Using PeopleSoft
General Ledger 2

Prepared by the
Division of School Financial Services

Revised
September 2017
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Advanced General Ledger

This manual describes additional features and functions of the PSFS GL module. It covers budget transactions from entry to approval and posting, inquiries and advanced GL features.

Objectives

Upon completion of this course, should be able to:

- Understand Budget Cycle and Budget Ledgers
- Understand Budget Revisions
- Create Budget Journals
- Understand the Budget Journal Approval Process
- Inquire on Budget Information
- Inquire on Actuals Ledger
- Learn General Ledger advanced features, namely: SACS Validation, Actuals and Budgets Download, Cash Flow Statement and Site Budget Inquiry
Understanding Budgets and Budget Ledgers

Budgeting is the focal point of financial management for districts. With PSFS General Ledger, districts can establish controlled budgets to monitor spending. We will discuss how to enter and revise or adjust district budgets.

**Budget Ledgers**

There are three defined Budget Ledgers:

<table>
<thead>
<tr>
<th>Ledger</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation (APPROP)</td>
<td>Budget amounts by “Fund” and are entered by “Fund” only.</td>
<td>01.0 = $100,000.00</td>
</tr>
<tr>
<td>Organization (ORG) Ledger</td>
<td>Budget for the expenditure objects 1xxx – 7xxx. Budget amounts are entered using the full account string.</td>
<td>01.0-00000.0-11100-10000-4310-0000000 = $100,000.00</td>
</tr>
<tr>
<td>Revenue Estimate (REVEST) Ledger</td>
<td>Budget for revenue objects 8xxx. Budget amounts are entered using the full account string.</td>
<td>01.0-00000.0-00000-8699-0000000 = $100,000.00</td>
</tr>
</tbody>
</table>

- LACOE recommends that Organization (ORG) budgets should equal the Appropriation (APPROP) budgets. For example, if a fund 01.0 in the APPROP ledger has total budgeted expenditures of $100,000.00, then the sum of all the amounts in the Organization (ORG) budget in Fund 01.0 by account string should all add up to $100,000.00.

- The ORG budgets cannot exceed the APPROP budget.

- We do not budget for the balance sheet accounts or 9xxx objects.

**Budget Freeze (Adoption)**

A budget is considered frozen in PSFS when it is adopted by the district’s Board of Directors.

In general, between April and June, districts develop their budgets for the incoming fiscal year. Districts send LACOE a budget file that is uploaded to PSFS. The specifics of the budget file and time frame are discussed in detail through an informational bulletin published annually and sent to the districts around March-April.

Aside from an upload file, districts can also manually enter budgets directly into the PSFS system using Budget Journals. Since the budget has not been frozen, these journals do not require any online approval from LACOE or completed forms to be submitted to LACOE/Business Advisory Services (BAS). During this period, sometimes referred to as “Pre-Freeze,” districts may manually enter several journals simultaneously.
When the district’s budget is adopted by the Board and notification is received from the district to freeze the budget, LACOE will implement the “Freezing” process. This will create a “Frozen” budget in PSFS, programmatically changing the status of the district’s budget to “Frozen”. A “Frozen” budget is synonymous with “Adopted” budget.

When the budget has been frozen, also referred to as the “Post-Freeze” period, there are procedures in place that require revisions to the frozen budget. These revisions are categorized by the following definitions:

<table>
<thead>
<tr>
<th><strong>Budget Revision</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Adjustment (BA)</td>
<td>Increase or decrease to the total budget amount</td>
</tr>
<tr>
<td>Budget Transfers (BT)</td>
<td>Transfers between account strings or major objects or resources, wherein the net effect to the total budget amount is $0.00</td>
</tr>
</tbody>
</table>

The following are terminologies related to budgets:

<table>
<thead>
<tr>
<th><strong>Budget Term</strong></th>
<th><strong>Definition</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>The budget that is approved or adopted by the district’s Board of Directors.</td>
</tr>
<tr>
<td>Frozen Budget</td>
<td>Once a budget has been adopted by the district’s Board of Directors, the district will request for the budget to be “frozen.” A frozen budget will prevent any changes to the adopted budget without undergoing the approval process.</td>
</tr>
<tr>
<td>Current Budget</td>
<td>This is the working budget. This is the adopted budget plus the approved and posted changes.</td>
</tr>
<tr>
<td>Budget Revisions</td>
<td>Changes to the Adopted Budget. Revisions can be adjustments or transfers.</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>Increase or decrease to the total budget amount.</td>
</tr>
<tr>
<td>Budget Transfer</td>
<td>Transfers between account strings or major objects or resources, wherein the net effect to the total budget amount is $0.00.</td>
</tr>
<tr>
<td>Spending Authority</td>
<td>Budget amount remaining after accounting for pre-encumbrance, encumbrance and expenditures.</td>
</tr>
</tbody>
</table>
Budget Journals

Using a Budget Journal is a method of entering budget amounts into PeopleSoft. Budget Journals are created to increase or decrease budget amounts or to transfer budget amounts between account strings. The most common types of transfers are between major objects or between resources.

Budget Journals can be categorized into the following:

<table>
<thead>
<tr>
<th>PeopleSoft Panel</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation Journal</td>
<td>Increase/Decrease appropriation budget amounts</td>
</tr>
<tr>
<td>Organization Budget Journal</td>
<td>Increase/Decrease organization budget amounts</td>
</tr>
<tr>
<td>Organization Budget Transfer</td>
<td>Transfer budget amounts from one account string to another; between resources or between major objects</td>
</tr>
<tr>
<td>Revenue Estimate Journal</td>
<td>Increase/Decrease in the revenue estimate amounts</td>
</tr>
</tbody>
</table>

District budgets are processed in PSFS using the Budget Journal panel groups. General Ledger transactions are budget checked against budget balances created by Budget Journals. Once a Budget Journal is posted, it will create new balances in the budget ledgers.

Assumptions under which the system operates:

- Budget Journals entered after the budget has been adopted require Approval by LACOE.
- Community Colleges may submit their budget at the Fund Level only. K12 districts are required by the California Department of Education (CDE) to budget by account string.
- There is only one transfer “FROM” account, but allowances for numerous transfers “TO” accounts on the budget transfer panel.
- There is no approval of a Budget Journal entry at the district level.

The next sections will discuss creating Budget Journals at “Pre-Freeze” period. This means the budget has not been frozen or adopted and districts are entering budget amounts as they develop their budgets.

Districts will also use the Budget Journal panels to create new account strings with zero budget dollars. From the Basic GL class, keep in mind that any transaction in the PeopleSoft system will fail budget checking if the account string is not set up or created in the Budget Ledgers.
Appropriation Journals (Pre-Budget Freeze)

An Appropriation Journal is a journal entry into the Budgets Ledger to increase/decrease the budget amount by fund only.

Pre-Budget Freeze Budget Adjustment Navigation Steps

**Navigation:**
Go – Process Financial Information – Prepare Controlled Budgets
Use – Appropriations Journal – Appropriations Journal 1 – Add

The GL Journal ID field defaults to “Next,” allowing the system to assign the next sequential numeric Journal ID. The district can leave the Journal ID at “Next” or they can enter their own Journal ID.

However, once the budget is frozen, any change to the frozen budget is now treated as either an adjustment or a transfer. The district must follow the naming convention required in creating their Budget Journals. This is discussed in the Post-Budget Freeze process.

Click “OK” to continue.
Appropriation Journal 1 Panel

Fiscal Year & Period

Leave Blank
Appropriation Journal 2 Panel

Click on the Appropriation Journal 2 Tab. Enter the amount by which you want to increase/decrease the budget in the Budget Amount (+/-) field.

To submit this Budget Journal for processing, click on the “Journal Processing Request” icon (hand). By doing this, the “Post Budget Journal” icon will be activated, indicating that the journal can be posted. Both these icons will be available since the budget has not been frozen and changes can still be made without approval.

The ability to post Budget Journals real time holds true for all the budget ledgers. These include the Approp (Appropriation), Org (organization) and Revest (revenue) ledgers. Posting is available since the budget has not yet been frozen.
Organization Budget Journals (Pre-Budget Freeze)

Organization Journal is a journal entry into the Budgets Ledger to increase/decrease the budget amount using the full account string for expenditures (objects 1xxx -7xxx).

The organization budget controls expenditures at a more detailed level (by account string) than the appropriation budget. LACOE recommends that the sum of the organization budgets by fund should equal the appropriation budget.

For example, when adding a new resource, you must first increase the appropriation budget. Then, the organization budget would be increased.

Navigation:
Go – Process Financial Information – Prepare Controlled Budgets
Use – Organization Budget Journal – Organization Budget 1 – Add

The GL Journal ID field defaults to “Next,” allowing the system to assign the next sequential numeric Journal ID. The district can leave the Journal ID at “Next” or they can enter their own Journal ID.

However, once the budget is frozen, any change to the frozen budget is now treated as either an adjustment or a transfer. The district must follow the naming convention required in creating their Budget Journals, to be discussed in the Post-Budget Freeze process.

Click “OK” to continue.
Organization Budget 1 Panel

The following fields should be completed:
- Scenario “Final”
- The full account string must be entered.
- Budget Period Node (Fiscal Year) – “XX-YY”
- Begin and End Dates – “07/01/XX , 06/30/YY”

Note the following options:

Negative Budget       The budget for the account string can be less than zero. Inter-program activity is a common type of a negative budget.

Allow Overdraft      If this checkbox is selected, it will allow transaction amounts to exceed the budgeted amount in the Organization Budget. All transactions will pass organization budget checking regardless of spending authority remaining, and the budget in the organization budget ledger will be shown with a deficit balance as long as you have enough funds at the Approp level.

