

NUTS AND BOLTS OF BUDGET

San Jose/Evergreen Community College District

Budget Management

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

Budget Management an Administrative Guide

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What is Budget?

In the current context, a budget is an organized estimate of revenue to be received and expenditures to be made in the coming fiscal year (July 1 through June 30). It reflects an estimate of monies to be received from a variety of sources and an assumed level of operation.

A budget is also a tool for planning, controlling, and evaluating activity. The District's budget expresses all of our individual department, division, college, and district wide plans in terms of the monetary resource requirements for executing the plans. The process of creating a budget provides a framework for decision makers to prioritize activities and evaluate alternatives in accomplishing the organization's goals.

It is important to remember that a budget results from a large number of interrelated assumptions and estimates. The actual level of resources and activity are never completely certain until they happen -- which may be well into the budget year. For example, a major portion of revenue is dependent on property tax collections which in turn are influenced by changes in market value and property turnover in the county during the year. Similarly, some expenditures are dependent on enrollments.

As activities are engaged in, the budget provides a road map for managing resources. As the year progresses and unknowns regarding the budget process become known, adjustments are made to activity levels to ensure that the District meets its objectives with the resources available and takes advantage of any opportunities that arise.

Finally, the budget provides one measure of accountability. Managers are accountable for accomplishing the planned activities, and doing so within the planned resources. Comparing actual results with the budget provides some feedback on how well that is done. Of course, it is important to note that comparing actual expenses with budgeted expenses does not indicate whether the budget was sufficient to accomplish organization goals or whether the goals were accomplished -- the comparison only tells whether expenditures were more or less than expected.

Revenue Sources

Brief Summary of Main Revenue Sources

The District receives revenue from a variety of sources. Most of the revenue received by community colleges is determined by a statewide allocation formula. Base revenue is established for each community college district.

Sources of Base Revenue

The base revenue for community colleges is drawn from four sources:

- 1 - State apportionment
- 2 - Local property taxes
- 3 - Resident enrollment fees
- 4 - State tax subventions (augmentations to offset loss of revenue from property tax exemptions).

The State apportionment is calculated based on initial estimates of the other three sources (Items 2, 3 and 4)

Other Sources:

Student Fees

The District collects student fees for health services, parking, and certain types of payment and record processing. The District must set fees within State regulations that define what fees are permitted. Revenue from fees for health services and parking can only be spent on the provision of those services. There are no restrictions, however, on revenue received from the other fees.

Contract Education & Community Services

The District offers educational services to other organizations and to the public for which it charges fees that are intended to cover all direct and indirect costs of providing the services.

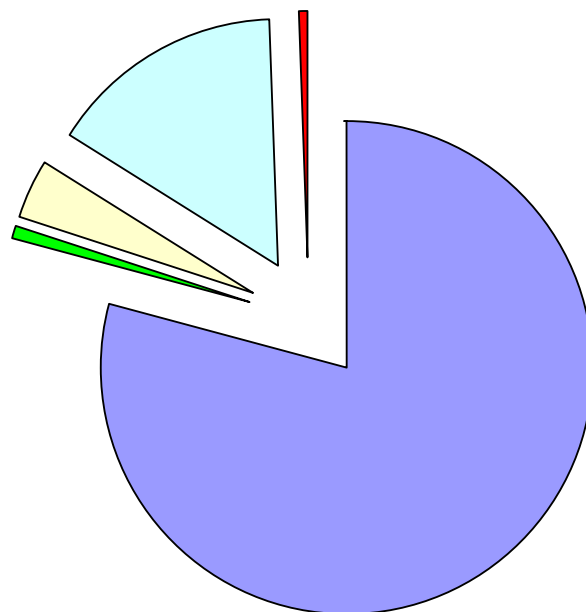
External Grants

The District receives money from a variety of private and public sources in support of special programs. In many cases, the District has specifically applied to a funding agency for a

grant. In others, State or Federal agencies allocate funds based on some criteria to community college districts. These are a type of entitlement and are often referred to as "categorical funds." In virtually all cases, revenue from these external grants can be spent only to support the purposes of the granting authority and is thereby considered part of the General Fund - Restricted.

Examples of externally funded programs include Federal Work Study, Matriculation, Extended Opportunities Programs and Services (EOPS), Vocational and Applied Technology Education Act (VATEA), and Disabled Students Programs and Services (DSPS).

2005-06 ADOPTION BUDGET GENERAL FUND REVENUE



■ Unrestricted General Fund 10 - \$71,018,300	■ Parking Fund 11 - \$705,500
■ IBP Fund 16 - \$3,405,800	■ Restricted General Fund 17 - \$14,039,200
■ Health Fees Fund 18 - \$474,400	

What are the Major Funds?

Fund Accounting – Which is the type of accounting required for the public sector, obliges us to track the different sources of revenue coming to the District, and be able to report on the revenue as well as the expenses related to those accounts. The following list of account funds are not the entire list of those used by the District, but are some of the most frequently used accounts.

General Fund 10 This is the general unrestricted operating fund of the district. Basically everything happens here unless the state designates a fund to be set up for a special purpose. This is the fund that receives the State Apportionment and property taxes for income and pays most of the expenses of the teaching and support staff in addition to all operating expenses.

Parking Fund 11 This fund is established to receive revenue from the sale of parking decals and permits. The fees are then used for the parking security officers and other parking lot maintenance.

Categorical Fund 17 This fund handles all local, State and Federal grants that are received by the college. Large grant programs would include WIA, Matriculation, EOPS, VATEA, and many other smaller programs (see appendix G for more information)

Capital Projects Fund 36 This fund is used for State money directed towards major building projects, instructional equipment allocations, and state scheduled maintenance projects.

Student Center Fee Fund 37 Revenue for this fund is generated by a mandatory fee for use of the campus center. The proceeds are used for payment of the bonds and COPS which financed the construction of the building.

Student Financial Aid Fund 48 These funds are used for federal and state financial aid programs, such as Pell Grants, SEOG, Perkins, etc.

Child Development Fund 72 This fund is established for the operation of the Child Development Center. The revenue comes from parent fees, as well as Local, State and Federal grants

Account Codes

Budget and Account Code Guide

Budget/Account Codes – The account code string for SJECCD is 18 digits.

Fund	Location	Cost Center	User	G/L-Object
XX	XX	XXXX	XXXXX	XXXXX

Fund – (some of SJC/ECDD fund accounts)

- 10 General
- 17 Other funds (grants)
- 18 Health Services
- 72 Child Dev

Locations –

- 1X = SJC
- 2X = EVC
- 9X = DO

Cost Center – The next 4 digits indicates the department or division.

The User – When the account belongs to a grant or some other special allocation this number allows us to track activity. The default user code is “00000”.

G/L (General Ledger) - The first digit, but not separated by a space from the following 4 digits in the Object code. 4 = revenue 5=expense. So all expense accounts begin with the digit "5". Example (51000 this is an expense for Instructional salaries)

Major Class Object code

The next 4 digits are the Object Code – directed by the state accountancy manual. In their major groupings they are:

1000 – Instructional salaries

2000 – Classified salaries

3000 – Benefits

4000 – Supplies and materials – Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost.

5000 – Other operating expenses and services. These are expenditures for services, leases, rents, travel and other operating expenses.

6000 – Capital outlay – these include amounts paid for the acquisition of fixed assets; buildings; or building improvements; and equipment per each item

OBJECT CODES

Object Code	Description	Object Code	Description
Certificated:		Benefits:	
51111	Regular Classroom Instructors	53110	STRS - Instructional
51140	Sabbaticals - Full time Instructors	53120	STRS - Noninstructional
51150	Substitute - Long term Instructor	53210	PERS - Instructional
51211	Other - Nonteaching Salaries	53220	PERS - Noninstructional
51220	Other - Nonteaching Salaries - Mgmt.	53310	OASDI - Instructional
51230	Other - Nonteaching Salaries - Supv.	53320	OASDI - Noninstructional
51250	Substitute - Nonteaching Salaries	53410	Health & Welfare - Instructional
51310	Hourly Instruction	53420	Health & Welfare - Noninstructional
51320	Hourly Instruction - Short-term	53510	Unemployment Insurance - Instructional
51340	Hourly Instruction - Summer	53520	Unemploy. Insurance - Noninstructional
51400	Certificated Nonteaching / Overload	53610	Workers Comp - Instructional
		53620	Workers Comp - Noninstructional
Classified:		Other:	
52110	Regular Classified	54300	Supplies
52120	Regular - Management	54310	Software over \$200
52130	Regular - Supervisor	54320	Copier Supplies
52140	Regular - Confidential	54390	Contra - Supplies account
52210	Regular - Instructional Aide (Assistant)	54391	Transcript Contra account
52230	Supervisor - Instructional Aide	55100	Personal Services / Outside License
52310	Hourly - Nonteaching (may be a substitute)	55200	Travel / Conference / Food
52320	Hourly - Tutors	55210	Field Trips
52350	Substitute - for a filled position	55220	Memberships / Subscriptions
52351	Overtime	55230	Mileage Expense
52410	Hourly - Instructional Aide	55290	Contra - Travel / Conference / Food
52420	Hourly - Tutors	55610	Rentals, Leases
52451	Overtime	55620	Repairs
		55625	PMA - Preventative Maint. Agreements
		55711	Advertising
		55810	Postage
		55820	Undistributed Funded Programs
		55830	Other Operating Expenses
		56310	Library
		56311	Library Textbooks
		56390	Contra - Library
		56410	Equipment (\$5,000 and over)
		56411	Equipment (\$200 - \$4,999)
		57500	Student Financial Aid
		57600	Payments to/from students

Contra Accounts – what do they mean?

When ever looking at a chart of accounts and financial statements – expense accounts and entries are stated as a positive number and revenue accounts and entries are indicated by a negative number. If you see a negative posting in an expense account or a positive number in a revenue account, and you do not know why, you should ask someone in your Business Services office to explain it to you.

Contra accounts are used in the financial world for a variety of purposes, but in this District they were established in the expense accounts for special purposes, mostly to track unique, local, one-time income, which can vary from year to year. Some of the Contra accounts we have in this District are for student material fees; transcript fees and revenue for facility rental.

How does it work?

Twenty years or so ago, students did not pay materials fees at registration, but went to the Bookstore where they purchased a Lab Card which they turned in to their instructor for the materials required by the class (clay for pottery classes; components for the electronics classes, etc). There were problems with this system and we moved to a system where the students pay the materials fees for their supplies (where required) when they register for class. Those fees will be entered (post) to the contra account associated with the specific discipline. In order to charge a materials fee the student must go away from the class with a tangible item of value at least equal to the amount they paid in fees.

When we moved to this system, the supplies budgets for the academic programs did not have sufficient funds to cover the cost of these additional supplies, which needed to be ordered and received before the students actually were enrolled in the class. So Contra Accounts were created. The initial amount of contra was estimated by reviewing the registration in the affected class for the prior year, and estimating how much revenue may be coming to the account. This process effectively increases the operational budget of the

department in order to purchase the goods needed in advance of actually receiving the money.

So at a point in time a discipline has a supply budget of \$500 – but there are student materials which need to be ordered which will cost around \$2,000.

The supply budget is increased to \$2,500
And a contra account is established at -\$2,000
The actual supply budget is still just \$ 500

By increasing the supply account and counterbalancing it by the contra account this allows the discipline the purchasing power required to make the purchases before the students actually pay the fees.

There several caveats with Contra Accounts

- Review the contra as the fiscal year goes along, if it looks as though the contra “target” will not be met, either keep that in mind and reduce your spending accordingly, or reduce the contra line and the budget line by means of a Budget Transfer. If you spend the entire allocation in the budget, but do not meet the contra, you will overdraw your account, but it will not seem so if you are only looking at ACBL and not the report for your entire discipline or department.

	Budget	Actual	Balance	
Supplies	\$2,500	\$2,500		
Contra	<u>(\$2,000)</u>	<u>(\$1,780)</u>		
Total	\$500	\$720	(\$220)	Due to low contra - account is overdrawn

- If more funds are deposited into the contra account, you may move the excess to the supplies account.
 - The State is very concerned about the potential of excess materials fees being charged to students. If \$1,000 is collected every term, but there is only \$500 spent annually for several years in a row, the auditors may request a review of the accounts.
-

How do I pay for Items or Services?

Any items purchased or to be ordered costing \$500 or more should be processed in Datatel through the Requisition Maintenance process (REQM). For very small original purchases, there should be every attempt to have the vendor send the item along with an invoice so that the purchasing system is not burdened by small requisitions.

Other items being purchased fall in to two main groups:

Items which are purchased, and sent with a requisition, which cost under \$500 and employee purchases which will be reimbursed.

Which Form Do I Use?

"District Request for Check" is to be used:

- For items which have ALREADY been received from a vendor, and there is an invoice and the total is less than \$500
- For pre-payments for conference costs (regardless of amount can be over \$500)
- For memberships and subscriptions (regardless of amount can be over \$500)
- For payment to Independent Contractors (**Contract required**) for contract totaling less than \$500
- For Employee reimbursements over \$50, although the **"Claim"** form should be used when there are multiple receipts.
- Toward the end of the Fiscal Year, when the Purchasing department no longer accepts original Confirming Orders (C/F) costing \$500 or more in the Datatel system.

EQUIPMENT AND/OR FURNITURE purchases should never be processed in this manner – you should always go through Datatel Purchasing component.

Employees are also reimbursed using these forms:

Petty Cash - for all amounts under \$50.00 - and if you have multiple receipts which would require completion of more than one form at one time - you should use the Claim form, there is a limited amount of cash available in the petty cash fund.

Claim Form - all amounts over \$50.00 - Capital items, which cost over \$200 for each item, should not be purchased in this manner. However, if there is a spectacular sale, or something else, please attach a note of explanation of why the Purchasing system was circumvented. It is sometimes best to call Purchasing first.

Mileage Form - the reimbursable rate changes as per the IRS. Please check with the Business Services department to ascertain the current rate. This rate generally changes at the beginning of each chronological year, please disregard the rate printed on either the mileage or the Conference Attendance form. The Mileage form should have not only the place traveled, but also the purpose.

Request for Conference Attendance - is used when away from the campus on an approved activity, related to work. This form is used along with the District Request for Check for prepayment and when reimbursing the employee for expenses for conferences or meetings. Please see Appendix for more information and assistance.

OTHER

Independent Contractors – an Independent Contractor form is used whenever individuals perform work for the District which exceeds \$100 and the relationship between the District and the individual is not that of an employer/employee. Please see the appendix at the end of the document for more information and assistance

DISTRICT REQUEST FOR CHECK

SPECIFY WHICH ONE:

- ☐ VENDOR CHECK FOR MATERIALS OR SERVICES
☐ VENDOR CHECK FOR SEMINARS/MEMBERSHIPS/SUBSCRIPTIONS
☐ PERSONAL REIMBURSEMENT ☐ PAYROLL REQUEST(FOR PAYROLL'S USE ONLY)

MAKE CHECK PAYABLE TO:

MAIL CHECK TO:

NAME	NAME
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE NO.	PHONE NO.
FAX NO.	FAX NO.

ACCOUNT NUMBER:

FUND	LOC	COST CENTER	USER	OBJECT	AMOUNT	BUDGET USE ONLY

PURPOSE OF REQUEST, DESCRIPTION, AND ANY ADDITIONAL NOTES REGARDING THIS TRANSACTION.

AUTHORIZATION FOR PAYMENT: I hereby certify that the services and/or items listed are true and correct.

REQUESTED BY: (Print name, Dept. & Phone)	DATE
REQUESTED BY (Signature)	
MANAGER'S APPROVAL (Signature)	
SITE BUSINESS OFFICER (Signature)	

DISTRICT REQUEST FOR CHECK GUIDELINES - Purchase requisition is not required.

<u>NO EQUIPMENT AND/OR FURNITURE</u>
For the following received materials and services \$500 and under including: Received Materials and Services Independent Contractors (<u>contract required</u>) Personal Reimbursements
For the following types of services regardless of the \$ amount: Membership Fees Personal Local Seminars Subscriptions Payments for Confirming Orders (C/F) after the end of the Fiscal Year up until the final cut-off date.

☐ SJCC
☐ EVC
☐ DIST

Name & ID# _____
 Address _____
 Title _____
 Dept/Activity _____

☐ Business Office
☐ Mailed

DATE	ITEMIZED TRIP DESCRIPTION	TOTAL MILEAGE
Total business mileage (as shown above)		15.00
BUSINESS SERVICES USE ONLY TOTAL REIMBURSEMENT DUE FOR PERIOD @ ____/mile		\$

Fund	Loc	Cost Center	User	State Class

- ☐ SJCC
☐ EVC
☐ DIST

San Jose/Evergreen Community College District

4750 San Felipe Road
San Jose, California 95135

Claim Form

From:

Name		Employee #	
Address			
		Dept.	

Date	Description	Unit Cost	Total Amount	
	Total			

I hereby certify that the services and/or items listed are true and correct and that no part thereof has been paid. The necessary receipts are attached.

Signature of Claimant

Date

Approval of Immediate Supervisor

Department Chairperson/Center Coordinator

Approved as a legal charge against the following funds:

- - - -
Budget Account Number

Approval of Purchasing Department
(Prior approval of Purchasing Agent is recommended)

Business Manager

Basics of the Datatel Purchasing Module

OVERVIEW: When a Purchase Requisition is sent to the District Purchasing Department, they will initiate a Purchase Order (PO) which will be sent to the vendor. At the time this PO is sent, the computerized financial system will “encumber” the PO and it will show up on the Datatel financial reports as “Open Commitments”. This will have the effect of reserving funds to pay for that anticipated expense, thus the “Balance Available” will be reduced by the amount of these open commitments, or encumbrances. The use of PO’s for anticipating expenses is a very effective way to increase budget accuracy. These PO’s can be especially useful for encumbering ongoing expenses or those expenses which may occur later in the year, but for which you can issue the PO now. In this manner, the funds will be reserved in your account and you will not have to remember that the expense is outstanding. If there are insufficient funds in your accounts requisitions will not be processed, the Business Services office will hold and not approve the requisition until funds are available in the account.

Purchasing
System
Mnemonics

CF

COLLEAGUE FINANCIAL

PU

Purchasing

VEN

VEIN

Vendor Inquiry – view vendor information

VENI

Vendor Inquiry – view vendor purchasing activity for a specified vendor including year-to-date amounts.

REQ

REQM

Requisition Maintenance – screen to enter and maintain requisitions with accounts assigned to your area.

RINQ

Requisition Inquiry – view information on a requisition.

UNRQ

Unauthorized/In-progress Requisition – screen to produce a report of requisitions that have a current status of unauthorized or in-progress (not forwarded).

RQSP

Requisition single print.

POM

PINQ

Purchase Order Inquiry – view information on a purchase order.

BPM

BINQ

Blank Purchase Order Inquiry – view information on a blanket purchase order.

BPVL

Blanket Purchase Order Voucher List – view all vouchers created against a specific blanket purchase order.

BGLS

Blanket Purchase Order GL History Summary – view a summary of transaction activity on a specific GL account on a blanket purchase order.

BGLD

Blanket Purchase Order GL History Detail – view a detail history of all transactions performed on a specific GL account on a blanket purchase order. It lists transactions in descending order by date.

GSR

PORL

Purchase Order Receiving List – view item activity for a specific purchase order regardless of items status.

