds came in as unrestricted dollars. In addition to these dollars districts also received categorical funds. Categorical funds typically came with spending requirements, reporting requirements and were restricted funds.

In July 2013, Governor Jerry Brown adopted a new funding model for schools in the State of California. Under the new Local Control Funding Formula (LCFF – see Section 3.1 What is the Local Control Funding Formula?), categorical monies no longer existed. Rather districts were given all their dollars as unrestricted dollars in order to give districts more local control, or flexibility, over how the dollars were being spent. See the below diagram for the distinction between Revenue Limit and LCFF (Kahler).



101 | P a g e

Although the majority of State categorical programs no longer exist, federal grants are still alive and well. Federal dollars and programs were not affected by LCFF because they are not under the jurisdiction of the State.

Below you will find sections with resources on the most widely used categorical and federal grant sites. There are many grants and program funding available through many different sites, these are just the most widely used. These sites are used to apply, report and draw down on state and federal programs.

The below sites may not include <u>all</u> the state and federal programs that your district participates in. Please verify the state and federal programs that your district is participating in and assure you have access to the sites needed to manage them.

8.1 Consolidated Application (Con App)

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

The winter release of the application is submitted in January of each year and contains the district entitlements for each funded program. Out of each state and federal program entitlement, districts allocate funds for indirect costs of administration, for programs operated by the district office, and for programs operated at schools.

You will login in and complete the Con App twice a year, by February 28/29 and by June 30.

CARS Data Collection Release Schedule - click here

CARS login – click <u>here</u>

Consolidated Application Information – click here

(California Department of Education, 2016)

8.2 Child Nutrition

The CNIPS is the California Department of Education's Web-based system for administering the federal and state Nutrition Programs, including the National School Lunch and Breakfast, Food Distribution, Special Milk, Child and Adult Care Food, Summer Food Service, and Seamless Summer Feeding Option programs. This system will significantly streamline, simplify, and modernize the ways in which local educational agencies (LEAs/sponsors) administer these programs, submit applications, site changes, claims for reimbursement, and other administrative actions.

CDE Child Nutrition - http://www.cde.ca.gov/ls/nu/cn/

(California Department of Education, 2016)

8.3 Early Childhood Development/Preschool

The California Department of Education offers several options for state preschool funding. Please view the below links for more information:

http://www.cde.ca.gov/sp/cd/op/cdprograms.asp

http://www.cde.ca.gov/fg/aa/cd/

8.4 G5 Impact Aid

G5 is used for federal grant reporting and federal grant draw downs (ex. Impact Aid). Go to <u>www.g5.gov</u> and the login screen will appear to the left of the screen. Login using the email ID and password that you established.

When you have made expenditures against federal programs on G5 you will also need to draw down funds against your entitlement. Some federal programs under G5 will not automatically be apportioned to your district. You will need to go in and report expenditures and where the funds should be wired to.

8.5 Federal Cash Management System

This is a Web-based data collection application for local educational agencies to report federal cash management data for federal programs under the No Child Left Behind (NCLB) Act.

Federal statutes require the California Department of Education (CDE) to implement cash management practices that minimize the time elapsing between the receipt and disbursement of funds by recipients of federal grants awarded by the CDE. The Federal Cash Management Data Collection (CMDC) system was implemented to provide the CDE with necessary data to comply with this requirement.

The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the NCLB, will utilize the Federal Cash Management program. School districts, county offices of education, and direct funded charter schools awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.

(California Department of Education, 2016)

For more information on the Federal Cash Management system click here.

For the Federal Cash Management system Logon Page click here.

RESOURCES AND TOOLS 9

9.1 Who to Contact

San Diego County Office of Education

Business Services Assignments for Fiscal Year 2015-2016

Brent Watson (858)292-3537, brwatson@sdcoe.net

- San Diego Unified
- San Ysidro •
- Sweetwater Union HSD
- District Emergency Repairs Authorization
- Fiscal Independence/Accountability
- Management Assistance Team Leader
- Personnel Commission Budgets

•

• State Finance Liaison

Andi Loree (858) 292-3660, andrienne.loree@sdcoe.net

- Dehesa
- Del Mar Union •
- Escondido Union HS •
- Fallbrook Union Elem •
- Grossmont Union HS •
- Julian Union Elem •
- Julian Union HS •
- Oceanside Unified
- San Dieguito Union HS LCAP Coordinator

- Warner Unified •
- Adult Education •
- Categoricals
- Child Development
- Child Nutrition •
- Declining Enrollment •
- Federal Funding
- No Child Left Behind •

Tony Cherin (858) 292-3601, anthony.cherin@sdcoe.net

- Alpine Union •
- Carlsbad Unified
- Coronado Unified
 - La Mesa-Spring Valley
- Lemon Grove
- National
- Poway Unified •
- South Bay Union ٠
- Vallecitos •
- Valley Center-Pauma Unified

Preschool

• Audit Resolution

Staffing Survey

Pupil Transportation

Student Body Funds

Grade Span Adjustment

Prop 98

- **Charter Schools** •
- Legal Services/Research •
- Policies & Admin Regulations
- **School Elections**
- Unification/Transfer of Territory

Rena Seifts (858) 292-3810, rena.seifts@sdcoe.net

- **Bonsall Unified** •
- **Borrego Springs** Unified
- Fallbrook Union HS
- Santee

San Marcos Unified

San Pasqual Union

- Lakeside Union
- Literacy First Charter
- Solana Beach
- **Special Education** Funding

- **County Programs**
- **JCCS Excess Cost**
- **SELPA** Allocation Plans

County Auditor Liaison

GO Bonds) • GASB Statements

Debt Financing (COPs,

Small District Advisory

SELPA Liaison

Sonya Menyon (858) 292-3634, sonya.menyon@sdcoe.net

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- Cajon Valley Union
- Mt Empire Union
- Cardiff

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- Ramona Unified •
- Chula Vista Elementary

Jamul-Dulzura Union

Escondido Union

- Encinitas Union
- **Community Colleges** ٠

Tammy Britt (858) 569-5341, tbritt@sdcoe.net

- 3121 Plans (ARS)
- 941 Tax Forms
- Charter Schools/Independent **Retirement Reporting**
- Medicare & Social Security Deposits & Reporting
- PERS Golden Handshakes

Natalie Schuff

(858) 292-3643 natalie.schuff@sdcoe.net

Actuarial Studies

- Ad Hoc/System Fees
- Cash Flow
- CFD
- **Custom Reports**

PERS & STRS Retirement Reporting

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- **STRS Retirement Incentive Programs**
- Tax Reporting Authority
- W-2c, W-3c & 941X
- Zandy Macasinag (858) 292-3668 alexandre.macasinag@sdcoe.net
- FIS/Purchasing/Stores/ Fixed Assets/Budget
- LCFF Calculations
- Management Reports
- North City West
- **Property Taxes**

- State/Federal • Apportionments
- State Reporting Software
- Statistical Analysis
- Temp Transfer of • Funds
- Web Development

- Vista Unified •
- Rancho Santa Fe Spencer Valley
- District Reporting Processing
- SACS Data Extract
- Year End Closing

- Financial Accounting
- Short Term Debt (TRANs)

Kristin Armatis (858) 292-3649, kristin.armatis@sdcoe.net

• Small School District Specialist

Guiselle Carreon (858) 292-3602, guiselle.carreon@sdcoe.net

- Accounts Payable
- Attendance Accounting
- CBEDS
- Commercial Warrants Processing/Audit
- 9.2 Quick Links: Links to helpful tools and resources

Links to helpful tools and resources

SDCOE CRC (Customer Resource Center)

The CRC can help you with any PeopleSoft, Legacy (FIS/Bridge), SIS (Student Information Systems) or CalPads. You can contact them by phone, Heat Ticket (online ticket system) or resources/guides on their website.

Contact: 1 (800) 289-1500

Website: <u>www.crc.sdcoe.net</u>

Each of the categories may be clicked on to take you to additional resources. When clicking on each of the categories you must click on the *Icon* rather than the *Title Words*.

Favorite Categories:

- Links
 - Links will provide you with various login pages for systems, including the PeopleSoft Portal, PeopleSoft Employee Self Service, HEAT Self-Service, Training Databases, Sandbox (Play Environment)
- Resources (PeopleSoft hyperlink)
 - Guides and Job Aids
 - This will give you access to ALL training guides and manual for PeopleSoft
 - Third Thursday demos

- CUPCCAMandated Costs
- North County Education Purchasing Consortium
- Special Projects

- Tutorials
 - Will allow you to participate in PeopleSoft training tutorials

SDCOE

Each department within SDCOE has a webpage that contains helpful information, forms and resources for Districts to use. Some Departments have made the switch to paperless so you will find all forms, documents and manuals on their web page.

Website: <u>www.sdcoe.net</u>

Business Contacts listed above under "Who to Contact"

In order to access each department use the drop down menu titled "Programs and Services". Departments that you will use frequently are notated with "**".

**Business Services (http://www.sdcoe.net/business-services/Pages/default.aspx)

- District Financial Services
 - DFS provides districts with direct support. You will find resources for Business Advisory Services, Commercial Warrants, Financial Accounting and Reporting, Legal Services, Pupil Attendance and Retirement Reporting
 - Tools:
 - Financial Accounting and Reporting Manual
- Educational Facility Solutions Group
 - EFSG provides support and guidance to Districts in all aspects of school facilities planning, financing, modernization, construction and maintenance. You will find resources for Developer Fees, Facilities Planning Meetings, Storm Water, Facilities JPA, Energy JPA and Prop 39 Energy Jobs Act.
- Risk Management
 - Risk Management provides Districts with all liability needs for property, facilities, students, workers compensation and more. You will find additional resources for Employee Assistance Services, Fringe Benefit Consortium, Joint Powers Authority (JPA), Loss Control Services, Risk Management Forms and Workers' Compensation.

- Legal Services
 - Legal Services assists districts with policies and procedures. You will find resources for Bylaws, Policies and Administrative Regulations, Board Vacancy Procedures, School District Organization and Legal Resources.
- Business Advisory Services
 - Business Advisory Services provides technical assistance and oversight for school districts on fiscal issues. You will find resources for Management Assistance Teams, Consultants (with District Assignments and Specialty Areas) and Business Advisory Services Forms
- Payroll Audit
 - The Payroll Audit Unit provides service, support and assistance to 53 school districts, community colleges and charter schools in San Diego County. You will find additional resources on Payroll Audit Forms, Who to Contact, Payroll Deadlines, Annual Board Resolutions and Payroll Calendars.

****Human Resources (<u>http://www.sdcoe.net/human-resources/Pages/default.aspx</u>)**

- Credentials
- Fingerprinting Services
- CalSTRS
- Teacher Effectiveness and Preparation
- Personnel Commission
- Human Resources Administrators
- Benefits (SDCOE Employees ONLY)

Integrated Technology Services (<u>http://www.sdcoe.net/ITS/Pages/default.aspx</u>)

- Solutions for Districts
- Professional Learning Center
- Education Technology Strategy Planning
- Media Services and Digital Solutions
- MITI

Juvenile Court and Community Schools (http://www.sdcoe.net/jccs/Pages/default.aspx)

- SDCOE Juvenile Court and Community Schools Directory
- School Accountability Report Cards (SARCs)
- JCCS Special Education Program
- Uniform Compliant Procedures

**Learning and Leadership Services (<u>http://www.sdcoe.net/lls/Pages/default.aspx</u>)

- Assessment, Accountability and Evaluation
- College and Career Readiness
- District and School Improvement
- LCAP

Professional Learning and Support

(http://www.sdcoe.net/professionallearning/Pages/default.aspx)

- SDCOE Event Calendar
- Common Core Workshops
- Learning and Leadership Services
- Curriculum and Instruction
- Integrated Technology Services
- Human Resources

****Student Services and Programs (<u>http://www.sdcoe.net/student-services/Pages/default.aspx</u>)**

- Student Support Services
- Early Education Programs and Services
- Special Education
- Migrant Education
- Outdoor Education

California Department of Education

Website: <u>http://www.cde.ca.gov/</u>

Tools:

• SACS Query (here you can look up any resource code for a summary of key details regarding the funds)

http://www2.cde.ca.gov/sacsquery/querybyresource.asp

- Funding http://www.cde.ca.gov/fg/fo/
- SACS Software and Forms <u>http://www.cde.ca.gov/fg/sf/fr/</u>

School Services of California (SSC)

Website: <u>http://www.sscal.com/</u>

You will need to register with SSC to gain access to their website resources/tools. This registration is completely free. In addition you may also purchase a membership, but that is not necessary.

Tools:

- Cat Wizard
- Funding Dartboard
- Professional Development Registrations

California School Accounting Manual (CSAM)

Website: http://www.cde.ca.gov/fg/ac/sa/documents/csam2013complete.pdf

The CSAM is the "Accounting Bible". It contains all SACS codes with descriptions of what each component means and does. In addition there are directories of SACS codes after each section describing in detail each component (Fund, Resource, Goal, Function, Object, etc). You will definitely want a copy of this handy, either digital or hard copy (Digital is nice because you can use the Ctrl+F to search for things quickly).

Fiscal Crisis Management Assistance Team (FCMAT)

Website: http://fcmat.org/

FCMAT contains a variety of helpful resources. In 2014 FCMAT took ownership of the LCFF calculator. The FCMAT team updates the LCFF calculator and publishes the latest version on their webpage. In addition to the LCFF calculator they also offer additional resources such as Manuals and Guides (ASB Guide), Budget Explorer and MYP, Professional Development, and articles related to education.

9.3 Excel Tips and Tricks <u>AUTO SUM</u>

• Auto Sum will allow you to sum (add) a specified area, column, or row of data.

STEPS

 \circ Click in the cell below the information you want added together.

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• Click the AutoSum button in the upper right hand corner of the "Home" tab. It will automatically sum all values above your cell. In the instance that you only want a portion of the cells added you can change the shape of the highlighted cells.

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• Hit "Enter" once the highlighted box is summing the cells you want. You instantly have a total of the values that are in that column.

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<u>AVERAGE</u>

• The average function will calculate what the average value is for a particular data set.

STEPS

• In this case say we wanted to see what the average supply cost was for our Teacher Support resource. First begin by clicking in the cell below the data you want to take the average of.

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1081	4	10/14/2015	AP	AP00104097	804.280	0100	0000201	Teacher Support		0000	2110	4300000			AP
1115	4	10/15/2015	AP	AP00104375	2700.000		0000201	Teacher Support		0000	2110	4200000			AP
1144	4	10/19/2015	AP	AP00129677	2.000	0100	0000201	Teacher Support		0000	2110	4300000			AP
1273	4	10/22/2015	AP	AP00130821	98.800	0100	0000201	Teacher Support		0000	2110	4300000			AP
1346	4	10/27/2015	AP	AP00131966	247.750	0100	0000201	Teacher Support		0000	2110	4200000			AP
1347	4	10/27/2015	AP	AP00131966	868.230	0100	0000201	Teacher Support		0000	2110	4300000			AP
1373	4	10/28/2015	AP	AP00132401	73.070	0100	0000201	Teacher Support		0000	2110	4300000	200		AP
1429				_											
1430															

 \circ Click your function button



• Type in "Average". Click Go

Insert Function	
Search for a function:	
average	<u>Go</u>
Or select a <u>c</u> ategory: Recommen	nded 💌
Select a functio <u>n</u> :	
AVERAGE SUMIFS AVERAGEIF AVERAGEIFS AVERAGEA DCOUNTA DAVERAGE	
AVERAGE(number1,number2,)) nean) of its arguments, which can be numbers or names, arrays, or
Help on this function	OK Cancel

- When the results appear, double click on "Average", or click on "Average" to highlight and click "ok".
- Your set of parameters will appear. Always begin with the first box and work your way down.
 - Number 1, Number 2, Number 3 and so on These are each data sets of 1-255 numeric arguments for which you want the average. If you have fewer than 255 characters you will only use the first set (Number 1), if you have greater than 255, you will use Number 1 for data 1-255, Number 2 for 256-510, Number 3 511-765, and so on. In this case you will select the first cell in Column E to the last cell with data, in column E.

E320	1		- ×	~	fr -AVER	AGE(E320:E1	1373)									
									Function Arguments							8 X
2									AVERAGE							
	A		В	С	D	E	F	G	Number1	E320:E1373			· ·	274.64.94.0	9,903,85,4,2,72,3,78,90,35	0.85;254
1	Perk -	D	ate -	Sourc	Journal IE -	Amount -	Fur -	Resourc.	Number2				16 -	number		
320	3	3	9/2/2015	AP	AP00091866			0000201	Number3				and a second sec	number		
512	3	3 1	9/16/2015	AP	AP00100650			0000201					(1994)			
546	3		9/17/2015		AP00094409			0000201	1							
653	3		9/25/2015		AP00100145			0000201								
717	3		9/29/2015		AP00100653			0000201						1513.989507		
825	4		10/2/2015		AP00101547	2000.000			Returns the average (art	thmetic mean) of its a	rgume	nts, which ca	an be numbers of	r names, arra	ays, or references that cor	tain numbers.
852	4	1	10/6/2015	IBS	0000101934			0000201		Numi	wr1:	numbert re	mber2 are 11	o 255 numeri	c arouments for which yo	uppet the average
922	4	5	10/7/2015	AP	AP00102568			0000201								
955	4	\$	10/8/2015	AP	AP00102826			0000201	1							
1081	4	\$ 10	0/14/2015	AP	AP00104097			0000201								
1115	4	\$ 10	0/15/2015	AP	AP00104375	2700.000			Formula result = 1513	989507						
144			0/19/2015		AP00129677			0000201	Help on this function						OK	Cancel
273			0/22/2015		AP00130821			0000201			_	-	_			
1346			0/27/2015		AP00131966			0000201	Teacher Support			2110	4200000		AP Accruais	
1347			0/27/2015		AP00131966			0000201	Teacher Support			2110	4300000		AP Accruais	5
1373	4	1	0/28/2015	AP	AP00132401	73.070	0100	0000201	Teacher Support		0000	2110	4300000	200	AP Accruais	5
1429																
430						0:E1373)										
1431																

• After entering your parameters click "OK". This now produces the average value in that set. You can see that the average expenditure here is \$1,513.99

1														-	
2															
	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	
1	Peric -	Date 🚽	Sourc -	Journal IC -	Amount 👻	Fur -	Resourca	Resource Descriptic -	Proj Yea -	Go -	Functic -	Objec -	Sil -	Oper Ur -	Line
320	3	9/2/2015	AP	AP00091866	4.000	0100	0000201	Teacher Support		0000	2110	4300000			AP Ad
512	3	9/16/2015	AP	AP00100650	20.780	0100	0000201	Teacher Support		0000	2110	4300000			AP Ac
546	3	9/17/2015	AP	AP00094409	597.800		0000201	Teacher Support		0000	2110	4200000			AP Ac
653	3	9/25/2015	AP	AP00100145	2.000	0100	0000201	Teacher Support		0000	2110	4300000			AP Ac
717	3	9/29/2015	AP	AP00100653	256.000	0100	0000201	Teacher Support		0000	2110	4300000	200		AP Ad
825	4	10/2/2015	AP	AP00101547	2000.000	0100	0000201	Teacher Support		0000	2110	4200000	200		AP A
852	4	10/6/2015	IBS	0000101934	4.320	0100	0000201	Teacher Support		0000	2110	4300000	200		Petty
922	4	10/7/2015	AP	AP00102568	858.080		0000201	Teacher Support		0000	2110	4300000			AP Ad
955	4	10/8/2015	AP	AP00102826	800.380		0000201	Teacher Support		0000	2110	4300000			AP Ad
1081	4	10/14/2015	AP	AP00104097	804.280	0100	0000201	Teacher Support		0000	2110	4300000			AP Ad
1115	4	10/15/2015	AP	AP00104375	2700.000		0000201	Teacher Support		0000	2110	4200000			AP Ad
1144	4	10/19/2015	AP	AP00129677	2.000	0100	0000201	Teacher Support		0000	2110	4300000			AP Ac
1273	4	10/22/2015	AP	AP00130821	98.800	0100	0000201	Teacher Support		0000	2110	4300000	200		AP Ac
1346	4	10/27/2015	AP	AP00131966	247.750	0100	0000201	Teacher Support		0000	2110	4200000	200		AP Ad
1347	4	10/27/2015	AP	AP00131966	868.230	0100	0000201	Teacher Support		0000	2110	4300000	200		AP Ad
1373	4	10/28/2015	AP	AP00132401	73.070	0100	0000201	Teacher Support		0000	2110	4300000	200		AP Ad
1429				-		-									

<u>MINIMUM</u>

• The Minimum function will find the minimum value in a data set.

STEPS

• In this case say we wanted to see what the minimum supply cost was for our Teacher Support resource. First begin by clicking in the cell below the data you want to display the minimum for.

E143	0	- E >	$\langle \checkmark \rangle$	fx											
1															
	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	
1	Peric -	Date 👻	Sourc -	Journal IE -	Amount 🔽	Fur -	Resourcat	Resource Descriptic -	Proj Yea -	Go -	Functic -	Objec -	Sit -	Oper Ur -	Line
20	3	9/2/2015	AP	AP00091866	4.000		0000201	Teacher Support			2110	4300000			AP A
512	3	9/16/2015	AP	AP00100650	20.780		0000201	Teacher Support			2110	4300000			AP /
46	3	9/17/2015	AP	AP00094409	597.800	0100	0000201	Teacher Support		0000	2110	4200000	200		AP A
553	3	9/25/2015	AP	AP00100145	2.000	0100	0000201	Teacher Support		0000	2110	4300000			AP /
'17	3	9/29/2015	AP	AP00100653	256.000		0000201	Teacher Support		0000	2110	4300000			AP /
25	4	10/2/2015	AP	AP00101547	2000.000	0100	0000201	Teacher Support		0000	2110	4200000	200		AP /
52	4	10/6/2015	IBS	0000101934	4.320	0100	0000201	Teacher Support		0000	2110	4300000			Pett
22	4	10/7/2015	AP	AP00102568	858.080		0000201	Teacher Support		0000	2110	4300000			AP /
955	4	10/8/2015	AP	AP00102826	800.380		0000201	Teacher Support		0000	2110	4300000			AP /
081	4	10/14/2015	AP	AP00104097	804.280		0000201	Teacher Support		0000	2110	4300000			AP A
115	4	10/15/2015	AP	AP00104375	2700.000		0000201	Teacher Support		0000	2110	4200000			AP A
144	4	10/19/2015	AP	AP00129677	2.000	0100	0000201	Teacher Support		0000	2110	4300000	200		AP A
273	4	10/22/2015	AP	AP00130821	98.800	0100	0000201	Teacher Support		0000	2110	4300000			AP A
346	4	10/27/2015	AP	AP00131966	247.750	0100	0000201	Teacher Support		0000	2110	4200000			AP /
347	4	10/27/2015	AP	AP00131966	868.230		0000201	Teacher Support		0000	2110	4300000			AP A
373	4	10/28/2015	AP	AP00132401	73.070	0100	0000201	Teacher Support		0000	2110	4300000	200		AP A
429			_	_											
430															

• Click your function button

C2		-	\times	f_x	
	А			В	

• Type in "Minimum". Click Go.

ſ	nsert Function		2 X	
	Search for a function:			
	minimum		<u>G</u> o	
	Or select a <u>c</u> ategory:	Recommended 💌		
1	Select a functio <u>n</u> :			
2	BASE OCT2HEX OCT2BIN		▲ Ξ	
	MIN			1
,	HEX2OCT HEX2BIN DMIN		-	
Ľ	MIN(number1,numb	er2,)		
	Returns the smallest i	number in a set of values. Ignores logical values and text.		
	Help on this function	ОК	Cancel	

• When the results appear, double click on "Min", or click on "Min" to highlight and click "OK".

Insert Function		2 X
Search for a function:		
minimum		Go
Or select a <u>c</u> ategory:	Recommended	•
Select a functio <u>n</u> :		
BASE OCT2HEX OCT2BIN		* =
MIN		
HEX2OCT HEX2BIN		
DMIN		*
MIN(number1,numb	er2,)	
Returns the smallest n	umber in a set of values. Ignores logical values and text.	
Help on this function	ОК	Cancel

- Your set of parameters will appear. Always begin with the first box and work your way down.
 - Number 1, Number 2, Number 3 and so on These are 1-255 numbers, empty cells, logical values, or text number for which you want the minimum. If you have greater than 255 cells you will use multiple "Numbers" (Number 2, Number 3). You will enter up to 255 cells of data you want it to return the lowest value for.

									Function Arguments					9 ×
2									MIN					
	A		в	С	D	E	F	G	Number1	E320:E1373		18	= (4;274,64;94	4.09:803.85:4;2;72;3.78:80;350.85;254
1	Peric	- 1	Date -	Sourc	- Journal IE -	Amount -	Fur -	Resou	Number2			1	 number 	
320		3	9/2/2015	AP	AP00091866	4.000	0100	000020				[]		
512		3	9/16/2015	AP	AP00100650			000020						
546		3	9/17/2015	AP	AP00094409			000020						
653		3	9/25/2015	AP	AP00100145			000020						
717		3	9/29/2015	AP	AP00100653			000020					= -88285	
825		4	10/2/2015	AP	AP00101547				Returns the smallest number in a s	et of values. Ignores i	ogical values and	text.		
852		4	10/6/2015	IBS	0000101934			000020		Number1: nur	ber1.number2	are 1 to 255	i numbers, empty	v cells, logical values, or text numbers for which
922		4	10/7/2015		AP00102568			000020		you	want the minimu	m.		
955		4	10/8/2015		AP00102826	800.380								
1081			10/14/2015		AP00104097			000020	Formula result = -88285.000					
	5		10/15/2015		AP00104375	2700.000			A CONTRACTOR OF A CONTRACTOR O					
1118			10/19/2015		AP00129677			000020	Help on this function					OK Cancel
1144							0100	000020			-		1117	
1144	3	4	10/22/2015		AP00130821						2110	4200000	200	AP Accruais
1144 1273 1346	5	4	10/27/2015	AP	AP00131966	247.750	0100							
1144 1273 1346 1347	3	4 4 4	10/27/2015 10/27/2015	AP AP	AP00131966 AP00131966	247.750 868.230	0100	000020	1 Teacher Support	000	2110	4300000		AP Accruals
1144 1273 1346 1347	3	4 4 4	10/27/2015	AP AP	AP00131966	247.750 868.230	0100		1 Teacher Support	000	2110	4300000 4300000		AP Accruais AP Accruais
1144 1273 1346 1347 1373	3	4 4 4	10/27/2015 10/27/2015	AP AP	AP00131966 AP00131966	247.750 868.230 73.070	0100	000020	1 Teacher Support	000	2110			
1144 1273 1346 1347	3 5 7 3 9	4 4 4	10/27/2015 10/27/2015	AP AP	AP00131966 AP00131966	247.750 868.230	0100	000020	1 Teacher Support	000	2110			

• After you have selected your data set click "OK". Your minimum value will appear.

	Α	В	С	D	E	F	G	Н	1	J	ĸ	L	Μ	
1	Period	Date	Source	Journal I	Amount	Fund	Resource	Resource	Proj Year	Goal	Function	Object	Site	O
2	3	9/2/2015	AP	AP000918	4.000	0100	0000201	Teacher S	3	0000	2110	4300000	200	
3	3	9/16/2015	AP	AP001006	20.780	0100	0000201	Teacher S	3	0000	2110	4300000	200	
4	3	9/17/2015	AP	AP000944	597.800	0100	0000201	Teacher S	3	0000	2110	4200000	200	
5	3	9/25/2015	AP	AP001001	2.000	0100	0000201	Teacher S	3	0000	2110	4300000	200	
6	3	9/29/2015	AP	AP001006	256.000	0100	0000201	Teacher S	3	0000	2110	4300000	200	
7	4	10/2/2015	AP	AP001015	2000.000	0100	0000201	Teacher S	3	0000	2110	4200000	200	
8	4	10/6/2015	IBS	000010193	4.320	0100	0000201	Teacher S	3	0000	2110	4300000	200	
9	4	10/7/2015	AP	AP001025	858.080	0100	0000201	Teacher S	3	0000	2110	4300000	200	
10	4	10/8/2015	AP	AP001028	800.380	0100	0000201	Teacher S	3	0000	2110	4300000	200	
11	4	10/14/2015	AP	AP001040	804.280	0100	0000201	Teacher S	3	0000	2110	4300000	200	
12	4	10/15/2015	AP	AP001043	2700.000	0100	0000201	Teacher S	3	0000	2110	4200000	200	
13	4	10/19/2015	AP	AP001296	2.000	0100	0000201	Teacher S	3	0000	2110	4300000	200	
14	4	10/22/2015	AP	AP001308	98.800	0100	0000201	Teacher S	3	0000	2110	4300000	200	
15	4	10/27/2015	AP	AP001319	247.750	0100	0000201	Teacher S	3	0000	2110	4200000	200	
16	4	10/27/2015	AP	AP001319	868.230	0100	0000201	Teacher S	3	0000	2110	4300000	200	
17	4	10/28/2015	AP	AP001324	73.070	0100	0000201	Teacher S	3	0000	2110	4300000	200	
18														
19					2.000									
20														

MAXIMUM

• The Maximum function will return the maximum value for a data set.

STEPS

• In this case say we wanted to see what the maximum supply cost was for our Teacher Support resource. First begin by clicking in the cell below the data you want to display the maximum value.

	30	- E >		f_x												
1																
-	А	В	С	D	E	F	G	н	1	J	к	L	М	N		
1	Peric -	Date 🗸	Sourc -	Journal IC -	Amount 👻	Fur -	Resourc	Resource Descriptic -	Proj Yea -	Go -	Functic -	Objec -	Sit -	Oper Ur -	Line	
320	3	9/2/2015	AP	AP00091866	4.000	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
512	3	9/16/2015	AP	AP00100650	20.780	0100	0000201	Teacher Support		0000	2110	4300000			AP /	
546	3	9/17/2015	AP	AP00094409	597.800	0100	0000201	Teacher Support		0000	2110	4200000			AP /	
653	3	9/25/2015	AP	AP00100145	2.000	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
717	3	9/29/2015	AP	AP00100653	256.000	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
825	4	10/2/2015	AP	AP00101547	2000.000	0100	0000201	Teacher Support		0000	2110	4200000			AP /	
852	4	10/6/2015	IBS	0000101934	4.320	0100	0000201	Teacher Support		0000	2110	4300000	200		Pett	
922	4	10/7/2015	AP	AP00102568	858.080	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
955	4	10/8/2015	AP	AP00102826	800.380	0100	0000201	Teacher Support		0000	2110	4300000			AP /	
1081	4	10/14/2015	AP	AP00104097	804.280	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
1115	4	10/15/2015	AP	AP00104375	2700.000	0100	0000201	Teacher Support		0000	2110	4200000	200		AP /	
1144	4	10/19/2015	AP	AP00129677	2.000	0100	0000201	Teacher Support		0000	2110	4300000			AP /	
1273	4	10/22/2015	AP	AP00130821	98.800	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
1346	4	10/27/2015	AP	AP00131966	247.750	0100	0000201	Teacher Support		0000	2110	4200000			AP /	
1347	4	10/27/2015	AP	AP00131966	868.230	0100	0000201	Teacher Support		0000	2110	4300000			AP /	
1373	4	10/28/2015	AP	AP00132401	73.070	0100	0000201	Teacher Support		0000	2110	4300000	200		AP /	
1429																
1430																
1431				L												

 \circ Click your function button

C2		*	\times	$\checkmark f_x$	
	Α			B	C

• Type in "Maximum". Click Go

Insert Function	? <mark>X</mark>
Search for a function:	
maximum	<u>G</u> o
Or select a <u>c</u> ategory: Recommended	
Select a functio <u>n</u> :	
BASE PRODUCT	^
MAX DMAX	
COUNTA CONCATENATE AVERAGE	-
MAX(number1,number2,)	
Returns the largest value in a set of values. Ignores logical values and text.	
Help on this function	Cancel

• When the results appear, double click on "Max", or click on "Max" to highlight and click "OK".

Insert Function		2 ×
Search for a function:		
maximum		<u>G</u> o
Or select a <u>c</u> ategory:	Recommended 💌	
Select a functio <u>n</u> :		
BASE PRODUCT MAX		-
DMAX COUNTA CONCATENATE		
AVERAGE MAX(number1,numl		
Returns the largest va	lue in a set of values. Ignores logical values and text.	
Help on this function	ок	Cancel

- Your set of parameters will appear. Always begin with the first box and work your way down.
 - Number 1, Number 2, Number 3 and so on These are each data sets of 1-255 numeric arguments for which you want the average. If you have fewer than 255 characters you will only use the first set (Number 1), if you have greater than 255, you will use Number 1 for data 1-255, Number 2 for 256-510, Number 3 511-765, and so on. In this case you will select the first cell in Column E to the last cell with data, in column E.

	A	В	C	D	E	F	G	Function Arguments						-		9	
1	Period	Date	Source	Journal I	Amount	Fund	Reso	MAX									
2	1 3	3 9/2/201	5 AP	AP000918	4.000	0100	00002		Number1 E2:	117		16	4:20.78:	597.8;2;256;2000	4.32;858.08;8	00.38;804	
3		3 9/16/201	5 AP	AP001006			00002	-	Number2			15	= number				
4		3 9/17/201	5 AP	AP000944			00002					(Line)					
5		3 9/25/201		AP001001		0100	00002										
6		3 9/29/201		AP001006			00002										
7		4 10/2/201		AP001015			00002										
8		4 10/6/201		00001019		0100	00002						= 2700				
9		4 10/7/201		AP001025			00002		alue in a set of value	ies. Ignores logi	ical values and t	text.					
10		4 10/8/201		AP001028			00002			Numberl: nu	mber1.number;	2 are 1 to 255 r	numbers, em	pty cells, logical	values, or tex	t numbers for	which
11		4 10/14/201		AP001040			00002			yo	ou want the maxi	mum.					
12		4 10/15/201		AP001043			00002										
13		4 10/19/201		AP001296		0100	00002										
14		4 10/22/201		AP001308				Formula result = 27	00.000						_		
15		4 10/27/201		AP001319			00002	Help on this function							OK.	Cancel	
16		4 10/27/201		AP001319			00002		10000	Former	*****			_			
17		4 10/28/201	5 AP	AP001324	73.070	0100	000020	1 Teacher S	0000	2110	4300000	200	,	P Accrue Ac	counts 09	900	
18						-											
19					E2:E17)												

• After entering your parameters click "OK". This now produces the maximum value in that set. You can see that the maximum expenditure here is \$2,700.00

	Α	В	С	D	E	F	G	Н	1 I I	J	K	L	М	N
1	Period	Date	Source	Journal II	Amount	Fund	Resource	Resource	Proj Year	Goal	Function	Object	Site	Oper Un
2	3	9/2/2015	AP	AP000918	4.000	0100	0000201	Teacher S		0000	2110	4300000	200	
3	3	9/16/2015	AP	AP001006	20.780	0100	0000201	Teacher S		0000	2110	4300000	200	
4	3	9/17/2015	AP	AP000944	597.800	0100	0000201	Teacher S		0000	2110	4200000	200	
5	3	9/25/2015	AP	AP001001	2.000	0100	0000201	Teacher S		0000	2110	4300000	200	
6	3	9/29/2015	AP	AP001006	256.000	0100	0000201	Teacher S		0000	2110	4300000	200	
7	4	10/2/2015	AP	AP001015	2000.000	0100	0000201	Teacher S		0000	2110	4200000	200	
8	4	10/6/2015	IBS	00001019	4.320	0100	0000201	Teacher S		0000	2110	4300000	200	
9	4	10/7/2015	AP	AP001025	858.080	0100	0000201	Teacher S		0000	2110	4300000	200	
10	4	10/8/2015	AP	AP001028	800.380	0100	0000201	Teacher S		0000	2110	4300000	200	
11	4	10/14/2015	AP	AP001040	804.280	0100	0000201	Teacher S		0000	2110	4300000	200	
12	4	10/15/2015	AP	AP001043	2700.000	0100	0000201	Teacher S		0000	2110	4200000	200	
13	4	10/19/2015	AP	AP001296	2.000	0100	0000201	Teacher S		0000	2110	4300000	200	
14	4	10/22/2015	AP	AP001308	98.800	0100	0000201	Teacher S		0000	2110	4300000	200	
15	4	10/27/2015	AP	AP001319	247.750	0100	0000201	Teacher S		0000	2110	4200000	200	
16	4	10/27/2015	AP	AP001319	868.230	0100	0000201	Teacher S		0000	2110	4300000	200	
17	4	10/28/2015	AP	AP001324	73.070	0100	0000201	Teacher S		0000	2110	4300000	200	
18				_										
19					2700.000									

<u>SORT</u>

• The Sort function will allow you to sort and display your data in different ways, based on the columns of data available. This function works for both numeric and alpha values.

STEPS

• In the example below we have a list of object codes and their descriptions. We need to see the data sorted by Object, smallest to largest. First click on the data set, including the headers that you would like to sort.

A1		• : \times \checkmark f_x Object	
	Α	В	
1	Object	Object Descr	
2	4100000	Textbooks	
3	4300456	Qpi Equipment Less Than \$5	
4	4200000	Books Other Than Textbooks	
5	4300458	Qpi Curr Matls/Manuals	
6	4200800	Books JCCS Amazon Holding Acct	
7	4300000	Materials And Supplies	
8	4400000	Non-Capitalized Equipment	
9	4700000	Food	
10	4300010	Warrant Stock	
11	4300011	Meeting Expense	
12	4300009	Warrant Stock S-11	
13			

o Click on the data tab and click "Sort"

XI							I	FAR_GL_D
FILE HOME INSERT	PAGE LAYOUT	FOF	RMULAS	DATA	REVIE	V VI	EW	
From From From From Othe Access Web Text Sources		Refresh All •	Edit L	erties inks	2↓ Z A Z↓ Sort	: Filte	📡 Adv	pply
Get External Data			Connections			Sort 8	k Filter	
	,	₽ -						
A1 • : 🗙	$\sqrt{f_x}$	Object						
A	В		С	D		E	F	G
1 Object Object Descr								
2 4100000 Textbooks								

- You will notice that in the right hand corner of the new window there is a box and "Use My Headers".
 - If you have your own headers (titles on the columns), check this box.
 - If you DO NOT have headers (titles on the columns), DO NOT check this box.

Sort									2	X
<u>A</u> dd	Level	X Delete Leve	el	Copy Level	▲ _	tions		📝 My d	data has <u>h</u> ea	aders
Column				Sort On			Order			
Sort by	Object		-	Values		-	A to Z			-
								ОК	Cance	el
										_

• Select from the first drop down menu which field you want to sort by. In this case we will select "Object".

Sort				? ×
⁺ <u>A</u> ↓ <u>A</u> dd	I Level	<u>C</u> opy Level <u>Options.</u>		My data has <u>h</u> eaders
Column		Sort On	Order	
Sort by	Object 💽	Values	A to Z	•
	Object Object Descr			
				OK Cancel

• Select from the drop down whether you want it smallest to largest, or largest to smallest. In this case we will select smallest to largest.

Sort						? X
+ <mark>▲</mark> ↓ <u>A</u> dd	Level	Delete Level	Copy Level	▲ ▼ Options	📝 My da	ta has <u>h</u> eaders
Column			Sort On		Order	
Sort by	Object		Values		Smallest to Largest Smallest to Largest Largest to Smallest Custom List	
					ОК	Cancel

- Click "OK".
- You will now see your data displayed in numeric order by object code.

	Α	В	C
1	Object	Object Descr	
2	4100000	Textbooks	
3	4200000	Books Other Than Textbooks	
4	4200800	Books JCCS Amazon Holding Acct	
5	4300000	Materials And Supplies	
6	4300009	Warrant Stock S-11	
7	4300010	Warrant Stock	
8	4300011	Meeting Expense	
9	4300456	Qpi Equipment Less Than \$5	
10	4300458	Qpi Curr Matls/Manuals	
11	4400000	Non-Capitalized Equipment	
12	4700000	Food	
13			1
14			

FILTER

• Filter allows you to filter data in a number of different ways.

STEPS

• Begin by highlighting the header row of data that you would like to be able to filter.

	А	В	С	D	F	F	G	Н	1	Ы	к	1	м	Ν	
1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Object	Site	Oper Unit	Line Descr
2		7/0/2013	AP	AP00062027	2470.430	0100	0000345	Graphics		0000	7000	4300000	300		AP Accruais
3	1	7/9/2015	AP	AP00086686	3049.500	0100	0000345	Graphics		0000	7550	4300000	300		AP Accruals
	4	7/0/0015	40	AD00000000	000.040	0100	0150000	Description of Marline Assoc Ob-		0000	0100	4000000	000		

• Click the Data tab and click "Filter".



• You will notice that a drop down indicator shows next to each column now.

	Α	В	С	D	E	F	G	Н	1	J	к	L	М	N	
1	Регіс -	Date 🗸	Sour 🗸	Journal II	Amount 👻	Fur -	Resour: -	Resource Descriptic -	Proj Ye 🗸	Go -	Functic -	Objec 🗸	Si -	Oper Ur -	Line Des
2	1	7/8/2015	5 AP	AP00082027	2478.430	0100	0000345	Graphics		0000	7550	4300000	300		AP Accru
3	1	7/9/2015	5 AP	AP00086686	3049.500	0100	0000345	Graphics		0000	7550	4300000	300		AP Accru
4	1	7/9/2015	5 AP	AP00086686	888.640	0100	8150600	Restricted Maint Acct Sb	4	0000	8100	4300000	600		AP Accru
5	1	7/10/2015	5 AP	AP00082448	537.300	0100	0000345	Graphics		0000	7550	4300000	300		AP Accru
6	1	7/10/2015	5 AP	AP00082448	554.740	6756	9010956	Jpa P & L		0000	6000	4300000	900		AP Accru
7	1	7/13/2015	5 AP	AP00082629	2448.530	0100	0000345	Graphics		0000	7550	4300000	300		AP Accru

• By clicking on any one of these drop downs you will be presented with every type of data that is displayed in that column.



• If you would like to see one or just some of these options, you simply mark the check box for the data that you want displayed. Click "OK" once all options have been selected. Here I have selected just the 4300000 object codes.

