

Imperial County FY 2022-2023 Budget Submittal Process



County of Imperial Annual Budget Deadlines

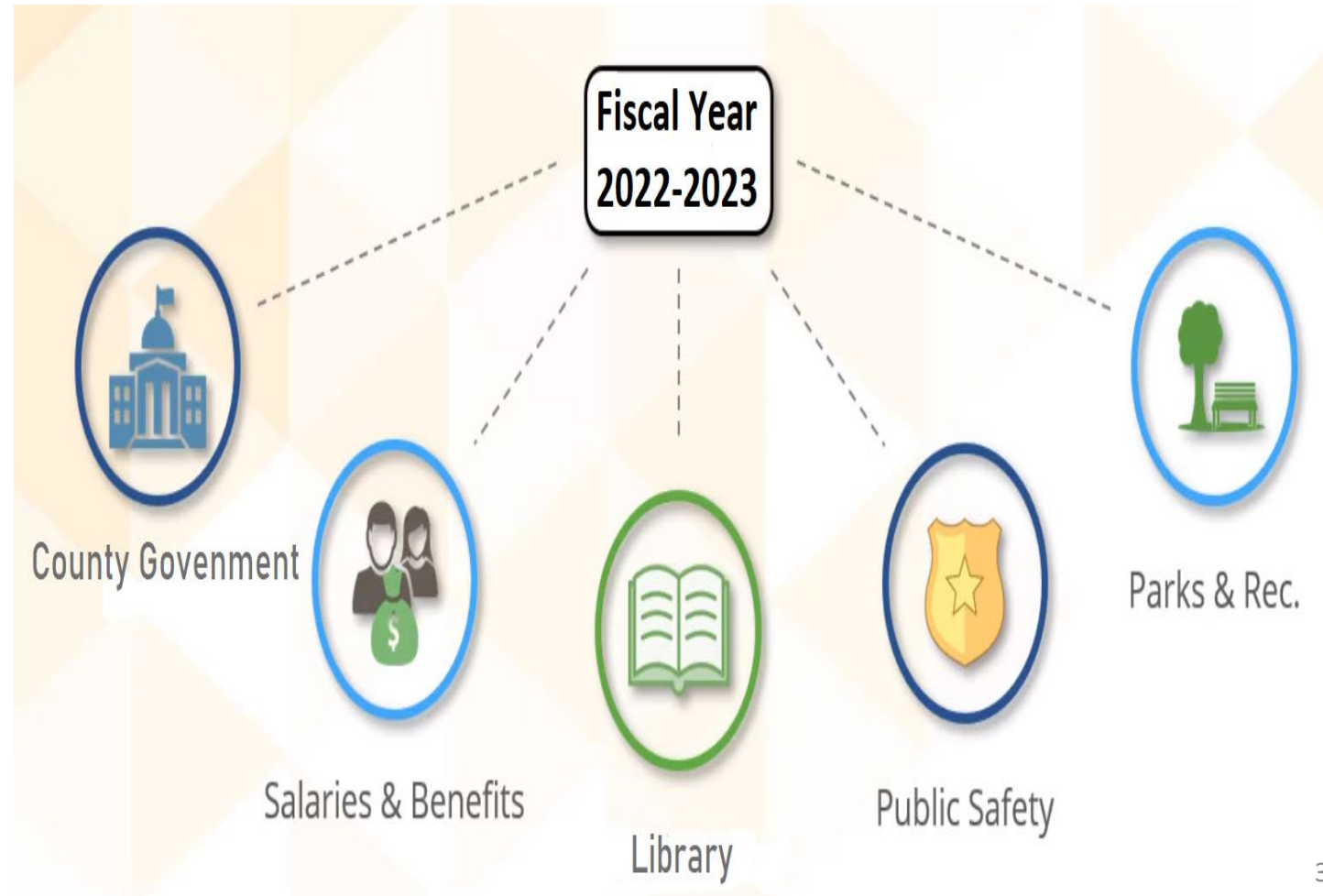
State of California Compliance Requirements:

- On or before June 30th approval of **Proposed/ Recommended Budget**
(Ref. Code 29064)
- On or before October 3rd approval of **Final Adopted Budget**
(Ref. Code 29100)

QUESTICA: Operating Training Module

The Questica Operating Module is a web-based tool that will enable all County departments to work on their budgets (Orgs) in preparation for the upcoming Fiscal Year.

- All budget information is stored in a single server
- Everyone accesses the same data
- Keeps all data in one location
- Avoids duplication
- Simplified process



QUESTICA – User Sites

- Questica – Imperial County Site

<https://imperialcounty.questica.com/mainDashboard.aspx>

- Questica – Sandbox (Test Site)

<https://imperialcountysandbox.questica.com/mainDashboard.aspx>

- Questica – Help

<https://help.questica.com>

QUESTICA – Imperial County Site

<https://imperialcounty.questica.com/mainDashboard.aspx>

Questica - Dashboard | **imperialcounty** 2021.2.0.4

Navigation: Dashboard | My Tasks | Budgeting | Reports | Administration

Search: Search Anything [CTRL + SPACE]

Questica Dashboard | Arrange Widgets | Add Widget | Edit Dashboard | New Dashboard

Imperial County, California

Revenues - Budget vs Actuals - Current Year

Category	Actual	Budget
1046001	15M	53M
1570001	3M	11M
1748001	15M	24M
1792001	8M	3M
1793001	2M	2M
1838001	0M	0M
1839001	0M	0M

Expenses - Budget Vs Actuals (Current Year)

Category	Actual	Budget
1046001	11M	53M
1570001	2M	10M
1748001	4M	24M
1792001	1M	3M
1793001	0M	2M
1838001	0M	0M
1839001	0M	0M

Calendar: DEC 2021 | JAN 2022 | **5** | FEB | MAR

QUESTICA – Imperial County Sandbox (Test Site)

<https://imperialcountysandbox.questica.com/mainDashboard.aspx>

The screenshot displays the Questica dashboard for Imperial County, California. The interface includes a browser window at the top with the URL imperialcountysandbox.questica.com/mainDashboard.aspx. The dashboard header features a navigation menu with options: Dashboard, My Tasks, Budgeting, Reports, and Administration. A user profile for Karina Espinoza is visible in the top right corner. Below the navigation is a search bar with the placeholder text "Search Anything [CTRL + SPACE]".

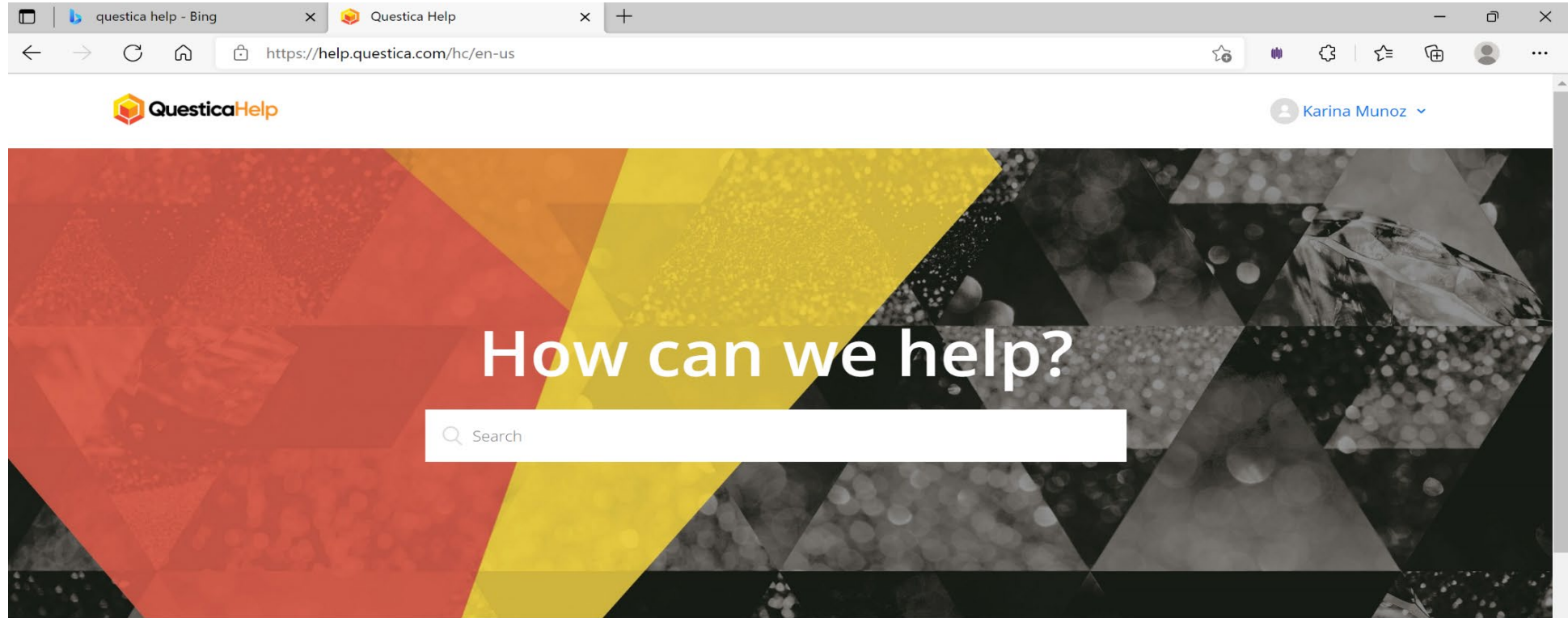
The main content area is titled "Questica Dashboard" and includes several widgets:

- Imperial County, California**: Production Site. Includes the Imperial County logo and the year 1907.
- Mission Statement**: To work with the Board of Supervisors, County employees and the public to promote responsible budgetary decisions and fiscal stability in the long term, and to be responsive to citizen's health and protection needs to ensure employee safety and well-being; to implement the Board's policies and provide valued leadership to all County departments and agencies.
- Training Updates**: A section for displaying training information.
- Current Year Budget**: A sunburst chart showing budget data. A warning message states: "This dataset includes negative values which are not shown in this sunburst chart." The chart is a donut chart with multiple segments in various colors (blue, red, purple, orange).
- Positions by Budget Unit**: A section that currently displays "No data to display".

