### HYPERLINKED CONTROL SHEETS JOB AID

The purpose of the Hyperlinked Control Sheets is to provide schools and offices a Budget Control Sheet that will assist personnel with an effective way of monitoring and tracking program balances to ensure accuracy within the planned budget.

## Types of transactions to be posted in the Hyperlinked Control Sheets

- P-Card transactions
- Imprest Checks and Deposits
- Approved Budget Adjustments
- Supplemental Salaries
  - Classified
    - Clerical/Custodial OT
    - Clerical/Custodial Relief
    - Teacher Assistant
    - Clerical Substitute
    - Clerical Z Time
    - Campus Aide X Time
    - Community Representatives
    - Supervision Aides
  - Certificated
    - Teacher Replacement
    - Teacher Auxiliary
    - Teacher PD Regular
    - Teacher Release Day
    - Teacher X Time
    - Nurse X Time
    - Administrator Z Time
    - Day to Day Substitute
    - Differentials
    - Training Rate
- Shopping Cart transactions
- Other corrections and changes in funding allocations (positive/negative)

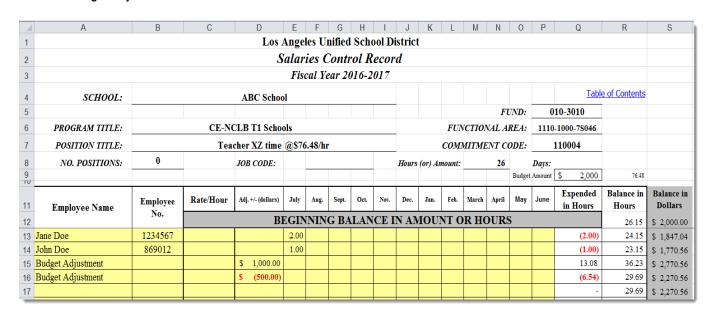
## **Table of Contents**

 Summarizes balances in dollars for Operational Expenses, and Amount Available in Hours/Days for Supplemental Salaries

4	А	В	С	D		Е		F	G	Н				
1	Fiscal Year:	2016-2017												
2	Cost Center:	1234501					En	ter Data			- 1			
3	Cost Center Name:	ABC School					Se	lect from Drope	down	wn				
4	Balances as of:	July 27, 2016				*	W	nen entering Pr	ogram 7E046, 1	type '7E046 to avoid format error	- 1			
5														
6	Commitment Item	<b>Budget Item Description</b>	* Program	Program Name		Budgeted Amount		Amount Available	Available Hours/Days	Control Sheet - Tab				
7	▼	▼	¥	•	_	v		¥	▼	▼	Ψ,Τ			
22	110002 110002	Tchr Release Day-to-Day Sub	75046	CE-NCLB T1 Schools	\$	1,405.00		1,405.00	4.00 100.00	Teacher Sub days Teacher Sub days2				
33	110002	Day to Day Subs	13027	General Fund School Program	<b>\$</b>	35,120.00	\$	35,120.00	100.00	<u>reacher Sub-daysz</u>				
34				Days										
35														
194 201	240002	Clerical Relief	13027	General Fund School Program	\$	2,000.00	\$	2,000.00	65.36	Clerical Relief, XZ Time				
					CL	orical Dolinf	V7:	Time Available	65,36	Hours				
202 203					Ci	ericai Keilei,	ΛŁ	illie Available	03.30	nours				
204	240003	Clerical OT	13027	General Fund School Program	\$	1,000.00	\$	1,000.00	21.79	Clerical OT				
211														
212				(	Clerical OT Availa			at \$45.9/hour	21.79	Hours				
213 238	290004	Supervision Aide	75046	CF-NCLB T1 Schools	4	15,000.00	¢	15,000.00	875.66	Supervision Aide				
246	250001	Supervision Plue	75010	CE NCED 11 SCHOOL	Ψ	15,000.00	Ÿ	15,000.00	075.00	Super vision vide				
247				Supervision A	ide	Time Availab	le a	t \$17.13/hour	875.66	Hours				
248														
249 259	430001	Gen.Supplies	13027	General Fund School Program	\$	5,000.00		5,000.00		General Supplies				
260				General Sun	plies \$ Available 5,000.00									
261								,						
272	430003	Custodial Supplies	13027	General Fund School Program	\$	5,000.00		5,000.00		Custodial Supplies				
279				Custodi-1 C	lies	¢ Augilah!-		E 000 00						
280				Custodial Supp	nes	⇒ Avaliable		5,000.00						

