



May 4, 2021

TO: Business and Accounting Administrators
PeopleSoft Financial Districts
Los Angeles County Community College Districts

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

SUBJECT: Electronic Upload of FY 2021-22 District Budget for Community College Districts
Using PeopleSoft Financial System in FY 2021-22

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

This bulletin and its attachment provides districts with step-by-step instructions on how to electronically upload the Fiscal Year (FY) 2021-22 budget to the PeopleSoft Financial System (PeopleSoft). Information for the BEST Advantage districts (including Wave 3 Districts) for FY 2021-22 will be provided by the BEST team through the Customer Resource Center (CRC) in the PROC-BUD-BF-005 procedure guide.

Annual Budget Upload into PeopleSoft

The budget spreadsheet must be transmitted to the Division of School Financial Services (SFS) through the Reports and Data System (RAD). SFS will upload the budget into PeopleSoft. It takes approximately three business days for SFS to complete the upload process after the budget passes all validation steps. Districts should plan to have their budget in PeopleSoft at least two weeks before their scheduled public hearing for budget adoption.

In order for Community College districts to conduct business in PeopleSoft for the new fiscal year, SFS should receive their budget file by **Monday, June 07, 2021**, for upload.

It is crucial for Community College districts to have the budget loaded in PeopleSoft at least at the APPROPRIATION or APPROP (Budget by Fund) level prior to July 1st in order to be operational for FY 2021-22.

Attachment

Included with this bulletin are guidelines on preparing the budget spreadsheet, transmittal to SFS via RAD and checking for budget exceptions after the budget has been uploaded to PeopleSoft.

SFS Assistance

If you have questions regarding the budget upload process, please contact Ivan Tani at Tani_Ivan@lacoedu.

For security access to PeopleSoft and/or RAD, please contact SFSecurity@lacoedu.

For all other general questions related to this bulletin, please contact me at (562) 922-6181 or email San_Francisco@lacoedu.

Approved by:
Nkeiruka Benson, Director
Division of School Financial Services

FS:lt
Attachment

SFS-A57-2020-2021

Attachment Budget Format, RAD Upload and Checking for Budget Exceptions

Introduction

The Actuals and Budgets Download is just one way to get started in preparing the budget. This is an Excel spreadsheet and displays FY 2020-21 Adopted Budget, Current Operating Budget and Actual Revenue and Expenditure balances side by side by account string. The spreadsheet can be further modified to create your FY 2021-2022 Budget. Please see Informational Bulletin No. 5364 dated April 22, 2021, titled *Download of FY 2020-21 Budget and SACS Validation Software Installation for 2020-21 Budget Planning*.

All districts are required to submit a Budget. This attachment is divided into four sections:

- A. Budget Excel Spreadsheet
- B. RAD Upload
- C. Validation in PeopleSoft
- D. Budget Exceptions

A. Budget Excel Spreadsheet

There will be at least two opportunities for districts to request an upload of their budgets in PeopleSoft. Districts may send just one upload with final account strings and amounts or they may request two uploads. The budget spreadsheet must be:

- In **Excel** format.
- Consist of Appropriation (APPROP), Organization (ORG) and Revenue Estimate (REVEST) account strings with their appropriate amounts.
- Rounded to the nearest dollar **without cents**.
- Entered as **positive** numbers for ORG and REVEST which are the normal budget data (except for Direct Support and Indirect Costs, which are entered as negative numbers whenever applicable).
- Include all account strings planned to be used in 2021-22 **with or without** budgeted amounts.
- Do **not** send account strings copied from 20-21 which will not be used in 2021-22.

Initial Upload

This is the format for the initial upload (Bus Unit, Budget Period, Ledger, Account Strings, Amount).

Bus Unit	Bud Pd	Ledger	Fd	Res	Goal (Categ)	Func (Loc)	Obj	Loc (Activ)	Budget Amount
23456	21-22	APPROP	01.0						5,000,000
23456	21-22	ORG	01.0	00000.0	11100	10000	1110	6006000	4,000,000
23456	21-22	ORG	01.0	00000.0	11100	10000	1110	4900000	1,000,000
23456	21-22	REVEST	01.0	00000.0	00000	00000	8699	4900000	1,000,000

Second (final) Upload

The second upload will be in the format below if initial amounts were sent earlier. Districts must indicate the initial amounts sent on the first upload, the final amounts and the calculated difference that needs to be uploaded.