At the bottom of the dashboard, there is a timeline navigation bar showing months from DEC 2021 to MAR, with a calendar grid below it.

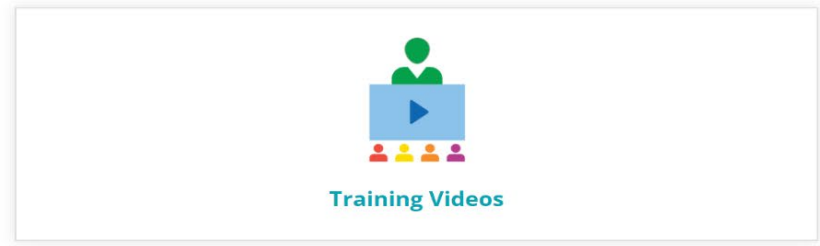
QUESTICA Help – Imperial County Help Site

<https://help.questica.com>



Questica Help

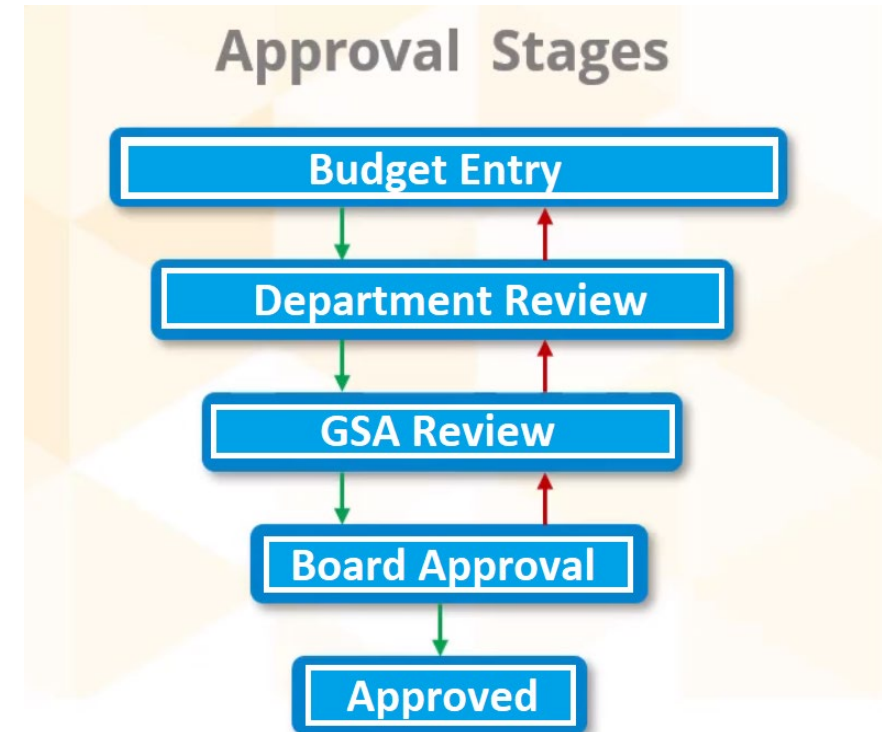
- Training Videos
- Handouts
- Webinars/ Presentations



QUESTICA – Approval Process

Orgs (budgets) will go through several stages within Questica prior to the final approval for submission of the Proposed/Recommended Budget and the Final Adopted Budget

- Questica Users will work with **ORGS** (Org keys/ Budgets/ Budget Units)
- Once the budget is complete, the ORG is **promoted** to the next **stage** where it becomes someone else's responsibility to review, edit and/or promote again until the **ORG** reaches a final stage where it is considered approved.
- If revisions are needed or there is a question, the ORG may be **demoted** to the previous stage.



QUESTICA - Getting Started!

- Logging into QUESTICA – Imperial County Site
- <https://imperialcounty.questica.com/mainDashboard.aspx>



User Name

Password

[Sign In](#)

[Forgot My Password](#)

2021.2.0.5



QUESTICA – Dashboard

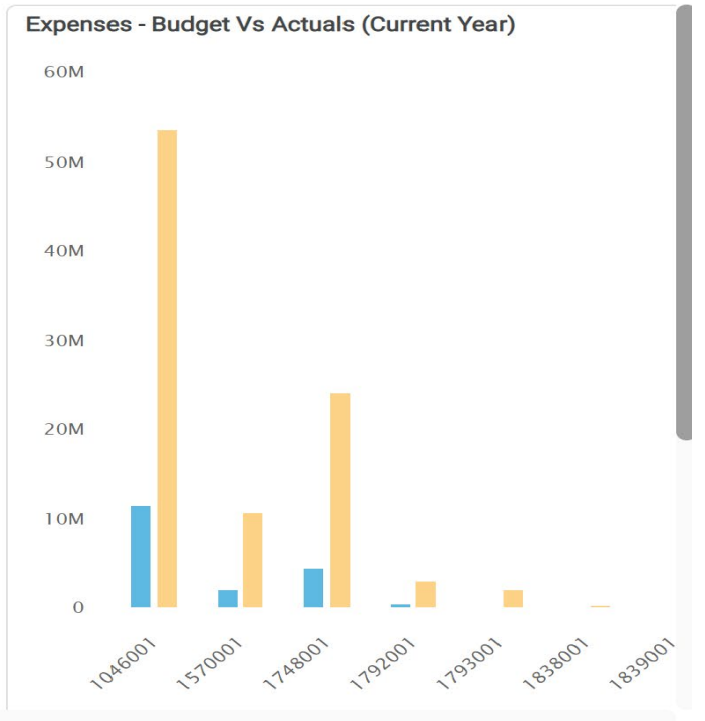
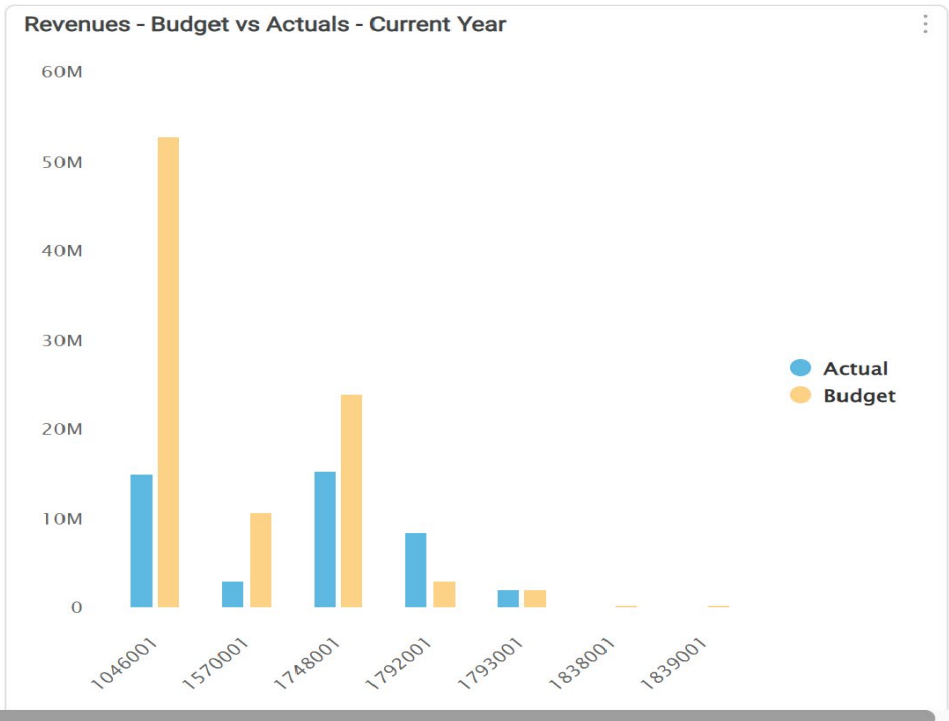
Search Anything [CTRL + SPACE]

Questica Dashboard Arrange Widgets Add Widget Edit Dashboard New Dashboard



Imperial County, California

Training Updates



QUESTICA – Budgeting Menu

imperialcounty
2021.2.0.5

Dashboard My Tasks **Budgeting ^** Reports Administration

Operating
ORGs
Scenarios
Security Assignments
Budget
Account Summary
Budget Lines
Actual Costs
Allocations
Positions
Position Allocations
Stats
Stat Account Summary
Stat Budget Lines
Stat Actuals
Calculations
Calculations
Calculation Templates

Personnel
Positions
Position Revisions
Employees
Employee Revisions
Ranges
Range Values
Modifiers
Modifier Amounts
Earning Breakdowns
Earning Breakdown Details
Synchronize Personnel
Index Keys

Variables
All Variables
Variables by Entity
Variables by Owner
Funds
Reserve Forecasts
Fund Balance Forecasts

OpenBook

The **BUDGETING** Menu provides access to all global search screens



QUESTICA – Budgeting Menu



- Operating
 - ORGs**
 - Scenarios
 - Security Assignments
- Budget
 - Account Summary
 - Budget Lines
 - Actual Costs
 - Allocations
- Positions
 - Position Allocations
- Stats
 - Stat Account Summary
 - Stat Budget Lines
 - Stat Actuals
- Calculations
 - Calculations
 - Calculation Templates
- Personnel
 - Positions
 - Position Revisions
 - Employees
 - Employee Revisions
 - Ranges
 - Range Values
 - Modifiers
 - Modifier Amounts
 - Earning Breakdowns
 - Earning Breakdown Details
 - Synchronize Personnel
 - Index Keys
- Change Requests
 - Change Requests
 - Change Request Budget Lines
 - Change Request Project Budget Lines
 - Position Allocation changes
- Variables
 - All Variables
 - Variables by Entity
 - Variables by Owner
- Funds
 - Reserve Forecasts
 - Fund Balance Forecasts
- OpenBook

To work on your assigned Org(s), go to **OPERATING** and click on **ORGs**

QUESTICA – Budgeting Menu

Select the correct fiscal year

Examples:

- When Preparing the Requested Budget for the next Fiscal Year, you will select 2022-2023 or 2023 (whichever appears on the banner).

