



April 22, 2021

**TO:** Business and Accounting Administrators  
PeopleSoft Financial Districts  
Los Angeles County K-12 School and Community College Districts,  
Regional Occupational Centers/Programs (ROC/Ps) and  
Other Local Educational Agencies (LEAs)

**FROM:** Francisco San, Enterprise Financial Systems Consultant  
Accounting & Financial Services  
Division of School Financial Services (SFS)

**SUBJECT:** Download of Fiscal Year 2020-21 Actuals and Budget and SACS Validation  
Software Installation for Fiscal Year 2021-22 Budget Planning

### **Introduction**

This bulletin describes the two processes in the PeopleSoft Financial System (PeopleSoft) that assist with 2021-22 Budget Planning. First, school districts can request an Excel download of their 2020-21 actuals and budget information from PeopleSoft. The download can be used for budget planning. Second, K-12 school districts are encouraged to install the Standardized Account Code Structure (SACS) Validation Software on their computer. The software validates budget account strings to be SACS compliant prior to upload to PeopleSoft. The instructions for using these two processes are included with this bulletin as Attachments No.1 and 2.

### **Actuals and Budgets Download (Attachment No. 1)**

Attachment No. 1 provides instructions to request the Actuals and Budgets Download. The download is requested online using PeopleSoft and retrieved from the Reports and Data System (RAD). While the download process itself is real time, keep in mind that the information contained is only as of the last journal post.

### **Standardized Account Code Structure (SACS) Validation Software (Attachment No. 2)**

Attachment No. 2 contains instructions for the installation and re-installation of the SACS Validation Software. Note that a re-installation is required periodically on your computer to extract the latest SACS validation tables from the California Department of Education's (CDE) website.

It is recommended that all K-12 school districts utilize this validation tool prior to requesting a budget upload. In some cases, ROP/Cs and selected Charter Schools are also required to validate their budget account strings if they use the SACS state software for financial reporting.

### **New Chartfield**

School districts should manually set up in PeopleSoft any new Chartfield values in Object, Resource, Goal, Function and Location that will be used in their 2021-22 budget account strings. If the new Chartfields are not properly set up, the budget account strings containing the Chartfields will not upload. If there is a new Fund, the district must first submit an approved resolution signed by the governing board to:

Ms. Christina Huang  
[Huang\\_Christina@lacoedu](mailto:Huang_Christina@lacoedu)  
Division of School Financial Services  
Education Center, Cubicle #2120  
Phone: (562) 922-6451  
Fax: (562) 940-1878

Please note, during the time of this bulletin issuance, LACOE employees are working from home. It is recommended to email Christina Huang any requests and copies to prevent delays in processing.

### **Upload Budget File to PeopleSoft from Districts**

Beginning in May of 2021, SFS will start accepting 2021-22 budgets for upload into PeopleSoft. Information for BEST Advantage districts for FY 2021-22 upload will be provided in an upcoming bulletin. Budget uploads will be processed on a first-come-first-serve basis. School districts should carefully plan their budget process timeline in order to avoid the last minute rush in June.

School districts using the PeopleSoft Purchasing Module should have a budget uploaded sooner if they wish to budget check their 2021-22 purchase orders and create the encumbrances before July 1, 2021.

**Districts using PeopleSoft for FY 2021-22 must have a budget loaded in PeopleSoft by July 1, 2021 to be operational in 2021-22.**

A separate bulletin will be issued regarding the budget spreadsheet and electronic upload process.

If you have questions regarding the Actuals and Budgets Download, RAD or the SACS Validation Software, please contact Ivan Tani at [Tani\\_Ivan@lacoedu](mailto:Tani_Ivan@lacoedu).

Download of Fiscal Year 2020-21 Actuals and Budget and SACS Validation  
Software Installation for Fiscal Year 2021-22 Budget Planning  
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### **Security Access**

For security access to PeopleSoft and/or RAD, please contact [SFSSecurity@lacoedu](mailto:SFSSecurity@lacoedu).

