



Santa Clara County  Office of Education

Vinita Singh

Financial Accounting And Reporting Training

Champions for Leadership

June 1, 2017

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

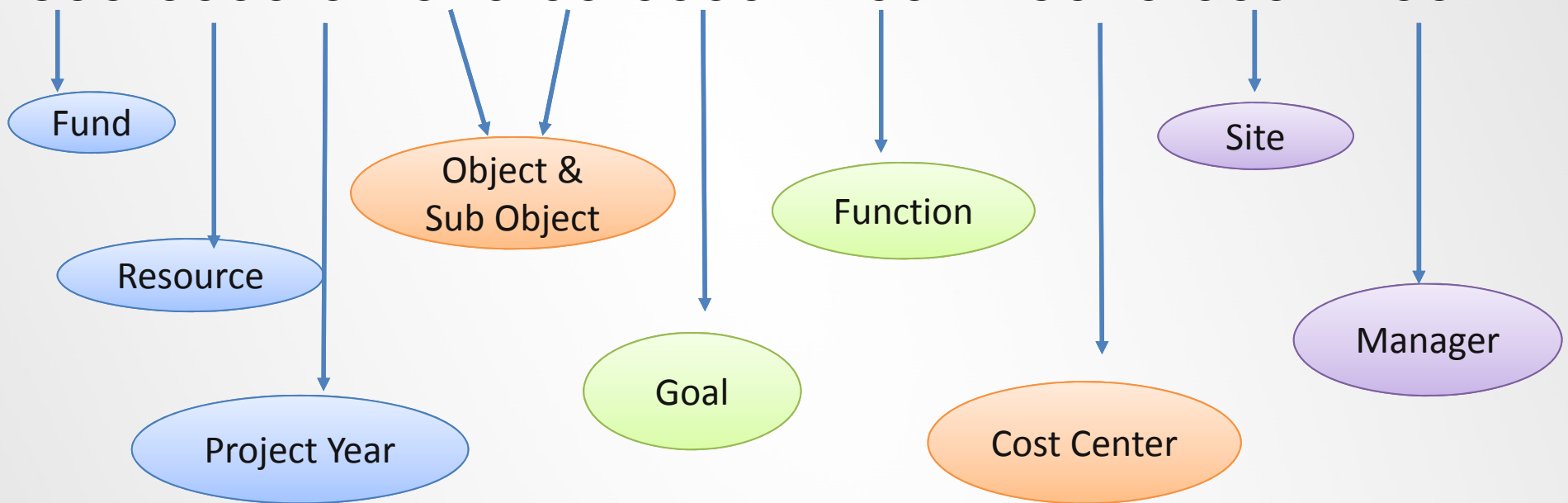
School districts, County Office of Educations and certain Joint Power of Attorney (JPAs) use chart of accounts that corresponds to the standardized account code structure (SACS) .

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.



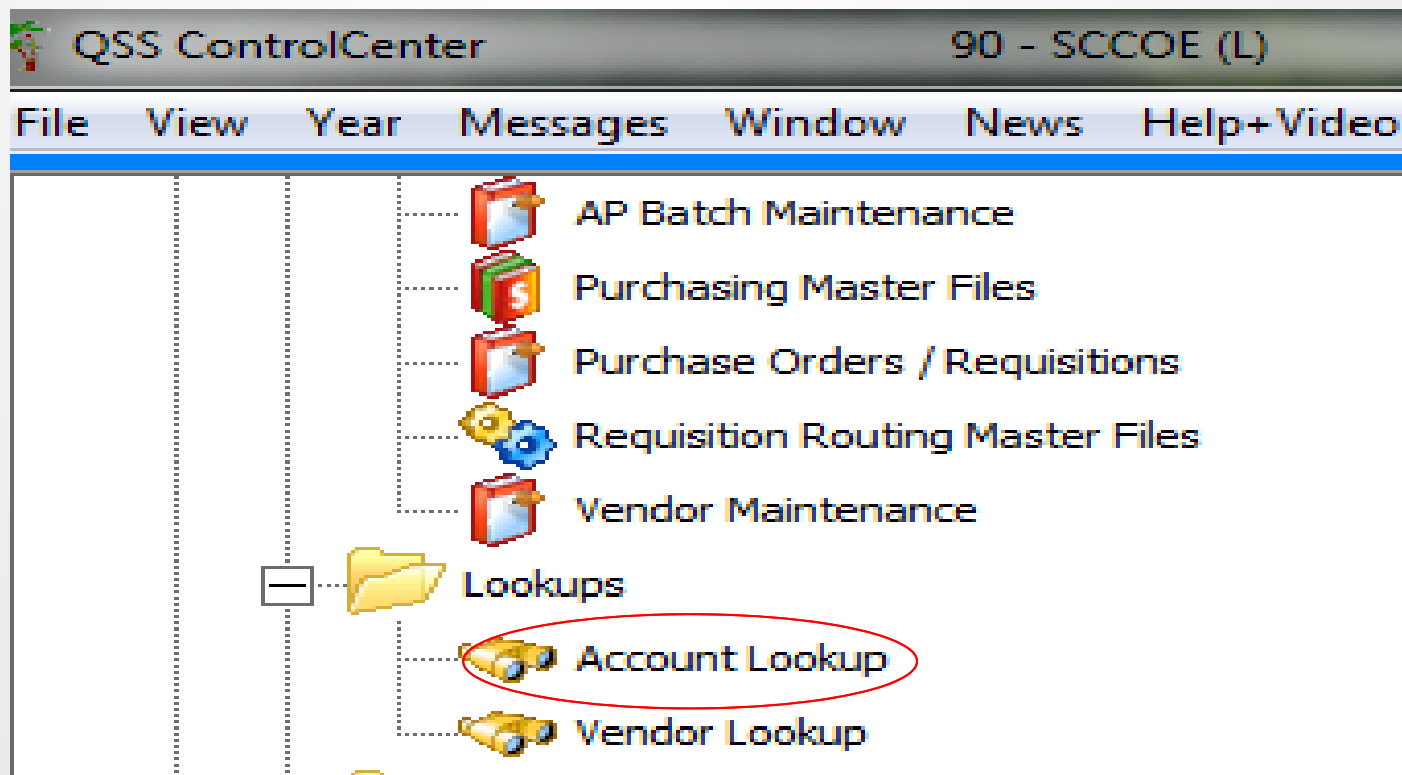
35 digits Standardized Account Code Structure (SACS) consists of:

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.

GL Account Lookup 90 - SCCOE (L) QSS/OASI

File Options Help+Video

58 Accts Read, 57 Accts Qualified, 57 Expense Accts

Lookup | Advanced Search

Search by: Account (selected) | District: 90 | Year: 17 | **CstCtr: 715030** | Ste Mngr: [dropdown]

Show Summary
 Show GL

 Columns to show: Standard GL
 All Minimal

Expense Summary	Working	Revised	Approved
Budget:	2,178,872.00	2,178,872.00	1,998,390.00
Expense:	1,097,453.78		
Pending:	.00		
Encumbered:	1,017,644.28		
Total Committed:	2,115,098.06		
Balance:	63,773.94	63,773.94	-116,708.06

	End Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	800-0000-0-2326-00-0000-7200-715030-000-2201			715030232600		O		25,747.00	9,325.26	.00	7,666.44	16,991.70	8,755.30
2	800-0000-0-2340-00-0000-7200-715030-000-2201					O		.00	.00	.00	.00	.00	.00
3	800-0000-0-2342-00-0000-7200-715030-000-2201					O		.00	.00	.00	.00	.00	.00
4	800-0000-0-2342-83-0000-7200-715030-000-2201					O		.00	.00	.00	.00	.00	.00
5	800-0000-0-2351-00-0000-7200-715030-000-2201			715030235100		O		143,055.00	69,914.98	.00	72,978.66	142,893.64	161.36
6	800-0000-0-2352-00-0000-7200-715030-000-2201			715030235200		O		110,742.00	53,593.62	.00	54,458.04	108,051.66	2,690.34
7	800-0000-0-2398-00-0000-7200-715030-000-2201			715030239800		O		.00	.00	.00	.00	.00	.00
8	800-0000-0-2398-85-0000-7200-715030-000-2201					O		.00	.00	.00	.00	.00	.00

Enter Cost Center



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
REQUEST FOR BUDGET TRANSFER/REVISION
FOR THE FISCAL YEAR: 2016-17**

PROGRAM NAME: _____

DATE: _____

CONTACT PERSON: _____

PHONE #: _____

EXPLANATION REQUIRED: _____

FUND	RESOURCE	PSEUDO CODE			ACCOUNT DESCRIPTION	TRANSFER/REVISION		
		COST CENTER	OBJECT CODE	SUB OBJ		CURRENT BUDGET	REQUEST + (-)	REVISED TOTAL
800	0000	715030	4300	00	Material and Supplies	6,548	(1,000)	5,548
800	0000	715030	5200	00	Travel & Conference	8,000	1,000	9,000
								-
								-
						14,548	-	14,548

This amount is the Working Budget from GL Account Lookup

Request column should Net to 0

Requested By: _____
Program Manager Date

Approved By: _____
Branch Chief Officer Date

Approved By: _____
Department Head Date

SCCOE Goal Number(s) 1-4: _____
Please refer to SCCOE goals if increasing revenue or use of 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).**

BT # _____
Accounting use only - (Optional)

Approved By: _____
Accounting Staff Date

Approved By: _____
Budget Staff Date

Approved By: _____
Director, IBS Date

SCCOE goal required for revenue and fund balance



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

Budget Report Writer (BDXSUB) 90-SCCOE (L) QSS/OASIS

File Options

Main Selection* | Reference Types | Sorts/Rollups | Accounts | District(s)

Budget Report Writer

District: 90 SANTA CLARA COUNTY OFF OF EDU

FY start: 07/01/2016 From date: 07/01/2016 To date: 06/30/2017

Report title:

Budget source: W - Working

Include budget transfers: N - No Budget Transfers

Include budget detail:

Print budget warnings ONLY?

