



May 2, 2022

TO: Business and Accounting Administrators
BEST Advantage – Financial Wave 4 Districts
Los Angeles County K-12 School Districts,
Regional Occupational Programs/Centers (ROP/Cs) and
Select Charter Schools

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

SUBJECT: FY 2022-23 District Budget and Estimated Actuals for Wave 4 Districts
Using BEST Advantage – Financial in FY 2022-23

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

Wave 4 Districts using BEST Advantage – Financial (FIN) for fiscal year (FY) 2022-23 will need to have a budget in FIN by July 1st, 2022, in order to be operational for FY 2022-23. Wave 4 Districts will also need to upload a copy of their final adopted budget to PeopleSoft (PSFS) in order to create the Unaudited Actuals for FY 2021-22 in PeopleSoft.

Summary of Steps

- 1) Create a budget by using the Actuals and Budget download from PeopleSoft (Attachment 1)
- 2) Upload the budget and Estimated Actuals in BEST Advantage – BUD by June 30th. Budget will be interfaced to FIN. Estimated Actuals will remain in BUD.
- 3) Upload the budget to PeopleSoft. Unaudited Actuals will be generated in PSFS (Attachment 2)

Budget Upload into BUD

Districts are responsible for uploading their budgets into BUD by June 30th, 2022 in order for the budget to be interfaced over to FIN by July 1st, 2022. Please refer to the Fast Function guide: BUD-BF-005 for a detailed walkthrough of the process.

Estimated Actuals Upload into BUD

Districts are responsible for uploading their Estimated Actuals into BUD as part of the budget adoption process. Please refer to the fast function guide on how to create and upload Estimated Actuals into BUD.

Access the documents mentioned above [here](#).

Budget Upload into PeopleSoft

Although Wave 4 districts will be in FIN for FY 2022-23, a copy of the final budget is needed in PeopleSoft for the Unaudited Actuals. A 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.

Format Presentation for Budget Adoption

We remind districts that the California Education Code Section 42126 requires that budgets be prepared in a format or in a form prescribed by the Superintendent of Public Instruction (SPI). The following opinion was given by the California Department of Education in March of 2001:

“The budget that is submitted to the county office or SPI must be the document that was actually adopted by the board. It is perfectly fine to provide the board with a budget that is in a different format, along with any assumptions, working documents, or other information to help explain how your budget was built. The board must also be presented with a budget prepared in one of our California Department of Education prescribed formats, because that is the budget that they must actually adopt.”

State SACS Software

The California Department of Education (CDE) annual version of the Standardized Account Code Structure (SACS) Software contains the necessary components for K-12 and other SACS compliant agencies to prepare the budget and Estimated Actuals, as well as the submission of unaudited actuals after closing the books. For FY 2022-23, CDE will migrate over to a web-based application. For more information, please visit the CDE link below:

<http://www.cde.ca.gov/fg/sf/fr/>

Attachments

1. PeopleSoft Actuals and Budget Download
2. Budget Excel, RAD Upload and Budget Exceptions

SFS Assistance

For questions regarding any PeopleSoft processes, please contact SFSGLGROUP@lacoedu.edu.

For questions regarding any BUD processes, please contact BESTBUD@lacoedu.edu.

For security access to BUD/FIN/PeopleSoft/RAD, please contact SFSSecurity@lacoedu.edu

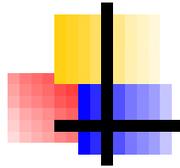
For questions related to this bulletin, please call (562) 922-6181 or email San_Francisco@lacoedu.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

FS:lt
Attachments

SFS-A55-2021-2022

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



● **GL MODULE**

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

**Revised
April 27, 2022**

Highlights

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

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

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

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

Required PeopleSoft Security

Two levels of access are required for this process:

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

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

PeopleSoft Actuals and Budgets Download Procedures

I. Sign on to PeopleSoft and request the Excel Download

Navigation:

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

Custom GL Extracts - Process - Actuals and Budgets Download

Business Unit: 10199 LA COUNTY OFFICE OF EDUCATION

Fiscal Year: 2022

Check to Select Accounting Period Range for Actuals:

Accounting Period From: 0

Accounting Period To: 998

Click to Download Actuals and Budgets

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

II. Retrieve Excel spreadsheet from RAD

Sign on to RAD and follow the instructions below.

