



# BUDGETING

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# Introduction

## Fund 100 Overview

### Sources of Funds:

- Funding from the State
- Internal Finds from donations, and sources other than the State and Class Fees

### Budget Process:

- State-related funding comes through submitting "Budget Matrix" during March/April timeframe
- Fee supported funding is collected from students taking classes
- Internal funds are deposited in Internal project through Accounting Services

All Fund 100 funds are tracked the same way in AS400



# BUDGET MANAGEMENT QUERIES



# Signing into CrossPointe in AS400

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Sign On

User . . . . .  
Password . . . . .  
Program/procedure . . . . .  
Menu . . . . .  
Current library . . . . .

System . . . . . : BREVARD1  
Subsystem . . . . . : QINTER  
5002008

USER name that is assigned by the district

Password will be assigned by the district, and then changed by the user.

FOR AUTHORIZED USE ONLY  
FOR DISCLAIMER, SECURITY STATEMENT, PRIVACY STATEMENT, AND CONDITIONS OF USE:  
DOUBLE CLICK (or PASTE): [HTTP://COU.BREVARDSCHOOLS.ORG](http://COU.BREVARDSCHOOLS.ORG)

To enable your account or reset your password:  
<http://passwordreset.brevardschools.org/ps/>

SCHOOL BOARD OF BREVARD COUNTY  
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MA a MW 12/043

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:02 PM



# Main Menu

The screenshot shows a terminal window titled "Session A - [24 x 80]". The window contains the following text:

```
BREVARD                                MAIN MENU

Select one of the following:

1. CIMS:
2. Crosspointe: Student and Business Systems
3. Textbook Inventory System
4. Inservice Registration
5. Charter School Menu
6.
7.
8.
9.
10.
89. User Assistance Menu (ESC Key Equivalent)
90. Signoff

Selection: command
===>

F3=Exit  F4=Prompt  F9=Re
```

Two callout boxes are present:

- A white callout box with a black border pointing to option 2, containing the text: "CrossPointe: Student and Business Systems".
- A white callout box with a black border pointing to the "Selection:" line, containing the text: "Options unique to your USER name will be displayed in this menu."

The terminal window also shows a status bar at the bottom with "MA a MW" on the left and "20/007" on the right. The Windows taskbar at the bottom of the screen shows the Start button, an "Inbox - Microsoft Out..." window, the "Session A - [24 x 80]" window, and a "Training, Crosspointe..." window. The system tray shows the time as 12:05 PM.



# A001: Systems Sign On Screen

A screenshot of a terminal window titled "Session A - [24 x 80]". The window displays a sign-on screen with the following text:

```
Panel: _____
District: BRE  Userid: SMITHCH

Defaults:      Date      Year
              10 16 2009  2010

Authorities:   Sign-on Center: 0000      Brevard Public Schools
              Organization: _____
              Project:      _____
              Teacher Id:   _____

Series Options                                Local Options
A100. Application Environment                 L000. Local Reporting
C000. Supply Chain Management                 X000. State Reporting
F000. Financial Information
H000. Human Resource Management
S000. Student Information
J000. Asset Management

1=Hlp      3=Exit 4=Prpt
Please request a menu or panel.
```

System will default to include USERID, Date, Current Fiscal Year, and Primary Sign-on Center.

Options unique to your USERID will be displayed in white.

MA a MW 01/009

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:10 PM



# F000 Financial Information

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: F000. Financial Information Year: 2010

Menu Options

- F200. Accounts Payable
- F300. Accounts Receivable
- F400. Bid Management
- F500. Budget Management
- F600. General Ledger
- F700. Project Management
- F800. Purchasing

Encumbrance      Expenditures

Db 1520	Expense	1530	Expense Control
Cr 2720	Encumbrance	1099	MC - Accts.Pay.

1=Help      12=Esc  
Record      Sys 10/16/2009 12:10:55 SMITHCH

MA a      01/009

I902 - Session successfully started      \\9721x-print1\514FINSVC on Ne04:

start      Inbox - Microsoft Out...      Session A - [24 x 80]      Training, Crosspointe...      12:11 PM

F500: Budget Management: Budget Query, Activity and Report Writing

F600: General Ledger: Budget Amendment

Options unique to your USERID will be displayed in white.



# 500 Series Panel

The screenshot shows a terminal window titled "Session A - [24 x 80]" with a menu of options. The menu is divided into two columns: "Current Year" and "Budget Preparation". The "Current Year" column lists options 501 through 511, and the "Budget Preparation" column lists options 512 through 522. At the bottom, there are instructions for navigation: "1=Hlp", "3=Exit", and "12=Esc". The terminal also shows the date and time: "/2009 10:50:50 MARH" and the page number "01/009".

Panel: \_\_\_\_\_ F500. Bud

F500 Series Panels: Note that you will not have access to the F512 through F523 panels.

10

Current Year

- 501. Budget Query - Acct
- 502. Budget Query - Org Unit
- 503. Budget - Matrix
- 504. Budget/Activity
- 505. Budget - Detail
- 506. Activity Query - Acct
- 507. Activity Query - Org Unit
- 508. Activity - Matrix
- 509. Activity - Detail
- 510. Print Summary
- 511. Print Detail

Budget Preparation

- 512. Plan Query - Acct
- 513. Plan Query - Org Unit
- 514. Update Plan
- 515. Update Plan/Activity
- 516. Update Activity/Plan
- 517. Activity/Budget X-Ref
- 518. Budget Approval
- 519. Print Budget
- 520. Maintain Budget
- 521. Update Budget
- 522. Adopt Budget

Budget Entry

Budget Approval

1=Hlp      3=Exit      12=Esc  
Please request a

/2009 10:50:50 MARH

01/009

MA a

I902 - Session successfully started

HP Color LaserJet 3500 on hpcolorLaserJet3500

start    Inbox - Microso...    Listen live strea...    A5400    Session A - [24 ...    10:51 AM

F500 Series Panels: Note that you will have access to the F501 through F511 panels.





# F501 Panel for Research

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a green-on-black terminal display for the "F501. Budget Query - Acct" panel for the year 2010. The display includes a menu with options like "L P Prd", "Acct: Fnd.Cntr.Proj .Func.Obj.Pgm", and "Summ:". A white callout box with a pointer highlights the "F501. Budget Query - Acct" text. At the bottom of the terminal, there are instructions: "1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc" and "Please type key element(s). Sys 10/16/2009 11:33:28 SMITHCH". The terminal status bar shows "MA a MW 04/002". The Windows taskbar at the bottom shows the Start button and several open applications, including "Microsoft Of...", "ESPN Radio - S...", "surv", "Session A - [24 ...", "Training, Cross...", and "Charlie Smith - ...". The system clock shows "11:33 AM".

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm

Summ: \_\_\_\_\_

Fnd.Cntr.Proj .Func.Obj.Pgm Budgeted %Rem

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
Please type key element(s). Sys 10/16/2009 11:33:28 SMITHCH

MA a MW 04/002

start 3 Microsoft Of... ESPN Radio - S... surv Session A - [24 ... Training, Cross... Charlie Smith - ... 11:33 AM

The F501 Panel is used to begin the Budget Query process.



# Ledger

A screenshot of a terminal window titled "Session A - [24 x 80]". The window displays a budget query interface for "F501. Budget Query - Acct" for the year "2010". The interface includes a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area shows a form with fields for "Panel:", "Acct: Fnd.Cntr.Proj .Func.Obj.Pgm", and "Summ:". A yellow circle highlights the "L" in the "Panel:" field. A white callout box with a pointer to the "L" contains the text: "The F1 (Help) key provides information that can be entered. In most cases, X for the Expenditure Ledger is used." Below the callout, a blue-bordered box displays the help text for the "Ledger" field: "Ledger 1", "Use this element to limit the list to those Accounts associated with the specified Ledger. Acceptable values:", "X - Expenditure Ledger", "R - Revenue Ledger", and "F2=Gen Help F3=Exit F6=Nrcd". In the bottom left corner of the terminal, it says "1=Hlp Not prompt". The bottom status bar shows "MA a MW 04/002" and the Windows taskbar at the bottom displays the start button, open applications (Inbox, Session A, Training), and the system clock (12:17 PM).



# F501 Search Path

The screenshot shows a terminal window titled "Session A - [24 x 80]" with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area shows the following text:

```
Panel: _____ F501. Budget Query - Acct Year: 2010
L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm
X _____
Fnd.Cntr _____ Budgeted %Rem
```

A yellow circle highlights the 'P' in the 'L P Prd' line. A white callout box points to it with the text: "The F1 (Help) key provides information that can be entered. The system will default to A - Account Structure order."

A blue-bordered help window is open, displaying the following text:

```
Search Path 1
Use this selection criterion to control the way data
are sorted. Acceptable values:
A - Account Structure order (default)
F - Fund order
C - Center order
P - Project
F2=Gen Help F3=Exit F6=Nrcd
```

At the bottom left of the terminal window, the text "1=Hlp Not prompt" is visible. The bottom status bar shows "MA a MW 04/004" and a Windows taskbar at the very bottom with the Start button and several open applications.



# F501 Period

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
X A

Fnd.Cntr.Proj %Rem

1=Hlp  
Not prompt

04/006

The F1 (Help) key provides information that can be entered. Always enter 12 in order to get complete Fiscal Year information. If 00 is used, only budget for prior year purchase orders that rolled forward will appear.

Period 2  
Use this selection criteria to specify the period for which the Budget Activity will be displayed. Acceptable values:  
00 = Beginning period. This is the beginning balance rolled from the previous year.  
01-12 = Each period is equivalent to a month.  
F2=Gen Help F3=Exit F6=Nrcd F8=Fwd



# F501 Account

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd	Acct: Fnd.Cntr.Proj .Func.Obj.Pgm	%Rem
X A 12		

Summ: \_\_\_\_\_

Fnd.Cntr.Proj .Func.Obj.Pgm

The F1 (Help) key provides information that can be entered. If enter key is pressed, all current accounting strings for the school or department will be displayed.

Account 39  
Enter the account strip which classifies and describes the financial transaction whether revenue or expense. The divisions or dimensions of the account strip required for entry are identified for the district in the heading. Entering the account limits the transaction to accounts associated with the ledger and amount selected.  
Enter the account by either (1) leaving the format with per-  
F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

1=Hlp  
Not prompt

MA a MW 04/025

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:18 PM



# F501 Accounting Strings

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
X A 12 100.

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	Available	%Rem
100.0011.00000	.00	
100.0011.00000	,106.77	100.00
100.0011.000006.6400.220.000	.00	
100.0011.000006.6400.241.000		
100.0011.000006.6400.332.000		
100.0011.000006.6400.737.000		
100.0011.000019.5100.522.103	2	
100.0011.000019.5200.522.113		
100.0011.000019.5300.522.300		
100.0011.000020.5100.391.103		
100.0011.000020.5100.521.103	30,337.53	15,700.75
100.0011.000020.5100.691.103	.00	.00
*SUBTOTAL	55,712.08	24,240.49

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
Page full. F7/F8 to continue. Sys 10/16/2009 12:22:17 SMITHCH

MA a MW 04/033

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:22 PM

start | Inbox - Microsoft Out... | Session A - [24 x 80] | Training, Crosspointe... | 12:22 PM

By specifying a fund, only accounting strings for that fund will be displayed.

Note that when a + sign is shown, the page down key or F8 key will display more information.



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
 X A 12 100.5011.

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	.Func.Obj	Available	%Rem
100.5011.000006.6400.12		.00	
100.5011.000006.6400.14		935.00	100.00
100.5011.000006.6400.33		.00	
100.5011.000006.6400.33		.00	
100.5011.000006.6400.737.000		.00	
100.5011.000019.5100.522.102		6,432.65	3,302.82 51.34
100.5011.000019.5100.522.103		21,547.74	2,897.78 13.45
100.5011.000020.5100.391.103		.00	.00
100.5011.000020.5100.521.102		8,268.72	8,068.72 97.58
100.5011.000020.5100.521.103		23,577.96	21,403.38 90.78
100.5011.000020.5200.521.103		.00	.00
100.5011.000021.5100.521.103		23,872.02	11,627.71 48.71
*SUBTOTAL		85,734.09	48,235.41 56.26

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 Page full. F7/F8 to continue. Sys 10/16/2009 12:23:44 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Microsoft Out... | Session A - [24 x 80] | Training, Crosspointe... | 12:23 PM

Only your specific cost center information, as established by your USERID will be displayed.