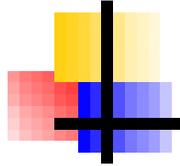
For all other general questions related to this bulletin, please contact me at (562) 922-6181 or email [San\\_Francisco@lacoedu](mailto:San_Francisco@lacoedu).

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

FS:lt  
Attachments

SFS-A50-2020-2021

**Los Angeles County Office of Education  
Division of School Financial Services**



● **GL MODULE**

**PeopleSoft Actuals and Budget  
Download Procedures  
(Including Retrieving File from RAD)**

**Revised  
April 16, 2021**

## **Highlights**

The **Actuals and Budgets Download** is a feature in the PeopleSoft Financial System (PeopleSoft) that allows users to extract actuals and budget information, which can then be used for budget planning or development.

The download will be extracted by account string and will include the following information:

- Adopted Budget
- Current Budget
- Year to Date Actuals
- Pre Encumbrance
- Encumbrance
- Chartfield Descriptions
- Frozen Account Strings

The request for the Excel download is made online in PeopleSoft and retrieved from RAD or Reports and Data System. The download process is real time and the information is current as of the last General Ledger journal post process.

## **Required PeopleSoft Security**

Two levels of access are required for this process:

- PeopleSoft security access to initiate the download process
- RAD security access to retrieve the Excel output file

All PeopleSoft users who can enter journals should already have access to this-panel. If you have questions regarding access, please have your district's security administrator contact [SFSSecurity@lacoedu](mailto:SFSSecurity@lacoedu).

## PeopleSoft Actuals and Budgets Download Procedures

### I. Sign on to PeopleSoft and request the Excel Download

Navigation:

Go> Process Financial Information> Custom GL Extracts>  
Process> Actuals and Budgets Download

Custom GL Extracts - Process - Actuals and Budgets Download

File Edit View Go Favorites Process Setup Inquire Help

LAGLABEX

Business Unit: 10199 LA COUNTY OFFICE OF EDUCATION

Fiscal Year: 2021 1

2

Check to Select Accounting Period Range for Actuals:

Accounting Period From: 0

Accounting Period To: 998

3

4

Click to Download Actuals and Budgets:

- (1) Select appropriate **Fiscal Year**.
- (2) Check the **Period Range** box.
- (3) Select accounting period **From/To**.  
0 Beginning Balance  
998 Adjusting Period  
1-12 Accounting Periods (July to June)
- (4) Click the **Download** icon and retrieve the Excel output from RAD:

### II. Retrieve Excel spreadsheet from RAD

Sign on to RAD and follow the instructions below.

http://156.3.1.73/TRANSFER/ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://156.3.1.73/TRANSFER/

**Information Technology Services Transfer System**

Authorized users only permitted on this system. All activity monitored and logged.  
You are connected from 156.3.207.101 using MSIE under Windows 2000.

This system requires Microsoft Internet Explorer 5.x, or greater!  
If you are not an authorized user, do not continue!

UserName:

Password:

Logon

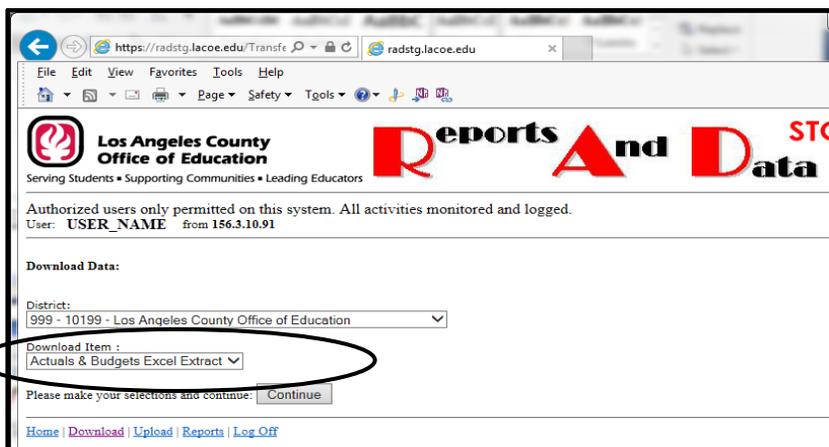
- Enter **User Name** and **Password**.



