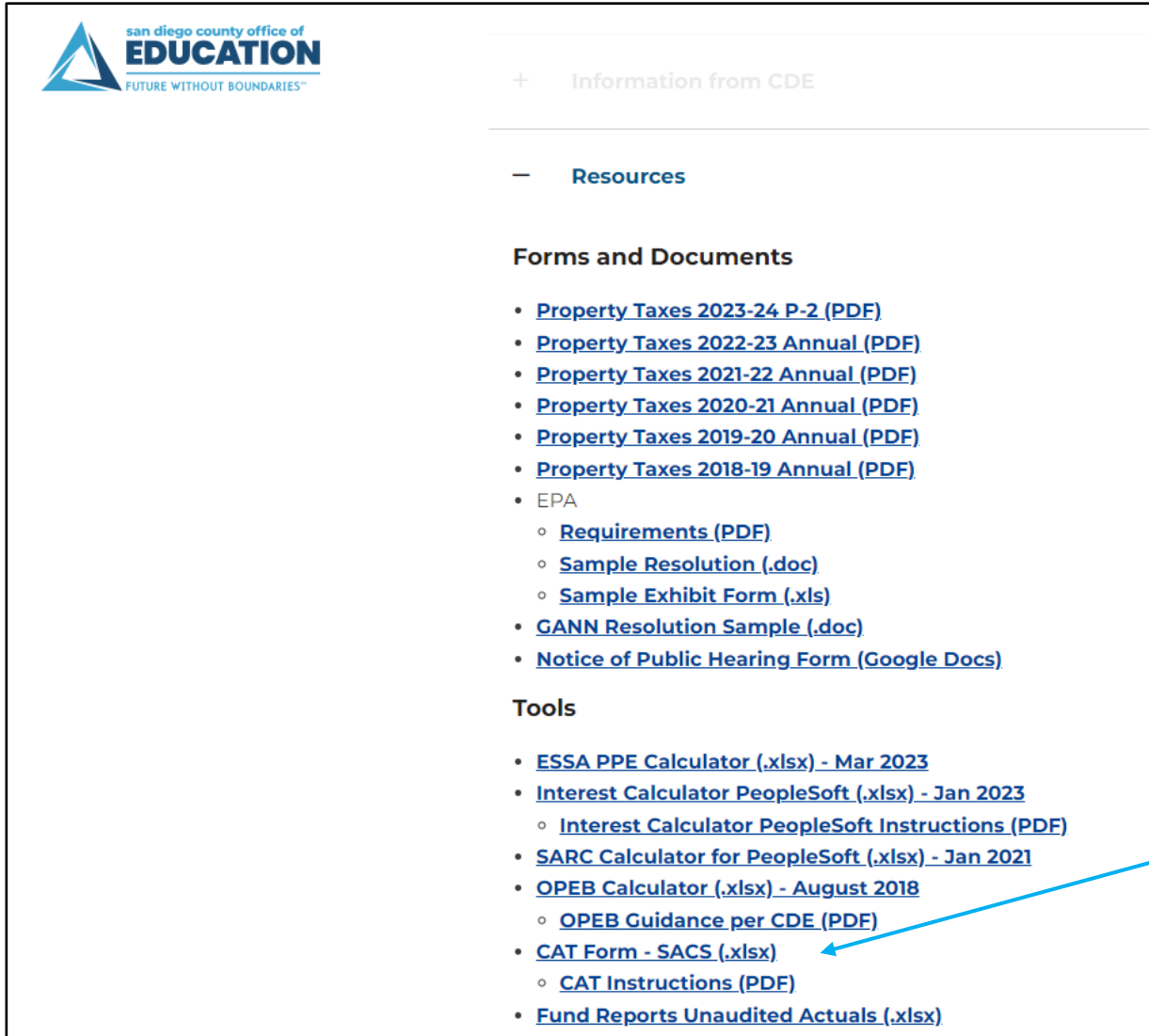


CAT Form Instructions

San Diego County Office of Education



Download and Open CAT Form - SACS



 **san diego county office of EDUCATION**
FUTURE WITHOUT BOUNDARIES™

+ Information from CDE

— Resources

Forms and Documents

- [Property Taxes 2023-24 P-2 \(PDF\)](#)
- [Property Taxes 2022-23 Annual \(PDF\)](#)
- [Property Taxes 2021-22 Annual \(PDF\)](#)
- [Property Taxes 2020-21 Annual \(PDF\)](#)
- [Property Taxes 2019-20 Annual \(PDF\)](#)
- [Property Taxes 2018-19 Annual \(PDF\)](#)
- EPA
 - [Requirements \(PDF\)](#)
 - [Sample Resolution \(.doc\)](#)
 - [Sample Exhibit Form \(.xls\)](#)
- [GANN Resolution Sample \(.doc\)](#)
- [Notice of Public Hearing Form \(Google Docs\)](#)