DINQ

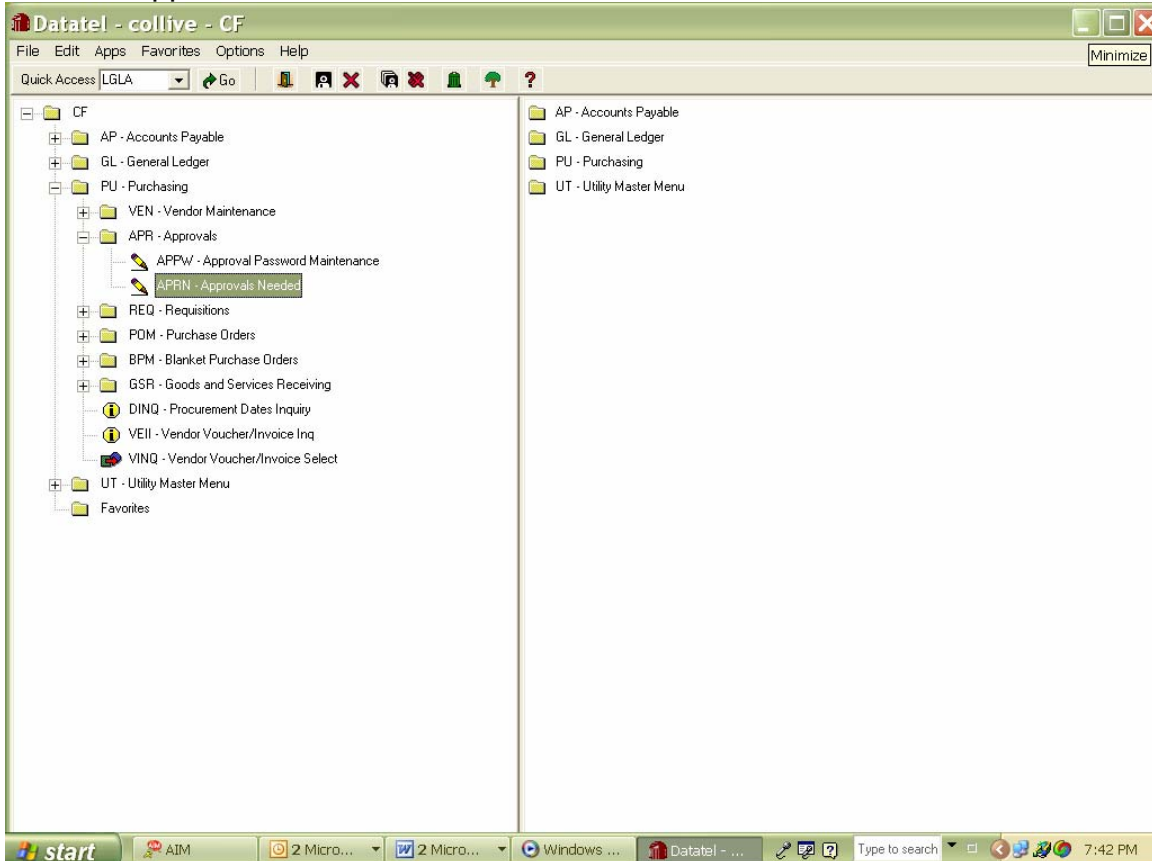
Procurement Dates Inquiry – view procurement information for a specific purchase order: purchase order number & status, contact date, vendor information, purchase order date, requisition information, approvals information.

Commonly used Mnemonics:

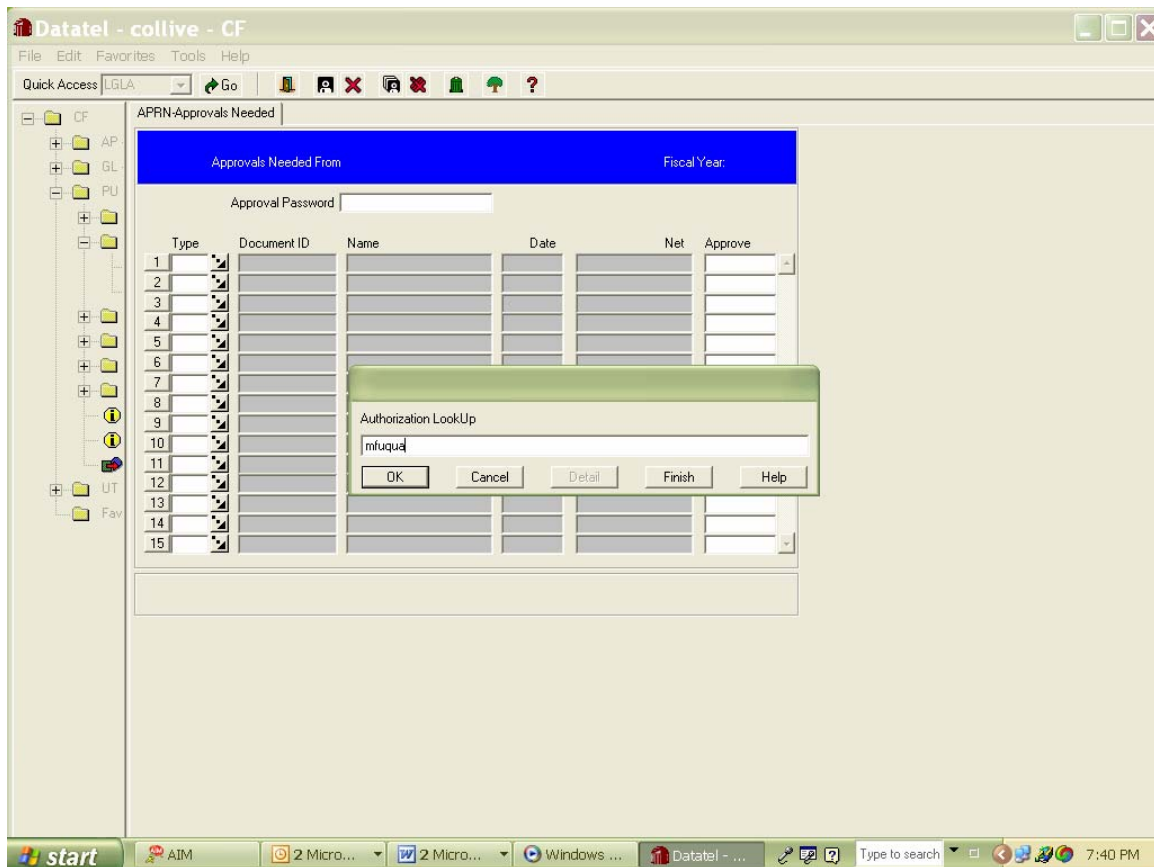
- I. Screen APRN - Approvals Needed
 - II. Screen APPW – Approval password Maintenance – VERY IMPORTANT
 - III. Screen UNRQ - this screen is used to review detail on open commitments (encumbrances) by four digit object code (see attachment).
 - IV. Screen RINQ – Requisition Inquiry
 - V. Screen BINQ - this screen is used for Blanket Purchase Order line item inquiry. It allows the user to view vendor, products ordered, quantity and price information for any specified purchase order (see attachment).
-

Datatel, General Ledger Approving Requisitions

Apps: CF
PU - Purchasing
APR – Approvals
APRN – Approvals Needed



Enter your first initial and your last name without any spaces



Enter – system will also prompt for fiscal year and your password – but they are not necessary at this screen – just “enter” through them. *Unless new fiscal year is “live” and you may be approving requisitions for both fiscal years.

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access LGLA Go

CF

APRN-Approvals Needed

Approvals Needed From: Michele Fuqua Fiscal Year: 2006

Approval Password

	Type	Document ID	Name	Date	Net	Approve
1		0018313	Central Coast Colle	05/31/06	3,930.00	No
2	REQ	0018316	South Bay MOA	05/31/06	1,595.00	No
3	REQ	0018346	Pearson Longman	06/06/06	38,905.13	No
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Controller Approvals Value 1/3

start AIM 2 Micro... 2 Micro... Windows ... Datatel - ... Type to search 7:42 PM

Drill down by clicking on the arrow next to REQ or F2

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access LGLA Go

CF AP GL PU

APRN-Approvals Needed REQM-Requestion Maintenance

Requisition: 0018313 Status: Not Approved Status Date: 05/31/06

Requisition Date: 05/31/06 Maintenance Date: Requisition Amt: 3,930.00

Initiator: Arlene M. Miranda Desired Date:

Vendor ID: 0004031 Types: 1 NA Not Applicable

Name: 1 Central Coast College Baseball Address: 1 3540 Goldenstate Dr

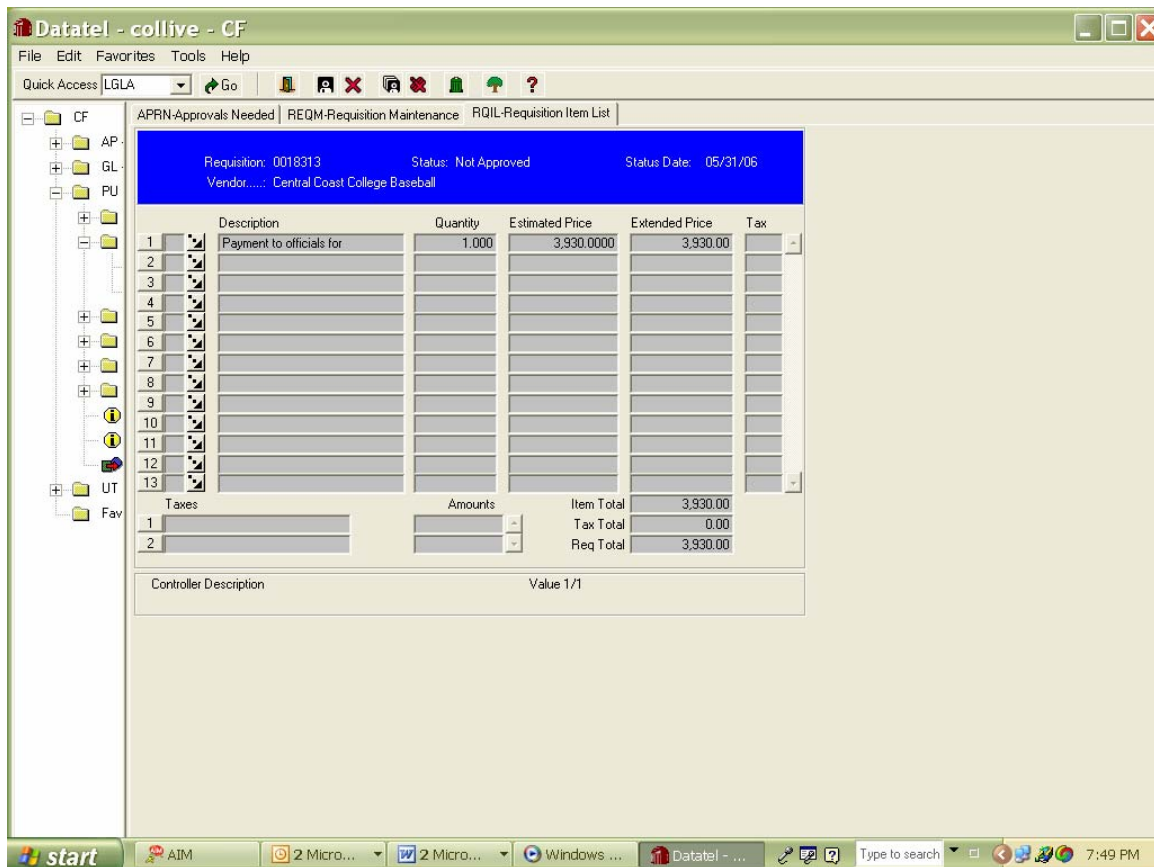
Cty/St/Zp: Santa Clara CA 95051 Country: Currency: Terms: FDB: Ship To: DW SJ/ECCD Warehouse Ship Via: Commodity:

Approvals: 1 Marie-Elaine Burns Buyer: Printed Comments: 1 Comments: 1 Priority: 1 Critic Requisition Done: Yes

AP Type: 0001 Regular Accounts Pay Invn Store:

start AIM 2 Micro... 2 Micro... Windows ... Datatel - ... Type to search 7:46 PM

The first requisition is brought up
 Assure that the Requisition Done is indicated as Yes
 That the "Ship to" is indicated correctly – if this is a confirming Requisition it should be indicated as CF
 Click on the arrow next to "Line Items" – RQIL – Requisition List Item



This screen is just a review of the line items on the Requisition – Drill down on each item by the arrows next to the number boxes – RQIM – Requisition Item Maintenance

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access LGLA Go

APRN-Approvals Needed REQM-Requisition Maintenance RQIL-Requisition Item List RQIM-Requisition Item Maintenance

Requisition: 0018313 Status: Not Approved Status Date: 05/31/06

Vendor Name 1 Central Coast College Baseball

Commodity

Inv Item

Description 1 Payment to officials for
2 baseball games from

Est Price 3,930.00000

Quantity 1.000

Unit of Issue

Trade Disc Amt

Trade Disc Pct

Extended Price 3,930.00

Work Or/Type/Flg

Tax Codes 1

GL Account No 1 110 11 0836 00000 55100

Percent 100.000

Quantity 1.000

GL Amt 3,930.00

Proj ID

Desired Date

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

GL Funds Availability

User Unspecified : Pe

Bgt: 29588.00

Exp: 24042.00

Enc: 0.00

Req: 5525.00

Bal: 21.00

Controller GL Accounts Value 1/1

start AIM 2 Micro... 2 Micro... Windows ... Datatel - ... Type to search 7:50 PM

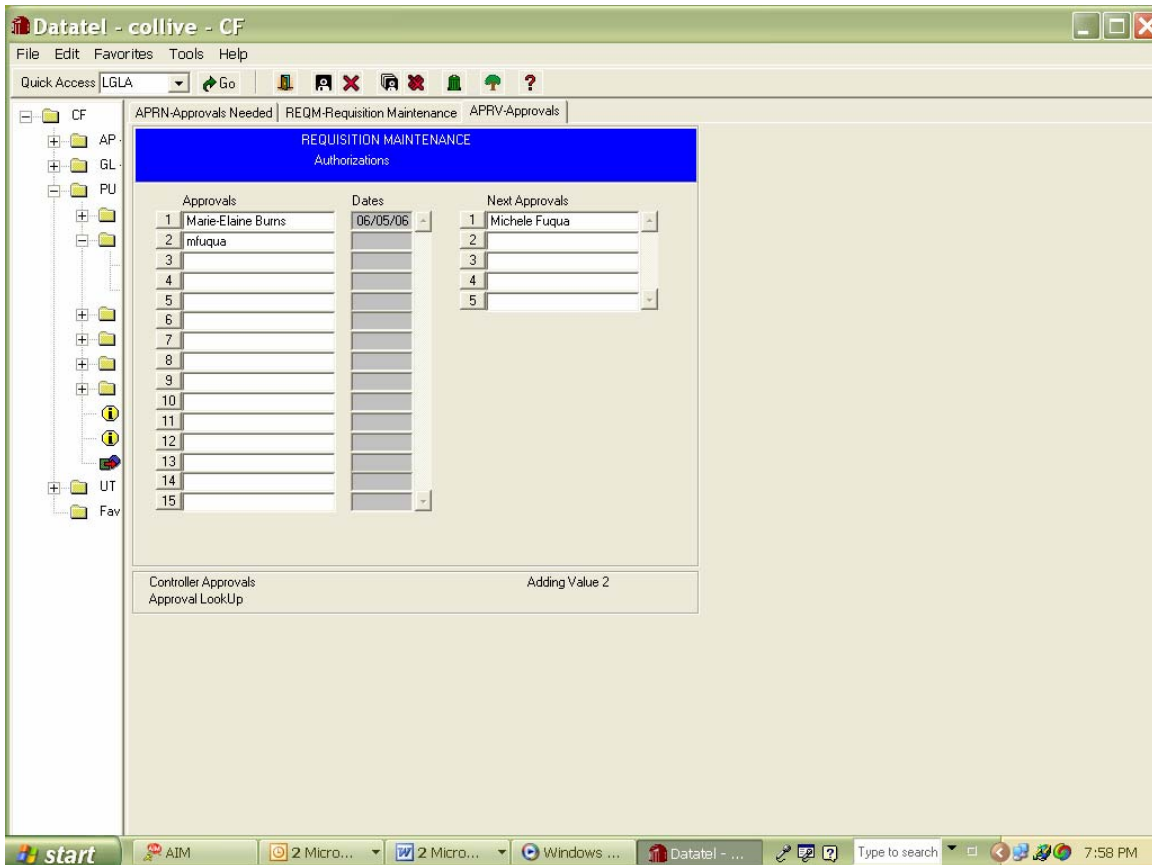
Review the items being purchased and the account number – click into the box with the budget code in order to see if there is sufficient budget to cover the purchase – there should be a positive number in the grey box indicating “Bal” if it is negative you will need to do a budget transfer before your budget officer will approve the budget. At the beginning of the fiscal year the budget will not show until the Board approves the budget in September – you MUST check the printed “Tentative Budget” that you will be sent to assure that your account has sufficient money in it.

F9 to exit RQIM

F9 to exit RQIL

Back to RQEM

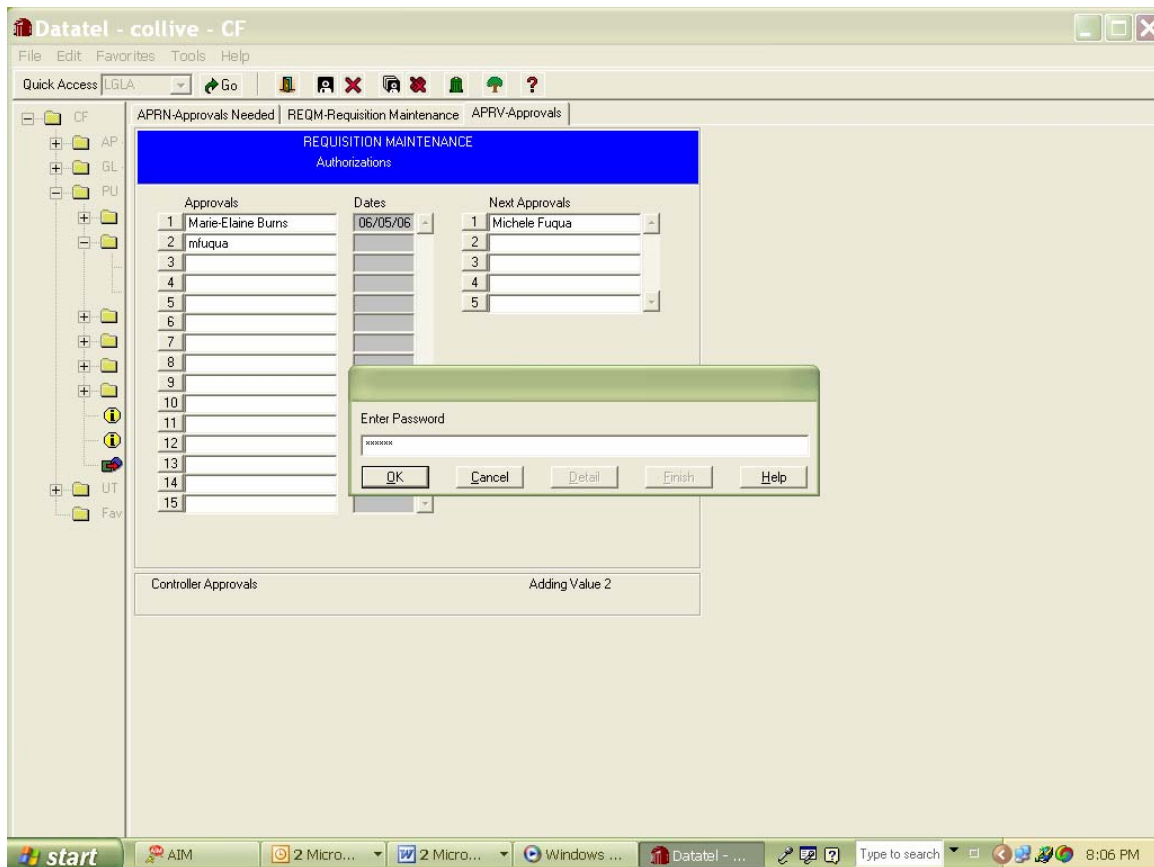
Drill down on arrow next to “Approvals” box



Type your name in the box on the left

If you have to send it to another manager for approval – you would type their name in the box in the right hand column.

