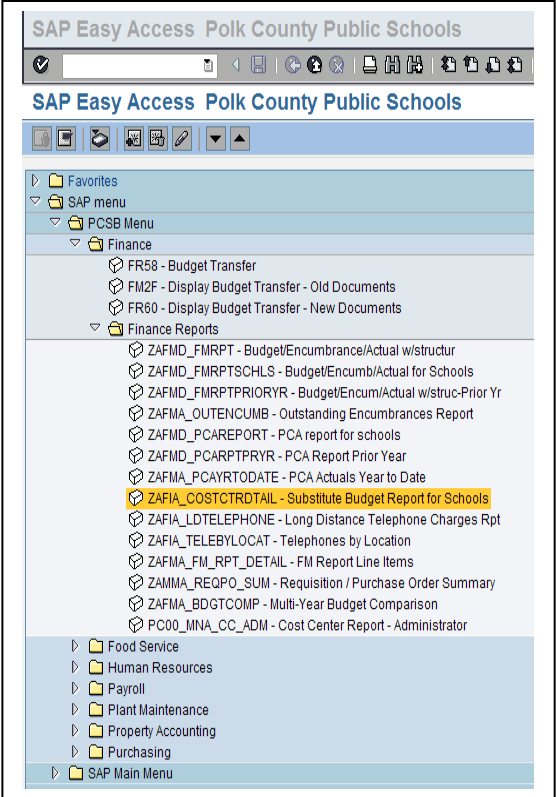
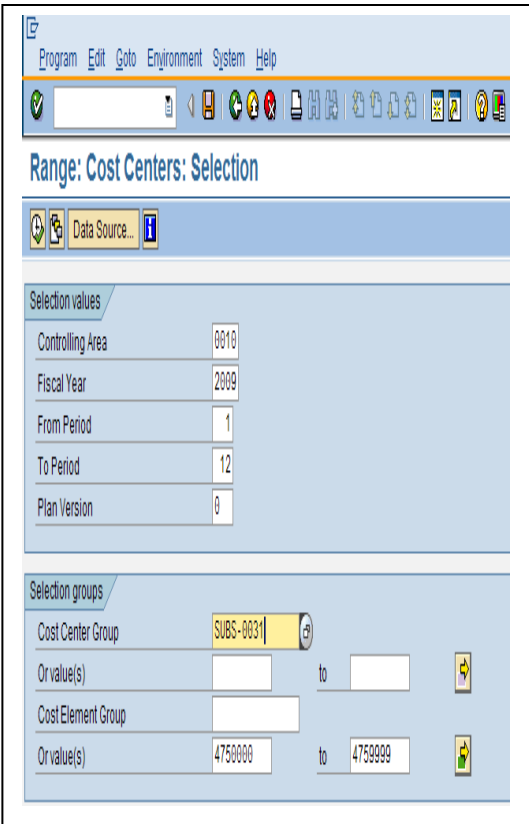
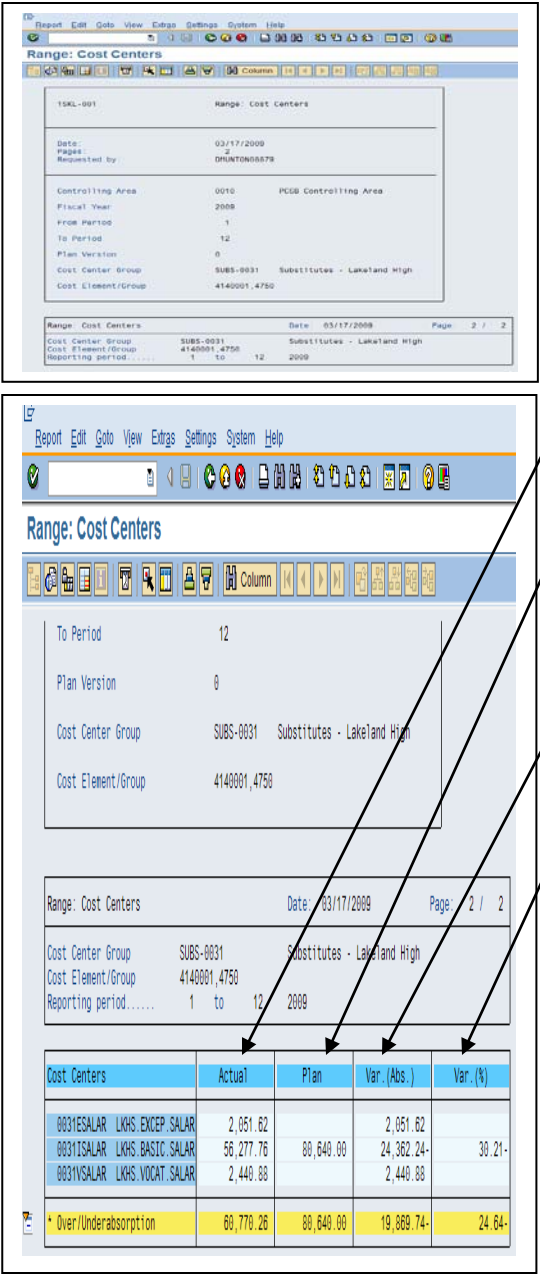
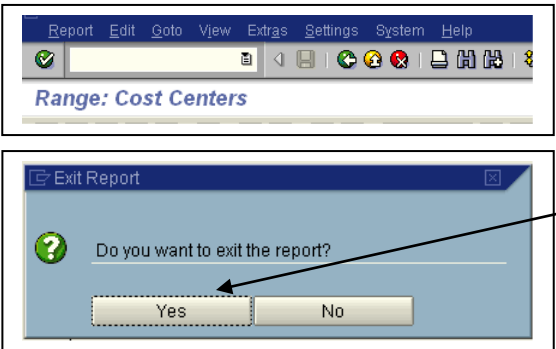