- Click **Download** to retrieve file.



- Click **Data**.



- Select **Actuals & Budgets Excel Extract** from “Download Item” drop down.
- Click **Continue**.
- Save the Excel file.

### III. Formatting the Excel Spreadsheet

1. Open the Actuals and Budgets Excel as shown below. Columns K through O have amounts and must be formatted to numbers. Column X (Frozen\_String\_Y) will have the value Y if the account string is frozen.

I	J	K	L	M	N	O	X	Y
Object	Location	Adopt Amount	Budg Amount	Actuals_Amo	Pre_Encomb	Encumb	Frozen_String_Y	
1999	0000000	0.00	0.00	0.00	0.00	0.00		
5803	0000000	0.00	0.00	0.00	0.00	0.00	Y	
5890	0000000	0.00	0.00	0.00	0.00	0.00	Y	
8011	0000000	0.00	0.00	0.00	0.00	0.00		
8021	0000000	0.00	0.00	-198678.87	0.00	0.00		
8029	0000000	0.00	0.00	-5180.46	0.00	0.00		
8041	0000000	0.00	0.00	-10227673.71	0.00	0.00		
8042	0000000	0.00	0.00	0.00	0.00	0.00		
8043	0000000	0.00	0.00	35060.35	0.00	0.00		
8043	1111111	0.00	0.00	0.00	0.00	0.00		
8043	2222222	0.00	0.00	717070.32	0.00	0.00		
8044	0000000	0.00	0.00	-151304.70	0.00	0.00		
8047	0000000	0.00	0.00	-1376377.92	0.00	0.00		
8048	0000000	0.00	0.00	357.31	0.00	0.00		
8048	2222222	0.00	0.00	141427.37	0.00	0.00		
8084	0000000	0.00	0.00	262751.82	0.00	0.00		

2. Highlight all data in columns K-O (from K2 to O#).

I	J	K	L	M	N	O	X	Y
Object	Location	Adopt_Amount	Budg_Amount	Actuals_Amo	Pre_Encumb	Encumb	Frozen_String	Y
5722	000	0.00	0.00	0.00	0.00	0.00		
5891	0003821	602888.00	600267.00	152435.00	0.00	446885.70		
2411	0003821	20925.00	32622.00	16302.00	0.00	16301.00		
3212	0003821	5389.00	8403.00	4187.04	0.00	4198.00		
3312	0003821	1297.00	2073.00	1082.59	0.00	1011.00		
3332	0003821	303.00	484.00	253.20	0.00	236.00		
3412	0003821	3659.00	5516.00	2267.15	0.00	3674.00		
3512	0003821	10.00	18.00	8.77	0.00	8.00		
3612	0003821	1394.00	1811.00	902.27	0.00	905.00		
3712	0003821	144.00	225.00	112.13	0.00	112.00		
3752	0003821	566.00	818.00	327.16	0.00	491.00		
4310	0003821	300.00	300.00	70.93	0.00	0.00		
4410	0003821	500.00	500.00	337.28	0.00	0.00		
5210	0003821	300.00	0.00	0.00	0.00	0.00		
5721	0003821	100.00	100.00	63.23	0.00	0.00		
5722	0003821	100.00	100.00	7.20	0.00	0.00		
5736	0003821	200.00	200.00	100.50	0.00	0.00		
5891	0003821	4027.00	0.00	0.00	0.00	0.00		
1311	0003821	23459.00	24865.00	12780.78	0.00	12080.00		
3111	0003821	3819.00	4048.00	2067.42	0.00	1967.00		
3331	0003821	340.00	364.00	187.91	0.00	175.00		
3411	0003821	3698.00	3698.00	1457.94	0.00	2091.00		
3511	0003821	12.00	13.00	6.49	0.00	6.00		
3611	0003821	1562.00	1380.00	709.32	0.00	670.00		

- Go back to the top of the Excel file and click on the “Comments” icon. Select “Convert to Number” to change the highlighted amount fields to a number format. The Excel file is now ready to use.

