



# CAT Form

San Diego County Office of Education



# •Download and Open CAT Form - SACS

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Superintendent ▾

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SDCOE » BUSINESS SERVICES » DISTRICT FINANCIAL SERVICES » FINANCIAL REPORTING » FORMS AND DOCUMENTS

## Financial Reporting

Business Services Upload

Business Services Upload User Guide - PDF

Charter School Unaudited Actuals Alternative

Principal Apportionments

Recap of SACS Forum Meetings

SACS Validation Tables

SACS Financial Reporting Software

Standardized Account Code Structure (SACS)

## Forms and Documents

- [Property Taxes 2016-17 P2 \(PDF\)](#)
- [Property Taxes 2015-16 Annual \(PDF\)](#)
- [Property Taxes 2014-15 Annual \(PDF\)](#)
- [Property Taxes 2013-14 Annual \(PDF\)](#)
- [CAT Form - SACS \(Excel\)](#)
  - [CAT Instructions \(PDF\)](#)
- EPA
  - [Requirements](#)
  - [Sample Resolution](#)
  - [Sample Exhibit Form](#)

Click and Open



# •DATA

Deferred Revenue						
counts Payable						
counts Receivable	44,386.17	0.00	0.00	0.00	0.00	
BEGBAL	EXP	REV	REV BUD	Deferred Rev Federal	Deferred Rev State	

- Populate Blue tabs with (2) PS Financials queries
  - BEGBAL- FAR\_GL\_ACTUALS\_3\_FD\_RES\_7OBJ - Fund, Resource Object
  - EXP- FAR\_GL\_ACTUALS\_3\_FD\_RES\_7OBJ - Fund, Resource Object
  - REV- FAR\_GL\_ACTUALS\_3\_FD\_RES\_7OBJ - Fund, Resource Object
  - REV BUD- FAR\_BUDGET\_DETAILS - Details in Budget Ledgers

Note: Parameters are different for each tab



# •GETTING THE DATA FOR BEGBAL

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

ORACLE

1<sup>st</sup> Logon to PS FIN

2<sup>nd</sup> Go to Query Viewer

## Query Viewer

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

\*Search By  begins with   
 [Advanced Search](#)

## Search Results

\*Folder View

3<sup>rd</sup> Search and Click on:  
FAR\_GL\_Actuals\_3\_FD\_RES\_7OBJ

Query		Personalize		Find	View All	First			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Favorite	
FAR_GL_ACTUALS_FULL_ACCOUNT_ZM	Actuals	Private	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_DETAILS_ZM	Details To All GL Postings	Private	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_ACTUALS_2_FD_MAJOR_OBJ	Fund & Major Object	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_ACTUALS_2_FD_OBJ	Fund & Object	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_ACTUALS_3_FD_RES_4OBJ	Fund, Resource & Object	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_ACTUALS_3_FD_RES_7OBJ	Fund, Resource Object	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_ACTUALS_FOR_OPEB	Obj 1000-2999 all Fds & Res	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_ACTUALS_FULL_ACCOUNT	Actuals	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	
FAR_GL_DETAILS	Details To All GL Postings	Public	GENERAL LEDGER	HTML	Excel	XML	Schedule	Favorite	



# •GETTING THE DATA BEGBAL

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

**FAR\_GL\_ACTUALS\_3\_FD\_RES\_7OBJ - Fund, Resource Object**

Unit %:

Fund %:

RESOURCE FROM:

RESOURCE TO:

OBJECT FROM:

OBJECT TO:

PERIOD FROM:

PERIOD TO:

Year:

**View Results**

Year	Ledger	Unit	Fund	Resource
------	--------	------	------	----------

Type in District Number

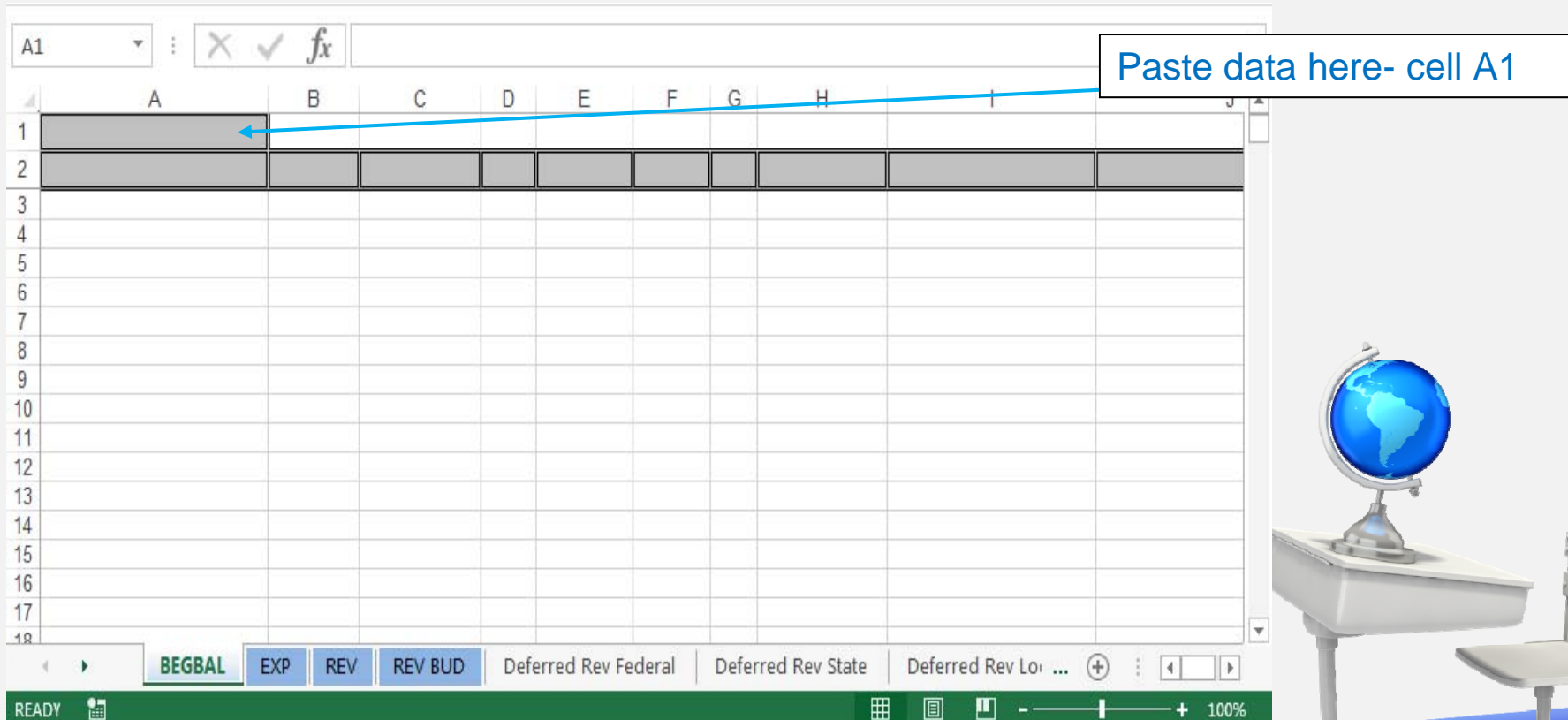
Type Year

Click View Results



# •GETTING THE DATA BEGBAL

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- BEGBAL Tab



# •GETTING THE DATA EXP

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

**FAR\_GL\_ACTUALS\_3\_FD\_RES\_7OBJ - Fund, Resource Object**

Unit %:

Fund %:

RESOURCE FROM:

RESOURCE TO:

OBJECT FROM:

OBJECT TO:

PERIOD FROM:

PERIOD TO:

Year:

[View Results](#)

Year	Ledger	Unit	Fund	Resource
------	--------	------	------	----------

Click View Results

Type in District Number

Type Year





# •GETTING THE DATA EXP

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- EXP Tab

The image shows a screenshot of an Excel spreadsheet interface. The active cell is A1, and a callout box with the text "Paste data here- cell A1" has a blue arrow pointing to it. The spreadsheet has columns labeled A through I and rows numbered 1 through 18. The bottom of the screen shows the Excel ribbon with tabs for "BEGBAL", "EXP", "REV", "REV BUD", "Deferred Rev Federal", "Deferred Rev State", and "Deferred Rev Lo...". The status bar at the bottom indicates "READY" and "100%".