D	E	F	G	Н		- I	J	K	L	Μ
urnal IC -	Amount 星	Fur -	Resourc -	Resource Descript	ic -	Proj Yea -	Go -	Functio	Objec -	Sit -
200082027	2478.430	0100	0000345	Graphics	₽↓	Sort A to Z				300
200086686	3049.500	0100	0000345	Graphics	₹J	Sort Z to A				300
200086686	888.640	0100	8150600	Restricted Maint Acc		-				600
00082448	537.300	0100	0000345	Graphics	_	Sort by Colo				300
00082448	554.740	6756	9010956	Jpa P & L	\mathbb{T}_{\times}	<u>C</u> lear Filter F	rom "O	bject"		900
00082629	2448.530	0100	0000345	Graphics		Filter by Cold	or) – F	300
200082629	74.700	0100	8150600	Restricted Maint Acc		Text Filters			•	600
200086687	8908.850	0100	0000345	Graphics		Search			0	300
00086687	609.640	0100	9515305	Peg Fund Grant			_		Q	300
200086688	889.620	0100	0000345	Graphics		(Select				300
200086688	309.730	0100	0905313	E-Rate Reimbursem		410000	· ·			300
00083442	2509.520	0100	0000345	Graphics		420080	· ·		=	300
00083442	8582.000	0100	9516680	Safety Patrol		430000				600
00084138	537.560	0100	0000345	Graphics						300
00084138	8387.080	0100	0000417	Oe Mt/Ops Cuyamad			· ·			410
00084138	203.680	0100	0000418	Oe Mt/Ops Fox					•	410
00084138	3256.480	0100	0000420	Oe Site Rental-Cuya				ок	Cancel	410
00084138	844.420	0100	0000421	Oe Site Rental-Fox					cancel	410
00084138	2739.680	0100	0000421	Oe Site Rental-Fox			8100	3700	4700000	410
00084138	2608 880	0100	0000422	Oe Site Rental-Palor	nar		8100	3700	4700000	410

• Results will not only display data meeting that criteria. From here you can filter an additional field to drill down your results further. Now only the 4300000 object codes are being displayed.

1	Α	В	С	D	E	F	G	Н	1	J	K	L	М	N	
1	Peric -	Date 🚽	Sourc -	Journal IC -	Amount 👻	Fur -	Resourc -	Resource Descriptic -	Proj Yea -	Go -	Functio -	Objec 🛪 🕄	1 -	Oper Ur -	Line Descr
2	1	7/8/2015	AP	AP00082027	2478.430	0100	0000345	Graphics		0000	7550	4300000 3	00		AP Accruals
3	1	7/9/2015	AP	AP00086686	3049.500	0100	0000345	Graphics		0000	7550	4300000	00		AP Accruals
4	1	7/9/2015	AP	AP00086686	888.640	0100	8150600	Restricted Maint Acct Sb		0000	8100	4300000 6	00		AP Accruals
5	1	7/10/2015	AP	AP00082448	537.300	0100	0000345	Graphics		0000	7550	4300000 3	00		AP Accruals
6	1	7/10/2015	AP	AP00082448	554.740	6756	9010956	Jpa P & L		0000	6000	4300000 9	00		AP Accruals
7	1	7/13/2015	AP	AP00082629	2448.530	0100	0000345	Graphics		0000	7550	4300000 3	00		AP Accruals
8	1	7/13/2015	AP	AP00082629	74.700	0100	8150600	Restricted Maint Acct Sb		0000	8100	4300000 6	00		AP Accruals
9	1	7/14/2015	AP	AP00086687	8908.850	0100	0000345	Graphics		0000	7550	4300000 3	00		AP Accruals
10	1	7/14/2015	AP	AP00086687	609.640	0100	9515305	Peg Fund Grant		0000	2420	4300000 3	00		AP Accruals
4.4	4	7/15/0015	40	AD000000000	000 000	0100	0000045	Oranhiaa		0000	7550	Langage Co	0		

In addition I want to only see the 4300000 object codes for resource 1100120.

4	A	В	С	D	E	F	G	Н		J	K	L	M	N	
1	Peric -	Date 🚽	Sourc -	Journal ID -	Amount	- Fur -	Resourc	- Resource Descriptic -	Proj Yea -	Go -	Functia -	Objec .T	Sil -	Oper Ur -	Line Desc
2	1	7/8/2015	AP	/ 2↓ Sort A to	Σ			Graphics		0000	7550	4300000	300	ĺ	AP Accrual
3	1	7/9/2015	AP	Sort Z to	A			Graphics		0000	7550	4300000	300		AP Accrual
4	1	7/9/2015	AP	/ Sort by				Restricted Maint Acct Sb	e e	0000	8100	4300000	600		AP Accrual
5	1	7/10/2015	AP	1				Graphics		0000	7550	4300000	300		AP Accrual
6	1	7/10/2015	AP	🖌 🔭 <u>C</u> lear Fil	ter From "Re	source"		Jpa P & L		0000	6000	4300000	900		AP Accrual
7	1	7/13/2015	AP	Filter by	Color)	Graphics		0000	7550	4300000	300		AP Accrual
8	1	7/13/2015	AP	 Text Eilt 	ers)	Restricted Maint Acct Sb	d.	0000	8100	4300000	600		AP Accrual
9	1	7/14/2015	AP	/ Search			-	Graphics		0000	7550	4300000	300		AP Accrual
0	1	7/14/2015	AP	1	_		~ ~	Peg Fund Grant		0000	2420	4300000	300		AP Accrual
1	1	7/15/2015	AP	/	05660		-	Graphics		0000	7550	4300000	300		AP Accrual
2	1	7/15/2015	AP		05669			E-Rate Reimbursement		8600	7200	4300000	300		AP Accrual
3	1	7/17/2015	AP	/ - 09	05670			Graphics		0000	7550	4300000	300		AP Accrual
4	1	7/17/2015	AP		19122			Safety Patrol		4900	4000	4300000	600		AP Accrual
15	1	7/22/2015	AP		00120 25120			Graphics		0000	7550	4300000	300		AP Accrual
6	1	7/22/2015	AP		25120 60403		~	Oe Mt/Ops Cuyamaca		0000	8100	4300000	410		AP Accrual
7	1	7/22/2015	AP	/				Oe Mt/Ops Fox		0000	8100	4300000	410		AP Accrual
9	1	7/22/2015	AP	1		ок	Cancel	Oe Site Rental-Fox		8100	3700	4300000	410		AP Accrua
2	1	7/22/2015	AP	1			2. Jinder	Transportation		0000	8100	4300000	600		AP Accrual
3	1	7/22/2015	AP	AP00084138	898.57	0 0100	0905670	Screc Operating Costs		8600	8100	4300000			AP Accrual

	А	В	С	D	E	F	G	Н	1	J	к	L	М	N	
1	Peric -	Date 👻	Sour(-	Journal IE -	Amount 👻	Fur -	Resourc	Resource Descriptic 🗸	Proj Yea -	Go -	Functic -	Objec .T	Sit -	Oper Ur 🗸	Line Descr
1067	4	10/13/2015	AP	AP00103786	77.460	0100	1100120	JCCS Lottery Mini Grants		3600	1000	4300000	04		AP Accruals
1396	4	10/29/2015	AP	AP00132768	689.660	0100	1100120	JCCS Lottery Mini Grants		3600	1000	4300000	804		AP Accruals
1429															

• Although it may appear that your data has simply disappeared, it hasn't. If you click on the drop down menus that you have filtered and select "Clear Filter" all your data will display again.

Sour	- Jou	ima		moun	t - F	ur - R	esoures	Reso	scr	iptic -	Proj Yea -	J Go -	K Functic	- Obje	ю. т (M Sil - C	Dp					
AP	12.	So	rt A to Z					JCCS		₽↓	Sort A to Z					300						
AP	1 %	Sg	rt Z to A					JCCS		Z.	Sort Z to A				1	300						
	_	So	rt by Colo	IF.			÷		nt A	CC .	Sort by Colo	r			- F L	600						
	1	CI.	ar Filter F	nom "	Resour	ce"					Clear Filter F		a la set?			300						
			ter by Col		(Caroline)	ti ta				×	-		ojeci		_	900	_					
			at Filters							_	Filter by Col					300 300	-					
									nt A	CC.	Text <u>Filters</u>					300	-					
		Se	arch				Q		ht		Search				0 6	300	-					
	1		(Select							~	(Select					300	-					
			000007				10		irse	m						300						
			000011												=	300						
			000011								430000					600						
			000020													300						
			000020				-		yan	nac	- 430001				. 4	110						
				_				-	×							110						
					OK		Cancel		-Fo	<			ок	Cancel		\$10	_					
				_	- 1			1					7	4300		600	_					
-	-	-	_		-	-			l <u>q C</u>	osts	_	8600	8100	4300	000 (500	- L					
	А		В		С	C)	E	F		G		н		1		J	к	L	М	N	
1	Peric -	Da	te 🚽	So	IFC -	Journa	al IC - 1	Amount 星	Fur -	Res	our(- Res	ource	Descrip	tic - F	، roj	(ei -	Go -	Functio	- Objec -	Sil -	Oper Ur -	Line De
2	1		7/8/201	5 AP		AP0008	82027	2478.430	0100	0000	345 Gra	ohics					0000	7550	4300000	300		AP Accru
3	1		7/9/2018	5 AP		AP000	86686	3049.500	0100	0000	345 Gra	ohics					0000	7550	4300000	300		AP Accr
4	1		7/9/2018	5 AP		AP0008	86686	888.640	0100	8150	600 Res	tricted	Maint Ac	ct Sb:			0000	8100	4300000	600		AP Accr
5	1	7	/10/2018	5 AP		AP000	82448	537.300	0100	0000	345 Gra	ohics		-			0000	7550	4300000	300		AP Accr
6	1	7	/10/2018	5 AP		AP0008	82448	554.740	6756	9010	956 Jpa	P & L					0000	6000	4300000	900		AP Accr
-		7	/13/201	5 AP		AP000	02828	2448.530	0100	0000	345 Gra	ohics					0000	7550	4300000	300		AP Accr
7			10/2010				02023	74,700										8100	4300000			

SUBTOTAL

• Subtotal will allow you to count, sum, etc by a change in a particular field.

STEPS

• Start by making sure your data is sorted by whatever field you are going to be subtotaling by. In the example below I will be subtotaling by Resource, so I will need to sort my document by Resource.

Sort		1 16	1 10 10	? ×
+ <mark>A</mark> ↓ <u>A</u> dd	Level X Delete L	evel 🖹 Copy Level	 Options 	☑ My data has <u>h</u> eaders
Column		Sort On	Orde	r
Sort by	Resource	▼ Values	▼ A to	Z
				OK Cancel
				.4

• Once the document is sorted correctly, click on the Data tab and click "Subtotal".

							FAR_GL_E	DETAILS_	Dec15_Excel1	Fraining - E	xcel						
F I	FORMULAS	DATA	REVIEW	VIEV	/												
Refr	Conne Conne Resh	rties	2↓ <mark>∡</mark> 2 ∡↓ Sort	Filter	Clear Reapply Advanced	Text f	o Flash	Remov Duplica	re Data tes Validation	Consolio	date \	What-If Relat	tionships	Group	Ungroup	t t Subtotal	
	Connections			Sort & F	ilter				Data	Tools						Outline	
e	Ŧ																
Period	b																
Perio	ł																
Perio	ł																
Perio	E	F	G		Н		I	J	К	L	М	N)	
	E			Reso	H urce Descrip	tion F	l Proj Year	_		L	_	N Oper Unit	Line De	escr	0	•	
	E	Fund		Reso Dm		tion F	l Proj Year	Goal		L Object 4300000	Site		Line Do		0	,	
ID	E Amount	Fund 1400	Resource 0000070		urce Descrip	otion F	l Proj Year	Goal	Function 8100		Site 700		J	ruals	0		

- Enter your parameters.
 - From the drop down select which field you want subtotaled. In this case "Resource".

Subtotal	
At each change in:	
Period	-
Journal ID	
Amount	=
Resource	
Resource Description	-
Proj Year Posted	
Year	
Ledger Line Ref	=
Ref No	~
Replace current subtotals	
Page break between groups	
✓ Summary below data	
Remove All OK Ca	incel

Select next what function you want performed, sum, count, etc. In this case "Sum".

Subtotal	? X
At each change in:	
Resource	•
Use function:	
Count	-
Sum	
Count	
Average	=
Max	
Min	_
Product	
🗹 Ref No	T
Replace current subtotals	
Page break between groups	
Summary below data	
Remove All OK	Cancel

126 | P a g e

 Select which field you want the function to be applied to. In this case "Amount".

ſ	Subtotal	X
l	At each change in:	
l	Resource	-
I	Use function:	
ŀ	Sum	•
I	A <u>d</u> d subtotal to:	
	Source	*
I	Amount Fund	
	Resource Resource Description	Ŧ
	Replace <u>c</u> urrent subtotals	
	Page break between groups	
	Summary below data	
	Remove All OK Ca	ancel

- Click "OK".
- You will now notice that there is a row of data after each different resource code with a total amount of transactions for that resource.

2	3		Α	В	С	D	E	F	G	Н	1	J	К	L	М	N	
		1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Object	Site	Oper Unit	Line
Γ		2	2	8/18/2015	AP	AP00088755	8754.940	1400	0000070	Dm Cuyamaca		0000	8100	4300000	700		AP A
		3	4	10/19/2015	AP	AP00129677	3088.380	1400	0000070	Dm Cuyamaca		0000	8100	4300000	700		AP A
Ē	•	4					11843.320		0000070 T	otal							
Γ		5	3	9/3/2015	AP	AP00092104	6.990	0100	0000100	Board Of Ed		0000	7110	4300000	100		AP A
		6	3	9/30/2015	AP	AP00100904	6.990	0100	0000100	Board Of Ed		0000	7110	4300000	100		AP A
		7	4	10/6/2015	IBS	0000101934	9.950	0100	0000100	Board Of Ed		0000	7110	4300000	100		Petty
		8	4	10/6/2015	IBS	0000101934	6.250	0100	0000100	Board Of Ed		0000	7110	4300000	100		Petty
		9	4	10/8/2015	AP	AP00103167	46.780	0100	0000100	Board Of Ed		0000	7110	4300011	100		AP A
		10	4	10/21/2015	AP	AP00130460	82,990	0100	0000100	Board Of Ed		0000	7110	4300000	100		AP A
Ē		11					159.950		0000100 T	otal							
ſ		12	4	10/7/2015	AP	AP00102825	323.990	0100	0000110	Supt Of Schools		0000	7150	4300000	110		AP A
		13	4	10/19/2015	AP	AP00129677	846.880	0100	0000110	Supt Of Schools		0000	7150	4300000	110		AP A
Ē	•	14					1170.870		0000110 T	otal							
Γ		15	2	8/18/2015	AP	AP00088755	288.230	0100	0000111	Communications		(�)	7180	4300000	110		AP A
		16	2	8/27/2015	AP	AP00090712	30.000	0100	0000111	Communications		0000	7180	4300000	110		AP A
		17	3	9/1/2015	AP	AP00091577	52.370	0100	0000111	Communications		0000	7180	4300000	110		AP A
		18	3	9/2/2015	AP	AP00091866	80.000	0100	0000111	Communications		0000	7180	4300000	110		AP A

• You will also notice that over to the left in the margins there is now a 1, 2 and 3. In boxes.

1	2	3		А	В	С
			1	Period	Date	Sour
Γ	Γ		2	2	8/18/2015	AP
			3	4	10/19/2015	AP
	-		4			
	Γ		5	3	9/3/2015	AP
			6	3	9/30/2015	AP
			7	4	10/6/2015	IBS
			8	4	10/6/2015	IBS
		÷	9	4	10/8/2015	AP
			10	4	10/21/2015	AP
	-]	11			
	Γ	÷	12	4	10/7/2015	AP
		÷ .	13	4	10/19/2015	AP
	-		14			
	Γ	· -	15	2	8/18/2015	AP
			10	0	0/07/0015	

 \circ $\,$ If you click on these it will collapse or expand your subtotal results.

1	2 3		Α	В	С	D	E	F	G	Н	1	J	к	L	М	N	
		1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Object	Site	Oper Unit	Line Descr
Γ	+	4					11843.320		0000070 T	otal							
	+	11					159.950		0000100 T	otal							
	+	14					1170.870		0000110 T	otal							
	+	24					927.490		0000111 T	otal							
	+	50					16311.990		0000200 T	otal							
	+	67					9337.490		0000201 T	otal							
	+	71					426.870		0000203 T	otal							
	+	107					25236.550		0000300 T	otal							

- If you would like to remove the subtotal. Simply highlight the spreadsheet.
 Click on the data tab and click "Subtotal"
- Click "Remove All".

Subtotal
At each change in:
Resource
Use function:
Sum 💌
A <u>d</u> d subtotal to:
Date Source
Amount
Fund Resource
Replace <u>c</u> urrent subtotals
Page break between groups
✓ Summary below data
Remove All OK Cancel

	Α	В	С	D	E	F	G	Н	1	J
1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal
2	2	8/18/2015	AP	AP00088755	8754.940	1400	0000070	Dm Cuyamaca		0000
3	4	10/19/2015	AP	AP00129677	3088.380	1400	0000070	Dm Cuyamaca		0000
4	3	9/3/2015	AP	AP00092104	6.990	0100	0000100	Board Of Ed		0000
5	3	9/30/2015	AP	AP00100904	6.990	0100	0000100	Board Of Ed		0000
6	4	10/6/2015	IBS	0000101934	9.950	0100	0000100	Board Of Ed		0000
7	4	10/6/2015	IBS	0000101934	6.250	0100	0000100	Board Of Ed		0000
8	4	10/8/2015	AP	AP00103167	46.780	0100	0000100	Board Of Ed		0000
9	4	10/21/2015	AP	AP00130460	82.990	0100	0000100	Board Of Ed		0000

PIVOT TABLES

• Pivot Tables will allow you to sort and analyze data.

STEPS

• Highlight the data set that you would like to analyze. In this case I am going to highlight all the data on the "data" tab.

	Α	В	С	D	E	F	G	Н	1	J	К	L
1	Period	Date	Source	Journal ID	Amount	Fund	Resource	Resource Description	Proj Year	Goal	Function	Obje
2	1	7/8/2015	AP	AP00082027	2478.430	0100	0000345	Graphics		0000	7550	4300
3	1	7/9/2015	AP	AP00086686	3049.500	0100	0000345	Graphics		0000	7550	4300
4	1	7/9/2015	AP	AP00086686	888.640	0100	8150600	Restricted Maint Acct Sb		0000	8100	4300
5	1	7/10/2015	AP	AP00082448	537.300	0100	0000345	Graphics		0000	7550	4300
6	1	7/10/2015	AP	AP00082448	554.740	6756	9010956	Jpa P & L		0000	6000	4300
7	1	7/13/2015	AP	AP00082629	2448.530	0100	0000345	Graphics		0000	7550	4300
8	1	7/13/2015	AP	AP00082629	74.700	0100	8150600	Restricted Maint Acct Sb		0000	8100	4300
9	1	7/14/2015	AP	AP00086687	8908.850	0100	0000345	Graphics		0000	7550	4300
10	1	7/14/2015	AP	AP00086687	609.640	0100	9515305	Peg Fund Grant		0000	2420	4300
11	1	7/15/2015	AP	AP00086688	889.620	0100	0000345	Graphics		0000	7550	4300
12	1	7/15/2015	AP	AP00086688	309.730	0100	0905313	E-Rate Reimbursement		8600	7200	4300
13	1	7/17/2015	AP	AP00083442	2509.520	0100	0000345	Graphics		0000	7550	4300
		data R	esource l	Descriptions	Object De	scriptic	ns (+)	a (F	×

• Click on the "Insert" tab. Click on "Pivot Table".



• Your selection should already be reflected in the "Table/Range" box. And you will want to select "New Workbook".

Create PivotTable	? ×
Choose the data that you	want to analyze
Select a table or rail	nge
<u>T</u> able/Range:	data!\$A\$1:\$Y\$1428
Use an external dat	a source
Choose Conr	rection
Connection nam	ne:
Choose where you want t	he PivotTable report to be placed
New Worksheet	
Existing Worksheet	
Location:	1
Choose whether you want	t to analyze multiple tables
🔲 Add this data to the	₂ Data <u>M</u> odel
	OK Cancel

• A grid will appear on the new spreadsheet and a series of data points and quadrants will appear on the right side.

-										
1 2 3 4 5	A B PivotTable2	C	D	E	F	G	H		PivotTabl Choose fields to report: Period Date	e Fields * × ^{add to}
6	To build a report, choo	se fields							Source	
7	from the PivotTable F								Journal ID	
8	in our thou would ble t								Amount	
9		-							Amount	•
10									Drag fields betw	veen areas below:
11									-	
12									T FILTERS	III COLUMNS
13										
14										
15										
16										S MALLIEC
17									ROWS	Σ VALUES
18		┛┺╍┛┞								
19										
20		-						+		
21								•		
21	▶ Sheet1 d	ata Res	source Des	s (+) i	•			•	Defer Layout	Upda UPDATE
	, , ,							P		

• In order to get information to appear in the grid on the spreadsheet you can drag the data sets into the corresponding quadrant on the right.

	Α	В	С	D	E	F		Divert Table Calaba 🛪
1	Fund	(All)	-					PivotTable Fields
2								Choose fields to add to
3	Sum of Amount	Column Labels	-					report:
4	Row Labels 🛛 👻	4100000	4200000	4200800	4300000	4300009		
5	0000070				11843.32			✓ Fund
6	0000100				113.17			Resource
7	0000110				1170.87			Resource Description
8	0000111				927.49			Proj Year
9	0000200				16311.99			Goal
10	0000201		5545.5	5	3791.94			Drag fields between areas below:
11	0000203				339.39			
12	0000300		937.5	1	13132.79			T ELTERS COLUMNS
13	0000327				133.56		+	Fund 👻 Object 🗨
14	0000345				150655.45			
15	0000400				215.61			
16	0000401		250	0	2004.01			■ ROWS
17	0000403				682.32			
18	0000404		25.	9	8308.32			Resource Sum of A
19	0000405				11803.92			
20	0000406							
21	0000407				16463.7		-	Defer Layout Upda UPDAT

• You will see that it has now pulled in totals for all the data in a couple of clicks. In addition you can continue to add or move data sets to arrange them in different formats.

	Α	В		С	D	E	F		D: (T)]			-
1	Fund	(AII)	-]					PivotTable	Fiel	as	
2									Choose fields to ac	dd to re	eport:	4
3	Sum of Amount	Column La	abels 🔽						Goal			
4	Row Labels	4100000		4200000	4200800	4300000	4300	(✓ Function			
5	≡ 0000070					11843.32	2		✓ Punction ✓ Object			
6	8100					11843.32	2		Site			
7	≡ 0000100					113.17	·		Oper Unit			
8	7110					113.17	·		Line Descr			
9	≡ 0000110					1170.87	·					
10	7150					1170.87	·		Drag fields betwe	en area	s below:	
11	≡ 0000111					927.49)		T FILTERS			
12	7180					927.49						
13	≡ 0000200					16311.99			Fund	•	Object	
14	7400					16156.15						
15	7430					155.84						
16	■ 0000201			5545.5	-	3791.94			ROWS		Σ VALUES	
17	2110			5545.5	5	3791.94			Resource	•	Sum of Amount	t •
18	≡ 0000203					339.39			Function	•	- sam of Amount	
19	7400					339.39			runcuon			
20	≡ 0000300			937.5	1	13132.79						
21	2100	data	Resource	e[(+) ;		855.37	·	-	Defer Layout U	ndato		JPDAT

SUMIF

• This function will add the cells specified by a given condition or criteria

STEPS

• In the example below, I want to see the total expenditures by resource on the "Resource Description" tab. To do this you will use the "Sumif" function. Click the first cell in which you want the "Sumif" formula to appear.

C2	-	\therefore \checkmark f_x		
	А	В	С	D
1	Resource	Resource Descr		
2	0000070	Dm Cuyamaca		
3	0000100	Board Of Ed		
4	0000110	Supt Of Schools		
5	0000111	Communications		
6	0000200	Human Resources		
7	0000201	Teacher Support		

 \circ Click the function symbol

	·					u				
C2			*	÷	\times	\checkmark	f x			
										 _
		Α	_	_		_	B	_	_	 С

• Type in "sumif" in the search box and click "Go". "Sumif" will appear in the results below. Click on "sumif" and click "ok"

Insert Function	2 ×
Search for a function:	
sumif	<u>G</u> o
Or select a <u>c</u> ategory: Most Recently Used	
Select a functio <u>n</u> :	
SUMIF	^
VLOOKUP COUNTIF	=
LOOKUP	_
SUM AVERAGE	
IF	~
SUMIF(range,criteria,sum_range)	
Adds the cells specified by a given condition or criteria.	
Help on this function	Cancel

• Begin entering the parameters by clicking in the text box located to the right of each parameter:

Function Arguments	1000				-	? X
SUMIF						
Range			= ref	erence		
Criteria			= an	у		
Sum_range			= ref	erence		
Adds the cells specified by a given con		of cells you want evaluat	= ed.			
Formula result =						
Help on this function					ОК	Cancel

• Range – is the range of cells you want evaluated. In our case you will want to click on the "data" tab and highlight column G, the "Resource" column.

	HOME INSERT PA	AGE LAYOUT FO	DRMULAS DATA RE	TEW V	pu.				-	Maintini	Annatic - C	
m X	100				Function Arguments					8.1		?
		- V, V, = =	≡ ⇒ · PWrap	ext.	SUMIF							
Paste		∂ - A - ≡ 3	s ≅ €€ €€ 🔛 Merge	& Center	Rang	data1G:G			14	= {"Resource";"	0000345 0000	345";"8150600";"
Clipboard	n Font		Alignment		Criter	ia			18	= any		
B 5-		Σ 13 48 .	Millionteur	-	Sum, rang				14	 reference 		
m - 2	C 0 2 00 1	Z 134 492 1			sunçranı	Je			(13)	- reterence		
A1263	- I X 🗸	∫x =sumi	F(datalG:G)				in a star					
					Adds the cells specified by a given							
				_		Range	is the ran	ige of cells you	want evaluat	ted.		
10	A B C	D	E F	G								
1263	4 10/21/2015 AP	AP00130460	48.600 0100 7366	403 Fc								
1264	4 10/21/2015 AP	AP00130460	878.730 0100 9515	458 Q	Formula result =							
1265	4 10/21/2015 AP	AP00130460	872.980 0100 9515	458 Q	Help on this function					C	OK	Cance
1266	4 10/21/2015 AP	AP00130460	8460.820 0100 9515	458 Q						-	- Un	cance
	4 10/21/2015 AP	AP00130460	578.080 0100 9516		City CC AV Contract	8600		4300000			ccruals	
1267	4 10/21/2015 AP	AP00130460	7.890 1200 6105		Pinata State Preschoo	0000	2100	4300000			ccruals	
			2327.620 1400 0000		DR FUND 14	0000	8100	4300000			ccruals	
1267 1268 1269	4 10/21/2015 AP	AP00130460				0000	6000	4300000			ccruals	
1268 1269 1270	4 10/21/2015 AP 4 10/21/2015 AP	AP00130460	87.820 6755 9010		a W.C.							
1268 1269 1270 1271	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460	87.820 6756 9010	956 Jp	aP&L	0000	6000	4300000			ccruals	
1268 1269 1270 1271 1272	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460	87.820 6756 9010 833.300 6757 9010	956 Jp 857 Fb	a P & L ic Health	0000	6000	4300000	900	AP A	ocruals	
1268 1269 1270 1271 1272 1273	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/22/2015 AP	AP00130460 AP00130460 AP00130460 AP00130821	87.820 6756 9010 833.300 6757 9010 98.800 0100 0000	956 Jp 857 Fb 201 Te	a P & L c Health acher Support	0000 0000 0000	6000 2110	4300000 4300000	900 200	AP A AP A	ocruals ocruals	
1268 1269 1270 1271 1272 1273 1274	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/22/2015 AP 4 10/22/2015 AP	AP00130460 AP00130460 AP00130460 AP00130821 AP00130821	87.820 6756 9010 833.300 6757 9010 98.800 0100 0000 64.750 0100 0000	956 Jp 857 Fb 201 Te 203 Ed	a P & L Inc Health Indexer Support Ige Training	0000 0000 0000 0000	6000 2110 7400	4300000 4300000 4300000	900 200 200	AP A AP A AP A	ocruals ocruals ocruals	
1268	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/22/2015 AP	AP00130460 AP00130460 AP00130460 AP00130821	87.820 6756 9010 833.300 6757 9010 98.800 0100 0000	956 Jp 857 Fb 201 Te 203 Ed	a P & L c Health acher Support	0000 0000 0000	6000 2110 7400 7550	4300000 4300000 4300000 4300000	900 200 200	AP A AP A AP A	ocruals ocruals ocruals ocruals	-

 Criteria – is the condition or criteria in the form of a number, expression, or text that defines which cells will be added. In our example we want it to look for the specific resource number of each row to the left located in column A. Click on cell A2.

A B C D 1 Resource Control is the control or order is the control order is the control or order is the control order is the	m . X a		A' = = =	· .	Pw	Function Arguments
A2 - I X f G - SUMIF(deta(G,G,A2) A B C D C 1 Resource Descr. 2 2 000007 0 m Cayamaca 2 (G,A2) 5 000011 C supt Of Schools C Ed 4 000110 Supt Of Schools C Ed 5 000011 C supt Of Schools C Ed 6 000020 Human Resources C C C C C C C C C C C C C C C C C C C	- of Fo Clipbo	ormat Painter ard s Font		(ez ez)	🗒 Me	Software Range data/0.5 Image: 0 Pressource:'0000345':000037'
A B C D E 1 Resource Resource Descrit Formula realt = 0 Formula realt = 0 000010 Board Of Ed Ed Edits on this function OK 000010 Board Of Ed Edits on this function OK Cancel 000010 Board Of Ed Edits on this function OK Cancel 000010 Board Of Ed Edits on this function OK Cancel 000010 Board Of Ed Edits on this function OK Cancel 000010 Board Of Ed Edits on this function OK Cancel 000010 Board Of Ed Edits on this function OK Cancel 0000000 Flow Forking Edits on this function Edits on this function Edits on this function 0000000 Flow Forking Edits on this function Edits on this function Edits on this function 0000000 Flow Forking Edits on this function Edits on this function Edits on this function 10 Foregrin Edits Edits on this function			atalG:G,A2)			Adds the cells specified by a given condition or criteria. Criteria is the condition or criteria in the form of a number, expression, or text that defines which cells
2 Concept Erroral real = 0 0000007 Bond Of Ed Itele on this function OK Cannel 4 000010 Skipt Of Schools Itele on this function OK Cannel 5 0000111 Commarizations Itele on this function OK Cannel 6 0000012 Finan Resources Itele on this function Itele on this function Itele on this function 0 0000001 Finan Resources Itele on this function Itele on this function Itele on this function 0 0000002 Signed Framing Itele on this function Itele on this function Itele on this function 0 0000002 Sis Itele on this function Itele on this function Itele on this function 0 0000002 Sis Itele on this function Itele on this function Itele on this function 10 0000002 Sis Itele on this function Itele on this function Itele on this function 10 0000002 Sis Itele on this function Itele on this function Itele	A	В	С	D	E	Will De ADDEG.
Discontrol Discontrol <thdiscontro< th=""> Discontro Discontro<</thdiscontro<>						
4 0000110 Supt Of Schools 6 000012 Communications 6 0000020 Human Resources 6 0000020 Export 1 6 0000020 Export 1 6 0000020 Export 1 7 0000021 TScholon Mgmt 9 0000002 Sis 10 0000025 Sis 11 0000045 Graphics 12 000400 Sixdent Starkolos Div Mgmt 12 000400 Sixdent Starkolos Div Mgmt	2 000007	0 Dm Cuyamaca	3:G,A2)			Formula result = 0
5 0000111 Communications 6 0000200 Human Resources 7 000001 Teacher Support 8 0000203 Edge Training 9 000000 TE Division Mgmt 10 0000327 Sis 11 0000354 Graphics 12 000040 Sindert Services Div Mgmt 12 000040 Sindert Services Div Mgmt					_	Help on this function OK Cancel
6 000000 Human Resources 7 0000001 Teacher Support 8 000023 Egg Training 9 0000203 IS Drivision Mymt 9 0000027 IS Seg Training 10 0000027 ISIs 11 0000054 Graphics 12 0000055 Graphics 12 000055 Graphics 12 000055 Graphics 12 000055 Graphics 12 00055 Gra					_	
7 ⁷ 0000201 Teacher Support 8 ⁷ 0000203 Edge Training 9 0000000 TS Dokison Mymt 10 ⁷ 000024 Sis 10 ⁷ 000024 Sis 10 ⁷ 000024 Sishdent Services Div Mymt						
B 000020 Elgip Training 0000020 ITS Division Mgmt 0000027 Sis 10000027 Sis 10000027 Sis 10000035 Graphics 10000035 Graphics 10000035 Graphics 10000003 Situant Services Div Mgmt						
9 0000000 ITS Division Mgmt 10 0000327 Sils 10 0000345 Graphics 10 000045 Graphics						
10 0000327 Sis 11 0000345 Graphics 12 0000400 Student Services Div Mgmt						
11 [0000345 Graphics 12 [0000400 Student Services Div Mgmt						
12 0000400 Student Services Div Mgmt						

Sum Range – are the actual cells to sum. If omitted, the cells in range are used. In our example we will use Column E (Amount), on the "data" tab.

te df i Clipt	Copy - Format Painter board 5	- 10			With SUMP Sump Range deta/GG This = ("Resource")'000014 Criteria A2 This = '000070''	15°, '0000345', '8150600', '0000 049, 5888, 64:537, 3:554, 74:244
63			F{data!G:G,A2,dat	talE:E)	Adds the cells specified by a given condition or criteria. Som range are the actual cells to sum. If omitted, the cells in range are use	
A	в	D	E F	G		
~						
	4 10/21/2015 AP	AP00130460	48.600 0100		Fe	
	4 10/21/2015 AP	AP00130460	878.730 0100	9515458	Fc Q Formula result = 11843.32	
	4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460	878.730 0100 872.980 0100	9515458 9515458	F4 Q Formula result = 11843.32 Q Help on this function	X Cancel
-	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100	9515458 9515458 9515458	C Help.on.this.function	
-	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100	9515458 9515458 9515458 9516545	High on this function C SD City CC AV Contract 8600 2420 4300000 500 AP Accrual	s
	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100	9515458 9515458 9515458 9516545	C Help.on.this.function	s
	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100 7.890 1200 2327.620 1400	9515458 9515458 9515458 9516545 6105407 0000714	Hels on this function Contract 8600 '2420' 4300000 '500' AP Accrual La Pinata Stata Preschoo 0000 (210) 4300000 457' AP Accrual POR FUND 14 00000 810' 4300000 70' AP Accrual	s
	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100 7.890 1200	9515458 9515458 9515458 9516545 6105407 0000714	tels on this function c SO City CC AV Contract 8600 2420 4300000 500 AP Accruat Le Pinata State Preschoo 0000 2100 4300000 457 AP Accruat	ls Is
	4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100 7.890 1200 2327.620 1400	9515458 9515458 9515458 9516545 6105407 0000714 9010955	Hels on this function Contract 8600 '2420' 4300000 '500' AP Accrual La Pinata Stata Preschoo 0000 (210) 4300000 457' AP Accrual POR FUND 14 00000 810' 4300000 70' AP Accrual	5 5 5 5 5
~	4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100 7,890 1200 2327.620 1400 87.820 3755	9515458 9515458 9515458 9516545 6105407 0000714 9010955	Hels on Nitr function C C C Dity CC AV Contract 8600 2420 4300000 500 AP Accrual La Pinata State Preschoo 0000 2100 4300000 457 AP Accrual FOR FUND 14 0000 8100 4300000 700 AP Accrual Joa W.C. 0000 6100 4300000 900 AP Accrual	5 5 5 5 5
~	4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100 7.890 1200 2327.620 1400 87.820 5755 87.820 5756	9515458 9515458 9515458 9516545 6105407 0000714 9010955 9010956 9010857	tels on this function c SO CHY CC AV Contract 6600 2420 4300000 500 AP Accrual Le Pinata State Preschoo 0000 2100 4300000 430 AP Accrual FOR FUND 14 0000 8100 4300000 700 AP Accrual Jap W.C. 0000 6000 4300000 000 AP Accrual Jap B A L 0000 6000 4300000 000 AP Accrual	is is is is is is is
	4 10/21/2015 AP 4 10/21/2015 AP	AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460 AP00130460	878.730 0100 872.980 0100 8460.820 0100 578.080 0100 7.890 1200 2327.620 1400 87.820 3755 87.820 3756 833.300 3757	9515458 9515458 9515458 9516545 6105407 0000714 9010955 9010956 9010857 0000201	Helic on Nitr function B600 2420 4500000 600 AP Accrual La Pinata State Preschoo 0000 2100 4300000 457 AP Accrual POR FUND 14 00000 8100 4300000 000 AP Accrual Jpe W.C. 0000 6000 4300000 900 AP Accrual Jpe P & L 0000 6000 4300000 000 AP Accrual Dro Hath 0000 6000 4300000 000 AP Accrual	s s s s s s s s s s s

- Click "Ok" once all parameters are entered.
- You will notice that the amount displayed now equals only those amounts showing for resource 0000070. If you want this formula to display down the remainder of the page simply hover your mouse over the formula cell until you see the bolded cross. Once this appears double click.

	Α	В	CD
1	Resource	Resource Descr	
2	0000070	Dm Cuyamaca	11843.32
3	0000100	Board Of Ed	159.95
4	0000110	Supt Of Schools	1170.87
5	0000111	Communications	927.49
6	0000200	Human Resources	16311.99
7	0000201	Teacher Support	9337.49
8	0000203	Edge Training	426.87
9	0000300	ITS Division Mgmt	25236.55
10	0000327	Sis	133.56
11	0000345	Graphics	150655.5
12	0000400	Student Services Div Mgmt	215.61
13	0000401	Child Welfare & Attendance	5457.8
-	· · · · · · · · · · · · · · · · · · ·	ata Resource Descriptions	Object Descriptions
REA	DY		

<u>SUMIF</u>

• SumIf statements allow you add values if another field meets a certain criteria.

STEPS

- For this example I want it to add data that only matches the Header Description of "Accounts Payable".
- Begin by clicking in the cell that you want to produce the sum.
- Click your function button
- Type in "SumIf". Click Go. Select "SumIf" from the results and click "OK".

Insert Function			? ×
Search for a function:			
sumif			<u>G</u> o
Or select a <u>c</u> ategory:	Recommended	-	
Select a functio <u>n</u> :			
SUMIF SUMIFS IF SUMIF(range, criteria	_		▲ ▼
Adds the cells specific	ed by a given condition or criteria.	ОК	Cancel

• Enter your parameters:

 Range – Enter the range of cells evaluated. What range of cells will produce "Accounts Payable"? In this case it's column "P".

Function Arguments				9 ×
SUMIF				
Range	data!P:P		=	{"JE Header Description";"Accounts Payable";"Acco
Criteria			=	any
Sum_range		1	=	reference
			=	
Adds the cells specified by a given con	dition or criteria.			
	Criteria is the condition or criteria in will be added.	the form	of	a number, expression, or text that defines which cells
Formula result =				
Help on this function				OK
				OK Califer

 Criteria – the condition or criteria in the form of a number, expression or text that defines which cells will be added. What are you looking for in the range of cells you selected previously? In this case we will type "accounts payable".

Function Arguments			? ×
SUMIF			
Range	data!P:P	=	{"JE Header Description";"Accounts Payable";"Acco
Criteria	"accounts payable"	=	"accounts payable"
Sum_range		=	reference
		=	0
Adds the cells specified by a given con	dition or criteria.		
	Sum_range are the actual cells to sum. If omittee	d, the	e cells in range are used.
Formula result = 0			
Help on this function			OK Cancel

Sum_Range – the range of cells that you want to be added if they meet the criteria above. What do we want added together? In this case the Amount column.

Function Arguments	to know he a	2 X
SUMIF		
Range	data!P:P	= {"JE Header Description";"Accounts Payable";"Acco
Criteria	"accounts payable"	= "accounts payable"
Sum_range	data!E:E	= {"Amount";8754.94;3088.38;6.99;6.99;9.95;6.25;46.7
		= 2520317.2
Adds the cells specified by a given con	dition or criteria.	
	Sum_range are the actual cells to sum. If omitted	d, the cells in range are used.
Formula result = 2520317.2		
2320517.2		
Help on this function		OK Cancel

136 | P a g e

• Click "OK".

• The total of all transactions with "Accounts Payable" in the Header Description.

