

# FB006 – Print Budget - from F519

## REPORT DESCRIPTION:

This batch process produces a summary listing of budget accounts. All line items for an account are added together and presented as one account. Abbreviations will be printed for the first five sort sequence dimensions, thus making the report more readable for someone not familiar with all the dimension definitions. The report will be used during the budget preparation process.

## SAMPLE REQUEST CARD:

This card will produce a report that lists all budget accounts for Fund 100, Center 1234. It will be sorted by Fund/Center/Project/Function/Object.

Panel: ____	F519. Print Budget	Year: 2006
Request: 001		
Title:	Print Budget Summary - FB006 Submitted from F519	Destination
Controls:	C F P H T I/E Sequence --Amt--- Nte 01 C Y B 4 I 16745 N1 _ _ _	
	Summ: FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM	Ln
Select: A Lin P 1 2	Avl Ldgr FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM	Ln
	x x x x x xxx.xxx.xx.xx.xx.xx.xx.xx.xx.xx	xxx
	_ 001 X 100. . .1234.	
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc		
No additional records. Use 02/02/2006 09:49:06 KREIDER		

## SORT SEQUENCES:

Sort sequences are determined by the parameters entered in the "Sequence" field. Valid codes to be entered are:

- |             |              |             |
|-------------|--------------|-------------|
| 1 = Fund    | 4 = Function | 7 = Project |
| 2 = Ledger  | 5 = Object   | 8 = Program |
| 3 = Revenue | 6 = Center   |             |

FB006 Req C F P H T I/E Sequence --Amt--- Nte Summ: FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM Lne  
 REQUEST LOADED 001 01 C Y B 4 I 16745 N1 . . . . .

Lin P 1 2 Avl Ldgr FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM Lne  
 x x x x x xxx.xxxk.xxxk.xxxk.xxxk.xxxk.xxxk  
 REQUEST LOADED 001 X 100. . . .1234. .

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 Print Budget Summary - FB006  
 Submitted from F519

LEDGER- X EXPEDITURE							
FND	- 100	GENERAL FUND					
FND.CNTR.PROJECT.FUNC.OBJ			CNTR	PROJECT	FUNC	OBJ	PLAN 1 NEW
100.1234.	.5100.100		GRANVILLE HIGH	NOT USED	BASIC	SALARIES	.00
100.1234.	.5100.200		GRANVILLE HIGH	NOT USED	BASIC	EMPLOYEES BENEF	.00
100.1234.	.5100.210		GRANVILLE HIGH	NOT USED	BASIC	RETIREMENT	.00
100.1234.	.5100.220		GRANVILLE HIGH	NOT USED	BASIC	SOCIAL SECURITY	.00
100.1234.	.5100.230		GRANVILLE HIGH	NOT USED	BASIC	GROUP INSURANCE	.00
100.1234.	.5100.240		GRANVILLE HIGH	NOT USED	BASIC	WORKERS COMPENS	.00
100.1234.	.5100.510		GRANVILLE HIGH	NOT USED	BASIC	SUPPLIES	30,045.00
100.1234.	.5100.520		GRANVILLE HIGH	NOT USED	BASIC	TEXTBOOKS	.00
100.1234.	.5100.750		GRANVILLE HIGH	NOT USED	BASIC	OTHER PERSONAL	95,500.00
100.1234.	.5100.751		GRANVILLE HIGH	NOT USED	BASIC	SUBSTITUTE/PROF	6,000.00
100.1234.	.5100.795		GRANVILLE HIGH	NOT USED	BASIC	FIELD TRIPS	.00
100.1234.	.5100.						131,545.00 *
100.1234.	.5101.330		GRANVILLE HIGH	NOT USED	MATH	TRAVEL	1,000.00
100.1234.	.5101.510		GRANVILLE HIGH	NOT USED	MATH	SUPPLIES	6,000.00
100.1234.	.5101.622		GRANVILLE HIGH	NOT USED	MATH	NON CAPITALIZED	.00
100.1234.	.5101.691		GRANVILLE HIGH	NOT USED	MATH	CAPITALIZED SOF	.00
100.1234.	.5101.692		GRANVILLE HIGH	NOT USED	MATH	NON CAPITALIZED	.00
100.1234.	.5101.730		GRANVILLE HIGH	NOT USED	MATH	DUES AND FEES	.00
100.1234.	.5101.790		GRANVILLE HIGH	NOT USED	MATH	MISC. EXP./INDI	.00
100.1234.	.5101.						7,000.00 *
100.1234.	.5102.330		GRANVILLE HIGH	NOT USED	SCIENCE	TRAVEL	.00
100.1234.	.5102.510		GRANVILLE HIGH	NOT USED	SCIENCE	SUPPLIES	9,000.00
100.1234.	.5102.622		GRANVILLE HIGH	NOT USED	SCIENCE	NON CAPITALIZED	.00
100.1234.	.5102.642		GRANVILLE HIGH	NOT USED	SCIENCE	NON CAPITALIZED	.00
100.1234.	.5102.692		GRANVILLE HIGH	NOT USED	SCIENCE	NON CAPITALIZED	.00
100.1234.	.5102.790		GRANVILLE HIGH	NOT USED	SCIENCE	MISC. EXP./INDI	.00
100.1234.	.5102.						9,000.00 *

