



September 17, 2012

To: Web Inquiry Application Users

From: Chris Lombardo, Coordinator, District Accounting

**Subject: Accessibility of OCDE District Accounting Images through the Web Inquiry Application (effective October 1, 2012)**

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Since July 1, 2011, the District Accounting unit in the OCDE Business Services division has been utilizing technology that allows for electronic document retention (AKA document imaging). We are pleased to announce that County generated documents will be available electronically through the OCDE Web Inquiry application beginning on October 1, 2012. The Web Inquiry application is available through the OCDE Applications Portal. By making OCDE generated accounting documents available electronically, we hope that this will decrease the amount of paperwork you receive from our office and make your life easier when researching specific detailed accounting transactions.

The images of county generated accounting documents will be available to *all districts* for all funds and object codes for any JE document that was distributed after June 30, 2011. That means that all county JE documents are available beginning with fiscal year 2011-12. Images will be accessible by clicking on a green information icon that is placed to the right of the Primary Reference field. For districts that are already utilizing the OCDE imaging product, your images will still be accessible on the Web Inquiry by clicking on the existing red question mark icon, however, you will now have a red and green icon to choose from. It is important to point out that every icon will not have a corresponding image. Only stored images with a corresponding primary reference will be accessible.

For your reference, two screen shots are enclosed with this letter so that you can see what the modifications look like for the changes mentioned above.

If you have any questions about the web inquiry enhancement, please contact me at (714) 966-4248.

cc: K-12 District Directors, Business  
Community College District Directors, Business  
ROC/P Directors, Business  
Darren Dang, Director, Business Services

Enclosure

1) Example screenshot for: districts that utilize OCDE's Imaging for Journal Entries (such as 94 and 04)

Pseudo-Object: 016427- 8590 ROP CATEGORICAL FLEX/REV / ALL OTHER STATE REVENUE									
<< Previous		Next >>		Dates: 07/01/2011-6/30/2012			Records 1 - 20 of 20	Page: 1	Go
Date	Transaction Description	Type	Primary Ref	Batch ID	Sec Ref	Current	Encumb	Actual Misc	
07/01/2011	FMB1 Entry From GLBUCB	A	<a href="#">PB061411B</a>	B94U614B		\$9,764,821.00	\$0.00	\$0.00	
09/08/2011	FMB2 Entry From GLBUCB	A	<a href="#">PB090811</a>	B94U908A		\$614,356.00	\$0.00	\$0.00	
12/16/2011	FMFI Entry From GLBUCB	A	<a href="#">PB121611</a>	B94UC16A		\$511,994.00	\$0.00	\$0.00	
09/28/2011	11/12 ROCP	JE	<a href="#">SEPT ADV</a> ? ?	JCO928	0000	\$0.00	\$0.00	\$878,966.28	
09/29/2011	11/12 ROCP	JE	<a href="#">JUL TO SEPT DEF</a> ? ?	JCO929	0000	\$0.00	\$0.00	\$275,392.36	
11/28/2011	CY ROCP	JE	<a href="#">NOV ADV</a> ? ?	JCO1128	0000	\$0.00	\$0.00	\$878,966.28	
12/28/2011	CY ROCP	JE	<a href="#">DEC ADV</a> ? ?	JCO1228	0000	\$0.00	\$0.00	\$878,966.28	
01/27/2012	CY ROCP	JE	<a href="#">JAN ADV</a> ? ?	JCO127	0000	\$0.00	\$0.00	\$878,966.28	
01/30/2012	CY ROCP	JE	<a href="#">AUG TO JAN DEF</a> ? ?	JCO130A	0000	\$0.00	\$0.00	\$488,314.60	
01/30/2012	CY ROCP	JE	<a href="#">JUL TO JAN DEF</a> ? ?	JCO130	0000	\$0.00	\$0.00	\$212,922.24	
01/30/2012	CY ROCP	JE	<a href="#">OCT TO JAN DEF</a> ? ?	JCO130B	0000	\$0.00	\$0.00	\$878,966.28	
02/29/2012	CY ROCP	JE	<a href="#">FEB P1</a> ? ?	JCO229	0000	\$0.00	\$0.00	\$109,298.73	
03/14/2012	P1 PY ADJ 09/10 Regional Occup	JE	<a href="#">J9466554</a> ? ?	J94K313A	<a href="#">FEB P1 ADJ</a>	\$0.00	\$0.00	(\$8,354.00)	
03/14/2012	P1 PY ADJ 10/11 Regional Occup	JE	<a href="#">J9466554</a> ? ?	J94K313A	<a href="#">FEB P1 ADJ</a>	\$0.00	\$0.00	\$29,491.00	
04/02/2012	P1 PY ADJ 09/10 8590 TO 8591	JE	<a href="#">J9466667</a> ? ?	J94K329A	<a href="#">FEB P1 ADJ</a>	\$0.00	\$0.00	\$6,354.00	
04/02/2012	P1 PY ADJ 10/11 8590 TO 8591	JE	<a href="#">J9466667</a> ? ?	J94K329A	<a href="#">FEB P1 ADJ</a>	\$0.00	\$0.00	(\$29,491.00)	
04/26/2012	CY ROCP	JE	<a href="#">APR P1</a> ? ?	JCO426	0000	\$0.00	\$0.00	\$162,862.20	
04/27/2012	CY ROCP	JE	<a href="#">MAR P1 DEF</a> ? ?	JCO427	0000	\$0.00	\$0.00	\$378,682.37	
05/29/2012	CY ROCP	JE	<a href="#">MAY P1</a> ? ?	JCO529	0000	\$0.00	\$0.00	\$186,265.48	
06/30/2012	11-12 ROP State Revenue Acrl	JE	<a href="#">A9403788</a> ? ?	J94J802E		\$0.00	\$0.00	\$5,680,699.62	

