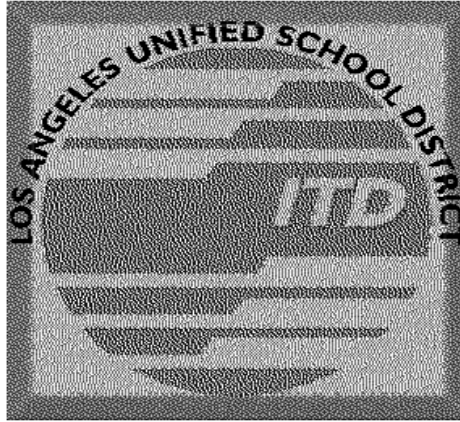


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

INTEGRATED FINANCIAL SYSTEM GRAPHICAL USER INTERFACE (IFS GUI)

BUDGET AND EXPENDITURE QUERIES MANUAL FOR SCHOOLS

Section 2 of 9

NOVEMBER 2003

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Foreword

The Integrated Financial System Graphical User Interface (IFS GUI) Budget and Expenditure Queries Manual for Schools provides users with instruction on how to view budget related data when using IFS GUI.

This manual is intended for use by school staff utilizing IFS GUI.

Information Technology Division

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OVERVIEW

The Budget Inquiry Business Function allows authorized school staff to view budget and financial data online. This section of the manual provides information on how to view current budgeted, pre-encumbered, encumbered, expended and available amounts online. In addition, users may track accounting and financial data on the Online General Ledger resulting from transactions. Below is a brief description of each of the Budget Inquiry Business Function's related screens.

Expense Budget Totals by Program – Displays financial data by Budget Fiscal Year, Area, Organization, Fund and Program, without regard to an appropriation unit.

Expense Budget Totals by Object – Displays financial data by Budget Fiscal Year, Area, Organization, Fund, Program, and Object, without regard to an appropriation unit. This budget line is termed "Presence Control", because when a transaction is created, the system validates against this window to ensure that the budget line is present and therefore valid.

Appropriation Summary – Displays details within an Appropriation Unit by Budget Fiscal Year, Area, Organization, Appropriation Unit, Fund, Program, and Object of Expenditure. This budget line is termed "Full Control." When a transaction is first edited, and edited again during the overnight process, the system validates against this window to determine if there is a spending control indicator of "Y" in the SPEND CTRL IND field:

1. If there is, the system checks if there are sufficient funds on that budget line for the transaction amount. If funds are insufficient, the transaction is rejected.
2. If there is not a "Y" indicator, the system checks if there are sufficient funds at the Appropriation Unit level. If funds are insufficient, the transaction is rejected.

Appropriation Unit Totals – An Appropriation Unit is the SUM or the total of a grouping of similar types of expenditure budget lines. Each budget line is a combination of Budget Fiscal Year, Area, Organization, Fund, Program, and Object. The Appropriation Unit Totals window displays all established appropriation units for the area and organization combination, available amounts, programs, and unit descriptions.

Online General Ledger – Displays posted transactions by budget line and account type. The budget line postings can be viewed by pre-encumbrance, encumbrance, expenditure, and budget transactions.

Budget Report – Used by authorized school staff to view financial data at various stages of budget development, and allows a comparison of data against a previous budget fiscal year data. Schools can view this window to determine whether or not there will be a carryover of their budget from the current fiscal year to the next.

OVERVIEW, continued**NOTES:**

- The Executive Budget Inquiry I and Executive Budget Inquiry II Business Functions provide high level views of budget and financial data. However, there is no manual available for these functions.
- **Data used in is intended to be used for training purposes only and *does not* reflect actual account balances for the sample school used.**

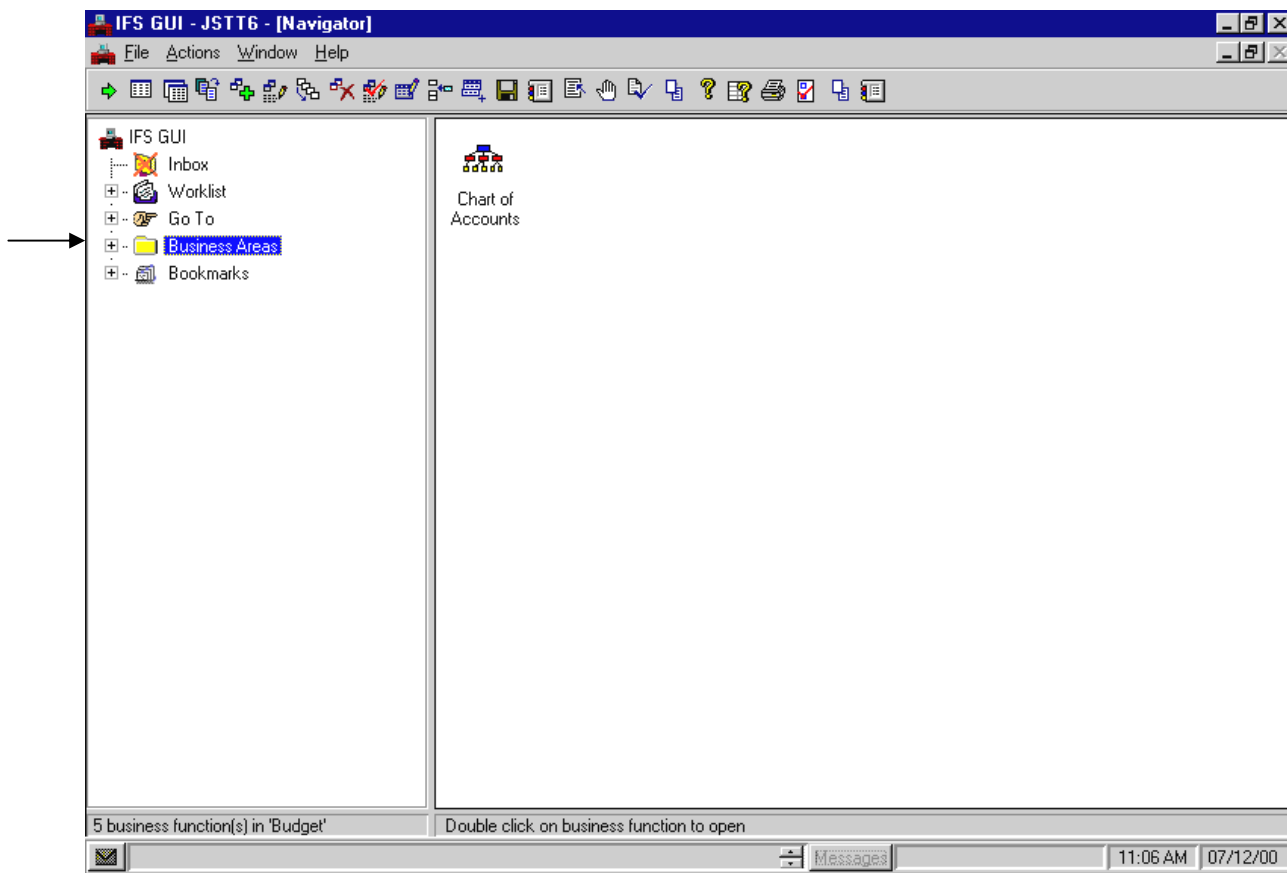
THE NAVIGATOR WINDOW

The Navigator window is the main menu within the IFS GUI system. Each option selected on this screen leads to a sub-directory with a variety of selections available for use. **NOTE:** The Inbox and Worklist options are not currently used.

The first option is the **Go To** utility area, which provides quick access to any screen. The SUSF – Document Listing window may be accessed via this selection to print documents in report format and to print the purchase order to be sent to the vendor.

The second option is the **Business Areas**, which represent work areas, such as Budget, Stock Purchases, Purchase Orders, etc. A Business Area is made up of Business Functions, or groupings of windows representing business tasks that can be performed. For example, the Budget Business Area includes Business Functions such as Budget Inquiry, Executive Budget, etc.

The third option is the **Bookmarks** utility area which may be used to set, open, delete, and view bookmarks. Bookmarks provide shortcuts to access documents or tables and reduce the number of steps required to open commonly accessed areas.



To view available Business Areas, double click on the **Business Area** icon, or click on the “+” sign to the left of the Business Area icon to expand its listings.

THE NAVIGATOR WINDOW, continued

Once the Business Areas icon has been expanded, the following Business Areas options will appear:

Accounting business area, where schools may view program, object and organizational information.

Budget business area - where authorized school staff may view financial data.

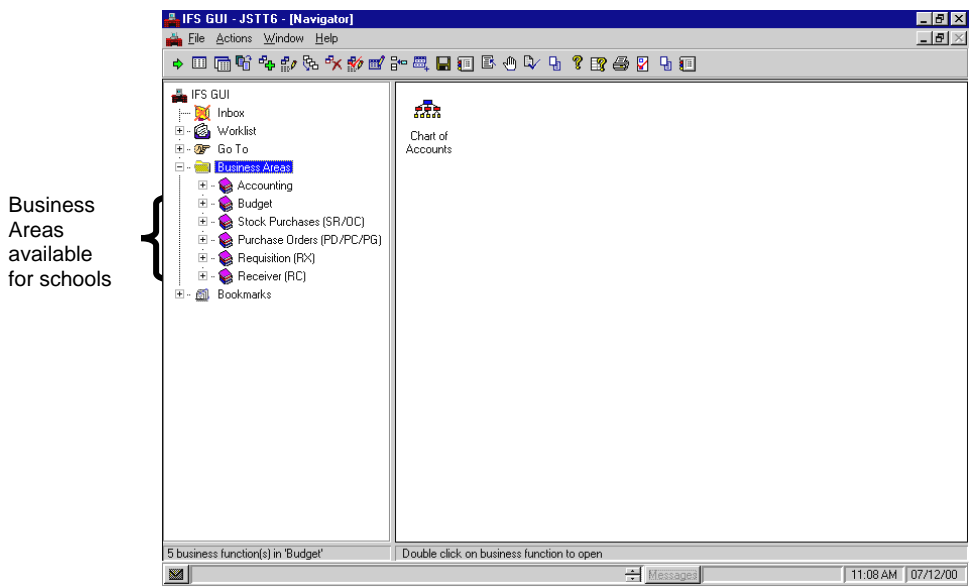
Stock Purchases business area - where authorized school staff may create and track online requisitions to purchase items from the District’s warehouses.

Purchase Order business area - where authorized school staff may create and track online purchase orders to purchase goods or services from outside vendors.

Non-Stock Requisition business area - where authorized school staff may create and track online requisitions to purchase goods or services from outside vendors.

Receiver business area - where the school may create online receivers to confirm receipt of goods or services purchased from outside vendors.

The Chart of Accounts Business Function displayed below is defaulted. This business function is a part of the Accounting Business Area. Once you click on a business area, the related business functions will display.



