

# Checklist for FY2021 Actuals

Step	FY Database	Procedures
PRE Step 1	2122	<p><b>General Ledger &gt; Configuration &gt; Fund Types</b></p> <p>Add the various fund types (sources) - Federal, State/Local, SIA, M98, Nutrition</p> <ol style="list-style-type: none"> <li>1. Right click to add</li> <li>2. Add the desired fund types.</li> </ol>
PRE Step 2	2122	<p><b>GL &gt; Chart of Accounts &gt; Account Elements</b></p> <p>Add the Fund Type to your Fund elements.</p> <ol style="list-style-type: none"> <li>1. Choose Fund from the dropdown, then Apply Selection.</li> <li>2. Double click to open the fund.</li> <li>3. Using the dropdown under Fund Type change to the desired source.</li> <li>4. Click OK.</li> <li>5. Export your updated grid to Excel. This will be used as a cheat sheet during Steps 14 &amp; 15.</li> </ol> <p><b>TIP: Color code your Federal and State Funds for easier reference.</b></p>
PRE Step 3	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Account Crosswalk Setup &gt; Actions &gt; Stored Crosswalk Masks</b></p> <p>Review the Stored Account Masks and make changes as needed. Click on OK to go back to previous screen.</p> <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p><b>IMPORTANT NEW INFO:</b></p> <p>If the current FUND rollup is:</p> <p style="padding-left: 40px;"> <u>From: ????.?????.?????.????.????.???</u>    <u>To: ?00.?????.????.?????.???</u>    EXP  <u>From: ????.?????.?????.????.????.???</u>    <u>To: ?00.?????.000.000.000</u>    REV         </p> <p>Delete these lines and add the following:</p> <p style="padding-left: 40px;">From: 1???.?????.????.????.????.???</p> <p style="padding-left: 40px;">To: 100.?????.????.????.????.???</p> <p style="padding-left: 40px;">- REVENUE</p> <p style="padding-left: 40px;">From: 1???.?????.????.????.????.???</p> <p style="padding-left: 40px;">To: 100.?????.????.????.????.???</p> <p style="padding-left: 40px;">- EXPENDITURE</p> <p style="padding-left: 40px;">From: 3???.?????.????.????.????.???</p> <p style="padding-left: 40px;">To: 300.?????.????.????.????.???</p> <p style="padding-left: 40px;">- REVENUE</p> <p style="padding-left: 40px;">From: 3???.?????.????.????.????.???</p> <p style="padding-left: 40px;">To: 300.?????.????.????.????.???</p> <p style="padding-left: 40px;">- EXPENDITURE</p> <p style="padding-left: 40px;">From: 4???.?????.????.????.????.???</p> <p style="padding-left: 40px;">To: 400.?????.????.????.????.???</p> <p style="padding-left: 40px;">- REVENUE</p> <p style="padding-left: 40px;">From: 4???.?????.????.????.????.???</p> <p style="padding-left: 40px;">To: 400.?????.????.????.????.???</p> <p style="padding-left: 40px;">- EXPENDITURE</p> <p>Complete this masking for as many FUNDS as listed in the Chart of Accounts.</p> </div>
1	2021	<p><b>GL &gt; Configuration &gt; General Ledger Default Settings</b></p> <p>Change Fiscal Dates 'Start Date' and 'Trans Begin' Dates to 6/30/2020.</p>
2	2021	<p><b>GL &gt; Chart of Accounts &gt; Account Type Masks</b></p> <p>Verify that the 5400 and 9700 accounts are an Account Type of Revenue.</p> <p>If listed as Fund Balance, change to Revenue.</p> <p><b>IMPORTANT: Remember to do Actions/Update Accounts.</b></p> <p><b>TIP: 9700 accounts roll up to the 5400 when reporting to the state.</b></p>

