

# Expenditure Adjustments

- A. Identify expenses that you need to move. Gather information: PO number, vendor, items to be moved, amount, account numbers (“from” and “to”).
- B. Run a query to verify that POs/items were paid. Highlight items to be moved.
- C. Fill out expenditure adjustment form.
- D. Forward expenditure adjustment for Principal’s/Supervisor’s approval.
- E. Submit expenditure adjustment to Fiscal Services. Attach query as back up.

## A. Gather information

Lottery

Account # 06.00.6300.000

Date	REQ. #	PO #	VENDOR	DESCRIPTION	Balance	
8/26/2015					\$50,577.00	
9/11/2015	3001996	872	Scholastic News	Magazine Subscription 1st grade	-544.52	4300.000
9/16/2015	3001801	614	Scholastic News	Magazine Subscription 2nd grade	-522.52	4300.000
9/3/2015	3001674	171555	Studies Weekly	Magazine Subscription - Brown	-229.08	4300.000
9/23/2015	3002368	683	Amazon - Cindy Lieu	Encounter (Voyager Books)	-30.83	4200.000
9/23/2015	3002367	714	Scholastic - Cindy Lieu	Pedro's Journal	-647.70	4200.000
9/11/2015	3002288	1210	School Library Journal	Library Magazine Subscription	-88.99	4300.000
10/28/2015	Confirm for Payment	1969	Scholastic News	Magazine Subscription for 3rd grade	-522.50	4300.000
10/28/2015	Confirm for Payment	1969	Scholastic News	Magazine Subscription for 3rd grade	-768.90	4300.000
10/28/2015	1008	1949	Scholastic Book Fairs	Jackson Perez- Horned Spoon/Blue Dolphin	-483.84	4200.000
10/28/2015		1572	Lisa Boyle	Level readers to teach reading wkshp	-192.32	4200.000
10/29/2015	Revolving Cash		Lisa Hoffman	Barnes & Noble	-56.98	4200.000 paid
11/6/2015	1322	1986	Barnes n Noble	Gator of Gumbo Limbo	-206.93	4200.000 Received
11/19/2015	1801	2456	Voice Thread	k-12 single educator license	-79.00	4300.000
12/7/2015	2500	2500	Little Bits	Pro Library	-5,398.92	4300.000
12/17/2016		2802	scholastic	50-Book Collection	-176.58	
12/18/2015	2468	3057	BRAINPOP	RENEWAL	-2,295.00	5800.022
1/19/2016	2861	3263	TYNKER	RENEWAL	-1,300.00	5800.022
1/19/2016		3273	AMAZON -	KINDER BOOKS FOR LONG AGO AND TODA	-167.76	4200.000 Received 2/8
2/24/2016	4074	4285	AMAZON	SIGN BOOKS FOR KINDER	-127.04	4200.000 Received 2/11

## B. Run Query

1. Run Query: Main > Reporting Tools > Query > Query Viewer

2. On Query Name, Type:

FAR\_AP\_SUBLEDGER

3. Click Search

4. On FAR\_AP\_SUBLEDGER\_DETAILS : Click Favorite

The screenshot shows the PeopleSoft Portal Main Menu. The navigation path is: Main Menu > Reporting Tools > Query > Query Viewer. A red '1' is placed over the 'Query' folder in the menu. The 'Reporting Tools' folder is expanded, showing 'Query' and 'Report Manager' as sub-items. The 'Query' folder is highlighted in yellow.

The screenshot shows the PeopleSoft Portal Query Viewer search screen. The navigation path is: Main Menu > Reporting Tools > Query > Query Viewer. A red '1' is placed over the 'Query Viewer' link in the breadcrumb. The search field contains the text 'FAR\_AP\_SUBLEDGER' and a red '2' is placed over it. A red '3' is placed over the 'Search' button.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with  2

3

### Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FAR_AP_SUBLEDGER_DETAILS	AP Vouchers	Public	ACCOUNTS PAYABLE	<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Favorite"/>
FAR_AP_SUBLEDGER_PAYMENTS_ONLY	AP Payments	Public	ACCOUNTS PAYABLE	<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>	<input type="button" value="Favorite"/>

5. **My Favorite Queries** is added in the bottom. It is easily accessible for future use.
6. On the query that you need to use, click on **HTML**.

