

AGENDA

Special Districts and JPA Year End Fiscal Meeting 2020-21

TEAMS

May 20, 2021

10:00am – 11:00m

10:000m – 10:05am

Introduction

Laura Bowers, Chief Deputy Auditor-Controller

10:05am – 10:15m

Special District 2021-21 Budgets and 2020-21 Budget Adjustments

Trevor MacGruer, Accountant

10:15am – 10:30am

Special Districts Year End Accounts Payable and Accounts Receivable

Jessica Renda, Accounting Manager

- Final check run for FY 2020-21 and first check run for FY 2021-22
 - Accruals – Expenditures and Revenues
-

10:30am – 10:40am

Special Districts Year End General Accounting

Brian H, Accounting Manager

- Calendar and Samples
 - EZ ONE: Beginning fund balance in July for 2021-22 will not be current
-

10:40am – 10:50am


ONESolution Upgrade to Finance Enterprise

Marim Fam, Audit and Systems Manager

10:50am – 11:00am

Helpful EZ ONE Reports at Year End, and Closing

Laura Bowers, Chief Deputy Auditor-Controller



2020-21 Year
End Special
District and
JPA Meeting

May 20, 2021

10:00am to 11:00am



Agenda

Introduction – Laura Bowers

Budget Update – Trevor MacGruer

Year End AP and AR – Jessica Renda

Year End General Accounting – Brian Howard

ONESolution Upgrade – Marim Fam

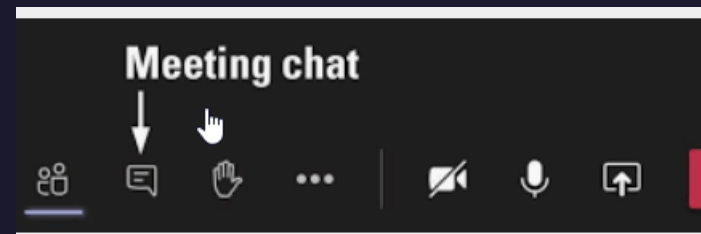
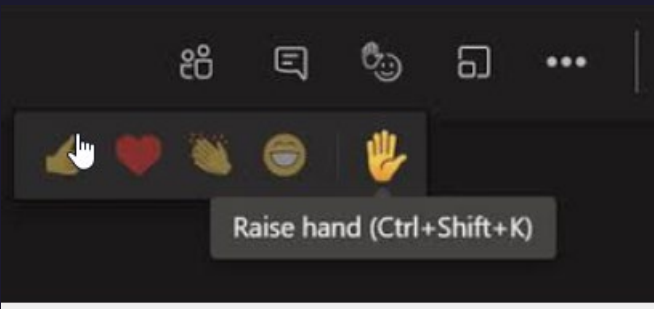
Helpful Year End Reports – Laura Bowers





Questions?

- Raise your hand in TEAMS to be called upon OR
- Enter your question in Chat.



MATERIALS AND VIDEO ON AUDITOR-CONTROLLER HOME PAGE

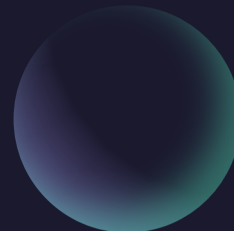
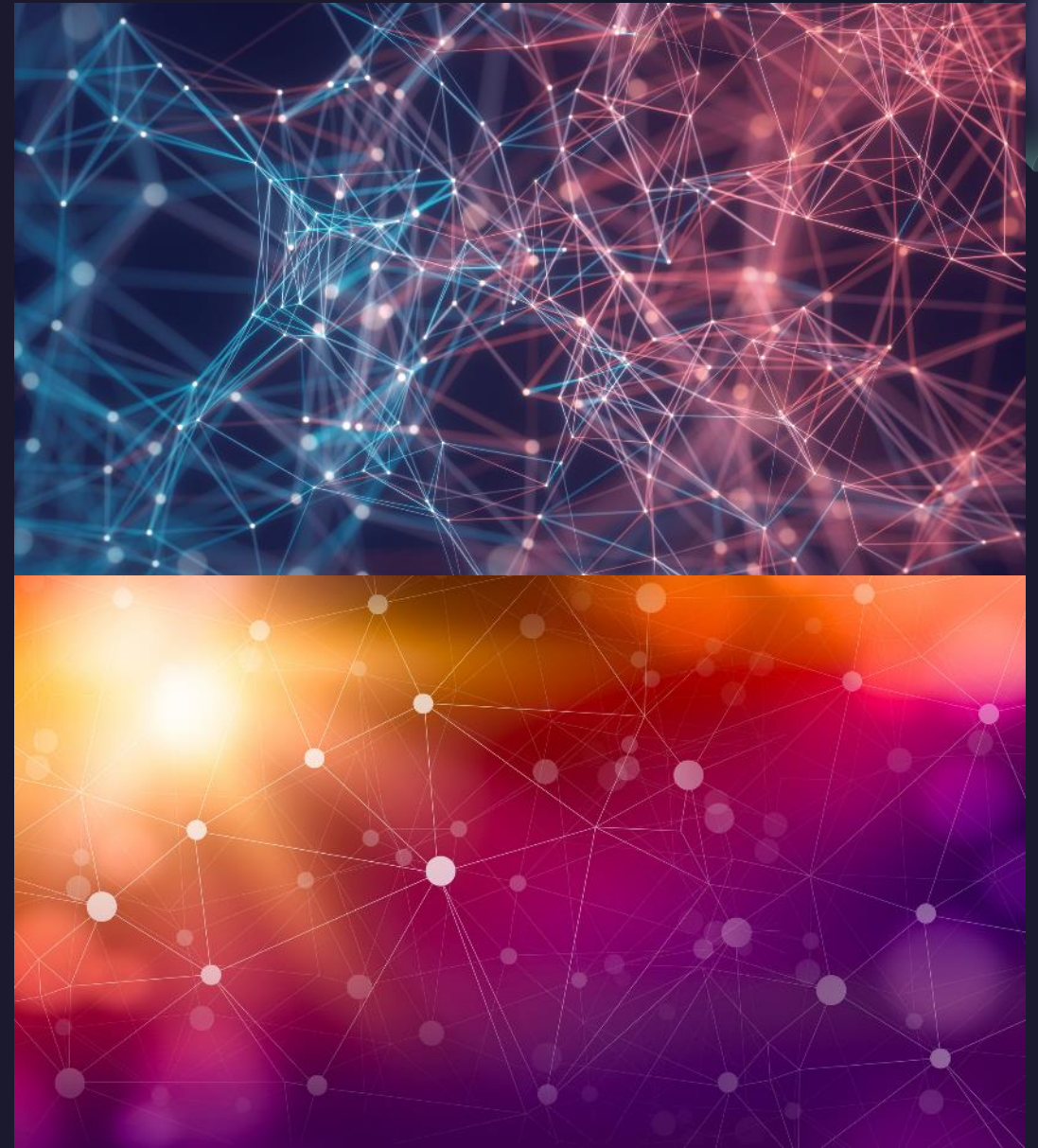



The screenshot shows the website for the County of Santa Cruz Auditor-Controller. The header features the county seal and the text "County of Santa Cruz California" with the tagline "Serving the Community ~ Working for the Future". A navigation menu includes "Government", "Departments", "Living", "Working", "Business", and "Visiting". Below this is a dark green bar with "Auditor - Controller" in white. A breadcrumb trail reads "You are here: Home » Departments » Auditor-Controller Home » Fiscal Meetings". The main heading is "Fiscal Meetings". A bulleted list contains the following items:

- **2019-20 Year End Special District Fiscal Meeting**
 - [Agenda](#)
 - [Budget Preparation for 2020-21](#)
 - [Accounts Payable and Accounts Receivable Deadlines for 2019-20](#)
 - [Accounting Deadlines for 2019-20](#)
 - [EZ ONE report for Fiscal Year End](#)
 - [Video](#)

The footer contains "Terms Of Use | Privacy Statement", "© 2021 County of Santa Cruz", a "Contact Webmaster" link with an envelope icon, and a Facebook icon.