Click on Organization Budget 2 tab.
Organization Budget 2 Panel

Enter the amount by which you want to increase/decrease the budget in the Budgeted Monetary Amount and Allotted Amount fields.

To submit this Budget Journal for processing, click on the “Journal Processing Request” icon (hand). By doing this, the “Post Budget Journal” icon will be activated, indicating that the journal can be posted. Both of these icons will be available since the budget has not yet been frozen and changes can still be made without approval.

The ability to post Budget Journals real-time holds true for all the budget ledgers. These include the Approp (appropriation), Org (organization) and Revest (revenue) ledgers. Posting is available since the budget has not yet been frozen.
Revenue Estimate Journals (Pre-Budget Freeze)

Revenue Estimate Journals are used to budget or record estimated revenues. Revenue estimates are updated when cash is collected or recognized.

Navigation:
Go – Process Financial Information – Prepare Controlled Budgets
Use – Revenue Estimate Journal – Revenue Estimate - Add

The GL Journal ID field defaults to “Next,” allowing the system to assign the next sequential numeric Journal ID. The district can leave the Journal ID at “Next” or they can enter their own Journal ID.

However, once the budget is frozen, any change is now treated as either an adjustment or a transfer. The district must follow the naming convention required in creating their Budget Journals.

Click “OK” to continue.
The following fields should be completed:

- Scenario “Final”
- Enter full account string
- Level “Fiscal Year”
- Node (Fiscal Year) “XX-YY”
- Begin and End Dates –“07/01/XX - 06/30/YY”
- Total Estimated Amount (enter amount)
- Allotted Amount (enter amount)

Note the other options:

Allow Overdraft If this checkbox is selected, it will allow transaction amounts to exceed the budgeted amount in the Revenue Estimate Budget. All transactions will pass revenue budget checking. In general, this box is usually checked.

Temporarily Freeze Budget Allows the user to stop transactions from posting to this budget. Budget Checking or BCM will fail on the transactions.

To submit this Budget Journal for processing, click on the “Journal Processing Request” icon (hand). By doing this, the “Post Budget Journal” icon will be activated, indicating that the journal can be posted. Both of these icons will be available since the budget has not yet been frozen and changes can still be made without approval.

The ability to post Budget Journals real time holds true for all the Budget Ledgers. These ledgers include the Approp (appropriation), Org (organization) and Revest (revenue) ledgers. Posting is available since the budget has not yet been frozen.
Activity 1 – Entering an Organization Budget Journal (Pre-Budget Freeze)

Navigation Steps

Menu:  Go ➔ Process Financial Information ➔ Prepare Controlled Budgets
Use ➔ Organization Budget Journal ➔ Organization Budget 1 ➔ Add

Enter the following Organization Budget Journal Header information:

- Business Unit: District Number
- GL Journal ID: BA 136-0001 (for this exercise, use your initials in place of BA)
- Journal Date: Today’s date (defaults)
- Scenario: FINAL
- SpeedType: Blank
- Entry Event: Blank
- Fund: 01.0
- Res.PrjY: 00000.0
- Goal: 11100
- Function: 10000
- Object: 4310
- Sch/Loc: 0000000
- Bdgt. Period: XX-YY (Tab)
  (Related Appropriation Budget will populate.)
- Description: Your name Organization Journal
- Begin Date: 07/01/XX
- End Date: 06/30/YY
- Allow Over Draft: Unchecked
- Stat: Blank
- Temp Freeze Budget: Unchecked

Click on Organization Budget 2 Tab

- Journal Line Desc: Your name
- Refer Number: Your initials #2 (for this exercise)
- Budget Monetary Amount (+/-) 5,800.00
- Budget Per. Allotted Amount 5,800.00

Organization Journal Number: 

SAVE the Organization Journal by clicking on the Journal Processing Request/Hold (hand) icon. Verify that the information you entered is correct and that you are ready to post.

POST the Organization Journal by clicking on the Post Budget Journal (paper with pin) icon. Your Organization Journal should turn gray and you are no longer allowed to make changes.
Budget Revisions

Introduction

When the budget has been adopted by the district’s Board and has been “frozen” in PeopleSoft, budget revisions (budget adjustment or budget transfer) will require LACOE approval. Within LACOE, there are two divisions involved in the budget approval process; the Division of Business Advisory Services (BAS) and the Division of School Financial Services (SFS). We synonymously refer to the two approving divisions as “LACOE” approval.

To initiate a budget adjustment (increase/decrease to total budget amounts) or a budget transfer (move budget amounts from one major object or resource to another with no change in total amount), the district must complete the appropriate budget form and enter their summarized budget revision. It is either a Budget Adjustment Summary Form or the Budget Transfer Summary Form. The completed form must be sent to BAS. Budget revision applies to the following:

- Revenue Estimate (Revest 8xxx objects)
- Appropriation (Approp or Fund)
- Organization (Org 1xxx – 7xxx object)

In addition to districts completing the budget forms, districts will also enter the adjustment or transfer in PeopleSoft using an online entry or an Excel upload. These PeopleSoft entries (account strings and amounts) are called Budget Journals. The completed budget form is reviewed by BAS. The PeopleSoft budget journals are reviewed by SFS. The budget revision summarized in the form and the PeopleSoft budget journals must be in sync.

BAS reviews the budget revision when received. The result of BAS review (approval or denial) will be routed to SFS. If approved by BAS, the associated budget journals in PeopleSoft will be approved by SFS. If denied, the district will be required to delete the budget journals.

Since LACOE approves budget journals, it is important for the district to follow the prescribed naming convention that applies to the “Journal ID” on budget forms as well as budget journals. This will facilitate action from SFS as they can easily reconcile both the signed budget form and the budget journals entered online. This process is explained on page 22.

To summarize, a budget revision needs LACOE approval under the following conditions:

- If there is an increase/decrease in the total budget amount
- If the transfer occurs between major objects
- If the transfer occurs between resources

The following conditions do not need LACOE approval or a signed budget form:

- If the transfer occurs within the same range of objects
- If there is a zero amount on the account string entered
Range of Objects

LACOE has established the following range of major objects: Transfers between major objects are subject to approval.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>MAJOR OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated Salaries</td>
<td>1000-1999</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>2000-2999</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>3000-3999</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>4000-4999</td>
</tr>
<tr>
<td>Services and Other Operating Expenses</td>
<td>5000-5999</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>6000-6999</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>7100-7299</td>
</tr>
<tr>
<td>Inter-program/Inter-fund Support Costs</td>
<td>7300-7399</td>
</tr>
<tr>
<td>Inter-fund Transfers Out</td>
<td>7610-7629</td>
</tr>
<tr>
<td>Other Uses</td>
<td>7630-7699</td>
</tr>
<tr>
<td>Revenues</td>
<td>8000-8999</td>
</tr>
</tbody>
</table>

The signed budget forms completed by the district and submitted to LACOE are in summary form (listed by major object range as shown above). However, the associated PeopleSoft transactions entered into the system are separate budget journals in greater detail or by account string. In other words, each budget form completed could translate into several budget journals. How are budget journals linked to the budget form? The budget journals may be linked or grouped together by the first five characters of the “Journal ID” (also called Document ID) followed by sequential numbering to make up a 10 character field. It is important that the “Journal ID” (first five characters) is used in both the budget form and the budget journal.

Example:

District 12345 completes one budget form (i.e. Budget Transfer Summary Form) to get approval for the following transactions:

Journal ID is **BT100** on the Budget Transfer Summary Form:

<table>
<thead>
<tr>
<th>From/To</th>
<th>Object</th>
<th>Amount</th>
<th>Increase/Decrease</th>
<th>PSFS journal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>1160</td>
<td>14,685</td>
<td>Decrease</td>
<td>BT100-0001</td>
</tr>
<tr>
<td>From</td>
<td>3500</td>
<td>15</td>
<td>Decrease</td>
<td>BT100-0002</td>
</tr>
<tr>
<td>From</td>
<td>3600</td>
<td>300</td>
<td>Decrease</td>
<td>BT100-0003</td>
</tr>
<tr>
<td>To</td>
<td>4310</td>
<td>15,000</td>
<td>Increase</td>
<td>BT100-0004</td>
</tr>
</tbody>
</table>

The above is an example of a budget transfer. The fund and resource is the same for all transactions. To enter the budget changes online, use the Budget Transfer Panel. Since the Budget Transfer Panel only allows one “Transfer From” account string and several “Transfer To” account strings, the above example will require three budget transfer entries.
A second option would be to use **Budget Journal Panel**. Create four budget journals for each of the lines shown on the budget form BT100.

In using the required naming convention, the Journal ID BT100 on the budget form must be referenced in the budget journals as the first five characters followed by sequential numbering (i.e. BT100-0001, BT100-0002, BT100-0003, etc.). The Journal ID is the common link between the summarized budget transfers in the budget form and the itemized budget journals in PeopleSoft that appears in detailed account strings. If the SFS approver can easily reconcile the budget form with the online entries, review and action are facilitated.

More detailed explanation and example of naming convention are discussed in the section “Naming Convention for Budget Journal ID.”

The next two pages are Flowcharts provided to help users visualize the Budget Adjustment and Budget Transfer Processes.
**Budget Adjustment Flowchart**

- If LACOE approves the Budget Adjustment, the associated Budget Journals will be approved online and then posted to the Budget Ledgers.

- If LACOE does not approve the Budget Adjustment online, the Budget Journals will not be approved. The district will need to delete the Budget Journals.