I	J	K	L	M	N	O	X	Y
Object	Location	Adopt_Amount	Budg_Amount	Actuals_Amo	Pre_Encumb	Encumb	Frozen_String	Y
5722	000	0.00	0.00	0.00	0.00	0.00		
5891	000	602888.00	600267.00	152435.00	0.00	446885.70		
2411	000	20925.00	32622.00	16302.00	0.00	16301.00		
3212	000	5389.00	8403.00	4187.04	0.00	4198.00		
3312	000	1297.00	2073.00	1082.59	0.00	1011.00		
3332	000	303.00	484.00	253.20	0.00	236.00		
3412	000	3659.00	5516.00	2267.15	0.00	3674.00		
3512	000	10.00	18.00	8.77	0.00	8.00		
3612	000	1394.00	1811.00	902.27	0.00	905.00		
3712	000	144.00	225.00	112.13	0.00	112.00		
3752	0003821	566.00	818.00	327.16	0.00	491.00		
4310	0003821	300.00	300.00	70.93	0.00	0.00		
4410	0003821	500.00	500.00	337.28	0.00	0.00		
5210	0003821	300.00	0.00	0.00	0.00	0.00		
5721	0003821	100.00	100.00	63.23	0.00	0.00		
5722	0003821	100.00	100.00	7.20	0.00	0.00		
5736	0003821	200.00	200.00	100.50	0.00	0.00		
5891	0003821	4027.00	0.00	0.00	0.00	0.00		
1311	0003821	23459.00	24865.00	12780.78	0.00	12080.00		
3111	0003821	3819.00	4048.00	2067.42	0.00	1967.00		
3331	0003821	340.00	364.00	187.91	0.00	175.00		
3411	0003821	3698.00	3698.00	1457.94	0.00	2091.00		
3511	0003821	12.00	13.00	6.49	0.00	6.00		
3611	0003821	1562.00	1380.00	709.32	0.00	670.00		

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## Los Angeles County Office of Education Division of School Financial Services



# GL MODULE

## INSTRUCTIONS TO INSTALL AND USE THE SACS VALIDATION SOFTWARE

Revised  
April 2021

## Attachment 2 SACS VALIDATION SOFTWARE (First time Install and Re-Installation)

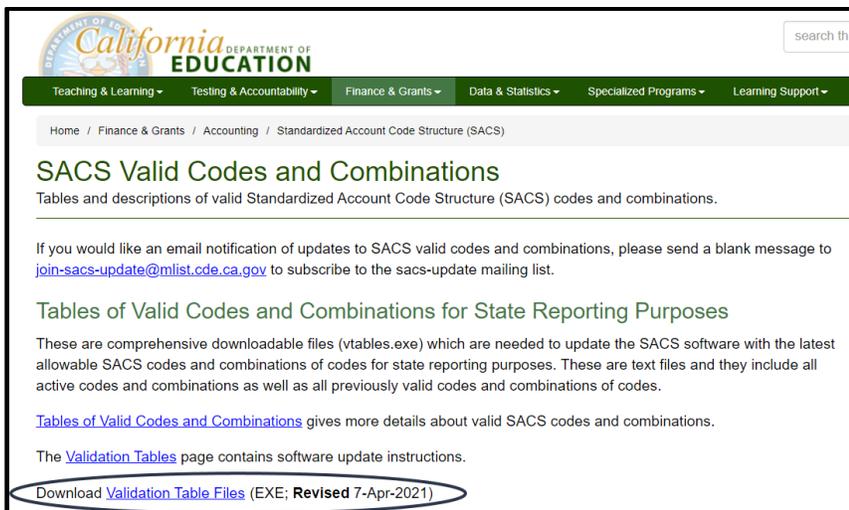
The SACS Validation software is a utility program to validate account strings as SACS compliant before uploading in the PeopleSoft Financial System (PeopleSoft). Valid SACS combinations utilized in the program are retrieved from the CDE (California Department of Education) database.

The software resides on the user's computer. It must be installed for first time users and re-installed periodically to update the program to reflect changes made by the CDE to the validation tables. Installation and re-installation are both necessary.