Paste data here- cell A1

A 3D illustration of a white desk with a blue globe on top, and a white chair. A blue arrow points from the globe to the callout box.



# •GETTING THE DATA REV

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

**FAR\_GL\_ACTUALS\_3\_FD\_RES\_7OBJ - Fund, Resource Object**

Unit %:

Fund %:

RESOURCE FROM:

RESOURCE TO:

OBJECT FROM:

OBJECT TO:

PERIOD FROM:

PERIOD TO:

Year:

Year	Ledger	Unit	Fund	Resource
------	--------	------	------	----------


Annotations:

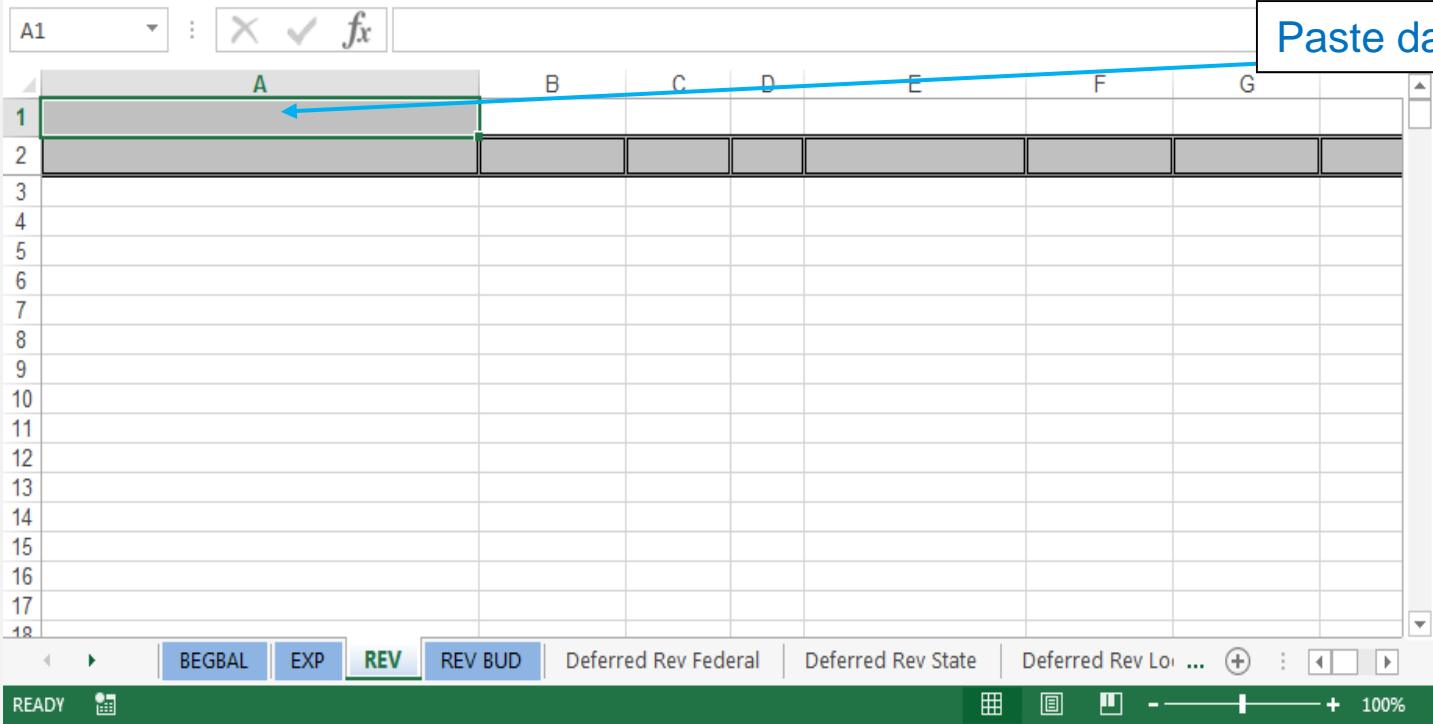
- Type in District Number (points to Unit % field)
- Type Year (points to Year field)
- Click View Results (points to View Results button)