- If there is a discrepancy between the approved Budget Adjustment form and the PeopleSoft Budget Journals, LACOE will contact the district so that the district can change the Budget Journals.
• If LACOE approves the Budget Transfer, the associated Budget Journals will be approved online and then posted to the Budget Ledgers.

• If LACOE does not approve the Budget Adjustment online, the Budget Journals will not be approved. The district will need to delete the Budget Journals.

• If there is a discrepancy between the Budget Transfer form and the PeopleSoft Budget Journals, LACOE will contact the district so that the district can change the Budget Journals.
Budget Adjustments and Transfers

To recap, when the budget has been adopted by the Board, the budget is “Frozen” in PeopleSoft and identified as the “Adopted Budget”. However, districts can continue to make budget revisions. These revisions are stored in another Budget Ledger referred to as “Current Budget” (Adopted Budget plus approved revisions). This period is referred to as “Post-Freeze”. The revisions are categorized as follows:

<table>
<thead>
<tr>
<th>Budget Revision</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Adjustments (BA)</td>
<td>Increase or decrease to the total budget amount</td>
</tr>
<tr>
<td>Budget Transfers (BT)</td>
<td>Transfers between account strings or major objects or resources, wherein the net effect to the total budget amount is $0.00</td>
</tr>
</tbody>
</table>

Districts can continue to use Budget Journals to create adjustments or transfers categorized as follows:

<table>
<thead>
<tr>
<th>PeopleSoft Panel</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriation Journal</td>
<td>Increase/Decrease appropriation budget amounts</td>
</tr>
<tr>
<td>Organization Budget Journal</td>
<td>Increase/Decrease organization budget amounts</td>
</tr>
<tr>
<td>Organization Budget Transfer</td>
<td>Transfer budget amounts from one account string to another; between resources or between major objects</td>
</tr>
<tr>
<td>Revenue Estimate Journal</td>
<td>Increase/Decrease in the revenue estimate amounts</td>
</tr>
</tbody>
</table>

Since the budget has already been frozen and we are in the “post-freeze” period, Budget Journals are generally subject to LACOE approval with a few exceptions discussed at the end of this section.

Naming Convention for Budget Journal ID (Post-Budget Freeze)

To facilitate LACOE’s review and approval, we recommend that districts follow this naming convention on the following:

- Budget Transfer Summary Form
- Budget Adjustment Summary Form
- PeopleSoft Budget Journals
Budget Adjustment Summary Form

- For Budget Adjustment – GL Journal ID is five characters with a prefix “BA” followed by three numbers (i.e., BA100)

Budget Transfer Summary Form

- For Budget Transfers – GL Journal ID is five characters with a prefix “BT” followed by three numbers (i.e., BT100)

**NOTE:** The Budget Adjustment and Transfer Summary Forms (or budget forms) are sent to BAS for review.

LACOE will approve the Budget Journals. Look at the budget form’s GL Journal ID (i.e. BA100) and associate it with the GL Journal IDs in the Budget Journals in PeopleSoft (i.e. BA100-0001, BA100-0002, BA100-0003, etc.).

In summary, the common link between the Budget Forms and the PeopleSoft Budget Journals is the GL Journal ID on the form as well as on the PeopleSoft Budget Journals. If this link is not properly defined, or if the naming convention is not followed, it will delay SFS review and action on the district’s budget revision.
Appropriation Journals/Budget Adjustment (Post Budget Freeze)

An Appropriation Journal is a journal entry into the Budgets Ledger to increase/decrease the budget amount for the fund only.

Navigation:
Go – Process Financial Information – Prepare Controlled Budgets
Use – Appropriations Journal – Appropriations Journal 1 – Add – [Enter Business Unit]

Now that the budget is frozen, the district must follow the required naming convention (see page 22).

Below is an example of creating an Appropriation Journal. The Journal ID consists of the budget form’s GL Journal ID for the first five characters, hyphen, followed by a numeric sequence of numbers (in this example, the Journal ID is BA100-0001).

Click “OK” to continue.
NOTE: Appropriation Journal changes amounts at the fund level only. Other than the Fund, leave the rest of the ChartFields (Res.PrjY to Sch/Loc) blank. In this example, Fund 01.0 is changed.
Appropriation Journal 2 Panel

Click on the Appropriation Journal 2 Tab. The second panel in the Appropriation Journal panel group enables district staff to maintain the budget amount for the appropriation (Fund Level only).

Enter the amount by which you want to increase/decrease the budget in the Budget Amount (+/-) field.

To submit this Budget Journal for approval, click on the Journal Processing Request icon (hand). The icon will become available, indicating that the Budget Journal can be submitted for approval.

The Post icon, unlike in the pre-freeze adjustments, will not be available if there is a net change to your budget which requires Board approval and LACOE review.

After clicking on the Journal Processing Request icon (hand), notice that both icons are “grayed” out. This means the journal is being routed to approval.
Click on the Approval Status Tab: The Approval Status will be in “Pending Approval” status.

This journal will not post until approved.
Organization Budget Journals/Budget Adjustment (Post Budget Freeze)

Organization Budget Journal is a journal entry into the Budgets Ledger to increase/decrease the budget amount using the full account string for expenditures (objects 1xxx -7xxx).

**Navigation:**
Go – Process Financial Information – Prepare Controlled Budgets
Use – Organization Budget Journal – Organization Budget 1 – Add

Now that the budget is frozen, the district must follow the required naming convention (see page 22).

In this example, we are creating an Organization Budget Journal. The GL Journal ID consists of the budget form’s GL Journal ID for the first five characters, hyphen, followed by a numeric sequence of numbers (i.e., BA100-0002).

In the previous example, we have created Journal IDs BA100-0001 for the Appropriation Journal. Our next journal associated to BA100 will be an Organization Budget Journal with next sequential number of BA100-0002.

![Add -- Organization Budget Journal](image)

Click “OK”.
Organization Budget 1 Panel

The following fields must be completed:
- Scenario “Final”
- The full account string must be entered
- Budget Period Node (Fiscal Year) – “XX-YY”
- Begin and End Dates – “07/01/XX, 06/30/YY”

Note the following options:

Negative Budget  
The budget for the account string can be less than zero. Inter-program activity is a common type of a negative budget.

Allow Overdraft  
If this checkbox is selected, transaction amounts over the budgeted amounts in the Organization Budget will be allowed. All transactions will pass organization budget checking regardless of the balance remaining in the spending authority. The organization budget ledger will be shown with a deficit balance. But as long as there is a positive amount in the appropriation ledger, transactions are allowed to process.

Temporarily Freeze Budget  
Checking this box allows the user to stop transactions from posting to this budget. Budget checking or BCM will fail on the transactions.

Click on Organization Budget 2 tab.
Organization Budget 2 Panel

The Organization Journal 2 tab is the second panel in the Organization Budget Journal panel group which enables district staff to maintain the budget amount for the expenditures (by account string).

Enter the amount by which you want to increase/decrease the budget in the Budget Amount (+/-) field.

Enter the amount by which you want to increase/decrease the budget in the Budgeted Monetary Amount and Allotted Amount fields.

To submit this Budget Journal for approval, click on the Journal Processing Request icon (hand). The icon will become available, indicating that the Budget Journal can be submitted for approval.

The Post icon, unlike in the pre-freeze adjustments, will not be available if there is a net change to your budget which requires Board approval and LACOE approval.

After clicking on the Journal Processing Request icon (hand), notice that both icons are “grayed” out. This means the journal is being routed to approval.
Click on the Approval Status Tab. The Approval Status will be in “Pending Approval” status.

This journal will not post until approved.
Revenue Estimate Journals/Budget Adjustment (Post Budget Freeze)

Revenue Estimate Journals are used to budget or record estimated revenues. Revenue estimates are updated when cash is collected or recognized.

**Navigation:**
Go – Process Financial information – Prepare Controlled Budgets
Use – Revenue Estimate Journal – Revenue Estimate – Add

Now that the budget is frozen, the district must follow the required naming convention (see page 22).

In this example, we are creating a Revenue Estimate Journal. The Journal ID consists of the budget form’s GL Journal ID for the first five characters, hyphen, followed by a numeric sequence of numbers.

In the previous example, we have created Journal IDs BA100-0001 for the Appropriation Journal and BA100-0002 for the Organization Journal. So our next journal associated to BA100 will be a Revenue Estimate Journal, with next sequential number of BA100-0003.

![Add Revenue Estimate Journal](image)

Click “OK.”
The following fields should be completed:

- Scenario “Final”
- The full account string must be entered
- Level “Fiscal Year”
- Node (Fiscal Year) “XX-YY”
- Begin and End Dates – “07/01/XX - 06/30/YY”
- Total Estimated Amount (enter amount)
- Allotted Amount (enter amount)

Note the other options:

Allow Overdraft

If this checkbox is selected, transaction amounts over the budgeted amounts in the Revenue Estimate Budget will be allowed. All transactions pertaining to revenue will pass budget checking. In general, this box is always checked.

Appropriation Link

Note: Appropriation link is not currently being used.

Temporarily Freeze Budget

Checking this box allows the user to stop transactions from posting to this budget. Budget checking or BCM will fail on the transactions.
To submit this Budget Journal for approval, click on the Journal Processing Request icon (hand). The icon will become available, indicating that the Budget Journal can be submitted for approval.

The Post icon, unlike in the pre-freeze adjustments, will not be available if there is a net change to your budget which requires Board approval and LACOE approval.

After clicking on the Journal Processing Request icon (hand), notice that both icons are “grayed” out. This means that the journal is being routed to approval.