	А	В	С	D
1				
2			_	
3	Accounts Payable	2520317		
4				
5				

9.4 Finance

9.4.1 Favorite PeopleSoft Finance Queries

Informational – Chart of Accounts

FAR_COA_RESOURCE

View F	t %: 04500 Results				
View A		. Excel SpreadSheet	CSV Text File XML File (120 kb)		First 🕢 1-100 of 1139 🕟 Las
	SetID	Resource		Descr	
1	04500	0200514	CV PTSA MUSIC		
2	04500	0000620	GROUNDS		
3	04500	0000628	CUSTODIAL		
4	04500	0000629	UTILITIES		
5	04500	0000631	ENERGY MANAGEMENT		
6	04500	6105000	CHILD DEV:CAL STATE PRESCH PRO		
7	04500	0000879	CF TP WEST CAMPUS		
8	04500	0000882	CF CV FACILITIES		
9	04500	0000883	CF CVMS FURNITURE & EQPT.		
10	04500	0000888	CF REDEVELOPMENT		
11	04500	0000900	ST.BLDG.FUND-TP WC&MOD		

FAR_COA_GOAL

View		in: Excel Sp	rreadSheet CSVTextFile XMLFile (3 kb)	
View	All	Goal	Descr	First 1-31 of 31 East La
1	04500	0000	Undistributed	Undistribu
2	04500	0001	General Education, Pre-K	General Ed
3	04500	1110	Regular Education, K-12	Regular Ed
4	04500	3100	Alternative Schools	Alternativ
5	04500	3200	Continuation Schools	Continuati
6	04500	3300	Independent Study Centers	Independen
7	04500	3400	Opportunity Schools	Opportunit
8	04500	3550	Dist Comnty Day Schls(Dist Onl	Dist Comnt
9	04500	3600	Juvenile Courts	Juvenile C
10	04500	3700	Specialized Secondary Programs	Specialize
11	04500	3800	Vocational	Vocational

FAR_COA_FUNCTION

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View		5 1		First 🕢 1-76 of 76 🕟 La
4	SetID 04500	Function 0000	Descr	Short Desc N/A (Rev &
2	04500	1000	N/A (Rev & Bal Sheet only)	Instructio
23	04500	1110	Special Education: Separate Cl	Special Ed
4	04500	3110	Guidance and Counseling Servic	Guidance a
5	04500	3120	Psychological Services	Psychologi
6	04500	3130	Attendance and Social Work Ser	Attendance
7	04500	3140	Health Services	Health Ser
8	04500	3150	Speech Pathology and Audiology	Speech Pat
9	04500	3160	Pupil Testing Services	Pupil Test
10	04500	3600	Pupil Transportation	Pupil Tran
11	04500	3700	Food Services	Food Servi

FAR_COA_OBJECT_CODE

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View A				()	First 🕢 1-100 of 837 🕟 Las
	SetID	Object	Status	Descr	Short Desc
1	04500	1100010	A	Teacher Sal-Regular	Teacher Sa
2	04500	1100011	A	Substitutes-Illness/Leave	Substitute
3	04500	1100012	A	Substitutes-Sch.Business	Substitute
4	04500	1100013	A	Substitutes-Growth	Substitute
5	04500	1100014	A	Subs-Jury Duty	Subs-Jury
6	04500	1100015	A	Subs-Attend Incentive	Subs-Atten
7	04500	1100016	A	Substitutes-Compl.Review	Substitute
8	04500	1100017	А	Substitute-Emer.Prep.	Substitute
9	04500	1100018	A	SubsNegotiations	SubsNego
10	04500	1100019	A	Sub-Teach-Adm.Leave	Sub-Teach-
11	04500	1100020	A	Teacher Sal-Spec.Ed.	Teacher Sa

FAR_COA_SITE

		ts in : Excel SpreadSheet C	SV Text File XML File (2 kb)	First 🕢 1-24 of 24 🕟 La
	SetID	Site	Descr	Short Desc
1	04500	000	TBD	TBD
2	04500	001	Assoc Supt.Of Ed Services	Assoc Supt
3	04500	002	Special Ed	Special Ed
4	04500	003	ROP/CTE	ROP/CTE
5	04500	004	Curriculum & Assessment	Curriculum
6	04500	007	Facilities Planning & Constr.	Facilities
7	04500	008	Contractual Salary-Unrestrctd	Contractua
8	04500	009	Hourly Salary-Unrestr-Dw	Hourly Sal
9	04500	010	Stores/Purchasing	Stores/Pur
10	04500	011	Fiscal Services	Fiscal Ser
11	04500	012	Maintenance & Operation	Maintenanc

FAR_COA_OP_UNIT

		J ults in : Excel S	preadSheet	CSV Text File XML File (41 kb)	First 🕢 1-100 of 350 🕟 Las
View	SetID	Oper Unit	Status	Descr	Short Desc
1	04500	260	A	0506 TRANSP 3 RELOS/SITE WORK	0506 TRANS
2	04500	261	A	0506 LCC/TP SITE SIGNAGE	0506 LCC/T
3	04500	262	A	0506 TP TEAM ROOM	0506 TP TE
4	04500	263	Α	0506 CCA ATHLETIC FIELDS	0506 CCA A
5	04500	264	Α	0506 TRANSP RADIO COMM REPLCMT	0506 TRANS
6	04500	266	А	0607 AD ED RELOCATION/PERMANT	0607 AD ED
7	04500	267	Α	0607 CV LUNCHLINE RAILING INST	0607 CV LU
8	04500	268	Α	0607 DNO RESURFACE BLACKTOP/PE	0607 DNO R
9	04500	269	Α	0607 DNO MEDIA CENTER A/C	0607 DNO M
10	04500	270	Α	0607 DNO TRASH COMPACTOR	0607 DNO T
11	04500	271	A	0607 EW RESURFACE PLAYGROUND	0607 EW RE

FAR_COA_PROJECT_YEAR

	%: 04500			
View R				
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/iew All				First 🕢 1-10 of 10 👔
	SetID	Proj Year	Descr	Short Desc
	04500	0	0	0
	04500	1	1	1
	04500	2	2	2
	04500	3	3	3
	04500	4	4	4
	04500	5	5	5
	04500	6	6	6
	04500	7	7	7
	04500	8	8	8
10	04500	9	9	9

Actuals - General Ledger (GL)

o GL Journal Entries

Lines

Select

1

Totals

Unit

09900

Template List

Line nit

Lines to add 🔢 🛨 💻 🗐

Total Lines

🔚 Save 🖹 Notify 🤶 Refresh

Header | Lines | Totals | Errors | Approval

1

Inter/IntraUnit

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Main Menu - General Ledger - Journals - Journal Entry - Create/Update Journal Entries

Change Values

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Total Credits Journal Status

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Function

Goal

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CRACLE Header Lines Totals Errors Approval Unit 09900 Journal ID NEXT Date 01/08/2016 Long Description *Ledger Group ACTUALS Ledger Group ACTUALS Source OO Reference Number Journal Class Transaction Code GENERAL Save Journal Incomplete Status	Image: Second					
Header Lines Iotals Errors Approval Unit 09900 Journal ID NEXT Date 01/08/2016 Long Description *Ledger Group Adjusting Entry Non-Adjusting Entry Iotal *Ledger *Source DO Adjusting Entry Fiscal Year 2016 *Source DO ADB Date 01/08/2016 Journal Class ADB Date 01/08/2016 Transaction Code GENERAL Auto Generate Lines Save Journal Incomplete Status Save Journal Incomplete Status	Header Lines Lotals Errors Approval Unit 0900 Journal ID NEXT Date 01/08/2016 Long Description Image: Compare and the	Favorites -	Main Menu - > Ger	neral Ledger 👻 > Journals	Journal Entry -> Create	e/Update Journal Entries
Header Lines Iotals Errors Approval Unit 09900 Journal ID NEXT Date 01/08/2016 Long Description *Ledger Group Adjusting Entry Non-Adjusting Entry Iotal *Ledger *Source DO Adjusting Entry Fiscal Year 2016 *Source DO ADB Date 01/08/2016 Journal Class ADB Date 01/08/2016 Transaction Code GENERAL Auto Generate Lines Save Journal Incomplete Status Save Journal Incomplete Status	Header Lines Lotals Errors Approval Unit 0900 Journal ID NEXT Date 01/08/2016 Long Description Image: Compare and the					
Header Lines Totals Errors Approval Unit 09900 Journal ID NEXT Date 01/08/2016 Long Description * * * 4djusting Entry • *Ledger Group ACTUALS Adjusting Entry • Fiscal Year 2016 *Source DO * Period 7 ADB Date 01/08/2016 • ADB Journal Class • Auto Generate Lines • Save Journal Incomplete Status • • •	Header Lines Totals Errors Approval Unit 0900 Journal ID NEXT Date 01/08/2016 Long Description * * * Adjusting Entry • *Ledger Group ACTUALS Adjusting Entry • • Ledger Source O • * Fiscal Year 2016 *Source Poind 7 ADB Date 01/08/2016 • Journal Class • Auto Generate Lines • Save Journal Incomplete Status S IE Tune •<		LE			
Unit 09900 Journal ID NEXT Date 01/08/2016 Long Description *Ledger Group ACTUALS Ledger Source DO ABOVE ADB Date 01/08/2016 Period Journal Class Transaction Code GENERAL ADB Date 01/08/2016 Save Journal Incomplete Status	Unit 09900 Journal ID NEXT Date 01/08/2016 Long Description Image: Comp ACTUALS Adjusting Entry Non-Adjusting Entry 'Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry Image: Comp ACTUALS 'Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry Image: Comp ACTUALS 'Source Do Adjusting Entry Non-Adjusting Entry Image: Comp ACTUALS 'Source Do Period 7 ADB Date 01/08/2016 Journal Class ADB Date 01/08/2016 Journal Class Auto Generate Lines Save Journal Incomplete Status St E Turne Auto Auto Auto Auto Auto Auto Auto Auto	🧷 🖬 😯	*			
Long Description *Ledger Group ACTUALS Ledger Ledger Source DO Reference Number Journal Class Transaction Code GENERAL Save Journal Incomplete Status	Long Description 'Ledger Group ACTUALS Ledger Group ACTUALS Ledger Group ACTUALS Source DO Source DO Reference Number Journal Class Transaction Code GENERAL Transaction Code GENERAL Transaction Code GENERAL S IE Tune Transaction Code GENERAL Contest Auto Senerate Lines Save Journal Incomplete Status S IE Tune To Auto Senerate Lines Save Journal Incomplete Status S IE Tune To Auto Senerate Lines S Save Journal Incomplete Status S IE Tune To Auto Senerate Lines S IE Tune Tune To Auto Senerate Lines S IE Tune To Auto Senerate Lines S IE Tune S	Header	Lines Totals Errors	Approval		
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Ledger 2016 *Source DO Period 7 Reference Number ADB Date 01/08/2016 Journal Class 4 Transaction Code GENERAL 4 Save Journal Incomplete Status	Ledger Fiscal Year 2016 *Source DO Period 7 ADB Date 01/08/2016 ADB Date 01/08/2016 ADB Date 01/08/2016 Journal Class Image: Class Cla		Long Description	in		
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	Image: Second	Favorites -	Main Menu - > Gene	eral Ledger 👻 🔊 Journals 👻	> Journal Entry -> Create/U	pdate Journal Entries
Favorites + Main Menu + > General Ledger + > Journals + > Journal Entry + > Create/Update Journal Entries	Image: Second					
	Header Lines Iotals Errors Approval	ORACI	_E [.]			
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DRACLE		Header L	ines <u>T</u> otals <u>E</u> rrors	Approval		
		Unit	09900	Journal ID NEXT		Date 01/08/2016

*Ledger

ACTUALS

*Process Edit Journal

Fund

Resource

Total Debits

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Personalize | Find

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Budget Status

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New Window

Budget Date

01/08/2016

$\circ ~~ FAR_GL_ACTUALS_FULL_ACCOUNT$

FAR_GL_ACTU	ALS_FULL_ACCOUNT - Actuals
LEA/BU %:	04500
Fund %:	%
RESOURCE FROM	: 0000000
RESOURCE TO:	9999999
OBJECT FROM:	0000000
OBJECT TO:	9999999
PERIOD FROM:	0
PERIOD TO:	998
Year:	2016
View Results	

	Fund	Resource	Proj Year	Goal	Function	Object	Site	Oper Unit	Year	Ledger	District	Amount
1	0100	000000		0000	7200	5750003	011	001	2016	ACTUALS	04500	-74703.200
2	0100	0000000		0000		8011000			2016	ACTUALS	04500	-1652460.000
3	0100	0000000		0000		8011000	000		2016	ACTUALS	04500	-1652460.000
4	0100	0000000		0000		8021000			2016	ACTUALS	04500	-107494.740
5	0100	0000000		0000		8041000			2016	ACTUALS	04500	-34617430.570
6	0100	0000000		0000	0000	8041000	000		2016	ACTUALS	04500	-56558.750

$\circ \quad Main\,Menu-SDCOE\,Custom-Custom\,Reports-Revised\,Budget\,Summary\,Report$

Report ID:MGLS8021 Bus. Unit:04500San Dieguito UHSD Ledger Grp:KK_DETAIL KK Detail Chartfields Criteria	REVISED	PeopleSoft GL BUDGET SUMMARY Year and Budget			Page No. 1 Run Date 01/08/2016 Run Time 12:01:58		
Adjustment Periods : 998							
Fund Rsource	Goal Func Object	Site	Budget	Actuals	Encumbrance	PreEncumbrance	Remaining
0100 0000000 UNRES.RES.	0000 7200 5750003 Direct Cost - Admin	Fees 011	-74,703.00	-74,703.20	0.00	0.00	0.20
0100 0000012 SOLAR PROJECTS	0000 7200 5800008 Computer Licensing	007	850.00	0.00	0.00	0.00	850.0
0100 0000012 SOLAR PROJECTS	0000 8100 5800009 Data Processing Cont	ract 007	70,000.00	0.00	0.00	0.00	70,000.0
0100 0000012 SOLAR PROJECTS	0000 8100 5800070 Legal Exp-Business	007	0.00	375.00	375.00	0.00	-750.0
0100 0000012 SOLAR PROJECTS	0000 8110 5800009 Data Processing Cont		1,800.00	5,950.00	750.00	0.00	-4,900.0
0100 0000012 SOLAR PROJECTS	0000 8110 5800018 Bank Charges	007	2,250.00	2,450.00	0.00	0.00	-200.0
0100 0000012 SOLAR PROJECTS	0000 8110 5800070 Legal Exp-Business	007	1,000.00	0.00	0.00	0.00	1,000.0
0100 0000012 SOLAR PROJECTS	0000 9100 7438000 Debt Service - Inter		840,936.00	411,105.45	0.00	0.00	429,830.5
0100 0000012 SOLAR PROJECTS	0000 9100 7439000 Other Debt Service -	Principal007	765,588.00	0.00	0.00	0.00	765,588.0
Subtotal for Resource	e 0000012 :		1,682,424.00	419,880.45	1,125.00	0.00	1,261,418.5
0100 0000020 TESTING SUPPORT	0000 3160 2900000 Other Classified Sal	aries 004	0.00	193.76	0.00	0.00	-193.7
0100 0000020 TESTING SUPPORT	0000 3160 3312000 OASDI, Classified Po	sitions 004	0.00	12.02	0.00	0.00	-12.0
• FAR_GL_DETAILS



	Period	Date	Source	Journal ID	Amount	Fun	d Resource	Resource Descr	Proj Year	Goal Function	Object	Object Descr	Site	Oper Unit	Line Descr	JE Header Description	District BU Line	Seq Status	Budget Status	Posted	Year Ledger	Line Ref	User Name	Ref No
1	0	0 07/01/201	5 YEC	YE00135355	9429.3	130 010	0 0000000	UNRES RES.			9110000	Cash in County Treasury			Cash in County Treasury	Journals from closing	04500	0 P	v	11/09/2015	2016 ACTUAL	s	Natalie Schuff	
2	0	07/01/201	5 YEC	YE00135355	10295.5	10 010	0 0000000	UNRES RES				Cash in County Treasury			Cash in County Treasury	Journals from closing	04500	0 P	v	11/09/2015	2016 ACTUAL	s	Natalie Schuff	
3	C	07/01/201	5 YEC	YE00135355	40068.3	00 010	0 0000000	UNRES RES			9110000	Cash in County Treasury			Cash in County Treasury	Journals from closing	04500	0 P	V	11/09/2015	2016 ACTUAL	s	Natalie Schuff	
4	0	07/01/201	5 YEC	YE00135355	32601.7	20 010	0 0000000	UNRES RES				Cash in County Treasury			Cash in County Treasury	Journals from closing	04500	0 P	V	11/09/2015	2016 ACTUAL	s	Natalie Schuff	
5	0	07/01/201	5 YEC	YE00135355	28847.8	10 010	0 0000000	UNRES RES				Cash in County Treasury			Cash in County Treasury	Journals from closing	04500	0 P	v	11/09/2015	2016 ACTUAL	s	Natalie Schuff	
6	0	07/01/201	5 YEC	YE00135355	10478.2	50 010	0 0000000	UNRES RES.			9110000	Cash in County Treasury			Cash in County Treasury	Journals from closing	04500	0 P	V	11/09/2015	2016 ACTUAL	s	Natalie Schuff	

• FAR_AP_SUBLEDGER_DETAILS

This displays all AP Vouchers (commercial warrants) generated through PeopleSoft (PS). **NOTE: This will NOT show you entries of expenditures that were generated as a result of a GL Journal (actuals transfer).

District %:	04500
Fund %:	%
Resource From:	000000
Resource To:	9999999
Accounting Period Fron	n: 0
Accounting Period To:	998
Object From:	000000
Object To:	9999999
Journal ID %:	%
Year:	2016
Voucher %:	%
PO No. %:	%
Site %:	%

District %:	04500																			
Fund %:	56																			
Resource From:	0000000																			
Resource To:	99999999																			
Accounting Period From	m: 0																			
Accounting Period To:	998																			
Object From:	0000000																			
Object To:	99999999																			
Journal ID %:	15																			
Year:	2016																			
Voucher %:	1%																			
PO No. %:	E.C.																			
	26																			
Site %:	5																			
Site %: View Results	3	ScreadSheet CSV Text File XM	File (27652 kb)																
Site %: View Results Download results	3	SpreadSheet CSV Text File XMI	LFile (27652 kb)														First G	a 1-100 of 3	1827 🕟 Lasi
Site %: View Results Download results View All	in : Excel 5		,	,		. Oper	Journal ID	Voucher	Amount	Freight	Sales Us	• Ref	Descr	Journal	PO No.	Line Line	e Ledoer	Marrie Sal	1-100 of 34 Supplier	
Site %: View Results Download results View All GL Unit Short	in : Excel :	Period Acctg Date Fund Resource	,	Soal Function	Object Sil	01111	Journal ID AP00140496						Cash in County	Date	PO No.		e Ledger	Invoice	Supplier	ShortName
Site %: View Results Download results View All GL Unit Short 1 04500 04500 -001	In : Excel S Name Year DIST 2016	Period Acctg Date Fund Resource 6 12/03/2015 0100 0000135	,	Soal Function	Object Sil	-	AP00140496	00013031	-3500.000	0.000	0.000 0.0	00	Cash in County Treasury	Date 12/03/2015	PO No.	0 0	D ACTUALS	Invoice 1ST DEP COL FAIR 11/10/15	Supplier T92500	ShortName 22ND DIST
Site %: View Results Download results View All GL Unit Short	In : Excel S Name Year DIST 2016	Period Acctg Date Fund Resource 6 12/03/2015 0100 0000135	,	Soal Function	Object Sil	-		00013031		0.000	0.000 0.0	00	Cash in County	Date	PO No.	0 0	D ACTUALS	Invoice	Supplier T92500	ShortName 22ND DIS
Site %: View Results Download results View All GL Unit Short Unit Unit Short 1 04500 04500 -001	h : Excel S Name Year DIST 2016	Period Acctg Date Fund Resource 6 12/03/2015 0100 0000135 6 12/03/2015 0100 0000135	,	Soal Function	Object Sil		AP00140496	00013031 00013031	-3500.000	0.000	0 000 0 0 0 000 0 0	00	Cash in County Treasury	Date 12/03/2015	PO No.	0 0	D ACTUALS	Invoice 1ST DEP COL FAIR 11/10/15 1ST DEP COL FAIR 11/10/15	Supplier T92500 T92500	ShortName 22ND DIS 22ND DIS
Site %: View Results Download results View All GL Unit Short Unit Short 1 04500 04500 200 2 04500 04500 200	in : Excel 3 Name Year DIST 2016 DIST 2016 DIST 2016	Period Acctg Date Fund Resource 6 12/03/2015 0100 0000135 6 12/03/2015 0100 0000135 6 12/02/2015 0100 0000135	Proj Year	, Soal Function	Object 58 9110000 9505000	U.S.	AP00140496	00013031 00013031 00013031	-3500.000	0.000	0 000 0 0 0 000 0 0 0 000 0 0	00	Cash in County Treasury Accounts Payable	Date 12/03/2015 12/03/2015		0 0	D ACTUALS D ACTUALS D ACTUALS	Invoice 1ST DEP COL FAIR 11/10/15 1ST DEP COL FAIR 11/10/15	Supplier T92500 T92500 T92500	ShortName

\circ M_GL_RESOURCE_CASH

M_GL_RESO	URCE_CASH - Cash by Fund/Resource
Business Unit %	6:
Fiscal Year:	0
Fund %:	
Resource %:	
View Results	

Business Unit %:	Q						
Fiscal Year:	0						
Fund %:	0						
Resource %:	0						
View Results							
Year	Unit	Object	Fund	Resource	Sum Total Amt	Max	DateTime

Mismatched Transactions

• FAR_BUDGET_DETAILS

Enter the following Parameters to see mismatched transactions.

Fiscal Year: 2016 or current year

Budget Period: 2015 or prior year

FAR_BUDGET_DETA	ILS - Details in Budget Ledgers
District %:	04500
Journal ID %:	%
Fiscal Year:	2016
Budget Period:	2015
Object From:	000000
Object To:	9999999
Fund %:	%
Resource From:	0000000
Resource To:	9999999
Accounting Period From:	0
Accounting Period To:	998
View Results	
AL 1.1.2 1	

-then run it opposite-

Fiscal year: 2015 or prior year

Budget Period: 2016 or current year

FAR_BUDGET_DETA	AILS - Details in Budget Ledgers
District %:	04500
Journal ID %:	%
Fiscal Year:	2015
Budget Period:	2016
Object From:	0000000
Object To:	9999999
Fund %:	%
Resource From:	0000000
Resource To:	9999999
Accounting Period From	: 0
Accounting Period To:	998
View Results	

Unit Je	ournal ID	Date	Seq	Ledger Grp	Entry Type	Bd Hdr Status	Posted	User	Descr	Year	Period	Long Descr	Budget Status	Budget Period	Object	Site	Oper Unit	Fund Goal I	Function	Proj Year Resource Ref	Line Descr	Amount	Budg Dt	Unit	Ledger
1 04500 00	00074754	05/20/2016	0	KK_DETAIL	Adjustment	Posted	05/20/2016	454937	15-16 adjustments to balance	2016	11	15-16 adjustments to balance 5710's & 5750's accross accounts	v	2016	5760008	013 0	001	0100 0000 :	9600	0000723	Dir Costs- Transp Wk Ord	1500.000	07/01/2015	04500	KK_DET_BUD
2 04500 00	00074754	05/20/2015	0	KK_DETAIL	Adjustment	Posted	05/20/2015	454937	15-16 adjustments to balance	2015	11	15-16 adjustments to balance 5710's & 5750's accross accounts	v	2016	5750023	013 0	01	0100 5001 3	3600	0000724	Transp- Fuel & Gasoline	1000.000	07/01/2015	04500	KK_DET_BUD
3 04500 00	00074754	05/20/2015	0	KK DETAIL	Adjustment	Posted	05/20/2015	454937	15-16 adjustments to	2015	11	15-16 adjustments to balance	v	2016	5710001	013 0	01	0100 5001 3	9600	0000724	Field	14491.000	07/01/2015	04500	KK DET BUD

Encumbrances

o FAR_ENCUMBRANCE_LEDGERS

FAR_ENCUM	BRANCE_LEDGERS - Total Encumbrances
Unit %:	04500
Fund From:	0000
Fund To:	9999
Resource From:	000000
Resource To:	9999999
Object From:	000000
Object To:	9999999
Budget Period:	2016
View Results	

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	Budget Period	Year	Ledger	Unit	Fund	Resource	Object	Goal	Function	Site	Oper Unit	Proj Year	Sum Total Amt
1	2016	2016	KK_DET_ENC	04500	0100	0000012	5800009	0000	8110	007	001		750.000
2	2016	2016	KK_DET_ENC	04500	0100	0000012	5800070	0000	8100	007	001		375.00
3	2016	2016	KK_DET_ENC	04500	0100	0000020	3111000	1110	1000	004	010		70.30
4	2016	2016	KK_DET_ENC	04500	0100	0000020	3321000	1110	1000	004	010		9.34
5	2016	2016	KK_DET_ENC	04500	0100	0000020	3601000	1110	1000	004	010		16.65
6	2016	2016	KK_DET_ENC	04500	0100	0000020	3711000	1110	1000	004	010		3.71
7	2016	2016	KK_DET_ENC	04500	0100	0000020	4300000	1110	1000	004	001		3013.940
8	2016	2016	KK DET PRE	04500	0100	0000020	4300000	1110	1000	004	004		92.84

Budget – Commitment Control

• Current Year Budget Journals

Main Menu – Commitment Control – Budget Journals – Enter Budget Journal

Favorites -	Main M	√lenu + → Comm	nitment Control 🔹 Bu	udget Journals ▼> E	Inter Budg	et Journals					
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Budget <u>H</u> eade	🗱 🕍 er Bud	Iget Lines Budg	lget <u>E</u> rrors						New Window	Help Per	rsonalize Page
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Lines to add	+ -	Journal Line	Copy Down			From Line	То	Ge	enerate Budget	Period Line	lS
Totals											
	Total Li	nes 1	Total	Debits 0.00				Total Credits	0.00		
🔚 Save 🗎	Notify	3 Refresh							📑 Add	🔰 Up	odate/Display
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• Prior Year Budget Journals

Main Menu – General Ledger – Journals – Journal Entry – Create/Update Journal Entries

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Unit 09900		Journal ID NEXT		Date 01/08/2
Long Description				
*Ledger Group	ACTUALS	٩	Adjusting Entry A	djusting Entry
Ledger		٩	Fiscal Year	2016
*Source	DO	2	Period	998
Reference Number			ADB Date 0	1/08/2016
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Transaction Code	GENERAL	2	6	Auto Generate Lines
				Save Journal Incomplete S
SJE Type		•	0	Autobalance on 0 Amount
	Currency Defau	ts: USD / CRRNT / 1		
	Attachments (0)			
	Reversal: Do Ne	ot Generate Reversal	C	ommitment Control
Entered By	525595	Kristin A	rmatis	
Entered On				
Last Updated On				
ve 😢 Notify 📿 Refresh				📑 Add 🍡

(Use Adjusting Entry for period 998)

Budget Date must be 06/30/XX date for Period 998.

Favorites -	Main N	/lenu 🗸	> Gen	eral Ledg	er 🔻 > Jo	ournals 🔹 🤉	Jour	nal En	try	Create	e/Upda	ate Jour	mal E	ntries							
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• FAR_BUDGET_COMPARE_REV_EXP

This displays entries for budget, both revenue and expenditures.

FAR_BUDGET_COMPARE_	REV_EXP - Revenue & Expense Bdgt Interim
District %:	04500
Fund %:	%
Resource From:	000000
Resource To:	9999999
Site %:	%
Fiscal Year:	2016
Accounting Period From:	0
Accounting Period To:	998
Op Unit %:	%
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Vie	w All												First 🕢 1-	100 of 4756 🕟	Last
	District	Ledger	Object	Object Descr	Site	Oper Unit	Fund	Goal	Function	Proj Year	Resource	Resource Descr	Budget Period	Sum Amount	Year
1	04500	KK_DET_BUD	1100010	Teacher Sal-Regular	002	001	0100	1110	1000		3312000	SPED LOCAL ASSIST EARLY INTERV	2016	-36521.000	2016
2	04500	KK DET BUD	1100010	Teacher Sal-Regular	002	001	0100	5770	1190		6500001	SPECIAL ED	2016	-71605.000	2016
3	04500	KK DET BUD	1100010	Teacher Sal-Regular	003	001	0100	3800	1000		3550001	PERK/VATEA SECONDARY 131	2016	-21962.000	2016
4				Teacher Sal-Regular	003	001	0100	6000	1000		9025001	ROP AUTO TECH/ENG PERF TP	2016	-18597.000	2016
5	04500	KK DET BUD	1100010	Teacher Sal-Regular	003	001	0100	6000	1000		9025002	ROP AUTO TECH/ENG PERF SDA	2016	-59615.000	2016
6				Teacher Sal-Regular	003			6000				ROP TV PRODUCTION TP	2016	-17901 000	

Purchasing

• M_REQ_AVL_SOURCE Displays requisitions that are available to be sourced

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	U	nt	Req Date	Req ID	Line	Requisition Name	Supplier	Supplier	Sup Itm ID	Ship To	Location	RequesterID	Name	More into	Category Code	Category Desc	Fund	Object	Status	Close Flag	Approval Date
1	048	500	02/23/2015	000000048	0 1	0109203	O21600	OFFICEMAX		0000000010	000000025	362586	Sara Smith	CHOICE NIGHT BROCHURES	45100000	Printing and publishing equipment	0100	5800025	A I	N	02/24/2015
2	048	500	03/05/2015	000000056	2 1	247265	N01600	NCLB		000000024	000000029	208774	Lesley Rhodes	NASSP Membership dues reimbursement for Dana Abplanalp-Diggs	90120000	Travel facilitation	0100	5300000	A 1	N	03/23/2015
3	048	500	03/05/2015	000000056	4 1	247266	N01600	NCLB		000000024	000000029	208774	Lesley Rhodes	NASSP Conference - IGNITE '15 registration reimbursement for Clayton Payne, Dana Abplanalp-Diggs and Patricia Young	90120000	Travel facilitation	0100	5200000	A I	N.	03/17/2015
4	048	500	04/03/2015	000000079	6 1	034172 Office Depot	O21501	OFFICE DEPOT, INC		000000029	000000003	341457	Martha Hutchinson	STAEDTLER 9122 PRESHARPENED #2 PENCILS	44120000	Office supplies	0100	4300000	A I	N	04/13/2015
5	048	500 (04/09/2015	000000083	7 1	TRAVEL/PREPAID EXPENSE	A16529	AVID CENTER		0000000022	0000000022	500555	Parmiss Kashirad	REGISTRATION FEE FOR KATIE STAPKO, MARK VANOVER, KARI DIGULIO, BRYAN MARCUS AND AN ADDITIONAL ATTENDEE TBA TO ATTEND 2015 AVID SUMMER INSTITUTE ON 08/03/15-08/05/15.	90120000	Travel facilitation	0100	9330000	A I	N.	04/15/2015
6	045	500 1	04/09/2015	000000083	9 1	TRAVEL/PREPAID	A16529	AVID CENTER		0000000022	0000000022	500555		REGISTRATION FEES FOR: RUTH MAGNUSON, BLAZE NEWMAN, TIM HORNIG, LAURA BENNETT, VICKI DE JESUS, JILL SEIDENVERG, JOCELYN BROEMMELSIEK, JAE WON	90120000	Travel	8100	9330000	A	N	04/15/2015

○ 1400_PURCHASE_BOARD_REPORT

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viev	Unit	PO No.		Que l'es	20 P-1				
		PU NO.	PO Date	Supplier	PO Ref	Fund	Oper Unit	Object	Total by Account
	04500	0000001343	07/01/2015	COUNTY OF SAN DIEGO	PO Ref	0100	Oper Unit 001	Object 5800011	fotal by Account 6000.
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	04500	000001343	07/01/2015	COUNTY OF SAN DIEGO	PO Ret	0100	001	5800011	6000.
	04500 04500	0000001343 0000001344	07/01/2015 07/01/2015	COUNTY OF SAN DIEGO SCHOOL SPECIALTY, INC	PORET	0100 0100	001 004	5800011 4300000	6000. 2955.
	04500 04500 04500	0000001343 0000001344 0000001347	07/01/2015 07/01/2015 07/02/2015	COUNTY OF SAN DIEGO SCHOOL SPECIALTY, INC NORTH COUNTY EQUIPMENT	PO Ket	0100 0100 0100 0100	001 004 001	5800011 4300000 5600003	6000. 2955. 7500. 40000.
	04500 04500 04500 04500	0000001343 0000001344 0000001347 0000001348	07/01/2015 07/01/2015 07/02/2015 07/02/2015	COUNTY OF SAN DIEGO SCHOOL SPECIALTY, INC NORTH COUNTY EQUIPMENT U S POSTAL SERVICE	Travel Requisition	0100 0100 0100 0100	001 004 001 001	5800011 4300000 5600003 5900002	6000. 2955. 7500. 40000. 150.
	04500 04500 04500 04500 04500	0000001343 0000001344 0000001347 0000001348 0000001350	07/01/2015 07/01/2015 07/02/2015 07/02/2015 07/06/2015	COUNTY OF SAN DIEGO SCHOOL SPECIALTY, INC NORTH COUNTY EQUIPMENT U S POSTAL SERVICE SAN DIEGUITO TROPHY		0100 0100 0100 0100 0100 0100 0100	001 004 001 001 001	5800011 4300000 5600003 5900002 4300000	6000. 2955. 7500.

o PO Detail Listings

Main Menu – Purchasing – Buyer WorkCenter – *Reports/Queries (tab)* – *Purchase Order Reports* – "Detail Listings"

Favorites - Main Menu - > Purchasi	ng 👻 > Buyer WorkCenter 🚽 Detail Listings 🟹	
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Buyer WorkCenter o «	🧷 🖪 😌 🌞 🖬	New Window Help Personalize Page
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	From Date 07/01/2015	Through Date 10/31/2015
	Business Unit 04500	
	Supplier SetID 04500	
	Supplier ID	
	Buyer	
Reports/Processes 🗘 O 🗸		
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Requisition/PO Xref Receipt Summary		
Dispatch POs Budget Check		

149 | P a g e

	Process Scheduler Request						Help
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	PO Detail Listing By Buyer	POX4032	BI Publisher	Web 🔻	PDF •	Distribution	
	OK Cancel						
	OK Cancel						

• Payment History by Supplier

Main Menu – Accounts Payable – Accounts Payable <u>Work</u>Center – Reports/Queries (tab) – Payment Reports – "Payment History by Supplier"

This will all you to search for payment details and totals for a particular vendor within the date range entered. The report generated will display each payment transaction within the date range, as well as grand totals at the end of the report for the net total within the date range. Many auditors request this type of information (how much have you paid your attorneys over this fiscal year, etc).

STEPS:

- The first time you come to this screen you will need to click "Add a New Value" and name the report.
- Enter your "Date Range", "Print Options", "Remit SetID" (District number) and "Remit Supplier" (magnified glass will give you a full lookup).
- Click "Run". Click "OK".
- Go into Report Manger or Process Monitor to look up the report you just ran. Click on hyperlink to your report

Favorites - Main Menu - > Accounts Paya	ble 👻 > Accounts Payable WorkCenter 🚽 > Payment History by Supplier 🧕	
	Home Worklist Add to Favorites Sign o	out
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Accounts Payable WorkCenter 🔹 «	🧷 🚺 😯 🏶 📓 New Window Help Personalize F	Page
Main Reports/Queries	Payment History by Supplier	
Queries	Run Control ID PAYMENT_HIST_BY_VNDR Report Manager Process Monitor	
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ORACL	.e [.]			SUMMARY PAYMENT H	ISTORY BY SUP	PLIER	Run Date	1/8/2010
				From: Jul/1/2015	To: Oct/20/20	15	Run Time	9:55:28 AN
Remit Supp	lier:	09000	S66640					
Payment Cu	irrency:	USD						
Bank Accou	int:	WFB	47590394	98				
Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
14047464	Jul/31/2015	RE	Paid	SOUTHWEST SCHOOL/OFFICE SUPPLY 805 N BARRINGTON AVENUE ONTARIO CA 91764 United States	DAILY	405	73.76 USD	
Payment Ref	Date	Handling	Status	Remit To	Pav Cvcle	Seq	Payment Amount	Document Sequence
14054027	Sep/21/2015	RE	Paid	SOUTHWEST SCHOOL/OFFICE SUPPLY 805 N BARRINGTON AVENUE ONTARIO CA 91764 United States	DAILY	440	73.76 USD	
Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
14058458	Oct/15/2015	RE	Paid	SOUTHWEST SCHOOL/OFFICE SUPPLY 805 N BARRINGTON AVENUE ONTARIO CA 91764 United States	DAILY	458	36.88 USD	
						Total for Check Payments		184.40 USD
						Total for Bank Account:		184.40 USD
						Total for Currency:		184.40 USD

• FAR_PURCHASE_PO_REMAINING_BAL

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• FAR_PURCHASE_PO_PMT_HISTORY

This will display all, or a single, PO and all payments made against that PO

District %:	04500																		
Fund %:	74																		
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Resource To:	9999999																		
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• FAR_PURCHASE_SUPPLIER_INFO_AD1

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	Supplier ID	Short Name	Supplier Name	Supplier Status	Last Activ Dt	Description	Address 1	Address 2	City	State	Postal	Phone Type	Phone	Email
1		Short Name NACTIVE-001	Supplier Name GERARDY PHOTOGRAPHY- INACTIVE		Dt	Description BUSINESS	Address 1 200 WEST 2ND AVENUE	Address 2	City ESCONDIDO				Phone 760/747- 2263	Email
1	000000001		GERARDY PHOTOGRAPHY-	Status	Dt	BUSINESS	200 WEST 2ND	Address 2 GERARDY PHOTOGRAPHY		CA	92025	Туре	760/747-	Email
1 2 3	000000001	NACTIVE-001 NACTIVE-001	GERARDY PHOTOGRAPHY- INACTIVE GERARDY PHOTOGRAPHY- INACTIVE	Status	Dt 01/07/2015	BUSINESS	200 WEST 2ND AVENUE	GERARDY	ESCONDIDO	CA CA	92025	Type BUSN	760/747- 2263 760/747-	Email
	0000000001	NACTIVE-001 NACTIVE-001 DYOUNG-001	GERARDY PHOTOGRAPHY- INACTIVE GERARDY PHOTOGRAPHY- INACTIVE Daniel Young	Status Inactive Inactive	Dt 01/07/2015 01/07/2015	BUSINESS REMIT Home Main	200 WEST 2ND AVENUE JOHN M GERARDY	GERARDY	ESCONDIDO	CA CA CA	92025 92025	Type BUSN BUSN	760/747- 2263 760/747- 2263	Email
4	0000000001 0000000001 0000000002	NACTIVE-001 NACTIVE-001 DYOUNG-001 DYOUNG-001	GERARDY PHOTOGRAPHY- INACTIVE GERARDY PHOTOGRAPHY- INACTIVE Daniel Young Daniel Young	Status Inactive Inactive Approved Approved	Dt 01/07/2015 01/07/2015 07/24/2015	BUSINESS REMIT Home Main Home Main	200 WEST 2ND AVENUE JOHN M GERARDY 3637 Marlborough Ave	GERARDY	ESCONDIDO ESCONDIDO San Diego	CA CA CA CA	92025 92025 92105	Type BUSN BUSN CELL HOME	760/747- 2263 760/747- 2263 200-9434	Email
4 5	0000000001 0000000001 0000000002 00000000	NACTIVE-001 NACTIVE-001 DYOUNG-001 DYOUNG-001 DYOUNG-001	GERARDY PHOTOGRAPHY- INACTIVE GERARDY PHOTOGRAPHY- INACTIVE Daniel Young Daniel Young	Status Inactive Inactive Approved Approved Approved	Dt 01/07/2015 01/07/2015 07/24/2015 07/24/2015	BUSINESS REMIT Home Main Home Main Remittance	200 WEST 2ND AVENUE JOHN M GERARDY 3637 Marlborough Ave 3637 Marlborough Ave	GERARDY PHOTOGRAPHY	ESCONDIDO ESCONDIDO San Diego San Diego	CA CA CA CA CA CA	92025 92025 92105 92105	Type BUSN BUSN CELL HOME CELL	760/747- 2263 760/747- 2263 200-9434 795-6253	Email

Accounts Payable

• M_AP_UNPAID_VCHR

Displays unpaid vouchers along with approval status, budget status and match status.

N	I_AI	P_UI	NPAID	_VCH	IR - L	Jnpaid Voucl	hers								
(0430 Res													
	Business Unit	Voucher	Invoice	Invoice Date	Supplier	Supplier	User	Lines	Gross Amount	Pay Terms	Entered Date	Last Updated Date	Appr Stat	Budget Status	Match Status
1	Business Unit	voucher	Invoice 7898860106			Supplier CHEVRON & TEXACO BUSINESSS	User 476495			Terms	Date	Updated			
1	Unit	00001684		Date	C01700	CHEVRON & TEXACO		1	Amount	Terms 00	Date 03/30/2015	Updated Date	Pending	Status Not Budget	Status
1 2 3	Unit 04300	00001684	7898860106 1091793-A	Date 03/30/2015	C01700 E00100	CHEVRON & TEXACO BUSINESSS	476495	1	Amount 144.46	Terms 00 00	Date 03/30/2015 04/09/2015	Updated Date 04/27/2015	Pending Pending	Status Not Budget Checked Valid	Status Matched
1 2 3 4	Unit 04300 04300	00001684 00001699	7898860106 1091793-A 040615	Date 03/30/2015 04/09/2015	C01700 E00100 E00100	CHEVRON & TEXACO BUSINESSS SSD SYSTEMS	476495	1	Amount 144.46 345.00	Terms 00 00 00	Date 03/30/2015 04/09/2015 04/15/2015	Updated Date 04/27/2015 05/27/2015	Pending Pending Pending	Status Not Budget Checked Valid Valid	Status Matched Matched

• M_AP_WARRANT_BOARD_LIST

Displays a listing of commercial warrants that could be used in a district's board report.

M_AP_WARRAN	[BOARD_LIST - Warrant Board Listing
Business Unit:	04300
From Payment Date: To Payment Date:	10/01/2015 3 10/31/2015 3
View Results	

	Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Descr	Fund	Invoice Fund Amount
1	14055996	USBANK	US BANK CORPORATE PYMT SYSTEM	10/02/2015	2649.63	Soccer Balls	0100	234.28
2	14055996	USBANK	US BANK CORPORATE PYMT SYSTEM	10/02/2015	2649.63	SP ED furniture	0100	1013.34
3	14055996	USBANK	US BANK CORPORATE PYMT SYSTEM	10/02/2015	2649.63	Office Depot tabs for LaChusa	0100	23.40
4	14055996	USBANK	US BANK CORPORATE PYMT SYSTEM	10/02/2015	2649.63	Books for Wylie	0100	326.40
5	14055996	USBANK	US BANK CORPORATE PYMT SYSTEM	10/02/2015	2649.63	DMV driver records	0100	4.00

9.4.2 GL Trial Balance Tool

GL Trial Balance Tool (Excel - http://crc.sdcoe.net/resources/peoplesoft/guides) – will access the following queries:

FAR_BUDGET_COMPARE_REV_EXP

FAR_GL_ACTUALS_3_FD_RES_70BJ

	Α	В	С		D	E	F	G		Н
1			Enter Fund		0100		VERSION		4	
2			Enter Resource		6500000	Use the 7	digit resou	ce #		
3										
4	Line	Object	Description		Amount					
5	1	9791-9795	Beginning Balance	\$	104,699.16					
6	2	8000-8999	Revenues		156,843.00					
7	3	1000-7999	Expenses		290,737.83					
8			Ending Balance	\$	(29,195.67)					
9										
10										
11	Line	Object	Asset Description		Amount					
12	4	9110	Cash	\$	(19,822.70)					
13	5	9200-9299	A/R		-					
14	6	9111-9499	Other Assets		3,089.38					
15			Total Assets	\$	(16,733.32)					
16										
17	Line	Object	Description		Amount					
18	7	9500-9589	A/P	\$	2,965.94					
19	8	9650	Unearned Revenue		-					
20	9	9590-9699	Other Liabilities		-					
21			Total Liabilities	\$	2,965.94					
22										
23			Ending Balance	\$	(19,699.26)					
24										
	•	LOO	GIC BDGT v ACT	UAI	S by Fund	GL by Fu	nd REPC	DRT 7	Π.	(+)

9.4.3 Revised Budget Summary Report

Main Menu – SDCOE Custom – Custom Reports – Revised Budget Summary Report

The first time you come to this screen you will have to enter a Run Control ID, it is recommended using "REVISED BUDGET SUMMARY REP".

