Professional Development Goal

• Professional growth through the mentor/mentee relationship
• Network with colleagues and build relationships
• Improve my leadership skills
• Contribute to SCCOE goals
Project Goals

• Standardizing, streamlining and documenting financial accounting procedures.

• Improve organizational effectiveness and efficiency by providing cross department training on QSS system.
Chart of Accounts

• A chart of accounts is a list of all accounts of an educational agency (LEA) and the numbers or codes assigned to these accounts.

• The official *chart of accounts* for the LEAs is based on the standardized account code structures (SACS) established by the California Department of Education (CDE).
Standardized Account Code Structure

School districts, County Office of Educations and certain Joint Power of Attorney (JPAs) use chart of accounts that corresponds to the standardized account code structure (SACS).

SACS is an account string containing 7 numerically coded fields. The fields are used in combination to classify Revenue, Expenditures and Balance Sheet accounts in order to determine and report LEAs financial position and results of operations.
35 digits Standardized Account Code Structure (SACS) consists of:

800-0000-0-2340-00-0000-7200-715010-000-2100
How to do an “Account Lookup” in QSS

Login to QSS, under Lookups folder, select “Account Lookup”
GL Account Lookup screen will open. Enter Cost Center number for example 715030 and click on the binocular to view the details.
How to fill out Budget Transfer/Revision Form

This form is available on SCCOE Intranet under forms and templates (Business tab)

Request for Budget Transfer/revision form is completed by the program and submitted to the respective Accountant. The Accountant reviews the information provided and enters budget transfer in QSS. Budget office approves the budget transfer.
**Santa Clara County Office of Education**

**2016/2017 Champions for Leadership Graduation**

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### SANTA CLARA COUNTY OFFICE OF EDUCATION

**REQUEST FOR BUDGET TRANSFER/REVISION**

**FOR THE FISCAL YEAR: 2016-17**

**TABLE:**

<table>
<thead>
<tr>
<th>FUND</th>
<th>RESOURCE</th>
<th>PSEUDO CODE</th>
<th>COST CENTER</th>
<th>OBJECT CODE</th>
<th>OBJECT SUB OBJ</th>
<th>ACCOUNT DESCRIPTION</th>
<th>CURRENT BUDGET</th>
<th>REQUEST (+ or -)</th>
<th>REVISED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>800</td>
<td>0000</td>
<td>715030</td>
<td>4300</td>
<td>00</td>
<td></td>
<td>Material and Supplies</td>
<td>6,548</td>
<td>(1,000)</td>
<td></td>
</tr>
<tr>
<td>800</td>
<td>0000</td>
<td>715030</td>
<td>5200</td>
<td>00</td>
<td></td>
<td>Travel &amp; Conference</td>
<td>8,000</td>
<td>1,000</td>
<td></td>
</tr>
</tbody>
</table>

**Request column should Net to 0**

---

**Note:**

This amount is the Working Budget from GL Account Lookup.

SCCOE goal required for revenue and fund balance.

**Accountant:** Please check the appropriate box below

- [ ] Budget **Transfer** between expenditure accounts within a particular program (Object Codes 1xxx-7xxx), **excludes** revenue and/or fund balance.
- [ ] Budget **Revision** between expenditure accounts within a particular program (Object Codes 1xxx-7xxx), **includes** revenue (Object Codes 8xxx) and/or fund balance (Object Code 9790).

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**Program Manager**

**Date:**

---

**Branch Chief Officer**

**Date:**

---

**Department Head**

**Date:**

---

**Please refer to SCCOE goals if increasing revenue or use of fund balance.**

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**Accounting Staff**

**Date:**

---

**Budget Staff**

**Date:**

---

**Director, IBS**

**Date:**
How to run Budget Report in QSS

a. Login to QSS

b. Go to Finance Job menu

a. Click on Budget Report Writer (BDX110)
**d. Main Selection Tab** – Enter the Start and End date for the report period desired. Note default dates are 7/1/YY to 6/30/YY
e. Sorts/Rollups Tab – Select the sort sequence and page break. Click on Return icon.
f. **Accounts Tab** – Enter the cost center number for which budget report is desired and click on submit Job icon to launch the report.

![Budget Report Writer (BDXSUB)](image)

- **Main Selection**: Enter the cost center number.
- **Reference Types**: Leave as default.
- **Sorts/Rollups**: Leave as default.
- **Accounts**: Select the cost center number.
- **Districts**: Leave as default.

![Options](image)

- **Field**: Leave as default.
- **Range Low**: Leave as default.
- **Range High**: Leave as default.

![Print Manager (LSPOOL)](image)

- **Go to Print manager (LSPOOL)** and click on the report to open it.
- Report can be saved as pdf file. Click on Options....create pdf....create pdf and close.
Accomplishments/Success

• Noticeable improvement in usage and understanding of the QSS System.

• Substantial reduction in errors while submitting budget revision & cash transfers.

• Better understanding of the budget and financial reports by the program.
Lessons Learned

• Need for continuous training and guidance due to constant movement of employees in the organization

• Leadership support & sponsorship is key to employee’s and organizational success
CFL Mentor/ Supervisors:

Jas Sohal
Tzi –Ki Lam
Niti Sharma
Nan Harn
Peter Daniels
APPENDIX
3. How to complete Journal Entry or Cash Transfer form

- JE Form (In Program) and JE Form (Inter department) is available on SCCOE intranet.

- Business Downloadable Forms

- Complete form and submit to the Accountant for review and approval.
Complete all information required.
4. How to complete Purchase Order Change Order (POCO) form – Available on SCCOE Intranet