Click on the Approval Status Tab: The Approval Status will be in “Pending Approval” status.

This journal will not post until approved.
General Rules of Budget Adjustments

- When **increasing** the fund in the (Approp) budget, the Appropriations Journal must be entered before the (Org) Organization Budget Journal.

- When **decreasing** the fund in the (Approp) budget, the (Org) Organization Budget Journal must be entered before the Appropriations Journal.

- When **increasing** the (Org) Organization Budget, the fund (Approp) budget must be entered before the Organization Budget Journal.

- Prior to a budget being frozen (Pre-Budget Freeze stage), the Journal ID auto numbering feature is active. Any Journal ID name can be used.

- When the budget is frozen (Post-Budget Freeze stage), the Journal ID auto numbering feature is inactivated. The prescribed naming convention rules for Journal ID must be followed.

### Activity 2 - Entering a Budget Journal (Post-Budget Freeze)

**Navigation Steps:**
GO, Process Financial Information, Prepare Controlled Budget,
Use Approp, Org, Revest, Add

<table>
<thead>
<tr>
<th>BU</th>
<th>DATE</th>
<th>JRNL_ID</th>
<th>FD</th>
<th>RES</th>
<th>GOALFUNC</th>
<th>OBJ</th>
<th>LOC</th>
<th>AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0001</td>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>2820000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0002</td>
<td>01.0</td>
<td>00000.0</td>
<td>13700</td>
<td>10000</td>
<td>4310</td>
<td>3900000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0003</td>
<td>01.0</td>
<td>00000.0</td>
<td>11400</td>
<td>10000</td>
<td>4320</td>
<td>0500000</td>
</tr>
<tr>
<td>12345</td>
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<td>BA100-0004</td>
<td>01.0</td>
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<td>5716</td>
<td>4500000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0005</td>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>10000</td>
<td>5630</td>
<td>4700000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0006</td>
<td>01.0</td>
<td>00000.0</td>
<td>18300</td>
<td>10900</td>
<td>5220</td>
<td>1500000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0007</td>
<td>01.0</td>
<td>00000.0</td>
<td>11100</td>
<td>21000</td>
<td>6410</td>
<td>1040007</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0008</td>
<td>01.0</td>
<td>00000.0</td>
<td>18200</td>
<td>10500</td>
<td>6510</td>
<td>0420000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0009</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>8091</td>
<td>0000000</td>
</tr>
<tr>
<td>12345</td>
<td>09/07/20XX</td>
<td>BA100-0010</td>
<td>01.0</td>
<td>00000.0</td>
<td>00000</td>
<td>00000</td>
<td>8082</td>
<td>0000000</td>
</tr>
</tbody>
</table>

For the Journal ID, instead of BA use your initial on the first two character to avoid duplication.
**Organization Budget Transfer Journal (Post Budget Freeze)**

Organization Budget Transfer is a journal to transfer budget amounts from one account string to another. There is no change in the total budget amount. A common use for this journal is to transfer budget amounts between major objects or resource.

When using this journal, the system only allows one “Transfer From” account string and multiple “Transfer To” account strings.

**Navigation:**
Go – Process Financial Information – Prepare Controlled Budgets
Use – Organization Budget Transfer – Organization Budget Transfer From – Add

Now that the budget is frozen, the district must follow the required naming convention (see page 22).

Since this is a Budget Transfer, we will use the prefix “BT” for the Journal IDs.

In this example, an Organization Budget Transfer Journal is being created. The Journal ID consists of the Journal ID as found in the budget form (i.e. BT100) for the first five characters followed by a numeric sequence of numbers (i.e. BT100-0001).

Click “OK.”
Enter the “Org Bud Transfer From” account string, and then click the “Org Bud Transfer To” tab.

Limit your search as much as possible, (in the example, fund 01.0 and all objects beginning with “4” have been specified) then click the Flashlight icon to retrieve all possible “transfer to” strings that meet the criteria specified.
Select the string(s) that you would like to transfer to by checking the select box, and specify the amount or percent. Submit the journal for approval by clicking on the hand (Journal Processing Request) icon.

The Journal Processing Request icon will begin processing the journal request.
After clicking on the Journal Processing Request icon (hand), notice that both icons are “grayed” out. This means that the journal is being routed for approval. This journal will not post until approved.

Reminders

- The transfer will not be allowed if it will result in a negative amount in the originating “Transfer From” budget or the destination “Transfer To” account string(s).

- If the transfer occurs within the same range of objects within the same fund, approval is not necessary. Budget journals should be eligible for posting immediately. The Posting Request icon will be available, allowing the district to have the option to post the budget journal manually. Otherwise, the scheduled batch process will post the journal.

- If the transfer occurs between different ranges of objects within the same fund, approval is necessary. The district must submit the Budget Summary Transfer form to LACOE for review. The online journals will require approval prior to posting.

Since the above example involves a transfer between major objects within the same fund, the Budget Journal will be routed for SFS approval.
**Budget Upload**

**Introduction**

For a budget upload, the districts will send a budget upload file instead of manually entering their revisions online. Budget upload is allowed if the total account strings with budget changes is 25 lines or more. Otherwise, the revisions must be manually entered into PeopleSoft using the budget entry panels. Below is the required file format for budget uploads:

- All columns except the amount column must be formatted as **Text**
- The amount column must be formatted as **Number** with 2 decimal places
- Request a soft copy from LACOE/SFS (Accounting Technician) to be used as a template

**Upload Format**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A_UNIT</td>
<td>Business Unit; Format XXXXX</td>
<td>XXXX</td>
<td>12345</td>
</tr>
<tr>
<td>B_JOURNAL_ID</td>
<td>Journal ID must follow Naming Convention</td>
<td>XXXX-XXXX</td>
<td>BA100-0001</td>
</tr>
<tr>
<td>C_DATE</td>
<td>Journal Date</td>
<td>XXXX-XX-XX</td>
<td>20XX-07-01</td>
</tr>
<tr>
<td>D_LEDGER</td>
<td>APPROP or ORG or REVEST</td>
<td>APPROP or ORG or REVEST</td>
<td>APPROP or ORG or REVEST</td>
</tr>
<tr>
<td>E_BUDG_FLAG</td>
<td>Initial Budget, Budget Adjustment; Budget Revision</td>
<td>X</td>
<td><strong>Initial Budget (I)</strong> <strong>Budget Adjustment (A)</strong> <strong>Budget Revision (R)</strong></td>
</tr>
<tr>
<td>F_FUND</td>
<td>Fund</td>
<td>XX.X</td>
<td>01.0</td>
</tr>
<tr>
<td>G_RES_PRJY</td>
<td>Resource/Project Year</td>
<td>XXXXX.X</td>
<td>00000.0</td>
</tr>
<tr>
<td>H_GOAL</td>
<td>Goal</td>
<td>XXXX</td>
<td>11100</td>
</tr>
<tr>
<td>I_FUNCT</td>
<td>Function</td>
<td>XXXXX</td>
<td>10000</td>
</tr>
<tr>
<td>J_OBJ</td>
<td>Object</td>
<td>XXXX</td>
<td>4310</td>
</tr>
<tr>
<td>K_SCH_LOC</td>
<td>Location</td>
<td>XXXXXXX</td>
<td>0010000</td>
</tr>
<tr>
<td>L_BDGT_PD</td>
<td>Budget Period</td>
<td>XX-XX</td>
<td>XX-YY</td>
</tr>
<tr>
<td>M_AMOUNT</td>
<td>Amount</td>
<td>XXX,XXX.XX</td>
<td>15,000.00</td>
</tr>
<tr>
<td>N_REF_NBR</td>
<td>Reference Number</td>
<td>Leave Blank</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>O_LINE_DESCR</td>
<td>Line Description</td>
<td>Leave Blank</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>P_EXCEED</td>
<td>Exceed Approp Indicator</td>
<td>N or Y</td>
<td>N</td>
</tr>
<tr>
<td>Q_NEG_BUDGET</td>
<td>Negative Budget</td>
<td>N or Y</td>
<td>N</td>
</tr>
<tr>
<td>R_OVERDRAFT</td>
<td>Overdraft</td>
<td>N or Y</td>
<td>N</td>
</tr>
<tr>
<td>S_FREEZE</td>
<td>Freeze</td>
<td>N or Y</td>
<td>N</td>
</tr>
</tbody>
</table>
The Excel file will look like this:

![Excel Spreadsheet Image]

It is recommended that Organization budget amounts equal the Appropriation amount.

Districts are also advised to validate their budget account strings using the SACS Validation program before they submit their upload file. Failure to do so may cause them to use invalid account strings in their transactions. During financial reporting, these invalid account strings will fail reporting in the California Department of Education (CDE) software.

Send the completed file to your assigned Accounting Technician at LACOE/SFS.
Approval of Budget Journals

Districts have access to inquiry of Budget Journals pending LACOE approval. Navigate to the Budget Document Approval panel. This panel displays Budget Journals which are in pending approval status.

**Navigation:**
Go – Process Financial Information – Prepare Controlled Budgets
Use – Budget Document Approval – Budget Doc Summary

(Note: In this panel, the Budget Journal Document ID is the same as the GL Journal ID found on the budget forms)
If the first five characters of the Journal ID (i.e., BA100) are known, enter the ID and click “OK.” Or enter the first few characters (i.e., BA or BT) and click the Search key, or just click the Search key to display all Budget Journals in pending approval status.

In the above example, only one document (BA100) meets the criteria (Journal ID prefixed with BA), click “OK.”

