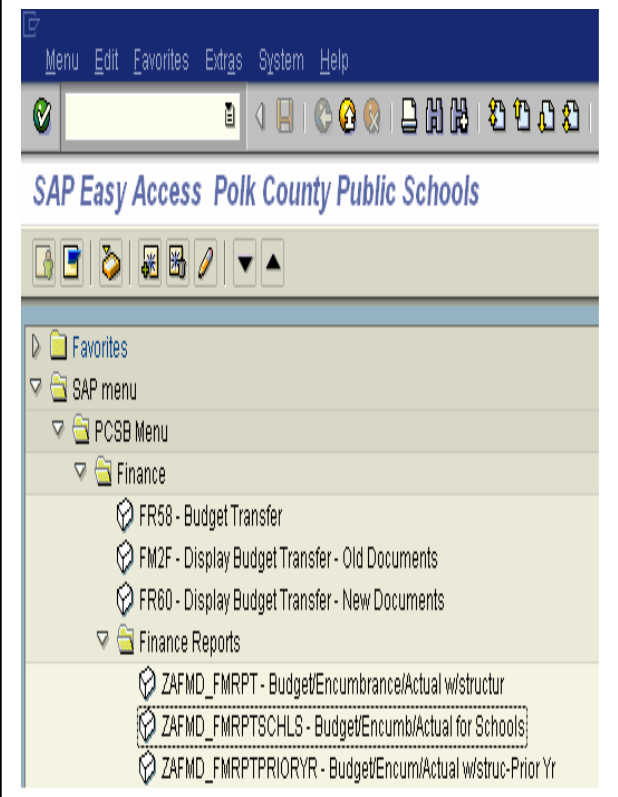
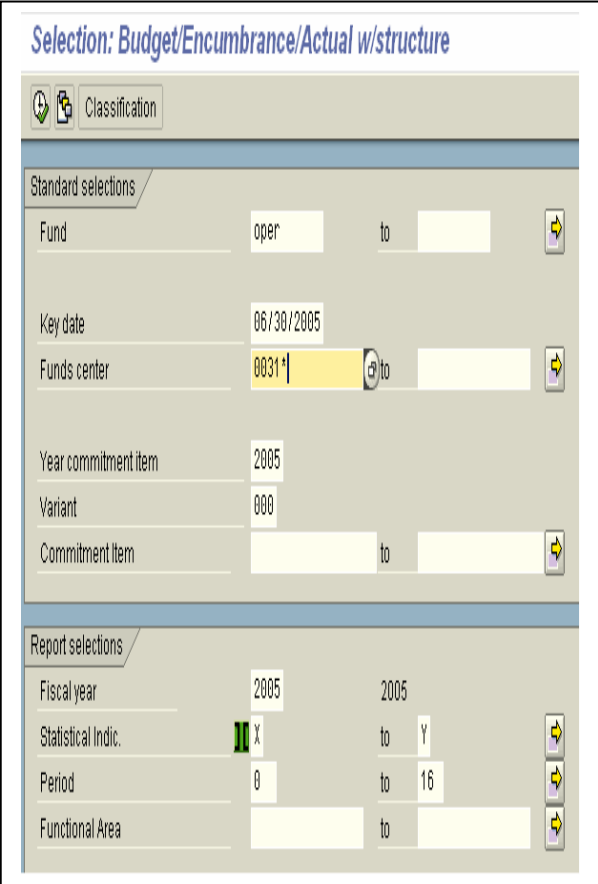