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

Information Technology Services Transfer System

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

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

UserName:

Password:

Logon

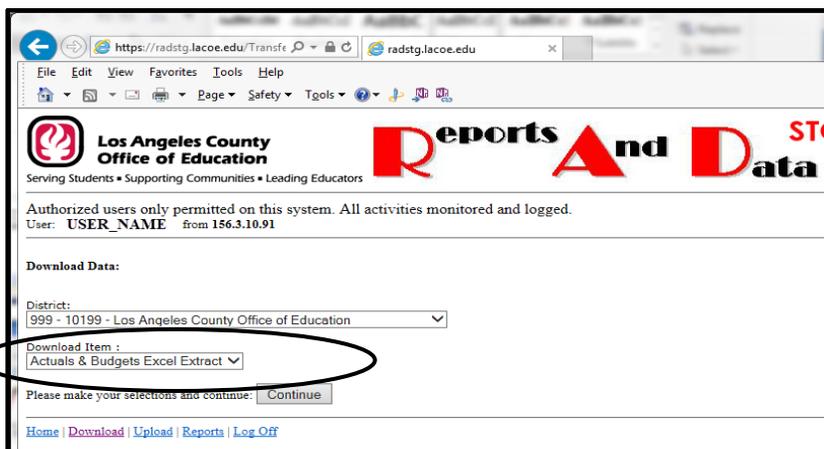
- Enter **User Name** and **Password**.



- Click **Download** to retrieve file.



- Click **Data**.



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

III. Formatting the Excel Spreadsheet

1. Open the Actuals and Budgets Excel as shown below. Columns K through O have data displayed as “amounts”. The formatting must be changed to reflect them as numbers. Column X (Frozen_String_Y) will have the value **Y** if the account string is frozen.

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

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

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

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

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

End of Document

Attachment 2 Budget Spreadsheet, RAD Upload and Checking for Budget Exceptions

Introduction

The Actuals and Budgets Download is an Excel spreadsheet that displays side by side (by account string) the FY 2021-22 Adopted Budget, Current Operating Budget and Actuals balances. Use the spreadsheet to create your FY 2022-23 Budget.

All districts are required to submit a Budget. The document is divided into four sections:

- A. Budget Excel Spreadsheet
- B. Upload to RAD
- 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 budget to 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 amounts.
- Rounded to the nearest dollar **without cents**.
- Entered as **positive** numbers for ORG and REVEST which is the normal budget data (except for Direct Support and Indirect Costs which can be entered as negative numbers whenever applicable).
- Include all account strings planned to be used in 2022-23 **with or without** budgeted amounts.
- Do **not** send account strings used in 21-22 which will not be used in 2022-23.

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	Func	Obj	Loc	Budget Amount
12345	22-23	APPROP	01.0						5,000,000
12345	22-23	ORG	01.0	00000.0	11100	10000	1110	0000000	4,000,000
12345	22-23	ORG	01.0	30100.0	11100	10000	1110	0000000	1,000,000
12345	22-23	REVEST	01.0	00000.0	00000	00000	8699	0000000	1,000,000

Second (final) Upload

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

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

Bus Unit	Bud Pd	Ledger	Fd	Res	Goal	Func	Obj	Loc	<u>INITIAL</u> Budget Amount	<u>FINAL</u> Budget Amount	<u>DIFFEREN</u> <u>CE</u>	Negative Budget Indicator
12345	22-23	APPROP	01.0						5,000,000	4,000,000	-1,000,000	N
12345	22-23	ORG	01.0	00000.0	11100	10000	1110	0000000	4,000,000	3,500,000	-500,000	N
12345	22-23	ORG	01.0	30100.0	11100	10000	1110	0000000	1,000,000	500,000	-500,000	N
12345	22-23	REVEST	01.0	00000.0	00000	00000	8699	0000000	1,000,000	800,000	-200,000	N
12345	22-23	ORG	01.0	00000.0	00000	72100	7350	0560000	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 identified for that account string. Correct the exception by entering the account string online and checking the Negative Budget indicator box.