This is a budget adjustment increasing the budget amount. Document ID BA100 will include an increase in the following associated Budget Journals:

- Approp Journal BA100-0001
- Org Journal BA100-0002
- Revest Journal BA100-0003
The first tab “Budget Document Summary” will display a summary of the Budget Ledgers by Document ID.

Note the following from the above panel:

- The outer scroll bar displays the various ledgers (Approp, Org, or Revest) that have Budget Journals.
- Displayed on top is the Approp ledger indicating that there is a Budget Journal (or several journals) increasing the Approp budget $50,000.00 in Fund 01.0.
- The action icons (Hold, Approve, and Deny) are grayed out for the districts. Districts only have inquiry access.
- When the outer scroll bar is moved downward, information for the other budget ledgers can be seen.
Use the outer scroll bar to see the next Budget ledger. The panel now displays journals related to the Org ledger which now indicates that there is a Budget Journal (or several journals) increasing the Org budget by $50,000.00 in the 4xxx range of Objects.

Move the scroll bar downwards to see information for the next ledger. This panel will display journals related to the Revest ledger. The Revest ledger indicates that there is an increase of $50,000.00 in the revenue budgets or in the 8xxx range of Objects.
Click on “Budget Doc Detail.” This panel provides information into details of the Budget Journals:

- Journal ID
- Account strings
- Amounts by account strings
- Ledger Total

Scrolling to the first panel displays the Approp ledger. The Approp ledger has one Budget Journal BA100-0001 for $50,000.00. Keep in mind that Approp budget journals only require the Fund to be indicated in the account string.
Use the scroll bar to go to the next ledger. The Org Budget ledger will display all organization Budget Journals. In this example, there is only one Budget Journal BA100-0002.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Date</th>
<th>Fund</th>
<th>Res.Prj/Y</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA100-0002</td>
<td>08/05/20xx</td>
<td>01.0</td>
<td>000000.0</td>
<td>11100</td>
<td>10000</td>
<td>4310</td>
<td>0000000</td>
<td>xx-yy</td>
</tr>
</tbody>
</table>

Now use the Scroll bar to go to the Revest ledger. This also has one Budget Journal BA100-0003.

<table>
<thead>
<tr>
<th>Journal</th>
<th>Date</th>
<th>Fund</th>
<th>Res.Prj/Y</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA100-0003</td>
<td>08/05/20xx</td>
<td>01.0</td>
<td>000000.0</td>
<td>00000</td>
<td>00000</td>
<td>6011</td>
<td>0000000</td>
<td>xx-yy</td>
</tr>
</tbody>
</table>
The actual approval online is done by SFS using the Budget Document Summary panel.

When SFS reviews the Budget Journals, SFS will match the information with the appropriate budget form received from BAS (In this example - Budget Adjustment Summary Form). SFS will take action on the entire document BA100 comprised of Budget Journals BA100-0001 (Approp), BA100-0002 (Org) and BA100-0003 (Revest). Once approved, the document BA100 will no longer be available to view in this approval panel.

If there is no action from SFS, document BA100 and all its related journals will be on hold. Changes can be made to the Budget Journals as long as the document BA100 has not been approved or denied. If SFS is unable to approve the transaction (due to a discrepancy between the signed budget form and the budget journals online) staff will contact the district and request that the necessary changes be made.

All approved Budget Journals will be posted to the Budget ledgers during batch process.
Posting

Approved Budget Journals will post to the Budget ledgers during the nightly batch process. However, the districts can also post Budget Journals using the “Post Journal Request” icon.

Navigation:
Go – Process Financial Information – Prepare Controlled Budgets
Use – Appropriation Journal – Appropriation Journal 1 – Update/Display – [Enter Journal ID or click search]

Click on the Approval Status tab. The Approval Status is now “Approved to Post.”
Click on Appropriation Journal 2. Notice that the “Posting Request” icon is active and can be triggered by the user.

Note that the Amount field is “grayed,” meaning that once the journal was previously approved by SFS, changes can no long be made by a user.
Approval of Budget Transfers

To view the status of Budget Transfers, use the same panel as the Budget Adjustments.

**Navigation:**
Go – Process Financial Information – Prepare Controlled Budgets
Use – Budget Document Approval – Budget Doc Summary

If the first five characters of the Journal ID (i.e., BT100) are known, enter the ID and click “OK.” Or enter the first few characters (i.e., BT) and click the Search key, or just click the Search key to display all Budget Journals in pending approval status.
The first tab, “Budget Document Summary” will display a summary of the Budget ledgers (Approp, Org and Revest). Since this is a budget transfer between expenditures and without change in total budget amount, only the Org ledger will be displayed. There is no change to the other ledgers, Approp and Revest. (Notice on the outside scroll bar, there is no option to scroll further down and see a different ledger other than the one currently displayed.)

The summary is displayed by object range and shows the following:

- The Org budget transfer moved $2,000 from Fund 01.0, Object 1000 to Fund 01.0, Object 4000.
- The Object range 1000-1999, Certificated Salaries, is showing a negative amount of $2,000, while the Object range 4000-4999, Books and Supplies, is showing a positive $2,000.
- The ledger total displayed at the top of the panel calculates the amount change. The ledger total is $0.00.

The data on this panel should be reviewed and compared to the signed budget form.
Click on “Budget Doc Detail” tab. This panel provides details of the Budget Journals:

- Budget Journal ID
- Account strings
- Amounts by account strings
- Ledger Total

The scroll bar indicates only one ledger involved, the Org ledger. Budget Journal ID is BT100-0001 and amount nets to $0.00, since this is a transfer between expenditure objects.

SFS reviews the information online comparing it to the appropriate budget form received (Budget Transfer Summary Form) and the Org Budget Journal BT100-0001. Once approved, the document BT100 will no longer be available to view in this approval panel.

If SFS is unable to approve the transaction (due to a discrepancy between the signed Budget Form and the Budget Journal BT100-0001), SFS will contact the district and request that the necessary changes be made.

All approved Budget Journals will be posted to the Budget ledgers during nightly batch process.
Activity 3– Transfer Organization Budget Journal (Between Locations)

You will transfer Organization Budget Journal from one School/Location to another School/Location.

Navigation Steps

Menu:  Go ———> Process Financial Information ———> Prepare Controlled Budgets

Use ———> Organization Budget Transfer ———> Org Bud Transfer from ———> Add

Enter the following Organization Budget Journal Header information:

- Business Unit: District Number
- GL Journal ID: BA####-#### (Create your own BT7-digit number using your initials rather than BA or BT)
- Journal Date: Today’s date (defaults)
- Description: Your Name #3
- Scenario: FINAL
- SpeedType: Blank
- Entry Event: Blank
- Fund: 01.0
- Res.PrjY: 00000.0
- Goal: 11100
- Function: 10000
- Object: 4310
- Sch/Loc: 1810000
- Bdgt Period: XX-YY
  (Available Transfer will populate.)
- Transfer Amount: 1000.00
- Refer Number: Your initials #3
- Journal Line Desc: Your name

Click on Org Bud Transfer To.

- Scenario: FINAL
- Fund: 01.0
- Res.PrjY: 00000.0
- Goal: 11100
- Function: 10000
- Object: 4310
- Sch/Loc: 1820000
- Bdgt Period: XX-YY

Click on the Flashlight icon to retrieve the available Organization Budgets.

Scroll over to the right and put Transfer Amount = 1000.00

Organization Transfer Number

Save the Organization Transfer Journal by clicking on the Journal processing Request/Hold (hand) icon. Verify that the information you entered was correct and that you are ready to post.
Post the Organization Journal by clicking on the Post Budget Journal (paper with pin) icon. Your Organization Journal should turn gray and you are no longer allowed to make changes.

You will inquire on the Organization Budget you just posted.

**Navigation Steps**

**Menu:**  
Go ➔ Process Financial Information ➔ Analyze Controlled Budgets  
Inquire ➔ Controlled Budget ➔ Criteria

**Add Controlled Budget Information**

<table>
<thead>
<tr>
<th>Inquiry Name:</th>
<th>Use your initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>District Number</td>
</tr>
<tr>
<td>Ledger:</td>
<td>ORG</td>
</tr>
<tr>
<td>Scenario:</td>
<td>FINAL</td>
</tr>
<tr>
<td>Fund:</td>
<td>01.0</td>
</tr>
<tr>
<td>Res.PrjY:</td>
<td>00000.0</td>
</tr>
<tr>
<td>Goal:</td>
<td>11100</td>
</tr>
<tr>
<td>Function:</td>
<td>10000</td>
</tr>
<tr>
<td>Object:</td>
<td>43%</td>
</tr>
<tr>
<td>Sch/Loc:</td>
<td>18%</td>
</tr>
</tbody>
</table>

1. Click on Get Available Periods icon.
2. Check the checkbox for the budget period.
3. Click on the Get Budgets icon. A new panel will appear which will show you the Total Spending Authority and Remaining Spending for the criteria you have entered.
4. Click on the Criteria (magnifying glass) icon and you will return to the previous panel.
5. Click on the Budget Journal panel (the next panel) in order to see your detailed appropriation Budget Journals.
6. Click on the Flashlight icon to retrieve the Organization Budget Journals. Verify your journal.
Activity 4 – Transfer Organization Budget Journal (Between Major Objects)

1. The District wants to move $4,000 from Materials and Supplies to Capital Outlay using Title I funds.

2. The District wants to move $5,000 from Classified Salaries to Teachers’ Extra Duty Salaries in the unrestricted General Fund, including employee benefits.

3. Use the BAS Form 503-057-T and the Budget Data Input document found on the following pages to make these transactions.