Substitute Allocation Report for School Principal

Steps	Screen Display	Procedures
1.		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">SAP Easy Access Polk County Public Schools</p> </div> <ul style="list-style-type: none"> • Click the Expand icon to the left of PCSB Menu • Click Finance • Click Finance Reports • <i>Double-click</i> ZAFIA_COSTCTRDTAIL – Substitute Budget Report for Schools
2.		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">Range: Cost Centers: Selection</p> </div> <ul style="list-style-type: none"> • Controlling Area- Defaults to 0010 • Fiscal Year- Defaults to current year • From period- Defaults to 1 • To period- Defaults to 12 • Plan Version- Defaults to 0 • Cost center group- SUBS- Defaults • <i>Type your 4 digit location number</i> <p style="text-align: center; margin: 10px 0;">Example: SUBS-0031</p> <ul style="list-style-type: none"> • 4750000 Defaults in the bottom left Or value (s) field • 4759999 Defaults in the bottom right to value field • Click the Execute Icon

Substitute Allocation Report for School Principal

Steps	Screen Display	Procedures						
3.		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue; font-weight: bold;">Range: Cost Centers</p> </div> <p>The report display defaults to the second page where it lists the salary for substitutes for the selected location and lists the totals.</p> <ul style="list-style-type: none"> ● Actual: Amount spent for Substitute employees Year to Date ● Plan: Amount in Annual budget for Substitute employee salaries provided by Finance (Finance places the entire budget in ****ISALAR) ● Var. (Abs.): The difference between the Actual and Plan columns ● Var %: The percentage of funds remaining in the Annual budget <p>The values in the Over/under absorption row (highlighted in yellow) are your Totals Year to Date.</p> <p>The minus signs to the right of the numbers in the Abs. Var. and Var. (%) columns mean the balance is under budget.</p> <p>Example:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Your Annual Budget is</td> <td style="text-align: right;">84,105.63 (Plan)</td> </tr> <tr> <td>Year to Date Sub. Pay</td> <td style="text-align: right;"><u>13,010.00</u> (Actual)</td> </tr> <tr> <td>Remaining Budget</td> <td style="text-align: right;">71,095.63 (Abs. var.)</td> </tr> </table> <p>Your remaining budget of 71,095.63 is under the 84,105.63 annual (Plan) budget.</p>	Your Annual Budget is	84,105.63 (Plan)	Year to Date Sub. Pay	<u>13,010.00</u> (Actual)	Remaining Budget	71,095.63 (Abs. var.)
Your Annual Budget is	84,105.63 (Plan)							
Year to Date Sub. Pay	<u>13,010.00</u> (Actual)							
Remaining Budget	71,095.63 (Abs. var.)							
4.		<ul style="list-style-type: none"> ● Click the Green back arrow to exit report ● Click Yes to exit the report 						