Currently districts who link Imaging to the Web for Journal Entries have a red question mark icon as shown above. With the new enhancement, all Journal Entries (a type of JE) will also have a green information icon next to the red question mark icon. If the transaction is a District created transaction, the red icon will link to the district's own Imaging folder for Journal Entries. If the transaction is a County created transaction, the green icon will link to the County Office folder for images. The icons are displayed regardless if there is a stored Image for the Primary Reference listed in the web.









2) Example screenshot for: districts that do not utilize OCDE's Imaging software or districts who utilize OCDE's Imaging software but are not linking Journal Entries to Imaging

**Account Detail - Pseudo-Object Inquiry**

Ledger: 12 Date: 8/15/2012  
 Enter: Pseudo-Object 013950000 - 8560 Start Date 07/01/2011 End Date 6/30/2012 Budget CB ▾  
[VIEW CALENDAR](#) [VIEW CALENDAR](#)  
[Printable View](#) Records Per Page:  25  50  100  500

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**Pseudo-Object: 013950000- 8560 LOTTERY INCOME / LOTTERY**  
 Dates: 07/01/2011-6/30/2012 Records 1 - 10 of 10 Page: 1

Date	Transaction Description	Type	Primary Ref	Batch ID	Sec Ref	Current	Encumb	Actual Misc
07/01/2011	CB Entry From GLBUCB	A	<a href="#">BU000000590981</a>	BU000227		\$485,000.00	\$0.00	\$0.00
01/23/2012	ADJT LOTTERY ADJUSTMENT	A	<a href="#">B1201537</a>	B12C123B		\$40,000.00	\$0.00	\$0.00
07/01/2011	LOTTERY REVERSAL	JE	<a href="#">3RD QTR LOTTERY</a> 	R12C720A		\$0.00	\$0.00	(\$163,369.45)
07/01/2011	LOTTERY REVERSAL	JE	<a href="#">4TH QTR LOTTERY</a> 	R12C720A		\$0.00	\$0.00	(\$66,129.76)
10/31/2011	LOTTERY CORRECTION	JE	<a href="#">J1201425</a> 	J12CB01B		\$0.00	\$0.00	\$323,507.74
01/09/2012	LOTTERY Q1 NON PROP 20	JE	<a href="#">SC3 16905</a> 	JCO0109	<a href="#">1100</a>	\$0.00	\$0.00	\$149,532.05
01/17/2012	LOTTERY PROP 20 CORRECTION	JE	<a href="#">J1201444</a> 	J12C117A		\$0.00	\$0.00	(\$86,400.04)
04/10/2012	LOTTERY QTR 2 NON PROP 20	JE	<a href="#">SC3 17092</a> 	JCN0410A	<a href="#">1100</a>	\$0.00	\$0.00	\$181,814.07
06/30/2012	LOTTERY 3RD & 4TH QTR ACCRUAL	JE	<a href="#">2012 LOTTERY</a> 	J12C716H		\$0.00	\$0.00	\$50,761.92
06/30/2012	LOTTERY 3RD & 4TH QTR ACCRUAL	JE	<a href="#">2012 LOTTERY</a> 	J12C716H		\$0.00	\$0.00	\$170,235.18

With the new enhancement, all Journal Entries will also have a green icon next to any transaction with a type of JE. If the transaction is a District created transaction, no image will be retrievable. If the transaction is a County created transaction, the green information icon will link to the County Office folder for images. The green information icon is displayed regardless if there is a stored Image for the Primary Reference listed in the web.