

Simpler 3.0

Simpler 3.0

- **sensitive in nature**
- **requires security access to enter the site.**
- **must request access from ACO to be able to login in**
- **temporary password will be issued and needs to be changed within 7 days from user setup date.**

First-time Simpler Users

- Send email to ACO Reports at acoreports@co.riverside.ca.us to request for Simpler access and a temporary password
- In your email include:
 - Complete Employee ID number and
 - Full Name (include maiden name if marital status recently changed)



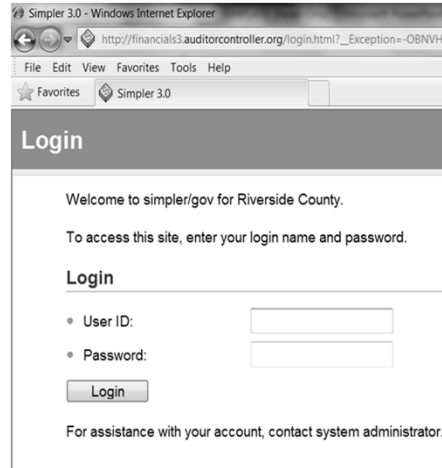
How to log into Simpler?

- Log into the Auditor Controller's website <http://www.auditorcontroller.org> and click on the Simpler 3.0 link below



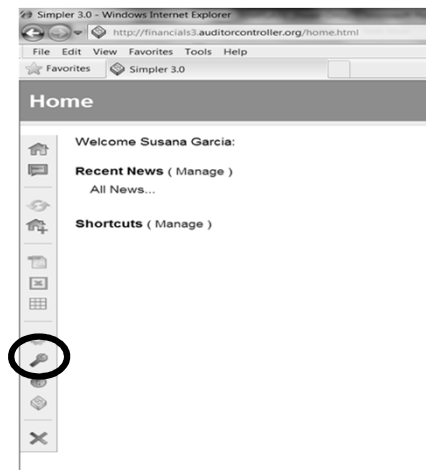
How to log into Simpler? (continued)

- From the Simpler log in screen enter your :
 - User ID
 - This is your Employee ID # including the “E”
For example: E123456
 - Password
 - Enter temporary password provided (case sensitive)



How to change your password?

- For security purposes we strongly recommend that you change your temporary password when you log in the first time.
- Click on the red wrench icon on the left of the menu bar to change your password



How to change your password? (Continued)

- Click on Passwords Link



How to change your password? (Continued)

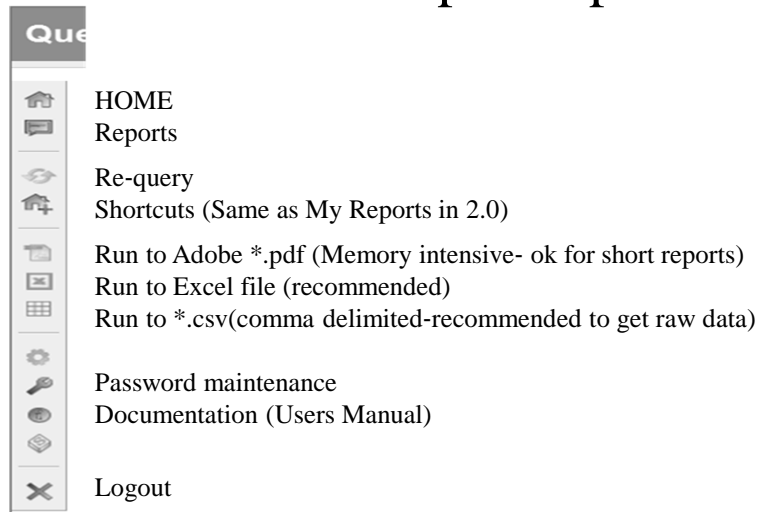
- Enter information required
- Passwords must include:
 - ✓ at least 8 digits
 - ✓ have a special character (\$,#,%)
 - ✓ at least one capital letter



Troubleshooting

- **Login issues:**
 - Omitting the “E” in front of your Employee Id number when entering User ID
 - Passwords are case sensitive, temporary passwords will have capital and lower case letters enter them as provided
- **Report issues:**
 - Reports do not always tie to PeopleSoft/DAZEL because Simpler Reports do not include GAAP2 entries and Simpler Reports are a day behind.

How to run Simpler reports?



Running a report

The screenshot shows a 'Query' menu with a sidebar on the left containing various icons. The main area lists several categories with handwritten arrows pointing to specific options:

- Revenues** → 700000 ..799999 only
 - Balances
 - Transactions
- Expenditures** → 500000..599999 only
 - Balances
 - Transactions
- General Ledger** → GL transactions (all-inclusive)
 - Balances
 - Transactions
- Purchasing/Payables**
 - Purchase Orders
 - Vouchers
 - Warrants
- Financial Statements**
 - Balance Sheet
 - Revenue and Expense
 - Net County Cost



Balances – summarizes total amount by selected criteria.

The screenshot shows the 'Revenue Balances' configuration screen. It includes a 'Go' button and several settings:

- As Of:** Last Month End
- Summarize By:** Fund, Account
- Page Break:** None
- Accounting Period:** All 1-12 998
- Selection Criteria:**
 - Fund: []
 - Department: []
 - Account: []
 - Program: []
 - Project: []
 - Class: []

Transactions – detailed GL listings


Query

Revenue Transactions
Go

- From / To: ...
- Summarize By: ...
- Page Break: ▾
- Transaction Type: Budget Org. Budget Actual Encumbrance
- Accounting Period: All 1-12 998

▶ Selection Criteria

- Fund: ...
- Department: ...
- Account: ...
- Program: ...
- Project: ...
- Class: ...
- Journal ID:



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Frequently Ask Questions

- **Why am I getting an error message when running a report?**

An error message occurs when running a report during the system synchronization process. The normal synch time is between 4:00am to 6:00am but can be delayed till 7:30 am due to some unavoidable circumstances.



