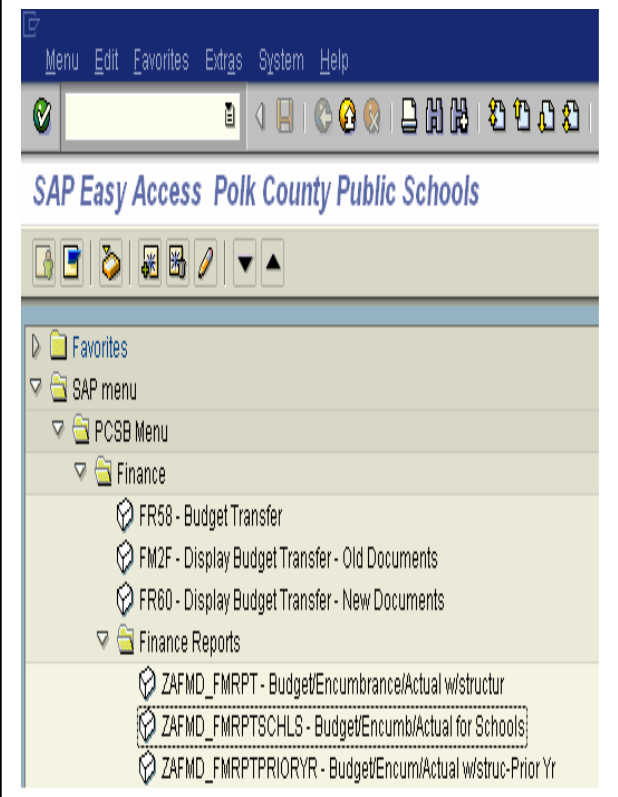
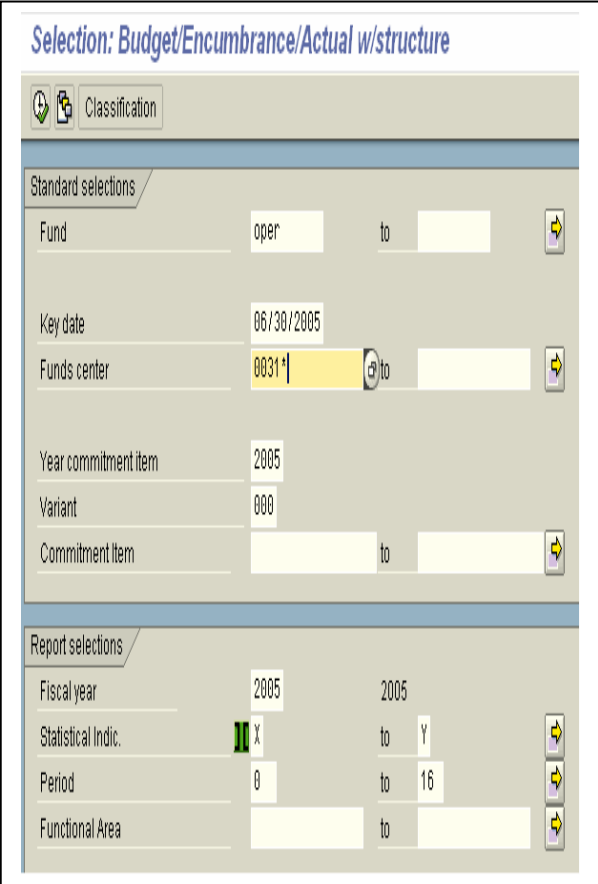


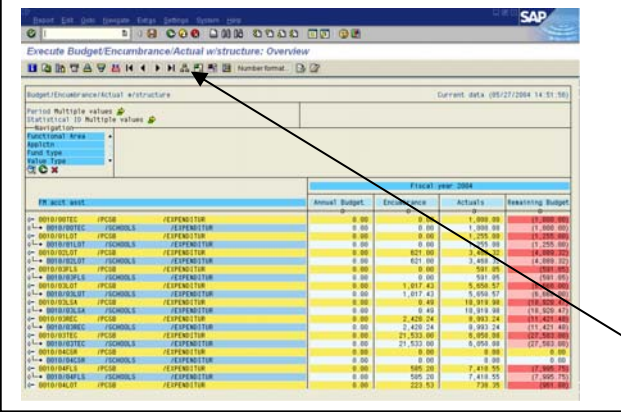


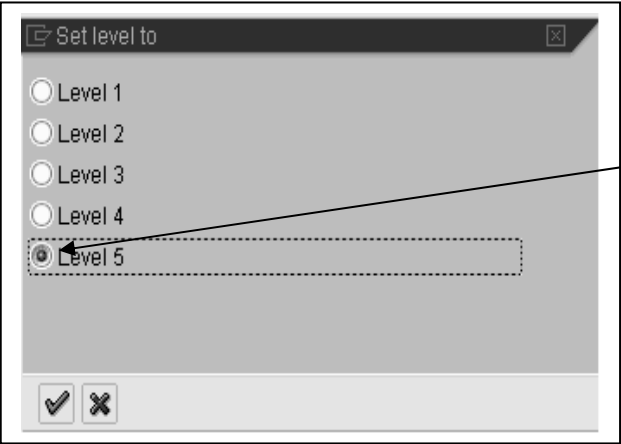
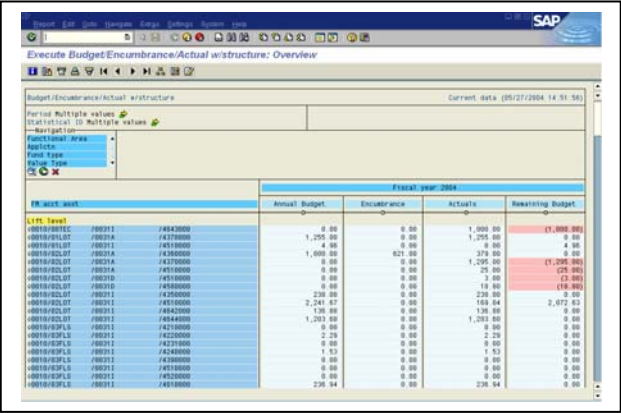
# Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
1		<p><b>From the SAP Easy Access PCSB Menu Screen:</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Expand Icon</b> to the left of: <b>PCSB Menu &gt; Finance</b></li> <li>• Click the <b>Expand Icon</b> to the left of: <b>Finance Reports</b></li> <li>• <b>Double Click On:</b> <b>one</b> of the following <b>report</b> options</li> </ul> <ol style="list-style-type: none"> <li><b>ZAFMD_FMRPT-Budget/Encumb/Actual w/structur</b></li> <li><b>ZAFMD_FMRPTSCHLS-Budget/Encumb/Actual for Schools</b></li> <li><b>ZAFMD_FMRPTPRIORYR-Budget/Encum/Actual w/struc-Prior Yr</b></li> </ol>
2		<p><b><u>EXAMPLE:</u> ZAFMD_FMRPT-Budget/Encumb/Actual w/structur</b></p> <ul style="list-style-type: none"> <li>• <b>Fund:</b> <i>Type the specific fund</i> <b><u>Example:</u> OPER</b></li> <li>• <b>Funds Center:</b> <i>Type Four Digit Location Number with an Asterisk (*) to display all Categories and Funds</i>  <b><u>Example:</u> 0031*</b></li> </ul>

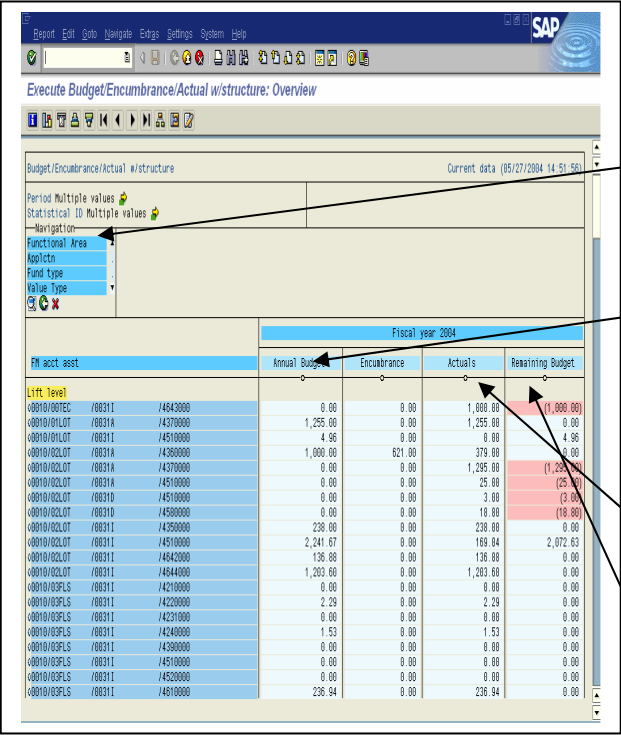
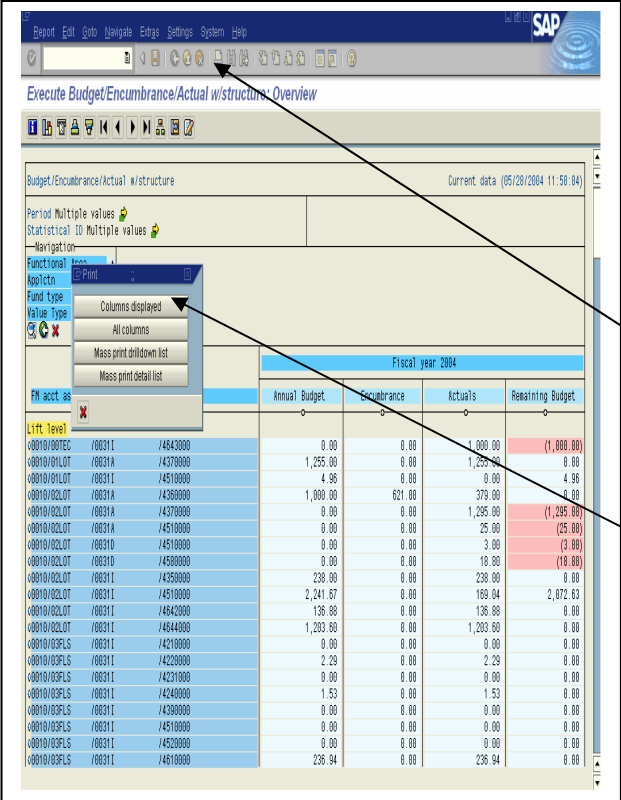
## Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
3		<p><b>EXAMPLE: ZAFMD_FMRPT-Budget/Encumb/Actual for Schools</b></p> <ul style="list-style-type: none"> <li>• <b>Fund:</b> <i>Defaults</i> to the correct variant</li> <li>• <b>Funds Center:</b> <i>Type Four Digit Location Number with an Asterisk (*)</i> to display all Categories and Fund, <b>Example: 0031*</b></li> </ul> <p><b>EXAMPLE: ZAFMD_FMRPTPRIORYR Budget Encumbrance/Actual structure-Prior Year</b></p> <ul style="list-style-type: none"> <li>• <b>Fund:</b> <i>Type the specific fund Example: OPER</i></li> <li>• <b>Funds Center:</b> <i>Type Four Digit Location Number with an Asterisk (*)</i> to display all Categories and Funds, <b>Example: 0031*</b></li> </ul>
4		<p><b>Refer to Examples on Steps 2 and 3 for Key Dates and Fund.</b></p> <ul style="list-style-type: none"> <li>• <b>Fiscal Year:</b> System <i>Defaults</i> to current fiscal/school year <i>Type</i> the desired fiscal/school year (if different than year displayed)</li> <li>• <b>Statistical Indicator:</b> System Defaults</li> <li>• <b>Period:</b> System Defaults</li> <li>• <b>Functional Area:</b> System Defaults</li> <li>• <i>Click</i> the <b>Execute</b> icon</li> </ul>

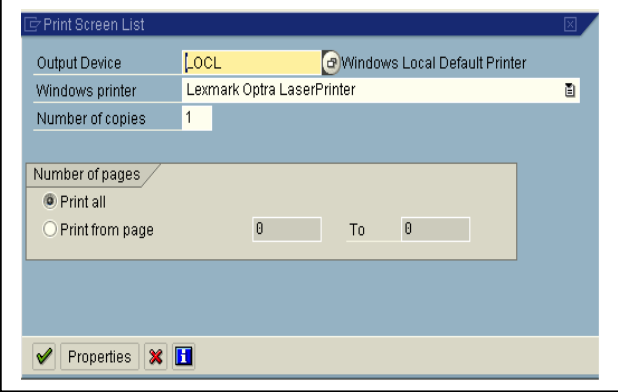
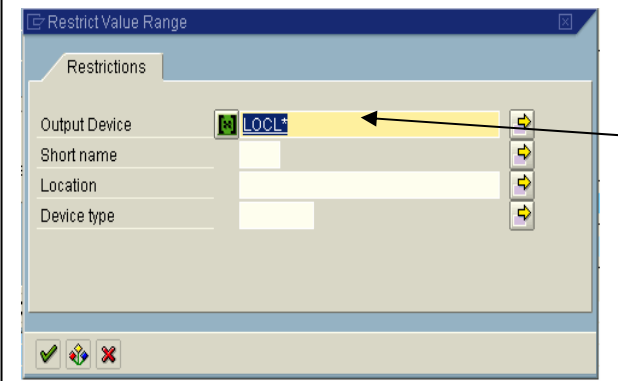
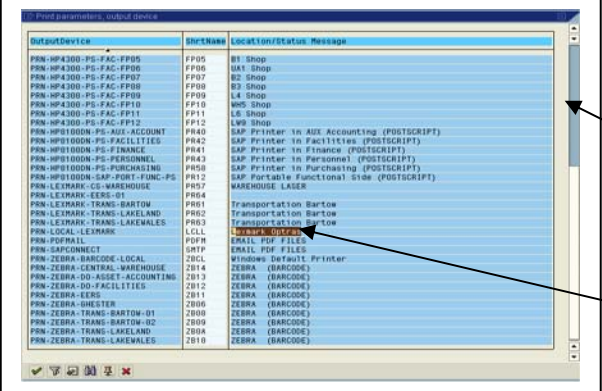
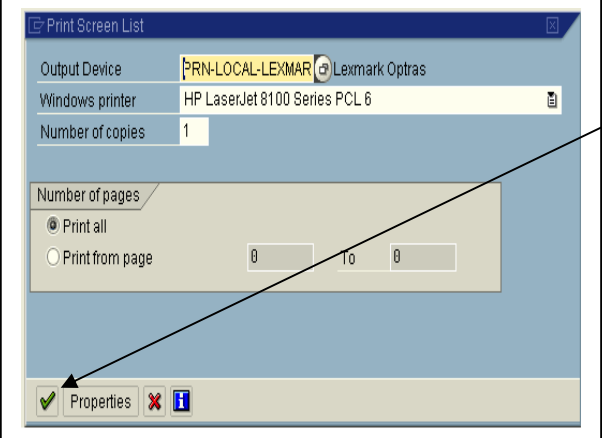
# Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
5	 	<p>The <b>Execute Budget /Encumbrance/Actual w/structure: Overview</b> screen is displayed.</p> <p><b>To View Information at the most Detailed Fund, Funds Center / Commitment Item level:</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Hierarchy</b> icon</li> </ul>  <ul style="list-style-type: none"> <li>• Click <b>Set Level</b> button</li> </ul>
6	 	<p>The <b>Set Level to</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>• Click the <b>Circle</b> at left of the <b>Highest Level</b></li> <li>• Click the <b>Green Check</b> or <b>Press Enter</b></li> </ul> <p>You are on the <b>Overview</b> screen that displays all the <b>Funds, Fund Centers, Functional areas, and G/L Accounts (General Ledger)</b> for the selected location</p>

## Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
7		<p><b><u>The Information for the Location specified is displayed.</u></b></p> <p><b>Navigation box:</b> Provides options for alternative information to be displayed (not used/needed in this report)</p> <p><b>Annual Budget.:</b> Displays the current total budget by fund</p> <p><b>Encumbrance:</b> Displays the current total commitments and encumbrances by fund</p> <p><b>Actuals:</b> Displays the current total actual expenditures by fund</p> <p><b>Remaining Budget:</b> Displays the total remaining available budget by fund</p>
8		<p>At the bottom of the report, (use scroll bar to the right of the screen to move to the bottom of the page) the report displays the <b>Total Budget, Encumbrances, Actuals (Expenditures), and Remaining Budget.</b></p> <p><b><u>To Print This Report:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon on toolbar</li> <li>• A <b>Print</b> screen will display.</li> <li>• Click <b>Columns displayed</b> button</li> </ul>

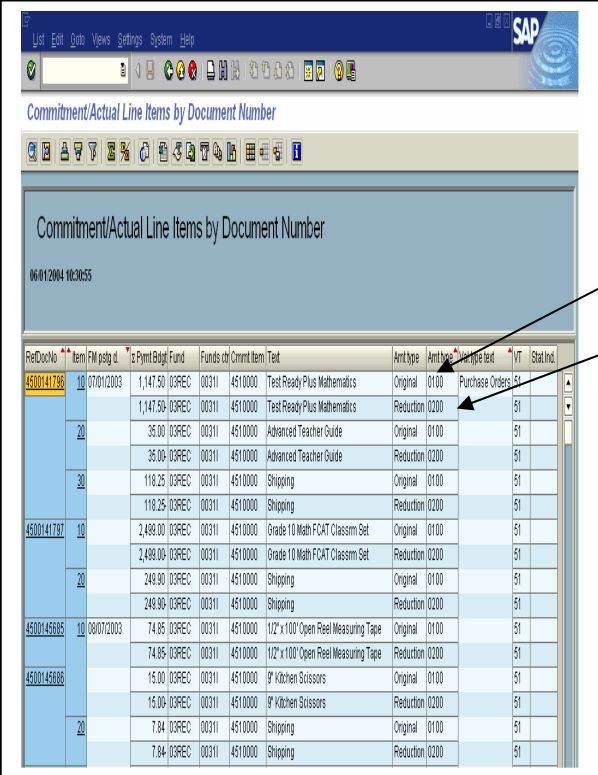
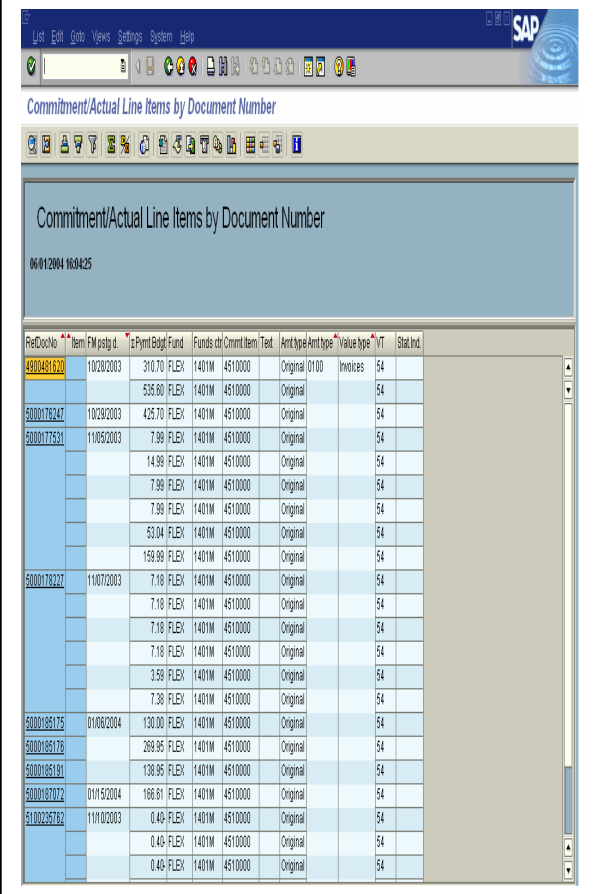
# Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
9	 	<p>The <b>Print Screen List</b> is displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Green Check</b> or <b>Press Enter</b></li> </ul> <p><b>IMPORTANT:</b> If XXX's appear over the monies in the Remaining Budget column, change your Default Printer.</p> <p><b>To Change Your Default Printer:</b></p> <ul style="list-style-type: none"> <li>Click the <b>search folders</b> at the end of the Output Device field</li> <li>Remove <b>LOCL*</b> from the Output device field, <b>Highlight LOCL*</b> and <b>press the delete key</b> on your keyboard</li> <li>Click the <b>Green Check</b> or <b>Press Enter</b></li> </ul>
