

Lesser Knowns

Moving Money?

- ACTMOD is used to move money within the system
 - **Appropriation Modifications** - to move appropriated money from one budget account to another budget account crossing appropriation lines
 - **Budget Modifications** - to move appropriated money from one budget account to another budget account within the same appropriation acct
 - **Expense Distributions/Error Corrections** - to correct or move an expenditure from one account to another
 - **Transfers/Advances** - to move cash from one account to another

Appropriation Modifications

- Used to adjust the **expendable** amount on appropriation accounts
- Budget accounts are used to move the money. The budget account you decrease the amount from and the budget account you increase the amount to must be **from different appropriation accounts**. And the amount of the increase/decrease must be equal.
- The **additions** and **deductions** fields on the appropriation account will be adjusted in order to change the expendable figures

Appropriation Modification Example

Example:

Re-appropriate \$1000 from services/supplies accounts to salary/ benefit accounts.

- Move \$900 from: 572 2200 400 9104
to: 572 1200 100 9104
- Move \$50 from: 572 2200 400 9104
to: 572 1200 200 9104
- Move \$50 from: 572 1200 500 9104
to: 572 1200 200 9104
- **End Result:**
 - 572 2200 400 9104 decreased by \$950
 - 572 1200 500 9104 decreased by \$50.
 - 572 1200 100 9104 increased by \$900
 - 572 1200 200 9104 increased by \$100.

Budget Modifications

- Used to adjust the **expendable** amount within an appropriation account by moving money from one budget account to another budget account
- Budget accounts are used to move the money. The budget account you decrease the amount from and the budget account you increase the amount to must be within **the same appropriation account**.
- The additions and deduction fields on the budget accounts will be adjusted in order to change the expendable figures

Budget Modification Example

Example:

- Re-budget \$2000 from Superintendent's travel account to Principals travel accounts.
- Move \$2000 from: 001 2411 415 0000 000000 005 00 000
to: 001 2421 439 0000 000000 002 00 000 *\$1000*
and to: 001 2421 439 0000 000000 003 00 000 *\$1000*
- End Result: 001 2400 400 0000 000000 000 appropriation account remains unchanged because the budget accounts involved are within the same appropriation account.

USASWEB Adds/Deducts Option

The screenshot shows the 'Modify Account Addition/Deduction Amounts' interface. On the left, a navigation menu has a red arrow pointing to 'Adds/Deducts'. The main window has a title bar 'Modify Account Addition/Deduction Amounts'. Below the title bar is a dropdown menu 'Select Acct Type:' with 'Budget Account' selected. To the right of this is a table with columns: Xref, Fund, Func, Obj, SCC, Subject, OPU, IL, Job. Below the table is an input field 'Enter + / - Amount:' and a dropdown 'Update GAAP Estimate?' with 'No' selected. At the bottom are 'Accept' and 'Cancel' buttons.

- Allows you to change expendable and receivable amounts
- Steps to complete this:
 1. Select Acct Type: For example, budget account
 2. Enter Account code.... If unsure of account, use binoculars to find it first
 3. Enter Amount. Enter positive amount for account you want to increase expendable amount and enter a negative amount in order to decrease expendable amount
 4. Click on Accept. Displays preview of projected amounts.. Click on Confirm to update the accounts.

Step 1

Modify Account Addition/Deduction Amounts

Select Acct Type: Budget Account

Xref	Fund	Func	Obj	SCC	Subject	OPU	IL	Job

Enter + / - Amount: Update GAAP Estimate? No

Step 2

Modify Account Addition/Deduction Amounts

Select Acct Type: Budget Account

Xref	Fund	Func	Obj	SCC	Subject	OPU	IL	Job
	001	2421	4					

Enter + / - Amount: Update GAAP Estimate? No

Functions

Use * as a wildcard to represent any character in fields flagged with *

Budget Account Query

Fund	Func	Obj	SCC	Subj	OPU	IL	Job
Account # : 001	2421	4					
Description: <input style="width: 100%; border: 1px solid black;" type="text"/>							
Status:	Active						
Maximum Accounts Displayed:	<input style="width: 50px;" type="text" value="50"/>						