# F501 Accounting Strings (cont.)

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
X A 12 100.5011.001002.

Summ: \_\_\_\_\_

Fnd.Cntr.Proj

100.5011.001002				m
100.5011.001002				0
100.5011.001002				6
100.5011.001002				
100.5011.001002				
100.5011.001002				
100.5011.001002				
100.5011.001002				2
100.5011.001002				
100.5011.001002.5100.332.103	4,156.24	722.50	17.38	
100.5011.001002.5100.333.102	.00	.00		
100.5011.001002.5100.333.103	260.15	.00		
*SUBTOTAL	62,106.94	46,532.45	74.92	

1=Hlp 3=Exit 4=Prpt 5=Def 7=Prnt 8=End 9=Esc 10=Esc HCH

Page full. F7/F8 to continue

Note that when a + sign is shown, the page down key or F8 key will display more information.





# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm

X A 12 100.5011.001002.5100.

Summ: \_\_\_\_\_

Fnd.Cntr	Table	%Rem
100.5011	339.50	79.00
100.5011	44.52	82.86
100.5011	18.46-	
100.5011	45.10-	
100.5011	45.57-	
100.5011	18.70-	
100.5011	37.70-	
100.5011	291.46	18.22
100.5011	.00	
100.5011	722.50	17.38
100.5011	.00	
100.5011	.00	
100.5011	532.45	74.92

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 Page full. F7/F8 to continue. Sys 10/16/2009 12:24:52 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 12:24 PM

Specifying a function will provide all information for that function (in this example we have also specified a project). Partial function numbers can also be used to display information for multiple functions within the same series of numbers. For example, entering 5\_\_\_ will display all applicable functions that start with a 5, such as: 5100, 5200, 5300, 5400, 5500 and 5900.



# F501 Accounting Strings (cont.)

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L	P	Prd	Acct:	Fnd.Cntr.Proj	Func.Obj	Pgm		
X	A	12		100.5011.00	1002.51	00.511.		
Summ: _____								
Fnd.Cntr.Proj .Func.Obj.Pgm							Available	%Rem
100.5011.00							83.85	92.05
100.5011.00							78.10	37.35
							361.95	61.65

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 10/16/2009 12:25:20 SMITHCH

MA a MW 04/002

1902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:25 PM



# F501 Accounting Strings (cont.)

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L	P	Prd	Acct:	Fnd.Cntr.Proj	Func.Obj	Pgm
X	A	12		100.5011.001002.5100	511	102
Summ: _____						

  

Fnd.Cntr.Proj	Func.Obj	Pgm	Budge	Available	%Rem
100.5011.001002.5100					5

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 10/16/2009 12:26:11 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:26 PM

start | Inbox - Microsoft Out... | Session A - [24 x 80] | Training, Crosspointe... | 12:26 PM

Specifying a program number will provide all information for that program (in this example we have also specified a project, function, and object). Program 000 is utilized for all functions except any 5\_\_\_ - Instructional programs (with the exception of function 5900 – Non-FEFP Instruction which utilizes program 000).



# F501 Accounting Strings (cont.)

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a budget query for the year 2010. At the top, it says "Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010". Below this, there are two lines of accounting string information:

```
L P Prd      Acct: Fnd.Cntr.Proj .Func.Obj.Pgm
X A 12      100.5011.001002.5100.511.102
Summ: _____
```

Below this is a table with the following columns: "Fnd.Cntr.Proj .Func.Obj.Pgm", "Budgeted", "Available", and "%Rem". The first row of data is:

Fnd.Cntr.Proj .Func.Obj.Pgm	Budgeted	Available	%Rem
100.5011.001002.5100.511.102	12,149.68	11,183.85	92.05

Below the table, there is a detailed breakdown of the accounting string, with a blue box highlighting the first few levels:

```
.....
End      100      GENERAL FUND
.....
5011     COCOA BEACH JR/SR HIGH
001002   NON-STAFFING PLAN EXP
5100     BASIC (FEFP K-12)
511      SUPPLIES
.....
```

A white callout box with a black arrow pointing to the accounting string in the table contains the following text:

Place the cursor on the accounting string and press the F4 key. The F4 (Prompt) key defines the elements of the accounting string displayed.

At the bottom right of the terminal window, it says "14/025". The Windows taskbar at the bottom shows the "start" button, several open applications, and the system clock showing "12:27 PM".



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_

L	P	Prd
X	A	12

Fnd.Cntr.P

100.5011.0

Prompt on Dimension	Select:	Status: A
100	GENERAL FUND	GENERAL FUND
210	SBE/COBI BONDS	SBE/COBI BONDS
220	SPECIAL ACT BONDS	SPECIAL ACT BON
230	1011.13/1011.14 FS LOANS	1011.13/1011.14
240	MOTOR VEHICLE REV BONDS	MOTOR VEHICLE
250	DISTRICT BONDS	DISTRICT BONDS
288	2008 COP	2008 COP

F3=Exit F5=Refr F7=Bwd F8=Fwd

Fnd	<u>100</u>	GENERAL FUND
Cntr	<u>5011</u>	COCOA BEACH JR/SR HIGH
Proj	<u>001002</u>	NON-STAFFING PLAN EXP
Func	<u>5100</u>	BASIC (FEFP K-12)
Obj	<u>511</u>	SUPPLIES
Pgm	<u>102</u>	BASIC 4-8

1=Hlp  
No additi

Pressing the F4 (Prompt) key a second time will provide additional information on other funds within the system.

MA a MW 02/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 12:27 PM



# F501 Accounting Strings (cont.)

Panel: \_\_\_\_\_

L P Prd  
X A 12

Fnd.Cntr.P  
100.5011.0

Prompt on Dimension	Select:	Status: A
0000	Brevard County School Board	Brevard County
0001	Temporary School Number	Temporary Schoo
0002	School BUDGETS ONLY holding	School BUDGETS
0011	TITUSVILLE HIGH	TITUSVILLE HIGH
0051	OAK PARK ELEMENTARY	OAK PARK ELEMEN
0052	MADISON MIDDLE	MADISON MIDDLE
0061	APOLLO ELEMENTARY	APOLLO ELEMENTA

F3=Exit F5=Refr F7=Bwd F8=

Fnd	100	GENERAL
Cntr	5011	
Proj	001002	NON-ST
Func	5100	BASIC (
Obj	511	SUPPLIES
Pgm	102	BASIC 4-8

11183.85 Bal

F3=Exit F4=Prpt

1=Hlp  
No additi

MA a MW 02/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 12:29 PM



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_

L	P	Prd
X	A	12

Fnd.Cntr.P

100.5011.0

Prompt on Dimension	Select:	Status: A
000006	IN-SERVICE TEC BLDG LEVEL	IN-SERVICE TEC
000007	IN-SERVICE TEC DIST LEVEL	IN-SERVICE TEC
000019	TEXTBKS-STATE ADOPTED &RE	TEXTBKS-STATE A
000020	TEXTBKS-NONSTATE ADOPT &	TEXTBKS-NONSTAT
000021	TEXTBOOKS DUAL ENROLLMENT	TEXTBOOKS DUAL
000022	IN-SERV TEC COUNCIL EXP	IN-SERV TEC COU
000025	IN-SERV AD/CLASS COMMITTE	IN-SERV AD/CLAS

F3=Exit F5=Refr F7=Bwd F8=Fwd

Fnd	100	GENERAL
Cntr	5011	COCOA BE
Proj	001002	
Func	5100	BAS
Obj	511	SUPPLIE
Pgm	102	BASIC 4-

11183.85 Bal

F3=Exit F4=Prpt

1=Hlp  
No additi

MA a MW 02/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 12:30 PM

Moving the cursor to the next field and pressing the F4 (Prompt) key displays more information on projects.



# F501 Accounting Strings (cont.)

Panel: \_\_\_\_\_

L P Prd  
X A 12

Fnd.Cntr.P  
100.5011.0

Prompt	on Dimension	Select:	Status: A
3121	FEDERAL IMPACT		FEDERAL IMPACT
3170	JTPA		JTPA
3191	ROTC		ROTC
3199	MISC FEDERAL DIRECT		MISC FEDERAL DI
3200	FEDERAL REV		
3201	VOCATIONAL I		
3202	MEDICAID FUI		

F3=Exit F5=Refr F7=Bwd F8=F

Fnd 100 GENERAL I  
Cntr 5011 COCOA BE  
Proj 001002 NON-S  
Func 5100  
Obj 511 SUPP  
Pgm 102 BASIC 4-

F3=Exit F4=Prpt

1=Hlp  
No additi

MA a MW 02/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 12:31 PM

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe...

Moving the cursor to the next field and pressing the F4 (Prompt) key displays more information on functions. Note that it will be necessary to page down through the 3\_\_\_ functions which are not used in the expenditure ledger.





# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_

L	P	Prd
X	A	12

Fnd.Cntr.P

100.5011.0

Prompt on Dimension	Select:	Status: A
111	ADMINISTRATOR	ADMINISTRATOR
121	TEACHER	TEACHER
123	SUPPLEMENT	SUPPLEMENT
141	SUBSTITUTE	SUBSTITUTE
161	OTHER SUPPORT PERSONNEL	OTHER SUPPORT P
164	OVERTIME HOURLY SUPPORT	OVERTIME HOURLY
165	Additional Time Worked	Additional Time Worked

F3=Exit F5=Refr F7=Bwd F8=Fwd

Fnd	100	GENERAL FUND
Cntr	5011	COCOA BE...
Proj	001002	NON...
Func	5100	MUSIC (FEFP
Obj	511	SUPPLIES
Pgm	102	BASIC 4-8

11183.85 Bal

F3=Exit F4=Prpt

1=Hlp  
No additi

Moving the cursor to the next field and pressing the F4 (Prompt) key displays more information on objects.

MA a MW 02/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 1:48 PM



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_

L P Prd  
X A 12

-----

Fnd.Cntr.P

100.5011.0

-----

1=Hlp  
No additi

Prompt on Dimension	Select:	Status: A
000	INDIRECT	INDIRECT
101	BASIC K-3	BASIC K-3
102	BASIC 4-8	BASIC 4-8
103	BASIC 9-12	BASIC 9-12
111	K-3 BASIC /W ESE SERVICES	K-3 BASIC /W ES
112	4-8 BASIC W/ ESE SERVICES	4-8 BASIC W/ ES
113	9-12 BASIC W/ ESE SERVICE	9-12 BASIC W/ E

F3=Exit F5=Refr F7=Bwd F8=Fwd

Fnd	100	GENERAL
Cntr	5011	COCOA B
Proj	001002	NON-STA
Func	5100	BASIS
Obj	511	
Pgm	102	BASIC 4

11183.85 Bal

F3=Exit F4=Prpt

Moving the cursor to the next field and pressing the F4 (Prompt) key displays more information on programs.

MA a MW 02/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 1:48 PM



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
X A 12 100.5011.000019.

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	.Func.Obj.Pgm	Budgeted	Available	%Rem
100.5011.000019.5100.522.102		6,432.65	3,302.82	51.34
100.5011.000019.5100.522.103		21,547.74	2,897.78	13.45
TOTAL		27,980.39	6,200.60	22.16

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 10/16/2009 14:06:16 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 2:06 PM

This is an example of a specified project. All accounting strings related to the project will be displayed.



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
X A 12 100.5011. .5100.

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	.Func.Obj.Pgm	Budgeted	Available	%Rem
100.5011.000019.5100.522.102		3,432.65	3,302.82	51.34
100.5011.000019.5100.522.103		547.74	2,897.78	13.45
100.5011.000020.5100.391.103				
100.5011.000020.5100.521.102				7.58
100.5011.000020.5100.521.103				0.78
100.5011.000021.5100.521.103				8.71
100.5011.000422.5100.121.102				0.00
100.5011.000432.5100.511.102				8.16
100.5011.000432.5100.511.103		3,807.30	2,703.19	71.00
100.5011.000432.5100.642.103		.00	.00	
100.5011.000440.5100.121.103		3,052.40	3,052.40	100.00
100.5011.000440.5100.123.103		5,847.60	.00	
*SUBTOTAL		103,854.49	60,217.13	57.98

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
Page full. F7/F8 to continue. Sys 10/16/2009 13:50:38 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 1:50 PM

This is an example of a specified function. All accounting strings related to the function will be displayed.



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm

X A 12 100.5011. .141.