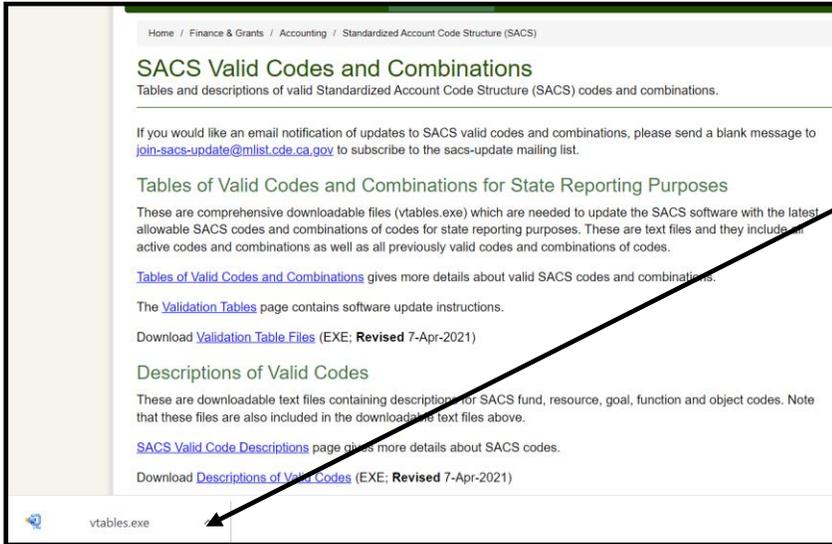
Step 1:

- For first time install, log on to **CITRIX**.
- Click on **SACS Validation** icon.
- This will create **SACS\_VAL** folder to your computer on the C Drive.



Step 2:

- Access the CDE Website  
<http://www.cde.ca.gov/fq/ac/ac/validcodes.asp>
- Click on **Validation Tables Files** to download the SACS validation tables.



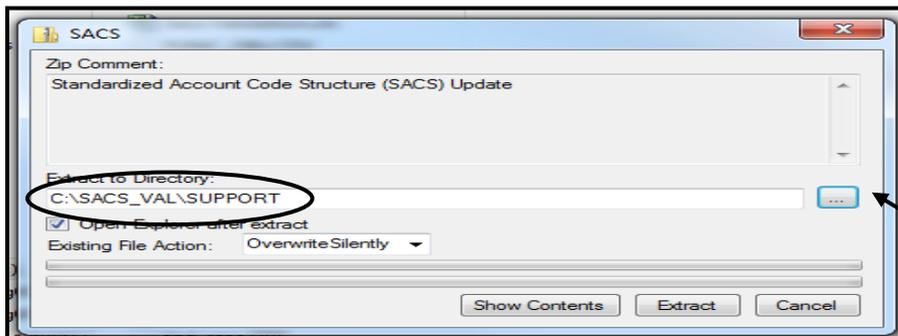
Step 3:

- Download the vtables.exe



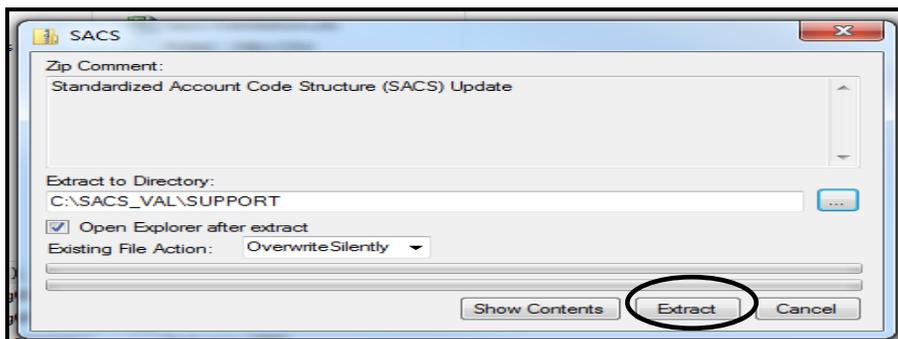
Step 4:

- Clicking on the vtables.exe will give you option to run or cancel.
- Select **Run**