Tools

- [ESSA PPE Calculator \(.xlsx\) - Mar 2023](#)
- [Interest Calculator PeopleSoft \(.xlsx\) - Jan 2023](#)
 - [Interest Calculator PeopleSoft Instructions \(PDF\)](#)
- [SARC Calculator for PeopleSoft \(.xlsx\) - Jan 2021](#)
- [OPEB Calculator \(.xlsx\) - August 2018](#)
 - [OPEB Guidance per CDE \(PDF\)](#)
- [CAT Form - SACS \(.xlsx\)](#)
- [CAT Instructions \(PDF\)](#)
- [Fund Reports Unaudited Actuals \(.xlsx\)](#)

Click and Open

DATA

counts Payable						
counts Receivable	44,386.17	0.00	0.00	0.00	0.00	
BEGBAL	EXP	REV	REV BUD	Deferred Rev Federal	Deferred Rev State	

- Populate Blue tabs with (2) PS Financials queries
 - BEGBAL- FAR_GL_ACTUALS_3_FD_RES_7OBJ - Fund, Resource Object
 - EXP- FAR_GL_ACTUALS_3_FD_RES_7OBJ - Fund, Resource Object
 - REV- FAR_GL_ACTUALS_3_FD_RES_7OBJ - Fund, Resource Object
 - REV BUD- FAR_BUDGET_DETAILS - Details in Budget Ledgers

Note: Parameters are different for each tab

GETTING THE DATA FOR BEGBAL

Navigation path: Favorites > Main Menu > Reporting Tools > Query > Query Viewer

1st Logon to PS FIN

2nd Go to Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name (dropdown) begins with: %FAR_GL_
Search Advanced Search

Search Results

*Folder View: -- All Folders -- (dropdown)

Query	Personalize	Find	View All	First
Query Name	Description	Owner	Folder	Run to HTML Run to Excel Run to XML
FAR_GL_ACTUALS_FULL_ACCOUNT_ZM	Actuals	Private	GENERAL LEDGER	HTML Excel XML Schedule Favorite
FAR_GL_DETAILS_ZM	Details To All GL Postings	Private	GENERAL LEDGER	HTML Excel XML Schedule 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	HTML Excel XML Schedule Favorite
FAR_GL_ACTUALS_3_FD_RES_4OBJ	Fund, Resource & Object	Public	GENERAL LEDGER	HTML Excel XML Schedule Favorite
FAR_GL_ACTUALS_3_FD_RES_7OBJ	Fund, Resource Object	Public	GENERAL LEDGER	HTML Excel XML Schedule Favorite
FAR_GL_ACTUALS_FOR_OPEB	Obj 1000-2999 all Fds & Res	Public	GENERAL LEDGER	HTML Excel XML Schedule Favorite
FAR_GL_ACTUALS_FULL_ACCOUNT	Actuals	Public	GENERAL LEDGER	HTML Excel XML Schedule Favorite
FAR_GL_DETAILS	Details To All GL Postings	Public	GENERAL LEDGER	HTML Excel XML Schedule Favorite

3rd Search and Click on: FAR_GL_Actuals_3_FD_RES_7OBJ

GETTING THE DATA BEGBAL

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

FAR_GL_ACTUALS_3_FD_RES_7OBJ - Fund, Resource Object

Unit %:

Fund %:

RESOURCE FROM:

RESOURCE TO:

OBJECT FROM:

OBJECT TO:

PERIOD FROM:

PERIOD TO:

Year:

View Results

Year	Ledger	Unit	Fund	Resource
------	--------	------	------	----------

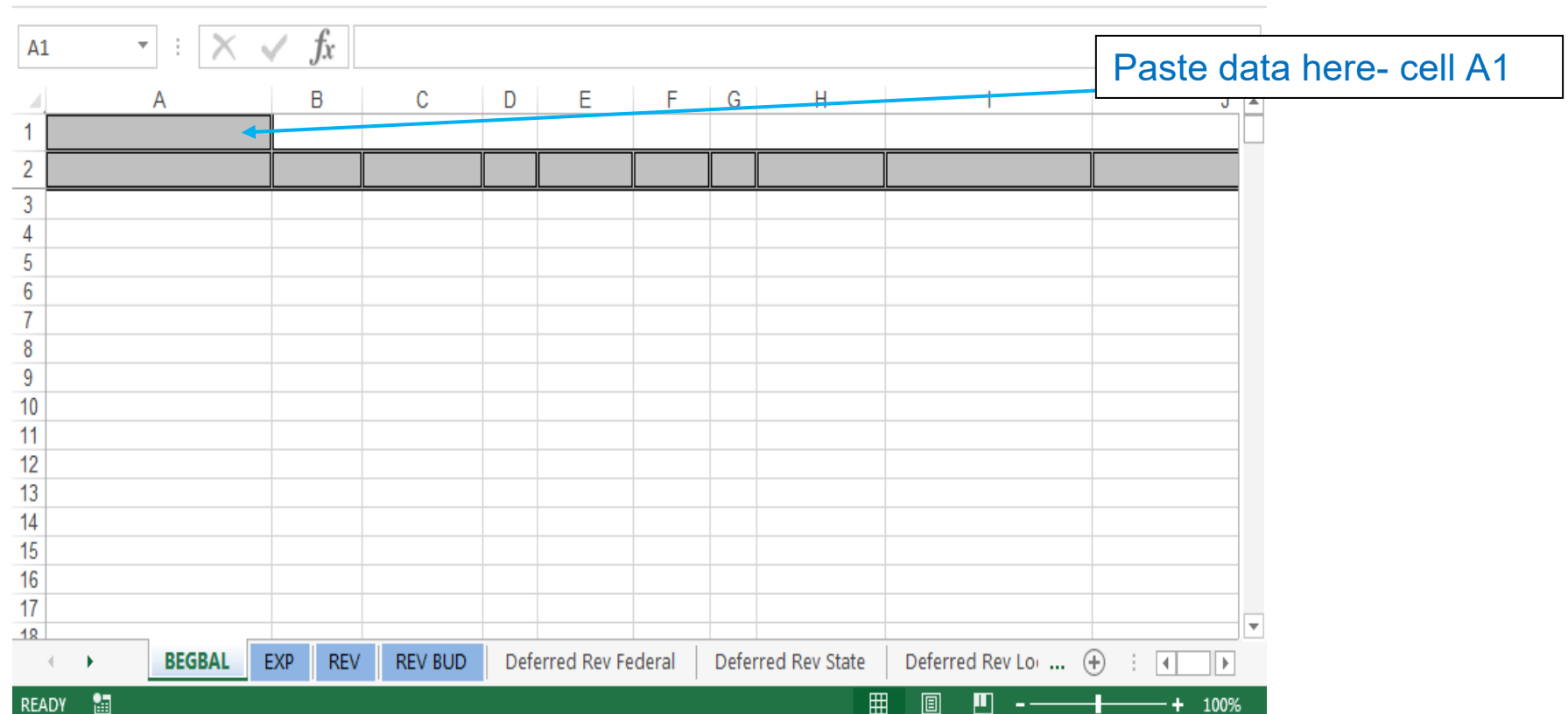
Type in District Number

Type Year

Click View Results

GETTING THE DATA BEGBAL

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- BEGBAL Tab



GETTING THE DATA EXP

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

FAR_GL_ACTUALS_3_FD_RES_7OBJ - Fund, Resource Object

Unit %:

Fund %:

RESOURCE FROM:

RESOURCE TO:

OBJECT FROM:

OBJECT TO:

PERIOD FROM:

PERIOD TO:

Year:

View Results

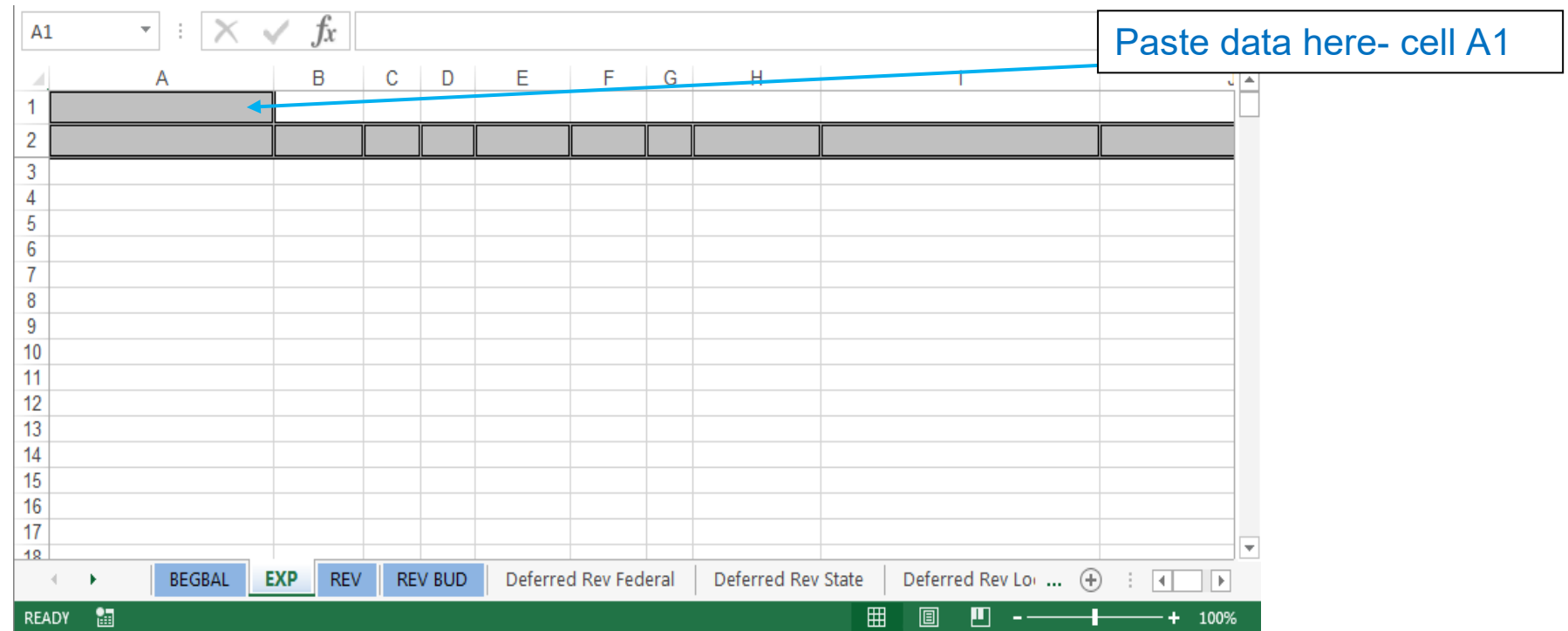
	Year	Ledger	Unit	Fund	Resource
--	------	--------	------	------	----------

Annotations:

- Type in District Number (points to Unit % field)
- Type Year (points to Year field)
- Click View Results (points to View Results button)

GETTING THE DATA EXP

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- EXP Tab



GETTING THE DATA REV

- Type in the parameters below
- Click View Results

File	Edit	View	Favorites	Tools	Help
------	------	------	-----------	-------	------

FAR_GL_ACTUALS_3_FD_RES_7OBJ - Fund, Resource Object

Unit %:	<input type="text"/>
Fund %:	<input type="text" value="0100"/>
RESOURCE FROM:	<input type="text"/>
RESOURCE TO:	<input type="text" value="9999999"/>
OBJECT FROM:	<input type="text" value="8000000"/>
OBJECT TO:	<input type="text" value="8999999"/>
PERIOD FROM:	<input type="text" value="0"/>
PERIOD TO:	<input type="text" value="998"/>
Year:	<input type="text"/>
<input type="button" value="View Results"/>	

