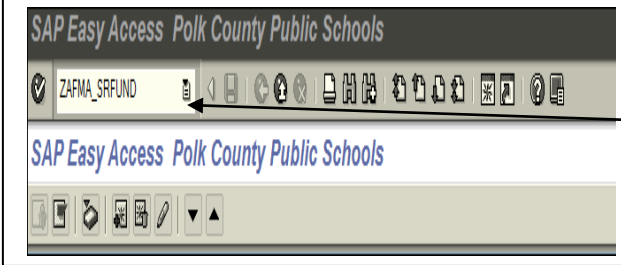
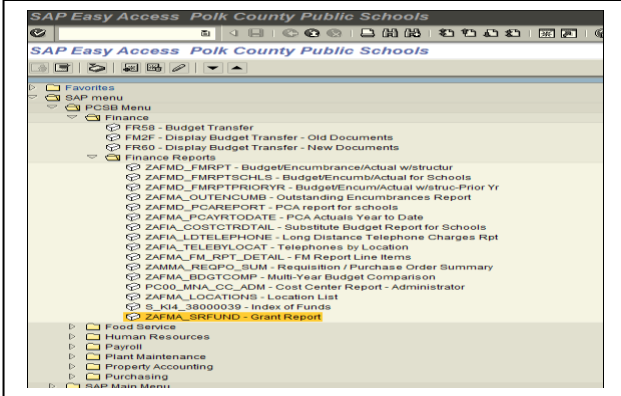
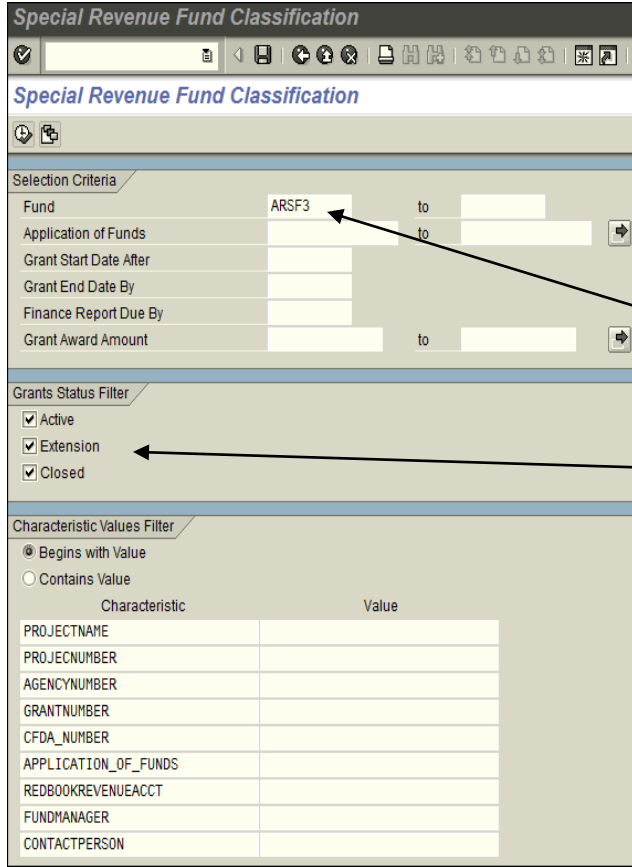