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	.Func.Obj.Pgm	Budgeted	Available	%Rem
100.5011.000006.6400.141.000		935.00	935.00	100.00
100.5011.000427.6400.141.000		.00	.00	
100.5011.000428.6400.141.000		.00	.00	
100.5011.001002.5100.141.102				.00
100.5011.001002.5100.141.103				.86
100.5011.001002.5200.141.112				.56
100.5011.001002.5200.141.113				.91
100.5011.001002.5300.141.300				
100.5011.001002.6200.141.000				
100.5011.001049.6400.141.000				
100.5011.001682.5100.141.103		568.75	.00	
100.5011.001825.5100.141.102		.00	.00	
*SUBTOTAL		77,991.26	66,113.01	84.77

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 Page full. F7/F8 to continue. Sys 10/16/2009 13:51:17 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Microsoft Out... | Session A - [24 x 80] | Training, Crosspointe... | 1:51 PM

This is an example of a specified object. All accounting strings related to the object will be displayed.



# F501 Accounting Strings (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm

X A 12 100.5011. . . .103

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	.Func.Obj.Pgm	Budgeted	Available	%Rem
100.5011.000019.5100.522.103		21	2,897.78	13.45
100.5011.000020.5100.391.103				
100.5011.000020.5100.521.103				78
100.5011.000020.5200.521.103				
100.5011.000021.5100.521.103				71
100.5011.000432.5100.511.103				00
100.5011.000432.5100.642.103				
100.5011.000440.5100.121.103				00
100.5011.000440.5100.123.103				
100.5011.000440.5100.210.103				
100.5011.000440.5100.220.103		.00	442.35-	
100.5011.000440.5100.511.103		500.00	500.00	100.00
*SUBTOTAL		82,205.02	41,166.37	50.08

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 Page full. F7/F8 to continue. Sys 10/16/2009 13:52:05 SMITHCH

MA a MW 04/002

I902 - Session successfully started Session A - [24 x 80] \\9721x-print1\514FINSVC on Ne04: 1:52 PM

This is an example of a specified program. All accounting strings related to the program will be displayed.



# Researching an Accounting String

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F501. Budget Query - Acct Year: 2010

L P Prd Acct: Fnd.Cntr.Proj .Func.Obj.Pgm  
X A 12 100.5011.001002.5100.511.103

Summ: \_\_\_\_\_

Fnd.Cntr.Proj	.Func.Obj.Pgm	Budgeted	Available	%Rem
<u>100.5011.001002.5100.511.103</u>		15,202.26	5,678.10	37.35

TOTAL 15,202.26 5,678.10 37.35

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 10/16/2009 14:11:28 SMITHCH

MA a MW 09/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe... 2:11 PM

F501 Panel: You can obtain all budget, encumbrance, and expenditure information on a specific string by placing your cursor on the string and pressing the F11 (Inquiry) key.



# Researching an Accounting String (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F503. Budget Account - Matrix Year: 2009

L Fnd.Cntr.Proj .Func.Obj.Pgm  
 X 100.5011.001002.5100.511.103

Prd	Budget	Committed	Encumbered	Expended	Available
Beg	.00	.00	.00	.00	.00
01	12000.00	.00	1408.94	293.22	10297.84
02	1086.40-	.00	493.89-	1105.42	1697.93-
03	261.11	.00	525.05-	1645.45	859.29-
04	150.00-	.00	350.00-	363.30	163.30-
05	511.95	.00	.00	.00	511.95
06	1637.35-	.00	40.00-	870.36-	726.99-
07	593.06-	.00	.00	.00	593.06-
08	1700.40	.00	50.00	1011.40	3611.42-
09					2141.46-
10					937.10
11					16559.88
12					12381.52-
Tot					6131.80

1=Hlp  
Record dis

View 12=Esc  
53 SMITHCH

04/002

MA a

I902 - Session successfully started

\\9721x-print1\514FINSVC on Ne04:

start | Inbox - Microsoft Out... | Session A - [24 x 80] | Training, Crosspointe... | 2:15 PM

F503 Panel: All periods for the Fiscal Year are displayed. The amounts listed under each of the headings show the total of any activity for that period, and do not represent a running balance of the string. However, the totals at the bottom of the page are accurate.





# Researching an Accounting String (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F503. Budget Account - Matrix Year: 2010

L Fnd.Cntr.Proj .Func.Obj.Pgm  
X 100.5011.001002.5100.511.103

Prd	Budget	Committed	Encumbered	Expended	Available
Beg	795.00	.00	795.00	.00	.00
01	9759.43	.00	571.80	8037.19	1150.44
02	51.51	.00	.00	.00	5204.51
03	670.00	.00	571.80-	571.80	676.85-
04	120.17	.00	.00	120.17	.00
05					.00
06					.00
07					.00
08					.00
09					.00
10					.00
11					.00
12	.00	.00	.00	.00	.00
Tot	15202.26	.00	795.00	8729.16	5678.10

1=Hlp 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc  
Not prompt supported. Upd 10/15/2009 15:03:08 KAHL

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 2:12 PM

start Inbox - Microsoft Out... Session A - [24 x 80] Training, Crosspointe...

F503 Panel: Note that the Beg or beginning period displays budget and encumbrance for any prior fiscal year purchase orders that rolled forward.



# Researching an Accounting String (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L	P	From---	Date---	To	LA	Fnd.	Cntr.	Proj	.Func.	Obj.	Pgm	Org	Unit
X	A	07012009	07312009			100.	5011.	001002.	5100.	511.	103		

  

Date	Entry	Pg	Fnd.	Cntr.	Proj	.Func.	Obj.	Pgm	Amount				
07012009	700003	007	B			100.	5011.	001002.	5100.	511.	103		.00
			B					001002.	5100.	511.	103		12,540.00
07092009	885011	001	P			100.	5011.	001002.	5100.	511.	103		1,391.72-
													1,388.85-
07132009	300038	00											2,374.85
07162009	700010	00											.00
	790002	00											12,540.00
													.00
													12,540.00-
07242009	350064	00											2,374.85-
													2,374.85
07272009	300062	00											5,364.15

\*\*\*\*\* \*\*\*\*\*  
+  
1=Hlp 3=Exit 11=View 12=Esc  
No previous records. Sys 10/16/2009 14:33:10 SMITHCH

MA a MW 04/025

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 3:10 PM

start Session A - [24 x 80] Training, Crosspointe...

F505 Panel: The cursor was placed on Prd 01 on the F503 panel and the F11 (Inquiry) key was pressed. This brought up activity for the month of July, which would include budget, encumbrance and expenditure transactions.



# Researching an Accounting String (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L	P	From	Date	To	LA	Fnd.	Cntr.	Proj	Func.	Obj.	Pgm	Org	Unit
X	A	0701	2009	0630	2010	100	.5011	.001002	.5100	.511	.103		

Amount

Date	Amount
070	.00
070	12,540.00
070	1,391.72-
070	1,388.85-
071	2,374.85
071	.00
071	12,540.00
071	.00
071	12,540.00-
071	2,374.85-
071	2,374.85
071	364.15
071	7498.43
071	12=ES
071	1THCH

1=Hlp 3=Exit 4=Prpt 5=Refr  
Page full. F7/F8 to continue.

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 3:11 PM

**F505 Panel:** Instead of going back to the F503 Panel (by pressing the F11 (Inquiry) key), the from and to dates can be changed to include a longer period of time. In the example, the complete fiscal year has been listed. In most instances, the complete fiscal year is what will be most useful.

Note that when a + sign is shown, the page down key or F8 key will display more information.



# Researching an Accounting String (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L P From---Date---To LA Fnd.Cntr.Proj .Func.Obj.Pgm Org Unit

X A 07012009 06302010 \_ 100.5011.001002.5100.511.103

Date	Entry	Pg	LA	Fnd.Cntr.Proj	.Func.Obj.Pgm	Amount
07282009	301054	001	N	100.5011.001002.5100.511.103	571.80	
07312009	280151	001	X	100.5011.001002.5100.511.103	298.19	
	350471	001	N	100.5011.001002.5100.511.103	5,364.15-	
			X	100.5011.001002.5100.511.103	5,364.15	
08102009	885011	002	B	100.5011.001002.5100.511.103	174.90-	
		003	B	100.5011.001002.5100.511.103	752.39-	
08172009	710014	011	B	100.5011.001002.5100.511.103	.00	
			B	100.5011.001002.5100.511.103	6,131.80	
08282009	710018	011	B	100.5011.001002.5100.511.103	.00	
			B	100.5011.001002.5100.511.103	131.80	
	790017	011	B	100.5011.001002.5100.511.103	.00	
			B	100.5011.001002.5100.511.103	131.80-	
					572.98	

1=Hlp 3=Exit 4=Prpt 5=Refr 12=Esc  
Page full. F7/F8 to continue.

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 3:22 PM

Page two – complete fiscal year continued.

Note that when a + sign is shown, the page down key or F8 key will display more information.



# Researching an Accounting String (cont.)

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L P From---Date---To LA Fnd.Cntr.Proj .Func.Obj.Pgm Org Unit

X A 07012009 06302010 \_ 100.5011.001002.5100.511.103

Date	Entry	Pg	LA	Fnd.Cntr.Proj	.Func.Obj.Pgm	Amount
10152009	710023	011	B	100.5011.001002.5100.511.103		.00
			B	100.5011.001002.5100.511.103		6,131.80
	790030	011	B	100.5011.001002.5100.511.103		.00
			B	100.5011.001002.5100.511.103		6,131.80-
	790031	011	B	100.5011.001002.5100.511.103		.00
			B	100.5011.001002.5100.511.103		6,131.80-
10162009	280251	001	X	100.5011.001002.5100.511.103		59.03
			X	100.5011.001002.5100.511.103		21.92
			X	100.5011.001002.5100.511.103		39.22
TOTAL						23136.42

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 No additional records. Sys 10/16/2009 15:23:05 SMITHCH

MA a MW 04/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Session A - [24 x 80] Training, Crosspointe... 3:23 PM

Page three –  
complete fiscal year  
continued.



# Defining Search

Panel: \_\_\_\_\_ F505. Budget

L P From---Date---To LA Fnd

X A 07012009 06302010 100

Date	Entry	Pg	LA	Fnd.	Cntr.	Proj	Amount
07012009	700003	007	B	100.5011.001002			.00
			B	100.5011.001002			,540.00
07092009	885011	001	B	100.5011.001002			,391.72-
		003	B	100.5011.001002			,388.85-

07132009 3

07162009 7

07242009 3

07272009 3

1=Hlp  
Page full.

Ledger Action 1

Use this selection criteria to limit the search to the specified Ledger Action. This will change depending upon which Ledger is being queried. Acceptable values for the Expenditure Ledger:

B - Budget X - Expenditure  
N - Encumbrance Blank - All

F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

MA a MW 04/025

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Session A - [24 x 80] Training, Crosspointe... 3:12 PM



# Defining Search -Budget Entries-

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L P	From---	Date---	To	LA	Fnd.Cntr.Proj	.Func.	Obj.Pgm	Org Unit
X A	07012009	06302010		B	100.5011.001002.510			

B – Budget: Lists only budget entries for the period or year selected.

Date	Entry	Pg	LA	Fnd.Cntr.Proj	.Func.	Obj.Pgm	Amount
07012009	700003	007	B	100.5011.001002.5100.5			.00
			B	100.5011.001002.5100.5			12,540.00
07092009	885011	001	B	100.5011.001002.5100.5			1,391.72-
		003	B	100.5011.001002.5100.5			1,388.85-
07162009	700010	007	B	100.5011.001002.5100.5		511.103	.00
			B	100.5011.001002.5100.5		511.103	12,540.00
	790002	007	B	100.5011.001002.5100.5		511.103	.00
			B	100.5011.001002.5100.5		511.103	12,540.00-
08102009	885011	002	B	100.5011.001002.5100.5		511.103	174.90-
		003	B	100.5011.001002.5100.5		511.103	752.39-
08172009	710014	011	B	100.5011.001002.5100.5		511.103	.00
			B	100.5011.001002.5100.5		511.103	6,131.80
						*SUBTOTAL	14963.94

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 Page full. F7/F8 to continue. Sys 10/16/2009 15:24:05 SMITHCH

MA a MW 11/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 3:24 PM



# Defining Search -Encumbrance Entries-

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L	P	From---	Date---	To	LA	Fnd.	Cntr.	Proj	.Func.	Obj.	Pgm	Org	Unit
X	A	07012009	06302010		N	100.	5011.	001002.	5100.				

