

# Questica

FISCAL SERVICES 2019



# Agenda

- Login/Account Lookup
- Budget Entry
- Reporting
- Budget Transfers
- Positions



# Login

Business and Fiscal Services

Who We Are & What We Do

- Interim Vice Chancellor of Business & Fiscal Services [Jose Torres](#) is the executive officer of the District directing all financial and business affairs.
- Administrative Assistant II [Kelly Goodrich](#) provides administrative support to the Vice Chancellor and Business & Fiscal Services department.
- Check out our department pages to meet the rest of the staff: [Accounting](#), [Audits](#), [Budget](#), [Business Services](#), [Environmental Health & Safety](#), [Facilities Planning & Construction](#), and [Payroll](#).

Division Overview


Please review the [organizational chart](#) for the Business & Fiscal Services Department.

Please feel free to submit [suggestions](#) on how we can improve service to you and our students.

Construction Program

The San Bernardino Community College District is undergoing an extensive [construction program](#) at both campuses. Construction is afforded through two general obligation bonds: Measure P, a \$150 million bond passed in November 2002 and Measure M, a \$550 million bond passed in February 2008.

Links to Fiscal Sites

-  [Qwestica](#)
- [Financial 2000](#) [Financial 2000](#)

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**Qwestica**

Sign in

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

### SBCCD Federated Login

Use your network username and password

Login with your WebAdvisor account to access Qwestica

Username :

Password :

- Forgot your password? - [SBVC](#) | [CHC](#)
- [Need Help?](#)

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114 South Del Rosa Drive San Bernardino, California 92408  
Phone : 909.382.4000 Fax : 909.382.0116

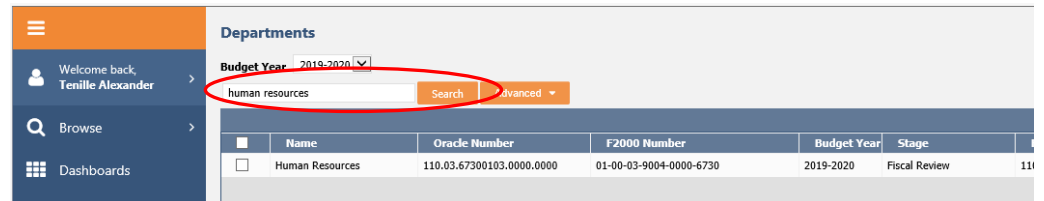
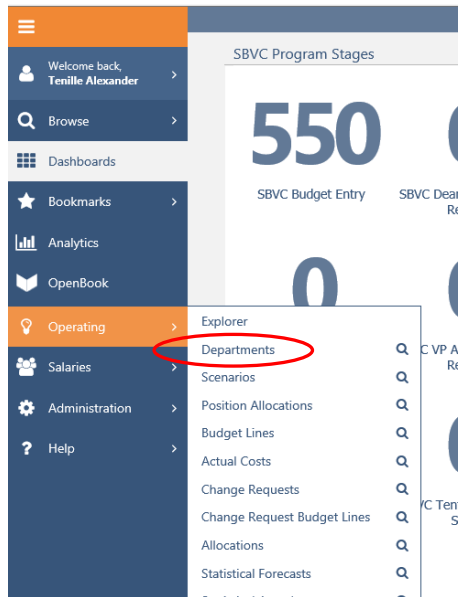
[Annual Security Report](#)  
[Contact Webmaster](#)  
[Accessibility Statement](#)

# Account Lookup

- Click:

- Operating
- Departments

- Enter department name or number into the search box



# Budget Entry

- Budget
  - Annual Summary
  - Enter brief description/justification and amount (shift+enter)

File Department Scenario Reports Tools Help

2019-2020 110.03.67300103.0000.0000 - Human Resources - Main Stage: Fiscal Review

General  
Department  
Scenario

Budget  
Annual Summary  
Details  
Allocations  
Variables

Actual Costs  
Details  
Annual Comparison  
Quarterly Comparison  
Trimester Comparison  
Monthly Comparison