   CODES

   - Title I Resource Code 30100.0
   - Teachers’ Salaries 1000
   - Classified Salaries 2000
   - Employee Benefits 3000
   - Materials and Supplies 4000
   - Capital Outlay 6000
## Budget Transfer Summary

**K-12/FPs/JPAs**

<table>
<thead>
<tr>
<th>Expenditures/Other Financing Uses</th>
<th>Object Code</th>
<th>Resource Code (Optional)</th>
<th>Amount Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Certificated Personnel Salaries</td>
<td>1000-1999</td>
<td></td>
<td>$3,500.00</td>
</tr>
<tr>
<td>2. Classified Personnel Salaries</td>
<td>2000-2999</td>
<td></td>
<td>(5,000.00)</td>
</tr>
<tr>
<td>3. Employee Benefits</td>
<td>3000-3999</td>
<td></td>
<td>$1,500.00</td>
</tr>
<tr>
<td>4. Books and Supplies</td>
<td>4000-4999</td>
<td></td>
<td>(4,000.00)</td>
</tr>
<tr>
<td>5. Services and Other Operating Expenditures</td>
<td>5000-5999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Capital Outlay</td>
<td>6000-6999</td>
<td></td>
<td>$4,000.00</td>
</tr>
<tr>
<td>7. Other Outgo</td>
<td>7000-7299</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Transfers of Indirect Costs</td>
<td>7300-7398</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Other Debt Services</td>
<td>7400-7499</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Interfund Transfers Out</td>
<td>7600-7629</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. All Other Financing Uses</td>
<td>7630-7699</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Total Expenditures, Transfers and Other Financing Uses</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**NOTE:**
- If this transfer increases the budget of an expenditure object code, enter the amount on this form as positive, and when entering in the system, use ORG BUD Transfer To budget input panel, to indicate the increase.
- If this transfer decreases the budget of an expenditure object code, enter the amount on this form as negative, and when entering in the system, use ORG BUD Transfer From budget input panel, to indicate the decrease.

**B. Narrative Explanation for this Revision - Must be Completed**

**C. School District Certification - Must be Completed**

Submit original and two (2) copies of this form to:

Los Angeles County Office of Education
Division of School Financial Services
9300 Imperial Highway
Downey, CA 90242-2860

**Approved:**

Debra Doendo, M.S.W., Ed.D
Los Angeles County Superintendent

**By:**

Signature of Los Angeles County Superintendent of Schools Deputy

Date signed: Month/Day/Year

Form No. 583-0577 Page 1 of 2 Rev. 07-15-2017
## BUDGET INPUT DOCUMENT

### Use same ID Number as the Budget Transfer Summary Form

---

**School District (Unit):**

---

### GL Journal Number | Journal Date | Ledger | District Number
--- | --- | --- | ---
*BT123-0001* | 08/15/XX | *Budget/Approp* | 12345

**Reallocate salaries**

**F = FROM (Decrease)**

**T = TO (Increase)**

### NEW BUDGET AMOUNT

<table>
<thead>
<tr>
<th>F/T</th>
<th>NEW BUDGET AMOUNT</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fund-Sub</td>
</tr>
<tr>
<td>F</td>
<td>$ 5000</td>
<td>01.0</td>
</tr>
<tr>
<td>T</td>
<td>$ 3500</td>
<td>01.0</td>
</tr>
<tr>
<td>T</td>
<td>$ 650</td>
<td>01.0</td>
</tr>
<tr>
<td>T</td>
<td>$ 420</td>
<td>01.0</td>
</tr>
<tr>
<td>T</td>
<td>$ 275</td>
<td>01.0</td>
</tr>
<tr>
<td>T</td>
<td>$ 155</td>
<td>01.0</td>
</tr>
</tbody>
</table>

**Check Budget Type to Input**

---

**NOTE:** When increasing/decreasing Organizational Budgets, MUST increase or decrease Appropriation Budget Ledger first. Use Revenue Budget Ledger to increase or decrease Revenues.

---

Prepared by: 
Date: 
Authorized by: 

---

LACOE, Division of School Financial Services 58 Advanced General Ledger Using PeopleSoft
### BUDGET INPUT DOCUMENT

**School District (Unit):**

<table>
<thead>
<tr>
<th>GL Journal Number</th>
<th>Journal Date</th>
<th>Ledger</th>
<th>District Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT123-0002</td>
<td>08/15/XX</td>
<td>Budget/Approp</td>
<td>12345</td>
</tr>
</tbody>
</table>

**Description:** Reallocate budget within same resource

**Journal Line Description (if any):**

**Check Budget Type to Input:**

- BUDGET ADJUSTMENT
- BUDGET TRANSFER

**F = FROM (Decrease):**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Fund-Sub</th>
<th>Resource/PY</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000</td>
<td>01.0</td>
<td>30100.0</td>
<td>11100</td>
<td>10000</td>
<td>4300</td>
<td>000000</td>
</tr>
</tbody>
</table>

**T = TO (Increase):**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Fund-Sub</th>
<th>Resource/PY</th>
<th>Goal</th>
<th>Function</th>
<th>Object</th>
<th>Sch/Loc</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000</td>
<td>01.0</td>
<td>30100.0</td>
<td>11100</td>
<td>10000</td>
<td>6400</td>
<td>000000</td>
</tr>
</tbody>
</table>

**NOTE:** When increasing/decreasing Organizational Budgets, MUST increase or decrease Appropriation Budget Ledger first. Use Revenue Budget Ledger to increase or decrease Revenues.

**Prepared by:** [Signature]  
**Date:** [Date]  
**Authorized by:** [Signature]
Inquiring on Budgets

The Controlled Budgets inquiry panel group allows users to review budget information. The Criteria panel is used to specify the values or parameters for the requested budget information. The result will display specific information based on the criteria entered.

Budget inquiry can show both summarized and detail information. It will display Spending Authority (available balance), current totals, budget journals, and actual transactions that affect the budget.

Establishing Criteria

**Navigation:**
Go – Process Financial Information – Analyze Controlled Budget
Inquire – Controlled Budget – Criteria – Add –[Enter Inquiry Name]-[Click Ok]

![Add -- Controlled Budget]

**NOTE:** The above add mode will create an Inquiry Name, which will allow the user to access the panels and establish criteria. A first time user will go through the “Add” mode. After an Inquiry Name has been created, any subsequent use of the panels, the user can use “Update/Display.”
This will open the Criteria panel.

Selecting the criteria:

- **Ledger** – The user may select the ledger for inquiry (Approp, Org or Revest). In this example, we will be showing inquiry into the Org Budget Ledger.

- Enter the account string. The user may use the wild card “%” to retrieve all records associated to the wild card. For example, a wild card “%” used on “4” in the object Chartfield will retrieve all objects prefixed with a “4” (4100, 4200, 4300, etc.).

- **Get Available Periods Icon** – Displays available budget periods. Allows the user to select the specific budget period(s).

- **Select All** – Selects all budget periods.

- **Deselect All** – Clears all Budget Periods the user has previously selected.

- **Get Budgets** – Once desired budget period(s) have been selected, this icon retrieves budget information.
Review Budget Summary

After selecting the Get Budgets icon on the Controlled Budget Inquiry panel, the system displays the summary panel below with the following information:

- **Budget**: The total of the Budget Journals that have posted
- **Pre-encumbered**: Total pre-encumbrances, or purchase requisitions outstanding
- **Encumbered**: Total encumbrances, or purchase orders outstanding
- **Expended**: Total expenditures
- **Remaining Balance**: The spending authority as of the most recent postings

Other icons on the Summary Panel

- **Criteria Icon**: Returns the user to the Criteria panel. At the Criteria panel, users can adjust their budget selection and Budget Period selections to refine their inquiry.

- **Detail Icon**: Provides detail for the account strings that meet the user’s criteria. Users can then toggle back and forth between panels using the Criteria and Detail icon.

- **Get Budget Periods Icon**: Provides a view of the Budget Period sub-panel. This sub-panel displays the Budget Periods the user selected on the criteria.
Review Detail

The Detail panel displays account strings that comprise the district’s budget as well as Pre-Encumbered, Encumbered, and Expended amounts by account string.

Clicking on the Selected Budget Periods icon opens a sub-panel that shows the selected budget periods. This is for information only.

Navigation Steps

From the Budget Summary panel, select the Detail icon.

Additional icons on the Detail panel are described on the following page.
**Additional Icons on the Detail Panel**

**Criteria Icon**  
Returns the user to the Criteria panel. At the Criteria panel, users can adjust their budget selections and Budget Period selections to refine their inquiry.

**Summary Icon**  
Returns the user to the Summary panel. The user can then toggle back and forth between the Summary and Detail panels using the Detail icon.

**Selected Budget Periods**  
Enables viewing of the Budget Periods sub-panel. The sub-panel displays the Select Budget Periods previously included in the inquiry.

**Attributes Icon**  
This icon is located to the left of the Account/Object field for each detail line in the panel. Selecting the Attributes icon enables users to view detail for the particular type of budget by ChartField, additional Attributes and, if applicable, Transfers.

From the Detail panel, selecting the Selected Budget Periods icon brings the user to a sub-panel to view the budget periods they have selected to view.

The Attributes sub-panel provides users with additional budget data, including begin and end dates of that budget period and any related appropriations. This sub-panel is also accessed from the Detail panel.

**Navigation Steps**

From the Detail panel, select the Attributes icon.

Click “OK” to return to the Detail panel. At the Detail panel, select the Criteria icon to return to the Criteria panel. **Attributes** describes how a given account string was set up.
Inquiring on Budget Journals

The Budget Journals panel in the Controlled Budget Inquiry panel group enables users to view journal entries. This will show journal IDs, journal date, budget period, amounts and line description.