3	2021	<p><b>GL &gt; Transaction Inquiry &gt; Account Detail</b></p> <p>*Enter Account Type = <b>Revenue</b> and Apply Selection. YTD Transactions = _____ (found in lower left of screen).</p> <p>*Enter Account Type = <b>Expenditure</b> and Apply Selection. YTD Transactions = _____ (found in lower left of screen).</p>
4	2122	<p><b>GL &gt; Chart of Accounts &gt; Account Type Masks</b></p> <p>Verify that the 5400 and 9700 accounts are an <b>Account Type of Revenue</b>.</p> <p>If listed as Fund Balance, change to Revenue.</p> <p><b>IMPORTANT: Remember to do Actions/Update Accounts.</b></p> <p><b>TIP:</b> 9700 accounts roll up to the 5400 when reporting to the state.</p>
5	2122	<p><b>GL &gt; Budgeting &gt; Budgeting Configuration &gt; Budget Column Maintenance</b></p> <p>Verify that the FY2021 Actuals column was created. If the FY2021 Actuals column is not listed, add the column. See p.9 for details on adding a column.</p>
6	2122	<p><b>GL &gt; Budgeting &gt; Budget Utilities &gt; Update Prior Year Transactions</b></p> <p>Select FY2021 Actuals column; connection group must be prior year connection group of 2021.</p> <p><b>IMPORTANT: Only update the FY2021 Actuals column.</b></p>
7	2122	<p><b>GL &gt; Budgeting &gt; Custom Budget Input &gt; Budget Input Definition</b></p> <p>Update the columns in the DBI Input Definition. Use the 2 column option that has FY2021 Actuals column and FY2122 Adopted column.</p> <p><b>TIP:</b> Be sure that the PFY Actuals Column "Type" is set to YTD Transactions.</p> <p>**If you do not have a two column definition defined, refer to page 43 in the Infinite Visions Oregon User Guide.</p>
8	2122	<p><b>GL &gt; Budgeting &gt; Custom Budget Input &gt; Budget Input Using Definition</b></p> <p>Select the two column DBI Budget Input Definition and click OK.</p> <ol style="list-style-type: none"> <li>1. Enter <b>Account Type = Revenue</b>, click Apply Selection. Highlight the FY2021 Actuals column &gt; Actions &gt; Column Total. Compare this total for Revenues with the one written down in step 3. Clear Selection</li> <li>2. Enter <b>Account Type = Expenditure</b>, click Apply Selection. Highlight the FY2021 Actuals column &gt; Actions &gt; Column Total. Compare this total for Revenues with the one written down in step 3. Clear Selection</li> </ol> <p>If Revenues do not match, the most common error is that step 2 was not done.</p> <p>If Expenditures do not match, the most common problem is that there are expenditure accounts with activity in FY2021 but those same accounts are missing in the FY2122 database.</p>

9	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Account Crosswalk Setup &gt; Actions &gt; Stored Crosswalk Masks</b></p> <p>Review, for a second time, the Stored Account Masks and make changes as needed. Click on OK to go back to previous screen.</p> <div style="border: 2px solid red; padding: 10px;"> <p><b>IMPORTANT NEW INFO:</b></p> <p>If the current FUND rollup is:  <u>From: ???-????-????-???.???.???</u> <u>To: ?00-????-???.???.???</u> EXP  <u>From: ???-????-????-???.???.???</u> <u>To: ?00-????-000.000.000</u> REV</p> <p>Delete these lines and add the following:  From: 1??-????-???.???.???</p> <p>From: 1??-????-???.???.???</p> <p>From: 3??-????-???.???.???</p> <p>From: 3??-????-???.???.???</p> <p>Complete this masking for as many FUNDS as listed in the Chart of Accounts.</p> <p><b>***DO NOT COMPLETE THIS MASKING FOR 200 FUNDS***</b>  This will be done through other methods starting in Step 15.</p> </div>
10	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Account Crosswalk Setup</b></p> <p>Import Missing Accounts</p> <p>Actions &gt; Import Missing Accounts</p>
11	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Account Crosswalk Setup &gt; Actions &gt; Element Crosswalk</b></p> <p>Select Account Type of <b>Revenue</b> &gt; Apply Selection.  Actions &gt; Element Crosswalk  Elements should be <b>1-8-0-0-0</b></p> <p>Select Account Type of <b>Expenditure</b> &gt; Apply Selection.  Actions &gt; Element Crosswalk  Elements should be <b>1-4-9-12-15</b></p>
12	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Account Crosswalk Setup</b></p> <p>Select Account Type <b>All</b> &gt; Apply Selection.  Actions &gt; Apply Stored Crosswalk Masks  Actions &gt; Select All &gt; click OK &gt; click Yes &gt; click OK.</p> <p>It will give a message of Update Complete, click OK.  Click on Cancel.  Click Cancel again on the Account Crosswalk grid screen.</p>
13	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report</b></p> <p>Click on Report Type dropdown.  If reports are there, select one, Apply Selection, then hit the Delete Report button.  Repeat the above steps to delete all reports.</p>

