

Your Afternoon Entertainment

Starring:

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List of Most Common
errors



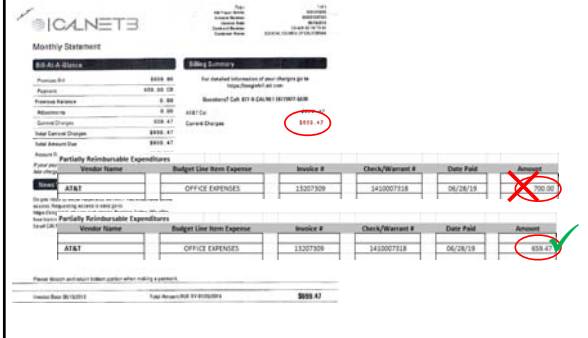
List of Most Common Errors

1. Invoice missing court official signature
2. Timesheet missing employee and/or supervisor signature
3. Reported expenditures on the invoice do not match the expenditures reported on the summary sheet
4. Invoice reflects incorrect calculation of the total reimbursable amount
5. Summary sheet reflects incorrect year-to-date expenditures
6. Reallocated funds (increased/decreased) without an approved budget revision
7. Added new expenditure line item without an approved budget revision
8. Did not allocate shared expenses (claimed 100%)
9. Allocated expenses incorrectly (using higher percentage rate than approved operating percentage rate)
10. Did not provide supporting documentation
11. No service contracts for contracted personnel

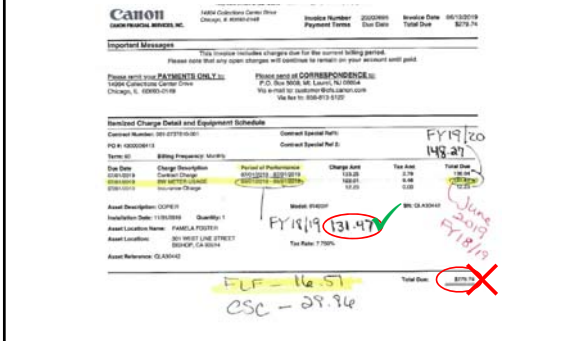
Invoice Missing Court Official Signature

Timesheet Missing Employee and/or Supervisor Signature

Reported Expenditures on the Invoice Do Not Match the Expenditures Reported on the Summary Sheet



Invoice Reflects Incorrect Calculation of the Total Reimbursable Amount



Summary Sheet Reflects Incorrect Year-to-Date Expenditures

C	D	E
PREVIOUSLY BILLED EXPENDITURES	CURRENT EXPENDITURES	YTD EXPENDITURE
4,079.04	801.17	4,879.21
3,560.27	848.82	4,409.09
7,655.31	1,649.99	9,305.30
1,531.06	330.00	1,861.06
-	-	-
-	-	-
-	-	-
1,167.88	1,570.04	2,737.92
-	-	-
34.09	32.99	67.08
81.10	378.30	459.40
4,577.27	1,800.06	6,377.33
-	-	-
5,805.46	1,712.39	7,517.85
14,991.83	5,712.38	20,704.21

Previously Billed +
Current Expenditures =
Year to Date Expenditures

Each month: Copy your previous invoice's YTD column and Paste as Values to your new invoice's Previously Billed column

These totals should also balance to the expenses recorded in SAP per your WBS Project Number



**Reallocated Funds (increased/decreased)
Without an Approved Budget Revision**

Exhibit F = Budget on Summary Sheet

PERSONNEL					
	AD	FD	SALARIES	Benefits	Net Total
Commissioner					
Administrative					
Legal Services					
Public Information					
Other					
TOTAL PERSONNEL EXPENSE	6	12,300	18,500	18,500	49,300

OPERATING EXPENSES	
CATEGORY	BUDGET
SALARIES	26,000.00
BENEFITS	18,500.00
TOTAL PERSONNEL EXPENSE	44,500.00
PROJECT COSTS 20.00%	8,800.00
OPERATING EXPENSES	53,300.00
CONTRACTED COMMISSIONER	
CONTRACTED COURT REPORTER	
CONTRACTED COURT INTERPRETER	
COUNTY SERVICES	7,800.00
OFFICE EXPENSES SUPPLIES FRISK	10,000.00
OTHER CONTRACT	
TRAVEL/TRAINING/REGISTRATION	5,100.00
EQUIPMENT RENTAL/LEASE	534.00
IT REPAIR/MAINTENANCE	3,000.00
RENT/STORAGE	4,800.00
SECURITY PERIMETER	44,000.00
SECURITY BAILIFF SERVICES	2,200.00
TOTAL OPERATING EXPENSES	79,034.00
TOTAL EXPENDITURES	128,334.00

**Added New Expenditure Line Item
Without an Approved Budget Revision**

Exhibit F = Budget on Summary Sheet

The screenshot shows the same data as the previous table, but with a new line item 'OTHER CONTRACT' added to the 'OPERATING EXPENSES' section with a budget of 5,100.00. This addition is circled in red, and a red arrow points from the text 'Exhibit F = Budget on Summary Sheet' to the 'OPERATING EXPENSES' table.