Navigation Steps
From the Controlled Budget Inquiry group, select Budget Journals tab. Select the Detail icon (green flashlight) to retrieve data.
Inquiring on Transaction Details

The Transaction Detail panel allows users to inquire on transactions that have successfully been budget checked.

**Navigation Steps**

From the Controlled Budget Inquiry panel group, select the Transaction Detail tab. Select the Detail icon (green flashlight) to retrieve transaction data.

Using the Budget Ledger Inquiry to view transactions against the budget is not designed to replace the General Ledger Actuals Inquiry panel. The Actuals Inquiry panel in General Ledger displays posted transactions which match district financial reports sent to the district auditors as well as the California Department of Education (CDE). The Budget Ledger shows transactions that have successfully been budget checked, but due to timing and approval requirements, may not have posted to the General Ledger.
Viewing Segment and Cumulative Tabs

Using both the Segment and Cumulative panel in the Controlled Budget Inquiry panel group, users can view summarized activity for the selected account string and view the balance for available spending or spending authority.

Navigation:
From the Controlled Budget Inquiry panel group, select the Segment tab or Cumulative tab. Both will show the same information.

Select the Cumulative tab.
**Activity 5–Inquiring on Budgets**

You will inquire on the Appropriation and Organization budgets already posted.

**Navigation Steps**

*Menu ➔ Process Financial Information ➔ Analyze Controlled Budgets
  ➔ Inquire ➔ Controlled Budget ➔ Criteria ➔ Add*

Enter the following information:

- **Inquiry Name:** Use your initials
- **Business Unit:** District Number
- **Ledger:** APPROP
- **Scenario:** FINAL
- **Fund:** 01.0
- **Res.PrjY:** %
- **Goal:** %
- **Function:** %
- **Object:** %
- **Sch/Loc:** %

1. Click on Get Available Periods icon.
2. Select the Budget Period of XX-YY and check the checkbox.
3. Click on the Get Budgets icon. A new Approp Summary panel will appear which will show you the Total Spending Authority and Remaining Spending for your criteria entered.
4. Click on the Detail (magnifying glass) icon and you will see the Detail panel.
5. Click on the Criteria (little magnifying glass with lines) icon and you will return to the Criteria panel.
6. Click on the Budget Journals panel (the next panel) in order to see your detail Appropriation Budget Journals.
7. Click on the Detail (green flashlight) icon to retrieve the Appropriation Budget Journals.
8. Go back to the Criteria panel by clicking on the Criteria panel tab.
9. Change the Ledger to be ORG and delete/blank out the Fund 01.0 value, then follow steps 1 through 8 to review the Organization Budget Journals.
Inquiring on the Status of Budget Journals

There are Budget Journal Status inquiry panels that allow the users to look up any Budget Journal entered, edited, posted, pending approval, approved-to-post or in error status.

Navigation:
Go – Process Financial Information – Prepare Controlled Budgets
Inquire – Budget Journal Status – Budget Journal Header and Lines

Enter the selected values for the criteria and the journals that meet the criteria values will be displayed. Entering as many values as possible will limit the search, therefore resulting in better results. Budget Period is a required field. Select journal and click “OK.”
On the Budget Journal Header tab, information regarding the journal is displayed such as Journal Date, Ledger, Fiscal Year, Accounting Period, Journal Status and Operator ID. This inquiry can be used to determine the status of the Budget Journal.

Click on Budget Journal Lines tab to view additional information such as account string and amount.
Inquiring on District’s Budget Freeze Status

This panel allows users to inquire on the freeze information of their budget. It shows the budget period, LACOE operator ID and date/time stamp their budget was frozen.

Navigation Steps

*Menu:* Go ➔ Process Financial Information ➔ Prepare Controlled Budgets ➔ Inquire ➔ Budget Freeze Status
Actuals Ledger Inquiry

Introduction

The General Ledger is the official set of district’s books. It contains all the transactions that are posted to the financial reports and given to auditors.

There are various ways of looking up information. In the previous section, we discussed inquiring on Budget Ledgers. In this section we will talk about the General Ledger. General Ledger inquiry has “drill down” capabilities that allow users to expand or look at the source of the transaction(s).

Establishing Criteria

**Navigation:**
Go – Process Financial Information – Review Final Information
Inquire – Ledger – Ledger Criteria – [Add or Update/Display criteria name]

This inquiry displays detail and summary information for the specified periods in a selected fiscal year. Enter your selection criteria on the top row for the Business Unit, Ledger, Year, From/To Period.
Note the following options:

**Balance Forward**  Allows the user to view “Summarized” periodic balances.

**Adjustments**  Includes transactions created during the adjustment period at year end, period “998.” Period 998 is that window after closing period 12 that still allows districts to review and create transactions for the year being closed.

**Close**  Displays the rolled-over balances to period 999. When the year is closed, balances in expenditures and revenues are rolled over to period 999.

**Scroll option**  Allows the user to enter the Maximum Rows (within reason) to display (e.g., 100). This sets the maximum number of rows that can be displayed.

ChartField Values allows the user to enter the account string(s) to be viewed. This section allows wildcards (%) to be used in order for the user to see all the information that match the wildcard parameter. LACOE recommends that “Budget Period” should be left blank to see all transactions that post to the current period regardless of the budget that is used in the transaction. The View Ledger scroll area contains a list of summary and detail information.

**Example 1**

We will select Period Balances by Account and click on the Detail icon. The panel will display the total amounts by period and by account string for all 4xxx objects in Fund 01.0.
Example 2

From the Ledger Criteria panel, select “Period Balances by Account” and click on Summary icon.

We will see summarized information for 43xx objects in Fund 01.0 by period (instead of by account string).
Viewing Activity for the Ledger

Use the “Ledger Activity” tab to view journal transactions.

**Navigation Steps**

Go back to the Ledger Criteria panel – select the Ledger Activity Tab, select Sparky to refresh the panel, and select Show Journal Detail (flashlight).

This detail will display the Journal ID associated to the account string.
Continue to use the scroll bar to see more account strings that meet the criteria and the associated Journal ID.
Viewing Header Detail Information for a Selected Journal

Select the Header Detail tab and click on the Flashlight icon to view the details of the Journal ID.

In the header scroll area, select “Show All” to view all lines or specify a range of lines. Click on the “Line Detail” icon to view journal lines.
Activity 6—Actuals Inquiry

The User will practice Inquiry into the General Ledger.

Navigation Steps

Menu:  
Go ➔ Process Financial Information ➔ Process Journals

Inquire ➔ Ledger ➔ Ledger Criteria ➔ Add

1. Enter the following information:

   Inquiry Name: Use your initials
   Unit: District Number
   Ledger: ACTUALS
   Year: 20XX
   From Period: 01
   To Period: 12
   Fund: 01.0
   Object: 5%
   Currency: Blank
   Statistics: Blank

2. Click on Period Balances by Account (Object) Detail (magnifying glass) icon.

3. To go back to the Criteria panel – click on the Criteria (little magnifying glass with lines) icon.

Repeat steps 1 through 3 for other Inquiry Summary and Detail options. Scroll down on the right-hand side of the panel to see available options.
Appendices

Summary of Appendices

The following sections will discuss enhancements that were developed to assist the districts in performing their tasks. The objectives, as well as the procedures for performing these features are provided.

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>SACS Validation</td>
<td>Utility program to allow users to check or validate account strings as SACS compliant before use in PeopleSoft.</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Actuals and Budget Download</td>
<td>This panel will allow users to extract the following data from PeopleSoft into Excel online and real-time – Adopted Budget, Current Budget, Actuals, Pre-Encumbrance, and Frozen Account Strings.</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Cash Flow Statement</td>
<td>This panel will allow users to extract data from their Cash Ledger in PeopleSoft and present it in a predetermined report format organized by accounting period and object range.</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Site Budget Inquiry</td>
<td>The Site Budget Inquiry panel allows the user to inquire on account balances for expenditures and revenues from transactions that were budget checked.</td>
</tr>
<tr>
<td>Appendix E</td>
<td>SACS Rollup</td>
<td>The SACS Rollup Inquiry panel allows the user to inquire on how object, goal, function rollup when creating a sacs_extract.</td>
</tr>
</tbody>
</table>
Appendix A

SACS_VALIDATION SOFTWARE

The SACS Validation software is a utility program to allow users to validate account strings as SACS compliant before using them in the PeopleSoft Financial System (PSFS). The valid combination of SACS chartfields used to validate the user’s account strings is retrieved from the CDE (California Department of Education) database.

This program resides on the user’s computer. It must be installed for first time users. And for those users that already have it installed on their computers, note that re-installation must be done periodically to keep the program current with CDE changes to the validation tables.

Step 1:
- 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/fg/ac/ac/validcodes.asp
- Click on Validation Tables Files to download the SACS validation tables.
Step 3:  
- **Do not select run** option.  
- Instead, select **SAVE AS** option.

Step 4:  
- Save to the following folder:  
  `C:SACS.VAL\SUPPORT`

Step 5:  
- Select **Yes**.
Step 6:
- Open up Sacs Val Support
- Click on vtables.exe
- Select Run option.

Step 7:
- Browse to C:sacs_val\SUPPORT.
- Select Extract.
Step 8:

- 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.
- User may also create a shortcut to the desktop.
- To create a shortcut to the desktop, point to IMP.VAL.EXE, right mouse click and select **Create Shortcut**.