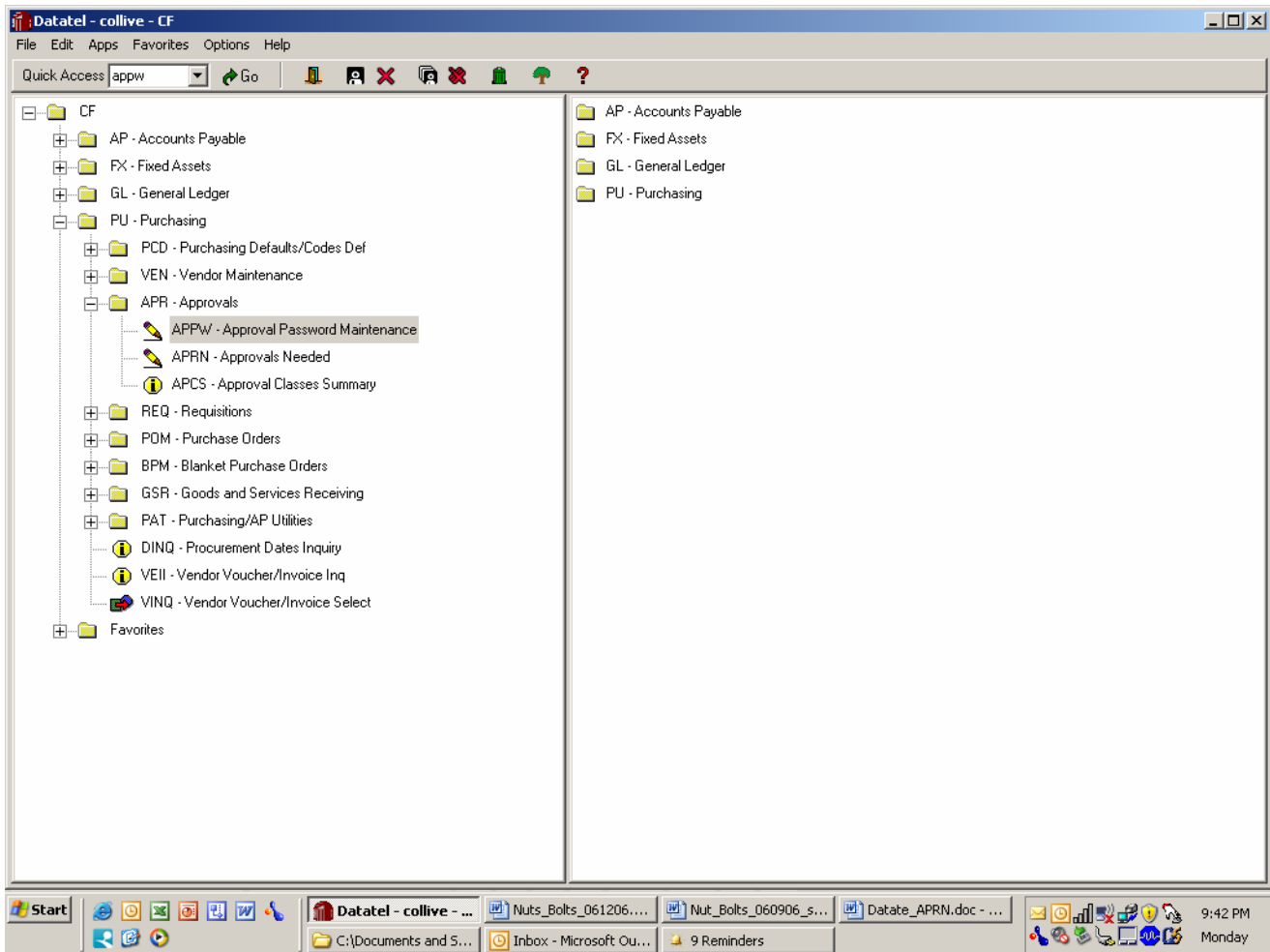
You will be prompted for your password



Enter
And then F9 back to APRN

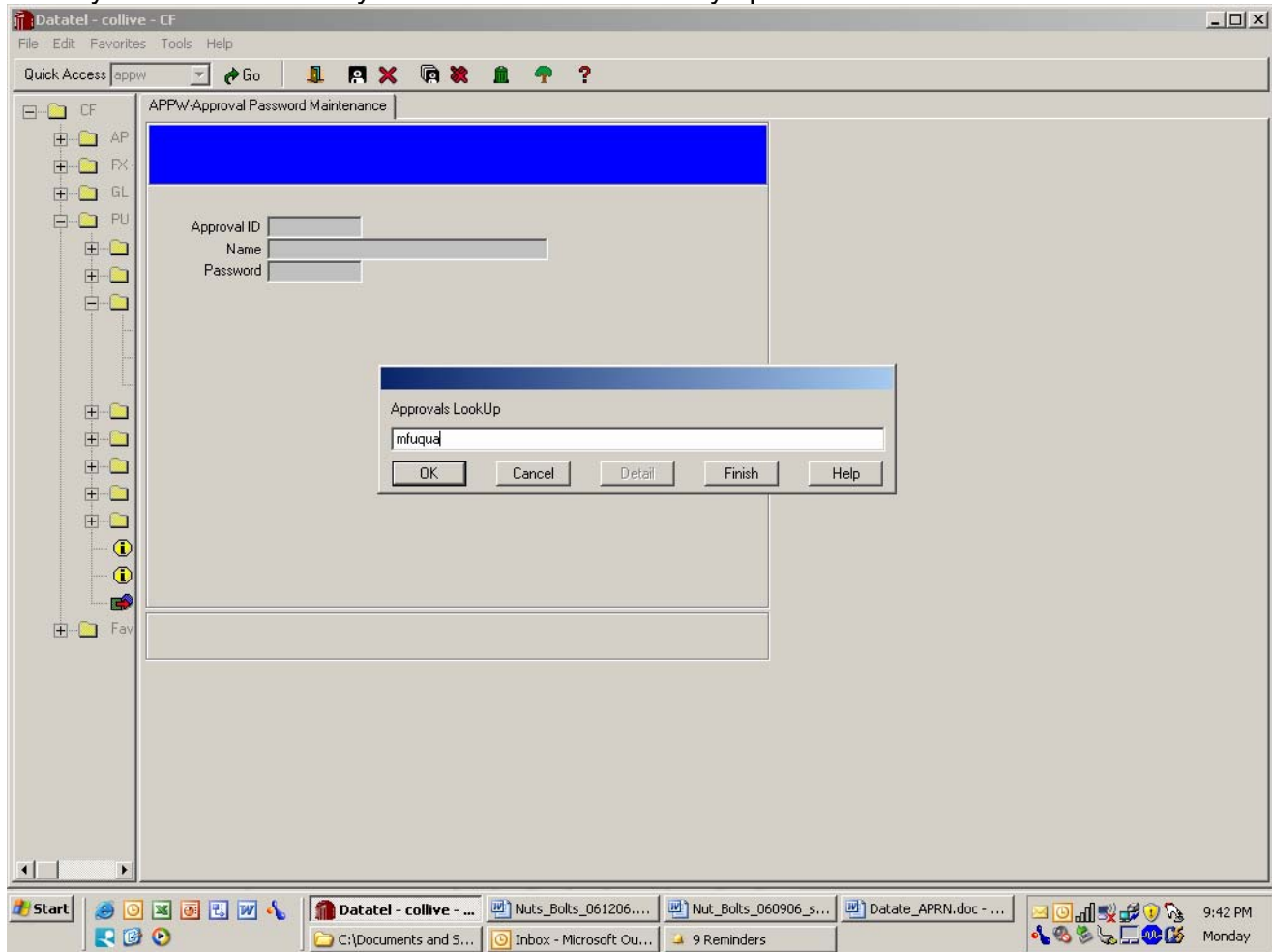
Datatel, General Ledger Approving Requisitions

Apps: CF
PU - Purchasing
APR – Approvals
APPW – Approval Password Maintenance

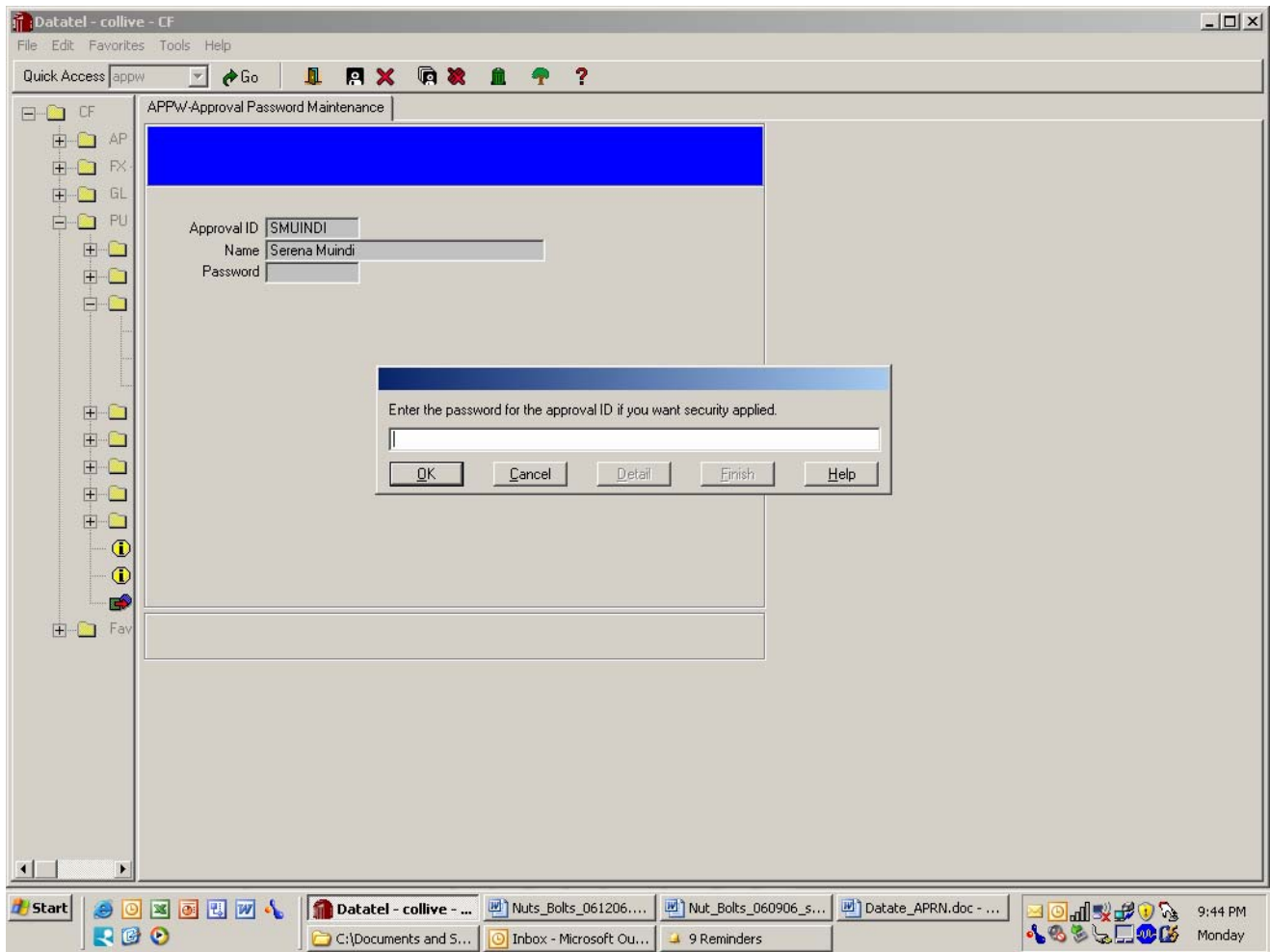


Enter

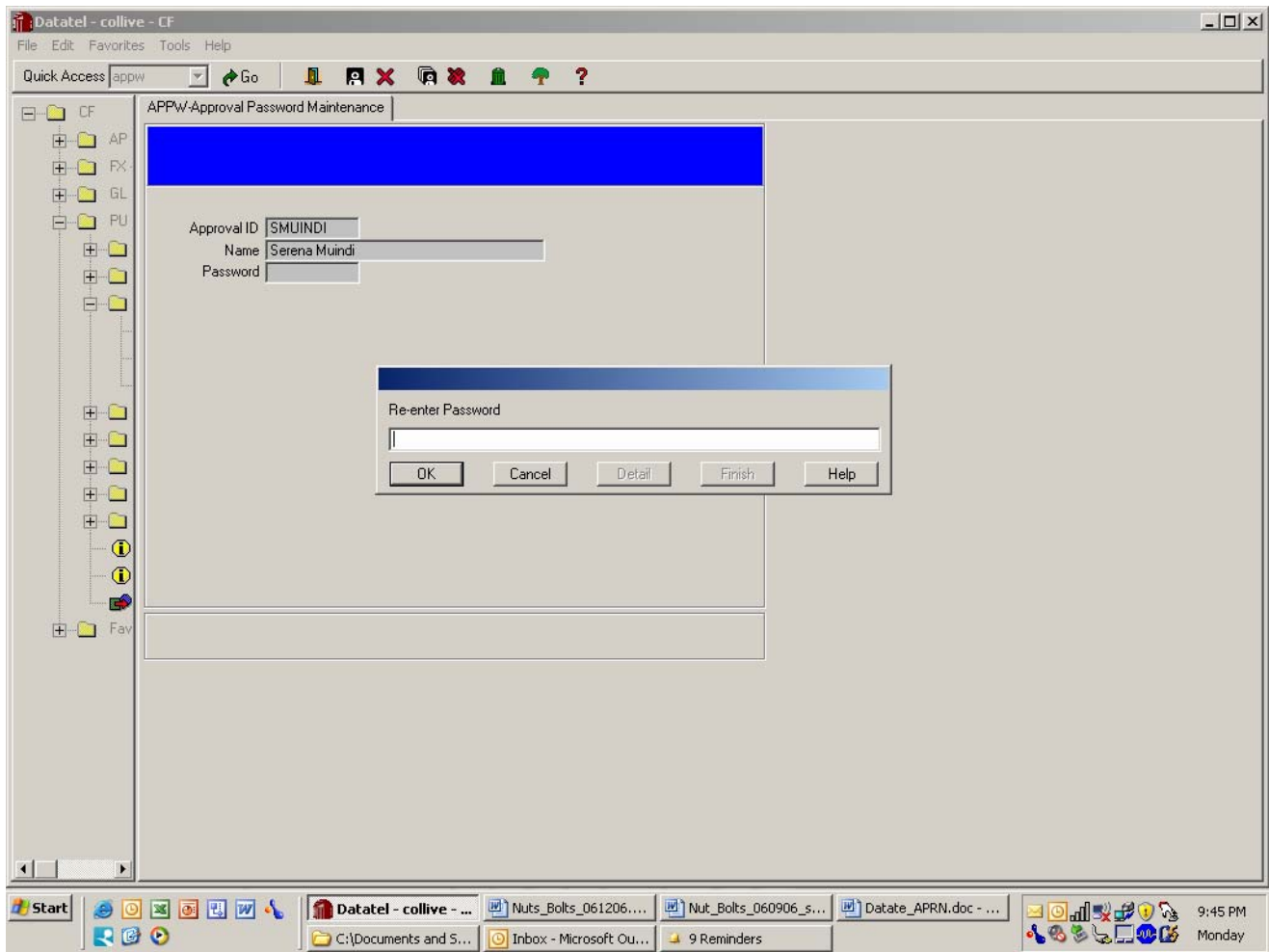
Enter your first initial and your last name without any spaces



System will then ask you to state a password



Enter password of your choice – this is to approve Req's only – this is not your Datatel access password

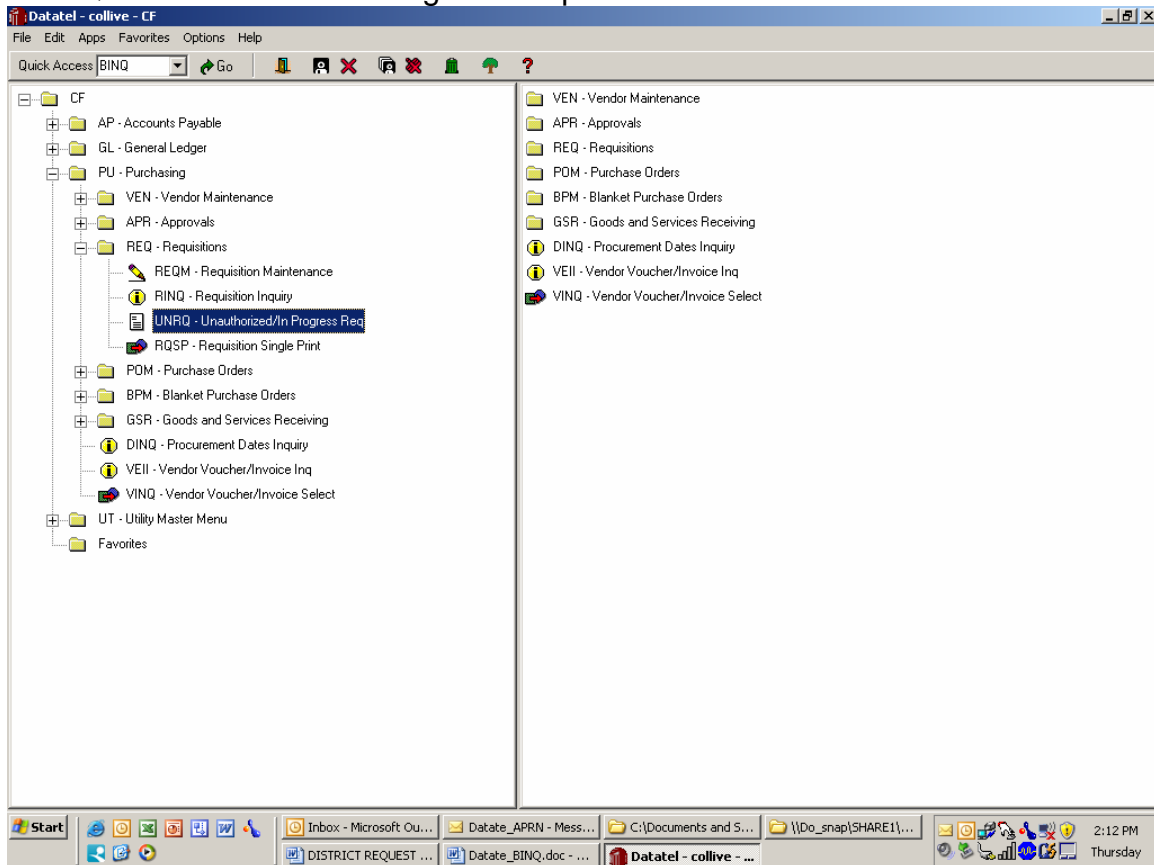


Datatel will request that you re-enter password F9

F10 to complete and you are done – you can change at any time, the system doesn't require you to remember your old password in order to change it to a new one – But it is important that you have one or others can sign for you.

Datatel, General Ledger Requisition Inquiry

Apps: CF
PU - Purchasing
REQ
UNRQ – Unauthorized In/Progress Requisitions



Highlight and enter

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access BINQ Go

UNRQ-Unauthorized/In Progress Req

Saved List Name

Ranges

	Begin	End
Report Dates	07/01/05	6/30/06
Requisition No		
Desired Date		
Purchase Order		
Requisition Amt		
Expiration Date		
GL Account No		

Non-Range Values

	1	2	3	4
Vendors Include				
Vendors Exclude				
Buyers				
Initiators				
AP Types				

Additional Selection Criteria No

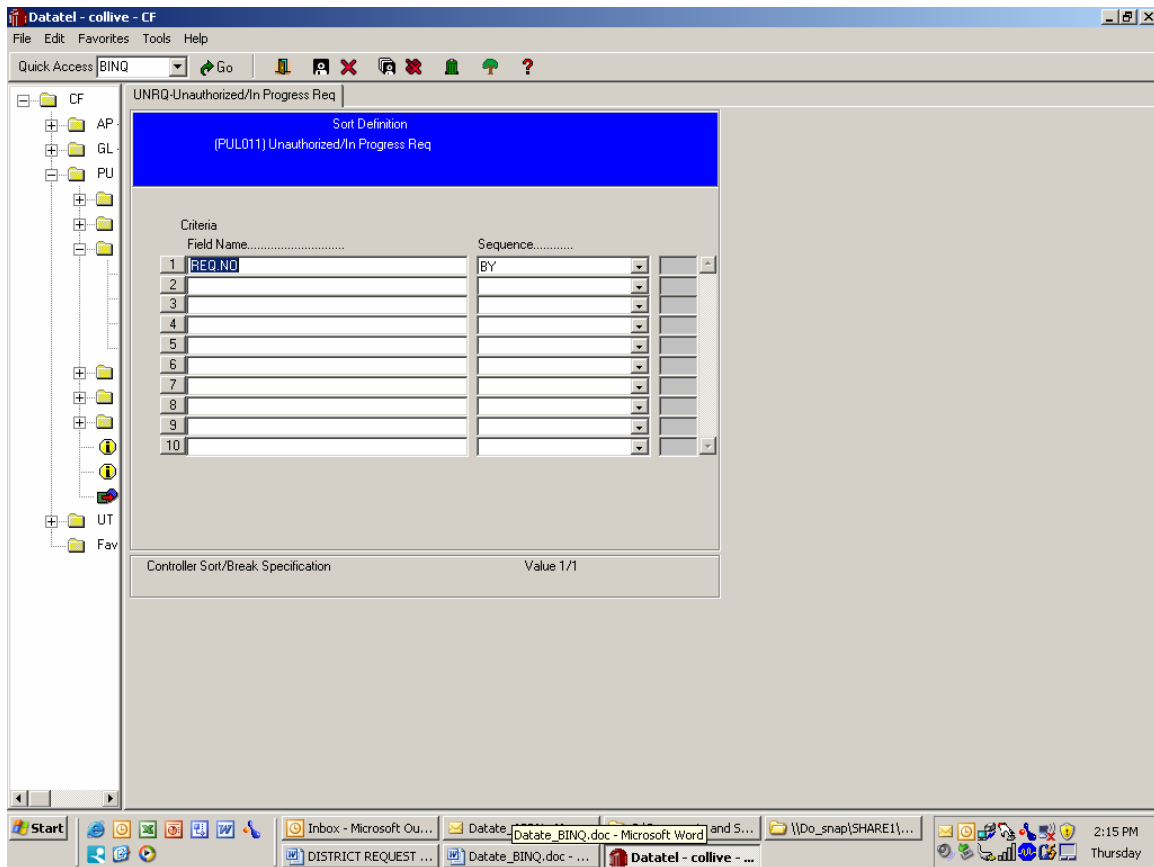
CF AP GL PU UT Fav

Start

Inbox - Microsoft Ou... Datate APRN - Mess... C:\Documents and S... \\Do_snap\SHARE1\... 2:14 PM Thursday

DISTRICT REQUEST ... Datate BINQ.doc - ... Datatel - collive - ...