# •GETTING THE DATA REV

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- REV Tab

A1 :  Paste data here- cell A1



Excel spreadsheet interface showing a grid with columns A through G and rows 1 through 18. Cell A1 is highlighted in green. A blue arrow points from the 'Paste data here- cell A1' text box to cell A1. The spreadsheet has tabs at the bottom: BEGBAL, EXP, REV (selected), REV BUD, Deferred Rev Federal, Deferred Rev State, and Deferred Rev Lo... The status bar at the bottom shows 'READY' and '100%' zoom.



# •GETTING THE DATA FOR REV BUD

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

**1st Go to Query Viewer**

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**Query Viewer**

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

\*Search By  begins with

**2nd Search and Click on: FAR\_BUDGET\_DETAILS**

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**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
FAR_BUDGET_ALL_REV_EXP_LEDGERS	Compare Revenue & Expense	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_COMPARE_REV_EXP	Revenue & Expense Bdgt Interim	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_DETAILS	Details in Budget Ledgers	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_ERRORS	Lists all the KK errors	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_FD_RES_40B	Budget by Fund, Resc, 4-digObj	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_JOURNALS_ALL	Budget Journal Status	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_MAJOR_OBJ_RANGE	Budget by Object code & Fund	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite
FAR_BUDGET_STRINGS_OPEN	ALL OPEN STRINGS	Public	BUDGET	HTML	Excel	XML	Schedule	Favorite



# •GETTING THE DATA REV BUD

- Type in the parameters below
- Click View Results

File Edit View Favorites Tools Help

**FAR\_BUDGET\_DETAILS - Details in Budget Ledgers**

District %:

Journal ID %:

Fiscal Year:

Budget Period:

Object From:

Object To:

Fund %:

Resource From:

Resource To:

Accounting Period From:

Accounting Period To:

[View Results](#)

Unit	Journal ID	Date	Seq	Ledger Grp	Entry Type	Bd Hdr Status	P
------	------------	------	-----	------------	------------	---------------	---

