

# USING THE OPEB CALCULATOR

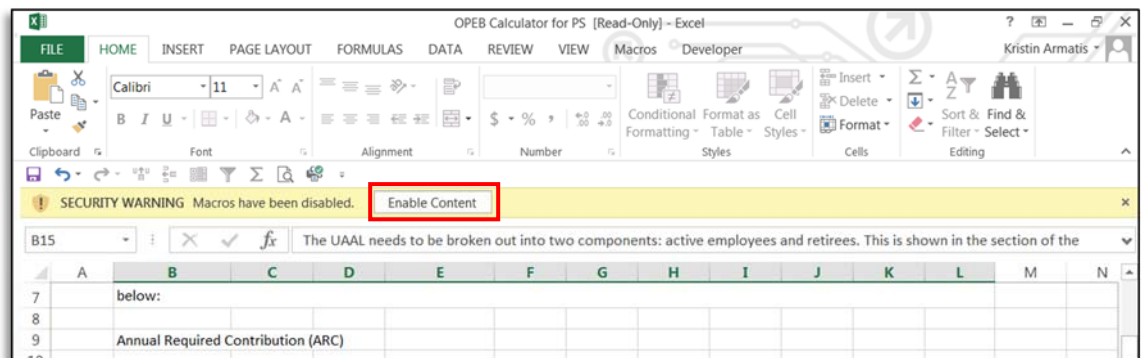
This video will provide instructions for using the Other Post Employment Benefits (OPEB) calculator.

Prior to beginning calculation, you will need:

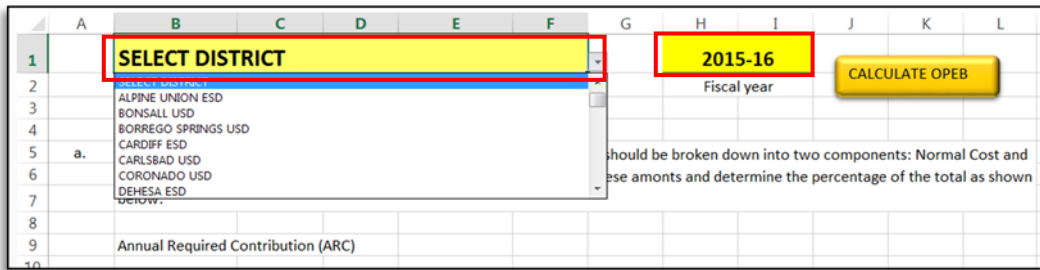
1. Most recent actuarial that covers the fiscal year (in this example, 2015-2016).
2. The total cost charged to 3701 and 3702 throughout the fiscal year.
3. 2 Queries:
  - a. FAR\_GL\_ACTUALS\_FOR\_OPEB
    - o Simply run and save the query.
  - b. FAR\_POSITION\_W\_EE\_AND\_ACCOUNT
    - o We have added several new parameters for this query to help districts in filtering the information prior to having to download it. This should help reduce the number of results that a district will need to comb through to determine OPEB-eligibility.
    - o For this query, you will need to run the query and establish who is OPEB-eligible at your district.
    - o Employees who are not eligible for OPEB should be deleted from the spreadsheet.