**Note that the first upload cannot be replaced with a second upload.
Only the Difference can be uploaded.**

Bus Unit	Bud Pd	Ledger	Fd	Res	Goal (cat)	Func (Loc)	Obj	Loc (Activ)	INITIAL Budget Amount	FINAL Budget Amount	DIFFERENCE	Negative Budget Indicator
23456	21-22	APPROP	01.0						5,000,000	4,000,000	-1,000,000	N
23456	21-22	ORG	01.0	00000.0	11100	10000	1110	6006000	4,000,000	3,500,000	-500,000	N
23456	21-22	ORG	01.0	00000.0	11100	10000	1110	4900000	1,000,000	500,000	-500,000	N
23456	21-22	REVEST	01.0	00000.0	00000	00000	8699	4900000	1,000,000	800,000	-200,000	N
23456	21-22	ORG	01.0	00000.0	00000	01200	5719	0000000	0	-34,000	-34,000	Y

Negative Budget Indicator

The second upload will also require a Negative Budget Indicator. Is the Final Budget Amount a negative amount? Indicate Yes/Y or No/N. Note that some account strings (i.e. Direct Support, Indirect Costs) are budgeted as negative amounts. An incorrect indicator will result in exceptions for that account string. Correct the exception by keying the account string online and checking the Negative Budget indicator.

Valuable Tips

- Refrain from repeating the same account string. For example, instead of having several entries using the same account string with varying amounts enter that account string **once with one** total amount.
- Distribute budget dollars appropriately in the account strings. Refrain from placing dollars in budget holding accounts.
- Human Resource System (HRS) errors encountered in 2020-21 should be corrected with new strings added to the 2021-22 budget whenever appropriate.
- Review or update the Gross-to-Net tables in the HRS system as needed.

B. Budget Upload to RAD

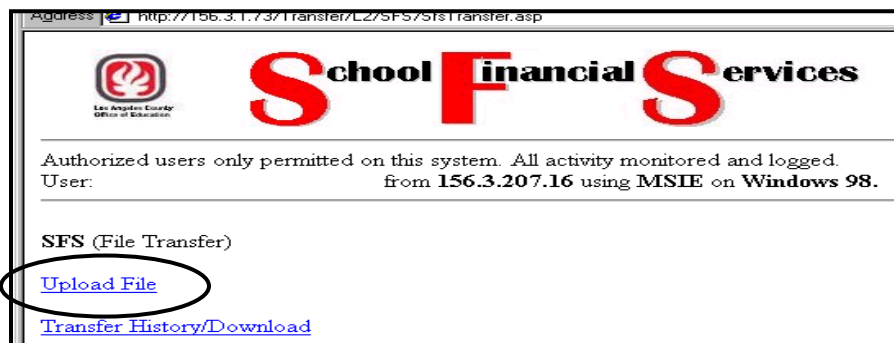
SFS will upload budgets on a first come first serve basis. Note that the upload (and posting) is an overnight process and can be delayed if multiple districts submit around the same time.

LACOE Timetable
Send Budget spreadsheet via RAD by Monday, June 7, 2021

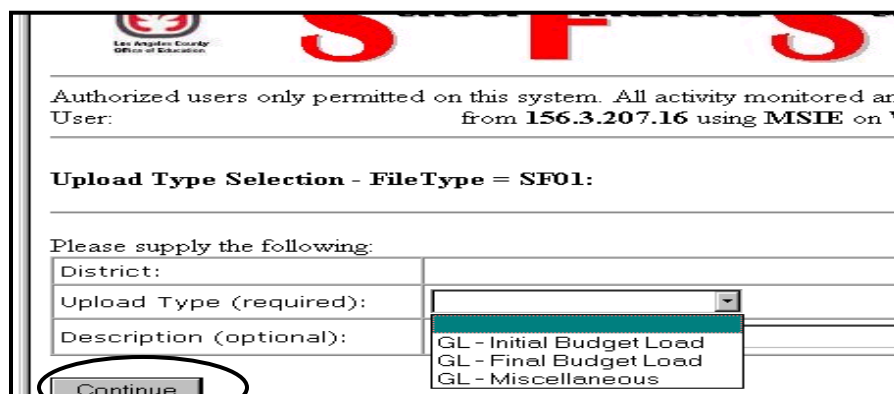
Follow the instructions for uploading to RAD. If you do not have access to RAD, complete a RAD Security Form and obtain your district's authorizing signature. Call the following SFS staff for assistance:

Yeoh_Mark	(562) 940-1791 or Yeoh_Mark@lacoedu
Susie Alamsjah	(562) 401-5512 or Alamsjah_Susie@lacoedu
Group Email	SFSSecurity@lacoedu

Uploading the Budget Excel Spreadsheet to RAD



- Logon to RAD.
- Click RAD Main Menu.
- Click SFS (School Financial Services).
- Click Upload/Download.
- Click Upload File.



