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SECTION I
BUSINESS OFFICE ROLES
BUSINESS OFFICE STAFF & RESPONSIBILITIES

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Budget Development, administration and long range financial planning for the district, administration of the overall business and operations of the district

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Senior Budget & Accounting Technician  
Payroll, retirement, student attendance reporting, accounts receivables, deposits, cafeteria reporting, developer fees, scholarships, MAA reporting

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Timesheets, facility use, coaches

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Administrative Technician  
Staff attendance & substitute reporting, school business forms, interview packets, fixed asset management program, leave accruals, certificate of insurance requests

Business Office Fax:  530-538-2308
SECTION II
PAYROLL
Payroll

Extra duty and overtime must be preapproved by the employee’s supervisor prior to the time being worked.

All timesheets are completed electronically. They are located on the district website under District Forms → Payroll

- Be sure to complete the work performed section of the timesheet and only put extra time worked outside of your normal contracted hours.
- Timesheets are due by 4pm on the 25th of each month (except November and December – Due on the last working day prior to the 25th), to be paid on the 10th of the following month (or Friday before if the 10th is a weekend day).
- All coding must be completed by the supervisor approving the time.
- If payroll doesn’t understand the timesheet regarding hours worked, or if anything is incorrect on the timesheet, it will be sent back for corrections.

Teachers that earn comp periods and wish it to be paid will be paid at the current class coverage rate on the extra duty salary schedule. Teachers are responsible for notifying the administrative secretary regarding compensation prior to the timesheet due date.

Classified staff that work overtime and request to receive comp time off instead of overtime pay requires supervisor approval. If approved, comp time off is earned at the same rate as paid overtime is earned: 1.5 or 2 x overtime hours worked. Comp time must be used within one year of earning it, otherwise it will be paid as overtime.

Federal and State withholding forms can be completed in your Escape employee portal. They are completed and submitted electronically in the portal.
All completed payroll forms and any questions should be directed to the Senior Budget and Accounting Technician.
SECTION III
BUSINESS FORMS
Reimbursement Forms

The reimbursement claim form may be used in those instances when processing a purchase order is not practical or if a particular vendor does not accept purchase orders. Reimbursement claim forms should generally be used as a last resort, not as an alternative to the purchase order process. Reimbursement amounts are limited to a $200 outstanding balance at any given time.

The travel expense reimbursement form is completed for any mileage, lodging, parking and meal expenses that occur while traveling to, during and from a work related event. The specific purpose of the travel/conference must be included when submitting the form. Receipts for meals are not required and will be paid at the current per diem individual meal rates (not to exceed the daily total amount) listed on the reimbursement form. Reimbursements for meals will not be paid when the conference or event is providing them. Mileage reimbursements will be made at the current IRS standard mileage rate.

Board Policy 3550 states that the most logical and least expensive option for transportation must be used, with consideration given to distance, time and total cost. For required overnight stays, the district will only pay for a standard single room for individual employees. Employees are expected to share a room with other employees attending the same event when possible.

The district does not reimburse for personal expenses, including: tips, alcohol, entertainment, laundry, expenses incurred from non-district employees accompanying employees, personal losses or traffic violation fees.

All reimbursement forms must be submitted within 60 days of the expense incurred.

**FORMS MUST BE COMPLETED ELECTRONICALLY – LOCATED ON THE DISTRICT WEBSITE UNDER DISTRICT FORMS → FINANCIAL FORMS**
SECTION IV
REQUISITIONS/PURCHASE ORDERS
Expenditures & Purchases

The Superintendent or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in Public Contract Code 20111, beyond which a competitive bidding process is required. The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price. When price, fitness, and quality are equal, recycled products shall be preferred when procuring materials for use in district schools and buildings.

All purchases shall be made by formal contract or purchase order or shall be accompanied by a receipt. In order to eliminate the processing of numerous small purchase orders, the purchaser may create a "blanket" or "open" purchase order system for the purchase of minor items as needed from a vendor. He/she shall ensure that the "open" purchase order system details a maximum purchase amount, the types of items that can be purchased under this order, the individuals authorized to approve purchases, and the expiration date of the "open" order.

The California Public Contracts Code Section 20111 has established a threshold of $109,300 for any purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district (excluding construction services.) Bids must be solicited for purchases meeting this threshold. You must contact the Chief Business Official for assistance with this process.