The first business area available for schools is the Budget Business Area. To display the business functions related to Budget, click the **Budget Business Area** icon or on the “+” next to it. To access the Budget Inquiry windows, double click the **Budget Inquiry** business function icon.

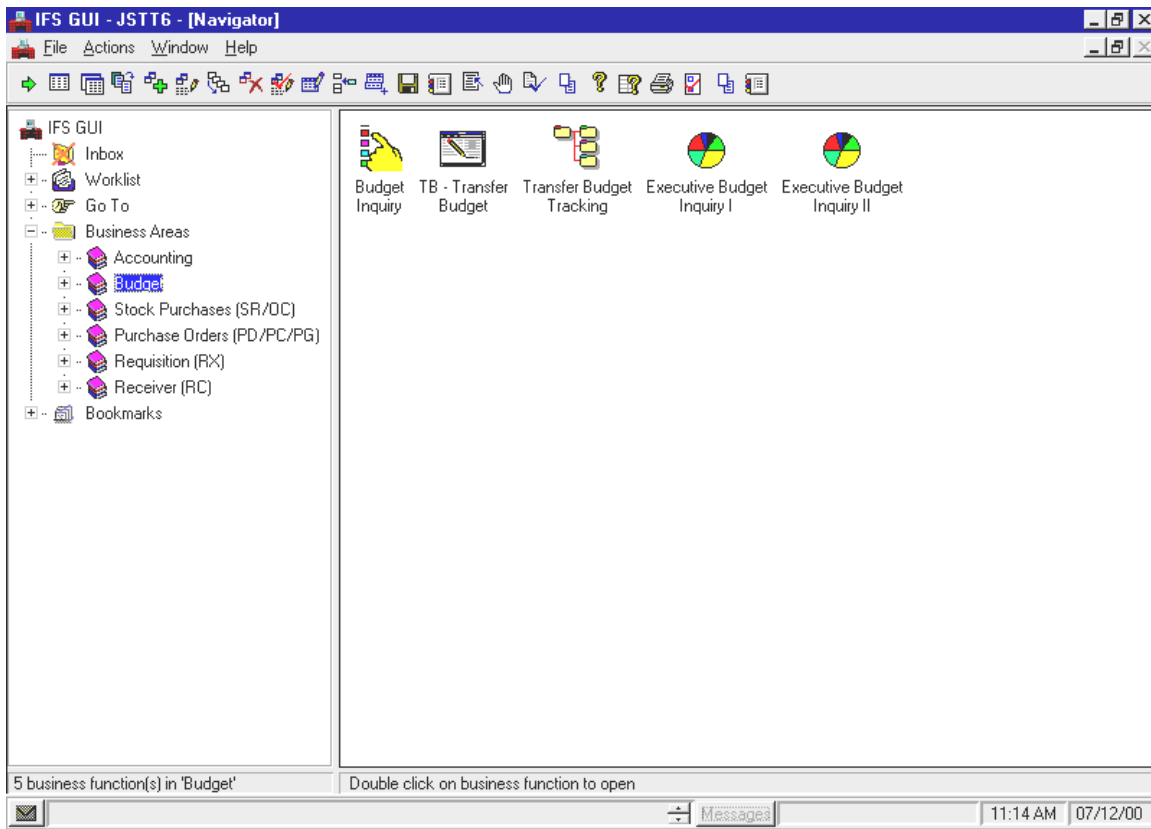
BUDGET BUSINESS AREA

Once the **Budget Business Area** has been selected, the following business functions that make up the area appear:

Budget Inquiry - Authorized school staff may view online budget and accounting information.

Transfer Budget business functions are no longer used by the District.

Executive Budget Inquiry I and **Executive Budget Inquiry II** business functions, which allow users to access high level budget information which may be used for report preparation.



To open and view windows related to the business function, double click on the icon or select the icon and press **Enter**. To open the Budget Inquiry business function, double click on the **Budget Inquiry** icon.

BUDGET INQUIRY BUSINESS FUNCTION

VIEW EXPENSE BUDGET TOTALS BY PROGRAM (EBTP)

When the **Budget Inquiry** business function is double clicked from the Navigator window, the Expense Budget Totals by Program (EBTP) screen is displayed first.

The purpose of this screen is to display by Program code (without regard to the appropriation unit) the budgeted, pre-encumbered, encumbered, expended, and available amounts. In addition, the description of each Program code is displayed.

To view expense budget totals by program, enter the following information:

- Budget Fiscal Year** = Budget Fiscal Year is the ending year, such as in the 1999-2000 school year, the fiscal year is 00
- Area** = the school site's three-character Area code
- Organization** = the school site's four-digit Organization code
- Fund** = three-digit Fund (generally 001/003)
- Program** = the four-character (alpha/numeric) Program code

From the menu bar, click on **Display: Browse Data** to display the program information for your area and organization.

Each window displays the title on the title bar at the top of the screen, and the date and time are displayed at the lower right corner of the screen. The header portion of the screen, directly above the rectangular box, displays the budget fiscal year, the Area code, the Organization code and name, and the Fund.

Displayed below the header, in the rectangular box, are the Program code and the description of the program. To the right of the Program code and description are the current modified budget, pre-encumbered, encumbered, expended and available amounts for that program.

Title Bar → IFS GUI - JSTT6 - [EBTP - Expense Budget Totals by Program]

Header { Budget Fiscal Year: 01, Area: FOS, Organization: 8132 FOSHAY LEARNING CENTER, Fund: 001

Program detail lines →

Program	Description	Current Modified Budget	Pre-Encumbered Amount	Encumbered Amount	Expended Amount	Additional field not displayed on screen: Available amount
1 3137	IMA-STU DATA SYSTEM	1,000.00	0.00	0.00		
2 4170	IMA-SCHS	1,999,120.24	220,061.64	506,371.18	4,5	
3 4381	SCH ADVISY COMM EXP-EL DIST/MI	144.00	0.00	0.00		
4 4731	MATERIEL-OPERATION-SCHOOLS	2,000.00	0.00	0.00		

→ **Additional field not displayed on screen: Available amount**

← **Date and time** 11:17 AM 07/12/00

BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW EXPENSE BUDGET TOTALS BY PROGRAM, continued

Below is a left side view of fields that exist on the EBTP screen. To view the remaining fields, use the scroll bar or click the arrow to the right of the scroll bar.

Left side view: first fields that appear

Scroll bar (left side view)

Program	Description	Current Modified Budget	Pre-Encumbered Amount	Encumbered Amount	Expend Amount
1 8132	IMA-STU DATA SYSTEM	1,000.00	0.00	0.00	
2 4170	IMA-SCHS	1,999,120.24	220,061.64	506,371.18	
3 4381	SCH ADVISY COMM EXP-EL DIST/MI	144.00	0.00	0.00	
4 4731	MATERIEL-OPERATION-SCHOOLS	2,000.00	0.00	0.00	

Below is a right side view of the remaining fields that exist on the EBTP screen. You may use the single-record view by double clicking the highlighted field.

Right side view (remaining fields)

Scroll bar (right side view)

	Current Modified Budget	Pre-Encumbered Amount	Encumbered Amount	Expended Amount	Available Amount
1	1,000.00	0.00	0.00	0.00	1,000.00
2	1,999,120.24	220,061.64	506,371.18	4,597.30	1,268,090.12
3	144.00	0.00	0.00	0.00	144.00
4	2,000.00	0.00	0.00	0.00	2,000.00

BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW EXPENSE BUDGET TOTALS BY PROGRAM, continued

Screens that display several entries (e.g. 3137, 4170, 4381, 4731) are referred to as multiple-entry screens. Double clicking anywhere on the record line will display a single-record view on multiple-entry screens. This window allows users to view all fields of a record in one window and scroll to the next or previous available records displayed on the multiple-entry screen. This feature is helpful for multiple-entry screens that have columns that cannot be viewed without scrolling horizontally.

See an example below of a multiple-entry screen and a single-record view:

Multiple-entry view:

Double click anywhere on the record line to view a single record view for that line.

Program	Description	Current Modified Budget	Pre-Encumbered Amount	Encumbered Amount	Expended Amount
1 3137	IMA-STU DATA SYSTEM	1,000.00	0.00	0.00	0.00
2 4170	IMA-SCHS	1,999,120.24	220,061.64	506,371.18	
3 4381	SCH ADVISY COMM EXP-EL DIST/MI	144.00	0.00	0.00	0.00
4 4731	MATERIEL-OPERATION-SCHDOLS	2,000.00	0.00	0.00	0.00

Single-record view:

Expense Budget Totals by Program Inquiry Record View
Record 1 of 4 Current Records

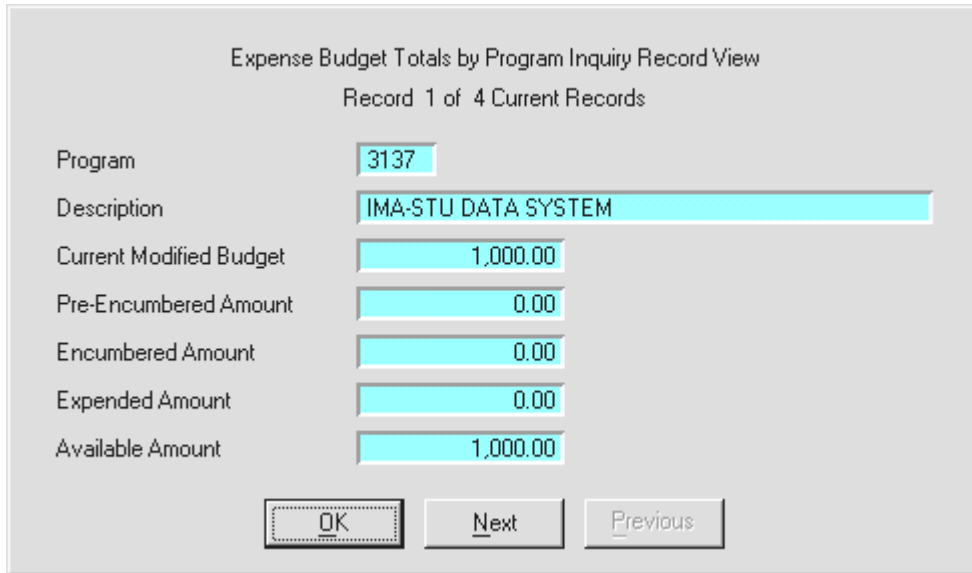
Program	3137
Description	IMA-STU DATA SYSTEM
Current Modified Budget	1,000.00
Pre-Encumbered Amount	0.00
Encumbered Amount	0.00
Expended Amount	0.00
Available Amount	1,000.00

OK Next Previous

BUDGET INQUIRY BUSINESS FUNCTION, continued

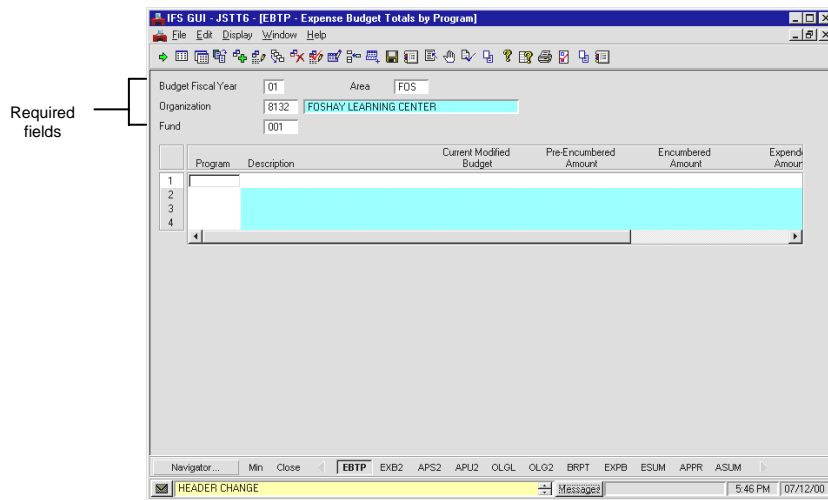
VIEW EXPENSE BUDGET TOTALS BY PROGRAM, continued

To display additional program lines, click on the **Next** button. To return to a previously viewed program, click the **Previous** button. To return to the multiple-entry view, click the **OK** button.