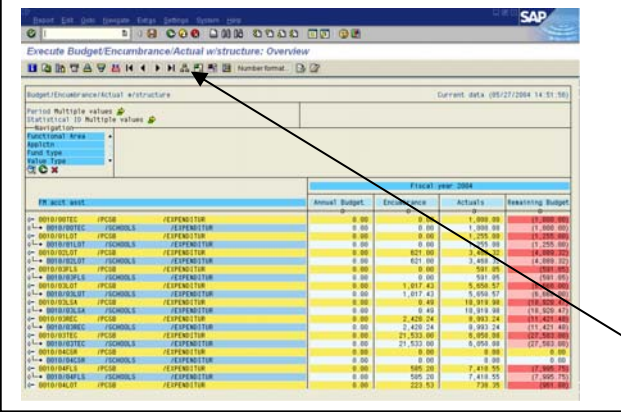


Generate Standard Funds Management Report-Budget

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

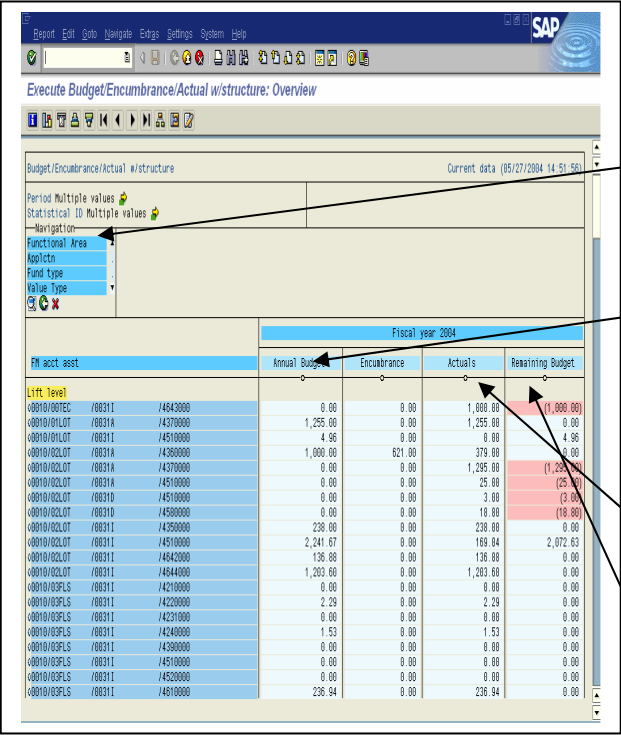
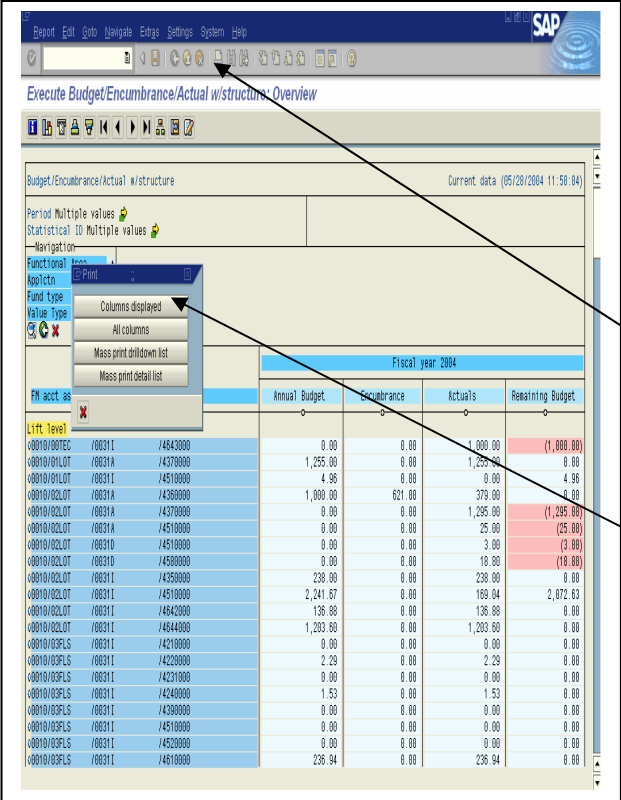
Generate Standard Funds Management Report-Budget