14	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Generate Records</b></p> <ol style="list-style-type: none"> <li>1. Type = <b>Actual Revenues</b>. Budget Definition = the two column DBI report. Leave fund range blank so all funds will be generated.</li> <li>2. Actions &gt; <b>Apply Crosswalk</b>. Verify that total Actual Revenues matches the total that was written down in step 3.</li> <li>3. Exclude \$0 in the Actuals column.</li> <li>4. Actions &gt; Reporting. Check box CSV File Format. <u>DO NOT</u> check box Use Implied Decimal Format. Save the file.</li> <li>5. Open the file and work with the spreadsheet following the steps in this video – <a href="#">DBI Actuals 2021 Revenue</a>. You will use a pivot table to work with the 200 level funds to categorize them properly to meet ODE requirements.</li> <li>6. <b>Save the spreadsheet in the CSV file format. This will be your final for upload.</b></li> </ol>
15	2122	<p><b>GL &gt; Reports &gt; OR – DBI Report &gt; Actions &gt; Generate Records</b></p> <ol style="list-style-type: none"> <li>1. Type = <b>Actual Expenditures</b>. Budget Definition = the two column DBI report. Leave fund range blank so all funds will be generated.</li> <li>2. Actions &gt; <b>Apply Crosswalk</b>. Verify that total Actual Expenditures matches the total that was written down in step 3.</li> <li>3. Exclude \$0 in the Actuals column.</li> <li>4. Actions &gt; Reporting. Check box CSV File Format. <u>DO NOT</u> check box Use Implied Decimal Format. Save the file.</li> <li>5. Open the file and work with the spreadsheet following the steps in this video – <a href="#">DBI Actuals 2021 Expenditures</a>. You will use a pivot table to work with the 200 level funds to categorize them properly to meet ODE requirements.</li> <li>6. <b>Save the spreadsheet in the CSV file format. This will be your final for upload.</b></li> </ol>
16	2122	<p><b>UPLOAD to ODE:</b>  <b>The spreadsheet you worked with in Steps 14 and 15 will be used for Upload to ODE.</b></p> <p>Load both the expenditure and revenue files to the ODE web site. After the files are processed, check for errors. Correct errors via the ODE web site.</p>
17	2122	<p><b>GL &gt; Chart of Accounts &gt; Account Type Masks</b></p> <p>Change your 54?? Masking (as well as 9701 if using for Student body) back to Fund Balance Account <b>IF</b> you changed the type to revenue before you created your DBI grid. Actions, Update Accounts.</p>
18	2021	<p><b>GL &gt; Chart of Accounts &gt; Account Type Masks</b></p> <p>Change your 54?? Masking (as well as 9701 if using for Student body) back to Fund Balance Account <b>IF</b> you changed the type to revenue before you created your DBI grid. Actions, Update Accounts.</p>
19	2021	<p><b>GL &gt; Configuration &gt; General Ledger Default Setting</b></p> <p>Change your Fiscal Dates fields 'Start Date' and 'Trans Begin' back to 7/1/2020 and click OK.</p>

# User Guide for FY2021 Actuals

The Pre DBI steps are configuration steps within the system. They can be done prior to audit completion. Step 1, once completed, will not have to be done in subsequent years; only when new funds are added to your Chart of Accounts.

## *Pre DBI Step 1: Identify Funding Sources of 200 level Funds – FY2122 (Federal, State/Local, SIA, M98, Nutrition)*

ODE Defined Sources for 200 Funds:

- 201 Federal Revenue Sources and Expenditures
- 250 State, Local, and Other Revenue Sources and Expenditures
- 251 Student Investment Account
- 252 Measure 98: High School Success
- 299 Child Nutrition Programs – Food Service Sources and Expenditures

### 1. Configure/Update the list of Fund Types – FY2122

These will be used in your chart of accounts to identify the source of each fund.

*General Ledger > Configuration > Fund Types*

1. Right click to add
2. Add the desired fund types.

### 2. Add the Fund Type to each Fund Element – FY2122

*General Ledger > Chart of Accounts > Account Elements*

1. Choose Fund from the dropdown, then Apply Selection.
2. Double click to open the fund
3. Using the dropdown under Fund Type change to the desired source.
4. Click OK.
5. Once updating is complete, export the grid to Excel to use as a cheat sheet during Steps 14 and 15.

**TIP:** For a faster method of updating, highlight several funds in the grid, then right click and choose Edit.

## *Pre DBI Step 2: Review and Update Stored Crosswalk Masks – FY2122*

*GL > Reports > OR – DBI Report >*

*Actions > Account Crosswalk Setup >*

*Actions > Stored Crosswalk Masks*

Review the Stored Account Masks and add any new district-created components that are outside of the chart rolls already stored. Click on OK to go back to previous screen.

**Examples:** Fund 703 rolling to 213; Function 2330 rolling to 2190, 'Revenue' 9701 rolling to 5400.

**NEW FOR 2021**

### IMPORTANT:

If the current FUND rollup is:

From: ??? ????? ????? ??? ??? To: ?00 ????? ??? ??? EXP  
From: ??? ????? ????? ??? ??? To: ?00 ????? .000.000.000 REV

Delete these lines and add the following:

- From: 1?? ????? ??? ??? To: 100 ????? ??? ??? - REVENUE
- From: 1?? ????? ??? ??? To: 100 ????? ??? ??? - EXPENDITURE
- From: 3?? ????? ??? ??? To: 300 ????? ??? ??? - REVENUE
- From: 3?? ????? ??? ??? To: 300 ????? ??? ??? - EXPENDITURE
- From: 4?? ????? ??? ??? To: 400 ????? ??? ??? - REVENUE
- From: 4?? ????? ??? ??? To: 400 ????? ??? ??? - EXPENDITURE
- From: 5?? ????? ??? ??? To: 500 ????? ??? ??? - REVENUE
- From: 5?? ????? ??? ??? To: 500 ????? ??? ??? - EXPENDITURE

Complete this masking for as many FUNDS as listed in the Chart of Accts.