Include Approved/Unapproved GL trans: B - Both approved and unapproved transactio

Exclude pre-encumbrances:

Print account description:

Print revenue sub totals:

Use Reference Values:

Detail line format: 3 - Object, All Fields

Detail Line Format

Line(s) per detail (1/2): 1 Abbreviation:



e. **Sorts/Rollups Tab** – Select the sort sequence and page break. Click on Return icon.

The screenshot shows the 'Budget Report Writer (BDXSUB)' application window. The 'Sorts/Rollups' tab is selected in the main interface. Below the tabs, there are dropdown menus for 'Restricted/Unrestricted' (set to 'C - Combine Restricted/Unrestricted') and 'Restricted Field' (set to 'RE - Resource'). A red arrow points from the text above to the 'Return' icon (a circular arrow) in the 'Edit Report Sorts and Rollups' dialog box. This dialog box contains a table with columns for 'Sort Sequence', 'Rollup Level', and 'Page Break'.

Sort Sequence	Rollup Level	Page Break
FD - Fund	<input type="checkbox"/>	<input type="checkbox"/>
MG - Manager	<input type="checkbox"/>	<input type="checkbox"/>
CC - CostCent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



- 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) 90-SCCOE (L) QSS/OAS

File Options

Main Selection* | Reference Types | Sorts/Rollups* | **Accounts*** | District(s)

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Field	Range	Low	High
???	???	?	???	??	???	???	715030-???	???	???				
???	???	?	???	??	???	???	???	???	???				
???	???	?	???	??	???	???	???	???	???				

- g. **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.



Santa Clara County Office of Education



STANDARD INTERDEPARTMENT - TRANSFER FORM

PREPARED BY: _____ MANAGER NAME: _____
 MANAGER APPROVAL: _____

Name of Department to Be Charged

Program Manager Name & Signature

DEPARTMENT APPROVAL _____

BRANCH APPROVAL _____

DATE: _____

TF/ CASH TRANSFER No. _____

FY _____

FUND	Pseudo Code		DR.	CR.	REFERENCE
	COST CENTER	OBJECT CODE			
Total			0.00	0.00	

Description: _____

ACCOUNTING SERVICES USE ONLY:

Approved:

Not Approved:

REASON FOR NON APPROVAL: _____

Complete all information required



4. How to complete Purchase Order Change Order (POCO) form – Available on SCCOE Intranet

Revision 03/09/16
PS 18784

Santa Clara County  Office of Education

PURCHASE ORDER CHANGE ORDER FORM (POCO) Purchasing Department MC254B

From: Mail Code: Department: Date:

PO Number	Vendor Name	Cost Center	OBJ	SO	Res. Code	Original PO Amount	Current PO Amount	Increase/Decrease	Amount	New PO Total
<input type="text" value="770894"/>	<input type="text" value="Nunn Kurt"/>	<input type="text" value="715030"/>	<input type="text" value="4400"/>	<input type="text" value="00"/>	<input type="text" value="0000"/>	<input type="text" value="1,870.00"/>	<input type="text" value="1,870.00"/>	<input type="text" value="Increase"/>	<input type="text" value="100.00"/>	<input type="text" value="1,970.00"/>
								<input type="text" value="Increase"/>		
								<input type="text" value="Increase"/>		
								<input type="text" value="Increase"/>		
									POCO Total	\$ 1,970.00

Reason for Change:

Authorizing Signatures

Manager/Supervisor: _____ Date:
 Director: _____ Date:
 Branch Chief: _____ Date:
 Accountant: _____ Date:
 Chief Business Officer: _____ Date:

Change of Cost Center or Resource Code requires Program Manager and Program Accountant only.
 All original approvers must sign POCO form prior to submission to purchasing. Any changes for non-contractual agreements that will take the total amount of the purchase order over \$10,000 needs the approval of the Branch Chief. Additionally, contract related changes that will take the total amount of the purchase order over \$3,000 requires the approval of the Branch Chief. If the original contract amount is exceeded, please list approved contract amendment RM# in description.
 AR 3310 (e) provides approval limits for Managers and Branch Chiefs. BP 3312 (a) provides Board approval policies for contractual agreements.