Enter your Unit (District #, 5 digits)

Select the Ledger Group – KK_DETAIL (expenditures), KK_REVENUE (revenue)

Enter the Fiscal Year – 2015-2016 enter 2016, 2016-2017 enter 2017

Select the Adjustment period of 998

The first time you come to this screen you will need to click "Refresh" in order to see the chart field parameters.

Revised Budget Summary Report				
Revised Budget Summary Report				
Run Control ID REVISED Language English	_BUDGET_SUMMARY_REPORT	Report Manager	Process Monitor	Run
Report Request Parameters				
*Unit <mark>06600 🔍</mark>	Julian Union High			
Ledger Group KK_DETAIL	KK Detail			
Fiscal Year 2016	Include Adjustment Periods			
	Adjustment Period			
	1 998 🔻	+ -		_
			Refresh	

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Chart Field Parameters:

	*Unit (06600 Ledger Group KK_D Fiscal Year 2016	ETAIL C KK	an Union High Detail Adjustment ustment Perio	Periods	+ -		Refresh	<u>Seq No.</u> = You have the ability to determine the sort order of your account string
	Id Selection ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtrat	Personanze Find 🔄 Value T	<u>Include CF</u> = You have the ability to \mathbf{CF}
1	Fund Code						<u> </u>	select which pieces of the SACS
2	Resource							account you want included in the report
3	Goal						<u> </u>	account you want meraded in the report
4	Function						Q	Q.
5	Object							
6	Site	۲					A	
	Project Year						<u> </u>	Q.
	Operating Unit							

	*Unit 06600		an Union High						
	Ledger Group KK_DE1	TAIL 🔍 KKI	Detail						_
	Fiscal Year 2016		Adjustment						
			ustment Perio						L
		1 99	18	۲	+ -				
								efresh	
ChartFie	d Selection						Personal	ize Find 💷 🔤	
Seq No	ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal	Value	To Value	
1	Fund Code					_		Q	
2	Resource								
3	Goal							<u> </u>	
4	Function								
5	Object							Q	
6	Site							Q	
	Project Year							Q	-
	Operating Unit							Q.	

 $\underline{Des} = By$ checking this box you can add a particular chart field's description to the report. While the report will run with all descriptions checked, it becomes difficult to read. It is recommended that only 2 descriptions are selected.

0

📑 Add 🔊 Up

Report Re	equest Parameters								
	*Unit 06600 Ledger Group KK_DETA Fiscal Year 2016	JL 🔍 KK Include	an Union Hig Detail Adjustment Justment Peri	t Periods	+ -			Refresh	<u>Subtotal</u> = By selecting this box it will subtotal the data by the chart field that is selected.
ChartFie	ld Selection						Per	rsonalize Find 💷	**Note: The report sorts the data in
Seq No	ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal	Value	To Value	order of seq no. It will subtotal in that
1	Fund Code							A A A A	*
2	Resource					/		Q	same order by chart field selected.
3	Goal							Q	•
4	Function	۲						Q	4
5	Object							<u> </u>	
6	Site	•						<u> </u>	
	Project Year							Q.	
	Operating Unit							A	
🔚 Save	Return to Search	Previous in List	4 Next	t in List 🛛 😰 N	otify				🕞 Add 🛛 🕞 Update/Display



5 Object

6 Site

Project Year

Operating Unit

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📅 Save 🛛 🔯 Return to Search 🕴 Previous in List 🛛 🚛 Next in List 💽 Notify

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Report R	equest Parameters *Unit 06600 Ledger Group KK_DETAI		an Union High Detail	ì							
ChartEie	Fiscal Year 2016		Adjustment Justment Perio		+ -			Refresh	these	boxes	ue = By entering values in you can filter the amount
Seq No	ChartField Name	Include CF	Descr	Subtotal	1st 4 Digits Subtotal	1st Digit Subtotal	Value	To Value	OI III		on showing in the report.
1	Fund Code								For e	example	, you could enter resource
2	Resource			•					6500	000 and	l 6500999 and the report
3	Goal							A			•
4	Function							Q	woul	a only r	eflect information for that
5	Object								parar	neter (6	500).
6	Site	۲							purui		
	Project Year								٩		
	Operating Unit										

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📑 Add 🖉 Update/I

Neport ID:MGLS8021 Nus. Unit:04500San Dieguito UHSD Medger Grp:KK_DETAIL KK Detail Chartfields Criteria		PeopleSoft GL ISED BUDGET SUMMARY al Year and Budget				Page No. Run Date Run Time	01/20/2016
Adjustment Periods : 998							
Fund Rsource	Goal Func Object	Site	Budget	Actuals	Encumbrance	PreEncumbrance	Remainin
0100 0000000 UNRES.RES.	0000 7200 5750003 Direct Cost - Adm	nin Fees 011	-74,703.00	-74,703.20	0.00	0.00	0.2
0100 0000012 SOLAR PROJECTS	0000 7200 5800008 Computer Licensir	ig 007	850.00	0.00	0.00	0.00	850.0
100 0000012 SOLAR PROJECTS	0000 8100 5800009 Data Processing (Contract 007	70,000.00	0.00	0.00	0.00	70,000.0
100 0000012 SOLAR PROJECTS	0000 8100 5800070 Legal Exp-Busines	is 007	0.00	375.00	375.00	0.00	-750.
100 0000012 SOLAR PROJECTS	0000 8110 5800009 Data Processing 0		1,800.00	6,100.00	750.00	0.00	-5,050.
100 0000012 SOLAR PROJECTS	0000 8110 5800018 Bank Charges	007	2,250.00	2,450.00	0.00	0.00	-200.
100 0000012 SOLAR PROJECTS	0000 8110 5800070 Legal Exp-Busines		1,000.00	0.00	0.00	0.00	1,000.
100 0000012 SOLAR PROJECTS	0000 9100 7438000 Debt Service - In		840,936.00	411,105.45	0.00	0.00	429,830.5
100 0000012 SOLAR PROJECTS	0000 9100 7439000 Other Debt Servic	e - Principal007	765,588.00	0.00	0.00	0.00	765,588.0
Subtotal for Rsour			1,682,424.00	420,030.45	1,125.00	0.00	1,261,268.5
100 0000020 TESTING SUPPORT	0000 3160 2900000 Other Classified	Salaries 004	0.00	193.76	0.00	0.00	-193.
100 0000020 TESTING SUPPORT	0000 3160 3312000 OASDI, Classified	Positions 004	0.00	12.02	0.00	0.00	-12.
100 0000020 TESTING SUPPORT	0000 3160 3322000 Medicare Classifi		0.00	2.81	0.00	0.00	-2.
100 0000020 TESTING SUPPORT	0000 3160 3502000 State Unemploymer		0.00	0.10	0.00	0.00	-0.
100 0000020 TESTING SUPPORT	0000 3160 3602000 Workers' Compensa	tion Insuranc004	0.00	4.28	0.00	0.00	-4.3

9.4.4 PeopleSoft Finance Tips and Tricks GENERAL

• Making Queries Favorites

Query Viewer								
nter any information you have and click Se	arch. Leave fields blank for a lis	t of all va	alues.					
*Search By Query Name Search Advanced Sear	▼ begins with	FAR_G	L_A					
Search Results *Folder View - All Folders - Query	- T	Perso	nalize Find	View	AII I 🗷		First 🕚 1-	S of 6 🕑 I
Query Name	Description	Owner		Run to HTML		Run to XML	Schedule	Add to Favorite
FAR_GL_ACTUALS_2_FD_MAJOR_OBJ	Fund & Major Object	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite
FAR_GL_ACTUALS_2_FD_OBJ	Fund & Object	Public	GENERAL LEDGER		Excel	XML	Schedule	Favorite
FAR_GL_ACTUALS_3_FD_RES_40BJ	Fund, Resource & Object	Public	GENERAL LEDGER		Excel	XML	Schedule	Favorite
FAR_GL_ACTUALS_3_FD_RES_70BJ	Fund, Resource Object	Public	GENERAL LEDGER		Excel	XML	Schedule	Favorite
FAR GL ACTUALS FOR OPEB	Obj 1000-2999 all Fds & Res	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite

• Wild Card Search

The "%" can be used to do a wildcard search in the query viewer. For instance if you are looking for a query that contains "ACCOUNT" in it, you can type in %ACCOUNT% and it will search and display any query that has "ACCOUNT" anywhere in the title.

								Hom
DRACLE								
🞐 🚺 🔂 🌞 📓								
iery Viewer								
,								
ter any information you have and click Se	earch. Leave fields blank for a list of	fall value	es.					
*Search By Query Name	 begins with 	%ACCC	DUNT%					
Search Advanced Se	begins with							
Search Advanced Se	arch							
and Bassilla								
earch Results								
earch Results *Folder View All Folders	¥							
*Folder View All Folders		Dereene	Jize L Find L	View All	171			of 14 🛞 Lo
*Folder View All Folders Query			alize Find				-irst 🕙 1-14	
*Folder View All Folders Query			lize Find Folder	View All Run to HTML	Run to Excel		First 🕚 1-14 Schedule	of 14 D La Add to Favorites
*Folder View - All Folders Query Query Name APY1420_APGL_ACCOUNT RECON				Run to	Run to	Run to		Add to
*Folder View - All Folders Query Query Name APY1420_APGL_ACCOUNT_RECON	Description	Owner Public		Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
Provider View - All Folders Puery Name APY1420_APGL_ACCOUNT_RECON AR80015_TXN_DET_ACCOUNT AR80015_VW_TXN_DET_ACCOUNT	Description AP/GL Account Reconciliation	Owner Public Public		Run to HTML HTML	Run to Excel Excel	Run to XML XML	Schedule Schedule	Add to Favorites Favorite
*Folder View - All Folders Query Query Name APY1420_APGL_ACCOUNT_RECON AR80015_TXN_DET_ACCOUNT	Description AP/GL Account Reconciliation AR80015 - Trans Detail By Acct	Owner Public Public		Run to HTML HTML HTML HTML	Run to Excel Excel Excel Excel	Run to XML XML XML	Schedule Schedule Schedule	Add to Favorites Favorite Favorite
*Folder View All Folders Query Query Name APY1420_APGL_ACCOUNT RECON AR80015_TXN_DET_ACCOUNT AR80015_VW_TXN_DET_ACCOUNT AW_GL_ACTUALS_FULL_ACCOUNT	Description AP/GL Account Reconciliation AR80015 - Trans Detail By Acct AR80015 - Trans Detail By Acct	Owner Public Public Public	Folder	Run to HTML HTML HTML HTML	Run to Excel Excel Excel Excel	Run to XML XML XML XML	Schedule Schedule Schedule Schedule	Add to Favorites Favorite Favorite Favorite
*Folder View - All Folders Query Query Name APY1420_APGL_ACCOUNT RECON AR80015_TXN_DET_ACCOUNT AR80015_VW_TXN_DET_ACCOUNT AW_GL_ACTUALS_FULL_ACCOUNT BTF_ACCOUNT	Description AP/GL Account Reconciliation AR80015 - Trans Detail By Acct AR80015 - Trans Detail By Acct Actuals	Owner Public Public Public Public	Folder	Run to HTML HTML HTML HTML	Run to Excel Excel Excel Excel Excel	Run to XML XML XML XML XML	Schedule Schedule Schedule Schedule Schedule	Add to Favorites Favorite Favorite Favorite Favorite
*Folder View - All Folders Query Query Name APY1420_APGL_ACCOUNT_RECON AR80015_TXN_DET_ACCOUNT AR80015_VW_TXN_DET_ACCOUNT	Description AP/GL Account Reconciliation AR80015 - Trans Detail By Acct AR80015 - Trans Detail By Acct Actuals BTF Account Query	Owner Public Public Public Public	Folder	Run to HTML HTML HTML HTML HTML HTML	Run to Excel Excel Excel Excel Excel	Run to XML XML XML XML XML XML	Schedule Schedule Schedule Schedule Schedule Schedule	Add to Favorites Favorite Favorite Favorite Favorite Favorite

o Run Control ID's

Some screens in PeopleSoft require you to create a name for the report, extract or data set you will run in that screen. PeopleSoft calls this name a "Run Control ID". Run Control ID's are located throughout PeopleSoft. Once a Run Control ID is assigned that report, screen, data set will have that name till the end of time. You will typically only set up a Run Control ID once. You cannot delete or deactivate a Run Control ID. With this said, using a particular naming convention is helpful in ease of use and consistency.

Each screen that requires a Run Control ID has its own specific name as well. By naming your Run Control ID the same as the screen you are on, alleviates the need to think of what you named the report the first time you ran it. It also assures that all your reports will have a consistent naming mechanism.



Revised Budget Summary Report	
Enter any information you have and click Sea	arch. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value	alue
Search Criteria	
Search by: Run Control ID begins with	
Search Advanced Search	
Search Results	
	31 of 31 🔊 Last
Run Control ID	Language Code
AP GL OPEN LIABILITIES RECON	English
AR ACCRUALS	English
BUDGET IMPORT JOURN	English
BUDGET STATUS REPORT	English
BUDGET_STATUS_REPORT_REV	English
BUD_JOURN_POSTING	English
BUILD_COMBINATION_DATA_REQUEST	English
DEPOSIT_CONTROL_BY_ENTRY_DATE	English
DISPATCH_011714	English
GL_ACTIVITY	English
MATCH_EXCEPTIONS	English
PAYMENT_DETAIL	English
DAVMENT LIGT DV VAIDD	English

• Scheduling Reports to Automatically Run

If you click "Run" on any screen that contains it, you can set that report to run automatically by doing the following:

- Select Recurrence from drop down ("1st of Month" will run at 6am on the first of every month, which should give you a good prior month end snap shot).
- Select Type as "Email"
- Click the Distribution hyperlink

- Enter your email address in the email section. Click "OK".
- Click "OK". The report will now be emailed to you for whatever parameter you established.

? 🚺 😯 🌞 🗹 User ID 525595		Run Control I	D REVISED_E	BUDGET_SUN	MARY_REPORT
Server Name	▼ Run I	Date 01/20/2016	31		
Recurrence MONTHLY_BATCH_TI	MINGS V Run T	ime 6:00:00AM	Res	et to Current E)ate/Time
Time Zone PST 🔍 Pacifi	c Time (US)	,			
Process List					
elect Description	Process Name	Process Type	*Type	*Format	Distribution
 Revised Budget Summary Report 	MGLS8021	SQR Report	Web	▼ PDF	 Distribution
OK Cancel					

• Personalize Home Screen

PeopleSoft allows you to personalize your home screen. There are a variety of different customizations that are available. Once you have selected the options you want it will display those options on the home screen each time you log in. In the example below the customization shows the last 5 reports run with direct links to each. Alleviating the need to go to the report manager.

Personalized Hore Page
Tab Name My Pope
Webusine Messager Chance Papalities: Binding Charlos the larger that give units to appear on your homograph Binding Charlos and the Charlos
Propholic Applications Crisis Financials a Processment III RP Paladar III Anapa Processin III administrations III Anapa Processin III Anapa Processin III administrations III Anapa Processin III Anapa Processin III administrations III Anapa Processin III Anapa Processin III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession III Anapa Procession
Same Education Statione

	Ξ.						
						Personalize Content Layout	?
ly Reports				0 0			
Report	Folder						
APX2000 - APX2000.pdf	General						
	2010-01-19-1	5.31.1					
POX4030 - POX4030.pdf	General						
	2016-01-11-1	2.15.0					
APX2000 - APX2000.pdf	General						
a vizooo.pa	2016-01-08-1	2.55.3					
POX4030 - POX4030.pdf	General						
or the second	2016-01-08-1	2.44.5					
POX4030 - POX4030.pdf	General						
- C/(4000.pdf	2016-01-08-1	2.44.1					
	eport Manager						
Report List		Paport Man	uter.	0 0	E		
Report List Database Na Report Name	ime ALL	Report Mana eport Description	iger Folder Name	Creation Date And Time	•		
Report List Database Na	ime ALL		-				
Report List Database Na Report Name	me ALL R	eport Description	Folder Name	Creation Date And Time			
Report List Database Na Report Name APX2000 - APX20	me ALL R 000.pdf 1030.pdf	eport Description Apx2000 - Apx2000.Pdf	Folder Name GENERAL	Creation Date And Time 01/19/2016 12:31PM PST			
Report List Database Na Report Name APX2000 - APX20 POX4030 - POX4	me ALL R 000.pdf 1030.pdf 000.pdf	eport Description Apx2000 - Apx2000.Pdf Pox4030 - Pox4030.Pdf	Folder Name GENERAL GENERAL	Creation Date And Time 01/19/2016 12.31PM PST 01/11/2016 9:15AM PST			

• Accessing reports using Report Manager vs. Process Monitor

Payment History by Supplier				_
Run Control ID PAYMENT_HIST_BY_VNDP Language English	Report Manager	Process Mo	Process Instance:1046034	_ 1
Report Request Parameters				
Date Range Print Op	otions			
From Date 07/01/2015	*Detail or Sunmary	Summary •		
Selection		Find View All	First 🕚 1 of 1 🕑 Last	
*Remit SetID *Remit Supplier 04100 JOE010 JOE'S H	IARDWARE & LJMBER		• -	
Return to Search 1 Previous in List	Next in List	Notify	📑 Add 💈	11
	4			

lle	ports For er ID 52559	5	Туре			 Last 	1	1	Days 🔻	Refre
					▼ Inst		to		Days	INCIN
51	atus		 Folder 		inst	ance	10			
Report I	_ist			Personalize	Find View All	First	🕚 1-8 of	8 🕑 Last		
Select	Report ID	Prcs Instance	Description		Request Date/Time	Format	Status	Details		
	588889	1046034	APX2000 -	APX2000.pdf	01/07/2016 3:32:29PM	Acrobat (*.pdf)	Posted	Details		
	588583	1045507	APX302	port Description	n_1/07/2016 2:26:25PM	HTML Documents (*.htm)	Posted	Details		
	588571	1045488	APX2000 -	APX2000 pdf	01/07/2016	Acrobat (* pdf)	Posted	Details		
		ort ID: APX2000			PeopleSoft Accounts			Page No	1	
ORACL	.e [.]				RY PAYMENT HISTO om: Jul/1/2015	DRY BY SUPPLIER To: Oct/20/2015		Run Date Run Time	1/7/2016 3:32:29 PM	
				PR-	om: Juv1/2015	To: Ocu20/2015		Kun Time	3:32:29 PM	
Remit Supp			09000 JOE010							
Payment Ci Bank Accoi			JSD WFB 47590	39498						
Payment Ref	Date	Handling	Status	Remit To		Pay Cycle Seq	-	Payment Amount	Document Sequence	
rayment Kei		RE	Paid	KOPIC ILA DIDULA	RE & LUMBER	DAILY 402		262.08 USD		

FINANCE

- Understanding Debits and Credits in PeopleSoft
- Creating Meaningful Information Descriptions, Descriptions, Descriptions Within the GL journal screens and budget journal screens you have the opportunity to enter multiple descriptions to assist in recalling the transfer at a later time.

There are three locations you can enter a description on the journal and transfer screens:

- Long Description
- Line Description
- Line Reference

Long Description

Think of this description as more of the title of a book. It will be displayed on each transaction line that appears for this journal ID. It should be broad to include all activities taking place within this journal ID. For example "Year End Closing Entries" or "1st Interim Budget Adj". It is 256 characters, but only the first 36 will display on queries.



Line Description

This description is specific to each individual line entered on the transfer/journal entry. If you choose not to enter this description it will automatically default to the object code description. If needing to trace this journal/transfer back at a future date using a query the object code description will probably non be very helpful in determining what was happening in the transaction. It is highly recommended that you put something very specific to the journal line in this description box. For example, "Correct to 4100 – PO# 1234567" or "Temp Loan to Fd 13".

<u>H</u> eader	Lines	Totals	Em	ors 🧕	Approva	il									Them		olb I i
U	nit 04300				Jour	nal ID N	IEXT					Dat	e 10/22/2015				
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Line Reference

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- Moving payroll expenditures enter the employee ID number in this box for each line that pertains to that employee. This will be especially helpful for tracking payroll expenditures that have been transferred into categorical or federal program. In general it will also allow your auditors to see where people were transferred to.
- Entering PO number to reference a PO that is being moved from one account to another
- Year Closing Entries Due To/Due From need to be entered in two separate transactions for the two separate funds. Using this to enter the journal ID for the opposing fund of the transfer will allow you to track the transaction more easily.

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PURCHASING/AR/AP

• Buyer WorkCenter – this is a "one-stop shop" for most things purchasing. The WorkCenter has direct links to most used queries, reports, and even the screens that purchasing employees use most often.



o Sales and Use Tax

Summary Identifying Information Address Contacts Location Custom	
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	Expand All Collapse All
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OK Cancel	

• 1099 Information Independent Contractors

Summary	Identifying Information	Address Contacts	Location	C <u>u</u> stom		
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Supplier	Relationships					
	a	Corporate Supplier	_			InterUnit Supplier

167 | P a g e

Summary Identifying Information Address Contacts I	Location Custom
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A supplier location is a default set of rules which define how you con	nduct business with a supplier.
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*Location MAIN	Default RTV Fees Attachments (0)
Description	
Details	Find View All First ④ 1 of 1 ④ Last
*Effective Date 06/30/2014	Effective Status Active
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Additional ID Numbers	
Comments	
Internet Address	
▶ VAT	
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Accounts Payable WorkCenter
 Main Menu – Accounts Payable – Accounts Payable WorkCenter

Main Reports/Queries	20.00		1.1												
My Work C ov	Unpaid	Voucher S	tatus												
Edit Filters										C Refine Se	arch Criteria				
Unpaid Voucher Status (22)	Voucher L	ist													
Incomplete Vouchers Vouchers Submitted for Approval (3) Vouchers Rejected by Approvers (1)	Business Unit	Voucher	Payment Number	Exp Pay	ment	Supplier	Short Supplier Name	Invoice No	Approval Status	Scheduled Pay Date	Payment Amount	Currency	Match Status	Entry Status	Post Status
P Voucher on Hold	04300	00001684		1	5	C01700	CHEVRON &-001	7896860106	Pendin	03/30/2015		144.45 USD	Matched	Po	stable Unp
Voucher Exceptions Under Exceptions Match Exceptions Exist	04300	00001699		1	5	E00100	SSD SYSTEM-001	1091793-A	Pendin	04/09/2015		345.00 USD	Matched	Po	stable Unp
P Recycled Vouchers	04300	00001716		1	5	E00100	SSD SYSTEM-001	040615	Pendin	04/15/2015		345.00 USD	Matched	Po	stable Unp
	04300	00001785		1	5	E00100	SSD SYSTEM-001	379242-6	Pendinj	05/12/2015		49.60 USD	Matched	Po	stable Unp
Links C ov	04300	00002420		1	5	\$00900	SDG&E-001	120320158	Pendin	12/03/2015		72.00 USD	Matched	Po	stable Unp
P Regular Entry	04300	00002423		1	5	J01100	JULIAN COM-001	12032015	Pendin	12/03/2015		117.97 USD	Matched	Po	stable Unp
Delete Voucher Supplier	04300	00002497		1		000000099	ALLSTATE-001	smaa003779	Approv	ed 01/14/2016		250.00 USD	Not Applicabl	e Po	stable Unp
P Supplier	04300	00002516		1	7	E00100	SSD SYSTEM-001	9227	Pending	01/14/2016		369.28 USD	Matched	Po	stable Unp
r Review ₽ Voucher	04300	00002580		1	7	VM1011	VIRGINIA M-001	012516	Denied	01/26/2016		250.00 USD	Not Applicabl	e Po	stable Unp
P Payment P PO Activity Summary FIS Procum-to-Pay History	04300	00002594		1	5	000200	QUILL-001	27650	Approv	ed 02/01/2016		336.93 USD	Not Applicabl	e Po	stable Unp

• Payment History by Supplier

Accounts Payable WorkCenter
Main Reports/Queries
 Custom Queries Invoice Prelist by Vendor Unpaid Vouchers Voucher Use Tax Accrued Warrant Board Listing Vendor 1099 Addresses Ind Contractor to be Reported Posted 1099 amounts Vendor Withhold Class

Payment History by Supplier			
Run Control ID PAYMENT_HIS Language English ▼	T_BY_VNDR Report Manage	r Process Monitor	Run
Report Request Parameters			
Date Range	Print Options		
From Date 07/01/2015	*Detail or Summary	Detail v	
Selection		Find View All First 🕚 1 o	f 1 🕑 Last
*Remit SetID *Remit Supplier 04300	QUILL		+ -
Return to Search 👘 Pre	evious in List	E Notify	Add 🖉

	I	Report ID: APX2000		PeopleSoft Acc	ounts Payable		Page No	1
ORACL	E.			DETAILED PAYMENT H		Run Date	2/22/20	
				From: Jul/1/2015	To: Jan/31/2016		Run Time	2:41:04 P
Remit Supp	lier:	09000	Q00200					
Payment Cu	irrency:	USD						
Bank Accou	unt:	WFB	4759039498					
Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
14045509	Jul/14/2015	RE	Paid	QUILL PO BOX 37600 PHILADELPHIA PA 19101-0600 United States	DAILY	392	39.32 USD	
		Unit	Voucher ID	Invoice ID	Invoice Date	Disco	unt Taken Paic	Amount
		04300	00001992	5570386	Jul/13/2015		0.00 USD 39	.32 USD
Payment Ref	Date	Handling	Status	Remit To	Pay Cycle	Seq	Payment Amount	Document Sequence
14045841	Jul/16/2015	RE	Paid	QUILL PO BOX 37600	DAILY	394	413.38 USD	

• Outstanding Balance by Supplier

Outstanding Balance by Supplier			
Run Control ID SUPPLIER_BALANCE Language English •	Report Manager	Process Monitor	Run
Report Request Parameters			
Supplier SetID 04300 Q Supplier ID 000200 QUILL			
Return to Search T Previous in Lis	t 📕 Next in List	E Notify	Add Dydate/Dis

ORACLE	Report ID: #	APX3020		eopleSoftAcco Istanding Bala		Page No. 1 Run Date 2/22/2016 Run Time 14:45:17 PM				
Supplier:	04300	Q00200	QUILL							
Currency:	USD									
Business Unit:	04300	Julian Union	High							
<u>Voucher</u> 00002594	<u>Invoice</u> 27650	Invoice Date 30-Jan-2016	<u>Status</u> A	<u>Terms</u> Due N	w					
<u>Remit Supplier</u> Q00200 QUILL		<u>Setid Bank</u> 04300 WFB	Bank Account TRS	<u>Method Hold</u> CHK N Total for Voucher ID	<u>With</u> N	Scheduled Date 01-Feb-2018 00002594	<u>Due Date</u> 30-Jan-2016	Discount Date	Discount Amount 0.00 USD 0.00 USD	Gross Amount 338.93 USD 336.93 USD
				Total for Business Ur	it	04300 Julian Ur	ion High		0.00 USD	336.93 USD
				Total for Currency		USD			0.00 USD	336.93 USD
			Total for Sup		End of Repo	Q00200 QUILL			0.00 USD	336.93 USD

• 1099 To Send Report

1099 To Send	I Report		
Run Cor	trol ID 1099_TO_SEND_DETAIL Report Manager	Process Monitor	Run
Description			
Withholding Repo	rt ID: US_REPORT		
SetID:	04300 🔍		
Control ID:	043_2014 🔍		
Fiscal Year:	2015		
🔚 Save 🔯 Retu	Im to Search 🔚 Notify		Add 🖉 Update/Display

ORACLE"	PeopleSoft Accounts Payable 1099 Withholding To Send Detail Report									
Report ID US_REPORT	Wthd Set Id 04300	Wthd Cntl Id 043_2014	Entity IRS	Calendar A1	Year 2015	Accounting Pe	eriod	Process Date 01/19/2016		
Supplier Set ID : 0430(OLLON CARTER) Supplier ID	000000068	TIN Type :	S TIN:	Loc:	MAIN Address Seq Nbr Direct Sales N		Withhold Control Na IRS Notified Twice		
12760 RANCHO PENSA SAN DIEGO CA 92129						÷				
Send Status : Original	A.payer Tin 956001738		Withhold Class : 4	Class Description : Federal Income Tax W		Withhold Basis Amt : W 87.00	ithhold Lia	bility Amt : P 0.00	aid Amt : 0.00	
Supplier Set ID : 04300 SSD SYSTEMS) Supplier ID	E00100	TIN Type :	F TIN:	Loc:	MAIN Address Seq Nbr Direct Sales N		Withhold Control N IRS Notified Twice		
11031 VIA FRONTERA RANCHO BERNARDO	CA 92127 USA					:				
Send Status : Original	A.payer Tin 956001738		Withhold Class : 7	Class Description : Non-employee Compe		Vithhold Basis Amt : W 3.715.76	ithhold Lia	bility Amt : P	aid Amt : 0.00	

o Deposits

Dates are extremely important for deposits that are entered into PeopleSoft. Once a district enters a deposit date into PeopleSoft it can not be changed. Below is the process of a deposit start to finish:



It is important that the date in PeopleSoft matches the date the bank ACTUALLY deposited the funds. **NOT** the date that:

 \otimes the currier service picked up the deposit

171 | P a g e

- \heartsuit the date that the district mailed the deposit
- \circ the date that the district left the mail in the overnight drop at the bank

The only valid date for cash purposes is the date that the bank ACTUALLY deposited the funds into the district account. By keeping these dates in sync it allows the county cash reconciliation process to run much smoother and keeps district cash in balance month by month.

In addition to the date please make sure that the account strings you entered on your deposit match your total amount by fund on your deposit permit. SDCOE no longer has the ability to correct the account strings once they have been entered into PeopleSoft. The account strings that the district enters in PeopleSoft is the account string that the deposit will post.

Deposit permits must be received by Financial Accounting no later than 9 a.m for the previous days deposit. Please be sure to include the PeopleSoft Deposit ID and Journal ID.

9.4.5 Suspense

San Diego County school districts are unique in the way that funding is received and distributed, or forwarded, to districts. Often districts receive funds that come to the county office first and from there the county office transfers it to the district. In the instance that the county office does not know the exact account string that the district wants the funding placed they will either charge or deposit the funds into what is termed a districts "suspense" account.

Each district has two suspense accounts, one for revenues, and one expenditures. You will find each of these expense accounts found under the following:

Revenue: 0100-9999000-0000-0000-8999000-000 Expense: 0100-9999000-0000-0000-7999000-000

Suspense accounts do not roll up to anything for your SACS extract and will not be reflected in any SACS downloads. For this reason is important that suspense is cleared on a regular basis to assure that you are reporting accurately. Typically suspense should be cleared on a monthly basis. Suspense should net to zero after clearing the transactions.

In order to see detail transactions in suspense you can use the below query in PeopleSoft.

	Detaile To All CL Destinger	
FAR_GL_DE IAILS -	Details To All GL Postings	FAR_GL_DETAILS - Details To All GL Postings
Journal ID %:	%	Journal ID %:
Source %:	%	Source %:
District # %:	XXXXX	District # %:
Object From:	7999000	Object From: 8999000
Object To:	7999999	Object To: 89999999
Fiscal Year:	2016	Fiscal Year: 2016
Accounting Period From	n: 0	Accounting Period From: 0
Accounting Period To:	998	Accounting Period To: 998
Fund %:	%	Fund %: %
Resource From:	000000	Resource From: 0000000
Resource To:	9999999	Resource To: 99999999
Site %:	%	Site %: %
Op Unit %:	%	Op Unit %:
View Results		View Results

9.5 Human Resources/Payroll

9.5.1 Favorite PeopleSoft HCM Queries

• FAR_PEDR

The "PEDR" report is one you will use often. You can enter a payroll run date and see specifically by person and account string where a salary line or benefit was charged. This become increasingly helpful when clearing payroll transactions that have hit suspense (obj 7999).

**NOTE: Pay Period End *must* equal the last day of the month.

FAR_PEDR -	Totals by EE for one LEA
District %:	045
Pay Period End:	12/31/2015
Site %:	%
EE ID %:	%
Resource %:	%
View Results	

	Co	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	ID	Name	Earn Code	Descr	Sum Earnings
1	045	0100	0000020	1110	1000	1100040	004	010				XAR	Xtra Curr Activity-Cert	137.80
2	045	0100	0000020	1110	1000	3111000	004	010				SDS	STRS Deduction	12.88
3	045	0100	0000020	1110	1000	3321000	004	010				Q	Med/ER	1.42
4	045	0100	0000020	1110	1000	3501000	004	010				U	Unempl ER	0.07
5	045	0100	0000020	1110	1000	3601000	004	010				045	San Dieguito Workers Comp	3.05
6	045	0100	0000020	1110	1000	3711000	004	010				450	OPEB % DEDUCTION	0.68
7	0.45	0100	0000120	1110	1000	1100040	001	001				VAD	Xtro Curr Activity Cort	172.25

• FAR_PEDR_DATE_RANGE

This displays the net total of payroll accounts paid to employees within the date range entered. Example if you entered a date range of 07/01/2015 - 12/31/2015, it would display ALL pay and benefits (net total by "Earn Code"), for all employees

paid within that period. If you are looking to see the exact amount per payroll see the above query FAR_PEDR.

FAR_PEDR_DATE	_RANGE - Totals by EE for multi LEA
District:	045 🔍
Pay Period End From:	07/01/2015 🛐
Pay Period End To:	12/31/2015
Resource From:	000000
Resource To:	9999999
Site %:	%
Oper Unit %:	%
Employee ID %:	%
View Results	

	District	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proj Year	ID	Name	Earn Code	Descr	Sum Earnings
1	045	0100	0000020	0000	3160	2900000	004	010				HRL	Hourly	193.76
2	045	0100	0000020	0000	3160	3312000	004	010				E	OASDI/ER	12.02
3	045	0100	0000020	0000	3160	3322000	004	010				Q	Med/ER	2.81
4	045	0100	0000020	0000	3160	3502000	004	010				U	Unempl ER	0.10
5	045	0100	0000020	0000	3160	3602000	004	010				045	San Dieguito Workers Comp	4.28
6	045	0100	0000020	0000	3160	3712000	004	010				450	OPEB % DEDUCTION	1.10
7	045	0100	0000020	1110	1000	1100040	004	005				DLY	Daily	475.00
8	045	0100	0000020	1110	1000	3111000	004	005				SDS	STRS Deduction	42.17
9	045	0100	0000020	1110	1000	3321000	004	005				Q	Med/ER	6.88
10	0.45	0400	0000000		4000	000000	004	005					Harmal ED	0.01

FAR_POSITION_W_EE_AND_ACCOUNT

 Employee information with position. The data displayed is specific to each employee. The Annual Salary rate includes the base rate and Multiple Components of Pay (MCOP).

	R_POSITI	ION_W_	EE_AND_ACCOL	JNT - EE	E Posit	ion and Account Ir	fo																	
Dist	trict %:	04500																						
Yea	ir:	2016																						
Dat	e From:	01/01/1	901 🛐																					
Dat	e To:	01/20/2	016 🛐																					
Em	ployee ID %	6: 96																						
Vie	ew Results																							
D	ownload i	results i	n : Excel SpreadSh	eet CSV	Text Fil	e XML File (1621 k	b)																	
	w All					(-,																	
										Max			COMBO											
	Position	EE ID	Name	Job Code	District	Position Descr	Job Code	Status	EE FTE	Head	Position FTE	Distrb %	CODE	Location	Reg/Temp	Full/Part	Classifiliad	Combo	Earn	Descr	Object	Site	Resource	
				Code			Code			Cnt	FIE		FTE		regreenp	i dibi di	Classionul	Code	Code		Object	onto		ID 1
1	10450001				04500	Superintendent		Approved	1.000000		1.000000		FTE	0 045100		Full- Time 12	Certificated			010000600000071001300001008001			0000600	
1 2	10450001 10450003			17040	04500 04500	Superintendent Assist Supt/Human Resources	17040	Approved Approved		1		100.000	FTE		Permanent	Full- Time 12 months Full-		000029034			130000	1 008	0000600	008 0
1 2 3		1		17040 17010		Assist Supt/Human	17040 17010	Approved		1	1.000000	40.000	0.400	0 045100	Permanent Permanent	Full- Time 12 months Full- Time 12 months Full-	Certificated	000029034		010000600000071001300001008001	130000	1 008	0000600 4035000	008 0
1 2 3 4	10450003	1		17040 17010 17010	04500	Assist Supt/Human Resources Assist Supt/Human	17040 17010 17010	Approved Approved	1.000000	1	1.000000	40.000	FTE 1.000 0.400 0.600	0 045100 0 045100 0 045100	Permanent Permanent Permanent	Full- Time 12 months Full- Time 12 months Full- Time 12 months Full-	Certificated	000029034 000034881 000027624		010000600000071001300001008001 014035000000021001300062004001 010000610000072001300062008001	130000 130006 130006	1 008 2 004 2 008	0000600 4035000	008 0 008 0 008 0

- M_PY_ALL_MCOPS_BY_EE breaks out all employees by base and MCOP's. This will reflect *all* employees, including terminated employees.
 - Rate Code NAHRLY, NAANNL, DAILY, MAST\$, SPPC\$, etc

View	043 v Results							
	All		in : Excel SpreadSheet CSV Text File XMI	L File (45 kb)	Total Comp Rate Rate Code	Comp Rate	Percent Short Desc	First 🛞 1-100 of 103
	043	103195	Hackstedde.Nancy L	0 Hourly	22.410000 NAHRLY	22.410000	0.000 Hourly	e@e.net
	043	106533	Bakken Cheryl Ann	0 C10MTH	8317 400000 NAANNL	83174 000000	0.000 Annual	cbakken@juhsd.org
	043	106533	Bakken, Cheryl Ann	1 Hourly	24.680000 NAHRLY	24.680000	0.000 Hourly	c bakken@juhsd.org
	043	126909	Wolfe Sheryl E	0 C10MTH	8203.200000 MAST\$	1000.000000	0.000 Annual	edbe net
	043	126909	Wolfe, Sheryl E	0 C10MTH	8203.200000 NAANNL	81032.000000	0.000 Annual	e@e.net
	043	126909	Wolfe, Sheryl E	1 Hourly	24.680000 NAHRLY	24.680000	0.000 Hourly	e@e.net
					ATCH ANDORTH AND AND IN	51029.000000	0.000 Annual	e@e.net
	043	130894	Arias, Josue Israel	1 Monthly	4252.416667 NAANNL			

- M_PY_ACTIVE_MCOPS_BY_EE breaks out all <u>active</u> employees by base and MCOP.
- FAR_ALL_DEDUCTS_MULTI_PAYROLLS

Displays all payroll deductions taken at payroll for both the employee and employer.

Nontaxable/Taxable Benefit = Employer Paid

After-Tax/Before-Tax = Employ<u>ee</u> Paid

FAR_ALL_DEDUC	TS_MULTI_PAYROLLS - EE Ded & ER Ben Paymnt
District-3 %:	045
Pay Period End From:	12/01/2015
Pay Period End To:	12/31/2015
EE ID %:	%
Vendor %:	%
View Results	

	Distric	t Fund	Resource	Goal	Function	Object	Dept ID	Sum Amount	Pay Period End	Vendor	Vendor Name	Plan Typ	Plan	Deductn Cd	Dedn Class	Garn ID	EE ID	Send to AP
1	045	0100	0000379	0000	0000	9910000	008	600.000	12/31/2015	000000892	FRANCHISE TAX BOARD	General Deduction		GARN	After-Tax	01		Y
2	045	0100	0000413	0000	0000	9910000	008	832.330	12/31/2015	000000892	FRANCHISE TAX BOARD	General Deduction		GARN	After-Tax	01		Y
3	045	0100	3410000	0000	0000	9910000	002	170.510	12/31/2015	000000892	FRANCHISE TAX BOARD	General Deduction		GARN	After-Tax	01		Y
4	045	0100	6500001	0000	0000	9910000	002	955.580	12/31/2015	000000892	FRANCHISE TAX BOARD	General Deduction		GARN	After-Tax	01		Y
5	045	0100	6500005	0000	0000	9910000	002	542.490	12/31/2015	000000892	FRANCHISE TAX BOARD	General Deduction		GARN	After-Tax	01		Y
6	045	0100	6520000	0000	0000	9910000	002	511.550	12/31/2015	000000892	FRANCHISE TAX BOARD	General Deduction		GARN	After-Tax	01		Y
7	045	0100	6500005	0000	0000	9910000	002	314.030	12/31/2015	0000000902	PIONEER CREDIT RECOVERY INC	General Deduction		GARN	After-Tax	02		Y
8	045	0100	6500005	0000	0000	9910000	002	62.000	12/31/2015	000000935	SAN DIEGO COUNTY SHERIFF	General Deduction		GARN	After-Tax	01		Y
9	045	0100	6500001	0000	0000	9910000	002	25.000	12/31/2015	000000937	UNITED STATES TREASURY	General Deduction		GARN	After-Tax	01		Y
10	045	0100	0000379	0000	0000	9910000	008	248.640	12/31/2015	0000001002	NATIONWIDE TRUST COMPANY FSB	Section 457	SD457	SD457	Before-Tax			Y
11	045	0100	0200246	0000	0000	0010000	600	1 260	12/21/2015	0000001002	NATION/MIDE TRUST COMPANY ESB	Section 457	SD457	SD457	Before-Tax		source i	×

M_DATAENTRY_AUDIT_DIST_PRMPT – Data entry audit errors between HCM screens

This will show any validation errors between fields within the HCM module for employees. For instance the employee was placed in a 10 month position, but their pay frequency says "M" (which is 12 months). This lets the user know that there is a discrepancy. Some of the discrepancies listed on this report <u>will</u> effect payroll so it is suggested that this be run each month prior to the first pre-pay running to assure that everything is correct in the system.