Review the date selection and enter dates you are interested in – F10 to continue



This indicates the sort on the report – do not change these unless you know what you are doing – F10
You will then go through the same default screens for printing a report.

Report Browser

08 Jun 2006 14:16

UNAUTHORIZED/IN PROGRESS REQUISITION LIST

Period: 07/01/2005 - 06/30/2006

Page 1

Req. No	Requisition Status	Req Date	Vendor ID/Name	Requisition Total	Initiator
Existing Approvals	App Date	Pending Approvals			
0017748	Not Approved	03/22/06	0589344 Ms. Betty L. Horner	1,365.00	Charles C. Montgomery
0018080	In Progress (unfinished)	04/18/06	0002598 SJ/ECCD Campus Store	2,965.20	Paulette T. Romano
0018107	In Progress (unfinished)	04/21/06	Wholesale-Direct-First-Aid.Com	1,100.00	Adrienne Kay Burns
0018173	In Progress (unfinished)	05/03/06	Paper Direct	379.44	Corinne R. Espino
0018208	Not Approved	05/12/06	0001949 DELL Marketing, LLP	10,272.11	Adil Ali Ahmed
0018223	Not Approved	05/15/06	0495714 Simplexgrinnell	1,761.72	Diana M. Rodriguez
0018228	In Progress (unfinished)	05/16/06	0583447 Health Education Systems, Inc	2,165.00	Adrienne Kay Burns
0018243	Not Approved	05/18/06	0004246 Ward Surveying	850.00	Diana M. Rodriguez
0018264	Not Approved	05/22/06	The Bay Area Group	25,000.00	Tina Silveira Iniguez
0018273	Not Approved	05/22/06	0001868 Willard Drapery Service	9,975.00	Diana M. Rodriguez
0018287	Not Approved	05/23/06	Sjecd Campus Store	500.00	Corinne R. Espino
0018295	Not Approved	05/25/06	0162442 Betty J. Siemer	10,000.00	Tina Silveira Iniguez
0018312	Not Approved	05/30/06	0573679 Action Sign Systems	9,978.73	Diana M. Rodriguez
0018332	Not Approved	06/02/06	0002598 SJ/ECCD Campus Store	4,953.52	Mary J. Wong-Kauzlarich
0018334	In Progress (unfinished)	06/02/06	0001851 Ward's Natural Science	1,190.90	Mary J. Wong-Kauzlarich

Start

Inbox - Microsoft Ou...

Datate APRN - Mess...

C:\Documents and S...

\\Do_snap\SHARE1\...

DISTRICT REQUEST ...

Datate BINQ.doc - ...

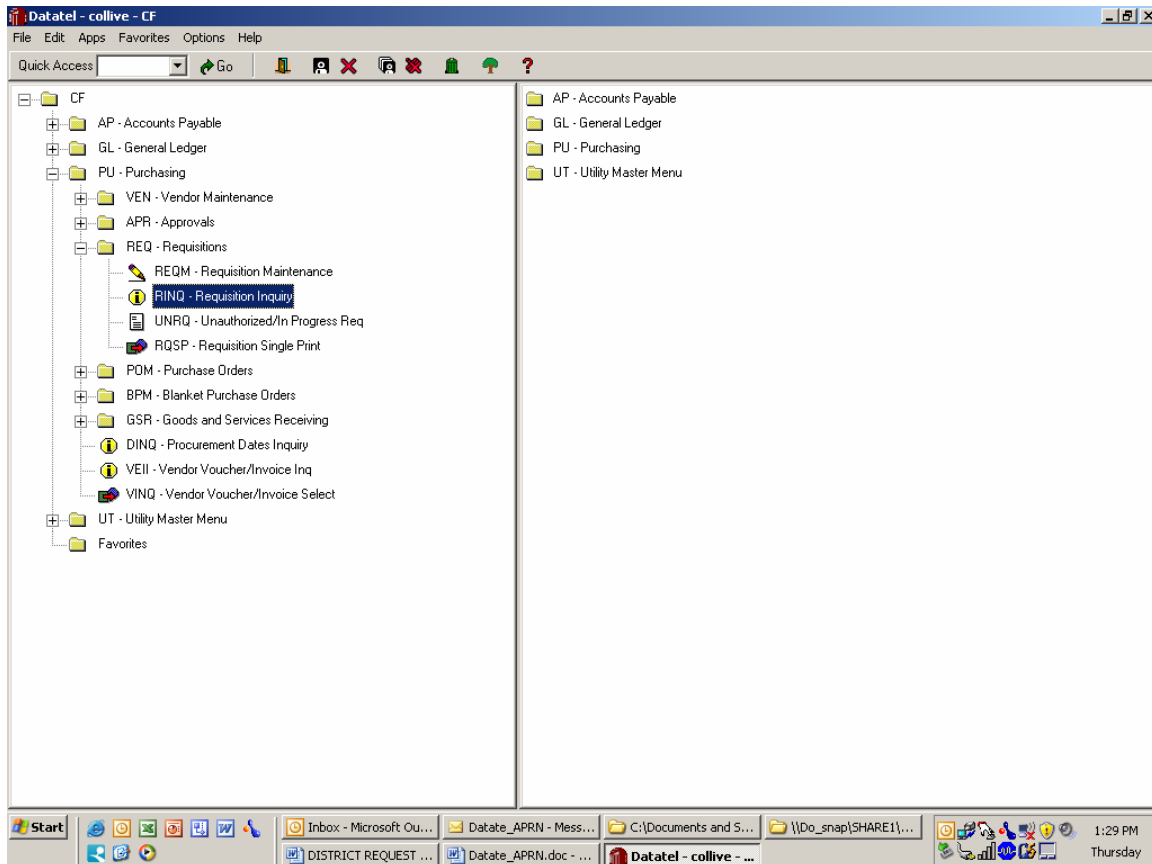
Datatel - collive - ...

2:19 PM Thursday

The report indicates – the initiator; which approvals have already happened; which approvals are pending and the status of the requisition.

Datatel, General Ledger Requisition Inquiry

Apps: CF
PU - Purchasing
REQ
RINQ – Requisition Inquiry
To review detail and status of Requisition



Highlight and enter

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access

CF

AP

GL

PU

UT

Fav

RINQ-Requisition Inquiry

Requisition:	Status:	Status Date:
Requisition Date		PO Numbers 1
Initiator		BPO Numbers 1
Required Date		Comments 1
		Expire Date
Vendor ID		Priority
Name		
City/St/Zp		
Ship To		
Appr/Date		

Description

1

2

3

4

Taxes

1

2

Amounts

Item Total 0.00

Tax Total 0.00

Req Total

Requisition LookUp

14911

OK Cancel Detail Finish Help

Enter the requisition number you want to review

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access Go

RINQ-Requisition Inquiry

Requisition: 0014911 Status: PO Created Status Date: 11/23/04

Requisition Date: 11/16/04 PO Numbers: 1 P0012486
 Initiator: Diana M. Rodriguez BPO Numbers: 1
 Required Date: 11/30/04 Comments: 1
 Expire Date: Priority: 3 Routine

Vendor ID: 0001495
 Name: 1 O.C. McDonald Co., Inc.
 City/St/Zip: San Jose CA 95126
 Ship To: CF Confirming Order
 Appr/Date: 1 Robert Dias 11/18/04

Line Items					
	Description	Quantity	Estimated Price	Extended Price	Tax
1	HVAC work done for the	1.000	87,547.5000	87,547.50	
2					
3					
4					

Taxes		Amounts		Item Total
1				87,547.50
2				
Tax Total				0.00
Req Total				87,547.50

Controller Name Value 1/1

You will not be able to make any changes, but you can drill down on any area with an arrow and review the detail of any element.

For Example:

Clicking on the arrow next to the PO Number box will give more information about when the purchase order was sent.

Clicking on the arrow next to the description line will allow you to drill down and review the detail on the item purchased and the account number charged.

Datatel - CF - PINQ

File Edit Favorites Tools Help

Quick Access Go

RINQ-Requisition Inquiry PINQ-Purchase Order Inquiry

PO Number: P0012486 PO Status: Paid Status Date: 12/01/04

PO Date: 11/23/04 PO Amt: 87,547.50 Req NOs: 1 0014911

Appr/Date: 1 Robert Dias 11/23/04 Vouchers: 2

Vendor ID: 0001495 Purged IDs: 1

Name: 1 O.C. McDonald Co., Inc. Comments: 1 23 Nov 2

Address: 1 1150 W. San Carlos St. Ptd Com: 1

City/St/Zp: San Jose CA 95126

Buyer: Yolanda J. Talavera Initiator: Diana M. Rodriguez

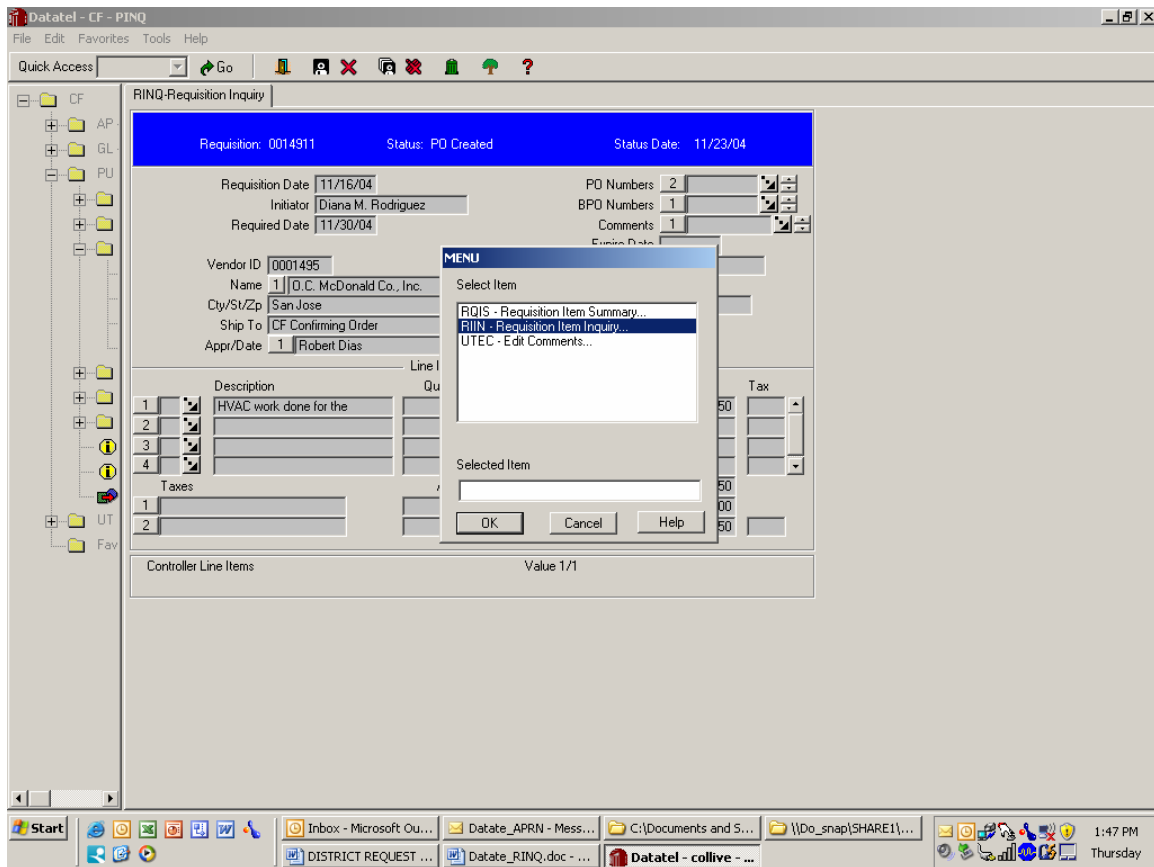
Ship To: CF Confirming Order

Line Items		Description	Ordered	Accepted	Item Status	Expected Date	Tax/
					Remaining	Unit Price	Remaining Price
1		HVAC work done for the	1.000	1.000	Paid	11/30/04	
2						87,547.5000	
		Remaining Taxes			Amounts	Remaining	0.00
1						Taxes	0.00
2						Totals	0.00

Controller Vouchers Adding Value 2

Detail on PO

Clicking on line item leads to a choice of other sub menus – RIIN gives more detail on the item as well as the Budget code



Datatel - CF - PINQ

File Edit Favorites Tools Help

Quick Access Go

RINQ-Requisition Inquiry RIIN-Requisition Item Inquiry

Requisition: 0014911 Status: PO Created Status Date: 11/23/04

Vendor Name 1 O.C. McDonald Co., Inc.

Commodity

Stock No

Description 1 HVAC work done for the

2 EVC Cedro HVAC phIII

Est Price 87,547.5000

Quantity 1.000

Unit of Issue EA Each

Trade Disc Amt

Trade Disc Pct

Extended Price 87,547.50

Work Order/Type

Tax Codes 1

GL Account No 1 38-21-7197-20656-56200

GL Amt 87,547.50

Proj ID

Item PO Status Paid

Desired Date 11/30/04

Fixed Asset

Vendor Part

Form/Box/Loc

Comments 1

GL Account No	Percent	Quantity	GL Description
1 38-21-7197-20656-56200	100.000	1.000	EVC Cedro HVAC Upgrad

Controller Description Value 1/4

Start

Inbox - Microsoft Ou...

Datatele APRN - Mess...

C:\Documents and S...

\\Do_snap\SHARE1\...

DISTRICT REQUEST ...

Datatele_RINQ.doc - ...

Datatel - collive - ...

1:52 PM Thursday

F9 back out as soon as you have reviewed all the elements you are interested in.

Datatel, General Ledger Requisition Inquiry

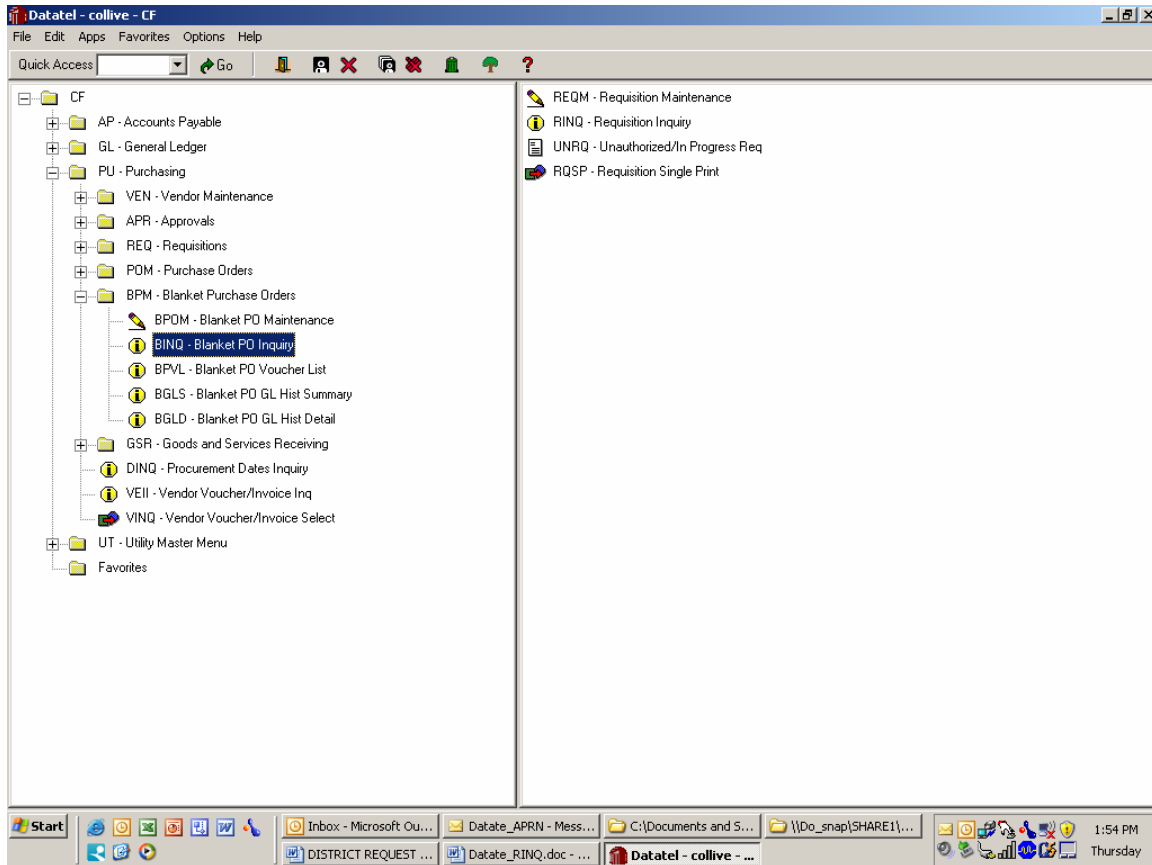
Apps: CF

PU - Purchasing

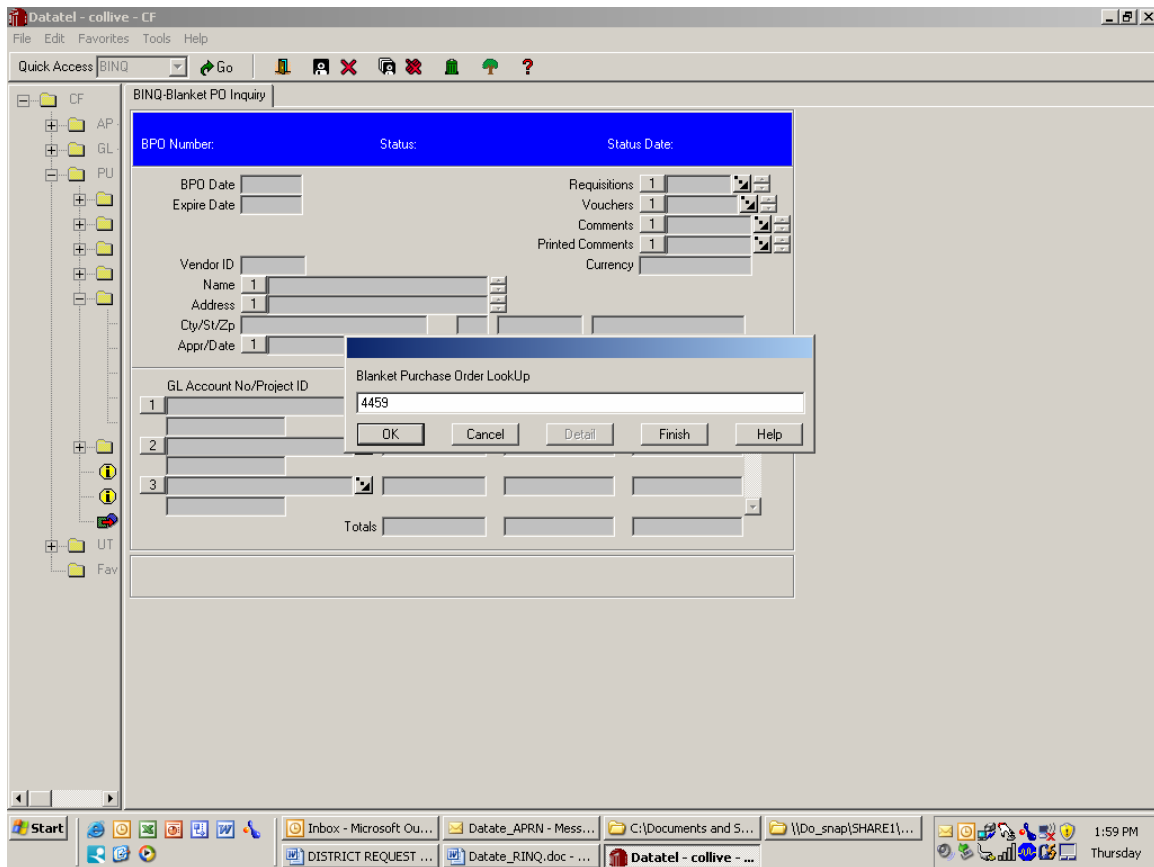
BPM

BINQ – Blanket PO Inquiry – Use PINQ for Purchase Orders

To review detail and status of Blanket Order



Highlight and enter



Enter the Blanket P.O. number you want to review

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access BINQ Go

BINQ-Blanket PO Inquiry

BPO Number: B0004459 Status: Outstanding Status Date: 09/01/05

BPO Date 09/01/05 Requisitions 1 0016701
 Expire Date 06/30/06 Vouchers 1 V0169375
 Comments 1 01 Sep 200
 Printed Comments 1 Acct 89294
 Currency