All purchases with an individual cost of $5,000 or more, which are made using federal funds, must go through the capital outlay approval process. You must contact the Chief Business Official for assistance with this process.
Gift Cards

Purchasing gift cards for any purpose are strictly prohibited unless specifically authorized by the Chief Business Official.

Gift cards should never be purchased for use by any district employee to purchase any goods or services on behalf of the district.

Any purchases of gift cards with district funds without prior approval or in violation of these procedures may become the personal financial responsibility of the employee.

When authorized, gift cards are subject to strict accounting policies. All gift cards must be treated like cash with specific accounting procedures including inventory tracking and signatures showing final receipt of the gift card by the final recipient. All accounting procedures for the purchase of gift cards must be approved by the Chief Business Official or designee.

Gifts

The California Constitution, Article 16, section 6 prohibits making any gift of public money or thing of value to any individual including public employees.

Expenditures of school funds must be for a direct and primary public purpose to avoid being a gift. An approved public purpose must be within the scope of a school district’s jurisdiction and purpose, which does not extend to purposes such as aid to the indigent or the promotion of social welfare.

Public funds may be expended only if a direct and substantial public purpose is served by the expenditure and private individuals are benefited only incidentally to the promotion of the public purpose. Expenditures that most directly and tangibly benefit students’ education, as determined by the governing board, are more likely justified. Expenditures driven by personal motives are not justified even if they have been a longstanding local custom or are based on benevolent feelings.
District Credit Cards

Any purchases done without prior approval or in violation of these procedures may become the personal responsibility of the employee. Any deviation from the procedures listed below require Chief Business Official approval. Please contact accounts payable for any questions regarding these procedures.

- District credit cards should never be used to circumvent established purchasing procedures.
- Purchase will be aligned to the funding source and district objectives.
- All receipts will be submitted to accounts payable immediately following the purchase made.
- Tips for meals or services should never be included in credit card charges.
- ASB purchases are not to be charged to a district credit card.
- The card owner must follow-up immediately with US Bank for fraudulent charges and lost or stolen cards. The US Bank customer service number is: 1-800-344-5696. You must notify the Chief Business Official if this occurs.

Federal Grants

Expenditures from federal grants are subject to a higher level of scrutiny. The District’s Internal Control manual for federal grants was developed to identify the fiscal controls and measures that are in place to ensure all requirements are met.

This sets forth the policies and procedures used by the Oroville Union High School District to administer federal funds. It contains the internal controls and grant management standards used by the District to ensure that all federal funds are lawfully expended. It describes in detail the District’s financial management system, including cash management procedures, procurement policies, inventory management protocols, procedures for determining the allowability of expenditures, time and effort program funds are expected to review this manual to gain familiarity and an understanding of the District’s procedures and practices.
The controls are designed to ensure compliance with the U.S. Education Department’s General and Administrative Regulations (EDGAR).

It includes references to the Code of Federal Regulations (CFR) to identify the specific citation in the regulations.

It also supports the board policy governing federal grant funds (AR 3230).

The Internal Control Procedures for Federal Grants manual can be found on the District’s website under District Forms ➔ Federal Grants.

Fixed Asset Management Program (FAMP)

The District’s fixed asset management program is used to record and track any purchase of equipment or facility improvement with an individual cost of $500 or more (including tax and shipping). All fixed asset purchases must be made using the District’s expenditure procedures. Fixed asset items purchased by the Associated Student Body or their individual clubs are also tracked in FAMP.

When an item is purchased that meets the fixed asset threshold it must be recorded into the District’s FAMP system. The form for a new purchase must be completed by the purchaser and sent to the Administrative Technician at the District Office. A barcode sticker must be placed on the item prior to putting the item into use. The purchaser can request a barcode sticker from the principal’s administrative secretary at each site. If the item will not hold a barcode sticker then the barcode number assigned must be written on the item in a clear manner.

Items with a value of $500 or more that are donated to the District or Associated Student Body must also be placed in the FAMP system. The item being donated must be approved by the governing board.

Any district-owned personal property that is unusable, obsolete, or no longer needed, must be presented to the governing board to approve whether the property will be donated, sold, or otherwise disposed of as prescribed by law and
board policy. The individual requesting for the items to be disposed of must complete the FAMP disposal form and submit it to the Administrative Technician to be placed on the board agenda. If approved, the Administrative Technician will notify the requestor of the board’s decision and the items will be removed from the FAMP system. These items must then be disposed of in the approved manner and removed from district property.

