

HERE'S HOW WE CHANGED OUR BUSINESS PROCESS FIN

Chad Leptich (Julian Elementary)
Sally Morton (PIT)

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Session Topics

- Welcome & Introductions (5 min)
- Guest Speaker Panel (35 min)
 - Budget Summary Report (Dianne Brown, Santee)
 - Budget Summary Report, Control Budget, Accruals (Joshua Markley, Escondido High)
 - Multi Year Budgeting (Chad Leptich, Julian Elementary)
- Group Discussion (15 min)
 - Are there other processes changes anyone wants to share?
 - Would you be interested in a follow-up session to discuss any of the process changes in further detail?
- Wrap up & Closing (5 Min)

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GUEST SPEAKER

Budget Summary Report (Dianne Brown, Santee)

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Budget Summary Report (Dianne Brown, Santee)

The Way it Was:

- Prior to establishing our Excel Pivot Table Workbook used by our school sites, we created a report for each of our school sites each month to keep them updated on the status of their budgets.
- These reports were created in our Business Services Department by manually entering the data into Excel.

Program	Resource	BY Y Carryover	C/Y Allocation	Total Budget	Expenses to Date	Encumbrances	Total Expenses	Available
General Fund	00000000	-	17,712.00	17,712.00	15,330.93	166	15,522.59	2,239.41
P.E. Equipment	00004000	344.00	6,659.00	7,003.00	3,965.29	-	3,965.29	3,037.71
Science Equipment	00004003	-	3,028.00	3,028.00	-	-	-	3,028.00
Electives/Course Expend	00004004	-	15,000.00	15,000.00	189.57	2,281.28	2,509.85	12,490.15
Out Grads Camp	00005002	2,712.00	11,253.00	13,965.00	4,277.00	-	4,277.00	9,688.00
Field Trips	00005006	4,810.00	3,277.00	8,087.00	3,314.00	-	3,314.00	4,773.00
PTA Donations	00005059	-	-	-	-	-	-	-
Book Fair	00005061	1,294.00	3,113.00	4,407.00	2,639.20	-	2,639.20	1,827.80
Fundraising/Donation	00005064	9,147.00	7,157.00	16,304.00	11,568.55	1,330.19	12,938.14	3,395.26
Arts Attack	00005055	39.00	243.00	282.00	219.24	-	219.24	62.76
Designated Donations	00006054	-	-	-	-	-	-	-
Pub Bucks	00006020	-	-	-	-	-	-	-
Ottewill Foundation Gift	00009001	-	-	15,000.00	11,545.04	-	11,545.04	3,454.96
Prop. 20 Lottery	63000000	-	6,463.00	6,463.00	6,390.94	-	6,390.94	72.06
		18,346.00	75,899.00	101,245.00	58,829.56	3,653.13	62,482.69	#####
Custodial Budget	00000004	-	4,592.00	4,592.00	4,337.72	30.48	4,368.20	223.80
Income/Expenses Through:								
Deposit Permits	2/28/2017							
P-Card Purchase	12/31/2016							
Field Trips	2/28/2017							
Duplicating	10/31/2016							
Copier Charges	1/31/2017							
Postage	1/31/2017							
Maint. Work Orders	1/31/2017							

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Budget Summary Report (Dianne Brown, Santee)

Our New Reporting:

	A	B	C	D	E	F	G
1							
2							
3	Sum of Total Amount		Ledger				
4	Resource	Resource Description	KK DET BUD	KK DET ENC	KK DET EXP	Available	
5	0000000	Unrestricted	12,567.00		-118.95	12,438.05	
6	0000074	Operations	6,350.00	-258.86	-368.03	5,723.11	
7	0000404	ELECTIVES AND COURSE EXPANSION		-1,725.20		-1,725.20	
8	0000595	Arts Attack Donation-Found.	776.00			776.00	
9	0000602	Unrestricted- Supp. Materials	1,732.00			1,732.00	
10	0000603	Unrestricted- Supp. Prof. Dev.	1,732.00			1,732.00	
11	0000604	Unrestricted- SuppStdnt Engmnt	866.00			866.00	
12	0000605	Unrestricted- Supp. Parent Inv	433.00			433.00	
13	6300000	Lottery- Instructional Mats	4,111.00			4,111.00	
14	6300602	Lottery- Supp. Materials	4,111.00			4,111.00	
15	Available		32,668.00	-1,984.06	-486.98	30,196.96	

- Sites at Santee now run their own FAR_BDGT_DETAIL_LEDGERS query and copy the data into a prepared pivot table workbook.
- The District Office created an Excel workbook with 5 tabs and trained sites how to use it.