Select	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	Description	Remaining Balance	Availab Percen
✓	001	2421	439	0000	000000001	00	000		Travel Expenses - Elem Prin	\$0.00	0
✓	001	2421	439	0000	000000002	00	000		Travel Expenses - Hs Prin	\$1,000.00	94
✓	001	2421	439	0000	000000003	00	000		Travel Expenses - Ms Prin	\$1,000.00	44
✓	001	2421	443	0000	000000001	00	000		Postage - Elem. Prin. Office	\$0.00	0
✓	001	2421	443	0000	000000002	00	000		Postage - Hs Prin. Office	\$0.00	0
✓	001	2421	443	0000	000000003	00	000		Postage - MS Office	\$0.00	0

Step 3

Home Logout

Modify Account Addition/Deduction Amounts

Select Acct Type: Budget Account

Xref	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	001	2421	439	0000	000000	003	00	000	

Enter + / - Amount: -500 Update GAAP Estimate? No

Accept Cancel

Step 4

Modify Account Addition/Deduction Amounts

Select Acct Type: Budget Account

Xref	Fund	Func	Obj	SCC	Subject	OPU	IL	Job	
	001	2421	439	0000	000000	003	00	000	

Enter + / - Amount: -500 Update GAAP Estimate? No

Accept Cancel

Account Detail

Description: TRAVEL EXPENSES - MS PRIN

Projected Amounts			Original Amounts		
	Fiscal YTD	Month		Fiscal YTD	Month
GAAP Original Bud/Rev	1,238.13		GAAP Original Bud/Rev	1,238.13	
Initial Bud/Rev	0.00		Initial Bud/Rev	0.00	
+ Carryover Encumbered	1,238.13		+ Carryover Encumbered	1,238.13	
+ Additions	1,000.00	1,000.00	+ Additions	1,000.00	1,000.00
- Deductions	500.00	500.00	- Deductions	0.00	0.00
= Expendable	1,738.13		= Expendable	2,238.13	
- Actual Expended	0.00		- Actual Expended	0.00	
- Encumbered	1,238.13		- Encumbered	1,238.13	
= Unencumbered Balance	500.00		= Unencumbered Balance	1,000.00	

Confirm Cancel

Expense/Supply Distributions and Error Corrections

Expense/Supply Distribution

VS.

Error Correction

EXAMPLE

A district wants to charge off a portion of an expenditure to one or more other accounts.

This option will **prompt you for the quantity/price/account to reduce** the expenditure from and then prompt you for the account to charge the expenditure to.

EXAMPLE

District wants to correct a PO line item that was expended to an incorrect account

This option will **prompt you for the PO # and item # to correct** and then prompt you for the account to charge the expenditure to.

Expense/Supply Distribution

Enter transaction number <911124>: _____

Expense dist. transaction no: 911124
Item no. : 0001

Is this correct? (Y/N <Y>): _

Enter transaction date (MMDDYYYY) or
carriage return for the current date.

Enter the date: _____

Enter description of transaction:
< >

Expense/Supply Distribution

 Is this transaction being processed to correct
an error in a previous expense? (Y/N <Y>): _

 N

Enter “N” classifies this as an **expense/supply distribution** meaning you will be prompted for a quantity, amount and account code to reduce the expenditure from and then the account that amount should be charged to.

Example of use:

- On a previous expenditure, part of the expenditure should have been charged to another account(s).

Error Correction

```
Enter description of transaction:
<                                     >
-----
Error Correction
Is this transaction being processed to correct
an error in a previous expense? (Y/N <Y>): Y
Enter the no. of the P.O. originally in error: 1200303
Enter the item no. in error: 1
Account originally charged:
TI Fund Func Obj Spcc Subj   Opu IL Job
02 001  2421 512 0000 000000 001 00 000
```

Enter "Y" classifies this as an **error correction** meaning you will be prompted to enter the PO # and PO Item number in error. It will display the account charged and prompt you to enter the account this particular item should have been charged too. The full amount of that item will now be charged to the new account.

Transfers/Advances

Used to move cash from one **fund** to another fund in order to make needed expenditures from the second fund. There are really two options within this... transfers and advances.