10	 	<p>The <b>Print Parameters Output Device</b> screen is displayed</p> <ul style="list-style-type: none"> <li>Scroll down to find the option for <b>PRN- Local Lexmark LCLL Lexmark Optras</b></li> <li>Double Click <b>that line</b> to select</li> </ul> <p>The <b>Print Screen List</b> window will show the selection for <b>PRN- Local Lexmark</b></p> <ul style="list-style-type: none"> <li>Click the <b>Green Check</b> or <b>Press Enter</b></li> </ul>

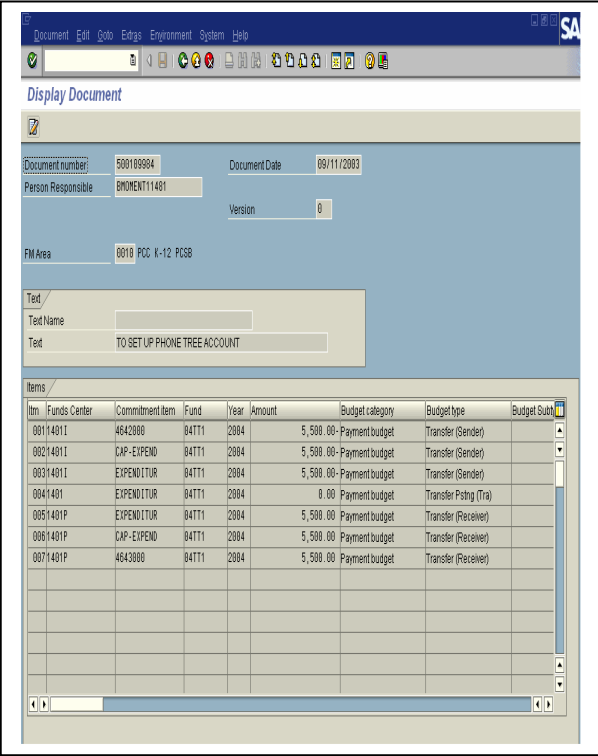
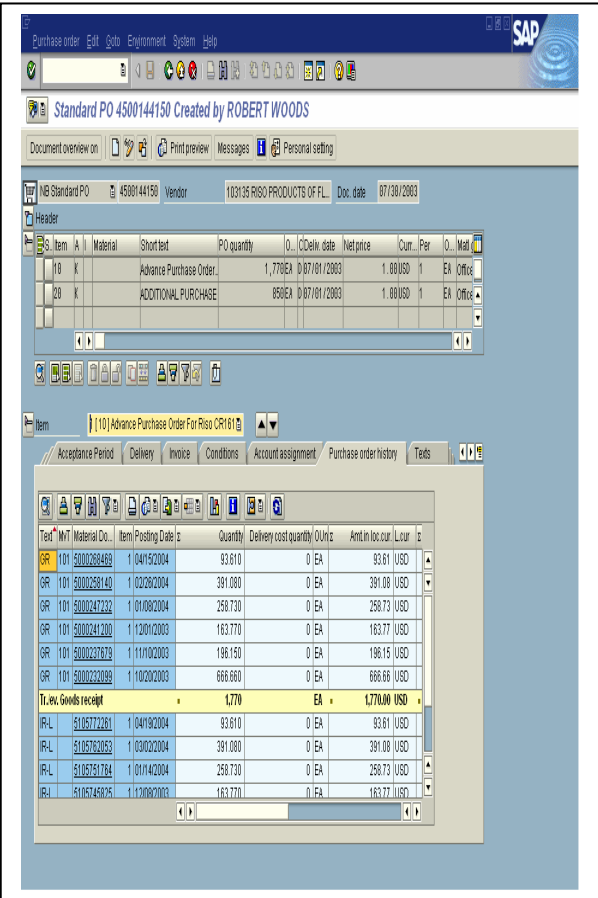
# Enterprise Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
11		<p>The <b>Execute/Encumbrance/Actual w/structure: Overview</b> screen is displayed.</p> <p><b>To Read the Report: Take the Annual Budget, Less the Encumbrances, Less the Actuals (Expenditures), gives you the Remaining Budget.</b></p> <p><b>To View the Original Document Details for a specific amount in any column:</b></p> <ul style="list-style-type: none"> <li>• Click a <b>Budget Amount</b> to highlight</li> <li>• Click <b>Extras</b> on the toolbar</li> <li>• Click <b>Line Items</b></li> </ul>
12		<p>If you are <b>Displaying an Annual Budget</b>, you might see the Original Budget, Supplements (Carryover Budget), or Budget Transfer(s) created at the School or Department level</p> <p>The First Document Number will probably be the Original Budget, the Second Document Number, Supplements (the Carryover Budget) etc.</p> <ul style="list-style-type: none"> <li>• Click the <b>Green Back Arrow</b> to return to the Execute Budget/Encumbrance/Actual w/structure: Overview</li> </ul>

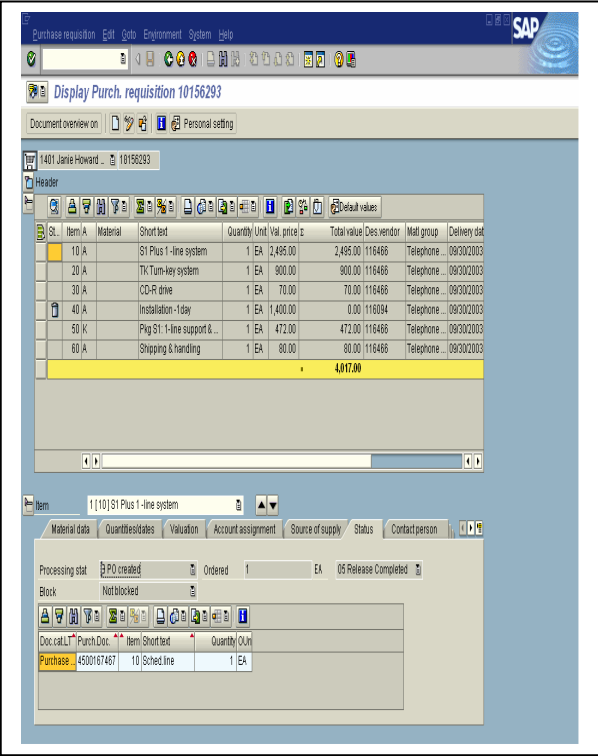
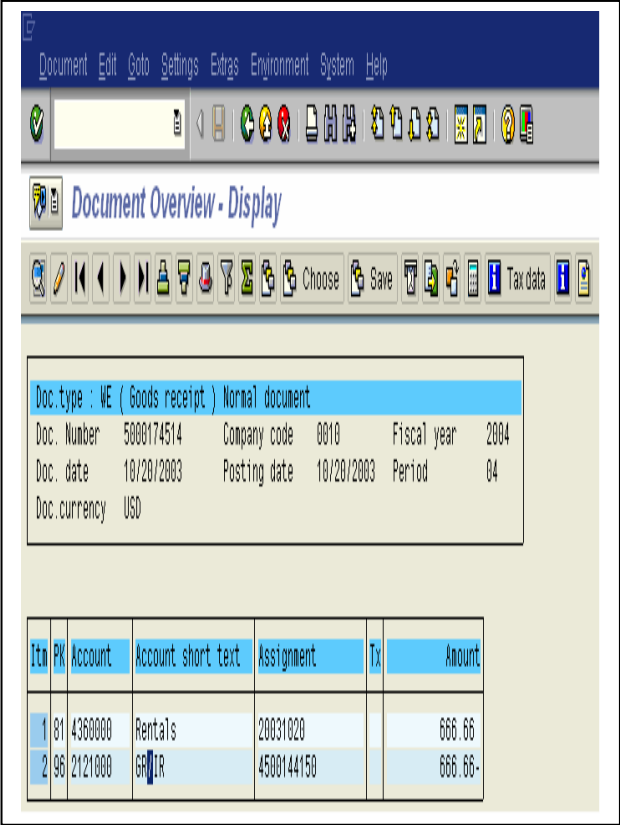
## Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures
13		<p>If you are <b>Viewing Encumbrances Budget amounts</b>, you might see <i>Requisitions, Purchase Orders, and Funds Reservations</i>.</p> <p><b>If Purchase Order Number:</b> (<i>Document will begin with 450</i>)</p> <p><b>Original</b> = When Requisition is converted to a Purchase Order.</p> <p><b>Reduced</b> = When Invoice is paid and liquidated from Encumbrance column. The Invoice amount is now displayed in the Actuals column as expenditure.</p> <p><b>If Requisition Number:</b> (<i>Document will begin with 100</i>)</p> <p><b>Original</b> = When Requisition was originally created.</p> <p><b>Reduced</b> = When Requisition was converted to a Purchase Order.</p>