**Did not allocate shared expenses
(claimed 100%)**

STATE OF CALIFORNIA
K-5-GRANTING EXPENSE RECAP (REV 07-17)

JUDICIAL COUNCIL OF CALIFORNIA

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SND FISCAL YEAR: 2018-19

PROGRAM TITLE: CHILD SUPPORT COMMISSIONER BILLING PERIOD: 01/2018

Category	Variable Amount	Description	Invoice #	Check/Warrant #	Date Paid	AMOUNT
100% Reimbursable Expenditures						
Partially Reimbursable Expenditures						

Review the Grant Manual to verify if an expense is 100% Reimbursable, or is only Partially Reimbursable (Or Non-Reimbursable)

Allocated expenses incorrectly (using higher percentage rate than approved operating percentage rate)

The full amount of the expenditure is entered here

The total is reduced by the partial reimbursable OPR

The Operating Percentage Rate (OPR) must be the Approved Rate

Missing Supporting Documentation



No Service Contracts for Contracted Personnel

Budgeted Line Items from Summary Sheet:

- OPERATING EXPENSES
- CONTRACTED COMMISSIONER
- CONTRACTED COURT REPORTER
- CONTRACTED COURT INTERPRETER
- COUNTY SERVICES
- OFFICE EXPENSES
- OTHER CONTRACT
- TRAVEL/TRAINING/REGISTRATION
- EQUIPMENT RENTAL/LEASE
- IT REPAIR/MAINTENANCE
- RENT/STORAGE
- SECURITY; PERIMETER
- SECURITY; BAILIFF SERVICES

Self-Audit Invoices Before Submitting

JUDICIAL COUNCIL OF CALIFORNIA

TITLE IV-D (AB 1058) CHILD SUPPORT COMMISSIONER AND FAMILY LAW FACILITATOR PROGRAM
GRANT MANUAL
ACCOUNTING AND REPORTING INSTRUCTIONS

9 METHOD OF PAYMENT

10 NOTIFICATION OF BUDGET INSUFFICIENCY

11 ACCOUNTING AND REPORTING FORMS

11.1 BUDGET INSTRUCTIONS

11.2 SUBMIT SHEET

11.3 BUDGET SHEET INSTRUCTIONS

11.4 ANNUAL SUBMIT SHEET

11.5 ANNUAL SUBMIT SHEET INSTRUCTIONS

11.6 SHEETSET

11.7 TIME SHEET INSTRUCTIONS

11.8 CONTRACTING EXPENSE REPORT SHEET

11.9 CONTRACTOR ACTIVITY LOG

11.10 CONTRACTOR ACTIVITY LOG INSTRUCTIONS

11.11 TRAVEL EXPENSE CLAIM FORM

11.12 ANNUAL LEAVE REPORT

11.13 ANNUAL LEAVE REPORT INSTRUCTIONS

11.14 BUDGET FORM

11.15 BUDGET FORM INSTRUCTIONS

12 COMMON ERRORS IN COURT CLAIMS CHECKLISTS

12.1 BUDGET ERROR CHECKLIST

12.2 SUBMIT SHEET ERROR CHECKLIST

12.3 ANNUAL SUBMIT SHEET ERROR CHECKLIST

12.4 SHEETSET ERROR CHECKLIST

12.5 CONTRACTING EXPENSE REPORT SHEET ERROR CHECKLIST

12.6 CONTRACTOR ACTIVITY LOG ERROR CHECKLIST

12.7 TRAVEL EXPENSE CLAIM ERROR CHECKLIST

12.8 ANNUAL LEAVE REPORT ERROR CHECKLIST

12.9 BUDGET FORM ERROR CHECKLIST

13 FEDERAL AND STATE GOVERNMENT CODES AND REGULATIONS

AB 1058 PROGRAM PAGE 4

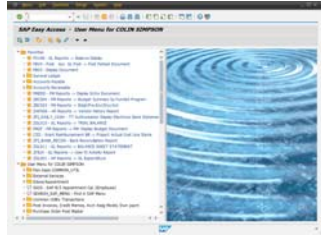




Reports You Can Use

- Recommended by Bridgette Hubbs, Senior Fiscal Analyst, in Branch Accounting and Procurement Administrative Division