**\*\*\*DO NOT COMPLETE THIS MASKING FOR 200 FUNDS\*\*\*  
This will be done through other methods starting in Step 14.**

Stored Crosswalk Masks grid example after adding fund rollup.

1?? ????? ??? ???	100 ????? ??? ???	Expenditure
1?? ????? ??? ???	100 ????? ??? ???	Revenue
3?? ????? ??? ???	300 ????? ??? ???	Revenue
3?? ????? ??? ???	300 ????? ??? ???	Expenditure
4?? ????? ??? ???	400 ????? ??? ???	Expenditure
4?? ????? ??? ???	400 ????? ??? ???	Revenue
5?? ????? ??? ???	500 ????? ??? ???	Revenue
5?? ????? ??? ???	500 ????? ??? ???	Expenditure

NOTE: If you have a lot of changes, the stored crosswalk account mask can be exported, updated and then imported back into the screen. See Step 9 for more info.

### **Step 1: Change General Ledger Default Settings - FY2021**

To insure inclusion of 5400 balances in reporting, change date settings.

*General Ledger > Configuration > General Ledger Default Settings*

1. On the District Information Tab under Fiscal Dates, change Start Date and Trans Begin to 6/30/2020.

### **Step 2: Account Type Masking - FY2021**

Only accounts that are a Type of Revenue or Expenditure will be pulled into the OR – DBI Report

*General Ledger > Chart of Accounts > Account Type Masks*

1. Verify that your 54?? (or 9701 if using for Student Body BFBs) Accounts are set to account type of revenue.
2. If 5400s or 9700s are not set as revenue account type, double click the line and use the dropdown list to select Revenue and then click OK.
3. Go to Actions and update accounts before leaving this option.

### **Step 3: Verify Actuals Totals - FY2021**

Get totals of Revenues and Expenditures in FY2021 to verify totals in Actual Column after amounts are brought into the 2122 database.

*General Ledger > Transaction Inquiry > Account Detail*

1. Select Account Type of Revenue and click on Apply Selection.
2. Write down the YTD Transactions total for Revenues.
3. Select Account Type of Expenditure and click on Apply Selection.
4. Write down the YTD Transactions total for Expenditures.

**NOTE:** These amounts will be used at a different point in the process.

### **Step 4: Account Type Masking - FY2122**

Only accounts that are a Type of Revenue or Expenditure will be pulled into the OR – DBI Report

*General Ledger > Chart of Accounts > Account Type Masks*

1. Verify that your 54?? (or 9701 if using for Student Body BFBs) Accounts are set to account type of revenue.
2. If 5400s or 9700s are not set as revenue account type, double click the line and use the dropdown list to select Revenue and then click OK.
3. Go to Actions and update accounts before leaving this option.

### Step 5: Budgeting Configuration - FY2122

Specific Budget Columns must be available for DBI reporting.

*General Ledger > Budgeting > Budget Configuration > Budget Column Maintenance*

1. Actuals - A column should be built for FY2021 Actuals.
2. Adopted - A column should be built for FY2122 Adopted budget.
3. If columns are not yet built, right click within the grid. Fields should be:
  - a. Show Current Transactions and Use Journal = Blank
  - b. Status = Unlocked
  - c. Start and End Date = (None)
  - d. Position Budgeting = (None)

### Step 6: Updating FY2021 Actual Budget Column - FY2122

The Actual budget column must be updated with the appropriate figures for reporting.

*General Ledger > Budgeting > Budget Utilities > Update Prior Year Transactions*

1. In Column field, use the dropdown to find FY2021 Actuals budget column.
2. In Connection Group field, use the dropdown to find the FY2021 connection group.
3. Click OK. A message will appear “This will update YTD transactions for the selected budget column. Do you wish to continue?”
4. Select Yes.