- **Upload Type (Required)**
- Select the type of file to send to RAD.
 - GL – Initial Budget Load
 - GL – Final Budget Load
- Click Continue.

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Authorized users only permitted on this system. All activity monitored and logged.
User: USER_NAME from 156.3.10.91 using Navigator on Windows 2000.

Upload Type Selection - FileType = SF01:

District: 10199 - Los Angeles County Office of Education

Please supply the following:

Upload Type (required): GL - Initial Budget Load

Description (optional): Initial Budget Upload

Continue

- Enter a description and click **Continue**.

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Authorized users only permitted on this system. All activity monitored and logged.
User: USER_NAME from 156.3.10.91 using Navigator on Windows 2000.

Current Page: Home/Upload1 - file type = SF01

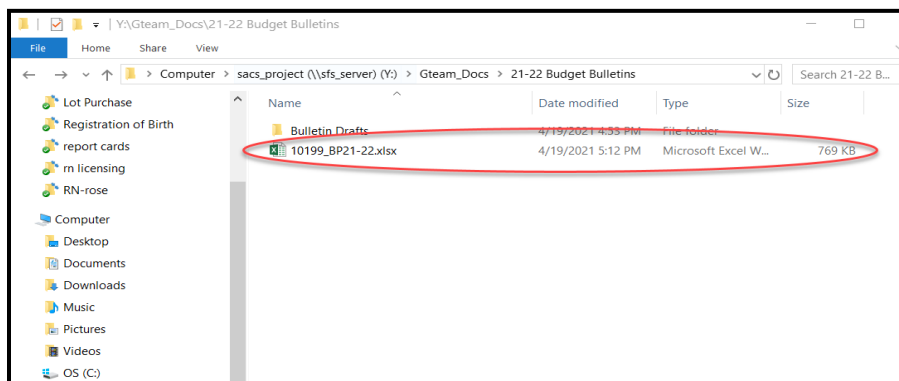
[General instructions](#)

District: 10199
Upload Type: GL-InitialBudget

Upload Type :	GL-InitialBudget
Description :	Initial Budget Upload
Upload file (required):	Browse...

Continue

- Click **Browse**.



- Locate Budget spreadsheet on your computer.
- Click **Open** to import the spreadsheet to RAD.

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Authorized users only permitted on this system. All activities monitored and logged.
User: TAMONDONG_BENJIE from 156.3.10.91

Current Page: Home/Upload1 - file type = SF01

[General instructions](#)

District: 10199
Upload Type: GL-InitialBudget

Upload Type :	GL-InitialBudget
Description :	Initial Budget Upload
Upload file (required):	Y:\Gteam_Docs\21-22 Budget Bulletins\10199_ Browse...

Continue

- Click **Continue**.

Subject:	SUCCESS - 10199 SF01 file on RAD - 4/19/2021 6:27:12 PM
Body:	<p>Automated message from SFS-SF01 system. SF01 file: 10199_BP21-22.xlsx Upload Type: Gl-InitialBudget Description: Initial Budget Upload Posted: 4/19/2021 6:27:12 PM Sender: Tamondong_Benjie IP: 156.3.10.91 Business unit: 10199 RAD link follows: http://156.3.204.87/transfer</p>
	Send Notification NOW

- RAD generates confirmation message with a successful upload.
- Click **Send Notification NOW** to notify SFS and districts that budget is in RAD.
- SFS uploads the budget to PeopleSoft.
- A budget with formatting errors cannot be uploaded to PeopleSoft. The district will be notified.

C. District validates Budget once uploaded to PeopleSoft

Check to see if all account strings were successfully loaded to PeopleSoft. Use reports such as the Actuals and Budgets Download or the Valid Transactions Report (RAD LAGL011C).

The Actuals and Budgets Download

Run the Actuals and Budgets Download to validate the 2021-22 budget uploaded in PeopleSoft.