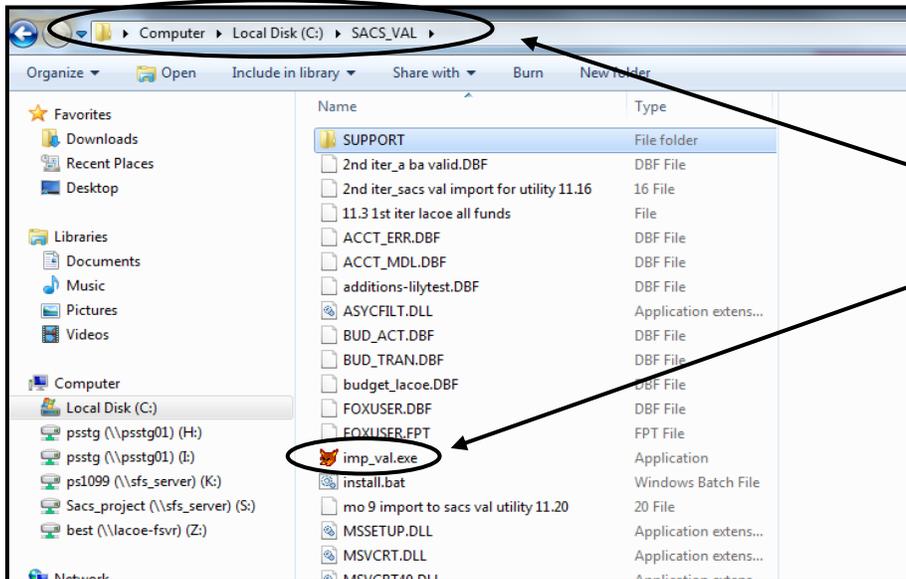
Step 5:

- It will default to **C:\SACS2020ALL\Update** but extract it to folder below **C:\SACS\VAL\SUPPORT**
- Click on the Browse icon.
- Browse to this directory **C:\SACS VAL\SUPPORT**



Step 6:

- Select **Extract**.



Step 7:

- SACS Validation is now installed and ready to use.
- Navigate to: **C:\SACS\_VAL**
- Double click on **IMP\_VAL.EXE** to perform SACS validation from an imported Excel file.
- You may also create a shortcut on your desktop of the application. This is optional.

## RE-INSTALLING THE SACS VALIDATION SOFTWARE

It is necessary to re-install the SACS Validation software periodically. Re-installing the software updates the validation tables that were downloaded from the CDE website and programmed into the software. To re-install the software, follow steps 2-7 from the previous procedure.

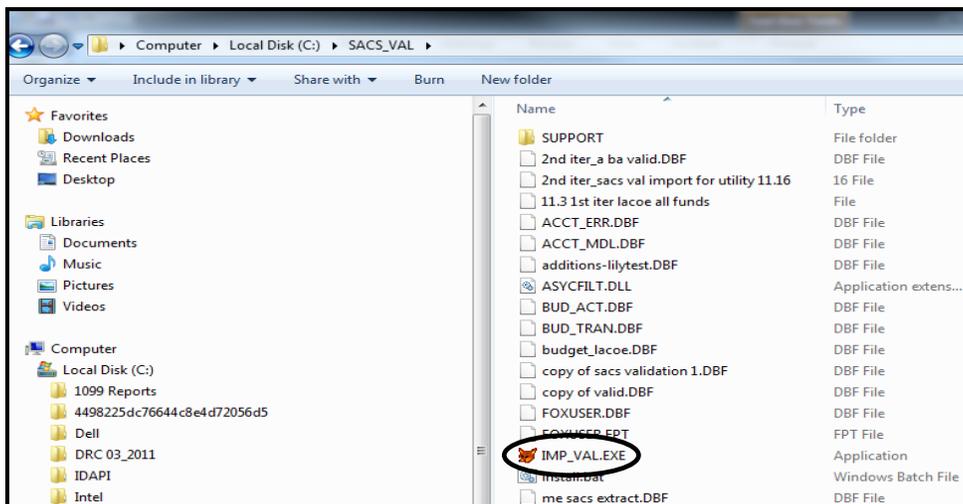
## USING THE SACS VALIDATION

1. Create an Excel spreadsheet of account strings to be validated in this format:
  - Enter data for Fund-Resource-Goal-Function-Object-Location (i.e. Columns B-G)
  - The active worksheet should be labeled **Sheet1**.
  - Data should be formatted to **Text**.
  - Create a file name (i.e. Sacs Validation)