Vendor ID 0001493
 Name 1 Office Depot, Inc.
 Address 1 6700 Automall Parkway
 City/St/Zip Fremont CA 94538
 Appr/Date 1 Elvis Raby 09/01/05

GL Distribution

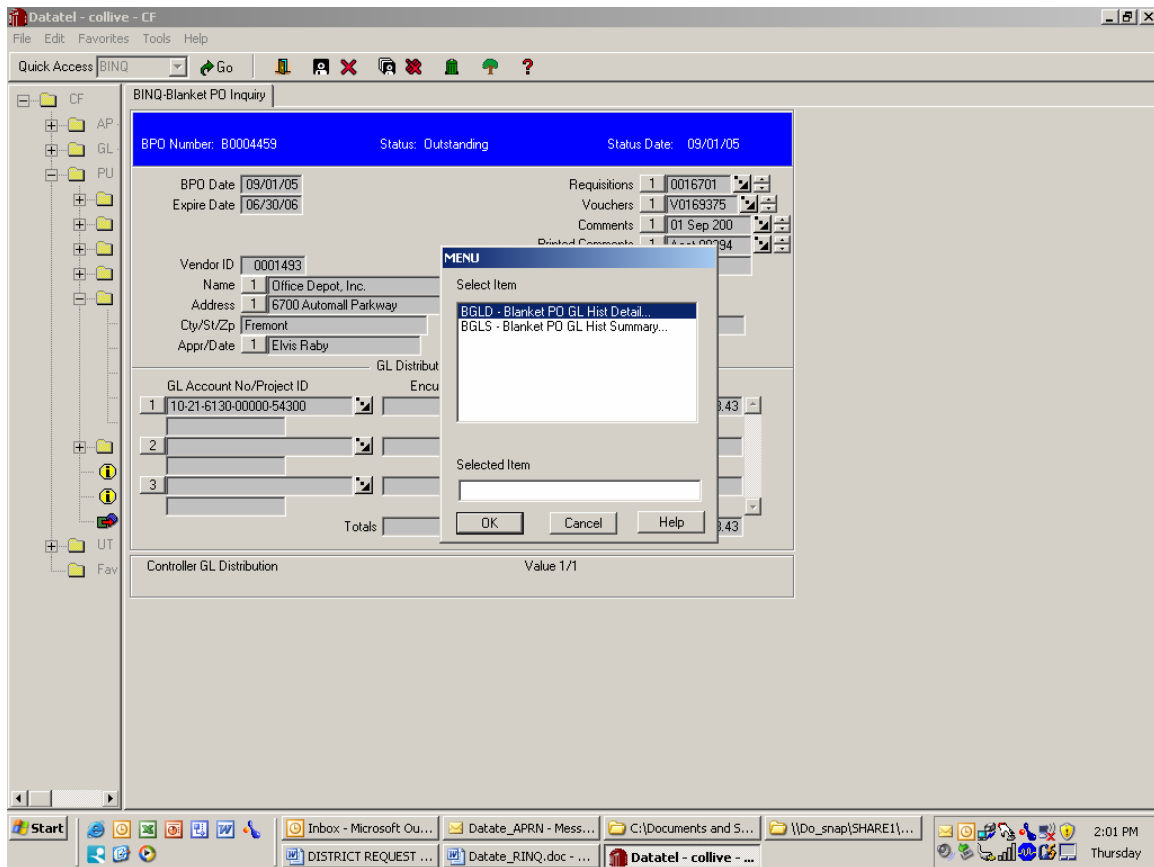
	GL Account No/Project ID	Encumbered	Expensed	Difference
1	10-21-6130-00000-54300	400.00	351.57	48.43
2				
3				
Totals		400.00	351.57	48.43

Controller Address Value 1/1

Start | Inbox - Microsoft Ou... | Datatele APRN - Mess... | C:\Documents and S... | \\Do_snap\SHARE1\... | 1:59 PM Thursday

DISTRICT REQUEST ... | Datatele_RINQ.doc - ... | Datatel - collive - ...

This view indicates the summary of total payments to date; the voucher numbers used in payment, etc. To view the detail on individual payments made click on the arrow next to the account number.



You would want to choose BGLD – History Detail

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access BINQ Go

BINQ-Blanket PO Inquiry BGLD-Blanket PO GL Hist Detail

BPO Number: B0004459 Status: Outstanding Status Date: 09/01/05
BPO Amount: 400.00 Expensed: 351.57 Diff.: 48.43

GL Account No: 10-21-6130-00000-54300
GL Account Desc: User Unspecified : Supplies

Transaction	History Type	Date	Amount	Voucher ID	Check No	Check Date
1	Original	09/01/05	400.00			
2	Voucher	11/07/05	44.31	V0169379	10*0158591	11/08/05
3	Voucher	11/07/05	52.54	V0169378	10*0158591	11/08/05
4	Voucher	11/07/05	37.30	V0169376	10*0158591	11/08/05
5	Voucher	11/07/05	41.23	V0169375	10*0158591	11/08/05
6	Voucher	12/07/05	11.14	V0170976	10*0159990	12/08/05
7	Voucher	12/07/05	3.44	V0170972	10*0159990	12/08/05
8	Voucher	01/11/06	6.70	V0172196	10*0161078	01/11/06
9	Voucher	01/11/06	20.37	V0172195	10*0161078	01/11/06
10	Voucher	03/10/06	5.62	V0178482	10*0167758	03/13/06

GL Total 48.43

Controller History Value 1/15

Start

Inbox - Microsoft Ou... Datatele APRN - Mess... C:\Documents and S... \\Do_snap\SHARE1\... 2:03 PM Thursday

DISTRICT REQUEST ... Datatele_RINQ.doc - ... Datatel - collive - ...

Clicking on the drill down arrow next to the Voucher will give you more detail on the actual payment.

Datatel - CF - BGLD

File Edit Favorites Tools Help

Quick Access BINQ Go

BINQ-Blanket PO Inquiry BGLD-Blanket PO GL Hist Detail VOUI-Voucher Inquiry

Voucher ID: V0169378 Status: Paid Status Date: 11/08/05
Debit....: 52.54 Credit: Net....: 52.54

Voucher Dt: 11/07/05 Due Date: 11/07/05 Total Amt: 52.54
Vendor ID: 0001498 Cash Disc: 0.00

Name: 1 Office Depot, Inc. (Manual)
Address: 1 PO Box 70049 (Manual)
City/St/Zp: Los Angeles CA 90074-0049
AP Type: 0001 Regular Accounts Check No/Date: 0158591 11/08/05
Bank Code: 10 Bank of the West Paid Amount: 52.54
Pay Voucher: Yes

Approvals: 1 Elvis Raby Dates: 11/07/05
PO No: B0004459
Rct Vou: Rct Vou
Comments: 1

Line Items				
	Description	Quantity	Extended Price	Invoice No
1	Spindle cdr	1.000	48.54	3110830921
2				
Item Total			48.54	

Taxes/Amts: 1 CA Santa Clara Sales Tax 4.00 Currency

Start

Inbox - Microsoft Ou... Datatele APRN - Mess... C:\Documents and S... \\Do_snap\SHARE1\... 2:04 PM Thursday

DISTRICT REQUEST ... Datatele RINQ.doc - ... Datatel - collive - ...

F9 to get out and go to another voucher number or start over

What is Datatel Financial Module?

Overview

The Datatel System (CF) is the financial accounting software used to track our budgets, revenues, expenditures and account balances. Datatel allows viewing of current year information on-line. At any given day, an authorized user can view budget balances available, including the nature of expenditures incurred to date.

Commonly used Accounting Mnemonics

- I. Screen ACBL – Specific Account balance Inquiry (see attachment).
 - II. Screen GLSA Summary Account Availability - this screen allows the user to view revenue, budgets, actual expenditures, encumbrances and budget balances available by object code, for any specified account number (see attachment).
 - III. Screen LGLA – List of GL activity; to review individual account charges; actual budget changes
 - IV. Screen AHST – Account History Inquiry (see attachment)
-

What is ACBL look-up?

Overview

ACBL allows review of the current status on accounts generally within a real time basis. Current Requisitions which have not been through the approval process are indicated on the report screen, as are all other encumbrances and actual expenses on the account.

Datatel, General Ledger

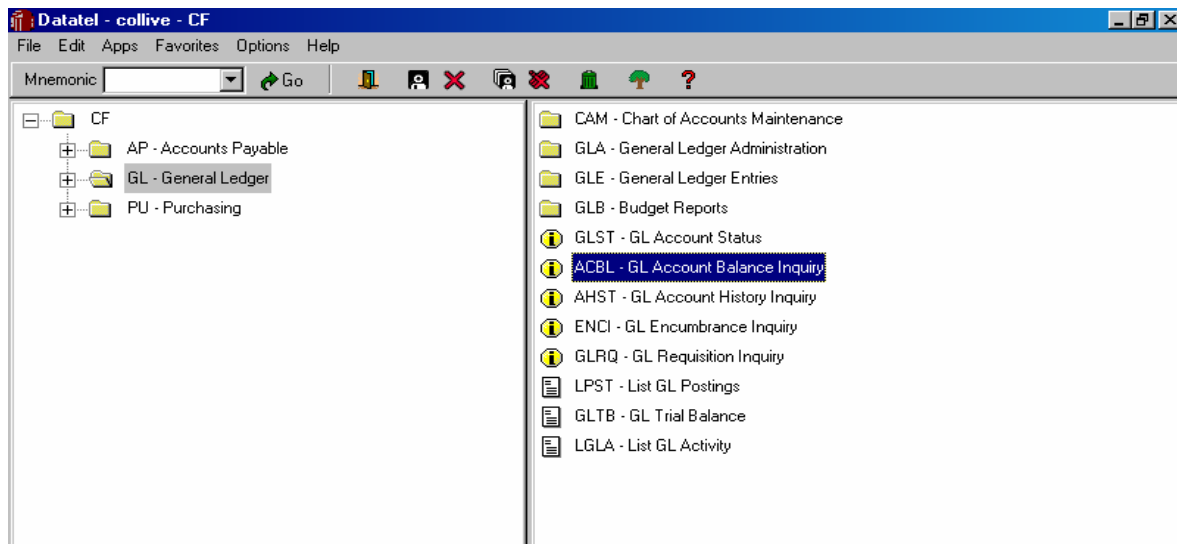
Account Balance Inquiry

To review a particular account, including the details.

Apps: CF

GL – General Ledger

ACBL – GL Account Balance Inquiry



Type in the specific account number without any spaces or dashes you want to look at, click OK, or 'Enter'.

Datatel - collive - CF

File Edit Favorites Tools Help

Mnemonic Go

ACBL-GL Account Balance Inquiry

GL Account: GL Account Tag:
Net Asset Class:

Fiscal Year

GL Account Lookup

OK Cancel Detail Finish Help

Unencumbered Balance

Requisitions

Available Funds

Budget Officer

Fiscal Year: put in the year you want to look at, click OK, or 'Enter'.

Datatel - collive - CF

File Edit Favorites Tools Help

Mnemonic Go

ACBL-GL Account Balance Inquiry

GL Account: 10-21-6722-00000-54300 GL Account Tag:
Net Asset Class:

EVC Budget Operations : Supplies

Fiscal Year

Fiscal Year LookUp

2004

OK Cancel Detail Finish Help

Unencumbered Balance

Requisitions

Available Funds

Budget Officer

Actuals – To look at the actual expenses that have been charged to this account, click on the symbol to the right of the amount, or F2 in the amount box.

The screenshot shows the 'Datatel - collive - CF' application window. The title bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the title bar is a menu bar with 'Mnemonic', 'Go', and several icons. The main window is titled 'ACBL-GL Account Balance Inquiry'. It features a blue header bar with 'GL Account: 10-21-6722-00000-54300' and 'GL Account Tag: Net Asset Class:'. Below this is a section for 'EVC Budget Operations : Supplies'. The 'Fiscal Year' is set to '2004' and 'Open'. The 'Annual Amount' is displayed as '2,774.00'. The 'Actuals' are '1,256.63', and the 'Encumbrances' are '1,329.66'. The 'Unencumbered Balance' is '187.71'. The 'Requisitions' are '0.00'. The 'Available Funds' are '187.71'. The 'Budget Officer' is 'Henry C Whitlow'. The 'Actuals' value is highlighted in blue, and a small icon is visible to its right.

	Annual Amount
Allocated Budget	2,774.00
Actuals	1,256.63
Encumbrances	1,329.66
Unencumbered Balance	187.71
Requisitions	0.00
Available Funds	187.71

To review the details of these expenses, click on the symbol to the right of the 'Reference No.', you wish to review, or F2 in this particular box.

Datatel - collive - CF

File Edit Favorites Tools Help

Mnemonic Go

ACBL-GL Account Balance Inquiry GLAI-GLA Transaction Inquiry

Fiscal Year.....: 2004
 General Ledger Number.: 10-21-6722-00000-54300
 GL Account Description: EVC Budget Operations : Supplies

Reference No.	Date	Description	Amount
1 V0105113	10/06/03	Office Depot, Inc.	143.92
2 V0105622	10/09/03	Office Depot, Inc.	52.50
3 V0109264	11/04/03	San Jose/Evergreen Communit	23.79
4 V0110996	12/09/03	Office Depot, Inc.	336.19
5 V0110997	12/09/03	Office Depot, Inc.	6.33CR
6 V0112219	01/13/04	Office Depot, Inc.	84.49
7 V0112283	01/14/04	Office Depot, Inc.	67.28
8 J006555	02/02/04	10/20/03 Envelop Chrges	62.50
Total Actuals			1,256.63
Actuals pending posting			0.00
Grand Total			1,256.63

Controller Actuals Value 1/11

By using this same method, you can review more details in this screen.

Datatel - collive - CF

File Edit Favorites Tools Help

Mnemonic Go

ACBL-GL Account Balance Inquiry GLAI-GLA Transaction Inquiry VOUI-Voucher Inquiry

Voucher ID: V0105113 Status: Paid Status Date: 10/08/03
 Debit.....: 143.92 Credit: Net.....: 143.92

Voucher Dt: 10/06/03 PO No: B0002681 Rcr Vou:
 Vendor ID: 0001493 Comments: 1
 Name: 1 Office Depot, Inc. Total Amt: 143.92
 Address: 1 PO Box 70049 Cash Disc: 0.00
 Cty/St/Zp: Santa Ana CA 92725-0049 Bank Code: 10 Bank of the West
 AP Type: 0001 Regular Accounts Pay Voucher: Yes
 Due Date: 10/06/03 Check No/Date: 0092149 10/08/03
 Approved: 1 Elvis Raby Dates: 10/06/03 Paid Amount: 143.92

	Description	Quantity	Extended Price	Invoice No	Tax
1	ordered on 08/05/03	1.000	132.95	2131472181	Yes
2					
3					
4					
Item Total			132.95		
Taxes/Amts: 1 CA Santa Clara Sales Tax			10.97		

Currency:

Encumbrances, and Requisitions – can be reviewed by the same method; click on the symbol to the right of the ‘Reference No.’, or F2 in this box.

Datatel - CF - ACBL

File Edit Favorites Tools Help

Mnemonic Go

ACBL-GL Account Balance Inquiry ENCGL Encumbrance Inquiry

Fiscal Year.....: 2004
General Ledger Number.: 10-21-6722-00000-54300
GL Account Description: User Unspecified : Supplies

Encumbrance Reference No.	Date	Src	Vendor Name/Description	Amount
1 80002681	03/05/04		Office Depot, Inc.	1,329.66
2				
3				
4				
5				
6				
7				
8				
9				
10				

Controller Encumbrance Value 1/1

Finished.

What is a GLSA monthly expense report?

Overview

Account Statement GLSA is a summary financial report of the operating budget of an account. It includes nine columns showing the object codes, the descriptions of the object codes, original budget assigned to each object code, the year-to-date revised budget, year-to-date expenses, current commitments, balance available and percentage of actual charges to revised budget.

Budgeters and/or managers should print a copy of the GLSA report for their responsible accounts every month. Although the data is available to view at any time, the second payroll does not post to accounts until somewhere around the middle of the month. Activity in every account other than the payroll and benefit accounts is posted on a daily basis. The GLSA shows the status of accounts, transactions going in and out of the accounts, purchase commitments and personnel charges.

Datatel, General Ledger

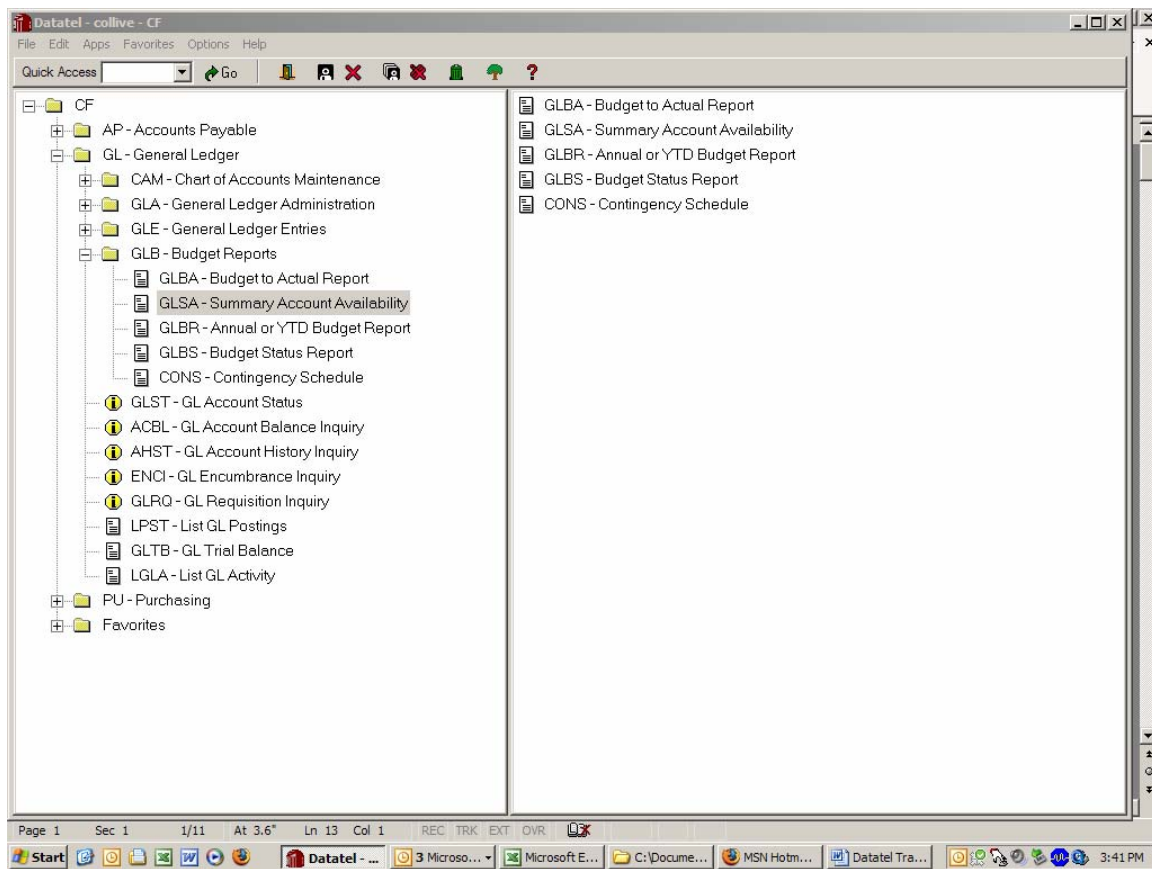
Year to Date Budget/Expense Report

Apps: CF

GL – General Ledger

GLB – Budget Reports

GLSA – Summary Account Budget Report, including expenses and encumbrances. (Encumbrances are usually outstanding Purchase Orders.)