Santee Budget Summary Report

The Instructions tab provides the step-by-step directions, notes, and how to read the report.

NOTES:

- When in the Pivot Table worksheets, you can double click on period numbers and total numbers to view the detail that makes up the number you double clicked on. This creates a new tab for this information.
- Remember to delete extra tabs that are created when you double click to view details.
- By clicking on the drop down arrows in the column headings of the Pivot Table worksheets, you can filter your data to view only selected information.
- Don't forget to clear any filters you have chosen when you are done.

READING THIS REPORT:

The Ledger Columns are labeled as follows:

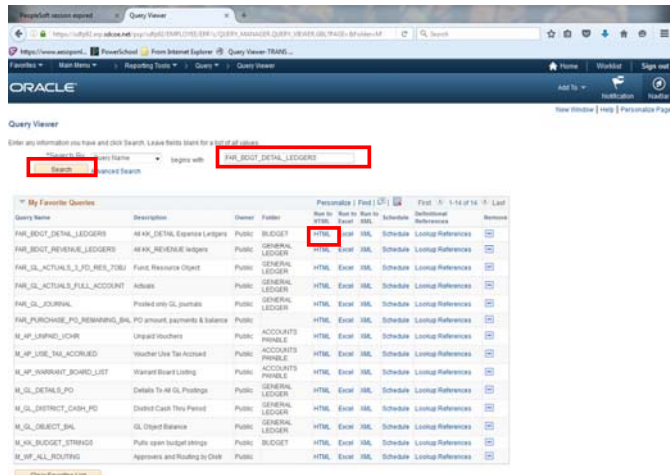
- KK_DET_BUD: This is your Expense Budget column
- KK_DET_ENC: These are expenses that are in Purchase Order Status and have not been paid
- KK_DET_EXP: These are expenses that have been paid
- KK_DET_PRE: These are expenses that are in Requisition Status and have not been forwarded to the Purchase Order Status
- AVAILABLE: This is the net of a-b-c-d=e, the amount available if everything were paid

Downloading PeopleSoft Queries	
	Downloading information from PeopleSoft will give you data as of the date you are running your query.
1.	point you can click on the "Add to" down arrow and choose "Favorites" in the upper right corner to save for the future.
2.	On the Query Viewer screen, type FAR_BDGT_DETAIL_LEDGERS in the empty "begins with" box and click on enter. Once again, you can click on "Favorite" to the far right of your query name to save for future use.
3.	Click on the blue "HTML" link. This will take you to a parameters page.
4.	Enter the following in each of the boxes:
a.	LEA/BU%: Enter 03200. This is our Business Unit/District number
b.	Fund From: 0100
c.	Fund To: 0100
d.	Resource From: 0000000*
e.	Resource To: 9999000*
f.	Object From: 0000000*
g.	Object To: 9999000*
h.	Budget Period: 2018. This covers school year 2017-2018
i.	Site %: Enter your school site number or department number. (For example, 002 for Pepper Drive)
j.	Oper Unit %: Enter %. The percentage symbol is a valid card and will cover everything in this field.
5.	Click on the View Results box. This will give you the results to your query.
6.	In order to export your data into Excel, click on the blue "Excel Spreadsheet" to the right of "Download results in:"
7.	This will bring up a small box that states: "Open with Microsoft Excel (default). Click on the OK box.
8.	You must click on the "Enable Editing" box at the top of the Excel file in order to make changes to your Excel file.
Copying into the Pivot Table Workbook	
1.	Open the workbook titled "BUDGET SUMMARY FOR SITE VER072717.xls
2.	Click on the "Total Site Download" tab
3.	Click on the grey triangle in the upper left corner.
4.	Right click and choose Delete.
5.	Return to your PeopleSoft download file.
6.	Delete Line 1 "Details XXX"
7.	Click on grey triangle in upper left corner.
8.	Click on Copy in tool bar or by right clicking on mouse.
9.	On "Total Site Download" tab, click on cell A1 and click on paste on the tool bar or by right clicking on the mouse.
10.	
	On the "Pivot Table by Resource" tab, click on any cell of the data. Click on "Analyze" and then "Refresh All". This will update your pivot tables with your most current download data.
11 a.	Refer to the "Resources to Exclude" tab. These are resources the school sites are not responsible for. Make a note of these resources for your site.
b.	Return to the "Pivot Table by Resource" tab, click on the filter icon next to "Resource" and uncheck the resources you don't want to show on your report.
c.	Repeat step 11 b. for the "Pivot Table with Object" tab.