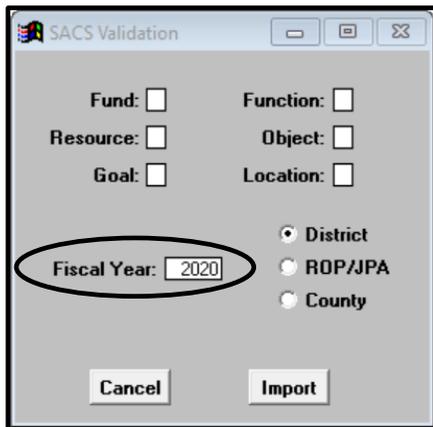
**SAVE the file in Microsoft Excel 5.0/95 Workbook**

	A	B	C	D	E	F	G	H
1	Unit	Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	
251	Unit	Fund	Res.PrjY	Goal	Funct	Obj	Sch/Loc	
252	12345	01.0	63870.0	67030	10000	5847	0000102	
253	12345	01.0	63870.0	67030	10000	5847	0000104	
254	12345	01.0	63870.0	67030	10000	5847	0000105	
255	12345	01.0	63870.0	67030	10000	5847	0000106	
256	12345	01.0	63870.0	67030	10000	5847	0000107	
257	12345	01.0	63870.0	67030	10000	5847	0000201	
258	12345	01.0	63870.0	67031	10000	5847	0000101	
259	12345	01.0	63870.0	67032	10000	5847	0000102	
260	12345	01.0	63870.0	67032	10000	5847	0000104	
261	12345	01.0	63870.0	67032	10000	5847	0000105	

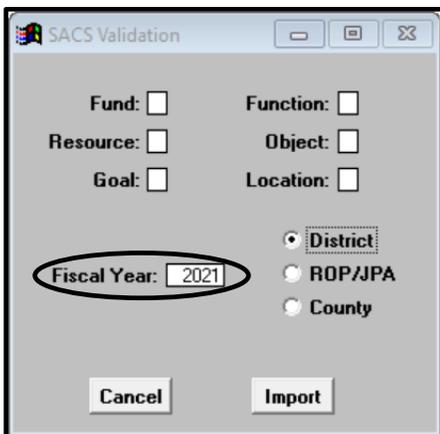
2. Close Excel file and double click **IMP\_VAL.EXE** from the SACS\_VAL folder to open the SACS Validation software.



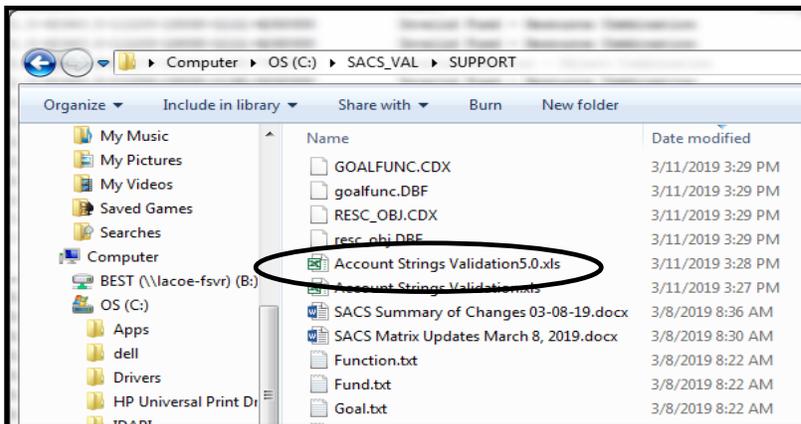
3. The SACS Validation entry will be displayed. The Fiscal Year shown will be “2020”.