Thank You





2021-2022

Special District

Budgets

AND PROP 4 APPROPRIATIONS (GANN) LIMIT

Dates to Remember

- ▶ Your Board must approve a **Preliminary Budget** on or before June 30, 2021.
 - ▶ ACTTC will load prior year Final Budget if the approved Preliminary Budget is not received prior to June 16, 2021.
- ▶ Your Board must approve a **Final Budget** on or before October 1, 2021.
- ▶ Prop 4 **Appropriations Limit** (Gann Limit) resolution also due on or before October 1, 2021.

Budget Preparation

- ▶ Must provide a revenue budget with detailed GL information along with the expenditure budget.
- ▶ Round your budgets up to **whole dollars**. Do not use the Excel feature “Decrease Decimal” as this will cause rounding errors if you are using formulas.
- ▶ Property tax growth based on 4% projection but use your knowledge of your community and adjust accordingly.
- ▶ Interest rates are expected to decline, we recommend using 0.25% to estimate interest revenue.

Budget Preparation

Current Year Fiscal Information

- ▶ An Excel worksheet with current year budget and YTD actuals as of March 31, 2021, was provided with the budget packet to help facilitate budget preparation.
- ▶ The Budget Memo and Worksheets were emailed on April 19, 2021.

Fund Balance Information

- ▶ Fund balance information will be provided as quickly as possible after the close of the fiscal year. We anticipate this will be by the end of July.
- ▶ A worksheet to assist with balancing your available financing sources was provided with the budget packet.

Budget Submittal

- ▶ Provide a certified (signed) copy of the resolution adopting your Preliminary and Final budgets when they are submitted.
 - ▶ A certified copy of the Board minutes from the meeting the budget is adopted would also be accepted.
- ▶ Submitting a copy of your budget in Excel format is greatly appreciated as it speeds up the process of loading budgets into ONESolution and increases accuracy.



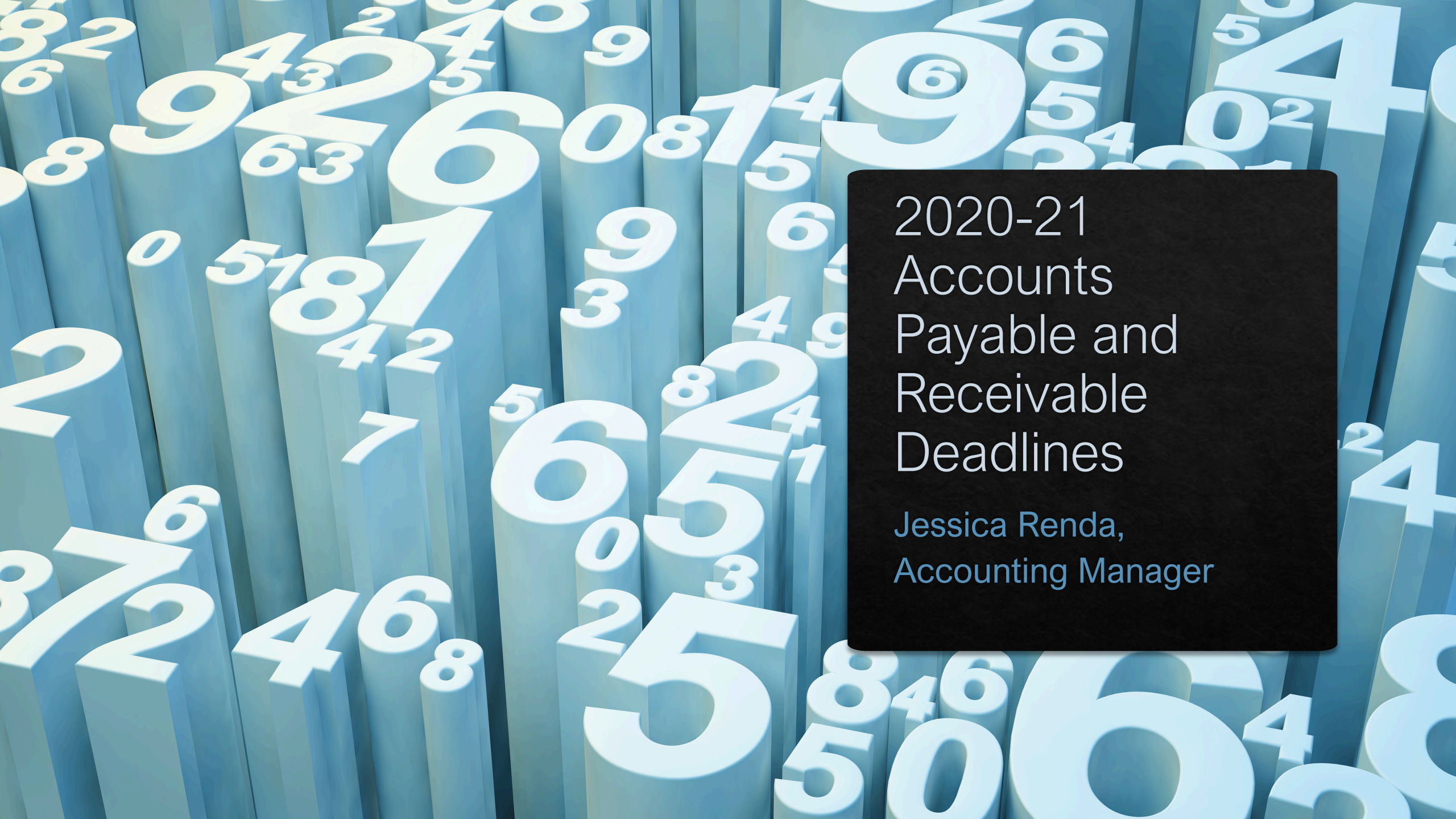
Thank You!

Questions?

Trevor MacGruer

(831) 454-2703

Trevor.MacGruer@SantaCruzCounty.us



2020-21
Accounts
Payable and
Receivable
Deadlines

Jessica Renda,
Accounting Manager

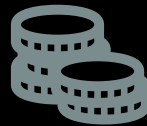
AGENDA



AP Checks Runs



AP Deadlines



Accruals

Expenditure
Revenue



AP Check Runs



Last check run of 2020-21

June 30, 2021



First check run of 2021-22

July 1, 2021

AP Deadline for 2020-21

◇ July 9, 2021

- ◇ Invoices must be approved in workflow and received by the Auditor-Controller's Office by end of day July 9, 2021
- ◇ If AUD Claims keys district transactions, these must be received by July 9, 2021
- ◇ If not received by July 9, must be accrued (instructions to follow)

Invoice dates

- ◇ Enter June 30, 2021 (or before) invoice date if
 - ◇ Actual invoice dated within 2020-21
 - ◇ Goods and services received/performed in 2020-21
 - ◇ OR
 - ◇ Actual invoice dated within 2021-22
 - ◇ Goods and services received/performed in 2020-21

Invoice dates

- ◇ Enter July 1, 2021 (or later) invoice date if
 - ◇ Actual invoice dated within 2020-21
 - ◇ Goods and services received/performed in 2021-22
 - ◇ OR
 - ◇ Actual invoice dated within 2021-22
 - ◇ Goods and services received/performed in 2021-22

ACCRUALS



EXPENDITURE
ACCRUALS



REVENUE
ACCRUALS

EXPENDITURE ACCRUALS

- ◆ Accruals will post an expense to 2020-21, and then reverse the expense in 2021-22.
- ◆ When you process a claim in 2021-22 that has been accrued, the expense will essentially zero out, if the accrual was equal to the actual invoice

	2019-20	2020-21		
Accrual	500.00	(500.00)		
Actual Invoice		500.00	Posted in July	
Expense Incurred	500.00	-		

EXPENDITURE ACCRUALS

Due date July 16, 2021

Should be accrued if

- Services and supplies performed/received in 2020-21 but no invoice received yet or not in Auditor workflow by July 9, 2021

Email accruals to Trevor MacGruer
(Trevor.MacGruer@santacruzcounty.us) – use EX
accrual template or summarize in email/memo

EXPENDITURE ACCRUALS

Debit expense
object (i.e. 62381)
with district GL
key (i.e. 681310)

Credit accounts
payable (20200)
with fund GL key
(i.e. 076495)