Budget Summary Report (Dianne Brown, Santee)

Santee School District Budget Summary Reports

- Prior to the sites being trained on running their own budget reports, the site secretaries were only used to entering Requisitions on PeopleSoft.
- The instructions are very step by step to show how to run the query.



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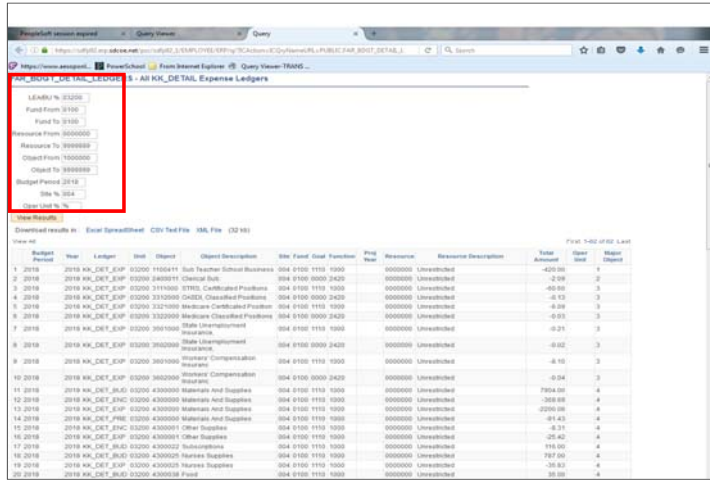
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Budget Summary Report (Dianne Brown, Santee)

Santee School District Budget Summary Reports

- The parameters for the query are detailed in the instructions.
- The data is downloaded as an Excel file and then is copied into the Pivot Table Workbook.



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Budget Summary Report (Dianne Brown, Santee)

Santee School District Budget Summary Reports

- The data is copied into the Total Site Download Tab in the Excel Workbook.

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Budget Summary Report (Dianne Brown, Santee)

Santee School District Budget Summary Reports

- Once the data is in the Excel file, go to the Pivot Table by Resource, and refresh the table.
- By "Refreshing All" it updates both the Pivot Table by Resource and the Pivot Table with Object.

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Budget Summary Report (Dianne Brown, Santee)

Santee School District Budget Summary Reports

- We also have provided our sites with a Pivot Table Workbook that shows expenses to date using the M_GL_DETAILS_PO query.
- This shows expenses by resource, object and period.
- The sites can double click on a figure in the Pivot Table to see the detail that makes up the expense.
- This is helpful to see what they have been charged for to know what still hasn't been paid.