14		<p>If you are <b>Viewing Actuals (Expenditures) Total</b>, you might see <i>Goods Receipts, Journal Entries, Direct C.D. (Direct Pay Invoices), Profit Transfer Posting (Print Shop Charges), Invoices, Profit Transfer Post</i>.</p> <p><b>Display A Document:</b></p> <p><b>Documents beginning with:</b></p> <ul style="list-style-type: none"> <li><b>100</b> = Payment Transfer, or Profit Transfer Posting (Print Shop charges)</li> <li><b>170</b> = Corrections</li> <li><b>190</b> = Direct CD/Direct Pay Invoices</li> <li><b>210</b> = Invoices Out County Travel</li> <li><b>480</b> = Adjustment Posting</li> <li><b>490</b> = Invoices for Storeroom Orders or Transportation Repairs</li> <li><b>500</b> = Invoices (Goods Receipt)</li> <li><b>510</b> = Invoices paid against Purchase Orders or Balancing entry for Goods Receipt</li> </ul>

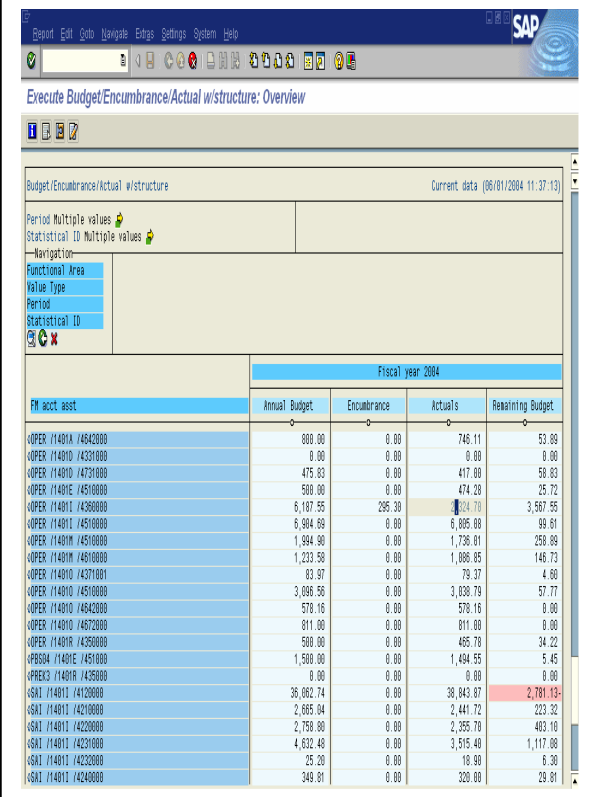
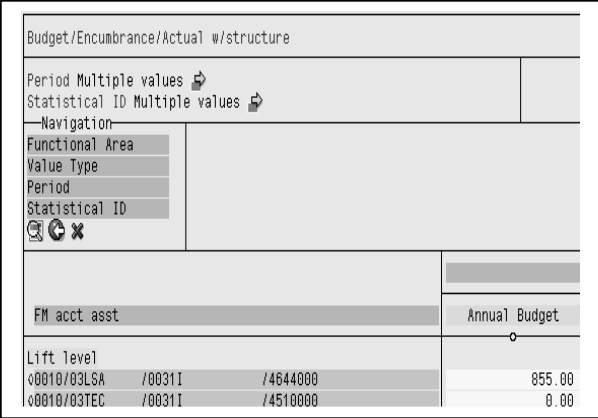
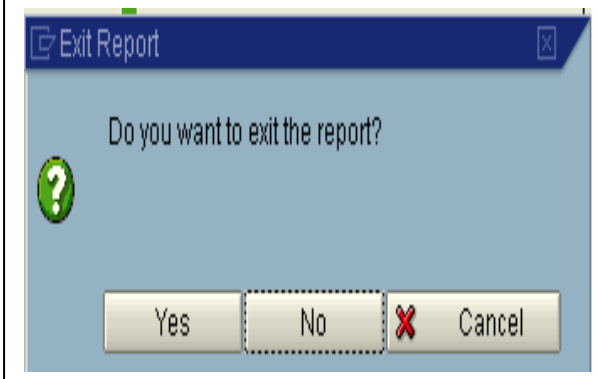

## Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures																																			
15		<p><b><u>Example of an Annual Budget Document:</u></b></p> <p>To view a <b>Budget Transfer:</b></p> <ul style="list-style-type: none"> <li>Click the <b>Reference Document</b> number</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Doc.no.</th> <th>PRw</th> <th>Year</th> <th>Val.type text</th> <th>Budget type text</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">500109984</td> <td style="background-color: yellow;">Z</td> <td style="background-color: yellow;">2004</td> <td style="background-color: yellow;">Payment Budget</td> <td style="background-color: yellow;">Transfers (receivers)</td> </tr> </tbody> </table> </div> <p>The <b>Display Document</b> screen is displayed.</p>	Doc.no.	PRw	Year	Val.type text	Budget type text	500109984	Z	2004	Payment Budget	Transfers (receivers)																									
Doc.no.	PRw	Year	Val.type text	Budget type text																																	
500109984	Z	2004	Payment Budget	Transfers (receivers)																																	
16		<p><b><u>Examples of an Encumbrance Budget Documents:</u></b></p> <p>To view a <b>Purchase Order</b></p> <ul style="list-style-type: none"> <li>Click the <b>Reference Document</b> number</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th>RefDocNo</th> <th>Item</th> <th>FM pstg d.</th> <th>z Pymt Bdg</th> <th>Fund</th> <th>Funds ctr</th> <th>Cmmt Item</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">4500167467</td> <td style="background-color: yellow;">10</td> <td style="background-color: yellow;">09/30/2003</td> <td style="background-color: yellow;">2,495.00</td> <td style="background-color: yellow;">04TT1</td> <td style="background-color: yellow;">1401P</td> <td style="background-color: yellow;">4643000</td> </tr> <tr> <td></td> <td>20</td> <td></td> <td>900.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>30</td> <td></td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>50</td> <td></td> <td>80.