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LEDGER- X EXPEDITURE							
FND	- 100	GENERAL FUND					
FND.CNTR.PROJECT.FUNC.OBJ			CNTR	PROJECT	FUNC	OBJ	PLAN 1 NEW
LEDGER X TOTAL							723,922.00
REQUEST 001 TOTAL							723,922.00

# FB163 – EOM Expenditure Ledger Detail - from F511

## REPORT DESCRIPTION:

This program will print a list of all the journal entries that makeup the expenditure account balances. The report is helpful in tracking down account balance problems because it shows all the activity against an account.

## SAMPLE REQUEST CARD:

This card will create an EOM Expenditure Ledger Detail report for the month of February, 2006.

```

Panel: _____ F511. Print Detail Year: 2006

Request: 001

Title: EOM Expenditure Ledger Detail - FB163 Destination
Submitted from F511

Controls: C F P H T I/E Sequence Fr--JE Nbr-To Sr Pg Brk
          01 B Y B 4 I 61745 000001 899999 D -

Select: A Lin Ty SL Fr---JE Date---To FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM A
        xx xx mmdccyy mmdccyy xxx.xxxx.xxxx.xxx.xxxx.xxxxxxx.xxx x
- 001 P 02012006 02282006 100. . 3 .1234. . B
- 002 P 02012006 02282006 100. . 4 .1234. . B
- 003 P 02012006 02282006 100. . 5 .1234. . B
- 004 P 02012006 02282006 100. . 6 .1234. . B
- 005 P 02012006 02282006 100. . 710.1234. . B
- 006 P 02012006 02282006 100. . 720.1234. . B
- 007 P 02012006 02282006 100. . 730.1234. . B
- 008 P 02012006 02282006 100. . 760.1234. . B
- 009 P 02012006 02282006 100. . 790.1234. . B
- 010 P 02012006 02282006 100. . 795.1234. . B
- 011 P 02012006 02282006 100. . 9 .1234. . B

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 02/16/2006 13:23:58 KREIDER
    
```

## SORT SEQUENCES:

Sort sequences are determined by the parameters entered in the "Sequence" field. Valid codes to be entered are:

- |             |              |             |
|-------------|--------------|-------------|
| 1 = Fund    | 4 = Function | 7 = Project |
| 2 = Ledger  | 5 = Object   | 8 = Program |
| 3 = Revenue | 6 = Center   |             |

EXPENDITURE LEDGER DETAIL  
 EOM Expenditure Ledger Detail - FB163  
 Submitted from F511

