



May 4, 2021

**TO:** Business and Accounting Administrators  
PeopleSoft Financial Districts  
Joint Powers Authority (JPAs) and Select Charter School Districts

**FROM:** Francisco San, Enterprise Financial Systems Consultant  
Accounting and Financial Services  
Division of School Financial Services

**SUBJECT:** Electronic Upload of FY 2021-22 District Budget for JPAs and Select Charter School Districts Using PeopleSoft Financial System in FY 2021-22

**IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED**

This bulletin provides instruction on how to electronically upload the Fiscal Year (FY) 2021-22 budget to the PeopleSoft Financial System (PeopleSoft). Joint Powers Authority (JPAs) and select Charter Schools must have a budget in PeopleSoft by July 1<sup>st</sup> in order to be operational for fiscal year 2021-22. Select Charter Schools are charter schools that use PeopleSoft for accounts payable processing and other accounting services. 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**

Prepare an Excel spreadsheet with all known account strings to be used for FY 2021-22 and the proposed budget amounts. The amounts can be at the account string level or at Fund level (also called Appropriation or APPROP level). If the APPROP budget level is preferred, the district is still required to provide all account strings that will be used in FY 2021-22 even if the budgeted amounts are zero.

Districts should email their budget to the Division of School Financial Services (SFS) for upload to PeopleSoft. It takes approximately three business days for the upload process to be completed after the budget is received and reviewed by SFS.

In order to conduct business in PeopleSoft for the new fiscal year, SFS must receive the budget spreadsheet by **Monday, June 07, 2021**.

**It is essential for business units utilizing PeopleSoft to have the account strings loaded and APPROP (By Fund) budgets entered prior to July 1<sup>st</sup> in order to be operational by FY 2021-22.**

## Budget Planning

One suggested method for districts to start planning their FY 2021-22 is by using the Actuals and Budgets Download. See Informational Bulletin No. 5364 dated April 22, 2021, titled *Download of FY 2020-21 Budget and SACS Validation Software Installation for FY 2021-22 Budget Planning*.

The download is in Excel and displays the FY 2020-21 Adopted Budget, Current Operating Budget, and Actual Revenues and Expenditure balances from PeopleSoft. The spreadsheet can then be modified to create your FY 2021-22 Budget.

## Budget Spreadsheet

The budget spreadsheet will be in this format:

Bus Unit	Bud Pd	Ledger	Fd	Res	Goal	Func	Obj	Loc	Budget Amount
12345	21-22	APPROP	09.0						5,000,000
12345	21-22	ORG	09.0	00000.0	11100	10000	1110	0000000	4,000,000
12345	21-22	ORG	09.0	00000.0	11100	10000	2210	0000000	1,000,000
12345	21-22	REVEST	09.0	00000.0	00000	00000	8699	0000000	1,000,000
12345	21-22	ORG	09.0	00000.0	11100	10000	4310	0000000	0
12345	21-22	ORG	09.0	00000.0	11100	10000	5210	0000000	0

Please observe the following guidelines:

1. The sum of the expenditure or Organization (ORG) account strings in Objects 1xxx-7xxx must equal the amount in the Appropriation (APPROP) account string. In the example above, the sum of Organization account strings using Objects 1110 and 2210 (\$5,000,000) is equal to the Appropriation account string (also \$5,000,000).
2. The Revenue Estimate (REVEST) account strings are revenue budgets using Objects 8xxx.
3. All account strings planned to be used in FY 2021-22 must be included in the spreadsheet **with or without** budgeted amounts.
4. Do **not** include account strings copied from FY 2020-21 which will not be used in FY 2021-22.
5. For each new salary string created (Objects 1xxx and 2xxx), add the related benefit strings (Objects 3xxx).

6. New Chartfields (e.g. Resource, Goal, Function, Object and Location) must first be added online in PeopleSoft before using them in the budget account strings. If the Chartfields are missing in PeopleSoft, the budget account strings using those Chartfields will not be posted.

**When adding a new Chartfield, the effective date of the Chartfield should be 07/01/2021 or earlier.**

### **SFS Assistance and Email Contact**

For assistance regarding the budget process, please contact Ivan Tani at (562) 922-6872. Please email your budget spreadsheet for upload to PeopleSoft to [Tani\\_Ivan@lacoedu](mailto:Tani_Ivan@lacoedu).

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

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

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

FS:lt

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