Position Planning

### Annual Budget (Summary View)

Layout Display Options Export

Object	Object Category	2019 Budget	2019 Actual	2020 Actual	2020	2021
Click here to add a new record...						
Object Category: 4000's - Supplies And Materials		(549,741)			(629,015)	(682,787)
+ <input type="checkbox"/> 410000 - Textbooks	4000's - Supplies And Materials					
+ <input type="checkbox"/> 421000 - Magazines & Subscriptions	4000's - Supplies And Materials					
- <input type="checkbox"/> 422000 - Reference Books	4000's - Supplies And Materials	2,000			2,000	
Click here to add a new record...						
<input type="checkbox"/>	F2000 Number Description	Program Revi...	Program Review Amo...	Growth Amount	One Time	2020
Click here to add a new record...						
<input type="checkbox"/>	01-00-03-9004-0000-6730					2,000
+ <input type="checkbox"/> 430000 - Instructional Supplies	4000's - Supplies And Materials	5,000			5,000	(2,000)



# Budget Entry

- Department
  - Promote
    - Dean/Department Review
    - VP Review
    - Fiscal Review

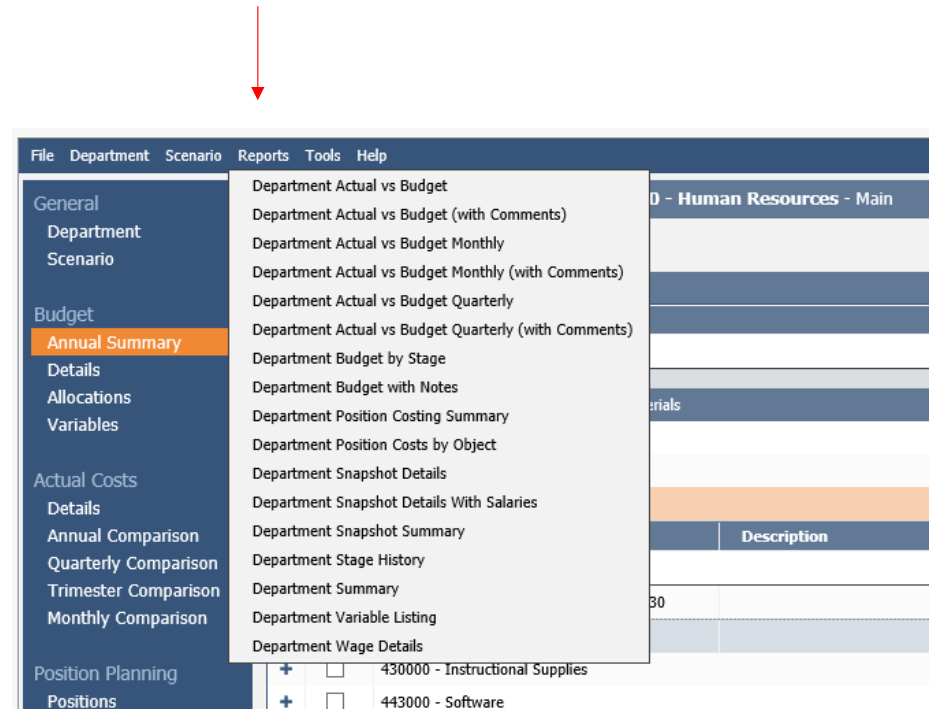
The screenshot displays a budget management application interface. The top navigation bar includes 'File', 'Department', 'Scenario', 'Reports', 'Tools', and 'Help'. The 'Department' menu item is circled in red. The main content area shows the 'Annual Budget (Summary View)' for the fiscal year 2019-2020, with a budget ID of 110.03.67300103.0000.0000 for Human Resources - Main. A table lists budget objects with columns for Object, Object Category, 2019 Budget, and 2019 Actuals. A 'Department Promote' dialog box is open, prompting the user to change the department from one stage to another. The dialog shows 'Current Stage: Fiscal Review' and 'Promote to: Tentative'. A 'Comments' field is also present. The dialog has 'OK' and 'Cancel' buttons.