7. Set parameters. District should be 005100.
8. Click View Results.

Oracle Query Viewer interface showing search results and favorite queries.

**Query Viewer**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name (dropdown) begins with: FAR\_AP\_SUBLEDGER  
 [Advanced Search](#)

**Search Results**  
\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FAR_AP_SUBLEDGER_DETAILS	AP Vouchers	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	Favorite
FAR_AP_SUBLEDGER_PAYMENTS_ONLY	AP Payments	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	Favorite

**My Favorite Queries** (highlighted with a blue box and number 5)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
FAR_AP_SUBLEDGER_DETAILS	AP Vouchers	Public	ACCOUNTS PAYABLE	HTML	Excel	XML	Schedule	<input type="button" value="Remove"/>

Number 6 points to the 'FAR\_AP\_SUBLEDGER\_DETAILS' query in the 'My Favorite Queries' list. Number 7 points to the 'HTML' button in the same list.

**FAR\_AP\_SUBLEDGER\_DETAILS - AP Vouchers**

District %:  (highlighted with a blue box and number 7)

Fund %:

Resource From:

Resource To:

Accounting Period From:

Accounting Period To:

Object From:

Object To:

Journal ID %:

Year:

Voucher %:

PO No. %:  (highlighted with a blue box and number 7)

Site %:

(highlighted with a blue box and number 8)

**You can type PO # if you want to see specific PO** (text in a blue box with an arrow pointing to the PO No. % field)

FAR\_AP\_SUBLEDGER\_DETAILS - AP Vouchers

District %: 05100  
 Fund %: %  
 Resource From: 6300000  
 Resource To: 6300000  
 Accounting Period From: 0  
 Accounting Period To: 998  
 Object From: 4200000  
 Object To: 4200000  
 Journal ID %: %  
 Year: 2016  
 Voucher %: %  
 PO No. %: %  
 Site %: 150

9. Print this screen in landscape  
 10. Highlight information on items you need to move. In this example, the last item on site list (PO 4285) is not showing on query. This means no payment has been made.

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (11 kb)

View All First 1-15 of 15

GL Unit	Unit	Short Name	Year	Period	Acctg Date	Fund Resource	Proj Year	Goal	Function	Object	Site	Journal ID	Voucher	Amount	Freight	Sales Tax	Use Tax	Ref	Descr	Journal Date	PO No.	Line	Line	Ledger	Invoice	Supplier	ShortName
1	05100	05100	AMAZON.COM-001	2016	4	10/29/2015	0100 6300000		1110	1000	4200000	150	AP00132803	00000771	38.830	7.950	2.880	0.000	ENCOUNTER	10/29/2015	0000000683	1	1	ACTUALS	097324910672	952895	AMAZON.
2	05100	05100	AMAZON.COM-001	2016	9	03/03/2016	0100 6300000		1110	1000	4200000	150	AP00160377	00005840	30.200	0.000	2.240	0.000	WINTER DAYS IN THE BIG WOODS (	03/03/2016	0000003273	3	1	ACTUALS	182480630917	952895	AMAZON.
3	05100	05100	AMAZON.COM-001	2016	9	03/03/2016	0100 6300000		1110	1000	4200000	150	AP00160377	00005840	30.200	0.000	2.240	0.000	WINTER ON THE FARM (MY FIRST L	03/03/2016	0000003273	2	1	ACTUALS	182480630917	952895	AMAZON.
4	05100	05100	AMAZON.COM-001	2016	9	03/03/2016	0100 6300000		1110	1000	4200000	150	AP00160377	00005840	30.200	0.000	2.240	0.000	GOING WEST (MY FIRST LITTLE HO	03/03/2016	0000003273	1	1	ACTUALS	182480630917	952895	AMAZON.
5	05100	05100	AMAZON.COM-001	2016	9	03/03/2016	0100 6300000		1110	1000	4200000	150	AP00160377	00005839	30.200	0.000	2.240	0.000	GOING TO TOWN (MY FIRST LITTLE	03/03/2016	0000003273	6	1	ACTUALS	182480626119	952895	AMAZON.
6	05100	05100	AMAZON.COM-001	2016	9	03/03/2016	0100 6300000		1110	1000	4200000	150	AP00160377	00005839	30.200	0.000	2.240	0.000	SUMMERTIME IN THE BIG WOODS (M	03/03/2016	0000003273	5	1	ACTUALS	182480626119	952895	AMAZON.
7	05100	05100	AMAZON.COM-001	2016	9	03/03/2016	0100 6300000		1110	1000	4200000	150	AP00160377	00005839	30.200	0.000	2.240	0.000	A LITTLE PRAIRIE	03/03/2016	0000003273	4	1	ACTUALS	182480626119	952895	AMAZON.