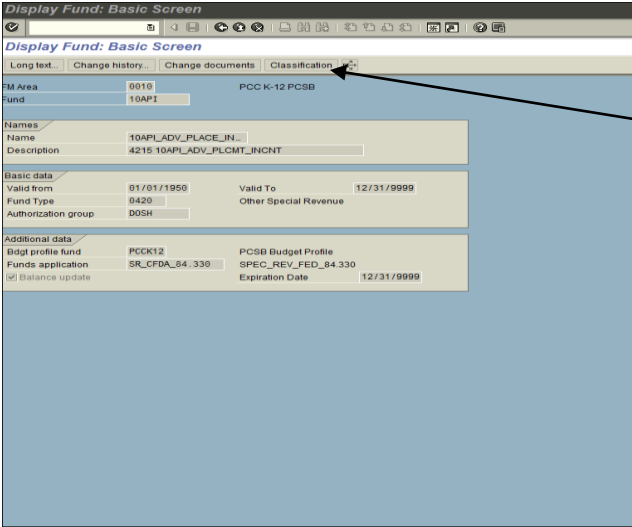
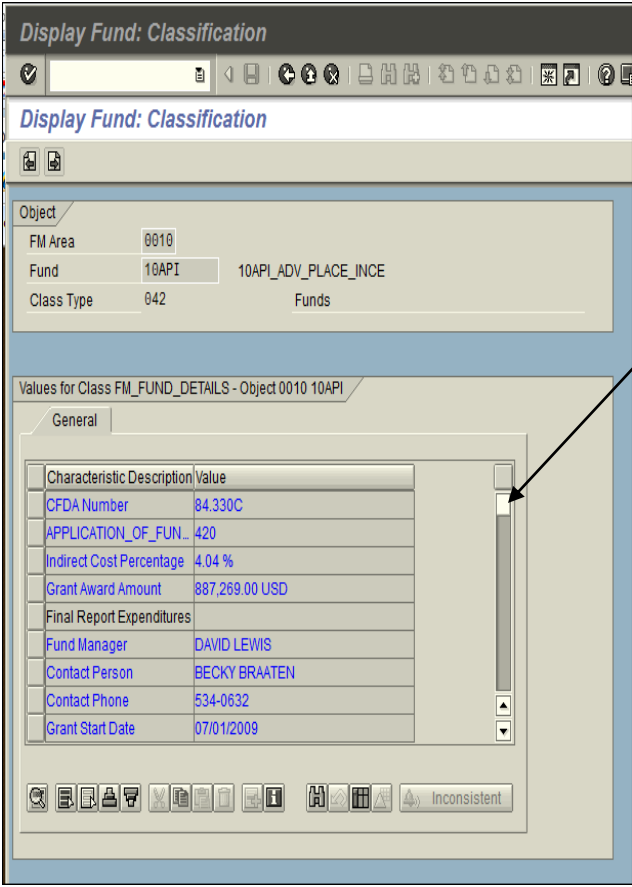
## Special Revenue Fund Classification (ZAFMA\_SRFUND)

Steps	Screen Displayed	Procedures
1	 	<p><b><u>From the SAP Easy Access PCSB Main Menu Screen:</u></b></p> <ul style="list-style-type: none"> <li>Type <b>ZAFMA_SRFUND</b> in the command box</li> <li>Press <b>Enter</b></li> </ul> <p style="text-align: center;"><i>Or</i></p> <p><b><u>From the SAP Easy Access PCSB Main Menu Screen:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Expand</b> Icon to the left of <b>PCSB Menu &gt; Finance &gt; Finance Reports &gt; Double Click on ZAFMA_SRFUND – Grant Report</b></li> </ul>
2		<p><b>The Special Revenue Fund Classification screen is displayed</b></p> <p><b><u>To Display all Funds:</u></b></p> <ul style="list-style-type: none"> <li><b>Fund</b> – Leave Blank</li> </ul> <p><b><u>To Display a Specific Fund (Example ARSF3 Funds):</u></b></p> <ul style="list-style-type: none"> <li><b>Fund</b> – Enter <b>ARSF3</b></li> </ul> <p><b><u>Grants Status Filter:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Check Box</b> to the left of the one(s) you wish to view</li> </ul> <ol style="list-style-type: none"> <li><b>Active</b> – Grants that are currently active for Polk County Schools</li> <li><b>Extension</b> – Grants that the DOE have extended past their cut-off date</li> <li><b>Closed</b> – Grants that have surpassed their cut-off date and were not extended</li> </ol> <ul style="list-style-type: none"> <li>Click the <b>Execute</b> Icon</li> </ul>