Why do Simpler and PeopleSoft Queries shows different results?

When running report, make sure that the selection criteria in Simpler is exactly the same as your criteria in PS query. We strongly recommend to summarize your report by Fund at Sub-Fund level, Department at Unit or Sub-unit level, and Account at Sub-account level to reach precise results .



Query

General Ledger Balances Go

- As Of: 6/30/2011
- Summarize By: **Fund, Account**
- Page Break: None
- Accounting Period: All 1-12 998

Selection Criteria

- Fund: 10000
- Department:
- Account: 1181*

Query

General Ledger Balances
Criteria: As Of = 6/30/2011

Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 10000 - General Fund					
118100	Due From Other Governments	-49,039.60	344,952.72	96,908.98	199,004.14
Total General Fund		-49,039.60	344,952.72	96,908.98	199,004.14
Total		-49,039.60	344,952.72	96,908.98	199,004.14



Query

General Ledger Balances

• As Of:

• Summarize By:

• Page Break:

• Accounting Period: All 1-12 998

▶ Selection Criteria

• Fund:

• Department:

• Account:

Query

General Ledger Balances

Criteria: As Of = 6/30/2011

Sub-Account	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Sub-Fund 10000 - General Fund				
118100 Due From Other Governments	-0.15	0.00	0.00	-0.15
118101 DFOG-State Grants	81,324.96	53,795.72	75,261.39	59,859.29
118102 DFOG-Federal Grants	160,792.59	0.00	21,647.59	139,145.00
Total General Fund	242,117.40	53,795.72	96,908.98	199,004.14
Total	242,117.40	53,795.72	96,908.98	199,004.14

AUDITOR CONTROLLER
COUNTY OF RIVERSIDE

Simpler 3.0 FAQ (continued)

- **Why is the Beginning Balance of the current year not tie with the Ending Balance of prior year?**

At early stage, OASIS rolls forward a preliminary balance sheet closing to new fiscal year. Any year-end transactions (period 998) posted after the roll up is not reflected in the new year's beginning balances. A final BS closing is posted only when the CAFR is finalized, presented and approved by the Board of Supervisor to be published to the public. It is best to run and use prior year's ending balance and incorporate current year's transactions to get an accurate ending balance as of requested date.

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Why are Simpler and Dazel report balances different?

County of Riverside
BALANCE SHEET
For Governmental Funds
Final
For Fiscal Year 2012
As of October 31, 2011

Page No. 1
Run Date 01/10/2012
Run Time 20:16:35

Report ID: RVGLA621

Bus. Unit: RIVCO -- COUNTY OF RIVERSIDE
Fund: 10000 -- General Fund

	Current Period	Fiscal Year To Date
ASSETS		
101100 - Cash	-39,167,227.74	115,647,268.45
101200 - Imprest Cash	0.00	372,300.00
101500 - Cash With Fiscal Agent	0.00	0.00

Simpler 3.0

Query

General Ledger Balances
Criteria: As Of = 10/31/2011

Sub-Account	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Sub-Fund 10000 - General Fund					
101100	Cash	160,475,648.29	1,045,492,844.06	1,085,354,754.03	120,613,738.32
101101	Restricted Cash	33,530.13	0.00	0.00	33,530.13
101200	Imprest Cash	371,750.00	550.00	0.00	372,300.00
Total General Fund		160,880,928.42	1,045,493,394.06	1,085,354,754.03	121,019,568.45
Total		160,880,928.42	1,045,493,394.06	1,085,354,754.03	121,019,568.45

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Why are Simpler and Dazel report balances different? (continued)

- Year-end transactions posted after period 12, most likely, are not included in the preliminary forwarding balances.
- To tie Simpler balances with Dazel reports, run PS query for period 998, ACTUALS only. Add the query results to Dazel balances. Amount should tie with Simpler balances.

Wildcards

- **“*”, “%”** – use the asterisk or percentage sign as a wildcard. For example, if you want all Indexes that begin with 25, enter 25* or 25% in the Index criteria field.
- **“!”** – the exclamation point means “not equal to”. For example, if you want all Fund Types, except you want to exclude Fund Type 50, you would enter !50 in the Fund Type criteria field.

Wildcards (continued)

- **“..”** – two dots or periods means “between”. For example, if you want accounts between 510000 and 518999, you could enter 510000..518999 (or 510*..518*) in the Account criteria field. Please note that the numbers “510000” and “518999” will be included with the returned results.
- **“,”** - comma separators can be used to select two or more different items to be returned. For example, if you want Fund 10000 and Fund 30100, you would enter 1000,30100 in the Fund Type criteria field. Additionally, multiple operators can be used together. For example, you might want to enter something like this 10000..20000, 3*, 4*, !45100 and it should work if it makes sense for the

Contact Info

- Please email ACO Reports for any issues that you encounter while using Simpler Financial reporting tool. For better service, copy the URL that is giving you trouble and paste it into the email. Include a complete description of the issue you are having.

Email: [ACO Reports@co.riverside.ca.us](mailto:ACO_Reports@co.riverside.ca.us)

- **NOTE:** ACO Reports is only for “**Simpler System**” issues not PeopleSoft or Payroll issues (viewing paycheck, W2’s,etc).
 - PeopleSoft Issues please contact OASIS
 - Payroll issues could be directed to ACO Payroll at Aco_payroll@co.riverside.ca.us