Validating Budget Account Strings

Validate account strings using the Standardized Account Code Structure (SACS) Validation software to prevent posting of actual transactions to invalid SACS combinations.

- Create new Chartfields before using them in account strings. If a Chartfield is missing in PeopleSoft, the budget account strings using that Chartfield will not be posted to PeopleSoft.

When adding new Chartfields, the Effective Date must be 07/01/2022 or earlier

- For a new salary string created (Objects 1xxx and 2xxx), add the related benefit strings (Objects 3xxx).

- Update your SACS Validation Software in order to include the latest valid account codes and combination tables.

Valuable Tips

- Refrain from repeating the same account string. For example, instead of 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.
- If a district must use budget holding accounts, the holding accounts must be valid SACS account strings.
- Prepare your Single Budget Adoption (BS1) with enough time allotted for corrections prior to your desired district board meeting.
- Human Resource System (HRS) errors encountered in 2021-22 should be corrected with new strings added to the 2022-23 Budget whenever appropriate.
- Review or update the Gross-to-Net tables in the HRS system as needed.

B. Budget Upload to RAD

Once budget is received in RAD, SFS will upload the budgets in PeopleSoft on a first come, first serve basis. The upload (and posting) is an overnight process and can be delayed if districts submit their budgets at the same time.

<p style="text-align: center;">LACOE Timetable Send budgets to RAD by Monday, June 6, 2022.</p>

See instructions below for uploading budgets to RAD. If you do not have access to RAD, complete a RAD Security Form and obtain your district's authorizing signature. You may call any of the following SFS staff for assistance:

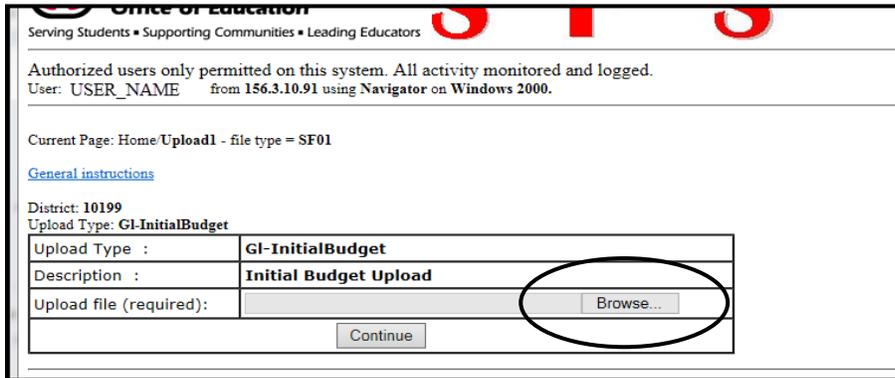
Yeoh_Mark	(562) 940-1791 or Yeoh_Mark@lacoedu
Susie Alamsjah	(562) 401-5512 or Alamsjah_Susie@lacoedu
Group Email	SFSSecurity@lacoedu