Sub of Account	Business Descr	Objct	Objct Descr	YTD	Budget	Balance
000000	Unbudgeted	190001	Sub Teacher Prof Development	65.00	65.00	0.00
000000	Unbudgeted	190041	Sub Teacher School Practice	0.00	0.00	0.00
000000	Unbudgeted	200001	Sub Aids/ENOT	0.00	0.00	0.00
000000	Unbudgeted	240001	Char-Ed/ENOT	0.00	0.00	0.00
000000	Unbudgeted	290011	Dist. Club Expenses	0.00	0.00	0.00
000000	Unbudgeted	211000	TRAV. Conferences/Positions	3.38	3.38	0.00
000000	Unbudgeted	310000	PERG. Classified Positions	0.00	0.00	0.00
000000	Unbudgeted	310000	CA-ED. Classified Positions	0.00	0.00	0.00
000000	Unbudgeted	324000	Multiple Classified Positions	0.04	0.04	0.00
000000	Unbudgeted	320000	Multiple Classified Positions	0.00	0.00	0.00
000000	Unbudgeted	333000	AP Substitute Supply, Cost	0.05	0.05	0.00
000000	Unbudgeted	333000	AP Substitute Supply, Cost	1.84	1.84	0.00
000000	Unbudgeted	350000	State Unemployment Insurance	0.00	0.00	0.00
000000	Unbudgeted	350000	State Unemployment Insurance	0.00	0.00	0.00
000000	Unbudgeted	355000	Unempl. Compensation Income	1.08	1.08	0.00
000000	Unbudgeted	355000	Unempl. Compensation Income	0.00	0.00	0.00
000000	Unbudgeted	430000	Materials And Supplies	3001.09	3065.21	64.12
000000	Unbudgeted	430002	Subscriptions	-71.03	-71.03	0.00
000000	Unbudgeted	430002	Subscriptions	36.67	36.67	0.00
000000	Unbudgeted	440000	Non-Capital Equipment	231.48	231.48	0.00
000000	Unbudgeted	440001	Non-Capital Furniture	270.50	270.50	0.00
000000	Unbudgeted	440000	Non-Cap Equip (Computer)	83.03	86.28	3.25
000000	Unbudgeted	440000	Agreements	478.00	614	136.00
000000	Unbudgeted	460000	Copy/Machine Leases	1052.00	1052.00	0.00
000000	Unbudgeted	500000	Printing	8.00	100.00	92.00
000000	Totals			2 85 3028.55	6100.65	3072.10
000004	000004	430001	Construction Supplies	300.00	378.00	78.00
000004	Totals			300.00	378.00	78.00
000004	000004	430000	Materials And Supplies	163.10	163.10	0.00
000004	Totals			163.10	163.10	0.00
000040	000040	430000	Materials And Supplies	70.21	70.21	0.00
000040	Totals			70.21	70.21	0.00
000040	000040	430000	Materials And Supplies	180.00	180.00	0.00
000040	Totals			180.00	180.00	0.00
000050	000050	500000	Admission/Entrance Fees	0.00	0.00	0.00
000050	Totals			0.00	0.00	0.00
000050	000050	430000	Materials And Supplies	512.00	512.00	0.00
000050	Totals			512.00	512.00	0.00
000054	000054	500001	Agreements	344.00	344.00	0.00
000054	Totals			344.00	344.00	0.00
000054	000054	430000	Materials And Supplies	306.06	306.06	0.00
000054	Totals			306.06	306.06	0.00
000054	000054	430000	Materials And Supplies	166.17	166.17	0.00
000054	Totals			166.17	166.17	0.00
000054	000054	430002	Subscriptions	300.00	300.00	0.00
000054	Totals			300.00	300.00	0.00
000054	000054	430000	Materials And Supplies	65.65	65.65	0.00
000054	Totals			65.65	65.65	0.00
000054	000054	510000	Printing/Reproducing	2000.04	2000.04	0.00
000054	Totals			2000.04	2000.04	0.00
000054	000054	430001	Construction Supplies	0.00	0.00	0.00
000054	Totals			0.00	0.00	0.00
000054	000054	430000	Materials And Supplies	185.43	185.43	0.00
000054	Totals			185.43	185.43	0.00
000054	000054	430001	Construction Supplies	0.00	0.00	0.00
000054	Totals			0.00	0.00	0.00
000054	000054	430000	Materials And Supplies	333.18	6296.82	2763.64
000054	Totals			333.18	6296.82	2763.64

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GUEST SPEAKER

Budget Summary Report, Control Budget, Accruals
(Joshua Markley, Escondido High)

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Budget Summary Report (Joshua Markley, Escondido High)

- Developed Budget Summary Report tool for sites & admin to use.