Fiscal Year: put in the year you want to look at, ie: **2006**; for FY '05-'06.

Calendar Ending Month of: (usually '6', for June, the end of the fiscal year. This will include all expenses from July 2005 through June 2006).

Include accounts that have: 'A' (**All Statuses**; which includes budget, expenses & encumbrances.)

GL Account Definition: F2 key (or click on small box on right)

The screenshot shows a web browser window titled "Datatel - collive - CF". The address bar shows "http://www.datatel.com/collive/CF/". The main content area is titled "GLSA-Summary Account Availability". It contains several input fields and a "Go" button. The "Fiscal Year" field is set to "2006", and the "Calendar Ending Month of" field is set to "6". The "Include accounts that have" dropdown is set to "All Statuses". The "GL Account Definition" dropdown is set to "Not defined". The "Detail or Summarize Poolee Accounts" dropdown is set to "Unspecified". The "Proceed with the Report" button is visible. The bottom status bar shows "Page 2 Sec 1 2/11 At 2.8 Ln 9 Col 1 REC TRK EXT OVR". The taskbar at the bottom shows the Start button and several open applications: Datatel, Microsoft Word, Microsoft Excel, C:\Docume..., MSN Hotm..., and Datatel Tra... The system clock shows 3:41 PM.

Quick Access Go

GLSA-Summary Account Availability

Fiscal Year thru

Calendar Ending Month of

Include accounts that have

GL Account Definition

Detail or Summarize Poolee Accounts

Proceed with the Report

Page 2 Sec 1 2/11 At 2.8 Ln 9 Col 1 REC TRK EXT OVR

Start Datatel - ... 3 Microso... Microsoft E... C:\Docume... MSN Hotm... Datatel Tra... 3:41 PM

Select/List: F2 key (or click on small box on right)

The screenshot shows a web application window titled "Datatel - collive - CF". The menu bar includes "File", "Edit", "Favorites", "Tools", and "Help". Below the menu bar is a "Quick Access" section with a "Go" button and several icons. The main content area has a tabbed interface with two tabs: "GLSA-Summary Account Availability" and "GLSF00-GL Standard List/SSelect". The "GLSF00-GL Standard List/SSelect" tab is active. It contains a "Select/List" section with a text input field and a small icon box. Below this is a "Sort" section with a dropdown menu set to "Required" and a text input field containing "Break - Required". Further down is a "Display Criteria" section with a table of 8 rows, each with a number in a small box and a text input field. At the bottom of the form is a "Verify Criteria" section with two text input fields. The status bar at the bottom of the window displays "Page 3", "Sec 1", "3/11", "At 1.7", "Ln 4", "Col 1", and a list of application tabs: "Datatel - ...", "3 Microso...", "Microsoft E...", "C:\Docume...", "MSN Hotm...", and "Datatel Tra...". The system clock shows "3:42 PM".

GLSF00-GL Standard List/SSelect

Select/List

Sort Break - Required

Display Criteria

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>

Verify Criteria

Page 3 Sec 1 3/11 At 1.7 Ln 4 Col 1 REC TRK EXT OVR

Datatel - ... 3 Microso... Microsoft E... C:\Docume... MSN Hotm... Datatel Tra... 3:42 PM

Put in the print parameters, i.e.: What do you want to have printed?

Inc/Exc, **I** for Include, or **E** for Exclude, or leave blank for all Funds.

Example: Fund, - leave blank and this will include all Funds; or put in 10 or 17.

Location, '2', will Include 2X, (EVC, 21, 23, 25, etc.); 1X is SJCC.

Minor Cost Center, - put in the cost centers you want to look at; in this case it will only be 6722 & 2001.

Major User, - leave blank and this will include all User Codes. Most User Codes are '00000', except grants and special programs.

Object, '5' will Include only expenses (which start with the number 5).

GLS Budget Officer, leave blank.

GLS Net Asset, leave blank.

Prompt for additional selection criteria? (Y/N): **N**

The screenshot shows a web-based application window titled "Datatel - collive - CF". The window has a menu bar with "File", "Edit", "Favorites", "Tools", and "Help". Below the menu bar is a "Quick Access" section with a "Go" button and several icons. The main content area is titled "GLSA-Summary Account Availability" and "GLSF00-GL Standard List/Select". It contains a table with columns for "Inc/Exc", "Component Values", and "Expenses". The table has 15 rows, each with a row number and a selection box. The selection boxes are labeled with numbers 1 through 15. The "Expenses" column contains the following text: "FUND.GROUP.FUND", "LOCATION.GROUP.LOCATION", "MINOR.CC.SUBMINOR.CC.COST.CENTER", "MAJOR.USER.SUB.USER.USER", "OBJECT.GROUP.MAJOR.OBJECT.MINOR.OBJECT.SUBMINOR.OBJECT.OBJEC", "GLS.BUDGET.OFFICER", "GLS.NET.ASSET.CLASS.CODE", and "Prompt for additional selection criteria? (Y/N) No". The "No" button is highlighted in yellow. The window also has a status bar at the bottom showing "Page 4", "Sec 1", "4/11", "At 4.4\"", "Ln 16", "Col 1", and "REC TRK EXT OVR". The taskbar at the bottom shows the Start button, several open applications, and the system clock showing "3:28 PM".

Inc/Exc	Component Values	Expenses
		FUND.GROUP.FUND
1	2	1 2 3 4
3	4	1 2 3 4
		MINOR.CC.SUBMINOR.CC.COST.CENTER
5	6	1 6722 2 2001 3 4
		MAJOR.USER.SUB.USER.USER
7	8	1 2 3 4
		OBJECT.GROUP.MAJOR.OBJECT.MINOR.OBJECT.SUBMINOR.OBJECT.OBJEC
9	10	1 5 2 3 4
		GLS.BUDGET.OFFICER
11	12	1 2 3 4
		GLS.NET.ASSET.CLASS.CODE
13	14	1 2 3 4
	15	1 2 3 4

F9, Update.

Sort; F2, (Datatel requires a sort).

The screenshot shows the 'Datatel - collive - CF' application window. The title bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the title bar is a 'Quick Access' bar with a 'Go' button and several icons. The main window area is titled 'GLSA-Summary Account Availability' and 'GLSF00-GL Standard List/SSelect'. A large green rectangular area is at the top of the main content. Below this, there are two input fields: 'Select/List' and a smaller one. Below these is a 'Sort' dropdown menu set to 'Required' and a 'Break - Required' input field. A 'Display Criteria' section contains a table with 8 rows and 2 columns. The first column contains numbers 1 through 8, and the second column contains empty text boxes. Below the table is a 'Verify Criteria' section with two input fields. The bottom of the window shows a status bar with 'Page 5', 'Sec 1', '5/11', 'At 1.6"', 'Ln 4', 'Col 1', and a 'REC TRK EXT OVR' button. The Windows taskbar at the bottom shows the Start button, several open applications (Datatel, Microsoft Excel, Microsoft Word, C:\Docume..., MSN Hotm..., Datatel Tra...), and the system clock showing 3:46 PM.

Display Criteria	
1	
2	
3	
4	
5	
6	
7	
8	

Break: Y

Sort by: FUND and Cost Center, in this case; or any other sort you wish.

This should print on one page, both cost centers and the total for that Fund.

The screenshot shows the 'Datatel - collive - CF' application window. The title bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the title bar is a 'Quick Access' bar with a 'Go' button and several icons. The main window has three tabs: 'GLSA-Summary Account Availability', 'GLSF00-GL Standard List/SSelect', and 'CSPS-Change Sort Specification'. The 'GLSA-Summary Account Availability' tab is active, displaying a 'Sort/Break Definition' screen for 'Summary Account Availability'. This screen contains a table with columns for 'Criteria', 'Field Name', 'Sequence', and 'Break'. The table lists six criteria: GLS.BUDGET.OFFICER, GLS.FUND, GLS.LOCATION, GLS.COST.CENTER, GLS.USER, and GLS.OBJECT. The 'Sequence' column for all listed criteria is set to 'BY'. The 'Break' column has 'Yes' for GLS.FUND and GLS.COST.CENTER, and is empty for the others. Below the table is a section for 'Element Sort/Break Specification' with a 'Value 6/6' indicator. The bottom of the window shows a status bar with 'Page 6', 'Sec 1', '6/11', 'At 2.1"', 'Ln 6', 'Col 1', and a row of buttons: 'REC', 'TRK', 'EXT', 'OVR'. The Windows taskbar at the very bottom shows the 'Start' button and several open applications, including 'Datatel - ...', '3 Microso...', 'Microsoft E...', 'C:\Docume...', 'MSN Hotm...', and 'Datatel Tra...'. The system clock shows '3:30 PM'.

Criteria	Field Name	Sequence	Break
1	GLS.BUDGET.OFFICER	BY	
2	GLS.FUND	BY	Yes
3	GLS.LOCATION	BY	
4	GLS.COST.CENTER	BY	Yes
5	GLS.USER	BY	
6	GLS.OBJECT	BY	
7			
8			
9			
10			

Element Sort/Break Specification Value 6/6

F9, Update.

Verify Criteria: N

Datatel - collive - CF

File Edit Favorites Tools Help

Quick Access Go

GLSA-Summary Account Availability GLSF00-GL Standard List/SSelect

Select/List

Sort Break - Required

BY GLS.BUDGET.OFFICER BY GLS.FUND BY GLS.LOCATION BY GLS.COST.CENTER

Display Criteria

1	WITH GLS.LOCATION.GROUP = "2"
2	AND WITH GLS.COST.CENTER = "2001""6722"
3	AND WITH GLS.OBJECT.GROUP = "5"
4	
5	
6	
7	
8	

Verify Criteria

Page 7 Sec 1 7/11 At 1.6" Ln 4 Col 1 REC TRK EXT OVR

Start 4:02 PM

F9, Update.

Proceed With the Report: Y (yes; or 'N' to abort report)

The screenshot shows a web-based application window titled "Datatel - CF -". The window has a menu bar with "File", "Edit", "Favorites", "Tools", and "Help". Below the menu bar is a "Quick Access" bar with a "Go" button and several icons. The main content area is titled "GLSA-Summary Account Availability" and contains a form with the following fields:

- Fiscal Year: 2006, 07/01/05 thru 06/30/06
- Calendar Ending Month of: 6, 06/30/06
- Include accounts that have: All Statuses
- GL Account Definition: Defined (selected), Required, S - Select
- Detail or Summarize Poolee Accounts: Summary
- Proceed with the Report: Y (selected)

The bottom of the window shows a status bar with "Page 8", "Sec 1", "8/11", "At 1.4\"", "Ln 3", "Col 1", and a table of data: REC, TRK, EXT, OVR. The taskbar at the bottom shows the Start button, several open applications (Datatel, Microsoft Office, C:\Docum..., MSN Hotm..., Datatel Tr...), and the system clock showing 4:02 PM.

F9, Update.

Output Device: “P” for Printer,

Printer: Define what printer to use, or put ‘...’ and select a printer.

or

Output Device: “H” to Hold and look at data on screen. You can then print to a local printer, if you choose to.

The screenshot shows a web-based application window titled "Datatel - CF -". The main content area is titled "GLSA-Summary Account Availability". It contains the following fields and sections:

- Peripheral:** SETPTR.GLSA.9285
- Description:** Summary Acct Availability (H)
- Process...:** GLSA
- Description:** Summary Account Availability
- Output Device:** A dropdown menu set to "H Hold/Browse File Outpu".
- Printer:** A text input field.
- Form Name:** A text input field.
- Banner:** A text input field.
- Copies:** A numeric input field set to "1".
- Defer Time:** A text input field.
- Other Options:** A section with three rows, each with a number (1, 2, 3) and a text input field. The first row contains "NHEAD".
- Page Width:** A numeric input field set to "132".
- Page Length:** A numeric input field set to "60".
- Top Margin:** A numeric input field set to "3".
- Bottom Margin:** A numeric input field set to "3".

The bottom of the window shows a status bar with "Page 9", "Sec 1", "9/11", "At 2.7", "Ln 8", "Col 1", and a table of controls (REC, TRK, EXT, OVR). The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at "4:03 PM".

F9, Update.

“Enter key”, (F9), Update;

Datatel - CF -

File Edit Favorites Tools Help

Quick Access Go ?

GLSA-Summary Account Availability

Job Description..:
Job Statistics ID: GLSA_ERABY_55444_14036

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on after

Schedule Process to Run Every

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on

Page 10 Sec 1 10/11 At 1.6" Ln 4 Col 1 REC TRK EXT OVR

Start 3:32 PM

Report will print, or be displayed if you put in a Hold.

Report Browser

06/05/06 San Jose/Evergreen Community College District Account Availability Report Ending 06/30/2006 Page: 1
Options - Available/Met/Exceeded Budget FUND: 10 - General Fund

GL Account	Allocated Budget	Actual	Encumbrances	%Committed	Available
10-21-6722-00000-51220 EVC Budget Operations : Other	113,027.00	103,608.34	0.00	91.67	9,418.66
10-21-6722-00000-52110 EVC Budget Operations : Reg, O	43,824.00	41,855.19	0.00	95.51	1,968.81
10-21-6722-00000-52130 EVC Budget Operations : Reg, O	78,564.00	72,013.37	0.00	91.66	6,550.63
10-21-6722-00000-52310 EVC Budget Operations : Hrly, O	328.00	0.00	0.00	0.00	328.00
10-21-6722-00000-53220 EVC Budget Operations : PERS R	21,461.00	19,797.30	0.00	92.25	1,663.70
10-21-6722-00000-53320 EVC Budget Operations : OASDI-	16,451.00	15,413.66	0.00	93.69	1,037.34
10-21-6722-00000-53420 EVC Budget Operations : H & W	30,979.00	28,703.00	0.00	92.65	2,276.00
10-21-6722-00000-53520 EVC Budget Operations : Unemp	1,219.00	1,085.21	0.00	89.02	133.79
10-21-6722-00000-53620 EVC Budget Operations : Worker	4,567.00	4,210.81	0.00	92.20	356.19
10-21-6722-00000-54300 EVC Budget Operations : Suppli	2,524.00	1,607.89	542.13	85.18	373.98
10-21-6722-00000-55200 EVC Budget Operations : Confer	5,100.00	191.51	0.00	3.76	4,908.49
10-21-6722-00000-56411 EVC Budget Operations : Equipm	250.00	242.67	0.00	97.07	7.33
Totals for COST.CENTER: 6722 - EVC Budget Operation	318,294.00	288,728.95	542.13	90.88	29,022.92
10-21-2001-00000-51111 Psychology, General : Regular	140,389.00	140,648.00	0.00	100.18	259.00-
10-21-2001-00000-51310 Psychology, General : Hourly I	69,033.00	85,490.64	0.00	123.84	16,457.64-
10-21-2001-00000-51320 Psychology, General : Hourly I	0.00	1,362.89	0.00	0.00	1,362.89-
10-21-2001-00000-51340 Psychology, General : Hourly I	3,417.00	16,856.75	0.00	493.32	13,439.75-
10-21-2001-00000-52410 Psychology, General : Hrly, In	100.00	0.00	0.00	0.00	100.00
10-21-2001-00000-53110 Psychology, General : STRS	11,582.00	16,668.01	0.00	143.91	5,086.01-
10-21-2001-00000-53120 Psychology, General : STRS Non	0.00	1,919.13	0.00	0.00	1,919.13-
10-21-2001-00000-53310 Psychology, General : OASDI Ce	2,036.00	3,284.50	0.00	161.32	1,248.50-
10-21-2001-00000-53320 Psychology, General : OASDI-CI	0.00	59.04	0.00	0.00	59.04-
10-21-2001-00000-53410 Psychology, General : H & W -	14,792.00	24,388.10	0.00	164.87	9,596.10-
10-21-2001-00000-53420 Psychology, General : H & W -	0.00	162.00	0.00	0.00	162.00-
10-21-2001-00000-53510 Psychology, General : Unemp In	727.00	1,131.34	0.00	155.62	404.34-
10-21-2001-00000-53520 Psychology, General : Unemp In	0.00	3.47	0.00	0.00	3.47-
10-21-2001-00000-53530 Psychology, General : SUI Expe	0.00	0.00	0.00	0.00	0.00
10-21-2001-00000-53610 Psychology, General : Workers'	2,723.00	4,039.23	0.00	148.34	1,316.23-
10-21-2001-00000-53620 Psychology, General : Workers'	0.00	417.21	0.00	0.00	417.21-
10-21-2001-00000-54300 Psychology, General : Supplies	246.00	0.00	0.00	0.00	246.00
10-21-2001-00000-55100 Psychology, General : Personal	42.00	0.00	0.00	0.00	42.00
Totals for COST.CENTER: 2001 - Psychology, General	245,087.00	296,430.31	0.00	120.95	51,343.31-
Totals for FUND: 10 - General Fund	563,381.00	585,159.26	542.13	103.96	22,320.39-

Start Datatel - ... 3 Micros... Microsoft ... C:\Docum... MSN Hotm... Datatel Tr... 4:05 PM

To print to your local printer, click on the print icon to the left (print in Landscape mode), or to the Datatel printer, use the print icon on the right.

What is LGLA look-up?

Overview

ACBL allows review of the detail on account in the current fiscal year. You can obtain detail on accounts in other fiscal years (or the current year) with this look-up – it allows you to print and review detail on

- Expense accounts
- Budget changes to the account
- Encumbrances on the account
- Fiscal information is on a real time basis

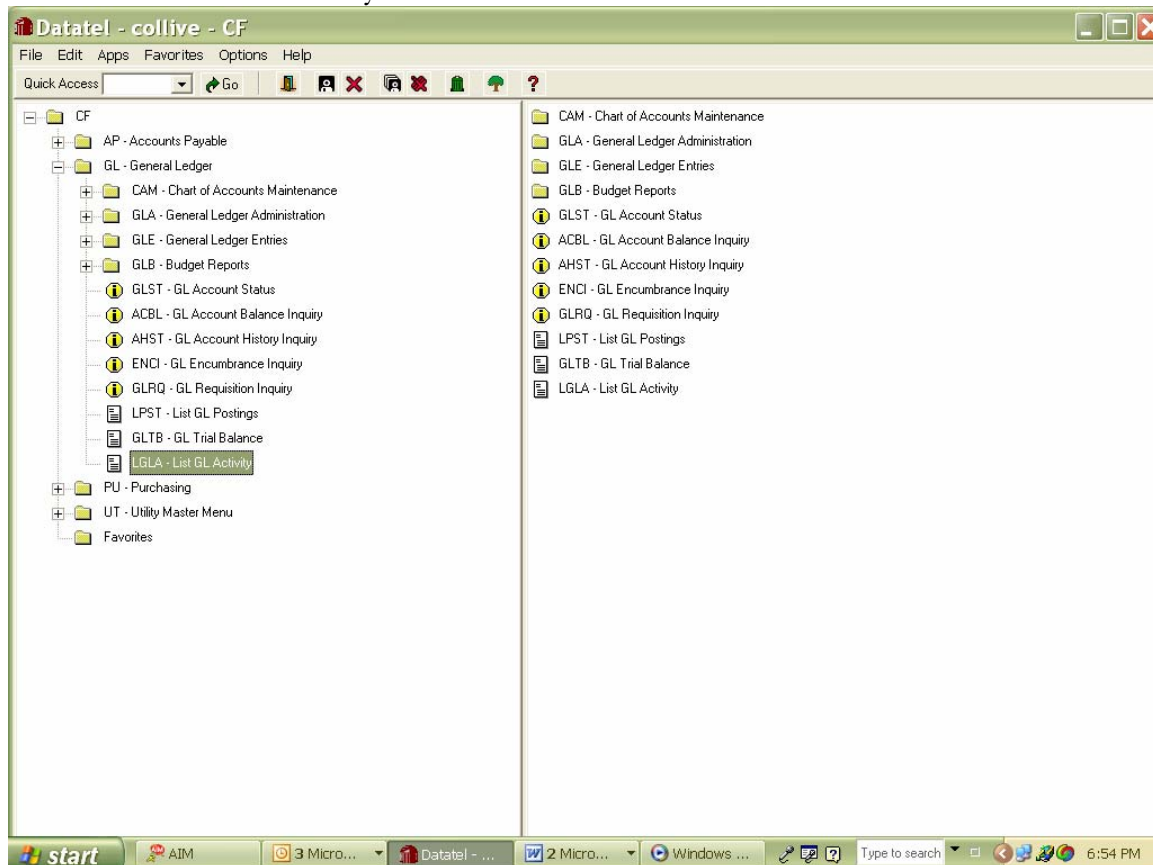
Datatel, General Ledger List GL Activity

To review individual account charges; actual budget changes or

Apps: CF

GL – General Ledger

LGLA – List GL Activity



Default is to the current fiscal year – but you may change to any fiscal span.