M_DATAENTRY_AUDIT_DIST_PRMPT - Data Entry Audit Report
Company: 045 (045 (045 (045 (045 (045 (045 (045
View Results

	District ID	Name	Empl Record	Position	Value 1	Value 2	Problem
1	045		0 10-	453033			(02) - Missing Workers Comp deduction
2	045		1 10-	457008			(02) - Missing Workers Comp deduction
3	045		2 10	450900			(02) - Missing Workers Comp deduction
4	045		1 10	450905			(02) - Missing Workers Comp deduction
5	045		0 10	450964			(02) - Missing Workers Comp deduction
6	045		0 30	000285			(02) - Missing Workers Comp deduction
7	045		0 10	450981			(02) - Missing Workers Comp deduction
8	045		0 10	450981			(02) - Missing Workers Comp deduction
9	045		0 10	450905			(02) - Missing Workers Comp deduction
10	045		0 10	450905			(02) - Missing Workers Comp deduction
11	045		0 10	450964			(02) - Missing Workers Comp deduction
12	045		0 10	450905			(02) - Missing Workers Comp deduction
13	045		0 10	450964	Monthly	Hourly	(07) - Comp Frequency (Value 1) invalid for this Full/Part Time value (Value 2)
14	045		0 10-	450964	M (Monthly)	H (Hourly)	(14) - Compensation Frequency (Value 1) invalid for this Employee Type (Value 2

• M_HR_CRED_HOLD_BY_DIST

$\circ \quad M_HR_EMPL_DATA_WITH_ADDR$

$\circ \quad M_HR_SALARY_GRADE_STEP$

Displays all salary schedules within the district.

Vie	ID: 045 w Resu Dwnloa	Its	sults	in: Exce	l Sprea	dSheet CSV	Text File XN	IL File	(480 kb)				Fire	t 🕢 1-100	of 110)7 🔿 Las
vie	Set ID	Sal Plan	Grade	Eff Date	Status	Plan Descr	Short Desc	Min/Hrly	Max/Hrly	Min/Annual	Max/Annual	Min/Daily	Max/Daily		Rate Code	Comp	
1	04500	002	018	01/01/1901	A	CLASSIFIED	CLASSIFIED	10.70	13.84	22257.00	28786.00	85.60	110.72	1	NAANNL	A	22257.0
2	04500	002	018	01/01/1901	A	CLASSIFIED	CLASSIFIED	10.70	13.84	22257.00	28786.00	85.60	110.72	2	NAANNL	A	23380.0
3	04500	002	018	01/01/1901	A	CLASSIFIED	CLASSIFIED	10.70	13.84	22257.00	28786.00	85.60	110.72	3	NAANNL	A	24541.0
1	04500	002	018	01/01/1901	A	CLASSIFIED	CLASSIFIED	10.70	13.84	22257.00	28786.00	85.60	110.72	4	NAANNL	A	25785.0
5	04500	002	018	01/01/1901	A	CLASSIFIED	CLASSIFIED	10.70	13.84	22257.00	28786.00	85.60	110.72	5	NAANNL	A	27029.0
6	04500	002	018	01/01/1901	A	CLASSIFIED	CLASSIFIED	10.70	13.84	22257.00	28786.00	85.60	110.72	6	NAANNL	A	28786.0
7	04500	002	020	01/01/1901	A	CLASSIFIED	CLASSIFIED	11.35	14.51	23603.00	30171.00	90.78	116.04	1	NAANNL	A	23603.0
3	04500	002	020	01/01/1901	A	CLASSIFIED	CLASSIFIED	11.35	14.51	23603.00	30171.00	90.78	116.04	2	NAANNL	A	24808.0
)	04500	002	020	01/01/1901	A	CLASSIFIED	CLASSIFIED	11.35	14.51	23603.00	30171.00	90.78	116.04	3	NAANNL	A	26031.0
0	04500	002	020	01/01/1901	A	CLASSIFIED	CLASSIFIED	11.35	14.51	23603.00	30171.00	90.78	116.04	4	NAANNL	A	27377.0
11	04500	002	020	01/01/1901	A	CLASSIFIED	CLASSIFIED	11.35	14.51	23603.00	30171.00	90.78	116.04	5	NAANNL	A	28786.0
12	04500	002	020	01/01/1901	A	CLASSIFIED	CLASSIFIED	11.35	14.51	23603.00	30171.00	90.78	116.04	6	NAANNL	A	30171.0

• M_HR_SAL_GRADE_STEP_BY_EMPL

Displays all employees within the district along with where they are placed on the salary schedule.

	trict: 043 ew Results	•									
		l results in :	Excel SpreadSheet	CSV Text F	ile XI	ML File	(111 kk))			
Vie	w All Company	Empl ID Empl Record	Name (LN,FN)	Job EffDt	Job Effseq	Pay Status	Position	Position Descr	Employee Type	Empl Class	De
1	043			03/01/2016	0	Active	3000003	Instructional Aide	Hourly	Classified Hourly	00
2	043			07/02/2015	0	Active	10430166	ROP Comptr Apps/East	Salaried	Certificated	00
3	043			01/22/2014	0	Active	10430004	Certificated Hourly	Hourly	Substitutes	00
4	043			07/02/2015	0	Active	10431500	Teacher-Continuation	Salaried	Certificated	00

176 | P a g e

Dept Descr	Location	Loc Descr	Full/Part	Stnd Hrs/Wk	FTE	Sal Plan	Grade	Step	Descr	Comp Rate	Comp Freq	Rate Code	Comp Rate
Julian High School	043002	Julian High	Hourly	32.50	0.810000	009	004	23	Hourly	22.410000	Н	NAHRLY	22.410000
Julian High School	043001	Julian Union High SD	Full- Time 10 months	36.00	1.000000	003	006	24	Contract 10 Months	8317.400000	MTH10	NAANNL	83174.000000
Julian High School	043001	Julian Union High SD	Hourly	1.00	0.000000	015	001	1	Hourly	24.680000	Н	NAHRLY	24.680000
Julian High School	043001	Julian Union High SD	Full- Time 10 months	36.00	1.000000	003	006	17	Contract 10 Months	8203.200000	MTH10	MAST\$	1000.000000

• M_HR_SENIORITYLIST

Displays each employee in their current position. Offers three different dates:

"Eff Date" = The current effective date showing on the "Job Data" screen. This date will reflect any change to the job data screen. These changes include step increases, salary schedule change, position change or data change.

"Original Start Date" = Original District Hire Date – the first time that an employee was hired in the district, whether a sub, part time or full time.

"Position Start Date" = Date employee started/hired into current position (sam position information showing on the query.

This query does not show every position that an employee has held at a particular district. It only displays the current position information and historical dates (above).

Co:	043 w Results	RITYLIST -				Text File X	(ML F	ile (63	kb)			
View	/ All	First Name	ID	Birthdate	Empl	Eff Date	Dept	Location	Descr	Original	Position	Reg/Temp
	Last	Thorne		Dirtituate	Record	LII Date	ID	Location			Start Date	Neg/Temp
1				06/30/1958	0	07/01/2015	000	043001	Julian Union High SD		06/30/2015	R
2				05/01/1968	1	07/02/2015	001	043001	Julian Union High SD		05/16/2014	R
3				05/08/1972	1	08/01/2015	000	043002	Julian High	12/15/2005	01/01/2014	R
4				05/08/1972	2	08/01/2015	000	043001	Julian Union High SD		12/15/2005	R

Empl Class	Employee Class	Position Nbr	Job Code	Position Title	Rate Code	Comp Rate	FTE	Months Worked
U	Classified Hourly	10430133	24060	Custodian	NAHRLY	16.080000	0.000000	12
E	Classified	10430236	26045	Bus Driver Supervisor	NAANNL	51029.000000	1.000000	12
U	Classified Hourly	3000004	21090	Instructional Aide	NAHRLY	21.130000	0.025000	10
U	Classified Hourly	10430245	21007	Hispanic Liaison	NAHRLY	24.300000	0.025000	10

• M_HR_CRED_HOLD_BY_DIST

If a hold is placed on an employee's credential, this query will display all credentials on hold.

<u>_</u>	HR_CRED_I	HOLD_I	BY_DIST - Credential Hold	Inforn	nation				
ist	trict: 04500								
Vie	ew Results								
D	ownload res	sults in	Excel SpreadSheet CSV Tex	t File X	ML File (1	1 kb)			
	w All				(.			First 🕢 1-40 c	of 40 ⇔ La
ner	W All							11131 1 1-40 0	
	National Id	ID	Name	Unit	Job Code	Position	Descr	HR Status	Pay Statu
				04500	11020	10450905	Substitute Teacher	A	A
2				04500	11220	10450905	Substitute Teacher	A	A
				04500	11220	10450905	Substitute Teacher	A	A
				04500	29490	10450905	Substitute Teacher	A	A
4									
1				04500	11220	10450905	Substitute Teacher	A	A
4					11220 29490	10450905 10450905	Substitute Teacher Substitute Teacher	A	A A
3 4 5 6 7				04500					

• M_HR_SENIORITY_CRED

Viev Do	company: <u>0</u> 45 View Results Download results in : Excel SpreadSheet CSV Text File XML File (817 kb) /iew All														First 🕢 1-	100 (of 1635	5 🕟 Las	
	NID	ID	Empl Record	Last	First Name	Unit	Position	Descr	Accomp	Major Code	Subject	ELA	Expire Dt	Job Code	Original Start Date	Posn Dt	Co	Union Code	Descr
1						04500	10459009	Teacher	TC1	SS	CL	N	09/01/2018	11300	08/01/2010	08/24/2010	045	T25	045 Sa Diegui Faculty Assoc
2						04500	10450038	Psychologist	SC5	SP2	CL	N	03/01/2016	15090	02/07/2001	02/07/2001	045	T25	045 Sa Diegui Facult Assoc
3						04500	10450925	Teacher- Hrly	TC1	ENGX	CL	N	09/01/2019	11300	12/07/2015	12/07/2015	045	T25	045 Sa Diegui Facult Assoc
4						04500	10450925	Teacher- Hrly	TC1	SS	CL	N	09/01/2019	11300	12/07/2015	12/07/2015	045	T25	045 Sa Diegu Facult Assoc
• M_KK_POSIT_COMBO_ACCTS_LIST

Lists all position numbers along with account strings, or combo codes.

Do			in : Excel S	preadSheet C	SV Text F	file XML File (86	kb)					Firet	🕢 1-100 of 3	212
vie	V All Set ID	Dept ID	Position	Eff Date	Status	GL Combo Code	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Proi Year
	04300	000		01/01/2014	A	000019394	0100	9999000	0000	0000	7999001	000	operent	FIUJ ICa
1	04300 04300	000		01/01/2014 01/01/2014	A A	000019394 000019394	0100 0100	9999000 9999000	0000	0000			oporonic	Piùj lea
1			10430004								7999001	000		
	04300	000	10430004 10430004	01/01/2014	A	000019394	0100	9999000	0000	0000	7999001 7999001	000		
1 2 3 4 5	04300 04300	000		01/01/2014 01/01/2013	A A	000019394 000003242	0100 0100	9999000 0000000	0000 1110	0000 1000	7999001 7999001 1100000	000 000 000		

 Main Menu – Payroll for North America – Payroll Processing USA – Pay Period Reports – Payroll Register

This can be run after each Pre-Pay in addition to Final Payroll. This allows a district to view what their payroll will look like on final run.

Payroll Register Run Control ID PAYROLL_REGIS	TER	Report Manager Process Monitor	Run				
Process Request Parameter(s)							
On-Cycle Run Pay Run ID M01JAN16 M01JAN16 Companies Find First ④ 1 of 1 ④ Last Company 045 ③ San Diegui	or	Off-Cycle Pay Calendar Company Pay Group Pay End Date Process Page Thru					
Payroll Cycle		D-th					
On-Cycle Off-Cycle Both Save Return to Search Previous in List Next in List Notify Add Dupdate/D							

Company: Pay Period	Period End:01/31/2016 Group 45E San Dieguito Exception Hourly					PeopleSoft Payroll Register On Cycle					Page No. 1 Run Date 01/20/2016 Run Time 16:39:47		
Employee Na	ame/ID Form ID	< REG	ULAR>	< ov	ERTIME>	<	OTH	IER>					
Dept. ID Check Date	Business Unit Check No.	Hours	Earnings	Hours	Earnings	Туре	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay	
000 01/29/2016	04500					CFC OT1 PSW OT1 PSW HRL PSW HRL PSW HRE PSW	1.80 1.80 4.20 3.56 3.56 1.52 1.52 120.00 120.00	1,123.43 62.59 N 146.03 N 82.52 82.52 N 35.23 N 2,713.20 N	4,163.00	178.62 OASDI 41.77 MEDI 94.32 FWT	36.75 00-45CSE1 2.00 00-45CSE2 40.08 00-MF7A 31.68 00-MFFA 200.00 00-58HCA 1,042.00 10-58HED 212.77 70-SDFERS	2,283.01 U	
1						CFC L50		1,123.43 162.11	4,637.61	247.11 OASDI 57.79 MEDI	36.75 00-45CSE1 2.00 00-45CSE2	2,955.10 U	

$\circ \quad M_TL_REPORTED_TIME_AUDIT$

This displays reported time that has been entered for an employee. Time entered on a time sheet is automatically recorded as "Reported Time". Once you have entered time you can view the time you have entered before you approve using this query.

M_TL_RE	PORTED_TIME_AUDIT - Reported Time Audi
From Date:	12/01/2015
To Date:	12/31/2015
District %:	045
View Resu	ts

	Со	Location	Position	Descr	Name	ID	Workgroup	Empl Record	Rpt Dt	TRC	Quantity	OvrdRate	Hourly/Daily Rate	Reported Status	Payable Status
1	045	045120	10452126	Teacher			45-CER- ANN	0	12/15/2015	XARHR	1.00	1379.02	92.35	Approved	Taken by Payroll
2	045	045800	10458052	Sp Ed Teacher - Mild/Mod			45-CER- ANN	0	12/15/2015	XARHR	1.00	557.45	89.90	Approved	Taken by Payroll
3	045	045300	10453353	Secretary			45-EXC- FIX	0	12/01/2015	HRLE	8.00	0.00	21.54	Approved	Distributed
4	045	045300	10453353	Secretary			45-EXC- FIX	0	12/02/2015	HRLE	8.00	0.00	21.54	Approved	Distributed
5	045	045300	10453353	Secretary			45-EXC- FIX	0	12/03/2015	HRLE	8.00	0.00	21.54	Approved	Distributed

Combo Code	Fund	Resource	Goal	Function	Object	Site	Oper Unit	Frozen	Frozen Date	Operator ID	Date/Time Created	Last Operator ID to Modify	Date/Time Modified
000027558	0100	0000360	1110	1000	1100042	001	001	Frozen	01/31/2016	600558	01/11/2016 9:41:13PM	285132	01/13/2016 2:41:35PM
000027558	0100	0000360	1110	1000	1100042	001	001	Frozen	01/31/2016	600558	01/11/2016 9:41:13PM	285132	01/13/2016 2:41:36PM
								Frozen	12/31/2015	600558	12/07/2015 11:18:12AM	285132	12/07/2015 11:58:54AM
								Frozen	12/31/2015	600558	12/07/2015 11:18:12AM	285132	12/07/2015 11:58:54AM
								Frozen	12/31/2015	600558	12/07/2015 11:18:12AM	285132	12/07/2015 11:58:54AM

• M_TL_PAYABLE_TIME_AUDIT_DIST

This displays all payable time ("approved" time) that has been entered for an employee. Time that is entered on a time sheet is not converted to Payable Time until it is approved. Make sure that you have approved time before running this report or nothing will show.

```
M_TL_PAYABLE_TIME_AUDIT_DIST - TL Payable Time Audit

From Date: 12/01/2015 

To Date: 12/31/2015 

Co: 045 

View Results
```

	Company	Location	Empl ID	Name	Empl Record	Position	Rpt Dt	TRC	Quantity
1	045	045120			0	10452126	12/15/2015	XARHR	1.000000
2	045	045800			0	10458052	12/15/2015	XARHR	1.000000
3	045	045300			0	10453353	12/01/2015	HRLE	8.000000
4	045	045300			0	10453353	12/02/2015	HRLE	8.000000
5	045	045300			0	10453353	12/03/2015	HRLE	8.000000
6	045	045300			0	10453353	12/04/2015	HRLE	8.000000
7	045	045300			0	10453353	12/07/2015	HRLE	8.000000
8	045	045300			0	10453353	12/08/2015	HRLE	8.000000
9	045	045300			0	10453353	12/09/2015	HRLE	8.000000
10	045	045300			0	10453353	12/10/2015	HRLE	8.000000
11	045	045300			0	10453353	12/11/2015	HRLE	8.000000
12	045	045300			0	10453353	12/14/2015	HRLE	8.000000
13	045	045300			0	10453353	12/15/2015	HRLE	8.000000
14	045	045300			0	10453353	12/16/2015	HRLE	8.000000

Quantity	OvrdRate	Hrly Rate	Status	Status Desc	Frozen	Frozen Date	Combo Code	Fund	Resource	Goal	Function	Object	Site	Oper Unit
1.000000	1379.020000	92.345878	TP	Taken by Payroll	Y	01/31/2016	000027558	0100	0000360	1110	1000	1100042	001	001
1.000000	557.450000	89.896057	TP	Taken by Payroll	Y	01/31/2016	000027558	0100	0000360	1110	1000	1100042	001	001
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.00000	21.540000	PD	Distributed	Y	12/31/2015								
8.000000	0.000000	21.540000	PD	Distributed	Y	12/31/2015								

9.5.2 PeopleSoft HCM Most Common Mistakes

- Direct Deposit
 - New direct deposit rules: PeopleSoft vs. Legacy







• Attaching a file – Direct Deposit Authorization

This data was last updated by	Online User	Data last updated or	05/18/2015
Attach Documents		Personalize Find 💷 🛄	First 🕚 1 of 1 🕑 Last
Filename	Attached File	Add Attachment	View Attachment
1		Add Attachment	View Attachment + -

- <u>NEVER</u> use "Add New Bank"
- o State/Federal Taxes
 - Regardless of what tax information you are updating, you will <u>always</u> need to add a row on the "Federal Tax Data" tab.
 - This is the only tab that has an Effective Date. The date carries through all tax tabs (Federal, State and Local).
- Compensation Rate Frequency
 - Compensation frequency determines how often a person will be paid. It should also match to how the position has been established. For example, if a position is set up as a 10 month position, the compensation frequency on the job data screen should also reflect "MTH10", for 10 month pay. Be sure that an employee has the correct compensation frequency. A different pay frequency than the position will adjust the amount of monthly wages that employee receives.

Work Location	b Information Job Labor Payrol	Salary Plan	Compensation	DCOE Jo	b Data			
		Empl						
Employee		Empl Rec	ord U					
Compensation 🕐						Find		of 1 🕑 Last
	Effective Date 07/01/2015						Go To Rov	/
Effec	tive Sequence 0				Pay Rate Change			
	HR Status Active				Salary Increase(By Perce	ent)		
	Payroll Status Active		JOD II	ndicator	^o rimary Job		Curren	it 🛄
Com	pensation Rate 8,531.20000				*Frequency MTH10		٦	
Comparative In						CIUNTIN	J	
Pay Rates ?				/				
Default Pay	Components							
Pay Components					Personalize Find 🔄	📒 Fir	st 🕙 1 of 1	🕑 Last
Amounts <u>C</u> on	trols Changes Conversion							
*Rate Code	Seq Comp Rate	Currency	Frequency	Points	Percent	Rate Cod	e Group	
1 NAANNL 🔍	0 85,312.000000	USD	A					+ -
Calculate Co	mpensation							
Job Data	Employment Data				Benefits Program	m Participat	ion	
Look Up Fi	* 🖌		Help					
Look Up	Clear Cancel	Basic Lookup						
Search Res	ults							
View 100 Fi	rst 🕢 1-7 of 7 🕟 Last							
Frequency ID	Description							
A	Annual							
D	Daily							
Н	Hourly							
M	Monthly							
MTH10	Contract 10 Months							
MTH11	Contract 11 Months							
W	Weekly							

- o FICA Status
 - There is a specific rubric for determining if an employee is eligible for FICA (Social Security) and Medicare. Certain employee classes are exempt from FICA or Medicare, or both. Please be sure that the FICA Eligibility is selected correctly. This does have an impact on employer and employee deductions, making this directly related to an employees pay.

Work Location	Job Information	Job <u>L</u> abor	Payroll	<u>S</u> alary Plan	<u>C</u> ompensation	SDCOE Job Data			
				E	Empl ID				
Employee				Empl	Record 0				
Payroll Information	tion 🕐							Find	First 🕙 1 of 1 🕑 Last
	Effective Date	07/01/2015							Go To Row
E	Effective Sequence	0				Action Pay Rat	e Change		
	HR Status	Active				Reason Salary Ir	crease(By Percent))	
	Payroll Status	Active				Job Indicator Primary	Job		
									Current
	Payroll System	Payroll for Nor	th America						
	Absence System			•					
Pavroll for No	orth America 👔								
	Pay Group	4214			-				
	Employee Type			nion High Pay	Group	Holiday Schedu	10 042	🔍 . Iuli	anHigh
	Tax Location Code		Salaried			Holiday Schedu	ue 043	Juli	annign
	GL Pay Type		SDCOE			EICA Stat	us Medicare only		T
	Combination Code					FICA Stat	Edit hartFields		
	anagement Systen	n							
	Pay Group C	43CFR			Julian High Certifi	atod	Accrual Ho	ours Fact	or 7.200000
	, , , ,				ounan ringir ooruni	Jaiou	Total Work	Days	0
Setting				FI	igibility Group				
	ay Group Eligibility								
	ay Group Rate Type				nge Rate Type	×			_
✓ Use Page	ay Group As Of Dat	e		U	Ise Rate As Of				T
Job Data	Em	ployment Data				/	Benefits Program	Participa	tion
								-	

FICA	Status Options							
Employee Types	FICA Status							
PERS members	Subject							
PERS non members	Subject							
PERS non members (at an ARS district)	Medicare Only							
STRS members	Medicare Only							
STRS non members	Subject							
STRS non members (at an ARS district)	Medicare Only							
Student workers	Exempt – This is because they are not subject to Social Security and Medicare deductions							
Board members	Subject							
Board members (at an ARS district)	Medicare Only							

- Absence Management
 - Accrual Hours Factor

Work Location Job Information Job Labo	or Payroll Salary Pl	an <u>C</u> ompensation	SDCOE Job Data	
		Empl		
Employee	En	pl Record 0		
Payroll Information (2)				Find First 🐠 1 of 1 🕑 Last
				Go To Row
Effective Date 07/01/2015				GOTOROW
Effective Sequence 0			Action Pay Rate Change	
HR Status Active			Reason Salary Increase(By Perce	ent)
Payroll Status Active		Jo	b Indicator Primary Job	Current
Payroll System Payroll for	North America			
Absence Systen Absence M	lanagement v			
Payroll for North America 👔				
Pay Group 43M	🔍 Julian Union High F	av Group		
Employee Type S	Salaried	ay Group	Holiday Schedule 043	🔍 JulianHigh
Tax Location Code SDCOE			,	- Containingin
GL Pay Type			FICA Status Medicare onl	V
Combination Code			Edit ChartField	
Absence Management System				
Pay Group 043CER		Julian High Certifica	Accrual	Hours Factor 7.200000
		o anan mgir o oranoa		ork Days 0
Setting		Eligibility Group		
✓ Use Pay Group Eligibility	Ev	hange Rate Type		
✓ Use Pay Group Rate Type ✓ Use Pay Group As Of Date		Use Rate As Of	~	T
use Fay Group As Of Date				
Job Data Employment D	ata		Benefits Progr	am Participation

 Absence events must be entered <u>and</u> approved prior to the first pre-pay running. If they are entered <u>after</u> the first pre-pay they will not be captured by payroll and will not be reflected for pay or absence balances until the next payroll runs.

sence E	vents 🕐									Pers	sonalize [
bsence T	ake 💷										
Select	* Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
						Details		Approval Monitor	Administrator Absence Event		Edit

- Position Control
 - Monthly/Daily/Hourly/Annual
 - Does Job Data screen reflect the same information as position
 - Department Budget Table
 - Position Department
 - If a position department is changed on the position "Add/Update Position" screen, you must also create a new "Department Budget Table" for that position. The "Department Budget Table" for a position is linked by the matching department identifier between the position and DBT. If the departments do not match when payroll runs PeopleSoft will not be able to match the position to the correct funding string. In this instance the position will be charged to suspense.
 - https://drive.google.com/open?id=0B7GAZcvwzU3tMmZmX0doUTdpem8

Description Specific Information Budget and Incumbents CDAYS Track	
Position Information	Find View All First ④ 1 of 1 ④ Last
Position Number 10430165	Find View All First & Tot T & Last
	Current Head Count 1 out of 1
*Effective Date 07/01/2015	*Status Active v
*Reason SFT & Standard Hours/FTE Update	Action Date 02/12/2016
*Position Status Approved Standard Hours/FTE Update Status Date 01/0	
Job Information	11/1901 📴 🔲 Key Position
Job Code 11300 *Reg/Temp Permanent v	*Full/Part Time Full-Time 10 months v
*Regular Shift Not Applicable	Union Code T10 4 043 CA Teachers Assoc
Title PE/Health/Science	Short Title Pe/Health/ Detailed Position Description
Work Location	
*Reg Region USA Q United States	
Department 000 Q Julian High School	Company 043 Julian Union High School Dist
Location 043001 Julian Union High SD	
Reports To 10430012	Dot-Line
Supervisor Lvl	Security Clearance
Salary Plan Information	
Salary Admin Plan 003 🔍 Grade 06 🔍 Ste	
Standard Hours 35.40 Work Period W Weekly	
Mon Tue Wed Thu ri Sa 7.08 7.08 7.08 7.08 0.08	
▶ ■ USA	
	495 Yvonne Fleet
Save 🔯 Return to Search 🖹 Notify	📑 Add 🖉 Update/Display 👂 Include History
Dept Budget Date Dept Budget Defaults Dept Budget Earnings	Dept Budge Deductions Dept Budget Taxes
Set ID 04300	Department 000 Julian High School
Fiscal Year 2016	
*Budget Begin Date 07/01/2015	*Budget End Date 06/30/2016
	Budger End Date 00/30/2010
*Offset Group 043OG Department Budget Offse	t Group
Budget Cap	
Per Budget Level Image: Per Budget Level Image: Per Budget Level	Earn/Tax/Ded
Suspense Combination Code	Find View All First 🕚 1 of 1 🕑 Last
*Effective Date 07/01/2015	Effective Sequence 0
	SPENSE DISTRICT GENERAL ChartField Details
Balance 0.00	
Datatice 0.00	
🖫 Save 🔯 Return to Search 👘 Previous in List 🚛 Next in Li	ist 📴 Notify 📑 Add 🔎 Update/Display 🍃 Include History
Dept Budget Date Dept Budget Defaults Dept Budget Earnings Dept Budget	et Deductions Dept Budget Taxes

- \circ 20+ Hours NEW
 - Group 3 districts and on, will be using this from the start
 - Districts who came on prior to Group 3, will need to go in and check the box for those who qualify. This will aid retirement in enrolling eligible employees into retirement.

Work Location Job Information	Job <u>L</u> abor Payro	II <u>S</u> alary Plan <u>(</u>	2 ompensation	SDCOE Job Data		
		E	mpl ID			
mployee		Empl F	Record 1			
SDCOE Job Data 👔					Find View All	First 🕚 1 of 1 🕭 Last
Effective Date 0	1/01/2016					Go To Row
Effective Sequence 0				Action Pay Ra	te Change	
HR Status A	Active			Reason Salary I	ncrease(By Percent)	
Payroll Status A	ctive			Job Indicator Primary	Job	
						_ Current
Retirement						
Retirement Greater than 20 Hours Sched?	Ĭ	Assignment Code				CDays
	3	Assignment Code			Ter	
					Tee	CDays
Greater than 20 Hours Sched?			eQ Q Ø July		Ter	CDays
Greater than 20 Hours Sched? Pay Schedule						CDays

- Retiree Benefits Group 3 ONLY at this point
 - 5800992: "Retiree Benefits" Employer Expense
 - 9201992: "AR Retiree Benefits" Employee Expense
- Effective Dates
 - Please refer to the webinar located at <u>https://drive.google.com/open?id=0B7GAZcvwzU3tNi1IX210TlBPeU0</u> for clarification on effective dates for Personal Information, Position Information, Job Data, DBT and Time Reporter Data.

DESCRIPTION	OBJECT CODE	Instantionad	FY 2015-2016 Current (Base Year)	Reviced Bud	Intecticted	FY 2016-2017 First Projected Year	Revised Rud	Interticted	FY 2017-2018 Second Projected Year	Reviced
A Beginning Balance as of July 1		\$ 752,846.00	cializes rescription	\$ 752,846.00 \$	\$ 687,017.00	cialises hearthrout	\$ 687,017.00	\$ 696,715.00	cialitical hearthroot	\$ 696,715.00
	8010-8099	1,876,865	70,000 \$20,000 - LCFF \$50.000 - Property Tax	1,946,865	1,945,865		1,945,865	1,875,609		1,875,609
2 Federal Revenues	8100-8299	15,414		15,414	15,414		15,414	15,414		15
3 Other State Revenues	8300-8599	105,950		105,950	27,416		27,416	27,416		27,416
	8600-8799	18,474	25,000 \$5,000 - Donation	43,474	18,474	20,000 \$20,000 MOU Inst Pgm	38,474	18,474	20,000 \$20,000 MOU Inst Pgm	38
5 Total Revenues		\$ 2,016,703.00 \$	95,000.00	\$ 2,111,703.00 \$	\$ 2,007,169.00 \$ 20,000.00	\$ 20,000.00	\$ 2,027,169.00	\$ 1,936,913.00	\$ 20,000.00	\$ 1,956,913.00
Beginning Balance & Revenue (A+B5)		\$ 2,769,549.00 \$	\$ 95,000.00	\$ 2,864,549.00 \$	\$ 2,694,186.00	\$ 20,000.00	\$ 2,714,186.00		\$ 20,000.00	\$ 2,653,628.00
C Expenditures										
1 Certificated Salaries	1000-1999	809,439	15,000 S7,000 - After School Pgm	824,439	822,785	15,000 S7,000 - After School Pgm	837,785	824,467	15,000 S7,000 - After School Pgm	839,467
			\$5,000 - Intervention \$3,000 - Tutoring			\$5,000 - Intervention \$3,000 - Tutoring			S5,000 - Intervention S3,000 - Tutoring	
2 Classified Salaries	2000-2999	333,869		333,869	263,392		263,392	269,350		269,350
	3000-3999	354,441		354,441	297,139		297,139	311,246		311,246
4 Books & Supplies	4000-4999	110,020		110,020	72,734		72,734	72,734		72
5 Services, Other Operating Exp	5000-5999	279,740	(25,000) \$25,000 - Transport. Svcs	254,740	254,973	(25,000) \$25,000 - Transport. Svcs	229,973	254,973	(25,000) \$25,000 - Transport. Svcs	229,973
6 Capital Outlay	6000-6999	0		0	0		0	0		
7 Other Outgo - exclude Direct Sup.	7100-7299	(20,000)		(20,000)	(20,000)		(20,000)	(20,000)		(20,000)
	7200-7200	126 4641		126 464	1001 100		0	1020 121		124 020
11 Projected Budget Reduction		0		0	0		0	0		0
12 Total Expenditures:		\$ 1,831,045.00 \$	5 (10,000.00)	\$ 1,821,045.00 \$	\$ 1,656,903.00	\$ (10,000.00)	\$ 1,646,903.00	\$ 1,677,831.00	\$ (10,000.00)	\$ 1,667,831.00
D Interfund Xfers/Other Sources										
1 Transfers In	8910-8929	0		0	0		0	0		
2 Transfers Out	7610-7629	0		0	0		0	0		
3 Sources	8930-8979	0		0	0		0	0		
4 Uses	7630-7699	0		0	0		0	0		
5 Contributions	6668-0868	(356,487)		(356,48/)				(390,874)		
E Net Increase (Decrease) In Fund Balance		S (170,829.00) S		-		\$ 30,000.00	9,698.00	S (131,792.00) S 30,000.00		\$ (101,792.00
F EIIUIIIg balalice		3 362,017.00	5 103,000.00	C 00./TU//00 C	5 666,/13.00 S 30,000.00	\$ 30,000.00		3 304,923.00	\$ 30,000.00	> >94,923.00
1 Revolving Cash 2 Other Reserves	9711 97xx									
3 Restricted	9740	0		0			0			
4 Stabilization Arrangements	9750	0		0			0			
5 Other Commitments	9760	0		0			0			
6 Assigned - Other Assignments	9780	0		0			0			
7 Reserve for Economic Uncertainties	9789	155,138		153,288	128,417		126,567	132,640		130,790
8 Unassigned/unappropriated Amount	ropriated Amount 9790	426,879		533,729	538,298		570,148			464,133

10 EXHIBIT A – BUDGET CROSSWALK

٩	00	7	6	ъ	4	ω υ	2	1	F	E	5	4	ω	2	1	D	12	11	9	00	7	6	5	4	ω	2	1	c	Begini	5	4	ω	2	1	B	A			
Components of Ending Fund Balance Total	Unassigned/unappropriated Amount	Reserve for Economic Uncertainties	Assigned - Other Assignments	Other Commitments	Stabilization Arrangements	Restricted	Other Reserves	Revolving Cash	Ending Balance	Net Increase (Decrease) In Fund Balance	Contributions	Uses	Sources	Transfers Out	Transfers In	Interfund Xfers/Other Sources	Total Expenditures:	11 Projected Budget Reduction	Direct Support/Indirect Costs	Debt Service	Other Outgo - exclude Direct Sup.		Services, Other Operating Exp	Books & Supplies	Employee Benefits	Classified Salaries	Certificated Salaries	Expenditures	Beginning Balance & Revenue (A+B5)	Total Revenues	Other Local Revenues	Other State Revenues	Federal Revenues	LCFF Revenues	Revenues	Beginning Balance as of July 1		DESCRIPTION	
g Fund Balance Tota	9790	9789	9780	9760	9750	9740	97xx	9711		e	6668-0868	7630-7699	8930-8979	7610-7629	8910-8929				7300-7399	7400-7499	7100-7299	6000-6999	5000-5999	4000-4999	3000-3999	2000-2999	1000-1999				8600-8799	8300-8599	8100-8299	8010-8099				OBJECT CODE	
\$ 677,017.00	0	0	0	0	0	677,017	0	0	\$ 677,017.00	\$ (75,829.00)	(356,487)	0	0	0	0		\$ 1,831,045.00	0	(36,464)	0	(20,000)	0	279,740	110,020	354,441	333,869	809,439		\$ 2,864,549.00	\$ 2,111,703.00	43,474	105,950	15,414	1,946,865		\$ 752,846.00	Unrestricted		
\$ 52,608.83						52,609			\$ 52,608.83	\$ (359,749.17)	356,487	0	0	0	0		\$ 1,271,721.17	0	36,464	0	0	279,061	295,787	78,832	196,965	146,437	238,175		\$ 967,843.00 \$	\$ 555,485.00	205,349	248,852	95,282	6,002		\$ 412,358.00	Restricted	Current (Base Year)	FY 2015-2016
\$ 729,625.83	0	0	0	0	0	729,626	0	0	\$ 729,625.83	\$ (435,578.17)	0	0	0	0	0		\$ 3,102,766.17	0	0	0	(20,000)	279,061	575,527	188,852	551,406	480,306	1,047,614		3,832,392.00	\$ 2,667,188.00	248,823	354,802	110,696	1,952,867		\$ 1,165,204.00	Revised Bud		
\$ 696,715.00			0	0	0	696,715	0	0	\$ 696,715.00	\$ 9,698.00	(370,568)	0	0	0	0		\$ 1,646,903.00	0	(34,120)	0	(20,000)	0	229,973	72,734	297,139	263,392	837,785		\$ 2,714,186.00	\$ 2,027,169.00	38,474	27,416	15,414	1,945,865		\$ 687,017.00	Unrestricted	Firs	
\$ 69,705.83						69,706			\$ 69,705.83	\$ (9,903.00) \$	370,568	0	0	0	0		\$ 884,429.00	0	34,120	0	0	0	199,144	45,713	205,165	176,287	224,000		\$ 583,566.83	\$ 503,958.00	197,349	243,852	56,755	6,002		\$ 79,608.83	Restricted	First Projected Year	FY 2016-2017
\$ 766,420.83	0	0	0	0	0	766,421	0	0	\$ 766,420.83	(205.00)	0	0	0	0	0		2,531,332.00	0	0	0	(20,000)	0	429,117	118,447	502,304	439,679	1,061,785		3,297,752.83	\$ 2,531,127.00	235,823	271,268	72,169	1,951,867		\$ 766,625.83	Revised Bud		
\$ 594,923.00			0	0	0	594,923	0	0	\$ 594,923.00	\$ (101,792.00)	(390,874)	0	0	0	0		\$ 1,667,831.00	0	(34,939)	0	(20,000)	0	229,973	72,734	311,246	269,350	839,467		\$ 2,653,628.00 \$ 573,663.83	\$ 1,956,913.00	38,474	27,416	15,414	1,875,609		\$ 696,715.00	Unrestricted	Seco	
\$ 16,560.83						16,561			\$ 16,560.83	\$ (53,145.00)	390,874	0	0	0	0		\$ 947,977.00	0	34,939	0	0	51,373	199,144	45,713	212,941	177,867	226,000			\$ 503,958.00	197,349	243,852	56,755	6,002		\$ 69,705.83	Restricted	Second Projected Year	FY 2017-2018
\$ 611,483.83	0	0	0	0	0	611,484	0	0	\$ 611,483.83	\$ (154,937.00)	0	0	0	0	0		\$ 2,615,808.00	0	0	0	(20,000)	51,373	429,117	118,447	524,187	447,217	1,065,467		\$ 3,227,291.83	\$ 2,460,871.00	235,823	271,268	72,169	1,881,611		\$ 766,420.83	Revised Bud	ar	

11 EXHIBIT B – STRS ON BEHALF

- For 2015-2016 calculation Go to the SDCOE website and pull the 1314 STRS Salary Subject amount <u>SDCOE Retirement Reporting website</u>
- 2. Multiply the "STRS salary subject" amount by 7.125890%
- 3. If you have completed all "actuals" financial transactions in FIS and/or PeopleSoft, then do an extract from FIS or PS for SACS.
- 4. Upload the extract to SACS. Once in SACS do an export out of SACS to generate a DAT file
- 5. You will load the DAT file into the spreadsheet by clicking "Select and Load File"

File Path:			Select and Load File
Select a Dataset:			
	Fiscal Year CDS Code	Reporting Period	Column Code
8			
1			
STRS On-Behalf:			

 Once the DAT file is loaded there will be two menu options, you will select the option for Unaudited Actuals (NOT BUDGET)

9	Fiscal Year	CDS Code	Reporting Period	Column Code
9	2014-2015	37-68312-0000000	Unaudited actuals	Unaudited actuals
11	2015-2016	37-68312-0000000	Unaudited actuals	Budget
12				
11 12 13 14	1			
14				
15				
16 STRS On-Behalf:				
17				
18				
Reset Worksho				Run Extraction and Analysis

 After clicking/highlighting this choice you will enter the number you calculated in Step 2 in the box below the DAT file selection

	Fiscal Year	CDS Code	Reporting Period	Column Code	
0	2014-2015	37-68312-0000000	Unaudited actuals	Unaudited actuals	
1	2015-2016	37-68312-0000000	Unaudited actuals	Budget	
STRS On-Behalf:				272,146	
STRS On Denail.	V			272,140	
3	- 6				
Reset Worksh	eet			Run Extraction and	Analysis

- 8. Click "Run Extraction and Analysis"
- 9. Click on the tab at the bottom titled "Journal Entry". This will have the journal entry that you will need to enter into FIS or PS (it is an ACTUALS journal entry). If your district uses 3111 and 3112 you will need to adjust your journal entry from 3101 and 3102 to 3111 and 3112. The journal entry will complete the entry for <u>ALL FUNDS</u> that have 3101 or 3102 accounts.

4	A	В	C	D	E	F	G	н	I	J
1	Journal En	try								
2										
3	CDS Code:									
4	Fiscal Year:	2014-2015								
5	Reporting Period:	Unaudited as	etuals		1					
6	Column Code:	Unaudited as	ctuals		•					
7	Androinin Michael									
8	Account String	Fund Code	Resource Code	Project Year	Goal Code	Function Code	Object Code	Debit Value	Credit Value	
9	0176900000000008590	01	7690	0	0000	0000	8590		272,145	
10	0176900000021003101	01	7690	0	0000	2100	3101	242		
11	0176900000027003101	01	7690	0	0000	2700	3101	14,195		
12	0176900000071003101	01	7690	0	0000	7100	3101	10,134		
13	0176900000072003101	01	7690	0	0000	7200	3101	-4		
14	0176900111010003101	01	7690	0	1110	1000	3101	223,474		
15	0176900111042003101	01	7690	0	1110	4200	3101	1,409		
16	0176900577011103101	01	7690	0	5770	1110	3101	204		
17	0176900577011203101	01	7690	0	5770	1120	3101	10,234		
18	0176900577011203102	01	7690	0	5770	1120	3102	1,416		
19	0176900577011903101	01	7690	0	5770	1190	3101	2,802		
20	0176900577031203101	01	7690	0	5770	3120	3101	8,039		
21	Total							272,145	272,145	
22	Checksum (total credit va	due less total de	bit value) (should be	e zero).						0
23				Contraction of the second						

- You will need to make sure that each of these account strings exists within People Soft or FIS in order to be able to process the Journal Entry.
 - a. PeopleSoft Generate a Budget Journal with either dollar amounts that match or zero amounts in order to create these account strings.
 - b. FIS add each chart string to the District Chart of Accounts
- 11. Make the Journal Entry in FIS or PS using the FYTRN or GL Journal screens with a <u>06/30/2016 date</u>.
- 12. Then you will need to do another extract out of PS or FIS in order to get it back into SACS.

12 EXHIBIT C – OPEB CALCULATION

Districts will have two methods to calculate their OPEB. A district can calculate their OPEB transaction using the OPEB Calculator, or do a manual calculation. Both methods are outlined below.