Escondido Union HSD Budget Summary By Site As of 9/27/2017					
Site	1 - Budget	2 - Expenses	3 - Encumbrances	4 - Pre Encumbrances	5 - Available Budget
Row Labels	1 KK_DET_BUO	2 KK_DET_EXP	3 KK_DET_ENC	4 KK_DET_PRE	Grand Total
0000000 / Unres.Res.	\$58,924,097.00	(\$11,261,069.24)	(\$41,974,609.93)	(\$1,063,167.90)	\$4,625,249.93
0000004 / Student/Teacher Reimb.	\$675.00	(\$1,149.79)			(\$474.79)
0000006 / Special IX Allocations	\$13,637.00		(\$13,636.56)		\$0.44
0000007 / One-Time Outstanding Mandate	\$347,000.00	(\$181,213.05)	(\$17,234.46)		\$148,552.49
0000008 / ESTA Reimbursement	\$48,504.00	(\$6,973.49)	(\$40,897.03)		(\$1,274.89)
0000009 / Attendance Incentive	\$8,000.00				\$8,000.00
0000010 / Library/Text Fines		(\$2,752.80)			(\$2,752.80)
0000011 / Ergonomic Evaluation	\$25,000.00	(\$2,334.03)	(\$2,939.91)	(\$605.17)	\$19,100.89
0000016 / Marketing	\$20,000.00	(\$6,224.59)	(\$1,500.00)		\$12,275.41
0000018 / Finance Prgms	(\$1,065,389.00)				(\$1,065,389.00)
0000020 / Technology-MS Program	\$156,121.00				\$156,121.00
0000021 / Mti Implementation	\$124,518.00				\$124,518.00
0000039 / I-Pad Replacement Program	\$303,527.00	(\$7,184.46)	(\$33,315.54)		\$263,027.00
0000045 / Retiree Health Benefits	\$1,435,000.00				\$1,435,000.00
0000050 / Dia	\$500,000.00				\$500,000.00
0000068 / Afterschool	\$25,000.00	(\$3,036.98)			\$21,963.02
0000100 / Career Tech Ed Initiatives	\$60,000.00	(\$26,281.17)			\$33,718.83
0000105 / Tech.Comp. Replment Prgm	\$300,000.00				\$300,000.00
0000106 / Energy Savings Program	\$204,346.00	(\$62,387.62)	(\$14,326.63)		\$7,631.75
0000140 / Epa Offset	(\$10,219,236.00)				(\$10,219,236.00)
0000152 / Abs/SD Sick Leave	\$11,762.00				\$11,762.00
0000401 / Read 180/Math 180	\$20,000.00				\$20,000.00
0000450 / Gasb 45 Retiree Benefits	(\$1,435,000.00)				(\$1,435,000.00)
0000514 / IX Pupil Services	\$400,000.00	(\$32,471.60)	(\$30,554.05)	(\$3,490.32)	\$333,484.03
0000901 / Certificated Column	\$82,579.00				\$82,579.00

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Budget Summary Report (Joshua Markley, Escondido High)

- Developed instructions for sites to run the FAR_BDGT_DETAIL_LEDGERS query and populate the Budget Report Spreadsheet
- Instructions include helpful information on how to interpret the data:
 - Budget Summary, Summary by Site, Summary by Resource & Site tabs provide the big picture and great for administrators to use for review
 - Budget Detail tab provides more detail and great for review when inputting requisitions and budget transfers

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Control Budget (Joshua Markley, Escondido High)

Implemented Control Budget at Valley Center-Pauma with plans to implement at Escondido High at the beginning of the fiscal year.