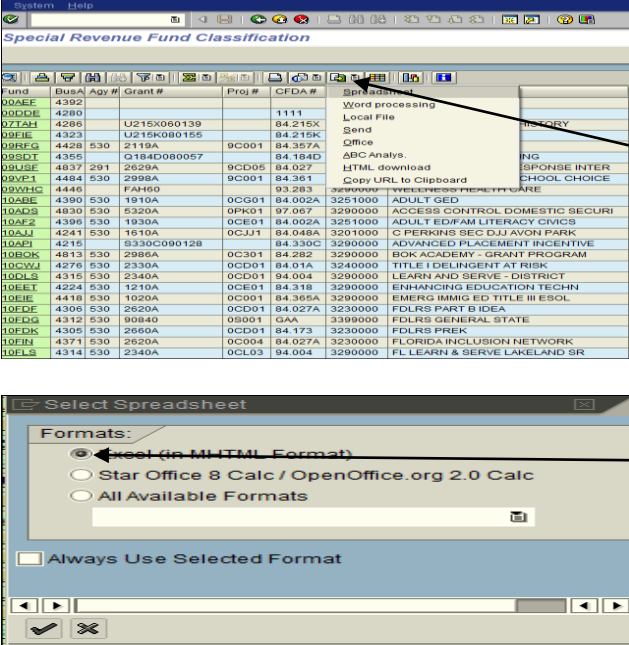
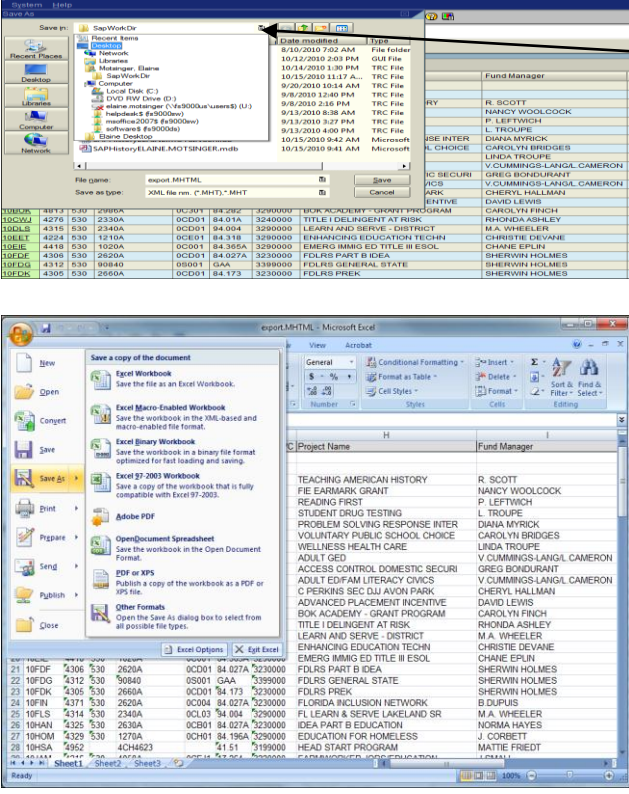
## Special Revenue Fund Classification (ZAFMA\_SRFUND)

Steps	Screen Displayed	Procedures
3	<p style="color: blue; font-style: italic;">Special Revenue Fund Classification</p>	<p><b>The Special Revenue Fund Classification screen with the Status Filter you selected is displayed</b></p> <p><b>Columns Displayed:</b></p> <ul style="list-style-type: none"> <li>➤ Fund</li> <li>➤ Business Area</li> <li>➤ Agency Number</li> <li>➤ Grant Number</li> <li>➤ Project Number</li> <li>➤ CFDA Number</li> <li>➤ Revenue Account</li> <li>➤ Project Name</li> <li>➤ Fund Manager</li> <li>➤ Contact</li> <li>➤ Phone</li> <li>➤ Award Amount</li> <li>➤ Final Expenditures</li> <li>➤ Begin Date</li> <li>➤ Ending Date</li> <li>➤ Final Date</li> <li>➤ Status</li> <li>➤ Notes</li> <li>➤ Indirect Cost Percent</li> <li>➤ Fund Application</li> </ul> <p><b>To Print the Information:</b></p> <ul style="list-style-type: none"> <li>● Click the <b>Printer</b> Icon on the Tool Bar</li> </ul> <p><b>IMPORTANT:</b> The Information can be Exported into an Excel Spreadsheet, see instructions on <b>Page 4, Step 6</b></p> <p><b>To Display a Project by Fund:</b></p> <ul style="list-style-type: none"> <li>● Click on the <b>Fund</b> of the Project that you wish to view (<b>Example: 10API</b>)</li> </ul>