Type in District Number

Type Year

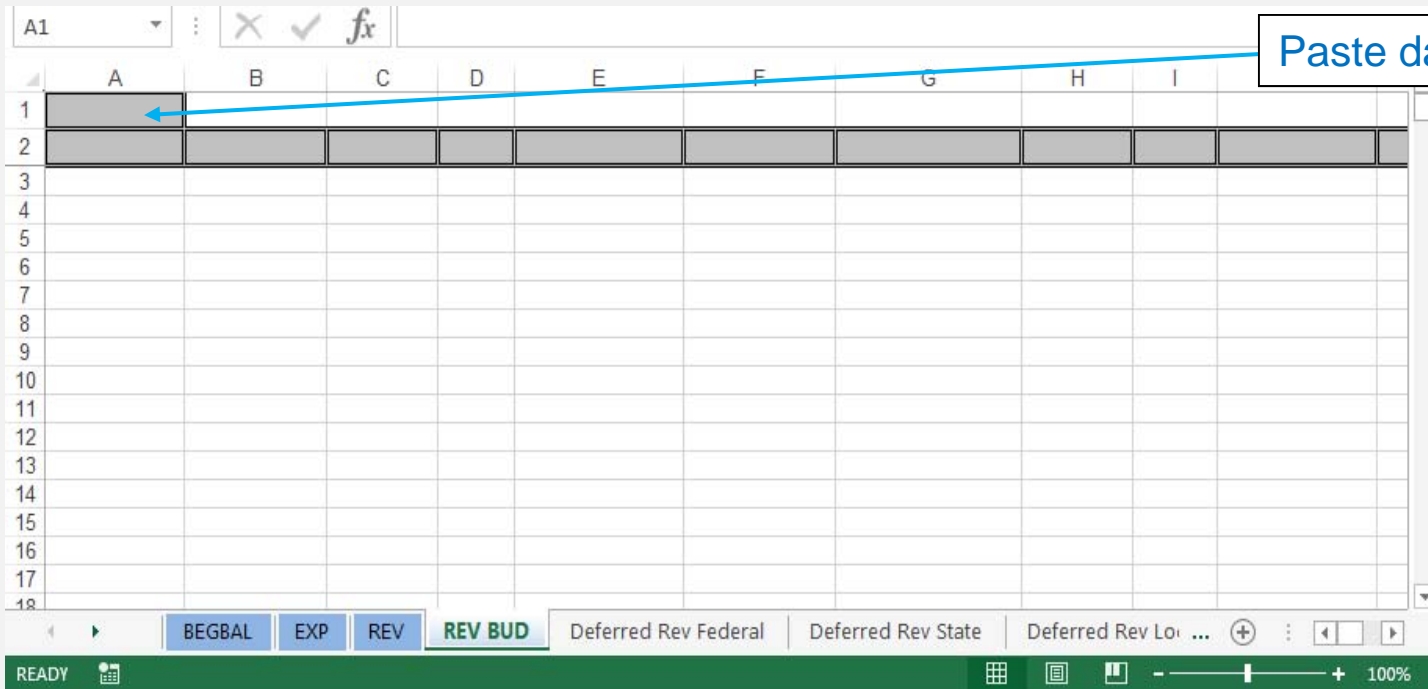
Type Year

Click View Results



# •GETTING THE DATA REV BUD

- Download results in: Excel Spreadsheet
- Copy data from spreadsheet and paste in CAT FORM- REV BUD Tab



# •Entering Account Numbers

1<sup>st</sup> Go to the correct tab in the CAT Form

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Rev Federal	Deferred Rev State	Deferred Rev Local	End Bal Fed	End Bal State	End Bal Local				

2<sup>nd</sup> Enter Resource # & Sub-Resource

3<sup>rd</sup> Choose Y or N

	Lottery: Instructional Materials
STATE PROGRAM NAME:	
Local Description	
Federal Catalog Number:	
Fund Code	
Resource Code:	6300
Sub Resource Code:	000
Ignore Sub-Resource For Expenses:	Y
CY Award Revenue Object (row 2a):	8560-000
CY Adjustments Revenue Object (row 2b):	8560-002
Contributed Matching Funds (row 8):	

4<sup>th</sup> Enter the Revenue Object & Sub-Object with a "-" between. Must use this format.



# •Entering Account Numbers

1. Prior Year Ending Balance	\$ 141,854.87
2. a. Current Year Award	500,115.04
b. Other Adjustments	59,405.30
c. Adj Curr Yr Award (sum lines 2a & 2b)	559,520.34
3. Required Matching Funds/Other	
4. Total Available Award (sum lines 1, 2c, & 3)	\$ 701,375.21
<b>REVENUES - Actuals</b>	
5. Cash Received in Current Year	500,115.04
6. Amounts Included in Line 5 for Prior Year Adjustments	
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	59,405.30
b. Noncurrent Accounts Receivable	
c. Current Accounts Receivable (line 7a minus line 7b)	59,405.30
8. Contributed Matching Funds	0.00
9. Total Available (sum lines 5, 7c, & 8)	559,520.34
<b>EXPENDITURES - Actuals</b>	
10. Donor-Authorized Expenditures	507,734.83
11. Non Donor-Authorized Expenditures	
Total Expenditures	
12. (line 10 plus line 11)	507,734.83
<b>RESTRICTED ENDING BALANCE</b>	
13. Current Year (line 4 minus line 10)	193,640.38

1<sup>st</sup> Formulas will populate all cells that are not shaded yellow

2<sup>nd</sup> Fill in all cells that are shaded yellow if applicable







Please send all feedback & suggestions to:  
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