Uploading the Budget Excel Spreadsheet to RAD

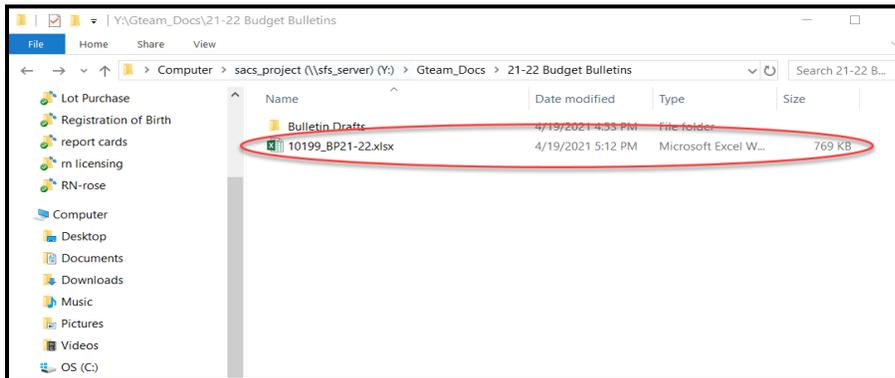
- Logon to **RAD**.
- Click **RAD Main Menu**.
- Click **SFS (School Financial Services)**.
- Click **Upload/Download**.
- Click **Upload File**.

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

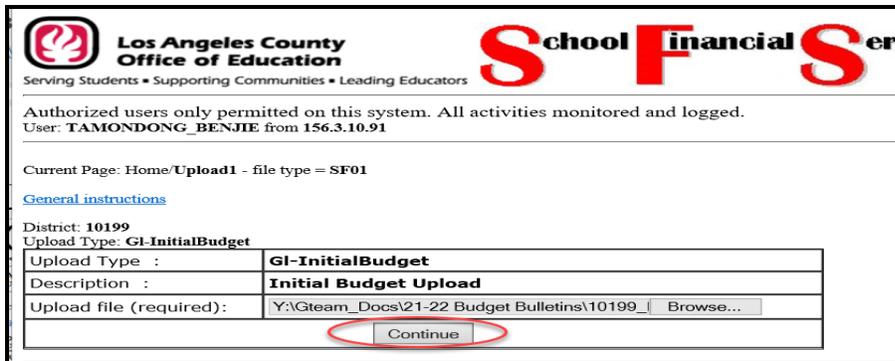
- Enter a description and click **Continue**.



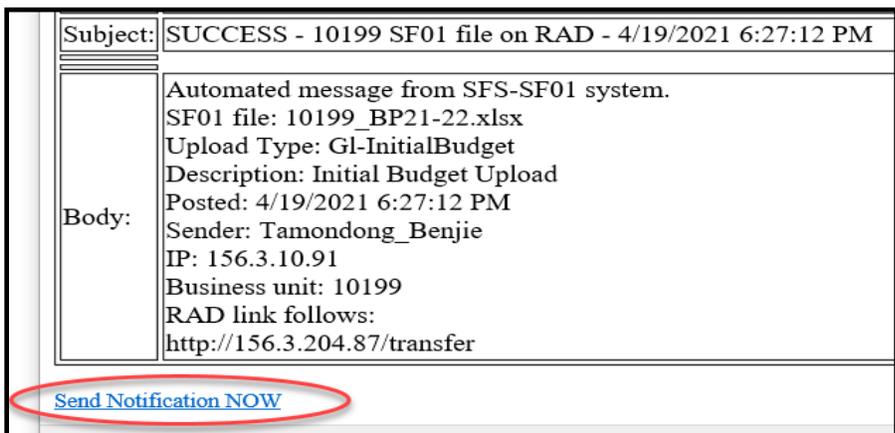
- Click **Browse**.



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



- Click **Continue**.