Date Entry Pg LA Fnd. Cntr. Proj .Func. Obj. Pgm Org Unit Amount

07132009	300038	001	N	100.	5011.	001002.	5100.						2,374.85
07242009	350064	001	N	100.	5011.	001002.	5100.						2,374.85-
07272009	300062	001	N	100.	5011.	001002.	5100.						5,364.15
07282009	301054	001	N	100.	5011.	001002.	5100.						571.80
07312009	350471	001	N	100.	5011.	001002.	5100.						5,364.15-
09092009	350031	001	N	100.	5011.	001002.	5100.						571.80-

TOTAL .00

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 10/16/2009 15:25:48 SMITHCH

MA a MW 12/002

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 3:25 PM

start Session A - [24 x 80] Training, Crosspointe... 3:25 PM

**N - Encumbrance:**  
Lists only encumbrance entries for the period or year selected. Note that non-labor encumbrances are tied to purchase orders.





# Defining Search -Expenditure Entries-

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L P From---Date---To LA Fnd.Cntr.Proj .Func.Obj.Pgm Org Unit

X A 07012009 06302010 X 100.5011.001002.5100.511.103

Date	Entry	Pg	LA	Fnd	Cntr	Proj	.Func	Obj	Pgm	Amount
07242009	350064	001	X	100.5011	001	002	5100	511	103	2,374.85
07312009	280151	001	X	100.5011	001	002	5100	511	103	298.19
	350471	001	X	100.5011	001	002	5100	511	103	5,364.15
09092009	350031	001	X	100.5011	001	002	5100	511	103	571.80
10162009	280251	001	X	100.5011	001	002	5100	511	103	59.03
			X	100.5011	001	002	5100	511	103	21.92
			X	100.5011	001	002	5100	511	103	39.22
11062009	280551	001	X	100.5011	001	002	5100	511	103	98.92
TOTAL										8828.08

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 11/16/2009 15:09:42 SMITHCH

MA a MW 12/025

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Micr... | State Legis... | Internet ... | Session A - [... | Microsoft... | Printer Outp... | Training, Cr... | 3:13 PM

X - Expenditure: Lists only expenditure entries for the period or year selected.



# Defined Research -F505-

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L P From---Date---To LA Fnd.Cntr.Proj .Func.Obj.Pgm Org Unit

X A 07012009 06302010 X 100.5011.001002.5100.511.103

Date	Entry	Pg	LA	Fnd.Cntr.Proj	.Func.Obj.Pgm	Amount
07242009	350064	001	X	100.5011.001002.5100.511.103		2,374.85
07312009	280151	001	X	100.5011.001002.5100.511.103		298.19
	350471	001	X	100.5011.001002.5100.511.103		5,364.15
09092009	350031	001	X	100.5011.001002.5100.511.103		571.80
10162009	280251	001	X	100.5011.001002.5100.511.103		59.03
			X	100.5011.001002.5100.511.103		21.92
			X	100.5011.001002.5100.511.103		39.22
11062009	280551	001	X	100.5011.001002.5100.511.103		98.92
						8828.08

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
No additional records. Sys 11/16/2009 15:09:42 SMITHCH

MA a MW 12/025

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Micr... | State Legis... | Internet ... | Session A - [... | Microsof... | Printer Outp... | Training, Cr... | 3:13 PM

Move the cursor to the entry that you want to research and hit the F11 (Inquiry) key.



# Defining Search -F612-

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a journal entry screen for "F612 Journal Entry" for the year 2010. The screen displays various fields and a table of records. Two callout boxes provide instructions:

- The first callout points to the "F612 Journal Entry" header, stating: "This will take you to the F612 Panel."
- The second callout points to the PO number "21001602" in the table, stating: "Move the cursor to the PO number and hit the F11 (Inquiry) key to see more details related to the expenditure."

The terminal output includes the following text:

```
Panel: _____ F612 Journal Entry Year: 2010
Action: C Date: 07282009 Entry: 301054 001 Type: JE
Dsc: BATCH PO - POST/PRINT Src: _____
Rec: _____
Dep: _____
Chk: _____
Inv: _____
P PO : 07282009 571.80 21001602 501160027 V0000107285 ATLANTIC GLASS
L V0000107285 ATLANTIC GLASS 10
A Fnd. -GL- .Cntr. Proj .Func. Obj. Pgm Debit Credit Offset 99
N 100.1520.5011.001002.5100.511.103 2720
Total
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=2=Esc
No additional records. RNSL
```



# Defining Search -F817-

Panel: \_\_\_\_\_ F817. PO Items Year: 2010

Action: C PO: 21001602 Rf: \_\_\_\_\_

Vndr: V0000107285 ATLANTIC GLASS SYSTEMS INC Item: 571.80  
Date: 07282009 T: N S: P T/C: \_\_\_\_\_ Acct: 571.80  
Ship: 5011 Cocoa Beach Junior/Senior High Rcvd: 571.80  
Buyr: BECK Rebecca Prosser Usr: TRHV Paid: 571.80  
Rqst: 5011 Cocoa Beach Junior/Senior High Req: 501160027 Open: 0.00  
Attn: J. FERNANDEZ

Seq	Rf	Item	Description	Qty	Unit	Unit Price	Pct
001	01		INSTALL 12'X5' MIRROR WALL W/	1	EACH	571.8000	
		RCV	1 INV	1	PAY	1 *	571.80 Ext
		RCV	INV				Ext
		RCV	INV		PAY		Ext

Inv: 1

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc  
No additional records. Upd 09/09/2009 17:20:43 COPPOLMI

MA a MW 03/010

Taskbar: I902 - Session successfully started | \\9721x-print1\514FINSVC on Ne04: | 3:31 PM

This will take you to the F817 Panel.

A description of what was purchased will be displayed.

Hitting the F11 key twice will return you to slide 39, which is the F505 Panel.



# Defining Search -F505-

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F505. Budget - Detail Year: 2010

L	P	From---	Date---	To	LA	Fnd.Cntr.Proj	.Func.	Obj.	Pgm	Org	Unit
X	A	07012009	06302010		X	100.5011.001002	.5100.	511.	103		

  

Date	Entry	Pg	LA	Fnd.Cntr.Proj	.Func.	Obj.	Pgm	Amount
07242009	350064	001	X	100.5011.001002	.5100.	511.	103	2,374.85
07312009	280151	001	X	100.5011.001002	.5100.	511.	103	298.19
	350471	001	X	100.5011.001002	.5100.	511.	103	5,364.15
09092009	350031	001	X	100.5011.001002	.5100.	511.	103	571.80
10162009	280251	001	X	100.5011.001002	.5100.	511.	103	59.03
			X	100.5011.001002	.5100.	511.	103	21.92
			X	100.5011.001002	.5100.	511.	103	39.22
11062009	280551	001	X	100.5011.001002	.5100.	511.	103	

TOTAL 8828.08

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc  
 No additional records. Sys 11/16/2009 15:33:25 SMITHCH

MA a MW 16/025

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start 2 Microsoft Of... 3 Internet Ex... Session A - [24 ... 4 Microsoft Of... Printer Output ... Training, Cross... 3:33 PM

You can duplicate the steps above to review a different expenditure.



# Defining Search -F612-

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F612. Journal Entry Year: 2010

Action: C Date: 11062009 Entry: 280551 Pg: 001 Type: JE

Dsc: WHSE 1151 DELIVERIES Src: DELIVERY TICKET 00739

Rec: \_\_\_\_\_

Dep: \_\_\_\_\_

Chk: \_\_\_\_\_

Inv: \_\_\_\_\_

PO : \_\_\_\_\_

This description represents a Warehouse Order.

L	A	Fnd. -GL- .Cntr. Proj .Func. Obj. Pgm	Debit	Credit	Offset	10
X		100.1530.4051.001002.5100.511.101	11.38	.	1151	99
X		100.1530.4051.001002.5100.511.101	64.05	.	1151	
X		100.1530.4051.001002.5100.511.101	55.23	.	1151	
		*Subtotal	130.66	130.66		

Warehouse Orders are batch posted and it will be necessary to page down in order to see your transactions.

Note that when a + sign is shown, the page down key or F8 key will display more information.

3:35 PM



**Questions?**



# BUDGET JOURNAL ENTRY





# F600 Panel General Ledger

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F600. General Ledger Year: 2010

---

**Current Year**

- F601. G/L Query - Acct
- F602. G/L Query - Org Unit
- F603. G/L - Matrix
- F604. G/L - Detail
- F605. Print Summary
- F606. Print Detail

**Budget**

- F607. Budget Amendment
- F608. Print Budget Amendments

**Cash Receipts**

- F609. Receipt/Deposit Entry
- F610. Print Cash Receipts

**Journal Master**

- F611. Journal Query
- F612. Journal Entry
- F613. Print Journal
- F614. Maintain Journal
- F615. Journal Post

**Chart of Accounts**

1=Hlp      3=Exit 4=Prpt      12=Esc  
Please request a menu or panel.      Sys 10/16/2009 10:51:17 MARH

MA a MW 01/009

I902 - Session successfully started HP Color LaserJet 3500 on hpcolorLaserJet3500

start | I902 - Session successfully started | HP Color LaserJet 3500 on hpcolorLaserJet3500 | 10:51 AM

Inbox - Mi... Listen live... AS400 Session A ... Document...

The F607 Panel - Budget Amendments is used to post budget journal entries.



# Budget Amendment Format

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a text-based interface for a budget amendment system. At the top, it displays "Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010". Below this are fields for "Action: \_", "Date: \_\_\_\_\_", "Entry: \_\_\_\_\_", and "Pg: \_\_\_\_\_". Further down are "Dsc: \_\_\_\_\_" and "Src: \_\_\_\_\_", with "G/L:" below "Dsc:". A table header is shown with columns: "Fnd. Cntr. Proj", ". Func. Obj . Pgm", "Amount", "F/T", and "Balance". A white text box is overlaid on the terminal, containing the text: "The F607 Panel is used to transfer budget from one string to another. Most users cannot transfer budget between projects, and it will be necessary to include Budgeting in the process when posting this type of entry." At the bottom of the terminal, there is a legend: "1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc" and the instruction "Please type key element(s). Upd". The terminal also shows a status bar with "MA a MW" and "03/010". The Windows taskbar at the bottom shows the Start button and several open applications: "I902 - Session successfully started", "Session A - [24 x 80]", "Training, Crosspointe...", and "Inbox - Microsoft Out...". The system clock shows "3:56 PM".

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010

Action: \_ Date: \_\_\_\_\_ Entry: \_\_\_\_\_ Pg: \_\_\_\_\_

Dsc: \_\_\_\_\_ Src: \_\_\_\_\_

G/L:

Fnd. Cntr. Proj . Func. Obj . Pgm Amount F/T Balance

The F607 Panel is used to transfer budget from one string to another. Most users cannot transfer budget between projects, and it will be necessary to include Budgeting in the process when posting this type of entry.

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc  
Please type key element(s). Upd

MA a MW 03/010

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Session A - [24 x 80] Training, Crosspointe... Inbox - Microsoft Out... 3:56 PM



# Action Code

A screenshot of a terminal window titled "Session A - [24 x 80]". The window shows a menu with "Action:" highlighted by a yellow circle. A white callout box points to this circle with the text: "Place the cursor on the Action field and press the F1 (Help) key. The Action Code options will appear. To begin a budget journal entry, use A – Add an Amendment." Below the menu, a blue-bordered box displays the "Action Code" help text: "Action Code Required 1", "Enter The Action Code for the data processing required.", "Acceptable values:", "A - Add an Amendment.", "C - Change an Amendment.", "D - Delete an Amendment.", "P - Post an Amendment.", "F2=Gen Help F3=Exit F6=Nrcd". At the bottom left of the terminal, it says "1=Hlp 2=Nt Not prompt". The terminal status bar at the bottom shows "MA a MW 03/010" and the Windows taskbar at the very bottom shows the time as 3:58 PM.