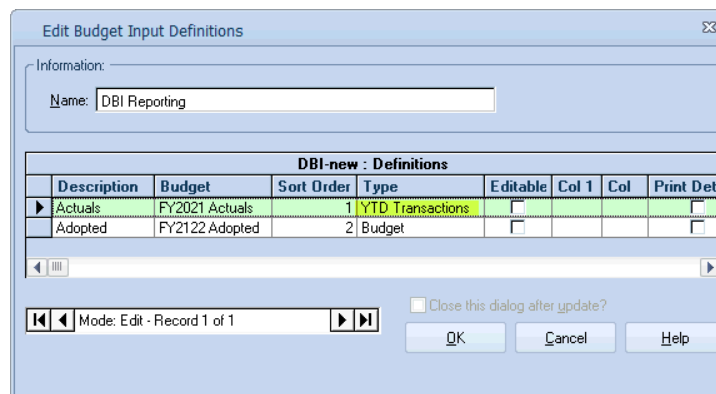
**NOTE:** Only update the FY2021 Actuals column

### Step 7: Update the Template for Budget Input Definition – FY2122

The DBI reporting uses a template to pull in the information from the general ledger budget columns into the DBI grid.

*General Ledger > Budgeting > Custom Budget Input > Budget Input Definition*

1. Values from the **Actuals** column will be both the value that populates the DBI Actuals file and the Actuals column of the DBI Report grid.
2. Values from the **Adopted** column will be the value that populates into the Adopted column of the DBI Report grid. Adopted values will show in the grid but will not be included in the DBI Actuals file for ODE.





### Step 8: Verify Totals in 2021 Actual Column – FY2122

Verify that the totals in FY2021 Actual column match totals in FY2021 database.

*GL > Budgeting > Custom Budget Input > Budget Input Using Definition*

1. Select the two column DBI Budget Input Definition and click OK.
2. Enter Account Type of **Revenue** and Click Apply Selection. Click within a cell of the Actuals column then choose Sum Column in the top menu. Compare this total for Revenues with the one written down in step 3.
3. Enter Account Type of **Expenditure** and click Apply Selection. Click within a cell of the Actuals column then choose Sum Column in the top menu. Compare this total for Revenues with the one written down in step 3.

Account	Account Type	Description	Actuals	Adopted	FUND
100.0000.1111.600.000.000	REVENUE	Current Year's Taxes		(\$8,401,000.00)	100
100.0000.1111.600.001.000	REVENUE	Current Year's Taxes - Linn	(\$2,378,316.83)	\$0.00	100
100.0000.1111.600.002.000	REVENUE	Current Year's Taxes - Benton	(\$2,736,606.08)	\$0.00	100
100.0000.1111.600.003.000	REVENUE	Current Year's Taxes - Marion	(\$59,121.76)	\$0.00	100
100.0000.1111.600.004.000	REVENUE	Current Year's Taxes - Lane	(\$30,812.80)	\$0.00	100

**NOTE:** If **revenues** do not match, the most common error is that step 2 was not done. If **expenditures** do not match, the most common problem is that there are expenditure accounts with activity in 2021 but those same accounts are missing in the 2122 database.

### Step 9: Stored Crosswalk Masks – FY2122

Stored Crosswalk Masks are used to do the account rollup to ODE’s state defined accounts for reporting.

*GL > Reports > OR – DBI Report > Actions > Account Crosswalk Setup > Actions > Stored Crosswalk Masks*

Review the Stored Account Masks and add any new district-created components that are outside of the chart rolls already stored. Click on OK to go back to previous screen.

**Examples:** Fund 703 rolling to 213; Function 2330 rolling to 2190, 'Revenue' 9701 rolling to 5400.

**NEW FOR 2021**

**IMPORTANT:**

If the current FUND rollup is:  
From: ??? ????? ????? ??? ??? To: ?00 ????? ????? ??? EXP  
From: ??? ????? ????? ??? ??? To: ?00 ????? .000.000.000 REV

Delete these lines and add the following:

- From: 1?? ????? ??? ??? To: 100 ????? ??? ??? - REVENUE
- From: 1?? ????? ??? ??? To: 100 ????? ??? ??? - EXPENDITURE
- From: 3?? ????? ??? ??? To: 300 ????? ??? ??? - REVENUE
- From: 3?? ????? ??? ??? To: 300 ????? ??? ??? - EXPENDITURE
- From: 4?? ????? ??? ??? To: 400 ????? ??? ??? - REVENUE
- From: 4?? ????? ??? ??? To: 400 ????? ??? ??? - EXPENDITURE
- From: 5?? ????? ??? ??? To: 500 ????? ??? ??? - REVENUE
- From: 5?? ????? ??? ??? To: 500 ????? ??? ??? - EXPENDITURE

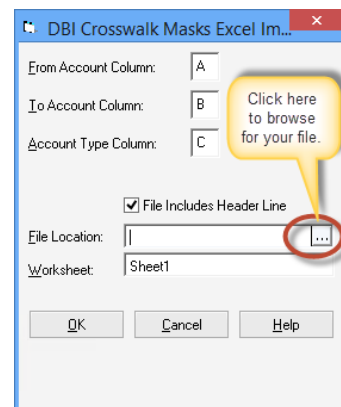
Complete this masking for as many FUNDS as listed in the Chart of Accts.