- If you wish to view the current Fiscal Year, you will select 2021-2022 or 2022.

imperialcounty
2021.2.0.5

Dashboard My Tasks **Budgeting** Reports Administration

ORGs | 2021-2022

Search ORGs

Add Value Bar Filter Layout Import Export

Department Function	ORG Code	ORG Name	Fund	Program	Budget Activity
No records					

Let's Get Started

Try using the search tools above to find what you're looking for, or click below to retrieve all of the records.

Load Data

No records

QUESTICA – Budgeting Menu

imperialcounty
2021.2.0.5

Dashboard My Tasks **Budgeting** Reports Administration

ORGs | 2021-2022 Search ORGs

+ Add Value Bar Filter Layout Import Export

Department Function	ORG Code	ORG Name	Fund	Program	Budget Activity
<p>Let's Get Started</p> <p>Try using the search tools above to find what you're looking for, or click below to retrieve all of the records.</p> <p>Load Data</p>					

No records

3 ways to search for an Org

- Place cursor on the Search Bar and hit the ENTER key on your keyboard
- Click on LOAD DATA
- Conduct an alpha numeric search. For an exact match, use “ “

QUESTICA: Selecting and Preparing Your Org (Budget)

The screenshot shows the QUESTICA web application interface. At the top, there is a navigation bar with the Imperial County logo, version information (2021.2.0.5), and menu items: Dashboard, My Tasks, Budgeting (selected), Reports, Administration, and a search icon. A user profile for Karina Espinoza is visible in the top right. Below the navigation bar, there is a header for 'ORGs' for the '2021-2022' period, with a search bar and icons for grid view, list view, and filters. A toolbar on the right side of the table includes icons for 'Add', 'Value Bar', 'Filter', 'Layout' (highlighted with a red box), 'Import', and 'Export'. The main content is a table with columns: Department Function, ORG Code, ORG Name, Fund, Program, and Budget Activity. The table lists various organizational units such as 'GENERAL FUND', 'BOARD OF SUPERVISORS', and 'COUNTY EXECUTIVE OFFICE'. At the bottom left, there is a refresh icon and the text '352 records'.

<input type="checkbox"/>	Department Function	ORG Code	ORG Name	Fund	Program	Budget Activity
<input type="checkbox"/>	01-1000 - GENERAL GOVERNME...	1000001	GENERAL FUND	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001001	BOARD OF SUPERVISORS	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001002	BOARD OF SUPERVISORS - DISTRICT 1	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001003	BOARD OF SUPERVISORS - DISTRICT 2	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001004	BOARD OF SUPERVISORS - DISTRICT 3	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001005	BOARD OF SUPERVISORS - DISTRICT 4	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001006	BOARD OF SUPERVISORS - DISTRICT 5	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1002 - GENERAL GOVERNME...	1002001	COUNTY EXECUTIVE OFFICE	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1003 - GENERAL GOVERNME...	1003001	CLERK OF THE BOARD OF SUPERVISORS	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	05-1004 - PUBLIC ASSISTANCE-I...	1004001	IMPERIAL COUNTY COMMUNITY AND ECONOMIC...	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	035 - OTHER AS
<input type="checkbox"/>	01-1005 - GENERAL GOVERNME...	1005001	TOBACCO SETTLEMENT BOND FUNDS	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	01-1006 - GENERAL GOVERNME...	1006001	AUDITOR-CONTROLLER	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	01-1007 - GENERAL GOVERNME...	1007001	TREASURER	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	01-1007 - GENERAL GOVERNME...	1007002	TAX COLLECTOR	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	01-1008 - GENERAL GOVERNME...	1008001	ASSESSOR	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	01-1008 - GENERAL GOVERNME...	1008002	ASSESSOR GEOGRAPHIC INFORMATIONS SYSTEM...	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE

If you want to change your current view, you can click on the **LAYOUT** icon.

QUESTICA: Selecting and Preparing Your Org (Budget)

Options to Add, Remove or Rearrange Columns from the Grid Layout are shown on the right hand side.

The screenshot displays the QUESTICA interface for Imperial County. The main content area shows a table of ORGs for the 2021-2022 period. The table has columns for Department Function, ORG Code, ORG Name, and Fund. The ORG Name column contains links to various organizational units. On the right side, the Grid Layout configuration panel is open, showing a list of columns that can be added to or removed from the table. A red arrow points to the '+' icon next to the 'Columns' header, indicating the option to add columns. The 'Columns' list includes: Department Function *, ORG Code, ORG Name *, Fund, Program, Budget Activity, Security, Stage *, and Status *. Below the columns list, the 'Group By' section shows 'No Groupings Applied'. The 'Grid Options' section has checkboxes for 'Show Value Bar' and 'Show Filter Bar'. The bottom of the interface shows a refresh icon and '352 records'.

	Department Function	ORG Code	ORG Name	Fund
<input type="checkbox"/>	01-1000 - GENERAL GOVERNME...	1000001	GENERAL FUND	1000 - GENERAL FUND
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001001	BOARD OF SUPERVISORS	1000 - GENERAL FUND
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001002	BOARD OF SUPERVISORS - DISTRICT 1	1000 - GENERAL FUND
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001003	BOARD OF SUPERVISORS - DISTRICT 2	1000 - GENERAL FUND
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001004	BOARD OF SUPERVISORS - DISTRICT 3	1000 - GENERAL FUND
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001005	BOARD OF SUPERVISORS - DISTRICT 4	1000 - GENERAL FUND
<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001006	BOARD OF SUPERVISORS - DISTRICT 5	1000 - GENERAL FUND
<input type="checkbox"/>	01-1002 - GENERAL GOVERNME...	1002001	COUNTY EXECUTIVE OFFICE	1000 - GENERAL FUND
<input type="checkbox"/>	01-1003 - GENERAL GOVERNME...	1003001	CLERK OF THE BOARD OF SUPERVISORS	1000 - GENERAL FUND
<input type="checkbox"/>	05-1004 - PUBLIC ASSISTANCE-I...	1004001	IMPERIAL COUNTY COMMUNITY AND ECONOMIC ...	1000 - GENERAL FUND
<input type="checkbox"/>	01-1005 - GENERAL GOVERNME...	1005001	TOBACCO SETTLEMENT BOND FUNDS	1000 - GENERAL FUND
<input type="checkbox"/>	01-1006 - GENERAL GOVERNME...	1006001	AUDITOR-CONTROLLER	1000 - GENERAL FUND
<input type="checkbox"/>	01-1007 - GENERAL GOVERNME...	1007001	TREASURER	1000 - GENERAL FUND
<input type="checkbox"/>	01-1007 - GENERAL GOVERNME...	1007002	TAX COLLECTOR	1000 - GENERAL FUND
<input type="checkbox"/>	01-1008 - GENERAL GOVERNME...	1008001	ASSESSOR	1000 - GENERAL FUND
<input type="checkbox"/>	01-1008 - GENERAL GOVERNME...	1008002	ASSESSOR GEOGRAPHIC INFORMATION SYSTEM...	1000 - GENERAL FUND

Grid Layout ×

* Full Layout (Administrator) (Default...)

Columns + ^

- ↓ Department Function * ×
- ↓ ORG Code ×
- ↓ ORG Name * ×
- ↓ Fund ×
- ↓ Program ×
- ↓ Budget Activity ×
- ↓ Security ×
- ↓ Stage * ×
- ↓ Status * ×

Group By + ^

No Groupings Applied

Grid Options ^

- Show Value Bar
- Show Filter Bar

352 records

QUESTICA: Selecting and Preparing Your Org (Budget)

After making the changes in the Grid Layout, Click on the **ADD** button.

The screenshot displays the QUESTICA interface for managing Organizations (ORGs). The top navigation bar includes 'imperialcounty 2021.2.0.5', 'Dashboard', 'My Tasks', 'Budgeting', 'Reports', and 'Administration'. The main content area shows a table of ORGs for the 2021-2022 period. The table has columns for Department Function, ORG Code, ORG Name, and Fund. A search bar and a grid layout icon are visible above the table. To the right, the 'Grid Layout' configuration panel is open, showing a list of columns to be added to the table. A red arrow points to the 'Add' button at the bottom of this panel.