Step 9:

- This will create a shortcut called **IMP.VAL.EXE - Shortcut**
- Drag this shortcut (icon) to the desktop.
Re-Installing SACS Validation Software

It is important to re-install the SACS Validation software periodically. Re-installing the software updates the validation tables that were downloaded from the CDE website and incorporated into the software. Visit the website on a regular basis to be aware of changes and purpose for re-installing the software.

Follow the following steps to re-install the software.

1. Select SACS Validation from the Citrix Server. User will get the following message.

   ![Overwrite Protection]

   The following file is already on your computer:
   C:\SACS_VAL\ACCT_ERR.DBF

   Do you wish to overwrite this file?

   [Yes] [Yes to All] [No] [No to All] [Cancel]

2. Select Yes to All to re-install the application.

3. See page 81, follow steps 2-9.
1. Create an Excel spreadsheet of account strings to be validated in this format:

- Enter data for Fund-Resource-Goal-Function-Object-Location.
- This is located in columns A through F.
- The active worksheet should be labeled Sheet1.
- Data should be formatted to Text.
- Save the file (example: SACS_VAL_WORKSHEET) in Microsoft Excel 5.0/95 Workbook.

2. Close Excel file and double click IMP_VAL.EXE from the SACS_VAL folder (or icon if you have created a shortcut) to open the SACS validation software.
3. This will open the SACS Validation software, see the following panel.

![SACS Validation panel](image)

4. Enter Excel columns (A to F) in the SACS validation software to conform to the SACS account string.

![SACS Validation panel](image)
5. Click on Import pushbutton and retrieve the Excel file **SACS VALIDATION WORKSHEET** (located on C/SACS_VAL/Support folder).

6. The validation software checks the account strings in the Excel worksheet. If there are no errors, the following message will be displayed.
7. If there are errors, the user will be asked for the destination of the output.

8. In this example, we will select **Preview** to display the invalid account strings online.
9. These are the invalid account strings that should not be included in the budget file for upload to PSFS.

<table>
<thead>
<tr>
<th>Account</th>
<th>Desc</th>
<th>Name pos</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0-00000.0-00000-00000-1160-000000</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>01.0-00000.0-00000-00000-3331-000000</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>01.0-00000.0-00000-00000-3511-000000</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>01.0-00000.0-00000-00000-3611-000000</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>01.0-90110.0-00000-00000-4320-000000</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>01.0-00000.0-00000-00000-4380-000400</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>01.0-05000.0-00000-00000-4380-000400</td>
<td>Invalid Function - Object Combination</td>
<td></td>
</tr>
<tr>
<td>40.0-00000.0-00000-72000-5880-000000</td>
<td>Invalid Fund - Function Combination</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B

ACTUALS AND BUDGETS DOWNLOAD

**Highlights**

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

The download will be extracted by account string, fiscal year, accounting period or year to date and will include the following information:

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

The request for the download is made online from a PeopleSoft panel and retrieved in Excel format from the Report Access and Distribution (RAD) 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 with access to process journal entries should already have access to this-panel. If you have questions regarding access, please have your district’s security administrator contact the following staff:

Jocee Panganiban  (562) 922-6165 or Panganiban_Joceee@lacoe.edu
Ed Panganiban  (562) 922-6202 or Panganiban_Ed@lacoe.edu
PEOPLESOF T Actuals and Budgets Download Procedures

I. Sign on to PeopleSoft and request the output file.

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

(1) Select appropriate Fiscal Year.
(2) Check the Period Range box.
(3) Select accounting period from/to.
(4) Click on the Download icon and retrieve the Excel output from RAD:

RAD> Download> Data> GL Actuals & Budgets Excel Extract

(Detailed instructions shown on the next page)

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<td>Accounting Periods 1-12</td>
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</table>
II. Retrieve Excel spreadsheet from RAD

Sign on to RAD and follow the instructions below.

- Enter **User Name** and **Password**.
- Click **Download** to retrieve file.
- Click **Data** to proceed.
- Select **Actuals & Budgets Excel Extract** from “Download Item” drop down.
- Click **Continue** to proceed.
- Save Excel data file onto your computer for use as needed.
III. Formatting the Excel Spreadsheet

1. Open the Actuals and Budgets Excel Extract as shown below.
   - Columns K through O have amounts and must be formatted in numbers.
   - Column X (Frozen_String_Y), will have the value Y if the account string is frozen.

2. Format columns K to O as numbers. Place cursor on any blank field and enter the number 1.

3. Point the cursor to the cell with number 1, right click your mouse and select Copy from the options window.
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<th>Encumb</th>
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**Advanced General Ledger Using PeopleSoft**
4. Highlight the columns K to O.

5. Right click your mouse and select **Paste Special** from the options window.
6. On Paste Special window, select **All** and **Multiply**, then click **OK**.

7. Columns K – O will be formatted from text to numbers.
8. The amount fields can be further formatted with separators and decimals. Delete the signifier 1 from the worksheet. This worksheet can be modified and used to assist with the development of the 20XX-XX Budget.

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<th>Actuals_Amount</th>
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Appendix C

CASH FLOW STATEMENT

Navigation Steps

Menu:  Go → Process Financial Information → Custom GL Extracts
       Process → Cash Flow → Add/Update Display

Enter a Run Control ID

Create a Run Control ID for the first time use. You may use the same Run Control ID thereafter.

Enter the parameters for the Cash Flow Report requested:

1. Enter Fiscal Year
2. Accounting Period To – Enter Period 1 to 12 or blank for all accounting periods
3. Fund – Range of Funds or blank for all Funds
4. Resource – Range of Resources or blank for all Resources
5. Version – Regular Cash Flow or SACS Version
6. Icon to initiate the request
Data values (Dropdowns) are provided for Fiscal Year, Accounting Period, Funds and Resources. For example: Panel shows values for Funds and Resources:
User panel requests are validated to make the program more efficient and run faster:

- If the user enters a range of Funds, only one Resource can be entered or it can be left blank.
- If the user enters a range of Resources, only one Fund can be entered.
- Leaving Funds, Resource and Accounting Period fields blank will provide all data to-date available for the fiscal year selected.

The User will get an error message if a range of Funds and a range of Resources are entered. For example:

![Error Message Example]

This is the error message: 

![Error Message Example]
Once the request has been initiated by clicking the icon, the report will be available in RAD (Download Data).

In RAD:

Click Download, Data, Cash Flow for Download Item
Appendix D

SITE BUDGET INQUIRY PANEL

The Site Budget Inquiry panel allows the user to inquire on account balances for expenditures and revenues from transactions that were budget checked.

The ORG Ledger is used to view current budget, pre-encumbrance, encumbrance and expenditures for a specific budget period.

The REVEST ledger is used to view the current revenue budget, recognized, unrecognized and total collected for a specific budget period.

The user can also drill down to view the detail transactions for a particular account string.

Navigation Steps

Menu: Go → Process Financial Information → Analyze Controlled Budgets
   Inquire → Budget Inquiry-Site Access

ORG Budget Ledger

- Select the Ledger
- The User may enter a specific account string or use wildcards (“%”) to access multiple account strings as the selection criteria
Click on **Get Budgets** icon

Data for multiple account strings meeting selection criteria will be displayed

The totals for all the account strings selected will be displayed in the header

- **Current Budget** - Operating Budget
- **Pre Encumbered** - Total pre-encumbrances from outstanding requisitions
- **Encumbered** - Total encumbrances from outstanding purchase orders
- **Expended** - Total expenditures from accounts payable vouchers and general ledger journal entries
- **Balance** - Spending authority or remaining balance available for spending
- The User can drill down to see the detail transactions on specific account string
- Click the magnifying glass on the account string selected
- In this example, we will select the following account string:
  01.0-00000.0-11100-10000-4310-4254200

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- The detail transactions that add up to the total pre-encumbrance, encumbrance and expenditure are displayed
- The Transaction ID will also be displayed:
  - Pre-encumbrances – Requisition ID
  - Encumbrances – Purchase Order (PO) ID
  - Expenditures – Voucher ID or Journal ID
- With the Transaction ID, the user can view additional information by navigating to the specific module that produced the transaction
- For example: to view the expenditure line (15th) of $3,174.46, the user can navigate to the Accounts Payable Module and view Voucher ID 00228277
From the Accounts Payable module, (this is a view of Voucher ID (00228277); the user can see detail for the expenditure.
REVEST Budget Ledger

- Selecting the REVEST ledger will display revenue details.
- Select the account string(s) to view.

The header information consist of the following:

- **Current Budget**
- **Operating budget**
- **Recognized**
- Revenue billed, invoiced or received
- **Unrecognized**
- Revenue that has not been billed
- **Total Collected**
- Total recognized revenue

- Click on **Get Budgets** icon
• Detail account strings will be displayed

![Screenshot of Site Budget Inquiry]

• Select a specific account string to view the detail. For example:

  01.0-00000.0-00000-00000-8011-0000000

• Click on the magnifying glass icon beside the account string to request the detail
The detail displays the transactions as referenced by the General Ledger Journal ID.

To view further detail into a specific transaction, navigate to the General Ledger module and view the journal.
Appendix E

SACS ROLLUP

This customization indicates exactly how objects, functions, goals are rolling up when creating a SACS_extract from PeopleSoft and to be imported to the CDE software. It also provides the description of each chartfield.

Navigation:
Go → Process Financial Information → Custom GL Extract

Custom GL Extract → Inquire Sacs Roll Up → Update Display
Select desired Chartfield.

To inquire on SACS Rollup Description

Go → Process Financial Information → Custom GL Extract → Inquire SACS Rollup Description

Select desired Chartfield.