CNTR - 1234 GRANVILLE ELEMENTARY

CNTR.FND.PROJECT.FUNC.OBJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
1234.100. .5110.510	OFFICE DEPOT	V0000014356	06311994	N	523.75-	02032006	510122	029	CD	P
	BATCH CASH DISBURSEMENTS	317510734-001								
1234.100. .5110.510	OFFICE DEPOT	V0000014356	06311994	X	505.75	02032006	510122	029	CD	
	BATCH CASH DISBURSEMENTS	000049223								
1234.100. .5110.	.00 BDG		523.75-ENC		505.75	EXP				
1234.100. .5120.510	CLASSROOMDIRECT	V0000022331	06313454	N	34.53	02062006	410035	001	JE	
1234.100. .5120.	.00 BDG		34.53 ENC		.00	EXP				
1234.100. .5130.390	TERRI LONNEMAN	V0000022521		X	7.20	02172006	510181	001	CD	P
	BATCH CASH DISBURSEMENTS	PETTY CASH 02/02/06								
1234.100. .5130.510	OFFICE DEPOT	V0000014356	06312845	N	51.38-	02172006	510085	042	CD	P
	BATCH CASH DISBURSEMENTS	000049941								
1234.100. .5130.510	OFFICE DEPOT	V0000014356	06312845	X	51.38	02172006	510085	042	CD	P
	BATCH CASH DISBURSEMENTS	323258513-001								
1234.100. .5130.510	TERRI LONNEMAN	V0000022521		X	96.87	02172006	510181	001	CD	P
	BATCH CASH DISBURSEMENTS	PETTY CASH 02/02/06								
1234.100. .5130.	.00 BDG		51.38-ENC		155.45	EXP				
1234.100. .5133.510	PEARSON LEARNING	V0000017904	06312592	N	383.15-	02102006	510276	002	CD	P
	BATCH CASH DISBURSEMENTS	4013033927								
1234.100. .5133.510	PEARSON LEARNING	V0000017904	06312592	X	385.57	02102006	510276	002	CD	P
	BATCH CASH DISBURSEMENTS	4013033927								
1234.100. .5133.510	TERRI LONNEMAN	V0000022521		X	62.60	02172006	510181	001	CD	P

EXPENDITURE LEDGER DETAIL  
 EOM Expenditure Ledger Detail - FB163  
 Submitted from F511

CNTR.FND.PROJECT.FUNC.OBJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
REQUEST 002 TOTAL	211.97 BDG		1,585.09-ENC		5,279.05	EXP				

# FB165 – Budget Amendment Summary - from F608

## REPORT DESCRIPTION:

This program prints a list of the Budget Amendments.

## SAMPLE REQUEST CARD:

This card will produce a report that lists all unposted Budget Amendments for center 1234. Unposted Budget Amendments should either be posted or deleted on the F607 – Budget Amendment panel.

```

Panel: _____ F608. Print Budget Amendments Year: 2006
Request: 001
-----
Title:          Budget Amendment Summary - FB165          Destination
                Submitted from F608
-----
Controls:      C F P H S   I/E   B   Sr
                01 A Y B A   I     _   D

Select: A Lin S Fr---JE Date---To FND.FUNC.OBJ.CNTR.PROJECT.PGM          Pgm
                x mmdccyy mmdccyy xxx.xxxx.xxx.xxxx.xxxxxxx.xxx          xxxxx
                _ 001 U                .         .1234.                .
-----
1=Hlp          3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd          10=Del 11=Run 12=Esc
No additional records.                               Use 02/02/2006 08:48:31 KREIDER
    
```

## SORT SEQUENCES:

SEQ	FROM COST CENTER	TO COST CENTER
A	X	
B		X



# FB174 – EOM Budget Status Summary - from F510

## REPORT DESCRIPTION:

This batch submission will create a EOM Budget Status Summary report that will be used to check remaining balances on account strips for a site.

## SAMPLE REQUEST CARD:

This card will create a EOM Budget Status Summary report for Period 08 (February).

```

Panel: _____ F510. Print Summary Year: 2006
Request: 001
Title: EOM BUDGET STATUS SUMMARY - FB174 Destination
SUBMITTED FROM F510
Controls: C F P H T I/E Sequence F-Prd-T Sr Pg Brk
01 E Y B 4 I 61745 08 _ D _
Summ: FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM
Select: A Lin FND.REV .FUNC.OBJ.CNTR.PROJECT.PGM A
xxx.xxxx.xxxx.xxx.xxxx.xxxxxxx.xxx x
- 001 100. . .3 .1234. . B
- 002 100. . .4 .1234. . B
- 003 100. . .5 .1234. . B
- 004 100. . .6 .1234. . B
- 005 100. . .71 .1234. . B
- 006 100. . .72 .1234. . B
- 007 100. . .73 .1234. . B
- 008 100. . .74 .1234. . B
- 009 100. . .76 .1234. . B
- 010 100. . .77 .1234. . B
- 011 100. . .78 .1234. . B
- 012 100. . .79 .1234. . B
- 013 100. . .8 .1234. . B
- 014 100. . .9 .1234. . 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 02/02/2006 08:48:31 KREIDER
    
```

## SORT SEQUENCES:

Sort sequences are determined by the parameters entered in the "Sequence" field. Valid codes to be entered are:

- |             |              |             |
|-------------|--------------|-------------|
| 1 = Fund    | 4 = Function | 7 = Project |
| 2 = Ledger  | 5 = Object   | 8 = Program |
| 3 = Revenue | 6 = Center   |             |

BUDGET STATUS SUMMARY  
 EOM Budget Status Summary - FB174  
 Submitted from F510

CNTR - 1234 GRANVILLE HIGH		PRD-05		NOVEMBER	2005	---AVAILABLE---	
T FND.PROJECT.FUNC.OBJ	BUDGET	---YTD--- COMMITTED	---YTD--- ENCUMBERED	---MTD-- EXPENDED	---YTD-- EXPENDED	BALANCE	%REM
100 GENERAL FUND							
5101 MATH							
B 510 SUPPLIES	3,860.00	0.00	2,217.48	0.00	1,024.42	618.10	16
B 691 CAPITALIZED SOFTWARE	140.00	0.00	129.95	0.00	0.00	10.05	7
B 692 NON CAPITALIZED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0
*	4,000.00	0.00	2,347.43	0.00	1,024.42	628.15	15
5102 SCIENCE							
B 510 SUPPLIES	8,011.84	0.00	2,799.72	23.36	1,389.10	3,823.02	47
B 520 TEXTBOOKS	500.00	0.00	0.00	0.00	488.16	11.84	2
B 610 LIBRARY BOOKS	488.16	0.00	0.00	0.00	0.00	488.16	100
*	9,000.00	0.00	2,799.72	23.36	1,877.26	4,323.02	48
5103 LANGUAGE ARTS							
B 510 SUPPLIES	6,122.00	0.00	600.00	0.00	5,521.36	0.64	0
*	6,122.00	0.00	600.00	0.00	5,521.36	0.64	0
5104 FOREIGN LANGUAGE							
B 510 SUPPLIES	700.00	0.00	208.25	57.92	446.55	45.20	6
B 520 TEXTBOOKS	500.00	0.00	0.00	0.00	0.00	500.00	100
*	1,200.00	0.00	208.25	57.92	446.55	545.20	45
5105 SOCIAL STUDIES							
B 510 SUPPLIES	2,200.00	0.00	1,500.00	0.00	0.00	700.00	31
*	2,200.00	0.00	1,500.00	0.00	0.00	700.00	31
5106 R O T C							
B 510 SUPPLIES	600.00	0.00	450.00	51.61	51.61	98.39	16
*	600.00	0.00	450.00	51.61	51.61	98.39	16
5170 ART							
B 510 SUPPLIES	10,150.00	0.00	8,249.57	195.95	1,337.93	562.50	5
B 691 CAPITALIZED SOFTWARE	260.00	0.00	0.00	0.00	0.00	260.00	100
*	10,410.00	0.00	8,249.57	195.95	1,337.93	822.50	7

BUDGET STATUS SUMMARY  
 EOM Budget Status Summary - FB174  
 Submitted from F510

T FND.PROJECT.FUNC.OBJ	BUDGET	---YTD--- COMMITTED	---YTD--- ENCUMBERED	---MTD-- EXPENDED	---YTD-- EXPENDED	---AVAILABLE--- BALANCE	%REM
REQUEST 003 TOTAL	250,597.90	600.00	49,033.01	32,440.54	109,618.33	91,346.56	36



# FL806 – EOM PO Recap - from F820

## REPORT DESCRIPTION:

This batch submission will create a report that lists all Purchase Orders for a specific period. This report should be run and checked each month.

## SAMPLE REQUEST CARD:

This card will produce a report that will list all Purchase Orders for center 1234 for period 08 (Fr--PO Date---To = 02012006 02282006).

Panel: _____	F820. Print POs - Acct	Year: <u>2006</u>
Request: 001		
Title:	EOM PO Recap - FL806 Submitted from F820	Destination
Controls:	C F P H T I/E Sequence Prt: B All PO Pg Brk Fr---PO Date---To 01 1 Y B 4 I 61745 - - - - 02012006 02282006	Debit/
Select: A Lin	FND.FUNC.OBJ.CNTR.PROJECT.PGM xxx.xxxx.xxx.xxxx.xxxxxxxx.xxx	PO Buyr T S R I E N xxxxxxxx xxx x x x x x x
_ 001	100. . .1234. .	B Y__
_ 002	100. . .1234. .	N Y__
1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc No additional records. Use 03/07/2006 15:27:58 KREIDER		