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

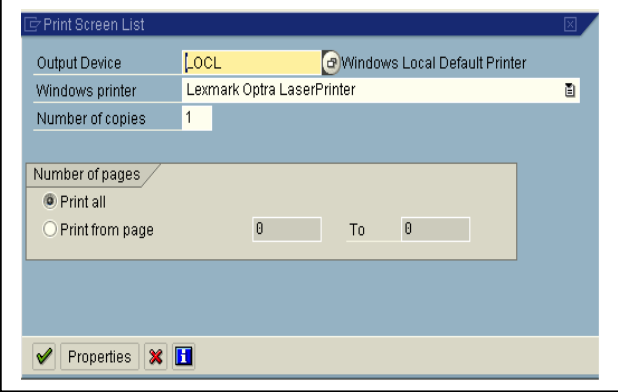
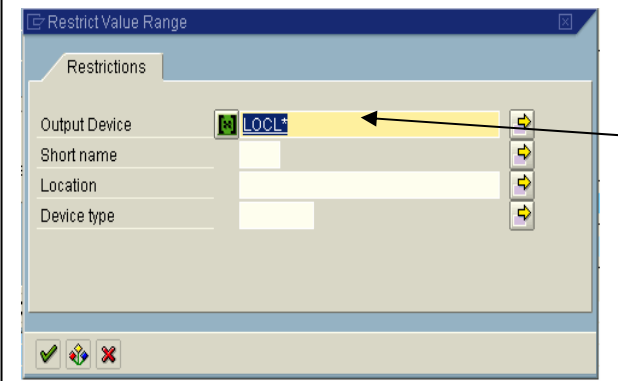
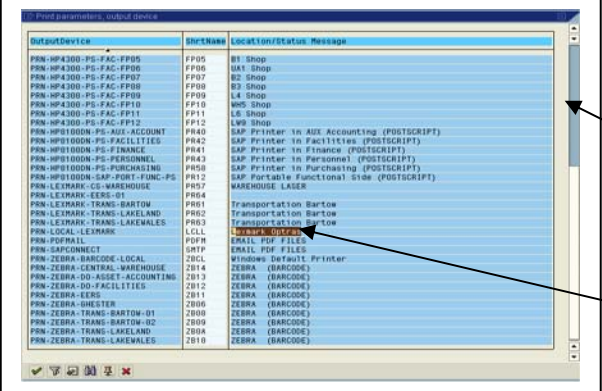
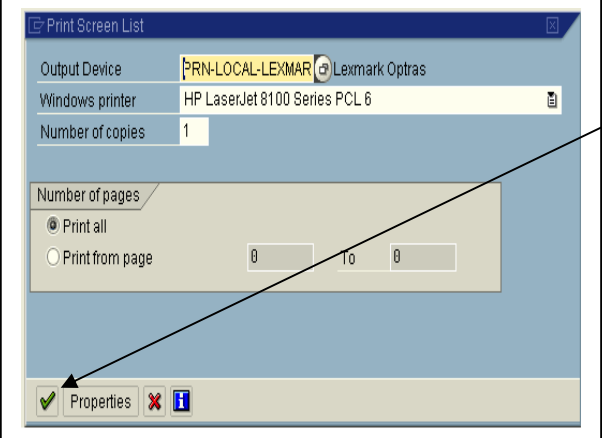
Generate Standard Funds Management Report-Budget

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

Generate Standard Funds Management Report-Budget

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

Generate Standard Funds Management Report-Budget

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

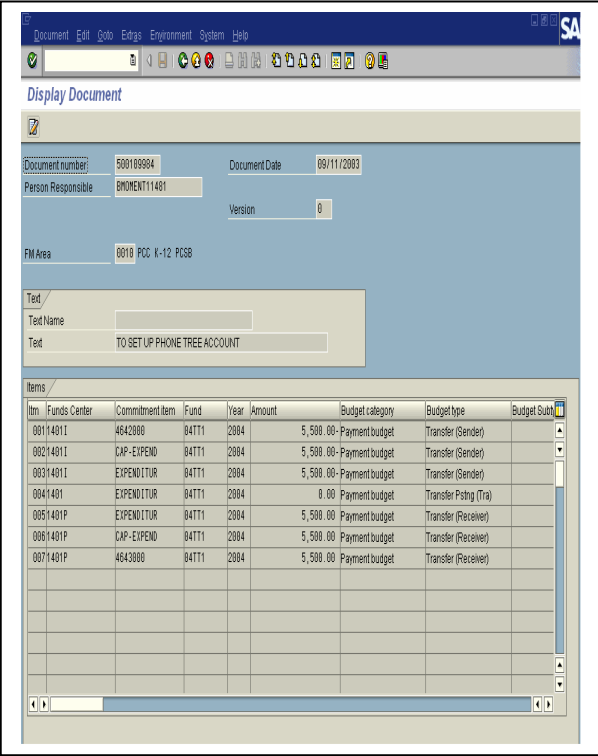
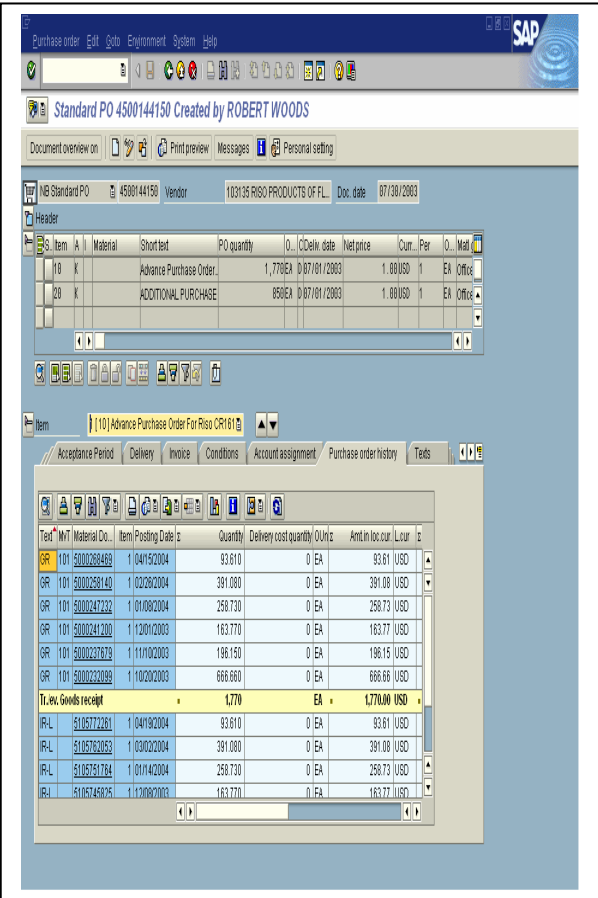
Enterprise Generate Standard Funds Management Report-Budget