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> </tbody> </table> </div> <p>The Referenced <b>Purchase Order</b> is displayed.</p> <p>Refer to Documentation on <b>Displaying a Purchase Order</b> for further details</p>	RefDocNo	Item	FM pstg d.	z Pymt Bdg	Fund	Funds ctr	Cmmt Item	4500167467	10	09/30/2003	2,495.00	04TT1	1401P	4643000		20		900.00	04TT1	1401P	4643000		30		70.00	04TT1	1401P	4643000		50		80.00	04TT1	1401P	4643000
RefDocNo	Item	FM pstg d.	z Pymt Bdg	Fund	Funds ctr	Cmmt Item																															
4500167467	10	09/30/2003	2,495.00	04TT1	1401P	4643000																															
	20		900.00	04TT1	1401P	4643000																															
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## Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures																																																												
17	 <p>The screenshot shows the SAP interface for a purchase requisition. The main table lists items with columns for Item, Material, Short text, Quantity, Unit, Val, price, Total value, Des. vendor, Mat. group, and Delivery date. The total value is 4,017.00. Below the table, there are sections for 'Material data' and 'Processing status'.</p>	<p>To view a <b>Purchase Requisition</b></p> <ul style="list-style-type: none"> <li>Click the <b>Reference Document</b> number</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>10156293</th> <th>10</th> <th>2,495.00</th> <th>04TT1</th> <th>1401P</th> <th>4643000</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>2,495.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>20</td> <td>900.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td></td> <td>900.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>30</td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td></td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>40</td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td></td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>60</td> <td>80.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td></td> <td>80.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> </tbody> </table> <p>The Referenced <b>Requisition</b> is displayed.</p> <p>Refer to Documentation on <b>Displaying a Requisition</b> for further details</p>	10156293	10	2,495.00	04TT1	1401P	4643000			2,495.00	04TT1	1401P	4643000		20	900.00	04TT1	1401P	4643000			900.00	04TT1	1401P	4643000		30	70.00	04TT1	1401P	4643000			70.00	04TT1	1401P	4643000		40	70.00	04TT1	1401P	4643000			70.00	04TT1	1401P	4643000		60	80.00	04TT1	1401P	4643000			80.00	04TT1	1401P	4643000