<input type="checkbox"/>		Department Function	ORG Code	ORG Name	Fund
<input type="checkbox"/>		01-1000 - GENERAL GOVERNME...	1000001	GENERAL FUND	1000 - GENERAL FUND
<input type="checkbox"/>		01-1001 - GENERAL GOVERNME...	1001001	BOARD OF SUPERVISORS	1000 - GENERAL FUND
<input type="checkbox"/>		01-1001 - GENERAL GOVERNME...	1001002	BOARD OF SUPERVISORS - DISTRICT 1	1000 - GENERAL FUND
<input type="checkbox"/>		01-1001 - GENERAL GOVERNME...	1001003	BOARD OF SUPERVISORS - DISTRICT 2	1000 - GENERAL FUND
<input type="checkbox"/>		01-1001 - GENERAL GOVERNME...	1001004	BOARD OF SUPERVISORS - DISTRICT 3	1000 - GENERAL FUND
<input type="checkbox"/>		01-1001 - GENERAL GOVERNME...	1001005	BOARD OF SUPERVISORS - DISTRICT 4	1000 - GENERAL FUND
<input type="checkbox"/>		01-1001 - GENERAL GOVERNME...	1001006	BOARD OF SUPERVISORS - DISTRICT 5	1000 - GENERAL FUND
<input type="checkbox"/>		01-1002 - GENERAL GOVERNME...	1002001	COUNTY EXECUTIVE OFFICE	1000 - GENERAL FUND
<input type="checkbox"/>		01-1003 - GENERAL GOVERNME...	1003001	CLERK OF THE BOARD OF SUPERVISORS	1000 - GENERAL FUND
<input type="checkbox"/>		05-1004 - PUBLIC ASSISTANCE-I...	1004001	IMPERIAL COUNTY COMMUNITY AND ECONOMIC...	1000 - GENERAL FUND
<input type="checkbox"/>		01-1005 - GENERAL GOVERNME...	1005001	TOBACCO SETTLEMENT BOND FUNDS	1000 - GENERAL FUND
<input type="checkbox"/>		01-1006 - GENERAL GOVERNME...	1006001	AUDITOR-CONTROLLER	1000 - GENERAL FUND
<input type="checkbox"/>		01-1007 - GENERAL GOVERNME...	1007001	TREASURER	1000 - GENERAL FUND
<input type="checkbox"/>		01-1007 - GENERAL GOVERNME...	1007002	TAX COLLECTOR	1000 - GENERAL FUND
<input type="checkbox"/>		01-1008 - GENERAL GOVERNME...	1008001	ASSESSOR	1000 - GENERAL FUND
<input type="checkbox"/>		01-1008 - GENERAL GOVERNME...	1008002	ASSESSOR GEOGRAPHIC INFORMATIONS SYSTEM...	1000 - GENERAL FUND

Grid Layout configuration panel:

- Actuals Cache Last Updated On
- Approved
- Budget Function
- Comments
- Description
- Director
- Display Name
- Fund Type
- ID
- Justification
- Lock Status
- Manager
- Stage Deadline

Buttons: Cancel, Add

QUESTICA: Selecting and Preparing Your Org (Budget)

imperialcounty 2021.2.0.5

Dashboard My Tasks **Budgeting** Reports Administration

ORGS | 2021-2022

Search ORGs

352 records

<input type="checkbox"/>	<input type="checkbox"/>	Department Function	ORG Code	↑ ORG Name	Fund	Program	Budget Activity
<input type="checkbox"/>	<input type="checkbox"/>	01-1000 - GENERAL GOVERNME...	1000001	GENERAL FUND	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001001	BOARD OF SUPERVISORS	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001002	BOARD OF SUPERVISORS - DISTRICT 1	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001003	BOARD OF SUPERVISORS - DISTRICT 2	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001004	BOARD OF SUPERVISORS - DISTRICT 3	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001005	BOARD OF SUPERVISORS - DISTRICT 4	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1001 - GENERAL GOVERNME...	1001006	BOARD OF SUPERVISORS - DISTRICT 5	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1002 - GENERAL GOVERNME...	1002001	COUNTY EXECUTIVE OFFICE	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
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<input type="checkbox"/>	<input type="checkbox"/>	05-1004 - PUBLIC ASSISTANCE-I...	1004001	IMPERIAL COUNTY COMMUNITY AND ECONOMIC...	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	035 - OTHER AS
<input type="checkbox"/>	<input type="checkbox"/>	01-1005 - GENERAL GOVERNME...	1005001	TOBACCO SETTLEMENT BOND FUNDS	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	001 - LEGISLATI
<input type="checkbox"/>	<input type="checkbox"/>	01-1006 - GENERAL GOVERNME...	1006001	AUDITOR-CONTROLLER	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	<input type="checkbox"/>	01-1007 - GENERAL GOVERNME...	1007001	TREASURER	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	<input type="checkbox"/>	01-1007 - GENERAL GOVERNME...	1007002	TAX COLLECTOR	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	<input type="checkbox"/>	01-1008 - GENERAL GOVERNME...	1008001	ASSESSOR	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE
<input type="checkbox"/>	<input type="checkbox"/>	01-1008 - GENERAL GOVERNME...	1008002	ASSESSOR GEOGRAPHIC INFORMATIONS SYSTEM...	1000 - GENERAL FUND	00001 - GENERAL OPERATIONS	002 - FINANCE

Select your Org from the **ORG Name** column/list by placing your cursor on the desired budget and Click on it once.

QUESTICA: Budget Lines

Once an Org is selected, Questica will open your budget in a different webpage, and the Org will display in the **BUDGET LINE** screen.

NOTE: If you do not seeing the **BUDGET LINE** screen, Click on **BUDGET** and Select **BUDGET LINES**.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Account Summary
Budget Lines
Allocations
Actual Costs
Actual Cost Comparison

Annual | 5 YRS | 2022-2026 | 0 | Add | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		131,470			
491045	Other Refunds & Reimb...	3,500			
493000	Reimb For Services Pro...	127,970			
Object Type: Expenses		(781,353)			
501000	Permanent Salaries	441,978			
501115	Extra Help	33,166			
501145	Redemption of Benefits	7,000			
501150	Social Security-Medicare	6,408			
502000	County Contr Retirement	94,205			
502005	Ins-Workers Comp	13,957			
502010	Ins-Unemployment	2,757			
502015	Group Insurance	81,258			
502020	Ins Dental/Vision	1,187			
502040	Retirement-Pension Bo...	10,329			
		(649,883)			

https://imperialcounty.questica.com/costingcenter_budget.aspx?CostingCenterID=2906&ScenarioID=2908

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		131,470			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(781,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
502020 - Ins Dental/Vision		1,187			
502040 - Retirement-Pension Bo...		10,329			
		(649,883)			

24 records

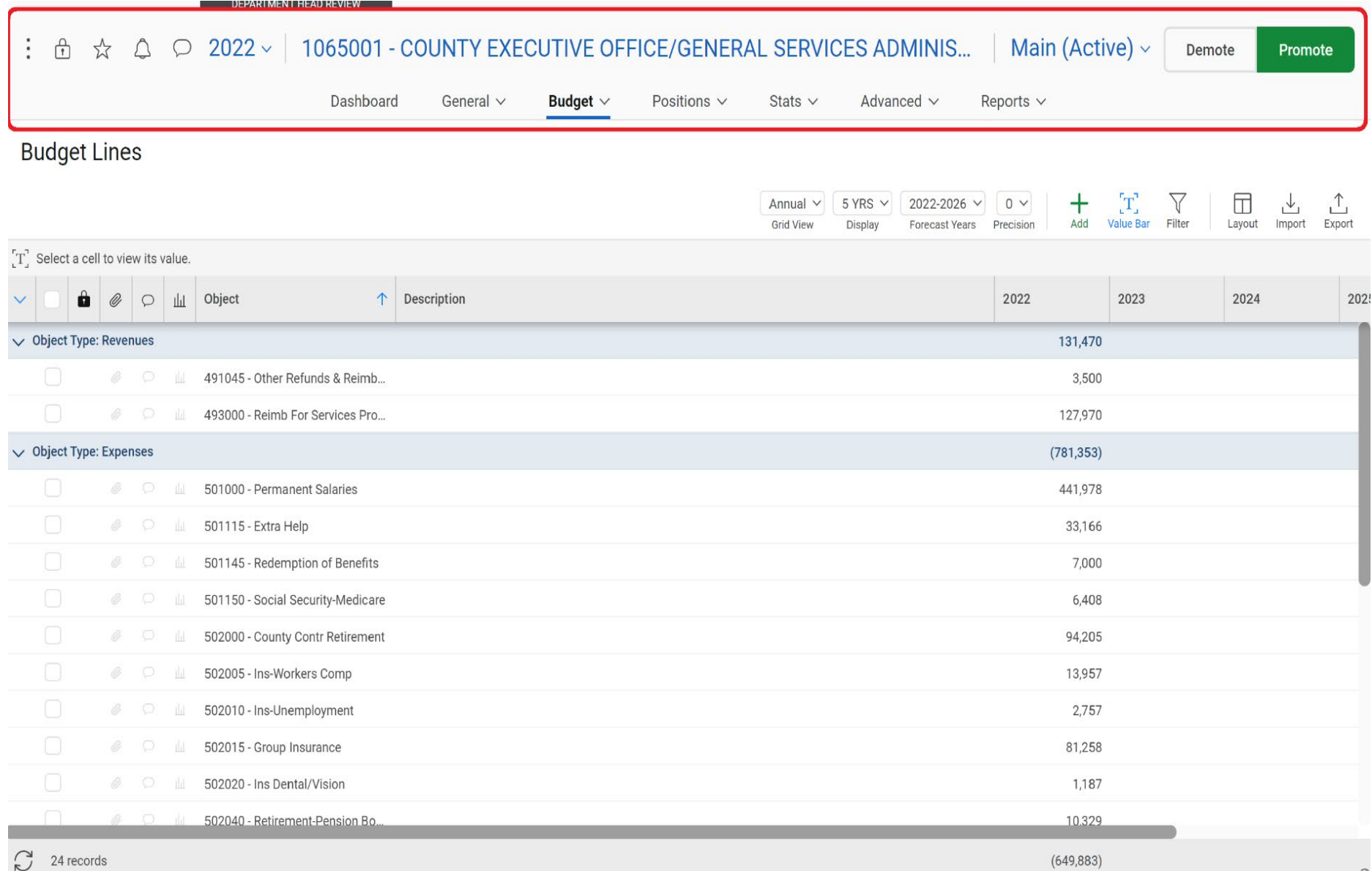
The **Status BAR** at the bottom left hand side lets you know how many records are in that Org.

QUESTICA: Budget Lines

The banner on the top of the screen shows the YEAR, ORG (Budget Number), Name and the Status.

The **Approval Banner** on top indicates the stage that the budget approval process is in.

The **Menu BAR** controls what you are able to see in the main view below.



DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | Add | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		131,470			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(781,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
502020 - Ins Dental/Vision		1,187			
502040 - Retirement-Pension Bo...		10,329			
24 records		(649,883)			

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		131,470			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(781,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
502020 - Ins Dental/Vision		1,187			
502040 - Retirement-Pension Bo...		10,329			

24 records (649,883)

The **Tool BAR** allows you to change the display.