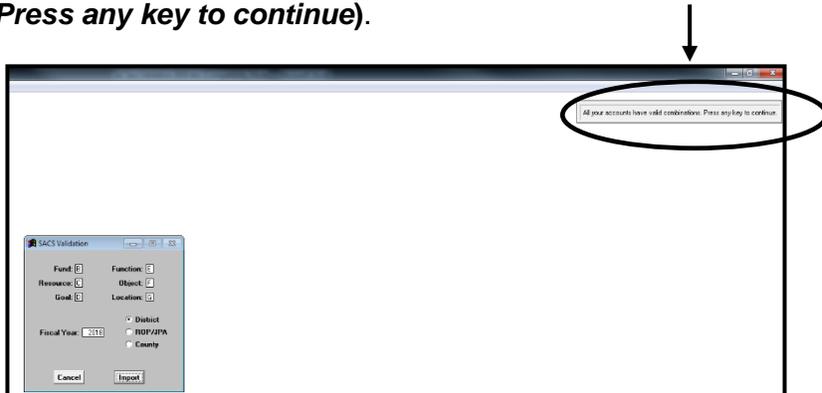
4. Enter Excel columns (B to G from Excel example) in the appropriate ChartField boxes in the SACS Validation display. Change **Fiscal Year** to 2021. (Note beginning July 1<sup>st</sup> 2021 the Fiscal Year automatically sets to 2021). Click on the **Import** pushbutton.



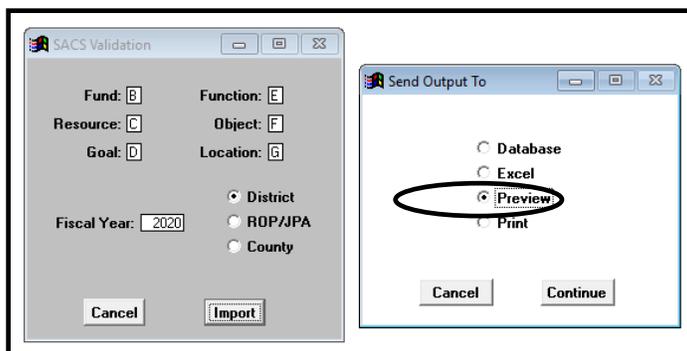
5. Import will retrieve the Excel **Sacs Validation** (i.e. located on C/SACS\_VAL/Support folder).



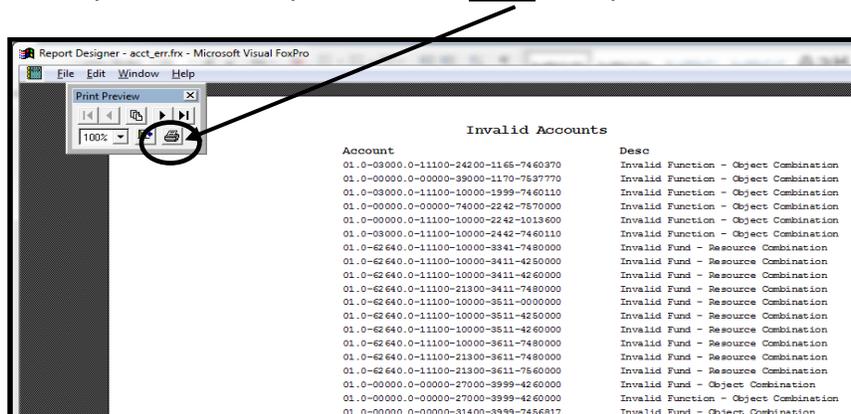
6. The validation software checks the account strings in the Excel **Sacs Validation**. If there are no errors, the following message will be immediately displayed (**All your accounts have valid combinations. Press any key to continue**).



7. If there are errors, the user will be asked for the destination output of the errors (**Send Output To**). In this example, we will select **Preview** as the output destination. Preview will display the errors online.



8. Below is a preview of invalid account strings. Remove or correct the invalid account strings from the budget file to be uploaded to PeopleSoft. Click **Print** for a printout of the errors.



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