| Steps | Screen Displayed | Procedures |
|-------|------------------|---|
| 11 | | <p>The Execute/Encumbrance/Actual w/structure: Overview screen is displayed.</p> <p>To Read the Report: Take the Annual Budget, Less the Encumbrances, Less the Actuals (Expenditures), gives you the Remaining Budget.</p> <p>To View the Original Document Details for a specific amount in any column:</p> <ul style="list-style-type: none"> • Click a Budget Amount to highlight • Click Extras on the toolbar • Click Line Items |
| 12 | | <p>If you are Displaying an Annual Budget, 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"> • Click the Green Back Arrow to return to the Execute Budget/Encumbrance/Actual w/structure: Overview |

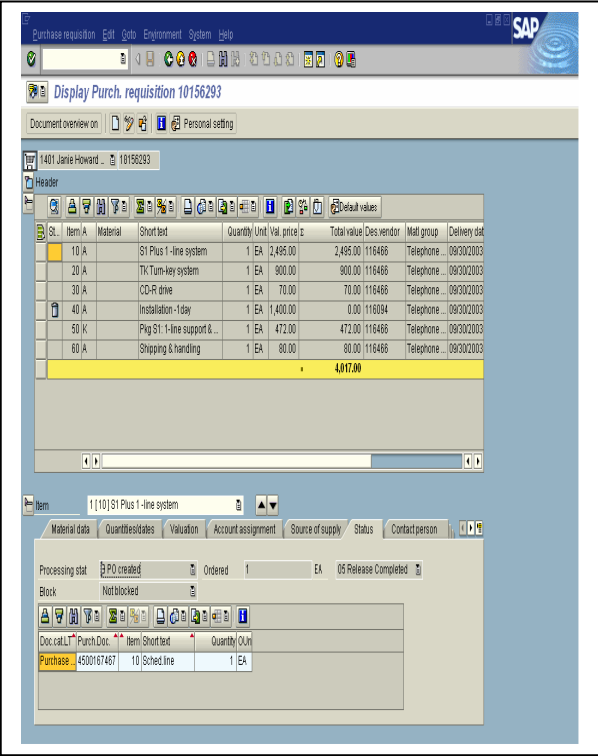
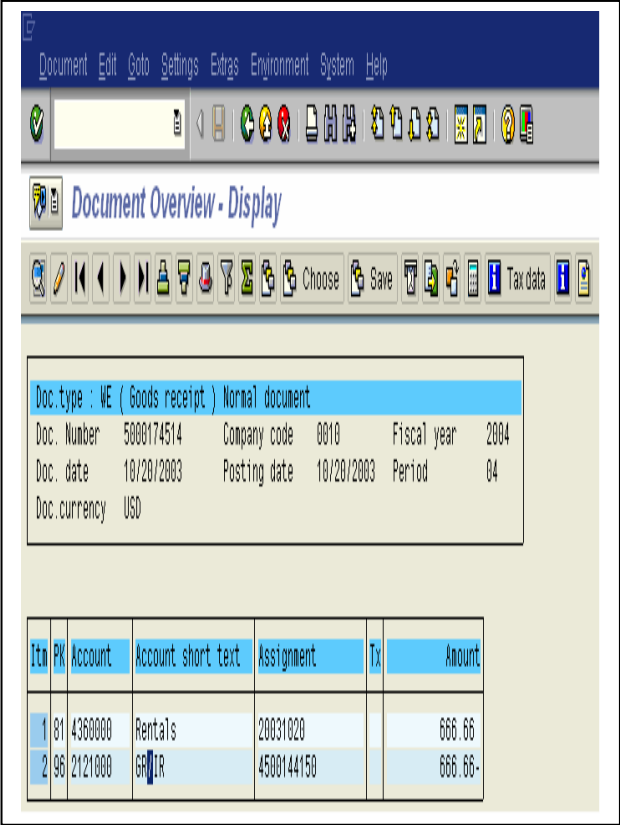
Generate Standard Funds Management Report-Budget