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General ^ | **Budget** v | Positions v | Stats v | Advanced v | Reports v

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object | 2022 | 2023 | 2024 | 2025

Object	2022	2023	2024	2025
Object Type: Revenues				
491045 - Other Refunds & Reimb...		3,500		
493000 - Reimb For Services Pro...		127,970		
Object Type: Expenses				
501000 - Permanent Salaries		441,978		
501115 - Extra Help		33,166		
501145 - Redemption of Benefits		7,000		
501150 - Social Security-Medicare		6,408		
502000 - County Contr Retirement		94,205		
502005 - Ins-Workers Comp		13,957		
502010 - Ins-Unemployment		2,757		
502015 - Group Insurance		81,258		
502020 - Ins Dental/Vision		1,187		
502040 - Retirement-Pension Bo...		10,329		
Total		(649,883)		

24 records (649,883)

If you wish to view the detailed **Org Information**, Click on the **GENERAL** drop down Menu and Select **ORG**.

QUESTICA: Org Information

DEPARTMENT HEAD REVIEW



2022 ▾

1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS...

Main (Active) ▾

Demote

Promote

Dashboard

General ▾

Budget ▾

Positions ▾

Stats ▾

Advanced ▾

Reports ▾

ORG Information

Save

ORG Name *

COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINISTRATION - BUDGET FISCAL DIVISION

Description

General Services Administration (GSA) directs the County budget process with departments and all fiscal activities of the respective budget units under GSA and CEO. There are five (5) divisions under administration of GSA: Budget-Fiscal, Information & Technical Services, Fleet Services, Procurement Services, and Veterans Services. Budget-Fiscal, under the direction of the CEO, oversees all county financial related activities. This division ensures budget integrity and promotes efficient, effective and government accountability, which includes budget development and oversight, management of County's public debt.

Comments

Justification

ORG Code

1065001

Manager

Mayra Widmann (MayraWidmann@co.imperial.ca.us) ▾

Status *

Active ▾

Fund

1000 - GENERAL FUND ▾

Department Function *

QUESTICA: Org Information

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote Promote

Dashboard General Budget Positions Stats Advanced Reports

ORG Information

ORG Name *
COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINISTRATION - BUDGET FISCAL DIVISION

Description
General Services Administration (GSA) directs the County budget process with departments and all fiscal activities of the respective budget units under GSA and CEO. There are five (5) divisions under administration of GSA: Budget-Fiscal, Information & Technical Services, Fleet Services, Procurement Services, and Veterans Services. Budget-Fiscal, under the direction of the CEO, oversees all county financial related activities. This division ensures budget integrity and promotes efficient, effective and government accountability, which includes budget development and oversight, management of County's public debt.

Comments

Justification

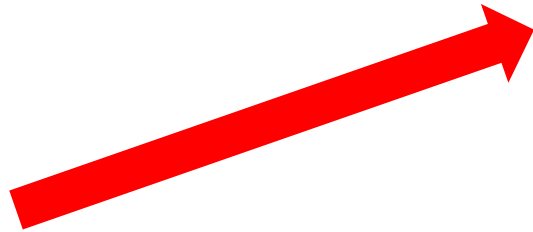
ORG Code: 1065001
Manager: Mayra Widmann (MayraWidmann@co.imperial.ca.us)

Status *: Active
Fund: 1000 - GENERAL FUND

Department Function *

Save

Org Information remains the same each year, unless you wish to edit the page. If revisions are made, Click on the **SAVE** button.



IMPORTANT:
In the DESCRIPTION box, add your Department Narrative.

QUESTICA: Org Information

DOCUMENTS will allow you to attach forms, spreadsheets, memos, links, etc.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | **General** | Budget | Positions | Stats | Advanced | Reports

ORG Information

- ORG
- Directors
- Security Assignments
- Security
- Documents**
- History
- Scenario

ORG Name * | ADMINISTRATION - BUDGET FISCAL DIVISION

Description

General Services Administrat... budget process with departments and all fiscal activities of the respective budget units under GSA and CEO. There are five (5) divisions under administration of GSA: Budget-Fiscal, Information & Technical Services, Fleet Services, Procurement Services, and Veterans Services. Budget-Fiscal, under the direction of the CEO, oversees all county financial related activities. This division ensures budget integrity and promotes efficient, effective and government accountability, which includes budget development and oversight, management of County's public debt.

Comments

Justification

ORG Code | 1065001 | Manager | Mayra Widmann (MayraWidmann@co.imperial.ca.us)

Status * | Active | Fund | 1000 - GENERAL FUND

Department Function *

Save

QUESTICA: Org Information

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINISTRATION - BUDGET FISCAL DIVISION | Main (Active) | Demote | Promote

Dashboard | **General** | Budget | Positions | Stats | Advanced | Reports

Documents

Description | Resource

Step 1 → + Add | Value Bar | Filter | Layout

Step 2 →

Add Document

Add a Document for the ORG *1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SE...

Type *

File

File

Link

Select File | No file chosen

Description

Cancel | Add

No records

To attach a document, Click on the **ADD** icon, Select the **FILE** or type in a Link, **EDIT DESCRIPTION** and Select **ADD**.

QUESTICA: Budget Lines

To prepare your Org (budget), first review your Object Code amounts.

To Add an OBJECT Code:

Place your cursor on the top budget line; Click on the **ADD** icon located at the top right section of your Tool BAR; Select **ADD**.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | **+** | Value Bar | Filter | Layout | Import | Export

[T]

Object	Description	2022	2023	2024	2025
Object Type: Revenues		131,470			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(781,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
502020 - Ins Dental/Vision		1,187			
502040 - Retirement-Pension Bo...		10,329			

24 records (649,883)

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | Add | Value Bar | Filter | Layout | Import | Export

Object	Description	2022	2023	2024	2025
491045 - Other Refunds & Reimb...			3,500		
493000 - Reimb For Services Pro...			127,970		
Object Type: Expenses			(881,353)		
			441,978		
			33,166		
			7,000		
			6,408		
			94,205		
			13,957		
			2,757		
			81,258		
			1,187		
			10,329		

26 records (649,883)

Once a row is created, Click on the arrow from the **OBJECT** column and select or type the **OBJECT** (Object Code) needed from the drop down menu.



NOTE: It does not matter if the new **OBJECT** Code is a revenue or expense account. Once the information is completed, Questica will place the **OBJECT** code in the correct Object type section (revenue or expense).

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | Add | Value Bar | Filter | Layout | Import | Export

Add Description. This is a Test.

Object	Description	2022	2023	2024	2025
491045 - Other Refunds & Reimb...			3,500		
493000 - Reimb For Services Pro...			127,970		
Object Type: Expenses			(881,353)		
446100 - State Aid	Add Description. This is a Test				
501000 - Permanent Salaries			441,978		
501115 - Extra Help			33,166		
501145 - Redemption of Benefits			7,000		
501150 - Social Security-Medicare			6,408		
502000 - County Contr Retirement			94,205		
502005 - Ins-Workers Comp			13,957		
502010 - Ins-Unemployment			2,757		
502015 - Group Insurance			81,258		
502020 - Ins Dental/Vision			1,187		
502040 - Retirement-Pension Bo...			10,329		

26 records (649,883)

Hit the TAB key on your keyboard to go to the **DESCRIPTION COLUMN**; Add the desired information in the **DESCRIPTION** box; Click TAB to add the dollar amount.

QUESTICA: Budget Lines

Once the dollar amount is entered, you will press the ENTER key on your keyboard and the ROW will be added.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | [T] | Filter | Layout | Import | Export

Grid View | Display | Forecast Years | Precision | Add | Value Bar

Object	Description	2022	2023	2024	2025
Object Type: Revenues		231,470			
446100 - State Aid	BAR Request - State Grant	100,000			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(881,353)			
446100 - State Aid	Adding Description. This is a test.	50000			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
26 records		(649,883)			

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | T | Filter | Layout | Import | Export

Grid View | Display | Forecast Years | Precision | Add | Value Bar

[T] Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		281,470			
<input type="checkbox"/>	446100 - State Aid	100,000			
<input type="checkbox"/>	446100 - State Aid	50,000			
<input type="checkbox"/>	491045 - Other Refunds & Reimb...	3,500			
<input type="checkbox"/>	493000 - Reimb For Services Pro...	127,970			
Object Type: Expenses		(881,353)			
<input type="checkbox"/>	501000 - Permanent Salaries	441,978			
<input type="checkbox"/>	501115 - Extra Help	33,166			
<input type="checkbox"/>	501145 - Redemption of Benefits	7,000			
<input type="checkbox"/>	501150 - Social Security-Medicare	6,408			
<input type="checkbox"/>	502000 - County Contr Retirement	94,205			
<input type="checkbox"/>	502005 - Ins-Workers Comp	13,957			
<input type="checkbox"/>	502010 - Ins-Unemployment	2,757			
<input type="checkbox"/>	502015 - Group Insurance	81,258			
27 records		(599,883)			

QUESTICA: Budget Lines

To edit any current information, **DOUBLE-CLICK** on the cell that needs to be revised or **RIGHT-CLICK** on the cell and select **EDIT** from the pop-up menu.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + Add | Value Bar | Filter | Layout | Import | Export

Object	Description	2022	2023	2024	2025
Object Type: Revenues		281,470			
446100 - State Aid	BAR Request - State Grant	100,000			
446100 - State Aid	est.	50,000			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(881,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
		(599,883)			

27 records

QUESTICA: Budget Lines

The Questica budgeting process will allow you to attach documents and send notes or questions through the approval process.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | [T] | Filter | Layout | Import | Export

[T] Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		281,470			
446100 - State Aid	BAR Request - State Grant	100,000			
446100 - State Aid	Adding Description. This is a test.	50,000			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(881,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
		(599,883)			

27 records

QUESTICA: Budget Lines

To attach documents:
SINGLE-CLICK on the **PAPER CLIP**
icon located on the left hand side
of the budget line.