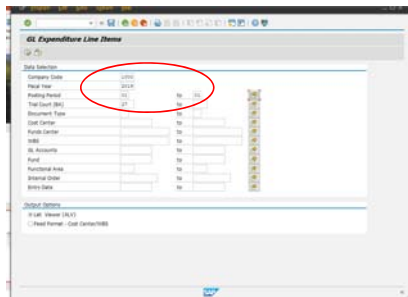
- ZGL001** - GL Expenditure Line Items
- ZGL003** - Journal Entry Detail Report
- ZBCS04** - Budget Summary-Funded Program: Selection
- CJ13** - Display Project Actual Cost Line Items



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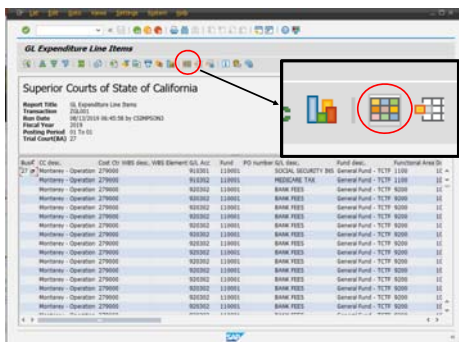
First, Run the Report

Before you can set the layout, you need to run the given report once.



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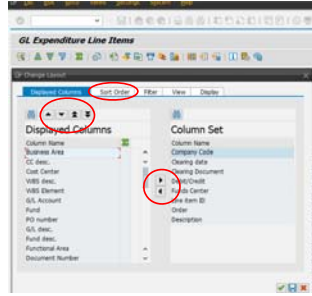
Select Change Layout



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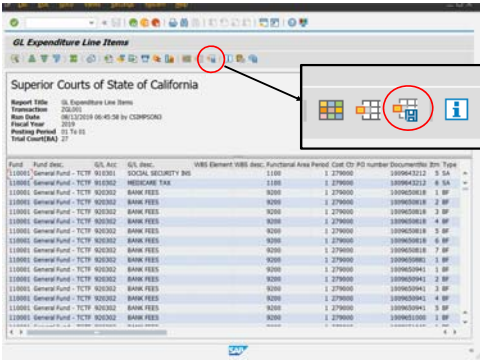
Some Changes You Can Make

- Change the Displayed Columns in your report
- Change the order in which columns are displayed
- Change the sort order



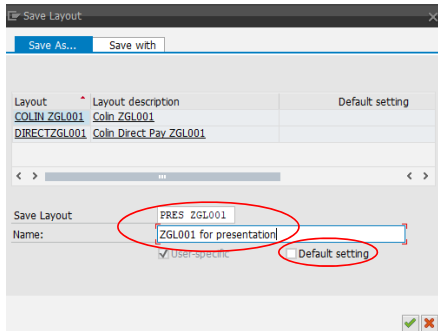
22

Now Just Save Your Layout



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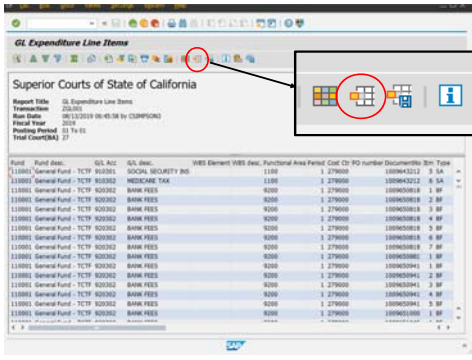
Now Just Save Your Layout



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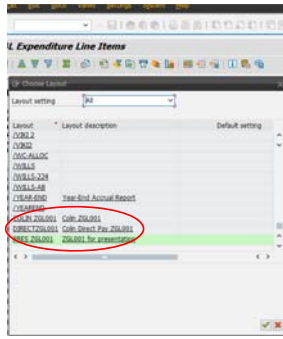
Access Your Layout

If not your default layout, just click on the "Select Layout" button.