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

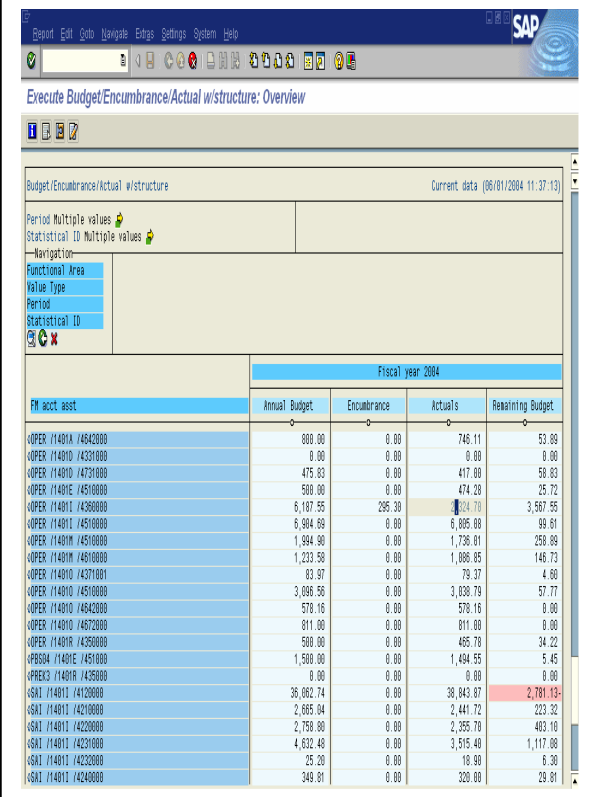
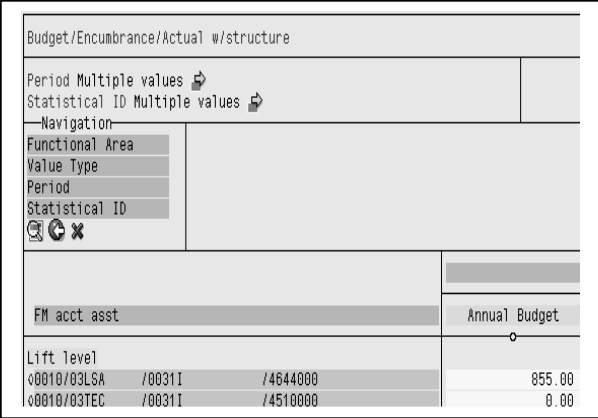
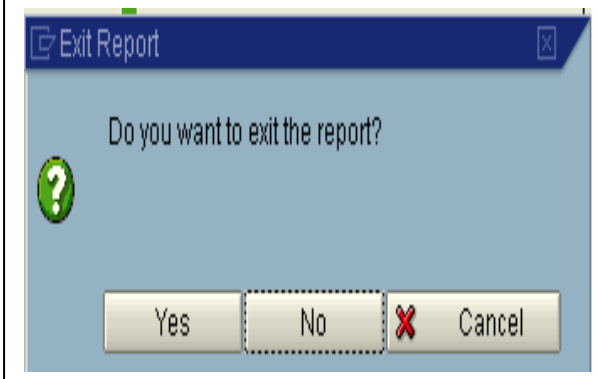