#### **Supplemental Salaries**

- Balances are calculated based on the District average rate
- Budget adjustments are deducted or added to the balance



## **Operational Expenses**

- o Expenditures are deducted from balance
- o Budget adjustments are deducted or added to balance

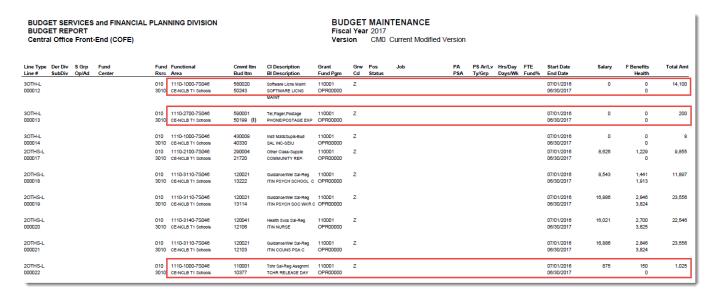
4	А	В	С	D	E	F	G	Н
1				Los Angeles Unified S	School District			
2				Non-salaries Con	trol Record			
3				Fiscal Year 20	<b>16-201</b> 7			
4						Ta		
5								
6	SCHOOL:			ABC School	FUND:	010-	0000	
7	PROGRAM TITLE:		General Fund School Program		FUNCTIONAL AREA:	1110-10		
8	COMMITMENT TITLE:		Gen.Supplies		COMMITMENT ITEM:	430	430001	
9								
10								
11	DATE	Requested By	Vendor Name	Requisition or	Activity Description	Expenditure	Adjustment in	Balance in
12				Imprest Check Number		in Dollars	Dollars	Dollars
13				BEGINNING BALANCI	E			\$ 5,00
14	07/21/16	John Doe	Grainger	10000123	Power Drill	\$ 250.00		\$ 4,750.0
15	07/25/16	John doe	Warehouse	10000234		\$ 575.00		\$ 4,175.0
16	07/25/16	Jane Doe		Budget Adjustment			\$ 500.00	\$ 4,675.0
17					·			\$ 4,675.0
18					·			\$ 4,675.0
19								\$ 4,675.0
20								\$ 4,675.0

## Where to find the beginning balances

 School Discretionary Program Report – displays a summary by program grouping (Categorical or Regular programs) and includes budget item description, total cost, and full time equivalent (FTE) of positions for Schools Front End (SFE) programs.