REVENUE ACCRUALS

- ◆ Submit revenue accruals to Trevor MacGruer,
Trevor.MacGruer@santacruzcounty.us
- ◆ Use for material revenues that have been earned but 'cash' not received at 6-30-21 (such as grant payments)
- ◆ In conjunction with expenditure accruals, taking into account budgeted amounts
- ◆ Due on July 16, 2021

REVENUE ACCRUALS

- ◆ Revenue accruals will be reversed by Auditor-Controller in the new year

REVENUE ACCRUALS

Due date July 16, 2021

Should be accrued if

- Revenue was earned in 2020-21 but not deposited by June 30, 2021, consider timing (i.e. 12 payments a year, must be consistent with accruals)

Use EX Accrual Template or summarize in email/memo

Email accruals to
Trevor.MacGruer@santacruzcounty.us

REVENUE ACCRUALS

Debit Accounts
Receivable Object
10700 with fund GL
key (i.e. 076495)

Credit revenue
object (i.e 42047)
with departmental
gl key (i.e. 681310)

REVENUE ACCRUALS

Don't forget to use JL keys and
objects (if applicable)



2020-21 Year End Meeting

May 20, 2021

Overview

- Review Financials
- Journal Entries
- Payroll accrual
- Deposits to Treasury
- One Solution Balances

Review financials

- Between now and the end of the year, please review your department financials (all transactions in GL Keys and objects) to ensure proper recording of transactions.
- Any transactions incorrectly recorded can be fixed by entering a journal entry.
- Journal entries to reclass items are due by July 21, 2021

Review financials

- Please review your Character 80 expenses. Character 80 expenses are considered to be capital or fixed asset expenditures. If expenses are not capital or fixed asset, they should be reclassified to supplies and services in character 60.
- Please review your Character 60 expenses for capital or fixed assets. These should be reclassified to character 80.
- If your District uses One Solution for tracking its fixed or capital assets, please submit the necessary AUD98's and AUD43's before July 2, 2021.
- The determination of fixed or capital assets is based on your District's dollar threshold and type of asset or project. Please refer to your District's accounting procedures and guidelines.

Journal Entries

- Except for revenue and expense accruals due on July 16, all other journal entries due by July 21, 2021
 - Ie: reclasses between GL Keys and Objects (reclasses between District division units and revenue/expenditure types)

Journal Entries

- Please email all journal entries to “AudDeposit@santacruzcounty.us”
 - Please do not email to a specific person, as it may be overlooked if someone is out of the office.
- Please make sure the date on the journal entry form is June 30, 2021 if you want the journal entry to post in fiscal year end 2020-21. If the date of the journal entry is a July date, it will post in fiscal year end 2021-22. After July 21, 2021, this can not be corrected.
- Some Districts use the fiscal year end number in their journal entry number, ex: ED22XXXX. Please update, if needed.

Payroll Accrual

100% of PP12 (May 29 - June 11) runs on night of June 15, so post on June 16

100% of PP13 (June 12-25) runs on night of June 29, so post on June 30 for June 30.

30% of PP12 (May 26-June 11) will be accrued to June 30.

Pay Period #12 as a base X 30%, to approximate three days of PP #14 accrual

for Monday June 28 through Wednesday June 30

ACTTC will adjust for any known large changes.

Deposits to Treasury

- Deposits for the last day of the fiscal year is on June 30, 2021
- Treasury will close by 2:00 pm
- Departments should complete their credit card revenue bank transfer to Treasury by 12:00 pm

One Solution Beginning Balances

- For most of the month of July, beginning fund balances may not be current. As journals are posted to “prior” fiscal year end 2020-21 throughout the month of July, the beginning balances do not update automatically.
- The Auditor-Controller’s office will update once or twice a week during the month of July so beginning balances are current as much as possible.
- If you use EZ One for financial reporting, please note that EZ One is one day behind what posted in One Solution.

THANK YOU

THE END

Questions: brian.howard@santacruzcounty.us

ONESolution Upgrade to Finance Enterprise

Marim Fam, Audit and Systems Manager

Name Change

CentralSquare
ONESolution

CentralSquare
Finance Enterprise

ONESolution Upgrade

- Detailed presentation given in the quarterly meetings posted on the county's intranet- Q2 and Q3.
 - Completed the install of FE 20.1 HF7 for the Pre-Production Environment on the county servers.
 - Link: <https://santacruzfinance.co.santa-cruz.ca.us/Production>
 - Links for more details:
 - [Video Finance Enterprise](#)
 - <https://video.centuralsquare.com/watch/KqSCPwaPYnA6GDPFVZr6ce>

New Features

- Upgrade is not too different from the previous version
- New User Interphase:
 - 100% Browser based
 - Enables system on desktops, tablets, and phones
 - Will still need to be connected to GlobalProtect

What is Next

- Effective Date*

Questions Contact

- Marim Fam, Audit and Systems Manager
- 831-454-2691
- Marim.Fam@santacruzcounty.us



EZ ONE REPORTS FOR YEAR END

LAURA BOWERS, CHIEF DEPUTY AUDITOR-CONTROLLER

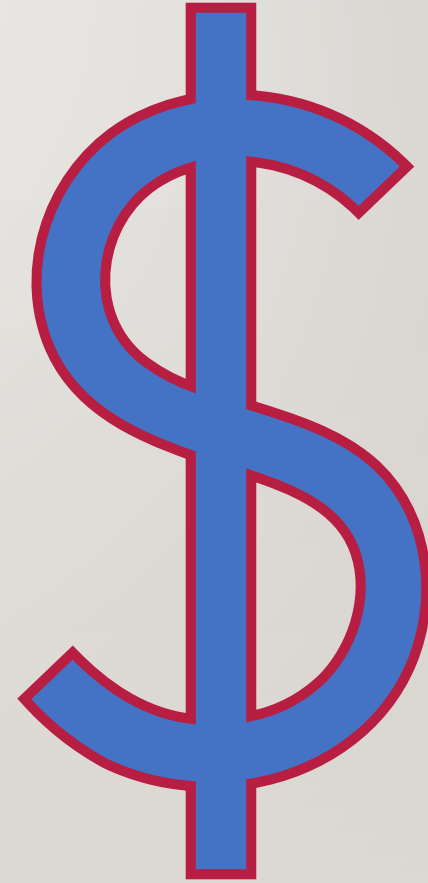
EZ ONE reports

AGENDA

- Budget control
- Revenue and Expenditure
Budget to Actual
- EZ ONE Training Materials
- Bonus report?

BUDGET CONTROL

- Special District budgets are normally controlled at the GL key, and the character level



BUDGET CONTROL

Example GL keys

GLKeys

🔍 GL Key: 10* x Fund Type: 76 x

GL Key	GL Key Title
680100	ALBA RECREATION & PARK DIST
680410	APTOS/LA SELVA FIRE PROTECTION
680420	APTOS/LA SELVA FIRE-CAPITAL OU
680500	AROMAS FIRE PROTECTION DISTR
680600	BEN LOMOND FIRE PROTECTN DIST
680620	BEN LOMOND FIRE-HOST
680810	BOULDER CR FIRE PROTECTN DIST
680815	BOULDER CREEK FPD - MEASURE N
680820	BOULDER CR FIRE-CAPITAL OUTLAY
680900	BOULDER CR RECREATION AND PARK

BUDGET CONTROL

- Character examples are as follows:

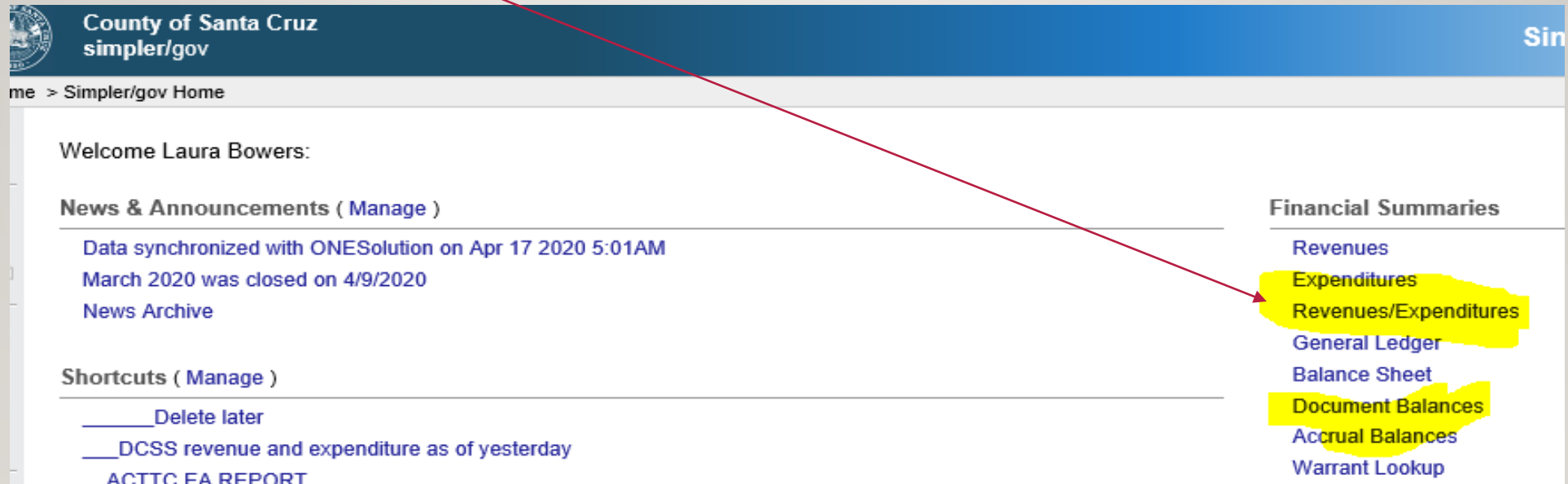
Object Hierarchy

Object Type: GL JL

Character	Character Title
29	OTHER GOVERNMENTAL UNIT REVENUE
50	SALARIES AND EMPLOYEE BENEF
60	SERVICES AND SUPPLIES
70	OTHER CHARGES
80	FIXED ASSETS

EZ ONE BUDGET TO ACTUAL REPORT

- Click Revenues/Expenditures under Financial summaries



The screenshot shows the County of Santa Cruz Simplr/gov website. The header includes the County of Santa Cruz logo and the text "County of Santa Cruz simplr/gov". Below the header, there is a navigation bar with "me > Simplr/gov Home". The main content area is divided into several sections:

- Welcome Laura Bowers:**
- News & Announcements (Manage)**
 - Data synchronized with ONESolution on Apr 17 2020 5:01AM
 - March 2020 was closed on 4/9/2020
 - News Archive
- Shortcuts (Manage)**
 - Delete later
 - DCSS revenue and expenditure as of yesterday
 - ACTTC FA REPORT
- Financial Summaries**
 - Revenues
 - Expenditures
 - Revenues/Expenditures
 - General Ledger
 - Balance Sheet
 - Document Balances
 - Accrual Balances
 - Warrant Lookup

A red arrow points from the bullet point in the list above to the "Revenues/Expenditures" link in the Financial Summaries menu. The "Revenues/Expenditures" link is highlighted in yellow.

EZ ONE BUDGET TO ACTUAL REPORT

- From 'As Of' drop down, select 'yesterday' for most up-to date transactions, then click ok

Financial Summary

- As Of: Last Month End
- Summarize By: Yesterday
- Page Break: For: []
- ▶ Organization Criteria

Character, Object

OK Cancel

EZ ONE BUDGET TO ACTUAL REPORT

- Option 1 - Enter gl key in gl key field OR

Financial Summary Go

• As Of: ...

• Summarize By: ...

• Page Break: ▼

▶ Organization Criteria Hide

• Department:

• Division:

• Section:

• Activity:

• GL Key:

EZ ONE BUDGET TO ACTUAL REPORT

- Option 2 - Enter fund number in in fund field – this is preferred for special districts with multiple GL keys

Financial Summary Go

• As Of: ...

• Summarize By: ...

• Page Break: ▾

▶ Organization Criteria Hide

• Department:

• Division:

• Section:

• Activity:

• GL Key:

▶ Fund Criteria Hide

• Fund Type:

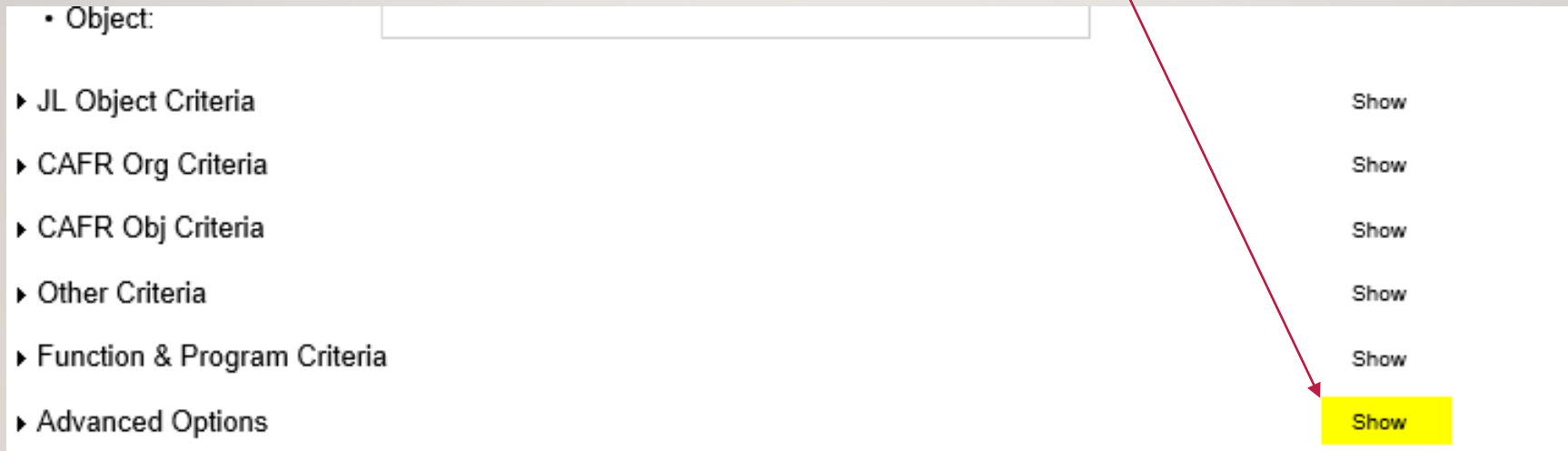
• Fund:

EZ ONE BUDGET TO ACTUAL REPORT

- Scroll to the very bottom of the screen and select 'show' to the right of advanced options

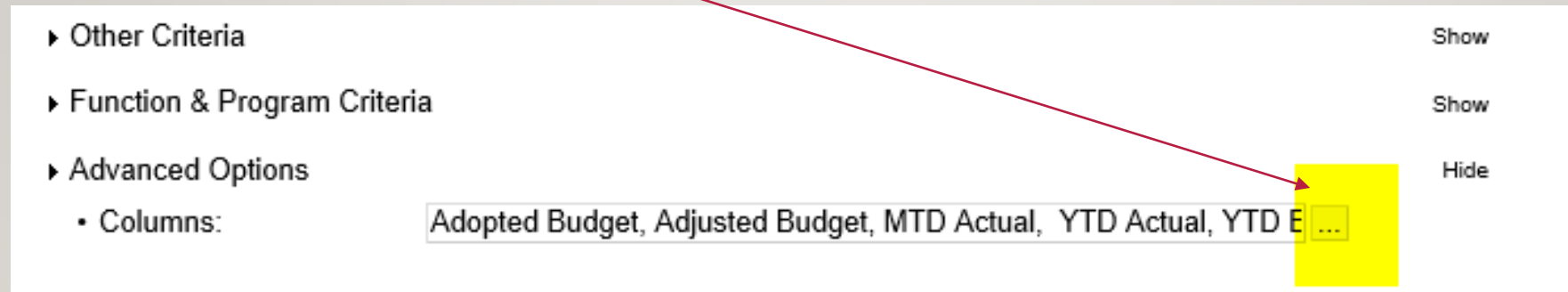
• Object:

▶ JL Object Criteria	Show
▶ CAFR Org Criteria	Show
▶ CAFR Obj Criteria	Show
▶ Other Criteria	Show
▶ Function & Program Criteria	Show
▶ Advanced Options	Show



EZ ONE BUDGET TO ACTUAL REPORT

- Click on the 'builder' next to the columns field



▶ Other Criteria Show

▶ Function & Program Criteria Show

▶ Advanced Options Hide

- Columns: Adopted Budget, Adjusted Budget, MTD Actual, YTD Actual, YTD E ...