**\*\*\*DO NOT COMPLETE THIS MASKING FOR 200 FUNDS\*\*\***  
This will be done through other methods starting in Step 15.

**EXPORT/IMPORT:** If you have a lot of changes, the stored crosswalk account masks can be exported, updated and then imported back into the screen. Follow the steps below.

**NOTE:** This will override anything currently listed in the grid so be sure to save an original copy of the masking prior to importing.

1. Right click, Export to Excel.
2. In the spreadsheet, enter the masking for the From Account, To Account and Account Type.
3. Save the spreadsheet.
4. Actions > Excel Import. The DBI Crosswalk Masks Excel Import window will appear.
5. Enter the column letter of From **Account**, **To Account**, and **Account Type** from the spreadsheet (Example: A, B, C).
6. If the file includes a header line, leave the check box next to **File Includes Header Line** default checked.
7. Using the ellipsis button next to the **File Location** field, browse to the saved Excel file, highlight file and then Open.



8. **Worksheet** field equals the name of the worksheet from the Excel file. If the worksheet is named something other than Sheet1, enter that information.
9. Click OK.
10. Click Yes to confirm you want to continue.
11. Click OK to the message "Import was successful".
12. The Stored Account Masks lines imported will now be in the Stored Account Masks grid.

Stored Account Masks			
	From Account	To Account	Account Type
▶	???.????53?.???.???	???.????530.???.???	Expenditure
	???.????54?.???.???	???.????540.???.???	Expenditure
	???.????55?.???.???	???.????550.???.???	Expenditure
	???.????56?.???.???	???.????562.???.???	Expenditure
	???.????564.???.???	???.????564.???.???	Expenditure

13. Click the OK at the bottom of the Stored Account Masks grid to return to the Account Crosswalk grid.

### Step 10: Import Missing Accounts – FY2122

If this is the first year the district has used the DBI Report through Infinite Visions, the whole revenue and expenditure section of the chart of accounts will be imported. In subsequent years, only accounts that are not already listed in the Account Crosswalk Template grid will be imported.

**NOTE:** Budgeting or actual numbers are not being imported at this point, you are simply starting to build the account crosswalk.

*GL > Reports > OR – DBI Report > Actions > Account Crosswalk Setup > Actions > Import Missing Accounts*

1. Make sure that Account Type is All.
2. Click on Actions and then click on Import Missing Accounts.
3. Click OK to the message on the number of accounts imported.

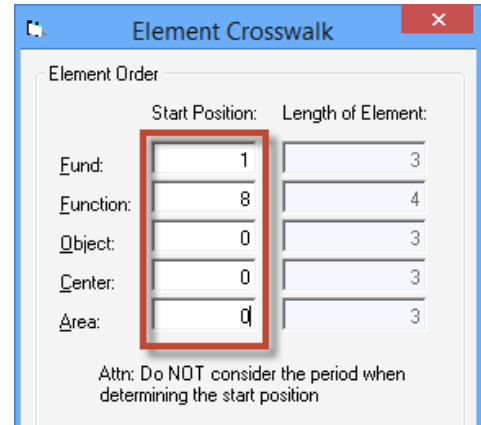
### Step 11: Element Crosswalk – FY2122

When the accounts display in Account Crosswalk grid, the Current Account Code is listed on the left. The Current Account code column matches the account structure from the Infinite Visions Enterprise Edition Accounting software. The second column of the grid, labeled New Account Code, is the account structure for state reporting. For first time use, this column contains all zeros.

*GL > Reports > OR – DBI Report > Actions > Account Crosswalk Setup > Actions > Element Crosswalk*

1. Crosswalk Revenue Accounts - the goal of this process is to move the revenue 'Source' to the 'Function' position of the account structure.
  - a. Select **Revenue** from the Account Type dropdown and Apply Selection.

- b. Go to Actions > Element Crosswalk. Enter the values as shown in the pic (1-8-0-0-0) which will eliminate current 0000 in the 'Function' position.
- c. Choose Apply. Yes you are sure! OK to verify the number of records that were updated.



The grid should now show revenues with a 'New Account Code' value.