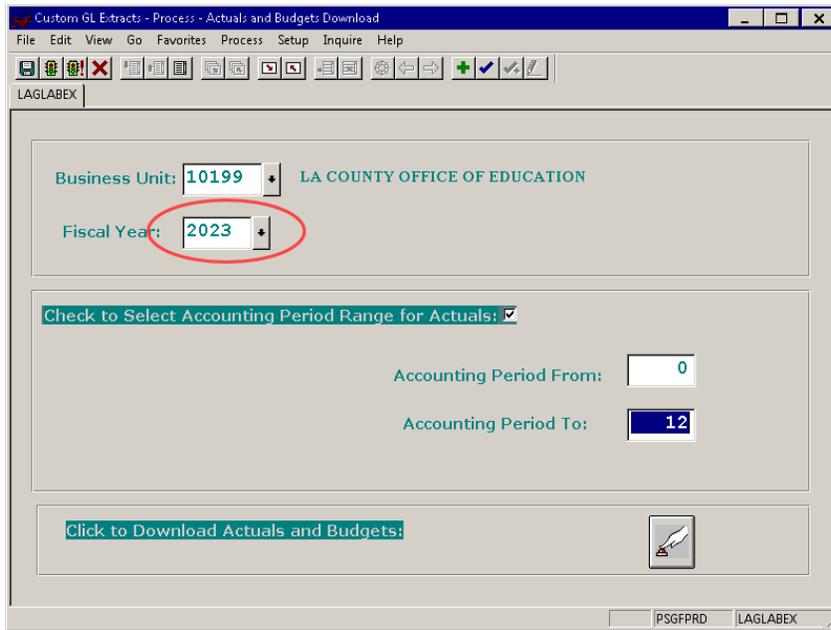
- RAD generates confirmation message with a successful upload.
- Click **Send Notification NOW** to notify SFS and districts that budget is in RAD.
- SFS takes the budget from RAD and uploads to PeopleSoft.
- A budget with formatting errors cannot be uploaded to PeopleSoft. The district will be notified.

C. District validates Budget once uploaded to PeopleSoft

The district must check to ensure their account strings were all successfully loaded to PeopleSoft. Use reports such as the Actuals and Budgets Download or the Valid Transactions Report (RAD LAGL011C) to verify correctness.

The Actuals and Budgets Download

Run the Actuals and Budgets Download to validate the 2022-23 budget uploaded in PeopleSoft.



- Enter 2023 for **Fiscal Year**.
- Retrieve the Excel download from RAD.
- Compare budget data from download with your Budget spreadsheet.

Actuals and Budget Download Excel Version

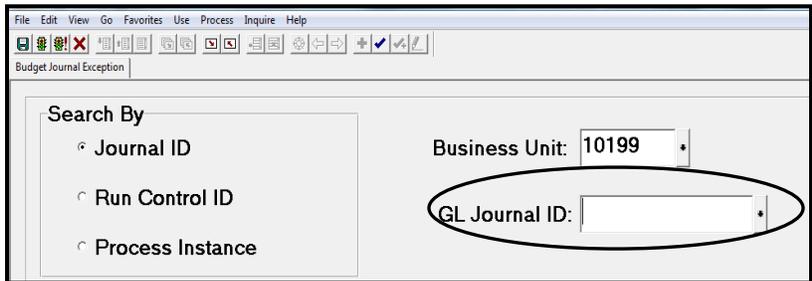
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	BusinessUnit	Fiscal_Year	Pd_From	Pd_To	Fund	Resource	Goal	Function_F	Object	Location	Adopt_Amount	Budg_Amount	Actuals_Amount	Pre_Encumb	Encumb
1	12345	2023	0	9	01.0						280512472.00	280836284.00	0.00	0.00	0.00
2	12345	2023	0	9	01.0	00000.0	00000	00000	1999	0000000	0.00	0.00	0.00	0.00	0.00
3	12345	2023	0	9	01.0	00000.0	00000	00000	2999	0000000	0.00	0.00	0.00	0.00	0.00
4	12345	2023	0	9	01.0	00000.0	00000	00000	3999	0000000	0.00	0.00	0.00	0.00	0.00
5	12345	2023	0	9	01.0	00000.0	00000	00000	7142	0000000	0.00	0.00	0.00	0.00	0.00
6	12345	2023	0	9	01.0	00000.0	00000	00000	8011	0000000	119815091.00	113150093.00	-73087908.00	0.00	0.00
7	12345	2023	0	9	01.0	00000.0	00000	00000	8012	0000000	0.00	0.00	0.00	0.00	0.00
8	12345	2023	0	9	01.0	00000.0	00000	00000	8019	0000000	0.00	0.00	-3004700.00	0.00	0.00
9	12345	2023	0	9	01.0	00000.0	00000	00000	8021	0000000	144972.00	136908.00	-41829.40	0.00	0.00
10	12345	2023	0	9	01.0	00000.0	00000	00000	8029	0000000	0.00	0.00	-2.10	0.00	0.00
11	12345	2023	0	9	01.0	00000.0	00000	00000	8041	0000000	30129528.00	28453502.00	-10486076.76	0.00	0.00
12	12345	2023	0	9	01.0	00000.0	00000	00000	8042	0000000	446034.00	421222.00	-127756.58	0.00	0.00
13	12345	2023	0	9	01.0	00000.0	00000	00000	8043	0000000	876676.00	827908.00	-571509.41	0.00	0.00
14	12345	2023	0	9	01.0	00000.0	00000	00000	8043	1111111	212121.00	200321.00	-268685.40	0.00	0.00
15	12345	2023	0	9	01.0	00000.0	00000	00000	8043	2222222	-209443.00	-197792.00	160885.64	0.00	0.00
16	12345	2023	0	9	01.0	00000.0	00000	00000	8044	0000000	5810635.00	5487405.00	-626956.20	0.00	0.00
17	12345	2023	0	9	01.0	00000.0	00000	00000	8045	0000000	-714541.00	-674793.00	-656519.73	0.00	0.00
18	12345	2023	0	9	01.0	00000.0	00000	00000	8045	2222222	1415.00	1336.00	39.39	0.00	0.00
19	12345	2023	0	9	01.0	00000.0	00000	00000	8047	0000000	5859912.00	5533941.00	-3125554.93	0.00	0.00
20	12345	2023	0	9	01.0	00000.0	00000	00000	8048	0000000	88934.00	83987.00	-64708.44	0.00	0.00
21	12345	2023	0	9	01.0	00000.0	00000	00000	8048	2222222	13310.00	10901.00	2765.86	0.00	0.00