Select the **ADD** button on the
Budget Line Documents window.

The screenshot displays the QUESTICA interface for budget lines. At the top, there's a navigation bar with '2022' and '1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS...'. Below this is a menu with 'Budget' selected. The main area shows a list of budget lines under 'Object Type: Revenues' and 'Object Type: Expenses'. A modal window titled 'Budget Line Documents' is open, showing 'No results found' and an 'Add' button circled in red. The background table shows budget data for years 2022, 2023, 2024, and 2025.

	2022	2023	2024	2025
	281,470			
	100,000			
	50,000			
	3,500			
	127,970			
	(881,353)			
	441,978			
	33,166			
	7,000			
	6,408			
	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

QUESTICA: Budget Lines

Select File or Link.

The screenshot shows the QUESTICA interface for Budget Lines. At the top, there's a header with 'DEPARTMENT HEAD REVIEW', navigation icons, the year '2022', and the department name '1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS...'. There are 'Demote' and 'Promote' buttons. Below the header is a navigation bar with 'Dashboard', 'General', 'Budget', 'Positions', 'Stats', 'Advanced', and 'Reports'. The main area is titled 'Budget Lines' and contains a table of budget items. A dialog box titled 'Add Document' is open in the center, prompting the user to 'Add a Document for the Budget Line "COUNTY EXECUTIVE OFFICE/GEN... > 106500...'. The dialog has a 'Type *' dropdown menu with 'File' selected, a 'Description' text field, and 'Cancel' and 'Add' buttons. The background table shows columns for years 2022, 2023, 2024, and 2025, with values ranging from 281,470 to 81,258. A total of (599,883) is shown at the bottom.

Object	2022	2023	2024	2025
446100 - State Aid		281,470		
446100 - State Aid		100,000		
491045 - Other Refunds & Reimb...		50,000		
493000 - Reimb For Services Pro...		3,500		
501000 - Permanent Salaries		127,970		
501115 - Extra Help		(881,353)		
501145 - Redemption of Benefits		441,978		
501150 - Social Security-Medicare		33,166		
502000 - County Contr Retirement		7,000		
502005 - Ins-Workers Comp		6,408		
502010 - Ins-Unemployment		94,205		
502015 - Group Insurance		13,957		
		2,757		
		81,258		
		(599,883)		

QUESTICA: Budget Lines

Rename the file under DESCRIPTION, if needed.

Select ADD.

The screenshot shows the QUESTICA interface for Budget Lines. The main window displays a list of budget lines under 'Object Type: Revenues' and 'Object Type: Expenses'. A dialog box titled 'Add Document' is open, allowing the user to add a document to a specific budget line. The dialog includes a 'Type' dropdown set to 'File', a 'File' field with a 'Select File' button, and a 'Description' field containing 'Test Upload File.docx'. The 'Add' button is highlighted with a red arrow. The background shows a table of budget lines with columns for years (2022, 2023, 2024, 2025) and values.

Object	2022	2023	2024	2025
446100 - State Aid	281,470			
446100 - State Aid	100,000			
491045 - Other Refunds & Reimb...	50,000			
493000 - Reimb For Services Pro...	3,500			
	127,970			
	(881,353)			
501000 - Permanent Salaries	441,978			
501115 - Extra Help	33,166			
501145 - Redemption of Benefits	7,000			
501150 - Social Security-Medicare	6,408			
502000 - County Contr Retirement	94,205			
502005 - Ins-Workers Comp	13,957			
502010 - Ins-Unemployment	2,757			
502015 - Group Insurance	81,258			
	(599,883)			

QUESTICA: Budget Lines

Click on **CLOSE**

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Revert to Saved | Save for All Users | Restore Original

Budget Line Documents

Edit Documents for the Budget Line "COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2022): Adding Descriptio..."

Import | Export

+ Add | Value Bar | Filter | Layout

Description	Resource
<input type="checkbox"/> Test Upload File.docx	Test File - Questica Demo. This is a test to add a file to Questica.docx

1 record

Close

Select a cell to view its value.

Object
Object Type: Revenues
<input type="checkbox"/> 446100 - State Aid
<input type="checkbox"/> 446100 - State Aid
<input type="checkbox"/> 491045 - Other Refunds & Reimb...
<input type="checkbox"/> 493000 - Reimb For Services Pro...
Object Type: Expenses
<input type="checkbox"/> 501000 - Permanent Salaries
<input type="checkbox"/> 501115 - Extra Help
<input type="checkbox"/> 501145 - Redemption of Benefits
<input type="checkbox"/> 501150 - Social Security-Medicare
<input type="checkbox"/> 502000 - County Contr Retirement
<input type="checkbox"/> 502005 - Ins-Workers Comp
<input type="checkbox"/> 502010 - Ins-Unemployment
<input type="checkbox"/> 502015 - Group Insurance

27 records (599,883)

2,757

81,258

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		281,470			
<input type="checkbox"/>	446100 - State Aid BAR Request - State Grant	100,000			
<input type="checkbox"/>	446100 - State Aid Adding Description. This is a test.	50,000			
<input type="checkbox"/>	491045 - Other Refunds & Reimb...	3,500			
<input type="checkbox"/>	493000 - Reimb For Services Pro...	127,970			
Object Type: Expenses		(881,353)			
<input type="checkbox"/>	501000 - Permanent Salaries	441,978			
<input type="checkbox"/>	501115 - Extra Help	33,166			
<input type="checkbox"/>	501145 - Redemption of Benefits	7,000			
<input type="checkbox"/>	501150 - Social Security-Medicare	6,408			
<input type="checkbox"/>	502000 - County Contr Retirement	94,205			
<input type="checkbox"/>	502005 - Ins-Workers Comp	13,957			
<input type="checkbox"/>	502010 - Ins-Unemployment	2,757			
<input type="checkbox"/>	502015 - Group Insurance	81,258			
27 records		(599,883)			

The icon will be highlighted to show there is a document(s) attached.

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		281,470			
446100 - State Aid	BAR Request - State Grant	100,000			
446100 - State Aid	Adding Description. This is a test.	50,000			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(881,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
27 records		(599,883)			

To add a comment:

SINGLE-CLICK on the **COMMENT/ NOTE** icon located next to the paper clip.



QUESTICA: Budget Lines

Type your comment below.



Budget Line Notes ? ×

COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2...

All Flagged Resolved My Notes Admin

Create The First Note

Add a note below. Use @mentions to directly notify other users. Flag it as important if there's an issue to be resolved.

Public ▼ Post

001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) ▼ Demote Promote

Dashboard General Budget Positions Stats Advanced Reports

Annual ▼ 5 YRS ▼ 2022-2026 ▼ 0 ▼ + Value Bar Filter Layout Import Export

Description	2022	2023	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
imb...	3,500			
s Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
enefits	7,000			
dicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

QUESTICA: Budget Lines

Select the **FLAG** icon if this is important.

Budget Line Notes

COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2...

001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) v | Demote | Promote

Dashboard | General v | **Budget** v | Positions v | Stats v | Advanced v | Reports v

Annual v | 5 YRS v | 2022-2026 v | 0 v | + Add | Value Bar | Filter | Layout | Import | Export

Description	2022	2023	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
imb...	3,500			
Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
enefits	7,000			
dicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

Create The First Note

Add a note below. Use @mentions to directly notify other users. Flag it as important if there's an issue to be resolved.

Public v | **Post**

FLAG icon circled in red with a red arrow pointing to it.

QUESTICA: Budget Lines

Select whether you want to make the comment **Public** or if you wish to send it only to the **Administrator (Admin)**.

Once this is completed, Click on **POST**.

The screenshot displays the QUESTICA interface for budget lines. A modal window titled "Budget Line Notes" is open, showing a text input field with the placeholder "Test for County of Imperial Demo." and a dropdown menu for visibility settings. The dropdown menu is open, showing "Public" (highlighted with a red box) and "Admin" options. Below the dropdown is a "Post" button, which is also highlighted with a red arrow. The background shows a budget table with columns for "Description", "2022", "203", "2024", and "2025". The table contains several rows of budget data, including "BAR Request - State Grant" with a value of 100,000 and a total of 281,470.

Budget Line Notes ? ×
COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2...

Dashboard General **Budget** Positions Stats Advanced Reports

All **Flagged** Resolved My Notes Admin

Create The First Note
Add a note below. Use @mentions to directly notify other users. Flag it as important if there's an issue to be resolved.

Test for County of Imperial Demo. 🚩

Public **Admin**

Public ▼

Post

Description	2022	203	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
imb...	3,500			
s Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
efits	7,000			
dicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

QUESTICA: Budget Lines

Budget Line Notes ? ×
COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2... | 001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) ▼ Demote Promote

Dashboard General ▼ **Budget** ▼ Positions ▼ Stats ▼ Advanced ▼ Reports ▼

All Flagged Resolved My Notes Admin

KE **Me** Just now
Test for County of Imperial Demo. ⋮

Annual ▼ 5 YRS ▼ 2022-2026 ▼ 0 ▼ + T ⌵ ⌵ ⌵ ⌵ ⌵
Grid View Display Forecast Years Precision Add Value Bar Filter Layout Import Export

Description	2022	2023	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
imb...	3,500			
s Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
enefits	7,000			
dicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

Public ▼ Post

The Ellipse icon will allow you to edit the Comment/ Note.

QUESTICA: Budget Lines

Budget Line Notes ? ×
COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2...

001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | **Main (Active)** ▼ Demote Promote

Dashboard | General ▼ | **Budget** ▼ | Positions ▼ | Stats ▼ | Advanced ▼ | Reports ▼

All | Flagged | Resolved | My Notes | Admin

KE **Me** Just now
Test for County of Imperial D...