The new equipment form and disposal form can be found on the District’s website under District Forms → FAMP

Any questions regarding fixed assets should be directed to the Administrative Technician.
Purchases are initiated by creating a requisition in Escape.

The Chief Business Official can be contacted to request initial user access. Escape will be installed on your work computer, but can also be accessed offsite with Escape Online 6. Online 6 can be used to create basic requisitions and make approvals. While the screens may not work well with phones, using home computers, laptops and tablets allows user access without having to physically be in the district.
Work Flow of Purchase Requisition

Purchasing

Requisitions entered by
1. AP/Purchasing Tech
2. Budget & Acct Tech
3. Facilities, IT, Transportation
4. Education Services

Approved by
Department Head
AP/Purchasing Tech

FINAL APPROVAL FOR ALL REQUISITIONS
Chief Business Official

Site Purchasing

Requisitions entered by
1. Site Admin Secretary
2. Department Chairs
3. Teachers/Other Site Staff

Approved by
Department Chairs
Site Principals
AP/Purchasing Tech
Director of Student Services & SPED
Assistant Superintendent of C & I

FINAL APPROVAL FOR ALL REQUISITIONS
Chief Business Official

AP/Purchasing Tech
Purchase Orders are printed and sent to vendors
Creating A Requisition In Escape

From the activity tree, select:

1. Finance
2. Requisitions
   3. Vendor Requisitions
   4. New

A drop down list will appear when New is selected. Selection choices are: Custodial & Maintenance, Dist Office Business, Food Service, General Purchases, Leases & Utilities, Transportation or Travel and Conference. *The majority of the users will use General Purchases.*
After making your selection, you will enter the requisition screen.

The mandatory items on the Main screen, the order type and vendor ID, the Items tab and the Accounts tab must be completed to successfully submit a requisition for approval.

5. Select an order location from the drop down list on the right side of the screen of the Order Location field. Double-click the appropriate location or type the number in and hit enter.
Type a comment on the Comment line to describe what is being purchased. Also complete the Order Type field by clicking on the drop down list and double-clicking the appropriate selection. The choices are:

- **Blanket P.O.** – very few blanket P.O.s will be issued to non-DO staff. The exceptions to this are the Cal Card requisitions that are completed to reserve funds for card use, as well as requisitions for the Transportation, Maintenance and Cafeteria departments. Please confirm with Accounts Payable staff prior to using this selection.
- **Direct Payment** – only to be used by Accounts Payable staff.
- **P.O. w/o receiving** – use this when you will not be receiving physical items, such as for services or travel expenses, dues or membership fees.
- **P.O. w Receiving** – use this when you will be receiving a physical item for which Accounts Payable staff must be notified upon receipt.

Next, you will select a Vendor ID. By typing the first two letters of a vendor’s name, you can access a drop down box on the right side of the field from which the vendor is selected. If you do not find your vendor, enter 9999 for the code.
FOR LP ONLY, MAKE SURE TO CHANGE THE TAX TO 7.25 IF IT IS BEING DELIVERED TO THE SCHOOL.

6.  *Click on the Items tab  
    *Click on New.  
    *Enter the Order Quantity  
    *Description of the item being purchased  
    *The Unit Price & Indicate whether the purchase is Taxable. (Make sure to only put the amount before taxes.)
If entering only one item, click on Save/Close.

If entering multiple items, click on Save/New and enter each item to be purchased. After the last item you will then click Save/Close. If there are many items to be purchased, “See Attached List” can be typed into the Description field, with a qty of 1 and total amount of the purchase in the Unit Price field. You must attach a list of items using the Attachments tab. If you are purchasing an item and out-of-state sales tax is not charged by the vendor, you will still indicate that sales tax is applicable.
7. Click on the Accounts tab, then click on New. Enter the appropriate account code for your purchase.

8. To include an attachment to your requisition, scan your document and save it to your computer. Attachments can be saved in many formats. For this example the document is saved as a PDF file. Click on the Attachments tab, then click New. Click on the drop down box on the far right of the “File to Attach” field. Find the file saved on your computer and double-click it to select.
The file is now attached to the requisition. Click Save/Close.

9. Click on Tasks. The first item on the drop down list is Submit. Select this option. The requisition’s status will change to submitted.

If it gives you an error saying it can’t be submitted due to insufficient funds, save/close it and email the AP Tech with the requisition number for submission.
Viewing a Requisition or Check Progress

Go to Finance-Requisition- Vendor Requisition

Either type in the VR# or your last name but make sure you put the fiscal year you are researching it for. Then hit Go.