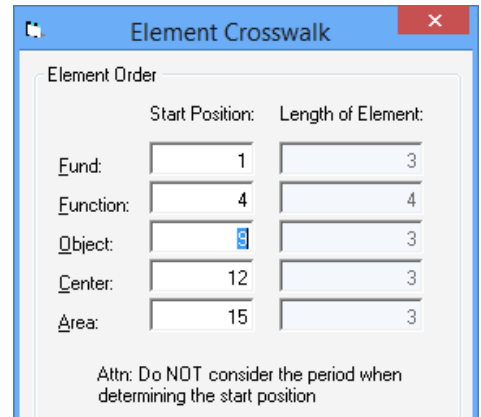
Account Crosswalk Template									
	Current Account Code	New Account Code	Percentage	Account Type	Fund	Function	Object	Center	Area
▶	100.0000.1111.000.000.000	100.1110.000.000.000	100.00	Revenue	100	1110	000	000	000
	100.0000.1112.000.000.000	100.1110.000.000.000	100.00	Revenue	100	1110	000	000	000
	100.0000.1113.000.000.000	100.1110.000.000.000	100.00	Revenue	100	1110	000	000	000

- 2. Crosswalk Expenditure Accounts - the goal of this process is to remove the '0' in front of the 3 digit object, and drop the additional **optional** unneeded elements from the end of the account.

- a. Select **Expenditure** from the Account Type dropdown and Apply Selection.

- b. Go to Actions > Element Crosswalk. Enter the values as shown in the pic (1-4-9-12-15) which will eliminate the extra leading digit in the 'Object' and other optional elements that some customers have at the end of their account structure.
- c. Choose Apply. Yes, you are sure! OK to verify the number of records that were updated.

**NOTE:** This process could take a few minutes.



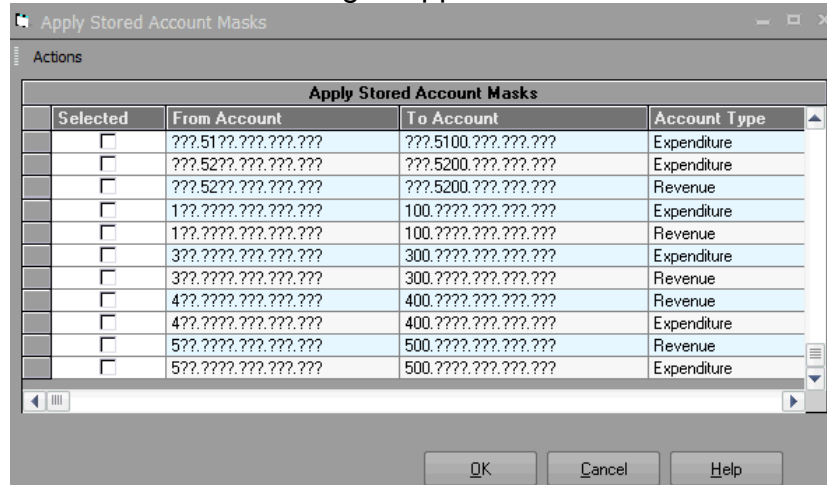
The grid should now show expenditures with a 'New Account Code' value.

Account Cro									
	Current Account Code	New Account Code	Percentage	Account Type	Fund	Function	Object	Center	Area
▶	100.1111.0111.001.050.000	100.1111.111.001.050	100.00	Expenditure	100	1111	111	001	050
	100.1111.0111.002.000.000	100.1111.111.002.000	100.00	Expenditure	100	1111	111	002	000
	100.1111.0111.002.050.000	100.1111.111.002.050	100.00	Expenditure	100	1111	111	002	050

## Step 12: Apply Stored Crosswalk Masks – FY2122

GL > Reports > OR – DBI Report > Actions > Account Crosswalk Setup > Actions > Apply Stored Crosswalk Masks

1. In Account Type field, select All from the dropdown and Apply Selection.
2. Go to Actions and select Apply Stored Crosswalk Masks.
  - a. The Apply Stored Account Masks grid appears.



- b. To select all, go to Actions > Select All.
- d. Click OK at the bottom of the grid.
- e. Click Yes to verify you want to update the selected records.
- f. Click OK to the message of how many masks were selected.

**NOTE: It may take a few minutes to complete the crosswalk procedure.**
- g. You will know that the masks have been applied once the message appears notifying you that the Update is Complete. Click OK.
- h. Once you receive the records updated message, and you are done applying stored crosswalk masks. Choose the **Cancel** button at the bottom of the Apply Stored Account Masks window. You will be returned to the Account Crosswalk Setup grid.
- i. Once the Account Crosswalk Setup is complete, click **OK** at the bottom of the screen to return to the DBI Report grid.

**TIP:** Do not forget to do both REVENUE AND EXPENSE if doing one type at a time.

## Step 13: Delete Prior Reports – FY2122

GL > Reports > OR – DBI Report

1. Click on report type dropdown.
2. If Actual Revenue or Actual Expenditures reports are there, choose one and Apply Selection.
3. Then choose Delete Report.
4. Repeat Steps to delete the other Actual reports.