Object	Object Category	2019 Budget	2019 Actuals
Click here to add a new record...			
Object Category: 4000's - Supplies And Materials (549/41)			
+ [ ] 410000 - Textbooks	4000's - Supplies And Materials		
+ [ ] 421000 - Magazines & Subscriptions	4000's - Supplies And Materials		
- [ ] 422000 - Reference Books	4000's - Supplies And Materials		2,000
Click here to add a new record...			
[ ] 01-00-03-9004-0000-6730			
Object Category: 4000's - Supplies And Materials			
+ [ ] 430000 - Instructional Supplies			5,000
+ [ ] 443000 - Software			200
+ [ ] 444000 - Media			
+ [ ] 450000 - Noninstructional Supplies			10,000
+ [ ] 451000 - Maintenance Supplies			
+ [ ] 451100 - Air Cond & Heating Supplies			
+ [ ] 451200 - Lock & Key Supplies			1,000
+ [ ] 452000 - Custodian Supplies			
+ [ ] 453000 - Grounds Supplies	4000's - Supplies And Materials		
+ [ ] 455100 - Printing	4000's - Supplies And Materials		2,000



# Reporting

- Reports can be accessed within the department in the “Reports” section
  - Excel, PDF, Word, etc.
- Useful reports:
  - Department Budget with Notes
  - Department Summary
  - Department Position Costing Summary



# REMINDER:

- Ensure pop-up blockers are disabled
- A reasonable, yet brief justification is required
- The site information entered must match the site information entered on the next screen
- SHIFT+ENTER





# Change Requests (Budget Transfers)

- Initiate change request
- Add change request
- Select/enter information
- Enter department, object, and amount (repeat as necessary)
- Promote change request
- Verify “change request stage” is advanced



# Initiate Change Request

The screenshot displays a web application interface. On the left is a dark blue sidebar menu with the following items: 'Welcome back, Tenille Alexander', 'Browse', 'Dashboards', 'Bookmarks', 'Analytics', 'OpenBook', 'Operating' (highlighted in orange), 'Salaries', 'Administration', and 'Help'. A dropdown menu is open under 'Operating', listing: 'Explorer', 'Departments', 'Scenarios', 'Position Allocations', 'Budget Lines', 'Actual Costs', and 'Change Requests' (circled in red). The main content area shows 'SBVC Program Stages' with a large '550' and 'SBVC Budget Entry'.



# Add Change Request

## Change Requests

Budget Year 2018-2019

← Make sure you are in the correct budget year!

Search

Advanced ▾

+ Add Change Request



Budget...

Type

Num...

Justification

Stage

### New 2019 Change Request

[Help](#)

Create a new Change Request for budgeting.

Type Budget Transfers

Site 110.00(01-00-00) - General District Wide

Justification

Number AUTO

Override Auto Number

OK

Cancel



# Enter Change Request Details

Out of balance!

File Change Request Scenario Reports Tools Help

2018-2019 AUTO - 7906 - Main Change Request Stage: [Budget Transfers] Budget Transfer Entry