The status of the requisition can be seen from the resulting list. You can review the requisition, where it is in the approval process, attachments or notes by double-clicking on any requisition listed.
Ordering From Amazon

Finance

1. Requisition
   a. Vendor Requisition
      i. New
- Requisition tab

(Fill the information out like you normally do)
• Item tab-Tasks-Start Online Shopping

(This will take you to Amazon website, you will be logged in automatically). When done review your cart make sure everything is in there.

** Right click on your mouse, print, change the destination to save as PDF for your attachment later.
• Proceed to check out

• Pick the appropriate shipping address
Payment (We always choose Pay by invoice)
• Submit for approval

Review your order

! This order requires approval.

⚠️ Your order has been marked as restricted
You can place the order but please note that it may not comply with your organization buying policies.

Keep your operating hours updated:
Confirm your operating hours. If your business operating hours have changed, you can click Edit delivery preferences below the shipping address and update them. Your delivery preferences help us improve your delivery experience. However, we may not always be able to adhere to all preferences.

<table>
<thead>
<tr>
<th>Group</th>
<th>OROVILLE UNION HSD</th>
<th>Payment method</th>
<th>Change</th>
<th>Promotional Codes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping address</td>
<td>CHOPPER</td>
<td>Change</td>
<td></td>
<td>Enter Code</td>
</tr>
<tr>
<td></td>
<td>2211 WASHINGTON AVE</td>
<td></td>
<td></td>
<td>Apply</td>
</tr>
<tr>
<td></td>
<td>OROVILLE, CA (09090)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S446</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>United States</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 5306302300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shop to mobile address.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Delivery: Depends on Approval
(For example, if approved now, Monday, Sept. 14, 2020)

Submit order for approval
By placing your order, you agree to the Amazon Business Accounts Terms & Conditions.

Order Summary
- Items (2): $73.94
- Shipping & handling: $0.00
- Total tax: $73.94
- Estimated tax to be collected: $6.10
- Order total: $80.04

How are shipping costs calculated?
Prime shipping benefits have been applied to your order.

• This is what you want to see after submitting your order.

Thank you for shopping online!
Don’t forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.

Go back to your requisition that you are working on.
• Item tab-Task-Get Online Shopping Cart
  ▪ (If the choice “get online shopping cart” is gray, this means you forgot to submit your order on Amazon.)
The items will auto fill when you select “Get Online Shopping Cart.”

- Account tab - New – Enter budget code you are using
• Attachment tab- New (attached the file that you have saved as PDF save and close)

On the top, click Tasks then submit. This will go to the proper approver.
If this won’t allow you to submit because of insufficient funds then Save and Close the requisition. Once it is saved, email the requisition number to the AP Tech for submission.
**Procedure on how to order from Office Depot**

https://business.officedepot.com

OHS log-in: Contact A/P or school office secretary
LPHS log-in: Contact A/P or school office secretary

1) From the Home Page of Office Depot online, you can search by item name or item #

2) Add Items to cart

3) Once all items entered and you are ready to checkout, go to Escape and create the requisition. Follow the instruction on “How to create a requisition.” Once you finished and you have the requisition #, go back to your office depot cart. Continue with the checkout screen, the PO# will be your requisition #. The Cost Center is your name, and delivery location will be your site. For the Contact on Day of Delivery, please enter “Office” and then the Office Phone #. Extension # is optional.

4) Lastly, submit your order.

5) On the “THANK YOU FOR YOUR ORDER PAGE,” it will give you an order number and will show your delivery date. On Print Page, save it as PDF in your document and attached to you requisition.
*FUTURE DELIVERY OR ORDER – REFER BELOW*

6) Please be sure you are not just saving your items into a shopping lists but you are actually placing your orders on hold.

Scan your order confirmation sheet to your requisition in ESCAPE.

Once your requisition is approved, the AP/Purchasing Tech will release your order.
ADVANCE ORDERS FOR FUTURE DELIVERY:

In placing orders for future delivery, you have to click MY ACCOUNTS, select ORDERS then FUTURE ORDERS. Follow directions above.

“This feature has been designed to allow you to place your orders now for FUTURE delivery. This should ONLY be used for orders you wish delivered in NO LESS THAN 21 DAYS and NO GREATER than 180 days.”
Keys to Success

Be sure to fill out the requisition form completely to avoid having the form sent back or denied for missing information.