The screenshot shows a user interface for configuring a report. It features a list of criteria categories: 'Other Criteria', 'Function & Program Criteria', and 'Advanced Options'. Each category has a 'Show' or 'Hide' button. Under 'Advanced Options', there is a 'Columns' field containing a list of report columns: 'Adopted Budget, Adjusted Budget, MTD Actual, YTD Actual, YTD E ...'. A yellow rectangular button with three dots is positioned to the right of the 'Columns' field, and a red arrow points from the text 'Click on the 'builder' next to the columns field' to this button.

EZ ONE BUDGET TO ACTUAL REPORT

- Remove the 'MTD Actual' checkmark and add a checkmark to 'Variance' and click 'OK'

Adopted Budget, Adjusted Budget, MTD Actual, YTD Actual, YTD Encumbrance, Pct Variance

- Adopted Budget
- Adjusted Budget
- MTD Actual
- QTD Actual
- YTD Actual
- Total Actual
- YTD Encumbrance
- Variance
- Pct Variance

OK Cancel

EZ ONE BUDGET TO ACTUAL REPORT

- Scroll back to the top of the select GL Key for Page Break

Financial Summary Go

• As Of: ...

• Summarize By: ...

• Page Break:

None
GLKey
Revenue/Expenditure
Character
Object

▶ Organization Criteria Hide


• Department:

EZ ONE BUDGET TO ACTUAL REPORT

- click 'Go' to run the query

Financial Summary

- As Of: ...
- Summarize By: ...
- Page Break: ▼



EZ ONE BUDGET TO ACTUAL REPORT

- Resulting report should look like this:

Financial Summary

As Of: Yesterday x Summarize By: GLKey, Revenue/Expenditure, Chara x Fund: 76495 x

Object	Title	YTD Adopted Budget	YTD Adjusted Budget	Year-To-Date Actual	Year-To-Date Encumbrance	Year-To-Date Variance
GL Key 681310 -- CENTRAL FIRE PROTECTN DIST-OPS						
Revenues						
Character 01 -- TAXES						
40100	PROPERTY TAX-CURRENT SEC-GEN	17,482,180.00	17,482,180.00	16,541,615.24	0.00	940,564.76
40106	RESIDUAL DISTRIBUTION	0.00	0.00	76,416.04	0.00	(76,416.04)
40110	PROPERTY TAX-CURRENT UNSEC-GEN	353,090.00	353,090.00	341,163.57	0.00	11,926.43
40130	PROPERTY TAX-PRIOR UNSEC-GEN	25,000.00	25,000.00	33,536.43	0.00	(8,536.43)
40150	SUPP PROP TAX-CURRENT SEC	380,000.00	380,000.00	198,762.77	0.00	181,237.23
40151	SUPP PROP TAX-CURRENT UNSEC	10,000.00	10,000.00	3,032.79	0.00	6,967.21
40160	SUPP PROP TAX-PRIOR SEC	5,000.00	5,000.00	16,336.52	0.00	(11,336.52)
40161	SUPP PROP TAX-PRIOR UNSEC	3,000.00	3,000.00	6,895.75	0.00	(3,895.75)

EZ ONE BUDGET TO ACTUAL REPORT

- Note, the variance column for each character shows how much budget is not received yet (for revenues) or is remaining (for expenditures) for each character:

Financial Summary

As Of: Yesterday × Summarize By: GLKey, Revenue/Expenditure, Charac × Fund: 76495 ×

Object	Title	YTD Adopted Budget	YTD Adjusted Budget	Year-To-Date Actual	Year-To-Date Encumbrance	Year-To-Date Variance
Total Character 23		0.00	0.00	93,554.41	0.00	(93,554.41)
Total Revenues		19,626,244.00	19,626,244.00	18,007,081.76	0.00	1,619,162.24
Expenditures						
Character 50 -- SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	6,505,030.00	6,505,030.00	5,314,449.40	0.00	1,190,580.60
51005	OVERTIME PAY-PERMANENT	1,505,132.00	1,505,132.00	1,338,780.91	0.00	166,351.09
51010	REGULAR PAY-EXTRA HELP	59,400.00	59,400.00	55,964.50	0.00	3,435.50
51025	REGULAR PAY-CALL BACK	14,000.00	14,000.00	0.00	0.00	14,000.00
51035	HOLIDAY PAY	485,259.00	485,259.00	407,964.31	0.00	77,294.69
51040	DIFFERENTIAL PAY	15,000.00	15,000.00	16,367.26	0.00	(1,367.26)
52010	OASDI-SOCIAL SECURITY	124,295.00	124,295.00	118,373.32	0.00	5,921.68
52015	PERS	2,765,615.00	2,765,615.00	2,594,915.98	0.00	170,699.02
53010	EMPLOYEE INSURANCE & BENEFITS	2,725,652.00	2,725,652.00	1,841,562.13	0.00	884,089.87
53015	UNEMPLOYMENT INSURANCE	10,640.00	10,640.00	8,761.40	0.00	1,878.60
54010	WORKERS COMPENSATION INSURANCE	744,756.00	744,756.00	744,756.00	0.00	0.00
55020	SICK LEAVE RESERVE	399,567.00	399,567.00	232,491.91	0.00	167,075.09
Total Character 50		15,354,346.00	15,354,346.00	12,674,387.12	0.00	2,679,958.88

NEXT STEP



Save shortcut if you don't have a shortcut for this report already (refer to EZ ONE training materials)

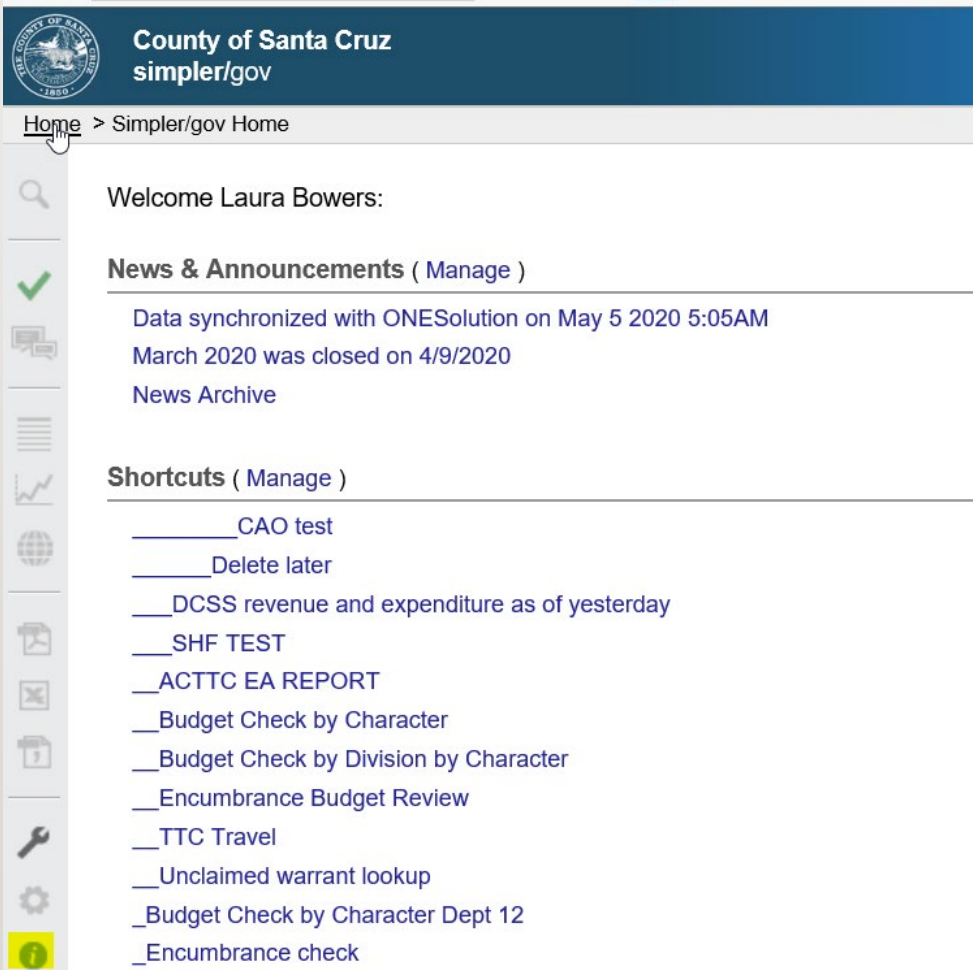
Home

Financial Summary

As Of: Yesterday x Summarize By: GLKey, Revenue/Expenditure, Chara x Fund: 76495 x