You may choose “A” for account actuals, “B” for Budget changes or “E” for current encumbrances on the account. NOTE: Encumbrances are only Purchase Requisitions which have been dedicated to Purchase Orders (or Blankets) but DOES NOT include requisitions which are still in the approval process.

Type in the specific Account number(s) without any spaces or dashes, indicate Y to proceed

The screenshot shows the 'Datatel - collive - CF' application window. The title bar includes 'File', 'Edit', 'Favorites', 'Tools', and 'Help'. Below the title bar is a 'Quick Access' bar with a 'Go' button and several icons. The main window is titled 'LGLA-List GL Activity'. On the left is a tree view with folders: CF, AP, GL, and PU, with sub-folders UT and Fav. The main content area contains the following fields and controls:

- Fiscal Year: 2006, 07/01/05 thru 06/30/06
- Starting Transaction Date: 07/01/05
- Ending Transaction Date: 06/30/06
- (A)ctuals, (B)udgets or (E)ncumbrances: Actuals
- Include GL Accounts: A list with 6 rows. Row 1 contains '10-11-6721-00000-54300'.
- Include Source Codes: A list with 6 rows, all empty.
- Proceed with the Report: A checkbox with 'Y' entered.

The Windows taskbar at the bottom shows the start button, AIM, 3 Micro..., Datatel - ..., 2 Micro..., Windows..., and a search bar. The system clock shows 6:56 PM.

Follow through with standard F9, etc
Report printed (to screen)

Report Browser

06/06/06 Actual Activity Listing Page 1
For Period 07/01/2005 thru 06/30/2006

10-11-6721-00000-54300 SJCC Budget Operations : Supplies

Src	Ref.No	Description	Date	Debits	Credits
PJ	V0162224	San Jose/Evergreen Comm	09/12/05	57.36	
PJ	V0162280	Office Depot, Inc.	09/12/05	98.80	
PJ	V0163941	N C T a C	09/26/05	40.00	
PJ	V0165184	Office Depot, Inc.	10/10/05	8.34	
PJ	V0165185	Office Depot, Inc.	10/10/05	31.74	
PJ	V0165186	Office Depot, Inc.	10/10/05		1.60
PJ	V0165187	Office Depot, Inc.	10/10/05		17.33
PJ	V0169027	San Jose/Evergreen Comm	11/02/05	13.41	
PJ	V0169646	Office Depot, Inc.	11/14/05	175.48	
PJ	V0170623	Payless Nursery	12/01/05	424.04	
PJ	V0172218	Office Depot, Inc.	01/11/06	32.45	
PJ	V0172219	Office Depot, Inc.	01/11/06	218.81	
JR	J010815	07/05 repot env chrges	01/20/06	45.00	
PJ	V0176370	Office Depot, Inc.	02/21/06	55.42	
PJ	V0176371	Office Depot, Inc.	02/21/06	16.23	
PJ	V0176372	Office Depot, Inc.	02/21/06		16.23
PJ	V0176374	Office Depot, Inc.	02/21/06	20.25	
PJ	V0177720	San Jose/Evergreen Comm	03/02/06	55.21	
PJ	V0185282	Office Depot, Inc.	05/10/06	300.33	
PJ	V0185283	Office Depot, Inc.	05/10/06		22.02
		Period Totals ----->		1,593.67	57.18
		Current Balance ----->		1,536.49	

Similarly for Budgets (select B)

Report Browser

1/1

06/06/06

Budget Activity Listing

Page 1

For Period 07/01/2005 thru 06/30/2006

10-11-6621-00000-55200

College President : Conference

Src	Ref.No	Description	Date	Debits	Credits
AB	AB20050926	ADOPTION BUDGET	07/01/05	9,500.00	
		Opening Balance	----->	9,500.00	
BU	B004353	Board 2/14/06	12/09/05	1,231.00	
BU	B004354	To align budget	12/14/05	10,000.00	
BU	B004458	To align budget	01/31/06	2,000.00	
BU	B004722	to align budget	04/04/06		450.00
BU	B004721	to align budget	04/09/06		892.00
BU	B004719	to align budget	04/10/06		450.00
		Period Totals	----->	13,231.00	1,792.00
		Current Balance	----->	20,939.00	

start

AIM

3 Micro...

Datatel - ...

2 Micro...

Windows ...

Type to search

7:08 PM

What is AHST look-up?

Overview

AHST allows a review of the summary totals of budget, adjustments to budget and expense totals for all years from 1999-2000 forward. Summary is viewed side by side, and may be useful for a historical perspective on actual account use over the years.

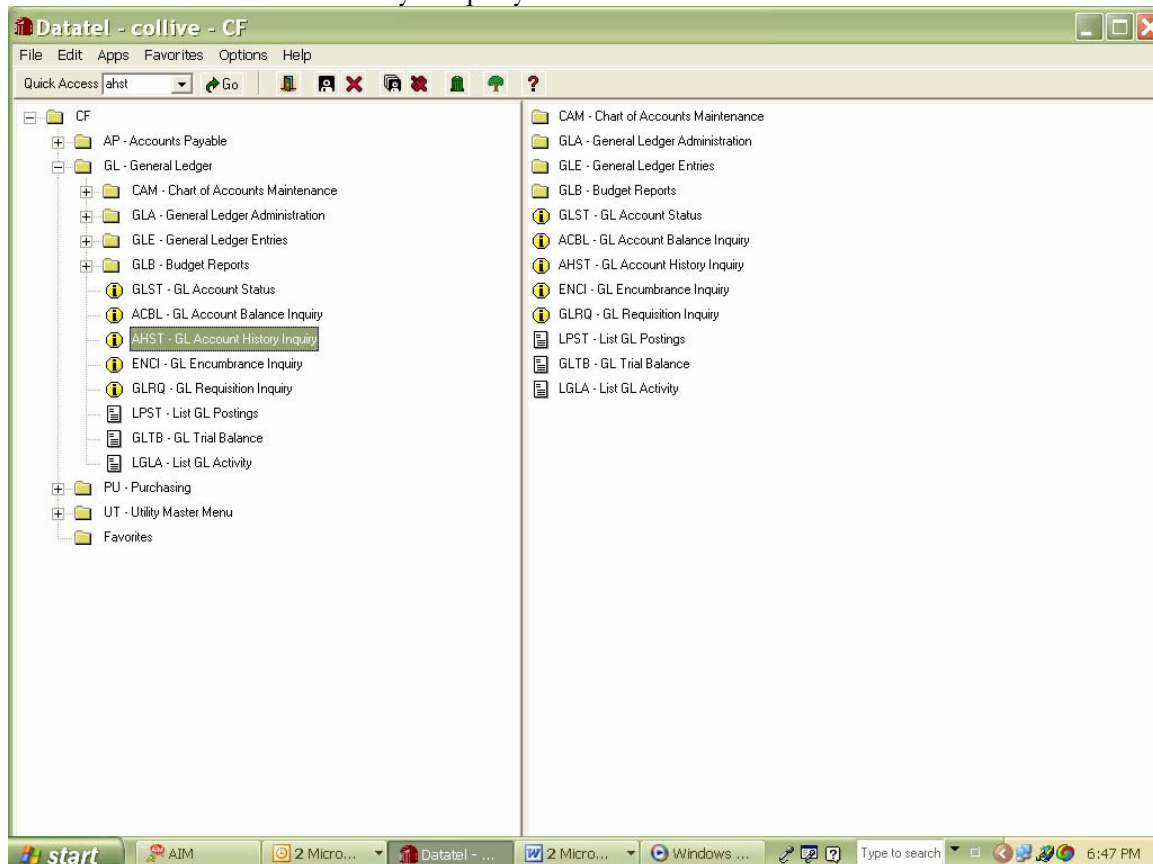
Datatel, General Ledger
Account History Report

To Review a particular account history over several years.

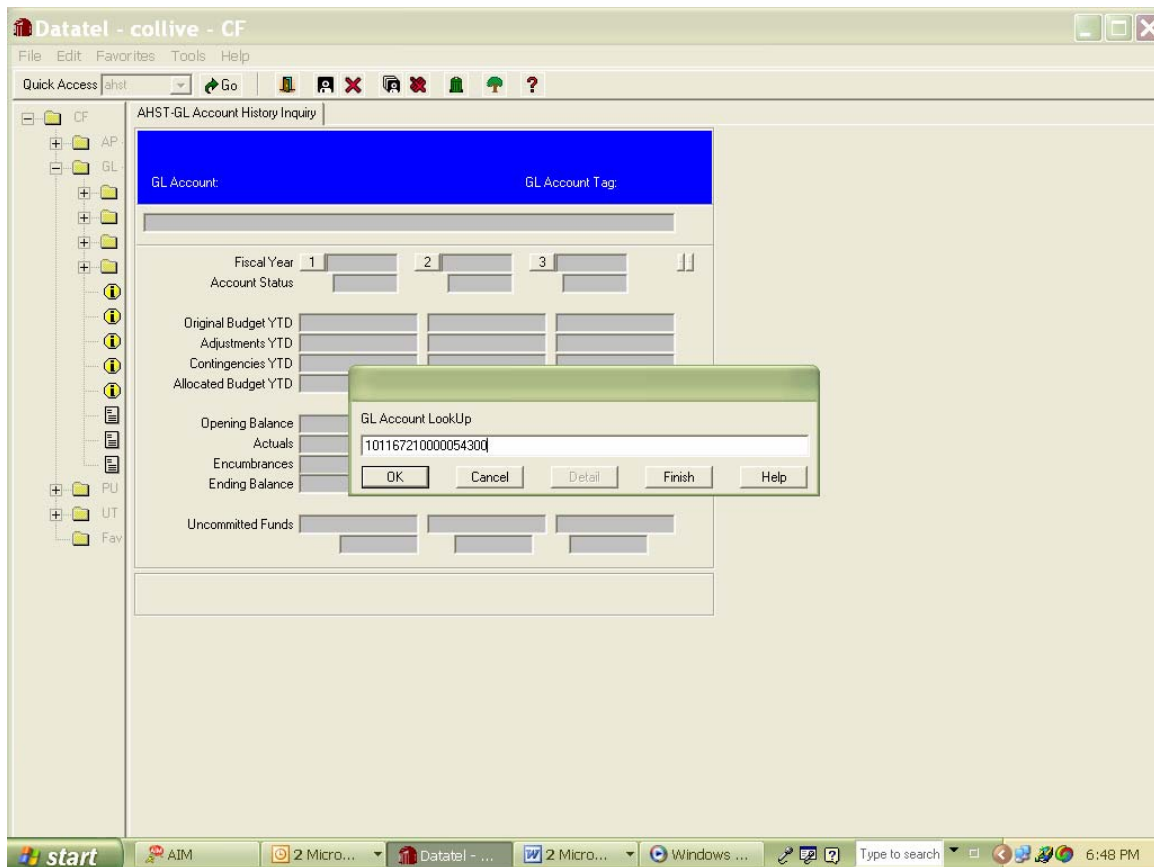
Apps: CF

GL – General Ledger

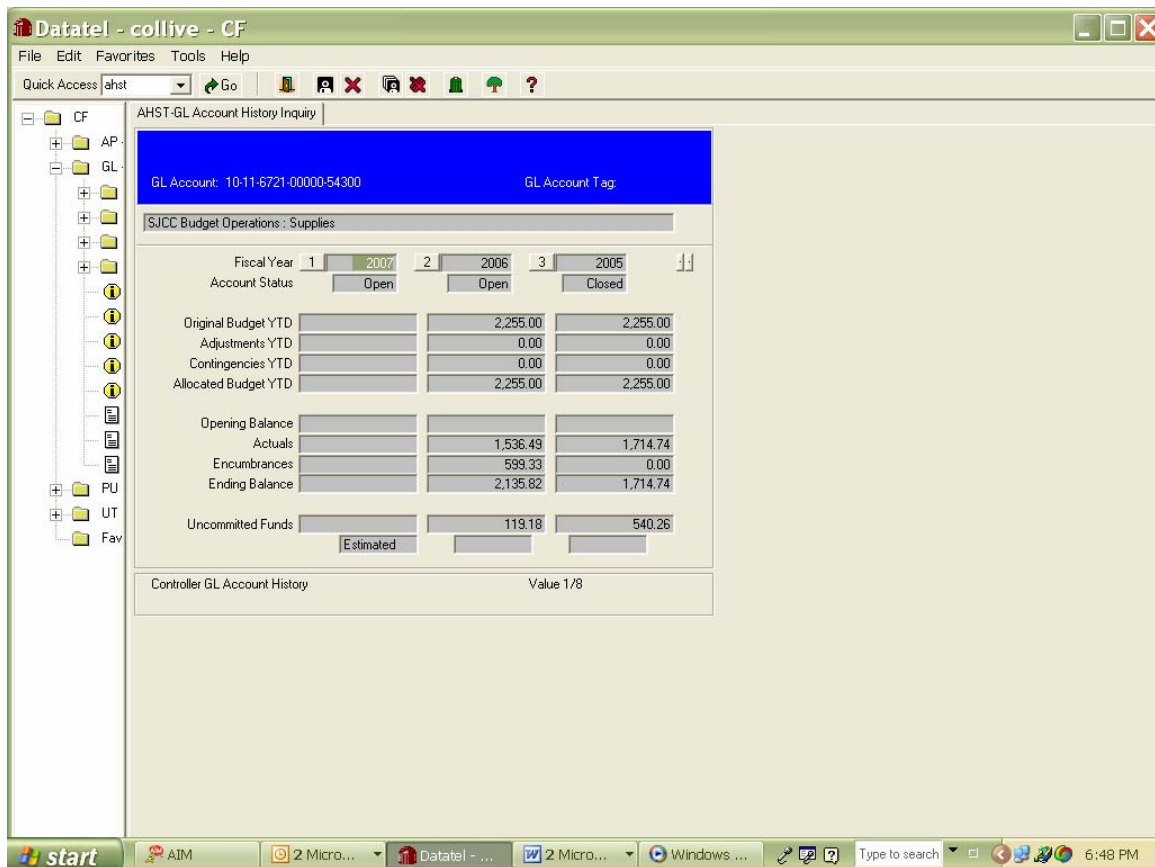
AHST GL Account History Inquiry



Type in the specific Account number without any spaces or dashes, click OK or “Enter”



Multi year screen comes up with summary detail on account use – use small arrows to right of the date box (2005 in example) to scroll backward through the years



Budget Transfers and Expense Transfers

OVERVIEW It would be nice if all funds were budgeted in the correct account at the beginning of the year and all expenses were charged to the correct account, but that will never happen. Thus, the need for budget transfers and expense transfers.

BUDGET TRANSFERS: This is the easier of the two procedures. You should initially run a GLSA to assure that you are reviewing all of your accounts, and that you have sufficient funds in the accounts where you are decreasing the budget. Complete a **Budget Transfer Request** form, filling in all the account detail on every line. Have it approved by the budget manager electronically and forward to your Business Services approver. As they will also have to review the accounts you are changing, it would be prudent to attach the copy of the GLSA. The Business Officer then sends electronically to the District Office, where there is another review of account sufficiency before the Budget transfer is entered into Datatel.

EXPENSE TRANSFERS: These get a little trickier. You have to remember the theory here which is that you are transferring a specific transaction to a different account. So, you cannot just transfer a block of expenses without the accompanying detail which will be used for the audit trail. An auditor has to be able to look at a specific account and see what the specific charges were to that account. (Oh, the life of an auditor is exciting, but someone has to do it!). So, if you are going to transfer an expense, fill out an “**Expense Transfer Request**” and indicate the detail of expenses to be transferred. One of the easiest ways to do this is to attach a copy of an LGLA detail sheet showing the amounts which will be transferred to another account. This points to a specific transaction and makes the auditors happy, which makes all of us happy.

The forms for both kinds of transfer requests are available at the campus intranet address:
\\Do_snap\SHARE1\DOAccounting\Accounting_DO

After getting into the site, click on "Forms and Memos" in the left window, then, choose the form (Budget Transfer/Journal Voucher--another name for expense transfer) you like to work on.

BUDGET TRANSFERS

Budget Transfers should take place whenever the manager perceives that there may be insufficient funds to meet the needs of the program AND there are excess funds in another account. All funds must be kept in balance. If you do not have an account with excess funds you will have to consult with your manager and the campus Director of Finance to see if there is another source of funds. If a revenue line item is decreased, the expense lines relating must be reduced as well. The obverse is true as well; an increase in expense requires an increase in revenue.

Funds can only be transferred within the same fund and the same object code. In other words the first two digits and the first grouping of 5 digits must always match when doing a budget transfer between accounts.

Fund	Location	Cost Center	User	G/L-Object
XX	XX	XXXX	XXXXX	XXXXX

In the case of salary and benefits – even if there are not funds in the account, employees (hourly and permanent) are paid, but it does not negate the managers' obligation to assure that all accounts are covered by the end of the year.

Types of Budget Transfers:
Board (approved) and Non-Board

Board Approved:

If funds are being transferred from one major object code to another, it requires the approval of the Board. The Board approves all Budget transfers on the first Board of the month only. The calendar for budget transfers is a different one than for regular Board agenda items, and its deadlines are generally 1 week earlier. We can generally ask for "early input", where the staff at D.O. will actually complete the transfer before the Board approval

The Major Object Codes are:

- 51000 – Academic salaries
 - 52000 – Classified salaries
 - 53000 – Employee Benefits
 - 54000 – Supplies and Materials
-

55000 – Other operating expenses and services
56000 – Capital Outlay
57000 – Other Outgo

Non-Board Budget transfers:

These are budget transfer within the same Major Object Code. One example would be the movement of dollars from a permanent salary position to an hourly salary position (i.e. moving money from 52110 to 52310 accounts or maybe moving money from one department's 54300 account to another department's 54300 account). The Major Object Code (the first two digits) is the same, and does not require approval from the Board.

Expense Transfers (aka journal vouchers)

Expense transfers are used to move expenses from one account to another.

Expenses can be transferred between funds and any account within them.

District Office has designed templates that must be used for Journals and Budget Transfers. The data can be sent electronically over e-mail or printed and sent to the District Office. All transactions must be in balance.

Some of the primary reasons are:

- Moving expenses when the original account charges were in error. For example, the wrong object code was used, supplies 54300 – instead of mileage 55200.
- Original expense is in the wrong division or department, but the same object code – the intent was to use the Reading supplies account, but the English supplies account was used in error.
- Expense is moved from one account to another in order to “pay” for a service or goods from another District department or Division. For instance the Reprographics supply account is debited an expense and that expense is moved to the Business Services supply account so that Business Services can “pay” Reprographics for some printing. Another example would be to move expense in the general fund to a Grant - say payroll costs for a portion of an employee's salary that has .20FTE charged to a Grant for one semester.
- Expenses exceeding a fund balance in Grant funds must be moved to the general fund in order to balance the account (or visa versa).
- Expense transfers can be done almost at any time, as long as the “books” haven't been closed at the end of a fiscal year.

*District Office has designed templates that must be used for Journals and Budget Transfers. The data can be sent electronically over e-mail or printed and sent to the District Office. All transactions must be in balance.