12.1 Calculating OPEB using the OPEB Calculator:

Items needed prior to beginning calculation:

- Download the OPEB Calculator from the Financial Reporting <u>website</u>.
- Most recent actuarial that covers the 2015-2016 fiscal year.
- The total cost charged to 3701 and 3702 throughout the 2015-2016 fiscal year.
- 2 Queries:
 - FAR_GL_ACTUALS_FOR_OPEB
 - Simply run and save the query.
 - FAR_POSITION_W_EE_AND_ACCOUNT
 - We have added several new parameters for this query to help districts in filtering the information prior to having to download it. This should help reduce the number of results that a district will need to comb through to determine OPEB-eligibility.
 - For this query you will need to run the query and establish who is OPEBeligible at your district.
 - Employees who are not eligible for OPEB should be deleted from the spreadsheet.
 - Save the final copy of the spreadsheet once you have determined the employees listed only represent those that are OPEB eligible.

CALCULATOR STEPS

- 1. Open the OPEB Calculator for PS spreadsheet.
- 2. Once the spreadsheet is open, click "Enable Content".

хI					OPE	B Calculator fo	or PS [Rea	d-Only] - Exce)					? 🛧	-	8	×
FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	5 DATA	REVIEW	VIEW	Aacros De	veloper					Kristin /	Armatis	7	1
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Clipboard	G.	Font	5	Alignme	ent G	Numbe	r G		Styles		Cells		Editing				^
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🧵 SECU	JRITY WAR	NING Mac	ros have been di	isabled. Er	able Content												×
B15	-	\times	√ fx T	he UAAL need	s to be broke	en out into tv	vo compo	onents: active	e employees	s and retir	ees. This i	s shown	n in the s	ection o	of the		v
A		В	С	D	E	F	G	н	I	J	К		L	М		Ν	
7	below	v:															
8																	
9	Annu	al Required	d Contribution ((ARC)													

- 3. Tab "OPEB District Data"
 - a. Select your District and the fiscal year from the drop down menus.

	А	В	с	D	E	F	G	н і	J	К	L	
1		SELECT DIST	FRICT				-	2015-16	Care			
2		SELECT DISTNICT						Fiscal year	CALCULATE OPEB			
3		ALPINE UNION ESD BONSALL USD									_	
4		BORREGO SPRINGS U	ISD									
5	a.	CARDIFF ESD CARLSBAD USD					should	be broken down into tw	o compone	nts: Normal	Cost and	
6		CORONADO USD					ese am	onts and determine the	percentage	of the total	as show	
7		DEHESA ESD					*					
8												
9		Annual Required	Contribution	n (ARC)								
10												

b. The yellow boxes in section a.) and b.) should be entered with the information enclosed in your actuarial study.

4		Obtain information from the Actuarial R	eport							
5	a.	Find the Annual Required Contribution in	your district's actu	uarial study.	It should b	e broken do	wn into tw	o compone	nts: Norma	l Cost and
6		Amortization of the Unfunded Actuarial	Accrued Liability (U	JAAL). Enter	these amo	nts and det	ermine the	percentage	of the tota	l as shown
7		below:								
8										
9		Annual Required Contribution (ARC)								
10										
11		Normal Cos	t							
12		Amortization of UAA	L							
13		Annual Required Contributio	n \$-	0%						
14										
15	b.									
16		The UAAL needs to be broken out into tw	o components: a	tive employ	ees and re	tirees. This	is shown in	the section	of the actu	arial
17		report that shows the Actuarial Accrued	Liability (AAL). Ent	er these am	ounts and o	letermine t	ne percenta	ge of the to	otal as show	n below:
18										
19		Actuarial Accrued Liability (AAL)								
20		Active	s							
21		Retiree	s							
22		Total AA	L\$ -	0%						

c. The yellow boxes in section f.) should contain the amounts the district spent in object code 3701 and 3702 throughout the year.

40	e.					
41		Actual retiree benefit costs must be allocated accord	ling to the percentage	s created in Step 1d.	Districts must use the	following objects:
42		i. Normal Costs: Objects 3751, 37	52			
43		ii. UAAL Actives: Either Objects 37	51, 3751 or 3701, 370)2		
44		iii. UAAL Retirees: Objects 3701, 3	702			
45						
46	f.	Enter the current fiscal year expenditures in objects 3	3701 and 3702.			
47		Object 3701				
48		Object 3702				
49		Total 3701 & 3702 \$	-			
50						
51		Amount to be Distributed.				
52		3701/3702 {from step f.} \$	-			

- 4. Tab "FAR_GL_ACTUALS_FOR_OPEB"
 - a. Copy and Paste the "FAR_GL_ACTUALS_FOR_OPEB" query that you already ran into this tab.

	Α	В	С	D	E	F	G	
1		1						
2								
3								
4								
5								
6								
7								
8								_
9								
10								
11								
12	Instr	uctions OPEB District Data	FAR_GL_A	CTUALS_FO	R_OPE	B FAR_P	OSITION_W_EE_AN 🕂 🕴 🖣	-

- 5. Tab "FAR_POSITION_W_EE_AND_ACCOUNT"
 - a. Copy and Paste the "FAR_POSITION_W_EE_AND_ACCOUNT" query that you already ran and modified, into this tab.

	Α	В		С	D	E	F		G
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
17	• FAR	GL_ACTU	JALS_FOR_OPEB	FAR_POSITION_W_	E_AND_ACC		OPEB Pivot Table	(+) : (1	

6. Return back to the "OPEB District Data" tab. Click Calculate OPEB.

	А	В	С	D	E	F	G	Н	Ι	J	K	L
1		SELECT DIS	TRICT				Ŧ	201	5-16			
2		School District						Fisca	year	CALC	ULATE OPE	8
3												
4		Obtain information	on from the A	ctuarial Rep	oort							
5	a.	Find the Annual R	equired Cont	ribution in y	our district's a	tuarial study.	It should b	e broken do	wn into tw	o compone	ents: Norma	l Cost and
6		Amortization of t	he Unfunded	Actuarial Actuarial	crued Liability	(UAAL). Enter	these amo	onts and dete	ermine the	percentage	of the tota	l as shown
7		below:										
8												
9		Annual Required	Contribution	(ARC)								
10												
11			N	lormal Cost								
12			Amortizati	on of UAAL								
13		Annu	al Required C	ontribution	\$-	0%						
14												
15	b.											
16		The UAAL needs t	to be broken	out into two	components:	active employ	yees and re	tirees. This i	s shown in	the section	of the actu	iarial
17		report that shows	s the Actuaria	Accrued Li	ability (AAL). Ei	nter these am	ounts and o	determine th	e percenta	age of the t	otal as shov	vn below:
18												
19		Actuarial Accrued	l Liability (AA	_)								
20				Actives								
21				Retirees								
22				Total AAL	\$-	0%						
23												
24	с.	The percentages	for the AAL n	eed to be ap	plied to the Ar	nortized UAA	L as shown	below:				
25												
26		Breakdown of UA	AL									
27				Actives								
28		Instruction		Retirees				DOCITION				
-	•	Instructions	OPEB Distric		AR_GL_ACTU	ALS_FOR_OPE	B FAR	POSITION_	W_EE_ANI	J_ACC	+ : •	

7. You will receive confirmation once the calculation is complete. Click "OK".



- 8. You will then be taken to the "Journal Entry Form". The journal entry needed has been completed.
 - a. Because of rounding your transfer may be off by a few pennies.

1 2 3	2015-16 OPEB CALCULATION CORONADO USD												NOTE	
4	Fund	Resource	PY	Goal	Function	Object	Site	Loc		Increase (+)		Decrease (-)		Incr belov
5		-	- F	GRAND TOT	AL Not in B	alance, ent	er adjustm	ent below:	\$	104,069.01	\$	104,069.00		
6	0100					3701000					\$	67,521.00		
7	0100					3702000					\$	36,548.00		
	0100					3701000			Ś	33,807.80			1	-

b. In order to enter the adjustment use the adjustment boxes to the right to bring the transfer into balance. You may enter either a positive or negative number into the adjustment box depending on what you need.

1 2 3				20	015-16 C COR	opeb ca Onado		ON			NOTES:			
4	Fund	Resource	PY	Goal	Function	Object	Site	Loc	Increase (+)	Decrease (-)	Increase/Decrease must equal. Enter adjustment below to balance 'Decrease' column; -/+ for 3701			
5						GRAN	D TOTAL IN	BALANCE:	\$ 104,069.01	\$ 104,069.01	and/or 3702.			
6	0100					3701000				\$ 67,521.01	\$ 0.01 Enter Adjustment for 3701000			
7	0100					3702000				\$ 36,548.00	Enter Adjustment for 3702000			
8	0100			1110	1000	3701000			\$ 33,807.80		Note: Enter RESOURCE, PY, GOAL, SITE and LOC in this workshee			
9	0100			1110	2100	3701000			\$ 189.28					

- c. Districts have the option of adding the resource, PY, site, and location to the transfer template. If you choose to add these please make sure that you follow the below format:
 - i. Resource 7 digits "0000000"
 - ii. PY 1 digit "0"
 - iii. Site 3 digits "000"
 - iv. Loc 3 digits "000"

4	Fund	Resource	PY	Goal	Function	Object	Site	Loc	Increase (+)	Decrease (-)
5		neoource		uoui	runction		TOTAL IN		\$ 104,069.01	\$ 104,069.01
6	0100					3701000				\$ 67,521.01
7	0100					3702000				\$ 36,548.00
8	0100	0000000		1110	1000	3701000	001		\$ 33,807.80	
9	0100	0000000		1110	2100	3701000	001		\$ 189.28	
10	0100	0000000		1110	2700	3701000	001		\$ 8.69	
11	0100	0000000		1110	4200	3701000	001		\$ 192.60	
12	0100	0000000		1110	2490	3701000	001		\$ 88.62	
13	0100	0000000		1110	4000	3701000	003		\$ 21.60	
14	0100			1110	2140	3701000			\$ 183.63	
15	0100			0000	2100	3701000			\$ 1,293.66	
16	0100			0000	3160	3701000			\$ 11.38	
17	0100			0000	2700	3701000			\$ 2,912.53	

- 9. Enter your transfer into PeopleSoft.
 - a. You have 2 options for entering this into PeopleSoft.
 - i. Using the "Journal Entry Form" tab you can manually enter the data on the "GL Journal" screen.
 - ii. Using the "PS Journal Upload" tab to copy and paste information into the GL Journal Upload template and upload into PeopleSoft. For specific instructions on this method please see instructions titled "Uploading OPEB GL Journal in PeopleSoft".

12.2 Calculating OPEB manually:

- 1. Obtain information from the Actuarial Report
 - a. Find the Annual Required Contribution in your district's actuarial study. It should be broken down into two components: Normal Cost and Amortization of the Unfunded Actuarial Accrued Liability (UAAL). Enter these amounts and determine the percentage of the total as shown below:

Annual Required Contirbution (
Normal Cost	\$ 21,726.00	42.07%
Amortization of UAAL	\$ 29,912.00	57.93%
Annual Required Contirbution	\$ 51,638.00	100.00%

 b. The UAAL needs to be broken out into two components: active employees and retirees. This is shown in the section of the report that shows the Actuarial Accrued Liability (AAL). Enter these amounts and determine the percentage of the total as shown below:

Actuarial Accrued Liability (AAL)	
Actives	76.71%
Retirees	23.29%
Total AAL	100.00%

c. The percentages for the AAL need to be applied to the Amortized UAAL of \$29,912 as shown below:

Breakdown of UAAL		
Actives	\$ 22,944.62	76.71%
Retirees	\$ 6,967.38	23.29%
Total Amortized UAAL	\$ 29,912.00	100.00%

d. Incorporate the dollar amounts for the UAAL into a final chart breaking down the components of the ARC as shown below:

Annual Required Contirbution (
Normal Cost	21,726.00	42.07%	
UAAL Actives	44.43%		
UAAL Retirees	\$	6,967.38	13.49%
ARC	\$	51,638.00	100.00%

- e. Actual retiree benefit costs must be allocated according to the percentages created in Step 1d. Districts must use the following objects:
 - i. Normal Cost: Objects 3751, 3752
 - ii. UAAL Actives: Either Objects 3751, 3752 or 3701, 3702
 - iii. UAAL Retirees: Objects 3701, 3702
- 2. Download data from PeopleSoft and import it into Microsoft Excel.
 - a. Go to PeopleSoft Finance.
 - b. Main Menu Reporting Tools Query Query Viewer
 - c. Enter Query Name: FAR_GL_ACTUALS_FOR_OPEB
 - d. Enter your LEA/BU (District Number)
 - e. Enter the fiscal year
 - f. Click View Results
 - g. To export to excel click the "Excel Spreadsheet" link

←		Soft Portal ×	Payroll Regis	ter ×		s://sdhp92.erp	o.sc 🗙 🔪 🛅 Reported Time 🛛 🗙 🔪	Query Viewer	×	nups://su	lfp92.erp.sc × 🖉	Corre
~	\rightarrow C	🕽 🔒 https://so	dfp92.erp.sdo	coe.net/ps	c/sdfp	92_1/EMPL	.OYEE/ERP/q/?ICQryName=FAF	R_GL_ACTUALS_	FOR_O	PEB&ICDu	mmy=1186278	907
-AI	R_GL_/	ACTUALS_FOR	OPEB - Obj	1000-2999	all Fd	s & Res						
_												
	/BU %:											
ea	r:	2015										
/ie	ew Resul	Its										
2	ownloa	id results in : E	xcel SpreadShe	et CSV Tex	tFile X	ML File (27	kb)					
						(=)						
View All												
	Fund	Fund Name	Resource	Proj Year	Goal	Function	Object Name	Object	Site	Oper Unit	Sum Amount	
	0100	Fund Name General Fund	Resource 0000000	Proj Year	Goal 1110	Function 1000	Object Name Teacher'S Salaries	Object 1100000	Site 000	Oper Unit	Sum Amount 551820.510	20
				Proj Year						Oper Unit		20
	0100	General Fund	0000000	Proj Year	1110	1000	Teacher'S Salaries	1100000	000	Oper Unit	551820.510	20 20
	0100 0100	General Fund General Fund	0000000	Proj Year	1110 3200	1000 1000	Teacher'S Salaries Teacher'S Salaries	1100000 1100000	000	Oper Unit	551820.510 67677.140	20 20 20
	0100 0100 0100	General Fund General Fund General Fund	0000000 0000000 0000000	Proj Year	1110 3200 6000	1000 1000 1000	Teacher'S Salaries Teacher'S Salaries Teacher'S Salaries	1100000 1100000 1100000	000 003 000	Oper Unit	551820.510 67677.140 29078.220	Year 201 201 201 201 201 201
	0100 0100 0100 0100	General Fund General Fund General Fund General Fund	0000000 0000000 0000000 0000000	Proj Year	1110 3200 6000 1110	1000 1000 1000 1000	Teacher'S Salaries Teacher'S Salaries Teacher'S Salaries Sub Teachers Salaries	1100000 1100000 1100000 1100001	000 003 000 000	Oper Unit	551820.510 67677.140 29078.220 24351.750	20 20 20 20 20
	0100 0100 0100 0100 0100	General Fund General Fund General Fund General Fund General Fund	0000000 0000000 0000000 0000000 0000000	Proj Year	1110 3200 6000 1110 3200	1000 1000 1000 1000 1000	Teacher'S Salaries Teacher'S Salaries Teacher'S Salaries Sub Teachers Salaries Sub Teachers Salaries	1100000 1100000 1100000 1100001 1100001	000 003 000 000 003	Oper Unit	551820.510 67677.140 29078.220 24351.750 847.000	20 20 20 20 20 20 20
	0100 0100 0100 0100 0100 0100	General Fund General Fund General Fund General Fund General Fund General Fund	0000000 0000000 0000000 0000000 0000000	Proj Year	1110 3200 6000 1110 3200 6000	1000 1000 1000 1000 1000 1000	Teacher'S Salaries Teacher'S Salaries Sub Teacher'S Salaries Sub Teachers Salaries Sub Teachers Salaries	1100000 1100000 1100000 1100001 1100001 1100001	000 003 000 000 003 003 000	Oper Unit	551820.510 67677.140 29078.220 24351.750 847.000 1154.830	20 20 20 20 20 20 20 20 20
	0100 0100 0100 0100 0100 0100 0100	General Fund General Fund General Fund General Fund General Fund General Fund General Fund	0000000 0000000 0000000 0000000 0000000	Proj Year	1110 3200 6000 1110 3200 6000 0000	1000 1000 1000 1000 1000 1000 3110	Teacher'S Salaries Teacher'S Salaries Sub Teacher'S Salaries Sub Teachers Salaries Sub Teachers Salaries Cert Pupil Support Salaries	110000 110000 110000 110000 110000 110000 110000 120000	000 003 000 000 003 000 000	Oper Unit	551820.510 67677.140 29078.220 24351.750 847.000 1154.830 31478.380	20 20 20 20 20 20 20 20 20 20
1 2 3 3 5 5 5 7 7 8 9	0100 0100 0100 0100 0100 0100 0100 010	General Fund General Fund General Fund General Fund General Fund General Fund General Fund	0000000 0000000 0000000 0000000 0000000	Proj Year	1110 3200 6000 1110 3200 6000 0000 0000	1000 1000 1000 1000 1000 1000 3110 2700	Teacher'S Salaries Teacher'S Salaries Sub Teacher'S Salaries Sub Teachers Salaries Sub Teachers Salaries Cert Pupi Support Salaries Cert Support Salaries Cert Support & Admin Salaries	1100000 1100000 1100000 1100001 1100001 1100001 1200000 1300000	000 003 000 000 003 000 000 000 000	Oper Unit	551820.510 67677.140 29078.220 24351.750 847.000 1154.830 31478.380 55250.040	20 ² 20 ² 20 ²

h. Once into Excel, delete the first row of data

9				FAR_GL_ACT	UALS_FOR_O	PEB_47	6707713 [C	Compatibility Mode] - Microsoft Excel					
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	А		В	С	D	E	F	G					
1	Obj 10	73											
2	Fund	Fund Name		Resource Proj Year Goa			Function	Object Name					
3	0100	General Fund		0000000		1110	1000	Teacher'S Salaries					
4	0100	General Fund		0000000		3200	1000	Teacher'S Salaries					
5	0100	General Fund		0000000		6000	1000	Teacher'S Salaries					
6	0100	General Fund		0000000		1110	1000	Sub Teachers Salaries					
7	0100	General Fund		0000000		3200	1000	Sub Teachers Salaries					
8	0100	General Fund		0000000		6000	1000	Sub Teachers Salaries					
9	0100	General Fund		0000000		0000	3110	Cert Pupil Support Salaries					
10 0100 General Fund			0000000		0000	2700	Cert Superv & Admin Salaries						
11	0100	General Fund		0000000		0000 7100		Cert Superv & Admin Salaries					
12	0100	General Fund		0000000		3200	2700	Cert Superv & Admin Salaries					

i. You will have a table that looks like this:

Α	В	С	D	E	F	G	н	1	J	к	L	М
Fund	Fund Name	Resource	Proj Year	Goal	Function	Object Name	Object	Site	Oper Unit	Sum Amount	Year	Ledger
0100	General Fund	0000000		1110	1000	Teacher'S Salaries	1100000	000		551820.510	2015	ACTL 🚯 S
0100	General Fund	0000000		3200	1000	Teacher'S Salaries	1100000	003		67677.140	2015	ACTUALS
0100	General Fund	0000000		6000	1000	Teacher'S Salaries	1100000	000		29078.220	2015	ACTUALS
0100	General Fund	0000000		1110	1000	Sub Teachers Salaries	1100001	000		24351.750	2015	ACTUALS
0100	General Fund	0000000		3200	1000	Sub Teachers Salaries	1100001	003		847.000	2015	ACTUALS
0100	General Fund	0000000		6000	1000	Sub Teachers Salaries	1100001	000		1154.830	2015	ACTUALS
0100	General Fund	0000000		0000	3110	Cert Pupil Support Salaries	1200000	000		31478.380	2015	ACTUALS
0100	General Fund	0000000		0000	2700	Cert Superv & Admin Salaries	1300000	000		55250.040	2015	ACTUALS

j. Highlight column "H", Object. Click on the Box with the "!" on it. Click the drop down menu and click "Convert to Number".

	E	F	G		Н	1	J	K	L	M	N	1 -
1			Object Name		Object	_	Oper Unit	Sum Amount			Unit	Ģ
2		1000	Teacher'S Salaries	• 🌵	1100000	000		551820.510		ACTUALS		
3		1000	Teacher'S Salaries		Number S	tored a	is Text	67677.140		ACTUALS	_	
4	6000	1000	Teacher'S Salaries					29078.220		ACTUALS		
5	1110	1000	Sub Teachers Salaries		Convert to			24351.750		ACTUALS		
6	3200	1000	Sub Teachers Salaries		Help on this error			847.000	2015	ACTUALS	04300	
7	6000	1000	Sub Teachers Salaries		Ignore Error			1154.830	2015	ACTUALS	04300	
8	0000	3110	Cert Pupil Support Salaries		Edit in For	mula E	ar	31478.380	2015	ACTUALS	04300	
9	0000	2700	Cert Superv & Admin Salar					55250.040	2015	ACTUALS	04300	
10	0000	7100	Cert Superv & Admin Salar		Error Chec	king <u>C</u>	ptions	55250.040	2015	ACTUALS	04300	
11	3200	2700	Cert Superv & Admin Salarie	es	1300000	003		12999.840	2015	ACTUALS	04300	
12	1110	1000	Instructional Aides' Salaries		2100000	000		86.220	2015	ACTUALS	04300	
13	0000	3160	Classified Support Salaries		2200000	000		2479.930	2015	ACTUALS	04300	
14	0000	8100	Classified Support Salaries	- k k		000		98488.680	2015	ACTUALS	04300	
15	0000	8100	Classified Support Salaries			001		540.390	2015	ACTUALS	04300	
16	0000	7200	Class Superv & Admin Sala	ries	2300000	001		69017.020	2015	ACTUALS	04300	
17	0000	7100	Clerical And Office Salaries		2400000	001		22821.240	2015	ACTUALS	04300	
18	0000	7200	Clerical And Office Salaries		2400000	001		39970.590	2015	ACTUALS	04300	
19	1110	2700	Clerical And Office Salaries		2400000	000		85641.390	2015	ACTUALS	04300	
20	4760	1000	Other Classified Salaries		2900000	000		1671.800	2015	ACTUALS	04300	
21	0000	7200	Other Classified Salaries		2900000	000		6191.350	2015	ACTUALS	04300	
22	1110	4200	Other Certificated Salaries		1900000	000		22345.090	2015	ACTUALS	04300	
23	1110	4200	Other Classified Salaries		2900000	000		1700.000	2015	ACTUALS	04300	Г
• •	→ + +	sheet1 /	27		r.		14				•	Ī
Rea	dv			_		_	Count: 73	· · · · · · · · · · · · · · · · · · ·	0% 😑		(5

3. Create 2 new fields called "Goal Function" and "Salary Type" as shown below. Instructions for formulas for these fields will follow:

0	Р
Goal Function	Salary Type
11101000	Certificated
32001000	Certificated
60001000	Certificated
11101000	Certificated
32001000	Certificated
60001000	Certificated

- 4. Create a new column called "Goal Function".
 - a. Create a formula that combines the goal and function field.
 - b. The formula should use the "&" symbol instead of the "+" symbol like this: =E2&F2
 - c. The result will look like this: 11101000
- 5. Create a new column called "Salary Type" to distinguish between certificated and classified salaries.

a. Create a lookup table like this:

R	S
1000000	Certificated
2000000	Classified

b. In the Salary Type column, the formula should look like this:

=LOOKUP(H2,\$R\$2:\$R\$3,\$S\$2:\$S\$3)

- c. This will assign Certificated to all account strings with objects 1000000-1999999 and Classified to all account strings with objects 2000000-2999999.
- d. Be sure to save the file as Excel and change the name on the worksheet tab before proceeding.
- 6. Create a Pivot Table in a new worksheet with "Fund" and "Goal Function" for Rows, "Salary Type" for Columns, and "Trans" for Data. This will add up all the salaries for a particular combination of fund, goal and function. The pivot table will look like this:

Π		А	В	С	D	E
	1	Sum of S		Salary Type 💌		
	2	Fund 💌	Goal Function 💌	Certificated	Classified	Grand Total
	3	≡0100	00002700	55250.04		55250.04
L	4		00003110	31478.38		31478.38
	5		00003160		2479.93	2479.93
L	6		00003600		37464.94	37464.94
	7		00007100	55250.04	22821.24	78071.28
Ľ	8		00007200		115178.96	115178.96

- 7. Create Cost Allocation for Objects 3701 and 3702
 - a. Copy the pivot table and use paste special to paste the table into a new worksheet. Be sure to pick the option to paste "values and number formats".
 - b. Create two new columns to calculate the percentage certificated and percentage classified salaries of the total salaries for the whole district.

А	В	С	D	Е	F	G
Goal Function	Certificated	Classified	Grand Total		% Certificated	% Classified
00002700	55250.04		55250.04		3.41%	0.00%
00003110	31478.38		31478.38		1.94%	0.00%
00003160		2479.93	2479.93		0.00%	0.15%
00003600		37464.94	37464.94		0.00%	2.31%
00007100	55250.04	22821.24	78071.28		3.41%	1.41%
00007200		115178.96	115178.96		0.00%	7.11%
00008100		00020.07	00020.07		0.00%	6 110/

- c. Determine the percentage of your total costs that will be charged to 3701 and 3702 based on the distribution of the ARC determined in Step 1d and 1e. In the example, the district chooses to charge UAAL Actives 44.43%) and UAAL Retirees (13.49%) to 3701 and 3702 for a total of 57.93%.
- d. Figure out the total that was charged to Objects 3701 and 3702 throughout the year and multiply it by the percentage of ARC determined in Step 7c. In this example: \$25,680.42 in retiree benefit costs multiplied by 57.93%=\$14,875.14
- e. Create two new columns called 3701 and 3702. Use the percentages that have been calculated in Step 7b to distribute the amount determined in Step 7d to objects 3701 and 3702 to each fund goal function combination as shown below:

Goal Function	3701		3702	тс	TAL
00002700	\$ 507.05	\$	-	\$	507.05
00003110	\$ 288.89	\$	-	\$	288.89
00003160	\$ -	\$	22.76	\$	22.76
00003600	\$ -	\$	343.83	\$	343.83
00007100	\$ 507.05	\$	209.44	\$	716.48
00007200	\$ -	\$1	1,057.03	\$	1,057.03
00008100	\$ -	\$	908.82	\$	908.82
11101000	\$ 5,578.86	\$	33.58	\$	5,612.44

- 8. Download Data from PeopleSoft HCM
 - a. Go to Main Menu Reporting Tools Query Query Viewer
 - i. Search for Query Name: FAR_POSITION_W_EE_AND_ACCOUNT
 - ii. Enter your District Number and Fiscal Year. Click "View Results"
 - iii. To export it to Excel click on the "Excel Spreadsheet" Link
 - b. Determine which employees are eligible for OPEB.

- i. To determine whether an employee is eligible for OPEB, you can look at the bargaining group or other applicable criteria.
- 9. Create three new fields called "Goal Function", "Salary Type" and "FTE"
 - a. Use the same instructions shown in Steps 4 and 5 for the Goal Function and Salary Type fields.
 - b. For the FTE field, make sure that FTE is only calculated for eligible employees. Use the column titled "Combo Code FTE".
 - c. Create a pivot table in a new worksheet with "Goal Function" for Rows, "Salary Type" for Columns, and "FTE" for Data. This will add up all the FTE for a particular combination of goal and function. The pivot table will look like this:

Sum of FT	Έ		Salary Type 💌						
Fund	-	Goal Function 💌	Certificated	Grand Total					
≡0100		11101000	3.81	3.81					
		32001000	1	1					
		60001000	0.39	0.39					

- 10. Create FTE Distribution to Direct Charge Costs to Objects 3751 and 3752
 - a. Copy the pivot table and use paste special to paste the table into a new worksheet. Be sure to pick the option to paste "values and number formats".
 - b. Determine the percentage of your total costs that will be charged to 3751 and 3752 based on the distribution of the ARC determined in Step 1d and 1e. In the example, the district chooses to charge only the Normal Cost (42.07%) to Objects 3751, 3752.
 - c. Figure out the total that was charged to Objects 3701 and 3702 throughout the year and multiply it by the percentage of the ARC determined in Step 10b. In this example: \$25,680.42 in retiree benefit costs multiplied by 42.07%=\$10,803.75
 - d. Determine the amount to charge to each FTE by dividing the amount in Step 10c by the total FTE. In this case \$10,803.75 divided by 5.2=\$2,077.64.
 - e. Create two new columns for Objects 3751 and 3752. Multiply the FTE on each line for certificated and classified staff by the dollar amount per FTE determined in 10d as shown below:

Sum of F	TE	Salary Type					
Fund	Goal Function	Certificated	Grand Total		3751		3752
0100	11101000	3.81	3.81	\$	7,915.83	\$	-
	32001000	1	1	\$	2,077.64	\$	-
	00004000	0.00	0.00	۵	040.00	۵	

Write a journal entry that credits the accounts you initially used to charge 3701 and 3702 and debits 3701, 3702, 3751 and 3752 using the new distribution you have created in Steps 7 and 10. You will need to use a due to due from for any transfers between funds if this is done after June 30.

13 EXHIBIT D – REVOLVING CASH SAMPLE DOCUMENTS

RESOLUTION ESTABLISHING CAFETERIA REVOLVING CASH ACCOUNT

(Education Code 38091)

School District, San Diego County

ON MOTION of Member ______, seconded by Member ______, the following resolution is adopted.

WHEREAS, the Governing Board desires to provide greater flexibility in the payment of District obligations; NO THEREFORE

BE IT RESOLVED pursuant to Education Code 38091, a Cafeteria Revolving Cash Account is established in the ______ Bank in the amount of _______).

BE IT FURTHER RESOLVED, that ______ or _____

is authorized to make immediate payments by check drawn on the Cafeteria Revolving Cash Account bank account in accordance with rules and regulations adopted by this Governing Board.

PASSED AND ADOPTED by the Governing Board on ______ by the following vote:

AYES: Members NOES: Members

ABSENT: Members

STATE OF CALIFORNIA)

) ss.

COUNTY OF SAN DIEGO)

I, _____, Clerk/Secretary to the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.

WITNESS my hand this ______ day of _____, 20____.

Clerk/Secretary to Governing Board

RESOLUTION ESTABLISHING A REVOLVING CASH FUND

(Education Code Section 42800-5)

School District

ON MOTION of Member _____, seconded by Member _____,

the following resolution is adopted:

WHEREAS, the expeditious purchase of services and/or material makes it necessary that a Revolving Cash Fund be established for the use of the chief accounting officer of the district, and

WHEREAS, _______ is the chief accounting officer of said District, and

WHEREAS, the estimated expenditures of said District for the current fiscal year are approximately Dollars (\$);

NOW THEREFORE BE IT RESOLVED by the Governing Board of the District that pursuant to Education Code Sections 42800-5, a Revolving Cash Fund in the amount of _____ Dollars (\$) for the use of the chief accounting officer is hereby established, subject to the approval of the Superintendent of Schools, San Diego County.

BE IT FURTHER RESOLVED, that a bond shall be furnished and all other conditions shall be complied with as set forth in the Education Code.

PASSED AND ADOPTED by the Governing Board on ______ by the following vote:

AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss.

COUNT OF SAN DIEGO)
I, _____, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.

WITNESS my hand this _____ day of _____, 20____.

Clerk/Secretary of the Governing Board

I hereby approve the establishment of the Revolving Cash Fund as set forth in the foregoing resolution.

Date

Superintendent of Schools, San Diego County

RESOLUTION ESTABLISHING ALTERNATIVE REVOLVING CASH ACCOUNT

(Education Code 42810)

_ School District, San Diego County

ON MOTION of Member, seconded by Member, the following resolution is adopted:				
WHEREAS , the expeditious purchase of services and/or material makes it necessary that a Revolving Cash Fund be established for the use of principals/administrative officials of the District; and				
WHEREAS, the instructional supply budget of the District for the current year is Dollars (\$); and				
WHEREAS, is a principal/administrative official of the District; NOW THEREFORE				
BE IT RESOLVED pursuant to Education Code 42810, a Revolving Cash Fund is hereby established in the Bank in the amount of Dollars (\$) which may be expended for the following purposes in accordance with rules and regulations adopted by the Governing Board:				
BE IT FURTHER RESOLVED, that a bond shall be furnished as set forth in the Education Code.				
PASSED AND ADOPTED by the Governing Board on by the following vote:				
AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)				
······································				

I, _____, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.

WITNESS my hand this _____ day of _____, 20____.

Clerk/Secretary of the Governing Board

RESOLUTION ESTABLISHING PREPAYMENT REVOLVING CASH ACCOUNT

(Education Code 42820)

_____ School District, San Diego County

WHEREAS, the Governing Board desires to provide greater flexibility in the payment of District obligations, NOW THEREFORE BE IT RESOLVED pursuant to Education Code 42820, a Revolving Cash Fund is hereby established in the Bank in the amount of Dollars (\$). BE IT FURTHER RESOLVED, that or is authorized pursuant to Education Code 42821 to make immediate payments by check drawn on the Revolving Cash fund bank account in accordance with rules and regulations adopted by this Governing Board. PASSED AND ADOPTED by the Governing Board on by the following vote: AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)	ON MOTION of Member the following resolution is adop		, seconded by Member	,
the Bank in the amount of Dollars (\$). BE IT FURTHER RESOLVED , that or is authorized pursuant to Education Code 42821 to make immediate payments by check drawn on the Revolving Cash fund bank account in accordance with rules and regulations adopted by this Governing Board. PASSED AND ADOPTED by the Governing Board on by the following vote: AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)	-		eater flexibility in the payment o	f District
authorized pursuant to Education Code 42821 to make immediate payments by check drawn on the Revolving Cash fund bank account in accordance with rules and regulations adopted by this Governing Board. PASSED AND ADOPTED by the Governing Board on by the following vote: AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)	the I		÷	-
following vote: AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)	authorized pursuant to Education Revolving Cash fund bank acco	on Code 42821 to make in	nmediate payments by check dra	wn on the
NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)	•	the Governing Board on		_ by the
	NOES: ABSENT: STATE OF CALIFORNIA			
I,, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.	foregoing is a full, true, and con regularly called and conducted	rrect copy of a resolution p meeting held on said date	passed and adopted by the Gove	

WITNESS my hand this _____ day of _____, 20____.

Clerk/Secretary of the Governing Board

RESOLUTION FOR CHANGE OF REVOLVING CASH FUND CUSTODIAN

(Education Code 42800-5)

School District, San Diego County

ON MOTION of Member the following resolution is adop		, seconded by Membe	r,
WHEREAS , the expeditious p Cash Fund be established for th	urchase of services and		
WHEREAS, a Revolving Cash Sch County Superintendent of Scho	nool District Governing	Board on	and approved by the
WHEREAS, the approved amo Dollars (\$); and		Revolving Cash Fund is _	
WHEREAS, accounting officier of the distri	has replac ct; and	ed	as the chief
WHEREAS,	accepts th	e revolving cash fund as	being in good order and
NOW, THEREFORE			
BE IT RESOLVED by the Go 42800-5, a Revolving Cash Fun, subjective	nd in the amount of \$	is hereby a	authorized for use by
PASSED AND ADOPTED by vote:	the Governing Board of	on	by the following
AYES: NOES: ABSENT: STATE OF CALIFORNIA)		
COUNT OF SAN DIEGO)) ss.)		
I,	rrect copy of a resolutio meeting held on said da	n passed and adopted by tte.	
WITNESS my hand this	day of	, 20	

Clerk/Secretary of the Governing Board

RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS (COMMERCIAL WARRANTS)

School District, San Diego Cou	anty ON MOTION OF member
, seconded by member	effective
through June 30,	

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, ______ be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the County Office.

PASSED AND ADOPTED by said Governing Board on ______ by the following vote:

AYES: NOES: ABSENT: STATE OF CALIFORNIA)) ss. COUNT OF SAN DIEGO)

I, _____, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Governing Board at a regularly called and conducted meeting held on said date.

WITNESS my hand this _____ day of _____, 20____.

Clerk/Secretary of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable (rubber stamp):

14 EXHIBIT E – ASB SAMPLE DOCUMENTS

Sample Documents Include:

- Board Policy
- Constitutions, Bylaws and Budgets
- Application for Student Club
- ASB Meeting Minutes
- Coin and Currency Count
- Report on Ticket Sales
- Request for Approval Fundraising Event
- Revenue Potential
- Internal Controls Checklist by Job Responsibility
- Document Checklist and Questions
- Bank Reconciliation

Sample Associated Student Body (ASB) Constitutions and Bylaws

Best Practices School Sample ASB Constitution

(Name of School)

(Name of Student Council or Club)

ASB Constitution

Article I – Name of the Organization

The name of the organization shall be the Associated Student Body (ASB) of the Best Practices School.

Article 2 - Objectives and Purpose.

This organization shall have as its objective and purpose the conduct of activities on behalf of the students of the Best Practices School as approved by the principal/school administrator and the governing board of the Best Practices School. These shall include:

- Provide a democratic forum in which students can address school issues that affect their lives.
- Maintain continual communication from students to faculty members and administrators as well as among the students within the school.
- Offer a year-long program of social functions and community involvement projects for students.
- Provide leadership training for student in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

Article 3 – Organization and Membership

All registered students enrolled in the Best Practices School shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Any registered student is eligible for election to the student council according to election procedures.

The election of representatives shall take place the _____ week of the _____ term or semester of school. Any member shall be removed if they miss three (3) meetings without presenting reasonable justification.

Article 4 - Executive Board

The executive board shall consist of the following ASB officers:

- President
- Vice-President
- Treasurer
- Secretary
- Historian
- Activities Chair (or Commissioner of Activities)
- Publicity Chair (or Commissioner of Publicity)

- Athletics Chair (or Commissioner of Athletics)
- Academics Chair (or Commissioner of Academics)

The executive board shall have all executive powers. The executive board members shall serve as acting and voting members of the Best Practices School Student Council. The appointed officers and the adviser are non-voting members.

Duties of the executive board members are outlined in the bylaws to the constitution.

The positions on the executive board shall be filled by a general election of the ASB, held annually.

No member of the executive board may hold more than one ASB office or class office.

Executive board members shall hold office for one school year.

Article 5 – Student Council

The legislative powers of the ASB shall be vested in the student council as delegated by the school administration.

All actions of the student council are subject to review and possible veto by the ASB advisor and principal/school administrator.

The student council shall consist of 20 voting members: the ASB executive board and the president, vice president, secretary, and treasurer of each of the three classes (sophomore, junior, and senior).

(Note: The student council voting member number may vary, per desire of ASB.)

The elected, voting members of the student council shall be chosen by election as described in the bylaws.

The term of office for members of the student council shall be one school year.

The principal/school administrator shall appoint a certificated staff member of the district to serve as advisor to manage the club/student council and oversee its projects.

Article 6 – Amendments

Amendments to this constitution may originate:

- In student council
- By petition by 10 percent of the student body
- By ballot
- To represent the student council at all school and school district meetings where this representation is appropriate.

Amendments must be submitted in writing during a regular business meeting and must be posted for reading for 30 days.

Any amendments that do not pass with a two-thirds vote may not be reconsidered during the same school year.

Article 7 – Ratification

The student council shall ratify this constitution and any subsequent amendments through a two-thirds vote of the council.
Best Practices School, Sample Associated Student Body Bylaws of the Constitution

(Name of School)

Associated Student Body Bylaws of the Constitution

Article I - Student Council

It shall be the duty and power of the student council to:

- Be the supreme legislative body of the Associated Student Body.
- Propose and pass legislation that is considered important to the student body.
- Establish the annual student body dues, also known as the price of an ASB Card that will allow students to attend ASB activities at a reduced cost.
- Establish a disciplinary board as the need arises.
- Spend ASB monies.
- Propose and pass amendments to the constitution and bylaws.

Each member of the student council shall be able to cast one vote in each voting situation.

Article II - Executive Board

The ASB president shall have the following duties:

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Appoint all committee members and chairpersons.
- Serve as ex-officio member of all committees.
- Represent the student council at all school and school district meetings, community group meetings, and civic organization meetings where this representation is appropriate.
- Preside at all student body assemblies or authorize someone to do so in their place.
- Vote in student council only in cases where their vote would affect the result.
- · Coordinate the interview, selection, and performance of committee chairpersons and task forces.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student council advisor on all planning.
- Participate in student council-sponsored activities.

The ASB vice president shall have the following duties:

- Work closely with the president
- Serve as the ASB president if the president becomes unable to fulfill their duties either temporarily or permanently.

- Serve as chairperson of the elections committee and supervise all student body elections.
- Coordinate the work of committees.
- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings, student body activities and assemblies, or authorize another member to do so in their place.

The ASB treasurer shall have the following duties:

- Maintain complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances and receipts and disbursements to date.
- Serve as chairperson of the finance committee, with the assistance of the student body bookkeeper and a district business staff member.
- Act as co-chair of the fundraising standing committee.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- · Authorize purchase orders/expenditure approvals prior to spending

The ASB secretary shall have the following duties:

- Prepare and distribute the agenda for meetings.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer, and business conducted.
- Prepare the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special event documentation.
- Produce a membership directory of the group.
- Report, answer and file all necessary correspondence.

The historian shall have the following duties:

• Record annual activities using video, photos, written reports, clippings, and/or other means.

• Prepare an historical document such as a scrapbook, website, slide show or video, DVD or CD.

The activities chair (or commissioner of activities) shall have the following duties:

- Coordinate and maintain the master calendar of all student body activities.
- Serve as chairperson of the activities committee.
- Serve as co-chair of the fundraising standing committee.

The publicity chair (or commissioner of publicity) shall have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio and television stations.

The athletics chair (or commissioner of athletics) shall have the following duties:

• To initiate and organize the intramural sports.

The academics chair (or commissioner of athletics) shall have the following duty:

• To serve as the representative to the district governing board.

Article III – Standing Committees

The ASB president and the ASB advisor shall appoint committee members and chairpersons to the following committees each year:

- The finance committee
- The elections committee
- The activities committee

The Finance Committee:

- The ASB treasurer shall chair the finance committee.
- The treasurers from each class, the ASB advisor, the ASB bookkeeper, and one faculty member shall serve on this committee.
- The purpose of the committee is to prepare and submit the final budget and approve all requests to spend ASB funds.