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	60	80.00	04TT1	1401P	4643000																																																									
		80.00	04TT1	1401P	4643000																																																									
18	 <p>The screenshot shows the SAP 'Document Overview - Display' screen. It displays document details for a Goods Receipt (WE) with document number 5000174514. Below the details is a table showing account assignments.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Item</th> <th>PK</th> <th>Account</th> <th>Account short text</th> <th>Assignment</th> <th>Tx</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>81</td> <td>4360000</td> <td>Rentals</td> <td>20031020</td> <td></td> <td>666.66</td> </tr> <tr> <td>2</td> <td>96</td> <td>2121000</td> <td>6P</td> <td>4500144150</td> <td></td> <td>666.66-</td> </tr> </tbody> </table>	Item	PK	Account	Account short text	Assignment	Tx	Amount	1	81	4360000	Rentals	20031020		666.66	2	96	2121000	6P	4500144150		666.66-	<p><b>Examples of an Actuals Budget Documents</b></p> <p>To view a <b>Goods Receipt</b></p> <ul style="list-style-type: none"> <li>Click the <b>Reference Document</b> number</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>RefDocNo</th> <th>Item</th> <th>FM pstg d.</th> <th>zPymt Bdgdt</th> <th>Fund</th> <th>Funds ctr</th> <th>Cmnt Item</th> <th>Text</th> <th>Amnt type</th> </tr> </thead> <tbody> <tr> <td>5000174514</td> <td></td> <td>10/20/2003</td> <td>666.66</td> <td>OPER</td> <td>14011</td> <td>4360000</td> <td></td> <td>Original</td> </tr> </tbody> </table> <p>The Referenced <b>Goods Receipt</b> is displayed.</p> <p>Refer to Documentation on <b>Displaying Goods Receipt</b> for further details</p>	RefDocNo	Item	FM pstg d.	zPymt Bdgdt	Fund	Funds ctr	Cmnt Item	Text	Amnt type	5000174514		10/20/2003	666.66	OPER	14011	4360000		Original																					
Item	PK	Account	Account short text	Assignment	Tx	Amount																																																								
1	81	4360000	Rentals	20031020		666.66																																																								
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RefDocNo	Item	FM pstg d.	zPymt Bdgdt	Fund	Funds ctr	Cmnt Item	Text	Amnt type																																																						
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# Generate Standard Funds Management Report-Budget

Steps	Screen Displayed	Procedures																																																																																																																			