Generate Standard Funds Management Report-Budget

| Steps | Screen Displayed | Procedures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|---|----------------|-----------------------|------------|---------------|------------------|-----------|-----------|------------|----------------|-----------------------|----------|-------|-------|---------|--|----|--|--------|-------|-------|---------|--|----|--|-------|-------|-------|---------|--|----|--|-------|-------|-------|---------|
| 15 |  | <p><u>Example of an Annual Budget Document:</u></p> <p>To view a Budget Transfer:</p> <ul style="list-style-type: none"> Click the Reference Document number <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Doc.no.</th> <th style="background-color: #d3d3d3;">PRW</th> <th style="background-color: #d3d3d3;">Year</th> <th style="background-color: #d3d3d3;">Val.type text</th> <th style="background-color: #d3d3d3;">Budget type text</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ffff00;">500109984</td> <td style="background-color: #ffff00;">Z</td> <td style="background-color: #ffff00;">2004</td> <td style="background-color: #ffff00;">Payment Budget</td> <td style="background-color: #ffff00;">Transfers (receivers)</td> </tr> </tbody> </table> </div> <p>The Display Document 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><u>Examples of an Encumbrance Budget Documents:</u></p> <p>To view a Purchase Order</p> <ul style="list-style-type: none"> Click the Reference Document number <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">RefDocNo</th> <th style="background-color: #d3d3d3;">Item</th> <th style="background-color: #d3d3d3;">FM pstg d.</th> <th style="background-color: #d3d3d3;">z Pymt Bdg</th> <th style="background-color: #d3d3d3;">Fund</th> <th style="background-color: #d3d3d3;">Funds ctr</th> <th style="background-color: #d3d3d3;">Cmmt Item</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ffff00;">4500167467</td> <td style="background-color: #ffff00;">10</td> <td style="background-color: #ffff00;">09/30/2003</td> <td style="background-color: #ffff00;">2,495.00</td> <td style="background-color: #ffff00;">04TT1</td> <td style="background-color: #ffff00;">1401P</td> <td style="background-color: #ffff00;">4643000</td> </tr> <tr> <td></td> <td style="background-color: #ffff00;">20</td> <td></td> <td style="background-color: #ffff00;">900.00</td> <td style="background-color: #ffff00;">04TT1</td> <td style="background-color: #ffff00;">1401P</td> <td style="background-color: #ffff00;">4643000</td> </tr> <tr> <td></td> <td style="background-color: #ffff00;">30</td> <td></td> <td style="background-color: #ffff00;">70.00</td> <td style="background-color: #ffff00;">04TT1</td> <td style="background-color: #ffff00;">1401P</td> <td style="background-color: #ffff00;">4643000</td> </tr> <tr> <td></td> <td style="background-color: #ffff00;">50</td> <td></td> <td style="background-color: #ffff00;">80.00</td> <td style="background-color: #ffff00;">04TT1</td> <td style="background-color: #ffff00;">1401P</td> <td style="background-color: #ffff00;">4643000</td> </tr> </tbody> </table> </div> <p>The Referenced Purchase Order is displayed.</p> <p>Refer to Documentation on Displaying a Purchase Order 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | | 70.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 50 | | 80.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Generate Standard Funds Management Report-Budget