To display additional program lines from the multiple-record entry screen, click on **Display: More Data**. After selecting **Display: More Data**, the screen previously displayed may again be viewed by clicking **Display: Previous Page** (maximum of four screens).

The status bar displays system information, providing feedback as you work. In this case the message displayed is “Header Change”, indicating that if the **Browse: More Data** command is executed, one or more items may change on the required, or key fields.

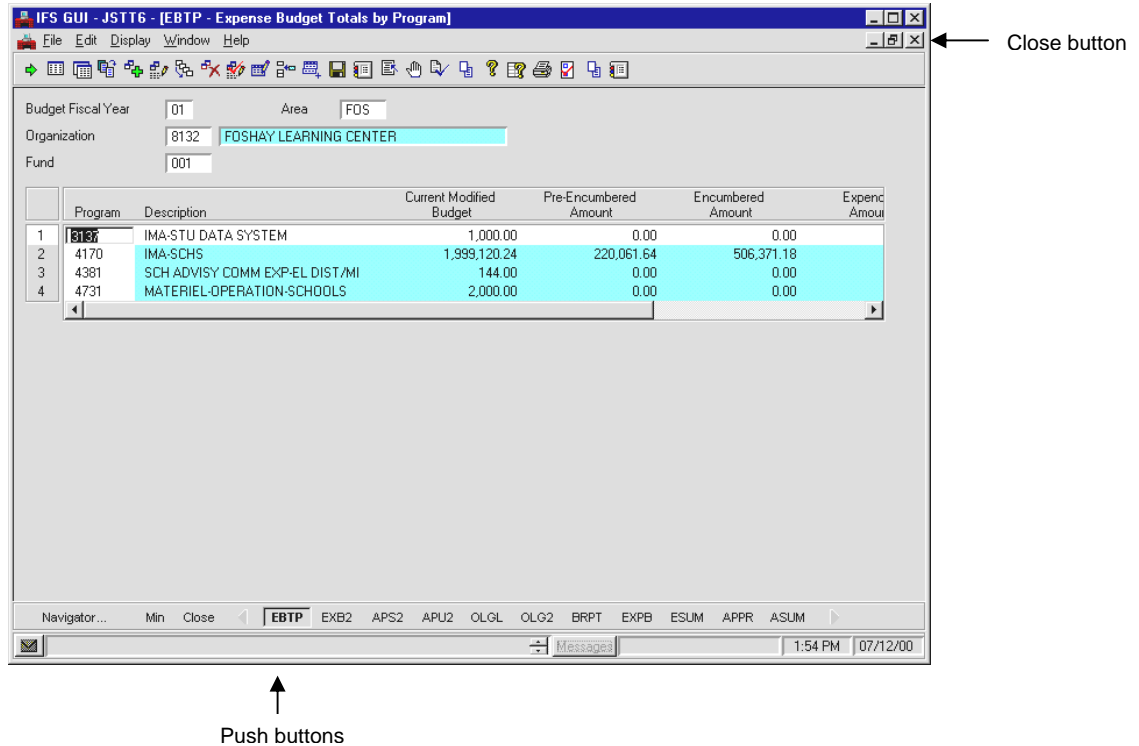


Click on the Close button to return to the Desktop Navigator Window, or click on **Window: Close Open**

BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW EXPENSE BUDGET TOTALS BY PROGRAM, continued

To clear the screen of all data, click on **Window: Clear Window**; to exit to the IFS GUI Navigator window, click **Window: Navigator**, or click the **Close** button; to exit IFS GUI, click **File: Exit**. To view a specific budget line by program, enter information beginning from the Budget Fiscal Year through the Program fields and select **Display: Browse Data**.



To view additional related data from the Expense Budget Totals by Program screen, the Expense Budget Totals by Object (EXB2) screen can be accessed by clicking the **EXB2** push button. Another method for displaying related data is to click **Display: Related Data**. However, if this method is used, the push buttons are no longer available, and **Display: Related Data** must be selected to move to the next related screen. To redisplay and access the related push buttons, return to the first screen (EBTB) by clicking the close button.

BUDGET INQUIRY BUSINESS FUNCTION, continued

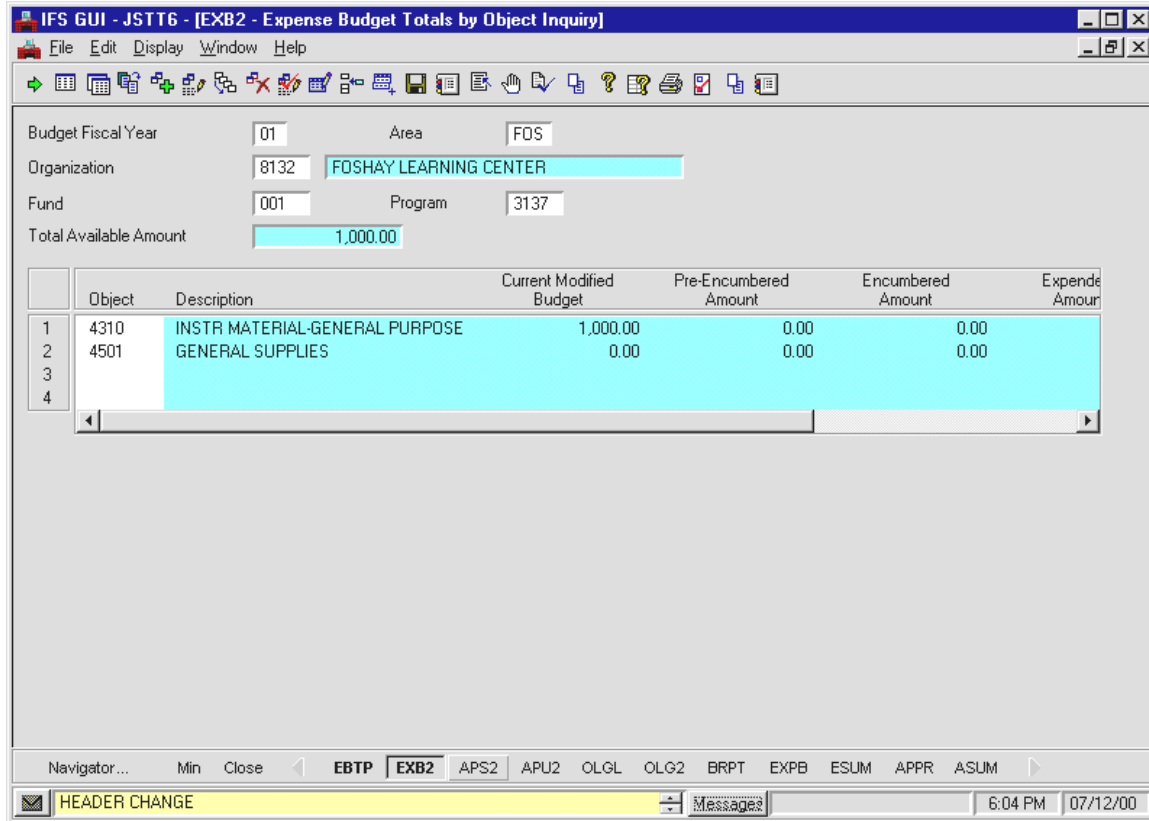
VIEW EXPENSE BUDGET TOTALS BY OBJECT (EXB2)

When the **EXB2** button is selected from the Expense Budget Totals by Program screen, the Expense Budget Totals by Object screen is displayed. The information needed to display this data did not need to be entered on this screen, rather, it was brought forward when the cursor was placed on a specific Program code and then the **EXB2** push button clicked.

The purpose of this screen is to display the total available amount by Program code, then list a further breakdown by Object of expenditure code within that program (without regard to appropriation unit). The budgeted, pre-encumbered, encumbered, expended, and available amounts are displayed by object within a program. In addition, the description of each Object code is displayed.

The header portion of the screen, directly above the rectangular box, displays the budget fiscal year, the Area code, the Organization code and the Organization name, Fund, Program, and the total available amount in the Program.

Displayed below the header, in the rectangular box, are the Object code and the description of the object. To the right of the object code and description are the current modified budget, pre-encumbered, encumbered, expended and available amounts for that program and object combination. (Use the scroll bar to view additional fields not displayed.)



BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW EXPENSE BUDGET TOTALS BY OBJECT, continued

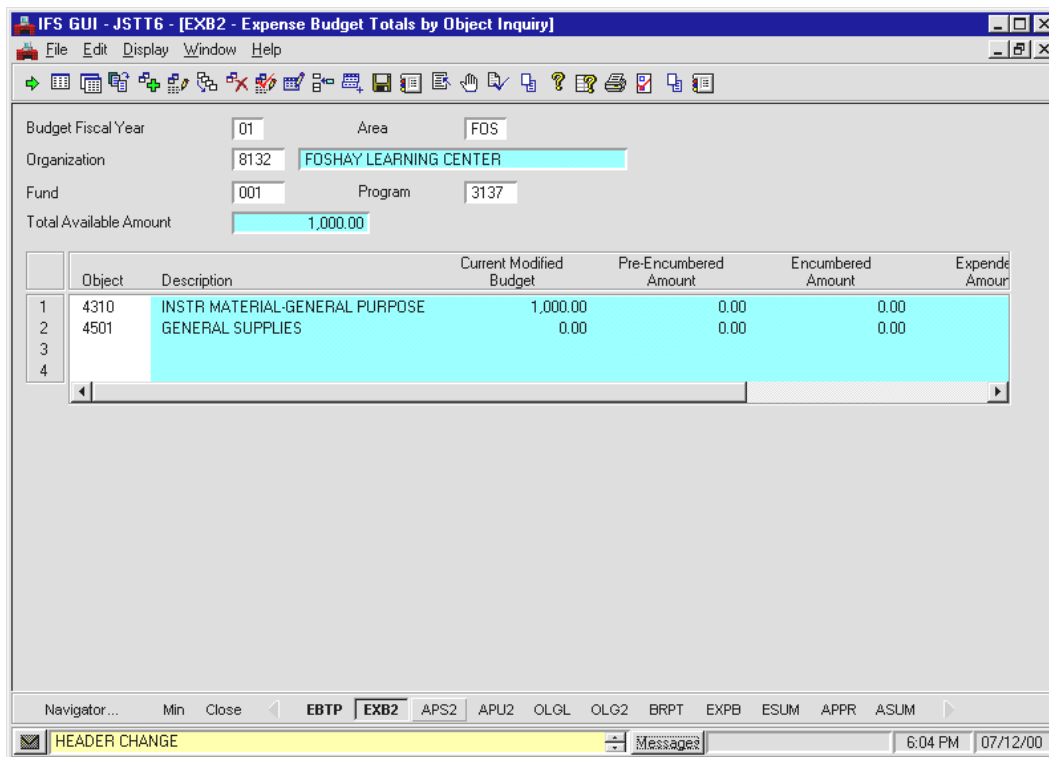
To display additional object lines, click on **Display: More Data**. After selecting **Display: More Data**, the screen just previously displayed may again be viewed by clicking **Display: Previous Page** (maximum of four screens).

To return to the Expense Budget Totals by Program window, click the **EBTP** push button.

If the Expense Budget Totals by Object window is accessed without carrying over related data from a blank screen, enter the following information to view a specific program's objects:

- Budget Fiscal Year** = Budget Fiscal Year (Budget Fiscal Year is the ending year, such as in the 1999-2000 school year, the fiscal year is 00)
- Area** = the school site's three-character Area code
- Organization** = the school site's four-digit Organization code
- Fund** = three-digit Fund (generally 001/003)
- Program** = the four-character (alpha/numeric) Program code
- Object** = the four-digit Object of expenditure code

Click on **Display: Browse Data**. To display additional object lines, click on **Display: More Data**.

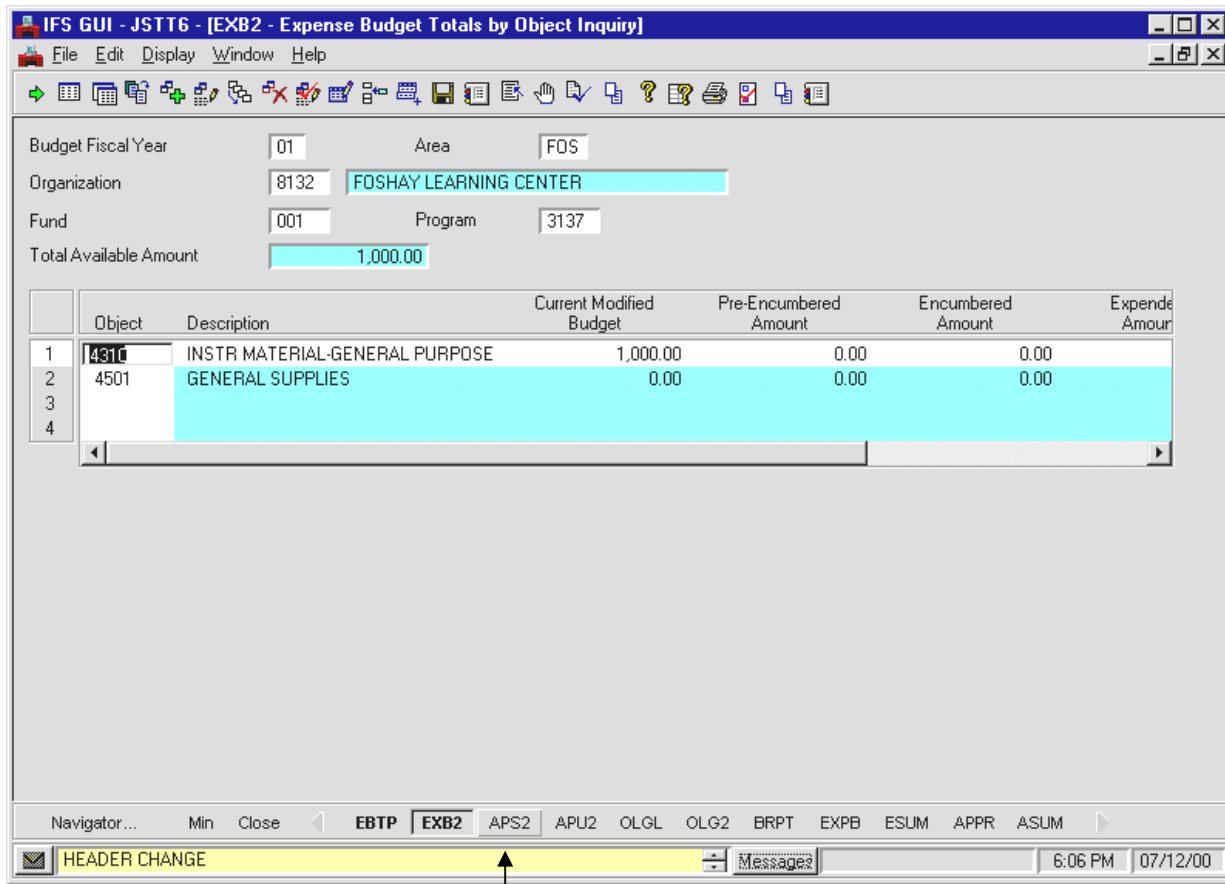


BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW EXPENSE BUDGET TOTALS BY OBJECT, continued

From the Expense Budget Totals by Object screen, the Appropriation Summary Inquiry 2 screen can be accessed. The Appropriation Summary Inquiry 2 screen displays the total available amount at the Appropriation Unit level, all programs and object lines which comprise the unit, and the Spending Control Indicator of Y.

To move to the Appropriation Summary screen to view data for a particular object, press the **Tab** key to reach the specific object, then click the **APS2** push button.



BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW APPROPRIATION SUMMARY INQUIRY 2 (APS2)

When the **APS2** push button is clicked from the Expense Budget Totals by Object Inquiry screen, the Appropriation Summary Inquiry 2 screen is displayed. The Appropriation Summary Inquiry 2 screen displays data for a specific Appropriation Unit. The key information needed to display this data does not need to be entered on this screen and is brought forward when the cursor is placed on a specific object and the **APS2** push button is clicked.

The purpose of this screen is to display total available amounts for a specific appropriation unit; to display each Program and Object codes that comprise the specific appropriation unit; and, to display by program and object, the budgeted, pre-encumbered, encumbered, expended, and available amounts.

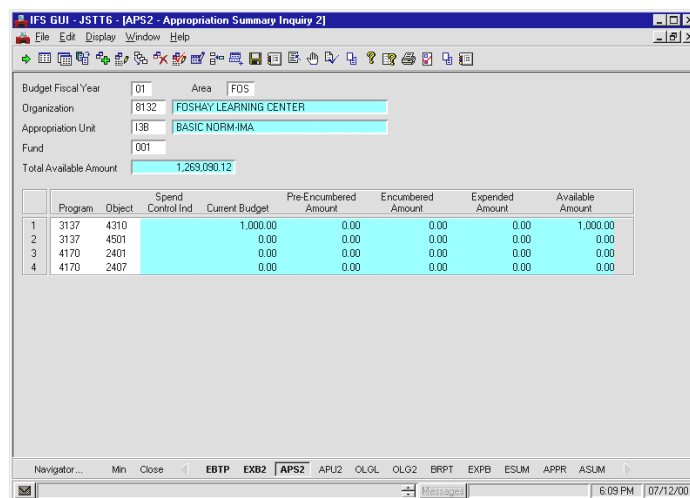
Appropriation Units were devised as a means of allowing greater spending flexibility by grouping similar types of expenditure objects together in a unit. However, when expending against a different program within the same Appropriation Unit, the site needs to check with the Fiscal Specialist to ensure that a budget transfer is not necessary.

For instance, programs 3137 and 4170 are within the same Appropriation Unit - I3B. On the window below, program 3137 has object 4310 with \$1,000.00 and object 4501 with \$0.00. The site can expend dollars between objects 4310 and 4501 under program 3137. However, expending between programs 3137 and 4170 will require the site to check with the Fiscal Specialist.

In addition, the screen displays a field titled SPEND CTRL IND; this field represents a spending control indicator. When there is a "Y" in the field, IFS GUI will reject expenditures which exceed the available amount for a specific program and object combination. When the field is blank, IFS GUI will accept expenditures above the amount of the available dollars for a specific program and object combination, up to the available amount at the Appropriation Unit level.

NOTE: At this time, this procedure applies to regular programs only. Regular programs are identified as all numeric Program codes, such as, 2544, 2545, 4152, 4168, 4170, etc.

Appropriation Unit →



BUDGET INQUIRY BUSINESS FUNCTION, continued

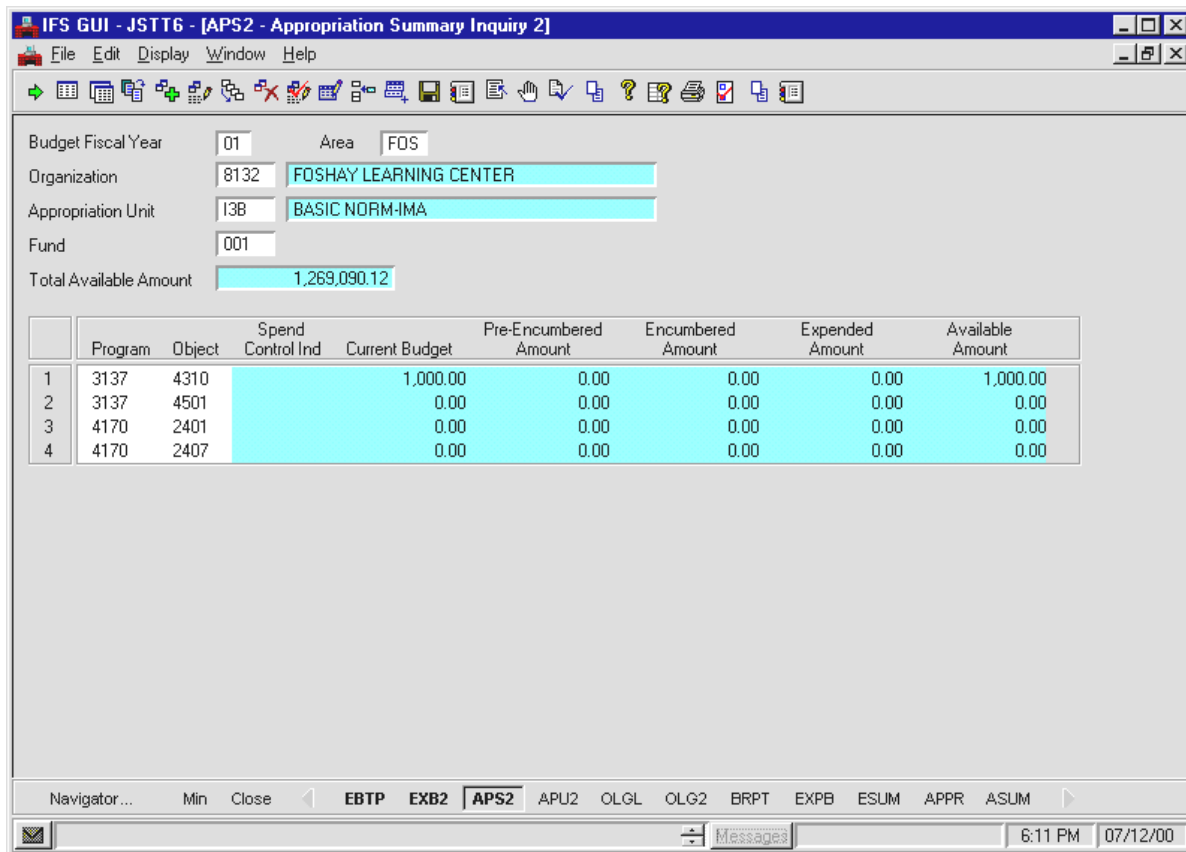
VIEW APPROPRIATION SUMMARY INQUIRY 2, continued