D. Budget Exceptions

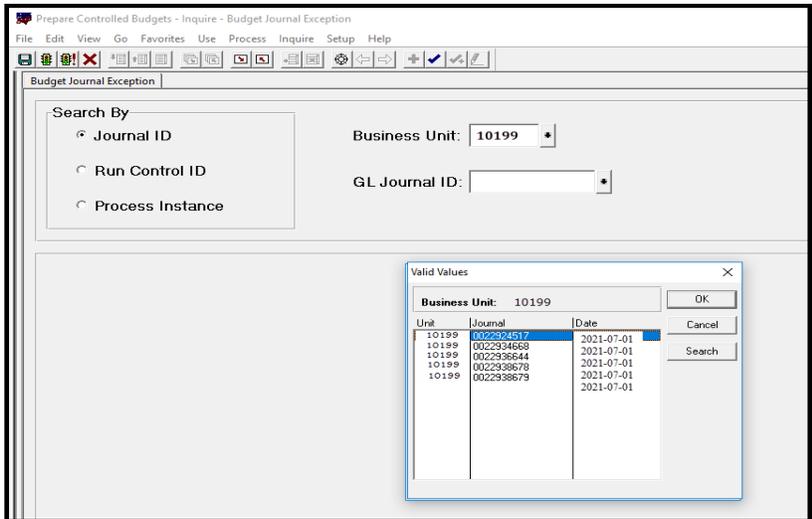
Account strings that do not upload to PeopleSoft are called Budget Exceptions. Exceptions occur when the Chartfield used in the account string has not been set up, (i.e. new Chartfields). To check for exceptions, inquire online or use the Budget Journal Error Report (RAD LAGL029C).

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 errors.
- 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. This report lists invalid account strings with the error description. In the example below, the budget journal errors consist of invalid Goals (Programs) 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 Description are in PeopleSoft Text: ResPrj =Project, Goal = Program, Function = Class, Object = Account and School/Location = Department).

End of Document