Panel: \_\_\_\_\_ F607 2010

Action: 0 \_\_\_\_\_

Dsc: \_\_\_\_\_

G/L: \_\_\_\_\_

Fnd.Cntr.Proj .Func.Obj.Pgm

1=Hlp 2=Nt  
Not prompt

Action Code Required 1  
Enter The Action Code for the data processing required.  
Acceptable values:  
A - Add an Amendment.  
C - Change an Amendment.  
D - Delete an Amendment.  
P - Post an Amendment.  
F2=Gen Help F3=Exit F6=Nrcd

MA a MW 03/010

start Session A - [24 x 80] Training, Crosspointe... Inbox - Microsoft Out... 3:58 PM



# Journal Entry Date

A screenshot of a terminal window titled "Session A - [24 x 80]". The window has a menu bar with "File", "Edit", "View", "Communication", "Actions", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is black with green text. At the top right, the year "2010" is displayed. Below it, the text "Panel: \_\_\_\_\_" is followed by "Action: A" and "Date: \_\_\_\_\_". A white callout box with a pointer to the "Date:" field contains the text: "Date: The date field will default to today's date if a date is not specified. Note the required formatting in the box below. For example, January 31, 2021 will display as 01312021." Below this, there is a table header with columns: "Fnd.Cntr.Proj", ".Func.Obj.Pgm", "Amount", "F/T", and "Balance". A large blue-bordered box contains the following text: "Journal Entry Date Required 8", "Used to specify the date of the Journal Entry created by the", "Budget Amendment.", "Use MMDDCCYY (Month, Day, Century, Year) format.", and "F2=Gen Help F3=Exit F6=Nrcd". At the bottom left of the terminal, it says "1=Hlp 2=Nt Not prompt". The bottom status bar shows "MA a MW 03/020" and a taskbar at the very bottom with the Windows start button and several open applications.

Date: The date field will default to today's date if a date is not specified. Note the required formatting in the box below. For example, January 31, 2021 will display as 01312021.

Journal Entry Date Required 8  
Used to specify the date of the Journal Entry created by the  
Budget Amendment.  
Use MMDDCCYY (Month, Day, Century, Year) format.  
F2=Gen Help F3=Exit F6=Nrcd

1=Hlp 2=Nt  
Not prompt



# Journal Entry Number

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010

Action: A Date: 10162009 Entry: \_\_\_\_\_ Pg: \_\_\_\_\_

Dsc: \_\_\_\_\_  
G/L: \_\_\_\_\_

Fnd. Cntr. Proj . Func. Obj . Pgm

.....  
Journal Entry Number  
Used to specify the Jou  
the Budget Amendment.  
.....  
Do not enter numbers less than 240,000.  
.....  
F2=Gen Help F3=Exit F6=Nrcd

1=Hlp 2=Nt  
Not on fil

MA a MW 03/038

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Session A - [24 x 80] Training, Crosspointe... 4:03 PM

Entry: The appropriate budget journal entry number for you to use will begin with 88 and conclude with your cost center number. For example, the budget journal entry for Titusville High School would be 880011.



# Incorrect Entry Number

The screenshot shows a terminal window titled "Session A - [24 x 80]". The interface is dark with green text. At the top, it displays "Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010". Below this, it shows "Action: A Date: 10162009 Entry: 970264 Pg: 001". A callout box points to the entry number "970264" with the following text: "Note that if you do not designate a specific entry number, the system will default to 97\_\_\_\_ assigning the next available budget journal entry number. This action will result in a call from Budgeting. Your budget journal entries must start with an 88 as described in the previous slide." Below the callout, there are several lines of input fields for "Dsc:", "G/L:", and "Fnd. Cntr. Proj . Func. Obj . Pgm". At the bottom of the terminal, there are navigation instructions: "1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc" and "Not on file. Type data to add. Upd". The taskbar at the bottom shows the Windows start button, the current session window, and the system clock at 4:04 PM.

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010

Action: A Date: 10162009 Entry: 970264 Pg: 001

Dsc: \_\_\_\_\_

G/L: \_\_\_\_\_

Fnd. Cntr. Proj . Func. Obj . Pgm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc

Not on file. Type data to add. Upd

MA a MW 07/009

1902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 4:04 PM



# Page Number

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a form for "F607. Budget Amendment" for the year "2010". The form fields are: "Panel: \_\_\_\_\_", "Action: A", "Date: 10162009", "Entry: 885011", and "Pg: \_\_\_\_\_". A white callout box points to the "Pg:" field with the following text: "PG - Page Number: This is the area used to designate a count or log of your budget journal entries. A different page number should be used for each entry, beginning each new year with 001. We suggest that a log be kept that lists the budget journal entry, date, amount and description." Below the form, there is a blue-bordered box containing the text "created by the Budget Amendment." and "F2=Gen Help F3=Exit F6=Nrcd". In the bottom left corner of the terminal, it says "1=Hlp 2=Nt Not on fil". The terminal window is running on a Windows XP desktop, with the taskbar showing the "start" button, "Session A - [24 x 80]", and "Training, Crosspointe...". The system tray shows the date "03/051" and the time "4:05 PM".

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010  
Action: A Date: 10162009 Entry: 885011 Pg: \_\_\_\_\_

PG - Page Number: This is the area used to designate a count or log of your budget journal entries. A different page number should be used for each entry, beginning each new year with 001. We suggest that a log be kept that lists the budget journal entry, date, amount and description.

created by the Budget Amendment.  
F2=Gen Help F3=Exit F6=Nrcd

1=Hlp 2=Nt  
Not on fil

MA a MW 03/051

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Session A - [24 x 80] Training, Crosspointe... 4:05 PM



# Description

A screenshot of a terminal window titled "Session A - [24 x 80]". The window displays a form for "F607. Budget Amendment" for the year "2010". The form includes fields for "Action: A", "Date: 10162009", and "Entry". Below these are fields for "Dsc:", "G/L:", and a table header "Fnd. Cntr. Proj . Func. Obj . Pgm". A callout box points to the "Dsc:" field, containing the text: "Dsc - Description: This area is used to describe why the entry is being made. An example would include, 'To move budget to process a purchase order.' Note that this descriptor should make sense to you, so that you understand the intent later." The terminal also shows a "Description" field with the text "Used to specify the description of the Budget Amendment." and a footer with "1=Hlp 2=Nt Not on fil" and "F2=Gen Help F3=Exit F6=Nrcd". The Windows taskbar at the bottom shows the start button, taskbar icons for "Session A - [24 x 80]" and "Training, Crosspointe...", and the system tray with the time "4:05 PM".





# F501 Accounting Strings

A screenshot of a terminal window titled "Session A - [24 x 80]". The window displays a menu-driven interface for budget amendments. At the top, it shows "Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010". Below this, it displays "Action: A Date: 10162009 Entry: 885011 Pg: 002". A horizontal line separates this header from the main data area. Below the line, it shows "Dsc: School Supply Support Src: \_\_\_\_\_". Underneath, it lists "G/L: \_\_\_\_\_". A table header follows with columns for "Fnd. Cntr. Proj", ". Func. Obj. Pgm", "F/T", and "Balance". A callout box points to the "Src:" field with the text: "Src: May be used if the Dsc field is not large enough to display all of your description of the budget journal entry." At the bottom left of the terminal, there are instructions: "1=Hlp 2=Nt Not prompt" and "F2=Gen Help F3=Exit F6=Nrcd". The terminal window is open on a Windows XP desktop, with a taskbar at the bottom showing the start button, a taskbar with "Session A - [24 x 80]", and a system tray with the date "07/047" and time "4:11 PM".

Src: May be used if the Dsc field is not large enough to display all of your description of the budget journal entry.



# Accounting String

The screenshot shows a terminal window titled "Session A - [24 x 80]". The interface is a text-based menu system. At the top, it displays "Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010". Below this, it shows "Action: C Date: 10162009 Entry: 885011 Pg: 002". A callout box points to the "Entry" field with the text: "Account Strip: This area is used to designate the accounting string that will be added to or subtracted from." The main menu lists several options: "Dsc: School Supply Support", "G/L: 2510", "Fnd.Cntr.Proj . Func.Obj.Pgm", and "Account Strip". A detailed help box for "Account Strip" is highlighted, explaining that it classifies and describes financial transactions and lists function keys: "1=Hlp 2=Nt Record upd", "F2=Gen Help F3=Exit F6=Nrcd F8=Fwd". The bottom of the terminal shows "MA a MW 11/004" and a Windows taskbar at the very bottom with the time "4:12 PM".

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010

Action: C Date: 10162009 Entry: 885011 Pg: 002

Dsc: School Supply Support  
G/L: 2510

Fnd.Cntr.Proj . Func.Obj.Pgm

Account Strip 39  
Enter the account strip which classifies and describes the financial transaction whether revenue or expense. The divisions or dimensions of the account strip required for entry are identified for the district in the heading. Entering the account limits the transaction to accounts associated with the ledger and amount selected.

Enter the account by either (1) leaving the format with per-  
F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

1=Hlp 2=Nt Record upd

MA a MW 11/004

Windows taskbar: start | Session A - [24 x 80] | Training, Crosspointe... | 4:12 PM



# Budget Amount

The screenshot shows a terminal window titled "Session A - [24 x 80]". The interface includes a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main display area shows the following information:

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010  
Action: C Date: 10162009 Entry: 885011 Pg: 002

Dsc: School Supply Support Src: \_\_\_\_\_  
G/L: 2510

Fnd.	Cntr.	Proj	Func.	Obj.	Pgm	Amount	F/T	Balance
_____	_____	_____	_____	_____	_____	Amount	_____	13

A callout box points to the "Amount" field in the table, containing the text: "Amount: This area is used to record the amount for a specific accounting string of the transaction. Both dollars and cents must be entered, although entering the decimal is optional." Below the callout, the text "Used to specify the Dollar Am... the Budget Amendment" and "for the account on this lin..." is visible. At the bottom left of the terminal, it says "1=Hlp 2=Nt Record upd" and "F2=C". At the bottom right, it says "11/044". The Windows taskbar at the bottom shows the Start button, a taskbar with "Session A - [24 x 80]" and "Training, Crosspointe...", and a system tray with the time "4:13 PM".



# From/To

F/T - From/To: This field is used to designate if budget is being taken from the individual string or added to the individual string. Note that there must be budget available in order to move budget out of a string. The system will not allow an accounting string to be put into the negative.

The screenshot shows a terminal window with a financial system interface. At the top, it says "Year: 2010". Below that, there is a table header with columns: "Fnd.Cntr.Proj", ".Func.Obj.Pgm", "Amou", "F/T", and "Balance". A callout box points to the "F/T" column. A help window is open, displaying the following text:

```
From/To 1
Used to specify whether the the funds are being transferred
From or To this Account. Acceptable values:

F - From
T - To

F2=Gen Help F3=Exit F6=Nrcd
```

At the bottom left of the terminal, it says "1=Hlp 2=Nt Record upd". At the bottom right, it says "11/060". The Windows taskbar at the bottom shows the time as 4:13 PM.



# Current Balance

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main display area has a black background with green text. At the top, it shows "Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010". Below that, "Action: C Date: 10162009 Entry: 885011 Pg: 002". A white text box with a black border is overlaid on the left side of the terminal, containing the following text: "Balance: Once the information has been entered, a balance for each string within the budget journal entry will be displayed under this heading. Note that this balance is dependent on the budget journal entry being posted." In the terminal, the word "Balance" is visible on a line, and a blue rectangular box highlights a section of text that includes "13" and "the Balance of the Account being : Amendment." At the bottom of the terminal, there are function key shortcuts: "1=Hlp 2=Nt Record upd" and "F2=Gen Help F3=Exit F6=Nrcd". The Windows taskbar at the bottom shows the Start button, the current session window, and the system tray with the time "4:14 PM".



# Entering Decimals

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_

Action: C Date: 10162009 E

Dsc: School Supply Support  
G/L: 2510

010

Entering the decimals within the accounting strings or amounts is not required as long as the format of each is correct.

Fnd.Cntr.Proj	Func.Obj	Amount	F/T	Balance
<u>10050110010025100511102</u>		<u>10000</u>	<u>F</u>	
<u>100.5011.001002.5100.511.103</u>		<u>100.00</u>	<u>I</u>	

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc  
Record updated. Next? Upd 10/16/2009 16:12:12 SMITHCH

MA a MW 15/004

I902 - Session successfully started \\9721x-print1\514FINS Friday, October 16, 2009

start Session A - [24 x 80] Training, Crosspointe... 4:15 PM



# Entry Balance

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010

Action: C Date: 10162009 Entry: 885011 Pg: 002

Dsc: School Supply Support Src: \_\_\_\_\_  
G/L: 2510

	Amount	F/T	Balance
_____	100.00	F	11083.85
_____	100.00	I	5778.10
_____	.	-	
_____	.	-	
_____	.	-	
_____	.00	-	

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 12=Esc  
No additional records. Upd 10/16/2009 16:15:59 SMITHCH

MA a MW 03/010

1902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Session A - [24 x 80] Training, Crosspointe... 4:16 PM

Once the budget journal entry has been completed, the F5 (Update) key can be used to ensure that the entry balances. Note that the system will not allow the entry to be posted if it is out of balance.