- Enter 2022 for **Fiscal Year**.
- Retrieve the download (Excel) from RAD.
- Compare the budget data from the download with your Budget spreadsheet.

Actuals and Budget Download Excel Version

BusinessUnit	Fiscal_Year	Pd_From	Pd_To	Fund	Resource	Goal	Function_F	Object	Location	Adopt_Amount	Budg_Amount	Actuals_Amount	Pre_Encumb	Encumb
10199	2022	0	998	01.2	30100.1	3600	24900	1311	0003821	0.00	24542.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	2411	0003821	0.00	11729.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3111	0003821	0.00	3964.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3211	0003821	0.00	0.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3212	0003821	0.00	3643.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3311	0003821	0.00	3643.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3312	0003821	0.00	727.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3331	0003821	0.00	356.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3332	0003821	0.00	170.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3411	0003821	0.00	2375.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3412	0003821	0.00	1907.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3511	0003821	0.00	12.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3512	0003821	0.00	6.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3611	0003821	0.00	1063.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3612	0003821	0.00	507.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3711	0003821	0.00	159.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3712	0003821	0.00	76.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	24900	3751	0003821	0.00	182.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	21000	3752	0003821	0.00	182.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	10000	4210	0003821	0.00	2000.00	0.00	0.00	0.00
10199	2022	0	998	01.2	30100.1	3600	10000	4310	0003821	0.00	2000.00	0.00	0.00	0.00

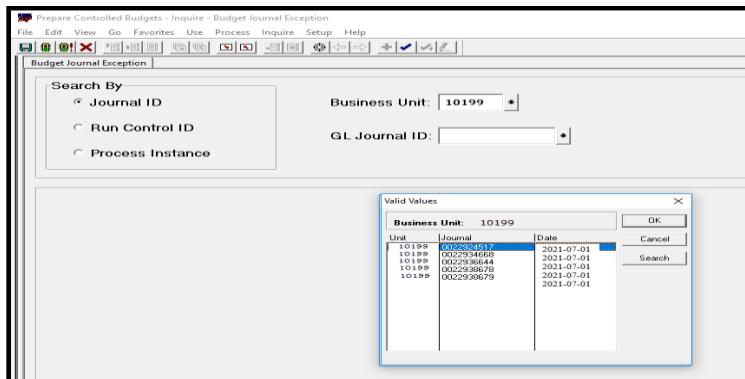
D. Budget Exceptions

Account strings that do not upload to PeopleSoft are called Budget Exceptions. Exceptions occur when the Chartfield used in the account string has not been set up, as in the case of new Chartfields. To check for exceptions, districts can inquire online or use the Budget Journal Error Report (RAD LAGL029C).

Inquire Online – Budget Journal Exception

Navigation: Go>Process Financial Information>Prepared Control Budgets
Inquire>Budget Journal Exception

- Click on the **GL Journal ID** dropdown.



- Display box will show all the journals with error.
- Click on any journal to view the account string and the type of exception (i.e. invalid Chartfield).
- Make the correction and post the journal or batch process will post the journal.

Budget Journal Error Report (LAGL029C)

Districts can also use the daily LAGL029C from RAD (as in the 21-22 example below). This report lists invalid account strings with a description of the error. The budget journal errors consist of Goals/Programs/Categorical that were not set up in the chart of accounts.

Report ID: LAGL029C					LA COUNTY OFFICE OF EDUCATION					Page No : 1		
District : 10199					Budget Journal Error Report					Run Date : 07/02/2021		
										Run Time: 3:23:54AM		
Journal_ID	Jrnl_Dt	Budj_Period	Fund	ResPrj	Goal	Func	Obj	Sch/Loc	Ledger	OPRID	Budget Jrnl Error Desc.	Amt
NEWAC-0503	07/01/2021	21-22	01.0	31400.0	31400	31400	3312	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0504	07/01/2021	21-22	01.0	31400.0	31400	31400	3332	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0507	07/01/2021	21-22	01.0	31400.0	31400	31400	3412	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0506	07/01/2021	21-22	01.0	31400.0	31400	31400	3512	0740000	ORG	External	Invalid Program Code	0.00
NEWAC-0505	07/01/2021	21-22	01.0	31400.0	31400	31400	3612	0740000	ORG	External	Invalid Program Code	0.00
End of Report												

(Note: Error Descriptions are in PeopleSoft Text: ResPrj =Project, Goal = Program, Function = Class, Object = Account and School/Location = Department).

End of Document