The header portion of the screen, directly above the rectangular box, displays the budget fiscal year, the Area code, the Organization code and name, appropriation unit code and description, the Fund, and the total available amount of dollars remaining in the appropriation unit.

Displayed below the header, in the rectangular box, a line is displayed for each program and object combination that comprises the unit. If there is a spending control indicator, a “Y” is displayed to the right of the object in the SPEND CTRL IND field. To the right of each program and object combination are the budgeted, pre-encumbered, encumbered, expended and available amounts for that combination. (Use scroll bar to view additional fields not displayed.)

To display additional lines, click on **Display: More Data**. After selecting **Display: More Data**, the screen just previously displayed may again be viewed by clicking **Display: Previous Page** (maximum of four screens).

To return to the Expense Budget Totals by Object window, click the **EXB2** push button.



BUDGET INQUIRY BUSINESS FUNCTION, continued

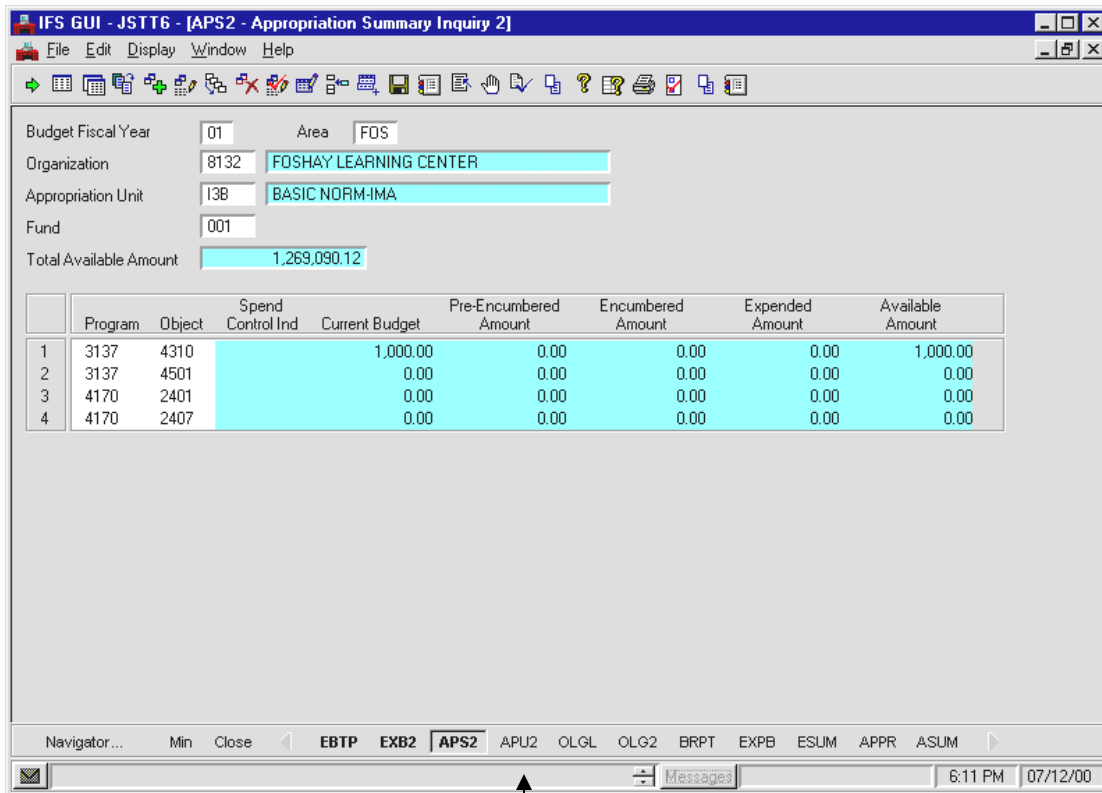
VIEW APPROPRIATION SUMMARY INQUIRY 2, continued

If the Appropriation Summary screen is accessed directly without carrying over related data, enter the following information to view a specific Appropriation Unit's detail:

- Budget Fiscal Year** = Budget Fiscal Year (Budget Fiscal Year is the ending year, such as in the 1999-2000 school year, the fiscal year is 00)
- Area** = the school site's three-character Area code
- Organization** = the school site's four-digit Organization code
- Appropriation Unit** = the appropriation unit for which you wish to see detail lines

Click on **Display: Browse Data**. To display additional lines, click on **Display: More Data**.

From the Appropriation Summary Inquiry 2 screen, the Appropriation Unit Totals screen can be accessed. This screen displays in summary format by Appropriation Unit, the total available amounts remaining in each appropriation unit. To move to the Appropriation Unit Totals screen, click on the **APU2** push button.



BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW APPROPRIATION UNIT TOTALS (APU2)

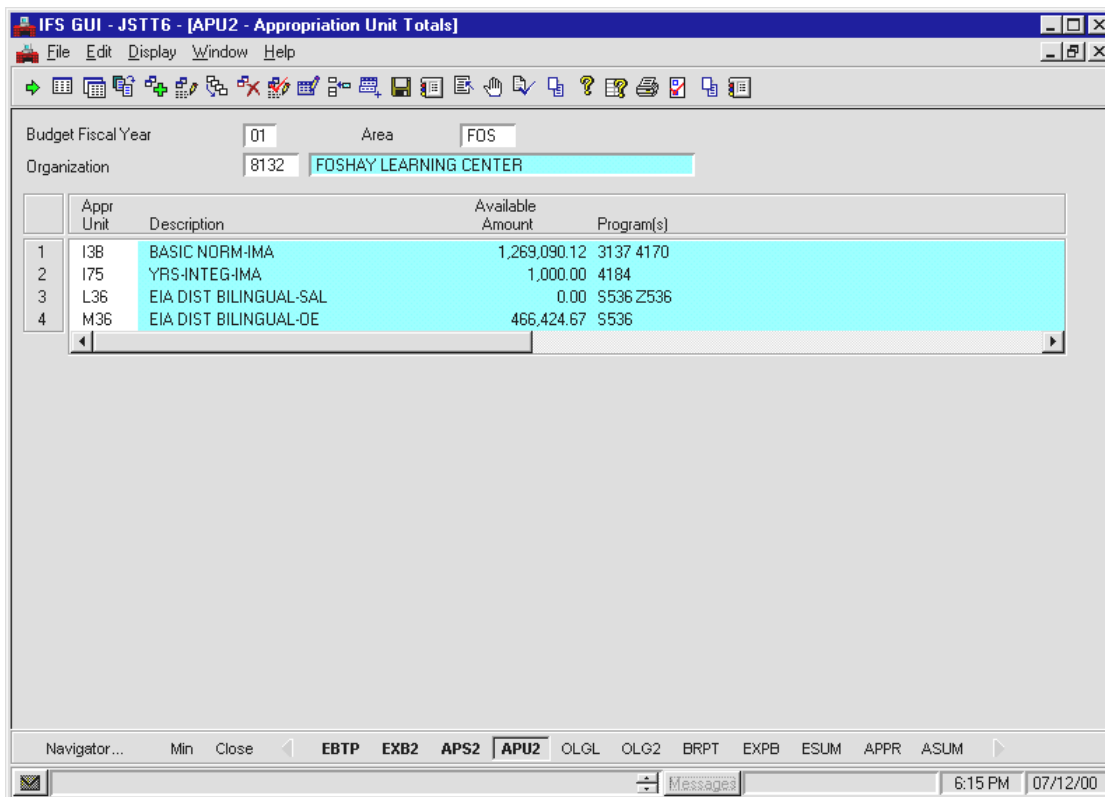
When the **APU2** button is clicked from the Appropriation Summary Inquiry 2 screen, the Appropriation Unit Totals screen is displayed. The Appropriation Unit Totals window displays data for Appropriation Units and the programs that comprise them. The key information needed to display this data does not need to be entered on this screen; the information is brought forward when the **APU2** push button is clicked.

The purpose of this screen is to display in summary format by Appropriation Unit, the total available amount remaining in each appropriation unit, a description of each Appropriation Unit, and the specific Program codes that comprise each unit.

The header portion of the screen directly above the rectangular box displays the budget fiscal year, the Area code, the Organization code and the Organization name.

Displayed below the header, in the rectangular box, is the Appropriation Unit code, the description of the unit, the total available amount remaining in the unit, and a listing of the Program code(s) which comprise the unit.

To display additional appropriation units, click on **Display: More Data**. After selecting **Display: More Data**, the screen just previously displayed may again be viewed by clicking **Display: Previous Page** (maximum of four screens).