## STEPS:

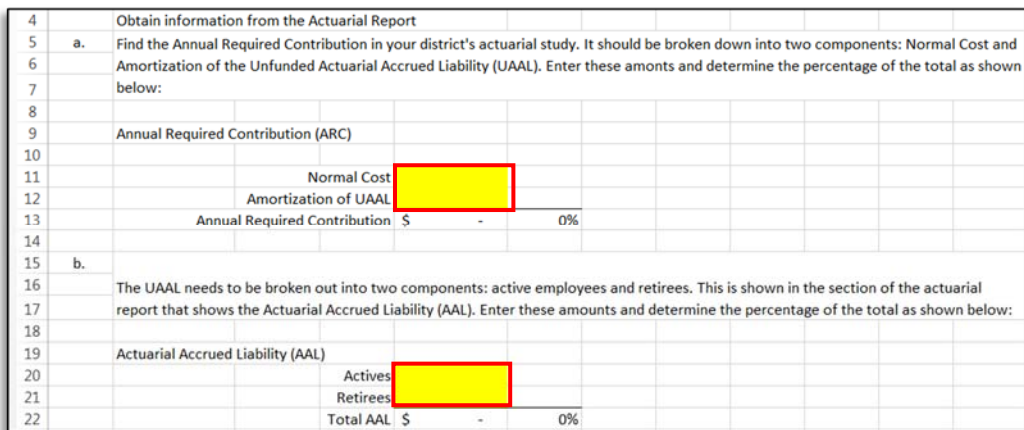
1. Start with the **OPEB Calculator for PS** spreadsheet.
2. Once the spreadsheet is open, select “Enable Content.”



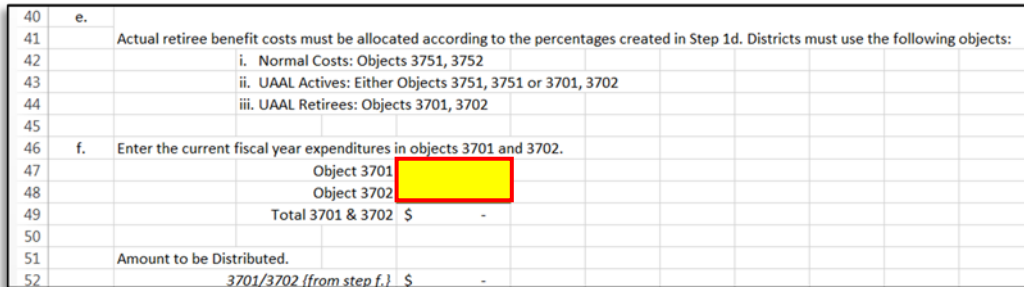
3. Open the tab "OPEB District Data"
  - a) Select your district and the fiscal year from the drop down menus.



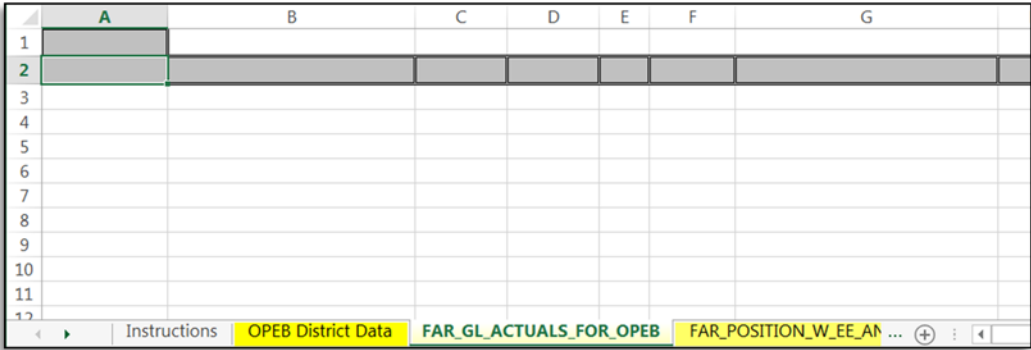
- b) The yellow boxes in section a.) and b.) should be entered with the information enclosed in your actuarial study.