- Cannot overspend
- Flexible control levels
 - Each line
 - Function
 - Object
 - Site
 - Major resource
- Easier to spot Budget Errors in Purchasing Requisition Process
- Less to clean up at interims

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Control Budget (Joshua Markley, Escondido High)

Things to consider before implementing Control Budget

- What level of control you need
- Override approval access
- Cutover must be at the beginning of the fiscal year
 - Configuration must be set up before the creation of requisitions or loading of budget journals for the new year
- Timing with interim budgets
- Additional work with more budget transfers and keeping budgets aligned
- Must have positive budgets and abatement budget lines

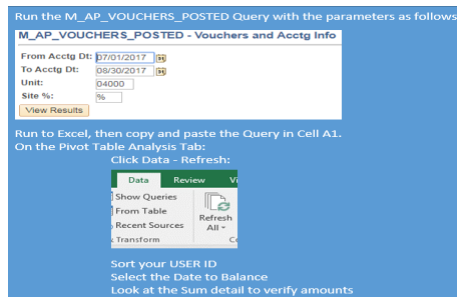
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Accruals (Joshua Markley, Escondido High)

- Implemented a process to identify accounts payable accruals
 - Invoices to accrue identified with effective date of 6/30 for the prior year
 - Accrual spreadsheet flags invoices with prior year date
 - Journal template populated with the flagged invoices and uploaded to PeopleSoft
- Accounts Payable staff trained to run M_AP_VOUCHERS_Posted to review and balance accruals



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Accruals (Joshua Markley, Escondido High)

- A pivot table analysis is populated from the M_AP_VOUCHERS_Posted information

Fiscal Year		Fiscal Year 2016-17					List is not complete with entries made after last download.
Post Status		Expense					
User		(All)					
Accounting Date		(All)					
Sum of Mon Amount							
Voucher	Supplier Name	Invoice	Coding	Total			
00021596	NADINE KRAWIETZ CUSTODIAN RCF	062317	0100-9010001-1110-1000-5200000-010-0	23.58			
00021601	DOM GAGLIARDI	R10222	1100-6391311-4110-2700-5800000-800-0	19.00			
00021602	JEN BLEASE	R10058	0100-0000000-0000-7200-5900100-103-0	23.75			
00021603	CATARINA GARCIA KOHNEN	061417MILE	0100-9068000-7110-1000-5200004-090-0	51.79			
00021604	SHARON CLARK	R9456	0100-9068000-7110-1000-4300000-090-0	58.25			
00021605	JEFF WILLIAMS	R10366	1100-6391311-4110-1000-4300000-800-0	450.36			
00021606	JEFF WILLIAMS	R10223	1100-6391311-4110-1000-4300000-800-0	55.42			
00021607	JEFF WILLIAMS	R5942	1100-6391311-4110-1000-4300000-800-0	148.40			
00021608	HOLLY KNIGHT	062717MILE	0100-6500300-5770-1130-5200004-200-0	61.64			
00021609	RITU JAGIR	T28843	0100-3010000-3200-1000-5200000-090-0	3,472.41			
00021610	NOEMI IRACI	T28841	0100-0022000-3200-3130-5200000-400-0	228.69			
00021633	ANNE SCHWARTZ	T28906	0100-0022000-1110-1000-5200000-400-0	486.54			

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GUEST SPEAKER

Multi Year Budgeting (Chad Leptich, Julian Elementary)

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Multi Year Budgeting (Chad Leptich, Julian Elementary)

- Introduction Multi Year Projection Tool (MYP)
- Calculates 3 years of step advances on payroll.
- Easily assumes SSC or other economic factors.
- Easily calculates a 1% of payroll for negotiations.
- Summarizes budget to know how changes affect the bottom line.
- Easily facilitates budget creation and balancing of categorical programs.
- Makes Criterion & Standards reporting easy.

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Multi Year Budgeting (Chad Leptich, Julian Elementary)



- SDCOE Tools Add-in for Excel
- Project is a growing work in process and is expandable.
- Quickly format Queries to begin work immediately.
- Current commands will generate cash flow, create a P&L, help upload budget changes, reconcile VEBA statement with retirees.

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GROUP DISCUSSION
(15 MIN)

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Group discussion and share out

- Are there other processes changes anyone wants to share? (10 min)
- Would you be interested in a follow-up session to discuss any of the process changes in further detail? (5 min)

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SESSION NOTES

These slides and session notes are published on the CRC Website.
<http://crc.sdcoe.net/peoplesoftconference>

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