The Elections Committee:

- The ASB vice president shall chair the elections committee.
- The ASB advisor and the vice presidents from each class shall serve on this committee.
- The purpose of the committee is to plan, organize, and supervise all student body elections.

The Activities Committee:

• The activities chair shall also serve as the chair of this committee.

• The purpose of the committee is to plan, organize, and supervise all student council activities and to facilitate requests from student clubs for use of school facilities.

Article IV – Succession

If the ASB president cannot fulfill his/her duties because of illness, physical disability or absence, the ASB vice president shall assume and carry out the duties of the president until the President becomes able to resume the duties of his/her office.

If the president is permanently unable to fulfill his/her duties, the ASB vice president becomes the ASB president.

After the vice president, succession to the presidency shall be appointed by the vote of the entire membership of the executive board.

Only ASB officers elected by the general student body shall succeed to the ASB presidency.

Upon the permanent disabilities of any ASB officer other than the president, the corresponding senior class officer shall assume the duties of that office.

Upon the permanent disability of any ASB commissioner, the ASB president shall appoint the opposition runner to that position, if available, until the end of the current semester, when an election may be held.

Article V - Elections and Qualifications for Office

The student council shall hold the annual election of student council officers on the campus of the Best Practices High School. The voting shall take place during homeroom, by secret ballot.

The student council shall hold the elections for class officers at the same time as the elections for the ASB officers.

The candidates for ASB officer and class officer must have a minimum overall grade point average of 2.5 and have satisfactory citizenship and attendance. Candidates must also have the endorsement of their counselor and one other faculty member.

Candidates for ASB president and vice president must have served at least one year on the student council.

Each applicant for candidacy must submit an application to the screening committee. The application must include information on the student's academic record, school activities, and reasons for desiring to serve as a school officer.

The ASB advisor, four student council members, and two faculty members chosen by the ASB president shall serve on the selection committee. The purpose of the selection committee is to ensure that all candidates for office meet the qualifications.

The Campaign:

- Students may use an unlimited number of bumper stickers and buttons during the campaign.
- Candidates may place eight posters on the campus. The posters may not exceed two feet by two feet.
- The elections committee must approve the content of all posters, bumper stickers, buttons, and other campaign materials in advance.

Counting the Ballots:

• The ASB president and members of the elections committee shall count the ballots on the same day as the election is held. No candidate for office may participate in counting the ballots.

• The ballots shall be counted twice and the results compared. A third count is required if the results of the first and second count are not within one percent of each other.

Article VI - Student Clubs

Each student club must prepare and approve a constitution before it can begin fundraising activities or make expenditures of club funds.

Article VII - Amendments

The student council, whenever it is necessary, shall propose amendments to the constitution. To make such amendments valid, two-thirds of the total student body must approve the proposed amendment in a general election.

Article VIII - Adoption

These bylaws may be adopted by a two-thirds vote of the student council, whereupon they shall go into effect immediately.

Article IX - Finances

The student council must approve all requests for expenditures of all student funds prior to any commitments.

Student clubs must have a positive balance in their club account before the student council may approve an expenditure.

All ASB checks require two signatures. The ASB advisor or the principal/school administrator may sign ASB checks. In addition, at least one district office administrator will be an approved signer.

Article X – Meeting Schedule

The student council shall meet at least once every two weeks during the school year as called by the ASB president or the ASB advisor, unless the club decides by a two-thirds vote to forego this schedule for a particular time period.

Special meetings can be called by the president, the executive committee, the adviser, the principal, or by written request of at least ten (10) members. The purpose of the meeting shall be stated when called. Adequate notice is required for a special meeting to occur.

A quorum consists of two-thirds of the student council members, e.g., 14 members in the standard case of 20 on the council.

The ASB president shall conduct the student council meetings under Robert's Rules of Order.

All legally elected representatives and officers may vote.

Any member of the student body may attend and participate in discussions, but must have written permission from their teacher if they are missing a class.

Best Practices School, Sample ASB Club Constitution and Bylaws Combined as One Document, Simpler Constitution/Bylaws

(Name of School)

(Name of Student Council or Club)

ASB Constitution and Bylaws

Article I - Name of the Organization

The name of the organization shall be the Associated Student Body (ASB) of the Best Practices School.

Article 2 - Objectives and Purpose:

This organization shall have as its objective and purpose the conduct of activities on behalf of the students of the Best Practices School as approved by the principal/school administrator and the governing board of the Best Practices School. These shall include:

- Provide a democratic forum in which students can address school issues that affect their lives.
- Maintain continual communication from students to faculty members and administrators as well as among the students within the school
- Offer a year-long program of social functions and community involvement projects for students
- Provide leadership training for students in the duties and responsibilities of good citizenship, using the school environment as the primary training ground.

Article 3 - Organization and Membership

All registered students enrolled in the Best Practices School shall be members of the Associated Student Body. Members shall be entitled to one vote in all student body elections.

Any registered student is eligible for election to the student council according to election procedures.

The election of representatives shall take place the _____ week of the _____ term or semester of school. Any member shall be removed if they miss three (3) meetings without presenting reasonable justification.

Article 4 – Meeting Schedule

The student council shall meet at least once every two weeks during the school year as called by the ASB president or the ASB advisor, unless the club decides by a two-thirds vote to forego this schedule for a particular time period.

Special meetings can be called by the president, the executive committee, the adviser, the principal, or by written request of at least ten (10) members. The purpose of the meeting shall be stated when called. Adequate notice is required for a special meeting to occur.

A quorum consists of two-thirds of the student council members, e.g., 14 members in the standard case of 20 on the council.

The ASB president shall conduct the student council meetings under Robert's Rules of Order.

All legally elected representatives and officers may vote.

Any member of the student body may attend and participate in discussions, but must have written permission

from their teacher if they are missing a class.

Article 5 - Club Officers

The club officers shall consist of the following:

- President
- Vice-President
- Treasurer
- Secretary
- · Publicity Chair

Article 6 - Duties

The club president will have the following duties:

- Preside over all meetings.
- Call special meetings.
- Plan and prepare an agenda for all meetings.
- Act as a facilitator of group discussion by summarizing, clarifying, etc.
- Work closely with the student club advisor on all planning.
- Participate in student club activities.

The club vice president will have the following duties:

- Work closely with the president.
- Serve as the ASB president if the president becomes unable to fulfill their duties.
- Work with the president and treasurer to prepare the budget and calendar.
- Help the president prepare the meeting agenda.
- Lead the flag salute at all meetings or authorize another member to do so in their place.

The club treasurer will have the following duties:

- Maintain a complete and accurate record of all ASB receipts and disbursements.
- Prepare monthly reports for the student council on the ASB bank balances, receipts and disbursements to date.
- Work with the ASB to prepare revenue potential forms to ensure successful fundraisers and adequate internal controls.
- Keep accurate profit and loss statements of all ASB functions, clearly detailing all money collected and spent, and help classes and clubs keep accurate records.
- Work closely with the president and vice president to prepare an annual budget.
- Authorize purchase orders/expenditure approvals prior to spending.

The club secretary will have the following duties:

- Prepare and distribute meeting agendas.
- Notify members of upcoming meetings.
- Take attendance at meetings and keep permanent attendance records.
- Maintain accurate minutes of all meetings, including date and place, presiding officer and business conducted.
- Prepares the minutes in the prescribed format by the next meeting for distribution to all members.
- Maintain all files of the organization, including original agendas and minutes, clippings and relevant documents, and establish a policy about lending files.
- Maintain contact names, addresses, phone numbers and email addresses of people with whom the organization regularly works.
- Keep copies of activity calendars and special events documents.
- Produce a membership director of the group.
- Report, answer and file all necessary correspondence.

The publicity chair will have the following duties:

- Publicize all school activities through the school newspaper, the school marquee, and school bulletin boards.
- Issue news releases to the press, radio and television stations.

Article 7 - Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article 8 - Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Sample ASB Constitution for Associated Students at a Junior/Community College

The Constitution of The

Associated Students of

_____ Junior/Community College

Preamble

We, the students of _______ Junior/Community College, do hereby assume the powers of self-governance delegated to us by the district governing board and do ordain and establish this constitution. The objective is to unite, in one local organization, representatives of students who are registered and attend ______ Junior/Community College, in order to coordinate the varying interests and concerns of the student body and to provide a forum for addressing issues of common concern. We, the students of _______ Junior/Community College, in order to promote the general welfare of the students, to guarantee the equality of opportunity among students, to offer experience in moral, aesthetic, social and economic values under an atmosphere of intellectual freedom, to encourage student participation, planning and direction of student activities as permitted under the rules, regulations and policies of the State of California and the Board of Trustees of the ______ Junior/Community College District, do ordain and establish this Constitution of the Associated Students of _______ Junior/Community College.

These representatives shall represent the students in shared governance on campus. This body shall consist of active members representing the different student constituencies within the district; these active members' functions and duties shall be defined in this constitution. Other rules, regulations and constitutions shall not be in conflict with this constitution.

ARTICLE I

Name, Purpose, Membership

- SECTION 1 The name of this organization shall be the Associated Students of ______ Junior/Community College.
- **SECTION 2** The purpose of this student body organization shall be to coordinate the varying interests and concerns of the student body in representing the students in shared governance issues on campus. As a participant in the governance processes, the student body shall:
 - 1. Provide a collegewide body that represents the needs, concerns and viewpoints of all students.
 - 2. Provide a central communication link between students and the rest of the college community.
 - 3. Select student representatives from the student body, upon recommendation of the student trustee, to serve on governance and college committees.
 - 4. Provide an opportunity for students to enhance governance at the college.
 - 5. Provide students an opportunity to enhance their leadership skills.
 - 6. Increase student participation in student governance.

SECTION 3	The primary legislative body of the Associated Students of
	Junior/Community College shall be the Student Executive Board, and no actions of student groups or organizations shall be in conflict with the rules, regulations, or policies of the Student Executive Board or the Junior/Community College District.
SECTION 4	All currently enrolled students of the Junior/Community College District shall be members of the Association.
SECTION 5	All non-student employees, retired non-student employees, members of the board of trustees, former members of the board of trustees, and former officers of the association shall be recognized as honorary members of the association.
SECTION 6	The purpose of this organization shall be the representation of its membership at the college, in the community, to the State of California and other governments. It shall establish the rules, regulations, and policies by which its members and the organizations they establish may coordinate their activities and participate in the shared governance process. It shall promote student life, activities, and advocacy at the college, in the community, and throughout the state of California.
SECTION 7	The Associated Students of Junior/Community College shall be funded by the student representation fee, which shall be used by the association as governed by the State Education Code and in the Financial Code.
SECTION 8	The Associated Students of Junior/Community College may be funded by additional fees established in a manner approved by the Board of Trustees of the Junior/Community College District. These fees shall be in compliance with the State Student Fee Handbook and shall be used by the association as governed by the State Education Code and in the Financial Code.
SECTION 9	All student groups and organizations shall be governed by the <i>Standard Code of Parliamentary Procedure</i> by Alice Sturgis.
SECTION 10	For the purpose of establishing a quorum in any group empowered by this constitution, one-half $(1/2)$ of the total voting membership rounded up to the next whole number, plus an advisor appointed by the director of student affairs and new student programs, shall be required. If less than two-thirds $(2/3)$ of the total voting membership is present, it shall take a two-thirds $(2/3)$ vote of the group to pass any

ARTICLE II

motion.

Rights and Benefits

SECTION 1 All members of the Association shall have the right to vote in any election of the Associated Students of ______ Junior/Community College, the right to hold any elected office, and the right to propose legislation to the student executive board.

SECTION 2 All members of the association who shall choose not to pay the student representation fee shall remain members of the association and retain all the rights of membership and the benefits provided.

- **SECTION 3** All members of the association who shall choose not to pay additional fees established by the association shall remain members of the association and retain all the rights of membership; however, they shall no longer be eligible for the benefits provided to members.
- **SECTION 4** All honorary members of the association shall be eligible for the benefits provided to members of the Association.
- **SECTION 5** All benefits established for members of the association shall be outlined in the Association Benefits Code.

Article III

Meetings

Meetings, necessary to conduct the business of the students, shall be held weekly. The student council board may call additional meetings in accordance with provisions set forth in the bylaws.

All meetings shall be conducted in accordance with California open meeting laws (Ralph M. Brown Act).

Section 1	Regular Meetings
	1. Agendas for student body board meetings shall be posted 72 hours prior to the scheduled meeting.
	2. All items to be put on the agenda must be submitted to the student body president by a time designated by the president.
	3. All minutes should be typed and distributed to the board members before the meeting at which they will be approved.
	4. All minutes and accompanying purchase orders and requisitions must be sent to Fiscal Services.
	5. No board members shall miss more than three (3) regularly scheduled board meetings in a given semester. Absences exceeding three (3) can result in board disciplinary action and/or removal of that board member. It is the responsibility of the secretary to notify the board when this occurs.
	6. In case of absence, a board member may submit a written proxy vote via a board officer.
	7. No more than three board members may vote by proxy at any given meeting.
Section 2	Special Meetings
	1. The board shall conduct a special meeting in accordance with the Ralph M. Brown Act.
Section 3	Emergency Meetings
	1. The board shall conduct an emergency meeting in accordance with the Ralph M. Brown Act.
Section 4	Right to Meet
	 The president, or a majority of the board if deemed necessary in accordance with the Ralph M. Brown Act, may call board meetings at any time.
Section 5	Quorum

1. A quorum for all board and committee meetings shall be established when a simple majority of the respective active voting members are present. A quorum must be in effect before any action can be voted upon.

The following business may take place without a quorum:

Call to order Roll Call

Open Forum

-1----

Officer Reports

Committee Reports

Discussion of New and Old Business

Announcements

Adjournment

Article IV

Board Members

Section 1 Board Membership Requirements.

- A board member must be currently enrolled in a minimum of six (6) academic units at ______Junior/Community College and must maintain enrollment in said minimum number of academic units for the duration of his/her term, or be subject to dismissal from the student council.
- 2. Board members or petitioners must have a minimum GPA of 2.0 or higher (per semester and cumulative). Board members on academic or progress probation, either in the previous semester or during their term, are ineligible to serve.
- 3. Failure to comply with the above mentioned requirements will result in the board member being removed from office. Board members must be notified privately and will be given one week before automatic removal. Appeals must be discussed with the advisor by the end of the one-week grace period. If at any time during the semester a student drops below the six-unit minimum, they may appeal their eligibility with the advisor.

Section 2 Board Members Shall:

- 1. Be a voting member and attend all meetings, mandatory retreats and workshops of the board. (Failure to attend a mandatory retreat or workshop shall be the equivalent of two (2) unexcused absences for that semester.)
- 2. Hold three (3) office hours per week with the exception of finals week, spring break, and summer session. If a holiday falls on one of the regularly scheduled office days, these hours should be made up during that same week. Participation on committees or at committee meetings does not count toward office hours. Participation in student body-sponsored activities can be counted towards a maximum of two (2) weekly office hours, at the discretion of the student body president and advisor.
- 3. Submit office hours to the vice president and advisor to be posted on student body office door and bulletin boards no later than the second week of the semester.

	4. Become familiar with and comply with parliamentary procedure.
	5. Become familiar with associated students fiscal matters and provide input on requests, proposals, and petitions presented to the student body board.
	6. Provide oral and/or written reports to the board and constituency regarding committee activities, collegewide committee activities, board members' current activities, and varying interests and concerns of the student body.
	 Participate in special projects or perform duties as outlined in the constitution, bylaws, Election Code, or as specified by the student body president or vice president.
	8. Board members will not make contractual agreements on behalf of the student body board without prior consent of the board and student body advisor.
	9. Participate in a self-evaluation at the end of each semester in office by completing a self- evaluation form; meeting with advisor and student body president to go over the evaluation; and determining an appropriate plan of action for future goals.
	10. Maintain all requirements of a board member, unless overridden by the constitution or bylaws.
	11. Not concurrently hold more than one student body officer position.
	12. Hold their elected office for one year.
	13. Maintain all requirements of an officer as outlined in the constitution.
	14. Upon completion, the board member will turn over to the successor and the advisor any fiscal records or other materials pertaining to the office.
	15. Sign purchase requests as necessary.
	16. Submit an oral and/or written officer report to the secretary at all regular student body meetings.
Section 3	The Board Shall:
	1. Appoint representatives and alternates to internal/external committees as needed.
	ARTICLE V
	Associated Students Student Board Officers
SECTION 1	The Student Board officers shall be comprised of the following: President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, and Vice President of Campus. Each is entitled to one vote.
SECTION 2	All meetings of the Student Board shall fall under the provisions of the Ralph M. Brown Act.
SECTION 3	Meetings of the Student Board shall take place biweekly and the location of each meeting shall alternate between the college's different campuses.
SECTION 4	All members of the Student Board shall participate in leadership training in the application of the Ralph M. Brown Act, the <i>Standard Code of Parliamentary Procedure</i> by Alice Sturgis, and the Associated Students Constitution and Codes as specified in the Election Code.

- **SECTION 5** All members of the Student Executive Board shall take an oath of office as specified in the Election Code.
- **SECTION 6** The order of succession of the Executive Board shall be: Associated Student President, Executive Vice President, Vice President of Programs, Vice President of Organizations, Vice President of Committees, Vice President of Membership and Marketing, Vice President of Advocacy, Vice President of _____ Campus.

ARTICLE VI

Elected Officers

- SECTION 1 Associated Students President:
 - 1. Preside as chair of the Student Executive Board and vote only to make or break a tie.
 - 2. Preside as chief administrative officer of the Association, directing and coordinating all policies of the Associated Students.
 - 3. Set the agenda for the Student Executive Board ensuring that the advisor signs and dates the agenda.
 - 4. Report to the board of trustees on behalf of the Associated Students.
 - 5. Attend meetings of, or send a designee to, the programs committee.
 - 6. Authorize and sign all expenditures of the Student Executive Board.
 - 7. Appoint members to vacant positions or remove members, with the approval of the student executive board.
 - 8. Perform other duties that pertain to the office, to include the making of policies not in conflict with the constitution or codes. Such duties and policies shall be reviewed by the Student Executive Board.

SECTION 2 Executive Vice President:

- 1. Assume the duties of the president during their absence and succeed to the office upon the vacancy of the presidency.
- 2. Preside as vice chair of the Student Executive Board.
- 3. Serve as assistant administrative officer of the association as directed by the president.
- 4. Ensure that the president has posted the agenda and that the advisor has signed and dated it.
- 5. Attend meetings of the board of trustees on behalf of the Student Executive Board.
- 6. Track and report all expenditures of the Associated Students.
- 7. Carry out the provisions of the Financial Code.
- 8. Preside as chair of the Budget Committee.
- 9. Ensure that the officers of the Student Executive Board maintain clear channels of communication and work effectively toward their shared goals.

SECTION 3 Vice President of Programs

	1.	Preside as chair of the Programs Committee.
	2.	Serve as assistant administrative officer of the association as directed by the president.
	3.	Set the agenda for the Programs Committee, ensuring that the advisor signs and dates the agenda.
	4.	Carry out the provisions of the Programs Committee Code.
	5.	Authorize and sign all program expenditures.
	6.	Confirm the appointment of student ambassadors selected by the Programs Committee to conduct events and activities on campus.
SECTION 4	Vic	ce President of Organizations:
	1.	Be responsible for the coordination and operation of clubs and organizations.
	2.	Carry out the provisions of the Inter-Club Council Code.
	3.	Work collaboratively with the chair of each Inter-Club Council.
	4.	Act as a liaison between clubs and the Student Executive Board.
	5.	Organize all records of club status to ensure continuity.
SECTION 5	Vic	e President of Committees:
	1.	Appoint students to the collegewide committee system, with the ratification of the Student Executive Board.
	2.	Maintain records of student involvement in the collegewide committee system.
	3.	Carry out the provisions of the Shared Governance Code.
	4.	Report to the academic and classified senate as a representative of the Student Executive Board
	5.	Recruit and interview students wishing to sit on active collegewide committees.
SECTION 6	Vic	e President of Membership and Marketing:
	1.	Carry out the provisions of the Association Benefits Code.
	2.	Coordinate communication regarding media and outreach to members of the association.
	3.	Promote the association benefits program so that new students are aware of the program before class registration begins.
	4.	Administer the association benefits program.
	5.	Be responsible for recruiting new members in a timely fashion, ensuring that there is a stable membership base to fund each semester.
	6.	Meet with the student affairs accountant to review the financial standing of the benefits program.
SECTION 7	Vic	e President of Advocacy:
	1.	Serve as the representative of the Junior/Community College at the regional meetings of the Statewide Student Executive Board.
	2.	Be informed of statewide legislation and issues affecting students and student government.
	3.	Be responsible for the coordination of statewide efforts involving the association.
		229 P a g e

SECTION 8	Vice President of Campus:	
	Be responsible for representing student issues and concerns of Camp branches of the Student Executive Board	ous to all
	Serve on the Student Executive Board Budget Committee.	
	Serve on the Programs Committee.	
	4. Work collaboratively with the chair of the Inter-Club Counci	l.

ARTICLE VII

Programs Committee

- **SECTION 1** The Student Executive Board shall establish a programs committee which shall serve as an advisory body responsible for proposing and outlining implementation of events and activities for student learning, enrichment, and enjoyment.
- SECTION 2 The Programs Committee shall be composed of the vice president of programs, vice president of ______Campus, two student members at-large, one representative of the Academic Executive Board, one representative of the Classified Senate, and one representative of the management team appointed by their constituent groups. Each is entitled to one vote. The associated student president, or designee, shall serve on the committee as an ex-officio member.
- **SECTION 3** The Programs Committee shall abide by the Programs Committee Code.

ARTICLE VIII

Inter-Club Council

SECTION 1	The Student Executive Board shall establish one Inter-Club Council for the Ca	ampus
	and one for the Campus. These groups shall be responsible for the recognitio	n,
	activation, and coordination of all clubs and organizations present at each respective campus.	
SECTION 2	Each Inter-Club Council shall be composed of a representative for each club or organization receively that council. Each is entitled to one vote.	ognized
SECTION 3	Each meeting of an Inter-Club Council shall fall under the provisions of the Ralph M. Brown Ad	ct.
SECTION 4	Each Inter-Club Council shall abide by the Inter-Club Council Code.	
SECTION 5	Each Inter-Club Council shall elect a chair from among the representatives sitting on that body.	
	ARTICLE IX	

Budget

SECTION 1 The Student Executive Board shall establish a Budget Committee. That committee shall serve as an

advisory body responsible for generating a budget proposal. This proposal shall be based on the previous year's expenditures and income in addition to recommendations made by the college community.

- SECTION 2 The Budget Committee shall be comprised of the Executive Vice President, the Vice President of the _____ Campus, and the Vice President of the _____ Campus. Each is entitled to one vote.
- **SECTION 3** The Budget Committee shall abide by the Budget Committee Code.

ARTICLE X

Elections

- **SECTION 1** The Student Executive Board shall appoint a student election coordinator who shall be responsible for the implementation of the Election Code.
- **SECTION 2** The Student Election Coordinator shall ensure that all polling places are open and fully staffed during the elections and that the ballots are counted promptly after the polling places close.
- **SECTION 3** The Student Election Coordinator shall have an advisor appointed by the Director of Student Affairs and New Student Programs. This advisor shall not be responsible for executing any of the duties of the Student Election Coordinator.

ARTICLE XI

Initiative, Referendum and Recall Measures

- **SECTION 1** An initiative measure may be proposed by a petition signed by a number of members equal to one-third (1/3) of the votes cast in the last Associated Students election. The Student Executive Board shall schedule an election to be held during the semester of receipt of a valid petition. Approval of an initiative measure shall require a two-thirds (2/3) majority of the votes cast. Any initiative approved shall go into effect on the first day of the academic year following the elections.
- **SECTION 2** Any measure may be submitted to referendum by a two-thirds (2/3) vote of the Student Executive Board. The Student Executive Board shall schedule an election to be held during the semester in which the measure is to be submitted to referendum. Approval of a referendum measure shall require a twothirds (2/3) majority of the votes cast. Any referendum approved shall go into effect immediately following the election.
- **SECTION 3** A recall may be proposed by a petition signed by a number of students equal to one-half (1/2) of the votes cast on the last Associated Students election. The Student Executive Board shall schedule an election to be held not more than fifteen (15) instructional days after receipt of a valid petition. Approval of the recall measure shall require a two-thirds (2/3) majority of the votes cast.

Instructional days are Monday through Friday during the semester, as designated by the college according to state reporting guidelines.

ARTICLE XII

Amendatory Systems and Provisions

SECTION 1 Amendments shall be designated as those items which directly or indirectly affect either the intent or scope of those articles within the main body of the Constitution.

No amendment to the constitution may conflict with federal laws, the Education Code or laws of the State of California, or the regulations of the ______ Junior/Community College District.

Initiative proposals to amend this Constitution must meet the requirements as prescribed in Article IX, Section 1.

Ratification of an amendment shall require two-thirds of all votes cast at a special or general election.

Amendments from general elections shall go into effect on the first day of the academic year following the elections.

Copies of proposed amendment(s) must be made available to all registered students at least twenty (20) instructional days prior to being voted upon.

SECTION 2 A code shall be designated as an area of activity deemed necessary to perpetuate and comply with the purposes of this constitution. It shall contain only ratified statutes.

All codes shall be separate from, but subordinate to, this constitution.

The establishment or amendment of a code shall require at least a one-week postponement and then a simple majority vote of the Student Executive Board for action.

ARTICLE XIII

Enabling Clause

SECTION 1 This constitution shall become effective when approved by a simple majority of the Associated Student Constitution Committee, a simple majority of the Associated Student Executive Board, and two-thirds (2/3) of the votes cast by the Associated Students in the general election, and shall be deemed operational not later than the first day of the summer session, 20___.

Sample ASB Club Constitution at a Community College (Basic)

Club Constitution

Junior/Community College

ARTICL	ΕI	
	The club shall be called	
ARTICL	JE II	
	The purpose of the	Club shall be to
ARTICL	JE III	
	Any College student sha	ll be eligible for membership.
	There shall be no restrictions. Membership shall begin wh	en a person signs the club roll.
ARTICL	LE IV	
	The club shall elect a president by a simple majority vote	of members present.
	The club shall appoint a representative to the Inter-Club C	ouncil, in addition to an alternate for that position.
	The club may elect any other officers it deems necessary b	by a simple majority vote.
	There may also be various members appointed to be in ch	arge of various tasks as the need arises.
	All officers shall serve for Off present at any meeting decides to remove them, whereupo new officers.	•
ARTICL	LE V	
	The club shall meet Other opinion of the members.	meetings shall be held if sufficient need exists in the

Parliamentary authority shall be Sturgis' Standard Code of Parliamentary Procedure.

ARTICLE VI

This constitution shall be amendable with the consent of 2/3 of the members present at a regular meeting. Any amendment the majority decides on shall be considered an amendment, and the constitution shall reflect that change.

ARTICLE VII

This constitution becomes effective upon the acceptance of a majority of the members present at the first meeting.

Sample Budgets Sample Budget for Large High School

Name of School

Proposed ASB Budget

Fiscal Year 20xx–20xx

Account	Account Description	Budget	
	Net Beginning Fund Balance		\$168,488.18
Revenue	Estimated Income		
4000	Boys' Basketball Income	\$8,800.00	
4001	Football Income	9,066.00	
4003	Girls' Basketball Income	4,275.00	
4004	Championship Playoff Income		
4020	Yearbook Income Advertising	17,500.00	
4021	Yearbook Income Sales	48,000.00	
4031	Talent Show Income	1,380.00	
4033	ASB Discount Cards	9,756.00	
4034	Misc. ASB Fundraising	3,000.00	
4045	Copy Machine Income	100.00	
4046	Inactive Clubs		
4052	Spring Musical Income		
4053	ASB Dance Income	6,500.00	
4054	Homecoming Dance Income	13,667.00	
4900	Student Store Sales	1,247.00	

Account	Account Description	Budget	
4950	Snack Bar Sales	64,000.00	
	Total Sales and Income		187,291.00
	Total Income and Beginning Fund Balance		355,779.18
	Estimated Expenses		
5000	Baseball Expense	6,500.00	
5001	Boys' Basketball Expense	8,800.00	
5002	Girls' Basketball Expense	6,500.00	
5003	Football Expense	9,800.00	
5004	Golf Expense	500.00	
5005	Boys' Tennis Expense	100.00	
5006	Girls' Tennis Expense	100.00	
5007	Track Expense	1,500.00	
5008	Wrestling Expense	1,500.00	
5009	Boys' Soccer Expense	2,000.00	
5010	Girls' Soccer Expense	2,000.00	
5011	Softball Expense	1,500.00	
5012	Swimming Expense	500.00	
5013	Cross Country Expense	1,000.00	
5014	Boys' Volleyball Expense	700.00	
5015	Girls' Volleyball Expense	1,500.00	
5016	Water Polo Expense	600.00	
5017	Championship Playoff Expense	0.00	

Account	Account Description	Budget
5018	Athletic Equipment Supply Expense	5,000.00
5019	Athletic Trophy Expense	2,000.00
5021	Athletic Awards Program	500.00
5022	Athletic Letter Expense	2,500.00
5023	CIF League Dues Expense	1,500.00
5030	Band and Music	4,500.00
5031	Cheerleader Expense	685.00
5032	Choir Expense	7,000.00
5050	ASB Dance Expense	5,000.00
5054	Spring Musical Expense	0.00
5055	Homecoming Dance Expense	9,896.00
5056	Talent Show Expense	1,500.00
5061	Yearbook Expense	63,000.00
5063	Bad Debts	0.00
5100	Academic Team Expense	3,144.00
5101	Audio Visual Expense	1,000.00
5102	Other Award Expense	500.00
5103	Armored Car Service Expense	1,850.00
5104	Cash Over and Short Expense	0.00
5105	Commencement Expense	500.00
5106	Bookkeeper's Office Expense	1,250.00
5107	Photocopy Machine Expense	500.00
5108	Community Service Expense	700.00

Account	Account Description	Budget
5109	Conference Expense	5,000.00
5111	Equipment and Supply Expense	8,000.00
5112	Miscellaneous Expense	100.00
5113	Form and Printing Expense	1,000.00
5114	Graphic Art Expense	200.00
5115	Homecoming Expense	600.00
5117	Improvement of Gym Bleacher Expense	20,000.00
5120	Crew Expense	4,000.00
5121	Postage Expense	250.00
5122	Debate Team Expense	5,000.00
5123	Productive Advertising	300.00
5124	Publicity and Spirit Expense	2,500.00
5126	Student Activities Expense	2,750.00
5128	Student Government Expense	5,200.00
5129	Speaker Expense	2,500.00
5130	Student Leader Award Expense	200.00
5132	Substitute Expense	400.00
5133	Transportation Expense	2,135.00
5910	Student Store Purchases	4,000.00
5912	Student Store Change	0.00
5913	Student Store Taxes	100.00
5964	Snack Bar Expense	4,500.00

Total Estimated Expenses	226,360.00
Estimated Ending Fund Balance	129,419.18
Total Estimated Expenses and Fund Balance	\$355,779.18
Estimated Operating Loss for Year	(39,069.00)
Summary Net Gain or (Loss)	(\$39,069.00)
Submitted and Approved by:	
Student Club Representative:	
	Signature, Title and Date
We certify that this request has been approved by ASB of Club Advisor:	
	ature, Title and Date
Principal/School Administrator:	
	Signature, Title and Date
Verified by ASB Bookkeeper:	
	Signature, Title and Date
Recorded in ASB Student Council Minutes on:	
	Date
Presented to ASB on:	
Date	

Sample Fundraising Summary — Budget-to-Actual Performance

Name of School

Fundraising Summary: Budget to Actual Performance

Account	Account Description	Budget	Actual	Better	Worse		
	Net Beginning Fund Balance		\$168,488.18	\$168,488.18			
Revenue	Estimated Income						
4000	Boys' Basketball Income	\$8,800.00	\$8,830.00	\$30.00			
4001	Football Income	9,066.00	9,066.00	0.00			
4003	Girls' Basketball Income	4,275.00	4,275.00	0.00			
4004	Championship Playoff Income		(141.00)		\$141.00		
4020	Yearbook Income Advertising	17,500.00	17,887.75	387.75			
4021	Yearbook Income Sales	48,000.00	54,055.00	6,055.00			
4031	Talent Show Income	1,380.00	1,380.00	0.00			
4033	ASB Discount Cards	9,756.00	10,886.00	1,130.00			
4034	Misc. ASB Fundraising	3,000.00	3,013.50	13.50			
4045	Copy Machine Income	100.00	83.17		16.83		

Fiscal Year 20xx–20xx

Account	Account Description	Budget	Actual	Better	Worse
4046	Inactive Clubs		7,212.63	7,212.63	
4052	Spring Musical Income		1,030.00	1,030.00	
4053	ASB Dance Income	6,500.00	10,728.95	4,228.95	
4054	Homecoming Dance Income	13,667.00	13,667.00	0.00	
4055	Talent Show Income		680.14	680.14	
4900	Student Store Sales	1,247.00	1,423.80	176.80	
4950	Snack Bar Sales	64,000.00	58,725.10		5274.90
	Total Sales and Income		187,291.00	\$202,803.04 \$20,944.77	\$5,432.73
	Total Income and Beginning Fund Balance		\$355,779.18	\$371291.22	

Account	Account Description	Budget	Actual	Better	Worse
Expense	Estimated Expenses				
5000	Baseball Expense	6,500.00	6,649.76		149.76
5001	Boys' Basketball Expense	8,800.00	7,305.29	1,494.71	
5002	Girls' Basketball Expense	6,500.00	5,739.77	760.23	
5003	Football Expense	9,800.00	12,592.50		2,792.50
5004	Golf Expense	500.00	524.75		24.75
5005	Boys' Tennis Expense	100.00	120.00		20.00
5006	Girls' Tennis Expense	100.00	42.48	57.52	
5007	Track Expense	1,500.00	1,573.26		73.26
5008	Wrestling Expense	1,500.00	1,739.00		239.00
5009	Boys' Soccer Expense	2,000.00	179.80	1,820.20	
5010	Girls' Soccer Expense	2,000.00	2,589.20		589.20
5011	Softball Expense	1,500.00	1,856.00		356.00
5012	Swimming Expense	500.00	90.00	410.00	
5013	Cross Country Expense	1,000.00	653.00	347.00	
5014	Boys' Volleyball Expense	700.00	685.00	15.00	
5015	Girls' Volleyball Expense	1,500.00	1,402.00	98.00	

Account	Account Description	Budget	Actual	Better	Worse
5016	Water Polo Expense	600.00	574.40	25.60	
5017	Championship Playoff Expense	0.00	276.81		276.81
5018	Athletic Equipment Supply Expense	5,000.00	5,384.64		384.64
5019	Athletic Trophy Expense	2,000.00	1,472.72	527.28	
5021	Athletic Awards Program	500.00	251.33	248.67	
5022	Athletic Letter Expense	2,500.00	1,358.56	1,141.44	
5023	CIF League Dues Expense	1,500.00	1,579.85		79.85
5030	Band and Music	4,500.00	4,461.25	38.75	
5031	Cheerleader Expense	685.00	791.57		106.57
5032	Choir Expense	7,000.00	7,162.81		162.81
5050	ASB Dance Expense	5,000.00	6,907.92		1,907.92
5054	Spring Musical Expense	0.00	1,137.58		1,137.58
5055	Homecoming Dance Expense	9,896.00	10,202.48		306.48
5056	Talent Show Expense	1500.00	514.17	985.83	

Account	Account Description	Budget	Actual	Better	Worse
5061	Yearbook Expense	63,000.00	82,859.48		19,859.48
5063	Bad Debts	0.00	13.00		13.00
5100	Academic Team Expense	3,144.00	3,413.15		269.15
5101	Audio Visual Expense	1,000.00	214.93	785.07	
5102	Other Award Expense	500.00	356.17	143.83	
5103	Armored Car Service Expense	1,850.00	1,462.20	387.80	
5104	Cash Over and Short Expense	0.00	249.50		249.50
5105	Commencement Expense	500.00	215.27	284.73	
5106	Bookkeeper's Office Expense	1,250.00	1,386.34		136.34

Account	Account Description	Budget	Actual	Better	Worse
5107	Photocopy Machine Expense	500.00		500.00	
5108	Community Service Expense	700.00	679.36	20.64	
5109	Conference Expense	5,000.00	1,706.50	3,293.50	
5111	Equipment and Supply Expense	8,000.00	5,704.46	2,295.54	
5112	Miscellaneous Expense	100.00		100.00	
5113	Form and Printing Expense	1,000.00	203.41	796.59	
5114	Graphic Art Expense	200.00		200.00	
5115	Homecoming Expense	600.00	192.87	407.13	
5117	Improvement Gym Bleacher Expense	20,000.00	22,789.26		2,789.26
5120	Crew Expense	4,000.00	4,364.44		364.44
5121	Postage Expense	250.00	66.00	184.00	
5122	Debate Team Expense	5,000.00	4,900.00	100.00	
5123	Productive Advertising Expense	300.00		300.00	
5124	Publicity and Spirit Expense	2,500.00	847.53	1,652.47	
5126	Student Activities Expense	2,750.00	3,064.18		314.18
5128	Student Government Expense	5,200.00	4,363.31	736.69	
5129	Speaker Expense	2,500.00	1,840.45	659.55	

Account	Account Description	Budget	Actual		Better	Worse
5130	Student Leader Award Expense	200.00	911.50			711.50
5132	Substitute Expense	400.00			400.00	
5133	Transportation Expense	2,135.00	2,594.75			459.75
5910	Student Store Purchases	4,500.00	2,198.05		1,801.95	
5912	Student Store Change	0.00	53.71			53.71
5913	Student Store Taxes	100.00	99.09		0.91	
5964	Snack Bar Expense	4,500.00	4,514.00			14.00
	Total Estimated Expenses		226,360.00	237,080.81	23,020.63	33,841.44
	Estimated Ending Fund					
	Balance		129,419.18	134210.41		
	Total Estimated Expenses and Fund Balance		\$355,779.18	\$371,291.22		
	and Approved by:					_
			Signature, Title and Date			
We certify	that this request has been ap	proved by AS	SB or Student Council:			
Club Advis	or:					
		Signat	ure, Title and Date			
Principal/So	chool Administrator:		Signature, Title and Date			-
Vorff - 11	ACD Decklerer					
verified by	ASB Bookkeeper:		Signature, Title and Date			-
					246	Page

Sample ASB Balance Sheet – Large High School

Associated Student Body Balance Sheet

As of June 30, 20xx

Description	Balance	Total
CA Bank and Trust, Acct XXX	\$9,092.65	
CA Bank and Trust, Acct XXX	108,423.06	
CA Bank and Trust, Acct XXX	186,511.59	
Wells Fargo, Acct XXX	54,522.57	
Wells Fargo, Acct XXX	25,666.32	
Total Cash Accounts	_	\$384,216.19
Change Fund	78.50	
Inventory Student Store	282.14	
Total Other Assets	_	360.64
Total Assets	_	\$384,576.83
Total Class Accounts	17,930.01	
Total Student Club Accounts	49,560.52	
Total Student Body Accounts	_	\$67,490.53
Total General Liabilities	7,786.31	

Total Scholarship Accounts	25,466.32	
Total Other Trust Accounts	29,256.42	
Total Deferred Income Accounts	90,289.00	
Total Clearing Accounts	23,549.91	
Total Trust and General Liability Accounts		\$176,347.96
Student Body Reserve, July 1	168,488.18	
Net Loss for Year	(\$27,749.84)	
Fund Balance as of June 30		140,738.34
Total Liabilities and Fund Balance		\$384,576.83
Submitted and Approved by:		
Student Club Representative:		
Student Club Representative:	Signature, Title and Date	
We certify that this request has been approved by AS Club Advisor:	SB or Student Council:	
Signat	ure, Title and Date	
Principal/School Administrator:		
	Signature, Title and Date	
Verified by ASB Bookkeeper:		
	Signature, Title and Date	

		Trial Balance		Income Statement		Balance Sheet	
Account Group	Account Name	Debit	Credit	Debit	Credit	Debit	Credit
Assets	Cash – Checking	\$9,092.65				\$9,092.65	
	Cash – Savings	375,123.54				375,123.54	
	Change Fund	78.50				78.50	
	Inventory Student Store	228.14				228.14	
Liabilities and Trust	Student Body Accounts		\$67,490.53				\$67,490.53
	Scholarship Accounts		25,466.32				25,466.32
	Other Trust Accounts		29,256.42				29,256.42
	Deferred Income Accounts		90,289.00				90,289.00
	Other Liability Accounts		31,336.22				31,336.22
Fund Balance	Fund Balance		168,488.18				168,488.18
Income	ASB Cards		10,886.00		\$10,886.00		
	Yearbook Sales		54,001.00		54,001.00		
	Yearbook Advertising		17,887.75		17,887.75		
	Interest Income		16,760.13		16,760.13		
	Other Income		109,742.09		109,742.09		
Expenses	Yearbook	82,859.48		\$82,859.48			
	Gym Bleacher Project	22,789.26		22,789.26			
	Other Expenses	131,432.07		131,432.07			
	Total	\$621,603.64	\$621,603.64	\$237,080.81	\$209,276.97	\$384,522.83	\$412,326.67
	Profit or (Loss) for Year				27,803.84		
	Total			\$237,080.81	\$237,080.81		
	Change to Fund Balance					27,803.84	
	Total					\$412,326.67	\$412,326.67

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

We certify that this request has been approved by ASB or Student Council:

Principal/School Administrator:

Signature, Title and Date

Verified by ASB Bookkeeper:

Signature, Title and Date
Application for Student Club (for new clubs)

Name of School_____

Associated Students

Application for Student Club

(PLEASE PRINT)

Fiscal Year: _____

I. We the students of the ______ (name of the school), request permission to form a student club. A list of the students sponsoring this application is attached to this application.

II. This club will be called ______

and will have as its purpose:	

III. Mr./Ms	(name of certificated faculty member) will serve as the
advisor for this club for the	school year.

IV. We have attached:

A copy of the proposed constitution for this club.

A copy of the proposed budget for this club for the current school year.

Title, powers and duties of the officers and the manner of their election.

Scope of proposed activities.

List of students who are interested in starting this club and interested in becoming members.