# Posting

Panel: \_\_\_\_\_ F607. Budget Amendment Year: 2010

Action: C Date: 10162009 Entry: 885011 Pg: 002

Dsc: School Support Src: \_\_\_\_\_  
G/L: 2510

Fnd. Cntr. Proj.	Fun.	Amount	F/T	Balance
100.5011.00	5100	100.00	F	11082.85
100.5011.0				

1=Hlp 2=Nte  
No additional

03/010

1902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 4:16 PM

start Session A - [24 x 80] Training, Crosspointe...

Once the budget journal entry is complete, it may be posted using P – Post an Amendment option to post. Note that the entry will turn blue once it has been posted which indicates that it cannot be changed. Also be aware that if you leave this screen without posting the entry, it will no longer be available for your use or review. However, the entry does still exist, and Budgeting can assist you in completing the transaction.





# Expenditure Transfer Request

## REQUEST FOR EXPENDITURE TRANSFER



FOR ACCOUNTING USE ONLY:	
BJE NUMBER:	_____
DATE:	_____
PAGE:	_____

DATE: \_\_\_\_\_

FROM DEPT/SCHOOL: \_\_\_\_\_

**FROM:**

Fund	School/Dept	Project	Function	Object Code	Program Code	Amount	OFFSET
<b>TOTAL</b>						\$	-

**TO:**

Fund	School/Dept	Project	Function	Object	Program	Amount	OFFSET
<b>TOTAL</b>						\$	-

Note: Shaded areas for Accounting Use

JUSTIFICATION: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DEPT/SCHOOL APPROVAL: \_\_\_\_\_

\*\* Please sign and date using blue ink.

DATE: \_\_\_\_\_



# Budget Transfer Request

## BUDGET TRANSFER REQUEST FORM



**FOR ACCOUNTING USE ONLY:**  
**BJE NUMBER:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**PAGE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FROM DEPT/SCHOOL:** \_\_\_\_\_

**FROM:**

Fund	School/Dept	Project	Function	Object Code	Program Code	Amount	OFFSET
<b>TOTAL</b>						\$	-

**TO:**

Fund	School/Dept	Project	Function	Object	Program	Amount	OFFSET
<b>TOTAL</b>						\$	-

**Note: Shaded areas for Accounting Use**

**JUSTIFICATION:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_

**DEPT/SCHOOL APPROVAL:** \_\_\_\_\_

\*\* Please sign and date using blue ink.

**DATE:** \_\_\_\_\_



**Questions?**



# BASIC REPORT WRITING



# F510 Print Summary

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F500. Budget Management Year: 2010

F510 Print Summary, used for writing reports.

```
Current Year
501. Budget Query - Acct
502. Budget Query - Org Unit
503. Budget - Matrix
504. Budget/Activity
505. Budget - Detail
506. Activity Query - Acct
507. Activity Query - Org Unit
508. Activity - Matrix
509. Activity - Detail
510. Print Summary
511. Print Detail

525. Payroll Expenditures - Acct
526. Multiple Budget Entry - Desc

512. Plan Query - Acct
513. Plan Query - Org Unit
514. Update Plan
515. Update Plan/Activity
516. Update Activity/Plan
517. Activity/Budget X-Ref
518. Budget Approval
519. Print Budget
520. Maintain Budget
521. Update Budget
522. Adopt Budget

523. Multiple Budget Entry
524. Batch Budget Approval
```

1=Hlp 3=Exit 4=Prpt 12=Esc  
Please request a menu or panel. Sys 10/16/2009 10:50:50 MARH

MA a MW 01/009

I902 - Session successfully started HP Color LaserJet 3500 on hpcolorLaserJet3500

start | Inbox - Microso... | Listen live strea... | A5400 | Session A - [24 ... | 10:51 AM



# Request

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: \_\_\_\_\_

Title: \_\_\_\_\_

Controls: C F P H T I/E Sequence  
-----

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm

Select: A Lin Fnd.Cntr.Proj .Func.Obj.Pgm A Avl  
          xxx .xxxx .xxxxxxx .xxxx .xxx .xxx  
          x x

1=Hlp      3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd      10=Del 11=Run 12=Esc  
Request NOT submitted. No selection lines.      Use

MA a MW 03/011

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Microsof... | Internet Exp... | Session A - [24 ... | 3 Microsoft Of... | Project Listing | Training, Crossp... | 12:32 PM



# Report Listing

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ Year: 2010

Request: \_\_\_\_\_

Title: \_\_\_\_\_ Destination \_\_\_\_\_

Controls: C F P H T I/E nence F-Prd-T Sr

Select: A

Request Identifier	Select:
001 Revenue	043008 0959
002 Budget by Cost Center	060509 1601
003 Summary of Budgets by Cost Center	102108 1031
004 Proposed Budget by Cost Center	111105 1328
005 Proposed Budget by Function	082707 1351
006 CA041 - For Cost Report at Year-End	082709 1555
007 COPIERS	052907 0951

1=Hlp  
Please typ

MA a MW 14/055

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Microsoft Ou... | Internet Explorer | Session A - [24 x 80] | Microsoft Office E... | Training, Crosspointe... | 2:38 PM

All reports will be listed. You can use a current report or use a new number and create a new report.



# Title Field

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a report configuration screen for "F510. Print Summary" with "Year: 2010". The screen displays the following text:

```
Panel: _____ F510. Print Summary Year: 2010
Request: 073

Title: _____
Controls: C F P H T I/E Sequenc
-----

Select: A
      _
      _

1=Hlp
Not prompt
```

A white callout box with a pointer to the "Title:" field contains the text: "Title Field: Name the report to define its use."

A blue-bordered box highlights the following text:

```
Title Field 1 Required 50
Use The Title line to assign a local description to your
report. The standard title will automatically print on the
report. The Title you specify here is required to define a
report request. However, you may choose to print or not to
print the title on your report by using the TYpe of Header
control (H) below.

F2=Gen Help F3=Exit F6=Nrcd
```

The terminal window also shows a taskbar at the bottom with the Start button, several open applications (Inbox, Internet Explorer, Session A, Microsoft Office, Training), and the system clock showing 2:40 PM on 07/016.





# Number of Copies

A screenshot of a terminal window titled "Session A - [24 x 80]". The window displays a menu for printing a report. At the top, it says "Panel: \_\_\_\_\_ F510. Print Summary Year: 2010" and "Request: 073". Below that, it shows "Title: 001839 ASP Clerical" and "Destination". A "Controls:" section lists "C F P H T I/E Sequen". A highlighted menu item "Number of Copies" is shown in a blue box, with a white callout box containing the text: "Number of Copies: In most cases will be 1. Multiple reports can be printed if needed." The terminal also shows "Select: A", "1=Hlp", "Not prompt", and "F2=Gen Help F3=Exit F6=Nrcd". The bottom of the terminal shows "MA a MW 11/013". The Windows taskbar at the bottom shows the Start button, "Inbox - Microsoft Out...", "Internet Explorer", "Session A - [24 x 80]", and "Training, Crosspointe...". The system tray shows the time "2:56 PM".



# Format Identifier

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

Title: 001839 ASP Clerical Destination \_\_\_\_\_

Controls: C F P H T I / 5  
01

Select: A  
—  
—

1=Hlp  
Not prompt

Format Identifier

A	Revenue	
B	Expenditure Ledger Summary	FB155
C	Budget Status Summary	FB156
D	Revenue Status Summary	FB172
E	Budget Status Summary (MTD)	FB174
F	Year-End Exp Ldgr Summary	FB175
G	Year-End Revenue Ldgr Summary	FB176

F3=Exit F5=Refr F7=Bwd F8=Fwd

MA a MW 14/056

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04: 2:58 PM

start | Inbox - Microsoft Out... | Internet Explorer | Session A - [24 x 80] | Training, Crosspointe... | 2:58 PM

Format Identifier: Normally B will be entered. C can also be used. Examples of the two different reports are included further in the presentation.



# Print Request Card

A screenshot of a terminal window titled "Session A - [24 x 80]". The window displays a menu-driven interface for "F510. Print Summary" for the year "2010". The "Request" is "073" and the "Title" is "001839 ASP Clerical". A "Controls" row shows options C, F, P, H, T with values 01, 3, and a red bar. A "Select: A" prompt is visible. A help box is open, titled "Print Request Card", explaining that the parameter specifies whether to print the request card on the header page. It lists acceptable values: "Y" for printing and "Blank" for not printing. It also shows function key shortcuts: F2=Gen Help, F3=Exit, and F6=Nrcd. The terminal footer shows "MA a MW" and "11/018". The Windows taskbar at the bottom shows the Start button, several open applications including "z2zzzzzzz BJE LOG 09-10", "2 Microsoft Office ...", "Session A - [24 x 80]", and "OptiSpool", along with the system clock "4:05 PM".

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

Title: 001839 ASP Clerical

Controls: C F P H T  
01 3 [red bar]

Select: A  
—  
—

1=Hlp  
Not prompt

Print Request Card 1  
Specify in this parameter if you wish to print the request card on the header page of this report.  
Acceptable values:  
Y - Print the request card.  
Blank - Do not print the request card.

F2=Gen Help F3=Exit F6=Nrcd

Print Request Card: "Y"- Printing your request card will allow for troubleshooting when looking for errors and provide a record of the report.



# Print Headers

A screenshot of a terminal window titled "Session A - [24 x 80]". The window has a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area is black with green text. At the top, it shows "Panel: \_\_\_\_\_" and "Request: 073". On the right, it says "Year: 2010". Below that, "Title: 001839 A...erical" and "Destination \_\_\_\_\_". A "Controls:" section shows a grid of characters: C, F, P, H, T, I/E, Sequence, F-Prd-T, Sr. The 'P' character is highlighted with a red box. Below this is a help screen for "Print Headers" with a blue border. The help text explains the parameter for header type and lists acceptable values: H (Title), U (Userid), B (both), and Blank (neither). It also lists function keys: F2=Gen Help, F3=Exit, F6=Nrcd. At the bottom left of the terminal, it says "Select: A" and "1=Hlp Not prompt". The terminal status bar at the bottom shows "MA a MW" and "11/020". The Windows taskbar at the very bottom shows the Start button and several open applications, including "I902 - Session successfully started" and "Session A - [24 x 80]".

Panel: \_\_\_\_\_

Request: 073

Year: 2010

Title: 001839 A...erical

Destination \_\_\_\_\_

Controls: C F P H T I/E Sequence F-Prd-T Sr

01 B Y \_ I [red box] 05 05 D

Select: A

1=Hlp  
Not prompt

Print Headers 1

Specify in this parameter the type of header to print on the report.

Acceptable values:

- H - Print the user-defined Title on the report.
- U - Print the Userid on the report.
- B - Print both the user-defined Title and the Userid.
- Blank - Print neither the user-defined Title nor the Userid.

F2=Gen Help F3=Exit F6=Nrcd

MA a MW 11/020

I902 - Session successfully started

start zzzzzzzz BJE LOG 09-10 Sent Items - Microsof... String - Message (HT... Session A - [24 x 80] 2 Microsoft Office ... 4:05 PM

Print Headers: "B" - Print both the user-defined Title and the Userid.



# Total Level

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

Title: 001839 ASP Clerical

Controls: C F P H T I Sequence F-I  
01 B Y B I 05 05 D

Select: A

1=Hlp  
Not prompt

Total Level Required 1  
Specify in this parameter the number of Total Breaks to be included on the report. Total Breaks are available by dimension.  
Acceptable values:  
1 through 8 (depending on the number of dimensions in the districts account strip).  
NOTE: The total breaks value must not be greater than the

F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

MA a MW 11/024

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start zzzzzzzz BJE LOG 09-10 Sent Items - Microsof... String - Message (HT... Session A - [24 x 80] 2 Microsoft Office ... 4:06 PM

Total Level: Depending on the report multiple totals can be added for the dimension sequence used. See example further on in the presentation.



