

California Financial Services

The Pajaro Valley Unified School District has teamed up with California Financial Services to provide more transparent reporting for our Bond projects. Below are instructions on how to access the new reporting system and an example of one the many available reports.

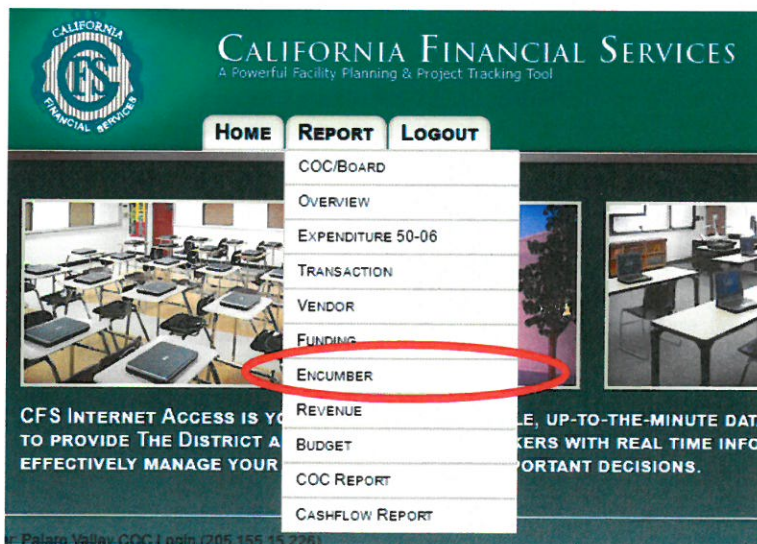
1) Access the page at <http://netaccess.calschools.com/cfs/login.php>

2) Login using the following Username and Password:

Username: pajarococ

Password: bondcoc

3) Hover over the Report tab to show the available reports (Note: We do not have access to the COC Report or Cashflow Report)



4) As an Example select the Encumber Report to view a report that shows encumbrance and expenditure information

- 5) On the Report Screen you will have a variety of filters, you can select multiple filters by holding the Cntrl key and left clicking on each filter. If you wish to select a range, you can hold Shift and left click.

FILTERS

DISTRICT	Pajaro Valley Unified School District (NEW)
PROJECT	<div>- All Projects - 000-0000 - District 090-8599 - District Office Admin - COP/Lease Purchase Payoff 802-0000 - Aptos High School 802-6102 - Aptos High School - Bleachers 802-8100 - Aptos High School - Freedom Field Project 802-8101 - Aptos High School - Water Tank Project 802-8102 - Aptos HS - Visitors Side Bleachers & Sound System 802-8105 - Aptos High School - Modernization 802-8107 - Aptos High School - Solar</div>

- 6) Once you have selected the projects you wish to view select the "Vendor Summary" option on the left of the screen. This will summarize encumbrances and expenditures by project and vendor.

CONTRACT	<div>- All Contracts - 861-8606-Adult Ed - Data Drops - Ams Net Inc - PO-142737 831-8905-Alianza Charter School - Computer Accessories - Apple - PO-143300 831-8905-Alianza Charter School - Computer Accessories - Erik Komurek - 16-03904</div>	<div><input type="radio"/> Detail <input type="radio"/> Contract Summary <input checked="" type="radio"/> Vendor Summary</div>
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- 7) Once you have selected all of your filters Ensure the Current Liability Expenses checkbox is marked

SUMMARY SECTIONS	<div><input checked="" type="checkbox"/> Expenses <input checked="" type="checkbox"/> Current Liability Expenses</div>
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- 8) Run the Report by either clicking the PDF Report button or the HTML Report button.

This is only one of many reports examples. Feel free to run any of the reports available to us. If you have questions, please do not hesitate to contact me.

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