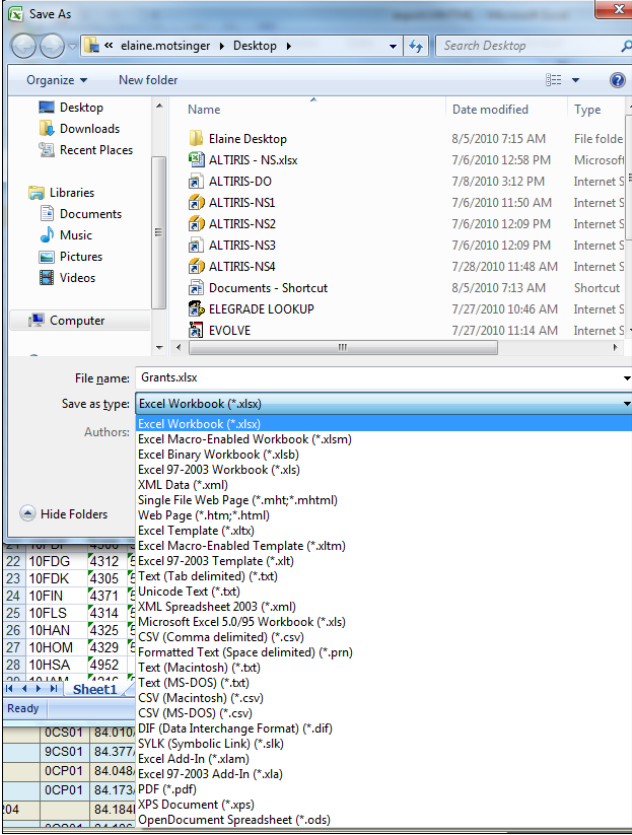
## Special Revenue Fund Classification (ZAFMA\_SRFUND)

Steps	Screen Displayed	Procedures
4		<p>The <b>Display Fund: Basic Screen</b> is displayed</p> <p>Click the <b>Classification</b> button on the tool bar to <i>view details</i> of the Grant</p>
5		<p>The <b>Display Fund: Classification</b> screen is displayed</p> <p><b><u>To View Additional Details:</u></b></p> <p>Use the <b>Scroll bar</b> on the right side to <i>move up</i> or <i>down</i></p>

# Special Revenue Fund Classification (ZAFMA\_SRFUND)

Steps	Screen Displayed	Procedures
6		<p><b><u>Exporting into an Excel Spread Sheet – Continued from Step 3:</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Export</b> Icon on the Tool Bar</li> <li>• Click <b>Spreadsheet</b></li> </ul> <p><b>The Select Spreadsheet Screen displays</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Radio</b> button to the left of Excel (in MHTML Format)</li> <li>• Click the <b>Check</b></li> </ul>
7		<p><b>The Save As Screen will be Displayed</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Drop Down</b> Icon</li> <li>• Click on <b>Where</b> you want to Save the Spreadsheet</li> <li>• Click <b>Save</b></li> </ul> <p><b><u>Example: Desktop</u></b></p> <p><b>The Spreadsheet will display</b></p> <ul style="list-style-type: none"> <li>• Click the <b>Office</b> Button</li> <li>• Click <b>Save As</b></li> </ul>

## Special Revenue Fund Classification (ZAFMA\_SRFUND)

Steps	Screen Displayed	Procedures
8		<p><b>The Save as Screen is Displayed</b></p> <ul style="list-style-type: none"> <li>• <b>File Name</b> - <i>Name the File</i></li> <li>• <b>Click the Drop Down</b> in Save As Type</li> <li>• <b>Click on Excel Workbook (*.xlsx)</b></li> <li>• <b>Click Save</b></li> </ul> <p><b>After saving the Spreadsheet to the desired location, go to that location and open the Spreadsheet to manipulate the data</b></p>