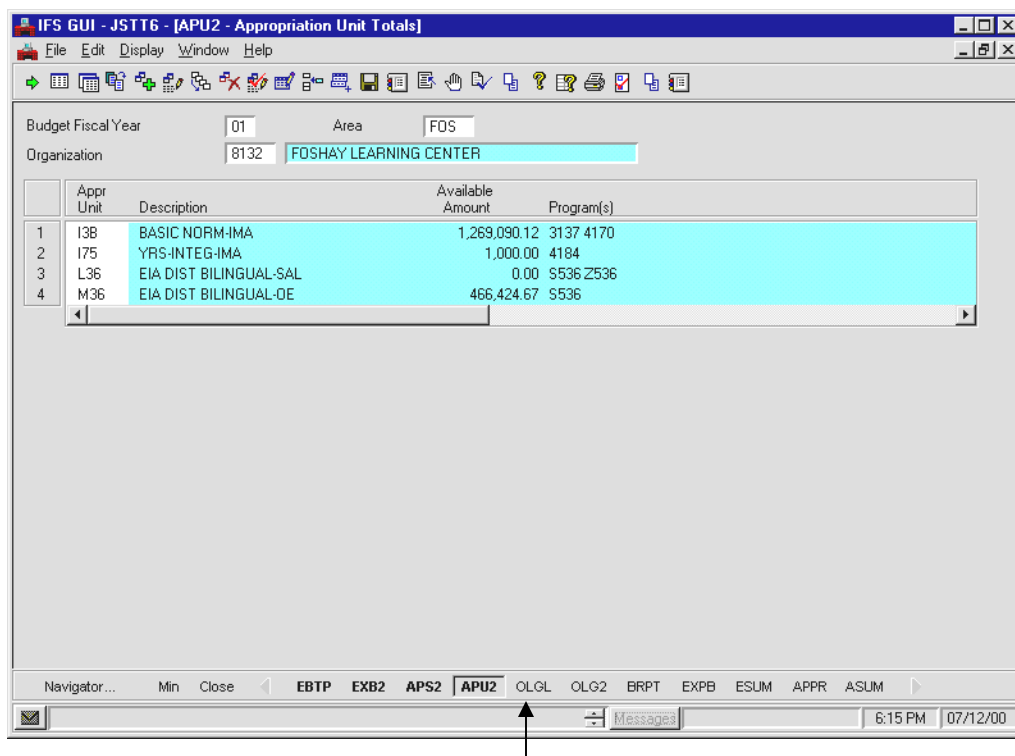
BUDGET INQUIRY BUSINESS FUNCTION, continued

VIEW APPROPRIATION UNIT TOTALS, continued

If the Appropriation Unit Totals screen is accessed directly without carrying over related data, enter the following information to view Appropriation Unit's:

- Budget Fiscal Year** = Budget Fiscal Year (Budget Fiscal Year is the ending year, such as in the 1999-2000 school year, the fiscal year is 00)
- Area** = the school site's three-character Area code
- Organization** = the school site's four-digit Organization code

Click on **Display: Browse Data** to display the first appropriation unit (in alphabetical order) for your area and organization. To display additional lines, click on **Display: More Data**.



From the Appropriation Unit Totals screen, the Online General Ledger Inquiry (1 of 2) screen can be accessed. This screen displays posting of transactions by budget line and account type. To access the Online General Ledger Inquiry (1 of 2) screen, click on the **OLGL** push button.

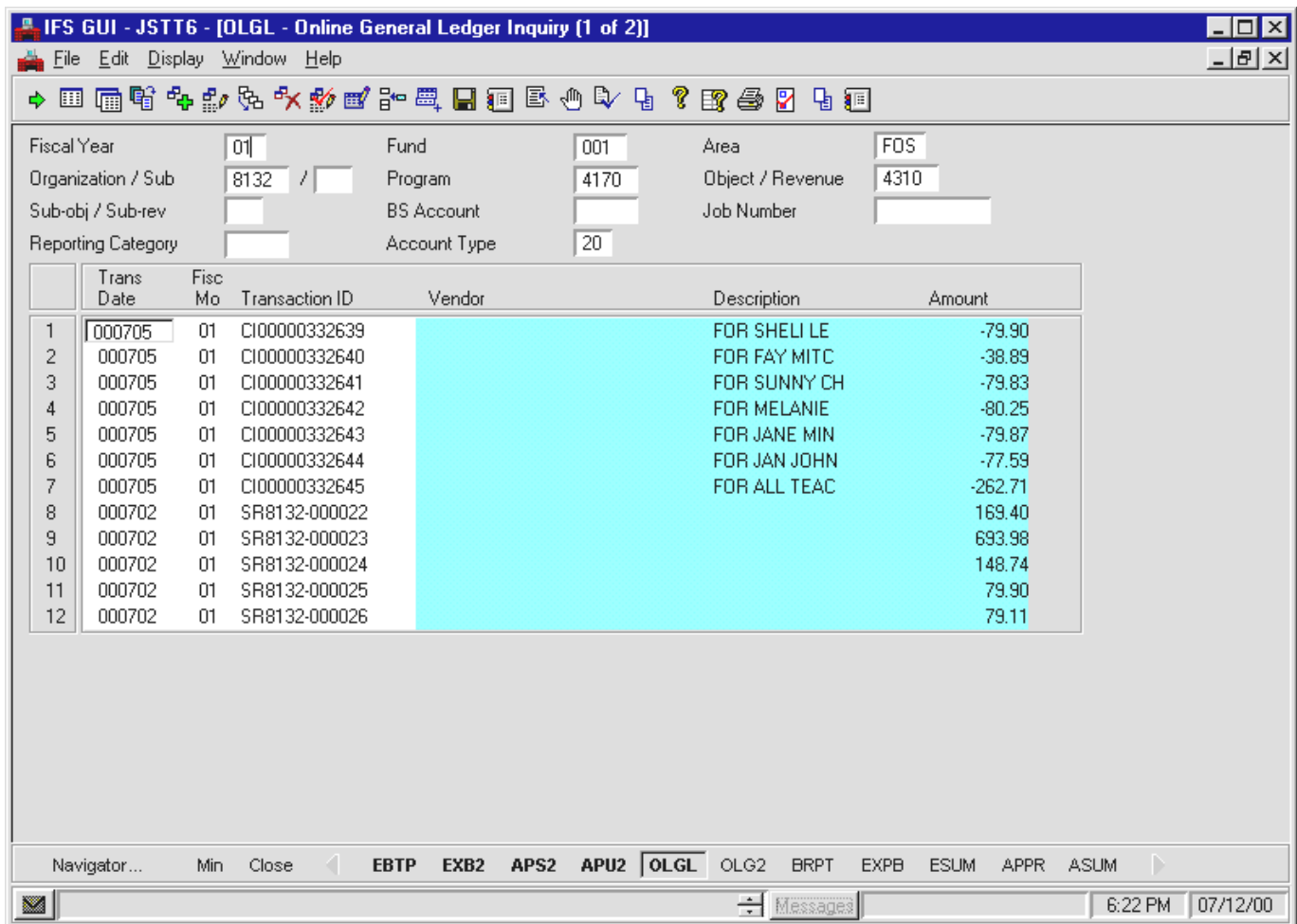
BUDGET INQUIRY BUSINESS FUNCTION, continued

ONLINE GENERAL LEDGER INQUIRY 1 AND 2 (OLGL/OLG2)

When the **OLGL** button is clicked from the Appropriation Unit Totals window, the Online General Ledger Inquiry (1 of 2) window is displayed. The Online General Ledger Inquiry screen displays posting of transactions by budget line and account type.

The purpose of the Online General Ledger 1 screen is to view the posting of transactions by budget line and account type. The budget line postings can be viewed by pre-encumbrance, encumbrance, expenditure or budget transaction. This is the data that makes up the Monthly Activity Report. The transactions are posted by the budget line charged, and then by account type; e.g. account type **20** = pre-encumbrances; account type **21** = encumbrances; account type **22** = expenditures, and account type **41** = budget transactions. The Online General ledger is updated each night with the day's transactions.

Type in fiscal year, fund, area, organization, program, object, and the account type of 20, 21, 22, or 41. Click on **Display: Browse Data**.



BUDGET INQUIRY BUSINESS FUNCTION, continued

ONLINE GENERAL LEDGER INQUIRY, continued

To display more accounting information, click on **Display: More Data**. After clicking **Display: More Data**, the screen just previously displayed may again be viewed by clicking **Display: Previous Page** (maximum of four screens).

FIELD DESCRIPTIONS

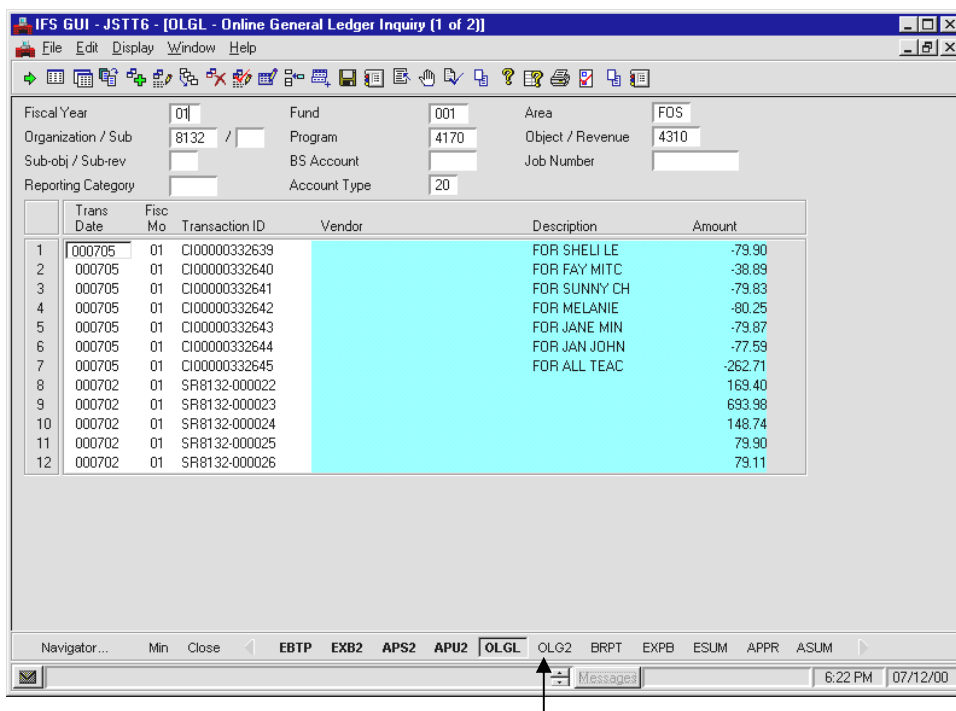
TRANS DATE: If the transaction date is left blank when creating the document on the transaction input screen, the system will post the date that the transaction was accepted. If users enter the date on the transaction input screen, the system will post that date regardless of when the document was accepted.

FISC MO: Fiscal month, i.e., 01 = July, 02 = August, etc.

TRANSACTION ID: The transaction type and number.

AMOUNT: The amount of the transaction.

From the Online General Ledger Inquiry 1 screen, users may view reference transaction information on the related Online General Ledger Inquiry 2 screen. To access the Online General Ledger 2 screen, click the **OLG2** push button.



BUDGET INQUIRY BUSINESS FUNCTION, continued

ONLINE GENERAL LEDGER INQUIRY 2

When the **OLG2** push button is clicked from the Online General Ledger 1 screen, the Online General Ledger 2 screen is displayed. The information needed to display this data did not need to be entered on the screen, the information was brought forward when the **OLG2** push button was clicked.

The purpose of the Online General Ledger 2 screen is to view the posting of reference transactions by budget line and type of expenditure. Data displayed on the Online General Ledger 2 is an extension of the data on the Online General Ledger 1.