# C. Fill out Expenditure Adjustment Form

Vista Unified School District  
EXPENDITURE ADJUSTMENT/CORRECTION FORM

SITE/LOCATION Osito DATE 2-18-16  
CONTACT PERSON Debbie EXTENSION # 50002

ACCOUNT NUMBER								AMOUNT	AMOUNT
FUND - SUB - RES - SUB - GCAL - FUNC - OBJ - SUB - SCH/LOG - PYR								Debit	Credit
0100	9010000	1110	1000	4000000	150		1,519.67		
0100	6300000	1110	1000	4000000	150			1,519.67	
TOTALS (Must match)								1,519.67	1,519.67

**Debit:** New account to be charged (Move expenses "to")

**Credit:** Account previously charged (Move expenses "from")

**REASON/JUSTIFICATION (back-up must be attached)**

A copy of the MONTHLY TRANSACTION report (or FIS TRANS screen) showing the original EXPENDITURE occurring MUST be attached. This serves as backup for the auditor that the transactions actually happened.

Move for lottery to title	PO	Vendor	Amnt
	714	Scholastic	647.70
	1949	Scholastic	403.84
	1986	Barnes	206.93
	2123	Amazon	191.80
			1,519.67

Signatures of the Principal/Director/Project Manager for each special project and/or site must be on this form. This will be the approval for the adjustment.

SIGNATURE Principal's Signature SIGNATURE \_\_\_\_\_  
Principal/Director/Project Manager Principal/Director/Project Manager

# D. Must be signed by Principal/Supervisor

**ACCOUNTING USE ONLY**

APPROVED BY: \_\_\_\_\_ POSTING NUMBER: \_\_\_\_\_  
DATE: \_\_\_\_\_ POSTED BY: \_\_\_\_\_

ALL PREVIOUS FORMS ARE OBSOLETE

DISTRIBUTION: ORIGINAL/YELLOW - Accounting PINK - Originator

Board Policy 9500 Business Services  
3090.15 2/99 Expenditure Adjustment/Correction

FAR\_AP\_SUBLEDGER\_DETAILS - AP Vouchers

District %: 05100  
 Fund %: %  
 Resource From: 0300000  
 Resource To: 0300000  
 Accounting Period From: 0  
 Accounting Period To: 000  
 Object From: 4200000  
 Object To: 4200000  
 Journal ID %: %  
 Year: 2016  
 Voucher %: %  
 PO No. %: %  
 Site %: 100  
 View Results

E. Submit expenditure adjustment using this as back up.

Download results in : Excel Spreadsheet CSV Text File XML File (11 Kb)