Purchase Orders for conferences and/or workshops must include:

- *Name of the conference/workshop*
- *Dates of the conference/workshop*
- *Location of the conference/workshop*
- *Attendees of the conference/workshop*
- *Copy of the flyer/agenda announcing the workshop*

Each individual item should be listed as a separate line item on the requisition.

You must attach the quote or item order list to the requisition and it should match your items you listed under the items tab.

Check to make sure that the correct tax rate for your site is entered on the requisition.

For vendors that are not set up in Escape, please remember to get a current signed W9 form from them.

Additional help can be provided by the Accounts Payable Technician
Receiving Purchase Order Procedure

To Receive PO Items

Once your purchase order has been generated, sent to the vendor and the items are delivered, you will need to receive the items in Escape. From the activity tree, select:

1. Finance
   a. Purchasing
      i. Receive PO Items

Enter your requisition or P.O number and indicate whether you have received all items. If you do not know what the number is, go back into Vendor Requisitions on the activity tree and search by inserting your first initial and full last name in
the “Created By” field and clicking on Go. This will generate a list of requisitions created by you from which you can find the appropriate requisition or PO number.

**Required Fields:**

Date Received: When you received your order
Reference Number: (Requisition/PO Number)
Receive All: Yes or No

Once you have clicked on Go in the Receive PO Items activity, a list of the requested POs will be generated.

If you selected YES on RECEIVE ALL for this PO, each REC NOW on the above list will insert the remaining number of items to be received.

If you selected NO, then each REC NOW value will be 0 so you will need to manually enter the number of items that have been received. This list can be manually updated so, you should also change the date received if it is different than the current date, correct any other incorrect information, or add notes.

Once you have updated all the items on your list, use the TASKS button and select POST and YES.
The requisition will update the items and the date received and notify Accounts Payable. The status will change from Printed to Ready for pay, Account Payable will know that you received the products and it is ok for them to process payments.
To Approve A Requisition

From the activity tree select Finance:

1. Requisitions
   a. Approve Requisitions
      i. Go

A list of requisitions to approve will be generated.
Use the Snapshot for easy viewing.
To defer or deny a requisition, click on the appropriate requisition and use the drop down box to select “defer” or “deny”. Notes can be made in the Approval Comment box or the Req Note box. The Approval Comment box is most common, although characters are limited.

After requisitions have been reviewed, click the Task drop down box to approve/deny/defer the requisitions on your list.

If more detailed information is needed, you can open the requisition by using the link on the far left side of your requisition list.
The result will look like the following. You can use the tabs across the top to look at coding, attachments, etc.
Online 6 Login Setup

Background

Online6 is Frontline’s (Escape) web version of the software. It is accessed through a web link rather than having software installed on your desktop. This document describes the user’s Multi Factor Authentication setup.

Logging In

To access the software type https://erp.bcoe.org on any browser. You will be directed to a login page similar to the one below.

Enter your Escape login Id and password and press enter. The user will be presented with a screen similar to the following:
This screen is asking how to confirm the account when signing in. Select either Text Message or Email. For the Text Message option, you will be asked to enter a phone number on a screen similar to the one below.

Enter the cell phone number that you want a text sent to. A screen similar to the one below will appear. You will receive a text message with a random generated number enclosed. Enter that number on the screen below, then select Verify.
Another screen will be shown, similar to the one below, allowing you to add an email address as another choice to send the MFA number. This option will allow you to setup an email address as the way you want to receive the verification code. By setting up both Email and Cell phone, you will have two ways to verify. If you only want one verification method, then just select Sign-In.
Signing in

After the MFA is setup, when you login, you will be sent a code as part of the MFA process. Enter the number on the screen presented. This will log you into the system.

![Image of code entry screen]

We sent your code to ***-***-3309
This code will expire in: 4m 51s

- [ ] No Remember this device for 14 days

---

![Image of online system]

- [ ] Click to go back, hold to see history

1 - [ ] Budget, Fiscal, Requisitions, AP, Purchasing, Reports

- [ ] Finance
- [ ] OPEN Activities: 1

- [ ] Approvals
- [ ] 0 Journals Ready to Approve
- [ ] Approve JE/ST/BR >
- [ ] 0 Payments Ready to Approve
- [ ] Approve Payments >

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SECTION V
PERSONNEL
Human Resources Department

The following information is located on the district website under Human Resources:

- Credentialing
- Health and Welfare Benefits
- Job Recruitment
  - Job Descriptions
- Labor Relations
  - Bargaining Unit Contracts
- Leaves
- Retirement
- Salary Schedules
- Verification of Employment
- Workers Compensation

Seniority lists for current certificated and classified employees are also available.