## SORT SEQUENCES:

Sort sequences are determined by the parameters entered in the "Sequence" field. Valid codes to be entered are:

- |             |              |             |
|-------------|--------------|-------------|
| 1 = Fund    | 4 = Function | 7 = Project |
| 2 = Ledger  | 5 = Object   | 8 = Program |
| 3 = Revenue | 6 = Center   |             |

FB060 Req C F P H T I/E Sequence Prt: B All PO Pg Brk Fr---PO Date---To  
REQUEST LOADED 001 01 1 Y B 4 I 61745 02012006 02282006

	Lin	FND.FUNC.OBJ.CNTR.PROJECT.PGM	PO	Buyr	T	S	R	I	E
REQUEST LOADED	001	100. . .1234. .	XXXXXXXX	XXXX	X	X	X	X	X
REQUEST LOADED	002	100. . .1234. .			N				Y

FB060 F820 CCPS-001-2006 PURCHASE ORDER ACCOUNTS KREIDER 03/08/2006 10:42 PAGE- 1  
EOM PO Recap - FL806  
Submitted from F820

CNTR - 1234 GRANVILLE HIGH SCHOOL		-----A C C O U N T-----		-----PO-----		T S I	REQUISTN	ISSUE	LIQUIDATED	CURRENT
CNTR.FND.PROJECT.FUNC.OBJ	NUMBER	DATE	---VENDOR/REQUEST/SHIP--	Y T N R	NUMBER	AMOUNT	AMOUNT	ENCUMBRANCE		
1234.100.	.5101.510	06309985	09/21/05 V-V0000014356 OFFICE DE B P Y B		12340104	500.00	412.71	87.29		
			R-1234 GRANVILLE HIGH							
1234.100.	.5101.510	06314110	02/27/06 V-V0000014356 OFFICE DE B P N B		12340176	500.00	.00	500.00		
			R-1234 GRANVILLE HIGH							
1234.100.	.5101.			*		1,000.00	412.71	587.29		
1234.100.	.5102.510	06307098	07/15/05 V-V0000014356 OFFICE DE B P Y B		12340030	1,600.00	1,007.06	592.94		
			R-1234 GRANVILLE HIGH							
1234.100.	.5102.			*		1,600.00	1,007.06	592.94		
1234.100.	.5103.510	06306812	07/13/05 V-V0000014356 OFFICE DE B P Y B		12340023	1,000.00	832.56	167.44		
			R-1234 GRANVILLE HIGH							
1234.100.	.5103.			*		1,000.00	832.56	167.44		
1234.100.	.5104.510	06308595	08/18/05 V-V0000014356 OFFICE DE B P Y B		12340083	300.00	28.08	271.92		
			R-1234 GRANVILLE HIGH							
1234.100.	.5104.510	06313958	02/21/06 V-V0000016029 KCL ENTER N P N U		12340174	249.75	.00	249.75		
			R-1234 GRANVILLE HIGH							
1234.100.	.5104.			*		549.75	28.08	521.67		
1234.100.	.5105.510	06312584	01/09/06 V-V0000014356 OFFICE DE B P Y B		12340145	250.00	111.44	138.56		
			R-1234 GRANVILLE HIGH							
1234.100.	.5105.530	06313520	02/09/06 V-V0000011322 PCI EDUCA N P Y U		12340164	59.95	.00	59.91		
			R-1234 GRANVILLE HIGH							
1234.100.	.5105.			*		309.95	111.44	198.52		
1234.100.	.5106.510	06306779	07/13/05 V-V0000011916 OFFICE MA N P N R		12340065	101.92	.00	101.92		
			R-1234 GRANVILLE HIGH							

FB060 F820 CCPS-001-2006 PURCHASE ORDER ACCOUNTS KREIDER 03/08/2006 10:42 PAGE- 4  
EOM PO Recap - FL806  
Submitted from F820

-----A C C O U N T-----		-----PO-----		T S I	REQUISTN	ISSUE	LIQUIDATED	CURRENT
CNTR.FND.PROJECT.FUNC.OBJ	NUMBER	DATE	---VENDOR/REQUEST/SHIP--	Y T N R	NUMBER	AMOUNT	AMOUNT	ENCUMBRANCE
REQUEST 001 TOTAL						71,222.11	28,262.93	42,959.18