19	 <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Fiscal year 2004</th> </tr> <tr> <th style="text-align: left;">FM acct asst.</th> <th style="text-align: right;">Annual Budget</th> <th style="text-align: right;">Encumbrance</th> <th style="text-align: right;">Actuals</th> <th style="text-align: right;">Remaining Budget</th> </tr> </thead> <tbody> <tr><td>&lt;OPER /1481A /4642000</td><td style="text-align: right;">600.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">746.11</td><td style="text-align: right;">53.89</td></tr> <tr><td>&lt;OPER /1481D /4331000</td><td style="text-align: right;">0.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">0.00</td></tr> <tr><td>&lt;OPER /1481D /4731000</td><td style="text-align: right;">475.83</td><td style="text-align: right;">0.00</td><td style="text-align: right;">417.00</td><td style="text-align: right;">58.83</td></tr> <tr><td>&lt;OPER /1481E /4510000</td><td style="text-align: right;">500.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">474.28</td><td style="text-align: right;">25.72</td></tr> <tr><td>&lt;OPER /1481I /4360000</td><td style="text-align: right;">6,187.55</td><td style="text-align: right;">285.39</td><td style="text-align: right;">4,824.70</td><td style="text-align: right;">3,567.55</td></tr> <tr><td>&lt;OPER /1481I /4510000</td><td style="text-align: right;">6,394.89</td><td style="text-align: right;">0.00</td><td style="text-align: right;">6,806.08</td><td style="text-align: right;">99.61</td></tr> <tr><td>&lt;OPER /1481M /4510000</td><td style="text-align: right;">1,394.90</td><td style="text-align: right;">0.00</td><td style="text-align: right;">1,736.01</td><td style="text-align: right;">258.89</td></tr> <tr><td>&lt;OPER /1481M /4610000</td><td style="text-align: right;">1,233.58</td><td style="text-align: right;">0.00</td><td style="text-align: right;">1,086.85</td><td style="text-align: right;">146.73</td></tr> <tr><td>&lt;OPER /1481O /4371001</td><td style="text-align: right;">83.37</td><td style="text-align: right;">0.00</td><td style="text-align: right;">79.37</td><td style="text-align: right;">4.00</td></tr> <tr><td>&lt;OPER /1481O /4510000</td><td style="text-align: right;">3,086.56</td><td style="text-align: right;">0.00</td><td style="text-align: right;">3,038.79</td><td style="text-align: right;">57.77</td></tr> <tr><td>&lt;OPER /1481O /4642000</td><td style="text-align: right;">570.16</td><td style="text-align: right;">0.00</td><td style="text-align: right;">578.16</td><td style="text-align: right;">0.00</td></tr> <tr><td>&lt;OPER /1481O /4672000</td><td style="text-align: right;">911.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">811.00</td><td style="text-align: right;">0.00</td></tr> <tr><td>&lt;OPER /1481O /4360000</td><td style="text-align: right;">500.