OL Unit	Start/End	Year	Period	Acctg Date	Fund	Resource	Proj %	Goal	Fiscal	Objct	Site	Oper Use	Journal ID	Voucher	Amount	Freight	Sales Tax	Use Tax	Ref	Description	Journal Date	PO No.	Line	Ledger	Invoice	Supplier	Site/Name	
06100 06100	AMAZON.COM-001	2016	4	10/29/2016	0100	6300000		1110	1000	4200000	150		AP00132605	00800771	35,500	7,850	2,800	0.000		ENCOUNTER	10/29/2016	9000000000	1	1	ACTUALS	037324910072	052805	AMAZON.COM
05100 06100	AMAZON.COM-001	2016	5	03/03/2016	0100	6300000		1110	1000	4200000	150		AP00160577	00805840	30,200	0.000	2,240	0.000		WINTER DAYS IN THE BIG WOODS (	03/03/2016	9000000000	3	1	ACTUALS	182480030917	052805	AMAZON.COM
05100 06100	AMAZON.COM-001	2016	5	03/03/2016	0100	6300000		1110	1000	4200000	150		AP00160577	00805840	30,200	0.000	2,240	0.000		WINTER ON THE FARM (MY FIRST L	03/03/2016	9000000000	2	1	ACTUALS	182480030917	052805	AMAZON.COM
05100 06100	AMAZON.COM-001	2016	5	03/03/2016	0100	6300000		1110	1000	4200000	150		AP00160577	00805840	30,200	0.000	2,240	0.000		GOING WEST (MY FIRST LITTLE HO	03/03/2016	9000000000	1	1	ACTUALS	182480030917	052805	AMAZON.COM
05100 06100	AMAZON.COM-001	2016	5	03/03/2016	0100	6300000		1110	1000	4200000	150		AP00160577	00805840	30,200	0.000	2,240	0.000		GOING TO TOWN (MY FIRST LITTLE	03/03/2016	9000000000	5	1	ACTUALS	182480030917	052805	AMAZON.COM
05100 06100	AMAZON.COM-001	2016	5	03/03/2016	0100	6300000		1110	1000	4200000	150		AP00160577	00805840	30,200	0.000	2,240	0.000		SUMMERTIME IN THE BIG WOODS (M	03/03/2016	9000000000	5	1	ACTUALS	182480030917	052805	AMAZON.COM
05100 06100	AMAZON.COM-001	2016	5	03/03/2016	0100	6300000		1110	1000	4200000	150		AP00160577	00805840	30,200	0.000	2,240	0.000		A LITTLE PRAIRIE HOUSE (MY FIR	03/03/2016	9000000000	4	1	ACTUALS	182480030917	052805	AMAZON.COM
05100 06100	BARNES & N-001	2016	7	01/05/2016	0100	6300000		1110	1000	4200000	150		AP00115491	00802074	209,300	0.000	15,330	0.000		THE MISSING GATOR OF GRIMBO LM	01/05/2016	9000000000	1	1	ACTUALS	0149000	128447	BARNES & N
05100 06100	BOYLE, LIS-001	2016	5	11/12/2015	0100	6300000		1110	1000	4200000	150		AP00136847	00801101	192,300	0.000	0.000	0.000		OPEN PURCHASE ORDER TO PURCHAS	11/12/2015	9000000000	1	1	ACTUALS	116-6934061-028644	010000	BOYLE, LIS
05100 05100	SCHOLASTIC-003	2016	5	12/01/2015	0100	6300000		1110	1000	4200000	150		AP00140935	00801041	847,700	49,520	47,360	0.000		PEDRO'S JOURNAL BY: PAM CONRAD	12/01/2015	0000000000	1	1	ACTUALS	11630000	710102	SCHOLASTIC
05100 05100	SCHOLASTIC-004	2016	5	12/01/2015	0100	6300000		1110	1000	4200000	150		AP00140935	00801040	241,920	0.000	17,750	0.170		ISLAND OF THE BLUE DOLPHINS 20	12/01/2015	0000000000	2	1	ACTUALS	116-1121	941041	SCHOLASTIC
05100 05100	SCHOLASTIC-004	2016	5	12/01/2015	0100	6300000		1110	1000	4200000	150		AP00140935	00801040	241,920	0.000	17,749	0.160		BY THE GREAT HORN SPIDON 20 %	12/01/2015	0000000000	1	1	ACTUALS	116-1121	941041	SCHOLASTIC
05100 05100	SCHOLASTIC-007	2016	7	01/29/2016	0100	6300000		0000	3420	4200000	150		AP00151784	00804070	58,800	4,560	4,369	0.000		SB-BOOK COLLECTIONS GRADES K-2	01/29/2016	0000000000	2	1	ACTUALS	12330002	013301	SCHOLASTIC
05100 05100	SCHOLASTIC-007	2016	7	01/29/2016	0100	6300000		0000	3420	4200000	150		AP00151784	00804070	58,800	4,560	4,369	0.000		SB-BOOK COLLECTIONS GRADES 3-4	01/29/2016	0000000000	1	1	ACTUALS	12330002	013301	SCHOLASTIC

\$ 1,519.67