Special Notes*

- Transfers and advances need to be approved by the district's board
- Must use the correct procedure in order to preserve an audit trail

Fund to Fund Transfers

- Used to **permanently** move money from one cash account to another.
- Examples
 - For Debt Service - to provide money for a loan payment that is due. Transfer from 001 to 002 (debt servicing)
 - Cafeteria account is in the red. Transfer money from 001 to 006 (food service)
- Correct Procedure
 - Need a budget transfer-out account with a 72xx function and 91x object
 - May need to move money from some other budget account to the transfer-out account by using an Appropriation Modification
 - Need a revenue account for the receiving fund with a 51xx transfer-in receipt code

Fund to Fund Advance

- A **temporary** movement of money from one cash fund to another with the intention of returning the money at a later date.
- Example
 - Grant funds are to be received at a certain time, but the fund needs money now for an expenditure. Can do an advance from the general fund
- Correct Procedure
 - Need a budget advance-out account with a 74xx function and 92x object
 - May need to move money from some other budget account to the advance-out account by using an Appropriation Modification
 - Need a revenue account for the receiving fund with a 52xx advance-in receipt code

Transfers/Advances

The RELED program can be used to get a listing of each type of ACTMOD transactions, such as all Appropriation Modifications, all Error Corrections, all Expense/supply Distributions, or all Transfers/Advances.

Changing Accounts

- If you do not need to move money in existing accounts but instead need to change an account because it is no longer valid, etc.. You can use the ACTCHG or FNDCHG programs.

ACTCHG

Allows a user to change an account code at any time

Instances where you may need to change an account code:

- Wrong account initially created
- Dimension on the account is no longer valid
- Want to collapse existing accounts into one account

ACTCHG

- ❑ End Result of an ACTCHG run.... Updates all transactions that utilize “old” account and will show them under the “new” account.
- ❑ Creates a report showing all changes made (ACTCHG.TXT)
- ❑ Allows for batch processing so the changes can be posted during “off hours” so the user avoids the possibility of the program encountering a “file locked by another user”. If it does encounter a locked file, the changes will be put on hold.

ACTCHG Restrictions

- ❑ User cannot cross funds. The old and new accounts must belong to the same cash account.
 - ❑ If SCC of old account is between 0000 and 8999, the new account must also have a SCC between 0000 and 8999.
 - ❑ i.e. 001 1110 510 2222 000000 001 00 000 must be changed to another account with fund 001 and SCC between 0000 and 8999.
 - ❑ If SCC of old account starts with 9XXX, then the FUND and SCC of new account must exactly match FUND and SCC of old account
 - ❑ i.e. 300 4113 425 9311 000000 002 00 000 must be changed to another accounts with fund 300 and SCC 9311.

FNDCHG

Allows a user to change an **existing** cash account (FUND/SCC) to a **new** cash account.

Instances where you may need to change a cash account:

- Wrong account initially created (used the wrong SCC or forgot to define the SCC)
- Fund number is no longer valid.. AOS wants you to replace it with a new fund code.

FNDCHG

End Result of a FNDCHG run...

- changes all associated appropriation, budget and revenue account to reflect the new cash account
- updates all transactions using the “old” account to reflect the “new” account
- generates a report showing all modifications (FNDCHG.TXT)

FNDCHG Restrictions

- The new fund cannot exist (you can't merge funds)

- A valid cash account must be changed to another valid cash account with a SCC of 0000 or 9xxx.

- Cash accounts with a SCC of 0000 may be changed to contain a SCC of 9xxx ONLY if no duplication of account codes would occur.
 - Explained on the next slide

- FNDCHG gives the following warning any time you are changing from or to a fund with a 0000 SCC.

There is a potential problem with the change you have requested. Accounts may need to be combined in order to accomplish the change entered. This program is not designed to aggregate accounts and will abort if you are attempting to combine accounts leaving the files partially updated. Do you wish to continue with this change? (Y/N <Y>):

- When a problem arises... Example FNDCHG 432 0000 to 432 9012
- Existing budget accounts:

– 432 1110 112 0001 000000 000 00 000

– 432 1110 112 0002 000000 000 00 000

Both accounts above will try to merge into the

- 432 1110 112 9012 000000 000 00 000 account

Questions?