Object	Title	YTD Adopted Budget	YTD Adjusted Budget	Year-To-Date Actual	Year-To-Date Encumbrance	Year-To-Date Variance
Total Character 23		0.00	0.00	93,554.41	0.00	(93,554.41)
Total Revenues		19,626,244.00	19,626,244.00	18,007,081.76	0.00	1,619,162.24
Expenditures						
Character 50 -- SALARIES AND EMPLOYEE BENEF						
51000	REGULAR PAY-PERMANENT	6,505,030.00	6,505,030.00	5,314,449.40	0.00	1,190,580.60
51005	OVERTIME PAY-PERMANENT	1,505,132.00	1,505,132.00	1,338,780.91	0.00	166,351.09
51010	REGULAR PAY-EXTRA HELP	59,400.00	59,400.00	55,964.50	0.00	3,435.50
51005	REGULAR PAY-EMPLOYEE	11,888.00	11,888.00	0.00	0.00	11,888.00

EZ ONE TRAINING MATERIALS



The screenshot shows the homepage of the County of Santa Cruz Simplifier/gov website. At the top left is the County of Santa Cruz seal. The header text reads "County of Santa Cruz" and "simpler/gov". Below the header is a breadcrumb trail: "Home > Simplifier/gov Home". A search icon is visible on the left sidebar. The main content area includes a welcome message: "Welcome Laura Bowers:". Below this is a section titled "News & Announcements (Manage)" with a green checkmark icon. The news items include: "Data synchronized with ONESolution on May 5 2020 5:05AM", "March 2020 was closed on 4/9/2020", and "News Archive". Another section titled "Shortcuts (Manage)" contains a list of links: "_ CAO test", "_ Delete later", "_ DCSS revenue and expenditure as of yesterday", "_ SHF TEST", "_ ACTTC EA REPORT", "_ Budget Check by Character", "_ Budget Check by Division by Character", "_ Encumbrance Budget Review", "_ TTC Travel", "_ Unclaimed warrant lookup", "_ Budget Check by Character Dept 12", and "_ Encumbrance check". A yellow information icon is at the bottom of the sidebar.

EZ ONE TRAINING MATERIALS

Select an option from the choices below:

Information & Help

- [Quick Start Guide](#)
- [EZ One Training \(slideshow\)](#)
- [Wildcards & Operators](#)
- [Chart of Accounts Reference](#)
- [EZFAMIS](#)

EZ One Training Videos

- [Data & Chart of Accounts \(5:12\)](#)
- [Logging In & Home Page](#)
- [Data As The User Interface](#)
- [How to Create a Shortcut \(3:11\)](#)

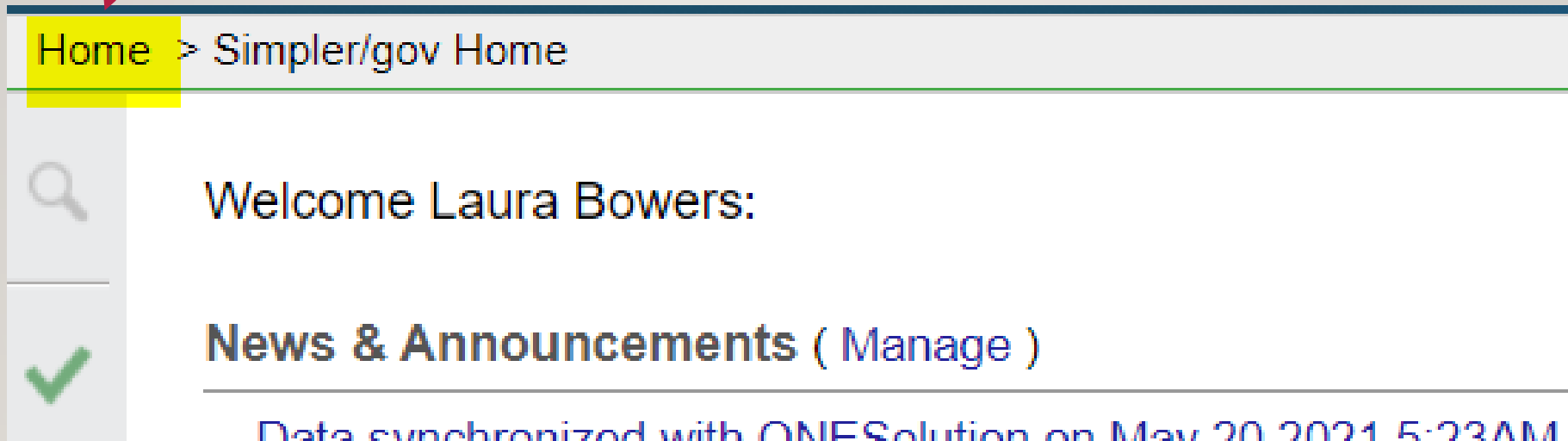
BONUS REPORT!

- EXPENDITURES BY VENDOR REPORT



EXPENDITURES BY VENDOR

- Click 'home' in the upper left corner to return to home screen



EXPENDITURES BY VENDOR

- Select 'Expenditures' under Financial Summaries

Financial Summaries

Revenues

Expenditures

Revenues/Expenditures

General Ledger

Balance Sheet

Document Balances

Accrual Balances

Warrant Lookup

EXPENDITURES BY VENDOR

- Select 'Yesterday' for As Of Dropdown
- Summarize by Fund or GL Key and Vendor
- Click OK

Expenditure Financial Summary Go

• As Of: ...

• Summarize By: ...

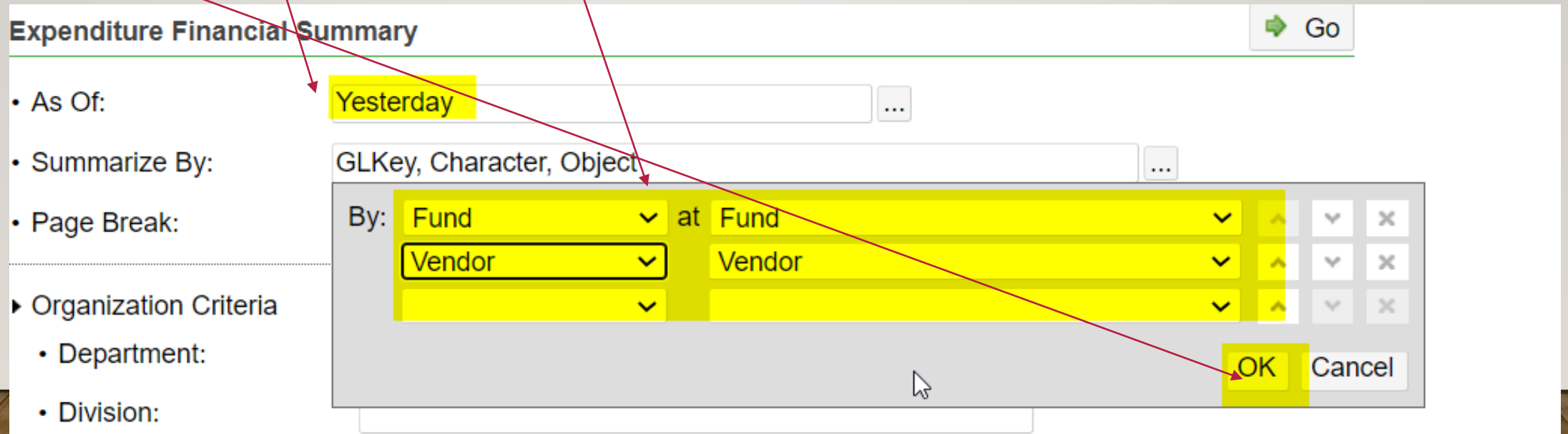
• Page Break:

▶ Organization Criteria

- Department:
- Division:

By:	Fund	▼	at	Fund	▼	▶	▼	×
	Vendor	▼		Vendor	▼	▶	▼	×
		▼			▼	▶	▼	×

OK Cancel



EXPENDITURES BY VENDOR

- Select 'Yesterday' for As Of Dropdown
- Summarize by Fund or GL Key and Vendor
- Click OK

Expenditure Financial Summary Go

• As Of: ...