| Steps | Screen Displayed | Procedures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|--|--------------------|------------|--------------------|------------|-------|-----------|---|----|----------|---------|----------|---------|--------|----|--------|---------|--------|------------|--|---------|--|----------|-------|------------|-------------|------|-----------|-----------|-------|-----------|------------|----|------------|--------|-------|---------|---------|----|----------|-------|-------|---------|--|-------|-------|-------|-------|---------|
| 17 |  <p>The screenshot shows the SAP 'Display Purch. requisition 10156293' screen. It features a menu bar at the top with options like 'Purchase requisition', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a table of items with columns for Item, Material, Short text, Quantity, Unit, Val., price, Total value, Des. vendor, Mat. group, and Delivery date. The total value for the requisition is 4,017.00. At the bottom, there are tabs for 'Material data', 'Quantities/dates', 'Valuation', 'Account assignment', 'Source of supply', 'Status', and 'Contact person'. The 'Material data' tab is active, showing details for item 10 'SI Plus 1-line system'.</p> | <p>To view a Purchase Requisition</p> <ul style="list-style-type: none"> Click the Reference Document number <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>20</td> <td>2,495.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>30</td> <td>900.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>40</td> <td>900.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>50</td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>60</td> <td>70.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>80</td> <td>80.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> <tr> <td></td> <td>80.00</td> <td>80.00</td> <td>04TT1</td> <td>1401P</td> <td>4643000</td> </tr> </tbody> </table> <p>The Referenced Requisition is displayed.</p> <p>Refer to Documentation on Displaying a Requisition for further details</p> | 10156293 | 10 | 2,495.00 | 04TT1 | 1401P | 4643000 | | 20 | 2,495.00 | 04TT1 | 1401P | 4643000 | | 30 | 900.00 | 04TT1 | 1401P | 4643000 | | 40 | 900.00 | 04TT1 | 1401P | 4643000 | | 50 | 70.00 | 04TT1 | 1401P | 4643000 | | 60 | 70.00 | 04TT1 | 1401P | 4643000 | | 80 | 80.00 | 04TT1 | 1401P | 4643000 | | 80.00 | 80.00 | 04TT1 | 1401P | 4643000 |
| 10156293 | 10 | 2,495.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 20 | 2,495.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | 900.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 40 | 900.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 50 | 70.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 60 | 70.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 80 | 80.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 80.00 | 80.00 | 04TT1 | 1401P | 4643000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 |  <p>The screenshot shows the SAP 'Document Overview - Display' screen. It features a menu bar with options like 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a table with document details. The document type is 'WE (Goods receipt) Normal document'. The document number is 5000174514, company code is 0010, and fiscal year is 2004. The document date is 10/20/2003, posting date is 10/20/2003, and period is 04. The document currency is USD. Below the document details is a table with columns for Item, PK, Account, Account short text, Assignment, Tx, and Amount.</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>666666</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 | 666666 | 4500144150 | | 666.66- | <p>Examples of an Actuals Budget Documents</p> <p>To view a Goods Receipt</p> <ul style="list-style-type: none"> Click the Reference Document number <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 Goods Receipt is displayed.</p> <p>Refer to Documentation on Displaying Goods Receipt 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 96 | 2121000 | 666666 | 4500144150 | | 666.66- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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><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><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><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;">477.00</td><td style="text-align: right;">58.83</td></tr> <tr><td><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><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><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><OPER /1481M /4510000</td><td style="text-align: right;">1,394.30</td><td style="text-align: right;">0.00</td><td style="text-align: right;">1,738.01</td><td style="text-align: right;">258.89</td></tr> <tr><td><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><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><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><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><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><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><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><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><S&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><S&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><S&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><S&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><S&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><S&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. | Annual Budget | Encumbrance | Actuals | Remaining Budget | <OPER /1481A /4642000 | 600.00 | 0.00 | 746.11 | 53.89 | <OPER /1481D /4331000 | 0.00 | 0.00 | 0.00 | 0.00 | <OPER /1481D /4731000 | 475.83 | 0.00 | 477.00 | 58.83 | <OPER /1481E /4510000 | 500.00 | 0.00 | 