For instance, on the window below **CI00000332639** (Confirmation Issue created by the warehouse) was issued to release items ordered on the reference transaction **SR8132-000032** (the Stock Requisition created by the school).

The screenshot shows the IFS GUI window titled "IFS GUI - JSTT6 - [OLG2 - Online General Ledger Inquiry (2 of 2)]". The window contains a menu bar (File, Edit, Display, Window, Help) and a toolbar. Below the toolbar is a data entry form with the following fields:

- Fiscal Year: 01
- Fund: 001
- Area: F05
- Org / Sub: 8132 /
- Program: 4170
- Obj / Rev: 4310
- Sub-Obj / Sub-Rev:
- BS Account:
- Job Number:
- Reporting Category:
- Account Type: 20

Below the form is a table with the following columns: Transaction ID, Transaction Date, Transaction ID, User ID, Reference Transaction ID, Internal Reference, and Bank Account. The table contains 12 rows of data. The first row is highlighted in cyan. An arrow points from the label "Transaction ID" to the first column of the first row. Another arrow points from the label "Transaction being referenced" to the "Reference Transaction ID" column of the first row.

Transaction ID	Transaction Date	Transaction ID	User ID	Reference Transaction ID	Internal Reference	Bank Account
1	000705	CI00000332639		SR 8132-000032	001 WXX	
2	000705	CI00000332640		SR 8132-000033	001 WXX	
3	000705	CI00000332641		SR 8132-000034	001 WXX	
4	000705	CI00000332642		SR 8132-000035	001 WXX	
5	000705	CI00000332643		SR 8132-000036	001 WXX	
6	000705	CI00000332644		SR 8132-000037	001 WXX	
7	000705	CI00000332645		SR 8132-000038	001 WXX	
8	000702	SR8132-000022			001 WXX	
9	000702	SR8132-000023			001 WXX	
10	000702	SR8132-000024			001 WXX	
11	000702	SR8132-000025			001 WXX	
12	000702	SR8132-000026			001 WXX	

At the bottom of the window is a Navigator bar with buttons for EBTP, EXB2, APS2, APU2, OLGL, OLG2, BRPT, EXPB, ESUM, APPR, ASUM. The status bar shows "Messages" and the time "6:28 PM 07/12/00".

BUDGET INQUIRY BUSINESS FUNCTION, continued

ONLINE GENERAL LEDGER INQUIRY 2, continued

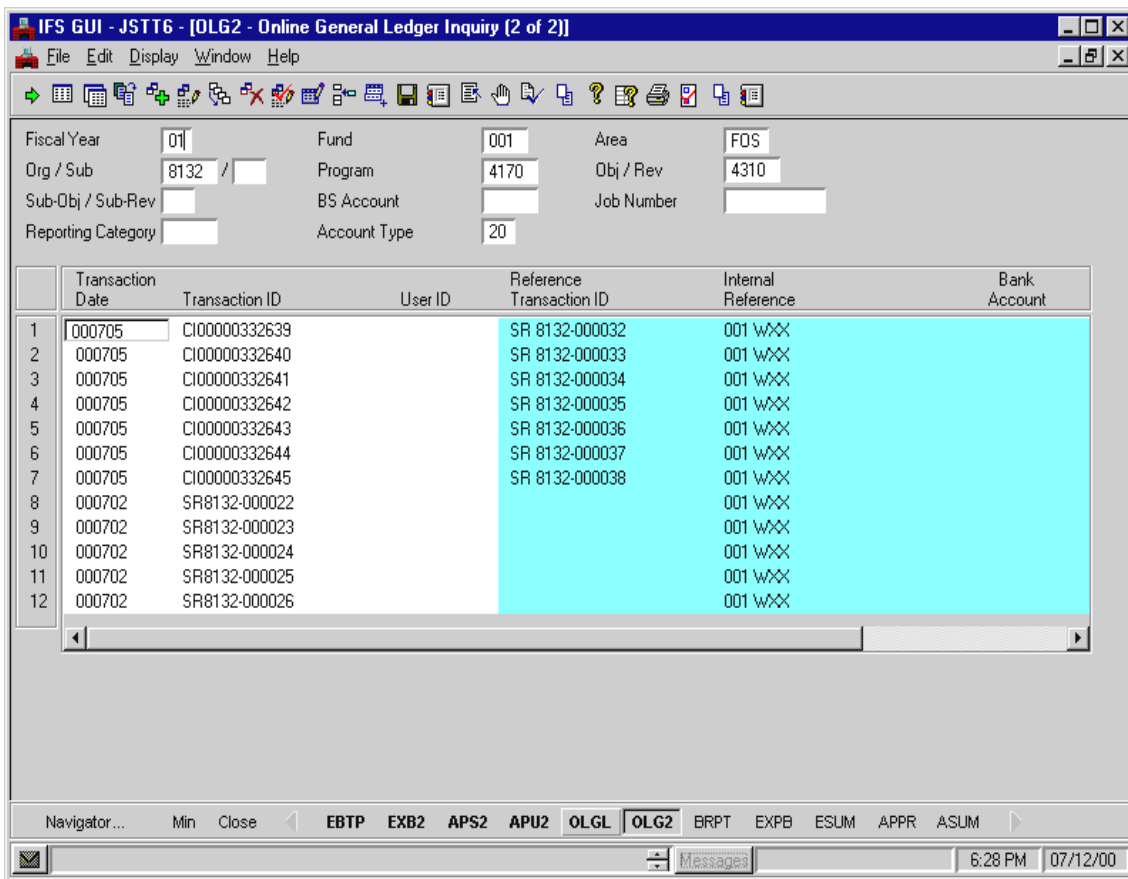
FIELD DESCRIPTIONS

TRANSACTION DATE: The transaction date on the tracking screen.

TRANSACTION ID: The transaction type and number.

USER ID: The user ID of the person who last updated the transaction.

REFERENCE TRANSACTION ID: The transaction type and number being referenced.



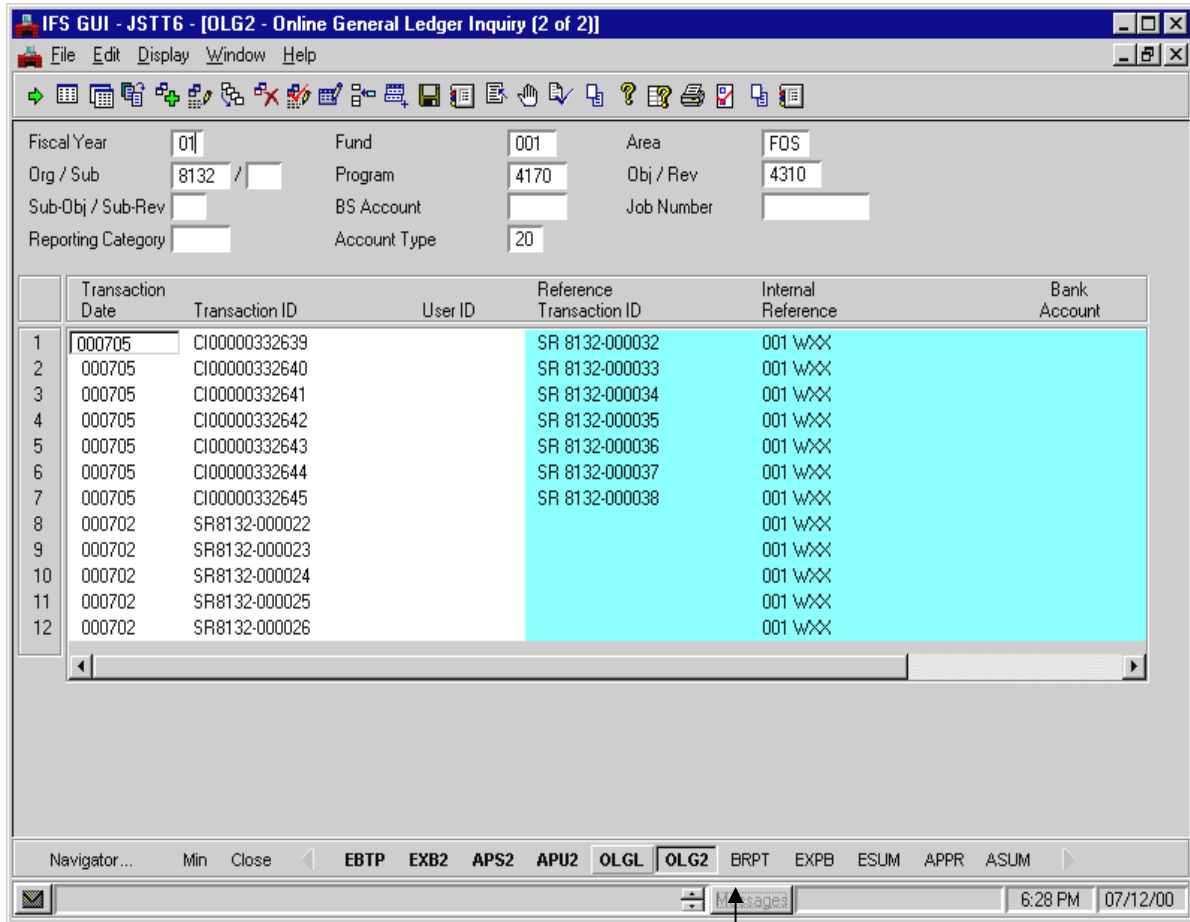
To display more accounting information, click on **Display: More Data**. After clicking **Display: More Data**, the screen just previously displayed may again be viewed by clicking **Display: Previous Page** (maximum of four screens).

To view specific budget line information, enter the budget line data and account type and click **Display: Browse Data**. To return to the Online General Ledger 1 screen, click the **OLGL** push button.

BUDGET INQUIRY BUSINESS FUNCTION, continued

ONLINE GENERAL LEDGER INQUIRY 2, continued

From the Online General Ledger screen, the Budget Report screen can be accessed. This screen displays budget preparation information by phase and possible carryover balances. To access the Budget Report screen, click on the **BRPT** push button.