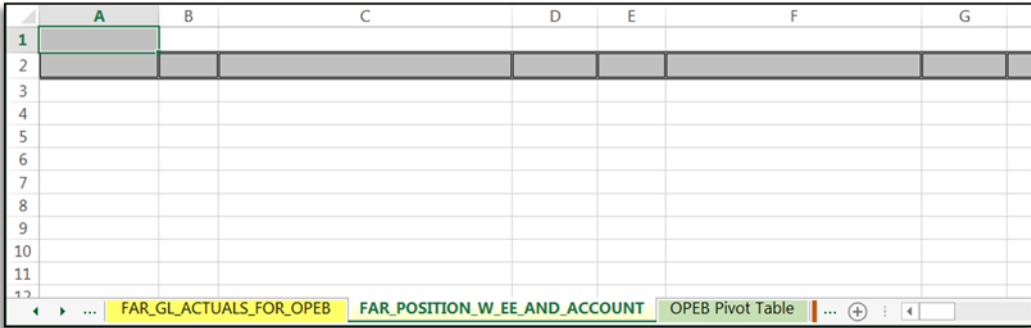
- c) The yellow boxes in section f.) should contain the amounts the district spent in object code 3701 and 3702 throughout the year.



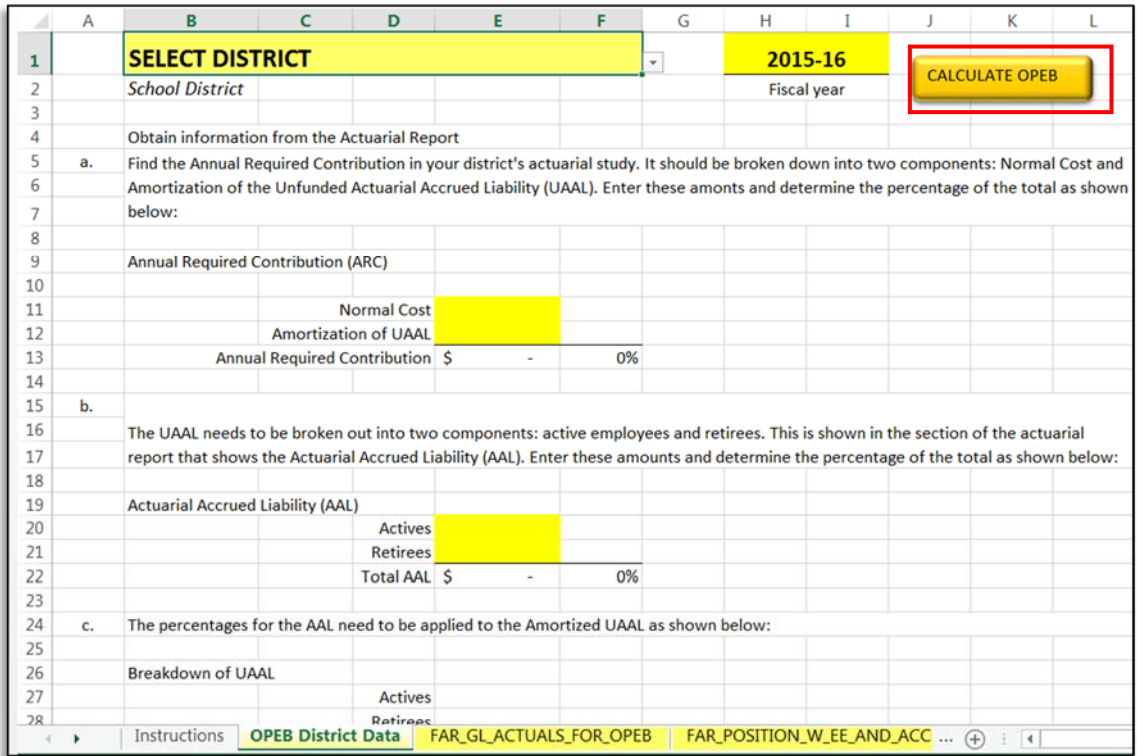
- 4. Open the tab "FAR\_GL\_ACTUALS\_FOR\_OPEB"
  - a) Copy and Paste the "FAR\_GL\_ACTUALS\_FOR\_OPEB" query that you already ran into this tab.