- Flag as Important
- Set as Admin Note
- Edit
- Delete

Annual ▼ | 5 YRS ▼ | 2022-2026 ▼ | 0 ▼ | + Add | T Value Bar | ⌵ Filter | 📄 Layout | ⬇ Import | ⬆ Export

Description	2022	2023	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
Reimb...	3,500			
Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
Benefits	7,000			
Medicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

Public ▼ Post

QUESTICA: Budget Lines

To send the Comment/
Note to a specific
Questica User:

Enter the @ symbol to
select the person and
email address you wish
to send this to.

Add your message and
Click **POST**.

The screenshot displays the QUESTICA interface for budget lines. On the left, a 'Budget Line Notes' modal is open, showing a list of users to mention. A red arrow points to the '@' symbol in the text input field. The main interface shows a budget table with columns for Description, 2022, 2023, 2024, and 2025. The table includes rows for 'BAR Request - State Grant' and 'Adding Description. This is a test.'.

Budget Line Notes

COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2...

All Flagged Resolved My Notes Admin

Create The First Note

Add a note below. Use @mentions to directly notify other users. Flag it as important if there's an issue to be resolved.

- ⊗ Danila Vargas (danilavargas@co.imperial.ca.us)
- ⊗ Debbie Angulo (debbieangulo@co.imperial.ca.us)
- ⊗ Debbie Wray (debbiewray@co.imperial.ca.us)
- ⊗ Denise Andrade (deniseandrade@co.imperial.ca.us)
- ⊗ Ed Delgado (eddelgado@co.imperial.ca.us)
- ⊗ Eleanor Barraza (eleanorbarraza@co.imperial.ca.us)
- ⊗ Eric Havens (erichavens@co.imperial.ca.us)
- ⊗ Fred Miramontes (fmiramontes)
- ⊗ Gloria M Flores (gloriamflores@co.imperial.ca.us)
- ⊗ Greg Corral (gregoriocorral@co.imperial.ca.us)
- ⊗ Henry Felix (henry.felix@co.imperial.ca.us)
- ⊗ Ivonne Peraza (ivonneperaza@co.imperial.ca.us)

@

Public Post

1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) Demote Promote

Dashboard General Budget Positions Stats Advanced Reports

Annual 5 YRS 2022-2026 0 Add Value Bar Filter Layout Import Export

Description	2022	2023	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
imb...	3,500			
Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
efits	7,000			
dicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

"@" will display the Users

QUESTICA: Budget Lines

Budget Line Notes ? ×
COUNTY EXECUTIVE OFFICE/GEN... > 1065001-446100 (BY:2...

1001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | **Main (Active)** ▼ Demote Promote

Dashboard | General ▼ | **Budget** ▼ | Positions ▼ | Stats ▼ | Advanced ▼ | Reports ▼

Annual ▼ | 5 YRS ▼ | 2022-2026 ▼ | 0 ▼ | + Add | T Value Bar | ⌵ Filter | ⌚ Layout | ⬇ Import | ⬆ Export

Description	2022	2023	2024	2025
	281,470			
BAR Request - State Grant	100,000			
Adding Description. This is a test.	50,000			
imb...	3,500			
Pro...	127,970			
	(881,353)			
	441,978			
	33,166			
efits	7,000			
dicare	6,408			
ement	94,205			
	13,957			
	2,757			
	81,258			
	(599,883)			

Notes: KE | Me | Just now | @gregoriocorral@co.imperial.ca.us | This is a test

Public Post

QUESTICA: Budget Lines

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | T | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025	2026
Object Type: Revenues		281,470				
446100 - State Aid	BAR Request - State Grant	100,000				
446100 - State Aid	Adding Description. This is a test.	50,000				
491045 - Other Refunds & Reimb...		3,500				
493000 - Reimb For Services Pro...		127,970				
Object Type: Expenses		(881,353)				
501000 - Permanent Salaries		441,978				
501115 - Extra Help		33,166				
501145 - Redemption of Benefits		7,000				
501150 - Social Security-Medicare		6,408				
502000 - County Contr Retirement		94,205				
502005 - Ins-Workers Comp		13,957				
502010 - Ins-Unemployment		2,757				
502015 - Group Insurance		81,258				
27 records		(599,883)				

The icon will be highlighted to show there is a comment/ note.

You may also add a comment/ note at the Org level instead of a budget line.

QUESTICA: View History/ Activity

To view the **HISTORY/** activity in your Org, Right-Click and Select **HISTORY**.

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + | Value Bar | Filter | Layout | Import | Export

Adding Description. This is a test.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		281,470			
446100 - State Aid	BAR Request - State Grant	100,000			
446100 - State Aid	Adding Descr	50,000			
491045 - Other Refunds & Reimb...		3,500			
493000 - Reimb For Services Pro...		127,970			
Object Type: Expenses		(881,353)			
501000 - Permanent Salaries		441,978			
501115 - Extra Help		33,166			
501145 - Redemption of Benefits		7,000			
501150 - Social Security-Medicare		6,408			
502000 - County Contr Retirement		94,205			
502005 - Ins-Workers Comp		13,957			
502010 - Ins-Unemployment		2,757			
502015 - Group Insurance		81,258			
27 records		(599,883)			

QUESTICA: Separating Expenses in an Object Code (OPTIONAL)

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Annual | 5 YRS | 2022-2026 | 0 | + Add | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
502045	Retirement-Health Plan	38,585			
514000	Communications - Pho...	1,500			
514015	Communications-CellP...	650			
514020	Communications - Serv...	750			
517055	Insurance Liability	4,868			
519055	Maint-Info Tech & Soft...	2,200			
524000	Office Expense	30,018			
525020	Prof & Spec Svs Data Pro	7,217			
525030	Prof & Spec Svs Other Contract #1234	20,000			
525030	Prof & Spec Svs Other Contract #5678	35,000			
531005	Travel-In Cnty County Car	100			
531040	Travel Out of Cnty Misc	2,720			
552000	Intrafund Transfer	100			
552020	Intrafund Maintenance	400			

27 records (654,883)

If you wish to separate the expenses from an **OBJECT** code, you may add separate lines.

To do so, Select **ADD** a line as previously shown.

QUESTICA: Demote/Promote

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | **Demote** **Promote**

Dashboard General **Budget** Positions Stats Advanced Reports

Budget Lines

Annual 5 YRS 2022-2026 0 Add Value Bar Filter Layout Import Export

Select a cell to view its value.

Object	Description	2022	2023	2024	2025
Object Type: Revenues		131,470			
<input type="checkbox"/>	491045 - Other Refunds & Reimb...	3,500			
<input type="checkbox"/>	493000 - Reimb For Services Pro...	127,970			
Object Type: Expenses		(781,353)			
<input type="checkbox"/>	501000 - Permanent Salaries	441,978			
<input type="checkbox"/>	501115 - Extra Help	33,166			
<input type="checkbox"/>	501145 - Redemption of Benefits	7,000			
<input type="checkbox"/>	501150 - Social Security-Medicare	6,408			
<input type="checkbox"/>	502000 - County Contr Retirement	94,205			
<input type="checkbox"/>	502005 - Ins-Workers Comp	13,957			
<input type="checkbox"/>	502010 - Ins-Unemployment	2,757			
<input type="checkbox"/>	502015 - Group Insurance	81,258			
<input type="checkbox"/>	502020 - Ins Dental/Vision	1,187			
<input type="checkbox"/>	502040 - Retirement-Pension Bo...	10,329			
<input type="checkbox"/>	502045 - Retirement-Health Plan	38,585			
24 records		(649,883)			

Once your Org. (budget) is complete, Select **PROMOTE** at the top right hand corner.

QUESTICA: Demote/Promote

From the **Workflow Stages** window, Click on the next review **STAGE** and Select **NEXT**.

DO NOT skip a stage.

The screenshot shows the QUESTICA interface for Budget Lines. The top navigation bar includes the year 2022, the object ID 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS..., and the active main window. The main content area displays a table of Budget Lines with columns for Object, Description, and values for 2022, 203, 2024, and 202. A 'Workflow Stages' dialog box is open, showing a list of stages to promote to: Department Head Review (current stage), Budget Fiscal Review, Board Approval, CEO Adjustments, Budget Changes, and Current Year Budget. The 'Next >' button is highlighted in blue.

Object	Description	2022	203	2024	202
491045	Other Refunds & Reimb...				
493000	Reimb For Services Pro...				
501000	Permanent Salaries				
501115	Extra Help				
501145	Redemption of Benefits				
501150	Social Security-Medicare				
502000	County Contr Retirement				
502005	Ins-Workers Comp				
502010	Ins-Unemployment				
502015	Group Insurance				
502020	Ins Dental/Vision				
502040	Retirement-Pension Bo...				
502045	Retirement-Health Plan				

QUESTICA: Account Summary View

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | **Budget** | Positions | Stats | Advanced | Reports

Budget Lines

Account Summary
Budget Lines
Allocations
Actual Costs
Actual Cost Comparison

Annual | 5 YRS | 2022-2026 | 0 | Add | Value Bar | Filter | Layout | Import | Export

[T] Select a cell to view its value.

Object	Description	2022	2023	2024	2025
502045	Retirement-Health Plan	38,585			
514000	Communications - Pho...	1,500			
514015	Communications-CellP...	650			
514020	Communications - Serv...	750			
517055	Insurance Liability	4,868			
519055	Maint-Info Tech & Soft...	2,200			
524000	Office Expense	30,018			
525020	Prof & Spec Svs Data Pro	7,217			
525030	Prof & Spec Svs Other Contract #1234	20,000			
525030	Prof & Spec Svs Other Contract #5678	35,000			
531005	Travel-In Cnty County Car	100			
531040	Travel Out of Cnty Misc	2,720			
552000	Intrafund Transfer	100			
552020	Intrafund Maintenance	400			

(654,883)

https://imperialcountysandbox.questica.com/costingcenter_annualsummary.aspx?CostingCenterID=2906&ScenarioID=2908

To view an summary of your Org, Select **ACCOUNT SUMMARY** from the drop down **Budget** Menu.