• Summarize By: ...

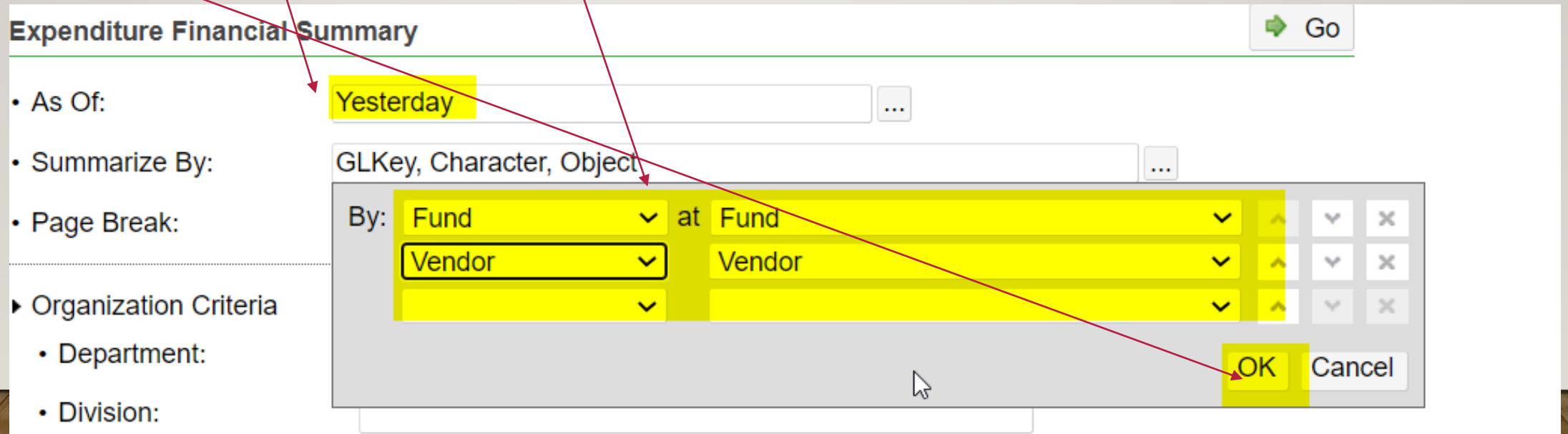
• Page Break:

▶ Organization Criteria

- Department:
- Division:

By:	Fund	▼	at	Fund	▼	▶	▼	×
	Vendor	▼		Vendor	▼	▶	▼	×
		▼			▼	▶	▼	×

OK Cancel



EXPENDITURES BY VENDOR

- Enter your Fund OR Your GL Key in the correct field

The screenshot shows a web form with two main sections: 'Organization Criteria' and 'Fund Criteria'. The 'Organization Criteria' section includes fields for Department, Division, Section, Activity, and GL Key. The 'Fund Criteria' section includes fields for Fund Type, Fund, and Sub-Fund. The 'GL Key' and 'Fund' fields are highlighted in yellow. Red arrows point from the text 'Enter your Fund OR Your GL Key in the correct field' to these two fields. The 'GL Key' field is currently empty, while the 'Fund' field contains the value '76495'. There are 'Hide' buttons to the right of each section, and a mouse cursor is visible near the 'Division' field.


▶ Organization Criteria		Hide
• Department:	<input type="text"/>	
• Division:	<input type="text"/>	
• Section:	<input type="text"/>	
• Activity:	<input type="text"/>	
• GL Key:	<input type="text"/>	
▶ Fund Criteria		Hide
• Fund Type:	<input type="text"/>	
• Fund:	<input type="text" value="76495"/>	
• Sub-Fund:	<input type="text"/>	

EXPENDITURES BY VENDOR

- Scroll down to advanced options and 'show'

▶ Advanced Options


Show



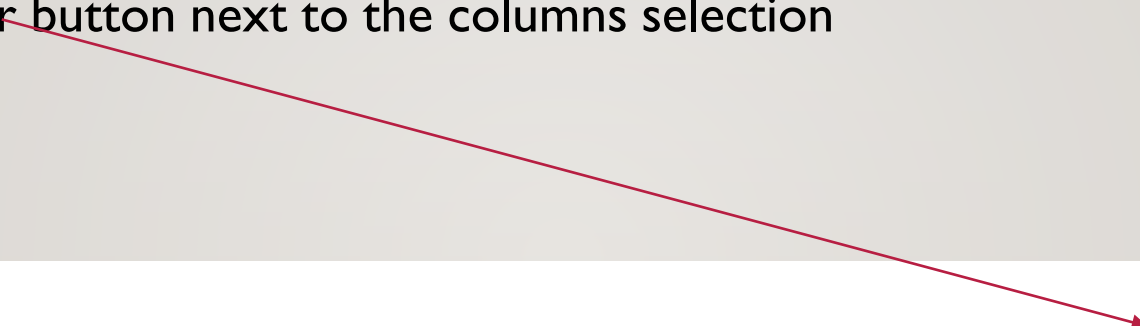
EXPENDITURES BY VENDOR

- Click the builder button next to the columns selection

▶ Advanced Options

- Columns: Adopted Budget, Adjusted Budget, MTD Actual, YTD Actual, YTD E 

Hide



EXPENDITURES BY VENDOR

- Remove checkmarks for all EXCEPT YTD Actual

Advanced Options Hide

• Columns: Adopted Budget, Adjusted Budget, MTD Actual, YTD Actual, YTD E ...

- Adopted Budget
- Adjusted Budget
- MTD Actual
- QTD Actual
- YTD Actual
- Total Actual
- YTD Encumbrance
- Variance
- Pct Variance
- Pct Spent

OK Cancel

EXPENDITURES BY VENDOR

- Scroll back to the top and click 'Go'


Expenditure Financial Summary

• As Of: ...

• Summarize By: ...

• Page Break: ▾

▶ Organization Criteria Hide



EXPENDITURES BY VENDOR

- View results

Expenditure Financial Summary

As Of: Yesterday ... x Summarize By: Fund, Vendor ... x Fund: 76495 x

Vendor No	Vendor Name	Year-To-Date Actual
Fund 76495 -- CENTRAL FIRE PROTECTION DISTRI		
		11,938,454.97
C99999	DEP	(43,053.51)
V101056	APTOS HARDWARE INC.	25.79
V101075	SANTA CRUZ PUBLIC WORKS, COUNTY OF	545.54
V101813	MYERS-STEVENSON & TOOHEY	2,404.00
V102391	MCMASTER-CARR SUPPLY COMPANY	18,749.97
V102400	C A P F F	20,266.50
V102715	SANTA CRUZ PORT DISTRICT	83.13
V103096	BAUER SAN FRANCISCO	3,079.17
V103374	MONTEREY BAY AIR RESOURCES DISTRICT	1,422.00
V103446	FIRE DISTRICTS ASSN OF CA	600.00