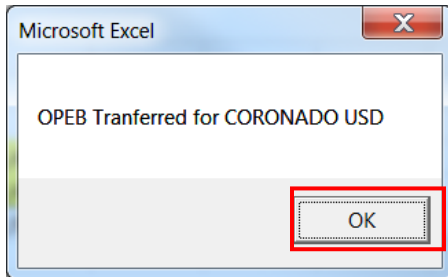
- 5. Open the tab "FAR\_POSITION\_W\_EE\_AND\_ACCOUNT"
  - a) Copy and Paste the "FAR\_POSITION\_W\_EE\_AND\_ACCOUNT" query that you already ran and modified, into this tab.



6. Return back to the “OPEB District Data” tab. Click “Calculate OPEB.”



7. You will receive confirmation once the calculation is complete. Click “OK”.



8. You will then be taken to the “Journal Entry Form”. The journal entry needed has been completed.

a) Due to rounding off, your transfer may be off by a few pennies.

2015-16 OPEB CALCULATION										Increase (+)	Decrease (-)	NOTES
CORONADO USD												
Fund	Resource	PY	Goal	Function	Object	Site	Loc					
GRAND TOTAL Not in Balance, enter adjustment below:										\$ 104,069.01	\$ 104,069.00	
0100					3701000						\$ 67,521.00	
0100					3702000						\$ 36,548.00	
0100			1110	1000	3701000					\$ 33,807.80		Note: E

- b) In order to enter the adjustment use the adjustment boxes to the right to bring the transfer into balance. You may enter either a positive or negative number into the adjustment box depending on what you need.

2015-16 OPEB CALCULATION CORONADO USD									
Fund	Resource	PY	Goal	Function	Object	Site	Loc	Increase (+)	Decrease (-)
GRAND TOTAL IN BALANCE:								\$ 104,069.01	\$ 104,069.01
0100					3701000			\$ 67,521.01	
0100					3702000			\$ 36,548.00	
0100			1110	1000	3701000			\$ 33,807.80	
0100			1110	2100	3701000			\$ 189.28	

**NOTES:**

Increase/Decrease must equal. Enter adjustment below to balance 'Decrease' column; +/- for 3701 and/or 3702.

\$ 0.01 Enter Adjustment for 3701000

Enter Adjustment for 3702000

Note: Enter RESOURCE, PY, GOAL, SITE and LOC in this worksheet.

- c) Districts have the option of adding the resource, PY, site, and location to the transfer template. If you choose to add these please make sure that you follow the below format:
- Resource – 7 digits “0000000”
  - PY – 1 digit “0”
  - Site – 3 digits “000”
  - Loc – 3 digits “000”

Fund	Resource	PY	Goal	Function	Object	Site	Loc	Increase (+)	Decrease (-)
GRAND TOTAL IN BALANCE:								\$ 104,069.01	\$ 104,069.01
0100					3701000			\$ 67,521.01	
0100					3702000			\$ 36,548.00	
0100	0000000		1110	1000	3701000	001		\$ 33,807.80	
0100	0000000		1110	2100	3701000	001		\$ 189.28	
0100	0000000		1110	2700	3701000	001		\$ 8.69	
0100	0000000		1110	4200	3701000	001		\$ 192.60	
0100	0000000		1110	2490	3701000	001		\$ 88.62	
0100	0000000		1110	4000	3701000	003		\$ 21.60	
0100			1110	2140	3701000			\$ 183.63	
0100			0000	2100	3701000			\$ 1,293.66	
0100			0000	3160	3701000			\$ 11.38	
0100			0000	2700	3701000			\$ 2,912.53	

9. Enter your transfer into PeopleSoft.

- a) You have 2 options for entering this into PeopleSoft.
- Using the “Journal Entry Form” tab you can manually enter the data on the “GL Journal” screen.
  - Using the “PS Journal Upload” tab to copy and paste information into the GL Journal Upload template and upload into PeopleSoft. For specific instructions on this method please see instructions titled “Uploading OPEB GL Journal in PeopleSoft”.