BUDGET INQUIRY BUSINESS FUNCTION, continued

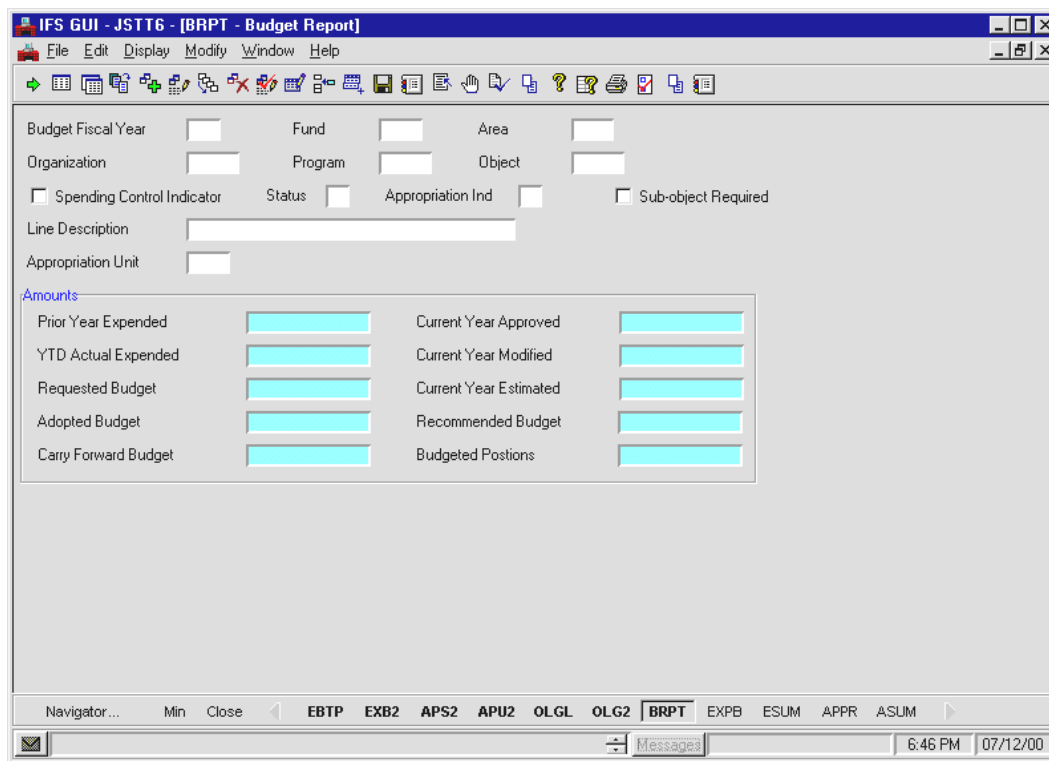
BUDGET REPORT (BRPT)

The purpose of the Budget Report screen is to display budget information by budget preparation phase, which includes the Preliminary, Final, and Adjusted Final Budget phase. Each phase updates the corresponding budget amount fields. Estimated budget carryovers based on the prior fiscal year balances as of June 1, are added to this screen during the Final Budget phase. Actual budget carryover amounts calculated as of June 30 are added to this screen during the Adjusted Budget phase if there is to be a carryover amount. IFS budget screens are updated using information from this screen.

Enter the following information to view Budget Report entries:

- Budget Fiscal Year** = Budget Fiscal Year (Budget Fiscal Year is the ending year, such as in the 1999-2000 school year, the fiscal year is 00)
- Fund** = three-digit Fund (generally 001/003)
- Area** = the school site's three-character Area code
- Organization** = the school site's four-digit Organization code
- Program** = the four-character (alpha/numeric) Program code
- Object** = the four-digit Object of expenditure code

Click on **Display: Browse Data** to display the first appropriation unit (in alphabetical order) for your area and organization. To display additional lines, click on **Display: More Data**.



BUDGET INQUIRY BUSINESS FUNCTION, continued**BUDGET REPORT, continued**FIELD DESCRIPTIONS

BUDGET FISCAL YEAR: The ending year, such as in the 2002-2003 school year, the fiscal year is 03

FUND: Three-digit code that identifies the funding source for this program (generally 001/003).

AREA: Three-character alphanumeric Area code which represents the organization.

ORGANIZATION: Four-digit code used to identify the school.

PROGRAM: The four-character (alpha/numeric) Program code used to identify the account to be charged for expenditures.

OBJECT: The four-digit Object of expenditure code used to describe the item or services purchased.

SPENDING CONTROL INDICATOR: A checkmark in this field indicates that spending authority is restricted to the budget amount on the expense budget line regardless of the available amount in the Program.

STATUS: Indicates whether the expense budget line is active or inactive. A checkmark in this field indicates that the budget line is inactive.

APPROPRIATION IND: A "Y" in this field indicates that the appropriation unit was set up manually by central offices, and that the amounts should not change after the Budget Development phase. An "N" in this field indicates that the amounts may change during the budget phases.

SUB OBJECT REQUIRED: A checkmark in this field will require users to enter the sub-object code on accounting transactions that are recording expenditures against this budget line.

LINE DESCRIPTION: Displays the description of the budget line.

APPROPRIATION UNIT: Three-character code that groups expense budget lines into a unit for budget control purposes and provides greater spending flexibility.

AMOUNTS

PRIOR YEAR EXPENDED: Displays the total amount expended in the previous fiscal year.

CURRENT YEAR APPROVED: Displays the current year approved budget amount as of the date that the Budget Preparation process began.

BUDGET INQUIRY BUSINESS FUNCTION, continued

BUDGET REPORT, continued

FIELD DESCRIPTIONS, continued

YTD ACTUAL EXPENDED: Represents actual amount of expenditures as of the date that the Budget Preparation process began.

CURRENT YEAR MODIFIED: Represents the current modified budget as of the date that the Budget Preparation process began.

REQUESTED BUDGET: Displays the budget amount during the preliminary budget phase.

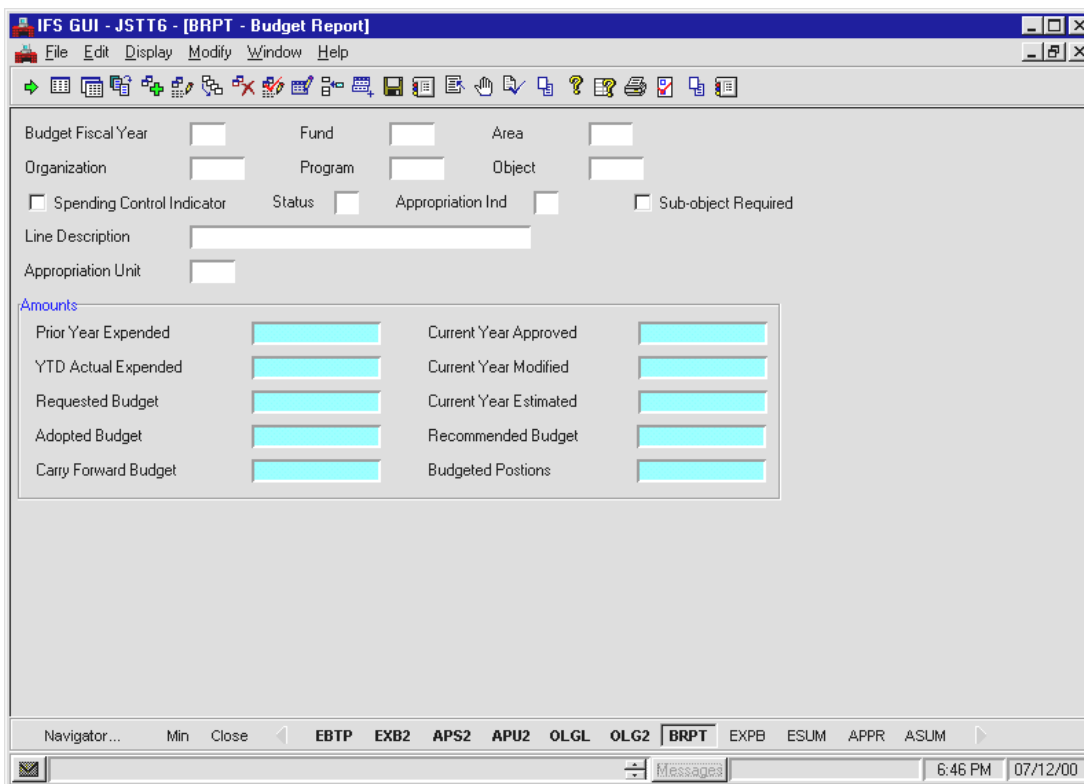
CURRENT YEAR ESTIMATED: This field is not currently in use.

ADOPTED BUDGET: Displays the budget amount after the adopted final budget phase.

RECOMMENDED BUDGET: Displays the final budget amount after the Budget Preparation process.

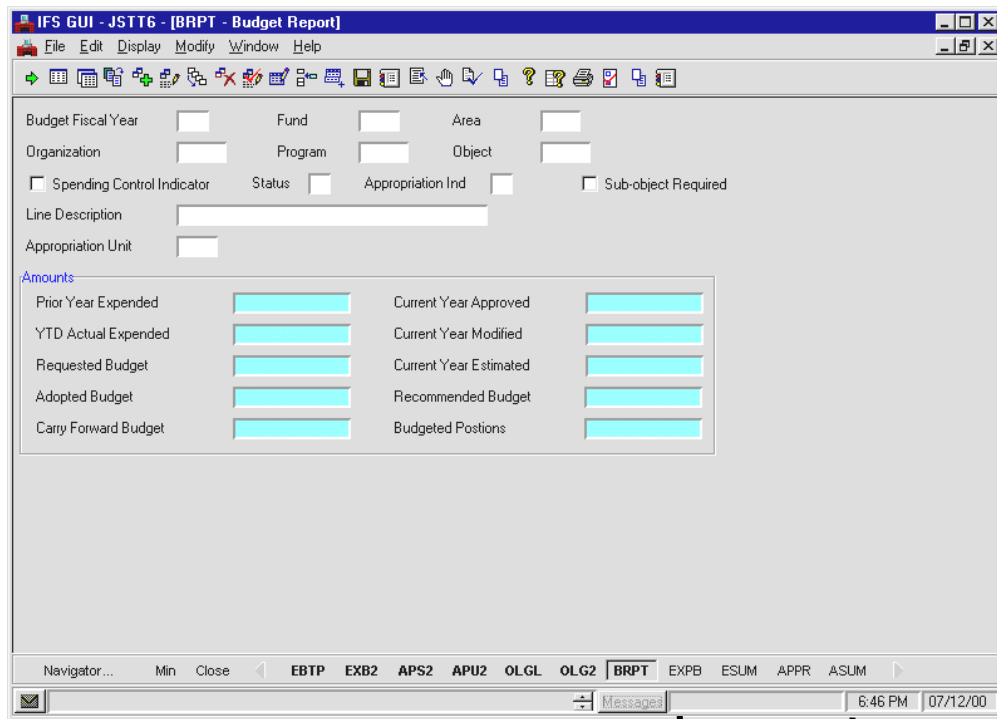
CARRY FORWARD BUDGET: Represents the carryover amount from the previous fiscal year (estimated and actual).

BUDGETED POSITIONS: This field is not currently in use.



BUDGET INQUIRY BUSINESS FUNCTION, continued

BUDGET REPORT, continued



Used by Central Offices.

The Expense Budget Inquiry (**EXPB**), Expense Budget Summary Inquiry (**ESUM**), Appropriation Inquiry (**APPR**), and the Appropriation Summary Inquiry (**ASUM**) windows are used by central offices.

To view a specific Appropriation Unit's, enter information beginning from the Budget Fiscal Year through the Appropriation Unit fields and select **Display: Browse Data**.