	Year	Ledger	Unit	Fund	Resource
--	------	--------	------	------	----------

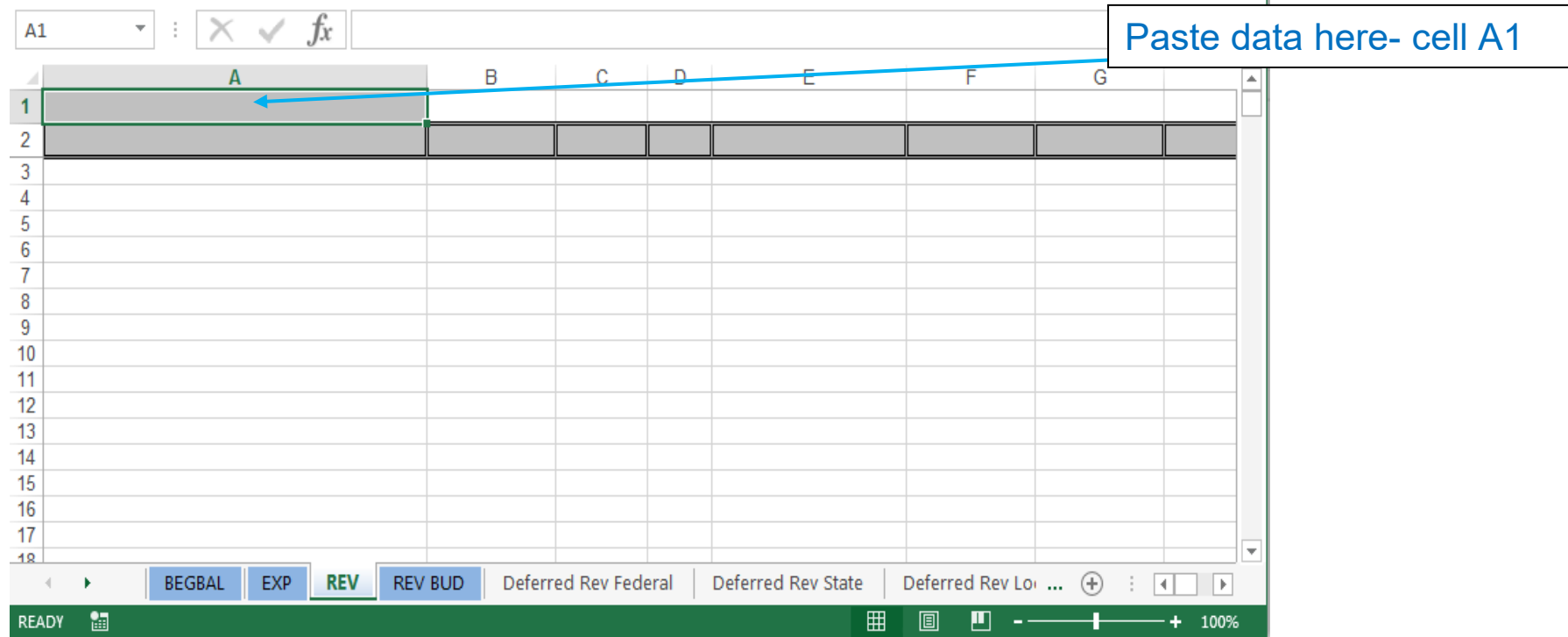
Type in District Number

Type Year

Click View Results

GETTING THE DATA REV

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- REV Tab



GETTING THE DATA FOR REV BUD

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer 

ORACLE

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Personalize | Find | View All |  |  First 1-8 of 8 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FAR_BUDGET_ALL_REV_EXP_LEDGERS	Compare Revenue & Expense	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_COMPARE_REV_EXP	Revenue & Expense Bdgt Interim	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_DETAILS	Details in Budget Ledgers	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_ERRORS	Lists all the KK errors	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_FD_RES_40B	Budget by Fund, Resc, 4-digObj	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_JOURNALS_ALL	Budget Journal Status	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_MAJOR_OBJ_RANGE	Budget by Object code & Fund	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_STRINGS_OPEN	ALL OPEN STRINGS	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite

1st Go to Query Viewer

2nd Search and Click on: FAR_BUDGET_DETAILS

GETTING THE DATA REV BUD

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

FAR_BUDGET_DETAILS - Details in Budget Ledgers

District %: Type in District Number

Journal ID %: Type Year

Fiscal Year: Type Year

Budget Period: Type Year

Object From:

Object To:

Fund %:

Resource From:

Resource To:

Accounting Period From:

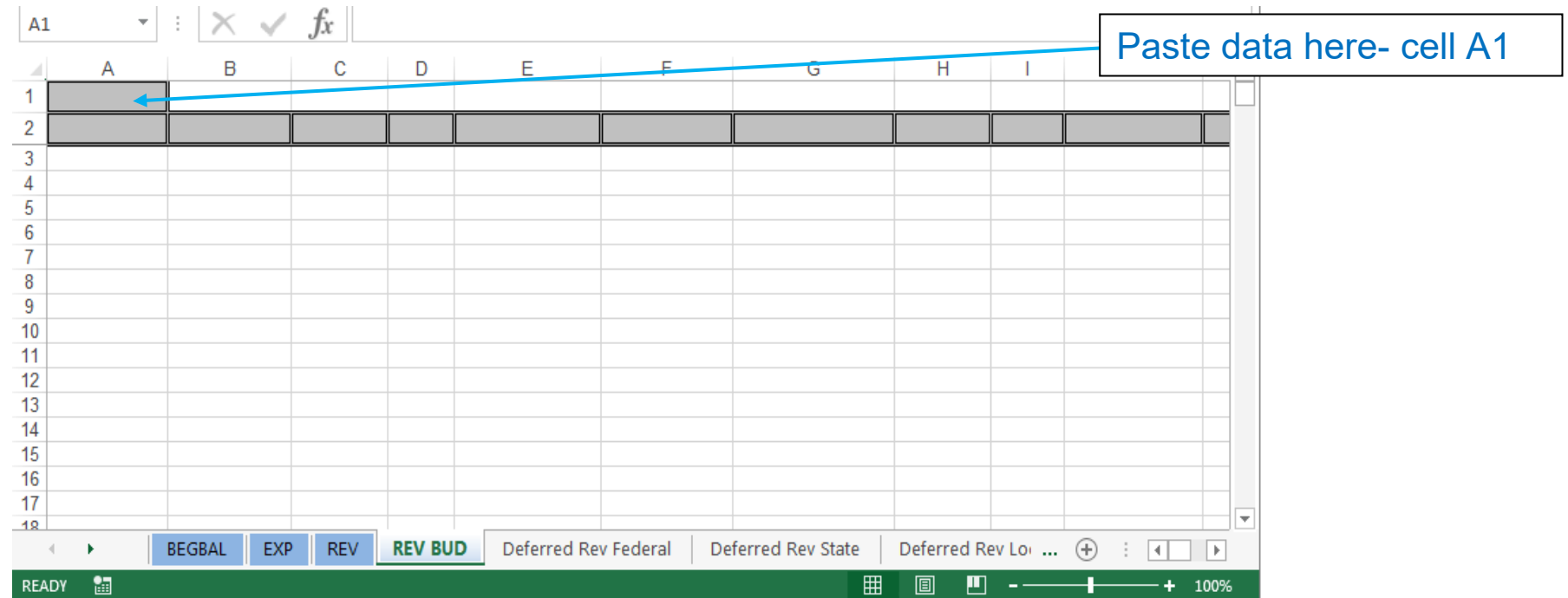
Accounting Period To:

Click View Results

Unit	Journal ID	Date	Seq	Ledger Grp	Entry Type	Bd Hdr Status	P
------	------------	------	-----	------------	------------	---------------	---

GETTING THE DATA REV BUD

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- REV BUD Tab



Entering Account Numbers

1st Go to the correct tab in the CAT Form

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Rev Federal	Deferred Rev State	Deferred Rev Local	End Bal Fed	End Bal State	End Bal Local			

	Lottery: Instructional Materials
STATE PROGRAM NAME:	
Local Description	
Federal Catalog Number:	
Fund Code	
Resource Code:	6300
Sub Resource Code:	000
Ignore Sub-Resource For Expenses:	Y
CY Award Revenue Object (row 2a):	8560-000
CY Adjustments Revenue Object (row 2b):	8560-002
Contributed Matching Funds (row 8):	

2nd Enter Resource # & Sub-Resource

3rd Choose Y or N

4th Enter the Revenue Object & Sub-Object with a "-" between. Must use this format.

Entering Account Numbers

1. Prior Year Ending Balance	\$ 141,854.87
2. a. Current Year Award	500,115.04
b. Other Adjustments	59,405.30
c. Adj Curr Yr Award (sum lines 2a & 2b)	559,520.34
3. Required Matching Funds/Other	
4. Total Available Award (sum lines 1, 2c, & 3)	\$ 701,375.21
REVENUES - Actuals	
5. Cash Received in Current Year	500,115.04
6. Amounts Included in Line 5 for Prior Year Adjustments	
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	59,405.30
b. Noncurrent Accounts Receivable	
c. Current Accounts Receivable (line 7a minus line 7b)	59,405.30
8. Contributed Matching Funds	0.00
9. Total Available (sum lines 5, 7c, & 8)	559,520.34
EXPENDITURES - Actuals	
10. Donor-Authorized Expenditures	507,734.83
11. Non Donor-Authorized Expenditures	
Total Expenditures	
12. (line 10 plus line 11)	507,734.83
RESTRICTED ENDING BALANCE	
13. Current Year (line 4 minus line 10)	193,640.38

1st Formulas will populate all cells that are not shaded yellow

2nd Fill in all cells that are shaded yellow if applicable

**Please send all feedback &
suggestions to:
Financial Reporting
finrep@sdcoe.net**