474.28 | 25.72 | <OPER /1481I /4360000 | 6,187.55 | 285.39 | 4,824.70 | 3,567.55 | <OPER /1481I /4510000 | 6,394.89 | 0.00 | 6,806.08 | 99.61 | <OPER /1481M /4510000 | 1,394.30 | 0.00 | 1,738.01 | 258.89 | <OPER /1481M /4610000 | 1,233.58 | 0.00 | 1,086.85 | 146.73 | <OPER /1481O /4371001 | 83.37 | 0.00 | 79.37 | 4.00 | <OPER /1481O /4510000 | 3,086.56 | 0.00 | 3,038.79 | 57.77 | <OPER /1481O /4642000 | 570.16 | 0.00 | 578.16 | 0.00 | <OPER /1481O /4672000 | 911.00 | 0.00 | 811.00 | 0.00 | <OPER /1481O /4360000 | 500.00 | 0.00 | 465.78 | 34.22 | <PS04 /1481G /4510000 | 1,500.00 | 0.00 | 1,494.55 | 5.45 | <PREC3 /1481G /4360000 | 0.00 | 0.00 | 0.00 | 0.00 | <S&I /1481I /4120000 | 36,062.74 | 0.00 | 39,843.87 | 2,781.13 | <S&I /1481I /4210000 | 2,865.04 | 0.00 | 2,441.72 | 223.32 | <S&I /1481I /4220000 | 2,758.88 | 0.00 | 2,355.76 | 403.10 | <S&I /1481I /4231000 | 4,632.48 | 0.00 | 3,515.48 | 1,117.00 | <S&I /1481I /4232000 | 25.20 | 0.00 | 18.88 | 6.30 | <S&I /1481I /4240000 | 349.81 | 0.00 | 320.00 | 29.81 | <p>These Documents may be referenced through the Actuals Column</p> <p><u>To Display Any Document:</u></p> <ul style="list-style-type: none"> Click the Reference Document number (See examples above) <p>Documents beginning with:</p> <p>100 = Payment Transfer, or Profit Transfer Posting (Print Shop charges) 170 = Corrections 190 = Direct CD/Direct Pay Invoices 210 = Invoices Out County Travel 480 = Adjustment Posting 490 = Invoices for Storeroom Orders or Transportation Repairs 500 = Invoices (Goods Receipt) 510 = Invoices paid against Purchase Orders or Balancing entry for Goods Receipt</p> |
| Fiscal year 2004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FM acct asst. | Annual Budget | Encumbrance | Actuals | Remaining Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481A /4642000 | 600.00 | 0.00 | 746.11 | 53.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481D /4331000 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481D /4731000 | 475.83 | 0.00 | 477.00 | 58.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481E /4510000 | 500.00 | 0.00 | 474.28 | 25.72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481I /4360000 | 6,187.55 | 285.39 | 4,824.70 | 3,567.55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481I /4510000 | 6,394.89 | 0.00 | 6,806.08 | 99.61 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481M /4510000 | 1,394.30 | 0.00 | 1,738.01 | 258.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481M /4610000 | 1,233.58 | 0.00 | 1,086.85 | 146.73 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481O /4371001 | 83.37 | 0.00 | 79.37 | 4.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481O /4510000 | 3,086.56 | 0.00 | 3,038.79 | 57.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481O /4642000 | 570.16 | 0.00 | 578.16 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481O /4672000 | 911.00 | 0.00 | 811.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <OPER /1481O /4360000 | 500.00 | 0.00 | 465.78 | 34.22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <PS04 /1481G /4510000 | 1,500.00 | 0.00 | 1,494.55 | 5.45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <PREC3 /1481G /4360000 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <S&I /1481I /4120000 | 36,062.74 | 0.00 | 39,843.87 | 2,781.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <S&I /1481I /4210000 | 2,865.04 | 0.00 | 2,441.72 | 223.32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <S&I /1481I /4220000 | 2,758.88 | 0.00 | 2,355.76 | 403.10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <S&I /1481I /4231000 | 4,632.48 | 0.00 | 3,515.48 | 1,117.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <S&I /1481I /4232000 | 25.20 | 0.00 | 18.88 | 6.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <S&I /1481I /4240000 | 349.81 | 0.00 | 320.00 | 29.81 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 |  <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FM acct asst.</th> <th style="text-align: right;">Annual Budget</th> </tr> </thead> <tbody> <tr><td>Lift Level</td><td></td></tr> <tr><td><0010/03LSA /0031I /4644000</td><td style="text-align: right;">855.00</td></tr> <tr><td><0010/03TEC /0031I /4510000</td><td style="text-align: right;">0.00</td></tr> </tbody> </table>  | FM acct asst. | Annual Budget | Lift Level | | <0010/03LSA /0031I /4644000 | 855.00 | <0010/03TEC /0031I /4510000 | 0.00 | <p>To leave the Standard Funds Management Report</p> <ul style="list-style-type: none"> Click the Yellow Up Arrow (Exit) icon, if activated <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">  </div> <p><u>If the Yellow Up Arrow (Exit) icon is not activated:</u></p> <ul style="list-style-type: none"> Click on Lift Level <p>The Execute Budget/Encumbrance/Actual w/structure: Overview screen is displayed.</p> <ul style="list-style-type: none"> Click the Yellow Up Arrow (Exit) icon Click Yes <p>The SAP Easy Access Screen is displayed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FM acct asst. | Annual Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lift Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <0010/03LSA /0031I /4644000 | 855.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <0010/03TEC /0031I /4510000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Transaction Descriptions for *Reference Document Numbers*

| Ref Doc No | Trans Column Description |
|--------------------------------|---|
| Budget Column: | |
| 500000000 | Original Budget (Could be Original Budget, Supplement-Carry-over Budget), Transfer (Senders or Receivers) |
| Encumbrance Column: | |
| 450000000 | Purchase Orders |
| 100000000 | Purchase Requisitions |
| 320000000 | Funds Reservation |
| Actuals: (Expenditures) | |
| 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) |