Access Your Layout

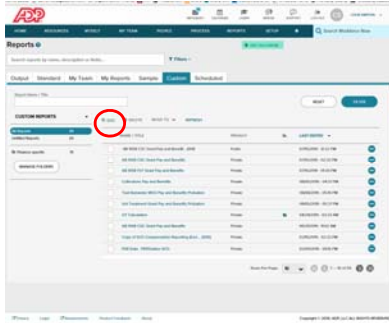
You usually need to scroll down to the bottom to find your layout, then click on the layout name to use it is usually



Questions, Comments, or Ideas?

Creating a New Report

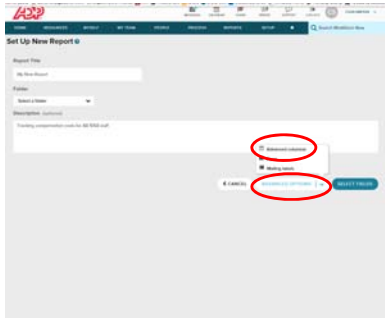
Click the "Add" link to create a new custom report. You will then be asked to name your report and provide a description (optional).



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Creating a New Report (cont'd)

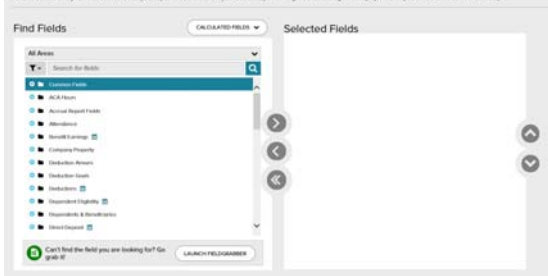
Click "Advanced Options" and select "Advanced Columnar". You can just click on "Select Fields" instead, but the "Simple" format is much more difficult to customize.



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Select Your Fields

Click "Advanced Options" and select "Advanced Columnar". You can just click on "Select Fields" instead, but the "Simple" format is much more difficult to customize.



Select Your Fields (cont'd)

- Though there are 7 steps to creating the report, you really only need to focus on “Select Fields”, “Add Filters”, and “Run a Report”.
- Most fields are easy to locate like Name, Employee Number, and Pay Period Date. However, some earnings and benefits are harder to find.
- This may vary by court, but for benefits for my court, I select under the “Pay Statements” category, the “Memo Amount” field and once moved to the “Selected Fields”, I can pick the specific benefit.
- For specific earnings, like cell phone pay allowances or flex cash benefits if you record those in a separate GLs, I select under the “Pay Statements” category, the “Additional Earnings” field and once moved to the “Selected Fields”, I can pick the specific earned items.
- Then just click “Save and Next” and click “OK” for the pop-up window. You can then move on to “Add Filters”.

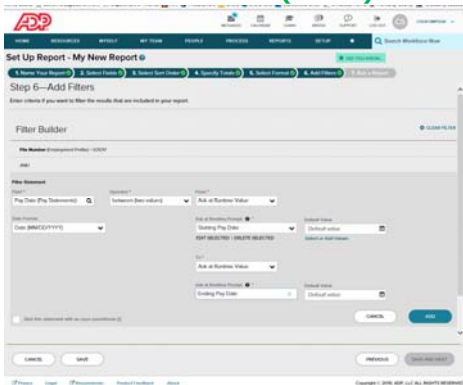
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Add Filters

- This is where you can filter the information based on specific parameters for one of the fields you selected.
- For AB 1058, you would use this to limit the report to just the court staff that work on the program.
- For Monterey, the “File Number” is the employee’s unique identifying number and I filter based on that field. File Number likely serves the same function for your court.
- You also set up pay date range filter under “Add Filters”, but you will actually enter the pay date range you want in the “Run a Report” section.
- Then just click “Save and Next”. You can then move on to “Run a Report”.

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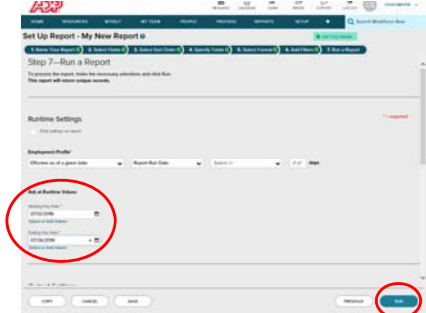
Add Filters (cont'd)



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Run a Report

Now for the easiest part. Just enter the "Starting Pay Date" and "Ending Pay Date" dates in the "Ask at Runtime Values" section. Click "Run" to execute the report. You can then output it to Excel.



Questions, Comments, or Ideas?

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