# Include/Exclude

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main content is a help menu for the "Include/Exclude" parameter. A white callout box with a pointer to the "I" in the controls row contains the text "Include/Exclude: Always use 'I'".

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

Title: 001839 ASP Clerical Destination \_\_\_\_\_

Controls: C F P H T I/E Sequence F-Prd-T Sr  
01 B Y B 1 I [red box] 05 05 D

Select: A

1=Hlp Highlighte

Include/Exclude Required 1  
Indicate in this parameter whether you wish to include or exclude records that match the selection criteria.  
Acceptable values:  
I - Include (default)  
E - Exclude

F2=Gen Help F3=Exit F6=Nrcd

MA a MW 11/026

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start zzzzzzzz BJE LOG 09-10 Sent Items - Microsof... String - Message (HT... Session A - [24 x 80] 2 Microsoft Office ... 4:07 PM



# Sequence

Panel: \_\_\_\_\_ F510. Pri  
Request: 073  
Title: 001839 ASP Clerical  
Controls: C F P H T I/E Sequence Prd-T Sr  
          01 B Y B 1 I [red] 05 05 D

Select: A  
—  
—  
1=Hlp  
Highlighte

Sequence orders Required 8  
Specify in this parameter the sort sequence of the account strip for this report. Indicate here the dimensions you want to print and the order you want them to print.  
For example: If the district account strip is:  
Fund-GL-Func-Objt-Cntr-Proj To print the report in center, function then fund order enter "531" in this element.  
F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

MA a MW 11/030  
I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:  
start zzzzzzzz BJE LOG 09-10 Sent Items - Microsof... String - Message (HT... Session A - [24 x 80] 2 Microsoft Office ... 4:09 PM

Sequence Order: What part of the accounting string do you want to see with your report; accounting string can be run in any order. See example further on in the presentation.



# From Time Period

The screenshot shows a terminal window titled "Session A - [24 x 80]". The window contains the following text:

```
Panel: _____ F510. Print _____ 010
Request: 073

Title: 001839 ASP Clerical _____ Destination _____

Controls: C F P H T I/E Sequence F-Prd-T Sr
          01 B Y B 1 I 134567 05 05 D

Select: A
        -
        -
1=Hlp
Not prompt
```

A blue-bordered box highlights the following text:

```
From Period _____ Required 2
Specify in this parameter t _____ ing of the range of
periods to be report
Acceptable values:
  00 - Beginning
  01-12 - Periods 1
Blank - Sign-on pe
Required for all For
```

At the bottom of the box, it says:

```
F2=Gen Help F3=Exit
```

At the bottom of the terminal window, it says:

```
MA a MW
```

The Windows taskbar at the bottom shows the start button and several open applications: "I902 - Session successfully started", "zzzzzzzzz BJE LOG 09-10", "Sent Items - Microsof...", "String - Message (HT...", "Session A - [24 x 80]", "2 Microsoft Office ...", and the system clock shows "4:11 PM".

From Period: Beginning time period. Begin with 00 to include all purchase orders from the previous year that carried forward.

Note: A report can be run just for one month or a period of months. For one month the to and from will be the same. Keep in mind there might not be any budget activity which could show negatives on your report.





# To Time Period

To Period: In most cases enter 12 so not to miss a month.

The screenshot shows a terminal window titled "Session A" with a menu bar (File, Edit) and a toolbar. The main content is a "Print Summary" screen for the year 2010. It displays fields for "Request: 073", "Title: 001839 ASP Clerical", and "Destination". Below these is a "Controls" section with a table of values: C F P H T I/E Sequence F-Prd-T Sr, with values 01 B Y B 1 I 134567 00 05 D. A help box is open, showing the "To Period" parameter description: "Specify in this parameter the end of the range of periods to be reported. Acceptable values: 00 - Beginning period, 01-12 - Periods 1 through 12, Blank - Sign-on period. Required for all Formats but 'E'. Not valid for Format 'E'. F2=Gen Help F3=Exit F6=Nrcd". The terminal also shows "Select: A" and "1=Hlp Not prompt". The bottom status bar shows "MA a MW 11/045" and a Windows taskbar with various open applications and the time 4:11 PM.

```
Print Summary Year: 2010
Request: 073
Title: 001839 ASP Clerical Destination
Controls: C F P H T I/E Sequence F-Prd-T Sr
          01 B Y B 1 I 134567 00 05 D
Select: A
1=Hlp
Not prompt
To Period Required 2
Specify in this parameter the end of the range of periods to
be reported.
Acceptable values:
    00 - Beginning period
    01-12 - Periods 1 through 12
    Blank - Sign-on period
Required for all Formats but 'E'. Not valid for Format 'E'.
F2=Gen Help F3=Exit F6=Nrcd
```



# Source

The screenshot shows a terminal window titled "Session A - [24 x 80]". The main display area has a black background with green text. At the top, it says "Panel: \_\_\_\_\_ F510. Print Summary Year: 2010". Below that, "Request: 073". A horizontal line separates the header from the main content. The main content starts with "Title: 001839 ASP Clerical" followed by "Destination" on the right. Below this is a "Controls:" section with a table of values: C F P H T I/E Sequence F-Prd-T Sr. The values are 01 B Y B 1 I 134567 00 12 D. A white callout box with a pointer to the 'D' in the 'Sr' column contains the text "Source: Default to D". Below the controls is a "Select: A" prompt. A large blue-bordered box contains the following text: "Source Required 1", "Specify int his parameter the source where the data will be retrieved.", "Acceptable values:", "D - Disk (default)", "T - Tape", "B - Both", "Required for all Formats.", "F2=Gen Help F3=Exit F6=Nrcd". At the bottom left of the terminal, it says "1=Hlp Not prompt". The terminal status bar at the bottom shows "MA a MW 11/050". The Windows taskbar at the very bottom shows the start button and several open applications, including "I902 - Session successfully started" and "z222222 BJE LOG 09-10".



# Action Code

Panel: \_\_\_\_\_  
Request: 0  
Title: \_\_\_\_\_  
Controls: \_\_\_\_\_

```

Action Code                                Required 1
The action code tells the system how to process the data on
the line.
Acceptable values:
    A - Add the line to the request.
    C - Change the selection criteria on the line.
    D - Delete the line from the request.

F2=Gen Help F3=Exit F6=Nrcd
Summ: Fnd
Select: A Lin Fnd.Cntr.Prcs.Mc.Obj.
xxxx.xxxxx.xxxxxx.xxxx.xxx.xxx

1=Hlp      3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd      10=Del 11=Run 12=Esc
Not prompt supported.                      Use 11/09/2009 16:10:04 SMITHCH

```

Action Code: A to add, C to change, D to delete

MA a MW 18/010

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start zzzzzzzz BJE LOG 09-10 Sent Items - Microsof... String - Message (HT... Session A - [24 x 80] 2 Microsoft Office ... 4:12 PM



# Line Number

A screenshot of a terminal window titled "Session A - [24 x 80]". The window has a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content area is black with white text. A blue-bordered box highlights the following text:

Panel: \_\_\_\_\_  
Request: 0  
Title:  
Controls:  
Line Number Required 3  
Specify the line number for this request.  
Acceptable values:  
001 through 999  
Line numbers should be entered in sequence, beginning with 001. If inadvertently entered out of sequence, the lines  
F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

Below the highlighted box, the text "Summ: Fr" is partially visible. At the bottom of the terminal, there is a status line: "1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc Not prompt supported. Use 11/09/2009 16:10:04 SMITHCH". The terminal also shows "MA a MW" and "18/012". The Windows taskbar at the bottom shows the Start button and several open applications, including "z222222 BJE LOG 09-10", "Sent Items - Microsof...", "String - Message (HT...", "Session A - [24 x 80]", and "2 Microsoft Office ...". The system clock shows "4:12 PM".

Line Number: 001 through 999.  
Numbers will not change if lines are deleted.



# Account/Accounting String

Panel: \_\_\_\_\_  
Request: 0  
Title: \_\_\_\_\_  
Controls: \_\_\_\_\_

Account 39  
Enter the account strip which classifies and describes the financial transaction whether revenue or expense. The divisions or dimensions of the account strip required for entry are identified for the district in the heading. Entering the account limits the transaction to accounts associated with the ledger and amount selected.

Enter the account by either (1) leaving the format with per-  
F2=Gen Help F3=Exit F6=Nrcd F8=Fwd

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm

Select:	A	Lin	Fnd.Cntr.Proj	.Func.Obj.Pgm	A	Av1
	xxx	xxxx	xxxxxxx	xxxx	xxx	xxx
	A	001				

1=Hlp 3=Exit 4=Prpt 5=Re  
Not prompt supported.

un 12=Esc  
4 SMITHCH

18/016

MA a MW

I902 - Session successfully started

start zzzzzzzz BJE LOG 09-10 Sent Items - Microsof... String - Message (HT... Session A - [24 x 80] 2 Microsoft Office ... 4:13 PM



# Account Type

A screenshot of a terminal window titled "Session A - [24 x 80]". The window has a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main content is a text-based menu for "Account Type" with a value of "1". The text reads: "Account Type Used to specify the Account Type being reported. Acceptable values: A - Activity Account B - Budget Account Blank - All". Below this, it says "F2=Gen Help F3=Exit F6=Nrcd". At the bottom of the terminal, there is a status line: "Summ: Fnd.Cntr.Proj .Func.Obj.Pgm". A white callout box with a black border and a pointer to the "A Avl" option in the terminal contains the text: "Account Type: In most cases enter B for a simpler report. **DO NOT** use combination of B and A as your balances will be incorrect." The Windows taskbar at the bottom shows the start button, several open applications (Inbox, Session A, Bookeeper list, Sept Budget Amen..., Training, Crosspoin...), and the system clock showing 11:07 AM on 11/17/2009.

Account Type: In most cases enter B for a simpler report. **DO NOT** use combination of B and A as your balances will be incorrect.



# Completed Report

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F510. Pr

Request: 073

Title: 001839 ASP Clerical

Controls: C F P H T I/E Sequence F-Prd-T Sr  
01 B Y B 1 I 134567 00 12 D

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm

Select: A Lin Fnd.Cntr.Proj .Func.Obj.Pgm A Avl  
xxx.xxxx.xxxxxx.xxxx.xxx.xxx  
001 100.1161.001839. B

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc  
Request submitted. Next? Use 11/17/2009 11:11:28 SMITHCH

MA a MW 03/011

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Calendar - Microso... Session A - [24 x 80] Bookeeper list Sept Budget Amen... Training, Crosspoin... 11:11 AM

Report is complete. Elements are 001839 ASP Clerical, (Title) Complete Accounting String, (Sequence), Project/Site (Select).



# Running Report

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

---

Title: 001839 ASP Clerical Destination \_\_\_\_\_

---

Controls: C F P H T I/E Sequence F-Prd-T Sr  
01 B Y B 1 I 134567 00 12 D

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm

---

Select: A Lin Fnd.Cntr.Proj .Func.Obj.Pgm A Avl  
xxx.xxxx.xxxxxx.xxxx.xxx.xxx  
001 100.1161.001839. B

---

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd  
Request submitted. Next?

MA a MW 03/011

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Calendar - Microso... Session A - [24 x 80] Bookkeeper list Sept Budget Amen... Training, Crosspoin... 11:11 AM

Once the report is complete press the F11 (Inquiry) key to run your report. Only have to do once.





# Finding Report

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Panel: PRT F510. Print Summary Year: 2010

Request: 073

Title: 001839 ASP Clerical Destination

Controls: C F P H T I/E Sequence F-I  
01 B Y B 1 I 134567 00

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm

Select:	A	Lin	Fnd.Cntr.Proj	.Func.Obj.Pgm	A	Avl
			xxx.xxxx.xxxxxx	xxxx.xxx.xxx	x	x
		<u>001</u>	<u>100.1161.001839.</u>			<u>B</u>

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc  
Request submitted. Next? Use 11/17/2009 11:11:28 SMITHCH

MA a MW 01/012

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Calendar - Microso... Session A - [24 x 80] Bookkeeper list Sept Budget Amen... Training, Crosspoin... 11:12 AM

On Panel, enter PRT. This will allow you to see the report you ran.



# Spooled Files

Session A - [24 x 80]

File Edit View Communication Actions Window Help

Work with All Spooled Files

Type options, press Enter.