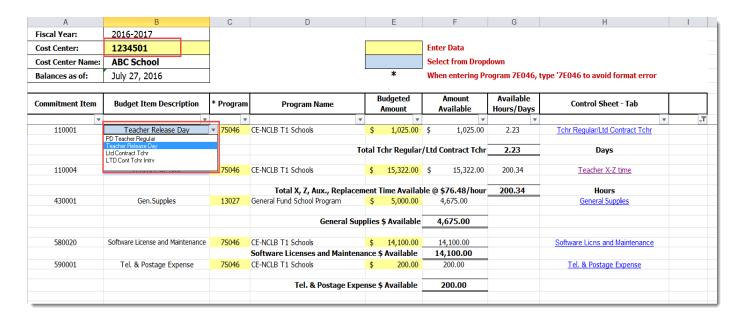
BUDGET SERVICES a	nd FINANCIAL	PLANNING D	IVISION		Ca								
						Version / Year	CM0 / 20	17			Page 1 o		-51
		Fund Center				07/27/2016 14:46:51							
						Division	3C	LOCAL DISTRICT NORTHEAST			(I) = Indirect		
		CE-NCLB T1	CE-NCLB-T1-	CE-NCLB T1	T3A-LEP-Limited	I CE-EIA/LEP-	Not	Not	Not	Not	Not	То	tal
Budget Item Description	Commitment Item	Schools (78046) FTE AMT	Targeted (70S46) FTE AMT	Sch-Paren (7E046) FTE	Eng (7\$176) FTE	Standards (7V883) FTE	Applicable	Applicable	Applicable	Applicable	Applicable	FTE	tai
10385 TCHR PRNT ACT DIFF	110004	7.00		0.00								0.00	2
10376 TUTOR TCHR X TIME	110004	0.00 15,322										0.00	15
10701 TCHR AST RELIEF	110005	0.00 1,091	•									0.00	
107762 TCHR AST DEG TK NW/2	110005	7.00 131,338										7.00	13
11267 CAT PROG AD X INDRCT	190004	0.00 (I) 4,034										0.00	
11681 CRD DIF CAT PRG ADV	190004	0.00 (I) 1,468										0.00	
117360 CAT PRG AD C1T 27/10	190001	0.50 65,927										0.50	6
11759 INTVN/PREV SUPC DIFF	190004	0.00 1,468										0.00	
11772 INTRVN SUP CORD X TM	190004	0.00 4,034										0.00	
118761 INTRVN/PREV SUP COOR	190001	1.00										1.00	11
12106 ITIN NURSE	120041	0.00 45,092										0.00	4
13114 ITIN PSYCH SOC WKR C	120021	0.00 47,111										0.00	4
21720 COMMUNITY REP.	290004	0.00 9,057		0.00 4,335								0.00	1

 COFE Budget Report – displays budget details from Central Office Front End (COFE), includes all program codes including SFE programs



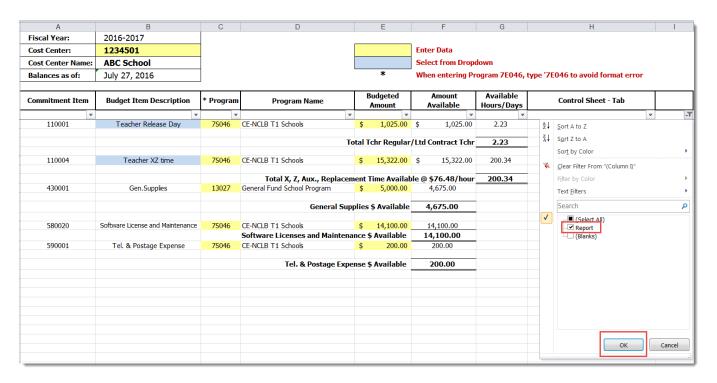
### How to input the beginning balances

- User will be able to input data only on YELLOW cells
- o Cells in BLUE have a dropdown selection and require the user to select a Budget Item Description
- Hyperlinked Control Sheet cells are protected to prevent users from deleting formulas



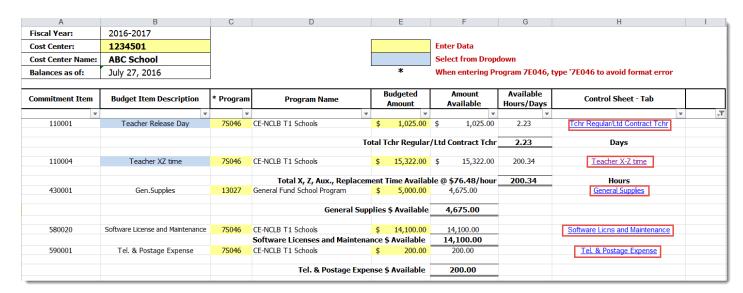
### How to filter the report

- o After the data has been entered, click on the REPORTS filter icon to display only active control sheets
- To add additional data once the report is filtered, click on the Reports filter and check the "Blanks" box



### How to use the hyperlink

Click on the adjacent hyperlink to view/input control record transactions



## **Control Sheet Details**

- Data entered by the user in the Table of Contents will auto-fill information fields in the Control Record worksheets
- Supplemental salary amounts are converted into Balance in Hours and Balance in Dollars
- Non-salaries (Operational expenses) are displayed as Balance in Dollars
- Each control sheet has a hyperlink that will take you back to the Table of Contents