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">465.78</td><td style="text-align: right;">34.22</td></tr> <tr><td>&lt;PS04 /1481G /4510000</td><td style="text-align: right;">1,500.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">1,494.55</td><td style="text-align: right;">5.45</td></tr> <tr><td>&lt;PREC3 /1481G /4360000</td><td style="text-align: right;">0.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">0.00</td><td style="text-align: right;">0.00</td></tr> <tr><td>&lt;S&amp;I /1481I /4120000</td><td style="text-align: right;">36,062.74</td><td style="text-align: right;">0.00</td><td style="text-align: right;">39,843.87</td><td style="text-align: right;">2,781.13</td></tr> <tr><td>&lt;S&amp;I /1481I /4210000</td><td style="text-align: right;">2,865.04</td><td style="text-align: right;">0.00</td><td style="text-align: right;">2,441.72</td><td style="text-align: right;">223.32</td></tr> <tr><td>&lt;S&amp;I /1481I /4220000</td><td style="text-align: right;">2,758.88</td><td style="text-align: right;">0.00</td><td style="text-align: right;">2,355.76</td><td style="text-align: right;">403.10</td></tr> <tr><td>&lt;S&amp;I /1481I /4231000</td><td style="text-align: right;">4,632.48</td><td style="text-align: right;">0.00</td><td style="text-align: right;">3,515.48</td><td style="text-align: right;">1,117.00</td></tr> <tr><td>&lt;S&amp;I /1481I /4232000</td><td style="text-align: right;">25.20</td><td style="text-align: right;">0.00</td><td style="text-align: right;">18.88</td><td style="text-align: right;">6.30</td></tr> <tr><td>&lt;S&amp;I /1481I /4240000</td><td style="text-align: right;">349.81</td><td style="text-align: right;">0.00</td><td style="text-align: right;">320.00</td><td style="text-align: right;">29.81</td></tr> </tbody> </table>	Fiscal year 2004					FM acct asst.	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## Transaction Descriptions for *Reference Document Numbers*

Ref Doc No	Trans Column Description
<b>Budget Column:</b>	
500000000	Original Budget (Could be Original Budget, Supplement-Carry-over Budget), Transfer (Senders or Receivers)
<b>Encumbrance Column:</b>	
450000000	Purchase Orders
100000000	Purchase Requisitions
320000000	Funds Reservation
<b>Actuals: (Expenditures)</b>	
1700000000	Invoices (Corrections)
1900000000	Invoices (Direct CD/Direct Pay Invoices)
2100000000	Invoices (Travel – Out County)
4800000000	Adjustment Posting
4900000000	Invoices (County Stores, Transportation Repairs, )
5000000000	Invoices (Goods Receipt)
5100000000	Invoices (Paid against Purchase Order, Balancing entry for Goods Receipt)
1000000000	Payments Transfers
1000000000	Profit Transfer Posting ( Print shop charges)