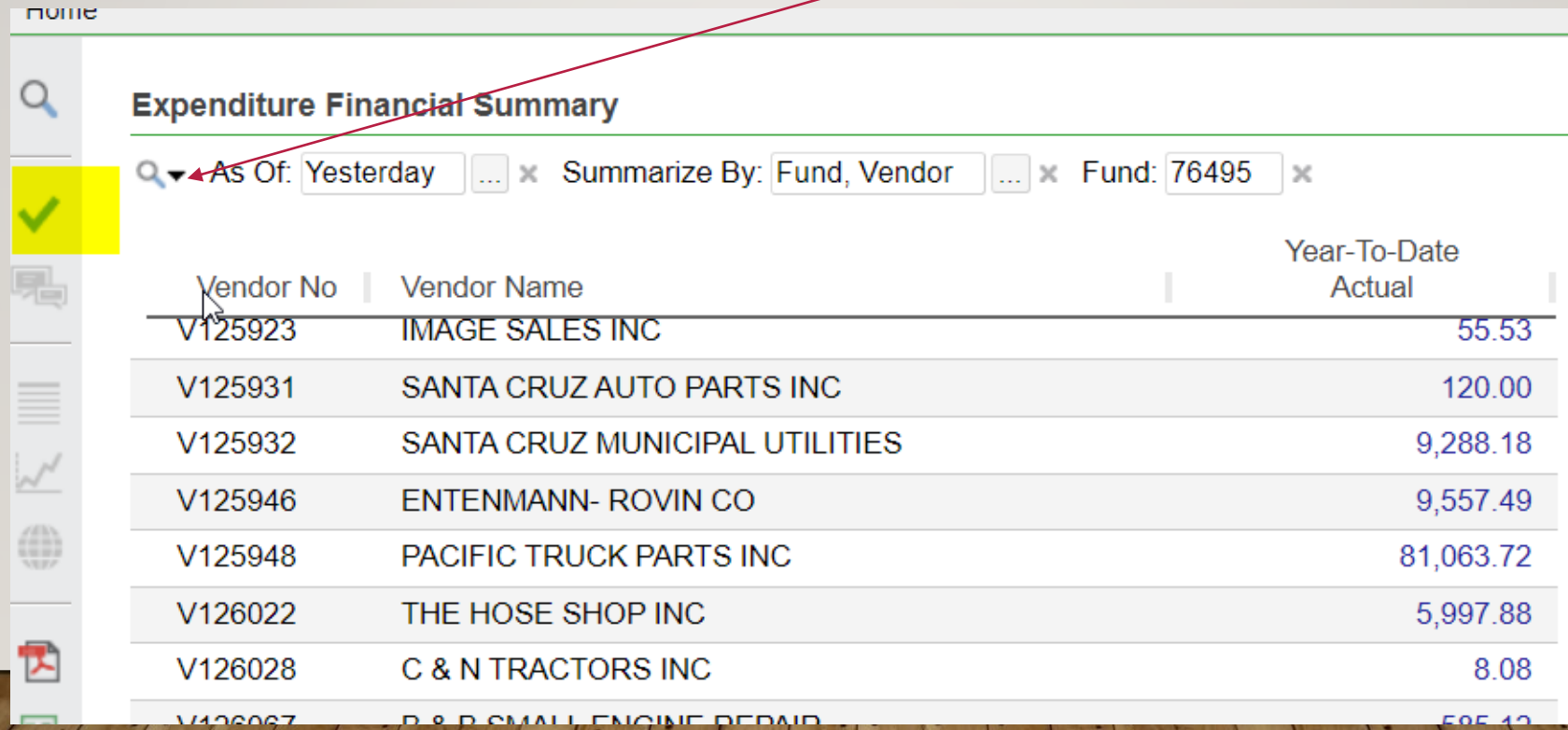
EXPENDITURES BY VENDOR

- Drill on any actuals for further review

Expenditure Actual Transactions										
Item No	En Type	PR Nbr	Fund	GLKey	Organization	GL Obj	Amount	Vendor No	Vendor Name	Description
Fund 76495 -- CENTRAL FIRE PROTECTION DISTRI										
Vendor V126318 -- CHARTER COMMUNICATIONS HOLDINGS LLC										
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 7/3/20-8/2/20
			76495	681310	68130000	61221	101.47	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 8/3/20-9/2/20
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 9/3/20-10/2/20
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 10/3/20-11/2/20
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 11/3/20-12/2/20
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 12/3/20-1/2/21
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 1/3/21-2/2/21
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 2/3/21-3/2/21
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 3/3/21-4/2/21
			76495	681310	68130000	61221	99.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 4/3/21-5/2/21
			76495	681310	68130000	61221	104.98	V126318	CHARTER COMMUNICATIONS HOLDINGS L	S-4 Internet - 5/3/21-6/2/21
Total Vendor V126318							1,106.27			
Total Fund 76495							1,106.27			

EXPENDITURES BY VENDOR

- Click back to get to Summary Report and Save Shortcut!



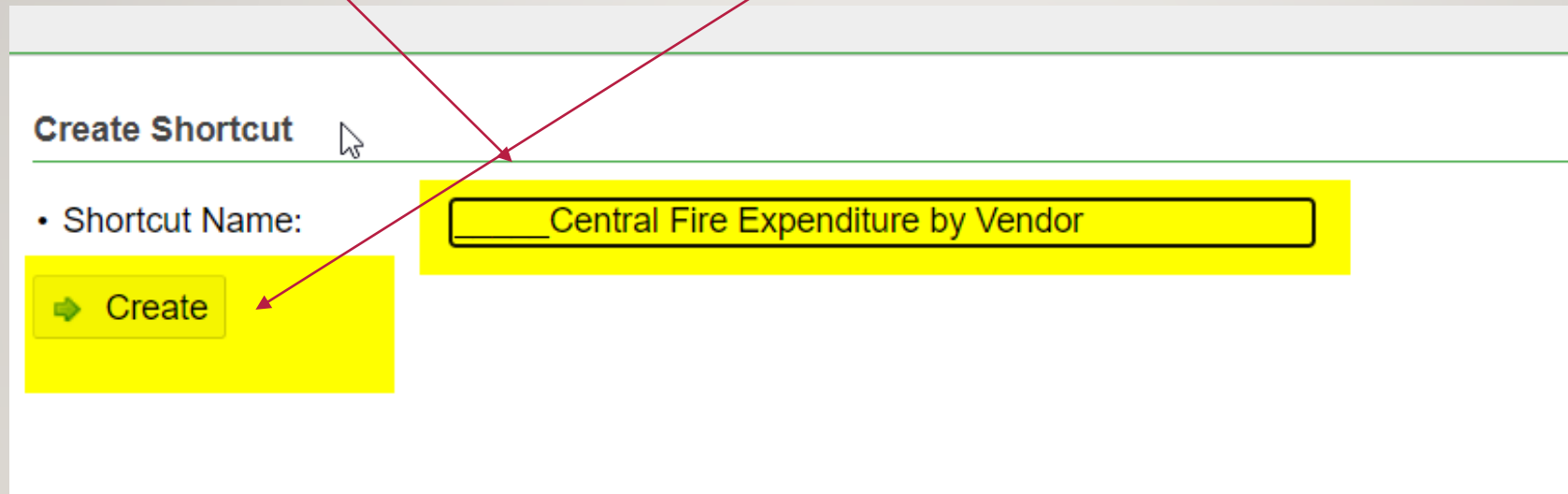
Expenditure Financial Summary

As Of: Yesterday Summarize By: Fund, Vendor Fund: 76495

Vendor No	Vendor Name	Year-To-Date Actual
V125923	IMAGE SALES INC	55.53
V125931	SANTA CRUZ AUTO PARTS INC	120.00
V125932	SANTA CRUZ MUNICIPAL UTILITIES	9,288.18
V125946	ENTENMANN- ROVIN CO	9,557.49
V125948	PACIFIC TRUCK PARTS INC	81,063.72
V126022	THE HOSE SHOP INC	5,997.88
V126028	C & N TRACTORS INC	8.08
V126067	B & B SMALL ENGINE REPAIR	595.12

EXPENDITURES BY VENDOR

- Give Shortcut a Name and click Create



The screenshot shows a 'Create Shortcut' form. The title 'Create Shortcut' is at the top left. Below it is a text input field with the text 'Central Fire Expenditure by Vendor'. To the left of the input field is the label 'Shortcut Name:'. Below the input field is a yellow button with a green arrow and the text 'Create'. Two red arrows point from the text 'Give Shortcut a Name and click Create' to the input field and the 'Create' button respectively.

Create Shortcut

- Shortcut Name:

➔ Create

EXPENDITURES BY VENDOR

- Shortcut will Forever be saved under 'shortcuts' (unless you remove it)

Shortcuts (Manage)

!COVID19 JL keys by dept payroll

!Covid19byJLKeyLastMonth

_____ Central Fire Expenditure by Vendor



The End