General  
Change Request  
Scenario

Operating  
Operating Changes  
Position Changes  
Wage Adjustments

Capital  
Other

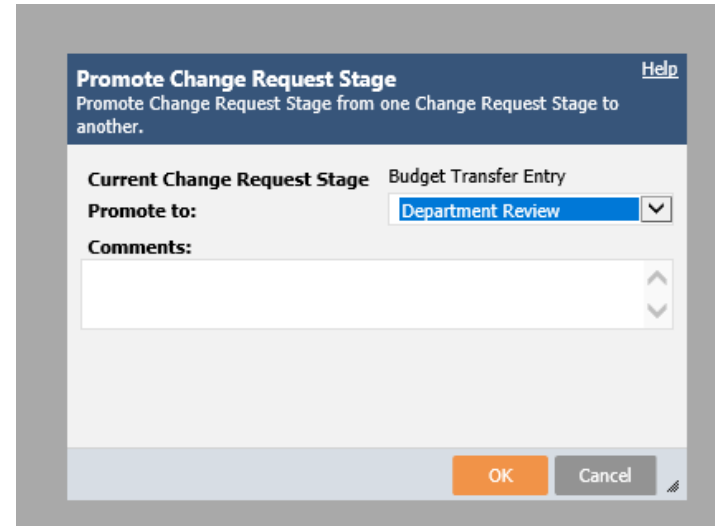
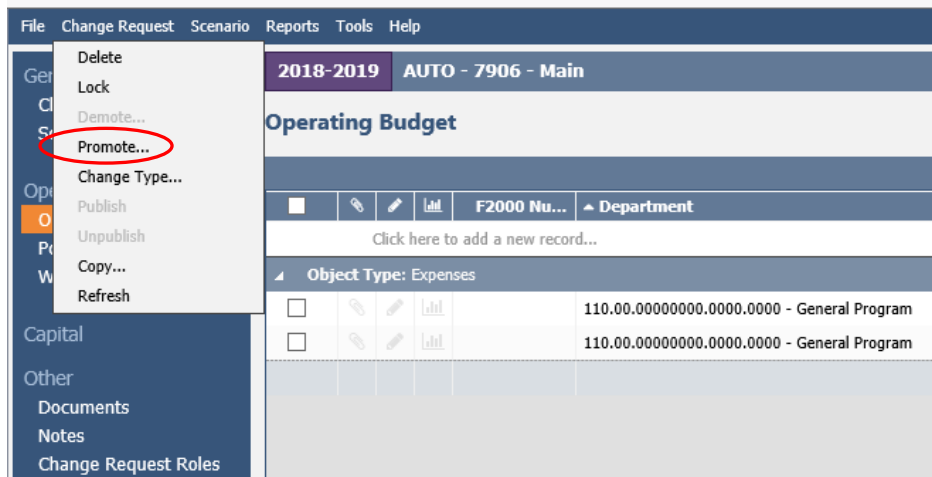
### Operating Budget

Layout Display Options Import... Export

F2000 Nu...	Department	Object	Description	2019	2020
	--Please select a value--	--Please select a value--			
Object Type: Expenses					
<input type="checkbox"/>	110.00.00000000.0000.0000 - General Program	430000 - Instructional Supplies	test	(400.00)	
<input type="checkbox"/>	110.00.00000000.0000.0000 - General Program	450000 - Noninstructional Supplies	test	100.00	
				300.00	



# Promote Change Request



Verify "CHANGE REQUEST STAGE" is advanced.



# Positions

Welcome back, Tenille Alexander

Browse

Dashboards

Bookmarks

Analytics

OpenBook

Operating

**Salaries**

- Positions
- Employees**
- SalaryPlan-Grade
- Scale Values
- Benefits
- Earning Breakdowns

SBVC Program Stages

550

SBVC Budget Entry SBVC

0

**Positions**

Budget Year: 2018-2019 Publish Salaries Unpublish Salaries

instructor

		Job C...	Name	P...	Status	FTE...	Paid H...	FTE	Start...	C...	Barg...	Positi...	Site	Distri...	Cell P...	Dept...	Expe...	Medi...	Positi...	Object	Repo...	Empl...	EPI C...
<input type="checkbox"/>		100015	Instructor Acc...	Full...	Active	1,416.00	1,416	1.00	Jan 1926	Sala...	CECONT	Academ...	110.01(...)	Option...	0.00	0.00	0.00	✓	SBVC	110000...	Dean, ...	Steven...	A152002
<input type="checkbox"/>		200024	Instructor Ana...	Full...	Active	1,416.00	1,416	1.00	Jan 1926	Sala...	CECONT	Academ...	110.02(...)	Option...	0.00	14,000...	0.00	✓	CHC	110000...	Dean, I...	Sam Tr...	A256008
<input type="checkbox"/>		100019	Instructor Ana...	Full...	Active	1,416.00	1,416	1.00	Jan 1926	Sala...	CECONT	Academ...	110.01(...)	Option...	0.00	0.00	0.00	✓	SBVC	110000...	Dean, S...	Joan M...	A153601
<input type="checkbox"/>		100020	Instructor Ana...	Full...	Active	1,416.00	1,416	1.00	Jan 1926	Sala...	CECONT	Academ...	110.01(...)	Option...	0.00	0.00	0.00	✓	SBVC	110000...	Dean, S...	David B...	A153602
<input type="checkbox"/>		100033	Instructor Ana...	Full...	Active	1,416.00	1,416	1.00	Jan 1926	Sala...	CECONT	Academ...	110.01(...)	Option...	0.00	0.00	0.00	✓	SBVC	110000...	Dean, S...	Tabana...	A156004