SAN JOSE / EVERGREEN COMMUNITY COLLEGE DISTRICT

BUDGET TRANSFER
list one fund per budget transfer

Department / Program _____

PAGE 1 OF 1

BT Number: _____

BT Date: _____

Please transfer funds listed below (list in whole dollars only)

ACCOUNT NUMBER					Debit Amt.	Credit Amt.
fund	loc	cost center	user	object	to / incr	from / decr
BT / Column Total:					0	0

Reason for request: _____

Department: _____

Approved by:(D.O.) _____

Requested by: _____

Date: _____

Date: _____

Board Date: _____

Approved by: _____

move / correct expense

EXPENSE Transfer General Journal Entry

ACCOUNT #					Debit	Credit	DESCRIPTION
fund	loc	cost ctr	user	object	incr exp	decr exp	-
				JE TOTAL:	0.00	0.00	

Entered by:

JE Submitted by:

Journal Date:

Date:

Journal Number:

Salary & Benefits

OVERVIEW – Salary

Individuals are paid regardless if there is budget assigned to an account or not. Budget Managers should assure that there is sufficient money in the account to cover both the salary and the benefits costs. Full time and permanent employees are budgeted in the budget development system, and generally their benefits costs are covered by contract, so the actual cost is not usually a concern for a manager. Part-time and hourly salary costs are part of the discretionary budget of a department, and the budget manager should be entirely responsible to assure that the cost does not over-run the budget.

Many managers have indicated that it would be helpful to be able to see the detail of the expenses which are hitting the salary account. Some know that the District Payroll have the detail on salary and benefits for both of the payrolls on the intranet site:

[\\Do_data_whse2\payroll](#) in the Expenses folder – by year and by month.

Both campuses will have their own sites, with the payroll specific to the campus, shortly.

OVERVIEW – Benefits

Benefits for contract employees are divided into two categories. The first category is called Discretionary Benefits. This includes medical and hospital, vision care, dental care, life insurance, long-term disability insurance, employee assistance program, benefits during unpaid leave of absence and domestic partner benefits. The Discretionary Benefit Rate is calculated based on the projected discretionary benefit cost divided by the projected salary cost, by job group.

The second category of benefits is regulatory benefits; these apply to contract employees as well as part-time faculty, casual and student employees. Regulatory benefits include the District's share of State Teachers Retirement System (STRS), Public Employees Retirement

System (PERS), Social Security (FICA), Medicare (MQFE), unemployment insurance and worker's compensation insurance.

These two rates combined form the total benefit rate, by job group. These rates are adjusted annually, depending on how reflective the rates are of actual district-wide benefit costs.

Who to Call for Training or Assistance

DO contacts:

\\Do_snap\SHARE1\DOAccounting\Accounting_DO
Serena Muindi ext. 6519 serena.muindi@sjeccd.org

EVC contacts:

Paul Lam ext. 6552 paul.lam@sjeccd.org
Elvis Raby ext. 6800 elvis.raby@sjeccd.org

SJC contacts:

[\\InfoStore\Administration Fiscal Operations\LaborDistribution PayrollDetail](\\InfoStore\Administration_Fiscal_Operations\LaborDistribution_PayrollDetail)
Mike Renzi ext. 3723 mike.renzi@sjeccd.org
Michele Fuqua ext. 3119 michele.fuqua@sjeccd.org

Additional Helpful Information and Important reminders:

1. It is important to remember that a budget results from a large number of interrelated assumptions and estimates. The actual level of resources and activity are never completely certain until they happen -- which may be well into the budget year. For example, a major portion of revenue is dependent on property tax collections which in turn are influenced by changes in market value and property turnover in the county during the year. Similarly, some expenditures are dependent on enrollments.
 2. Your signature of approval is an important instrument - be careful of how you use it. If you are unable to carefully check the items that you are signing, make sure that your administrative assistant or someone else has reviewed the material and can assure that what you are signing is appropriate and correct.
Review your GLSA report at least on a monthly basis. The best time to run your report is after the 15th of every month. Payroll and all other expenses for the previous month will then be reflected in your account.
 3. Review the contra accounts as the fiscal year goes along, if it looks as though the contra "target" will not be met, either keep that in mind and reduce your spending accordingly, or reduce the contra line and the budget line by means of a Budget Transfer. If you spend the entire allocation in the budget, but do not meet the contra, you will overdraw your account, but it will not seem so if you are only looking at ACBL and not the GLSA report for the entire discipline or department.
 4. Review your hourly instruction expenses as well as your staff charges hitting your accounts in a least a monthly basis.
 5. Managing a categorical budget when the actual revenue is unknown can be difficult. Work closely with your Business Services office to assure that you correctly understand the impact your categorical account may have to the general (Fund 10) operational budget. If the revenue adequately covers all expenses there aren't any concerns, but if there is a shortfall other solutions will have to be found.
-

Object Code Chart of Accounts

51111 – Faculty in classroom
51140 – Faculty sabbatical
51211 – Faculty – non-instructional – counselors, librarians, program directors, release time, etc.
51220 – Faculty Management
51310 – Hourly Instructional Faculty
51340 – Hourly Faculty Summer session
51350 – Substitutes
51400 – Hourly faculty noninstructional
52110 – Classified permanent employees – non-instructional
52120 – Classified Managers – non-instructional
52130 – Classified supervisors – non-instructional
52140 – Classified confidential – non-instructional
52210 – Classified permanent – instructional aide
52310 – Hourly classified – non-instructional
52351 – Overtime – non-instructional
52410 – Hourly classified instructional aide
52420 – Hourly classified tutor
52451 – Overtime – non-instructional

Actual Account numbers

54300 – Supplies and materials, including freight and handling. Included in this object are instructional, object, library, medical, test, periodicals, magazines, pictures, maps, computer software under \$200.
54310 – Computer software over the amount of \$200
54320 – Computer supplies – paper, toner, etc.
54390 – Contra account – Material fees and other revenue sources are deposited to this account in order to offset the expense of items in the supplies accounts. This is the equivalent of a revenue account, money only comes in to these accounts, they cannot be used for
55100 – Personal and Consultant Services – Services are provided by a company or an individual. For an individual, and Independent Contract is ALWAYS used, a company may or may not require an actual contract, depending on the scope of the job being done.

Stipends – Not to exceed \$100.00 – Form to be used is “Request for Warrant” (NCR) Form.

Independent Contracts – Generally must be generated for anything over the stipend amount. All of these types of services should have an Independent Contractor Agreement prepared, detailing the inclusive dates of the service performed, the details of the service or deliverables, and specifics in regard to payment. These contracts must be signed by the Contractor, the Project Manager (if there is one) the division Dean, the College President and finally the Vice Chancellor. The contract must also be entered into the Datatel System before sending it out of the department. There is a space for the Requisition number and the account number on the signature page.

55200 – Conference – All expenses encountered when attending a conference or a training session. This would be used for registration costs, hotel, transportation, etc.

55210 – Field Trips – when incurring field trip expenses, involving a class activity.

55220 – Memberships – paying for institutional membership. Please note that the District does not pay for an individual's membership (one that could not be transferred to another District employee.)

55230 – Mileage – Rate of reimbursement is hinged to the IRS. Reimbursement rate is reviewed, and may change, yearly. Round trip is only paid when the employee actually returns to work.

55610 – Rentals and Leases – Payment for leases of any type over a period of time, regardless of duration.

55620 – Repairs – Repairs, including parts and labor, on any equipment. Should be reviewed to ascertain if a repair is less expensive than a replacement purchase.

55625 – Preventative maintenance agreements (PMA's)

55711 – Advertising – Payment for any type of advertising. Items which are purchased (such as pens or pencils) with the campus logo and then given away might also be purchased here rather than supplies.

56310 – Library books

56311 – Library Textbooks

56410 – Equipment (Capital) costing \$5,000 per ITEM or more.

56411 – Equipment costing \$200 to \$4,999

Capital Equipment:

Capital test –

- Each individual items must cost at least \$200 this amount should include the tax – so if you are purchasing something that is \$195 – it probably is 56411)
- The items must be something, which is NOT used up (such as toner, paper or another supply item).
- The item must retain its own identity, and NOT be installed on or in other equipment (such as an internal modem, memory chip or DVD inside of a computer).
- The item must be of value for at least ten years or so (software, although perhaps very expensive, only “lasts” for a year or so before it has to be upgraded.)
- It should not be an item which is easily stolen, broken or lost (such as PDA's)

2 – Legal Bid - Please note all purchases totaling more than about \$50,000 (as of 2004) must also go out for a legal bid which would take a minimum of six weeks, and be approved by the Board – so when thinking of large purchases please keep in mind that it could be a very long time line. In this regard, purchases may also be bundled with others in the District to obtain an even better price, so even though your department may only be purchasing \$20,000 of computers, it may be bundled with similar purchases elsewhere in the District and would then require a legal bid.

Glossary

Account code A sequence of numbers and/or letters assigned to ledger accounts to classify transactions by fund, object, activity, etc...

Accounting. (1) The special field concerned with the design and implementation of procedures for the accumulation and reporting of financial data. (2) The process of identifying, measuring, and communicating financial information to permit informed judgments and decisions by users of the information.

Accounting period. Any period of time at the end of which a district determines its financial position and results of operations.

Accounting procedures. All processes which identify, record, classify, and summarize financial information to produce reports and to provide internal control.

Accounting system. The total structure of records and procedures which identify, record, classify, and report information on the financial operations of an agency through its funds, account groups, and organizational components.

Accounts payable. A short-term liability account reflecting amounts due to others for goods and services received prior to the end of an accounting period (includes amounts billed, but not paid).

Accounts receivable. An asset account reflecting amounts due from others for goods and services provided prior to the end of an accounting period (includes amounts advanced but not repaid).

Activity. A set of institutional functions or operations related to an academic discipline or a grouping of services.

Administrator. For the purpose of *Education Code* Section 84362, "Administrator" means any employee in a position having significant responsibilities for formulating district policies or administering district programs.

Allocation. Division or distribution of resources according to a predetermined plan.

Apportionment. Allocation of State or federal aid, district taxes, or other moneys to community college districts or other governmental units.

Audit. An examination of financial statements and related documents, records, and accounts for the purpose of determining the propriety of transactions, whether transactions are recorded properly and whether statements drawn from accounts reflect an accurate picture of financial operations and financial status. Audits may also include reviews of compliance with applicable laws and regulations, economy and efficiency of operations and effectiveness in achieving program results. The general focus of the annual audit conducted on the district is usually a financial statement examination and compliance review.

Audit report. The report prepared by an auditor. As a rule, the report includes: (a) a statement of the scope of the audit; (b) explanatory comments (if any) concerning exceptions by the auditor as to application of generally accepted auditing standards; (c) opinions; (d) explanatory comments (if any) concerning verification procedures; (e) financial statements and schedules; and (f) sometimes statistical tables, supplementary comments, and recommendations.

Auditor's opinion. A statement signed by an auditor which states that she or he has examined the financial statements of the entity in accordance with generally accepted auditing standards (with exceptions, if any) and expresses an opinion on the financial position and results of operations of some or all of the constituent funds and balanced account groups.

Basis of Accounting. A term used to refer to *when* revenues, expenditures, expenses, and transfers-and the related assets and liabilities-are are recognized in the accounts and reported in the financial statements. Specifically, it relates to the *timing* of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

Budget. A plan of financial operation for a given period consisting of an estimate of expenditures and the proposed means of financing them.

Budget document. The instrument used by the budget-making authority to present a comprehensive financial program to the governing authority (form CCFS-311 for California Community Colleges). Included is a balanced statement of revenues and expenditures (both actual and budgeted), as well as other exhibits.

Budgetary control. The management of business affairs in accordance with an approval plan of estimated income and expenditures.

Budgeting. The process of allocating available resources among potential activities to achieve the objectives of an organization.

Chart of Accounts. A systematic list of accounts applicable to a specific entity.

Child Development Fund. The fund designated to account for child development services.

Classified employee. A district employee who is not required to meet minimum academic standards as a condition of employment.

Community services. Educational, cultural, and recreational services which an educational institution may provide for its community in addition to its credit and noncredit programs. Community college districts receive no direct State apportionment for community services.

Compensated Absences. Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

Contracted services. Services rendered by personnel who are not on the payroll of the college system, including all related expenses covered by the contract.

Cost. The amount of money or other consideration exchanged for goods or services. Cost may be incurred even before money is paid; that is, as soon as liability is incurred.

Cost accounting. The method of accounting which provides for the assembling and recording of all the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specific job.

Current Expense of Education (CEE) — EC 84362, CCR 59200 et seq. The Unrestricted General Fund expenditures of a community college district in Objects of Expenditure 1000 through 5000 and 6400 (Equipment Replacement Sub object) for activity codes 0100 through 6700. Excluded from the current expense of education are expenditures for student transportation, food services, community services, lease agreements for plant and equipment, and other costs specified in law and regulations. Amounts expended from State Lottery proceeds are also excluded. (See 50 Percent Law.)

District expenses or costs. Expenses specifically traceable to specific goods. Services, Activities, Programs, functions, units, or departments. Direct expenses or costs differ from indirect expenses or costs in that the latter cannot be specifically traced and so must be allocated on some systematic and rational basis.

Disbursements. Payments by currency, check, or warrant (the term is not synonymous with expenditures).

Educational Administrator. *Education Code* Section 87002 and *California Code of Regulations* Section 53402(c) define “educational administrator” as an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory management employees designated by the governing board as educational administrators.

Employee benefits. Amounts paid by an employer on behalf of employees. Examples are group health or life insurance payments, contributions to employee retirement, district share of O.A.S.D.I. (Social Security) taxes, and worker's compensation payments. These amounts are not included in the gross salary, but are over and above. While not paid directly to employees, they are a part of the total cost of employees.

Encumbrances. Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

Enterprise Funds. A subgroup of the proprietary Funds Group used account for operations when the governing board has decided either that the total cost of providing goods and services on a continuing basis (expenses including depreciation) be financed or recovered primarily through user charges; or that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Entry. (1) The record of a financial transaction in its appropriate book of account. (2) The act of recording a transaction in the books of account.

Equipment. Tangible property with a purchase price of at least \$200 and a useful life of more than one year, other than land or buildings and improvements thereon. See Appendix E Guidelines for Distinguishing Between Supplies and Equipment.

Expense of Education. This includes all General Fund expenditures, restricted and unrestricted, for all objects of expenditure 1000 through 5000 and all expenditures of activity from 0100 through 6700.

Expenses. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

Fees. Amounts collected from or paid to individuals or groups for services or for use of facilities.

Financial and Compliance Audit. An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with GAAP, and (2) the audited entity's compliance with the various finance-related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.

Fiscal year. A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For governmental entities in the State of California, the period beginning July 1 and ending June 30.

Fixed Assets. Long-lived tangible assets having continuing value such as land, buildings, machinery, furniture, and equipment.

Full-time Equivalent (FTE) Employees. Ratio of the hours worked based upon the standard work hours of one full-time employee. For example, classified employees may have a standard work load of 40 hours per week, if several classified employees worked 380 hours in one week, the FTE conversion would be 380/40 or 9.5 FTE.

Full-time Equivalent Students (FTES). An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. Full-time equivalent students (FTES) is one of the workload measures used in the computation of state aid for California Community Colleges. (See form CCFS-320, "Apportionment Attendance Report.")

Functional accounting. A system of accounting in which records are maintained to accumulate income and expenditure data by purpose and usually are further classified within generalized functional areas such as instruction, administration, or operations.

Fund. An independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein.

Fund balance. The difference between fund assets and fund liabilities of governmental and similar trust funds.

Fund group. Compilation of two or more individual funds used to report sources and uses of resources in providing some major service or group of services.

General Fund. The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

General ledger. A record containing the accounts needed to reflect the financial position and the results of operations. General ledger accounts may be kept for any group of items of receipts or expenditures.

Generally Accepted Accounting Principles (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting.

Governmental accounting. The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of a governmental entity.

Governmental funds. Grouping of funds used to account for activities directly related to an institution's educational objectives.

Grants. Contributions or gifts of cash or other assets from another government or private organization to be used or expended for a specific purpose, activity or facility.

Independent Audit. An audit performed by an independent auditor.

Independent Auditor. An auditor meeting the independence criteria set forth in GAAS or GAGAS.

Indirect expenses or costs. Those elements of cost necessary in the production of a good or service which are not directly traceable to the product or service. Usually these costs relate to objects of expenditure that do not become an integral part of the finished product or service, such as rent, heat, light, supplies, management and supervision.

Instructional aide. A person employed to assist classroom instructors and other certificated personnel in the performance of their duties; in the supervision of students; and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom instructor (EC 88243).

Interfund accounts. Accounts in which transactions between funds are reflected.

Interfund transfers. Money that is taken from one fund and added to another fund without an expectation of repayment.

Internal audit. An examination made by one or more employees to make continuous or periodic checks to determine whether acceptable policies and procedures are followed, established standards are met, resources are used efficiently and economically, accounting and reporting procedures are reliable, and the organization's objectives are being achieved.

Internal control structure. A plan of organization in which employees' duties are arranged and records and procedures designated to provide a system of self-checking, thereby enhancing accounting control over assets, liabilities, income, and expenditures. Under such a system the employees' work is subdivided so that no one employee performs a complete cycle of operation; such procedures call for proper delegation by designated officials.

Intrabudget transfers. Amounts transferred from one appropriation account to another within the same fund.

Intrafund transfer. The transfer of moneys within a fund of the district.

Invoice. An itemized statement of charges from the vendor to the purchaser for merchandise sold or services rendered.

Journal. Any accounting record in which financial transactions of an entity are formally recorded for the first time; e.g., the cash receipts book, check register, and journal voucher.

Journal voucher. A form provided for the recording of certain transactions or information in place of, or supplementary to, the journal or registers.

Object. Expenditure classification category of an item or a serviced purchased.

Payroll register. A document accompanying one or more orders on a fund for the payment of salaries or wages to employees which contains the names of such employees and provides information substantiating such orders.

Payroll warrant. A document used as an order or a requisition on funds of an entity to pay salaries or wages.

Petty cash. A sum of money set aside on an impressed basis to make change or to pay small accounts for which the issuance of a formal voucher and check would be too expensive and time-consuming. (See also Imprest account and Revolving cash account.)

Posting. The act of transferring data in an account in a ledger the data, either detailed or summarized, from a book or document of original entry to an account in a ledger.

Prepaid expenses. Goods or services for which payment has been made, but for which benefits have not been realized as of a certain date; e.g., prepaid rent, prepaid interest, and premiums on unexpired insurance. Expenses are recorded in the accounting period in which the related benefits are received.

Purchase order. A document authorizing the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Restricted accounts. Cash or other assets which are limited as to use or disposition by their source. Their identity is therefore maintained and their expenditure or use is also recorded separately.

Student Body Fund. A fund to control the receipts and disbursements for student association activities.

Student Financial Aid Fund. The fund designated to account for the deposit and payment of student financial aid including grants and loans or other moneys intended for similar purposes and excluding administrative costs.

Supervisor. For the purpose of *Education Code* Section 84362 (the Fifty Percent Law), "Supervisor" means any employee having authority, on behalf of the district, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline other employees, adjust their grievances, or effectively recommend such action, if the exercise of such authority is not of a merely routine or clerical nature.

Supply. A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

Tuition. An amount charged for instructional services provided to a student.

Useful life. The period of time that an asset is of physical useful value. It is established primarily for depreciation and insurance purposes.

Vocational and Technical Education Act (VTEA) of 1998. Federal act which provides funds for special studies, demonstration projects, and supplemental services to special populations identified educational programs, etc.

Warrant. A written order drawn by the governing board or its authorized officer(s) or employee(s) and allowed by the county auditor, directing the county treasurer to pay a specified amount to a designated payee. A warrant may or may not be payable on demand and may or may not be negotiable.

Datatel LookUp - Shortcuts

... Lookup field detail **IF** “lookup” appears in bottom left area of screen

F1 or ? Help information **IF** field is white

F9 Save data entered and return to the previous screen

F10 Save data entered and return to enter another like transaction

shift F8 or X Cancel last item and/or return to previous screen

; Search inquiry, i.e., **;in xxx xxxxx** (xxxxxx = your first and last name)

@ Repeat last data entry used in field

Automatically enters date and initiator ID in comments field

Datatel Requisition Lookup (Search)

1. Initiator's first and last name ;**IN xxxx** (xxxx = initiator's name)
2. Complete vendor name. **xxxxxxxxxx**
3. Vendor ID Number ;**V xxxx** (xxxx = vendor number)
4. Requisition date ;**DA xxxxxx** (xxxxxx = date MODAYR (no slashes))
5. Requisition status ;**S x** (x = whichever status you want, u, n, o, or p)

Requisition Status

- U In Progress (Requisition done "NO")
- N Not Approved (Requisition done "YES")
- O Outstanding
- P PO Created

Purchase Order Status

- O Outstanding
- A Accepted
- P Paid (PO has been completely paid)
- V Voided

Purchase Order Line Item Status

- Outstanding Not received into the system
 - Accepted Received into the system
 - Vouchered In Process of being paid
 - Paid Check has been cut
-