QUESTICA: Account Summary View

DEPARTMENT HEAD REVIEW

2022 | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) | Demote | Promote

Dashboard | General | Budget | Positions | Stats | Advanced | Reports

Account Summary

5 YRS | 2022-2026 | 0.00 | Add | Value Bar | Filter | Layout | Import | Export

Object	2020 Actual	2020 Budg...	2021 Actual	2021 Budg...	2022 Actual	2022	2023	2024	2025
> <input type="checkbox"/> 502040 - Retirement-Pension Bond					2,677.35	10,329.00			
> <input type="checkbox"/> 502045 - Retirement-Health Plan					9,829.28	38,585.00			
> <input type="checkbox"/> 514000 - Communications - Phone Charges					272.01	1,500.00			
> <input type="checkbox"/> 514015 - Communications-CellPhone/Pager						650.00			
> <input type="checkbox"/> 514020 - Communications - Services						750.00			
> <input type="checkbox"/> 517055 - Insurance Liability					1,217.05	4,868.00			
> <input type="checkbox"/> 519055 - Maint-Info Tech & Software						2,200.00			
> <input type="checkbox"/> 522000 - Memberships					150.00				
> <input type="checkbox"/> 524000 - Office Expense					3,867.47	30,017.65			
> <input type="checkbox"/> 524002 - Cal Card Charges					(1,116.00)				
> <input type="checkbox"/> 525020 - Prof & Spec Svs Data Pro					999.63	7,217.00			
> <input type="checkbox"/> 525030 - Prof & Spec Svs Other						55,000.00			
> <input type="checkbox"/> 530000 - Spec Dept Exp-Training					360.00				
> <input type="checkbox"/> 531005 - Travel-In Cnty County Car						100.00			
> <input type="checkbox"/> 531040 - Travel Out of Cnty Misc						2,720.00			
> <input type="checkbox"/> 552000 - Intrafund Transfer					154.26	100.00			
30 records					(192,285.04)	(654,882.65)			

If you wish to view the multiple expenses included under one **OBJECT** Code, Click on the **ARROW** located on the left-hand side of the **OBJECT** Code.

QUESTICA: Account Summary View

DEPARTMENT HEAD REVIEW

⋮ 🔒 ☆ 🔔 💬
2022 |
 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... |
 Main (Active)
Demote Promote

Dashboard General **Budget** Positions Stats Advanced Reports

Account Summary

5 YRS 2022-2026 0.00 |
 + T 🔍 📄 ⬇️ ⬆️

Object	2020 Actual	2020 Budg...	2021 Actual	2021 Budg...	2022 Actual	2022	2023	2024	2025																								
519055 - Maint-Info Tech & Software							2,200.00																										
522000 - Memberships					150.00																												
524000 - Office Expense					3,867.47	30,017.65																											
524002 - Cal Card Charges					(1,116.00)																												
525020 - Prof & Spec Svs Data Pro					999.63	7,217.00																											
525030 - Prof & Spec Svs Other						55,000.00																											
<table border="1"> <thead> <tr> <th>Description</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>Contract #1234</td> <td>20,000.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract #5678</td> <td>35,000.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>(55,000.00)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Description	2022	2023	2024	2025	2026	Contract #1234	20,000.00					Contract #5678	35,000.00						(55,000.00)				
Description	2022	2023	2024	2025	2026																												
Contract #1234	20,000.00																																
Contract #5678	35,000.00																																
	(55,000.00)																																
530000 - Spec Dept Exp-Training					360.00																												
531005 - Travel-In Cnty County Car						100.00																											
531040 - Travel Out of Cnty Misc						2,720.00																											
552000 - Intrafund Transfer					154.26	100.00																											
552020 - Intrafund Maintenance						400.00																											

QUESTICA: Other Available Icons

DEPARTMENT HEAD REVIEW

2022 ▾ | 1065001 - COUNTY EXECUTIVE OFFICE/GENERAL SERVICES ADMINIS... | Main (Active) ▾ | Demote | Promote

Dashboard | General ▾ | **Budget** ▾ | Positions ▾ | Stats ▾ | Advanced ▾ | Reports ▾

Budget Lines

Annual ▾ | 5 YRS ▾ | 2022-2026 ▾ | 0 ▾ | + Add | Value Bar | Filter | Layout | Import | Export

Select a cell to view its value.

Object	Description	2022	2033	2024	2025
--------	-------------	------	------	------	------

ICONS:

Ellipsis – List of various items: Help, Copy Org. Delete Org, etc.

Lock – If you have the appropriate access rights, you have the ability to lock the entire Org.

Star – Bookmark an Org when using frequently to create a short cut

Subscribe (Bell Icon) – Allows you to set up a simple email notification of any changes made to the Org.

Notes Icon – Add a Note for the entire Org (not an individual line/ Obj Code)

REQUIRED BUDGET FORMS

FY 2022-2023

QUESTICA: Required Budget Forms FY 2022-2023

- Non-Regular Wages Extra Help Form
- Professional & Special Services Request Form
- Expenditure Transfer Request Form
- Organizational Chart

Email the above forms to: budgets@co.imperial.ca.us

- **Augmentation Form (Will be discussed in Part 2 of the Questica Training)**

QUESTICA: Reports

QUESTICA: Reports

To run Questica Reports:

Click on **REPORTS** from the Main Menu. Once in the **REPORT CENTER** page, you may conduct a word search or Select from the Categories provided on your Left-hand side.

The screenshot displays the Questica Reports interface. At the top, the navigation menu includes 'Dashboard', 'My Tasks', 'Budgeting', 'Reports' (highlighted with a red box), and 'Administration'. Below the navigation bar is the 'Report Center' header with a search bar. A red arrow points from the 'Reports' menu item to the 'Report Center' header. Another red arrow points from the 'All Categories' dropdown menu to the search bar. The 'All Categories' dropdown menu is open, showing a list of report categories: 'All Categories', 'Account Balance Forecast', 'Actual vs Budget', 'Allocations', 'Baseline Reports', 'Capital', 'Change Request', 'Dashboards', 'Departmental Reports', 'Fund Reports', 'Graphs', and 'Multi-year'. Below the dropdown menu is a list of report categories with brief descriptions:

- 5 Year Shows**: from all ORGs rolled up to Object Type.
- Actual vs Budget**: Reports sorted by either Fund Type, Fund, Budget Function, Department Function, Object Category or Object for the selected Budget Year.
- Allocations**: Partially allocated, over allocated, and unallocated to ORGs.
- Allocation Summary**: Provides an overview of all Allocation transfers for a Budget Year.
- Baseline Comparison With Multiple Grouping**: Compares Baseline Budgets using Multiple Group Items.
- Budget Forecast by Budget Function**: Displays 2 years of forecasts and changes with a chart and organized by Budget Function.
- Budget Forecast by ORG**: Displays 2 years of expenditure estimates and changes by ORG with associated charts.
- Capital Actual Vs Budget History**: Provides a comparison of Budget and Project Actual Costs over the last five years across many Projects.
- Capital Baseline Comparison With Multiple Grouping**: A matrix style report providing budget amounts for selected Baselines by Object Category and Object, with various grouping options.
- Capital Budget By Budget Function**: A pie chart displaying Project revenues or expenses by Budget Function, with multiple grouping and filtering options.

QUESTICA: Reports

The screenshot shows the QUESTICA Reports interface. At the top, there is a navigation bar with the logo, version information (imperialcountysandbox 2021.2.0.4), and menu items: Dashboard, My Tasks, Budgeting, Reports (highlighted), and Administration. A search bar and user profile (Karina Espinoza) are also present.

The main area is titled "Report Center" and features a search bar and several filter buttons: "All Reports", "Actual vs Budget", "All Contexts", and "Print Reports & Smart Reports". A list of reports is displayed, including:

- Actual vs Budget Year To Date**: Displays the Actual versus Budgeted amounts sorted by either Fund Type, Fund, Budget Function, Department Function, Object Category or Object for the selected Budget Year.
- Capital Actual Vs Budget History**: Provides a comparison of Budget and Project Actual Costs over the last five years across many Projects.
- Expenses - Budget vs Actuals (Current Year)**: An annual comparison of Operating expenses budget vs actuals for current fiscal year.
- Income Statement**: Shows the financial performance of your revenues and expenses by user-selected groupings over a chosen period of time with optional comparisons.
- Income Statement Projection Annual**: Shows the financial performance of your operating revenues and expenses on an annual basis by user-selected groupings for a selected range of years.
- Income Statement Projection Detailed**: Shows the financial performance of your operating revenues and expenses by user-selected groupings for a selected range of years, with breakdowns by annual, trimester, quarter or month.
- Operating Actual Vs Budget History**: Displays a list of budgets and Actual Costs for a Budget Year and three chosen prior years.
- Operating Budget vs Actuals Annual by Object Category(Current Year)**: An annual comparison of Operating budget vs actuals for current fiscal year.
- Operating Object Summary - 5 Years**: Shows a summary of 5 years of the Operating budget by Object as a reverse drill-down from the Object Category up to the ORG level.
- ORG Actual vs Budget**: Compares actuals and budget for a selected ORG by year.
- ORG Actual vs Budget Monthly**: Compares actuals and budget for a selected ORG by month.

On the right side, a preview of the "Actual vs Budget Year To Date" report is shown. A red box highlights the report's action icons: a star (Bookmark), a pencil (Edit), a document (Copy), and a calendar (Schedule). Below the preview, there is a description: "Displays the Actual versus Budgeted amounts sorted by either Fund Type, Fund, Budget Function, Department Function, Object Category or Object for the selected Budget Year." Below this, there are sections for "Report Categories" (Operating, Fund Reports, Departmental Reports, Actual vs Budget) and "Context" (Report Center). At the bottom, it says "Created By Questica | Last Changed On: 11/26/2021 1:39:15 PM" and a blue button labeled "Run Print Report".

Once a report is selected,
Click on **RUN PRINT REPORT.**

Other options relating to the
report that was selected:

- Bookmark
- Edit
- Copy
- Schedule

COI Live Demo