# Positions - Information

File Position Reports Tools Help

2018-2019 Instructor Accounting (100015)

General  
**Position**  
 Wage  
 Costing  
 Annual Costing  
 Monthly Costing  
 Earning Breakdown  
 Departments  
 Other  
 Documents  
 Notes

### ADP Position Information

Update ADP

Job Code: 100015 EPICS Position Number: A152002

Name: Instructor Accounting

Employee: Steven Lee (101327)

Status: Active Pay Group: YEU

SalaryPlan-Grade: 177-H Next Step Number: 8

Bargaining Unit: CECONT Union: CTA

Job Manager Level Code: 9 - Non-Manager Job Standard Hours: 40

Job Workers Comp Code: 8810 Compensation Frequency: M

EEO1 Code (2007+): 3 - Professionals EEO1 Code (Pre 2007): 2 - Professionals

EEO4 Code: 2 - Professionals FLSA Status: P - Professional

### Questica Position Information

Position Type: Full Time Position Category: Academic Faculty Position Security Group: SBVC

FTE Definition: 1,416 Paid Hours: 1,416 FTE: 1

Start Date: Jan 1926 End Date:

Cost Position Using: SalaryPlan-Grade Distribution: Option 3 - 10 Months

Cell Phone: 0 Dept Chair Stipend: 0

Expense Allowance: 0 Medical Benefit:

Job Function: Instructional

Site: 110.01(01-00-01) - San Bernardino Valley College

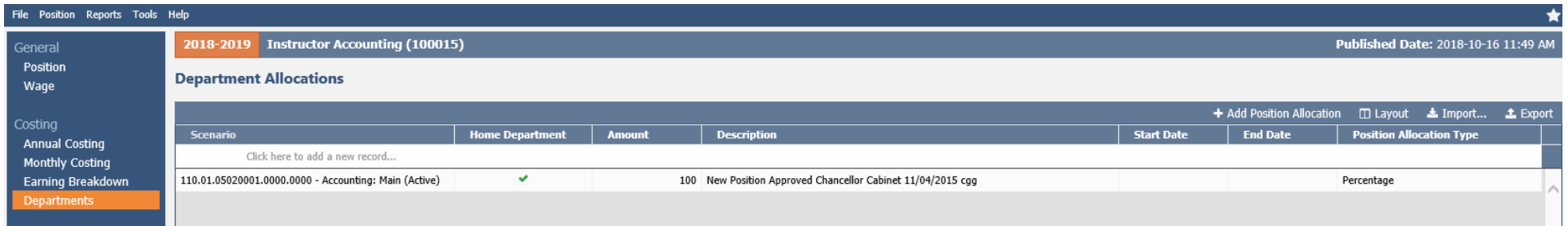
Object: 110000 - Contract Classroom Inst.

Reports to: Dean, Mathematics, Business, & Computer Technology (100005); Stephanie Briggs (100189)

Description:



# Positions – Department Allocations



Scenario	Home Department	Amount	Description	Start Date	End Date	Position Allocation Type
Click here to add a new record...						
110.01.05020001.0000.0000 - Accounting: Main (Active)	✓	100	New Position Approved Chancellor Cabinet 11/04/2015 cgg			Percentage

This information can also be accessed from the Department screen under “Positions”.





# Questions??

CONTACT FISCAL SERVICES

**SUSAN RYCKEVIC, BUDGET ANALYST x6917**

**TENILLE ALEXANDER, ACCOUNTING MANAGER x6916**