## Step 14: Generate Records-Revenue– FY2122

GL > Reports > OR – DBI Report > Actions > Generate Records

### 1. GENERATE RECORDS

- Go to Actions > Generate Records.
- Use the drop down box to select Actual Revenue.
- Next, use the drop down box to select the Budget Definition. These are the budget definitions that are set up in GL > Budgeting > Budget Input Definition that was created for DBI, two column DBI Report.
- Leave Fund Range Blank so that all funds will be generated.
- Report will populate the grid

### 2. APPLY CROSSWALK

- Go to Actions > Apply Crosswalk.
- Click Yes to confirm.
- Click OK to the message of the number of records updated.

**NOTE:** This step can take a while. Do not click away from the OR – DBI Report until you receive the successful message.

- Exclude \$0 in the Actuals column.

### 3. REPORTING

- Actions > Reporting. Check box CSV File Format as well as Use Implied Decimal Format. Use the dropdowns to choose the description and 2 column definition. Add your file destination path and click OK.

### 4. WORK WITH THE SPREADSHEET

- Open the file and work with the spreadsheet following the steps in this video – [DBI Actuals 2021 Revenue](#). You will use a pivot table to work with the 200 level funds to categorize them properly to meet ODE requirements.

New  
for  
2021

Oregon DBI Report

Report Options

Summary  Detail  CSV File Format

Use Implied Decimal Format

File Information

Report Description: Actual Revenue

Budget Definition: DBI-new

Destination Path: \\Client\H\$\Reference\

OK Cancel Help

## Step 15: Generate Records-Expenditures– FY2122

GL > Reports > OR – DBI Report > Actions > Generate Records  
Generate **Expenditures** and apply crosswalk.

### 1. GENERATE RECORDS

- Go to Actions > Generate Records.
- The DBI Report window will open. Use the drop down box in the Type field to select Actual Expenditures.
- Next, use the drop down box to select the Budget Definition. These are the budget definitions that are set up in GL > Budgeting > Budget Input Definition that was created for DBI, two column DBI Report.
- Leave Fund Range Blank so that all funds will be generated.
- Report will populate the grid

### 2. APPLY CROSSWALK

- Go to Actions > Apply Crosswalk.
- Click Yes to confirm.
- Click OK to the message of the number of records updated.

**NOTE:** This step can take a while. Do not click away from the OR – DBI Report until you receive the successful message.

- Exclude \$0 in the Actuals column.

### 3. REPORTING

- Actions > Reporting. Check CSV File Format as well as Use Implied Decimal Format. Use the dropdowns to choose the description and 2 column definition. Add your file destination path and click OK.

### 4. WORK WITH THE SPREADSHEET

- Open the file and work with the spreadsheet following the steps in this video – [DBI Actuals 2021 Expenditures](#). You will use a pivot table to work with the 200 level funds to categorize them properly to meet ODE requirements.

**New  
for  
2021**

The screenshot shows the 'Oregon DBI Report' dialog box. It is divided into two main sections: 'Report Options' and 'File Information'.  
In the 'Report Options' section, there are four checkboxes: 'Summary' (checked), 'Detail' (unchecked), 'Use Implied Decimal Format' (unchecked, with a red 'X' over it), and 'CSV File Format' (checked).  
In the 'File Information' section, there are three fields: 'Report Description' (dropdown menu showing 'Actual Revenue'), 'Budget Definition' (dropdown menu showing 'DBI-new'), and 'Destination Path' (text field showing '\\Client\H\$\Reference\').  
At the bottom of the dialog, there are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Help'.

## Step 16: Upload Files to ODE

**The spreadsheets you worked with in Steps 14 and 15 will be used for Upload to ODE.**

Load both the expenditure and revenue files to the ODE web site.

Per instructions on the ODE website, you can browse to the CSV file just created to upload the files. If you have questions regarding the ODE website, please contact the ODE help desk.

After the files are processed, check for errors. Correct errors via the ODE web site. If there are numerous errors, consider asking ODE to delete the file so it can be imported again after fixing the Stored Crosswalk Masks or your Excel groupings.

## Step 17: Account Type Masking - FY2122

*General Ledger > Chart of Accounts > Account Type Masks*

1. Change your 5400 (or 9701s if using) back to type of Fund Balance.
2. Go to Actions and update accounts before leaving this option.

**NOTE:** This is especially important if you are using 9701 for Student Body. ASB Reports will not work if these are not set to Fund Balance.

## Step 18: Account Type Masking – FY2021

Only accounts that are a Type of Revenue or Expenditure will be pulled into the OR – DBI Report

*General Ledger > Chart of Accounts > Account Type Masks*

3. Change your 5400 (or 9701s if using) back to type of Fund Balance.
4. Go to Actions and update accounts before leaving this option.

**NOTE:** This is especially important if you are using 9701 for Student Body. ASB Reports will not work if these are not set to Fund Balance.

## Step 19: Change General Ledger Default Settings - FY2021

*General Ledger > Configuration > General Ledger Default Settings*

1. On the District Information Tab under Fiscal Dates, change Start Date and Trans Begin back to 7/1/2020.