All Personnel questions can be directed to the Senior Personnel Technician.
Absence/Time off Procedure

All time off must be entered into Frontline by the employee requesting the time off.

Frontline can be found on the district website under staff resources. It can also be accessed by calling 1-800-942-3767, or by adding the app on a mobile device.

After you have logged into Frontline, you will be able to view any past or scheduled absences as well as create any new absences.

If it is within one hour of the start of your workday, you will need to call the district office to have staff put your absence in for you.
Your absence screen should look similar to this.

![Absence Screen Screenshot]

Frontline is also used to document work days for directors, principals, assistant principals and psychologists for payroll purposes. An absence reason (sick, non-workday, personal necessity) must be entered for all days that the individuals in this group do not work. This includes breaks, holidays and summer.

**If you are having trouble entering your absence contact the Administrative Technician at ext. 1100 for further assistance.**
**Substitute Requests**

A school business substitute request form must be completed prior to the date of your anticipated absence.

If you are attending a professional development activity, you must submit your form by the following dates:

- PD occurring in the first quarter: September 1\(^{st}\)
- PD occurring in the second quarter: October 15\(^{th}\)
- PD occurring in the third quarter: January 5\(^{th}\)
- PD occurring in the fourth quarter: March 25\(^{th}\)

Professional development funds are finite and the earlier a request is placed, the more likely that funds will be available.

Substitute costs are $252 for a full day and $133 for a half day.

The school business substitute request form is located on the district website under District Forms → School Business Sub Request.

**For questions or assistance, contact the Administrative Technician.**
SECTION VI
BUDGET CODES & REPORTS
Account Code Structure

Account Code: XX-XXXX-X-XXXX-XXXX-XXXX-XX-XXX-XXXX

1        2     3     4     5     6     7     8     9

Account Code (28 Digits):

1. Fund       2 digits
2. Resource   4 digits
3. Year       1 digit (usually “0”)
4. Object     4 digits
5. Goal       4 digits
6. Function   4 digits
7. Site       2 digits
8. Manager    3 digits
9. Cost Center 4 digits
Fiscal Reports

From the activity tree, select:

1. Finance
   a. Reports
      i. Admin

A list of reports will be generated. While there are many reports, we will be using the Account Component Summary-Balance (Fiscal16) and the Account Transaction Detail-Balance (Fiscal 17) reports in this example, which may be helpful in assisting you in monitoring your budgets.
Start by opening or double-clicking the Account Component Summary-Balance Fiscal16 report. A Request screen will be generated which can be used to define the accounts you want to look at.

For this example, enter your manager code in the Account Selection section of the screen. Next, sort first by Resource and then by Cost Center in the Account Sort section. In this example, 1** is used as the manager code to generate a report for all of the cost centers that the Las Plumas Principal oversees. The “*” can be used as a wildcard instead of typing in all of the codes individually. Some managers only oversee one cost center, so the use of the wildcards may not always be necessary. The Request screens can be used to search and combine accounts and their components in many different ways. The example used will generate a report of all of the resources and cost centers that a manager controls.

Click on Go.
The report is generated, grouping the budgets by Resource and Cost Center for a summary review of budget balances.
<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Description</th>
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There are times when more detail is required and the Account Transaction Detail-Balance Report Fiscal17 can be useful for this.

Open or double-click the Fiscal17 report. Insert the same search criteria used above on the Request screen. The report generated will provide detail for the specified accounts. In this example, the detail for the LP Admin budget is displayed.
Saving Report Favorites

Reports that are used often can be saved in Report Favorites. On the Reports Request screen, input the report parameters you wish to save. Click on the Favorites drop-down box and select Manage. The Manage Reports Favorites screen will appear. From here, click the Add button. Change the name of the favorite and click the Apply Change button to save the new name.

Click Save.
Your saved reports can be accessed from the activity tree by clicking on Report Favorites and then clicking Go. A list of your saved favorite reports will be generated from which you can choose from and avoid having to access the report through the reports menu.
To Change Escape Notification Preferences

1. Escape home page
   a. My Settings
      i. Notification Messages
Set notification preferences

If Message Center is selected, notifications will show on the lower right-hand corner of the Escape home page. Double click on the icon to enter the message center.