1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages  
8=Attributes 9=Work with printing status

Opt	File	User	Device or Queue	User Data	Sts	Total Pages	Cur Page	Copy
1	APRT01	SMITHCH	PRT99	FB155	RDY	4		1

Bottom

Parameters for options 1, 2, 3 or command  
==>

F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

MA a MW 10/003

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Calendar - Microso... Session A - [24 x 80] Bookeeper list Sept Budget Amen... Training, Crosspoin... 11:13 AM

Spooled files will show all reports that were submitted.



# Viewing Report Without Printing

A screenshot of a terminal window titled "Session A - [24 x 80]". The terminal displays a menu of options for working with spooled files. A callout box points to the number '5' in the first row of the table, with the text "To view the report on screen enter 5." The terminal also shows a table of file information and a list of keyboard shortcuts at the bottom.

Work with All Spooled Files

Type options, press Enter.

1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages  
8=Attributes    9=Work with printing status

Opt	File	User	Device or Queue	User Data	Sts	Total Pages	Cur Page	Copy
<u>5</u>	APRT01	SMITHCH	PRT99	FB155	OPN	1		1

Bottom

Parameters for options 1, 2, 3 or command  
==>

F3=Exit    F10=View 4    F11=View 2    F12=Cancel    F22=Printers    F24=More keys

MA    a    MW    21/007

I902 - Session successfully started    \\9721x-print1\514FINSVC on Ne04:

start    Inbox - Microsoft Ou...    Internet Explorer    Training, Crosspointe...    Microsoft Office E...    Session A - [24 x 80]    11:03 AM



# Report Example

Session A - [27 x 132]

File Edit View Communication Actions Window Help

Display Spooled File

Page/Line 2/1  
Columns 1 - 130

```

File . . . . . : APRT01
Control . . . . . :
Find . . . . . :
*.....1.....+.....2.....+.....3.....+.....4.....+.....5.....+.....6.....+.....7.....+.....8.....+.....9.....+.....0.....+.....1.....+.....2.....+.....3
FB155      Req C F P H   T I/E Sequence F-Prd-T  Sr Summ: Fnd.Cntr.Proj .Func.Obj.Pgm
REQUEST LOADED 073 01 B Y B   1 I 134567 00 12 D
Lin Fnd.Cntr.Proj .Func.Obj.Pgm          A Avl
xxx.xxxx.xxxxxx.xxxx.xxx.xxx          x  x
B                                          B
REQUEST LOADED 001 100.1161.001839.
FB155 F510 Brevard Schools-073-2010 EXPENDITURE LEDGER SUMMARY SMITHCH 11/17/2009 11:18 PAGE- 1
001839 ASP Clerical
Fnd - 100 GENERAL FUND PRD-00 BEGINNING PRD-12 JUNE 2010
TY Fnd.Cntr.Proj .Func.Obj.Pgm BUDGET COMMITTED ENCUMBERED EXPENDED AVAILABLE % REM
B 100.1161.001839.7300.161.000 343.67 .00 .00 .00 343.67 100.00
B 100.1161.001839.7300.164.000 388.41 .00 .00 388.41 .00 .00
B 100.1161.001839.7300.210.000 38.28 .00 .00 38.28 .00 .00
B 100.1161.001839.7300.220.000 29.64 .00 .00 29.64 .00 .00
100. 800.00 .00 .00 456.33 343.67 42.96 *
FB155 F510 Brevard Schools-073-2010 EXPENDITURE LEDGER SUMMARY SMITHCH 11/17/2009 11:18 PAGE- 2
001839 ASP Clerical
TY Fnd.Cntr.Proj .Func.Obj.Pgm BUDGET COMMITTED ENCUMBERED EXPENDED AVAILABLE % REM
REQUEST 073 TOTAL 800.00 .00 .00 456.33 343.67 42.96
  
```

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys Bottom

Report Example

03/022

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start | Inbox - Microsoft ... | Session A - [27 x 1... | Session B - [24 x 80] | 2 Windows Explorer | Training, Crosspoin... | 11:18 AM



# Changing Controls -Format Identifier-

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

---

Title: 001839 ASP Clerical Destination \_\_\_\_\_

---

Controls: C F P H T I/E Sequence F-Prd-T Sr  
01 C Y B 1 I 134567 00 12 D

---

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm

---

Select: A Lin Fnd.Cntr.Proj .Func  
xxx .xxxx .xxxxxx .xxxx .xxx  
001 100.1161.001839.

---

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd & \_\_\_\_\_ =Esc  
Record unchanged. \_\_\_\_\_ HCH

MA a MW 11/016

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [24 x 80] Session B - [24 x 80] 2 Windows Explorer Training, Crosspointe... 11:52 AM

Changing the Format Identifier from a B to a C will provide different details. Same report just different information.



# Report Example

Session A - [27 x 132]

File Edit View Communication Actions Window Help

Display Spooled File

Page/Line 2/1  
Columns 1 - 130

```

File . . . . . : APRT01
Control . . . . . :
Find . . . . . :
*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3
FB156      Req C F P H T I/E Sequence F-Prd-T Sr Summ: Fnd.Cntr.Proj .Func.Obj.Pgm
REQUEST LOADED 073 01 C Y B 1 I 134567 00 12 D
Lin Fnd.Cntr.Proj .Func.Obj.Pgm A Avl
xxx.xxxx.xxxxxx.xxxx.xxx.xxx x x
B
REQUEST LOADED 001 100.1161.001839.
FB156 F510 Brevard Schools-073-2010
BUDGET STATUS SUMMARY
001839 ASP Clerical SMITHCH 11/17/2009 11:53 PAGE
Fnd - 100 GENERAL FUND
TY Cntr.Proj .Func.Obj.Pgm BUDGET COMMITTED PRD-00 BEGINNING PRD-12 JUNE 2010
1161 MANATEE ELEMENTARY EXPENDED AVAILABLE % REM
001839 Academic Support Clerical
7300 SCHL ADMIN (OFF.OF PRIN)
161 OTHER SUPPORT PERSONNEL
B 000 INDIRECT 343.67 0.00 0.00 0.00 343.67 100.00
164 OVERTIME HOURLY SUPPORT
B 000 INDIRECT 388.41 0.00 0.00 388.41 0.00 .00
210 RETIREMENT
B 000 INDIRECT 38.28 0.00 0.00 38.28 0.00 .00
220 FICA (SOCIAL SECURITY)
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys More...
  
```

Report with descriptions

03/022

I902 - Session successfully started \\9721x-print1\514FINSVC on Ne04:

start Inbox - Microsoft Out... Session A - [27 x 132] Session B - [24 x 80] 2 Windows Explorer Training, Crosspointe... 11:53 AM



# Changing Controls -Totals-

Session B - [24 x 80]

File Edit View Communication Actions Window Help

Panel: \_\_\_\_\_ F510. Print Summary Year: 2010

Request: 073

---

Title: 001839 ASP Clerical Destination \_\_\_\_\_

---

Controls: C F P H T I/E Sequence F-Prd-T Sr  
01 C Y B 6 I 134567 00 12 D

Summ: Fnd.Cntr.Proj .Func.Obj.Pgm  
\_\_\_\_\_

---

Select: A Lin Fnd.Cntr.Proj .Func. Obj.Pgm A Avl  
xxx.xxxx.xxxxxx.xxxx.xxxx  
\_ 001 100.1161.001839. B

---

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc  
No additional records. Use 11/17/2009 15:58:11 SMITHCH

MA b MW 03/011

start Session B - [24 x 80] Training, Crosspoint... Inbox - Microsoft Ou... http://eagendatoc.b... http://eagendatoc.b... 3:58 PM

Changing the totals



# Report Example

Session B - [27 x 132]

File Edit View Communication Actions Window Help

Display Spooled File

Page/Line 2/1  
Columns 1 - 130

```

File . . . . . : APRT01
Control . . . . . :
Find . . . . . :
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3
FB156      Req C F P H   T I/E Sequence F-Prd-T   Sr  Summ: Fnd.Cntr.Proj .Func.Obj.Pgm
REQUEST LOADED 073 01 C Y B   6 I   134567      00  12   D
                                Lin Fnd.Cntr.Proj .Func.Obj.Pgm          A Avl
                                xxx.xxxx.xxxxxxx.xxxx.xxx.xxx          x  x
REQUEST LOADED                                001 100.1161.001839.          B
FB156 F510 Brevard Schools-073-2010          BUDGET STATUS SUMMARY
                                001839 ASP Clerical          SMITHCH 11/17/2009 15:58 PAGE
Fnd - 100 GENERAL FUND          PRD-00 BEGINNING          PRD-12 JUNE          2010
TY Cntr.Proj .Func.Obj.Pgm          BUDGET          COMMITTED          ENCUMBERED          EXPENDED          AVAILABLE          % REM
1161 MANATEE ELEMENTARY
001839 Academic Support Clerical
7300 SCHL ADMIN (OFF.OF PRIN)
161 OTHER SUPPORT PERSONNEL
B 000 INDIRECT          343.67          0.00          0.00          0.00          343.67          100.00
* *          343.67          0.00          0.00          0.00          343.67          100.00
* *          343.67          0.00          0.00          0.00          343.67          100.00
B 164 OVERTIME HOURLY SUPPORT
000 INDIRECT          388.41          0.00          0.00          388.41          0.00          .00
* *          388.41          0.00          0.00          388.41          0.00          .00
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys          More...
  
```

Report with multiple totals

03/022

start Session B - [27 x 132] Training, Crosspoint... Inbox - Microsoft Ou... http://eagendatoc.b... http://eagendatoc.b... 3:59 PM





# Changing Controls -Sequence-

A screenshot of a terminal window titled "Session B - [24 x 80]". The window displays a menu-driven interface for "F510. Print Summary" for the year "2010". The "Request" is "073". The "Title" is "001839 ASP Clerical". The "Destination" is blank. The "Controls" section shows: C F P H T I/E Sequence F-Prd-T Sr, with values 01 B Y B 1 I 134 00 12 D. Below this, "Smm: Fnd.Cntr.Proj .Func.Obj.Pgm" is shown. The "Select:" section shows a table with columns: A Lin Fnd.Cntr.Proj .Func.Obj.Pgm A Avl. The table has one row: 001 100.1161.001839. B. A white callout box with a pointer to the "134" in the "Sequence" field contains the text "Changing the Sequence". At the bottom, there are instructions: "1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc" and "Record unchanged. Use 11/17/2009 16:04:12 SMITHCH". The Windows taskbar at the bottom shows the start button, session title, and several open applications including "Training, Crosspoint...", "Inbox - Microsoft Ou...", and "http://eagendatoc.b...". The system tray shows the date and time "03/011" and "4:04 PM".



# Report Example

Session B - [27 x 132]

File Edit View Communication Actions Window Help

Display Spooled File

File . . . . . : APRT01 Page/Line 2/1  
 Control . . . . . : Columns 1 - 130

---

Find . . . . .

\*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3

FB155	Req	C	F	P	H	T	I/E	Sequence	F-Prd-T	Sr	Summ:	Fnd.Cntr.Proj	.Func.Obj.Pgm
REQUEST LOADED	073	01	B	Y	B	1	I	134	00	12	D		
									Lin	Fnd.Cntr.Proj	.Func.Obj.Pgm		A Avl
										xxx.xxxx.xxxxxxx	xxxx.xxx.xxx		x x
REQUEST LOADED									001	100.1161.001839.			B
FB155 F510 Brevard Schools-073-2010											EXPENDITURE LEDGER SUMMARY		SMITHCH 11/17/2009 16:04 PAGE- 1
											001839 ASP Clerical		
Fnd - 100 GENERAL FUND											PRD-00 BEGINNING		PRD-12 JUNE 2010
TY Fnd.Cntr.Proj									BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE % REM
B 100.1161.001839									800.00	.00	.00	456.33	343.67 42.96
100.									800.00	.00	.00	456.33	343.67 42.96 *
FB155 F510 Brevard Schools-073-2010											EXPENDITURE LEDGER SUMMARY		SMITHCH 11/17/2009 16:04 PAGE- 2
											001839 ASP Clerical		
TY Fnd.Cntr.Proj									BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE % REM
REQUEST 073 TOTAL									800.00	.00	.00	456.33	343.67 42.96

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys

Bottom

Report with less dimensions

03/022

start Session B - [27 x 132] Training, Crosspoint... Inbox - Microsoft Ou... http://eagendatoc.b... http://eagendatoc.b... 4:04 PM



**Questions?**