V. Submitted by:

Student Club Representative:

Signature, Title and Date

Club Advisor:_____

Signature, Title and Date

Approved by:

Principal/School Administrator:

Signature, Title and Date

ASB Student Council President:

Signature, Title and Date

Recorded in ASB Student Council Minutes on (date):

Student Council or Club Meeting Minutes

Name of School			
Name of Club			
	Associated Student 1	Body Minu	ites
Meeting Date:	Meeting Time:	Lo	cation:
Kind of Meeting (circle one):	Regular	Special	Other
The meeting was called to order by			
The minutes of the meeting dated _ on		were read an	d approved (corrected and approved)
Presiding Officer:			
Roll Call by:			
# of Members Present:	# of Members Absent:		
Meeting Attendees (attack	h separate list):		

The following purchase orders were approved (list below or attach separate list):

Purchase Order Number	Vendor Name	Amount	Club	Purpose of Expenditure

Motion by:	Second by:

Vote Count:_____Number For: _____Number Opposed: _____

The following invoices were submitted for payment (list below or attach separate listing):

Check Number	Payable To	Amount	Club	Purpose of
				Expenditure
Motion by:		Second by:		
Vote Count:	Number For:	Numbe	er Opposed <u>:</u>	
Other motions:				
Motion by:	Secor	nd hv:		
Vote Count:	Number For:	Numbe	er Opposed:	
Communication and I	Reports:			
Old Busines	SS:			
New Busine	ess:			
Unfinished	Business:			
Announcem	ients:			
Submitted b				
ASB Secret	ary:	(Signature and Da		
ASB Club A	Advisor:	(Signature and Da		
			,	
Forwarded to ASB St	tudent Council Minute	s on:	Date	-
		~		
Signed official copy j	placed in binder for of	ticial record on:	Date	
			Date	254 F

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ASB Cash Count

Name of School:

Name of Club:_____

ASB Cash Count

Fiscal Year: _____

Name of person completing form:

Date completing this form:_____

(A) Denomina	tions	(B) Number of Bills or Coins	(C) Total Amount Collected (A times B)			
Pennies	.01					
Nickels	.05					
Dimes	.10					
Quarters	.25					
Half dollars	.50					
Dollar coins	1.00					
Dollar bills	1.00					
Five dollar bills	5.00				Totals from	
Ten dollar bills	10.00				Receipts Adding	
Twenty dollar bills	20.00				Machine Tape	
		Total amount of all cash	\$	(D)	\$	Total Cash Receipts
		Total amount of all checks	\$	(E)	\$	Total Check Receipts
		Total amount of all cash and checks	\$			
(Pre-record amount initial the amount o change funds receiv	f	Less startup change fund amount	\$			Initial upon receiving change funds
		Total net amount of all cash and checks	\$			

Note		ASB Bookkeeper	
Confirm that total "cash & coin" receipts equal total amount of all cash.	(D)	ASD DOOKKeeper	Initial
Confirm that all check receipts agree to attached receipts.	(E)		Initial
Confirm that all check payees individually agree to attached receipts.			Initial
Confirm that all receipt numbers are sequential, with none missing.			Initial
Follow up on ANY differences.			
Cash Count form prepared by:			
	Signature,	Title and Date	
Signature of fundraising staff counting the cash:			
		Signature and Date	
Signature of fundraising staff counting the cash:			
· · · · · ·		Signature and Date	
Verified by ASB Bookkeeper:			
		Title and Date	
Submitted and Approved by:			
Student Club Representative:			

Club Advisor:_____

Signature, Title and Date

Date

Signature, Title and Date

Signature, Title and Date

Principal/School Administrator:

Recorded in ASB Student Council Minutes on:

Supporting documentation:

(Must be included when this form is turned in)

Cash register:

Report of Ticket Sales form

Unused tickets returned

Prenumbered receipt books:

Cash register tape

Copy of each receipt issued

Tally Sheet:

Copy of each receipt issued All receipt books returned

All receipt books accounted for

Completed tally sheet/sheets

Name of School:	
Name of Club:	
	Report of Ticket Sales
Fi	iscal Year:
³ undraiser:	
Date of fundraiser:	
Person(s) selling tickets:	
Signature of person(s) selling tickets:	
	ket color. If more are used with different prices, use additional Report of
<i>Ticket Sales sheets and summarize all shee</i> . Submitted and Approved by:	
<i>Ticket Sales sheets and summarize all sheet</i> Submitted and Approved by:	ets at the bottom.
<i>Ficket Sales sheets and summarize all shee</i> . Submitted and Approved by: Student Club Representative:	ets at the bottom.
<i>icket Sales sheets and summarize all shee</i> . Submitted and Approved by: Student Club Representative:	ets at the bottom.
<i>Ficket Sales sheets and summarize all shee</i> . Submitted and Approved by: Student Club Representative:	ets at the bottom. Signature, Title and Date
<i>Ficket Sales sheets and summarize all shee</i> . Submitted and Approved by: Student Club Representative: Club Advisor:	ets at the bottom. Signature, Title and Date Signature, Title and Date Signature, Title and Date

Request for Approval: Fundraising Event	
Name of School:	
Name of Club:	
Request for Fundraiser Approval	
Fiscal Year:	
Date this form is completed:	
Proposed event:	
Description of fundraiser:	-
Requesting Club/Organization(s):	
Proposed Date(s) of Event:	
Club Contact Person:	
ASB or Club Advisor:	
Location of Proposed Activity:	
Status of Event (check one):	
Budget Plan for Activity (Attach Description)	
Revenue Potential form completed? \Box Yes \Box No (attached form if completed)	
Other Background Information (such as other schools or clubs that have held similar events):	
Approval	
Submitted and Approved by:	
Student Club Representative:	
Signature, Title and Date	259 P a g

Club Advisor:			
Signature, Title and I	Date		
Student Council Recommendation 🗆 Yes 🗆 No			
Student Council Representative:			
	Signature, Title a	nd Date	
Principal/School Administrator or Designee Recommendation:	□ Yes	□ No	
Approved by:			
Principal/School Administrator:			
	Signature, Title ar	nd Date	
ASB Student Council President:			
	Signature, Title ar	nd Date	
Recorded in ASB Student Council Minutes on:			
	Date		
Presented to District Office, if applicable, on:			
	Date		
Reason for disapproval, if applicable:			

Revenue Potential (Fundraising Budget versus Actual Statement)

Name of School:_____

Name of Club:_____

Revenue Potential/Fundraising Budget versus Actual Statement

Fiscal Year: _____

Name of Event:

Date of Event:

Date Form Completed:_____

EXPECTED REVENUE:	BUDGET	ACTUAL	DIFFERENCE
Sales quantity x Sales price	\$	\$	\$
OTHER REVENUE:			
Donations, Sales of ads, etc.	\$	\$	\$
TOTAL REVENUE (A)	\$	\$	\$

EXPENSES:		
Product quantity x Cost	\$ \$	\$
(per invoice) OTHER	 	
EXPENSES:		
Freight	\$ \$	\$

Advertising	\$ \$	\$
Other	\$ \$	\$
TOTAL EXPENSES (B)	\$ \$	\$

OTHER: (C)		
Items Donated or Given as Prizes – Quantity x Cost	\$ \$	\$
TOTAL PROFIT (A-B-C)	\$ \$	\$

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

Club Advisor:_____

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Recorded in ASB Student Council Minutes on:

Date

Internal Controls Checklist by Job Responsibility

A "No" response to any of the following questions may indicate an internal control weakness. The district should perform a self-evaluation and investigate all potential weaknesses, and ensure that controls are put into place so that the weakness will no longer result in internal control issues.

District Business Office Staff		YES	NO	N/A	Comments
1.	Does the district have a comprehensive board policy and administrative regulations that provide rules and regulations for ASB governance and operations?	6	6	6	
2.	Does the district have a comprehensive ASB manual with detailed procedures?	6	6	6	
3.	Has the FCMAT ASB Account Manual, Fraud Prevention Guide and Desk Reference been adopted as part of the district's ASB policies and procedures?	6	6	6	
4.	If the district has a comprehensive manual, is it reviewed and updated, if necessary, at least annually? Does the update address areas of concern or confusion identified in the previous year's audit?	6	6	6	
5.	Does the business office provide annual ASB training for all school and district employees who work with ASB activities, and retain a signed and dated training attendance log as proof that employees received training?	6	6	6	
6.	Do members of the business office staff periodically (at least annually) visit each school to provide support and to review the ASB procedures used at the school?	6	6	6	
7.	Has the district ensured that school employees and students know whom to call in the district business office if they have questions or concerns about ASB and are unable to get answers at the school?	6	6	6	
8.	Has the business office taken				2/2 D
					263 P a g e

immediate action to correct annual audit findings related to ASB activities? Are the school sites involved in developing action plans to ensure that the findings do not recur?

- 9. Are all proposed fundraising events approved by the governing board or its designee at the beginning of each school year? Is this list updated throughout the year?
- 10. Does the business office's sales tax report include the sales and use tax for the student store and other purchases?
- 11. Before any disbursement is issued to any independent contractor, does the business office have on file a valid and signed IRS Form W-9, Request for Taxpayer Identification Number and Certification?
- 12. Does the business office issue 1099s for all independent contractors paid with ASB funds?
- 13. Has the business office developed standard forms, processes and systems for ASB operations districtwide?
- 14. Does the business office receive and review periodic financial statements from the ASB organizations and sign and date that they have reviewed the documents?
- 15. Does the business office review the monthly bank reconciliations from the site ASBs?
- 16. Does the district have access to an independent third-party fraud reporting whistleblower website and telephone hotline?

Signature

__Date_

6

6

6

Principal/School Administrator

The principal/school administrator is the primary manager and responsible person at the school site. This is where the ultimate responsibility lies for all activities on campus, from test scores and athletic events to parental satisfaction with teachers in the classroom. Many principals/school administrators delegate the responsibility and authority for ASB coordination and management to others, such as a vice principal, ASB advisor, club advisor and/or a teacher or other staff. This varies by school level and school size.

Some items listed as internal control questions for the principal/school administrator are equally important for the ASB advisor with delegated responsibilities.

Questions below that are more relevant to secondary schools or to schools with organized ASBs contain the notation [Secondary].

		YES	NO	N/A	Comments
1.	At the beginning of each year, do you spend some time at a staff meeting discussing ASB issues, operations and internal controls at the school (e.g., what is allowed and what are the procedures)?	6	6	6	
2.	Do you spend time each month discussing ASB activities with the ASB bookkeeper, particularly problems that are developing?	6	6	6	
3.	Do you report any questionable or suspicious activities to the district's business office for investigation?	6	6	6	
4.	Do you verify that only ASB funds are maintained in ASB bank accounts? ASB bank accounts should not include PTA or booster club money, donations to non-ASB entities, or faculty charitable funds.	6	6	© _	
5.	Is a formal application required from any students who want to establish a new club at the school? [Secondary]	6	6	6	
6.	Is each club advisor a certificated staff member of the district?	6	6	6	
7.	Do the student council and all clubs have a constitution that establishes the policies and rules for student				
					265 P a g e

governance of the council or club? [Secondary]

- 8. Are all clubs required to prepare and maintain minutes of all club meetings, with all necessary items noted? [Secondary]
- 9. Are the student council and each club required to prepare, adopt and monitor a budget for the fiscal year? [Secondary]
- 10. Do you ensure that only allowable expenses are paid from ASB funds?
- 11. Do you use a purchase order form with one required approval signature (unorganized) or three required approval signatures? [Secondary]
- 12. Are purchase orders dated and approved before the item is purchased?
- 13. Do you ensure that students are approving expenditures and that adults (teachers, advisors or coaches) are not making the decisions? [Secondary]
- 14. If food is sold in the student store, has it been approved by the director of food services? [Secondary Only. Primary grades cannot sell food daily.]
- 15. Do you verify that all ASB bank accounts are reconciled within two weeks of receipt of the bank statement?
- 16. If bank account reconciliations are not performed within two weeks of receipt of the bank statement, is a reconciliation completion promise date obtained and followed up to ensure the bank reconciliation is completed?
- 17. Are you one of the individuals authorized to sign ASB checks? Who

6	6	6	
6	6	6	
6	6	6	
6	6	6	
6	6	6	
6	6	6	
6	6	6	
6	6	6	
6	6	6	
6	6	6	

are the other approved signers?	6	6	6	
18. Do you know whom the board has approved to sign contracts? Up to what amount?	6	6	6	
19. Do you review the bank reconciliations each month and initial the bank statement as well as the reconciliation as evidence of your review?	6	6	6	
20. If you clearly delegated specific responsibilities and authority to an ASB advisor or advisors, do you meet regularly to coordinate and collaborate regarding school site needs and activities?	6	6	6	
21. Is there a safe at the school with limited access that is adequate to hold all cash receipts until deposit?	6	6	6	
22. Are bank deposits made within a few days of receipt, but at least weekly?	6	6	6	
23. Do you review ASB financial reports monthly?	6	6	6	
Signature		Da	ite	

ASB Advisor

The ASB advisor is a vital contributor to the success of ASB operations. This position is used in different ways in different LEAs statewide.

In numerous secondary schools, the principal/school administrator has delegated significant responsibility and authority to the ASB advisor. When this is the case, a number of the items identified above as internal control questions for the principal/school administrator apply to the ASB advisor.

		YES	NO	N/A	Comments
1.	Do you feel that the district staff and/or the principal/school administrator have adequately explained your responsibilities?	6	6	6	
2.	Do you know where to go for help if				
					267 P a g e

you have questions about ASB policies or procedures?

- 3. Are you a certificated staff member of the district?
- 4. Do you ensure that careful minutes are taken at each club meeting, with all necessary items noted?
- 5. Do you help your club prepare and monitor an annual budget?
- 6. Do you monitor spending during the year to ensure that the club will not end the year with a large carryover balance or a negative balance?
- 7. Do you work with your club to ensure that fundraisers are appropriate and adequate controls are in place to make them successful?
- 8. Do you work with the students to establish and implement cash receipt control procedures for each fundraising event?
- 9. Is potential revenue projected for each fundraising event?
- **10.** Do you ensure that cash receipts are given to the ASB bookkeeper immediately, or as soon as possible, after the fundraising event?
- 11. Do you ensure that those responsible for the fundraising event have had two people count all funds raised and that both individuals sign and date the fundraising cash collection form?
- 12. Do you count the cash receipts in the presence of a second person, and do you both sign and date the form indicating that the counted funds are accurate?
- 13. Do you keep duplicate copies of cash count forms, and all other forms that are part of the financial process?

Signa	ature			_Date	2	
19.	Does the district provide staff development and training opportunities for you throughout the year?	Œ	5	6	6	
18.	If you are the advisor for the student store, are additional internal controls in place, such as comparing sales to inventory, periodic inventory of goods, and review of pricing policy?	Œ	5	6	6	
17.	Are you one of the authorized signers of the ASB checks? Who are the other approved signers?	(5	6	6	
16.	Do you review ASB financial reports monthly?		5	6	6	
15.	Are you one of the individuals who preapproves expenditures (with a student representative and the principal/school administrator) via a purchase order?	Œ	5	6	6	
14.	Do you understand what types of expenses ASB funds are allowed to be used for?		5	6	6	

ASB Bookkeeper

Many accounting functions need to be performed for ASB operations. In the best-case situation, a person with adequate time and appropriate technical skills and knowledge will be assigned to perform these functions. The staff member performing the following tasks may not have the official title of ASB Bookkeeper, but for purposes of this checklist, that is the title used for the person performing the ASB accounting functions at the school.

		YES	NO	N/A	Comments
1.	Do you have sufficient time to devote to ASB recordkeeping?	6	6	6	
2.	Do you provide each club with information on the revenues and expenses to date each month? Is this also provided to the ASB advisor,				
					269 P a g e

principal/school administrator and ASB treasurer? [Secondary]

- 3. Do you understand the appropriate internal controls for cash receipts from each type of fundraising event?
- 4. Do you ensure that students and staff establish cash receipt control procedures for each fundraising event?
- 5. Do you maintain an adequate stock of supplies for cash receipt control procedures, such as prenumbered tickets, prenumbered receipt books, and duplicate carbon cash count forms?
- 6. Do you ensure that the advisors turn in the appropriate documentation for the fundraising event in addition to the cash collected? This documentation includes reports on tickets issued and other items.
- 7. Do you ensure that all cash count forms for fundraising and all events where funds are collected are counted and signed before you take custody of the deposit?
- 8. If a startup cash change box is issued, does the person(s) receiving the change count the startup cash in front of the ASB bookkeeper and sign indicating that the startup change is accurate?
- 9. Is cash deposited into the bank account within a few days after it is collected and received?
- 10. Are all expenses approved in advance?
- 11. Do you have copies of the signed purchase orders?
- 12. Is the purchase order dated and approved prior to the purchase?

6	6	6	
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6	6	6	

ste	re the checkbook and the check ock stored in a locked file cabinet or offe?	6	6	6	
in	there a log that identifies the dividuals who have access to the SB safe?	6	6	6	
or	re expenses paid only with an riginal invoice and a document that erifies that the goods were received?	6	6	6	
	re two signatures required on all necks? Are there backup signers?	6	6	6	
en	re checks made to vendors and nployees only for reimbursements not to cash)?	6	6	6	
eq	a record maintained of all quipment purchased with ASB inds?	6	6	6	
W	o you have a process to determine hether a worker is an employee or an idependent contractor?	6	6	6	
fo	re all employees who perform work or the ASB paid through the district's ayroll and then invoiced to ASB?	6	6	6	
Ta Co in	an IRS Form W-9, Request for axpayer Identification Number and ertification, obtained from all adependent contractors before any asbursements are issued to them?	6	6	6	
22. D	o you reconcile all bank accounts ithin two weeks of receipt of the ank statement?	6	6	6	
ch ba sh	re all outstanding deposits and necks identified and do they clear the ank in a timely manner? (deposits nould remain outstanding for no nore than two or three days).	6	6	6	
en re	any journal entries or transfer ntries are part of the bank econciliation, are those entries nthorized?	6	6	6	
al				₩	271 P a g e

25. Does the district provide staff development and training opportunities for you throughout the year?	6	6	6	
26. Is there a knowledgeable contact person in the business office to coordinate answering your questions and providing assistance?	©	6	6	
27. Is the ASB recordkeeping computerized? If so, is the accounting software adequate to meet the needs of the district and clubs?	G	6	6	
28. Is the computer on which the ASB accounting software resides user ID and password protected?	Ó	6	6	
29. Is the ASB accounting software protected by requiring a user ID and password for access?	Ć	6	6	
30. Are ASB computer and accounting software passwords safeguarded, not given out, and changed periodically?	Ó	6	6	
31. Are only ASB receipts deposited into the ASB account (e.g., not library fines or principal's/school administrator's discretionary accounts)?	6	6	6	
32. Are you being listened to when you express concerns about expenditures or other items?	6	6	6	
33. When money is brought to you from fundraisers, are you given time to count it in the person's presence and do you both sign and date the cash count form indicating that the funds agree?	6	6	6	
Signature		Da	te	

Information Summary, Document Checklist and Questions

The following form has been developed to help ASBs maintain accurate information regarding general business operations and specific activities of all clubs at a school. When used in conjunction with one of the internal control checklists provided in this manual, it can help management be better aware of how a district's internal control structure and operations are set up in order to identify and correct any potential weaknesses or issues in ASB operations.

Organization			
Fiscal year:July 1, 20 June 30, 20			
School Name:	_		
Principal/School Administrator:	_		
ASB Bookkeeper:	_		
ASB Advisor:	_		
		Yes	No
Board Policy allowing ASB Operations		6	6
Board Policy Approved by Board of Education on:	_		
Date			
Administrative Regulations Approved by Board of Education on:			
	Date		
Is there an ASB constitution/bylaws for the general ASB?		6	6
Is there a constitution for each club/trust account?		6	6
Are only ASB funds maintained in ASB bank accounts?		6	6
Financial & Accounting			
Accounting software name:			

Accounting software version:

Names of individuals who have ASB accounting software access:

Does each school have an ASB safe?							
	Yes	N					
lames of individuals who know the combination to the ASB safe:							
re there any unapproved copies of the ASB accounting software?	6						
There should be only one working copy of the software)							
s the ASB accounting software backed up daily and the backup copy kept in a separate and secure location?	6	6					
Financial Statements for each approved club							
Submitted monthly to the district office?	6	6					
Reviewed, signed and dated by the district office?	6	6					
Provided monthly to each club/trust?	6	6					
All transactions, including transfers and journal entries, properly approved?	6	6					
Bank Statements and Bank Reconciliations							
Reconciled monthly within two weeks of receipt of bank statements?	6	6					
Reviewed and approved by the principal/ASB advisor and district office?	6	6					
Reconciling journal and transfer entries authorized?	6	6					
Signed and dated by the individual performing the bank reconciliation?	6	6					
Signed and dated by the individual reviewing/approving the bank reconciliation?	6	6					
Annual Budget							
Prepared?	6	6					
	2	274 P a					

	Approved?	6	6
	Budget vs. actual results compared/reviewed regularly?	6	6
	Budget adjusted when actual amounts vary significantly?	6	6
	Carryover limited so it is not excessive?	6	6
Minute	es		
Are mi	nutes are prepared for club meetings (organized and general ASB)?	6	6
Minute	es Authorize		
	Fundraising?	6	6
	Purchases?	6	6
	Establishment of clubs?	6	6
Are the	e minutes approved by the club after they are reviewed for correctness?	6	6
Are the	e minutes shared with the general ASB?	6	6
Fundra	aising, Sales and Purchases		
Are all	club fund-raising activities approved and operated as stated in district policy?	6	6
Cash (Count Forms and Deposits		
	Are fundraising cash boxes checked in/out?	6	6
	Is the cash box startup cash counted and signed off on the cash count form by the person(s) receiving the cash box?	6	6
	Are starting/ending cash reconciled?	6	6
	Are all cash and funds collected pre-counted and do those responsible for the event sign off on the cash count form before cash is submitted to the ASB bookkeeper?	6	6
	Has the fundraising club advisor kept their copy of the cash count form after	-	-
	signing off that the funds have been counted and before submitting the confirmed deposit to the ASB bookkeeper?	6	6
	Has the ASB bookkeeper confirmed that the cash count form has been properly c before accepting the funds for deposit?	ompleted ©	6
	Has the ASB bookkeeper counted the funds in the presence of the individual(s) to confirm that the funds collected are accurate, and have both the ASB bookkeeper and witnesses resolved any differences and signed the cash		
	count form indicating that the deposit is accurate?	6	6

by less than \$5, the ASB bookkeeper may adjust the deposit and both the witness and ASB bookkeeper should initial and date all cash count form changes.	
If the cash counted by the ASB bookkeeper and witness differs by more than \$5, the ASB bookkeeper should ask the club advisor to re-initial both the ASB bookkeeper's copy and the club advisor's copy of the cash count form.	
These cash count form and deposit counting and signing procedures are an important safeguard against fraud, help protect both the ASB bookkeeper and advisor from allegations of fraud, and help establish the chain of custody in order to identify fraud.	
Revenue Projection for Fundraising Activities and Other Events	
Completed?	6
Approved?	6
Ticket Control (dance, etc.)	
Completed?	6
Approved?	6
Student Store Inventory	
Is inventory performed regularly?	6
Do students count and sign off for each of their own cash register cash-outs?	6
Are student store deposits recorded on a cash count form and witnessed and signature student store representative and the witness?	gned by the ©
Purchases and Disbursements	
Is a purchase order prepared for every ASB disbursement?	6
Are purchase orders dated and approved prior to the purchase?	6
Are received goods reconciled?	6
Are W-9 forms received and signed before payment is sent to any independent contractor?	6
Is the check register periodically reviewed to confirm no missing checks?	6
Are bank statement cancelled checks periodically reviewed to confirm that the particular the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement cancelled checks periodically reviewed to confirm that the particular statement statement cancelled checks periodically reviewed to confirm that the particular statement statem	ayee on the

If the cash counted by the ASB bookkeeper and witness differs

Are bank statement cancelled checks periodically reviewed to confirm that the payee on the check is the same as in the check register? 6 6

276 | P a g e

Year End

Electronic Backup

	Accounting program data?	6	6
	Spreadsheets and other electronic data?	6	6
	Backup copy documented and stored safely?	6	6
Listings	Printed		
	Accounts receivable?	6	6
	Accounts payable?	6	6
	Student store inventory?	6	6
	General ledger detail report?	6	6

Bank Reconciliation Worksheet

Name of School:	
ASB Bank R	econciliation Worksheet
Name of Bank:	
Account Number:	
For the Month of:	
A. Ending Balance	G. Balance per
per Bank Statement	Accounting Records:
B. Plus Deposits in Transit:	H. Plus Interest:
	I. Plus Adjustments:
C. Total Deposits in Transit:	J. Total Adjustments:
D. Less Outstanding Checks:	K. Bank Charges:
Date Check # Amount	

	L. Total Bank Charges:
E. Total Outstanding Checks:	
F. Ending Balance (A + C – E):	M. Ending Balance (G + H + J + L):
Reconciliation prepared by:	Name, Title, Date)
Reconciliation Reviewed by:	<u>.</u>
(1	Name, Title, Date)
Review by ASB:	
(Name, T	ïitle, Date)
Review by District Business Office:	
	(Name, Title, Date)

15 EXHIBIT F – CLEARING PAYROLL SUSPENSE

Payroll will hit suspense generally because the particular account string does not exist in the ledger, or an account string has not been set up for that position. Remember 2 things to avoid payroll suspense:

Firstly, when adding a new budget for a salary account string in PeopleSoft, you will also need to add all the subsequent benefit account lines associated with the main salary line, and

Secondly, any new position needs to have a "Department Budget Table" established, otherwise the default for that position will be suspense.

If you end up with payroll transactions in suspense, proceed with the steps below to clear suspense and avoid having payroll hit suspense in future months.

STEPS:

You will need access to both Finance and HCM queries and screens in order to clear payroll suspense.

PEOPLESOFT FINANCE

1. In order to view the detail of what is in your suspense, run the "FAR_GL_DETAILS" query. Main Menu – Reporting Tools – Query – Query Viewer.

FAR_GL_DETAILS - Details To All GL Postings					
Journal ID %:	%				
Source %:	%				
District # %:	04500				
Object From:	7999000				
Object To:	7999999				
Fiscal Year:	2016				
Accounting Period From	: 0				
Accounting Period To:	998				
Fund %:	%				
Resource From:	0000000				
Resource To:	9999999				
Site %:	%				
Op Unit %:	%				
View Results					

2. Export the data to Excel. Add filters to the header row of your data. Filter the "Source" column by clicking the dropdown menu and either typing or selecting "PAY".

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	Filter by Color				087747		-5.540		9999000					0000		Expenditure		
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3. The "PAY" transactions are generated by payroll. If we look at the detail, we see that for August 2015 payroll, \$24,770.95 was charged to suspense. We now need to know what this is comprised of (who-employee and what-Medicare, H&W, etc). Now you will access the queries in HCM in order to determine what the dollar amounts are comprised of.

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48	2	8/4/2015	PAY	PAY0090674	456.240	0100	9999000	SUSPENSE		0000	0000	7999001	Expenditure Suspens
49	2	8/4/2015	PAY	PAY0090674	63.780	0100	9999000	SUSPENSE		0000	0000	7999002	Expenditure Suspens
50	2	8/4/2015	PAY	PAY0090674	35.140	0100	9999000	SUSPENSE		0000	0000	7999003	Expenditure Suspens
65	2	8/31/2015	PAY	PAY0090675	18742.760	0100	9999000	SUSPENSE		0000	0000	7999001	Expenditure Suspens
66	2	8/31/2015	PAY	PAY0090675	4310.660	0100	9999000	SUSPENSE		0000	0000	7999002	Expenditure Suspens
67	2	8/31/2015	PAY	PAY0090675	1162.370	0100	9999000	SUSPENSE		0000	0000	7999003	Expenditure Suspens
96	3	9/30/2015	PAY	PAY0100374	23716.850	0±00	9999000	SUSPENSE		0000	0000	7999001	Expenditure Suspens
97	3	9/30/2015	PAY	PAY0100374	4403.710	0100	99999000	SUSPENSE		0000	0000	7999002	Expenditure Suspens
<mark>98</mark>	3	9/30/2015	PAY	PAY0100374	1070.970	0100	9999000	SUSPENSE		0000	0000	7999003	Expenditure Suspens
195	4	10/30/2015	PAY	PAY0131666	22835.310	0100	9999000	SUSPENSE		0000	0000	7999001	Expenditure Suspens
198	4	10/30/2015	PAY	PAY0131666	5745.420	0100	9999000	SUSPENSE		0000	0000	7999002	Expenditure Suspens
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REAL	DY FILTER	R MODE					AVERAG	iE: 4128.492 COUNT: 6	SUM: 24770.9	950	## 🗉	D	+ 1009

PEOPLESOFT HCM

1. Access the HCM Queries. Main Menu – Reporting Tools – Query – Query Viewer. Run "FAR_PEDR". Remember that you must enter the last day of the month for Pay Period End, NOT the payroll date.

FAR_PEDR - 1	Totals by EE for one LEA
District %:	045
Pay Period End:	08/31/2015
Site %:	%
EE ID %:	%
Resource %:	%
View Results	

2. Export this to excel and filter by object code 7999. This provides you with all the individuals whose pay or benefits were charged to suspense. You will note that the sum of all these transactions is \$24,770.95, the same as the "FAR_GL_DETAILS".

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11767	045	0100	9999000	0000	0000	7999002	000			10231	16	Amador,Corrie Janill	SDL	Long Term Disability After Tax	63.03
11768	045	0100	9999000	0000	0000	7999001	000			54125	53	Anderson, Trenton Turner	REG	Regular	108.33
11769	045	0100	9999000	0000	0000	7999002	000			54125	53	Anderson, Trenton Turner	045	San Dieguito Workers Comp	2.39
11770	045	0100	9999000	0000	0000	7999002	000			54125	53	Anderson, Trenton Turner	45O	OPEB % DEDUCTION	0.44
11771	045	0100	9999000	0000	0000	7999003	000			5412	53	Anderson, Trenton Turner	E	OASDI/ER	6.72
11772	045	0100	9999000	0000	0000	7999003	000			5412	53	Anderson, Trenton Turner	Q	Med/ER	1.57
11773	045	0100	9999000	0000	0000	7999003	000			5412	53	Anderson, Trenton Turner	U	Unempl ER	0.05
11774	045	0100	9999000	0000	0000	7999001	000			60118	35	Atchison, David Bruce Patrick	HRE	Exception Hourly	912.00
11775	045	0100	9999000	0000	0000	7999001	000			60118	35	Atchison, David Bruce Patrick	REG	Regular	955.20
11776	045	0100	9999000	0000	0000	7999002	000			60118	35	Atchison, David Bruce Patrick	045	San Dieguito Workers Comp	41.27
11777	045	0100	9999000	0000	0000	7999002	000			60118	35	Atchison, David Bruce Patrick	45O	OPEB % DEDUCTION	7.66
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	Α	В	С	D	E	F	G	H	- I	J	ĸ	L	M	N
1	Co	Fund	Resource	Goal	Function	Object	Site	Oper Uni	Proj Year	ID	Name	Earn Code	Descr	Sum Earnings
161	045	0100	9999000	0000	0000	7999002	000			601182	Zamudio,David A.	045	San Dieguito Workers Comp	17.22
162	045	0100	9999000	0000	0000	7999002	000			601182	Zamudio, David A.	45O	OPEB % DEDUCTION	3.19
163	045	0100	9999000	0000	0000	7999002	000			601182	Zamudio, David A.	45O	OPEB AMOUNT DEDUCTION	37.60
164	045	0100	9999000	0000	0000	7999003	000			601182	Zamudio, David A.	E	OASDI/ER	48.31
165	045	0100	9999000	0000	0000	7999003	000			601182	Zamudio, David A.	Q	Med/ER	11.30
166	045	0100	9999000	0000	0000	7999003	000			601182	Zamudio, David A.	U	Unempl ER	0.39
167														
168														24770.95
169														
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171														
	- F	sheet1	Sheet2	Sheet3	(+)						E 4			

 In order to determine what account string should have been charged you will run query "FAR_POSITION_W_EE_AND_ACCOUNT". Add filters to the data headers (we will be using the "EE ID" field to filter results). You may also choose to hide columns that do not pertain (I hid columns D − S).

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2	104500	101 12	2996 Schmitt, Richard L	17040	04500	Superintendent	17040	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 12 months	Certificated	000029034	1	01000060
3	104500	003 44	0856 Norton, Torrie Lynn	17010	04500	Assist Supt/Human Resources	17010	Approved	1.000000		1 1.0000	00 40.00	0.4	00 045100	Permanent	Full-Time 12 months	Certificated	000034881		01403500
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5	104500	005 23	4387 Grove, Michael C	13100	04500	Assoc. Supt. Educational Serv.	13100	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 12 months	Certificated	000027761		01000040
6	104500	07 33	1131 Adams, Charles J	13180	04500	Director Of Special Education	13180	Approved	1.000000		1 1.0000	00 10.00	0.1	00 045100	Permanent	Full-Time 12 months	Certificated	000027282		01000041
7	104500	07 33	1131 Adams, Charles J	13180	04500	Director Of Special Education	13180	Approved	1.000000		1 1.0000	00 15.00	0.1	50 045100	Permanent	Full-Time 12 months	Certificated	000126149		01650000
8	104500	07 33	1131 Adams,Charles J	13180	04500	Director Of Special Education	13180	Approved	1.000000		1 1.0000	00 75.00	0.7	50 045100	Permanent	Full-Time 12 months	Certificated	000027380		01650000
9	104500	10 47	8505 Musisko,Omar J	15090	04500	Psychologist	15090	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 11 months	Certificated	000031832	(1)	01000050
10	104500	15 50	5932 Silva,Arleen	15090	04500	Psychologist	15090	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 11 months	Certificated	000031832		01000050
.11	104500	38 27	4791 Akridge,Evangeline Marie	16090	04500	Psychologist	16090	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 11 months	Certificated	000031832		01000050
12	104500	49 27.	2782 Gilbert Douglas B	22033	04500	Contracts Analyst	22033	Approved	1.000000		1 1.0000	00 5.00	0.0	50 045100	Permanent	Full-Time 12 months	Classified	000032478		25000079
13	104500	49 27.	2782 Gilbert,Douglas B	22033	04500	Contracts Analyst	22033	Approved	1.000000		1 1.0000	00 95.00	0.9	50 045100	Permanent	Full-Time 12 months	Classified	000034853		01000061
14	104500	150 13	1820 Goldie, Ginger Anne	15090	04500	Psychologist	15090	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045130	Permanent	Full-Time 11 months	Certificated	000031832		01000050
15	104500	161 24	0960 Wilson,Lori Ann	21034	04500	Info Systems Support Tech	21034	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 12 months	Classified	000034853		01000061
16	104500	164 37	1910 Santander, Maritza Guadalupe	23320	04500	Info Systems Support Analyst	23320	Approved	1.000000		1 1.0000	00 100.00	0 1.0	00 045100	Permanent	Full-Time 12 months	Classified	000034853		01000061
17	104500	156 45	4937 Clemons, Carol Jean	22180	04500	Budget Analyst	22180	Approved	1.000000		1 1.0000	00 5.00	0.0	50 045100	Permanent	Full-Time 12 months	Classified	000026774		01652000
18	104500	56	Clemons Carol Jean	52180	04500	Budget Analyst	52180	Annoved	1.000000		1 1,0000	00 15.00	0 1	50 045100	Permanent	Full-Time 12 months	Classified	000033172		01000072
	4 3		sheet1 +										E							Þ

	A	В	С	Т	U	V	W	Х	Y	Z	AA	AB	AC	
1	Positio -	EE II -	Name 🔹	Descr	Objec -	Si -	Resoure	Dept 🕞	Fui -	Functio	Ga -	Oper Ui -	Proj Ye 🔻	Y
2	10450001	122996	Schmitt,Richard L	010000600000071001300001008001	1300001	800	0000600	008	0100	7100	0000	001		2
3	10450003	440856	Norton,Torrie Lynn	014035000000021001300062004001	1300062	004	4035000	008	0100	2100	0000	001		2
4	10450003	440856	Norton,Torrie Lynn	010000610000072001300062008001	1300062	008	0000610	008	0100	7200	0000	001		2
5	10450005	234387	Grove,Michael C	010000409000021001300062008001	1300062	008	0000409	008	0100	2100	0000	001		2
6	10450007	331131	Adams,Charles J	010000419000072001300055008001	1300055	008	0000419	002	0100	7200	0000	001		2
7	10450007	331131	Adams,Charles J	016500006577021001300055002001	1300055	002	6500006	002	0100	2100	5770	001		2
8	10450007	331131	Adams,Charles J	016500001500121001300055002001	1300055	002	6500001	002	0100	2100	5001	001		2
9	10450010	478506	Musisko,Omar J	010000505000031201200076008001	1200076	008	0000505	002	0100	3120	0000	001		2
10	10450015	505932	Silva,Arleen	010000505000031201200076008001	1200076	008	0000505	000	0100	3120	0000	001		2
1	10450038	274791	Akridge,Evangeline Marie	010000505000031201200076008001	1200076	008	0000505	008	0100	3120	0000	001		2
12	10450049	272782	Gilbert,Douglas B	250000799000081002400000007001	2400000	007	0000799	008	2518	8100	0000	001		2
13	10450049	272782	Gilbert,Douglas B	01000061000007200240000008001	2400000	008	0000610	008	0100	7200	0000	001		2
4	10450050	131820	Goldie,Ginger Anne	010000505000031201200076008001	1200076	008	0000505	008	0100	3120	0000	001		2
-	•	sheet1	(+)								1			

4. Click on the drop down menu for the filter on the EE ID field. In the search field enter the EE ID of the first individual on the FAR_PEDR report that we just ran. This case it's 102316.

₽↓	Sort A to Z	
Ă↑	S <u>o</u> rt Z to A	
	Sor <u>t</u> by Color	•
₹,	<u>C</u> lear Filter From "EE ID"	
	F <u>i</u> lter by Color	×.
	Text <u>F</u> ilters	•
	102316	×
~	Select All Search Results) Add current selection to filter 102316	
	OK Cancel	

5. Click "OK", or hit "Enter". This provides the results for that employee. This will list their position(s) and account strings associated with the positions. This is the account string(s) that the funds should have been charged to, the only difference, is that the object code will need to change based on the Earnings Description ("Descr" – Medicare, H&W, etc), from the "FAR_PEDR" query. Based on the example below this individual is split funded between two different account strings (10%/90%).

	А	В	С	Т	U	V	W	Х	Y	Z	AA	AB
1	Positio -	EE II 🛪	Name 🗸	Descr	Objec -	Si -	Resour(-	Dept 🕞	Fui -	Functio -	Gc -	Oper Ui -
43	10450126	102316	Amador,Corrie Janill	010000610000072002300000008001	2300000	008	0000610	000	0100	7200	0000	001
44	10450126	102316	Amador, Corrie Janill	010000641000074902300000016001	2300000	016	0000641	000	0100	7490	0000	001
352												
353												

6. I would suggest either creating additional columns to the right of the "Sum Earnings" on the "FAR_PEDR" query for the correct account string to be placed, OR starting a new spreadsheet for your transfer. From the "FAR_POSITION_W_EE_AND_ACCOUNT"

spreadsheet you can simply copy and paste the information onto the excel sheet you are using for your query.

4	D	E	F	G	н	1	J	к	L .	M	N	0	Р
1	Goal	Function	Object	Site	Oper Uni	Oper Uni Proj Year		Name	Earn Code	Descr	Sum Earnings	Correct Account String	Amount
2	0000	0000	7999002	000			102316	Amador,Corrie Janill	SDL	Long Term Disability After Tax	63.03	010000610000072002300000008001	6.3
3												010000641000074902300000016001	56.7
4	0000	0000	7999001	000			541253	Anderson, Trenton Turner	REG	Regular	108.33	and the second second	
5	0000	0000	7999002	000			541253	Anderson, Trenton Turner	045	San Dieguito Workers Comp	2.39		
6	0000	0000	7999002	000			541253	Anderson, Trenton Turner	450	OPEB % DEDUCTION	0.44		
7	0000	0000	7999003	000			541253	Anderson, Trenton Turner	E	OASDI/ER	6.72		
8	0000	0000	7999003	000			541253	Anderson, Trenton Turner	Q	Med/ER	1.57		
9	0000	0000	7999003	000			541253	Anderson, Trenton Turner	U	Unempl ER	0.05		
10	0000	0000	7999001	000			601185	Atchison, David Bruce Patrick	HRE	Exception Hourly	912.00		
11	0000	0000	7999001	000			601185	Atchison, David Bruce Patrick	REG	Regular	955.20		
12	0000	0000	7000002				601185	Atchienn David Rrune Patrick	045	San Diaguito Workers Comp	A1.97		
	() P	sheet1	Sheet2	Sheet3	(+)					1 4			

7. Repeat these steps until you have completed all individuals charged to suspense.

PEOPLESOFT FINANCE

- 1. You will need to enter your transactions twice. Once as a "Budget Journal" and once as a "GL Journal".
 - a. Budget Journal: Main Menu Commitment Control Budget Journals Enter Budget Journals. This journal is needed because this account string currently does not exist. This does two things for you: Firstly, it allows you to complete the GL Journal in the next step, and secondly, it prevents additional payrolls from being charged to suspense, for *this* account, since the account string will now exist.
 - b. Enter your transaction on the GL Journal Entries screen (Main Menu General Ledger Ledger Journals Create/Update General Ledger Journals).

IMPORTANT HINTS/TIPS:

- 1. An employee is showing on the "FAR_PEDR" report, but cannot be found on the "FAR_POSITION_W_EE_AND_ACCOUNT".
 - a. Review the "FAR_PEDR" extract under the "Desc" column. Chances are one of the "Descr" for this individual is "Regular". Regular indicates that this is the employee's regular pay being charged to suspense. This also indicates that the "Department Budget Table" has not been established for this employee.
 - SOLUTION: The "Department Budget Table" is position driven. Each position within your district must be assigned an account string that it should be charged to. If an account string is not assigned it will automatically default to Suspense. The "Department Budget Table USA" will need to be established for the position that this employee is assigned to.

RESOURCES: You can access the HR5 Department Budget Table v2.1 Guide on the CRC website <u>www.crc.sdcoe.net</u>, or download the guide here <u>http://crc.sdcoe.net/resources/peoplesoft/guides/HR5%20Department%20Budget</u> %20Table%20v2.1.pdf?attredirects=0&d=1.

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